



**CITY OF OAK PARK, MICHIGAN
REGULAR COUNCIL MEETING OF THE
38th OAK PARK CITY COUNCIL
February 3, 2020
7:00 PM**

MINUTES

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

PRESENT: Mayor McClellan, Mayor Pro Tem Burns, Council Member Weiss,
Council Member Edgar

ABSENT: Council Member Radner

OTHERS

PRESENT: City Manager Tungate, City Clerk Norris

APPROVAL OF AGENDA:

**CM-02-027-20 (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, Burns, Weiss, Edgar
	No:	None
	Absent:	Radner

MOTION DECLARED ADOPTED

CONSENT AGENDA:

CM-02-028-20 (AGENDA ITEM #5A-J) 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 21, 2020 **CM-02-029-20**
- B. Parks and Recreation Commission Minutes of December 18, 2019 **CM-02-030-20**
- C. Retirement Board Minutes of October 28, 2019 and November 25, 2019 **CM-02-031-20**
- D. Request to advertise for bids for the 2020 Citywide Janitorial Services Contract, M-711 **CM-02-032-20**
- E. Request to advertise for bids for the 2020 Landscape Maintenance Contract, M-709 **CM-02-033-20**
- F. Request to advertise for bids for the 2020 Lawn Maintenance Contract, M-710 **CM-02-034-20**
- G. Request payment of invoices from OHM Advisors for Bridge Enhancements and Safe Routes to Schools Preliminary Engineering for the total amount of \$17,411.75
(Removed from the Consent Agenda)

- H. Payment Application No. 4 (final) for the 2018-2019 Miscellaneous Concrete Repair Project, M-682 to Mattioli Cement Company, LLC for the amount of \$5,000.00
CM-02-035-20
- I. Payment Application No. 1 for the 2019 Sewer & Catch Basin Cleaning & TV Inspection Project, M-700 to Doetsch Environmental Services of Warren, MI. in the amount of \$59,480.10 **CM-02-036-20**
- J Licenses - New and Renewals submitted for February 3, 2020 **CM-02-037-20**

MERCHANT'S LICENSES – January 21, 2020
(Subject to All Departmental Approvals)

<u>NEW MERCHANT</u>	<u>ADDRESS</u>	<u>FEE</u>	<u>BUSINESS TYPE</u>
MURRAYS WORLDWIDE, INC	8750 CAPITAL	\$150.00	HAIR DISTRIBUTOR
<u>2020 RENEWALS</u>			
TIGER COLLISION	10010 CAPITAL	\$150.00	AUTO REPAIR
EATON STEEL CORPORATION	10221 CAPITAL	\$187.50	STEEL DISTRIBUTOR
LADUKE CORPORATION	10311 CAPITAL	\$187.50	ROOF/SHEET INSTALLER
KINGS WELDING WORKS INC	10311 CAPITAL	\$187.50	WELDING REPAIRS
VIZCOM MEDIA	10325 CAPITAL	\$187.50	PRINT
THE COLLECTIVE MUSIC GR	13305 CAPITAL 100	\$187.50	STUDIO
INNOVATIVE TOOL & DESIGN	10725 CAPITAL	\$187.50	METAL STAMPINGS
PARTLAN-LABADIE SHEET METAL CO	12901 CLOVERDALE	\$187.50	HVAC DUCT WORK
VALLEY CITY LINEN	13165 CLOVERDALE	\$187.50	RENTAL
WALKER PRINTERY, INC	13351 CLOVERDALE	\$187.50	PRINT
TALK A LOT WAREHOUSE	21150 COOLIDGE	\$150.00	CELLULAR
LEE BEAUTY SUPPLIES DISCOUNT	22136 COOLIDGE	\$150.00	RETAIL
SALON ULTIMO	22155 COOLIDGE	\$187.50	SALON
DREAMS OF GOLD JEWELRY	24760 COOLIDGE	\$150.00	RETAIL
OAK LIQUOR & WINE	13700 EIGHT MILE	\$150.00	RETAIL
MATTRESS WHOLESALE	14510 EIGHT MILE	\$150.00	RETAIL
ELEVEN MILE SELF STORAGE	14935 ELEVEN MILE	\$187.50	STORAGE
HER CHIC APPEAL LLC	21700 GREENFIELD 105	\$150.00	RETAIL
LUXOR JEWELRY CO LLC	21700 GREENFIELD 301	\$150.00	RETAIL
SAM'S DIAMONDS/BEST JEWELERS	21700 GREENFIELD 323	\$150.00	RETAIL
HERMAN'S CREATIONS	21700 GREENFIELD 324	\$150.00	RETAIL
HOLLYWOOD DIAMOND SETTING	21700 GREENFIELD 327	\$150.00	RETAIL
AURA DIAMOND AND JEWELRY CORP	21700 GREENFIELD 347	\$150.00	RETAIL
TRUST JEWELERS	21700 GREENFIELD 361	\$150.00	RETAIL
AUTOZONE #4365	22150 GREENFIELD	\$150.00	RETAIL
MAPLE HOME HEALTH CARE	23300 GREENFIELD 219	\$150.00	HOME HEALTH AGENCY
MODERN STAMPS, INC	25900 GREENFIELD 136	\$150.00	RETAIL
JEWISH FAMILY SERVICE	25900 GREENFIELD 405	\$150.00	OFFICE
HERSCH'S LAWN SPRAY	26650 HARDING	\$150.00	LANDSCAPING
JAMES TAILORING AND ALT	8236 NINE MILE	\$150.00	TAILOR
WINGS GARDEN	8410 NINE MILE	\$150.00	RESTAURANT
SPEEDY GREASY	10200 NINE MILE	\$150.00	AUTO SERVICE
L N S TOBACCO	10700 NINE MILE	\$150.00	RETAIL
J. A. GAGING ASSOCIATES LLC	13250 NORTHEND	\$150.00	OFFICE
LAWFORD FABRICATING	21650 WYOMING CT	\$150.00	PROTOTYPE TOOLING

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

MOTION DECLARED ADOPTED

CM-02-038-20 (AGENDA ITEM #5G) Removed from the Consent Agenda by Mayor McClellan. PAYMENT OF INVOICES FROM OHM ADVISORS FOR BRIDGE ENHANCEMENTS AND SAFE ROUTES TO SCHOOLS PRELIMINARY ENGINEERING FOR THE TOTAL AMOUNT OF \$17,411.75 - APPROVED

Motion by Burns, Seconded by Weiss, CARRIED UNANIMOUSLY, to approve payment of invoices from OHM Advisors for Bridge Enhancements and Safe Routes to Schools Preliminary Engineering for the total amount of \$17,411.75.

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

MOTION DECLARED ADOPTED

RECOGNITION OF VISITING ELECTED OFFICIALS:

County Commissioner Helaine Zack presented information pertaining to Oakland County.

SPECIAL RECOGNITION/PRESENTATIONS: None

COMMUNICATIONS: None

SPECIAL LICENSES: None

ACCOUNTING REPORTS: None

BIDS:

CM-02-039-20 (AGENDA ITEM #12A) REQUEST TO AWARD THE BID FOR THE 2020 SEWER LINING PROJECT, M-703 TO INLAND WATERS POLLUTION CONTROL, INC. OF DETROIT, MI IN THE AMOUNT OF \$232,083.00 - APPROVED

Motion by Burns, Seconded by Weiss, CARRIED UNANIMOUSLY, to award the bid for the 2020 Sewer Lining Project, M-703 to Inland Waters Pollution Control, Inc. of Detroit, MI in the amount of \$232,083.00.

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

MOTION DECLARED ADOPTED

Assistant City Manager Yee reported the request to re-bid the 2020 Sewer Lining Project, M-703 was approved (CM-01-023-20) at the January 21, 2020 regular meeting of the Oak Park City Council. The project was advertised and 40 contracts viewed the contract documents. On January 28, 2020, three bids were received and opened. The low bidder, Inland Waters Pollution Control, Inc. of Detroit, MI submitted a bid of \$232,083.00. References were checked and all have positive responses.

ORDINANCES: None

CITY ATTORNEY: No Report

CITY MANAGER:

Finance/Assessing

**CM-02-040-20 (AGENDA ITEM #15A) MOTION TO RECEIVE THE
QUARTERLY INVESTMENT REPORT FOR PERIOD ENDING
DECEMBER 31, 2020 - APPROVED**

Motion by Weiss, seconded by Burns, CARRIED UNANIMOUSLY, to receive and file the following quarterly investment report for period ending December 31, 2020:

Second Quarter Fiscal 2019/2020 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. Mr. Johnson reviewed the report that details the cash and investments (citywide for all funds) held by the City at December 31, 2019. 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 \$29,621,437 (market value) including cash in the operating account of \$3,652,955 (excluding outstanding checks and other adjustments), short-term investments in the Oakland County Investment Pool of \$14,529,383, money market of \$316,132, commercial paper of \$4,597,292 and long-term investments total \$6,525,675. The City has maximized investment return on short-term cash by utilizing the Oakland County Investment Pool and minimizing the amount maintained in the checking and daily depository accounts. Investment income for the months of October through December 2019 totaled \$89,506. During the second quarter overall investment returns continued to fall for the second straight quarter and have fallen significantly from annual returns of approximately 2.2% on July 1, 2019 to 1.6% on December 31, 2019 with economists predicting additional decreases in the coming months. As a result, the City is investing short-term and locking up longer term investments if the individual interest rate are favorable. The overall return for the second quarter saw a significant reduction compared with the last quarter due to long-term unrealized gains helping little to offset smaller short-term realized gains.

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

MOTION DECLARED ADOPTED

CM-02-041-20

**(AGENDA ITEM #15B) RECEIVE AND FILE THE QUARTERLY
FINANCIAL REPORT FOR PERIOD ENDING DECEMBER 31,
2020 - APPROVED**

Motion by Weiss, seconded by Burns, CARRIED UNANIMOUSLY, to receive and file the following Quarterly Financial Report for period ending December 31, 2020:

GENERAL FUND

REVENUES

Total revenues for the second quarter total approximately \$16.5 million, representing approximately 77% 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 September 3, 2019. As of the end of the second quarter approximately 95% of the taxes billed had been paid. Any unpaid real property taxes will be purchased from the City by Oakland County in May 2020. Property tax revenue is the primary reason the overall revenues are at 77% 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 2019/20 payments totaling \$1,269,470 as the August 31, 2019 payment by statute is included as part of the June 30, 2019 revenues. The City will receive the remaining four payments on February 28, April 30, June 30 and August 31 (2020) related to the current fiscal year. The estimated annual revenue included in the budget totals \$3,654,348.
- Fines and forfeiture revenue received from the 45th District Court is budgeted for a total of \$1,900,000 of which \$830,890 or 44% was received in this second quarter. Overall revenue is running slightly behind prior year and budget. 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 48% of the annual budget. Overall departmental expenditure budgets are on track with the following items of note (departments over 50%):

- Council and Mayor Department is at 58% for the second quarter due to the boards and commission dinner expenditure along with the annual community promotion contributions are at 100% of budget. The overall net budget for the department is in line with current annual projections.
- The Prosecuting Attorney is at 58% of their budget as the expense includes their January 2020 invoice (8 months). The overall net budget for the department is in line with current annual projections.
- The Engineering Department is at 53% of their budget due to salaries and wages; some of which will be allocated out to other departments during the third quarter. The overall net budget for the department is in line with current annual projections.
- The Public Safety (52%) Department is current slightly over the 50% primarily due to the repairs and maintenance and healthcare expenditures running slightly ahead of projections. The overall budget is in line with current annual projections.
- The Public Works (66%) Department is currently over the 50% guideline to salaries and wages; some of which will be allocated out to other departments during the third quarter. The overall budget is in line with current annual projections.

- The Special Events (59%) department is currently over the 50% guideline primarily due to its 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 current annual projections.

Overall the General Fund operations are in line with the annual budget. The projected fund balance remains at the targeted level of 18.3% of annual expenditures.

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

MOTION DECLARED ADOPTED

**CM-02-042-20 (AGENDA ITEM #15C) BUDGET AMENDMENT #2020-2 FOR
PERIOD ENDING DECEMBER 31, 2019 - APPROVED**

Motion by Weiss, seconded by Burns, CARRIED UNANIMOUSLY, to adopt the following resolution approving Budget Amendment #2020-2 for period ending December 31, 2019 as follows:

RESOLUTION

NOW, THEREFORE BE IT RESOLVED that the following
Budget Amendment #2020-2 is authorized:

	INCREASE (DECREASE)
GENERAL FUND	
REVENUES	
LICENSE AND PERMITS	42,000
OTHER REVENUE	115,000
TOTAL REVENUES	<u>157,000</u>
EXPENDITURES	
HUMAN RESOURCES	5,000
FINANCE	422
PUBLIC SAFETY	129,700
PUBLIC WORKS	2,190
PUBLIC INFORMATION	9,307
TOTAL EXPENDITURES	<u>146,619</u>
Net Increase (Decrease) to Fund Balance	<u><u>\$ 10,381</u></u>

MIDC GRANT FUND	
REVENUES	
INTERGOVERNMENTAL	\$ (56,789)

TRANSFERS IN	42,170
TOTAL REVENUES	(14,619)

EXPENDITURES	
PROFESSIONAL SERVICES	4,102
TOTAL EXPENDITURES	4,102

Net Decrease to Fund Balance	\$ (18,721)
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WATER AND SEWER FUND

REVENUES	
CHARGES FOR SERVICES	\$37,600
INTEREST EARNINGS	20,000
TOTAL REVENUES	57,600

Net Decrease to Fund Balance	\$
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RETIREE HEALTHCARE - COURT

REVENUES	
TRANSFER IN	\$(42,170)
TOTAL REVENUES	(42,170)

EXPENDITURES	
RETIREE HEALTHCARE	(42,170)
TOTAL EXPENDITURES	(42,170)

Net Decrease to Fund Balance	\$-
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Voice Vote:	Yes:	McClellan, Burns, Weiss, Edgar
	No:	None
	Absent:	Radner

MOTION DECLARED ADOPTED

CM-02-043-20 (AGENDA ITEM #15D) RATE OF COMPENSATION FOR THE BOARD OF REVIEW MEMBERS AND THE 2020 MEETING DATES AND TIMES – APPROVED

Motion by Burns, Seconded by Weiss, CARRIED UNANIMOUSLY, to approve the rate of compensation for the Board of Review at \$120.00 for a full day and \$60.00 for a half day of service and the following dates and times for the 2020 Board of Review Meetings:

Monday	March 9, 2020	9:00 a.m. to 1:00 p.m. & 3:00 p.m. to 7:00 p.m.
Wednesday	March 11, 2020	6:00 p.m. to 8:00 p.m.
Monday	March 23, 2020	9:00 a.m. to 12:00 p.m. & 1:00 p.m. to 4:00 p.m.

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

MOTION DECLARED ADOPTED

**CM-02-044-20 (AGENDA ITEM #15E) CITY OF OAK PARK 2020 POVERTY
EXEMPTION POLICY – APPROVED**

Motion by Burns, Seconded by Weiss, CARRIED UNANIMOUSLY, to adopt the following
City of Oak Park 2020 Poverty Exemption Policy:

**CITY OF OAK PARK
2020 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, 2019. This includes all individuals currently residing in the household, as well as any co-owners who are not residing in the household:

INCOME LIMIT

Income limits shall be those established by the Oak Park City Council, in adherence with Public Act 390 of 1994. For tax year 2019, applicable income limits are as follows:

<u># in Household</u>	<u>2019 Total Household Resources Cannot Exceed</u>
1	\$18,735/yr.
2	\$25,365/yr.
3	\$31,995/yr.
4	\$38,625/yr.
5	\$45,255/yr.
6	\$51,885/yr.
	add \$6,630/yr. for each additional person

ASSET LIMIT

Combined assets cannot exceed the applicant's projected 2020 property taxes +25%. Assets include: cash, checking, savings, money market, IRA's, annuities, investments of any type (eg. stocks & bonds, or other such liquid assets), boats, recreational vehicles, or other property. Assets do not include the applicant's homestead.

3. Meeting the above guidelines will not necessarily result in a property tax reduction. The amount of reduction, if any, will be equal to the difference between line 44 and line 34 on a simulated MI-1040CR (Michigan Homestead Property Tax Credit Claim), using the applicant's 2017 total household income and their projected 2020 property taxes.

4. The above guidelines shall apply to each applicant unless the Board determines there are substantial and compelling reasons to make an exception. If there is a deviation from these guidelines, the reasons shall be communicated in writing to the applicant.
5. All applicants must obtain the proper application from the Assessor's Office, complete the entire application, attach all documentation requested (see back), sign the application and have it notarized.
6. All applicants must supply copies of the following documents for each individual currently residing in the household as well as any co-owners who are not residing in the household:

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

2018* & 2019 Homestead Property Tax Credit Claim** (MI-1040CR)
2018* & 2019 Michigan Income Tax Return** (MI-1040)
2018* & 2019 Federal Income Tax Return** (Federal 1040 or 1040A)

**NEW applicants are required to submit both 2018 & 2019 information.
Applicants RETURNING from last year need only submit 2019 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.

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

MOTION DECLARED ADOPTED

CALL TO THE AUDIENCE:

Benjamin Brown, 13001 Northfield Blvd., expressed concerns about residents not picking up after their dogs, litter in the community and traffic.

Joyce Bannon, 10611 Troy, commented on the recent snow emergency.

CALL TO THE COUNCIL:

Mayor McClellan reminded everyone about the City's birthday on Valentine's Day and also encouraged them to attend the Friend's of the Library meeting in the Community Center on February 13th.

Mayor Pro Tem Burns reminded everyone to be aware of the cold weather and to dress appropriately.

Council Member Weiss reminded everyone to contact the City when code enforcement issues and traffic issues are discovered.

Council Member Edgar discussed trash management and encouraged residents to follow the ordinances that require covers for their trash receptacles. She thanked everyone for the excellent Oak Park Winter Fest and hopes that we can take better advantage of our Ice Arena. She also shared her experience attending the M-Parks conference.

ADJOURNMENT:

There being no further business to come before the City Council, Mayor McClellan adjourned the meeting at 8:08 P.M.

T. Edwin Norris, City Clerk

Marian McClellan, Mayor