

Oak Park

City Council Agenda

March 6, 2017





AGENDA
REGULAR CITY COUNCIL MEETING
36th CITY COUNCIL
OAK PARK, MICHIGAN
March 6, 2017
7:00 PM

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. APPROVAL OF AGENDA

5. CONSENT AGENDA

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

- A. Regular Council Meeting Minutes of February 20, 2017
- B. Special Council Meeting Minutes of February 20, 2017
- C. Corridor Improvement Authority Board Meeting Minutes of December 15, 2016
- D. Recreation Advisory Board Meeting Minutes of January 18, 2017
- E. Communications Commission Meeting Minutes of May 18, 2016, June 15, 2016, July 20, 2016, August 17, 2016, September 21, 2016, October 19, 2016 and November 16, 2016
- F. Ethnic Advisory Commission Meeting Minutes of July 14, 2016, September 8, 2016, October 13, 2016 and November 10, 2016
- G. Arts and Cultural Commission Meeting Minutes of June 22, 2016, July 27, 2016, August 24, 2016, September 28, 2016, October 26, 2016 and December 7, 2016
- H. Licenses - New and Renewals as submitted for March 6, 2017

6. RECOGNITION OF VISITING ELECTED OFFICIALS

Oak Park School Board Introduction – Manachem Hojda

7. SPECIAL RECOGNITION/PRESENTATIONS:

- A. City Manager Employee Recognition – Laurie Stasiak
- B. Oath of Office for newly appointed Board & Commission members

8. PUBLIC HEARINGS: None

9. COMMUNICATIONS: None

10. SPECIAL LICENSES: None

11. ACCOUNTING REPORTS:

- A. Approval for payment of an invoice submitted by Secrest, Wardle, Lynch, Hampton, Truex & Morley for legal services in the amount of \$5,584.80

12. BIDS:

- A. Request to reject the only bid and re-advertise for bids the 2017 Janitorial Services Contract, M-662
- B. Request to award the bid for the 2017 Water Main Replacement Project, M-649 to Aielli Construction Company, Inc. of Shelby Township, MI for the total amount of \$554,174.00 and to extend the unit prices for the project to replace the water main on Labelle Street from Coolidge to just west of Kipling for an additional amount of \$212,824.00

13. **ORDINANCES:** None

14. **CITY ATTORNEY**

- A. Resolution to approve request from MCImetro Access Transmission Services Corporation d/b/a Verizon Access Transmission Services for extension of Metro Act Right of Way Permit
- B. Resolution excluding medical marijuana facilities authorized pursuant to PA 281 et seq. of 2016
- C. Civil Infractions update

15. **CITY MANAGER:**

Administration

- A. Resolution approving lease of premises at 13650 Oak Park Blvd., Suite A to Hatazalah of Michigan

Department of Public Works

- B. Request to approve an agreement with DTE Energy for LED street lighting conversion for the total amount of \$625,969.00 subject to review by the City Attorney

Finance

- C. 2017-18 Budget Schedule

Recreation

- D. Request to approve an interlocal agreement with the City of Oak Park and Hazel Park for recreational programs
- E. Request to advertise for bids for the 2017 Swimming Pool repair project, M-668

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
36th OAK PARK CITY COUNCIL
February 20, 2017
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

APPROVAL OF AGENDA:

**CM-02-066-17 (AGENDA ITEM #4) ADOPTION OF THE AGENDA AS
AMENDED – APPROVED**

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

- Omit Item #15A, Request to approve an agreement with DTE Energy for LED street lighting conversion for the total amount of \$625,969.00 subject to review by the City Attorney

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

MOTION DECLARED ADOPTED

CONSENT AGENDA:

CM-02-067-17 (AGENDA ITEM #5A-F) CONSENT AGENDA - APPROVED

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

- A. Regular Council Meeting Minutes of February 6, 2017 **CM-02-068-17**
- B. Special Council Meeting Minutes of February 13, 2017 **CM-02-069-17**
- C. Request to advertise for bids for the 2017 Fire Hydrant Blasting and Repainting Project, M-646 **CM-02-070-17**

- D. Request to advertise for bids for the 2017 Elevated Water Storage Tank Painting Project, M-667 **CM-02-071-17**
- E. Request to advertise for bids for the 2017 Roof Replacement Project, M-665 **CM-02-072-17**
- F. Licenses - New and Renewals as submitted for February 20, 2017 **CM-02-073-17**

**MERCHANT'S LICENSES – February 20, 2017
 (Subject to All Departmental Approvals)**

<u>NEW MERCHANT</u>	<u>ADDRESS</u>	<u>FEE</u>	<u>BUSINESS TYPE</u>
Oak Park MTS LLC – Maximum Tax Service	25222 Greenfield	\$150	Tax Service
Studio 8700	8700 9 Mile	\$150	Art Gallery
LAK1 LLC – Maximum Tax Service	12708 9 Mile	\$150	Tax Service

<u>RENEWALS</u>	<u>ADDRESS</u>	<u>FEE</u>	<u>BUSINESS TYPE</u>
Midwest Recycling Service Inc	11000 Capital	\$150	Recycling Service
Design Metal Inc	10841 Capital	\$150	Sheet Metal Fab
Ross Special Services	13380 Capital	\$150	Auto Dealer
Socks Galore Wholesale	10355 Capital	\$150	Clothing
142 Maple LLC	8625 Capital	\$150	Warehouse
Turf Tenders	13100 Cloverdale	\$150	Landscape
Sahara Restaurant	24770 Coolidge	\$150	Restaurant
Metro Frame Inc	26045 Coolidge	\$150	Frame Shop
9 Oaks Grill	22110 Coolidge	\$150	Restaurant
Star Bakery	26031 Coolidge	\$150	Bakery
Prince's Pastry	24711 Coolidge	\$187.50	Bakery
Little Ceasars	24756 Coolidge	\$150	Restaurant
JBG Investments dba FKO for Kids Only	23101 Coolidge	\$150	Clothing
Lincoln Drugs Inc / Pharmacy	25901 Coolidge	\$150	Pharmacy
Value World Inc	22130 Coolidge	\$150	Resale Shop
Express Collission	21470 Coolidge	\$150	Auto Service
Harmony Montessori Center	26341 Coolidge	\$150	Educational
Hair N' Things Inc	22105 Coolidge	\$150	Salon
7-11 Food Stores #13458	26341 Coolidge	\$150	Retail
Hair Mood Salon			
El Mar's Suburban Shop	13661 Eleven Mile	\$150	Restaurant
Universal Wholesale	14511 Eleven Mile	\$150	Retail
Grape Leaves Restaurant	24700 Greenfield	\$150	Restaurant
Diamond Nails	25238 Greenfield	\$150	Salon
K & S Design Jewelry	21700 Greenfield #477	\$150	Jeweler
OSKA Jewelers & Repair	21700 Greenfield #362	\$150	Jeweler
Luxor Jewelry Co LLC	21700 Greenfield #301	\$187.50	Jeweler
T. Nails	26028 Greenfield	\$150	Salon
Medaplex Dental Center	23350 Greenfield	\$150	Dental
GEM Corporation	21600 Greenfield #106	\$150	Jeweler
Magic Discount Jewelry	21600 Greenfield #108	\$150	Jeweler
Little Bear's Learning Center	13391 Nine Mile	\$150	Child Care
Yousif Goriel MD	15351 Nine Mile A	\$150	Physician
Happy Days Educational Ctr	10160 Nine Mile	\$150	Child Care

Medsorce Pharmacy LLC	15300 Nine Mile #2	\$150	Pharmacy
Dr. Ester Sleutelberg	15421 Nine Mile	\$150	Dental
Mighty Mo Mufflers	13941 Nine Mile	\$150	Auto Service
Hair Unique	8138 Nine Mile	\$150	Salon
Lisa's Little Angels Christian Chil	10460 Nine Mile	\$150	Child Care
James Tailoring and Alterations	8236 Nine Mile	\$150	Tailor/Alterations
Modern Nails	13720 Nine Mile	\$150	Salon
Its All About You	10810 Nine Mile	\$150	Salon
Wing's Gardens	8410 Nine Mile	\$150	Restaurant
C & J General Contractors	22610 Rosewood	\$150	General Contractor
Subway	13311 Ten Mile	\$150	Restaurant
Jade Palace Restaurant	13351 Ten Mile	\$150	Restaurant
Great Expressions Dental Ctr	13231 Ten Mile	\$150	Dental
Unique Furniture	21820 Wyoming Place	\$150	Furniture Co

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

MOTION DECLARED ADOPTED

RECOGNITION OF VISITING ELECTED OFFICIALS: None

SPECIAL RECOGNITION/PRESENTATIONS: None

PUBLIC HEARINGS: None

COMMUNICATIONS: None

SPECIAL LICENSES:

**CM-02-074-17 (AGENDA ITEM #10A) SPECIAL EVENT REQUEST – OAK PARK
 ETHNIC ADVISORY COMMISSION – WORLD DANCE EVENT
 – APPROVED**

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

Name	Event	Fee
Oak Park Ethnic Advisory Commission	World Dance Event - Recreation Center April 29, 2017 6:30 p.m. – 9:30 p.m.	Application Fee and \$660 costs waived

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

MOTION DECLARED ADOPTED

ACCOUNTING REPORTS:

CM-02-075-17 (AGENDA ITEM #11A) APPROVAL FOR PAYMENT OF INVOICES SUBMITTED BY GARAN, LUCOW, MILLER, P.C. FOR LEGAL SERVICES IN THE TOTAL AMOUNT OF \$25,664.43 - APPROVED

Motion by Rich, seconded by Radner, CARRIED UNANIMOUSLY, to approve payment of invoices #471736, #471737, #471738 and #471740 submitted by Garan, Lucow, Miller P.C., for legal services rendered through January 31, 2017 in the total amount of \$25,664.43.

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

MOTION DECLARED ADOPTED

BIDS:

CM-02-076-17 (AGENDA ITEM #12A) BID AWARD FOR THE 2017 GRANZON AVENUE RECONSTRUCTION PROJECT, M-650 TO FLORENCE CEMENT COMPANY OF SHELBY TOWNSHIP, MI FOR THE TOTAL AMOUNT OF \$971,425.00 - APPROVED

Motion by Rich, seconded by Radner, CARRIED UNANIMOUSLY, to award the bid for the 2017 Granzon Avenue Reconstruction Project, M-650 to Florence Cement Company of Shelby Township, MI for the total amount of \$971,425.00.

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

MOTION DECLARED ADOPTED

Assistant City Manager Yee stated that at the January 17, 2017 regular meeting of the Oak Park City Council, the request to bid the 2017 Granzon Avenue Reconstruction Project, M-650 was approved (CM-01-027-17). The project was advertised and 98 contractors viewed the documents. On February 6, 2017, ten (10) bids were received and opened. The low bidder, Florence Cement Company of Shelby Township, MI, submitted a bid of \$971,425.00. He indicated that Florence Cement Company has performed many projects in the City to the satisfaction of the Engineering Division. . Funding for the project is available as follows: \$500,000 in the FY 2016-17 Local Street Budget, \$151,000 in the Water & Sewer Fund for sewer work on the project, and the balance is proposed in the FY 2017-18 Local Street Budget.

CM-02-077-17 (AGENDA ITEM #12B) BID AWARD FOR THE 2017 JOINT AND CRACK SEALING PROJECT, M-651 TO CARR'S OUTDOOR SERVICES OF CANTON, MI FOR THE TOTAL AMOUNT OF \$74,158.00 - APPROVED

Motion by Speech, seconded by Rich, CARRIED UNANIMOUSLY, to award the bid for the 2017 Joint and Crack Sealing Project, M-651 to Carr's Outdoor Services of Canton, MI for the total amount of \$74,158.00.

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

MOTION DECLARED ADOPTED

Mr. Yee stated that at the January 17, 2017 regular meeting of the Oak Park City Council, the request to bid the 2017 Joint and Crack Sealing Project, M-651 was approved (CM-01-028-17). The project was advertised and 14 contractors viewed the contract documents. On February 6, 2017, three (3) bids were received and opened. The low bidder, Carr's Outdoor Services, submitted a bid of \$74,158.00. References were checked and all had positive responses. He indicated this project seals the joints and cracks on designated city streets. Funding is available in the Local Street Fund for this expenditure.

CM-02-078-17 (AGENDA ITEM #12C) REJECT THE ONLY BID AND RE-ADVERTISE FOR BIDS THE 2017 JANITORIAL SERVICES CONTRACT, M-662 - POSTPONED

Motion by Radner, seconded by Burns, to reject the only bid and re-advertise for bids the 2017 Janitorial Services Contract, M-662. After discussion, Motion by Radner, seconded by Burns, CARRIED UNANIMOUSLY, to postpone consideration of this item until a later meeting.

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

MOTION DECLARED ADOPTED

Council Member Radner suggested consulting with the City Attorney before proceeding with rebidding the project.

ORDINANCES: None

CITY ATTORNEY: No report

CITY MANAGER:

Department of Public Works

- A. Request to approve an agreement with DTE Energy for LED street lighting conversion for the total amount of \$625,969.00 subject to review by the City Attorney. **(Removed from the agenda)**

CM-02-079-17 (AGENDA ITEM #15B) PROPOSAL FROM CTI & ASSOCIATES FOR PROFESSIONAL SERVICES FOR MATERIAL TESTING SERVICES FOR THE 2017 WATERMAIN REPLACEMENT PROJECT, M-649 AND THE GRANZON AVENUE RECONSTRUCTION PROJECT, M-650 FOR AN HOURLY, NOT TO EXCEED AMOUNT OF \$22,220.00 - APPROVED

Motion by Speech, seconded by Rich, CARRIED UNANIMOUSLY, to approve a proposal from CTI & Associates for professional services for material testing services for the 2017 Watermain Replacement Project, M-649 and the Granzon Avenue Reconstruction Project, M-650 for an hourly, not to exceed amount of \$22,220.00.

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

MOTION DECLARED ADOPTED

Mr. Yee reviewed the tabulation of proposals for material testing services for the 2017 Watermain Replacement Project, M-649 and the Granzon Avenue Reconstruction Project, M-650. The low proposal, submitted by CTI & Associates, is for a total amount of \$22,220.00. He added that funding is available in the Water and Sewer Fund and Local Street Fund for this expenditure.

CM-02-080-17 (AGENDA ITEM #15C) PROPOSAL FROM OHM ADVISORS TO PERFORM ENGINEERING SERVICES FOR THE DESIGN, BIDDING AND CONSTRUCTION OF THE DECORATIVE FENCE AND BRANDING OF THE COOLIDGE HIGHWAY BRIDGE OVER I-696 AS WELL AS THE GRAPHIC DESIGN FOR THE CITY'S ELEVATED WATER STORAGE TANK FOR AN HOURLY, NOT TO EXCEED AMOUNT OF \$78,200.00 SUBJECT TO FINAL REVIEW BY THE CITY ATTORNEY - APPROVED

Motion by Speech, seconded by Burns, CARRIED UNANIMOUSLY, to approve a proposal from OHM Advisors to perform Engineering Services for the design, bidding and construction of the decorative fence and branding of the Coolidge Highway bridge over I-696 as well as the graphic design for the City's elevated water storage tank for an hourly, not to exceed amount of \$78,200.00 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 summarized the proposal from OHM to perform Engineering Services for the design, bidding and construction of the decorative fence and branding of the Coolidge Highway bridge over I-696 as well as the graphic design for the City's elevated water storage tank. Mr. Yee clarified the amount for the water tank branding portion of the proposal is \$1,500.00. Funding for these expenses will come from the major street fund balance.

CM-02-081-17 (AGENDA ITEM #15D) REQUEST FROM FLORENCE CEMENT COMPANY TO ERECT A PORTABLE CONCRETE BATCH PLANT AT 13200 NORTHEAST AVENUE FOR THE CONCRETE PRODUCTION FOR THE GRANZON AVENUE PAVING PROJECT - APPROVED

Motion by Speech, seconded by Rich, CARRIED UNANIMOUSLY, to approve the request from Florence Cement Company to erect a portable concrete batch plant at 13200 Northend Avenue for the concrete production for the Granzon Avenue Paving Project.

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

MOTION DECLARED ADOPTED

Mr. Yee reviewed a letter from Florence Cement Company requesting approval to erect a portable concrete batch plant at 13200 Northend Avenue. The batch plant will be used solely to supply the Granzon Avenue Paving Project from June 2017 to July 2017. The location of this temporary batch plant will not impact any residential areas within the City. Approval of their request will help facilitate the expeditious completion of the project.

Mr. Tungate thanked everyone who participated with the planning and execution of the State of the City Address.

CALL TO THE AUDIENCE: None

CALL TO THE COUNCIL:

Mayor McClellan indicated she performed a wedding on Valentine's Day and thanked those who were a part of the State of the City Address. She announced new initiatives from the Public Safety Department including plans for a new K-9 unit, increased patrolling for speeding and a new program that will utilize a Public Safety sponsored ice cream truck to promote good will in the community. She also encouraged participation in classes at the Recreation Department and upcoming events at the Library. She concluded by reminding everyone to pay their taxes by February 28, 2017 to prevent the bill from being passed on to the County.

Mayor Pro Tem Burns reported on activities related to the Ethnic Advisory Commission and the Recreation Advisory Board and encouraged participation in upcoming events they sponsor.

Council Member Speech encouraged everyone to be safe and wished them a good night.

Council Member Radner wished everyone a wonderful evening.

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 7:43 P.M.

T. Edwin Norris, City Clerk

Marian McClellan, Mayor



**CITY OF OAK PARK, MICHIGAN
SPECIAL COUNCIL MEETING OF THE
36th OAK PARK CITY COUNCIL
February 20, 2017
5:30 P.M.**

MINUTES

This Special Meeting 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 Special Meeting was given in compliance with the provisions of Act 267 of the Public Acts of Michigan, 1976, as amended, the "Open Meetings Act".

The Special Meeting was called to order by Mayor McClellan at 5:30 P.M.

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

ABSENT: None

ALSO PRESENT: City Manager Tungate, City Clerk Norris, Assistant to the City Manager McLain, Deputy City Clerk Brown

SPECIAL BUSINESS:

(AGENDA ITEM #3A) Interviews of candidates for appointments to City Board and Commissions.

Members of Council interviewed the following individuals for positions with various boards and commissions:

Nathan Izydorek
Michella Perry
Roselyn McKay
Susan Brochu-Hoshield

SCM-02-061-17 APPOINTMENT OF NATHAN IZYDOREK TO THE ARTS AND CULTURAL COMMISSION FOR A TERM ENDING FEBRUARY 28, 2019 – APPROVED

Motion by Rich, seconded by Radner, CARRIED UNANIMOUSLY, to appoint Nathan Izydorek to the Arts and Cultural Commission for a term ending February 28, 2019.

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

MOTION DECLARED ADOPTED

**SCM-02-062-17 APPOINTMENT OF ROSELYN MCKAY TO THE
COMMUNICATIONS COMMISSION FOR A TERM ENDING
FEBRUARY 28, 2018 – APPROVED**

Motion by Burns, seconded by Radner, CARRIED UNANIMOUSLY, to appoint Roselyn McKay to the Communications Commission for a term ending February 28, 2018.

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

MOTION DECLARED ADOPTED

**SCM-02-063-17 APPOINTMENT OF MICHELLA PERRY TO THE
BEAUTIFICATION ADVISORY COMMISSION FOR A TERM
ENDING FEBRUARY 28, 2019 – APPROVED**

Motion by Speech, seconded by Burns, CARRIED UNANIMOUSLY, to appoint Michella Perry to the Beautification Advisory Commission for a term ending February 28, 2019.

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

MOTION DECLARED ADOPTED

**SCM-02-064-17 APPOINTMENT OF ZAKIYA HOLLIFIELD TO THE LOCAL
OFFICERS COMPENSATION COMMISSION FOR A TERM
ENDING FEBRUARY 28, 2024 – APPROVED**

Motion by Radner, seconded by Rich, CARRIED UNANIMOUSLY, to appoint Zakiya Hollifield to the Local Officers Compensation Commission for a term ending February 28, 2024.

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

MOTION DECLARED ADOPTED

City Clerk Norris explained there is a vacancy on the Local Officers Compensation Commission, a commission that is require to meet every odd year to decide the salary of local elected officials. He explained this is a mayoral appointment with confirmation by council. Mayor McClellan is requesting confirmation of her appointment of Zakiya Hollifield, who is already serving on the Board of Review.

(AGENDA ITEM #3B) Reappointments to City Boards and Commissions

Deputy City Clerk Brown presented information regarding members of boards and commissions whose terms expire on February 28, 2017. Council discussed the candidates for reappointment.

SCM-02-065-17 (AGENDA ITEM #3B) REAPPPOINTMENTS AND LETTERS OF APPRECIATION TO MEMBERS OF BOARDS AND COMMISSIONS – APPROVED

Motion by Rich, seconded by Speech, CARRIED UNANIMOUSLY, to authorize the following reappointments of members to boards and commissions and letters of appreciation for service to be sent to members not being reappointed:

Reappointments to City Boards and Commissions:

APPOINTEE	BOARD	TERM TO EXPIRE
Idella Bailey	Beautification Advisory Commission	February 2020
Heidi Bisson	Arts and Cultural Commission	February 2020
Saul Chudnow	Elections Commission	January 2018
Karen Davis-Harris	Beautification Advisory Commission	February 2020
Steven Gold	Communications Commission	February 2020
Terri McQueen	Arts and Cultural Commission	February 2020
Lana Sherman	Election Commission	January 2018
Lonnie Tabb-Upshaw	Beautification Advisory Commission	February 2020
Deborah Williamson	Beautification Advisory Commission	February 2020

Letters of appreciation to members not being reappointed:

Ron Clegg	Arts and Cultural Commission
Julie Edgar	Communication Commission
Andrea Stawis	Beautification Advisory Commission

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

MOTION DECLARED ADOPTED

City Manager Tungate indicated that the administration would like to proceed with a proposed plan to eliminate and/or combine various advisory boards and commissions in order to meet more contemporary needs of the city. There was a general consensus among council members to proceed with the project.

CALL TO THE AUDIENCE:

There were no members of the audience wishing to speak.

ADJOURNMENT:

The Special Meeting adjourned at 6:35 p.m.

T. Edwin Norris, City Clerk

Marian McClellan, Mayor



CITY OF OAK PARK

Corridor Improvement Authority

Solomon Radner
Ken Rich
Keisha Speech
City Manager
Erik Tungate

CITY OF OAK PARK CORRIDOR IMPROVEMENT AUTHORITY BOARD MEETING DECEMBER 15, 2016 MINUTES

Meeting was called to order at 12:04 p.m., in the Executive Conference Room at Oak Park City Hall, 14000 Oak Park Boulevard, Oak Park, Michigan, by Chairperson Colbert and roll call was made.

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

ABSENT: Board Member Berger
Board Member Peteet

OTHERS PRESENT: Community & Economic Development Director Kimberly Marrone

3. APPROVAL OF AGENDA OF DECEMBER 15, 2016

MOTION by Blumenkopf, SECONDED by Moulden, to approve the agenda for December 15, 2016 as amended to remove Item #7A, Funding request for wayfinding sign.

VOTE: Yes: All
No: None

MOTION CARRIED

4. APPROVAL OF MINUTES OF OCTOBER 20, 2016

MOTION by McClellan, SECONDED by Blumenkopf, to approve the minutes of the October 20, 2016 meeting as submitted.

VOTE: Yes: All
No: None

MOTION CARRIED

5. PUBLIC COMMENT

There were no members of the public in attendance.

6. UNFINISHED BUSINESS

A. Personal Property Tax Update

Ms. Marrone explained the changes to the Tax Increment Financing Plan and the Development Plan resulting from the inclusion of personal property taxes. The addition is being made so that Oakland County will enter into an agreement for capture of county taxes. With the addition of personal property taxes, the initial assessed valuation upon which estimates of tax increment revenue will be based, increases from \$31 million to \$36 million.

Changes in the Plan document are as follows:

Page 1	the date is changed
Page 35	in the third paragraph the words "and personal" are added
Page 39	under item 5, the initial assessed valuation is changed to "\$ 36,220,150".
Tables	values are changed accordingly

Ms. Marrone outlined the next steps:

- Oakland County approval. The County has put in writing that they will accept the new Plan as long as personal property tax is included.
- Public notice. The property owners of the 570 parcels in the District will be notified via email. That will eliminate the need for the newspaper legal notice to include the legal description of the District. The original newspaper ad cost close to \$10,000. The new ad will include the map and should be approximately 1/8 of the cost of the original ad.
- Public Hearing. City Council will be asked to hold the public hearing on February 6.
- Second reading. City Council will be asked to schedule the second reading on February 20.
- Oakland County Tax Increment Financing Review Board. The amended plan will be considered by the County.
- Contract. The county has indicated that within a month of City Council approval, a contract will be ready for review by the City Attorney.

MOTION by McClellan, SECONDED by Moulden, to approve the amended Oak Park Corridor Improvement Authority TIF and Development Plan.

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

MOTION CARRIED

7. NEW BUSINESS

A. Funding request for wayfinding sign. Item removed from the agenda.

Ms. Marrone explained the City has asked the Authority to consider contributing to the cost of the improvements to the I-696 overpass at Coolidge, but the location is not within the District.

8. FINANCIAL REPORT

Ms. Marrone reported the current tax capture remains at \$2,086.10, and indicated it will go toward the spring/summer landscaping in the District.

Discussion ensued regarding options for funding winter decorations in the existing planters. Suggestions included asking District businesses to adopt a planter by paying the costs of providing greenery.

9. BOARD MEMBER COMMENT

Ms. McClellan reported discussion at the recent Beautification Advisory Commission meeting centered on the importance of the Authority's and the City's beautification efforts.

10. ADJOURNMENT

There being no objection, Chairperson Colbert adjourned the meeting at 12:31 p.m.

Cherilynn Brown, Deputy Clerk/Director of Elections

**CITY OF OAK PARK, MICHIGAN
RECREATION ADVISORY BOARD
January 18, 2017
MEETING MINUTES**

5D

The meeting was called to order at 7:05 p.m. by Chairperson Alexander Simpson in the 4 room of the Oak Park Community Center located at 14300 Oak Park Boulevard, Oak Park, MI 48237 and Roll Call was made.

PRESENT: Chairperson Alexander Simpson, Board Members, Marjace Miles, Diane Spiller, Dwight Thomas

Ex-officio members: Mayor Pro Tem Member Carolyn Burns, Recreation Director Laurie Stasiak

ABSENT: Vice Chairperson Mickey Alderman, Nathaniel Cobb

1. READING AND APPROVAL OF MINUTES

None

2. COUNCIL COMMENTS

Mayor Pro Tem Burns reported on Oak Park audit. It went well; approved budget for all boards.
Invited the Board to the State of the City: Feb. 15th 6pm

3. REGULAR BUSINESS

Stasiak updated Board on City Magazine and rec program guide.
Stasiak invited Board to Winter fest January 29th
Stasiak invited Board to Michigan Park Grant workshop

4. CONSIDERATION OF OLD BUSINESS

None

5. CONSIDERATION OF NEW BUSINESS

Stasiak updated Board about Recreation Department Master Plan; suggested the following activities:

- Look over Parks
- Community input meeting

6. PREPARATION OF RECOMMENDATIONS FOR COUNCIL ACTION

None

7. ADJOURNMENT

Moved by *Thomas*, seconded by *Miles* to adjourn the meeting.

Vote: Yes: **ALL**
No: None

MOTION DECLARED ADOPTED

Chairman Simpson adjourned the meeting at 8:24 p.m.

Marjace Miles

Marjace Miles, Recreation Advisory Board Secretary



CITY OF OAK PARK

COMMUNITY ENGAGEMENT AND PUBLIC INFORMATION

5E

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

Regular Meeting Minutes Of the COMMUNICATIONS COMMISSION Wednesday, May 18, 2016

The meeting was called to order at 7:03 p.m. in the Oak Park Community Center at 14300 Oak Park Blvd., Oak Park, MI 48237.

PRESENT: Vice Chair Julie Edgar, Commissioner Nathan Peiss, Commissioner Desmond Travis, Commissioner Cheryl Weiss, City Liaison Director of Community Engagement and Public Information Denise DeSantis

ABSENT: Chair Steven Gold (excused), City Council Member Kiesha Speech (excused)

ALSO PRESENT: None

APPROVAL OF AGENDA: Motion by Commissioner Peiss to approve the agenda. Seconded by Commissioner Weiss. Motion carried, unanimous.

APPROVAL OF MINUTES: Motion by Commissioner Travis to approve the minutes from March 16, 2016 and April 20, 2016. Seconded by Commissioner Weiss. Motion carried, unanimous.

ACKNOWLEDGEMENT OF GUESTS/CITY OFFICIALS: None

MEMBERSHIP CHANGES: None at this time.

OLD BUSINESS:

The Village Update

Commissioner Edgar shared that The Village is very interested in Oak Park. They charge \$550/person, \$800 household yearly in Huntington Woods. The challenge is putting together a volunteer core willing to help when needed. There is a need to have regular clientele to keep volunteers active and interested/involved. A group of volunteers are needed to take residents to the doctor as needed, to shop as needed, etc.

Discussion:

- Can we meet informally with Shari from The Village to learn more about the program?
- Is this a next step for the Communication Commission?
- Since the Recreation Department includes senior citizens, they may work with us.
- We need to find out what seniors need, then find volunteers to fill those needs and build community together.
- Recreation Department has an agreement with SMART to take seniors to doctor appointments
- We may need more people to visit with seniors on a regular basis; that's what we don't have. We need that core of volunteers to be there when we need them. Also, it's another way to keep seniors informed/share communication with them.
- We need to connect with seniors more, to find out what seniors need from the Recreation Department, and what they need from other seniors in the community.
- We want seniors to not feel isolated. We need to find out both from the Recreation Department's perspective and the seniors' perspective what the needs are, then how those needs can be provided. We need to bring in people who want to be a part of it. This may include adult children who have parents (seniors) in the city. We could provide an opportunity for them to meet together, help each other, and form a group; build community.

- Next steps may include: field trip to Rochester Older Person's Commission; talk to block clubs at their meetings; talk to Recreation Director and get input from her and the Recreation Advisory Commission; have a booth at Independence Day Fun Fest and Summerfest to identify needs of seniors; create a survey to identify needs; set up a google voice number for seniors to phone in their ideas. Step 1: What are the needs? Step 2: Create awareness. Step 3: Find answers. Commissioner Travis will set up the Google phone number.

NEW BUSINESS:**a. Independence Day Commission**

- Communication Commission does not want to march in the parade.
- We will have a booth in the park, shared with Summerfest with a simple survey to identify the needs of seniors.

COUNCIL LIAISON REPORT: None**STAFF LIAISON REPORT:****a. Website Update****b. OPACC Invites (June 6, 2016 - Joshua Mulligan Reception and Thursdays in June Dancing in the Park)****c. New Videographer Bennie White.****CALL TO THE AUDIENCE: None****CALL TO THE MEMBERSHIP: None****Next Meeting Date: June 15, 2016 Time: 7 p.m. in the Community Center**

Motion by Vice Chair Edgar to adjourn meeting, seconded by Commissioner Weiss. Motion carried, unanimous.
Meeting adjourned at 9:02pm.



CITY OF OAK PARK

COMMUNITY ENGAGEMENT AND PUBLIC INFORMATION

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

Regular Meeting Minutes of the COMMUNICATIONS COMMISSION Wednesday, June 15, 2016

7:10 p.m. Meeting called to order by Chairman Steven Gold

Present: Commissioner Gold, Commissioner Julie Edgar, Commissioner Desmond Travis, Commissioner Nathan Peiss.

Present: City Liaison Denise DeSantis, Director of Community Engagement and Public Information

Absent (excused): Commissioner Cheryl Weiss, Secretary.

Absent (excused): Council member Kiesha Speech

No minutes are available from May 18 meeting due to Weiss's illness; motion approved to delay approval of minutes to next Commission meeting, July 20.

Old Business:

- a. The Village Update: Edgar provided Commission with details of conversation with Shari Winokur Smith, director of Village in the Woods; by unanimous approval, Commission will invite Smith to **July 20** meeting to talk further about the Village concept and how it might work in Oak Park; Director DeSantis will invite Recreation Dept Director Laurie Stasiak to sit in
- b. OLSHA update: Did not discuss; Weiss not present with an update
- c. Open Meetings Act
- d. Meeting with Recreation Department Director Laurie Stasiak and Senior Coordinator
- e. Google Voice survey: A phone line has been set up to allow seniors and those with special needs to share their needs with the city;

Discussion:

- a. Director DeSantis said IT director suggested Google line should be a city phone number and agreed to set it up so the city receives comments in a Google mailbox. Line needs to be tested; DeSantis is considering placing the number if The Branch.

- b. Commissioners discussed and decided to place the number on “business cards” that will be distributed from Independence Day Fun Fest booth.
- c. Independence Day Fun Fest: Communications Commission will share a space in the Fun Fest booth to pass out the business cards, from 11 a.m. – 3 p.m. July 4. Steve Gold and Desmond Travis will man the booth for the first two hours, Julie Edgar and Cheryl Weiss will man the booth the second two hour timespan. Nathan Peiss will try to make it if he can.

New Business:

a. New website

Discussion:

- o Director DeSantis confirmed that all content on the site is subject to Freedom of Information laws; the City attorney is looking into the need for media releases for anybody photographed and/or videotaped at events or during City activities. In addition, all social media content generated by City is subject to FOIA.

Council liaison report: Director DeSantis said the Mayor wants additional signage about Dancing in the Park to generate more interest and asked for suggestions; Director DeSantis asked for participation of Commission members in Fun Fest; members signed up for shifts to pass out business cards with Google number. Director DeSantis volunteered to create a sign for the booth.

Motion approved to print 1,000 business cards will alert seniors and people with special needs to contact the city’s Google line if they have needs; the initiative is meant to gather feedback to about the communication needs of seniors. Commissioners agreed that we don’t know how to proceed until we receive feedback to see what the concerns may be.

Director DeSantis suggested that if Commissioners see anything that needs to be fixed/smoothed over on the new website to feel free to contact her.

Call to Audience: Nobody else present.

Call to Membership: Chairman Gold thanked Commissioner Edgar for running May 18 meeting and thanked other Commission members for attending. Chairman Gold thanked Director DeSantis for coming to the meeting in during her vacation.

Meeting adjourned at 8:51 p.m.



CITY OF OAK PARK

COMMUNITY ENGAGEMENT AND PUBLIC INFORMATION

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

Regular Meeting Minutes Of THE COMMUNICATIONS COMMISSION Wednesday, July 20, 2016

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

PRESENT: Chair Steven Gold, Vice Chair Julie Edgar, Commissioner Desmond Travis, Commissioner Cheryl Weiss, City Liaison Director Denise DeSantis

ABSENT: Commissioner Nathan Peiss (excused), City Council Member Kiesha Speech (excused)

ALSO PRESENT: Mayor Marian McClellan, Maralee Rosamond, and Shari Smith from The Village

APPROVAL OF AGENDA: Motion by Vice Chair Edgar to approve the agenda. Seconded by Commissioner Travis. Motion carried, unanimous.

APPROVAL OF MINUTES: Motion by Commissioner Travis to approve the minutes from June 15, 2016. Seconded by Vice Chair Edgar. Motion carried, unanimous.

Motion by Vice Chair Edgar to approve the minutes from May 18, 2016. Seconded by Commissioner Travis. Motion carried, unanimous.

ACKNOWLEDGEMENT OF GUESTS/CITY OFFICIALS: Mayor Marian McClellan, Shari Smith, Director of The Village in the Woods

MEMBERSHIP CHANGES: None at this time.

OLD BUSINESS:

A. Wrap Up on Independence Day Participation

- Several Communication Commission members were at the booth. There were few visitors to the booth, which was disappointing to Commissioners. The booth was shared with the Summerfest Committee. Director DeSantis commented she appreciated having two Commissioners at the booth every hour during Independence Day. We received three signatures for possible interest in Board and Commissioner seats.

B. Presentation by Shari L. Smith, The Village

- The Village started with two senior women in Boston in 2002. They realized they wanted to stay in their homes, but there were things they couldn't/shouldn't do. They needed a program. They researched, but found no programs, so they created their own, which became Beacon Hill Village.
- Currently there are close to 200 Villages, including the Village in the Woods, which services residents in Huntington Woods, Berkley, North Oak Park, and the area of Royal Oak that is near Huntington Woods; the areas that are included in the Berkley School District.

- The Village provides community-specific needs, builds connections, and arranges social as well as home maintenance needs and transportation for members. Members can request and receive assistance changing light bulbs, transportation, or go with other members to the theater or other social events. They are staffed primarily by a large number of volunteers, who are vetted. Each Village looks different, depending on the needs and wants of the community. Members pay a yearly fee to join.
 - Director DeSantis shared that we are in need of finding out what seniors in Oak Park are struggling with; what needs they have.
 - Discussion pursued on how to reach seniors to identify needs. Internet is best to reach people, however, many seniors are not online and do not own or use computers. Smith suggested using direct mail with a newsletter, as well as asking for seniors to give the City their email address. The best way to build membership is through the adult children of seniors, who may not live in the area, but are concerned about their parents.
- C. Met with Recreation Advisory Board, New Recreation Director Laurie Stasiak, and Senior Coordinator Maralee Rosamond.
- Following Shari Smith's presentation, the Communication Commission met with the Recreation Advisory Board.

NEW BUSINESS:

- A. Met with Recreation Department Director Laurie Stasiak, Recreation Coordinator Maralee Rosamond, and the Recreation Advisory Board.
- Discussion: What are the needs and how can we communicate with seniors?
 - Coordinator Rosamond shared that when she worked in Lathrup Village, she offered a variety of activities and events that she would like to bring to the Oak Park Seniors. Some of her plans include author visits, trips, lecture series, a talk about Hudson's and memorabilia. Seniors like to explore new things, and eat; plans will be made around that. There will be a meet and greet on Tuesday, August 9, 2016 from 1-2 p.m. as well as another meet and greet on an evening to be determined.
 - Need to get word out about the survey to assess the needs.
 - There was never a follow-up discussion or sharing about the Master Plan for the Recreation Advisory Commission (RAC), or the residents in general. Director DeSantis will give Laurie access to the results, and she can share with RAC.
 - How can we keep seniors informed? How can we support them to age in place? What can we as a Communication Commission do help?
 - Transportation is a problem. We need a way to get them where they need to go and back, particularly to jury duty in Pontiac, doctor appointments and to events.
 - Google line is set up for seniors to call and leave a message regarding suggestions to our question. We need to brainstorm on ways in which to distribute and entice participation in the survey.
 - How do we reach seniors without internet access? Do we get a volunteer corps? Do we join with the Village? How do we do this? Seniors do not all engage in social media such as Facebook or Twitter.

Seniors do, however, appreciate the Odyssey (Oak Park Seniors newsletter) and the Branch, the City's newsletter. Should we eblast the Odyssey? Do they have email?

- We can combine the City newsletter with Recreation department, Public Safety, Public Works, Library, etc. and Odyssey for Quarterly program, or perhaps twice each year.
- We can put volunteer needs in the newsletter and recruit volunteers, similar to adopt-a-Grandparent program. However, liability is an issue, and we have been told that we can't do that. The only way to have volunteers is if it is provided through a grass roots organization, or a church/synagogue group which would take on that liability.
- Can we bring together groups of teens and seniors, to learn about each other and help each other?
- Pepper School has a Dads' Club. They walk kids from the car to school, and are involved in the school, and mentoring children. Commissioner Travis is a part of that. What can we learn from them that can help us build relationships with our seniors.
- Communication Commission and Recreation Advisory Commission will work together on this.

B. Discuss participation in upcoming Summerfest, August 6 and 7.

- Commissioner Weiss shared that she needs many more volunteers – there are not enough volunteers to run activities that have been planned. Sign-up Genius site will be shared with commissioners so they can sign up.

COUNCIL LIAISON REPORT: None

STAFF LIAISON REPORT: None

CALL TO THE AUDIENCE: None

CALL TO THE MEMBERSHIP: Vice Chair Edgar shared that Mayor McClellan is getting sponsorships for Summerfest. Chairman Gold thanked members for staying and thanked Vice Chair Edgar for arranging to bring Shari Smith in for the first part of tonight's meeting.

Next Meeting Date: August 17, 2016 Time: 7 p.m. in the Community Center

Motion by Vice Chair Edgar to adjourn meeting, seconded by Commissioner Travis. Motion carried, unanimous. Meeting adjourned at 9:05 p.m.



CITY OF OAK PARK
COMMUNITY ENGAGEMENT
DEPARTMENT OF PUBLIC INFORMATION

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

Communications Commission
Regular Meeting Minutes
Wednesday, August 17, 2016, 7:00 p.m.

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

PRESENT: Chair Steven Gold, Vice Chair Julie Edgar, Secretary Cheryl Weiss, Commissioner Nathan Peiss, City Liaison Director Denise DeSantis

ABSENT: Commissioner Desmond Travis (unexcused), City Council Member Kiesha Speech (excused)

ALSO PRESENT: None

APPROVAL OF AGENDA: Motion by Secretary Weiss to approve the agenda. Seconded by Commissioner Peiss. Motion carried, unanimous.

APPROVAL OF MINUTES: Motion by Vice Chair Edgar to approve the minutes from July 20, 2016. Seconded by Commissioner Peiss. Motion carried, unanimous.

ACKNOWLEDGEMENT OF GUESTS/CITY OFFICIALS: Laurie Stasiak, Recreation Department Director

MEMBERSHIP CHANGES: None at this time.

OLD BUSINESS:

A. The Village Update/Discussion

- Shari Smith, Director of The Village in the Woods, will meet with Maralee Rosamond, Oak Park Recreation Coordinator.

B. Recap of Joint Recreation Meeting

- The Communications Commission is willing to help the Recreation Department with communication issues.
- The Recreation Advisory Commission is encouraged to attend Communication Commission meetings.
- Recreation Department will run Summerfest 2017

C. Senior Project Update/Next Steps

- The Odyssey is liked by seniors, but they want to know everything going on in the City. They like pamphlets coming to the house.
- They like tours, to be able to go out and explore safely, especially trips that include bus transportation and lunch.
- Seniors want more exercise classes; they want to get active to become healthier.
- They are excited about the new recreation programs
- There will be an evening meeting scheduled at a date/time to be determined.

D. OPC Rochester/Troy Community Center Trip

- Trip is planned for Friday, September 16, 2016 at 10am. Participants will leave at 10 a.m. on the bus, tour OPC with Renee Cortright at 11am, 12:30 Lunch in OPC

Cafeteria. Arrangements are being made to visit the City of Troy Community Center at 2:30 pm to tour with Carla Vaughan, Senior Program Coordinator.

- City Liaison Director DeSantis needs to know how many of us can attend, as kits will be prepared for us.

E. Summerfest Senior Participation

- Data will be compiled and shared by the Recreation Department
- Members shared disappointment that so few senior citizens attended Summerfest.

NEW BUSINESS:

A. Establish 2017 Meeting Dates:

The Communications Commission will meet on the following dates:

January 18, 2017

February 15, 2017

March 15, 2017

April 19, 2017

May 17, 2017

June 21, 2017

July 19, 2017

August 16, 2017

September 13, 2017

October 18, 2017

November 15, 2017 (Moved up one week due to Thanksgiving Holiday)

*There will be no meeting in December 2017

Motion by Commissioner Peiss to adopt the calendar for 2017 as presented. Seconded by Vice Chair Edgar. Motion carried, unanimous.

Members' Updates and Reports:

- Public Safety Open House is scheduled for September 24, 2016, 1 p.m. to 4 p.m.
- Oak Park Low Cost Pet Vaccination Clinic is scheduled for October 1, 2016, 10am to 2pm.
- Plans are being considered to turn the former cable studio into a Teen Center. If you would like a tour of the cable studio, email Vice Chair Edgar.
- **Staff Liaison Report**
 - City Liaison Director DeSantis shared that the block club in North Oak Park started by former City Council Member Paul Levine met recently. They want communication on how to be alerted to emergencies to be improved and inquired to improvements of the phone system. There is a Citizen Action Center on the new website there were interested in knowing about. A mobile app will be available soon to inquire and report to the Citizen Action Center. And, the phone tree system is being reviewed by the City.

Council Liaison Report: None

CALL TO THE AUDIENCE: None

CALL TO THE MEMBERSHIP: None

Next Meeting Date: Wednesday, September 21, 2016, 7:00 p.m. in the Community Center.

Motion by Commissioner Peiss to adjourn meeting, seconded by Vice Chair Edgar. Motion carried, unanimous. Meeting adjourned at 8:30 p.m.



CITY OF OAK PARK

COMMUNITY ENGAGEMENT AND PUBLIC INFORMATION

Mayor

Marian McClellan

Mayor Pro Tem

Carolyn Burns

Council Members

Kiesha Speech

Solomon Radner

Ken Rich

City Manager

Erik Tungate

Communications Commission

Regular Meeting Minutes

Wednesday, September 21, 2016, 7:00 p.m.

Meeting called to order at 7:13 p.m.

Roll Call: Lack of quorum

Present: Chairman Steven Gold; Commissioners Nathan Peiss, Julie Edgar

(Excused) Absent: Cheryl Weiss, Desmond Travis

Present: City Liaison Denise DeSantis

No guests

From DeSantis:

- Applicants for the Communications Commission were appointed to other commissions where they are needed
- Chairman Gold and Commissioner Edgar toured the old cable building with Recreation Department Director Laurie Stasiak and members of the Recreation Commission.
- The City makes every effort to send emergency alerts/news releases to the community via Community eBlasts before the release is sent to the media, as City Manager Tungate did when he sent an eBlast about the domestic homicide in Oak Park.

Meeting adjourned at 8:15 p.m.



CITY OF OAK PARK

COMMUNITY ENGAGEMENT AND PUBLIC INFORMATION

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

Communications Commission Regular Meeting Minutes Wednesday, October 19, 7:00 p.m.

The meeting was called to order at 7:01pm in the Oak Park Community Center at 14300 Oak Park Blvd., Oak Park, MI 48237.

PRESENT: Chair Steven Gold, Vice Chair Julie Edgar, Commissioner Nathan Peiss, Commissioner Cheryl Weiss

ABSENT: Commissioner Desmond Travis (excused), City Liaison Director Denise DeSantis (excused), City Council Member Kiesha Speech (excused)

ALSO PRESENT: None

APPROVAL OF AGENDA: Motion by Commissioner Peiss to approve the agenda. Seconded by Commissioner Weiss. Motion carried, unanimous.

APPROVAL OF MINUTES: Motion by Vice Chair Edgar to approve the minutes from August 17, 2016. Seconded by Commissioner Peiss. Motion carried, unanimous.

Motion by Vice Chair Edgar to approve the minutes from September 21, 2016. Seconded by Commissioner Weiss. Motion carried, unanimous.

ACKNOWLEDGEMENT OF GUESTS/CITY OFFICIALS: None

MEMBERSHIP CHANGES: None at this time.

OLD BUSINESS:

- A. Senior Center Tours
 - This item was deferred for the next meeting.
- B. Budget Update
 - This item was deferred for the next meeting.
- C. New Process to sign up for Emergency Text Messages
 - It is unclear/has not been decided what constitutes an emergency
 - Commissioner Peiss will bring this to Mayor McClellan and report back at the November meeting.

- D. Invited to Attend the Recreation Department Meet and Greet tonight
- Event is from 7-8 p.m., but commissioners are invited to stop by after our meeting ends.

NEW BUSINESS:

- A. Commissioner Peiss' New Project Idea
- Discussion: How can we honor and celebrate the veterans in Oak Park? Would like to celebrate them once a year. Who are they? How do we find them? It would be nice to invite them to participate, march in the parade, etc. Perhaps the Communication Commission could collect the data, and someone else/another group could take the lead.
- B. Commissioner Recruitment
- Discussion: There is new information on the Process. Recruit commissioners, have them attend meetings, apply by end of January, and it helps if Commission Chairman and City Liaison write recommendation letters to City Clerk.
 - Perspective members should have to sit in on at least one meeting prior to application.
 - We, as the Communication Commission, are very concerned because we need more members on this commission.
 - We need Oak Park City Council's help with this, since we had applicants for the Communication Commission that were assigned elsewhere.
 - It was suggested that the Liaison (Director DeSantis) might contact City Council to ask for their assistance in recruiting Communication Commission members.
 - We need to cultivate people and their talents/interests, and find residents who are interested in being a part of the Communication Commission
 - Commissioner Edgar suggested that all Oak Park Commission and Board members rotate among all the boards and commissions.

COUNCIL LIAISON REPORT: None

STAFF LIAISON REPORT: None

CALL TO THE AUDIENCE: None

CALL TO THE MEMBERSHIP:

- Halloween Boo Bash is October 31, 2016 from 5-8 p.m.
- Commissioner Edgar brought up discussion regarding our need for a project. She asked about a city radio station. Discussion: OPHS has broadcasting (television) run by Eric Vancil. Unsure about the status of the high school radio station. Committee agreed that we need a project.
Discussion points:
 - Commissioner Weiss joined this commission to help inform seniors, but nothing has been done to provide this. Commissioner Edgar shared that Maralee has met with Shari of the Village. Let's meet with Maralee to see if there is a way we can help.
 - Commissioner Edgar suggested that we need a central point at City Hall to speak with on the phone. Reporters can go through Denise, but callers are bounced around from one person to the next - this needs to be improved. It would be an accomplishment to have

an ombudsman. Residents should be able to reach someone who will get them to the right person, especially senior citizens.

Next Meeting Date: November 16, 2016 Time: 7 p.m. in the Community Center

Motion by Commissioner Weiss to adjourn meeting, seconded by Commissioner Peiss. Motion carried, unanimous. Meeting adjourned at 8:04pm.



CITY OF OAK PARK
COMMUNITY ENGAGEMENT
DEPARTMENT OF PUBLIC INFORMATION

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

Regular Meeting Minutes
of the
COMMUNICATIONS COMMISSION
Wednesday, November 16, 2016

The meeting was called to order at 7:15pm in the Oak Park Community Center at 14300 Oak Park Blvd., Oak Park, MI 48237.

PRESENT: Chair Steven Gold, Vice Chair Julie Edgar, Commissioner Desmond Travis, Commissioner Cheryl Weiss, City Liaison Director Denise DeSantis

ABSENT: Commissioner Nathan Peiss (excused), City Council Member Kiesha Speech (excused)

ALSO PRESENT: None

APPROVAL OF AGENDA: Motion by Commissioner Weiss to approve the agenda. Seconded by Commissioner Travis. Motion carried, unanimous.

APPROVAL OF MINUTES: Motion by Vice Chair Edgar to approve the minutes from October 19, 2016. Seconded by Commissioner Travis. Motion carried, unanimous.

ACKNOWLEDGEMENT OF GUESTS/CITY OFFICIALS: None

OLD BUSINESS:

- A. Senior Center Tours
 - Fridays are best from 10 a.m. - 2 p.m.
 - Specific available open dates will be shared at the next meeting.
- B. Budget Update
 - We still do not have funds for this commission. City Management believes it will come from the City Council budget, requires approval by City Council.
- C. New Process to Enroll for Emergency Text Messages
 - Commissioner Edgar suggested that the City needs to offer text message options for emergency situations. City Liaison Director DeSantis advised that the City is currently enrolling individuals in text message alerts, however the City is looking into options for a more universal dashboard that allows the City to disseminate information more efficiently through one dashboard, yet in many forms (eBlast, text, robo call, voicemail, etc.).
 - There are different ways in which people prefer to be contacted in emergency and non-emergency situations. Economic and Communications Director Kimberly Marrone is looking into options to present to City Manager Erik Tungate. There

are services which have the ability for people to opt-in for the types of messages they want to receive and how they want to receive them. Government entities, universities and businesses use such services. More information to come.

- Once the City selects a vendor, the Commission may want to brainstorm ways in which the City can increase enrollment efforts.

D. Commissioner Peiss' New Project Idea (Honoring Veterans)

- Chairperson Gold suggested that we table this discussion until Commissioner Peiss is able to join us. The suggestion to honor Veterans is Commissioner Peiss' idea.
- Director DeSantis reported that Mayor McClellan mentioned in the November Mayor's Message a place she visited in Detroit that has a nice Veteran's program. The Mayor solicited for Oak Park's Veteran information so she can work on a plan for next year to recognize the Veterans during a council meeting around Veteran's Day next year. A suggestion was made that the Recreation Department may have access to the Veteran's names or contact information since they already coordinate the Veteran appearances during the Independence Day Parade.

E. Commissioner Recruitment

- There are two periods of recruitment: February and August. The Communication Commission's recruitment period February. Chairperson Gold expressed dismay that in August's Commission interviews some candidates preferred to be on the Communication's Commission yet were appointed to other Commission. Director DeSantis explained that City Council may be trying to fill positions for those Commission that whose membership renews in August. Perhaps since the Communications Commission members aren't due to renew until February, there may have been more of an urgency to fill August seats.
- The time of year when residents apply for a Commission matters in that some candidates interest in their positions fall off during wait periods.
- Suggestion: Chairman Gold and Director DeSantis might write letters to request specific people for the Communication Commission for February, if they know specific people are applying for Communication Commission. This may increase the ability of some of the candidates being appointed to our Commission who have expressed an interest. If you know of any interest, invite them to a meeting to ensure they feel comfortable serving on the Communications Commission. It also shows willingness to attend.
- The Commission members discussed their concern that if more than one person is absent, we do not have a quorum.
- It was proposed for the Commission to think about meeting less often if we cannot establish a quorum nor have enough members to participate. If we meet every other month, we could always hold a special meeting two weeks in advance if we have more than enough to work on.

NEW BUSINESS:

A. Commissioner Weiss' Concerns

- Commissioner Weiss expressed her opinion that she joined this commission to help inform seniors, but nothing has been done to accomplish this. Seniors, and those not connected with technology are still not informed about events and news in the city. Other cities provide information by delivering information in the mail or door-to-door to keep residents that do not use computers informed. She

feels that seniors do not know about upcoming events unless they have joined the Senior Center.

- Recreation Director Laurie Stasiak has been looking into this. They have a senior newsletter, but it is only available at the Recreation Center to Senior Center members. Through meeting with the seniors she has found that the seniors are feeling isolated. They don't just want to hear about senior programs and activities, they like to hear about all the City's activities in case they want to join in the multi-generational activities, bring their children, or their grandchildren. It is possible that the Odyssey senior newsletter may become combined with the Branch in some fashion in the near future so seniors have the ability to not only learn about Senior programs and activities but so they can stay abreast of City-wide programs and activities.
- B. Commissioner Edgar's Discussion on Projects
- Commissioner Edgar shared that she would like a project. We meet monthly, but have not had a project to work on to completion. We have good ideas, but nothing has happened. She suggested starting a newspaper.
 - Director DeSantis reminded the Commission that many of their discussions have led to improvements in the City. For example, the Commission once suggested to not repeat the information in the newsletter that is already read in social media. So much effort has been made to write more in-depth and present information differently so there is less crossover. Commissioner Weiss was concerned that if the information is not shared our seniors, again, would not be informed. Other efforts to launch text messaging, learn about senior wants and needs before changing communications, and more has been very helpful. It is Director DeSantis' hope that everyone on the Commission know and feel as if their voice matters. Chairman Gold also reminded the Commission that their stated role is more an advisory capacity, according to the documents approved by Council.
 - Director DeSantis shared that she needs help with the city website for the next stage and is open to suggestions for improvement; perhaps that is a project the Communication Commission could take on.

COUNCIL LIAISON REPORT: None

STAFF LIAISON REPORT:

- Director DeSantis shared with the Commission a new strategy that was implemented to promote the Boo Bash on Facebook. The City used boosts and paid advertising promotions. They spent \$180-200 and reached 30,000 people; 1,000 committed to attending prior to the event; and an estimated 3,000 people attended the Boo Bash. They will do the same for the Gift-O-Rama during the Saturday after Thanksgiving.

CALL TO THE AUDIENCE: None

CALL TO THE MEMBERSHIP:

- Commissioner Edgar: lights are not on in Victoria Park; When will they be on? Director DeSantis responded that it's a DTE issue; she will follow-up on this.
- Commissioner Weiss shared that she is having a Jamberry Nails fundraiser for the Friends of the Oak Park Library. Thirty percent of all sales of Jamberry products will be donated through up until December 7, 2016.
- Commissioner Travis shared that he is hoping to have more time to help Director DeSantis.

- Chairman Gold expressed concern about City Council Member Speech, wondering if she is doing well, and he hopes to see her at future meetings.
- Commissioner Edgar suggested that we need a central point at City Hall to speak with on the phone. Reporters can go through Denise, but callers are bounced around from one person to the next - this needs to be improved. She said it would be an accomplishment to have an ombudsman. Residents should be able to reach someone who will get them to the right person, especially senior citizens. Director DeSantis informed the group that Assistant to the City Manager Crystal McLain, her intern and Director of Information Technology Ricardo Singson have been diligently working on a new telephone tree. It will, in fact, have a central number, inform callers of after hours and office closings, and help to direct the caller with knowing which department to call. The City's videographer and Deputy Director of Finance Saundra Crawford have been recording messages so the City has a consistent voice throughout the system. More to come. It was also suggested that concerned residents can communicate through the Citizen's Action Center that is available on the website. This allows residents to view frequently asked questions, make inquiries and report concerns. In the month's ahead the City hopes to have a mobile application that can be downloaded of mobile devices for anyone interested in having the application at their disposal.

Next Meeting Date: December 21, 2016 Time: 7 p.m. in the Community Center

Motion by Commissioner Edgar to adjourn meeting, seconded by Commissioner Weiss. Motion carried, unanimous. Meeting adjourned at 8:53pm.



CITY OF OAK PARK

DEPARTMENT OF COMMUNITY &
ECONOMIC DEVELOPMENT
Ethnic Advisory Commission

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Solo
Kenneth Rich
Kiesha Speech
City Manager
Erik Tungate

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Walter Boykin Rosetta Kincaid
Christopher Davis Rosetta Kincaid
Reatha Richmond Avi Snider
Sudha Chandra Sekhar Lonnie Tabb-Upshaw
Anita Warner
Staff Liaison
Vicky Brooks, Human Resources Director

Meeting of the Oak Park Ethnic Advisory Commission 7:00 PM Thursday, July 14, 2016 Oak Park Community Center Minutes

Meeting called to order at 7:08 pm and roll call was completed. Due to a lack of a quorum no official business could be conducted at the start of the meeting but a quorum was achieved at 7:14 pm when Commissioner Upshaw arrived.

PRESENT: Carl Allwood, Juanita Bell, Leona Burns, Rosetta Kincaid, Reatha Richmond, Sudha Chandra Sekhar (arrived at 7:50pm), Abraham Snider, Lonnie Tabb Upshaw and Carla Wallace

Ex-officio Members:

Mayor Marian McClellan, Mayor Pro Tem Carolyn Burns
Staff Liaison Vicky Brooks

ABSENT: Tina Baker, Mattie Boykin, Christopher Davis, Anita Warner

Ex-officio Members:

Councilmember Kiesha Speech, Councilmember Solomon Radner
And Councilmember Kenneth Rich

Motion by Commissioner Snider, seconded by Commissioner Allwood to excuse Commissioner Sekhar from the meeting.

Motion carried unanimously.

COMMUNICATIONS:

None to report

APPROVAL OF MINUTES

The Commission deemed that 7 people would establish a quorum.

Motion by Commissioner Snider second by Commissioner Bell to approve the minutes of March 10, April 14, May 12, and June 9, 2016.

Motion carried unanimously.

OLD BUSINESS

School Partnership – Student Diversity Sub-committee

Commissioner Snider stated there was no news to discuss at the time of the meeting.

Yearly Event Planning

Mayor McClellan presented the problem of community involvement and how challenging it can be. There was discussion on ways to get people out to events. Commissioner Kincaid suggested using social media and webinars while Mayor Pro Tem Burns suggested using teleconferencing to gain greater participation.

Commissioner Kincaid shared that 7 years ago the Ethnic Advisory Commission had a 2-day workshop with the Oak Park Police Officers about Diversity.

Motion by Commissioner Upshaw, seconded by Commissioner Wallace to organize a workshop similar to the diversity workshop outlined by Commissioner Kincaid.

Motion carried unanimously.

Post Motion Discussion

A sub-committee was established with Commissioner Kincaid as the chairperson and Commissioners Sekhar, Snider, Upshaw, Wallace and Mayor Pro Tem Burns volunteered to serve on the sub-committee. Suggested forum topics included race relations and/or policing at the community level. It was suggested that Public Safety Director Cooper serve on the panel.

Summerfest

Commissioner Bell shared Summerfest details and suggested that the Ethnic Advisory Commission serve as volunteers for the event. She also stated that the attendance during the 1st year was 3,000 people and 8,000 in 2016.

GENERAL DISCUSSION

Funds available to the Ethnic Advisory Commission to sponsor events have been depleted to a \$0 balance, used during World Dance Day. It was suggested that the Commission sponsor a resale table at Summerfest to raise funds. It was agreed that the idea was good but at such short notice the idea should be tabled until next year.

CALL TO COMMISSIONERS

Summer fest is August 6th and 7th from Noon to 6 pm.

ADJOURNMENT

The meeting was adjourned at 8:08 p.m.



CITY OF OAK PARK

DEPARTMENT OF COMMUNITY &
ECONOMIC DEVELOPMENT
Ethnic Advisory Commission

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

Ethnic Advisory Commission
Chairperson
Vacant
Vice-Chair Secretary
Vacant Carla Wallace
Commissioners
Tina Baker
Mattie Boykin Leona Burns
Stephanie Crawford.....Rosetta Kincaid
Reatha Richmond Avi Snider
Sudha Chandra Sekhar Lonnie Tabb-Upshaw
Anita WarnerRegina Weiss
Staff Liaison
Vicky Brooks, Human Resources Director

Meeting of the Oak Park Ethnic Advisory Commission 7 PM Thursday, September 8, 2016 Oak Park Community Center Minutes

Meeting called to order at 7:08 pm and roll call was completed.

PRESENT: Vice-Chairperson Carl Allwood, Tina Baker, Juanita Bell, Stephanie Crawford, Sudha Chandra Sekha, Avi Snider, Lonnie Tabb Upshaw, Carla Wallace, Anita Warner
Ex-officio Members:
Mayor Pro Tem Carolyn Burns, Councilmember Kiesha Speech, Vicky Brooks, Staff Liaison

ABSENT: Leona Burns, Mattie Boykin, Christopher Davis, Rosetta Kincaid, Reatha Richmond
Ex-officio Members:
Mayor Marian McClellan, Councilmember Solomon Radner, Councilmember Kenneth Rich

APPROVAL OF MINUTES:

We opened up the meeting with conversation for approving past meeting minutes and agendas. Corrections for August 11th minutes were requested by Commissioner Warner and Council Member Speech. There were also corrections mentioned for July 14th meeting minutes.

It was motioned and seconded to approve the minutes of July 14, 2016 and August 11, 2016 with the following corrections:

July 14, 2016 Minutes
– page 2, paragraph 7change: 8000 in 2016 2015.

August 11, 2016 Minutes
– page 2, paragraph 1 delete: ~~A suggestion was made by Council Member Speech and~~
– page 2 paragraph 3 change: Commissioner ~~Ward~~ Warner.

Motion carried unanimously.

COMMUNICATIONS:

None.

DISCUSSION:Attendance

City Council Member Speech and Mayor Pro Tem Burns spoke on what is considered an excusable absence from our meetings. There is no written policy in place but they said the guidelines for our group would be similar to theirs and that would be personal illness, death and hospitalization.

It was motioned and seconded to adopt the guidelines from City Council as our policy for excused absence.

Motion carried unanimously.

Old Business*Yearly Event Planning**(1) Workshop*

No Report-Tabled until we talk to Commissioner Kincaid

(2) School Partnership (Student Diversity Sub-committee)

No Report-tabled until next meeting

New Business

We discussed picking 3 events out of the year that we (Ethnic Advisory Commission) can be known for, for example: World Dance Day, Summerfest and the Parade. And do things to stand out at these events to make a name for ourselves.

Council Member Speech made several suggestions for a book reading event and possibly collaborating with the library.

A motion was made to keep the meetings at 7pm on 2nd Thursday with this being said a change would need to be made to update the time from 7:30pm on the City Charter.

The EAC was approved a \$1,000.00 budget. Any monies we spend that the city gives us has to be approved by the City Council, any monies we earn through fundraisers do not need approval to spend.

Council Member Speech will look into several Grants: Target Cultural Diversity, Ford, L Brooks Patterson. Commissioner Warner will look into a Target Grant as well that is given 4 times a year for schools to use for field trips and other things.

Call to Commissioners

Commissioner Sekhar invited us to the Dance of India Sept 17th at 3pm and Mega Dance Musical Sept 25th at 4pm at Seaholm High School. Council Member Speech shared several current City of Oak Park calendar events for the month of September. Mayor Pro Tem shared the current state of the City of Oak Park financial portfolio and that 16 trees were donated by DTE and they will be planted by Sept. 10th.

ADJOURNMENT:

The meeting was adjourned at 8:26 p.m.



CITY OF OAK PARK

DEPARTMENT OF COMMUNITY &
ECONOMIC DEVELOPMENT
Ethnic Advisory Commission

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

Ethnic Advisory Commission
Chairperson
Vacant
Vice-Chair Secretary
Vacant Carla Wallace
Commissioners
Tina Baker
Mattie Boykin Leona Burns
Stephanie Crawford..... Rosetta Kincaid
Reatha Richmond Avi Snider
Sudha Chandra Sekhar Lonnie Tabb-Upshaw
Anita Warner Regina Weiss
Staff Liaison
Vicky Brooks, Human Resources Director

Meeting of the Oak Park Ethnic Advisory Commission 7 PM Thursday, October 13, 2016 Oak Park Community Center Minutes

Meeting called to order at 7:08 pm and roll call was completed.

PRESENT: Stephanie Crawford, Rosetta Kincaid, Avi Snider, Regina Weiss
Vicky Brooks, Staff Liaison

ABSENT: Tina Baker, Leona Burns, Mattie Boykin, Reatha Richmond, Sudha Chandra Sekha,
Lonnie Tabb Upshaw, Carla Wallace, Anita Warner

Ex-officio Members:

Mayor Marian McClellan, Mayor Pro Tem Carolyn Burns, Councilmember
Kiesha Speech, Councilmember Solomon Radner, Councilmember Kenneth Rich

APPROVAL OF MINUTES:

The September 8, 2016 meeting minutes could not be approved because there was not a quorum of the Commission present.

COMMUNICATIONS:

- a. Commissioner Carla Wallace.

DISCUSSION:

The Commissioners present discussed several activities that could be sponsored by the Ethnic Advisory Commission including:

1. Quarterly television presentation (showcasing different aspects of cultural diversity).
2. Diversity Essay, Diversity Training/Workshops
3. Celebration of Martin Luther King Day in conjunction with the City of Southfield or the Oak Park School System.

ADJOURNMENT:

The meeting was adjourned at 8:00 p.m.



CITY OF OAK PARK

DEPARTMENT OF COMMUNITY &
ECONOMIC DEVELOPMENT
Ethnic Advisory Commission

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

Ethnic Advisory Commission
Chairperson
Vacant
Vice-Chair Secretary
Vacant Carla Wallace
Commissioners
Tina Baker
Mattie Boykin Leona Burns
Stephanie Crawford..... Rosetta Kincaid
Reatha Richmond Avi Snider
Sudha Chandra Sekhar Lonnie Tabb-Upshaw
Anita Warner Regina Weiss
Staff Liaison
Vicky Brooks, Human Resources Director

Meeting of the Oak Park Ethnic Advisory Commission 7 PM Thursday, November 10, 2016 Oak Park Community Center

Minutes

Meeting called to order at 7:06 pm and roll call was completed.

PRESENT: Chairperson Avi Snider, Stephanie Crawford, Reatha Richmond,
Sudha Chandra Sekha, Lonnie Tabb Upshaw, Anita Warner, Regina Weiss
Ex-officio Members:
Mayor Marian McClellan, Mayor Pro Tem Carolyn Burns,
Vicky Brooks, Staff Liaison

ABSENT: Tina Baker, Leona Burns, Mattie Boykin, Rosetta Kincaid, Carla Wallace

Ex-officio Members:
Councilmember Kiesha Speech,
Councilmember Solomon Radner,
Councilmember Kenneth Rich

APPROVAL OF MINUTES:

It was motioned and seconded to approve the minutes of September 8, 2016

Motion carried unanimously.

COMMUNICATIONS:

Carla Wallace –

“I will not be able to attend the November EAC meeting. Please excuse my absent from the November 10, 2016 meeting, I will be out of the state on vacation. Please forward me any minutes or documentation from the meeting. Thank You

DISCUSSION:

Mayor Marian McClellan announced the appointment of Commissioner Abraham Snider as the new Chairperson of the Ethnic Advisor Commission.

Old Business

Yearly Event Planning – Mayor McClellan and Chairperson Snider discussed several ideas for activities.

New Business

Chairperson Snider discussed the need to be polite and follow Roberts Rule of Order during the meeting. The details of World Dance day were also discussed along with ideas for other events. The Commission took a tour of the Recreation rooms A and B for suitability to host World Dance Day 2017. Work assignments were given regarding World Dance Day and periodic updates would be required.

Chairperson Snider discussed setting up a system where all Commissioners on a regular basis could view events. This system would be on Google.

Call to Commissioners

Commissioner Sekhar invited us to a dance event she sponsored every year.

ADJOURNMENT:

The meeting was adjourned at 8:03 p.m.



CITY OF OAK PARK
COMMUNITY ENGAGEMENT
DEPARTMENT OF PUBLIC INFORMATION

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

Meeting Minutes
Oak Park Arts and Cultural Commission
Wednesday, June 22, 2016, 7:00 p.m.
Community Center Room 4
MINUTES

1. Call to Order at 7:08 p.m.
2. Roll Call:
 - A. PRESENT: Chairperson: Michele Stevenson, Vice Chairperson: Deni Rome; Secretary: Elizabeth Fritz-Cottle, Sudha Chandra Sekhar, Terri McQueen, Heidi Bisson, Ayanna Smith, City Liaison Community Engagement Director Denise DeSantis
 - B. ABSENT: Ron Clegg, Council Member Ken Rich, Mayor Marian McClellan
3. AMENDMENT of June 22, 2016 Agenda to include May minutes approval: Motion: Heidi Bisson; Second: Michele Stevenson; Unanimous: YES.
4. Approval of May 25, 2016 Minutes: Motion: Heidi Bisson; Second: Elizabeth Fritz-Cottle; Unanimous: YES.
5. Old Business
 - A. Discussion of Josh Mulligan's art opening and need for increased participation among commissioners;
 - B. Next City Hall Art Gallery Target Date is August 1 from 5:30 to 7 p.m. at City Hall; Director DeSantis have to file a Special Events License;
 - C. Commission determined what art pieces were to be displayed: determined that paintings and mixed media would be displayed, but no photography and no sculpture.
 - D. Fourth Quarter Artist Update: Needs to be secured. Commissioner Bisson to work on.
 - E. Inside|Out Grant Program: Secretary Fritz-Cottle will look for the 2017 opportunity;
 - F. Library partnership: Friends of the Library and the OPAACC are collaborating to provide projects to youth.
 - G. Art Lecture update: Fritz and Sudha are working to arrange for artist lecturers to provide arts and culture related programs to residents;
 - H. City Manager approved purchase for microphone and speaker set to use for OPAACC events and activities.
7. New Business:
8. Finance Report: \$2,318.01
9. Members' and local upcoming art and cultural events:
 - A. July 4: Mayor's 5K Race, Independence Day Parade and Fourth of July Fun Fest.
 - B. Summerfest: August 6-August 7
10. Adjournment: 8:22 PM
 NEXT MEETING: July 27, 2016 at 7:00 PM, Oak Park Community Center
 ~ 4th Wednesday of the month in 2016 ~



CITY OF OAK PARK
COMMUNITY ENGAGEMENT
DEPARTMENT OF PUBLIC INFORMATION

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

Meeting of the Arts and Cultural Commission of Oak Park
Wednesday, July 27, 2016, 7:00 p.m.
Community Center Room 4
MEETING MINUTES

- **Call to Order:** The Meeting was called to order at 7:10 p.m.
 - **Roll Call:**
Present: Chairperson: Michele Stevenson, Heidi Bisson, Terri McQueen, Sudha Chandra Sejkar, City Liaison Denise DeSantis, Mayor Marian McClellan
Absent: Vice-Chairperson: Deni Rome, Secretary: Elizabeth Fritz Cottle, Commissioners Ron Clegg, Ayanna Smith, Councilman Ken Rich
No Quorum.

- **Guests:** Former Commissioner/Secretary Dawn Sketch.

- **Approval of Agenda:** Motion: **No Quorum** Second: _____ – unanimous?

- **Approval of Minutes:** Motion: **No Quorum** Second: _____ – unanimous?

- **Old Business**
 - **Artist Reception** – The Creative Spirits group, led by Shirley Lolles, hung their artwork in the City Hall Art Gallery on Tuesday, July 19. It looks great. A Special Event Use License has been submitted to City Council to request a waiver of fees to have an Artist Reception on Monday, August 15, from 5-7 p.m. Call to Commissioners to mark their calendars for the event, and call for volunteers for event prep and teardown. We have to place bios and descriptions in the coming days. The Creative Spirits group is eager to obtain flyers to distribute. Director DeSantis thanked Commissioner Heidi Bisson for her assistance with communication and coordination of The Creative Spirits, but it was announced that Heidi Bisson will not be able to continue this project as her other project has become quite labor intensive. Call to the Commission for someone to champion the Art Gallery applications, presentations, coordination and art receptions moving forward.
 - **Library Collaboration: 1) Summerfest Tile Art Project** – Commissioner Heidi Bisson updated the group on her efforts to coordinate with the Oak Park Library for the donated tiles. For the project we are using 4x4 white ceramic tiles, coloring on them with colorful sharpie markers, using droppers to drop rubbing alcohol onto them and create a swirly, flowy, colorful tile. We may do this activity at other events through the end of the year as well, in order to get a significant number of completed tiles. These

will be clear-coated. We will figure out the best way to display them in/around the Library at some point early next year. For Summerfest, originally the library was going to host their activity tent for Saturday only, they have since decided to have their tent for both Saturday and Sunday (12-6 p.m. both days). Vice-Chair Deni Rome and Commissioner Bisson are splitting Saturday but unfortunately neither of them will be available for Sunday. Call to Commissioners for more OPACC representation for Sunday. Ideally, we would have one OPACC person from 12 to 3 p.m. and one from 3:00 to 6:00 p.m. The Library will be having three to four Make N' Take activities happening at the same time, so Commissioner Bisson would like OPACC commissioners to be there to assist with our OPACC-sponsored tile activity. The duties will entail explaining the project, logging participant name/number/email and assisting with the supplies/activity. It should be a pretty laid back couple hours.

2) Summer Arts and Parks Program – Commissioner Bisson updated the group on her efforts to help Library Director Brandon Bowman and the Friends of the Oak Park Library. They were able to secure supplies through the Friends at a substantial discount, which will allow us to collaborate with the Youth Development projects and the Multi-Generational projects in the future. The Library is working on scheduling the events, and Commissioner Bisson mentioned that the Library is extremely appreciative of the help. They require some assistance with supplies, as we have done. And, they will need our help in promoting and staffing the upcoming projects. Commissioner Bisson mentioned that our collaboration with the Library allows us to gather a following, promote arts and culture, and as we become a more active group perhaps that will translate towards us being able to hold more significant events in the future on our own that are well-attended and staffed.

- **Artist Workshops/Lectures Update** – Commissioner Sudha Chandra Sejkar is working on a possible wellness series that would include musical instrumentals, health experts, nutrition, yoga and pilates as a culture series with a wellness twist. She has the ability to tap into the Oakland University teachers for some interesting projects. Her instrument projects would include singing and violins.

- **New Business/Voting**
 - **Summerfest Volunteer Program** – Director DeSantis made a special plea to the Arts and Cultural Commission for assistance with Summerfest. Summerfest was a project that went down in history as one of the most successful events that the Arts and Cultural Commission championed. This year, they are short on assistance and have an urgent request for volunteers. Dawn Sketch provided the www.OakParkSummerfest.com website, and the Genius sign-up site of <http://bit.ly/OPVolunteer> and the opsfevents@gmail.com email for Commissioners to use to sign-up for a timeslot of their choice. Director DeSantis also mentioned that there are timeslots where our Commissioners can help at the Library tent, as well. Perhaps, even taking on the Cutest Baby Contest and the Pet Contest entries if need be. Summerfest event flyers were passed out and cards were taken by the Commissioners to distribute.
 - **Fourth Quarter City Hall Art Gallery** – Chair Stevenson reported that she contacted Brenda Supuwood of Universal Stained Glass to see if she was interested in applying for the Fourth Quarter City Art Gallery project. Ms. Supuwood is currently unavailable. Chair Stevenson's son wants to apply. Commissioners are going to try to gain more applicants and then at next meeting decide whether to keep the current display longer, or

entertain another artist/artist group. By the next meeting we will also have the Artist Reception overview to help with making the decision.

- **Guest Former Commissioner Secretary Dawn Sketch reminded us that the DIA Inside/Out project has specific timeframes in which to apply.** She reminded us that the Mayor has expressed interest in the program. Chair Stevenson mentioned that Commissioner Elizabeth Fritz-Cottle has expressed an interest in writing grants, and perhaps we can see if she can pursue the opportunity.

- **Finances report:**

- **June Balance: \$2,318.01**

Guitar Center: \$900.00. Director DeSantis reported that all the approved expenditures from last meeting were made. We purchased the microphone, speakers, speaker stands, cords and mixer, as directed. We were able to take advantage of the Fourth of July Event sales and discounts which provided fantastic savings, and the store manager provided another \$80 discount so we could stay within our \$900 approved budget. The Summerfest Committee may want to borrow the equipment for a Dance Off and there was no expressed objection from the Commission. We would have to ensure the equipment was signed out and monitored appropriately. And, they may require extension cords and power circuits and should be located away from the main stage and pet adoption groups in the site plan-o-gram.

Dancing in the Park: Terri McQueen: \$150.00, DJ services three nights (June 9, 23 and 30), \$50 per night. Benjamin Christensen: \$100, DJ services two nights (June 23 and 30), \$50 per night, Dancing in the Park. The Commissioners approved \$400 (\$50 per DJ, two DJ's a week, for four weeks), however we only incurred \$250 expense since we were rained out on June 16 and only had one DJ for June 9.

Friends of the Oak Park Library: \$820.21. As reported above, Heidi worked with the Friends of the Library and Library Director Brandon Bowman to secure art supplies for the coming year's art programs. We were able to achieve a substantial discount and came under budget from the \$900 amount approved last month.

Art Gallery: We will have an upcoming expense of approximately \$75 for food and drinks for the August 15 City Gallery Art Reception.

- **July Ending Balance: \$347.80** Director DeSantis shared with the group a conversation she had with Director Kimberly Marrone about Escrow accounts. In the past, the Arts and Cultural Commission was not only expending but also soliciting for donations. We were able to grow an account that we then could use for expenditures. When we were responsible for the Summerfest project, we were able to solicit grant monies and vendor rentals that helped to grow the OPACC account. This year, we were not charged with coordinating the Summerfest project so we did not accumulate additional funds, and we donated to the Summerfest project \$800 which expended available funds. The City Council does review the budgets yearly and we are awaiting to see whether the requested budget was approved and if any monies we formally requested during budget talks were added to our account by the Finance Director. The Mayor was consulted

during the meeting for clarification. At this point, we will await word from the City on whether we keep a remaining \$347.80 balance, or receive access to the requested increase for this year's project. This may impact how we move forward with this year's projects. Currently, most of our projects will be collaborations with the Oak Park Library and the Oak Park Recreation team to assist and grow their arts and culture programs with supplies, staffing and promotions. However, it may impact whether we will need to ask for donations at certain events, fundraise, have volunteer speakers, apply for grants or cancel some of our originally planned endeavors. We are, however, set for the art collaboration with the Oak Park Library since all the supplies have been purchased. Bottom line, do not spend monies that do not appear in our account balance. It is always good to find ways to raise monies to use for our endeavors.

- **Members' Updates and Reports:**

- Summer Concert Series at Shelter 1 in Shepherd Park, one more on Thurs., July 28.
- Summerfest: Saturday, August 6 and Sunday, August 7.
- Block Club Picnic: Saturday, August 13.

Adjournment at 8:09 p.m. However, the Commissioners stayed after to discuss promotional ideas with social media boosts and blasts, the pop-up concert phenomenon, and wishes to tap into the Pokemon Go craze for community engagement.

~ Next meeting Wednesday, August 24 at 7:00 p.m. in the Community Center ~



CITY OF OAK PARK
COMMUNITY ENGAGEMENT
DEPARTMENT OF PUBLIC INFORMATION

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

Meeting of the Arts and Cultural Commission of Oak Park
Wednesday, August 24, 2016, 7:00 p.m.
Community Center Room 4
MEETING MINUTES

- **Call to Order:** The Meeting was called to order at 7:07 p.m.
 - **Roll Call:**
Present: Chairperson: Michele Stevenson, Vice-Chairperson: Deni Rome, Terri McQueen, Ayanna Smith, Mayor Marian McClellan, City Liaison Denise DeSantis
Absent: Secretary: Elizabeth Fritz Cottle (excused), Commissioners Heidi Bisson (excused), Ron Clegg (unexcused), Sudha Chandra Sejkar, Councilman Ken Rich
No Quorum.

- **Guests:** Former Commissioner/Secretary Dawn Sketch.

- **Approval of Agenda:** Motion: **No Quorum** Second: _____ – unanimous?

- **Approval of Minutes:** Motion: **No Quorum** Second: _____ – unanimous?

- **Topic**
There was no quorum so the meeting was adjourned and the Mayor and Commissioners just held an open discussion on the following topics:
 - Artist Reception
 - Summerfest Colortile
 - Photography Contest
 - Volunteer Appreciation for Boards and Commissions
 - Budget

- **Members' Updates and Reports:**
 - Summer Concert Series at Shelter 1 in Shepherd Park, one more on Thurs., July 28.
 - Summerfest: Saturday, August 6 and Sunday, August 7.
 - Block Club Picnic: Saturday, August 13.

Adjournment at 7:12 p.m.

~ Next meeting Wednesday, September 28, at 7:00 p.m. in the Community Center ~



CITY OF OAK PARK
COMMUNITY ENGAGEMENT
DEPARTMENT OF PUBLIC INFORMATION

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

Meeting of the Arts and Cultural Commission of Oak Park
Wednesday, September 28, 2016, 7:00 p.m.
Community Center Room 4
MEETING MINUTES

- **Call to Order:** The Meeting was called to order at 7:05 p.m.
 - **Roll Call:**
Present: Chairperson: Michele Stevenson, Ayanna Smith, Commissioners Heidi Bisson, Sarah Davidson, Mayor Marian McClellan, City Liaison Denise DeSantis
Absent: Vice-Chairperson: Deni Rome (excused), Secretary: Elizabeth Fritz Cottle (excused), Terri McQueen (excused); Ron Clegg (unexcused), Sudha Chandra Sejkar, Councilman Ken Rich
No Quorum.
- **Guests:**
- **Approval of Agenda:** Motion: No Quorum Second: _____ – unanimous?
- **Approval of Minutes:** Motion: No Quorum Second: _____ – unanimous?
- **Topic**

There was no quorum so the meeting was adjourned and the Mayor and Commissioners just held an open discussion on the following topics:

 - Introduction of the new member
 - Introduction of new guest
 - A suggestion to possible have an art project every meeting, something fun and simple
 - Volunteer appreciation plans from the City
 - The Mayor spoke about learnings from her trip to the Michigan Municipal League Gathering.
 - New member Sarah Davidson mentioned that she liked structure.
 - The suggestion of the group coming up with next meeting agenda items at the current meeting.
- **Members' Updates and Reports:**
 - Ayanna Smith shared that she will not be able to attend the October meeting.

Adjournment at 7:12 p.m.

~ Next meeting Wednesday, October 24, at 7:00 p.m. in the Community Center ~



CITY OF OAK PARK
COMMUNITY ENGAGEMENT
DEPARTMENT OF PUBLIC INFORMATION

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

Meeting of the Arts and Cultural Commission of Oak Park
Wednesday, October 26, 2016, 7:00 p.m.
Community Center Room 4
MEETING MINUTES

- **Call to Order:** The Meeting was called to order at 7:05 p.m.
 - **Roll Call:**
Present: Chairperson: Michele Stevenson, Vice Chairperson: Deni Rome
Commissioners: Heidi Bisson, Sarah Davidson, Terri McQueen,
Sudha Chandra Sejkar,
Absent: Secretary: Elizabeth Fritz-Cottle (excused), Ayanna Smith (excused)
Ron Clegg (unexcused), City Liaison Denise DeSantis (excused), Councilman
Ken Rich

- **Guests:** Mary Schumann

- **Approval of Agenda:** Motion: _____ Second: _____ – unanimous
* Approved with corrections

- **Approval of Minutes:**

June 22, 2016	Motion: S. Sejkar	Second: D. Rome – unanimous
July 27, 2016	Motion: S Sejkar	Second: H. Bisson – unanimous
August 24, 2016	Motion: M. Stevenson	Second: S. Sejkar – unanimous
September 28, 2016	Motion: H. Bisson	Second: S. Sejkar – unanimous

* Approved with corrections

- **Topic**
 - **Welcome New Commissioner Sarah Davidson**
Introduction to commissioner's not in attendance last meeting.

 - **Old Business**
Color Tile Project: Commissioner Bisson advised that a total of 225 participants created a tile. These tiles will be used to create a boarder around a community communication board on a library wall. Estimated time will be 1st quarter 2017 as the Library would like to engage the community again to create more tiles due to on-going interest. For now, some of the tiles are on display in the library.

Commissioner Bisson will be creating a database with the participant's phone numbers, email addresses, and tile number. This resource will be used to invite participants to

come see their work on display, plus support requests for keeping people's identity anonymous by documenting a "code" for each tile number.

Library is reaching out to Home Depot for bulletin board supplies.

Artist Reception: Volunteer Schumann would take down current art displayed in city hall. Requests to be advised is would like her support and provide direction on what to do with the art. Per Agenda notes, this display will need to be removed by 1 November 2016 to make room for sunflower art made by students.

Volunteer Schumann is also interested in leading future Artist Receptions. This will not be required until 1st quarter 2017.

Mary Schumann's contact information will be provided in separate communication to avoid public publishing of data.

Inside / Out: Email was sent to City Liaison D. DeSantis requesting application be submitted on behalf of the city. Chairperson M. Stevenson, Commissioner S. Davidson and volunteer M. Schumann will be the city liaisons for the event.

- **New Business / Voting**

"We are Oak Park" Photography Project: Commission did not feel there was a concrete plan to support a vote. Commissioner H. Bisson suggested this event be conducted using available digital tools of today like "The Cloud" for uploading picture submission, the city website to vote, structure the event with a "theme" as "We are Oak Park" might be to general. Digital tools eliminate the need to buy camera's, printing costs. Further discussion is required.

- **Members' Updates and Reports:**

Library Art Projects: Commissioner H. Bisson advised she committed to lead three "drop in art" events the 1st Thursday of each month in January, February, March 2017. Projects are:

- 1) Make a tile (to take home)
- 2) Heads on stick
- 3) Pet rocks

Suggested other commissioners commit to other months in 2017 to utilize the art supplies OPACC allocated for miscellaneous art projects with the library.

Commissioner T. McQueen expressed interest in leading a "beats" event at the library.

Adjournment at 8:04 p.m.

~ Next meeting Wednesday, December 7, at 7:00 p.m. in the Community Center ~



CITY OF OAK PARK

COMMUNITY ENGAGEMENT
DEPARTMENT OF PUBLIC INFORMATION

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

Meeting of the Arts and Cultural Commission of Oak Park Wednesday, December 7, 2016, 7:00 p.m. Community Center Room 2 MEETING MINUTES

- **Call to Order:** The Meeting was called to order at 7:04 p.m.
 - **Roll Call:**
 - Present:** Chairperson: Michele Stevenson, Vice Chairperson: Deni Rome, Commissioners: Heidi Bisson, Sarah Davidson, Terri McQueen, Ayanna Smith, City Liaison Denise DeSantis, Mayor Marian McClellan
 - Absent:** Ron Clegg (unexcused), Sudha Chandra Sejkar (unexcused), Councilman Ken Rich
 - **Guests:** Mary Schumann
- **Approval of October (10/26/2016) Minutes:** Motion: Michele Second: Ayanna - unanimous
- **Approval of October (10/26/2016) Agenda:** Motion: Deni Second: Terri - unanimous
- **Approval of December (12/07/2016) Agenda:** Motion: Heidi Second: Ayanna - unanimous
- **Topics**
 - **Vacancies:** Need for a new Secretary as Elizabeth (Fritz) Cottle has resigned
 - **January Elections:** Next meeting we will be voting on the President, Vice-President and Secretary positions. Those interested in the position will be able to volunteer, we will discuss, then vote. We will need to decide on whether we vote on paper, or by hands.
 - Deni Rome advised us she may step down from Vice-Chair position, she will let us know next meeting.
 - Stephen Fisher, former OPAACC Commissioner who resigned for health reasons a few years back would like to return. He stated he would pick up an application from the City Clerk's office and speak to Mayor McClellan.
 - Denise DeSantis explained the roles of each position and steps needed to submit agendas and minutes to Cherilynn Brown, Deputy City Clerk, to present at City Council. It is important for the group to establish the criteria for the positions so people who volunteer understand what is expected of them. For example, a Chairperson creates the agenda and ensures it is out two weeks prior to a meeting and efficiently runs the meetings using the Robert's Rules guidelines. A Vice-Chairperson is a stand-in for the Chairperson if they are not able to come to the meeting or if they cannot create the agenda. A secretary is responsible for taking minutes, submitting the minutes and the attendance sheet to the City Liaison within two weeks after a meeting. All three should have access to a computer, utilize email, and provide documentation in MS Word or MS Excel format.
- **Commission Website Page:** Denise DeSantis informed the Commission that each Boards and Commission now has a page on the website and we can now submit images and event promotions to the City Clerk's office to be posted on their website page.

- **Art Gallery News:**
 - Thank you cards for Creative Spirits artists who displayed their work in City Hall in the Fall were passed around for us to sign.
 - Denise DeSantis and Mayor McClellan shared with us the Oak Park teacher project and City Hall display, would like it to be installed by 2nd week of March in time for their presentation. We voted to keep the student sunflower display up until Spring – Motion: Heidi, Second: Sarah, result: unanimous. Now we won't have to rush to choose a City Hall artist for January. We voted to allow the Oak Park teacher to display in City Hall from Mid-March until end of June: Motion: Heidi, Second: Sarah, results: four votes yes, one vote no, passed.
 - We reviewed an artist's submission of nautical themed items, but the Commission was not ready to approve the artist for third quarter display (Beginning of July to end of September). Commissioners wanted to know if the artist had any other art to display besides nautical. See more samples.
 - Commissioners wish to solicit other artists to see if we have any other artist applications by next month's meeting.
- **Commissioner Pins:** Mayor Marian McClellan talked about pins Commissioners may wear in the future. Commissioner A. Smith brought a few samples of "employee/staff pins." The Mayor shared that City Council is interested in holding a volunteer appreciation event in 2017 for all Boards and Commission members, and the Mayor will discuss the ability to order Commissioner pins for future events.
- **Members' Updates and Reports:**

Library Art Projects: Commissioner H. Bisson advised she committed to lead three "You Create" art events on January 19, February 16 and March 16, 2017 from 4:30 - 5:30 p.m. All are encouraged to attend the event if they can make it. Projects are:

- Make-and-Take a Tile (to take home), January 19, 4:30 – 5:30 p.m.
- Heads on a Stick, February 16, 4:30 – 5:30 p.m.
- Pet Rocks, March 16, 4:30 – 5:30 p.m.

Commissioner H. Bisson mentioned she would be responsible for the first three art projects, however she is hoping others can adopt a month and a project to lead.

- Commissioner T. McQueen wants to lead a "beats" event for one of the months. Date and supplies to be determined.
- Commissioner D. Rome suggested Drumunity – We'll look into contacting the person who coordinated the activity for the Library. It is a fun, drum exercise that incorporates teamwork, multi-generational activity and diversity.
- Third activity? _____.

Suggestions for next meeting's agenda items:

- Communication measures to recruit artists
- Update on first (January) Library Project

Adjournment at 9:00 p.m.

~ Next meeting Wednesday, December 7, at 7:00 p.m. in the Community Center ~

MERCHANT'S LICENSES – MARCH 6, 2017**(Subject to All Departmental Approvals)**

<u>NEW MERCHANT</u>	<u>ADDRESS</u>	<u>FEE</u>	<u>BUSINESS TYPE</u>
Hair Mood Salon	26035 Coolidge	\$150	Salon
Carol's with Care Learning Academy	10750 Nine Mile	\$150	Day Care
UBER Technologies	13331 Ten Mile	\$150	Transportation Service
<u>RENEWALS</u>	<u>ADDRESS</u>	<u>FEE</u>	<u>BUSINESS TYPE</u>
Quality Restaurant Equipment Masters	8700 Capital	\$150	Restaurant Equipment Supplier
Huntington Cleaners	8775 Capital	\$150	Dry Cleaners
Personal Uniform Service	10100 Capital	\$150	Uniform Supplier
Auto Metal Craft Inc	10230 Capital	\$150	Sheet Metal Fabricator
Superior Electric Co	10280 Capital	\$150	Electrical Contractor
Excell Snow & Turf Maint	11000 Capital	\$150	Landscaper
Auto Metal Craft Inc	12721 Capital	\$150	Sheet Metal Fabricator
Universal Piping Industries	12900 Capital	\$150	Speciality Contractor
Universal Piping Industries	12930 Capital	\$150	Speciality Contractor
Image One Corporation	13201 Capital	\$150	Printer
Kerr Pump and Supply	12880 Cloverdale	\$150	Supplier
Detroit Auto Electric	21040 Coolidge	\$150	Automotive
Honore Holdings LLC	21400 Coolidge	\$150	Real Estate Management
E-Zee Set Wood Products	21650 Coolidge	\$150	Wholesale Manufacturer
Love Nail & Spa	22118 Coolidge	\$150	Salon
Sunugal Hair Braiding	22131 Coolidge	\$150	Salon
Mercury Drugs	22150 Coolidge	\$225	Pharmacy
Grace Fashion	23059 Coolidge	\$187.50	Clothing Store
Professional Beauty Center	23150 Coolidge	\$150	Salon
B's Vanity Hair Salon	25595 Coolidge	\$187.50	Salon
Deborah Hecht Inc	25907 Coolidge	\$150	Art Studio
Goldies	13630 Eight Mile	\$150	Jeweler
Cash Now X	13720 Eight Mile	\$150	Bank Services
Mattress Wholesale	14510 Eight Mile	\$150	Home Furnishings
Family Cosmetic Dentistry	13741 Eleven Mile	\$150	Dentist
Addixion LLC	14701 Eleven Mile	\$150	
Herschs Lawn Spray	15431 Eleven Mile	\$150	Lawn Care
Taco Bell	21350 Greenfield	\$150	Restaurant
Ram Jewelry Inc	21600 Greenfield #105A	\$150	Jeweler
Step Into the Trend Inc	21700 Greenfield #105	\$150	Boutique
Hazy Institute of Learning	21700 Greenfield #264	\$150	Educational Service
Sam's Diamond/Best Jewelers	21700 Greenfield #323	\$150	Jeweler
Azar Jewelry	21700 Greenfield #368	\$150	Jeweler

<u>RENEWALS</u>	<u>ADDRESS</u>	<u>FEE</u>	<u>BUSINESS TYPE</u>
Diamond Island of Greenfield	21700 Greenfield #390	\$150	Jeweler
Perfect Eyebrow Threading	21700 Greenfield #455	\$150	Salon
Metro PCS	21830 Greenfield #101	\$150	Cellular
Building Technology Assoc	21850 Greenfield	\$150	Commercial Roof Mgmt
Top's Fashion and Braiding	21910 Greenfield #105	\$187.50	Salon
Pinewood Dental	21950 Greenfield	\$150	Dental
Findings Outlet Inc	21990 Greenfield #100	\$150	Jeweler Supplies
Autozone #4365	22150 Greenfield	\$150	Automotive Supplies
The Healthy Hair Gallery Intl	23300 Greenfield #215	\$150	Salon
Nails by Slim	23300 Greenfield #225	\$150	Salon
Image Xprezzion LLC	24740 Greenfield	\$150	Salon
Sunoco	25000 Greenfield	\$150	Service Station
Hewson Van Hellemont PC	25900 Greenfield #650	\$150	Law Firm
Eddie's Gourmet	25920 Greenfield	\$150	Restaurant
Daniel S Lazar DPM	26106 Greenfield A	\$150	Podiatrist
ALDI Inc #88	26300 Greenfield	\$150	Grocery
Dale Prentice Company	26511 Harding	\$150	Engineering
B C & F Tool Company	26670 Harding	\$150	Precision Manufacturer
JTS Design Jewelry	15075 Lincoln #119	\$150	Jeweler
Hydrofox – Intl Trade Consul	8775 Nine Mile	\$150	Hydroponics Gardening
AA1 Appliances	10400 Nine Mile	\$150	Appliance Retailer
Shontaes 2 Salon	10760 Nine Mile	\$150	Salon
Oak Park Center for Physical Therapy	12702 Nine Mile	\$150	Rehabilitation
Coolidge Café #1 LLC	13400 Nine Mile	\$150	Restaurant
CSL Plasma Inc	13770 Nine Mile	\$150	Plasma Donation Center
Gobind L Garg MD PLLC	13801 Nine Mile	\$150	Medical
Papa's Pizza	15400 Nine Mile	\$150	Restaurant
Parkwood Open Imaging	13161 Ten Mile	\$150	MRI Imaging
Shoe Rack Outlet	13291 Ten Mile	\$150	Shoes / Fashion
U Wash Development	15450 Ten Mile	\$150	Car Wash

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

February 14, 2017
Invoice # 1302505
Client No. M1409
Matter No. 100314

RE: Oak Park, City of (Building Fund)

INTERIM

Services Rendered:

CURRENT BILLING SUMMARY THROUGH JANUARY 31, 2017

Fees for Professional Services	\$7,920.00
Expenses Advanced	(\$2,335.20)
CURRENT BILL DUE	\$5,584.80

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

REMITTANCE COPY

PLEASE INCLUDE THIS PAGE WITH YOUR PAYMENT

**BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN****AGENDA OF:** March 6, 2017**AGENDA #**

SUBJECT: Request to reject the only bid and re-advertise for bids for the 2017 Janitorial Services Contract, M-662.

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

SUMMARY: The bids were opened on February 10, 2017 for the 2017 Janitorial Services Contract, M-662. The only bidder, Kristel Group, Inc, submitted a bid of \$127,836.00. We contacted the other 8 vendors that attended the mandatory walk thru and they were all still interested in bidding the project but did not make the deadline for a variety of reasons. We would like to get more than the one submitted bid.

FINANCIAL STATEMENT: Funding for this service is available in the Building Maintenance budget.

RECOMMENDED ACTION: It is recommended that the request to reject the only bid and re-advertise for bids the 2017 Janitorial Services Contract, M-662, be approved. Funding is available in the Building Maintenance budget for this service.

APPROVALS:City Manager: *Quinn Tz*Department Director: *KJY*

Finance Director: _____

EXHIBITS: Bid Tab

BID TABULATION

2017 CITYWIDE JANITORIAL SERVICES, M-663
10-Feb-17

Kistler Group Inc
136 S. Rochester Road
Clawson, MI 48017
248.850.8850

Item Description	UNIT	QUANTITY	PRICE	TOTAL PRICE
CITY HALL	Month	12	\$1,538.00	\$18,456.00
PUBLIC SAFETY	Month	12	\$2,170.00	\$24,840.00
LIBRARY	Month	12	\$1,315.00	\$15,780.00
COMMUNITY CENTER	Month	12	\$1,865.00	\$22,380.00
DPW SERVICE CENTER	Month	12	\$765.00	\$9,180.00
COURT	Month	12	\$1,685.00	\$20,220.00
WORKOUT FACILITY	Month	12	\$230.00	\$2,760.00
SHEPHERD PARK RESTROOMS	Month	6	\$680.00	\$4,080.00
SPECIAL EVENT HOURLY RATE	Hour	80	\$16.75	\$1,340.00
STRIP AND WAX FLOORS	Quarterly	Quarterly	\$550.00	\$2,200.00
CARPET CLEANING	Quarterly	Quarterly	\$550.00	\$2,200.00
TILE AND GROUT	Quarterly	Quarterly	\$550.00	\$2,200.00
WINDOW CLEANING	Quarterly	Quarterly	\$550.00	\$2,200.00
TOTAL				\$127,836.00

**BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN****AGENDA OF:** March 6, 2017**AGENDA #****SUBJECT:** Report on bids for the 2017 Water Main Replacement Project, M-649.**DEPARTMENT:** DPW/Technical & Planning – Engineering *KJY*

SUMMARY: At the February 6, 2017 regular meeting of the Oak Park City Council, the request to bid the 2017 Water Main Replacement Project, M-649 was approved (CM-02-046-17). The project was advertised and 83 contractors viewed the documents. On February 27, 2017, fifteen (15) bids were received and opened. The low bidder, Aielli Construction Company of Shelby Township, MI, submitted a bid of \$554,174.00. References were checked and all had positive responses. This project will replace the water mains on Kipling between Nine Mile and Kenwood and on Harding from Nine Mile to Pearson.

Since the bids were well below the budgeted amount, we asked the contractor if they would extend their unit prices to replace a problematic section of water main on Labelle from Coolidge to just west of Kipling. They are willing to extend their unit prices and we are requesting to add this section of water main replacement at a cost of \$212,824.00. This would bring the total cost to \$766,998.00.

FINANCIAL STATEMENT: There is \$800,000 budgeted in the FY 2016-17 Water & Sewer Fund budget this project.

RECOMMENDED ACTION: It is recommended City Council award the bid for the 2017 Water Main Replacement Project, M-649 to Aielli Construction Company, Inc. of Shelby Township, MI for the total amount of \$554,174.00. It is further recommended that we extend the unit prices for the project to replace the watermain on Labelle Street from Coolidge to just west of Kipling for an additional amount of \$212,824.00, bringing the total project cost to \$766,998.00. Funding is available in the FY 2016-17 Water & Sewer Fun for this project.

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

Finance Director: _____

EXHIBITS: Bid tabulation, Labelle estimate

BID TABULATION

2017 WATER MAIN REPLACEMENT PROJECT, M-649 BID OPENING DATE MONDAY FEBRUARY 27, 2017 10:00 AM				AIELLI CONSTRUCTION CO., INC. 47850 VAN DYKE SHELBY TWP., MI 48317 586-792-1890		TROELSEN EXCAVATING CO. 1395 ROCHESTER RD. TROY, MI 48083 248-588-3570		SUPERIOR EXCAVATING, INC. 2791 AUBURN ROAD AUBURN HILLS, MI 48326 248-853-7075	
ITEM	DESCRIPTION	QUANT.	U/M	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
1	Mobilization, Max 5%	1	LSUM	\$ 10,000.00	\$ 10,000.00	\$ 8,500.00	\$ 8,500.00	\$ 21,000.00	\$ 21,000.00
2	Minor Traffic Device, Modified SP	1	LSUM	\$ 3,000.00	\$ 3,000.00	\$ 2,000.00	\$ 2,000.00	\$ 5,000.00	\$ 5,000.00
3	Pavement Removal, Modified SP	2,350	SYD	\$ 7.50	\$ 17,625.00	\$ 5.50	\$ 12,925.00	\$ 7.50	\$ 17,625.00
4	Water Main 8" Ductile Iron, Class 54, Trench Detail B, Modified SP	2,850	LFT	\$ 70.00	\$ 199,500.00	\$ 68.00	\$ 193,800.00	\$ 80.00	\$ 228,000.00
5	Install Fire Hydrant, EJIV 5BR-250	7	EACH	\$ 3,600.00	\$ 25,200.00	\$ 3,900.00	\$ 27,300.00	\$ 3,800.00	\$ 26,600.00
6	Kipling Water Main Connection "A" @ Kipling Ave./Kenwood Ave. Intersection	1	LSUM	\$ 9,500.00	\$ 9,500.00	\$ 6,270.00	\$ 6,270.00	\$ 9,200.00	\$ 9,200.00
7	Kipling Water Main Connection "B" @ Kipling Ave./Nine Mile Rd. Intersection	1	LSUM	\$ 6,100.00	\$ 6,100.00	\$ 3,000.00	\$ 3,000.00	\$ 5,000.00	\$ 5,000.00
8	Harding Water Main Connection "A" @ Harding Ave./Nine Mile Rd. Intersection	1	LSUM	\$ 20,000.00	\$ 20,000.00	\$ 27,000.00	\$ 27,000.00	\$ 20,000.00	\$ 20,000.00
9	Harding Water Main Connection "B" @ Harding Ave./Pearson Intersection	1	LSUM	\$ 6,250.00	\$ 6,250.00	\$ 3,000.00	\$ 3,000.00	\$ 3,500.00	\$ 3,500.00
10	Install 8" Gate Valve and Well	7	EACH	\$ 3,400.00	\$ 23,800.00	\$ 3,270.00	\$ 22,890.00	\$ 3,300.00	\$ 23,100.00
11	Remove/Replace Short Side Service Curb Stop Box 3/4" to 1"	25	EACH	\$ 215.00	\$ 5,375.00	\$ 80.00	\$ 2,000.00	\$ 225.00	\$ 5,625.00
12	Remove/Replace Short Side Service Curb Stop Box 1.5" to 2"	10	EACH	\$ 290.00	\$ 2,900.00	\$ 125.00	\$ 1,250.00	\$ 600.00	\$ 6,000.00
13	Service Transfer (long and short side) 3/4" to 1"	60	EACH	\$ 700.00	\$ 42,000.00	\$ 500.00	\$ 30,000.00	\$ 650.00	\$ 39,000.00
14	Service Transfer (long and short side) 1.5" to 2"	10	EACH	\$ 1,250.00	\$ 12,500.00	\$ 1,100.00	\$ 11,000.00	\$ 800.00	\$ 8,000.00
15	3/4" to 1" Type K Copper	300	LFT	\$ 10.50	\$ 3,150.00	\$ 25.00	\$ 7,500.00	\$ 15.00	\$ 4,500.00
16	1.5" to 2" Type K Copper	50	LFT	\$ 20.00	\$ 1,000.00	\$ 35.00	\$ 1,750.00	\$ 25.00	\$ 1,250.00
17	Remove Existing Fire Hydrant	6	EACH	\$ 350.00	\$ 2,100.00	\$ 500.00	\$ 3,000.00	\$ 350.00	\$ 2,100.00
18	Remove Existing Gate Valve and Well	5	EACH	\$ 400.00	\$ 2,000.00	\$ 500.00	\$ 2,500.00	\$ 350.00	\$ 1,750.00
19	Abandon Existing Water Mains Harding and Kipling Ave.	1	LSUM	\$ 2,900.00	\$ 2,900.00	\$ 8,000.00	\$ 8,000.00	\$ 2,200.00	\$ 2,200.00
20	Conc. Pavement With Integral curb and gutter, Non-Reinf. 8", Modified SP	135	SYD	\$ 66.00	\$ 8,910.00	\$ 65.00	\$ 8,775.00	\$ 50.00	\$ 6,750.00
21	Sidewalk Conc. Non-Reinforced 6" Conc. Sidewalk/Drive Approach, Modified SP	6,400	SFT	\$ 4.90	\$ 31,360.00	\$ 6.50	\$ 41,600.00	\$ 5.00	\$ 32,000.00
22	Sidewalk Conc. Non-Reinforced 4" Conc. Sidewalk/Driveway, Modified SP	13,100	SFT	\$ 3.75	\$ 49,125.00	\$ 4.50	\$ 58,950.00	\$ 2.80	\$ 36,680.00
23	Aggregate Base Under Concrete (6" 21AA Crush Limestone)	135	SYD	\$ 6.00	\$ 810.00	\$ 7.00	\$ 945.00	\$ 8.00	\$ 1,080.00
24	Cast In Place Detectable/ Tactile Warning Surface.	110	SFT	\$ 25.00	\$ 2,750.00	\$ 20.00	\$ 2,200.00	\$ 25.00	\$ 2,750.00
25	Underdrain Subgrade, Open Graded 6", Modified SP	60	LFT	\$ 10.00	\$ 600.00	\$ 20.00	\$ 1,200.00	\$ 10.00	\$ 600.00
26	Class A Sodding, Modified SP	3,360	SYD	\$ 7.00	\$ 23,520.00	\$ 7.00	\$ 23,520.00	\$ 7.00	\$ 23,520.00
27	Adjusting Drainage Structure Cover, Case 1, Modified SP	1	EACH	\$ 500.00	\$ 500.00	\$ 250.00	\$ 250.00	\$ 200.00	\$ 200.00
28	Drainage Structure Cover	3,040	LBS	\$ 1.35	\$ 4,104.00	\$ 2.50	\$ 7,600.00	\$ 1.37	\$ 4,164.80
29	Salvage Sign, Modified SP	10	EACH	\$ 50.00	\$ 500.00	\$ 150.00	\$ 1,500.00	\$ 50.00	\$ 500.00
30	Erosion Control, Inlet Filter, Fabric Drop, Modified SP	21	EACH	\$ 80.00	\$ 1,680.00	\$ 80.00	\$ 1,680.00	\$ 75.00	\$ 1,575.00
31	Maintenance Gravel, Modified SP	750	TON	\$ 19.00	\$ 14,250.00	\$ 20.00	\$ 15,000.00	\$ 17.50	\$ 13,125.00
32	Crossing Existing Water Mains, Sewers	5	EACH	\$ 250.00	\$ 1,250.00	\$ 50.00	\$ 250.00	\$ 100.00	\$ 500.00
33	Unidentified Irrigation System Repairs - Sprinkler Lines	75	LFT	\$ 3.00	\$ 225.00	\$ 3.00	\$ 225.00	\$ 3.00	\$ 225.00
34	Unidentified Irrigation System Repairs - Sprinkler Heads	25	EACH	\$ 50.00	\$ 1,250.00	\$ 50.00	\$ 1,250.00	\$ 50.00	\$ 1,250.00
35	Project Cleanup	1	LSUM	\$ 5,000.00	\$ 5,000.00	\$ 3,000.00	\$ 3,000.00	\$ 4,100.00	\$ 4,100.00
36	Inspection Crew Days, Modified SP	\$320.00	DAY	42	\$13,440.00	55	\$ 17,600.00	20	\$ 6,400.00

TOTAL COST \$ 554,174.00 \$ 559,230.00 \$ 564,869.80

Other Bidders:

ADJ EXCAVATING	\$567,062.50
C & P CONSTRUCTION	\$587,802.50
CI CONTRACTING	\$612,000.00
MACOMB PIPELINE AND UTILITIES	\$619,325.00
MAJOR CEMENT	\$649,830.00
FDM CONSTRUCTION	\$659,595.00
VIL CONSTRUCTION	\$679,555.00
DIPONIO CONTRACTING	\$699,496.25
GIANNETTI BUILDING DEVELOPMENT LLC	\$726,298.00
FONTANA CONSTRUCTION	\$748,395.00
EVERGREEN CIVIL	\$756,635.00
BRICCO EXCAVATING	\$759,395.00

2017 Water Main Project

LABELLE ESTIMATE

Page 1 of 1

Item Description	Unit
Mobilization, Max 5%	LSUM
Minor Traffic Device, Modified SP	LSUM
Pavement Removal, Modified SP	SYD
Erosion Control, Inlet Protection, Fabric Drop, Modified SP	EACH
Project Cleanup	LSUM
Aggregate Base Under Concrete (6" 21AA Crush Limestone)	SYD
Drainage Structure Cover	LBS
Underdrain Subgrade, Open Graded 6", Modified SP	LFT
Conc. Pavement, With Integral Curb Non-Reinf. 7 inch., Modified SP	SYD
Sidewalk Conc.- NonReinf. Modified SP 4" Concrete sidewalk	SFT
Sidewalk Conc.- NonReinf. Modified SP 6" Conc. Sidewalk/DR. Approach	SFT
Class A Sodding, Modified SP	SYD
Water Main D.I CL 54 8 Inch Trench Detail "B" Modified	LFT
Labelle Water Main Connection "A"@ Labelle Ave. & Coolidge Ave.	LSUM
Labelle Water Main Connection "A"@ Labelle Ave. west of Kipling Ave.	LSUM
Harding Water Main Connection "A"@ Harding Ave. and Nine Mile Rd.	LSUM
Harding Water Main Connection "B"@ Harding Ave. & Pearson Ave.	LSUM
Install Fire Hydrant. EJIW 5BR-250	EACH
Install 8" Gate Valve and Well	EACH
Remove & Replace Short Side Service Curb Box 3/4 inch to 2 Inch	EACH
Service Transfers	EACH
3/4" to 2" Diameter Type K Copper	LFT
Remove Existing Fire Hydrant	EACH
Remove Existing Gate Valve and Well	EACH
Crossing Existing Watermains, Sewer, and Sewer Leads	EACH
Cast in Place Detectable, Tactile Warning Surfaces	SFT
Abandon Existing Water Main - kipling & Harding	LSUM
Maintenance Gravel, Modified SP	TON
Salvage Sign, Modified SP	EACH
Unidentified Irrigation System Repiars - Spinkler lines	LFT
Unidentified Irrigation System Repairs - Sprinkler Heads	EACH
Inspection Crew Days, Modified SP	DAYS

Quantity	Price	Amount
1.00	\$5,000.00	\$5,000.00
1	\$1,500.00	\$1,500.00
855	\$7.50	\$6,412.50
6	\$80.00	\$480.00
1.00	\$2,500.00	\$2,500.00
25	\$6.00	\$150.00
1,140	\$1.35	\$1,539.00
40	\$10.00	\$400.00
50	\$66.00	\$3,300.00
4,200	\$3.75	\$15,750.00
3,250	\$4.90	\$15,925.00
450	\$7.00	\$3,150.00
895	\$70.00	\$62,650.00
1	\$5,500.00	\$5,500.00
1	\$2,500.00	\$2,500.00
0	\$15,000.00	\$0.00
0	\$2,600.00	\$0.00
5	\$3,600.00	\$18,000.00
3	\$3,400.00	\$10,200.00
16	\$215.00	\$3,440.00
48	\$700.00	\$33,600.00
125	\$10.50	\$1,312.50
2	\$350.00	\$700.00
1	\$400.00	\$400.00
2	\$250.00	\$500.00
32	\$35.00	\$1,120.00
1	\$2,900.00	\$2,900.00
350	\$19.00	\$6,650.00
4	\$50.00	\$200.00
25	\$3.00	\$75.00
5	\$50.00	\$250.00
\$320.00	21	\$6,720.00
TOTAL	\$212,824.00	

**CITY OF OAK PARK
RESOLUTION TO APPROVE REQUEST FROM
MCImetro ACCESS TRANSMISSION SERVICES CORPORATION d/b/a VERIZON
ACCESS TRANSMISSION SERVICES
FOR EXTENSION OF METRO ACT RIGHT OF WAY PERMIT**

WHEREAS, on April 4, 2006, the City of Oak Park issued a METRO Act Right-of-Way Telecommunications Permit to MCImetro Access Transmission Services, LLC ("MCImetro"); and

WHEREAS, the term of the Permit was five years and expired on April 4, 2011; and

WHEREAS, on March 8, 2011, the City of Oak Park approved a renewal of the Permit for five years, expiring on April 4, 2016; and

WHEREAS, MCImetro has submitted a request to extend the Permit for an additional five year term to end on April 4, 2021; and

WHEREAS, the City is aware of no reason to deny the request to extend the Permit for five years.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Oak Park, Oakland County, Michigan, that:

1. The request by MCImetro for an extension of their METRO Act Permit through April 4, 2021 is hereby approved.

2. The City Manager is authorized and directed to execute the METRO Act Right of Way Permit Extension, in substantially the form attached hereto.

3. All resolutions inconsistent with this Resolution be and hereby are rescinded to the extent of such inconsistency.

Ayes: _____

Nays: _____

Absent: _____

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 Monday, March 6, 2017, and that 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.

T. Edwin Norris, City Clerk

February 20, 2017

City of Oak Park
Mr. Erik Tungate – City Manager
C/o-Ed Norris, City Clerk
14000 Oak Park Blvd.
Oak Park, MI 48237

METRO ACT RIGHT OF WAY PERMIT EXTENSION

Dear Mr. Tungate:

This is a letter agreement which extends the existing METRO Act Permit issued by the City of Oak Park to MCImetro Access Transmission Services Corporation d/b/a Verizon Access Transmission Services (MCImetro) which expired on April 4, 2016. The extension is for a term to end on April 4, 2021.

If this is agreeable, please sign the copy of the extension letter agreement in the place provided below and return to MCImetro, attention Gregg Diamond, 600 Hidden Ridge Dr., HQE02E90, Irving, TX 75038 or send to my email at gregg.diamond@verizon.com.

Pursuant to section 7.1.1 of the Unilateral Permit, MCImetro may file a letter of extension with the municipality for an extension for five years or less. Additional information regarding the renewal request may be found at <http://www.michigan.gov/mpsc>.


We would appreciate return of the signed copy within 45 days of receiving this request. Your cooperation is appreciated. I will send a copy of the letter back confirming agreement.

If you have any questions feel free to contact Mr. Gregg Diamond via e-mail, gregg.diamond@verizon.com or 469 262-7369.

Agreed to by and on behalf of the
City of Oak Park

**MCImetro Access Transmission
Services Corporation** acknowledges receipt of
this Permit Extension granted by
the municipality.

By: _____
Print: _____
Its: _____
Date: _____

By: 
Print: Gregg Diamond
Its: METRO Act Administrator
Date: 2/20/17

**GARAN
LUCOW
MILLER P.C.**

GREAT LAKES LAW FIRM SERVING CLIENTS NATIONALLY

MEMORANDUM

TO: Mayor McClellan and City Council Members

FROM: City Attorney Ebony L. Duff

SUBJECT: City of Oak Park - 7406-1
Resolution Excluding Medical Marijuana¹ Facilities

DATE: February 28, 2017

Dear Madame Mayor and City Council:

You have asked for a legislative recommendation relative to the recent amendments to the Michigan Medical Marijuana Act (MMMA), PA 281 et seq. of 2016. Although the City of Oak Park is not required to take any action to exclude the facilities permitted by the MMMA, I understand that you want to make it clear that the City of Oak Park does not intend to permit any kind of marijuana facilities within the City. Therefore, I recommend that you consider passing the attached Resolution Excluding Medical Marijuana Facilities Authorized Pursuant to PA 281, et seq. of 2016, and file same with the State of Michigan.

As our office previously advised, The MMMA amendments provide a “seed-to-sale” framework for regulating medical marijuana growers in the state of Michigan to track marijuana related products growth, manufacture and distribution. The Michigan Licensing and Regulatory Affairs (LARA) department and Medical Marijuana Licensing Board (the Board) are in the process of promulgating rules and procedures regarding the licensing and regulation of medical marijuana facilities authorized under the MMMA. The Board will be in charge of all aspects of the licensing process for all Medical Marijuana facilities statewide. The Board will not begin accepting applications for facilities until December 2017.

Of significant note, the MMMA does not require local municipalities to permit medical marijuana facilities within its jurisdiction. Local municipalities have until December 15, 2017 to enact local policy to permit the medical marijuana facilities

¹ For purposes of this memorandum, “marijuana” is spelled with a “j,” despite the spelling in the Act as “marihuana.”

approved under the MMMA. However, if the local municipality takes no action, none of the facilities are allowed within the jurisdiction. Section 205 of the MMMA specifically states that "A marihuana facility shall not operate in a municipality unless the municipality has adopted an ordinance that authorizes that type of facility."

Although the City is not required to take any action, I do think it is a good idea to make a clear record of your opposition to permitting medical marijuana facilities within your local jurisdiction, and to notify the state agencies that will be in charge of licensing them. At a minimum, the Resolution should help prevent the state from inadvertently issuing a license for a medical marijuana facility in the City of Oak Park.

1326244

**CITY OF OAK PARK
RESOLUTION EXCLUDING MEDICAL MARIJUANA FACILITIES AUTHORIZED
PURSUANT TO PA 281 ET SEQ. OF 2016**

RESOLUTION PROHIBITING THE ESTABLISHMENT OF ANY BUSINESSES OR INDIVIDUAL PROPRIETOR-SHIPS LOCATED WITHIN THE CITY OF OAK PARK FOR THE PARTIAL OR EXCLUSIVE PURPOSE OF GROWING AND/OR DISTRIBUTING MEDICAL MARIJUANA AUTHORIZED PURSUANT TO PA 281 ET SEQ. OF 2016.

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 Monday, March 6, 2017 at 7:00 p.m.

Present:

Absent:

The following preamble and resolution was offered by _____ and seconded by _____.

WHEREAS, the Michigan legislature has enacted Public Act 281 et seq. of 2016 to license and regulate medical marijuana growers, processors, provisioning centers, secure transporters, and compliance facilities; and

WHEREAS, pursuant to the Michigan Zoning Enabling Act, 2006 PA 110, the Home Rule City Act, 1909 PA 279 and the Michigan Medical Marijuana Licensing Act, 2016 PA 281 et seq., the City of Oak Park ("City") has the authority to establish reasonable regulations concerning certain uses of property related to medical marijuana to protect the public health, safety and welfare and in a manner consistent with the referenced Acts; and

WHEREAS, The Oak Park City Council has determined that it is in the best interest to protect the health, safety, and welfare of City residents to not permit any marijuana facilities authorized pursuant to PA 281 et seq. of 2016 in the City of Oak Park; and

WHEREAS, the City wishes to resolve its declaration that marijuana facilities authorized pursuant to PA 281 et seq. of 2016 are not permitted in the jurisdiction.

NOW, THEREFORE, the City Council of the City of Oak Park, Oakland County, Michigan resolves as follows:

THEREFORE, BE IT RESOLVED that the City of Oak Park declares that medical marijuana facilities authorized pursuant to PA 281 et seq. of 2016 are not permitted in the City of Oak Park and that the City Clerk is hereby directed to file a copy of this Resolution with the State of Michigan Secretary of State and Department of Licensing and Regulatory Affairs to provide notice of the declaration set forth in this Resolution.

Any and all resolutions that are in conflict with this Resolution are hereby repealed to the extent necessary to give this Resolution full force and effect.

ROLL CALL VOTE: YES:
 NO:
 ABSENT:

RESOLUTION DECLARED ADOPTED

T. Edwin. Norris
City Clerk
Dated:

STATE OF MICHIGAN
COUNTY OF OAKLAND
CITY OF OAK PARK

RESOLUTION NO.

**A RESOLUTION OF THE OAK PARK CITY COUNCIL TO APPROVE THE LEASE
OF CITY PROPERTY LOCATED AT 13650 OAK PARK BLVD., STE A, TO
HATAZALAH OF MICHIGAN**

At a meeting of the City Council of the City of Oak Park, Oakland County, Michigan, held at the city hall at 14000 Oak Park Boulevard, Oak Park, Michigan 48237, on March 6, 2017, at 7:00 P.M., with those present and absent being,

PRESENT:

ABSENT:

The following preamble and resolution were offered by Councilperson _____ and supported by Councilperson _____.

WHEREAS, Section 2.3 of the Oak Park City Charter vests with the city the power to provide for the leasing and disposal of city property subject to any restrictions placed thereon by statute of the Charter ; and

WHEREAS, the authority to contract on behalf of the city is vested with the council and shall be exercised in accordance with the provisions of statute and the Charter; and

WHEREAS, any lease of city owned property is subject to an affirmative vote of four or more members of the council, with fair consideration as determined by the council; and

WHEREAS, Hatazalah of Michigan, a Michigan non-profit Corporation, has submitted a request to lease city owned property at 13650 Oak Park Blvd., Ste A, for use as an office space for the sum of \$9,910.00 per year, payable in equal monthly installments of \$825.83, inclusive of all utility services for the premises, including water, sewer, gas, and electricity, with the proposed lease terms attached hereto as an addendum;

WHEREAS, the proposed lease term is twelve (12) months, with the option to request renewal of the lease annually subject to the approval of city council;

NOW THEREFORE BE IT RESOLVED:

1. The City Council hereby authorizes the lease of city property known as 13650 Oak Park Blvd., Ste A, Oak Park, MI for the sum of \$9,910.00 per year, payable in equal monthly installments of \$825.83 (\$10 per square foot annually for 991 square feet), inclusive of all utility services for the premises, including water, sewer, gas, and electricity. The approved lease terms are attached hereto as an addendum.

2. The City Council has determined that the proposed rental rate for the premises of \$9,910.00 per year, payable in monthly installments of \$825.83 per month, represents fair consideration for Hatazalah's possession of the premises for a period of twelve (12) months;
3. That based upon the foregoing findings and determinations, the proposed lease terms attached hereto as an Addendum appear to be in the best interest of the City, and the City Council approves the execution of the attached lease by the City Manager on behalf of the City of Oak Park, copies of which are attached to this resolution.
4. That any renewal of the lease beyond the twelve month period shall be subject to the approval of the City Council as required by Section 13 of the Charter.
5. All resolutions inconsistent with this Resolution be and hereby are rescinded to the extent of such inconsistency.

Yeas:

Nays:

Absent:

Abstained:

STATE OF MICHIGAN)

) ss.

COUNTY OF OAKLAND)

I, the undersigned, the duly qualified and acting City Clerk of the City of Oak Park, Oakland County, Michigan, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the City Council of the City of Oak Park at a duly called meeting held on _____, the original of which is on file in my office.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this _____ day of _____, 2017.

Ed Norris, City Clerk

COMMERCIAL PROPERTY LEASE

This lease (the Lease) is entered into on _____, between **The City of Oak Park**, a Michigan municipal corporation, with offices at 14000 Oak Park Blvd., Oak Park, MI 48237 (Lessor), and **Hatazalah of Michigan**, a Michigan Nonprofit Corporation, of 18877 W Ten Mile Rd., Ste 102, Southfield, MI 48075 (Lessee), on the following terms and conditions.

1. **Premises.** Lessor leases to Lessee the building at 13650 Oak Park Blvd., Suite A, Oak Park, Michigan (the Building). In addition to the Building, Lessee shall have the right to use common areas and parking spaces in the adjacent parking lot. Together the Building, common areas and the use of the adjacent parking spaces are referred to as the Premises.
 - a. **License to use common areas (i.e. hallways, restrooms, parking, etc.).** The Lessor grants a license for the lease term to the Lessee, its employees, and its customers to use the parking spaces adjacent to the Building, to the extent that spaces are available. This is a license, not a leasehold. No spaces will be reserved.
 - b. **Outer Walls.** The exterior walls and roof of the Building and the area beneath said building are not demised hereunder, and the Landlord reserves the use of same together with the right to install, maintain, use, repair and replace pipes, ducts, conduits, wires and structural elements leading through the Building and serving other parts of the Building, at such times and in such locations which will not materially interfere with Lessee's use of the Leased Premises.
2. **Term.** The term of this Lease shall be one (1) year commencing on _____ (the Commencement Date), and expiring on _____.
3. **Rent.**
 - a. **Base rent.** Lessee shall pay Lessor as base rent for the Premises \$9,910.00 per year, payable in equal monthly installments of \$825.83 per month commencing on the Commencement Date (\$10 per square foot annually for 991 square feet). Base rent shall include all of the utility services for the Premises, including water and sewer, gas, and electricity ("Included Utilities").
 - b. **Additional rent.** Lessee agrees that all other services contracted for by Lessee, including, but not limited to, telephone, cable, or internet services ("Other Utilities"), shall be paid for by Lessee immediately on presentation of the invoice so that no past due accounts arise. If Lessee fails to pay the amount on or before the due date, any utility that may be levied or assessed against the leased premises, as well as the cost of any contest, review, or negotiation of an assessment by Lessor shall be immediately due and payable as additional rent.
4. **Security deposit.** Lessee shall pay a security deposit of \$825.83. The security deposit shall secure the performance of Lessee's obligations under this Lease. Lessor may, but shall not be obligated to, apply all or a portion of the deposit to the payment of Lessee's obligations

under this Lease. Any balance remaining on termination shall be returned to Lessee. Lessee shall not have the right to apply the security deposit in payment of the last month's rent. Lessor may commingle the security deposit with any other funds of Lessor and shall not pay any interest on the deposit held. The fact that the Landlord continues to hold the Security Deposit does not affect the Landlord's right to possession of the Building for non-payment of rent or for any other reason.

5. Signs. Lessor reserves the exclusive right to the exterior of the Building, and Lessee shall not construct, place, or paint any sign or awning or other improvement or apparatus on the exterior of the Building without the prior written consent of Lessor, which will not be unreasonably withheld, conditioned or delayed. Any signs placed in the windows of the Premises shall be in keeping with the character and decor of the Building as a whole.

6. Acceptance of occupancy. Lessee shall commence occupancy of the Premises on the Commencement Date and begin payment of rent as called for by this Lease. Lessee has inspected the Premises and common areas, finds them in good order and repair, acceptable for Lessee's intended use of the Premises, and accepts the Premises and common areas as is.

7. Renewal of Lease. Lessee shall have an option to request the opportunity to renew this lease on an annual basis by giving written notice of renewal to Lessor 90 days before this Lease expires ("Lessee Option"). The renewal shall be on the same terms and conditions as stated in this Lease except that the base rent during a renewal term shall be determined by mutual agreement of the parties, and shall be subject to final approval of the city council. If the parties cannot agree on the base rent by a date 30 days before the existing term of the Lease expires, this option shall terminate and the Lease shall expire at the end of the existing term. Any renewal of this lease is subject to Section 13.3 of the City Charter, requiring the affirmative vote of four or more members of the city council.

8. Holding Over. If the Lessee remains in possession of the Building after the Term ends, then the tenancy will be from month to month in the absence of a written agreement to the contrary, at a monthly rental rate of 125% of the monthly payment amount established in section. Either party may cancel such a tenancy on 30 days written notice to the other party. The Landlord retains the absolute right to withhold its consent to any proposed holdover.

9. Vacation of Premises. Lessee shall not vacate or abandon the Premises at any time during the term of this Lease, and if Lessee abandons or vacates the Premises or is dispossessed by process of law or otherwise, any personal property belonging to Lessee left on the Premises shall be deemed abandoned, at the option of Lessor. Lessor may also take possession of any personal property left by Lessee on the Premises and charge Lessee a monthly fee for the storage of that personal property. Any fee charged by Lessor for this purpose shall be deemed to be additional rent under this Lease and payable immediately.

10. Keys. When the lease term ends, the Lessee must surrender all keys to the Building to Lessor.

11. Use. The Premises are to be used and occupied by Lessee for the operation of office space for administration and operation of Hatazalah of Michigan and for no other purpose without the prior written consent of Lessor, which shall not be unreasonably withheld, conditioned or delayed. No activity shall be conducted on the Premises that does not comply with local laws, ordinances, and regulations. Residential uses are prohibited.

- a. No illegal acts.** The Lessee may not use the Premises for any purpose that violates any law, municipal ordinance or regulation. The Lessee, at its own expense, under penalty of forfeiture and damages, must promptly comply with all law, orders, regulations, or ordinances of all municipal, county, state, and federal authorities affecting the Premises and must obtain all necessary governmental licenses and certificates for zoning for use and occupancy of the Premises. If the Lessee breaches this paragraph, the Lessee may at its sole option terminate this lease immediately and re-enter and re-possess the Premises.
- b. Insurance.** The lessee may not do any act which is prohibited or which conflicts with any insurance policy maintained for the Building, or which will increase the existing rate for such insurance, or which will cause any such policy to be cancelled or otherwise adversely affected. The Lessor represents that, to the best of its knowledge, its insurance policy contains no clause that would be adversely affected by the normal operation of a business similar to Lessee's.
- c. Locks.** The Lessee may not change locks without the Lessor's authorization.

12. Expenses. Lessor shall pay all costs and expenses incurred in operating and managing the Building except the maintenance and repair of the interior space leased to Lessee and the Other Utilities. Lessor further agrees that any additional alterations or additions to the dimensions of the building in which the leased premises are contained shall be at the sole expense of Lessor, and shall be completed prior to the Commencement Date.

13. Repairs and maintenance. Lessor shall be responsible for the exterior of the Building in which the Premises are situated, including walls, roof, subsurface walls, plumbing systems, electrical systems, common areas and floor and including painting, structural maintenance, repair, and replacement, and for the repair and replacement of the furnace, HVAC system and hot water heater. However, any such maintenance, repairs, or replacement for the Building or Premises that are caused by the negligence or intentional acts of Lessee shall be the responsibility of Lessee to maintain, repair, or replace. Lessor shall provide janitorial services to the Premises and common areas at Lessor's sole expense. With the exception of Lessor's obligations for maintenance, repairs, and replacement, Lessee shall be obligated to repair and maintain the Premises at Lessee's expense. The Premises shall be kept in good and safe condition, including the windows, the electrical fixtures, the plumbing fixtures, and any other system or equipment within the Premises. Lessor shall maintain in good condition the sidewalk and driveway adjacent to the Premises, shall regularly sweep those areas and pick up any trash or debris in the area, and during the winter months shall keep the sidewalk adjacent to the Premises clear of snow and ice.

14. Surrender of Premises. Lessee shall surrender the Premises to Lessor at the expiration of this Lease broom clean and in substantially the same condition as at the Commencement Date, excepting normal wear and tear.

15. Entry and inspection. Lessee shall permit Lessor or Lessor's agents to enter on the Premises at reasonable times and on reasonable notice for the purpose of inspection and repair of the Premises, shall permit Lessor at any time within 90 days before the expiration of the Lease to place on the Premises standard "for lease" signs, and permit persons desiring to lease the Premises to inspect the Premises during that period.

16. Taxes and assessments. Lessee shall pay all personal property taxes and assessments levied and made against the Premises. All taxes levied on the personal property owned or leased by Lessee shall be the sole responsibility of Lessee.

17. Alterations. Lessee may remodel and make improvements to the premises. However, any remodeling or improvements that will significantly alter the Premises or require an investment by Lessee in excess of \$5,000 shall require the prior written approval of Lessor, which shall not be unreasonably withheld, conditioned or delayed. The work shall be done without injury to any structural portion of the Building and without disturbing other tenants in their use of the Building. Any improvements constructed pursuant to this paragraph shall become the property of Lessor on the termination of this Lease.

18. Assignment and subletting. Lessee may not assign, sublet, or otherwise transfer or convey its interest, or any portion of its interest, in the Premises to any entity not affiliated with Lessee without the prior written consent of Lessor. Lessor shall have total discretion regarding its approval of proposed assignments or subleases.

19. Trade fixtures. All trade fixtures and moveable equipment installed by Lessee in connection with the business conducted by it on the Premises shall remain the property of Lessee and shall be removed by it at the expiration of this Lease. Lessee shall repair any damage caused by such removal and restore the Premises to their original condition.

20. Insurance. Lessor shall, at its expense, insure the Building against loss or damage under a policy or policies of fire and extended coverage insurance, including additional perils. Lessee shall obtain and maintain in full force general liability and property damage insurance, with both Lessee and Lessor as named insured parties, covering any and all claims for injuries to persons occurring in, on, or about the Premises, in an amount and issued by a company approved by Lessor. The insurance shall also contain a waiver of subrogation clause exempting Lessor from any liability for any insured loss. Lessee shall deliver to Lessor customary insurance certifications evidencing that the insurance is in effect at all times during the term of the Lease. The policy must further provide for notice by the insurance company to Lessor of any termination or cancellation of the policy at least 30 days in advance of that event.

- a. *Delivery of policy.* The Lessee must deliver to the Lessor a certificate of insurance and, on request, a full copy of all insurance policies required under this lease, and proof of renewal at least 30 days before any expiration date that falls during the Term.
- b. *Lessee's failure to insure.* . If the Tenant fails to maintain and pay for any insurance which is its obligation under this lease or fails to deliver copies of policies to the Landlord, the Landlord may, at its sole option, obtain and pay for such insurance and charge the cost to the Tenant as Additional Rent. The Tenant is not released from its obligation, regardless whether the Landlord exercise such option.
- c. *Subrogation.* The Lessee and Lessor will each look to their own insurance for the recovery of insured claims. The Lessee and Lessor each waive and release all rights to recover insured claims from the other, by anyone claiming through them, including their respective insurers, by way of subrogation or otherwise. This release and waiver remains effective even if either party fails to obtain insurance as required by this lease. If either party fails to obtain insurance, it bears the full risk of its own loss.

21. **Lessee's liability.** All Lessee's personal property, including trade fixtures, on the Premises shall be kept at Lessee's sole risk. Lessor shall not be responsible or liable to Lessee for any loss of business or other loss or damage that may be occasioned by or through the acts or omissions of persons occupying adjoining premises or any part of the premises adjacent to or connected with the leased Premises or any part of the Building of which the leased Premises are a part or for any loss or damage resulting to Lessee or its business or property from water, gas, sewer, or steam pipes that burst, overflow, stop, or leak; from heating, cooling, or plumbing fixtures; or from electric wires or gas odors within the leased Premises from any cause, except as may result from and be directly caused by the negligence or recklessness of Lessor. The provisions of this section shall not be interpreted to prevent Lessee from recovering any losses under the coverage provided by Lessor's fire and extended coverage insurance policy, if any losses of Lessee are covered by that policy.

22. **Destruction of Premises.** If the Premises are partially damaged or destroyed through no fault of Lessee, Lessor shall, at its own expense, promptly repair and restore the Premises. Rent shall abate in whole or in part during the period of restoration according to the amount of destruction if the destruction was not caused by Lessee. If the Premises are totally destroyed through no fault of Lessee or if the Premises cannot be repaired and restored within 90 days after the event of destruction, either party shall have the right to terminate this Lease, effective as of the date of the event, by giving the other party written notice of termination within 10 calendar days after the occurrence of the event. If the notice is given within that time period, this Lease shall terminate, and rent shall be adjusted between the parties to the date of the occurrence of the event. If the notice is not given within the required period, this Lease shall continue and Lessor shall repair the Premises.

23. **Mutual releases.** Lessor and Lessee, and all parties claiming under them, mutually release and discharge each other from all claims and liabilities arising from or caused by any hazards covered by insurance on the leased Premises or covered by insurance in connection with property on or activities conducted on the Premises regardless of the cause of the damage or loss. Lessor and Lessee shall each cause appropriate clauses to be included in their respective insurance policies covering the Premises waiving subrogation against the other party consistent with the mutual release in this paragraph.

24. **Condemnation.** If the Premises or any part of them are taken for any public or quasi-public purpose pursuant to any power of eminent domain, or by private sale in lieu of eminent domain, this Lease shall terminate at the option of either Lessor or Lessee, effective as of the date the public authority takes possession. All damages for the condemnation of the Premises or Building that is awarded for the taking shall be payable to and be the sole property of Lessor.

25. **Indemnity.** Lessee agrees to indemnify and defend Lessor against and hold Lessor harmless from any liability, loss, damage, cost, or expense (including attorney fees) based on any claim, demand, suit, or action by any person or entity with respect to any personal injury (including death) or property damages, from any cause regarding Lessee's use of the Premises, except for liability resulting from the intentional acts or negligence of Lessor or its employees, agents, invitees, or business visitors and except for liability resulting from the acts or negligence of persons occupying adjoining property.

26. **Default and reentry.** If Lessee neglects or fails to perform its obligation to pay rent when due; if Lessee neglects or fails to perform any other covenants in this Lease to be observed and performed on its part for 10 days after written notice by Lessor of the default; if Lessee makes any assignment for the benefit of creditors or a receiver is appointed for Lessee or its property; or if any proceedings are instituted by or against Lessee in bankruptcy (including reorganization) or under any insolvency laws, Lessor may reenter the Premises and seek to relet the Premises on any terms that Lessor, in its sole discretion, deems advisable. In the alternative, Lessor may terminate the Lease and seek to relet the Premises on any terms that Lessor, in its sole discretion, deems advisable. Notwithstanding any termination of the Lease by Lessor or reentry by Lessor without a termination, Lessee shall continue to be liable to Lessor for rent owed under this Lease, any rent deficiency that results from a reletting of the Premises during the term of this Lease, and the cost of reletting the Premises.

Notwithstanding any reletting without termination, Lessor may at any time elect to terminate this Lease for any default by Lessee remaining uncured for 30 days after written notice by Lessor to Lessee thereof, by giving written notice of the termination to Lessee.

In addition to Lessor's other rights and remedies as set forth in this Lease and without waiving any of those rights, if Lessor deems any repairs necessary that Lessee is required to make or if Lessee is in default in the performance of any of its obligations under this Lease, Lessor may, on failure of Lessee to meet the obligation after written notice thereof and a 30 day opportunity to cure, make or cause repairs to be made and defaults to be cured, and

Lessee agrees that it will immediately on demand pay Lessor's reasonable costs for curing as additional rent under this Lease.

27. Subordination. This Lease and Lessee's rights shall at all times be subordinate to the lien of any mortgage now or later placed on the land and Building of which the Premises are a part, and Lessee agrees to provide any mortgagee with a customary tenant's estoppel letter at the request of any mortgagee with respect to the status of this Lease or any collateral assignment of this Lease or the rents under it that Lessor may make to any mortgagee as additional security for the indebtedness secured by the mortgage. If Lessee is requested to sign any subordination agreement on behalf of Lessor's mortgagee, Lessee agrees to sign a reasonable and customary subordination agreement that includes language providing that Lessee's interest and rights under this Lease will not be disturbed as long as Lessee is not in default under the Lease. Lessee agrees not to look to any mortgagee, as mortgagee in possession or successor in title to the Premises, for accountability for any security deposit required by Lessor or any successor lessor unless the sum has actually been received by the mortgagee as security for Lessee's performance of this Lease. Nothing in this paragraph shall be deemed to indicate that Lessee is under any obligation regarding a security deposit or that Lessor holds any security deposit, and this section shall apply only if a security deposit is actually given to Lessor. If a mortgagee required that proceeds of casualty insurance or condemnation be applied to reduce the mortgage debt rather than to restore damaged or taken property, this Lease shall terminate, and neither party shall have any further obligation to the other.

28. Notices. Any notice required under this Lease shall be in writing and sent by registered or certified mail, return receipt requested, to the addresses of the parties set forth in this Lease or to another address that a party substitutes by written notice; and notice shall be effective as of the date of first attempted delivery.

29. Lessee's possession and enjoyment. Lessee, on the payment of the rent at the time and in the manner stated above and on performance of all the foregoing covenants, shall and may peacefully and quietly have, hold, and enjoy the Premises for the term of this Lease.

30. Holding over. If Lessee does not vacate the Premises at the end of the term specified in this Lease or exercise the Lessee Option, such holding over shall constitute a month-to-month tenancy at 125 percent of the then existing rental rate.

31. Entire agreement. This Agreement contains the entire agreement of the parties regarding its subject matter, and this Agreement may not be amended or modified except by a written instrument executed by the parties to this Lease.

32. Waiver. The failure of Lessor to enforce any covenant or condition of this Lease shall not be deemed a waiver of its right to enforce each and every covenant and condition of this Lease. No provision of this Lease shall be deemed to have been waived unless the waiver is in writing.

33. **Fees and expenses.** Any fees, costs, or expenses incurred by a prevailing party enforcing the other party's obligations under this Lease, including reasonable attorney fees, shall be due and payable immediately under the Lease.

34. **Binding effect.** This Agreement shall be binding on and inure to the benefit of the parties to this Lease and their respective successors and permitted assigns.

35. **Time of the essence.** Time shall be deemed to be of the essence in the performance of this Lease.

35. **Effective date.** This Lease shall be effective as of the date first stated above.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands as of the date and year first above written.

LESSEE

Hatazalah of Michigan,
A Michigan Nonprofit Corporation

By: /s/ _____

Its:

LESSOR

The City of Oak Park
A Michigan Municipal Corporation

By: /s/ _____
Erik Tungate
City Manager



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: March 6, 2017 **AGENDA #**

SUBJECT: Proposal from DTE Energy for providing LED lighting conversion throughout the City.

DEPARTMENT: DPW – Engineering *KJY*

SUMMARY: Attached is an agreement from DTE Energy to convert 1,555 streetlights to LED. The upfront cost to Oak Park is \$625,969.00, of which we will receive a rebate of \$45,790.15 after construction. Our annual savings will be \$143,421.81, providing for a 4.05 year payback of the construction costs.

RECOMMENDED ACTION: It is recommended that the agreement from DTE Energy for the LED street lighting conversion be approved for the total amount of \$625,969.00 upon City Attorney's review of the attached agreement. Funding is available in the General Fund's fund balance for this expenditure.

APPROVALS:

City Manager: *[Signature]*

Department Director: *Kevin Yee*

Finance Director: _____

EXHIBITS: Agreement



December 1, 2016

City of Oak Park
14300 Oak Park Blvd
Oak Park, MI 48237

Re: Proposed 2017 Street Light Conversion to LED

Based on your request, I have attached the cost estimate for the proposed 2017 LED conversion project. The total light count is 1,555 non-LED lights.

Overhead (OH)

2 - 175 watt Mercury Vapor to 65 watt LED -----> \$264.00 per fixture
1 - 250 watt Mercury Vapor to 135 watt LED -----> \$443.00 per fixture
972 - 100 watt High Pressure Sodium to 65 watt LED -----> \$264.00 per fixture
66 - 250 watt High Pressure Sodium to 135 watt LED -----> \$443.00 per fixture
1 - 400 watt High Pressure Sodium to 280 watt LED -----> \$619.00 per fixture
1 - 1000 watt High Pressure Sodium to 280 watt LED -----> \$619.00 per fixture

Underground (UG)

2 - 250 watt Mercury Vapor to 135 watt LED -----> \$443.00 per fixture
37 - 100 watt High Pressure Sodium to 65 watt LED -----> 264.00 per fixture
356 - 250 watt High Pressure Sodium to 135 watt LED -----> \$443.00 per fixture
18 - 400 watt High Pressure Sodium to 261 watt LED--(Floods - Special Order Material Fixtures + 1 spare) ---> \$921.00 per fixture
99 - 175 watt Metal Halide to 100 watt LED - (Hallbrooks - Special Order Material Fixtures + 3 spares) -----> \$1,498.00 per fixture

Below please find the estimate breakdown for this project. The costs are based on the Option 1 Municipal Street Light Rate - DTE Energy owned and maintained. The rate requires the customer pay a portion of the construction cost. The following information outlines the street lighting installation.

Estimate Breakdown

Project Cost:	\$626,279.00
Less DTE Contribution	\$310.00
Total Upfront Cost	\$625,969.00
EO Rebate (After Construction)	\$45,790.15
Current Annual Invoice	\$463,544.51
Future Annual Invoice	\$320,122.70
Annual Savings	\$143,421.81
Payback	4.05 years

The price quoted herein shall be in effect for a period of six months from the date of this letter. After installation, the total cost for additional modification, relocation, or removal will be the responsibility of the requesting party. An authorized signature on the Municipal Street Lighting Purchase Agreement and the payment contribution will be our notification to begin final design and construction scheduling.

Please feel free to call me should you have any questions.

Sincerely,

Lance Alley

Lance Alley
Account Manager
DTE Energy - Community Lighting



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: March 6, 2017

AGENDA #

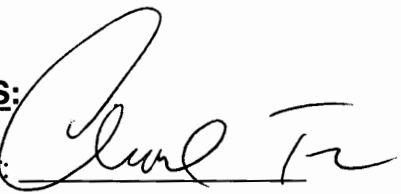
SUBJECT: Interlocal Governmental Agreement for Recreation Programs with the City of Hazel Park.

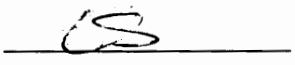
DEPARTMENT: Recreation Department

SUMMARY: Oak Park Recreation Department and the City of Hazel Park Recreation Department have developed an Interlocal Governmental Agreement to enhance programing opportunities and maximize available public resources for residents in both cities.

RECOMMENDED ACTION: It is recommended that the request to enter into a Interlocal Governmental Agreement for Recreation Programs with the City of Hazel Park be approved.

APPROVALS:

City Manager: 

Director: 

Finance Director: _____

EXHIBITS: Interlocal Governmental Agreement

**INTERLOCAL GOVERNMENTAL AGREEMENT FOR
RECREATION PROGRAMS**

This Interlocal Governmental Agreement ("Agreement") dated this ____ day of _____, 2017, is made between the City of Oak Park, a Michigan municipal corporation, whose address is 14000 Oak Park Boulevard, Oak Park, MI 48237 ("Oak Park") and Hazel Park, a Michigan municipal corporation, whose address is 111 E. Nine Mile Road, Hazel Park, MI 48030 ("Hazel Park").

RECITALS

A. Hazel Park and Oak Park are Michigan Home Rule Cities (individually referred to as "Municipality" and collectively referred to as "Municipalities") that are authorized separately by the Michigan Constitution and Michigan Statutes to operate recreational departments and related recreational programs.

Article 7, §28 of the Michigan Constitution of 1963 and the Urban Cooperation Act of 1967, Act No. 7 of the Public Acts of 1967, Ex. Sess., being MCL 124.501, et. seq. (the "Act"), authorize a political subdivision to exercise jointly with any other political subdivision any power, privilege or authority which such political subdivision shares in common which each might exercise separately.

B. Hazel Park and Oak Park have traditionally operated recreation programs for residents of their respective Municipalities which are supervised and operated by individuals employed by each respective Municipality.

Hazel Park and Oak Park mutually desire that the other Municipality offer certain recreation programs to their respective residents at resident rates, which are not currently available from their own Municipality, and consequently are currently willing to offer recreation programs at resident rates to residents of the other Municipality, which are not currently available within the other Municipality.

C. The Municipalities have mutually agreed to enter into this Agreement so that Hazel Park or Oak Park may offer and operate certain recreation programs on this cooperative basis in order to maximize the use of available public resources.

D. Pursuant to resolution of its governing bodies, the Municipalities each have the authority to enter into this Interlocal Governmental Agreement that will allow Hazel Park and Oak Park to offer various recreation programs to residents of the other Municipality at "resident" rates in order to be able to provide as wide a range of recreation programs to their residents at more affordable "resident rates" under the terms set forth below.

Based upon the foregoing statements, the Municipalities agree to the following terms, conditions, representations, consideration and acknowledgments and mutually agree as follows:

1. *Representations Regarding Qualifications of Hazel Park Recreation Personnel.* Hazel Park represents and Oak Park acknowledges that Hazel Park has recreation professionals with the qualifications, experience and abilities to offer and provide recreation services in accordance with customary recreation industry standards.

2. *Representations Regarding Qualifications of Oak Park Recreation Personnel.* Oak Park represents and Hazel Park acknowledges that Oak Park has recreation professionals with the qualifications, experience and abilities to offer and provide recreation services in accordance with customary recreation standards.

3. *Provision of Recreation Programs to Other Municipality's Residents.* Both Hazel Park and Oak Park, through their respective Recreation Departments, agree to provide certain recreation programs to residents of the other Municipality on the terms and conditions as set forth in this Agreement.

4. *Programs to be offered by Oak Park Recreation.* Oak Park Recreation will offer and provide Hazel Park residents with the following recreation programs at Oak Park resident rates (if applicable) at designated Oak Park locations:

- Use of municipal pool;
- Rental of Community Center rooms, park shelters and ball fields;
- Program registration;
- Senior programs and dues; and
- Additional offerings at the discretion of the Oak Park Recreation Director.

5. *Programs to be offered by Hazel Park Recreation.* Hazel Park Recreation will offer and provide Oak Park residents the following recreation programs at Hazel Park resident rates (if applicable) at designated Hazel Park locations:

- Program registration;
- Room rentals;
- Rental of park shelters and ball fields;
- Use of Hazel Park school pool;
- Senior dues and Programs; and
- Additional offerings at the discretion of the Hazel Park Recreation Director.

6. *Programs to be Offered Jointly.* Hazel Park and Oak Park each agree to offer and provide the following programs jointly at resident rates (if applicable) at locations to be designated by the Recreation Directors for each Municipality:

- Aquatic Program;
- United States Tennis Association Program;
- Youth Soccer;
- Dance program;
- Baseball;
- Basketball;
- Mother-Son event;
- Oakland County Parks Collaborative Events; and
- Additional offerings at the discretion of the respective Recreation Directors.

7. *Terms of Offering Programs.* Hazel Park and Oak Park each agree to offer to residents of the other Municipality the recreation programs specified in Sections 4, 5 and 6 of this Agreement upon the following terms:

- a. Each Municipality shall offer the program to residents of the other Municipality based upon the availability of funding and staff.
- b. Each Municipality may have one day of sign-up for an offered recreation program for its own residents prior to opening up sign-up by residents of the other Municipality. (After the first day sign-up, admission to the programs shall be offered on a first-come, first-served basis regardless of the applicant's residency).
- c. Oak Park and Hazel Park shall offer the programs set forth in Sections 4, 5 and 6 of this Agreement to residents of the other Municipality at the same rate that is charged to its own residents.
- d. Oak Park agrees to take online registration for Hazel Park residents for Programs to be offered Jointly as specified in Section 6. The Administrative fee for online registration for Joint programs is 6% of the total transaction fee for Activenet and credit card use plus an additional \$2.00 charge, per transaction. Oak Park will remit to Hazel Park the Joint program fee less the Administrative fee after completed program registrations have been finalized.
- e. Each Municipality shall be entitled to establish its own capacity for each program offered based upon funding resources and staff availability. (Neither Hazel Park nor Oak Park shall

be required to add additional sessions or additional staff as a result of the offering and furnishing of recreation programs pursuant to this Agreement).

f. Each Municipality shall have the right to modify, reduce or eliminate the recreation program offerings under Sections 4, 5 or 6 to residents and non-residents based upon availability of funding and/or personnel, upon reasonable written notice of the Director of Recreation to the other Municipality's Director of Recreation, and provided the totality of the programs offered by and to each Municipality are substantially equal in quantity and quality.

g. Each Municipality and its personnel shall not discriminate against any applicant or participant in a recreation program offering pursuant to this Agreement on the basis of race, color, national origin, religion, disability, age, sex, height, weight, upon residency or marital status.

h. Each Municipality shall operate and supervise the operation of any Recreation Program it offers in accordance with its ordinances, policies, rules and regulations adopted or applicable to such Municipality, without regard to the residency of the applicant or participant.

i. All participants in the recreation program offered pursuant to this Agreement shall comply with all applicable ordinances, policies, rules and regulations of the program and any lawful orders of the personnel supervising the activities.

j. Each Municipality shall have the right to dismiss any participant of the recreation program for failing to abide by any applicable ordinances, policies, rules and regulations of the program and any lawful orders of the personnel supervising the activities.

8. *Dispute Resolution.* All program issues or interpretations, disputes, or any other issues arising from services performed in Hazel Park shall be resolved solely by the Hazel Park Recreation Director or his/her designee. All program issues or interpretations, disputes, or any other issues arising from services performed in Oak Park shall be resolved solely by the Oak Park Recreation Director or his/her designee.

9. *Changes to the Programs Offered.* Oak Park and Hazel Park agree that, upon request of the other Municipality's Director of Recreation, they shall meet to discuss reasonable changes to the scope of the shared programs, and the terms of the offered programs with a minimum of one yearly meeting. Oak Park and Hazel Park authorize their respective Director of Recreation to agree to changes to Sections 4, 5, and 6 pertaining to the programs offered and terms of offering programs, and such program changes shall be subject to the terms of this Agreement. All other changes to this Agreement shall be subject to approval of the governing bodies of both Municipalities.

10. *Termination.* This Agreement can be terminated by either Municipality for any reason, with a minimum ninety (90) days advance written notice to the other Municipality.

11. *Promotional Materials for Programs.* Each Municipality shall supply to the other all printed and digital materials that are required for promotion of recreation programs that are to be offered pursuant to this Agreement.

12. *Compliance With Laws.* Each Municipality represents to each other and agrees that all services performed under the terms of this Agreement shall be performed in accordance with all appropriate and applicable state laws and regulations and industry standards.

13. *Term.* This Agreement shall remain in effect until terminated by either Municipality, provided however, that the maximum term of this Agreement shall be ten (10) years, unless renewed or extended by the governing bodies of both Municipalities.

14. *Non-Exclusivity.* This Agreement shall not preclude the Municipalities from entering into similar agreements with other municipalities or governmental units for the furnishing of recreation programs to their respective residents.

15. *Relationship of Municipalities.* The Municipalities acknowledge that at all times and for all purposes under the terms of this Agreement, there is no employer-employee relationship between the Municipalities. No liability, right or benefit associated with any employer-employee relationship shall be implied by the terms of this Agreement or program offered under this Agreement.

16. *Wages and Benefits; Workers Compensation Disability.* Each Municipality shall be responsible for the wages and fringe benefits of its employees. In addition, each Municipality shall be liable for disability and workers' compensation benefits, including derivative benefits, dependent benefits or other benefits related to disability and workers' compensation benefits, for its own employees and, if applicable, others working on its behalf.

17. *Privilege and Immunities.* All of the privileges and immunities from liability, and exemptions from laws, ordinances and rules, which apply to the activity of officers, agents, or employees of either Municipality shall apply to the same degree and extent to the performance of such functions and duties of such officers, agents or employees under the provisions of this Agreement.

18. *Liability.* Each Municipality shall be liable for, defend, pay on behalf of, and hold harmless the other Municipality, its elected and appointed officials, employees and others working for it from any third party claims, demands, suits, or loss of any nature, including, but not limited to, bodily injury or death and/or property damage, which arises out of, related to, or is in any way connected with the offering and operation of the recreation programs performed by an employee pursuant to this Agreement. This duty to defend and hold harmless shall include reasonable attorney fees and costs.

19. *Insurance, Self Insurance.* Each Municipality acknowledges that it is currently insured (or self-insured) with proper coverage and limits. Each Municipality agrees to keep its current insurance, or insurance of a similar nature, in effect during all dates of Recreation Programs for either Hazel Park or Oak Park under this Agreement. A Municipality may satisfy this insurance obligation by participation in an established self-insurance program.

20. *Certificate of Insurance or Self-Insurance.* Within ten (10) days from the execution of this Agreement, each Municipality shall provide a Certificate of Insurance (or Self-Insurance), acceptable to the other Municipality, demonstrating that general liability coverage is available for any and all claims for personal injury or property damage which are or might be caused by services

performed by Hazel Park or Oak Park on behalf of the other Municipality. Each Municipality agrees to keep said insurance coverage (or self-insurance) in full force and effect for the term of this Agreement or any renewals thereof. Each Municipality shall submit to the other Municipality, prior to the expiration of any insurance coverage, the new Certificate(s) of Insurance acceptable to the other Municipality. Any Certificate(s) of Insurance shall name the other Municipality as an additional insured and contain the following cancellation notice:

"Should any of the above described policies be cancelled before the expiration date thereof, the issuing insurer will mail 30 days written notice to the certificate holder."

Either Municipality may request a copy of said insurance certificate at any time during this Agreement. Failure to produce a certificate of insurance within twenty (20) days of a request due to a lapse in the insurance coverage (or self-insurance) required under the Agreement shall be considered a material breach of this Agreement and the Agreement shall become null and void automatically at any time such a lapse in coverage exists.

21. *Report of Claims, Injuries or Damages.* Each Municipality agrees that it will promptly deliver to the other Municipality written notice and copies of any claims, complaints, charges, or any other accusations or allegations of negligence or other wrongdoing, whether civil or criminal in nature that such Municipality becomes aware of and which involves its personnel and/or services its personnel have provided under this Agreement. Unless otherwise provided by law and/or the Michigan Court Rules, the Municipalities agree to cooperate with one another in any investigation conducted by the other Municipality of any acts or performances of any Services under this Agreement.

22. *Survival.* The Municipalities agree that all hold harmless promises, waivers of liability, representations, insurance coverage obligations, liabilities, payment obligations and/or any other related obligations provided for in this Agreement with regard to any acts, occurrences, events, transactions, or claims, either occurring or having their basis in any events or transaction that occurred before termination of this Agreement, shall survive the termination.

23. *Notice.* Any written notice required or permitted under the Agreement shall be considered delivered to a Municipality as of the date that such notice is deposited, with sufficient postage, with the U.S. Postal Service. Notice should be made when the City Recreation Director changes with an updated address. Unless specifically otherwise set forth in the Agreement, all notices sent to Hazel Park shall be sent to: Sareen Papakhian, City of Hazel Park Director of Recreation, 111 East Nine Mile Road, Hazel Park, MI 48030, with a copy to Janet Drumm, City Attorney, 111 E. Nine Mile Road, Hazel Park, MI 48030. All notices sent to Oak Park shall be sent to: Laurie Stasiak, City of Oak Park Recreation Director, 14300 Oak Park Boulevard, Oak Park, MI 48237, with a copy to Ebony L. Duff, City Attorney, 1155 Brewery Park Blvd., Suite 200, Detroit, MI 48207.

24. *Entire Agreement.* This Agreement sets forth the entire Agreement between the Municipalities. The language of this Agreement shall be construed as a whole according to its fair meaning and not construed strictly for or against any party. The Municipalities have taken all actions and secured all approvals necessary to authorize and complete this Agreement.

25. *Severability.* If a Court of competent jurisdiction finds any provision of this Agreement invalid or unenforceable, then that provision shall be deemed severed from the Agreement. The remainder of this Agreement shall remain in full force.

26. *Governing Law.* This Agreement is made and entered into in the State of Michigan and shall in all respects be interpreted, enforced and governed under the laws of the State of Michigan. Except as otherwise required by law or court rule, any action brought to enforce, interpret or decide any claim arising under this Agreement shall be brought in a court of law whose jurisdiction includes Oakland County, Michigan.

27. *Incorporation of Recitals.* The Recitals shall be considered an integral part of this Agreement.

28. *No Implied Obligations.* Except as expressly otherwise provided, this Agreement does not create, by implication or otherwise, any direct or indirect obligation, duty, promise, benefit, right of indemnification (i.e., contractual, legal, equitable, or by implication), right of subrogation as to each Municipality's rights in this Agreement, or any other right of any kind in favor of any individual or legal entity.

29. *Required Permits, Licenses, Etc.* Each Municipality shall be responsible for obtaining and maintaining, throughout the term of this Agreement, all registrations, licenses, permits, certificates, and governmental authorizations for its employees and/or agents necessary to perform all of its obligations under this Agreement. Upon request, a Municipality shall furnish copies of any registrations, permits, licenses, certificates or governmental authorizations to the requesting Municipality.

30. *No Waiver.* No fact, failure or delay by a Municipality to pursue or enforce any rights or remedies under this Agreement shall constitute a waiver of those rights with regard to any existing or subsequent breach of this Agreement. No waiver of any term, condition, or provision of this Agreement, whether by conduct or otherwise, shall be deemed or construed as a continuing waiver of any term, condition, or provision of this Agreement. No waiver by either Municipality shall subsequently affect its right to require strict performance of this Agreement.

This Agreement is executed by the Municipalities on the dates set forth below.

(SIGNATURES ON FOLLOWING PAGE)

CITY OF OAK PARK,
a Michigan municipal corporation

By: _____
Erik Tungate, City Manager

By: _____
Laurie Stasiak, Director of Recreation

Dated: _____, 2017

Approved as to Form:

Ebony L. Duff
Oak Park City Attorney

CITY OF HAZEL PARK
a Michigan municipal corporation

By: _____
Edward Klobucher, City Manager

By: _____
Sareen Papakhian, Director of Recreation

Dated: _____, 2017

Approved as to Form:

Hazel Park City Attorney



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: March 6, 2017

AGENDA #

SUBJECT: Request authorization to bid the 2017 Swimming Pool Repair Project, M-668.

DEPARTMENT: DPW/Recreation

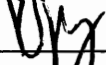
SUMMARY: Plans and specifications are complete for the 2017 Swimming Pool Repair Project, M-668. This project will repair several areas of the pools surface as well as repair some underground piping and change out the sand filter element at the City's municipal swimming pool.

FINANCIAL STATEMENT: Funding is proposed below for this unbudgeted expenditure.

RECOMMENDED ACTION: It is recommended that the request to advertise for bids for the 2017 Swimming Pool Repair Project, M-668 be approved. It is further recommended that the \$50,000 budgeted for the painting and repairs of the park pavilions and the \$50,000 budgeted for connection of a generator at the Community Center be utilized for this project. Funding for those projects will be proposed in future budget years.

APPROVALS:

City Manager: 

Department Director: 

Finance Director: _____

EXHIBITS: none