



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

MINUTES

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

PRESENT: Mayor McClellan, Mayor ProTem Edgar, Council Member Burns,
Council Member Radner, Council Member Whitehead

ABSENT: None

OTHERS

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

APPROVAL OF AGENDA:

**CM-01-001-23 (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, Radner, Whitehead
	No:	None
	Absent:	None

MOTION DECLARED ADOPTED

CONSENT AGENDA:

CM-01-002-23 (AGENDA ITEM #5A-D) 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 for December 19, 2022 **CM-01-003-23**
- 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 **CM-01-004-23**
- C. Recycling and Environmental Conservation Commission Meeting Minutes for November 17, 2022 **CM-01-005-23**
- D. Licenses New and Renewals submitted for January 3, 2023 **CM-01-006-23**

**MERCHANT'S LICENSES – January 3, 2023
(Subject to All Departmental Approvals)**

<u>NEW MERCHANT</u>	<u>ADDRESS</u>	<u>FEE</u>	<u>BUSINESS TYPE</u>
KOALA INSULATION	15101 W ELEVEN MILE RD	\$150.00	INSULATION INSTALLATION
<u>RENEWALS (2022)</u>	<u>ADDRESS</u>	<u>FEE</u>	
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
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	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

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

MOTION DECLARED ADOPTED

RECOGNITION OF VISITING ELECTED OFFICIALS: None

SPECIAL RECOGNITION/PRESENTATIONS: None

PUBLIC HEARINGS: None

COMMUNICATIONS: None

SPECIAL LICENSES: None

ACCOUNTING REPORTS: None

BIDS: None

ORDINANCES: None

CITY ATTORNEY: No Report

CITY MANAGER:

Municipal Services/Engineering

CM-01-007-23 (AGENDA ITEM #15A) 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 - APPROVED

Motion by Radner, seconded by Burns, CARRIED UNANIMOUSLY, 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.

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

MOTION DECLARED ADOPTED

The 2019 Lead Water Service Replacement Project, M-701 replaced lead water services throughout the city and is now 100% complete

Finance/Assessing

CM-01-008-23 (AGENDA ITEM #15B) RATE OF COMPENSATION FOR THE BOARD OF REVIEW MEMBERS AND THE 2023 MEETING DATES AND TIMES – APPROVED

Motion by Burns, Seconded by Whitehead, CARRIED UNANIMOUSLY, to approve the rate of compensation for the Board of Review at \$120.00 for a full day and \$60.00 for a half day of service and the following dates and times for the 2023 Board of Review Meetings to be held at City Hall:

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

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

MOTION DECLARED ADOPTED

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

CM-01-009-23

**(AGENDA ITEM #15C) CITY OF OAK PARK 2023 POVERTY
EXEMPTION POLICY – APPROVED**

Motion by Radner, Seconded by Burns, CARRIED UNANIMOUSLY, to adopt the following
City of Oak Park 2023 Poverty Exemption Policy:

**CITY OF OAK PARK
2023 POVERTY EXEMPTION POLICY**

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 poverty threshold for eligibility for a poverty exemption is a figure which is equal to the Federal income standards established annually by the United States Office of Management and Budget for the previous calendar year. To be eligible for a poverty exemption from property taxes, the income of the property owner (household) must be less than the poverty threshold for the number of persons within the household.
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. The 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.
 - c. 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.
 - d. The most recent mortgage statement of the primary residence under review, including any reverse mortgages.
 - e. 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.
7. Maximum total allowed assets, including amounts in banking/investment accounts may not exceed the amount of the federal poverty guideline for the number of persons in the household. Maximum total allowed liquid assets, specifically amounts in banking/investment accounts may not exceed the amount of projected 2021 taxes PLUS 50% for the entire household. The Asset Level does not include the primary residence for which an 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 in order to receive an exemption.
10. These guidelines are hereby given immediate effect and will stay in effect for subsequent years until amended or voided.

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

MOTION DECLARED ADOPTED

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 7:18 p.m.

T. Edwin Norris, City Clerk

Marian McClellan, Mayor