

Oak Park City Council Agenda

January 22, 2024





AGENDA
REGULAR CITY COUNCIL MEETING
40th CITY COUNCIL
OAK PARK, MICHIGAN
January 22, 2024
7:00 PM

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. APPROVAL OF AGENDA

5. CONSENT AGENDA

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

- A. Regular City Council Meeting Minutes for January 3, 2024
- B. Parks and Recreation Commission Meeting Minutes for October 18, 2023 and November 15, 2023
- C. Request to advertise for bids for 2024 Lawn Maintenance Contract
- D. Request to advertise for bids for 2024 Landscape Maintenance Contract
- E. Licenses New and Renewals submitted for January 16, 2024

6. RECOGNITION OF VISITING ELECTED OFFICIALS

7. SPECIAL RECOGNITION/PRESENTATIONS:

- A. Annual Audit Presentation
 - City of Oak Park Finance Department
 - Rehmann Robson

8. PUBLIC HEARINGS: None

9. COMMUNICATIONS: None

10. SPECIAL LICENSES: None

11. ACCOUNTING REPORTS:

- A. Approval for payment of invoices submitted by Garan, Lucow, Miller, P.C. for legal services in the total amount of \$17,424.32

12. BIDS: None

13. ORDINANCES: None

14. CITY ATTORNEY:

15. CITY MANAGER:

Finance/Assessing

- A. Request to approve income guidelines for the 2024 Poverty exemption application.
- B. Request to adopt the rate of compensation for the Board of Review members and the 2024 Board of Review meeting dates and times

Department of Public Works

- C. Request to approve the Architectural / Engineering Design Services contract with Neumann Smith Architecture for the Event Hub and Municipal Services Buildout for the total not-to-exceed price of \$397,525.00 (\$348,000 Event Hub / \$49,525 Municipal Services). The contract will require review and approval by the City Attorney before execution.

Elevate Oak Park Project Update

16. CALL TO THE AUDIENCE

Each speaker's remarks are a matter of public record; the speaker, alone, is responsible for his or her comments and the City of Oak Park does not, by permitting such remarks, support, endorse or accept the content thereof, as being true or accurate. "Any person while being heard at a City Council Meeting may be called to order by the Chair, or any Council Member for failure to be germane to the business of the city, vulgarity, or personal attacks on persons or institutions." There is a three-minute time limit per speaker.

17. CALL TO THE COUNCIL

18. ADJOURNMENT

The City of Oak Park will comply with the spirit and intent of the American with Disabilities Act. We will provide support and make reasonable accommodations to assist people with disabilities to access and participate in our programs, facilities, and services. Accommodation to participate in a Council Meeting will be made with 7-day prior notice.



**CITY OF OAK PARK, MICHIGAN
REGULAR COUNCIL MEETING OF THE
40th OAK PARK CITY COUNCIL
January 3, 2024
7:00 PM**

MINUTES

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

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

ABSENT: None

OTHERS

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

APPROVAL OF AGENDA:

**CM-01-001-24 (AGENDA ITEM #4) ADOPTION OF THE AGENDA AS AMENDED
– APPROVED**

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

- Omit Item #15A

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

MOTION DECLARED ADOPTED

CONSENT AGENDA:

CM-01-002-24 (AGENDA ITEM #5A-D) CONSENT AGENDA - APPROVED

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

- A. Regular City Council Meeting Minutes for December 18, 2023 **CM-01-003-24**
- B. Special City Council Meeting Minutes for December 18, 2023 **CM-01-004-24**
- C. Request to approve payment of invoices from OHM Advisors for GIS DWAM Grant, Nine Mile Rd CE, and 8 Mile Booster Station Rehab for the total amount of \$10,024.50
CM-01-005-24
- D. Request to advertise for bids for the 2024 Water Main Replacement Project, M-764
CM-01-006-24

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

MOTION DECLARED ADOPTED

RECOGNITION OF VISITING ELECTED OFFICIALS: None

SPECIAL RECOGNITION/PRESENTATIONS:

- A. City Manager Tungate presented Special Retirement Recognition to Public Safety Deputy Director Shawn Tetler.
- B. Library Director Kimberly Shaaf presented plans to re-design the Library.

PUBLIC HEARINGS: None

SPECIAL LICENSES: None

ACCOUNTING REPORTS: None

BIDS:

CM-01-007-24 (AGENDA ITEM #12A) REQUEST TO AWARD THE BID FOR THE 2024 SEWER LINING PROJECT, M-763 TO DVM UTILITIES, INC. OF STERLING HEIGHTS, MI, FOR THE TOTAL AMOUNT OF \$290,309.00 - APPROVED

Motion by Radner, seconded by Burns, CARRIED UNANIMOUSLY, to award the bid for the 2024 Sewer Lining Project, M-763 to DVM Utilities, Inc. of Sterling Heights, MI, for the total amount of \$290,309.00

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

MOTION DECLARED ADOPTED

ORDINANCES:

CM-01-008-24 (AGENDA ITEM #13A) SECOND READING AND ADOPTION OF AN ORDINANCE TO REPEAL AND REPLACE CHAPTER 50 OFFENSES AND MISCELLANEOUS PROVISIONS, ARTICLE II – OFFENSES AGAINST PROPERTY, SECTION 50-45 MARKET BASKET CART, OF THE CODE OF ORDINANCES, CITY OF OAK PARK (The proposed ordinance updates the regulations pertaining to shopping carts) - APPROVED

Motion by Burns, seconded by Radner, CARRIED UNANIMOUSLY, to approve the second reading and adopt an ordinance to repeal and replace Chapter 50 Offenses and Miscellaneous Provisions, Article II – Offenses Against Property, Section 50-45 Market Basket Cart, of the Code of Ordinances, City of Oak Park.

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

MOTION DECLARED ADOPTED

CM-01-009-24 (AGENDA ITEM #13B) SECOND READING AND ADOPTION OF AN ORDINANCE TO ADD ARTICLE X – VACANT BUILDING REGISTRATION, SECTION 18-401 - OF CHAPTER 18, BUILDINGS AND BUILDING REGULATIONS, OF THE CODE OF ORDINANCES, CITY OF OAK PARK (This proposed ordinance would provide the city with the means to enforce the maintenance of abandoned, blighted, and vacant buildings or structures in the community) - APPROVED

Motion by Whitehead, seconded by Edgar, CARRIED UNANIMOUSLY, to approve the second reading and adopt an ordinance to add Article X – Vacant Building Registration, Section 18-401 - of Chapter 18, Buildings and Building Regulations, of the Code of Ordinances, City of Oak Park (This proposed ordinance would provide the city with the means to enforce the maintenance of abandoned, blighted, and vacant buildings or structures in the community).

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

MOTION DECLARED ADOPTED

CITY ATTORNEY: No Report

CITY MANAGER:

Municipal Services

(Agenda Item 15A) Request to approve Application No. 3 for the Nine Mile Connector Park Project, M-746 to DMC Consultants Inc. of Detroit, Michigan for \$220,504.12 and to approve a budget amendment to move the required funding to the Public Improvement Fund (401-70-900-970) for this project. **(Removed from the agenda)**

Department of Public Works

CM-01-010-24 (AGENDA ITEM #15B) REQUEST TO AUTHORIZE THE PUBLIC WORKS DEPARTMENT TO PARTICIPATE IN THE STATE OF MICHIGAN (MIDEAL) CONTRACT FOR THE PURCHASE OF A LIGHT DUTY PICK-UP TRUCK FOR \$48,589.00 - APPROVED

Motion by Radner, seconded by Burns, CARRIED UNANIMOUSLY, to authorize the Public Works Department to participate in the State of Michigan (MiDeal) contract for the purchase of the following light duty pick-up truck for \$48,589.00:

Vehicle:	Department:	Amount: (Pre-Bid Contract)	Account:
2024 Ford F-150	Public Works	Total Cost: \$48,589.00 (State of Michigan - MiDeal)	<u>Motor Pool:</u> 592-18.538.970

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

MOTION DECLARED ADOPTED

CALL TO THE AUDIENCE:

Vic Jernigan spoke to an experience at the 45th District Court.

Pea Gee Geraldts thanked Council and Director Cooper for their support of the anti-domestic violence initiative she works with and also congratulated Director Cooper for his recent recognition.

ADJOURNMENT:

There being no further business to come before the City Council, Mayor McClellan adjourned the meeting at 7:55 p.m.

T. Edwin Norris, City Clerk

Marian McClellan, Mayor



CITY OF OAK PARK

Department of Recreation

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

CITY OF OAK PARK

PARKS AND RECREATION COMMISSION REGULAR MEETING: October 18, 2023

5B

- I. Meeting called to order by at: 7 pm By: Juanita Bell
- II. Introductions:
Members Present: Juanita Bell, Alexander Simpson, Beverly Wiggins, Ajai Tice, Mickey Alderman, Andrew Cissell
- Members Excused:
- Members Absent: Theresa Lorick – Henderson, Carian Warren, Dwight Thomas
- City Council Members Present: Mayor Pro Tem, Julie Edgar
- Staff Members Present: Laurie Stasiak, Recreation Director, Jes Alger, Recreation Coordinator, and Erin Foley, Recreation Intern from CMU
- Guests Present: None
- III. Approval of Agenda for **October 18, 2023**
- Motion: Alexander Simpson Seconded: Andrew Cissell Approved: X
- IV. Approval of Minutes of Parks and Recreation Commission Meeting of **August 16, 2023.**
- Motioned by: Ajai Tice Approved: X
Seconded by: Andrew Cissell
- Corrections (if any): None

V. Council Comments:

The Oak Park Community Center is a regional early voting site, which includes the communities of Pleasant Ridge, Huntington Woods, Berkely and Oak Park. Starts: October 28 – November 5.

VI. Recreation Updates: Laurie Stasiak, Recreation Director

Senior Trips and Special Events: Maralee Rosemond, Recreation Coordinator

Our Brunch and Learn senior trips have been a sellout each month. Our latest was on the Detroit railroad system and the Dequindre Cut. Lunch was at the Ford House after the presentation.

Senior Mystery Trip : 45 Oak Park seniors attended this mystery trip. The day started out the Huron Metro Park located near Wyandotte. A wonderful presentation was given by the naturalist there on the marshes of Lake Erie, the wildlife and eco system. The seniors were very interested in our presenter! This was followed by a lunch at Portofino and concluded with 2 hour private boat tour on the Detroit , the route was to Boblo Island.

Meadowbrook Theatre Trips for October and November are SOLD out! 23 tickets were secured for both theatre plays and lunch.

Senior DTE Presentation was held on Tuesday October 17 to 50+ seniors. The presentation was about tips and tricks to lower your energy bill. Kits were given to all attendees that had over 13+ items in the kit from faucet aerators, shower heads, light bulbs, night light, hot water pipe insulation and more! The recreation department will be awarded \$500 for hosting this informative session.

Trunk or Treat: Saturday October 28th is the Trunk or Treat event to be held at the 11 mile social district again. We currently have 38 vehicles registered and we are looking for 65 vehicles. Please pass the word. I am looking to see if members of the recreation commission would be willing to volunteer from 12:30pm – 3pm at the event.

Our sponsors are: Oak Park Schools, Dog and Pony Brewing Company, Curts Service, Best Friends Child Care, Four Seasons Garden Center, TrvFit, RealTeam RealEstate.

Special Events - SAVE THE DATE:

Winterfest: Sunday January 28 1pm – 4pm

Daddy Daughter: Sunday February 4 4pm – 6pm

Introduction: Jes Alger, new Recreation Coordinator, in charge of the pool, summer camp, youth and adult sports

The pool has been drained and winterized for the season. She is currently studying for the Aquatic Facility Operator exam, which she will take in January. This certification will teach the best practices for managing an Aquatic facility, as well as teach the mechanics and chemicals required for the pool.

Our fall soccer season is wrapping up this weekend. Playoffs began last weekend. Our U6 and U10 teams won their first games. They will be advancing to the semifinals on Saturday. If they win Saturday, they will advance to the championship game on Sunday.

The fall season of our field rentals is progressing well. We have four kickball leagues and one softball league using our fields this fall. The seasons end between 10/23 & 11/9.

Also, busy building new youth programs for 2024. Starting in January, a Parent Tot Playtime will be held on Wednesday mornings. The goal of the Parent Tot Playtime is to provide an indoor plays space for children 0-5 years of age while their parents can socialize and meet other local parents with children of similar ages.

We are planning to host a Mom 2 Mom sale in March. This sale will provide parents a chance to pass their gently used children's items to other parents who can use them. Our goal is to provide 34 spaces for sellers but have room for more if we have the interest.

Introduction: Erin Foley, Recreation Intern from Central Michigan University

Erin has been busy assisting with the new Dog Park applications gathering information and handling registration and fobs.

At our new Dog Park Grand Opening we had four new guests come to try out the new park. Many current members were at the opening.

Erin is the editor of the Senior Scoop -

New edition every month, November edition to come out November 1st.

Short magazine for seniors that includes fitness & wellness class schedules, upcoming special events and trips, staff and instructor highlights, and brain games.

Meals on Wheels will be back on beginning Monday October 23rd with cold sack lunches.

She will be riding along on some of the senior trips as the hostess, Mystery Trip, Riverfront Railroad Brunch & Learn, Sherlock Holmes Meadowbrook Theater trip

Assisting Maralee with the Trunk or Treat preparation - Collecting registration forms, and theming skeletons.

VII. Old Business – Commission

a. Dog Park Committee Andrew Cissell, Dog Park updates and membership – the numbers are increasing. The fence line along the southern border has been fixed. Have not had any issues with clean-up/maintenance. 2 handicap spaces were added closer to the entrance of the dog park.

Dave reported that the city manager has approved extending membership to city employees as a benefit. They would still go through the training/paperwork but wouldn't have to pay a membership fee.

Discussed extending membership to the businesses in the dog park, committee agrees to allow it. Reevaluate opening it up to anyone in February.

Mural Dedication – will start at 10 am, family will say a few words and then unveil the plaque.

Grand Opening assignments – Erin Foley will be checking vaccines/licenses, and everyone will be receiving wristbands for easy identification.

The totes and frisbees have come in and will be ready for Sunday. Pup cups from Beyond Juice have been approved and Public Safety will be able to transfer them to the park.

Port-a-potty has been ordered for \$175. Discussed possibility of having one full-time.

The Zoom Room will be bringing some agility equipment to set up in one of the yards. Topp Dogg and Premier Pet Supplies. AWS will not be able to attend. D5 Animal Alliance will be able to come with adoptable dogs. Mark to contact and invite more rescuers.

Vendors arrive at 11 am. Plan to ask guests to register with name, email, and vaccinations for their dogs. After registration, a committee member could hand out tote bags and frisbees. Toni will be inside the dog park.

Discussed a ribbon cutting, mayor will be attending the event.

b. Juneteenth: No Report

c. Friends of Parks and Recreation: Julie Edgar - Working on non-profit status

VIII New Business – Commission

a. None

IX Announcements

a. None

X Meeting adjourned at: 7:50 pm By: Juantia Bell

Motioned by: Andrew Cissell

Seconded by: Alexander Simpson

Motion: passed

Respectfully submitted,

Laurie Stasiak, Recreation Director



CITY OF OAK PARK

Department of Recreation

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

CITY OF OAK PARK

PARKS AND RECREATION COMMISSION REGULAR MEETING: November 15, 2023

I. Meeting called to order by at: 7:05 pm By: Ajai Tice, Vice-Chair

II. Introductions:

Members Present: Theresa Lorick – Henderson, Carian Warren, Beverly Wiggins, Ajai Tice, Mickey Alderman, Andrew Cissell

Members Absent: Dwight Thomas, Alexander Simpson, Juanita Bell

City Council Members Absent: Julie Edgar,

Staff Members Present: Laurie Stasiak, Recreation Director

Guests Present: None

III. Approval of Agenda for November 15, 2023

Motion: Mickey Alderman Seconded: Beverly Wiggins Approved: X

IV Approval of Minutes of Parks and Recreation Commission Meeting of
October 18, 2023.

Ajai Tice, acting secretary for the Oct. 18th meeting, is still working on them. Should be available for the next meeting.

IV. Council Comments: No report

VI. Recreation Updates: Laurie Stasiak, Recreation Director

Good News: First, all of our incumbent elected officials will return to their seats for the next session of City Council, Mayor McClellan, City Council Members Julie Edgar and Solomon Radner were all voted back for another term. Second, both of our recreation millages passed. This means Oak Park is set to elevate our recreation resources and amenities in a way the city has never seen.

Senior Events – Maralee Rosemond, Recreation Coordinator
Theatre Trips:

A Christmas Carol + Lunch: 23 participants have signed up for this yearly theatre outing. This is a sell out year after year.

Mrs. Doubtfire Fisher Theatre: 10 seniors will travel to the Fisher Theatre to see Mrs. Doubtfire Sat. Nov. 18

Senior Classes:

Seniors in Motion continues to have record numbers topping out between 58-70 participants.

Gentle Chair Yoga is now boasting 17 participants! Up from 5 participants!

Yoga classes seem to also be a community favorite.

Senior Winter Picnic:

New to the line up of senior programs will be our Senior Winter Picnic! Food will be provided by Savvy Sliders and Maurice Adams will be offering Hustle dancing after lunch!

Winterfest 2024. Sponsorships will be going out for our 2024 Winterfest that is scheduled for Sunday January 28, 2024. Hours will be the same, 1 pm – 4pm. Volunteers will be needed for this highly attended event.

Michigan Festivals & Events Conference 2024.

Maralee attended the Annual Michigan Festivals and Events conference on Port Huron Nov. 2-5. She presented, along with Recreation Chair Chad Novak from Grosse Isle. The session was titled:

She Works Hard For The Money”. This had to do with ways of securing sponsorship dollars for events. The audience was encouraged to participate and offer their “alternative methods” of securing funds. This is the 4th year that Oak Park has presented at this statewide conference.

Erin Foley also attended as an intern and was able to provide assistance and gain conference planning experience from the MFEA organizers, as well as attend many sessions to further gain insight into event planning on festivals and events large and small.

Michigan Farm Market Association: End of Year Food Assistance wrap up seminar:

MIFMA hosted the end of year wrap up session for food assistance in East Lansing, Monday Nov. 13.

The day was spent discussing the various food assistance programs such as Double Up Food Bucks, WIC, Senior Project Fresh and Prescription for Health programs. There are significant changes coming to the method of WIC reimbursement to our vendors this upcoming year. More details to come on this matter.

Oak Park Total Food Assistance dollars given out: \$9,323.

Youth and Adult Sports – Jes Alger, Recreation Coordinator

Fall kickball and softball rentals are done. We have 2 youth football travel teams renting the outfields for the remainder of November or until the weather turns completely, Oak Parks Saints and Oak Park West Seven Rams. Once they are done, all outdoor athletics will be done until next spring.

Our Go-Ti Youth Martial Arts class has 11 participants this session. This is exciting because we had to cancel the last one due to low enrollment.

Jes is currently working on preplanning for next year. Creating all the marketing for programs from January through June. This includes flyers that will be sent to the schools and preschools, posted on social media, in the community center and on the website.

- Looking at seasonal employee job descriptions and updating them for 2024.
- Updating the summer day camp handbooks for both the staff and the caregivers.
- Archery programming and certification.
- Preplanning for the Mother/Son dance in May.

These are all items that will help set our programs up for success as we start bringing in seasonal staff this coming spring.

Erin Foley – Recreation Intern

Senior Scoop: November Senior Scoop includes a ‘Save the Date’ for Winterfest (January 28th, 1-4 p.m.), updated theater trip information, virtual health class opportunities, brain games, a fall recipe, and a ‘Thank You’ to our Trunk or Treat participants. The Senior Scoop will be accessed on our website soon.

Dog Park: We currently have 43 humans and 53 dogs enrolled at the dog park. We are looking to expand into programs & education for dogs, and dog owners. Also creating an educational, but fun event or program for dogs & their owners. Also, we are looking into the cost of dog lures to use at possible events.

Conferences: Erin attended the Michigan Festivals & Events Association Conference in the first week of November. At this conference she was able to help the MFEA Executive Assistant where needed and attend educational sessions. She learned about safety, revenue generating tips and ideas, and grants. This conference also gave her a great opportunity to network and be able to work with the MFEA to bring more students to this conference to be able to get their foot in the door as young professionals. Bringing more students to the MFEA Conference will help start to bridge the gap between the young professionals and older professionals. This can also help give students the opportunity to learn from older generations of festivals, and how students can carry their traditions for the future of their festivals & events.

Student Presentations: I will be presenting to current CMU students in the Association of Recreation & Event Professionals club, who are freshman to seniors studying events & recreation. In this presentation I will be talking about my role as an intern at Oak Park Recreation, and answering any questions students have about their future internship.

Erin has been selected to be a Student Showcase Presenter at the MParks Conference in February. Her CMU Supervisor had the opportunity to select one student from CMU to be in the Showcase, and she was selected. Being in the Student Showcase allows her to give a presentation on Friday, March 1st at the final “All Conference” session in front of all conference attendees. Giving this presentation will also give her the opportunity to attend the conference, network, and learn from other professionals. In this presentation she will be creatively discussing one of her successes, incorporating one or all the pillars of MParks (advocate, teach, inspire, unite).

Grants: An ongoing project she is taking on is searching for new grants that the Recreation Department can apply for, such as grants to fund new equipment, programs, staffing, or additional facilities and amenities. Looking at the bigger picture, she hopes to find things that we can apply for, big or small, and grow our department.

VII. Old Business – Commission

a.

Sub Committee Report- Dog Park Committee Update: Andrew- Dog Park Updates from meeting 11/8/23 – 41 people and 50 dogs are members. There is \$10,500 left of the budget for capital improvement funds. Discussed using the available funds for shade structures or agility equipment.

Discussed when to open membership to anyone decided to plan on regrouping in February.

Grand Opening Debrief – Event went well there was a decent turnout, total attendance unknown.

Ideas (additions to the dog park, other events) – Having the city’s communications’ department share the dog park on social media sporadically.

Event ideas:

- Movie in the dog park.
- Concert in the park.
- Adoption events, “Meet your best friend”.
- Dog Lure - companies can come to you and set one up, also available for purchase.
- Mazes out of straw bales.
- Dog Sled event, cross country, snow shoeing. Educational opportunity.

- “Nose work” workshop.
- REI workshop.
- Pet First Aid, CPR workshops.
- Obedience training, Canine Good Citizen course,
- Discounts on membership for adopting dogs.

Plan to spend the time before the next meeting to brainstorm and price out amenities.

Future Dog Park Meetings – 2/14, 5/8, 8/14, 11/13 or as needed.

- b. Juneteenth: No Report
- c. Friends of Parks and Recreation: No report

VIII New Business – Commission

No new business

IX Announcements

X Meeting adjourned at 7:51 pm

Motioned by: Beverly Wiggins

Seconded by: Mickey Alderman

Motion passed.

Respectfully submitted,

Recording Secretary, Theresa Lorick – Henderson

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

AGENDA OF: January 16, 2024

SUBJECT: Request authorization to bid the 2024 Lawn Maintenance Contract.

DEPARTMENT: Public Works / Facilities – *DED*

SUMMARY: Bid documents are being prepared for the City's 2024 Lawn Maintenance Contract. This project will maintain the lawns in the City's parks, grounds, and rights of way.

FINANCIAL STATEMENT: There is funding available in the Major Street Fund, Water and Sewer Fund, and Public Works Other Parks budget for these expenditures.

RECOMMENDED ACTION: It is recommended that the request to advertise for bids for 2024 Lawn Maintenance Contract be approved. Funding is available in the Major and Local Street Funds, Water and Sewer Fund, and Public Works budget.

APPROVALS:

City Manager: _____ ET

Department Director: _____ *DED*

Director of Finance: _____ SC

City Attorney: _____ CK

Budgeted: ☐

EXHIBITS: None

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

AGENDA OF: January 16, 2024

SUBJECT: Request authorization to bid the 2024 Landscape Maintenance Contract.

DEPARTMENT: Public Works / Facilities – *DED*

SUMMARY: Bid documents are being prepared for the City's 2024 Landscape Maintenance Contract. This project will maintain the lawns and flower beds in the City's parks, grounds, and rights of way.

FINANCIAL STATEMENT: There is funding available in the Major Street Fund, Shepherd Park Fund, Other Parks Fund, and the Public Works budget for these expenditures.

RECOMMENDED ACTION: It is recommended that the request to advertise for bids for 2024 Landscape Maintenance Contract be approved. Funding is available in the Major Street Fund, Shepherd Park Fund, Other Parks Fund, and the Public Works budget.

APPROVALS:

City Manager: _____ ET

Department Director: _____ *DED*

Director of Finance: _____ SC

City Attorney: _____ CK

Budgeted: ☐

EXHIBITS: None

MERCHANT'S LICENSES - JANUARY 16, 2024

(Subject to All Departmental Approvals)

NEW MERCHANT	ADDRESS	FEES	BUSINESS TYPE
JAX KAR WASH	26550 GREENFIELD	\$150.00	CAR WASH
QUICK PHONE REPAIR LLC	22150 COOLIDGE HWY	\$150.00	PHONE REPAIR

RENEWALS FOR 2024	ADDRESS	FEES	BUSINESS TYPE
ERNIE'S MARKET	8500 CAPITAL AVE	\$150.00	RESTAURANT
SOCKS GALORE WHOLESALE	10355 CAPITAL AVE	\$150.00	WHOLESALE RETAIL
EXCELL SNOW & TURF MAINTENANCE	11000 CAPITAL AVE	\$150.00	CONTRACTORS
MI IMPORT INC	12701 CAPITAL AVE	\$150.00	WHOLESALE RETAIL
MIDLAND EQUIPMENT CO OF MICHIGAN	12900 CAPITAL AVE	\$150.00	INDUSTRIAL
AUDITORY INSTRUMENTS INC	13261 CLOVERDALE AVE	\$150.00	RETAIL
WALKER PRINTERY INC	13351 CLOVERDALE AVE	\$150.00	RETAIL
E-ZEE SET WOOD PRODUCTS	21650 COOLIDGE HWY	\$150.00	RETAIL
CITIZENS BANK	23067 COOLIDGE HWY	\$150.00	FINANCIAL INSTITUTION
OAK PARK RX	24651 COOLIDGE HWY	\$150.00	PHARMACY
MARCUS WEAR AND TAILOR LLC	24709 COOLIDGE HWY	\$150.00	RETAIL
MEAL PREP II	24711 COOLIDGE HWY	\$150.00	RETAIL
NEWTON STYLE ME	25201 COOLIDGE HWY	\$150.00	HAIR SALON
LEARNING DISABILITIES CLINIC	25611 COOLIDGE HWY	\$150.00	MEDICAL OFFICE
HAIR MOOD SALON	26035 COOLIDGE HWY	\$150.00	HAIR SALON
EL MAR'S SUBURBAN SHOP	13661 W ELEVEN MILE RD	\$187.50	RETAIL
MICHIGAN CONSTRUCTION PROTECTION	14211 W ELEVEN MILE RD	\$150.00	CONSTRUCTION
DEPENDABLE GAGE & TOOL CO	15321 W ELEVEN MILE RD	\$150.00	MANUFACTURER
HARTWELL CEMENT COMPANY	21650 FERN AVE	\$150.00	CONTRACTORS
PITA CAFÉ	25282 GREENFIELD RD	\$150.00	RESTAURANT
HEWSON VAN HELLEMONT PC	25900 GREENFIELD RD # 650	\$150.00	LAW FIRM
PAIRS FOOD STORE	9000 W NINE MILE RD	\$150.00	RETAIL
HOOKAH 101	15401 W NINE MILE RD	\$187.50	SMOKE SHOP

CITY OF OAK PARK, MICHIGAN

Statement of Revenues, Expenditures, and Changes in Fund Balance**Budget and Actual - General Fund**

For the Year Ended June 30, 2023

	Original Budget	Final Budget	Actual	Actual Over (Under) Final Budget
Expenditures (concluded)				
Culture and recreation:				
Administration	\$ 424,749	\$ 554,998	\$ 554,534	\$ (464)
Athletics	30,859	9,459	8,400	(1,059)
Outdoor activities	85,351	98,451	97,076	(1,375)
Instructional activities	25,000	24,425	17,109	(7,316)
Special recreation activities	75,800	77,400	69,826	(7,574)
Swimming pool	139,603	189,213	156,878	(32,335)
Senior services	58,060	73,556	72,500	(1,056)
Total culture and recreation	839,422	1,027,502	976,323	(51,179)
Community development	281,039	300,359	289,493	(10,866)
Nondepartmental costs	2,893,500	2,427,500	2,424,789	(2,711)
Debt service:				
Principal	9,512	9,512	9,512	-
Interest and fiscal charges	4,108	2,878	1,819	(1,059)
Total debt service	13,620	12,390	11,331	(1,059)
Total expenditures	22,406,611	22,933,783	22,153,883	(779,900)
Revenues over expenditures	2,266,485	2,607,907	3,001,816	393,909
Other financing sources (uses)				
Transfers in	30,000	30,000	30,000	-
Transfers out	(2,296,485)	(2,597,485)	(3,029,761)	432,276
Total other financing sources (uses)	(2,266,485)	(2,567,485)	(2,999,761)	(432,276)
Net change in fund balance	-	40,422	2,055	(38,367)
Fund balance, beginning of year	4,640,275	4,640,275	4,909,642	269,367
Fund balance, end of year	\$ 4,640,275	\$ 4,680,697	\$ 4,911,697	\$ 231,000

concluded.

The accompanying notes are an integral part of these basic financial statements.

CITY OF OAK PARK, MICHIGAN

Statement of Revenues, Expenditures, and Changes in Fund Balance

Budget and Actual - General Fund

For the Year Ended June 30, 2023

	Original Budget	Final Budget	Actual	Actual Over (Under) Final Budget
Revenues				
Property taxes	\$ 15,314,248	\$ 15,513,861	\$ 15,370,275	\$ (143,586)
Licenses and permits	529,225	564,225	614,209	49,984
Intergovernmental:				
Federal grants	1,510,000	1,510,000	1,256,469	(253,531)
State grants	4,077,904	4,536,844	4,488,098	(48,746)
Charges for services	606,710	608,110	629,824	21,714
Fines and forfeitures	1,300,000	1,207,000	1,099,358	(107,642)
Franchise fees	687,020	560,298	447,346	(112,952)
Investment income	181,089	170,730	303,579	132,849
Other	466,900	870,622	946,541	75,919
Total revenues	24,673,096	25,541,690	25,155,699	(385,991)
Expenditures				
Current:				
General government:				
City council	96,681	78,681	61,343	(17,338)
City manager	513,631	607,691	600,579	(7,112)
Human resources	291,152	261,452	248,356	(13,096)
Information technology	306,281	306,281	302,301	(3,980)
City attorney	274,600	274,600	238,409	(36,191)
Prosecuting attorney	80,000	95,000	80,499	(14,501)
City clerk	414,315	489,255	451,919	(37,336)
Finance and administrative services	1,242,692	1,394,074	1,379,403	(14,671)
Public information	368,708	350,708	300,918	(49,790)
Technical and planning services	1,586,053	1,527,403	1,460,949	(66,454)
Less reimbursements from other funds for finance and administrative services	(789,214)	(797,088)	(797,088)	-
Total general government	<u>4,384,899</u>	<u>4,588,057</u>	<u>4,327,588</u>	<u>(260,469)</u>
Public safety:				
General	12,633,090	12,713,335	12,407,018	(306,317)
K9 unit	206,966	257,300	257,180	(120)
Total public safety	<u>12,840,056</u>	<u>12,970,635</u>	<u>12,664,198</u>	<u>(306,437)</u>
Public works:				
Building and maintenance	836,461	946,461	942,872	(3,589)
Administration	20,982	20,982	13,773	(7,209)
Shepherd Park	147,891	122,391	121,378	(1,013)
Other parks	148,741	517,506	382,138	(135,368)
Total public works	<u>1,154,075</u>	<u>1,607,340</u>	<u>1,460,161</u>	<u>(147,179)</u>

continued...

CITY OF OAK PARK, MICHIGAN

Statement of Net Position

Proprietary Funds

June 30, 2023

	Business-type Activities			Governmental Activities
	Enterprise Funds			Internal Service Funds
	Water and Sewer	Stormwater Utility	Total	
Assets				
Current assets:				
Cash and investments	\$ 7,756,122	\$ -	\$ 7,756,122	\$ 386,246
Receivables:				
Special assessments	800	-	800	-
Accounts	1,361,355	897,470	2,258,825	2,503
Due from other governments	49,129	65,888	115,017	-
Due from other funds	625,715	-	625,715	-
Prepaid items	25,011	-	25,011	151,762
Total current assets	9,818,132	963,358	10,781,490	540,511
Noncurrent assets:				
Capital assets not being depreciated/amortized	1,633,590	96,829	1,730,419	-
Capital assets being depreciated/amortized, net	21,468,525	12,453,767	33,922,292	2,334,144
Total noncurrent assets	23,102,115	12,550,596	35,652,711	2,334,144
Total assets	32,920,247	13,513,954	46,434,201	2,874,655
Deferred outflows of resources				
Deferred pension amounts	76,078	135,250	211,328	-
Deferred other postemployment benefit amounts	3,098	5,508	8,606	-
Total deferred outflows of resources	79,176	140,758	219,934	-
Liabilities				
Current liabilities:				
Accounts payable	1,568,153	330,095	1,898,248	21,955
Accrued liabilities	84,649	-	84,649	3,983
Accrued interest payable	-	7,548	7,548	-
Due to other funds	-	625,715	625,715	-
Current portion of:				
Accrued compensated absences	72,645	-	72,645	1,104
Bonds and other long-term liabilities	2,935	857,091	860,026	-
Total current liabilities	1,728,382	1,820,449	3,548,831	27,042
Noncurrent liabilities:				
Accrued compensated absences, net of current portion	157,815	-	157,815	8,803
Bonds and other long-term liabilities, net of current portion	748	392,073	392,821	-
Net pension liability	2,522,278	4,484,050	7,006,328	-
Net other postemployment benefit liability	1,146,163	1,146,163	2,292,326	-
Total noncurrent liabilities	3,827,004	6,022,286	9,849,290	8,803
Total liabilities	5,555,386	7,842,735	13,398,121	35,845
Net position				
Net investment in capital assets	23,098,432	11,301,432	34,399,864	2,334,144
Unrestricted (deficit)	4,345,605	(5,489,455)	(1,143,850)	504,666
Total net position	\$ 27,444,037	\$ 5,811,977	\$ 33,256,014	\$ 2,838,810

The accompanying notes are an integral part of these basic financial statements.

Municipal Building Construction	Parks and Recreation Improvements	Total
\$ -	\$ -	\$ 572,810
29,239	-	29,239
10,765	14,112	38,535
-	-	170,478
40,004	14,112	811,062
117	-	174,889
-	153	153
-	-	210,970
117	153	386,012
39,887	13,959	425,050
-	1,065,000	1,065,000
-	-	(30,000)
-	1,065,000	1,035,000
39,887	1,078,959	1,460,050
378,000	494,733	1,169,101
\$ 417,887	\$ 1,573,692	\$ 2,629,151

CITY OF OAK PARK, MICHIGAN

Combining Statement of Revenues, Expenditures, and Changes in Fund Balances

Nonmajor Governmental Funds
Special Revenue Funds
For the Year Ended June 30, 2023

	Major Streets	Local Streets	Solid Waste	Narcotics Forfeiture
Revenues				
Property taxes	\$ -	\$ -	\$ 1,579,708	\$ -
Special assessments	32,137	14,280	-	-
Intergovernmental:				
Federal grants	-	-	-	358
State grants	2,363,971	919,864	12,324	-
Charges for services	-	-	1,690,254	-
Fines and forfeitures	-	-	-	-
Investment income	46,592	59,678	61,291	980
Other	118,134	11,250	-	-
Total revenues	2,560,834	1,005,072	3,343,577	1,338
Expenditures				
Current:				
Judicial	-	-	-	-
Public safety	-	-	-	11
Road maintenance and repair	3,296,551	1,302,549	-	-
Health and sanitation	-	-	3,050,772	-
Library	-	-	-	-
Community development	-	-	-	-
Debt service:				
Principal	-	-	-	-
Interest and fiscal charges	-	-	-	-
Total expenditures	3,296,551	1,302,549	3,050,772	11
Revenues over (under) expenditures	(735,717)	(297,477)	292,805	1,327
Other financing sources (uses)				
Transfers in	-	175,000	-	-
Transfers out	(175,000)	-	-	-
Total other financing sources (uses)	(175,000)	175,000	-	-
Net change in fund balances	(910,717)	(122,477)	292,805	1,327
Fund balances (deficits), beginning of year	2,226,560	2,120,211	1,768,107	33,877
Fund balances (deficits), end of year	\$ 1,315,843	\$ 1,997,734	\$ 2,060,912	\$ 35,204

CITY OF OAK PARK, MICHIGAN

Notes to Financial Statements

9. CAPITAL ASSETS

Capital asset activity for the year of the City's governmental activities was as follows:

	Beginning Balance	Additions	Disposals	Transfers	Ending Balance
Governmental activities					
Capital assets not being depreciated/amortized:					
Land	\$ 1,617,369	\$ -	\$ -	\$ -	\$ 1,617,369
Rights-of-way	600,818	-	-	-	600,818
Work in progress	-	2,116,121	-	-	2,116,121
	<u>2,218,187</u>	<u>2,116,121</u>	<u>-</u>	<u>-</u>	<u>4,334,308</u>
Capital assets being depreciated/amortized:					
Infrastructure - roads	109,116,274	624,858	-	-	109,741,132
Infrastructure - sidewalks	6,660,947	151,035	-	-	6,811,982
Buildings	21,295,079	6,400	-	-	21,301,479
Improvements	4,866,791	309,791	-	-	5,176,582
Library collection	783,258	45,389	(4,539)	-	824,108
Vehicles and equipment	6,076,291	175,479	(477,810)	-	5,773,960
Other equipment	3,238,992	656,196	-	-	3,895,188
Lease equipment (Note 10)	71,168	-	-	-	71,168
	<u>152,108,800</u>	<u>1,969,148</u>	<u>(482,349)</u>	<u>-</u>	<u>153,595,599</u>
Less accumulated depreciation/amortization for:					
Infrastructure - roads	(92,743,908)	(1,616,034)	-	-	(94,359,942)
Infrastructure - sidewalks	(4,418,803)	(193,517)	-	-	(4,612,320)
Buildings	(6,191,955)	(431,552)	-	-	(6,623,507)
Improvements	(2,681,605)	(184,376)	-	-	(2,865,981)
Library collection	(585,887)	(49,492)	4,539	-	(630,840)
Vehicles and equipment	(3,628,415)	(289,211)	477,810	-	(3,439,816)
Other equipment	(2,035,604)	(216,291)	-	-	(2,251,895)
Lease equipment (Note 10)	(14,234)	(14,234)	-	-	(28,468)
	<u>(112,300,411)</u>	<u>(2,994,707)</u>	<u>482,349</u>	<u>-</u>	<u>(114,812,769)</u>
Total capital assets being depreciated/amortized, net	<u>39,808,389</u>	<u>(1,025,559)</u>	<u>-</u>	<u>-</u>	<u>38,782,830</u>
Governmental activities capital assets, net	<u>\$ 42,026,576</u>	<u>\$ 1,090,562</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 43,117,138</u>

CITY OF OAK PARK, MICHIGAN

Notes to Financial Statements

Capital asset activity for the year of the City's business-type activities was as follows:

	Beginning Balance	Additions	Disposals	Transfers	Ending Balance
Business-type activities					
Capital assets not being depreciated/amortized:					
Land	\$ 11,502	\$ -	\$ -	\$ -	\$ 11,502
Work in progress	1,768,418	3,437,143	-	(3,486,644)	1,718,917
	<u>1,779,920</u>	<u>3,437,143</u>	<u>-</u>	<u>(3,486,644)</u>	<u>1,730,419</u>
Capital assets being depreciated/amortized:					
Buildings	86,500	-	-	-	86,500
Garage	24,564	-	-	-	24,564
Vehicles and equipment	1,570,627	253,394	-	-	1,824,021
Water system	18,033,996	489,495	-	2,113,692	20,637,183
Water - hydrants	605,836	-	-	-	605,836
Water - tanks	442,873	-	-	-	442,873
Water - pump station	1,150,089	-	-	-	1,150,089
Water - master meter	27,514	-	-	-	27,514
Water - reservoir	852,719	-	-	-	852,719
Water - reservoir pump	677,557	-	-	-	677,557
Sewer system	23,072,628	562,329	-	1,372,952	25,007,909
Lease equipment (Note 10)	9,319	-	-	-	9,319
	<u>46,554,222</u>	<u>1,305,218</u>	<u>-</u>	<u>3,486,644</u>	<u>51,346,084</u>
Less accumulated depreciation/amortization for:					
Buildings	(86,500)	-	-	-	(86,500)
Garage	(24,564)	-	-	-	(24,564)
Vehicles and equipment	(1,361,167)	(91,876)	-	-	(1,453,043)
Water system	(5,513,168)	(263,641)	-	-	(5,776,809)
Water - hydrants	(473,020)	(6,306)	-	-	(479,326)
Water - tanks	(300,145)	(27,604)	-	-	(327,749)
Water - pump station	(1,020,785)	(17,078)	-	-	(1,037,863)
Water - master meter	(24,075)	(344)	-	-	(24,419)
Water - reservoir	(575,508)	(4,400)	-	-	(579,908)
Water - reservoir pump	(426,816)	(16,695)	-	-	(443,511)
Sewer system	(6,597,639)	(587,801)	-	-	(7,185,440)
Lease equipment (Note 10)	(2,330)	(2,330)	-	-	(4,660)
	<u>(16,405,717)</u>	<u>(1,018,075)</u>	<u>-</u>	<u>-</u>	<u>(17,423,792)</u>
Total capital assets					
being depreciated/amortized, net	<u>30,148,505</u>	<u>287,143</u>	<u>-</u>	<u>3,486,644</u>	<u>33,922,292</u>
Business-type activities					
capital assets, net	<u>\$ 31,928,425</u>	<u>\$ 3,724,286</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 35,652,711</u>

CITY OF OAK PARK, MICHIGAN

Notes to Financial Statements

11. BONDS, NOTES, AND OTHER LONG-TERM LIABILITIES

The following is a summary of bonds, notes and other long-term liabilities transactions of the City for the year ended June 30, 2023:

	Beginning Balance	Additions	Deductions	Ending Balance	Due Within One Year
Governmental activities					
General obligation bonds					
\$9,150,000, 2012 Refunding Street Improvement, installments of \$520,000 to \$660,000 through May 1, 2028, interest at 2.0 to 3.0%	\$ 3,880,000	\$ -	\$ (635,000)	\$ 3,245,000	\$ 640,000
\$7,825,000, 2015 Refunding Bond, installments of \$415,000 to \$755,000 through May 1, 2030, interest at 4.0%	5,075,000	-	(530,000)	4,545,000	550,000
\$9,145,000, 2020 Refunding Bond, installments of \$50,000 to \$740,000 through May 1, 2036, interest at 3.0%	8,605,000	-	(505,000)	8,100,000	520,000
Total governmental activities bonds	17,560,000	-	(1,670,000)	15,890,000	1,710,000
Unamortized premium:					
2012 G.O. bonds	60,219	-	(10,036)	50,183	10,036
2015 G.O. bonds	478,126	-	(53,126)	425,000	53,126
2020 G.O. bonds	743,560	-	(53,111)	690,449	53,111
Direct borrowings:					
\$1,700,000 note payable refunding, installments of \$65,000 to \$135,000 through November 1, 2036, interest ranging from 2.0% - 5.0%	1,565,000	-	(70,000)	1,495,000	75,000
Unamortized premium - Note payable refunding	205,806	-	(13,720)	192,086	13,720
Leases liability (Note 10)	49,857	-	(20,870)	28,987	21,504
Compensated absences	2,305,050	1,006,338	(854,979)	2,456,409	855,073
Total governmental activities	\$ 22,967,618	\$ 1,006,338	\$ (2,745,842)	\$ 21,228,114	\$ 2,791,570

CITY OF OAK PARK, MICHIGAN

Notes to Financial Statements

	Beginning Balance	Additions	Deductions	Ending Balance	Due Within One Year
Business-type activities					
Water revenue bonds					
George W. Kuhn Drain installments of \$65,707 to \$1,054,343 through April 1, 2029, interest at 1.625% to 2.5%	\$ 2,102,746	\$ -	\$ (853,582)	\$ 1,249,164	\$ 857,091
Leases liability (Note 10)	6,532	-	(2,849)	3,683	2,935
Claims and judgments	587,500	-	(587,500)	-	-
Compensated absences	252,246	50,859	(72,645)	230,460	72,645
Total business-type activities	<u>\$ 2,949,024</u>	<u>\$ 50,859</u>	<u>\$ (1,516,576)</u>	<u>\$ 1,483,307</u>	<u>\$ 932,671</u>

Annual debt service requirements to maturity for bonds are as follows:

Year Ended June 30,	Governmental Activities		Business-type Activities	
	Principal	Interest	Principal	Interest
2024	\$ 1,710,000	\$ 510,875	\$ 857,091	\$ 30,190
2025	1,755,000	458,875	84,871	9,114
2026	1,805,000	403,700	86,808	7,214
2027	1,855,000	346,750	76,658	5,270
2028	1,915,000	284,700	78,027	3,474
2029-2033	4,695,000	706,300	65,709	1,643
2034-2036	2,155,000	130,650	-	-
	<u>\$ 15,890,000</u>	<u>\$ 2,841,850</u>	<u>\$ 1,249,164</u>	<u>\$ 56,905</u>

CITY OF OAK PARK, MICHIGAN

Required Supplementary Information

General Employees' Retirement System

Schedule of Changes in the City's Net Pension Liability and Related Ratios

	Year Ended June 30,			
	2023	2022	2021	2020
Change in total pension liability				
Service cost	\$ 176,411	\$ 198,653	\$ 259,662	\$ 223,187
Interest	2,662,282	2,688,373	2,644,822	2,753,237
Differences between expected and actual experience	940,357	(81,265)	66,234	(652,298)
Changes of assumptions	-	73,104	(1,985,019)	2,189,212
Benefit payments, including refunds of member contributions	(3,237,625)	(3,221,064)	(3,196,819)	(3,187,595)
Other changes	-	-	-	-
Net change in total pension liability	541,425	(342,199)	(2,211,120)	1,325,743
Total pension liability, beginning	39,474,997	39,817,196	42,028,316	40,702,573
Total pension liability, ending (a)	40,016,422	39,474,997	39,817,196	42,028,316
Change in plan fiduciary net position				
Contributions - employer	1,631,280	1,933,659	1,931,198	1,700,000
Contributions - member	43,829	42,972	48,232	47,913
Net investment income (loss)	1,950,567	(2,776,791)	4,935,665	374,841
Benefit payments, including refunds of member contributions	(3,237,625)	(3,221,064)	(3,196,819)	(3,187,595)
Administrative expense	-	-	-	-
Other - transfer to Public Safety Employees' Retirement System	-	-	-	-
Net change in plan fiduciary net position	388,051	(4,021,224)	3,718,276	(1,064,841)
Plan fiduciary net position, beginning	18,070,440	22,091,664	18,373,388	19,438,229
Plan fiduciary net position, ending (b)	18,458,491	18,070,440	22,091,664	18,373,388
City's net pension liability, ending (a)-(b)	\$ 21,557,931	\$ 21,404,557	\$ 17,725,532	\$ 23,654,928
Plan fiduciary net position as a percentage of the total pension liability	46.13%	45.78%	55.48%	43.72%
Covered payroll	\$ 1,128,755	\$ 1,181,068	\$ 1,415,952	\$ 1,385,953
City's net pension liability as a percentage of covered payroll	1909.89%	1812.31%	1251.85%	1706.76%

See notes to required supplementary information.

CITY OF OAK PARK, MICHIGAN

Required Supplementary Information

Public Safety Employees' Retirement System

Schedule of Changes in the City's Net Pension Liability and Related Ratios

	Year Ended June 30,			
	2023	2022	2021	2020
Change in total pension liability				
Service cost	\$ 892,313	\$ 915,758	\$ 1,097,113	\$ 940,528
Interest	5,817,009	5,682,653	5,481,747	5,372,543
Differences between expected and actual experience	2,417,854	523,428	(168,657)	516,897
Changes of assumptions	-	103,602	(4,737,725)	5,155,187
Benefit payments, including refunds of member contributions	(5,865,164)	(4,700,081)	(4,589,811)	(4,525,738)
Other changes	-	-	-	-
Net change in total pension liability	<u>3,262,012</u>	<u>2,525,360</u>	<u>(2,917,333)</u>	<u>7,459,417</u>
Total pension liability, beginning	<u>85,140,400</u>	<u>82,615,040</u>	<u>85,532,373</u>	<u>78,072,956</u>
Total pension liability, ending (a)	<u>88,402,412</u>	<u>85,140,400</u>	<u>82,615,040</u>	<u>85,532,373</u>
Change in plan fiduciary net position				
Contributions - employer	3,043,166	3,467,985	3,408,962	3,100,000
Contributions - member	526,000	521,733	486,259	501,987
Net investment income (loss)	5,281,117	(7,413,178)	12,013,756	972,322
Benefit payments, including refunds of member contributions	(5,865,164)	(4,700,081)	(4,589,811)	(4,525,738)
Administrative expense	-	-	-	-
Other - transfer from Employees' Retirement System	-	-	-	-
Net change in plan fiduciary net position	<u>2,985,119</u>	<u>(8,123,541)</u>	<u>11,319,166</u>	<u>48,571</u>
Plan fiduciary net position, beginning	<u>48,072,336</u>	<u>56,195,877</u>	<u>44,876,711</u>	<u>44,828,140</u>
Plan fiduciary net position, ending (b)	<u>51,057,455</u>	<u>48,072,336</u>	<u>56,195,877</u>	<u>44,876,711</u>
City's net pension liability, ending (a)-(b)	<u>\$ 37,344,957</u>	<u>\$ 37,068,064</u>	<u>\$ 26,419,163</u>	<u>\$ 40,655,662</u>
 Plan fiduciary net position as a percentage of the total pension liability	 57.76%	 56.46%	 68.02%	 52.47%
 Covered payroll	 \$ 4,163,630	 \$ 4,161,797	 \$ 4,416,345	 \$ 4,626,234
 City's net pension liability as a percentage of covered payroll	 896.93%	 890.67%	 598.21%	 878.81%

See notes to required supplementary information.

CITY OF OAK PARK, MICHIGAN

Required Supplementary Information

Employees' Retirement System and Public Safety Employees' Retirement System
Schedule of City Contributions

Fiscal Year Ended	Actuarially Determined Contribution	Contributions in Relation to the Actuarially Determined Contribution	Contribution Deficiency (Excess)	Covered Payroll	Contributions as a Percentage of Covered Payroll
Employees' Retirement System					
6/30/2023	\$ 1,631,280	\$ 1,631,280	\$ -	\$ 1,128,755	144.52%
6/30/2022	1,583,150	1,933,659	(350,509)	1,181,068	163.72%
6/30/2021	1,585,765	1,931,198	(345,433)	1,415,952	136.39%
6/30/2020	1,584,904	1,700,000	(115,096)	1,385,953	122.66%
6/30/2019	1,678,746	1,850,000	(171,254)	1,572,221	117.67%
6/30/2018	1,384,659	1,445,558	(60,899)	1,706,969	84.69%
6/30/2017	1,256,953	1,338,260	(81,307)	1,695,162	78.95%
6/30/2016	1,318,377	1,336,565	(18,188)	1,786,708	74.81%
6/30/2015	1,272,539	1,272,539	-	1,885,123	67.50%
6/30/2014	1,211,912	1,367,086	(155,174)	1,998,057	68.42%
Public Safety Employees' Retirement System					
6/30/2023	\$ 3,043,166	\$ 3,043,166	\$ -	\$ 4,163,630	73.09%
6/30/2022	2,904,805	3,467,985	(563,180)	4,161,797	83.33%
6/30/2021	3,011,118	3,408,962	(397,844)	4,416,345	77.19%
6/30/2020	2,997,391	3,100,000	(102,609)	4,626,234	67.01%
6/30/2019	3,099,614	3,381,218	(281,604)	4,726,656	71.54%
6/30/2018	2,550,106	2,551,000	(894)	4,436,592	57.50%
6/30/2017	2,314,911	2,387,270	(72,359)	4,169,534	57.26%
6/30/2016	2,326,055	2,521,391	(195,336)	4,041,630	62.39%
6/30/2015	2,159,875	2,438,761	(278,886)	3,954,232	61.67%
6/30/2014	2,105,664	2,869,461	(763,797)	3,727,181	76.99%

See notes to required supplementary information.

CITY OF OAK PARK, MICHIGAN

Required Supplementary Information

General Retiree Healthcare Plan

Schedule of Changes in the City's Net Other Postemployment Benefit Liability and Related Ratios

	Year Ended June 30,		
	2023	2022	2021
Change in total other postemployment benefit liability			
Service cost	\$ 175,501	\$ 233,274	\$ 282,644
Interest	1,111,029	1,062,008	1,028,049
Differences between expected and actual experience	(98,078)	(1,132,521)	(26,336)
Changes of assumptions	247,480	(2,524,662)	(2,719,705)
Benefit payments, including refunds of member contributions	(1,197,477)	(1,681,329)	(1,129,684)
Net change in total other postemployment benefit liability	<u>238,455</u>	<u>(4,043,230)</u>	<u>(2,565,032)</u>
Total other postemployment benefit liability, beginning	25,112,757	29,155,987	31,721,019
Less amounts for Court Retiree Healthcare Plan (1)	<u>-</u>	<u>-</u>	<u>-</u>
Total other postemployment benefit liability, ending (a)	<u>25,351,212</u>	<u>25,112,757</u>	<u>29,155,987</u>
Change in plan fiduciary net position			
Contributions - employer	1,197,477	1,681,329	1,354,684
Net investment income (loss)	163,480	(67,930)	193,852
Benefit payments, including refunds of member contributions	(1,197,477)	(1,681,329)	(1,129,684)
Administrative expense	(5,855)	(2,796)	(5,873)
Net change in plan fiduciary net position	<u>157,625</u>	<u>(70,726)</u>	<u>412,979</u>
Plan fiduciary net position, beginning	2,755,466	2,826,192	2,413,213
Plan fiduciary net position, ending (b)	<u>2,913,091</u>	<u>2,755,466</u>	<u>2,826,192</u>
City's net other postemployment benefit liability, ending (a)-(b)	<u>\$ 22,438,121</u>	<u>\$ 22,357,291</u>	<u>\$ 26,329,795</u>
Plan fiduciary net position as a percentage of the total other postemployment benefit liability	11.49%	10.97%	9.69%
Covered payroll	\$ 1,222,408	\$ 1,047,392	\$ 1,459,487
City's net other postemployment benefit liability as a percentage of covered payroll	1835.57%	2134.57%	1804.04%

See notes to required supplementary information.

CITY OF OAK PARK, MICHIGAN

Required Supplementary Information

Public Safety Retiree Healthcare Plan

Schedule of Changes in the City's Net Other Postemployment Benefit Liability and Related Ratios

	Year Ended June 30,		
	2023	2022	2021
Change in total other postemployment benefit liability			
Service cost	\$ 334,218	\$ 656,045	\$ 616,516
Interest	1,366,280	1,267,351	1,337,145
Differences between expected and actual experience	(95,236)	(1,570,441)	176,086
Changes of assumptions	352,837	(3,742,600)	724,292
Benefit payments, including refunds of member contributions	(1,181,412)	(1,276,616)	(1,268,492)
Net change in total other postemployment benefit liability	<u>776,687</u>	<u>(4,666,261)</u>	<u>1,585,547</u>
Total other postemployment benefit liability, beginning	<u>30,618,256</u>	<u>35,284,517</u>	<u>33,698,970</u>
Total other postemployment benefit liability, ending (a)	<u>31,394,943</u>	<u>30,618,256</u>	<u>35,284,517</u>
Change in plan fiduciary net position			
Contributions - employer	1,181,412	1,276,616	1,493,492
Net investment income (loss)	225,759	(93,808)	263,345
Benefit payments, including refunds of member contributions	(1,181,412)	(1,276,616)	(1,268,492)
Administrative expense	(8,085)	(3,861)	(7,978)
Net change in plan fiduciary net position	<u>217,674</u>	<u>(97,669)</u>	<u>480,367</u>
Plan fiduciary net position, beginning	<u>3,661,147</u>	<u>3,758,816</u>	<u>3,278,449</u>
Plan fiduciary net position, ending (b)	<u>3,878,821</u>	<u>3,661,147</u>	<u>3,758,816</u>
City's net other postemployment benefit liability, ending (a)-(b)	<u>\$ 27,516,122</u>	<u>\$ 26,957,109</u>	<u>\$ 31,525,701</u>
Plan fiduciary net position as a percentage of the total other postemployment benefit liability	12.35%	11.96%	10.65%
Covered payroll	\$ 2,617,472	\$ 2,499,530	\$ 4,873,478
City's net other postemployment benefit liability as a percentage of covered payroll	1051.25%	1078.49%	646.88%

See notes to required supplementary information.

CITY OF OAK PARK, MICHIGAN

Required Supplementary Information

Court Retiree Healthcare Plan

Schedule of Changes in the City's Net Other Postemployment Benefit Liability and Related Ratios

	Year Ended June 30,		
	2023	2022	2021
Change in total other postemployment benefit liability			
Service cost	\$ 72,117	\$ 80,950	\$ 118,029
Interest	157,316	159,825	150,768
Differences between expected and actual experience	(98,907)	(549,794)	(2,023)
Changes of assumptions	28,232	(322,506)	(351,432)
Benefit payments, including refunds of member contributions	(127,518)	(192,653)	(192,408)
Net change in total other postemployment benefit liability	<u>31,240</u>	<u>(824,178)</u>	<u>(277,066)</u>
Total other postemployment benefit liability, beginning	<u>3,487,565</u>	<u>4,311,743</u>	<u>4,588,809</u>
Total other postemployment benefit liability, ending (a)	<u>3,518,805</u>	<u>3,487,565</u>	<u>4,311,743</u>
Change in plan fiduciary net position			
Contributions - employer	136,911	211,947	219,402
Contributions - member	-	-	-
Net investment income (loss)	-	(173)	549
Benefit payments, including refunds of member contributions	(127,518)	(192,653)	(192,408)
Administrative expense	-	-	(26)
Other	-	-	-
Net change in plan fiduciary net position	<u>9,393</u>	<u>19,121</u>	<u>27,517</u>
Plan fiduciary net position, beginning	<u>84,064</u>	<u>64,943</u>	<u>37,426</u>
Plan fiduciary net position, ending (b)	<u>93,457</u>	<u>84,064</u>	<u>64,943</u>
City's net other postemployment benefit liability, ending (a)-(b)	<u>\$ 3,425,348</u>	<u>\$ 3,403,501</u>	<u>\$ 4,246,800</u>
Plan fiduciary net position as a percentage of the total other postemployment benefit liability	2.66%	2.41%	1.51%
Covered payroll	\$ 412,913	\$ 397,009	\$ 411,524
City's net other postemployment benefit liability as a percentage of covered payroll	829.56%	857.29%	1031.97%

See notes to required supplementary information.



1155 Brewery Park Blvd, Ste 200
Detroit, Michigan 48207
313-446-1530
Tax I.D. 38-1879991

Invoice 619579

January 9, 2024

Erik Tungate
City of Oak Park
14000 Oak Park Blvd.
Oak Park, MI 48327

Re: In Re: City of Oak Park

*Client 7406
Matter 1*

Statement for City Attorney Legal Services

For Legal Services Rendered Through Sunday, December 31, 2023

\$14,583.33

Fee Total

Costs Advanced:

Date	Description	Amount
11/17/23	Fee to Michigan Tax Tribunal for Filing fee of motion for summary disposition re Congregation Beth Israel v City of Oak Park parsonage exemption denial.	100.00
11/17/23	Fee to Oakland County Register of Deeds for Title search re 15110 Burton Ave. (denial of parsonage exemption)	17.00
Total Costs Advanced		\$ 117.00

Total Fees and Disbursements: \$14,700.33

Invoices for legal services are due upon receipt. To ensure proper application of your payment, Please indicate our invoice number and client/matter number on your remittance.



1155 Brewery Park Blvd, Ste 200
Detroit, Michigan 48207
313-446-1530
Tax I.D. 38-1879991

Invoice 619580

January 9, 2024

Erik Tungate
City of Oak Park
14000 Oak Park Blvd.
Oak Park, MI 48327

Re: City of Oak Park v ATE Mile LLC

*Client 7406
Matter 49*

Statement for City Attorney Legal Services

For Legal Services Rendered Through Sunday, December 31, 2023

\$1,820.00

Fee Total

Costs Advanced:

Date	Description	Amount
12/13/23	Fee to Oakland County Register of Deeds for Updated Title Search re WWJ property in preparation for filing public nuisance action.	6.00
12/14/23	Electronic Filing Fee via MiFile - City of Oak Park v ATE Mile LLC Complaint	267.80
12/19/23	Certified Mail Restricted Delivery postage charge for service of process of Summons and Complaint upon the Registered Agent. 1 @ 10.69	10.69
Total Costs Advanced		\$ 284.49

Total Fees and Disbursements: \$2,104.49

Invoices for legal services are due upon receipt. To ensure proper application of your payment, Please indicate our invoice number and client/matter number on your remittance.

**GARAN
LUCOW
MILLER P.C.**

GREAT LAKES LAW FIRM SERVING CLIENTS NATIONALLY

1155 Brewery Park Blvd, Ste 200
Detroit, Michigan 48207
313-446-1530
Tax I.D. 38-1879991

Invoice 619581

January 9, 2024

Erik Tungate
City of Oak Park
14000 Oak Park Blvd.
Oak Park, MI 48327

*Re: City of Oak Park v Najah Aziz (re 21950
Eastwood)*

*Client 7406
Matter 47*

Statement for City Attorney Legal Services

For Legal Services Rendered Through Sunday, December 31, 2023

\$ 409.50

Fee Total

Costs Advanced:

Date	Description	Amount
12/19/23	Fee to Michigan Civil Process dba Sherlock Inve for subpoena service to Najah Aziz	105.00
Total Costs Advanced		\$ 105.00

Total Fees and Disbursements: \$ 514.50

*Invoices for legal services are due upon receipt. To ensure proper application of your payment,
Please indicate our invoice number and client/matter number on your remittance.*

**GARAN
LUCOW
MILLER P.C.**

GREAT LAKES LAW FIRM SERVING CLIENTS NATIONALLY

1155 Brewery Park Blvd, Ste 200
Detroit, Michigan 48207
313-446-1530
Tax I.D. 38-1879991

Invoice 619582

January 9, 2024

Erik Tungate
City of Oak Park
14000 Oak Park Blvd.
Oak Park, MI 48327

*Re: City of Oak Park v Oak Park Investment Group
& The Chaldean Catholic Church of the United
States*

*Client 7406
Matter 48*

Statement for City Attorney Legal Services

For Legal Services Rendered Through Sunday, December 31, 2023

\$ 105.00

Fee Total

Total Costs Advanced

\$ 0.00

Total Fees and Disbursements: \$ 105.00

*Invoices for legal services are due upon receipt. To ensure proper application of your payment,
Please indicate our invoice number and client/matter number on your remittance.*



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: **January 16, 2024**

SUBJECT: Request to approve Income Guidelines for the 2024 Poverty Exemption Application

DEPARTMENT: **Finance/Assessing**

SUMMARY: The Poverty Exemption Policy states the applicant's income cannot exceed 150% of the Federal Poverty Guidelines set forth by the US Department of Health and Human Services as established by the State Tax Commission and to be updated annually as approved by the City of Oak Park City Council.

FINANCIAL STATEMENT: N/A

RECOMMENDED ACTION:

To approve the income guidelines for the 2024 Poverty exemption application.

APPROVALS:

City Manager: _____ET_____

Finance Director: _____SC_____

EXHIBITS: **State Tax Commission Bulletin 18 of 2023**
 Calculation of City of Oak Park Adopted Poverty Level



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

RACHAEL EUBANKS
STATE TREASURER

**Bulletin 18 of 2023
November 14, 2023
Procedural Changes for 2024**

TO: Assessing Officers and County Equalization Directors

FROM: Michigan State Tax Commission

SUBJECT: Procedural Changes for the 2024 Assessment Year

The purpose of this Bulletin is to provide information on statutory changes, procedural changes and reminders for the 2024 assessment year. Additional guidance may be issued later if any pending legislation is enacted by the end of the year.

A. Inflation Rate Used in the 2024 Capped Value Formula

The inflation rate, expressed as a multiplier, to be used in the 2024 Capped Value Formula is 1.05.

The 2024 Capped Value Formula is as follows:

$$\text{2024 CAPPED VALUE} = (\text{2023 Taxable Value} - \text{LOSSES}) \times 1.05 + \text{ADDITIONS}$$

The formula includes 1.05 because the inflation rate multiplier of 1.051 is higher than 1.05.

B. Federal Poverty Guidelines Used in the Determination of Poverty Exemptions for 2024

Local governing bodies are required to adopt guidelines that set income levels for their poverty exemption guidelines and those income levels **shall not be set lower** by a city or township than the federal poverty guidelines updated annually by the U.S.

Department of Health and Human Services. This means, for example, that the income level for a household of 3 persons shall not be set lower than \$24,860 which is the amount shown on the following chart for a family of 3 persons. The income level for a family of 3 persons may be set higher than \$24,860. Following are the federal poverty guidelines for use in setting poverty exemption guidelines for 2024 assessments:

Size of Family Unit	Poverty Guidelines
1	\$14,580
2	\$19,720
3	\$24,860

Size of Family Unit	Poverty Guidelines
4	\$30,000
5	\$35,140
6	\$40,280
7	\$45,420
8	\$50,560
For each additional person	\$5,140

Note: MCL 211.7u states that the poverty exemption guidelines established by the governing body of the local assessing unit shall also include an asset level test. An asset test means the amount of cash, fixed assets or other property that could be used, or converted to cash for use in the payment of property taxes. The asset test should calculate a maximum amount permitted and all other assets above that amount should be considered as available. Please see STC Bulletin 3 of 2021 for more information on poverty exemptions.

Note: MCL 211.7u allows an affidavit (Treasury Form 4988) to be filed for all persons residing in the residence who were not required to file federal or state income tax returns in the current year or in the immediately preceding year. This includes the owner of the property who is filing for the exemption.

C. Sales Studies

Equalization study dates are as follows for 2024 equalization:

Two Year Study: April 1, two years prior through March 31, current year

Single Year Study: October 1, preceding year through September 30, current year

For 2023 studies for 2024 equalization the dates are as follows:

Two Year Study: April 1, 2021 through March 31, 2023

Single Year Study: October 1, 2022 through September 30, 2023

Note that the time period revisions apply to all equalization studies, that is: sales ratio studies, land value studies and economic condition factor studies for appraisals. Also note that the revised time period for two-year studies applies to all real property classifications.

D. Property Classification

The State Tax Commission reminds assessors that classification is to be determined annually and is based upon the current use of the property **and not** highest and best use of the property. The Commission is aware that some assessors are still classifying property according to highest and best use and/or are not classifying property on an annual basis. The Commission asks that all assessors take the necessary steps to ensure that all real and personal property is properly classified according to MCL 211.34c.

E. Public Act 660 of 2018 Training Requirements

Required Training: Assessors and Support Staff

PA 660 states that local units must ensure that support staff is sufficiently trained to respond to taxpayer inquiries. PA 660 also states that local units must require that assessors maintain their certification levels. Support staff is all non-certified staff that are involved in the development of the assessment roll, including field work, and any individual that may supply information from the assessment roll to the public. Certified staff members are required to meet annual continuing education requirements.

The State Tax Commission adopted the following requirements for support staff training at the October 20, 2020 meeting:

1. **Certified Support Staff:** Support staff who are certified will be required to complete their annual continuing education requirements to satisfy this audit requirement. Proof of completion and the required Form 5730 should be attached to the Assessor's Certification of the Assessment Roll and maintained with local unit records.
2. **Uncertified Support Staff:** Beginning in 2022, uncertified support staff will be required to complete training at least once every two years on key updates to assessing to meet this audit requirement. Proof of completion and the required Form 5730 should be attached to the Assessor's Certification of the Assessment Roll and maintained with local unit records.

Required Training: Board of Review members

PA 660 states that local units **must require** that its board of review members receive board of review training and updates required and approved by the State Tax Commission. Checking to ensure that board of review members are trained is now required as part of the audit of the local unit starting in 2023.

The State Tax Commission has determined that beginning in 2022, Board of Review members will be required to complete Board of Review training at least once every two years to meet this audit requirement.

This training will be offered by the State Tax Commission, or by outside organizations with State Tax Commission approval and use of State Tax Commission approved materials. Proof of completion and the required Form 5731 should be attached to the Board of Review's Certification of the Assessment Roll and maintained with local unit records. Board of Review members will need to make sure they receive proof of completion and that it is provided to the local unit so it can be properly maintained and provided during the audit.

F. Tax Tribunal Reminders

The Tax Tribunal Rules were updated on September 29, 2023. Summaries of the changes are in the Tribunal's November 3, 2022 and October 10, 2023 newsletters.

Assessors representing their local unit in Tax Tribunal hearings need to submit evidence to support the value of the property under appeal. If the assessor is relying on the property record card as evidence of value, the property record card must be for the year(s) being appealed. The complete property record card, including all calculations should be provided; do not submit a property record card that states "calculations too long" and then fail to include the additional calculations. Also, it is important to submit the studies prepared that support the economic condition factor and land value on the record card. Assessors should also be able to explain at the Tax Tribunal hearing how the value shown on the property record card was calculated.

The Tax Tribunal asks that assessors include copies of the adopted local unit poverty guidelines/resolutions, Economic Condition Factor studies, and land values studies (when applicable) when submitting documents for Small Claims hearings.

Assessors are also reminded that any change in contact information, including a change in email address, must be submitted to the Tax Tribunal to ensure that all case notifications are received.

More information regarding the Michigan Tax Tribunal, including Tribunal Rules, forms and instructions is available at www.michigan.gov/taxtribunal.

G. Disabled Veterans Exemption Changes

Public Acts 150, 151, and 152 of 2023 were signed by the Governor on October 19, 2023. The Acts remove the authority of the Boards of Review to review and approve disabled veterans exemptions. All applications for a disabled veterans exemption are to be reviewed and approved or denied by the assessor. **Assessors should not take 2024 disabled veterans exemption applications to the Board of Review.**

A disabled veteran or an unremarried surviving spouse must file the application to claim the exemption for 2024 after January 1 and before December 31. Assessors should timely review the applications and approve the exemption or issue a written denial.

The July and December Board of Review can hear an appeal by an unremarried surviving spouse of a denial of the exemption **for 2023 only** if there was a denial issued by the 2023 March, July, or December Board of Review.

Under MCL 211.7c, a disabled veterans exemption granted as to taxes levied on or after January 1, 2025 remains in effect, without subsequent reapplication, until rescinded by the disabled veteran or unremarried surviving spouse or denied by the assessor. Disabled veterans or unremarried surviving spouses will need to file an application in both 2024 and 2025 to claim the exemption for those tax years.

See Bulletin 19 of 2023 and the Disabled Veterans Exemption Q&A for more information.

H. Qualified Heavy Equipment Rental Personal Property Exemption

MCL 211.9p provides an exemption for qualified heavy equipment rental personal property beginning December 31, 2022. This exemption is not mandatory and may be claimed at the option of the qualified renter. Once qualified for the QHERPP exemption under MCL 211.9p, qualifying personal property will be exempt from ad valorem taxes and instead pay the specific tax as provided by Public Act 35 of 2022 (MCL 211.1121 - 211.1133).

Qualified heavy equipment rental personal property (QHERPP) is defined in MCL 211.9p(8)(f) as any construction, earthmoving, or industrial equipment that is mobile and rented to customers by a qualified renter, including attachments or other ancillary equipment for that equipment. Qualified heavy equipment rental personal property does not include handheld tools or equipment solely designed for industry-specific uses in oil and gas exploration, mining, or forestry.

The exemption must be claimed annually with the assessor by February 20 (postmark is acceptable) by filing Form 5819 *Qualified Heavy Equipment Rental Personal Property Exemption Claim* and a statement prescribed by the Department of Treasury of all QHERPP located at and/or rented from the qualified renter business location. If the statement is not delivered to the assessor by February 20, a late application can be filed directly with the March Board of Review where the qualified renter business is located.

Assessors are statutorily required to transmit the information contained in the statement and any other required parcel information to the Department of Treasury no later than April 1 each year. The information must be submitted electronically by emailing to Treas-QHERPP@michigan.gov

More information is available in Bulletin 18 of 2022.

I. Small Business Taxpayer Personal Property Tax Exemption

Public Act 150 of 2021 was signed by the Governor on December 23, 2021. The Act amended the Small Business Taxpayer Personal Property Tax Exemption (MCL 211.9o) to increase the combined true cash value limit for “eligible personal property” in a local unit from \$80,000 to \$180,000 beginning in 2023. The exemption is required to be claimed with the local unit (city or township where the property is located) by February 20, 2024 (postmark is acceptable) by submitting the completed Form 5076 *Small Business Property Tax Exemption Claim Under MCL 211.9o*. Late filed forms may be filed directly with the 2024 March Board of Review prior to the closure of the March Board.

Personal Property Valued Less Than \$80,000

To claim an exemption for personal property valued less than \$80,000, Form 5076 must be filed with the local unit (City or Township) where the personal property is located no later than February 20, 2024 (postmark is acceptable). Late filed forms may be filed directly with the local unit March Board of Review prior to the closure of the March Board of Review. Taxpayers must contact the local unit directly to determine the March Board of Review dates.

Once the exemption is granted for personal property valued at less than \$80,000, the taxpayer will continue to receive the exemption until they no longer qualify for the exemption. Once they no longer qualify, the taxpayer is required to file a rescission form and a personal property statement no later than February 20 of the year that the property is no longer eligible. Failure to file the rescission form will result in significant penalty and interest as prescribed in MCL 211.9o.

Personal Property Valued Greater than or Equal to \$80,000 but Less than \$180,000

To claim an exemption for personal property valued at \$80,000 or more but less than \$180,000, Form 5076 **along with** Form 632 *Personal Property Statement* must be filed **ANNUALLY** with the local unit (City or Township) where the personal property is located no later than February 20, 2024 (postmark is acceptable). Late filed forms may be filed directly with the local unit March Board of Review prior to the closure of the March Board of Review.

Assessors are statutorily required to transmit the information contained in both Form 5076 and Form 632 *Personal Property Statement* and any other required parcel information to the Department of Treasury no later than April 1 each year.

J. EMPP and ESA Reminders

Beginning in 2024, parcels that received the EMPP exemption in the immediately preceding year carry forward the exemption in each subsequent year until the property becomes ineligible for the exemption. A Combined Document (Form 5278) needs to be filed to claim the EMPP exemption only on those parcels that did not receive the EMPP exemption in the immediately preceding year. Taxpayers will report the addition or removal of exempt property from their parcel on their ESA Statement filed electronically with the Department of Treasury through the Michigan Treasury Online (MTO) system.

Taxpayers may request the removal of the EMPP exemption on a parcel for the current year, by filing Form 5277 with the assessor in which the parcel is reported by February 20, 2024. Assessors should report receipt of any Form 5277 in their CAMA software.

At times, taxpayers attempt to add a parcel to their ESA Statement that was not previously reported to the Department of Treasury. In these cases, the ESA Section will reach out to the assessor to ask if a Combined Document (Form 5278) was filed for the parcel and, if it was, request a copy of the Form. ESA Staff will also ask for a letter

confirming that the EMPP exemption was claimed properly and that the failure to transmit the information to the Department of Treasury was not the fault of the taxpayer. These letters are not used to incriminate an assessor who made a mistake, but rather to add to Treasury files to document why a parcel was added to an ESA Statement after the statement was generated on May 1.

The ESA Section has received consent judgments entered by the Michigan Tax Tribunal for stipulated agreements between EMPP claimants and the local units in which they have personal property. It is extremely important that any stipulated agreement filed with the Michigan Tax Tribunal indicates that the personal property reported on the parcel meets the definition of “eligible manufacturing personal property,” identifies which eligible manufacturing personal property qualifies for the exemption under MCL 211.9m and MCL 211.9n and directs the Department of Treasury to generate an ESA statement so that the taxpayer may pay ESA on the exempt personal property. Assessors are advised to contact the ESA Section for a list of previous dockets that contained the appropriate requirements.

In September and October, the ESA Section begins to send out Summary of Changes letters for all taxpayers that have certified their ESA Statement and paid ESA liability in full. Recognizing that manufacturers occasionally move personal property between facilities located in different jurisdictions, a copy of this letter is sent to every local unit in which a taxpayer has reported EMPP if a change on their ESA Statement has been made to *any* parcel located in *any* local unit. This is done to assist each assessor in identifying property that may have been moved in or out of their local unit. Assessors are advised that even if their local unit is not listed on the Summary of Changes letter, it may be prudent to note whether any changes made to a parcel reported in another local unit may affect a parcel located in their local unit.

More information is available in the Assessors Guide to EMPP and ESA available online at www.michigan.gov/propertytaxexemptions.

Further information and guidance on the Eligible Manufacturing Personal Property (EMPP) Exemption, Special Acts and the Essential Services Assessment (ESA) is available at www.michigan.gov/ESA. Additional questions should be sent via email to ESAQuestions@michigan.gov.

K. Omitted or Incorrectly Reported Property (MCL 211.154)

Assessors are reminded that when submitting 154 petitions it is necessary to include complete copies of the property record cards for every year a change is being requested on the petition. For example, if a 154 petition requests a change for 2021 and 2022, the property record card for 2021 and the property record card for 2022 should be submitted. In addition, assessors must submit the calculations and documents needed to understand the reasons for the change and the amount of the requested change in the assessment and taxable values.

For 154 petitions involving removal of personal property, staff may request verification that the assessor inspected the personal property location or otherwise confirmed that

the personal property was disposed of and was not located in the local unit on the applicable tax day. Additionally, staff may inquire as to the extent of the assessor's communication with the taxpayer to confirm that personal property was reported in the new location.

Questions can be directed to the staff at Treas-154petitions@michigan.gov. Additional information, including Bulletin 2 of 2018 and copies of the approved forms, are available online at www.michigan.gov/154petitions.

L. Authority of July and December Boards of Review

Assessors are reminded that the July and December Boards of Review may only act on matters described in MCL 211.53b or expressly permitted by other statutes. This includes qualified errors listed in MCL 211.53b(6), and appeals related to poverty exemptions, qualified agricultural property exemptions, and qualified forest property exemptions.

In addition, other statutes, such as MCL 211.7ss related to the eligible development property exemption provide authority for the July and December Board of Review to take action.

Assessors should carefully review the Board of Review Q&A and Bulletins 13 of 2022 and 14 of 2022 to ensure their Boards of Review are acting within their statutory authorities.

Assessors should not be requesting that the July or December Boards of Review take action outside of the limited authority provided in MCL 211.53b.

Beginning July 11, 2022, **the July and December Board of Review have no authority to grant a PRE.** Assessors are asked to ensure that the July and December Boards of Review does not take action related to PRE claims.

Beginning October 19, 2023, assessors were granted the authority to grant timely filed Disabled Veterans Exemptions, thus nullifying the need to take Disabled Veteran Exemption applications to the Board of Review. PA 152 of 2023 clarified the definition of "qualified errors" as it relates to the July and December Board of Review authority for granting Disabled Veteran Exemptions as a "qualified error".

M. 2024 State Tax Commission Updates Class

At the August 22, 2023 State Tax Commission meeting, the recommendations of the Education and Certification Committee were approved.

ALL certified assessing officers (MCAO, MAAO, MMAO) and ALL certified assessing technicians (MCAT) must take the 2024 STC Updates Class as part of their continuing education renewal requirements for the renewal cycle beginning November 1, 2023 and ending October 31, 2024.

This class will be available both in-person at various locations across the state and online through the State Tax Commission Online Education Portal at <https://coned.mi-stc.org>. The dates and locations for the in-person classes will be posted to the State Tax Commission website.

N. Online Education Portal and MiSUITE Login

STC Online Education Portal

The State Tax Commission offers a variety of online classes, available free of charge, that provide continuing education credit. The online classes can be accessed at <https://coned.mi-stc.org>. This site is only available to Michigan certified assessors and technicians. If you have an issue with your log in credentials, especially password resets, email State-Tax-Commission@michigan.gov. If you require a password reset, **do not use the Forgotten Your Username or Password link on the page**. Instead, send an email to the State Tax Commission and staff will manually reset your password.

You must complete all requirements of the online course before you will receive your certificate of completion for the course. If a certificate is not emailed to you, then you likely did not complete one or more of the course requirements. The requirements that must be completed are listed at the top of each course and as you complete each one, they will be removed from the list.

Once you have received your certificate, you are responsible for uploading it into the MiSUITE platform to receive the continuing education credit for the course.

MiSUITE

Passwords expire after 90 days. If your password is expired, you will automatically be redirected to an Update Password page upon attempting to log in. Simply create a new password, confirm that password, and click "update."

You can access MiSUITE by going to <https://sso.misuite.app>

Assessors can check continuing education hours by logging into the MiSUITE system and checking your profile page. Total hours remaining to be completed are listed on the profile page in MiSUITE as well as the completed classes that have been properly logged into the system.

Assessors are responsible for logging their own continuing education hours in MiSUITE. When logging credit, be sure to pick the correct course, date, location, and upload proof of attendance.

If you have any questions, concerns, or need further assistance, please email Treas-MiSUITEHelp@michigan.gov.

Persons in Household	Federal Poverty Guideline	City of Oak Park Adopted Poverty Level
1	\$14,580	\$21,870
2	\$19,720	\$29,580
3	\$24,860	\$37,290
4	\$30,000	\$45,000
5	\$35,140	\$52,710
6	\$40,280	\$60,420
7	\$45,420	\$68,130
8	\$50,560	\$75,840
Add the following amount for each additional person over 8.		
	\$5,140	\$7,710

2024 Federal Poverty Guidelines

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

AGENDA OF: **January 16, 2024**

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

DEPARTMENT: **Finance/Assessing**

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

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

FINANCIAL STATEMENT:

RECOMMENDED ACTION:

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

City Council approves holding the 2024 Board of Review meetings at City Hall on the following dates and times:

Monday	March 11, 2024	9:00 am to 1:00 pm & 3:00 pm to 7:00 pm
Tuesday	March 12, 2024	6:00 pm to 8:00 pm
Monday	March 25, 2024	9:00 am to 1:00 pm & 2:00 pm to 4:00 pm

APPROVALS:

City Manager: _____

Finance Director: _____

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



CITY OF OAK PARK

INTER OFFICE MEMORANDUM

TO: Sandra Crawford, Finance Director

DATE: January 8, 2024

FROM: Dawn Scheitz, City Assessor

SUBJECT: 2024 March Board of Review
Schedule and Compensation

The City Charter states that the Board of Review shall meet the second and fourth Monday in March for the purpose of hearing assessment appeals (Section 10.7).

In past years, additional meeting dates have been required to hear appeals of those persons wishing to appeal their assessment(s). To preempt any scheduling problems, and to provide all persons aggrieved by their assessment the opportunity to appeal, I am requesting the City Council schedule one additional meeting date with the option to add additional dates if needed. If the City Council concurs, the 2024 March Board of Review will be in session as follows:

Monday	March 11, 2024	9:00 am to 1:00 pm & 3:00 pm to 7:00 pm
Tuesday	March 12, 2024	6:00 pm to 8:00 pm
Monday	March 25, 2024	9:00 am to 1:00 pm & 2:00 pm to 4:00 pm

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

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

AGENDA OF: January 16, 2024

SUBJECT: Report on professional service proposals for Architectural / Engineering Design Services for the Event Hub and Municipal Services Buildout.

DEPARTMENT: Public Works / Facilities – *DED*

SUMMARY: In December 2023, a request for proposals was sent to Architectural / Engineering firms for the Event Hub and Municipal Services Buildout. This project includes the planning, design, architectural plan creation, and project support for the new Event Hub as well as the Municipal Services Department buildout in the former Public Safety Building. The City Manager designated an RFP selection team to evaluate and review each of the seven (7) proposals submitted. The team evaluated the proposals based on criteria such as Prior Experience, Project Team, Proposal Fees, and Proposed Schedule. This review led to a top proposal submitted by Neumann Smith Architecture.

FINANCIAL STATEMENT: The pricing for this contract is a percentage of the total estimated construction costs of each project. There is funding available for these professional services in the Parks and Recreation Improvement fund.

RECOMMENDED ACTION: It is recommended that the City Council approve the professional services contract with Neumann Smith Architecture for the total not-to-exceed price of \$397,525.00 (\$348,000 Event Hub / \$49,525 Municipal Services). The contract will require review and approval by the City Attorney before execution. Funding is available in the Parks and Recreation Improvement fund.

APPROVALS:

City Manager: _____ ET

Department Director: _____ *DED*

Director of Finance: _____ SC

City Attorney: _____ CK

Budgeted: ☐

EXHIBITS: Rating Sheet
Neumann Smith Proposal

Request for Professional Service Proposals
Architectural and Engineering Services for
the Event Hub and Municipal Services Buildout
Proposals due: Tuesday, December 19, 2023 at 4:00pm

RANKINGS Weighted rankings (sorted by average score)	Employee 1	Employee 2	Employee 3	Employee 4	Employee 5	Employee 6	Ranking Average
Neumann Smith	9.00	8.55	8.55	9.00	7.70	6.75	8.26
Krieger Klatt	7.90	8.10	9.10	7.70	9.00	4.45	7.71
InFORM	8.25	7.20	7.80	7.20	7.00	6.80	7.38
InTOTO	8.00	7.70	7.15	6.55	5.85	6.20	6.91
Ply+	7.00	6.25	7.25	7.20	7.65	4.60	6.66
Albert Kahn	8.20	6.65	7.00	7.15	4.80	4.60	6.40
HED	5.05	6.55	2.80	8.00	6.30	4.05	5.46



architecture

NEUMANN
SMITH

city of oak park

EVENT HUB + MUNICIPAL OFFICES

ARCHITECTURAL SERVICES / QUALIFICATIONS

December 19, 2023

Dave DeCoster, Deputy City Manager / Director of Public Works
City of Oak Park
Department of Public Works
10600 Capital Avenue
Oak Park, MI 48237

RE: PROPOSAL FOR ARCHITECTURAL / ENGINEERING SERVICES FOR THE OAK PARK
EVENT HUB + MUNICIPAL SERVICES DEPARTMENT

Dear David + Selection Committee,

First off, I want to thank you for including Neumann/Smith Architecture in your request for proposals for the City of Oak Park.

We understand the importance of both aspects of this project: the event hub and the new offices for the Municipal Services Department. This project provides an opportunity to design human-centric spaces that support your community and engage the workforce; areas our team is passionate about and highly experienced in.

We know the only way to execute a successful community project is by listening to users and prioritizing viewpoints from all backgrounds. The more perspectives we can consider, the better our end result will be. If chosen for this project, we would leverage the extensive community engagement that's already been done by the City of Oak Park, and provide check-ins throughout the design process to ensure these new spaces meet stakeholder needs.

Our collaborative team understands how to deliver a result that reflects the needs of both your community and Municipal Services Department. Neumann/Smith, Carnaghi Structural Engineers, and Strategic Energy Solutions have worked together on numerous projects, and look forward to unite once again on an exciting project for Oak Park. Please feel free to call my personal cell phone at (248) 302-4678 if you have any questions.

Thank you,

Gene Carroll

Gene Carroll / AIA, NCARB, LEED AP
Executive Vice President, Neumann/Smith Architecture

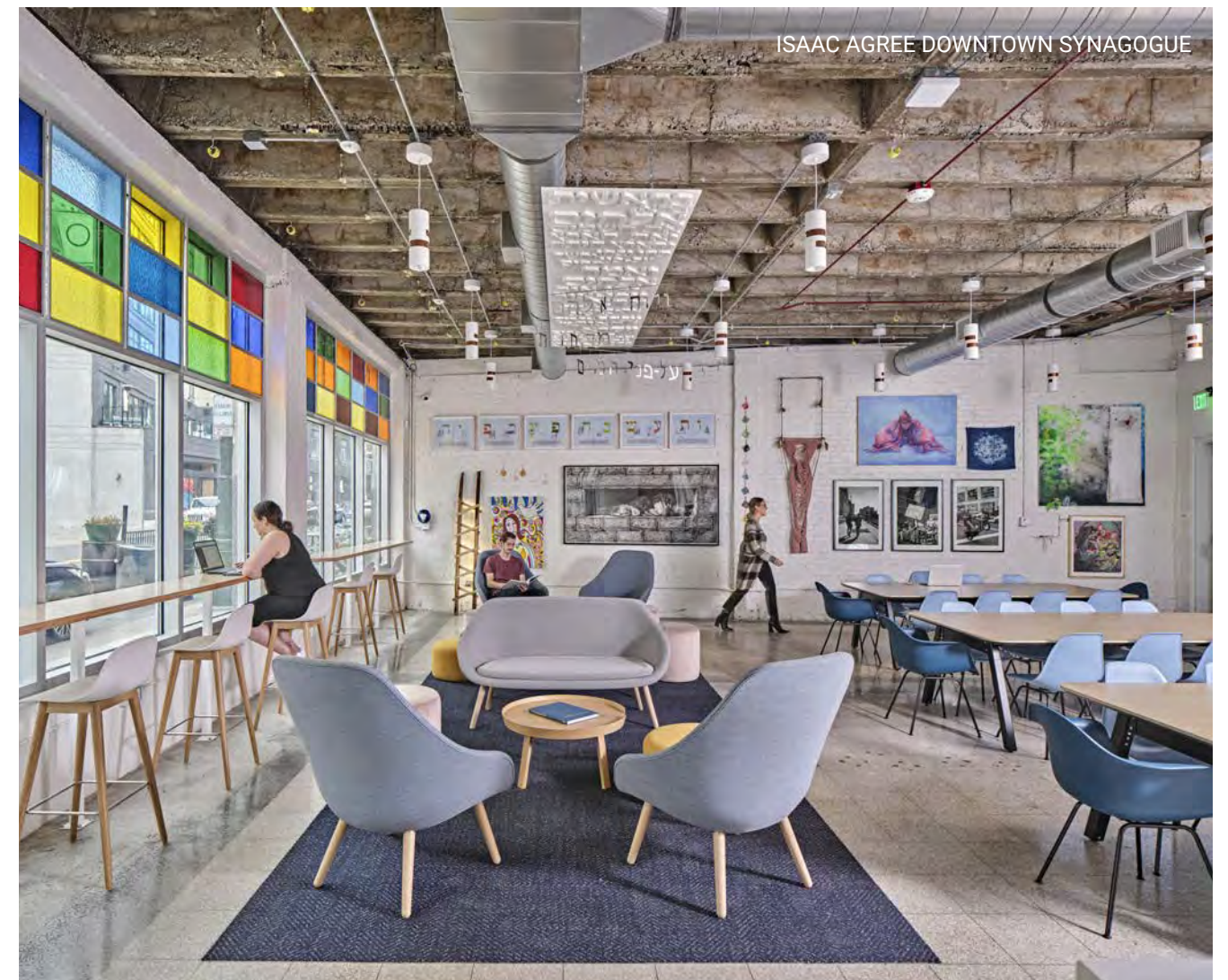


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/ CM RECOMMENDATION

SCHEDULE

We design community spaces that embody + inspire their community.

Every community is different. We begin each project excited by the opportunity to represent the community through the built environment, providing a space that not only speaks to their needs, but brings people together.

Through thoughtful programming, we strive to create a sense of place that is welcoming, truly accessible, and representative of the community.

From community spaces that support live events, to commercial kitchens to farmers markets, to concierge services to experiential elements, Neumann/Smith Architecture understands the wide variety of considerations that go into creating places that are functional, beautiful, and expressive of a community's values, ambitions, and growth.



GARDENS OF EL PASEO

MILESTONE TIMELINE

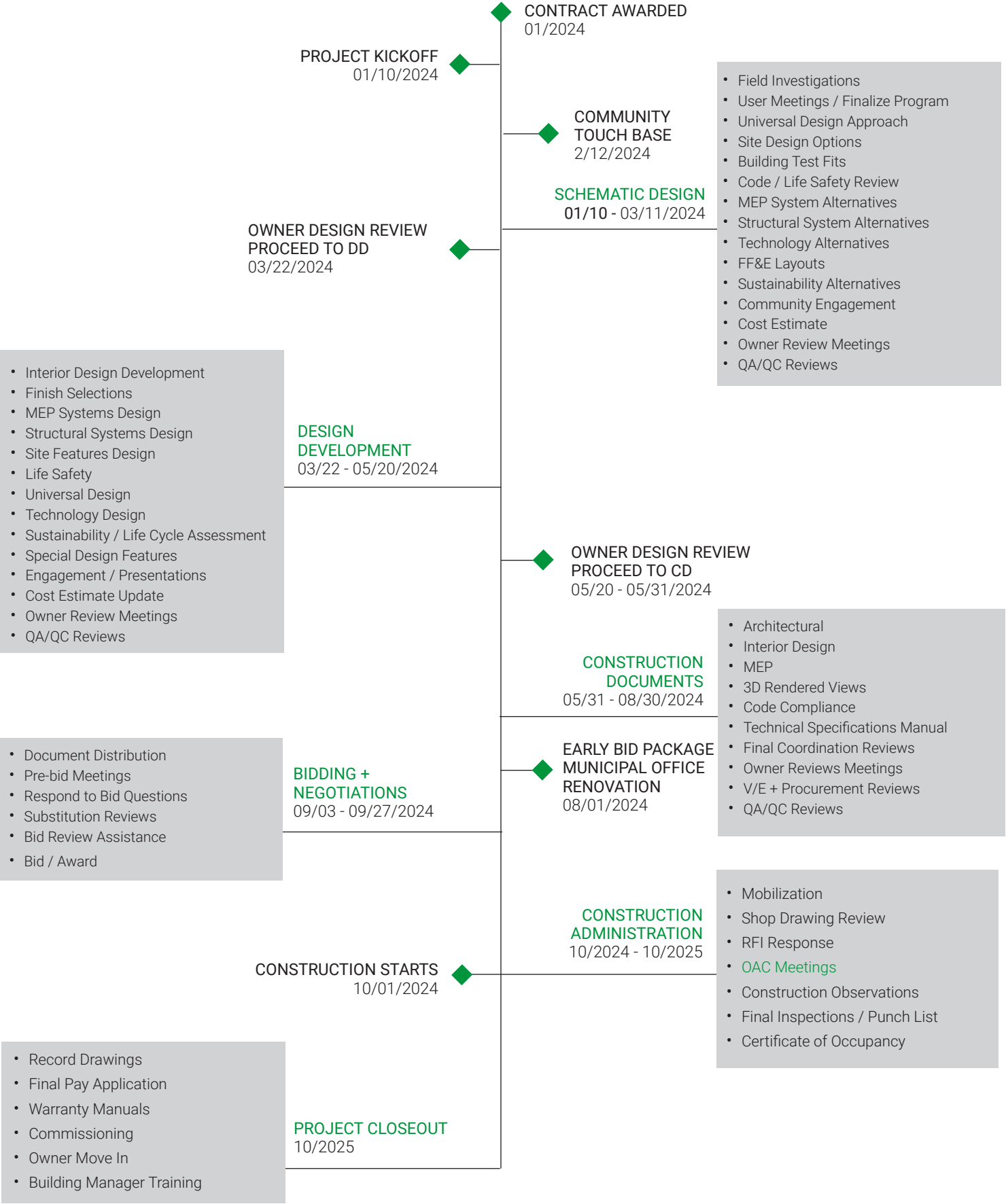
Communication is key.

Our firm is prepared to hit the ground running to deliver this project on time and on budget. As major milestones are achieved, project team members will provide project updates during City Council meetings.

Fluid communication is our top priority in any project, especially those with tight timelines. Project Manager Steve Gedert's experience with community-based projects combined with his tactical, detail-oriented, team-focused approach makes him a great asset to this project. He will keep all stakeholders in the loop appropriately so all parties are on the same page.

To ensure fluid communication throughout the course of this project, our team will take the following measures:

- Weekly project meetings
- Coordination of team
- Work closely with Construction Manager
- Facilitate timely responses to shop drawings + RFIs



NUMBERS



JEWISH FEDERATION / BERMAN PERFORMING ARTS CENTER

FEE CHART

EVENT HUB		
schematic design	15%	\$52,200
design development	20%	\$69,600
construction documents	40%	\$139,200
bidding + negotiations	2.5%	\$8,700
construction administration	20%	\$69,600
project closeout	2.5%	\$8,700
TOTAL FEE		\$348,000
MUNICIPAL OFFICES		
schematic design	15%	\$7,425
design development	20%	\$9,900
construction documents	40%	\$19,800
bidding + negotiations	2.5%	\$1,250
construction administration	20%	\$ 9,900
project closeout	2.5%	\$1,250
TOTAL FEE		\$49,525

ADDITIONAL COSTS

FF+E / Neumann/Smith Architecture does offer assistance with FF+E procurement. Our Design team will work closely with your team to understand what appeals to you, as well as any specific furnishings you'd like to see in your space. From here, our talented designers will select appropriate furniture systems from our vendors that function and enhance your new space.

FF+E procurement will be provided at a rate of 6% of the cost of the furnishings.

LAND SURVEY / If desired, we can provide land survey services by Spalding DeDecker for \$10,500.

REIMBURSABLES / Not to exceed \$2,500.

EXPERIENCE



SUN COMMUNITIES

PROJECT LIST / NEUMANN/SMITH ARCHITECTURE

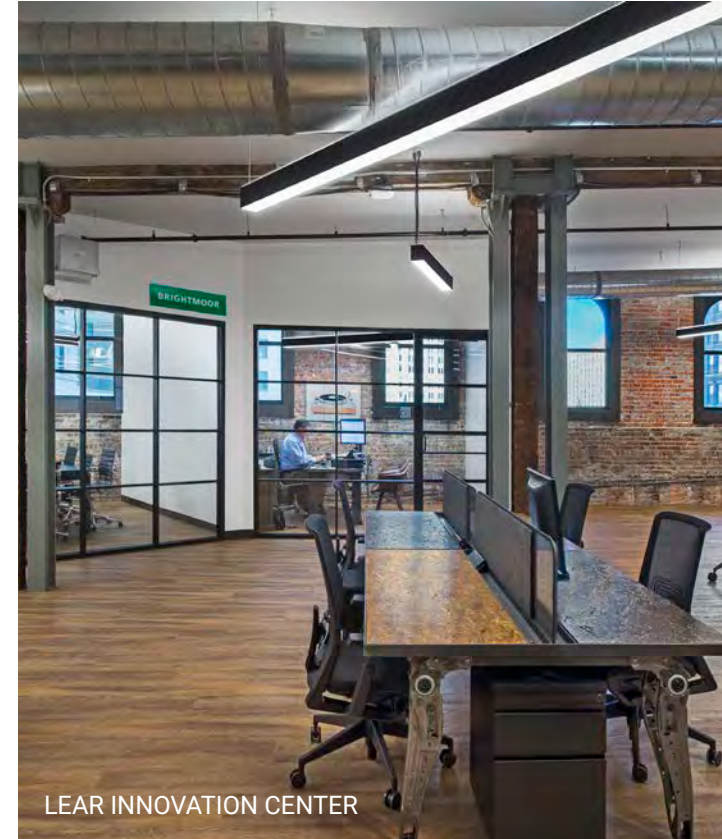
- City of Royal Oak, Royal Oak Farmers Market / 23,000 sf renovation
- Ford Land, Wagner Place Redevelopment / 150,000 sf of retail, restaurants, offices and greenspace for outdoor events + markets, Dearborn, MI
- Detroit Riverfront Conservancy, Robert C. Valade Park / 1,000 sf event space on 3.2 acre urban beach, Detroit, MI
- Ford Land, Wagner Place Redevelopment / 150,000 sf of retail, restaurants, offices and greenspace for outdoor events + markets, Dearborn, MI
- Detroit Riverfront Conservancy, Ralph C. Wilson Centennial Park / In collaboration with Adjaye Associates, est. 2024 opening, Detroit, MI
- Redford Township Recreation + Wellness Center, Feasibility Study, 20,000 sf, Redford Township, MI
- Wayne County Community College District, Curtis L. Ivery Health and Wellness Educational Center (80,000 sf health and wellness center including, 1,000 seat gymnasium, locker rooms, fitness center, yoga and recreation studios), Detroit, MI
- Greater Midland Community Center, New Construction, 177,000 sf, Midland, MI
- West Bloomfield Township Community / Senior Center, feasibility study, community engagement, West Bloomfield, MI
- Waterford Community Recreation Center, 75,000 sf, programming, concept design + cost estimating services, multi-use gymnasium, running track, locker/shower rooms, child care, exercise room, fitness studio, Waterford, MI
- Rochester Hills, Family Aquatic Center, Feasibility Study, Rochester Hills, MI
- Jewish Community Center Addition + Renovation, Oak Park, MI



- Van Buren Township, Community Recreation Center (8,000 sf renovation and addition including gymnasium, jog/walking track, fitness center and studios/multi-purpose rooms, locker rooms), Van Buren Township, MI
- YMCA Recreation Center (83,000 sf featuring exercise space, fitness equipment, multi-purpose rooms and lounge, pools, gymnasium, jog/walk track, and offices and support areas), Ann Arbor, MI
- Livonia Community Recreation Center (135,000 sf featuring a 42' climbing wall, running track, gymnasiums, gymnastics center, aerobics room sauna, senior lounge, day care, party and meeting rooms, competition and play pools, and an outdoor spray park and sunning deck), Livonia, MI
- Macomb Township, Community Recreation Center (92,693 sf featuring spaces for tots and teens, a fitness area, aerobics room, birthday party room, gymnasium, jog walk track, and office and service spaces), Macomb Township, MI
- Grosse Pointe Neighborhood Club Addition Feasibility and Concept Design Study (40,300 sf), Grosse Pointe, MI
- Our Lady of Good Counsel Catholic Church, Gymnasium Renovation and Recreational Expansion (40,000 sf including renovation of a state-of-the art, 300 seat gymnasium and recreational rooms), Plymouth, MI
- Wayne State University, Mort Harris Recreation and Fitness Center Addition, Detroit, MI
- Oak Pointe Church (250,000 sf including a state-of-the art multi-purpose room for basketball games and volleyball tournaments), Novi, MI
- The University of Michigan-Dearborn, Field House Entrance Renovations (1,000 sf), Dearborn, MI



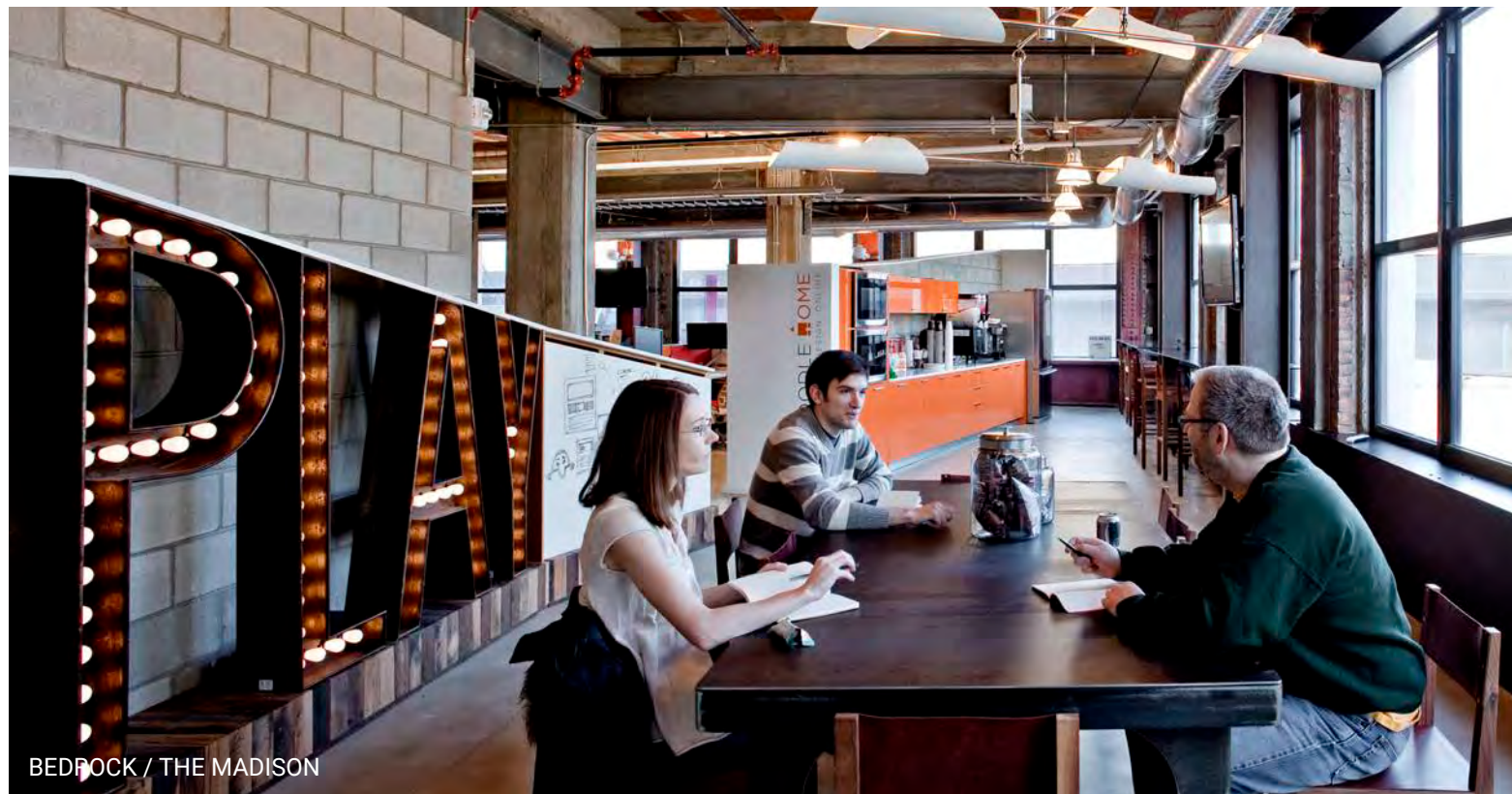
BEDROCK / HEADQUARTERS



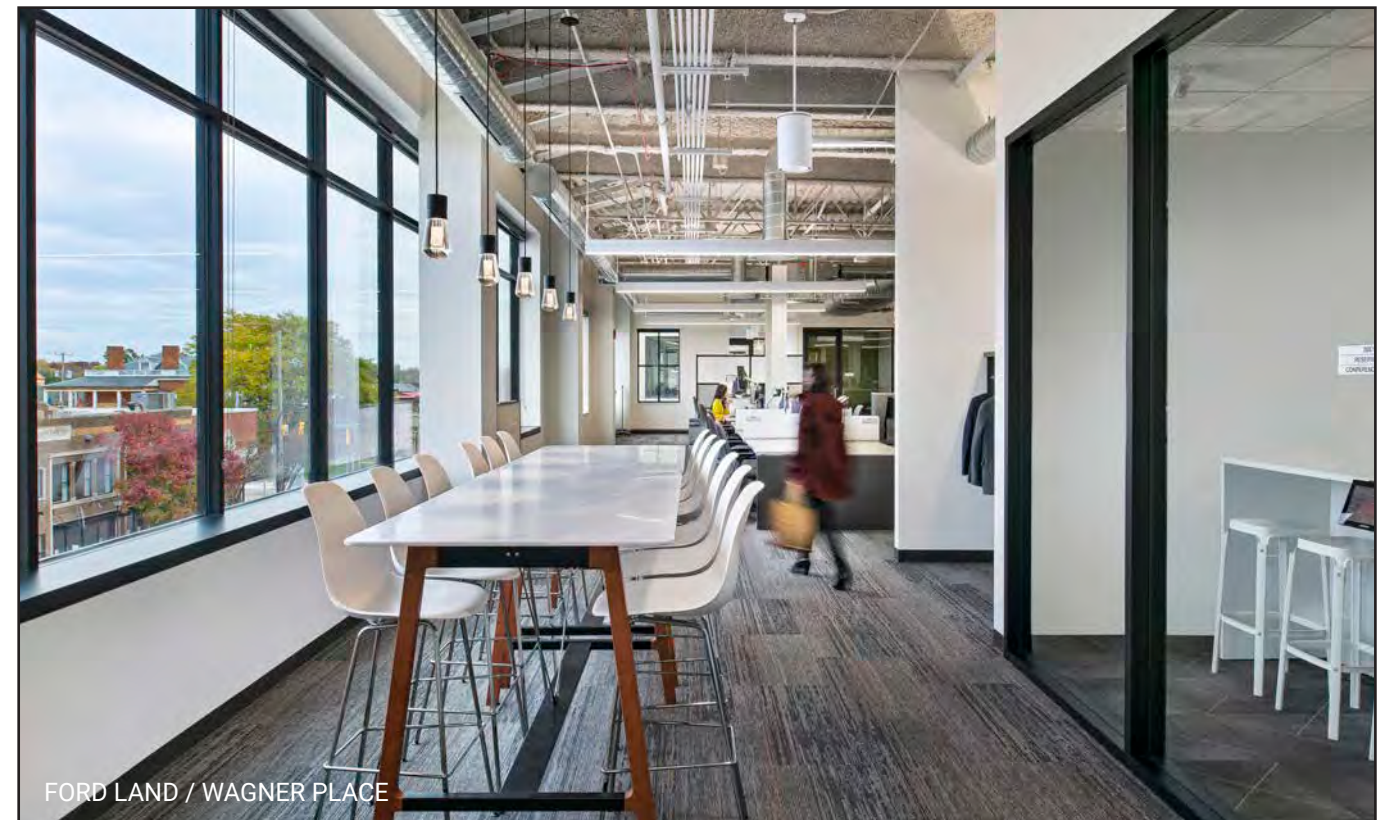
LEAR INNOVATION CENTER

reimagining the workplace

Neumann/Smith Architecture has provided over 1 billion square feet of new and renovated office space. Our team is focused on creating workplaces that bring people together.



BEDROCK / THE MADISON



FORD LAND / WAGNER PLACE

PROJECT LIST / GRISSIM METZ ANDRIESE ASSOCIATES

AUBURN HILLS, MI /
Civic Center City Offices Site Improvements

BERKLEY, MI /
City of Berkley Municipal Parking Lot and Building
Facade Improvements Pedestrian Crosswalk at Twelve
Mile Road and Woodward Avenue
12 Mile Road Streetscape Improvements
Coolidge Road Streetscape Design Concept
Robina Urban Park Concept
Berkley High School Plaza
ArtSpace Plaza

BIRMINGHAM, MI /
Woodward Avenue Median Landscape Design Concept
Woodward Avenue Pedestrian Crosswalk Study

BLOOMFIELD TOWNSHIP, MI /
Maple and Telegraph Median Landscape Improvements

CANTON TOWNSHIP, MI /
Administrative Building Expansion
Summit on the Park Community Recreation Center

DEARBORN, MI /
Ford Performing Arts Center
M-39 Southfield Freeway Landscape (Ford Road to
Outer Drive)
The Henry Ford Greenfield Village Master Plan
The Henry Ford Greenfield Village Restoration Project
Cotswold Cottage - The Henry Ford Greenfield Village
Firestone Residence and Barnyard - The Henry Ford
Greenfield Village Ford Stories - The Henry Ford
Greenfield Village
Greenfield Village Walnut Grove Historic Baseball Park
The Henry Ford Parking Expansion Study
Dearborn Civic Center Renovation and Addition (Ford
Performing Arts Center)

DEARBORN HEIGHTS, MI /
Parkland Park Multiple Phases
Parkland Park Athletic Fields
Swapka/Powers Park Pavilion

FARMINGTON, MI /
Downtown Master Plan
Walter E. Sundquist Pavilion and George F. Riley Park
George F. Riley Park Ice Rink
Grand River Avenue Streetscape
Warner Street Streetscape (in progress)
Farmington Road Streetscape
Wayfinding Signage
Dinan Pocket Park
Masonic Plaza (in progress)

FARMINGTON HILLS, MI /
47th District Court
Municipal Offices Plaza
City Hall Expansion (LEED Gold)
Northwestern Highway Landscape Master Plan Study
Orchard Lake Road Landscape Master Plan Study
Founders Sports Park
Founders Sports Park Ice Arena
Heritage Park Master Plan
Heritage Park
Heritage Park Trail System
Memorial Park
Old Town Park
Pioneer Park
South End Park
Spicer Nature Building (Heritage Park)

FENTON, MI /
Downtown Master Plan
Design Guidelines
Wayfinding Signage
Old Fire Hall and Museum Parking Lot Improvements
River Street Parking Lot Improvements
Community Center

GROSSE POINTE, MI /
Municipal Offices

HOWELL, MI /
Southern Gateway - The D-19 Corridor
Howell Downtown Streetscape (MDOT Grant Submittal)
Downtown Parking and Urban Redevelopment Pinckney
Road (D-19) Corridor Masterplan
Pinckney Road I-96 Gateway
Pinckney Road (D-19) Streetscape
Center Street Streetscape
East Sibley Street Corridor Master Plan
East and West Sibley Street Streetscape
State Street & Peanut Row Alley

NORTHVILLE, MI /
Downtown Conceptual Design Plan
Downtown Pedestrian Plan
Town Square
Fire Department Central Station
Municipal Offices

ST. CLAIR COUNTY, MI /
Goodells County Park Master Plan
Goodells County Park Phase I

TROY, MI /
Gateway Park

WEST BLOOMFIELD, MI /
Historic Schulak Farm
West Bloomfield Memorial Park
West Bloomfield Park & Recreation Parking
Expansion Twin Beach Country Club

VILLAGE OF MILFORD, MI /
Central Park Master Plan Implementation (in
progress) Downtown Master Plan
LaFontaine Family Amphitheater
Milford Motley Memorial
Downtown Corridor Study
Village Municipal Offices
Milford Wayfinding Signage
Huron Street and South Main Streetscape
General Motors Road and Milford Road Intersection
Main Street Downtown Streetscape

“When the expression of an idea is realized on a site with imagination and responsibility, landscape design is elevated to an art form.”

Paul R. Andriese / PLA, ASLA
Vice President + Principal, Grissim Metz
Andriese Associates



CITY OF NORTHVILLE / CENTRAL PARK



VILLAGE OF MILFORD / LAFONTAINE FAMILY AMPHITHEATER



DOWNTOWN NORTHVILLE / TOWN SQUARE



CITY OF NORTHVILLE / CENTRAL PARK



ROBERT C. VALADE PARK

DETROIT RIVERFRONT CONSERVANCY

A TRANSFORMATIONAL SPACE FOR DETROIT FAMILIES /

Developed on a 3.2 acre site that was formerly occupied by the United States Coast Guard, the Robert C. Valade Park anchors the East Riverfront, adjacent to The Aretha Franklin Amphitheater.

Envisioned by the Detroit Riverfront Conservancy as an urban beach, the park expands upon many other family oriented event spaces that are positioned at walkable intervals along the riverfront. The amenities offered include sandy beaches, musical gardens, children’s playscapes, barbecue stations and Bob’s Barge, which is Detroit’s only floating bar on the Detroit River.

Hannah-Neumann/Smith was engaged by the Detroit Riverfront Conservancy to design and document “The Shed,” a mixed-use pavilion with garage-door style openings, an overhang and patio area to provide shelter and space for programming, special events, food and beverage and retail outlets.

Our team worked to create a dynamic structure, intended to host year-round events, that responds to the surrounding scale of Atwater Street, while providing a gateway into the park. The building utilizes simple materials that respond to the industrial character of the neighborhood, while incorporating large glass and aluminum overhead doors that allow for uncompromised views into the park and river beyond. In summer months these doors can be opened to allow for increased access between the primary function space and surrounding urban context, allowing for ultimate flexibility for a multitude of functions. In addition to the events space, the building also contains a full service kitchen, public restrooms and service-related spaces intended to complement the overall function of the park.

SIZE / 1,000 sf

REFERENCE / Karen Slaughter-DuPerr, Project Management + Construction, Detroit Riverfront Conservancy / (313) 566-8257/ karen.duperry@detroitriverfront.org





ROYAL OAK FARMERS MARKET

CITY OF ROYAL OAK

BREATHING NEW LIFE INTO A HISTORIC MARKETPLACE /

Originally built in 1925, the City of Royal Oak decided to update their historic Farmers Market to better suit the needs of their community. Numerous new condo and loft developments near the market boosted foot traffic and patronage, presenting opportunities to expand the market from simply a place to shop to a gathering place for live events and public assembly.

With Royal Oak’s continued reemergence as a shopping and entertainment destination as well as a diverse and culturally rich community to live, the city of Royal Oak recognized the unique contribution that the market brought to their urban mix.

During design and construction, our team took special care to celebrate the structure’s history and reflect the culture of Royal Oak while providing the upgrades needed to modernize the space.

Neumann/Smith achieved the city’s vision for the Farmers Market by designing an activity hub that surpasses weekly markets. Today, the Royal Oak Farmers Market is a fixture in the community, regularly hosting art fairs, antiques + collectibles shows, food truck rallies, weddings, and live music.

SIZE / 23,000 sf

REFERENCE / Timothy Thwing, Director of Community Development, City of Royal Oak / timt@ci.royal-oak.mi.us / 248-246-3284 / Please note contacts for this project are retired; this reference currently works for the city.





RALPH C. WILSON, JR. CENTENNIAL PARK

DETROIT RIVERFRONT CONSERVANCY

REIMAGINING THE RIVERFRONT /

This 22-acre park combines nature and community in an urban setting, featuring sports courts, a water garden, playscapes inspired by Michigan wildlife, and a promenade lined with cherry trees that stretches across the park.

The originally bare site is being transformed into a rolling landscape along the riverfront, designed to attract and engage users of all ages. Extensive community engagement was done to design the amenities within the park, such as using local children's drawings as inspiration for playscape structures.

When completed, this massive park will be the first of its kind in the state of Michigan, making the Detroit Riverfront a destination for visitors and locals alike.

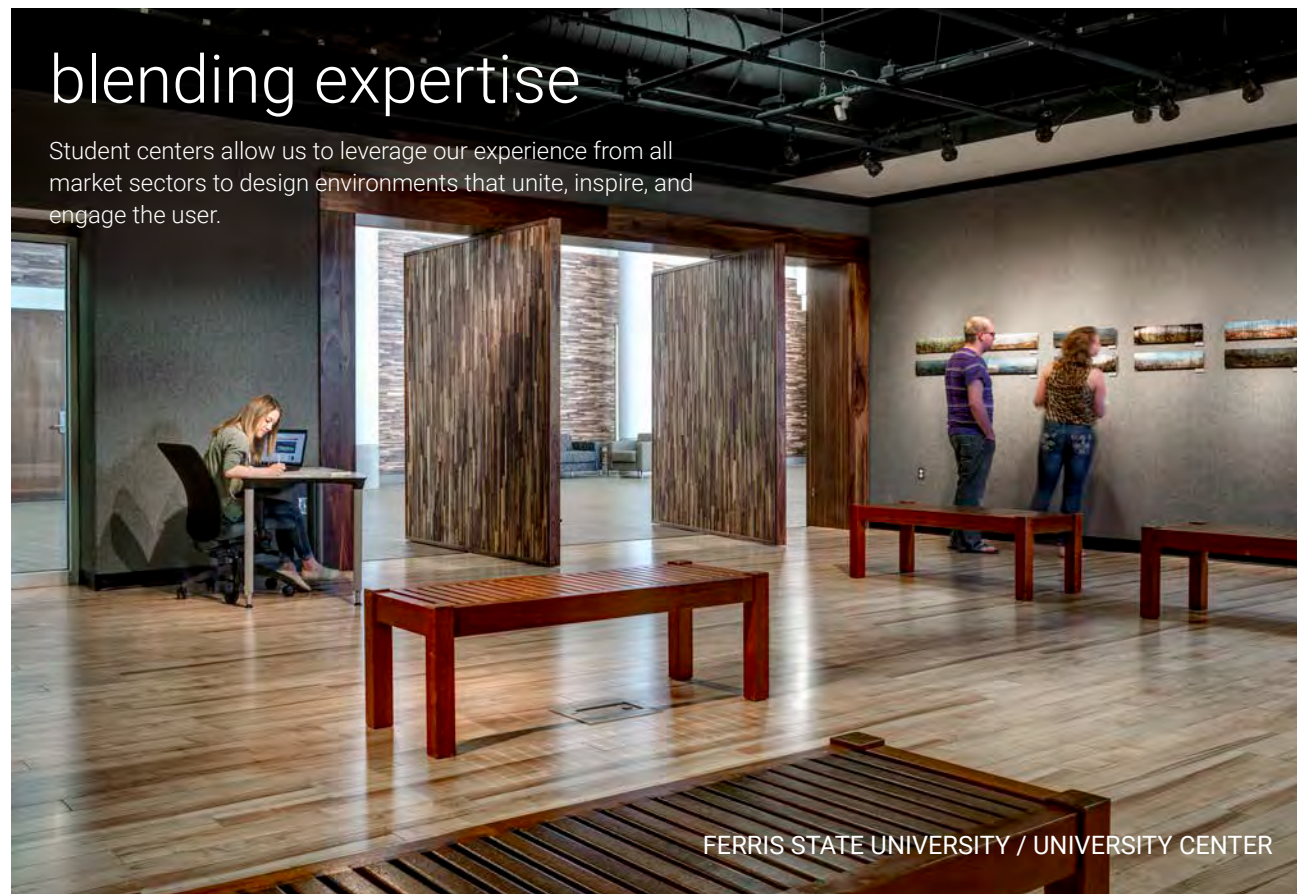
SIZE / 22 acres

REFERENCE / Nathan Trevethan, Principal, Michael Van Valkenburgh Associates / 718-243-2044



blending expertise

Student centers allow us to leverage our experience from all market sectors to design environments that unite, inspire, and engage the user.



FERRIS STATE UNIVERSITY / UNIVERSITY CENTER



OAKLAND UNIVERSITY / HILLCREST HALL



MICHIGAN STATE UNIVERSITY / 1855 PLACE



FERRIS STATE UNIVERSITY / UNIVERSITY CENTER



EVOLUTION GAMING

SOUTHFIELD, MI

A NEW, REFRESHING WORKSPACE /

Layered with the bones of an old tech space and Detroit culture, the Evolution Gaming workspace was inspired by the late Mr. Detroit. He embodied the urban attitude and swag that influenced the whimsical material palette as it contrasts the light, bright, fresh feel of the Evolution brand. Our team of designers brought local makers, art, and bold pattern into this multi-layered design approach to parallel Evolution's values—Alive. Do Right. Work Together.

Evolution Gaming is a world leader in advanced IT-solutions for online casino gaming. With the intention of bringing their US headquarters to the Detroit area, Evolution selected the Southfield Town Center for its central location. Neumann/Smith was tasked with renovating the outdated space to create a workplace that sparks innovation, allowing the team at Evolution to create their immersive and entertaining live gaming shows.

A growing team, Evolution initially encompassed one floor, but has since grown to take on more space to support their team and operations. They desired a workplace design that is clean and refreshing with biophilic design, and a clear change from the dark gaming studios. The entire space is a showpiece for their brand and pays homage to their roots in Latvia. The lively kitchen area, called The Canteen, is an area in which all employees can come together and collaborate, celebrate, and experience serendipitous interactions that spark further creativity for the organization.

SIZE / 15,654 sf

REFERENCE / Anna Kudrjavceva, Chief Properties + Studio Development Officer, Evolution Gaming / akudrjavceva@evolution.com[@evolution.com](mailto:akudrjavceva@evolution.com)





HEADQUARTERS

SACHSE CONSTRUCTION / DETROIT, MI

EXPLORING COMPANY CULTURE THROUGH THE BUILT ENVIRONMENT /

After seven years of substantial growth, Detroit-based contractor Sachse Construction once again enlisted Neumann/Smith to design a state-of-the-art workplace showcasing the Sachse brand. Sachse chose to relocate their headquarters from the downtown Detroit Arts League building to midtown's Orchestra Place.

Focusing on Sachse's core values, the midtown location consolidated their team on one floor plate to foster communication and collaboration amongst the organization. Facilitating an exceptional user experience from start to finish, care was put in to curating a space that is refined yet also light, lively, timeless and clean.

Every element was specially selected to fit the Sachse brand and mission. From the raw, structural materials used to define space, to the color palette helping to navigate throughout the floor plate; Neumann/Smith helped create a unique showpiece for both visitors and employees in the prominent midtown area.

The condensed floor plate includes a mix of open workstations, collaboration spaces, meeting rooms, lounge, café, and gaming area. Garage style doors provide flexibility to accommodate meetings large and small. Big and bold elements including statement furniture pieces and lighting help compliment a sophisticated new Detroit headquarters.

SIZE / 33,000 sf

REFERENCE / Todd Sachse, CEO, Sachse Construction / tsachse@sachse.net / (313) 481-8200



PROJECT TEAM

Neumann/Smith is comprised of creative problem solvers driven by pushing boundaries.

We value learning- from each other, from previous projects, and from our clients.

Our firm has designed for practically every market sector, from higher education and workplace, to hospitality and mixed-use—and numerous others in between. Our talented team pulls from this diverse experience to develop unique designs, ensuring our team is always challenged and our clients' goals are achieved.

At our offices in Southfield and Detroit, we work together in open and flexible studio teams under the hands-on leadership of Principals and Associates who have been with Neumann/Smith for decades. Our emphasis on mentorship results in well-rounded professionals who learn from—and with—each other every day.





02
LOCATIONS

55
YEARS IN BUSINESS

60
TEAM MEMBERS



NEUMANN/SMITH ARCHITECTURE

GENE CARROLL
principal-in-charge

STEVE GEDERT
senior project manager

JIM STOCK
design director

CARNAGHI

STRUCTURAL ENGINEERING

STRATEGIC ENERGY SOLUTIONS

MEP

BAKERGROUP

FOOD SERVICE

GRISSIM METZ ANDRIESE

LANDSCAPE

JIM CORSIGLIA
principal structural engineer

JOHN ABRAAM
principal

JIM SUKENIK
principal

PAUL ANDRIESE
principal

DON NICHOLS
senior mechanical engineer

DALE DeCOCKER
senior electrical designer

ALLIE PEARSON
partner

CJ THOMPSON
associate

CM RECOMMENDATION / Due to the project scope and our positive and longstanding working relationship with these companies, our firm recommends Clark Construction and Frank Rewold + Sons for use in this project.



MICHIGAN STATE UNIVERSITY FED. CREDIT UNION / COMMUNITY SPACE



GENE CARROLL

EXECUTIVE / AIA, NCARB, LEED AP
Neumann/Smith Architecture

Gene is proud to serve the design and construction community, and is inspired by the collaborative spirit of today’s project teams. No day in his role is ever the same, and he wouldn’t have it any other way. As one of the leaders of Neumann/Smith Architecture, Gene enjoys being able to support teams through the entire project, guiding it toward a successful conclusion with each decision made. Never known to shy away from a challenge, Gene is motivated by taking creative risks that transform the client’s goals into a reality. Gene sees each project as an opportunity to contribute to the firm’s reputation as the owner’s architect.

REGISTRATION

Registered Architect in MI and CA
National Council of Architectural Registration
Board Certification
LEED Accredited Professional
Design Professionals Risk Control Group
(DPRCG)

EDUCATION

Master of Architecture with Distinction,
University of Michigan
Master of Science in Engineering,
University of Michigan
Bachelor of Science in Architecture with
Distinction,
University of Michigan

AFFILIATIONS

American Institute of Architects (AIA)
AIA Michigan
AIA Huron Valley
Masonry Institute of Michigan
Tau Sigma Delta, National
Architectural Honor Fraternity

EXPERIENCE

- 1 / Northern Michigan University, Northern Center / 156,000 sf renovation + addition including new formal ballroom, conference spaces, bookstore, student organization and administrative offices, student activity spaces, pub restaurant, and exterior façade update
- 2 / Michigan State University, 1855 Place / 39-acre site master plan, 87,500 sf office + mixed-use office space, student housing, retail store, market, coffee shop, ticketing office, and 881 car parking structure, East Lansing, MI
- 3 / Berman Center for the Performing Arts, / 17,500 sf Jewish Community Center, West Bloomfield, MI
- Greater Midland Community Center / New Construction, 177,000 sf, Midland, MI
- Northern Michigan University, Jamrich Hall / 126,100 sf main campus academic building with 500-seat auditorium, active learning classrooms, collaborative learning areas, faculty office and administrative suite areas for (5) academic programs, LEED certifiable
- Northern Michigan University, Hospitality Program / 11,800 sf relocation and renovation including 56-seat restaurant, teaching kitchen, culinary training kitchen, active learning classrooms, and faculty offices, Marquette, MI
- Northern Michigan University, Northern Lights Dining / 42,000 sf kitchen, restaurant + social gathering spaces Marquette, MI
- Wayne State University, Student Center / 197,000 sf renovation, Detroit, MI





STEVE GEDERT

SENIOR PROJECT MANAGER / AIA, NCARB
Neumann/Smith Architecture

REGISTRATION

Registered Architect in Michigan
LEED Accredited Professional

EDUCATION

Master of Architecture, with Distinction,
University of Michigan

Bachelor of Science in Architecture,
University of Michigan

AFFILIATIONS

American Institute of Architects (AIA)

AIA Detroit,
Building Codes & Regulations Committee

Architectural Woodwork Institute
National Fire Protection Association (NFPA)
International Code Council (ICC)

City of Dearborn,
Zoning Board of Appeals (Chairman)
Building Enclosure Council Member

Some of Steve’s favorite projects from his 39-year career have been community centers throughout the state of Michigan. He is passionate about the communities he designs for, and loves being able to see their needs become a reality through the built environment. Steve brings fluid communication, quality service, and a detail-oriented mindset to every project, and his proven track record of successful project management includes some of our firm’s most complex and multifaceted projects.

EXPERIENCE

- Ford Land, Wagner Place Redevelopment / 150,000 sf of retail, restaurants, offices and greenspace for outdoor events + markets, Dearborn, MI
- Oakland University, Hillcrest Hall (290,000 sf student housing and mixed-use development 204 units, 752 beds), LEED Gold, Rochester, MI
- Wayne State University, Student Center Renovation (197,000 sf including food court, retail spaces, financial institution, and lounge and study areas), LEED Certification Goal of Silver, Detroit, MI
- Greater Midland Community Center / New Construction, 177,000 sf, Midland, MI
- Livonia Community Recreation Center / New Construction + Addition, 135,000 sf, Livonia, MI
- Redford Township Recreation & Wellness Center / Feasibility Study, 20,000 sf, Redford Township, MI
- Van Buren Township Recreation Center / Addition + Renovation, 8,000 sf, Van Buren Township, MI
- Macomb Township, Community Recreation Center / New Construction + Addition, 92,693 sf, Macomb Township, MI
- City of Dearborn, Civic Center / Feasibility Study, Dearborn, MI
- Jewish Community Center Addition + Renovation, Oak Park, MI
- DTE Energy Campus Enhancements (215,000 sf new, 31,500 sf renovation including new pedestrian bridge, lobby, Town Square food service and conference center, and unique outdoor spaces), Detroit, MI



JIM STOCK

DESIGN DIRECTOR / RA, LEED AP
Neumann/Smith Architecture

REGISTRATION

Registered Architect- MI
LEED Accredited Professional

EDUCATION

Master of Architecture, Design
Concentration,
University of Illinois at Urbana-Champaign

Bachelor of Architecture, Design
Concentration,
Lawrence Technological University

Bachelor of Science in Architecture,
Lawrence Technological University

AFFILIATIONS

Society for College and University Planning
(SCUP)

Measured. Compassionate. Customized / Jim’s philosophy is for all of his projects to “say something about something,” creating meaningful designs that transform communities. Jim understands the importance of his role, and the influence a project can have. He doesn’t take this lightly, working diligently to deliver something he, the owner, and the end users are proud to be a part of. He is inspired by the opportunities presented by every project - the opportunity to enhance users’ lives through the built environment, to bring an owner joy, and to truly “wow” with design. It is Jim’s belief that great design isn’t a matter of budget, but of ingenuity and creativity. Regardless of size or scope, he aims for every one of his projects to have a meaningful impact on their users and community.

EXPERIENCE

- Northern Michigan University, Northern Center / 156,000 sf renovation + addition including new formal ballroom, conference spaces, bookstore, student organization and administrative offices, student activity spaces, pub restaurant, and exterior façade update
- Northern Michigan University, Hospitality Program / 11,800 sf relocation and renovation including 56-seat restaurant, teaching kitchen, culinary training kitchen, active learning classrooms, and faculty offices, Marquette, MI
- Northern Michigan University, Northern Lights Dining / 42,000 sf kitchen, restaurant + social gathering spaces Marquette, MI
- 3 / Michigan State University, 1855 Place / 39-acre site master plan, 87,500 sf office + mixed-use office space, student housing, retail store, market, coffee shop, ticketing office, and 881 car parking structure, East Lansing, MI
- Livonia Community Recreation Center (135,000 sf community recreation center featuring a 42’ climbing wall, running track, gymnasiums, gymnastics center, aerobics room sauna, senior lounge, day care, party and meeting rooms, competition and play pools, and an outdoor spray park and sunning deck), Livonia, MI
- Warren Civic Center (109,667 city hall/library and 600 car parking structure), Warren, MI
- The Taubman Company, Twelve Oaks Mall Lifestyle Café / 30,000 sf renovation and 1,000 sf addition, Novi, MI
- Jaffe, Raitt, Heuer & Weiss Law Offices, Southfield, MI
- Schostak, Corporate Offices, Southfield, MI



JIM CORSIGLIA

PRINCIPAL, STRUCTURAL ENGINEER / PE, SE, LEED AP
Carnaghi Structural Consulting

REGISTRATION

Professional Engineer- MI, AL, CO, IL (SE), KY, MN, NJ, OH, SC, VA, WY, AZ, CT, IN, MD, MO, NY, OR (SE), TN, WA (SE), AR, FL, IA, MA, NE, NC ,PA, TX, WV, CA (SE), GA (SE), KS, NM, OK, RI, UT (SE), WI

EDUCATION

Michigan Technological University, Bachelor of Science, Civil Engineering

Jim Corsiglia has over 28 years of structural engineering experience in the planning, design, and construction administration of large commercial projects. With experience in project types including industrial, corporate workplace, automotive research, manufacturing, healthcare, higher education, and assisted living, Mr. Corsiglia has been involved with over 1000 projects having total construction costs exceeding one billion million dollars.

Mr. Corsiglia has experience with ground-up new construction, renovations to existing structures, additions to existing structures, and re-purposing of existing structures to comply with present design standards. Mr. Corsiglia is known for his innovative design approach to solving unique project challenges.

EXPERIENCE

- City of Oak Park, New Administration / Public Services Facilities, Oak Park, MI
- Ocelola Community Center / Howell, MI
- Berkley Fire Department Addition / Berkley, MI



JOHN ABRAAM

PRINCIPAL
Strategic Energy Solutions, Inc.

EDUCATION

Bachelor of Science, Electrical Engineering,
Lawrence Technological University

AFFILIATIONS

Michigan Historic Preservation Network
Michigan School Business Officials
United States Green Building Council

EXPERIENCE

- Van Buren Township, Community Center / Renovation of the existing pre-engineered building to accommodate a new interior layout featuring fitness spaces, senior center, offices, multi-purpose rooms, and lobby/lounge. The project will includes construction of a new addition with gymnasium and walking/ running track, black box theater, as well as an outdoor courtyard.
- Eastern Market Corporation / Three-phase, full renovation of the Eastern Market campus, which included renovations of existing Sheds 2, 3 and 5; improvements to pedestrian and vehicular access; and energy upgrades.
- City of Royal Oak, 11 Mile Parking Structure / New seven-story parking deck with 565 spaces, intended to serve the city's civic complex.
- West Bloomfield Parks & Recreation, Marshbank Park / Improvements to facilities, including an all-season shelter with geothermal HVAC, as well as a maintenance building and restroom facility.
- Sylvania River Trail / Renovation of the 1.6 mile path from Ten Mile Creek to downtown Sylvania, complete with parking, restroom buildings, improved lighting, trailheads, plazas and elevated views.
- Outdoor Adventure Center / 20,000SF renovation and 23,000SF addition, transforming the historic Globe Building into a new discovery/adventure center and office for Michigan's Department of Natural Resources.
- The Henry Ford / Relocation of the only surviving 19th century timber-frame market building in the United States, originally from Detroit's Central Farmers Market
- Belle Isle Conservancy, Nancy Brown Peace Carillon Tower / Rehabilitation Master Plan (RMP) for the 1939 neo-gothic revival structure, analyzing the extent of damage to all components, and preparing written plans and specs to make necessary repairs.



DON NICHOLS

SENIOR MECHANICAL ENGINEER / PE, LEED AP
Strategic Energy Solutions

REGISTRATION

Professional Engineer / 3 states
LEED Accredited Professional

EDUCATION

Bachelor of Science, Mechanical Engineering
Lawrence Technological University

AA, General Education,
Henry Ford College

AS, Liberal Arts
Henry Ford College

AFFILIATIONS

American Society of Heating, Refrigeration & Air
Conditioning Engineers / ASHRAE

International Code Council

United States Green Building Council

Don is extremely knowledgeable in building mechanical systems’ engineering, cost estimating and management. His experience spans markets and includes healthcare, educational, commercial, government and airports. His past involvement with energy reduction projects, and interest in value engineering, “green” mechanical systems, energy modeling and audits, make him a valuable team member. A former Associate Value Specialist (AVS) through S.A.V.E. International, Don is dedicated to decreasing costs, increasing profits and improving performance and quality.

EXPERIENCE

- City of Royal Oak, City Hall / New two-story city hall building totaling 38,000 sf
- Outdoor Adventure Center / 20,000 sf renovation and 23,000 sf addition, transforming the historic Globe Building into a new discovery/adventure center and office for Michigan’s Department of Natural Resources
- State of Michigan Emergency Operations Center / Renovation of 100,390SF on the first and third floors of the existing command center, and the new construction of a 27,222 sf hardened building to consolidate multiple departments into a single facility
- Orion Township Municipal Complex / New 52,000 sf municipal complex with buildings for the Oakland County Sheriff’s Department, Orion Township Hall, and offices
- Oakland County Courthouse / Expansion of the existing west wing, creating additional offices, library, and administrative spaces for research, check cutting, and disbursements
- Detroit Wayne Mental Health Facility / Program validation, test-fit, and feasibility services, and complete renovation of the existing 72,000 sf, 5-story administration building and associated parking
- Michigan State Capitol / Renovations to an existing conference room, including new lighting elements, and the addition of air conditioning to the room
- Belle Isle Aquarium & Conservatory / Assessment of operations and strategic recommendations for the future of the Belle Isle Aquarium and Anna Scripps Whitcomb Conservatory
- State of Michigan / Multiple improvements to State of Michigan Facilities, including the Computer Center, Parking Structure and Service Center, Secondary Complex, Lewis Cass Building, Treasury Building, and Historical Archives



DALE DECOCKER

SENIOR ELECTRICAL DESIGNER
Strategic Energy Solutions

EDUCATION

AS, Study of Computer Information Systems
Macomb Community College

Dale has been involved in CAD work and electrical design since he was a student in high school. He has provided services for all types of facilities, including parking facilities, multi-tenant residential, commercial, healthcare, and educational projects. As a senior electrical designer on the SES team, he is responsible for code research, and design and specification of power distribution and lighting systems for both new construction and renovation projects.

EXPERIENCE

- City of Royal Oak, 11 Mile Parking Structure / New seven-story parking deck with 565 spaces, intended to serve the city’s civic complex
- City of Royal Oak, Downtown Park / Electrical updates as part of improvements to downtown park facilities
- Eastern Market Corporation / Three-phase, full renovation of the Eastern Market campus, which included renovations of existing Sheds 2, 3 and 5; improvements to pedestrian and vehicular access; and energy upgrades
- Outdoor Adventure Center / 20,000SF renovation and 23,000SF addition, transforming the historic Globe Building into a new discovery/adventure center and office for Michigan’s Department of Natural Resources
- Orion Township, Friendship Park / New 4,200SF pavilion with public meeting room, fireplace, staff offices, restrooms and kitchen area
- Van Buren Township, Community Center / Renovation to accommodate a new interior layout featuring fitness spaces, senior center, offices, multi-purpose rooms, and lobby/ lounge. The project also includes a new addition with gymnasium and walking/ running track.
- Henry L. Brown Municipal Building / New construction of a 30,000SF municipal building for the City of Coldwater, served by a geothermal heating/cooling system
- Lenox Township Hall / New construction of Michigan’s first LEED-certified township hall, the 19,500SF energy efficient facility utilizes 30% less energy than an office building of the same size and use, and features a ground source heat pump system, daylight harvesting and stormwater treatment
- Michigan State Police Headquarters / Renovation of approximately 250,000SF of existing space within the General Office Building (GOB) to serve as the new headquarters for the Michigan State Police, including construction of a new employee fitness center



JIM SUKENIK

PRESIDENT, SR. DESIGN PRINCIPAL / FCSI
Bakergroup

REGISTRATION
Foodservice Consultants Society International

EDUCATION
Michigan State University Bachelor of Arts, Hotel,
Restaurant & Institutional Management

Over the past three decades, Jim has built a reputation of outstanding foodservice planning and design. He leadership of the Bakergroup team has led to numerous awards and top honors for excellent project results. It is Jim’s foodservice operations background, formal education, innate artistic capabilities, and devotion to client input that are the bellwether for the firm’s creative and well-received dining outcomes.

Jim approaches every client project with the expertise, creativity, and confidence necessary to address a broad scope of client needs. His passion for the industry and for those with whom he works drives the client-centered design outcomes that characterize the firm.

Jim led the foodservice and hospitality planning and design for these and many other club, resort, hotel, corporate and institutional projects. His knowledge of club operations, extreme focus on guest experience, and a clear sense of the markets Bakergroup serves has resulted in national award-winning project outcomes.

Jim’s work style is centered on an inclusive process that is designed to gather input from all stakeholders so that the food and beverage outcome is exactly matched with the goals and expectations of the stakeholders.

EXPERIENCE

- Meijer Public Gardens & Performing Arts Center / Catering kitchen for their banquet facilities and meeting rooms. New concessions for their 2,000 seat outdoor performing arts center.
- Brandywine Conference Center / Whirlpool West Michigan. Full kitchen and banquet facilities.
- Prince Conference Center / Grand Rapids. Full banquet and catering facilities.
- David D. Hunting YMCA / Grand Rapids. Rec Bar and Demonstration Kitchen
- Honeywell Center Concert & Show Center / Wabash, Indiana. Full service concessions and catering.



PAUL R. ANDRIESE

VP, PRINCIPAL / PLA, ASLA
Grissim Metz Andriese Associates

REGISTRATION
Professional Landscape Architect - MI
American Society of Landscape Architects
(ASLA)

EDUCATION
Bachelor of Landscape Architecture
Michigan State University
Liberal Arts, Calvin College

AFFILIATIONS
Council of Landscape Architectural
Registration Boards (CLARB)
Society for College and University Planning
(SCUP)

As principal of the firm, Paul has leveraged over thirty -nine years of experience with forward-thinking vision and creative talent. Adhering to the philosophy that the practice of landscape architecture is an art, he has established himself as a credible practitioner.

Paul began his career as a draftsman and staff landscape architect. During his tenure at GMA, the firm has grown by over four hundred percent and maintains a solid client base with eighty percent of the work generated from repeat clients. Paul contributes his leadership abilities as a hands-on principal, actively involved in projects, as well as through his role in business development and promotion of the firm’s work.

He is involved in a wide range of projects from campus master planning to intimate courtyard design. Paul has provided site design and landscape design services for hospitals, automotive plants, schools, colleges, municipal facilities, churches, parks, residential communities, libraries, office buildings and retail projects.





ALLIE PEARSON

PARTNER / PLA, ASLA
Grissim Metz Andriese Associates

REGISTRATION
Professional Landscape Architect -
MI, IN, SC

American Society of Landscape Architects
(ASLA)

EDUCATION
Bachelor of Landscape Architecture,
Iowa State University,

AFFILIATIONS
Council of Landscape Architectural
Registration Boards (CLARB)
Michigan State University + University of
Michigan Student Portfolio Reviews

Allie joined Grissim Metz Andriese Associates in 2012, as a recent graduate of Iowa State University's Landscape Architecture Program.

Her primary responsibilities include Project Management, Client and Contractor Interface, Design and Construction Drawings. She has worked on a wide variety of project types including Higher Education/Campus Planning, Corporate Office, Mixed Use and Retail.

Allie also excels at graphic software applications and has contributed to the firm's success with project dimensional graphics. Her skills include 3D modeling, drafting and digital illustration.

In 2020, Allie's growing talents were recognized by the firm's leadership and she was promoted from Senior Associate to Partner. Allie's skill set and her enthusiasm embodies the firm's vision of creative design and client satisfaction. Her collaborative approach to design and building relationships with clients, colleagues, consultants, and coworkers has established her as a valued team member and role model for junior staff.



CJ THOMPSON

ASSOCIATE / PLA, ASLA, CPSI
Grissim Metz Andriese Associates

REGISTRATION
Professional Landscape Architect - MI
American Society of Landscape Architects
(ASLA)

National Recreation and Parks Association -
Certified Playground Safety Inspector
(CPSI)

EDUCATION
Bachelor of Landscape Architecture
Michigan State University

AFFILIATIONS
Council of Landscape Architectural
Registration Boards (CLARB)
Society for College and University Planning
(SCUP)

CJ joined Grissim Metz Andriese Associates in 2019, after working as a project manager at a well respected landscape architecture firm in Reston, VA. During his tenure there, CJ led projects through all phases of design for a variety of project types, including commercial, multifamily, parks & recreation and campus master planning.

At GMA, CJ's primary responsibilities include design and production of construction drawings and details. His professional strengths include communication between internal project team members, clients, sub-contractors and other disciplines.

CJ also holds professional registration as a Certified Playground Safety Inspector (CPSI) through the National Recreation and Parks Association. This registration permits CJ to review and design playgrounds to ensure compliance with the latest local, state and national codes. This expertise has been applied on a wide range of projects constructed across the country, including playgrounds at the Denver Premier Outlets in Denver, CO and the Home Depot Backyard at the Mercedes-Benz Stadium in Atlanta, GA.





architecture
**NEUMANN
SMITH**