

Oak Park

City Council Agenda

January 4, 2021





AGENDA
REGULAR CITY COUNCIL MEETING
38th CITY COUNCIL
OAK PARK, MICHIGAN
January 4, 2021
7:00 PM

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF AGENDA

4. OATH OF OFFICE – Council Member Shaun Whitehead

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 December 21, 2020
- B. Special City Council Meeting Minutes of December 21, 2020
- C. Proposed change order No. 1 in the amount of (\$5,402.37) and payment application No. 3 in amount of \$25,791.80 to Michigan Joint Sealing, Inc. of Farmington Hills, MI for the 2018 Joint and Crack Sealing Project, M-681
- D. Payment Application No. 3 in the amount of \$102,251.14 to American Fence Co. of Warren, MI for the 2020 Decorative Fence Project, M-695
- E. Request to approve payment for the 2020 Citywide Trash Cart roll out project to Rehrig Pacific Company of Los Angeles, CA for the amount of \$495,884.43
- F. Parks and Recreation meeting Minutes of November 18, 2020
- G. Request to advertise for bids for the 2021 Swimming Pool Repair Project M-719

6. RECOGNITION OF VISITING ELECTED OFFICIALS

7. SPECIAL RECOGNITION/PRESENTATIONS: None

8. PUBLIC HEARINGS: None

9. COMMUNICATIONS: None

10. SPECIAL LICENSES:

- A. Resolution approving an On-Premises Tasting Room Permit to Dog and Pony Show Brewing, LLC located at 14661 W. Eleven Mile Road

11. ACCOUNTING REPORTS: None

12. BIDS: None

13. ORDINANCES: None

14. CITY ATTORNEY:

15. CITY MANAGER:

Administration

- A. Resolution supporting the City's application for the Community foundation of Southeast Michigan Ralph C. Wilson Jr. Fund Grant
- B. Resources for Elected Officials

Recreation

- C. Holiday Event Recap

Economic Development

- D. Request to approve Fee Schedule increases

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
38th OAK PARK CITY COUNCIL**

December 21, 2020

7:00 PM

MINUTES

Mayor McClellan called the virtual meeting to order at 7:00 p.m. Oak Park City Hall, 14000 Oak Park Boulevard, Oak Park, MI 48237. (248) 691-7544.

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

ABSENT: None
OTHERS

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

APPROVAL OF AGENDA:

CM-12-356-20 (AGENDA ITEM #3) ADOPTION OF THE AGENDA AS PRESENTED – APPROVED

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

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

MOTION DECLARED ADOPTED

CONSENT AGENDA:

CM-12-357-20 (AGENDA ITEM #4A-C) CONSENT AGENDA - APPROVED

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

- A. Regular Council Meeting Minutes of December 7, 2020 **CM-12-358-20**
- B. Special City Council Meeting Minutes of December 7, 2020 **CM-12-359-20**
- C. Parks and Recreation Commission Meeting Minutes of October 21, 2020 **CM-12-360-20**
- D. Corridor Improvement Authority Meeting Minutes of September 17, 2020 **CM-12-361-20**
- E. Licenses New and Renewals submitted for December 21, 2020 **CM-12-362-20**

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

MOTION DECLARED ADOPTED

RECOGNITION OF VISITING ELECTED OFFICIALS:

State Representative Regina Weiss and the Honorable Jaimie Powell Horowitz, Judge of the 45th District Court were present and spoke to council.

SPECIAL RECOGNITION/PRESENTATIONS: None

PUBLIC HEARINGS: None

COMMUNICATIONS: None

SPECIAL LICENSES: None

ACCOUNTING REPORTS:

CM-12-363-20 (AGENDA ITEM #10A) APPROVAL FOR PAYMENT OF INVOICES SUBMITTED BY GARAN, LUCOW, MILLER, P.C. FOR LEGAL SERVICES IN THE TOTAL AMOUNT OF \$14,250.15 - APPROVED

Motion by Burns seconded by Edgar, CARRIED UNANIMOUSLY, to approve payment of invoices #550870, #550871 and #550872 by Garan, Lucow, Miller P.C., for legal services rendered through November 30, 2020 in the total amount of \$14,250.15.

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

MOTION DECLARED ADOPTED

BIDS: None

ORDINANCES: None

CITY ATTORNEY: No Report

CITY MANAGER:

Administration

(AGENDA ITEM #14A) COVID-19 Update

City Manager Tungate discussed a proposal to extend the closing of City Hall, Community Center and Library to the public until February 2, 2021.

CM-12-364-20 (AGENDA ITEM #14A) MOTION TO EXTEND THE CLOSING OF CITY HALL, COMMUNITY CENTER AND LIBRARY TO THE PUBLIC UNTIL FEBRUARY 2, 2021- APPROVED

Motion by Burns, seconded by Radner, CARRIED UNANIMOUSLY, to extend the closing of City Hall, Community Center and Library to the public until February 2, 2021.

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

MOTION DECLARED ADOPTED

(AGENDA ITEM #14B) Event and Activity Update

Communications Director Davis reported upcoming activities and events.

Public Safety

CM-12-365-19 (AGENDA ITEM #14C) REQUEST TO APPROVE AN AGREEMENT WITH ALLIANCE MOBILE HEALTH TO PROVIDE ADVANCED LIFE SUPPORT AND AMBULANCE TRANSPORT SERVICES – APPROVED

Motion by Burns, seconded by Edgar, CARRIED UNANIMOUSLY, to approve an agreement with Alliance Mobile Health to provide advanced life support and ambulance transport services.

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

MOTION DECLARED ADOPTED

CM-12-366-19 (AGENDA ITEM #14D) REQUEST TO APPROVE TRAFFIC CONTROL ORDER 160 SECTION 1.26 THAT ADDS PLAQUES (CROSS TRAFFIC DOES NOT STOP) UNDER THE STOP SIGNS ON ROANOKE AT OAK PARK BLVD. FOR A ONE-YEAR EVALUATION PERIOD – APPROVED

Motion by Burns, seconded by Edgar, CARRIED UNANIMOUSLY, to approve Traffic Control Order 160 Section 1.26 that adds plaques (Cross Traffic Does Not Stop) under the Stop signs on Roanoke at Oak Park Blvd. for a one-year evaluation period.

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

MOTION DECLARED ADOPTED

(AGENDA ITEM #14E) Department of Justice (DOJ) Use-of-Force Policy Certification

Public Safety Director Cooper reported the department has been certified by the Department of Justice as an agency that meets the required standards on the use of force and therefore is eligible to receive discretionary federal grants.

Economic Development

CM-12-367-20 (AGENDA ITEM #14F) REQUEST TO APPROVE A FAÇADE IMPROVEMENT GRANT TO UNEXPECTED CRAFT BREWING COMPANY, 14401 ELEVEN MILE, FOR 50% OF THE PROJECT COSTS IN AN AMOUNT NOT TO EXCEED \$2,500.00 - APPROVED

Motion by Burns, seconded by Edgar, CARRIED UNANIMOUSLY Request to approve a façade improvement grant to Unexpected Craft Brewing Company, 14401 Eleven Mile, for 50% of the project costs in an amount not to exceed \$2,500.00.

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

MOTION DECLARED ADOPTED

Economic Development Director Marrone summarized the request for a Façade Improvement Grant from Unexpected Craft Brewing Company, 14401Eleven Mile. The property owner has submitted an application for a façade grant to install energy efficient doors and garage door. The project specifications have met city guidelines for the program. The project total cost is \$6,103 with the highest quote. Ms. Marrone requested that City Council approve the 50% grant match not to exceed \$2,500.

Assessing

CM-12-368-20 (AGENDA ITEM #14G) REQUEST TO APPROVE AN INTERLOCAL AGREEMENT FOR OAKLAND COUNTY TO APPROVE THE DESIGNATED ASSESSOR - APPROVED

Motion by Burns, seconded by Edgar, CARRIED UNANIMOUSLY, to approve an Interlocal Agreement for Oakland County to approve the Designated Assessor as David Hieber and to authorize the City Manager to sign the agreement on behalf of the city.

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

MOTION DECLARED ADOPTED

Assessor Powers reported that Public Act 660 of 2018 requires all Michigan Counties to name a Designated Assessor for each respective county. This process is to be done by resolution in each of Michigan's 83 counties. The main purpose of this Act and the Designated Assessor is to ensure all cities and townships are in substantial compliance with

the General Property Tax Act. The Designated Assessor is not Countywide assessing. It is a process to assist the State Tax Commission in the unlikely event a local city or township is not in substantial compliance with the General Property Tax Act

Finance

CM-12-369-20 (AGENDA ITEM #14H) REQUEST TO APPROVE THE MERS DC PLAN ADOPTION AGREEMENT ADDENDUM(S) AND ADOPT THE RESOLUTION ESTABLISHING AUTHORIZED SIGNATORIES FOR MERS CONTRACT & SERVICE CREDIT PURCHASE APPROVALS - APPROVED

Motion by Radner, seconded by Burns, CARRIED UNANIMOUSLY, to approve the MERS DC Plan Adoption Agreement Addendum(s) #633401110536 and #633401106127 and adopt the resolution establishing authorized signatories for MERS contract & service credit purchase approvals.

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

MOTION DECLARED ADOPTED

Department of Public Works

CM-12-370-20 (AGENDA ITEM #14I) RESOLUTION TO CONCUR IN THE RULES AND REGULATIONS CONCERNING INDUSTRIAL PRETREATMENT PROGRAM AS ADOPTED BY THE GREAT LAKES WATER AUTHORITY - APPROVED

Motion by Burns, seconded by Radner, CARRIED UNANIMOUSLY, to adopt the following resolution to concur in the rules and regulations concerning Industrial Pretreatment Program as adopted by the Great Lakes Water Authority:

**RESOLUTION OF THE CITY OF OAK PARK
TO CONCUR IN THE RULES AND REGULATIONS CONCERNING
INDUSTRIAL PRETREATMENT PROGRAM AS ADOPTED
BY THE GREAT LAKES WATER AUTHORITY**

WHEREAS, the Great Lakes Water Authority ("GLWA") is a Michigan municipal authority and public body corporate organized and existing pursuant to the provisions of Michigan Public Act No.233 of 1955, as amended, MCL 124.281, *et seq.* ("Act 233"), for the purpose of establishing a regional sewage disposal system to operate, control, and improve the sewage disposal system leased from the City of Detroit; and

WHEREAS, pursuant to Act 233, the City of Oak Park is a constituent municipality of the GLWA; and

WHEREAS, as authorized by Act 233, GLWA and the constituent municipalities are required by state and federal law to adopt binding rules and regulations (Exhibit A, attached hereto and incorporated herein by reference) as part of an Industrial Pretreatment Program (IPP) in order to comply with all applicable state and federal laws, including, without limitation, the requirements of the Federal Water Pollution Control Act, 33 USC Section 1251, *et. seq.*, the General Pretreatment Regulations for Existing and New Sources of Pollution,

40 CFR 403, and the National Categorical Pretreatment Standards contained in 40 CFR Sections 405-471; and

WHEREAS, these rules and regulations were adopted by GLWA as a uniform code to: (1) regulate wastes and wastewaters discharged into the collection system for all participating municipalities; (2) prevent the introduction of pollutants into the wastewater systems which will interfere with the operation of the system, contaminate the resulting sludge, or pose a hazard to the health, safety or welfare of the people, the communities or to employees of GLWA; (3) prevent the introduction of pollutants into the wastewater system which will pass inadequately treated through the system and into the receiving waters, the atmosphere, and the environment, or will otherwise be incompatible with the system; (4) provide for the recovery of costs from users of the wastewater collection system sufficient to administer regulatory activities and meet the costs of operation, maintenance, improvement and replacement of the system; and

WHEREAS, after a 45-day public comment period and public hearing, the Board of the GLWA approved the IPP Rules on November 13, 2019.

NOW THEREFORE BE IT RESOLVED that the governing body of Oak Park, in compliance with Act 233 and state and federal law, hereby concur in the IPP rules and regulations attached hereto as Exhibit A; including any subsequent amendments thereto, which amendments, if any, shall not require the approval of this governing body; and

BE IT FURTHER RESOLVED that the adoption and approval of the rules and regulations contained in Exhibit A shall be contractually binding on the parties, and no governing body of Oak Park shall be authorized or empowered to rescind or change the approval granted in this resolution without 180 days prior written notice to the GLWA.

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

MOTION DECLARED ADOPTED

CITY COUNCIL

CM-12-371-20 (AGENDA ITEM #15A) MOTION TO APPOINT SHAUN WHITEHEAD TO THE VACANT CITY COUNCIL SEAT - APPROVED

Motion by Radner, seconded by Edgar, CARRIED UNANIMOUSLY, to appoint Shaun Whitehead to the vacant City Council seat.

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

MOTION DECLARED ADOPTED

CALL TO THE AUDIENCE:

Kenneth Sherman, 23840 Jerome, asked about the extended closure of the Library and the services that would be provided.

Regina Weiss, offered congratulations to newly appointed Council member Whitehead.

Shaun Whitehead, thanked Council for his appointment and expressed how he looks forward to serving the residents of Oak Park.

ADJOURNMENT:

There being no further business to come before the City Council, Mayor McClellan adjourned the meeting at 8:05 P.M.

T. Edwin Norris, City Clerk

Marian McClellan, Mayor



**CITY OF OAK PARK, MICHIGAN
SPECIAL COUNCIL MEETING OF THE
38th OAK PARK CITY COUNCIL
December 21, 2020
6:00 PM**

MINUTES

The virtual Special Meeting was called to order at 6:08 PM by Mayor McClellan. City Hall, 14000 Oak Park Boulevard, Oak Park, MI 48237. (248) 691-7544

PRESENT: Mayor McClellan, Mayor Pro Burns, Council Member Edgar, Council Member Radner

ABSENT: None

OTHERS

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

SPECIAL BUSINESS:

(AGENDA ITEM 3A) Strategic Plan Presentation

Special projects Director VanVleck presented the City of Oak Park Strategic Plan 2021-2026

**SCM-12-355-20 MOTION TO RECEIVE AND ACCEPT THE STRATEGIC PLAN
- APPROVED**

Motion by Edgar, seconded by Radner, CARRIED UNANIMOUSLY, to receive and accept the Strategic Plan.

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

MOTION DECLARED ADOPTED

CALL TO THE AUDIENCE:

Ken Sherman, 23840 Jerome, asked about the plan containing action plans for traffic safety.

ADJOURNMENT:

There being no further business to come before the City Council, Mayor McClellan adjourned the special meeting at 6:45 P.M.

T. Edwin Norris, City Clerk

Marian McClellan, Mayor



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: January 4, 2021

AGENDA #

SUBJECT: Proposed Change Order No. 1 and Payment Application No. 3 for the 2018 Joint and Crack Sealing Project, M-681.

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

SUMMARY: Attached are Proposed Change Order No. 1 and Payment Application No. 3 for the 2018 Joint and Crack Sealing Project, M-681. This project helps to preserve the pavement by preventing surface water from infiltrating the pavement, which adds longevity to the roads. Proposed Change Order No. 1 is a reduction due to all necessary sealing coming in under the engineer's estimate. This project is now 100% complete.

FINANCIAL STATEMENT:

Original Contract Amount:	\$112,100.00
Change Order No. 1	<u>\$ (5,402.37)</u>
Current Contract Amount:	\$106,697.63
 Total Completed to Date:	 \$106,697.63
Less Retainage:	\$ 0.00
Net Earned:	\$106,697.63
Deductions:	\$ 0.00
Balance:	\$106,697.63
Payments to Date:	<u>\$ 80,905.83</u>
Amount Due Michigan Joint Sealing, Inc.:	\$ 25,791.80

RECOMMENDED ACTION: It is recommended that Proposed Change Order No. 1 for the 2018 Joint and Crack Sealing Project, M-681 be approved to Michigan Joint Sealing, Inc. of Farmington Hills, MI for the amount of (\$5,402.37). It is further recommended that Payment Application no. 3 for the same be approved in amount of \$25,791.80. Funding is available in the Local Streets Fund for this project. (No. 203-18-479-970)

APPROVALS:

City Manager: _____ *ET* _____

Department Director: _____ *KJY* _____

Director of Finance: _____

Budgeted: ☐

EXHIBITS: Payment Application No. 2, Proposed Change Order No. 1

PAYMENT APPLICATION

PROJECT: 2018 JOINT & CRACK SEALING PROJECT
 OWNER: CITY OF OAK PARK, MICHIGAN
 CONTRACTOR: MICHIGAN JOINT SEALING, INC.
 28830 WEST EIGHT MILE RD.
 FARMINGTON HILLS, MI 48336

JOB NUMBER: M-681
 APPLICATION NO.: 3
 PERIOD ENDING: 11/23/2020

ITEM	DESCRIPTION	ORIGINAL		UNIT	PRICE	PERIOD QUANTITY	PERIOD AMOUNT	QUANTITY TO DATE	AMOUNT TO DATE
		BID QUANTITY							
1	Root & Seal Joints & Cracks, Modified SP	180,000	LFT	\$0.53		32,660	\$17,309.54	178,171	\$94,430.63
2	Joint Sealing Compound, Modified SP	40,000	LBS	\$0.30		9,590	\$2,877.00	35,890	\$10,767.00
3	Minor Traffic Devices, Modified SP	1	LSUM	\$1,500.00		0	\$0.00	1	\$1,500.00
4	Inspection Crew Days	\$320.00	DAYS	10.00		0	\$0.00	0	\$0.00
Period Total Amount:							\$20,186.54	Amount to Date:	\$106,697.63
Current Contract Amount:		\$112,100.00							
Proposed Change Order #1:		(\$5,402.37)							
Proposed new Contract Amount:		\$106,697.63							

Earnings This Period: \$20,186.54
 Total Earnings to Date: \$106,697.63
 Less Retainage: \$0.00
 Net Earned: \$106,697.63
 Deductions: \$0.00
 Balance: \$106,697.63
 Payments to Date: \$80,905.83

AMOUNT DUE MICHIGAN JOINT SEALING INC.: \$25,791.80

Accepted By: Joseph R. Jenkins
 Michigan Joint Sealing Inc.

Approved By: Joseph R. Jenkins
 Joseph Jenkins - Assistant City Engineer
 City of Oak Park, Michigan

Date: 12-15-20
 Date: 12/15/2020

CHANGE ORDER

PROJECT: 2018 JOINT & CRACK SEALING PROJECT **JOB NUMBER:** M-681
OWNER: CITY OF OAK PARK, MICHIGAN **CHANGE ORDER NO.:** 1
CONTRACTOR: MICHIGAN JOINT SEALING, INC. **PAGE:** 1 OF 1
 28830 WEST EIGHT MILE RD.
 FARMINGTON HILLS, MI 48336

TO THE CONTRACTOR:

You are hereby directed to comply with the changes/extras to the contract documents.
 This change order reflects work completed or anticipated. Further documentation supporting these changes is on file with the City Engineer.

THE FOLLOWING ITEMS AND OR CONTRACT UNITS PRICES SHALL BE SUBTRACTED TO THE CONTRACT AMOUNT

Item No.	Description	Original Bid Quantity	Unit	Unit Price	Decreased Quantity	Quantity to Date	Decreased Amount
1	Rout and Seal Joints and Cracks, Modified SP	180,000	LFT	\$0.53	-1,829	178,171	-\$969.37
2	Joint Sealing Compound, Modified SP	40,000.00	LBS	\$0.30	-4,110.00	35,890	-\$1,233.00
4	Inspection Crew Days	10	DAY	\$320.00	-10.00	0.00	-\$3,200.00
Totals:							(\$5,402.37)

SUMMARY

Total Decrease (\$5,402.37)
 Total Amount for Change Order No. 1: (\$5,402.37)

Joseph R. Jenkins
 Joseph Jenkins - Assistant City Engineer
 City of Oak Park
 Date: 12/15/2020

THE CONTRACT SHALL BE DECREASED BY THE SUM OF:
 Original Contract Amount: \$112,100.00
 Change Order No. 1: (\$5,402.37)
 New Contract amount: \$106,697.63

214528
 Michigan Joint Sealing, Inc.
 Date: 12-15-20



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: January 4, 2021

AGENDA#

SUBJECT: Payment Application No. 3 for the 2020 Decorative Fence Project, M-695.

DEPARTMENT: Technical & Planning/DPW – Engineering KJY

SUMMARY: Attached is Payment Application No. 3 for the 2020 Decorative Fence Project, M-695. This project is to add decorative fencing along the south side of 9 Mile Rd from Scotia to Rosewood and around the parking areas of the 45th District Court, Public Safety and City Hall. To date the project is approximately 76% complete.

FINANCIAL STATEMENT:

Original Contract Amount:	\$306,165.50
Change Order No. 1	<u>\$ 3,558.50</u>
Current Contract Amount:	\$309,724.50
 Total Completed to Date:	 \$236,734.64
Less Retainage:	\$ 23,673.46
Net Earned:	\$213,061.18
Deductions:	\$ 0.00
Balance:	\$213,061.18
Payments to Date:	<u>\$110,810.03</u>
Amount Due American Fence:	\$102,251.14

RECOMMENDED ACTION: It is recommended that Pay Application No. 3 for the 2020 Decorative Fence Project, M-695 to American Fence Co. of Warren, MI be approved for the amount of \$102,251.14. Funding is available in the General Fund (Account #101-18.443.970) for the City Hall Portion, the Court Building Fund (Account #470-70.900.970) for the Court portion and General Fund (Account #101-18.444.970) for the 9 Mile portion of this expenditure.

APPROVALS:

City Manager: ET Department Director: KJY

Director of Finance: _____ Legal: NA

Budgeted:

EXHIBITS: Payment Application No. 3

PAYMENT APPLICATION

PROJECT:

2020 Decorative Fence Project

OWNER:

City of Oak Park, Michigan

CONTRACTOR:

American Fence & Supply Company

21200 Schoenher Rd.

Warren, MI 48089

JOB NUMBER:

NA-695

APPLICATION NO.:

3

PERIOD ENDING:

12/11/20

PAGE:

1 of 2

Item No.	Description	Original Bid Quantity	Unit	Unit Price	Period Quantity	Period Amount	Quantity To Date	Amount To Date
1	Mobilization, Max 5%	1	LSUM	\$5,000.00	0.00	\$0.00	1.00	\$5,000.00
2	Remove Existing Fence Along South Side of 9 Mile Road From Scotia to Rosewood	2,600	LFT	\$8.99	1,954.50	\$17,570.96	2,627.96	\$23,022.46
3	Furnish and Install New 6" High Privacy Fence, Clay Color, Manufacture by Buffalo or Approved Equal	2,600	LFT	\$38.48	2,004.50	\$77,163.21	2,627.96	\$101,136.63
4	Furnish and Install New 4" W x 6" H Single Swing PVC Gate, Style to Match the Fence	0	EACH	\$1,491.00	0.00	\$0.00	0.00	\$0.00
5	6" PVC Coated Color Chain Link Fence w/footings, 8 Gauge, 1 3/4" Mesh	560	LFT	\$29.55	0.00	\$0.00	494.00	\$14,597.70
6	6" Decorative Aluminum Fence w/ Footings	345	LFT	\$51.00	225.50	\$11,560.50	225.50	\$11,560.50
7	26" Decorative Aluminum Slide Gate	1	EACH	\$7,820.00	0.00	\$0.00	0.00	\$0.00
8	26" PVC Coated Color Chain Link Gate	1	EACH	\$5,508.00	0.00	\$0.00	0.00	\$0.00
9	30" PVC Coated Color Chain Link Gate	2	EACH	\$5,644.00	0.00	\$0.00	2.00	\$11,288.00
10	6" PVC Coated Color Chain Link Post/Star Gate with Hardware	1	EACH	\$660.00	0.00	\$0.00	1.00	\$660.00
11	Variable Speed A/C Heavy-Duty Industrial Side Gate Operator	2	EACH	\$11,389.50	0.00	\$0.00	0.00	\$0.00
12	A/C Heavy-Duty Industrial Side Gate Operator	2	EACH	\$10,875.50	0.00	\$0.00	0.00	\$0.00
13	Long Range Hands-Free Identification Reader	4	EACH	\$2,722.50	0.00	\$0.00	0.00	\$0.00
14	UHF Hand Tag	250	EACH	\$4.99	0.00	\$0.00	0.00	\$0.00
15	Non-Reinforced Landscape Block Paver, 6 Foot	8	EACH	\$3,468.88	2.00	\$6,937.76	8.00	\$27,751.04
16	Pavement Removal, Modified SP	200	SYD	\$0.00	5.41	\$0.00	5.41	\$0.00
17	Conc. Part with Integral Curb and Gutter 7" Concrete, Modified SP	200	SYD	\$25.85	17.41	\$448.96	17.41	\$448.96
18	Sidewalk Concrete Non-Rein 6" Conc. Sidewalk/Drive App, Modified SP	200	SFT	\$0.00	0.00	\$0.00	0.00	\$0.00
19	Aggregate Base Under Conc, 6" Crushed Limestone, Modified SP	200	SYD	\$0.00	0.00	\$0.00	0.00	\$0.00
20	Class A Sodding, Modified SP	305	SYD	\$8.20	0.00	\$0.00	0.00	\$0.00
21	Project Clean Up	1	LSUM	\$8,248.00	0.00	\$0.00	0.00	\$0.00
22	Inspection Crew Days	52	DAY	\$320.00	16.00	\$0.00	40.25	\$0.00
23	Install 1" Boulders Along Court Parking Lot	0	LSUM	\$3,558.50	0.00	\$0.00	1.00	\$3,558.50
ALTERNATE BID								
2	Remove Existing Fence Between City Complex and Residential Area to five North	650	LFT	\$12.01	0.00	\$0.00	650.00	\$7,914.59
3	Furnish and Install New 6" High Privacy Fence - Clay Color, Chesterfield Style Manufactured by Buffalo or Approved Equal	650	LFT	\$43.95	0.00	\$0.00	650.00	\$28,663.05
4	Inspection Crew Days	40	DAY	\$320.00	0.00	\$0.00	13.50	\$0.00

\$113,612.38

\$236,734.64

PROJECT:
OWNER:
CONTRACTOR:

2020 Decorative Fence Project
City of Oak Park, Michigan
American Fence & Supply Company
21200 Schoenherr
Warren, MI 48089

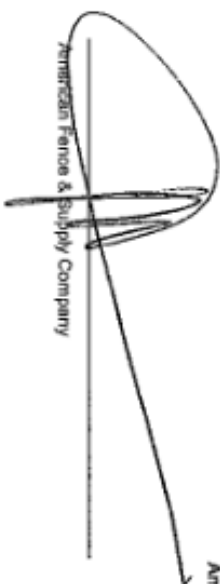
JOB NUMBER: M-695
APPLICATION NO.: 1
PERIOD ENDING: 9/28/20
PAGE: 2 of 2

Original Contract Amount: \$306,185.50
Alternate Bid: \$40,511.00
Change Order No. 1: \$3,558.50
New Contract Amount: \$350,235.00

Earnings This Period: \$113,612.36
Total Earnings to Date: \$236,734.64
Less Retainage: \$23,673.46
Net Earned: \$213,061.18
Deductions: \$0.00
Balance: \$213,061.18
Payments to Date: \$110,810.03

Amount Due: \$102,251.14

Accepted By:


American Fence & Supply Company

Joseph R. Jenkins

Joseph Jenkins, Assistant City Engineer
City of Oak Park, Michigan

Date: Dec 15, 2020

Date: 12/15/2020



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: January 4, 2021

AGENDA#

SUBJECT: Payment No. 1 (final) to Rehrig Pacific Company for work associated with the 2020 Citywide Trash Cart roll out project.

DEPARTMENT: Public Works – KJY

SUMMARY: Attached are the final invoices for 2020 Citywide Trash Cart roll out project. Rehrig Pacific Company provided communications, production, and distribution for the 65 gallon and 95 gallon trash carts provided to every single family home. The carts were delivered in November and the project is now 100% complete.

FINANCIAL STATEMENT:

Approved Contract Amount:	\$512,325.00
Total Invoiced Amount:	\$495,884.43
Payments to Date:	\$ 0.00
Amount Due to Rehrig Pacific Company:	\$495,884.43

RECOMMENDED ACTION: It is recommended that the payment for the 2020 Citywide Trash Cart roll out project be approved to Rehrig Pacific Company of Los Angeles, CA for the amount of \$495,884.43. Funding is available in the Solid Waste Fund (226-18-528-956) for this project.

APPROVALS:

City Manager: ET

Department Director: KJY

Director of Finance: _____

Legal: N/A

Budgeted: ☐

EXHIBITS: Rehrig Pacific invoices



INVOICE

Sold To: OAK PARK CITY OF
10600 CAPITAL ST
OAK PARK MI 48237-3133

Customer #: 224203

Attn: DAVE DECOSTER
Phone: 248-6917465

PLEASE REMIT TO:
REHRIG PACIFIC COMPANY
P.O. BOX 514457
LOS ANGELES CA 90051-4457
(323) 262-5145

Page #: 1
Invoice #: 50133773
Invoice Date: 11/11/2020
Due Date: 12/11/2020

Purchase Order: DAVE EMAIL 102920

Ship Date: 11/11/2020
Ship To: OAK PARK ICE ARENA
TERRY PENDERGRASS (REHRIG)
13950 OAK PARK BLVD
OAK PARK MI 48237-2077
227571

Ship To #:
Sales Order #: 229296 SO
BOL #: See Invoice Detail
Freight Terms: AGREED BILLABLE BY TRUCKLOAD
Trailer #: See Invoice Detail

Quantity	Cust. SKU	Part #	Description	Serial/Lot #	Unit Price	Total
9,782		246641	ASSEMBLY AND DISTRIBUTION		4.0000	\$39,128.00
30		251838	22.625" 95 GAL SNAP-ON AXLE		4.0000	\$120.00
30		251889	METAL CATCH BAR		2.0000	\$60.00
30		252048	10" BM 1.4" INSP WHEEL-SNAP-ON		4.0000	\$120.00
210		286475	LID PIN FOR LID - ROC		.0000	\$0.00
30		286475	LID PIN FOR LID - ROC		.3000	\$9.00
75		435995	95G LID ROC BLACK		12.0000	\$900.00
30		489580	65G LID ROC BLACK		10.0000	\$300.00
702		523928	95G EG GARBAGE ROC DARK GREY U	95G 000001 - 95G 000702	44.7500	\$31,414.50
702		523928	95G EG GARBAGE ROC DARK GREY U	95G 000703 - 95G 001404	44.7500	\$31,414.50
702		523928	95G EG GARBAGE ROC DARK GREY U	95G 001405 - 95G 002106	44.7500	\$31,414.50
702		523928	95G EG GARBAGE ROC DARK GREY U	95G 002107 - 95G 002808	44.7500	\$31,414.50
702		523928	95G EG GARBAGE ROC DARK GREY U	95G 002809 - 95G 003510	44.7500	\$31,414.50
702		523928	95G EG GARBAGE ROC DARK GREY U	95G 003511 - 95G 004212	44.7500	\$31,414.50
702		523928	95G EG GARBAGE ROC DARK GREY U	95G 004213 - 95G 004914	44.7500	\$31,414.50
702		523928	95G EG GARBAGE ROC DARK GREY U	95G 004915 - 95G 005616	44.7500	\$31,414.50
702		523928	95G EG GARBAGE ROC DARK GREY U	95G 005617 - 95G 006318	44.7500	\$31,414.50
702		523928	95G EG GARBAGE ROC DARK GREY U	95G 006319 - 95G 007020	44.7500	\$31,414.50
702		523928	95G EG GARBAGE ROC DARK GREY U	95G 007021 - 95G 007722	44.7500	\$31,414.50
180		523928	95G EG GARBAGE ROC DARK GREY U	95G 007723 - 95G 007902	44.7500	\$8,055.00
125		523928	95G EG GARBAGE ROC DARK GREY U	95G 007903 - 95G 008027	44.7500	\$5,593.75
648		523936	65G NB GARBAGE ROC DARK GREY U	65G 000001 - 65G 000648	40.2500	\$26,082.00
459		523936	65G NB GARBAGE ROC DARK GREY U	65G 000649 - 65G 001107	40.2500	\$18,474.75
648		523936	65G NB GARBAGE ROC DARK GREY U	65G 001108 - 65G 001755	40.2500	\$26,082.00

Sub Total \$470,484.00
Freight \$11,200.00
Balance Due: USD \$481,684.00



INVOICE

PLEASE REMIT TO:
REHRIG PACIFIC COMPANY
P.O. BOX 514457
LOS ANGELES CA 90051-4457
(323) 262-5145

Page #: 1
Invoice #: 50134342
Invoice Date: 11/14/2020
Due Date: 12/14/2020

Sold To: OAK PARK CITY OF
10600 CAPITAL ST
OAK PARK MI 48237-3133

Customer #: 224203

Attn: DAVE DECOSTER
Phone: 248-6917465

Purchase Order: DAVE EMAIL 102920

Ship Date: 11/14/2020
Ship To: OAK PARK CITY OF
10600 CAPITAL ST
OAK PARK MI 48237-3133
Ship To #: 224203

Sales Order #: 255987 SO
BOL #:
Freight Terms: ACTUAL/PRE-PAY AND ADD

Quantity	Cust. SKU	Part #	Description	Serial/Lot #	Unit Price	Total
1		403441	WEBSITE DESIGN AND SETUP		3000.0000	\$3,000.00
1		404460	WEBSITE HOSTING FEES		300.0000	\$300.00
2,405		404486	WEBSITE ONLINE SIGN UPS		.3500	\$841.75
2,728		404507	MAILER POSTCARD PROCESSING FEE		.5000	\$1,364.00
9,556		404515	MAILER PRINTING		.7500	\$7,167.00
2,728		404523	MAILER POSTAGE		.5600	\$1,527.68

Sub Total	\$14,200.43
Freight	\$0.00
Balance Due: USD	\$14,200.43

Payment Terms: Net 30 Days

TECHNOLOGY, 4010 EAST 26TH STREET, LOS ANGELES CA 90058



CITY OF OAK PARK

Department of Recreation

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

PARKS AND RECREATION COMMISSION REGULAR MEETING

Minutes from November 18, 2020 at 7:00 pm

Virtual Meeting

I. Meeting called to order at 7:00 p.m. by Patrick North.

II. Introductions – Welcome

Members present: Patrick North, Beverly Wiggins, Alexander Simpson, Juanita Bell, Mickey Alderman, and Theresa Henderson

Members absent: Diane Spiller, Dwight Thomas, Andrew Cissell

Staff members present: Laurie Stasiak, Recreation Director

Councilmembers present: Julie Edgar

III. Approval of Agenda for November 18, 2020.

Motion by Beverly Wiggins to ACCEPT

Seconded by Juanita Bell

PASSED.

IV. Approval of minutes of Parks and Recreation Commission Meeting of October 21, 2020.

Motioned by Mickey Alderman to ACCEPT.

Seconded by Beverly Wiggins

PASSED.

V. Council updates – Council Member Julie Edgar

Looking forward towards moving ahead with Dog Park plans. She will reach out to some residents who may be interested in serving on the committee.

VI. Recreation Updates – Laurie Stasiak, Recreation Director

a. On Monday night the City Council voted to close the Oak Park Municipal Complex until January 4, 2021, in an effort to maintain the health and safety of residents and staff during the global, COVID – 19 pandemic. The Recreation Department is included in this closure. Our staff will be answering their phones, assisting the residents and programming during this closure.

b. Our “Drive Through the Boo” event saw a much smaller crowd this year. We had approximately 150 cars with about 450 kids drive through our parking lot filled with inflatables and Halloween scenes. Also, in an effort to give more treat bags away we added “Trick or Treat at the Community Center Drive By” on Thursday, October 29 from 4 – 7 pm. We had 62 cars and gave away 186 treat bags to kids.

c. **DRIVE IN BINGO**

We have held two drive in Bingo events and the seniors love it!

They get to see friends from a distance they have not seen in a long time. The transistor that the dept purchased for this and other remote events is working out wonderfully. We normally see about 13 cars with sometimes two – three people in each car.

- d. **Holiday Drive By: “Holiday Hugs”** for our Senior Shut in’s and those that do not have family in the area. On December 21 we will take our SMART Bus on a Holiday Run to deliver a Holiday Package to about 16 identified Seniors in need of a “Hug. “Our bus will be lighted by bright holiday lights, music and staff that will bring some joy and cheer to our seniors.
- e. Due to our Winterfest Special Event being cancelled we added:
Oak Park Scavenger Hunts
 Plans are underway for two wintertime scavenger hunts.
 January 29-31, 2021 will see **“Find the Magic”** where beautiful snowflakes will be hung up in 10 spots around Oak Park. Participants will be given clues as to where they might find these snowflakes. As they find each one, they need to take a selfie with it, and write down the location on the clue sheet as to its location. There will be 5 Detroit Zoo memberships for two adults and 4 children for the 2021 year for 5 lucky winners! Sponsorship was secured from Joyful Tot’s Childcare and Learning Center for all 5 membership packages!
 March 12-14, 2021 will see an **“Irish”** themed scavenger Hunt, following the same protocol as above. Prize sponsorships still be sought after.
- f. **Family Bingo: “For the Love of Bingo”** Saturday February 13, 2021. Same concept as the senior Bingo but for families. Time will be from 11am – 12 noon.
- g. **Daddy Daughter Dance: New date, new look, same great feeling!** With Covid 19 still in our midst and no way of knowing if it will be safe to let increased numbers into our community center, the decision was made to move the Daddy daughter Dance to July 24, 2021 from 5 pm – 8pm. The dance will take on a “summer shimmer and shine” feel if it is needed to be held outdoors.
- h. **Brain Booster Fun Packages!** - These “Brain Booster” packages are designed to keep our seniors in tip top brain health while having fun at the same time! It is the hope that these “Packages “will be free to our seniors. For 4 weeks, those seniors that sign up will receive a packet with 15 different activities to stimulate thought processes while having fun! Word finds, crossword puzzles, suduko, simple recipes and hopefully a jigsaw puzzle will be n each packet. The session will be 4 weeks long, and I am planning on 20 seniors a week.
- i. **IT’S OFFICIAL!** Humana is sponsoring \$25,000 towards the renovation of our community center kitchen! More details to follow in the coming months.
- j. **Athletics and Youth Activities** – David Pitts our Recreation Coordinator in charge of these programs, just returned form a 6-week FMLA on Monday. He is working on new programming and a Newsletter to highlight these programs.

VII. Old Business – Commission

- a. **Review Dog Park** – Commissioners and Councilmember Edgar will invite neighbors and friends to be a part of the Dog Park Committee and starting in January will schedule

monthly meetings to steer the effort to work on the planning and implementation of Oak Parks's first dog park.

b. Second Annual Boo-tification Awards Update:

Judging took place on Tuesday, October 13. Commissioners taking part in the judging were: Andrew Cissell, Theresa Henderson, Mickey Alderman, Beverly Wiggins, Council Member Julie Edgar, Danielle Fracassa from our Recreation Office and Recreation Director Laurie Stasiak. There were 14 nominees from the five different sections of the city. Winners were notified on October 20, and awards were presented on October 22 from 2:20 pm – 4:40 pm, Andrew Cissell, Committee Chair and Recreation Director, Laurie Stasiak presented the awards to the winners.

Best Friends Child Care sponsored this event for the second year.

VIII. New Business – Commission

Last month, Councilmember Julie Edgar, suggested we offer a Holiday Decorating contest similar to the Boo-tification Awards. The P & R Commission looked over the application form and rules and criteria for the contest. Our Communication Department will post the information on our Facebook Page and the City's website. Members from the Commission and Recreation staff will go out and judge the entries. **Best Friends Child Care will sponsor this event.**

IX. Announcements

a. None

X. Adjourn

Motion to ADJOURN meeting by Mickey Alderman

Seconded by Theresa Henderson

Motion APPROVED

Meeting ADJOURNED at 7:46 p.m.

Respectfully submitted by Laurie Stasiak, Recreation Director.



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: January 4, 2021

AGENDA #

SUBJECT: Request authorization to bid the 2021 Swimming Pool Repair Project M-719.

DEPARTMENT: DPW – KJY

SUMMARY: Plans and specifications are nearly complete for the 2021 Swimming Pool Repair Project M-719. This project will strip the surface of the pool down to the original concrete and replace it with fresh marcite.

FINANCIAL STATEMENT: This project is budgeted in Account No. 101-19-757-970.

RECOMMENDED ACTION: It is recommended that the request to advertise for bids for the 2021 Swimming Pool Repair Project M-719 be approved.

APPROVALS:

City Manager: _____ *ET* _____

Department Director: _____ *KJY* _____

Finance Director: _____

EXHIBITS: None



Local Government Approval For On-Premises Tasting Room Permit
(Authorized by MCL 436.1536)

Instructions for Applicants:

- You must obtain a recommendation from the local legislative body for a new On-Premises Tasting Room Permit application.

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 _____ meeting of the _____ council/board
(regular or special) (township, city, village)
called to order by _____ on _____ at _____
the following resolution was offered: (date) (time)
Moved by _____ and supported by _____
that the application from _____
(name of applicant - if a corporation or limited liability company, please state the company name)

for a **NEW ON-PREMISES TASTING ROOM PERMIT**

to be located at: _____

It is the consensus of this body that it _____ this application be considered for
(recommends/does not recommend)
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 _____
council/board at a _____ meeting held on _____ (township, city, village)
(regular or special) (date)

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: Constitution Hall - 525 W. Allegan Street, Lansing, MI 48933

Overnight deliveries: 2407 N. Grand River Avenue, Lansing, MI 48906

Fax to: 517-763-0059



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: January 4, 2021

SUBJECT: Request Support of the City's Application for the Community Foundation of Southeast Michigan Ralph C. Wilson Jr. Grant

DEPARTMENT: City Manager's Office

SUMMARY: City administration has been actively pursuing grants for the construction of the Nine Mile Linear Park. The Community Foundation of Southeast Michigan, through the Ralph C. Wilson Jr. Fund, is offering grants up to \$50,000 for projects that serve to increase the walkability and bikeability of local communities and/or increase outdoor recreational activities within the region. We believe the Nine Mile Linear Park assists the City in accomplishing these objectives, and is therefore a worth candidate for this grant. We are requesting a grant of \$50,000 to assist in the creation of Linear Park. Specifically, the grant is being requested to fund an array of small-scale recreational amenities within the Linear Park.

The Community Foundation of Southeast Michigan and the Ralph C. Wilson Jr. Foundation awarded the City with a grant of \$50,000 in 2019, which supported the DNA tower structure within Seneca Pocket Park. We are grateful for their generosity, and are hoping for their continued support in the development of the City's Nine Mile Corridor.

FINANCIAL STATEMENT: Funding is available for the Linear Park in the Public Improvement Fund, the General Fund, the City Owned Property Fund, and the Corridor Improvement Authority's Fund. Additionally, we are actively seeking funding from outside resources.

RECOMMENDED ACTION: It is recommended that City Council approve a resolution in support of the City's application for the Community foundation of Southeast Michigan Ralph C. Wilson Jr. Fund Grant.

APPROVALS:

City Manager: _____ *ET*

Department Director: _____

Director of Finance: _____



Budgeted:

EXHIBITS:

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

RESOLUTION NO. CM-XX-XXX-XX

**SUPPORT FOR THE CITY OF OAK PARK APPLICATION FOR THE COMMUNITY
FOUNDATION OF SOUTHEAST MICHIGAN RALPH C. WILSON LEGACY FUND GRANT
FOR SENECA POCKET PARK**

January 4, 2021

WHEREAS, the Community Foundation of Southeast Michigan, through the Ralph C. Wilson Fund is providing grant funding to support projects within southeast Michigan that serve to increase the walkability and bikeability of local communities and/or increasing outdoor recreational activities within the region; and

WHEREAS, the City of Oak Park is planning the implementation of the Nine Mile Linear Park located on Nine Mile Rd.; and

WHEREAS, the City of Oak Park's Master Plan lists "expand recreational programming into visible public spaces" and "identify opportunities and pursue areas for new public spaces" as two objectives under the goal of "cultivating a sense of place and unique public spaces;" and

WHEREAS, the creation of the Nine Mile Linear Park will contribute significantly to meeting this goal; and

WHEREAS, the grant request is for \$50,000; and

BE IT HEREBY RESOLVED, that the Oak Park City Council supports the grant application for the Community Foundation of Southeast Michigan Ralph C. Wilson Jr. Legacy Fund Grant for the Nine Mile Linear Park.

Yeas:

Nays:

Absent:

Abstained:

STATE OF MICHIGAN)
) ss.
COUNTY OF OAKLAND)

I, the undersigned, the duly qualified and acting City Clerk of the City of Oak Park, Oakland County, Michigan, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the City Council of the City of Oak Park at a duly called meeting held on February 1, 2016, the original of which is on file in my office.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this 1st day of February, 2016.

T. Edwin Norris, City Clerk



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: January 4, 2021

SUBJECT: Resources for Elected Officials

DEPARTMENT: City Manager's Office

SUMMARY:

It is standard practice that we introduce new Council Members to the resources available to them through the Michigan Municipal League (MML), and assist them in signing up for MML's Newly Elected Official Training. This training is a highly regarded introduction to local government, specifically for newly elected officials, throughout the State. We wanted to also ensure that we are keeping you all informed on all of the resources and professional development opportunities available to you.

The Michigan Municipal League is statewide organization serving all of Michigan's communities in a number of ways, including advocacy at the State level, professional development opportunities for elected officials and administrative staff, executive search services, an insurance pool, and much more. The National League of Cities is a similar organization at the national level. The City's membership to both the Michigan Municipal League and the National League of Cities provides you all with access to many free resources, as well as conferences and professional development opportunities. Both of their websites contain these resources at www.nlc.org and www.mml.org.

Specifically, MML offers an Elected Officials Academy that is available for all elected officials to participate in. As you attend the different professional development opportunities (trainings and conferences) and involve yourself in the MML organization, you earn credits to achieve the progressing levels of the academy. Some of their leadership and professional development opportunities include:

1. Newly Elected Officials Training (for both first-time elected officials and those looking for a refresher)
2. Weekender Workshops: weekend-length seminars aimed to equip elected officials with a solid foundation of knowledge to build their effectiveness as community leaders, including the fundamentals of leadership, financial management, planning and zoning, and the relationship between Council and City Manager
3. Conferences: MML Capital Conference and MML Convention
4. On-site Trainings: The League offers a number of different on-site trainings for elected officials and administrative staff

5. Opportunities to serve on Michigan Municipal League committees
**They also offer scholarships assist in covering the cost of these professional development opportunities*

The National League of Cities offers two main conferences annually; the Congressional City Conference and the City Summit, as well as other professional development opportunities.

- Congressional City Conference 2021 is March 7 – March 10 and is being held virtually. Early bird registration (through January 15) is \$99 a person

FINANCIAL STATEMENT: In Fiscal Year 2020-21, the City Council budget contains \$980 in the Education and Training line item and \$3,500 in the Conferences and Workshops line item.

RECOMMENDED ACTION: No action necessary.

APPROVALS:

City Manager: _____ *ET*

Department Director: _____

Director of Finance: _____

Budgeted: ☐

EXHIBITS:



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: January 4, 2021

SUBJECT: Fee schedule fee increases

DEPARTMENT: Economic Development

SUMMARY: During the budget process we submit requests for increases in the fee schedule. At that time increases were proposed for the following but were never brought to or approved by City Council. We did not notice this until recently and wanted to bring it to City Council for approval. We recommend the following fee increases be approved by City Council.

Site Plan Review fee increase from \$500 to \$750. This fee has not been increased in over ten years. The cost of the staff time has increased and should be reflected in an increase of the fee. Our fee is still below what most communities charge.

Special Land Use fee increase from \$750 to \$1,000. For the same reasons as above I recommend the increase as well as the increased cost of mail and advertising for these types of applications that require public notice. A typical ad costs approximately \$300, sometimes more.

Zoning Board of Appeals single family fee increase from \$250 - \$500. I recommend the increase for the reasons as stated above in special land use.

Zoning Board of Appeals Multi family, Commercial/Industrial fee increase from \$600 - \$1,000. I recommend the increase for the reasons as stated above in special land use.

FINANCIAL STATEMENT: N/A

RECOMMENDED ACTION: It is recommended that City Council approve these fee schedule increases.

APPROVALS:

City Manager: _____ET_____

Department Director: _____KM_____

Director of Finance: _____SC_____

Budgeted: ☐

Legal: _____

EXHIBITS: none