

Oak Park

City Council Agenda

January 3, 2022





AGENDA
REGULAR CITY COUNCIL MEETING
39th CITY COUNCIL
OAK PARK, MICHIGAN
January 3, 2022
7:00 PM

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF AGENDA

4. 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 of December 20, 2021
- B. Request to reschedule the January 2022 Library Board Meeting to January 12, 2022
- C. Resolution designating Kara Grisamer as Street Administrator for the City of Oak Park
- D. Recycling Commission Meeting Minutes of September 9, 2021
- E. Proposed Change Order No. 1 and Payment Application No. 1 for the 2021 Catch Basin Line Replacement Project, M-725
- F. Request authorization to dispose of surplus vehicles and equipment
- G. Arts and Cultural Diversity Minutes of June 10, 2021, July 8, 2021, August 12, 2021, September 9, 2021, and October 14, 2021
- H. Licenses New and Renewals submitted for January 3, 2022

5. RECOGNITION OF VISITING ELECTED OFFICIALS

6. SPECIAL RECOGNITION/PRESENTATIONS: None

7. PUBLIC HEARINGS: None

8. COMMUNICATIONS: None

9. SPECIAL LICENSES:

- A. Request for a special event and special liquor license submitted by Congregation Aish Hatorah Detroit, 25725 Coolidge Hwy. for a fundraising event to be held January 22, 2022

10. ACCOUNTING REPORTS: None

11. BIDS: None

12. ORDINANCES: None

13. CITY ATTORNEY: None

14. CITY MANAGER:

Administration / Recreation

- A. Consideration of Finalized Contract with SmithGroup for the City's Parks and Recreation Master Plan Update and Comprehensive Asset Study

Communications

B. Event and Activity Update

15. 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.

16. CALL TO THE COUNCIL

17. 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
39th OAK PARK CITY COUNCIL
December 20, 2021
7:00 PM**

MINUTES

Mayor Pro Tem Edgar 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 ProTem Edgar (Oak Park, Oakland County), Council Member Burns (Oak Park, Oakland County), Council Member Whitehead (Oak Park, Oakland County)

ABSENT: Mayor McClellan, Council Member Radner

OTHERS

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

APPROVAL OF AGENDA:

CM-12-406-21 (AGENDA ITEM #3) ADOPTION OF THE AGENDA AS AMENDED – APPROVED

Motion by Burns, seconded by Whitehead, CARRIED UNANIMOUSLY, to approve the agenda with the following change:

- Omit Item #14D - Request to approve a Neighborhood Enterprise Zone Policy

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

MOTION DECLARED ADOPTED

CONSENT AGENDA:

CM-12-407-21 (AGENDA ITEM #4A-C) CONSENT AGENDA - APPROVED

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

- A. Regular City Council Meeting Minutes of December 6, 2021 **CM-12-408-21**
- B. Traffic Safety Board Minutes of October 20, 2021 **(Removed from the consent agenda by Council Member Whitehead)**
- C. Licenses New and Renewals submitted for December 20, 2021 **CM-12-409-21**

**MERCHANT’S LICENSES – December 20, 2021
(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>	<u>BUSINESS TYPE</u>
VAHALLA KRAV MAGA	26039 COOLIDGE	\$150.00	FITNESS CENTER
DIAMOND NAILS	21700 GREENFIELD # 118	\$150.00	NAIL SALON
M. BESHARA	10020 CAPITAL	\$150.00	PRINTING COMPANY
BUILDING TECHNOLOGY ASSOCIATES	21850 GREENFIELD	\$150.00	ROOF CONSULTANT
CURT'S SERVICE	14611 ELEVEN MILE	\$150.00	AUTO REPAIR
PAIRS FOOD STORE	9000 NINE MILE	\$150.00	GROCERY
TAI FAI RESTAURANT	8505 NINE MILE	\$150.00	RESTAURANT
G & J WHOLESALE	21700 GREENFIELD # 310	\$150.00	WHOLESALE JEWELRY
MODERN NAILS	13720 NINE MILE	\$150.00	NAIL SALON
SUNUGAL HAIR BRAIDING	22131 COOLIDGE	\$150.00	HAIR SALON
CAR STOP AUTOMOTIVE	21006 COOLIDGE	\$150.00	AUTO REPAIR
HAYNES ENTERPRISE	21171 MEYERS	\$150.00	TRUCKING COMPANY
GREENFIELD PLAZA ASSOCIATES	21700 GREENFIELD # 202	\$150.00	SHOPPING AND OFFICE BUILDING
D/A CENTRAL	13155 CLOVERDALE	\$150.00	SECURITY SYSTEMS
METRO FRAME	26045 COOLIDGE	\$150.00	FRAME SHOP
TOBACCO IMPORT USA	21060 COOLIDGE	\$150.00	HOOKAH ACCESSORIES
LAWFORD FABRICATING CO	21650 WYOMING CT	\$150.00	PROTOTYPE TOOLING
LARA STOP & SHOP	26700 GREENFIELD	\$150.00	GAS STATION
HUNGRY HOWIE'S PIZZA	24691 COOLIDGE	\$150.00	PIZZERIA
LITTLE BEAR'S LEARNING	13391 NINE MILE	\$150.00	DAYCARE
GOBIND L. GARG M.D. P.L.L.C	13801 NINE MILE	\$150.00	INTERNAL MEDICINE
FAMILY DOLLAR	13471 TEN MILE	\$150.00	RETAIL
JEWISH SENIOR LIFE SERVICES	15000 TEN MILE	\$150.00	SENIOR SERVICES
ARTISTRY OF HAIR	25661 COOLIDGE	\$150.00	HAIR SALON
ALASKA FRESH FISH AND CHICKEN	13701 NINE MILE	\$150.00	RESTAURANT
DIAMOND'S FOREVER	21700 GREENFIELD # 350	\$150.00	JEWELRY STORE
GOLD & SILVER CORP	21700 GREENFIELD # 320	\$150.00	JEWELRY STORE
KABOB CONEY ISLAND	21700 GREENFIELD # 120	\$150.00	RESTAURANT
STUDIO NOVA	22153 COOLIDGE	\$150.00	MEN'S CLOTHING AND SHOES
MOTOR WORKS LTD	13350 NORTHEND	\$150.00	AUTO REPAIR FACILITY
MARO JEWELERS	21700 GREENFIELD # 365	\$150.00	JEWELRY STORE
BLING BLING GG	26122 GREENFIELD	\$150.00	
SPECTRUM JEWELERS	21700 GREENFIELD # 355	\$150.00	JEWELRY STORE
WOODWAY CORPORATION	12981 CAPITAL	\$150.00	GENERAL CONTRACTOR
TO GO CAFÉ	21700 GREENFIELD # 132	\$150.00	GROCERY STORE
MR. BIGGS	22151 COOLIDGE	\$150.00	RETAIL
WURTH BAER SUPPLY CO	13390 CLOVERDALE	\$150.00	WAREHOUSE DISTRIBUTOR
VGAGE	13250 NORTHEND # 13320	\$150.00	INDUSTRIAL
VIP HOME HELP CARE LLC	21700 GREENFIELD # 225	\$150.00	HOME HELP CARE
LIFE SKILLS RESIDENTIAL LLC	25640 LINCOLN TER	\$150.00	PROFESSIONAL SERVICES
OAK PARK RX	24651 COOLIDGE # 24661	\$150.00	PHARMACY
REMARKABLE REHAB	21675 COOLIDGE # 1B	\$150.00	PHYSICAL THERAPY
VIP WEAR	22124 COOLIDGE	\$150.00	CLOTHING STORE
HOOKAH 101	15401 NINE MILE	\$150.00	SMOKE SHOP
PENELOPES HOUSE CLEANING	25900 GREENFIELD # 255	\$150.00	CLEANING
SMOKERZ DEPOT 6 LLC	25222 GREENFIELD	\$150.00	RETAIL
FAMILY DOLLAR	23105 COOLIDGE	\$150.00	RETAIL VARIETY
PINK GARLIC INDIAN CUISINE	26661 COOLIDGE	\$150.00	INDIAN FOOD

<u>RENEWALS (2021)</u>	<u>ADDRESS</u>	<u>FEE</u>	<u>BUSINESS TYPE</u>
PAIRS FOOD STORE	9000 NINE MILE	\$150.00	GROCERY
ALLWELL PHYSICAL THERPAY	21700 GREENFIELD # 257	\$150.00	PHYSICAL THERAPY
LITTLE BEAR'S LEARNING	13391 NINE MILE	\$150.00	DAYCARE
DREAMS OF GOLD JEWELRY	24760 GREENFIELD	\$150.00	JEWELRY SALES
FRENCH KIDZ LLC	24721 COOLIDGE	\$150.00	KIDS CLOTHING STORE
FAMILY DOLLAR	23105 COOLIDGE	\$150.00	RETAIL VARIETY

**PAWN BROKER RENEWAL
DECEMBER 20, 2021** (Subject to All Departmental
Approvals)

<u>MERCHANT</u>	<u>ADDRESS</u>	<u>FEES</u>
PAY BENNY, INC. 21380 GREENFIELD \$400.00 *Surety Bond Approval	21380 Greenfield	\$400.00

**MASSAGE FACILITY
RENEWAL DECEMBER 20, 2021** (Subject to All Departmental
Approvals)

<u>MERCHANT</u>	<u>ADDRESS</u>	<u>FEES</u>
GREAT HANDS MASSAGE	8230 West Nine Mile	\$125.00

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

MOTION DECLARED ADOPTED

**CM-12-410-21 (AGENDA ITEM #4B) Removed from the Consent Agenda. TRAFFIC
SAFETY BOARD MINUTES OF OCTOBER 20, 2021 - APPROVED**

Motion by Burns, seconded by Whitehead, CARRIED UNANIMOUSLY, to receive and file the Traffic Safety Board minutes of October 20, 2021.

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

MOTION DECLARED ADOPTED

RECOGNITION OF VISITING ELECTED OFFICIALS: None

SPECIAL RECOGNITION/PRESENTATIONS: None

PUBLIC HEARINGS:

**(AGENDA ITEM #7A) Public Hearing to receive public comments on the allocation of the
2022 Community Development Block Grant (CDBG) funds**

Mayor Pro Tem Edgar opened the public hearing to receive public comments for the allocation of the 2022 Community Development Block Grant Funds at 7:07 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 7:08 p.m.

CM-12-413-21 (AGENDA ITEM #7B) RESOLUTION APPROVING THE RECOMMENDED ALLOCATIONS OF THE 2022 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS AND AUTHORIZING THE MAYOR PRO TEM TO SIGN THE APPLICATION AND SUB RECIPIENT AGREEMENT ON BEHALF OF THE CITY - APPROVED

Motion by Burns, seconded by Whitehead, CARRIED UNANIMOUSLY, to approve the following resolution approving the recommended allocations of the 2022 Community Development Block Grant Funds and to authorize the Mayor Pro Tem to sign the application and sub recipient agreement on behalf of the City:

**RESOLUTION APPROVING THE 2022
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 20, 2021 for the purposes of receiving comments regarding the proposed use of Program Year 2022 Community Development Block Grant funds in the approximate amount of \$128,952.00; 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	\$98,952.00
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 Pro Tem is hereby authorized to execute all documents, agreements, or contracts which result from this application to Oakland County.

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

MOTION DECLARED ADOPTED

(AGENDA ITEM #7A) Public Hearing to receive public comment on the request by Gao Corporation (Ganrong Chen) D/B/A Crazy Crab Seafood Restaurant, 13351 W. 10 Mile, for the issuance of a Class C Liquor License.

Mayor Pro Tem Edgar opened the public hearing at 7:10 p.m. There were no comments from the public and the public hearing closed at 7:11 p.m.

CM-12-414-21 (AGENDA ITEM #7D) RESOLUTIONS APPROVING ISSUANCE OF A CLASS C LIQUOR LICENSE TO GAO CORPORATION (GANRONG CHEN) D/B/A MAD CRAB SEAFOOD RESTAURANT, 13351 W. 10 MILE - APPROVED

Motion by Burns, seconded by Whitehead, CARRIED UNANIMOUSLY, to approve the following resolutions approving issuance of a Class C Liquor License to Gao Corporation (Ganrong Chen) D/B/A Mad Crab Seafood Restaurant, 13351 W. 10 Mile Road:

**A RESOLUTION OF THE OAK PARK, MICHIGAN CITY COUNCIL
APPROVING THE REQUEST OF CRAZY CRAB GAO CORPORATION
(GANRONG CHEN) D/B/A MAD CRAB SEAFOOD RESTAURANT FOR
A CLASS C LIQUOR LICENSE**

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

WHEREAS, Crazy Crab Gao Corporation (hereinafter referred to as Mad Crab Seafood Restaurant) located at 13351 W. 10 Mile has applied for a Class C Liquor License from both the Michigan Liquor Control Commission and the City of Oak Park.

NOW, THEREFORE, BE IT RESOLVED, that the Crazy Crab Seafood Restaurant application for a Class C Liquor License is hereby approved subject to the following conditions:

1. The Michigan Liquor Control Commission issuing a Class C Liquor License to Crazy Crab GAO Corporation/Mad Crab Seafood Restaurant at 13351 W. 10 Mile, Oak Park, Michigan 48237.
2. Upon issuance of the Class C Liquor License by the Michigan Liquor Control Commission, Crazy Crab Seafood Restaurant shall provide the City Clerk's Office with copies of the License along with a Certificate of Liquor Insurance for the subject business.
3. Mad Crab Seafood Restaurant executes a Contract for a Class C Liquor License with the City of Oak Park, Michigan.

BE IT FURTHER RESOLVED, that subject to the conditions described in the immediately preceding paragraph and all departmental authorizations, upon approval of a Class C Liquor License by the Michigan

Liquor Control Commission for Mad Crab Seafood Restaurant located at 13351 W. 10 Mile, Oak Park, Michigan 48237, the City Clerk is hereby authorized to issue a Class C Liquor License with an expiration date of April 30, 2023 to Mad Crab Seafood Restaurant; and

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

LOCAL GOVERNMENT APPROVAL RESOLUTION

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

MOTION DECLARED ADOPTED

COMMUNICATIONS: None

SPECIAL LICENSES: None

ACCOUNTING REPORTS:

CM-12-415-21 (AGENDA ITEM #10A) APPROVAL FOR PAYMENT OF INVOICES SUBMITTED BY GARAN, LUCOW, MILLER, P.C. FOR LEGAL SERVICES IN THE TOTAL AMOUNT OF \$12,083.34 - APPROVED

Motion by Burns, seconded by Whitehead, CARRIED UNANIMOUSLY, to approve payment of invoice #577891 by Garan, Lucow, Miller P.C., for legal services rendered through November 30, 2021 in the total amount of \$12,083.34.

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

MOTION DECLARED ADOPTED

CM-12-415A-21 (AGENDA ITEM #10B) 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 #15100 to Shifman Fournier for legal services from January 1, 2022 – March 31, 2022 in the total amount of \$18,000.00.

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

MOTION DECLARED ADOPTED

BIDS: None

ORDINANCES: None

CITY ATTORNEY:

City Attorney Krause reported the State Legislature did not renew the ability for cities to conduct remote meetings beyond January 1, 2022 therefore all municipal public meetings in Oak Park will be held in person.

CITY MANAGER:

Administration

(AGENDA ITEM #14A) City Manager Tungate and Assistant City Manager VanVleck introduced Resident Services Coordinator Timothy Ciechorski.

Recreation/City Manager's Office

CM-12-416-21 (AGENDA ITEM #14B) REQUEST TO APPROVE A RESOLUTION IN SUPPORT OF THE CITY'S APPLICATION FOR THE COMMUNITY FOUNDATION OF SOUTHEAST MICHIGAN RALPH C. WILSON JR. FUND GRANT FOR THE NINE MILE CONNECTOR PARK - APPROVED

Motion by Burns, seconded by Whitehead, CARRIED UNANIMOUSLY, to approve the following resolution in support of the City's application for the Community Foundation of Southeast Michigan Ralph C. Wilson Jr. Fund Grant for the Nine Mile Connector Park:

STATE OF MICHIGAN
COUNTY OF OAKLAND
CITY OF OAK PARK

SUPPORT FOR THE CITY OF OAK PARK APPLICATION FOR THE COMMUNITY FOUNDATION OF SOUTHEAST MICHIGAN RALPH C. WILSON LEGACY FUND GRANT FOR THE NINE MILE CONNECTOR PARK

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 creation of the Nine Mile Connector Park located on Nine Mile Rd.; and

WHEREAS, the City of Oak Park's Master Plan lists "create new pocket parks with a sense of place" and "create more pathways and connectors" as objectives under the goal of "improve park facilities and recreational programming;" and

WHEREAS, the City of Oak Park's Strategic Plan lists "identify the best uses for City property to ensure equitable access to quality public spaces" as objectives under the goal of "deepen sense of place and community identity;" and

WHEREAS, the creation of the Pocket Park will contribute significantly to meeting these goals; 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 Legacy Fund Grant for the Nine Mile Connector Park.

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

MOTION DECLARED ADOPTED

In the Strategic Plan City Council listed "identifying the best uses for City property to ensure access to quality public spaces," and "fostering social interaction and a sense of ownership at all of the City's public spaces" as top priorities. In addition, The City's Master Plan, as well as the Parks and Recreation Master Plan further prioritize the creation of new pocket parks and access to park space. 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 Connector Park is a worthy candidate for this grant. The Connector Park is another important incremental piece of the Nine Mile Redesign project, which has transformed underutilized public land into vibrant public spaces, providing more equitable access to park space throughout the city.

The request is a grant of \$50,000 to assist the development of the Connector Park, specifically to fund an array of small-scale recreational amenities within the park.

CM-12-417-21 (AGENDA ITEM #14C) REQUEST TO APPROVE A RESOLUTION IN SUPPORT OF THE CITY'S APPLICATION FOR THE COMMUNITY FOUNDATION OF SOUTHEAST MICHIGAN RALPH C. WILSON JR. FUND GRANT FOR THE REC ON THE ROAD MOBILE RECREATION PROGRAM - APPROVED

Motion by Burns, seconded by Whitehead, CARRIED UNANIMOUSLY, to approve the following resolution in support of the City's application for the Community Foundation of Southeast Michigan Ralph C. Wilson Jr. Fund Grant for the Rec on the Road Mobile Recreation Program:

STATE OF MICHIGAN
COUNTY OF OAKLAND
CITY OF OAK PARK

SUPPORT FOR THE CITY OF OAK PARK APPLICATION FOR THE COMMUNITY FOUNDATION OF SOUTHEAST MICHIGAN RALPH C. WILSON LEGACY FUND GRANT FOR THE REC ON THE ROAD MOBILE RECREATION PROGRAM

WHEREAS, the Community Foundation of Southeast Michigan, through the Ralph C. Wilson Fund is providing grant funding to support projects within southeast Michigan that bring high-quality sports programs to youth; and

WHEREAS, the City of Oak Park is planning the creation of the Rec on the Road Mobile Program.; and

WHEREAS, the City of Oak Park's Parks and Recreation Master Plan lists "provide well-rounded recreational experiences and programs that reflect the needs of all residents equitably, improve the quality of life, celebrate diversity, and promote inclusion for all residents to enjoy" as an objective and;

WHEREAS, the City of Oak Park's Strategic Plan lists "provide programming that responds to the needs of all demographics of the community" and "foster social interaction and sense of ownership at all of the City's public spaces" as objectives under the goal of "deepen sense of place and community identity;" and

WHEREAS, the creation of the Rec on the Road Mobile Program will contribute significantly to meeting these goals; and

WHEREAS, the grant request is for \$25,000; 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 Legacy Fund Grant for the Rec on the Road Mobile Recreation Program.

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

MOTION DECLARED ADOPTED

In the Strategic Plan City Council identified "providing programming that responds to the needs of all demographics of the community," and "fostering social interaction and a sense of ownership at all of the City's public spaces" as top priorities. In addition, The Parks and Recreation Master Plan lists "providing well-rounded recreational experiences and programs that reflect the needs of all residents equitably, improve the quality of life, celebrate diversity, and promote inclusion for all residents to enjoy" as an objective. The Recreation Department has developed a mobile recreation program, called "Rec on the Road, to help the city work towards these objectives, as a way to ensure that all youth residents have access to quality and accessible programming, in all areas of the city.

The Community Foundation of Southeast Michigan, through the Ralph C. Wilson Jr. Fund, is offering grants up to \$25,000 to support projects within southeast Michigan that bring high-quality sports programs to youth. The Rec on the Road mobile program has been identified as a worthy program for this grant and we are requesting a grant of \$25,000 to assist the city in kicking off this program. Specifically, the grant is being requested to fund much of the startup costs, including equipment and programming costs, which will ensure the city can afford a robust program from the beginning.

Economic Development and Planning

(AGENDA ITEM #14D) Request to approve a Neighborhood Enterprise Zone Policy. (Removed from the Agenda)

CALL TO THE AUDIENCE:

Ken Sherman, 23840 Jerome St., asked about standing water on Oak Park Blvd. and requested the city contact the garbage collection vendor to eliminate emptied containers from being placed in a way that blocks the driveway.

Deidra Hill, Royal Oak, reported branches touching power lines and potholes along Meyer Street.

ADJOURNMENT:

There being no further business to come before the City Council, Mayor McClellan adjourned the meeting at 7:38 P.M.

T. Edwin Norris, City Clerk

Marian McClellan, Mayor



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: January 3, 2022

SUBJECT: Library Board meeting change to January 12, 2022 at 6:30 p.m.

DEPARTMENT: Library

SUMMARY: Due to a conflict with the January 18, 2022 Council Meeting that was moved for Martin Luther King Jr Day, the Library Board would like to reschedule their regular January meeting to Wednesday, January 12, 2022 at 6:30 p.m.

FINANCIAL STATEMENT: N/A

RECOMMENDED ACTION: Request to reschedule the January 18, 2022 Library Board meeting to Wednesday January 12, 2022 at 6:30 p.m.

APPROVALS:

City Manager: _____ET_____

Department Director: _____KS_____

Director of Finance: _____N/A_____

Legal: _____N/A_____

EXHIBITS: None



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: January 3, 2022

AGENDA #

SUBJECT: Resolution naming Kara Grisamer, City Engineer, as Oak Park's Street Administrator.

DEPARTMENT: Technical & Planning - Engineering *KJY*

SUMMARY: Attached is a Resolution for Designation of Street Administrator to designate Kara Grisamer, City Engineer, as the Oak Park Street Administrator.

RECOMMENDED ACTION: It is recommended that City Council approve the attached Resolution naming Kara Grisamer, City Engineer, as Oak Park's Street Administrator.

APPROVALS:

City Manager: _____ *ET* _____

Department Director: *KJY* _____

Finance Director: _____

☐ Budgeted

EXHIBITS: Resolution

RESOLUTION FOR DESIGNATION OF STREET ADMINISTRATOR

*This information is required by Act 51, P.A. 1951 as amended. Failure
to supply this information will result in funds being withheld.*

MAIL TO: Michigan Department of Transportation, Financial Operations
Division, P.O. Box 30050, Lansing, MI 48909.
or Fax to: (517) 335-1828

NOTE: Indicate, if possible, where Street Administrator can usually be reached during normal
working hours, if different than City or Village Office. List any other office held by the Administrator.

Councilperson or Commissioner _____
offered the following resolution and moved its adoption:

Whereas, Section 13(9) of Act 51, Public Acts of 1951 provided that each incorporated city and village to which
funds are returned under the provisions of this section, that, "the responsibility for street improvements,
maintenance, and traffic operations work, and the development, construction, or repair of off-street parking facilities
and construction or repair of street lighting shall be coordinated by a single administrator to be designated by the
governing body who shall be responsible for and shall represent the municipality in transactions with the State
Transportation Department pursuant to this act."

Therefore, be it resolved, that this Honorable Body designate Kara Michelle Grisamer, P.E.

_____ as the single Street Administrator for the City or Village of

_____ in all transactions with the State Transportation Department
as provided in Section 13 of the Act.

Supported by the Councilperson or Commissioner _____

Yeas _____

Nays _____

I hereby certify that the foregoing is a true and correct copy of a resolution made and adopted at a regular meeting
of the governing body of this municipality on the _____ day of

CITY OR VILLAGE CLERK (SIGNATURE)	E-MAIL ADDRESS	DATE
STREET ADMINISTRATOR (SIGNATURE) <i>Kara M. Grisamer</i>	E-MAIL ADDRESS kggrisamer@oakparkmi.gov	DATE 12/20/2021
ADDRESS OF CITY OR VILLAGE OFFICE 14000 Oak Park Blvd		P.O. BOX
CITY OR VILLAGE Oak Park	ZIP CODE 48237	PHONE NUMBER 248-691-7410

RESOLUTION FOR DESIGNATION OF STREET ADMINISTRATOR

*This information is required by Act 51, P.A. 1951 as amended. Failure
to supply this information will result in funds being withheld.*

MAIL TO: Michigan Department of Transportation, Financial Operations
Division, P.O. Box 30050, Lansing, MI 48909.
or Fax to: (517) 335-1828

NOTE: Indicate, if possible, where Street Administrator can usually be reached during normal working hours, if different than City or Village Office. List any other office held by the Administrator.

Councilperson or Commissioner _____
offered the following resolution and moved its adoption:

Whereas, Section 13(9) of Act 51, Public Acts of 1951 provided that each incorporated city and village to which funds are returned under the provisions of this section, that, "the responsibility for street improvements, maintenance, and traffic operations work, and the development, construction, or repair of off-street parking facilities and construction or repair of street lighting shall be coordinated by a single administrator to be designated by the governing body who shall be responsible for and shall represent the municipality in transactions with the State Transportation Department pursuant to this act."

Therefore, be it resolved, that this Honorable Body designate _____
_____ as the single Street Administrator for the City or Village of
_____ in all transactions with the State Transportation Department
as provided in Section 13 of the Act.

Supported by the Councilperson or Commissioner _____

Yeas _____

Nays _____

I hereby certify that the foregoing is a true and correct copy of a resolution made and adopted at a regular meeting
of the governing body of this municipality on the _____ day of

CITY OR VILLAGE CLERK (SIGNATURE)	E-MAIL ADDRESS	DATE
STREET ADMINISTRATOR (SIGNATURE)	E-MAIL ADDRESS	DATE
ADDRESS OF CITY OR VILLAGE OFFICE		P.O. BOX
CITY OR VILLAGE	ZIP CODE	PHONE NUMBER

**CITY OF OAK PARK
RECYCLING AND ENVIRONMENTAL CONSERVATION COMMISSION
MEETING MINUTES
September 9, 2021**

This meeting was held in Room 2 of the Community Center

1. THE MEETING WAS CALLED TO ORDER AT 7:08 PM

2. ROLL CALL:

PRESENT: Chairperson Meghan Oesterle, Vice-Chairperson Jonathan Nachman,
Commission Members: Richard Readus, Clarissa Clemons, Steven Gold,
City Council Member Julie Edgar, and Public Works Liaison David
DeCoster

ABSENT: Commission Members: Roselyn McKay, Al Lewis, Paul Bannon, and
Denise Trombly

3. APPROVAL OF THE AGENDA:

Moved by Steven Gold, seconded by Clarissa Clemons to approve the agenda.

Vote: Yes: All

No: None

MOTION DECLARED ADOPTED

4. APPROVAL OF MINUTES:

Motion to approve the minutes of August 19, 2021 by Steven Gold, seconded by Clarissa
Clemons.

Vote: Yes: All

No: None

MOTION DECLARED ADOPTED

5. CONSIDERATION OF OLD BUSINESS

A. A discussion of the Commission clean-up day was held.

- Chairperson Oesterle will be providing pickers. They are compliments of the Clinton River Watershed.

**CITY OF OAK PARK
RECYCLING AND ENVIRONMENTAL CONSERVATION COMMISSION
MEETING MINUTES
September 9, 2021**

- Councilmember Edgar provided an update that we have 25 t-shirts for the event.
- We should plan to meet at Rite-Aid at 12:30pm
- A discussion was held on misc. supplies to provide on Sunday.
- Steven volunteered to take pictures of the event.

6. NEW BUSINESS

A. Chairperson Oesterle did a round table with the members regarding new business:

- Councilmember Edgar asked what is our next project once the clean-up day is over. A discussion was held and it was decided that the focus would be education.
- Other ideas included: wildflower plantings and rain gardens in public areas.
- An idea was floated to hold a rain barrel seminar. We could educate the public, sell barrels, and (if approved) waive permit fees for attendees.
- Chairperson Oesterle asked that each member bring a list of things that they do to promote recycling / energy conservation.

7. PUBLIC COMMENTS

- No public comment

8. COMMISSIONER COMMENTS

- No public comment

9. ADJOURNMENT

Moved by Steven Gold, seconded by Clarissa Clemons to adjourn the meeting at 8:19pm.

Vote: Yes: All

No: None

MOTION DECLARED ADOPTED

Minutes prepared by David DeCoster



AGENDA OF: January 3, 2022

AGENDA#

SUBJECT: Proposed Change Order No. 1 and Payment Application No. 1 for the 2021 Catch Basin Line Replacement Project, M-725.

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

SUMMARY: Attached are Proposed Change Order No. 1 and Payment Application No. 1 for the 2021 Catch Basin Line Replacement Project, M-725. This project is to replace deteriorated drainage pipes and structures within the City roadway. The proposed Change Order is a decrease due to final, as constructed measurements. To date the project is 99% complete.

FINANCIAL STATEMENT:

Original Contract Amount:	\$221,714.30
Proposed Change Order No. 1	<u>(\$ 17,606.32)</u>
New Contract Amount:	\$204,107.98
 Total Completed to Date:	 \$204,107.98
Less Retainage:	\$ 5,000.00
Net Earned:	\$199,107.98
Deductions:	\$ 0.00
Balance:	\$199,107.98
Payments to Date:	<u>\$ 0.00</u>
Amount Due Great Lakes Contracting:	\$199,107.98

RECOMMENDED ACTION: It is recommended that Proposed Change Order No. 1 for the 2021 Catch Basin Line Replacement Project, M-725 to Great Lakes Contracting of Waterford, MI be approved for the amount of (\$17,606.32). It is further recommended Payment Application No. 1 for the same be approved for the amount of \$199,107.98. Funding is available in the Water and Sewer Fund (Account #592-18.550.970) for this expenditure.

APPROVALS:

City Manager: ET Department Director: KJY

Director of Finance: SC Legal: NA

Budgeted:

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

CHANGE ORDER

PROJECT: 2021 CATCH BASIN LINE REPLACEMENT PROJECT
 OWNER: CITY OF OAK PARK, MICHIGAN
 CONTRACTOR: GREAT LAKES CONTRACTING SOLUTIONS
 2300 EDINBURGH
 WATERFORD, MI 48328

JOB NUMBER: M-725
 CHANGE ORDER NO.: 1
 PAGE: 1

TO THE CONTRACTOR:

You are hereby directed to comply with the changes/extra's 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
1	REMOVE CONCRETE PAVEMENT MODIFIED	1,052	SYD	\$13.85	77.83	1,129.83	\$ 1,077.95
2	CONCRETE PAVEMENT W/INT CURB AND GUTTER 9" CONC. MODIFIED	1,032	SYD	\$67.10	75.23	1,107.23	\$ 5,047.93
3	SIDEWALK CONC. NON-REINFORCED 6" SIDEWALK/DRIVE APP MODIFIED	173	SYD	\$8.55	51.25	224.25	\$ 1,938.19
4	SIDEWALK CONC. NON-REINFORCED 4" SIDEWALK/DRIVE APP MODIFIED	0	SYD	\$6.75	81.50	81.50	\$ 550.13
15	DRAINAGE STRUCTURE COVER	750	LBS	\$1.85	10.00	760.00	\$ 1,405.00
26	16531 NINE MILE SEWER REPAIR	0	LSUM	\$2,624.50	1.00	1.00	\$ 2,624.50
27	TOPSOIL, SEED, AND MULCH BLANKET	0	SYD	\$20.00	162.12	162.12	\$ 3,242.40
TOTALS							\$ 12,999.60

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

Item No.	Description	Original Bid Quantity	Unit	Unit Price	Decreased Quantity	Quantity to Date	TOTAL Amount
5	ADJUSTING DRAINAGE STRUCTURES	29	EA	\$835.00	-10.00	19.00	\$ 16,350.00
7	SEWER REMOVE LESS THAN 24"	525	LFT	\$15.00	-31.00	494.00	\$ 7,410.00
8	SEWER 8" SCHEDULE 40 PVC PIPE TRENCH DETAIL B	77	LFT	\$85.50	-8.00	69.00	\$ 5,924.00
9	SEWER 10" SCHEDULE 40 PVC PIPE TRENCH DETAIL B	393	LFT	\$77.55	-19.00	374.00	\$ 29,243.45
10	SEWER 12" SCHEDULE 40 PVC PIPE TRENCH DETAIL B	55	LFT	\$95.00	-4.00	51.00	\$ 4,855.00
11	AGGREGATE BASE UNDER 9" CONCRETE (6" 21AA CR. LIMESTONE)	1,032	SYD	\$11.80	-163.26	868.74	\$ 10,266.47
12	DRAINAGE STRUCTURE REMOVING MODIFIED	1	EA	\$587.00	-1.00	0.00	\$ 587.00
13	DRAINAGE STRUCTURE, 24" INLET MODIFIED	1	EA	\$1,200.00	-1.00	0.00	\$ 1,200.00
14	DRAINAGE STRUCTURE, 48" DIAMETER MODIFIED	1	EA	\$2,520.00	-1.00	0.00	\$ 2,520.00
16	SEWER TRAP, 12" AND UNDER	9	EA	\$450.00	-1.00	8.00	\$ 3,600.00
17	SEWER TRAP, 12" AND UNDER	2	EA	\$400.00	-2.00	0.00	\$ 800.00
19	TUCK POINT DRAINAGE STRUCTURE	5	EA	\$750.00	-2.00	3.00	\$ 2,250.00
20	CLASS A SODDING	117	SYD	\$30.00	-117.00	0.00	\$ 3,510.00
21	CAST IN PLACE DETECTABLE/TRAFFIC WARNING SURFACE	20	SYD	\$20.00	-10.00	10.00	\$ 200.00
25	INSPECTION CREW DAYS	5320	DAY	30	-21.00	9.00	\$ 270.00
TOTALS							\$ (30,605.92)

SUMMARY

Total Increase \$ 12,999.60
 Total Decrease \$ (30,605.92)
 Total for Change Order No. 1: \$ (17,606.32)
 Contract Amount \$ 221,714.30
 Change Order No. 1 \$ (17,606.32)
 New Contract Amount: \$ 204,107.98

Philip A. Sakalian
 Digitally signed by Philip A. Sakalian
 Date: 2021.12.10 12:06:40

Great Lakes Contracting Solutions

12/10/2021

Date

Robert Barrett, Director Technical & Planning Services

Date

PAYMENT APPLICATION

PROJECT: 2021 CATCH BASIN LINE REPLACEMENT PROJECT
 OWNER: CITY OF OAK PARK, MICHIGAN
 CONTRACTOR: GREAT LAKES CONTRACTING SOLUTIONS
 2300 EDINBURGH
 WATERFORD, MI 48328

JOB NUMBER: M-725
 APPLICATION NO.: 1
 PERIOD ENDING: 11/2/2021

ITEM	DESCRIPTION	ORIGINAL BID QUANTITY	UNIT	UNIT PRICE	PERIOD QUANTITY	PERIOD AMOUNT	QUANTITY TO DATE	AMOUNT TO DATE
1	REMOVE CONCRETE PAVEMENT MODIFIED	1,052	SYD	\$13.85	1,129.83	\$15,648.15	1,129.83	\$15,648.15
2	CONCRETE PAVEMENT W/INT CURB AND GUTTER 9" CONC. MODIFIED	1,032	SYD	\$67.10	1,107.23	\$74,295.13	1,107.23	\$74,295.13
3	SIDEWALK CONC. NON-REINFORCED 6" SIDEWALK/DRIVE APP MODIFIED	173	SFT	\$8.55	224.25	\$1,917.34	224.25	\$1,917.34
4	SIDEWALK CONC. NON-REINFORCED 4" SIDEWALK/DRIVE APP MODIFIED	0	SFT	\$6.75	81.50	\$550.13	81.50	\$550.13
5	ADJUSTING DRAINAGE STRUCTURES	29	EA	\$835.00	19.00	\$15,865.00	19.00	\$15,865.00
6	24" CURB AND GUTTER SECTION 7" CONCRETE NON REINFORCED	0	LFT	\$24.75	0.00	\$0.00	0.00	\$0.00
7	SEWER REMOVE LESS THAN 24"	525	LFT	\$15.00	494.00	\$7,410.00	494.00	\$7,410.00
8	SEWER 8" SCHEDULE 40 PVC PIPE TRENCH DETAIL B	77	LFT	\$65.50	69.00	\$4,519.50	69.00	\$4,519.50
9	SEWER 10" SCHEDULE 40 PVC PIPE TRENCH DETAIL B	393	LFT	\$77.55	374.00	\$29,003.70	374.00	\$29,003.70
10	SEWER 12" SCHEDULE 40 PVC PIPE TRENCH DETAIL B	55	LFT	\$95.00	51.00	\$4,845.00	51.00	\$4,845.00
11	AGGREGATE BASE UNDER 9" CONCRETE (6" 21AA CR. LIMESTONE)	1,032	SYD	\$11.80	868.74	\$10,251.13	868.74	\$10,251.13
12	DRAINAGE STRUCTURE REMOVING MODIFIED	1	EA	\$587.00	0.00	\$0.00	0.00	\$0.00
13	DRAINAGE STRUCTURE 24" INLET MODIFIED	1	EA	\$1,200.00	0.00	\$0.00	0.00	\$0.00
14	DRAINAGE STRUCTURE 48" DIAMETER MODIFIED	750	EA	\$2,520.00	0.00	\$0.00	0.00	\$0.00
15	SEWER TRAP, 12" AND UNDER	9	EA	\$450.00	8.00	\$3,600.00	8.00	\$3,600.00
16	4" OR 6" PVC PIPE WITH BACKFILL	0	LFT	\$400.00	0.00	\$0.00	0.00	\$0.00
17	TUCK POINT DRAINAGE STRUCTURE	5	EA	\$750.00	3.00	\$2,250.00	3.00	\$2,250.00
18	CLASS A SODDING	117	SYD	\$30.00	0.00	\$0.00	0.00	\$0.00
19	CAST IN PLACE DETECTABLE/TRAFFIC WARNING SURFACE	20	SFT	\$20.00	10.00	\$200.00	10.00	\$200.00
20	MOBILIZATION, 5% MAX	1	LSUM	\$8,600.00	1.00	\$8,600.00	1.00	\$8,600.00
21	MINOR TRAFFIC DEVICES, 5% MAX	1	LSUM	\$7,500.00	1.00	\$7,500.00	1.00	\$7,500.00
22	PROJECT CLEAN UP, 5% MAX	1	LSUM	\$7,500.00	1.00	\$7,500.00	1.00	\$7,500.00
23	INSPECTION CREW DAYS	3320	DAY	30	9.00	\$2,880.00	9.00	\$2,880.00
24	14531 NINE MILE SEWER REPAIR	0	LSUM	\$2,624.50	1.00	\$2,624.50	1.00	\$2,624.50
25	TOPSOIL, SEED, AND MULCH BLANKET	0	SYD	\$20.00	162.12	\$3,242.40	162.12	\$3,242.40

Original Contract Amount:	\$221,714.30	Period Total Amount:	\$204,107.98	Amount to Date:	\$204,107.98
Change Order No. 1:	-\$17,606.32	Earnings This Period:	\$204,107.98		
New Contract Amount	\$204,107.98	Total Earnings to Date:	\$204,107.98		

Less Retainage: \$5,000.00
 Net Earned: \$199,107.98
 Deductions: \$0.00
 Balance: \$199,107.98
 Payments to Date: \$0.00

AMOUNT DUE GREAT LAKES CONTRACTING SOLUTIONS: \$199,107.98

Philip A. Sakalian
 Digitally signed by Philip A. Sakalian
 Date: 2021.12.10 12:05:35 -05'00'

Date: 12/10/2021

Approved By: Robert Barrett, Director Technical & Planning Services
 City of Oak Park, Michigan

Date: 12/13/21

**BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN****AGENDA OF:** January 3, 2022**AGENDA #****SUBJECT:** Request authorization to dispose of surplus vehicles / equipment.**DEPARTMENT:** Public Works**SUMMARY:** The Public Works Department is requesting authorization to have the following vehicles / equipment declared surplus and sold or disposed of in the best interest of the City.

Vehicle	Year	Description	VIN
#252	2013	Ford Explorer – Police Interceptor	1FM5K8AR7DGC63428
#617	2005	Bobcat – 5600 Toolcat Utility	424711547

FINANCIAL STATEMENT: Any funds received would be deposited in account number 402-00.000-673.000 (Sale of Fixed Assets) of the 2021-2022 Budget.**RECOMMENDED ACTION:** It is recommended that City Council declare the listed vehicles surplus and sold by sealed bid, public auction, or disposal at the lowest expense to the City in accordance with City policy.**APPROVALS:**City Manager: _____ *ET* _____Department Director: _____ *KJY* _____

Finance Director: _____

Legal: _____

Budgeted: ☐**EXHIBITS:** None



CITY OF OAK PARK

COMMUNITY ENGAGEMENT DEPARTMENT OF PUBLIC INFORMATION

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

MINUTES REGULAR MEETING CITY OF OAK PARK ARTS AND CULTURAL DIVERSITY COMMISSION THURSDAY, June 10, 2021, 7:00 P.M. VIA ZOOM

1. **CALL TO ORDER**
 - a. Time: __7:04 pm__
2. **ROLL CALL**
 - a. **City Council:**
Council Member Shaun Whitehead_X
 - b. **Commissioners:**

Stephanie Crawford _A	Sarah Davidson _X	Rosetta Kincaid _X
Terri McQueen _X	Sudha Chandra Sekhar X	Avi Snider _X
Michele Stevenson X	Lonnie K. Tabb-Upshaw _A	Carla Wallace _A
Donny Wilson X	Dawn Henry X	
 - c. **City Liaison:**
Director Kimberly Marrone _X
 - d. **Guests:**
3. **APPROVAL OF AGENDA**
 - a. Date June 10, 2021 *Motion _Sarah_ Seconded Rosetta Approved All*
4. **APPROVAL OF MINUTES**
 - a. April minutes unavailable at this time
 - b. May minutes *Motion _Sudah_ Seconded _Dawn Approved All*
5. **MATTERS FOR CONSIDERATION**
 - a. **Old Business:**
 - i. Dawn-Mural project, Dawn met with an OP teacher via Zoom, this was the second meeting regarding the project. It was suggested that a contest is instituted and also there may be some materials and supplies available through OP Schools. A theme needs to be generated and

Dawn suggested possibly Diversity, Slow Roll or the Sunflower project. Another meeting will be scheduled for late August to give teachers a break during the summer. Project will go in motion once School resumes in the fall. Dawn spoke with a business owner on 9 mile and she thinks he may only want the city seal but Avi is not sure if the city will comply. Dawn suggested a kickoff in October. Avi will place the mural back on the July agenda.

- ii. Film Festival-Festival was approved by the City. Donny secured a \$3000.00 sponsorship from Oakland University along with volunteers from the University. Kim advised that the University should write check to City of Oak Park and the money will be set aside for ACDC. More sponsors need to be secured and venues need to be confirmed. Submission deadlines should be no later than August 15, 2021. Festival dates are 10/9-10/10. Dawn wanted to know parameters for submissions, Donny stated there will be categories. Dawn suggested OP High for a venue. Subcommittee for film festival-Avi, Dawn, Sarah, Terri, Shaun and Sudha. Donny will schedule a sub-committee meeting for July. Kim advised ACDC is virtual until the end of the year. Subcommittee meeting set for Wed June 16th @ 7pm
- iii. Art Census-Kim reported 6 people replied. 5 are residents 1 was not. The communication department sends the survey out every 2 weeks
- iv. Juneteenth-Shaun advised 3 showings midnight, 1pm and 7pm and it will be played all during the month of June. It will be aired on all the City's social media platforms. Winners were announced. Bennie is still editing.
- v. 9 Mile corridor project-Committee met on 9 mile in person and looked at all possible locations/spaces for the project. There was a virtual meeting regarding the submissions but many of the submissions did not have an Oak Park feel for their submissions. Artists are being contacted again to see if they can accommodate the Oak Park Vision. The signup for submissions is closed. It may reopen in the future to give more clarification of what the committee is looking for.

b. New Business:

- I Avi advised to send an email to him or Kim regarding re-opening and meeting in person. Lonnie sent an email requesting a medical leave due to her car accident. Kim will contact Lonnie regarding her options.

6. COMMISSIONER REPORTS

Michelle suggested we meet in person @ Shepherd Park for July meeting. Dawn suggested possibly a hybrid meeting.

7. ADJOURNMENT

a. **Next Meeting:** July 8, 2021

b. **Time of Adjournment:** 7:49pm



CITY OF OAK PARK

COMMUNITY ENGAGEMENT DEPARTMENT OF PUBLIC INFORMATION

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

MINUTES REGULAR MEETING CITY OF OAK PARK ARTS AND CULTURAL DIVERSITY COMMISSION THURSDAY, JULY 8, 2021, 7:00 P.M. COMMUNITY CENTER

1. **CALL TO ORDER**
 - a. Time: __7:24 pm__
2. **ROLL CALL**
 - a. **City Council:**
Council Member Shaun Whitehead _A
 - b. **Commissioners:**
Stephanie Crawford _X Sarah Davidson _X Rosetta Kincaid _A
Terri McQueen _X Sudha Chandra Sekhar X-PH Avi Snider _X
Michele Stevenson X Lonnie K. Tabb-Upshaw _A Carla Wallace _X
Donny Wilson X Dawn Henry X-PH
 - c. **City Liaison:**
Director Kimberly Marrone _X
 - d. **Guests:**
3. **APPROVAL OF AGENDA**
 - a. Date July 8, 2021 *Motion _Stephanie_ Seconded Terri Approved All*
4. **APPROVAL OF MINUTES**
 - a. June 2021 minutes *Motion _Terri_ Seconded _Sarah Approved All*
5. **MATTERS FOR CONSIDERATION**
 - a. **Old Business:**
 - i. Juneteenth Recap-Carla stated the event was a success. Event was initially supposed to be in person but it was decided to be virtual due to Covid. Scholarship program had 7 participants (students) who submitted essays on what Juneteenth meant to them. Committee met at

- Shepherd Park and scored essays. Committee incorporated the award ceremony with Public safety. Follow-up Meeting July 12th
- ii. Strategic Planning-Update from Kim Marrone-3 additional responses on the Art Census Website. All responses were Oak Park Residents except for 1 person.
 - iii. Mural-Dawn stated no new information but she feels that Real Team Realty would be interested based on previous conversations. She will follow up and report at next meeting.
 - iv. Film Festival-Donny-Dog and Pony venue is secured. Woodward Original will support with film festival, possible 2 features. Donny is meeting with Oakland University tomorrow. At this time, we are not open to accepting film submissions City will advertise Film Festival on the main page. Dawn has a submission. Donny will have judges and will solicit volunteers from Oakland University. By August 7, Donny would like the golden ticket to be created and ability to submit entries to go live. Kim will reach out to shepherd Park as a venue. Next sub-committee meeting Wednesday 7/14/21 at 7pm via Zoom.

b. New Business:

- I 9 Mile Corridor Meeting-Michelle gave update. They were satisfied with 3 artists but feel they need additional submissions. Next Corridor meeting is July 13th at 6pm via Zoom

6. COMMISSIONER REPORTS
None

7. ADJOURNMENT

- a. **Next Meeting:** August 12, 2021
- b. **Time of Adjournment:** 7:54pm

CALL TO ORDER

Time 7:07p.m. -(city wide power outage)

ROLL CALL

Council member Shaun Whitehead

Commissioners:

Stephanie Crawford -Absent

Rosetta Kincaid -Absent

Avi Snider - present by phone call/quarantine

Carla Wallace- Yes

Sara Davidson -Absent

Terri McQueen -Yes

Michele Stevenson- Yes

Donny Wilson -Yes

Dawn Henry -Yes

Sudha Chandra Sekhar - Absent

Lonnie Tabb-Upshaw -Absent/leave of absence

City Liason

Crystal Van Vleck

Approval of Agenda for August 12, 2021

Approval of Minutes for July 8, 2021

No quorum available due to city wide power outage

Matters for Consideration

Old business:

Strategic Planning/Art Census-update from Director Marrone (actually Van Vleck)

Table this motion til next meeting due to Van Vleck being on maternity leave

Film Fest-Commissioner Wilson, only 1 film submitted so far, possibly 5 more submissions. Need 30 films for film fest. Submission costs \$35.00, \$25.00 for students (discount code) Commissioner Wallace asked for budget of Film Fest, Commissioner Wilson has a commitment of \$3000.00 from Oakland University. Commissioner Wilson also has a request for inflatable screens & projectors, Oak Park Recreation possibly has one inflatable screen. One hour before todays meeting, police scene at Sherman Park, might have damage to park? (I took a walk there that evening and park is fine, no damage to worry about for film fest at this time). Commissioner Wilson has designed brochure/flyer, website & sign up link, golden tickets, to be dispersed to surrounding area businesses/retailers. Red Carpet event to be held at Dog & Pony Show Brewery on 11 Mile. Volunteers needed to run equipment @ different locations; Sherman Park, Dog & Pony Show, Shepherd Park, Community Center room. Need to secure two-three rooms at community center for lectures on acting & script writing. Still need . more sponsorships. Liason Van Vleck is to check into food trucks for event locations and posting event with links to city website.

Tentative outline for film fest:

Friday, short schedule- inaugural red carpet event @ Dog & Pony Show

Saturday, Family films/afternoon. Evening, full length movies

Sunday, Documentaries

*Commissioner McQueen suggested art displays in city hall should include artist name & bio . The artwork in city hall is beautiful, but information on artist is not readily available. Also that AC/DC should have flyers inside city hall regarding upcoming events. Liason Van Vleck indicated there is a new communications director to help with promotional materials.

Mural Project-Commissioner Dawn Henry; Contacted owner of OakFern Galleria, not able to get a direct answer. Working on other venues such as Real Team Real Estate & Brian, manager of Ace Hardware seems interested. His muralist is too busy and is open to considering mural project thru city Mural Project.

Nine Mile Corridor Project joint committee update-Commissioner Stevenson; Artist (w/Oak leaves) to add more to project, go before council. Councilman Whitehead, council ok'd 4/5 pieces. Should be ready to install Spring 2022, location of Nine Mile near Scotia/Rosewood. Artwork will be permanent installation of linear park. Liason Van Vleck indicated 9 mile linear park will have more trees, flowers, benches & artwork by May 2022.

New Business

Continued in-person meetings, yes.

Commissioner Reports

Avi Snider will be absent September meeting due to Jewish Holiday

Items for next month's agenda

Strategic Planning/Art Census

Film Festival

Mural Project

Nine Mile Corridor Project

Congratulations to City Liason Crystal Van Vleck on the birth of a healthy baby girl, Norah Avery Van Vleck.

Meeting adjourned 7:57p.m.



CITY OF OAK PARK

COMMUNITY ENGAGEMENT DEPARTMENT OF PUBLIC INFORMATION

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

MINUTES REGULAR MEETING CITY OF OAK PARK ARTS AND CULTURAL DIVERSITY COMMISSION THURSDAY, SEPTEMBER 9, 2021, 7:00 P.M. COMMUNITY CENTER

1. **CALL TO ORDER**
 - a. Time: __7:15 pm__
2. **ROLL CALL**
 - a. **City Council:**
Council Member Shaun Whitehead_X
 - b. **Commissioners:**
Stephanie Crawford_X Sarah Davidson_X Rosetta Kincaid_A
Terri McQueen_X Sudha Chandra Sekhar X-PH Avi Snider_X
Michele Stevenson A Lonnie K. Tabb-Upshaw_A Carla Wallace_A
Donny Wilson X Dawn Henry X
 - c. **City Liaison:**
Director Crystal Van Vleck_X
 - d. **Guests:**
Anton Bassey
3. **APPROVAL OF AGENDA**
 - a. Date September 9, 2021 *Motion_Terri_Seconded Donny Approved All*
4. **APPROVAL OF MINUTES**
 - a. August 2021 minutes *Motion_Terri_Seconded_Stephanie Approved All*
5. **MATTERS FOR CONSIDERATION**
 - a. **Old Business:**
 - i. Additional submissions received for review for Quarterly City Hall Art Exhibit. One of the submissions is a city employee that works in records. She was approved 2 years ago by the Commission and has new items to submit for review.

- ii. Art reception-Since Covid, we have stopped the receptions. Is this something we want to continue? We will table this discussion until next time.
- iii. Mural-Dawn set up a meeting and it was a no-show. She has scheduled a meeting at Oak Fern Galleria on 9/14/21 @ Noon. Dawn has an idea for the building at Ace hardware-hanging a canvas on the side of the building and allowing children to paint, this will not damage the brick of the building.
- iv. Film Festival- 1 month out
 - 8 Films submitted
 - Current net \$252.00, Dog and Pony show is scheduled for Friday night 6-10pm and 2 films will premiere. Donny needs help with decorating-Shawn, Dawn and Terri volunteered.
 - Donny needs spotlights
 - Rd carpet needed-Dawn will check with City for red paper that was used to decorate tables
 - Backdrop needed-Shawn has one to loan
 - Shawn also suggested checking with Party City for red carpet.
 - Special Events license has been processed.
 - Shawn will submit 3 films
 - Cutoff date 9/18/21
 - Terri has popcorn Vendor
 - Crystal will check to see if the City has a speaker to loan, she will also check with Bennie
 - Sound needed for Shepherd Park
 - Sound Equipment also needed for Sherman Park
 - Fun Flicks also suggested by Shawn
 - Royal Oak Film Event needs volunteers for their event to man a table-see Donny for details
 - Crystal will print flyers to put on the table
 - Subcommittee Zoom meeting scheduled for 9/22/21 at 7pm
 - Donny will send out link
 - Golden tickets have gone out around the city.
 - There will be 2 photographers for \$20.00 to get your headshot done
 - Dawn suggested a media kit to invite the press
 - Decorations needed for Community room
 - 3 projectors are needed.
 - Fun

b. New Business:

I None

6. COMMISSIONER REPORTS

Avi-Jewish month of Tishrei

Terri- nominated for award for music score-name of film is called Black

**Sudha-students are performing on-line
Grandparent's day on 9/12/21
Sudha will be celebrating her birthday in October**

7. ADJOURNMENT

- a. **Next Meeting:** October 14, 2021
- b. **Time of Adjournment:** 8:20pm



CITY OF OAK PARK

COMMUNITY ENGAGEMENT DEPARTMENT OF PUBLIC INFORMATION

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

MINUTES REGULAR MEETING CITY OF OAK PARK ARTS AND CULTURAL DIVERSITY COMMISSION THURSDAY, October 14, 2021, 7:00 P.M. COMMUNITY CENTER

1. **CALL TO ORDER**
 - a. Time: __7:15 pm__
2. **ROLL CALL**
 - a. **City Council:**
Council Member Shaun Whitehead _X
 - b. **Commissioners:**

Stephanie Crawford _X	Sarah Davidson _X	Rosetta Kincaid _X
Terri McQueen _X	Sudha Chandra Sekhar X	Avi Snider _X
Michele Stevenson A	Lonnie K. Tabb-Upshaw _A	Carla Wallace _A
Donny Wilson X	Dawn Henry X	
 - c. **City Liaison:**
Director Crystal Van Vleck _X
 - d. **Guests:**
3. **APPROVAL OF AGENDA**
 - a. Date October 14, 2021 *Motion _Terri__Seconded Michelle Approved All*
4. **APPROVAL OF MINUTES**
5. **MATTERS FOR CONSIDERATION**
 - a. **Old Business:**
 - i. Dawn met with Oak Fern- the group was not receptive, they were more interested in advertisement than art. Ace stated we can paint on their wall. OPHS cannot participate due to low staffing of teachers. Dawn also reached out to Ferndale High.
 - ii. Crystal advised that there is money budgeted for 9 mile project and there possibly may be funds left over. They are exploring options to give businesses incentives for murals. Hopefully the Art Census will connect artists to businesses as a resource.

- iii. File Festival Recap Donny thanked everyone for their participation. The Festival was a success. There was some audio issues on Friday night. Thanks to Parks and Recreation for their participation and help. The screen rented from Fun Flick was great. Avi thanked Anton Bassey for his hard work and assistance. Next year, the commission would like to start earlier in season for weather issues. End of July or beginning of September may work. Avi suggested to start soliciting film submissions earlier to increase participation. Donny got sponsorship for festival and used no ACDC money. We had overage and money will be put in an account for next year.

b. New Business:

- i. Boo Bash-Saturday, October 23rd and it is moved outdoors. Time of event is 5-8. Volunteers-Dawn, Sarah and Donny. Crystal will buy candy. Terri made motion to appropriate \$150.00 for candy, Stephanie seconded. Motion carried.
- ii. Winter Fest-Sunday, January 16 from 2-5 pm. Does ACDC want to participate? Michelle's friend Cynthia Levin the art teacher is willing to come back for Winter Fest. Tabled for next meeting.
- iii. World Dance day-Venue undecided, we have to determine if it will be virtual or in person. Date will be Friday, April 29th 2022
It was decided to book Community center and virtual if needed.

6. COMMISSIONER REPORTS

Sudha birthday October 5th she was 81

**Festival of dolls this month. Celebrate God as Mother of the universe.
10 day celebration.**

Terri birthday October 10th

Carla birthday October 22nd

7. ADJOURNMENT

a. Next Meeting: November 11, 2021

b. Time of Adjournment: 8:03pm

MERCHANT'S LICENSES - JANUARY 3RD, 2022
(Subject to All Departmental Approvals)

NEW MERCHANT	ADDRESS	FEES	BUSINESS TYPE
RENEWALS FOR 2022	ADDRESS	FEES	BUSINESS TYPE
SOCKS GALORE WHOLESALE	10355 CAPITAL	\$150.00	SAFETY GEAR, WORK GLOVES
WALKER PRINTERY INC	13351 CLOVERDALE	\$150.00	PRINTING COMPANY
GOLDEN BOWL	22120 COOLIDGE	\$150.00	RESTAURANT
CVS	23001 COOLIDGE # 23141	\$150.00	PHARMACY
SVS VISION	23055 COOLIDGE	\$150.00	OPTICAL RETAIL
STAR BAKERY	26031 COOLIDGE	\$150.00	BAKERY
8 MILE SMOKE	15180 EIGHT MILE	\$150.00	WHOLESALE DISTRIBUTOR OF ALL THINGS SMOKE & VAPE
SAM'S DIAMONDS	21700 GREENFIELD # 354	\$150.00	FINDINGS AND SUPPLIES
AUTOZONE	22150 GREENFIELD	\$150.00	RETAIL AUTO PARTS AND ACCESSORIES
STUDIO 218	23300 GREENFIELD # 218	\$150.00	HAIR SALON
HUTCH'S JEWELRY	23400 GREENFIELD	\$150.00	FINE JEWELRY, RETAIL
OAK PARK CROWN POINTE	25900 GREENFIELD # 204	\$150.00	OFFICE
PLYMOUTH ROCK ENERGY	25900 GREENFIELD # 245	\$150.00	ENERGY SUPPLIES
STITTS PRODUCTIONS	25900 GREENFIELD # 511	\$150.00	PRODUCTION COMPANY
POPEYES CHICKEN & BISCUITS	25910 GREENFIELD	\$150.00	RESTAURANT
J ANTHONY SALON SPA	26060 GREENFIELD	\$150.00	FULL SERVICE SALON
LEE BEAUTY SUPPLY	26118 GREENFIELD	\$150.00	BEAUTY ITEM RETAILER
HOMESITE MORTGAGE	25900 GREENFIELD #520	\$150.00	OFFICE
K & M LEASING	20900 HUBBELL	\$150.00	LEASE OFFICE COPY EQUIPMENT
TREND EXPRESS MARKET	8580 NINE MILE	\$150.00	RETAIL
SOLTMAN HEATING AND COOLING	8650 NINE MILE	\$150.00	HVAC COMPANY
WIRELESS U NOW	8980 NINE MILE	\$150.00	CELLULAR, METRO BY TMOBILE
PRIMO'S PIZZA	10100 NINE MILE	\$150.00	PIZZA CARRY OUT AND DELIVERY
SUNNYSIDE ENRICHMENT CENTER	10440 NINE MILE	\$150.00	CHILD CARE FACILITY
PIZZA SQUARE	10770 NINE MILE	\$150.00	RESTAURANT
VIBRANT VISIONZ	12714 NINE MILE	\$150.00	CUSTOM T-SHIRT AND EMBRODIERY
DALLAS DESIGNS SALON	13831 NINE MILE	\$150.00	HAIR SALON
ATTISHA LLC - FOOD MART	15450 NINE MILE	\$150.00	GAS STATION
		\$150.00	
RENEWALS FOR 2021	ADDRESS	FEES	BUSINESS TYPE

**CITY OF OAK PARK
MICHIGAN
APPLICATION FOR SPECIAL EVENT LICENSE**

Today's Date: DEC 20, 2021

Applicant Information

Applicant/Business Name: CONF AISH HATERAH OF HUNTINGTON WOODS

Applicant/Business Address: 25725 COOLIDGE HWY OAK PARK MI 48237

Phone number: 248-327-3579 E-Mail Address: mb1itz@aish.com

Relation of applicant to business: call: 248-703-7791 ASSISTANT TO DIRECTOR

Has applicant ever been convicted of a felony? ☐ Yes ☒ No

Owner Information

Owner or manager of site: SIMCHA TOLWIN Phone: 917-558-0132

Names and addresses of partners or officers of corporation:

MR. MICHAEL SIZELMAN 25641 COLLEEN OAK PARK MI 48237
MR. ALON TOLWIN 26278 CASTLETON DR SOUTHFIELD MI 48076

Event Information

Proposed date(s) of event: Jan 22, 2022 Has this event been held previously? ☒ Yes ☐ No

Address or location of event: 25725 COOLIDGE HWY OAK PARK MI 48237

Is this a City owned park? NO

If this event is to take place in a City owned park, have you received and do you agree to abide by the City's Parks and Recreation rules and regulations? ☐ Yes ☐ No NA

Nature, purpose, and detailed description of event:

Event is a fundraiser for the organization. Strolling buffet, painting games and other activities

Will the event be open to the public? ☐ Yes ☒ No

If yes, please describe how so: _____

Estimated number of people attending event? 200 Hours of Event: 7:30 PM - 11:30 PM

Are you requesting to have a parade? ☐ Yes ☒ No

If yes, please attach a map of the parade route

Where will the parade participants be walking? ☐ Sidewalks ☐ Streets

NA

Will the parade require streets to be blocked off? ☐ Yes ☐ No

NA

If yes, how many streets/intersections will need to be blocked : _____

Please attach a sign off from the residences located on the affected streets, indicating that they are aware of the event to take place, the date, times and location.

Food Services

Will food or beverages be sold at event? ☐ Yes ☒ No, if yes please list type(s) of food to be sold:

Will the food be prepackaged or prepared on site: _____

Please note: *If your application is approved and you plan to prepare food on site, you will need to contact the Oakland County Health Department at 248-424-7000 for inspection. You will also need to provide temporary water services at the site where the food is prepared.*

Mechanical Amusement

Will there be any mechanical rides at event? ☐ Yes ☒ No, if yes, please provide the name and the address of amusement operators: _____

Will the event have a moonwalk? ☐ Yes ☒ No, if yes, please provide the name and address of Company/Entity providing moonwalk: _____

Will the event have video games, etc.? If so, please provide the names and address of company providing the Games: no

Please Note: *You must provide proof of insurance for all mechanical rides, moonwalks, circus rides/games, etc. The City of Oak Park must be listed on the insurance certificate as "additionally insured." A copy of the City Ordinance with required liability insurance coverage for these events is attached. Also, certification by the State of Michigan Department of Labor is required for all mechanical amusement devices and rides.*

Technical/Support

Will the event require use of electrical supply source? ☐ Yes ☒ No, if yes, please describe:

Will sanitary facilities be required at event? ☐ Yes ☒ No

Will tent(s) be used at the event? ☐ Yes ☒ No, if yes, please state size(s) of tent:

Will the event have banners displayed? ☐ Yes ☒ No, if so, please provide the number of signs and dimension(s):

Please Note: *If a temporary generator or electric supply source is provided, you must provide an Electrical permit by a licensed electrical contractor. Also, you will need certification of flame spread rates of all canvas and/or cloth enclosures.*

Other possible Special Event requirements include: additional application, inspection and bond fees, temporary sign permit.

The fee for a Special Event application is \$100: The fee is non-refundable. Once an application is received, the City Clerk's Office will send copies of the application to the following departments: City Manager, Public Safety, Public Works, and Recreation. Each department will review the application and provide a written estimate of services they will need to provide, along with man-hours and costs (if any). The City Clerks' office will contact the applicant to inform them of the additional costs involved. At that time the applicant can decide whether or not to proceed with the event. If so, the event will be placed on the City Council agenda for approval.

Should any of the above information prove to be inaccurate or untruthful, it will be grounds to deny the applicant's request or revoke any approvals. I hereby certify the above information to be true and accurate to the best of my knowledge.



Applicant's Signature

State of Michigan

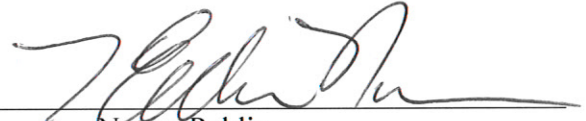
ss

County of Oakland

Subscribed and sworn to before me, a Notary Public this 20 day of December 2021, by

T. EDWIN NORRIS

My Commission expires: _____



Notary Public



CITY OF OAK PARK

OFFICE OF THE CITY CLERK

NAME: AISH HATORAH DETROIT

DATE: 12-20-21

ADDRESS: _____

(Highlight fee to be charged)

Day Care Registration	\$ 25.00
FOIA Request	\$ _____
Garage Sale Permit	\$ 10.00
Handbill - 1 day	\$ 10.00
Handbill - 1 week	\$ 25.00
Handbill - 3 months	\$ 50.00
Handbill - 1 year	\$ 100.00
Handbill - name change	\$ 10.00
Mechanica Amusement Distributor License	\$ 250.00
Mechanica Amusement Device License	
1 Machine	\$ 250.00
2 machines - \$200 per machine	\$ 400.00
3-4 machines - \$175.00 per machine	\$ _____
5-6 machines - \$150.00 per machine	\$ _____
7-10 machines - \$125.00 per machine	\$ _____
Notary Fee	\$ 5.00
Pawnbroker License	\$ 400.00
Precious Metals License	\$ 50.00
Sidewalk Sale	\$ 10.00
Special Event Fee	\$ 100.00
Liquor License -	
New On-Premises Consumption or transfer of owner	\$ 800.00
Adding additional owners (Per Owner)	\$ 200.00
Background Check (Per applicant)	\$ 75.00
Annual Renewal	\$ 250.00
Vendor License - Food	\$ 50.00
Vendor License Lawn Care / Snow Removal	\$ 50.00
Voter List	\$ _____
Other: _____	\$ _____

CITY OF OAK PARK
14000 OAK PARK BLVD
OAK PARK, MI 48237
WWW.OAKPARKMI.GOV

Received From: AISH HATORAH DETROIT
Date: 12/20/2021 Time: 12:55:40 PM
Posting Date: 12/20/2021
Receipt: 460653
Cashier: AJONES

ITEM REFERENCE	AMOUNT
BUSI Special Business Lic/Permits	
Special Business Lic/Permits	\$100.00
TOTAL	\$100.00
CHECK 5786	\$100.00
Total Tendered:	\$100.00
Change:	\$0.00



Special License Application

A completed Special License application must be submitted as early as possible before your event(s) to avoid any delays in processing. It is strongly recommended that you submit the application as soon as you know the date of your event(s). Failure to submit a completed application at least ten (10) business days prior to the event(s) may result in no Special License being issued, pursuant to administrative rule R 436.575.

Part 1 - Applicant Organization Information

Applicant organization name: Congregation Aish Hatorah of Huntingwoods, Inc		
Applicant address: 25725 Coolidge Hwy		
City: Oak Park		Zip Code: 48237
Contact name: Miriam Blitz	Phone: 248-703-7791	Email: mblitz@aish.com
Alternate contact name: Simcha Tolwin	Phone: 917-558-0132	Email: simchat@aish.com
1. Has the applicant organization previously received a Special License? ☒ Yes ☐ No		Leave Blank - MLCC Use Only
If No, the applicant organization must submit documentary proof of its non-profit status (e.g. charter, bylaws, IRS tax exemption, Articles of Incorporation, etc.)		
2. Has the applicant organization been established for one (1) year or longer? ☒ Yes ☐ No		
Date the applicant organization was established (month/day/year): 06/01/2005		
3. Is the applicant organization a municipality? ☐ Yes ☒ No		

Part 2 - Event Information - For requests at more than one location, submit separate forms for each location.

Address of event location: 25725 Coolidge Hwy	
City, township, or village where event will be held: Oak Park	County: Oakland 
1. Will you submit your completed application at least ten (10) business days before your event? <i>It is strongly recommended that you submit the application as soon as you know the date of your event(s).</i> ☒ Yes ☐ No	
2. Do you have permission from the property owner of the location listed above to hold your event(s) on the date(s) listed below (see pages 2-3) at this location? ☒ Yes ☐ No	
3. Has the local law enforcement agency with primary jurisdiction over the event location approved this application for a Special License? (See Part 5 on Page 5) ☒ Yes ☐ No	
4. Is the event location within 500 feet of a church or school? If Yes, the church or school must consent to the event(s). (See Part 6 on Page 5) ☒ Yes ☐ No	
5. Is the event location outdoors or partially outdoors? ☐ Yes ☒ No	
If Yes, list the exact dimensions of the outdoor area: Submit a clear diagram of the outdoor service area with your application form.	
Width feet X Length feet = square feet Describe type and height of the barrier that will be used to enclose the outdoor area:	
6. Describe type of security that will be used for event(s) and how it will be utilized to secure and monitor to prevent sales to minors and visibly intoxicated persons: Event by invitation only, to persons 21 years and older. Doors will be guarded at all times by staff to ensure that only invitees enter and that no alcohol is removed from the building. Signs will be posted to remind all participants that no alcohol is allowed out of the building.	

7. Is the event location situated in or on state owned land, such as a state park or National Guard armory? ☐ Yes ☒ No
If Yes, attach a copy of your documentary proof of approval to use the state owned land.

8. Is there an existing liquor licensee issued at the event location, such as a Class C or Club license? ☐ Yes ☒ No
If Yes, the existing licensee must request to place its license in escrow during the event(s). (See Part 7 on Page 5)

9. Will the event(s) involve an auction of donated wine? ☐ Yes ☒ No
If Yes, please check "Wine Auction" for the applicable event date(s) on pages 2-3. Only donated wine may be auctioned under a Special License; beer and spirits cannot be auctioned. If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.

10. Have you applied for or been issued a Temporary Marihuana Event License from the Marijuana Regulatory Agency (MRA) for the event(s)? ☐ Yes ☒ No

11. Is the event location in a Social District? ☐ Yes ☒ No
If Yes, you must obtain written confirmation from the local governmental unit that the Social District Permit holders will not sell or serve alcohol for consumption in the Social District during the time period of the event(s) pursuant to [MCL 436.1551\(3\)](#). Submit the written confirmation with this application.

12. The applicant organization may request up to twelve (12) Special Licenses total (one Special License per day) in a calendar year. Please complete the information below **for each individual date** for which you are requesting a Special License at this location. **If you are requesting Special Licenses for consecutive days, completely fill out a separate box for each date. If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.**

1	01/22/2022		Describe event being held: Event is a fundraiser for the organization. Strolling Buffet. Games, painting and other activities.	
	Date			
	7:30 pm	11:30 pm	Special License will be used for: ☐ Beer & Wine Service ☒ Beer, Wine, & Spirit Service ☐ Wine Auction	
	Start Time	End Time	Is this date a Sunday? ☐ Yes ☒ No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? ☐ Yes ☐ No	

2			Describe event being held:	
	Date			
			Special License will be used for: ☐ Beer & Wine Service ☐ Beer, Wine, & Spirit Service ☐ Wine Auction	
	Start Time	End Time	Is this date a Sunday? ☐ Yes ☐ No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? ☐ Yes ☐ No	

3			Describe event being held:	
	Date			
			Special License will be used for: ☐ Beer & Wine Service ☐ Beer, Wine, & Spirit Service ☐ Wine Auction	
	Start Time	End Time	Is this date a Sunday? ☐ Yes ☐ No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? ☐ Yes ☐ No	

4			Describe event being held:	
	Date			
			Special License will be used for: ☐ Beer & Wine Service ☐ Beer, Wine, & Spirit Service ☐ Wine Auction	
	Start Time	End Time	Is this date a Sunday? ☐ Yes ☐ No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? ☐ Yes ☐ No	

5			Describe event being held:	
	Date			
			Special License will be used for: ☐ Beer & Wine Service ☐ Beer, Wine, & Spirit Service ☐ Wine Auction	
	Start Time	End Time	Is this date a Sunday? ☐ Yes ☐ No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? ☐ Yes ☐ No	

6			Describe event being held:	
	Date			
			Special License will be used for: ☐ Beer & Wine Service ☐ Beer, Wine, & Spirit Service ☐ Wine Auction	
	Start Time	End Time	Is this date a Sunday? ☐ Yes ☐ No If Yes, will alcohol be served between 7:00AM and 12:00 Noon? ☐ Yes ☐ No	

12. Special license date information Continued from Page 2.

7		Describe event being held:				
	Date					
	Special License will be used for:	☐ Beer & Wine Service ☐ Beer, Wine, & Spirit Service ☐ Wine Auction				
Start Time	End Time	Is this date a Sunday?	☐ Yes	☐ No	If Yes, will alcohol be served between 7:00AM and 12:00 Noon?	☐ Yes ☐ No

8		Describe event being held:				
	Date					
	Special License will be used for:	☐ Beer & Wine Service ☐ Beer, Wine, & Spirit Service ☐ Wine Auction				
Start Time	End Time	Is this date a Sunday?	☐ Yes	☐ No	If Yes, will alcohol be served between 7:00AM and 12:00 Noon?	☐ Yes ☐ No

9		Describe event being held:				
	Date					
	Special License will be used for:	☐ Beer & Wine Service ☐ Beer, Wine, & Spirit Service ☐ Wine Auction				
Start Time	End Time	Is this date a Sunday?	☐ Yes	☐ No	If Yes, will alcohol be served between 7:00AM and 12:00 Noon?	☐ Yes ☐ No

10		Describe event being held:				
	Date					
	Special License will be used for:	☐ Beer & Wine Service ☐ Beer, Wine, & Spirit Service ☐ Wine Auction				
Start Time	End Time	Is this date a Sunday?	☐ Yes	☐ No	If Yes, will alcohol be served between 7:00AM and 12:00 Noon?	☐ Yes ☐ No

11		Describe event being held:				
	Date					
	Special License will be used for:	☐ Beer & Wine Service ☐ Beer, Wine, & Spirit Service ☐ Wine Auction				
Start Time	End Time	Is this date a Sunday?	☐ Yes	☐ No	If Yes, will alcohol be served between 7:00AM and 12:00 Noon?	☐ Yes ☐ No

12		Describe event being held:				
	Date					
	Special License will be used for:	☐ Beer & Wine Service ☐ Beer, Wine, & Spirit Service ☐ Wine Auction				
Start Time	End Time	Is this date a Sunday?	☐ Yes	☐ No	If Yes, will alcohol be served between 7:00AM and 12:00 Noon?	☐ Yes ☐ No

A completed Special License application must be submitted as early as possible before your event(s) to avoid any delays in processing. It is strongly recommended that you submit the application as soon as you know the date of your event(s). Failure to submit a completed application at least ten (10) business days prior to the event(s) may result in no Special License being issued, pursuant to administrative rule R 436.575.

Part 3 - Special License Fees - Complete the Special License fee calculation on Page 4

For Organizations established less than one year or are municipalities - a \$50.00 Special License base fee for each separate, consecutive day of the event is required. If the event is held on a Sunday and spirits will be served after 12:00 Noon, an additional \$7.50 Sunday Sales Permit (P.M.) fee is required. In addition, if any alcoholic beverages, including beer, wine, and spirits, will be served between 7:00AM and 12:00 Noon, an additional \$160.00 Sunday Sales Permit (A.M.) fee is required. Sunday Sales Permit (A.M.) and/or Sunday Sales Permit (P.M.) fees will be required for each date that is a Sunday. **If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.**

For Organizations established one year or more - a \$25.00 Special License base fee for each separate, consecutive day of the event is required. If the event is held on a Sunday and spirits will be served after 12:00 Noon, an additional \$3.75 Sunday Sales Permit (P.M.) fee is required. In addition, if any alcoholic beverages, including beer, wine, and spirits, will be served between 7:00AM and 12:00 Noon, an additional \$160.00 Sunday Sales Permit (A.M.) fee is required. Sunday Sales Permit (A.M.) and/or Sunday Sales Permit (P.M.) fees will be required for each date that is a Sunday. **If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.**

The fees must be paid by check, bank or postal money order, or by credit card, using the attached Credit Card Authorization Form (LCC-300). Checks and money orders should be made payable to **State of Michigan**.

Part 3 Continued - Special License Fees Calculation

Special License Base Fee: <i>(per Special License requested)</i>	\$25
x Number of Special Licenses:	1
= Special License Fees: <i>MLCC Fee Code: 4008</i>	\$25
+ Sunday Sales Permit (P.M.) Fees: <i>MLCC Fee Code: 4032</i>	\$0
+ Sunday Sales Permit (A.M.) Fee: <i>MLCC Fee Code: 4033</i>	\$0
= TOTAL FEES DUE:	\$25

If you request a Special License for on-premises consumption AND for a Wine Auction both on the same date at the same location, you are requesting two (2) separate licenses and you must pay a license fee for both licenses.

Make checks payable to:
State of Michigan

Leave Blank - MLCC Use Only

Part 4 - Signatures of Applicant Organization's Officers, Witnesses, and Notary

Pursuant to administrative rule R 436.575, the president and secretary of the organization making application shall sign the application and the signatures shall be notarized. Political candidates only need to sign the president section and have it notarized.

By signing below the applicant organization's officers attest that:

We certify that all profits from the sale of beer, wine and/or spirits or from a wine auction will go to the applicant organization and not to any individual. We further certify that any license issued by the Michigan Liquor Control Commission is a contract subject to suspension or revocation by the Commission, that there shall be no liability on the part of the State of Michigan, the Commission, or any of its officers or employees by reason of such suspension or revocation, and that the granting of the license does not create a vested right.

Under administrative rule R 436.1003, the licensee shall comply with all state and local building, plumbing, zoning, sanitation, and health laws, rules, and ordinances as determined by the state and local law enforcements officials who have jurisdiction over the licensee. Approval of this application by the Michigan Liquor Control Commission does not waive any of these requirements. The licensee must obtain all other required state and local licenses, permits, and approvals for this business before using this license for the sale of alcoholic liquor on the licensed premises.

We certify that the information contained in this form is true and accurate to the best of our knowledge and belief. We agree to comply with all requirements of the Michigan Liquor Control Code and Administrative Rules. We also understand that providing **false** or **fraudulent** information is a violation of the Liquor Control Code pursuant to MCL 436.2003.

A completed Special License application must be submitted as early as possible before your event(s) to avoid any delays in processing. It is strongly recommended that you submit the application as soon as you know the date of your event(s). Failure to submit a completed application at least ten (10) business days prior to the event(s) may result in no Special License being issued, pursuant to administrative rule R 436.575.

Alon Tolwin 248-891-9044

Print Name and Phone Number of President

Signature of President

Date

Print Name of Notary

Signature of Notary

Date

Notary Public, State of Michigan, County of



Acting in the County of



My commission expires

12/02/2021

Miriam Blitz 248-703-7791

Print Name and Phone Number of Secretary

Signature of Secretary

Date

Print Name of Notary

Signature of Notary

Date

Notary Public, State of Michigan, County of



Acting in the County of



My commission expires

12/02/2024

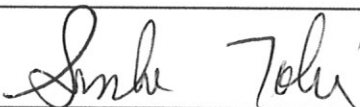
Part 5 - Local Law Enforcement Approval*

The local law enforcement agency with primary jurisdiction over the event location must complete this section.

Name of law enforcement agency:	
Name & title of reviewing officer:	
Phone number of officer:	Email of officer:
If event will be held on a Sunday, is the sale of alcohol from 7:00am to 12:00 Noon on Sunday allowed in this local governmental unit? ☐ Yes ☐ No	
If the event will be held on a Sunday, is the sale of alcohol after 12:00 Noon on Sunday allowed in this local governmental unit? ☐ Yes ☐ No	
I certify that I have reviewed the application of the applicant organization for a Special License and approve the issuance of a Special License by the Michigan Liquor Control Commission at the proposed event location.	
Signature of Reviewing Officer _____ Date _____	

Part 6 - Church/School Consent (If Applicable)*

If the event location is located within 500 feet of a church or school, the applicant organization must obtain the consent of the church or school. A church or school within 500 feet of the event location may object based on such the sale of alcohol at the location adversely affecting the church or school's operations. If a proper objection is filed, the Commission shall hold a hearing to determine whether the granting of the application will adversely affect the operation of the church or school.

Name of church or school: Congregation Aish Hatorah of Huntington Woods, Inc.	
Address of church or school: 25725 Coolidge Hwy	
City: Oak Park	Zip Code: 48237
Phone number: 248-327-3579	Email: simchat@aish.com
Name of clergy member or superintendent: Rabbi Simcha Tolwin	
I, the authorized representative of the above named church or school, state that the church or school has no objection to the issuance of a Special License to the applicant organization at its proposed event location.	
 Signature of Clergy Member or Superintendent _____ Date <u>12/14/2021</u>	

***Please note: the Commission has the sole and only right to approve or deny this request for a Special License.**

Part 7 - Existing On-Premises Licensee Escrow Request (If Applicable)

If the event location is currently licensed with an on-premises license, the licensee must request that its license be placed into escrow for the date(s) and time(s) of the Special Licenses issued for use at the event location requested on this application. If the existing license would prefer to temporarily drop space from its licensed premises, it must submit a letter to the Commission requesting to drop space temporarily from its licensed premises during the event date(s) and time(s), accompanied by a diagram showing the area where the license will temporarily drop space from its licensed premises to accommodate the applicant organization.

Name of licensee:	Business ID Number:
Type of license held at this location (e.g. Class C, Club, Tavern, etc.):	
Phone number:	Email:
Name of authorized signer for licensee:	
I, the authorized signer, for the above named on-premises licensee, request that the licensee's licenses at this location be placed into escrow during the date(s) and time(s) specified for the Special Licenses issued for use at this location.	
Signature of Authorized Signer for Licensee _____ Date _____	



Certified Resolution of the Membership or Board of Directors Authorizing the Application for Special License

(Required under Administrative Rule R 436.576 - Not Required for Candidate Committee)

At a ☐ Regular ☒ Special meeting of the ☐ Membership ☒ Board of Directors

called to order by Simcha Tolwin on 12/14/2021 at 7:30 pm
(Date) (Time)

the following resolution was offered:

Moved by Director, Simcha Tolwin and supported by board of directors

that the application from Congregation Aish Hatorah of Huntington Woods, Inc
(Name of Organization)

for a Special License to serve alcohol on 1/22/2022
(Event Date or Dates)

to be located at 25725 Coolidge Hwy, Oak Park, MI 48237
(Physical Address - Include Location Name, Street Address, City, State, & Zip Code)

It is the consensus of this body that the application be recommended for issuance.
(Recommended or Not Recommended)

Approval Vote Tally

Yeas: 9

Nays: 0

Absent: 0

Certification by Authorized Officer of Organization:

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the

☐ Membership ☒ Board of Directors at a ☐ Regular ☒ Special meeting held on 12/14/2021
(Date)

Simcha Tolwin, Director

Print Name & Title of Authorized Officer

Signature of Authorized Officer

12/14/2021

Date



Wine Auction Special License Wine Donation Record

List the name and address of each person that has donated wine to the applicant organization for the wine auction and list the brand(s) and quantity donated. The applicant organization shall not accept donations of wine from a business licensed by the Michigan Liquor Control Commission. An authorized officer of the applicant organization must sign this donation record form.

Applicant organization:		Wine auction date:	
Donor Name	Donor Address	Wine Brand(s) Donated	Quantity Donated

Signature of Authorized Officer

I hereby certify that all persons listed above have donated wine to the applicant organization listed above for this wine auction, to be conducted pursuant to the Michigan Liquor Control Code, MCL 436.1527. The persons listed above have donated wine to the applicant organization as individuals and not for or on behalf of any retail or nonretail business licensed by the Michigan Liquor Control Commission.

Print Name of Authorized Officer Signature of Authorized Officer Date



Michigan Department of Licensing and Regulatory Affairs
Finance and Administrative Services
Revenue Services

LARA Revenue Services **is not** a part of
the Michigan Liquor Control
Commission (see note below).

Credit Card Authorization Form

**** FAX COMPLETED FORM TO SECURE FAX LINE: 517-284-8557 ****

**** DO NOT EMAIL OR MAIL THIS FORM ****

Requests with credit card payments that are not faxed to the above secure fax line will be destroyed along with the credit card authorization in order to ensure the security of applicants' personal credit card numbers.

****IF YOU ARE NOT SUBMITTING AN APPLICATION FORM WITH THIS CREDIT CARD AUTHORIZATION, YOU MUST PROVIDE AN ITEMIZATION OF THE FEES FOR WHICH YOU ARE SUBMITTING PAYMENT OR YOUR PAYMENT WILL NOT BE PROCESSED****

Name on Card: Miriam Blitz Aish

Payment Amount: \$25

Billing Address: 25725 Coolidge Hwy

Card Number: 4246315237453194

City: Oak Park State: MI Zip Code: 48237

Check One:

Phone: 248-703-7791

☐ MasterCard ☒ Visa ☐ Discover

Email: mblitz@aish.com

Security Code/CVV Code: 083

Applicant/Licensee Name: _____ Request or Business ID #: _____

Expiration Date: 06/22

Congregation Aish Hatorah of Huntingt 20-5429082

Payment is for:

Special License _____

Signature _____

IF YOU ARE NOT SUBMITTING AN APPLICATION FORM WITH THIS CREDIT CARD AUTHORIZATION, YOU MUST PROVIDE AN ITEMIZATION OF THE FEES FOR WHICH YOU ARE SUBMITTING PAYMENT OR YOUR PAYMENT WILL NOT BE PROCESSED.

Credit Card Payment Itemization:

Fee Type	Fee Amount	MLCC Fee Code
☐ Inspection Fee(s):	_____	4036
☐ Special License Fee(s):	_____	4008
☐ Temporary Authorization Fee:	_____	4037
☐ License Renewal Fee(s):	_____	4004
☐ Manufacturer License(s):	_____	4038
☐ Wholesaler License(s):	_____	4085
☐ New Retailer License(s):	_____	4012
☐ Transfer Retailer License(s):	_____	4034
☐ Conditional License	_____	4012
☐ New Add Bar ☐ Transfer Add Bar:	_____	4012/4034
☐ Sunday Sales Permit (AM):	_____	4033
☐ Sunday Sales Permit (PM):	_____	4032
☐ Catering Permit:	_____	4031

LARA Revenue Services **is not** a part of the Michigan Liquor Control Commission (MLCC). Receipt of payment and application forms by LARA Revenue Services does not constitute receipt of an application by the MLCC. **Applications submitted through LARA Revenue Services may take up to two (2) additional business days to be received by the MLCC after receipt by LARA Revenue Services.**

For requests that require a timely receipt of an application by the MLCC to be processed, such as Special Licenses and temporary requests, please ensure that your application will be received in adequate time to be processed by the MLCC after the payment is received and processed by LARA Revenue Services.

Parking Lot

Volunteer
Parking

Vernon Street

Event
Activities

Classroom

Classroom

Kitchen

Lobby

Office

Bathroom

Building
Entrance

Cost Room

Event
Dinner
Bar

Panagolar

Canlidia Hwy 1

Parking Lot

Public
Parking

Event
Activities

Classroom

Classroom

Kitchen

Lobby

Office

Bathrooms

Building
Entrance

Cont Room

Event
Dinner
Bar

Pedagola

Vernon Street

Collide Hwy

SPECIAL EVENT LICENSE APPLICATION FEE ESTIMATION

Congregation Aish Hatorah Detroit Event

includes special liquor license

25725 Coolidge Hwy

DATE: January 22, 2022 at 7:30 pm – 11:30 pm

<u>DEPARTMENT</u>	<u>SERVICES</u>	<u>ESTIMATED HOURS</u>	<u>ESTIMATED COST</u>
TECHNICAL AND PLANNING <i>Rob Barrett</i> <i>*Dan Fairless</i>	NA	NA	NA
PUBLIC SAFETY <i>Steve Cooper</i>	Check for compliance; walk through by on duty officers	N/A	N/A
RECREATION <i>Laurie Stasiak</i>	N/A	N/A	N/A
DPW <i>Kevin Yee</i>	N/A	N/A	N/A
ADDITIONAL <i>Administration</i>	Liquor license application received, completed with State	N/A	\$100 fee paid

**BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN****AGENDA OF:** January 3, 2022**SUBJECT:** Consideration of Finalized Contract with SmithGroup for the City's Parks and Recreation Master Plan Update and Comprehensive Asset Study**DEPARTMENT:** City Manager's Office / Recreation

SUMMARY: In the Strategic Plan City Council lists "identify the best uses for City property to ensure equitable access to quality public spaces" as a top priority for the City. In an effort to meet this objective, the City budgeted to enlist a qualified firm to guide the City through a transformational visioning process. This process is intended to produce a ten-year vision for the City's parks, recreation, open space and trails, a study of the City's current recreation assets, and a comprehensive assessment of the City's future needs for recreation programs, services and facilities.

The City released a Request for Proposals and received six impressive proposals from firms across the State. Through a rigorous evaluation process, the City narrowed the proposals to two. During a special council meeting on November 22, the two final firms were interviewed, and City Council selected SmithGroup to lead us through this process. City Administration met with SmithGroup to finalize the scope of work included in the contract, and that amended contract is being presented tonight. We believe this scope of work provides a robust visioning process that includes meaningful and inclusive engagement with our residents, providing the best chance to hear all of the diverse voices of our community

FINANCIAL STATEMENT: Funding (\$125,000) is available in the General Fund (101-19.752-818.000).

RECOMMENDED ACTION: It is recommended that City Council approve the finalized contract with SmithGroup.

APPROVALS:

City Manager: _____ *ET*
Department Director: _____
Director of Finance: _____
Budgeted: ☐

EXHIBITS:

SmithGroup Amended Contract
SmithGroup original proposal

SMITHGROUP

December 9, 2021 (Revised December 21, 2021)

Crystal VanVleck
Deputy City Manager of Community Services
City Of Oak Park, Michigan
City Hall 14000 Oak Park Blvd.
Oak Park, MI 48237

Re: Oak Park Parks & Recreation Update

Crystal-

At the kick-off meeting held on November 30th with city staff there was a discussion about the scope of work and how we can adjust our work plan to best suit the needs of the City of Oak Park.

There are two primary areas where we should amend the scope of work; the first is to prepare additional illustrative plans for parks beyond the two illustrative plans included in our proposal; the second is to expand our community engagement process to better reach people at the neighborhood and community organization level.

This letter outlines additional efforts in our scope that (we hope) reflect the nature and intent of our conversation. If we have not addressed the ideas discussed at last week's meeting, please let us know and we can continue to refine the work plan.

For reference purposes, the highlighted and italicized text is work not included in our initial proposal and reflects the requested additional community engagement, scientifically valid community survey, and additional illustrative park plans.

COMMUNITY ENGAGEMENT (TASK 3)

Our team will provide the following public engagement:

A. Community Engagement Meetings *(2 rounds of 2 meetings each)*

WHEN: The first round of community engagement meetings will follow (or coincide with) Task 2: Analysis, the second round of community meetings will discuss the draft plan recommendations in February or March 2022. *For each round of engagement, we propose holding two separate meetings, held at different times and places, to reach a range of community members.*

WHERE: Community meetings will be conducted at City Hall or other local venues selected by the city. These two meetings will be formatted to be in-person, with an opportunity for people to attend via a web-based meeting format. If necessary due to the pandemic the meetings can be conducted completely on-line. We will post the draft analysis and recommendations linked to the city website

WHO: Consultant team, City management staff representatives, and the general public.

WHAT: For both community meetings SmithGroup will prepare a presentation and engagement opportunities for the public to express their opinions, concerns, and preferences for both on-line and in person participants. The meetings will include a project introduction, project updates, engagement summaries to-date, draft concepts/recommendations (when applicable), and a community feedback activity, which may include interactive maps and/or preference surveys.

Deliverables/Roles:

SMITHGROUP

- City team to advertise the community engagement meetings accordingly on the city website, social media channels, in local businesses and community centers using flyers/online posts.
- City team to evaluate possibilities of streaming the meeting live to the City's Facebook Page
- SmithGroup team to provide advertising materials
- SmithGroup team to create online engagement materials and in-person boards with the same activity/information, to be set up at City Hall for continuous in-person engagement through sticky notes and dot voting.

B. Stakeholder Discussion Groups (up to 6)

WHEN: The first engagement round will follow (or coincide with) Task 2: Analysis, and a second round will discuss draft plan recommendations in February or March.

WHERE: Stakeholder engagement meetings will meet the community where they are, based on the request from identified stakeholder organizations. This may include online, in-person, or hybrid meetings. Depending on the stakeholder organization, discussions may be held at churches, community events, farmer's markets, the library, city hall, etc.

WHO: Consultant team, City management staff representative, Stakeholder groups who are willing to participate in the planning process that will be identified on the Engagement Spreadsheet

WHAT: SmithGroup to create a DIY kit and engagement materials for stakeholder groups to engage with. DIY kit will include – maps and exhibits, priority sort activity, coloring page, and instructions on conducting the meetings and reporting results.

Deliverables/Roles:

- SmithGroup to create DIY Kit, and give facilitator training
- SmithGroup attends up to six individual stakeholder meetings
- City team to identify stakeholder groups to engage with, contact each stakeholder group and set up times/locations to meet.
- SmithGroup and the city work together to consolidate the findings of the stakeholder meetings.
- City team to identify engagement facilitators who can be instructed by SmithGroup to continue to facilitate stakeholder meetings that exceed consultant team's scope.

C. Visioning Meetings with City Management Staff (2)

WHEN: March and May

WHERE: Web-based platform

WHO: City management staff and consultant team

WHAT: Providing project updates, engagement summaries, draft recommendations. Typically, these meeting would occur prior to the community meetings to get feedback and direction.

Deliverables/Roles:

- SmithGroup to provide feedback materials/summaries/recommendations

D. Random, scientifically valid community-wide household survey (1)

WHY: To quantify the knowledge, need, unmet need, priorities and support for system improvements that include a facility, programming, and the park needs of the city.

WHEN: Jan-March 2022

WHERE: The survey will be administered by phone or by a combination of a mail/phone survey

SMITHGROUP

WHO: PROS and ETC Institute

WHAT: The survey will have a minimum sample size of 350 completed surveys at a 95% level of confidence and a confidence interval of +/- 5%. Prior to the survey being administered, it will be reviewed by the Oak Park staff.

Deliverables/Roles:

- PROS/ETC Institute/SmithGroup to create a survey with the guidance of Oak Park staff

In addition, our team will participate in the following engagements:

- (4) Meetings with Parks & Recreation Advisory Committee at strategic points of the plan (Visioning, Update on Status of Plan, Review and Adoption)
- (3) City Council Meetings
- (9) Monthly meetings with City Planning Team
- (1) Planning Commission Meeting
- (1) Oak Park, Berkley and Ferndale School Districts
- Our project team will work with City staff to provide content that results from the planning process for posting on the city web page and/or social media.

INDIVIDUAL PARK SITE PLANS (Part of Task 4)

In our base scope of work we had included (per the RFP) illustrative site plans for two parks in the community which would be prepared as part of the recreation planning process and engagement. Based on our assessment of the existing parks and the input from the kick-off meeting, we assume that we should prepare an additional 4 site plans.

Below is our process to develop each additional site plan for a park:

- Anticipate integrating this process of park design and community input into scheduled public engagement sessions, as part of the current scope of work between the City of Oak Park and SmithGroup.
- SmithGroup to attend and host (when applicable) a virtual public engagement meeting with a single stakeholder group for each park site.
- From the information provided from the public engagement meeting, SmithGroup to develop (2) two hand sketch conceptual plans to depict the potential for the park. SmithGroup to virtually meet with the City of Oak Park to review the two conceptual plans.
- SmithGroup to integrate City of Oak Park comments to develop one preferred site plan for the park. The site plan will be rendered and labeled. This preferred plan will be included into the overall Master Plan update.

The remaining parks that are not selected as part of this site plan process will still be represented and included into the Master Plan Update as a schematic park design. This process is part of the original scope.

- Aerial photograph used as the base map. The Schematic Park Design will be diagrammatic in nature and show connections and programed areas on the plan.

PROFESSIONAL FEES

SmithGroup proposes to complete the services outlined in this letter and our initial proposal for the following fees (including expenses):

SMITHGROUP

<i>Additional Stakeholder Engagement</i>	<i>\$18,000.00</i>
<i>Enhanced Statistical Community Survey</i>	<i>\$12,500.00</i>
<i>Four Additional Park Site Plans</i>	<i>\$15,000.00</i>
<u>Original Scope and Fee</u>	<u>\$73,735.00</u>
Total Contract Limit	\$119,235.00

Please review this information and give us a call to discuss. We appreciate this opportunity to serve the City of Oak Park and want to make sure we are providing the services you need!

Respectfully,



Robert Doyle, ASLA
Principal, Landscape Architect



CITY OF OAK PARK

PARKS & RECREATION MASTER PLAN UPGRADES

SMITHGROUP

October 18, 2021



RE: City of Oak Park, Parks and Recreation Master Plan Upgrades

CITY OF OAK PARK, MICHIGAN

14000 Oak Park Blvd.
Oak Park, MI 48237

October 18, 2021

Dear Members of the Selection Committee:

Thank you for the opportunity to propose on the Comprehensive Update to the City of Oak Park's Parks and Recreation Master Plan. We are excited to work with your team to deliver a visionary framework that will improve the quality of life for park users by improving existing park spaces and creating new passive and active recreational opportunities. The SmithGroup Team we have put forth is eager to get to work and is committed to collaborating every step of the way.

Our team will work closely with you and project stakeholders with a process that is:

REFLECTIVE AND MEANINGFUL. This comprehensive update needs to be broad and highlight the successes of Oak Park over the last 5 years and provide updated goals for an achievable and sustainable direction for Oak Park for the next 10 years. Our team will develop an action plan and financial strategy to reach the City's goals for utilizing existing park and open space assets and planning for future open space opportunities. The updated plan will provide recommendations for park expansion and enhancements, trail connections, programming ideas and trends that the City can use as a guide to drive towards implementation for park improvements.

INTEGRATED AND COLLABORATIVE. We build authentic relationships with the diverse communities in which we work, sensitively navigating the intersections between varied and disparate perspectives to ensure a sense of ownership in the process. Part of successful community engagement is authenticity and care. As a team we will establish a collaborative project approach that clearly invites, captures, and integrates public input. We will help communicate the intentions of the plan to the community in a way that resonates, relates and helps them envision the future of Oak Park. The community and their input is the cornerstone to this process.

ALIGNED AND INCLUSIVE. Consistent and accessible communication is essential to navigating the planning process and achieving your goals. Our planning process will be tailored to optimize feedback and communications, and we will monitor the effectiveness and progress of our engagement efforts and creatively adjust our focus as we proceed. We pride ourselves on our ability to listen to multiple perspectives, highlight common themes, and address conflicts with multi-faceted solutions that reflect your values and define a shared vision.

When in communication with the community members of Oak Park either virtually through surveys or small engagement sessions, or directly at in-person larger engagement sessions, we are here to listen so we can learn from the community's experiences and gain a greater appreciation for their wants and needs to continue to enhance their lives through recreation. We want to ensure transparency so we can develop the updated plan with everyone's goals in mind.

CONTINUING TEAMING PARTNERSHIPS

We are excited to continue our partnership with a national firm, who will enhance the plan by providing data driven improvements based on regional and national comparisons. This added level of national experience will help justify the direction uncovered for Oak Park.

- **PROS Consulting:** PROS has more than 40 years in parks, recreation, and leisure services and is a recognized leader in applying innovative approaches to managing parks and recreation organizations.

We understand decisions you make now will resonate with the community for decades. We are accustomed to the complexity of working in urban communities and look for that complexity can lend richness to a plan. We will tap into our resources to work with you and develop an effective and implementable vision for that enhances the opportunities of Oak Park.

Thank you for the opportunity to submit our proposal. If you have any questions or require additional information, please feel free to contact us.

Sincerely,



Bob Doyle, PLA, ASLA
Principal-In-Charge
734.669.2695
Bob.Doyle@smithgroup.com



Mark Woodhurst, PLA
Project Manager
734.669.2724
Mark.Woodhurst@smithgroup.com

EXECUTIVE SUMMARY

The SmithGroup/PROS team has a long track record of combining our complementary skills in the development of recreation master plans. Our collective work provides sound data analysis, a well informed understanding of parks and how they are enjoyed, a thorough technical assessment of the physical conditions of your parks, and creative design approaches that grow out of decades of involvement in park development.

Both of our firms practice the art of park planning and design across the nation, and have portfolios of implemented plans and built work that exemplify excellence that has been recognized with countless awards, commendations, and satisfied client communities.

Our proposal follows the requirements of your request, and outlines services that include:

- A Project Kick-off that establishes at the outset your goals for the planning process, and for your park system.
- An analysis of your parks and community that will provide a strong basis for making decisions about the future and a context for the possibilities for improving your parks.
- Community Engagement that provides access to residents to become informed and provide meaningful input into the plan through on-line and face to face opportunities.
- The creation of an Updated Recreation Plan that outlines specific needs for each facility, park program and outreach approaches, design plans for key parks, cost and funding assessments, and park management and staffing strategies.
- A Branding approach and set of graphic standards that can be used to communicate to the public about the parks plan.

If selected we propose that we meet with key Oak Park community administratorsto review the scope of work, project schedule, and community engagement, and refine these documents prior to commencing work, so that our efforts can be targeted to meet your needs.

A large, modern yellow canopy structure with white metal supports covers a paved area. Underneath, several people are gathered, some standing and talking, others walking. In the background, a white food truck with a red and blue striped awning is visible, along with green trees and a clear sky. The scene is bright and sunny, suggesting a park or public space.

We believe in the power of holistic park and public space design to connect our communities. Even small projects can have a big impact, we approach our work at all scales informed by foresight and empathy and focus on making the most of your investment long-term.

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SECTION 1

PROPOSAL STATEMENT



SMITHGROUP INTRODUCTION

SmithGroup was founded in Detroit over 150 years ago, and our roots in the region are deep. Working across a network of 15 offices internationally, our team of 1,300 experts is committed to excellence in strategy, design and delivery—giving rise to new and innovative processes and methodologies that are redefining the way we work as teams. Our specialists—from architects and engineers to strategists and beyond—develop beautiful, sustainable, future-focused solutions for our clients. Our integrated practice offers depth in all disciplines serving the built and natural environment, including architecture, engineering (coastal, civil, structural, mechanical, electrical and plumbing), landscape architecture, urban design and planning.

Our ability to skillfully blend aesthetics with performance, sustainability, and resiliency criteria necessary to create a better tomorrow—for clients, employees, the community, the environment, and our collective future—has earned SmithGroup recognition from top-ranking institutions, publications and design authorities the world over.

We are excited to bring our integrated disciplines to the City of Oak Park.

ARCHITECTURE



Architecture at SmithGroup brings together diverse minds - the client, their user groups, the construction team and our integrated team of specialists.

BUILDING ENGINEERING



Thoughtfully integrated engineering including: Fire Protection + Life Safety, MEP, and Structural.

LANDSCAPE ARCHITECTURE



Artfully balancing the built and natural environment, emphasizing performance, functionality and beauty to create meaningful places.

CIVIL + COASTAL ENGINEERING



Integrating sustainable and resilient site engineering solutions within overall needs of parks and shorelines.

OFFICE LOCATIONS

Ann Arbor, Michigan; Boston, Massachusetts; Chicago, Illinois; Dallas, Texas; Denver, Colorado; Detroit, Michigan; Los Angeles, California; Madison, Wisconsin; Milwaukee, Wisconsin; Phoenix, Arizona; Pittsburgh, Pennsylvania; San Diego, California; San Francisco, California; Shanghai, China; Washington, District of Columbia

MARKETS

Cultural; Healthcare; Higher Education; Government; Mixed-Use; Parks & Open Spaces; Science & Technology; Urban Environments; Waterfront; Workplace

SERVICES

Architecture; Building Enclosure Consulting; Campus Planning; Civil Engineering; Coastal Engineering; Energy & Environmental Modeling; Facility Condition Assessment; Fire Protection & Life Safety Engineering; Historic Preservation; Interiors; Lab Planning; Landscape Architecture; Lighting Design; Medical Planning; MEP Engineering; Programming; Strategy; Space Utilization; Structural Engineering; Sustainable Design; Urban Design; Urban Planning



PARKS AND OPEN SPACE

Public space is foundational to our shared community life and connection to place. From city parks to downtown plazas and streetscapes, community gardens and market spaces to neighborhood playgrounds and serene nature trails – many of our strongest personal memories and socially connective experiences are grounded in these communal spaces.

As passionate advocates for the role of parks and open space in our communities, SmithGroup’s dedicated specialists fully embrace the challenges and responsibility of contemporary public space design and development. We know our clients are facing shrinking budgets, growing environmental challenges from climate change, social and cultural fallout from the ongoing pandemic, and major shifts in community needs and priorities. Our multidisciplinary teams integrate landscape architecture, community planning, engineering, architecture, and environmental science to help find solutions for enhanced public engagement, increased economic, wellness and environmental benefits, enhanced resilience, and more equitable access. Our belief in the power of holistically designed public space to help create more livable, cohesive communities informs every aspect of our process.

STAFFING BREAKDOWN

Administrative	200
Architects	274
Architectural Designer	205
CADD Technician	4
Civil Engineers	33
Construction Administrator	9
Construction Manager	2
Electrical Designer	33
Electrical Engineer	31
Environmental Engineer	1
Environmental Scientist	1
Fire Protection Engineer	14
Geographic Information System Specialist	1
Graphics & Signage	3
Health Facility Planner	7
Historic Preservation Specialists	1
Interior Designers	77
Intern	15
Land Surveyor	3
Landscape Architects	47
Landscape Designers	19
Lighting Specialists	16
Mechanical Designers	45
Mechanical Engineers	43
Planner: Laboratory	12
Planner: Urban/Regional	11
Plumbing Designer	12
Project Manager	35
Specifications Writers	3
Structural Engineers	19
Water Resources Engineer	3
TOTAL	1,179

PROS CONSULTING

PROS CONSULTING FIRM PROFILE

PROS Consulting is a small firm with a big presence in the field of management consulting for parks and recreation public entities and non-profit organizations. With a small team of highly professional and experienced consultants, PROS is a flexible firm that is agile to the evolving dynamics of the social, economic, and political environments our clients operate in. PROS is among only a small handful of firms that have tremendous experience in the field as practitioners and have become nationally recognized for helping to shape and further transform the industry of parks and recreation.

The full name and location of the office that will be working on this project are:

Full Legal Company Name: PROS Consulting, INC.

Years in Business Performing Parks & Recreation Master Plans: 26 (formed in 1995)

Contact Information: 35 Whittington Dr., Suite 300; Brownsburg, IN 46112; P: 877.242.7760; F: 877.242.7761

Contact: Leon Younger, President; 317.679.5615; leon.younger@prosconsulting.com

Management consulting and planning services offered by PROS span the full spectrum of planning needs for public agencies, and are grouped into the following practice areas:

- **Strategic Planning** – completed over 100 strategic plans for cities, counties and state agencies to help them become established in their market or to reposition themselves.
- **Master Planning** – completed over 300 master plans for parks and park systems that have been successfully implemented and driven over \$5 billion worth of capital investment.
- **Needs Assessment** – PROS has worked on over 250 parks and recreation needs assessments on projects in similar nature as this project that include market and gap analyses, as well as extensive community input to quantify opportunities in the market place desired by the community.
- **Operations, Maintenance and Organizational Development** – completed over 450 plans that involved operations, maintenance and organizational development components.
- **Financial Planning and Management** – PROS is most renowned for providing the most innovative and proven methods for financial planning and management in the public sector with direct experience with over 150 proven ways to fund public parks and park systems.
- **Feasibility Studies and Business Planning** – completed over 200 feasibility studies and business plans, often counseling our clients on how they can shape their projects and their vision around the reality of what is feasible and sustainable.
- **Customer Service Training** – completed customer service excellent training for municipalities across the country. The training is customized to each agency's goals and outcomes and range from single day work sessions to multi-year culture change processes.

SECTION 2

PROJECT TEAM



OUR TEAM

Mark Woodhurst will be the Project Manager, and will be your day-to-day point of contact. He will lead the team, with each plan component led by a topic area specialist. Our partners will support the overall messaging, engagement, analysis, and document production of all three, integrated plans into a seamless approach that appears as one unified process to the public.



BOB DOYLE

PLA, ALSA



Bob Doyle's career has spanned the breadth of the planning and development professions. With over 30 years of professional experience, Bob successfully serves public, institutional and private sector clients as a project manager and landscape architect. The project types managed and designed by Bob include parks and recreation, campus planning and improvements, community planning and urban design, brownfield redevelopment, and waterfronts. His broad knowledge and skill base, coupled with his talents as a community facilitator, give him the ability to successfully move complex, multifaceted projects from initial planning through implementation.

- Downtown Ferndale Planning, Ferndale, Michigan
- Michigan Economic Development Corporation Redevelopment Ready Communities Program, Various Locations, Michigan
- Ann Arbor Downtown Plan, Ann Arbor, Michigan
- Clawson Corridor and Downtown Improvements, Clawson, Michigan
- Fishtown Site Study Design and Master Plan, Leland, Michigan
- Grosse Pointe Village, Grosse Pointe, Michigan
- Kalamazoo Master Plan, Kalamazoo, Michigan
- Midland Riverfront Park Master Plan, Midland, Michigan
- Mount Clemens Downtown Master Plan, Mount Clemens, Michigan.
- Penn Park Master Plan, Petoskey, Michigan
- Prospect Park Master Plan, Ypsilanti, Michigan
- Racine Festival Park, Racine, Wisconsin.
- Stanley Johnston Park, South Haven, Michigan
- Village of Lexington, Master Plan Update, Lexington, Michigan
- William G. Milliken State Park and Harbor Master Plan and Multi-use Trail Extension, Detroit Michigan
- William G. Milliken State Park Master Plan Update, Detroit, Michigan
- Fenner Arboretum Master Plan, Lansing, Michigan
- Vetrean's Park and Marina Master Plan, Rossford, Ohio

EDUCATION

Bachelor of Landscape Architecture,
Michigan State University

REGISTRATIONS

Landscape Architect:
Michigan

Residential Builder:
Michigan

PROFESSIONAL AFFILIATIONS

American Society of Landscape
Architects

National Brownfield Association

MARK WOODHURST

PLA



As a landscape architect Mark Woodhurst has experience with a broad range of project types and scales, including design for streetscapes, campuses, parks and open spaces. With a keen interest in the detailing and implementation of built landscapes, he has technical experience with construction documents, construction administration and observation, schematic designs, site assessments, hand and Photoshop renderings, and cost estimating. Mark enjoys designing for parks and open spaces as it allows him to make a difference in the community by promoting healthy and active lifestyles.

- City of Ferndale Parks and Recreation Master Plan, Ferndale, Michigan
- Downtown Ferndale Planning, Ferndale, Michigan
- Wayne County Parks and Recreation Master Plan, Michigan
- Wayne State University Rec Field, Detroit, Michigan
- Jackson County Fairgrounds, Jackson, Michigan
- Jackson County Parks Pickleball Feasibility Study, Jackson, Michigan
- Chicago Park District, Chicago, Illinois
 - Albany Whipple Playground
 - Jackie Robinson Park
 - La Villita Park
 - Manchester City Football Club, Haas Park
- City of Dearborn Cultural Trail, Dearborn, Michigan
- Portage Lakefront Park, Portage, Indiana
- Waukegan Park District, Waukegan SportsPark, Waukegan, Illinois
- City of Elgin, Sports Complex Master Plan, Elgin, Illinois
- New York City Football Club, P.S. 24 Synthetic Soccer Field, Brooklyn, New York
- Take The Field, Chicago, Illinois
- Park Ridge Park District Site Services, Park Ridge, Illinois
- Boyne Mountain, Soccer Complex, Boyne Falls, Michigan

EDUCATION

Bachelor of Landscape Architecture,
Honors, Michigan State University

Study Abroad United Kingdom and
Scandinavia

REGISTRATIONS

Landscape Architect:
Michigan

PROFESSIONAL AFFILIATIONS

American Society of Landscape
Architects

KATHLEEN DUFFY

AICP



Kathleen Duffy specializes in urban design and planning. She has a wide variety of planning and zoning experience ranging from small villages to capital cities, from rural townships to urban centers. She is an expert on land use, character and placemaking projects and excels in redevelopment and economic development strategies for corridors, downtowns, and districts linking land use to transportation. Her creative problem solving, unique design skills and big picture thinking allow her to effectively and efficiently implement public engagement strategies that are inclusive and ultimately results in an implementable plan.

- Las Vegas Master Plan, Las Vegas, Nevada
- Downtown Ferndale Planning, Ferndale, Michigan
- Michigan Economic Development Corporation Redevelopment Ready Communities Program, Various Locations, Michigan
- Southtown Corridor Improvement District Plan, Grand Rapids, Michigan
- Comprehensive Plan and Form-Based Code, Lansing, Michigan
- Comprehensive Plan and Zoning Ordinance, Wyandotte, Michigan
- Village of Lexington Master Plan, Lexington, Michigan
- Mahomet Downtown Plan and Form-Based Code, Mahomet, Illinois
- Kenosha Innovation District, Kenosha, Wisconsin
- Oshkosh Lakeshore Park Master Plan, Oshkosh, Wisconsin
- Clear Lake Subarea Plan, La Porte, Indiana
- Downtown Vision Plan, Muskegon Heights, Michigan
- Zoning Ordinance + Form-Based Code, Ironwood, Michigan
- West Downtown Form-Based Code and Design Guidelines, Dearborn, Michigan
- Master Plan Update, Menominee, Michigan
- Shelby Township Town Center and Comprehensive Plan, Shelby Township, Michigan*

EDUCATION

Master of Urban and Regional Planning,
University of Illinois

Bachelor of Science in Architecture with
a Minor in Art History,
University of Michigan

Urban Land Institute Larson Center for
Leadership

REGISTRATIONS

American Institute of Certified Planners

PROFESSIONAL AFFILIATIONS

American Planning Association

Urban Land Institute

Form-Based Code Institute

National Charrette Institute

**Experience prior to SmithGroup*

CAELEY HYNES



Caeley Hynes specializes in urban design and planning and is a passionate planner who effectively communicates with various stakeholders and coordinates the production and analysis of diverse ranges of data. Her work on several recent master planning and zoning projects gives Caeley a range of project experience to draw from, and her passion for her work allow her to produce high-quality deliverables.

- Las Vegas Master Plan, Las Vegas, Nevada
- Master Plan Update, Menominee, Michigan
- Michigan Economic Development Corporation Redevelopment Ready Communities Program, Various Locations, Michigan
- Comprehensive Plan and Zoning Ordinance, Wyandotte, Michigan
- Village of Lexington Master Plan, Lexington, Michigan
- Village of Grass Lake Master Plan, Grass Lake, Michigan
- Downtown Plan, Marquette, Michigan
- City of Romulus Ongoing Planning Services, Romulus, Michigan
- Ann Arbor Affordable Housing Public Engagement, Ann Arbor, Michigan
- Planning Services, Big Rapids, Michigan
- Boyne Gatlinburg Skylift Master Plan, Gatlinburg, Tennessee
- Euclid Avenue Redevelopment Study, Cleveland, Ohio
- City of Kalamazoo Street Design Manual, Kalamazoo, Michigan
- Connecting the Rouge Framework Plan, Wayne County, Michigan
- Downtown Phoenix Partnership Curb Study, Phoenix, Arizona
- La Porte Clear Lake Sub Area Plan, La Porte, Indiana
- Village of Mahomet Form Based Code, Mahomet, Illinois

EDUCATION

Bachelor of Art in Urban & Regional Planning, University of Illinois at Urbana-Champaign

REGISTRATIONS

Michigan Association of Planning (MAP)
Illinois Association of Planning (APA-IL)

LINDSAY FERCHO
PLA



Lindsay Fercho has eight years of experience, working across scales—from master planning to detailed site design. Lindsay focuses her work primarily on green infrastructure and ecological design. She has worked on a diverse set of projects, but nearly all of them develop green stormwater management solutions through all stages of design. Lindsay is passionate about talking about green stormwater infrastructure and how landscape architects contribute to stormwater solutions that are contextually appropriate for the communities they serve.

- Oakland County Parks and Recreation Department, Springfield Oaks Stormwater Master Plan, Davisburg, Michigan*
- Bailey Park Project and Eastside Community Network, Bailey Park Master Plan, Detroit, Michigan*
- Kiwanis Club of Ann Arbor Foundation, Kiwanis Environmental Education Preserve Master Plan, Ann Arbor, Michigan*
- Boyne Mountain, Boyne Falls, Michigan
- City of Detroit Streets Program Management, Detroit, Michigan
- Franklin Avenue Park, Aliquippa, Pennsylvania
- Green Infrastructure Leadership Exchange Green Stormwater Infrastructure Library, Gresham, Oregon
- Joe Louis Greenway Framework Plan, Detroit, Michigan
- May Creek Greenway Design & Engineering, Detroit, Michigan
- National Intrepid Center of Excellence, Fort Carson, Colorado
- University of Utah Health West Valley Health and Community Center Master Plan & Phase I Feasibility Study, West Valley City, Utah
- Mosaic Foundation of Rita and Peter Heydon, African American Historical and Cultural Museum of Washtenaw County*, Ann Arbor, Michigan
- Thrive Collaborative, Veridian at Country Farm Park*, Ann Arbor, Michigan

EDUCATION

Master of Landscape Architecture,
University of Michigan

Bachelor of Science, Program in the
Environment, University of Michigan

REGISTRATIONS

Landscape Architect:
Michigan

PROFESSIONAL AFFILIATIONS

Vice President of Marketing, ASLA
Michigan

**Experience prior to SmithGroup*

LEON YOUNGER

CPRP



Leon is the founder and President of PROS Consulting. He has more than 40 years in parks, recreation, and leisure services. Leon is a recognized leader in applying innovative approaches to managing parks and recreation organizations. He has held positions as Director of Parks and Recreation in Indianapolis, IN; Executive Director of Lake Metroparks in Lake County, OH (Cleveland area); and Director of Parks and Recreation in Jackson County, MO (Kansas City).

OAKLAND COUNTY, MI PARKS AND RECREATION STRATEGIC MASTER PLAN

WAYNE COUNTY, MI PARKS AND RECREATION MASTER PLAN

KENTWOOD, MI PARKS AND RECREATION MASTER PLAN

CHESTERFIELD, MO PARKS, RECREATION, AND ARTS MASTER PLAN

ST. PETERS, MO RECREATION MASTER PLAN

WENTZVILLE, MO PARKS AND RECREATION MASTER PLAN

PHILIP PARNIN

CPRP



Philip Parnin has 25 years of experience in the field of parks, recreation, and leisure services. He has managed and led park development and sustainable operations at the executive level for over 16 years (including over a decade as director). In his leadership role, Philip established standards for improved efficiencies and operations by developing system-wide business plans, enterprise fund business plans, strategic master plans, recreation plans, and site master plans.

CHESTERFIELD, MO PARKS, RECREATION, AND ARTS MASTER PLAN

EDWARDSVILLE, IL PARKS AND RECREATION MASTER PLAN

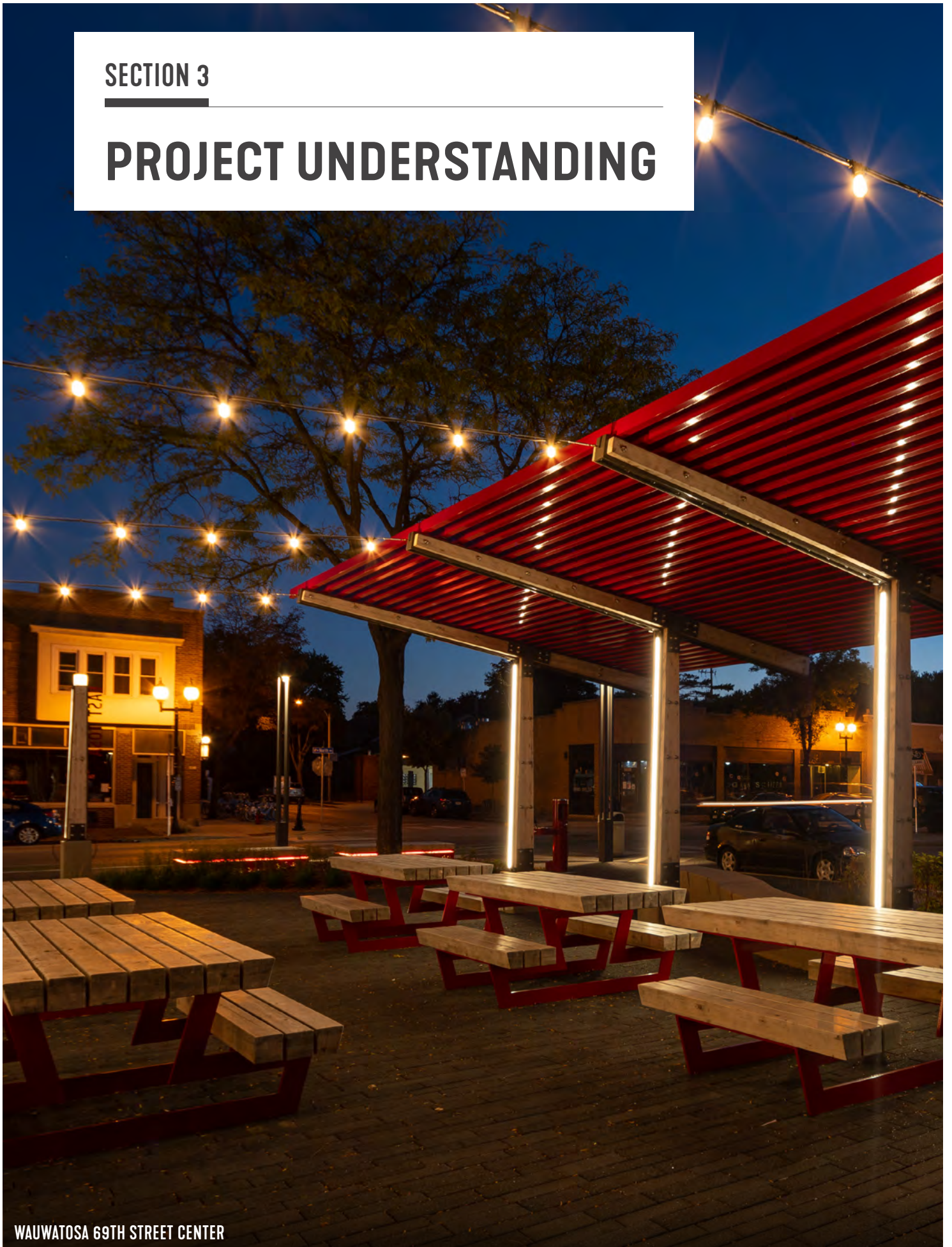
SHAKOPEE, MN PARKS AND RECREATION MASTER PLAN

SIOUX FALLS, SD PARKS AND RECREATION MASTER PLAN

DURANGO, CO PARKS, RECREATION AND OPEN SPACE MASTER PLAN

SECTION 3

PROJECT UNDERSTANDING





PROJECT UNDERSTANDING

"The mission of the Recreation Department is to enrich the quality of life for our diverse community while establishing a high standard of excellence in our programs, activities, parks and services." Your mission is an important for the quality of life and health of your residents. Your facilities cover a wide spectrum, from small neighborhood parks to all encompassing facilities like David H Shepherd Park. Your program offerings are equally broad, touching on different interests, ages, and activities, and are appealingly marketed through the city website and Recreation Program Guide. The key challenge of this master plan update is to understand how these facilities and programs meet the needs of the evolving demographics of Oak Park, changes in recreation patterns, and the important role that parks play in ensuring public health during and after pandemics.

The City would like the current masterplan updated to reflect planned improvements for the current park infrastructure and to look forward if expansion opportunities exist. The City of Oak Park, Parks and Recreation Masterplan is nearing its final year of approved accreditation. The plan is also being updated to abide by the current (5) five year term for approved Michigan Department of Natural Resources (MDNR). This updating process will ensure that Oak Park is capable of receiving State of Michigan Funding through different grant programs. The plan will build upon the existing park facilities and include input and data driven needs from the community. The plan will also include current recreation trends and funding to guide the overall system into the future. A tangible action plan will be created and updated throughout the process which will include the information from multiple City and Community Engagement meetings. Two park master plans will be verified and developed further to reflect the park recommendations. The final plan will be easily accessible and will serve as a guide for the future direction of the Parks and Recreation Department.

SECTION 4

SCOPE OF SERVICES

TASK 1: PROJECT KICK-OFF

Our team will work and collaborate with the City of Oak Park staff to confirm project goals, objectives and expectations that will provide the framework to creating a dynamic parks and recreation plan that will help guide the City's goals and objectives for the next 10 years.

As part of this project initiation we will work with the City to gather the necessary documents and mapping data that can be used in the plan development

TASK 2: ANALYSIS

We will build off the success and key information of the existing Parks & Recreation Masterplan. Our team will develop an action plan to accomplish the following tasks.

COMPREHENSIVE RECREATION ASSET ANALYSIS:

Our team will visit each park, trail and green space within the Oak Park system. We will conduct an evaluation of the existing features and program elements. We will also conduct an overall assessment for ADA accessibility features and provide recommendation on implementing improvements.

ASSESSMENT OF CURRENT RECREATIONAL PROGRAMS AND SERVICES:

Recreation programs and special events are the backbone of park and recreation agencies. This assessment will review how well the agency aligns itself with community needs. The goal of this process is to provide recreation program enhancements that result in successful and innovative recreation program offerings. The SmithGroup Team will provide insight into recreation program trends from agencies all around the country. The process includes analysis of:

- Age segment distribution
- Lifecycle analysis
- Core program analysis and development
- Similar provider analysis/duplication of service
- Market position and marketing analysis
- Review of program development process
- Backstage support, or service systems and agency support needed to deliver excellent service

Ultimately, the outcome of the process will be the creation of a dynamic recreation program plan that results in increased registration, drives customer retention and loyalty, improves customer satisfaction, and increases revenues. Additionally, it will help focus staff efforts in core program areas and create excellence in those programs deemed most important by program participants.

LOCAL AND NATIONAL BENCHMARKING:

A benchmark analysis will compare the City of Oak Park parks and recreation system to five (5) other relevant agencies or neighboring cities. The SmithGroup Team will work with the City of Oak Park to identify the 15-key metrics to be surveyed and analyzed, which may include other similar Michigan and NRPA-like agencies.



DEMOGRAPHIC ANALYSIS AND TRENDS:

Our team will utilize the City of Oak Park's projections and supplement with census tract demographic data obtained from Environmental Systems Research Institute, Inc. (ESRI), the largest research and development organization dedicated to Geographical Information Systems (GIS) and specializing in population projections and market trends; for comparison purposes data will also be obtained from the U.S. Census Bureau. This analysis will provide an understanding of the demographic environment for the following reasons:

- To understand the market areas served by the park and recreation system and distinguish customer groups.
- To determine changes occurring in the City of Oak Park and assist in making proactive decisions to accommodate those shifts.
- Provide the basis for Service Area Analysis

The City's demographic analysis will be based on US 2010 and 2020 Census information, 2021 updated projections, and 5 (2026) and 10 (2031)-year projections. The following demographic characteristics will be included:

- Population density
- Age Distribution
- Households
- Gender
- Ethnicity
- Household Income

RECREATION TRENDS ANALYSIS:

From the demographic base data, sports, recreation, and outdoor trends are applied to the local populace to assist in determining the potential participation base within the community. For the sports and recreation trends, our team utilizes the Sports & Fitness Industry Association's (SFIA) 2021 Study of Sports, Fitness and Leisure Participation, ESRI local market potential, as well as participation trends from the Outdoor Foundation on outdoor recreation trends.

COMMUNITY DEMAND, SUPPLY AND NEEDS ASSESSMENT:

Our team will create an online survey administered through www.surveymonkey.com. This survey will be promoted through the City of Oak Park's website and promotional mediums to maximize outreach and response rates. These surveys will provide quantitative

data and guidance in addition to the stakeholder and focus groups in regards to the recommendations for park amenities, specific programs, facility components, usage, and pricing strategies.

****STATISTICALLY-VALID NEEDS ANALYSIS SURVEY (OPTIONAL)****

Our team can perform a random, scientifically valid community-wide household survey through our partner, ETC Institute, to quantify knowledge, need, unmet need, priorities and support for system improvements that include facility, programming, and the park needs of the City. The survey will be administered by phone or by a combination of a mail/phone survey and will have a minimum sample size of 350 completed surveys at a 95% level of confidence and a confidence interval of +/- 5%. Prior to the survey being administered, it will be reviewed by the Oak Park staff.

TASK 3: COMMUNITY ENGAGEMENT

The residents of Oak Park are the driving force behind the direction of the Parks and Recreation plan. Their thoughts and ideas must be recognized and explored. Their voices bring the action that will help shape this plan into reality.

Our intent is to communicate early and often the timing, format and intent of public engagement opportunities. We are open to amending the community engagement outlined below to suit the needs of the community in response to the COVID pandemic.



A city's culture doesn't come from the top down, or from the bottom up. We must think of it as enmeshed groups that coincide with and function on the same plane.

We have provided two Community Engagement Milestones which could be hosted face to face. Recognizing that many community members may still be hesitant to meet in public and/or simply prefer the convenience of on-line engagement, we have also provided for an On-line Community Forum.

CONSULT-LED ENGAGEMENT

Our team will lead the following engagements:

- (2) Community Engagement Meetings, one following the results of Task 2: Analysis, and a second to discuss draft plan recommendations.
- (1) On-Line Community Forum to discuss draft plan recommendations.
- (2) Visioning Meetings with City Management Staff
- Monthly web-based meetings with City's project planning team

Our team will participate in the following engagements:

- (4) Meetings with Parks & Recreation Advisory Committee at strategic points of the plan (Visioning, Update on Status of Plan, Review and Adoption)
- (1) Planning Commission Meeting
- (1) Oak Park, Beverly and Ferndale School Districts

In addition, we will work with City staff to provide content that results from the planning process for posting on the city web page and/or social media.

TASK 4: UPDATED PLAN DEVELOPMENT

Throughout the process our team will be asking questions, gather information and data from each City meeting and engagement session. Through this continual process, we will begin to shape the direction of the plan from the direct responses and data discovered from the citizens and staff of Oak Park. The updated plan will craft updated goals and objectives with a direction on how to achieve these goals. Our team will also focus on exploring regional partnerships to help strengthen the financial standing of the Parks and Rec department to support possible program, staff and implementation updates.

We will also evaluate the maintenance and operational needs and explore opportunities to improve the quality of the parks.

We will review the Oak Park system as and coordinate with adjacent Community Park systems to study opportunities to make greater connections and build off successful components. These planned improvements or discovered need for additional park space lend themselves to incorporate National or State Funding opportunities.

The final action plan that will summarize all of the research, communication and data discovered during the process, and make specific recommendations on programming, management structures and staffing needs as appropriate. The final plan will also include recommendations on facilities upgrades and maintenance, project costs, phasing and potential funding sources. In support of the Final Action Plan, our team will develop conceptual site plans for (2) two parks. The plans will depict the planned improvements and will serve as a guide for future development. More parks may be added to the study as an additional service.

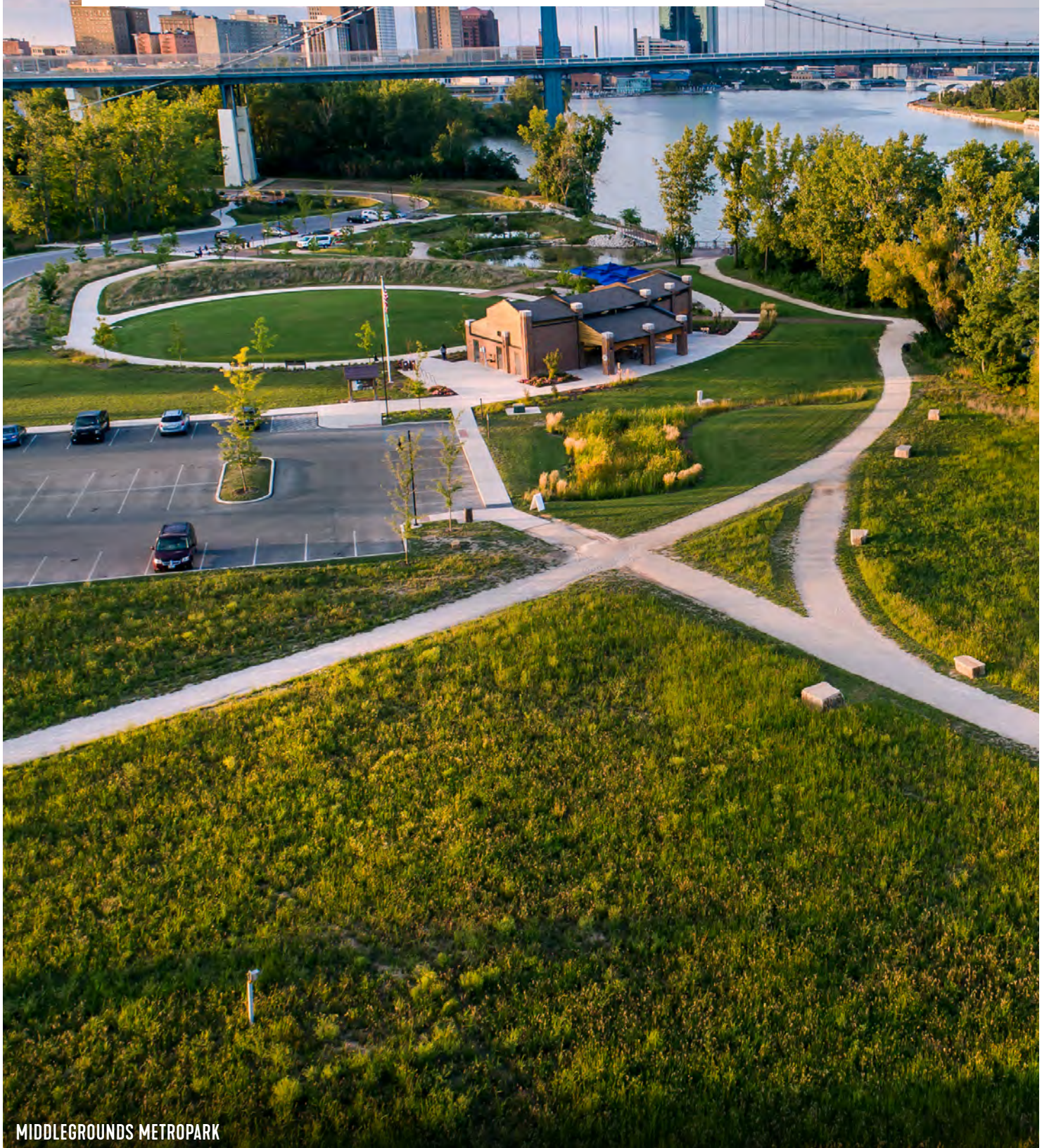
TASK 5: BRANDING

Throughout the master plan process, our team will use a strategic logo or wordmark that the City can use on their website, social media accounts and physical documents posted or delivered to the community. This branded logo or wordmark will be cohesive and bring awareness about the parks and recreation masterplan process.



SECTION 5

PROCESS APPROACH



PEOPLE-FIRST ENGAGEMENT AND OUTREACH

We understand the vital importance of thorough, equitable public engagement. We also understand that during the current pandemic, typical tools and approaches may be less desired or infeasible. At SmithGroup, we are committed to using the best tools available to support robust public engagement despite these obstacles. We have structured our engagement approach with the assumption that we will be practicing social distancing and will monitor the state of the crisis response to evaluate whether any in person meetings can take place.

STARTING WITH WHAT WE KNOW

WE KNOW SUSTAINABILITY

At SmithGroup, we create vital and livable downtowns, urban neighborhoods, and parks and public spaces for people in cities and communities of all sizes. We believe that planning and design initiatives should build resilient economies and communities, regenerate damaged ecosystems, encourage healthier lifestyles and, at the same time, reduce global impacts.

WE KNOW PARKS

As resources that renew the spirit, parks & recreational open spaces play a critical role in determining the quality of our lives. From the preservation and interpretation of unique environments to the creation of settings for informal social activity and the development of facilities for active sports, park and recreation planning includes a broad variety of project types and scales from local, state, and national parks to regional open space systems.

WE KNOW INTEGRATED SYSTEMS

We recognize that urban planning issues are highly interrelated across scales and systems, both built and natural. Integrating sustainability principles throughout the planning process allows us to respond efficiently to complex issues and develop solutions that enrich the urban experience—breathing new life, social equity, and economic vitality into the community.

CREATING A STRONG FRAMEWORK

We will audit past plans, find commonalities, shape a framework that links them all, and use it to vet priorities and strategies with the public. We may start with the current Oak Park Parks and Recreation Plan as a baseline.

To further our understanding of your parks we will conduct meetings with key parks and city staff and discuss the visitor experience, park programming, maintenance challenges, and the positive value that each park brings to the community. We will visit each site to assess existing conditions and gain a first hand knowledge of how each park fits within the fabric of the community.

By mutually sharing your knowledge and our assessment of the current park conditions and use patterns we are then ready to seek input from the community to engage then on the conversation on the future of your parks.

Using innovative engagement approaches and graphically compelling illustrations we strive to focus the attention of the community on key issues, active listen and shape our ideas based on what we hear, and build support and consensus behind the draft recommendations.

With our partners from PROS the planning process will integrate recommendations well beyond the standard community recreation plan, taking a holistic look at park management, programming, staffing, trends in park use, and demographic “market” conditions of Oak Park. In this way we can provide a data based assessment of your facilities, the community’s needs, and investment require to build, manage and maintain your parks system.

SECTION 6

SCHEDULE

PROJECT SCHEDULE

[illegible]

- MONTHLY MEETING WITH CITY PLANNING TEAM (9)
- △ COMMUNITY ENGAGEMENT (2)
- COMMUNITY FORUM (1)
- ▭ CITY COUNCIL MEETING (3)
- ≡ VISIONING MEETINGS WITH CITY MANAGEMENT STAFF (2)
- ☆ PARKS & REC ADVISORY COMMISSION MEETINGS (4)
- PLANNING COMMISSION MEETING (1)
- ⬡ SCHOOL MEETING (1)

SECTION 7

PROJECT EXPERIENCE



CALL OUR CLIENTS

WAYNE COUNTY PARKS

Elizabeth Iszler, ASLA, Chief of Planning & Design
734.261.4312 | eiszler@waynecounty.com

Project: Multiple projects

MICHIGAN DEPARTMENT OF NATURAL RESOURCES

Vicki McGhee, Chief, Planning Section
517.373.4625 | mcgheev1@michigan.gov

Project: Milliken State Park

CITY OF FERNDALE, MICHIGAN

LaReina Wheeler, Parks & Recreation Director
248.544.6767 x501, lwheeler@ferndalemi.gov

Project: Ferndale Master Land Use and Parks Plan

CITY OF SOUTH BEND, INDIANA

Aaron Perri, Executive Director, Parks & Recreation
574.299.4765 | aperri@southbendin.gov

Project: Seitz Park

WEST PARK

Carmel Clay Parks and Recreation (CCPR), SmithGroup and PROS Consulting recently teamed to take a bold, community-driven step together in elevating one of the community’s most cherished public spaces to the next level of excellence with the addition of the Groves development. The project activates an additional 40 acres of parkland and establishes a new CCPR standard for sustainable park development through a design that seamlessly knits indoor and outdoor educational programming into a diverse setting of native landscapes, interpretive garden plazas, and adventure play.

Innovative stormwater and green infrastructure strategies are intentionally placed open and visible near buildings, boardwalks and plazas to engage and invest in Carmel’s next generation of environmental stewards who visit the park for a variety of camps and events as well as adjacent high school students who use the park as their outdoor classroom. Rain chains direct roof drainage through planters, which filter the water with plants specifically chosen for their benefit as pollinator habitat.

OWNERS REPRESENTATIVE SERVICES

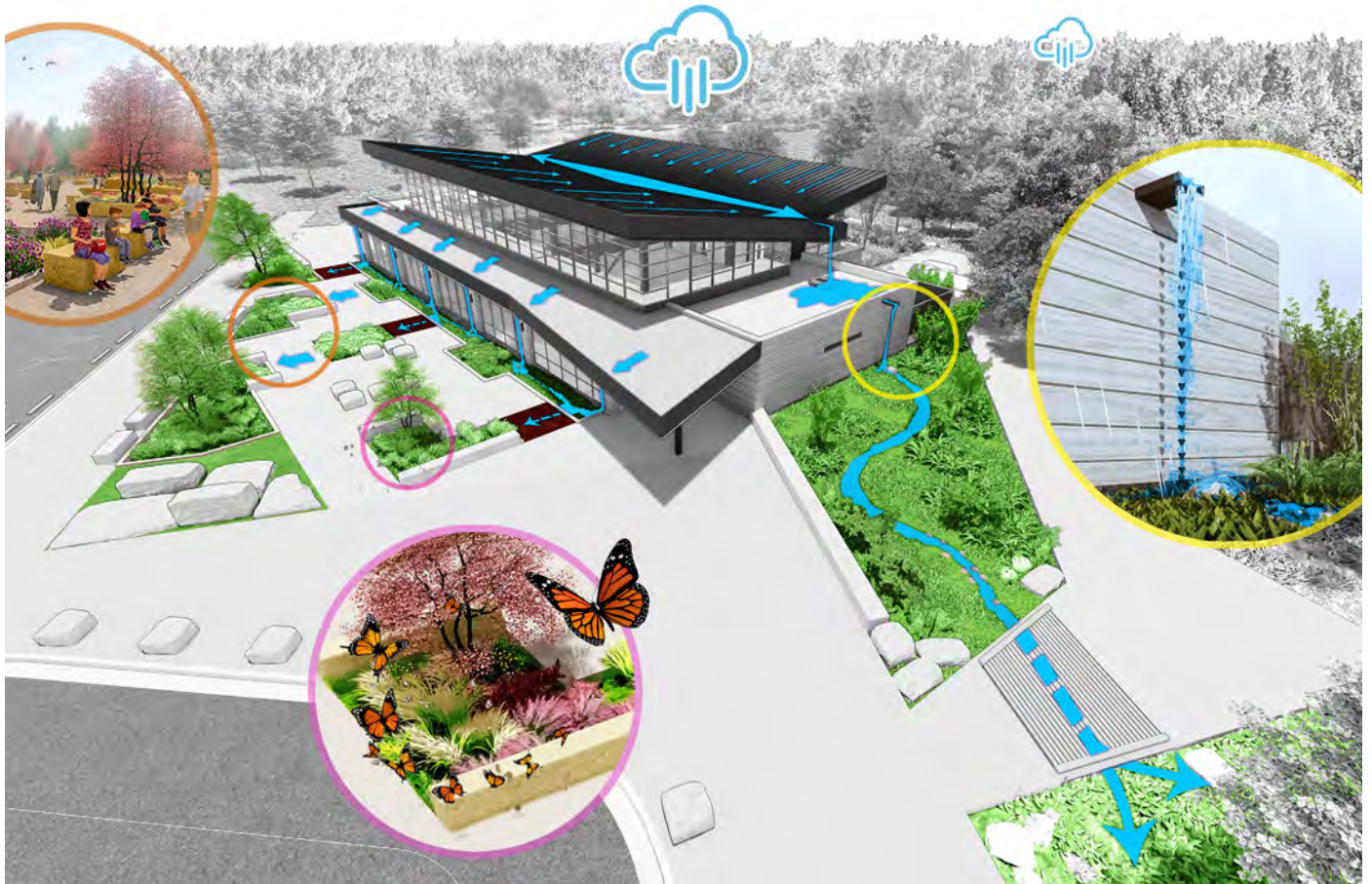
During the construction of this project, SmithGroup provided full owner representative services with strategically scheduled site visits to view progress of the work. Services included evaluating submittals, requests for information, pay applications, and contract change requests, as well as fact checking contractor claims for additional work. When an issue of unforeseeable soil conditions occurred, our staff was able to communicate effectively between the client and contractor to resolve the major cost dispute.

LOCATION
Carmel, Indiana

SIZE
40 acres

CONSTRUCTION COST
\$6.3 Million

COMPLETION DATE
November 2019



STRATEGIC MASTER PLAN

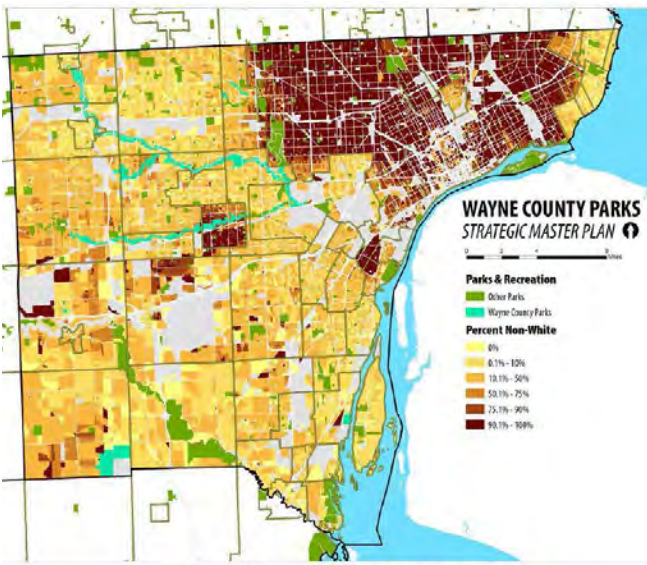


Figure 5.16: Percent Non-White Population

Recognized for enriching the community by providing unique and exciting programs for all ages, while connecting its residents to each other, SmithGroup, teaming with PROS Consulting, was brought in to develop a Strategic Master Plan, coupled with a 5-year Recreation Plan Update, for Wayne County Parks. Serving more than 1.8 million residents and visitors year-round, Wayne County Parks is comprised of 43 communities with diverse land size, population densities incomes and ethnicities.

Consisting of 11 primary parks, totally over 5,600 acres, the Strategic Plan identified programs, facilities, amenities, and service gaps that will serve as a guide for priority projects with realistic methods for meeting Wayne County Parks and the community’s goals.

The Strategic Master Plan evaluated park system and facilities; recreational programming and interpretation; administrative structure and staffing; funding and revenue generation; and maintenance and natural resource management.

LOCATION

Wayne County, Michigan

SIZE

5,600 acres / 43 communities / 11 parks

COMPLETION DATE

2017

FERNDAL PLANNING RECREATION AND ZONING

STRATEGIES

To design a building that is compatible with a traditional downtown and a walkable scale, use these simple steps. Learn more about each step on the following pages.

1. DEFINE A BASE/MIDDLE/TOP

The size of base and top components can scale with proportion to the size of the building.



2. DEFINE VERTICAL BAYS

Vertical bays break down the mass of a large building to a scale relatable to humans, contributing to a walkable environment.



3. ORGANIZE OPENINGS ("FENESTRATION")

Imagine a grid projected on the face of the building. Use this imaginary grid to arrange windows and doors.



4. ADD ARCHITECTURAL DETAILS



FERNDAL DRAFT DESIGN GUIDELINES



SmithGroup provides ongoing planning and design assistance to the City of Ferndale's planners and economic development specialists. A new downtown form-based code has led to additional zoning amendments and visualizations to illustrate design concepts. The preparation of Design Guidelines for mixed-use and downtown buildings will result in infill that better matches the vision of the city's planning commission and residents developed during the master plan process.

SmithGroup is currently assisting the community with their 2022 Master Plan which will incorporate a climate action plan and further focus on sustainability and equity. It will build on the recent Ferndale Moves and Equitable Housing Strategy to lay the groundwork for residential zoning amendments to complement our previous mixed-use and downtown work. The master plan will include a robust set of conversations with officials and residents on recent redevelopment and the future of growth, scale, character, and density.

This ongoing planning effort also includes a comprehensive update of the Park and Recreation Master Plan. The effort will result in a broad vision for the community, incorporating land use, transportation, and development policy with recreation and resilience as foundation themes that prioritize community well being and quality of life.

LOCATION

Ferndale, Michigan

COMPLETION DATE

Ongoing

CLIENT CONTACT

Justin Lyons, MUP, CNU-A, Planning Manager

City of Ferndale, Michigan

300 E. 9 Mile Road

Ferndale, Michigan 48220

248.546.2366

jlyons@ferndalemi.gov

LAS VEGAS MASTER PLAN



With a vision to be the leader in resilient, sustainable cities and leverage the pioneering innovative spirit of its residents, the master plan will aid the City in providing equitable access to services and jobs in the new economy. Serving as a strategic framework, the Las Vegas Master Plan will lead future economic, social, cultural and quality of life improvements in Las Vegas by 2050. It will build on the effort, research and consensus that has been part of previous plans in the region and customize a set of solutions for the City of Las Vegas. SmithGroup is leading a team of consultants working collaboratively with city staff to create a vision framework while focusing on catalytic land use and open space strategies. Engagement efforts are focused on education and building consensus among officials and the public to tackle challenges ranging from affordable housing to transit-oriented development to sustainable and smart development.

LOCATION
Las Vegas Nevada

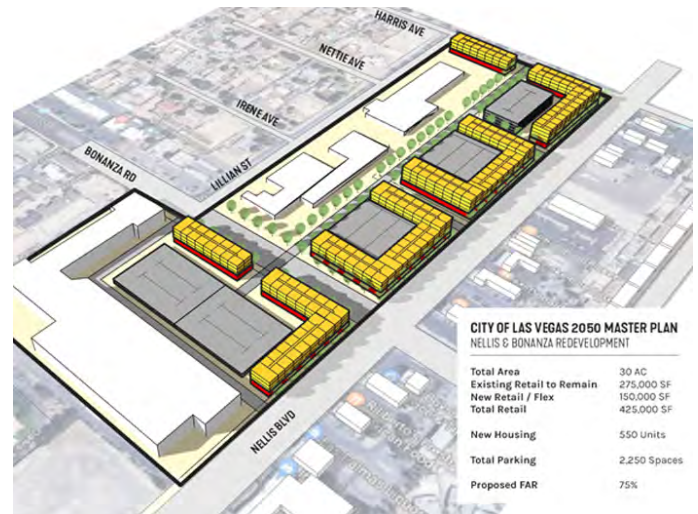
SIZE
136 square miles

COMPLETION DATE
2020

To help answer the question of where and how residents will be housed in the future, the planning team developed a sophisticated modeling tool to predict potential land use changes and assess their associated impacts. Different sets of assumptions were used to explore different future land use alternatives. This tool allowed the planning team to leverage public and stakeholder engagement and then:

- Assess the potential for different land uses to change in the future, based on the existing development patterns and uses of individual areas along with feedback from public engagement through the Preserve-Enhance-Transform (PET) analysis;
- Characterize how a given area could change and what mix of Place Types (i.e. future land use patterns) might be desired in that area in order to achieve desired outcomes and goals;
- Understand the capacity for changing land areas to absorb new population growth and what the impacts and benefits of those changes might be - most importantly in terms of impacts to water use.

Being able to anticipate land use changes and future population densities across Las Vegas can shed insight on critical elements that shape the quality of life for residents and the resilience of the City and broader region. For instance, differences in the amount of water different types of housing (e.g. single family vs. apartment buildings) utilizes is important for achieving a smart use of finite water resources. Similarly, understanding how and where greater densities of population can be located to support an accessible and robust transportation system impacts how people live and move about the city.



TOLEDO EAST RIVERFRONT GLASS CITY METROPARK



Partnered with Metroparks Toledo and local community groups, SmithGroup developed a comprehensive master plan for a new waterfront park on a 70-acre stretch of land along the east bank of the Maumee River, opposite downtown Toledo. On a site that once produced electricity for Toledo residents as the location of the Edison Power Plant, this transformative Metropark brings a new kind of energy to the banks of the Maumee River.

Activated by Toledo’s residents and visitors, a recreated natural riverfront park, with its welcoming gathering spaces, connected trails and fun recreation opportunities improve community quality of life, encourage healthy lifestyles, connect youth with nature, and support Toledo’s economic vitality.

Upon completion of the master plan, SmithGroup began work on Phase I implementation. This 21-acre phase of the urban park contains a sled hill, event lawn, reimagined marina and water access, revived natural habitats, and an iconic events pavilion. Final engineering is currently underway, and the project will begin construction this summer.

LOCATION
Toledo, Ohio

SIZE
70 acres

COMPLETION DATE
2021



Central to the Phase 1 implementation plan was the design of the 4800-square-foot public events pavilion. The pavilion incorporates a large, unobstructed, assembly space that's large enough to seat up to 150 people. An accessible rooftop patio, warming kitchen, interior and exterior access restrooms, and a Mechanical/Storage room were also incorporated into the program to support a variety of events and uses.

While connecting the community back to the waterfront, this park incorporates local, state, and national trends in recreation and accessibility. It will honor the values and expectations set by the community as it advances regional connectivity.

This project is currently under construction and will be completed in 2021.



SOUTH BEND RIVERFRONT PARKS & TRAILS CONCEPTUAL FRAMEWORK PLAN



The City of South Bend’s prime location along the St. Joseph River is nestled within a wealth of public park land, yet the existing parks and trails had been underutilized and outdated for decades. In order to promote stronger connections and destinations among its widespread non-motorized network, we worked with the City’s Department of Venues, Parks and Arts, and the South Bend community to develop a framework that leverages existing assets to provide residents access to the water and improve connectivity between neighborhoods and amenities.

Our planning team performed multiple GIS studies to gain a deeper understanding of the City’s gaps in connectivity. In our analysis of the existing trail infrastructure, we discovered that the parks located along a 3.5-mile stretch of the downtown core suffered from poorly underutilized facilities, and required particular emphasis in our large-scale planning effort to transform the downtown and increase riverfront access for underserved neighborhoods.

The project gained widespread momentum and buy-in through an extensive public engagement process, which helped guide a final report

LOCATION
South Bend, Indiana

SIZE
Master Plan: 8 miles
Seitz Park: 2 acres

COMPLETION DATE
Master Plan: 2017
Seitz Park: 2022 (anticipated)



that elicited a positive response from the South Bend community. We hosted four large community forums to dig deeper into the existing system's long-neglected connectivity and safety concerns, and reach consensus on the potential solutions. In addition, we assisted the City in developing a live website for community members to learn more about events, project updates, and provide further comments and suggestions. Based on consistent feedback from the highly vocal residential community, we recognized the importance of preserving certain historic features that spoke to the City's proud industrial heritage in our design concepts. Our team sought to balance active and passive landscapes that anchored these significant historic elements in respectful public spaces.

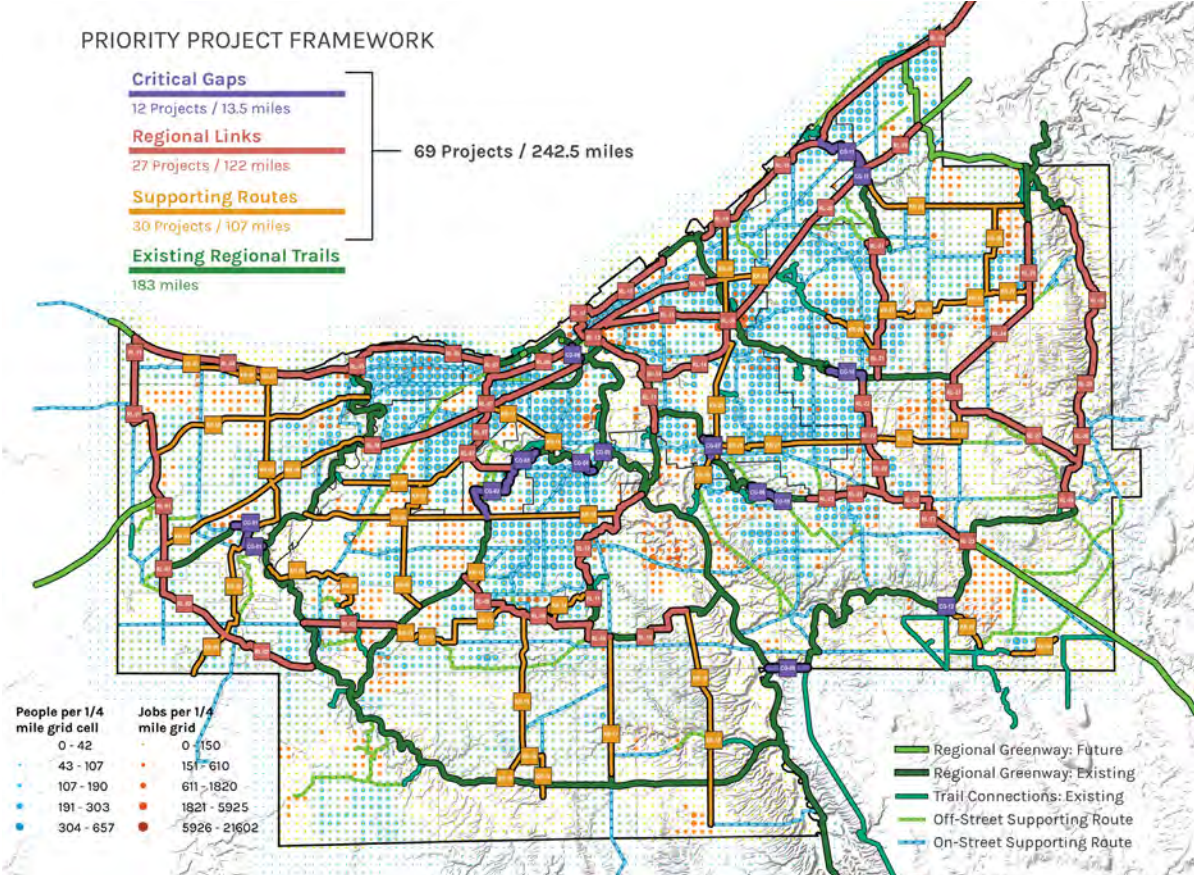
Our planning effort culminated in the Riverfront Parks & Trails Conceptual Framework Plan, which includes implementable recommendations to improve the trail system's overall continuity for a variety of users through an on and off-road, looped trail network while also strengthening the physical and visual connection between disparate neighborhoods.

As a result, our team was selected to lead the design and implementation of Seitz Park as the first phase of the conceptual framework plan, continuing our strong collaborative relationship with the City. Inspiration for the Seitz Park restoration draws heavily upon the riverine forms and movement of the mighty St. Joseph River. Evoking the patterns and forms of this dynamic system lends a clean hierarchy and organization to the spaces and trail connections; as well as a richness to be expressed through design and materials.

The design for one of the City's most active park organizes a collective of flexible spaces and trails connections, while quietly addressing service needs for both the existing fish ladder and hydroelectric project below the park. The restroom/vending pavilion and new covered event stage anchor the large central gathering area with secondary spaces focused on the River Lights, East Race and dam.

Extending outward from the park and enhancing entry experiences, the North and South Riverwalks provide universal access to the park and extend the design expression by utilizing similar elements that build unity and consistency to the varied spaces.

CUYAHOGA GREENWAY



Building on a successful SmithGroup-led trail and greenway planning effort in the eastern portion of the county, the Cuyahoga Greenways project sought to develop a regional network of greenway and urban trails that interconnects Cleveland and surrounding municipalities. SmithGroup collaborated closely with the County Planning department, Cleveland Metroparks, and a broad base of technical partners and community stakeholders to develop this grand vision.

The core planning tasks included identification of a web of candidate greenway routes across the county. These routes were evaluated and prioritized using a GIS-based and community-input driven process to determine the benefits, challenges, and implementation opportunities for each option. A broad range of public input tools, including ArcGIS-powered web maps and collaborative digital planning applications, were used.

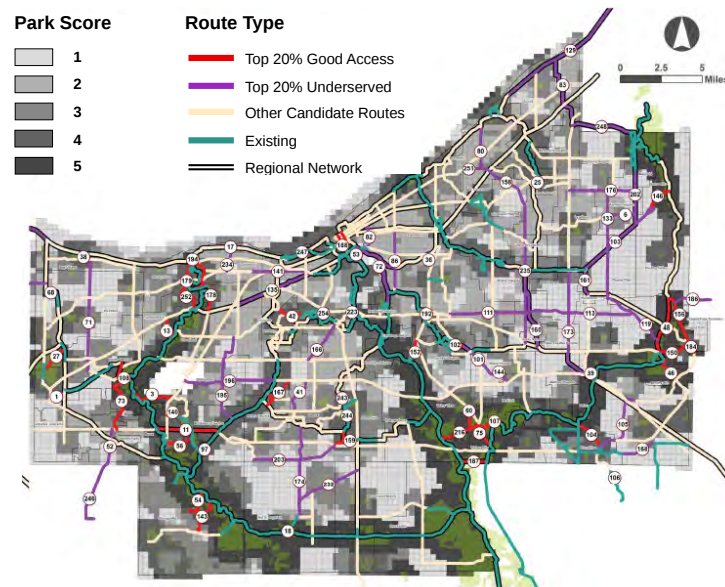
LOCATION
Cleveland, Ohio

SIZE
457 square miles / 59 municipalities

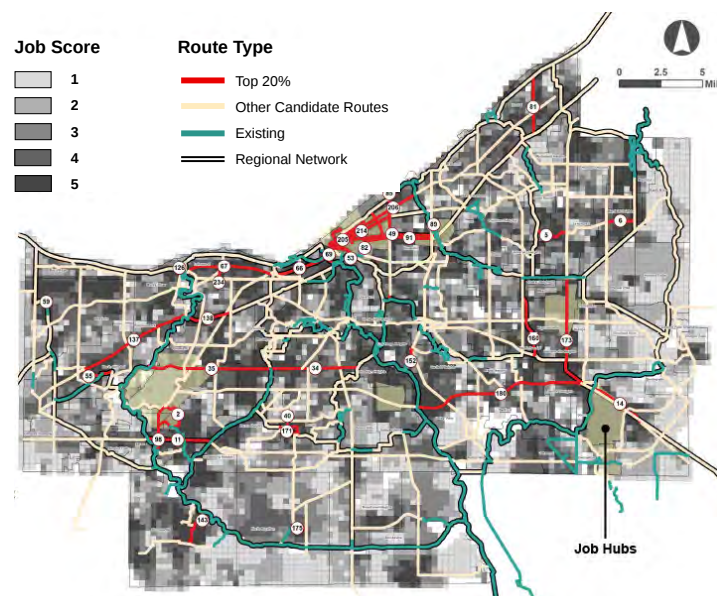
COMPLETION DATE
2018

Cleveland and surrounding Cuyahoga County is undergoing a gradual transformation. A highly urbanized region in America's rust belt, like other Great Lakes legacy cities, its persistent population decline shows no signs of slowing as manufacturing jobs became consumed through advancements in automation or moved elsewhere. Transforming the region from a production-based economy to more service, medical, and/or technology-based sectors has been slow and not inclusive. In Northeast Ohio some economic sectors are growing rapidly, while others - such as motor vehicular parts and other fabricated metal production - are shrinking faster at the local level than nationally leaving meaningful portions of residents behind while the region struggles with income inequality, job access, and lack of physical as well as upward mobility.

More broadly, supplying better transportation options for all County neighborhoods can have a positive impact on the overall quality of life for residents. Despite having good access to recreational opportunities, one quarter of Cuyahoga County residents are considered physically inactive, and at risk for chronic conditions that could be prevented through better nutrition and increased physical activity. Building non-motorized facilities (trails, greenways, bicycle lanes, etc.) that provide recreational opportunities and promote active modes of transportation will lead to health care cost savings, increased physical activity, and greater health outcomes.



PARK & RECREATIONAL ACCESS FACTOR



JOB CENTERS FACTOR

JACKSON COUNTY FAIRGROUNDS KEELY PARK



The Jackson County Fairgrounds has held the State and County Fair for well over 100 years. The Fairgrounds are adding an additional Event Center to attach more conferences, trade shows, weddings and events in general. The overall goal is to host events every weekend of the year at the Fairgrounds to help draw more people to the City of Jackson.

The SmithGroup team has expanded the parking to accommodate guests for both Event Centers to be used simultaneously. During the fair, portions of the parking lot will be used for vendor spaces. The parking lot will also transform into a pedestrian-friendly space that connects the major hubs of the Fairgrounds which include the American 1 Center, New Event Center, Gumper Building, and the Grandstands.

We are also utilizing the sandy soils under the site to design a stormwater system that uses infiltration to clean the stormwater instead of directing the water directly into the adjacent Grand River.

LOCATION

Jackson, Michigan

SIZE

10 acres

COMPLETION DATE

2021

ON-CALL SERVICES CONTRACT



SmithGroup has been working with the City of Ann Arbor Parks & Recreation Department for nearly a decade on multiple IDIQ contracts for Landscape Architecture and Civil Engineering services. Engineering, planning, and design services include design for trails, playgrounds, recreation, and park facilities, open space, connectivity, and waterfronts within the system.

The Gallup Park Rotary Playground, a project to emerge from our IDIQ with Ann Arbor Parks & Recreation, creates a fantasy-inspired play experience that celebrates the Huron River and inspires discovery, imagination, and adventure in children to discover the natural systems, plants, and animals that abound in this flourishing ecosystem.

Program elements include a new fishing dock, bicycle parking, picnic areas, sensory garden with raised plant beds, new play structures, and a kayak/canoe landing.

LOCATION

Ann Arbor, Michigan

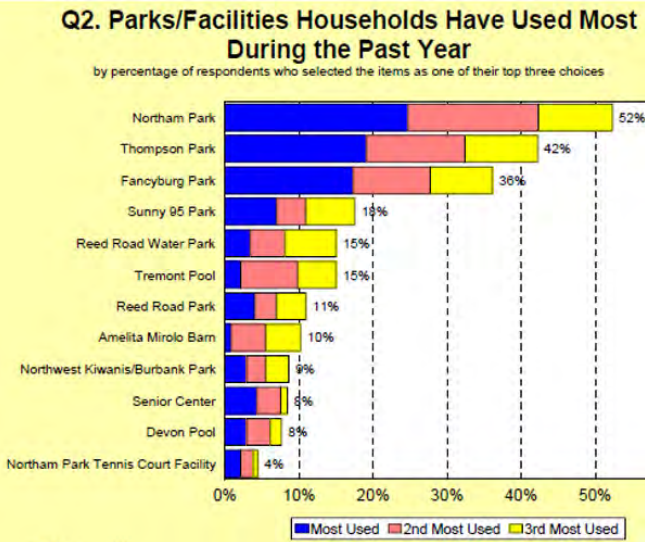
SIZE

Various

COMPLETION DATE

Ongoing

COMPREHENSIVE PARKS MASTER PLAN



PROS Consulting, along with OHM Advisors and ETC Institute completed a Comprehensive Parks and Recreation Master Plan for the City of Upper Arlington in 2019. The Upper Arlington Parks and Recreation Department manages parks, recreation facilities, and recreation program services to the citizens of Upper Arlington that greatly contributes to the quality of life for residents of the City. Upper Arlington is also home to The Ohio State University. In order for the Department to continue to be viable, it needed a solid planning document to guide the City’s efforts.

The master plan provides a framework to respond to citizens’ needs and expectations, as well as identifies priorities for the staff to work toward successful implementation. The Upper Arlington Parks and Recreation Master Plan followed an iterative process of data collection, public input, on-the-ground study, assessment of existing conditions, market research, and open dialogue with local leadership and key stakeholders.

The goal of the Master Plan is to be a guide in the delivery of excellent parks, trails, public facilities, activities, programs, and services that will contribute to community prosperity and improve the quality of life for residents and visitors to Upper Arlington. Upper Arlington is land-locked and has reached build-out. The goal of the master plan was to identify specific facilities, parks, as well as amenities that could be added to existing parkland.

LOCATION
Arlington, Ohio

COMPLETION DATE
2019

REFERENCE
Ms. Debbie McLaughlin,
Parks and Recreation Director
City of Upper Arlington
614.583.5307
dmclaughlin@uaoh.net

RECREATION AND ARTS MASTER PLAN

PROS Consulting was retained by the City of Chesterfield to complete a Parks, Recreation, and Arts Master Plan. The City of Chesterfield Parks, Recreation, and Arts Department has a long-standing commitment to provide high quality parks and recreation programs to the community. As such, the Department was seeking professional services to complete a Parks, Recreation, and Arts Master Plan. The plan will guide the Department's investment in parks, programs, arts and facilities that will serve as a roadmap to ensure that the parks remain vital community resources now and into the future. The agency is one of 170+ CAPRA Accredited through the National Recreation and Park Association.



LOCATION

Chesterfield, Missouri

COMPLETION DATE

2020

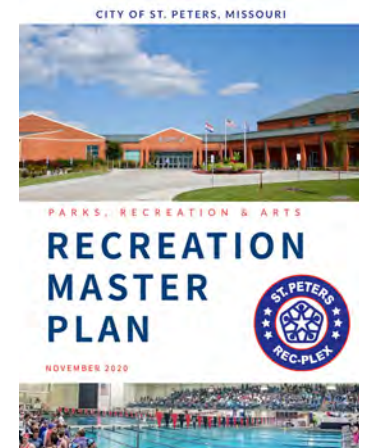
REFERENCE

Mr. Tom McCarthy, Park, Recreation & Arts Director, Chesterfield Parks, 636.812.9503
tmccarthy@chesterfield.mo.us

CITY OF ST. PETERS, MISSOURI

RECREATION MASTER PLAN

In 2020, the City of St. Peters desired a Recreation Master Plan for the city staff to follow for the next five years. The Recreation Master Plan included a full assessment and evaluation of the Rec-Plex facility, programs, and operations, as well as the outdoor aquatic facilities and operations. The focus was to determine how well the recreation facilities, programs and operations were serving residents, as well as the partners who rent time in the Rec-Plex. The facility provides the community an incredible facility to use in five key program areas that include: aquatics, ice related activities, fitness and recreation, rentals, and camps year-round. The facility is 236,000 square feet and includes a 50-meter pool, three ice rinks, sports courts, full walking/running track, wellness and fitness center, concession operations and program rooms.



LOCATION

St. Peters, Missouri

COMPLETION DATE

2020

REFERENCE

Ms. Cathy Pratt, Economic Development Director, City of St. Peters
623.279.8203
cpratt@stpetersmo.net

SECTION 8

FEE



MILLIKEN STATE PARK & HARBOR

ANTICIPATED PROJECT COSTS

TEAM MEMBER	HOURLY RATE	HOURS
Bob Doyle / Principal in Charge	\$200	18
Mark Woodhurst / Project Manager	\$140	110
Caeley Hynes / Planner	\$95	161
Lindsay Fercho / Landscape Architect	\$140	56

PROS CONSULTING

Leon Younger / Principal	\$175	48
Associate Principal	\$145	92
Research Consultant	\$100	52

Task 1 - Project Kick-Off	\$6,360
Task 2 - Analysis	\$15,115
Task 3 - Community Engagement	\$13,690
Task 4 - Updated Plan Development	\$33,910
Task 5 - Branding	\$660
Fee	\$69,735
Reimbursables	\$4,000
Total Fee	\$73,735

** For additional details, a line-item budget detailing all project costs to the City, will be provided as an Excel attachment in addition to the electronic submittal of this proposal.*

Design a Better Future

SMITHGROUP

smithgroup.com
734.662.4457

201 Depot Street
Second Floor
Ann Arbor, Michigan 48104



CITY OF OAK PARK

COMMUNICATIONS AND PUBLIC INFORMATION

Courtney Flynn, Director

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

Meeting of the Oak Park City Council City Manager's Report Jan. 3, 2022

COMMUNITY ANNOUNCEMENTS

- **Bagged Leaves:** Curbside leaf pickup has ended for the season but bagged leaves can still be taken to SOCCRA through the start of yard waste in April.
- **Snow Emergencies:** A snow emergency is called when four or more inches of snow falls or other hazardous conditions necessitate. No parking is permitted on City streets during snow emergencies until the order is lifted. When a snow emergency has been declared, all vehicles must be removed from curbside and parked off street until the order has been lifted. To receive information when a snow emergency has been declared follow us on social media, check our website and join our emergency notification system. Snow emergencies will also be noticed on local cable TV and radio stations.
- **Street Trees:** Through the OAKSTEM Grant Pilot Program, the City will be able to provide residents with free trees to be placed in the right-of-way in front of their homes. Those interested in participating in the program must make a tree request before Feb. 14, 2022 online; the link is on our website and Facebook page. Once the City has compiled a request list staff will reach out to individuals to discuss the program. Please be aware there are a limited amount of trees available so not all requests may be able to be filled; priority will be given on a first come, first served basis.
- **Senior Classes and Drop in Opportunities:** To resume the week of Jan. 10; classes will return to their 8 week session blocks.
- **Winterfest:** Sunday, Jan. 16 from 2-5pm. All activities are free and include horse and carriage rides through the park, a reindeer pen, make your own s'mores stations, ice carving demonstrations, free chili, hot chocolate, craft tables and activities provided by Oakland County Parks. The ice rink will also be open for free skating during those hours, with skates available for use.

- **Senior Focus Group:** The Oak Park Senior Programming division is looking for individuals who are 55+ and able to participate in a Senior Focus Group. The purpose of this group is to explore the needs of our senior population in regards to recreational programming, transportation and amenities. The Recreation Department is looking for feedback regarding current programs, amenities and suggestions for new offerings. The first meeting is Tuesday, Jan. 25, 2022 from 10 to 11:30 am in Room B of the Oak Park Community Center.
- **Oak Park Teen Council:** Local teens are invited to join the Teen Council, which is hosted twice a month at Oak Park High School. This gives each teen the chance to help the Recreation Department develop new, fun and innovative programs. Upcoming Teen Council Meeting dates are Jan. 12 and 26 at 4pm at the Knight Café.
- **Hip Hop Dance Club:** Instructor Robert Gilmore teaches a weekly class hip-hop dance class at the Oak Park High School, every Wednesday from 3:30 - 4:30pm. The class is free and includes the evolution in the Hip Hop culture, starting from its roots. This program is sponsored by the Oak Park Public Library in partnership with the City of Oak Park Recreation Department and the Oak Park Schools through a grant from the Michigan Humanities Council.
- **Drop-In Video Games:** Every Thursday from 3:30-4:30pm, in collaboration with the Oak Park Library, there is drop in esports at the Oak Park High School where students can play Rocket League, Super Smash Bros., NBA 2k22 and Madden NFL 2022.
- **Detroit Pistons Games at Little Caesars Arena:** Jan. 14 vs Toronto Raptors; this event includes a game ticket, an after-game free-throw, \$10 food voucher and transportation to and from the game. Contact the Recreation Department for more information.
- **Adult Self-Defense Class:** This class goes from Jan. 24 to March 14 from 7-8 pm; it teaches participants basic fundamentals in self-defense and fitness. Inclusive to all adults ages 18 and up. Students will be instructed in various martial arts techniques and fitness exercises, promoting health and wellness.
- **Try Archery Day:** The Recreation Department is hosting free archery sessions on the following days:
 - Seniors: Jan. 11, 10:15 am
 - Youth: Jan. 13, 6 pm

- **Archery Classes:** Oak Park Recreation is partnering with USA Archery to provide archery clinics and classes to youth and seniors! No experience required and all equipment will be provided by Oak Park Recreation. The cost is \$20 resident/\$25 non-resident.
 - Seniors: Jan. 18 – Feb. 8
 - Youth: Jan. 20-Feb. 10
- **Winter Youth Basketball Skills and Drills:** Registration ends Friday, Jan. 7 and sessions will be held at Pepper, Einstein and Key elementary schools. Sessions are an hour and will include skill-based practices that end with organized scrimmages.
- **GO-TI Youth Martial Arts:** Beginning Jan. 11, held every Tuesday through March 3 between 7:15 and 8:15 pm. Cost is \$60 for residents; \$65 for non-residents. This program designed for beginner through intermediate skill levels. It enhances a child's focus, memory, teamwork skills, discipline, self-control, fitness, balance, and coordination. All of this is achieved through exciting and fun games and activities.
- **Virtual Pet Contest:** Post your pets photos to our City Facebook page (in the comments) on Jan. 21. The photos with the most likes will become the top dogs! Winners will be announced by Jan. 24.

For more information or to register for any of these programs, call the Recreation Office at: (248) 691-7555 or email us at recoffice@oakparkmi.gov