



**CITY OF OAK PARK, MICHIGAN
REGULAR COUNCIL MEETING OF THE
37th OAK PARK CITY COUNCIL
February 5, 2018
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 Radner, Council Member Burns, Council Member Rich, Council Member Weiss

ABSENT: None

OTHERS

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

APPROVAL OF AGENDA:

CM-02-029-18 (AGENDA ITEM #4) ADOPTION OF THE AGENDA AS PRESENTED – APPROVED

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

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

MOTION DECLARED ADOPTED

CONSENT AGENDA:

CM-02-030-18 (AGENDA ITEM #5A-H) CONSENT AGENDA - APPROVED

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

- A. Regular Council Meeting Minutes of January 16, 2018 **CM-02-031-18**
- B. Special Council Meeting Minutes of January 16, 2018 **CM-02-032-18**
- C. Retirement Board Meeting Minutes of October 23, 2017 **CM-02-033-18**
- D. Arts and Cultural Diversity Commission Meeting Minutes of November 9, 2017 and December 14, 2017 **CM-02-034-18**
- E. Parks and Recreation Commission Meeting Minutes of January 17, 2018 **CM-02-035-18**
- F. Request to approve the payment of invoices from Dixon Engineering for Engineering Consulting Services for the elevated tank painting project in the total amount of \$19,325.00 **CM-02-036-18**

G Request to advertise for bids for the 2018 Roof Replacement Project, M-680

CM-02-037-18

H. Licenses - New and Renewals as submitted for February 5, 2018 **CM-02-038-18**

MERCHANT'S LICENSES – February 5, 2018
(Subject to All Departmental Approvals)

<u>NEW MERCHANT</u>	<u>ADDRESS</u>	<u>FEE</u>	<u>BUSINESS TYPE</u>
The Glam Box LLC	15411 Nine Mile	\$150	Salon
<u>RENEWALS</u>			
Superior Electric Co	10280 Capital	\$150	Electrical Contractor
Innovative Tool & Design	10725 Capital	\$187.50	Metal Stamping
Michigan Dessert Corp	10750 Capital	\$150	
Plumbing Techs / Pipecon	12700 Capital	\$150	Plumbing Contractor
Henderson Towing	13390 Capital	\$150	Towing Company
Quality Restaurant Equipment	8700 Capital	\$150	Restaurant Equipment
Kerr Pump & Supply	12880 Cloverdale	\$150	Manufacturer
United Truck Sales	12950 Cloverdale	\$150	Automotive
Cloverdale Equipment Co	13133 Cloverdale	\$150	Construction Equipment
Valley City Linen	13165 Cloverdale	\$187.50	Linen Rental
Auditory Instruments Inc	13261 Cloverdale	\$187.50	Audio Equipment Sales
Acceptance Now #08308	20830 Coolidge	\$150	Financial
Autobahn Collision	20850 Coolidge	\$150	Collision Shop
Car Stop Automotive	21006 Coolidge	\$150	Automotive
Detroit Auto Electric	21040 Coolidge	\$150	Automotive
\$8 Demo Cuts	22101 Coolidge	\$187.50	Barber
Curv Bella Boutique	22125 Coolidge	\$187.50	Retail
Value World Inc	22130 Coolidge	\$150	Retail
Lincoln Auto Service	25761 Coolidge	\$187.50	Automotive
Bertoni Holdings Inc	13600 Eight Mile	\$150	
Goldies	13630 Eight Mile	\$150	Jeweler
Cash Now X	13720 Eight Mile	\$150	Financial
Advantage Cash Advance LLC	13730 Eight Mile	\$150	Financial
Southfield Quality Cars II Inc	13900 Eight Mile	\$187.50	Automotive
Northland Chrysler Jeep	14100 Eight Mile	\$150	Automotive
Mattress Wholesale	14510 Eight Mile	\$150	Retail
Synergy Rehab Inc	13631 Eleven Mile	\$187.50	Physical Therapy
Hartwell Cement Company	21650 Fern	\$150	Commercial Contractor
Gold Corp Inc	21600 Greenfield 100	\$150	Jeweler
Shear Directions	21700 Greenfield 104	\$150	Salon
Gadget Drop Repair LLC	21700 Greenfield 116	\$150	Electronic Repair
John & Karon's Hair Affair	21700 Greenfield 250	\$150	Salon
Luxor Jewelry Co LLC	21700 Greenfield 301	\$150	Jeweler
Hollywood Diamond Setting	21700 Greenfield 327	\$150	Jeweler
Spectrum Jewelers	21700 Greenfield 355	\$150	Jeweler
JKC Jewelry & Repairs LLC	21700 Greenfield 357	\$150	Jeweler
Azar Jewelry	21700 Greenfield 368	\$150	Jeweler
B-1 Jewelry	21700 Greenfield 415	\$150	Jeweler
Autozone #4365	22150 Greenfield	\$150	Automotive
Associates in Medical Educ	23300 Greenfield 124	\$150	Medical
Caring Nurses of Michigan	23300 Greenfield 213	\$150	Medical
Medaplex Dental Center	23350 Greenfield	\$150	Dental
Hutch's Jewelry Inc	23400 Greenfield	\$150	Jeweler

Image Xprezzion LLC	24740 Greenfield	\$150	Barbershop
Fedex Office #1693	24760 Greenfield	\$150	Shipping
T-Mobile Central LLC	24830 Greenfield	\$150	Cellular
Sukhothai Restaurant	25226 Greenfield	\$187.50	Restaurant
Diamond Nails	25238 Greenfield	\$150	Salon
Stepping Out Hair & Nail Salon	25266 Greenfield	\$150	Salon
Rehabilitation Institute of MI	25900 Greenfield 110	\$150	Physical Therapy
Summit Disability PLLC	25900 Greenfield 111	\$150	Law firm
Stella's Professional Alteration	25900 Greenfield 114	\$150	Alterations
Express Care Medical Supply	25900 Greenfield 121	\$150	Medical Supplies
Modern Stamps Inc	25900 Greenfield 136	\$150	Collector
Prudential Virtual Guard Serv	25900 Greenfield 144	\$150	Alarm Company
Auto Pro Technical Recruiting	25900 Greenfield 232	\$150	Recruiters
T Nails	26028 Greenfield	\$150	Nail Salon
Lee Beauty Supply	26118 Greenfield	\$150	Retail
The Suit Depot	26158 Greenfield	\$150	Retail
McDonald's	26160 Greenfield	\$150	Restaurant
GLR of Oak Park Inc	26500 Harding	\$150	
Don's Done-Rite Auto Wash	10250 Nine Mile	\$150	Car Wash
Its All About You	10810 Nine Mile	\$150	Beauty/Barber Shop
William Jordan MD PC	12900 Nine Mile	\$150	Medical
Coolidge Café #1 LLC	13400 Nine Mile	\$150	Restaurant
Nails Today	13731 Nine Mile	\$187.50	Salon
Medsource Pharmacy LLC	15300 Nine Mile #2	\$150	Pharmacy
Woodshed Studios Oak Park	8130 Nine Mile	\$150	Broadcasting / Media Prod
Hansen's Auto Service Cener	8210 Nine Mile	\$150	Automotive
Realteam Real Estate	8250 Nine Mile	\$150	Real Estate
Wing's Gardens	8410 Nine Mile	\$150	Restaurant
Salient Sign Studio	8720 Nine Mile	\$150	Custom Signs
Wireless U Now	8980 Nine Mile	\$150	Cellular
Northend Collision Inc	12700 Northend	\$150	Automotive
BSD Management	12750 Northend	\$150	Warehouse
Discount Office & Equipment	12780 Northend	\$150	Retail
Motor Works Ltd	13350 Northend	\$150	Automotive
Mark Cabinetry Inc	8510 Northend	\$150	Home Improvement
Miss Betty's Self Storage	13631 Ten Mile	\$150	Self Storage
Hair Rock Café	15454 Ten Mile	\$150	Hair Salon
National Time & Signal Corp	21800 Wyoming	\$150	Clock Manufacturer

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

MOTION DECLARED ADOPTED

RECOGNITION OF VISITING ELECTED OFFICIALS:

State Representative Robert Wittenberg was on hand to provide a brief update on upcoming community conversations.

SPECIAL RECOGNITION/PRESENTATIONS:

Mr. Kenneth Sherman was recognized for his gift of a bite suit to the Oak Park Public Safety Canine Unit in memory of his parents Frances and Morris Sherman.

PUBLIC HEARINGS:

(AGENDA ITEM #7A) Mayor McClellan opened the public hearing at 7:25 PM to hear comments on the request by Sweet Soul Bistro 2, 13400 Eight Mile, to receive a Class C Liquor License and Dance Permit. One member of the audience asked about the intended plans for the dance permit. It was later confirmed that the planned use for the dance entertainment permit was for jazz music and dancing. The public hearing was closed at 7:35 PM.

**CM-02-039-18 (AGENDA ITEM #8A) RESOLUTION AUTHORIZING THE
ISSUANCE OF A CLASS C LIQUOR LICENSE AND DANCE
PERMIT TO SWEET SOUL BISTRO 2, 13400 EIGHT MILE
- APPROVED**

Motion by Burns, Seconded by Radner, CARRIED UNANIMOUSLY, to approve the following resolution authorizing the issuance of Class C Liquor License and Dance Permit to Sweet Soul Bistro 2, 13400 Eight Mile:

A RESOLUTION OF THE OAK PARK, MICHIGAN CITY COUNCIL GRANTING A NEW CLASS C LIQUOR LICENSE ON THE PREMISES OF A RESTAURANT OPERATION AND A DANCE-ENTERTAINMENT PERMIT TO SWEET SOUL BISTRO 2, INC. 13400 EIGHT MILE ROAD

WHEREAS, pursuant to state law and the Code of Ordinances, City of Oak Park, Michigan (hereinafter referred to as the "Code") it is unlawful for any person to sell, or possess for sale, any alcoholic beverage unless licensed to do so and all licenses required are in full force and effect; and

WHEREAS, Chapter 6, captioned Alcoholic Liquor, Article III, entitled Regulation of On-the-Premises Consumption of the Code of Ordinances in Section 6-54. - Licensing policy, specifies that an applicant for a license must obtain approval from both the State of Michigan and the City of Oak Park, and that new licenses and transfers of licenses into the City require the prior approval of the City Council; and

WHEREAS, Sweet Soul Bistro 2, Inc. (hereinafter referred to as the Applicant) located at 13400 Eight Mile Road has applied to the Michigan Liquor Control Commission for a Class C Liquor License and a Dance-Entertainment Permit at that address and has also filed the requisite application(s) with the City of Oak Park for a Class C Liquor License and a Dance-Entertainment Permit on the Premises of a Restaurant Operation; and

WHEREAS, at its meeting held on April 24, 2017, the City of Oak Park Planning Commission recommended to the City Council that it approve the Request of the Applicant for Special Land Use to Operate a Restaurant with a Class C Liquor License located at 13400 Eight Mile (the Location); and

WHEREAS, at its meeting held on May 1, 2017, the City Council approved the Request of the Applicant for Special Land Use to Operate a Restaurant with a Class C Liquor License at the Location; and

WHEREAS, Subsection (b) of Section 6-58 of the Code provides that when a completed application and fee have been received, the city council shall schedule a public hearing to consider the request for a new license and related permit(s); and

WHEREAS, Subsection (b) of Section 6-58 of the Code requires that notice of the public hearing be provided to all property owners within 300 feet of the proposed establishment, according to the tax records of the City as well as to all current liquor license holders in the City, school districts, private schools, public school academies, and churches located in the City; and

WHEREAS, pursuant to Subsection (b) of Section 6-58 of the Code, the City Clerk provided Notice of the Public Hearing to all property owners within 300 feet of the proposed establishment, according to the tax records of the City as well as to all current liquor license holders in the City, school districts, private schools, public school academies, and churches located in the City; and

WHEREAS, the City Council has conducted a Public Hearing on the Application for a Class C Liquor License and Dance-Entertainment Permit for Sweet Soul Bistro 2, Inc. located at 13400 Eight Mile Road.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Oak Park, Michigan finds as follows:

1. The Applicant has remitted all required Application Fees.
2. A Request for Special Land Use to Operate a Restaurant with a Class C Liquor License at the Location was considered by the City of Oak Park Planning Commission at its meeting held on April 24, 2017 and the Commission recommended that the City Council approve the Request which the Council did at its meeting held on May 1, 2017.
3. Representative(s) of the Department of Public Safety completed a background check of the Applicant's Incorporator, Toya Deshawn Green on June 2, 2017 as well as a follow-up on January 15, 2018 and confirmed she is of good moral character and that there are no background check issues that preclude issuance of a Class C Liquor License to Sweet Soul Bistro 2, Inc. at the Location.
4. All Application(s) submitted are complete in all appropriate/requisite sections and have been signed, dated and notarized.
5. The Applicant has provided proof that it is entitled to possession of the premises for which application has been made by submission of a copy of a Lease.
6. The Applicant has provided a copy of its Articles of Incorporation verifying that it is Michigan Domestic for Profit Corporation.
7. The Applicant has provided documentation/information concerning the source of funding for acquisition/opening/operating the licensed business.
8. The Applicant has provided the name, address and telephone number of the individual(s) who will serve as the manager(s) of the licensed business.
9. The Applicant has provided a description of the proposed facilities including but not limited to the square footage, seating capacity and parking capacity of the Location along with a detailed floor plan of the premises.
10. Applicant has requested a Dance-Entertainment permit.
11. Applicant has applied for a City Business License(s) as required based on its business activity.

12. Applicant and/or its principals/shareholders are not in default on any obligations due the City of Oak Park and/or Oakland County.
13. Applicant has submitted: A varied menu of food items consisting of not less than 10 food items cooked or prepared on the premises; a statement that it has not been involved in any previous liquor license complaint violations; a plan of operation; and has applied for and is awaiting issuance of a license/permit from the appropriate governmental agency/entity authorizing the service of food at the establishment.
14. The Director of the Department of Technical and Planning or his designee has provided certification that the buildings or structures to which the License will apply meet all applicable building and property maintenance codes or that acceptable building plans for work which will satisfy all such codes have been submitted, that the proposed Licensed Premises is appropriately zoned for the use and that any required zoning approvals, including site plan approval, have been applied for or obtained.
15. The Director of the Department of Public Safety or his designee has provided certification that the proposed Licensed Premises upon completion of the building improvements/renovations will be inspected to confirm that the Location is in compliance with all applicable fire safety regulations.
16. The City Clerk or her designee has provided certification that the proposed Licensee has a current valid license for operation of a restaurant at the proposed Licensed Premises or meets applicable requirements for the issuance of such a license and has applied for said License with the appropriate governmental entity.
17. The Finance Director or his designee has provided certification that the proposed Licensee(s) is not in default on any obligations to the City of Oak Park and/or Oakland County.

BE IT FURTHER RESOLVED, that the Application for a Class C Liquor License on the Premises of a Restaurant Operation and a Dance-Entertainment Permit filed by Sweet Soul Bistro 2, Inc. to be located at 13400 Eight Mile Road is hereby approved subject to the following conditions:

1. The Michigan Liquor Control Commission issuing a Class C Liquor License and Dance-Entertainment Permit for Sweet Soul Bistro 2, Inc. at 13400 Eight Mile Road, Oak Park, Michigan 48237.
2. Upon issuance of the Class C Liquor License and Dance-Entertainment Permit by the Michigan Liquor Control Commission the Applicant provide the City Clerk's Office with copies of the following: a New Class C License and New SDM License in Conjunction therewith along with any Dance-Entertainment Permit(s) issued by the Michigan Liquor Control Commission, a Certificate of Liquor Insurance for the subject business, Verification of Compliance with the Michigan Liquor Control Commission Mandatory Server Training Requirements and current valid License(s)/Permit(s) from the appropriate County, State or Federal government(s) Authorizing Service of Food at the Establishment.

BE IT FURTHER RESOLVED, that subject to the conditions described in the immediately preceding paragraph(s) and all departmental authorizations, upon approval of a Class C Liquor License and Dance-Entertainment Permit(s) by the Michigan Liquor Control Commission for Sweet Soul Bistro 2, Inc.

13400 Eight Mile Road, the City Clerk is hereby authorized to issue a City of Oak Park, Michigan Class C Liquor License and Dance-Entertainment Permit on the Premises of a Restaurant Operation at the Location; and

BE IT FURTHER RESOLVED, that this Resolution shall be effective upon its approval by the City Council.

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

MOTION DECLARED ADOPTED

COMMUNICATIONS: None

SPECIAL LICENSES: None

ACCOUNTING REPORTS:

CM-02-040-18 (AGENDA ITEM #11A) APPROVAL FOR PAYMENT OF AN INVOICE SUBMITTED BY SECREST, WARDLE, LYNCH, HAMPTON, TRUEX & MORLEY, P.C. FOR LEGAL SERVICES IN THE TOTAL AMOUNT OF \$106.93 - APPROVED

Motion by Radner, seconded by Rich, CARRIED UNANIMOUSLY, to approve payment of invoice #1325290 by Secrest, Wardle, Lynch, Hampton, Truex & Morley, P.C. for legal services in the total amount of \$106.93.

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

MOTION DECLARED ADOPTED

BIDS: None

ORDINANCES: None

CITY ATTORNEY: None

CITY MANAGER:

Finance/Assessing

CM-02-041-18 (AGENDA ITEM #15A) MOTION TO RECEIVE THE QUARTERLY INVESTMENT REPORT FOR PERIOD ENDING DECEMBER 31, 2017 - APPROVED

Motion by Weiss, seconded by Burns, CARRIED UNANIMOUSLY, to receive and file the following quarterly investment report for period ending December 31, 2017:

Second Quarter Fiscal 2017/2018 Investment Report

The State of Michigan Public Act 213 of 2007 requires the City's investment officer to provide a written report quarterly to the governing body concerning the investment of all funds of the City that fall under Public Act 20. Public Act 20 governs how non-pension and non-OPEB funds can be invested. Mr. Johnson reviewed the report that details the cash and investments (citywide for all funds) held by the City at December 31, 2017. The report includes a description of each investment by type, market and book values, current and yield to maturity interest rates and the number of days to maturity.

The second quarter investment report shows total citywide cash and investments of \$24,566,845 (market value) including cash in the operating account of \$6,533,030, short-term investments in the Oakland County Investment Pool of \$5,047,131 and long-term investments totaling \$12,986,684. The second quarter saw bond prices drop which resulted in higher yields for new investments and reductions in unrealized gains on investments currently held. The City has maximized investment return on short-term cash by utilizing the Oakland County Investment Pool and minimizing the amount maintained in the checking and daily depository accounts. Interest income for the months of July through December 2017 is holding steady totaling \$129,987 compared to \$153,605 for the six months ended December 31, 2016.

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

MOTION DECLARED ADOPTED

CM-02-042-18 (AGENDA ITEM #15B) RECEIVE AND FILE THE QUARTERLY FINANCIAL REPORT FOR PERIOD ENDING DECEMBER 31, 2017 - APPROVED

Motion by Burns, seconded by Weiss, CARRIED UNANIMOUSLY, to receive and file the following Quarterly Financial Report for period ending December 31, 2017:

GENERAL FUND

REVENUES

Total revenues for the first quarter total approximately \$15.1 million, representing approximately 74% of the annual budget. Overall revenues are on track with budget with the following items of note:

- Property Tax Revenue – City property tax levies are billed July 1 and payable in full without penalty by August 31, 2017. As of the end of the second quarter approximately 94% of the taxes billed had been paid. Any unpaid real property taxes will be purchased from the City by Oakland County in May 2018. Property tax revenue is the primary reason the overall revenues are at 74% to date.
- Intergovernmental Revenue (State Revenue Sharing) – The City receives six bi-monthly payments annually for state-shared revenue. The second quarter report reflects two fiscal 2017/18 payments totaling \$1,176,220 as the August 31, 2017 payment by statute is included as part of the June 30, 2017 revenues. The City will receive the remaining four payments on February 28, April 30, June 30 and August 31 (2018) related to the current fiscal year. The estimated annual revenue included in the budget totals \$3,265,398.

- The City receives cable franchise fees on a quarterly basis estimated at \$640,000 for the current fiscal year. The second quarter remittances will be received during January 2018 with \$141,072 received to date related to the first quarter.
- Fines and forfeiture revenue is running behind budget, but better than the prior year for the first six months of the year. The original district court budget totaled \$1,792,906 and 47% of the estimate has been received in this second quarter. The revenue received is used to offset a portion of the court's operating costs.

EXPENDITURES

Total expenditures for the second quarter total approximately \$10.4 million, representing approximately 51% of the annual budget. Overall departmental expenditure budgets are on track with the following items of note (departments over 50%):

- City Manager Department is at 60% for the second quarter due to one-time contributions to the 457 Retirement match and the Employee Appreciation expenditures. The overall net budget for the department is in line with current annual projections.
- City Attorney Department is at 55% for the second quarter due to the advancement of the Labor Attorney retainage, which is at 75% of their budget and other legal services which are at 67% of their budget. The Prosecuting Attorney is at 58% of their budget due to legal services and supplies. The overall net budget for the department is in line with current annual projections.
- Public Safety K-9 Department is over the 50% guideline primarily due to the fact not all expenditures for the Capital Outlay in FY 2016-17 were expensed and are now being expensed in the FY 2017-18 and a budget amendment will be needed.
- Other Parks Forestry (67%) Department is current slightly over the 50% guideline primarily due to the seasonal nature of the expenditures but overall are in line with their annual budgets.
- The Outdoor Activities (54%) Special Events (79%) departments are currently slightly over the 50% guideline primarily due to their costs being seasonal in nature as a significant part of their budget includes summer programming (consistent with the first quarter). The overall budget is in line current annual projections.
- Swimming Pool Facility Department is at 56% of their budget due to their costs being seasonal in nature as a significant part of their budget includes summer programming (consistent with the first quarter). The overall budget is in line with the current annual projections.
- Non-Departmental is currently at 58% of their budget as this department is primarily transfers to other funds and the majority of the transfers take place as needed.

Overall the General Fund operations are in line with the annual budget. The projected fund balance remains at the targeted level of 15% of annual expenditures. The annual operating budget is balanced and the City continues to address the long-term legacy costs of OPEB and pensions by making contributions in excess of required amounts.

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

MOTION DECLARED ADOPTED

CM-02-043-18

**(AGENDA ITEM #15C) BUDGET AMENDMENT #2018-1 FOR
PERIOD ENDING DECEMBER 31, 2017 - APPROVED**

Motion by Weiss, seconded by Burns, CARRIED UNANIMOUSLY, to adopt the following resolution approving Budget Amendment #2018-1 for period ending December 31, 2017 as follows:

RESOLUTION

NOW, THEREFORE BE IT RESOLVED that the following
Budget Amendment #2018-1 is authorized:

	INCREASE (DECREASE)
GENERAL FUND	
REVENUES	
LICENSE AND PERMITS	(16,550)
OTHER REVENUE	23,204
TOTAL REVENUES	<u>39,754</u>
EXPENDITURES	
CITY MANAGER	32,589
HUMAN RESOURCES	37,527
PUBLIC SAFETY	75,030
TOTAL EXPENDITURES	<u>145,146</u>
Net Increase (Decrease) to Fund Balance	<u><u>\$ (105,392)</u></u>
LIBRARY FUND	
REVENUES	
INTERGOVERNMENTAL	\$ 2,000
TOTAL REVENUES	<u>7,500</u>
EXPENDITURES	
SUPPLIES, MAINTENANCE AND REPAIRS	2,940
TOTAL EXPENDITURES	<u>2,940</u>
Net Increase to Fund Balance	<u><u>\$ (940)</u></u>
NARCOTIC FORFEITURE FUND	
REVENUES	
MISC. FINES & FORFEITS	\$ -
TOTAL REVENUES	<u>-</u>
EXPENDITURES	
CAPITAL OUTLAY	24,870
TOTAL EXPENDITURES	<u>24,870</u>
Net Decrease to Fund Balance	<u><u>\$ (24,870)</u></u>

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

MOTION DECLARED ADOPTED

CM-02-044-18 (AGENDA ITEM #15D) MOTION TO REMAIN WITH THE EXISTING REHMANN ROBSON, LLC AUDIT CONTRACT AND EXERCISE THE EXTENSION OPTION TO COMPLETE THE FISCAL YEAR 2018 AUDIT FOR THE AMOUNT OF \$50,000 – APPROVED

Motion by Weiss, Seconded by Burns, CARRIED UNANIMOUSLY, to remain with the existing Rehmann Robson, LLC audit contract and exercise the extension option to complete the fiscal year 2018 audit for the amount of \$50,000.

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

MOTION DECLARED ADOPTED

CM-02-045-18 (AGENDA ITEM #15E) RATE OF COMPENSATION FOR THE BOARD OF REVIEW MEMBERS AND THE 2018 MEETING DATES AND TIMES – APPROVED

Motion by Burns, Seconded by Weiss, CARRIED UNANIMOUSLY, to approve the rate of compensation for the Board of Review at \$80.00 for a full day and \$40.00 for a half day of service and the following dates and times for the 2018 Board of Review Meetings:

Monday	March 12, 2018	12:00 PM to 5:00 PM & 6:00 PM to 9:00 PM
Tuesday	March 13, 2018	6:00 PM to 9:00 PM
Monday	March 26, 2018	9:00 AM to 11:30 AM & 1:00 PM to 5:00 PM

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

MOTION DECLARED ADOPTED

CM-02-046-18 (AGENDA ITEM #15F) CITY OF OAK PARK 2018 POVERTY EXEMPTION POLICY – APPROVED

Motion by Burns, Seconded by Weiss, CARRIED UNANIMOUSLY, to adopt the following City of Oak Park 2018 Poverty Exemption Policy:

CITY OF OAK PARK
2018 POVERTY EXEMPTION POLICY

1. Applicants must be the owner(s) of, and at least one must be an occupant of, the home for which the exemption is being sought. Proof of ownership and residency will be required (deed or land contract, and driver's license or voter's registration card) if it is not already on record with the City of Oak Park Assessor's Office.
2. Applicants will not be eligible for consideration unless they meet the following adopted guidelines as of December 31, 2017. This includes all individuals currently residing in the household, as well as any co-owners who are not residing in the household:

INCOME LIMIT

Income limits shall be those established by the Oak Park City Council, in adherence with Public Act 390 of 1994. For tax year 2017, applicable income limits are as follows:

<u># in Household</u>	<u>2017 Total Household Resources Cannot Exceed</u>
1	\$18,090/yr.
2	\$24,360/yr.
3	\$30,630/yr.
4	\$36,9000/yr.
5	\$43,170/yr.
6	\$49,440/yr.
	add \$6,270/yr. for each additional person

ASSET LIMIT

Combined assets cannot exceed the applicant's projected 2018 property taxes +25%. Assets include: cash, checking, savings, money market, IRA's, annuities, investments of any type (eg. stocks & bonds, or other such liquid assets), boats, recreational vehicles, or other property. Assets do not include the applicant's homestead.

3. Meeting the above guidelines will not necessarily result in a property tax reduction. The amount of reduction, if any, will be equal to the difference between line 45 and line 35 on a simulated MI-1040CR (Michigan Homestead Property Tax Credit Claim), using the applicant's 2017 total household income and their projected 2018 property taxes.
4. The above guidelines shall apply to each applicant unless the Board determines there are substantial and compelling reasons to make an exception. If there is a deviation from these guidelines, the reasons shall be communicated in writing to the applicant.
5. All applicants must obtain the proper application from the Assessor's Office, complete the entire application, attach all documentation requested (see back), sign the application and have it notarized.
6. All applicants must supply copies of the following documents for each individual currently residing in the household as well as any co-owners who are not residing in the household:

Itemized Statements of Account for the most recent 3 months for every asset account you currently have. (Checking, Savings, IRA's, Investments, etc.)

2016* & 2017 Homestead Property Tax Credit Claim** (MI-1040CR)
2016* & 2017 Michigan Income Tax Return** (MI-1040)
2016* & 2017 Federal Income Tax Return** (Federal 1040 or 1040A)

**NEW applicants are required to submit both 2016 & 2017 information.
Applicants RETURNING from last year need only submit 2017 information.*

****All applicants must also provide the documents that substantiate each of the dollar figures listed on the above tax forms, such as:**

W-2 Forms, Social Security Annual Benefit Statements (SSA-1099), SSI Benefit Notices (Federal & State), Pension Benefit Statements, Dividend & Interest Income Statements, Annual FIP/SA Assistance Statements, Workmen's Compensation Benefit Statements, Unemployment Benefit Statements, Child Support &/or Alimony Documentation, etc.

7. All applicants must appear before the Board of Review in person, unless a written medical excuse is provided by their doctor at the time their application is submitted. Applicants with a written medical excuse may appoint a representative to appear on their behalf to answer any questions the Board may have.
8. All applicants will be evaluated based on data submitted and testimony given along with information gathered from any source the Board chooses.
9. Any applicant may be subject to investigation of their financial and property records by the City. This investigation will be performed to verify information used to support the applicant's poverty claim.
10. Documents submitted to the Board will not be returned. Information and documents submitted to the Board of Review in support of an application for a poverty exemption shall be kept confidential, to the maximum extent permitted by law.
11. Application for Poverty Exemption may be made only one time per year, at either the March, July or December Boards of Review. The amount of exemption, if granted, applies to the whole year, and any amount of overpayment will be refunded.
12. All poverty exemptions are applicable only for the year in which granted. To be considered for exemption the following year, you must repeat the application process.

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

MOTION DECLARED ADOPTED

Public Safety

CM-02-047-18 (AGENDA ITEM #15G) REQUEST TO AUTHORIZE THE DEPARTMENT OF PUBLIC SAFETY, IN CONJUNCTION WITH THE HUNTINGTON WOODS, BERKLEY AND BEVERLY HILLS DEPARTMENTS OF PUBLIC SAFETY, TO APPLY FOR THE ASSISTANCE TO FIREFIGHTERS GRANT (AFG) FOR THE PURCHASE OF SELF CONTAINED BREATHING APPARATUS (SCBA) AND TO APPROVE THE 20% MATCH FROM THE GENERAL FUND OF \$55,210 IF AWARDED – APPROVED

Motion by Rich, Seconded by Burns, CARRIED UNANIMOUSLY, to authorize the Department of Public Safety, in conjunction with the Huntington Woods, Berkley and Beverly Hills Departments of Public Safety, to apply for the Assistance to Firefighters Grant (AFG) for the purchase of Self Contained Breathing Apparatus (SCBA) and to approve the 20% match from the General Fund of \$55,210 if awarded.

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

MOTION DECLARED ADOPTED

Community and Economic Development

CM-02-048-18 (AGENDA ITEM #15H) REQUEST TO APPROVE A FACADE IMPROVEMENT GRANT TO PATEETS CHEESECAKE, 13841 AND 13845 NINE MILE ROAD, FOR 50% OF THE PROJECTED COSTS NOT TO EXCEED \$2,500.00 - APPROVED

Motion by Burns, seconded by Weiss, CARRIED UNANIMOUSLY, to approve a facade improvement grant to Pateets Cheesecake, 13841 and 13845 Nine Mile Road, for 50% of the projected costs not to exceed \$2,500.00.

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

MOTION DECLARED ADOPTED

Community and Economic Development Director Marrone reported that the proposed project specifications meet city guidelines for the Façade Improvement Grant program. The project consists of replacing the glass on exterior windows as part of a larger expansion and renovation project with an estimated total cost of \$12,465.90.

CM-02-049-18 (AGENDA ITEM #15I) RESOLUTION SUPPORTING “COMPLETE STREETS” POLICIES - APPROVED

Motion by Weiss, seconded by Burns, CARRIED, to adopt the following resolution supporting “Complete Streets” policies:

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

RESOLUTION IN SUPPORT OF A COMPLETE STREETS POLICY IN OAK PARK

WHEREAS, “Complete Streets” are defined as streets that safely accommodate all legal users of the right-of-way, including pedestrians, people requiring mobility aids, bicyclists, and drivers and passengers of transit vehicles, trucks, automobiles, and motorcycles; and

WHEREAS, such “Complete Streets” increase active transportation, improve public health, promote economic development, create a cleaner environment, enhance community connections, and generally improve City residents’ standard of living; and

WHEREAS, such “Complete Streets” are achieved when all public street projects in the City are designed and developed to safely accommodate all legal users of the right-of-way; and

WHEREAS, the design and development of such “Complete Streets” offer long-term cost savings and opportunities to create safe and convenient non-motorized transportation travel; and The City of Oak Park supports the acceptance of a grant from Oakland County with partial funding of the project; and

WHEREAS, all public street projects are developed in cooperation with the Michigan Legislature’s “Complete Streets” legislation, as seen in Public Acts 134 and 134, that requires the Michigan Department of Transportation to consider all users in transportation-related projects and to work with local units of government to include planning for “Complete Streets” in their transportation programming;

NOW, THEREFORE, BE IT RESOLVED, the Council of the City of Oak Park hereby declares its support of “Complete Streets” policies.

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

MOTION DECLARED ADOPTED

Ms. Marrone explained how the Economic Development & Communications Department is working to achieve RRC Certification through the Michigan Economic Development Corporation (MEDC). The resolution in support of a Complete Streets policy helps the City meet one of the criteria needed for certification. “Complete Streets” are defined as streets that safely accommodate all legal users of the right-of-way, including pedestrians, people requiring mobility aids, bicyclists, and drivers and passengers of transit vehicles, trucks, automobiles, and motorcycles. She indicated the Nine Mile Redesign and Bike Route projects in 2015 are two recent projects that the City has embarked on that help meet Complete Streets design guidelines.

Department of Public Works

CM-02-050-18 (AGENDA ITEM #15J) CONTRACT AMENDMENT FROM OHM ADVISORS FOR THE COOLIDGE HIGHWAY BRIDGE ENHANCEMENT PROJECT FOR THE HOURLY, NOT TO EXCEED AMOUNT OF \$12,500.00 - APPROVED

Motion by Burns, seconded by Weiss, CARRIED UNANIMOUSLY, to approve a contract amendment from OHM Advisors for the Coolidge Highway Bridge Enhancement Project for the hourly, not to exceed amount of \$12,500.00 to be paid from the General Fund.

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

MOTION DECLARED ADOPTED

Assistant City Manager Yee summarized the proposal from OHM Advisors for a contract amendment for the Coolidge Highway Bridge Enhancement Project. The amendment is an increase of \$12,500 for redesigning the bridge, including revising electrical and structural plans, and submitting the package to MDOT and FHWA for approval. Funding is requested from the General Fund fund balance for this expenditure.

CALL TO THE AUDIENCE:

There were no members of the audience wishing to speak.

CALL TO THE COUNCIL:

Mayor Pro Tem Radner wished everyone a good night.

Council Member Burns thanked everyone for coming out and wished everyone a pleasant evening.

Council Member Weiss reminded everyone about the upcoming Daddy Daughter Dance and Winterfest events sponsored by the Recreation Department. She also congratulated the Library for receiving a special grant to purchase new materials. The grant is one of only three awarded across the county.

Council Member Rich wished everyone a good night.

Mayor McClellan reminded everyone to wash their hands during this flu season.

ADJOURNMENT:

There being no further business to come before the City Council, Mayor McClellan adjourned the meeting at 8:23 P.M.

T. Edwin Norris, City Clerk

Marian McClellan, Mayor