Oak Park

City Council Agenda

February 5, 2018

AGENDA
REGULAR CITY COUNCIL MEETING
37th CITY COUNCIL
OAK PARK, MICHIGAN
February 5, 2018
7:00 PM

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1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

4. **APPROVAL OF AGENDA**

5. **CONSENT AGENDA**

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

   A. Regular Council Meeting Minutes of January 16, 2018
   B. Special Council Meeting Minutes of January 16, 2018
   C. Retirement Board Meeting Minutes of October 23, 2017
   D. Arts and Cultural Diversity Commission Meeting Minutes of November 9, 2017 and December 14, 2017
   E. Parks and Recreation Commission Meeting Minutes of January 17, 2018
   F. Request to approve the payment of invoices from Dixon Engineering for Engineering Consulting Services for the elevated tank painting project in the total amount of $19,325.00
   G Request to advertise for bids for the 2018 Roof Replacement Project, M-680
   H. Licenses - New and Renewals as submitted for February 5, 2018

6. **RECOGNITION OF VISITING ELECTED OFFICIALS**

7. **SPECIAL RECOGNITION/PRESENTATIONS:**

   Special Recognition - Kenneth Sherman

8. **PUBLIC HEARINGS:**

   A. Public Hearing and approval of a request by Sweet Soul Bistro,13400 Eight Mile, for issuance of a Class C Liquor License and Dance Permit

9. **COMMUNICATIONS:** None

10. **SPECIAL LICENSES:** None

11. **ACCOUNTING REPORTS:**

    A. Approval for payment of an invoice submitted by Secrest, Wardle, Lynch, Hampton, Truex & Morley for legal services in the total amount of $106.93

12. **BIDS:** None

13. **ORDINANCES:** None

14. **CITY ATTORNEY:**

15. CITY MANAGER:

Finance/Assessing

A. Quarterly Investment Report for period ending 12/31/17
B. Quarterly Financial Report for period ending 12/31/17
C. Resolution approving requested Budget Amendment #2018-1 for period ending 12/31/17
D. Request to remain with the existing Rehmann Robson, LLC audit contract and exercise the extension option to complete the fiscal year 2018 audit for the amount of $50,000
E. Request to adopt the rate of compensation for the Board of Review Members and the 2018 meeting dates and times
F. Request to adopt the City of Oak Park 2018 Poverty Exemption Policy

Public Safety

G. Request to authorize the Department of Public Safety, in conjunction with the Huntington Woods, Berkley and Beverly Hills Departments of Public Safety, to apply for the Assistance to Firefighters Grant (AFG) for the purchase of Self Contained Breathing Apparatus (SCBA) and to approve the 20% match of $55,210 if awarded.

Community and Economic Development

H. Request to approve a façade improvement grant to Pateets Cheesecake, 13841 and 13845 Nine Mile Road, for 50% of the project costs not to exceed $2,500.00
I. Request to approve a resolution supporting "Complete Streets" policies

Department of Public Works

J. Request to approve a contract amendment from OHM Advisors for the Coolidge Highway Bridge Enhancement Project for the hourly, not to exceed amount of $12,500.00

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
37th OAK PARK CITY COUNCIL
January 16, 2018
7:00 PM

MINUTES

The meeting was called to order at 7:02 PM by Mayor McClellan in the Council Chambers of City Hall located at 14000 Oak Park Boulevard, Oak Park, MI 48237. (248) 691-7544.

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

ABSENT: None

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

APPROVAL OF AGENDA:

CM-01-018-18 (AGENDA ITEM #4) ADOPTION OF THE AGENDA AS PRESENTED – APPROVED

Motion by Burns, seconded by Weiss, CARRIED UNANIMOUSLY, to approve the agenda as presented.

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

MOTION DECLARED ADOPTED

CONSENT AGENDA:

CM-01-019-18 (AGENDA ITEM #5A-D) CONSENT AGENDA - APPROVED

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

A. Regular Council Meeting Minutes of January 3, 2018 **CM-01-020-18**
B. Request to cancel the regularly scheduled Zoning Board of Appeals meeting of January 23, 2018 **CM-01-021-18**
C. Public Safety Activity Summary Report for November 2017 **CM-01-022-18**
D. Licenses - New and Renewals as submitted for January 16, 2018 **CM-01-023-18**

MERCHANT'S LICENSES – January 16, 2018
(Subject to All Departmental Approvals)

RENEWALS	ADDRESS	FEE	BUSINESS TYPE
Vizcom Media	10325 Capital	$150	Printing
Great Lakes Landscape Design	10631 Capital	$187.50	Landscape
Bruttel Roofing Inc	10821 Capital	$187.50	Home Improvement
Riley Pearson Financial Serv	10831 Capital 200	$150	Financial
Auto Metal Craft Inc	12721 Capital	$150	Sheet Metal Fabricator
Auto Metal Craft Inc	12741 Capital	$150	Sheet Metal Fabricator
Lecom Inc	13270 Capital	$150	
Igor's Auto Repair LLC	13350 Capital	$150	Automotive
Tobacco Import USA	21060 Coolidge	$150	Retail
Honore Holdings LLC	21400 Coolidge	$150	Real Estate Management
Grace Centers of Hope	23119 Coolidge	$150	Thrift Store
Freedom Cleaners	24681 Coolidge	$150	Cleaners
Hungry Howie's Pizza	24691 Coolidge	$150	Restaurant
Weave World Wholesalers	24725 Coolidge	$187.50	Retail
Innovative Hearing Services	25211 Coolidge	$150	Medical
B's Vanity Hair Salon	25595 Coolidge	$187.50	Salon
The Blind Factory	25603 Coolidge	$150	Window Treatments
Artisty of Hair	25561 Coolidge	$187.50	Salon
Oak Liquor & Wine	13700 Eight Mile	$150	Retail
Oak Park Orthopedic Pain	14500 Eight Mile	$150	Medical
8 Mile Smoke	15180 Eight Mile	$150	Smoke Shop
El Mar's Suburban Shop	13661 Eleven Mile	$150	Restaurant
Wilson Wellness LLC	13691 Eleven Mile 108	$150	Medical
Kor Therapy LLC	13691 Eleven Mile 109	$150	Medical
AAA Ferguson Insurance	13691 Eleven Mile 200	$150	Insurance
Fine Furniture Restoration	13751 Eleven Mile	$150	Furniture
Henry's Auto Care Center	14041 Eleven Mile	$150	Automotive
Diamond Nails	21700 Greenfield 118	$150	Salon
Kabob Coney Island	21700 Greenfield 120	$150	Restaurant
To Go Café	21700 Greenfield 132	$150	Restaurant
Gold Fashion Jewelry Inc	21700 Greenfield 333	$150	Jeweler
Diamond Fashion Jewelers	21700 Greenfield 337	$150	Jeweler
Diamond Island of Greenfield	21700 Greenfield 390	$150	Jeweler
Maple Home Health Care Inc	23300 Greenfield 219	$150	Medical
Sunoco	25000 Greenfield	$150	Automotive
Premier Tuxedo	25234 Greenfield	$150	Retail
RENEWALS	ADDRESS	FEE	BUSINESS TYPE
Avis Management LLC	26640 Harding	$150	Property Management
K & M Leasing LLC	20900 Hubbell	$150	Automotive
Royal Container	21100 Hubbell	$150	Packaging
JT's Design Jewelry	15075 Lincoln 119	$150	Jeweler
Life Skills Residential LLC	25623 Lincoln Terrace	$150	Office
Bricco Excavating Company	21201 Meyers	$150	Excavator
Speedy Greasy	10200 Nine Mile	$150	Automotive
Onyx Market	10850 Nine Mile	$150	Retail
Little Bear's Learning Center	13391 Nine Mile	$150	Educational
Next Level Barbershop	13641 Nine Mile	$187.50	Barber
China City	13715 Nine Mile	$187.50	Restaurant
Domino's Pizza	13735 Nine Mile	$150	Restaurant
Good Health Pharmacy	13821 Nine Mile	$150	Pharmacy
Dallas Designs Salon	13831 Nine Mile	$150	Salon
James Tailoring and Alteration	8236 Nine Mile	$150	Tailor

Little Caesars	8801 Nine Mile	$150	Restaurant
Atlas Cut Stone Inc	12920 Northend	$150	Stone Products
EJ USA Inc	13001 Northend	$150	
Crescent Pattern Company	8720 Northend	$150	Pattern Casting
Chase Cleaners	10831 Ten Mile	$150	Cleaners
Access & Vascular Care PLLC	10861 Ten Mile	$150	Medical
Subway	13311 Ten Mile	$150	Restaurant
LA Insurance Agency	13381 Ten Mile	$150	Insurance
Jewish Senior Life Services	15000 Ten Mile	$150	Senior Living
Lawford Fabricating Co	21650 Wyoming Ct	$150	Sheet Metal Fabricator

MASSAGE FACILITY – RENEWAL 2018

RENEWALS	ADDRESS	FEE
Great Hands Massage	8230 W. Nine Mile Rd.	$125

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

MOTION DECLARED ADOPTED

RECOGNITION OF VISITING ELECTED OFFICIALS: None

SPECIAL RECOGNITION/PRESENTATIONS: None

PUBLIC HEARINGS: None

COMMUNICATIONS: None

SPECIAL LICENSES: None

ACCOUNTING REPORTS: None

BIDS: None

ORDINANCES: None

CITY ATTORNEY: None

CITY MANAGER:

Finance

CM-01-024-18 **(AGENDA ITEM #15A) RESOLUTION ADOPTING A DEFICIT ELIMINATION PLAN FOR THE 45TH DISTRICT COURT FUND - APPROVED**

Motion by Burns, seconded by Weiss, CARRIED UNANIMOUSLY, to approve the following resolution adopting a Deficit Elimination Plan for the 45th District Court Fund:

CITY OF OAK PARK, MICHIGAN

RESOLUTION ADOPTING A DEFICIT ELIMINATION PLAN FOR THE 45TH DISTRICT COURT FUND

WHEREAS, the City of Oak Park's 45th District Court fund has a $51,753 deficit fund balance on June 30, 2017; and

WHEREAS, 1971 PA 140 requires that a Deficit Elimination Plan be formulated by the local unit of government and filed with the Michigan Department of Treasury;

NOW, THEREFORE, IT IS RESOLVED that the City of Oak Park's legislative body adopts the following as the City of Oak Park 45th District Court Fund Deficit Elimination Plan:

	2017-18
Unrestricted Net Position (Deficit) Jul. 1	($51,753)
Revenue	
Intergovernmental	$91,448
Charges for Services	$175,000
Total Revenue	**$266,448**
Expenditures	
Salaries & Wages	$1,144,122
Fringes	$478,233
Supplies, Maintenance & Repairs	$29,447
Opearations	$211,332
Staff Development	$8,020
Printing & Publications	$44,000
Insurance & Bonds	$9,200
Total Expenditures	**$1,924,354**
Revenues over (under) expenditures	($1,657,906)
Other Financing sources (uses)	
Transfer In - General Fund	$1,792,906
Transfer In - General Fund	$51,753
Transfer Out - Retirees Health Care Court	($135,000)
Total Other Financing sources (uses)	**$1,709,659**
Unrestricted Net Position (Deficit) Jun. 30	**$0**

Explanation: Additional Transfer In from General Fund to cover deficit in Fiscal year 2017-18.
BE IT FURTHER RESOLVED that the City of Oak Park's Finance Director submits the Deficit Elimination Plan to the Michigan Department of Treasury for certification.

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

MOTION DECLARED ADOPTED

CM-01-025-18 (AGENDA ITEM #15B) RESOLUTION ADOPTING A DEFICIT ELIMINATION PLAN FOR THE MENTAL HEALTH COURT GRANT FUND - APPROVED

Motion by Burns, seconded by Weiss, CARRIED UNANIMOUSLY, to approve the following resolution adopting a Deficit Elimination Plan for the Mental Health Court Grant Fund:

CITY OF OAK PARK, MICHIGAN

RESOLUTION ADOPTING A DEFICIT ELIMINATION PLAN FOR THE MENTAL HEALTH COURT GRANT FUND

WHEREAS, the City of Oak Park's Mental Health Court Grant fund has a $2,054 deficit fund balance on June 30, 2017; and

WHEREAS, 1971 PA 140 requires that a Deficit Elimination Plan be formulated by the local unit of government and filed with the Michigan Department of Treasury;

NOW, THEREFORE, IT IS RESOLVED that the City of Oak Park's legislative body adopts the following as the City of Oak Park Mental Health Court Grant Fund Deficit Elimination Plan:

	2017-18
Unrestricted Net Position (Deficit) Jul. 1	($2,054)
Revenue	
Intergovernmental	$100,000
Total Revenue	**$100,000**
Expenditures	
Salaries & Wages	$20,000
Fringes	$10,000
Supplies, Maintenance & Repairs	$5,000
Operations	$62,500
Staff Development	$2,500
Total Expenditures	**$100,000**
Revenues over (under) expenditures	$0
Other Financing sources (uses)	
Transfer In - General Fund	$2,054
Total Other Financing sources (uses)	**$2,054**
Unrestricted Net Position (Deficit) Jun. 30	**$0**

Explanation: Transfer In from General Fund to cover deficit in Fiscal year 2017-18.

BE IT FURTHER RESOLVED that the City of Oak Park's Finance Director submits the Deficit Elimination Plan to the Michigan Department of Treasury for certification.

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

MOTION DECLARED ADOPTED

CM-01-026-18 **(AGENDA ITEM #15C) RESOLUTION ADOPTING A DEFICIT ELIMINATION PLAN FOR THE RETIREE HEALTH CARE COURT FUND - APPROVED**

Motion by Burns, seconded by Weiss, CARRIED UNANIMOUSLY, to approve the following resolution adopting a Deficit Elimination Plan for the Retiree Health Care Court Fund:

CITY OF OAK PARK, MICHIGAN

RESOLUTION ADOPTING A DEFICIT ELIMINATION PLAN FOR THE RETIREE HEALTH CARE COURT FUND

WHEREAS, the City of Oak Park's Retiree Health Care Court fund has a $43,110 deficit fund balance on June 30, 2017; and

WHEREAS, 1971 PA 140 requires that a Deficit Elimination Plan be formulated by the local unit of government and filed with the Michigan Department of Treasury;

NOW, THEREFORE, IT IS RESOLVED that the City of Oak Park's legislative body adopts the following as the City of Oak Park Retiree Health Care Court Fund Deficit Elimination Plan:

	2017-18
Unrestricted Net Position (Deficit) Jul. 1	($43,110)
Revenue	
Fines & Forfeitures	$207,345
Total Revenue	**$207,345**
Expenditures	
Operations - Insurance	$362,000
Total Expenditures	**$362,000**
Revenues over (under) expenditures	($154,655)
Other Financing sources (uses)	
Transfer In - 45th District Court	$135,000
Transfer In - General Fund	$43,110
Transfer In - General Fund	$19,655
Total Other Financing sources (uses)	**$197,765**
Unrestricted Net Position (Deficit) Jun. 30	**$0**

Explanation: Add Transfer In from General Fund to cover deficit in Fiscal year 2017-18.

BE IT FURTHER RESOLVED that the City of Oak Park's Finance Director submits the Deficit Elimination Plan to the Michigan Department of Treasury for certification.

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

MOTION DECLARED ADOPTED

Community and Economic Development

CM-01-027-18 (AGENDA ITEM #15D) RESOLUTION APPROVING A PERMANENT SIDEWALK EASEMENT FOR PARCEL 52-25-28-354-047 - APPROVED

Motion by Burns, seconded by Weiss, CARRIED UNANIMOUSLY, to adopt the following resolution approving a permanent Sidewalk easement for parcel 52-25-28-354-047:

CITY OF OAK PARK
OAKLAND COUNTY, MICHIGAN

RESOLUTION APPROVING PERMANENT SIDEWALK EASEMENT

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 the 16th day of January, 2018.

The following preamble and resolution was offered by Burns and seconded by Weiss.

WHEREAS, Section 13 of the Oak Park City Charter, authorizes the City of Oak Park ("City") to sell properties owned by the City provided that "The city may not purchase, sell or lease any real estate or any interest therein except by the affirmative vote of four or more members of the council"; and

WHEREAS, the City of Oak Park received a grant from MDOT and SEMCOG to complete the Nine Mile Redesign Project which requires a permanent easement be granted for parcel 52-25-28-354-047, as legally described and set forth in the Permanent Sidewalk Easement Description attached to this Resolution as Exhibit "A", which would allow the City to install, repair, replace and maintain a sidewalk; and

WHEREAS, the Oak Park City Council finds that it is necessary and in the best interest of the public to grant a permanent sidewalk easement on the referenced property to the City of Oak Park to reconstruct the sidewalk.

NOW, THEREFORE, the City Council of the City of Oak Park, Oakland County, Michigan resolves as follows:

1. The City Manager is hereby authorized to execute documents granting the permanent sidewalk easement on parcel 52-25-28-354-047 (Attachment 1), and to direct the filing of the easement with the County Registrar.

2. Any and all Resolutions that are in conflict with this Resolution are hereby repealed to the extent necessary to give this Resolution full force and effect.

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

MOTION DECLARED ADOPTED

Community and Economic Development Director Marrone, reported that the City of Oak Park has received a grant from MDOT and SEMCOG to complete the Nine Mile Redesign Project. As part of the project 18 Permanent Easement Agreements are needed to complete the project. One of the required easements is for a property currently owned by the City of Oak Park, parcel 52-25-28-354-047.

Department of Public Works

CM-01-028-18 (AGENDA ITEM #15E) PROPOSALS FROM OHM ADVISORS FOR A CONTRACT AMENDMENT FOR THE NINE MILE ROAD TAP GRANT PROJECT IN THE AMOUNT OF $25,745.00 AND PRELIMINARY ENGINEERING FOR THE SHERMAN AND SENECA STREET POCKET PARKS FOR THE HOURLY, NOT TO EXCEED AMOUNT OF $64,000.00 - APPROVED

Motion by Weiss, seconded by Burns, CARRIED UNANIMOUSLY, to approve proposals from OHM Advisors for a contract amendment for the Nine Mile Road TAP Grant Project in the amount of $25,745.00 and Preliminary Engineering for the Sherman and Seneca Street Pocket Parks for the hourly, not to exceed amount of $64,000.00.

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

MOTION DECLARED ADOPTED

Assistant City Manager Yee summarized the proposal from OHM Advisors for a contract amendment for the Nine Mile Road TAP Grant Project. The amendment is an increase of $25,745 for additional work, including the design of additional median islands, decorative cross walks, modifications at McClain to add a pedestrian signal, irrigation, electrical, and street closures for the Nine Mile Road TAP grant project. He also reviewed the proposal for Preliminary Engineering for the pocket parks at Seneca and Sherman Streets that includes design development, construction documents and bidding for an hourly, not to exceed amount of $64,000. Funding is available in the Major Street Fund for these expenditures.

CALL TO THE AUDIENCE:

Mindy Domke, from the Ferndale Friends Paper, encouraged advertisement in their publication that is circulated to Oak Park residents.

Joyce Bannon, 10611 Troy, expressed concerns regarding the budget deficit pertaining to the District Court.

CALL TO THE COUNCIL:

Mayor McClellan expressed thanks to the Public Safety Department for their exemplary outreach to the community.

Mayor Pro Tem Radner wished everyone a good night.

Council Member Burns wished everyone a good evening and to be mindful of pets and the elderly during the cold weather.

Council Member Weiss announced that the Arts and Cultural Diversity Commission helped secure a grant with the DIA that will provide reproductions of famous artworks to be displayed throughout the City during the spring and summer months. She also noted the upcoming Recreation Department event about Harriet Tubman that will take place on January 28th.

Council Member Rich wished everyone a good night.

ADJOURNMENT:

There being no further business to come before the City Council, Mayor McClellan adjourned the meeting at 7:26 P.M.

T. Edwin Norris, City Clerk	Marian McClellan, Mayor

CITY OF OAK PARK, MICHIGAN
SPECIAL COUNCIL MEETING OF THE
37th OAK PARK CITY COUNCIL
January 16, 2018
5:30 PM

MINUTES

The meeting was called to order at 5:32 PM by Mayor McClellan in the Executive Conference Room of City Hall located at 14000 Oak Park Boulevard, Oak Park, MI 48237. (248) 691-7544

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

ABSENT: None

OTHERS PRESENT: City Manager Tungate, City Clerk Norris, Assistant City Manager Yee, Community and Economic Development Director Marrone Director of Strategic Planning and Special Projects McLain, Recreation Director Stasiak, Director of Technical & Planning Barrett and Assistant City Engineer Surles

SPECIAL BUSIENSS

Nine Mile Re-design and Sherman/Seneca Pocket Parks

Community and Economic Development Director Marrone reviewed the Nine Mile Re-Design project consisting of a road diet, a trail head and pocket parks. Representatives from OHM Advisors were present and contributed to the presentation. Director Marrone reminded everyone that construction on the project would begin in June of this year and conclude by September.

Ms. Marrone continued by reviewing plans for the pocket parks to be located at Sherman and Seneca Streets. Funding for these parks will be provided through grants and ACT 51 funds. She also discussed community engagement activities that began in 2012 and concluded with a survey that yielded a 73% positive response for implementing the parks.

SCM-01-016-18 RESOLUTION IN SUPPORT OF SHERMAN AND SENECA POCKET PARKS - APPROVED

Motion by Rich, seconded by Burns, CARRIED UNANIMOUSLY, to approve the following resolution supporting the Sherman and Seneca Pocket Parks:

CITY OF OAK PARK
OAKLAND COUNTY, MICHIGAN

RESOLUTION IN SUPPORT OF SHERMAN AND SENECA POCKET PARKS

WHEREAS, The City of Oak Park has discussed the feasibility of redesigning Nine Mile Road with the intent to create a downtown atmosphere and include bike lanes, streetscapes, and provide safe alternative transportation options along the Nine Mile Corridor; and

WHEREAS, The City of Oak Park has worked with the Center for New Urbanism and Project for Public Spaces to engage the public for input and support of the project; and

WHEREAS, The City of Oak Park has piloted the Sherman pocket park and conducted extensive community engagement, including surveys. The most recent survey shows 73% of responders in support of the pocket parks; and

WHEREAS, The City of Oak Park has worked with the engineering firm of OHM Advisors to design and provide cost estimates for the project; and

WHEREAS, The City of Oak Park supports the acceptance of a grant from Oakland County with partial funding of the project; and

WHEREAS, The City of Oak Park certifies that the financing is secured, available and committed for use in constructing the project; and

WHEREAS, The City of Oak Park authorizes Kevin Yee, P.E., Assistant City Manager/Director of Public Works/City Engineer to act as the City's agent during project development on the City's behalf; and

WHEREAS, The City of Oak Park commits to owning, operating, and implementing a maintenance program over the design life of the facilities constructed for the project;

NOW, THEREFORE, BE IT RESOLVED that the City Council for the City of Oak Park, Michigan, hereby supports the Sherman and Seneca Pocket Parks and actions required for implementation.

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

MOTION DECLARED ADOPTED

I-696/Coolidge Overpass Project

Assistant City Manager Yee and OHM representatives reviewed the I-696/Coolidge project design that was previously approved by Council. The budget for the project is $387,000. Council reviewed three new options for aesthetic enhancements to the project that range in additional cost from $55,000 to $120,000. Option 1, consisting of fencing and lighting enhancements, would not require additional approvals from the State of Michigan and was generally favored by council members. The additional cost for Option 1 is estimated at $55,000. Council also discussed the possibility of considering additional enhancements including the removal of the acorns on the design and hiring an artist to complete a new rendering.

SCM-01-017-18 **MOTION TO PROCEED WITH THE I-696/COOLIDGE OVERPASS PROJECT BY USING OHM AESTHETIC ENHANCEMENT OPTION 1, ELIMINATING THE ACORNS ON THE DESIGN AND TO AUTHORIZE UP TO $200 FOR A NEW ARTIST RENDERING - APPROVED**

Motion by Burns, seconded by Weiss, CARRIED UNANIMOUSLY, to proceed with the I-696/Coolidge Overpass Project by using OHM Aesthetic Enhancement Option 1, eliminating the acorns on the design and to authorize up to $200 for a new artist rendering.

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

MOTION DECLARED ADOPTED

City Manager Update

Public Act 202 of 2017 – Mr. Tungate briefly reviewed the requirements for local governments as a result of Public Act 202 of 2017 that took effect December 20, 2017. The act requires local units of government to file reports with the Michigan Department of Treasury related to the underfunding of retirement pension and health benefits. He indicated that Oak Park is underfunded in both categories and pursuing options to increase the funding status of the retirement plans will be a key initiative this year. There will be a need for a work session of council dedicated to this issue.

Strategic Plan Revision – Mr. Tungate distributed the summary and detail of the Strategic Plan that will expire in 2019. He reported that many of the objectives in the plan have been accomplished and announced that work will begin on the next plan very soon. Council discussed the possible need to hire a consultant to direct the process.

Audit Contract Extension – Mr. Tungate announced that the City has worked with the current auditor, Rehmann Robson, for 5 years and it is time to consider a renewal of their contract or seek a new auditor. There were no objections to the City Manager bringing a one year extension proposal for consideration at the next meeting.

Service Warranty Program – Council discussed the topic of allowing a private company to provide a warranty program that would help protect homeowners from water service line failures. Utility Service Partners, Inc. offers such a program and would like Oak Park to endorse their program. Council discussed the pros and cons of endorsing such a program. After further discussion there were no objections to having the company present their services at a future council meeting to determine if a relationship is advisable.

Oak Park Ice Arena and Pool – Mr. Tungate reported that Rolston Hockey Group, the company that leases the Oak Park Ice Arena, is interested in the land where the existing pool is located so they can build and maintain a second sheet of ice. After discussion there was general consensus among council members that any proposal would need to provide for a new city pool. Mr. Tungate indicated that the city may need to hire a consultant to look at the entire city campus. There were no objections to considering a proposal in this regard.

CALL TO THE AUDIENCE: None

ADJOURNMENT:

There being no further business to come before the City Council, Mayor McClellan adjourned the meeting at 6:50 P.M.

T. Edwin Norris, City Clerk

Marian McClellan, Mayor

5C

CITY OF OAK PARK, MICHIGAN
EMPLOYEES' RETIREMENT SYSTEM AND PUBLIC SAFETY RETIREMENT SYSTEM BOARD OF TRUSTEES CONCURRENT MEETING

October 23, 2017
4:30 PM

MINUTES

Chairperson Tungate called the meeting to order at 4:32 PM and asked the City Clerk to call roll.

EMPLOYEES' RETIREMENT SYSTEM:

TRUSTEES PRESENT:	Trustee McClellan, Trustee Tungate, Trustee Waxenberg Trustee Mlynczyk, Trustee Eickmeier
TRUSTEES ABSENT:	None
ALSO PRESENT:	City Clerk Norris, Finance Director Crawford, Human Resources Director Brooks, City Attorney Duff

PUBLIC SAFETY RETIREMENT SYSTEM:

TRUSTEES PRESENT:	Trustee Tungate, Trustee McClellan, Trustee Rich, Trustee Batora
TRUSTEES ABSENT:	Trustee Tetler
ALSO PRESENT:	City Clerk Norris, Finance Director Crawford, Human Resources Director Brooks, City Attorney Duff

(Agenda Item #3A) Approval of Minutes

ERS-10-024-17 **MINUTES FROM THE JULY 24, 2017 ERS/PSRS REGULAR CONCURRENT MEETING – APPROVED**

Motion by Waxenberg, seconded by McClellan, CARRIED UNANIMOUSLY, to approve the minutes from the July 24, 2017 ERS/PSRS Regular Concurrent Meeting.

Voice Vote:	Yes:	Tungate, McClellan, Waxenberg, Mlynczyk, Eickmeier
	No:	None
	Absent:	None

MOTION DECLARED ADOPTED

PSRS-10-019-17 MINUTES FROM THE JULY 24, 2017 ERS/PSRS REGULAR CONCURRENT MEETING – APPROVED

Motion by McClellan, seconded by Batora, CARRIED UNANIMOUSLY, to approve the minutes from the July 24, 2017 ERS/PSRS Regular Concurrent Meeting.

Voice Vote:	Yes:	Tungate, McClellan, Batora, Rich
	No:	None
	Absent:	Tetler

MOTION DECLARED ADOPTED

(Agenda Item #3B) Financial Reports from April 24, 2017 (ERS)

ERS-10-025-17 FINANCIAL REPORTS FROM THE APRIL 24, 2017 REGULAR CONCURRENT MEETING - APPROVED

Motion by Waxenberg seconded by McClellan, CARRIED UNANIMOUSLY, to accept and approve the financial reports from the April 24, 2017 Regular Concurrent Meeting.

Voice Vote:	Yes:	Tungate, McClellan, Waxenberg, Mlynczyk, Eickmeier
	No:	None
	Absent:	None

MOTION DECLARED ADOPTED

(Agenda Item #4A) Pension Service Credit – TPOAM member John Maly (ERS)

Finance Director Crawford reviewed a letter received from attorney Frank Guido regarding Jon Maly and his request for an additional 6 months of retirement service credit. City attorney Duff and Human Resources Director Brooks provided an update on the matter and reminded the boards that 6 months of service credit was authorized for Mr. Maly at a previous meeting due to an error on the part of the City. Mr. Maly is now seeking a compromise that would allow him to buy an additional 6 months of service credit for a total of 12 months instead of 18 that he originally requested.

Ms. Brooks indicated that opportunities took place in 1995 and 1998 that allowed buy back options to eligible employees that Mr. Maly did not exercise. She indicated it would be likely that additional employees would come forward if an exception was made for Mr. Maly in this matter.

ERS-10-026-17 ADDITIONAL 6 MONTHS SERVICE CREDIT FOR PURCHASE BY JOHN MALY – FAILED

Motion by Eickmeier, seconded by Waxenberg, FAILED, to approve an additional 6 months service credit for purchase by John Maly.

Voice Vote:	Yes:	Eickmeier
	No:	Tungate, McClellan, Waxenberg, Mlynczyk
	Absent:	None

MOTION FAILED

(Agenda Item #4B) Investment Manager and Actuary transition update

Finance Director Crawford reported that communication with PNC and Watkins Ross is taking place and transition documents have been signed. She reviewed a target schedule for completion of the transition by January 1, 2018 and indicated that letters to the membership will be mailed in December notifying them of the transition.

(Agenda Item #4C) Fund Evaluation Group (FEG) Agreement Consideration

City Manager Tungate indicated that Dave Wetzel from Fund Evaluation Group (FEG) is retiring and the boards may want to reconsider the need to retain FEG for consulting services. Both boards approved the hiring of FEG for an amount not to exceed a combined total of $60,000 per year. Board members discussed how these services may now be performed by PNC and that saving the funds would be desirable. Mr. Tungate indicated that an agreement has not yet been completed with FEG. It was suggested that the boards consider using FEG on as needed project basis going forward and to make sure they are compensated for previously completed work.

ERS-10-027-17 MOTION TO RESCIND THE ACTION FROM THE 7-10-17 SPECIAL ERS/PSRS BOARD MEETING THAT AUTHORIZED THE HIRING OF FUND EVALUATION GROUP, LLC FOR INVESTMENT ADVISORY SERVICES FOR THE EMPLOYEES' RETIREMENT SYSTEM – APPROVED

Motion by Eickmeier, seconded by Waxenberg, CARRIED UNANIMOUSLY, to rescind the motion from the 7-10-17 ERS/PSRS Board Meeting that authorized the hiring of Fund Evaluation Group, LLC for investment advisory services for the Employees' Retirement System.

Voice Vote:	Yes:	Tungate, McClellan, Waxenberg, Mlynczyk, Eickmeier
	No:	None
	Absent:	None

MOTION DECLARED ADOPTED

PSRS-10-020-17 MOTION TO RESCIND THE ACTION FROM THE 7-10-17 SPECIAL ERS/PSRS BOARD MEETING THAT AUTHORIZED THE HIRING OF FUND EVALUATION GROUP, LLC FOR INVESTMENT ADVISORY SERVICES FOR THE PUBLIC SAFETY RETIREMENT SYSTEM – APPROVED

Motion by Rich, seconded by Batora, CARRIED UNANIMOUSLY, to rescind the motion from the 7-10-17 Special ERS/PSRS Board Meeting that authorized the hiring of Fund Evaluation Group, LLC for investment advisory services for the Public Safety Retirement System.

Voice Vote:	Yes:	Tungate, McClellan, Batora, Rich
	No:	None
	Absent:	Tetler

MOTION DECLARED ADOPTED

Trustee Batora reminded the board that he had requested clarification regarding contract language related to new hire vesting eligibility. Mr. Tungate reminded everyone that this is a matter regarding the negotiated contract language between the union and the City and not for the retirement board. The City Attorney along with the Labor attorney will need to provide an answer to this question.

(Agenda Item 5A) SEI Presentation

Glenn Harris from SEI presented a quarterly investment review via telephone. A copy of the report is on file with the City Clerk. He reported that the Employees' Retirement System assets as of September 30, 2017 total $19,770,654 and the Public Safety Retirement System assets total $41,394,490.

(Agenda Item 5A) Actuarial Valuations

Dave Reid and Scott Miller from CBIZ Savitz provided an overview of the valuations for each retirement system via telephone. The valuation reports are on file with the City Clerk.

(Agenda Item 5C) Credit Rating Status Update

Mr. Tungate indicated that the city is working on its bond rating with the hope of obtaining a double A status. The better rating would open up options to bond against the unfunded liability of the systems.

(Agenda Item #6A-J) Financial Reports (ERS)

ERS-10-028-17 RECEIVE AND APPROVE ERS FINANCIAL REPORTS (JULY - SEPTEMBER 2017) – APPROVED

Motion by Waxenberg, seconded by McClellan, CARRIED UNANIMOUSLY, to receive and approve the following reports for the period July 1, 2017 – September 30, 2017:

A. SEI Investment Management Report
B. Fiduciary Net Assets Statement – Fund 731
C. SEI Private Trust Financial Report
D. Disbursements made by Retirement System

DATE	CHECK#	PAYEE/DESCRIPTION	AMOUNT
08/31/17		SEI Private Trust Co.	$ 13,947.30
Investment Counseling Fees for 04/01/17-06/30/17.			
QUARTERLY DISBURSEMENTS		$13,947.30	
ACTUARY FEE REIMBURSEMENT:		($200.00)	
TOTAL QUARTERLY DISBURSEMENTS:		$13,747.30	

E. Fiduciary Net Assets Statement – Fund 680
F. Retirees Actuarial Statements - None
G. Municipal and Military Buy-Back Calculations - None
H. Correspondence of Retirement Submission

DATE	NAME	DEPARTMENT
06/30/2017	Thomas Scillian	DPW

I. Necrology Report - None
J. Miscellaneous Information - None

Voice Vote:	Yes:	Tungate, McClellan, Waxenberg, Mlynczyk, Eickmeier
	No:	None
	Absent:	None

MOTION DECLARED ADOPTED

(Agenda Item #6A-J) Financial Reports (PSRS)

PSRS-10-021-17 RECEIVE AND APPROVE PSRS FINANCIAL REPORTS (JULY - SEPTEMBER 2017) – APPROVED

Motion by McClellan, seconded by Batora, CARRIED UNANIMOUSLY, to receive and approve the following reports for the period July 1, 2017 – September 30, 2017:

A SEI Investment Management Reports
B Fiduciary Net Assets Statement – Fund 733
C. SEI Private Trust Financial Report
D. Disbursements made by Retirement System

DATE	CHECK#	PAYEE/DESCRIPTION	AMOUNT
08/31/17		SEI Private Trust Co.	$ 28,853.74
Investment Counseling Fees for 04/01/17-06/30/17.			
TOTAL QUARTERLY DISBURSEMENTS:		$28,853.74	

E. Fiduciary Net Assets Statement – Fund 680
F. Retirees Actuarial Statements - None
G. Municipal and Military Buy-Back Calculations - None
H. Correspondence of Retirement Submission – None
I. Necrology Report

DATE	NAME
09/01/17	Ruth Hunter (Survivor Spouse)

J. Miscellaneous Information - None

Voice Vote:	Yes:	Tungate, McClellan, Batora, Rich
	No:	None
	Absent:	Tetler

MOTION DECLARED ADOPTED

PUBLIC COMMENTS:

There were no members of the public present wishing to speak.

ADJOURNMENT:

The meeting adjourned at 6:00 PM.

T. Edwin Norris, City Clerk

CITY OF OAK PARK

COMMUNITY ENGAGEMENT
DEPARTMENT OF PUBLIC INFORMATION

MEETING MINUTES
CITY OF OAK PARK REGULAR MEETING
ARTS AND CULTURAL DIVERSITY COMMISSION
THURSDAY, NOVEMBER 9, 2017, 7:00 P.M.
COMMUNITY CENTER

1. **CALL TO ORDER**
   a. Time: 7:10 p.m.

2. **ROLL CALL**
   a. **City Council:**
   Mayor Pro Tem Solomon Radner __ Council Member Regina Weiss X_
   b. **Commissioners:**
   Heidi Bisson _x_ Leona Burns _x_ Stephanie Crawford A
   Sarah Davidson x__ Nathan Izydorek _x_ Rosetta Kincaid _x_
   Roselyn McKay_A_ Terri McQueen _A_ Reatha Richmond _A
   Sudha Chandra Sekhar x__ Abraham (Avi) Snider _x_ Michele Stevenson x_
   Lonnie K. Tabb-Upshaw _A_ Carla Wallace _x_ Anita Warner _A_
   c. **City Liaisons:**
   Director Denise DeSantis _x_
   d. **Guest(s):**
   _Laurie Stasiak___________Maralee Rosemond________ ____________
   ____

3. **APPROVAL OF AGENDA**
   a. Date <u>**November 9, 2017**</u> Motion Regina Weiss Seconded Sudha Sekhar
   Approved___By all_____

4. **APPROVAL OF MINUTES**
   a. Date <u>**November 9, 2017**</u> Motion Regina Weiss Seconded Sudha Sekhar
   Approved__By all__

5. **MATTERS FOR CONSIDERATION**
   a. **Special Guest: Laurie Stasiak & Maralee Rosemond**
   City of Oak Park Recreation Department
   b. **New Business:**
   Topic Discussed the 5 year update plan for the recreation department they invited us to come to the meeting on 11/16/2017 they want to hear from the residents so that they are a part of the process. They shared with us how they get grants for

certain projects. Maralee shared the plans for Black History Month, the Harriet Tubman event that will be held on Sunday 1/28/2018 at 3 p.m. at the Oak Park High School Auditorium for 4th graders and up. She is seeking volunteers to seat guest, it is a free event. There will be another event on Sunday 2/25/2018 in Activity Room A at the community center it will involve Story Book Quilting and Quilting.

c. Old Business:

i. Art Gallery Applications
Michele presented 2 applicants and their work and we all looked over them. We agreed on the art applicants and that the artist Fran would be used first from January through March. The artist Miriam will be used for the second quarter.

ii. World Dance Day
Regina suggests having participants complete an application so that we have their information accurate. We agreed to assign jobs for World Dance at our next meeting.

iii. DIA Inside/Out
Avi shared the application that he prepared for submission and explained it to the group.

iv. You Create
Heidi prefers it to be titled You Create every week based on the items she has on hand to do the event.

6. COMMISSIONER REPORTS

7. UPCOMING EVENTS/ANNOUCEMENTS

a. ACDC EVENTS

i. You Create - December 21, at 4:30 to 5:15 p.m.

8. ITEMS FOR NEXT MONTH'S AGENDA

a. Budget.
b. World Dance Day assignments.

1. ADJOURNMENT

a. **Next Meeting:** Thursday, December 14, 2018
b. **Time of Adjournment:**___8:15 p.m.___________

Meeting Minutes
Regular Meeting
City of Oak Park Arts and Cultural Diversity Commission
Thursday, December 14, 2017 7:00 p.m.
Community Center

1. **CALL TO ORDER**
   a. Time: 7:09 p.m. (NO QUORUM)

2. **ROLL CALL**
   a. **City Council:**
   Mayor Marian McClellan (A) Mayor Pro Tem Carolyn Burns (A)
   Council Member Kiesha Speech (A) Council Member Ken Rich (A)
   Council Member Solomon Radner (A) **Council Member Regina Weiss (X)**
   b. **Commissioners:**

Tina Baker (A)	**Heidi Bisson (X)**	Mattie Boykin (A)
Leona Burns (A)	Stephanie Crawford (A)	**Sarah Davidson (X)**
Nathan Izydorek (X)	Rosetta Kincaid (A)	**Terri McQueen (X)**
Reatha Richmond (A)	**Sudha Chandra Sekhar (X)**	Ayanna Smith (A)
Abraham (Avi) Snider(X)	Michele Stevenson (A)	Lonnie K. Tabb (A)
Carla Wallace (X)	Anita Warner (A)	Roselyn Mckay (A)

   City Liaisons:
   Director Denise DeSantis (A)
   c. **Guests:**
   ___ ________________ ______________

3. **APPROVAL OF AGENDA – Unable to approve;no quorum**

4. **APPROVAL OF MINUTES – Unable to approve;no quorum**

5. **DISCUSSION –**

   Art Gallery – Commissioner Snider read report in Michele's absence.

   World Dance Day- We discussed the food for the event. Council Member Weiss will speak with someone about all the particulars on how we should proceed and report back to us. A task list was passed out so that we all know our duties.

DIA Inside/Out Update- Commissioner Snider reported that still no word yet on if we were selected.

Fundraising– Commissioner Snider opened up conversations on this topic and we decided to table discussions on this topic until we get more information on the guidelines of fundraising.

Budget- Commissioner Snider suggests that we table this topic until City Liaison DeSantis is present to coach and lead this discussion.

You Create- December Activity: Snowflakes and 3D Snowflakes lead by Commissioner Bisson 4:30 p.m.-5:30 p.m. Oak Park Library

Call to Commissioners – Commissioner Snider shared with us that it was the 3rd night of Hanukkah and that another candle would be lit and the it is tradition to eat fried food. Suggestions for World Dance Day: Beef up sponsorship, ask for donations and create a comment card. Commissioner Izydorek is thinking of a fundraiser. Commissioner Sekhar shared her trip to Greece with us.

6. **ADJOURNMENT**
   a. **Next Meeting:** Thursday, February 8, 2018
   b. **Time of Adjournment:** 8:00 p.m.

5E

CITY OF OAK PARK
Recreation Department

Parks and Recreation Commission
PARKS AND RECREATION COMMISSION REGULAR MEETING JANUARY 17, 2018, AT COMMUNITY CENTER

I. Meeting called to order at 7:04 p.m. by Alexander Simpson.
II. Introductions: 11/15/2017

Members present: Mickey Alderman, Alexander Simpson, Diane Spiller, Beverly Wiggins, Dwight Thomas

Members excused: Councilmember Regina Weiss, Juanita Bell, Barbara Weiskopf, James Weiskopf

Members absent: Nathaniel Cobb, Mara Staller Starr

Ex-Oficio members present: None.

Staff members present: Laurie Stasiak

Guests present: None.

III. Approval of minutes of Parks and Recreation Commission Meeting of 11/15/2017. No meeting in December, as quorum was not met.

Motioned by Dwight Thomas to ACCEPT.

Seconded by Mickey Alderman.

Corrections: None

IV. Council comments: None

V. Regular Business

A. Meeting dates changed with corrections, and committee availability

B. Special meeting of Commission will be at 6:00 p.m. on February 19, before regular City Council Meeting.

VI. Recreation updates: Recreation Director Laurie Stasiak

A. In partnership with Hazel Park and Ferndale, named the Tri-City Basketball League: games have started as of January 13. Oak Park has 7 teams in the league: two in K-2nd grade/total of 6 teams in league, two in 3rd-4th grade/ 7 total teams in league, two in 5th-6th grade/ 7 total teams in league, and one in 7th-8th grade, league is held in Southfield.

B. Spring and summer sports are open now for registration (soccer, baseball), in partnership with Hazel Park, Ferndale and Pleasant Ridge, named the Quad-City League.

C. The Harriet Tubman performance on January 28 will require volunteers; Beverly Wiggins has volunteered and will take a greeter position from 2-3:30 p.m.

D. The Daddy Daughter Dance will be on February 11, and will require volunteers; Alexander Simpson, Diane Spiller, Mickey Alderman and Dwight Thomas have volunteered.

E. Winterfest will be held on February 18 and will require volunteers; Dwight Thomas, Diane Spiller and Alexander Simpson have volunteered, and Diane Spiller has volunteered to bake cookies.

VII. New Business

Community Input Meeting – Thursday, November 16 - Review -Commissioners, Laurie
Oak Park High School Pool was discussed – Stan Trompeter, Executive Director of Oak Park Schools, was in attendance discussed school districts interest in finding out the cost to repair the HS pool for future use.

A. Survey Questions – Questions and answers were discussed, and recommendations were taken to develop into goals and objectives from key themes based on the public input sessions and survey
B. Goals/Objectives/Action Plan – based on the needs and ideas from residents and staff
C. Draft Master Plan available for public review from January 19 – February 19 at Recreation Office, City Hall, Library and the City Website
D. Public meeting will be held on February 19 during the city council meeting prior to adoption at same meeting

Motioned to ACCEPT (with amendments) by Mickey Alderman.
Seconded by Alexander Simpson.
PASSED.

VIII. Announcements: None.

Motion to ADJOURN meeting by Dwight Thomas.
Seconded by Alexander Simpson.
Motion APPROVED.
Meeting ADJOURNED at 7:54 p.m.

Next meeting: February 21, 2018, at 7:00 p.m. in Room #4

5F

BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: February 5, 2018 **AGENDA #**

SUBJECT: Payment request from Dixon Engineering for Engineering Consulting Services for the elevated tank painting.

DEPARTMENT: DPW - *KJY*

SUMMARY: Attached are invoices from Dixon Engineering for Engineering Consulting Services for the elevated tank painting. The summary is as follows:

Current invoices	Prior invoices	Total to Date	Contract Amount
$19,325.00	$2,800.00	$22,125.00	$28,263.00

RECOMMENDED ACTION: It is recommended that the invoices from Dixon Engineering for Engineering Consulting Services for the elevated tank painting be approved for the total amount of $19,325.00. Funding is available in the Water & Sewer Fund number 592-18-538-930.

APPROVALS:

City Manager: ____________________

Department Director: KJY

Finance Director: ____________________

Budgeted ☑

EXHIBITS: Invoices

DIXON ENGINEERING, INC.
1104 Third Avenue, Lake Odessa, MI 48849 • Tel: 616-374-3221 • Fax: 616-374-7116

City of Oak Park
Attn: Rocco Fortura
10600 Capital
Oak Park, MI 48237

Invoice number 17-2539
Date 08/23/2017

Project **O 22 63 04 01 OAK PARK MI 250,000 GALLON DOUBLE ELLIPSE PAINT**

Description		Contract Amount	Prior Billed	Current Billed
PAINT INSPECTION				
PREPARATION OF SPECIFICATIONS		2,800.00	2,800.00	0.00
06/23/17 - PRECON MEETING		700.00	0.00	700.00
PROJECT STATUS MEETING		700.00	0.00	0.00
WELD INSPECTION		0.00	0.00	0.00
08/07/17 - INSPECTIOIN #1, TRAVEL & REPORT.....		650.00	0.00	650.00
08/08/17 - INSPECTION #2, TRAVEL & REPORT.....		650.00	0.00	650.00
08/09/17 - INSPECTION #3, TRAVEL & REPORT.....		650.00	0.00	650.00
CATHODIC PROTECTION INSPECTION		1,300.00	0.00	0.00
	Subtotal	7,450.00	2,800.00	2,650.00
WARRANTY INSPECTION				
WARRANTY, TRAVEL & REPORT		1,900.00	0.00	0.00
	Total	9,350.00	2,800.00	2,650.00

Paint Inspection

Project Administration

Professional Fees

		Hours	Rate	Billed Amount
06/14/2017	Project Administration / Submittals.....	2.00	125.00	250.00
06/26/2017	Project Administration / Phone.....	1.00	125.00	125.00
08/03/2017	Project Administration / Onsite Meeting re: electrical.....	6.50	125.00	812.50
08/04/2017	Project Administration / Calls & Emails re: electrical.....	2.00	125.00	250.00
08/08/2017	Project Administration / Antenna Carrier contact information to LC United.....	0.75	125.00	93.75
08/09/2017	Project Administration / Phone call with Sprint re: project.....	0.50	125.00	62.50
08/16/2017	Project Administration / Onsite Meeting re: Logo.....	5.50	125.00	687.50
	Phase subtotal			2,281.25

Full Time Inspection

Professional Fees

		Hours	Rate	Billed Amount
08/10/2017	Inspection #4, Travel & Report.....	6.50	70.00	455.00
08/11/2017	Inspection #5, Travel to Site & Report.....	12.00	70.00	840.00

DIXON ENGINEERING, INC.
1104 Third Avenue, Lake Odessa, MI 48849 • Tel: 616-374-3221 • Fax: 616-374-7116

City of Oak Park
Project O 22 63 04 01 OAK PARK MI 250,000 GALLON DOUBLE ELLIPSE PAINT

Invoice number 17-2539
Date 08/23/2017

Paint Inspection

Full Time Inspection

Professional Fees

Date	Description	Hours	Rate	Billed Amount
08/12/2017	Inspection #6, Travel from Site & Report.....	4.00	105.00	420.00
08/13/2017	Inspection #7, Travel to Site & Report.....	11.00	105.00	1,155.00
08/14/2017	Inspection #8 & Report.....	10.00	70.00	700.00
08/15/2017	Inspection #9 & Report.....	8.25	70.00	577.50
08/16/2017	Inspection #10 & Report.....	10.00	70.00	700.00
	Phase subtotal			4,847.50

Reimbursables

Reimbursables

	Units	Rate	Billed Amount
08/10/2017			
MI Secretarial	0.50	50.00	25.00
MI Project Management	0.25	125.00	31.25
MI Miles	240.00	0.70	168.00
08/11/2017			
MI Secretarial	0.50	50.00	25.00
MI Project Management	0.25	125.00	31.25
MI Miles	120.00	0.70	84.00
MI Per Diem	1.00	145.00	145.00
08/12/2017			
MI Secretarial	0.50	50.00	25.00
MI Project Management	0.25	125.00	31.25
MI Miles	120.00	0.70	84.00
08/13/2017			
MI Secretarial	0.50	50.00	25.00
MI Project Management	0.25	125.00	31.25
MI Miles	120.00	0.70	84.00
MI Per Diem	1.00	145.00	145.00
08/14/2017			
MI Secretarial	0.50	50.00	25.00
MI Project Management	0.25	125.00	31.25
MI Per Diem	1.00	145.00	145.00
Phase subtotal			1,136.25
Paint Inspection subtotal			8,265.00

Invoice total **10,915.00**

DIXON ENGINEERING, INC.
1104 Third Avenue, Lake Odessa, MI 48849 • Tel: 616-374-3221 • Fax: 616-374-7116

City of Oak Park
Project O 22 63 04 01 OAK PARK MI 250,000 GALLON DOUBLE ELLIPSE PAINT

Invoice number 17-2539
Date 08/23/2017

Invoice Summary

Description		Contract Amount	Prior Billed	Current Billed
Paint Inspection				
Preparation of Specifications		2,800.00	2,800.00	0.00
Project Administration		1,000.00	0.00	2,281.25
06/23/17 - Precon Meeting		700.00	0.00	700.00
Project Status Meeting		700.00	0.00	0.00
Weld Inspection		0.00	0.00	0.00
08/07/17 - Inspectioin #1, Travel & Report.....		650.00	0.00	650.00
08/08/17 - Inspection #2, Travel & Report.....		650.00	0.00	650.00
08/09/17 - Inspection #3, Travel & Report.....		650.00	0.00	650.00
Cathodic Protection Inspection		1,300.00	0.00	0.00
Full Time Inspection		12,880.00	0.00	4,847.50
Reimbursables		5,033.00	0.00	1,136.25
	Subtotal	26,363.00	2,800.00	10,915.00
Warranty Inspection				
Warranty, Travel & Report		1,900.00	0.00	0.00
	Total	28,263.00	2,800.00	10,915.00

PLEASE MAKE PAYMENT TO OUR CORPORATE OFFICE: DIXON ENGINEERING, INC., 1104 THIRD AVENUE, LAKE ODESSA MI 48849

ALL INVOICES DUE NET 30 - 15 DAYS NET, DEDUCT 1% - INTEREST OF 1.5% PER MONTH AFTER 30 DAYS

DIXON ENGINEERING, INC., NOW OFFERS PAYMENT BY CREDIT CARD — PLEASE VISIT OUR WEB SITE AT — www.dixonengineering.net/invoice-payment/ TO TAKE ADVANTAGE OF THIS NEW PAYMENT PROGRAM.

DIXON ENGINEERING, INC.

1104 Third Avenue, Lake Odessa, MI 48849 • Tel: 616-374-3221 • Fax: 616-374-7116

City of Oak Park
Attn: Rocco Fortura
10600 Capital
Oak Park, MI 48237

Invoice number 17-2701
Date 09/21/2017

Project **O 22 63 04 01 OAK PARK MI 250,000 GALLON DOUBLE ELLIPSE PAINT**

Description		Contract Amount	Prior Billed	Current Billed
PAINT INSPECTION				
PREPARATION OF SPECIFICATIONS		2,800.00	2,800.00	0.00
06/23/17 - PRECON MEETING		700.00	700.00	0.00
PROJECT STATUS MEETING		700.00	0.00	0.00
WELD INSPECTION		0.00	0.00	0.00
08/07/17 - INSPECTIOIN #1, TRAVEL & REPORT.....		650.00	650.00	0.00
08/08/17 - INSPECTION #2, TRAVEL & REPORT.....		650.00	650.00	0.00
08/09/17 - INSPECTION #3, TRAVEL & REPORT.....		650.00	650.00	0.00
CATHODIC PROTECTION INSPECTION		1,300.00	0.00	0.00
	Subtotal	7,450.00	5,450.00	0.00
WARRANTY INSPECTION				
WARRANTY, TRAVEL & REPORT		1,900.00	0.00	0.00
	Total	9,350.00	5,450.00	0.00

Paint Inspection

Project Administration

Professional Fees

		Hours	Rate	Billed Amount
08/21/2017	Project Administration / Phone / emails.....	2.00	125.00	250.00
08/22/2017	Project Administration / Email.....	0.50	125.00	62.50
09/11/2017	Project Administration / Project Finalization.....	0.50	125.00	62.50
	Phase subtotal			375.00

Full Time Inspection

Professional Fees

		Hours	Rate	Billed Amount
08/17/2017	Inspection #11 & Report.....	1.00	70.00	70.00
08/18/2017	Inspection #12 & Report.....	10.00	70.00	700.00
08/19/2017	Inspection #13, Travel from Site & Report O/T.....	4.00	105.00	420.00
08/20/2017	Inspection #14, Travel to Site & Report O/T.....	10.75	105.00	1,128.75
08/21/2017	Inspection #15 & Report.....	10.00	70.00	700.00
08/22/2017	Inspection #16 & Report.....	4.00	70.00	280.00
08/23/2017	Inspection #17 & Report.....	10.00	70.00	700.00

City of Oak Park
Project O 22 63 04 01 OAK PARK MI 250,000 GALLON DOUBLE ELLIPSE PAINT

Invoice number 17-2701
Date 09/21/2017

Paint Inspection

Full Time Inspection

Professional Fees

		Hours	Rate	Billed Amount
08/24/2017	Inspection #18 & Report.....	10.00	70.00	700.00
08/25/2017	Inspection #19, Travel from Site & Report.....	8.75	70.00	612.50
08/28/2017	Inspection #20, Travel & Report.....	7.50	70.00	525.00
	Phase subtotal			5,836.25

Reimbursables

Reimbursables

	Units	Rate	Billed Amount
08/16/2017			
MI Secretarial	0.50	50.00	25.00
MI Project Management	0.25	125.00	31.25
MI Per Diem	1.00	145.00	145.00
08/17/2017			
MI Secretarial	0.50	50.00	25.00
MI Project Management	0.25	125.00	31.25
MI Per Diem	1.00	145.00	145.00
08/18/2017			
MI Secretarial	0.50	50.00	25.00
MI Project Management	0.25	125.00	31.25
MI Per Diem	1.00	145.00	145.00
08/19/2017			
MI Secretarial	0.50	50.00	25.00
MI Project Management	0.25	125.00	31.25
MI Miles	120.00	0.70	84.00
08/20/2017			
MI Secretarial	0.50	50.00	25.00
MI Project Management	0.25	125.00	31.25
MI Miles	120.00	0.70	84.00
MI Per Diem	1.00	145.00	145.00
08/21/2017			
MI Secretarial	0.50	50.00	25.00
MI Project Management	0.25	125.00	31.25
MI Per Diem	1.00	145.00	145.00
08/22/2017			
MI Secretarial	0.50	50.00	25.00
MI Project Management	0.25	125.00	31.25
MI Per Diem	1.00	145.00	145.00
08/23/2017			
MI Secretarial	0.50	50.00	25.00

City of Oak Park | Invoice number 17-2701
Project O 22 63 04 01 OAK PARK MI 250,000 GALLON DOUBLE ELLIPSE PAINT | Date 09/21/2017

Paint Inspection

Reimbursables

Reimbursables

	Units	Rate	Billed Amount
08/23/2017			
MI Project Management	0.25	125.00	31.25
MI Per Diem	1.00	145.00	145.00
08/24/2017			
MI Secretarial	0.50	50.00	25.00
MI Project Management	0.25	125.00	31.25
MI Per Diem	1.00	145.00	145.00
08/25/2017			
MI Secretarial	0.50	50.00	25.00
MI Project Management	0.25	125.00	31.25
MI Miles	120.00	0.70	84.00
08/28/2017			
MI Secretarial	0.50	50.00	25.00
MI Project Management	0.25	125.00	31.25
MI Miles	240.00	0.70	168.00
Phase subtotal			2,198.75
Paint Inspection subtotal			8,410.00

Invoice total **8,410.00**

Invoice Summary

Description	Contract Amount	Prior Billed	Current Billed
Paint Inspection			
Preparation of Specifications	2,800.00	2,800.00	0.00
Project Administration	1,000.00	2,281.25	375.00
06/23/17 - Precon Meeting	700.00	700.00	0.00
Project Status Meeting	700.00	0.00	0.00
Weld Inspection	0.00	0.00	0.00
08/07/17 - Inspectioin #1, Travel & Report.....	650.00	650.00	0.00
08/08/17 - Inspection #2, Travel & Report.....	650.00	650.00	0.00
08/09/17 - Inspection #3, Travel & Report.....	650.00	650.00	0.00
Cathodic Protection Inspection	1,300.00	0.00	0.00
Full Time Inspection	12,880.00	4,847.50	5,836.25
Reimbursables	5,033.00	1,136.25	2,198.75
Subtotal	26,363.00	13,715.00	8,410.00
Warranty Inspection			
Warranty, Travel & Report	1,900.00	0.00	0.00

City of Oak Park		Invoice number	17-2701
Project O 22 63 04 01 OAK PARK MI 250,000 GALLON DOUBLE ELLIPSE PAINT		Date	09/21/2017

Total	28,263.00	13,715.00	8,410.00

PLEASE MAKE PAYMENT TO OUR CORPORATE OFFICE: DIXON ENGINEERING, INC., 1104 THIRD AVENUE, LAKE ODESSA MI 48849

ALL INVOICES DUE NET 30 - 15 DAYS NET, DEDUCT 1% - INTEREST OF 1.5% PER MONTH AFTER 30 DAYS

DIXON ENGINEERING, INC., NOW OFFERS PAYMENT BY CREDIT CARD --- PLEASE VISIT OUR WEB SITE AT --- www.dixonengineering.net/invoice-payment/ TO TAKE ADVANTAGE OF THIS NEW PAYMENT PROGRAM.

5G

BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: February 5, 2018 **AGENDA #**

SUBJECT: Request authorization to bid the 2018 Roof Replacement Project, M-680.

DEPARTMENT: DPW – *KJY*

SUMMARY: Bid documents are nearly complete for the 2018 Roof Replacement Project, M-680. This project will replace and repair sections of the Community Center roof.

FINANCIAL STATEMENT: There is funding available in the Facilities Maintenance budget for this expenditure.

RECOMMENDED ACTION: It is recommended that the request to advertise for bids for 2018 Roof Replacement Project, M-680 be approved. Funding is available in the Facilities Maintenance budget fund 101-18-265-930 for this expenditure.

APPROVALS:

City Manager: ______________________

Department Director: ______________________

Finance Director: ______________________

Budgeted: ☑

EXHIBITS: none

MERCHANT'S LICENSES – FEBRUARY 5, 2018

(Subject to All Departmental Approvals)

NEW MERCHANT	ADDRESS	FEE	BUSINESS TYPE
The Glam Box LLC	15411 Nine Mile	$150	Salon

RENEWALS	ADDRESS	FEE	BUSINESS TYPE
Superior Electric Co	10280 Capital	$150	Electrical Contractor
Innovative Tool & Design	10725 Capital	$187.50	Metal Stamping
Michigan Dessert Corp	10750 Capital	$150	
Plumbing Techs / Pipecon	12700 Capital	$150	Plumbing Contractor
Henderson Towing	13390 Capital	$150	Towing Company
Quality Restaurant Equipment	8700 Capital	$150	Restaurant Equipment
Kerr Pump & Supply	12880 Cloverdale	$150	Manufacturer
United Truck Sales	12950 Cloverdale	$150	Automotive
Cloverdale Equipment Co	13133 Cloverdale	$150	Construction Equipment
Valley City Linen	13165 Cloverdale	$187.50	Linen Rental
Auditory Instruments Inc	13261 Cloverdale	$187.50	Audio Equipment Sales
Acceptance Now #08308	20830 Coolidge	$150	Financial
Autobahn Collision	20850 Coolidge	$150	Collision Shop
Car Stop Automotive	21006 Coolidge	$150	Automotive
Detroit Auto Electric	21040 Coolidge	$150	Automotive
$8 Demo Cuts	22101 Coolidge	$187.50	Barber
Curv Bella Boutique	22125 Coolidge	$187.50	Retail
Value World Inc	22130 Coolidge	$150	Retail
Lincoln Auto Service	25761 Coolidge	$187.50	Automotive
Bertoni Holdings Inc	13600 Eight Mile	$150	
Goldies	13630 Eight Mile	$150	Jeweler
Cash Now X	13720 Eight Mile	$150	Financial
Advantage Cash Advance LLC	13730 Eight Mile	$150	Financial
Southfield Quality Cars II Inc	13900 Eight Mile	$187.50	Automotive
Northland Chrysler Jeep	14100 Eight Mile	$150	Automotive
Mattress Wholesale	14510 Eight Mile	$150	Retail
Synergy Rehab Inc	13631 Eleven Mile	$187.50	Physical Therapy
Hartwell Cement Company	21650 Fern	$150	Commercial Contractor
Gold Corp Inc	21600 Greenfield 100	$150	Jeweler
Shear Directions	21700 Greenfield 104	$150	Salon
Gadget Drop Repair LLC	21700 Greenfield 116	$150	Electronic Repair
John & Karon's Hair Affair	21700 Greenfield 250	$150	Salon
Luxor Jewelry Co LLC	21700 Greenfield 301	$150	Jeweler
Hollywood Diamond Setting	21700 Greenfield 327	$150	Jeweler
Spectrum Jewelers	21700 Greenfield 355	$150	Jeweler
JKC Jewelry & Repairs LLC	21700 Greenfield 357	$150	Jeweler
Azar Jewelry	21700 Greenfield 368	$150	Jeweler

RENEWALS	ADDRESS	FEE	BUSINESS TYPE
B-1 Jewelry	21700 Greenfield 415	$150	Jeweler
Autozone #4365	22150 Greenfield	$150	Automotive
Associates in Medical Educ	23300 Greenfield 124	$150	Medical
Caring Nurses of Michigan	23300 Greenfield 213	$150	Medical
Medaplex Dental Center	23350 Greenfield	$150	Dental
Hutch's Jewelry Inc	23400 Greenfield	$150	Jeweler
Image Xprezzion LLC	24740 Greenfield	$150	Barbershop
Fedex Office #1693	24760 Greenfield	$150	Shipping
T-Mobile Central LLC	24830 Greenfield	$150	Cellular
Sukhothai Restaurant	25226 Greenfield	$187.50	Restaurant
Diamond Nails	25238 Greenfield	$150	Salon
Stepping Out Hair & Nail Salon	25266 Greenfield	$150	Salon
Rehabilitation Institute of MI	25900 Greenfield 110	$150	Physical Therapy
Summit Disability PLLC	25900 Greenfield 111	$150	Law firm
Stella's Professional Alteration	25900 Greenfield 114	$150	Alterations
Express Care Medical Supply	25900 Greenfield 121	$150	Medical Supplies
Modern Stamps Inc	25900 Greenfield 136	$150	Collector
Prudential Virtual Guard Serv	25900 Greenfield 144	$150	Alarm Company
Auto Pro Technical Recruiting	25900 Greenfield 232	$150	Recruiters
T Nails	26028 Greenfield	$150	Nail Salon
Lee Beauty Supply	26118 Greenfield	$150	Retail
The Suit Depot	26158 Greenfield	$150	Retail
McDonald's	26160 Greenfield	$150	Restaurant
GLR of Oak Park Inc	26500 Harding	$150	
Don's Done-Rite Auto Wash	10250 Nine Mile	$150	Car Wash
Its All About You	10810 Nine Mile	$150	Beauty/Barber Shop
Wiliam Jordan MD PC	12900 Nine Mile	$150	Medical
Coolidge Café #1 LLC	13400 Nine Mile	$150	Restaurant
Nails Today	13731 Nine Mile	$187.50	Salon
Medsource Pharmacy LLC	15300 Nine Mile #2	$150	Pharmacy
Woodshed Studios Oak Park	8130 Nine Mile	$150	Broadcasting / Media Prod
Hansen's Auto Service Cener	8210 Nine Mile	$150	Automotive
Realteam Real Estate	8250 Nine Mile	$150	Real Estate
Wing's Gardens	8410 Nine Mile	$150	Restaurant
Salient Sign Studio	8720 Nine Mile	$150	Custom Signs
Wireless U Now	8980 Nine Mile	$150	Cellular
Northend Collision Inc	12700 Northend	$150	Automotive
BSD Management	12750 Northend	$150	Warehouse
Discount Office & Equipment	12780 Northend	$150	Retail
Motor Works Ltd	13350 Northend	$150	Automotive
Mark Cabinetry Inc	8510 Northend	$150	Home Improvement
Miss Betty's Self Storage	13631 Ten Mile	$150	Self Storage
Hair Rock Café	15454 Ten Mile	$150	Hair Salon
National Time & Signal Corp	21800 Wyoming	$150	Clock Manufacturer

CITY OF OAK PARK

OFFICE OF CITY MANAGER

TO: The Oak Park City Council

FROM: Erik Tungate, City Manager

DATE: January 31, 2018

RE: Approval of the Class C Liquor License Application for Sweet Soul Bistro 2, Inc. (Toya Deshawn Green) 13400 Eight Mile Road

PURPOSE(S) OF ACTION:

To consider the approval of the issuance of a Class C Liquor License for the above-described establishment.

BACKGROUND/KEY ISSUES/CONTRIBUTING FACTORS:

Chapter 6, captioned Alcoholic Liquor, Article III, entitled Regulation of On-the-Premises Consumption of the Code of Ordinances in Section 6-54. - Licensing policy, specifies that an applicant for a license must obtain approval from both the State of Michigan and the City of Oak Park, that new licenses and transfers of licenses into the City require the prior approval of the City Council and that no person shall engage in the business of selling alcoholic liquor for consumption on the premises in the City of Oak Park, Michigan without first obtaining a special land use approval, as required by the Zoning Act and entering into a contract with the City. In addition, Sec. 6-55. - Restaurant requirements, stipulates that the City Council shall not approve any application for a license to sell alcoholic liquor for consumption on the premises unless the use of the license is in connection with and incidental to a restaurant operation making available a varied menu of food items consisting of not less than ten such food items cooked or prepared on the premises; and the restaurant is required to operate consistent with the hours established by the Michigan Liquor Control Commission for such establishments.

Sec. 6-56. - Application for license, outlines the process for obtaining a Class C Liquor License from the City. Sec. 6-57. - Plan of operation required, specifies that an application shall have attached for review and consideration by the City Council a Plan of Operation outlining the manner in which the establishment will be operated.

Sec. 6-58. - Review procedures, requires that the City Clerk distribute an application for a Class C Liquor License to the appropriate departments for certifications by the Director of Technical and Planning Services that the building or structures to which the License will apply meet all applicable building and property maintenance codes or that acceptable building plans for work which will satisfy all such codes have been submitted, that the location is appropriately zoned for the proposed use and that any required zoning approvals, including site plan approval, have been applied for or obtained and certification by the Director of Public Safety that the proposed Licensee(s) are of good moral character and that the Licensed Premises are in compliance with all applicable fire safety regulations. Also, the Clerk must certify that the proposed Licensee(s) has a current license for operation of a restaurant at the proposed Licensed Premises or meets applicable requirements for issuance of such a license. In addition, given that Subsection (c) (17) specifies that one of the review factors to be considered when analyzing a request for a license or related permit(s) is whether the applicant is delinquent on any taxes or other payment obligations to the City, as part of its review process the Administration requires certification from the Finance Director or their designee that the proposed Licensee(s) is not in default on any obligations due the municipality and/or Oakland County (for anything that was transferred by the City to the County for collection).

Further, Subsection (b) (1) of Sec. 6-58 provides that when a completed application and fee have been received, the city council shall schedule a public hearing to consider the request for a new license and related permit(s). Subsection (e) then specifies that after review by staff and recommendation, and a public hearing, if the City Council is satisfied that the establishment or operation will provide a benefit to the City and constitute an asset to the community, it will adopt a resolution granting approval, subject to the satisfaction of any conditions stated in the resolution. Approval of the license shall be conditioned on any necessary remodeling or new construction for the use of the license be completed within six (6) months of the action of the City Council or the Michigan Liquor Control Commission approving such license, whichever last occurs. Any unusual delay in the completion of such remodeling or construction may subject the license to revocation. The Ordinance also includes provisions addressing the issuance of entertainment permits along with other regulatory provisions.

Sec. 1930 of the Zoning Ordinance addresses restaurants serving alcoholic liquor and provides that such establishments may be permitted in certain zoning districts upon review of a special land use request by the Planning Commission and subsequently, approval of the special land use by the Council. At its meeting held on April 24, 2017, the City of Oak Park Planning Commission recommended to the City Council that it approve the Request of Sweet Soul Bistro 2, Inc. (Toya Deshawn Green) located at 13400 Eight Mile for Special Land Use to Operate a Restaurant that Serves Alcoholic Liquor. Subsequently, the City Council at its meeting held on May 1, 2017, approved the Request of the Applicant for Special Land Use to Operate a Restaurant that Serves Alcoholic Liquor.

Sweet Soul Bistro 2, Inc. (Toya DeShawn Green) has applied to the Michigan Liquor Control Commission for a Class C Liquor License at 13400 Eight Mile along with an SDM License in conjunction with the Class C Liquor License, a Dance-Entertainment Permit, Sunday Sales Permit (both A.M and P.M.), a new outdoor service area and an additional bar, for a total of (2) bars. Prior to issuing a Class C Liquor License the Liquor Control Commission pursuant to MCL 436.1501 requires local government approval in the form of a resolution from the local legislative body. In addition, as outlined above, the Applicant has filed the requisite documents as confirmed in the attached Class C Liquor License Requirements Checklist to seek the issuance of a license by the City permitting the consumption of alcoholic liquor on the premises of a restaurant operation.

As stated previously, pursuant to Sec. 6-58 of the Code, when a completed application has been received the City Council shall schedule a public hearing to consider the request for a new license and related permit(s). In reference to the Application from Sweet Soul Bistro 2, Inc. (Toya Deshawn Green) for the establishment located at 13400 Eight Mile we are requesting that the Public Hearing on the Application be held at the Regular Meeting scheduled for February 5, 2018 at 7:00 P.M. or as soon thereafter as the matter may be heard.

It is the recommendation of the Administration, subject to any comments, conditions, and/or explanations contained in the Class C Liquor License Requirements Checklist which are incorporated and/or specified in the attached proposed Resolution Approving the Application of Sweet Soul Bistro 2, Inc. (Toya Deshawn Green) for the establishment, located at 13400 Eight Mile for a Class C Liquor License on the Premises of a Restaurant Operation that at the conclusion of the Public Hearing after analyzing the review factors specified in Sec. 6-58 (c) of the Code that (unless evidence is presented that would serve as a basis for denial of the issuance of the license(s)) the City Council adopt resolutions approving the issuance of the licenses by both the Michigan Liquor Control Commission and the City of Oak Park.

SUPPORTING DOCUMENTATION/INFORMATION ATTACHED:

1. Class C Liquor License Requirements Checklist for Alcoholic Liquor on the Premises of a Restaurant Operation.

2. Local Government Approval Resolution for the Michigan Liquor Control Commission

3. Plan of Operation.

4. City of Oak Park Contract for Class C License

5. Proposed Resolution Approving the Application of Sweet Soul Bistro 2, Inc. (Toya Deshawn Green) 13400 Eight Mile for a City of Oak Park Class C Liquor License on the Premises of a Restaurant Operation.

xc: T. Edwin Norris, City Clerk
Kimberly Marrone, Director of the Department of Community and Economic Development

CITY OF OAK PARK, MICHIGAN

CLASS C LIQUOR LICENSE OR TAVERN LICENSE REQUIREMENTS CHECKLIST FOR CONSUMPTION OF ALCOHOLIC LIQUOR ON THE PREMISES OF A RESTAURANT OPERATION

The following checklist is intended to assist the elected and appointed representatives of the City of Oak Park, Michigan in determining whether an applicant for a Class C Liquor License or Tavern License from the municipality has provided all of the required documentation and/or information as specified in the City's Class C Liquor License/Tavern License Application Process (any subsequent reference in this Checklist to a Class C Liquor License includes a Tavern License if that is what the applicant is seeking) and pursuant to **Article III, Sections 6-51 – 6-68** and **Ordinance No. O-13-597 (Zoning Ordinance) of the Code of Ordinances, City of Oak Park, Michigan**.

City of Oak Park Class C Liquor License Application No.: **001-2017**
Name of Establishment Applying for a Class C Liquor License: **Sweet Soul Bistro 2**
Name of Applicant and/or its Principals/Shareholders: **Toya Deshawn Green**
Location: **13400 Eight Mile**

A. **Remittance of Application Fees**

- ☒ New On-Premises Consumption or Full Transfer of Ownership: $800.00
- ☐ Adding Additional Owners to a License for On-Premises Consumption: $200.00
- ☐ Special Land Use Site Plan Review: $600.00
- ☒ Background Check: $75.00
- ☐ Annual Renewal: $150.00

B. **Distance Compliance Certification**

☒ Issued ☐ Pending

C. **Request for Special Land Use to Operate a Restaurant that Serves Alcoholic Liquor**

- ☒ Approved by the City of Oak Park Planning Commission at its meeting held on April 24, 2017
- ☒ Approved by the Oak Park City Council at its meeting held on May 1, 2017

D. **Submission and Review of Background Check Information**

- ☒ Investigation Completed by Representatives of the Department of Public Safety on May 1, 2017 and updated on January 15, 2018.
- ☒ Investigation Confirmed that there are No Issues that Preclude the Issuance of a Class C Liquor License in the Name of the Applicant

E. **Application(s)**

- ☒ Complete in All Appropriate/Requisite Sections
- ☒ Signed, Dated and Notarized

F. **Proof of Possession of Property**

☐ Deed	☐ Land Contract
☒ Lease	☐ Assignment of Lease
☐ Sublease	☐ Bill of Sale and/or Lease for Equipment/Furniture/Fixtures

G. Business Entity/Organization/Structure Documents

- ☒ Corporation (Copy of Articles of Incorporation Attached to Application)
- ☐ Partnership (General or Limited – Full Names, Dates of Birth and Home Addresses of All Partners and Copy of Articles of Partnership/Agreement Attached to Application)
- ☐ Sole Proprietorship (If Doing Business Under an Assumed Name a Copy of the D/B/A Certificate was Attached to the Application)
- ☐ Other (i.e. LLC – Details Provided as Required in Class C Liquor License Application)

H. Financial Qualifications/Information

- ☐ Copy of Loan Document(s)/Affidavits Detailing the Sources of Funding for Business
- ☒ Information Provided Concerning Source of Funding for Acquisition/Opening/Operating the Licensed Business

I. Management Information

- ☒ Provided Name, Address and Telephone Number of Individual Who Will Serve as the Manager of the Licensed Business
- ☒ Provided Name, Address and Telephone Number of Individual Who is Authorized to Sign Checks and Pay Bills in Connection with the Operation of the Licensed Business

J. Description of Proposed Facilities in Some Detail

- ☒ Detail Provided Including Square Footage, Seating Capacity, Parking Capacity, Etc.
- ☒ Copy of Site Plan (If Necessary) and Description/Diagram (Detailed Floor Plan) of the Premises

K. Dancing or Entertainment

- ☒ Yes - Description of Planned Entertainment: Applicant intends to have live music two (2) days out of the week with a band performing Blues, R&B and Jazz for a mature crowd. Pursuant to state law and/or local ordinance(s), Applicant is required to obtain any permit(s) for dancing required by the Michigan Liquor Control Commission and must maintain a dance floor that is not less than 100 square feet, is well defined and without tables, chairs, or other obstacles while customers are dancing. **Authorizing dancing at the venue does not allow topless activity or adult entertainment of any kind.**
- ☐ No

L. Status of City of Oak Park Business License

- ☐ Applicant has Current Valid City Business License(s) as Required Based on Business Activity
- ☒ Applicant has Submitted an Application for a Business License(s)
- ☐ Applicant is Current on All Applicable Business License(s) Fees

M. Applicant, and/or its Principals/Shareholders are Not in Default on Any Obligations Due the City of Oak Park and/or Oakland County

- ☐ Personal Property Taxes
- ☐ Real Property Taxes
- ☐ Special Assessments
- ☐ Sewer and Water

N. **<u>Documents Submitted by Applicant Pursuant to Section 20 of the City of Oak Park, Michigan Class C Liquor License Application</u>**

☒ Contract with the City of Oak Park

☒ Varied Menu of Food Items Consisting of Not Less Than 10 Food Items Cooked or Prepared on the Premises

☒ Plan of Operation

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DEPARTMENTAL CERTIFICATIONS REQUIRED BY SECTION 6-58 (a) OF THE CODE OF ORDINANCES, CITY OF OAK PARK, MICHIGAN OR THE CITY ADMINISTRATION

City of Oak Park Class C Liquor License Application No.: 001-2017
Name of Establishment Applying for a Class C Liquor License: Sweet Soul Bistro 2
Name of Applicant and/or its Principals/Shareholders: Toya Deshawn Green
Location: 13400 Eight Mile

DEPARTMENT OF TECHNICAL AND PLANNING

Certification that the buildings or structures to which the License will apply meet all applicable building and property maintenance codes or that acceptable building plans for work which will satisfy all such codes have been submitted and the proposed Licensed Premises are appropriately zoned for the use and that any required zoning approvals, including site plan approval, have been applied for or obtained.

☐ Recommended for Approval

X Recommended for Approval with Comments/Conditions/Explanations: The owner has applied for a business license and building plans have been submitted and approved. The applicant/owner must obtain a certificate of occupancy for the subject premises prior to opening and the structure must pass all building and fire inspections.

☐ Not Recommended for Approval

(Print Name) Robert Barrett
Director of the Department of Technical and Planning or Their Designee
Date: 1/30/18

DEPARTMENTAL CERTIFICATIONS REQUIRED BY SECTION 6-58 (a) OF THE CODE OF ORDINANCES, CITY OF OAK PARK, MICHIGAN OR THE CITY ADMINISTRATION

City of Oak Park Class C Liquor License Application No.: 001-2017
Name of Establishment Applying for a Class C Liquor License: Sweet Soul Bistro 2
Name of Applicant and/or its Principals/Shareholders: Toya Deshawn Green
Location: 13400 Eight Mile

DEPARTMENT OF PUBLIC SAFETY

Certification that the proposed Licensee(s) is of good moral character and the Proposed Licensed Premises are in compliance with all applicable fire safety regulations.

☐ Recommended for Approval
☒ Recommended for Approval with Comments/Conditions/Explanations:

- MS GREEN HAS SATISFACTORILY PASSED A BACKGROUND CHECK. (PREVIOUSLY DISCOVERED CIVIL WARRANT HAS BEEN REMEDIED WITH OAKLAND COUNTY PROBATE COURT.)

* UPON COMPLETION OF BUILDING RENOVATIONS A FIRE SAFETY INSPECTION WILL BE REQUIRED.

☐ Not Recommended for Approval

Thaddeus Kozlowski
(Print Name) KOZLOWSKI, THADDEUS
Director of the Department of Public Safety or Their Designee
Date: 2 June 2017

City of Oak Park
Dept. of Public Safety
13800 Oak Park Blvd.
Oak Park, MI 48237

DEPARTMENTAL CERTIFICATIONS REQUIRED BY SECTION 6-58 (a) OF THE CODE OF ORDINANCES, CITY OF OAK PARK, MICHIGAN OR THE CITY ADMINISTRATION

City of Oak Park Class C Liquor License Application No.: 001-2017
Name of Establishment Applying for a Class C Liquor License: Sweet Soul Bistro 2
Name of Applicant and/or its Principals/Shareholders: Tova Deshawn Green
Location: 13400 Eight Mile

DEPARTMENT OF PUBLIC SAFETY

Certification that the proposed Licensee(s) is of good moral character and the Proposed Licensed Premises are in compliance with all applicable fire safety regulations.

☐ Recommended for Approval
☒ Recommended for Approval with Comments/Conditions/Explanations:

- MS GREEN HAS SATISFACTORILY PASSED A BACKGROUND CHECK. (PREVIOUSLY DISCOVERED CIVIL WARRANT HAS BEEN REMEDIED WITH OAKLAND COUNTY PROBATE COURT.)

* UPON COMPLETION OF BUILDING RENOVATIONS A FIRE SAFETY INSPECTION WILL BE REQUIRED.

☐ Not Recommended for Approval

Thaddeus Kozlowski
(Print Name) KOZLOWSKI, THADDEUS
Director of the Department of Public Safety or Their Designee
Date: 2 June 2017

City of Oak Park
Dept. of Public Safety
13800 Oak Park Blvd.
Oak Park, MI 48237

15 January 2018
City of Oak Park
Dept. of Public Safety
13800 Oak Park Blvd.
Oak Park, MI 48237

BACKGROUND (RE) CHECK - ok.
FIRE SAFETY INSPECTION STILL REQUIRED UPON BUILDING RENOVATION COMPLETION.

TK #102

DEPARTMENTAL CERTIFICATIONS REQUIRED BY SECTION 6-58 (a) OF THE CODE OF ORDINANCES, CITY OF OAK PARK, MICHIGAN OR THE CITY ADMINISTRATION

City of Oak Park Class C Liquor License Application No.: 001-2017
Name of Establishment Applying for a Class C Liquor License: Sweet Soul Bistro 2
Name of Applicant and/or its Principals/Shareholders: Toya Deshawn Green
Location: 13400 Eight Mile

CITY CLERK

Certification that the proposed Licensee(s) has a current valid license for operation of a restaurant at the proposed Licensed Premises or meets applicable requirements for the issuance of such a license.

☐ Recommended for Approval

☒ Recommended for Approval with Comments/Conditions/Explanation: Subject to all final departmental approvals and issuance by Oakland County of a valid license for operation of a restaurant at the proposed Licensed Premises within six (6) months of the action of the City Council or the Michigan Liquor Control Commission approving the Class C Liquor License, whichever last occurs.

☐ Not Recommended for Approval

(Print Name) T. Edwin Norris
City Clerk or Their Designee
Date: January 30, 2018

DEPARTMENTAL CERTIFICATIONS REQUIRED BY SECTION 6-58 (a) OF THE CODE OF ORDINANCES, CITY OF OAK PARK, MICHIGAN OR THE CITY ADMINISTRATION

City of Oak Park Class C Liquor License Application No.: 001-2017
Name of Establishment Applying for a Class C Liquor License: Sweet Soul Bistro 2
Name of Applicant and/or its Principals/Shareholders: Toya Deshawn Green
Location: 13400 Eight Mile

DEPARTMENT OF FINANCE

Certification that that the proposed Licensee(s) is not in default on any obligations due the City of Oak Park and/or Oakland County.

☒ Recommended for Approval
☐ Recommended for Approval with Comments/Conditions/Explanation:

☐ Not Recommended for Approval

Saundra Crawford
(Print Name) SAUNDRA CRAWFORD
Finance Director or Their Designee
Date: 5-4-2017

Based on the Certifications provided by the appropriate representatives of the departments of Finance, Public Safety, Technical and Planning and the City Clerk it is recommended that subject to any conditions specified by those administrative offices/officials the City Council adopt a Resolution approving the issuance of a Class C Liquor License to:

City of Oak Park Class C Liquor License Application No.: 001-2017
Name of Establishment Applying for a Class C Liquor License: Sweet Soul Bistro 2
Name of Applicant and/or its Principals/Shareholders: Toya Deshawn Green
Location: 13400 Eight Mile

Comments/Conditions/Explanations:

Kimberly Marrone

Kimberly Marrone
Director of Community and Economic Development or Her Designee
Date: 1-30-18

Based on the Certifications provided by the appropriate representatives of the departments of Finance, Public Safety, Technical and Planning and the City Clerk subject to any conditions specified by those administrative offices/officials and pursuant to the recommendation of the Director of the Department of Community and Economic Development as well as having completed my analysis and assessment of the documentation and information submitted by the Applicant it is requested that the City Council consider adopting a Resolution approving the issuance of a Class C Liquor License to:

City of Oak Park Class C Liquor License Application No.: 001-2017
Name of Establishment Applying for a Class C Liquor License: Sweet Soul Bistro 2
Name of Applicant and/or its Principals/Shareholders: Toya Deshawn Green
Location: 13400 Eight Mile

Comments/Conditions/Explanations:

Erik Tungate
City Manager
Date: 1/30/18

Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Toll Free: 866-813-0011 • www.michigan.gov/lcc

Business ID: ______________

Request ID: ______________

(For MLCC use only)

Local Government Approval

(Authorized by MCL 436.1501)

Instructions for Applicants:

- You must obtain a recommendation from the local legislative body for a new on-premises license application, certain types of license classification transfers, and/or a new banquet facility permit.

Instructions for Local Legislative Body:

- Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered.

At a Regular (regular or special) meeting of the Oak Park (township, city, village) council/board called to order by Mayor Marian McClellan on February 5, 2018 (date) at 7:00 P.M. (time) the following resolution was offered:

Moved by ______________ and supported by ______________

that the application from Sweet Soul Bistro 2, INC. (name of applicant)

for the following license(s): New Class C License and New SDM License in Conjunction (list specific licenses requested)

to be located at: 13400 W. Eight Mile Road, Oak Park, Michigan 48237

and the following permit, if applied for:

☐ Banquet Facility Permit   Address of Banquet Facility: ______________

It is the consensus of this body that it recommends (recommends/does not recommend) this application be considered for approval by the Michigan Liquor Control Commission.

If disapproved, the reasons for disapproval are ______________

Vote

Yeas: ______

Nays: ______

Absent: ______

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the Oak Park (township, city, village) council/board at a Regular (regular or special) meeting held on February 5, 2018 (date)

T. Edwin Norris		February 6, 2018
Print Name of Clerk	Signature of Clerk	Date

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.

Please return this completed form along with any corresponding documents to:
Michigan Liquor Control Commission
Mailing address: P.O. Box 30005, Lansing, MI 48909
Hand deliveries or overnight packages: Constitution Hall - 525 W. Allegan, Lansing, MI 48933
Fax to: 517-763-0059

SWEET SOUL BISTRO 2
LIQUOR LICENSE
PLAN OF OPERATION

SWEET SOUL BISTRO 2 INC
SWEET SOUL BISTRO 11
13400 W. EIGHT MILE

I have received a copy of the City of Oak Park Ordinance No.: O-13-596 which provides for the Regulation of On the Premises Consumption of Beer and Wine in Connection with a Restaurant Operation with tables and seating areas to accommodate dining by not fewer than 40 patrons at any time, understand its provisions including but not limited to **Section 6-57** entitled **Plan of Operation Required** and will be governed by them. The following Plan of Operation is developed in compliance with the spirit and intent of the Ordinance.

I. **PLAN OF OPERATION:** It is acknowledged and confirmed that pursuant to City of Oak Park Ordinance No.: O-13-596, Section 6-57, the business identified above shall be operated in accordance with an approved Plan of Operation. Modifying the operation of the business in any manner inconsistent with the approved Plan of Operation is a violation of the Ordinance. Any modification of the Plan of Operation must be approved by the City Council prior to being placed into effect on the business premises.

II. **HOURS OF OPERATION:** At the present time, the planned hours of operation are:

e: Monday through Thursday from 6:00 A.M. to 1:00 AM., Friday and Saturday from 6:00 A.M. to 2:00 A.M. The establishment will stop serving beer and wine at 12:00 A.M. (midnight). On Monday through Thursday last call will be 30 minutes before closing and last service 20 minutes before closing. On Friday and Saturday last call will be at 1:00 A.M. and last service at 1:40 A.M.).

III. **FORMAT:** Consistent with Section 6-55 of the Ordinance, the use of the tavern license will be in connection with and incidental to a restaurant operation that will include culinary facilities to cook or prepare food, and tables and seating areas to accommodate dining on the premises by not fewer than 40 patrons at any time. There will be a varied menu of food items consisting of not less than ten such food items cooked or prepared on the premises. Not more than 50% of the gross floor area of the

establishment open to the general public will be used for purposes other than seating for diners, consisting of tables, chairs, booths, and necessary aisle ways. Public restroom facilities will not be included in that determination. Please include a reference to the menu as an attachment here.

There will be live entertainment on the average 4 nights of each week. That will consist of older and mature crowd. live band that sings Motown and R&B music.functions or live entertainment will be provided. If live en

Prior to providing any live entertainment at the business location that is the subject of this Plan of Operation, we will execute an **Entertainment Agreement** with the City of Oak Park and will adhere to the terms, conditions and provisions incorporated in that **Agreement**.

It is agreed that there will be no changes to the format or type of business operation outlined in this plan without the prior written approval of the Oak Park City Council.

IV. **SECURITY:** Security for the patrons, the building and the community is the first priority and of paramount importance to the business identified above, and as such it will undertake whatever measures are necessary to maintain and supervise the activities at the establishment.

V. **PARKING:** Parking shall be provided as follows: (Number of Spaces)

___75______ Parking Spaces on Site

___6______ Handicap Parking Spaces on Site

_________ Public Parking Spaces

_________ Spaces Leased from the Following Businesses: (A copy of the Lease(s) is attached hereto)

____

____

____

VI. **ALCOHOL MANAGEMENT:** The establishment will strictly obey all applicable rules and regulations promulgated by the City of Oak Park and the State of Michigan Liquor Control Commission. There will be neither service to nor consumption of beer and wine by minors at any time. No beer or wine will be sold, or permitted to be sold

on a commission basis by any person.

The following policies will be enforced at the establishment:

- Sell, give, or deliver alcohol to a minor; under 21 years of age
- Allow a person under 21 years of age to consume or possess for consumption, alcoholic beverages on the licensed premises

- Sell, give or deliver alcohol to an intoxicated person
- Allow an intoxicated person to consume alcoholic beverages on the licensed premises
- Allow a person who is less than 18 years of age to sell or serve alcoholic beverages
- Fail to cooperate or obstruct a police officer or Michigan Liquor Control Commission investigator who is investigating the licensed premises for Liquor Code and Rule requirements
- Allow the sale, possession, or consumption of any controlled substances on the licensed premises
- Allow narcotics paraphernalia to be sold, exchanged, used or stored on the licensed premises
- Allow fighting, brawling, or the improper use of any weapons on the licensed premises
- Allow illegal gambling or gaming devices on the licensed premises
- Allow the annoying or molesting of customers or employees or allow the premises to be used for solicitation of prostitution by either customers or employees
- Allow topless activity or nudity on the licensed premises
- Sell alcoholic beverages on days and times prohibited by law or ordinance
- Sell or transfer an interest in a licensed business without the written approval of the Michigan Liquor Control Commission (MLCC) and the City
- Obtain a license for the use or benefit of a person whose name does not appear on the license
- Alter the size, rent, transfer or lease a portion of the licensed premises without MLCC and City approval
- Close the business for more than thirty days without returning the license for escrow
- Give away any alcohol of any kind or description at any time in connection with the licensed business
- Allow contests or tournaments in which alcoholic beverages are used or given as prizes
- Allow or advertise promotions that may encourage excessive alcohol consumption such as two-for-one drinks and all you can drink for one price

VII. REFUSE DISPOSAL: The establishment will dispose of refuse in enclosed dumpster(s) with locked lids. Pick-up will be a minimum of ____2__ time(s) per week.

VIII. CODE OF COMPLIANCE: The premises as currently constructed and/or maintained or when completed/remodeled will fully comply with all applicable health, safety, building, sanitation, electrical, plumbing and fire codes as well as all zoning requirements.

IX. **GENERAL:** Every effort will be made to maintain positive relationships with adjacent businesses and property owners as well as cooperation with all City departments. Every effort will be made to solve any problems which may arise.

X. **EMERGENCY CONTACTS:**

TOYA GREEN______________________________**(404)668-4693**__________

(NAME) TELEPHONE NUMBER

_ANGELINA GREEN______________________________**(313)457-3470**__________

(NAME) TELEPHONE NUMBER

____

(NAME) TELEPHONE NUMBER

__SWEET SOUL BISTRO 2 LLC______________________________
Corporate Name/D/B/A

By: TOYA GREEN______________PRESIDENT____________________
Name - Title

______________________ Owner
Name - Title

Date:11/27/17 ______ 11/31/2018

SAMPLE PLAN OF OPERATION – PAGE 4

CITY OF OAK PARK, MICHIGAN
CONTRACT FOR CLASS C LIQUOR LICENSE

Applicant's Name: Sweet Soul Bistro 2, Inc./Toya Deshawn Green

Name of Business: Sweet Soul Bistro 2

Relationship to Business: Toya Deshawn Green, Incorporator

Location/Premises Address: 13400 Eight Mile Road, Oak Park Michigan 48237

This Contract for Class C Liquor License (hereinafter referred to as the "Contract") is entered into this ____ day of ___________, 2018, by and between Sweet Soul Bistro 2, Inc. the address of which is 14216 Fenton, Redford, Michigan 48239 (hereinafter referred to as the "Licensee") and the City of Oak Park, Michigan, a Michigan Municipal Corporation, the address of which is 14000 Oak Park Boulevard, Oak Park, Michigan 48237, (hereinafter referred to as the "City").

RECITALS:

WHEREAS, Licensee is seeking to obtain a Class C L:iquor License pursuant to Article III, Sections 6-51 through 6-68 of the Code of Ordinances of the City and Sections 1930 – 1401 of the City's Zoning Ordinance;

WHERAS, local legislative approval is required by the above-described ordinances for the issuance of a Class C Liquor License;

WHEREAS, Licensee wishes to enter into this Contract for a Class C Liquor License as an inducement to the City to approve the request for the issuance of a tavern license;

WHEREAS, the City believes that a successful business relies, in part, on the strength, cooperation and support of the neighborhood around it, and that the strength of the neighborhood relies, in part, on the responsibility, vitality, and strength of the businesses operating within it;

WHEREAS, the City wishes to maintain the livability and safety of the neighborhood and minimize nuisance issues, crime and fear of crime in and around restaurants with class c liquor licenses;

WHEREAS, the City has established a policy that it will not issue class c liquor licenses; approve the transfer of class c liquor licenses, whether active or in escrow; or approve transfers of stock with regard to class c liquor licenses unless the license applicant is willing to abide by the terms of the provisions contained in this Contract;

WHEREAS, Licensee agrees to operate under and fully perform the obligations set out hereunder; and

WHEREAS, the City is relying upon this Contract in granting its approval for the issuance of the Class C Liquor License as described herein.

NOW, THEREFORE, in consideration of their mutual promises and other good and valuable consideration the receipt and sufficiency of which are hereby acknowledged, the Licensee and City (or parties) agree as follows:

CONTRACT

Based upon the above-described Recitals, which are incorporated herein by reference and are acknowledged to be correct and true, the Licensee and the City now wish to embody in this Contract their final understanding regarding their respective rights and obligations concerning the issuance of a Class C Liquor License to the Licensee.

1. The City will, in reliance upon Licensee's agreement herein, permit the Licensee to obtain a Class C Liquor License for use solely at 13400 Eight Mile Road, Oak Park, Michigan 48237 (hereinafter referred to as the "Location"). Nothing in this Contract shall prohibit the Licensee from selling, assigning or transferring its interest in the Class C Liquor License and/or business, nor from transferring the location of the Class C Liquor License within the boundaries of the City, subject to the prior approval of the Oak Park City Council (hereinafter referred to as the "Council") pursuant to Ordinance No.: O-13-596. In addition, any expansion of the structure at the licensed Location shall also require the prior approval of the Council.

2. In the event the Licensee obtains the approval of the Council for the transfer, sale or assignment of its interest in the Class C Liquor License and/or business to another person or entity, Licensee shall require that the purchaser(s) abide by the terms of this Contract, in writing, or in the alternative, enter into a new contract with the City under the same terms and conditions stated herein.

3. Licensee does hereby agree that it shall establish and/or maintain a restaurant with a Class C Liquor License as defined in Article III, Section 6-55 of the Code of Ordinances of the City at the Location.

4. Licensee acknowledges that it must obtain a Special Land Use Permit for a restaurant with a Class C Liquor License pursuant to Sections 1930 – 1401 of the City's Zoning Ordinance. It is further agreed that Licensee shall comply with all provisions of the special land use permit or any amendments thereto, as a condition of this Contract. Licensee further acknowledges and agrees that a violation of any provision of the special land use permit or the Michigan Liquor Control Code (hereinafter referred to as the "Code") is a violation of the terms of this Contract entitling the City to exercise any or all remedies provided herein.

5. Licensee further agrees that it shall not apply or seek from the Michigan Liquor Control Commission (hereinafter referred to as the "Commission") any permit endorsements to its Class C Liquor License whether available in the current Code or in future Michigan Liquor Control Codes, or amendments thereto, without the prior approval of the Council.

6. Licensee further agrees that it shall not seek any change in its license status/class whether such changes are available now in the current Code or the Code of Ordinances of the City or in future Michigan Liquor Control Codes or the Code of Ordinances of the City, or amendments thereto, without the prior approval of the Council.

7. Licensee further agrees that it shall adhere to all federal, state and local laws, regulations and ordinances currently in effect or as subsequently amended or enacted. The parties hereto understand and agree that this Contract has been authorized by all applicable federal and state constitutions and laws and City Charter/Ordinances, and all parties hereto agree that they shall be estopped from asserting a contrary position in the future, and, furthermore, all parties hereto shall be entitled to injunctive relief in regard to any actions by any other parties hereto that are inconsistent with the foregoing.

8. The Licensee shall not under any circumstances, sell alcoholic liquor at hours inconsistent with those established by the Commission for such establishments. While operating at the Location, the Licensee agrees to keep the exterior of the premises free of graffiti, litter, and trash. The Licensee will utilize appropriate methods (such as locking dumpsters) to minimize the availability of trash and recyclable or returnable materials for transients after hours. Delivery trucks and trash haulers will not provide services to the Location between the hours of 10:00 P.M. and 7:00 A.M. The Licensee shall take reasonable actions to manage and control the noise level of patrons inside and outside the restaurant. The Licensee shall post signs inside and outside and remind departing patrons (if appropriate) to be considerate of residents and surrounding businesses and to keep the noise down in the neighborhood. Licensee further agrees to keep the Location clean and in good repair to the satisfaction of the City and to maintain the Location in compliance with all applicable federal, state or local requirements including , but not limited to, all health and safety requirements, fire and building codes, the Americans with Disabilities Act of 1990, etc. Licensee further acknowledges that it is the Licensee's responsibility to consult with all regulatory agencies that have jurisdiction over the Location and to comply with all applicable regulations and laws.

9. In order to verify that the Licensee is in compliance with Article III, Section 6-55 of the Code of Ordinances of the City, the Licensee agrees to submit, upon request, to the City, a certified financial statement prepared and verified by a Certified Public Accountant including, upon request supporting documents including but not limited to: (1) Financial statements including gross receipts, beer, wine and spirits sales receipts, other sales and service receipts, beer, wine and spirits purchases, and any other purchases. (2) Itemized invoices and receipts used to prepare the financial statements. (3) Itemized list of selling prices for all types of items sold during the statement period, as well as an explanation of specialized terms, such as "happy hour". Licensee further agrees that audits may be required throughout the duration of the Class C Liquor License and this Contract.

10. The City shall, at all times, be free to independently establish in good faith and to its satisfaction, in its discretion, the existence or non-existence of a fact or facts which are disclosed in documents or other evidence required by the terms of this Contract or the City of Oak Park Class C Liquor License Application Process and Article III, Sections 6-51 through 6-68 of the Code of Ordinances of the City and Sections 1930 – 1401 of its Zoning Ordinance.

11. Licensee further agrees that its failure to follow any of the provisions herein or the submission of false information or the omission of pertinent information to the City shall be grounds for the Commission and/or the City to suspend, revoke or not renew Licensee's Class C Liquor License and/or for the Council to revoke the special land use permit, either of which would prohibit Licensee from operating the restaurant with a Class C Liquor License. Licensee further agrees that in addition to the City's right to seek suspension, revocation or non-renewal of the Licensee's Class C Liquor License and/or revocation of the special land use permit, the City retains any and all rights to enforce this Contract that may be available to it in law or equity. Licensee further agrees that it shall reimburse the City all of its costs and actual attorneys' fees incurred by the City in seeking the suspension, revocation or non-renewal of Licensee's Class C Liquor License and revocation of the special land use permit, as well as enforcing such other rights as may be available at law and/or equity.

12. To the fullest extent permitted by law, Licensee and any entity or person for whom Licensee is legally liable, agrees to be responsible for any liability, defend, pay on behalf of, indemnify, and hold harmless the City, its elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and board members, employees and volunteers and others working on behalf of the City against any and all claims, demands, suits, or loss, including all costs connected therewith, including all costs and actual attorney fees, and for any damages which may be asserted, claimed or recovered against or from the City, its elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and board members, employees and volunteers and others working on behalf of the City, by reason of personal injury, including bodily injury, death, sickness, disease and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with Licensee's operation of a restaurant with a class c liquor license at the Location.

13. Any controversy or claim arising out of or relating to this Contract, or the breach thereof, not within the jurisdiction of the Commission, shall be settled either by commencement of litigation in Oakland County Circuit Court (State of Michigan), the United States District Court for the Eastern District of Michigan, Southern Division, and, if the amount in controversy is less than the minimum amount required for one of those courts to assume jurisdiction, the 45th Judicial District Court for the State of Michigan which district includes the City of Oak Park or by arbitration. If both parties elect to have the dispute resolved by arbitration, it shall be settled pursuant to Chapter 50 of the Revised Judicature Act for the State of Michigan, and administered by the American Arbitration Association with one arbitrator being used or three arbitrators in the event

any party's claim exceeds $1,000,000. If arbitration is initiated each party shall bear its own costs and expenses and an equal share of the arbitrator's fees and the administrative fees of arbitration. Once a decision has been issued by an arbitrator, the prevailing party based upon this Contract shall be entitled to reasonable attorneys' fees, all arbitration costs in addition to any other recoveries allowed by law. Such arbitration shall qualify as statutory arbitration pursuant to MCL §600.5001 et. seq., and the Oakland County Circuit Court or any court having jurisdiction shall render judgment upon the award of the arbitrator made pursuant to this Contract. Any arbitration shall take place in Oakland County, Michigan.

14. If the City waives any provision(s) of this Contract, or shall fail to enforce any of the conditions or provisions of this Contract, such waiver shall not be deemed to be a continuing waiver and shall never be construed as such; and the City shall thereafter have the right to insist upon the enforcement of such conditions or provisions. The City may waive any default, condition, promise, obligation or requirement applicable to the Licensee, provided that any such waiver shall apply only to the extent expressly given and shall not be deemed or construed to waive any such other default, condition, promise, obligation or requirement in any past or future instance. Furthermore, no provision of this Contract shall be amended, waived, modified, discharged or terminated, except by an instrument in writing signed by the parties thereto.

15. This Contract shall be governed by, construed, performed, interpreted and enforced in accordance with the laws of the State of Michigan. Notwithstanding the place where any party executed this Contract, the state of incorporation or location of the principal office of any party, or the place where any portion of this Contract is to be performed, all parties hereto consent to the jurisdiction and venue of the Oakland County Circuit Court (State of Michigan), the United States District Court for the Eastern District of Michigan, Southern Division, and, if the amount in controversy is less than the minimum amount required for one of those courts to assume jurisdiction, the 45th Judicial District Court for the State of Michigan which district includes the City of Oak Park. Each party hereto hereby irrevocably waives any objection, which they may now, or hereafter, have to the commencement of any action, proceeding or suit in the foregoing courts, or any claim that such action, proceeding or suit has been brought in an inconvenient forum.

16. If performance of any provision hereof or any transaction related hereto is limited by law, then the obligation to be performed shall be reduced accordingly; and if any clause or provision herein contained operates or would prospectively operate to invalidate this Contract in part, then the invalid part of said clause or provision only shall be held for naught and severed from this Contract, as though not contained herein, and the remainder of this Contract shall remain operative and in full force and effect. If any provision of this Contract, or the application thereof to any part hereto or circumstances related hereto shall, to any extent, be declared by a court of competent jurisdiction to be invalid or unenforceable, the remainder of this Contract shall not be affected thereby, if the remaining terms hereof reasonably carry out the basic intent of this Contract and each and every provision of this Contract shall be valid and enforceable, on an individual basis, to the fullest extent permitted by law.

17. This Contract shall be binding upon and apply and inure to the benefit of the parties hereto and their respective assigns, heirs, legal representatives, representatives, successors and transferees. Any reference to the Licensee in this Contract shall be deemed to include a reference to its assigns, heirs, legal representatives, representatives, successors and transferees. However, nothing herein shall authorize the assignment hereof by the Licensee. The covenants, conditions, and the agreements herein contained are hereby declared binding on the City and Licensee. It is further agreed that there shall be no change, modification, or alteration hereof, except in writing, signed by both parties hereto. Neither party shall assign any of the rights under this Contract without prior approval, in writing, of the other. Any attempt at assignment without prior written consent shall be void and of no effect. In the case of the filing of any probate, voluntary or involuntary bankruptcy or other insolvency action, the City shall be immediately notified and retains the option to terminate this Contract forthwith upon such notice or anytime thereafter.

18. The parties by mutual agreement, without invalidating this Contract may make additions, alterations, amendments, changes, deletions, modifications or other revisions to this Contract. Such additions, alterations, amendments, changes, deletions, modifications or other revisions shall be authorized in writing and signed by the appropriate representative(s) of the parties. The parties agree to consider good faith reasonable requests for amendments to this Contract which may be made by either party hereto and to look favorably upon any such request provided it is consistent with this Contract and would not substantially alter the basic terms and intentions hereof or substantially impair the rights or increase the obligations or costs of any party hereto. No additions, alterations, amendments, changes, deletions, modifications or other revisions to this Contract shall be binding upon the parties hereto unless reduced to writing and signed by each party.

19. All notices between the parties required or permitted by any provision of this Contract shall be in writing and sent by registered or certified mail and addressed as follows:

To the City:	Attention:	City Manager 14000 Oak Park Blvd. Oak Park, MI 48237
		and
	Attention:	Ebony L. Duff City Attorney 1000 Woodbridge Street Detroit, MI 48207
To the Licensee:	Attention:	Toya Deshawn Green 14216 Fenton Redford, MI 48239

Such addresses may be changed by written notice to the other party.

20. None of the provisions of this Contract are intended to, or shall be, merged by reason of the approval by the Council of a Class C Liquor License for the Licensee, and no such action by the Council shall be deemed to affect, alter or impair the provisions of this Contract.

21. All representations, warranties and indemnities set forth in this Contract shall survive any termination of the term of this Contract.

22. This Contract may be executed in any number of counterparts, and when so executed by all parties, shall be deemed one and the same instrument binding upon all the parties.

23. Time is of the essence with respect to each and every term and condition of this Contract.

24. Each party represents and warrants to the other that the individual executing this Contract on their behalf has the authority to execute this Contract on behalf of such entity and has obtained all necessary approvals required thereof. In the event legal process is initiated by any person challenging the lawfulness of this Contract, then each party shall engage their own legal counsel and take such actions as are commercially reasonable, each at their own expense, to defend the lawfulness of this Contract.

25. This Contract shall remain in effect and shall not terminate so long as the Location has a valid Class C Liquor License issued by the City and neither party is in breach of any of the terms of the Contract.

This Contract contains the entire agreement between the parties on the subject matters hereof and there are no understandings, agreements, representations, or conditions in respect to such subject matters either oral or written, except as herein contained and as contained in the City of Oak Park Class C Liquor License Application and Process and Article III, Sections 6-51 through 6-68 of the Code of Ordinances of the City and Sections 1930 – 1401 of the City's Zoning Ordinance which are incorporated by reference herein as if fully written. No amendment hereof shall be valid, unless in writing signed by the parties.

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SIGNATURE PAGE
CONTRACT FOR CLASS C LIQUOR LICENSE
BETWEEN
THE CITY OF OAK PARK
AND
SWEET SOUL BISTRO 2, INC.

IN WITNESS WHEREOF, the parties hereby have executed this Contract as of the date set forth above.

WITNESS:

LICENSEE: ______________________________
Toya Deshawn Green

____

For: Sweet Bistro 2, Inc.

Its: Incorporator

Dated: ______________________________

WITNESS:

CITY OF OAK PARK
a Michigan Municipal Corporation

____

____
Marian McClellan, Mayor

____

____
Erik Tungate, City Manager

____

____
T. Edwin Norris, City Clerk

Approved as to Form:

By: ______________________________
Ebony L. Duff, City Attorney

A RESOLUTION OF THE OAK PARK, MICHIGAN CITY COUNCIL GRANTING A NEW CLASS C LIQUOR LICENSE ON THE PREMISES OF A RESTAURANT OPERATION AND A DANCE-ENTERTAINMENT PERMIT TO SWEET SOUL BISTRO 2, INC. 13400 EIGHT MILE ROAD

WHEREAS, pursuant to state law and the Code of Ordinances, City of Oak Park, Michigan (hereinafter referred to as the "Code") it is unlawful for any person to sell, or possess for sale, any alcoholic beverage unless licensed to do so and all licenses required are in full force and effect; and

WHEREAS, Chapter 6, captioned Alcoholic Liquor, Article III, entitled Regulation of On-the-Premises Consumption of the Code of Ordinances in Section 6-54. - Licensing policy, specifies that an applicant for a license must obtain approval from both the State of Michigan and the City of Oak Park, and that new licenses and transfers of licenses into the City require the prior approval of the City Council; and

WHEREAS, Sweet Soul Bistro 2, Inc. (hereinafter referred to as the Applicant) located at 13400 Eight Mile Road has applied to the Michigan Liquor Control Commission for a Class C Liquor License and a Dance-Entertainment Permit at that address and has also filed the requisite application(s) with the City of Oak Park for a Class C Liquor License and a Dance-Entertainment Permit on the Premises of a Restaurant Operation; and

WHEREAS, at its meeting held on April 24, 2017, the City of Oak Park Planning Commission recommended to the City Council that it approve the Request of the Applicant for Special Land Use to Operate a Restaurant with a Class C Liquor License located at 13400 Eight Mile (the Location); and

WHEREAS, at its meeting held on May 1, 2017, the City Council approved the Request of the Applicant for Special Land Use to Operate a Restaurant with a Class C Liquor License at the Location; and

WHEREAS, Subsection (b) of Section 6-58 of the Code provides that when a completed application and fee have been received, the city council shall schedule a public hearing to consider the request for a new license and related permit(s); and

WHEREAS, Subsection (b) of Section 6-58 of the Code requires that notice of the public hearing be provided to all property owners within 300 feet of the proposed establishment, according to the tax records of the City as well as to all current liquor license holders in the City, school districts, private schools, public school academies, and churches located in the City; and

WHEREAS, pursuant to Subsection (b) of Section 6-58 of the Code, the City Clerk provided Notice of the Public Hearing to all property owners within 300 feet of the proposed establishment, according to the tax records of the City as well as to all current liquor license holders in the City, school districts, private schools, public school academies, and churches located in the City; and

WHEREAS, the City Council has conducted a Public Hearing on the Application for a Class C Liquor License and Dance-Entertainment Permit for Sweet Soul Bistro 2, Inc. located at 13400 Eight Mile Road.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Oak Park, Michigan finds as follows:

1. The Applicant has remitted all required Application Fees.

2. A Request for Special Land Use to Operate a Restaurant with a Class C Liquor License at the Location was considered by the City of Oak Park Planning Commission at its meeting held on April 24, 2017 and the Commission recommended that the City Council approve the Request which the Council did at its meeting held on May 1, 2017.

3. Representative(s) of the Department of Public Safety completed a background check of the Applicant's Incorporator, Toya Deshawn Green on June 2, 2017 as well as a follow-up on January 15, 2018 and confirmed she is of good moral character and that there are no background check issues that preclude issuance of a Class C Liquor License to Sweet Soul Bistro 2, Inc. at the Location.

4. All Application(s) submitted are complete in all appropriate/requisite sections and have been signed, dated and notarized.

5. The Applicant has provided proof that it is entitled to possession of the premises for which application has been made by submission of a copy of a Lease.

6. The Applicant has provided a copy of its Articles of Incorporation verifying that it is Michigan Domestic for Profit Corporation.

7. The Applicant has provided documentation/information concerning the source of funding for acquisition/opening/operating the licensed business.

8. The Applicant has provided the name, address and telephone number of the individual(s) who will serve as the manager(s) of the licensed business.

9. The Applicant has provided a description of the proposed facilities including but not limited to the square footage, seating capacity and parking capacity of the Location along with a detailed floor plan of the premises.

10. Applicant has requested a Dance-Entertainment permit.

11. Applicant has applied for a City Business License(s) as required based on its business activity.

12. Applicant and/or its principals/shareholders are not in default on any obligations due the City of Oak Park and/or Oakland County.

13. Applicant has submitted: A varied menu of food items consisting of not less than 10 food items cooked or prepared on the premises; a statement that it has not been involved in any previous liquor license complaint violations; a plan of operation; and has applied for and is awaiting issuance of a license/permit from the appropriate governmental agency/entity authorizing the service of food at the establishment.

14. The Director of the Department of Technical and Planning or his designee has provided certification that the buildings or structures to which the License will apply meet all applicable building and property maintenance codes or that acceptable building plans for work which will satisfy all such codes have been submitted, that the proposed Licensed Premises is appropriately zoned for the use and that any required zoning approvals, including site plan approval, have been applied for or obtained.

15. The Director of the Department of Public Safety or his designee has provided certification that the proposed Licensed Premises upon completion of the building improvements/renovations will be inspected to confirm that the Location is in compliance with all applicable fire safety regulations.

16. The City Clerk or her designee has provided certification that the proposed Licensee has a current valid license for operation of a restaurant at the proposed Licensed Premises or meets applicable requirements for the issuance of such a license and has applied for said License with the appropriate governmental entity.

17. The Finance Director or his designee has provided certification that the proposed Licensee(s) is not in default on any obligations to the City of Oak Park and/or Oakland County.

BE IT FURTHER RESOLVED, that the Application for a Class C Liquor License on the Premises of a Restaurant Operation and a Dance-Entertainment Permit filed by Sweet Soul Bistro 2, Inc. to be located at 13400 Eight Mile Road is hereby approved subject to the following conditions:

1. The Michigan Liquor Control Commission issuing a Class C Liquor License and Dance-Entertainment Permit for Sweet Soul Bistro 2, Inc. at 13400 Eight Mile Road, Oak Park, Michigan 48237.

2. Upon issuance of the Class C Liquor License and Dance-Entertainment Permit by the Michigan Liquor Control Commission the Applicant provide the City Clerk's Office with copies of the following: a New Class C License and New SDM License in Conjunction therewith along with any Dance-Entertainment Permit(s) issued by the Michigan Liquor Control Commission, a Certificate of Liquor Insurance for the subject business, Verification of Compliance with the Michigan Liquor Control Commission Mandatory Server Training Requirements and current valid License(s)/Permit(s) from the appropriate County, State or Federal government(s) Authorizing Service of Food at the Establishment.

BE IT FURTHER RESOLVED, that subject to the conditions described in the immediately preceding paragraph(s) and all departmental authorizations, upon approval of a Class C Liquor License and Dance-Entertainment Permit(s) by the Michigan Liquor Control Commission for Sweet Soul Bistro 2, Inc. 13400 Eight Mile Road, the City Clerk is hereby authorized to issue a City of Oak Park, Michigan Class C Liquor License and Dance-Entertainment Permit on the Premises of a Restaurant Operation at the Location; and

BE IT FURTHER RESOLVED, that this Resolution shall be effective upon its approval by the City Council.

I hereby certify that the forgoing constitutes a true and complete copy of a resolution adopted by the City Council of the City of Oak Park, County of Oakland, State of Michigan, at a regular meeting held on February 5, 2018 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267 of the Public Acts of 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

____

T. Edwin Norris, City Clerk

11A

SECREST SW WARDLE

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

IRS # 38-1863919

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

January 15, 2018
Invoice # 1325290
Client No. M1409
Matter No. 100314

RE: Oak Park, City of (Building Fund)

INTERIM

Services Rendered:

CURRENT BILLING SUMMARY THROUGH DECEMBER 31, 2017

Fees for Professional Services	$64.00
Expenses Advanced	$42.93
CURRENT BILL DUE	**$106.93**

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

15A

CITY OF OAK PARK

Saundra Crawford, Director
Department of Finance

MEMORANDUM

Date: January 23, 2018

To: Erik Tungate, City Manager

From: Saundra Crawford

Re: Second Quarter Fiscal 2017/2018 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, 2017. 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 \$24,566,845 (market value) including cash in the operating account of \$6,533,030, short-term investments in the Oakland County Investment Pool of \$5,047,131 and long-term investments totaling \$12,986,684. The second quarter saw bond prices drop which resulted in higher yields for new investments and reductions in unrealized gains on investments currently held. The City has maximized investment return on short-term cash by utilizing the Oakland County Investment Pool and minimizing the amount maintained in the checking and daily depository accounts. Interest income for the months of July through December 2017 is holding steady totaling \$129,987 compared to \$153,605 for the six months ended December 31, 2016.

CITY HALL • 14000 Oak Park Blvd., Oak Park, MI 48237 • Ph: (248) 691-7491 • Fax: (248) 691-7157 • scrawford@oakparkmi.gov

City of Oak Park
Summary of Cash and Investments Held
December 31, 2017

	Maturity Date	Market Value	Book Value	% of Portfolio	Current Interest Rate	YTM @ Cost	Days to Maturity
Cash							
Huntington Bank - Collection		$ 6,533,030	$ 6,533,030	26.48%	0.1500%	0.1500%	1
Huntington Bank - Accounts Payable		-	-	0.00%	0.1500%	0.1500%	1
Huntington Bank - Payroll		-	-	0.00%	0.1500%	0.1500%	1
Huntington Bank - Securities		-	-	0.00%	0.1500%	0.1500%	1
Government Securities							
Federated Govt Resrv	12/29/2017	84,535	84,535	0 34%	0.3200%	0.3200%	0
FHLM Step Bond	11/27/2020	158,986	159,680	0.65%	1.3750%	1.3750%	1098
FEDL FARM CREDIT BANK BOND	10/25/2021	243,037	249,062	1.01%	1.5200%	1.5200%	1392
FEDL HOME LOAN MTG CORP	11/24/2021	224,388	231,063	0 94%	1.6500%	1.6500%	1422
FEDL FARM CREDIT BANK RETAIL BOND SEMI SURV	8/15/2022	244,005	249,100	1.01%	1.8500%	1.8500%	1686
FEDL HOME LOAM BANK BOND STEP	9/22/2022	256,992	259,688	1.05%	1.7500%	1.7500%	1679
FEDL FARM CREDIT BANK BOND	6/21/2023	242,810	250,000	1.01%	2.0000%	2.0000%	1996
Municipal Bonds							
Jenison Schools	5/1/2018	503,700	505,198	2.05%	5.1500%	5.1500%	122
Michigan Municipal Bond Authority	5/1/2018	250,310	250,000	1.01%	4.0000%	4.0000%	122
Ypsilanti School District	5/1/2018	159,691	160,000	0 65%	1.5000%	1.5000%	122
Madison Heights Pension	1/1/2019	233,073	235,000	0.95%	1.4800%	1.4800%	367
Williamston Mich Comm Schools	5/1/2019	748,890	755,388	3.06%	2.3970%	2.3970%	487
Ypsilanti School District	5/1/2019	496,745	500,000	2.03%	1.8100%	1.8100%	487
Holland Michigan GO Taxable	8/1/2019	173,278	175,000	0.71%	1.8600%	1.8600%	579
Lake Orion Mich Comm Sch Dist	5/1/2020	249,072	252,063	1 02%	2.1120%	2.1120%	852
Reeths-Puffer Mich Schs	5/1/2020	289,878	291,503	1.18%	2.2480%	2.2480%	852
Williamston Mich Comm Schools	5/1/2020	998,210	1,009,900	4.09%	2.6670%	2.6670%	852
Ypsilanti School District	5/1/2020	493,195	500,000	2.03%	2.0300%	2.0300%	852
Holland Michigan GO Taxable	8/1/2020	172,923	175,000	0.71%	2.1500%	2.1500%	944
Michigan Fin Auth Rev RFDG LOC GOVT LN Detroit	10/1/2020	708,232	725,744	2.94%	2.6810%	2.6810%	1005
Paw Paw Public Schools	11/1/2020	110,526	111,508	0.45%	2.5000%	2.5000%	1036
Reeths-Puffer Mich Schs	5/1/2021	251,077	252,111	1.02%	2.5740%	2.5740%	1217
Reeths-Puffer Mich Schs	5/1/2021	251,077	252,111	1.02%	2.5740%	2.5740%	1217
Whitmore Lake Mich Pub Sch Dist	5/1/2021	507,340	506,199	2.05%	2.7490%	2.7490%	1217
Ypsilanti School District	5/1/2021	437,012	445,000	1.80%	2.1800%	2.1800%	1217
Kalkaska Mich Sch Bldg	5/1/2023	435,912	437,197	1.77%	6.1000%	6.1000%	2118
South Lyon Mich Comm Schools	5/1/2023	49,742	51,069	0.21%	2.8900%	2.8900%	1947
Certificate of Deposits							
American Express Centrn	11/13/2018	499,885	500,000	2.03%	1.6500%	1.6500%	318
American Express Centrn	11/12/2019	498,825	500,000	2.03%	2.0000%	2.0000%	682
Wells Fargo Bank NA	1/11/2020	102,580	100,000	0.41%	1.3000%	1.3000%	752
Wells Fargo Bank NA	7/28/2022	148,599	150,000	0.61%	2.3000%	2.3000%	1668
JPMorgan Chase Bank NA	9/15/2022	246,760	250,000	1.01%	1.7500%	1.7500%	1717
American Express Centrn	11/12/2020	498,435	500,000	2.03%	2.2500%	2.2500%	1047
Commercial Paper							
Catholic Hlth Ints Disc	1/16/2018	1,016,237	1,014,650	4.11%	0.0000%	0.0000%	16
VW Credit Inc Disc	3/5/2018	1,000,727	1,000,235	4.05%	0 0000%	0.0000%	64
Investment Pool							
Oakland County Investment Pool		5,047,131	5,047,131	20.46%	0.8721%	0.8721%	1
Total		$ 24,566,845	$ 24,668,165	100.00%			

15B

CITY OF OAK PARK

Saundra Crawford, Director
Department of Finance

MEMORANDUM

Date: January 23, 2018

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, 2017 (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 first quarter total approximately $15.1 million, representing approximately 74% of the annual budget. Overall revenues are on track with budget with the following items of note:

- Property Tax Revenue – City property tax levies are billed July 1 and payable in full without penalty by August 31, 2017. As of the end of the second quarter approximately 94% of the taxes billed had been paid. Any unpaid real property taxes will be purchased from the City by Oakland County in May 2018. Property tax revenue is the primary reason the overall revenues are at 74% to date.

- Intergovernmental Revenue (State Revenue Sharing) – The City receives six bi-monthly payments annually for state-shared revenue. The second quarter report reflects two fiscal 2017/18 payments totaling $1,176,220 as the August 31, 2017 payment by statute is included as part of the June 30, 2017 revenues. The City will receive the remaining four payments on February 28, April 30, June 30 and August 31 (2018) related to the current fiscal year. The estimated annual revenue included in the budget totals $3,265,398.

- The City receives cable franchise fees on a quarterly basis estimated at $640,000 for the current fiscal year. The second quarter remittances will be received during January 2018 with $141,072 received to date related to the first quarter.

- Fines and forfeiture revenue is running behind budget, but better than the prior year for the first six months of the year. The original district court budget totaled $1,792,906 and 47% of the estimate has been received in this second quarter. The revenue received is used to offset a portion of the court's operating costs.

EXPENDITURES
Total expenditures for the second quarter total approximately $10.4 million, representing approximately 51% of the annual budget. Overall departmental expenditure budgets are on track with the following items of note (departments over 50%):

- City Manager Department is at 60% for the second quarter due to one-time contributions to the 457 Retirement match and the Employee Appreciation expenditures. The overall net budget for the department is in line with current annual projections.
- City Attorney Department is at 55% for the second quarter due to the advancement of the Labor Attorney retainage, which is at 75% of their budget and other legal services which are at 67% of their budget. The Prosecuting Attorney is at 58% of their budget due to legal services and supplies. The overall net budget for the department is in line with current annual projections.
- Public Safety K-9 Department is over the 50% guideline primarily due to the fact not all expenditures for the Capital Outlay in FY 2016-17 were expensed and are now being expensed in the FY 2017-18 and a budget amendment will be needed.
- Other Parks Forestry (67%) Department is current slightly over the 50% guideline primarily due to the seasonal nature of the expenditures but overall are in line with their annual budgets.
- The Outdoor Activities (54%) Special Events (79%) departments are currently slightly over the 50% guideline 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 current annual projections.
- Swimming Pool Facility Department is at 56% of their budget due to their costs being seasonal in nature as a significant part of their budget includes summer programming (consistent with the first quarter). The overall budget is in line with the current annual projections.
- Non-Departmental is currently at 58% of their budget as this department is primarily transfers to other funds and the majority of the transfers take place as needed.

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

01/23/2018

REVENUE AND EXPENDITURE REPORT FOR CITY OF OAK PARK
PERIOD ENDING 12/31/2017
% Fiscal Year Completed: 50.41

GL NUMBER	END BALANCE 06/30/2017 NORM (ABNORM)	2017-18 ORIGINAL BUDGET	2017-18 AMENDED BUDGET	YTD BALANCE 12/31/2017 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 101 - GENERAL FUND:						
00 000 - NONE	16,989,137.19	16,267,649.00	16,267,649.00	11,239,630.55	5,082,018.45	69.09
17.345 - PUBLIC SAFETY	3,117,122.45	3,869,255.00	3,869,255.00	3,707,754.54	161,500.46	95.83
19.752 - RECREATION ADMINISTRATION	0.00	215,726.00	215,726.00	205,331.65	10,394.35	95.18
TOTAL REVENUES	20,106,259.64	20,352,630.00	20,352,630.00	15,152,716.74	5,199,913.26	74.45
10.101 - COUNCIL AND MAYOR	47,986.42	66,213.00	66,213.00	25,636.51	40,576.49	38.72
11.172 - CITY MANAGER	350,672.29	366,703.00	366,703.00	218,855.92	147,847.08	59.68
11.270 - HUMAN RESOURCES	244,457.29	366,694.00	366,694.00	175,369.94	191,324.06	47.82
11.611 - COMMUNITY DEVELOPMENT	154,127.78	215,065.00	215,065.00	78,906.46	136,158.54	36.69
12.258 - MAGEMENT INFORMTN SERVICE	288,778.93	250,315.00	250,315.00	56,035.48	194,279.52	22.39
13.210 - CITY ATTORNEY	319,707.21	285,600.00	285,600.00	156,420.18	129,179.82	54.77
13.229 - PROSECUTING ATTORNEY	63,600.00	66,660.00	66,660.00	38,885.00	27,775.00	58.33
14.191 - ELECTIONS	233,957.05	184,320.00	184,320.00	93,483.93	90,836.07	50.72
14.215 - CITY CLERK	99,061.82	100,394.00	100,394.00	51,461.65	48,932.35	51.26
15.201 - FINANCE & ADMIN SERVICES	245,341.99	352,456.00	352,456.00	177,604.61	174,851.39	50.39
16.371 - INSPECTIONS	586,660.53	758,278.00	758,278.00	330,952.45	427,325.55	43.65
16.401 - TECH & PLANNING ADMIN.	123,900.91	170,857.00	170,857.00	72,123.15	98,733.85	42.21
16.447 - ENGINEERING	685,412.31	69,398.00	69,398.00	21,680.28	47,717.72	31.24
16.448 - STREET LIGHTING	488,759.93	375,000.00	375,000.00	197,892.71	177,107.29	52.77
17.345 - PUBLIC SAFETY	9,327,206.99	9,519,095.00	9,519,095.00	4,856,759.00	4,662,336.00	51.02
17.346 - PUBLIC SAFETY K-9	32,160.35	179,716.00	179,716.00	109,249.58	70,466.42	60.79
18.265 - BUILDING MAINTENANCE	675,492.48	866,797.00	866,797.00	244,939.76	621,857.24	28.26
18.441 - DPW ADMINISTRATION	12,222.62	12,565.00	12,565.00	3,195.36	9,369.64	25.43
18.443 - SHEPHERD PARK	47,575.48	56,076.00	56,076.00	27,393.46	28,682.54	48.85
18.444 - OTHER PARKS FORESTRY	35,151.21	69,781.00	69,781.00	46,569.18	23,211.82	66.74
19.752 - RECREATION ADMINISTRATION	368,520.08	355,564.00	355,564.00	171,005.50	184,558.50	48.09
19.753 - ATHLETICS	35,971.84	41,624.00	41,624.00	9,547.37	32,076.63	22.94
19.754 - OUTDOOR ACTIVITIES	80,218.13	95,919.00	95,919.00	51,712.69	44,206.31	53.91
19.755 - INSTRUCTIONAL ACTIVITIES	10,685.49	20,400.00	20,400.00	10,547.40	9,852.60	51.70
19.756 - SPECIAL RECREATION EVENTS	20,749.78	41,978.00	41,978.00	33,212.30	8,765.70	79.12
19.757 - SWIMMING POOL FACILITY	91,241.46	119,821.00	119,821.00	67,596.77	52,224.23	56.41
19.776 - SENIOR SERVICES	48,617.27	44,654.00	44,654.00	19,103.11	25,550.89	42.78
21.890 - NON DEPARTMENTAL	4,984,295.02	5,229,310.00	5,229,310.00	3,049,501.98	2,179,808.02	58.32
22.806 - PUBLIC INFORMATION CABLE	228,854.05	284,127.00	284,127.00	98,000.80	186,126.20	34.49
TOTAL EXPENDITURES	19,931,386.71	20,565,380.00	20,565,380.00	10,493,642.53	10,071,737.47	51.03
Fund 101 - GENERAL FUND:						
TOTAL REVENUES - FUND 101	20,106,259.64	20,352,630.00	20,352,630.00	15,152,716.74	5,199,913.26	74.45
TOTAL EXPENDITURES - FUND 101	19,931,386.71	20,565,380.00	20,565,380.00	10,493,642.53	10,071,737.47	51.03
NET OF REVENUES & EXPENDITURES	174,872.93	(212,750.00)	(212,750.00)	4,659,074.21	(4,871,824.21)	100.00

15C

BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: February 5, 2018 **AGENDA #**

SUBJECT: Approval of resolution to authorize Budget Amendment #2018-1

DEPARTMENT: Finance

SUMMARY: The City's annual budget was adopted on May 15, 2017 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 proposed amendments are based on actual and projected activity-to-date.

The second quarter (12/31/17) budget amendment is attached and is also summarized below.

GENERAL FUND	
Audited Beginning Fund Balance July 1, 2017	$ 3,854,066
Net Amended Budget for Deficit Elimination Plan	$ (96,917)
Net Change in Fund Balance (Amendment #2018-1)	$ (105,392)
Estimated Ending Fund Balance June 30, 2018	$ 3,651,757

The following are some additional detail related to the significant items included in the recommended amendment:

- Business Licenses & Permit revenue is greater than prior year and what was budgeted.
- Miscellaneous Revenue is greater than prior year and what was budgeted due to DTE Energy Efficiency Program incentive check of more than $45,625.
- The City Manager Department had Contract changes that were approved at a Special Council meeting.

- The Human Resources Department had fringe benefit expenses to date that are running approximately $37,527 greater than budgeted.

- The Public Safety Department had budget approvals for the 911 System and the K-9 Unit during the fiscal year 2016-17 but all of the expenditures were not expensed in that year and have now been expensed in the current fiscal year 2017-18. As a result, the amended budget includes the rollover of the unspent budget of $54, 690 for the 911 System and $20,340 for the K-9 Unit.

SPECIAL REVENUE FUNDS

- The Library Fund received a Federal Grant in the amount of $2,000 for the purchase of tablets. The tablets cost $2,940 and the fund balance will absorb the difference of $940.

- The Public Safety Department had an approved budget expenditure for the Narcotic Forfeiture Fund during the fiscal year 2016-17 for the K-9 Unit, but all of the expenditures were not expensed in that year and have now been expensed in the current fiscal year 2017-18. As a result, the amended budget includes the rollover of the unspent budget of $24,870.

FINANCIAL STATEMENT: The proposed budget amendment has an impact on the fund balance of General Fund while keeping the estimated fund balance at approximately 17% 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 #2018-1

APPROVALS:

City Manager: ______________________

Finance Director: ______________________

Resolution

NOW, THEREFORE BE IT RESOLVED that the following
Budget Amendment #2018-1 is authorized:

	INCREASE (DECREASE)
GENERAL FUND	
REVENUES	
LICENSE AND PERMITS	$ 16,550
OTHER REVENUE	23,204
TOTAL REVENUES	39,754
EXPENDITURES	
CITY MANAGER	32,589
HUMAN RESOURCES	37,527
PUBLIC SAFETY	75,030
TOTAL EXPENDITURES	145,146
Net Increase (Decrease) to Fund Balance	$ (105,392)
LIBRARY FUND	
REVENUES	
INTERGOVERNMENTAL	$ 2,000
TOTAL REVENUES	2,000
EXPENDITURES	
SUPPLIES, MAINTENANCE AND REPAIRS	2,940
TOTAL EXPENDITURES	2,940
Net Increase (Decrease) to Fund Balance	$ (940)
NARCOTIC FORFEITURE FUND	
REVENUES	
MISC. FINES & FORFEITS	$ -
TOTAL REVENUES	-
EXPENDITURES	
CAPITAL OUTLAY	24,870
TOTAL EXPENDITURES	24,870
Net Increase (Decrease) to Fund Balance	$ (24,870)

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 5h day of February, 2018.

T. Edwin Norris, City Clerk

City of Oak Park
Proposed Budget Amendments
December 31 ,2017

Account Number	Account Name	Amount	Description
	General Fund		
101-00.000-451.001	Business Licenses & Permits / TP	$ 16,550	Actual revenue to date greater than budgeted
101-00.000-674.000	Miscellaneous Revenue	23,204	Actual revenue to date greater than budgeted
	Total Revenue Increase (Decrease)	39,754	
101-11.172-702.000	Salaries & Wages	10,000	Signing bonus
101-11.172-703.000	Salaries & Wages - Payout	12,674	Expense to date greater than budgeted
101-11.172-714.002	Retirement - 457 Match	6,750	Retirement account
101-11.172-880.020	Community Promotion - Employee Appreciation	3,165	Funds budgeted in Fy 2016-17; expensed in FY 2017-18
101-11.270-713.000	Health Insurance	37,527	Expense to date greater than budgeted
101-17.345-970.000	Capital Outlay - 911 System	54,690	Funds budgeted in Fy 2016-17; expensed in FY 2017-18
101-17.346-970.000	Capital Outlay - K9	20,340	Funds budgeted in Fy 2016-17; expensed in FY 2017-18
	Total Expenditure Increase (Decrease)	145,146	
	Net Increase (Decrease) to Fund Balance	$ (105,392)	
	Library Fund		
111-00.000-502.000	Federal Grant - LSTA Grant	$ 2,000	Grant Award for tablets
	Total Revenue Increase (Decrease)	2,000	
111-20.790-726.100	Supplies - Watson Trust	2,940	Purchase of tablets using additional monies from Watson trust
	Total Expenditure Increase (Decrease)	2,940	
	Net Increase (Decrease) to Fund Balance	$ (940)	
	Narcotic Forfeiture Fund		
253-74.333-663.000	Misc. Fines & Forfeits	-	
	Total Revenue Increase (Decrease)	$ -	
253-74.333-970.000	Capital Outlay	24,870	Funds budgeted in FY 2016-17; expensed in FY 2017-18
	Total Expenditure Increase (Decrease)	$ 24,870	
	Net Increase (Decrease) to Fund Balance	$ (24,870)	

BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: February 5, 2018

SUBJECT: Audit Contract Extension Proposal

DEPARTMENT: Finance/Assessing

SUMMARY:

The current contract with Rehmann Robson, LLC for the audit of the City's financial statements expired following the issuance of the report ending June 30, 2017. The current contract contains options for the extension of two additional years.

FINANCIAL STATEMENT:

Option #1 – Existing option years from current contract

Year ending June 30, 2018	$50,000
Year ending June 30, 2019	$51,000

RECOMMENDED ACTION:

Remain with the existing audit contract with Rehmann Robson, LLC and exercise the option to complete the fiscal year 2018 audit for the amount of $50,000.00.

APPROVALS:

City Manager: ____________________

Department Director: ____________________

Director of Finance: ____________________

Budgeted: ☐

EXHIBITS: Proposal letter from Rehmann Robson, LLC

Rehmann

Rehmann Robson
675 Robinson Rd.
Jackson, MI 49203
Ph: 517.787.6503
Fx: 517.788.8111
rehmann.com

October 17, 2017

Mr. Erik Tungate, City Manager
City of Oak Park, Michigan
13600 Oak Park Blvd
Oak Park, Michigan 48237

Re: Audit Contract Extension Proposal

Dear Mr. Tungate:

We are pleased to submit this proposal to extend the current contract for the audit of the City's financial statements for the year ending June 30, 2018 and beyond (i.e., for alternative contract end dates). The current contract expires following the issuance of our report on the financial statements for the year ended June 30, 2017, although the City has two option years remaining on the current contract.

While we would certainly be open to discussing any combination of base and option year alternatives the City would like to explore, we have provided for your consideration the following:

1. Remain with the existing contract that provides options for the fiscal 2018 and 2019 audits.
2. Modify the existing contract to add options for three more fiscal years (2020 through 2022).
3. Replace the existing contract with a five-year fixed term contract (2018 through 2022).
4. Replace the existing contract with a five-year fixed term contract (2018 through 2022) that also has two options years (fiscal 2023 and 2024) at the same year five prices.

We appreciate the opportunity to provide this proposal and will be glad to address any questions you have or alternatives you would propose. Thank you.

Sincerely,

Rehmann Robson LLC

Mark Kettner

Mark T. Kettner, CPA, CGFM
Principal

City of Oak Park, Michigan

Price Proposal - Audit Contract Extension (prepared 10/17/17)

(Maximum not-to-exceed fee)

	Total
Option #1 - existing option years from current contract	
Year ending June 30, 2018	$ 50,000
Year ending June 30, 2019	51,500
Option #2 - existing option years plus three add'l option years	
Year ending June 30, 2018	$ 50,000
Year ending June 30, 2019	51,500
Year ending June 30, 2020 (City option)	52,800
Year ending June 30, 2021 (City option)	54,100
Year ending June 30, 2022 (City option)	55,500
Option #3 - five year contract	
Year ending June 30, 2018	$ 47,000
Year ending June 30, 2019	48,500
Year ending June 30, 2020	50,000
Year ending June 30, 2021	51,500
Year ending June 30, 2022	53,000
Option #4 - five year contract plus two option years	
Year ending June 30, 2018	$ 47,000
Year ending June 30, 2019	48,500
Year ending June 30, 2020	50,000
Year ending June 30, 2021	51,500
Year ending June 30, 2022	53,000
Year ending June 30, 2023 (City option)	53,000
Year ending June 30, 2024 (City option)	53,000

Note: The above quoted fees may be subject to renegotiation in the event of significant changes in the scope of the audit or the financial activities of the City. Also, the above quoted fees do not include services not directly related to performing the annual audit or not reasonably anticipated in performing such an engagement.

Also, the above quoted fees do not included fees for the audit of federal awards pursuant to the Uniform Guidance; if such an audit is required the additional fee will range from $3,000 to $3,500 depending on the nature and extent of funding.

Finally, the above quoted fees do not include such additional audit procedures that may be required (to the extent that they are significant) by the AICPA for the implementation of significant new standards, such as GASB 84 (related to fiduciary activities) or GASB 87 (related to leases).

15E

BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: **February 5, 2018**

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 $80.00 for a full day and $40.00 for a half day of service.

City Council approves holding the 2018 Board of Review meetings at City Hall on the following dates and times:

Monday	March 12, 2018	12:00 p.m. to 5:00 p.m. & 6:00 p.m. to 9:00 p.m.
Tuesday	March 13, 2018	6:00 p.m. to 9:00 p.m.
Monday	March 26, 2018	9:00 a.m. to 11:30 a.m. & 1:00 p.m. to 5:00 p.m.

APPROVALS:

City Manager: ____________

Department Director: ____________

Finance Director: ____________

Budgeted: ☑

EXHIBITS: Memo from City Assessor

CITY OF OAK PARK

"The Family City"

INTER OFFICE MEMORANDUM

TO: City Council

DATE: January 23, 2018

FROM: Saundra Crawford, Finance Director

SUBJECT: Board of Review Schedule and Compensation for Members

Section 10.6 of the City Charter states that the rate of compensation for the Board of Review members is to be established by City Council. The rate for the past several years has been $80 for a full day of service and $40 for a half day of service.

Section 10.7 of the City Charter states that the Board of Review shall meet the second and fourth Mondays in March for the purpose of hearing tax assessment appeals. This is a request to have City Council approve the addition of one half day with the option to add additional dates if needed.

It is my recommendation that City Council, approve compensation for Board of Review members consistent with compensation in previous sessions ($80 for a full day and $40 for a half day) and approve the additional date requested by the City Assessor. If both items are approved the maximum cost of compensation for the March Board of Review members would be $1,200 (see below):

	Full Days		Half Days		
Number of Board Members	6		6		
Number of days in session	x2		x1		
	12		6		
Cost per day	$80		$ 40		
Total	$960	+	$240	=	$1,200

The $1,200 amount would be the total amount paid if all members participated in every session scheduled, which has not been the case in recent years.

CITY OF OAK PARK

INTER OFFICE MEMORANDUM

TO: Saundra Crawford, Finance Director

DATE: January 23, 2018

FROM: Aaron Powers, City Assessor

SUBJECT: 2018 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 2018 March Board of Review will be in session as follows:

Monday	March 12, 2018	12:00 p.m. to 5:00 p.m. &	6:00 p.m. to 9:00 p.m.
Tuesday	March 13, 2018		6:00 p.m. to 9:00 p.m.
Monday	March 26, 2018	9:00 a.m. to 11:30 a.m. &	1:00 p.m. to 5:00 p.m.

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 the past several years has been $80 for a full day of service and $40 for a half day of service. I recommend that the compensation for the Board of Review members remain at these rates.

BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: **February 5, 2018**

SUBJECT: Board of Review Poverty Exemption Policy

DEPARTMENT: **Finance/Assessing**

SUMMARY: In accordance with Public Act 390 of 1994 it is necessary for the city to periodically adjust the amounts pertinent to the Board of Review Exemption Policy. The attached policy reflects the changes necessary to bring us in accordance with the act.

FINANCIAL STATEMENT:

RECOMMENDED ACTION:

To adopt the attached City of Oak Park 2018 Poverty Exemption Policy

APPROVALS:

City Manager: ____________

Department Director: ____________

Finance Director: ____________

Budgeted: ☐ N/A

EXHIBITS: Memo from City Assessor
2018 City of Oak Park Poverty Exemption Policy
2018 Federal Poverty Guidelines (STC Bulletin No. 24 of 2017)

CITY OF OAK PARK

"The Family City"

INTER OFFICE MEMORANDUM

TO: Saundra Crawford, Finance Director **DATE:** January 30, 2018

FROM: Aaron Powers, City Assessor **SUBJECT:** 2018 Board of Review Poverty Exemption Policy

MCL 211.7u which deals with poverty exemption was significantly altered by PA 390 of 1994 and further amended by PA 620 of 2002. One of the provisions of this act is that local governing bodies are required to adopt guidelines that set income levels for their poverty exemption guidelines and that those income levels shall not be set lower than the federal poverty guidelines updated annually by the U.S. Department of Health and Human Services. The City of Oak Park must annually review the Board of Review Poverty Policy and adjust the limits accordingly.

The income limitations adopted by Council for the 2018 Board of Review(s), were based on the federal poverty guidelines plus 50%. This has been the formula adopted by council since 2002. For 2018, it is recommended to adopt the attached total household income limits accordingly. This is necessary to stay in compliance of council's adopted policy of 1.5 times the federal poverty threshold.

PA 390 of 1994 also states that the poverty exemption guidelines established by the governing body of the local assessing unit **shall also include an asset level test**. An asset test means the amount of cash, fixed assets or other property that could be used, or converted to cash for use in the payment of property taxes. The asset test should calculate a maximum limit permissible and all other assets above that amount should be considered as available for payment of property taxes.

It is recommended that City Council adopt the attached policy to be in compliance with the Act.

CITY OF OAK PARK
2018 POVERTY EXEMPTION POLICY

1. Applicants must be the owner(s) of, and at least one must be an occupant of, the home for which the exemption is being sought. Proof of ownership and residency will be required (deed or land contract, and driver's license or voter's registration card) if it is not already on record with the City of Oak Park Assessor's Office.

2. **Applicants will not be eligible for consideration unless they meet the following adopted guidelines as of December 31, 2017. <u>This includes all individuals currently residing in the household, as well as any co-owners who are not residing in the household</u>:**

<u>INCOME LIMIT</u>

Income limits shall be those established by the Oak Park City Council, in adherence with Public Act 390 of 1994. For tax year 2017, applicable income limits are as follows:

# in Household	2017 Total Household Resources Cannot Exceed
1	$18,090/yr.
2	$24,360/yr.
3	$30,630/yr.
4	$36,900/yr.
5	$43,170/yr.
6	$49,440/yr.
	add $6,270/yr. for each additional person

<u>ASSET LIMIT</u>

Combined assets cannot exceed the applicant's projected 2018 property taxes +25%. Assets include: cash, checking, savings, money market, IRA's, annuities, investments of *any* type (eg. stocks & bonds, or other such liquid assets), boats, recreational vehicles, or other property. Assets do not include the applicant's homestead.

3. **<u>Meeting the above guidelines will not necessarily result in a property tax reduction</u>.** The amount of reduction, if any, will be equal to the difference between line 45 and line 35 on a simulated MI-1040CR (Michigan Homestead Property Tax Credit Claim), using the applicant's 2017 total household income and their projected 2018 property taxes.

4. The above guidelines shall apply to each applicant unless the Board determines there are substantial and compelling reasons to make an exception. If there is a deviation from these guidelines, the reasons shall be communicated in writing to the applicant.

- CONTINUED ON BACK –

5. All applicants must obtain the proper application from the Assessor's Office, complete the entire application, attach all documentation requested (see back), sign the application and have it notarized.

6. **All applicants must supply copies of the following documents for *each* individual currently residing in the household as well as any co-owners who are not residing in the household:**

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

   2016* & 2017 Homestead Property Tax Credit Claim** (MI-1040CR)
   2016* & 2017 Michigan Income Tax Return** (MI-1040)
   2016* & 2017 Federal Income Tax Return** (Federal 1040 or 1040A)

   **NEW applicants are required to submit both 2016 & 2017 information.*
   Applicants RETURNING from last year need only submit 2017 information.

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

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

7. All applicants must appear before the Board of Review in person, unless a written medical excuse is provided by their doctor at the time their application is submitted. Applicants with a written medical excuse may appoint a representative to appear on their behalf to answer any questions the Board may have.

8. All applicants will be evaluated based on data submitted and testimony given along with information gathered from any source the Board chooses.

9. Any applicant may be subject to investigation of their financial and property records by the City. This investigation will be performed to verify information used to support the applicant's poverty claim.

10. Documents submitted to the Board will **not** be returned. Information and documents submitted to the Board of Review in support of an application for a poverty exemption shall be kept confidential, to the maximum extent permitted by law.

11. Application for Poverty Exemption may be made only **one time** per year, at either the March, July or December Boards of Review. The amount of exemption, if granted, applies to the **whole** year, and any amount of overpayment will be refunded.

12. All poverty exemptions are **applicable only for the year in which granted.** To be considered for exemption the following year, you must repeat the application process.

5102 (Rev. 04-15)

STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

RICK SNYDER
GOVERNOR

NICK A. KHOURI
STATE TREASURER

BULLETIN NO. 24 of 2017
CHANGES FOR 2018
November 28, 2017

TO: Assessors
Equalization Directors

FROM: State Tax Commission (STC)

RE: **PROCEDURAL CHANGES FOR THE 2018 ASSESSMENT YEAR**

The purpose of this Bulletin to provide information on statutory changes or procedural changes for the 2018 assessment year.

A. Inflation Rate Used in the 2018 Capped Value Formula

The inflation rate, expressed as a multiplier, to be used in the 2018 Capped Value Formula is 1.021.

The 2018 Capped Value Formula is as follows:

2018 CAPPED VALUE = (2017 Taxable Value – LOSSES) X 1.021 + ADDITIONS

The formula above does not include 1.05 because the inflation rate multiplier of 1.021 is lower than 1.05.

B. Federal Poverty Guidelines Used in the Determination of Poverty Exemptions for 2018

MCL 211.7u, which deals with poverty exemptions, was significantly altered by PA 390 of 1994 and was further amended by PA 620 of 2002.

Local governing bodies are required to adopt guidelines that set income levels for their poverty exemption guidelines and those income levels **shall not be set lower** by a city or township than the federal poverty guidelines updated annually by the U.S. Department of Health and Human Services. This means, for example, that the income level for a household of 3 persons **shall not** be set lower than $20,420 which is the amount shown on the following chart for a family of 3 persons. The income level for a family of 3 persons may be set higher than $20,420. Following are the federal poverty guidelines for use in setting poverty exemption guidelines for 2018 assessments.

Size of Family Unit	Poverty Guidelines
1	$12,060
2	$16,240
3	$20,420
4	$24,600
5	$28,780
6	$32,960
7	$37,140
8	$41,320
For each additional person	$4,180

Note: PA 390 of 1994 states that the poverty exemption guidelines established by the governing body of the local assessing unit shall also include an asset level test. An asset test means the amount of cash, fixed assets or other property that could be used, or converted to cash for use in the payment of property taxes. The asset test should calculate a maximum amount permitted and all other assets above that amount should be considered as available. Please see STC Bulletin 5 of 2012 for more information on poverty exemptions.

Note: P.A. 135 of 2012 changed the requirements for filing documentation in support of a poverty exemption to allow an affidavit (Treasury Form 4988) to be filed for all persons residing in the residence who were not required to file federal or state income tax returns in the current year or in the immediately preceding year. This does include the owner of the property who is filing for the exemption.

C. Multipliers for the Valuation of Free-Standing Communication Towers

The State Tax Commission recommends that, subject to the qualifications stated below, communication towers should be valued for the 2018 assessment year using the table of **historical** (original cost when the tower was new) cost valuation multipliers set forth in the multiplier table below. These multipliers have been developed in a manner such that they account for the typical depreciation which is expected for a tower of the indicated age and also account for changes in the cost of the tower and erecting it that have occurred since the time the tower was constructed. On this basis, the multiplier table which is shown below is intended to predict the current true cash value of a tower of the vintage year in which the tower was constructed. An important component in determining the current value of a tower built in a given year is the change in the cost of materials, particularly changes in the cost of steel, between the time of construction and the current tax day. Since the table considers both depreciation and changes in construction costs, and since changes in construction cost have not always occurred at a constant rate, the multiplier table does not always evidence a decline in the rate by which the historical cost must be adjusted in order to determine current value. This effect is expected and can be better understood if one remembers that the multiplier table is not a depreciation table and the multipliers are applied to the historic cost of construction, not to the current replacement cost.

Communication towers are real property. When a communication tower is built on land owned by the owner of the tower, the tower is valued and assessed as a real property improvement to the land on which it is located. When a communication tower is built on leased land, the owner is required to report the original construction cost of the tower on Section N of its personal property statement, in the same way that it would report any other structure on leased land. Although the construction costs are reported on the personal property statement, a tower on leased land is not assessed on the personal property assessment roll. Instead, the assessor is required to establish a separate real property assessment for a tower located on leased land, using the procedures set forth in State Tax Commission Bulletin 8 of 2002 and State Tax Commission Bulletin 1 of 2003.

Please note: Sometimes communication towers are located on land that is exempt because the land is owned by an exempt entity such as a municipality or is otherwise exempt. When this occurs, the tower must be assessed to the tower owner on the real property roll as a structure on leased land. IN ADDITION, the assessor must also consider whether the land should also be assessed to the tower owner as provided by MCL 211.181.

There may be situations where the value of a particular freestanding communication tower is more or less than the figure developed by using this table. This could be due to unusual depreciation (physical deterioration and/or obsolescence) or an unusual enhancement in value caused by supply and demand factors in a particular area.

The State Tax Commission has developed STC Form 3594 for reporting the costs of freestanding communication towers. This form was developed for the specific purpose of gathering construction cost information for communication towers. The assessor may use this form to gather detailed information regarding the construction costs of communication towers. This cost information can then be used as a basis for valuation by multiplying the historic cost by the appropriate multiplier from the table located below.

Please note the following:

- The preferred method for valuing freestanding communication towers is using original cost new multiplied by the appropriate multiplier from the following table.

- In some cases historical/original cost may be unobtainable. Those cases may require using the Assessor's Manual cost new multiplied by the Assessor's Manual depreciation table multiplier.

- Do not apply the Assessor's Manual depreciation table multipliers to the historical/original cost of a tower.

- Do not apply the communication tower multipliers from the following table to the Manual cost new of a tower.

State Tax Commission Form 3594 is a real property statement and, as such, the taxpayer is not required to complete and submit the form to the assessor unless the taxpayer is specifically asked to do so. If a communication tower is located on leased land, the owner should already be reporting its original acquisition costs on Section N of the personal property statement (STC Form L-4175). If so, the assessor would only need to send STC Form 3594 if more detailed information regarding costs is needed. The assessor IS NOT REQUIRED TO SEND STC Form 3594 to tower owners each year. The following table applies to both guyed and self-supporting communication towers.

HISTORICAL (ORIGINAL) COST VALUATION MULTIPLIERS FOR USE IN 2018 ASSESSMENTS OF FREESTANDING COMMUNICATIONS TOWERS

YEAR OF CONSTRUCTION	MULTIPLIER	YEAR OF CONSTRUCTION	MULTIPLIER
2017	0.97	1997	0.89
2016	0.93	1996	0.88
2015	0.91	1995	0.89
2014	0.90	1994	0.87
2013	0.88	1993	0.89
2012	0.87	1992	0.87
2011	0.87	1991	0.85
2010	0.82	1990	0.84
2009	0.82	1989	0.81
2008	0.83	1988	0.84
2007	0.85	1987	0.82
2006	0.85	1986	0.81
2005	0.88	1985	0.79
2004	0.94	1984	0.77
2003	0.93	1983	0.79
2002	0.91	1982	0.83
2001	0.90	1981	0.88
2000	0.91	1980	0.97
1999	0.90	1979	1.07
1998	0.89	1978 and prior	1.14

D. Property Classification

The State Tax Commission reminds assessors that classification is to be determined annually and is based upon the use of the property and not highest and best use of the property. The Commission is aware that some assessors are still classifying property according to highest and best use and/or are not classifying property on an annual basis. The Commission asks that all assessors take the necessary steps to ensure that all real and personal property is properly classified according to MCL 211.34c.

E. Sales Studies

Equalization study dates are as follows for 2018 equalization:

Two Year Study: April 1, two years prior through March 31, current year
Single Year Study: October 1, preceding year through September 30, current year

For 2017 studies for 2018 equalization the dates are as follows:

Two Year Study: April 1, 2015 through March 31, 2017
Single Year Study: October 1, 2016 through September 30, 2017

Note that the time period revisions apply to all equalization studies, that is: sales ratio studies, land value studies and economic condition factor studies for appraisals. Also note that the revised time period for two year studies applies to all real property classifications.

Please be advised that the above sale study dates **are not** the same as the valuation date used in appeals before the Michigan Tax Tribunal. Evidence presented in a Tax Tribunal appeal should reflect the value of the property as of tax day (December 31). This means that sales occurring *after* March 31, 2017 and September 30, 2017 should still be considered and included when submitting evidence in a Tax Tribunal appeal involving the 2018 tax year.

F. Changes to Personal Property Tax

PA 329 of 2016 amended MCL 211.9f by requiring that, subsequent to December 31, 2016, eligible local assessing districts and Next Michigan development corporations must enter into a written agreement with eligible businesses prior to adopting a resolution exempting new personal property from the collection of property taxes. The written agreement must contain the following statements:

1. The exemption is revoked if the eligible business is determined to be in violation of the written agreement's provisions.
2. The eligible business may be required to repay all or part of the personal property taxes exempted under MCL 211.9f if it is determined to be in violation of the written agreement's provisions.
3. The exemption is revoked if the eligible business is determined to be in violation of the provisions concerning the exemption set forth in the resolution adopted by the local assessing district.
4. The exemption is revoked if continuance of the exemption would be contrary to any of the requirements of MCL 211.9f.

Form 3427, a sample written agreement and an updated checklist can also be found on the New Personal Property Exemption webpage.

To claim the eligible manufacturing personal property (EMPP) exemption for the 2018 assessment year, a fully completed Form 5278, *Eligible Manufacturing Personal Property Tax Exemption Claim, Ad Valorem Personal Property Statement, and Report of Fair Market Value of Qualified New and Previously Existing Personal Property (Combined Document),* must be received by the Assessor of the local unit of government where the qualified personal property is located no later than February 20, 2018. Taxpayers should not complete this form unless the personal property meets the definition of eligible manufacturing personal property.

Property that was placed in service in 2008 through 2012 will still be reported as ad valorem personal property in Part 2 on Form 5278, the *Combined Document*. Property meeting the definitions of qualified new personal property and qualified previously existing personal property placed in service after 2012 and prior to 2008 will be exempt from ad valorem taxes and will instead pay the state specific Essential Services Assessment. Property that is subject to an IFT certificate that has expired, but is subject to extension under MCL 207.561a, will report property placed in service in 2008 through 2012 in Part 2 and property placed in service in all years of Part 3. Property that is subject to a New Personal Property (P.A. 328) exemption that has expired, but is subject to extension under MCL 211.9f(9), will report property placed service in all years of Part 3.

Assessors are reminded that they are not required to mail Form 5278 to taxpayers. Taxpayers can obtain a copy from the Department of Treasury's website, www.michigan.gov/esa. Assessors should ensure that Form 5278 is timely filed and fully completed by the property owner. The Assessor is responsible for granting the exemption and should therefore carefully evaluate the business activities of the claimant to ensure that they meet the statutory requirements of the Eligible Manufacturing Personal Property Exemption. The Commission strongly recommends that assessors contact taxpayers who have not fully completed Part 1 of Form 5278 in an effort to obtain the missing information before issuance of a denial.

Assessors will have to *accurately* enter all the Form 5278 information into their assessing software. Assessors that do not have BS&A software and that have taxpayers claiming the personal property exemption will be provided with reporting instructions from the Department of Treasury. All data from Form 5278 must be entered and uploaded to BS&A for submission to the Department of Treasury no later than April 1, 2018.

Further information and guidance on the Eligible Manufacturing Personal Property (EMPP) Exemption, Special Acts and the Essential Services Assessment (ESA) is available at www.michigan.gov/ESA. Additional questions should be sent via email to ESAQuestions@michigan.gov.

G. Disabled Veterans Exemption

Mid-Year Changes

If the disabled veteran buys a home mid-year, the Commission's guidance remains that the veteran can only receive the exemption on taxes they have paid or will pay on that new home. The Commission has advised assessors that they should ask to see the closing documents to determine if there is any information that will assist in the determination of those taxes the veteran has paid or will pay. In the absence of relevant information contained in the closing documents, the STC advises assessors to divide the total taxes for the year by 12 and then multiply that number by the number of months the veteran will own the home and use it as their homestead. This is a calculation that is easy for the taxpayer to understand.

If a disabled veteran sells their home mid-year or dies mid-year and has no surviving spouse, assessors are advised to file a MCL 211.154 petition with the STC to put the property back on the assessment roll. Taxes to be billed to the new owner or estate can be calculated using the same methods described above.

If the status of the veteran changes mid-year, meaning they are granted 100% disability status and if they have owned the home for the full year and meet all other statutory requirements, the STC advises that the July or December Board of Review can grant the exemption for the full year.

Unremarried Surviving Spouse

The State Tax Commission is aware that the Michigan Tax Tribunal in MTT Docket 16-004780 - *Deborah E. Rabun v City of Farmington Hills*, held that a surviving spouse cannot qualify for the exemption when the deceased disabled veteran never owned or occupied the subject property as a homestead.

While the STC understands that is the position of the Tax Tribunal, the STC does not agree or support that determination. The STC in their original guidance indicated that: *the Disabled Veteran's exemption is not an exemption for the benefit of the property. Instead, it is an exemption personal to the qualifying disabled veteran or the unremarried surviving spouse of the qualified deceased disabled veteran.*

Since the Disabled Veterans Exemption is personal to the qualified individual, the STC is advising assessors and Boards of Review that they can and should approve exemptions for unremarried surviving spouses that meet all other statutory requirements, regardless of if the disabled veteran ever owned or occupied that subject property as a homestead.

More guidance on the Disabled Veterans Exemption can be found on the STC website under the Disabled Veterans Exemption link.

H. Principal Residence Exemption

Governor Snyder signed into law on October 10, 2017 Public Acts 121 and 122 of 2017 regarding the PRE Affidavit. The Acts amend MCL 211.7cc and MCL 211.120 of the General Property Tax Act to provide that the assessor of a local tax collecting unit, the Department of Treasury, or a county treasurer or equalization director can require a person who claimed a principal residence exemption (PRE), within 30 days of claiming the PRE, to file the Principal Residence Exemption Affidavit of Similar Exemption in Other States, Form 5565, stating that he or she had not claimed a substantially similar exemption, deduction, or credit in another state.

Public Act 121 also prohibits a person from rescinding a substantially similar exemption, deduction, or credit claimed in another state in order to qualify for the Michigan PRE for any years denied, if the assessor of a local tax collecting unit, the Department of Treasury, or a county denied an existing claim for a PRE. The Act also prescribes a penalty of $500 for a person who claimed a PRE under the Act and a substantially similar exemption, deduction, or credit in another state.

Assessors are also advised that Public Act 121 also eliminates the requirement that the local tax collecting unit submit to the Michigan Department of Treasury copies of all filed Principal Residence Exemption Affidavit Forms 2368 and Request to Rescind Principal Residence Exemption Forms 2602; instead these forms, along with Form 5565, shall be forwarded to the Michigan Department of Treasury only if requested. However, the local tax collecting unit is still required to submit to the Michigan Department of Treasury copies of filed Conditional Rescission of Principal Residence Exemption (PRE) Forms 4640, Foreclosure Entity Conditional Rescission of Principal Residence Exemption (PRE) Forms 4983, Principal Residence Exemption Active Duty Military Forms 4660, Notice of Denial of Principal Residence Exemption (Local (City/Township)) Forms 2742, and Notice of Denial of Principal Residence Exemption (County) Forms 4075.

Public Act 122 amends the General Property Tax Act to extend a misdemeanor penalty to a person who claimed a substantially similar exemption, deduction, or credit on property in another state with the intent to obtain a PRE under the Act.

More information can be found on the PRE website at www.michigan.gov/PRE.

I. Transitional Qualified Forest Property

On June 28th, 2016, Governor Snyder signed into law Public Acts 260, 261, and 262 of 2016. These Acts provide an opportunity for landowners to transfer Commercial Forest property into the Qualified Forest Program (QFP) without payment of a Commercial Forest Reserve withdrawal penalty. Instead, the statutory changes provide for a graduated return to ad valorem property taxes by allowing a five year incremental return to full tax liability. This is accomplished by the creation the Transitional Qualified Forest Property (TQFP) exemption and specific tax.

Public Act 260 creates the "Transitional Qualified Forest Property Specific Tax" for taxes levied after December 31, 2015. To be "Transitional Qualified Forest Property" the property must have previously been Commercial Forest property and must qualify for and have been approved as Qualified Forest Property under MCL 211.7(jj)[1]. Additionally:

1. The property must have been owned by the current owner no later than September 1, 2016,
2. The property must have been CFR no later than September 1, 2016, and
3. The application must be made by September 1, 2021.

If a landowner withdraws property from the Commercial Forest exemption program provided, they may apply to have the forest land determined to be Transitional Qualified Forest Property (TQFP) for a period not to exceed five (5) years. The exemption is limited to a total of 160 acres within each township.

When notified of the exemption (through the receipt of the recorded qualified Forest Property Affidavit and a copy of the recorded CRF withdrawal certificate), the assessor exempts the property from the collection of ad valorem taxes until December 31 of the year in which the property is no longer TQFP. The assessor determines the assessed and taxable values in the same manner as for other properties but instead of paying ad valorem tax, the owner pays a specific tax that is described in detail in Bulletin 8 of 2017.

Public Act 261 amends the General Property Tax Act by making minor changes to MCL 211.7jj to accommodate the Transitional Qualified Forest Property Exemption and to add MCL 211.vv, which exempts TQFP from ad valorem assessment.

More information regarding this exemption can be found in Bulletin 8 of 2017 available on the STC website under the Bulletins tab.

J. Qualified Agricultural Property Changes

PA 375 of 2016 was signed by Governor Snyder on December 28, 2016. This Act amends MCL 211.27a(6)(k) to allow a property owner to request that the assessor establish a separate tax parcel for a portion of a parcel that will no longer be qualified agricultural property. The establishment of the separate parcel *is not* a land division under the Land Division Act, Public Act 288 of 1967, until and unless the separate tax parcel is conveyed. The status of the remainder of the original parcel as qualified agricultural property is not affected by the establishment of the separate parcel that is not qualified agricultural property.

The separately established parcel which is no longer qualified agricultural property is immediately subject to the qualified agricultural property recapture tax, however the taxable value of the separate parcel of property does not uncap until and unless there is a transfer of ownership.

More information can be found in Bulletin 7 of 2017 available on the STC website under the Bulletins tab.

K. Authority of July and December Boards of Review

The State Tax Commission has become aware of a significant number of instances where Boards of Review are acting outside their statutory authorities. MCL 211.53b specifies: The board of review meeting in July and December shall meet only for the purpose described in subsection (1) (Qualified Errors) and to hear appeals provided for in sections 7u (Poverty Exemption), 7cc (Principal Residence Exemption), 7ee (Qualified Agricultural Exemption), 7jj (Qualified Forest Exemption), and 9o (Small Business Taxpayer Exemption).

Assessors should carefully review the Board of Review FAQ on the Commission's website to ensure their Boards of Review are acting within their statutory authorities.

BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: February 5, 2018

SUBJECT: Assistance to Firefighters Grant

DEPARTMENT: Public Safety

SUMMARY: The Oak Park Department of Public Safety is requesting permission to submit a joint application to the Assistance to Firefighters Grant (AFG) with the Huntington Woods, Berkley and Beverly Hills Departments of Public Safety. The purpose of the grant would be to replace our supply of Self Contained Breathing Apparatus (SCBA). SCBAs are used to aid Officers with breathing while exposed to immediately dangerous to life and health atmospheres while performing firefighting operations.

The current equipment being used is no longer in compliance with the National Fire Protection Association standards. This equipment is no longer being supported, making repairs and serviceability extremely difficult.

For three consecutive years prior to 2007 Public Safety attempted to obtain the grant solo, but were unsuccessful. In 2007 a collaborative effort between the Huntington Woods, Berkley and Beverly Hills Departments of Public Safety submitted a joint application and received the award. This effort allowed all agencies to take advantage of the most efficient pricing and facilitated each agency being supported with the same equipment (which is extremely valuable during mutual aid incidents).

FINANCIAL STATEMENT: The Oak Park portion of the award would be $276,050 with a 20% match of $55,210. This would equip our department with 32 SCBAs, 90 air bottles, 52 masks and 2 RIT Packs (emergency air bottle, mask and quick connect adapter).

RECOMMENDED ACTION: Mayor and Council to authorize the Department of Public Safety in conjunction with the Huntington Woods, Berkley and Beverly Hills Departments of Public Safety to apply for the Assistance to Firefighters Grant for the purpose of purchasing the above-mentioned equipment. Also, if the grant is awarded Mayor and Council to authorize acceptance of such award for said purpose with the 20% match to be absorbed by the General Fund.

APPROVALS:

City Manager: ______________________

Department Director: ______________________

Director of Finance: ______________________

Budgeted: ☐ NOT BUDGETED

EXHIBITS: None

15H

BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: February 5, 2018 **AGENDA #**

SUBJECT: Façade Grant Approval

DEPARTMENT: Economic Development & Communications

SUMMARY: The Economic Development & Communications Department has received an application for a Façade Improvement Grant from Pateets Cheesecake for the buildings located at 13841 and 13845 Nine Mile Rd. The project specifications have met city guidelines for the program. The project consists of replacing the glass on exterior windows as part of a larger expansion and renovation project. Estimated total cost of the window project is $12,465.90. The property owner/contractor will pull all required permits.

FINANCIAL STATEMENT: This does not affect the general fund it is part of an escrow account for façade improvements.

RECOMMENDED ACTION: Request that city council to approve the façade grant for 50% of the project costs in an amount not to exceed $2,500.

APPROVALS:

City Manager: ____________

Director: Kim Marrone

Finance Director: ____________

EXHIBITS: application, estimates

CITY OF OAK PARK SMALL BUSINESS FAÇADE IMPROVEMENT PROGRAM

APPLICANT INFORMATION		
Name of Applicant: Patrick Pateet		
Address:13835-13841 Nine Mile Rd		
City: Oak Park	State: MI	ZIP Code: 48237
Phone: 313-942-6834	Email: patrickpateet@aol.com	
FOR TENANTS		
Name of Building Owner: Oak Park Shops LLC		
Address of Building Owner: 29777 TELEGRAPH RD, SUITE 2631		
City: Southfield	State: MI	Zip Code: 48034
Phone:	Email:	
PROPERTY TO BE IMPROVED		
Name of Business: Pateets Famous Cheesecake		
Address: 13835 Nine Mile Rd.		Phone: 314-545-2253
City: Oak Park	State: MI	ZIP Code: 48237
Type of Business: Cheesecake bakery		Tax ID #:
Proposed start of construction: March	Anticipated completion: July	
Short description of proposed work: Replace windows as part of an expansion project and larger renovation		
ACKNOWLEDGEMENTS		

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

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

1. It is expressly understood that the Applicant shall be solely responsible for all safety conditions and compliance with all safety regulations, building costs, ordinances and other applicable regulations.

2. It is expressly understood that the Applicant will not seek to hold the City of Oak Park and or any of its employees, officers/directors liable for any property damage and/or personal injury, or other loss related in any way to the Small Business Façade Improvement Program

3. The Applicant shall be responsible for maintaining sufficient insurance coverage for property damage and personal injury liability relating to the Small Business Façade Improvement Program. Applicant should ask for contractor's proof of liability insurance.

4. Applicant will review and abide by the Oak Park Design Guidelines

5. Applicant will pull permits if required.

6. Applicant will maintain the improvements made to the property.

8. If Applicant chooses to alter the scope of work after DCED has approved it, Applicant may be ineligible for a portion or the entire reimbursement amount agreed upon from the original scope of work.

9. Applicant agrees to allow the DCED to promote the program including but not limited to displaying signage at the construction site and using photographs in promotional materials and press releases.

SIGNATURES	
Signature of applicant:	Date:
Printed name of applicant:	
Signature of Property Owner *(if applicable):*	Date:
Printed name of Property Owner *(if applicable):*	

FOR [illegible] OFFICE USE ONLY

	YES	NO
Is the application above complete along with all additional necessary documentation (i.e. notarized letter from property owner)? will turn in Monday, Feb. 5	☐	☐
Is the building in compliance with all zoning ordinances and current on all property taxes?	☑	☐
Are the proposed improvements eligible under the requirements of the program?	☑	☐
Has the applicant provided architectural drawings of the proposed improvement?	☐ N/A	☐
Has the applicant included at least two photos of the current property?	☑	☐
Has the applicant included at least two bids from licensed contractors for the work to be completed?	☑	☐
Are the proposed improvements consistent with the proposed Oak Park Design Guidelines?	☑	☐

Date submitted to city council for approval 1/31/18 Amount approved ____________

City Council approved

YES ☐ NO ☐

QUOTATION

From **Howie Glass Co.**
940 N. Campbell
Royal Oak, MI 48067
Phone: 248-541-3484
Fax: 248-541-3490

Date prepared: 01/30/18
Valid until: 03/01/18
Quotation number: 034-18

Prepared for: Peteet's Famous Cheesecake
13841 & 13845 W 9 Mile Rd
Oak Park, MI
313-942-6834

Item/Description	Number of units	Unit price	Amount
Commercial Window Frame Replacement			$ -
			$ -
Commercial Window Frame and Glass Replacement - 1 3/4 x 4 1/2	2	$ 3,650.00	$ 7,300.00
Center Glaze Window Frames for 1/4" Glaze in Clear Anodized Frame			$ -
1/4" Clear Tempered Safety Glass Opening Sizes 166 x 90 with 90			$ -
Degree Return 34 x 90			$ -
			$ -
Caulking & Misc. Hardware	1	$ 215.00	$ 215.00
			$ -
MI 6% Sales Tax	1	$ 450.90	$ 450.90
			$ -
Removal & Disposal of Existing Frames & Glass - Installation of	1	$ 4,500.00	$ 4,500.00
New Frames & Glass			$ -

Total Installed $ 12,465.90

Terms and conditions
C.O.D.
Block Sizes Used for Quotation Purposes Only

Prepared by: Bruce

Quote# 099080

Celebrating 100 Years In Michigan

Henderson GLASS 2015

01/30/18 Page: 1

Job Site Information

TETDET, PATRICK
13841 9 MILE RD 13845 9 mile RD
OAK PARK, MI 48237
HM:313-942-6834
Email: PATRICKPETEET@AOL.COM

HENDERSON 25 SOUTHFIELD
24055 W. 10 MILE
SOUTHFIELD, MI 48034
Manager: Tom Davidson
Telephone: (248)353-1500
Writer: TD1

Account
RE0510
RETAIL CUSTOMER

P.O. Number:

Commercial/Residential(C/R): R

Qty	Item Description	Price		Extended
1	FLAT0990800001 MFG PART - FLAT GLASS MFG#: COMMERCIAL FRAMES DESC: CL METAL 14' X 3 X 8	3828.00		3,828.00
6	CT060CL0990800003 1/4 CLEAR TEMPERED 56" X 24"	121.29		727.74
2	CT060CL0990800004 1/4 CLEAR TEMPERED 36" X 24"	78.00		156.00
6	AF060CL 1/4" CLEAR GLASS 56" X 66"	230.94		1,385.64
2	AF060CL 1/4" CLEAR GLASS 36" X 66"	148.50		297.00
1	LABOR19 COMMERCIAL: LABOR QUOTE INCLUDES INSTALL OF NEW COMM FRAMES CUST MAY NEED CONSTRUCTIN OF SILL AND SOFFET	2000.00		2,000.00

Sub-Total	Shop Supplies	Taxes	Total	Deductible	Balance Due
8,394.38	639.43	383.66	9,417.47		9,417.47

** QUOTATION **

Affordable GLASS Installations L.L.C.

248.398.3391
28371 Dartmouth
Madison Heights, MI 48071

Proposal / Contract

Customer: POTTERS FAMOUS CHEESECAKE
Address: 17845 W 9 MILE RD

Installation location

Day Phone ( ) –
Eve. Phone ( ) –

Description of Work

- DEMO EXISTING STORE FRONT.
- INSTALL NEW CLEAR ANNODIZED ALUMINUM STOREFRONT METAL AND GLAZE W/1/4 SAFT. GLASS

$ 3795

- ADD TO GO TO TINTED GLASS $ 900

\# 150
\# 150

PAYMENT

☒ Visa ☐ MC ☐ Discover

Check #
Account #
Exp. Date

Total Job $
Deposit $
Balance $

We Propose hereby to furnish material and labor – complete in accordance with above specifications, for the sum of

dollars ($ 4995).

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. All material is guaranteed to be as specified. Customer agrees to the tint and coloration of the sample shown at the time of acceptance of the proposal. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance. Slight bubbles, lines, surface imperfections or discolorations are all characteristics of glass. They are not to be considered as defects. Wood rot encountered will be repaired on a time and material cost basis. Customer responsible for removal of blinds, drapes, furniture, etc. Leaks not covered under warranty. Insulated glass units carry a warranty from original manufacturer for 10 years against seal failure, warranty covers material only.

Property Owner — Sales Representative — Date

Final Acceptance of Completed Work

Authorized Signature — Date

Affordable GLASS Installations L.L.C.

248.398.3391

28371 Dartmouth
Madison Heights, MI 48071

Proposal / Contract

Customer POTEETS FAMOUS CHEESCAKE

Address 13841 N. 9 MILE RD

Day Phone ( ) ____ - ____

Eve. Phone ( ) ____ - ____

Installation location ____

Description of Work

- DEMO EXISTING STORE FRONT
- INSTALL NEW CLEAR ANNODIZED STORE FRONT METAL AND REGLAZE W SINGLE PANE GLASS (SAFTI) WHERE REQUIRED $ 3795

- ADD TO GO TO INSULATED GLASS $ 900

- REPLACE DOOR PIVOTS ON 1 LEAF. $ 150
- INSTALL NEW THRESHOLD @ FRONT DOOR PAIR $ 150

PAYMENT

☐ Visa ☐ MC ☐ Discover

Check # ____

Account # ____

Exp. Date ____

Total Job $ ____

Deposit $ ____

Balance $ ____

We Propose hereby to furnish material and labor – complete in accordance with above specifications, for the sum of ____ dollars ($ 4995).

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. All material is guaranteed to be as specified. Customer agrees to the tint and coloration of the sample shown at the time of acceptance of the proposal. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance. Slight bubbles, lines, surface imperfections or discoloration are all characteristics of glass. They are not to be considered as defects. Wood rot encountered will be repaired on a time and material cost basis. Customer responsible for removal of blinds, drapes, furniture etc. Leaks not covered under warranty. Insulated glass units carry a warranty from original manufacturer for 10 years against seal failure, warranty covers material only.

____ Property Owner ____ Sales Representative ____ Date

Final Acceptance of Completed Work

____ Authorized Signature ____ Date

2018 BUSINESS LICENSE RENEWAL

License # CB180383

MAIL TO:
PETEETS FAMOUS CHEESECAKES
13835 NINE MILE
OAK PARK MI 48237
BUSINESS LOCATION Phone:______________

BUSINESS NAME & ADDRESS:
PETEETS FAMOUS CHEESECAKES
13835 NINE MILE
OAK PARK, MI 48237
BUSINESS LOCATION Fax:______________

SECTION 1 - BUSINESS OWNER

Owner Name ______________ Phone: ______________
Owner Address ______________ Fax: ______________
City, State, Zip ______________ Drivers License # ______________
Email: ______________ Date of Birth: ______________

SECTION 2 - MANAGER or EMERGENCY AFTER-HOURS CONTACT

Name: ______________ Phone: ______________
Email: ______________

SECTION 3 - ALARM INFORMATION

Alarm Company: ______________ Phone: ______________

SECTION 4 - BUSINESS DIRECTORY - Complete if you would like to be included in our business directory

Business Name: Peteet's Famous Cheesecakes Phone: ______________
Business Website: www PeteetsCheesecakes.Com
Business Description: Bakery

EFFECTIVE with 2018 LICENSES we will be inspecting EVEN numbered addresses, ODD numbered addresses will be inspected in odd numbered years. After you make your payment, please contact this office at 248-691-7450 to schedule an inspection. If an inspection is not scheduled within 10 days of payment being made, an automatic inspection will be scheduled. Failure to renew your business license and/or schedule an inspection could result in a ticket being issued plus additional fines/fees.

Business License Fees are as follows:
**** $150.00 - New/Renewal fee if paid and/or postmarked by December 31st***
**** $187.50 – Payments paid and/or postmarked after January 1st***
**** $225.00 – Payments paid and/or postmarked after January 31st***

Business PIN# 8CB5C0C

Invoice# 00052962

____
Signature of Applicant

JAN 28 2018
Date

CITY OF OAK PARK
Date Entered 01/31/2018 8:13:57
AM
Posting Date: 01/31/2018
Reg 0005-962
Receipt 23207e
Amount $187.50

Mail Application and Payment to:
CITY OF OAK PARK
TECHNICAL & PLANNING
14300 OAK PARK BLVD OAK PARK, MI 48237
(248) 691-7450

FOR OFFICE USE ONLY
Building APPROVAL: ______________
Date ______________

Date of Notice: 01/31/2018

BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: February 5, 2018 **AGENDA #**

SUBJECT: Façade Grant Approval

DEPARTMENT: Economic Development & Communications

SUMMARY: The Economic Development & Communications Department is working on achieving RRC Certification through the Michigan Economic Development Corporation, MEDC. The attached resolution in support of a Complete Streets policy helps us to meet one of the criteria needed for certification. "Complete Streets" are defined as streets that safely accommodate all legal users of the right-of-way, including pedestrians, people requiring mobility aids, bicyclists, and drivers and passengers of transit vehicles, trucks, automobiles, and motorcycles. The Nine Mile Redesign project and bike route project in 2015 are two recent projects that the City has embarked on that help meet Complete Streets design guidelines. The plan is for the City to adopt a Complete Streets Plan in the near future. The Economic Development and Communications Department will be tasked with creating this plan.

FINANCIAL STATEMENT: This does not affect the general fund

RECOMMENDED ACTION: Request that city council approve the Complete Streets Resolution

APPROVALS:

City Manager: ______________

Director: ______________

Finance Director: ______________

EXHIBITS: Resolution

CITY OF OAK PARK
OAKLAND COUNTY, MICHIGAN
CM-

RESOLUTION IN SUPPORT OF A COMPLETE STREETS POLICY IN OAK PARK

WHEREAS, "Complete Streets" are defined as streets that safely accommodate all legal users of the right-of-way, including pedestrians, people requiring mobility aids, bicyclists, and drivers and passengers of transit vehicles, trucks, automobiles, and motorcycles; and

WHEREAS, such "Complete Streets" increase active transportation, improve public health, promote economic development, create a cleaner environment, enhance community connections, and generally improve City residents' standard of living; and

WHEREAS, such "Complete Streets" are achieved when all public street projects in the City are designed and developed to safely accommodate all legal users of the right-of-way; and

WHEREAS, the design and development of such "Complete Streets" offer long-term cost savings and opportunities to create safe and convenient non-motorized transportation travel; and The City of Oak Park supports the acceptance of a grant from Oakland County with partial funding of the project;and

WHEREAS, all public street projects are developed in cooperation with the Michigan Legislature's "Complete Streets" legislation, as seen in Public Acts 134 and 134, that requires the Michigan Department of Transportation to consider all users in transportation-related projects and to work with local units of government to include planning for "Complete Streets" in their transportation programming;

NOW, THEREFORE, BE IT RESOLVED That the Council of the City of Oak Park hereby declares its support of "Complete Streets" policies.

YEAS:
NAYS:
ABSENT:

RESOLUTION DECLARED ADOPTED

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the City of Oak Park, County of Oakland, State of Michigan, at a regular meeting held on Tuesday, January 16, 2018 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act No. 267, Public Acts of 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

T. Edwin Norris, City Clerk

15J

BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: February 5, 2018 **AGENDA #**

SUBJECT: Proposals from OHM Advisors for a contract addendum for Coolidge Highway Bridge Enhancement Project.

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

SUMMARY: Attached is an addendum from OHM Advisors for a contract amendment for Coolidge Highway Bridge Enhancement Project. The amendment is an increase of $12,500 for redesigning the bridge, including revising electrical and structural plans, and submitting the package to MDOT and FHWA for approval.

FINANCIAL STATEMENT: Funding is available in the General Fund fund balance for this expenditure.

RECOMMENDED ACTION: It is recommended that the addendum from OHM Advisors for a contract amendment for Coolidge Highway Bridge Enhancement Project for the hourly, not to exceed amount of $12,500. It is further recommended that the funding be utilized from the General Fund fund balance for this expenditure.

APPROVALS:

City Manager: ____________

Department Director: ____________

Finance Director: ____________

EXHIBITS: **Addendum**

ARCHITECTS. ENGINEERS. PLANNERS.

OHM Advancing Communities

ADDENDUM

Oak Park Bridge Enhancements
Project Number: 0037160021
City of Oak Park
Kevin J. Yee, P.E., Assistant City Manager

Issue Date: January 22, 2018

This document is in reference to the contract agreement dated February 6, 2017 between OHM Advisors and The City of Oak Park for design services for the Oak Park Bridge Enhancements. The 'Oak Park Bridge and Water Tower Branding' proposal is attached and made part of this document.

On January 18, City Council approved the redesign of the Coolidge Highway bridge aesthetics, reflective of Option 1 (see attached rendering). This redesign consists of the addition of light fixtures, and decorative iron work surrounding the light poles. The removal of the acorns from the logo was also approved by City Council.

OHM shall update permit drawings for MDOT and FHWA ROW permit submission. This contract addendum shall consist of the following deliverables:

- Finalize Option 1 railing and lighting redesign
- Client submission for review and approval (electronic submission and 1 conference call)
- Coordination and selection of light fixtures with lighting representative and DTE
- Revise electrical plans, elevations and construction details based on selected light fixture
- Revise structural plans, elevations and construction details based on the revised railing and lighting design
- Update structural / wind load calculations
- Client submission for review prior to MDOT resubmission (electronic submission)
- Update permit plans based on Client comments
- Submittal to MDOT for permit review and approval (Two sets of revisions to MDOT are included in this proposal)
- Revise bid book specifications based on MDOT approved plan set

OHM is requesting additional services to perform the work for the revised aesthetics to the Coolidge Highway Bridge. It is anticipated that the revised design will have an additional construction budget of $42,500.

OHM Advisors and The City of Oak Park hereby agree to the following additional services that are outlined above.

Fee & Reimbursable Expenses:

We propose to complete the above revisions billed hourly not to exceed the fee below:

Total Fee: **$12,500.00**

City of Oak Park
Bridge Enhancements – Addendum

Accepted By:______________________________
Printed Name:______________________________
Title:______________________________
Date:______________________________
PO Number:______________________________