

Oak Park City Council Agenda

February 2, 2015





AGENDA
REGULAR CITY COUNCIL MEETING
35th CITY COUNCIL
OAK PARK, MICHIGAN
February 2, 2015
7:00 PM

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **APPROVAL OF AGENDA**

5. **CONSENT AGENDA**

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

- A. Special Council Meeting Minutes of January 20, 2015
- B. Regular Council Meeting Minutes of January 20, 2015
- C. Business License New and Renewals as submitted for February 2, 2015
- D. Request authorization to advertise for bids for the Program Year 2013 Yard Services Contract, M-628
- E. Request authorization to advertise for bids for the 2015 Code Ordered Tree Removal Contract, M-620
- F. Request that City Council approve the request of the Beautification Advisory Commission to change the meeting time of their February 17, 2015 meeting from 7:00 PM to 6:00 PM.
- G. Request approval for Payment Applications No. 1 and 2 for the 2014 Sewer and Catch Basin Cleaning and Televising Project M-605 in the total amount of \$100,972.25
- H. Recreation Advisory Board Meeting Minutes for January 15, March 19, April 16, May 21, August 20, and September 17, of 2014

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

7. **SPECIAL RECOGNITION/PRESENTATIONS:**

- A. Traffic Improvement Association Presentation

8. **PUBLIC HEARINGS:** None

9. **COMMUNICATIONS:** None

10. **SPECIAL LICENSES:** None

11. **ACCOUNTING REPORTS:**

- A. Approval for payment of an invoice submitted by Secret, Wardle, Lynch, Hampton, Truex & Morley, for legal services in the total amount of \$2,230.40

12. **BIDS:** None

13. **ORDINANCES:** None

14. **CITY ATTORNEY:**

15. CITY MANAGER:

Technical & Planning

- A. Request approval to change the budgeted part-time Code Assistance Officer to be a full-time position and to take the steps necessary to fill the position

Community and Economic Development

- B. Request approval for the sale of Parcel No. 25-31-476-008 to James and Travena Green in the amount of \$2,000 with all closing and attorney fees to be paid for by the buyer
- C. Request approval of a Temporary Sign Request as submitted by Fast Tax Refund, 21910 Greenfield Road, for one 24 square foot banner to be displayed for the period February 3, 2015 through April 2, 2015 which includes a 30 day extension
- D. Request approval of a Temporary Sign Request as submitted by Oak Park Urgent Care, 24661 Coolidge, for one 50 square foot banner to be displayed for the period February 3, 2015 through April 2, 2015 which includes a 30 day extension
- E. Request approval of a Temporary Sign Request as submitted by Cricket Cellular, 23035 Coolidge, for two 10 foot tall (20 square foot) wind feather banners to be displayed for the period February 3, 2015 through April 2, 2015 which includes a 30 day extension
- F. Request approval of a Temporary Sign Request as submitted by Boost Mobile Gadget Drop, 24725 Coolidge, for one 30 square foot banner to be displayed for the period February 3, 2015 through April 2, 2015 which includes a 30 day extension

16. CALL TO THE AUDIENCE

Each speaker's remarks are a matter of public record; and the speaker, alone, is responsible for his or her comments; 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, failure to be germane to the business of the City, for 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 pending litigation, attorney-client privileged communication, contract negotiations and/or collective bargaining agreements

19. ADJOURNMENT

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



**CITY OF OAK PARK, MICHIGAN
SPECIAL COUNCIL MEETING OF THE
35th OAK PARK CITY COUNCIL
January 20, 2015
5:30 P.M.**

MINUTES

This Special Meeting of the 35th Oak Park City Council was held in the Executive Conference Room in City Hall located at 14000 Oak Park Boulevard, Oak Park, MI 48237.

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

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

PRESENT: Mayor McClellan, Mayor Pro Tem Levine, Council Member Seligson (Arrived at 5:34 PM) Council Member Burns, Council Member Speech (Arrived at 6:03 PM)

ABSENT: None

ALSO PRESENT: City Manager Tungate, City Clerk Norris, Deputy City Clerk Sumner, Assistant City Manager Yee

SPECIAL BUSINESS:

Boards and Commissions

Deputy City Clerk Sumner presented a binder of information that included details of each board and commission as well as a master list of members with vacancies and expiring terms highlighted. She also provided an attendance summary of each board and a list of new applicants.

Council discussed these documents and the process by which appointments and re-appointments will be made for the 2015 year with the target date for the appointments/re-appointments to be February 16, 2015. Interviews for new applicants will take place at a Special Council Meeting to be held on February 2, 2015 at 5:30 PM.

CALL TO THE AUDIENCE:

There were no members of the audience wishing to speak.

ADJOURNMENT:

The Special Meeting adjourned at 6:50 P.M.

T. Edwin Norris, City Clerk

Marian McClellan, Mayor



**CITY OF OAK PARK, MICHIGAN
REGULAR COUNCIL MEETING OF THE
35th OAK PARK CITY COUNCIL
January 20, 2015
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.

PRESENT: Mayor McClellan, Council Member Burns, Council Member Speech,
Mayor Pro Tem Levine, Council Member Seligson

ABSENT: None

OTHERS

PRESENT: City Manager Tungate, City Clerk Norris

APPROVAL OF AGENDA:

**CM-01-016-15 (AGENDA ITEM #4) ADOPTION OF THE AGENDA WITH CHANGES
- APPROVED**

Motion by Speech, seconded by Burns, **CARRIED UNANIMOUSLY**, to approve the agenda with the addition of Item #15A1 regarding a change order for ASI Sign Innovations and the omission of the Closed Session.

Voice Vote: Yes: McClellan, Burns, Speech, Levine, Seligson
 No: None
 Absent: None

MOTION DECLARED ADOPTED

CONSENT AGENDA:

CM-01-017-15 (AGENDA ITEM #5A-G) CONSENT AGENDA - APPROVED

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

- A. Regular Council Meeting Minutes of January 5, 2015 **CM-01-018-15**
- B. Special Council Meeting Minutes of January 5, 2015 **CM-01-019-15**
- C. Business License(s) New and Renewal(s) as submitted for January 20, 2015 **CM-01-020-15**

(Subject to all Departmental Approvals)	ADDRESS	FEE
MERCHANT (NEW) January 5, 2015		
FAST REFUND TAX SERVICES	21910 GREENFIELD #107	150.00
HIDDEN TREASURES RES SPECIALTY SHOP	25900 GREENFIELD #116	150.00
BOOST MOBILE	24725 COOLIDGE	150.00

BMX METALS	21700 GREENFIELD #351	150.00
NAYRA DIAMONDS AND JEWELRY	21700 GREENFIELD #303	150.00
MERCHANT (RENEWALS)		
STELLA'S ALTERATIONS	25900 GREENFIELD #114	150.00
EASTER SEALS	12718 NINE MILE	150.00
SAS CELLULAR	13825 NINE MILE	150.00
STEP INTO THE TREND	21700 GREENFIELD #105	150.00
7-11 #13486	15350 LINCOLN	150.00
B'S VANITY HAIR SALON	10851 TEN MILE	150.00
OAK PARK DIALYSIS	13481 TEN MILE	150.00
NEW STYLE AFRICAN BRAIDING	21700 GREENFIELD #106A	150.00
ASCENSION BIBLES & BOOKS	8960 NINE MILE	150.00
OAK PARK MARATHON GAS STATION	26700 GREENFIELD	150.00
SECURITY CENTRAL PROTECTION	12821 CAPITAL	150.00
LINCOLN AUTO CENTER	25761 COOLIDGE	150.00
BOOK BEAT	26010 GREENFIELD	150.00
SPEEDWAY #8814	24771 COOLIDGE	150.00
FINE FURNITURE RESTORATION	13751 ELEVEN MILE	150.00
VICTORY PHYSICAL THERAPY	23300 GREENFIELD #105	150.00
GOLD STAR PRODUCTS	21680 COOLIDGE	150.00
DEBORAH HECHT, LLC	25907 COOLIDGE	150.00
H. O. TRERICE CO	12950 EIGHT MILE	150.00
GOLDIES	13630 EIGHT MILE	150.00
SNEAKER VILLA	26196 GREENFIELD	150.00
MARGARET HEPKE, D.O., P.C.	8750 NINE MILE	150.00
LEE BEAUTY SUPPLY OF GREENFIELD	26118 GREENFIELD	150.00
GLR OF NORTHVILLE	26500 HARDING	150.00
MOTOR WORKS	13350 NORTHEND	150.00
KRAVINGS	25270 GREENFIELD	150.00
GLORY SUPERMARKET	22150 COOLIDGE	150.00
B.A.P.I.	13301 NORTHEND	150.00
CURV BELLA BOUTIQUE	8560 NINE MILE	150.00
EMBASSY MOTEL	14380 EIGHT MILE	150.00
AUDITORY INSTRUMENTS	13261 CLOVERDALE	150.00
AMERICAN EXHAUST SYSTEMS	15441 NINE MILE	150.00
MECO METALS	21430 COOLIDGE	150.00
AZAR JEWELRY	21700 GREENFIELD #368	150.00
HAGOPIAN & SONS	14000 EIGHT MILE	150.00
DALLAS DESIGNS SALON	13831 NINE MILE	150.00
DESIGNER SUITE	23130 COOLIDGE	150.00
ALLWELL PHYSICAL THERAPY & REHAB	21700 GREENFIELD #257	150.00
QUICK CASH & MORE	13710 NINE MILE	150.00
GREAT EXPRESSIONS DENTAL CARE	13231 TEN MILE	150.00
SUBWAY	13311 TEN MILE	150.00
MODERN STAMPS	25900 GREENFIELD #136	150.00
LAN SHOES	23061 COOLIDGE	150.00
FREEDOM CLEANERS	24681 COOLIDGE	150.00
OFFICE DEPOT #617	21110 GREENFIELD	150.00

EXCELL INSULATION	10670 NINE MILE	150.00
BRICCO EXCAVATING	21201 MEYERS	150.00
WOODSHED STUDIOS	8130 NINE MILE	150.00
DEPENDABLE GAGE & TOOL	15321 ELEVEN MILE	150.00
FINDINGS OUTLET	21990 GREENFIELD	150.00
SAMARITAN HOMES	22610 ROSEWOOD	150.00
DUNKIN DONUTS	25170 GREENFIELD	150.00
SHOE RACK OUTLET	13291 TEN MILE	150.00
KRAMAR JEWELRY	21700 GREENFIELD #345	150.00
EZEE SET WOOD PRODUCTS	21650 COOLIDGE	150.00
BMX METALS	21700 GREENFIELD #351	150.00
HIDDEN TREASURES SPECIALTY SHOP	25900 GREENFIELD #116	150.00
BOOST MOBILE	24725 COOLIDGE	150.00
EASTER SEALS OF MICHIGAN	12718 NINE MILE	150.00
AN DES NEW YOU BEAUTY CULTURE	15411 NINE MILE	150.00
SHELBY'S EXTRAORDINAIRE	21700 GREENFIELD #114A	150.00
COMMUNITY CENTER CLASSROOMS & OFFICES	10780 NINE MILE	150.00
PLASKEY PAINTERS	14669 ELEVEN MILE	150.00
CVS PHARMACY #8106	23001 COOLIDGE	150.00
AUTO ZONE	22150 GREENFIELD	150.00
GRACE FASHIONS	23059 COOLIDGE	150.00
DESIGN METAL	10841 CAPITAL	150.00
MERCURY DRUGS	22150 COOLIDGE	150.00
CASH NOW X	13720 EIGHT MILE	150.00
A HEAD OF EXSALONCE	25201 COOLIDGE	150.00
STARMAX	13221 NORTHEND	150.00
MODERN NAILS	13720 NINE MILE	150.00
GOLDEN HANDS OF REGINA	21700 GREENFIELD #204	150.00
LORI'EL-N-LADONS	21700 GREENFIELD #441	150.00
SUKHOTHAI RESTAURANT	25226 GREENFIELD	150.00
U WASH DEVELOPMENT	15450 TEN MILE	150.00
THE BLOUSE HOUSE	21700 GREENFIELD #112	150.00
IT'S ALL ABOUT YOU	8320 NINE MILE	150.00
CASH GIANT OF OAK PARK	23160 COOLIDGE	150.00
RAM JEWELRY	21600 GREENFIELD #105A	150.00
BINNO & BINNO INVESTMENT CO	10850 NINE MILE	150.00

- D. Library Monthly Report for October 2014 and Meeting Minutes of November 18, 2014
CM-01-021-15
- E. Ethnic Advisory Commission Meeting Minutes of December 11, 2014 **CM-01-022-15**
- F. Request of the Chairperson of the Zoning Board of Appeals to cancel the January 27, 2015 regularly scheduled meeting **CM-01-023-15**
- G. Request to advertise for bids for lawn and landscape maintenance and other related items
CM-01-024-15

Voice Vote: Yes: McClellan, Burns, Speech, Levine, Seligson
 No: None
 Absent: None

MOTION DECLARED ADOPTED

RECOGNITION OF VISITING ELECTED OFFICIALS: None

SPECIAL RECOGNITION/PRESENTATIONS:

(AGENDA ITEM #7A) Proclamation honoring Rep. Ellen Cogen Lipton. Mayor McClellan indicated that Representative Lipton was unable to attend the meeting so the proclamation presentation will take place at the next council meeting.

(AGENDA ITEM #7B) City Manager Tungate presented an Employee Recognition Award to Community and Economic Development Manager Kimberly Marrone.

PUBLIC HEARINGS:

CM-01-025-15 (AGENDA ITEM #8A) REQUEST TO SCHEDULE A PUBLIC HEARING ON FEBRUARY 16, 2015 FOR CONSIDERATION OF CREATING AN INDUSTRIAL DEVELOPMENT DISTRICT FOR MP ACQUISITION, LLC LOCATED AT 21750 COOLIDGE, OAK PARK, MICHIGAN 48237 - APPROVED

Motion by Burns, seconded by Levine, CARRIED UNANIMOUSLY, to schedule a Public Hearing on February 16, 2015 for consideration of creating an Industrial Development District for MP Acquisition, LLC located at 21750 Coolidge, Oak Park, Michigan 48237.

Roll Call Vote: Yes: McClellan, Burns, Speech, Levine, Seligson
 No: None
 Absent: None

MOTION DECLARED ADOPTED

CM-01-026-15 (AGENDA ITEM #8B) REQUEST TO SCHEDULE A PUBLIC HEARING ON FEBRUARY 16, 2015 FOR CONSIDERATION OF GRANTING AN INDUSTRIAL FACILITIES TAX EXEMPTION CERTIFICATE FOR MP ACQUISITION, LLC LOCATED AT 21750 COOLIDGE, OAK PARK, MICHIGAN 48237 - APPROVED

Motion by Seligson, seconded by Burns, CARRIED UNANIMOUSLY, to schedule a Public Hearing on February 16, 2015 for consideration of granting an Industrial Facilities Tax Exemption Certificate for MP Acquisition, LLC located at 21750 Coolidge, Oak Park, Michigan 48237.

Roll Call Vote: Yes: McClellan, Burns, Speech, Levine, Seligson
 No: None
 Absent: None

MOTION DECLARED ADOPTED

COMMUNICATIONS: None

SPECIAL LICENSES: None

ACCOUNTING REPORTS:

**CM-01-027-15 (AGENDA ITEM #11A) APPROVAL FOR PAYMENT OF AN INVOICE
AS SUBMITTED BY GARAN, LUCOW, MILLER P.C., FOR LEGAL
SERVICES IN THE TOTAL AMOUNT OF \$10,018.60 - APPROVED**

Motion by Burns, seconded by Levine, CARRIED UNANIMOUSLY, to approve payment of invoice #430225 as submitted by Garan, Lucow, Miller P.C., for legal services in the total amount of \$10,018.60.

Roll Call Vote: Yes: McClellan, Burns, Speech, Levine, Seligson
 No: None
 Absent: None

MOTION DECLARED ADOPTED

BIDS: None

ORDINANCES:

**CM-01-028-15 AMENDMENT TO THE PROPOSED CITY OF OAK PARK ZONING
ORDINANCE, ARTICLE II, DEFINITIONS, AND ARTICLE XVIII,
SIGNS BY REQUIRING FINAL APPROVAL OF MURALS TO BE
DECIDED BY CITY COUNCIL - APPROVED**

Motion by Speech, seconded by Levine, CARRIED, to approve an amendment to the proposed City of Oak Park Zoning Ordinance, Article II, Definitions, and Article XVIII, Signs by requiring final approval of murals to be decided by City Council.

Roll Call Vote: Yes: McClellan, Speech, Levine
 No: Burns, Seligson
 Absent: None

MOTION DECLARED ADOPTED

After a discussion of the proposed ordinance there was a motion by Speech, seconded by Levine, to amend the ordinance by requiring final approval of murals to be decided by City Council. This amendment passed by a simple majority vote.

CM-01-029-15 (AGENDA ITEM #13A) SECOND READING AND ADOPTION OF THE PROPOSED TEXT AMENDMENT TO THE CITY OF OAK PARK ZONING ORDINANCE, ARTICLE II, DEFINITIONS, AND ARTICLE XVIII, SIGNS AS AMENDED - FAILED

Motion by Burns, seconded by Levine, FAILED, to approve the second reading and to adopt the proposed text amendment to the City of Oak Park Zoning Ordinance, Article II, Definitions, and Article XVIII, Signs as amended.

Roll Call Vote:	Yes:	McClellan, Speech, Levine
	No:	Burns, Seligson
	Absent:	None

MOTION DECLARED ADOPTED

After further discussion the amended ordinance failed by a roll call vote as an ordinance requires an affirmative vote of four council members for its passage. City Manager Tungate suggested that the issue regarding murals be discussed further at a work session at a later date.

CM-01-030-15 MURALS DISCUSSION ADJOURNED TO A WORK SESSION AT A LATER DATE - APPROVED

Motion by Seligson, seconded by Levine, CARRIED UNANIMOUSLY, to adjourn the discussion of murals to a work session at a later date.

Voice Vote:	Yes:	McClellan, Speech, Levine, Burns, Seligson
	No:	None
	Absent:	None

MOTION DECLARED ADOPTED

CITY ATTORNEY REPORT: None

CITY MANAGER

Community & Economic Development

CM-01-031-15 (AGENDA ITEM #15A) PAYMENT OF AN INVOICE FROM ASI SIGN INNOVATIONS FOR THE CITY WELCOME SIGN PACKAGE IN THE TOTAL AMOUNT OF \$39,148.33 - APPROVED

Motion by Speech, Seconded by Seligson, CARRIED UNANIMOUSLY, to approve payment of an invoice from ASI Sign Innovations for the City Welcome Sign Package in the total amount of \$39,148.33.

Roll Call Vote: Yes: McClellan, Speech, Levine, Seligson
 No: Burns
 Absent: None

MOTION DECLARED ADOPTED

Community and Economic Development Manager Marrone explained the invoice which is a partial payment for the fabrication of 12 City Welcome Signs to be installed. City Manager Tungate clarified that the final payment for this project will not be made until the project is complete.

CM-01-032-15 (AGENDA ITEM #15A1) Item Added to the Agenda. CHANGE ORDER FOR ASI SIGN INNOVATIONS IN THE AMOUNT OF \$4,275.00 - APPROVED

Motion by Levine, Seconded by Seligson, CARRIED UNANIMOUSLY, to approve Change Order No. 299151-Rv1 for ASI Sign Innovations in the total amount of \$4,275.00.

Roll Call Vote: Yes: McClellan, Burns, Speech, Levine, Seligson
 No: None
 Absent: None

MOTION DECLARED ADOPTED

Ms. Marrone explained the City has hired sign designer ASI Sign Innovations to fabricate and install city welcome signs and they incorrectly quoted the wrong brick on the original quote. The new brick is an additional \$4,275.00. The new total for the project with the change order is \$97,586.67 which is under the approved budget of \$100,000. City Manager Tungate clarified that the additional cost is for the brick only not labor related to changing the sign.

Finance /Assessing

CM-01-033-15 (AGENDA ITEM #15B) RATE OF COMPENSATION FOR THE BOARD OF REVIEW MEMBERS AND THE 2015 MEETING DATES AND TIMES - APPROVED

Motion by Burns, Seconded by Seligson, CARRIED UNANIMOUSLY, to approve the rate of compensation for the Board of Review at \$80.00 for a full day and \$40.00 for a half day of service and the following dates and times for the 2015 Board of Review Meetings:

Monday	March 9, 2015	12:00 PM to 5:00 PM & 6:00 PM to 9:00 PM
Tuesday	March 17, 2015	6:00 PM to 9:00 PM
Monday	March 23, 2015	9:00 AM to 11:30 AM & 1:00 PM to 5:00 PM

Roll Call Vote: Yes: McClellan, Burns, Speech, Levine, Seligson
 No: None
 Absent: None

MOTION DECLARED ADOPTED

CM-01-034-15 (AGENDA ITEM #15C) CITY OF OAK PARK 2014 POVERTY EXEMPTION POLICY – APPROVED

Motion by Levine, Seconded by Burns, CARRIED UNANIMOUSLY, to adopt the following City of Oak Park 2015 Poverty Exemption Policy:

**CITY OF OAK PARK
2015 POVERTY EXEMPTION POLICY**

1. Applicants must be the owner(s) of, and at least one must be an occupant of, the home for which the exemption is being sought. Proof of ownership and residency will be required (deed or land contract, and driver's license or voter's registration card) if it is not already on record with the City of Oak Park Assessor's Office.
2. Applicants will not be eligible for consideration unless they meet the following adopted guidelines as of December 31, 2014. This includes all individuals currently residing in the household, as well as any co-owners who are not residing in the household:

INCOME LIMIT

Income limits shall be those established by the Oak Park City Council, in adherence with Public Act 390 of 1994. For tax year 2014, applicable income limits are as follows:

<u># in Household</u>	<u>2014 Total Household Resources Cannot Exceed</u>
1	\$17,505/yr.
2	\$23,595/yr.
3	\$29,685/yr.
4	\$35,775/yr.
5	\$41,865/yr.
6	\$47,955/yr.
	add \$6,090/yr. for each additional person

ASSET LIMIT

Combined assets cannot exceed the applicant's projected 2015 property taxes +25%. Assets include: cash, checking, savings, money market, IRA's, annuities, investments of any type (eg. stocks & bonds, or other such liquid assets), boats, recreational vehicles, or other property. Assets do not include the applicant's homestead.

3. Meeting the above guidelines will not necessarily result in a property tax reduction. The amount of reduction, if any, will be equal to the difference between line 45 and line 35 on a simulated MI-1040CR (Michigan Homestead Property Tax Credit Claim), using the applicant's 2014 total household income and their projected 2015 property taxes.
4. The above guidelines shall apply to each applicant unless the Board determines there are substantial and compelling reasons to make an exception. If there is a deviation from these guidelines, the reasons shall be communicated in writing to the applicant.

City of Oak Park
2014 Poverty Exemption Policy

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5. All applicants must obtain the proper application from the Assessor's Office, complete the entire application, attach all documentation requested (see back), sign the application and have it notarized.
6. **All applicants must supply copies of the following documents for each individual currently residing in the household as well as any co-owners who are not residing in the household:**

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

2013* & 2014 Homestead Property Tax Credit Claim** (MI-1040CR)
2013* & 2014 Michigan Income Tax Return** (MI-1040)
2013* & 2014 Federal Income Tax Return** (Federal 1040 or 1040A)

**NEW applicants are required to submit both 2012 & 2013 information.
Applicants RETURNING from last year need only submit 2013 information.*

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

W-2 Forms, Social Security Annual Benefit Statements (SSA-1099), SSI Benefit Notices (Federal & State), Pension Benefit Statements, Dividend & Interest Income Statements, Annual FIP/SA Assistance Statements, Workmen's Compensation Benefit Statements, Unemployment Benefit Statements, Child Support &/or Alimony Documentation, etc.
7. All applicants must appear before the Board of Review in person, unless a written medical excuse is provided by their doctor at the time their application is submitted. Applicants with a written medical excuse may appoint a representative to appear on their behalf to answer any questions the Board may have.
8. All applicants will be evaluated based on data submitted and testimony given along with information gathered from any source the Board chooses.
9. Any applicant may be subject to investigation of their financial and property records by the City. This investigation will be performed to verify information used to support the applicant's poverty claim.
10. **Documents submitted to the Board will not be returned.** Information and documents submitted to the Board of Review in support of an application for a poverty exemption shall be kept confidential, to the maximum extent permitted by law.
11. **Application for Poverty Exemption may be made only one time per year**, at either the March, July or December Boards of Review. The amount of exemption, if granted, applies to the whole year, and any amount of overpayment will be refunded.
12. All poverty exemptions are **applicable only for the year in which granted**. **To be considered for exemption the following year, you must repeat the application process.**

Roll Call Vote: Yes: McClellan, Burns, Speech, Levine, Seligson
 No: None
 Absent: None

MOTION DECLARED ADOPTED

Deputy Finance Director Miller reported that in accordance with Public Act 390 of 1994 it is necessary for the City to periodically adjust the amounts pertinent to the Board of Review Exemption Policy and the proposed policy reflects the changes necessary to bring the City into compliance with the Act.

Library

CM-01-035-15 (AGENDA ITEM #15D) REQUEST TO AMEND THE LIBRARY FEE SCHEDULE BY INCREASING THE FEE FOR PRINTING BLACK AND WHITE COPIES FROM \$.10 TO \$.15 PER COPY AND ADDING A \$1.00 FEE FOR THE 3 DAY RENTAL OF NEW RELEASE DVD FILMS WITH A \$1.00 PER DAY (\$10.00 MAXIMUM) FEE FOR OVERDUE ITEMS - APPROVED

Motion by Speech, Seconded by Seligson, CARRIED UNANIMOUSLY, to amend the Library fee schedule by increasing the fee for printing black and white copies from \$.10 to \$.15 per copy and adding a \$1.00 fee for the 3 day rental of New Release DVD Films with a \$1.00 per day (\$10.00 maximum) fee for overdue items.

Roll Call Vote: Yes: McClellan, Burns, Speech, Levine, Seligson
 No: None
 Absent: None

MOTION DECLARED ADOPTED

Library Director Bowman indicated the fees collected would be used to purchase additional products that could increase availability to a greater number of patrons. He also confirmed that used DVD's may be donated to the Library.

CALL TO THE AUDIENCE:

Maxine Gutfreund from the Oak Park School Board reported on activities in the District including a successful Dr. Martin Luther King, Jr. Celebration held at the High School and an upcoming "Dad Day" event to be held at Key School on February 5th. She also indicated that the marching band will be participating in their annual competition.

Michelle Stevenson, 24140 Ridgedale, expressed concerns that the city newsletter was distributed late this month and reported on the upcoming Winterfest event to be held at the Community Center.

Ed Bas, 24250 Kipling, expressed concerns that all media at the Library should be free.

CALL TO THE COUNCIL:

Mayor ProTem Levine encouraged everyone to participate in Winterfest this weekend.

Council Member Speech wished everyone a Happy Martin Luther King Day.

Council Member Burns reminded everyone to please be safe and dress appropriately during the cold weather.

Council Member Seligson wished everyone a good night.

Mayor McClellan announced the City was meeting with leaders from the Jewish Community Center this week and thanked everyone who attended the Dr. Martin Luther King, Jr. celebration at the High School.

CLOSED SESSION:

The Closed Session was not needed and removed from the agenda.

ADJOURNMENT:

There being no further business to come before the City Council, Mayor McClellan adjourned the meeting at 8:17 P.M.

T. Edwin Norris, City Clerk

Marian McClellan, Mayor

MERCHANT'S LICENSES – FEBRUARY 2, 2015

(Subject to All Departmental Approvals)

<u>NEW MERCHANT</u>	<u>ADDRESS</u>	<u>FEE</u>
CURV BELLA BOUTIQUE	22125 COOLIDGE	150.00
ADDIXION, LLC	14701 W ELEVEN MILE RD	150.00
MELROSE COUTURE	22121 COOLIDGE	150.00
 <u>RENEWALS –</u>		
UNIVERSAL PIPING INDUSTRIES LLC	12930 CAPITAL	150.00
UPI REAL ESTATE LLC	12900 CAPITAL	150.00
RITZ RELTY	10140 NINE MILE	150.00
MCDONALD'S/DATTA CORP.	26550 GREENFIELD	150.00
COMMERCIAL CONTROLS INC	15391 ELEVEN MILE	150.00
FAMILY DOLLAR STORES #10397	13471 W TEN MILE	150.00
FAMILY DOLLAR STORES #4941	22100 COOLIDGE	150.00
KABOB CONEY ISLAND	21700 GREENFIELD #120	150.00
LASHELLES SCHOOL OF DANCE LLC	24705 COOLIDGE	150.00
TINA NAILS & SPA INC	24720 GREENFIELD RD	150.00
WALGREENS	13500 NINE MILE	150.00



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: February 2, 2015

AGENDA #

SUBJECT: The Department of Technical and Planning is requesting authorization to receive sealed bids for the PY 2013 Senior Yard Service Program, M-628

DEPARTMENT: Recreation/Technical & Planning – RMB

SUMMARY: Specifications are complete for the Program Year 2013 Yard Services. This program provides low income seniors assistance in lawn mowing, snow removal and yard waste clean-up. Added to this program is a fee for the contractor/agency to administer the Yard Services Program.

FINANCIAL STATEMENT: The Senior Yard Service Program is funded through the Community Development Block Grant, CDBG. \$23,365 has been allocated for program year 2013.

RECOMMENDED ACTION: It is recommended that the request to advertise for bids for Program Year 2013 Yard Services, M-628, be approved. Funding is available in the CDBG fund for this expenditure.

APPROVALS:

City Manager:

Department Director: _____

Finance Director: _____

EXHIBITS: none

**BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN****AGENDA OF:** February 2, 2015**AGENDA #**

SUBJECT: The Department of Technical and Planning is requesting authorization to receive sealed bids for the 2015 Code Ordered Tree Removal Contract, M-620.

DEPARTMENT: Technical & Planning – RMB

SUMMARY: Specifications are complete for the 2015 Code Ordered Tree Removal Contract, M-620. There are many dead trees on private properties throughout the City. These trees are a public hazard and contribute to blight. Utilizing ordinance section 78-51, "Removal of dead, diseased and prohibited trees", we anticipate ordering many tree removals this coming year. All tree removal costs will be invoiced and special assessed to the property owners.

FINANCIAL STATEMENT: The 2015 Code Ordered Tree Removal Contract is temporarily funded through Technical and Planning's Professional Services account # 101-16-371-801.

RECOMMENDED ACTION: It is recommended that the request to advertise for bids for the 2015 Code Ordered Tree Removal Contract, M-620, be approved. Funding is available in Technical and Planning's Professional Services account for this expenditure.

APPROVALS:

City Manager:

A handwritten signature in blue ink, appearing to read "Paul T...", written over a horizontal line.

Department Director:

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

Finance Director:

A handwritten signature in blue ink, appearing to read "G. Credit", written over a horizontal line.

EXHIBITS: none



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: February 2, 2015 **AGENDA #**

SUBJECT: Proposed time change for the Oak Park Beautification Advisory Commission meeting of February 17, 2015 from 7:00 pm to 6:00 pm.

DEPARTMENT: DPW - *KJY*

SUMMARY: The chairperson, with concurrence from the commission members from the Beautification Advisory Commission, has requested that the time for February 17, 2014 meeting be changed from 7:00 pm to 6:00 pm.

RECOMMENDED ACTION: It is recommended that the time for the February 17, 2015 Beautification Advisory Commission meeting be changed from 7:00 pm to 6:00 pm.

APPROVALS:

City Manager: _____

Department Director: *KJY* _____

Finance Director: _____

EXHIBITS: None



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: February 2, 2015

AGENDA #

SUBJECT: Payment Applications no. 1 and 2 for the 2014 Sewer & Catch Basin Cleaning and Televising Project, M-605.

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

SUMMARY: Attached are Payment Applications no. 1 and 2 for the 2014 Sewer & Catch Basin Cleaning and Televising Project, M-605. This project cleaned and televised sewers in the section shown on the attached map. This project is now 58% complete.

<u>FINANCIAL STATEMENT:</u>	Contract Amount:	\$191,850.00
	Total Completed to Date:	\$110,571.75
	Less Retainage:	\$ 9,592.50
	Net Earned:	\$100,979.25
	Deductions:	\$ 0.00
	Balance:	\$100,979.25
	Payments to Date:	\$ 0.00
	Amount Due Doetsch Environmental:	\$100,972.25

RECOMMENDED ACTION: It is recommended that Payment Applications no. 1 and 2 to Doetsch Environmental Services for the 2014 Sewer & Catch Basin Cleaning and Televising Project, M-605, be approved for the total amount of \$100,972.25. Funding is available in the Water and Sewer Fund no. 592-18-550-930.

APPROVALS:

City Manager: _____

Department Director: *KJY* _____

Finance Director: _____

EXHIBITS: Payment Applications no. 1 and 2, map of area

PAYMENT APPLICATION

PROJECT: 2014 SEWER & CATCH BASIN CLEANING AND TELEVISION INSPECTION PROJECT
OWNER: CITY OF OAK PARK, MICHIGAN
CONTRACTOR: DOSTRICH ENVIRONMENTAL SERVICES
 21221 WILLYN AVE.
 WARREN, MICHIGAN 48099

JOB NUMBER: M-825
APPLICATION NO.: 1
PERIOD ENDING: 11/30/2014

ITEM	DESCRIPTION	ORIGINAL		UNIT PRICE	PERIOD QUANTITY	PERIOD AMOUNT	QUANTITY TO DATE	AMOUNT TO DATE
		BID QUANTITY	LFT					
1	MEDIUM 8" SEWER CLEANING & TV INSPECTION	1,850	LFT	\$1.25	0	\$0.00	0	\$0.00
2	MEDIUM 10" SEWER CLEANING & TV INSPECTION	4,300	LFT	\$1.25	3,289	\$4,041.25	3,289	\$4,041.25
3	MEDIUM 12" SEWER CLEANING & TV INSPECTION	36,000	LFT	\$1.25	16,849	\$19,561.25	16,849	\$19,561.25
4	MEDIUM 16" SEWER CLEANING & TV INSPECTION	22,800	LFT	\$1.25	10,888	\$13,336.00	10,888	\$13,336.00
5	MEDIUM 18" SEWER CLEANING & TV INSPECTION	17,100	LFT	\$1.50	7,376	\$11,062.50	7,376	\$11,062.50
6	MEDIUM 24" SEWER CLEANING & TV INSPECTION	8,700	LFT	\$1.75	969	\$1,678.50	969	\$1,678.50
7	MEDIUM 36" SEWER CLEANING & TV INSPECTION	10,800	LFT	\$1.75	1,801	\$2,227.75	1,801	\$2,227.75
8	MEDIUM 27" SEWER CLEANING & TV INSPECTION	9,600	LFT	\$2.00	308	\$608.00	308	\$608.00
9	MEDIUM 30" SEWER CLEANING & TV INSPECTION	1,150	LFT	\$3.50	784	\$2,774.00	784	\$2,774.00
10	MEDIUM 30" SEWER CLEANING & TV INSPECTION	180	LFT	\$3.50	185	\$647.50	185	\$647.50
11	MEDIUM 30" SEWER CLEANING & TV INSPECTION	1,400	LFT	\$4.00	0	\$0.00	0	\$0.00
12	MEDIUM 48" SEWER CLEANING & TV INSPECTION	1,300	LFT	\$4.00	0	\$0.00	0	\$0.00
13	SEWER LATERAL PROTRUDING LEAD CUTTING	5	EA	\$100.00	0	\$0.00	0	\$0.00
14	CATCH BASIN STRUCTURE CLEANING	800	EA	\$55.00	0	\$0.00	0	\$0.00
15	CATCH BASIN LEAD CLEANING & TV INSPECTION	7,500	LFT	\$1.50	0	\$0.00	0	\$0.00

Contract Amount: \$181,850.00

Period Total Amount: \$55,880.75

Earnings This Period: \$55,880.75

Amount to Date: \$55,880.75

Total Earnings to Date: \$55,880.75
 Less Retainage: \$2,794.04
 Net Earned: \$53,086.71
 Deductions: \$0.00
 Balance: \$53,086.71
 Payments to Date: \$0.00

AMOUNT DUE DOSTRICH ENVIRONMENTAL SERVICES: \$53,086.71

Accepted By:
 Robert J. ...
 General Manager, Director Technical & Planning Services
 City of Oak Park, Michigan

Date: 12/23/2014
 Date: 12/23/2014

PAYMENT APPLICATION

PROJECT: 2014 SEWER & CATCH BASIN CLEANING AND TELEVISION INSPECTION PROJECT

JOB NUMBER: M-605

OWNER: CITY OF OAK PARK, MICHIGAN

APPLICATION NO.: 2

CONTRACTOR: DOETSCH ENVIRONMENTAL SERVICES

PERIOD ENDING: 12/30/2014

21221 MULLIN AVE.
WARREN, MICHIGAN 48089

ITEM	DESCRIPTION	ORIGINAL		UNIT	PERIOD QUANTITY	PERIOD AMOUNT	QUANTITY TO DATE	AMOUNT TO DATE
		BID QUANTITY	QUANTITY					
1	MEDIUM 8" SEWER CLEANING & TV INSPECTION	6,100	5,294.0	LFT	\$6,617.50	5,294	\$6,617.50	
2	MEDIUM 10" SEWER CLEANING & TV INSPECTION	4,800	625.0	LFT	\$781.25	3,858	\$4,822.50	
3	MEDIUM 12" SEWER CLEANING & TV INSPECTION	30,500	9,761.0	LFT	\$12,201.25	25,410	\$31,762.50	
4	MEDIUM 15" SEWER CLEANING & TV INSPECTION	20,100	8,871.0	LFT	\$11,088.75	19,539	\$24,423.75	
5	MEDIUM 18" SEWER CLEANING & TV INSPECTION	12,150	2,051.0	LFT	\$3,076.50	9,426	\$14,138.00	
6	MEDIUM 21" SEWER CLEANING & TV INSPECTION	2,900	1,098.0	LFT	\$1,921.50	2,056	\$3,598.00	
7	MEDIUM 24" SEWER CLEANING & TV INSPECTION	4,500	1,445.0	LFT	\$2,528.75	2,746	\$4,805.50	
8	MEDIUM 27" SEWER CLEANING & TV INSPECTION	2,800	1,188.0	LFT	\$2,376.00	1,491	\$2,982.00	
9	MEDIUM 30" SEWER CLEANING & TV INSPECTION	2,700	1,414.0	LFT	\$4,949.00	2,178	\$7,623.00	
10	MEDIUM 33" SEWER CLEANING & TV INSPECTION	500	307.0	LFT	\$1,074.50	492	\$1,722.00	
11	MEDIUM 36" SEWER CLEANING & TV INSPECTION	2,700	2,019.0	LFT	\$8,076.00	2,019	\$8,076.00	
13	SEWER LATERAL PROTRUDING LEAD CUTTING	5	0.0	EA	\$0.00	0	\$0.00	
14	CATCH BASIN STRUCTURE CLEANING	630	0.0	EA	\$55.00	0	\$0.00	
15	CATCH BASIN LEAD CLEANING & TV INSPECTION	14,200	0.0	LFT	\$1.50	0	\$0.00	

Period Total Amount: **\$54,691.00** Amount to Date: **\$110,571.75**

Contract Amount: **\$191,850.00**

Earnings This Period: **\$54,691.00**

Total Earnings to Date: **\$110,571.75**

Less Retainage: **\$9,592.50**
 Net Earned: **\$100,979.25**
 Deductions: **\$0.00**
 Balance: **\$100,979.25**
 Payments to Date: **\$53,086.71**

AMOUNT DUE DOETSCH ENVIRONMENTAL SERVICES: **\$47,892.54**

Accepted By: 
 Doetsch Environmental Services

Date: 1/26/2015

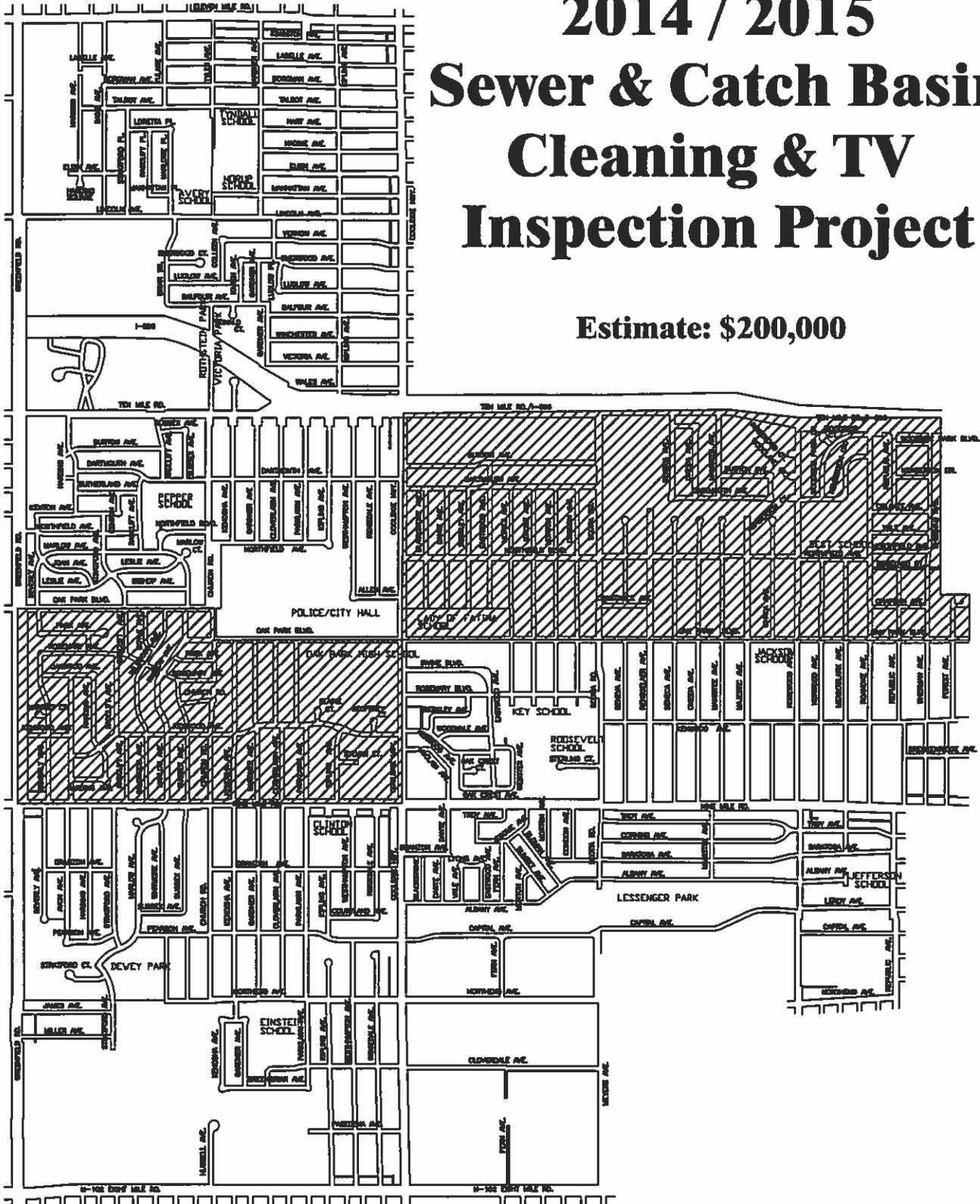
Approved By: 
 Robert Barratt, Director Technical & Planning Services
 City of Oak Park, Michigan

Date: 1/27/2015

City of Oak Park

2014 / 2015 Sewer & Catch Basin Cleaning & TV Inspection Project

Estimate: \$200,000



CITY OF OAK PARK
RECREATION ADVISORY BOARD
REGULAR MEETING January 15, 2014
MINUTES

Meeting called to order by Vice Chairperson, Linda Blatt at 7:03 PM

Members Present: Michael Auger, Ed Hester, Linda Blatt
 Members Absent: Bob Gershman

Members Excused: Tony Harper

Ex-Officio Members Present: Carolyn Burns

Ex-Officio Member Excused:

Staff Members Present: Cristin Spiller

Guests Present: NONE

Minutes of Recreation Advisory Board Meeting of November 20, 2013

Motion by: Ed Hester – to receive
 Seconded by: Michael Auger

Motion passed unanimously

Council Comments:

Council Member Burns discussed the DPS water bill and why they have increased; the state bond that was used to repair the Coon Drain has been split between the communities and then passed onto the taxpayers to pay back the funds. A special license was given out to LaVida massage parlor pending the owner gets a massage license prior to the business opening to the public. The city has approved the first Tavern License to Sahara, She informed the board about the boundaries changing for the polling locations and that we will be going from 10 to 16 precincts. Lastly she discussed that council has been interviewing candidates for the open boards and commission positions.

Motion by: Michael Auger – to receive
 Seconded by: Ed Hester

Motion passed unanimously

Regular Business: Recreation Monthly Report for September, October, November and December 2013 were submitted and reviewed.

Motion by:
Seconded by:

Ed Hester – to receive
Michael Auger

Motion passed unanimously

Park Committee

Damage to Oceans of Fun is almost complete, city is waiting on one more part to be shipped and replaced.

New Business:

A. The Interlocal Governmental Agreement was approved by both Oak Park and Ferndale City Councils on December 16th the agreement makes everything official that Jill Manchick, Director of Ferndale and Cristin Spiller , Director of Oak Park have been working on over the past few years.

B. New Summer Programs: Cristin Spiller is in contact with Park It on bringing in free movie in the park nights to the summer line up and we are also working on getting more involved with the summer splash by increasing programming at the pool that day. Council member Burns also let everyone know that she is looking at getting the fireworks back in Oak Park.

C. Pool Evaluation: Accepted but the cost of repairs is going to be a concern.

Motion by:
Seconded by:

Ed Hester – to receive
Michael Auger

Motion passed unanimously

VIII Announcements/Discussions: None

Motion to Adjourn at 8:03pm

Respectfully submitted,

Michael Auger

CITY OF OAK PARK

**RECREATION ADVISORY BOARD
REGULAR MEETING March 19, 2014
MINUTES**

Meeting called to order by Chairperson, Bob Gershman at 7:02 PM

Members Present: Michael Auger, Bob Gershman, Ed Hester,
Diane Spiller and Nathaniel Cobb

Members Absent:

Members Excused: Linda Blatt

Ex-Officio Members Present: Carolyn Burns

Ex-Officio Member Excused:

Staff Members Present: Cristin Spiller

Guests Present: NONE

Minutes of Recreation Advisory Board Meeting of February 19, 2014

Motion by: Diane Spiller – to receive
Seconded by: Nate Cobb

Motion passed unanimously

Council Comments:

Potholes are being repaired; the Greenfield repair between 8 & 9 mile rd will be paid 75% by Southfield and 25% by Oak Park. Jade Palace has applied for a Tavern license and at the last council meeting there was discussion of possibly splitting the Farm Fresh location to attract more tenants.

Motion by: Ed Hester – to receive
Seconded by: Diane Spiller

Motion passed unanimously

Regular Business:

A. Monthly Report for January and February 2014

There seems to be a trend of decline in some of the programs, when asked Director Spiller explained that we use to have the High School coach send over kids who had been cut from the team to increase the number of participants and

also the schools are running there own programs. It has helped running the programs jointly with Ferndale so teams are seeing more players.

Motion by: Ed Hester – to receive
Seconded by: Nathaniel Cobb

Motion passed unanimously

Park Committee: The 2013-14 budget a lots for repair to JFF and CP2 fence repairs and also grading the fields to help with proper drainage.

Motion by: Ed Hester – to receive
Seconded by: Nathaniel Cobb

Motion passed unanimously

New Business:

A. Budget: Majority of the budget stayed the same we did request and additional \$60,000 to be added to the Municipal Pool budget to complete well needed repairs to the filter, zero-depth pebble tech, heat pump and a cover for the pool. Also requested was to have our contractual clerical staff to be hired as city employees.

B. Brainstorming: A discussion was had about things the Recreation Department could possibly do to help with the Teens at the Library after school hours. And the main concerns brought up were how do we get them to come to the Community Center instead of the Library, Were are the funds coming from to support the programs and is it needed?

Motion by: Nathaniel Cobb – to receive
Seconded by: Diane Spiller

Motion passed unanimously

Announcements/Discussions: The Recreation Brochure is almost done and will be in resident's homes by April 7th.

Motion to Adjourn at 8:05 pm

Respectfully submitted,

Michael Auger



CITY OF OAK PARK

DEPARTMENT OF RECREATION

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

RECREATION ADVISORY BOARD REGULAR MEETING April 16, 2014 MINUTES

Meeting called to order by Chairperson, Bob Gershman at 7:06 PM

Members Present: Michael Auger, Bob Gershman, Ed Hester,
Diane Spiller, Nathaniel Cobb

Members Absent: Linda Blatt

Members Excused:

Ex-Officio Members Present:

Ex-Officio Member Excused: Carolyn Burns

Staff Members Present: Cristin Spiller

Guests Present: NONE

Minutes of Recreation Advisory Board Meeting of March 19, 2014

Motion by: Nathaniel Cobb – to receive
Seconded by: Ed Hester

Motion passed unanimously

Council Comments:

Diane Spiller was at the last meeting and some of the things that she had noted that they talked about at council were the Congressional Art Exhibit will be on display at City Hall until April 21st.

Motion by: Nathaniel Cobb – to receive
Seconded by: Ed Hester

Motion passed unanimously

Communications:

The Family Fun Guide has the year misprinted on the front cover and it has been corrected. Also Anthony Simmons and Prentice Gardner received Coach of the Year Awards from the Michigan Recreation and Parks Association.

Motion by: Ed Hester – to receive
Seconded by: Nathaniel Cobb

Motion passed unanimously

Regular Business:

Per the discussion we had at the last meeting there had been meetings and discussions to decide on what to do with the situation at the library. They are going to have students who are not accompanied by an adult sign in with identification and they are also going to place picnic tables in the open green area between the Library and City Hall.

Motion by: Nathaniel Cobb – to receive
Seconded by: Diane Spiller

Motion passed unanimously

Park Committee:

Since the weather has finally broke we will have Berkley High School using Victoria Park’s Baseball Field, U of D Jesuit will be using Jackson and Key Park Baseball Fields and Oak Park High School uses CP2. Recreation does receive revenue for the U of D field rentals.

New Business:

A. Daddy Daughter Dance: 79 participants from Oak Park and 40 participants from Ferndale with a profit of \$422.27.

B. Mom 2 Mom Sale was very well advertised and had a profit of \$593. .

Motion by: Ed Hester – to receive
Seconded by: Diane Spiller

Motion passed unanimously

VIII Announcements/Discussions: None

Motion to Adjourn at 7:32 pm

Respectfully submitted,

Michael Auger



CITY OF OAK PARK

DEPARTMENT OF RECREATION

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

RECREATION ADVISORY BOARD REGULAR MEETING May 21, 2014 MINUTES

Meeting called to order by Chairperson, Bob Gershman at 7:00 PM

Members Present: Bob Gershman, Ed Hester, Diane Spiller,

Nathaniel Cobb, Linda Blatt

Members Absent: Michael Auger

Members Excused:

Ex-Officio Members Present:

Ex-Officio Member Excused: Carolyn Burns

Staff Members Present: Lynn Davey

Guests Present: NONE

Minutes of Recreation Advisory Board Meeting of May 21, 2014

Motion by: Linda Blatt

Seconded by: Nathaniel Cobb

Motion passed unanimously

Council Comments:

None

Motion by: Linda Blatt

Seconded by: Nathaniel Cobb

Nathaniel Cobb – to receive

Ed Hester

Motion passed unanimously

Communications:

Motion by: Linda Blatt
Seconded by: Ed Hester

Motion passed unanimously

Regular Business:

Per the discussion we had at the last meeting there had been meetings and discussions to decide on what to do with the situation at the library. They are going to have students who are not accompanied by an adult sign in with identification and they are also going to place picnic tables in the open green area between the Library and City Hall.

Motion by: Nathaniel Cobb – to receive
Seconded by: Diane Spiller

Motion passed unanimously

New Business:

12 Youth Softball Leagues. Opening Day June 1st. Pool opening June 14th.

Motion by: Ed Hester
Seconded by: Bob Gershman
Motion passed unanimously

VIII Announcements/Discussions: New Computer System for Recreation
Department: Activenet

Motion to Adjourn at 7:21 pm

Respectfully submitted,

Ed Hester

City of Oak Park

Recreation Advisory Board

Regular Meeting August 20, 2014 at Oak Park Community Center

I. Meeting called to order by Mike Auger at 7:04pm.

Members Present: Michael Auger, Ed Hester, Nathaniel Cobb, Linda Blatt

Members Excused: None

Members Absent: Diane Spiller, Bob Gershman

Ex-Officio Members Present: Carolyn

Staff Members Present: Julie Hall, Recreation Director

Guests Present: None

II. Minutes of Recreation Advisory Board Meeting of May 2014: None presented

III. Council Comments

a. Passage of Oak Park Strategic Economic Development Plan

IV. Regular Business

a. Review of Julie's first 60 days as Recreation Director

i. Evaluate staffing

ii. Staff attended customer service training

iii. New registration system being implemented – ActiveNet

iv. New PCs being installed in office

v. New city-wide system called BS&A

V. New Business

a. Except Bob Gershman's resignation from the Recreation Advisory Board

Motioned by: Linda Blatt

Second by: Ed Hester

Motion passed: 4-0

b. Nominate Michael Auger as Chairman

Motioned by: Nathaniel Cobb

Second by: Ed Hester

Motion passed: 4-0

c. Nominate Nathaniel Cobb as Secretary

Motioned by: Ed Hester

Second by: Michael Auger

Motion passed: 4-0

VI. Announcements - none

Meeting adjourned at 8:15pm

Respectfully submitted,

Nathaniel Cobb, Recording Secretary

City of Oak Park

Recreation Advisory Board

Regular Meeting September 17, 2014 at Oak Park Community Center

I. Meeting called to order by Mike Auger at 7:05pm.

Members Present: Michael Auger, Ed Hester, Nathaniel Cobb, Linda Blatt

Members Excused: None

Members Absent: Diane Spiller

Ex-Officio Members Present:

Staff Members Present: Julie Hall, Recreation Director

Guests Present: None

II. Minutes of Recreation Advisory Board Meeting of May 2014 and August 2014:

Motioned by: Ed Hester to approve minutes for May and August 2014

Second by: Linda Blatt

Motion Passed

III. Council Comments

a. Recreation Director Hall provided flood update and notified members of the passing of Police Officer.

IV. Regular Business

- a. Recreation Director Hall informed the Board about:
- The city-wide transition to BS&A
 - Soliciting quotes for pool repairs
 - Changing of temporary office staff

V. New Business

- a. Recreation Director Hall presented proposed fee changes to park shelter rentals. Discussion occurred regarding the fees with minor adjustments made to the fee structure. Comments made regarding the Park Rangers using bikes instead of always in a car and expecting a higher level of customer service.

Nathaniel Cobb made a motion to change shelter rental fees for 2015.

Motioned by: Nathaniel Cobb

Second by: Ed Hester

Motion passed.

VI. Announcements - none

Meeting adjourned at 7:55pm

Respectfully submitted, Nathaniel Cobb, Recording Secretary

SECRET
SW
WARDLE

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

IRS # 38-1863919

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

January 20, 2015
Invoice # 1260548
Client No. M1409
Matter No. 100314

RE: Oak Park, City of (Building Fund)

INTERIM

Services Rendered: CLAIM #

CURRENT BILLING SUMMARY THROUGH DECEMBER 31, 2014

Fees for Professional Services	\$2,224.00
Expenses Advanced	\$6.40
CURRENT BILL DUE	\$2,230.40

PLEASE REMIT TO: SECRET, WARDLE, LYNCH,
HAMPTON, TRUEX & MORLEY, PC
P.O. BOX 634213
CINCINNATI, OH 45263-4213



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: February 2, 2015 **AGENDA #**

SUBJECT: Code Assistance Officer

DEPARTMENT: Technical & Planning – RMB

SUMMARY: The current budget authorized the addition of a part time Code Assistance Officer. To date, this position has not been filled. Although the approval of the part time position was appreciated, the Technical and Planning Department requested a full time code position to help meet the increased rental inspection demand of 12 initial inspections per day. Currently, we are performing about 6 initial rental inspections per day and are behind on these inspections.

The requested full time position was anticipated with the 2013 rental inspection fee increase. Our inspections fees will cover the expenses for this position.

Based on the facts listed above, I recommend, with concurrence from the City Manager, changing the proposed part time Code Assistance Officer position to full time. Based on an expected timeline of April to complete the hiring process, we will not need an amendment to this year's budget. The recommendation will impact next year's budget by approximately \$39,000.

FINANCIAL STATEMENT: The current budgeted amount for a part time Officer is \$21,089 per year. The estimated personnel cost of a full time inspector is \$60,000, or an increase of \$38,911 in next year's budget. Our revenues from rental inspection fees will cover this expenditure.

RECOMMENDED ACTION: It is recommended that the budgeted part time Code Assistance Officer be approved to a full time position.

APPROVALS:

City Manager: _____

Department Director: _____

Finance Director: _____

EXHIBITS: None



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: February 2, 2015

AGENDA #

SUBJECT: Permission to sell vacant parcel owned by the city of Oak Park and enter into a purchase agreement to dispose of Parcel 25-31-476-008 for the amount of \$2,000.

DEPARTMENT: Community & Economic Development

SUMMARY: When the city manager determines that it is in the best interests of the city, real property acquired by the city through tax reversion may be disposed of by one, or a combination of more than one, of the following methods as determined appropriate by the city manager on a case by case basis: Listing with real estate broker; solicitation of sealed bids, pursuant to subsection 2-378 (2); negotiated sale; or request for proposals, pursuant to section 2-384. The city manager shall submit the offer which he or she deems to be in the best interests of the city, together with his or her recommendation, to the city council for action.

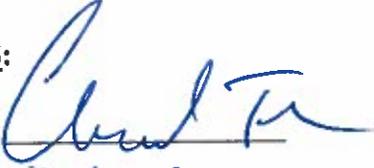
The City Manager negotiated a sale on this landlocked parcel. The negotiated sale price was \$2,000 plus the buyer to pay any closing costs and attorney fees. The interested party is James and Travena Green residing at 21171 Kipling. Their current residence backs up to the parcel in question and they want to acquire it to maintain it and use it as additional outdoor space.

The sale of this parcel will also save the city money in related expenses to maintain the parcel.

FINANCIAL STATEMENT:

RECOMMENDED ACTION: The city council approve the sale of parcel 25-31-476-008 to James and Travena Green in the amount of \$2,000 with all closing and attorney fees paid for by buyer.

APPROVALS:

City Manager: 

Director: 

Finance Director: _____

EXHIBITS: purchase agreement draft, map showing the parcel in reference, deed, & proposed quit claim deed.

PURCHASE AGREEMENT

BY SIGNING THIS PURCHASE AGREEMENT (Agreement), The City of Oak Park, whose address is 14300 Oak Park Blvd., Oak Park, MI 48237 (Seller), and James Green and Travena Green, whose address is 21171 Kipling, Oak Park, MI 48237 (Buyers), agree to sell and purchase the following vacant parcel of real estate located in the City of Oak Park, Oakland County, Michigan, legally described as follows:

**T1N, R11E, SEC 31 SCHAEFER HIGHWAY ESTATES SUB LOTS 8 & 9 EXC E
134 FT, & VAC PARKLAWN AVE ADJ TO SAME**

Parcel Number: 25-31-476-008

(the Property), together with all improvements and appurtenances now on the Property, with Buyers to pay \$2,000.00 (two-thousand dollars) (the Purchase Price), subject to building and use restrictions and easements, if any, and zoning ordinances, if any, on the following conditions:

1. Buyers shall pay all closing fees, legal fees and all costs associated with recording the required Deed. The parties agree that counsel for the City of Oak Park shall prepare the required Deed and closing documents necessary to complete this transaction, that the counsel for the City of Oak Park shall conduct the closing, and that the cost of same, together with any document preparation fee, shall be paid by the Buyers. Buyers shall pay the required real estate transfer taxes, if any. At closing, the parties shall execute closing statements prepared by Counsel for the City of Oak Park and all income or other tax and governmental reporting documents as required.
2. The Sales Price, together with all legal fees and costs associated with recording the required deed must be paid in the form of certified funds payable to the City of Oak Park.
3. Upon receipt of the entire sales price, together with fees and costs, the City of Oak Park shall provide a Quit Claim Deed for the Property to Buyers. The transfer of the property shall be on an "as is" basis, without any representation or warranty. Buyers shall be responsible for all taxes, fees, costs or other expenses relating to the transfer of the Property. Buyers shall be responsible for all past, present, and future taxes, liens, utilities, or assessments on the Property. The City of Oak Park will not pay any fees or costs incidental to the transfer of the Property.
4. The City of Oak Park will not furnish a title commitment for title insurance associated with this transaction. Buyers, at buyers' own expense and choosing, may obtain a commitment for title insurance.

5. Closing shall take place at the offices of the City of Oak Park. Closing shall take place on a date and time as is mutually agreeable to the parties to close, provided, however, that closing shall occur not later than ten days from the date of execution of this agreement.
6. Buyers are entitled to immediate possession of the property after execution and tender of all funds due under the terms of this agreement.

CONDITION OF PROPERTY

Seller and Buyer acknowledge and agree that the Property is being purchased and sold in an "AS IS" condition without any representations and/or warranties whatsoever by Seller concerning the physical condition of the Property, or its fitness for any particular purpose. **SELLER DISCLAIMS ANY AND ALL WARRANTIES, IMPLIED OR EXPRESS.**

BINDING AGREEMENT

This Agreement shall bind and inure to the benefit of the heirs, executors, administrators, successors, and assigns of the respective parties.

BROKERS

Seller and Buyers represent and warrant to each other that they have not used or employed the services of any real estate brokers, sales agents, or finders in connection with the purchase and sale of the Property. Seller and Buyers agree to indemnify, defend, and hold one another harmless with respect to any broker's commissions and/or finder's fees which are asserted or may become due as a result of the purchase and sale of the Property.

ENTIRE AGREEMENT

The parties agree that this Purchase Agreement contains the entire agreement between Seller and Buyers and that there are no agreements, representations, statements, or understandings which have been relied on by the parties to this Purchase Agreement which are not stated in this Purchase Agreement.

ALL AGREEMENTS IN WRITING

The parties agree that this Purchase Agreement (and written and signed addenda, if any) cannot be modified, altered, or otherwise amended without a writing being duly signed or initialed, as the case may be, by both Seller and Buyers.

EFFECTIVE DATE

The effective date of this Agreement, i.e., the date on which the timing provisions and contingencies of this Agreement begin (the Effective Date), shall be the date on which the last person to sign this document shall have signed the document. If the parties fail to insert the date they signed this Agreement beneath their signatures below, the Effective Date shall be the date on which Buyers received a fully executed copy of this document. **IT IS THEREFORE VERY IMPORTANT FOR EACH PERSON SIGNING THIS DOCUMENT TO PLACE THE DATE OF SIGNING IN THE SPACE PROVIDED BELOW [HIS / HER]SIGNATURE.**

ACCORDINGLY, Seller and Buyers have executed this Purchase Agreement as of the date written below.

The City of Oak Park

/s/ _____

Title: _____

Dated: _____

James Green, Buyer

/s/ _____

Dated: _____

Travena Green, Buyer

/s/ _____

Dated: _____

25-31-476-008

21171
Kipling

21161
Kipling

21141
Kipling

N



LIBER 43598 PAGE 161

31-476-008

0213936

LIBER 43598 PAGE 161
\$10.00 DEED - COMBINED
\$.00 REMONUMENTATION
11/22/2011 16:42:30PM RECEIPT #95351
PAID RECORDED - OAKLAND COUNTY
BILL BULLARD JR, CLERK/REGISTER OF DEEDS

DEED PURSUANT TO ACT 123 OF 1999

The grantor, Andrew E. Meisner, Oakland County Treasurer, whose address is 1200 N. Telegraph Road, Building 12E, Dept. 479, Pontiac, Michigan 48341, conveys in fee simple interest to CITY OF OAK PARK

whose address is: 13600 OAK PARK BLVD
OAK PARK, MI 48237

the following described premises situated in the CITY of Oak Park
County of Oakland and State of Michigan.

T1N, R11E, SEC 31 SCHAEFER HIGHWAY ESTATES SUB LOTS 8 & 9 EXC E 134 FT, & VAC
PARKLAWN AVE ADJ TO SAME

RECEIVED

DEC 11 2011

CITY OF OAK PARK

Number 05-31-476-008

QUIT CLAIM DEED
STATUTORY FORM

KNOW ALL MEN BY THESE PRESENTS: That The City of Oak Park, a Michigan Municipal Corporation
whose address is: 14300 Oak Park Blvd., Oak Park, MI 48237

Quit Claims to: James Green, a married man, and Travena Green, a married woman,

whose address is: 21171 Kipling, Oak Park, MI 48237

the following described premises situated in the City of Oak Park, County of Oakland, and State of Michigan, to wit:

T1N, R11E, Sec 31 Schaefer Highway Estates Sub Lots 8 & 9 Exc E 134 ft, & Vac Parklawn Ave adj
to same

Property ID NO. 25-31-476-008

together with all and singular the tenements, hereditaments and appurtenances thereunto belonging or appertaining for the sum of two
thousand dollars (\$2,000.00). This deed is exempt from taxation under MCLA 207.526(h)(1).

Dated this _____ day of _____, 20__

Signed by:

STATE OF MICHIGAN)
)ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 20__ by _____

Notary Public, _____ County
acting in _____ County, _____
My Commission expires : _____, 20__

When Recorded Return To: James Green and Travena Green 21171 Kipling Oak Park, Michigan 48237	Send Subsequent Tax Bills To: James Green and Travena Green 21171 Kipling Oak Park, Michigan 48237	Drafted By: Courtney A. Krause, P70581 1111 W. Long Lake, Ste 300 Troy, Michigan 48098
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CITY OF OAK PARK

DEPARTMENT OF COMMUNITY &
ECONOMIC DEVELOPMENT

Paul Levine
Council Members
Michael Sellgson
Kiesha Speech
Carolyn Burns
City Manager
Erik Tungate

TO: Erik Tungate, City Manager
FROM: Kevin Rulkowski, AICP, City Planner
SUBJECT: Temporary Sign Request

DATE: January 22, 2015
FILE:

A Temporary Sign is being requested as provided for in Section 1811 of the City of Oak Park Zoning Ordinance

Applicant: Fast Tax Refund, 21910 Greenfield.

Sign Requested: One 24 square foot banner.

Requested time period: February 3, 2015 through April 2, 2015.

Notes: The applicant is requesting 30 day extension at this time.

Based on the provisions regarding Temporary Signs in the Zoning Ordinance the Planning Division recommends **Approval** of the temporary sign as requested subject to the following conditions:

- 1) The temporary sign shall not be placed in or project over the right-of-way.
- 2) The temporary sign shall not create an obstruction or traffic hazard.
- 3) Payment of Temporary Sign Permit fee.

PB 15-10020



CITY OF OAK PARK

Department of Technical & Planning Services
14300 Oak Park Boulevard Oak Park, MI 48237
Phone (248) 691-7450 Fax (248) 691-7165

Temp Sign

PLAN EXAMINATION AND BUILDING PERMIT #107

LOCATION: 21910 Sunfield rd FAST Refund tax DATE: 1-20-15

PROPERTY TAX ID NUMBER: _____

OWNER: _____ PHONE: 313-915-1314

OWNER ADDRESS: _____

CONTRACTOR: X Fast Remodels (Gabori) PHONE: X 313-915-1314

CONTRACTOR ADDRESS: X 7328 Riverwood Detroit MI 48239

BUILDERS LICENSE #: _____ EXPIRES: _____

FEDERAL ID #: _____ E-MAIL: _____

ARCHITECT: _____ PHONE: _____

ARCHITECT ADDRESS: _____

Work Description 8' x 3' banner sign
display name "Fast Refund"
Tax & E-File 313-915-1314
Free Examination 1-20-15 thru
3-20-15
 Value of Construction \$ _____

VALUATION OF WORK	
Base Fee	\$30.00
\$0.00 to \$4,000	\$60.00
\$4,001 to \$8,000	\$100.00
\$8,001 to \$12,000	\$150.00
\$12,000 and Over	\$150.00
Plus \$10 for ea. additional \$1,000.00 or part thereof	

Section 23a of State Construction Code Act of 1972, 1972 PA 230, MCL 125.1523a, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a residential structure. Violators of Section 23a are subjected to civil fines.

APPLICANT SIGNATURE [Signature] DATE 01-20-2015

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and we agree to conform to all applicable laws of this jurisdiction.

FOR OFFICE USE ONLY

APPROVED DENIED

OTHER PERMITS REQUIRED: ELECTRICAL PLUMBING MECHANICAL FIRE SUPPRESSION FIRE ALARM

USE GROUP _____ OCCUPANCY LOAD _____ CONSTRUCTION TYPE _____ ZONE _____ SQ FT _____

INSPECTOR: _____ DATE: _____

ADDITIONAL NOTES: _____



CITY OF OAK PARK

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

Mayor
Council Members
Paul Levine
Michael Seligson
Klesha Speech
Carolyn Burns
City Manager
Erik Tungate

TO: Erik Tungate, City Manager
FROM: Kevin Rulkowski, AICP, City Planner
SUBJECT: Temporary Sign Request

DATE: January 22, 2015
FILE:

A Temporary Sign is being requested as provided for in Section 1811 of the City of Oak Park Zoning Ordinance

Applicant: Oak Park Urgent Care, 24661 Coolidge Highway.

Sign Requested: One 50 square foot banner.

Requested time period: February 3, 2015 through April 2, 2015.

Notes: The applicant is requesting 30 day extension at this time.

Based on the provisions regarding Temporary Signs in the Zoning Ordinance the Planning Division recommends **Approval** of the temporary sign as requested subject to the following conditions:

- 1) The temporary sign shall not be placed in or project over the right-of-way.
- 2) The temporary sign shall not create an obstruction or traffic hazard.
- 3) Payment of Temporary Sign Permit fee.



CITY OF OAK PARK

Department of Technical & Planning Services
14300 Oak Park Boulevard Oak Park, MI 48237
Phone (248) 691-7450 Fax (248) 691-7365

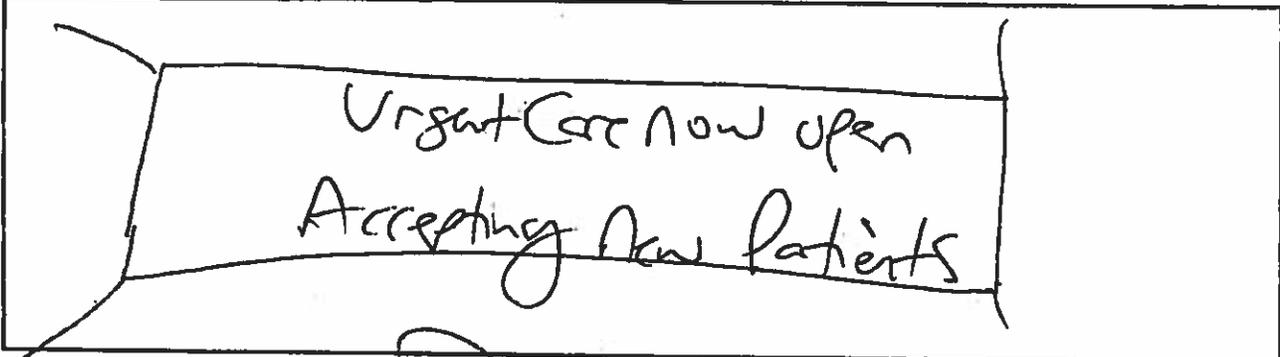
RECEIVED
15 5001
JAN 21 2015
P2ST-15-5001

TEMPORARY SIGN PERMIT

LOCATION: 24661 Coolidge Hwy DATE: 1/20/2015
PROPERTY OWNER: Dr. Nidal Hammond PHONE: _____
NAME OF BUSINESS: Oak Park Urgent Care
BUSINESS OWNER: Nidal Hammond PHONE: 248-398-4000

INSTALLATION DATE: 1/20/2015 REMOVAL DATE: 2/20/2015
LOCATION OF TEMPORARY SIGN: Front of Building
SIZE OF TEMPORARY SIGN: 22.5 height x 10.25 length & 60.50 square feet
DIMENSIONS OF FAÇADE: _____ height x _____ length & _____ square feet
SIGN WORDING: _____

Urgent Care Now Open
Accepting New Patients



I have read the City Sign Ordinance, the City Council and Department of Technical and Planning Services Procedures as they pertain to Temporary Signs. I understand I am subject to citation with a court appearance ticket, should I fail to adhere to all conditions of approval.

APPLICANT SIGNATURE [Signature] DATE 1/20/15
ADDRESS 24661 Coolidge Highway
DRIVER'S LICENSE # D120327319878 PHONE (313)377-5758

FOR OFFICE USE ONLY

COUNCIL APPROVED DENIED DATE: _____

ADDITIONAL NOTES



CITY OF OAK PARK

DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

Mayor
Council Members
Paul Levine
Michael Seligson
Klesha Speech
Carolyn Burns
City Manager
Erik Tungate

TO: Erik Tungate, City Manager
FROM: Kevin Rulkowski, AICP, City Planner
SUBJECT: Temporary Sign Request

DATE: January 22, 2015
FILE:

A Temporary Sign is being requested as provided for in Section 1811 of the City of Oak Park Zoning Ordinance

Applicant: Cricket Cellular, 23035 Coolidge Highway.

Sign Requested: Two 10 foot tall (20 square feet) wind feather banners. Banners to be placed on berm of shopping center property.

Requested time period: February 3, 2015 through April 2, 2015.

Notes: The applicant is requesting 30 day extension at this time.

Based on the provisions regarding Temporary Signs in the Zoning Ordinance the Planning Division recommends **Approval** of the temporary sign as requested subject to the following conditions:

- 1) The temporary sign shall not be placed in or project over the right-of-way.
- 2) The temporary sign shall not create an obstruction or traffic hazard.
- 3) Payment of Temporary Sign Permit fee.



CITY OF OAK PARK

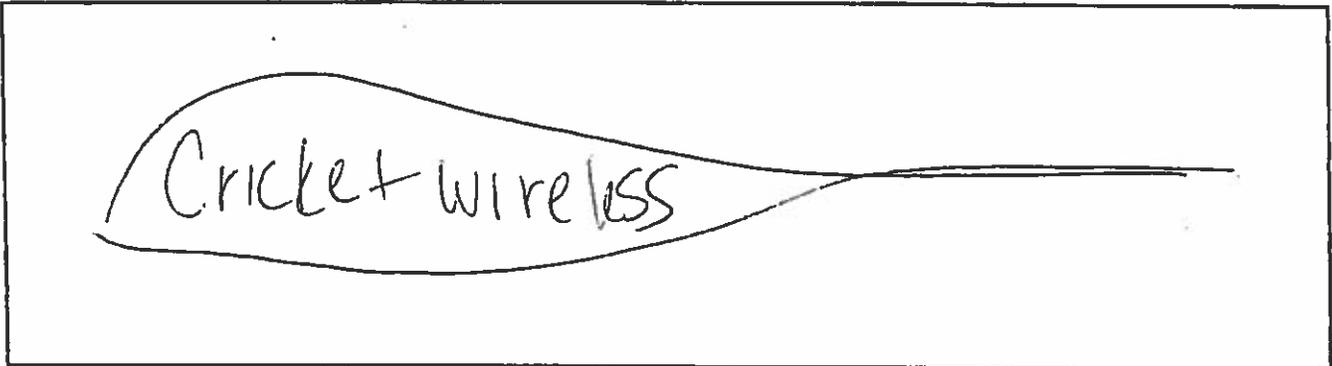
Department of Technical & Planning Services
14300 Oak Park Boulevard Oak Park, MI 48237
Phone (248) 691-7450 Fax (248) 691-7165

TEMPORARY SIGN PERMIT

LOCATION: 23035 Coolidge Hwy Oak Park DATE: 1/21/15
 PROPERTY OWNER: Berger Realty PHONE: 248-268 3283
 NAME OF BUSINESS: Cricket wireless
 BUSINESS OWNER: Heather Boji / Christine Jada PHONE: 248 425 4404

INSTALLATION DATE: _____ REMOVAL DATE: _____
 LOCATION OF TEMPORARY SIGN: entrance to lot Coolidge entrance
 SIZE OF TEMPORARY SIGN: 10ft height x 2ft length & 20sq square feet
 DIMENSIONS OF FAÇADE: _____ height x _____ length & _____ square feet
 SIGN WORDING: _____

SKETCH OF TEMPORARY SIGN:



I have read the City Sign Ordinance, the City Council and Department of Technical and Planning Services Procedures as they pertain to Temporary Signs. I understand I am subject to citation with a court appearance ticket, should I fail to adhere to all conditions of approval.

APPLICANT SIGNATURE [Signature] DATE 1/21/15
 ADDRESS 2227 Hidden Ln West Bloomfield MI 48324
 DRIVER'S LICENSE # J 350 115 067 731 PHONE 248 425 4404

FOR OFFICE USE ONLY

COUNCIL APPROVED DENIED DATE: _____

ADDITIONAL NOTES: _____



CITY OF OAK PARK
**DEPARTMENT OF COMMUNITY &
ECONOMIC DEVELOPMENT**

Mayor
City Council Members
Paul Levine
Council Members
Michael Sellgson
Kiesha Speech
Carolyn Burns
City Manager
Erik Tungate

TO: Erik Tungate, City Manager
FROM: Kevin Rulkowski, AICP, City Planner
SUBJECT: Temporary Sign Request

DATE: January 22, 2015
FILE:

A Temporary Sign is being requested as provided for in Section 1811 of the City of Oak Park Zoning Ordinance

Applicant: Boost Mobile Gadget Drop, 24725 Coolidge Highway.

Sign Requested: One 30 square foot banner.

Requested time period: February 3, 2015 through April 2, 2015.

Notes: The applicant is requesting 30 day extension at this time.

Based on the provisions regarding Temporary Signs in the Zoning Ordinance the Planning Division recommends **Approval** of the temporary sign as requested subject to the following conditions:

- 1) The temporary sign shall not be placed in or project over the right-of-way.
- 2) The temporary sign shall not create an obstruction or traffic hazard.
- 3) Payment of Temporary Sign Permit fee.



CITY OF OAK PARK
Department of Technical & Planning Services
14300 Oak Park Boulevard Oak Park, MI 48237
Phone (248) 691-7450 Fax (248) 691-7165

PB15-10026

SIGN PERMIT

LOCATION: 84725 Coolidge Hwy DATE: 1-22-15
 PROPERTY OWNER: Darren Rogo PHONE: 248-548-8888
 NAME OF BUSINESS: Boost Mobile Gadget Drop cell 586-873-2822
 BUSINESS OWNER: Hadeer Babbie PHONE: _____
 CONTRACTOR: _____ PHONE: _____
 BUILDERS LICENSE #: _____ EXPIRES: _____
 FEDERAL ID #: _____ E-MAIL: _____

Please return this application with 3 scaled drawings of the proposed sign(s), complete and legible.

Each sign requires a separate application showing:

- 1. Sign location, measurements from all lot lines and buildings.
- 2. Colors of the finished sign, indicating size, shape, message, letter style and materials.
- 3. Building elevation sketches showing the position and size of each sign on the building and location and size of existing signs on the same structure.
- 4. Upright view of sign including footing, brackets, supports, building side or structure to which are attached, and relate facts and include all dimensions.
- Free standing signs must include a site plan sketch showing the height and location on the sign on the site, and verify compliance with all set back requirements. All free-standing signs shall have a footing inspection.
- Illuminated signs shall include details regarding the location, type of fixture, color of illumination, and method of shielding the lighting equipment to prevent glare. Illuminated signs shall be located not less than 100 feet from a residential district.

Permit fees start at \$60.00. Anyone installing a sign must also register with the city (\$20.00).
Installation of ground/awning/canopies shall require a separate building permit application.

TYPE OF SIGN

New Replacement Change of Wording

Wall Ground Pole Awning/Canopy Temporary Pole Other:

Wording: Banner Signs
Cell Phone and Tablet Repair 8' x 4' 30 sq ft.

Will signs be illuminated? YES, a separate permit for wiring will be pulled by licensed electrical contractor NO

Size of Proposed Sign: height x length & square feet

Square Footage of Façade: height x length & square feet

Zoning District _____

"Section 23a of State Construction Code Act of 1972, 1972 PA 230, MCL 125.1523a, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a residential structure. Violators of Section 23a are subjected to civil fines."

APPLICANT SIGNATURE [Signature] DATE 1-22-15