

Oak Park

City Council Agenda

March 7, 2016





AGENDA
REGULAR CITY COUNCIL MEETING
36th CITY COUNCIL
OAK PARK, MICHIGAN
March 7, 2016
7:00 PM

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. APPROVAL OF AGENDA

5. CONSENT AGENDA

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

- A. Regular Council Meeting Minutes of February 15, 2016
- B. Special Council Meeting Minutes of February 15, 2016
- C. Election Commission Meeting Minutes of October 22, 2015 and February 2, 2016
- D. Recycling and Environmental Conservation Commission Meeting Minutes of December 17, 2015
- E. Beautification Advisory Commission Meeting Minutes of December 15, 2015
- F. Board of Review Organizational Meeting Minutes of February 10, 2016
- G. Public Safety Activity Summary for December 2015
- H. Zoning Board of Appeals Meeting Minutes of January 26, 2016
- I. Request to cancel the regularly scheduled Zoning Board of Appeals Meeting of March 22, 2016
- J. Planning Commission Meeting Minutes of November 9, 2015
- K. Request to advertise for bids for the 2016 Water Main Replacement Project, M-625
- L. Payment of invoices from Orchard, Hiltz & McCliment (OHM) for 9 Mile Road Conceptual Plan and Traffic Analysis, PE Traffic Signal Design and Traffic Signal Optimization in the total amount of \$22,936.00
- M. Licenses - New and Renewals as submitted for March 7, 2016

6. RECOGNITION OF VISITING ELECTED OFFICIALS:

7. SPECIAL RECOGNITION/PRESENTATIONS:

- A. Foreclosure Prevention Presentation - Oakland County Treasurer's Office
- B. Water Rate Study Presentation - Beth Bialy, Plante Moran

8. PUBLIC HEARINGS: None

9. COMMUNICATIONS: None

10. SPECIAL LICENSES:

- A. Special Event Request and waiver of application fee as submitted by the East Oak Park Block Club Neighborhood Association for the 7th Annual Family Picnic, to be held in Best Park on July 23, 2016 with a rain date of July 24, 2016
- B. Special Event Request and waiver of fees as submitted by the Oak Park Ethnic Advisory Commission for the annual World Dance Event to be held at the Recreation Center on April 29, 2016
- C. Request approval of a Massage Facility License for Xiuli Wang (Great Hands, LLC) located at 8230 9 Mile Road

11. ACCOUNTING REPORTS:

- A. Approval for payment of invoices submitted by Garan, Lucow, Miller, P.C. for legal services in the total amount of \$8,437.00
- B. Approval for payment of an invoice submitted by Secrest, Wardle, Lynch, Hampton, Truex & Morley for legal services in the amount of \$304.00
- C. Approval for payment of an invoice submitted by Paul H. Gross, C.C.M. for research and consulting services pertaining to Case No: 15-147795-NZ in the amount of \$1,800.00

12. BIDS: None

13. ORDINANCES: None

14. CITY ATTORNEY:

- A. Request approval of proposed changes to the City Council Rules of Procedure
 - 1. Administration recommended amendments
 - 2. Amendments proposed by Council Member Rich

15. CITY MANAGER:

Administration

- A. State of the City Address Recap

Department of Public Works

- B. Request to approve the contract extension offer from Michigan Joint Sealing, Inc. in the total amount of \$99,808.93 for the 2016 Joint and Crack Sealing Project, M-622

Finance

- C. Request to approve the City of Oak Park Investment Policy
- D. Request to approve an agreement with Berkley School District to collect their 2016 Summer Tax levy

Council (Per the request of Council Member Speech)

- E. Request for an eight (8) month moratorium on accepting applications for Smoke Lounges
- F. Request for an eight (8) month moratorium on accepting applications for Smoke Shops
- G. Request for an eight (8) month moratorium on accepting applications for Marijuana Dispensaries

16. CALL TO THE AUDIENCE

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

17. CALL TO THE COUNCIL

18. CLOSED SESSION

Pursuant to Section 8 of the Open Meetings Act to discuss Attorney-Client Privileged Communication, and Pending Litigation

19. ADJOURNMENT

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



**CITY OF OAK PARK, MICHIGAN
REGULAR COUNCIL MEETING OF THE
36th OAK PARK CITY COUNCIL
February 15, 2016
7:00 PM**

MINUTES

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

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

ABSENT: None

OTHERS

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

APPROVAL OF AGENDA:

**CM-02-054-16 (AGENDA ITEM #4) ADOPTION OF THE AGENDA AS SUBMITTED
– APPROVED**

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

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

MOTION DECLARED ADOPTED

CONSENT AGENDA:

CM-02-055-16 (AGENDA ITEM #5A-I) 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 February 1, 2016 **CM-02-056-16**
- B. Retirement Board Meeting Minutes of October 26, 2015 and November 23, 2015
CM-02-057-16
- C. Election Commission Meeting Minutes of October 22, 2015 **CM-02-058-16**
- D. Zoning Board of Appeals Meeting Minutes of November 24, 2015 **CM-02-059-16**
- E. Payment Application No. 2 to Terra Contracting for the 2015 Sewer Cleaning and Television Inspection Project, M-626, for the total amount of \$31,689.92 **CM-02-060-16**

- F. Payment of invoices from Orchard, Hiltz & McCliment (OHM) for Water Reservoir Pumping Station Improvements, Traffic Signal Design, Traffic Signal Optimization and Oak Park Boulevard and Lincoln Rehabilitation in the total amount of \$90,920.78 **CM-02-061-16**
- G. Resolution to support the 2016 Tri-Party Program and authorize the submission of funding for repairs to Greenfield Road **CM-02-062-16**
- H. Request to advertise for bids for the 2016 Lawn Maintenance Project, M-639 and the 2016 Landscape Maintenance Project, M-640 **CM-02-063-16**
- I. Licenses - New and Renewals as submitted for February 15, 2016 **CM-02-064-16**

(Subject to all Departmental Approvals)	ADDRESS	FEE
MERCHANT (NEW) February 15, 2016		
The Steller Realty Group	10140 Nine Mile	\$150.00
MERCHANT (RENEWALS)		
Pinewood Dental	21950 Greenfield	\$187.50
Bling Bling Lee Inc.	26122 Greenfield	\$150.00
Empower Mart	25850 Greenfield	\$187.50
Check N Go	13321 Ten Mile	\$187.50
The Blouse House	21700 Greenfield 112	\$187.50
Lori'el – N – Ladon's	21700 Greenfield 441	\$187.50
American Data Security	13070 Northend	\$187.50
Fallou's African Hair Braiding	12716 Nine Mile	\$187.50
Check 'N' Go	25274 Greenfield	\$187.50
Aldi Inc. #88	26300 Greenfield	\$450.00
Ross Special Services	13380 Capital	\$225.00
Eddie's Gourmet	25920 Greenfield	\$225.00
Oak Park Beauty	13421 Ten Mile	\$225.00

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

MOTION DECLARED ADOPTED

RECOGNITION OF VISITING ELECTED OFFICIALS: None

SPECIAL RECOGNITION/PRESENTATIONS:

(AGENDA ITEM #7A) City Manager Employee Recognition. City Manager Tungate presented an Employee Recognition Award to Matt Brandimarte who will be leaving the City of Oak Park after serving nearly 16 years.

PUBLIC HEARINGS: None

SPECIAL LICENSES:

CM-02-065-16 (AGENDA ITEM #10A) SPECIAL EVENT REQUEST – OAK PARK PUBLIC SCHOOLS – ART CONTEST, RECEPTION AND AWARD PRESENTATION – APPROVED

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

Name	Event	Fee
Oak Park Public Schools	Art Contest and reception – City Hall Lobby and Council Chambers - March 24, 2016 11:00 AM – 1:00 PM	Application Fee Waived and \$100 cost

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

MOTION DECLARED ADOPTED

ACCOUNTING REPORTS:

CM-02-066-16 (AGENDA ITEM #11A) APPROVAL FOR PAYMENT OF INVOICES AS SUBMITTED BY GARAN, LUCOW, MILLER, P.C. FOR LEGAL SERVICES IN THE TOTAL AMOUNT OF \$13,654.78 - APPROVED

Motion by Radner, seconded by Rich, CARRIED UNANIMOUSLY, to approve payment of invoices #452480, 452481 and 452482 as submitted by Garan, Lucow, Miller, P.C. for legal services in the total amount of \$13,654.78.

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

MOTION DECLARED ADOPTED

BIDS: None

ORDINANCES: None

CITY ATTORNEY REPORT:

(AGENDA ITEM #14A) Committee recommendation regarding the approval of the Regular Council Meeting Minutes of January 19, 2016 and Special Council Meeting Minutes of January 19, 2016.

CM-02-067-16 MOTION TO APPROVE THE REGULAR COUNCIL MEETING MINUTES OF JANUARY 19, 2016 AND SPECIAL COUNCIL MEETING MINUTES OF JANUARY 19, 2016 WITH THE NOTATION OF COUNCIL MEMBER SPEECH'S ABSENCE AS EXCUSED - APPROVED

Motion by Speech, seconded by Burns, CARRIED UNANIMOUSLY, to approve the Regular Council Meeting Minutes of January 19, 2016 and Special Council Meeting Minutes of January 19, 2016 with the notation of Council Member Speech's absence as excused.

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

MOTION DECLARED ADOPTED

At the February 1, 2016 City Council Meeting, approval of the Regular Council Meeting Minutes of January 19, 2016 and Special Council Meeting Minutes of January 19, 2016 was postponed and a committee was formed to review the issue of granting an excused absence to Council Member Speech for those meetings. The committee reported that pursuant to the Council Rules of Procedure, in order to obtain an excused absence from the January 19, 2016 council meeting, Council Member Speech was required to notify the City Manager in writing prior to the meeting and indicate the reason for her absence. The Rules state that excused absences are permitted for specific reasons, including personal illness.

Prior to the start of the meeting on January 19, 2016 Council Member Speech notified the City Manager via e-mail that she was unable to attend due to a personal illness. As the method of communication and the stated reason for the absence satisfy the requirements for an excused absence as set forth in the Council Rules of Procedure, it is a reasonable assumption that the absence should have been noted in the meeting minutes as an excused absence. It is noted that neither the City Charter nor Council Rules require a vote of the City Council to approve the absence as excused. The Rules simply state that "The reason shall be entered in the record of proceedings of the Council at the time of each absence." Based upon review of the above authority, the committee recommended that the request to designate Council Member Speech's absences from the January 19, 2016 meetings as excused absences should be granted.

(AGENDA ITEM #14B) Committee recommendation regarding the request to reschedule the October 3, 2016 and October 17, 2016 City Council Meetings.

CM-02-068-16 MOTION TO RESCHEDULE THE OCTOBER 3, 2016 COUNCIL MEETING TO OCTOBER 6, 2016 - APPROVED

Motion by Radner, seconded by Rich, CARRIED, to reschedule the October 3, 2016 Council meeting to October 6, 2016.

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

MOTION DECLARED ADOPTED

CM-02-069-16 MOTION TO RESCHEDULE THE OCTOBER 17, 2016 COUNCIL MEETING - FAILED

Motion by Rich, seconded by Radner, FAILED, to reschedule the October 17, 2016 Council meeting.

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

MOTION FAILED

City Attorney Murphy reminded council there was a motion to reschedule the October 3, 2016 and October 17, 2016 Council meetings offered at the February 1, 2016 meeting that was postponed for consideration to this meeting. She indicated that a committee was formed to study the issue and make a recommendation. Based upon a review and analysis of the city charter, it does not appear that the October 3 and 17, 2016 dates are legal holidays that required Council to reschedule those meetings from the first and third Monday as set forth in the Council Rules. It is further noted that Council passed a Resolution in September 2015 setting forth the 2016 regular meeting calendar dates and no objections to the schedule were asserted at that time. However, it is clear that this Council has the ability to change the 2 meeting dates as proposed as long as a majority of the members in session approve it. This Council is not prohibited from moving its meeting dates simply because past Council's chose not to do so. Since we have advance notice that 3 members will definitely miss one of the scheduled meetings, it makes sense to handle the rescheduling now, instead of waiting for the meeting date and having to adjourn due to lack of quorum. However, this is ultimately a decision that Council must make by way of a vote on the question at this meeting.

CITY MANAGER:

City Manager Tungate reminded everyone that the State of the City Address will be Thursday, February 25, 2016 at 7:00 PM. A reception will be held prior to the event at 6:00 PM.

CALL TO THE AUDIENCE:

Cheryl Weiss, 24101 Norwood, encouraged participation with Summerfest planning and requested a change that would amend the policy regarding the number of days a resident is allowed to keep a visiting dog.

Lori Key, 13333 West Nine Mile, representing West Nine Mile Condominiums, expressed concerns about inspections that have taken place at the condominiums.

CALL TO THE COUNCIL:

Mayor McClellan reminded everyone about the MDOT project taking place on the overpass of I-696 which effects Church Street north of 10 Mile Rd. She also reminded everyone to vote in the Presidential Primary on March 8, 2016 and encouraged those that are eligible to request an absentee ballot by contacting the Clerk's office.

Mayor Pro Tem Burns encouraged everyone to dress appropriately as the weather changes.

Council Member Radner thanked everyone for coming and wished them a wonderful evening.

Council Member Speech thanked members of the Public Safety Department for their assistance with a personal matter.

Council Member Rich thanked everyone for coming and wished them a good night.

ADJOURNMENT:

There being no further business to come before the City Council, Mayor McClellan adjourned the meeting at 7:44 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 15, 2016
6:00 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 6:00 P.M.

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

ABSENT: None

ALSO PRESENT: City Manager Tungate, City Clerk Norris, City Attorney Murphy

SPECIAL BUSINESS:

Reappointments to City Boards and Commissions

Deputy City Clerk Brown presented information regarding members of boards and commissions whose terms expire on February 29, 2016. Council discussed the information to determine who to reappoint.

SCM-02-070-16 (AGENDA ITEM #3A) MOTION TO NOT RE-APPOINT JASON DENEAU AND ALICE REED TO THE BEAUTIFICATION ADVISORY COMMISSION – APPROVED

Motion by Rich, seconded by Burns, CARRIED, to not re-appoint Jason Deneau and Alice Reed to the Beautification Advisory Commission.

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

MOTION DECLARED ADOPTED

SCM-02-071-16 (AGENDA ITEM #3A) REAPPOINTMENTS AND LETTERS OF APPRECIATION TO MEMBERS OF BOARDS AND COMMISSIONS – APPROVED

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

Reappointments to City Boards and Commissions:

BOARD	APPOINTEE	TERM TO EXPIRE
Arts and Cultural Commission	Lynn Copeland	February 2019
Arts and Cultural Commission	Dawn Sketch	February 2019
Beautification Advisory Commission	Joyce Schulman	February 2019
Beautification Advisory Commission	Judy Simmons	February 2019
Beautification Advisory Commission	Larry Wilson	February 2019
BRA/EDC	Joe Brown	February 2022
BRA/EDC	Lou Landau	February 2022
Building Board of Appeals	Cameron Cummings	February 2018
Building Board of Appeals	Richard Readus	February 2018
Communication Commission	Nathan Peiss	February 2019
Communication Commission	Desmond Travis	February 2019
Local Officers Compensation Comm.	Andrew Hylton	February 2023
Local Officers Compensation Comm.	Chelsea Barnes	February 2023

Letters of appreciation to members not being reappointed:

Beautification Advisory Commission	Jason	Deneau
Beautification Advisory Commission	Alice	Reed
BRA/EDC	Thomas	Storey
Building Board of Appeals	Michael	Eizelman
Building Board of Appeals	Asher	Groundland
Building Board of Appeals	Kevin	Keys
Local Officers Compensation Comm.	Tom	McPhillips

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

MOTION DECLARED ADOPTED

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

Ms. Brown indicated that three interviews have been scheduled for this meeting and an additional six interviews have been scheduled to be conducted at a Special Meeting on March 7, 2016 at 6:00 PM. Members of Council interviewed the following individuals for positions with various boards and commissions:

Val Moskalik - Emergency Services
Aaron Schwartz - BRA/EDC, Planning, Zoning
Gloria Jefferson - Emergency Services, Planning

CALL TO THE AUDIENCE:

There were no members of the audience wishing to speak.

ADJOURNMENT:

The Special Meeting adjourned at 6:65 p.m.

T. Edwin Norris, City Clerk

Marian McClellan, Mayor



CITY OF OAK PARK, MICHIGAN

ELECTION COMMISSION

February 2, 2016

1:00 p.m.

MINUTES

A meeting of the Oak Park Election Commission was held February 2, 2016 at City Hall, 14000 Oak Park Boulevard, Oak Park, MI 48237. The meeting was called to order at 1:00 p.m. by City Clerk Ed Norris.

PRESENT: City Clerk Norris, Election Commissioners Chudnow, and Sherman

ABSENT: None

3. APPROVAL OF ELECTION COMMISSION MEETING MINUTES OF OCTOBER 22, 2015

Resolution #EC-02-001-16

Motion by Chudnow, seconded by Sherman.

RESOLVED, that the Minutes of October 22, 2015 are **APPROVED** as amended.

VOTE: Yes: All
No: None

MOTION CARRIED

4. DELEGATION OF DUTIES

Suggested Resolution

Resolution # EC-02-002-16

Motion by Sherman, seconded by Chudnow.

RESOLVED, that the Election Commission of the City of Oak Park **DELEGATES** to the Oak Park City Clerk and his authorized assistants the following duties of the Election Commission for the March 8, 2016 Presidential Primary Election, August 2, 2016 Primary Election and November 8, 2016 General Election:

- Preparing meeting materials for the Election Commission, including a list of election inspectors for appointment;
- Contracting for the preparation, printing and delivery of ballots;
- Providing candidates and the Secretary of State with proof copies of ballots;
- Providing notice to voters in the case of precinct changes/consolidations;

- Providing election supplies and ballot containers; and
- Preliminary logic and accuracy testing.

VOTE: Yes: All
 No: None

MOTION CARRIED

5. APPOINTMENT OF ELECTION INSPECTORS

Suggested Resolution

Resolution # EC-02-003-16

Motion by Sherman, seconded by Chudnow.

RESOLVED, that the Election Commission of the City of Oak Park hereby APPOINTS the following Election Inspectors (list attached) to serve at the March 8, 2016 Presidential Primary Election and authorizes the City Clerk to appoint additional inspectors on an emergency basis as needed.

VOTE: Yes: All
 No: None

MOTION CARRIED

6. MEETING SCHEDULE

Suggested Resolution

Resolution # EC-02-004-16

Motion by Sherman, seconded by Chudnow.

RESOLVED, that the Election Commission of the City of Oak Park hereby ADOPTS the following meeting schedule for 2016 Elections:

Feb. 23, 2016	10 am	Oak Park City Hall	For the purpose of conducting Public Accuracy Test for March 8, 2016 Presidential Primary Election
June 28, 2016	10 am	Oak Park City Hall	For the purpose of appointing Election Inspectors for August 2, 2016 Primary Election

July 19, 2016	10 am	Oak Park City Hall	For the purpose of conducting Public Accuracy Test for August 2, 2016 Primary Election
Oct. 6, 2016	10 am	Oak Park City Hall	For the purpose of appointing Election Inspectors for November 8, 2016 General Election
Oct. 27, 2016	10 am	Oak Park City Hall	For the purpose of conducting Public Accuracy Test for November 8, 2016 General Election

VOTE: Yes: All
 No: None

MOTION CARRIED

7. CALL TO AUDIENCE. No members of the public were in attendance.

8. ADJOURNMENT.

There being no objections, the meeting adjourned at 1:24 p.m.



T. Edwin Norris, City Clerk

OAK PARK
RECYCLING & ENVIRONMENTAL CONSERVATION COMMISSION

MEETING MINUTES

5D

Meeting date: Thursday, 12/17/15 7 pm
Location: Oak Park Community Center - employee lunch room

In Attendance:

Members Present: Paul Bannon, Clarissa Clemons, Carolyn Davis, Denise Trombly

Naturalist Advisor: Doris Applebaum

SOCRRA Representative: Karen Bever-Executive Assistant

Guest: Chris Grindem, Executive Director – 'The Utmost Group'

Guest: Claire Galed-Huntington Woods DPW Manager

Guest: Joyce Bannon, resident & wife of Paul Bannon

Mayor Pro-Tem: Carolyn Burns

DPW Representative: Gary Shermetaro

Absent: Al Lewis, Jes Caswell, Angela Mitchell

- A) Meeting called to order at 7:17 pm by Commission Co Chair Carolyn Davis
- B) Commission approved the minutes of the 10/15/15 meeting.
- C) Claire Galed-Huntington Woods Manager introduced Chris Grindem, Executive Director the 'Utmost Group'; Chris discussed his mission of helping to rebrand the SOCCRA name. He also said he needs to do phone interviews with many people in the SOCRRA community to really obtain feelings, both positive and negative, about recycling. He will be calling Commission members and some residents to do a 15 minute phone interview in the near future. Chris fielded and answered several questions from Commission members about his new undertaking with SOCRRA.
- D) SOCRRA Update: Karen Bever discussed Single Stream at SOCRRA is still on target for 2017: grant options are being looked at for containers that will go to each home; SOCRRA welcomes any groups for tours, contact Karen to arrange a tour
- E) Recap of 'Halloween Boo Bash'
- F) Recap of 2015 curbside leaf removal
- G) Meet adjourned at 8:45

**BEAUTIFICATION ADVISORY COMMISSION
CITY OF OAK PARK
MINUTES
DECEMBER 15, 2015**

ATTENDANCE: Angela Mitchell, Danielle Fracassa, Deborah Williamson, Harley Sherman, Joyce Schulman, Judy Simmons, Mattie Boykin, Reatha Richmond, Santhia Guinn

NON-VOTING

REP: Assistant City Manager Kevin Yee

ABSENT: Alice Reed, Andrea Stawis, Brinda Divine, Carrie Dodds, Jason Deneau, Karen Davis-Harris, Larry Wilson, Lonnie Tabb-Upshaw, Martha Wilburn, Non-voting rep. Council Member Kiesha Speech

GUEST: None

Meeting called to order at 6:09 pm
Approval of September 15, 2015 minutes

Motion: Judy Simmons
Second Motion: Santhia Guinn
All in favor YES: All NO: None

Old Business

Beautification Awards Ceremony – Members agree that the decision to setup and decorate tables in the lobby area of the City Hall Complex added a nice touch to the award ceremony. Assistant City Manager Kevin Yee proposed the commission members set a budget for refreshments for the ceremony to keep spending minimal. Tables will be rented again for next year's ceremony. Refreshments will be much lighter due to excess amounts of refreshments.

New Business

December 2016 BCSEM Quarterly Meeting – Members are exploring the possibility of collaborating with the City of Huntington Woods to host the 2016 BCSEM December quarterly meeting. The meeting can either be held in the Huntington Woods Public Library, as they already have a setup and china available, or the Huntington Woods Community Center. Assistant City Manager, Kevin Yee stated that the members have to make a decision if they want to follow through with the collaboration. Kevin will like for the members to create an estimated budget to begin the planning process. One suggestion for a caterer for the event was Dorsey Schools. Another option that members expressed were to rent a room of a restaurant in the city to host the event. Members are hoping that a nice restaurant moves into the city so

they can potentially rent a room and have the restaurant cater the event. Santhia suggested that the members come up with a creative way to make a centerpiece for the tables and raffle them off as a nice gesture to the attendees that attend the meeting. Members also stated that they would like to somehow get donations from businesses in the city to donate flowers and gift cards for the event.

- Motion from Judy Simmons to meet with Claire from Huntington Woods' Beautification Commission to further discuss collaborating to host the 2016 December BCSEM quarterly meeting.

All in Favor: Yes: All No: None

General Discussion

Members expressed code enforcement issues regarding abandoned vehicles and potential ways to prohibit parking on the streets during leaf season. They also expressed traffic concerns, and had questions regarding a traffic enforcement program to limit speeding in high traffic areas. Lastly, members had questions regarding snow emergency removal parking procedures. All questions were addressed by Assistant City Manager Kevin Yee.

Meeting adjourned a 6:32 pm, next meeting April 19, 2016

**CITY OF OAK PARK
2016 BOARD OF REVIEW
ORGANIZATION MEETING
FEBRUARY 10, 2016**

Board of Review Members Present:

Herschel Goldstein	23561 Radclift
Zakiya Hollifield	23401 Radclift
Louis Landau	24231 Gardner

The meeting was called to order at 5:35 p.m. in the Executive Conference Room by Martin D. Bush, City Assessor. The following were in attendance:

Herschel Goldstein
Zakiya Hollifield
Louis Landau
Martin D. Bush, City Assessor

BOARD OF REVIEW SCHEDULE

A. Board of Review meeting dates and times as approved by City Council:

March 14, 2016	12:00 p.m. to 5:00 p.m. & 6:00 p.m. to 9:00 p.m.	(Charter)
March 22, 2016	6:00 p.m. to 9:00 p.m.	(Additional)
March 28, 2016	9:00 a.m. to 11:30 a.m. & 1:00 p.m. to 5:00 p.m.	(Charter)

All March Board of Review sessions are tentatively scheduled to be held in the west City Hall Conference Room.

B. Member Schedules: Each member conveyed the dates and times of the sessions they would and would not be available to attend. A schedule will be determined and each member will be notified by mail of their designated time and meeting dates.

C. The Board selected Herschel Goldstein and James Gulley as chairpersons.

LEGISLATION IMPACTING 2016 ASSESSMENTS & BOARD OF REVIEW

Each Board of Review member was given a copy of State Tax Commission Bulletins #14 (Procedural Changes for 2016 Assessment Year), #13 (Inflation Rate Multiplier for use in the 2016 capped value formula), #17 (2016 Property Tax Appeal Procedures) and Bulletin #19 (2016 Boards of Review). In addition each Board member was given a copy of Bulletins #7 and Bulletin #21 highlighting personal property and EMPP exemptions. The Assessor highlighted some of the key points the board members need to be aware of for the 2016 assessment year. It was recommended that each member read the handouts so that they fully understand their statutory obligations. They were encouraged to either call or stop by the office if they have any questions.

DISCUSSION OF 2016 ASSESSMENTS

Mr. Bush informed the board members that again this year, the use of a two year sales study was used in determining the 2016 Assessed Values (October 1, 2013 thru September 30, 2015). Based on the two year sales study, the average increase in assessment for each class of property are as follows:

Residential	approximately 13 - 14%
Commercial	approximately 2 - 3%
Industrial	approximately 4 -5%

The Assessor informed the board members, these are only averages and the change in residential assessments for 2016 will vary greatly from area to area of the city. Some properties will see an 18 - 20% increase in their assessment and other neighborhoods will see relatively small increases in their assessed value. Discussion followed as to what impact this may have on the number of appeals for 2016. The assessor reminded the board members that even though assessments are increased, state statute (Proposal A) requires that the 2016 taxable value must be calculated as follows:

$$2016 \text{ CAPPED VALUE} = (2015 \text{ Taxable Value} - \text{LOSSES} \times 1.003 + \text{ADDITIONS})$$

The assessor informed the board members the Change of Assessment Notices are scheduled to be mailed on Thursday, February 25, 2016.

OPERATING POLICIES FOR 2016 BOARD OF REVIEW

A. Open Meetings Act: Each member was given a handout of the Open Meetings Act.

B. Appointment Policy: The Assessor asked the Board if they were in agreement to continue the scheduling of appointments in 10 minute intervals for the March Board of Review. The board members agreed that since the 10 minute intervals have worked so well, that appointments for all 2016 Board of Review sessions will be at 10 minute intervals. The Board was informed that, although highly unlikely, if the number of appeals exceeded the allotted time scheduled, extra session(s) would be scheduled as necessary. Appeals will be by appointment only, unless it is a non-resident in which case they can file an appeal by letter, provided the letter is received in the Assessor's Office no later than March 28, 2016. The Assessor went over informational materials that were provided to the BOR last year for each scheduled appeal (i.e. parcel summary, sales, appointment schedules, etc.) and asked if there were any changes and/or additional information the BOR would like to have. Discussion followed. The Board decided to continue the policy of administering an oath to each petitioner before their case is heard and requested the Assessor's Office provide the chairperson with a written version of the oath. The Board of Review agreed upon a 5:30 p.m. starting time for the July and December Board of Review sessions.

C. Poverty Exemptions: The board members were given a copy of the 2016 Poverty Exemption Policy as adopted by city council. As in the past, applicants will be required to complete the application, furnish copies of their tax return(s) and all other required supporting documentation to the Assessor's Office, for review. All poverty applicants must appear before the Board of

Review in person unless they have a written medical excuse from their doctor. As in the past, poverty applications will be mailed upon request.

D. Procedure for late filed Personal Property statements. Mr. Bush informed the Board that in past years our office has accepted and reviewed statements received after February 20th, and presented them to the Board of Review with a recommendation to accept or deny the statement as filed. The board unanimously agreed to continue with the same procedure for late filed Personal Property statements and in the rare case of anyone appearing before the Board in person with a personal property statement, to accept the statement and inform them the Board will review and mail their decision within the first couple of weeks in April.

E. Decisions: The Assessor's Office will provide to the Board of Review, all forms required by the State Tax Commission. A motion must be made on each petition regardless of whether there is a change in value. So as not to cause confusion when voting, the Board agreed that a YES VOTE will indicate the member *agrees* with the motion, and a NO VOTE will only be cast if they *disagree* with the motion.

The Assessor emphasized that the Board of Review members need to review the materials given to them and to contact our office if they have any questions.

Motion to Adjourn - motion by Goldstein, seconded by Landau, all ayes. The meeting was adjourned at 6:23 p.m.

Martin D. Bush
City Assessor



OAK PARK PUBLIC SAFETY December 2015 ACTIVITY SUMMARY



OPERATIONS:

Calls for Service

- 2014 Total: 14,922
- December 2014: 1,112
- 2015 YTD: 14,825
- December 2015: 1,154
- 2015 YTD: 14,720
- Arrests: 99
- Vacation/Property Checks: 11
- Non-Criminal Fingerprints: 5
- PBT's: 134
- Vehicles Impounded: 24
- Traffic Stops: 494
- Time on Traffic Stops: 69.55 hours

INVESTIGATIONS:

- Cases Assigned - 49
 - Adult / 39
 - Juvenile / 10
- Warrants Obtained: 10
- See attached report "RMS-008" for December crime summary

Records Bureau:

- Animal Licenses: 67
- Alarm Permits: 19
- License to Purchase Handgun: 61
- FOIA / RFI / Discovery Requests: 129
- Calls Received at Dispatch: 4,344

REPORTED FIRES: 6 (5 structural, 1 vehicle, 0 other)

NON-FIRE INCIDENTS: 19

(8 includes false fire alarms)

FIRE SAFETY INSPECTIONS: 35



COMMUNITY POLICING

Firetruck to Private Daycare, Juvenile interaction at station, Attended two block club meetings, Donated gift to Needy Families at St. James Church

CITATIONS ISSUED : 362

HAZARDOUS	154	43%
NON - HAZARDOUS	134	37%
PARKING	27	7%
ORDINANCE VIOLATION	47	13%

NOTES: *Training: Basic Dispatch Training, Module*

Two Dispatch Training, Department Pistol Qualification.

**CITY OF OAK PARK, MICHIGAN
ZONING BOARD OF APPEALS
JANUARY 26, 2016
MEETING MINUTES**

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

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

ABSENT: Members Barton and Peiss

OTHERS PRESENT: City Planner Kevin Rulkowski

APPROVAL OF ZONING BOARD OF APPEALS MINUTES OF NOVEMBER 24, 2015

MOTION BY Blumenkopf, SECONDED BY Seligson, to approve the meeting minutes of November 24, 2015 as submitted.

Vote: Yes: All
No: None

MOTION DECLARED ADOPTED

COMMUNICATIONS: None

OLD BUSINESS: None

NEW BUSINESS:

(a) APPLICANT:

Impressive Tile & Hull Brothers Rental
12992 Eight Mile Road
Oak Park, Michigan

PROPERTY:

12992 Eight Mile Road
Property Identification Number: 25-32-351-031

ORDINANCE REQUIREMENTS AND REQUEST:

The following variances are requested:

1. Article XVIII, Section 1806, C, requires that the total area of monument and wall signs do not exceed 120 square feet. The applicant is requesting a waiver of 200 square feet from this requirement to allow the total area of monument and wall signs to be 320 square feet in area.

2. Article XVIII, Section 1806, B, requires that monument signs do not exceed six feet in height. The applicant is requesting a waiver of one-and-one-half feet from this requirement to allow the height of the monument sign to be seven-and-one-half feet.

STAFF FINDINGS OF FACT:

- 1) The subject parcel is zoned LI, Light Industrial District.
- 2) Article XVIII, Section 1806, C, requires that the total area of monument and wall signs do not exceed 120 square feet.
- 3) The applicant is requesting a waiver of 200 square feet from this requirement to allow the total area of monument and wall signs to be 320 square feet in area.
- 4) The applicant, Impressive Tile currently has two signs on the property; a pole sign (38 square feet) and a wall sign (180 square feet). The total of both signs is 218 square feet.
- 5) Article XVIII, Section 1806, B, requires that monument signs do not exceed six feet in height.
- 6) The applicant is requesting a waiver of one-and-one-half feet from this requirement to allow the height of the monument sign to be seven-and-one-half feet.
- 7) The applicant is proposing to remove the existing non-conforming pole sign.
- 8) In April of 2013 the Zoning Board of Appeals granted a variance to allow for the total of both signs to be 218 square feet (Case 13-04).
- 9) The building the wall sign is placed on is 100 feet from the front property line.
- 10) The building the wall sign is placed on is 130 feet from the curb line of Eight Mile Road a state highway (M-108).

STAFF RECOMMENDATIONS:

The applicant (Doug Hall, Impressive Tile), is changing the operations within their building at 12992 Eight Mile Road and will be operating a second business (Hull Brothers Rental) at this location. To identify the new business enterprise, variances are being requested for additional sign area and the height of a new monument style sign.

Considering the setback of the building and the setback of building from the roadway curb line it would seem reasonable to allow for an accommodation in the size of the wall signs to increase their visibility. In addition the proposed sign is closer in size to what the Zoning Ordinance allows. Because this is a question of unique circumstances of the location of building on the property, an argument for a practical difficulty could be demonstrated. The Board will want to consider whether a reduction in the size of the signs below 280 square feet would minimize the impact of the variance without significantly diminishing the overall operation of the business.

Taking the above discussion and findings of fact into consideration, it is the recommendation of the Planning Division to approve the variance requests if the existing pole sign is removed.

A representative for the owners explained the plan to add an equipment rental service alongside the Impressive Tile business. He indicated the need for additional signage is to address two different types of businesses at the location and the need for greater visibility of the sign due to the setback of the property and the large median on Eight Mile Road.

MOTION BY Seligson, SECONDED BY Blumenkopf: based on the information presented in the Planning Division Report, and additional findings of fact discussed during the review of case # 16-01, to approve the request of Impressive Tile & Hull Brothers Rental, 12992 Eight Mile Road, contingent on the existing pole sign being removed:

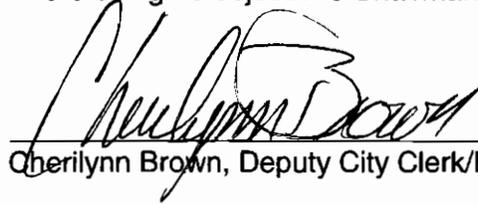
- 1) for a waiver of 200 square feet from the provisions in Article XVIII, Section 1806, C, to allow to allow the total area of monument and wall signs to be 320 square feet in area; and
- 2) for a waiver of one-and-one-half feet from the provisions in Article XVIII, Section 1806, B, to allow the height of the monument sign to be seven-and-one-half feet.

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

MOTION DECLARED ADOPTED

ADJOURNMENT

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



Cheryl Lynn Brown, Deputy City Clerk/Director of Elections



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: March 7, 2016

AGENDA #

SUBJECT: Request to cancel the March 22, 2016 Zoning Board of Appeals meeting.

DEPARTMENT: Community & Economic Development, Planning Division

SUMMARY: The Chairperson of the Zoning Board of Appeals is requesting the March 22, 2016 Zoning Board of Appeals meeting be cancelled. There is no business scheduled before the Zoning Board of Appeals.

RECOMMENDED ACTION: The City Council consider accepting the request of the Chairperson of the Zoning Board of Appeals and cancel the March 22, 2016, regularly scheduled meeting.

APPROVALS:

City Manager: _____

Director: _____

Finance Director: _____

EXHIBITS:

**CITY OF OAK PARK PLANNING COMMISSION
NOVEMBER 9, 2015
MINUTES**

Meeting was called to order at 8:00 p.m., in the City Council Chambers, Oak Park City Hall, 14000 Oak Park Boulevard, Oak Park, Michigan, by Chairperson Torgow and roll call was made.

PRESENT: Chairperson Torgow
Vice Chairperson Brown
Commissioner Burns
Commissioner Eizelman
Commissioner McClellan
Commissioner Seligson
Commissioner Tungate
Commissioner Walters-Gill

ABSENT: Commissioner Tkatch

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

APPROVAL OF AGENDA OF NOVEMBER 9, 2015

No action taken.

APPROVAL OF MINUTES OF OCTOBER 12, 2015 - APPROVED

MOTION by Brown, SECONDED by Seligson, to approve the Planning Commission meeting minutes of October 12, 2015, as amended to correct the spelling of Chairperson Torgow's name.

VOTE: Yes: All
No: None

MOTION CARRIED

COMMUNICATIONS/CORRESPONDENCE: None.

PUBLIC HEARINGS:

A. Public Hearing to consider a request submitted by Pay Beny Inc. for Special Land Use approval to allow for a Pawn Shop to be located at 21380 Greenfield, a B-2, General Business District.

Chairperson Torgow referenced City Planner Rulkowski's report, dated November 3, 2015:

The Planning Commission approved the current location of Pay Beny pawn shop at 21700 Greenfield through a Special Land Use process in January of 2012. The applicant would like to move the pawn shop function from 21700 Greenfield to the location at 21380 Greenfield.

In February of this year the Planning Commission held a Public Hearing on this request and tabled action pending a report from the Department of Public Safety on crime associated with the business. Attached is the original February 17th Public Safety Report and an updated report encompassing both business locations for 2015. Also attached is an excerpt from a paper (Markets for Stolen Property: Pawnshops and Crime, Thomas J. Miles) provided by Ken Nanda, K. J. Management, LLC to the Planning Commission at that time.

Shortly before the March Planning Commission meeting it was brought to the City's attention that the method used in determining the amount of residential near the pawn shop was not calculated by staff according to the Special Land Use requirements. Because the amount of residential building and structures exceed 30% in the area around the pawn shop, a petition of the adjacent residents was in fact required as a condition of the Special Land Use. No action was taken by the Planning Commission at the March Planning Commission.

In June of this year Pay Beny submitted an application to begin the petition process for a waiver (as outlined in Section 1929 C of the Zoning Ordinance) from the Zoning Board of Appeals. The petitions for the waiver request were prepared by the City Clerk's office and reviewed by the City Attorney. The Zoning Board of Appeals held a Public Hearing on October 27th to review a petition submitted by Pay Beny Inc. The Zoning Board of Appeals determined a satisfactory number of signatures were collected and granted Pay Beny Inc. a waiver as required as a condition of the Special Land Use.

The Special Land Use section of the Zoning Ordinance (Article XIX) requires the proposed use for a Pawn Shop to meet a number of general standards (Section 1900) as well as use specific standards for Regulated Uses (Section 1929).

Section 1900 General Standards:

A. The proposed special land use shall be of such location, size and character that it will be in harmony with the appropriate and orderly development of the surrounding neighborhood and/or vicinity and applicable regulations of the zoning district in which it is to be located.

B. The proposed use shall be of a nature that will make vehicular and pedestrian traffic no more hazardous than is normal for the district involved, taking into consideration vehicular turning movements in relation to routes of traffic flow, proximity and relationship to intersections, adequacy of sight distances, location of and access to off-street parking, and provisions for pedestrian safety.

C. The location, size, intensity, site layout and periods of operation of any such proposed use shall be designed to eliminate any possible nuisance emanating therefrom which might be noxious to the occupants of any other nearby permitted uses, whether by reason of dust, noise, fumes, vibration, smoke or lights.

D. The proposed use shall be such that the proposed location and height of building or structures and location, nature and height of walls, fences and landscaping will not interfere with or discourage the appropriate development and use of adjacent land and buildings or unreasonably affect their value.

E. The proposed use shall relate harmoniously with the physical and economic aspects of adjacent land uses as regards to prevailing shopping habits, convenience of access by prospective patrons, continuity of development, and need for particular services and facilities in specific areas of the city.

F. *The proposed use is necessary for the public convenience at the proposed location.*

G. *The proposed use is designed, located, planned and to be operated that the public health, safety and welfare will be protected.*

The Planning Division finds that the information contained in the application package and on the Site Plan satisfactorily meets the eight general standards identified in Section 1900 Special Land Uses in the Zoning Ordinance.

Section 1929 Regulated Uses

B. *Requirements. All proposed regulated uses shall conform to the following requirements:*

1. *The proposed regulated use is not located within 1,000 feet of any other regulated use, regardless of community boundaries. Establishments with SDD and SDM licenses from the Michigan Liquor Control Commission, greater than 10,000 square feet of gross floor area, and devoting less than ten percent of the gross floor area to sales regulated by the SDD and SDM license, are exempt from the spacing requirement between regulated uses.*

2. *The proposed regulated use is not located within 500 feet of a school, park, or place of worship, regardless of community boundaries. Establishments with SDM licenses from the Michigan Liquor Control Commission, greater than 10,000 square feet of gross floor area, and devoting less than ten percent of the gross floor area to sales regulated by the SDM license, are exempt from this spacing requirement.*

3. *The layout of the site of the proposed regulated use and its relationship to streets providing access to the site shall be in a manner that vehicular and pedestrian traffic to and from such proposed regulated use and the potential assembly of persons connected therewith, will not be hazardous, endangering, or inconvenient to the surrounding neighborhood and commercial district.*

4. *The proposed regulated use will be compatible with adjacent uses of land, considering the proximity of residential dwellings, churches, schools, public structures, and other places of public gatherings.*

5. *The proposed regulated use will not contrary to the public interest or injurious to nearby properties.*

6. *The proposed regulated use will not have the possible effect of downgrading and blighting the surrounding neighborhood.*

7. *The proposed regulated use will not be contrary to any program of neighborhood conservation, nor will it interfere with any redevelopment projects.*

8. *The proposed regulated use will not reasonably be expected to diminish the value of properties in the immediate area.*

9. *The proposed regulated use will be in compliance with all other applicable regulations, City Codes and state and federal laws.*

C. *Pawnbroker and pawnshops and residential areas.*

No pawnbroker or pawnshop use shall be located on a parcel of land which is located such that a radius of 1,000 feet drawn from any point on that parcel contains at least 30 percent

residential buildings, dwellings or rooming units of the total number of structures within such radius. This provision may be waived by the zoning board of appeals upon receiving a petition filed by the appellant which indicated approval of the proposed regulated use by 51 percent of all the adults residing within a radius of 1,000 feet of the location of the proposed use.

- 1. Petition preparation. The petitioner shall attempt to contact all adult residents within this radius and shall maintain a list of all addresses at which no contact was made or only a verbal response received. Signatures of a minimum of 51 percent of all the adult residents of the area are required for approval.*
- 2. Regulations of board. The zoning board of appeals shall adopt rules and regulations governing the procedure for securing the petition of consent as provided for in this section. The rules shall provide that the circulator of the petition shall subscribe to an affidavit to the fact that the petition was circulated in accordance with the rules of the zoning board of appeals and that the circulator personally witnessed the signatures on the petition by the person whose name appeared therein.*
- 3. Filing and verification. The zoning board of appeals shall not consider the waiver of location requirements until the above-described petition shall have been filed and verified.*

The proposed location of the Pawn Shop meets the specific spacing requirements of Section 1929 B, 1 and 2. The applicant has also met the additional residential spacing requirement identified in Section 1929 C by collecting a satisfactory number of signatures in a petition prepared by the City and receiving a waiver from the Zoning Board of Appeals on October 27, 2015. The proposed location of the Pawn Shop on a stand-alone parcel on Greenfield Road would be satisfactorily compatible with the commercial uses permitted in the surrounding B-2, General Business District along Greenfield Road.

The Planning Division finds the submitted information demonstrates that the proposed Pawn Shop satisfactorily meets use specific standards for Regulated Uses (Section 1929).

Site Plan Review

The Planning Division has received a Final Site Plan to incorporate a pawn shop function into an existing e-bay store and electronics retailer (also called Pay Beny). Prior to the most recent renovation of the building early this year, the former office building (3,239 square feet) had been vacant for a number of years and before that it was used as a dentist office. The building was constructed in 1958. The rear property line is adjacent to a public alley. The property is zoned B-2, General Business District and the Zoning Ordinance permits retail uses such as pawn shops as a Special Land Use.

The Site Plan shows seven parking spaces and a loading zone on site. The Zoning Ordinance minimum parking space requirement is met using a hybrid calculation of retail (one space per 150 sq. ft.) for the sales area (846 sq. ft.) and household equipment/showroom (one space per 800 sq. ft.) for the remainder of the building (1620 sq. ft.). The parking is provided in two areas one in front (four spaces) of the building and one in the rear of the building (three spaces). The rear parking area is accessed by way of a public alley.

Due to the fact there is another commercial property between the applicant's site and the nearby multi-family residential area; there is no requirement for a screen wall. However, there is existing vegetation along the City alley at the rear of the applicant's property that

during most of the year effectively screens the rear parking area and the back of the building.

No building or on-site outdoor lighting is indicated on the Site Plan. A condition should be included that all outdoor lighting will be properly shielded so it does not create a nuisance to traffic or the nearby residential areas.

There is no indication on the Site Plan of the method of waste removal. It is anticipated the use will generate little waste. If conditions change in the future and a dumpster becomes necessary, the dumpster will need to be screened according to the requirements of the Zoning Ordinance.

Although it is not indicated on the Site Plan the existing landscaping along the north side of the building will be retained. This area includes a grass lawn and mature-growth shrubs.

There is no indication on the elevation or Site Plan of any proposed rooftop or ground equipment. Any new ground or rooftop equipment will need to be screened as required by the Zoning Ordinance

Based on the above considerations the Planning Division has determined that the Final Site Plan meets the minimum Zoning Ordinance requirements, with the following conditions:

- 1) All outdoor lighting will be properly shielded so it does not create a nuisance to traffic or the nearby residential areas.*
- 2) If conditions change and a dumpster becomes necessary, the dumpster will need to be screened according to the requirements of the Zoning Ordinance.*
- 3) Any future roof top or ground level equipment must be screened as required by the Zoning Ordinance.*
- 4) Termination of the pawn shop functions at 21700 Greenfield once all the necessary approvals for the location at 21380 Greenfield are completed.*

It is the recommendation of the Planning Division to approve the Special Land Use and Site Plan for a Pawn Shop use at 21380 Greenfield.

Chairperson Torgow opened the public hearing at 8:09 p.m.

Steven Wallace, attorney for the applicant, reported the Zoning Board of Appeals (ZBA) granted a waiver for the location, noted the police activity report showed no crime attributable to the operation of Pay Beny, and requested approval of a Special Land Use (SLU) for the new location. Mr. Wallace affirmed the conditions recommended by City Planner Rulkowski are acceptable.

Ken Nanda, manager of the apartments on Miller near the proposed location, challenged the legitimacy of the petitions submitted to the ZBA and stated his opposition to the proposed location of the pawn shop.

Ray Fox, Pay Beny, responded to Mr. Nanda's allegations and asserted the pawn shop use is compatible with the proposed location.

Chairperson Torgow closed the public hearing at 8:28 p.m.

B. Planning Commission action on a request submitted by Pay Beny Inc. for Special Land Use approval to allow for a Pawn Shop to be located 21380 Greenfield, a B-2, General Business District.

MOTION by Eizelman, SECONDED by Seligson, based on the information presented in the Planning Division Report, and additional findings of fact discussed during the public hearing, to **approve** the Special Land Use and Site Plan for a Pawn Shop use at 21380 Greenfield, with the following conditions:

- 1) All outdoor lighting will be properly shielded so it does not create a nuisance to traffic or the nearby residential areas.
- 2) If conditions change and a dumpster becomes necessary, the dumpster will need to be screened according to the requirements of the Zoning Ordinance.
- 3) Any future roof top or ground level equipment must be screened as required by the Zoning Ordinance.
- 4) Termination of the pawn shop functions at 21700 Greenfield once all the necessary approvals for the location at 21380 Greenfield are completed.

Yes: Brown, Burns, Eizelman, McClellan, Seligson, Torgow, Tungate, Walters-Gill
No: None

MOTION CARRIED

C. Public Hearing to consider a request submitted by Tai Fai Restaurant for Special Land Use approval to allow for a Restaurant that serves alcoholic liquor to be located at 8505 Nine Mile Road, a Neighborhood Business District.

Chairperson Torgow referenced City Planner Rulkowski's report, dated November 3, 2015:

A Public Hearing is scheduled for the November Planning Commission meeting to receive public comments and review the request of Tai Fai Restaurant, 8505 Nine Mile Road, for approval of a restaurant that serves alcoholic liquor. Tai Fai currently occupies one tenant space (approximately 1,200 square feet) in a four unit shopping center. Their proposal is to expand into two additional tenant spaces to the west and change from a carry-out to a full service restaurant. They are requesting to provide alcoholic liquor (beer, wine and alcoholic spirits by the glass) which by virtue of the election early in the year, is now permitted.

The Special Land Use section of the Zoning Ordinance (Article XIX) requires the proposed use for a Restaurant that serves Beer and Wine (and alcoholic liquor) to meet a number of general standards (Section 1900) as well as use specific standards for Restaurants Serving Beer or Wine (and alcoholic liquor) (Section 1930).

Section 1900 General Standards:

- A. *The proposed special land use shall be of such location, size and character that it will be in harmony with the appropriate and orderly development of the surrounding*

neighborhood and/or vicinity and applicable regulations of the zoning district in which it is to be located.

- B. The proposed use shall be of a nature that will make vehicular and pedestrian traffic no more hazardous than is normal for the district involved, taking into consideration vehicular turning movements in relation to routes of traffic flow, proximity and relationship to intersections, adequacy of sight distances, location of and access to off-street parking, and provisions for pedestrian safety.*
- C. The location, size, intensity, site layout and periods of operation of any such proposed use shall be designed to eliminate any possible nuisance emanating therefrom which might be noxious to the occupants of any other nearby permitted uses, whether by reason of dust, noise, fumes, vibration, smoke or lights.*
- D. The proposed use shall be such that the proposed location and height of building or structures and location, nature and height of walls, fences and landscaping will not interfere with or discourage the appropriate development and use of adjacent land and buildings or unreasonably affect their value.*
- E. The proposed use shall relate harmoniously with the physical and economic aspects of adjacent land uses as regards to prevailing shopping habits, convenience of access by prospective patrons, continuity of development, and need for particular services and facilities in specific areas of the city.*
- F. The proposed use is necessary for the public convenience at the proposed location.*
- G. The proposed use is designed, located, planned and to be operated that the public health, safety and welfare will be protected.*
- H. The proposed use shall not cause substantial injury to the value of other property in the neighborhood in which it is to be located and will not be detrimental to existing and/or other permitted land uses in the zoning district.*

The Planning Division finds that the information contained in the application package and on the Site Plan satisfactorily meets the eight general standards identified in Section 1900 Special Land Uses in the Zoning Ordinance.

Section 1930 Restaurants Serving Beer or Wine (and alcoholic liquor).

Restaurants, serving beer or wine (and alcoholic liquor) may be permitted in certain districts specified in this ordinance, if the establishment is continually operated according to the following requirements and performance standards:

- I. There shall at all times be maintained and provided culinary facilities to cook or prepare food, and tables and seating areas to accommodate dining on the premises by not fewer than 40 patrons at any time.*
- J. The proprietor shall make available a varied menu of food items consisting of not less than ten such food items cooked or prepared on the premises.*
- K. Not more than 50 percent of the gross floor area open to the general public shall be used for purposes other than seating for diners, consisting of tables, chairs, booths, and necessary aisle ways. Public restroom facilities shall not be considered in this determination.*
- L. During any 90-day period, no more than 50 percent of the gross revenues of the establishment shall be derived from the sale of beer and wine (and alcoholic liquor).*

Admission charges or cover charges which exceed ten percent of the establishment's gross revenues shall be considered as derived from the sale of beer and wine (and alcoholic liquor) for purposes of determining the percentage of sales of beer and wine. Sales of food or beer and wine (and alcoholic liquor) to hotel or motel guests for consumption within their private rooms shall not be considered in determining the percentage ratio of sales of beer and wine (and alcoholic liquor).

- M. Restaurants, serving beer or wine (and alcoholic liquor) are required to stop serving alcoholic beverages no later than 12:00 a.m. (midnight), and otherwise operate consistent with the hours established by the Liquor Control Commission for such establishments.*
- N. The proposed restaurant, serving beer or wine (and alcoholic liquor) is not located within 500 feet of a school, park, or place of worship, regardless of community boundaries. Measurement of distances between restaurants, serving beer and wine (and alcoholic liquor) and a school, park, or place of worship shall be from the outermost boundaries of the parcel or lot of each use.*
- O. The layout of the site of the proposed restaurant, serving beer or wine (and alcoholic liquor) and its relationship to streets providing access to the site shall be in a manner that vehicular and pedestrian traffic to and from the proposed restaurant, serving beer or wine (and alcoholic liquor) and the potential assembly of persons connected therewith, will not be hazardous, endangering, or inconvenient to the surrounding neighborhood and commercial district.*
- P. The proposed restaurant, serving beer or wine (and alcoholic liquor) will be compatible with adjacent uses of land, considering the proximity of residential dwellings, churches, schools, public structures, and other places of public gatherings.*
- Q. The proposed restaurant, serving beer or wine (and alcoholic liquor) will not be contrary to the public interest or injurious to nearby properties.*
- R. The proposed restaurant, serving beer or wine (and alcoholic liquor) will not have the possible effect of downgrading and blighting the surrounding neighborhood.*
- S. The proposed restaurant, serving beer or wine (and alcoholic liquor) will not reasonably be expected to diminish the value of properties in the immediate area.*

Specific standards findings:

- a) The location of the Tai Fai Restaurant, 8505 Nine Mile Road, meets the specific spacing requirements of Section 1930 F and is not located within 500 feet of a school, park, or place of worship.*
- b) The proposed interior layout of the Tai Fai Restaurant accommodates 56 patrons as indicated on the submitted floor plan.*
- c) Not more than 50 percent of the gross floor area open to the general public is used for purposes other than seating for diners, consisting of tables, chairs, booths, and necessary aisle ways.*

The Planning Division finds the submitted information demonstrates the Tai Fai Restaurant, 8505 Nine Mile Road, that is proposing to serve beer and wine (and alcoholic liquor) satisfactorily meets the specific standards for Restaurants Serving Beer or Wine (and alcoholic liquor) (Section 1930).

It is the recommendation of the Planning Division to approve the Special Land Use and Site

Plan for Tai Fai Restaurant, 8505 Nine Mile Road, as a restaurant serving beer and wine (and alcoholic liquor) with the following conditions:

- 1) The proprietor shall make available a varied menu of food items consisting of not less than ten such food items cooked or prepared on the premises.*
- 2) During any 90-day period, no more than 50 percent of the gross revenues of the establishment shall be derived from the sale of beer and wine (and alcoholic liquor). Admission charges or cover charges which exceed ten percent of the establishment's gross revenues shall be considered as derived from the sale of beer and wine (and alcoholic liquor) for purposes of determining the percentage of sales of beer and wine. Sales of food or beer and wine to hotel or motel guests for consumption within their private rooms shall not be considered in determining the percentage ratio of sales of beer and wine (and alcoholic liquor).*
- 3) Restaurants, serving beer or wine (and alcoholic liquor) are required to stop serving alcoholic beverages no later than 12:00 a.m. (midnight), and otherwise operate consistent with the hours established by the Liquor Control Commission for such establishments.*

Chairperson Torgow opened the public hearing at 8:38 p.m.

Jessica Gualdoni, 8520 Troy, expressed concerns with the limited availability of parking and the possible negative impact of customers parking on residential streets, the frequent overflowing condition of the restaurant's dumpster, questionable activities in the dumpster area at night, the earliness (4:00 a.m.) of trash pickup from the dumpster, and the possibility of late-night noise if the restaurant extends its hours.

Lixian Deng, Tai Fai Restaurant, characterized the operation as a sit-down restaurant rather than a bar, reported she has increased the number of weekly trash pickups, and indicated the hours may be extended on Fridays and Saturdays until 11:00 p.m. or midnight.

John Dajohnda, property owner, supported the petition for a Special Land Use.

Chairperson Torgow closed the public hearing at 8:45 p.m.

Commissioner Tungate asked Ms. Deng to exercise greater sensitivity to her neighbors in terms of condition of the dumpster and the trash pickup times.

D. Planning Commission action regarding a request submitted by Tai Fai Restaurant for Special Land Use approval to allow for a Restaurant that serves alcoholic liquor to be located at 8505 Nine Mile Road, a Neighborhood Business District.

MOTION by Seligson, SECONDED by Brown, based on the information presented in the Planning Division Report, and additional findings of fact discussed during the public hearing, to **approve** the Special Land Use and Site Plan for Tai Fai Restaurant, 8505 Nine Mile Road, as a restaurant serving beer and wine (and alcoholic liquor) with the following conditions:

- 1) The proprietor shall make available a varied menu of food items consisting of not less than ten such food items cooked or prepared on the premises.**

- 2) During any 90-day period, no more than 50 percent of the gross revenues of the establishment shall be derived from the sale of beer and wine (and alcoholic liquor). Admission charges or cover charges which exceed ten percent of the establishment's gross revenues shall be considered as derived from the sale of beer and wine (and alcoholic liquor) for purposes of determining the percentage of sales of beer and wine. Sales of food or beer and wine to hotel or motel guests for consumption within their private rooms shall not be considered in determining the percentage ratio of sales of beer and wine (and alcoholic liquor).
- 3) Restaurants, serving beer or wine (and alcoholic liquor) are required to stop serving alcoholic beverages no later than 12:00 a.m. (midnight), and otherwise operate consistent with the hours established by the Liquor Control Commission for such establishments.

Yes: Brown, Burns, Eizelman, McClellan, Seligson, Torgow, Tungate, Walters-Gill
No: None

MOTION CARRIED

E. Public Hearing to receive comments on proposed text amendments that would permit restaurants to serve alcoholic liquor as a Special Land Use in B-1, Neighborhood Business, B-2, General Business, PCD, Planned Corridor Development and PUD, Planned Unit Development zoning districts.

Chairperson Torgow referenced City Planner Rulkowski's report, dated November 3, 2015:

A Public Hearing was scheduled for the November meeting to receive comments on proposed amendments to Zoning Ordinance provisions regarding restaurants serving alcoholic liquor. Early this year the citizens of Oak Park approved allowing restaurants to serve liquor by the glass. The Zoning Ordinance use districts specifically refer to "restaurants serving beer and wine" and these references will need to be changed to "alcoholic liquor". This term incorporates beer, wine and alcoholic spirits by the glass. In addition, staff believed now would be an appropriate time to consider some additional changes that would allow restaurants in some new areas in the city.

The attached proposed Zoning Ordinance amendment makes the following changes:

- *All references to "beer and wine" throughout Zoning Ordinance are changed to the all-encompassing "alcoholic liquor". This term is now used in the General City Code in regards to City Council approval for licenses.*
- *The minimum number of 40 patrons for a restaurant to receive approval has been eliminated.*
- *The period of time "during any 90 day period" is removed and replaced with an overall standard that "not more than 50 percent of the gross revenues of the establishment shall be derived from the sale of alcoholic liquor".*
- *Restaurants serving alcoholic liquor are no longer required to close at midnight.*
- *The spacing requirement has been modified to follow the Michigan Liquor Control Code measurement practice (attached). In addition, the spacing requirement only refers to schools and places of worship and no longer from parks.*
- *A provision has been added similar to the Michigan Liquor Control Code that allows City Council to waive the spacing requirement if the school or place of worship does not*

object to the restaurant serving alcohol and City Council determines the establishment will not adversely affect the operation of the school or place of worship.

Chairperson Torgow opened the public hearing at 8:49 p.m. and, there being no comments, closed the public hearing at 8:49 p.m.

F. Planning Commission action on proposed text amendments that would permit restaurants to serve alcoholic liquor as a Special Land Use in B-1, Neighborhood Business, B-2, General Business, PCD, Planned Corridor Development and PUD, Planned Unit Development zoning districts.

Ms. Marrone clarified the City Code requires an annual review, during which the “not more than 50 percent of the gross revenues of the establishment shall be derived from the sale of alcoholic liquor” standard would be evaluated.

MOTION by Brown, SECONDED by Walters-Gill, based on the information presented in the Planning Division Report, to recommend to City Council **approval** of the proposed ordinance amendments.

Yes: Brown, Burns, Eizelman, McClellan, Seligson, Torgow, Tungate, Walters-Gill
No: None

MOTION CARRIED

CONSENT AGENDA: No Items Eligible This Month

OLD BUSINESS: None

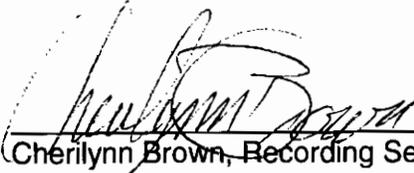
NEW BUSINESS: None

PLANNING COMMISSION MATTERS FOR DISCUSSION – from members only
No comments.

PUBLIC COMMENTS: None

ADJOURNMENT

There being no further business, Chairperson Torgow adjourned the meeting at 8:53 p.m.


Cherilynn Brown, Recording Secretary



5K

BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: March 7, 2016

AGENDA #

SUBJECT: Request authorization to bid the 2016 Water Main Replacement Project, M-625.

DEPARTMENT: DPW - KJY

SUMMARY: Plans and specifications are complete for the 2016 Water Main Replacement Project, M-625. This project will replace the water main on Ithaca Avenue between Nine Mile Road and Kenwood Avenue.

FINANCIAL STATEMENT: Funding is available in the FY 2015-16 Water and Sewer Fund for this expenditure.

RECOMMENDED ACTION: It is recommended that the request to advertise for bids for the 2016 Water Main Replacement Project, M-625 be approved. Funding is available in Water and Sewer Fund for this expenditure.

APPROVALS:

City Manager: _____

Department Director: _____

Finance Director: _____

EXHIBITS: Project estimate and map

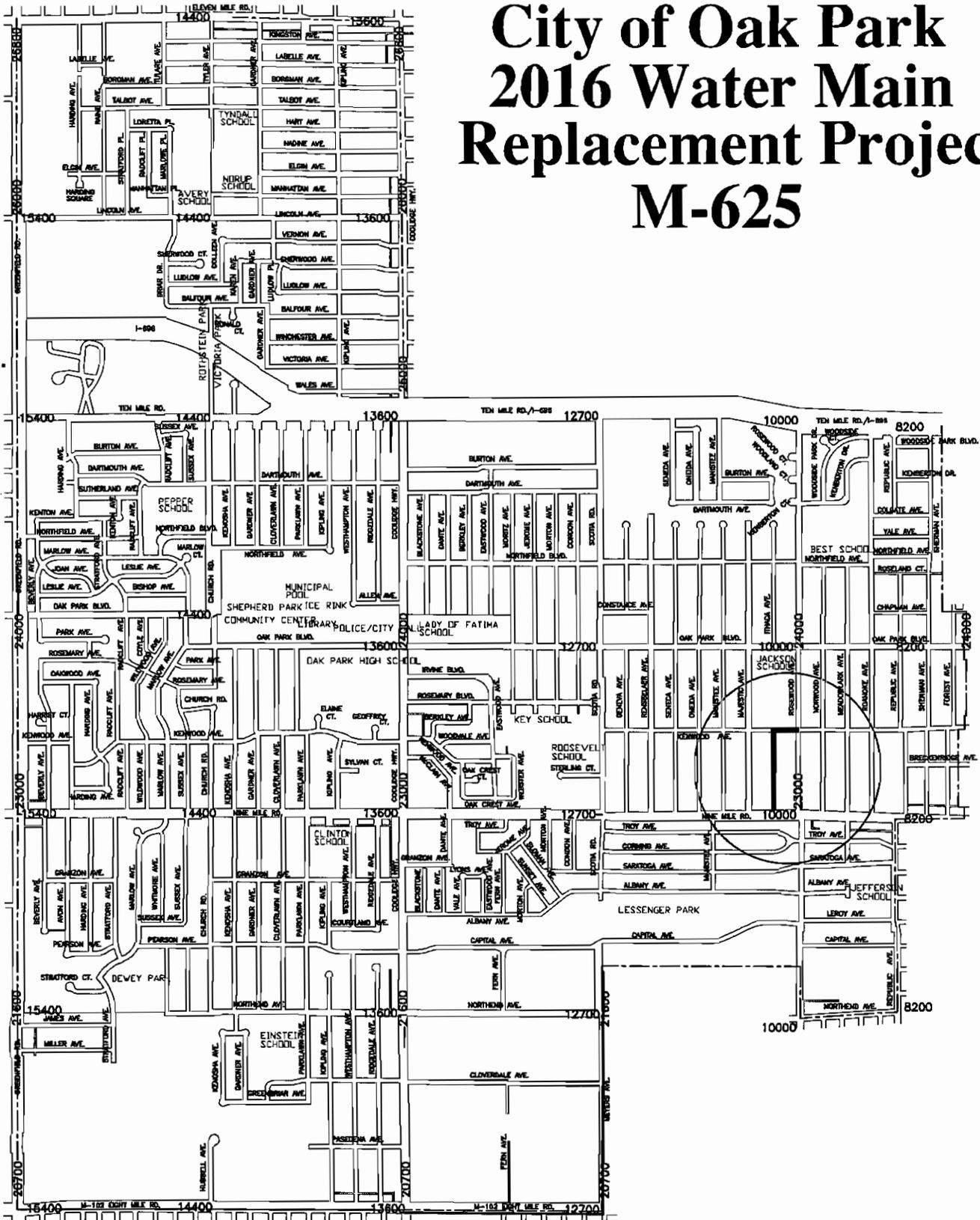
2016 Water Main Project

ESTIMATE

Page 1 of 1

Item Description	Unit	Quantity	Price	Amount
Mobilization, Max 5%	LSUM	1.00	\$16,000.00	\$16,000.00
Minor Traffic Device, Modified SP	LSUM	1	\$5,500.00	\$5,500.00
Pavement Removal, Modified SP	SYD	1,175	\$15.50	\$18,212.50
Erosion Control, Inlet Protection, Fabric Drop, Modified SP	EACH	10	\$55.00	\$550.00
Project Cleanup	LSUM	1.00	\$6,000.00	\$6,000.00
Aggregate Base Under Concrete (6" 21AA Crush Limestone)	SYD	135	\$15.50	\$2,092.50
Drainage Structure Cover	LBS	1,140	\$2.00	\$2,280.00
Adjusting Drainage Structure Cover Case 1 Modified SP	EACH	1	\$500.00	\$500.00
Underdrain Subgrade, Open Graded 6", Modified SP	LFT	20	\$20.00	\$400.00
Conc. Pavement, With Integral Curb Non-Reinf. 7 inch., Modified SP	SYD	105	\$46.00	\$4,830.00
Sidewalk Conc.- NonReinf. Modified SP 4" Concrete sidewalk	SFT	6,000	\$4.50	\$27,000.00
Sidewalk Conc.- NonReinf. Modified SP 6" Conc. Sidewalk/DR. Approach	SFT	3,100	\$5.00	\$15,500.00
Sidewalk Conc.- NonReinf. Modified SP 8" Conc. Sidewalk/DR. Approach	SFT	400	\$7.00	\$2,800.00
Hot Mix Asphalt, 3C 2 inch Leveling, Modified SP	TON	5	\$120.00	\$600.00
Hot Mix Asphalt, 4C 2 inch Wearing, Modified SP	TON	5	\$120.00	\$600.00
Class A Sodding, Modified SP	SYD	900	\$6.75	\$6,075.00
Water Main D.I CL 54 8 Inch Trench Detail "B" Modified	LFT	1,420	\$90.00	\$127,800.00
Water Main Connection "A"@ Kenwood Ave. and Rosewood Ave.	LSUM	1	\$5,000.00	\$5,000.00
Water Main Connection "B"@ Ithaca Ave. and Nine Mile Rd.	LSUM	1	\$3,500.00	\$3,500.00
Install Fire Hydrant. EJIW 5BR-250	EACH	3	\$3,600.00	\$10,800.00
Install 8" Gate Valve and Well	EACH	3	\$3,600.00	\$10,800.00
Remove & Replace Short Side Service Curb Box 3/4 inch to 2 Inch	EACH	17	\$275.00	\$4,675.00
Service Transfers	EACH	36	\$500.00	\$18,000.00
3/4" to 2" Diameter Type K Copper	LFT	110	\$50.00	\$5,500.00
Remove Existing Fire Hydrant	EACH	1	\$225.00	\$225.00
Remove Existing Gate Valve and Well	EACH	2	\$450.00	\$900.00
Crossing Existing Watermains, Sewer, and Sewer Leads	EACH	2	\$225.00	\$450.00
Cast in Place Detectable, Tactile Warning Surfaces	SFT	64	\$30.00	\$1,920.00
Abandon Existing Water Main - Manistee/Burton	LSUM	1	\$2,000.00	\$2,000.00
Maintenance Gravel, Modified SP	TON	250	\$25.00	\$6,250.00
Salvage Sign, Modified SP	EACH	5	\$25.00	\$125.00
Unidentified Irrigation System Repairs - Spinkler lines	LFT	75	\$35.00	\$2,625.00
Unidentified Irrigation System Repairs - Sprinkler Heads	EACH	25	\$25.00	\$625.00
Inspection Crew Days, Modified SP	DAYS	\$320.00	45	\$14,400.00
TOTAL			\$324,535.00	

City of Oak Park 2016 Water Main Replacement Project M-625





BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: March 7, 2016

AGENDA #

SUBJECT: Payment request from Orchard, Hiltz, & McCliment for Engineering Consulting Services.

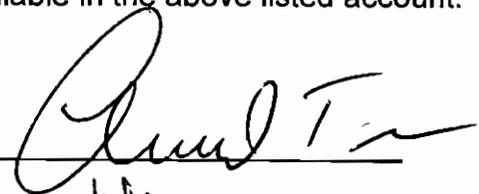
DEPARTMENT: DPW/Technical & Planning – Engineering *KJY*

SUMMARY: Attached are invoices from Orchard, Hiltz & McCliment for the project listed below:

Project	This Period	Prior Billings	To Date	Current Contract	Account Number
9 Mile Road Conceptual Plan & Traffic Analysis	\$5,445.50	\$0.00	\$5,445.50	\$57,500.00	202-18-479-801
PE – Traffic Signal Design	\$2,372.25	\$110,776.25	\$113,148.50	\$114,060.00	202-18-474-801
Traffic Signal Optimization	\$15,118.25	\$49,102.78	\$64,221.03	\$184,662.88	202-18-474-801
Totals	\$22,936.00	\$159,879.03	\$182,815.03	\$356,222.88	

RECOMMENDED ACTION: It is recommended that the invoices from OHM for the above listed projects be approved for the total amount of \$22,936.00. Funding is available in the above listed account.

APPROVALS:

City Manager: 

Department Director: 

Finance Director: _____

EXHIBITS: Invoices



CITY OF OAK PARK
Attn: Kevin Yee, City Engineer
13700 OAK PARK BLVD.
OAK PARK, MI 48237

Invoice Date: 02/09/2016
Invoice #: 176299
Project: 0037-15-0060

Project Name: Signal Optimization of 36 Locations

Progress Billing #4 Percent Complete 32%

For Professional Services Rendered through: 1/30/2016

Analysis of Costs

Direct Salaries	4,819.17
Overhead % 174.49	8,409.08
FCC % 0.85	40.95
Total Direct Personnel	13,269.20
Total Other Direct Charges	
Total Costs	13,269.20
Fixed Fee	925.39
Total Charges/Fees	<u>14,194.59</u>
Amount Due This Invoice **	<u>14,194.59</u>

REMIT TO:

OHM Advisors
34000 PLYMOUTH RD
LIVONIA, MICHIGAN 48150-1512

T 734.522.6711
F 734.522.6427

OHM-Advisors.com



CITY OF OAK PARK
Attn: Kevin Yee, City Engineer
13700 OAK PARK BLVD.
OAK PARK, MI 48237

Invoice Date: 02/09/2016
Invoice #: 176299
Project: 0037-15-0060

Professional Fees

Fixed Rates Labor

Classification / Employee Name

Date Hours Rate Amount

Administrative Support

BRANDEE N. RUSSEL	1/14/2016	0.25	25.9615	6.49
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Associate

MARK R. LOCH	1/5/2016	3.00	50.9615	152.88
	1/15/2016	1.00	50.9615	50.96
	1/18/2016	1.00	50.9615	50.96
	1/19/2016	0.50	50.9615	25.48
STEPHEN B. DEARING	1/22/2016	2.50	52.4039	131.01
	1/25/2016	1.50	52.4039	78.61
	1/26/2016	6.00	52.4039	314.42
	Subtotal	15.50		804.32

Graduate Engineer I

MATTHEW CLARK	1/4/2016	3.00	24.7500	74.25
	1/7/2016	3.00	24.7500	74.25
	1/11/2016	3.00	24.7500	74.25
	1/13/2016	3.50	24.7500	86.63
	1/14/2016	9.00	24.7500	222.75
	1/15/2016	5.50	24.7500	136.13
	1/18/2016	8.00	24.7500	198.00
	1/19/2016	7.50	24.7500	185.63
	1/20/2016	8.00	24.7500	198.00
	1/21/2016	7.00	24.7500	173.25
	1/25/2016	4.00	24.7500	99.00
	1/26/2016	3.00	24.7500	74.25
	Subtotal	64.50		1,596.39

Professional Engineer/Architect II

GEORGE MOHAN	1/4/2016	2.00	33.1731	66.35
	1/28/2016	4.00	33.1731	132.69
	1/29/2016	6.00	33.1731	199.04
	Subtotal	12.00		398.08

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Professional Fees

Fixed Rates Labor

Classification / Employee Name

Date Hours Rate Amount

Professional Engineer/Architect IV

STEVEN M. LOVELAND

1/4/2016	4.00	44.2308	176.92
1/7/2016	2.00	44.2308	88.46
1/11/2016	3.00	44.2308	132.69
1/12/2016	3.00	44.2308	132.69
1/13/2016	3.00	44.2308	132.69
1/14/2016	3.00	44.2308	132.69
1/15/2016	3.00	44.2308	132.69
1/18/2016	2.00	44.2308	88.46
1/19/2016	2.00	44.2308	88.46
1/20/2016	2.00	44.2308	88.46
1/22/2016	4.00	44.2308	176.92
1/25/2016	4.00	44.2308	176.92
1/26/2016	2.00	44.2308	88.46
1/27/2016	2.00	44.2308	88.46
1/28/2016	2.00	44.2308	88.46
1/29/2016	2.00	44.2308	88.46
Subtotal	43.00		1,901.89

Technician III

ANDREW SHERWOOD

1/6/2016	1.00	28.0000	28.00
1/6/2016	1.00	28.0000	28.00
1/8/2016	2.00	28.0000	56.00
Subtotal	4.00		112.00

Fixed Rates Labor subtotal 139.25 4,819.17

Total Professional Fees 13,269.20

Project Totals Hours: 139.25 Labor: 4,819.17

Total Project: 0037150060 - Signal Optimization of 36 Locations

14,194.59

REMIT TO:

OHM Advisors

34000 PLYMOUTH RD

LIVONIA, MICHIGAN 48150-1512

T 734.522.6711

F 734.522.6427

OHM-Advisors.com



CITY OF OAK PARK
Attn: Kevin Yee, City Engineer
13700 OAK PARK BLVD.
OAK PARK, MI 48237

Invoice Date: 02/03/2016
Invoice #: 176145
Project: 0037-14-0021

Project Name: Design of Eight Traffic Signals

For Professional Services Rendered through: 1/23/2016

<i>Description</i>	<i>Fee</i>	<i>Prior Billed</i>	<i>Total Available</i>	<i>Current Billing</i>
Professional Services	114,060.00	110,776.25	3,283.75	<u>2,372.25</u>
			Amount Due This Invoice **	2,372.25

REMIT TO:

OHM Advisors
34000 PLYMOUTH RD
LIVONIA, MICHIGAN 48150-1512

T 734.522.6711
F 734.522.6427

OHM-Advisors.com



CITY OF OAK PARK
Attn: Kevin Yee, City Engineer
13700 OAK PARK BLVD.
OAK PARK, MI 48237

Invoice Date: 02/03/2016
Invoice #: 176145
Project: 0037-14-0021

Professional Services

Fixed Rates Labor

Classification	Hours	Rate	Amount
Graduate Engineer III	9.75	119.0000	1,160.25
Professional Engineer/Architect IV	5.00	160.0000	800.00
Technician III	4.00	103.0000	412.00
	Fixed Rates Labor subtotal	18.75	2,372.25
	Total Professional Services		2,372.25

Total Project: 0037140021 - Design of Eight Traffic Signals **2,372.25**

REMIT TO:

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34000 PLYMOUTH RD
LIVONIA, MICHIGAN 48150-1512

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F 734.522.6427

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CITY OF OAK PARK
Attn: Kevin Yee, City Engineer
13700 OAK PARK BLVD.
OAK PARK, MI 48237

Invoice Date: 02/03/2016
Invoice #: 176146
Project: 0037-16-0011

Project Name: 9 Mile Road Concept Plans & Traffic Analysis

For Professional Services Rendered through: 1/23/2016

<i>Description</i>	<i>Fee</i>	<i>Prior Billed</i>	<i>Total Available</i>	<i>Current Billing</i>
0037160011 Professional Services	57,500.00	0.00	57,500.00	5,445.50
			Amount Due This Invoice **	5,445.50

REMIT TO:

OHM Advisors
34000 PLYMOUTH RD
LIVONIA, MICHIGAN 48150-1512

T 734.522.6711
F 734.522.6427

OHM-Advisors.com



CITY OF OAK PARK
Attn: Kevin Yee, City Engineer
13700 OAK PARK BLVD.
OAK PARK, MI 48237

Invoice Date: 11/02/2015
Invoice #: 174626
Project: 0037-15-0060

Project Name: Signal Optimization of 36 Locations

Progress Billing #1 Percent Complete 1%

For Professional Services Rendered through: 10/24/2015

Analysis of Costs

Direct Salaries	279.46
Overhead % 174.49	487.59
FCC % 0.85	2.38
Total Direct Personnel	<u>769.43</u>
Total Other Direct Charges	
Total Costs	<u>769.43</u>
Fixed Fee	<u>154.23</u>
Total Charges/Fees	<u>923.66</u>
Amount Due This Invoice **	<u>923.66</u>

REMIT TO:

OHM Advisors

34000 PLYMOUTH RD
LIVONIA, MICHIGAN 48150-1512

T 734.522.6711
F 734.522.6427

OHM-Advisors.com



CITY OF OAK PARK
Attn: Kevin Yee, City Engineer
13700 OAK PARK BLVD.
OAK PARK, MI 48237

Invoice Date: 11/02/2015
Invoice #: 174626
Project: 0037-15-0060

Professional Fees

Fixed Rates Labor

<i>Classification / Employee Name</i>	<i>Date</i>	<i>Hours</i>	<i>Rate</i>	<i>Amount</i>
Associate				
STEPHEN B. DEARING	10/19/2015	0.50	51.2019	25.60
Professional Engineer/Architect III				
STEVEN M. LOVELAND	10/19/2015	2.00	42.3078	84.62
	10/20/2015	2.00	42.3078	84.62
	10/22/2015	2.00	42.3078	84.62
	Subtotal	6.00		253.86
	Fixed Rates Labor subtotal	6.50		279.46
	Total Professional Fees			769.43
Project Totals	Hours:	6.50	Labor:	279.46

Total Project: 0037150060 - Signal Optimization of 36 Locations **923.66**

REMIT TO:

OHM Advisors
34000 PLYMOUTH RD
LIVONIA, MICHIGAN 48150-1512

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F 734.522.6427

OHM-Advisors.com

MERCHANT'S LICENSES – MARCH 7, 2016**(Subject to All Departmental Approvals)**

<u>NEW MERCHANT</u>	<u>ADDRESS</u>	<u>FEE</u>
SVS Vision	23055 Coolidge	\$150.00
Slot Speedway USA	10200 Capital	\$150.00
International Trade Consulting dba Hydrofox	8775 Nine Mile	\$150.00
Life Line Nation LLC	13240 Capital A	\$150.00
Sadity Posh Collections	13825 Nine Mile	\$150.00
Glam Squad Photography & Styling Studio	21600 Greenfield 202	\$150.00
Hutch's Jewelry	23400 Greenfield	\$150.00
<u>RENEWALS</u>	<u>ADDRESS</u>	<u>FEE</u>
Dollar Express – Tobacco Sales	22100 Coolidge	\$187.50
Happy Days Educational Center	10160 Nine Mile	\$675.00
Socks Galore Wholesale	10355 Capital	\$150.00
Lashelle's School of Dance	21330 Coolidge	\$225.00
Dollar Express Stores	22100 Coolidge	\$187.50
Lincoln Auto Service	25761 Coolidge	\$225.00
Family Foot & Ankle	20770 Greenfield 100A	\$450.00
Laduke Corporation	10311 Capital	\$225.00
Little Caesar Enterprises #30	8801 Nine Mile	\$225.00
Brilar LLC	13200 Northend	\$225.00
Lisa's Little Angels Christian Childcare	10460 Nine Mile	\$675.00
Oncology Clinics	20770 Greenfield 1A	\$975.00
Cash Giant of Oak Park	23160 Coolidge	\$225.00
Walgreen's #5425	13550 Nine Mile	\$225.00
Good Health Pharmacy	13821 Nine Mile	\$225.00

CITY OF OAK PARK
MICHIGAN
APPLICATION FOR SPECIAL EVENT LICENSE

Today's Date: Feb. 15, 2014

Applicant Information

Applicant/Business Name: Douglas Gillespie

Applicant/^{Home}Business Address: 8469 Yale

Phone number: 248-909-3019 E-Mail Address: douglas.gillespie@att.net

Relation of applicant to business: _____

Has applicant ever been convicted of a felony? Yes No

Owner Information

Owner or manager of site: Doug Gillespie Phone: 248-909-3019

Names and addresses of partners or officers of corporation:

Event Information

Proposed date(s) of event: July 23 2016 ^{rain day July 24, 2016} Has this event been held previously? Yes No

Address or location of event: Best Park

Is this a City owned park? yes

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

Nature, purpose, and detailed description of event: 7th Annual East Oak Park
Neighborhood Association Family Picnic

Will the event be open to the public? Yes No

If yes, please describe how so: _____

Estimated number of people attending event? 40-50 Hours of Event: 11AM - 5PM

* Application fee waiver requested.

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

Where will the parade participants be walking? Sidewalks Streets

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

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

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

Food Services

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

Will the food be prepackaged or prepared on site: BBQ style and pass a dish
Hot Dogs, Hamburgers (example)

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

Mechanical Amusement

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

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

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

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

Technical/Support

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

Will sanitary facilities be required at event? Yes No - EAST OAK PARK Neighborhood Assoc. will provide on site Porta Potty for one day event.

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

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

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

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

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

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

Douglas Gillespie
Applicant's Signature
Douglas Gillespie

State of Michigan

County of ^{SS} Oakland

Subscribed and sworn to before me, a Notary Public this 18th day of February 2016, by
Douglas Gillespie

My Commission expires: July 29, 2019

Michael Rollins
Notary Public

MICHAEL ROLLINS
NOTARY PUBLIC - STATE OF MICHIGAN
COUNTY OF MACOMB
My Commission Expires July 29, 2019
Acting in the County of Oakland

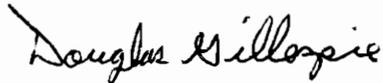
Douglas Gillespie c/c East Oak Park Neighborhood Association
8469 Yale
Oak Park MI 48237
February 15, 2016

City of Oak Park
City Council
13600 OAK Park BLVD
Oak Park MI 48237

Dear: Council Members

The East Oak Park Neighborhood Association is planning a picnic for members and Neighbors in east Oak Park on July 23, 2016 at Best park. We will be providing our own tables and chairs for the event. Also we will be setting up and full cleanup of the grounds. We will be self-monitoring all activities to assure they are abided by the City's Park and Recreation rules and regulations. In the past six years we have never had any incidents and plan on keeping our perfect score. What we do ask of the Council Members is to wave any and all Special Event Fees.

Thank you in advance from EOPNA,

A handwritten signature in black ink that reads "Douglas Gillespie". The signature is written in a cursive style with a large initial 'D'.

Douglas Gillespie c/c East Oak Park Neighborhood Association
248-909-3019

SPECIAL EVENT LICENSE APPLICATION FEE ESTIMATION
East Oak Park Neighborhood Association
(Family Picnic – Best Park)

DATE: July 23, 2016 (Rain date July 24, 2016)

<u>DEPARTMENT</u>	<u>SERVICES</u>	<u>ESTIMATED HOURS</u>	<u>ESTIMATED COST</u>
TECHNICAL AND PLANNING <i>Rob Barrett</i>	NA	NA	NA
PUBLIC SAFETY <i>Steve Cooper</i>	Public Safety to conduct periodic checks throughout event.	30 Mins	NA
RECREATION <i>Julie Hall</i>	Recreation will make note of the event in our reservation system.	5 Mins	NA
DPW <i>Kevin J. Yee</i>	Routine cleaning of park.	NA	NA
ADDITIONAL <i>Administration</i>	NA	NA	\$100 application fee waiver requested

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

Today's Date: 2/14/16

Applicant Information

Applicant/Business Name: Lonnie TABB - OPSHAW FOR' Oak Park Ethnic Advisory Commission

Applicant/Business Address: 21901 Parklawn

Phone number: 248.548.3374 E-Mail Address: lonnietabb@sbcglobal.net

Relation of applicant to business: Commissioner, Ethnic Advisory

Has applicant ever been convicted of a felony? Yes No

Owner Information

Owner or manager of site: _____ Phone: _____

Names and addresses of partners or officers of corporation:

Event Information

Proposed date(s) of event: April 29, 2016 Has this event been held previously? Yes No

Address or location of event: Oak Park Rec. Center - Room A & B

Is this a City owned park? Yes, facility owned by City of Oak Park

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

Nature, purpose, and detailed description of event: Annual World Dance Event

Will the event be open to the public? Yes No

If yes, please describe how so: We will have various groups dancing; public will attend the event.

Estimated number of people attending event? 100+ Hours of Event: 6:30pm - 9:30pm

★ Application fee waiver requested.

Technical/Support

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

Will sanitary facilities be required at event? Yes No

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

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

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

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

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

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

Lornee Jabb. Upshaw - Ethic Advisory Commission
Applicant's Signature

State of Michigan

ss

County of _____

Subscribed and sworn to before me, a Notary Public this _____ day of _____ 20____, by

_____.

My Commission expires: _____

Notary Public

SPECIAL EVENT LICENSE APPLICATION FEE ESTIMATION
Oak Park Ethnic Advisory Commission
(World Dance Event – Recreation Center)

DATE: April 29, 2016

<u>DEPARTMENT</u>	<u>SERVICES</u>	<u>ESTIMATED HOURS</u>	<u>ESTIMATED COST</u>
TECHNICAL AND PLANNING <i>Rob Barrett</i>	NA	NA	NA
PUBLIC SAFETY <i>Steve Cooper</i>	NA	NA	NA
RECREATION <i>Julie Hall</i>	Enter into reservation system. Rooms A & B, plus meeting rooms. Staff for the duration of the event.	Room A & B - 4 Hrs. Building Monitors 13 Hrs.	\$510 \$120
DPW <i>Kevin J. Yee</i>	NA	NA	NA
ADDITIONAL <i>Administration</i>			\$100 application fee waiver requested



CITY OF OAK PARK

Office of the City Clerk

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

TO: The Oak Park City Council

10C

FROM: T. Edwin Norris, City Clerk

DATE: Thursday, March 3, 2016

RE: Consideration of the Massage Facility License Application for
Great Hands, LLC/Xiuli Wang, 8230 Nine Mile Road

PURPOSE(S) OF ACTION:

To consider the approval of the issuance of a Massage Facility License for the above-described establishment.

BACKGROUND/KEY ISSUES/CONTRIBUTING FACTORS:

Chapter 22 – Businesses, Article XI – Massage Facilities and Massagists, Sections 22-400 through 22-422 of the Code of Ordinances, City of Oak Park, regulate the licensing of massage facilities, massagists and other specific hands-on bodily contact.

Article XI specifies that an Applicant for a massage facility license must present a fully completed application and a business license fee to the City Clerk. Great Hands, LLC/Xiuli Wang has submitted a completed Application along with the requisite supporting documentation/information as confirmed in the **attached Massage Facility License Requirements Checklist**. Pursuant to the applicable Code sections, the Application and supporting materials have been referred to the departments of public safety and technical and planning for recommendations as to approval or denial of the license. Representatives of both departments have completed their **initial reviews** and confirmed that there are no objections to issuance of the license subject to the approval of the City Council and subsequently the applicant acquiring ownership of the commercial structure located at 8230 Nine Mile Road. **Should the Council approve issuance of the license and then the applicant acquires the subject premises the requisite inspection(s) will be conducted by the appropriate departments and the required business license will also have to be obtained. Only after all of the prerequisites outlined in Article XI have been met will the actual Massage Facility License be issued.**

SUPPORTING DOCUMENTATION/INFORMATION ATTACHED:

Massage Facility License Requirements Checklist

CITY OF OAK PARK, MICHIGAN

MESSAGE FACILITY LICENSE REQUIREMENTS CHECKLIST

The following checklist is intended to assist the elected and appointed representatives of the City of Oak Park, Michigan in determining whether an applicant for a Massage Facility License from the municipality has provided all of the required documentation and/or information pursuant to **Chapter 22 –Businesses, Article XI – Massage Facilities and Massagists, Sections 22-400 through 22-422 of the Code of Ordinances, City of Oak Park, Michigan.**

City of Oak Park Massage Facility License Application No.: 001- 2016

Name of Establishment Applying for a Massage Facility License: Great Hands, LLC

Name of Applicant and/or its Principals/Shareholders: Xiuli Wang

Location: 8230 Nine Mile Road, Oak Park, MI 48237

A. Remittance of Application Fees

\$125.00

B. Submission and Review of Background Check Information

Investigation Completed by Representatives of the Department of Public Safety/City Clerk's Office

Investigation Confirmed that there are No Issues that Preclude the Issuance of a Massage Facility License in the Name of the Applicant

C. Application(s)

Complete in All Appropriate/Requisite Sections

Signed, Dated and Notarized

D. Proof of Possession of Property – Purchase of Commercial Building is pending subject to issuance of the Massage Facility License

E. Business Entity/Organization/Structure Documents

Corporation (Copy of Articles of Incorporation Attached to Application)

Partnership (General or Limited – Full Names, Dates of Birth and Home Addresses of All Partners and Copy of Articles of Partnership/Agreement Attached to Application)

Sole Proprietorship (If Doing Business under an Assumed Name a Copy of the

D/B/A Certificate was attached to the Application)

Other (i.e. LLC – Details provided as required in the Massage Facility Application)

F. Management Information

Provided Name, Address and Telephone Number of Individual Who Will Serve as the Manager of the Licensed Business

Provided Name, Address and Telephone Number of Individual Who is authorized to

Sign Checks and Pay Bills in Connection with the Operation of the Licensed Business

G. Status of City of Oak Park Business License – If the City Council approves issuance of the Massage Facility License at the proposed location, the Applicant will subsequently be required to obtain a Business License from the Department of Technical and Planning subject to all of requisite inspections.

**CITY OF OAK PARK
APPLICATION
FOR
MESSAGE FACILITY**

1. Legal Name of Applicant: Xiuli Wang
Address: 1349 West Blvd Berkley, MI 48072
Telephone Number(s) (include area code): (248) 495-2134 48072.
2. Business Name: Great Hands, LLC
Business Address: 8230 9 Mile Rd Oak Park, MI.
Business Telephone Number(s) (include area code): _____
3. Name of Contact Person: Xiao Han (SHAWN)
Business or Company Name: _____
Address: 1404 West Blvd, Berkley, MI 48072
Telephone Number(s) (include area code): (248) 252-0564

Legal Qualifications of Applicant

4. Please identify the legal status of the applicant below, and provide any additional information Requested:

Corporation

Jurisdiction of incorporation:

Date of incorporation:

Resident Agent (include address/telephone number):

Is the corporation: For profit Non-profit

If the applicant is a corporation, attach a separate sheet indicating the name, resident address and telephone number of each of its officers and directors, and of each stockholder owning more than ten percent of the stock of the corporation. In addition, indicate the address of the corporation, if different from the address of the establishment or facility.

- Limited Partnership
 - Jurisdiction partnership formed:
 - Date of formation
 - Resident Agent (include address/telephone number):
- General Partnership
 - Jurisdiction partnership formed:
 - Date of formation:

If the applicant is a partnership, attach a separate sheet indicating the name, resident address and telephone number of each of the parties, including both general and limited partners. In addition, indicate the address of the partnership if it is different from the establishment or facility.

- Individual
- Other (Describe in detail). (LLC. XIULI WANG - SOLE MEMBER)

****Note:** If an applicant is a corporation, the application requirements shall apply to all the corporation officers and directors. In addition, shareholders owning more than ten percent of the stock of such corporation shall comply with these application requirements, unless otherwise provided. If the applicant is a partnership, the application requirements of this section shall apply to all the partners, both general and limited.

5. State the principal business of the proprietor of the facility (if a partnership, the principal occupation of the parties; if a corporation, the principal enterprise of the corporation):

Therapeutic Massage

6. State the business name(s) and address(es) of any facility or establishment, owned or operated by any Person whose name is required to be given in Question 4 above wherein the business or profession of Massage is carried on. (Attach separate sheets if necessary).

39233 Grand River Ave. Farmington Hills, MI 48335 (Soled)
3297 Rochester Rd, Troy, MI 48083 (Soled)

7. Pursuant to Section 22-403 (b) of the Code of Ordinances, City of Oak Park, Michigan (a copy of which is attached hereto and incorporated herein) in addition to the information provided in paragraphs 1 through 6 of this Application for Massage Facility each applicant is required to supply the information in subsections (b) (1)-(19) which should be attached to the Application when it is submitted to the City Clerk for processing. It is not necessary to duplicate any information that is provided in paragraphs 1 through 6 of this Application on the attachment.

I hereby authorize the agents and employees of the City of Oak Park, Michigan to seek and obtain documentation and conduct an investigation into the truth of the statements set forth in this Application for Massage Facility, and the qualifications of the applicant for the license, and I

**GARAN
LUCOW
MILLER P.C.**

GREAT LAKES LAW FIRM SERVING CLIENTS NATIONALLY

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

Invoice 447597**November 12, 2015**

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

*Re: Tina Polk and Richard Newton v City of Oak
Park, County of Oakland, et al.*

*Client 7406
Matter 24*

Statement for City Attorney Legal Services

For Legal Services Rendered Through Saturday, October 31, 2015

\$8,437.00**Fee Total****Costs Advanced:**

Date	Description	Amount
10/06/15	Reproduction Charges 2 @ 0.15	0.30
10/07/15	Fee for electronic filing in Oakland County - Defendant City of Oak Park's Answer to First Amended Class Action Complaint, Notice of Special and/or Affirmative Defenses and Reliance Upon Jury Demand	8.24
10/08/15	Fee for electronic filing in Oakland County - Defendant City of Oak Park's Amended Notice of Special and/or Affirmative Defenses	8.24
10/09/15	Reproduction Charges 2 @ 0.15	0.30
10/19/15	Travel to/from Oak Park for attendance at meeting with Mr. Yee and City Council meeting 31 @ 0.58	17.83
10/20/15	Reproduction Charges 1 @ 0.15	0.15
10/21/15	Reproduction Charges 1 @ 0.15	0.15
10/21/15	Reproduction Charges 2 @ 0.15	0.30

Tina Polk and Richard Newton v City of Oak Park, County of Oakland, et al.

11/12/15

Page 2

Costs Advanced:

Date	Description	Amount
	Total Costs Advanced	\$35.51

Total Fees and Disbursements: \$8,472.51

Invoices for legal services are due upon receipt. To ensure proper application of your payment, Please indicate our invoice number and client/matter number on your remittance.

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

11B

IRS # 38-1863919

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

February 18, 2016
Invoice # 1282693
Client No. M1409
Matter No. 100314

RE: Oak Park, City of (Building Fund)

INTERIM

Services Rendered: CLAIM #

CURRENT BILLING SUMMARY THROUGH JANUARY 31, 2016

Fees for Professional Services	\$304.00
Expenses Advanced	\$0.00
CURRENT BILL DUE	\$304.00

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

DATE	TKPR	DESCRIPTION	HOURS
01/07/16	NCG	TH: Receive and review communication from City Manager.	0.20
01/08/16	NCG	Receive, review, and respond to communication from City Attorney.	0.20
01/13/16	NCG	TH: Receive and review communication from City Attorney regarding council meeting.	0.20
01/19/16	NCG	Review file; prepare for meeting; conference call with City Manager.	0.90
01/19/16	NCG	To/from Oak Park for City Council meeting.	0.40

HOURLY CHARGES:

INIT.	TIMEKEEPER	RATE	HOURS	BILLED
NCG	NANCY C GREEN, Partner	\$160.00	1.90	\$304.00

TOTAL HOURLY CHARGES: \$304.00

EXPENSES ADVANCED:

EXPENSE SUMMARY:

TOTAL CURRENT BILL \$304.00

PAUL H. GROSS, C.C.M.
CERTIFIED CONSULTING METEOROLOGIST

31 January 2016

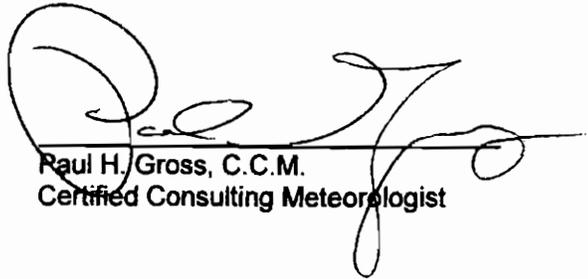
Garan Lucow Miller, P.C.
Attn.: Mr. John J. Gillooly
1155 Brewery Park Blvd.
Suite 200
Detroit, MI 48207

BILL FOR SERVICES RENDERED:

Re: Polk v City of Oak Park

6.0 hours research and consulting time at \$300 per hour:	\$1800.00
Total:	<u>\$1800.00</u>

Thank you for using my services! Please make the check payable to "Paul H. Gross, CCM," and mail it to the address below.



Paul H. Gross, C.C.M.
Certified Consulting Meteorologist

29770 RAVENSCROFT FARMINGTON HILLS, MI 48331-2127

**CITY ATTORNEY AGENDA ITEMS
March 7, 2016 – City Council Regular Meeting**

RECOMMENDATION FOR AMENDMENT OF OAK PARK CITY COUNCIL RULES OF PROCEDURE

RECOMMENDATION FOR AMENDMENTS BY ADMINISTRATION:

- Section 2(F) – Proposal to delete the words “publish the notice in the newspaper” as this is not required nor done in regular practice;
- Section 4(D) – Updates to the Order of Business section to properly reflect the order of business held at regular meetings; and
- Section 5(B)(2) – This provision should be eliminated as the time limit restrictions on public comments conflict with the Open Meetings Act.

RECOMMENDATIONS BY COUNCILMEMBER RICH:

Please see the attached memo from Councilmember Rich proposing a Motion to Amend Section 11(A) of the City Council Rules of Procedure.

OAK PARK CITY COUNCIL

RULES OF PROCEDURE

*ADOPTED NOVEMBER 11, 2013
CM-11-411-13*

*DRAFT
PROPOSED FOR 03-07-2016*

OAK PARK CITY COUNCIL
RULES OF PROCEDURE

1. Rules of Procedure
2. City Council Meetings
 - A. Regular Meetings
 - B. Special Meetings
 - C. Place of Meeting
 - D. Time of Meeting
 - E. Changes in Schedule
 - F. Public Notice of Meetings
3. Quorum
4. Agenda
 - A. Agenda Items Generally
 - B. Agenda Items Submitted by Council Members
 - C. Changes to Agenda
 - D. Order of Business
 - E. Previous Meeting Minutes
 - F. Proclamations
5. Conduct of Meeting
 - A. Presiding Officer
 - B. Members of the Public
6. Closed Meetings
 - A. Purpose
 - B. Calling Closed Meetings
7. Committees of the Council
8. Rules of Order
9. Record of Meetings
 - A. Recording Responsibility
 - B. Record of Action by Council
 - C. Recording of Discussion
 - D. Minutes of Closed Session
10. Voting
 - A. Voting Duty
 - B. Yes and No Votes
 - C. Roll Call Votes
 - D. Postpone
11. Absences at Council Meetings
12. Duty to Report

**CITY OF OAK PARK
CITY COUNCIL
RULES OF PROCEDURE**

1. RULES OF PROCEDURE

- A. Authority - These Rules of Procedure are adopted by resolution of the Oak Park City Council under the authority of City Charter §7.7.
- B. Adoption - These Rules of Procedure will be placed on the agenda of the first meeting of the Council following the seating of the newly elected Council members for review and adoption. A copy of the rules adopted shall be distributed to each council member.
- C. Amendment - The Council may alter or amend its rules at any time by a vote of a majority of its members after notice has been given of the proposed alteration or amendment.
- D. Suspension of Rules – These Rules of Procedure may be waived by a simple majority vote of Council present at a meeting.

2. CITY COUNCIL MEETINGS

All meetings of the City Council will be held in compliance with state statutes, including the Open Meetings Act, 1976 PA 267 as amended, and with these rules.

A. Regular Meetings

The Regular meetings of the Council will be on the first and third Mondays of each month, unless that day is a holiday or holiday eve. Before the end of the year, the Council will approve by resolution the Regular meeting schedule for the following calendar year, including exceptions to the first and third Monday meetings. (Charter §7.1).

B. Special Meetings

Special meetings of the Council will be called by the City Clerk upon the written request of the Mayor or any two members of the Council. Notice of the Special meetings will be delivered personally or left at the Council Member's usual place of residence by the City Clerk or his designee at least 24 hours prior to the meeting. The notice will contain the time, place and purpose of the meeting. However, Special Meetings may be held on shorter notice if all of the Council Members are present or have provided a written waiver of notice. (Charter §7.2).

- 1. In accordance with the Open Meetings Act, a Special Meeting notice must be posted at City Hall and on the City's website 18 hours prior to the

meeting, and shall contain the date, time and place of the Special Meeting. (MCL 15.265)

2. Business to be conducted at a Special meeting must be stated in the Notice of such meeting. However, any business that may lawfully be addressed at a Regular Meeting may be addressed at a Special Meeting with the verbal consent of all Council Members present and written consent of all Council Members absent. (Charter §7.1).

C. Place of Meeting

All meetings of the Council will be held in the Council Chambers in City Hall unless otherwise noticed. A notice of the change in meeting location will be prominently posted on the door of the regular meeting place and will be published in the newspaper if time permits.

D. Time of Meeting

All Regular Council meetings will begin at 7:00 p.m., unless the Council, by majority vote, sets a different starting time. Special meetings may be scheduled for other times. Meetings must be scheduled at a time when the public can attend.

E. Changes in Schedule

Changes in the Regular meeting schedule may be made with the approval of a majority of members in session and will be published as required by the Open Meetings Act.

F. Public Notice of Meetings

The City Clerk or his designee will post a notice of the regular meeting schedule for the next calendar year at the City Hall, and ~~publish the notice in the newspaper prior to the beginning of each calendar year.~~ The notice will indicate the dates, times and places of the scheduled regular meetings.

3. QUORUM

A majority of the Council Members shall constitute a quorum for the transaction of business at all meetings. (Charter §7.5).

4. AGENDA

- A. Agenda Items Generally – Agenda items will be given to the City Clerk’s Office by noon on the Wednesday preceding the Regular Council meeting. The Clerk’s Office will prepare and deliver to the Council Members the agenda with supporting material and explanations as soon as possible after setting the agenda.

- B. Agenda Items Submitted by Council Members – Council Members submitting an item for a vote shall send the item to the City Manager in a timely manner in writing. Staff professional opinions will be written to accompany the item for discussion and a vote on the matter. Presentations of agenda items shall be limited to 5 minutes.
- C. Changes to Agenda - The agenda may be changed at the Regular meeting by majority vote of Council. A Special Meeting agenda will consist only of the matter(s) stated in the notice of the meeting, however, any business that may lawfully be addressed at a Regular Meeting may be addressed at a Special Meeting with the verbal consent of all Council Members present and written consent of all Council Members absent. (Charter §7.1).
- D. Order of Business - The order of business at Regular Meetings will be as follows:
1. Call to Order by Presiding Officer
 2. Pledge of Allegiance
 3. Roll Call of Council
 4. Approval of Agenda
 5. Consent Agenda
 - a. Approval of Regular and/or Special Council meeting minutes
 - b. Board & Commission Meeting Minutes
 - c. Administrative Reports
 - d. Licenses
 6. Recognition of Visiting Elected Officials
 7. Special Recognition/Presentations
 8. Public Hearings
 9. Communications
 10. Special Licenses
 11. Accounting Reports
 12. Bids
 13. Ordinances
 14. City Attorney
 15. City Manager
 16. Call to the Audience
 17. Call to the Council
 18. Adjournment
- E. Previous Meeting Minutes – The minutes of the previous meeting(s) will be distributed to the Council and will not be read at the meeting.
- F. Proclamations – Proclamations will be included in the Agenda under Special Recognition/Presentations. Requests to include Proclamations in the Agenda may be brought before the Council by any member at any time prior to the Council meeting at which the Proclamation will be given.

5. CONDUCT OF MEETING

A. Presiding Officer

1. The Mayor will preside at all meetings of the Council. In the absence of the Mayor, the Mayor Pro-Tem will preside. In the absence of both the Mayor and Mayor Pro-Tem, the Council Member who has served the longest will preside.
2. The Presiding Officer shall enforce orderly conduct at meetings. (Charter §7.6).

B. Members of the Public – Members of the public will be limited to speaking during the “Public Hearing” time and during the “Call to the Audience” time.

1. During the “Public Hearing” time, each speaker will be limited to three minutes and to the subject matter of the public hearing.
- ~~2. The “Call to the Audience” shall be held at the completion of other agenda items and limited to a period of thirty (30) minutes unless extended by majority vote of the Council Members present.~~
3. During the “Call to the Audience” time, each speaker will be limited to three minutes, to be timed by the Presiding Officer.
4. Each member of the audience wishing to address the Council must fill out a Request Card (located in the back of the Council Chambers) and turn it in to the City Clerk or his designee.
5. Prior to addressing the Council, members of the public are required to orally provide their name and address. The time required for a participant to identify themselves is not included in the three minute speaking limit.
6. The Presiding Officer or any Council Member may call to order any person being heard for failure to be germane to the business of the City, for vulgarity, or for personal attacks of persons or institutions.
7. Business and political promotions are not permitted by anyone.

6. CLOSED MEETINGS

- A. Purpose – Closed meetings may be held only for the reasons authorized in the Open Meetings Act, which are the following:**

1. To consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against a public officer, employee, staff member or individual agent when the named person requests a closed meeting.
2. For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement when either negotiating party requests a closed hearing.
3. To consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained.
4. To consult with the City Attorney or another attorney regarding trial or settlement strategy in connection with specific pending litigation, but only when an open meeting would have a detrimental financial effect on the litigating or settlement position of the Council.
5. To review the specific contents of an application for employment or appointment to a public office when a candidate requests that the application remain confidential.
6. To consider material exempt from discussion or disclosure by state or federal law.

B. Calling Closed Meetings

At a Regular or Special meeting, the Council, by a two-thirds roll call vote may call a closed session under the conditions outlined in Section C.1 of the Open Meetings Act. The roll call vote and purpose(s) for calling the Closed Meeting shall be entered into the minutes of the public part of the meeting at which the vote is taken.

7. COMMITTEES OF THE COUNCIL

There shall be no standing committees of the Council. (Charter §7.7(f)).

8. RULES OF ORDER

The current edition of Robert's Rules of Order (Newly Revised) is adopted and made part of these Rules of Procedure, except as modified by the City Charter, City Code or by these rules.

9. RECORD OF MEETINGS

- A. Recording Responsibility – the City Clerk or his designee will be responsible for maintaining the official record and minutes of each meeting of the Council. Proposed minutes shall be available for public inspection within 8 business days after the meeting to which the minutes refer. The minutes, or a brief summary thereof, shall be published within 15 days of the meeting. Approved minutes shall be available for public inspection within 5 business days after the meeting at which the minutes are approved. The City Clerk will also maintain in City Hall a file of each resolution and ordinance passed by the Council. . (Charter §7.7; MCL 15.269.)
- B. Record of Action By Council - The minutes will include all actions of the Council with respect to motions, including the name of the maker of the motion. If the vote is by roll call, the minutes will show who voted “Yes”, “No”, or “Abstained” and the reason for the abstention and approval of same. If the vote is unanimous, the minutes need only state so.
- C. Recording of Discussion – The Clerk will be responsible for preparing a general summary of the discussion or comments of the Council or Members of the public made at Council Meetings. The Clerk will not prepare a verbatim transcript, unless otherwise directed by a majority vote of the Council.
- D. Minutes of Closed Session – A separate set of minutes shall be taken by the Clerk or his designee at a Closed Session of Council. The minutes shall be distributed only to members of Council for review and approval at the next Regular meeting of Council, after which all copies shall be immediately returned to the City Clerk. Minutes of Closed Sessions shall be retained by the City Clerk for one year and one day following approval of the minutes of the Regular meeting at which the motion for the Closed Session was approved. The minutes shall not be available to the public for inspection and may be disclosed only if required by appropriate court order. (MCL 15.276(2).)

10. VOTING

- A. Voting Duty (Charter §7.7)
Whenever a question is called by the Presiding Officer, every member present shall vote. Except as provided below, the refusal of a Council Member to vote is misconduct in office.
 - 1. No member will abstain from voting unless that member has a conflict of interest in the subject matter, including, but not limited to, a financial interest or matters concerning the council member’s conduct.
 - 2. In the absence of a conflict of interest, a Council Member may only abstain from voting with the unanimous consent of the remaining members present.
- B. Yes and No Votes (Charter §7.7(b)).

All votes on ordinances and resolutions shall be taken by “yes” and “no” vote, unless the matter requires a roll call vote. All “yes” and “no” votes shall be entered upon the record, though a statement that the voting was unanimous shall be sufficient in the event of a unanimous vote.

C. Roll Call Votes

1. Roll call votes will be taken on all matters authorizing expenditures of money, calling for a closed session, when requested by a member of the Council, or when otherwise required by law.
2. Roll call votes shall be in alphabetical order, and the order shall commence one spot further in the alphabetical order for each successive roll call vote. (Charter §7.7(d))

D. Postpone - A motion to postpone may be made for a definite period of time. Postponed items will be rescheduled for the appropriate meeting agenda by the Clerk.

11. ABSENCES AT COUNCIL MEETINGS

- A. Council Members who are unable to attend a Council meeting and desire an excused absence shall notify the City Manager of their absence in writing prior to the meeting and indicate the reason for their absence. Excused absences are permitted for the following reasons: personal illness; illness of a close relative; or representation of the City at a Council authorized event. The reason shall be entered in the record of proceedings of the Council at the time of each absence.
- B. In the event of an absence of a Council member at a meeting, the City Manager is directed to supply such absent Council member with information about any Special meetings that may have been scheduled.

12. DUTY TO REPORT

- A. Council Members serving on City Commission Boards are required to report a summary of Commission activities to the entire City Council.
- B. Council Members who attend any type of social, civic or community event as a representative of the Oak Park City Council are required to report all such activities to the entire City Council at the next Regular meeting following attendance at the event.

Adopted this _____ day of _____, 2016.

MEMO

File: KAR> Oak Park City Council
Date: February 23, 2016
To: KAR
From: KAR
Re: Excused Absences

MOTION TO AMEND SECOND 11(A) OF THE CITY COUNCIL BYLAWS

Section 11(A) of the City Council Bylaws presently reads as follows:

Council Members who are unable to attend a Council meeting and desire an excused absence shall notify the City Manager of their absence in writing prior to the meeting and indicate the reason for their absence. Excused absences are permitted for the following reasons: personal illness; illness of a close relative; or representation of the City at a Council authorized event. The reason shall be entered in the record of proceedings of the Council at the time of each absence.

Council Member Rich proposes that this Section be amended to read as follows:

Council Members who are unable to attend a Council meeting and desire an excused absence shall notify the City Manager of their absence in writing ~~or via email~~ prior to the meeting and indicate the reason for their absence. Excused absences are permitted for the following reasons: personal illness; illness **or death** of a close relative; **or because of a religious holiday or the eve of a religious holiday**; or representation of the City at a Council authorized event. The reason shall be entered in the record of proceedings of the Council at the time of each absence.

The proposed additions to the bylaw are set forth in **bold** above.



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: March 7, 2016 **AGENDA #**

SUBJECT: Request from Michigan Joint Sealing, Inc. for a contract extension for the 2016 Joint and Crack Sealing Project, M-622.

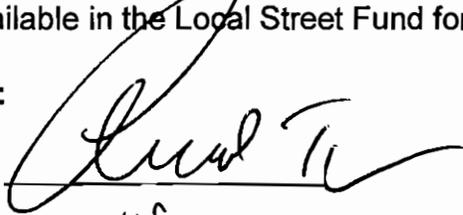
DEPARTMENT: DPW - KJY

SUMMARY: Please find attached a request from Michigan Joint Sealing, Inc., the contractor for the 2015 Joint and Crack Sealing Project, M-604. They have indicated that they would like to extend their unit prices from this project to perform the 2016 Joint and Crack Sealing Project, M-622.

FINANCIAL STATEMENT: Funding is available in the Local Street Fund, 203-18-479-801.

RECOMMENDED ACTION: It is recommended City Council approve the offer for the contract extension from Michigan Joint Sealing, Inc. in the total amount of \$99,808.93 for the 2016 Joint and Crack Sealing Project, M-622. Funding is available in the Local Street Fund for this expenditure.

APPROVALS:

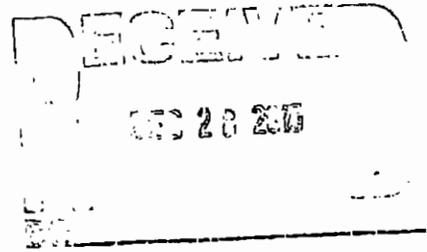
City Manager: 

Department Director: 

Finance Director: _____

EXHIBITS: Letter from Michigan Joint Sealing, Inc., Project estimate, and map of area

MICHIGAN JOINT SEALING, INC.
28830 W. 8 MILE, STE 103
FARMINGTON HILLS, MI 48336
248.478.4120



December 17, 2015

City of Oak Park
14000 Oak Park Blvd
Oak Park, MI 48234

RE: Joint Sealing Program-Extension

Dear Sirs,

Michigan Joint Sealing, Inc. would extend our pricing from the 2015 Joint Sealing Program into next year. It is understood that conditions and specifications would remain the same. We thank you for this opportunity.

Respectfully,
Michigan Joint Sealing Inc.

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

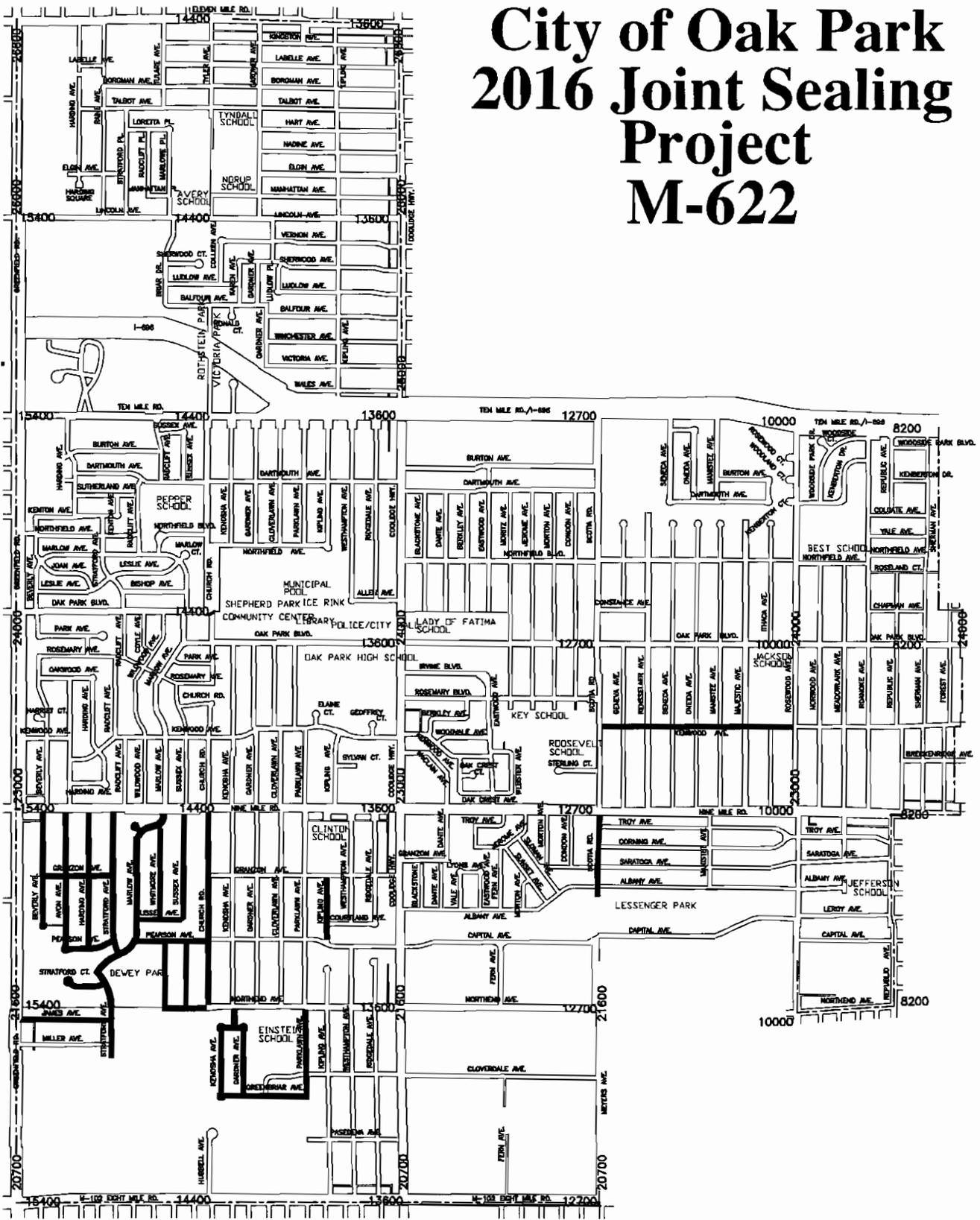
David K. Bacci
Operations Manager

EXHIBIT A

2016 Joint and Crack Sealing Project, M-622

ITEM	DESCRIPTION	QUANTITY	U/M	UNIT PRICE	AMOUNT
1	Rout & Seal Joints & Cracks, Modified SP	127,288.00	LFT	\$0.69	\$87,828.72
2	Joint Sealing Compound, Modified SP	28,286.22	LBS	\$0.42	\$11,880.21
3	Minor Traffic Control Devices, Modified SP	1	LSUM	\$100.00	\$100.00
BID TOTAL:					\$99,808.93

City of Oak Park 2016 Joint Sealing Project M-622



**BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN****AGENDA OF:** March 7, 2016**AGENDA #****SUBJECT:** Amendment of Investment Policy**DEPARTMENT:** Finance/Treasury

SUMMARY: The City's investment policy states the Investment Officer is to review the investment policy on an annual basis and recommend adjustments as needed/required. The current investment policy has not been formally updated since June 1, 1998. The attached amended investment policy incorporates the City's current practices along with the industry standards and regulations to date. Most importantly it updates the qualified institutions for which the City is doing business with for investing. The amended policy has been reviewed by the City's legal team.

FINANCIAL STATEMENT: No financial impact, primarily an update of policies, procedures and authorized institutions

RECOMMENDED ACTION: Approval of amended Investment Policy

APPROVALS:

City Manager: _____

Finance Director: _____

PROPOSED CITY OF OAK PARK INVESTMENT POLICY

Adopted: August 1, 1994, Amended June 1, 1998

I. POLICY

The City of Oak Park Investment Officer will invest public funds in a manner consistent with this policy. Investments shall be timed to meet the daily cash flow demands of the City while at all times conforming to state statutes and local ordinances governing the investment of public funds.

II. SCOPE

This Investment Policy applies to all investment activities of the City. Funds that are accounted for in the City's Annual Financial Report and include:

- General Fund
- Special Revenue Funds
- Internal Service Funds
- Capital Project Funds
- Enterprise Funds
- Trust and Agency Funds
- Debt Service Funds
- Component Units
- Any new fund created by the City, unless specifically exempted

This Investment Policy does not cover investment activities of the pension or OPEB funds.

III. PRUDENCE

The standard of prudence to be applied by the investment officer shall be the "prudent person" rule which states; "Investments shall be made with judgment and care – under circumstances then prevailing – which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation but for investment, considering the probable safety of their capital as well as the probable income to be derived." The prudent person rule shall be applied in the context of managing the overall portfolio. The "prudent person" rule is the standard for professional responsibility that applies in the context of managing the overall portfolio. The investment officer acting in accordance with written procedures and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price change, provided deviations from expectations are reported to the City Manager in a timely manner and appropriate action is taken to control adverse developments.

IV. INVESTMENT OBJECTIVES

Funds of the City will be invested in accordance with Michigan Public Act 20 of 1943, as amended and in accordance with the following objectives, procedures and policy in priority order:

- **Conformance:** conformance with all applicable Federal regulations, State statutes, and City policies.
- **Safety of Capital:** preservation of capital in the protection of investment principal.
- **Liquidity:** maintaining sufficient liquidity to enable the City to meet anticipated cash flows and operating requirements that may be reasonably anticipated.
- **Return on Investments:** attainment of a market rate of return.
- **Diversification:** diversification to avoid incurring unreasonable market risks.

V. DELEGATION OF AUTHORITY

The Director of Finance and Administrative Services and Deputy Treasurer are designated as the "Investment Officers" for the City and are responsible for investment decisions and activities. No person, including the Investment Officers, shall engage in investment transactions on behalf of the City except as provided under the terms of this policy and administrative procedures as established by the Director.

VI. ETHICS AND CONFLICTS OF INTEREST

Directors and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution and management of the investment program, or that could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose any material financial interest in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and Directors shall refrain from undertaking personal investment transactions with the same individual with which business is conducted on behalf of the City of Oak Park.

VII. AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS

The Director shall maintain a list of financial institutions that are approved for investment purposes (**Appendix B**). The Director shall annually review each bank's credit worthiness to determine whether it should be on the "Qualified Institution" listing. Information indicating a loss or prospective loss of capital on existing investments must be shared with the City Manager immediately upon notification.

All financial institutions and brokers/dealers who desire to become qualified bidders for investment transactions must supply the Director with the following:

- Audited financial statements for the most recent fiscal year;
- Certification of having read the City's Investment Policy and the pertinent State statutes;
- Proof of National Association of Security Dealers certification; and
- Proof of State registration, where applicable.

VIII. AUTHORIZED INVESTMENTS AND TRANSACTIONS

A. The Director may invest surplus funds of the City in one or more of the investments detailed in Public Act 20, as amended (**Appendix A**).

IX. POOLING OF CASH

Except for cash in certain restricted and special accounts, cash of various funds may be pooled by the Director to maximize investment earnings. Investment income will be allocated to the various funds based upon their respective participation.

X. ACCOUNTING/INTERNAL CONTROLS

The City maintains records on the basis of funds and account groups, each of which is considered a separate accounting entity. All investment transactions must be recorded in the pooled investment fund of the City in accordance with generally accepted accounting principles as promulgated by the Government Accounting Standards Board. The following accounting principles shall be complied with:

- Investments will be carried at market value.
- Premium or discount will be amortized over the life of the investment.
- Gains or losses of investments in all funds will be recognized on a monthly basis.

The Director shall establish a system of internal controls. The internal controls shall be designed to prevent loss of public funds to due to fraud, error, misrepresentation, unanticipated market changes or imprudent actions. The investment procedure, compliance, and the internal controls will be reviewed annually by the City's audit firm, an independent public accounting firm.

XI. INVESTMENT PERFORMANCE AND REPORTING

The Director shall submit to the City Manager a quarterly investment report that provides a clear picture of the status of the current investment portfolio. The report will include a listing of securities currently held at the end of the reporting period, final maturity of each investment, earnings rate by security, book value, market value and percentage of portfolio. Also included will be the days to maturity for each investment in the portfolio that will be used as the comparison against established benchmarks.

XII. SAFEKEEPING AND CUSTODY

All securities (excluding Certificates of Deposit that may be held at the originating bank) purchased by the City under this section must be properly designated as an asset of the City and held in safekeeping. Only Investment Officers may withdraw such securities, in whole or in part, from safekeeping.

The State of Michigan does not require collateralization of public funds. However, all security transactions having a value greater than SPIC or other applicable insurance shall be settled on a delivery-vs-payment (DVP) basis. A Trust of Safekeeping Receipt and proof of the applicable insurance will be required. Non-negotiable, non-collateralized Certificates of Deposit, as allowed under the law in the State of Michigan, shall be evidenced by a Safekeeping Receipt from the issuing bank.

XIII. EFFECTIVE DATE

The City's Investment Policy shall be adopted by resolution of the City Council. The Director shall annually review the Investment Policy. Any proposed modifications to the policy must be submitted to the City Council for approval.

XIV. DEFINITIONS

City – The City of Oak Park, County of Oakland, State of Michigan.

City Council – The legislative and governing body of the City of Oak Park, including the elected council men and women and the Mayor, vested with the powers set forth in Section 4.1 of the City Charter.

City Manager – The Chief Administrative Officer of the City of Oak Park's government, who has the powers and duties set forth in Section 4.8 of the City Charter.

Director – The Director of Finance and Administrative Services, who has general supervision over the financial affairs of the City and generally directs the Department of Finance as prescribed under Section 2-61 *et seq.*, of the Oak Park Code of Ordinances.

Investment Officer – An Officer able to perform investment transactions on the City's behalf, as designated by the City Manager, which include the Director and Deputy Treasurer.

Investment Policy – This Investment Policy, adopted on August 1, 1994 and amended on June 1, 1998 for the City of Oak Park.

APPENDIX A

INVESTMENT OF SURPLUS FUNDS OF POLITICAL SUBDIVISIONS

Act 20 of 1943

(Current as of August 31, 2015)

129.91 Investment of funds of public corporation; eligible depository; secured deposits; funds limitation on acceptable assets; pooling or coordinating funds; written agreements; investment in certificate of deposit; conditions; "financial institution" defined; additional definitions.

Sec. 1.

(1) Except as provided in section 5, the governing body by resolution may authorize its investment officer to invest the funds of that public corporation in 1 or more of the following:

(a) Bonds, securities, and other obligations of the United States or an agency or instrumentality of the United States.

(b) Certificates of deposit, savings accounts, or depository receipts of a financial institution, but only if the financial institution complies with subsection (2); certificates of deposit obtained through a financial institution as provided in subsection (5); or deposit accounts of a financial institution as provided in subsection (6).

(c) Commercial paper rated at the time of purchase within the 2 highest classifications established by not less than 2 standard rating services and that matures not more than 270 days after the date of purchase.

(d) Repurchase agreements consisting of instruments listed in subdivision (a).

(e) Bankers' acceptances of United States banks.

(f) Obligations of this state or any of its political subdivisions that at the time of purchase are rated as investment grade by not less than 1 standard rating service.

(g) Mutual funds registered under the investment company act of 1940, 15 USC 80a-1 to 80a-64, with authority to purchase only investment vehicles that are legal for direct investment by a public corporation. However, a mutual fund is not disqualified as a permissible investment solely by reason of any of the following:

(i) The purchase of securities on a when-issued or delayed delivery basis.

(ii) The ability to lend portfolio securities as long as the mutual fund receives collateral at all times equal to at least 100% of the value of the securities loaned.

(iii) The limited ability to borrow and pledge a like portion of the portfolio's assets for temporary or emergency purposes.

(h) Obligations described in subdivisions (a) through (g) if purchased through an interlocal agreement under the urban cooperation act of 1967, 1967 (Ex Sess) PA 7, MCL 124.501 to 124.512.

(i) Investment pools organized under the surplus funds investment pool act, 1982 PA 367, MCL 129.111 to 129.118.

(j) The investment pools organized under the local government investment pool act, 1985 PA 121, MCL 129.141 to 129.150.

(2) Except as provided in subsection (5), a public corporation that invests its funds under subsection (1) shall not deposit or invest the funds in a financial institution that is not eligible to be a depository of funds belonging to this state under a law or rule of this state or the United States.

(3) Assets acceptable for pledging to secure deposits of public funds are limited to assets authorized for direct investment under subsection (1).

(4) The governing body by resolution may authorize its investment officer to enter into written agreements with other public corporations to pool or coordinate the funds to be invested under this section with the funds of other public corporations. Agreements allowed under this subsection shall include all of the following:

(a) The types of investments permitted to be purchased with pooled funds.

(b) The rights of members of the pool to withdraw funds from the pooled investments without penalty.

(c) The duration of the agreement and the requirement that the agreement shall not commence until at least 60 days after the public corporations entering the agreement give written notice to an existing local government investment pool which is organized under the local government investment pool act, 1985 PA 121, MCL 129.141 to 129.150, in those counties where such a pool is operating and accepting deposits on or before September 29, 2006.

(d) The method by which the pool will be administered.

(e) The manner by which the public corporations will respond to liabilities incurred in conjunction with the administration of the pool.

(f) The manner in which strict accountability for all funds will be provided for, including an annual statement of all receipts and disbursements.

(g) The manner by which the public corporations will adhere to the requirements of section 5.

(5) In addition to the investments authorized under subsection (1), the governing body by resolution may authorize its investment officer to invest the funds of the public corporation in certificates of deposit in accordance with all of the following conditions:

(a) The funds are initially invested through a financial institution that is not ineligible to be a depository of surplus funds belonging to this state under section 6 of 1855 PA 105, MCL 21.146.

(b) The financial institution arranges for the investment of the funds in certificates of deposit in 1 or more insured depository institutions, as defined in 12 USC 1813, or 1 or more insured credit unions, as defined in 12 USC 1752, for the account of the public corporation.

(c) The full amount of the principal and any accrued interest of each certificate of deposit is insured by an agency of the United States.

(d) The financial institution acts as custodian for the public corporation with respect to each certificate of deposit.

(e) At the same time that the funds of the public corporation are deposited and the certificate or certificates of deposit are issued, the financial institution receives an amount of deposits from customers of other insured depository institutions or insured credit unions equal to or greater than the amount of the funds initially invested by the public corporation through the financial institution.

(6) In addition to the investments authorized under subsection (1), the governing body by resolution may authorize its investment officer to invest the funds of the public corporation in deposit accounts that meet all of the following conditions:

(a) The funds are initially deposited in a financial institution that is not ineligible to be a depository of surplus funds belonging to this state under section 6 of 1855 PA 105, MCL 21.146.

(b) The financial institution arranges for the deposit of the funds in deposit accounts in 1 or more insured depository institutions, as defined in 12 USC 1813, or 1 or more insured credit unions, as defined in 12 USC 1752, for the account of the public corporation.

(c) The full amount of the principal and any accrued interest of each deposit account is insured by an agency of the United States.

(d) The financial institution acts as custodian for the public corporation with respect to each deposit account.

(e) On the same date that the funds of the public corporation are deposited under subdivision (b), the financial institution receives an amount of deposits from customers of other insured depository institutions or insured credit unions equal to or greater than the amount of the funds initially deposited by the public corporation in the financial institution.

(7) A public corporation that initially invests its funds through a financial institution that maintains an office located in this state may invest the funds in certificates of deposit as provided under subsection (5).

(8) As used in this section, "financial institution" means a state or nationally chartered bank or a state or federally chartered savings and loan association, savings bank, or credit union whose deposits are insured by an agency of the United States government and that maintains a principal office or branch office located in this state under the laws of this state or the United States.

(9) As used in this act:

(a) "Governing body" means the legislative body, council, commission, board, or other body having legislative powers of a public corporation.

(b) "Funds" means the money of a public corporation, the investment of which is not otherwise subject to a public act of this state or bond authorizing ordinance or resolution of a public corporation that permits investment in fewer than all of the investment options listed in subsection (1) or imposes 1 or more conditions upon an investment in an option listed in subsection (1).

(c) "Investment officer" means the treasurer or other person designated by statute or charter of a public corporation to act as the investment officer. In the absence of a statutory or charter designation, the governing body of a public corporation shall designate the investment officer.

(d) "Public corporation" means a county, city, village, township, port district, drainage district, special assessment district, or metropolitan district of this state, or a board, commission, or another authority or agency created by or under an act of the legislature of this state.

History: 1943, Act 20, Imd. Eff. Mar. 13, 1943 ;-- CL 1948, 129.91 ;-- Am. 1964, Act 126, Eff. Aug. 28, 1964 ;-- Am. 1977, Act 66, Imd. Eff. July 20, 1977 ;-- Am. 1978, Act 500, Imd. Eff. Dec. 11, 1978 ;-- Am. 1979, Act 79, Imd. Eff. Aug. 1, 1979 ;-- Am. 1982, Act 217, Imd. Eff. July 8, 1982 ;-- Am. 1988, Act 239, Imd. Eff. July 11, 1988 ;-- Am. 1997, Act 44, Imd. Eff. June 30, 1997 ;-- Am. 1997, Act 196, Imd. Eff. Dec. 30, 1997 ;-- Am. 2006, Act 400, Imd. Eff. Sept. 29, 2006 ;-- Am. 2008, Act 308, Imd. Eff. Dec. 18, 2008 ;-- Am. 2009, Act 21, Imd. Eff. May 5, 2009 ;-- Am. 2012, Act 152, Imd. Eff. May 30, 2012

APPENDIX B

LIST OF QUALIFIED FINANCIAL INSTITUTIONS

BANKS

Bank of America
Bank of Ann Arbor
Charter One Bank
Chase Bank
Comerica Bank
Fifth Third Bank
First Bank (Mt. Pleasant, MI)
First Merit Bank
Flagstar Bank
Huntington National Bank
Level One Bank
Mercantile Bank of Michigan
PNC Bank
TCF Bank
Talmer Bank and Trust
The Private Bank

OTHER FINANCIAL SERVICE INSTITUTIONS

Comerica Securities
D.A. Davidson & Company
Federated Securities Corp.
Fifth Third Securities
Huntington Investment Company
J P Morgan Chase
Michigan CLASS
Morgan Stanley
Michigan Employees Retirement System (MERS)
Oakland County Local Government Investment Pool
PFM Group
UBS Financial Services, Inc.

CITY OF OAK PARK

INVESTMENT POLICY

Adopted August 1, 1994

Amended June 1, 1998

CITY OF OAK PARK INVESTMENT POLICY

I. Policy

See new language

~~It is the policy of the City of Oak Park to invest public funds in a manner which will provide maximum security with the highest investment return while meeting the daily cash flow demands of the City and conforming to all State statutes and local ordinances governing the investment of public funds.~~

II. Scope

~~This investment policy applies to all financial assets held by the City of Oak Park other than pension fund assets. These assets are accounted for in the City of Oak Park's annual financial report and include:~~

- General fund
- Special revenue funds
- Internal service funds
- Capital project funds
- Enterprise funds
- Trust and agency funds
- Debt service funds
- add component units
- Any new fund created by the City, unless specifically exempted by the legislative body.

~~This investment policy applies to all transactions involving the financial assets and related activity of all the foregoing funds.~~

Add pension &
OPBEB exclusion

CITY OF OAK PARK INVESTMENT POLICY

III. Investment Objectives

The following investment objectives, in priority order, will be applied in the management of the City of Oak Park's funds:

Add conformance

A. Safety

~~The primary objective of the City of Oak Park's investment activities is the preservation of capital in the overall portfolio and the protection of investment principal.~~

~~The authorized investment staff will employ mechanisms to control risks and diversify investments regarding specific security types or individual financial institutions.~~

B. Liquidity

~~The investment portfolio will remain sufficiently liquid to enable the City of Oak Park to meet operating requirements which might be reasonably anticipated.~~

C. Return on Investment market rate of return

~~Subject to the foregoing constraints, the City of Oak Park will strive to maximize the return on the portfolio. The investment portfolio shall be designed with the~~

CITY OF OAK PARK INVESTMENT POLICY

C. **Return on Investment (con't)**

~~objective of regularly exceeding a bench mark of the average return of ninety day
U.S. Treasury Bills, consistent with risk limitations identified herein and prudent
investment principles.~~

Add diversification

IV. **Prudence** move to III

Replace with prudence language per Act 20 (many similar sentences)

~~In managing its investment portfolio, City of Oak Park officials shall avoid any transaction
that might impair public confidence.~~ Investments shall be made with judgment and care,
under circumstances then prevailing, which persons of prudence, discretion and
intelligence exercise in the management of their own affairs, not for speculation, but for
investment, considering the probable safety of their capital as well as the probable income
to be derived.

The above standard is established as the standard for professional responsibility and shall
be applied in the context of managing the overall portfolio. Investment officers of the City
of Oak Park, acting in accordance with State statute, this Investment Policy and written
procedures and exercising due diligence, shall be relieved of personal responsibility for an
individual security's credit risk or market price changes, provided that deviations from
expectations are reported in a timely fashion, and appropriate action is taken to control
adverse developments.

CITY OF OAK PARK INVESTMENT POLICY

V. Delegation of Authority

~~Authority to manage the City of Oak Park's investment program is derived from State statutes, City charter and applicable City ordinances and resolutions.~~

~~Responsibility for the cash management and the investment program is hereby delegated to the Director Finance and Administrative Services (Director of Finance means Director of Finance or his designee), who shall establish written procedures for the operation of the investment program consistent with this investment policy. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under terms of this Policy and procedures established by the Director of Finance and Administrative Services. Such procedures should also include reference to safekeeping, (PSA) repurchase agreements, wire transfer agreements, collateral or depository agreements and banking service contracts. The Director of Finance shall be responsible for all transactions undertaken, and shall establish a system of controls to regulate the activities of subordinate officials.~~

VI. Ethics and Conflicts of Interest

~~Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or~~

CITY OF OAK PARK INVESTMENT POLICY

VI. Ethics and Conflicts of Interest (con't)

which could impair or create the appearance of an impairment on their ability to make impartial investment decisions. Employees and investment officials shall disclose to the City Manager any material financial interests in financial institutions that conduct business with the unit, and they shall further disclose any large personal financial investment positions that could be related to the performance of the City of Oak Park's portfolio. Employees and officers shall subordinate their personal investment transactions to those of the City of Oak Park's, ~~particularly with regard to the time of purchase and sales.~~

VII. Authorized Financial Dealers and Institutions

The Director of Finance will maintain a list, ~~which has been reviewed by the legislative body on an annual basis,~~ of financial institutions which provide investment and depository services. Appendix B ~~In addition, a list will also be maintained of approved security broker/dealers, who maintain an office in the State of Michigan or who are "primary" dealers or regional dealers that qualify under Securities & Exchange Commission Rule 15C3-1 (uniform net capital rule). No public deposit shall be made except in a qualified public depository as established by State statute.~~

All financial institutions and broker/dealers who desire to become qualified bidders for list out investment transactions must supply the Director of Finance with the following: audited financial statements for the most recent fiscal year; certification of having read the City of

CITY OF OAK PARK INVESTMENT POLICY

VII. Authorized Financial Dealers and Institutions (con't)

Oak Park's investment policy and the pertinent State statutes; proof of National Association of Security Dealers certification; and proof of State registration, where applicable.

An annual review of the financial condition and registration of qualified bidders will be conducted by the Director of Finance. Information indicating a loss or prospective loss of capital on existing investments must be shared with the City Manager of the City of Oak Park immediately upon notification.

VIII. Authorized and Suitable Investments

A. The Oak Park City Council authorizes its Director of Finance and Administrative Services to invest the funds of the City of Oak Park in one or more of the following types of securities identified as suitable by the State of Michigan in 1997 Public Act 196, M.C.L.

~~129.91, MSA 3.843 (1):~~

Investments detailed in Public Act 20 (Appendix B)(remove all same detail from act below)

- ~~1. Bonds, securities and other obligations of the United States - or an agency or instrumentality of the United States;~~
- ~~2. Certificates of deposit, savings accounts, deposit accounts, or depository receipts of state or nationally chartered bank or a state or federally chartered savings and loan association, savings bank or credit union whose deposits are insured by an~~

CITY OF OAK PARK INVESTMENT POLICY

VIII. Authorized and Suitable Investments (con't)

agency of the United States government and that maintains a principal office or branch office located in the State of Michigan under the laws of the State of Michigan or the United States ;

3. Repurchase agreements consisting of instruments listed in Section VIII.A.1.;
4. Bankers' acceptances of United States banks that maintain a principal office or branch office located in the State of Michigan under the laws of the State of Michigan or the United States;
5. Commercial paper rated at the time of purchase within the two (2) highest classifications; established by not less than two (2) standard rating services and that matures not more than 270 days after the date of purchase. Not more than 50 percent of any fund may be invested in commercial paper at the time of purchase; and
6. Money market mutual funds composed of investment vehicles which are legal for direct investment by a Michigan public corporation; and
7. Obligations of the State of Michigan or any of its political subdivisions that at the time of purchase are rated as investment grade by not less than one standard rating service.

CITY OF OAK PARK INVESTMENT POLICY

B. ~~The Director of Finance is restricted to investments which meet the statutory restrictions above and limitations on security issues and issuers as detailed below:~~

- ~~1. Certificates of deposit, savings accounts, deposit accounts, or depository receipts of a bank which has Corporate Headquarters or Branches located in the State of Michigan.~~
- ~~2. Repurchase agreements shall be negotiated only with dealers or financial institutions with whom the (unit) has negotiated a Master Repurchase Agreement or with the City of Oak Park's primary bank (Michigan National Bank). Repurchase Agreements must be signed with the bank or dealer and must contain provisions similar to those outlined in the Public Security Association's model Master Repurchase Agreement. Collateralization shall be required on all repurchase agreements at a level of 102% of market value of principal and accrued interest.~~
- ~~3. Investments in Commercial Paper are restricted to those which have, at the time of purchase, the top two (2) investment ratings provided by any two (2) nationally recognized rating agencies. Commercial Paper held in the portfolio which subsequently receives a reduced rating lower than the top two (2) shall be closely monitored and sold immediately if the principal invested may otherwise be jeopardized.~~
- ~~4. Mutual Funds registered under the investment company act of 1940, that maintain a \$1.00 per share net asset value, and have authority to purchase only investment vehicles that are legal for direct investment by a public corporation.~~

CITY OF OAK PARK INVESTMENT POLICY

Authorized and Suitable Investments (con't)

- ~~5. To the extent possible, the investing officer will attempt to match investments with anticipated cash flow requirements. Unless matched to a specific cash flow requirement, the City of Oak Park will not directly invest in securities maturing more than five (5) years from the date of purchase. However, repurchase agreements may be collateralized using longer-dated investments not to exceed 30 years to maturity. No more than 40 percent of the City of Oak Park's total investment portfolio, as of June 30 of the preceding year, shall be placed in securities maturing in more than three (3) years.~~
- ~~6. Investments will be diversified by security type and institution. With the exception of U.S. Treasury securities and authorized investment pools, no more than 50 percent of the total investment portfolio will be invested in a single security type or 25 percent with a single financial institution.~~

IX. Pooling of Cash

Except for cash in certain restricted and special accounts, the Finance Director may pool cash of various funds to maximize investment earnings. Investment income shall be allocated to the various funds based upon their respective participation.

X. Accounting

The City of Oak Park maintains its records on the basis of funds and account groups, each of which is considered a separate accounting entity. All investment transactions shall be recorded in the pooled investment fund of the City of Oak Park in accordance with

CITY OF OAK PARK INVESTMENT POLICY

X. Accounting (con't)

generally accepted accounting principles as promulgated by the Government Accounting Standards Board. Accounting treatment will include:

- Investments will be carried at cost or amortized cost which approximates market.
- Premium or discount will be amortized over the life of the investment.
- Gains or losses of investments in all funds will be recognized at the time of disposition of the security.
- ~~Market price shall be disclosed annually in the financial statements.~~

XI. Investment Performance and Reporting

Add current Requirements of Act 213

The Director of Finance shall submit to the City Manager a weekly investment report that provides the principal and type of investment, annualized yield, ~~earnings for each investment, and a summary report of cash and investments maintained in each financial institution.~~ Information indicating a loss or prospective loss of capital on existing ~~instruments and material deviations from projected investment strategies shall be reported immediately to the City Manager.~~

CITY OF OAK PARK INVESTMENT POLICY

XII. Safekeeping and Custody; Third-Party Custodial Agreements

All securities (excluding Certificates of Deposit which may be held at originating bank) purchased by the City of Oak Park under this section shall be properly designated as an asset of the City of Oak Park and held in safekeeping by a third party custodial bank or other third party custodial institution, chartered by the United States government or the State of Michigan, and no withdrawal of such securities, in whole or in part, shall be made from safekeeping except by the Director of Finance.

Add updated safekeeping and custody rules from State

~~The City of Oak Park will execute third party custodial agreement(s) with its bank(s) and depository institution(s). Such agreements will include letters of authority from the City of Oak Park, details as to responsibilities of each party, notification of security purchases, sales, delivery, repurchase agreements and wire transfers, safekeeping and transactions costs, procedures in case of wire failure or other unforeseen mishaps including liability of each party.~~

~~Securities will be held by a third party custodian designated by the Director of Finance and evidenced by safekeeping receipts.~~

CITY OF OAK PARK INVESTMENT POLICY

XIII. Administrative Controls

Not required part of investment policy, falls under general internal controls of city audited annually

~~The Director of Finance shall establish a system of administrative controls, documented in writing, which is designed to prevent losses of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of the City of Oak Park. Required elements of the system of internal controls shall include the timely reconciliation of all bank accounts, and trust receipt documentation. Internal controls will also encompass at a minimum the additional issues:~~

- ~~- transfers of all funds (purchases, sales, etc.)~~
- ~~- separation of functions including transaction authority and accounting and record-keeping~~
- ~~- custodial safekeeping~~
- ~~- avoidance of delivery of bearer form or non-wireable securities to the City of Oak Park~~
- ~~- delegation of authority to subordinate staff members~~

CITY OF OAK PARK INVESTMENT POLICY

XIII. Administrative Controls (con't)

- written confirmation of telephone transactions
- supervisory control of employee actions
- specific guidelines regarding securities losses and remedial action
- identification and minimization of the number of authorized investment officials
- documentation of transactions by investment officials.

XIV. Investment Policy Adoption

Change to
Effective Date

The City of Oak Park's investment policy shall be adopted by resolution of the City of Oak Park's City Council. The policy shall be reviewed on an annual basis by an investment advisory committee appointed by the City Manager. Modifications made at that time or when necessitated by State statutory revision must be approved by the City of Oak Park's City Council.

Add definitions



CITY OF OAK PARK

OFFICE OF THE CITY CLERK

Agenda Item Request

BUSINESS OF THE CITY COUNCIL CITY OF OAK PARK, MICHIGAN

AGENDA OF: March 07, 2016

SUBJECT: Agreement to execute contract with Berkley Schools to collect property taxes.

DEPARTMENT: Finance

SUMMARY: The City of Oak Park annually enters into an agreement with the Berkley School District to collect their property taxes. City Council approval for collecting the 2016 property taxes is requested.

FINANCIAL STATEMENT: None

RECOMMENDED ACTION: 1). The City agrees to collect the 2016 summer property taxes for the Berkley School District. A 1% administrative fee is collected for this service.

2). The City agrees to remit collected funds as required by State Statue, Section 43(3) (a) of the General Property Tax Act.

APPROVALS:

CITY MANAGER:

FINANCE DIRECTOR:

DIRECTOR:



BERKLEY SCHOOLS

ENGAGE INSPIRE ACHIEVE

WWW.BERKLEYSCHOOLS.ORG

January 29, 2016

Ms. Marian McClellan, Mayor
City of Oak Park
13600 Oak Park Boulevard
Oak Park, MI 48237

Dear Mayor McClellan:

As in previous years, the Berkley School District wishes to collect summer property taxes for the 2016 levy. Authority to levy summer taxes was established via Board action in 1983 and continues by this action until revoked by the Board of Education. It is the intent to levy summer taxes for the upcoming year to continue a tax collection process that has served the District well for some time. Please accept this communication as a request on behalf of the Berkley School District for the City of Oak Park to facilitate the collection and payment of summer taxes for the 2016 levy. The City's cooperation in this matter greatly assists the school district in efficiently and effectively collecting a material amount of budgeted revenues.

In an effort to coordinate this arrangement for the 2016 levy, attached you will find a proposed agreement between the school district and the City with terms and conditions similar to last year's contents. Please have the appropriate city official execute this agreement and return a signed copy for District records. Should you have any questions or concerns on this matter, please contact me at (248)837-8029.

This communication is necessary to comply with relevant legal requirements. You should be aware that, according to law, if the parties are unable to reach agreement within 30 days of the date of this letter, other collection measures would have to be negotiated with the County Treasurer. Thank you for your cooperation and attention to this matter.

Sincerely,

Lawrence J. Gallagher
Deputy Superintendent
Finance, Facilities and Operations

c: Dennis McDavid, Superintendent
Erik Tungate, City Manager
Kathleen Lindroth, Deputy Treasurer

**Berkley School District
Tax Collection Agreement**

THIS AGREEMENT made this _____ day of _____, 2016 by and between the BERKLEY SCHOOL DISTRICT and the CITY OF OAK PARK.

WHEREAS, 1982 Public Act 333 authorizes a school district to impose and collect a summer property tax levy; and

WHEREAS, in a resolution dated January 10, 1983, the Board of Education of the Berkley School District determined to impose a summer property tax levy throughout the School District, including that portion of the School District situated in the City of Oak Park until revoked; and

WHEREAS, the City of Oak Park is willing to collect the School District's 2016 summer tax levy in the City of Oak Park upon the terms and conditions set forth below;

NOW, THEREFORE, in consideration of the mutual covenants, terms, and conditions hereinafter expressed, the parties hereto agree as follows:

1. The City of Oak Park will collect the 2016 summer property tax levy for the Berkley School District in the City of Oak Park at no direct cost to the School District. The school taxes shall, however, be subject to penalties, late payment interest, and collection charges, including a property tax administration fee, pursuant to applicable State laws.
2. The City of Oak Park will transfer collected school tax funds to the school district at least ten (10) business days after every 1st and 15th of the month as required by State Statute, Section 43(3)(a) [MCL 211.43(3)(a)] of the General Property Tax Act

Berkley School District

City of Oak Park

By: _____

Jeremy Delefer

By: _____

Date: _____

11/29/16

Date: _____

**Berkley School District
Berkley, Michigan**

Resolution for Summer Tax Collection

At the Regular meeting of the Berkley School District Board of Education, Oakland County, Michigan (hereinafter called Board) duly called and held on the 11th day of January, 2016, the Trustees

Mary Jo Israel, Randy Travis, Ron Justice, Roger Blake,

Sheryl Stoddard, Mitchell Moses, Keith Logsdon

constituting a quorum, being present, the following Preamble and Resolution were adopted:

WHEREAS, the Board, on January 10, 1983 adopted a Resolution to impose a summer property tax levy throughout the entire school district, which Resolution remains in effect, and

WHEREAS, it is necessary that a suitable collection arrangement be negotiated with the cities of Berkley, Huntington Woods, Oak Park and Royal Oak,

NOW, THEREFORE BE IT RESOLVED that the Board reaffirm its intentions to collect the 2016-17 tax levy in the summer of 2016.

FURTHER, RESOLVED that collection arrangements be negotiated and entered into with each municipality to collect the summer tax levy.

FURTHER, RESOLVED that the President of the Board or the Superintendent of Schools shall forward a copy of this Resolution to the cities of Berkley, Huntington Woods, Oak Park and Royal Oak and request that the local units agree to collect the summer tax levy for the Berkley School District.

FURTHER, RESOLVED that, failing to reach agreement with the local municipalities, alternate means necessary to secure summer tax collection throughout the entire school district as set forth in 1982 Public Act No. 333, as amended, be pursued.

I, RONALD J. JUSTICE, Secretary of Berkley Board of Education, Oakland County, Michigan, have compared the following Preamble and Resolution with the original thereof as recorded in the Minute Book of said Board and do certify that the same is a correct and true transcript thereof and of the whole of said original Preamble and Resolution which were adopted by said Board at a meeting hereof held on the date specified above.

Given under my hand and seal of the Berkley School District in the County of Oakland in the State of Michigan, this 11th day of January, 2016.


Secretary, Berkley Board of Education

TO: Fellow Oak Park City Council Members
FROM: Kiesha Speech, City of Oak Park Council Member
DATE: 03/04/16
WHAT: 8-Month Moratorium on Smoke-Lounge, type Establishments

Motion to institute an Eight (8) month moratorium on Smoke Lounges, Hookah Lounges, Hookah Café's, Hookah Bars, Cigar Bars, or the like (collectively "Smoke Lounge-type Establishments).

Basis: According to the World Health Organization (WHO), contrary to popular perception that Hookah water pipes is a safer method of tobacco use, smoke that comes out of the water pipe toxic substances known to cause lung cancer and heart disease. During a 60-minute session, a water pipe smoker inhales as much smoke as a cigarette smoker would inhale from 100 or more cigarettes. Hookah smokers are also more prone to gum disease and tooth loss.

With Michigan law prohibiting smoking in public places, and with the documented instances of health risks and community nuisance that these Smoke Lounge-type establishments may cause, and following the recommendation of Kevin Rulkowski, Oak Park City Planner, it is further recommended to institute an 8-month moratorium on accepting application or establishing any new businesses related to the aforementioned Smoke Lounge-type Establishments.

This moratorium will allow City staff an opportunity to conduct research and determine whether a change to the City's current codes and ordinances is necessary.

TO: Fellow Oak Park City Council Members
FROM: Kiesha Speech, City of Oak Park Council Member
DATE: 03/04/16
WHAT: 8-Month Moratorium on Smoke and Vapor Shops

Motion to institute an Eight (8) month moratorium on Smoke Shops, Vapor Shops, (collectively "Smoke Shop-type Establishments) and the sale of E-cigarettes .

Basis: Smoke Shop-type Establishments sell tobacco products, as well as glass pipes and other paraphernalia not uncommon to be associated with drug use. Vapor shop cell th same type of paraphernalia and e-cigarettes. According to the FDA's website, "electronic cigarettes, also known as e-cigarettes, are battery-operated products designed to deliver nicotine, flavor and other chemicals. They turn chemicals, including highly addictive nicotine, into an aerosol that is inhaled by the user."

Michigan does not allow minors to buy products from such establishments, but accessibility to minors is still a concern for the city, according to the resolution. With the Michigan law prohibiting smoking in public places, and with the documented instances of health risks and community nuisance that these Smoke Shop-type establishments can cause, the recommendation comes with a great concern for Public Health and Safety.

This moratorium will allow City staff an opportunity to conduct research and determine whether a change to the City's current codes and ordinances is necessary.

TO: Fellow Oak Park City Council Members
FROM: Kiesha Speech, City of Oak Park Council Member
DATE: 03/04/16
WHAT: 8-Month Moratorium Medical Marijuana Grow Facilities and Medical Marijuana Dispensaries

Motion to institute an Eight (8) month moratorium on Medical Marijuana Grow Facilities, Medical Marijuana Dispensaries, and the like. In addition, a \$2,500 fine and potential jail time will be added to anyone caught operating such facilities within the city limits of Oak Park, MI

Basis: Per a MEMO circulated by the City's Department of Community and Economic Development: Currently, Medical Marijuana Grow facilities and Dispensaries are not a permitted land use in the City of Oak Park. This is according to Zoning Ordinances that do not specifically permit them.

The City of Oak Park has adopted a permissive zoning ordinance. A permissive zoning ordinance lists all the uses that are permitted within a designated zoning district. Any land use that is not specifically listed in the Permitted Uses section of each zoning district is prohibited in that district.

There are NO zoning districts in the City of Oak Park that permit Medical Marijuana grow facilities (including caregiver operations) or dispensaries. Illegal land uses for each zoning district would be a violation of the permitted uses section of the City of Oak Park Zoning Ordinance. Within our city limits, public safety has raided a few illegal grow facilities in the industrial and warehouse areas (Light Industrial District or LI) and in single family homes (Single Family District or R-1). The R-1 District specifically states that Primary Caregivers are not permitted Home Occupations (a home based business), Section 401. This prohibition in an R-1 District would not apply to a Licensed Medical Marijuana Patient living in the home or a Registered Caregiver that is a family member living in the home and not providing medical marijuana to others outside the home.

This moratorium is recommended with the documented instances of criminal activity, potential for illegal dispensing and potential for further community nuisance that these establishments may cause.

This moratorium will allow City staff an opportunity to conduct research and determine whether a change to the City's current codes and ordinances is necessary.