

Oak Park

City Council Agenda

May 16, 2016





AGENDA
REGULAR CITY COUNCIL MEETING
36th CITY COUNCIL
OAK PARK, MICHIGAN
May 16, 2016
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. Special Budget Work Session Minutes of May 2, 2016
- B. Regular Council Meeting Minutes of May 2, 2016
- C. Planning Commission Meeting Minutes of April 11, 2016
- D. Emergency Services Council Meeting Minutes of April 11, 2016
- E. Request to cancel the regularly scheduled Zoning Board of Appeals Meeting of May 24, 2016
- F. Proposed Change Order No. 2 for the amount of (\$472.17) and Payment Application No. 1 in the amount of \$98,336.76 to Michigan Joint Sealing, Inc. for the 2016 Joint and Crack Sealing Project, M-622
- G. Licenses - New and Renewals as submitted for May 16, 2016

6. RECOGNITION OF VISITING ELECTED OFFICIALS:

7. SPECIAL RECOGNITION/PRESENTATIONS:

- A. Tribute and moment of silence in memory of Oak Park Public Safety Officer Henry Wolf who was shot and killed in the line of duty on May 21, 1973
- B. Public Safety Merit Citation – Lieutenant Marlon Benson and Officer David Gifford
- C. Annual Budget Presentation – City Manager Tungate

8. PUBLIC HEARINGS:

- A. Public Hearing to hear citizen comments regarding proposed Fiscal Year 2016-2017 Budget and property tax millage rates

9. COMMUNICATIONS: None

10. SPECIAL LICENSES: None

11. ACCOUNTING REPORTS:

- A. Approval for payment of invoices submitted by Garan, Luow, Miller, P.C. for legal services in the total amount of \$17,665.35

12. BIDS:

- A. Request to award the bid for the 2014 Program Year Yard Services Contract, M-653, to Oakland Livingston Human Service Agency of Pontiac, MI

13. ORDINANCES:

- A. FIRST READING OF AN ORDINANCE TO AMEND CHAPTER 22. BUSINESSES, BY ADDING A NEW ARTICLE XIV, SMOKING LOUNGES, TO LICENSE AND REGULATE SMOKING LOUNGES AND FACILITIES COMMONLY DESCRIBED AS TOBACCO RETAIL SPECIALTY SHOPS, CIGAR BARS, ZERO NICOTINE ESTABLISHMENTS, HOOKAH LOUNGES AND BARS, AND OTHER SMOKING FACILITIES BY ANY OTHER NAME FOR THE PUBLIC HEALTH, SAFETY AND WELFARE OF THE CITY OF OAK PARK AND PERSONS WITHIN ITS JURISDICTIONAL BOUNDARIES
- B. FIRST READING OF AN ORDINANCE TO AMEND SECTION 801, PERMITTED USES, OF ARTICLE VIII, B-2, GENERAL BUSINESS DISTRICT, APPENDIX A, ZONING, OF THE CODE OF ORDINANCES OF THE CITY OF OAK PARK, MICHIGAN. The proposed amendment allows for a Smoking Lounge as a permitted use in the B-2, General Business District.

14. CITY ATTORNEY:

15. CITY MANAGER:

Administration

- A. Resolution adopting the Fiscal Year 2016-2017 Budget and acknowledging the multi-year budget including projections for fiscal years 2017-2018 and 2018-2019
- B. Resolution adopting the fiscal year 2016-2017 millage rates
- C. Resolution adopting the fiscal year 2016-2017 water and sewer rates
- D. Resolution adopting the fiscal year 2016-2017 fee schedule

Community and Economic Development

- E. Request to approve the Final Site Plan subject to the noted conditions as recommended by the Planning Commission for 1-800 Self Storage, 15160 Eight Mile Road

Finance

- F. Receive and approve recommendations as submitted regarding Special Assessment District No. 656, Unpaid Weed Mowing Invoices
- G. Receive and approve recommendations as submitted regarding Special Assessment District No. 657, Unpaid Special Pick-up Invoices

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. CLOSED SESSION

Pursuant to Section 8 of the Open Meetings Act to convene into a Closed Session to discuss Attorney Client Privileged Communication and Pending Litigation regarding Kish et al vs. City of Oak Park

19. 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
36th OAK PARK CITY COUNCIL
May 2, 2016
4:30 P.M.**

5A

MINUTES

This Special Budget Work Session of the 36th 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 4:30 P.M.

PRESENT: Mayor McClellan, Mayor Pro Tem Burns, Council Member Rich, Council Member Radner, (Arrived at 4:40 PM)

ABSENT: Council Member Speech (Excused due to illness)

ALSO PRESENT: City Manager Tungate, City Clerk Norris, Assistant City Manager Yee, City Attorney Gillooly, 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 department presentations and budget highlights as follows:

Public Works Kevin Yee

- Addition of a Building Maintenance Repairer position
- No fee increase for solid waste (a 2% increase would allow us to keep the Solid Waste fund balance as is) Instead, we will need to use Solid Waste fund balance
- \$1.8 million in road projects for FY 2016-17, including Granzon St. between Church and Coolidge, and \$400,000 each year through FY 2018-19 to match grant funding for 9 mile road
- Receiving an additional \$400,000 in Act 51 money in FY 2016-17 that will help us to cover above costs

Water & Sewer Kevin Yee, Rocco Fortura

- Plante Moran water rate study recommended 7% blended increase in water and sewer rates for the first four years
- Instead, Administration is recommending a 7%, 6%, and 4.5% combined rate increase for Fiscal Years 2016-17, 2017-18, and 2018-19 respectively
- These less than recommended rate increases will allow the Water and Sewer fund to break even by the end of the of the three year budget, but will use \$508,646 of Water and Sewer fund balance for FY 2016-17
- We have \$8.8 million of necessary capital improvement projects coming from the Water and Sewer fund through FY 2020-21

Technical & Planning Robert Barrett, Dave DeCoster

- Addition of an Assistant City Engineer to address the staffing needs that come with increased amount of projects coming down the pipeline
- Addition of two new vehicles (approx \$18,000 per vehicle) in FY 2016-17
- Addition of one new vehicle in both fiscal years 2017-18 and 2018-19
- Community Center building and security improvements (cameras, key fobs, generator, roof repairs)
- Code enforcement as a priority

District Court Nancy Waldmann, Judge Friedman Appel, Judge Gubow

Court Operations

- Caseload: Approximately 25,000 this year
- Collections: Striving to keep collections current through payment plans and tax garnishments
- Revenue: Expect revenues to be approximately \$70,000 higher than projected

Special Programs/Community Outreach

- Veteran's Court: Received a grant for the 3rd year in a row to operate a Veterans Treatment Court – specializes in the treatment and rehabilitation needs unique to veterans
- Night Court: Partner w/Tri-Community Coalition & Youth Assistance to put on annual Night Court program, which introduces teens to the realities of the criminal justice system
- DPW Program: Partner w/ Oak Park DPW to assign probationers to clean up projects under the direction of DPW. Last year completed approx. 1,500 hours of community service in Oak Park

Capital Improvements/Court Renovations

- Paint & Carpet: Currently painting/re-carpeting all public areas of the Court
- Courtroom Renovation: \$250,000 budgeted in FY 17' from Municipal Building Fund
- Roof & Heating/Cooling: \$200,000 budgeted in FY 17' for roof repairs, \$50,000 budgeted in each year through FY 21' for HVAC repairs from Municipal Building Fund
- Court Security: Money is allocated from Drunk Driving Fund to enhance security in the building – including the installation of new camera surveillance

City Attorney (Legal Services) John Gillooly

- Labor attorney remains flat fee at \$60,000 per year
- City Attorney remains flat fee retainer although the City Manager is recommending that the firm be locked in with a contract extension for the full 3 year budget period through the end of FY 2018-19
 - They have requested an increase of \$5,000 per year for their retainer (includes MTT) beginning FY 2017-18 (from current of \$140,000 annually to \$145,000 annually)
 - Hourly litigation rate is currently \$135 per hour and they are requesting an increase to \$140 for FY 2017-18 and FY 2018-19
- Prosecuting Attorney remains flat fee at \$60,000

Public Safety Steve Cooper, Mike Pinkerton

- Addition of one public safety officer every year through FY 2018-19
- Motor Pool:
 - Moving to an SUV patrol model
 - Addition of two marked SUV patrol vehicles (approx. \$55,000 each) and one unmarked vehicle (approx. \$26,000) in FY 2016-17
 - One marked SUV patrol vehicle and one unmarked vehicle in both fiscal years 2017-18 and 2018-19
- This current fiscal year we added a records clerk and dispatcher
- Started a pilot program for a selective enforcement detail to provide more visibility and bring more traffic law compliance throughout the city

City Manager Wrap Up Erik Tungate

- Three-year balanced budget
- COPS grant ending in FY 16-17
- Maintaining \$3.4 million general fund balance despite limitations on gains in revenue (.3% for FY 16-17) and increasing costs in some areas
- For FY 16-17 and FY 18-19 we are making additional retiree healthcare contributions of \$450,000 and \$300,000 respectively (adds on to our \$2.5 million that's already there from two previous years)
- City Manager has either started or carried out all of City Council's strategic plan priorities
- Ordinance Fines are up (we saw an increase of 15.7% from FY 2013-14 to FY 2014-15) – and are forecasting an additional 13% increase by FY 2018-19 due in part to the investments being made in Public Safety and Code Enforcement
- Refunding Bonds
 - First year of lower debt payments on 2006 road bonds

Economic Development

- Due to our Economic Development function we are seeing a steady increase in new businesses in the City – from 29 total in 2014, to 70 in 2015, and we have already had 37 this year
- Corridor Improvement authority
- Tax capture to begin summer tax bill of FY 16-17

Solid Waste

- No increase to residents in solid waste fees (normally 2% increase)
- (will have to dip in to Solid Waste fund balance \$508,646 in FY 2016-17; breaks even thereafter)

Water and Sewer rates:

- City Manager recommending the following: 7%, 6%, and 4.5% combined rate increase for Fiscal Years 2016-17, 2017-18, and 2018-19 respectively

Streets

- \$1.88 million in road pavement resurfacing projects including reconstruction of Granzon St beginning early FY 17-18

Court Repairs

- \$500,000 from Municipal Building Fund in FY 2016-17 in necessary repairs/renovations in court room 1, roof repairs, and HVAC repairs

Capital Improvements:

- Community Center Roof Repairs (\$150,000 in FY 2016-17-all GF)
- Backup Generator for the Community Center (\$60,000 in FY 2016-17-all GF)
- Pavilion Painting and Repairs (\$50,000 in FY 2016-17-all GF)

Motor Pool (GF only):

- Public Safety:
 - Addition of two marked SUV patrol vehicles (approx. \$55,000 each) and one unmarked vehicle (approx. \$26,000) in FY 2016-17
 - One marked SUV patrol vehicle and one unmarked vehicle in both fiscal years 2017-18 and 2018-19
- Technical & Planning:
 - Addition of two new code vehicles (approx. \$18,000 per vehicle) in FY 2016-17
 - Addition of one new code vehicle in FY 2017-18 and one new animal control vehicle (approx. \$25,000) in FY 2018-19

Motor Pool (Act 51 and Water and Sewer Fund):

- One new 3-yard dump truck (approx. \$70,000) in FY 2017-18
- Three new pickup trucks per year (approx. \$40,000 each)

Personnel

- One Public Safety Officer per year (adds approx. \$125,000-all GF)
- Building Maintenance Repairer (adds approx. \$76,000-95% GF)
- HR Generalist (approx. \$70,000-all GF)
- Assistant City Engineer (adds approx. \$80,000-only 5% GF)

- Drug Free Communities Support Grant program for the Tri-Community Coalition (Berkley, HW, and OP) – total of \$15,000 (\$5,000 per year)
- Oak Park Youth Assistance - total of \$15,000 (\$5,000 per year)
- Matching funds for 9 Mile streetscape improvement project - No GF funds to be used

Other Considerations:

- Update of the Strategic Plan – Approx. \$4,000 (one-time FY 2016-17)
- Inter-local agreement with Ferndale, Royal Oak, and Madison Heights to allow for sharing of health clinic (one-time fee of up to \$7,500).
 - Madison Heights saved \$30,000 in healthcare costs in first year of operation
 - Phase II could include buildout of old public safety admin space and adding other public partners, i.e., Southfield, Huntington Woods, Berkley, etc. (could cost approx. \$100,000)
- City hall to be open to the public every other Friday 8-4pm (matching payroll Fridays)
 - No additional cost to the city as it is already accounted for

CALL TO THE AUDIENCE:

There were no members of the audience wishing to speak.

ADJOURNMENT:

The Special Meeting adjourned at 6:45 p.m.

T. Edwin Norris, City Clerk

Marian McClellan, Mayor



**CITY OF OAK PARK, MICHIGAN
REGULAR COUNCIL MEETING OF THE
36th OAK PARK CITY COUNCIL
May 2, 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 Radner,
Council Member Rich

ABSENT: Council Member Speech (Excused due to illness)

OTHERS

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

APPROVAL OF AGENDA:

**CM-05-158-16 (AGENDA ITEM #4) ADOPTION OF THE AGENDA AS PRESENTED
- APPROVED**

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

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

MOTION DECLARED ADOPTED

CONSENT AGENDA:

CM-05-159-16 (AGENDA ITEM #5A-L) CONSENT AGENDA - APPROVED

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

- A. Special Council Meeting Minutes of April 18, 2016 **CM-05-160-16**
- B. Regular Council Meeting Minutes of April 18, 2016 **CM-05-161-16**
- C. Corridor Improvement Authority Meeting Minutes of March 17, 2016 **CM-05-162-16**
- D. Retirement Board Meeting Minutes of January 25, 2016 **CM-05-163-16**
- E. Recycling & Environmental Conservation Commission Meeting Minutes of February 18, 2016
CM-05-164-16
- F. Beautification Advisory Commission Meeting Minutes of February 16, 2016 **CM-05-165-16**
- G. Emergency Services Council Meeting Minutes of March 14, 2016 **CM-05-166-16**
- H. Zoning Board of Appeals Meeting Minutes of February 23, 2016 **CM-05-167-16**

- I. Request to advertise for bids for Program Year 2014 Yard Services Program, M-653
CM-05-168-16
- J. Public Safety Activity Summary for March 2016 **CM-05-169-16**
- 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 **CM-05-170-16**
- L. Licenses - New and Renewals as submitted for May 2, 2016 **CM-05-171-16**

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

<u>NEW MERCHANT</u>	<u>ADDRESS</u>	<u>FEE</u>	<u>BUSINESS TYPE</u>
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
 <u>RENEWALS</u>			
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

SIDEWALK SALE LICENSE
 (Subject to All Departmental Approvals)

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

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

MOTION DECLARED ADOPTED

RECOGNITION OF VISITING ELECTED OFFICIALS:

County Commissioner Helaine Zack presented an update regarding activities pertaining to Oakland County.

SPECIAL RECOGNITION/PRESENTATIONS:

(AGENDA ITEM #7A) Certificate of Recognition - Jared Bobkin. Mayor McClellan presented a Certificate of Recognition on behalf of the Council to Oak Park native Jared Bobkin who was a top five finalist on the Fox Network's cooking show "Hell's Kitchen."

PUBLIC HEARINGS: None

SPECIAL LICENSES:

CM-05-172-16 (AGENDA ITEM #10A) SPECIAL EVENT REQUEST – RADISH CREATIVE GROUP, INC. – APPROVED

Motion by Radner, seconded by Burns, CARRIED UNANIMOUSLY, to approve the following Special Event request subject to all departmental approvals:

Name	Event	Fee
Radish Creative Group, Inc.	Filming for PSA on Wyoming Court. May 4, 2016 or May 13, 2016	\$100.00 Pd. \$50.00 Pd.

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

MOTION DECLARED ADOPTED

CM-05-173-16 (AGENDA ITEM #10B) SPECIAL EVENT REQUEST- DETROIT (EDAC) LIONS CLUB – APPROVED

Motion by Burns, seconded by Radner, CARRIED UNANIMOUSLY, to approve the following Special Event request subject to all departmental approvals:

Name	Event	Fee
Detroit (EDAC) Lions Club	Cultural Diversity Day – Community Center June 22, 2016	\$100.00 app. fee waived \$90.00 staff fee waived \$160.00 room fee waived

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

MOTION DECLARED ADOPTED

CM-05-174-16 (AGENDA ITEM #10C) SPECIAL EVENT REQUEST – ARTS AND CULTURAL COMMISSION – APPROVED

Motion by Burns, seconded by Radner, CARRIED UNANIMOUSLY, to approve the following Special Event request subject to all departmental approvals:

Name	Event	Fee
Arts and Cultural Commission	Artist Appreciation Reception – City Hall Lobby June 6, 2016 4 - 7 PM	\$100.00 app fee waived

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

MOTION DECLARED ADOPTED

ACCOUNTING REPORTS:

CM-05-175-16 (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 \$6,704.00 - APPROVED

Motion by Burns, seconded by Rich, CARRIED UNANIMOUSLY, to approve payment of invoice #1282985 as submitted by Secrest, Wardle, Lynch, Hampton, Truex & Morley for legal services in the amount of \$6,704.00.

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

MOTION DECLARED ADOPTED

BIDS:

CM-05-176-16 (AGENDA ITEM #12A) BID AWARD 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 - APPROVED

Motion by Burns, seconded by Rich, CARRIED UNANIMOUSLY, 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.

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

MOTION DECLARED ADOPTED

Assistant City Manager Yee indicated that 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.

ORDINANCES: None

CITY MANAGER:

Administration

CM-05-177-16 (AGENDA ITEM #15A) 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 - APPROVED

Motion by Burns, seconded by Rich, CARRIED UNANIMOUSLY, 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.

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

MOTION DECLARED ADOPTED

CM-05-178-16 (AGENDA ITEM #15A) APPOINTMENT CONFIRMATION OF LAURIE STASIAK AS RECREATION DIRECTOR - APPROVED

Motion by Burns, seconded by Rich, CARRIED UNANIMOUSLY, to confirm the appointment of Laurie Stasiak as Recreation Director.

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

MOTION DECLARED ADOPTED

City Clerk

CM-05-179-16 (AGENDA ITEM #15A) RESOLUTION AUTHORIZING THE TEMPORARY MOVE OF POLLING LOCATIONS FOR THE AUGUST 2, 2016 PRIMARY ELECTION - APPROVED

Motion by Burns, seconded by Rich, CARRIED UNANIMOUSLY, to approve the following resolution authorizing the temporary move of polling locations for the August 2, 2016 Primary Election:

**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 2nd day of May, 2016, at 7:00 p.m.

The following preamble and resolution was offered by Rich and seconded by Burns.

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.

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

MOTION DECLARED ADOPTED

CALL TO THE AUDIENCE:

Lana Sherman, 14071 Manhattan, spoke about construction damage to her lawn.

Jacob Friedman, 10200 West 9 Mile Rd., expressed concerns about the ordinance that regulates how long auto repair facilities can store vehicles on their property.

Richard Bell, spoke on behalf of "Kids First Initiative" that will be hosting a career expo at Oak Park High School on Friday May 13, 2016.

Joyce Bannon, 10611 Troy, expressed concerns about the ordinance regulating the temporary care of animals and also the construction along Coolidge Highway.

CALL TO THE COUNCIL:

Mayor McClellan discussed several topics including the 8 Mile Boulevard Association luncheon that focused on Oak Park and the Main Street of Oakland County awards dinner where Oak Park won an award for outstanding vision. She also discussed the Corridor Improvement Authority, Pension Board, World Day of Dance and Arbor Day activities planned for May 6, 2016.

Mayor Pro Tem Burns thanked everyone for coming out and provided a recycling update. She indicated the lawn care seminar was very well attended as was the electronic and paper shredding event held on April 23rd. She concluded by indicating that 64 gallon recycling bins will soon be available.

Council Member Radner indicated that many good things are happening in Oak Park and wished everyone a good night.

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 7:55 P.M.

T. Edwin Norris, City Clerk

Marian McClellan, Mayor

**CITY OF OAK PARK PLANNING COMMISSION
APRIL 11, 2016
MINUTES**

Meeting was called to order at 7:30 p.m., 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 Burns
Commissioner Eizelman
Commissioner McClellan
Commissioner Seligson
Commissioner Tkatch
Commissioner Walters-Gill

ABSENT: Chairperson Torgow
Commissioner Tungate

OTHERS PRESENT: City Planner, Kevin Rulkowski
Community & Economic Development Director, Kimberly Marrone
Recording Secretary, Ed Norris

APPROVAL OF AGENDA OF APRIL 11, 2016

MOTION by Walters-Gill, SECONDED by Seligson, to approve the agenda as submitted.

VOTE: Yes: All
No: None

MOTION CARRIED

APPROVAL OF MINUTES OF MARCH 14, 2016 - APPROVED

MOTION by Burns, SECONDED by McClellan, to approve the Planning Commission meeting minutes of March 14, 2016 with the noted change that Commissioner Tkatch was not present.

VOTE: Yes: All
No: None

MOTION CARRIED

ELECTION OF OFFICERS:

The By-Laws of the Planning Commission State:

The election of all officers shall occur at the Commission's first regular meeting in April following City Council appointments or reappointments.

The officers of the Planning Commission consist of Chairperson, Vice Chairperson and Secretary.

Chairperson

MOTION by McClellan, SECONDED by Seligson, to elect Gary Torgow as Chairperson for the Planning Commission.

VOTE: Yes: Brown, Burns, Eizelman, McClellan, Seligson, Tkatch, Walters-Gill
No: None

MOTION CARRIED

Vice Chairperson

MOTION by Walters-Gill, SECONDED by Seligson, to elect Joe Brown as Vice Chairperson for the Planning Commission.

VOTE: Yes: Brown, Burns, Eizelman, McClellan, Seligson, Tkatch, Walters-Gill
No: None

MOTION CARRIED

Secretary

MOTION by Walters-Gill, SECONDED by Burns, to elect Michael Eizelman as Secretary for the Planning Commission.

VOTE: Yes: Brown, Burns, Eizelman, McClellan, Seligson, Tkatch, Walters-Gill
No: None

MOTION CARRIED

COMMUNICATIONS/CORRESPONDENCE: None

PUBLIC HEARINGS: None

CONSENT AGENDA: No Items Eligible This Month

OLD BUSINESS: None

NEW BUSINESS:

1. CDRN facility expansion, 8775 Capital, Final Site Plan Review.

CDRN (Huntington Cleaners), 8775 Capital, has submitted a Final Site Plan to construct a 10,600 square foot addition to their facility at 8775 Capital. CDRN (Huntington Cleaners) performs fire restoration to a variety of fire damaged items at this facility.

The property is zoned LI, Light Industrial District and commercial cleaning processes are permitted by right in this district.

The new addition meets all the height and setback requirements of the Zoning Ordinance with the exception of the rear yard setback. The new addition is proposed to be located on the rear property line to match the building footprint of the existing building. The applicant has applied for a variance and is scheduled for the April 26th meeting of the Zoning Board of Appeals.

A new eight space parking lot and drive is proposed for the Wyoming Avenue side (west side) of the property. The new drive and parking lot will have to meet all the requirements for storm water management. Preliminary engineering plans for the drive and parking lot will need to be submitted to the Engineering Department for review and approval.

Based on the proposed square footage of the building (20,860 square feet), the facility is required to provide parking for 50 vehicles. The Site Plan shows 70 parking spaces. The existing and proposed circulation patterns of the parking lots and drives are acceptable.

The Site Plan indicates new landscaping will be installed at the Capital/Wyoming corner of the property to meet the minimum landscaping requirement. The Site Plan indicates that this landscape area would be irrigated with an in-ground water irrigation system. The Site Plan does not give adequate detail on the nature of the new landscaping. A more detailed landscape plan can be submitted when applying for a building permit.

The Site Plan does not indicate any details regarding new mechanical equipment but does show some additional wall mounted lighting on the proposed building. 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.

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 (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.

MOTION by Burns, SECONDED by Seligson, to approve the Final Site Plan for CDRN (Huntington Cleaners), 8775 Capital with the noted conditions.

VOTE: Yes: Brown, Burns, Eizelman, McClellan, Seligson, Tkatch, Walters-Gill
No: None

MOTION CARRIED

2. City of Southfield Master Plan Update response.

Staff memo from City Planner Kevin Rulkowski, dated April 5, 2016:

The City of Southfield is requesting comment on the draft Sustainable Southfield Master Plan Update. This request is in accordance with the provisions of the Michigan Planning Enabling Act (Public Act 33 of 2008). The letter with the link to the draft Sustainable Southfield Master Plan Update was provided in the March Planning Commission packet.

After reviewing the information in the draft Sustainable Southfield Master Plan Update I do not find the proposed plan would be inconsistent with the City of Oak Park Master Plan.

As the draft Sustainable Southfield Master Plan Update for the City of Southfield is not inconsistent with the Master Plan of the City of Oak Park, I am recommending the Planning Commission authorize sending the following letter to the City of Southfield Planning Commission and a copy to the Oakland County Coordinating Zoning Committee.

April 12, 2016

*City of Southfield Planning Commission
Attn: Terry Croad, AICP, ASLA, Director of Planning
26000 Evergreen Road
Southfield, MI 48076*

Dear Mr. Croad:

Thank you for the opportunity to review the draft Sustainable Southfield Master Plan Update. The draft Sustainable Southfield Master Plan Update was reviewed by members of the City of Oak Park Planning Commission without any concerns. The Planning Commission determined the Sustainable Southfield Master Plan Update was not inconsistent with the City of Oak Park Master Plan. The Planning Commission did not make any suggestions or recommendations regarding the Sustainable Southfield Master Plan Update.

Sincerely,

*Kevin Rulkowski, AICP
City Planner*

cc: Kristen Kapelanski, Economic Development & Community Affairs, Oakland County

MOTION by Eizelman, SECONDED by Walters-Gill, to approve sending the referenced letter to the City of Southfield Planning Commission and a copy to the Oakland County Coordinating Zoning Committee.

VOTE: Yes: Brown, Burns, Eizelman, McClellan, Seligson, Tkatch, Walters-Gill
No: None

MOTION CARRIED

3. Proposed text amendment regarding Smoking Lounges.

Staff memo from City Planner Kevin Rulkowski, dated April 6, 2016:

Recently the Planning Division received some inquiries regarding whether a Smoking Lounge (sometimes called a Hookah Lounge) could be located in the City of Oak Park. The Zoning Ordinance and City Code do not make any specific reference to Hookah Lounges or the regulation of these uses. After performing a search on this type of business I found a number of communities have experienced problems with this type of business, specifically an extraordinary number of responses by the police to these businesses.

The City Manager and Council has been aware of this potential problem and have directed the City Attorney to draft regulations regarding the operation of Smoking Lounges to be included as part of the Business Chapter of the General City Code.

In addition, the Planning Commission should determine and recommend to City Council the appropriate Zoning District to permit Smoking Lounges.

It is the recommendation of the Planning Division to allow Smoking Lounges as a permitted use in only the B-2 General Business District.

The process for approval of text changes to the Zoning Ordinance requires a Public Hearing to be scheduled. It is the recommendation of the Department of Community and Economic Development that the Planning Commission schedule a Public Hearing for the May 9, 2016, regular meeting.

MOTION by Seligson, SECONDED by Walters-Gill, to approve scheduling a Public Hearing for the May 9, 2016 regular meeting to hear comments on a proposed text amendment that would allow Smoking Lounges as a permitted use in only the B-2 General Business District.

VOTE: Yes: Brown, Burns, Eizelman, McClellan, Seligson, Tkatch, Walters-Gill
No: None

MOTION CARRIED

4. Capital Improvement Program 2015-2016 Annual Budget.

Staff memo from City Planner Kevin Rulkowski, dated April 5, 2016:

As part of the annual budget process, the City Manager prepares a Capital Improvement Program Budget that is provided to the Planning Commission for their review and

consultation. The Capital Improvement Program Budget as part of the 2016-2017 Annual Budget will be presented at the meeting.

MOTION by Burns, SECONDED by Seligson, to postpone consideration of the proposed Capital Improvement Program Budget for fiscal year 2016-17.

VOTE: Yes: Brown, Burns, Eizelman, McClellan, Seligson, Tkatch, Walters-Gill
No: None

MOTION CARRIED

5. Nine Mile Re-Design Update.

Community and Economic Development Manager Marrone presented a plan that would redesign Nine Mile Road in the City of Oak Park. She reviewed the project design which includes a road diet, bike lanes, non-motorized pathways, linear and pocket parks and new lighting.

PLANNING COMMISSION MATTERS FOR DISCUSSION – from members only - None

PUBLIC COMMENTS: None

ADJOURNMENT

There being no further business, Vice Chairperson Brown adjourned the meeting at 8:06 p.m.

Ed Norris, Recording Secretary



5D

CITY OF OAK PARK

EMERGENCY SERVICES COUNCIL

Council Members
Kiesha Speech
Solomon Radner
Ken Rich
City Manager
Erik Tungate

Emergency Services Council Meeting

April 11, 2016 at 7:00 p.m.
14000 Oak Park Blvd
(Oak Park City Hall)

Present: Nynier Hall-Brown , Jerry Begel, Val Moskalik, Teresa Roscoe , Ken Gaynor, Director Cooper, Rocco Fortuna, Officer Benson

Excused: Gwen Henderson-Kenley, Denise DeSantis,

Absent: Council Member

Vacant Position: Building Inspector

Meeting called to order at 7:06 PM

Minutes from March 14, 2016 meeting were reviewed and approved.

Old Business:

1. Val Moskalik has been sworn in as a citizen member on this council.
2. Two open positions remain on this council. The Building Inspector and the Councilmember.
3. Public Safety Open House is confirmed on Saturday, September 24, 2016, from 1 – 4 p.m.
 - a. Tables will be set up for the Emergency Services display.
 - i. Home – Rocco
 - ii. Evac – Val
 - iii. Car – Gwen and Denise
 - iv. Pet – Teresa
 - v. First-aid – Ken
 - b. Jerry Begel to contact Oakland County Homeland Security office for give-away items.
 - c. Suggestion of providing information on naloxone (Narcan) for the public. This is the medication used to reverse opioid overdose.

4. Val Moskalik reviewed The Great Lakes Emergency Preparedness Expo which she attended on March 26, 2016.
 - a. Not many vendors attending.
 - b. Project Appleseed provided firearms education to children.

New Business:

1. Crime Statistics
 - a. Calls to Service – Approximately 15,000 per year.
 - b. Calls received at Dispatch – 51,232 in 2015
 - c. Part A Crimes – more severe crimes (murder, assault, robbery, sexual assault): 2015 is down 10% from 2014.
 - d. Part B Crimes – less severe crimes: 2015 is down 10% from 2014.
 - e. Burglary rates are a steady decline from 2011 to 2015
 - f. Safety Tip from Director Cooper: **LOCK YOUR DOORS!**

Meeting adjourned at 8:05 p.m.

The next meeting will held May 9, 2016 at 7:00 p.m., Oak Park City Hall (Executive Conference Room).

Meeting minutes prepared and submitted by Ken Gaynor (Secretary)

**BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN****AGENDA OF:** May 16, 2016**AGENDA #****SUBJECT:** Request to cancel the May 24, 2016 Zoning Board of Appeals meeting.**DEPARTMENT:** Community & Economic Development, Planning Division**SUMMARY:** The Chairperson of the Zoning Board of Appeals is requesting the May 24, 2016 Zoning Board of Appeals meeting be cancelled. There is no business scheduled before the Zoning Board of Appeals.**RECOMMENDED ACTION:** The City Council consider accepting the request of the Chairperson of the Zoning Board of Appeals and cancel the May 24, 2016, regularly scheduled meeting.**APPROVALS:**

City Manager:

Director:

Finance Director: _____

EXHIBITS:



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: May 16, 2016

AGENDA #

SUBJECT: Proposed Change Order no. 1 and Payment Application no. 1 for the 2016 Joint and Crack Sealing Project, M-622.

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

SUMMARY: Attached are Proposed Change Order no. 1 and Payment Application no. 1 for the 2016 Joint and Crack Sealing Project, M-622. This project sealed the joints and cracks in the area on the attached map. The Proposed Change Order is a reduction based on final as constructed measurements. To date, the project is approximately 99% complete.

FINANCIAL STATEMENT:	Original Contract Amount:	\$99,808.93
	Proposed Change Order no.1:	(\$ 472.17)
	Current Contract Amount:	\$99,336.76
	Total Completed to Date:	\$99,336.76
	Less Retainage:	\$ 1,000.00
	Net Earned:	\$98,336.76
	Deductions:	\$ 0.00
	Balance:	\$98,336.76
	Payments to Date:	\$ 0.00
	Amount Due Michigan Joint Sealing, Inc:	\$98,336.76

RECOMMENDED ACTION: It is recommended that Proposed Change Order no. 2 to Michigan Joint Sealing, Inc. for the 2016 Joint and Crack Sealing Project, M-622 be approved for the amount of (\$472.17). It is further recommended that Payment Application no. 1 for the same be approved in the amount of \$98,336.76. Funding is available in the Road Construction Fund for this expenditure.

APPROVALS:
City Manager:  Department Director: _____
Finance Director: _____

EXHIBITS: Change Order no. 1, Payment Application no. 1, map of project area

CHANGE ORDER

PROJECT:	2016 Joint and Crack Sealing Project	JOB NUMBER:	M-622
OWNER:	City of Oak Park, Michigan	CHANGE ORDER NO.:	1
CONTRACTOR:	Michigan Joint Sealing, Inc. 28830 West Eight Mile, Ste 103 Farmington Hills, MI 48336 248-476-4120	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. Further documentation supporting these changes is on file with the City Engineer.

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

Item No.	Description	Original Bid Quantity	Unit	Unit Price	Decreased Quantity	Quantity to Date	Decreased Amount
1	Rout and Seal Joints and Cracks, Modified SP	127,288	LFT	\$0.69	-924	126,364	-\$637.56
Totals:							(\$637.56)

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
2	Joint Sealing Compound, Modified SP	28,286.22	LBS	\$0.42	393.78	28,680	\$165.39
Totals:							\$165.39

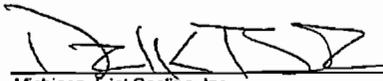
SUMMARY

Total Decrease	(\$637.56)
Total Increase	\$165.39
Total Amount for Change Order No. 1:	(\$472.17)


 Robert Barrett - City of Oak Park Date: 4/28/2016

THE CONTRACT SHALL BE DECREASED BY THE SUM OF:

Original Contract Amount:	\$99,808.93
Change Order No. 1:	(\$472.17)
New Contract amount:	\$99,336.76


 Michigan Joint Sealing, Inc. Date: 4-28-16

PAYMENT APPLICATION

2016 JOINT AND CRACK SEALING PROJECT

JOB NUMBER: M-622

CITY OF OAK PARK, MICHIGAN

APPLICATION NO.: 1

CONTRACTOR: MICHIGAN JOINT SEALING, INC.
28830 WEST EIGHT MILE, STE. 103
FARMINGTON HILLS, MICHIGAN 48336

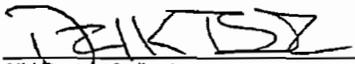
PERIOD ENDING: 4/20/2016

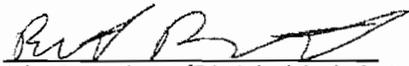
ITEM	DESCRIPTION	ORIGINAL BID QUANTITY	UNIT	PRICE	PERIOD QUANTITY	PERIOD AMOUNT	QUANTITY TO DATE	AMOUNT TO DATE
1	Rout and Seal Joints and Cracks, Modified SP	127,288	LFT	\$0.690	126,364.00	\$87,191.16	126,364.00	\$87,191.16
2	Joint Sealing Compound, Modified SP	28,286.22	LBS	\$0.42	28,680.00	\$12,045.60	28,680.00	\$12,045.60
3	Minor Traffic Devices, Modified SP	1	LSUM	\$ 100.00	1.00	\$100.00	1.00	\$100.00
Period Total Amount:						\$99,336.76	Total Amount to Date:	\$99,336.76

Contract Amount: \$99,808.93
Proposed Change Order #1: (\$472.17)
New Contract Amount: \$99,336.76

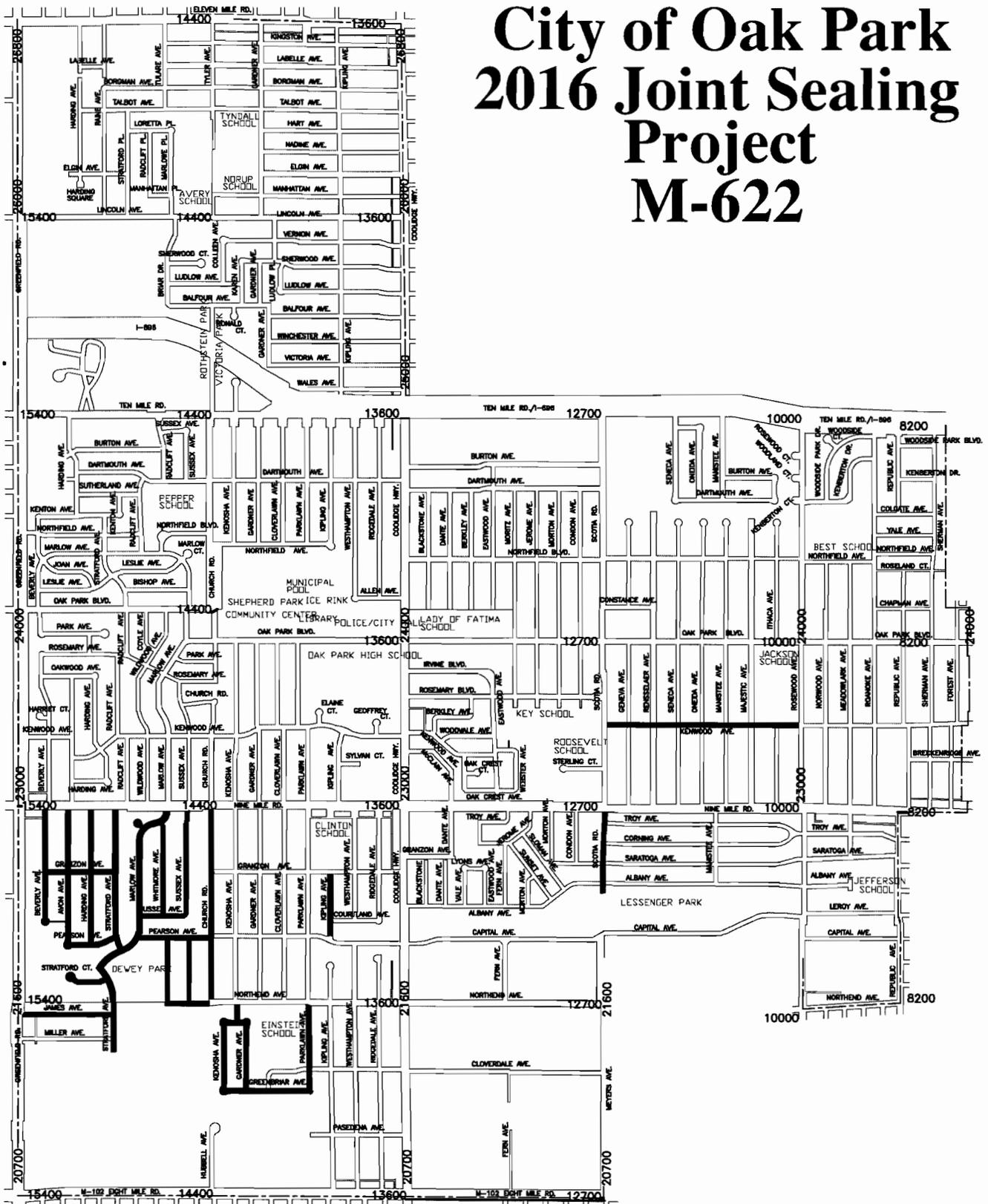
Earnings This Period: \$99,336.76
Total Earnings to Date: \$99,336.76
Less Retainage: \$1,000.00
Net Earned: \$98,336.76
Deductions: \$0.00
Balance: \$98,336.76
Payments to Date: \$0.00

AMOUNT DUE MICHIGAN JOINT SEALING, INC.: \$98,336.76

Accepted By:  Date: 4-28-16
Michigan Joint Sealing, Inc.

Approved By:  Date: 4/28/2016
Robert Barrett, Director of Technical and Planning Services
City of Oak Park, Michigan

City of Oak Park 2016 Joint Sealing Project M-622



MERCHANT'S LICENSES – MAY 16, 2016**(Subject to All Departmental Approvals)**

<u>NEW MERCHANT</u>	<u>ADDRESS</u>	<u>FEE</u>	<u>BUSINESS TYPE</u>
Nails by Slim	21700 Greenfield 225	\$150	Nail Salon
Enhance Your Beauty	23300 Greenfield 218	\$150	Hair Salon
Hairbeau	23300 Greenfield 223	\$150	Hair Salon
B's Vanity Hair Salon	25595 Coolidge	\$150	Hair Salon
Salon KLS	23300 Greenfield 115	\$150	Hair Salon
<u>RENEWALS</u>	<u>ADDRESS</u>	<u>FEE</u>	<u>BUSINESS TYPE</u>
Hair N' Things	22105 Coolidge	\$225	Hair Salon
Ace Home Care	15301 Nine Mile	\$225	Home Health Care Services
Steve's Creations Jewelers	21700 Greenfield 329	\$225	Jewelry Sales
Starbucks Coffee #11879	24840 Greenfield	\$225	Coffee Restaurant
Goldies	13630 Eight Mile	\$225	Jewelry Sales
Shears in the Park Barber Salon	13805 Nine Mile	\$225	Barber Shop
Hersch's Inc.	21100 Coolidge	\$225	Landscaping Service
Ace Home Care	15301 Nine Mile	\$225	Home Health Care
Spectrum Jewelers	21700 Greenfield 355	\$225	Jewelry Sales

**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 457324**May 11, 2016**

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 Saturday, April 30, 2016

\$11,667.00**Fee Total****Costs Advanced:**

Date	Description	Amount
04/11/16	Fee to Oakland County Register of Deeds for Records	38.00
04/18/16	Reproduction Charges 8 @ 0.15	1.20
04/18/16	Reproduction Charges 120 @ 0.15	18.00
04/22/16	Reproduction Charges 1 @ 0.15	0.15
04/22/16	Reproduction Charges 1 @ 0.15	0.15
04/22/16	Reproduction Charges 1 @ 0.15	0.15
04/26/16	Reproduction Charges 9 @ 0.15	1.35
04/26/16	Reproduction Charges 11 @ 0.15	1.65
04/27/16	Reproduction Charges 12 @ 0.15	1.80
	Total Costs Advanced	\$62.45

Total Fees and Disbursements: \$11,729.45

*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.*

**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 457325
May 11, 2016

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

*Re: Judy Kish and Joyce Bannon, et al v City of
Oak Park*

*Client 7406
Matter 31*

Statement for City Attorney Legal Services

For Legal Services Rendered Through Saturday, April 30, 2016

\$5,874.50

Fee Total

Costs Advanced:

Date	Description	Amount
04/11/16	Fee for electronic filing in Oakland County - Defendant's Preliminary Witness List	5.15
04/12/16	Reproduction Charges 2 @ 0.15	0.30
04/15/16	Reproduction Charges 18 @ 0.15	2.70
04/18/16	Reproduction Charges 8 @ 0.15	1.20
04/19/16	Oakland County Case Look-Up, Copy of Opinion/Order.	18.50
04/25/16	Fee for electronic filing in Oakland County - Defendant's Motion to Extend Scheduling Order Dates 30 Days	25.75
04/25/16	Reproduction Charges 1 @ 0.15	0.15
04/25/16	Reproduction Charges 10 @ 0.15	1.50
04/25/16	Reproduction Charges 41 @ 0.15	6.15

Total Costs Advanced

\$61.40

Total Fees and Disbursements: \$5,935.90

*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.*

**BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN****AGENDA OF:** May 16, 2016**AGENDA #**

SUBJECT: The Department of Technical and Planning is requesting authorization to award the bid the 2014 Program Year Yard Services Contract, M-653

DEPARTMENT: Technical & Planning – RMB

SUMMARY: At the May 2, 2016 regular meeting of the Oak Park City Council, the request to bid the 2014 Program Year Yard Services Contract, M-653 was approved. The project was advertised. On Tuesday, May 10, 2016 one (1) bid was received and opened. The only bidder, Oakland Livingston Human Service Agency (OLHSA), submitted a bid to provide the requested services and the administration of the 2012 Program Year Yard Services Contract. With OLSHA administering the 2014 Program Year Yard Services Contract, they will be able to offer additional services to our seniors in addition to snow removal and lawn cuts such as refrigerator replacement program and the Great Rake yard cleanup program.

FINANCIAL STATEMENT: The 2014 Program Year Yard Services Contract is funded through the Community Development Block Grant, (CDBG). \$17,000 has been allocated for program year 2014.

RECOMMENDED ACTION: It is recommended City Council award the bid for the 2014 Program Year Yard Services Contract, M-653, to Oakland Livingston Human Service Agency of Pontiac, MI. Funding is available in the CDBG fund for this expenditure.

APPROVALS:

City Manager: _____

Department Director: _____

Finance Director: _____

EXHIBITS: bid tab.

PROPOSED ORDINANCE

SMOKING LOUNGES – FIRST READING

PROPOSED ORDINANCE TO AMEND CHAPTER 22. BUSINESSES, BY ADDING A NEW ARTICLE XIV, SMOKING LOUNGES, TO LICENSE AND REGULATE SMOKING LOUNGES AND FACILITIES COMMONLY DESCRIBED AS TOBACCO RETAIL SPECIALTY SHOPS, CIGAR BARS, ZERO NICOTINE ESTABLISHMENTS, HOOKAH LOUNGES AND BARS, AND OTHER SMOKING FACILITIES BY ANY OTHER NAME FOR THE PUBLIC HEALTH, SAFETY AND WELFARE OF THE CITY OF OAK PARK AND PERSONS WITHIN ITS JURISDICTIONAL BOUNDARIES.

CITY OF OAK PARK, MICHIGAN

ORDINANCE NO. _____

AN ORDINANCE TO PROTECT THE PUBLIC HEALTH, SAFETY AND WELFARE OF THE CITY OF OAK PARK BY PROVIDING REQUIREMENTS AND STANDARDS GOVERNING SMOKING LOUNGES AND FACILITIES COMMONLY DESCRIBED AS TOBACCO RETAIL SPECIALTY SHOPS, CIGAR BARS, ZERO NICOTINE ESTABLISHMENTS, HOOKAH LOUNGES AND BARS, AND OTHER SMOKING FACILITIES BY ANY OTHER NAME

AMEND CHAPTER 22. BUSINESSES, BY ADDING A NEW ARTICLE XIV, SMOKING LOUNGES.

THE CITY OF OAK PARK ORDAINS:

SECTION 1. ORDINANCE - Chapter 22, Businesses, of the Code of Ordinances of the City of Oak Park is hereby amended by the addition of a new Article XIV, Smoking Lounges, which shall read as follows:

Sec. 22-527. -- Purpose.

On May 1, 2010, the State of Michigan implemented Public Act 188 of 2009 which bans tobacco smoking in all public places and worksites including, but not limited to, bars, restaurants, hospitals, hotels, shopping malls, and bowling alleys. The Oak Park City Council recognizes the harm caused by smoking tobacco and non-tobacco products (including second hand smoke), the state's mandate to move toward a totally smoke free environment, and the potential for negative impact on commercial development as a result of an area saturated with smoking lounges. Therefore, regulation and licensing of such establishments, and their employees, are necessary in the interest of the public welfare of the citizens of the city. This Article is designed to establish reasonable, objective, and uniform regulations to minimize the potential for adverse community impact relating to these establishments.

Sec. 22-528. -- Definitions.

The following definitions shall apply in the interpretation of this chapter:

Cigar shall mean any roll of tobacco weighing three (3) or more pounds per 1,000, which roll has a wrapper or cover consisting of tobacco.

Cigar bar shall mean an establishment or area within an establishment that is open to the public and is designated for the smoking of cigars that has a State issued exemption certificate.

Disqualifying criminal act shall mean any of the following:

- (1) Any of the following misdemeanor or felony offenses under any of the following statutes, as amended, for which less than seven (7) years elapsed since the date of conviction or the date of release from confinement for the conviction, whichever is the later date:
 - i Michigan Penal Code, Chapter X, Arson and Burning;
 - ii Michigan Penal Code, Chapter XI, Assaults, except MCL 750.81(1) and (2);
 - iii Michigan Penal Code, Chapter XVII, Bribery and Corruption;
 - iv Michigan Penal Code, Chapter XXII, Compounding Offenses;
 - v Michigan Penal Code, Chapter XXVA, Criminal Enterprises;
 - vi Michigan Penal Code, Chapter XXVIII, Disorderly Persons;
 - vii Michigan Penal Code, Chapter XXXI, Embezzlement;
 - viii Michigan Penal Code, Chapter XXXIII, Explosives, Bombs, Harmful Devices;
 - ix Michigan Penal Code, Chapter XXXIV, Extortion;
 - x Michigan Penal Code, Chapter XLIII, Frauds and Cheats;
 - xi Michigan Penal Code, Chapter XLIV, Gambling;
 - xii Michigan Penal Code, Chapter XLV, Homicide;
 - xiii Michigan Penal Code, Chapter XLVIII, Indecency and Immorality;
 - xiv Michigan Penal Code, Chapter LVIII, Mayhem;
 - xv Michigan Penal Code, Chapter LXVII, Prostitution;
 - xvi Michigan Penal Code, Chapter LXXVIA, Human Trafficking;
 - xvii Michigan Penal Code, Chapter LXXVI, Sexual Conduct;
 - xviii Michigan Penal Code, Chapter LXXVIII, Robbery;
 - xix Michigan Penal Code, Chapter LXXXIII-A, Michigan Anti-Terrorism Act;
 - xx Michigan Compiled Laws, 333, Part 74, Controlled Substances – Offense and Penalties;
 - xxi Michigan Compiled Laws Section 205.27, Taxation-Prohibited Acts, including tax evasion;
- (2) Any attempt, solicitation, or conspiracy to commit one of the foregoing offenses; or
- (3) Any offense enumerated in the City Code of Ordinances which substantially corresponds to one of the foregoing state offenses; or

- (4) Any offense in another jurisdiction that, had the predicate act(s) been committed in Michigan, would have constituted any of the foregoing offenses.

Influential interest shall mean any of the following:

- (1) actual power to operate or control the operation, management, or policies of a current or prospective business; include the manager of the prospective business, or
- (2) ownership of a financial interest in the business, or ownership of an interest that is ten percent (10%) or more of the total interest of a current or prospective business, including such business entities as a firm, partnership, limited partnership, association, limited liability company, or corporation; or
- (3) holding an office, such as president, vice president, secretary, treasurer, managing member, managing director, or similar position in a legal entity which operates a current or prospective business.

Minor shall mean any person under eighteen (18) years of age.

Non-tobacco smoking products or substances shall include any product or substance that can be consumed by smoking such as, but is not limited to: e-cigarettes, bidis, kreteks, clove cigarettes, herbal cigarettes, electronic and herbal hookah, steam stones, smoking gels or other smoked product.

Premises shall mean the location for which a smoking lounge establishment operates under a State issued exemption certificate and includes the land, and all improvements located thereon, including the primary building and all accessory and out-buildings, and is not limited to the smoking area.

Sale shall mean, the exchange, barter, traffic, furnishing, or giving away of tobacco products and non-tobacco smoking products and substances which is regulated by the State of Michigan and pursuant to this ordinance.

Smoking lounge shall mean an establishment, which has a State issued smoking ban exemption certificate, and that allows smoking of tobacco products or non-tobacco products or substances on the premises. The term “smoking lounge” includes, but is not limited to, facilities commonly described as tobacco specialty stores, cigar bars and lounges, hookah cafés and lounges, tobacco bars and lounges, tobacco clubs or zero nicotine establishments.

State shall mean the State of Michigan.

State issued exemption certificate shall mean a valid exemption certificate issued by the State of Michigan for the premises, from the Public Act 188 of 2009 smoking in public ban which allows indoor smoking on the premises in compliance with the Act.

Tobacco product shall mean a product that contains tobacco and is intended for human consumption, including but not limited to, cigars, cigarettes, non-cigarette smoking tobacco or smokeless tobacco as defined by the Tobacco Products Tax Act, MCL 205.422.

Tobacco specialty retail store shall mean an establishment that has a State issued exemption certificate and for which the primary purpose is the retail sale of tobacco products, non-tobacco smoking products and substances, and smoking paraphernalia.

Sec. 22-529. -- License Required.

A person shall not operate a smoking lounge in the City without first obtaining a smoking lounge business license issued pursuant to the provisions of this ordinance.

Sec. 22-530. -- License Procedure.

- (a) Any applicant for a license shall present a fully completed application and a business license fee to the city clerk pursuant to chapter 22, businesses, of this Code. In addition, the city may also charge the applicant any additional out-of-pocket costs incurred in conducting background checks on the applicant and the applicant's employees, including fingerprint review by the department of state police. The applicant shall provide certification that the city will be held harmless in the event of litigation against the city involving the smoking lounge, and proof that the applicant has a policy of liability insurance issued by a company satisfactory to the city clerk, covering the smoking lounge in an amount not less than \$100,000.00, and proof that the insurance carrier will notify the city if the policy is canceled, suspended, revoked or lapses, and upon such notice the city clerk may at his or her discretion suspend the license pursuant to chapter 22 of this Code until such time as the insurance policy is renewed. The license issued shall be renewed by the licensee each year, and the business license fee paid, in accordance with the procedures set forth in chapter 22, businesses, of this Code.
- (b) Each application shall contain the information in subsections (b)(1)—(20). (Note: All provisions which refer to applicant include an applicant which may be a corporation or partnership. If an applicant is a corporation, the application requirements of this section shall apply to all the corporation officers and directors. In addition, shareholders owning more than ten percent of the stock of such corporation shall comply with these requirements unless otherwise provided. If an applicant is a partnership, the application requirements of this section shall apply to all the partners, both general and limited.)
 - (1) The business name, business address, zoning classification, legal description, parcel identification number, and all telephone numbers of the establishment or proposed establishment;
 - (2) A statement of the services to be provided;
 - (3) The true name, home address and telephone number of each applicant and whether the applicant is a sole proprietorship, partnership or corporation;
 - a. If applicant is a corporation, it shall set forth the name, residence address and telephone number of each of its officers and directors of said corporation and of each stock holder owning more than ten percent of the stock of the corporation. In addition, the address of the corporation itself, if different from the address of the establishment.

- b. If applicant is a partnership, it shall set forth the name, residence address and telephone number of each of the partners, including both general and limited partners. In addition, the address of the partnership itself, if different from the address of the establishment.
- (4) Proof that the applicant is at least 18 years of age, except that if the applicant is a corporation such proof shall apply only to the directors and officers of said corporation;
 - (5) The name and address of each person who is a secured or unsecured debtor and/or creditor of the applicant;
 - (6) The principal business of the proprietor of the proposed establishment if a sole proprietorship; if a partnership, the principal occupation of all partners; if a corporation, the principal enterprise of such corporation;
 - (7) The business name and address of any establishment, owned or operated by any person whose name is required to be given in subsection (b)(3) of this section wherein the business or profession of a smoking lounge is carried on;
 - (8) The smoking lounge or similar business license history of the applicant, whether the applicant is previously operating in this or another county or state has had a business license denied, revoked or suspended and the reason therefor. In the event the applicant has had a business license denied, revoked or suspended, the name and address of the agency denying, revoking or suspending the license;
 - (9) The business, occupation or employment of the applicant for the five years immediately preceding the date of application;
 - (10) How long the applicant has resided at its principal residence in the city. If not a resident of the city continuously for the last five years, previous principal residence addresses during that period. If the applicant is a partnership or corporation, the principal address for the partnership or corporation for the last five years;
 - (11) A description of any other business to be operated on the same premises or adjoining premises owned or controlled by the applicant;
 - (12) Whether the applicant or anyone owning an interest in the business or proposed business has ever been convicted of or forfeited bail to any crime, excluding minor traffic offenses. If so, state the charge and nature of the crime, the name and location of the court in which the case was filed, and if different, the name and location of the convicting court and the disposition thereof;
 - (13) A copy of the State issued exemption certificate for the premises; or if a transfer has been applied for, a copy of the application filed with the State;
 - (14) The name and business address of the designated local agent who is responsible to supervise the premises and activities and who is authorized to receive service of process.
 - (15) Authorization for the city, its agents and employees to seek information and conduct an investigation into the truth of the statements set forth in the application and the qualifications of the applicant for the license;

- (16) The names, current addresses and written statements of at least three bona fide permanent residents of the United States that the applicant is of good moral character. If applicant is able, the statements must be furnished from the residents of the city, then the state, and lastly from the rest of the United States. These references must be persons other than relatives and business associates;
 - (17) All assumed names or aliases which have been or are used by any person whose name appears on an application;
 - (18) Such other relevant identification and information necessary as the city clerk may reasonably require to discover the truth of the matters herein specified as required to be set forth in the application;
 - (19) A statement of whether any applicant has been convicted of or has plead guilty or nolo contendere to a disqualifying criminal act as defined in this article, and if so, specify each criminal act involved, including the date, place, and jurisdiction of each, as well as, the dates of conviction and release from confinement, where applicable.
 - (20) A statement as to whether any business in which an applicant has had an influential interest, has, in the previous seven (7) years, and at the time during which the applicant had the influential interest:
 - i. Been declared by a court of law to be a nuisance, as defined under the Revised Judicature Act, MCL 600.3801; or
 - ii. Been subject to a court order of closure or padlocking;
- (c) *Signature required.* If a person who wishes to operate the business is an individual, the person shall sign the application. If a person who wishes to operate a business is other than an individual, each person with an influential interest in the business shall sign the application or a license as applicant.
- (d) *Disclosure.* The information provided by an applicant in connection with an application for a license under this article shall be maintained by the City Clerk's Office and all personal information shall be deemed confidential and may be disclosed only as required by law or by court order.
- (e) *Pre-existing businesses.* All smoking lounges operating pursuant to a valid certificate of occupancy on the effective date of this ordinance are hereby granted a de facto temporary license to continue operating for a period of one hundred and eighty (180) days following the effective date. During this period all smoking lounge businesses shall apply for a license pursuant to this article; and by the expiration date of the one hundred and eighty (180) days shall conform to all requirements for issuance of a license.
- (f) *Application review.* Upon the filing of a completed application for a smoking lounge business, the City Clerk will accept the application for necessary investigations and for compliance with the requirements of all applicable ordinances and codes. The holder of a smoking lounge license shall notify the city clerk of each change in any of the data required to be furnished by this section within ten (10) days after such change occurs.
- (g) The application shall be referred to the Department of Public Safety and Department of Technical and Planning Services for certification pursuant to chapter 22, and for

recommendations as to the approval or denial of the license. Their recommendations will be forwarded to the City Council and City Clerk.

- (1) The Public Safety Director shall recommend denial of an application for a license if the character, reputation, integrity, or physical or mental condition of the applicant or his/her employees is found to be inimical to the health, safety, moral or general welfare of the public. In making his determination hereunder, the Director of Public Safety shall consider:
 - a. Criminal history: All applicant's convictions, the reasons therefor, and the demeanor of the applicant subsequent to his release. A conviction of a felony or crime of moral turpitude shall be sufficient grounds to recommend denial.
 - b. License and permit history: The license and permit history of the applicant; whether such person has previously operated in this city or state or in another city or state under a license or permit; whether such person has had such license or permit revoked or suspended; the reasons therefor; and the demeanor of the applicant subsequent to such action.
 - c. Any information set forth in the application.
 - (2) The Department of Technical and Planning Services and the Department of Public Safety shall inspect the premises proposed to be devoted to the smoking lounge and shall make within a reasonable time separate recommendations to the City Manager concerning compliance with the requirements of this Code.
- (h) No license shall be issued until approval of the application therefor by the City Council and upon certification from the Department of Public Safety and the Department of Technical and Planning Services.

Sec. 22 – 531. -- License fee, annual expiration.

The business license fee for a smoking lounge shall be in the amount prescribed by the city council by ordinance or resolution. The license year shall be the period from the date of license issuance to December 31 next, inclusive, unless otherwise provided. All licenses issued for the license year shall expire on the thirty-first day of December unless suspended or revoked.

Sec. 22 – 532. -- License renewal.

Application to renew a license to operate a smoking lounge shall be filed at least thirty (30) days prior to the date of expiration. The application to renew a license shall be accompanied by a sworn affidavit by the applicants that the matters contained in the original application have not changed. The application shall be referred to the director of public safety, who shall investigate the criminal history of the applicant and any employees since the grant of the original license.

Sec. 22 – 533. -- License grounds for suspension or revocation.

The following shall be grounds for suspension or revocation of a license issued under the provisions of this chapter:

- (1) The license was procured by fraud or false representation of facts; or

- (2) The knowing violation of or failure to comply with the provisions of this chapter by the licensee or any of his servants, agents or employees and the conviction or bail forfeiture thereof; or
- (3) The conviction or bail forfeiture of a licensee for violation of a federal, state or local law, subsequent to the date of issuance of the license, relating to:
 - a. An offense involving the use of force or violence upon the person of another that amounts to a felony or misdemeanor; or
 - b. An offense involving sexual misconduct; or
 - c. An offense involving possession, use or sale of narcotics, dangerous drugs or alcoholic beverages; or
 - d. An offense involving dangerous weapons which amounts to a felony; or
 - e. An offense involving moral turpitude or the conviction or bail forfeiture of any of the licensee's servants, agents or employees of an offense involving moral turpitude committed on the premises in which the licensed establishment is located.
- (4) It is determined that the further operation of such establishment would be detrimental to the public health or welfare of the citizens of the city.

Sec. 22 – 534. -- Denial.

In the event the City Clerk issues a written notice to deny for failure to comply with the requirements of this Ordinance, the provisions of section _____ providing for an appeal hearing shall apply.

Sec. 22 – 535. -- Suspension.

The City Clerk shall suspend the license for a period of thirty (30) days if the licensee has knowingly violated this Ordinance or has knowingly allowed an employee to violate this Ordinance. Upon receiving notice of a violation, the Clerk shall issue a written notice to suspend, which shall include the grounds for suspension, the effective date of the suspension, and that the licensee may within twenty (20) days, request in writing, an appeal hearing before the City Council pursuant to the provisions of section _____. The suspension shall take effect twenty-one (21) days after the date of the notice of suspension.

Sec. 22 – 536. -- Revocation, non-renewal.

- (a) *Violation after previous suspension.* The City Clerk shall issue a written notice of revocation if the licensee knowingly violates this Ordinance or has knowingly allowed an employee to violate this Ordinance and the licensee's license has been suspended within the pervious twelve (12) month period.
- (b) *Grounds for revocation/non-renewal.* The City Clerk shall issue written notice to revoke or non-renewal of the license if:

- (1) The licensee would not meet the standards set forth in this Ordinance if the licensee were an applicant for a new license.
 - (2) The licensee has knowingly or recklessly allowed two (2) or more violations of the regulations of this Ordinance in the preceding twelve (12) month period.
 - (3) The licensee has knowingly or recklessly allowed a nuisance, as defined under the Revised Judicature Act, MCL 600.3801, to be maintained upon the premises.
 - (4) The subject premises have existing violations of building, zoning, plumbing, mechanical, electrical, health or fire prevention codes.
 - (5) The operation of the licensed establishment has resulted in a pattern of patron conduct in the neighborhood of the establishment that substantially disturbs the peace, order, and tranquility of the neighborhood.
 - (6) The licensee has failed to maintain the grounds and exterior of the licensee's establishment by allowing litter, debris, and/or refuse to unreasonably remain on the property or adjoining properties.
 - (7) The licensee knowingly or recklessly operated the business during a period of time when the license was suspended.
 - (8) The licensee has knowingly or recklessly engaged in illegal activity or allowed any illegal activity to occur in or on the licensed premises.
- (c) *Effect of appeal of conviction.* The fact that any relevant conviction is being appealed shall have no effect on the revocation/non-renewal of the license, provided that, if any conviction which serves as a basis of a license revocation/non-renewal is overturned or reversed on appeal, that conviction shall be treated as null and of no effect and the license shall be reinstated.
- (d) *Effective date.* The revocation/non-renewal shall not take effect for twenty-one (21) days from the date of the notice of revocation/non-renewal.
- (e) *Appeal.* The written notice to revoke/non-renewal, shall include the grounds for the revocation/non-renewal, the effective date of the revocation/non-renewal, and that the licensee may request in writing, within twenty (20) days of the date of the notice of suspension, or revocation/non-renewal, an appeal hearing before the City Council pursuant to the provisions of section _____. If not appealed, the suspension shall take effect twenty-one (21) days after the date of the notice of suspension.

Sec. 22 – 537. -- Appeal hearing.

- (a) *Notice of hearing.* Upon receipt of a request for appeal, the City Council shall provide the licensee with notice and an opportunity to be heard. The City Council shall serve notice upon the licensee by certified mail, no less than twenty (20) days prior to the hearing date. The notice shall state:
- (1) The date, time and place of the hearing.
 - (2) A statement that the licensee may present evidence and testimony, and may be represented by an attorney.

- (b) *Hearing and decision.* The hearing shall be conducted by the City Council and shall be open to the public. The City Council shall submit to the licensee a written statement of its findings, decision, specific grounds for its decision, and a statement that the decision may be appealed to a court of competent jurisdiction.

Sec. 22 – 538. -- Inspections.

- (a) A licensee or any employee, servant or agent shall make the licensed premises available for inspection by the director of public safety or his designees during regular business hours or when the licensed premises are occupied by the licensee or a servant, agent or employee of the licensee for the purpose of enforcing this chapter or other ordinances, or regulations of the city relating to the public health, safety and welfare. No duly authorized representative of the city shall be denied or refused entry to the premises for the purpose of making lawful inspections as authorized herein.
- (b) The person conducting any inspection shall have immediate access to the following information and shall have the right to inspect and copy the same:
 - (1) The list of all names and addresses of current employees including any other names for which that employee is known or may have used.
 - (2) Social security numbers of all current employees.
 - (3) All financial records showing current receipts and expenditures, specifically indicating daily and weekly receipts, type of expenditure made, bank account numbers in which all deposits are made, check register statements, bank statements and any other financial information kept and maintained in the normal and ordinary course of business.
- (c) To the extent permitted by law, copies of any information obtained hereunder and any information received by the city shall be kept confidential and is assumed to be privileged and not subject to public disclosure except however, as evidence in the commencement of any civil or criminal judicial proceeding or administrative hearing against the licensee or any agent, operator or manager.
- (d) Copies of any inspection report kept and maintained by the city arising from any inspection authorized hereunder, shall be provided to the licensee or any owner, operator or manager.

Sec. 22 – 539. -- Mechanical ventilation required.

Mechanical ventilation shall be supplied in compliance with the Michigan Mechanical Code to ensure sufficient ventilation of the smoking lounge. The recirculation and the natural ventilation of air from the smoking lounge is prohibited; and the air supplied to the smoking lounge shall be exhausted and discharged to an approved location in compliance with the Michigan Mechanical Code.

Sec. 22 – 540. -- Storage lockers prohibited.

Storage lockers shall be prohibited on the premises of a smoking lounge, except that onsite humidors may be permitted in the smoking area of a cigar bar.

Sec. 22 – 541. -- Outdoor activities prohibited.

There shall not be any outdoor activities, outdoor public admission events, or outdoor seating. The business activities shall be conducted wholly indoors. In no event shall designated onsite parking areas be used for any other purpose than parking of passenger vehicles. To ensure that the smoke is contained within the smoking area, all windows and doors shall remain closed to ensure that the smoke does not infiltrate nonsmoking areas and is not emitted to passersby.

Sec. 22 – 542. -- Prohibited activities.

It is unlawful for a licensee or local agent to knowingly violate the following regulations or to knowingly allow an employee, patron or any other person to violate the following regulations. The license or local agent shall remove anyone violating the following regulations:

- (a) *Minors prohibited.* No one shall be allowed on the premises of a smoking lounge business unless the individual is eighteen (18) years of age or older. The licensee and local agent shall ensure that identifications of individuals on the premises have been checked to determine that every individual is eighteen (18) years of age or older before entry into the premises. The exit doors shall be monitored to ensure that no one has attempted to gain secret entry into the premises. A sign shall be posted near the entrance stating “No one under the age of eighteen (18) allowed.”
- (b) *Alcoholic liquor.* No person shall sell, offer for sale, trade, provide, allow, possess, consume or attempt to consume any alcoholic liquor on the premises unless the licensee has obtained the appropriate license from the Liquor Control Commission pursuant to MCL 436.1101 *et seq.*, as amended, and this Code of Ordinances.
- (c) *Nudity prohibited.* No one shall be allowed on the premises of a smoking lounge business to appear nude or in a state of nudity as defined in section 6-125 of this article.
- (d) *Controlled substances prohibited.* It shall be unlawful to permit sales, offer for sale, trade, provide, allow, possession, consumption or attempt to consume any controlled substance on the premises in violation of Article 7 of the Public Health Code, MCL 333.1101 *et seq.*

Sec. 22 – 543. -- Name of business.

No person licensed to do business as provided in this chapter shall operate under any name or conduct his business under any designation not specified in his license.

Sec. 22 – 544. -- Hours of operation.

No smoking lounge shall be open to the public for business between the hours of 12:30 a.m. and 8:00 a.m. No one shall be allowed on the premises except employees after 12:00 midnight. Only employees and/or contractors shall remain on the premises after closing and shall carry proof of employment.

Sec. 22 – 545. -- Local agent on premises.

The licensee, or the local agent designated in the application, shall remain on the premises while open for business to supervise the activities and shall be responsible to ensure compliance with the regulations of this article. In the event a licensee changes the local agent, the licensee shall immediately notify the Clerk in writing of the name and business address of the new local agent. All managers or local agents shall be over the age of twenty-one (21) years old.

Sec. 22 – 546. -- Sale or transfer.

(a) A licensee shall not transfer the license to another, nor shall a licensee operate a smoking lounge under the authority of a license at any place other than the address designated in the smoking lounge license application. Any transfer shall be grounds for suspension and revocation. A proposed transfer shall require a new application be filed and shall be subject to the same procedures, standards and fees required for a new license. Each location operated by a licensee requires a separate license.

(b) Approval of the transfer of a State issued exemption certificate by the State of Michigan shall not abrogate the requirement to apply for and obtain a smoking lounge license as required by this article. There shall be no transfer into the City of Oak Park of a State of Michigan Exemption Permit under the Dr. Ron. L. Davis Act of 2009; MCL 333.12601, *et seq.*, as amended.

Sec. 22 – 547. -- Change of location.

A change of location of any licensed premises shall be approved by the city clerk provided the requirements set forth herein as well as all other provisions of this code and state law are complied with.

Sec. 22 – 548. -- Extension or expansion.

Any extension or expansion of the licensed premises shall require inspection and shall require compliance with section 22-404 of this chapter.

Sec. 22 – 549. -- Applicability of regulations to existing facilities.

The provisions of this chapter shall be applicable to all persons and facilities described herein, whether the herein described activities were established before or after the effective date of this chapter and including any person or persons whose application is presently under consideration or investigation by the city.

Sec. 22 – 550. -- Penalties and enforcements.

(a) *Misdemeanor.* A person who violates or fails to comply with any of the provisions of this Ordinance shall be guilty of a misdemeanor, punishable by a maximum fine of Five Hundred Dollars (\$500.00) and/or a maximum of ninety (90) days imprisonment. Each day a violation is committed, or permitted to continue, it shall constitute a separate offense and shall be treated as a separate offense.

(b) *Civil proceedings.* The City Attorney or designee is hereby authorized to institute civil proceedings necessary for the enforcement of this Ordinance to restrain or correct ordinance violations, and for the recovery of costs and expenses incurred by the City, as authorized by law. Such proceedings, including injunctive relief, shall be brought in the name of the City, however, the institution of civil proceedings shall not preclude enforcement of misdemeanor, administrative, or any other proceeding authorized by ordinance, state or federal law.

Secs. 22–551 -- 22-559. -- Reserved.

SECTION 2. 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 that 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 the Code of Ordinances, City of Oak Park.

SECTION 3. 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.



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: May 16, 2016

AGENDA #

SUBJECT: Recommendation of the Planning Commission for a Zoning Ordinance text amendment to amend Article VIII, B-2, General Business District, Section 801 Permitted uses.

DEPARTMENT: Community & Economic Development, Planning Division

SUMMARY: At the May 9, 2016 meeting, the Planning Commission conducted a Public Hearing regarding proposed changes to the City of Oak Park Zoning Ordinance. The proposed text amendment to the B-2, General Business District would allow as a permitted use Smoking Lounges.

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 VIII, B-2, General Business District, Section 801 Permitted uses.

APPROVALS:

City Manager: _____

Director: _____

Finance Director: _____

EXHIBITS: Memorandum, proposed ordinance for adoption.

CITY OF OAK PARK, MICHIGAN

ORDINANCE NO.

AN ORDINANCE TO AMEND SECTION 801, PERMITTED USES, OF ARTICLE VIII, B-2, GENERAL BUSINESS DISTRICT, 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 VIII, B-2, General Business Districts, Appendix "A", Zoning, of the Code of Ordinances of the City of Oak Park, is hereby amended to add the following:

Section 801. Permitted uses.

P. Smoking Lounges provided that:

- 1) The proposed Smoking Lounge is not located within 500 feet of a school, park, or place of worship.
- 2) The proposed Smoking Lounge is not located within 1,000 feet of any other Smoking Lounge.

SECTION 2. 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 3. 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 4. 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 _____, 2016.

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 _____, 2016.

T. Edwin Norris
City Clerk

First Reading:
Second Reading:
Adopted:
Published:



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: **May 16, 2016**

AGENDA #

SUBJECT: Approval of Resolution for Fiscal-Year 2016-2017 Budget and Acknowledging the Multi-Year Budget, Including Projections of Future Fiscal-Years 2017-2018 and 2018-2019.

DEPARTMENT: Finance

SUMMARY: Attached for your consideration is the adopting resolution for the Fiscal-Year 2016-2017 Budget and acknowledgement of the multi-year budget. The budget process started in September 2015 with development of the capital improvement plan, continued with the budget input sessions where strategic themes and needs were discussed in February 2016, and finally multiple meetings were held with all departments in order to draft a budget that complied with the overall goals set by the Oak Park City Council.

In the attached budget document the General Fund Revenues for the FY 2016-2017 are expected to cover all the expenditures and transfers to other funds with a net zero effect to fund balance. Furthermore, the projected fund balance of the General Fund for the 2016-2017 fiscal year is estimated at 17%. The Capital Improvement Program as approved by the City's Planning Commission and presented at the Public Hearing held on May 9, 2016, is incorporated in this budget document.

The City of Oak Park utilizes multi-year budgets as a planning tool to fulfill the City Council's strategic goals and objectives as well as operate within its means. The Multi-Year Budget balances future revenues with the corresponding expenditures and maintains the fund balances for the General Fund and Special Revenue Funds within desired balances. Furthermore, the Multi-Year Budget also incorporates the long-range elements of the Capital Improvement Program (CIP) as approved by the City's Planning Commission.

FINANCIAL STATEMENT: Pursuant to the Oak Park City Charter, a balanced, detailed revenue and expenditure plan has been presented in accordance with all applicable City, State and Federal Statutes.

RECOMMENDED ACTION: Approval of Resolution for Fiscal-Year 2016-2017 Budget (departmental basis) and Acknowledging the Multi-Year Budget, Including Projections of Future Fiscal-Years 2017-2018 and 2018-2019.

APPROVALS:

City Manager: _____

Finance Director: _____



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: May 16, 2016

AGENDA #

SUBJECT: Approval of Resolution for 2016 Millage Rates

DEPARTMENT: Finance

SUMMARY: Attached for your consideration is the adopting resolution for the 2016 millage.

The City's total millage rate including Library, Debt, Solid Waste and Public Safety Act 345 totals 36.9308 which is a **decrease** of .7154 mills from fiscal year 2016. The primary reason for the significant decrease in the overall mills is due to the savings from refinancing the 2006 Road Bonds. The 2006 Road bonds were refinanced in November 2015 resulting in a savings of approximately \$1.4 million over the remaining 14 years of the bond or approximately \$100,000 per year. The savings from the issuance of the new bonds to pay off of the old bonds is directly passed on to our tax payers by a lower mill rate. In addition to the mills saved from the bond refinancing, the strong growth in overall property values citywide resulted in a permanent roll back of all mills except debt.

The State of Michigan Department of Treasury requires all entities that levy property taxes to file Form L-4029 with the County Clerk and Equalization Departments. The 2016 form (tax year 2016, fiscal year 2016-2017) is attached which reflects the City's 2016 millage rates

FINANCIAL STATEMENT: The General, Solid Waste, Library, 2012 Street Refunding, 2015 Street Refunding and 2010 Municipal Complex Bond Funds property tax revenues are calculated upon the millage rates attached in this motion sheet.

RECOMMENDED ACTION: Approval of Resolution for the 2016 Millage Rates

APPROVALS:

City Manager: _____

Finance Director: _____



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: May 16, 2016

AGENDA #

SUBJECT: Approval of Water and Sewer Rates for 2016-2017 Fiscal Year

DEPARTMENT: Finance

SUMMARY:

In February 2016, the City contracted with Plante Moran to perform a review of the operations of the Water and Sewer Fund and prepare a forecast of the required rates needed to fund the projected operations of the fund. The forecast called for a blended increase in the overall rates of 7% for fiscal year 2016-2017. Based on the recommendation in the forecast and in conjunction with the assumptions used in the preparation of the 2016-2017 Water and Sewer Fund budget, a proposed rate increase effective July 1, 2016 is recommended which would increase the rates as follows:

Water Rate: Current \$3.854 per unit, proposed \$3.931 per unit

Sewer Rate: Current \$6.712 per unit, proposed \$7.383 per unit

Combined Rate: Current \$10.566 per unit, proposed \$11.314 per unit

FINANCIAL STATEMENT: The above rates are not sufficient to cover the projected operating, maintenance, replacement and debt costs for the 2016-2017 fiscal year by approximately \$508,000 and fund balance/cash reserves will be used to cover the shortfall.

RECOMMENDED ACTION: Approval of Water and Sewer Rates for 2016-2017 Fiscal Year

APPROVALS:

City Manager: _____

Finance Director: _____



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: May 16, 2016

AGENDA #

SUBJECT: Approval of Fee Schedule for 2016-2017 Fiscal Year

SUMMARY:

Attached is the proposed fee schedule for 2016-2017 Fiscal Year, which sets the fees to be charged for various City services

RECOMMENDED ACTION: Approval of the Fee Schedule for 2016-2017 Fiscal Year.

APPROVALS:

City Manager:

A handwritten signature in black ink, appearing to read "Coral Ter", is written over a horizontal line.

Finance Director:

City of Oak Park

Schedule of Fees



FINAL DRAFT 5/16/16

Effective: July 1, 2016

City of Oak Park

Fee Schedule

DEPT	CITY CLERK	FEE	PROPOSED 2016-17	WHO?	REASON
Clerk	Voter List - (Per Page)	\$ 0.20			
Clerk	Voter Labels - (Per Name)	\$ 0.03			
Clerk	Voter List - (Disk)	\$ 25.00			
Clerk	FOIA - Per page (plus applicable labor charges allowed by State Statute)	\$ 0.10		EN	
Clerk	Garage Sale Permit	\$ 5.00			
Clerk	Special Event Permit	\$ 100.00			
Clerk	Vendor license - Food	\$ 50.00			
Clerk	Vendor license - Taxi (per driver)	\$ 75.00			
Clerk	Vendor license - Lawn Care/Snow Removal (Per Vehicle)	\$ 50.00			
Clerk	Pawnbroker License (Merchant's License also required)	\$ 400.00			
Clerk	Massage Facility License (Merchant,s License also required)		\$ 125.00	EN	Fee not listed in 2015-16
Clerk	Smoking Facility License (Merchant,s License also required)		\$ 125.00	EN	New Fee for 2015-16
Clerk	Precious Metals License (Merchant's License also required)	\$ 50.00			
Clerk	Handbill - Day	\$ 10.00			
Clerk	Handbill - Week	\$ 25.00			
Clerk	Handbill - 3 months	\$ 50.00			
Clerk	Subsequent changes to any Handbill license (Per Name)	\$ 10.00			
Clerk	Handbill - Year	\$ 100.00			
Clerk	Sidewalk Sale	\$ 10.00			
Clerk	Day Care Registration	\$ 25.00			
Clerk	DVD Reproduction	\$ 20.00			
Clerk	Mechanical Amusement Distributor License	\$ 250.00			
Clerk	Mechanical Amusement Device License (1 Machine)	\$ 250.00			
Clerk	Mechanical Amusement Device License (2 Machines) - Per Machine	\$ 200.00			
Clerk	Mechanical Amusement Device License (3-4 Machines) - Per Machine	\$ 175.00			
Clerk	Mechanical Amusement Device License (5-6 Machines) - Per Machine	\$ 150.00			
Clerk	Mechanical Amusement Device License (7-10 Machines) - Per Machine	\$ 125.00			
Clerk	Class C Liquor and/or Tavern License - (New or transfer of ownership)	\$ 800.00		EN	
Clerk	Class C Liquor and/or Tavern License - (Adding additional owners) - Per owner	\$ 200.00		EN	
Clerk	Class C Liquor and/or Tavern License - (Background check) - Per applicant	\$ 75.00		EN	
Clerk	Class C Liquor and/or Tavern License - (Annual Renewal)	\$ 250.00		EN	
Clerk	Class C Liquor and/or Tavern License - (Dance Permit)	\$ 50.00		EN	
Clerk	Class C Liquor and/or Tavern License - (Dance & Entertainment Permit)	\$ 50.00		EN	
Clerk	Class C Liquor and/or Tavern License - (Renewal Late Fee)	\$ 50.00		EN	
Clerk	Notary Fee	\$ 5.00			
COMMUNICATIONS & PUBLIC INFORMATION			PROPOSED	WHO?	REASON
CPI	Advertising - Branch (Camera-ready, one issue)	\$ 200.00			
CPI	Advertising - Branch (Camera-ready, three issues)	\$ 500.00			
CPI	Advertising - Branch (Camera Ready, six issues)	\$ 1,000.00			

City of Oak Park
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CPI	Advertising - Branch (Business Sponsorship Article, one issue)	\$ 300.00	\$ 500.00	DD	App'd Rate Sheet
CPI	Advertising - Branch (Art design)	\$ 50.00			
CPI	Advertising - Electronic billboard (9 Mile/Coolidge, 7-days)	\$ 50.00			
CPI	Advertising - Electronic billboard (9 Mile/Coolidge, 28-days)	\$ 125.00			
CPI	Advertising - Electronic billboard (9 Mile/Coolidge, Late Request Fee)	\$ 20.00			
CPI	Advertising - Web site (Banner ad, 14 days)- .gov website guidelines do not allow private	\$ 130.00	\$ -	DD	not allowed on gov website
CPI	Advertising - Web site (Banner ad, 28 days)- advertising. See Rules No. 1 at:	\$ 200.00	\$ -	DD	not allowed on gov website
CPI	Advertising - Web site (Link to document/web site, 14 days)-https://www.dotgov.gov/portal/w	\$ 100.00	\$ -	DD	not allowed on gov website
CPI	Advertising - Web site (Link to document/web site, 28 days)	\$ 150.00	\$ -	DD	not allowed on gov website
CPI	Advertising - Web site (Posted logo/slogan only, 14 days)	\$ 50.00	\$ -	DD	not allowed on gov website
CPI	Advertising - Web site (Posted logo/slogan only, 28 days)	\$ 75.00	\$ -	DD	not allowed on gov website
LIBRARY				PROPOSED	WHO? REASON
Library	Late Fee Per Day - all non DVD materials (\$3.00 Maximum - Children, \$6.00 maximum - adults)	\$ 0.15			
Library	New Release DVD rental	\$ 1.00		BB	Circulation Drop
Library	Late Fee Per Day - DVD (\$10.00 Maximum)	\$ 1.00			
Library	Lost Library Card Replacement	\$ 2.00			
Library	1-Hour Guest Computer Pass	\$ 1.00			
Library	1-Year Non-Resident Library Card	\$ 100.00			
Library	Fax Service - Per Page	\$ 1.00			
Library	Printing - Per Page	\$ 0.15			
Library	Collections Processing	\$ 10.00			
Library	Damaged Materials processing fee (Maximum)	\$ 5.00			
PUBLIC SAFETY				PROPOSED	WHO? REASON
Public Safety	Vehicle (Impound) Release	\$ 20.00			
Public Safety	PBT Administration Fee (45 Dist Court only)	\$ 5.00			
Public Safety	Bicycle License	\$ 2.00			
Public Safety	Civilian Fingerprinting Fee (OP citizens only)	\$ 10.00			
Public Safety	Animal License - Neutered (1 year)	\$ 7.00			
Public Safety	Animal License - Neutered (3 year)	\$ 15.00			
Public Safety	Animal License - Non-Neutered (1 year)	\$ 16.00			
Public Safety	Animal License - Non-Neutered (3 year)	\$ 30.00			
Public Safety	Animal License - Late Fee (applies after the first of the year)	\$ 10.00			
Public Safety	Discovery: DVDs (\$20) / VHS Tapes (\$25)	\$ 20.00			
Public Safety	Police Reports: \$1.00 per page; Crash Reports - \$4.00	\$ 1.00		Delete	SC
Public Safety	VIN Inspection	\$ 10.00			
Public Safety	Police Clearance Letter (non-residents)	\$ 5.00			
Public Safety	Alarm Permit	\$ 20.00			
Public Safety	False Alarm (after third false alarm in calendar year)	\$ 50.00			
Public Safety	Taxi Cab Inspection (annual licensing)	\$ 5.00			

City of Oak Park

Fee Schedule

Public Safety	Parking Permit (Eleven Mile Municipal Lot)	\$	9.00			
Public Safety	Notary Fee	\$	5.00			
Public Safety	Animal Impound Fee	\$	30.00			
Public Safety	Animal Pound Fee (Per Day)	\$	10.00			
Public Safety	Emergency Services Reimbursement - Court Collection			Delete	SC	
Public Safety	On-Premise Liquor License (Police Investigation) *FUTURE CONSIDERATION*			Delete	SC	
RECREATION				PROPOSED	WHO?	REASON
Recreation	Small Meeting Room - Monday - Thursday, first three hours, Tax Exempt, Resident	\$	25.00			
Recreation	Small Meeting Room - Monday - Thursday, first three hours, Tax Exempt, Non Resident	\$	29.00			
Recreation	Small Meeting Room - Monday - Thursday, first three hours, Private, Resident	\$	45.00			
Recreation	Small Meeting Room - Monday - Thursday, first three hours, Private, Non Resident	\$	52.00			
Recreation	Small Meeting Room - Monday - Thursday, Each additional Hour, Tax Exempt, Resident	\$	15.00			
Recreation	Small Meeting Room - Monday - Thursday, Each additional Hour, Tax Exempt, Non Resident	\$	17.00			
Recreation	Small Meeting Room - Monday - Thursday, Each additional Hour, Private, Resident	\$	17.00			
Recreation	Small Meeting Room - Monday - Thursday, Each additional Hour, Private, Non Resident	\$	20.00			
Recreation	Large Meeting Room - Monday - Thursday, first three hours, Tax Exempt, Resident	\$	35.00			
Recreation	Large Meeting Room - Monday - Thursday, first three hours, Tax Exempt, Non Resident	\$	40.00			
Recreation	Large Meeting Room - Monday - Thursday, first three hours, Private, Resident	\$	65.00			
Recreation	Large Meeting Room - Monday - Thursday, first three hours, Private, Non Resident	\$	74.00			
Recreation	Large Meeting Room - Monday - Thursday, Each additional Hour, Tax Exempt, Resident	\$	18.00			
Recreation	Large Meeting Room - Monday - Thursday, Each additional Hour, Tax Exempt, Non Resident	\$	21.00			
Recreation	Large Meeting Room - Monday - Thursday, Each additional Hour, Private, Resident	\$	23.00			
Recreation	Large Meeting Room - Monday - Thursday, Each additional Hour, Private, Non Resident	\$	26.00			
Recreation	Activity Room C - Monday - Thursday, first three hours, Tax Exempt, Resident	\$	50.00			
Recreation	Activity Room C - Monday - Thursday, first three hours, Tax Exempt, Non Resident	\$	58.00			
Recreation	Activity Room C - Monday - Thursday, first three hours, Private, Resident	\$	90.00			
Recreation	Activity Room C - Monday - Thursday, first three hours, Private, Non Resident	\$	104.00			
Recreation	Activity Room C - Monday - Thursday, Each additional Hour, Tax Exempt, Resident	\$	25.00			
Recreation	Activity Room C - Monday - Thursday, Each additional Hour, Tax Exempt, Non Resident	\$	29.00			
Recreation	Activity Room C - Monday - Thursday, Each additional Hour, Private, Resident	\$	30.00			
Recreation	Activity Room C - Monday - Thursday, Each additional Hour, Private, Non Resident	\$	35.00			
Recreation	Activity Room B - Monday - Thursday, first three hours, Tax Exempt, Resident	\$	60.00			
Recreation	Activity Room B - Monday - Thursday, first three hours, Tax Exempt, Non Resident	\$	68.00			
Recreation	Activity Room B - Monday - Thursday, first three hours, Private, Resident	\$	110.00			
Recreation	Activity Room B - Monday - Thursday, first three hours, Private, Non Resident	\$	124.00			
Recreation	Activity Room B - Monday - Thursday, Each additional Hour, Tax Exempt, Resident	\$	29.00			
Recreation	Activity Room B - Monday - Thursday, Each additional Hour, Tax Exempt, Non Resident	\$	33.00			

City of Oak Park

Fee Schedule

Recreation	Activity Room B - Monday - Thursday, Each additional Hour, Private, Resident	\$ 40.00		
Recreation	Activity Room B - Monday - Thursday, Each additional Hour, Private, Non Resident	\$ 45.00		
Recreation	Activity Room A- Monday - Thursday, first three hours, Tax Exempt, Resident	\$ 80.00		
Recreation	Activity Room A- Monday - Thursday, first three hours, Tax Exempt, Non Resident	\$ 90.00		
Recreation	Activity Room A - Monday - Thursday, first three hours, Private, Resident	\$ 150.00		
Recreation	Activity Room A - Monday - Thursday, first three hours, Private, Non Resident	\$ 168.00		
Recreation	Activity Room A - Monday - Thursday, Each additional Hour, Tax Exempt, Resident	\$ 35.00		
Recreation	Activity Room A - Monday - Thursday, Each additional Hour, Tax Exempt, Non Resident	\$ 39.00		
Recreation	Activity Room A - Monday - Thursday, Each additional Hour, Private, Resident	\$ 45.00		
Recreation	Activity Room A - Monday - Thursday, Each additional Hour, Private, Non Resident	\$ 50.00		
Recreation	Activity Room A&B- Monday - Thursday, first three hours, Tax Exempt, Resident	\$ 115.00		
Recreation	Activity Room A&B- Monday - Thursday, first three hours, Tax Exempt, Non Resident	\$ 128.00		
Recreation	Activity Room A&B - Monday - Thursday, first three hours, Private, Resident	\$ 220.00		
Recreation	Activity Room A&B - Monday - Thursday, first three hours, Private, Non Resident	\$ 244.00		
Recreation	Activity Room A&B - Monday - Thursday, Each additional Hour, Tax Exempt, Resident	\$ 50.00		
Recreation	Activity Room A&B - Monday - Thursday, Each additional Hour, Tax Exempt, Non Resident	\$ 56.00		
Recreation	Activity Room A&B - Monday - Thursday, Each additional Hour, Private, Resident	\$ 70.00		
Recreation	Activity Room A&B - Monday - Thursday, Each additional Hour, Private, Non Resident	\$ 78.00		
Recreation	Kitchen with Activity Room A or B- Monday - Thursday, Tax Exempt, Resident	\$ 30.00		
Recreation	Kitchen with Activity Room A or B- Monday - Thursday, Tax Exempt, Non Resident	\$ 35.00		
Recreation	Kitchen with Activity Room A or B - Monday - Thursday, Private, Resident	\$ 50.00		
Recreation	Kitchen with Activity Room A or B- Monday - Thursday, Private, Non Resident	\$ 58.00		
Recreation	Small Meeting Room, Saturday & Sunday, first four hours, Resident	\$ 135.00		
Recreation	Small Meeting Room, Saturday & Sunday, First four hours, Non Resident	\$ 155.00		
Recreation	Small Meeting Room, Saturday & Sunday, each additional hour, Resident	\$ 35.00		
Recreation	Small Meeting Room, Saturday & Sunday, each additional hour, Non Resident	\$ 40.00		
Recreation	Small Meeting Room, Saturday & Sunday, eight hour flat rate, Resident	\$ 225.00		
Recreation	Small Meeting Room, Saturday & Sunday, eight hour flat rate, Non Resident	\$ 259.00		
Recreation	Large Meeting Room, Saturday & Sunday, first four hours, Resident	\$ 200.00		
Recreation	Large Meeting Room, Saturday & Sunday, First four hours, Non Resident	\$ 228.00		
Recreation	Large Meeting Room, Saturday & Sunday, each additional hour, Resident	\$ 50.00		
Recreation	Large Meeting Room, Saturday & Sunday, each additional hour, Non Resident	\$ 57.00		
Recreation	Large Meeting Room, Saturday & Sunday, eight hour flat rate, Resident	\$ 300.00		
Recreation	Large Meeting Room, Saturday & Sunday, eight hour flat rate, Non Resident	\$ 342.00		
Recreation	Activity Room C, Saturday & Sunday, first four hours, Resident	\$ 240.00		
Recreation	Activity Room C, Saturday & Sunday, First four hours, Non Resident	\$ 276.00		

City of Oak Park

Fee Schedule

Recreation	Activity Room C, Saturday & Sunday, each additional hour, Resident	\$ 60.00		
Recreation	Activity Room C, Saturday & Sunday, each additional hour, Non Resident	\$ 69.00		
Recreation	Activity Room C, Saturday & Sunday, eight hour flat rate, Resident	\$ 420.00		
Recreation	Activity Room C, Saturday & Sunday, eight hour flat rate, Non Resident	\$ 479.00		
Recreation	Activity Room B, Saturday & Sunday, first four hours, Resident	\$ 280.00		
Recreation	Activity Room B, Saturday & Sunday, First four hours, Non Resident	\$ 316.00		
Recreation	Activity Room B, Saturday & Sunday, each additional hour, Resident	\$ 70.00		
Recreation	Activity Room B, Saturday & Sunday, each additional hour, Non Resident	\$ 79.00		
Recreation	Activity Room B, Saturday & Sunday, eight hour flat rate, Resident	\$ 450.00		
Recreation	Activity Room B, Saturday & Sunday, eight hour flat rate, Non Resident	\$ 509.00		
Recreation	Activity Room A, Saturday & Sunday, first four hours, Resident	\$ 320.00		
Recreation	Activity Room A, Saturday & Sunday, First four hours, Non Resident	\$ 358.00		
Recreation	Activity Room A, Saturday & Sunday, each additional hour, Resident	\$ 80.00		
Recreation	Activity Room A, Saturday & Sunday, each additional hour, Non Resident	\$ 90.00		
Recreation	Activity Room A, Saturday & Sunday, eight hour flat rate, Resident	\$ 550.00		
Recreation	Activity Room A, Saturday & Sunday, eight hour flat rate, Non Resident	\$ 616.00		
Recreation	Activity Room A & B, Saturday & Sunday, first four hours, Resident	\$ 510.00		
Recreation	Activity Room A & B, Saturday & Sunday, First four hours, Non Resident	\$ 566.00		
Recreation	Activity Room A & B, Saturday & Sunday, each additional hour, Resident	\$ 130.00		
Recreation	Activity Room A & B, Saturday & Sunday, each additional hour, Non Resident	\$ 144.00		
Recreation	Activity Room A & B, Saturday & Sunday, eight hour flat rate, Resident	\$ 850.00		
Recreation	Activity Room A & B, Saturday & Sunday, eight hour flat rate, Non Resident	\$ 944.00		
Recreation	Kitchen, Saturday & Sunday, first four hours, Resident	\$ 55.00		
Recreation	Kitchen, Saturday & Sunday, First four hours, Non Resident	\$ 63.00		
Recreation	Kitchen, Saturday & Sunday, each additional hour, Resident	\$ 15.00		
Recreation	Kitchen, Saturday & Sunday, each additional hour, Non Resident	\$ 17.00		
Recreation	Damage Deposit for Activity Rooms A, B & C	\$ 150.00		
Recreation	Damage Deposit for Activity Rooms A, B & C - Teen and Sweet 16 Rentals	\$ 1,000.00		
Recreation	Damage Deposit for Activity Rooms A, B & C - Youth Parties over 75	\$ 250.00		
Recreation	Additional Set up Time (Per Hour)	\$ 10.00		
	Shelter Rentals			
Recreation	Tax Exempt Rate		1/2 Rate Listed	
Recreation	1st (2) weeks of June (M-F only) Oak Park School Groups		FREE	
Recreation	1st (2) weeks of June (M-F only) Non Oak Park School Groups		1/2 Res. Rate	
Recreation	Shelter 1, Resident (9 AM - 3 PM)	\$ 100.00		
Recreation	Shelter 1, Resident (4 PM - 10 PM)	\$ 100.00		

City of Oak Park

Fee Schedule

Recreation	Shelter 1, Non Resident (9 AM - 3 PM)	\$	130.00		
Recreation	Shelter 1, Non Resident (4 PM - 10 PM)	\$	130.00		
Recreation	Shelter 2, Resident (9 AM - 3 PM)	\$	75.00		
Recreation	Shelter 2, Resident (4 PM - 10 PM)	\$	75.00		
Recreation	Shelter 2, Non Resident (9 AM - 3 PM)	\$	105.00		
Recreation	Shelter 2, Non Resident (4 PM - 10 PM)	\$	105.00		
Recreation	Shelter 3, Resident (9 AM - 3 PM)	\$	60.00		
Recreation	Shelter 3, Resident (4 PM - 10 PM)	\$	60.00		
Recreation	Shelter 3, Non Resident (9 AM - 3 PM)	\$	90.00		
Recreation	Shelter 3, Non Resident (4 PM - 10 PM)	\$	90.00		
	Fields				
Recreation	Resident - prepped fields				
Recreation	Large Baseball/Softball with Lines (2 hours)	\$	120.00		
Recreation	Small Baseball/Softball with Lines (2 hours)	\$	100.00		
Recreation	Large Soccer with Lines (2 hours)	\$	100.00		
Recreation	*Fee does NOT include Security Deposit				
	Non-resident - prepped fields				
Recreation	Large Baseball/Softball with Lines (2 hours)	\$	135.00		
Recreation	Small Baseball/Softball with Lines (2 hours)	\$	120.00		
Recreation	Large Soccer with Lines (2 hours)	\$	120.00		
Recreation	*Fee does NOT include Security Deposit				
Recreation	Large Practice Field Only (No Prep) (2 hours)	\$	40.00		
Recreation	Small Practice Field Only (No Prep) (2 hours)	\$	30.00		
Recreation	Field Lights (additional to field prep) (Per hour per field)	\$	20.00		
Recreation	Basketball Court (Per hour)	\$	70.00		
Recreation	Tennis Courts (2 hours)	\$	30.00		
Recreation	*Fee does NOT include Security Deposit				
Recreation	*Security Deposit	\$	50.00		
	Day Camp				
Recreation	One week of Day Camp - Residents	\$	95.00		
Recreation	4 day week of camp (4th of July week)	\$	78.00		
Recreation	One week of AM latchkey	\$	20.00		
Recreation	One week of PM latchkey	\$	25.00		
Recreation	4 day week of AM latchkey (4th of July week)	\$	16.00		
Recreation	4 day week of PM latchkey (4th of July week)	\$	20.00		
Recreation	Day Camp late fee	\$	20.00		
Recreation	Discount per additional child	\$	5.00		

City of Oak Park
Fee Schedule

	Baseball				
Recreation	T-ball	\$ 45.00			
	T-Ball Non Resident		\$ 50.00	JS	Standard NR Fee
Recreation	Coach Pitch	\$ 45.00			Should be 'Machine Pitch'
	Machine Pitch Non Resident		\$ 50.00	JS	Standard NR Fee
Recreation	9& 10 year olds	\$ 55.00			
	Pony		\$ 60.00	JS	Standard NR Fee
Recreation	11 & 12 year olds	\$ 55.00			
	Minors		\$ 60.00	JS	Standard NR Fee
Recreation	13 & 14 year olds	\$ 65.00			
	Majors		\$ 70.00	JS	Standard NR Fee
	Girls Softball				
Recreation	9 - 11 year olds	\$ 55.00			
Recreation	9-11 NR		\$ 60.00	JS	Standard NR Fee
Recreation	12 - 14 year olds	\$ 55.00			
Recreation	12-14 NR		\$ 60.00	JS	Standard NR Fee
	Soccer				
Recreation	Little Kickers (Age3)	\$ 40.00			
Recreation	U4 NR		\$ 45.00	JS	Standard NR Fee
Recreation	U6 (ages 4 & 5)	\$ 55.00			
Recreation	U6 NR		\$ 60.00	JS	Standard NR Fee
Recreation	U8 (ages 6 & 7)	\$ 60.00			
Recreation	U8 NR		\$ 65.00	JS	Standard NR Fee
Recreation	U10 (ages 8 & 9)	\$ 65.00			
Recreation	U10 NR		\$ 70.00	JS	Standard NR Fee
	Basketball				
Recreation	1st-2nd Grade Resident	\$ 60.00	\$ 65.00	JS	This was the 15-16 fee
Recreation	1st-2nd Grade Non Resident		\$ 70.00	JS	
Recreation	3rd-8th Grade Resident		\$ 75.00	JS	Increased officials from 1 to 2
Recreation	3rd-8th Grade Non Resident		\$ 80.00	JS	
Recreation	Basketball Camp	\$ 135.00			
	Basketball Clinic				
Recreation	6-8 year olds (per participant)	\$ 35.00			
Recreation	9 - 12 year olds (per participant)	\$ 45.00			
	Mens Softball				
Recreation	14 games/double headers - per team	\$ 535.00	\$ 575.00	JS	Increased USSSA Fees

City of Oak Park
Fee Schedule

	Adult Kickball		
Recreation	Spring Kickball: 20players, 20 shirts, awards, kickballs, 14 games and playoffs	\$	350.00
Recreation	Fall Kickball: 20 players, awards, kickball and 8 games	\$	150.00
	Golf		
Recreation	2 person golf scramble - Individual	\$	35.00
Recreation	2 person golf scramble - Team	\$	70.00
	Mayors 3 mile run		
Recreation	Pre Registration	\$	30.00
Recreation	Day of Registration	\$	35.00
Recreation	Contractula Programs		70/30split
	Pool - Daily Rates		
Recreation	Age 3 and under resident		Free
Recreation	Age 3 and under non resident		Free
Recreation	Ages 4 - 54 resident	\$	3.00
Recreation	Ages 4 - 54 non resident	\$	5.00
Recreation	Ages 55 + resident	\$	2.00
Recreation	Ages 55 + non residents	\$	4.00
	Season Passes		
Recreation	Ages 4 - 54 residents	\$	30.00
Recreation	Ages 4 - 54 non residents	\$	50.00
Recreation	Ages 55+ residents	\$	20.00
Recreation	Ages 55 + non residents	\$	40.00
	Pool Rental		
Recreation	75 people and under for three hours	\$	350.00
Recreation	76 to 100 people for three hours	\$	400.00
Recreation	101 to 200 people for three hours	\$	450.00
Recreation	201 to 400 people for three hours	\$	500.00
Recreation	Non resident fee	\$	50.00
Recreation	Damage deposit	\$	75.00
	Miniture Golf		
Recreation	Residents	\$	1.00
Recreation	Non Residents	\$	2.00
	Swim Lessons		

City of Oak Park
Fee Schedule

Recreation	Residents (6, 40 minute classes)	\$ 50.00	\$ 55.00	JS	Now eight 35 minute classes
Recreation	Non Residents (6, 40 minute classes)	\$ 55.00	\$ 60.00	JS	
	Contractual Classes	70/30split			
	Seniors:				
Recreation	Resident Dues	\$ 6.00			
Recreation	Non Resident Dues	\$ 12.00			
	Transportation				
Recreation	Medical - round trip	\$ 4.00			
Recreation	Medical - one way	\$ 3.00			
Recreation	Errands - round trip	\$ 2.00			
Recreation	Community Center - round trip	\$ 1.00			
Recreation	Community Center - one way	\$ 0.75			
	Trips				
Recreation	Program Administrative Fee/per person	\$ 5.00			
Recreation	Bus Fee	\$ 6.00			
	Classes				
Recreation	Monday/Wednesday exercise per day:	\$ 1.00			
Recreation	Yoga	\$ 2.00			
Recreation	Movies	\$ 1.00			
Recreation	Contractual	70/30 split			
	WATER		PROPOSED	WHO?	REASON
Water	Meter Body Charge 5/8" or 5/8 x 3/4"	\$ 46.88	\$ 61.00	SL	City's Cost For Meter
Water	Meter Body Charge 3/4"	\$ 87.00	\$ 103.00	SL	City's Cost For Meter
Water	Meter Body Charge 1"	\$ 151.00	\$ 166.00	SL	City's Cost For Meter
Water	Meter Body Charge 1 1/2"	\$ 330.00	\$ 394.00	SL	City's Cost For Meter
Water	Meter Body Charge 2"	\$ 485.00	\$ 507.00	SL	City's Cost For Meter
Water	Register Head	\$ 58.00	\$ 66.00	SL	City's Cost For Register Head
Water	R900	\$ 74.00			
Water	Shut Off Notice	\$ 10.00			
Water	Cut and Cap (For Demolition)	\$ 500.00			
Water	Meter Install	\$ 40.00			
Water	Meter Test	\$ 100.00			
Water	Non Honored Payment	\$ 30.00			
Water	Disconnection Fee	\$ 90.00			
Water	Overtime Charge (On/Off)	\$ 150.00	\$ 120.00	SL	Per City Code
Water	Replace Cut/Damaged Wire	\$ 40.00			
Water	Winterization	\$ 100.00			

City of Oak Park
Fee Schedule

Water	Missed Appointment Fee	\$	45.00			
Water	Hydrant Spigot Permit Deposit (Water Usage Only)	\$	2,400.00			
Water	Garbage Bags	\$	6.85	\$	7.80	SL City's Cost For Bags
Water	Recycle Bin	\$	12.00			
Water	Copies per page	\$	1.00			
Water	On/Off Fee	\$	60.00			
TREASURY				PROPOSED	WHO?	REASON
Treasury	Property Tax Roll (per season)	\$	500.00		JW/CM	
ASSESSING				PROPOSED	WHO?	
Assessing	Assessing Database Export	\$	1,000.00		JW/CM	
TECHNICAL AND PLANNING				PROPOSED	WHO?	
Plan Review						
Tech Plan	Commercial, Industrial, Residential-(Multi-Family) (Non-Structural) (Sealed Architectural Plans)					
	<p>The Plan Review fee is based on the estimated construction value. For buildings valued up to \$1,000,000.00, the Building Plan Review Fee is .0015 of the building valuation (\$100.00 min). For buildings valued over \$1,000,000.00 up to \$5,000,000.00 the fee is \$1,500.00 plus .0005 of the valuation over \$1,000,000.00. For buildings over \$5,000,000.00, the fee is \$3,500.00 plus .0004 of the valuation over \$5,000,000.00.</p>					
	Residential (1&2 Family) (Non-Structural) \$60.00 Minimum					
	<p>The Plan Review fee is based on the estimated construction value. For buildings valued up to \$1,000,000.00, the building Plan Review fee is .0015 of the building valuation (\$60.00 min). For buildings valued over \$1,000,000.00 up to \$5,000,000.00 the fee is \$1,500.00 plus .0005 of the valuation over \$1,000,000.00. For buildings over \$5,000,000.00, the fee is \$3,500.00 plus .0004 of the valuation over \$5,000,000.00.</p>					
Tech Plan	Structural Plan Review	\$300 minimum or constultants fee plus 15%	\$	300.00		
Tech Plan	Mechanical Plan Review	25% of building plan review (\$60.00 minimum) or constultants fee plus 15%				
Tech Plan	Plumbing Plan Review	25% of building plan review (\$60.00 minimum) or constultants fee plus 15%				
Tech Plan	Electrical Plan Review	25% of building plan review (\$60.00 minimum) or constultants fee plus 15%				

City of Oak Park
Fee Schedule

	(Where the estimated cost of construction is in question the Type of Construction Method will be used to determine the estimated cost of construction. This method is published semi-annually by International Code Council (ICC) in their bimonthly magazine)			
	<i>Sprinkler Plan Review</i>			
Tech Plan	1-100 Heads	\$	150.00	
Tech Plan	101-200 Heads	\$	175.00	
Tech Plan	201-300 Heads	\$	200.00	
Tech Plan	301-400 Heads	\$	225.00	
Tech Plan	401-500 Heads	\$	275.00	
Tech Plan	501-750 Heads	\$	300.00	
Tech Plan	Over 750 Heads (Plus \$.20 per head over 750)	\$	300.00	
Tech Plan	Hydraulically designed system (Fees multiplied by two)			
	<i>General Review Fees</i>			
	Preliminary Review, Multiple Revisions Review, & any Miscellaneous Review are \$60.00 per hour. In cases where plans must be sent to a consultant or other outside source the review fee will be the actual cost of review plus a 15% Administration Fee.			
	<i>Certificate of Occupancy</i>			
Tech Plan	Temporary Certificate of Occupancy (Commercial with renovations/permit)	\$	75.00	
Tech Plan	Final Certificate of Occupancy (Commercial with renovations/permit)	\$	75.00	
Tech Plan	Certificate of Occupancy (for occupancy only)	\$	50.00	
Tech Plan	Reissuance of Certificate of Occupancy	\$	50.00	
	<i>Building Permit Fees</i>			
Tech Plan	Base Fee	\$	30.00	
	<i>Valuation of Work</i>			
Tech Plan	\$0.00 to \$4000.00	\$	60.00	
Tech Plan	\$4,001.00 to \$8,000.00	\$	100.00	
Tech Plan	\$8,001.00 to \$12,000.00	\$	150.00	
Tech Plan	\$12,001.00 and over (Plus \$10 for each additional \$1,000.00 or part thereof)	\$	150.00	
Tech Plan	Fence Permit Fee (Minimum)	\$	90.00	
Tech Plan	Shed Permits (Minimum)	\$	60.00	
	<i>Mechanical Permit Fee</i>			
Tech Plan	Base Fee	\$	30.00	
Tech Plan	Gas/Oil Furnaces/Boilers/Etc. (all first units)	\$	60.00	

City of Oak Park
Fee Schedule

Tech Plan	Each Additional Unit in same Building	\$	40.00		
	HVAC Duct Work				
Tech Plan	Initial Duct Work (\$35 plus .10 per foot)	\$	35.00		RB*
Tech Plan	Factory Built Chimney	\$	60.00		
Tech Plan	Chimney Liner	\$	30.00		
Tech Plan	Unit Heater Hot Water or Steam Unit Heaters (All units)	\$	40.00		
	Hydronic System				
Tech Plan	Hot Water, Steam and Chilled Water Piping Duct Coils (Per Unit)	\$	30.00		
	Multiple Installations Of Pump or Fan Coil Units				
Tech Plan	Per Unit	\$	30.00		
	Air Handling Systems Vent & Exhaust Fans				
Tech Plan	First Unit (all sizes)	\$	60.00		
Tech Plan	Additional Exhaust Fans	\$	10.00		
Tech Plan	Commercial Kitchen Make-up Air and Exhaust	\$	60.00		
	Solid Fuel Equipment				
Tech Plan	Wood burning Stoves, Add-on Furnaces	\$	30.00		
Tech Plan	Prefab Fireplace, residential (including Chimney)	\$	60.00		
Tech Plan	Boiler	\$	60.00		
	Tank Installation and Removal- L.P.G. & Fuel Oil				
Tech Plan	Above Ground Storage Tanks Installation			State Marshall	
Tech Plan	Under Ground Storage Tanks Installation			State Marshall	
	Individual Mechanical Permit Fees				
Tech Plan	Base Fee	\$	30.00		
Tech Plan	Humidifiers	\$	10.00		
Tech Plan	Flue Damper/separate inspection	\$	30.00		
Tech Plan	Flue Damper on Existing Furnace Residential	\$	10.00		
Tech Plan	Electronic Air Cleaner Residential	\$	10.00		
Tech Plan	Electronic Air Cleaner W/Washer	\$	30.00		
Tech Plan	Space Heater	\$	30.00		
Tech Plan	Gas Dryer	\$	10.00		
Tech Plan	Gas Range	\$	10.00		

City of Oak Park
Fee Schedule

Tech Plan	Gas Piping (\$35 plus .10 per foot)	\$	35.00		RB*
	<u>Refrigeration Permit Fees</u>				
Tech Plan	Base Fee	\$	30.00		
	<u>Air Conditioning</u>				
Tech Plan	First unit (all sizes)	\$	60.00		
Tech Plan	Each Additional Unit	\$	30.00		
Tech Plan	Chiller	\$	30.00		
Tech Plan	Cooling Tower	\$	60.00		
Tech Plan	Roof Top Furnace/Air Conditioning Unit	\$	60.00		
	<u>Evaporator Coils</u>				
Tech Plan	First unit (all sizes)	\$	60.00		
Tech Plan	Each additional unit/same building	\$	30.00		
Tech Plan	<u>Heat Pump</u> (All units)	\$	60.00		
	<u>Fire Sprinkler System Fees</u>				
Tech Plan	Base Fee	\$	30.00		
	<u>Fire Suppression System Standpipe System</u>				
Tech Plan	Up to 2-1/2 inches thru 4 inches	\$	30.00		
Tech Plan	Over 4 inches	\$	60.00		
Tech Plan	Fire Pumps & Connections (Each)	\$	30.00		
Tech Plan	Jockey Pumps (Each)	\$	30.00		
	<u>Fire Sprinkler Systems Piping</u>				
Tech Plan	1 Floor 1 inch thru 2 inches	\$	30.00		
Tech Plan	1 Floor 2-1/2 inches thru 4 inches	\$	60.00		
Tech Plan	1 Floor over 4 inches	\$	100.00		
Tech Plan	Each Additional Floor	\$	30.00		
Tech Plan	Fire Pumps & Connections (Each)	\$	50.00		
Tech Plan	Jockey Pumps (Each)	\$	50.00		
	<u>Fire Sprinkler Heads</u>				
Tech Plan	0 to 10 Heads (Per Head)	\$	4.00		
Tech Plan	11 to 75 Heads (Per Head)	\$	3.00		
Tech Plan	76 to 125 Heads (Per Head)	\$	2.00		
Tech Plan	126 Heads & Over (Per Head)	\$	1.00		
	<u>Hood & Duct Fire Suppression System</u>				

City of Oak Park
Fee Schedule

Tech Plan	Each Establishment System, Minimum	\$	100.00		
Tech Plan	Each Additional System at the same Location	\$	60.00		
	<u>Plumbing Permit Fees</u>				
Tech Plan	Base Fee	\$	30.00		
Tech Plan	Sewer Cap	\$	30.00		
	<u>Water Distribution System</u>				
Tech Plan	1 inch thru 4 inch Service	\$	30.00		
Tech Plan	4 inch Service or Larger	\$	60.00		
	<u>Sewer Lines-Storm, Sanitary, Combination</u>				
Tech Plan	Lines not exceeding 18 inches	\$	30.00		
Tech Plan	Lines over 18 inches	\$	60.00		
	<u>Plumbing Fixture Fees</u>				
Tech Plan	Inside Drain	\$	30.00		
Tech Plan	Crock to Iron (connection to building sewer)	\$	30.00		
Tech Plan	New Sack or Stack Alterations	\$	30.00		
Tech Plan	(Soil, Waste, Vent, & inside Conductor)	\$	30.00		
Tech Plan	Sump or any Interceptor	\$	30.00		
Tech Plan	Replacement Water Heater	\$	60.00	\$ 40.00	RB*
Tech Plan	Water Storage Tank	\$	30.00		
Tech Plan	Bathtub	\$	10.00		
Tech Plan	Sink (any type)	\$	10.00		
Tech Plan	Laundry Tray	\$	10.00		
Tech Plan	Floor Drain	\$	10.00		
Tech Plan	Shower Trap	\$	10.00		
Tech Plan	Urinal	\$	10.00		
Tech Plan	Garbage Disposal	\$	10.00		
Tech Plan	Water Closet	\$	10.00		
Tech Plan	Dental Chair	\$	10.00		
Tech Plan	Dishwashing Machine	\$	10.00		
Tech Plan	Drinking Fountain	\$	10.00		
Tech Plan	Hose Bib	\$	10.00		
Tech Plan	Automatic Washer	\$	10.00		
Tech Plan	Beverage Dispensing Machine	\$	10.00		
Tech Plan	Back Water Valve	\$	30.00		
Tech Plan	Pump or Water Lift	\$	30.00		
Tech Plan	Grease Trap (Each)	\$	30.00		
Tech Plan	Catch basin (Each)	\$	60.00		
Tech Plan	Soda Fountain, Bar Waste, or Refrigeration Outlet	\$	30.00		

City of Oak Park
Fee Schedule

Tech Plan	Backflow Preventer Device	\$	30.00		
Tech Plan	Air Conditioning Unit (water cooled)	\$	10.00		
Tech Plan	Water Softener or Filter (Each)	\$	10.00		
Tech Plan	Swimming Pool Re-circulating Device	\$	30.00		
Tech Plan	Fixture not listed	\$	10.00		
Tech Plan	Lawn Sprinkler must have Water Distribution by size, backflow, and right of way waiver plus permit				
	<i>Electrical Permit Fees</i> (\$30.00 Base Fee)				
Tech Plan	Base Fee	\$	30.00		
	<i>Wiring Circuits</i>				
Tech Plan	One circuit	\$	30.00		
Tech Plan	Each Additional Circuit	\$	10.00		
	<i>Fixtures (Installing-Altering-Repairing)</i>				
Tech Plan	0-25 Fixtures	\$	30.00		
Tech Plan	Each Additional 25 Fixtures	\$	10.00		
	<i>Permanent Service (Includes Service Riser, Service Leg to Panel & Box)</i>				
Tech Plan	0-200 amps	\$	30.00		
Tech Plan	201-600 amps	\$	40.00		
Tech Plan	Over 600 amps	\$	100.00		
	<i>Residential</i>				
Tech Plan	Electric Space Heating (1 st room)	\$	30.00		
Tech Plan	Each Additional Room	\$	10.00		
Tech Plan	Furnaces (new circuit or connection to existing circuit)	\$	30.00		RB*
Tech Plan	Each Additional Accessory Unit	\$	10.00		
Tech Plan	Air Cleaner-Humidifier-Dehumidifier-Drain Pump	\$	30.00		
Tech Plan	Heat Pumps	\$	30.00		
Tech Plan	Air Conditioner (220 circuit, Separate Box)	\$	30.00		
Tech Plan	Edison Interrupter Device	\$	10.00		
	<i>Household Electrical Appliances</i>				
Tech Plan	Ranges, Dryers, Water Heaters, Dishwashers	\$	10.00		
Tech Plan	Each Additional unit (not listed above)	\$	10.00		
	<i>Commercial & Industrial</i>				
Tech Plan	Roof Top Furnaces Unit (HVAC)	\$	30.00		
Tech Plan	Each Additional Unit	\$	10.00		

City of Oak Park
Fee Schedule

Tech Plan	Furnaces Inside Building (Includes Hanging Heaters)	\$	30.00		
Tech Plan	Roof Top Air Conditioner Unit	\$	30.00		
Tech Plan	Each Additional Unit	\$	10.00		
Tech Plan	Other items not listed	\$	10.00		
	Electrical Power Units (Motors, Generators, Welders, Heating Units, Floodlights, Transformers)				
Tech Plan	All HP or KVA	\$	60.00		
Tech Plan	Commercial & Industrial Power Plug	\$	30.00		
	Feeders-Mains-Bus Ducts-Under floor Raceway-Cable Trays				
Tech Plan	1 st 100 feet or less	\$	30.00		
Tech Plan	Each Additional 50 feet	\$	10.00		
	Outside Tube Lighting				
Tech Plan	1 st 50 feet of tubing	\$	30.00		
Tech Plan	Each Additional 50 feet of Tubing or Part thereof	\$	10.00		
	Interior or Exterior Fixture, Tag Inspection				
	Electrical				
Tech Plan	Swimming Pool or Spa Wiring	\$	60.00		
	Gas Station Inspection				
	(Field Inspections-Alterations of Fuel Pumps & Dispensing Unit, Any Field Alterations or Additions)				
Tech Plan	Self Service Fuel Pumps or Dispensing Units	\$	60.00		
Tech Plan	Electrical Components of a Unit	\$	60.00		
Tech Plan	Each Additional Unit	\$	30.00		
	Sign Wiring				
Tech Plan	One Circuit	\$	30.00		
Tech Plan	Each Additional Circuit	\$	10.00		
Tech Plan	Connection Only (Each sign)	\$	10.00		
	Special Inspections				
Tech Plan	Circuses, Carnivals, & Festivals	\$	120.00		
Tech Plan	Temporary Light Displays	\$	60.00		
Tech Plan	Lighting Displays, Tents, Tree Lots, Damaged Bldgs	\$	60.00		
Tech Plan	Temporary Service (Construction Site)	\$	60.00		
	Electrical Fire Alarm System Fees				
Tech Plan	Base Permit	\$	60.00	\$	30.00 RB*

City of Oak Park
Fee Schedule

Tech Plan	Drill Station	\$	20.00	
Tech Plan	Pull Station	\$	20.00	
Tech Plan	Each Additional Drill & Pull Station	\$	10.00	
Tech Plan	Fire Alarm Device (Horn, Bell, Voice, Smoke Detector)	\$	20.00	
Tech Plan	Each Additional Alarm Device	\$	10.00	
Tech Plan	Each Fan Controlled by Fire Alarm Sys	\$	20.00	
Tech Plan	Each sprinkler Sys Flow Switch &/or Tamper Switch	\$	20.00	
Tech Plan	Fire Control Sys (Foam, Co2, Halogen, Dry per Zone)	\$	30.00	
Tech Plan	Each Chemical-Kitchen Hood Protection	\$	30.00	
	<i>Sign Permit Fees</i>			
Tech Plan	Wall, Ground, Marquee, & Painted Signs (Plus Electrical Permit) (Minimum)	\$	90.00	
Tech Plan	Temporary Signs (Plus \$50 Bond) (Minimum)	\$	90.00	RB*
Tech Plan	Sign Permit Review Fee	\$	30.00	
Tech Plan	Sandwich Board Sign (annual first application)	\$	125.00	
Tech Plan	Sandwich Board Sign (additional year)	\$	100.00	
	<i>Demolition Permit Fees</i>			
Tech Plan	Residential Structure	\$	100.00	
Tech Plan	Each additional Structure on Premises	\$	30.00	
Tech Plan	Commercial & Industrial Structure (Plus Cash or Performance Bond Escrow)	\$	100.00	
Tech Plan	Cash or Performance Bond Escrow (Per 1000 square feet)	\$	7.50	
	<i>(Plus plumbing sewer cap permit)</i>			
	<i>Moving Permit Fees</i>			
	Cash or Performance Bond			
Tech Plan	City/Out of City-Initial Structure (Per hour fee, 2 hr minimum)	\$	90.00	
Tech Plan	Site Inspection before Moving into City (Per hour fee)	\$	90.00	
	<i>General Permit Fees</i>			
	Permit Cancellation (No refunds on permits \$60 or less or permits with inspections)			
	<i>Right-of-Way Permit Requirements</i>			
	All work in the public right-of-way or public utility easements require an approved right-of-way permit issued by the City Engineer or his representative.			
Tech Plan	Right of Way Permit Fee (Minimum)	\$	90.00	

City of Oak Park
Fee Schedule

<u>Bond Requirements</u>			
Tech Plan	Sidewalk or Driveway approach replacement (Bond not required)		
Tech Plan	Curb Cut	\$	1,000.00
Tech Plan	Excavation in public easements (Fee minimum)	\$	1,000.00
Tech Plan	Excavation between property line and back of curb (Fee minimum)	\$	1,000.00
Tech Plan	Excavation under roadway up to ½ the road width (Fee minimum)	\$	5,000.00
Tech Plan	Excavation under roadway up to full roadway width (Fee minimum)	\$	10,000.00
	(If value of proposed work in the public right-of-way or public utility easement exceeds \$10,000.00, as determined by the City Engineer, the right-of-way permit bond requirement shall not be less than the value of the proposed work, as determined by the City Engineer)		
<u>Rental Property Fees</u>			
Tech Plan	1 and 2 Family Homes (2 inspections per unit, fee assessed per unit)	\$	150.00
Tech Plan	Multi-Family Apartment (2 inspections per unit, fee for first unit)	\$	150.00
Tech Plan	Multi-Family Apartment (2 inspections per unit, fee for each additional unit in same bldg)	\$	60.00
Tech Plan	Each Re-inspection over two (Each unit)	\$	60.00
<u>Planning Commission</u>			
Tech Plan	Site Plan Review (Commercial, Industrial, Multi-Family Residential)	\$	500.00
Tech Plan	Revised Site Plans with Changes greater than 30%	\$	300.00
Tech Plan	Special Land Uses Approval Requiring Public Hearing (Planned Developments, etc.)	\$	600.00
Tech Plan	Application for Text/Zoning Amendments (Rezoning)	\$	600.00
Tech Plan	Request for Special Meetings (In addition to other application fees)	\$	600.00
<u>Zoning Board of Appeals Fees (In addition to other application fees)</u>			
Tech Plan	Single Family Residential Variance Request	\$	150.00
Tech Plan	Multi-Family, Commercial/Industrial Variance Request	\$	500.00
Tech Plan	Special Meetings of Zoning Board of Appeals	\$	600.00
<u>Building Board of Appeals</u>			
Tech Plan	Residential, Commercial & Industrial	\$	225.00
<u>Annual Registration and Licensing</u>			
Tech Plan	Residential Builders Registration	\$	20.00
Tech Plan	General Contractor Registration	\$	20.00
Tech Plan	Electrical Contractor Registration	\$	20.00
Tech Plan	Master Plumber Registration	\$	1.00
Tech Plan	Mechanical Contractor Registration	\$	15.00

City of Oak Park
Fee Schedule

Tech Plan	Sign Contractor Registration	\$	20.00			
Tech Plan	Landlord Registration (Every Two Years)	\$	80.00			
Tech Plan	House Movers Registration	\$	20.00			
Tech Plan	Demolition Contractor Registration	\$	20.00			
Tech Plan	Maintenance and Alteration Contractor	\$	20.00			
Tech Plan	Others Not Listed	\$	20.00			
<u>Business License</u>						
Tech Plan	New Business License fee	\$	150.00			
Tech Plan	Renewal fee received by December 31	\$	150.00			
Tech Plan	Renewal fee received between January 1-31 25% late fee	\$	187.50			
Tech Plan	Renewal fee received after January 31 50% late fee	\$	225.00			
<u>Outdoor Dining</u>						
Tech Plan	Outdoor Dining Permit fee (added 8-4-14)	150.00/annually		Kim Marrone	0 and should remain that way	
45th DISTRICT COURT						
<i>(Fee and fine amounts are set by State statute or determined by District Judges)</i>				PROPOSED	WHO?	REASON
<i>(Current Court fees and fines were set in March, 2015)</i>				No Changes	NW	
<u>Probation Fees</u>						
Court	Oversight	\$	50.00			
Court	PSI/Alcohol Evaluation	\$	125.00			
Court	PBT	\$	3.00			
Court	Probation Fee	\$	150.00			
<u>Miscellaneous Fees</u>						
Court	Warrant Fee	\$	75.00			
Court	Show Cause Fee	\$	50.00			
Court	NSF Fee	\$	50.00			
Court	Certified Copy	\$	10.00			
Court	Copies (Per Page)	\$	1.00			
Court	Forms	\$	1.00			
<u>Civil Infractions</u>						
Court	Speeding (1-5 Over)	\$	125.00			
Court	Speeding (6-10 Over)	\$	130.00			
Court	Speeding (11-15 Over)	\$	150.00			
Court	Speeding (16-25 Over)	\$	200.00			
Court	Speeding (26+ Over)	\$	240.00			
Court	Blockading Traffic	\$	165.00			

City of Oak Park
Fee Schedule

Court	Careless Driving	\$	240.00
Court	Defective Equipment	\$	125.00
Court	Drive on Sidewalk	\$	150.00
Court	Due care/Caution	\$	150.00
Court	Expired Plate	\$	125.00
Court	Fail to Change Address on License	\$	110.00
Court	Fail to Signal	\$	130.00
Court	Fail to Stop for School Bus	\$	300.00
Court	Fail to Stop Leaving Private Drive	\$	150.00
Court	Fail to Yield	\$	150.00
Court	Fail to Yield Pedestrian	\$	150.00
Court	Fail to Yield Emergency Vehicle	\$	200.00
Court	Follow to Close	\$	150.00
Court	FTS Assured Clear Distance	\$	150.00
Court	Impeding Traffic	\$	165.00
Court	Improper Backing	\$	165.00
Court	Improper Crossing/divided Hwy	\$	150.00
Court	Improper Display of Plate	\$	125.00
Court	Improper Lane Use	\$	130.00
Court	Improper Passing	\$	150.00
Court	Improper Turn	\$	130.00
Court	Improper Use of Lights	\$	125.00
Court	Interfere with Traffic	\$	150.00
Court	Loud Noise	\$	150.00
Court	No Child Restraint	\$	200.00
Court	No Proof of Insurance	\$	185.00
Court	No Registration on Person	\$	110.00
Court	No Seatbelt	\$	65.00
Court	Private prop/avoid Traffic Control Device	\$	150.00
Court	Prohibited Turn	\$	130.00
Court	Refuse PBT	\$	275.00
Court	Rolling Stop	\$	125.00
Court	Stop Sign	\$	150.00
Court	Sudden Acceleration/Squeal Tires	\$	165.00
Court	Texting While Driving	\$	220.00
Court	Too Fast for Conditions	\$	150.00
Court	Too many passangers on Moped/MC	\$	150.00
Court	Traffic Control Device	\$	150.00
Court	Traffic Signal (Red Light)	\$	150.00
Court	Truck Prohibited on Street	\$	115.00
Court	Wrong Way on One Way	\$	150.00
Court	Cell Phone Use GDL 1-2 (Added 4-1-13)	\$	220.00

City of Oak Park
Fee Schedule

<i>Misdemeanors (Payable)</i>					
Court	No Ops in Possession	\$	250.00		
Court	Expired Ops	\$	250.00		
Court	No Insurance	\$	375.00		
Court	Improper Plate	\$	250.00		
Court	Restricted License	\$	250.00		



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: May 16, 2016

AGENDA #

SUBJECT: Recommendation of Planning Commission for 1-800 Self Storage, 15160 Eight Mile Road, Final Site Plan Review.

DEPARTMENT: Community & Economic Development, Planning Division

SUMMARY: At the May 9, 2016 meeting, the Planning Commission reviewed a Site Plan for 1-800 Self Storage, 15160 Eight Mile Road to renovate an existing three-story, 39,584 square foot office building into a 322 unit self-storage facility. 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, 15160 Eight 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 to 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) No outdoor storage is approved for any portion of this property. No vehicle or truck parking approved for the undefined hard-surface area on the rear 125 feet of the property.
- 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, Site Plan.

The Site Plan does not indicate any existing or proposed exterior lighting. However there are two large parking lot light poles in the rear parking lot. The owner has indicated they will remain and be made functional. All exterior lighting should be shielded and downward casting to eliminate the possibility of nuisance to the adjoining properties.

A new vinyl-coated chain-link fence is proposed to enclose the rear parking area. There is an existing chain-link fence along the east side of the building which appears to have little function and is in disrepair. The applicant has indicated he will remove this fence.

The building elevations do not indicate whether there will be any 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 and a monument sign indicated on the Site Plan. The sign regulations only allow for one sign on the front face of the building and for a monument style sign. 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 Site Plan for 1-800 Self Storage, 15160 Eight Mile Road, with the following conditions:

- 1) Existing hard surfaced areas in driveways and parking areas to be repaired as necessary.
- 2) Proposed or existing lighting to 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) No outdoor storage is approved for any portion of this property. No vehicle or truck parking approved for the undefined hard-surface area on the rear 125 feet of the property.
- 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.



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: May 16, 2016

AGENDA #

SUBJECT: Special Assessment District No. 656 Unpaid Invoices – Weed Mowing Exceptions, Recommendation

DEPARTMENT: Finance/Treasury

SUMMARY: At the council meeting of April 18, 2016, 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 May 31, 2016, together with the penalty of ten percent (10%) for Special Assessment District No. 656 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 14130 Victoria (15-0003677) and 14431 Elm (15-0003681) 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. 656 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
Carolyn Burns
Council Members
Solomon Radner
Ken Rich
Kiesha Speech
City Manager
Erik Tungate**

MEMORANDUM

TO: Erik Tungate, City Manager
FROM: Rob Barrett, Director of T&P
SUBJECT: Special Assessment Districts 656 and 657

DATE: May 10, 2016
FILE:

At City Council's request, the Technical and Planning Division has completed an investigation of the concerns voiced at the April 18, 2016 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 three of the four unpaid invoices back on the Special Assessment Rolls.

26100 Marlow was mistakenly invoiced for a special pick up at his neighbor's property. I recommend canceling invoice number 15-0003646 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 April 18, 2016 public hearing.

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

"Weed Mowing" Special Assessment Complaint/Concern Form

Please fill out the "Weed Mowing" Special Assessment Complaint/Concern Form so that your issue can be placed on record during the Public Hearing and your objection can be heard. The Mayor, City Council, City Manager, and Code Enforcement Division will receive copies of this form so that your concerns will be addressed. The Code Enforcement Division will investigate your concern and respond directly to you with our recommended action.

Name: Pamela + Thomas HARRIS

Address: 14130 Victoria

Sidwell No.: 52-25-19-454-018

Phone: 248-252-4184 Pamela 248-790-5545 Thomas

Complaint/Concern: We were given a notice on Saturday (5th of Sept)
Sunday is our Sabbath. Our lawn man comes on
Tuesday. They cut our lawn on Monday.
They did not give us time to take care of the
problem. Believe that it had been reviewed.
They didn't ring the bell or give us an opportunity
to tell them that we had taken care of the problem.

We ask that you fill out this form so that a written record of your concern is on file. You still reserve the right to address City Council at the Public Hearing. If you have any further questions about this procedure, please contact the Code Enforcement Division at (248) 691-7450.



CITY OF OAK PARK

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

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

May 10, 2016

Mark Sholtis
14130 Victoria
Oak Park, MI, 48237

RE: Public Hearing – Special Assessment District No. 656 for Unpaid Charges

Dear Mr. Sholtis:

As requested by the Oak Park City Council, I have reviewed your special assessment concern. You objected to your mowing invoice being placed on the special assessment roll at the April 18, 2016, Oak Park City Council Meeting. Your objection was because your Sabbath is on Sunday and you were not given enough time or opportunity to cut the grass.

This was the third grass notice issued and the second time the City had to cut your lawn within the 2015 season. The grass was over 8 inches high on Saturday, September 12, 2015. A notice was issued that day and the violation still existed on Tuesday, September 15. On September 15 the City cut your lawn. Despite the ordinance not having any “grace” period, you were granted three days in a reasonable attempt let you cut the grass yourself. Regardless of circumstances, you are responsible to maintain your property.

The following is an excerpt from the City Ordinance section 18-281 “*shall permit or maintain on any such property or premises any growth of weeds, rank vegetation or any growth of grass to a greater height than eight inches*”.

I’m recommending to the City Council that the unpaid invoice be placed back on the special assessment district at the May 16, 2016 City Council Meeting.

Please contact me at (248) 691-7580 if you have any questions regarding this matter.

Sincerely,

Robert Barrett
Director of Technical and Planning Services



CITY OF OAK PARK

14300 Oak Park Boulevard
Oak Park, MI 48237
(248) 691-7450

Date: 9/12/15

To: 14130 VICTORIA Sidwell#: 19-454-018

PLEASE TAKE NOTICE

A recent inspection of the above listed property found that the following sections of the Oak Park Municipal Code were not being observed:

- 38-96 (3) - Accumulation of junk and debris or improper storage of material is prohibited.
- 38-96 (1) - Storage of an unlicensed or inoperable vehicle is prohibited.
- 18-281 - Weeds/grass in excess of eight inches is prohibited and must be cut. (Front and Back)
- 66-166 - Snow and ice must be removed from all sidewalks.

SPECIAL ORDER INSTRUCTIONS:

YOUR COOPERATION IS APPRECIATED

CODE OFFICER M. TALENTI

~ For Office Use Only ~

Date: _____

Pictures: 9/14/15

Crew: _____

Before:

After:

7558

Time: _____

In: _____

Out: _____

Weeds & Grass Enforcement | EE01503348

Property Information

52-25-19-454-018

14130 VICTORIA

Subdivision:

OAK PARK MI, 48237

Lot:

Block:

Name Information

Owner: SHOLTIS, MARK

Phone:

Occupant: HARRIS, THOMAS L

Phone:

Filer:

Phone:

Enforcement Information

Date Filed: 09/12/2015

Date Closed: 09/14/2015

Status: Ordered cut-DPW

Complaint:

Last Action Date:

Last Inspection:

Last Action:

Code Follow-up Inspection | Mark Talent

Status: Scheduled

Result:

Scheduled: 09/14/2015

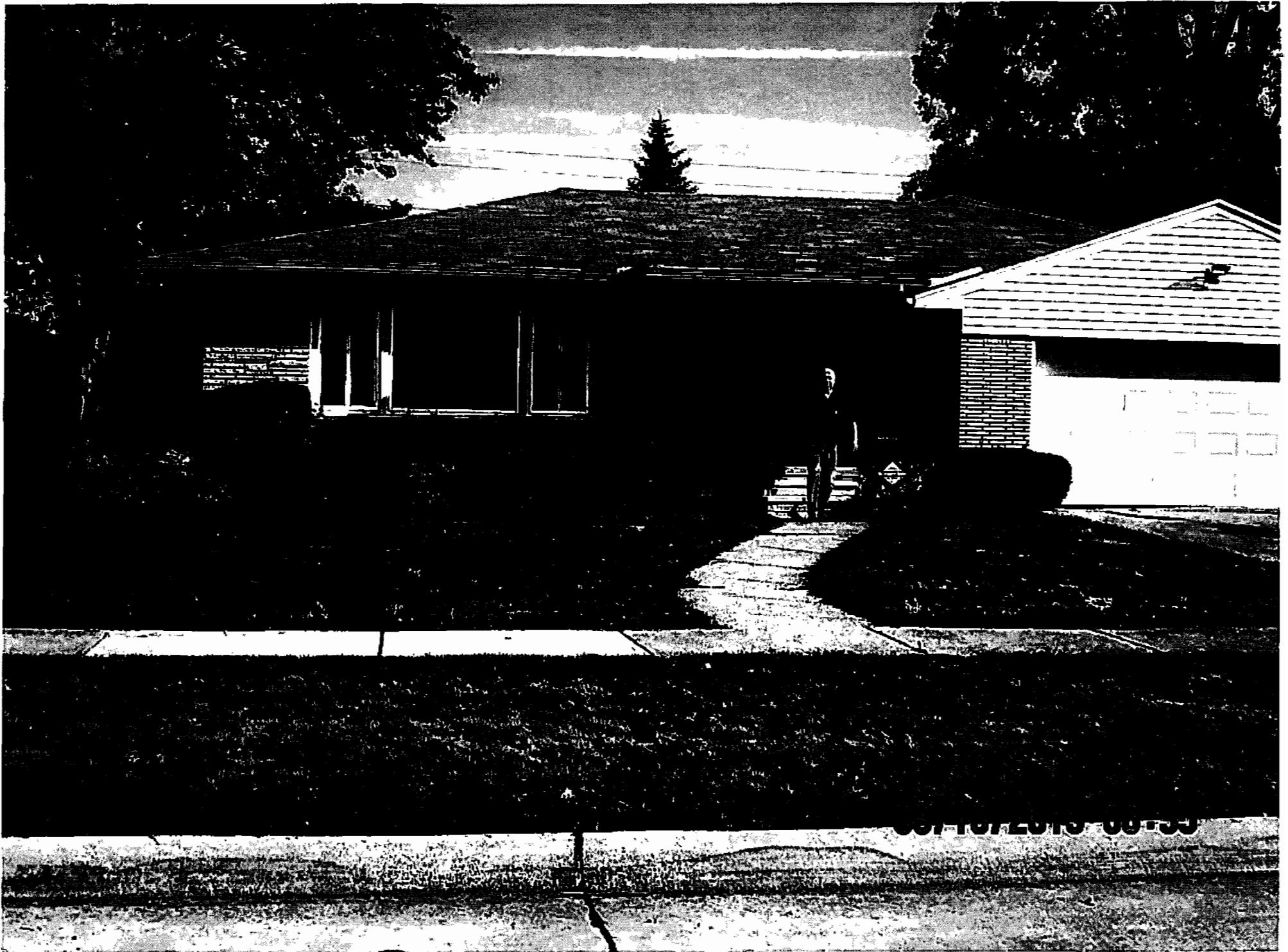
Completed:

DENIED - PARENTS WERE OUT
OF TOWN! HAD 2 OTHER
GRASS VIOLATIONS IN 2015!



14130
VICTORIA
9-15-15

09/15/2015 08:50





CITY OF OAK PARK

Robert Barrett, Director
Department of Technical
& Planning Services

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

May 10, 2016

Earl Averhart
14431 Elm Street
Oak Park, MI, 48237

RE: Public Hearing -- Special Assessment District No. 656 for Unpaid Charges

Dear Mr. Averhart:

As requested by the Oak Park City Council, we have reviewed your special assessment concern. You objected to your mowing invoice being placed on the special assessment roll at the April 18, 2016, Oak Park City Council Meeting. Your objection was because you purchased the property after the mowing was completed and you did not know about the invoice.

The pending invoice should have been discovered by your title insurance company prior to the closing on the property or researched prior to the auction. The mowing invoice/special assessment is invoiced to the property, not the property owner. The invoice stays with the property.

The following is an excerpt from the City Ordinance section 18-283 "*the actual cost of such cutting, removal or destruction, plus 15 percent for inspection and other additional cost in connection therewith, shall be collected as a special assessment against the property or premises, as provided in section 12.14 of the Charter of the city*

I'm recommending to the City Council that the unpaid invoice be placed back on the special assessment district at the May 16, 2016 City Council Meeting.

Please contact me at (248) 691-7580 if you have any questions regarding this matter.

Sincerely,

Robert Barrett
Director of Technical and Planning Services

“Weed Mowing” Special Assessment Complaint/Concern Form

Please fill out the “Weed Mowing” Special Assessment Complaint/Concern Form so that your issue can be placed on record during the Public Hearing and your objection can be heard. The Mayor, City Council, City Manager, and Code Enforcement Division will receive copies of this form so that your concerns will be addressed. The Code Enforcement Division will investigate your concern and respond directly to you with our recommended action.

Name: Frank Averhart

Address: 14431 Elm

Sidwell No.: _____

Phone: 313-268-1559

Complaint/Concern: _____

Not Owner Till Oct 7, 2015

We ask that you fill out this form so that a written record of your concern is on file. You still reserve the right to address City Council at the Public Hearing. If you have any further questions about this procedure, please contact the Code Enforcement Division at (248) 691-7450.

Weeds & Grass Enforcement | EE01503379

Property Information

52-25-30-330-006 14431 ELM Subdivision:
OAK PARK MI, 48237 Lot: Block:

Name Information

Owner: BROOMFIELD, LEWIS Phone:
Occupant: MALL, LIBBY WEDGLE Phone:
Filer: Phone:

Enforcement Information

Date Filed: 09/14/2015 Date Closed: 10/21/2015 Status:
Complaint:
 grass need to be cut
Last Action Date: 09/16/2015 Last Inspection: 10/21/2015
Last Action:

Code Follow-up Inspection | Shawn Hairston

Status: Completed Result: Complied
Scheduled: 09/21/2015 Completed: 10/21/2015

DENIED - INVOICE STAYS W/
PROPERTY - TITLE SEARCH?





14431
ELM
9-16-15





BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: May 16, 2016

AGENDA #

SUBJECT: Special Assessment District No. 657 Unpaid Invoices – Special Pick-Up Exceptions, Recommendation

DEPARTMENT: Finance/Treasury

SUMMARY: At the council meeting of April 18, 2016, 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 May 31, 2016, together with the penalty of ten percent (10%) for Special Assessment District No. 657 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 owner at 13601 W 11 Mile (15-0003629) is responsible for all unpaid charges including penalty as stated. It is recommended to include this unpaid invoice which was temporarily removed from Special Assessment District No. 657 together with the original 10% penalty.

It is further recommended that the property owner at 26100 Marlow is not responsible for all unpaid charges including penalty as stated. It is recommended to remove invoice (15-0003646) from Special Assessment District 657.

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
Carolyn Burns
Council Members
Solomon Radner
Ken Rich
Kiesha Speech
City Manager
Erik Tungate

MEMORANDUM

TO: Erik Tungate, City Manager
FROM: Rob Barrett, Director of T&P
SUBJECT: Special Assessment Districts 656 and 657
DATE: May 10, 2016
FILE:

At City Council's request, the Technical and Planning Division has completed an investigation of the concerns voiced at the April 18, 2016 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 three of the four unpaid invoices back on the Special Assessment Rolls.

26100 Marlow was mistakenly invoiced for a special pick up at his neighbor's property. I recommend canceling invoice number 15-0003646 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 April 18, 2016 public hearing.

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



CITY OF OAK PARK

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

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

May 10, 2016

Moe Seck
13601 West Eleven Mile
Oak Park, MI, 48237

RE: Public Hearing – Special Assessment District No. 657 for Unpaid Charges

Dear Mr. Seck:

As requested by the Oak Park City Council, we have reviewed your special assessment concern. You objected to your special pick up invoice being placed on the special assessment roll at the April 18, 2016, Oak Park City Council Meeting. Your objection was because the Code Officer offered to pick up the debris and you did not think that you were going to be charged.

After interviewing the Code Officer I was informed that you were told to pick up the wood debris. You ignored the Code Officers verbal request and warning so a formal notice was issued. The notice clearly indicated that you have three days to remove the wood debris or the City would perform the pick up at your expense. The written notice was also ignored and the City performed the special pick up. You were given several clear opportunities to remove the wood debris.

I'm recommending to the City Council that the unpaid invoice be placed back on the special assessment district at the May 16, 2016 City Council Meeting.

Please contact me at (248) 691-7580 if you have any questions regarding this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Robert Barrett".

Robert Barrett
Director of Technical and Planning Services

"Special Pick Up" Special Assessment Complaint/Concern Form

Please fill out the "Special Pick Up" Special Assessment Complaint/Concern Form so that your issue can be placed on record during the Public Hearing and your objection can be heard. The Mayor, City Council, City Manager, and Code Enforcement Division will receive copies of this form so that your concerns will be addressed. The Code Enforcement Division will investigate your concern and respond directly to you with our recommended action.

Name: MOE SECK

Address: 13601 W 11 mile

Sidwell No.: _____

Phone: 248 677-1827

Complaint/Concern: _____

Special pick unfairly charged
I was never told there would be a charge from
tree debris I was ready to move myself until I was
offered a pick up from a city employee. A year later I
am being charged. I never asked for a pick up.
This isn't all in an effort to do my part for the city

We ask that you fill out this form so that a written record of your concern is on file. You still reserve the right to address City Council at the Public Hearing. If you have any further questions about this procedure, please contact the Code Enforcement Division at (248) 691-7450.



CITY OF OAK PARK
 "The Family City"
 13700 Oak Park Boulevard
 Oak Park, Michigan 48237
 Telephone: (248) 691-7450

Date 9-25-15

To 26705 Coolidge
 Owner/Tenant/Proprietor of the premises at:

Bill to 1400 (1) 1/1 mile

PLEASE TAKE NOTICE

A recent inspection of the above listed property found that the following sections of the Oak Park Municipal Code were not being observed:

38-96(3) Accumulation of junk and debris or improper storage of material is prohibited.

Branches improper set out

38-96(1) Storage of an unlicensed or inoperable vehicle is prohibited.

18-281 Weeds/grass in excess of eight inches are prohibited and must be cut.

Please assist us by correcting the listed violations BEFORE 9-28-15. Failure to do so will result in a court citation being issued, a city clean-up at your expense, or both. If you wish to discuss this matter, please contact the Code Officer/Inspector at 691- 7167 between the hours of 8:00-9:00 a.m., & 4:00 - 5:00 p.m., Monday through Friday before the date listed above.

YOUR COOPERATION IS APPRECIATED.

Code Officer [Signature]



CITY OF OAK PARK

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

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

May 10, 2016

Ieshula Ishakis
26100 Marlow Place
Oak Park, MI, 48237

RE: Public Hearing – Special Assessment District No. 657 for Unpaid Charges

Dear Mr. Ishakis:

As requested by the Oak Park City Council, we have reviewed your special assessment concern. You objected to your special pick up invoice being placed on the special assessment roll at the April 18, 2016, Oak Park City Council Meeting. Your objection was because the special pick up was charged to the wrong address.

After carefully reviewing the pictures of the wood debris it was apparent that the material was placed on the property line, most likely by your neighbor. The picture clearly showed similar pieces of wood scattered throughout your neighbor's property.

I'm recommending to the City Council that the unpaid invoice be canceled and removed from the special assessment district at the May 16, 2016 City Council Meeting.

Please contact me at (248) 691-7580 if you have any questions regarding this matter.

Sincerely,

Robert Barrett
Director of Technical and Planning Services

"Special Pick Up" Special Assessment Complaint/Concern Form

Please fill out the "Special Pick Up" Special Assessment Complaint/Concern Form so that your issue can be placed on record during the Public Hearing and your objection can be heard. The Mayor, City Council, City Manager, and Code Enforcement Division will receive copies of this form so that your concerns will be addressed. The Code Enforcement Division will investigate your concern and respond directly to you with our recommended action.

Name: IESHULA ISHAKIS

Address: 26100 MARLOW PL

Sidwell No.: 25-19-180-035

Phone: 248-894-1190

Complaint/Concern: (SEE ATTACHED)

PICK-UP BILLED TO WRONG PROPERTY

SHOULD BE BILLED TO 26090 MARLOW PL

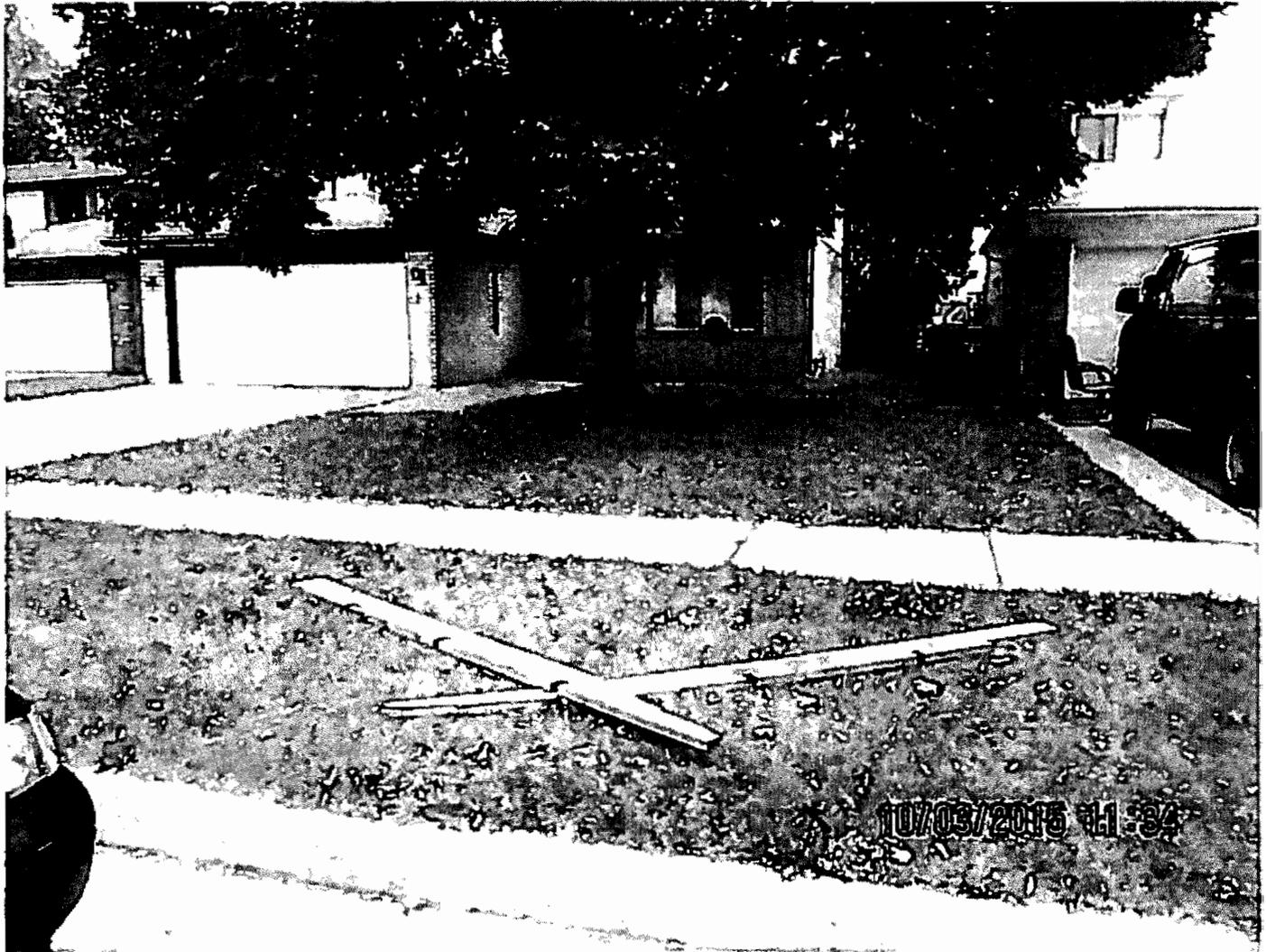
We ask that you fill out this form so that a written record of your concern is on file. You still reserve the right to address City Council at the Public Hearing. If you have any further questions about this procedure, please contact the Code Enforcement Division at (248) 691-7450.

26100 Marlowe Pl
EE 01503726

APR 18 2016

BY:

J. Ch...



This is being billed to the wrong address this
(Van Indiv...

is on the property next door as evidenced by
the actual picture taken by the public works Dept
when the pick up was done

006 Correct address is 26090.

Please call Ieshula R. Ishaki @ 248-894-1190
with any questions

Respectfully
Ishaki



26100
MANLOWE PL
10/8/15

10/08/2015 11:54

Trash and Debris Enforcement | EE01503726

Property Information

52-25-19-180-035 26100 MARLOWE PL Subdivision:
OAK PARK MI, 48237 Lot: Block:

Name Information

Owner: FAIRFAX PARTNER, LLC Phone:
Occupant: KERANAN, ROGER & MARGARET L Phone:
Filer: Phone:

Enforcement Information

Date Filed: 10/03/2015 Date Closed: 10/08/2015 Status: DPW-Clean Up

Complaint:
Wood at curb.

Last Action Date: Last Inspection:

Last Action:

Code Follow-up Inspection | Mark Talent

Status: Scheduled Result:
Scheduled: 10/07/2015 Completed:

REMOVE - PICTURES CLEARLY
INDICATE DEBRIS IS FROM
26090 MARLOWE PL.
INVOICE 26090 MARLOW PL
FOR SERVICES



TRINGALI
248-585-9120



26100
MANLOWE PL
10/8/15

10/08/2015 09:11:11

26100
MANLOWE PL
10/8/15