

Oak Park

City Council Agenda

October 19, 2015





AGENDA
REGULAR CITY COUNCIL MEETING
35th CITY COUNCIL
OAK PARK, MICHIGAN
October 19, 2015
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 Council Meeting Minutes of October 5, 2015
- B. Planning Commission Meeting Minutes of August 10, 2015
- C. Communications Commission Meeting Minutes of June 17, 2015
- D. Proposed Change Order No. 2 for the 2015 Water Main Replacement Project, M-609 to Macomb Pipeline and Utility Co. for the total amount of (\$27,490.00) and Payment Application No. 3 in the amount of \$128,637.65
- E. Payment of invoice from PSI for material testing on the water main and sewer construction projects in the total amount of \$2,860.00
- F. Authorization for the Department of Public Works to enter into an inter-governmental agreement with the City of Ferndale to utilize their storage yard for leaf pick up subject to final review by the City Attorney
- G. Licenses - New and Renewals as submitted for October 19, 2015

6. RECOGNITION OF VISITING ELECTED OFFICIALS:

7. SPECIAL RECOGNITION/PRESENTATIONS:

- A. Proclamation honoring Robb "Dragon" Hogan
- B. City Manager Employee Recognition – Tiffany Brown
- C. Presentation - Ferndale School Millage Proposal

8. PUBLIC HEARINGS: None

9. COMMUNICATIONS: None

10. SPECIAL LICENSES: None

11. ACCOUNTING REPORTS:

- A. Approval for payment of an invoice submitted by Secrest, Wardle, Lynch, Hampton, Truex & Morley for legal services in the amount of \$336.00
- B. Approval for payment of an invoice submitted by Garan, Lucow, Miller, P.C. for legal services in the total amount of \$11,669.55

12. BIDS: None

13. ORDINANCES:

- A. Second Reading and adoption of an Ordinance to Amend Article V, Rates and Charges, of Chapter 82, Utilities of the Code of Ordinances of the City of Oak Park by amending Sections 82-315 and 82-316 thereof
- B. First Reading of proposed text amendments to the City of Oak Park Zoning Ordinance, Article XVIII, Signs, as recommended by the Planning Commission

14. CITY ATTORNEY:

15. CITY MANAGER:

Finance Department

- A. Receive and approve recommendations as submitted regarding Special Assessment District No. 649, Unpaid Weed Mowing Invoices
- B. Receive and approve recommendations as submitted regarding Special Assessment District No. 650, Unpaid Delinquent Water Invoices
- C. Receive and approve recommendations as submitted regarding Special Assessment District No. 651, Unpaid Special Pick-Up Invoices
- D. Receive and approve recommendations as submitted regarding Special Assessment District No. 652, Unpaid Snow Removal Invoices
- E. Receive and approve recommendations as submitted regarding Special Assessment District No. 653, Unpaid Sidewalk Invoices

Community and Economic Development, Planning Division

- F. Request approval of the Final Site Plan with noted conditions as submitted by Security Central Protection, 12821 Capital, to construct a 4,030 square foot, two-story addition
- G. Request approval of the Final Site Plan with noted conditions as submitted by 1-800 Self Storage, 13631 Ten Mile Road, to renovate an existing auto servicing building into a self-storage facility

Recreation

- H. Authorization for the Recreation Department to enter into an agreement with Suburban Mobility Authority for Regional Transportation (SMART) for Municipal and Community Credits

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
35th OAK PARK CITY COUNCIL
October 5, 2015
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, Council Member Burns, Council Member Speech

ABSENT: Mayor Pro Tem Levine, Council Member Seligson

OTHERS

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

APPROVAL OF AGENDA:

**CM-10-384-15 (AGENDA ITEM #4) ADOPTION OF THE AGENDA AS SUBMITTED
- APPROVED**

Motion by Speech, seconded by Burns, CARRIED UNANIMOUSLY, to approve the agenda as submitted.

Voice Vote:	Yes:	Burns, McClellan, Speech
	No:	None
	Absent:	Levine, Seligson

MOTION DECLARED ADOPTED

CONSENT AGENDA:

CM-10-385-15 (AGENDA ITEM #5A-G) CONSENT AGENDA - APPROVED

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

- A. Special Council Meeting Minutes of September 21, 2015 **CM-10-386-15**
- B. Regular Council Meeting Minutes of September 21 2015 **CM-10-387-15**
- C. Beautification Advisory Commission Meeting Minutes of May 19, 2015 and June 16, 2015 **CM-10-388-15**
- D. Payment of invoices from Orchard, Hiltz & McCliment for Water Reservoir Pumping Station Improvements, Traffic Signal Design and Oak Park Boulevard Rehabilitation in the total amount of \$4,486.64 **CM-10-389-15**
- E. Proposed Change Order No. 1 in the amount of (\$48,412.32) and Payment Application No. 2 in the amount of \$38,818.49 to Troelsen Excavating for the 2015 Catch Basin Line Replacement and Sewer Lateral Repair Project, M-606 **CM-10-390-15**

- F. Performance Resolution required by the Michigan Department of Transportation (MDOT) for issuing permits to the City for work performed within the Eight Mile Road right-of-way and to authorize City personnel to make applications for the permits on behalf of the City
CM-10-391-15
- F. Licenses - New and Renewals as submitted for October 5, 2015 **CM-10-392-15**

<u>NEW MERCHANT</u> (Subject to all Departmental Approvals)	<u>ADDRESS</u>	<u>FEE</u>
CAR THEWRAPY	8220 NINE MILE	\$150
RHJ CLOTHIER	25254 GREENFIELD	\$150
RENEWALS –		
HANNA FRUIT MARKET – OAK PARK	13745 NINE MILE	\$450
CHASE CLEANERS	10831 TEN MILE	\$225
MAPLE HOME HEALTH CARE	23300 GREENFIELD 219	\$450
FANCY FEE	14935 ELEVEN MILE	\$375
ROYAL CONTAINER	21100 HUBBELL	\$225
MIGHTY MO MUFFLERS	13941 NINE MILE	\$450
SUPERIOR ELECTRIC	10280 CAPITAL	\$450
MEYER GOLDBERG/SAM'S DIAMONDS	21700 GEENFIELD 323	\$225
ZEMAN'S NEW YORK BAKERY 20700 HUBBELL	25258 GREENFIELD 20700 HUBBELL	\$450 \$150
TACO BELL #16415	21350 GREENFIELD	\$225

Roll Call Vote: Yes: Burns, McClellan, Speech
 No: None
 Absent: Levine, Seligson

MOTION DECLARED ADOPTED

RECOGNITION OF VISITING ELECTED OFFICIALS:

Dr. Daveda Colbert, Superintendent of the Oak Park Schools, provided an update on activities pertaining to the School District.

SPECIAL RECOGNITION/PRESENTATIONS:

(AGENDA ITEM #7A) Proclamation honoring the Oak Park Toastmasters Club. Mayor McClellan presented the following proclamation in honor of the Oak Park Toastmasters Club:

City of Oak Park
Proclamation
Honoring
Oak Park Toastmasters Club #1547

WHEREAS, *The Oak Park Toastmasters Club #1547 was chartered on April 1, 1996 and has welcomed a diverse population of Oak Park and metropolitan area individuals with disabilities, speech impediments, and those suffering from the devastating fear of public speaking, for nearly 20 years; and*

- WHEREAS,** *The Toastmasters mission statement is to “provide a supportive and positive learning experience in which members are empowered to develop communication and leadership skills, resulting in greater self-confidence and personal growth;” and*
- WHEREAS,** *The Oak Park Toastmasters Club #1547 is part of Toastmasters International that has grown to serve over 332,000 members representing 15,400 clubs in 135 countries: and*
- WHEREAS,** *The ability to speak clearly and effectively is a powerful and important skill that can help individuals overcome barriers to effective performance in virtually every endeavor and line of work.*

NOW, THEREFORE, BE IT RESOLVED, *that I, Marian McClellan, Mayor of the City of Oak Park, Michigan, on behalf of the Oak Park City Council and all of our residents, by proclamation, do hereby express appreciation for and congratulations to the Oak Park Toastmasters Club #1547 for its longstanding presence in the City of Oak Park and dedication to helping individuals become better communicators and leaders in the community.*

IN TESTIMONY WHEREOF, *I have officially signed my name, and caused the seal of the City of Oak Park, Michigan, to be affixed this Fifth day of October, Two Thousand Fifteen.*

Marian McClellan, Mayor

(AGENDA ITEM #7B) Mayor McClellan administered the Oath of Office to newly appointed Board and Commission members as follows:

Zeana Attisha	Corridor Improvement Authority
Patrick Peteet	Corridor Improvement Authority
Daveda Colbert	Corridor Improvement Authority
Lynn Copeland	Arts & Cultural Commission
Heidi Bisson	Arts & Cultural Commission
Desmond Travis	Communications Commission
Gwendolyn Henderson-Kenley	Emergency Services Council
Brian Brown	Recreation Advisory Board
Dwight Thomas	Recreation Advisory Board
Jessica Caswell	Recycling & Environmental Conservation Commission

PUBLIC HEARINGS:

PUBLIC HEARINGS REGARDING SPECIAL ASSESSMENT DISTRICTS AS LISTED BELOW:

SPECIAL ASSESSMENT DISTRICT NO. 648 – UNPAID FALSE ALARM INVOICES
SPECIAL ASSESSMENT DISTRICT NO. 649 – UNPAID WEED MOWING INVOICES
SPECIAL ASSESSMENT DISTRICT NO. 650 – UNPAID DELINQUENT WATER INVOICES
SPECIAL ASSESSMENT DISTRICT NO. 651 – UNPAID SPECIAL PICK-UP INVOICES
SPECIAL ASSESSMENT DISTRICT NO. 652 – UNPAID SNOW REMOVAL INVOICES
SPECIAL ASSESSMENT DISTRICT NO. 653 – UNPAID SIDEWALK REPAIR INVOICES
SPECIAL ASSESSMENT DISTRICT NO. 654 – UNPAID MISCELANIOUS INVOICES

Mayor McClellan opened the Public Hearing(s) on Special Assessment Districts 648, 649, 650, 651, 652, 653 and 654 at 7:23 P.M. and invited interested parties to speak. Rebecca Willis, 22195 West Hampton, spoke regarding concerns about her water bill. John Lichtenberg, 24091 Majestic, spoke with

regard to a snow removal bill. Tameka Wallace, 13731 Allan Ave. spoke concerning a sidewalk repair bill. Mayor McClellan closed the Public Hearing(s) at 7:35 P.M.

CM-10-393-15 (AGENDA ITEM #8A-G) RESOLUTION NO. 9 AND RESOLUTION NO. 10 CONFIRMING THE ROLL AND SETTING THE DUE DATE AND PENALTY FOR SPECIAL ASSESSMENT DISTRICTS – ADOPTED

Motion by, Burns, seconded by Speech, CARRIED UNANIMOUSLY, to adopt the following Special Assessment Resolution (No. 9) confirming the Roll, and Special Assessment Resolution (No. 10), setting the due date of October 29, 2015, together with a penalty of ten percent (10%) for Special Assessment District No. 648 – Unpaid False Alarms Invoices; Special Assessment District No. 649 – Unpaid Weed Mowing Invoices; Special Assessment District No. 650 – Unpaid Delinquent Water Invoices; Special Assessment District No. 651 – Unpaid Special Pick Up Invoices; Special Assessment District No. 652 – Unpaid Snow Removal Invoices; Special Assessment District No. 653 – Unpaid Sidewalk Repair Invoices; Special Assessment District No. 654 – Unpaid Miscellaneous Invoices; and withholding the temporary exceptions pending further review by the City Manager to report back to the City Council as to whether they will be kept on the Roll; added on at a later date or removed permanently:

CITY OF OAK PARK
 MICHIGAN

SPECIAL ASSESSMENT RESOLUTION NO. 9

- DISTRICT NO. 648
- DISTRICT NO. 649
- DISTRICT NO. 650
- DISTRICT NO. 651
- DISTRICT NO. 652
- DISTRICT NO. 653
- DISTRICT NO. 654

The Mayor announced that this was the time set to review the Special Assessment Rolls as prepared and revised by the City Assessor for unpaid expenses incurred on private premises for - False Alarm Invoices, assessed in Special Assessment District No. 648; Weed Mowing Invoices, assessed in Special Assessment District No. 649; Delinquent Water Invoices, assessed in Special Assessment District No. 650; Special Pick-Up Invoices, assessed in Special Assessment District No. 651; Snow Removal Invoices, assessed in Special Assessment District No. 652; Sidewalk Repair Invoices, assessed in Special Assessment District No. 653 and Miscellaneous Invoices, assessed in Special Assessment District No. 654.

The Clerk read into the record the objections that were received.

There were objections received as follows:

SAD	Address	Parcel ID #
648 Unpaid False Alarm Invoices		
	None	
649 Unpaid Weed Mowing Invoices		
	13841 Ten Mile	25-30-227-001
	22211 Marlow	25-31-126-041
650 Unpaid Delinquent Water Invoices		

	22195 Westhampton	25-31-226-016
	15450 Ten Mile	25-19-351-052
651 Unpaid Special Pick-up Invoices		
	14410 Vernon	25-19-401-018
	24510 Manistee	25-29-227-003
652 Unpaid Snow Removal Invoices		
	24117 Roanoke	25-28-154-001
	13841 Ten Mile	25-30-227-001
	24091 Majestic	25-29-281-023
653 Unpaid Sidewalk Repair Invoices		
	13731 Allan Ave.	25-30-276-067
654 Unpaid Miscellaneous Invoices		
	None	

BE IT RESOLVED That Special Assessment Rolls No. 648, 649, 650, 651, 652, 653 and 654 as prepared and revised by the City Assessor, are hereby confirmed.

CITY OF OAK PARK
 MICHIGAN

SPECIAL ASSESSMENT RESOLUTION NO. 10

- DISTRICT NO. 648
- DISTRICT NO. 649
- DISTRICT NO. 650
- DISTRICT NO. 651
- DISTRICT NO. 652
- DISTRICT NO. 653
- DISTRICT NO. 654

At a Regular Meeting of the City Council of the City of Oak Park, held the 5th day of October, 2015 at 7:00 P.M., at the City Hall, 14000 Oak Park Boulevard, in said City.

WHEREAS, by resolution adopted October 5, 2015, Special Assessment Rolls No. 648, 649, 650, 651, 652, 653 and 654 were confirmed by the City Council.

NOW, THEREFORE, BE IT RESOLVED THAT: Said Special Assessment Rolls shall be due in one (1) installment payable on October 29, 2015, in full, together with a penalty of ten percent (10%).

BE IT FURTHER RESOLVED THAT: An unpaid installment of said Special Assessment Roll shall bear penalty at an annual rate of five percent (5%) after due date November 5, 2015.

Roll Call Vote:	Yes:	McClellan, Burns, Speech
	No:	None
	Absent:	Levine, Seligson

MOTION DECLARED ADOPTED

SPECIAL LICENSES: None

ACCOUNTING REPORTS:

CM-10-394-15 (AGENDA ITEM #11A) APPROVAL FOR PAYMENT OF AN INVOICE AS SUBMITTED BY SECREST WARDLE, LYNCH, HAMPTON, TRUEX & MORLEY FOR LEGAL SERVICES IN THE AMOUNT OF \$10,203.80 - APPROVED

Motion by Speech, seconded by Burns, CARRIED UNANIMOUSLY, to approve payment of invoice #1272540 as submitted by Secrest Wardle, Lynch, Hampton, Truex & Morley for legal services in the amount of \$10,203.80.

Roll Call Vote: Yes: McClellan, Burns, Speech
 No: None
 Absent: Levine, Seligson

MOTION DECLARED ADOPTED

BIDS:

CM-10-395-15 (AGENDA ITEM #12A) BIDS FROM MIDEAL AND MITN FOR WINTER MAINTENANCE ROCK SALT IN THE TOTAL AMOUNT OF \$51,395.00 - APPROVED

Motion by Speech, seconded by Burns, CARRIED UNANIMOUSLY, to approve the bids from MIDEAL and MITN for winter maintenance rock salt in the total amount of \$51,395.00.

Roll Call Vote: Yes: McClellan, Burns, Speech
 No: None
 Absent: Levine, Seligson

MOTION DECLARED ADOPTED

Assistant City Manager Yee reported the City's Public Works Department has participated in the State of Michigan's (MIDEAL) annual salt bid for the purchase of rock salt for winter maintenance for several years. He indicated that this year it was decided to split the bid between the State's bid and a group of municipalities that purchase through MITN. Prior to the bids, the City submits the amount of salt desired and the quantities from road agencies throughout the State are then assembled and bid out from both entities. Mr. Yee indicated the bids from both organizations were very close this year, with the MITN bid coming in at \$57.11/ton and the MIDEAL bid coming in at \$57.10/ton which is about 25% less than last year. 400 tons were submitted from MIDEAL and 500 tons from MITN for the seasonal back up, bringing the total anticipated cost to \$51,395.00 (additional salt can be ordered at the listed unit prices if needed).

ORDINANCES:

CM-10-396-15 (AGENDA ITEM #13A) SECOND READING AND ADOPTION OF AN ORDINANCE TO AMEND ARTICLE V, RATES AND CHARGES, OF CHAPTER 82, UTILITIES OF THE CODE OF ORDINANCES OF THE CITY OF OAK PARK BY AMENDING SECTIONS 82-315 AND 82-316 THEREOF - POSTPONED

Motion by Speech, Seconded by Burns, CARRIED UNANIMOUSLY, to postpone the second reading of the ordinance to the next Council Meeting.

Voice Vote: Yes: McClellan, Burns, Speech
 No: None
 Absent: Levine, Seligson

MOTION DECLARED ADOPTED

Council Member Speech expressed concerns that the ordinance requires clarification with respect to water payment plan fee responsibility that pertains to landlords. Council debated the merits of adding language that would clarify that water payment plan fees are the responsibility of the owner/landlord and not the tenant. Council agreed to postpone the second reading to consider additional amendments to the ordinance.

CITY ATTORNEY REPORT: None

CITY MANAGER:

Department of Public Safety

**CM-10-397-15 (AGENDA ITEM #15A) TRAFFIC CONTROL ORDER 160 SEC 1.16
AND IMPLEMENTATION OF THE RECOMMENDATIONS SPELLED
OUT BY THE TRAFFIC IMPROVEMENT ASSOCIATION (TIA) FOR
THE INTERSECTION AT BALFOUR AND CHURCH STREETS -
APPROVED**

Motion by Burns, seconded by Speech, CARRIED UNANIMOUSLY, to adopt Traffic Control Order 160 Sec 1.16 and implement the following recommendations spelled out by the Traffic Improvement Association (TIA) for the intersection at Balfour and Church Streets:

- Install reflective strip on the stop sign post to make it more conspicuous
- Install bi-directional target arrow opposite the stem of the intersection, currently a bike route guide sign is placed there which will need to be relocated
- Pedestrian crossing signage is standard yellow and it is fading/cracking and should be replaced and upgraded to strong yellow green sheeting type
- Pedestrian warning signage is combined with bike route and/or speed limit signs. The signs should be installed separately to better distinguish message.

Roll Call Vote: Yes: McClellan, Burns, Speech
 No: None
 Absent: Levine, Seligson

MOTION DECLARED ADOPTED

**CM-10-398-15 (AGENDA ITEM #15B) TRAFFIC CONTROL ORDER 160 SEC 1.17
AUTHORIZING THE PLACEMENT OF A YIELD SIGN ON
CONSTANCE AVENUE AT RENSSELAER AS RECOMMENDED BY
THE TRAFFIC IMPROVEMENT ASSOCIATION (TIA) - APPROVED**

Motion by Burns, seconded by Speech, CARRIED UNANIMOUSLY, to adopt Traffic Control Order 160 Sec 1.17 authorizing the placement of a Yield Sign on Constance Avenue at Rensselaer as recommended by the Traffic Improvement Association (TIA).

Roll Call Vote:	Yes:	McClellan, Burns, Speech
	No:	None
	Absent:	Levine, Seligson

MOTION DECLARED ADOPTED

Community and Economic Development, Parks & Recreation, Library

(AGENDA ITEM #15C) Master Plan Update

Community and Economic Development Manager Marrone reported that the Master Plans for the City of Oak Park have not been updated since 1996 and although a Strategic Economic Development Plan was adopted in 2014, it does not complete the requirement that a city update its Master Plan, Parks and Recreation Master Plan and Oak Park Library Strategic Plan every five years. She indicated that each of these plans require a public input portion so the three departments have decided to work collaboratively on the public participation portion to reduce costs and hopefully attract more residents to participate. A survey is currently being compiled that will list questions for residents, property owners, and business owners that will be available on line October 12, 2015. A community town-hall meeting will also be held at the Community Center on November 18, 2015 from 5 p.m. to 7 p.m. to discuss the plans and ask the residents for input.

Administration

(AGENDA ITEM #15D) 2006 Street Improvement Bond Refinancing Project Update

City Manager Tungate reported that the 2006 Street Improvement Bond Refinancing project that is currently underway is projected to save tax payers over 1.2 million dollars over the life of the bonds which could result in a reduced bill for each taxpayer by the amount of \$75 to \$125.

CALL TO THE AUDIENCE:

Joyce Bannon, 10611 Troy, commented on landlord responsibilities with respect to water bills.

CALL TO THE COUNCIL:

Council Member Speech reminded everyone that it is Breast Cancer Awareness Month and that the Recreation Department will be hosting the annual "Boo Bash" on October 31, 2015 from 4:30 pm to 7:00 pm. Please be safe as it becomes darker earlier and keep porch lights on.

Council Member Burns thanked everyone for coming out and reminded everyone to please be watchful for children as it becomes darker earlier in the evenings and to dress appropriately as the weather becomes colder.

Mayor McClellan provided an update regarding the embezzlement case involving a former Oak Park employee. She also congratulated the participants who were part of the Beautification Advisory Commission awards and thanked staff for keeping the city so well maintained. She concluded by commending the city for its continued progress regarding economic development.

ADJOURNMENT:

There being no further business to come before the City Council, Mayor McClellan adjourned the meeting at 8:30 P.M.

T. Edwin Norris, City Clerk

Marian McClellan, Mayor

**CITY OF OAK PARK PLANNING COMMISSION
AUGUST 10, 2015
MINUTES**

Meeting called to order at 7:30 PM, in the City Council Chambers, Oak Park City Hall, 14000 Oak Park Boulevard, Oak Park, Michigan, by Vice Chairperson Brown and roll call was made.

PRESENT: Vice Chairperson Brown
Commissioner Eizelman
Commissioner McClellan
Commissioner Tkatch
Commissioner Tungate (*arrived at 7:47 p.m.*)
Commissioner Walters-Gill

ABSENT: Chairperson Torgow, Commissioner Seligson

OTHERS PRESENT: Recording Secretary, Cherilynn Brown
City Planner, Kevin Rulkowski
Community & Economic Development Manager, Kimberly Marrone

APPROVAL OF AGENDA OF AUGUST 10, 2015

MOTION by McClellan, **SECONDED** by Eizelman, to approve the agenda of August 10, 2015, as submitted.

VOTE: Yes: All
No: None

MOTION CARRIED

APPROVAL OF MINUTES OF MAY 11, 2015 - APPROVED

MOTION by Eizelman, **SECONDED** by Tkatch, to approve the Planning Commission meeting minutes of May 11, 2015, as submitted.

VOTE: Yes: All
No: None

MOTION CARRIED

COMMUNICATIONS/CORRESPONDENCE:

Vice Chairperson Brown read the following letters for the record.

- 1) *Thursday August 6, 2015
City of Oak Park Planning Commission
14300 Oak Park Blvd.
Oak Park, Michigan 48237*

I am a long-time resident of Ferndale and share the same concerns of my neighbors, The Eatons, who have submitted their written statements to you.

The key question is....Who will fund this low income housing?? The answer. . . We will Hard working taxpayers. And we will be the one who suffer if crime in the area inverses as a result of the development and we will have to pay again for increased police protection.

My personal recommendation is to neither tear down Jefferson nor Grant, but instead make good use of the empty lot on Wyoming between Pasenda and Cloverdale.

*Respectfully yours,
Fran Price
1725 Pearson Street
Ferndale, Michigan 48220*

2) August 06, 2015

*To: City of Oak Park Planning Commission
Re: 22001 Republic Avenue - rezoning*

Hi,

My name is Marilyn Rubin. I am writing as a member of the Good Neighbors Garden, concerning the rezoning proposal for the property at 22001 Republic.

Our community garden occupies about an acre of land, on the south-west corner of the Jefferson School property. With a lease from Ferndale Public Schools, we have been gardening there since 2007.

We grow food for ourselves, our families, and also extra to share with the community. We enjoy the participation of local children, who have fun while getting hands-on experience learning to grow their own food.

Blake Prewitt, the Superintendent of Ferndale Public Schools, has said that we are considered to be an asset to the community. Likewise, we ourselves have a strong commitment to the good of the community.

Some of the garden features that we have built up over the past eight years, mainly by hand, are:

- *The fruit orchard, consisting of nine young fruit trees (apple, pear, peach, and apricot)*
- *The children's area, where kids have fun raising watermelons, tomatoes, carrots, corn, and other crops*
- *The raspberries growing along the fence on Leroy street, available to anyone walking along the street, who wants to pick them in July*
- *A strawberry bed, popular among kids to forage for strawberries in June*
- *A perennial flower area, to enhance the beauty of the garden*
- *Forty private plots, with rich, deep, cultivated soil, used by individuals and families to grow their food naturally, without the use of artificial chemicals*

- *A large community plot area, where we grow food as a community, and provide visitors with generous samples to take home.*

I volunteer many hours per week, at the community garden. So I am often present to see how the remaining land on the Jefferson School property, outside of the garden, is regularly used by the community.

People greatly value this land. Kids play just south of the bus depot area. People come in cars, vans, or by foot, all day long, with their dogs. Of course, there are also scheduled soccer games on the north-east portion of the property.

The Jefferson school was built in 1925. Most of the Oak Park homes in the immediate area were built in the late 1940's. So people who have built their homes there, and who have moved into the area since then, have a reasonable expectation that they are moving into an area with a nice, large, park-like area for their families to enjoy.

I don't mind seeing the old school building demolished, when financially feasible. It is 90 years old, and has well served its purpose.

Hopefully, city or school officials can find a way to turn the entire area into a large park. Possibly, Oakland County or MSHDA can eventually provide some funding. Otherwise, it would make sense if Ferndale Public Schools could locate some private developers, who could put a row of houses on Republic Avenue. Possibly, the developers would spend the \$300,000 necessary to demolish the school building, or they could wait to see if MSHDA funding may become available next year for its demolition.

*It makes much less sense for Community Housing Network to spend **several million** dollars, to renovate the Jefferson school building, when this, as a result, requires them to recoup their expenses and make a profit by also paving over and building houses on the rest of the land, such as the community garden and the children's play areas. Furthermore, once a green space is lost, it is lost forever. People who pay taxes in the area have a right, and a need, to have a certain quality of life, which these green spaces afford.*

I request that the corner of land which is south of the bus depot, and west of the school, be kept intact. This would allow our community garden to continue to serve the community, and it would also allow the local children to retain some play area, and the dog walkers to enjoy a good stretch of land for their dogs to run and play.

As for the soccer park, this is one of approximately 45 field locations, in the area, where youth soccer games are scheduled. (See www.soarreferees.net/Fields.html for a list of fields). So, while it would be nice to keep this green space, it does not seem to be as essential to the immediate community.

I hope that the Zoning Board will turn down the proposal to rezone the area to multi-family housing, at least for now. Please allow Ferndale Public Schools more time to investigate and locate buyers who can better take into consideration the needs of the immediate community, which would be most affected by the change.

Sincerely,
Marilyn Rubin
24051 Ithaca
Oak Park, MI 48237

3) *Oak Park Planning Commission;* *Aug 7, 2015*

Back in 1974 - 1980, my daughters were in pre-school at Jefferson and I took enrichment classes. With the proceeds from The Jefferson Fair we put in a new playground with the parents, students, teachers and the principal on a Saturday.

When they closed Jefferson, they took out the playground which was very new at 3 to 5 years old. I was sick with grief! I did not know until it was a parking lot. If I had known before I would have asked them to leave the playground and put the parking lot in a different spot.

Now there is only a small area for the children, including our grandchildren, to play at. I had to sit on a cement porch with my back to a metal door and I am 66 years old. There is no table, no bench for the parents and children to sit at. I am afraid to go to Grant with my grandchildren due to the high crime rate.

Please give us a park with shade trees, picnic tables, benches, barbeque grills and possibly a dog walk. The only other park is across 9 Mile which is Geary Park. Oak Park industrial and commercial areas are on the south side of 9 Mile hence we have no place for a park. We need a park. Not more people in a condensed area. Oak Park please give us a park. Your industrial and commercial properties is taking up all the land. Put that development in your industrial area and give us back our park.

Get rid of the busses. Put them on 8 Mile. It is Leroy and Saratoga's pollution city. It was very short sided to put it there with all of those families. That area would be more neighborly and friendly if the busses were gone and the extra land used to enlarge the park. Make Jefferson a beautiful park and the value of our houses will go up and not down. Please call it Jefferson Park in honor of all the generations of students, teachers, parents, custodians, secretaries and PTA's. My father was an afternoon custodian at Jefferson from 1948 – 1955.

Ferndale school board and superintendant, would you want your parents and /or children living across the street from this proposed project? I ask you to not look at this with dollar signs in your eyes. I ask you to look at it as to how it will negatively affect the good people living in this area.

Our grandchildren go to Ferndale schools and our granddaughter has all A's and A pluses. Our grandson, who is entering 7th grade, has been selected to attend advanced English and Science. If you do the development in the area, my daughter is going to put them in another school. You will lose a valuable future leader. She was selected along with 3 other 8th grade students to practice at Detroit Symphony Orchestra. Also last year in 8th grade, she was nominated to audition for the high school marching band and was accepted.

Sherry Eaton

4) July 27, 2015

City Of Oak Park Planning Commission:

We have lived at 1716 Pearson in Ferndale since May 31, 1974 and raised our two daughters here without any bad consequences. My wife and her sister spoke at Jefferson when Ferndale schools wanted to close it. Sherry was very active with mothers, teachers, the principal and the school secretary to turn Jefferson into a community school. Sherry and her friends, Angie Rakus and Lorraine and Gary Ross hosted a senior citizen Thanksgiving dinner and a fundraising FunTasia Fair. They used the proceeds to purchase new equipment for the playground and a machine designed to pick up glass from the field.

We strongly oppose low income multi-dwelling in and around Jefferson School. We are shocked Oak Park would do that to our single family dwellings. It is our opinion if any school should be converted to multi dwelling facilities, it should be Grant. That way, low income housing will be kept within the boundaries of existing low income dwellings within Royal Oak Twp. To us, adding low income housing in our immediate area will be equivalent to extending Royal Oak Twp. Attached are crime rates found at: www.bestplaces.net/crime/city/michigan/royal_oak_charter_township and www.bestplaces.net/crime/city/michigan/ferndale. According to this website, Violent Crime in Royal Oak Twp is 93.7 and Ferndale is 53.8. The United States average is 41.4. According to this website, Property Crime in Royal Oak Twp. Is 77.8 and Ferndale is 50.3. The United States average is 43.5.

It is our concern and fear that crime will increase in our area and property values will see a significant decrease. In the 41 years we have lived in Ferndale, we have invested a lot of money into the community and into our home. It would be a shame to lose the money we have put into our home. And even worse if our neighbors and/or ourselves become victims of a crime.

I understand this endeavor will bring more children to the Ferndale School System but at what cost? If one person gets robbed, hurt or even murdered, the ends does not justify the means!

Bruce Eaton

Sherry Eaton

PUBLIC HEARINGS:

- A. Public Hearing to consider a request submitted by Community Housing Network on the proposed rezoning of 22001 Republic Avenue (the former Jefferson School, Ferndale School District), from R-1, One-Family Dwelling District to RM-1, Multi-Family Residential District.**

Mr. Brown called on Community Housing Network (CHN) to present their proposal.

CJ Felton, Community Housing Network (CHN), noted there is a shortage of affordable housing in Oakland County. He indicated CHN has been in housing development since the mid-

2000's, and has developed over 800 units in southeast Michigan. Mr. Felton explained 21 of the units will be reserved as supportive housing for tenants with special needs, which would include women fleeing domestic violence with young children, and people with disabilities.

Brooke Ellis, architect for the project, outlined the project as 40 new townhomes in 8 buildings, and a renovation of part of the existing school building into apartments and the gym into a community center. The site plan exceeds the City's green space and tree requirements. The development will incorporate the existing playground and add another. The front and back elevations of the new units will look essentially the same. All back porches will face the interior parking lot, and all front porches will face the street. The units will be three- and four-bedroom ranches and townhomes.

City Planner Rulkowski reported a Public Hearing was scheduled for the August meeting to hear public comments on the rezoning request by Community Housing Network for 22001 Republic Avenue (the former Jefferson School, Ferndale School District), from R-1, One-Family Dwelling District to RM-1, Multi-Family Residential District. The rezoning request is for the area identified as multi-family on the presented Site Plan.

Community Housing Network is requesting the rezoning to allow for the construction of a 60 unit multi-family development which would consist of 40 newly constructed townhomes along with 20 renovated apartments within the now vacant Thomas Jefferson School. The proposed development will use 6.84 acres of the school site. The existing bus garage will remain in the northwest corner of the school site.

The following considerations were noted during the review of this rezoning request:

1. The Zoning Ordinance, Section 600, Intent, of the RM-1, Multi-Family Residential District states "The RM-1 low-rise multi-family residential districts and the RM-2 mid-rise multi-family districts are intended to provide areas for multiple family dwellings and related uses, which will generally serve as zones of transition from lower density residential districts to more intense use districts, while providing appropriate housing alternatives in a properly planned setting."
2. The City's Master Plan states "As the population ages, new housing opportunities are needed to keep long-term residents in Oak Park after retirement. Housing types such as single family condominiums must be promoted to expand options for older citizens".
3. The City's Master Plan states "Oak Park would benefit by more diversification in its housing inventory, which is currently characterized by single family ranch homes, mostly between 950 and 1,500 square feet floor area, and rental apartments which by current standards are mostly rather small units. As sites become available for development, such as the Weber Site on the I-696 Ten Mile service drive, consideration should be given to up-scale condominiums or rental apartments."
4. The City's Master Plan states "it is important that housing in Oak Park remain affordable, however neighborhood quality necessitates that housing be well-maintained".
5. The City's Strategic Economic Development Plan (2014) states "a diverse housing stock will increase the attractiveness of Oak Park to a broader range of prospective residents, especially a greater mix of multi-family options that appeal to the two largest demographic groups in the country: Millennials and the aging Baby Boomers. Multi-family housing provides options and

opportunities for households of different incomes and size to live practically. It also encourages long-term investment in the city by providing the opportunity to transition into housing that matches their life-stage without having to leave the community”.

6. The proposed rezoning to RM-1, Multi-Family Residential District is for 6.84 acres of the school property.
7. All the adjacent parcels surrounding the subject parcel are zoned for single family residential use including the adjacent residential parcels on the east side of Republic Avenue in the City of Ferndale.
8. The setback requirements for the RM-1, Multi-Family Residential District and R-1, One-Family Dwelling District are very similar in their requirements. Both districts have 25 foot setbacks from the front property lines.
9. The subject parcel is bounded on the north by Saratoga Street, the south by Leroy Street and west by Republic Avenue, with access to each street.
10. The proposed zoning change should have no significant impact to the traffic conditions in the area.
11. The City of Oak Park Master Plan identifies this area as a school use area.
12. Currently there is an historic elementary school building (Jefferson) and the Ferndale Schools bus maintenance garage on the subject parcel. The school building was constructed in 1925 as Jefferson Elementary. In addition to the two buildings, there is a commercial cellular antenna and community garden on the site.
13. The proposed zoning change would be consistent with the intent of the Master Plan to create more diversification in its housing inventory.
14. The proposed zoning change would be consistent and compatible with existing land uses in the area.

The proposed zoning district change is appropriate for this location and is consistent and compatible with existing land uses in the area. Both the Oak Park Master Plan and the Strategic Economic Development Plan identify the need for greater housing diversification and specifically multi-family housing. The former school site provides a great opportunity to meet these needs with a large scale development such as the one proposed by Community Housing Network.

The proposed zoning change would be consistent with the intent of the Master Plan by creating new housing opportunities and greater diversification of the available housing stock. Based on the above considerations, the Planning Division recommends rezoning the subject property, 22001 Republic Avenue (the former Jefferson School, Ferndale School District), from R-1, One-Family Dwelling District to RM-1, Multi-Family Residential District, as identified on the presented site plan.

Vice Chairperson Brown opened the public hearing at 7:55 p.m.

Resident at 8573 Troy St. expressed concerns about the proposed location and about the development causing depreciation of housing values.

Resident at 8720 Albany asked about other options for the project and about parking and density for the project.

Mr. Felton clarified the only subject of the public hearing is the request for rezoning, which will go to City Council on August 17, 2015 for further consideration. Mr. Felton indicated 120

parking spaces will be provided, as per the Oak Park Zoning Ordinance, and the project will consist of 60 units.

Benita Wallis, a Ferndale resident on Saratoga, asked for a definition of low income housing and an explanation of how applicants will be vetted.

Mr. Felton explained the project is not being funded through HUD. Incomes for residents will be capped at 60% of the area median income, which is approximately \$40,620 for a family of four. The development will be built using the same quality of materials and construction as market rate developments. Prospective residents have to pass a stringent criminal background check for all persons 18 years and older in the household. Applicants must have a good rental credit score as well. Piper Management will be the onsite management company.

Robert Wagner, 1685 W. Saratoga, asked if studies on the impact on property values have been done and noted the traffic impact will alter the quality of life in the area.

Mr. Felton explained the properties are required to remain affordable for 45 years, and that CHN will continue to own and manage the development in some manner for at least 15 years.

Bruce Eaton, a Ferndale resident on Pearson, indicated no true study has been made on the impact of similar developments on property values, and stated his belief that a multi-million dollar investment will not have a negative impact on the area. Mr. Eaton asked if special needs residents include those with mental illness.

Mr. Felton confirmed it is possible that there will be residents who have been diagnosed with mental disorders. He noted CHN meets the support needs of such residents. Mr. Felton pointed out that a \$16 million investment is being made in the development and it is in CHN's best interest to lease the units to quality tenants.

Doreen Baltes, 8510 Saratoga, questioned the layout of the development. Ms. Baltes requested permit parking for the residents on Saratoga and opposed the loss of greenspace.

Architect Brooke Ellis explained the front porches of the units will face the street, the back porches will face the parking lot, and all parking lots will be on the interior of the development.

A resident of 8700 Albany insisted there would be some kind of impact when a 2015 housing product is planted in the middle of 1940's and 1950's homes.

John Heiss, Business Development Services, O'Brien Construction Co., Inc., replied that more than 40 units were built near Partridge Creek in Clinton Twp. Two years after completion, residents in the surrounding neighborhood who had complained about the project were moving into the development. He stated his belief the development increased the quality of the neighborhood.

Mr. Heiss spoke to the construction timeline, noting it will be complete in under one year, with the first 90-120 days being the most disruptive.

Commissioner Eizelman asked representatives of Ferndale Public Schools how they went about deciding how to reorganize the District's finances.

Blake Pruitt, Ferndale Public Schools Superintendent, explained the District has a building capacity of 7,000 students and that only 3,000 students are enrolled. The District had Plante Moran conduct a building and real estate assessment of the District's assets. The Jefferson School building is not ADA compliant. The land is worth \$700,000. Demolition costs are estimated at \$300,000-\$400,000. Property developers who were consulted had no interest in developing the site with single family homes because the profit margin was inadequate. CHN approached the District through the City of Oak Park. Plante Moran and the law firm Miller Canfield reviewed the offer from CHN and concurred it was a strong offer. Mr. Pruitt pointed out if the building remained vacant many problems would occur. As to residents' objection to losing the green space, he commented that the property is not currently a park. It is owned by the school district, and no one has come forward offering to purchase the property for use as a park.

Nadine Corey, 8550 Saratoga, objected to the entrance to the development being positioned on Saratoga across from the school bus yard, and expressed concern that firetrucks will not be able to access the complex from Saratoga. Ms. Corey feels everything the community uses is being taken away and nothing is being given back. She believes property values will decline.

David Gavulic, a resident, believes the tax credits for supportive housing are sold to banks, and that, therefore the \$16 million is not an investment by CHN but by taxpayers.

Catherine Lewandowski, 1546 Albany, stated she will move if the development is approved. She feels the development will turn a quiet street into a busy, noisy neighborhood with lots of traffic, and the neighborhood will be ruined.

Marie Granja, 1676 Albany in Ferndale, questioned the income of special needs residents and asked if other ideas for uses of the property were really pursued.

Mr. Pruitt explained Plante Moran has conducted over 100 studies for school districts facing financial difficulties due to declining enrollment, and believes residential development is in the best interest of the Ferndale District. In looking for interested investors the District was unable to find interest in developing a movie theater/entertainment-type complex, and was also unsuccessful in identifying a suitable incubator developer with a long-term proven track record. The developer of the Ypsilanti High School property investigated the Jefferson School property and was not interested in pursuing it for development because of its location and the condition of the building. Mr. Pruitt further noted that the window air conditioning units in the building have to be removed before the sale of the property because they were purchased with Federal grants, so the windows in the building will be boarded up for a short period of time.

Faye Younger, 8570 Saratoga, said she feels uncared about by Oak Park since the beginning of bussing in the 1970's took away the neighborhood school, up to the present with Oak Park selling the school and installing the bus garage without asking the residents.

Representatives of CHN noted the National Association of Home Builders estimates 18 local jobs are created by the economic activity of 60 new homes and 120 new residents, and \$1.44 million of new spending occurs in the area surrounding a new development.

Rena Yeason, 1735 W. Saratoga in Ferndale, voiced support for the development. She felt it might be an excellent opportunity for the residents of the neighborhood as it will provide housing for service workers such as custodians and teachers. She questioned why the District is

maintaining a bus depot on Saratoga rather than consolidating. Ms. Yeason also asked if the site can be redesigned to include more green space.

Mr. Pruitt said the District can't afford the cost of moving the depot.

Mr. Felton provided information on rental rates. The State sets a limit, which, in 2015, for a 4-bedroom unit, is \$1,200. However, in reality, the units have to be priced for the market. He estimated a one-bedroom will rent for \$700.

Mr. Felton announced CHN will host a community meeting on Tuesday, August 18, at 6:00 p.m. in the Oak Park Community Center to discuss concerns such as green space.

Regarding the community garden currently located on the school property, Mr. Felton explained CHN has offered assistance to move the garden.

Vice Chairperson Brown closed the public hearing at 8:59 p.m.

B. Planning Commission action regarding request submitted by Community Housing Network on the proposed rezoning of 22001 Republic Avenue (the former Jefferson School, Ferndale School District), from R-1, One-Family Dwelling District to RM-1, Multi-Family Residential District.

MOTION by Eizelman, SECONDED by McClellan, based on the information presented in the Planning Division Report, and additional findings of fact discussed during the public hearing and review of the request from Community Housing Network, to approve the rezoning of the subject property, 22001 Republic Avenue (the former Jefferson School, Ferndale School District), from R-1, One-Family Dwelling District to RM-1, Multi-Family Residential District, as identified on the presented site plan.

Commissioner Walters-Gill asked what other communities CHN has developed in southeast Michigan. Mr. Felton listed 48 townhomes in Eastpointe, Palmer Point Townhomes in Pontiac, and Unity Park in Pontiac.

ROLL CALL VOTE:

Yes: Eizelman, McClellan, Tkatch, Tungate, Brown

No: Walters-Gill

MOTION CARRIED 5-1

CONSENT AGENDA: No Items Eligible This Month

OLD BUSINESS: None

NEW BUSINESS:

1) Community Housing Network for 22001 Republic Avenue, Final Site Plan Review.

Mr. Rulkowski explained Community Housing Network has submitted a Final Site Plan to construct a 60 unit multi-family development which would consist of 40 newly constructed townhomes along with 20 renovated apartments within the now vacant Thomas Jefferson School at 22001 Republic Avenue. The proposed development will use 6.84 acres of the school site. The existing bus garage will remain in the northwest corner of the school site. The review of the Site Plan is in conjunction with Community Housing Network's rezoning request of the property from R-1, One-Family Dwelling District to RM-1, Multi-Family Residential District.

Based on the requested rezoning request becoming effective, the proposed development is a permitted use in the RM-1, Multi-Family Residential District zone. The proposed development meets all the Zoning Ordinance minimum requirements for height, building setbacks, and floor area. The submitted plan exceeds the minimum requirements in a number of areas.

The RM-1 District front yard setback minimum requirements are the same as the R-1, One-Family Dwelling District at 25 feet from the front property line. This requirement allows the buildings on the proposed development to have front yards that will be similar in depth to the surrounding single family residential neighborhood and help it blend in with the neighborhood. Similarly, the front (and rear) elevations of the proposed buildings are attractive combining composite stone and vinyl building finishes along with covered porches over entranceway doors. Individual unit sizes range from one bedroom, 800 square foot apartments in the renovated Jefferson School to 4 bedroom townhomes, 1,450 square feet in size. The provisions of the RM-1 District, would allow for a maximum number of 99 condominium units for a site of this size (6.84 acres). The proposed plan shows a much lower density of 60 townhouse and apartment units.

The Zoning Ordinance parking provisions require two parking spaces per unit. The Site Plan identifies the minimum number required at 120 parking spaces.

Engineering plans (storm water management, etc.) for the site need to be submitted to the City Engineer for review and approval as part of a Land Development Permit.

Traffic circulation throughout the development is achieved by two entryways on Leroy Street and Saratoga Street. The presented design is efficient and should satisfactorily evenly distribute the trips to and from the development to the adjacent streets. Both the Engineering Division and Public Safety have reviewed this layout and consider it acceptable. In terms of trip generation for the proposed development, based on information from the Institute of Traffic Engineers (ITE publication "Trip Generation, 7th Edition), the proposed development is estimated to generate less trips daily than if single family homes were constructed similar to what exist in the adjacent neighborhoods. Calculated in the following manner:

Estimated 43 single family homes (9.57 ATGR (Average Trip Generation Rate) = 382 trips daily.

Proposed 40 townhomes (5.86 ATGR) = 234 trips
Proposed 20 apartments (6.59 ATGR) = 132 trips
366 trips daily

Additionally, according to the Community Guide to Development Impact Analysis (Mary Edwards, Wisconsin Land Use Program, University of Wisconsin-Madison) as to when a community might consider a traffic impact study necessary:

“Generally, a comprehensive traffic analysis should be completed whenever a development is expected to generate 100 or more new inbound or outbound trips during the peak hours (ITE recommended practice). Developments containing about 150 single-family homes, 220 multi-family units, 55,000 square feet of general office space or a 15,500 square foot shopping center would be expected to generate this level of traffic and hence, require a complete traffic analysis.”

This development with a proposed additional 60 multi-family residential units does not meet the guide’s general standard for a traffic impact analysis.

The RM-1 District requires minimum amount of open space for the recreational purposes in the development. Based on the proposed number of units, 12,000 square feet of usable open space must be provided. The proposed Site Plan indicates that 36.4 % of the overall development will be devoted to usable open space or 105,207 square feet.

The Site Plan conceptually shows a number of trees throughout the development. A detailed landscaping plan identifying the different plant species will have to be submitted. Additional landscaping should be included around the existing cell tower site to soften the appearance of this area.

Dumpsters have been positioned within the development in a way that should lead to easy servicing. These dumpster are subject to the enclosure requirements in Section 1716 and a dumpster enclosure detail will need to be submitted as part of the building plans.

There is no indication on the elevation or Site Plan of any proposed rooftop or ground equipment. Any new ground or rooftop equipment will need to be screened as required by Section 1716 of the Zoning Ordinance.

No outdoor parking lot lighting is indicated on the proposed Site Plan. Any proposed outdoor lighting should be designed or shielded so it does not create a nuisance to adjacent properties or vehicular traffic.

No new signs are indicated on the Site Plan and therefore no signs are approved as part of the Site Plan review.

Based on the above considerations, the Planning Division recommends approval of the Final Site Plan, with the following conditions:

- 1) Plans for the proposed storm water management system will need to be reviewed and approved by the Engineering Division as part of a Land Improvement permit.
- 2) Applicant to submit dumpster enclosure detail as required in Section 1716.
- 3) All proposed roof top or ground level mechanical equipment must be screened as required in Section 1716.

- 4) Any proposed outdoor lighting should be designed or shielded so it does not create a nuisance to adjacent properties or vehicular traffic.
- 5) No signs are approved as part of the Site Plan Review. A separate permit must be requested for the inclusion of any signs at this site.

MOTION by Tkatch, SECONDED by Eizelman, based on the information presented in the Planning Division Report, and additional findings of fact discussed during the review of the site plan, to approve the Final Site Plan, with the following conditions:

- 1) Plans for the proposed storm water management system will need to be reviewed and approved by the Engineering Division as part of a Land Improvement Permit.
- 2) Applicant to submit dumpster enclosure detail as required in Section 1716.
- 3) All proposed roof top or ground level mechanical equipment must be screened as required in Section 1716.
- 4) Any proposed outdoor lighting should be designed or shielded so it does not create a nuisance to adjacent properties or vehicular traffic.
- 5) No signs are approved as part of the Site Plan Review. A separate permit must be requested for the inclusion of any signs at this site.

ROLL CALL VOTE:

Yes: McClellan, Tkatch, Tungate, Walters-Gill, Eizelman, Brown

No: None

MOTION CARRIED 6-0

2) Proposed Sign Regulations revisions – Freestanding Shopping Center signs.

Mr. Rulkowski reported that, as discussed earlier in the year, there would be additional changes proposed to the Sign Regulations as they relate to shopping center signage. After further review of our current provisions the following changes are proposed:

Possible Sign Regulation amendments (proposed changes are italicized):

1) Modify requirements of freestanding shopping center identification signs to allow for greater flexibility.

C. For planned shopping centers under single ownership and management, one freestanding (*pole or monument style*) shopping center identification sign per business street providing access to the site and one wall sign per tenant, subject to the following:

1. Freestanding *pole* shopping center identification signs shall be permitted in accordance with the following table:

TABLE OF FREESTANDING POLE SHOPPING CENTER IDENTIFICATION SIGN REQUIREMENTS

(Shopping center stores in B-1, B-2, PTRED, *PUD* and PCD only)

Freestanding Shopping Center Identification Signs	Less than 10,000 square feet in size	Between 10,001 and 99,999 square feet in size	Greater than 100,000 square feet in size
Maximum Height	15 Feet	22 Feet	24 Feet
Maximum Size	30 40 Square Feet	120 150 Square Feet	200 Square Feet
Shopping Center Name Minimum % of Display Area	100%	40%	40%
Individual Tenant Maximum % of Display Area	0%	40% 20%	40% 20%
Maximum Number of Tenants on Identification Sign	0 1	3	3

2. Freestanding monument style shopping center identification signs shall ~~not exceed six feet in height (measured from the average ground level within two feet of the base of the sign) and 30 square feet in area. Monument signs shall only display the name of the shopping center. Monument signs shall be located so as not to hinder or block ingress or egress to the site and/or restrict the vision of pedestrians or motorists on or near the site.~~

3. Freestanding shopping center identification signs shall be set back at least five feet from street property lines, 20 feet from adjacent property lines and 100 feet from adjacent residential districts.

2) Eliminate prohibition of business phone numbers on signs.

R. Prohibited signs and sign features or components. The following signs are prohibited, notwithstanding anything to the contrary in this ordinance:

~~**17. Phone numbers on signs.**~~

MOTION by McClellan, SECONDED by Walters-Gill, to schedule a Public Hearing for the September 14, 2015, regular meeting for proposed sign amendments as submitted and amended to include larger monument signs on Greenfield and Coolidge.

ROLL CALL VOTE:

Yes: Tkatch, Tungate, Walters-Gill, Eizelman, McClellan, Brown

No: None

MOTION CARRIED 6-0

PLANNING COMMISSION MATTERS FOR DISCUSSION – from members only

None.

PUBLIC COMMENTS

None.

ADJOURNMENT

Vice Chairperson Brown announced that there was no further business for the Commission and adjourned the meeting at 9:34 p.m.

Cherilynn Brown, Recording Secretary



CITY OF OAK PARK

City Council Boards & Commissions

Council Members
 Michael M. Seligson
 Carolyn Burns
 Kiesha Speech
 City Manager
 Erik Tungate

Regular Meeting of the
COMMUNICATIONS COMMISSION
 Wednesday, June 17, 2015
 Minutes

The meeting was called to order at 7:05 pm in the Oak Park Community Center at 14300 Oak Park Blvd., Oak Park, MI 48237.

PRESENT: City Council Member Kiesha Speech, Chairman Steven Gold, Commission Secretary Cheryl Weiss, Commissioner Nathan Peiss, Commissioner Julie Edgar, Director of Communications and Public Information Denise DeSantis, and Communications Director Joscelyn Davis,

ABSENT: None

ALSO PRESENT: Mayor Marian McClellan

APPROVAL OF AGENDA: Motion was made to approve the agenda with an amendment to include City Council Member Speech to the agenda by Commissioner Peiss, seconded by Commissioner Edgar. Motion carried.

APPROVAL OF MINUTES: Motion to approve minutes was made by Commissioner Weiss, seconded by Commissioner Edgar. Motion carried.

SPECIAL RECOGNITION/PRESENTATIONS: Director Davis introduced and welcomed Director Denise DeSantis, the new Director of Communications and Public Information. She shared her background and experience with the Communications Commission.

Commissioner Weiss asked Director Davis for an update on the meeting with the Editorial Board of the Oakland Press. Director Davis shared that the focus of the interview was on economic development. It was a relationship building event for the city to establish relations with the Oakland Press. Aftab Borka is the reporter who will cover news about Oak Park. Director DeSantis will add Aftab Borka to the City's media contact list.

STAFF LIASON REPORT: (Director Davis and Director DeSantis)

- A. **Communications Commission Ordinance and Strategy Review** – Director Davis shared that she had a meeting with the City Manager and the City Attorney. The documents are to be submitted to the City Attorney for review. These documents may be presented at a special meeting with the City Council, then these documents go for first reading at a City Council Meeting. Next step is a second reading at City Council Meeting, and then the City Council votes on the changes to the Ordinance. Director DeSantis and Chairman Gold will be present at the podium to present the Ordinance and Strategy Review document changes at the Council meeting, and all Communication Commissioners are asked to attend the meeting.

Discussion centered on revising the documents. Council Member Speech suggested changes that City Council would be more likely to approve. The Commission voted on the changes. Director DeSantis will make the changes and submit to City Manager and City Attorney.

- B. Communication Commission Presentation to City Council, TBD – As above, Director DeSantis and Chairman Gold will present at a City Council Meeting (Date TBD); all Commissioners are asked to be in attendance.
- C. Recruitment and Promotion for Summerfest, August 8-9, 2015 – The Summer Fest Committee is looking for ideas to help them promote this event and spread the news. They have purchased yard signs, postcards, and they have a \$500 budget for advertising. What can we do to help them?

Commissioner Weiss asked why the electronic billboard on Oak Park Blvd and Coolidge is not being utilized to announce events? Mayor McClellan explained that the person in charge of the electronic billboards left and did not leave directions. The new Director will be trained within a week and there will be a binder with instructions so that more than one person knows how to change it.

Council Member Speech suggested that we advertise and post flyers at the Jewish Community Center in Oak Park and West Bloomfield, and contact their communication person. She also suggested we create a hashtag, tag businesses in Oak Park that people follow, and use this on Facebook. Commissioners also discussed creating a scheduled communication hubbub, including Oak Park Knights, Oak Park Alumni, Oak Park Neighbors, and we can invite city members to post on this.

Commissioner Gold asked for a motion to table discussion on this issue due to time. Motion was made by Commissioner Peiss and seconded by Commissioner Edgar. Motion carried. Commissioner Gold asked commissioners to come with more ideas to the next meeting. It will be added to next month's agenda.

- D. June/July Events – Four students from Oak Park High School will be conducting interviews at - and possibly producing the video - at the Independence Day parade. Commissioners are invited to go to the start of the parade at 9:30 a.m. to be interviewed.

Discussion about Fun Fest (directly after the Independence Day celebration): Do we want a booth in the park? We could have tablets there to sign up volunteers for our commission as well as other city areas to volunteer, but we will need some volunteers for an hour at a time to run the booth from 10 a.m. – 3:30 p.m. Volunteers need to be electronics savvy. Include a question – #WhyOakPark? There will be ways for the public to pick what type of news they want to receive and how they prefer to be contacted. City Council Member Speech will post about this in the Oak Park Neighbors group, have volunteers email sent to her, then she'll forward their information to Director DeSantis.

Call to City Council Liaison - Council Member Speech reminded everyone about the parade on July 3rd. New things are coming to the City of Oak Park, for example the Class C liquor license issue and new economic development. She encouraged commissioners to come to City Council Meetings.

CALL TO THE AUDIENCE: No audience members present. (Mayor McClellan left before the end of the meeting.)

CALL TO THE MEMBERSHIP: Commissioner Gold thanked everyone for coming and reminded everyone that the next meeting will be on July 15, 2015, at 7 p.m. in the Oak Park Community Center.

ADJOURNMENT:

Motion to adjourn was made at 8:13 p.m. by Commissioner Edgar, seconded by Commissioner Peiss. Motion carried.

Next meeting will be Wednesday, July 15, 2015 at 7:00 p.m. in the Oak Park Community Center located at 14300 Oak Park Blvd, Oak Park, MI 48237.



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: October 19, 2015

AGENDA #

SUBJECT: Proposed Change Order no. 2 and Payment Application no. 3 for the 2015 Water Main Replacement Project, M-609.

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

SUMMARY: Attached are Proposed Change Order no. 2 and Payment Application no. 3 for the 2015 Water Main Replacement Project, M-609. This project replaces the water main on Manistee Ave. and Burton Ave as shown on the attached map. This project is now 99% complete.

<u>FINANCIAL STATEMENT:</u>	Original Contract Amount:	\$461,034.00
	Change Order no. 1:	\$ 43,490.00
	Proposed Change Order no. 2:	<u>(\$ 27,490.00)</u>
	Current Contract Amount:	\$477,083.96
	Total Completed to Date:	\$ 477,083.96
	Less Retainage:	\$ 5,000.00
	Net Earned:	\$ 472,083.96
	Deductions:	\$ 0.00
	Balance:	\$ 472,083.96
	Payments to Date:	<u>\$ 343,446.31</u>
	Amount Due Macomb Pipeline and Utility Co.:	\$ 128,637.65

RECOMMENDED ACTION: It is recommended that Proposed Change Order no. 2 for the 2015 Water Main Replacement Project, M-609 be approved to Macomb Pipeline and Utility Co. for the total amount of (\$27,490.00). It is further recommended that Payment Application no. 3 for the same be approved for the amount of \$128,637.65. Funding is available in the Water and Sewer Fund no. 592-18-538-970.

APPROVALS:

City Manager: *[Signature]*

Department Director: *[Signature]*

Finance Director: _____

EXHIBITS: Proposed Change Order no. 2, Payment Application No. 3, map

CHANGE ORDER

PROJECT:	2015 Water Main Replacement Project	JOB NUMBER:	M-609
OWNER:	City of Oak Park, Michigan	CHANGE ORDER NO.:	2
CONTRACTOR:	Macomb Pipeline and Utility Co. 44444 Mound Rd. Ste 640 Sterling Heights, MI 48314	PAGE:	1 OF 1

TO THE CONTRACTOR:

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

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

Item No.	Description	Original Bid Quantity	Unit	Unit Price	Increased Quantity	Quantity to Date	Increased Amount
7	Drainage Structure Cover	1,900	LBS	\$1.50	380.00	2,280.00	\$570.00
13	Class A Sodding, Modified SP	2,611	SYD	\$6.00	391.18	3,002.18	\$2,347.08
26	Cast in Place Detectable Tactile Warning surface	32	SFT	\$25.00	8.00	40.00	\$200.00
Totals:							\$3,117.08

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

Item No.	Description	Original Bid Quantity	Unit	Unit Price	Decreased Quantity	Quantity to Date	Decreased Amount
3	Pavement Removal, Modified SP	2,316	SYD	\$14.00	-166.97	2,149.03	-\$2,337.58
4	Erosion Control, Inlet Protection, Fabric Drop, Modified SP	16	EACH	\$50.00	-2.00	14.00	-\$100.00
6	Aggregate Base Under Conc.(6" 2LAA Crush Limestone)	70	SYD	\$14.00	-13.24	56.76	-\$185.36
8	Adjusting Drainage Structure Cover Case 1 Modified	3	EACH	\$300.00	-3.00	0.00	-\$900.00
9	Under Drain Sub Grade, Open Graded 6", Modified SP	50	LFT	\$18.00	-37.00	13.00	-\$666.00
10	Conc. Pavement with Integral Curb, Non-Reinf. 7" Modified SP	70	SYD	\$38.00	-13.24	56.76	-\$503.12
11	Sidewalk Conc. Non-Reinf. Modified SP 6" Concrete Sidewalk	8,550	SFT	\$4.00	-24.31	8,525.69	-\$97.24
12	Sidewalk Conc. Non-Reinf. Modified SP 4" Concrete Driveway	11,700	SFT	\$3.50	-1,395.29	10,304.71	-\$4,883.52
14	Water Main D.I CL 54 8" trench Detail "B" Modified	2,660	LFT	\$85.00	-90.50	2,569.50	-\$7,692.50
20	Remove & Replace Shirt Side Services Curb Box 1inch to 2 inch	43	EACH	\$250.00	-3.00	40.00	-\$750.00
21	Services Transfers	75	EACH	\$450.00	-5.00	70.00	-\$2,250.00
22	1" to 2" Diameter Type K Copper	250	LFT	\$45.00	-104.50	145.50	-\$4,702.50
23	Remove Existing Fire Hydrant	5	EACH	\$200.00	-1.00	4.00	-\$200.00
25	Crossing Existing Water mains, Sewer, Sewer Leads	5	EACH	\$200.00	-5.00	0.00	-\$1,000.00
27	Abandon Existing Water Main Manhole-Burton	1	EACH	\$2,000.00	-1.00	0.00	-\$2,000.00
28	Maintenace Gravel	252	TON	\$22.00	-100.65	151.35	-\$2,214.30
29	Salvage Sign, Modified SP	5	EACH	\$25.00	-3.00	2.00	-\$75.00
Totals:							(\$30,557.12)

SUMMARY

Total Increase	\$3,117.08
Total Decrease	(\$30,657.12)
<hr/>	
Total Amount for Change Order No. 1:	(\$27,440.04)

Original Contract Amount:	\$481,034.00
Change Order No. 1:	\$43,490.00
Proposed Change Order No. 2	(\$27,440.04)
<hr/>	
New Contract Amount	\$477,083.96


Robert Barrett - City of Oak Park 10-13-15
Date


Macomb Pipeline and Utility Co. 10-13-15
Date

PAYMENT APPLICATION

PROJECT:

2015 Water Main Replacement Project

JOB NUMBER:

M-609

OWNER:

City of Oak Park, Michigan

APPLICATION NO.:

3

CONTRACTOR:

Macomb Pipeline and Utility Co.
44444 Mound Rd. Sta. 640
Sterling Heights, MI 48314
(586) 726-7552

PERIOD ENDING:

10/5/15

PAGE:

1 OF 2

Item No.	Description	Original Bid Quantity	Unit	Unit Price	Period Quantity	Period Amount	Quantity To Date	Amount To Date
1	Mobilization, Max 5%	1	LSUM	\$16,100.00	0.00	0.00	1.00	16,100.00
2	Minor Traffic Device, Modified SP	1	LSUM	\$5,635.00	0.00	0.00	1.00	5,635.00
3	Pavement Removal, Modified SP	2,056	SYD	\$14.00	646.58	9,052.10	2,149.03	30,086.42
4	Braasin Control, Inlet Protection, Fabric Drop, Modified SP	12	EACH	\$50.00	0.00	0.00	14.00	700.00
5	Project Cleanup	1	LSUM	\$6,440.00	1.00	6,440.00	1.00	6,440.00
6	Aggregate Base Under Concrete (6" 21AA Crush Limestone)	70	SYD	\$14.00	56.76	794.64	56.76	794.64
7	Drainage Structure Cover	1,900	LBS	\$1.50	0.00	0.00	2,280.00	3,420.00
8	Adjusting Drainage Structure Cover Case 1 Modified SP	3	EACH	\$300.00	0.00	0.00	0.00	0.00
9	Underdrain Subgrade, Open Graded 6", Modified SP	50	LFT	\$18.00	13.00	234.00	13.00	234.00
10	Conc. Pavement, With Integral Curb Non-Reinf. 7 inch., Modified SP	70	SYD	\$38.00	56.76	2,156.88	56.76	2,156.88
11	Sidewalk Conc.- NonReinf. Modified SP 6" Concrete Sidewalk	7,400	SFT	\$4.00	8,525.69	34,102.76	8,525.69	34,102.76
12	Sidewalk Conc.- NonReinf. Modified SP 4" Concrete Driveway	10,500	SFT	\$3.50	10,304.71	36,066.49	10,304.71	36,066.48
13	Class A Sodding, Modified SP	2,410	SYD	\$6.00	3,002.18	18,013.08	3,002.18	18,013.08
14	Water Main D.I. CL. 54 8 Inch Trench Detail "B" Modified	2,400	LFT	\$85.00	0.00	0.00	2,569.50	218,407.50
15	Water Main Connection "A" @ Mainsee Ave. / 1696 Serv. Dr.	1	LSUM	\$3,500.00	0.00	0.00	1.00	3,500.00
16	Water Main Connection "B" @ Mainsee Ave. / Dartmouth Ave.	1	LSUM	\$3,500.00	0.00	0.00	1.00	3,500.00
17	Water Main Connection "C" @ Burton Ave. / Dartmouth Ave.	1	LSUM	\$3,500.00	0.00	0.00	1.00	3,500.00
18	Install Fire Hydrant. BJTW 5BR-250	6	EACH	\$3,300.00	0.00	0.00	6.00	19,800.00
19	Install 8" Gate Valve and Well	6	EACH	\$3,300.00	0.00	0.00	6.00	19,800.00
20	Remove & Replace Short Side Service Curb Box 1 inch to 2 Inch	39	EACH	\$250.00	0.00	0.00	40.00	10,000.00
21	Service Transfers	66	EACH	\$450.00	0.00	0.00	70.00	31,500.00
22	1" to 2" Diameter Type K Copper	200	LFT	\$45.00	0.00	0.00	145.50	6,547.50
23	Remove Existing Fire Hydrant	4	EACH	\$200.00	4.00	800.00	4.00	800.00
24	Remove Existing Gate Valve and Well	4	EACH	\$400.00	3.00	1,200.00	4.00	1,600.00
25	Crossing Existing Watermain, Sewer, and Sewer Leads	5	EACH	\$200.00	0.00	0.00	0.00	0.00
26	Cast in Place Detectable, Tactile Warning Surfaces	32	SFT	\$25.00	40.00	1,000.00	40.00	1,000.00
27	Abandon Existing Water Main - Mainsee/Burton	1	LSUM	\$2,000.00	0.00	0.00	0.00	0.00
28	Maintenance Gravel, Modified SP	250	TON	\$22.00	33.00	726.00	151.35	3,329.70
29	Salvage Sign, Modified SP	5	EACH	\$25.00	0.00	0.00	2.00	50.00

\$110,585.95

\$477,083.96

PROJECT:
OWNER:
CONTRACTOR:

2015 Water Main Replacement Project
City of Oak Park, Michigan
Macomb Pipeline and Utility Co.
44444 Mound Rd. Sta. 640
Sterling Heights, MI 48314

JOB NUMBER: M-609
APPLICATION NO.: 3
PERIOD ENDING: 10/5/15
PAGE: 2 OF 2

Original Contract Amount: \$481,034.00
Change Order #1: \$43,490.00
Proposed Change order #2: (\$27,440.04)
New Contract Amount: \$477,083.96

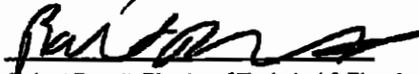
Earnings This Period: \$110,586.96
Total Earnings to Date: \$477,083.96
Less Retainage: \$5,000.00
Net Earned: \$472,083.96
Deductions: \$0.00
Balance: \$472,083.96
Payments to Date: \$343,446.31

Amount Due: \$128,637.65

Accepted By:


Macomb Pipeline & Utility Company

Date: 10-13-15


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

Date: 10-13-15



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: October 19, 2015 **AGENDA #**

SUBJECT: Payment requests from Professional Service Industries, Inc. (PSI) for material testing on the water main and sewer construction projects.

DEPARTMENT: Technical & Planning – Engineering *KJY*

SUMMARY: Attached is invoice 389269 from Professional Service Industries, Inc. (PSI) for material testing on the water main and sewer construction projects. The amount due on this invoice is \$2,860.00.

RECOMMENDED ACTION: It is recommended that the invoice from PSI for material testing on the water main and sewer construction projects be approved for the total amount of \$2,860.00. Funding is available in the Water & Sewer Fund No. 592-18-550-930.

APPROVALS:

City Manager: *[Signature]*

Department Director: *[Signature]*

Finance Director: _____

EXHIBITS: Invoice



Engineering • Consulting • Testing

Professional Service Industries, Inc.

www.psiusa.com

**TROY CS/GEO BRANCH
TROY, MI 48083
(248) 528-1655**

Federal ID 37-0962090

**ATTN: Jennifer Wilson
CITY OF OAK PARK
OAK PARK
OAK PARK MI 48083
USA**

**CITY OF OAK PARK
OAK PARK
OAK PARK MI 48083**

Customer #	Purchase Order	PSI Project Number	Date	Invoice #	Page
1111023	154969	0402653	06/31/15	00389269	0001

Project: OAK PARK TESTING 2015

Date	Work Order Nbr	Description	Quantity	Unit Cost	Amount
08/14/15	0402853-18	AG, #200 WASH/DRY SIEVE (EA) ✓	2.00	65.00	130.00
08/14/15	0402853-18	SO, M-D RELATION MOD (EA) ✓	2.00	165.00	330.00
08/14/15	0402853-18	TECHNICIAN (1/2 DAY) ✓	1.00	200.00	200.00
08/20/15	0402853-19	TECHNICIAN (DAY) ✓	1.00	400.00	400.00
08/21/15	0402853-20	TECHNICIAN (1/2 DAY) ✓	1.00	200.00	200.00
08/24/15	0402653-21	TECHNICIAN (DAY) ✓	1.00	400.00	400.00
08/25/15	0402853-22	TECHNICIAN (DAY) ✓	1.00	400.00	400.00
08/28/15	0402653-23	TECHNICIAN (1/2 DAY) ✓	1.00	200.00	200.00
08/27/15	0402653-24	TECHNICIAN (1/2 DAY) ✓	1.00	200.00	200.00
08/28/15	0402853-25	TECHNICIAN (DAY) ✓	1.00	400.00	400.00

Invoice Total:	\$2,860.00
Balance Due:	\$2,860.00

TERMS: NET 30 DAYS. A SERVICE CHARGE OF 1.5% PER MONTH, WHICH IS AN ANNUAL PERCENTAGE RATE OF 18% WILL BE ADDED TO ALL PAST DUE ACCOUNTS.

To assure proper credit to your account, please return with your check made payable to PSI.

Please mail remittance to:

Customer #	Invoice #	Project Number	Amount Enclosed
1111023	00389269	0402653	

**Professional Service Industries, Inc.
7192 Solutions Center
Chicago, IL 60677-7001**



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: October 19, 2015

AGENDA #

SUBJECT: Request authorization to enter into an inter-governmental agreement with the City of Ferndale to utilize their Southwest Storage Yard as a transfer station for leaf pick up.

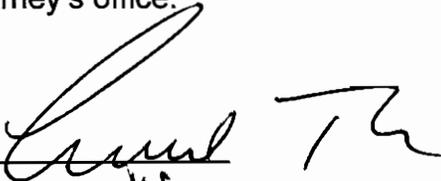
DEPARTMENT: Public Works

SUMMARY: The Department of Public Works is requesting authorization to enter into an inter-governmental agreement with the City of Ferndale to utilize their Southwest Storage Yard as a transfer station for leaf pick up. The advantages of utilizing the Ferndale storage yard include less activity, storage, and "smell" at the DPW yard, more convenient drop off due to the larger yard, and significantly less leaf loading costs since they have a ramp and large loader bucket capable of loading leaves directly onto SOCRRA contracted trucks.

FINANCIAL STATEMENT: The agreement calls for a cost to the City of Oak Park of \$3,589 for usage of the yard and actual labor and equipment costs estimated at \$10,500.

RECOMMENDED ACTION: It is recommended that City Council authorize the Department of Public Works to enter into an inter-governmental agreement with the City of Ferndale to utilize their storage yard for leaf pick up upon final review from the City Attorney's office.

APPROVALS:

City Manager: 

Director of Public Works: 

Director of Finance: _____

EXHIBITS: agreement



FERNDALE

Department of Public Works
521 E. Cambourne
Ferndale, Michigan 48220
(248) 546-2519
www.ferndalemi.gov

September 22, 2015

Mr. Kevin J. Yee, P. E.
Director of Public Works/City Engineer
City of Oak Park
14000 Oak Park Boulevard
Oak Park, MI 48237

Dear Kevin,

Attached are two copies of the Agreement between Oak Park and Ferndale regarding use of our Southwest Storage area for leaf disposal from October 1 through December 11, 2015. Please sign and return one copy to me.

Additionally, as indicated in the Agreement, a check in the amount of \$14,089 (host fee of \$3,589; estimated labor/equipment fee of \$10,500) should be sent to us in the next two weeks.

If you need anything further, please let me know.

Sincerely,

Loyd Cureton
DPW Director

AGREEMENT BETWEEN THE CITY OF OAK PARK AND THE CITY OF FERNDALE REGARDING USE OF SOUTHWEST STORAGE AREA

This Agreement (the "Agreement") is made between the City of Oak Park ("Oak Park"), a Michigan Municipal Corporation with an address at 13600 Oak Park Boulevard, Oak Park, Michigan 48237 and the City of Ferndale ("Ferndale") a Michigan Municipal Corporation with an address at 300 E. Nine Mile Road, Ferndale, Michigan 48220.

Pursuant to Article VII, § 28 of the Michigan Constitution of 1963, Ferndale and Oak Park enter into this Agreement for the purpose of delineating the obligations and responsibilities regarding the use by Oak Park of Ferndale's Southwest Storage Yard as a transfer site for leaves.

This Agreement, which will provide for efficient and coordinated collection of leaves, is determined to be in the best interests of both Oak Park and Ferndale.

NOW THEREFORE, in consideration of the mutual promises, obligations, representations and assurances set forth in this Agreement, the parties agree to the following:

1. Ferndale shall allow Oak Park to utilize its southwest storage yard as a transfer site for leaves from October 1, 2015, through December 11, 2015. This Agreement may be extended for additional years upon terms and conditions agreed to by the parties. Any such delivery of leaves by Oak Park to the Southwest Storage Yard shall be through the west gate entrance of the storage yard, with any such trucks using Republic Street in Oak Park.
2. Oak Park shall pay Ferndale for using the Southwest Storage Yard as a transfer site for leaves the amount of \$3,589 within fourteen (14) days from the execution of this Agreement. Additionally, Oak Park shall pay Ferndale \$10,500, the amount that represents the estimated proportionate tonnage between the two communities for employees and equipment costs associated with loading the leaves into the transfer trucks at the Southwest Storage Yard as described in the attached 2014 leaf disposal schedule, which is attached as Exhibit 1 and incorporated by reference into this Agreement. This \$10,500 shall also be paid by Oak Park to Ferndale within fourteen (14) days from the execution of this Agreement. In the event that Oak Park employees work at the Southwest Storage Yard for the loading of leaves to be transferred from the Southwest Storage Yard or in the event that the actual hours for labor and equipment are less than the estimated hours for Oak Park as set forth in Exhibit 1, the \$10,500 payment to Ferndale shall be adjusted on a proportionate basis based on Exhibit 1 and a reimbursement to Oak Park shall be made within thirty (30) days from the date the adjustment is calculated and verified by Ferndale's DPW Director. In the event that the actual hours for labor and equipment are more than the estimated hours for Oak Park as set forth in Exhibit 1, Oak Park shall pay an additional amount to Ferndale adjusted on a proportionate basis based on Exhibit 1 within thirty (30) days from the date the adjustment is calculated and verified by Ferndale's DPW Director. In the event that Oak Park employees work at the Southwest Storage Yard as discussed above, they shall utilize Oak Park equipment only.

3. This Agreement does not, and is not intended to, impair, divest, delegate, or contravene any constitutional, statutory, and/or other legal right, privilege, power, obligation, duty, or immunity of Oak Park or Ferndale.
4. Absent a written waiver, no act, failure or delay by either Oak Park or Ferndale to pursue or enforce any rights or remedies under this Agreement shall constitute a waiver of those rights regard to any existing or subsequent breach of this Agreement. No waiver of any term, condition, or provision of this Agreement, whether by conduct or otherwise, in one or more instances, shall be deemed or construed as a continuing waiver of any term, condition, or provision of this Agreement. No waiver by either Oak Park or Ferndale shall subsequently effect its right to require strict performance of this Agreement.
5. Nothing contained herein shall be construed to make the employees of either party the employees of the other or to render either party liable for such other party's debts or obligations.
6. If a court of competent jurisdiction finds a term, or condition, of this Agreement to be illegal or invalid, then the term, or condition, shall be deemed severed from this Agreement. All other terms, condition, and provisions of this Agreement shall remain in full force.
7. The section and subsection numbers, captions, and any index to such sections and subsections contained in this Agreement are intended for the convenience of the reader and are not intended to have any substantive meaning. The numbers, captions and indexes shall not be interpreted or be considered as part of this Agreement. Any use of the singular or plural number, any reference to the male, female, or neuter genders, and any possessive or nonpossessive use in this Agreement shall be deemed the appropriate plurality, gender or possession as the context requires.
8. Notices given under this Agreement shall be in writing and shall be personally delivered, sent by express delivery service, certified mail, or first class U.S. mail postage prepaid, and addressed to the clerk of the respective party. Notice will be deemed given on the date when one of the following first occur: (1) the date of actual receipt; (2) the next business day when notice is sent express delivery services or personal delivery; or (3) three days after mailing first class or certified mail.
9. This Agreement shall be governed, interpreted, and enforced by the laws of the State of Michigan. Except as otherwise required by law or court rule, any action brought to enforce, interpret, or decide any claim arising under or related to this Agreement shall be brought in the 6th Judicial Circuit Court of the State of Michigan and venue is acknowledged as proper in the court set forth above.
10. Any modifications, amendments, recessions, waivers, or releases to this Agreement must be in writing and agreed to by both Oak Park and Ferndale. Unless otherwise agreed, the modification, amendment, recession, waiver, or release shall be signed by the same persons who signed this Agreement or other persons as authorized by the Oak Park and Ferndale governing bodies.

11. This Agreement represents the entire Agreement and understanding between Oak Park and Ferndale. This Agreement shall supersede all other oral or written Agreements between Oak Park and Ferndale respecting this matter. The language of this Agreement shall be construed as a whole according to its fair meaning, and shall not be construed strictly for or against any party.
12. This Agreement may be executed in two or more counter parts, each of which shall be deemed an original and all of which together shall constitute one in the same instrument. The effective date shall be the date the last party has executed the Agreement.

IN WITNESS WHEREOF, the City of Oak Park and the City of Ferndale have caused this Agreement to be signed and executed on its behalf by its respective Mayor and City Clerk on the day and year noted below:

City of Oak Park,
a Michigan Municipal Corporation

By: _____

Its: _____

Dated: _____

By: _____

Its: _____

Dated: _____

City of Ferndale,
a Michigan Municipal Corporation

By: 
David Coulter, Mayor

Dated: 9/14/15

By: 
Marne McGrath, City Clerk

Dated: 9/14/15

Exhibit 1

2014	CITY	PERCENTAGE	TONNAGE
	Ferndale	24%	145
	Oak Park	31%	185
	Pleasant Ridge	12%	71
	Huntington Woods	20%	120
	Lathrup Village	13%	77
	TOTAL		598

MERCHANT'S LICENSES – OCTOBER 19, 2015

(Subject to All Departmental Approvals)

<u>NEW MERCHANT</u>	<u>ADDRESS</u>	<u>FEE</u>
Life Skills Village PLLC	25900 Greenfield Ste 100	\$150
Innovative Tool & Design Corp.	10725 Capital St.	\$150

<u>RENEWALS</u>	<u>ADDRESS</u>	<u>FEE</u>
9 Oaks Grill	22110 Coolidge	\$225
Street Corner Music LTD	26020 Greenfield	\$150
Lee Beauty Supplies Discount	22136 Coolidge	\$450
KFC Take Home of Oak Park, Inc.	22001 Coolidge	\$450
State Farm Insurance, Inc.	10841 Ten Mile	\$450
AP Wireless	2277 Columbia Dr.	\$150
LM Studio	8104 W Nine Mile	\$675
Valley City Linen	13165 Cloverdale	\$450
Trend Express Market	8580 Nine Mile	\$150
Shipway X-Ray Inc.	21840 Wyoming Pl	\$225
Lawton Career Institute	20820 Greenfield	\$450
Dynamite Tax & Financial Services	15401 Nine Mile	\$225

SECRET
SW
 WARDLE

SECRET, WARDLE, LYNCH
 HAMPTON, TRUEX & MORLEY
 2600 TROY CENTER DRIVE P.O. BOX 5025
 TROY, MICHIGAN 48007-5025
 (248) 851-9500

IRS # 38-1863919

City of Oak Park
 Erik Tungate
 13600 Oak Park Blvd
 Oak Park, MI 48237

October 8, 2015
 Invoice # 1273772
 Client No. M1409
 Matter No. 100314

RE: Oak Park, City of (Building Fund)

INTERIM

Services Rendered: CLAIM #

CURRENT BILLING SUMMARY THROUGH SEPTEMBER 30, 2015

Fees for Professional Services	\$336.00
Expenses Advanced	\$0.00
CURRENT BILL DUE	\$336.00

PLEASE REMIT TO: SECRET, WARDLE, LYNCH,
 HAMPTON, TRUEX & MORLEY, PC
 P.O. BOX 772725
 CHICAGO, IL 60677-2007

DATE	TKPR	DESCRIPTION	HOURS
09/15/15	NCG	Receive, review, and respond to communication from Kevin Yee.	0.20
09/15/15	NCG	Telephone conference with Kevin Yee.	0.20
09/15/15	NCG	Prepare and send email correspondence to Attorney Webster.	0.20
09/15/15	NCG	Revisions to proposed Memorandum of Understanding.	1.30
09/15/15	NCG	Prepare and send email with attached documents to Attorney Webster - proposed Memorandum of Understanding.	0.20

HOURLY CHARGES:

INIT.	TIMEKEEPER	RATE	HOURS	BILLED
NCG	NANCY C GREEN, Partner	\$160.00	2.10	\$336.00

TOTAL HOURLY CHARGES: \$336.00

EXPENSES ADVANCED:

EXPENSE SUMMARY:

TOTAL CURRENT BILL \$336.00

**GARAN
LUCOW
MILLER P.C.**
GREAT LAKES LAW FIRM SERVING CLIENTS NATIONALLY

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

Invoice 445698**October 7, 2015**

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

Re: In Re: City of Oak Park

*Client 7406
 Matter 1*

Statement for City Attorney Legal Services

For Legal Services Rendered Through Wednesday, September 30, 2015

\$11,667.00

Fee Total

Costs Advanced:

Date	Description	Amount
09/28/15	Reproduction Charges 17 @ 0.15	2.55
	Total Costs Advanced	\$2.55

Total Fees and Disbursements: \$11,669.55

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

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

ORDINANCE NO. _____

**AN ORDINANCE TO AMEND ARTICLE V, RATES AND CHARGES, OF
CHAPTER 82, UTILITIES, OF THE CODE OF ORDINANCES OF THE CITY
OF OAK PARK BY AMENDING SECTIONS 82-315 and 82-316 THEREOF.**

THE CITY OF OAK PARK ORDAINS:

SECTION 1. Section 82-315, Payment, of Article V, Rates and Charges, of Chapter 82, Utilities, of the Code of Ordinances of the City of Oak Park is hereby amended to read as follows:

Sec. 82-315. - Payment.

- (a) The fees, rates, and charges imposed for water and sewer services furnished by the city shall be effective as to bills paid on or before the due date indicated on each billing. Thereafter, a penalty of ten percent of the outstanding balance of the account shall be added to each bill. The city manager, or his designee, shall be permitted to waive one penalty per year. The penalty must be assessed and removed in the same calendar year. In addition to other applicable penalties or late fees, a service charge in the amount of \$30.00 shall be added to all bills for which payment is made by check, debit card, or credit card if such payment~~check~~ is returned to the city after being dishonored upon presentment. In the event that the charges for any such services furnished to any premises shall not be paid within 30 days after the due date thereof, then the water services furnished by the system to such premises shall in all cases be discontinued. The failure to receive a water bill shall not invalidate any charges imposed for water and sewer services furnished by the city.
- (b) The customer will be notified of the consequences of failure to pay the utility bill in the following methods prior to actual discontinuation:
- (1) The regular utility bills will indicate the earliest date when service will be disconnected if the billing is not paid.
 - (2) A water notice will be mailed via first-class mail to the mailing address on file for any~~to~~ residential customers having a past due balance on their account within ten days after the due date. The notice will state the past due amount along with the earliest date the water will be disconnected. The notice will also inform the customer of the availability of a hearing to contest a disputed bill, shall explain the procedure to schedule a hearing, and shall provide a phone number for the customer's convenience in scheduling a hearing.
 - (3) Finally, a disconnection warning will be mailed via first-class mail to the mailing address on file for any property ~~affixed to the front door~~ where service is scheduled for

~~disconnection and to the address where service is provided if the service address is different. The disconnection warning will indicate the past due balance to be paid by acceptable funds other than check and the earliest date the water could be disconnected. A fee of \$10.00 will be added to each account receiving a disconnection notice.~~

- (c) In the case of a disputed bill, the customer, prior to the ~~mailing receipt~~ of a disconnection warning, may request a hearing to show cause why the billing is incorrect. A hearing shall be scheduled before a hearing officer, who may be the city manager or his or her designee. The hearing officer will provide the customer with an opportunity to be heard regarding the dispute over the amount of the bill, and will hear such evidence as the customer may have in support thereof. The hearing officer shall review the bill, perform such additional investigation of the matter as may be determined to be warranted under the circumstances, and correct any billing errors. Such hearings shall be informal and the decision of the hearing officer shall be final.
- (d) Payments plans are available in the water department to stop a disconnection if the following rules are adhered to:
- (1) The payment plan shall be signed by the property owner and filed in the water department prior to a disconnection warning being ~~mailed~~ affixed to the front door.
 - (2) One-fourth of the past due amount shall be paid in acceptable funds other than check at the time of filing of the payment plan, with the balance to be paid in monthly installments. Charges that accrue following the start date of the plan - including regular billing - are not covered by the plan, and therefore must be paid by their indicated due date.

If the customer falls behind on any payment as stated in two payments listed on the payment plan, the water will be disconnected - as stated in the plan - without notice. Payment plans will not be accepted after a disconnection warning has been ~~mailed~~ affixed to the front door. At this point the full amount must be paid in acceptable funds other than check ~~cash or money order~~.

(e) Fees upon disconnection:

- (1) If the service is disconnected, a disconnect/reconnect fee, in an amount established by resolution of the council from time to time, will be charged. This fee must be paid along with the past due amount ~~in cash or money order~~ in acceptable funds other than check before the service will be reconnected. The water service will be reconnected between 8:00 a.m. and ~~3:00~~ 3:30 p.m. Monday through Thursday, except for holidays when the city offices are closed. In order to have same day service reconnection, charges must be paid prior to ~~3:00~~ 3:30 p.m. If the customer desires, the service may be reconnected after normal reconnection hours if personnel are available to do the reconnection and the customer is willing to pay overtime charges as follows: two employees times their overtime rate times two hours. Overtime charges must be paid along with the past due amount and the disconnect/reconnect fee in acceptable funds other than check ~~cash or money order~~. Any reconnection of water requires an adult of at

least 18 (eighteen) years of age to be inside of the property. Any water disconnected for 45 days or more requires an appointment for water reconnection.

(2) Any water service disconnected by the city and found reconnected without city approval shall be deemed an "illegal turn on" and shall result in a charge in the amount of \$120.00 in additional fees for the first occurrence. Any subsequent occurrence will result in an additional charge of \$250.00. If the city elects to disable the water service line an additional fee of \$350.00 will be assessed. Any balance on an account deemed an illegal turn on must be paid in full by acceptable funds other than check to restore water service.

(f) If a scheduled appointment with the water department is missed, a missed appointment fee of \$45.00 will be assessed to the account. (f)

~~Water late fee moratorium. Residential customers whose accounts have past due amounts and/or have been disconnected for nonpayment during the period August 15, 2011, through February 15, 2012, will be allowed to bring their accounts current by paying the amount due less any subsection (a) penalties, subsection (b)(3) disconnection notice fees, and section 82-316 shut-off and turn-on fees charged to the account in the previous two billing cycles, subject to the following:~~

~~(1)~~

~~The waiver of fees is contingent on payment of the adjusted amount due and payment of charges for the next two billing cycles in full and on time. Failure to meet these requirements will result in full reinstatement of all charges waived.~~

~~(2)~~

~~The \$30.00 subsection 82-315(a) fee for dishonored checks, if applicable, is not a fee subject to waiver by this subsection.~~

~~(3)~~

~~If the waiver of fees in this subsection results in a credit balance on the account, that balance must be applied against future usage charges. There will be no refunds processed by operation of this subsection.~~

(Code 1973, § 42-119; Ord. No. O-94-322, § 3, 6-20-94; Ord. No. O-94-332, § 1, 12-19-94; Ord. No. O-95-335, § 2, 6-19-95; Ord. No. O-97-369, § 2, 6-16-97; Ord. No. O-98-377, § 2, 6-15-98; Ord. No. O-00-421, § 1, 6-19-00; Ord. No. O-02-466, § 2, 6-17-02; Ord. No. O-03-484, § 2, 6-16-03; Ord. No. O-04-499, § 2, 6-21-04; Ord. No. O-05-514, § 2, 6-20-05; Ord. No. O-07-531, § 1, 6-18-07; Ord. No. O-11-580, § 1, 8-1-11; Ord. No. O-11-581, § 1, 11-21-11)

SECTION 2. Section 82-316, Deposits—Required in certain circumstances, of Article V, Rates and Charges, of Chapter 82, Utilities, of the Code of Ordinances of the City of Oak Park is hereby amended to read as follows:

Sec. 82-316. - Deposits—Required in certain circumstances.

In cases where the city is properly notified in accordance with section 82-313 that a tenant is responsible for water or sewage disposal service charges, or garbage or rubbish fees, no such service shall be commenced or continued to such premises until there has been deposited with

the water department, a sum sufficient to cover six times the average quarterly bill for such premises, as estimated by the finance director, such deposit to be in no case less than ~~\$537.48~~~~\$301.68~~. Where the water service to any premises is turned off to enforce the payment of water service charges, sewage disposal service charges, or garbage and rubbish fees, the water service shall not be reconnected until all delinquent charges have been paid and a deposit, as in the case of tenants is made. There shall be a water turn-on charge of ~~\$90.00~~~~\$60.00~~, i.e., ~~\$45.00~~~~\$30.00~~ to shut off the water and then ~~\$45.00~~~~\$30.00~~ to turn the water back on.

(Code 1973, § 42-120; Ord. No. O-94-317, § 8, 2-7-94)

SECTION 3. Savings Clause.

Nothing in this ordinance shall be construed to affect any suit or proceeding pending in any court, or any rights acquired, or liability incurred, or any cause or causes of action acquired or existing, under any act or ordinance hereby amended, nor shall any just or legal right or remedy of any character be lost, impaired or affected by this ordinance.

SECTION 4. Severability.

No other portion, paragraph or phrase of the Code of Ordinances of the City of Oak Park shall be affected by this ordinance, except as to the above sections and in the event any portion, section or subsection of this ordinance shall be held invalid for any reason, such invalidation shall not be construed to affect the validity of any other part or portion of this ordinance or of the Code of Ordinances of the City of Oak Park.

SECTION 5. Effective Date.

This ordinance shall become effective ten (10) days from the date of its passage and shall be published as required by the Charter of the City of Oak Park.

MADE, PASSED AND ADOPTED by the Council of the City of Oak Park, on this day of _____, 2015.

T. EDWIN NORRIS
City Clerk

MARIAN McCLELLAN
Mayor

I, T. EDWIN NORRIS, the duly authorized Clerk of the City of Oak Park, Michigan, do hereby certify that the foregoing ordinance was adopted by the Council of the City of Oak Park at its regular meeting held on _____, 2015.



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: October 19, 2015

AGENDA #

SUBJECT: Recommendation of the Planning Commission for a Zoning Ordinance text amendment to amend Article XVIII, Signs.

DEPARTMENT: Community & Economic Development, Planning Division

SUMMARY: At the October 12, 2015 meeting, the Planning Commission conducted a Public Hearing regarding proposed changes to the City of Oak Park Zoning Ordinance. The proposed text amendments would make a number of changes to Article XVIII, Signs.

The Planning Commission voted to recommend to the City Council adoption of the text amendment.

RECOMMENDED ACTION: The City Council consider accepting the recommendation of the Planning Commission and conduct the first reading of the proposed text amendment to the City of Oak Park Zoning Ordinance, Article XVIII, Signs.

APPROVALS:

City Manager: _____

Director: _____

Finance Director: _____

EXHIBITS: Memorandum, proposed ordinance for adoption.

~~area. Monument signs shall only display the name of the shopping center. Monument signs shall be located so as not to hinder or block ingress or egress to the site and/or restrict the vision of pedestrians or motorists on or near the site.~~

3. Freestanding shopping center identification signs shall be set back at least five feet from street property lines, 20 feet from adjacent property lines and 100 feet from adjacent residential districts.

2) Eliminate prohibition of business phone numbers on signs.

R. Prohibited signs and sign features or components. The following signs are prohibited, notwithstanding anything to the contrary in this ordinance:

17.—Phone numbers on signs.

If the proposed Zoning Ordinance text amendments are acceptable to the Planning Commission the Department of Community & Economic Development recommends approving the proposed texts amendments to the sign regulations.

CITY OF OAK PARK, MICHIGAN

ORDINANCE NO.

AN ORDINANCE TO AMEND ARTICLE XVIII, SIGNS, APPENDIX A, ZONING, OF THE CODE OF ORDINANCES OF THE CITY OF OAK PARK, MICHIGAN.

THE CITY OF OAK PARK, MICHIGAN ORDAINS:

SECTION 1. Article XVIII, Signs, Appendix "A", Zoning, of the Code of Ordinances of the City of Oak Park, is hereby amended to delete Section 1802, R, 17, and re-number the remaining listed items:

Section 1802. Basic requirements – All districts.

R. Prohibited signs and sign features or components. The following signs are prohibited, notwithstanding anything to the contrary in this ordinance:

17. Phone numbers on signs.

SECTION 2. Article XVIII, Signs, Appendix "A", Zoning, of the Code of Ordinances of the City of Oak Park, Section 1805, C, 1, 2, and 3, is hereby amended to the following:

Sec. 1805. - Signs permitted in B-1, B-2, PTRED, PCD, and PUD districts.

C. For planned shopping centers under single ownership and management, one free-standing (pole or monument style) shopping center identification sign per business street providing access to the site and one wall sign per tenant, subject to the following:

1. Free-standing shopping center identification signs shall be permitted in accordance with the following table:

TABLE OF FREESTANDING SHOPPING CENTER IDENTIFICATION SIGN REQUIREMENTS
(Shopping center stores in B-1, B-2, PTRED and PCD and PUD only)

Freestanding Shopping Center Identification Signs	Less than 10,000 square feet in size	Between 10,001 and 99,999 square feet in size	Greater than 100,000 square feet in size
Maximum Height	15 Feet	22 Feet	24 Feet
Maximum Size	40 Square Feet	150 Square Feet	200 Square Feet
Shopping Center Name Minimum % of Display Area	30%	20%	20%
Individual Tenant Maximum % of Display Area	70%	40%	40%

Maximum Number of Tenants on Identification Sign	1	4	5
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2. Free-standing monument style shopping center identification signs shall be located so as not to hinder or block ingress or egress to the site and/or restrict the vision of pedestrians or motorists on or near the site.
3. Free-standing shopping center identification signs shall be set back at least five feet from street property lines, 20 feet from adjacent property lines and 100 feet from adjacent residential districts.

SECTION 3. Conflicting Provisions Repealed

All ordinances in conflict with the provisions of this ordinance are repealed only to the extent necessary to give this ordinance full force and effect; provided that all other provisions of the Oak Park Code of Ordinances as heretofore amended shall remain in full force and effect.

SECTION 4. Severability

No other portion, paragraph or phrase of the Code of Ordinances of the City of Oak Park, Michigan shall be affected by this ordinance except as to the above sections, and in the event any portion, section or subsection of this ordinance shall be held invalid for any reason, such invalidation shall not be construed to affect the validity of any other part or portion of this ordinance or of the Code of Ordinances of the City of Oak Park, Michigan.

SECTION 5. Effective Date

This ordinance shall be published as required by the Charter of the City of Oak Park and shall become effective ten (10) days from the date of its passage or upon the expiration of seven (7) days after its publication, whichever is later.

MADE, PASSED AND ADOPTED by the Council of the City of Oak Park on this day of _____, 2015.

T. Edwin Norris, City Clerk

I, T. Edwin Norris, the duly authorized Clerk of the City of Oak Park, Michigan, do hereby certify that the foregoing ordinance was adopted by the Council of the City of Oak Park at its regular meeting held on _____, 2015.

T. Edwin Norris
City Clerk

First Reading:
Second Reading:
Adopted:
Published:



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: October 19, 2015

AGENDA #

SUBJECT: Special Assessment District No. 649 Unpaid Invoices – Weed Mowing Exceptions, Recommendation

DEPARTMENT: Finance/Treasury

SUMMARY: At the council meeting of October 5, 2015, City Council adopted Special Assessment Resolution No. 9, to confirm the roll with the exceptions of two (attached hereto), which were removed temporarily for further review. City Council also adopted Special Assessment Resolution No. 10, setting the due date of October 29, 2015, together with the penalty of ten percent (10%) for Special Assessment District No. 649 unpaid invoices for expenses incurred on private premises – Weed Mowing Invoices

FINANCIAL STATEMENT:

RECOMMENDED ACTION: It is the recommendation of Rob Barrett, Director of Technical Planning, that the property owners at 13841 Ten Mile (15-0002951) are responsible for all unpaid charges including penalty as stated. It is recommended to include these unpaid invoices which were temporarily removed from Special Assessment District No. 649 together with the original 10% penalty.

It is further recommended that the property owners at 22211 Marlow are not responsible for all unpaid charges including penalty as stated. It is recommended to remove invoice (15-0003236) from Special Assessment District 649, cancel and generate a new invoice for a special pick up.

APPROVALS:

City Manager: _____

Director: _____

Finance Director: 

EXHIBITS:

Invoice, Department recommendation, Exception letters



CITY OF OAK PARK

**Robert Barrett, Director
Department of Technical
& Planning Services**

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

MEMORANDUM

TO: Erik Tungate, City Manager
FROM: Rob Barrett, Director of T&P
SUBJECT: Special Assessment Districts 649, 651, 652 and 653

DATE: October 14, 2015
FILE:

At City Council's request, the Technical and Planning Division has completed an investigation of the concerns voiced at the October 5, 2015 special assessment public hearing for unpaid invoices.

I investigated all of the concerns and mailed letters to the property owners informing them of the results of the investigation. Attached are copies of the letters that I mailed.

Based on the results of the investigation, I recommend placing eight of the nine unpaid invoices back on the Special Assessment Rolls.

Invoice number 15-0003236, 22211 Marlow was mistakenly invoiced as a "weed mowing" and should have been invoiced a special pick up. I recommend canceling invoice number 15-0003236 and generating a new invoice for the special pick up.

This completes the investigation of the property owners who expressed concerns relating to their unpaid invoices at the October 5, 2015 public hearing.

If you need any further information, please do not hesitate to ask.



CITY OF OAK PARK

Kathleen Lindroth, Deputy City Treasurer
Department of Finance

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

October 6, 2015

Brent Robbins
19335 Lathers
Livonia, Michigan 48152

Reference: Snow Removal 15-0002698
Weed Mowing 15-0002951
13841 Ten Mile Road, Oak Park, Michigan 48237

On October 5, 2015, invoice 15-0002698 was removed from SAD 653 and invoice 15-0002951 from SAD 649 by Oak Park City Council temporarily, to be reviewed by Department of Technical and Planning. All exceptions are to be re-submitted with departmental determinations to the City of Oak Park Council at the meeting to be held October 19, 2015.

If we could be of further assistance to you, please contact the Finance/Treasury Department
(248) 691-7545.

Thank you for your patience in resolving this matter.

Respectfully,

Kathleen Lindroth
Deputy Treasurer
City of Oak Park



CITY OF OAK PARK

"The Family City"
Finance Department
Treasury Division

INVOICE

Make Checks Payable and Remit to:
CITY OF OAK PARK TREASURER'S OFFICE
14000 Oak Park Blvd. • Oak Park, MI 48237
Telephone: (248) 691-7545

INVOICE DATE	PARCEL REFERENCE	CUSTOMER NO.	INVOICE NO.	DUE DATE	TOTAL DUE
06/11/15	52-25-30-227-001	25-30-227-001	15-0002951	06/29/15	\$203.90

PROPERTY ADDRESS: 13841 TEN MILE OAK PARK, MI 48237

ROBBINS, BRENT
19335 LATHERS
LIVONIA, MI 48152



RETURN THIS TOP PORTION WITH YOUR REMITTANCE

INVOICE

RETAIN THIS BOTTOM PORTION FOR YOUR RECORDS

INVOICE DATE	PARCEL REFERENCE	CUSTOMER NO.	INVOICE NO.	DUE DATE	TOTAL DUE
06/11/15	52-25-30-227-001	25-30-227-001	15-0002951	06/29/15	\$203.90

PROPERTY ADDRESS: 13841 TEN MILE OAK PARK, MI 48237

ROBBINS, BRENT
19335 LATHERS
LIVONIA, MI 48152

DESCRIPTION	QUAN	UNIT AMT	TOTAL
CITY DPW WEED MOWING	1.000	203.90	\$203.90
NOTES: 5/29/15 57 MINUTES			
		Total Invoice:	\$203.90
		Credits Applied:	\$0.00
		Payments Applied:	\$0.00
		Invoice Balance:	\$203.90



CITY OF OAK PARK

Kathleen Lindroth, Deputy City Treasurer
Department of Finance

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

October 6, 2015

Equityside Inc.
210 E. Third Street
#209
Royal Oak, Michigan 48067

Reference: Weedmowing 15-0003236
22211 Marlow, Oak Park, Michigan 48237

On October 5, 2015, invoice 15-0003236 was removed by the Oak Park City Council from Special Assessment 649 temporarily, to be reviewed by the Department of Technical and Planning. All exceptions are to be re-submitted with departmental determinations to the City of Oak Park Council at the meeting to be held October 19, 2015.

If we could be of further assistance to you, please contact the Finance/Treasury Department
(248) 691-7545.

Thank you for your patience in resolving this matter.

Respectfully,

Kathleen Lindroth
Deputy Treasurer
City of Oak Park



CITY OF OAK PARK

"The Family City"
Finance Department
Treasury Division

INVOICE

Make Checks Payable and Remit to:
CITY OF OAK PARK TREASURER'S OFFICE
14000 Oak Park Blvd. • Oak Park, MI 48237
Telephone: (248) 691-7545

INVOICE DATE	PARCEL REFERENCE	CUSTOMER NO.	INVOICE NO.	DUE DATE	TOTAL DUE
08/04/15	52-25-31-126-041	52-25-31-126-041	15-0003236	08/19/15	\$82.29

PROPERTY ADDRESS: 22211 MARLOW OAK PARK, MI 48237

EQUITYSIDE, INC
210 E THIRD ST, #209
ROYAL OAK, MI 48067



RETURN THIS TOP PORTION WITH YOUR REMITTANCE

INVOICE

RETAIN THIS BOTTOM PORTION FOR YOUR RECORDS

INVOICE DATE	PARCEL REFERENCE	CUSTOMER NO.	INVOICE NO.	DUE DATE	TOTAL DUE
08/04/15	52-25-31-126-041	52-25-31-126-041	15-0003236	08/19/15	\$82.29

PROPERTY ADDRESS: 22211 MARLOW OAK PARK, MI 48237

EQUITYSIDE, INC
210 E THIRD ST, #209
ROYAL OAK, MI 48067

DESCRIPTION	QUAN	UNIT AMT	TOTAL
CITY DPW WEED MOWING	1.000	82.29	\$82.29
NOTES: 7/23/15 10 MINUTES			
		Total Invoice:	\$82.29
		Credits Applied:	\$0.00
		Payments Applied:	\$0.00
		Invoice Balance:	\$82.29



CITY OF OAK PARK

WATER DEPARTMENT

Steve Lukasik
Water Supervisor

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

October 12, 2015

The following properties entered objections to the purposed Special Assessment Roll to Tax #650. It is the recommendation of the Oak Park Water Department that the properties at 15450 Ten Mile Road, account 800381006, parcel #25-19-351-052 and 22195 Westhampton, account 400109289, parcel #25-31-226-016 both be removed from Special Assessment Roll #650 as both have made sufficient payments.

Thank You

Steven Lukasik
City of Oak Park Water Department Supervisor



CITY OF OAK PARK

**Kathleen Lindroth, Deputy City Treasurer
Department of Finance**

Mayor

Marian McClellan

Mayor Pro Tem

Paul Levine

Council Members

Michael M. Seligson

Kiesha Speech

Carolyn Burns

City Manager

Erik Tungate

October 6, 2015

Philip C Willis Sr.
22195 Westhampton
Oak Park, Michigan 48237

Reference: Water Account 400109289
Parcel 25-31-226-016

On October 5, 2015, the delinquent balance for account 400109289 was removed by the Oak Park City Council from Special Assessment 650 temporarily, to be reviewed by the Water Department. All exceptions are to be re-submitted with departmental determinations to the City of Oak Park Council at the meeting to be held October 19, 2015.

If we could be of further assistance to you, please contact the Finance/Treasury Department
(248) 691-7545.

Thank you for your patience in resolving this matter.

Respectfully,

Kathleen Lindroth
Deputy Treasurer
City of Oak Park



CITY OF OAK PARK

**Kathleen Lindroth, Deputy City Treasurer
Department of Finance**

Mayor

Marian McClellan

Mayor Pro Tem

Paul Levine

Council Members

Michael M. Seligson

Kiesha Speech

Carolyn Burns

City Manager

Erik Tungate

October 6, 2015

U Wash Development
V Wash Inc.
P O Box 19120
Detroit, Michigan 48219

Reference: **Water Account 800381006**
Parcel 25-19-351-052

On October 5, 2015, the delinquent balance for account 800381006 was removed by the Oak Park City Council from Special Assessment 650 temporarily, to be reviewed by the Water Department. All exceptions are to be re-submitted with departmental determinations to the City of Oak Park Council at the meeting to be held October 19, 2015.

If we could be of further assistance to you, please contact the Finance/Treasury Department
(248) 691-7545.

Thank you for your patience in resolving this matter.

Respectfully,

Kathleen Lindroth
Deputy Treasurer
City of Oak Park



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: October 19, 2015

AGENDA #

SUBJECT: Special Assessment District No. 651 Unpaid Invoices – Special Pick Up Exceptions, Recommendation

DEPARTMENT: Finance/Treasury

SUMMARY: At the council meeting of October 5, 2015, City Council adopted Special Assessment Resolution No. 9, to confirm the roll with the exceptions of three (attached hereto), which were removed temporarily for further review. City Council also adopted Special Assessment Resolution No. 10, setting the due date of October 29, 2015, together with the penalty of ten percent (10%) for Special Assessment District No. 651 unpaid invoices for expenses incurred on private premises – Special Pick Up Invoices

FINANCIAL STATEMENT:

RECOMMENDED ACTION: It is the recommendation of Rob Barrett, Director of Technical Planning, that the property owners at 24510 Manistee (15-0003042, 15-0003248) and 14410 Vernon (15-0002843) are responsible for all unpaid charges including penalty as stated. It is recommended to include these unpaid invoices which were temporarily removed from Special Assessment District No. 651 together with the original 10% penalty.

APPROVALS:

City Manager: _____

Director: _____

Finance Director: *[Signature]*

EXHIBITS:

Invoice, Department recommendation, Exception letters



CITY OF OAK PARK

**Robert Barrett, Director
Department of Technical
& Planning Services**

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

MEMORANDUM

TO: Erik Tungate, City Manager
FROM: Rob Barrett, Director of T&P
SUBJECT: Special Assessment Districts 649, 651, 652 and 653

DATE: October 14, 2015
FILE:

At City Council's request, the Technical and Planning Division has completed an investigation of the concerns voiced at the October 5, 2015 special assessment public hearing for unpaid invoices.

I investigated all of the concerns and mailed letters to the property owners informing them of the results of the investigation. Attached are copies of the letters that I mailed.

Based on the results of the investigation, I recommend placing eight of the nine unpaid invoices back on the Special Assessment Rolls.

Invoice number 15-0003236, 22211 Marlow was mistakenly invoiced as a "weed mowing" and should have been invoiced a special pick up. I recommend canceling invoice number 15-0003236 and generating a new invoice for the special pick up.

This completes the investigation of the property owners who expressed concerns relating to their unpaid invoices at the October 5, 2015 public hearing.

If you need any further information, please do not hesitate to ask.



CITY OF OAK PARK

**Kathleen Lindroth, Deputy City Treasurer
Department of Finance**

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

October 6, 2015

Linda Lynk
24510 Manistee
Oak Park, Michigan 48237

Reference: Property Clean Up – 15-0003042 and 15-0003248

On October 5, 2015, invoice 15-0003042 and 15-0003248 were removed by Oak Park Council from Special Assessment 651 temporarily, to be reviewed by the Department of Technical and Planning. All exceptions are to be re-submitted with departmental determinations to the City of Oak Park Council at the meeting to be held October 19, 2015.

If we could be of further assistance to you, please contact the Finance/Treasury Department
(248) 691-7545.

Thank you for your patience in resolving this matter.

Respectfully,

Kathleen Lindroth
Deputy Treasurer
City of Oak Park



CITY OF OAK PARK

"The Family City"
Finance Department
Treasury Division

INVOICE

Make Checks Payable and Remit to:
CITY OF OAK PARK TREASURER'S OFFICE
14000 Oak Park Blvd. • Oak Park, MI 48237
Telephone: (248) 691-7545

INVOICE DATE	PARCEL REFERENCE	CUSTOMER NO.	INVOICE NO.	DUE DATE	TOTAL DUE
06/30/15	52-25-29-227-003	25-29-227-003	15-0003042	07/15/15	\$40.00

PROPERTY ADDRESS: 24510 MANISTEE OAK PARK, MI 48237

LYNK, LINDA
24510 MANISTEE
OAK PARK, MI 48237



RETURN THIS TOP PORTION WITH YOUR REMITTANCE

INVOICE

RETAIN THIS BOTTOM PORTION FOR YOUR RECORDS

INVOICE DATE	PARCEL REFERENCE	CUSTOMER NO.	INVOICE NO.	DUE DATE	TOTAL DUE
06/30/15	52-25-29-227-003	25-29-227-003	15-0003042	07/15/15	\$40.00

PROPERTY ADDRESS: 24510 MANISTEE OAK PARK, MI 48237

LYNK, LINDA
24510 MANISTEE
OAK PARK, MI 48237

DESCRIPTION	QUAN	UNIT AMT	TOTAL
PROPERTY CLEAN-UP - MOVE	1.000	40.00	\$40.00
NOTES: 5/29/15 CLEAN OUT			
		Total Invoice:	\$40.00
		Credits Applied:	\$0.00
		Payments Applied:	\$0.00
		Invoice Balance:	\$40.00



CITY OF OAK PARK

Kathleen Lindroth, Deputy City Treasurer
Department of Finance

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

October 6, 2015

Linda Lynk
24510 Manistee
Oak Park, Michigan 48237

Reference: Property Clean Up – 15-0003042 and 15-0003248

On October 5, 2015, invoice 15-0003042 and 15-0003248 were removed by Oak Park City Council from Special Assessment 651 temporarily, to be reviewed by the Department of Technical and Planning. All exceptions are to be re-submitted with departmental determinations to the City of Oak Park Council at the meeting to be held October 19, 2015.

If we could be of further assistance to you, please contact the Finance/Treasury Department (248) 691-7545.

Thank you for your patience in resolving this matter.

Respectfully,

Kathleen Lindroth
Deputy Treasurer
City of Oak Park



CITY OF OAK PARK

"The Family City"
Finance Department
Treasury Division

INVOICE

Make Checks Payable and Remit to:
CITY OF OAK PARK TREASURER'S OFFICE
14000 Oak Park Blvd. • Oak Park, MI 48237
Telephone: (248) 691-7545

INVOICE DATE	PARCEL REFERENCE	CUSTOMER NO.	INVOICE NO.	DUE DATE	TOTAL DUE
08/04/15	52-25-29-227-003	52-25-29-227-003	15-0003248	08/19/15	\$13800.00

PROPERTY ADDRESS: 24510 MANISTEE OAK PARK, MI 48237

LYNK, LINDA
24510 MANISTEE
OAK PARK, MI 48237



RETURN THIS TOP PORTION WITH YOUR REMITTANCE

INVOICE

RETAIN THIS BOTTOM PORTION FOR YOUR RECORDS

INVOICE DATE	PARCEL REFERENCE	CUSTOMER NO.	INVOICE NO.	DUE DATE	TOTAL DUE
08/04/15	52-25-29-227-003	52-25-29-227-003	15-0003248	08/19/15	\$13800.00

PROPERTY ADDRESS: 24510 MANISTEE OAK PARK, MI 48237

LYNK, LINDA
24510 MANISTEE
OAK PARK, MI 48237

DESCRIPTION	QUAN	UNIT AMT	TOTAL
PROPERTY CLEAN-UP - MOVE	1.000	13,800.00	\$13800.00
NOTES: 6/18/15 HOARDING AND FLOOD CLEANUP			
		Total Invoice:	\$13800.00
		Credits Applied:	\$0.00
		Payments Applied:	\$0.00
		Invoice Balance:	\$13800.00



CITY OF OAK PARK

**Kathleen Lindroth, Deputy City Treasurer
Department of Finance**

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

October 6, 2015

Jeffrey & Renee Greenstein
14410 Vernon
Oak Park, Michigan 48237

Reference: Property Clean Up – 15-0002843

On October 5, 2015, invoice 15-0002843 was removed by Oak Park City Council from Special Assessment 651 temporarily, to be reviewed by the Department of Technical and Planning. All exceptions are to be re-submitted with departmental determinations to the City of Oak Park Council at the meeting to be held October 19, 2015.

If we could be of further assistance to you, please contact the Finance/Treasury Department
(248) 691-7545.

Thank you for your patience in resolving this matter.

Respectfully,

Kathleen Lindroth
Deputy Treasurer
City of Oak Park



CITY OF OAK PARK

"The Family City"
Finance Department
Treasury Division

INVOICE

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14000 Oak Park Blvd. • Oak Park, MI 48237
Telephone: (248) 691-7545

INVOICE DATE	PARCEL REFERENCE	CUSTOMER NO.	INVOICE NO.	DUE DATE	TOTAL DUE
04/28/15	52-25-19-401-018	25-19-401-018	15-0002843	05/13/15	\$40.00

PROPERTY ADDRESS: 14410 VERNON OAK PARK, MI 48237

GREENSTEIN, JEFFREY & RENEE
14410 VERNON
OAK PARK, MI 48237



RETURN THIS TOP PORTION WITH YOUR REMITTANCE

INVOICE

RETAIN THIS BOTTOM PORTION FOR YOUR RECORDS

INVOICE DATE	PARCEL REFERENCE	CUSTOMER NO.	INVOICE NO.	DUE DATE	TOTAL DUE
04/28/15	52-25-19-401-018	25-19-401-018	15-0002843	05/13/15	\$40.00

PROPERTY ADDRESS: 14410 VERNON OAK PARK, MI 48237

GREENSTEIN, JEFFREY & RENEE
14410 VERNON
OAK PARK, MI 48237

DESCRIPTION	QUAN	UNIT AMT	TOTAL
PROPERTY CLEAN-UP - OWNER	1.000	40.00	\$40.00
<i>NOTES: 3/30/15 FURNITURE & CONSTRUCTION DEBRIS</i>			
Total Invoice:			\$40.00
Credits Applied:			\$0.00
Payments Applied:			\$0.00
Invoice Balance:			\$40.00



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: October 19, 2015

AGENDA #

SUBJECT: Special Assessment District No. 652 Unpaid Invoices – Snow Removal Exceptions, Recommendation

DEPARTMENT: Finance/Treasury

SUMMARY: At the council meeting of October 5, 2015, City Council adopted Special Assessment Resolution No. 9, to confirm the roll with the exceptions of three (attached hereto), which were removed temporarily for further review. City Council also adopted Special Assessment Resolution No. 10, setting the due date of October 29, 2015, together with the penalty of ten percent (10%) for Special Assessment District No. 652 unpaid invoices for expenses incurred on private premises – Snow Removal Invoices

FINANCIAL STATEMENT:

RECOMMENDED ACTION: It is the recommendation of Rob Barrett, Director of Technical Planning, that the property owners at 24117 Roanoke (15-0002743), 24091 Majestic (15-0002742), 13841 Ten Mile (15-0002698) are responsible for all unpaid charges including penalty as stated. It is recommended to include these unpaid invoices which were temporarily removed from Special Assessment District No. 652 together with the original 10% penalty.

APPROVALS:

City Manager: _____

Director: _____

Finance Director: _____

EXHIBITS:

Invoice, Department recommendation, Exception letters



CITY OF OAK PARK

**Robert Barrett, Director
Department of Technical
& Planning Services**

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

MEMORANDUM

TO: Erik Tungate, City Manager
FROM: Rob Barrett, Director of T&P
SUBJECT: Special Assessment Districts 649, 651, 652 and 653

DATE: October 14, 2015
FILE:

At City Council's request, the Technical and Planning Division has completed an investigation of the concerns voiced at the October 5, 2015 special assessment public hearing for unpaid invoices.

I investigated all of the concerns and mailed letters to the property owners informing them of the results of the investigation. Attached are copies of the letters that I mailed.

Based on the results of the investigation, I recommend placing eight of the nine unpaid invoices back on the Special Assessment Rolls.

Invoice number 15-0003236, 22211 Marlow was mistakenly invoiced as a "weed mowing" and should have been invoiced a special pick up. I recommend canceling invoice number 15-0003236 and generating a new invoice for the special pick up.

This completes the investigation of the property owners who expressed concerns relating to their unpaid invoices at the October 5, 2015 public hearing.

If you need any further information, please do not hesitate to ask.



CITY OF OAK PARK

**Kathleen Lindroth, Deputy City Treasurer
Department of Finance**

Mayor
Marian McClellan
Mayor Pro Tem
Paul Levine
Council Members
Michael M. Sellgson
Klesha Speech
Carolyn Burns
City Manager
Erik Tungate

October 6, 2015

LDG Homes
P O Box 251001
West Bloomfield, Michigan 48322

Reference: Snow Removal 15-0002743
24117 Roanoke, Oak Park, Michigan 48237

On October 5, 2015, invoice 15-0002743 was removed by the Oak Park City Council from Special Assessment 652 temporarily, to be reviewed by the Department of Technical and Planning. All exceptions are to be re-submitted with departmental determinations to the City of Oak Park Council at the meeting to be held October 19, 2015.

If we could be of further assistance to you, please contact the Finance/Treasury Department
(248) 691-7545.

Thank you for your patience in resolving this matter.

Respectfully,

Kathleen Lindroth
Deputy Treasurer
City of Oak Park



CITY OF OAK PARK

"The Family City"
Finance Department
Treasury Division

INVOICE

Make Checks Payable and Remit to:
CITY OF OAK PARK TREASURER'S OFFICE
14000 Oak Park Blvd. • Oak Park, MI 48237
Telephone: (248) 691-7545

INVOICE DATE	PARCEL REFERENCE	CUSTOMER NO.	INVOICE NO.	DUE DATE	TOTAL DUE
03/09/15	52-25-28-154-001	25-28-154-001	15-0002743	03/24/15	\$117.65

PROPERTY ADDRESS: 24117 ROANOKE OAK PARK, MI 48237

LDG HOLDINGS
PO BOX 251001
WEST BLOOMFIELD, MI 48322



RETURN THIS TOP PORTION WITH YOUR REMITTANCE

INVOICE

RETAIN THIS BOTTOM PORTION FOR YOUR RECORDS

INVOICE DATE	PARCEL REFERENCE	CUSTOMER NO.	INVOICE NO.	DUE DATE	TOTAL DUE
03/09/15	52-25-28-154-001	25-28-154-001	15-0002743	03/24/15	\$117.65

PROPERTY ADDRESS: 24117 ROANOKE OAK PARK, MI 48237

LDG HOLDINGS
PO BOX 251001
WEST BLOOMFIELD, MI 48322

DESCRIPTION	QUAN	UNIT AMT	TOTAL
SNOW REMOVAL	1.000	117.65	\$117.65
NOTES: 2/18/15 25 MINUTES			
Total Invoice:			\$117.65
Credits Applied:			\$0.00
Payments Applied:			\$0.00
Invoice Balance:			\$117.65



CITY OF OAK PARK

**Kathleen Lindroth, Deputy City Treasurer
Department of Finance**

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

October 6, 2015

John Lichtenberg
1226 Lyons Avenue
Royal Oak, Michigan 48073

Reference: Snow Removal 15-0002742
24091 Majestic, Oak Park, Michigan 48237

On October 5, 2015, invoice 15-0002742 was removed by the Oak Park City Council from Special Assessment 652 temporarily, to be reviewed by the Department of Technical and Planning. All exceptions are to be re-submitted with departmental determinations to the City of Oak Park Council at the meeting to be held October 19, 2015.

If we could be of further assistance to you, please contact the Finance/Treasury Department
(248) 691-7545.

Thank you for your patience in resolving this matter.

Respectfully,

Kathleen Lindroth
Deputy Treasurer
City of Oak Park



CITY OF OAK PARK

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Telephone: (248) 691-7545

INVOICE DATE	PARCEL REFERENCE	CUSTOMER NO.	INVOICE NO.	DUE DATE	TOTAL DUE
03/09/15	52-25-29-281-023	25-29-281-023	15-0002742	03/24/15	\$82.29

PROPERTY ADDRESS: 24091 MAJESTIC OAK PARK, MI 48237

FEDERAL NATIONAL MORT ASSOC
14221 DALLAS PARKWAY STE 1000
DALLAS, TX 75254



RETURN THIS TOP PORTION WITH YOUR REMITTANCE

INVOICE

RETAIN THIS BOTTOM PORTION FOR YOUR RECORDS

INVOICE DATE	PARCEL REFERENCE	CUSTOMER NO.	INVOICE NO.	DUE DATE	TOTAL DUE
03/09/15	52-25-29-281-023	25-29-281-023	15-0002742	03/24/15	\$82.29

PROPERTY ADDRESS: 24091 MAJESTIC OAK PARK, MI 48237

FEDERAL NATIONAL MORT ASSOC
14221 DALLAS PARKWAY STE 1000
DALLAS, TX 75254

DESCRIPTION	QUAN	UNIT AMT	TOTAL
SNOW REMOVAL	1.000	82.29	\$82.29
NOTES: 2/18/15 10 MINUTES			
Total Invoice:			\$82.29
Credits Applied:			\$0.00
Payments Applied:			\$0.00
Invoice Balance:			\$82.29



CITY OF OAK PARK

**Kathleen Lindroth, Deputy City Treasurer
Department of Finance**

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

October 6, 2015

Brent Robbins
19335 Lathers
Livonia, Michigan 48152

Reference: Snow Removal 15-0002698
Weed Mowing 15-0002951
13841 Ten Mile Road, Oak Park, Michigan 48237

On October 5, 2015, invoice 15-0002698 was removed from SAD 653 and invoice 15-0002951 from SAD 649 by Oak Park City Council temporarily, to be reviewed by Department of Technical and Planning. All exceptions are to be re-submitted with departmental determinations to the City of Oak Park Council at the meeting to be held October 19, 2015.

If we could be of further assistance to you, please contact the Finance/Treasury Department
(248) 691-7545.

Thank you for your patience in resolving this matter.

Respectfully,

Kathleen Lindroth
Deputy Treasurer
City of Oak Park



CITY OF OAK PARK

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Finance Department
Treasury Division

INVOICE

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14000 Oak Park Blvd. • Oak Park, MI 48237
Telephone: (248) 691-7545

INVOICE DATE	PARCEL REFERENCE	CUSTOMER NO.	INVOICE NO.	DUE DATE	TOTAL DUE
03/09/15	52-25-30-227-001	25-30-227-001	15-0002698	03/24/15	\$143.58

PROPERTY ADDRESS: 13841 TEN MILE OAK PARK, MI 48237

ROBBINS, BRENT
19335 LATHERS
LIVONIA, MI 48152



RETURN THIS TOP PORTION WITH YOUR REMITTANCE

INVOICE

RETAIN THIS BOTTOM PORTION FOR YOUR RECORDS

INVOICE DATE	PARCEL REFERENCE	CUSTOMER NO.	INVOICE NO.	DUE DATE	TOTAL DUE
03/09/15	52-25-30-227-001	25-30-227-001	15-0002698	03/24/15	\$143.58

PROPERTY ADDRESS: 13841 TEN MILE OAK PARK, MI 48237

ROBBINS, BRENT
19335 LATHERS
LIVONIA, MI 48152

DESCRIPTION	QUAN	UNIT AMT	TOTAL
SNOW REMOVAL	1.000	143.58	\$143.58
NOTES: 2/13/15 36 MINUTES			
Total Invoice:			\$143.58
Credits Applied:			\$0.00
Payments Applied:			\$0.00
Invoice Balance:			\$143.58

**BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN****AGENDA OF:** October 19, 2015**AGENDA #****SUBJECT:** Special Assessment District No. 653 Unpaid Invoices – Sidewalk Replacement Exception, Recommendation**DEPARTMENT:** Finance/Treasury**SUMMARY:** At the council meeting of October 5, 2015, City Council adopted Special Assessment Resolution No. 9, to confirm the roll with the exception of one (attached hereto), which was removed temporarily for further review. City Council also adopted Special Assessment Resolution No. 10, setting the due date of October 29, 2015, together with the penalty of ten percent (10%) for Special Assessment District No. 653 unpaid invoices for expenses incurred on private premises – Sidewalk Replacement Invoices**FINANCIAL STATEMENT:****RECOMMENDED ACTION:** It is the recommendation of Rob Barrett, Director of Technical Planning, that the property owners at 13731 Allan (15-0002853) is responsible for all unpaid charges including penalty as stated. It is recommended to include these unpaid invoices which were temporarily removed from Special Assessment District No. 653 together with the original 10% penalty.**APPROVALS:**

City Manager: _____

Director: _____

Finance Director: *C. A. M.* **EXHIBITS:**

Invoice, Department recommendation, Exception letters



CITY OF OAK PARK

**Robert Barrett, Director
Department of Technical
& Planning Services**

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

MEMORANDUM

TO: Erik Tungate, City Manager
FROM: Rob Barrett, Director of T&P
SUBJECT: Special Assessment Districts 649, 651,652 and 653

DATE: October 14, 2015
FILE:

At City Council's request, the Technical and Planning Division has completed an investigation of the concerns voiced at the October 5, 2015 special assessment public hearing for unpaid invoices.

I investigated all of the concerns and mailed letters to the property owners informing them of the results of the investigation. Attached are copies of the letters that I mailed.

Based on the results of the investigation, I recommend placing eight of the nine unpaid invoices back on the Special Assessment Rolls.

Invoice number 15-0003236, 22211 Marlow was mistakenly invoiced as a "weed mowing" and should have been invoiced a special pick up. I recommend canceling invoice number 15-0003236 and generating a new invoice for the special pick up.

This completes the investigation of the property owners who expressed concerns relating to their unpaid invoices at the October 5, 2015 public hearing.

If you need any further information, please do not hesitate to ask.



CITY OF OAK PARK

**Kathleen Lindroth, Deputy City Treasurer
Department of Finance**

Mayor

Marian McClellan

Mayor Pro Tem

Paul Levine

Council Members

Michael M. Seligson

Kiesha Speech

Carolyn Burns

City Manager

Erik Tungate

October 6, 2015

Delroy Wallace
Tamika Risper
13731 Allan
Oak Park, Michigan 48237

Reference: Sidewalk 15-0002853

On October 5, 2015, invoice 15-0002853 was removed by the Oak Park City Council from Special Assessment 653 temporarily, to be reviewed by the Department of Technical and Planning. All exceptions are to be re-submitted with departmental determinations to the City of Oak Park Council at the meeting to be held October 19, 2015.

If we could be of further assistance to you, please contact the Finance/Treasury Department
(248) 691-7545.

Thank you for your patience in resolving this matter.

Respectfully,

Kathleen Lindroth
Deputy Treasurer
City of Oak Park



CITY OF OAK PARK

"The Family City"
Finance Department
Treasury Division

INVOICE

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14000 Oak Park Blvd. • Oak Park, MI 48237
Telephone: (248) 691-7545

INVOICE DATE	PARCEL REFERENCE	CUSTOMER NO.	INVOICE NO.	DUE DATE	TOTAL DUE
05/04/15	52-25-30-276-067	52-25-30-276-067	15-0002853	08/04/15	\$465.00

PROPERTY ADDRESS: 13731 ALLAN OAK PARK, MI 48237

WALLACE, DELROY & RISPER, TAMIKA
13731 ALLAN
OAK PARK, MI 48237



RETURN THIS TOP PORTION WITH YOUR REMITTANCE

INVOICE

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INVOICE DATE	PARCEL REFERENCE	CUSTOMER NO.	INVOICE NO.	DUE DATE	TOTAL DUE
05/04/15	52-25-30-276-067	52-25-30-276-067	15-0002853	08/04/15	\$465.00

PROPERTY ADDRESS: 13731 ALLAN OAK PARK, MI 48237

WALLACE, DELROY & RISPER, TAMIKA
13731 ALLAN
OAK PARK, MI 48237

DESCRIPTION	QUAN	UNIT AMT	TOTAL
2014 SIDEWALK REPLACEMENT	1.000	465.00	\$465.00
NOTES:			
		Total Invoice:	\$465.00
		Credits Applied:	\$0.00
		Payments Applied:	\$0.00
		Invoice Balance:	\$465.00



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: October 19, 2015

AGENDA #

SUBJECT: Recommendation of Planning Commission for Security Central Protection, 12821 Capital, Final Site Plan.

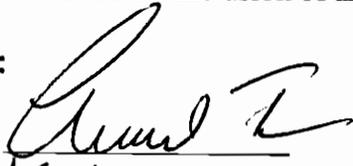
DEPARTMENT: Community & Economic Development, Planning Division

SUMMARY: At the October 12, 2015 meeting, the Planning Commission reviewed a Site Plan for Security Central Protection, 12821 Capital to construct a 4,030 square foot, two-story addition. The Planning Commission voted to recommend to the City Council approval of the Final Site Plan with conditions.

RECOMMENDED ACTION: The City Council consider accepting the recommendation of the Planning Commission for approval of the Final Site Plan for Security Central Protection building, 12821 Capital, subject to the following conditions:

- 1) Engineering plans for the new west entrance drive and west side parking lot (with storm water management) need to be submitted and approved by the Engineering Division.
- 2) A separate detailed landscape plan for this area including an irrigation method will need to be submitted and approved by the City Planner.
- 3) Exterior lighting to be shielded downward and positioned as to not create a nuisance to adjacent properties and automobile traffic.
- 4) All roof top and ground level equipment must be screened as required by the Zoning Ordinance.
- 5) A request by the applicant to the City Assessor for the combination of the two individual tax parcels that comprise the proposed project into one tax parcel.
- 6) No signs are approved as part of the Site Plan Review. A separate permit must be requested for the inclusion of any signs at this site.

APPROVALS:

City Manager: 

Director: 

Finance Director: _____

EXHIBITS: Memorandum.



CITY OF OAK PARK

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

MEMORANDUM

TO: Planning Commission members DATE: October 6, 2015
FROM: Kevin Rulkowski, AICP, City Planner FILE: Planning/SectryCentSPR2015
SUBJECT: Security Central Protection, 12821 Capital, Final Site Plan

At the February 2006 meeting, the Planning Commission approved a Final Site Plan to construct a 4,030 square foot, two-story addition at the Security Central Protection building, 12821 Capital. For whatever reason the applicant did not proceed with the project at that time and the original Site Plan approval has expired. The applicant is now submitting a Site Plan for approval of a similar addition that is slightly larger in size.

The proposed Security Central Protection expansion is to construct a two-story addition with a 3,000 square foot footprint at their building at 12821 Capital. The purpose of the addition is to provide more warehouse space for security products.

The property is zoned LI, Light Industrial District and office/warehouse uses are permitted by right in this district.

The new addition meets the height, and setback requirements of the Zoning Ordinance. The applicant received a variance from the Zoning Board of Appeals in February of 2006 to allow for a 12 foot rear yard setback. This setback variance is still valid. The variance-approved reduced setback is reflected on the proposed Site Plan.

A new drive for deliveries is shown on the west side of the building at the location of two new overhead doors. The Site Plan does not provide adequate details regarding the dimensions of this drive. In addition, a new 12 parking space parking lot is shown on the west side of the building. The new drive and parking lot will have to meet all the Engineering Division requirements for driveways, parking lot pavement design and storm water management. Preliminary engineering plans for the parking lot and drive will need to be submitted to the Engineering Division for review and approval.

Based on the proposed square footage of the existing building and proposed addition, the facility is required to provide parking for 29 vehicles. The Site Plan shows 30 parking spaces. The circulation pattern of both parking lots is acceptable.

The Site Plan indicates new landscaping areas will be installed in various locations on the property to meet the minimum landscaping requirement but insufficient detail is shown regarding these landscape areas. The Site Plan does not indicate that these landscape areas will be irrigated with an in-ground water irrigation system. A separate detailed landscape plan for this area including an irrigation method will need to be submitted.

The site plan does not indicate any details regarding mechanical equipment or building lighting. The Zoning Ordinance requires all roof top and ground level equipment to be screened. All proposed exterior lighting will need to be shielded downward and away from adjacent properties and positioned as to not create a nuisance to automobile traffic.

The Security Central property is currently two individual tax parcels that have not been combined. Approval of the proposed Site Plan should be contingent on the combination of two parcels into one by the City Assessor.

There is no indication that any new signage is proposed.

Based on the above considerations, the Planning Division recommends approval of the Final Site Plan, with the following conditions:

- 1) Engineering plans for the new west entrance drive and west side parking lot (with storm water management) need to be submitted and approved by the Engineering Division.
- 2) A separate detailed landscape plan for this area including an irrigation method will need to be submitted and approved by the City Planner.
- 3) Exterior lighting to be shielded downward and positioned as to not create a nuisance to adjacent properties and automobile traffic.
- 4) All roof top and ground level equipment must be screened as required by the Zoning Ordinance.
- 5) A request by the applicant to the City Assessor for the combination of the two individual tax parcels that comprise the proposed project into one tax parcel.
- 6) No signs are approved as part of the Site Plan Review. A separate permit must be requested for the inclusion of any signs at this site.



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: October 19, 2015

AGENDA #

SUBJECT: Recommendation of Planning Commission for 1-800 Self Storage, 13631 Ten Mile Road, Final Site Plan.

DEPARTMENT: Community & Economic Development, Planning Division

SUMMARY: At the October 12, 2015 meeting, the Planning Commission reviewed a Site Plan for 1-800 Self Storage, 13631 Ten Mile Road, to renovate an existing 5,490 square foot building currently being utilized for auto servicing, into a 71 unit self-storage facility. The existing 25 foot-high single story building will be internally converted into building with two floors. The Planning Commission voted to recommend to the City Council approval of the Final Site Plan with conditions.

RECOMMENDED ACTION: The City Council consider accepting the recommendation of the Planning Commission for approval of the Final Site Plan for 1-800 Self Storage, 13631 Ten Mile Road, subject to the following conditions:

- 1) Existing hard surfaced areas in driveways and parking areas to be repaired as necessary.
- 2) Proposed or existing lighting should be shielded and downward casting to eliminate the possibility of nuisance.
- 3) All proposed roof top or ground level equipment must be screened as required by the Zoning Ordinance.
- 4) The proposed dumpster enclosure to be constructed consistent with the design of the proposed screen wall.
- 5) No signs are approved as part of the Site Plan Review. A separate permit must be requested for the inclusion of any signs at this site.

APPROVALS:

City Manager: _____

Director: _____

Finance Director: _____

EXHIBITS: Memorandum.



CITY OF OAK PARK

MEMORANDUM

TO: Planning Commission Members DATE: October 6, 2015
FROM: Kevin Rulkowski, AICP, City Planner FILE: G/.../aplncm/1-800
Self Str Ten Mile

SUBJECT: Final Site Plan Review, 1-800 Self Storage, 13631 Ten Mile Road.

At the September 2013 meeting, the Planning Commission approved a Special Land Use to renovate an existing building at 13631 Ten Mile Road into a self-storage facility. As part of the Special Land Use review a Site Plan was also approved. The Site Plan approved in September of 2013 has expired. The applicant has resubmitted the original Site Plan for approval.

The applicant is proposing to renovate an existing 5,490 square foot building currently being utilized for auto servicing, into a 71 unit self-storage facility. The existing 25 foot-high single story building will be internally converted into building with two floors.

The property is zoned B-1, Neighborhood Business District and the proposed use is permitted by virtue of a Use Variance being granted by the Zoning Board of Appeals in February of 2013. The existing building meets the setback and height requirements with the exception of the rear yard setback which has an existing non-conforming status.

Based on the number of storage units, the proposed facility is required to provide seven parking spaces. The Site Plan indicates seven parking spaces will be provided. The proposed use utilizes the existing traffic circulation pattern which has parking and loading area being accessed by way of the alley that comes off of the Ten Mile service drive and exits onto Coolidge Highway. There are some hard surfaced parking areas that are in need of some repair and should be addressed during the renovation of the site.

The Site Plan indicates a proposed six foot high concrete wall with a brick pattern at the rear of the property, adjacent to a residentially zoned property, as required by the Zoning Ordinance.

The Site Plan shows a new dumpster enclosure in the southeast corner of the site. The site plan does not include a construction detail for the dumpster enclosure. The dumpster enclosure should be constructed consistent in design to the screen wall.

The site plan does not indicate any existing or proposed exterior lighting. All exterior lighting should be shielded and downward casting to eliminate the possibility of nuisance to the adjoining properties.

The building elevations do not indicate whether there will be new mechanical equipment on the roof or ground. The Zoning Ordinance requires all roof top and ground level equipment to be screened.

There are two wall signs indicated on the site plan. The Sign regulations only allow for one sign on the front face of the building. A separate sign application will have to be submitted and therefore no signage is approved as part of the site plan review.

Staff Recommendation

It is the recommendation of the Planning Division to approve the Special Land Use and Site Plan for the proposed self-storage facility with the following conditions:

1. Existing hard surfaced areas in driveways and parking areas to be repaired as necessary.
2. Proposed or existing lighting should be shielded and downward casting to eliminate the possibility of nuisance.
3. All proposed roof top or ground level equipment must be screened as required by the Zoning Ordinance.
4. The proposed dumpster enclosure to be constructed consistent with the design of the proposed screen wall.
5. No signs are approved as part of the Site Plan Review. A separate permit must be requested for the inclusion of any signs at this site.



CITY OF OAK PARK

OFFICE OF THE CITY CLERK

Agenda Item Request

BUSINESS OF THE CITY COUNCIL CITY OF OAK PARK, MICHIGAN

AGENDA OF: October 19, 2015

SUBJECT: SMART (Suburban Mobility Authority for Regional Transportation)
Municipal Credit and Community Credit Contract for Fiscal Year 2015/2016.

DEPARTMENT: Recreation

SUMMARY: Oak Park Recreation Department is seeking authorization to enter into a Municipal Credits and Community Credits contract with SMART. This contract allows the Recreation Department to operate/administer a senior transportation program. SMART intends to provide Oak Park \$28,842 of Municipal Credits and \$38,803 of Community Credits for fiscal year July 2015 – June 2016.

FINANCIAL STATEMENT: N/A

RECOMMENDED ACTION: Authorize the Oak Park Recreation Department to enter into a Municipal Credits and Community Credits contract with SMART. By doing so, Oak Park agrees to operate/administer a senior transportation program, and SMART intends to provide Oak Park \$28,842 of Municipal Credits and \$38,803 of Community Credits for fiscal year July 2015 – June 2016.

EXHIBITS:

SMART Municipal Credit & Community Credit Contract Fiscal Year 2015/2016.
Senior Transportation Program Brochure

APPROVALS:

CITY MANAGER:

FINANCE DIRECTOR:

DIRECTOR:

[Handwritten signature of Council Clerk]
[Handwritten signature of Finance Director]

MUNICIPAL CREDIT and COMMUNITY CREDIT CONTRACT for FY - 2016

I, Erik Tungate, as the City Manager of City of Oak Park (hereinafter, the "Community") hereby apply to SMART and agree to the terms and conditions herein, for the receipt and expenditure of **Municipal Credits** (Section 1 below), and **Community Credits** (Section 2 below); and further agree that the **Municipal and Community Credits Master Agreement** between the parties is incorporated herein by reference. A description of the service the Community shall provide hereunder is set forth in Exhibit A, and the operating budget for that service is set forth in Exhibit B, both of which are attached hereto and incorporated herein.

1. The Community agrees to use \$ **28,842** in **Municipal Credit** funds as follows:

- (a) Transfer to _____ Funding of: \$ _____
TRANSFeree COMMUNITY
 - (b) Van/Bus Operations At the cost of: \$ 28,842
(Including Charter and Taxi services)
 - (c) Services Purchased from SMART At the cost of: \$ _____
(Including Tickets, Shuttle Services/Dial-a-Ride)
- Total \$ 28,842**

SMART intends to provide Municipal Credit funds under this contract to the extent funds for the program are made available to it by the Michigan Legislature pursuant to Michigan Public Act 51 of 1951. Municipal Credit funds made available to SMART through legislative appropriation are based on projected revenue estimates. In the event that revenue actually received is insufficient to support the Legislature's appropriation, it will result in an equivalent reduction in funding provided to the Community pursuant to this Contract. In such event, SMART reserves the right, without notice, to reduce the payment of Municipal Credit funds by the amount of any reduction by the legislature to SMART. All funding must be spent by September 30, 2016; all funds not spent by that date will revert back to SMART pursuant to Michigan Public Act 51 of 1951, for expenditure consistent with Michigan law and SMART policy.

2. The Community agrees to use \$ **38,803** in **Community Credit** funds available as follows:

- (a) Transfer to _____ Funding of: \$ _____
TRANSFeree COMMUNITY
 - (b) Van/Bus Operations At the cost of: \$ 38,803
(Including Charter and Taxi services)
 - (c) Services Purchased from SMART At the cost of: \$ _____
(Including Tickets, Shuttle Services/Dial-a-Ride)
 - (d) Capital Purchases At the cost of: \$ _____
- Total \$ 38,803**

MUNICIPAL CREDIT and COMMUNITY CREDIT CONTRACT for FY - 2015

Capital purchases permitted with Community Credits are subject to applicable state and federal regulations, and SMART policy, including procurement guidelines. When advantageous, SMART may make procurements directly. Reimbursement for purchases made by Community requires submission of proper documentation to support the purchase (i.e. purchase orders, receiving reports, invoices, etc.). Community Credit dollars available in FY 2014, may be required to serve local employer transportation needs per the coordination requirements set forth in the aforementioned Master Agreement. All Community Credit funds must be spent by June 30, 2017 unless approval from SMART General Manager is obtained to extend Community Credits for an additional 2 years to allow accrual for major capital projects; any funds not spent by that date may revert back to SMART for expenditure consistent with SMART policy.

This agreement shall be binding once signed by both parties.

City of Oak Park

By: _____

Date _____

Its: _____

Suburban Mobility Authority for
Regional Transportation

Date _____

By: _____

John C. Hertel
General Manager

EXHIBIT A

PROJECT DESCRIPTION

COMMUNITY: City of Oak Park

PROJECT: MUNICIPAL/COMMUNITY CREDIT PROGRAM
FISCAL YEAR 2016 – JULY 1, 2015 through JUNE 30, 2016

Overall Project Description (please provide a descriptive narrative):

The City of Oak Park provides curb to curb services for elderly residents with disabilities

Service Area (please provide geographic boundaries):

City limits of Oak Park with additional medical facilities within an 8 mile radius from the Community Center.

Service Times (please provide days and hours of service):

Monday through Thursday 8 am – 3 PM. Once a month senior trips go out on Fridays.

Eligible User Groups (please set forth users eligible to use the service):

Residents of Oak Park who are 50 years or older or those with disabilities.

Fare Structure:

Medical transportation: \$4 round trip

Errand transportation: \$2 round trip; with \$1 for each additional stop

Community Center transportation: \$1

Service Mode (please describe the amount and type of vehicles available, and whether they are wheelchair lift-equipped):

Two SMART vehicles; one 14 passenger, one 11 passenger both with wheelchair lifts.
Two city-owned four passenger cars are available but with no wheelchair lifts.

**EXHIBIT B
PROJECT OPERATION BUDGET**

COMMUNITY: City of Oak Park

PROJECT: MUNICIPAL/COMMUNITY CREDIT PROGRAM
FISCAL YEAR 2016 - JULY 1, 2015 THROUGH JUNE 30, 2016

OPERATING EXPENSES:

Administrative Fee (max. is 10% of MC/CC Funds)	\$ 6,764.00
Driver Wages	\$ 23,176.50
Fringe Benefits	\$ 9,300.00
Gasoline & Lubricants	\$ 6,032.00
Vehicle Insurance	\$ 7,732.00
Parts, Maintenance Supplies	\$ 2,032.00
Mechanic Wages	\$ 368.00
Fringe Benefits	\$ 75.00
Dispatch Wages	\$ 14,500.00
Cell phones or other overhead costs (Specify)	\$ 1,500.00
Sub Total (Operating Expenses)	\$ 71,479.50

PURCHASED SERVICES

Taxi Service	\$ -
Charter Service	\$ -
SMART Bus Tickets	\$ -
SMART Shuttle Service	\$ -
SMART Dial-A-Ride	\$ -
Sub Total (Purchased Service)	\$ -

CAPITAL EQUIPMENT

(Only list purchases to be made with Community Credits)

Computer Equipment	\$ 800.00
Software	\$ -
Vehicle	\$ -
Maintenance Equipment	\$ -
Other (Specify)	\$ -
Sub Total (Capital Equipment)	\$ 800.00

TOTAL EXPENSES

(Operating Expenses, Purchased Service and Capital Equipment)

\$ 72,279.50

REVENUES:

Municipal Credit Funds	\$ 28,842.00
Community Credit Funds	\$ 38,803.00
Specialized Services Funds	\$ -
General Funds	\$ -
Farebox Revenue	\$ 4,634.50
In-Kind Service	\$ -
Special Fares (Contracted Service)	\$ -
Other (Specify)	\$ -

TOTAL REVENUE:

\$ 72,279.50

Submitted By:

Juli L Hall

Title

Recreation Director

Date

10/15/15

(Note: Total Expenses MUST equal Total Revenue)



Suburban Mobility Authority
for Regional Transportation

Office
Contract Compliance

Equal Employment Opportunity Compliance Report A

Bid / Project Name: Municipal/Community Credit Program for FY 2016

Name of Firm **Senior Citizen Transportation** Employer I.D. Number **38-600461W**
 Address **14300 Oak Park Blvd.**
 City **Oak Park** State **MI** Zip **48237**

Independent firm, or
 Owned/controlled by:

Corporate address of parent
or affiliated company:

Indicate the appropriate box for your reporting unit (Mark only one box):

<input type="checkbox"/>	Consolidated Report	<input checked="" type="checkbox"/>	Single Establishment Employer Report
<input type="checkbox"/>	Headquarters Unit Report	<input type="checkbox"/>	Individual Establishment Report
<input type="checkbox"/>	Special Report	(Submit one for each establishment)	

Business Data

What is the major activity of this establishment (Be specific, i.e., manufacturing, steel casings, retail grocer, title insurance)?

Municipal Government Provider Provider for Oak Park Citizens

Include the specific type of product or type of service provided, as well as the principal business or industrial activity:

Have all subcontractors been informed of their responsibility to file an EEO Compliance Report A?	<input checked="" type="checkbox"/>	Yes	
	<input type="checkbox"/>	No	
Is an Affirmative Action Plan on file with SMART's Office of Contract Compliance?	<input checked="" type="checkbox"/>	Yes	If no, indicate date the plan will be submitted:
	<input type="checkbox"/>	No	

An Affirmative Action Plan is on file with the following governmental agencies. Please list:

Employment Data Employment at this establishment: Report ALL employees - permanent, temporary or part time including apprentices and trainees. Enter appropriate figures on ALL lines and in ALL columns. Blank spaces will be considered as zero.

Job Categories	Establishment			Minority Male				Minority Female			
	Total Employees Including Minorities	Total Males Including Minorities	Total Females Including Minorities	Black	Asian Pacific	Amer. Indian	Spanish Amer.	Black	Asian Pacific	Amer. Indian	Spanish Amer.
	Officials /Managers	1		1							
Professionals	2	1	1								
Technicians											
Sales Workers											
Office and Clerical Staff	1		1					1			
Craftsmen (Skilled)											
Operators (Semi-Skilled)											
Laborers (Unskilled)	3	2	1	2				1			
Service Workers											
Journey Workers											
Apprentices											
Total	7	3	4	2	0	0	0	2	0	0	0

PROCEDURES

1. Call to book your ride for up to three months ahead. We will make every effort to accommodate you, but someone else may have already booked the time you need.
2. Once a driver picks you up, please do not ask that driver to change what has been planned with you through the office.
3. Please be ready and at the door about 15 minutes before our driver is scheduled to pick you up. Please be patient if he arrives up to 15 minutes late.
4. Riders must be ready, waiting and looking for drivers once they have called for a return pick-up.
5. Drivers cannot enter private residences. However, assistance with packages can be given at the front door.
6. Use the same procedure for arranging wheelchair rides, but let us know you need the chair lift vehicle. Should you need more assistance then (see #7) as you may need to provide an escort for yourself.
7. Drivers are only allowed to assist wheelchairs up and down ramps and cannot lift, carry or push them up or down steps or over door sills.
8. Please pay driver at time of service. Checks can be made out to the City of Oak Park.
9. If you cannot make your scheduled appointment, please call the senior office to cancel your appointment.



Mayor

Marian McClellan

Mayor Pro Tem

Paul Levine

Council Members

Michael Seligson

Kiesha Speech

Carolyn Burns

City Manager

Erik Tungate

14300 Oak Park Blvd.

Oak Park, MI 48237

(248)691-7555

City of Oak Park

Senior Transportation

OFFICE HOURS

Monday-Thursday

9AM- 1PM

2PM- 5PM

Telephone:

(248) 691-2357

E-Mail:

cpodzikowski@ci.oak-park.mi.us





SERVICES

The city of Oak Park offers medical, errand and rides to and from Oak Park Community Center. Residents who are over the age of fifty, and who are members of the Oak Park 50 Up Club can call 248-691-7577 for more information. This includes residents living in the area formerly known as North Royal Oak Township.

COST

**Membership:
\$6 one time fee each
calendar year.**

Medical	\$4 Round Trip
Medical	\$3 One way to doctor appointments
Errands	\$2 Round Trip
Community Center	\$1 Round Trip
Community Center	.75 One Way
Each	\$1
Additional Stop	

All transportation fees must be paid to the driver on the day of service. Checks are accepted and should be made out to the City of Oak Park.

SCHEDULE

MEDICAL

Monday—Thursday
8:00 AM– 2:00 PM

COMMUNITY CENTER

Monday—Thursday
8:30 AM Home Pick-ups
2:00 PM Return Home

Medical rides to locations must be within an eight mile radius of the Community Center. Appointments must be scheduled to ensure return pick-ups at medical facilities are no later than 1:30 PM to ensure our vehicles are back and parked by 2:00 PM.

ERRANDS

9:00 AM– 2:00 PM

Tuesdays:

Meijer's at 8 Mile & Woodward

Thursdays:

Grocery shopping at Kroger's at Greenfield, Southfield, and businesses within Oak Park only, such as banks and drug stores. Plans must be made to ensure pick-ups for home are not later than 1:15 PM, so our vehicles will be parked by 2:00 PM.