

Oak Park City Council Agenda

January 3, 2023





AGENDA
REGULAR CITY COUNCIL MEETING
39th CITY COUNCIL
OAK PARK, MICHIGAN
January 3, 2023
7:00 PM

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. APPROVAL OF AGENDA

5. CONSENT AGENDA

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

A. Regular City Council Meeting Minutes for December 19, 2022

B. Request to approve payment of invoices from OHM Advisors for GIS DWAM Grant, Nine Mile Road Design Engineering and Leslie Water Main Topo for the total amount of \$21,685.25

C. Recycling and Environmental Conservation Commission Meeting Minutes for November 17, 2022

D. Licenses New and Renewals submitted for January 3, 2023

6. RECOGNITION OF VISITING ELECTED OFFICIALS

7. SPECIAL RECOGNITION/PRESENTATIONS: None

8. PUBLIC HEARINGS: None

9. COMMUNICATIONS: None

10. SPECIAL LICENSES: None

11. ACCOUNTING REPORTS: None

12. BIDS: None

13. ORDINANCES: None

14. CITY ATTORNEY:

15. CITY MANAGER:

Municipal Services/Engineering

A. Request to approve Change Order No. 3 in the amount of \$6,923.00 and Payment Application No. 5 in the amount of \$11,923.00 to D'Angelo Brothers Inc. of Northville, MI for the 2019 Lead Water Service Replacement Project, M-701

Finance/Assessing

- B. Request to adopt the rate of compensation for the Board of Review members and the 2023 meeting dates and times
- C. Request to adopt the City of Oak Park 2023 Poverty Exemption Policy and application

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. Accommodation to participate in a Council Meeting will be made with 7-day prior notice.



**CITY OF OAK PARK, MICHIGAN
REGULAR COUNCIL MEETING OF THE
39th OAK PARK CITY COUNCIL
December 19, 2022
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 ProTem Edgar, Council Member Burns,
Council Member Whitehead

ABSENT: Council Member Radner

OTHERS

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

APPROVAL OF AGENDA:

**CM-12-388-22 (AGENDA ITEM #4) ADOPTION OF THE AGENDA AS
PRESENTED – APPROVED**

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

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

MOTION DECLARED ADOPTED

CONSENT AGENDA:

CM-12-389-22 (AGENDA ITEM #5A-F) CONSENT AGENDA - APPROVED

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

- A. Regular City Council Meeting Minutes of December 5, 2022 **CM-12-390-22**
- B. Parks and Recreation Commission Meeting Minutes for June 15, 2022, July 20, 2022, August 17, 2022, September 21, 2022, and October 19, 2022 **CM-12-391-22**
- C. Payment Application No. 3 for the Nine Mile Linear Park Landscape Project to Santoro Service, LLC of Chesterfield, Michigan for \$14,985.59 **CM-12-392-22**
- D. Planning Commission Meeting Minutes for November 22, 2022 **CM-12-393-22**
- E. Arts and Cultural Diversity Commission Meeting Minutes for October 13, 2022 and November 10, 2022 **CM-12-394-22**
- F. Licenses New and Renewals submitted for December 19, 2022 **CM-12-395-22**

MERCHANT'S LICENSES – December 19, 2022
(Subject to All Departmental Approvals)

<u>NEW MERCHANT</u>	<u>ADDRESS</u>	<u>FEE</u>	<u>BUSINESS TYPE</u>
NONE			
<u>RENEWALS (2022)</u>	<u>ADDRESS</u>	<u>FEE</u>	
GREENSCAPES INC	8555 CAPITAL AVE	\$150.00	LANDSCAPING COMPANY
QUALITY RESTAURANT EQUIPMENT MASTERS	8700 CAPITAL AVE	\$150.00	RESTAURANT
APOLLO HEAT TREATING	10400 CAPITAL AVE	\$150.00	METAL HEAT TREATING
EZ GROOM	10411 CAPITAL AVE	\$150.00	MANUFACTURING
MIDWEST RECYCLING	10800 CAPITAL AVE	\$150.00	RECYCLING SERVICES
BRUTTELL ROOFING INC	10821 CAPITAL AVE	\$150.00	ROOFING CONTRACTOR
PAT'S LANDSCAPING CO INC	10831 CAPITAL AVE	\$150.00	LANDSCAPING COMPANY
MIDWEST RECYCLING	11000 CAPITAL AVE	\$150.00	RECYCLING SERVICES
MI IMPORTS INC	12701 CAPITAL AVE	\$150.00	WHOLESALE SOCKS AND HATS
IMAGE ONE CORPORATION	13201 CAPITAL AVE	\$150.00	MANAGED PRINT SERVICES
ALTA CREMATION	13425 CAPITAL AVE	\$150.00	CREMATION
LUXURY HOMES	20830 COOLIDGE HWY	\$150.00	FURNITURE STORE
GOLD STAR PRODUCTS	21680 COOLIDGE HWY	\$150.00	RESTAURANT SUPPLIES
ARNOLD CLEANERS	22185 COOLIDGE HWY	\$150.00	CLEANERS
DOLLAR TREE	23090 COOLIDGE HWY	\$150.00	RETAIL
O'REILLY AUTO PARTS #3345	23125 COOLIDGE HWY	\$150.00	RETAIL
TRADEFIRST.COM	23200 COOLIDGE HWY	\$150.00	BARTER COMPANY
COMERICA BANK INC	25555 COOLIDGE HWY	\$150.00	BANK
MARK A WOLFSON, DDS, PC	26601 COOLIDGE HWY	\$150.00	MEDICAL OFFICE
7-ELEVEN	26641 COOLIDGE HWY	\$150.00	RETAIL CONVENIENCE STORE
PINK GARLIC INDIAN CUISINE	26661 COOLIDGE HWY	\$150.00	RESTAURANT
STAR FACTORY ARTIST DEVELOPMENT	13650 W EIGHT MILE RD	\$150.00	VOCAL TRAINING AND ARTIST DEVELOPMENT
F.I.R.M.	13691 W ELEVEN MILE 103	\$150.00	CERTIFIED FINANCIAL PLNR
BUILDING BEDS 4 KIDS	14241 W ELEVEN MILE RD	\$150.00	NONPROFIT
QUALITY CAR WASH II INC	14421 W ELEVEN MILE RD	\$150.00	CAR WASH
BERKLEY COFFEE	14661 W ELEVEN MILE 500	\$150.00	COFFEE SHOP
TRVFIT BERKLEY	14661 W ELEVEN MILE 800	\$150.00	FITNESS STUDIO
ELEVEN MILE SELF STORAGE	14935 W ELEVEN MILE RD	\$150.00	SELF STORAGE FACILITY
KIDS FOOTLOCKER	21220 GREENFIELD RD	\$150.00	RETAIL
JKC JEWELRY & REPAIRS LLC	21700 GREENFIELD RD 357	\$150.00	JEWELRY & REPAIR
A1 CUSTOM DIAMONDS	21700 GREENFIELD RD 359	\$150.00	WHOLESALE JEWELRY
MARO JEWELERS	21700 GREENFIELD RD 365	\$150.00	JEWELRY STORE
PRINCE JEWELERS	21700 GREENFIELD RD 447	\$150.00	JEWELRY STORE
T-MOBILE CENTRAL LLC	24830 GREENFIELD RD	\$150.00	CELLULAR
SUNOCO	25000 GREENFIELD RD	\$150.00	GAS STATION
REHABILITATION INSTITUTE	25900 GREENFIELD RD 110	\$150.00	PHYSICAL THERAPY
UNITED INS AGENCY	25900 GREENFIELD RD 246	\$150.00	INSURANCE AGENT
PRIMROSE FAMILY CHIROPRACTIC & WELLNESS	25900 GREENFIELD RD 252	\$150.00	MEDICAL OFFICE
HEALING PATH MASSAGE LLC	25900 GREENFIELD RD 414	\$150.00	MASSAGE THERAPY
MEDICAL WEIGHT LOSS	26048 GREENFIELD RD	\$150.00	WEIGHT LOSS PROGRAM
VINT II	15075 LINCOLN AVE # 104	\$150.00	CONVENIENT SHOPPE
PAPER GOODS PLUS	15310 LINCOLN AVE	\$150.00	BOUTIQUE PAPER GOOD STORE
RUNCO WASTE INDUSTRIES	21151 MEYERS RD	\$150.00	DUMPSTER RENTAL
HAYNES ENTERPRISE	21171 MEYERS RD	\$150.00	TRUCKING
WIRELESS U NOW	8980 W NINE MILE RD	\$150.00	CELLULAR
NEW GRACE SPINAL REHAB	12706 W NINE MILE RD	\$150.00	CHIROPRACTIC OFFICE
WALGREENS #5425	13550 W NINE MILE RD	\$150.00	RETAIL DRUGSTORE
OAK PARK DENTAL CENTER	13730 W NINE MILE RD	\$150.00	DENTAL OFFICE

CSL PLASMA INC	13770 W NINE MILE RD	\$150.00	BLOOD PLASMA
DALLAS DESIGNS SALON	13831 W NINE MILE RD	\$150.00	HAIR SALON
PETEETS FAMOUS CHEESECAKES	13835 W NINE MILE RD	\$150.00	BAKERY
MIGHTY MO MUFFLERS	13941 W NINE MILE RD	\$150.00	AUTOMOTIVE REPAIR SERVICE
YOUSIF GORIEL, M.D., P.C.	15351 W NINE MILE RD A	\$150.00	GENERAL SURGERY
HOOKAH 101	15401 W NINE MILE RD	\$150.00	RETAIL
EJ USA INC	13001 NORTHEND AVE	\$150.00	OFFICE
HAIR ROCK CAFÉ	15454 TEN MILE	\$150.00	HAIR SALON
U WASH DEVELOPMENT	15450 W TEN MILE RD	\$150.00	CAR WASH

**MESSAGE FACILITY LICENSES – December 19, 2022
(Subject to All Departmental Approvals)**

<u>RENEWALS (2022)</u>	<u>ADDRESS</u>	<u>FEE</u>	
All About You Massage	25900 Greenfield #205	\$125.00	Sigmonica Moneatte Kendrick
Every Body Kneaded Massage	25900 Greenfield #258	\$125.00	Lakeisha Jones
Great Hands Massage	8230 W 9 Mile Rd.	\$125.00	Xiuli Wang
Healing Path Massage	25900 Greenfield #414	\$125.00	Pamela Kennedy

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

MOTION DECLARED ADOPTED

RECOGNITION OF VISITING ELECTED OFFICIALS: None

SPECIAL RECOGNITION/PRESENTATIONS:

(AGENDA ITEM #7A) Parks and Recreation Master Plan (2023-2027) Presentation.

Bob Doyle from the consulting group SmithGroup presented the final report on the 2023-2027 Parks and Recreation Master Plan. A complete copy of the report is on file with the City Clerk.

PUBLIC HEARINGS:

(AGENDA ITEM #8A) Public Hearing for the City of Oak Park Parks and Recreation Master Plan (2023-2027)

Mayor McClellan opened the public hearing at 8:02 p.m. to hear comments on the City of Oak Park Parks and Recreation Master Plan (2023-2027). Ken Sherman, 23840 Jerome, spoke in favor of the plan and asked about park hours and parking. He also suggested incorporating charging stations into the plan. The public hearing closed at 8:05 p.m.

**CM-12-396-22 (AGENDA ITEM #8B) RESOLUTION ADOPTING THE CITY OF
OAK PARK PARKS AND RECREATION MASTER PLAN
(2023-2027) - APPROVED**

Motion by Edgar, Seconded by Whitehead, CARRIED UNANIMOUSLY, to approve the following resolution adopting the City of Oak Park Parks and Recreation Master Plan (2023-2027):

A RESOLUTION OF THE OAK PARK, MICHIGAN CITY COUNCIL ADOPTING
A PARKS AND RECREATION MASTER PLAN (2023-2027)

WHEREAS, the City of Oak Park, Michigan has undertaken a planning process to determine the recreation and conservation needs and desires of its residents during a five (5) year period covering the years 2023 through 2027; and

WHEREAS, the City of Oak Park, Michigan began the process of developing a community recreation and natural resource conservation plan in accordance with the most recent guidelines developed by the Michigan Department of Natural Resources and made available to local communities; and

WHEREAS, residents of the City of Oak Park, Michigan were provided with a well-advertised opportunity during the development of the draft plan to express opinions, ask questions, and discuss all aspects of the recreation and natural resource conservation plan; and

WHEREAS, the public was given a well-advertised opportunity and reasonable accommodations to review the final draft plan for a period of at least thirty (30) days; and

WHEREAS, at its meeting held on December 19, 2022, the City Council held a Public Hearing providing all residents of the planning area an opportunity to express opinions, ask questions, and discuss all aspects of the Parks and Recreation Master Plan (2023-2027); and

WHEREAS, the City of Oak Park, Michigan has developed the plan as a guideline for improving recreation and enhancing natural resource conservation for the City of Oak Park, Michigan; and

WHEREAS, after the public hearing, the Oak Park, Michigan City Council voted to adopt said Parks and Recreation Master Plan (2023-2027).

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Oak Park, Michigan hereby adopts the Parks and Recreation Master Plan (2023-2027).

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

MOTION DECLARED ADOPTED

(AGENDA ITEM #8C) Public Hearing to receive public comments on the allocation of the 2023 Community Development Block Grant (CDBG) funds

Mayor McClellan opened the public hearing to receive public comments for the allocation of the 2023 Community Development Block Grant Funds at 8:12 p.m. There were no members of the public who wished to speak and there were no written comments received to enter into the record. The public hearing was closed at 8:13 p.m.

CM-12-397-22

**(AGENDA ITEM #8D) RESOLUTION APPROVING THE
RECOMMENDED ALLOCATIONS OF THE 2023 COMMUNITY
DEVELOPMENT BLOCK GRANT (CDBG) FUNDS AND
AUTHORIZING THE MAYOR TO SIGN THE APPLICATION AND
SUB RECIPIENT AGREEMENT ON BEHALF OF THE CITY
- APPROVED**

Motion by Burns, seconded by Edgar, CARRIED UNANIMOUSLY, to approve the following resolution approving the recommended allocations of the 2023 Community Development Block Grant Funds and to authorize the Mayor to sign the application and sub recipient agreement on behalf of the City:

**RESOLUTION APPROVING THE 2023
COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION**

WHEREAS, Oakland County is preparing an Annual Action Plan to meet application requirements for the Community Development Block Grant (CDBG) program, and other Community Planning and Development (CPD) programs; and

WHEREAS, Oakland County has requested CDBG eligible projects from participating communities for inclusion in the Action Plan; and

WHEREAS, the City of Oak Park is a participating local unit of government in the Oakland County Community Development Block Grant Program; and

WHEREAS, the City Of Oak Park has duly advertised and conducted a public hearing on December 19, 2023 for the purposes of receiving comments regarding the proposed use of Program Year 2023 Community Development Block Grant funds in the approximate amount of \$112,915.00; and

WHEREAS, the public hearing conformed to the guidelines of the Oakland County Community Development Division; and

WHEREAS, The City of Oak Park found that the following projects meet the federal objectives of the CDBG program and are prioritized by the community as high priority need:

Account Number	Project Name	Amount
172170-730310	Code Enforcement	\$82,915.00
172160-732170	Public Service/Yard Services	\$30,000.00

NOW THEREFORE, BE IT RESOLVED, that the City of Oak Park CDBG application is hereby authorized to be submitted to Oakland County for inclusion in Oakland County's Annual Action Plan to the U.S. Department of Housing and Urban Development, and that the Mayor is hereby authorized to execute all documents, agreements, or contracts which result from this application to Oakland County.

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

MOTION DECLARED ADOPTED

COMMUNICATIONS: None

SPECIAL LICENSES: None

ACCOUNTING REPORTS:

CM-12-398-22	(AGENDA ITEM #11A) APPROVAL FOR PAYMENT OF INVOICES SUBMITTED BY GARAN, LUCOW, MILLER, P.C. FOR LEGAL SERVICES IN THE TOTAL AMOUNT OF \$14,604.96 - APPROVED
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Motion by Burns, seconded by Edgar, CARRIED UNANIMOUSLY, to approve payment of invoices #600568, and #6000569 by Garan, Lucow, Miller P.C., for legal services rendered through November 30, 2022 in the total amount of \$14,604.96.

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

MOTION DECLARED ADOPTED

CM-12-399-21 (AGENDA ITEM #11B) PAYMENT OF AN INVOICE SUBMITTED BY THE LAW OFFICES OF SHIFMAN FOURNIER FOR LEGAL SERVICES IN THE TOTAL AMOUNT OF \$18,000.00 - APPROVED

Motion by Burns, Seconded by Whitehead, CARRIED UNANIMOUSLY, to approve payment of invoice #15300 to Shifman Fournier for legal services from January 1, 2023 – March 31, 2023 in the total amount of \$18,000.00.

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

MOTION DECLARED ADOPTED

BIDS: None

ORDINANCES: None

CITY ATTORNEY: No Report

CITY MANAGER:

CM-12-400-22 (AGENDA ITEM #15A) REQUEST TO APPROVE THE APPOINTMENT OF JUDITH SALLADOR AND KIMBERLY HAMPTON TO THE OAK PARK YOUTH ASSISTANCE BOARD - APPROVED

Motion by Edgar, seconded by Burns, CARRIED UNANIMOUSLY, to approve the appointment of Judith Sallador and Kimberly Hampton to the Oak Park Youth Assistance Board.

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

MOTION DECLARED ADOPTED

Deputy City Manager VanVleck reported the Oakland County Youth Assistance Program is administered through the Oakland County Circuit Court/Family Division and consists of local Youth Assistance offices in Oakland County communities through tri-sponsorship agreements between the Circuit Court, local municipalities, and local school districts. The Oak Park Youth Assistance

Program was created in 1983 by the Oakland County Circuit Court and includes the following sponsors: the City of Oak Park, the Oak Park School District, and the Charter Township of Royal Oak. Membership eligibility includes civic leaders, organizational and governmental persons, professional people and individuals interested in serving youth in the area covered by the City of Oak Park and Oak Park School District. After new members are approved by the Oak Park Youth Assistance Board, they must be presented to the local sponsors for approval. Upon acceptance by the local sponsors, they must be sent to the Oakland County Circuit Court Judges for approval and formal appointment to the Board. The Oak Park Youth Assistance has appointed Judith Sallador and Kimberly Hampton to the Board and is asking the local sponsors for approval.

CALL TO THE AUDIENCE:

There were no members of the audience who wished to speak.

ADJOURNMENT:

There being no further business to come before the City Council, Mayor McClellan adjourned the meeting at 8:20 p.m.

T. Edwin Norris, City Clerk

Marian McClellan, Mayor

**BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN****AGENDA OF:** January 3, 2023**AGENDA #****SUBJECT:** Proposed payment request for Engineering Consulting Services.**DEPARTMENT:** DPW/Municipal Services – Engineering *KMG***SUMMARY:** Attached is a request for payment for invoices from OHM Advisors for the projects as listed below:

Project	This Period	Prior Billings	To Date	Current Contract	Account Number
GIS DWAM Grant	\$16,919.50	\$71,730.50	\$88,650.00	\$240,000.00	592-18-538-970
Nine Mile Rd Design Engineering	\$3,834.25	\$157,613.75	\$161,448.00	\$161,500.00	202-18-479-970
Leslie Water Main Topo	\$931.50	\$3,529.00	\$4,460.50	\$4,500.00	592-18-538-970
Totals	\$21,685.25	\$232,873.25	\$294,748.50	\$406,000.00	

RECOMMENDED ACTION: It is recommended that the invoices from OHM Advisors for the above listed projects be approved for the total amount of \$21,685.25. Funding is available in the above listed accounts.

APPROVALS:City Manager: _____ ET _____ Department Director: _____ *KMG* _____Finance Director: _____ SC _____ City Attorney: _____ *N/A* _____Budgeted ☒ X**EXHIBITS:** Invoices

REMIT TO:
OHM Advisors
34000 Plymouth Road
Livonia, MI 48150
T 734.522.6711
F 734.522.6427
OHM-Advisors.com



INVOICE

CITY OF OAK PARK
Attn: Kara Grisamer, City Engineer
10600 Capital Ave.
Oak Park, MI 48237

Invoice Date: 12/15/2022
Invoice #: 58176
Project: 0037228040

Project Name: Oak Park GIS DWAM

For Professional Services Rendered Through: December 03, 2022

Professional Services

Description	Fee	Prior Billed	Total Available	Current Billing
Task 1: City & OHM Meetings	\$2,500.00	\$1,358.00	\$1,142.00	\$0.00
Task 2: Field Data Colleciton	\$160,000.00	\$68,719.50	\$91,280.50	\$15,515.50
Task 3: GIS Topology / Attribution Updates	\$30,000.00	\$1,653.00	\$28,347.00	\$1,404.00
Task 4: Application Development	\$45,000.00	\$0.00	\$45,000.00	\$0.00
Task 5: Eos GPS Configuration and Training	\$2,500.00	\$0.00	\$2,500.00	\$0.00
Totals	\$240,000.00	\$71,730.50	\$168,269.50	\$16,919.50

Invoice Total **\$16,919.50**

REMIT TO:
OHM Advisors
34000 Plymouth Road
Livonia, MI 48150
T 734.522.6711
F 734.522.6427
OHM-Advisors.com



INVOICE

CITY OF OAK PARK
Attn: Kara Grisamer, City Engineer
10600 Capital Ave.
Oak Park, MI 48237

Invoice Date: 12/15/2022
Invoice #: 58176
Project: 0037228040

Project Name: Oak Park GIS DWAM

Task 2: Field Data Colleciton

Professional Services

	<i>Hours</i>	<i>Rate</i>	<i>Amount</i>
Technician I	169.00	87.00	\$14,703.00
Technician III	6.50	125.00	\$812.50
Professional Services Subtotal	175.50		\$15,515.50
Task 2: Field Data Colleciton Total:	175.50		\$15,515.50

Task 3: GIS Topology / Attribution Updates

Professional Services

	<i>Hours</i>	<i>Rate</i>	<i>Amount</i>
Technician I	3.00	87.00	\$261.00
Technician III	8.00	125.00	\$1,000.00
Technician IV	1.00	143.00	\$143.00
Professional Services Subtotal	12.00		\$1,404.00
Task 3: GIS Topology / Attribution Updates Total:	12.00		\$1,404.00

Total Backup: 187.50 \$16,919.50

REMIT TO:
OHM Advisors
34000 Plymouth Road
Livonia, MI 48150
T 734.522.6711
F 734.522.6427
OHM-Advisors.com



INVOICE

CITY OF OAK PARK
Attn: Kara Grisamer, City Engineer
10600 Capital Ave.
Oak Park, MI 48237

Invoice Date: 12/15/2022
Invoice #: 58174
Project: 0037220021

Project Name: 9 Mile Road - Cloverlawn to Republic

For Professional Services Rendered Through: December 03, 2022

Professional Services

Description	Fee	Prior Billed	Total Available	Current Billing
9 Mile Road - Cloverlawn to Republic	\$161,500.00	\$157,613.75	\$3,886.25	\$3,834.25

Invoice Total

\$3,834.25

REMIT TO:
OHM Advisors
34000 Plymouth Road
Livonia, MI 48150
T 734.522.6711
F 734.522.6427
OHM-Advisors.com



INVOICE

CITY OF OAK PARK
Attn: Kara Grisamer, City Engineer
10600 Capital Ave.
Oak Park, MI 48237

Invoice Date: 12/15/2022
Invoice #: 58174
Project: 0037220021

Project Name: 9 Mile Road - Cloverlawn to Republic

Professional Services

	Hours	Rate	Amount
Graduate Engineer II	3.50	135.00	\$472.50
Professional Engineer/Architect II	16.25	155.00	\$2,518.75
Professional Engineer/Architect III	1.00	170.00	\$170.00
Sr. Associate	2.00	198.00	\$396.00
Technician III	.50	125.00	\$62.50
Technician IV	1.50	143.00	\$214.50
Professional Services Subtotal	24.75		\$3,834.25

Total Backup:

24.75

\$3,834.25

REMIT TO:
OHM Advisors
34000 Plymouth Road
Livonia, MI 48150
T 734.522.6711
F 734.522.6427
OHM-Advisors.com



INVOICE

CITY OF OAK PARK
Attn: Kara Grisamer, City Engineer
10600 Capital Ave.
Oak Park, MI 48237

Invoice Date: 12/15/2022
Invoice #: 58175
Project: 0037220051

Project Name: Leslie Water Main Topo

For Professional Services Rendered Through: December 03, 2022

Professional Services

Description	Fee	Prior Billed	Total Available	Current Billing
Professional Fees	\$4,500.00	\$3,529.00	\$971.00	\$931.50
Totals	\$4,500.00	\$3,529.00	\$971.00	\$931.50

Invoice Total \$931.50

REMIT TO:
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OHM-Advisors.com



INVOICE

CITY OF OAK PARK
Attn: Kara Grisamer, City Engineer
10600 Capital Ave.
Oak Park, MI 48237

Invoice Date: 12/15/2022
Invoice #: 58175
Project: 0037220051

Project Name: Leslie Water Main Topo

Professional Fees

Professional Services

	Hours	Rate	Amount
Professional Surveyor III	5.75	162.00	\$931.50
Professional Services Subtotal	5.75		\$931.50
Professional Fees Total:	5.75		\$931.50
Total Backup:	5.75		\$931.50

**CITY OF OAK PARK
RECYCLING AND ENVIRONMENTAL CONSERVATION COMMISSION
MEETING MINUTES
November, 17 2022**

Meeting held at the Community Center at 7:00pm in Room One

1. THE MEETING WAS CALLED TO ORDER AT 7:05 PM

2. ROLL CALL:

PRESENT: Vice-Chairperson Jonathan Nachman Commission Members: Clarissa
Clemons, Steven Gold, Leslie Ellis, Ken Sherman, Al Lewis, Richard
Readus

ABSENT: Councilman Solomon Radner and Scott Lemarbe

3. APPROVAL OF THE AGENDA

Moved by Steven Gold, seconded by Al Lewis to approve agenda

Vote: Yes: All

No: None

MOTION DECLARED ADOPTED

4. APPROVAL OF MINUTES:

Motion to approve the minutes of October 20, 2022 by Al Lewis, seconded by
Ken Sherman

Vote: Yes: All

No: None

MOTION DECLARED ADOPTED

5. CONSIDERATION OF OLD BUSINESS

A. Commissions next focus

- Rain barrel seminar –
 - i. No Update – Jon has not received information to schedule a date with Recreation.
- Leslie Ellis set up a tour of the SOCRRA facility on 11/10 that was very informative

CITY OF OAK PARK
RECYCLING AND ENVIRONMENTAL CONSERVATION COMMISSION
MEETING MINUTES
November, 17 2022

- B. SOCRRA Update: Updated operations and recycling info was handed out to the group

6. NEW BUSINESS

- A. The chairperson led a discussion on new topics

- Steven nominated Leslie for Chairperson
Vote: Yes: All
No: None
- Ken talked about leaf collection and asked if the residents could be emailed with the Pickup dates.
- Leslie will email the group an environmental article for the Quarterly magazine.
- Talk about how the city gives out new resident info.
- Steven talked about getting energy saving information and ideas from DTE and Consumers out to residents.

7. PUBLIC COMMENTS

**CITY OF OAK PARK
RECYCLING AND ENVIRONMENTAL CONSERVATION COMMISSION
MEETING MINUTES
November, 17 2022**

- No public comments

8. COMMISSIONER COMMENTS

- Clarissa commented on SOCRRA on having 10 people sorting during the pandemic
- Ken talked about Erik Tungate possibly doing a video interview with one of the members.

9. ADJOURNMENT

Motion by Steven gold, seconded by Richard Readus to adjourn the meeting at 8:28 pm.

Vote: Yes: All

No: None

MOTION DECLARED ADOPTED

Minutes prepared by Scott LeMarbe

MERCHANT'S LICENSES - JANUARY 3, 2023

(Subject to All Departmental Approvals)

NEW MERCHANT	ADDRESS	FEES	BUSINESS TYPE
KOALA INSULATION OF METRO DETROIT	15101 W ELEVEN MILE RD	\$150.00	INSULATION INSTALLATION

RENEWALS FOR 2022	ADDRESS	FEES	BUSINESS TYPE
MURRY'S WORLDWIDE INC	8750 CAPITAL AVE	\$150.00	HAIR CARE DISTRIBUTOR
KINGS WELDING WORKS INC	10311 CAPITAL AVE	\$150.00	CONSTRUCTION EQUIP REPAIR
LADUKE CORPORATION	10311 CAPITAL AVE	\$150.00	ROOFING AND SHEET METAL INSTALLER
HUNTINGTON CLEANERS	10851 CAPITAL AVE	\$150.00	RESTORATION OF ELECTRONICS AND ART
HONROE HOLDINGS LLC	21400 COOLIDGE HWY	\$150.00	OFFICE
GOLDEN BOWL INC	22120 COOLIDGE HWY	\$150.00	CHINESE RESTUARANT
STEPPIN OUT ON FAITH LEARNING	25941 COOLIDGE HWY	\$150.00	CHILDCARE
OAK PARK BARBERS	26003 COOLIDGE HWY	\$150.00	BARBERSHOP
FORGOTTEN HARVEST	15000 W EIGHT MILE RD	\$150.00	CHARITY ORGANIZATION
HENRYS AUTO CARE CENTER	14041 W ELEVEN MILE RD	\$150.00	AUTO REPAIR
CURT'S SERVICE	14611 W ELEVEN MILE RD	\$150.00	AUTO REPAIR
PLASKEY PAINTERS INC	14669 W ELEVEN MILE RD	\$150.00	PAINTERS
MARBLECAST INC	14831 W ELEVEN MILE RD	\$150.00	KITCHEN & BATH PRODUCTS
GEM CORPORATION INC	21600 GREENFIELD RD # 106	\$150.00	JEWELRY STORE
ZEMAN'S NEW YORK BAKERY	25282 GREENFIELD RD	\$150.00	BAKERY
JAX KAR WASH	26641 HARDING AVE	\$150.00	CAR WASH
BEST FRIENDS CHILD CARE	8440 W NINE MILE RD	\$150.00	CHILDCARE
STATE FARM INSURANCE INC	10841 TEN MILE	\$150.00	INSURANCE AGENCY
PLANET FITNESS	13151 TEN MILE	\$150.00	GYM
DOLLAR VILLAGE DISCOUNT INC	13201 TEN MILE	\$150.00	DOLLAR STORE
CHECK N GO	13321 TEN MILE	\$150.00	FINANCIAL SERVICES
MURRY'S WORLDWIDE INC	21930 WYOMING	\$150.00	HAIR CARE DISTRIBUTOR

**BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN****AGENDA OF:** January 3, 2023**AGENDA#**

SUBJECT: Proposed Change Order No. 3 and Payment Application No. 5 for the 2019 Lead Water Service Replacement Project, M-701.

DEPARTMENT: Technical & Planning – Engineering *KMG*

SUMMARY: Attached are Proposed Change Order No. 3 and Payment Application No. 5 for the 2019 Lead Water Service Replacement Project, M-701. This project will replace lead water services throughout the City. This project is approximately 100% complete.

FINANCIAL STATEMENT:

Original Approved Amount:	\$300,000.00
Change Order No. 1:	\$ 13,355.00
Proposed Change Order No. 2	\$ 60,800.00
Proposed Change Order No. 3	\$ 6,923.00
New Contract Amount:	\$381,078.00
Total Completed to Date:	\$381,078.00
Less Retainage:	\$ 0.00
Net Earned:	\$381,078.00
Deductions:	\$ 0.00
Balance:	\$381,078.00
Payments to Date:	<u>\$369,155.00</u>
Amount Due D'Angelo Brothers, Inc.:	\$ 11,923.00

RECOMMENDED ACTION: It is recommended that Proposed Change Order No. 3 for the 2019 Lead Water Service Replacement Project, M-701 be approved to D'Angelo Brothers Inc. of Northville, MI for the amount of \$6,923.00. It is further recommended that Payment Application No. 5 for the same be approved for the amount of \$11,923.00. Funding is available in the Water & Sewer Fund (592-18-538-970) for this project.

APPROVALS:

City Manager: ET Department Director: KMG

Director of Finance: SC Legal: NA

Budgeted: ☐

EXHIBITS: Proposed Change Order no. 3 and Payment Application No. 5

CHANGE ORDER

PROJECT:

LEAD WATER SERVICE REPLACEMENT PROJECT

JOB NUMBER:

MA-701

OWNER:

CITY OF OAK PARK, MICHIGAN

CHANGE ORDER NO.:

3

CONTRACTOR:

D'ANGELO BROTHERS
21213 EQUESTRIAN TRAIL
NORTHVILLE, MI 48167

PAGE:

1

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 ADDED TO THE CONTRACT AMOUNT

Item No.	Description	Original Bid Quantity	Unit	Unit Price	Increased Quantity	Quantity to Date	TOTAL Amount
10	14671 KINGSTON LEAD SERVICE	0	LSUM	\$6,923.00	1.00	1.00	\$ 6,923.00
TOTALS							\$ 6,923.00

SUMMARY

Total Increase

\$ 6,923.00

Total for Change Order No.2:

\$ 6,923.00

Contract Amount

\$ 300,000.00

Change Order No. 1:

\$ 13,355.00

Change Order No. 2:

\$ 60,800.00

Change Order No.3:

\$ 6,923.00

New Contract Amount:

\$ 381,078.00

Vincent D'Angelo

Vincent D'Angelo (Dec 21, 2022 13:25 EST)

Dec 21, 2022

D'Angelo Brothers

Date

Kara M. Grisamer

Dec 21, 2022

Kara Grisamer, City Engineer

Date

PAYMENT APPLICATION

PROJECT: LEAD WATER SERVICE REPLACEMENT PROJECT
 OWNER: CITY OF OAK PARK, MICHIGAN
 CONTRACTOR: D'ANGELO BROTHERS
 21213 EQUESTRIAN TRAIL
 NORTHVILLE, MI 48167

JOB NUMBER: M-701
 APPLICATION NO.: 5
 PERIOD ENDING: 12/21/2022

ITEM	DESCRIPTION	ORIGINAL BID QUANTITY	UNIT	UNIT PRICE	PERIOD QUANTITY	PERIOD AMOUNT	QUANTITY TO DATE	AMOUNT TO DATE
1	WATER SERVICE CONNECTION TO WATER MAIN LESS THAN 2"	35	EA	\$1,550.00	0.00	\$0.00	42.00	\$65,100.00
2	WATER SERVICE CONNECTION TO EXISTING STOP BOX	100	EA	\$430.00	0.00	\$0.00	107.00	\$46,010.00
3	WATER SERVICE LINE TYPE K COPPER 3/4"	5,600	LFT	\$25.00	0.00	\$0.00	6,581.00	\$164,525.00
4	WATER SERVICE LINE TYPE K COPPER 1"	125	LFT	\$25.00	0.00	\$0.00	245.00	\$6,125.00
5	WATER SERVICE CONNECTION ON PRIVATE PROP. (BASEMENT OR CRAWL)	100	EA	\$485.00	0.00	\$0.00	107.00	\$51,895.00
6	WATER SERVICE CONNECTION ON PRIVATE PROPERTY (SLAB)	15	EA	\$485.00	0.00	\$0.00	2.00	\$970.00
7	UTILITY LOCATION ON PRIVATE PROPERTY	25	EA	\$100.00	0.00	\$0.00	29.00	\$2,900.00
8	REMOVE AND REPLACE DRAIN TILES	270	LFT	\$5.00	0.00	\$0.00	0.00	\$0.00
9	NEW CURB STOP INSTALLATION	0	EA	\$330.00	0.00	\$0.00	111.00	\$36,630.00
10	14671 KINGSTON LEAD SERVICE	0	LSUM	\$6,923.00	1.00	\$6,923.00	1.00	\$6,923.00

Original Contract Amount: \$300,000.00
 Change Order No. 1 \$13,355.00
 Change Order No. 2 \$60,800.00
 Change Order No. 3 \$6,923.00
 New Contract Amount: \$381,078.00

Period Total Amount: \$6,923.00 Amount to Date: \$381,078.00
 Earnings This Period: \$6,923.00
 Total Earnings to Date: \$381,078.00
 Less Retainage: \$0.00
 Net Earned: \$381,078.00
 Deductions: \$0.00
 Balance: \$381,078.00
 Payments to Date: \$369,155.00

AMOUNT DUE D'ANGELO BROTHERS: \$11,923.00

Accepted By: Vincent D'Angelo
 D'Angelo Brothers

Date: Dec 21, 2022

Approved By: Kara M. Griesmer
 Kara Griesmer, City Engineer
 City of Oak Park, Michigan

Date: Dec 21, 2022

**BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN**

AGENDA OF: **January 3, 2023**

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

DEPARTMENT: **Finance/Assessing**

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

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

FINANCIAL STATEMENT:

RECOMMENDED ACTION:

City Council approves the rate of compensation for the Board of Review at \$120.00 for a full day and \$60.00 for a half day of service.

City Council approves holding the 2023 Board of Review meetings at City Hall on the following dates and times:

Monday	March 14, 2023	9:00 am to 1:00 pm & 3:00 pm to 7:00 pm
Tuesday	March 15, 2023	6:00 pm to 8:00 pm
Monday	March 28, 2023	9:00 am to 1:00 pm & 2:00 pm to 4:00 pm

APPROVALS:

City Manager: _____ ET

Department Director: _____ WCA

Finance Director: _____ SC

Budgeted: ☐

EXHIBITS: **Memo to Finance Director from Assessing**



CITY OF OAK PARK

INTER OFFICE MEMORANDUM

TO: Sandra Crawford, Finance Director

DATE: December 15, 2022

FROM: Dawn Scheitz, City Assessor

SUBJECT: 2023 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 2023 March Board of Review will be in session as follows:

Monday	March 14, 2023	9:00 am to 1:00 pm & 3:00 pm to 7:00 pm
Tuesday	March 15, 2023	6:00 pm to 8:00 pm
Monday	March 28, 2023	9:00 am to 1:00 pm & 2:00 pm to 4:00 pm

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



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: **January 3, 2023**

SUBJECT: Request to approve Poverty Exemption Policy and Guidelines

DEPARTMENT: **Finance/Assessing**

SUMMARY: To approve the Poverty Exemption Policy and application.

FINANCIAL STATEMENT: N/A

RECOMMENDED ACTION:

To adopt the attached City of Oak Park Poverty Exemption Policy and application

APPROVALS:

City Manager: _____ ET

Department Director: _____ WCA

Finance Director: _____ SC

EXHIBITS: **City Council Policy (Poverty Exemption Guidelines)**
 City of Oak Park Application for Poverty Exemption
 Michigan Department of Treasury Form 5737
 Michigan Department of Treasury Form 5739
 Michigan Department of Treasury Form 4988

Subject: POVERTY EXEMPTION GUIDELINES

DATE ADOPTED:

PURPOSE:

The purpose of this policy is to establish guidelines to be used by the Board of Review in determining whether a homeowner is eligible for a poverty exemption from property taxes.

SCOPE:

The poverty exemption policy applies to qualified low-income individuals who own homesteads in the City of Oak Park. The policy limits the length of poverty exemptions to one year.

POLICY:

The Board of Review shall use the following guidelines to determine if a property owner qualifies for a poverty exemption from property taxes:

1. Exemptions will be granted to owners of homesteads only. Property must be granted at least a 50% homestead exemption from the State of Michigan.
2. Per, MCL 211.7u(3), the application for consideration must be received by the Assessor's Office at least one day prior to the last session of the Board of Review. The application can be made by mail, if received one day prior to the last session of the Board of Review.
3. All applicants must file a claim with the Board of Review on a form prescribed by the State Tax Commission. The application must be filled out in its entirety, and all requested documentation must be attached. If an area does not apply to the applicant, "N/A" must be used. If the application is not complete or requested documentation is not included, the Board of Review will deny the exemption. All pages included with this application must be returned when the application is submitted for review.
4. Per MCL 211.7u(7), a person who files a claim for Poverty exemption IS NOT prohibited from also appealing the assessment on the property to the Board of Review in the same year.
5. The applicant's total household income cannot exceed 150% of the Federal Poverty Guidelines for income, set forth by the U.S. Department of Health and Human Services as established by the State Tax commission to be updated annually as approved by the City of Oak Park City Council.
6. All income and assets for persons in the household are reported in accordance with a form prescribed by the State Tax Commission.
 - a. Per MCL 211.7u(2)(b), federal and state income tax returns for all persons residing in the principal residence must be included with the application including any property tax credit returns. The tax returns may be from the current or preceding tax year. If any person in the household is not required to file federal or state tax returns, the included affidavit, form 4988, must be completed by each person that does not file taxes.

- b. Identification– driver license or state ID for all adult occupants and proof of residency for minors (they must be listed on tax return or report card or FIA statement, etc.)
 - c. The three most recent statement for all bank accounts, investments, IRAs, CDs, 401Ks, money market, annuities, etc. The statement submitted must be complete with no missing pages and submitted for all persons residing in the home.
 - d. The three most recent statements for Paypal, Venmo or any other mobile payment service.
 - e. Proof of current income for all working occupants living at property (pay stubs, unemployment decision, etc.)
 - f. Proof of income/assets from the Social Security Administration, Veterans Administration, Medicare, Medicaid, Bridge Card, and any College/University scholarships for all persons residing in the home.
 - g. A statement detailing any assets owned by any person residing in the home, other than normal household items.
 - h. The most recent mortgage statement of the primary residence under review, including any reverse mortgages.
 - i. If primary residence being sought for exemption was purchased within the past two years of this application, homeowner's closing statements must be submitted with application.
 - j. Deed for the property (Must own and occupy the property and have a valid Principal Residence Exemption filed with the Assessor's Office or Qualified Agricultural Exemption)
7. Maximum total allowed liquid assets, specifically amounts in banking/investment accounts may not exceed the amount of projected taxes (in the year in which they are applying for exemption) PLUS 50% for the entire household. Other assets may not exceed the qualifying amount for poverty exemption. See above for what is considered an asset. The Asset Level does not include the primary residence for which exemption is being sought. It does include, but is not limited to:
- a. A second home, additional land not associated with the primary residence, or other buildings other than the primary residence being sought for exemption.
 - b. Vehicles and other recreational vehicles such as motor homes, campers, ATVs, boats, and motorcycles.
 - c. Jewelry, antiques, artwork, equipment, and other personal property of value.
 - d. Bank accounts, stocks, bonds, and investments. This also includes the money received from the sale of stocks, bonds, investments, cars, and houses unless a person is in the specific business of selling such property.
 - e. Withdrawals of bank accounts and borrowed money.
 - f. Gifts, loans, lump-sum inheritances, and one-time insurance payments.
 - g. Food or housing received in lieu of wages and the value of food and fuel produced and consumed on farms.
 - h. Federal non-cash benefits programs such as Medicare, Medicaid, food stamps, and school lunches.
 - i. The total interest income in all accounts (checking, savings, CDs, IRAs, 401Ks, money market, annuities, etc.)

- j. The applicant shall not have ownership interest in any real estate other than the primary residence being considered for exemption.
- 8. Applicants that meet the income and asset qualifications will have the taxable value reduced by 50% for the current year.
- 9. Poverty exemptions shall be granted for one year only. The property owner must apply every year to receive an exemption.
- 10. These guidelines are hereby given immediate effect and will stay in effect for subsequent years until amended or voided.

City of Oak Park Application for Poverty Exemption

2023 GUIDELINES AND INSTRUCTIONS FOR POVERTY EXEMPTION

- The Poverty exemption is meant to be a temporary form of assistance. If granted an exemption, it is for the current year only. If your situation warrants an exemption in years following, a new application must be submitted for review.
- If petitioner meets all requirements, the Board of Review will grant a 50% reduction in the 2023 property taxes.
- Per, MCL 211.7u (3), the application for consideration must be received by the Assessor's Office at least one day prior to the last session of the Board of Review. Board of Review dates are posted annually and may also be found at www.oakparkmi.gov or by calling (248) 691-7550. This application can be made by mail, if received one day prior to the last session of the Board of Review.
- Per MCL 211.7u(7), a person who files a claim for Poverty exemption IS NOT prohibited from also appealing the assessment on the property to the Board of Review in the same year.

Required Documentation to be submitted with the Poverty Exemption Application

- Per MCL 211.7u(2)(b), federal and state income tax returns for all persons residing in the principal residence must be included with the application including any property tax credit returns. The tax returns may be from the current or preceding tax year. If any person in the household is not required to file federal or state tax returns, the included affidavit, form 4988, must be completed by each person that does not file taxes.
- Identification— driver license or state ID for all adult occupants and proof of residency for minors (they must be listed on tax return or report card or FIA statement, etc.)
- Proof of current income for all working occupants living at property (pay stubs, unemployment decision, etc.)
- The three most recent monthly statements for all bank accounts, investments, IRAs, CDs, 401Ks, money market, annuities, etc. The statement submitted must be complete with no missing pages and submitted for all persons residing in the home.
- The three most recent statements for Paypal, Venmo or any other mobile payment service.
- Proof of income/assets from the Social Security Administration, Veterans Administration, Medicare, Medicaid, Bridge Card, and any College/University scholarships for all persons residing in the home.
- A statement detailing any assets owned by any person residing in the home, other than normal household items.
- The most recent mortgage statement of the primary residence under review, including any reverse mortgages.
- If primary residence being sought for exemption was purchased within the past two years of this application, homeowner's closing statements must be submitted with application.
- Deed for the property (Must own and occupy the property and have a valid Principal Residence Exemption filed with the Assessor's Office or Qualified Agricultural Exemption)

Common Reasons for Denial of Poverty Exemption Application

Below are common reasons (but not an exhaustive list) of why a claim for Poverty Exemption is denied:

- If the application is not complete or requested documentation is not included, the Board of Review will deny the exemption. All pages included with this application must be returned when the application is submitted for review.
- Failure to fill out all areas of the application, including "N/A" in areas not applicable to the applicant or signing the application.
- Failure to include State and Federal Income taxes or property tax credit returns for current or one preceding year for all persons residing in the home. ***Please note that the property tax credit returns are required to be filed with this application. Property tax credit returns (such as Michigan 1040CR) can still be filed with the State of Michigan even if the applicant does not file income taxes.***
- Failure to include complete banking/investment account, financial asset accounts, mobile payment service accounts and mortgage statements for all persons residing in the home. All pages must be submitted.
- Any attempt to hide and/or shift income and/or assets to another person, business or corporation shall be grounds for immediate denial.

INCOME GUIDELINES FOR POVERTY EXEMPTION

This amount published annually by the US Dept. of Health and Human Services

Persons in Household	Federal Poverty Guideline	City of Oak Park Adopted Poverty Level
1	\$13,590	\$20,385
2	\$18,310	\$27,465
3	\$23,030	\$34,545
4	\$27,750	\$41,625
5	\$32,470	\$48,705
6	\$37,190	\$55,785
7	\$41,910	\$62,865
8	\$46,630	\$69,945
Add the following amount for each additional person over 8.		
	\$4,720	\$7,080

According to the US Census Bureau, "income" includes:

- Money, wages, and salaries before any deductions
- Net receipts from non-farm self-employment. (These are receipts from a person's own business, professional enterprise, or partnership, after deductions for business expenses.)
- Net receipts from farm self-employment. (The same provisions as above for self-employment.)
- Regular payments from social security, railroad retirement, unemployment, worker's compensation, veteran's payments, and public assistance.
- Alimony, child support, and military family allotments.
- Private pensions, governmental pensions, and regular insurance or annuity payments.
- College or university scholarships, grants, fellowships, and assistantships.
- Dividends, interest, net rental income, net royalties, periodic receipts from estates or trusts, and net gambling or lottery winnings.

ASSET LEVEL GUIDELINES FOR POVERTY EXEMPTION

The Asset Level does not include the primary residence for which exemption is being sought. It does include, but is not limited to:

- A second home, additional land not associated with the primary residence, or other buildings other than the primary residence being sought for exemption.
- Vehicles and other recreational vehicles such as motor homes, campers, ATVs, boats, and motorcycles.
- Jewelry, antiques, artwork, equipment, and other personal property of value.
- Bank accounts, stocks, bonds, and investments. This also includes the money received from the sale of stocks, bonds, investments, cars, and houses unless a person is in the specific business of selling such property.
- Withdrawals of bank accounts and borrowed money.
- Gifts, loans, lump-sum inheritances, and one-time insurance payments.
- Food or housing received in lieu of wages and the value of food and fuel produced and consumed on farms.
- Federal non-cash benefits programs such as Medicare, Medicaid, food stamps, and school lunches.
- The total interest income in all accounts (checking, savings, CDs, IRAs, 401Ks, money market, annuities, etc.)
- The applicant shall not have ownership interest in any real estate other than the primary residence being considered for exemption.

Maximum total allowed liquid assets, specifically amounts in banking/investment accounts may not exceed the amount of projected 2023 taxes PLUS 50% for the entire household. Other assets may not exceed the qualifying amount for poverty exemption. See above for what is considered an asset.

Poverty Exemption Worksheet
Copy Provided to Applicant After Board of Review Meeting

Parcel Number: _____

Year: _____

Property Address: _____ Applicant's Name: _____

For Board of Review Use Only - Do Not Write Below This Line

Staff - Initial next to all requirements as it relates to the application/applicant.

Does the applicant appear as taxpayer of record of property in question?	Yes _____	No _____
If not, has documentation proving ownership been provided?	Yes _____	No _____
Are all areas on the application complete with either an answer or "N/A"?	Yes _____	No _____
Are all pages of the guidelines/application included with the applicants submission?	Yes _____	No _____
Does the applicant reside at the property in question?	Yes _____	No _____
Are copies of the Federal and State income tax returns and property tax credits forms for the current of preceding year attached for all persons residing in the household?	Yes _____	No _____
If not, is the affidavit stating the person is not required to file income taxes completed?	Yes _____	No _____
If home was purchased within in past 2 years of date of this application, is closing statements provided?	Yes _____	No _____
Is a copy of the most current mortgage statement, including a reverse mortgage if applicable, attached?	Yes _____	No _____
Are copies of the most recent bank/investment statements for all residing in the household attached with all pages included?	Yes _____	No _____

a. Taxable value on roll \$ _____

b. Number of people in household _____

c. Total household income from information provided \$ _____

Income limit based on number of people in household

d. as established by guidelines \$ _____

e. Total assets of household \$ _____

Does applicant meet all asset and income guidelines

f. as established? ☐ YES ☐ NO

g. If yes, multiply line "a" by 50% (0.50) \$ _____

If no, reason must be provided by the Board of Review below.

_____ Appeal Denied

_____ Reduction Granted

- _____ 1. Does not qualify based on guidelines
- _____ 2. Application not complete, missing information
- _____ 3. Did not furnish proper documentation
- _____ 4. Other: _____
- _____

Taxable Value

As on Roll \$ _____

Revised \$ _____

Initials of Board Members: _____

Date: _____

Application for MCL 211.7u Poverty Exemption

This form is issued under the authority of the General Property Tax Act, Public Act 206 of 1893, MCL 211.7u.

MCL 211.7u of the General Property Tax Act, Public Act 206 of 1893, provides a property tax exemption for the principal residence of persons who, by reason of poverty, are unable to contribute toward the public charges. This application is to be used to apply for the exemption and must be filed with the Board of Review where the property is located. This application may be submitted to the city or township the property is located in each year on or after January 1.

To be considered complete, this application must: 1) be completed in its entirety, 2) include information regarding all members residing within the household, and 3) include all required documentation as listed within the application. Please write legibly and attach additional pages as necessary.

PART 1: PERSONAL INFORMATION — Petitioner must list all required personal information.				
Petitioner's Name			Daytime Phone Number	
Age of Petitioner	Marital Status	Age of Spouse	Number of Legal Dependents	
Property Address of Principal Residence		City	State	ZIP Code
☐ Check if applied for Homestead Property Tax Credit		Amount of Homestead Property Tax Credit		
PART 2: REAL ESTATE INFORMATION				
List the real estate information related to your principal residence. Be prepared to provide a deed, land contract or other evidence of ownership of the property at the Board of Review meeting.				
Property Parcel Code Number		Name of Mortgage Company		
Unpaid Balance Owed on Principal Residence	Monthly Payment	Length of Time at this Residence		
Property Description				
PART 3: ADDITIONAL PROPERTY INFORMATION				
List information related to any other property owned by you or any member residing in the household.				
☐ Check if you own, or are buying, other property. If checked, complete the information below.			Amount of Income Earned from other Property	
1	Property Address	City	State	ZIP Code
	Name of Owner(s)	Assessed Value	Date of Last Taxes Paid	Amount of Taxes Paid
2	Property Address	City	State	ZIP Code
	Name of Owner(s)	Assessed Value	Date of Last Taxes Paid	Amount of Taxes Paid

PART 4: EMPLOYMENT INFORMATION — List your current employment information.

Name of Employer			
Address of Employer	City	State	ZIP Code
Contact Person	Employer Telephone Number		

PART 5: INCOME SOURCES

List all income sources, including but not limited to: salaries, Social Security, rents, pensions, IRAs (individual retirement accounts), unemployment compensation, disability, government pensions, worker's compensation, dividends, claims and judgments from lawsuits, alimony, child support, friend or family contribution, reverse mortgage, or any other source of income, for all persons residing at the property.

Source of Income	Monthly or Annual Income (indicate which)

PART 6: CHECKING, SAVINGS AND INVESTMENT INFORMATION

List any and all savings owned by all household members, including but not limited to: checking accounts, savings accounts, postal savings, credit union shares, certificates of deposit, cash, stocks, bonds, or similar investments, for all persons residing at the property.

Name of Financial Institution or Investments	Amount on Deposit	Current Interest Rate	Name on Account	Value of Investment

PART 7: LIFE INSURANCE — List all policies held by all household members.

Name of Insured	Amount of Policy	Monthly Payments	Policy Paid in Full	Name of Beneficiary	Relationship to Insured

PART 8: MOTOR VEHICLE INFORMATION

All motor vehicles (including motorcycles, motor homes, camper trailers, etc.) held or owned by any person residing within the household must be listed.

Make	Year	Monthly Payment	Balance Owed

Continue on Page 3

PART 9: HOUSEHOLD OCCUPANTS — List all persons living in the household.

First and Last Name	Age	Relationship to Applicant	Place of Employment	\$ Contribution to Family Income

PART 10: PERSONAL DEBT — List all personal debt for all household members.

Creditor	Purpose of Debt	Date of Debt	Original Balance	Monthly Payment	Balance Owed

PART 11: MONTHLY EXPENSE INFORMATION

The amount of monthly expenses related to the principal residence for each category must be listed. Indicate N/A as necessary.

Heating	Electric	Water	Phone
Cable	Food	Clothing	Health Insurance
Garbage	Daycare	Car Expense (gas, repair, etc.)	
Other (type and amount)	Other (type and amount)	Other (type and amount)	
Other (type and amount)	Other (type and amount)	Other (type and amount)	

Continue and sign on Page 4

NOTICE: Per MCL 211.7u(2)(b), federal and state income tax returns for all persons residing in the principal residence, including any property tax credit returns, filed in the immediately preceding year or in the current year must be submitted with this application. Federal and state income tax returns are not required for a person residing in the principal residence if that person was not required to file a federal or state income tax return in the tax year in which the exemption under this section is claimed or in the immediately preceding tax year.

PART 11: POLICY AND GUIDELINES ACKNOWLEDGMENT

The governing body of the local assessing unit shall determine and make available to the public the policy and guidelines used for the granting of exemptions under MCL 211.7u. In order to be eligible for the exemption, the applicant must meet the federal poverty guidelines published in the prior calendar year in the Federal Register by the United States Department of Health and Human Services under its authority to revise the poverty line under 42 USC 9902, or alternative guidelines adopted by the governing body of the local assessing unit so long as the alternative guidelines do not provide income eligibility requirements less than the federal guidelines. The policy and guidelines must include, but are not limited to, the specific income and asset levels of the claimant and total household income and assets. The combined assets of all persons must not exceed the limits set forth in the guidelines adopted by the local assessing unit.

☐ The applicant has reviewed the applicable policy and guidelines adopted by the city or township, including the specific income and asset levels of the claimant and total household income and assets.

PART 12: CERTIFICATION

I hereby certify to the best of my knowledge that the information provided in this form is complete, accurate and I am eligible for the exemption from property taxes pursuant to Michigan Compiled Law, Section 211.7u.

Printed Name	Signature	Date

This application shall be filed after January 1, but before the day prior to the last day of the local unit's December Board of Review.

Decision of the March Board of Review may be appealed by petition to the Michigan Tax Tribunal by July 31 of the current year. A July or December Board of Review decision may be appealed to the Michigan Tax Tribunal by petition within 35 days of decision. A copy of the Board of Review decision must be included with the petition.

Michigan Tax Tribunal
PO Box 30232
Lansing MI 48909

Phone: 517-335-9760
E-mail: taxtrib@michigan.gov

Poverty Exemption Affidavit

This form is issued under authority of Public Act 206 of 1893; MCL 211.7u.

INSTRUCTIONS: When completed, this document must accompany a taxpayer's Application for Poverty Exemption filed with the supervisor or the board of review of the local unit where the property is located. MCL 211.7u provides for a whole or partial property tax exemption on the principal residence of an owner of the property by reason of poverty and the inability to contribute toward the public charges. MCL 211.7u(2)(b) requires proof of eligibility for the exemption be provided to the board of review by supplying copies of federal and state income tax returns for all persons residing in the principal residence, including property tax credit returns, or by filing an affidavit for all persons residing in the residence who were not required to file federal or state income tax returns for the current or preceding tax year.

I, _____, swear and affirm by my signature below that I reside in the principal residence that is the subject of this Application for Poverty Exemption and that for the current tax year and the preceding tax year, I was not required to file a federal or state income tax return.

Address of Principal Residence: _____

Signature of Person Making Affidavit

Date

Affirmation of Ownership and Occupancy to Remain Exempt by Reason of Poverty

This form is issued under the authority of Public Act 253 of 2020.

This form is to be used to affirm ownership, occupancy, and income status. MCL 211.7u(2) provides that, to be eligible for exemption under this section, a person shall, subject to subsection (6) and (8), annually affirm that the applicant owns and occupies, as a principal residence, the property for which an exemption is requested.

PART 1: OWNER INFORMATION — Enter information for the person owning and occupying the residence.			
Owner Name		Owner Telephone Number	
Mailing Address	City	State	ZIP Code
PART 2: LEGAL DESIGNEE INFORMATION (Complete if applicable.)			
Legal Designee Name		Daytime Telephone Number	
Mailing Address	City	State	ZIP Code
PART 3: HOMESTEAD PROPERTY INFORMATION — Enter information for property in which the exemption is being claimed.			
City or Township (check the appropriate box and enter name) ☐ City ☐ Township ☐ Village		County	
Name of Local School District			
Parcel Identification Number	Year(s) Exemption Previously Granted by Board of Review		
Homestead Property Address	City	State	ZIP Code
PART 4: AFFIRMATION OF OWNERSHIP, OCCUPANCY, AND INCOME STATUS (Check all boxes that apply.)			
☐ I own the property in which the exemption is being claimed.			
☐ The property in which the exemption is being claimed is used as my homestead. Homestead is generally defined as any dwelling with its land and buildings where a family makes its home.			
☐ After establishing initial eligibility for the exemption, my income and asset status has remained unchanged and/or I receive a fixed income solely from public assistance that is not subject to significant annual increases beyond the rate of inflation, such as federal Supplemental Security Income or Social Security disability or retirement benefits.			
PART 5: CERTIFICATION			
I hereby certify to the best of my knowledge that the information provided on this form is true and I am eligible to receive an exemption from property taxes by reason of poverty pursuant to Michigan Compiled Law, Section 211.7u.			
Owner or Legal Designee Name (print)	Signature of Owner or Legal Designee		Date
Designee must attach a letter of authority.			
LOCAL GOVERNMENT USE ONLY (DO NOT WRITE BELOW THIS LINE)			
☐ Approved ☐ Denied (Attach appeal instructions and provide to owner.)		Tax Year(s) exemption will be posted to tax roll	
CERTIFICATION — I certify that, to the best of my knowledge, the information contained in this form is complete and accurate.			
Assessor Signature		Date Certified by Assessor	