

Oak Park

Special Council Meeting

September 21, 2015





CITY OF OAK PARK

OFFICE OF THE CITY CLERK

Mayor
Marian McClellan
Mayor Pro Tem
Paul Levine
Council Members
Michael Seligson
Carolyn Burns
Kiesha Speech
City Manager
Erik Tungate

NOTICE

SPECIAL COUNCIL MEETING OF THE 35th OAK PARK CITY COUNCIL September 21, 2015 5:30 PM

Notice is hereby given that a Special City Council Meeting of the Oak Park City Council is scheduled for September 21, 2015 at 5:30 PM and will be held in the Executive Conference Room of Oak Park City Hall, 14000 Oak Park Blvd., Oak Park, Michigan 48237.

The purpose of the Special Meeting is to conduct the following Special Business:

- A. Interviews of candidates for City Boards and Commissions
- B. Appointments and re-appointments to City Boards and Commissions
- C. Consideration of amendments to Council Rules of Procedure (City Manager Tungate)
- D. Consideration of excused absences for Council Member Speech

Notice of the above meeting of the City of Oak Park is given in compliance with the Charter, Section 7.2, and with provisions of Public Act No. 267 of 1976, as amended.

The City of Oak Park will comply with the spirit and intent of the American with Disabilities Act. The City 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 Special Council Meeting will be made with prior notice.

Marian McClellan, Mayor



CITY OF OAK PARK, MICHIGAN
SPECIAL COUNCIL MEETING OF THE
35TH OAK PARK CITY COUNCIL
September 21, 2015
5:30 PM

AGENDA

1. **CALL TO ORDER**
2. **ROLLCALL**
3. **SPECIAL BUSINESS**
 - A. Consideration of amendments to Council Rules of Procedure (City Manager Tungate)
 - B. Consideration of excused absences for Council Member Speech
 - C. Interviews of Candidates for Appointment to City Boards and Commissions
6:00 p.m.
Heidi Bisson

Arts & Cultural Commission	1 st choice	3 vacancies
Planning Commission	2 nd choice	1 vacancy

6:05 p.m.
Jessica Caswell

Recycling & Environmental Conservation Commission	1 st choice	3 vacancies
Planning Commission	2 nd choice	1 vacancy
Economic Dev. Corp./Brownfield Redevelopment Authority	3 rd choice	1 vacancy
 - D. Appointments to City Boards and Commissions
 - 1) General Boards and Commissions
 - 2) Corridor Improvement Authority Board
 - E. Reappointments to City Boards and Commissions
4. **CALL TO THE AUDIENCE**

Each speaker's remarks are a matter of public record; and the speaker, alone, is responsible for his or her comments; the City of Oak Park does not, by permitting such remarks, support, endorse or accept the content, thereof, as being true or accurate. There is a three minute time limit per speaker.
5. **ADJOURNMENT**

OAK PARK CITY COUNCIL

RULES OF PROCEDURE

*ADOPTED NOVEMBER 11, 2013
CM-11-411-13*

***DRAFT
PROPOSED FOR 9-21-15***

OAK PARK CITY COUNCIL
RULES OF PROCEDURE

1. Rules of Procedure
2. City Council Meetings
 - A. Regular Meetings
 - B. Special Meetings
 - C. Place of Meeting
 - D. Time of Meeting
 - E. Changes in Schedule
 - F. Public Notice of Meetings
3. Quorum
4. Agenda
 - A. Agenda Items Generally
 - B. Agenda Items Submitted by Council Members
 - C. Changes to Agenda
 - D. Order of Business
 - E. Previous Meeting Minutes
 - F. Proclamations
5. Conduct of Meeting
 - A. Presiding Officer
 - B. Members of the Public
6. Closed Meetings
 - A. Purpose
 - B. Calling Closed Meetings
7. Committees of the Council
8. Rules of Order
9. Record of Meetings
 - A. Recording Responsibility
 - B. Record of Action by Council
 - C. Recording of Discussion
 - D. Minutes of Closed Session
10. Voting
 - A. Voting Duty
 - B. Yes and No Votes
 - C. Roll Call Votes
 - D. Postpone
11. Absences at Council Meetings
12. Duty to Report

**CITY OF OAK PARK
CITY COUNCIL
RULES OF PROCEDURE**

1. RULES OF PROCEDURE

- A. Authority - These Rules of Procedure are adopted by resolution of the Oak Park City Council under the authority of City Charter §7.7.
- B. Adoption - These Rules of Procedure will be placed on the agenda of the first meeting of the Council following the seating of the newly elected Council members for review and adoption. A copy of the rules adopted shall be distributed to each council member.
- C. Amendment - The Council may alter or amend its rules at any time by a vote of a majority of its members after notice has been given of the proposed alteration or amendment.
- D. Suspension of Rules – These Rules of Procedure may be waived by a simple majority vote of Council present at a meeting.

2. CITY COUNCIL MEETINGS

All meetings of the City Council will be held in compliance with state statutes, including the Open Meetings Act, 1976 PA 267 as amended, and with these rules.

A. Regular Meetings

The Regular meetings of the Council will be on the first and third Mondays of each month, unless that day is a holiday or holiday eve. Before the end of the year, the Council will approve by resolution the Regular meeting schedule for the following calendar year, including exceptions to the first and third Monday meetings. (Charter §7.1).

B. Special Meetings

Special meetings of the Council will be called by the City Clerk upon the written request of the Mayor or any two members of the Council. Notice of the Special meetings will be delivered personally or left at the Council Member's usual place of residence by the City Clerk or his designee at least 24 hours prior to the meeting. The notice will contain the time, place and purpose of the meeting. However, Special Meetings may be held on shorter notice if all of the Council Members are present or have provided a written waiver of notice. (Charter §7.2).

- 1. In accordance with the Open Meetings Act, a Special Meeting notice must be posted at City Hall and on the City's website 18 hours prior to the

meeting, and shall contain the date, time and place of the Special Meeting. (MCL 15.265)

2. Business to be conducted at a Special meeting must be stated in the Notice of such meeting. However, any business that may lawfully be addressed at a Regular Meeting may be addressed at a Special Meeting with the verbal consent of all Council Members present and written consent of all Council Members absent. (Charter §7.1).

C. Place of Meeting

All meetings of the Council will be held in the Council Chambers in City Hall unless otherwise noticed. A notice of the change in meeting location will be prominently posted on the door of the regular meeting place and will be published in the newspaper if time permits.

D. Time of Meeting

All Regular Council meetings will begin at 7:00 p.m., unless the Council, by majority vote, sets a different starting time. Special meetings may be scheduled for other times. Meetings must be scheduled at a time when the public can attend.

E. Changes in Schedule

Changes in the Regular meeting schedule may be made with the approval of a majority of members in session and will be published as required by the Open Meetings Act.

F. Public Notice of Meetings

The City Clerk or his designee will post a notice of the regular meeting schedule for the next calendar year at the City Hall, and publish the notice in the newspaper prior to the beginning of each calendar year. The notice will indicate the dates, times and places of the scheduled regular meetings.

3. QUORUM

A majority of the Council Members shall constitute a quorum for the transaction of business at all meetings. (Charter §7.5).

4. AGENDA

- A. Agenda Items Generally – Agenda items will be given to the City Clerk’s Office by noon on the Wednesday preceding the Regular Council meeting. The Clerk’s Office will prepare and deliver to the Council Members the agenda with supporting material and explanations as soon as possible after setting the agenda.

- B. Agenda Items Submitted by Council Members – Council Members submitting an item for a vote shall send the item to the City Manager in a timely manner in writing. Staff professional opinions will be written to accompany the item for discussion and a vote on the matter. Presentations of agenda items shall be limited to 5 minutes.
- C. Changes to Agenda - The agenda may be changed at the Regular meeting by majority vote of Council. A Special Meeting agenda will consist only of the matter(s) stated in the notice of the meeting, however, any business that may lawfully be addressed at a Regular Meeting may be addressed at a Special Meeting with the verbal consent of all Council Members present and written consent of all Council Members absent. (Charter §7.1).
- D. Order of Business - The order of business at Regular Meetings will be as follows:
1. Call to Order by Presiding Officer
 2. Pledge of Allegiance
 3. Roll Call of Council
 4. Approval of Agenda
 5. Consent Agenda
 - a. Approval of Regular and/or Special Council meeting minutes
 - b. Board & Commission Meeting Minutes
 - c. Administrative Reports
 - d. Licenses
 6. Recognition of Visiting Elected Officials
 7. Special Recognition/Presentations
 8. Public Hearings
 9. Communications
 10. Special Licenses
 11. Accounting Reports
 12. Bids
 13. Ordinances
 14. City Attorney
 15. City Manager
 16. Call to the Audience
 17. Call to the Council
 18. Adjournment
- E. Previous Meeting Minutes – The minutes of the previous meeting(s) will be distributed to the Council and will not be read at the meeting.
- F. Proclamations – Proclamations will be included in the Agenda under Special Recognition/Presentations. Requests to include Proclamations in the Agenda may be brought before the Council by any member at any time prior to the Council meeting at which the Proclamation will be given.

5. **CONDUCT OF MEETING**

A. **Presiding Officer**

1. The Mayor will preside at all meetings of the Council. In the absence of the Mayor, the Mayor Pro-Tem will preside. In the absence of both the Mayor and Mayor Pro-Tem, the Council Member who has served the longest will preside.
2. The Presiding Officer shall enforce orderly conduct at meetings. (Charter §7.6).

B. **Members of the Public** – Members of the public will be limited to speaking during the “Public Hearing” time and during the “Call to the Audience” time.

1. During the “Public Hearing” time, each speaker will be limited to three minutes and to the subject matter of the public hearing.
2. ~~The “Call to the Audience” shall be held at the completion of other agenda items and limited to a period of thirty (30) minutes unless extended by majority vote of the Council Members present.~~
3. During the “Call to the Audience” time, each speaker will be limited to three minutes, to be timed by the Presiding Officer.
4. Each member of the audience wishing to address the Council must fill out a Request Card (located in the back of the Council Chambers) and turn it in to the City Clerk or his designee.
5. Prior to addressing the Council, members of the public are required to orally provide their name and address. The time required for a participant to identify themselves is not included in the three minute speaking limit.
6. The Presiding Officer or any Council Member may call to order any person being heard for failure to be germane to the business of the City, for vulgarity, or for personal attacks of persons or institutions.
7. Business and political promotions are not permitted by anyone.

6. **CLOSED MEETINGS**

- A. **Purpose** – Closed meetings may be held only for the reasons authorized in the Open Meetings Act, which are the following:

1. To consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against a public officer, employee, staff member or individual agent when the named person requests a closed meeting.
2. For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement when either negotiating party requests a closed hearing.
3. To consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained.
4. To consult with the City Attorney or another attorney regarding trial or settlement strategy in connection with specific pending litigation, but only when an open meeting would have a detrimental financial effect on the litigating or settlement position of the Council.
5. To review the specific contents of an application for employment or appointment to a public office when a candidate requests that the application remain confidential.
6. To consider material exempt from discussion or disclosure by state or federal law.

B. Calling Closed Meetings

At a Regular or Special meeting, the Council, by a two-thirds roll call vote may call a closed session under the conditions outlined in Section C.1 of the Open Meetings Act. The roll call vote and purpose(s) for calling the Closed Meeting shall be entered into the minutes of the public part of the meeting at which the vote is taken.

7. **COMMITTEES OF THE COUNCIL**

There shall be no standing committees of the Council. (Charter §7.7(f)).

8. **RULES OF ORDER**

The current edition of Robert's Rules of Order (Newly Revised) is adopted and made part of these Rules of Procedure, except as modified by the City Charter, City Code or by these rules.

9. **RECORD OF MEETINGS**

- A. Recording Responsibility – the City Clerk or his designee will be responsible for maintaining the official record and minutes of each meeting of the Council. Proposed

minutes shall be available for public inspection within 8 business days after the meeting to which the minutes refer. The minutes, or a brief summary thereof, shall be published within 15 days of the meeting. Approved minutes shall be available for public inspection within 5 business days after the meeting at which the minutes are approved. The City Clerk will also maintain in City Hall a file of each resolution and ordinance passed by the Council. . (Charter §7.7; MCL 15.269.)

- B. Record of Action By Council - The minutes will include all actions of the Council with respect to motions, including the name of the maker of the motion. If the vote is by roll call, the minutes will show who voted “Yes”, “No”, or “Abstained” and the reason for the abstention and approval of same. If the vote is unanimous, the minutes need only state so.
- C. Recording of Discussion – The Clerk will be responsible for preparing a general summary of the discussion or comments of the Council or Members of the public made at Council Meetings. The Clerk will not prepare a verbatim transcript, unless otherwise directed by a majority vote of the Council.
- D. Minutes of Closed Session – A separate set of minutes shall be taken by the Clerk or his designee at a Closed Session of Council. The minutes shall be distributed only to members of Council for review and approval at the next Regular meeting of Council, after which all copies shall be immediately returned to the City Clerk. Minutes of Closed Sessions shall be retained by the City Clerk for one year and one day following approval of the minutes of the Regular meeting at which the motion for the Closed Session was approved. The minutes shall not be available to the public for inspection and may be disclosed only if required by appropriate court order. (MCL 15.276(2).)

10. VOTING

- A. Voting Duty (Charter §7.7)
Whenever a question is called by the Presiding Officer, every member present shall vote. Except as provided below, the refusal of a Council Member to vote is misconduct in office.
 - 1. No member will abstain from voting unless that member has a conflict of interest in the subject matter, including, but not limited to, a financial interest or matters concerning the council member’s conduct.
 - 2. In the absence of a conflict of interest, a Council Member may only abstain from voting with the unanimous consent of the remaining members present.
- B. Yes and No Votes (Charter §7.7(b).

All votes on ordinances and resolutions shall be taken by “yes” and “no” vote, unless the matter requires a roll call vote. All “yes” and “no” votes shall be entered

upon the record, though a statement that the voting was unanimous shall be sufficient in the event of a unanimous vote.

C. Roll Call Votes

1. Roll call votes will be taken on all matters authorizing expenditures of money, calling for a closed session, when requested by a member of the Council, or when otherwise required by law.
2. Roll call votes shall be in alphabetical order, and the order shall commence one spot further in the alphabetical order for each successive roll call vote. (Charter §7.7(d))

D. Postpone - A motion to postpone may be made for a definite period of time. Postponed items will be rescheduled for the appropriate meeting agenda by the Clerk.

11. ABSENCES AT COUNCIL MEETINGS

- A. Council Members who are unable to attend a Council meeting and desire an excused absence from the Council shall notify the City Manager of their absence in writing prior to the meeting and indicate the reason for their absence. Excused absences are permitted for the following reasons: personal illness; illness of a close relative; or representation of the City at a Council authorized event. The reason (not the specific ailment) shall be entered in the record of proceedings of the Council at the time of each absence. Council shall adopt the City of Oak Park's Attendance and Punctuality Policy establishing criteria for absences.
- B. In the event of an absence of a Council member at a meeting, the City Manager is directed to supply such absent Council member with information about any Special meetings that may have been scheduled.

12. DUTY TO REPORT

- A. Council Members serving on City Commission Boards are required to report a summary of Commission activities to the entire City Council.
- B. Council Members who attend any type of social, civic or community event as a representative of the Oak Park City Council are required to report all such activities to the entire City Council at the next Regular meeting following attendance at the event.

Adopted this _____ day of _____, 2015.

Attendance and Punctuality

PPM#: 3.000.00

POLICY STATEMENT:

Oak Park provides important and valuable services to the public. In order to accomplish our mission, it is imperative that every employee be present when scheduled.

Any employees who are going to be late for work, absent, or must leave work before the end of their scheduled shift, must notify their immediate Supervisor, if applicable, as far in advance as feasible under the circumstances, but no later than one (1) half hour before the start of their workday, or as outlined in their bargaining agreement. Employees are expected to speak with their Supervisor directly (via text message, phone call, email). It is not appropriate to relay this information through coworkers or other individuals. The only exception to this requirement is when an employee is unable to physically call for themselves. In those rare circumstances, the employee must call as soon as he/she is able. If their Supervisor is unavailable, absences must be reported to the next level of management. Employees must inform their Supervisor each day that they will be absent, unless their absence has been excused in advance.

When the employees call-in, they will be asked to provide the reason for their absence and when (date and time) they are expected to return to work. Reporting an absence does not necessarily excuse the absence. Employees should know that they may be required to substantiate the reason for their absence or lateness. It is the employee's responsibility to verify the accuracy of any and all information presented to the City on their behalf.

Personal issues requiring time away from work, such as doctor's appointments or other matters, should be scheduled during non-working hours or when taking approved time off as much as possible.

Poor attendance, excessive tardiness, or leaving early before the end of the employee's scheduled shift is disruptive. Violations will be addressed according to Employee Rules of Conduct and Responsibilities (PPM #3.000.31). Employees who fail to report to work and fail to notify Oak Park for three (3) consecutive days as to the reason for their absence shall be subject to disciplinary action up to and including termination of employment.

Additionally, absences exceeding three (3) consecutive work days will require substantiating documentation from the employee's treating physician verifying that the employee may return to work without restrictions. Notes from physicians or other documentation do not excuse an absence, although it will be noted in the employee's file that such was submitted.

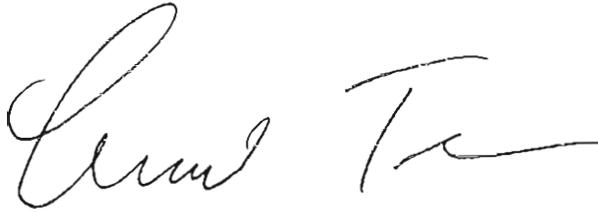
Oak Park reserves the right to apply unused Vacation Leave benefits and other paid time-off benefits to unauthorized absences, in any increment. Employees are not permitted to apply these benefits however, for unexcused absences.

-END OF PROCEDURE-

RELATED PPMs: 3.000.31, 3.000.05

TYPE: General

CITY MANAGER AUTHORIZATION DATE: 9/16/15

A handwritten signature in black ink, appearing to read "Crawford", is written over the printed text "CITY MANAGER AUTHORIZATION DATE: 9/16/15". The signature is fluid and cursive.



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: Special Meeting, September 21, 2015

AGENDA # C

SUBJECT: Interviews with Applicants for City Boards and Commissions

DEPARTMENT: City Clerk

SUMMARY: Two more applicants have been scheduled for interviews for City boards and commissions.

The list of current vacancies supplied in the September 8th special meeting packet has been updated to add the spot left by Ms. Levine's resignation from the Independence Day Commission. Also, Teresa Roscoe has resigned from the Emergency Services Council. I reviewed the ordinance for that Council and determined that, because Director Cooper acts as both the Emergency Services Director and the Public Safety Director, we need to add a 6th spot for a resident. That gives us 2 vacancies on that Council, whereas last meeting I had none listed.

Five minutes each are being allotted for the interviews.

APPROVALS:

City Manager:

A handwritten signature in black ink, appearing to be "C. J. ...", written over a horizontal line.

Department Director:

A handwritten signature in black ink, appearing to be "Ed ...", written over a horizontal line.



REQUEST FOR APPOINTMENT TO CITY BOARD, COMMISSION OR COMMITTEE

Name: Heidi Bisson
Address: 23530 Meadowlark St
Phone: 586-943-0593

Date: 08/10/2015
Email: bisson.heidi@gmail.com
Date Residency Established: 05/2009

Please briefly list any qualifications you feel apply to the particular Board, Commission or Committee to which you are applying:

Graduate of Wayne State Urban Studies Program, I have a theoretical understanding of planning and zoning
As part of my employment with the Boys & Girls Club I am very involved with event planning and volunteer coordinating
My undergrad studies were focused on arts, culture and design

Please indicate your board preferences by using "1" for first choice, "2" for second, "3" for third:

- ARTS & CULTURAL COMMISSION
Meets 3rd Wednesday of each month at 7:00 pm
Promotes community interest in, and awareness of, the fine and performing arts by procuring funds and sponsoring art exhibits, theatrical and musical performances and other cultural activities
BEAUTIFICATION ADVISORY COMMISSION
Meets 3rd Tuesday of each month
Advisory to City Council and Department of Public Works on matters of aesthetics and Cleanliness in the City and conducts the Annual Clean-up Fix-up Campaign
BOARD OF REVIEW
Meets annually in March
Hears appeals on property assessments
BOARD OF TRUSTEES - EMPLOYEES' RETIREMENT SYSTEM
Meets quarterly - 4th Monday at 3:30 pm
Administers Retirement System
BUILDING BOARD OF APPEALS
Meetings are held on request
Hears appeals on the enforcement of the construction codes of the Building Division of the Department of Technical & Planning
COMMUNICATIONS COMMISSION
Meets quarterly, on 3rd Thursday at 7:00 pm
Monitors the relationship between the franchisee and the City as it impacts cable service to our Residents. Members must subscribe to cable television
DOWNSPOUT BOARD OF APPEALS
Meetings are held on request
Reviews necessity for exceptions to law requiring disconnection of downspouts
ELECTION COMMISSION
Meetings are held on request
Assists City Clerk during Elections
EMERGENCY SERVICES COUNCIL
Meets 2nd Monday of each month, except July and August, at 7:00 pm
Advisory to City Council and Public Safety on matters relating to emergency management and natural disasters
ETHNIC ADVISORY COMMISSION
Meets 2nd Thursday of each month at 7:30
Mission is to recognize, maintain, communicate and celebrate the cultural richness of our community

**INDEPENDENCE DAY COMMISSION**

Meets at 7:00 in the 1st Wednesday of each month from February through June and once in September, unless otherwise designated

**LOCAL OFFICERS COMPENSATION COMMISSION**

Meetings are held in odd years
Determines the salary of Mayor and City Council

**LIBRARY AUTHORITY**

Meets 3rd Tuesday of each month at 7:30 pm

**PLANNING COMMISSION**

Meets 2nd Monday of each month at 7:30 pm
Advisory to City Council on zoning/planning requests

**RECREATION ADVISORY BOARD**

Meets 3rd Wednesday of each month at 7:00 pm
Advisory to City Council and Recreation Department on recreational programming

**RECYCLING AND ENVIRONMENTAL CONSERVATION COMMISSION**

Meets 6 times a year on 3rd Thursday of the month: February, April, June, August, October and December

**ZONING BOARD OF APPEALS**

Meets 4th Tuesday of each Month at 7:30 pm
Hears variance appeals and requests from the strict enforcement of the Zoning Ordinance

Please list your favorite hobbies or interests: Avid cook and gardener. I spend a lot of my time reading & learning about nutrition and food policy. Running and bike riding are favorite activities.

I also enjoy meeting people and learning about different cultures & experiences.

Are you able to commit to attending the meetings as indicated for the Board/Committee/Commission which you have applied: YES Yes No Unsure

INSTRUCTIONS: Please complete this form in one of the following manners:

- a. Electronically, save the completed form, and then email a copy to: ssumner@ci.oak-park.mi.us
- b. Print the form and deliver it to the City Clerk's office in person
- c. U.S. Mail to: Stephanie Sumner, Deputy City Clerk / Director of Elections
14000 Oak Park Boulevard, Oak Park, MI 48237

A copy of this form is available in the City Clerk's Office

You are invited to attend all meetings of any of the Boards, Committees or Commissions in which you may be interested.

OAK PARK CITY CLERK, 14000 OAK PARK BLVD, OAK PARK, MI 48237- 248-691-7544

DEPARTMENTAL USE ONLY:	
Date Received: _____	Date Registered to Vote: _____
Forwarded to City Council: _____	Date appointed: _____
Board/Commission Appointed to: _____	
Notification of appointment: _____	
Rev: 1/25/2015	



CITY OF OAK PARK BOARDS & COMMISSIONS APPLICATION

Please complete, sign and date application form and return to:
City Clerk's Office
Attn: Boards & Commissions
14000 Oak Park Boulevard
Oak Park, MI 48237-2082
Fax: (248) 691-7167 Office: (248) 691-7544
Email: cbrown@ci.oak-park.mi.us

Review the list of Boards and Commissions below and determine your top 3 choices (confirm your preferences by placing a "1", "2" or "3" after the title of the Board or Commission in the space provided). Every effort will be made to accommodate your first three preferences. However, vacancies vary, and demand for some boards may be higher than others so some degree of flexibility is necessary.

- | | | |
|--|--|---|
| <input type="checkbox"/> Arts & Cultural Commission _____ | <input checked="" type="checkbox"/> Economic Dev. Corp /Brownfield Red. Auth. ³ _____ | <input type="checkbox"/> Local Officers Compensation Comm. _____ |
| <input type="checkbox"/> Beautification Advisory Commission _____ | <input type="checkbox"/> Election Commission _____ | <input type="checkbox"/> Municipal Building Authority _____ |
| <input type="checkbox"/> Board of Review _____ | <input type="checkbox"/> Emergency Services Council _____ | <input checked="" type="checkbox"/> Planning Commission ² _____ |
| <input type="checkbox"/> Board of Trustees (Emp. Retirement Sys) _____ | <input type="checkbox"/> Ethnic Advisory Commission _____ | <input type="checkbox"/> Recreation Advisory Board _____ |
| <input type="checkbox"/> Building Board of Appeals _____ | <input type="checkbox"/> Independence Day Commission _____ | <input checked="" type="checkbox"/> Recycling & Environmental Commission ¹ _____ |
| <input type="checkbox"/> Communications Commission _____ | <input type="checkbox"/> Library Board _____ | <input type="checkbox"/> Zoning Board of Appeals _____ |

APPLICANT INFORMATION (Please type or print answers to all questions):

Name: Jessica L. Caswell

Current Address: 23080 Seneca St. Oak Park, MI 48237
Street City Zip

Email Address: j1caswel@gmail.com

Home Phone: _____ Cell Phone: 269-598-0733 Work Phone: _____

Date Residency Established: July 2013 Have you ever served on a Board or Commission in another City? Yes No

If yes, please indicate what City and the Board or Commission: _____

Employer Name: Alkoya Corporate FCU Occupation: Senior Technical Implementation Specialist

Professional Qualifications and/or Work Experience: Extensive Customer service positions throughout the years. Comfortable in facilitating meetings. Experience in troubleshooting tough, complex projects. Comfortable in giving training sessions or speaking in front of others. Given trainings via WebEx and use GoTo Assist for remote assistance.

Educational Background: Bachelors of Business Administration - Western Michigan University concentration in Computer Information Systems - April 2004.
Currently working towards an Associate of Applied Science in Culinary Arts and Baking & Pastry Certificate from Oakland Community College. Expected Graduation is April 2016.

Community Activities and/or Other Experience: Last time I've volunteered was for Affirmations in 2011. I've done various walks/runs for charity. I did a 43 mile bike ride for charity last summer. I just want to be a part of and proud of the city that I live in.

ACKNOWLEDGMENT:

Because serving on a Board or Commission requires a substantial commitment of time, effort and scheduling on the part of the members, we ask that you carefully consider your schedule before pursuing appointment to a Board or Commission and that by signing below you are confirming your willingness to make a concerted effort to attend every meeting and to fulfill your duties and responsibilities as a member. All information submitted in this application is public information and subject to disclosure in response to a public records request made pursuant to the Freedom of Information Act.

Signature: _____ Date: 9/9/15

(City Clerk's Office Use Only Below this Line)

Date Received: 9-9-2015
Signed Acknowledgement: Yes
Term Ending: _____
Staff Liaison: _____

Interview Date: _____
Board or Commission: _____
Letter Sent: Yes No / Date _____
Liaison Notified: Yes No / Date: _____

Council Meeting Date: _____
Appointed: Yes No
Motion Number: _____



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: Special Meeting, September 21, 2015

AGENDA # D 1

SUBJECT: Appointments to City Boards and Commissions

DEPARTMENT: City Clerk

SUMMARY: Attached is a suggested list of appointments of the applicants interviewed in August and September. These suggestions are based on the information in their applications, their interviews and their own preferences. My intent is to give you a starting place for making your final decisions.

I've taken the same spreadsheet supplied in the Sept. 8 special meeting packet, updated it with the newest vacancies, and listed in blue under the heading **APPOINT**, my suggestions.

RECOMMENDED ACTION: To approve the appointments to City boards and commissions as listed, and to schedule a swearing in ceremony for all appointees during the regular council meeting on October 5, 2016.

APPROVALS:

City Manager:

Department Director:

**Board and Commisison Vacancies
September 21, 2015**

Board/Commission	Appointing Authority	# of Vacancies	APPOINT	Term Exp. Date	Candidates	Preference	Application Date	Interview Date
Arts & Cultural Commission	Council	1.	Lynn Copeland	02/2016	Lynn Copeland	1	8/9/2015	9/8/2015
			Heidi Bisson	02/2017	Heidi Bisson	1	8/12/2015	9/21/2015
			Elizabeth Fritz <i>in November</i>	02/2017	*Elizabeth Fritz-Cottle	1	8/20/2015	9/8/2015
					Desmond Travis	2	7/20/2015	8/17/2015
Beautification Advisory	Council	1.	Larry Wilson	02/2016	Larry Wilson	1	4/2/2015	9/8/2015
			Carrie Dodds	02/2018	Carrie Dodds	1	8/31/2015	9/8/2015
					Abraham (Avi) Snider	3	8/19/2015	9/8/2015
					Gwendolyn Henderson-Kenley	3	9/1/2015	9/8/2015
Communication Commission	Council	1.	Desmond Travis	02/2016	Desmond Travis	1	7/20/2015	8/17/2015
				02/2018	*Elizabeth Fritz-Cottle	2	8/20/2015	9/8/2015
				02/2018	Gwendolyn Henderson-Kenley	2	9/1/2015	9/8/2015
Brownfield Redevelopment Auth./Economic Dev. Corp.	Mayor	1.		02/2021				
Emergency Services Council	Council	1.	Gwendolyn Hende	08/2018	Gwendolyn Henderson-Kenley	1	9/1/2015	9/8/2015
				08/2017	Lynn Copeland	2	8/9/2015	9/8/2015
Ethnic Advisory Commission (Chair appointed by Mayor)	Council	1.	Avi Snider	08/2016	Benjamin Vineburg	2	7/8/2015	8/17/2015
				08/2017	Abraham (Avi) Snider	2	8/19/2015	9/8/2015
				08/2018	Lynn Copeland	3		9/8/2015
					Gwendolyn Henderson-Kenley	4	9/1/2015	9/8/2015

**Board and Commisison Vacancies
September 21, 2015**

Board/Commission	Appointing Authority	# of Vacancies	APPOINT	Term Exp. Date	Candidates	Preference	Application Date	Interview Date
Independence Day Comm.	Council	1.	Benjamin Vineburg	08/2016	Benjamin Vineburg	1	7/8/2015	8/17/2015
		2.		08/2017				
		3.		08/2018				
		4.		08/2018				
Planning Commission	Mayor	1.		08/2017	Abraham (Avi) Snider	1	8/19/2015	9/8/2015
					Dwight E. Thomas Sr.	1	8/27/2015	9/8/2015
					Heidi Bisson	2	8/12/2015	9/21/2015
					Jessica L. Caswell	2	9/9/2015	9/21/2015
Recreation Advisory Board	Council	1.	Brian Brown	08/2016	Brian Brown	1	8/5/2015	8/17/2015
		2.	Dwight Thomas <i>(keep application on file for future opening on Bldg. Bd. of Appeals)</i>	08/2016	Dwight E. Thomas Sr.	3	8/27/2015	9/8/2015
Recycling & Environmental Conservation Commission	Council	1.	Jessica Caswell	08/2016	Jessica L. Caswell	1	9/9/2015	9/21/2015
		2.		08/2016	Abraham (Avi) Snider	4	8/19/2015	9/8/2015
		3.		08/2016				
Zoning Board of Appeals <i>* vacancy in November</i>	Council	* 0.	Donald Cohen <i>in November</i>	08/2016	Donald Cohen	1	8/31/2015	



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: Special Meeting, September 21, 2015

AGENDA # D 2

SUBJECT: Appointments to Corridor Improvement Authority Board

DEPARTMENT: City Clerk

SUMMARY: Attached is a list of Mayor McClellan's recommended appointments to the Corridor Improvement Authority Board. Public Act 280 of 2005, MCL 125.2878, regulating the composition of the Board.

Board members are appointed by the Mayor, subject to approval by City Council.

Mayor McClellan is proposing the Board have an initial membership of eight. Based on the criteria of MCL 125,2878 the Board would consist of:

1. The Mayor or her assignee
2. At least 4 members who have an ownership or business interest in property within the development area
3. At least 1 member who is a resident of the development area or of an area within ½ mile of any part of the development area
4. 2 members who meet the qualifications of either # 2 or # 3.

RECOMMENDED ACTION: To confirm the appointments to the Corridor Improvement Authority Board as recommended by Mayor McClellan, and to schedule a swearing in ceremony for the appointees during the regular council meeting on October 5, 2016.

APPROVALS:

City Manager: _____

Department Director: _____

CORRIDOR IMPROVEMENT AUTHORITY ACT (EXCERPT)
Act 280 of 2005

125.2878 Authority under supervision and control of board; membership; appointment; terms; vacancy; expenses; chairperson; oath; proceedings and rules subject to open meetings act; removal of board member; financial records; writings subject to freedom of information act; members as members of business improvement district; creation of joint authority; board.

Sec. 8. (1) Except as provided in subsection (7) or as otherwise provided in subsection (8), an authority shall be under the supervision and control of a board consisting of the chief executive officer of the municipality or his or her assignee and not less than 5 or more than 9 members as determined by the governing body of the municipality. Members shall be appointed by the chief executive officer of the municipality, subject to approval by the governing body of the municipality. Not less than a majority of the members shall be persons having an ownership or business interest in property located in the development area. At least 1 of the members shall be a resident of the development area or of an area within 1/2 mile of any part of the development area. Of the members first appointed, an equal number of the members, as near as is practicable, shall be appointed for 1 year, 2 years, 3 years, and 4 years. A member shall hold office until the member's successor is appointed. After the initial appointment, each member shall serve for a term of 4 years. An appointment to fill a vacancy shall be made by the chief executive officer of the municipality for the unexpired term only. Members of the board shall serve without compensation, but shall be reimbursed for actual and necessary expenses. The chairperson of the board shall be elected by the board.

(2) Before assuming the duties of office, a member shall qualify by taking and subscribing to the constitutional oath of office.

(3) The proceedings and rules of the board are subject to the open meetings act, 1976 PA 267, MCL 15.261 to 15.275. The board shall adopt rules governing its procedure and the holding of regular meetings, subject to the approval of the governing body. Special meetings may be held if called in the manner provided in the rules of the board.

(4) After having been given notice and an opportunity to be heard, a member of the board may be removed for cause by the governing body.

(5) All expense items of the authority shall be publicized monthly and the financial records shall always be open to the public.

(6) A writing prepared, owned, used, in the possession of, or retained by the board in the performance of an official function is subject to the freedom of information act, 1976 PA 442, MCL 15.231 to 15.246.

(7) If the boundaries of the development area are the same as those of a business improvement district established under 1961 PA 120, MCL 125.981 to 125.990m, the governing body of the municipality may provide that the members of the board of the authority shall be the members of the board of the business improvement district and 1 person shall be a resident of the development area or of an area within 1/2 mile of any part of the development area.

(8) If 2 or more cities, villages, or townships create a joint authority under section 4(2), the board shall consist of up to 3 individuals appointed by the chief executive officer of each city, village, or township that is a member of the joint authority. Each of those individuals shall be appointed for initial staggered terms of 2 years, 3 years, or 4 years. A member shall hold office until the member's successor is appointed. After the initial appointment, each member shall serve for a term of 4 years. An appointment to fill a vacancy shall be made by the chief executive officer of the city, village, or township for the unexpired term only. Members of the board shall serve without compensation, but shall be reimbursed for actual and necessary expenses. The chairperson of the board shall be elected by the board.

History: 2005, Act 280, Imd. Eff. Dec. 19, 2005;—Am. 2012, Act 229, Imd. Eff. June 29, 2012.

**Corridor Improvement Authority Appointments
September 21, 2015**

Board/Commission	Appointing Authority	# of Vacancies	APPOINT	Member Type	Term Exp. Date
Corridor Improvement Authority	Mayor	1.	Marian McClellan	Mayor	11/2015
		2.	Zeana Attisha	Business	08/2019
		3.	Michael Berger	Business	08/2019
		4.	Ray Moulden	Business	08/2018
		5.	Patrick Peteet	Business	08/2018
		6.	Daveda J. Colbert	Superintendent of Schools	08/2017
		7.	Mark Berkman	Resident	08/2017



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: Special Meeting, September 21, 2015

AGENDA # E

SUBJECT: Reappointments to City Boards and Commissions

DEPARTMENT: City Clerk

SUMMARY: Attached is a list of board/commission members whose terms expired on August 31. Information on attendance, and staff and council liaison recommendations is included.

A column has been added to show a final determination of "YES", reappoint, or "NO", do not reappoint.

RECOMMENDED ACTION: To reappoint the following to the Boards listed for terms to expire as indicated:

BOARD	APPOINTEE	TERM TO EXPIRE
Board of Review	Herschel Goldstein	August 2018
Board of Review	James Gulley	August 2018
Emergency Services Council	Nynier Hall-Brown	August 2018
Emergency Services Council	Teresa Roscoe	August 2018
Ethnic Advisory Commission	Juanita Bell	August 2017
Ethnic Advisory Commission	Lana Sherman	August 2017
Independence Day Comm.	Erv Milton	August 2018
Independence Day Comm.	Lou Landau	August 2018
Planning Commission	Joe Brown	August 2018
Planning Commission	Gary Torgow	August 2018
Planning Commission	Marie Walters-Gill	August 2018
Recycling/Environmental Conservation Commission	Paul Bannon	August 2018
Recycling/Environmental Conservation Commission	Carolyn Davis	August 2018
Zoning Board of Appeals	Jack Blumenkopf	August 2018
Zoning Board of Appeals	Nathan Peiss	August 2018

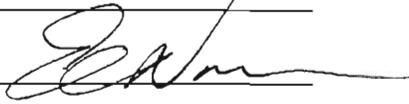
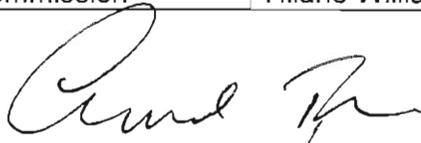
And to direct the City Clerk to send letters of appreciation to the following for their past service:

Recreation Advisory Board	Michael Auger
Recreation Advisory Board	Edward Hester
Recycling/Environmental Conservation Commission	Jim Head
Recycling/Environmental Conservation Commission	Hilarie Williams

APPROVALS:

City Manager: _____

Department Director: _____



REAPPOINTMENTS FOR TERMS EXPIRED ON AUGUST 31, 2015

BOARD	MEMBER	NEW TERM EXP. DATE	2014 - 2015 ATTENDANCE	STAFF LIAISON	RECOMMENDATION	COUNCIL LIAISON	RECOMMENDATION	REAPPOINT
Board of Review	Herschel Goldstein	August 2018	100%	Assessor Bush	yes	none	n/a	YES
Board of Review	James Gulley	August 2018	80%	Assessor Bush	yes	none	n/a	YES
Emergency Services Council	Nynier Hall-Brown	August 2018	75%	Public Safety Dir. Cooper	yes	Mayor Pro Tem Levine	yes	YES
Emergency Services Council	Teresa Roscoe	August 2018	88%	Public Safety Dir. Cooper	yes	Mayor Pro Tem Levine	yes	YES
Ethnic Advisory Commission	Juanita Bell	August 2017	67%	*Comm./Econ. Dev. Dir. Marrone	yes	Mayor McClellan	yes	YES
Ethnic Advisory Commission	Lana Sherman	August 2017	91%	*Comm./Econ. Dev. Dir. Marrone	maybe	Mayor McClellan	yes	YES
Independence Day Comm.	Erv Milton	August 2018	100%	Recreation Director Hall	yes	Mayor Pro Tem Levine/Council Member Speech	yes/yes	YES
Independence Day Comm.	Lou Landau	August 2018	75%	Recreation Director Hall	yes	Mayor Pro Tem Levine/Council Member Speech	yes/yes	YES
Planning Commission	Joe Brown	August 2018	86%	City Planner Rulkowski	yes	Council Member Seligson	yes	YES
Planning Commission	Gary Torgow	August 2018	43%	City Planner Rulkowski	yes	Council Member Seligson	yes	YES
Planning Commission	Marie Walters-Gill	August 2018	93%	City Planner Rulkowski	yes	Council Member Seligson	yes	YES
Recreation Advisory Board	Michael Auger	August 2018	very poor	Recreation Director Hall	no	Council Member Burns	no	NO
Recreation Advisory Board	Edward Hester	August 2018	very poor	Recreation Director Hall	no	Council Member Burns	no	NO
Recycling/Env. Conservation	Paul Bannon	August 2018	excellent	Gary Shermetaro	yes	Council Member Burns	yes	YES
Recycling/Env. Conservation	Carolyn Davis	August 2018	good	Gary Shermetaro	yes	Council Member Burns	yes	YES
Recycling/Env. Conservation	Jim Head	August 2018	very poor	Gary Shermetaro	no	Council Member Burns	no	NO
Recycling/Env. Conservation	Hilarie Williams	August 2018	very poor	Gary Shermetaro	no	Council Member Burns	no	NO
Zoning Board of Appeals	Jack Blumenkopf	August 2018	80%	City Planner Rulkowski	yes	none	n/a	YES
Zoning Board of Appeals	Nathan Peiss	August 2018	60%	City Planner Rulkowski	yes	none	n/a	YES

* Beginning September 2015, staff liaison is Human Resources Director Brooks