

# Oak Park

## City Council Agenda

July 18, 2016





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

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**1. CALL TO ORDER**

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

**4. APPROVAL OF AGENDA**

**5. CONSENT AGENDA**

The following routine items are presented for City Council approval without discussion, as a single agenda item. Should any Council Member wish to discuss or disapprove any item it must be dropped from the blanket motion of approval and considered as a separate item.

- A. Regular Council Meeting Minutes of July 5, 2016
- B. Request to advertise for bids for the 2016 Miscellaneous Concrete Project, M-644
- C. Request to advertise for bids for the 2016 Sewer Cleaning and Television Inspection Project, M-641
- D. Payment Application No. 3 (final) for the 2015 Miscellaneous Concrete Repair Project, M-603 to Mattioli Cement Company, LLC. for the total amount of \$5,000.00
- E. Payment Application No. 2 (final) for the 2015 Sewer Lining Project, M-623 to Insituform Technologies USA for the total amount of \$1,000.00
- F. Request to cancel the regularly scheduled Zoning Board of Appeals meeting of July 26, 2016 due to the lack of scheduled business
- G. Licenses - New and Renewals as submitted for July 18, 2016

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

**7. SPECIAL RECOGNITION/PRESENTATIONS:**

- A. City Manager Employee Recognition – Gary Shermetaro
- B. Presentation regarding the Sinking Fund Millage Proposal – Oak Park School Board Trustee Menachem Hojda

**8. PUBLIC HEARINGS: None**

**9. COMMUNICATIONS: None**

**10. SPECIAL LICENSES:**

- A. Request for a Special Event License and waiver of the application fee as submitted by Michella Zuckerberg, 24311 Rensselaer, for the 12<sup>th</sup> Annual Rensselaer Block Party to be held on August 27, 2016
- B. Request for a Special Event License and waiver of the application fee as submitted by Mark Phillips, 13670 Nadine, for the 15<sup>th</sup> Annual Nadine Street Block Party to be held on August 7, 2016

**11. ACCOUNTING REPORTS:**

- A. Approval for payment of invoices submitted by Garan, Lucow, Miller, P.C. for legal services in the total amount of \$22,307.36
- B. Approval for payment invoices submitted by Secrest, Wardle, Lynch, Hampton, Truex & Morley for legal services in the total amount of \$539.00

**12. BIDS:** None

**13. ORDINANCES:** None

**14. CITY ATTORNEY:**

A. Resolution authorizing a Metro Act Right of Way Permit Extension to McLeodUSA Telecommunications Services LLC and Oakland Schools Intermediate School District

**15. CITY MANAGER:**

**Administration**

A. Resolution adopting Oakland County's Fee Structure for Animal Licenses

**Technical and Planning/Engineering**

B. Proposal from Roofing Technology Associates (RTA) for professional services for roof evaluation and technical specifications writing services for the total amount of \$22,800.00

**Recreation**

C. July 4<sup>th</sup> Parade Update

**City Clerk**

D. August 2, 2016 State Primary Election Update

**16. CALL TO THE AUDIENCE**

Each speaker's remarks are a matter of public record; the speaker, alone, is responsible for his or her comments and the City of Oak Park does not, by permitting such remarks, support, endorse or accept the content, thereof, as being true or accurate. "Any person while being heard at a City Council Meeting may be called to order by the Chair, or any Council Member for failure to be germane to the business of the City, vulgarity, or personal attacks on persons or institutions." There is a three minute time limit per speaker.

**17. CALL TO THE COUNCIL**

**18. ADJOURNMENT**

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



**CITY OF OAK PARK, MICHIGAN  
REGULAR COUNCIL MEETING OF THE  
36<sup>th</sup> OAK PARK CITY COUNCIL  
July 5, 2016  
7:00 PM**

**MINUTES**

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

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

**ABSENT:** None

**OTHERS**

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

**APPROVAL OF AGENDA:**

**CM-07-241-16 (AGENDA ITEM #4) ADOPTION OF THE AGENDA AS PRESENTED  
- APPROVED**

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

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

**MOTION DECLARED ADOPTED**

**CONSENT AGENDA:**

**CM-07-242-16 (AGENDA ITEM #5A-H) CONSENT AGENDA - APPROVED**

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

- A. Special Council Meeting Minutes of June 20, 2016 **CM-07-243-16**
- B. Regular Council Meeting Minutes of June 20 2016 **CM-07-244-16**
- C. Public Safety Activity Summary for May 2016 **CM-07-245-16**
- D. Emergency Services Council Meeting Minutes of May 9, 2016 **CM-07-246-16**
- E. Payment of invoices from Orchard, Hiltz & McCliment (OHM) for 9 Mile Road Conceptual Plan and Traffic Analysis, CE Oak Park Blvd. and Lincoln Rehab, Traffic Signal Optimization, CE Traffic Signal Construction, and Water Reliability Study in the total amount of \$68,016.26 **CM-07-247-16**

- F. Payment Application No. 3 (final) for the 2014 Sidewalk Replacement Program, M-589 to Italia Construction, Inc. for the total amount of \$5,000.00 **CM-07-248-16**
- G. Request to cancel the regularly scheduled Planning Commission Meeting of July 11, 2016 due to the lack of scheduled business **CM-07-249-16**
- H. Licenses - New and Renewals as submitted for July 5, 2016 **CM-06-250-16**

**MERCHANT'S LICENSES – July 5, 2016  
(Subject to All Departmental Approvals)**

<u>NEW MERCHANT</u>	<u>ADDRESS</u>	<u>FEE</u>	<u>BUSINESS TYPE</u>
None			
<b><u>RENEWALS</u></b>			
Auto Pro Technical Recruiting	25900 Greenfield #232	\$225	Technical Recruiting

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

**MOTION DECLARED ADOPTED**

**RECOGNITION OF VISITING ELECTED OFFICIALS:** None

**SPECIAL RECOGNITION/PRESENTATIONS:**

**(AGENDA ITEM #7A)** Public Safety Director Cooper presented merit citations to Officer Brenna Rouleau, Officer Donald Hoffman and Sgt. James Vernier.

**(AGENDA ITEM #7B)** Mayor McClellan presented a proclamation recognizing Oak Park based business Mopec for their philanthropic gesture to the Detroit Zoo.

**PUBLIC HEARINGS:** None

**COMMUNICATIONS:** None

**SPECIAL LICENSES:** None

**ACCOUNTING REPORTS:** None

**BIDS:**

**CM-07-251-16            (AGENDA ITEM #12A) BID AWARD FOR THE SCOTIA  
 RESURFACING PROJECT, M-642 TO PRO-LINE ASPHALT OF  
 WASHINGTON, MI FOR THE TOTAL AMOUNT OF \$538,296.05  
 - APPROVED**

Motion by Speech, Seconded by Radner, CARRIED UNANIMOUSLY, to award the bid for the Scotia Resurfacing Project, M-642 to Pro-Line Asphalt of Washington, MI for the total amount of \$538,296.05.

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

**MOTION DECLARED ADOPTED**

**CM-07-252-16            (AGENDA ITEM #12B) BID AWARD FOR THE 2016 SIDEWALK REPLACEMENT PROJECT, M-627 TO MATTIOLI CEMENT CO., LLC OF FENTON, MI FOR THE TOTAL AMOUNT OF \$659,102.50 AND TO AUTHORIZE THE APPROPRIATION OF \$159,102.50 FROM THE SIDEWALK PROGRAM FUND – FUND BALANCE FOR THIS EXPENDITURE - APPROVED**

Motion by Speech, Seconded by Rich, CARRIED UNANIMOUSLY, to award the 2016 Sidewalk Replacement Project, M-627 to Mattioli Cement Co., LLC of Fenton, MI for the total amount of \$659,102.50 and to authorize the appropriation of \$159,102.50 from the Sidewalk Program Fund – fund balance for this expenditure.

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

**MOTION DECLARED ADOPTED**

**ORDINANCES:**

**CM-07-253-16            (AGENDA ITEM #13A) SECOND READING AND ADOPTION OF AN ORDINANCE TO AMEND SECTIONS 42-36, 42-37 and 42-38 OF CHAPTER 42, FIRE PREVENTION AND PROTECTION, OF THE CODE OF ORDINANCES, CITY OF OAK PARK - APPROVED**

Motion by Burns, Seconded by Speech, CARRIED UNANIMOUSLY, to approve the second reading and adopt the following ordinance to amend sections 42-36, 42-37 and 42-38 of Chapter 42, Fire Prevention and Protection, of the code of ordinances, City of Oak Park:

CITY OF OAK PARK  
OAKLAND COUNTY, MICHIGAN

AN ORDINANCE TO AMEND SECTIONS 42-36, 42-37 and 42-38 OF CHAPTER 42, FIRE PREVENTION AND PROTECTION, OF THE CODE OF ORDINANCES, CITY OF OAK PARK, THEREBY ADOPTING THE 2012 EDITION OF THE *INTERNATIONAL FIRE CODE* AS THE FIRE PREVENTION CODE OF THE CITY, FOR THE PURPOSE OF REGULATING AND GOVERNING THE SAFEGUARDING OF LIFE AND PROPERTY FROM FIRE AND EXPLOSION HAZARDS ARISING FROM THE STORAGE, HANDLING, AND USE OF HAZARDOUS SUBSTANCES, MATERIALS AND DEVICES AND FROM CONDITIONS HAZARDOUS TO LIFE OR PROPERTY IN THE OCCUPANCY OF BUILDINGS AND PREMISES IN THE CITY OF OAK PARK AND PROVIDING FOR THE ISSUANCE OF PERMITS FOR HAZARDOUS USES OR OPERATIONS, AND PROVIDING FOR APPEALS RELATING THERETO.

THE CITY OF OAK PARK ORDAINS:

**SECTION 1.** Section 42-36, Adoption by reference, of Article II, Fire Prevention Code, of Chapter 42, Fire Prevention and Protection, of the Code of Ordinances, City of Oak Park is hereby amended to read as follows:

Section 42-36. Adoption by reference.

The City of Oak Park hereby adopts by reference as the Fire Prevention Code for the City the 2012 Edition of the *International Fire Code*, including Appendix Chapters B, C, D and F only, as published and promulgated by the International Code Council, Inc., for the purpose of regulating and governing the safeguarding of life and property from fire and explosion hazards arising from the storage, handling and use of hazardous substances, materials and devices, and from conditions hazardous to life or property in the occupancy of buildings and premises in the City of Oak Park and providing for the issuance of permits and collection of fees therefor; and each and all of the regulations, provisions, conditions and terms of such *International Fire Code*, 2012 edition, hereby referred to, are adopted and made a part hereof as if fully set out herein, with amendments and deletions as set forth in Section 42-37 of this Chapter.

**SECTION 2.** Section 42-37, Amendments; Deletions, of Article II, Fire Prevention Code, of Chapter 42, Fire Prevention, of the Code of Ordinances, City of Oak Park, is hereby amended to read as follows:

Section 42-37. Amendments; Deletions

(a) **Amendments; Deletions.** The Fire Prevention Code adopted by the provisions of this Article is hereby amended, changed and altered in the following respects:

**Section 101.1.Title.** is amended to read as follows:

These regulations shall be known as the Fire Code of the City of Oak Park, Michigan, hereinafter referred to as this Code.

**Section 108.1.Board of appeals established.** is amended to read as follows:

The City of Oak Park Building Board of Appeals, created by Section 18-126 of the Code of Ordinances of the City of Oak Park, is hereby designated to hear and decide appeals of orders, decisions or determinations made by the fire code official relative to the application and interpretation of this Code. The Board may, as required, adopt rules or procedures for conducting its business and shall render all decisions and findings in writing to the appellant with a copy to the fire code official.

**Section 109.4.Violation Penalties.** is amended to read as follows:

Persons who shall violate a provision of this code or shall fail to comply with any of the requirements thereof or who shall erect, install, alter, repair or do work in violation of the approved construction documents or directive of the fire code official, or of a permit or certificate used under provisions of this code, shall be guilty of a misdemeanor, punishable by a fine of not more than \$500.00 or by imprisonment not exceeding 90 days, or both such fine and imprisonment. Each day that a violation continues after due notice has been served shall be deemed a separate offense.

**Section 111.4.Failure to Comply.** is amended to read as follows:

Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be responsible for a violation of this Code and liable to pay a fine as provided by ordinance. Every day that work shall continue shall constitute a separate and additional offense.

- (b) **Limits Established.** The geographic limits referred to in certain sections of the 2012 *International Fire Code* are hereby established as follows:

Section 5806.2 - (geographic limits in which the storage of flammable cryogenic fluids in stationery containers is prohibited): Prohibited in all areas of the City with the exception of areas zoned as light industrial that are more than 500 feet from any areas zoned residential, and more than 500 feet from the city limits.

Section 5704.2.9.6.1 - (geographic limits in which the storage of Class I and Class II liquids in above-ground tanks outside of buildings is prohibited): Prohibited in all areas of the City with the exception of areas zoned as light industrial that are more than 500 feet from any areas zoned residential, and more than 500 feet from the city limits.

Section 5706.2.4.4 - (geographic limits in which the storage of Class I and Class II liquids in above-ground tanks is prohibited): Prohibited in all areas of the City with the exception of areas zoned as light industrial that are more than 500 feet from any areas zoned residential, and more than 500 feet from the city limits.

Section 6104.2 - (geographic limits in which the storage of liquefied petroleum gas is restricted for the protection of heavily populated or congested areas): Prohibited in all areas of the City with the exception of areas zoned as light industrial that are more than 500 feet from any areas zoned residential, and more than 500 feet from the city limits.

**SECTION 3.** Section 42-38 of Article II, Fire Prevention Code, of Chapter 42, Fire Prevention and Protection, of the Code of Ordinances of the City of Oak Park, is hereby amended to read as follows:

**Section 42-38. Copy on File.**

A complete copy of the *International Fire Code*, 2012 edition, as adopted herein, shall be kept in the office of the City Clerk, available for inspection by and distribution to the public at all times, in compliance with state law requiring that records of public bodies be made available to the general public.

**SECTION 4. Savings Clause.**

That nothing in this ordinance or in the Fire Code hereby adopted shall be construed to affect any suit or proceeding impending in any court, or any rights acquired, or liability incurred, or any cause or causes of action acquired or existing, under any act or ordinance amended or repealed by this ordinance; nor shall any just or legal right or remedy of any character be lost, impaired or affected by this ordinance.

**SECTION 5. 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 6. 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.

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

**MOTION DECLARED ADOPTED**

**CITY ATTORNEY:**

**CM-07-254-16 (AGENDA ITEM #14A) ICE ARENA LEASE ASSIGNMENT TO ROLSTON HOCKEY, LLC - APPROVED**

Motion by Burns, Seconded by Radner, CARRIED UNANIMOUSLY, to approve the Ice Arena Lease Assignment to Rolston Hockey, LLC.

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

**MOTION DECLARED ADOPTED**

**CITY MANAGER:**

**Department of Public Works**

**CM-07-255-16 (AGENDA ITEM #15A) PROPOSED CHANGE ORDER NO. 1 TO TERRA CONTRACTING FOR THE 2015 SEWER CLEANING AND TELEVISION INSPECTION PROJECT, M-626 FOR THE TOTAL AMOUNT OF \$6,998.70 AND PAYMENT APPLICATION NO. 3 FOR THE AMOUNT OF \$102,814.06 - APPROVED**

Motion by Radner, seconded by Burns, CARRIED UNANIMOUSLY, to approve Proposed Change Order No. 1 to Terra Contracting for the 2015 Sewer Cleaning and Television Inspection Project, M-626 for the total amount of \$6,998.70 and payment application No. 3 for the amount of \$102,814.06.

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

**MOTION DECLARED ADOPTED**

Mr. Yee summarized proposed Change Order No. 1 and Payment Application No. 3 for the 2015 Sewer Cleaning and Television Inspection Project, M-626. He explained that the proposed Change Order is an increase due to the final, as performed measurements for the project that cleaned and televised sewers in specific areas of the City. This project is now 99% complete.

**CM-07-256-16 (AGENDA ITEM #15B) PROPOSAL FROM DIXON ENGINEERING & INSPECTION TO PERFORM PROFESSIONAL SERVICES FOR THE ENGINEERING AND COATING INSPECTION ON THE CITY'S ELEVATED WATER STORAGE TANK FOR THE TOTAL AMOUNT OF \$28,263.00 SUBJECT TO FINAL REVIEW BY THE CITY ATTORNEY - APPROVED**

Motion by Radner, seconded by Burns, CARRIED UNANIMOUSLY, to approve the proposal from Dixon Engineering & Inspection to perform professional services for the engineering and coating inspection on the City's Elevated Water Storage Tank for the total amount of \$28,263.00 subject to final review by the City Attorney.

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

**MOTION DECLARED ADOPTED**

Mr. Yee reviewed a proposal from Dixon Engineering & Inspection to perform professional services for the Engineering & Coating Inspection Service on the City's elevated water storage tank. The proposal is for the engineering and inspection for the welds, painting design and inspection of the cathodic protection on the interior of the tank.

**Community and Economic Development**

**CM-07-257-16 (AGENDA ITEM #15C) FAÇADE IMPROVEMENT GRANT IN THE AMOUNT OF \$2,500 FOR THE PROPERTY LOCATED AT 8220 WEST NINE MILE ROAD - APPROVED**

Motion by Radner, seconded by Burns, CARRIED UNANIMOUSLY, to approve a Façade Improvement Grant in the amount of \$2,500 for the property located at 8220 West Nine Mile Road.

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

**MOTION DECLARED ADOPTED**

City Manager Tungate reviewed the façade improvement application and indicated that the business owner has met the project specifications for the program. Plans include a new rollup door and a new bi-fold glass door to be installed at an estimated cost of \$12,115.00. The \$2,500.00 loan represents the maximum 50% grant match contingent on the submission of 2 bids to the Community and Economic Development Manager before the work is to be commenced.

**CALL TO THE AUDIENCE:**

Arlene Niskar, 14037 Ludlow Street, expressed concerns about her neighbor and requested looking into an ordinance prohibiting noxious fumes.

Toni Brown, 21216 Kipling, expressed concerns about a mentally challenged neighbor.

Joyce Bannon, 10611 Troy, expressed concerns about the new sidewalk installation on Scotia at Nine Mile Road.

**CALL TO THE COUNCIL:**

**Mayor McClellan** thanked all who were involved in planning the 4<sup>th</sup> of July event.

**Mayor Pro Tem Burns** thanked the Independence Day Parade planners and thanked the Public Safety Department regarding a personal matter. She also encouraged everyone to take care of senior citizens and pets when the weather is hot.

**Council Member Radner** acknowledged and thanked his mother who was in attendance at the meeting.

**Council Member Speech** reminded everyone about the concert in the park series taking place every Thursday evening in July. She also reminded everyone that beautification awards are now open for nominations and summer taxes are due August 31 without penalty.

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

**ADJOURNMENT:**

There being no further business to come before the City Council, Mayor McClellan adjourned the meeting at 8:05 P.M.

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T. Edwin Norris, City Clerk

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Marian McClellan, Mayor



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

**AGENDA OF:** July 18, 2016 **AGENDA #**

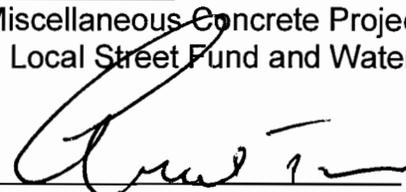
**SUBJECT:** Request authorization to bid the 2016 Miscellaneous Concrete Project, M-644.

**DEPARTMENT:** DPW – KJY

**SUMMARY:** Bid documents are nearly complete for the 2016 Miscellaneous Concrete Project, M-644. The Miscellaneous Concrete Project repairs damaged concrete from water main breaks, sewer repairs, and other deteriorated sections throughout the City.

**FINANCIAL STATEMENT:** There is \$250,000 budgeted for this project in the Local Street Fund and Water & Sewer Fund.

**RECOMMENDED ACTION:** It is recommended that the request to advertise for bids for 2016 Miscellaneous Concrete Project, M-644 be approved. Funding is available in the Local Street Fund and Water & Sewer Fund for this project.

**APPROVALS:**  
City Manager: 

Department Director: 

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

**EXHIBITS:** None



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

**AGENDA OF:** July 18, 2016                      **AGENDA #**

**SUBJECT:** Request authorization to bid the 2016 Sewer Cleaning and Television Inspection Project, M-641.

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

**SUMMARY:** Plans and specifications are complete for the 2016 Sewer Cleaning and Television Inspection Project, M-641. This project will clean and televise sewers in the area shown on the attached map.

**FINANCIAL STATEMENT:** There is \$250,000 budgeted in the FY 2016-17 budget for this expenditure.

**RECOMMENDED ACTION:** It is recommended that the request to advertise for bids for the 2016 Sewer Cleaning and Television Inspection Project, M-641 be approved. Funding is available in the Water and Sewer Fund No. 592-18-550-930.

**APPROVALS:**  
City Manager: *[Signature]*

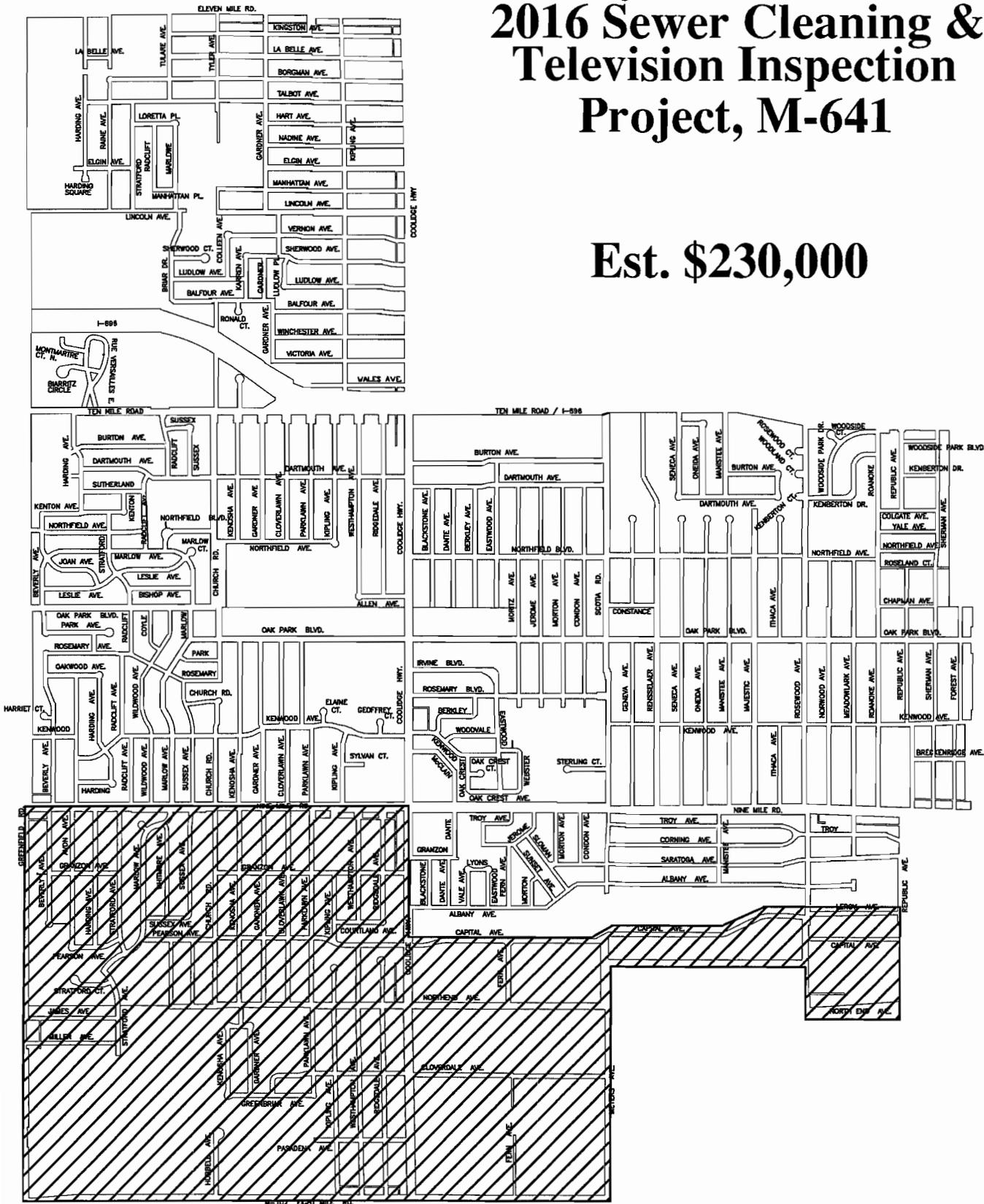
Department Director: *[Signature]*

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

**EXHIBITS:** map

# City of Oak Park 2016 Sewer Cleaning & Television Inspection Project, M-641

Est. \$230,000





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

**AGENDA OF:** July 18, 2016

**AGENDA #**

**SUBJECT:** Payment Application no. 3 (final) for the 2015 Miscellaneous Concrete Repair Project, M-603.

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

**SUMMARY:** Attached is Payment Application no. 3 (final) for the 2015 Miscellaneous Concrete Repair Project, M-603. The proposed Change Order is a reduction due to as constructed measurements. The project is now complete.

<b><u>FINANCIAL STATEMENT:</u></b>	Original Contract Amount:	\$ 266,727.60
	Change Order no. 1:	\$ 61,090.00
	Change Order no. 2:	<u>(\$ 17,352.14)</u>
	Current Contract Amount:	\$ 310,465.46
	Total Completed to Date:	\$ 310,465.46
	Less Retainage:	\$ 0.00
	Net Earned:	\$ 310,465.46
	Deductions:	\$ 0.00
	Balance:	\$ 310,465.46
	Payments to Date:	<u>\$ 305,465.46</u>
	Amount Due Mattioli Cement Company, LLC.:	\$ 5,000.00

**RECOMMENDED ACTION:** It is recommended that Payment Application no. 3 (final) for the 2015 Miscellaneous Concrete Repair Project, M-603 to Mattioli Cement Company, LLC be approved for the amount of \$5,000.00. Funding is available in the Water & Sewer Fund and Local Street Fund for this project.

**APPROVALS:**

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

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

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

**EXHIBITS:** Payment Application no. 3 (final)

**PAYMENT APPLICATION**

**PROJECT:** 2015 Miscellaneous Concrete Project  
**OWNER:** CITY OF OAK PARK, MICHIGAN  
**CONTRACTOR:** MATTIOLI CEMENT COMPANY  
 6085 MCGUIRE RD  
 FENTON, MI 48430

**JOB NUMBER:** M-603  
**APPLICATION NO.:** 3 (FINAL)  
**PERIOD ENDING:** 6/28/2016

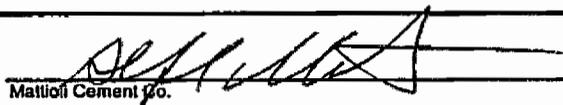
ITEM	DESCRIPTION	ORIGINAL BID QUANTITY		UNIT PRICE	PERIOD QUANTITY	PERIOD AMOUNT	QUANTITY TO DATE	AMOUNT TO DATE
1	REMOVE CONCRETE PAVEMENT	5,325	SYD	\$9.00	0.00	\$0.00	5,075.81	\$45,682.29
2	CONCRETE PVMT W/INT CURB & GUTTER, 9" CONC.	4,925	SYD	\$44.60	0.00	\$0.00	4,402.29	\$196,342.13
3	SIDEWALK CONC. NON-REINF 6" SIDEWALK/DRIVE APPROACH	900	SFT	\$4.80	0.00	\$0.00	1,155.92	\$5,548.42
4	SIDEWALK CONC. NON-REINF 4" SIDEWALK	2,200	SFT	\$4.25	0.00	\$0.00	3,624.08	\$15,402.34
5	CONC. PVMT 24" CURB & GUTTER SECTION NON REINF 9" CONC.	30	LFT	\$36.00	0.00	\$0.00	270.83	\$9,749.88
6	ADJUSTING DRAINAGE STRUCTURES	2	EA	\$400.00	0.00	\$0.00	9.00	\$3,600.00
7	CAST IN PLACE DETECTABLE/TACTILE WARNING SURFACE	25	SFT	\$24.00	0.00	\$0.00	50.00	\$1,200.00
8	AGGREGATE BASE UNDER 9" CONC. (6" 21AA CR LIMESTONE)	4925	SYD	\$6.00	0.00	\$0.00	1,211.92	\$7,271.52
9	AGGREGATE BASE UNDER 4" & 6" & 9" CONC. (3" 21AA CR LIMESTONE)	300	SYD	\$4.00	0.00	\$0.00	3,794.76	\$15,179.04
10	DRAINAGE STRUCTURE COVER	760	LBS	\$1.76	0.00	\$0.00	153.00	\$269.28
11	MINOR TRAFFIC DEVICES	1	LSUM	\$6,500.00	0.00	\$0.00	1.00	\$6,500.00
12	PROJECT CLEAN UP	1	LSUM	\$700.00	0.00	\$0.00	1.00	\$700.00
13	INSPECTION CREW DAYS	15	DAY	\$320.00	0.00	\$0.00	0.00	\$0.00
14	COOLIDGE ISLAND REMOVAL		LSUM	\$3,020.56	0.00	\$0.00	1.00	\$3,020.56

**Period Total Amount: \$0.00 Total Amount to Date: \$310,465.46**

Original Contract Amount: \$ 266,727.60  
 Change Order #1: \$ 61,090.00  
 Change Order #2: \$ (17,352.14)  
 Current Contract Amount: \$ 310,465.46

Earnings This Period: \$0.00  
 Total Earnings to Date: \$310,465.46  
 Less Retainage: \$0.00  
 Net Earned: \$310,465.46  
 Deductions: \$0.00  
 Balance: \$310,465.46  
 Payments to Date: \$305,465.46

**AMOUNT DUE MATTIOLI CEMENT CO.: \$5,000.00**

Accepted By:   
 Mattioli Cement Co.

Date: July 14, 2016

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

Date: 7/11/2016



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

**AGENDA OF:** July 18, 2016

**AGENDA #**

**SUBJECT:** Payment Application No. 2 (final) for the 2015 Sewer Lining Project, M-623.

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

**SUMMARY:** Attached is Payment Application No. 2 (final) for the 2015 Sewer Lining Project, M-623. This project lines the sewers shown on the attached map. This project is now complete.

<b><u>FINANCIAL STATEMENT:</u></b>	Original Contract Amount:	\$280,791.80
	Proposed Change Order no. 1:	(\$ 21,034.60)
	New Contract Amount:	\$259,757.20
	 Total Completed to Date:	 \$259,757.20
	Less Retainage:	\$ 0.00
	Net Earned:	\$259,757.20
	Deductions:	\$ 0.00
	Balance:	\$259,757.20
	Payments to Date:	\$258,757.20
	Amount Due Insituform Technologies USA:	\$ 1,000.00

**RECOMMENDED ACTION:** It is recommended that Payment Application No. 2 (final) for the 2014 Sewer Lining Project, M-558 be approved to Insituform Technologies USA for the total amount of \$1,000.00. Funding is available in the Water and Sewer Fund no. 592-18-550-930.

**APPROVALS:**  
City Manager: *Cheryl T...*

Department Director: *[Signature]*

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

**EXHIBITS:** Payment Application No. 2 (final), map

**PAYMENT APPLICATION**

**2015 SEWER LINING PROJECT**

**JOB NUMBER: M-623**

**CITY OF OAK PARK, MICHIGAN**

**APPLICATION NO.: 4 (FINAL)**

**CONTRACTOR: INSITUFORM TECHNOLOGIES USA, LLC  
1088 VICTORY DRIVE  
HOWELL, MI 48843**

**PERIOD ENDING: 4/27/2016**

**PAGE: 1 of 1**

ITEM DESCRIPTION	ORIGINAL BID QUANTITY	UNIT	PRICE	PERIOD QUANTITY	PERIOD AMOUNT	QUANTITY TO DATE	AMOUNT TO DATE
1 10" Sewer Pipe Lining	560	LFT	\$23.70	0	\$0.00	552	\$13,082.40
2 12" Sewer Pipe Lining	1,860	LFT	\$29.40	0	\$0.00	1922	\$56,506.80
3 15" Sewer Pipe Lining	1,175	LFT	\$41.70	0	\$0.00	827	\$34,485.90
4 18" Sewer Pipe Lining	1,510	LFT	\$50.30	0	\$0.00	1505	\$75,701.50
5 21" Sewer Pipe Lining	230	LFT	\$75.50	0	\$0.00	225	\$16,987.50
6 24" Sewer Pipe Lining	475	LFT	\$87.20	0	\$0.00	474	\$41,332.80
7 Reinstating Sewer Lateral	215	EA	\$102.50	0	\$0.00	183	\$18,757.50
8 Minor Traffic Device	1	LSUM	\$331.40	0	\$0.00	1	\$331.40
9 Project Clean Up	1	LSUM	\$331.40	0	\$0.00	1	\$331.40
10 Inspection Crew Days	20	Days	\$320.00	0	\$0.00	7	\$2,240.00

**PERIOD AMOUNT: \$0.00      AMOUNT TO DATE: \$259,757.20**

**Contract Amount: \$280,791.80**  
**Change Order #1: (\$21,034.60)**  
**Current Contract Amount: \$259,757.20**

**Earnings This Period: \$0.00**  
**Total Earnings to Date: \$259,757.20**  
**Less Retainage: \$0.00**  
**Net Earned: \$259,757.20**  
**Deductions: \$0.00**  
**Balance: \$259,757.20**  
**Payments to Date: \$258,757.20**

**AMOUNT DUE INSITUFORM TECHNOLOGIES USA, LLC.: \$1,000.00**

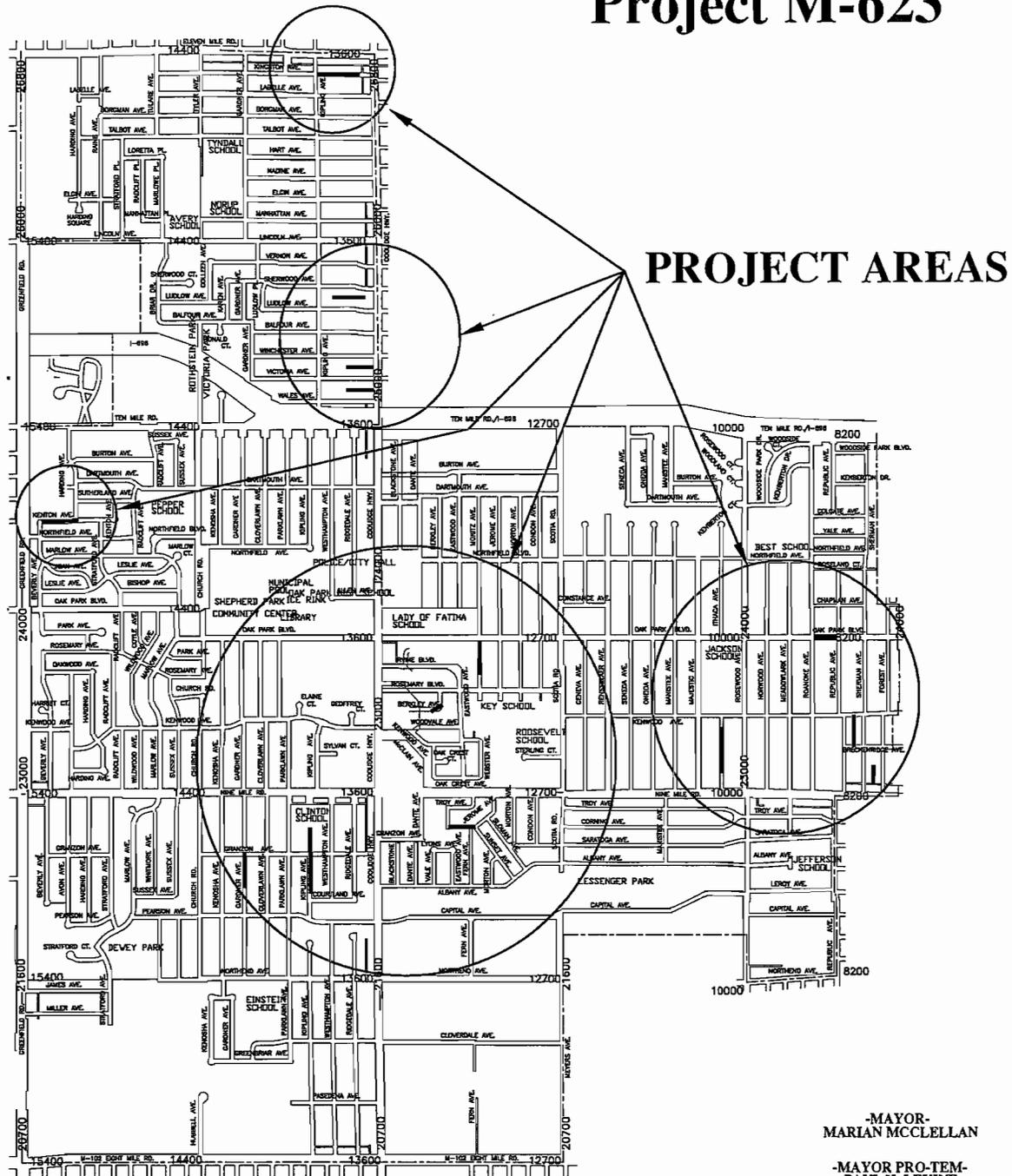
Accepted By:   
Insituform Technologies USA, LLC

Date: 6-29-16

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

Date: 6/29/16

# City of Oak Park 2015 Sewer Lining Project M-623



**PROJECT AREAS**

-MAYOR-  
MARIAN MCCLELLAN

-MAYOR PRO-TEM-  
PAUL H. LEVINE

-COUNCIL MEMBERS-  
KIESHA SPEECH  
CAROLYN BURNS  
MICHAEL M. SELIGSON

-CITY MANAGER-  
ERIK TUNGATE

-CITY ENGINEER-  
KEVIN YEE

CITY OF OAK PARK ENGINEERING DIVISION			
COVER	SCALE	DRAWN BY	DS
	N.T.S.	REVISED	DS
2015 SEWER LINING PROJECT, M-623			
DATE	APPROVED BY	DRAWING NUMBER	
6/12/15	E.Y.	1 OF 16	



3 HOURS ONLY  
BEFORE YOU DIG  
CALL MISS DIG,  
1-800-482-7171

**BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN****AGENDA OF:** July 18, 2016**AGENDA #****SUBJECT:** Request to cancel the July 26, 2016 Zoning Board of Appeals meeting.**DEPARTMENT:** Community & Economic Development, Planning Division**SUMMARY:** The Chairperson of the Zoning Board of Appeals is requesting the July 26, 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 July 26, 2016, regularly scheduled meeting.**APPROVALS:**

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

Director:     *Kevin*    

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

**EXHIBITS:**

**MERCHANT'S LICENSES – JULY 18, 2016****(Subject to All Departmental Approvals)**

<b><u>NEW MERCHANT</u></b>	<b><u>ADDRESS</u></b>	<b><u>FEE</u></b>	<b><u>BUSINESS TYPE</u></b>
BOOST MOBILE	12726 NINE MILE	\$150	CELL PHONE & ACCESSORIES RETAIL SALES
LOGAN'S CLOSEOUT	22124 COOLIDGE	\$150	RETAIL
<b><u>RENEWALS</u></b>	<b><u>ADDRESS</u></b>	<b><u>FEE</u></b>	<b><u>BUSINESS TYPE</u></b>
<b><u>SIDEWALK SALES</u></b> for 7/30/16			
Book Beat	26010 Greenfield	\$10	

CITY OF OAK PARK  
MICHIGAN  
APPLICATION FOR SPECIAL EVENT LICENSE

Today's Date: 7-11-14

**Applicant Information**

Applicant/Business Name: Michella Zuckerberg

Applicant/Business Address: 24311 Rensselaer

Phone number: 248 546-5206 E-Mail Address: \_\_\_\_\_

Relation of applicant to business: Resident of Oak Park

Has applicant ever been convicted of a felony?  Yes  No

**Owner Information**

Owner or manager of site: N/A Phone: \_\_\_\_\_

Names and addresses of partners or officers of corporation:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Event Information**

Proposed date(s) of event: AUG 27 2014 Has this event been held previously?  Yes  No

Address or location of event: Rensselaer 24321 to 24323 Block

Is this a City owned park? NO

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

Nature, purpose, and detailed description of event: 17 ANNUAL Rensselaer Block Party

Will the event be open to the public?  Yes  No Residents only

If yes, please describe how so: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated number of people attending event? 30 to 40 Hours of Event: 4PM to 8:30 PM

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

Where will the ~~parade~~ participants be walking?  Sidewalks  Streets

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

If yes, how many streets/intersections will need to be blocked : ONE - BETWEEN MC RHYMER & VILLAGE GREEN APARTMENTS

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

**Food Services**

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

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

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

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

**Mechanical Amusement**

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

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

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

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

**Technical/Support**

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

Will sanitary facilities be required at event?  Yes  No

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

Will the event have banners displayed?  Yes  No, if so, please provide the number of signs and dimension(s): TWO SIGNS AT EACH END OF TU BLOCK SHOWING  
7 TIMES STREET WILL BE BLOCKED OFF.

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

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

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

*Fee Waiver Requested - Thank you.*

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

Michelle Zupanic  
Applicant's Signature

State of Michigan

ss

County of \_\_\_\_\_

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

\_\_\_\_\_.

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

PETITION TO TEMPORARY STREET CLOSURE

We the undersigned hereby request that RENSSELAER STREET BETWEEN NORTHFIELD AND THE VILLAGE GREEN APARTMENTS be closed to vehicle traffic for the purpose of conducting a block party. The time and date of the requested closure is 4:00 PM to 8:30PM on Saturday, August 27, 2016.

NAME AND RENSSELAER ADDRESS (NUMBER ONLY)

1.	ERIC HANUSKI	24321
2.	Michelle Zuckerman	24311
3.		24291
4.		24271
5.	David G. Dennis	24261
6.	Dolores Spencer	24251
7.	Mark Sal	24249
8.		24245
9.	George Palm J	24241
10.	Janet Smith	24231
11.	Joe Miller	24221
12.	Maria Ferraro	24211
13.		24201
14.	Tomika Murray	24320
15.	Juleen Hunter Jones	24310
16.	Norman C. G. Solomon	24300
17.		24290
18.	JUANITA JAMES	24270
19.	Carolina Malone	24260
20.	Sam Evans	24250
21.		24240
22.		24230
23.		24220
24.	Mr. Paul	24210
25.		24200
26.		24301

PETITION TO TEMPORARY STREET CLOSURE

We the undersigned hereby request that RENSSELAER STREET BETWEEN NORTHFIELD AND THE VILLAGE GREEN APARTMENTS be closed to vehicle traffic for the purpose of conducting a block party. The time and date of the requested closure is 4:00 PM to 8:30PM on Saturday, August 27, 2016.

NAME AND RENSSELAER ADDRESS (NUMBER ONLY)

1.	ERIC ANASTASI	24321
2.	Michelle Zuckerman	24311
3.		24291
4.		24271
5.	David G. Davis	24261
6.	Dolores Spencer	24251
7.	Mar Sal	24249
8.		24245
9.	George Palm J	24241
10.	Scott Spring	24231
11.	Miss D Miller	24221
12.	Maria Ferrer	24211
13.		24201
14.	Tomika Mims	24320
15.	Juleen Hunter Jones	24310
16.	Agnes M. Solomon	24300
17.		24290
18.	JUANITA JAMES	24270
19.	Carmelina Malone	24260
20.	Donald Evans	24250
21.		24240
22.		24230
23.		24220
24.	Mr. Paul	24210
25.		24200
26.	-VACANT - - - - -	24301

**SPECIAL EVENT LICENSE APPLICATION FEE ESTIMATION**

**Rensselaer Block Party**  
**DATE: August 27, 2016**

<u>DEPARTMENT</u>	<u>SERVICES</u>	<u>ESTIMATED HOURS</u>	<u>ESTIMATED COST</u>
<b>TECHNICAL AND PLANNING</b> <i>Rob Barrett</i>	n/a	n/a	n/a
<b>PUBLIC SAFETY</b> <i>Steve Cooper</i>	Periodic checks during the course of normal patrol activities	½ hour	N/A
<b>RECREATION</b> <i>Laurie Stasiak</i>	None expected	N/A	N/A
<b>DPW</b> <i>Kevin Yee</i>	Drop off/pick up barricades	N/A	N/A
<b>ADDITIONAL</b> <i>Administration</i> <i>City Manager Tungate</i>			\$100 Application Waiver Requested

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

Today's Date: \_\_\_\_\_

7/11/16

**Applicant Information**

Applicant/Business Name: MARIC PHILLIPS

Applicant/Business Address: 13670 NADINE O.P.

Phone number: 248 709 4978 E-Mail Address: MICENGL4 @ AOL.COM

Relation of applicant to business: \_\_\_\_\_

Has applicant ever been convicted of a felony?  Yes  No

**Owner Information**

Owner or manager of site: \_\_\_\_\_ Phone: \_\_\_\_\_

Names and addresses of partners or officers of corporation:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Event Information**

Proposed date(s) of event: 8/7/16 Has this event been held previously?  Yes  No

Address or location of event: NADINE ST.

Is this a City owned park? NO

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

Nature, purpose, and detailed description of event: BLOCK PARTY  
\_\_\_\_\_  
\_\_\_\_\_

Will the event be open to the public?  Yes  No

If yes, please describe how so: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated number of people attending event? 30 Hours of Event: 5-8.

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

Where will the parade participants be walking?  Sidewalks  Streets

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

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

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

**Food Services**

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

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

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

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

**Mechanical Amusement**

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

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

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

**NO**

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

**Technical/Support**

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

\_\_\_\_\_

Will sanitary facilities be required at event?  Yes  No

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

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

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

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

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

PLEASE WAIVE THE FEE

\_\_\_\_\_

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



\_\_\_\_\_  
Applicant's Signature

State of Michigan

ss

County of \_\_\_\_\_

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

\_\_\_\_\_.

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

\_\_\_\_\_  
Notary Public



5

<u>NAME</u>	<u>ADDRESS</u>	<u>SIGNATURE</u>
MARIE PHILLIPS	13670 NADINE	MARIE

GERRI MULLER	13660 NADINE ST	G. Muller
--------------	-----------------	-----------

Pauline Heermann	13641 Nadine St.	
------------------	------------------	--

Brian Sturr	13651 Nadine	Brian St
-------------	--------------	----------

Jan Plum	13691 NADINE	
----------	--------------	--

Mike Sun	13701 Nadine	M. Sun
----------	--------------	--------

Emily Ford	13711 Nadine	Emily Ford
------------	--------------	------------

A SLOK MADAN	13750 NADINE	A. Madan
--------------	--------------	----------

Will Savage + Jess	13721 NADINE	
--------------------	--------------	--

Alex Dellatore	13731 Nadine	
Scott + Frewin Dewar		



**SPECIAL EVENT LICENSE APPLICATION FEE ESTIMATION**

**Nadine St. Block Party**

**DATE: August 7, 2016**

<u>DEPARTMENT</u>	<u>SERVICES</u>	<u>ESTIMATED HOURS</u>	<u>ESTIMATED COST</u>
<b>TECHNICAL AND PLANNING</b> <i>Rob Barrett</i>	n/a	n/a	n/a
<b>PUBLIC SAFETY</b> <i>Steve Cooper</i>	Periodic checks during the course of normal patrol activities	½ hour	NA
<b>RECREATION</b> <i>Laurie Stasiak</i>	None expected	N/A	N/A
<b>DPW</b> <i>Kevin Yee</i>	Drop off/pick up barricades	N/A	N/A
<b>ADDITIONAL</b> <i>Administration City Manager Tungate</i>			\$100 Application Waiver Requested

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**GARAN  
LUCOW  
MILLER P.C.**


---



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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 460514****July 13, 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 Thursday, June 30, 2016

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

<b>Date</b>	<b>Description</b>	<b>Amount</b>
06/17/16	Reproduction Charges 22 @ 0.15	3.30
06/22/16	Reproduction Charges 10 @ 0.15	1.50
06/23/16	Reproduction Charges 1 @ 0.15	0.15
06/23/16	Reproduction Charges 14 @ 0.15	2.10
	<b>Total Costs Advanced</b>	<b>\$7.05</b>

**Total Fees and Disbursements: \$11,674.05**

*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.*



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

**Invoice 460515**

**July 13, 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 Thursday, June 30, 2016

**\$8,402.50**

**Fee Total**

**Costs Advanced:**

<b>Date</b>	<b>Description</b>	<b>Amount</b>
06/13/16	Reproduction Charges 5 @ 0.15	0.75
06/17/16	Fee to Oakland County Circuit Court for copy of pleadings for appellate department	46.00
06/20/16	Reproduction Charges 1 @ 0.15	0.15
06/21/16	Fee to Oakland County Clerk for copies of exhibits to brief	157.56
06/21/16	Reproduction Charges 1 @ 0.15	0.15
06/21/16	Reproduction Charges 1 @ 0.15	0.15
06/22/16	Fee to Law Offices of Barry L. Howard, PC for retainer fee for facilitation, preparation and review of summaries on July 28, 2016	2,025.00
06/24/16	Reproduction Charges 7 @ 0.15	1.05
	<b>Total Costs Advanced</b>	<b>\$2,230.81</b>

**Total Fees and Disbursements: \$10,633.31**

*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.*

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

11B

IRS # 38-1863919

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

July 7, 2016  
Invoice # 1289384  
Client No. M1409  
Matter No. 100314

RE: Oak Park, City of (Building Fund)

**INTERIM**

Services Rendered: CLAIM #

---

**CURRENT BILLING SUMMARY THROUGH JUNE 30, 2016**

Fees for Professional Services	\$176.00
Expenses Advanced	\$75.00
<b>CURRENT BILL DUE</b>	<b>\$251.00</b>

---

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

**REMITTANCE COPY**

PLEASE INCLUDE THIS PAGE WITH YOUR PAYMENT

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

IRS # 38-1863919

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

June 7, 2016  
Invoice # 1288044  
Client No. M1409  
Matter No. 100314

RE: Oak Park, City of (Building Fund)

**INTERIM**

Services Rendered: CLAIM #

---

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

Fees for Professional Services	\$288.00
Expenses Advanced	\$0.00
<b>CURRENT BILL DUE</b>	<b>\$288.00</b>

---

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

**REMITTANCE COPY**

PLEASE INCLUDE THIS PAGE WITH YOUR PAYMENT



**Autry L. Meeker**

Sr. Analyst, OSP Engineering  
Easements, Franchises, ROWs  
Windstream Communications, Inc.  
11101 Anderson Drive  
Little Rock, AR 72212  
P: 501-748-5234  
autry.meeker@windstream.com

**METRO ACT RIGHT OF WAY PERMIT EXTENSION**

(6/17/16)

Ed Norris – City Clerk  
City of Oak Park  
14000 Oak Park Blvd.  
Oak Park, MI 48237

Dear Mr. Norris,

This is a letter agreement which extends the existing METRO Act Permit issued by **The City of Oak Park, a Michigan municipal corporation, located at 14000 Oak Park Blvd., Oak Park, MI 48273**, to **McLeodUSA Telecommunications Services, L.L.C. (“McLeodUSA”) an Iowa corporation, with corporate offices located at 4001 Rodney Parham Road, Little Rock, AR 72212 and Oakland Schools Intermediate School District (“District”), located at 2111 Pontiac Lake Rd., Waterford, MI 48328-2736**, which expires on **December 19, 2016**. The extension is for a term to end on **December 19, 2021**.

If this is agreeable, please sign all three copies of this extension letter agreement in the place provided below and return them to me at **McLeodUSA, Attention Franchise/ROW, 11101 Anderson Drive, Little Rock, AR 72212**. The remaining documents may be retained for the City’s records. We would appreciate return of the signed copies of the extension letter within 30 days of receiving this request. Once we receive the signed documents, we will send them to the Oakland School Intermediate School District for signature, and then return a fully signed and executed document to the City. If you have any questions, please feel free to contact Jason Hedrick via email, Jason.Hedrick@windstream.com, or (501) 748-6919, or myself via contact information at upper left of this letter.

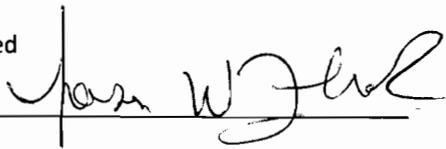
Agreed to by and on behalf of the  
**(City of Oak Park, MI)**

By: \_\_\_\_\_  
Signature

Its: \_\_\_\_\_

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

**McLeodUSA Telecommunications Services, L.L.C.**  
acknowledges receipt of this Permit Extension

Granted  
By:   
Jason Hedrick – Manager Engineering Admin

Its: METRO Act Administrator

Date: 6-20-16



**METRO ACT RIGHT OF WAY PERMIT EXTENSION**

Agreed to by and on behalf of the  
**(Oakland Schools Intermediate School District)**

By: \_\_\_\_\_

Timothy Loock

Director, Auxiliary Services

Its: Maintenance & Facility Operations

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

**BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN****AGENDA OF:** July 18, 2016**AGENDA #****SUBJECT:** Resolution for Adoption of Oakland County's Fee Structure for Animal Licenses**DEPARTMENT:**

**SUMMARY:** City staff recently undertook a project to research Oak Park's animal licensing fee structure after a senior resident reached out inquiring about senior discounts. The resident referenced an article in the Detroit News discussing Oakland County's Animal Control Census Team and dog licensing fees, and suggested that Oak Park adopt a similar senior discount as part of its fee structure. Upon researching the matter it was discovered that not only does Oak Park lack a senior discount, but the City's fee schedule is also out of line with Oakland County's suggested animal licensing fees. This inconsistency may be problematic because Oakland County's website and license application states that residents can take the Oakland County form to their local city or township. Many municipalities in Oakland County have already adopted Oakland County's animal licensing fee structure. Our research has also found that amending the fee structure would be beneficial to the City and its residents.

**RECOMMENDED ACTION:** Approve the Resolution for Adoption of Oakland County's Fee Structure for Animal Licenses

**APPROVALS:**

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

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

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

**RESOLUTION FOR ADOPTION OF OAKLAND COUNTY'S FEE STRUCTURE FOR  
ANIMAL LICENSES**

**WHEREAS**, Michigan Act 339 of 1919 (The Dog Law) all dogs must be licensed at six months of age or older. Each dog must be vaccinated with an approved rabies vaccine by a certified veterinarian; and

**WHEREAS**, the Oak Park City Council has determined that it is in the best interest of the City to amend the animal licensing fee structure; and

**WHEREAS**, the amended fee schedule shall include a discount for senior citizens; and

**WHEREAS**, a senior citizen is defined as a person 65 years of age or older.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Oak Park, approves the amendment of the animal license fee structure as follows:

For spayed or neutered: 1-year \$7.50; 3-year \$22.50

Senior citizen price, spayed or neutered: 1-year \$6.75; 3-year \$20.25

For non-spay/neutered: 1-year \$15.00; 3-year \$45.00

Senior citizen price, non-spay/neutered: 1-year 13.50; 3-year \$40.50

Late fee: \$30.00

**BE IT FURTHER RESOLVED**, that these revisions and amendments to the fee assessments shall become effective as of August 1, 2016.

**RESOLUTION DECLARED ADOPTED.**

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the City of Oak Park, County of Oakland, State of Michigan at a regular meeting held on the 18th, day of July, 2016. Said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act No. 267, Public Acts of 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

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

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

\_\_\_\_\_  
Edwin T. Norris, City Clerk  
City of Oak Park



# Dog License/Application

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

Breed	Age	Color	Sex	Weight	Dog's Name	Date of Vaccination	Duration (yrs)
Previous years license no.	City or Township				Home Phone Number	Work Phone Number	

Please complete your name and address below:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Fees: Spayed/Neutered \$7.50  
 Senior Citizen Price\* \$6.75  
 Male/Female \$15.00  
 Senior Citizen Price\* \$13.50  
**Delinquent after June 1<sup>st</sup> \$30.00**

\*Senior citizen price for dog owners 65 years of age or older. (Must show proof of age)  
 This license is issued by the authority of Andy Meisner, Oakland County Treasurer, license expires 12/31 of current year.  
 If you have a limiting disability which may require assistance in obtaining your dog license, please contact our office.

In accordance with Michigan Act 339 of 1919 (The Dog Law) all dogs must be licensed at four months of age or older.  
 Each dog must be vaccinated with an approved rabies vaccine by a certified veterinarian.

### HOW TO APPLY:

- |                                       |  |
|---------------------------------------|--|
| <u>Where</u><br>City or Township Hall | <u>How</u><br>Take application along with a valid rabies vaccination certificate.  |
| Participating Veterinarian            | Take application along with a valid rabies vaccination certificate.  |
| Mail to Shelter                       | Mail application and a stamped self-addressed envelope along with a valid rabies vaccination certificate to Oakland County Animal Control,<br>1700 Brown Road, Auburn Hills, MI 48326. |
| On-Line                               | Go to <a href="http://www.oakgov.com/petadoption">www.oakgov.com/petadoption</a> click the link "now get your pet license online" and follow the instructions.                         |

Questions?? Contact the Shelter at (248) 391-4102 or e-mail [petadoption@oakgov.com](mailto:petadoption@oakgov.com)

EXHIBIT ONLY



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

**AGENDA OF:** July 18, 2016      **AGENDA #**

**SUBJECT:** Proposals for professional services for roof evaluations and technical specifications at the 45<sup>th</sup> District Court and Community Center buildings.

**DEPARTMENT:** Technical & Planning – Engineering *DED*

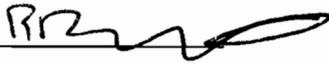
**SUMMARY:** Attached is a the proposal from Roofing Technology Associates (RTA) for the evaluation and technical specification writing of the existing roofs on both the 45<sup>th</sup> District Court and Community Center Buildings. The proposal was submitted with the assistance of General Contractor, Frank Rewold and Son. The total not-to-exceed amount of for this proposal is \$22,800.00.

**FINANCIAL STATEMENT:** Funding is available in the Municipal Building (470-70.900-801.000) and Building Maintenance Funds (101-18.265-930.000) for this expenditure.

**RECOMMENDED ACTION:** It is recommended that the proposal from RTA for professional services for roof evaluation and technical specifications writing services for be approved for total amount of \$22,800.00. Funding is available in the Municipal Building and Building Maintenance Funds for this expenditure.

**APPROVALS:**

City Manager: 

Department Director: 

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

**EXHIBITS:** RTA Proposal



## ROOFING TECHNOLOGY ASSOCIATES, LTD.

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38031 SCHOOLCRAFT  
LIVONIA, MICHIGAN 48150-1065  
(734) 591-4444 • FAX (734) 591-1660 • E-MAIL: rta@rtald.com  
Web site www.rtald.com

June 30, 2016

Mr. Kevin J. Yee, PE  
Asst. City Manager / Director of Public Works  
City of Oak Park  
10600 Capital Avenue  
Oak Park MI 48237  
[kyee@ci.oak-park.mi.us](mailto:kyee@ci.oak-park.mi.us)

RE: ROOF EVALUATION, REMEDIAL SPECIFICATIONS AND QUALITY CONTROL  
MONITORING SERVICES  
Oak Park Community Center & 45<sup>th</sup> District Court  
Oak Park Boulevard  
Oak Park, Michigan

Dear Mr. Yee:

In accordance with the request of Mr. Gene Ferrera of Frank Rewold and Son, we are pleased to submit this proposal to provide roof consulting services for the above referenced project. We have prepared this proposal to provide a roof evaluation for the roof areas of the subject buildings based upon our conversations with Mr. Ferrera and yourself and our past experience on similar projects. We will also develop remedial roofing specifications, plans and details following the roof evaluation based upon an agreed upon scope of work. Our services for this project will include providing quality control monitoring services during the remedial work. The purpose of this correspondence is to outline our proposed scope of services and provide you with a fee for our services. We trust that you will find this proposal acceptable.

The subject project will include two facilities which are the Community Center and the 45<sup>th</sup> District Court. These buildings house various City departments, offices and activities and the District Court. The total roof area for the two facilities is unknown at this time. The roofs of the buildings are low-sloped and are covered with various roof system types.

The roofs reportedly leak. Repairs to the roofs have been accomplished in the past. The leak frequency is understood to be increasing and leak repair efforts currently are not resolving all of the leaks.

We understand that you wish to have the roofs evaluated to establish existing conditions. The conditions will be analyzed and necessary remedial work recommendations will be developed. A life expectancy of the roofs will be estimated and priorities will be established for remedial work based upon the existing conditions. If the roofs are in need of



replacement, we will suggest replacement roof systems. We will further develop a budget estimate for the necessary remedial roof work.

In order to meet project requirements, we propose to provide the personnel and expertise necessary to complete the following phases of services:

### **PHASE I – ROOF EVALUATION**

1. Review available plans, specifications and other information relative to the building construction details. Any available information relative to previously accomplished remedial roof work will also be reviewed and discussed with yourself and/or on-site representatives.
2. Visually examine the designated roof surfaces, flashing systems at perimeters and walls, penetrations and sheet metal accessories in order to assist in evaluating the overall general conditions of the roof systems.
3. Test cuts will be made at selected locations of the low-slope roofs to assist in identifying the condition of the roof membranes as well as insulation types and thicknesses. All destructive test cuts will be repaired with compatible materials in order to maintain the integrity of the existing low-sloped roof systems.
4. Visually examine the interior areas of the buildings in order to generally evaluate the condition of the underside of the roof decks where visible and review roof leak locations.
5. A written report will be developed in accordance with the project requirements. The report will present the following items:
  - Roof Area Plan drawings will be developed in order to designate specific roof areas and will show significant features of the designated roofs.
  - A listing of observations used to analyze and evaluate the overall conditions of the various roof areas.
  - Photographic documentation of typical on-site conditions and any selected problem areas.
  - Summary of the present condition of the roofs including a general estimate of the remaining serviceable life of each roof area.
  - General recommendations for roof remediation work based upon the findings of the roof evaluation. General descriptions of repairs/remedial work as deemed necessary.
  - Budget estimates for the required remedial work will also be presented.



6. Attend a meeting with you and/or your representatives to discuss our evaluation report and findings. We will assist in developing a long-term approach to resolve roof issues which require attention.

## **ALTERNATE**

In order to develop more accurate findings regarding the condition of the existing roof systems, it is important to obtain additional information beyond the visual condition of the exposed roof surfaces and test cuts. Knowledge of the location and percentage of roof areas having entrapped moisture from previous or current leaks is critical when evaluating the roof systems and determining if a particular roof area needs repairs or reroofing.

In order to obtain this additional information, we suggest that a nondestructive moisture survey be included in the scope of work for Phase I of this project.

A nondestructive infrared moisture survey will be performed on the low-sloped roof areas to accurately identify areas of entrapped moisture within the roof systems, if any. A thermal scanning and imaging system will be used to perform the moisture survey. Areas containing significant amounts of moisture will be outlined on the roof surfaces with marking paint and will be shown on the Roof Area Plans.

## **PHASE II - PLANS AND TECHNICAL SPECIFICATIONS**

Remedial roofing specifications will be prepared based upon pertinent information gathered during site visits to determine specific existing conditions. The technical documents will include plans, specifications and details necessary to clearly define the scope of the remedial roof work. The items of work will include:

- Review of any available construction plans and details and compiling any other available information regarding the details of existing construction.
- Visit the project sites to examine and evaluate the roof areas designated for remedial roof work. Perform test cuts on the existing roof systems at walls and curbs to determine the existing details of construction. Repair test cut samples immediately after our visual examination.
- Development of the most feasible and economical solutions to the current conditions based upon the project parameters.
- Preparation of technical specifications, including roof plans and details for the required remedial work. The technical specifications will establish the types and quality of the materials to be used and the manner in which the materials are to be applied.



- Incorporation of the technical specifications with other standard requirements and bidding documents to provide a complete bid package. Such additional information will include insurance requirements, general conditions of construction and bid proposal forms.
- Assistance will be provided in the selection of qualified roofing contractors to bid the required work.
- Attendance at a pre-bid meeting at the project site with the contractors bidding the project to answer questions they may have regarding the project specifications.
- Respond to requests for information from the bidding roofing contractors during the bidding period.
- Participate in post-bid interviews as may be necessary.
- Review and evaluation of the submitted bids will be provided to assist in the selection of the roofing contractor to perform the work. A written recommendation relative to our evaluation of the bids will be submitted.

### **PHASE III - ROOFING QUALITY CONTROL MONITORING SERVICES**

Construction quality control monitoring services are provided to ensure that the requirements of the contract documents are being met. The ongoing determination of contract compliance is based upon daily construction monitoring, which includes verification that the specified materials are used, proper quantities of materials are provided, and that the order and method of installation of such materials is in accordance with acceptable standard industry installation procedures. The goal of construction monitoring is to ensure that a quality roofing system is attained.

Periodic on-site construction observation will be provided on a part-time basis.

During the roof renovation work, we propose to provide an experienced roofing field representative to provide quality control monitoring and any required testing services in order to develop opinions as to whether the work essentially complies with project requirements and sound roofing practices.

In general, a variety of construction quality control monitoring services will be provided on this project. Specifically, our services will include the following items of work:

- Attendance at a pre-construction conference by our representatives. Specific items relating to materials storage, application procedures, work schedule and quality control requirements will be reviewed. The roof areas will be reviewed with parties involved in the project to clarify project performance requirements.



- Part-time on-site observation of in-progress roofing operations will provide approximately four hours of on-site quality control per work day. Contact will be made with your representative to review job progress.
- Preparation of Field Reports which will provide a summary of each day's activities, areas worked, test locations and results, notes regarding materials and processes that are found to not be in compliance with the contract documents and project requirements, and any other pertinent information.
- Preparation of punch lists and follow-up on any incomplete or incorrectly installed materials after substantial completion of the reroofing work on each area. A final inspection report will be issued when all roofing and related sheet metal work is complete.

**GENERAL**

One of our Registered Roof Consultants, (RRCs), will serve as Project Manager for this project. Other staff members will be assigned once the project schedule is formalized.

We will commence our services within two to three weeks after receiving your written authorization to proceed. Our roof evaluation report will be completed approximately two to three weeks thereafter, providing weather conditions allow for the timely completion of our field work.

**PROFESSIONAL FEES**

Professional fees for the work and personnel required to complete the above outlined Phase I roof consulting services will be billed on a lump sum basis.

The total fees for the Phase I services for each of the two project facilities and all roof areas as outlined herein, will be:

**PHASE I – ROOF EVALUATION**  
**LUMP SUM..... \$ 6,800**

**PHASE I – ROOF EVALUATION ALTERNATE**  
**LUMP SUM ..... \$ 2,000**

The total fees for the Phase II services as outlined herein will depend upon the specific scope of repairs and/or roof replacements suggested. This is dependent upon the extent of the agreed upon remedial roof work. This phase of services will be charged on a unit/hourly basis in accordance with our current Fee and Rate Schedule (see attached).

**PHASE II – PLANS & SPECS**



**RANGE OF FEES. . . . . \$8,000 to \$14,000**

Professional fees for all services and personnel required to complete the above outlined Phase III roof consulting services will be charged on a unit/hourly basis and as noted below:

- Project Manager - \$140 per hour for work including the overall administration of the roofing quality control program, project consultation and review of field operations and field reports, as well as attendance at any necessary on-site project meetings.
- Roofing Field Representative - \$88 per hour for work including on-site construction quality control monitoring activities as well as preparation of Daily Field Reports. An overtime rate of \$114 per hour will be charged for all hours worked in excess of eight (8) hours per day. In addition, all weekend and holiday hours worked will be charged at the overtime rate of \$114 per hour.
- Secretarial Services - \$50 per hour for work including the processing and distribution of all project-related correspondence.
- Mileage for all project-related travel will be charged at the rate of \$0.85 per mile.
- Charges for any additional services and personnel requested and authorized by your office to complete the above outlined services will be in accordance with our Fee and Rate Schedule.
- For part-time construction quality control monitoring, approximately four (4) hours of on-site observations will be provided each day during ongoing roofing operations.
- Travel time will be considered chargeable time (estimated at 1.0 hour per trip for each round trip to the site from our Livonia office) and will be charged in addition to the on-site quality control monitoring time.
- Project management and administrative services accomplished by the Project Manager are estimated at two to three hours per week, barring any unforeseen and unusual project problems and conditions which may require additional time. The Project Manager will schedule and make an occasional visit to the project site as required by job conditions.

This total fee for our services will depend on many factors, including duration of the project, hours worked, weather conditions, experience and qualifications of the selected Roofing Contractor and job site conditions encountered. The above factors will also affect the amount of time that the Project Manager will be involved in the project. Also, it should be noted that involvement of the Project Manager is usually more extensive at the beginning and ending stages of the project due to attendance at meetings, resolving initial start-up problems and preparation of final punch list items.

We are attaching an electronic copy of our corporate brochure for your review.



We appreciate this opportunity to submit our proposal for your consideration and look forward to working with you on this project. Following your review of this proposal, please do not hesitate to call us should you have any questions regarding this submittal. We would welcome the opportunity to meet with you to discuss this proposal.

Please indicate your acceptance of this proposal by submitting to us written authorization to perform the above outlined roof consulting services. Thank you for the opportunity to submit this proposal.

Sincerely,

ROOFING TECHNOLOGY ASSOCIATES, LTD.

Michael C. Bode, RRC  
Sr. Project Manager

Michael V. Mathers, RRC  
President

MCB/MVM/lab

Attachments

ACCEPTED FOR: \_\_\_\_\_

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

Cc: Mr. Gene Ferrera – Frank Rewold & Son – [gferrera@frankrewold.com](mailto:gferrera@frankrewold.com)



# ROOFING TECHNOLOGY ASSOCIATES, LTD.

38031 SCHOOLCRAFT  
LIVONIA, MICHIGAN 48150-1065  
(734) 591-4444 • FAX (734) 591-1660 • E-MAIL: rta@rtald.com  
Web site www.rtaltd.com

## FEE AND RATE SCHEDULE PROFESSIONAL SERVICES

### PERSONNEL

Fees for our services will be based upon the time worked on the project by professional, technical and clerical personnel according to the following schedule:

	<b>PER HOUR</b>
Principal .....	\$160.00
Senior Project Manager .....	\$140.00
Project Manager .....	\$130.00
Senior Roof Consultant .....	\$114.00
Project Roof Consultant .....	\$100.00
Staff Roof Consultant* .....	\$88.00
Senior Roof Technician* .....	\$78.00
Roof Technician* .....	\$68.00
CADD Operator* .....	\$74.00
Secretarial Services* .....	\$50.00

\*For these personnel, overtime work will be charged at a rate equal to 1.3 times the Standard Rate. A premium of 50 percent will be added to hourly rates for depositions and expert witness testimony.

### EXPENSES

The following expenses, when incurred in connection with the project, will be charged at the rates shown:

Transportation, Lodging and Subsistence for Out of Town Travel.....	Cost+15%
Printing, Reproduction, Photographs, Long distance Telephone and Facsimile Charges, Shipping Charges, and Material Purchases .....	Cost+15%
Vehicle Travel for Project .....	\$0.85/Mile
Rental of Specialized Field, Laboratory or Monitoring Equipment .....	Cost+15%

### SUBCONTRACTORS/SUBCONSULTANTS

On projects requiring subcontractors or subconsultants, we will obtain the services of reputable contractors or consultants to perform such work. The fees of these contractors or consultants will be added to our invoices plus a 15% service charge.

### INVOICES

Progress invoices will be submitted to the client monthly and a final bill will be submitted upon completion of our services. Invoices will show charges for different personnel and expenses. Each invoice is due on presentation and is past due thirty (30) days from invoice date. Client agrees to pay a finance charge of one and one-half percent (1½%) per month on past due accounts. We reserve the right to suspend or terminate work under our agreement upon failure of the client to pay invoices when due.