



**CITY OF OAK PARK**  
**OFFICE OF THE CITY CLERK**

**Mayor**  
Marian McClellan  
**Mayor Pro Tem**  
Carolyn Burns  
**Council Members**  
Kiesha Speech  
Solomon Radner  
Ken Rich  
**City Manager**  
Erik Tungate

**NOTICE**  
**SPECIAL BUDGET WORK SESSIONS OF THE**  
**36<sup>th</sup> OAK PARK CITY COUNCIL**

**May 2, 2016 - 4:30 PM**

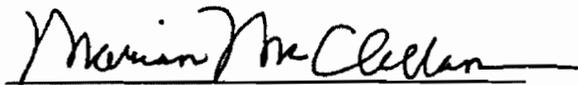
Notice is hereby given that a Special Budget Work Session of the Oak Park City Council is scheduled for May 2, 2016 at 4:30 PM and will be held in the Executive Conference Room of Oak Park City Hall, 14000 Oak Park Blvd., Oak Park, Michigan 48237.

The purpose of the Special Work Session is to discuss the FY 2016-2017 budget as follows (includes FY 2017-18 and FY 2018-19):

<b>Monday, May 2, 2016 –</b>	<b>4:30 PM</b>
Public Works	4:30 PM
Water & Sewer	4:45 PM
Technical & Planning	5:10 PM
District Court	5:25 PM
City Attorney (Legal Services)	5:40 PM
Public Safety	6:00 PM
City Manager Wrap Up	6:20 PM

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

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

  
Marian McClellan, Mayor

# Oak Park

## City Council Agenda

May 2, 2016





**AGENDA**  
**REGULAR CITY COUNCIL MEETING**  
**36<sup>th</sup> CITY COUNCIL**  
**OAK PARK, MICHIGAN**  
**May 2, 2016**  
**7:00 PM**

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**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. Special Council Meeting Minutes of April 18, 2016
- B. Regular Council Meeting Minutes of April 18, 2016
- C. Corridor Improvement Authority Meeting Minutes of March 17, 2016
- D. Retirement Board Meeting Minutes of January 25, 2016
- E. Recycling & Environmental Conservation Commission Meeting Minutes of February 18, 2016
- F. Beautification Advisory Commission Meeting Minutes of February 16, 2016
- G. Emergency Services Council Meeting Minutes of March 14, 2016
- H. Zoning Board of Appeals Meeting Minutes of February 23, 2016
- I. Request to advertise for bids for Program Year 2014 Yard Services Program, M-653
- J. Public Safety Activity Summary for March 2016
- K. Payment Application No. 2 for the 2015-16 Miscellaneous Concrete Repair Project, M-621 to Mattioli Cement Company, LLC for the amount of \$90,855.26
- L. Licenses - New and Renewals as submitted for May 2, 2016

**6. RECOGNITION OF VISITING ELECTED OFFICIALS:**

**7. SPECIAL RECOGNITION/PRESENTATIONS:**

- A. Certificate of Recognition - Jared Bobkin

**8. PUBLIC HEARINGS: None**

**9. COMMUNICATIONS: None**

**10. SPECIAL LICENSES:**

- A. Special Event Request submitted by Radish Creative Group, Inc. to film a State of Michigan Anti-Drug Public Service Announcement using Wyoming Court on May 3, 2016
- B. Special Event Request and waiver of fees submitted by Detroit (EDAC) Lions Club for an Arts and Cultural Event to be held in the Community Center on June 22, 2016
- C. Special Event Request and waiver of application fee submitted by the Arts and Cultural Commission for an artist reception to be held in the City Hall Lobby on June 6, 2016

**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 \$6,704.00

**12. BIDS:**

- A. Request to award the bid for the 2016 Landscape Maintenance Project, M-640 to AJ's Maintenance & Services LLC of Ypsilanti, MI for the total amount of \$35,084.00

**13. ORDINANCES:** None

**14. CITY ATTORNEY:**

**15. CITY MANAGER:**

**Administration**

- A. Request to Schedule a Public Hearing on the FY 2016-2017 Annual Budget for Monday, May 16, 2016 at 7:00 PM or as soon thereafter as can be held  
B. Introduction and appointment confirmation of Laurie Stasiak as Recreation Director

**City Clerk**

- C. Resolution authorizing the temporary move of polling locations for the August 2, 2016 Primary Election

**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  
SPECIAL BUDGET WORK SESSION OF THE  
36<sup>th</sup> OAK PARK CITY COUNCIL  
April 18, 2016  
5:30 P.M.**

## MINUTES

This Special Budget Work Session of the 36<sup>th</sup> Oak Park City Council was held in the Executive Conference Room of City Hall located at 14000 Oak Park Boulevard, Oak Park, MI 48237.

Notice of this Work Session was given in compliance with the provisions of Act 267 of the Public Acts of Michigan, 1976, as amended, the "Open Meetings Act".

The Work Session was called to order by Mayor McClellan at 5:30 P.M.

**PRESENT:** Mayor McClellan, Mayor Pro Tem Burns, Council Member Rich Council Member Radner, Council Member Speech (Arrived at 5:56 PM)

**ABSENT:** None

**ALSO PRESENT:** City Manager Tungate, City Clerk Norris, Assistant City Manager Yee, City Attorney Duff, Human Resources Director Brooks, Assistant to the City Manager McLain, Finance Director Johnson, Deputy Finance Director Winters and Deputy Finance Director Crawford

**Special Work Session to discuss the FY 2016-2017 budget (includes FY 2017-18 and FY 2018-19)**  
Council reviewed budget presentations from the following departments:

Human Resources	Vicki Brooks
Library	Brandon Bowman
City Clerk	Ed Norris
Finance	Carl Johnson
Communications & Economic Development	Kim Marrone
Information Technology	Ricardo Singson
City Council	Erik Tungate
Recreation	Jordan Swoyer

### CALL TO THE AUDIENCE:

There were no members of the audience wishing to speak.

### ADJOURNMENT:

The Special Meeting adjourned at 6:56 p.m.

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T. Edwin Norris, City Clerk

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Marian McClellan, Mayor



**CITY OF OAK PARK, MICHIGAN  
REGULAR COUNCIL MEETING OF THE  
36<sup>th</sup> OAK PARK CITY COUNCIL  
April 18, 2016  
7:00 PM**

**MINUTES**

The meeting was called to order at 7:05 PM by Mayor McClellan in the Council Chambers of City Hall located at 14000 Oak Park Boulevard, Oak Park, MI 48237. (248) 691-7544

**PRESENT:** Mayor McClellan, Mayor Pro Tem Burns, Council Member Speech,  
Council Member Radner, Council Member Rich

**ABSENT:** None

**OTHERS**

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

**APPROVAL OF AGENDA:**

**CM-04-139-16 (AGENDA ITEM #4) ADOPTION OF THE AGENDA WITH ADDITION  
– APPROVED**

Motion by Burns, seconded by Speech, CARRIED UNANIMOUSLY, to approve the agenda with the following addition:

- CLOSED SESSION to discuss attorney client privileged communication.

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

**MOTION DECLARED ADOPTED**

**CONSENT AGENDA:**

**CM-04-140-16 (AGENDA ITEM #5A-F) 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 April 4, 2016 **CM-04-141-16**
- B. Regular Council Meeting Minutes of April 4, 2016 **CM-04-142-16**
- C. Resolution designating Kevin J. Yee as the agent for the City of Oak Park in regards to the Oakland County West Nile Virus Reimbursement Program **CM-04-143-16**
- D. Payment Application No. 2 (Final) to Michigan Joint Sealing, Inc. for the 2015 Joint and Crack Sealing Project, M-604 for the amount of \$1,000.00 **CM-04-144-16**

- E. Payment of invoices from Orchard, Hiltz & McCliment (OHM) for 9 Mile Road Conceptual Plan and Traffic Analysis, PE Traffic Signal Design, Traffic Signal Optimization and CE Traffic Signal Construction in the total amount of \$79,129.76 **CM-04-145-16**
- F. Corridor Improvement Authority Meeting Minutes of January 21, 2016 **CM-04-146-16**
- G. Emergency Services Council Meeting Minutes of February 8, 2016 **CM-04-147-16**
- H. Planning Commission Meeting Minutes of March 14, 2016 **CM-04-148-16**
- I. Public Safety Activity Summary for February 2016 **CM-04-149-16**
- F. Licenses - New and Renewals as submitted for April 18, 2016 **CM-04-150-16**

### **MERCHANT'S LICENSES – APRIL 18, 2016**

**(Subject to All Departmental Approvals)**

<u>NEW MERCHANT</u>	<u>ADDRESS</u>	<u>FEE</u>	<u>BUSINESS TYPE</u>
DMC-Sinai Grace Hospital	25900 Greenfield	\$150	REHABILITATION FACILITY
Egosummere	8960 Nine Mile	\$150	BOUTIQUE
Metro PCS	21830 Greenfield 101	\$150	CELL PHONE SALES AND REPAIR, ACCESSORIES
Bombshell Lyfe Studio	26011 Coolidge	\$150	RETAIL HAIR PRODUCTS
<u>RENEWALS</u>			
Peteets Famous Cheesecakes	13835 Nine Mile	\$225	CHEESE CAKE BAKERY
Salon Ultimo	22155 Coolidge	\$450	BEAUTY SALON
Street Corner Music LTD	26020 Greenfield	\$225	MUSIC STORE
Taco Bell #16415	21350 Greenfield	\$225	FAST FOOD
Marcus Wear and Tailor LLC	24709 Coolidge	\$225	TAILOR SHOP
Taboo Cash for Gold	21830 Greenfield 102	\$225	JEWELRY SALES
Midwest Laundry	13221 Ten Mile	\$225	LAUNDROMAT AND DRY CLEANING
Artistry of Hair	25661 Coolidge	\$225	BEAUTY SALON

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

### **MOTION DECLARED ADOPTED**

**RECOGNITION OF VISITING ELECTED OFFICIALS:** None

**SPECIAL RECOGNITION/PRESENTATIONS:**

**(AGENDA ITEM #7A) City Manager Employee Recognition.** City Manager Tungate presented an Employee Recognition Award to Jennifer Wilson from the Technical & Planning Department.

**PUBLIC HEARINGS:**

### **PUBLIC HEARINGS REGARDING SPECIAL ASSESSMENT DISTRICTS:**

SPECIAL ASSESSMENT DISTRICT NO. 655 – UNPAID FALSE ALARM INVOICES  
 SPECIAL ASSESSMENT DISTRICT NO. 656 – UNPAID WEED MOWING INVOICES  
 SPECIAL ASSESSMENT DISTRICT NO. 657 – UNPAID SPECIAL PICK-UP INVOICES  
 SPECIAL ASSESSMENT DISTRICT NO. 658 – UNPAID UTILITY INVOICES

Mayor McClellan opened the Public Hearing(s) on Special Assessment Districts 655, 656, 657 and 658 at 7:10 P.M. and invited interested parties to speak. Mayor McClellan closed the Public Hearing(s) at 7:15 P.M.

**CM-04-151-15 (AGENDA ITEM #8A-D) 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 Rich, 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 May 31, 2016, together with a penalty of ten percent (10%) for Special Assessment District No. 655 – Unpaid False Alarms Invoices; Special Assessment District No. 656 – Unpaid Weed Mowing Invoices; Special Assessment District No. 657 – Unpaid Special Pick Up Invoices; Special Assessment District No. 658 – Unpaid Utility 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. 655  
 DISTRICT NO. 656  
 DISTRICT NO. 657  
 DISTRICT NO. 658

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. 655; Weed Mowing Invoices, assessed in Special Assessment District No. 656; Special Pick Up Invoices, assessed in Special Assessment District No. 657; and Utility Invoices, assessed in Special Assessment District No. 658.

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

There were objections received as follows:

SAD	Address	Parcel ID #
655 Unpaid False Alarm Invoices		
	None	
656 Unpaid Weed Mowing Invoices		
	14431 Elm	52-25-30-330-006
	14130 Victoria	52-25-19-454-018
657 Unpaid Special Pick-up Invoices		
	13601 W. 11 Mile	52-25-19-227-046
	26100 Marlow Pl.	52-25-19-180-035

658 Unpaid Utility Invoices	
	None

BE IT RESOLVED That Special Assessment Roll No. 655, 656, 657 and 658 as prepared and revised by the City Assessor, are hereby confirmed.

CITY OF OAK PARK  
MICHIGAN

SPECIAL ASSESSMENT RESOLUTION NO. 10

DISTRICT NO. 655  
DISTRICT NO. 656  
DISTRICT NO. 657  
DISTRICT NO. 658

At a Regular Meeting of the City Council of the City of Oak Park, held the 18th day of April, 2016 at 7:00 P.M., at the City Hall, 14000 Oak Park Boulevard, in said City.

WHEREAS, by resolution adopted April 18, 2016, Special Assessment Rolls No. 655, 656, 657 and 658 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 May 31, 2016, in full, together with a penalty of ten percent (10%).

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

**MOTION DECLARED ADOPTED**

**SPECIAL LICENSES:**

**CM-04-152-16            (AGENDA ITEM #10A) CLASS C LIQUOR LICENSE RENEWAL FOR SAHARA RESTAURANT & GRILL, 24770 COOLIDGE HIGHWAY - APPROVED**

Motion by Burns, seconded by Rich, CARRIED UNANIMOUSLY, to approve the renewal of a Class C Liquor License for Sahara Restaurant & Grill, 24770 Coolidge Highway.

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

**MOTION DECLARED ADOPTED**

**CM-04-153-16            (AGENDA ITEM #10B) TAVERN LICENSE RENEWAL FOR JADE PALACE, 13351 W. 10 MILE ROAD - APPROVED**

Motion by Burns, seconded by Radner, CARRIED UNANIMOUSLY, to approve the renewal of a Tavern License for Jade Palace, 13351 W. 10 Mile Road.

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

**MOTION DECLARED ADOPTED**

**ACCOUNTING REPORTS:**

**CM-04-154-16 (AGENDA ITEM #11A) APPROVAL FOR PAYMENT OF INVOICES AS SUBMITTED BY GARAN, LUCOW, MILLER, P.C. FOR LEGAL SERVICES IN THE TOTAL AMOUNT OF \$14,507.50 - APPROVED**

Motion by Burns, seconded by Speech CARRIED UNANIMOUSLY, to approve payment of invoices #455630, #455631 and #455632 as submitted by Garan, Lucow, Miller, P.C. for legal services in the total amount of \$14,507.50.

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

**MOTION DECLARED ADOPTED**

**BIDS:** None

**ORDINANCES:** None

**CITY MANAGER:**

**Administration**

**(AGENDA ITEM #15A) Update on the annual budget process.** City Manager Tungate announced that the budget process is under way and that a Council Budget Work Session is scheduled for Monday May 2, 2016.

**Department of Public Works**

**CM-04-155-16 (AGENDA ITEM #15B) PROPOSAL FROM ORCHARD, HILTZ & MCCLIMENT, INC. TO PERFORM THE CONSTRUCTION ENGINEERING FOR THE OAK PARK BOULEVARD AND LINCOLN STREET REHABILITATION PROJECT FOR AN HOURLY NOT TO EXCEED AMOUNT OF \$223,736.00 UPON FINAL REVIEW BY THE CITY ATTORNEY - APPROVED**

Motion by Burns, seconded by Radner, CARRIED UNANIMOUSLY, to approve the proposal from Orchard, Hiltz & McCliment, Inc. to perform the Construction Engineering for the Oak Park Boulevard and Lincoln Street Rehabilitation Project for an hourly not to exceed amount of \$223,736.00 upon final review by the City Attorney.

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

**MOTION DECLARED ADOPTED**

Assistant City Manager Yee summarized the proposal from OHM to perform professional services for the Construction Engineering of the Oak Park Boulevard and Lincoln Street Rehabilitation Project and explained that this proposal is for the inspection and MDOT contract administration for this federally funded project. Funding is available in the Major Street fund for this expenditure.

**Community and Economic Development**

**CM-04-156-16            (AGENDA ITEM #15C) FINAL SITE PLAN SUBJECT TO  
CONDITIONS AS RECOMMENDED BY THE PLANNING  
COMMISSION FOR CRDN (HUNTINGTON CLEANERS), 8775  
CAPITAL - APPROVED**

Motion by Burns, seconded by Speech, CARRIED UNANIMOUSLY, to approve the Final Site Plan subject to the following conditions as recommended by the Planning Commission for CRDN (Huntington Cleaners), 8775 Capital:

- 1) Engineering plans (storm water management) for the new driveway and parking lot to be submitted for review and approval by the City Engineer.
- 2) A more detailed landscape plan to be submitted as part of application for a building permit and approved by the City Planner.
- 3) Exterior lighting to be shielded downward and away from adjacent properties and positioned as to not create a nuisance to automobile traffic.
- 4) All roof top and ground level equipment must be screened as required by the Zoning Ordinance.
- 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.
- 6) Approval by the Zoning Board of Appeals of a rear yard setback variance.

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

**MOTION DECLARED ADOPTED**

Community and Economic Development Manager Marrone indicated that at the April 11, 2016 meeting, the Planning Commission reviewed a Site Plan for CRDN (Huntington Cleaners), 8775 Capital to construct a 10,600 square foot addition. The Planning Commission voted to recommend to the City Council approval of the Final Site Plan with conditions.

**CM-04-157-16            (AGENDA ITEM #15D) RESOLUTION IN SUPPORT OF THE NINE  
MILE REDESIGN PROJECT - APPROVED**

Motion by Burns, seconded by Radner, CARRIED UNANIMOUSLY, to approve the following resolution supporting the Nine Mile Redesign Project:

CITY OF OAK PARK  
MICHIGAN

RESOLUTION IN SUPPORT OF THE NINE MILE REDESIGN PROJECT

- WHEREAS, The City of Oak Park has discussed the feasibility of redesigning Nine Mile Road with the intent to create a downtown atmosphere and include multi-use paths, streetscapes, and provide safe alternative transportation options along the Nine Mile Corridor; and
- WHEREAS, The City of Oak Park has worked with the Center for New Urbanism and Project for Public Spaces to engage the public for input and support of the project; and
- WHEREAS, The City of Oak Park has worked with the engineering firm of Orchard, Hiltz & McCliment, Inc (OHM) to design and provide cost estimates for the project that includes a road diet, bike lanes, non-motorized pathways, linear and pocket parks, streetscape and new lighting; and
- WHEREAS, The City of Oak Park seeks to partner with the City of Ferndale on this project to help increase connectivity between communities; and
- WHEREAS, The City of Oak Park supports the submission of a Transportation Alternative Grant application to Michigan Department of Transportation (MDOT) to assist with partial funding of the project;

NOW, THEREFORE, BE IT RESOLVED that the City Council for the City of Oak Park, Michigan, hereby supports the Nine Mile Redesign Project and submission of a Transportation Alternative Grant application to Michigan Department of Transportation (MDOT) to assist with partial funding of the project.

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

**MOTION DECLARED ADOPTED**

Mr. Yee presented a redesign plan for Nine Mile Road that includes a road diet, dedicated bike lanes, non-motorized pathways, parking, linear and pocket parks and new lighting.

**CALL TO THE AUDIENCE:**

Brian Wolf, 14260 Hart St. requested that the City recognize Oak Park resident Jared Bobkin who was recently on the TV show Hell's Kitchen.

Nynier Brown, 13151 Oak Park Blvd., expressed the need for City Council to always keep the residents of Oak Park first as they make decisions that affect the City.

**CALL TO THE COUNCIL:**

**Mayor Pro Tem Burns** thanked everyone for coming out and encouraged them to please dress appropriately for the changing weather.

**Council Member Radner** encouraged residents to let council members know when they have concerns.

**Council Member Speech** asked everyone to please stay safe and to pay attention to young people who are out playing in the evenings.

**Council Member Rich** wished everyone a good night.

**ADJOURNMENT:**

There being no further business to come before the City Council, Mayor McClellan adjourned the meeting at 8:40 P.M.

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T. Edwin Norris, City Clerk

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Marian McClellan, Mayor



# CITY OF OAK PARK

## Corridor Improvement Authority

**Council Members**  
Solomon Radner  
Ken Rich  
Keisha Speech  
**City Manager**  
Erik Tungate

### CITY OF OAK PARK CORRIDOR IMPROVEMENT AUTHORITY BOARD MEETING MARCH 17, 2016 MINUTES

Meeting was called to order at 12:06 p.m., in the West Conference Room at Oak Park City Hall, 14000 Oak Park Boulevard, Oak Park, Michigan, by Chairperson Colbert and roll call was made.

**PRESENT:** Chairperson Colbert  
Vice Chairperson Blumenkopf  
Board Member Attisha  
Mayor McClellan  
Board Member Moulden (*arrived at 12:10 p.m.*)

**ABSENT:** Board Member Berger  
Board Member Peteet

**OTHERS PRESENT:** Community & Economic Development Director, Kimberly Marrone  
Recording Secretary, Cherilynn Brown

#### **3. APPROVAL OF AGENDA OF MARCH 17, 2016**

**MOTION by McClellan, SECONDED by Blumenkopf**, to approve the agenda for March 17, 2016 as submitted.

**VOTE:** Yes: All  
No: None

**MOTION CARRIED**

#### **4. APPROVAL OF MINUTES**

**MOTION by Blumenkopf, SECONDED by McClellan**, to approve the minutes of the January 21, 2016 meeting as submitted.

**VOTE:** Yes: All  
No: None

**MOTION CARRIED**

#### **5. PUBLIC COMMENT**

There were no members of the public in attendance.

#### **6. UNFINISHED BUSINESS** - none

**7. NEW BUSINESS**

- A. Budget 2016 – 2017;
- B. Update on TIF Capture; and
- C. Nine Mile Redesign Project

Ms. Marrone presented projected income for Fiscal Years ending 2017, 2018 and 2019, based upon anticipated 75% capture from taxing jurisdictions:

		Fiscal 2016/2017	Fiscal 2017/2018	Fiscal 2018/2019
Income:				
	Tax Increment Financing	3,471.29	32,485.47	62,225.00

Ms. Marrone also presented the proposed Nine Mile Redesign Project.

**MOTION by Attisha, SECONDED by McClellan**, to designate \$3,000 in Fiscal 2016/2017 for Landscaping in the most needed areas as determined by Ms. Marrone.

**VOTE:** Yes: Attisha, Blumenkopf, Colbert, McClellan, Moulden  
 No: None

**MOTION CARRIED**

Based on Mr. Moulden’s suggestion, Ms. Marrone will draft a “Beautify Your Space” program to provide the ability for business owners to participate in landscaping activities.

**MOTION by Moulden, SECONDED by Attisha**, for Fiscal 2017/2018 to allocate funding for Landscaping as follows: \$3,000 for continuation of the greening initiative for items including but not limited to flowers, flower pots and waste receptacles, and \$25,000 for reimbursing City for eligible expenditures on the Nine Mile Redesign Project.

**VOTE:** Yes: Attisha, Blumenkopf, Colbert, McClellan, Moulden  
 No: None

**MOTION CARRIED**

**MOTION by Moulden, SECONDED by Blumenkopf**, for Fiscal 2018/2019 to allocate \$25,000 for Streetscape Improvements, \$25,000 for Landscaping, and \$10,000 to the Façade Improvement Program.

**VOTE:** Yes: Attisha, Blumenkopf, Colbert, McClellan, Moulden  
 No: None

**MOTION CARRIED**

		Fiscal 2016/2017	Fiscal 2017/2018	Fiscal 2018/2019
Expenses:				
	Streetscape Improvements			25,000.00
	Landscaping	3,000.00	25,000.00	25,000.00
	Economic Development			
	Façade Program			10,000.00

Ms. Marrone indicated the budget will be presented to City Council for final approval.

**8. FINANCIAL REPORT - None**

**9. BOARD MEMBER COMMENT**

Ms. Marrone reported the owner of the Planet Fitness development has not yet closed on the property. Board members discussed compiling a Business Resource Guide, and Ms. Colbert offered assistance. Ms. Marrone asked the Board to consider reducing the frequency of meetings.

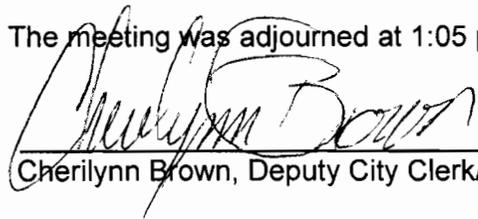
**10. ADJOURNMENT**

**MOTION by Attisha, SECONDED by Moulden, to adjourn the meeting.**

**VOTE:**    Yes:     All  
          No:      None

**MOTION CARRIED**

The meeting was adjourned at 1:05 p.m.



Cherilynn Brown, Deputy City Clerk/Director of Elections



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

**January 25, 2016  
4:30 PM**

**MINUTES**

Chairperson Tungate called the meeting to order at 4:32 PM and asked the City Clerk to call roll.

**EMPLOYEES' RETIREMENT SYSTEM:**

**TRUSTEES PRESENT:** Trustee McClellan, Trustee Tungate, Trustee Mlynczyk

**TRUSTEES ABSENT:** Trustee Eickmeier, Trustee Waxenberg

**ALSO PRESENT:** City Clerk Norris, City Attorney Murphy,  
Deputy Finance Director Crawford

**PUBLIC SAFETY RETIREMENT SYSTEM:**

**TRUSTEES PRESENT:** Trustee Tungate, Trustee McClellan, Trustee Tetler,  
Trustee Batora

**TRUSTEES ABSENT:** Trustee Rich

**ALSO PRESENT:** City Clerk Norris, City Attorney Murphy,  
Deputy Finance Director Crawford

**(Agenda Item #3) Election of Officers**

**ERS-01-001-16            MOTION TO HAVE TRUSTEE TUNGATE SERVE AS  
CHAIRPERSON OF THE ERS BOARD OF TRUSTEES  
– APPROVED**

Motion by McClellan, seconded by Mlynczyk, CARRIED UNANIMOUSLY, to appoint Trustee Tungate as Chairperson for the Employees' Retirement System Board of Trustees.

Roll Call Vote:           Yes:           Tungate, McClellan, Mlynczyk,  
                                  No:           None  
                                  Absent:       Eickmeier, Waxenberg

**MOTION DECLARED ADOPTED**

**PSRS-01-001-16           MOTION TO HAVE TRUSTEE TUNGATE SERVE  
AS CHAIRPERSON OF THE PSRS BOARD OF  
TRUSTEES – APPROVED**

Motion by Tetler, seconded by McClellan, CARRIED UNANIMOUSLY, to appoint Trustee Tungate as Chairperson for the Public Safety Retirement System Board of Trustees.

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

**MOTION DECLARED ADOPTED**

**ERS-01-002-16           MOTION TO HAVE TRUSTEE MCCLELLAN SERVE AS  
VICE-CHAIRPERSON OF THE ERS BOARD OF  
TRUSTEES – APPROVED**

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

Roll Call Vote:           Yes:           Tungate, McClellan, Mlynczyk  
                                  No:           None  
                                  Absent:       Eickmeier, Waxenberg

**MOTION DECLARED ADOPTED**

**PSRS-01-002-16           MOTION TO HAVE TRUSTEE MCCLELLAN SERVE AS  
VICE-CHAIRPERSON OF THE PSRS BOARD OF  
TRUSTEES – APPROVED**

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

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

**MOTION DECLARED ADOPTED**

**(Agenda Item #4) 2016 Meeting Dates**

**ERS-01-003-16            RESOLUTION SCHEDULING THE 2016 ERS REGULAR MEETING DATES – APPROVED**

Motion by McClellan, seconded by Mlynczyk, CARRIED UNANIMOUSLY, to approve the following resolution scheduling the 2016 Regular Meeting dates:

**Resolution of the Employees' Retirement System  
Board of Trustees**

**Schedule of Regular Meetings**

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

BE IT RESOLVED, that the following 2016 Schedule of Regular Meetings is approved:

January 25, 2016  
April 25, 2016  
July 25, 2016  
October 24, 2016

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

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

**MOTION DECLARED ADOPTED**

**PSRS-01-003-16            RESOLUTION SCHEDULING THE 2016 PSRS REGULAR MEETING DATES – APPROVED**

Motion by McClellan, seconded by Batora, CARRIED UNANIMOUSLY, to approve the following resolution scheduling the 2016 Regular Meeting dates:

**Resolution of the Public Safety Retirement System  
Board of Trustees**

**Schedule of Regular Meetings**

WHEREAS, the Board is required to schedule monthly meetings;

BE IT RESOLVED, that the following 2016 Schedule of Regular Meetings is approved:

January 25, 2016  
February 22, 2016  
March 28, 2016  
April 25, 2016

May 23, 2016  
June 27, 2016  
July 25, 2016  
August 29, 2016  
September 26, 2016  
October 24, 2016  
November 28, 2016  
December 27, 2016

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

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

**MOTION DECLARED ADOPTED**

**(Agenda Item #4A) Approval of Minutes**

**ERS-01-004-16            MINUTES FROM THE OCTOBER 26, 2015 ERS/PSRS  
CONCURRENT MEETING – APPROVED**

Motion by McClellan, seconded by Mlynczyk, CARRIED UNANIMOUSLY, to approve the Minutes from the October 26, 2015 ERS/PSRS Concurrent Meeting.

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

**MOTION DECLARED ADOPTED**

**PSRS-01-004-16            MINUTES FROM THE OCTOBER 26, 2015 ERS/PSRS  
CONCURRENT MEETING – APPROVED**

Motion by Batora, seconded by Tetler, CARRIED UNANIMOUSLY, to approve the Minutes from the October 26, 2015 ERS/PSRS Concurrent Meeting.

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

**MOTION DECLARED ADOPTED**

**PSRS-01-005-16            MINUTES FROM THE NOVEMBER 23, 2015 PSRS  
MEETING – APPROVED**

Motion by Tetler, seconded by Batora, CARRIED UNANIMOUSLY, to approve the Minutes from the November 23, 2015 ERS Meeting.

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

**MOTION DECLARED ADOPTED**

**(Agenda Item #6A) SEI Presentation**

Glen Harris (Via Telephone) from SEI presented a Fourth Quarter Investment Review dated January 25, 2016. A complete report is on file in the City Clerk's Office. Mr. Harris reported fourth quarter returns for the plans and summarized plan highlights on page 6 of the report. The Employees' Retirement System assets as of December 31, 2015 were \$19,314,560 and the Public Safety Retirement System assets were \$36,287,198. The Employees' Retirement System portfolio returned 2.7% for the quarter and for the year the return was -1.2 %. The Public Safety portfolio returned 2.8 % for the quarter and -1.1 % for the year.

**(Agenda Item #5A) Annual Determination of Interest Rate Buy Back Calculations**

**ERS-01-005-16                    MOTION TO SET THE RATE FOR BUY BACK  
CALCULATIONS AT 3.342 % – APPROVED**

Motion by Mlynczyk, seconded by McClellan, CARRIED UNANIMOUSLY, to set the rate for Buy Back Calculations for the Employees' Retirement System at 3.342 %.

Roll Call Vote:	Yes:	Tungate, McClellan, Mlynczyk
	No:	None
	Absent:	Eickmeier, Waxenberg

**MOTION DECLARED ADOPTED**

**PSRS-01-006-16                    MOTION TO SET THE RATE FOR BUY BACK  
CALCULATIONS FOR THE PUBLIC SAFETY  
RETIREMENT SYSTEM AT 3.126 % – APPROVED**

Motion by McClellan, seconded by Batora, CARRIED UNANIMOUSLY, to set the rate for Buy Back Calculations for the Public Safety Retirement System at 3.126 %.

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

**MOTION DECLARED ADOPTED**

Deputy Finance Director Crawford indicated that every year each board is required to determine the percentage used for buy back calculations regarding service credit. A five year average has been used to determine the interest rate.

**(Agenda Item #7A-J) Financial Reports (ERS)**

**ERS-01-006-16      RECEIVE AND APPROVE ERS FINANCIAL REPORTS  
 (OCTOBER - DECEMBER 2015) – APPROVED**

Motion by Mlynczyk, seconded by McClellan, CARRIED UNANIMOUSLY, to receive and approve the following reports:

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

DATE	CHECK#	PAYEE/DESCRIPTION	AMOUNT
10/15/15	134346	Gabriel, Roeder & Smith 2016 RDS Actuarial Attestation	\$ 1,250.00
10/15/15	134412	Savitz Organization Actuarial and Administration Fees for 07/01/15 – 09/30/15	\$ 7,800.00
10/29/15		SEI Private Trust Co. Investment Counseling Fees for 07/01/15 – 09/30/15	\$ 12,328.37
12/29/15	135374	Savitz Organization Actuarial and Admin Fees for 10/01/15 – 12/31/15 and out of scope fees.	\$ 8,810.00
TOTAL QUARTERLY DISBURSEMENTS:		\$30,188.37	

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

NAME	DEPARTMENT	DATE	STATUS
Cronin, Jr., Richard	Deferred/DPW	11/30/15	Final
Seligson, Michael	City Council	11/30/15	Final

- G.     Municipal and Military Buy-Back Calculations

NAME	DEPARTMENT	TIME	AMOUNT	TYPE	STATUS
Dana, Nadene	Finance	6.5 Years	\$2,045.03	Reinstate Mun. Pymt Pln	



Refund of accumulated contributions			
10/15/15	134862	Temerowski, Shawn	\$ 2,920.99
Refund of accumulated contributions			
11/20/15	JE#1683	Sullivan, Ward	\$ 262.50
DROP plan fees; posted originally to General Fund, should be Retirement plan.			
12/1/15	135035	Sullivan, Ward	\$ 280.00
DROP plan preparation and meeting attendance fees			
10/15/15	135374	Savitz Organization	\$ 7,550.00
Actuarial and Admin. Fees for 10/01/15 – 12/31/15 and out of scope fees.			
QUARTERLY DISBURSEMENTS:			\$49,799.67
Total actuarial cost received:			\$ ( 150.00)
TOTAL QUARTERLY DISBURSEMENTS:			\$49,799.67

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

NAME	DEPARTMENT	DATE	STATUS
Barash, John	Deferred/Public Safety	12/12/15	Final
Cooper, Steve	Public Safety	1/31/16	Final

DROP APPLICATION

NAME	DEPARTMENT	DATE	STATUS
Cooper, Steve	Public Safety	2/01/16	Final

- G. Municipal and Military Buy-Back Calculations - None
- H. Correspondence of Retirement Submission – December 31, 2015

NAME	DEPARTMENT	DATE
Cooper, Steve	Public Safety	1/19/16

- I. Necrology Report - None
- J. Miscellaneous Information - None

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

**MOTION DECLARED ADOPTED**

**PUBLIC COMMENTS:**

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

**ADJOURNMENT:**

The meeting adjourned at 5:45 PM.

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T. Edwin Norris, City Clerk

OAK PARK  
RECYCLING & ENVIRONMENTAL CONSERVATION COMMISSION

**MEETING MINUTES**

5E

Meeting date: Thursday, 02/18/16 7 pm  
Location: Oak Park Community Center

In Attendance:

Paul Bannon, Jess Caswell, Clarissa Clemons, Carolyn Davis, Al Lewis, Angela Mitchell

Guest: Rich Readus –Recycle Commission Applicant

Naturalist Advisor: Doris Applebaum

Guest: Joyce Bannon, resident & wife of Paul Bannon

DPW Representative: Gary Shermetaro

Absent: Denise Trombly

- A) Meeting called to order at 7:15 pm by Commission Chair Al Lewis
- B) Commission approved the minutes of the 12/17/16 meeting.
- C) Jess Caswell, new member, introduced herself and explained why she joined the Commission.
- D) Rich Readus, a soon to be member, introduced himself and explained why he would like to be a part of the Recycling Commission.
- E) SOCRRA updates – Single stream recycling target date anticipated for 2017; Styrofoam is being accepted; ~~no fluorescent tubes at this time~~ fluorescent tubes are accepted at SOCRRA\*
- F) Curbside Recycling Guidelines, every resident will receive a copy in the March/April edition of the 'Branch'
- G) Chris Grindem from 'Utmost Group', consultant for SOCRRA looking for residents to interview by phone about recycling
- G) Sunflower Project, Gary explained details of the City Sunflower Project
- H) Shirts/Badges, who needs one?
- G) Meet adjourned at 8:28

*\*As corrected on April 21, 2016.*

**BEAUTIFICATION ADVISORY COMMISSION  
CITY OF OAK PARK  
MINUTES  
FEBRUARY 16, 2016**

**ATTENDANCE:** Angela Mitchell, Danielle Fracassa, Deborah Williamson, Harley Sherman, Joyce Schulman, Karen Davis-Harris, Lonnie Tabb-Upshaw, Reatha Richmond, Santhia Guinn

**NON-VOTING**

**REP:** Assistant City Manager Kevin Yee

**ABSENT:** Andrea Stawis, Brinda Divine, Carrie Dodds, Judy Simmons, Larry Wilson, Martha Wilburn, Mattie Boykin, Council Member Kiesha Speech

**GUEST:** None

Meeting called to order at 7:07 on  
Approval of December 15, 2015 Minutes

Motion: Santhia Guinn

Second Motion: Angela Mitchell

All in favor YES: All NO: None

**New Business**

**Election:**

Motion by: Joyce Schulman

Seconded by: Harley Sherman

To nominate Reatha Richmond for Chairperson

**All in Favor: YES: ALL NO: NONE**

Motion by: Angela Mitchell

Seconded by: Santhia Guinn

To nominate Lonnie Tabb-Upshaw for Vice-Chairperson

**All in Favor: YES: ALL NO: NONE**

**Hosting of December 2016 BCSEM Quarterly Meeting:**

Members of the BCSEM sub-committee plan to meet with Claire from Huntington Woods to discuss hosting the event together. The members are committed to hosting the BCSEM quarterly meeting in December 2016. They are interested in having the event at Huntington

### **Hosting of December 2016 BCSEM Quarterly Meeting: (cont'd)**

Woods Library or Community Center. Assistant City Manager Kevin Yee stated that the commission needs to provide a budget for the event. Member Lonnie Upshaw has committed to creating a budget for hosting the December 2016 BCSEM quarterly meeting. The subcommittee will meet together and gather a budget and plan after meeting with Claire from Huntington Woods and give it to the city within 2 weeks.

### **Flower Sale**

Assistant City Manager Kevin Yee suggested that Reatha should reach out to Walt to secure him for the flower sale event. Reatha stated that she will reach out to Walt and inform us if he will be available for the Flower Sale.

### **General Discussion**

Assistant City Manager Kevin Yee announced that the State of the City will be on February 25<sup>th</sup> and encouraged members to attend, as the city will be announcing new and exciting projects. The city will begin a Sunflower Project that will consist of planting Sunflowers throughout various areas of the city, and a new Planet Fitness moving into the city. Members expressed that they are pleased with the progress of the new Save-A-Lot and Fed-Ex facility. Members expressed concerns about absenteeism amongst the commission. Kevin stated that the city will reach out to those members who are not active within the commission to help with the absenteeism.

***Meeting adjourned at 7:44 pm, next meeting April 19, 2016.***



# CITY OF OAK PARK

## EMERGENCY SERVICES COUNCIL

5G

Kiesha Speech  
Solomon Radner  
Ken Rich  
City Manager  
Erik Tungate

### Emergency Services Council Meeting

March 14, ~~2015~~ at 7:00PM \*2016

14000 Oak Park Blvd  
(Oak Park City Hall)

**Present:** Nynier Hall-Brown , Teresa Roscoe , Gwen Henderson-Kenley, Ken Gaynor, Denise DeSantis, Rocco Fortuna.

**Excused Absent:** Director Cooper, Councilmember Rich, Jerry Begel, Officer Benson

**Vacant Position:** Building Inspector

**Guest:** Val Moskalik (resident), Sue Hoshield (resident)

Meeting called to order at 7:08 PM

Minutes from February 8, 2016 meeting were reviewed and approved.

### **Old Business:**

1. Evacuation Kit "Bug-out-Bag" Presentation by Val Moskalik.
  - a. Sleeping bag
  - b. Cellphone with extra battery and charging cable
  - c. Books, cards and games
  - d. Weather radio – with crank for power
  - e. Hand sanitizer and wipes
  - f. Food and water
  - g. First-aid kit
  - h. Hygiene kit (including toilet tissue, soap, etc.)
  - i. Cash (small bills)
  - j. Water bottle with purifier
  - k. Flashlight with extra batteries. LED bulb recommended.

- l. Portable (no-heat/flame) stove. Chemical mixed with water produces heat to cook food.
    - m. Contents may vary based on individual's needs.
  2. Prepare-a-thon Event Discussion:
    - a. Tentative date is Saturday, September 4, 2016.
    - b. Multiple tables displaying different kits.
      - i. Home – Rocco
      - ii. Evac – Val
      - iii. Car – Gwen and Denise
      - iv. Pet – Teresa
      - v. First-aid – Ken
      - vi. Get-Home bag

**New Business:**

1. Val Moskalik discussed an upcoming event. The Great Lakes Emergency Preparedness Expo. It will be held on Saturday, March 26, 2016 at the Birch Run Expo Center in Birch Run, Michigan. Website for pre-registration is [www.glepe.com](http://www.glepe.com) . Pre-registration provides an entry to win various prizes.

Meeting adjourned at 8:07 PM

The next meeting will held April 11, 2016 at 7:00PM, Oak Park City Hall (Executive Conference Room).

Meeting minutes prepared and submitted by Ken Gaynor (Secretary)

**CITY OF OAK PARK, MICHIGAN  
ZONING BOARD OF APPEALS  
FEBRUARY 23, 2016  
MEETING MINUTES**

The meeting was called to order at 7:30 p.m. by Chairperson Landau in the Council Chambers of City Hall located at 14000 Oak Park Boulevard, Oak Park, MI 48237 and Roll Call was made.

**PRESENT:** Chairperson Landau, Vice Chairperson Huston, Members Blumenkopf, Peiss, and Seligson

**ABSENT:** Member Barton

**OTHERS PRESENT:** City Planner Kevin Rulkowski

**APPROVAL OF ZONING BOARD OF APPEALS MINUTES OF JANUARY 26, 2016**

**MOTION BY Seligson, SECONDED BY Huston,** to approve the meeting minutes of January 26, 2016 as submitted.

Vote: Yes: All  
No: None

**MOTION DECLARED ADOPTED**

**COMMUNICATIONS:** None

**OLD BUSINESS:** None

**NEW BUSINESS:**

(a) **APPLICANT:**  
Aver Sign on behalf of the Sunoco gas station  
25000 Greenfield Road  
Oak Park, Michigan

**PROPERTY:**  
25000 Greenfield Road  
Property Identification Number: 25-19-351-051

**ORDINANCE REQUIREMENTS AND REQUEST:**

The following variance is requested:

1. Article XVIII, Section 1802, N, requires that replacement signs shall conform to all the requirements of the Zoning Ordinance. The applicant is requesting a waiver to

allow for an existing sign to be modified in a manner that will not conform to all the requirements of the Zoning Ordinance.

**STAFF FINDINGS OF FACT:**

- 1) The property is currently zoned B-2, General Business District.
- 2) Article XVIII, Section 1802, N, requires that replacement signs shall conform to all the requirements of the Zoning Ordinance.
- 3) The applicant is requesting a waiver to allow for an existing sign to be modified in a manner that will not conform to all the requirements of the Zoning Ordinance.
- 4) The property currently has 420 square feet of signage displayed:
  - a. 136.11 square feet - Pole Sign on Greenfield/Ten Mile corner (2 business panels & 3 gas price panels).
  - b. 136.11 square feet - Pole Sign on Ten Mile (2 business panels & 3 gas price panels).
  - c. 104.06 square feet - Canopy signage (all four sides).
  - d. 19.69 square feet – Building wall sign.
  - e. 24 square feet – Product advertising signage (four signs).
- 5) The City of Oak Park Zoning Ordinance allows retail businesses such as a gas station a total of 150 square feet of signage.
- 6) The applicant has offered to remove 78.78 square feet of signage if the request to add the electronic message board (14.64 square feet) is granted.
- 7) Greenfield Road has a large volume of daily traffic with a speed limit of 40 mph.

**STAFF RECOMMENDATIONS:**

The applicant business, Sunoco gas, 25000 Greenfield, is requesting to modify an existing pole sign to include an electronic message board sign approximately 15 square feet in size. The business was incorporated into the City of Oak Park through an annexation process from Royal Oak Township and has many existing signs that do not conform to the City's Zoning Ordinance.

After meeting with the owner of the gas station, they are proposing to remove a number of signs on the property to reduce the amount of non-conforming signs. The applicant's proposal would remove four advertising panels and two business panels on the two pole signs resulting in an overall reduction of 78.78 square feet.

Considering the proposed reduction of total signage at the property, it would seem reasonable to consider a variance to accommodate the electronic message sign. For these reasons an argument for a practical difficulty (*although compliance would not unreasonably prevent the owner from using the property for a permitted purpose, strict compliance would render conformity unnecessarily burdensome, the granting of a variance would provide substantial justice to applicant*) could be demonstrated.

Taking the above discussion and findings of fact into consideration, it is the recommendation of the Planning Division to approve the variance request if the four advertising panels and two business panels on the two pole signs are removed, resulting in a reduction of 78.78 square feet of the total signage.

**MOTION BY Peiss, SECONDED BY Blumenkopf:** based on the information presented in the Planning Division Report, and additional findings of fact discussed during the review of case # 16-02, to **approve** the request of the Sunoco gas station, 25000 Greenfield Road,:

- 1) for a waiver from the provisions in Article XVIII, Section 1802, N, to allow for the existing pole sign at the corner of Greenfield and Ten Mile, to be modified to include a 15 square foot electronic message board and subject to the removal of four advertising panels on the building (24 square feet) and one business panel on each of the two pole signs (54.78 square feet), resulting in 78.78 square feet less of total signage on the property.

**Vote:** Yes: Blumenkopf, Huston, Landau, Peiss, Seligson  
No: None

**MOTION DECLARED ADOPTED**

#### **ADJOURNMENT**

There being no objections Chairman Landau adjourned the meeting at 7:35 p.m.

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T. Edwin Norris, City Clerk

**BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN****AGENDA OF:** May 2, 2016**AGENDA #**

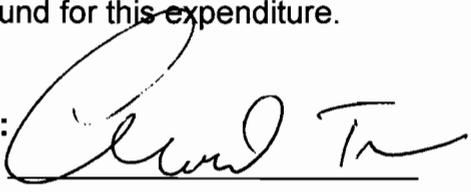
**SUBJECT:** The Department of Technical and Planning is requesting authorization to receive sealed bids for the PY 2014 Senior Yard Service Program, M-653

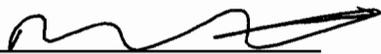
**DEPARTMENT:** Technical & Planning – RMB

**SUMMARY:** Specifications are complete for the Program Year 2014 Yard Services. This program provides low income seniors assistance in lawn mowing, snow removal and yard waste clean-up.

**FINANCIAL STATEMENT:** The Senior Yard Service Program is funded through the Community Development Block Grant, CDBG. \$17,000 has been allocated to Yard Services for program year 2014.

**RECOMMENDED ACTION:** It is recommended that the request to advertise for bids for Program Year 2014 Yard Services, M-653, be approved. Funding is available in the CDBG fund for this expenditure.

**APPROVALS:**  
City Manager: 

Department Director: 

Finance Director: 

**EXHIBITS:** none



# OAK PARK PUBLIC SAFETY March 2016 ACTIVITY SUMMARY



## OPERATIONS:

- Calls for Service
- 2015 Total: 14,720
- March 2015: 1,155
- 2015 YTD: 3,537
- March 2016: 1,245
- 2016 YTD: 3,591

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- Arrests: 121
- Vacation/Property Checks: 7
- Non-Criminal Fingerprints: 8
- PBT's: 100
- Vehicles Impounded: 25
- Traffic Stops: 676
- Time on Traffic Stops: 101.6 Hours

## INVESTIGATIONS:

- Cases Assigned - 61
- Adult / 49
- Juvenile /12
- Warrants Obtained: 15
- See attached report "RMS-008"
- for March crime summary

## Records Bureau:

- Animal Licenses: 40
- Alarm Permits: 8
- Handgun permits / registrations: 52
- FOIA / RFI / Discovery Requests: 171
- Calls Received at Dispatch: 4,336

REPORTED FIRES: 7 (3 structural, 2 vehicle, 2 grass)

NON-FIRE INCIDENTS: 17  
(11 includes false fire alarms)

FIRE SAFETY INSPECTIONS: 14



### COMMUNITY POLICING

5 Neighborhood watch meetings, Attended  
Ferndale, Berkely Schools  
Lock Down Drills, Attended  
Tri-Community Coalition  
Dialogue day.

### CITATIONS ISSUED: 635

HAZARDOUS	207	33%
NON - HAZARDOUS	194	31%
PARKING	166	26%
ORDINANCE VIOLATION	68	10%

### Training: MSP T.E.A.M Training, NIMS

Training, Fire Officer's 1&2 Training, Legal Training for Body Cameras, Citizen Recordings.



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

**AGENDA OF:** May 2, 2016

**AGENDA #**

**SUBJECT:** Payment Application no. 2 for the 2015-16 Miscellaneous Concrete Repair Project, M-621.

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

**SUMMARY:** Attached is Payment Application no. 2 for the 2015-16 Miscellaneous Concrete Repair Project, M-621. The project is now approximately 58% complete.

<b><u>FINANCIAL STATEMENT:</u></b>	Original Contract Amount:	\$ 268,334.80
	Total Completed to Date:	\$ 157,603.15
	Less Retainage:	\$ 7,880.16
	Net Earned:	\$ 149,722.99
	Deductions:	\$ 0.00
	Balance:	\$ 149,722.99
	Payments to Date:	\$ 58,867.73
	Amount Due Mattioli Cement Company, LLC.:	\$ 90,855.26

**RECOMMENDED ACTION:** It is recommended that Payment Application no. 2 for the 2015-16 Miscellaneous Concrete Repair Project, M-621 to Mattioli Cement Company, LLC be approved for the amount of \$90,855.26. Funding is available in the Water & Sewer Fund and Local Street Fund for this project.

**APPROVALS:**

City Manager: \_\_\_\_\_

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

Finance Director: \_\_\_\_\_

**EXHIBITS:** Payment Application no. 2

**PAYMENT APPLICATION**

**PROJECT:** 2015-2016 MISCELLANEOUS CONCRETE PROJECT (SPRING)  
**OWNER:** CITY OF OAK PARK, MICHIGAN  
**CONTRACTOR:** MATTIOLI CEMENT COMPANY,LLC  
 6085 MCGUIRE ROAD  
 FENTON, MI 48430

**JOB NUMBER:** M-621  
**APPLICATION NO.:** 2  
**PERIOD ENDING:** 4/22/2016

ITEM	DESCRIPTION	ORIGINAL BID QUANTITY		UNIT PRICE	PERIOD QUANTITY	PERIOD AMOUNT	QUANTITY TO DATE	AMOUNT TO DATE
1	REMOVE CONCRETE PAVEMENT	3,600	SYD	\$ 9.72	1,335.79	\$ 12,983.88	2,152.79	\$20,925.12
2	CONCRETE PVMT W/INT CURB & GUTTER, 9" CONC.	3,400	SYD	\$ 48.17	1,179.22	\$ 56,803.03	1,821.22	\$87,728.17
3	SIDEWALK CONC. NON-REINF 6" SIDEWALK/DRIVE APPROACH	750	SFT	\$ 5.18	96.00	\$ 497.28	1,200.00	\$6,216.00
4	SIDEWALK CONC. NON-REINF 4" SIDEWALK	1,000	SFT	\$ 4.59	77.50	\$ 355.73	300.50	\$1,379.30
5	CONC. PVMT 24" CURB & GUTTER SECTION NON REINF 9" CONC.	50	LFT	\$ 38.88	35.50	\$ 1,380.24	117.50	\$4,568.40
6	ADJUSTING DRAINAGE STRUCTURES	5	EA	\$ 432.00	2.00	\$ 864.00	4.00	\$1,728.00
7	CAST IN PLACE DETECTABLE/TACTILE WARNING SURFACE	40	SFT	\$ 25.92	16.00	\$ 414.72	16.00	\$414.72
8	AGGREGATE BASE UNDER 9" CONC. (6" 21AA CR LIMESTONE)	3,350	SYD	\$ 6.48	459.50	\$ 2,977.56	459.50	\$2,977.56
9	AGGREGATE BASE UNDER 4"& 6" & 9" CONC. (3" 21AA CR LIMESTONE)	250	SYD	\$ 4.32	876.29	\$ 3,785.57	1,648.79	\$7,122.77
10	DRAINAGE STRUCTURE COVER	760	LBS	\$ 1.90	332.00	\$ 630.80	332.00	\$630.80
11	MINOR TRAFFIC DEVICES	1	LSUM	\$ 10,020.00	0.50	\$ 5,010.00	1.00	\$10,020.00
12	PROJECT CLEAN UP	1	LSUM	\$ 756.00	0.00	\$ -	0.50	\$378.00
13	INSPECTION CREW DAYS	30	DAY	\$ 320.00	7.00	\$ 2,240.00	13.50	\$4,320.00
14	ARROW BOARD (EACH)	15	DAY	\$ 100.00	38.00	\$ 3,800.00	38.00	\$3,800.00
15	COOLIDGE CONCRETE REMOVAL	325	SYD	\$ 30.28	128.61	\$ 3,894.31	128.61	\$3,894.31
16	ELGIN PARKING EXTRA	-	EACH	\$ 1,500.00	0.00	\$ -	1.00	\$1,500.00

**Period Total Amount: \$ 95,637.12 Total Amount to Date: \$157,603.15**

**Original Contract Amount \$ 268,334.80**

Earnings This Period: \$95,637.12  
 Total Earnings to Date: \$157,603.15  
 Less Retainage: \$7,880.16  
 Net Eamed: \$149,722.99  
 Deductions: \$0.00  
 Balance: \$149,722.99  
 Payments to Date: \$58,867.73

**AMOUNT DUE MATTIOLI CEMENT CO. SERVICES: \$90,855.26**

Accepted By: \_\_\_\_\_  
 Mattioli Cement Company

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

Approved By: \_\_\_\_\_  
 Robert Barrett, Director Technical & Planning Services  
 City of Oak Park, Michigan

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

**MERCHANT'S LICENSES – MAY 2, 2016****(Subject to All Departmental Approvals)**

<b><u>NEW MERCHANT</u></b>	<b><u>ADDRESS</u></b>	<b><u>FEE</u></b>	<b><u>BUSINESS TYPE</u></b>
142 Maple, LLC	8625 Capital	\$150	Warehouse
Citi Trends	22106 Coolidge	\$150	Clothing Store
Congregation Aish Hatorah of HW	25725 Coolidge	\$150	Religious Use – Non-Profit Providing Jewish Programming & Learning Experience
Mr. M's Vacuum Repair	23300 Greenfield 108	\$150	Appliance Repair
Medical Home Visits, PLLC	23300 Greenfield 203	\$150	Medical Office
Caring Nurses of Michigan Inc.	23300 Greenfield 213	\$150	Medical Office
Gary S. Ellenson, Attorney at Law	23300 Greenfield 106	\$150	Law Office
MMB 14500 LLC	14500 Eight Mile	\$150	Medical Office

<b><u>RENEWALS</u></b>	<b><u>ADDRESS</u></b>	<b><u>FEE</u></b>	<b><u>BUSINESS TYPE</u></b>
Tamou's Electrical Service	21380 Coolidge	\$225	Electrical Contractor
3 Leaf Group	25900 Greenfield 107	\$225	Rent Audio Books
Salon Epiphany	10616 Nine Mile	\$225	Hair Salon
Samuels Fitness	21700 Greenfield LL8	\$225	Physical Fitness
Emaginations	21700 Greenfield 123	\$975	Beauty Salon

**SADEWALK SALE LICENSE****(Subject to All Departmental Approvals)**

<b><u>MERCHANT</u></b>	<b><u>ADDRESS</u></b>	<b><u>FEE</u></b>	<b><u>DATES</u></b>
RHJ Clothier	25254 Greenfield	\$10	May 5 – 8, 2016

CITY OF OAK PARK  
MICHIGAN  
APPLICATION FOR SPECIAL EVENT LICENSE

Today's Date: April 19, 2016

Applicant Information

Applicant/Business Name: Rudish Creative

Applicant/Business Address: 326 W. 4th St. Royal Oak, MI

Phone number: 313.704.0072 E-Mail Address: MLJohnson@max.com

Relation of applicant to business: Agent

Has applicant ever been convicted of a felony?  Yes  No

Owner Information

Owner or manager of site: Michael Johnson Phone: 313-704-0072

Names and addresses of partners or officers of corporation:

SHAPP ENGINEERING

Event Information

Proposed date(s) of event: MAY 4 (MAY 13 - RAIN DATE) Has this event been held previously?  Yes  No

Address or location of event: Wyoming Ct. Oak Park

Is this a City owned park? Public STREET (STREET CLOSED FOR DURATION OF SHOOT)

If this event is to take place in a City owned park, have you received and do you agree to abide by the City's Parks and Recreation rules and regulations?  Yes  No

Nature, purpose, and detailed description of event: Commercial / Public Service Announcement for THE STATE OF MICHIGAN. ANTI-DRUG PSA.

Will the event be open to the public?  Yes  No

If yes, please describe how so: 8:00 pm - 11:30 pm

Estimated number of people attending event? 30 Hours of Event: 5:30 - 6:00 pm

could change depending ON SHOOT SCHEDULE

Are you requesting to have a parade?  Yes  No **If yes, please attach a map of the parade route**

Where will the parade participants be walking?  Sidewalks  Streets

Will the parade require streets to be blocked off?  Yes  No

If yes, how many streets/intersections will need to be blocked : \_\_\_\_\_

Please attach a sign off from the residences located on the affected streets, indicating that they are aware of the event to take place, the date, times and location.

**Food Services**

Will food or beverages be sold at event?  Yes  No, if yes please list type(s) of food to be sold:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will the food be prepackaged or prepared on site: \_\_\_\_\_

**Please note:** *If your application is approved and you plan to prepare food on site, you will need to contact the Oakland County Health Department at 248-424-7000 for inspection. You will also need to provide temporary water services at the site where the food is prepared.*

**Mechanical Amusement**

Will there be any mechanical rides at event?  Yes  No, if yes, please provide the name and the address of amusement operators: \_\_\_\_\_

Will the event have a moonwalk?  Yes  No, if yes, please provide the name and address of Company/Entity providing moonwalk: \_\_\_\_\_

Will the event have video games, etc.? If so, please provide the names and address of company providing the Games: \_\_\_\_\_ *N/A*

**Please Note:** *You must provide proof of insurance for all mechanical rides, moonwalks, circus rides/games, etc. The City of Oak Park must be listed on the insurance certificate as "additionally insured." A copy of the City Ordinance with required liability insurance coverage for these events is attached. Also, certification by the State of Michigan Department of Labor is required for all mechanical amusement devices and rides.*

**Technical/Support**

Will the event require use of electrical supply source?  Yes  No, if yes, please describe:

*small generators - ~~two~~*

Will sanitary facilities be required at event?  Yes  No

Will tent(s) be used at the event?  Yes  No, if yes, please state size(s) of tent:

*possibly small pop up tents*

Will the event have banners displayed?  Yes  No, if so, please provide the number of signs and dimension(s):

***Please Note: If a temporary generator or electric supply source is provided, you must provide an Electrical permit by a licensed electrical contractor. Also, you will need certification of flame spread rates of all canvas and/or cloth enclosures.***

***Other possible Special Event requirements include: additional application, inspection and bond fees, temporary sign permit.***

The fee for a Special Event application is \$100: The fee is non-refundable. Once an application is received, the City Clerk's Office will send copies of the application to the following departments: City Manager, Public Safety, Public Works, and Recreation. Each department will review the application and provide a written estimate of services they will need to provide, along with man-hours and costs (if any). The City Clerks' office will contact the applicant to inform them of the additional costs involved. At that time the applicant can decide whether or not to proceed with the event. If so, the event will be placed on the City Council agenda for approval.

Should any of the above information prove to be inaccurate or untruthful, it will be grounds to deny the applicant's request or revoke any approvals. I hereby certify the above information to be true and accurate to the best of my knowledge.



Applicant's Signature

State of Michigan

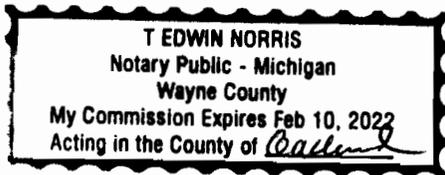
ss

County of Oakland

Subscribed and sworn to before me, a Notary Public this 19<sup>th</sup> day of April 2016, by

\_\_\_\_\_

My Commission expires: \_\_\_\_\_

  
Notary Public



# CERTIFICATE OF LIABILITY INSURANCE

RADI115

OP ID: HD

DATE (MM/DD/YYYY)  
04/25/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> George B. Ford Agency, Inc. 39500 High Pointe Blvd #400 Novi, MI 48375 Edith Fischler	<b>CONTACT NAME:</b> Drew Goebel CIC AAI CISR <b>PHONE (A/C, No, Ext):</b> 248-348-8200 <b>E-MAIL ADDRESS:</b> certificates@fdigroup.com	<b>FAX (A/C, No):</b> 248-675-2218
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> Radish Creative Group, Inc. 326 E 4th St Royal Oak, MI 48067	<b>INSURER A:</b> The Hanover Insurance Company	<b>NAIC #</b> 22292
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			Z2B6148478	08/14/2015	08/14/2016	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ Included
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			Z2B6148478	08/14/2015	08/14/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE EACH OCCURRENCE \$ AGGREGATE \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y / N <input type="checkbox"/> N / A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	<b>Non-Owned Equipmen</b> <b>RC In Transit</b>			IHB6146961	08/14/2015	08/14/2016	Limit 300,000 Deduct 1,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**CERTIFICATE HOLDER****CANCELLATION**

<b>Wyoming Ct</b> c/o City of Oak Park 14000 Oak Park Blvd Oak Park, MI 48237	<b>WYOMICT</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE Edith Fischler

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**SPECIAL EVENT LICENSE APPLICATION FEE ESTIMATION**  
**Radish Creative**  
**(Commercial/Public Service Announcement Filming – Wyoming Ct.)**

**DATE: May 4, 2016 (May 13 RAIN Date)**

<u>DEPARTMENT</u>	<u>SERVICES</u>	<u>ESTIMATED HOURS</u>	<u>ESTIMATED COST</u>
<b>TECHNICAL AND PLANNING</b> <i>Rob Barrett</i>	N/A	N/A	N/A
<b>PUBLIC SAFETY</b> <i>Steve Cooper</i>	Periodic checks in the area as part of our daily assignments	½ hr.	N/A
<b>RECREATION</b>	N/A	N/A	N/A
<b>DPW</b> <i>Kevin Yee</i>	Drop off/pick up barricades for street closure	½	\$50
<b>ADDITIONAL</b> <i>Administration</i> <i>City Manager Tungate</i>	N/A	N/A	\$100 Application Fee  PAID

**CITY OF OAK PARK  
MICHIGAN  
APPLICATION FOR SPECIAL EVENT LICENSE**

Today's Date: 04-18-16

**Applicant Information**

Applicant/Business Name: Detroit (EDAC) Lions Club ~ [EDAC – Emerging Detroit Arts & Culture Lions Club]

Applicant/Business Address: P.O. Box 20114, Ferndale, Michigan 48220-9998

Phone number: (313) 329-0525 E-Mail Address: EDAC.Lions@gmail.com

Relation of applicant to business: Rene Allen, President & Founder

Has applicant ever been convicted of a felony?  Yes  No

**Owner Information**

Owner or manager of site: Rene Allen, President & Founder Phone: (941) 822-4043 - Cell

**Names and addresses of partners or officers of corporation:**

**Stephanie Harbin**, Corresponding Secretary, **Dorethea Brooks**, Recording Secretary, **H. Jay Felton** (ACTING Treasurer), **Patsy McIntosh**, Membership Chairperson, **Ebony Thomas**, Tail Twister, **Leslee Gordon**, Lion Tamer & Chaplain, **H. Jay Felton**, 1<sup>st</sup> Vice President, **Mark Barnes**, 2<sup>nd</sup> Vice President, **Cheryl Gordon**, 3<sup>rd</sup> Vice President, **Marjorie Allen**, 1<sup>st</sup> Director, **Clara Kirkland**, 2<sup>nd</sup> Director, **Latricia Wright**, 3<sup>rd</sup> Director

**ALL OFFICERS ADDRESSES:** P.O. Box 20114  
Ferndale, Michigan 48220-9998

**Event Information**

Proposed date(s) of event: June 22, 2016 Has this event been held previously?  Yes  No

Address or location of event: 14300 Oak Park Blvd, Oak Park, MI 48237

Is this a City owned park? \_\_\_\_\_

If this event is to take place in a City owned park, have you received and do you agree to abide by the City's Parks and Recreation rules and regulations?  Yes  No

Nature, purpose, and detailed description of event:

Arts & Culture Event: Including arts, doll-making, singing, Fashion Show, cultural foods, and more (see attachment)

Will the event be open to the public?  Yes  No

If yes, please describe how so: Individuals can participate in all Events: Individuals can make art, recite poetry, sing, play chess, create dolls, make crafts, model, and showcase their artistic talent.

Estimated number of people attending event? 100-150

Hours of Event: 2:00pm – 8:00pm

**Please Note:** Per the instructions of Mr. Ed Harris, Oak Park City Clerk, we are requesting a waiver of all room fees, and the Special Event application fee of \$100 for this 1<sup>st</sup> Annual Cultural Diversity Day Event scheduled for Wednesday, June 22<sup>nd</sup>, 2016.

**ACTIVITIES:**

**CULTURAL DIVERSITY DAY!**

**Wednesday, June 22<sup>nd</sup>, 2016**

**Time: 2:00pm – 8:00pm**

**LOCATION: Oak Park Community Center  
14300 Oak Park Blvd  
Oak Park, Michigan 48237**

**FAMILY FUN!**

**An exciting & inspiring Event for all ages to celebrate the diverse Cultures of our community with an emphasis on the ARTS.**

**Attendees will experience:**

**Educational Speakers**

**Cultural Foods**

**Cultural Music**

**Poets**

**Singers**

**Dancers**

**Talent Show:**

**Ages 4-8**

**Ages 9-12**

**Ages 13-17**

**Ages 18-21**

**Cultural Fashion Show!**

**Jewelry Makers**

**Doll-Makers**

**Artists**

**ART EXHIBIT: Featuring Art by Michigan**

**Artists**

**Drawing & Painting**

**CHESS**

**CULTURAL FOODS: Caribbean, Indian, Mexican, and MORE!**

Are you requesting to have a parade?  Yes  No **If yes, please attach a map of the parade route**

Where will the parade participants be walking?  Sidewalks  Streets

Will the parade require streets to be blocked off?  Yes  No

If yes, how many streets/intersections will need to be blocked: \_\_\_\_\_

Please attach a sign off from the residences located on the affected streets, indicating that they are aware of the event to take place, the date, times and location.

### **Food Services**

Will food or beverages be sold at event?  Yes  No, if yes please list type(s) of food to be sold:  
Various cultural foods such as Mexican, Caribbean, and Indian etc. (see attachment)

Will the food be prepackaged or prepared on site: \_\_\_\_\_

**Please note:** *If your application is approved and you plan to prepare food on site, you will need to contact the Oakland County Health Department at 248-424-7000 for inspection. You will also need to provide temporary water services at the site where the food is prepared.*

### **Mechanical Amusement**

Will there be any mechanical rides at event?  Yes  No, if yes, please provide the name and the address of amusement operators: \_\_\_\_\_

Will the event have a moonwalk?  Yes  No, if yes, please provide the name and address of Company/Entity providing moonwalk: \_\_\_\_\_

Will the event have video games, etc.? If so, please provide the names and address of company providing the Games: No

**Please Note:** *You must provide proof of insurance for all mechanical rides, moonwalks, circus rides/games, etc. The City of Oak Park must be listed on the insurance certificate as "additionally insured." A copy of the City Ordinance with required liability insurance coverage for these events is attached. Also, certification by the State of Michigan Department of Labor is required for all mechanical amusement devices and rides.*

**Technical/Support**

Will the event require use of electrical supply source?  Yes  No, if yes, please describe:  
Standard Electrical Supply – i.e. DJ

Will sanitary facilities be required at event?  Yes  No

Will tent(s) be used at the event?  Yes  No, if yes, please state size(s) of tent:

Will the event have banners displayed?  Yes  No, if so, please provide the number of signs and  
dimension(s): Possibly four – Dimensions: 63” x 23.5”

***Please Note: If a temporary generator or electric supply source is provided, you must provide an Electrical permit by a licensed electrical contractor. Also, you will need certification of flame spread rates of all canvas and/or cloth enclosures.***

***Other possible Special Event requirements include: additional application, inspection and bond fees, temporary sign permit.***

The fee for a Special Event application is \$100: The fee is non-refundable. Once an application is received, the City Clerk’s Office will send copies of the application to the following departments: City Manager, Public Safety, Public Works, and Recreation. Each department will review the application and provide a written estimate of services they will need to provide, along with man-hours and costs (if any). The City Clerks’ office will contact the applicant to inform them of the additional costs involved. At that time the applicant can decide whether or not to proceed with the event. If so, the event will be placed on the City Council agenda for approval.

Should any of the above information prove to be inaccurate or untruthful, it will be grounds to deny the applicant's request or revoke any approvals. I hereby certify the above information to be true and accurate to the best of my knowledge.

*Simon Pericelli*  
Applicant's Signature

State of Michigan

County of <sup>SS</sup> *Wayne*

Subscribed and sworn to before me, a Notary Public this *18<sup>th</sup>* day of *April* 20*16*, by  
*Alford Love Peil Deborah Love Peil*

My Commission expires: *Oct 5, 2019* *Deborah Love Peil*  
Notary Public

LOVE-PEEL  
Notary Public - Michigan  
Wayne County  
My Commission Expires Oct 5, 2019

DEBORAH J. LOVE-PEEL  
Notary Public - Michigan  
Wayne County  
My Commission Expires Oct 5, 2019  
Acting in the County of *Wayne*

**SPECIAL EVENT LICENSE APPLICATION FEE ESTIMATION**

**Detroit (EDAC) Lions Club Cultural Diversity Day**

**DATE: June 22, 2016**

<u>DEPARTMENT</u>	<u>SERVICES</u>	<u>ESTIMATED HOURS</u>	<u>ESTIMATED COST</u>
<b>TECHNICAL AND PLANNING</b>  <i>Rob Barrett</i>	We verified that the banners are restricted to inside the Community Center	N/A	N/A
<b>PUBLIC SAFETY</b>	N/A	N/A	N/A
<b>RECREATION</b>  <i>Jordan Swoyer</i>	Waived rental fee Room set-up before event Staff during event	10 hours at \$9.00 per/hr	\$90.00 for staff \$160 waived rental fee
<b>DPW</b>  <i>Kevin J. Yee</i>	None	N/A	N/A
<b>ADDITIONAL</b>  <i>Administration</i>	N/A	N/A	\$100  \$100 application fee waiver requested

**CITY OF OAK PARK  
MICHIGAN  
APPLICATION FOR SPECIAL EVENT LICENSE**

Today's Date: April 27, 2016

**Applicant Information**

Applicant/Business Name: City of Oak Park, Oak Park Arts and Cultural Commission - City Liaison Denise DeSantis

Applicant/Business Address: 14300 Oak Park Blvd., Oak Park, MI 48237

Phone number: (248) 691-7589 E-Mail Address: ddesantis@ci.oak-park.mi.us

Relation of applicant to business: City Liaison for the Commission.

Has applicant ever been convicted of a felony?  Yes  No

**Owner Information**

Owner or manager of site: City of Oak Park Phone: (248) 691-7402

Names and addresses of partners or officers of corporation:

City Council/City Clerk's Office, City of Oak Park

**Event Information**

Proposed date(s) of event: 06/06/2016, 4-7 p.m. Has this event been held previously?  Yes  No

Address or location of event: City Hall Lobby, 14000 Oak Park Blvd., Oak Park, MI 48237

Is this a City owned park? Yes

If this event is to take place in a City owned park, have you received and do you agree to abide by the City's Parks and Recreation rules and regulations?  Yes  No

Nature, purpose, and detailed description of event: City Hall Art Gallery, Second Quarter Artist Appreciation Reception to be held in the City Hall Lobby near the City Hall Art Gallery Display. Set-up from 4 to 5 p.m., Reception from 5-7 p.m.

This is an Arts and Cultural Commission event, thus we are requesting that the Special Event License Fee be waived.

Will the event be open to the public?  Yes  No

If yes, please describe how so: This is intended to be a public event to celebrate Joshua Mulligan's art which is currently displayed in City Hall. OPAACC successfully held its first artist reception last quarter for featured artist Robert Mirek and wishes to continue to hold quarterly artist appreciation to celebrate, and announce, the artist's contribution. The public will be invited through marquee, flyers, eBlasts, and social media.

Estimated number of people attending event? Approx. 50 Hours of Event: 4-5 p.m. set-up, 5-7 p.m. event

Are you requesting to have a parade?  Yes  No **If yes, please attach a map of the parade route**

Where will the parade participants be walking?  Sidewalks  Streets

Will the parade require streets to be blocked off?  Yes  No

If yes, how many streets/intersections will need to be blocked : \_\_\_\_\_

Please attach a sign off from the residences located on the affected streets, indicating that they are aware of the event to take place, the date, times and location.

**Food Services**

Will food or beverages be sold at event?  Yes  No, if yes please list type(s) of food to be sold:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will the food be prepackaged or prepared on site: Prepackaged. Cheese and cracker trays from deli. Bottled beverage and water from store.

**Please note:** *If your application is approved and you plan to prepare food on site, you will need to contact the Oakland County Health Department at 248-424-7000 for inspection. You will also need to provide temporary water services at the site where the food is prepared.*

**Mechanical Amusement**

Will there be any mechanical rides at event?  Yes  No, if yes, please provide the name and the address of amusement operators: \_\_\_\_\_

Will the event have a moonwalk?  Yes  No, if yes, please provide the name and address of Company/Entity providing moonwalk: \_\_\_\_\_

Will the event have video games, etc.? If so, please provide the names and address of company providing the Games: No

**Please Note:** *You must provide proof of insurance for all mechanical rides, moonwalks, circus rides/games, etc. The City of Oak Park must be listed on the insurance certificate as "additionally insured." A copy of the City Ordinance with required liability insurance coverage for these events is attached. Also, certification by the State of Michigan Department of Labor is required for all mechanical amusement devices and rides.*

**Technical/Support**

Will the event require use of electrical supply source?  Yes  No, if yes, please describe:

\_\_\_\_\_

Will sanitary facilities be required at event?  Yes  No

Will tent(s) be used at the event?  Yes  No, if yes, please state size(s) of tent:

\_\_\_\_\_

Will the event have banners displayed?  Yes  No, if so, please provide the number of signs and dimension(s): The artist already has his art displayed in the lobby. Any additional signage would be provided on easels or available as flyers on the counter tops.

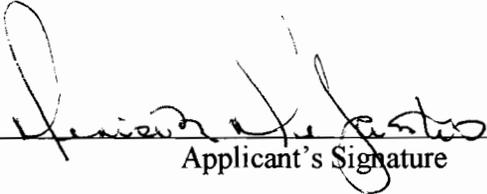
\_\_\_\_\_

**Please Note: If a temporary generator or electric supply source is provided, you must provide an Electrical permit by a licensed electrical contractor. Also, you will need certification of flame spread rates of all canvas and/or cloth enclosures.**

***Other possible Special Event requirements include: additional application, inspection and bond fees, temporary sign permit.***

The fee for a Special Event application is \$100: The fee is non-refundable. Once an application is received, the City Clerk's Office will send copies of the application to the following departments: City Manager, Public Safety, Public Works, and Recreation. Each department will review the application and provide a written estimate of services they will need to provide, along with man-hours and costs (if any). The City Clerks' office will contact the applicant to inform them of the additional costs involved. At that time the applicant can decide whether or not to proceed with the event. If so, the event will be placed on the City Council agenda for approval.

Should any of the above information prove to be inaccurate or untruthful, it will be grounds to deny the applicant's request or revoke any approvals. I hereby certify the above information to be true and accurate to the best of my knowledge.

  
Applicant's Signature

State of Michigan

County of <sup>ss</sup> Oakland

Subscribed and sworn to before me, a Notary Public this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, by  
\_\_\_\_\_.

My Commission expires: \_\_\_\_\_  
Notary Public

**SPECIAL EVENT LICENSE APPLICATION FEE ESTIMATION  
Oak Park Arts and Cultural Commission  
(Artist Appreciation Reception – City Hall Lobby)**

**DATE: June 6, 2016**

<u>DEPARTMENT</u>	<u>SERVICES</u>	<u>ESTIMATED HOURS</u>	<u>ESTIMATED COST</u>
<b>TECHNICAL AND PLANNING</b> <i>Rob Barrett</i>	N/A	N/A	N/A
<b>PUBLIC SAFETY</b> <i>Steve Cooper</i>	N/A	N/A	N/A
<b>RECREATION</b> <i>Jordan Swoyer</i>	N/A	N/A	N/A
<b>DPW</b> <i>Kevin J. Yee</i>	N/A	N/A	N/A
<b>ADDITIONAL</b> <i>Administration</i>	Food and Set up provided by Commission, Staff Liaison to supervise event, No food or drink in Chamber signs posted.	2.5 Hours	None  \$100 fee waiver requested

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

April 20, 2016  
Invoice # 1284433  
Client No. M1409  
Matter No. 100314

RE: Oak Park, City of (Building Fund)

**INTERIM**

Services Rendered: CLAIM #

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**CURRENT BILLING SUMMARY THROUGH MARCH 31, 2016**

Fees for Professional Services	\$6,704.00
Expenses Advanced	\$0.00
<b>CURRENT BILL DUE</b>	<b>\$6,704.00</b>

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

**REMITTANCE COPY**

PLEASE INCLUDE THIS PAGE WITH YOUR PAYMENT



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

**AGENDA OF:** May 2, 2016      **AGENDA #**

**SUBJECT:** Report on bids for the 2016 Landscape Maintenance Project, M-640.

**DEPARTMENT:** DPW KJY

**SUMMARY:** At the February 15, 2016 regular meeting of the Oak Park City Council, the request to bid the 2016 Landscape Maintenance Project, M-640 was approved (CM-02-063-16). The project was advertised and 39 contractors viewed the documents. On April 25, 2016, two (2) bids were received and opened. The low bidder, AJ's Maintenance & Services LLC of Ypsilanti, MI, submitted a bid of \$35,084.00. References were checked and all had positive responses.

**FINANCIAL STATEMENT:** Funding is available in the Major Street Fund and the Public Works Other Parks budget for these expenditures.

**RECOMMENDED ACTION:** It is recommended City Council award the bid for the 2016 Landscape Maintenance Project, M-640 to AJ's Maintenance & Services LLC of Ypsilanti, MI for the total amount of \$35,084.00. Funding is available in the Major Street Fund and Public Works Other Parks budget for these expenditures.

**APPROVALS:**

City Manager: \_\_\_\_\_

Department Director:  \_\_\_\_\_

Finance Director: \_\_\_\_\_

**EXHIBITS:** bid tabulation

## BID TABULATION

2016 Landscape Maintenance Project, M-640

Bid Opening Date: April 25, 2016 @ 2:00 pm

Page 1 of 1

AJ's Maintenance & Services LLC 906 Minion Drive Ypsilanti, MI 48198 734-660-5575	Great Lakes Landscape Design, Inc. 10631 Capital St. Oak Park, MI 48237 248-543-6320
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Item #	Item Description	Total Bid Amount (A)	Total Bid Amount (A)
BID GROUP 1	The approximate quantities of work involved in the project are as followed: Maintain approximately 12 acres of turf, flowerbeds, shrubs and landscaping City Complex with an option to renew for two additional years.	\$23,604.00	\$36,791.56
Item #	Item Description	Total Bid Amount (B)	Total Bid Amount (B)
BID GROUP 2	The approximate quantities of work involved in the project are as followed: Maintain approximately 2.3 acres of 9 Mile and Coolidge intersections.	\$8,512.00	\$29,189.78
Item #	Item Description	Total Bid Amount (C)	Total Bid Amount (C)
BID GROUP 3	The approximate quantities of work involved in the project are as followed: Maintain 1 acres of City welcome signage and DPW Service Center.	\$2,968.00	\$9,744.00
<b>TOTAL BID AMOUNT</b>		<b>\$35,084.00</b>	<b>\$66,725.33</b>

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

**RESOLUTION AUTHORIZING THE TEMPORARY MOVE OF CERTAIN POLLING  
LOCATIONS FOR THE AUGUST 2, 2016 PRIMARY ELECTION**

At a Regular Meeting of the City Council of the City of Oak Park, Oakland County, Michigan, held at Oak Park City Hall located at 14000 Oak Park Boulevard on the 2<sup>nd</sup> day of May, 2016, at 7:00 p.m.

Present: \_\_\_\_\_

Absent: \_\_\_\_\_

The following preamble and resolution was offered by \_\_\_\_\_ and seconded by \_\_\_\_\_.

**WHEREAS**, Norup International School, in the Berkley School District, is the polling location for Precincts 2 and 3 for the City of Oak Park; and

**WHEREAS**, Norup International School is under construction and will be unavailable for use as a polling location on August 2, 2016; and

**WHEREAS**, the Berkley School District has the Avery Center available to accommodate Precincts 2 and 3 for the August 2, 2016 Primary Election.

**NOW THEREFORE BE IT RESOLVED** that the City of Oak Park City Council hereby agrees to temporarily move Precincts 2 and 3 for the August 2, 2016 Primary Election to the Avery Center, 14700 W. Lincoln, Oak Park MI; and

**NOW THEREFORE BE IT FURTHER RESOLVED** that the City Clerk of the City of Oak Park is directed to notify those voters in Precincts 2 and 3 that the Precincts are moved to the Avery Center for the August 2, 2016 Primary Election.

YEAS: \_\_\_\_\_

NAYS: \_\_\_\_\_

*RESOLUTION DECLARED ADOPTED*

\_\_\_\_\_  
T. Edwin Norris  
City Clerk

Dated: