

# Oak Park

# City Council Agenda

May 4, 2020





**AGENDA**  
**REGULAR CITY COUNCIL MEETING**  
**38<sup>th</sup> CITY COUNCIL**  
**OAK PARK, MICHIGAN**  
**May 4, 2020**  
**7:00 PM**

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**1. CALL TO ORDER**

**2. ROLL CALL**

**3. APPROVAL OF AGENDA**

**4. CONSENT AGENDA**

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

A. Regular City Council Meeting Minutes of April 20, 2020

B. Special City Council Meeting Minutes of April 20, 2020

C. Special City Council Meeting Minutes of April 21, 2021

D. Planning Commission Meeting Minutes of March 9, 2020

E. Retirement Board Meeting Minutes of January 27, 2020

F. Request to schedule a Public Hearing on the FY 2020-2021 Annual Budget for Monday, May 18, 2020 at 7:00 PM

**5. RECOGNITION OF VISITING ELECTED OFFICIALS**

**6. SPECIAL RECOGNITION/PRESENTATIONS: None**

**7. PUBLIC HEARINGS:**

**8. COMMUNICATIONS: None**

**9. SPECIAL LICENSES: None**

**10. ACCOUNTING REPORTS: None**

**11. BIDS: None**

**12. ORDINANCES: None**

**13. CITY ATTORNEY:**

**14. CITY MANAGER:**

**Department of Public Works**

A. Request to approve Proposed Change Order No. 2 in the amount of \$60,800.00 and Payment Application No. 4 in the amount of \$71,467.75 to D'Angelo Brothers Inc. of Northville, MI for the 2019 Lead Water Service Replacement Project, M-701

B. Request to approve Proposed Change Order No. 1 in the amount of \$44,789.00 and Payment Application No. 1 in the amount of \$271,872.10 to Inland Waters Pollution Control Inc. for the 2020 Sewer Lining Project, M-703

- C. Request to approve a proposal from OHM Advisors to provide support to advance the development of the City's GIS system for an amount not to exceed \$10,000 (the grant amount) subject to review by the City Attorney and to further approve the transfer of \$10,000 from the Water & Sewer Fund Balance to Fund 592-18-538-801 for this expenditure

**Administration**

- D. Coronavirus Update

- E. Request to extend closure of city buildings one week beyond the expiration of the Governor's "Stay Home, Stay Safe" order

**15. CALL TO THE AUDIENCE**

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

**16. CALL TO THE COUNCIL**

**17. ADJOURNMENT**

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



**CITY OF OAK PARK, MICHIGAN  
REGULAR COUNCIL MEETING OF THE  
38<sup>th</sup> OAK PARK CITY COUNCIL  
April 20, 2020  
7:00 p.m.**

**MINUTES**

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

**PRESENT:** Mayor McClellan, Council Member Weiss, Council Member Edgar,  
Council Member Radner

**ABSENT:** Mayor ProTem Burns

**OTHERS**

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

**APPROVAL OF AGENDA:**

**CM-04-099-20 (AGENDA ITEM #3) ADOPTION OF THE AGENDA AS PRESENTED – APPROVED**

Motion by Weiss, seconded by Edgar, CARRIED UNANIMOUSLY, to approve the agenda as presented.

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

**MOTION DECLARED ADOPTED**

**CONSENT AGENDA:**

**CM-04-100-20 (AGENDA ITEM #5A-B) CONSENT AGENDA - APPROVED**

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

- A. Regular City Council Meeting Minutes of April 6, 2020 **CM-04-101-20**
- B. Request to approve a one-year lease extension for 13650 Oak Park Blvd., Suite A to Hatzalah of Michigan **CM-04-102-20**

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

**MOTION DECLARED ADOPTED**

**RECOGNITION OF VISITING ELECTED OFFICIALS: None**

**SPECIAL RECOGNITION/PRESENTATIONS: None**

**PUBLIC HEARINGS:**

**(AGENDA ITEM #7A) Public Hearing to receive public comment on the request by Dog and Pony Show Brewing, Kyle Gierada, 14661 W. 11 Mile, for the issuance of a License Permitting the Consumption of Alcoholic Liquor on the Premises of a Restaurant Operation or a Microbrewery.**

Mayor McClellan opened the public hearing at 7:05 p.m. There were no comments from the public and the public hearing was closed at 7:10 p.m. Mr. Gierada owner of Dog and Pony Show, LLC provided commentary about his establishment and stated that a target date to open would now be in September due to the COVID-19 pandemic.

**CM-04-103-20 (AGENDA ITEM #7B) RESOLUTIONS APPROVING ISSUANCE OF A MICROBREWING LICENSE TO DOG AND PONY SHOW BREWING AT 14661 W. 11 MILE, OAK PARK MICHIGAN 48237 - APPROVED**

Motion by Radner, seconded by Weiss, CARRIED UNANIMOUSLY, to approve the following resolutions approving issuance of a Microbrewing License to Dog and Pony Show Brewing at 14661 W. 11 Mile, Oak Park Michigan 48237:

**A RESOLUTION OF THE OAK PARK, MICHIGAN CITY COUNCIL  
APPROVING THE REQUEST OF DOG AND PONY SHOW BREWING, LLC  
(KYLE GIERADA) FOR A MICROBREWERY LICENSE**

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

WHEREAS, Dog and Pony Show Brewing, LCC (Kyle Gierada) (hereinafter referred to as Dog and Pony Show Brewing) located at 14661 W. 11 Mile has applied for a Microbrewery License from both the Michigan Liquor Control Commission and the City of Oak Park.

NOW, THEREFORE, BE IT RESOLVED, that Dog and Pony Show Brewing's application for a Microbrewery License is hereby approved subject to the following conditions:

1. The Michigan Liquor Control Commission issuing a Microbrewery License to Dog and Pony Show Brewing at 14661 W. 11 Mile, Oak Park, Michigan 48237.
2. Upon issuance of the Microbrewery License by the Michigan Liquor Control Commission, Dog and Pony Show Brewing shall provide the City Clerk's Office with copies of the License along with a Certificate of Liquor Insurance for the subject business.
3. Dog and Pony Show Brewing executes a Contract for a Microbrewery License with the City of Oak Park, Michigan.

BE IT FURTHER RESOLVED, that subject to the conditions described in the immediately preceding paragraph and all departmental authorizations, upon approval of a Microbrewery License by the Michigan Liquor Control Commission for Dog and Pony Show Brewing located at 14661 W. 11 Mile, Oak Park, Michigan 48237, the City Clerk is hereby authorized to issue a Microbrewery License with an expiration date of April 30, 2021 to Dog and Pony Show Brewing; and

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

**LOCAL GOVERNMENT APPROVAL RESOLUTION**

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

**MOTION DECLARED ADOPTED**

**COMMUNICATIONS: None**

**SPECIAL LICENSES: None**

**ACCOUNTING REPORTS:**

**CM-04-104-20 (AGENDA ITEM #10A) APPROVAL FOR PAYMENT OF INVOICES SUBMITTED BY GARAN, LUCOW, MILLER, P.C. FOR LEGAL SERVICES IN THE TOTAL AMOUNT OF \$15,487.05 - APPROVED**

Motion by Burns, seconded by Weiss, CARRIED UNANIMOUSLY, to approve payment of invoices #535561 and #535562 by Garan, Luow, Miller P.C., for legal services rendered through March 31, 2020 in the total amount of \$15,487.05.

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

**MOTION DECLARED ADOPTED**

**BIDS: None**

**ORDINANCES: None**

**CITY ATTORNEY: No Report**

**CITY MANAGER:**

**Public Safety**

**CM-04-105-20 (AGENDA ITEM #14A) REQUEST TO FLY THE “THIN BLUE LINE” FLAG AT CITY HALL ON BEHALF OF THE OAK PARK POLICE OFFICERS ASSOCIATION OF MICHIGAN FROM SUNDAY, MAY 10, 2020 THROUGH SATURDAY, MAY 16, 2020 – APPROVED**

Motion by Weiss, Seconded by Edgar, CARRIED UNANIMOUSLY, to approve the flying of the “Thin Blue Line” flag at City Hall on behalf of the Oak Park Police Officers Association of Michigan from Sunday, May 10, 2020 through Saturday, May 16, 2020.

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

**MOTION DECLARED ADOPTED**

**Administration**

**(AGENDA ITEM #14B) Coronavirus Update.**

City Manager Tungate provided updates on matters related to the coronavirus outbreak and the City of Oak Park.

**(AGENDA ITEM #14C) Extension and revision of City directives.**

**CM-04-106-20 MOTION TO APPROVE THE FOLLOWING DIRECTIVES WITH THE UNDERSTANDING THAT THE TIME FRAMES SHALL BE EXTENDED TO ALIGN WITH THE GOVERNOR’S “STAY HOME, STAY SAFE” ORDER SHOULD IT BE EXTENDED BEYOND APRIL 30, 2020 - APPROVED**

Motion by Edgar, Seconded by Weiss, CARRIED UNANIMOUSLY, to approve the following directives with the understanding that the time frames shall be extended to align with the Governor’s “Stay Home, Stay Safe” order should it be extended beyond April 30, 2020:

1. All public buildings (except Public safety) shall remain closed to the public through at least April 30, 2020
2. City to offset (through an account credit) online vendor fees through at least April 30
3. Late fees and penalties shall be suspended through April 30, 2020
4. No water shutoffs shall occur through April 30, 2020
5. Boards and Commissions may conduct meetings remotely through at least May 12

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

**MOTION DECLARED ADOPTED**

**CM-04-107-20           (AGENDA ITEM #14D) RESOLUTION APPROVING LANGUAGE  
FOR PROPOSALS TO BE INCLUDED ON THE BALLOT FOR  
THE AUGUST 4, 2020 PRIMARY ELECTION - APPROVED**

Motion by Edgar, Seconded by Weiss, CARRIED UNANIMOUSLY, to adopt the following resolution approving language for proposals to be included on the ballot for the August 4, 2020 Primary Election:

**RESOLUTION APPROVING LANGUAGE FOR MILLAGE RENEWALS**

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

BE IT RESOLVED by the City Council of the City of Oak Park, Michigan, that:

1.       At the August 4, 2020 Primary Election, in addition to any other matters which may appear on the ballot, the following proposal shall be submitted to the qualified electors of the City of Oak Park:

**BALLOT PROPOSAL No. 20-01**

**RENEWAL OF PARTIAL HEADLEE OVERRIDE MILLAGE  
FOR PUBLIC SAFETY PURPOSES**

This ballot proposition, if approved, will authorize the renewal of a levy of 0.9599 of the City of Oak Park Charter-authorized millage, which has been reduced by operation of Section 31 of Article IX of the State Constitution of 1963, the so-called Headlee amendment, by restoring 0.9599 for a period of ten (10) years, from 2021 through 2030, inclusive. Revenues from this millage renewal will be available only for the purpose of funding personnel, equipment and operations of the department of public safety, including but not limited to paying the costs of employing public safety officers and purchasing police cars and police and fire equipment.

Shall the City of Oak Park, Oakland County, Michigan, be authorized to renew its tax levy by 0.9599 mill on each dollar (\$0.9599 per \$1,000) of the taxable value of all property in the City, for a period of ten (10) years, from 2021 through 2030, inclusive, thereby increasing the Charter-authorized millage in excess of the limit to which it has been reduced by Section 31 of Article IX of the State Constitution of 1963, all of which tax revenues will be disbursed to the City of Oak Park and used for the purpose of funding personnel, equipment and operations of the Department of Public Safety, including but not limited to paying the costs of employing public safety

officers and purchasing police cars and police and fire equipment, and paying any and all other costs associated with or related to such purposes? The 0.9599 mill renewal will raise the sum of approximately \$500,000 in 2021.

Yes  
No

2. At the August 4, 2020 Primary Election, in addition to any other matters which may appear on the ballot, the following proposal shall be submitted to the qualified electors of the City of Oak Park:

BALLOT PROPOSAL No. 20-02

RENEWAL OF LIBRARY MILLAGE

This ballot proposition, if approved, will authorize the renewal of a levy of an additional 0.4799 mill by the City of Oak Park, pursuant to Act 164 of the Public Acts of Michigan, 1877, as amended, for a period of ten (10) years, from 2021 through 2030, inclusive. Revenues from this millage renewal will be available only for the purpose of providing funds for the public library in the City of Oak Park, including all library purposes authorized by law.

Shall the constitutional limitation on the total amount of taxes which may be levied against the real and tangible personal property within the City of Oak Park, Oakland County, Michigan, be increased by 0.4799 mill on each dollar (\$0.4799 per \$1,000) of the taxable value of all property in the City, for an additional period of ten (10) years, from 2021 through 2030, inclusive, to continue to provide funds for the operation of the public library in the City of Oak Park in accordance with Section 10a of 1877 PA 164 and for all other library purposes authorized by law, all of which tax revenues will be disbursed, as required by Act 164, into a library fund that is under the exclusive control of an independent public library board? The 0.4799 mill renewal, if approved and levied, will raise the sum of approximately \$250,000 in 2021.

Yes  
No

3. At the August 4, 2020 Primary Election, in addition to any other matters which may appear on the ballot, the following proposal shall be submitted to the qualified electors of the City of Oak Park:

BALLOT PROPOSAL No. 20-03

RENEWAL OF PARTIAL HEADLEE OVERRIDE MILLAGE  
FOR RECREATION PURPOSES

This ballot proposition, if approved, will authorize the renewal of the levy of an additional 0.4799 mill of the City of Oak Park Charter-authorized millage, which has been reduced by operation of Section 31 of Article IX of the State Constitution of 1963, the so-called Headlee amendment, by restoring 0.4799 mill for a period of ten (10) years, from 2021 through 2030, inclusive. Revenues from this millage increase will be available only for the purpose of funding personnel, equipment and operations of the department of recreation, including but not limited to paying the costs of youth and adult sports activities, instructional activities, drop-in senior activities, and special events.

Shall the City of Oak Park, Oakland County, Michigan, be authorized to increase its tax levy by 0.4799 mill on each dollar (\$0.4799 per \$1,000) of the taxable value of all property in the City, for an additional period of ten (10) years, from 2021 through 2030, inclusive, thereby increasing the Charter-authorized millage in excess of the limit to which it has been reduced by Section 31 of Article IX of the State Constitution of 1963, all of which tax revenues will be disbursed to the City of Oak Park and used for the purpose of funding personnel, equipment and operations of the Department of Recreation, including but not limited to paying the costs of youth and adult sports activities, instructional activities, drop-in senior activities, and special events, and paying any and all other costs associated with or related to such purposes? The 0.4799 mill renewal will raise the sum of approximately \$250,000 in 2021.

Yes  
No

4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are hereby rescinded.

5. This Resolution shall become effective immediately upon its passage and adoption.

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

**MOTION DECLARED ADOPTED**

**CALL TO THE AUDIENCE:**

Jamie Horowitz, 26419 York Road, Huntington Woods, announced that he will be a 45<sup>th</sup> District Court Judge Candidate.

Ken Sherman, 23840 Jerome, asked about the next Library Board meeting.

City Clerk Norris reported there were no comments submitted via e-mail.

**ADJOURNMENT:**

There being no further business to come before the City Council, Mayor McClellan adjourned the meeting at 8:07 p.m.

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T. Edwin Norris, City Clerk

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Marian McClellan, Mayor



**CITY OF OAK PARK, MICHIGAN  
SPECIAL COUNCIL MEETING OF THE  
38<sup>th</sup> OAK PARK CITY COUNCIL  
April 20, 2020  
5:30 PM**

**MINUTES**

The virtual Special Meeting was called to order at 5:30 PM by Mayor McClellan. City Hall, 14000 Oak Park Boulevard, Oak Park, MI 48237. (248) 691-7544

**PRESENT:** Mayor McClellan, Council Member Radner, Council Member Edgar  
Council Member Weiss

**ABSENT:** Mayor ProTem Burns

**OTHERS**

**PRESENT:** City Manager Tungate, City Clerk Norris, Assistant City Manager Yee, City Attorney Duff, Director of Strategic Planning VanVleck, Finance Director Crawford, Deputy Finance Director Lukasik, City Attorney Duff, Deputy Finance Director Winters, Finance Consultant Johnson

**SPECIAL BUSINESS:**

**(AGENDA ITEM #3A) Discuss the FY 2020-21, FY 2021-22, FY 2022-23 departmental budgets:**

Overview	5:30 PM
Recreation	5:35 PM
City Attorney/Prosecutor/Labor Attorney	6:20 PM

City Manager Tungate gave a brief overview of the budget and upcoming departmental budget presentations.

The following individuals were present at the virtual meeting to discuss their respective budgets and answer questions raised by City Council.

Recreation - Recreation Director Stasiak  
City Attorney/Prosecutor/Labor Attorney – Ebony Duff

**CALL TO THE AUDIENCE:**

There were no members of the public wishing to speak.

**(Added to the Agenda) Closed Session**

**SCM-04-108-20            MOTION TO CONVENE INTO A CLOSED SESSION TO DISCUSS  
ATTORNEY CLIENT PRIVILEGED COMMUNICATION  
REGARDING SETTLEMENT NEGOTIATIONS - APPROVED**

Motion by Weiss, Seconded by Radner, CARRIED UNANIMOUSLY, to convene into a Closed Session to discuss Attorney Client Privileged Communication regarding settlement negotiations.

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

**MOTION DECLARED ADOPTED**

The Closed Session began at 6:11 P.M. The Special Meeting reconvened at 6:48 P.M.

**SCM-04-109-20            CLOSED SESSION MINUTES - APPROVED**

Motion by Weiss, seconded by Radner, CARRIED UNANIMOUSLY, to approve the minutes of the April 20, 2020 Closed Session.

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

**MOTION DECLARED ADOPTED**

**ADJOURNMENT:**

There being no further business to come before the City Council, Mayor McClellan adjourned the special meeting at 6:51 P.M.

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T. Edwin Norris, City Clerk

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Marian McClellan, Mayor



**CITY OF OAK PARK, MICHIGAN  
SPECIAL COUNCIL MEETING OF THE  
38<sup>th</sup> OAK PARK CITY COUNCIL  
April 21, 2020  
5:30 PM**

**MINUTES**

The virtual Special Meeting was called to order at 5:33 PM by Mayor McClellan. City Hall, 14000 Oak Park Boulevard, Oak Park, MI 48237. (248) 691-7544

**PRESENT:** Mayor McClellan, Mayor ProTem Burns (Joined meeting at 5:54 p.m.), Council Member Radner, Council Member Edgar and Council Member Weiss

**ABSENT:** None

**OTHERS**

**PRESENT:** City Manager Tungate, City Clerk Norris, Assistant City Manager Yee, City Attorney Duff, Director of Strategic Planning VanVleck, Finance Director Crawford, Deputy Finance Director Lukasik, Deputy Finance Director Winters, Finance Consultant Johnson

**SPECIAL BUSINESS:**

**(AGENDA ITEM #3A) Discuss the FY 2020-21, FY 2021-22 and FY 2022-23 departmental budgets:**

45 <sup>th</sup> District Court	5:30 – 6:15 PM
Public Safety	6:20 – 7:05 PM
Communications/Economic Development	7:10 – 7:55 PM
Library	8:00 – 8:45 PM

City Manager Tungate gave a brief overview of the budget and upcoming departmental budget presentations.

The following individuals were available remotely to discuss their respective budgets and answer questions raised by City Council.

45th District Court – Court Administrator Waldmann, Judge Gubow, Judge Appel  
Library – Library Director Karen White-Owens  
Public Safety – Director Cooper, Deputy Director Pinkerton  
Communications/Economic Development/CIA/Brownfield – Kim Marrone

**CALL TO THE AUDIENCE:**

There were no members of the public wishing to speak.

**(Added to the Agenda) Closed Session**

**SCM-04-110-20            MOTION TO CONVENE INTO A CLOSED SESSION TO DISCUSS  
ATTORNEY CLIENT PRIVILEGED COMMUNICATION  
REGARDING SETTLEMENT NEGOTIATIONS - APPROVED**

Motion by Weiss, Seconded by Burns, CARRIED UNANIMOUSLY, to convene into a Closed Session to discuss attorney client privileged communication regarding settlement negotiations.

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

**MOTION DECLARED ADOPTED**

The Closed Session began at 7:30 P.M. The Special Meeting reconvened at 8:42 P.M.

**SCM-04-111-20            CLOSED SESSION MINUTES - APPROVED**

Motion by Weiss, seconded by Burns, CARRIED UNANIMOUSLY, to approve the minutes of the April 21, 2020 Closed Session.

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

**MOTION DECLARED ADOPTED**

**SCM-04-112-20            MOTION TO APPROVE THE RECOMMENDATION FROM THE  
CITY MANAGER AND LEGAL COUNSEL TO PROCEED WITH THE  
RESOLUTION FOR DATA RECOVERY - APPROVED**

Motion by Radner, seconded by Weiss, CARRIED, to approve the recommendation from the City Manager and Legal Counsel to proceed with the resolution for data recovery.

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

**MOTION DECLARED ADOPTED**

**ADJOURNMENT:**

There being no further business to come before the City Council, Mayor McClellan adjourned the special meeting at 8:45 P.M.

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T. Edwin Norris, City Clerk

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Marian McClellan, Mayor

**CITY OF OAK PARK PLANNING COMMISSION  
MONDAY, MARCH 9, 2020  
MINUTES**

Meeting was called to order at 7:00 p.m., in the City Council Chambers, Oak Park City Hall, 14000 Oak Park Boulevard, Oak Park, MI, by Chairperson Torgow and roll call was made.

PRESENT: Chairperson Torgow  
Vice Chairperson Brown  
Commissioner Burns  
Commissioner McClellan  
Commissioner Seligson  
Commissioner Tungate  
Commissioner Walters-Gill

ABSENT: Commissioner Eizelman  
Commissioner Tkatch

OTHERS PRESENT: City Planner, Kevin Rulkowski  
Community & Economic Development Director, Kim Marrone  
Building Clerk, Dana Hecker

**3. APPROVAL OF AGENDA OF MARCH 9, 2020:**

**MOTION by Brown, SECONDED by Waters-Gill, to approve** the agenda of March 9, 2020.

VOTE: Yes: All  
No: None

**MOTION CARRIED**

**4. APPROVAL OF MINUTES OF FEBRUARY 10, 2020:**

**MOTION by Seligson, SECONDED by Walters-Gill, to approve** the minutes of February 10, 2020 with one correction.

VOTE: Yes: All  
No: None

**MOTION CARRIED**

**5. COMMUNICATIONS/CORRESPONDENCE:**

- A. **Letter from the City of Detroit Planning Commission regarding proposed amendment of the Detroit Master Plan of Policies.**

The correspondence was read into record.

**6. PUBLIC HEARING:**

- A. **Public Hearing to consider a request submitted by Unexpected Craft Brewing Company, for Special Land Use approval to allow for a brewery that serves alcoholic liquor to be located at 14401 Eleven Mile Road.**

Chairperson Torgow opened the public hearing at 7:01 p.m.

Quality Car Wash, 14421 W. Eleven Mile, has concerns about food trucks not being self-contained on the property of 14401 Eleven Mile and encroaching onto the car wash property.

Chairperson Torgow closed the public hearing at 7:07 p.m.

**B. Planning Commission action regarding a request submitted by Unexpected Craft Brewing Company, for Special Land Use approval to allow for a brewery that serves alcoholic liquor to be located at 14401 Eleven Mile Road.**

City Planner Rulkowski's report dated March 3, 2020:

*Special Land Use Standards*

*The Special Land Use section of the Zoning Ordinance (Article XIX) requires the proposed use for a brewery that serves alcoholic liquor to meet a number of general standards (Section 1900) as well as use specific standards for breweries serving alcoholic liquor (Section 1930).*

*Section 1900 General Standards:*

*A. The proposed special land use shall be of such location, size and character that it will be in harmony with the appropriate and orderly development of the surrounding neighborhood and/or vicinity and applicable regulations of the zoning district in which it is to be located.*

*B. The proposed use shall be of a nature that will make vehicular and pedestrian traffic no more hazardous than is normal for the district involved, taking into consideration vehicular turning movements in relation to routes of traffic flow, proximity and relationship to intersections, adequacy of sight distances, location of and access to off-street parking, and provisions for pedestrian safety.*

*C. The location, size, intensity, site layout and periods of operation of any such proposed use shall be designed to eliminate any possible nuisance emanating therefrom which might be noxious to the occupants of any other nearby permitted uses, whether by reason of dust, noise, fumes, vibration, smoke or lights.*

*D. The proposed use shall be such that the proposed location and height of building or structures and location, nature and height of walls, fences and landscaping will not interfere with or discourage the appropriate development and use of adjacent land and buildings or unreasonably affect their value.*

*E. The proposed use shall relate harmoniously with the physical and economic aspects of adjacent land uses as regards to prevailing shopping habits, convenience of access by prospective patrons, continuity of development, and need for particular services and facilities in specific areas of the city.*

*F. The proposed use is necessary for the public convenience at the proposed location.*

*G. The proposed use is designed, located, planned and to be operated that the public health, safety and welfare will be protected.*

*H. The proposed use shall not cause substantial injury to the value of other property in the neighborhood in which it is to be located and will not be detrimental to existing and/or other permitted land uses in the zoning district.*

*The Planning Division finds that the information contained in the application package and on the Site Plan satisfactorily meets the eight general standards identified in Section 1900 Special Land Uses in the Zoning Ordinance.*

*Sec. 1930. - Establishments serving alcoholic liquor for consumption on the premises.*

*Establishments serving alcoholic liquor for consumption on the premises may be permitted in certain districts specified in this section, subject to the following:*

- A. All establishments serving alcoholic liquor for consumption on the premises are subject to the following:*
  - 1. The proposed establishment serving alcoholic liquor for consumption on the premises is not located within 500 feet of a place of worship or school building. The distance between the place of worship or school building and the contemplated location shall be measured along the center line of the street or streets of address between two fixed points on the center line determined by projecting straight lines, at right angles to the center line, from the part of the place of worship or school building nearest to the contemplated location and from the part of the contemplated location nearest to the place of worship or school building. Notwithstanding the stated distance requirements, no proposed establishment serving alcoholic liquor for consumption on the premises will be permitted to serve alcoholic liquor if the proposed establishment serving alcoholic liquor for consumption on the premises is located on a parcel of land adjacent to a parcel of land with a place of worship or school building. This provision may be waived by the city council if the affected school(s) or place(s) of worship, through its duly appointed or elected governing body, affirmatively waives, in writing, its right to object to the restaurant and the city council determines that the proposed establishment serving alcoholic liquor for consumption on the premises will not adversely affect the operation of the school or place of worship.*
  - 2. The layout of the site of the proposed establishment serving alcoholic liquor for consumption on the premises and its relationship to streets serving access to the site shall be in a manner that vehicular and pedestrian traffic to and from the proposed establishment serving alcoholic liquor for consumption on the premises, and the potential assembly of persons connected therewith, will not be hazardous, endangering, or inconvenient to the surrounding neighborhood and commercial district.*
  - 3. The proposed establishment serving alcoholic liquor for consumption on the premises will be compatible with adjacent uses of land, considering the proximity of residential dwellings, places of worship, schools, public structures, and other places of public gatherings.*

4. *The proposed establishment serving alcoholic liquor for consumption on the premises will not be contrary to the public interest or injurious to nearby properties.*
  5. *The proposed establishment serving alcoholic liquor for consumption on the premises will not have the possible effect of downgrading and blighting the surrounding neighborhood.*
  6. *The proposed establishment serving alcoholic liquor for consumption on the premises will not reasonably be expected to diminish the value of properties in the immediate area.*
- D. *For breweries, wineries and distilleries serving alcoholic liquor for consumption on the premises the following additional requirements:*
1. *Not more than 40 percent of the gross floor area of the facility shall be used for purposes other than the manufacturing of alcoholic liquor. The area not devoted to manufacturing may be used for the serving of alcohol, food preparation, seating for diners, entertainment, and retail sales. Public restroom facilities shall not be considered in this determination.*
  2. *Except as otherwise provided in this article, all operations of the facility shall be conducted within a completely enclosed building, except for off-street parking or loading.*
  3. *All truck well, loading dock and loading/truck service areas shall be located and designed to minimize negative impact on adjoining properties.*

*Specific standards findings:*

*The Planning Division finds the submitted information demonstrates that Unexpected Craft Brewing Company satisfactorily meets the specific standards for breweries serving alcoholic liquor (Section 1930).*

**Site Plan Review**

*A Site Plan is required as part of the Special Land Use process. The proposed location of the 7,328 square foot brewery is in a vacant building at 14401 Eleven Mile Road in the MX-1, Mixed Use District. The Site Plan shows that the brewery production area will utilize approximately 2,970 square feet of the building. The brewery tap room and an event space, identified on the Site Plan as bar and service operations area, will utilize 2,784 square feet and seat 106 patrons. In addition, the Site Plan indicates that a 458 square foot outdoor dining area with seating for approximately 28 will be created in rear of the building (south side) facing the municipal parking lot.*

*Based on the square footage of the indoor tap room and event space, the use would be required to provide 37 parking spaces (one space per every 75 square feet of gross floor area). In addition, the outdoor dining area is required to provide an additional six parking spaces.*

*Because the brewery is proposed in an area with a municipal parking district, the operation is allowed to utilize the adjacent parking lot to the rear of the property. It is anticipated that due to the location of the brewery, in a fairly densely populated residential area, that a portion of the brewery's summer clientele will walk or bike to the business.*

*The Site Plan identifies an area in the rear of the building where potentially two food trucks could occasionally be parked to serve patrons of the brewery. In addition, the Site plan also shows a potential third location on the west side of the building, if an arrangement with the adjacent landowner (a self-serve car wash) can be made. Any three of the proposed locations would be acceptable and should not impede traffic in the adjacent drive lane or to the adjacent business.*

*Although the Site Plan does not show the required four bike parking area (Section 1726, N), the South Elevation does show a bike rack along the back of the building capable of accommodating four bikes.*

*The outdoor dining area regulations of the Zoning Ordinance permits outdoor dining between March 1<sup>st</sup> and November 30<sup>th</sup> of the year. The Site Plan demonstrates that physical standards of Section 1709 Outdoor Dining have been met. A condition of approval should state that the operational standards for outdoor dining areas are continuously met.*

*The building elevations of the proposed Site Plan demonstrate the façade of the new restaurant will meet the requirements of Section 1727 Commercial and mixed use building design requirements. Specifically, the front building design includes an appropriate amount of windows and decorative finish materials. The elevations appear to indicate the entire building will be painted a consistent color that will greatly enhance the appearance of the building.*

*The Site Plan does not indicate any details regarding new roof or ground located mechanical equipment. The Zoning Ordinance requires all roof top and ground level equipment to be screened.*

*The Site Plan elevations show all building mounted lighting will be downward casting. All exterior lighting is required to be shielded downward so it does not create a nuisance to adjacent properties or street traffic.*

*The Site Plan does not show a dumpster or enclosure. The City is working with the business owners to create centralized dumpster enclosures at appropriate locations in the municipal parking lots. The required dumpster enclosure and its location to be determined as part of the building permit application in consultation with the Department of Public Works.*

*The Site Plan shows one sign on the front corner of the building and signs on two awnings. A sign permit application will need to be submitted for any proposed signs.*

**MOTION by Burns, SECONDED by Walters-Gill, to approve the Special Land Use and Site Plan for Unexpected Craft Brewing Company, 14401 Eleven Mile Road, as a brewery serving alcoholic liquor, with the following conditions:**

1. Not more than 40 percent of the gross floor area of the facility shall be used for purposes other than the manufacturing of alcoholic liquor. The area not devoted to manufacturing may be used for the serving of alcohol, food preparation, seating for diners, entertainment, and retail sales. Public restroom facilities shall not be considered in this determination.
2. Except as otherwise provided in this article, all operations of the facility shall be conducted within a completely enclosed building, except for off-street parking or loading.
3. All truck well, loading dock and loading/truck service areas shall be located and designed to minimize negative impact on adjoining properties.
4. The inclusion of a four-bike rack on-site.
5. The identified outdoor dining area is required to meet the standards in Section 1709 Outdoor Dining.
6. All exterior lighting is required to be shielded downward so it does not create a nuisance to adjacent properties or street traffic.
7. All ground and rooftop equipment to be screened as required by the Zoning Ordinance.
8. The required dumpster enclosure and its location to be determined as part of the building permit application in consultation with the Department of Public Works.
9. No signs are approved as part of the Site Plan Review process. A separate sign permit application must be submitted.

**VOTE:** Yes: Brown, Burns, McClellan, Seligson, Torgow, Tungate, Walters-Gill  
No: None

**MOTION CARRIED**

**C. Public Hearing to consider a request submitted by The Oakparker restaurant, for Special Land Use approval to allow for a restaurant that serves alcoholic liquor to be located at 13621 Eleven Mile Road.**

Chairperson Torgow opened the public hearing at 7:09 p.m.

No members of the public spoke.

Chairperson Torgow closed the public hearing at 7:10 p.m.

**D. Public Hearing to consider a request submitted by The Oakparker restaurant, for Special Land Use approval to allow for a restaurant that serves alcoholic liquor to be located at 13621 Eleven Mile Road.**

Chairperson Torgow referenced City Planner Rulkowski's report dated March 4, 2020:

***Special Land Use Standards***

*The Special Land Use section of the Zoning Ordinance (Article XIX) requires the proposed use for a Restaurant that serves Alcoholic Liquor to meet a number of general standards (Section 1900) as well as use specific standards for Restaurants Serving Alcoholic Liquor (Section 1930).*

*Section 1900 General Standards:*

*A. The proposed special land use shall be of such location, size and character that it will be in harmony with the appropriate and orderly development of the surrounding neighborhood and/or vicinity and applicable regulations of the zoning district in which it is to be located.*

*B. The proposed use shall be of a nature that will make vehicular and pedestrian traffic no more hazardous than is normal for the district involved, taking into consideration vehicular turning movements in relation to routes of traffic flow, proximity and relationship to intersections, adequacy of sight distances, location of and access to off-street parking, and provisions for pedestrian safety.*

*C. The location, size, intensity, site layout and periods of operation of any such proposed use shall be designed to eliminate any possible nuisance emanating therefrom which might be noxious to the occupants of any other nearby permitted uses, whether by reason of dust, noise, fumes, vibration, smoke or lights.*

*D. The proposed use shall be such that the proposed location and height of building or structures and location, nature and height of walls, fences and landscaping will not interfere with or discourage the appropriate development and use of adjacent land and buildings or unreasonably affect their value.*

*E. The proposed use shall relate harmoniously with the physical and economic aspects of adjacent land uses as regards to prevailing shopping habits, convenience of access by prospective patrons, continuity of development, and need for particular services and facilities in specific areas of the city.*

*F. The proposed use is necessary for the public convenience at the proposed location.*

*G. The proposed use is designed, located, planned and to be operated that the public health, safety and welfare will be protected.*

*H. The proposed use shall not cause substantial injury to the value of other property in the neighborhood in which it is to be located and will not be detrimental to existing and/or other permitted land uses in the zoning district.*

*The Planning Division finds that the information contained in the application package and on the Site Plan satisfactorily meets the eight general standards identified in Section 1900 Special Land Uses in the Zoning Ordinance.*

*Sec. 1930. - Establishments serving alcoholic liquor for consumption on the premises.*

*Establishments serving alcoholic liquor for consumption on the premises may be permitted in certain districts specified in this section, subject to the following:*

- A. All establishments serving alcoholic liquor for consumption on the premises are subject to the following:*
  - 1. The proposed establishment serving alcoholic liquor for consumption on the premises is not located within 500 feet of a place of worship or school building. The distance between the place of worship or school building and the contemplated location shall be measured along the center line of the street or streets of address between two fixed points on the center line determined by*

*projecting straight lines, at right angles to the center line, from the part of the place of worship or school building nearest to the contemplated location and from the part of the contemplated location nearest to the place of worship or school building. Notwithstanding the stated distance requirements, no proposed establishment serving alcoholic liquor for consumption on the premises will be permitted to serve alcoholic liquor if the proposed establishment serving alcoholic liquor for consumption on the premises is located on a parcel of land adjacent to a parcel of land with a place of worship or school building. This provision may be waived by the city council if the affected school(s) or place(s) of worship, through its duly appointed or elected governing body, affirmatively waives, in writing, its right to object to the restaurant and the city council determines that the proposed establishment serving alcoholic liquor for consumption on the premises will not adversely affect the operation of the school or place of worship.*

2. *The layout of the site of the proposed establishment serving alcoholic liquor for consumption on the premises and its relationship to streets serving access to the site shall be in a manner that vehicular and pedestrian traffic to and from the proposed establishment serving alcoholic liquor for consumption on the premises, and the potential assembly of persons connected therewith, will not be hazardous, endangering, or inconvenient to the surrounding neighborhood and commercial district.*
  3. *The proposed establishment serving alcoholic liquor for consumption on the premises will be compatible with adjacent uses of land, considering the proximity of residential dwellings, places of worship, schools, public structures, and other places of public gatherings.*
  4. *The proposed establishment serving alcoholic liquor for consumption on the premises will not be contrary to the public interest or injurious to nearby properties.*
  5. *The proposed establishment serving alcoholic liquor for consumption on the premises will not have the possible effect of downgrading and blighting the surrounding neighborhood.*
  6. *The proposed establishment serving alcoholic liquor for consumption on the premises will not reasonably be expected to diminish the value of properties in the immediate area.*
- B. *For restaurants serving alcoholic liquor for consumption on the premises the following additional requirements:*
1. *There shall at all times be maintained and provided culinary facilities to cook and prepare food, and tables and seating areas to accommodate dining on the premises by not fewer than 20 patrons at any time.*
  2. *Not more than 50 percent of the gross floor area open to the general public shall be used for purposes other than seating for diners, consisting of tables, chairs, booths, and necessary aisle ways. Public restroom facilities shall not be considered in this determination.*
  3. *Not less than 50 percent of the gross sales of the restaurant annually are derived from the sale of food and nonalcoholic beverages prepared for consumption on the premises as required by the Michigan Liquor Control Commission.*
  4. *All truck well, loading dock and loading/truck service areas shall be located and designed to minimize negative impact on adjoining properties.*

*Specific standards findings:*

- a. *The interior layout of the Oakparker restaurant accommodates over 20 patrons as indicated on the submitted floor plan.*
- b. *Not more than 50 percent of the gross floor area open to the general public is used for purposes other than seating for diners, consisting of tables, chairs, booths, and necessary aisle ways.*

*The Planning Division finds the submitted information demonstrates that Oakparker Restaurant, satisfactorily meets the specific standards for Restaurants serving Alcoholic Liquor (Section 1930).*

**Site Plan Review**

*A Site Plan is required as part of the Special Land Use process. The proposed location of the restaurant is in a currently vacant 1,645 square foot building in the B-1, Neighborhood Business District. The Site Plan shows that a small 200 square foot walk in cooler will be added onto the southwest corner of the building. In addition, the Site Plan indicates that there will be a 774 square foot wraparound outdoor dining area on the front (Eleven Mile side) and east side of the building. The indoor portion of the restaurant will seat 55 patrons and the outdoor dining area an additional 50 people.*

*Based on the square footage of the indoor portion of the restaurant, the use would be required to provide 35 parking spaces. The outdoor dining area an additional 10 parking spaces. On site there are five available parking spaces. In addition, as approved by the Planning Commission in September, there is a yet to be developed 16 parking space lot adjacent to the restaurant site at 26705 Coolidge. The applicant states on the Site Plan that additional parking spaces will be provided through agreements with near-by businesses or through a variance.*

*The Site Plan does not show a required bike rack (Section 1726, N). The applicant has indicated their willingness to include a bike rack at the restaurant and its inclusion should be made a condition of approval.*

*The outdoor dining area regulations of the Zoning Ordinance permits outdoor dining between March 1<sup>st</sup> and November 30<sup>th</sup> of the year. The Site Plan demonstrates that physical standards of Section 1709 Outdoor Dining have been met. A condition of approval should state that the operational standards for outdoor dining areas are continuously met.*

*The building elevations of the proposed Site Plan demonstrate the façade of the new restaurant will meet the requirements of Section 1727 Commercial and mixed use building design requirements. Specifically, the front building design includes an appropriate amount of windows and decorative finish materials.*

*New landscaping will be installed in front of the building and around the outdoor dining area. The outdoor dining areas will be delineated by a 48 inch tall decorative screen wall. The Site Plan indicates 361 square feet of required landscaping will be installed. The Site Plan does indicate landscape irrigation will be provided as required by the Zoning Ordinance.*

*The Site Plan does not indicate any details regarding new roof or ground located mechanical equipment. The Zoning Ordinance requires all roof top and ground level equipment to be screened.*

*The Site Plan elevations show shielded flood lights to illuminate the building. Shielded wall pack lighting is shown on the west parking lot side of the building. In addition, the applicant is proposing to light the outdoor dining area with dimmable market-type lighting. All exterior lighting is required to be shielded downward so it does not create a nuisance to adjacent properties or street traffic.*

*The Site Plan elevations show a dumpster in a screened enclosure that will be located at the southwest corner of the building. A dumpster enclosure detail meeting the Zoning Ordinance requirements will need to be submitted as part of the building permit application.*

*The Site Plan shows various identification signs the around the building. A sign permit application will need to be submitted for any proposed signs.*

**MOTION by Brown, SECONDED by McClellan, to approve** the Special Land Use and Site Plan for Oakparker Restaurant, 13621 Eleven Mile Road, as a restaurant serving alcoholic liquor, with the following conditions:

1. There shall at all times be maintained and provided culinary facilities to cook and prepare food, and tables and seating areas to accommodate dining on the premises by not fewer than 20 patrons at any time.
2. Not more than 50 percent of the gross floor area open to the general public shall be used for purposes other than seating for diners, consisting of tables, chairs, booths, and necessary aisle ways. Public restroom facilities shall not be considered in this determination.
3. Not less than 50 percent of the gross sales of the restaurant annually are derived from the sale of food and nonalcoholic beverages prepared for consumption on the premises as required by the Michigan Liquor Control Commission.
4. The identified outdoor dining area is required to meet the standards in Section 1709 Outdoor Dining.
5. Applicant to demonstrate they have secured the required additional parking spaces on an adjacent site or received a variance for the parking shortage.
6. All exterior lighting is required to be shielded downward so it does not create a nuisance to adjacent properties or street traffic.
7. All ground and rooftop equipment to be screened as required by the Zoning Ordinance.
8. A dumpster enclosure detail which meets the Zoning Ordinance requirements to be submitted as part of the building permit application.
9. No signs are approved as part of the Site Plan Review process. A separate sign permit application must be submitted.

**VOTE:** Yes: Brown, Burns, McClellan, Seligson, Torgow, Tungate, Walters-Gill  
No: None

**MOTION CARRIED**

**7. CONSENT AGENDA:** No Items Eligible This Month

**8. MATTERS FOR CONSIDERATION:**

**1) Mackey Holdings, 13200 Capital Avenue, Final Site Plan Review**

Chairperson Torgow referenced City Planner Rulkowski's report dated February 26, 2020:

*Mackey Holdings, 13200 Capital, has submitted a Final Site Plan to construct a new 9,100 square foot building at 13200 Capital. The site is the current location of MJ Sealcoating which is housed in an existing building on the site, 14,236 square feet in size. The purpose of the new building is to house a concrete crushing machine and the resulting crushed concrete product. The crushed concrete is then processed into concrete bumper blocks and concrete sign post holders.*

*In early January the City became aware the applicant was operating a concrete crushing machine outdoors at 13200 Capital and was ordered to cease the operation. The applicant had not requested any prior permission to start such an operation, nor applied for a business license. The Zoning Ordinance requires all processing of materials to be conducted in a completely enclosed building. In addition, other items of concern were noted regarding dust, noise and outdoor storage as a practice with this type of operation. The business owner was instructed to submit a Site Plan.*

*The property is zoned LI, Light Industrial zoning district and the proposed use of materials processing is a permitted use. The proposed and existing buildings meet all the setback and height requirements of the Zoning Ordinance.*

*Based on the size of the proposed and existing buildings (22,636 square feet) the facility is required to provide 44 parking spaces and the Site Plan indicates 44 parking spaces will be provided. The Site Plan shows parking areas and drive lanes but does not indicate what materials these areas will be constructed of. The Zoning Ordinance requires these hard surface areas to be constructed of concrete or asphalt. The Site Plan notes that the existing storm water management system will be inspected and repaired as necessary. In addition, they will provide engineering to install additional storm water management system as necessary. Engineering plans for the drives, approaches, parking lot and storm water management system will need to be submitted to the Engineering Department for review and approval.*

*The proposed Site Plan does not include an adequate landscaping plan. A detailed landscaping plan indicating the required minimum amount of landscaping to be resubmitted prior to a building permit being issued. The detailed landscaping plan must include an in-ground water irrigation system as required by the Zoning Ordinance.*

*Two dumpster enclosures are shown on the proposed Site Plan without the required dumpster enclosure detail. Dumpster enclosure construction details to be submitted with the application for a building permit that meets the Zoning Ordinance requirements.*

*The Site Plan indicates a two foot wide, ten foot high, concrete block wall to be constructed on the northern property line which is adjacent to a residential area. This type of wall, typically used by landscaping supply yards, is not an acceptable type of*

screen wall. Because this use is adjacent to a residential area, the Zoning Ordinance (Section 1717, E) requires a minimum six foot high screen wall of masonry construction, decorative in nature of either face brick, poured concrete with a brick pattern, or cement block with a facing of decorative brick along the entire 259 foot length of the northern property line.

The area on the Site Plan designated as a concrete drop-off area is permitted to use the noted enclosure design of concrete blocks. However, the proposed height of ten feet will have to be reviewed by the Building Department to determine if the proposed height is safe for that type of construction material.

The Planning staff has indicated to the applicant its concern of the negative impacts (dust, noise and vibration) to the adjacent residential area of the concrete crushing operation. The applicant is required to provide evidence that the proposed concrete crushing operation will meet the Performance Standards of Section 1715 regarding sound, vibration and dust prior to the issuance of a building permit as a condition of Site Plan approval.

The Site Plan does not indicate any outdoor lighting for the building or site. All exterior lighting is required to be shielded downward so it does not create a nuisance to adjacent properties or street traffic.

The Site Plan does not indicate any details regarding new roof or ground located mechanical equipment. The Zoning Ordinance requires all roof top and ground level equipment to be screened.

The Site Plan does not show any proposed signage for the facility. A separate sign application will have to be submitted and therefore no signage is approved as part of the site plan review.

**MOTION by McClellan, SECONDED by Burns, to table** the Site Plan for Mackey Holdings, 13200 Capital, until additional information can be provided that the sound and vibration caused by the operation meets the Zoning Ordinance requirements.

**VOTE:** Yes: Brown, Burns, McClellan, Seligson, Torgow, Tungate, Walters-Gill  
No: None

**MOTION CARRIED**

**9. PLANNING COMMISSION MATTERS FOR DISCUSSION** – from members only: None

**10. PUBLIC COMMENTS ON ITEMS NOT SCHEDULED FOR PUBLIC HEARING:** None

**11. ADJOURNMENT**

There being no further business, Chairperson Torgow adjourned the meeting at 7:14 p.m.

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Lisa Vecchio, Deputy City Clerk



**CITY OF OAK PARK, MICHIGAN  
EMPLOYEES' RETIREMENT SYSTEM AND  
PUBLIC SAFETY RETIREMENT SYSTEM BOARD OF TRUSTEES  
CONCURRENT MEETING**

**January 27, 2020  
4:30 PM**

**MINUTES**

There were no objections to having the board secretary chair the meeting due to the absence of Chairperson Tungate. Board secretary Norris called the meeting to order at 4:40 PM and called the roll.

**EMPLOYEES' RETIREMENT SYSTEM:**

**TRUSTEES PRESENT:** Trustee Burns, Trustee Waxenberg, Trustee DeCoster,  
Trustee Mlynczyk

**TRUSTEES ABSENT:** Trustee Tungate

**ALSO PRESENT:** City Clerk Norris, Finance Director Crawford,  
City Attorney Duff and Human Resources Director  
Brooks

**PUBLIC SAFETY RETIREMENT SYSTEM:**

**TRUSTEES PRESENT:** Trustee Burns, Trustee Radner (Arrived at 5:20 PM)  
Trustee Batora, Trustee Tetler

**TRUSTEES ABSENT:** Trustee Tungate

**ALSO PRESENT:** City Clerk Norris, Finance Director Crawford,  
City Attorney Duff and Human Resources Director  
Brooks

There were no objections and Agenda Item #7A – Market Update and Portfolio Review - PNC was moved to the beginning of the meeting.

**(Agenda Item #7A) Market Update and Portfolio Review – PNC**

Kirk VanDagens from PNC presented the 2019 Fourth Quarter Investment Review dated December 31, 2019. A complete report is on file in the City Clerk's Office. He provided a market update and presented a portfolio summary for both systems reporting that the market value of the Employees' Retirement System as of December 31, 2019 was \$20,755,915 with an annual yield of 22.64% and the market value of the Public Safety Retirement System was \$48,332,481 with an annual yield of 22.61%.

**(Agenda Item #4) Election of Officers**

**ERS-01-001-20            MOTION TO HAVE TRUSTEE TUNGATE SERVE AS  
CHAIRPERSON AND TRUSTEE BURNS SERVE AS  
VICE-CHAIRPERSON OF THE ERS BOARD OF  
TRUSTEES – APPROVED**

Motion by Waxenberg, seconded by DeCoster, CARRIED UNANIMOUSLY, to appoint Trustee Tungate as Chairperson and Trustee Burns as Vice-Chairperson for the Employees' Retirement System Board of Trustees.

Roll Call Vote:	Yes:	Burns, DeCoster, Waxenberg, Mlynczyk
	No:	None
	Absent:	Tungate

**MOTION DECLARED ADOPTED**

**PSRS-01-001-20            MOTION TO HAVE TRUSTEE TUNGATE SERVE AS  
CHAIRPERSON AND TRUSTEE BURNS SERVE AS  
VICE-CHAIRPERSON OF THE PSRS BOARD OF  
TRUSTEES – APPROVED**

Motion by Batora, seconded by Tetler, CARRIED UNANIMOUSLY, to appoint Trustee Tungate as Chairperson and Trustee Burns as Vice-Chairperson for the Public Safety Retirement System Board of Trustees.

Roll Call Vote:	Yes:	Burns, Batora, Tetler
	No:	None
	Absent:	Radner

**MOTION DECLARED ADOPTED**

**(Agenda Item #4) 2020 Meeting Dates**

**ERS-01-002-20                    RESOLUTION SCHEDULING THE 2020 ERS REGULAR MEETING DATES – APPROVED**

Motion by DeCoster, seconded by Burns, CARRIED UNANIMOUSLY, to approve the following resolution scheduling the 2020 Regular Meeting dates:

Resolution of the Employees' Retirement System  
Board of Trustees

Schedule of Regular Meetings

WHEREAS, the Board is required to schedule regular quarterly meetings;

BE IT RESOLVED, that the following 2020 Schedule of Regular Meetings is approved:

January 27, 2020  
April 27, 2020  
July 27, 2020  
October 26, 2020

Meetings will be held in the Executive Conference Room of City Hall, 14000 Oak Park Blvd., Oak Park, MI 48237 at 4:30 PM unless otherwise posted.

Voice Vote:	Yes:	Burns, DeCoster, Waxenberg, Mlynczyk
	No:	None
	Absent:	Tungate

**MOTION DECLARED ADOPTED**

**PSRS-01-002-19                    RESOLUTION SCHEDULING THE 2020 PSRS REGULAR MEETING DATES – APPROVED**

Motion by Batora, seconded by Burns, CARRIED UNANIMOUSLY, to approve the following resolution scheduling the 2020 Regular Meeting dates:

Resolution of the Public Safety Retirement System  
Board of Trustees

Schedule of Regular Meetings

WHEREAS, the Board is required to schedule monthly meetings;

BE IT RESOLVED, that the following 2020 Schedule of Regular Meetings is approved:

January 27, 2020	July 27, 2020
February 24, 2020	August 24, 2020
March 23, 2020	September 28, 2020

April 27, 2020	October 26, 2020
May 26, 2020 (Tuesday)	November 23, 2020
June 22, 2020	December 28, 2020

Meetings will be held in the Executive Conference Room of City Hall, 14000 Oak Park Blvd., Oak Park, MI 48237 at 4:30 PM unless otherwise posted.

Voice Vote:	Yes:	Burns, Batora, Tetler
	No:	None
	Absent:	Radner, Tungate

**MOTION DECLARED ADOPTED**

**(Agenda Item #5A and B) Approval of Minutes**

**ERS-01-003-20            MINUTES FROM THE OCTOBER 28, 2019 ERS/PSRS  
CONCURRENT MEETING – APPROVED**

Motion by Waxenberg, seconded by Mlynczyk, CARRIED UNANIMOUSLY, to approve the Minutes from the October 28, 2019 ERS/PSRS Concurrent Meeting.

Voice Vote:	Yes:	Burns, DeCoster, Waxenberg, Mlynczyk
	No:	None
	Absent:	Tungate

**MOTION DECLARED ADOPTED**

**PSRS-01-003-20            MINUTES FROM THE OCTOBER 28, 2019 ERS/PSRS  
CONCURRENT MEETING – APPROVED**

Motion by Batora, seconded by Tetler, CARRIED UNANIMOUSLY, to approve the Minutes from the October 28, 2019 ERS/PSRS Concurrent Meeting.

Voice Vote:	Yes:	Burns, Batora, Tetler
	No:	None
	Absent:	Radner, Tungate

**MOTION DECLARED ADOPTED**

**ERS-01-004-20            MINUTES FROM THE NOVEMBER 25, 2019 SPECIAL  
ERS/PSRS CONCURRENT MEETING – APPROVED**

Motion by Waxenberg, seconded by Mlynczyk, CARRIED UNANIMOUSLY, to approve the Minutes from the November 25, 2019 Special ERS/PSRS Concurrent Meeting.

Voice Vote:	Yes:	Burns, DeCoster, Waxenberg, Mlynczyk
	No:	None
	Absent:	Tungate

**MOTION DECLARED ADOPTED**

**PSRS-01-004-20            MINUTES FROM THE NOVEMBER 25, 2019 SPECIAL  
ERS/PSRS CONCURRENT MEETING – APPROVED**

Motion by Batora, seconded by Tetler, CARRIED UNANIMOUSLY, to approve the Minutes from the November 25, 2019 Special ERS/PSRS Concurrent Meeting.

Voice Vote:	Yes:	Burns, Batora, Tetler
	No:	None
	Absent:	Radner, Tungate

**MOTION DECLARED ADOPTED**

**(Agenda Item #6A) Receive new communication from Timothy Hurt regarding request to change his final average compensation for his retirement benefit (PSRS)**

**PSRS-01-004-20            MOTION TO RECEIVE NEW COMMUNICATION  
FROM TIMOTHY HURT REGARDING REQUEST TO  
CHANGE HIS FINAL AVERAGE COMPENSATION FOR  
HIS RETIREMENT BENEFIT – APPROVED**

Motion by Batora, seconded by Tetler, CARRIED UNANIMOUSLY, to receive new communication from Timothy Hurt regarding request to change his final average compensation for his retirement benefit.

Voice Vote:	Yes:	Burns, Batora, Tetler
	No:	None
	Absent:	Radner, Tungate

**MOTION DECLARED ADOPTED**

Finance Director Crawford summarized the request of retired Public Safety Officer Timothy Hurt to recalculate his final average compensation for his retirement benefit. City Attorney Duff then presented a memorandum dated January 27, 2020 that outlined her findings on the matter.

Ms. Duff concluded that based on her review of the relevant documents and applicable laws, Mr. Hurt's request to modify his FAC to include the \$8,442.14 workers compensation settlement award and to recalculate the FAC based on months of service that do not include his time on duty disability are not supported and should be denied.

Members of the PSRS Board discussed the findings.

**PSRS-01-005-20            MOTION TO DENY THE REQUEST OF MR. TIMOTHY HURT TO RECALCULATE HIS FINAL AVERAGE COMPENSATION (FAC) FOR HIS RETIREMENT BENEFIT – APPROVED**

Motion by Tetler, seconded by Burns, CARRIED UNANIMOUSLY, to deny the request of Mr. Timothy hurt to recalculate his final average compensation (FAC) for his retirement benefit.

Roll Call Vote:	Yes:	Batora, Tetler, Burns
	No:	None
	Absent:	Tungate, Radner

**MOTION DECLARED ADOPTED**

**(Agenda Item #7B) Annual Determination of Interest Rate for Buy Back Calculations**

Finance Director Crawford explained that the interest rates used for buy back calculations are set each year by the retirement boards. She reported that in 2017 the boards voted to adopt the practice of using the five year yield averages from the respective portfolios. She also pointed out that the retirement ordinance and the union contracts do not reflect this change.

**ERS-01-005-20            MOTION TO SET THE RATE FOR BUY BACK CALCULATIONS FOR THE EMPLOYEES RETIREMENT SYSTEM AT 2.578 % – APPROVED**

Motion by DeCoster, seconded by Waxenberg, CARRIED UNANIMOUSLY, to set the rate for Buy Back Calculations for the Employees' Retirement System at 2.578 %.

Voice Vote:	Yes:	Burns, DeCoster, Waxenberg, Mlynczyk
	No:	None
	Absent:	Tungate

**MOTION DECLARED ADOPTED**

**PSRS-01-006-20            MOTION TO SET THE RATE FOR BUY BACK CALCULATIONS FOR THE PUBLIC SAFETY RETIREMENT SYSTEM AT 2.582 % – APPROVED**

Motion by Burns, seconded by Batora, CARRIED UNANIMOUSLY, to set the rate for Buy Back Calculations for the Public Safety Retirement System at 2.582%.

Voice Vote:                    Yes:                    Burns, Batora, Tetler  
    No:                    None  
    Absent:                Radner, Tungate

**MOTION DECLARED ADOPTED**

**(Agenda Item #7C) Eligible Domestic Relations Order (EDRO) for Marlon Benson (PSRS)**

City Attorney Duff explained that the City has received the final order from the court regarding the Eligible Domestic Relations Order (EDRO) for Marlon Benson and the PSRS Board needs to receive and accept the report. The report will be kept on file for reference when retirement by Mr. Benson is requested.

**PSRS-01-007-20                    RECEIVE AND ACCEPT THE FINAL ELIGIBLE DOMESTIC RELATIONS ORDER (EDRO) FOR MARLON BENSON – APPROVED**

Motion by Tetler, seconded by Burns, CARRIED UNANIMOUSLY, to receive and accept the final Eligible Domestic Relations Order (EDRO) for Marlon Benson.

Voice Vote:                    Yes:                    Burns, Batora, Tetler  
    No:                    None  
    Absent:                Radner, Tungate

**MOTION DECLARED ADOPTED**

**(Agenda Item #8A-J) Financial Reports (ERS)**

**ERS-01-006-20                    RECEIVE AND APPROVE ERS FINANCIAL REPORTS (OCTOBER - DECEMBER, 2019) – APPROVED**

Motion by Waxenberg, seconded by DeCoster, CARRIED UNANIMOUSLY, to receive and approve the following reports for the period October 1, 2019 – December 31, 2019:

- A.     PNC Investment Management Report
- B.     Fiduciary Net Assets Statement – Fund 731
- C.     PNC Financial Report
- D.     Disbursements made by the Retirement System

DATE	CHECK#	PAYEE/DESCRIPTION	AMOUNT
10/31/2019	EFT (JE#7255)	PNC Inst. Asset Mgmt.	\$ 15,116.88
		Investment Counseling Fees for 10/01/2019 – 12/31/2019	
12/13/2019	155251	Watkins Ross	\$ 3,430.00
		Administration and Actuarial Fees	
		QUARTERLY DISBURSEMENTS	\$18,546.88
		ACTUARY FEE REIMBURSEMENT:	-0-





The meeting adjourned at 5:38 PM.

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T. Edwin Norris, City Clerk



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

**AGENDA OF:** May 4, 2020

**SUBJECT:** Request to schedule a Public Hearing on the FY 2020-21 Annual Budget for Monday, May 18, 2020.

**DEPARTMENT:** Administration/Finance

**SUMMARY:** As stated in the City Charter, Section 9.4, a public hearing on the proposed budget shall be held before its final adoption at such time and place as directed by City Council. A notice of public hearing is to be published at least one week in advance of the hearing, and a summary of the proposed budget is to be kept on file with the City Clerk's office.

**FINANCIAL STATEMENT:** N/A

**RECOMMENDED ACTION:** To schedule a public hearing on the FY 2020-21 Annual Budget for Monday, May 18, 2020 and direct the City Clerk to file and publish notice of the hearing in accordance with City Charter.

**APPROVALS:**

City Manager: \_\_\_\_\_ *ET*

Department Director: \_\_\_\_\_ *SC*

Finance Director: \_\_\_\_\_ *n/a*

Legal: \_\_\_\_\_ *n/a*

Budgeted

**EXHIBITS:** None



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

**AGENDA OF:** May 4, 2020

**AGENDA#**

**SUBJECT:** Proposed Change Order no. 2 and Payment Application No. 4 for the 2019 Lead Water Service Replacement Project, M-701.

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

**SUMMARY:** Attached are Proposed Change Order no. 2 and Payment Application No. 4 for the 2019 Lead Water Service Replacement Project, M-701. This project will replace lead water services throughout the City. This project is approximately 95% complete.

**FINANCIAL STATEMENT:**

Original Approved Amount:	\$300,000.00
Change Order no. 1:	\$ 13,355.00
Proposed Change Order No. 2	<u>\$ 60,800.00</u>
New Contract Amount:	\$374,155.00
Total Completed to Date:	\$374,155.00
Less Retainage:	\$ 5,000.00
Net Earned:	\$369,155.00
Deductions:	\$ 0.00
Balance:	\$369,155.00
Payments to Date:	<u>\$297,687.25</u>
Amount Due D’Angelo Brothers, Inc.:	\$ 71,467.75

**RECOMMENDED ACTION:** It is recommended that Proposed Change Order No. 2 for the 2019 Lead Water Service Replacement Project, M-701 be approved to D’Angelo Brothers Inc. of Northville, MI for the amount of \$60,800.00. It is further recommended that Payment Application No. 4 for the same be approved for the amount of \$71,467.75. Funding is available in the Water & Sewer Fund (592-18-538-970) for this project.

**APPROVALS:**

City Manager: ET Department Director: KJY

Director of Finance: SC Legal: N/A

Budgeted:

**EXHIBITS:** Proposed Change Order no. 2 and Payment Application No. 4

PAYMENT APPLICATION

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

JOB NUMBER: M-701  
 APPLICATION NO.: 4  
 PERIOD ENDING: 3/17/20

ITEM	DESCRIPTION	ORIGINAL BID QUANTITY	UNIT	UNIT PRICE	PERIOD QUANTITY	PERIOD AMOUNT	QUANTITY TO DATE	AMOUNT TO DATE
1	WATER SERVICE CONNECTION TO WATER MAIN LESS THAN 2"	35	EA	\$1,550.00	7.00	\$10,850.00	42.00	\$65,100.00
2	WATER SERVICE CONNECTION TO EXISTING STOP BOX	100	EA	\$430.00	16.00	\$6,880.00	107.00	\$46,010.00
3	WATER SERVICE LINE TYPE K COPPER 3/4"	5,600	LFT	\$25.00	936.00	\$23,400.00	6,581.00	\$164,525.00
4	WATER SERVICE LINE TYPE K COPPER 1"	125	LFT	\$25.00	200.00	\$5,000.00	245.00	\$6,125.00
5	WATER SERVICE CONNECTION ON PRIVATE PROP. (BASEMENT OR CRAWL)	100	EA	\$485.00	16.00	\$7,760.00	107.00	\$51,895.00
6	WATER SERVICE CONNECTION ON PRIVATE PROPERTY (SLAB)	15	EA	\$485.00	2.00	\$970.00	2.00	\$970.00
7	UTILITY LOCATION ON PRIVATE PROPERTY	25	EA	\$100.00	0.00	\$0.00	29.00	\$2,900.00
8	REMOVE AND REPLACE DRAIN TILES	270	LFT	\$5.00	0.00	\$0.00	0.00	\$0.00
9	NEW CURB STOP INSTALLATION	0	EA	\$330.00	18.00	\$5,940.00	111.00	\$36,630.00

Period Total Amount: \$60,800.00      Amount to Date: \$374,155.00

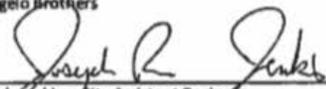
Original Contract Amount: \$300,000.00  
 Change Order No. 1 \$13,355.00  
 Change Order No. 2 \$60,800.00  
 New Contract Amount: \$374,155.00

Earnings This Period: \$60,800.00  
 Total Earnings to Date: \$374,155.00  
 Less Retainage: \$5,000.00  
 Net Earned: \$369,155.00  
 Deductions: \$0.00  
 Balance: \$369,155.00  
 Payments to Date: \$297,687.25

AMOUNT DUE D'ANGELO BROTHERS: \$71,467.75

Accepted By:   
 D'Angelo Brothers

Date: April 24, 2020

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

Date: April 28, 2020

**CHANGE ORDER**

<b>PROJECT:</b>	<b>LEAD WATER SERVICE REPLACEMENT PROJECT</b>	<b>JOB NUMBER:</b>	<b>M-701</b>
<b>OWNER:</b>	<b>CITY OF OAK PARK, MICHIGAN</b>	<b>CHANGE ORDER NO.:</b>	<b>2</b>
<b>CONTRACTOR:</b>	<b>D'ANGELO BROTHERS 21213 EQUESTRIAN TRAIL NORTHVILLE, MI 48167</b>	<b>PAGE:</b>	<b>1</b>

**TO THE CONTRACTOR:**

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

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

Item No.	Description	Original Bid Quantity	Unit	Unit Price	Increased Quantity	Quantity to Date	TOTAL Amount
1	WATER SERVICE CONNECTION TO WATER MAIN LESS THAN 2"	35	EA	\$1,550.00	7.00	42.00	\$ 10,850.00
2	WATER SERVICE CONNECTION TO EXISTING STOP BOX	91	EA	\$430.00	16.00	107.00	\$ 6,880.00
3	WATER SERVICE LINE TYPE K COPPER 3/4"	5,645	LFT	\$25.00	936.00	6,581.00	\$ 23,400.00
4	WATER SERVICE LINE TYPE K COPPER 1"	45	LFT	\$25.00	200.00	245.00	\$ 5,000.00
5	WATER SERVICE CONNECTION ON PRIVATE PROP. (BASEMENT OR CRAWL)	91	EA	\$485.00	16.00	107.00	\$ 7,760.00
6	WATER SERVICE CONNECTION ON PRIVATE PROPERTY (SLAB)	0	EA	\$485.00	2.00	2.00	\$ 970.00
9	NEW CURB STOP INSTALLATION	93	EA	\$330.00	18.00	111.00	\$ 5,940.00
<b>TOTALS</b>							<b>\$ 60,800.00</b>

**SUMMARY**

Total Increase	\$	60,800.00
<b>Total for Change Order No. 2:</b>	<b>\$</b>	<b>60,800.00</b>
Contract Amount	\$	300,000.00
Change Order No. 1:	\$	13,355.00
Change Order No. 2:	\$	60,800.00
<b>New Contract Amount:</b>	<b>\$</b>	<b>374,155.00</b>

*WDI*

April 24, 2020

D'Angelo Brothers

Date

*Joseph R. Jenkins*  
Joseph Jenkins, Assistant City Engineer

April 28, 2020

Date



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

**AGENDA OF:** May 4, 2020

**AGENDA#**

**SUBJECT:** Proposed Change Order no. 1 and Payment Application No. 1 for the 2020 Sewer Lining Project, M-703.

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

**SUMMARY:** Attached are Proposed Change Order No. 1 and Payment Application No. 1 for the 2020 Sewer Lining Project, M-703. This project will rehabilitate damaged sewer mains throughout the City. This project is now complete. The Change Order is to add sewers that needed rehabilitation but were not televised by the time this project went out to bid.

**FINANCIAL STATEMENT:**

Original Approved Amount:	\$ 232,083.00
Proposed Change Order no. 1:	\$ 44,789.10
New Contract Amount:	\$ 276,872.10
Total Completed to Date:	\$ 276,872.10
Less Retainage:	\$ 5,000.00
Net Earned:	\$ 271,872.10
Deductions:	\$ 0.00
Balance:	\$ 271,872.10
Payments to Date:	\$ 0.00
Amount Due Inland Waters Pollution Control Inc.:	\$ 271,872.10

**RECOMMENDED ACTION:** It is recommended that Proposed Change Order No. 1 for the 2020 Sewer Lining Project, M-703 be approved to Inland Waters Pollution Control Inc. for the amount of \$44,789.00. It is further recommended that Payment Application No. 1 for the same be approved for the amount of \$271,872.10. Funding is available in the Water & Sewer Fund (592-18-550-970) for this project.

**APPROVALS:**

City Manager: ET Department Director: KJY

Director of Finance: SC Legal: N/A

Budgeted:

**EXHIBITS:** Proposed Change Order No. 1 and Payment Application No. 1

**PAYMENT APPLICATION**

**PROJECT:** 2020 Sewer Lining Project  
**OWNER:** City of Oak Park, Michigan  
**CONTRACTOR:** Inland Waters Pollution Control, Inc.  
 4086 Michigan Avenue  
 Detroit, MI 48210

**JOB NUMBER:** M-703  
**APPLICATION NO.:** 1  
**PERIOD ENDING:** 3/19/20

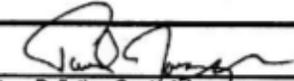
ITEM	DESCRIPTION	ORIGINAL BID QUANTITY		UNIT PRICE	PERIOD QUANTITY	PERIOD AMOUNT	QUANTITY TO DATE	AMOUNT TO DATE
1	8" SEWER PIPE LINING	513	LFT	\$32.00	508.70	\$16,278.40	508.70	\$16,278.40
2	12" SEWER PIPE LINING	1,989	LFT	\$44.00	2,248.30	\$98,925.20	2,248.30	\$98,925.20
3	15" SEWER PIPE LINING	1,481	LFT	\$47.00	1,459.50	\$68,596.50	1,459.50	\$68,596.50
4	18" SEWER PIPE LINING	514	LFT	\$56.00	739.40	\$41,406.40	739.40	\$41,406.40
5	24" SEWER PIPE LINING	132	LFT	\$110.00	130.40	\$14,344.00	130.40	\$14,344.00
6	REINSTATING SEWER LATERAL	120	EA	\$50.00	150.00	\$7,500.00	150.00	\$7,500.00
7	SEWER LATERAL PROTRUDING LEAD CUTTING	10	EA	\$50.00	12.00	\$600.00	12.00	\$600.00
8	MINOR TRAFFIC DEVICE	1	LSUM	\$1,000.00	1.00	\$1,000.00	1.00	\$1,000.00
9	PROJECT CLEAN UP	1	LSUM	\$1,000.00	1.00	\$1,000.00	1.00	\$1,000.00
10	INSPECTION CREW DAYS	24	DAYS	\$320.00	17.00	\$5,440.00	17.00	\$5,440.00
11	10" SEWER PIPE LINING	0	LFT	\$38.00	573.20	\$21,781.80	573.20	\$21,781.80

Period Total Amount: **\$276,872.10**      Amount to Date: **\$276,872.10**

Original Contract Amount: **\$232,083.00**  
 Change Order No. 1: **\$44,789.10**  
 New Contract Amount: **\$276,872.10**

Earnings This Period: **\$276,872.10**  
 Total Earnings to Date: **\$276,872.10**  
 Less Retainage: **\$5,000.00**  
 Net Eamed: **\$271,872.10**  
 Deductions: **\$0.00**  
 Balance: **\$271,872.10**  
 Payments to Date: **\$0.00**

**AMOUNT DUE Inland Waters Pollution Control, Inc.: \$271,872.10**

Accepted By:   
 Inland Waters Pollution Control, Inc.

Date: 04/06/2020

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

Date: 4/15/2020

# CHANGE ORDER

**PROJECT:** 2020 Sewer Lining Project  
**OWNER:** City of Oak Park, Michigan  
**CONTRACTOR:** Inland Waters Pollution Control  
 4086 Michigan Avenue  
 Detroit, MI 48210

**JOB NUMBER:** M-703  
**CHANGE ORDER NO.:** 1  
**PAGE:** 1

**TO THE CONTRACTOR:**

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

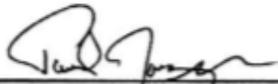
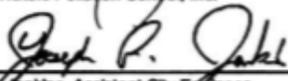
**THE FOLLOWING ITEMS AND OR CONTRACT UNITS PRICES SHALL BE ADDED TO THE CONTRACT AMOUNT**

Item No.	Description	Original Bid		Unit Price	Increased Quantity	Quantity to Date	Total Amount
		Quantity	Unit				
2	12" SEWER PIPE LINING	1,989	LFT	\$44.00	259.30	2,248.30	\$11,409.20
4	18" SEWER PIPE LINING	514	LFT	\$56.00	225.40	739.40	\$12,622.40
6	REINSTATING SEWER LATERAL	120	EA	\$50.00	30.00	150.00	\$1,500.00
7	SEWER LATERAL PROTRUDING LEAD CUTTING	10	EA	\$50.00	2.00	12.00	\$100.00
11	10" SEWER PIPE LINING	0	LFT	\$38.00	573.20	573.20	\$21,781.60
<b>TOTALS</b>							<b>\$47,413.20</b>

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

Item No.	Description	Original Bid		Unit Price	Decreased Quantity	Quantity to Date	Total Amount
		Quantity	Unit				
1	8" SEWER PIPE LINING	513	LFT	\$32.00	-4.30	508.70	-\$137.60
3	15" SEWER PIPE LINING	1,461	LFT	\$47.00	-1.50	1,459.50	-\$70.50
5	24" SEWER PIPE LINING	132	LFT	\$110.00	-1.60	130.40	-\$176.00
10	INSPECTION CREW DAYS	24	LFT	\$320.00	-7.00	17.00	-\$2,240.00
<b>TOTALS</b>							<b>(\$2,624.10)</b>

<b>SUMMARY</b>	
Total Increase	\$47,413.20
Total Decrease	(\$2,624.10)
	<b>\$44,789.10</b>
Contract Amount	\$232,083.00
Change Order No. 1:	\$44,789.10
<b>New Contract Amount:</b>	<b>\$276,872.10</b>

 04/06/2020  
 Inland Waters Pollution Control, Inc.  
 4/15/2020  
 Joseph P. Juhl, Assistant City Engineer



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

**AGENDA OF:** May 4, 2020

**AGENDA #**

**SUBJECT:** Proposal for professional services to provide GIS services under the SEMCOG IAM Grant.

**DEPARTMENT:** Technical & Planning - Engineering *KJY*

**SUMMARY:** Attached is a proposal from OHM Advisors to provide support to City staff in developing some of the City's water system into GIS format. Southeast Michigan Council of Governments (SEMCOG) has a water infrastructure project going on currently and recently offered grants to its communities. The City of Oak Park Engineering Department applied and received \$10,000.00. This work will also be a trial run to see if the City would like to further pursue GIS for other assets in the future.

**RECOMMENDED ACTION:** It is recommended that City Council approve the attached proposal from OHM Advisors to provide support to City staff in developing some of the City's water system into GIS format, which amounts to a not to exceed amount of \$10,000 (the grant amount) upon review by the City Attorney's office. This assistance was not specifically budgeted, however it will be 100% reimbursed as part of the grant funding. Therefore, it is recommended the \$10,000 for these field inspections be transferred from the Water & Sewer Fund Balance for this expenditure to Fund 592-18-538-801. The City's portion will be \$0.

**APPROVALS:**

City Manager: \_\_\_\_\_ *ET* \_\_\_\_\_

Department Director: *KJY* \_\_\_\_\_

Finance Director: \_\_\_\_\_ *SC* \_\_\_\_\_

Budgeted

**EXHIBITS:** Proposal

April 23, 2020

City of Oak Park  
14300 Oak Park Blvd  
Oak Park, MI 48237

Attention: Mr. Joseph Jenkins, Assistant City Engineer

Subject: SEMCOG AMP Grant

Dear Mr. Jenkins:

## PROJECT UNDERSTANDING

The City of Oak Park has been awarded a grant from SEMCOG for \$10,000 and is looking to have OHM utilize this funding to further advance the development of the City's GIS. OHM Advisors has assisted in building the City's GIS through other projects is currently helping to maintain the City's GIS system and field applications. SEMCOG funding for this project is a zero match for the City and all data collected and developed must be along the Primary roads within the City.

## SCOPE OF SERVICE

We will complete GIS work in accordance with SEMCOG requirements. Task 3 is minimum required for grant funding. Additional work up to the grant amount, may include the following tasks. Please see the scope of services outlined below to assist with the City of Oak Park's GIS system.

### TASK 1: City & OHM Meetings

- City staff and OHM will have 6 hours designated for meetings to discuss the data collection and integration.

### TASK 2: GIS Data Collection & Geodatabase Updates

- Collect additional GPS points of missing water structures along the primary routes within the City.
- Start to build the water network within the City's primary GIS Geodatabase. This includes drawing new water main and proper attribution per SEMCOG's official schema request.

### TASK 3: Conversion of GIS Utility Data to SEMCOG

- Convert all water, sanitary sewer, and stormwater GIS features into SEMCOG's schema.
- Upload all converted data into SEMCOG's ArcGIS Hub.

## DELIVERABLES

Deliverables will include an updated Water GIS network. OHM will complete as much of the GIS network editing as funding allows. OHM Advisors will be delivering a new GIS Geodatabase with the updated network. Once funding is exhausted, OHM will deliver a PDF map showing what was completed through this project.

## COMPENSATION

OHM proposes to provide the above outlined professional services for a total fee of \$10,000. Billing and invoicing terms shall be consistent with previous agreements with the City.



**SCHEDULE**

SEMCOG originally had a deadline for all work to be completed by June 30<sup>th</sup>. This deadline has been extended due to the current health crisis. The exact date has not been given yet, but we will work to ensure all work is completed before then. OHM would like to start work as soon as possible.

**COVID-19 Disclaimer**

As we submit this proposal, the world is in the midst of the COVID-19 health crises and we believe there is an increased risk for potential schedule impacts. The Time Schedule is based on operating in a normal environment. Our team, like the City, is adjusting our workflow logistics and our teams are working remotely in an effective manner. However, be aware that schedule impacts from elements such as field services delays, required resource agencies, and key staff illness that neither OHM Advisors or the City have control over are more likely in the current environment. We will communicate proactively, clearly identify project issues as they arise, and work with the City's staff to develop a plan to deal with unforeseen issues.

**FURTHER CLARIFICATIONS AND ASSUMPTIONS**

It is anticipated that the City will contract with OHM after this project is completed to finalize the Water GIS network and integrate the Water GIS into the City's ArcGIS Online web app viewer & work order management system. OHM can provide additional services not described in this proposal for an additional fee. No additional work shall proceed without receipt of written authorization by you.

OHM will perform the work in accordance with the previously agreed terms and conditions between the City and OHM.

If you find this proposal acceptable, please sign below and return it to us as authorization to proceed. We appreciate the opportunity to provide you with this proposal. This proposal is good for 60 days from the date of this letter. Please feel free to contact us if you have any questions or need any additional information.

Very truly yours,

OHM Advisors

\_\_\_\_\_  
R. Michael Cousins, GISP  
Practice Leader - GIS

C.C. Jim Stevens, PE

Accepted By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_