

Oak Park

City Council Agenda

February 3, 2020





AGENDA
REGULAR CITY COUNCIL MEETING
38th CITY COUNCIL
OAK PARK, MICHIGAN
February 3, 2020
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 of January 21, 2020
- B. Parks and Recreation Commission Minutes of December 18, 2019
- C. Retirement Board Minutes of October 28, 2019 and November 25, 2019
- D. Request to advertise for bids for the 2020 Citywide Janitorial Services Contract, M-711
- E. Request to advertise for bids for the 2020 Landscape Maintenance Contract, M-709
- F. Request to advertise for bids for the 2020 Lawn Maintenance Contract, M-710
- G. Request payment of invoices from OHM Advisors for Bridge Enhancements and Safe Routes to Schools Preliminary Engineering for the total amount of \$17,411.75
- H. Payment Application No. 4 (final) for the 2018-2019 Miscellaneous Concrete Repair Project, M-682 to Mattioli Cement Company, LLC for the amount of \$5,000.00
- I. Payment Application No. 1 for the 2019 Sewer & Catch Basin Cleaning & TV Inspection Project, M-700 to Doetsch Environmental Services of Warren, MI. in the amount of \$59,480.10
- J. Licenses - New and Renewals as submitted for February 3, 2020

6. RECOGNITION OF VISITING ELECTED OFFICIALS

7. SPECIAL RECOGNITION/PRESENTATIONS:

8. PUBLIC HEARINGS: None

9. COMMUNICATIONS: None

10. SPECIAL LICENSES: None

11. ACCOUNTING REPORTS: None

12. BIDS:

- A. Request to award the bid for the 2020 Sewer Lining Project, M-703 to Inland Waters Pollution Control, Inc. of Detroit, MI in the amount of \$232,083.00

13. ORDINANCES: None

14. CITY ATTORNEY:

15. CITY MANAGER:

Finance/Assessing

- A. Quarterly Investment Report for period ending 12/31/19
- B. Quarterly Financial Report for period ending 12/31/19
- C. Resolution approving requested Budget Amendment #2020-2 for period ending 12/31/19
- D. Request to adopt the rate of compensation for the Board of Review members and the 2020 meeting dates and times
- E. Request to adopt the City of Oak Park 2020 Poverty Exemption Policy

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. 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
38th OAK PARK CITY COUNCIL
January 21, 2020
7:00 PM**

MINUTES

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

PRESENT: Mayor McClellan, Mayor Pro Tem Burns, Council Member Weiss,
Council Member Edgar

ABSENT: Council Member Radner (Excused due to illness)

OTHERS

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

APPROVAL OF AGENDA:

CM-01-010-20 (AGENDA ITEM #4) ADOPTION OF THE AGENDA AS PRESENTED – APPROVED

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

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

MOTION DECLARED ADOPTED

CONSENT AGENDA:

CM-01-011-20 (AGENDA ITEM #5A-F) CONSENT AGENDA - APPROVED

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

- A. Regular Council Meeting Minutes of January 6, 2020 **CM-01-012-20**
- B. Request to advertise for bids for the 2020 Joint and Crack Sealing Project, M-698 **CM-01-013-20**
- C. Payment Application No. 1 for the 2019 Bridge Enhancement Project, M-670 to Z Contractors of Shelby Township, MI for the total amount of \$444,617.96 **CM-01-014-20**
- D. Proposed Change Order No. 2 in the amount of (\$10,397.00) and Payment Application No. 3 (final) for the total amount of \$21,133.00 to Lacaria Concrete Construction for the 2018-2019 Catch Basin Line Replacement Project, M-687 **CM-01-015-20**
- E. Payment Application No. 2 for the 2019-2 Water Main Replacement Project, M-704 to Macomb Pipeline & Utilities Company of Sterling Heights, MI for the amount of \$82,016.41 **CM-01-016-20**

- F. Payment Application No. 2 for the 2019 Lead Water Service Replacement Project, M-701 to D'Angelo Brothers Inc. of Northville, MI for the amount of \$115,805.00 **CM-01-017-20**
 G Licenses - New and Renewals submitted for January 21, 2020 **CM-01-018-20**

MERCHANT'S LICENSES – January 21, 2020
(Subject to All Departmental Approvals)

<u>NEW MERCHANT</u>	<u>ADDRESS</u>	<u>FEE</u>	<u>BUSINESS TYPE</u>
None			
<u>2020 RENEWALS</u>	<u>ADDRESS</u>	<u>FEE</u>	<u>BUSINESS TYPE</u>
RILEY PEARSON FINANCIAL SERVICES	10831 CAPITAL 200	\$150.00	ACCOUNTING, INCOME TAX AND FINANCIAL SERVICES
EXCELL SNOW AND TURF MAINTENANCE	11000 CAPITAL	\$150.00	LANDSCAPING, MAINTENANCE, SNOW REMOVAL
MIDWEST RECYCLING SERVICES	11000 CAPITAL	\$150.00	METAL RECYCLING/ROLL OFF SERVICE
SECURITY CENTRAL PROTECTION	12821 CAPITAL	\$187.50	ALARM/SECURITY
PRONTO PEST MANAGEMENT	10130 CAPITAL	\$150.00	PEST ELIMINATION
GREAT LAKES LANDSCAPE DESIGN	10631 CAPITAL	\$150.00	LANDSCAPE DESIGN, BUILD AND MAINTAIN
RYAN POLISHING CORPORATION	10707 CAPITAL	\$187.50	CNC MACHINING
MIDWEST RECYCLING SERVICES	10800 CAPITAL	\$150.00	ROLL OFF DUMPSTER SERVICES
IMAGE ONE CORPORATION	13201 CAPITAL	\$150.00	MANAGE PRINT ENVIRONMENTS
LG MOTORS	13350 CAPITAL	\$150.00	BODY SHOP
BMI ROAD SERVICE	13380 CAPITAL	\$150.00	TOWING COMPANY
PARTS PLUS	13202 CLOVERDALE	\$150.00	AUTOMOTIVE PARTS SALES
\$8 DEMO CUTS	22101 COOLIDGE	\$187.50	BARBERSHOP
PRETTY COLLAB	22115 COOLIDGE	\$187.50	SPA
WALK IN THE PARK COIN LAUNDRY	23170 COOLIDGE	\$150.00	COIN LAUNDRY
OAK PARK URGENT CARE	24661 COOLIDGE	\$187.50	URGENT CARE
PRINCE PASTRY	24711 COOLIDGE	\$187.50	BAKERY
CONGREGATION AISH HATORAH	25725 COOLIDGE	\$150.00	RELIGIONS
DEBORAH HECHT	25907 COOLIDGE	\$150.00	ART GALLERY
CASH NOW X	13720 EIGHT MILE	\$150.00	CASH ADVANCE
ADVANTAGE CASH ADVANCE	13730 EIGHT MILE	\$150.00	CASH ADVANCE
HENRY'S AUTO CARE	14041 ELEVEN MILE	\$187.50	AUTO REPAIR
BORDRIN NEW ENERGY VEHICLE	14925 W. ELEVEN MILE	\$187.50	ELECTRICAL AUTOMOBILE OEM
BORDRIN MOTOR CORPORATION	14925 ELEVEN MILE	\$187.50	AUTOMOTIVE PRODUCT DESIGN AND DEVELOPMENT
BOUNCING ALL AROUND	15391 ELEVEN MILE	\$187.50	BOUNCE HOUSE PARTY RENTALS
KRAVINGS	25270 GREENFIELD	\$150.00	KOSHER SUSHI, BURGER AND DELI TAKEOUT
PITA CAFÉ	25282 GREENFIELD	\$150.00	MIDDLE EASTERN RESTAURANT
SUNRISE SUNDRY SHOP	25900 GREENFIELD 116	\$150.00	CONVEINIECE STORE
BRICCO EXCAVATING COMPANY	21201 MEYERS	\$150.00	EXCAVATING COMPANY
REAL TEAM REAL ESTATE	8250 NINE MILE	\$150.00	REAL ESTATE

BEST FRIENDS CHILD CARE	8440 NINE MILE	\$150.00	EARLY CHILDHOOD EDUCATION, NURSERY, PRESCHOOL
TAI FAI RESTAURANT	8505 NINE MILE	\$150.00	FOOD SERVICE
ON POINT HAR DESIGNS	13721 NINE MILE	\$150.00	HAIR SALON
NAILS TODAY	13731 NINE MILE	\$150.00	MANICURES/PEDICURES
LIGHTING SUPPLY	12701 NORTHEND	\$150.00	LIGHTING WAREHOUSE
EJ USA	13001 NORTHEND	\$150.00	ACCESS SOLUTIONS FOR THE WORLD'S INFRASTRUCTURE
MABUL SERVICES	21721 REPUBLIC	\$150.00	EMERGENCY MITIGATION, FIRE, WATER, MOLD TRAUMA
CHECK N GO'	13321 TEN MILE	\$150.00	CASH ADVANCE

PAWN BROKER – RENEWAL 2020

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

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

MOTION DECLARED ADOPTED

RECOGNITION OF VISITING ELECTED OFFICIALS: None

SPECIAL RECOGNITION/PRESENTATIONS:

(AGENDA ITEM #7A) Daniel Clark from Rehmann Robson presented the Fiscal Year Ended June 30, 2019 Comprehensive Annual Financial Report and the Independent Auditor’s Communication. Complete reports are on file with the City Clerk. Mr. Clark communicated the following items from the audit:

- An unmodified opinion was given on the 6/30/19 financial statements.
- No new accounting policies were adopted in FY19
- Accounting estimates by management were assessed and deemed reasonable
- No difficulties were encountered during the audit
- No uncorrected/corrected misstatements were noted
- No significant deficiencies/material weaknesses were noted

(AGENDA ITEM #7B) Recreation Director Laurie Stasiak presented plans for the Oak Park Summer Blast that will include some added attractions this year including a carnival with assorted rides and a midway featuring games and concessions. Other attractions include a mini pub, entertainment, BBQ Battle and swimming at the pool. Summer Blast is scheduled for June 12-14, 2020.

**CM-01-019-20 MOTION TO APPROVE THE NEW DATES OF JUNE 12-14, 2020
 AND ACTIVITIES PROPOSED BY THE RECREATION
 DIRECTOR FOR SUMMER BLAST - APPROVED**

Motion by Weiss, seconded by Burns, CARRIED UNANIMOUSLY, to approve the new dates of June 12-14, 2020 and activities proposed by the Recreation Director for Summer Blast

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

MOTION DECLARED ADOPTED

PUBLIC HEARINGS:

(AGENDA ITEM #8E) Public Hearing to receive public comment on the request by Rachel's Restaurant (Daniel Kohn), 25850 Greenfield Road, for the issuance of a Class C Liquor License.

Mayor McClellan opened the public hearing at 7:32 p.m. After receiving comments from Mr. Kohn, the public hearing was closed at 7:39 p.m.

CM-01-020-20 (AGENDA ITEM #8B) RESOLUTIONS APPROVING A CLASS C LIQUOR LICENSE TO RACHEL'S RESTAURANT, LLC (DANIEL KOHN), 25850 GREENFIELD ROAD - APPROVED

Motion by Burns, seconded by Weiss, CARRIED UNANIMOUSLY, to approve the following resolutions authorizing the issuance of a Class C Liquor License to Rachel's Restaurant, LCC (Daniel Kohn) located at 25850 Greenfield Road:

**A RESOLUTION OF THE OAK PARK, MICHIGAN CITY COUNCIL
APPROVING THE REQUEST OF RACHEL'S RESTAURANT, LLC
(DANIEL KOHN) FOR A CLASS C LIQUOR LICENSE
ON THE PREMISES OF A RESTAURANT OPERATION**

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, Rachel's Restaurant, LCC (Daniel Kohn) (hereinafter referred to as Rachel's Restaurant) located at 25850 Greenfield has applied for a Class C Liquor License to allow the sale of spirits from both the Michigan Liquor Control Commission and the City of Oak Park.

NOW, THEREFORE, BE IT RESOLVED, that Rachel's Restaurant's application for a Class C Liquor License to allow the sale of spirits on the Premises of a Restaurant Operation is hereby approved subject to the following conditions:

1. The Michigan Liquor Control Commission issuing a Class C Liquor License to Rachel's Restaurant at 25850 Greenfield, Oak Park, Michigan 48237.
2. Upon issuance of the Class C Liquor License by the Michigan Liquor Control Commission, Rachel's Restaurant shall provide the City Clerk's Office with copies of the License along with a Certificate of Liquor Insurance for the subject business.

3. Rachel's Restaurant executes a Contract for a Class C Liquor License with the City of Oak Park, Michigan.

BE IT FURTHER RESOLVED, that subject to the conditions described in the immediately preceding paragraph and all departmental authorizations, upon approval of a Class C Liquor License by the Michigan Liquor Control Commission for Rachel's Restaurant located at 25850 Greenfield, Oak Park, Michigan 48237, the City Clerk is hereby authorized to issue a Class C Liquor License on the Premises of a Restaurant Operation with an expiration date of April 30, 2021 to Rachel's Restaurant; and

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

LOCAL GOVERNMENT APPROVAL RESOLUTION

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

MOTION DECLARED ADOPTED

COMMUNICATIONS: None

SPECIAL LICENSES: None

ACCOUNTING REPORTS:

CM-01-021-20 (AGENDA ITEM #11A) APPROVAL FOR PAYMENT OF INVOICES SUBMITTED BY GARAN, LUCOW, MILLER, P.C. FOR LEGAL SERVICES IN THE TOTAL AMOUNT OF \$15,572.94 - APPROVED

Motion by Weiss, seconded by Burns, CARRIED UNANIMOUSLY, to approve payment of invoices #529849, #529850 and #529851 by Garan, Lucow, Miller P.C., for legal services rendered through December 31, 2019 in the total amount of \$15,572.94.

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

MOTION DECLARED ADOPTED

BIDS: None

ORDINANCES: None

CITY ATTORNEY: No Report

CITY MANAGER:

Economic Development and Communications

CM-01-022-20 (AGENDA ITEM #15A) RESOLUTION ENDORSING SUPPORT FOR FORGOTTEN HARVEST TO RETAIN ITS ADMINISTRATION AND OPERATIONS ON A NEW CAMPUS IN THE CITY OF OAK PARK - APPROVED

Motion by Edgar, Seconded by Weiss, CARRIED UNANIMOUSLY, to adopt a resolution endorsing support for Forgotten Harvest to retain its administration and operations on a new campus in the City of Oak Park:

CITY OF OAK PARK
OAKLAND COUNTY, MICHIGAN

RESOLUTION ENDORSING SUPPORT
FOR FORGOTTEN HARVEST TO RETAIN ITS ADMINISTRATION AND OPERATIONS ON A NEW
CAMPUS IN THE CITY OF OAK PARK

This resolution declares the Oak Park City Council's support for Forgotten Harvest to retain its headquarters and operations in the City of Oak Park.

WHEREAS, Forgotten Harvest is a 501(c)(3) tax-exempt charitable organization founded in 1990; and

WHEREAS, for over 12 years Forgotten Harvest has operated from its facility in the City of Oak Park, assisting people facing hunger in Oakland, Macomb, and Wayne Counties; and

WHEREAS, The Oak Park City Council has been advised that Forgotten Harvest's current capacity is constrained in rescuing donated food for people facing hunger; and

WHEREAS, Forgotten Harvest determined that a move to a new campus is necessary to assure it distributes an equitable, nutritious mix of food consistently across all of its partner agencies for the people it serves; and

WHEREAS, Forgotten Harvest has determined to construct its new campus on land in the City of Oak Park;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Oak Park, Michigan, supports Forgotten Harvest's decision to construct a new campus in the City of Oak Park.

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

MOTION DECLARED ADOPTED

Department of Public Works

CM-01-023-20 (AGENDA ITEM #15B) REQUEST TO REJECT THE BIDS AND RE-ADVERTISE FOR BIDS THE 2020 SEWER LINING PROJECT, M-703 - APPROVED

Motion by Burns, Seconded by Weiss, CARRIED UNANIMOUSLY, to reject the bids and re-advertise for bids the 2020 Sewer Lining Project, M-703.

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

MOTION DECLARED ADOPTED

Assistant City Manager Yee reported the bids were opened on January 6, 2020 for the 2020 Sewer Lining Project, M-703 and the only bidder, Lanzo Trenchless Technologies, submitted a bid of \$313,390.00. This bid is more than \$50,000 over the Engineer’s Estimate and two other bidders turned in late bids that were not accepted. The department is recommending re-bidding the project to realize a more desirable outcome.

CM-01-024-20 (AGENDA ITEM #15C) REQUEST TO AUTHORIZE THE PUBLIC WORKS DEPARTMENT TO PARTICIPATE IN THE OAKLAND COUNTY PRE-BID CONTRACT FOR THE PURCHASE OF A PUBLIC SAFETY VEHICLE IN THE AMOUNT OF \$36,588.00 PLUS OUTFITTING AND TO AUTHORIZE THE FUNDING OF THIS VEHICLE AND THE REQUIRED UP-FITTING TO BE PROVIDED FROM THE MOTOR POOL FUND BALANCE (\$45,000) AND THE GENERAL FUND BALANCE (\$10,000) WITH THE TOTAL AMOUNT NOT TO EXCEED \$55,000 - APPROVED

Motion by Burns, Seconded by Weiss, CARRIED UNANIMOUSLY, to authorize the Public Works Department to participate in the Oakland County pre-bid contract for the purchase of the following public safety vehicle in the amount of \$36,588.00 plus outfitting and to authorize the funding of this vehicle and the required up-fitting to be provided from the Motor Pool Fund Balance (\$45,000) and the General Fund Balance (\$10,000) with the total amount not to exceed \$55,000:

Vehicle:	Department:	Amount: (Pre-Bid Contract)	Account:
2020 Chevrolet Tahoe 4WD Police Package	Public Safety	\$36,588.00 + upfitting (Oakland County #05218)	General Fund Balance Motor Pool Fund Balance

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

MOTION DECLARED ADOPTED

Mr. Yee summarized the request to purchase a new 2020 Chevrolet Tahoe including upfitting to replace a totaled patrol vehicle in the Public Safety Department.

City Manager Tungate re-introduced Oak Park mascot “Oakly” the squirrel who has been absent for many years but now may be seen at City events throughout this year.

CALL TO THE AUDIENCE:

Uolanda Davis-Campbell, Detroit, MI, presented information about the 23rd Annual Youth Symposium to be held on March 20, 2020. The program is designed to elevate youth in the community.

Sherry A. Mills, Ferndale, MI, discussed Oak Park history and provided the Mayor historical documentation.

CALL TO THE COUNCIL:

Mayor McClellan reviewed the Martin Luther King Jr. event held at the high school and reminded everyone about the upcoming Winterfest event at the Community Center.

Mayor Pro Tem Burns reminded everyone to be aware of the cold weather and to be sure to take care of pets and seniors.

Council Member Weiss reported on the Martin Luther King Jr. Day events held in Southfield and the Traffic Safety Commission. She also encouraged everyone to consider voting absentee in the upcoming Presidential Primary election.

Council Member Edgar thanked everyone who participated in the City's visioning session and encouraged further participation for the next open house on Friday.

ADJOURNMENT:

There being no further business to come before the City Council, Mayor McClellan adjourned the meeting at 8:08 P.M.

T. Edwin Norris, City Clerk

Marian McClellan, Mayor



CITY OF OAK PARK

Department of Recreation

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

Parks and Recreation Commission
PARKS AND RECREATION COMMISSION REGULAR MEETING:
December 18, 2019, at COMMUNITY CENTER

I. Meeting called to order at 7:00 p.m. by Patrick North.

II. Members present: Patrick North, Beverly Wiggins, Alexander Simpson, Andrew Cissell, Juanita Bell, Mickey Alderman, and welcome new member: Theresa Henderson

Members absent: Diane Spiller, Dwight Thomas

Staff members present: Laurie Stasiak

Councilmembers present: Julie Edgar

III. Approval of Agenda for December 18, 2019.

Motion by Andrew Cissell to ACCEPT.

Seconded by Mickey Alderman.

PASSED.

IV. Approval of minutes of Parks and Recreation Commission Meeting of November 20, 2019.

Motioned by Alexander Simpson to ACCEPT.

Seconded by Juanita Bell.

PASSED.

V. Council updates

1. Julie Edgar, Councilmember, would like to support the Commission on her own Facebook page; let people know that volunteers are needed for Winterfest; call (248) 691-7555 for more information.

2. Suggestion: Patrick North's wife is a face painter for future programs.

VI. Recreation Updates – Laurie Stasiak, Recreation Director

1. The senior tea had 42 participants, and was a great success. Elegantly presented, Hudson's memorabilia was available with speaker Michael Hauser.

2. The senior trips are sold out through January. The seniors went to Campus Martius twice this month and will go to the Rusty Bucket for a lunch trip in January which is sold out. Many lunch and theater trips are sold out through March.

3. January 11 will be the start of our Youth Basketball League with games hosted in Oak Park at Pepper and Einstein.

4. We need commission volunteers for Winterfest, on January 26, from 2 – 5 pm. Responsibilities would include: the S'more station and fire pits, cookie decorating station, hot

chocolate station, serving sloppy joes, carriage ride area, face painting area, ice skating area, outside activities if weather permits.

5. The Tri-Community Coalition breakfast was very well attended. Oak Park Recreation Department will be partnering with Tri-Community Coalition for a free Community Narcan training on January 29, from 7 – 9 pm at the O. P. Community Center.

6. The DNR grant was not accepted for the linear park on 9 Mile. Oak Park Recreation Department will be resubmitting for another one in April for the connector park.

7. The Summer Blast idea of hosting a carnival and expanding it to a 3 –day event has full support of the Parks and Recreation Commission. Laurie will present this idea to City Council in January.

VII. Old Business – Commission

Nothing to report

VIII. New Business – Commission

Nominations for Officers:

Nominations for new chairperson:

Patrick North

Andrew Cissell

Nominations for vice chairperson:

Mickey Alderman

Andrew Cissell

Nominations for Secretary

Beverly Wiggins

Theresa Henderson

Voting will take place at our January meeting.

IX. Announcements

Laurie shared information regarding SEMCOG's offering complimentary access to a full-day of workshops for elected and appointed municipal leaders at the MParks Annual Conference. The event will be held at the Suburban Collection Showplace in Novi on January 29, and will cover new and innovative tools to enhance community parks, recreation, and public spaces. Registration for the full conference is not required, but participants will need to register in advance with SEMCOG. Laurie will email the information to all commissioners tomorrow.

X. Motion to ADJOURN meeting by Alexander Simpson.

Seconded by Juanita Bell.

Motion APPROVED.

Meeting ADJOURNED at 7:38 p.m.

Respectfully submitted by Beverly Wiggins, Recording Secretary.

Next meeting will be Wednesday, January 15, 2020, at 7 p.m. in Meeting Room #1.



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

**October 28, 2019
4:30 PM**

MINUTES

Chairperson Tungate called the meeting to order at 4:30 PM and asked the City Clerk to call roll.

EMPLOYEES' RETIREMENT SYSTEM:

TRUSTEES PRESENT: Trustee McClellan, Trustee Tungate, Trustee Waxenberg, Trustee DeCoster, Trustee Mlynczyk

TRUSTEES ABSENT: None

ALSO PRESENT: City Clerk Norris, Finance Director Crawford, Human Resources Director Brooks

PUBLIC SAFETY RETIREMENT SYSTEM:

TRUSTEES PRESENT: Trustee Tungate, Trustee McClellan, Trustee Batora

TRUSTEES ABSENT: Trustee Rich, Trustee Tetler

ALSO PRESENT: City Clerk Norris, Finance Director Crawford, Human Resources Director Brooks

Agenda Item #3A) Approval of Minutes

**ERS-10-010-19 MINUTES FROM THE JULY 22, 2019 ERS/PSRS
CONCURRENT MEETING – APPROVED**

Motion by Mlynczyk, seconded by McClellan, CARRIED UNANIMOUSLY, to approve the Minutes from the July 22, 2019 ERS/PSRS Concurrent Meeting.

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

MOTION DECLARED ADOPTED

**PSRS-10-010-19 MINUTES FROM THE JULY 22, 2019 ERS/PSRS
CONCURRENT MEETING – APPROVED**

Motion by Batora, seconded by McClellan, CARRIED UNANIMOUSLY, to approve the Minutes from the July 22, 2019 ERS/PSRS Concurrent Meeting.

Voice Vote:	Yes:	Tungate, McClellan, Batora
	No:	None
	Absent:	Rich, Tetler

MOTION DECLARED ADOPTED

(Agenda Item #4A) Request by Timothy Hurt for change to his final average compensation accrued benefit

Retired Public Safety Officer Timothy Hurt was present to request consideration for a change to his retirement calculation due to factors related to a duty disability court settlement. Mr. Hurt indicated that he was injured in December of 2008 and was found to be disabled in December of 2009 and as a result of a court battle with the City was awarded additional compensation and retirement allowances. Mr. Hurt indicated that he has objections with the dates that are being used to calculate his FAC and a settlement amount awarded to him that is not being used in the calculation. Finance Director Crawford explained the rationale she used in calculating the FAC and indicated she would need to discover additional information from his court proceedings to determine if a change to his calculation is warranted.

It was agreed that retirement payments for Mr. Hurt would remain as calculated for now and would be adjusted retroactively if a change is justified after research and discovery by the City Attorney. Mr. Tungate suggested that Mr. Hurt, Finance Director Crawford and Human Resources Director Brooks meet to make sure the issues are all identified. Discussion led to the understanding that an update regarding this matter would be targeted for the January 2020 board meeting.

(Agenda Item #5B) PNC Presentation

Kirk VanDagens from PNC presented a 2019 Third Quarter Investment Review dated September 30, 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 September 30, 2019 was \$19,807,027 and the market value of the Public Safety Retirement System was \$45,789,442. Mr. VanDagens reported that the portfolios have consistently outperformed the market.

(Agenda Item #6A-J) Financial Reports (ERS)

**ERS-10-011-19 RECEIVE AND APPROVE ERS FINANCIAL REPORTS
 (JULY – SEPTEMBER, 2019) – APPROVED**

Motion by Waxenberg, seconded by McClellan, CARRIED UNANIMOUSLY, to receive and approve the following reports for the period July 1, 2019 – September 30, 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
07/31/2019	EFT (JE#6707, 6708)	PNC Inst. Asset Mgmt.	\$ 1,989.63
Investment Counseling Fees for 07/01/2019 – 09/30/2019			
09/26/2019	153928	Bradley Gerbs	\$ 11.38
Refund of retirement contribution deducted from Uniform Allowance			
09/26/2019	153994	Mary Ann Page	\$ 11.38
Refund of retirement contribution deducted from Uniform Allowance			
09/26/2019	154040	Michelle Spisz	\$ 11.38
Refund of retirement contribution deducted from Uniform Allowance			
QUARTERLY DISBURSEMENTS		\$2,023.77	
ACTUARY FEE REIMBURSEMENT:		-0-	
TOTAL QUARTERLY DISBURSEMENTS:		\$2,023.77	

- E. Fiduciary Net Assets Statement – Fund 680
- F. Retirees Actuarial Statements

NAME	DEPARTMENT	DATE	STATUS
George Krantz	Technical & Planning	08/22/2019	Final

- G. Municipal and Military Buy-Back Calculations - None
- H. Correspondence of Retirement Submission
- I. Necrology Report

DATE	NAME
07/12/2019	Fink, Jack
08/18/2019	Newman, Mel
08/26/2019	Mansell, Ann

I. Necrology Report

DATE	NAME
09/26/2019	Locke II, Stanford

J. Miscellaneous Information - None

Voice Vote: Yes: Tungate, McClellan, Batora
 No: None
 Absent: Rich, Tetler

MOTION DECLARED ADOPTED

PUBLIC COMMENTS:

There were no members of the public present wishing to speak.

ADJOURNMENT:

The meeting adjourned at 5:34 PM.

T. Edwin Norris, City Clerk



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

**November 25, 2019
4:30 PM**

MINUTES

Chairperson Tungate called the special meeting to order at 4:30 PM and roll call was taken.

EMPLOYEES' RETIREMENT SYSTEM:

TRUSTEES PRESENT: Trustee Tungate, Trustee Burns,
Trustee Waxenberg, Trustee DeCoster

TRUSTEES ABSENT: Trustee Mlynczyk

ALSO PRESENT: City Clerk Norris, Deputy Finance Director Crawford,
Human Resources Director Brooks

PUBLIC SAFETY RETIREMENT SYSTEM:

TRUSTEES PRESENT: Trustee Tungate, Trustee Burns, Trustee Tetler,
Trustee Batora

TRUSTEES ABSENT: Trustee Radner

ALSO PRESENT: City Clerk Norris, Deputy Finance Director Crawford,
Human Resources Director Brooks

(Agenda Item #3A) Discussion of Timothy Hurt's request for change to his final average compensation calculation for retirement

Finance Director Crawford summarized the request of Timothy Hurt to change his final average compensation calculation for retirement. Ms. Crawford reminded everyone that Mr. Hurt's pension payments would remain the same for now but would be adjusted retroactively should it be determined that an error was made in the calculation of his retirement once a review by the City Attorney has been completed. The timeline for revisiting this issue would be at the January board meeting pending a recommendation from the City Attorney.

(Agenda Item #4A) Adoption of new mortality table – Watkins Ross

Troy Schnable from Watkins Ross summarized their recommendation to begin using a new mortality table to determine liabilities for the retirement systems. Watkins Ross is recommending that the systems adopt the PUB-2010 Public Plan Retirement Plans Mortality Tables using annuitant and non-annuitant, sex distinct, with modified MP-2018 improvement scale and improvement factors modified to change the ultimate rate to 0.50%. The estimated yearly general fund contribution increase for the General Employees System is (2.1%) or \$62,400 and for the Public Safety System is (1.6%) or \$93,700.

**ERS-10-012-19 MOTION TO ADOPT PUB-2010 PUBLIC PLAN
RETIREMENT PLANS MORTALITY TABLES FOR THE
GENERAL EMPLOYEES RETIREMENT SYSTEM –
APPROVED**

Motion by DeCoster, seconded by Waxenberg, CARRIED UNANIMOUSLY, to adopt PUB-2010 Public Plan Retirement Plans Mortality Table for the General Employees Retirement System using annuitant and non-annuitant, sex distinct, with modified MP-2018 improvement scale and improvement factors modified to change the ultimate rate to 0.50%.

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

MOTION DECLARED ADOPTED

**ERS-10-012-19 MOTION TO ADOPT PUB-2010 PUBLIC PLAN
RETIREMENT PLANS MORTALITY TABLES FOR THE
GENERAL PUBLIC SAFETY RETIREMENT SYSTEM
– APPROVED**

Motion by Tetler, seconded by Batora, CARRIED UNANIMOUSLY, to adopt PUB-2010 Public Plan Retirement Plans Mortality Table for the Public Safety Retirement System using annuitant and non-annuitant, sex distinct, with modified MP-2018 improvement scale and improvement factors modified to change the ultimate rate to 0.50%.

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

MOTION DECLARED ADOPTED

PUBLIC COMMENTS:

There were no members of the public present wishing to speak.

ADJOURNMENT:

The meeting adjourned at 5:00 PM.

T. Edwin Norris, City Clerk



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: February 3, 2020 **AGENDA #**

SUBJECT: Request authorization to bid the 2020 Citywide Janitorial Services Contract, M-711.

DEPARTMENT: DPW – KJY

SUMMARY: Bid documents are being prepared for the City's 2020 Citywide Janitorial Services Contract, M-711. This contract is for cleaning services for all municipal buildings.

FINANCIAL STATEMENT: There is funding available in the Building Maintenance budget for this service.

RECOMMENDED ACTION: It is recommended that the request to advertise for bids for 2020 Citywide Janitorial Services Contract, M-711 be approved. Funding is available in the Building Maintenance budget for this service.

APPROVALS:

City Manager: _____

Department Director: _____

Finance Director: _____

Legal: _____

Budgeted

EXHIBITS: none



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: February 3, 2020

AGENDA #

SUBJECT: Request authorization to bid the 2020 Landscape Maintenance Contract, M-709.

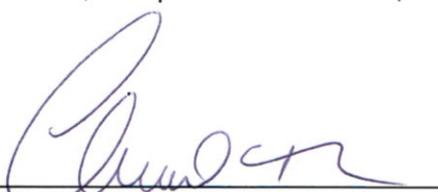
DEPARTMENT: DPW – KJY

SUMMARY: Bid documents are being prepared for the City's 2020 Landscape Maintenance Contract, M-709. 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 2020 Landscape Maintenance Contract, M-709 be approved. Funding is available in the Major Street Fund, Shepherd Park Fund, Other Parks Fund, and the Public Works budget.

APPROVALS:

City Manager: 

Department Director: 

Finance Director: 

Legal: _____

Budgeted

EXHIBITS: none



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: February 3, 2020

AGENDA #

SUBJECT: Request authorization to bid the 2020 Lawn Maintenance Contract, M-710.

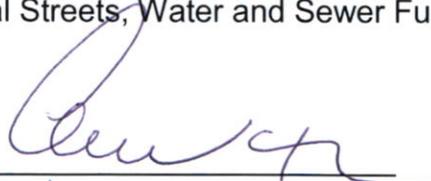
DEPARTMENT: DPW – KJY

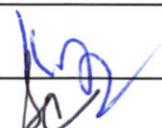
SUMMARY: Bid documents are being prepared for the City's 2020 Lawn Maintenance Contract, M-710. This project will include the mowing and litter picking of the lawns in the City's parks, grounds, and rights of way.

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

RECOMMENDED ACTION: It is recommended that the request to advertise for bids for 2020 Lawn Maintenance Contract, M-710 be approved. Funding is available in the Major Streets, Local Streets, Water and Sewer Fund, and Public Works budgets.

APPROVALS:

City Manager: _____ 

Department Director: _____ 

Finance Director: _____

Legal: _____

Budgeted

EXHIBITS: none



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: February 3, 2020

AGENDA #

SUBJECT: Payment request from OHM Advisors for Engineering Consulting Services.

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

SUMMARY: Attached are invoices from OHM Advisors for the projects listed below:

Project	This Period	Prior Billings	To Date	Current Contract	Account Number
Bridge Enhancements	\$7,424.50	\$73,337.00	\$80,761.50	\$89,200.00	202-18-479-801
Safe Routes to School Preliminary Eng.	\$9,987.25	\$51,120.50	\$61,107.75	\$79,000.00	202-18-479-970
Totals	\$17,411.75	\$124,457.50	\$141,869.25	\$168,200.00	

RECOMMENDED ACTION: It is recommended that the invoices from OHM Advisors for the above listed projects be approved for the total amount of \$17,411.75. Funding is available in the above listed account.

APPROVALS:

City Manager: *[Signature]*

Department Director: *[Signature]*

Finance Director: *[Signature]*

City Attorney: N/A

Budgeted

EXHIBITS: Invoices



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

Invoice Date: 12/20/2019
Invoice #: 210365
Project: 0037-16-0021

Project Name: Bridge Enhancements

For Professional Services Rendered through: 12/7/2019

TASK 1: Bridge Construction Documents & Bid Materials	0.00
TASK 2: Bidding & CA/CE	7,424.50
TASK 3: Water Tower Branding	0.00
TASK 4: Redesign	0.00
	<hr/>
Amount Due This Invoice **	7,424.50

REMIT TO:

OHM Advisors

34000 PLYMOUTH RD

LIVONIA, MICHIGAN 48150-1512

T 734.522.6711

F 734.522.6427

OHM-Advisors.com



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

Invoice Date: 12/20/2019
Invoice #: 210365
Project: 0037-16-0021

TASK 2: Bidding & CA/CE

Fixed Rates Labor

<i>Classification</i>	<i>Hours</i>	<i>Rate</i>	<i>Amount</i>
Associate	2.00	178.0000	356.00
Graduate Engineer I	2.00	115.0000	230.00
Professional Engineer/Architect I	8.50	133.0000	1,130.50
Professional Engineer/Architect IV	1.00	175.0000	175.00
Technician II	44.00	98.0000	4,312.00
Technician IV	9.25	132.0000	1,221.00
Fixed Rates Labor subtotal	66.75		7,424.50
Total TASK 2: Bidding & CA/CE			7,424.50

Total Project: 0037160021 - Bridge Enhancements

7,424.50

REMIT TO:

OHM Advisors

34000 PLYMOUTH RD
LIVONIA, MICHIGAN 48150-1512

T 734.522.6711
F 734.522.6427

OHM-Advisors.com



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

Invoice Date: 01/08/2020
Invoice #: 210536
Project: 0037-19-0022

Project Name: Safe Routes to School - Design

For Professional Services Rendered through: 12/28/2019

<i>Description</i>	<i>Fee</i>	<i>Prior Billed</i>	<i>Total Available</i>	<i>Current Billing</i>
Survey	19,048.00	18,597.50	450.50	0.00
Cadd	13,300.00	5,690.50	7,609.50	4,836.75
Transportation	33,552.00	14,378.25	19,173.75	5,150.50
Municipal	12,500.00	11,904.25	595.75	0.00
Subconsultant	600.00	550.00	50.00	0.00
Amount Due This Invoice **	79,000.00	51,120.50	27,879.50	9,987.25

REMIT TO:

OHM Advisors

34000 PLYMOUTH RD
LIVONIA, MICHIGAN 48150-1512

T 734.522.6711
F 734.522.6427

OHM-Advisors.com



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

Invoice Date: 01/08/2020
 Invoice #: 210536
 Project: 0037-19-0022

Cadd			
Fixed Rates Labor			
<i>Classification / Employee Name</i>	<i>Hours</i>	<i>Rate</i>	<i>Amount</i>
Technician II GLORIA SALA-VILARDELL	42.50	98.0000	4,165.00
Technician III PEGGY C. ROBERTS	1.25	115.0000	143.75
Technician IV JOSEPH J. KIDD	4.00	132.0000	528.00
	<u>Fixed Rates Labor subtotal</u>	<u>47.75</u>	<u>4,836.75</u>
	Total Cadd		4,836.75
Transportation			
Fixed Rates Labor			
<i>Classification / Employee Name</i>	<i>Hours</i>	<i>Rate</i>	<i>Amount</i>
Associate MARK R. LOCH	3.50	178.0000	623.00
Graduate Engineer III CARA KENNEDY	27.75	130.0000	3,607.50
Technician III ANDREW SHERWOOD	8.00	115.0000	920.00
	<u>Fixed Rates Labor subtotal</u>	<u>39.25</u>	<u>5,150.50</u>
	Total Transportation		5,150.50
Total Project: 0037190022 - Safe Routes to School - Design			9,987.25

REMIT TO:

OHM Advisors
 34000 PLYMOUTH RD
 LIVONIA, MICHIGAN 48150-1512

T 734.522.6711
 F 734.522.6427

OHM-Advisors.com



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: February 3, 2020

AGENDA #

SUBJECT: Payment Application No. 4 (final) for the 2018-2019 Miscellaneous Concrete Repair Project, M-682.

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

SUMMARY: Attached is Payment Application No. 4 (final) for the 2018-2019 Miscellaneous Concrete Repair Project, M-682. This project repairs damaged concrete from water main breaks, sewer repairs, and other deteriorated sections throughout the City. This project and punch list are now 100% complete.

FINANCIAL STATEMENT:

Original Contract Amount:	\$340,791.14
Change Order no. 1:	\$ 9,105.46
Change Order no. 2:	<u>\$ 32,027.88</u>
Current Contract Amount:	\$381,924.48
Total Completed to Date:	\$381,924.48
Less Retainage:	\$ 0.00
Net Earned:	\$381,924.48
Balance:	\$381,924.48
Payments to Date:	<u>\$376,924.48</u>
Amount Due Mattioli Cement Company, LLC.:	\$ 5,000.00

RECOMMENDED ACTION: It is recommended that Payment Application No. 4 (final) for the 2018-2019 Miscellaneous Concrete Repair Project, M-682 to Mattioli Cement Company, LLC be approved for the amount of \$5,000.00. Funding is available in the Water & Sewer Fund (592-18-550-970), Local Street Fund (203-18-479-970), General Fund (101-18-444-970) and Public Improvement Fund (401-70-900-970) for this project.

APPROVALS:

City Manager: *[Signature]* Department Director: *KJY*

Director of Finance: _____ Budgeted:

EXHIBITS: Payment Application No. 4 (final)

PAYMENT APPLICATION

PROJECT: 2018-2019 MISCELLANEOUS CONCRETE PROJECT

JOB NUMBER: M-582

OWNER: CITY OF OAK PARK, MICHIGAN

APPLICATION NO.: 4(FINAL)

CONTRACTOR: MATTIOLI CEMENT COMPANY
6085 MCGUIRE ROAD
FENTON, MI 48430

PERIOD ENDING: 1/23/2020

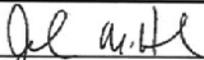
ITEM	DESCRIPTION	ORIGINAL BID QUANTITY	UNIT	UNIT PRICE	PERIOD QUANTITY	PERIOD AMOUNT	QUANTITY TO DATE	AMOUNT TO DATE
1	REMOVE CONCRETE PAVEMENT	2,614	SYD	\$10.00	0.00	\$0.00	3,124.18	\$31,241.80
2	NORTHEND CONCRETE PAVEMENT REMOVAL	2,122	SYD	\$10.00	0.00	\$0.00	2,121.79	\$21,217.90
3	CONCRETE PAVMT W/INT CURB & GUTTER, 9" CONC.	2,612	SYD	\$53.81	0.00	\$0.00	2,528.86	\$136,077.96
4	NORTHEND CONCRETE PAVMT W/ INT CURB & GUTTER 9" CONCRETE	2,122	SYD	\$49.81	0.00	\$0.00	2,121.79	\$105,686.36
5	SIDEWALK CONC. NON-REINF 6" SIDEWALK/DRIVE APPROACH	150	SFT	\$6.00	0.00	\$0.00	3,110.12	\$18,660.72
6	SIDEWALK CONC. NON-REINF 4" SIDEWALK	150	SFT	\$5.00	0.00	\$0.00	3,372.13	\$16,860.65
7	CONC. PAVMT 24" CURB & GUTTER SECTION NON REINF 9" CONC.	25	LFT	\$33.00	0.00	\$0.00	199.90	\$6,596.70
8	ADJUSTING DRAINAGE STRUCTURES	10	EA	\$250.00	0.00	\$0.00	12.00	\$3,000.00
9	CAST IN PLACE DETECTABLE/TACTILE WARNING SURFACE	50	SFT	\$22.00	0.00	\$0.00	120.00	\$2,640.00
10	AGGREGATE BASE UNDER 9" CONC. (3" 21AA CR LIMESTONE)	2,612	SYD	\$5.00	0.00	\$0.00	2,312.65	\$11,563.25
11	AGGREGATE BASE UNDER 4" & 6" & 9" CONC. (6" 21AA CR LIMESTONE)	200	SYD	\$9.00	0.00	\$0.00	84.97	\$764.73
12	NORTHEND AGG. BASE UNDER 9" CDNC (3" 21AA CR LIMESTONE)	2,122	SYD	\$5.00	0.00	\$0.00	2,121.79	\$10,608.95
13	DRAINAGE STRUCTURE COVER	760	LBS	\$1.76	0.00	\$0.00	0.00	\$0.00
14	MINOR TRAFFIC DEVICES	1	LSUM	\$6,500.00	0.00	\$0.00	1.00	\$6,500.00
15	PROJECT CLEAN UP	1	LSUM	\$1,400.00	0.00	\$0.00	1.00	\$1,400.00
16	INSPECTION CREW DAYS	20	DAY	\$320.00	0.00	\$0.00	24.50	\$0.00
17	11 MILE LOT REMOVALS	0	SYD	\$13.00	0.00	\$0.00	700.42	\$9,105.46

Period Total Amount: \$0.00 Amount to Date: \$381,924.48

Original Contract Amount: \$340,791.14
Change Order No. 1 \$9,105.46
Change Order No. 2 \$32,027.88
New Contract Amount \$381,924.48

Earnings This Period: \$0.00
Total Earnings to Date: \$381,924.48
Less Retainage: \$0.00
Net Earned: \$381,924.48
Deductions: \$0.00
Balance: \$381,924.48
Payments to Date: \$376,924.48

AMOUNT DUE MATTIOLI CEMENT COMPANY: \$5,000.00

Accepted By: 
Mattioli Cement Company

Date: 1-23-2020

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

Date: 1-23-2020



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: February 3, 2020

AGENDA#

SUBJECT: Payment Application No. 1 for the 2019 Sewer & Catch Basin Cleaning & TV Inspection Project, M-700.

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

SUMMARY: Attached is Payment Application No. 1 for the 2019 Sewer & Catch Basin Cleaning & TV Inspection Project, M-700. This project is cleaning and televising sewers for inspection in the areas shown on the attached map. This project is currently 21% complete.

FINANCIAL STATEMENT: Original Contract Amount:	\$317,825.00
Total Completed to Date:	\$ 66,089.00
Less Retainage:	\$ 6,608.90
Net Earned:	\$ 59,480.10
Deductions:	\$ 0.00
Balance:	\$ 59,480.10
Payments to Date:	\$ 0.00
Amount Due Doetsch Env. Services:	\$ 59,480.10

RECOMMENDED ACTION: It is recommended that Payment Application No. 1 for the 2019 Sewer & Catch Basin Cleaning & TV Inspection Project, M-700 be approved to Doetsch Environmental Services of Warren, MI. for the amount of \$59,480.10. Funding is available in the Water and Sewer Fund No. 592-18-550-930.

APPROVALS:

City Manager: *[Signature]* Department Director: *[Signature]*

Director of Finance: *[Signature]* Legal: NA

Budgeted:

EXHIBITS: Payment Application No. 1, map

PAYMENT APPLICATION

PROJECT: 2019 SEWER & CATCH BASIN CLEANING & TV INSPECTION PROJECT
OWNER: CITY OF OAK PARK, MICHIGAN
CONTRACTOR: DOETSCH ENVIRONMENTAL SERVICES
 21221 MULLIN AVENUE
 WARREN, MI 48089

JOB NUMBER: M-700
APPLICATION NO.: 1
PERIOD ENDING: 11/22/2019

ITEM	DESCRIPTION	ORIGINAL BID QUANTITY		UNIT PRICE	PERIOD QUANTITY	PERIOD AMOUNT	QUANTITY TO DATE	AMOUNT TO DATE
1	Medium 8" Sewer Cleaning & TV Inspection	1,000	LFT	\$1.50	4	\$6.00	4	\$6.00
2	Medium 10" Sewer Cleaning & TV Inspection	9,500	LFT	\$1.50	49	\$73.50	49	\$73.50
3	Medium 12" Sewer Cleaning & TV Inspection	40,000	LFT	\$1.50	9,681	\$14,521.50	9,681	\$14,521.50
4	Medium 15" Sewer Cleaning & TV Inspection	24,100	LFT	\$1.50	5,692	\$8,538.00	5,692	\$8,538.00
5	Medium 18" Sewer Cleaning & TV Inspection	22,300	LFT	\$1.75	7,645	\$13,378.75	7,645	\$13,378.75
6	Medium 21" Sewer Cleaning & TV Inspection	9,500	LFT	\$1.75	970	\$1,697.50	970	\$1,697.50
7	Medium 24" Sewer Cleaning & TV Inspection	10,400	LFT	\$1.75	934	\$1,634.50	934	\$1,634.50
8	Medium 27" Sewer Cleaning & TV Inspection	3,100	LFT	\$1.75	451	\$789.25	451	\$789.25
9	Medium 30" Sewer Cleaning & TV Inspection	6,200	LFT	\$2.00	1,641	\$3,282.00	1,641	\$3,282.00
10	Medium 33" Sewer Cleaning & TV Inspection	1,400	LFT	\$2.00	202	\$404.00	202	\$404.00
11	Medium 36" Sewer Cleaning & TV Inspection	5,500	LFT	\$2.00	1,132	\$2,264.00	1,132	\$2,264.00
12	Medium 42" Sewer Cleaning & TV Inspection	2,000	LFT	\$4.00	0	\$0.00	0	\$0.00
13	Medium 48" Sewer Cleaning & TV Inspection	2,400	LFT	\$4.00	1,463	\$5,852.00	1,463	\$5,852.00
14	Medium 54" Sewer Cleaning & TV Inspection	1,900	LFT	\$4.00	897	\$3,588.00	897	\$3,588.00
15	Catch Basin Lead Cleaning & TV Inspection	22,100	LFT	\$1.50	0	\$0.00	0	\$0.00
16	11 Mile Parking Lot CB Lead Cleaning & TV Inspection	1,000	LFT	\$10.00	942	\$9,420.00	942	\$9,420.00
17	Catch Basin Structure Cleaning	800	EA	\$40.00	16	\$640.00	16	\$640.00
18	Sewer Lateral Protruding Lead Cutting	10	EA	\$10.00	0	\$0.00	0	\$0.00

Period Total Amount: \$66,089.00 Amount to Date: \$66,089.00

Original Contract Amount: \$317,825.00

Earnings This Period: \$66,089.00
 Total Earnings to Date: \$66,089.00
 Less Retainage: \$6,608.90
 Net Earned: \$59,480.10
 Deductions: \$0.00
 Balance: \$59,480.10
 Payments to Date: \$0.00

AMOUNT DUE DOETSCH ENV. SERVICES: \$59,480.10

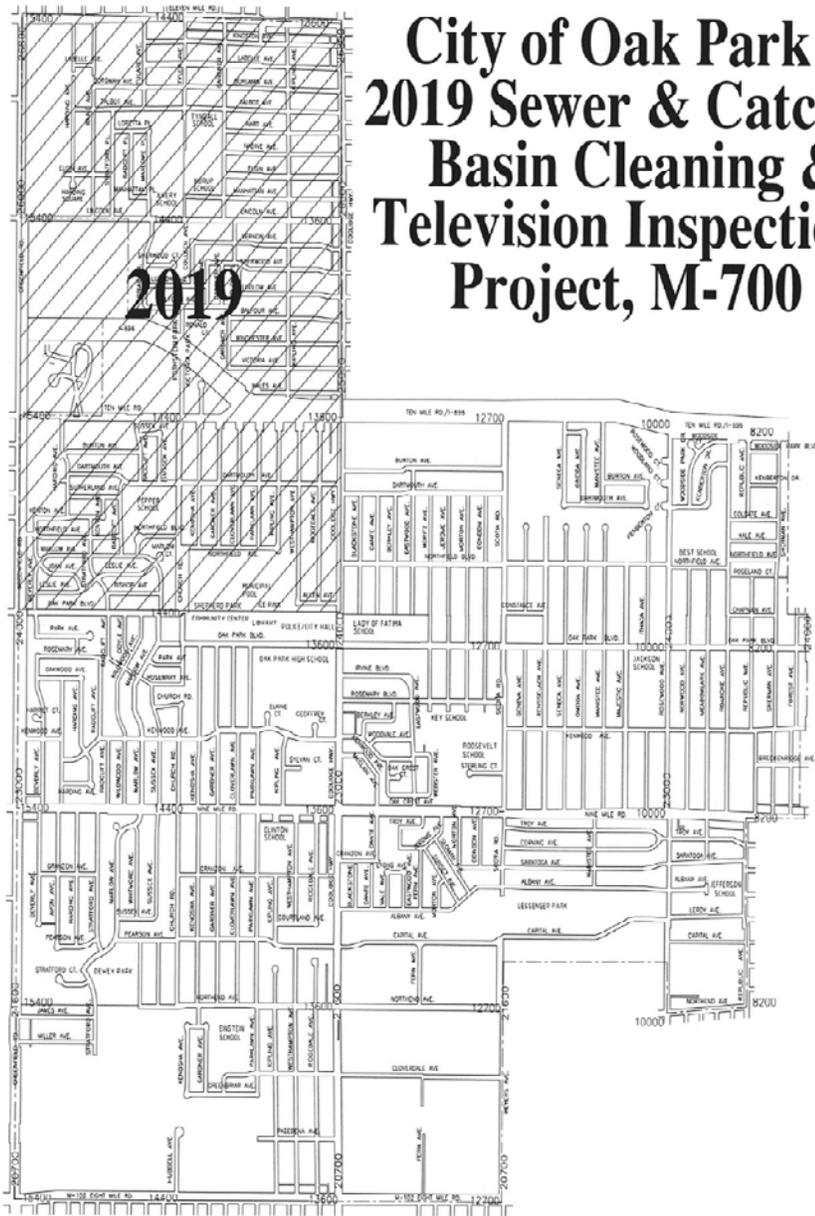
Accepted By: 
 Doetsch Environmental Services

Date: 1/16/2020

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

Date: 1/16/2020

City of Oak Park 2019 Sewer & Catch Basin Cleaning & Television Inspection Project, M-700



MERCHANT'S LICENSES - FEBRUARY 3, 2020

(Subject to All Departmental Approvals)

NEW MERCHANT	ADDRESS	FEES	BUSINESS TYPE
MURRAYS WORLWIDE, INC	8750 CAPITAL	\$ 150.00	HAIR DISTRIBUTOR
RENEWALS	ADDRESS	FEES	BUSINESS TYPE
TIGER COLLISION	10010 CAPITAL	\$ 150.00	AUTO REPAIR
EATON STEEL CORPORATION	10221 CAPITAL	\$ 187.50	STEEL DISTRIBUTOR
LADUKE CORPORATION	10311 CAPITAL	\$ 187.50	ROOF/SHEET INSTALLER
KINGS WELDING WORKS INC	10311 CAPITAL	\$ 187.50	WELDING REPAIRS
VIZCOM MEDIA	10325 CAPITAL	\$ 187.50	PRINT
THE COLLECTIVE MUSIC GROUP	13305 CAPITAL 100	\$ 187.50	STUDIO
INNOVATIVE TOOL & DESIGN INC	10725 CAPITAL	\$ 187.50	METAL STAMPINGS
PARTLAN-LABADIE SHEET METAL CO	12901 CLOVERDALE	\$ 187.50	HVAC DUCT WORK
VALLEY CITY LINEN	13165 CLOVERDALE	\$ 187.50	RENTAL
WALKER PRINTERY, INC	13351 CLOVERDALE	\$ 187.50	PRINT
TALK A LOT WAREHOUSE	21150 COOLIDGE	\$ 150.00	CELLULAR
LEE BEAUTY SUPPLIES DISCOUNT	22136 COOLIDGE	\$ 150.00	RETAIL
SALON ULTIMO	22155 COOLIDGE	\$ 187.50	SALON
DREAMS OF GOLD JEWELRY CORP	24760 COOLIDGE	\$ 150.00	RETAIL
OAK LIQUOR & WINE	13700 EIGHT MILE	\$ 150.00	RETAIL
MATTRESS WHOLESAL	14510 EIGHT MILE	\$ 150.00	RETAIL
ELEVEN MILE SELF STORAGE LLC	14935 ELEVEN MILE	\$ 187.50	STORAGE
HER CHIC APPEAL LLC	21700 GREENFIELD 105	\$ 150.00	RETAIL
LUXOR JEWELRY CO LLC	21700 GREENFIELD 301	\$ 150.00	RETAIL
SAM'S DIAMONDS/BEST JEWELERS	21700 GREENFIELD 323	\$ 150.00	RETAIL
HERMAN'S CREATIONS	21700 GREENFIELD 324	\$ 150.00	RETAIL
HOLLYWOOD DIAMOND SETTING	21700 GREENFIELD 327	\$ 150.00	RETAIL
AURA DIAMOND AND JEWELRY CORP	21700 GREENFIELD 347	\$ 150.00	RETAIL
TRUST JEWELERS	21700 GREENFIELD 361	\$ 150.00	RETAIL
AUTOZONE #4365	22150 GREENFIELD	\$ 150.00	RETAIL
MAPLE HOME HEALTH CARE INC	23300 GREENFIELD 219	\$ 150.00	HOME HEALTH AGENCY
MODERN STAMPS, INC	25900 GREENFIELD 136	\$ 150.00	RETAIL
JEWISH FAMILY SERVICE	25900 GREENFIELD 405	\$ 150.00	OFFICE
HERSCH'S LAWN SPRAY	26650 HARDING	\$ 150.00	LANDSCAPING
JAMES TAILORING AND ALTERATIONS	8236 NINE MILE	\$ 150.00	TAILOR
WINGS GARDEN	8410 NINE MILE	\$ 150.00	RESTAURANT
SPEEDY GREASY	10200 NINE MILE	\$ 150.00	AUTO SERVICE
L N S TOBACCO	10700 NINE MILE	\$ 150.00	RETAIL
J. A. GAGING ASSOCIATES LLC	13250 NORTHEND	\$ 150.00	OFFICE
LAWFORD FABRICATING	21650 WYOMING CT	\$ 150.00	PROTOTYPE TOOLING



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: February 3, 2020 **AGENDA #**

SUBJECT: Report on bids for the 2020 Sewer Lining Project, M-703.

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

SUMMARY: At the January 21, 2020 regular meeting of the Oak Park City Council, the request to re-bid the 2020 Sewer Lining Project, M-703 was approved (CM-01-023-20). The project was advertised and 40 contracts viewed the contract documents. On January 28, 2020, three bids were received and opened. The low bidder, Inland Waters Pollution Control, Inc. of Detroit, MI submitted a bid of \$232,083.00. References were checked and all has positive responses.

FINANCIAL STATEMENT: There is \$500,000 budgeted in the 2019-20 budget for this expenditure.

RECOMMENDED ACTION: It is recommended that the request to award the bid for the 2020 Sewer Lining Project, M-703 to Inland Waters Pollution Control, Inc. of Detroit, MI in the amount of \$232,083.00 be approved. Funding is available in the Water and Sewer Fund 592-18-550-970 for this project.

APPROVALS:

City Manager: *[Signature]* Department Director: *KJY*

Finance Director: *[Signature]* Legal: N/A

EXHIBITS: Bid Tabulation

BID TABULATION

2020 Sewer Lining Project M-703 BID OPENING DATE: Tuesday, January 28, 2020				INLAND WATERS POLLUTION CONTROL, INC. 4086 MICHIGAN AVE. DETROIT, MI 48210		INSITUFORM TECHNOLOGIES USA, LLC 17988 EDISON AVENUE CHESTERFIELD, MO 63005		LANZO TRENCHLESS TECHNOLOGIES 28137 GROESBECK HWY ROSEVILLE, MI 48066	
ITEM	DESCRIPTION	QUANT.	U/M	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
1	8" Sewer Pipe Lining	513	LFT	\$ 32.00	\$ 16,416.00	\$ 30.60	\$ 15,697.80	\$ 33.00	\$ 16,929.00
3	12" Sewer Pipe Lining	1,989	LFT	\$ 44.00	\$ 87,516.00	\$ 41.40	\$ 82,344.60	\$ 45.00	\$ 89,505.00
4	15" Sewer Pipe Lining	1,461	LFT	\$ 47.00	\$ 68,667.00	\$ 47.40	\$ 69,251.40	\$ 64.00	\$ 93,504.00
5	18" Sewer Pipe Lining	514	LFT	\$ 56.00	\$ 28,784.00	\$ 66.40	\$ 34,129.60	\$ 89.00	\$ 45,746.00
6	24" Sewer Pipe Lining	132	LFT	\$ 110.00	\$ 14,520.00	\$ 164.40	\$ 21,700.80	\$ 158.00	\$ 20,856.00
7	Reinstating Sewer Lateral	120	EA	\$ 50.00	\$ 6,000.00	\$ 96.20	\$ 11,544.00	\$ 222.00	\$ 26,640.00
8	Sewer Lateral Protruding Lead Cutting	10	EA	\$ 50.00	\$ 500.00	\$ 356.80	\$ 3,568.00	\$ 416.00	\$ 4,160.00
9	Minor Traffic Device	1	LSUM	\$ 1,000.00	\$ 1,000.00	\$ 2,879.40	\$ 2,879.40	\$ 7,300.00	\$ 7,300.00
10	Project Clean Up	1	LSUM	\$ 1,000.00	\$ 1,000.00	\$ 514.80	\$ 514.80	\$ 3,950.00	\$ 3,950.00
11	Inspection Crew Days	\$ 320.00	DAYS	24.00	\$ 7,680.00	20.00	\$ 6,400.00	15.00	\$ 4,800.00
				TOTAL COST	\$ 232,083.00	TOTAL COST	\$ 248,030.40	TOTAL COST	\$ 313,390.00



CITY OF OAK PARK

Sandra Crawford, Director
Department of Finance

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

MEMORANDUM

Date: January 29, 2020

To: Erik Tungate, City Manager

From: Sandra Crawford, Finance Director
Carl Johnson, Financial Assistant

Re: Second Quarter FY 2019-20 Investment Report

The State of Michigan Public Act 213 of 2007 requires the City's investment officer to provide a written report quarterly to the governing body concerning the investment of all funds of the City that fall under Public Act 20. Public Act 20 governs how non-pension and non-OPEB funds can be invested. The attached report details the cash and investments (citywide for all funds) held by the City at December 31, 2019. The report includes a description of each investment by type, market and book values, current and yield to maturity interest rates and the number of days to maturity.

The second quarter investment report shows total citywide cash and investments of \$29,621,437 (market value) including cash in the operating account of \$3,652,955 (excluding outstanding checks and other adjustments), short-term investments in the Oakland County Investment Pool of \$14,529,383, money market of \$316,132, commercial paper of \$4,597,292 and long-term investments total \$6,525,675. The City has maximized investment return on short-term cash by utilizing the Oakland County Investment Pool and minimizing the amount maintained in the checking and daily depository accounts. Investment income for the months of October through December 2019 totaled \$89,506. During the second quarter overall investment returns continued to fall for the second straight quarter and have fallen significantly from annual returns of approximately 2.2% on July 1, 2019 to 1.6% on December 31, 2019 with economists predicting additional decreases in the coming months. As a result, the City is investing short-term and locking up longer term investments if the individual interest rate are favorable. The overall return for the second quarter saw a significant reduction compared with the last quarter due to long-term unrealized gains helping little to offset smaller short-term realized gains.

City of Oak Park
Summary of Cash and Investments Held
December 31, 2019

	<u>Maturity Date</u>	<u>Market Value</u>	<u>Book Value</u>	<u>% of Portfolio</u>	Current <u>Interest Rate</u>	<u>YTM @ Cost</u>	Days to <u>Maturity</u>	<u>Investment Broker</u>
Cash								
Huntington Bank - Collection		\$ 3,652,955	\$ 3,652,955	12.33%	0.8000%	0.8000%	1	Huntington
Huntington Bank - Accounts Payable		-	-	0.00%	0.8000%	0.8000%	1	Huntington
Huntington Bank - Payroll		-	-	0.00%	0.8000%	0.8000%	1	Huntington
Money Market								
Fifth Third - Money Market		282,831	282,831	0.95%	1.7200%	1.7200%	1	Fifth Third
Comerica Securities - Money Market		33,301	33,301	0.11%	0.6600%	0.6600%	1	Comerica
Government Securities								
Fedl Farm Credit Bank	10/25/2021	249,073	249,062	0.84%	1.5200%	1.5200%	663	Fifth Third
Fedl Home Loan Mtg Corp	11/24/2021	231,455	231,063	0.78%	1.6500%	1.6500%	693	Fifth Third
Fedl Farm Credit Bank Retail Bond	8/15/2022	250,002	249,100	0.84%	1.8500%	1.8500%	957	Fifth Third
Fedl Farm Credit Bank	6/21/2023	249,695	250,000	0.84%	2.0000%	2.0000%	1267	Fifth Third
Municipal Bonds								
Lake Orion Mich Comm Sch Dist	5/1/2020	250,113	250,302	0.84%	2.1120%	2.1120%	121	Comerica
Reeths-Puffer Mich Schs	5/1/2020	290,391	290,221	0.98%	2.2480%	2.2480%	121	Comerica
Williamston Mich Comm Schools	5/1/2020	1,001,010	1,001,456	3.38%	2.6670%	2.6670%	121	Comerica
Ypsilanti School District	5/1/2020	500,305	500,000	1.69%	2.0300%	2.0300%	121	Fifth Third
Holland Michigan GO Taxable	8/1/2020	174,907	175,000	0.59%	2.1500%	2.1500%	213	Fifth Third
Paw Paw Public Schools	11/1/2020	110,535	110,452	0.37%	2.5000%	2.5000%	305	Fifth Third
Reeths-Puffer Mich Schs	5/1/2021	251,740	250,865	0.85%	2.5740%	2.5740%	486	Comerica
Reeths-Puffer Mich Schs	5/1/2021	251,740	250,865	0.85%	2.5740%	2.5740%	486	Comerica
Whitmore Lake Mich Pub Sch Dist	5/1/2021	504,160	502,542	1.70%	2.7490%	2.7490%	486	Comerica
Ypsilanti School District	5/1/2021	446,860	445,000	1.50%	2.1800%	2.1800%	486	Fifth Third
Kalkaska Mich Sch Bldg	5/1/2023	407,088	428,990	1.45%	6.1000%	6.1000%	1216	Fifth Third
South Lyon Mich Comm Schools	5/1/2023	51,466	50,685	0.17%	2.8900%	2.8900%	1216	Comerica
Certificate of Deposits								
Morgan Stanley Bank NA	1/21/2020	100,033	100,000	0.34%	2.2000%	2.2000%	21	Fifth Third
Ally Bank	2/10/2020	200,140	200,000	0.68%	2.2500%	2.2500%	41	Fifth Third
American Express Centr	11/12/2020	502,340	500,000	1.69%	2.2500%	2.2500%	316	Huntington
Wells Fargo Bank NA	7/28/2022	151,974	150,000	0.51%	2.3000%	2.3000%	939	Fifth Third
JPMorgan Chase Bank NA	9/15/2022	250,180	250,000	0.84%	1.7500%	1.7500%	988	Fifth Third
Wells Fargo Bank NA	1/19/2023	100,468	100,000	0.34%	2.2500%	2.2500%	1114	Fifth Third
Commercial Paper								
So Calf Edison	1/3/2020	999,850	998,613	3.37%	2.0000%	2.0000%	3	Huntington
Arabella LTD	1/7/2020	1,999,240	1,996,506	6.74%	2.0000%	2.0000%	7	Huntington
FMC Tech Inc	1/10/2020	999,480	998,378	3.37%	1.9500%	1.9500%	10	Huntington
General Electric	2/6/2020	598,722	598,362	2.02%	1.8960%	1.8960%	37	Fifth Third
Investment Pool								
Oakland County Investment Pool		<u>14,529,383</u>	<u>14,529,383</u>	<u>49.04%</u>	1.6830%	1.6830%	1	Oakland County
Total		<u>\$ 29,621,437</u>	<u>\$ 29,625,932</u>	<u>100.00%</u>				



CITY OF OAK PARK

Saundra Crawford, Director
Department of Finance

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

MEMORANDUM

Date: January 29, 2020

To: Erik Tungate, City Manager

From: Saundra Crawford

Re: 2nd Quarter Budget to Actual Report, General Fund

The purpose of this memorandum is to highlight fiscal year-to-date revenue and expenditure activity through the second quarter ending December 31, 2019 (see attached report for budget-to-actual by department activity for the General Fund only). Through the second quarter, generally, revenues and expenditures should represent approximately 50% of the annual budget.

GENERAL FUND

REVENUES

Total revenues for the second quarter total approximately \$16.5 million, representing approximately 77% of the annual budget. Overall revenues are on track with budget with the following items of note:

- Property Tax Revenue – City property tax levies are billed July 1 and payable in full without penalty by September 3, 2019. As of the end of the second quarter approximately 95% of the taxes billed had been paid. Any unpaid real property taxes will be purchased from the City by Oakland County in May 2020. Property tax revenue is the primary reason the overall revenues are at 77% to date.
- Intergovernmental Revenue (State Revenue Sharing) – The City receives six bi-monthly payments annually for state-shared revenue. The second quarter report reflects two fiscal 2019/20 payments totaling \$1,269,470 as the August 31, 2019 payment by statute is included as part of the June 30, 2019 revenues. The City will receive the remaining four payments on February 28, April 30, June 30 and August 31 (2020)

related to the current fiscal year. The estimated annual revenue included in the budget totals \$3,654,348.

- Fines and forfeiture revenue received from the 45th District Court is budgeted for a total of \$1,900,000 of which \$830,890 or 44% was received in this second quarter. Overall revenue is running slightly behind prior year and budget. The revenue received is used to offset a portion of the court's operating costs.

EXPENDITURES

Total expenditures for the second quarter total approximately \$10.4 million, representing approximately 48% of the annual budget. Overall departmental expenditure budgets are on track with the following items of note (departments over 50%):

- Council and Mayor Department is at 58% for the second quarter due to the boards and commission dinner expenditure along with the annual community promotion contributions are at 100% of budget. The overall net budget for the department is in line with current annual projections.
- The Prosecuting Attorney is at 58% of their budget as the expense includes their January 2020 invoice (8 months). The overall net budget for the department is in line with current annual projections.
- The Engineering Department is at 53% of their budget due to salaries and wages; some of which will be allocated out to other departments during the third quarter. The overall net budget for the department is in line with current annual projections.
- The Public Safety (52%) Department is current slightly over the 50% primarily due to the repairs and maintenance and healthcare expenditures running slightly ahead of projections. The overall budget is in line with current annual projections.
- The Public Works (66%) Department is currently over the 50% guideline to salaries and wages; some of which will be allocated out to other departments during the third quarter. The overall budget is in line with current annual projections.
- The Special Events (59%) department is currently over the 50% guideline primarily due to its costs being seasonal in nature as a significant part of their budget includes summer programming (consistent with the first quarter). The overall budget is in line with current annual projections.

Overall the General Fund operations are in line with the annual budget. The projected fund balance remains at the targeted level of 18.3% of annual expenditures.

01/28/2020

REVENUE AND EXPENDITURE REPORT FOR CITY OF OAK PARK
 PERIOD ENDING 12/31/2019
 % Fiscal Year Completed: 50.27

GL NUMBER	END BALANCE 06/30/2019 NORM (ABNORM)	2019-20 ORIGINAL BUDGET	2019-20 AMENDED BUDGET	YTD BALANCE 12/31/2019 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 101 - GENERAL FUND:						
00.000 - NONE	17,350,825.16	17,119,873.00	17,121,095.00	12,042,639.25	5,078,455.75	70.34
17.345 - PUBLIC SAFETY	4,284,812.18	4,212,184.00	4,208,184.00	4,266,693.20	(58,509.20)	101.39
17.346 - PUBLIC SAFETY K-9	1,025.00	0.00	0.00	0.00	0.00	0.00
19.752 - RECREATION ADMINISTRATION	228,182.22	232,252.00	232,252.00	227,781.07	4,470.93	98.07
TOTAL REVENUES	21,864,844.56	21,564,309.00	21,561,531.00	16,537,113.52	5,024,417.48	76.70
10.101 - COUNCIL AND MAYOR	54,325.25	68,644.00	68,644.00	39,874.04	28,769.96	58.09
11.172 - CITY MANAGER	340,517.08	369,521.00	369,521.00	183,230.67	186,290.33	49.59
11.270 - HUMAN RESOURCES	349,022.73	388,232.00	388,232.00	182,236.48	205,995.52	46.94
11.611 - COMMUNITY DEVELOPMENT	179,691.23	198,897.00	203,897.00	91,179.06	112,717.94	44.72
12.258 - MAGEMENT INFORMTN SERVICE	231,240.20	343,635.00	343,635.00	74,291.82	269,343.18	21.62
13.210 - CITY ATTORNEY	269,624.26	264,600.00	264,600.00	129,524.36	135,075.64	48.95
13.229 - PROSECUTING ATTORNEY	66,660.00	69,160.00	69,160.00	40,343.31	28,816.69	58.33
14.191 - ELECTIONS	233,533.23	241,681.00	241,681.00	121,827.02	119,853.98	50.41
14.215 - CITY CLERK	101,071.90	114,288.00	114,288.00	47,026.36	67,261.64	41.15
15.201 - FINANCE & ADMIN SERVICES	408,589.51	469,639.00	469,639.00	224,864.07	244,774.93	47.88
16.371 - INSPECTIONS	548,465.54	623,878.00	623,878.00	278,626.13	345,251.87	44.66
16.401 - TECH & PLANNING ADMIN.	171,419.40	191,458.00	191,458.00	86,215.34	105,242.66	45.03
16.447 - ENGINEERING	49,692.40	55,039.00	55,039.00	29,148.26	25,890.74	52.96
16.448 - STREET LIGHTING	330,538.72	340,000.00	340,000.00	152,772.97	187,227.03	44.93
17.345 - PUBLIC SAFETY	10,586,827.52	10,547,003.00	10,618,803.00	5,489,813.91	5,128,989.09	51.70
17.346 - PUBLIC SAFETY K-9	209,186.43	196,321.00	196,321.00	40,690.75	155,630.25	20.73
18.265 - BUILDING MAINTENANCE	547,236.47	960,442.00	1,173,014.00	504,097.45	668,916.55	42.97
18.441 - DPW ADMINISTRATION	19,551.56	17,858.00	17,858.00	11,759.60	6,098.40	65.85
18.443 - SHEPHERD PARK	80,556.26	195,622.00	195,622.00	51,399.88	144,222.12	26.28
18.444 - OTHER PARKS FORESTRY	113,546.33	349,350.00	404,350.00	28,714.44	375,635.56	7.10
19.752 - RECREATION ADMINISTRATION	339,351.17	397,558.00	397,558.00	176,483.21	221,074.79	44.39
19.753 - ATHLETICS	16,934.31	33,819.00	33,819.00	9,549.31	24,269.69	28.24
19.754 - OUTDOOR ACTIVITIES	48,252.10	67,870.00	67,870.00	30,388.34	37,481.66	44.77
19.755 - INSTRUCTIONAL ACTIVITIES	22,765.40	23,000.00	23,000.00	9,509.80	13,490.20	41.35
19.756 - SPECIAL RECREATION EVENTS	25,328.52	28,800.00	28,800.00	16,911.96	11,888.04	58.72
19.757 - SWIMMING POOL FACILITY	94,051.06	125,032.00	125,032.00	58,446.47	66,585.53	46.75
19.776 - SENIOR SERVICES	32,187.32	52,850.00	52,850.00	25,217.40	27,632.60	47.72
21.890 - NON DEPARTMENTAL	5,668,351.33	4,624,032.00	4,624,032.00	2,218,484.20	2,405,547.80	47.98
22.806 - PUBLIC INFORMATION CABLE	251,859.18	206,080.00	209,311.00	95,592.36	113,718.64	45.67
TOTAL EXPENDITURES	21,390,376.41	21,564,309.00	21,911,912.00	10,448,018.45	11,463,893.55	47.68
TOTAL REVENUES - FUND 101	21,864,844.56	21,564,309.00	21,561,531.00	16,537,113.52	5,024,417.48	76.70
TOTAL EXPENDITURES - FUND 101	21,390,376.41	21,564,309.00	21,911,912.00	10,448,018.45	11,463,893.55	47.68
NET OF REVENUES & EXPENDITURES	474,468.15	0.00	(350,381.00)	6,089,095.07	(6,439,476.07)	100.00



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: February 3, 2020

AGENDA #

SUBJECT: Approval of resolution to authorize Budget Amendment #2020-2

DEPARTMENT: Finance

SUMMARY: The City's annual budget was adopted on May 20, 2019 and is effective July 1st. The budget is adopted at the departmental level. In accordance with the State Budget Act, budget amendments are to be completed throughout the fiscal year in order to reflect the most current information available related to revenue and expenditure budgets. Budget amendments that have a positive or negative impact on fund balance or change the department total require Council approval. The proposed amendments are based on actual and projected activity-to-date.

The second quarter (12/31/19) budget amendment is attached and is also summarized below.

GENERAL FUND	
Audited Beginning Fund Balance July 1, 2019	\$ 4,369,283
Amended Budget as of September 30, 2019	\$ (350,381)
Net Change in Fund Balance (Amendment #2020-2)	\$ 10,381
Estimated Ending Fund Balance June 30, 2020	<u>\$ 4,029,283</u>

The following are some additional detail related to the significant items included in the recommended amendment:

- Building permits revenue is greater than budgeted.
- Increase in Grant revenue for Pocket Parks received.

Overall the net of this amendment allows for a decrease in the amount of fund balance used and keeps the General Fund with a slight increase to our projected fund balance (\$3,894,821) when the budget was adopted in May 2019.

SPECIAL REVENUE FUNDS

- The MIDC Fund (Michigan Indigent Defense Commission) to adjust to the amended grant budget for FY 2019-20.
- District Court Fund to adjust transfer to cover MIDC Grant match for FY 2019-20.

INTERNAL SERVICE FUNDS

- Retiree Healthcare - Court Fund to adjust for claims running under budget.

Note: The State of Michigan does not require budgets for any funds except the General and Special Revenue Funds. The City has chosen to be fiscally responsible and adopt budgets for all funds to assist in monitoring the overall financial activity of the City.

ENTERPRISE FUND

- The Water and Sewer Fund this includes a roll over budget from fiscal year 2018-19 that was not spent on capital related items. The overall net of these amendments will allow purchase of the capital item budgeted.

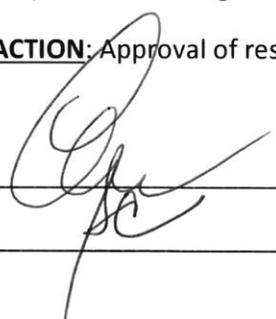
FINANCIAL STATEMENT: The proposed budget amendment has an impact on the fund balance of General Fund while keeping the estimated fund balance at approximately 18.3% of annual expenditures. The amendments to all other funds keep the fund balance at targeted ranges and are done in compliance with State of Michigan requirements and guidelines.

RECOMMENDED ACTION: Approval of resolution to authorize Budget Amendment #2020-2

APPROVALS:

City Manager: _____

Finance Director: _____



**City of Oak Park
Proposed Budget Amendments
December 31, 2019**

<u>Account Number</u>	<u>Account Name</u>	<u>Amount</u>	<u>Description</u>
<u>General Fund</u>			
101-00.000-479.000	Building Permits	\$ 42,000	Increase per activity to date and projections thru year-end
101-00.000-604.000	Pocket Park Grants	<u>115,000</u>	Increase to actual revenue to date
Total Revenue Increase (Decrease)		157,000	
101-11.172-713.000	Health Insurance	5,000	Increase per activity to date and projections thru year-end
101-15.201-801.009	Professional Services - Assessing	422	Adjust to approved contract amount FY 2019-20
101-17.345-713.000	Health Insurance	117,700	Increase per activity to date and projections thru year-end
101-17.345-714.000	Retirement - Defined Benefit	12,000	Adjust to actuary required contribution for FY 2020
101-18.441-714.000	Retirement - Defined Benefit	2,190	Adjust to actuary required contribution for FY 2020
101-22.806-900.000	Printing & Publications	<u>9,307</u>	Adjust to actual and estimated thru year-end
Total Expenditure Increase (Decrease)		<u>146,619</u>	
Net Increase (Decrease) to Fund Balance		\$ 10,381	
<u>MIDC Grant Fund</u>			
260-00.000-543.000	State Grants	(56,789)	Adjust to amended grant budget
260-00.000-699.276	Transfer in - Court Fund	<u>42,170</u>	Adjust to amended grant budget
Total Revenue Increase (Decrease)		<u>\$ (14,619)</u>	
260-50.137-818.000	Contractual Services	<u>4,102</u>	Adjust to amended grant budget
Total Expenditure Increase (Decrease)		<u>\$ 4,102</u>	
Net Increase (Decrease) to Fund Balance		<u>\$ (18,721)</u>	
<u>District Court Fund</u>			
276-50.136-999.260	Transfer Out - MIDC Grant Fund	42,170	Transfer to cover grant match
276-50.136-999.678	Transfer Out - Court Retiree Healthcare Fund	<u>(42,170)</u>	Reduce transfer based on costs to date
Total Expenditure Increase (Decrease)		<u>\$ -</u>	
Net Increase (Decrease) to Fund Balance		<u>\$ -</u>	
<u>Water and Sewer Fund</u>			
592-00.000-650.000	Service Connection Revenue	8,000	Adjust to actual receipts to date
592-00.000-650.002	Service Connection Sewer	29,600	Adjust to actual receipts to date
592-00.000-664.000	Interest Income	<u>20,000</u>	Adjust to actual and estimated thru year-end
Total Revenue Increase (Decrease)		<u>\$ 57,600</u>	
592-15-536-714.000	Retirement - Defined Benefit	6,123	Adjust to actuary required contribution for FY 2020
592-16-550-714.000	Retirement - Defined Benefit	10,000	Adjust to actuary required contribution for FY 2020
592-16-619-714.000	Retirement - Defined Benefit	10,000	Adjust to actuary required contribution for FY 2020
592-18-538-801.000	Professional Services	23,957	FY 18-19 rollover for aerial photo
592-18-550-927.000	Drain Charges - Red Run	<u>7,520</u>	Red Run Drain study special assessment
Total Expenditure Increase (Decrease)		<u>\$ 57,600</u>	
Net Increase (Decrease) to Fund Balance		<u>\$ -</u>	
<u>Retiree Healthcare - Court</u>			
678-00.000-699.276	Transfer In - District Court Fund	<u>(42,170)</u>	Decrease transfer to cover under budget healthcare costs
Total Revenue Increase (Decrease)		<u>\$ (42,170)</u>	
678-57.872-712.001	Retiree Healthcare	<u>(42,170)</u>	Self-insured claims running under budget
Total Expenditure Increase (Decrease)		<u>\$ (42,170)</u>	
Net Increase (Decrease) to Fund Balance		<u>\$ -</u>	

Resolution

NOW, THEREFORE BE IT RESOLVED that the following
Budget Amendment #2020-2 is authorized:

INCREASE
(DECREASE)

GENERAL FUND

REVENUES

LICENSE AND PERMITS	\$ 42,000
OTHER REVENUE	115,000
TOTAL REVENUES	<u>157,000</u>

EXPENDITURES

HUMAN RESOURCES	5,000
FINANCE	422
PUBLIC SAFETY	129,700
PUBLIC WORKS	2,190
PUBLIC INFORMATION	9,307
TOTAL EXPENDITURES	<u>146,619</u>

Net Increase to Fund Balance \$ 10,381

MIDC GRANT FUND

REVENUES

INTERGOVERNMENTAL	\$ (56,789)
TRANSFERS IN	42,170
TOTAL REVENUES	<u>(14,619)</u>

EXPENDITURES

PROFESSIONAL SERVICES	4,102
TOTAL EXPENDITURES	<u>4,102</u>

Net Decrease to Fund Balance \$ (18,721)

WATER AND SEWER FUND

REVENUES

CHARGES FOR SERVICES	\$ 37,600
INTEREST EARNINGS	20,000
TOTAL REVENUES	<u>57,600</u>

EXPENDITURES

FRINGES	26,123
OPERATIONS	31,477
TOTAL EXPENDITURES	<u>57,600</u>

Net Decrease to Fund Balance \$ -

RETIREE HEALTHCARE - COURT

REVENUES

TRANSFER IN	\$ (42,170)
TOTAL REVENUES	<u>(42,170)</u>

EXPENDITURES

RETIREE HEALTHCARE	(42,170)
TOTAL EXPENDITURES	<u>(42,170)</u>

Net Decrease to Fund Balance \$ -

I certify that the forgoing is a true and complete copy of a Resolution adopted by the City Council of the City of Oak Park at a regular Meeting held on this 3rd day of February, 2020.

T. Edwin Norris, City Clerk



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: February 3, 2020

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:

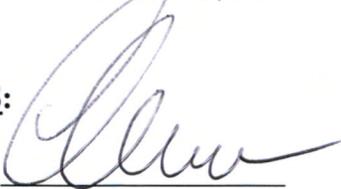
RECOMMENDED ACTION:

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 2020 Board of Review meetings at City Hall on the following dates and times:

Monday	March 9, 2020	9:00 a.m. to 1:00 p.m. & 3:00 p.m. to 7:00 p.m.
Wednesday	March 11, 2020	6:00 p.m. to 8:00 p.m.
Monday	March 23, 2020	9:00 a.m. to 12:00 p.m. & 1:00 p.m. to 4:00 p.m.

APPROVALS:

City Manager: 

Department Director: _____

Finance Director: _____

Budgeted:

EXHIBITS: Memo from City Assessor



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

AGENDA OF: February 3, 2020

SUBJECT: Board of Review Poverty Exemption Policy

DEPARTMENT: Finance/Assessing

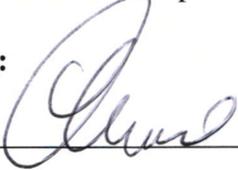
SUMMARY: In accordance with Public Act 390 of 1994 it is necessary for the city to periodically adjust the amounts pertinent to the Board of Review Exemption Policy. The attached policy reflects the changes necessary to bring us in accordance with the act.

FINANCIAL STATEMENT:

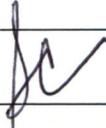
RECOMMENDED ACTION:

To adopt the attached City of Oak Park 2020 Poverty Exemption Policy

APPROVALS:

City Manager:  _____

Department Director: _____

Finance Director:  _____

Budgeted: 

EXHIBITS:

Memo from City Assessor
2020 City of Oak Park Poverty Exemption Policy
2020 Federal Poverty Guidelines (STC Bulletin No. 14 of 2019)



CITY OF OAK PARK

"The Family City"

INTER OFFICE MEMORANDUM

TO: Sandra Crawford, Finance Director

DATE: January 8, 2020

FROM: Aaron Powers, City Assessor

SUBJECT: 2020 Board of Review
Poverty Exemption Policy

MCL 211.7u which deals with poverty exemption was significantly altered by PA 390 of 1994 and further amended by PA 620 of 2002. One of the provisions of this act is that local governing bodies are required to adopt guidelines that set income levels for their poverty exemption guidelines and that those income levels shall not be set lower than the federal poverty guidelines updated annually by the U.S. Department of Health and Human Services. The City of Oak Park must annually review the Board of Review Poverty Policy and adjust the limits accordingly.

The income limitations adopted by Council for the 2019 Board of Review(s), were based on the federal poverty guidelines plus 50%. This has been the formula adopted by council since 2002. For 2020, it is recommended to adopt the attached total household income limits accordingly. This is necessary to stay in compliance of council's adopted policy of 1.5 times the federal poverty threshold.

PA 390 of 1994 also 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 limit permissible and all other assets above that amount should be considered as available for payment of property taxes.

It is recommended that City Council adopt the attached policy to be in compliance with the Act.

Procedural Changes for 2020

Bulletin 14 of 2019 - October 14, 2019



TO: Assessing Officers and County Equalization Directors

FROM: State Tax Commission

SUBJECT: Procedural Changes for the 2020 Assessment Year

The purpose of this Bulletin to provide information on statutory changes, procedural changes and reminders for the 2020 assessment year.

A. Inflation Rate Used in the 2020 Capped Value Formula

The inflation rate, expressed as a multiplier, to be used in the 2020 Capped Value Formula is 1.019.

The 2020 Capped Value Formula is as follows:

$$2020 \text{ CAPPED VALUE} = (2019 \text{ Taxable Value} - \text{LOSSES}) \times 1.019 + \text{ADDITIONS}$$

The formula above does not include 1.05 because the inflation rate multiplier of 1.019 is lower than 1.05.

B. Federal Poverty Guidelines Used in the Determination of Poverty Exemptions for 2020

MCL 211.7u, which deals with poverty exemptions, was significantly altered by PA 390 of 1994 and was further amended by PA 620 of 2002.

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 \$21,330 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 \$21,330. Following are the federal poverty guidelines for use in setting poverty exemption guidelines for 2020 assessments:

Size of Family Unit	Poverty Guidelines
1	\$12,490
2	\$16,910
3	\$21,330
4	\$25,750
5	\$30,170
6	\$34,590
7	\$39,010
8	\$43,430
For each additional person	\$4,420

Note: PA 390 of 1994 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 6 of 2017 for more information on poverty exemptions.

Note: P.A. 135 of 2012 changed the requirements for filing documentation in support of a poverty exemption to allow 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 does include the owner of the property who is filing for the exemption.

CITY OF OAK PARK 2020 POVERTY EXEMPTION POLICY

1. Applicants must be the owner(s) of, and at least one must be an occupant of, the home for which the exemption is being sought. Proof of ownership and residency will be required (deed or land contract, and driver's license or voter's registration card) if it is not already on record with the City of Oak Park Assessor's Office.
2. **Applicants will not be eligible for consideration unless they meet the following adopted guidelines as of December 31, 2019. This includes all individuals currently residing in the household, as well as any co-owners who are not residing in the household:**

INCOME LIMIT

Income limits shall be those established by the Oak Park City Council, in adherence with Public Act 390 of 1994. For tax year 2019, applicable income limits are as follows:

<u># in Household</u>	<u>2019 Total Household Resources Cannot Exceed</u>
1	\$18,735/yr.
2	\$25,365/yr.
3	\$31,995/yr.
4	\$38,625/yr.
5	\$45,255/yr.
6	\$51,885/yr.
	add \$6,630/yr. for each additional person

ASSET LIMIT

Combined assets cannot exceed the applicant's projected 2020 property taxes +25%. Assets include: cash, checking, savings, money market, IRA's, annuities, investments of *any* type (eg. stocks & bonds, or other such liquid assets), boats, recreational vehicles, or other property. Assets do not include the applicant's homestead.

3. **Meeting the above guidelines will not necessarily result in a property tax reduction.** The amount of reduction, if any, will be equal to the difference between [line 44](#) and [line 34](#) on a simulated MI-1040CR (Michigan Homestead Property Tax Credit Claim), using the applicant's 2019 total household income and their projected 2020 property taxes.
4. The above guidelines shall apply to each applicant unless the Board determines there are substantial and compelling reasons to make an exception. If there is a deviation from these guidelines, the reasons shall be communicated in writing to the applicant.

5. All applicants must obtain the proper application from the Assessor's Office, complete the entire application, attach all documentation requested (see back), sign the application and have it notarized.

6. **All applicants must supply copies of the following documents for each individual currently residing in the household as well as any co-owners who are not residing in the household:**

Itemized Statements of Account for the most recent 3 months for *every* asset account you currently have. (Checking, Savings, IRA's, Investments, etc.)

2018* & 2019 Homestead Property Tax Credit Claim** (MI-1040CR)

2018* & 2019 Michigan Income Tax Return** (MI-1040)

2018* & 2019 Federal Income Tax Return** (Federal 1040 or 1040A)

**NEW applicants are required to submit both 2018 & 2019 information.*

Applicants RETURNING from last year need only submit 2019 information.

****All applicants must also provide the documents that substantiate each of the dollar figures listed on the above tax forms,** such as:

W-2 Forms, Social Security Annual Benefit Statements (SSA-1099), SSI Benefit Notices (Federal & State), Pension Benefit Statements, Dividend & Interest Income Statements, Annual FIP/SA Assistance Statements, Workmen's Compensation Benefit Statements, Unemployment Benefit Statements, Child Support &/or Alimony Documentation, etc.

7. All applicants must appear before the Board of Review in person, unless a written medical excuse is provided by their doctor at the time their application is submitted. Applicants with a written medical excuse may appoint a representative to appear on their behalf to answer any questions the Board may have.

8. All applicants will be evaluated based on data submitted and testimony given along with information gathered from any source the Board chooses.

9. Any applicant may be subject to investigation of their financial and property records by the City. This investigation will be performed to verify information used to support the applicant's poverty claim.

10. Documents submitted to the Board will not be returned. Information and documents submitted to the Board of Review in support of an application for a poverty exemption shall be kept confidential, to the maximum extent permitted by law.

11. Application for Poverty Exemption may be made only one time per year, at either the March, July or December Boards of Review. The amount of exemption, if granted, applies to the **whole** year, and any amount of overpayment will be refunded.

12. All poverty exemptions are **applicable only for the year in which granted.** To be considered for exemption the following year, you must repeat the application process.



CITY OF OAK PARK

"The Family City"

INTER OFFICE MEMORANDUM

TO: City Council

DATE: January 8, 2020

FROM: Sandra Crawford, Finance Director

SUBJECT: Board of Review Schedule and Compensation for Members

Section 10.6 of the City Charter states that the rate of compensation for the Board of Review members is to be established by City Council. The rate for the past several years has been \$80 for a full day of service and \$40 for a half day of service.

Section 10.7 of the City Charter states that the Board of Review shall meet the second and fourth Mondays in March for the purpose of hearing tax assessment appeals. This is a request to have City Council approve the addition of one half day with the option to add additional dates if needed.

It is my recommendation that City Council, approve compensation for Board of Review members consistent with other communities (\$120 for a full day and \$60 for a half day) and approve the additional date requested by the City Assessor. If both items are approved the maximum cost of compensation for the March Board of Review members would be \$1,800 (see below):

	<u>Full Days</u>		<u>Half Days</u>		
Number of Board Members	6		6		
Number of days in session	<u>x2</u> 12		<u>x1</u> 6		
Cost per day	\$120		\$ 60		
Total	\$1,440	+	\$360	=	\$1,800

The \$1,800 amount would be the total amount paid if all members participated in every session scheduled, which has not been the case in recent years.