



AGENDA
REGULAR CITY COUNCIL MEETING
41ST CITY COUNCIL
OAK PARK, MICHIGAN
MAY 4, 2026
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 approval without discussion, as a single agenda item. Should any 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 City Council Meeting Minutes for April 20, 2026
- B. Special City Council Meeting Minutes for April 20, 2026
- C. Request to amend the Application for Special Event License submitted by the Juneteenth Commission and previously approved by the City Council at the April 6, 2026 meeting.
- D. Payment of invoices from OHM Advisors for Engineering Services in the amount of \$2,409.00.
- E. Request to Schedule a Public Hearing on the FY 2026-2027 Annual Budget for Monday, May 18, 2026 at 7:00 PM
- F. Approval of Payment No. 1 to Giffels Webster for Parks and Rec Master Planning Services in the amount of \$1,640
- G. 3rd Quarter FY 2025-26 Investment Report
- H. Budget to Actual Report for period ending 3-31-26
- I. Approval of Payment No. 2 to McCarthy and Smith Inc for Construction Services for Tyler Park in the amount of \$203,556.50

- J. Approval of Pay Application No. 2 for the 2025-2026 Miscellaneous Concrete Project, M-782 to Mattioli Cement Company of Fenton, MI, in the amount of \$151,337.13.
- K. Corridor Improvement Authority Meeting Minutes for January 20, 2026, February 19, 2026, and March 12, 2026
- L. Planning Commission Meeting Minutes for February 2, 2026, and March 9, 2026
- M. Zoning Board of Appeals Meeting Minutes for January 27, 2026, and February 24, 2026
- N. New and Renewal Licenses for May 4, 2026
- O. Approval of Pay Application No. 1 for the Multiple Campus Buildings Demolition Project, M-796 to Mierzwa Construction Company of Pontiac, MI, in the amount of \$37,125.00
- P. Approval of Invoice No. 4 from Giffels Webster for Master Planning Services in the total amount of \$5,823.75.
- Q. Recycling and Environmental Conservation Commission Meeting Minutes for January 15, 2026, February 19, 2026, and March 19, 2026
- R. Park and Recreation Meeting Minutes for February 18, 2026 and March 18, 2026

6. RECOGNITION OF VISITING ELECTED OFFICIALS

7. SPECIAL RECOGNITION/PRESENTATIONS

- A. Camille Hibbler, Superintendent Ferndale Schools-Oakland County Schools Enhancement Millage Overview

8. PUBLIC HEARINGS

- A. Public Hearing to receive public comments regarding the request by Dog and Pony Show, Brewing, LLC 14661 W. 11 Mile, for the issuance of a Distillery License and Sunday Sales permit.
- B. Resolution approving issuance of a Distillery License and New Sunday Sales Permit for Dog and Pony Show Brewing, LLC, 14661 W. 11 Mile

9. SPECIAL LICENSES

- A. Request for a special event license submitted by the Oak Park Library for Jump into Reading to be held July 12, 2026, at 1:00 pm – 5:00 pm & August 9, 2026, at 1:00 pm – 5:00 pm
- B. Request for special event license submitted by Concerned Citizens of Oak Park for a block party/back pack giveaway to be held August 23, 2026, from 10 a.m. - 2 p.m.
- C. Request for a special event license submitted by Dog and Pony for Detroit City Future Club Youth Kickoff to be held on May 27, 2026, from 5 p.m. - 8: 00 p.m.

10. BIDS

- A. Request to award the 2026 CIA Landscaping Installation Project bid to Great Lakes Landscaping Company, of Oak Park, MI, in the amount of \$193,316.
- B. Request authorization to participate with The Interlocal Purchasing System's (TIPS) national purchasing cooperative to purchase furniture for the Event Hub Project.

11. ORDINANCES

- A. First reading of an ordinance amending Chapter 2, Article II of the Code of Ordinances to add Division II, establishing the Administrative Hearings Bureau.

12. CITY ATTORNEY

- A. Resolution Authorizing Renewal of a Uniform Video Service Local Franchise Agreement with DIRECTV, as transferee of AT&T Michigan.
- B. Freedom of Information Act Appeals

13. CITY MANAGER

- A. City Clerk
 - 1. Resolution authorizing the temporary relocation of Oak Park Voting precincts 3 and 6 for the August 4, 2026 State Primary Election.
 - 2. Resolution approving language for a ballot proposal renewing a millage to fund the Public Safety Retirement System pursuant to ACT 345 of 1937 for the August 4, 2026, Primary Election.
 - 3. Resolution approving language for a ballot proposal renewing a partial headlee override millage for public safety purposes for the August 4, 2026 Primary Election.

B. Municipal Services

1. Approval of Pay Application No. 1 and Change Order No. 2 for the 2026 Joint and Crack Sealing Project, M-788 by Michigan Joint Sealing Inc. of Farmington Hills, MI for the amounts of \$201,385.20 and (\$4,264.80).
2. Approval of Pay Application No. 2 (Final) and Change Order No. 1 for the Asbestos Abatement Services Project at Multiple Campus Building, M-793 by BDS Environmental from Warren, MI for the amounts of \$19,062.00 and \$4,540.00.

C. Finance/Assessing

1. Resolution to authorize Budget Amendment #2026-3

14. 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.

15. CALL TO THE COUNCIL

16. 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.



**MINUTES
REGULAR CITY COUNCIL MEETING
41ST CITY COUNCIL
OAK PARK, MICHIGAN
APRIL 20, 2026
7:00 PM**

1. CALL TO ORDER

The meeting was called to order at 7:02 PM by Mayor McClellan in the Council Chambers of City Hall located at 14000 Oak Park Boulevard, Oak Park, MI 48237. (248) 691-7544.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

PRESENT: Mayor McClellan, Mayor Pro Tem Edgar, Council Member Radner, Council Member Whitehead, Council Member Crawford

OTHERS

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

4. APPROVAL OF AGENDA

Motion by Radner, seconded by Edgar, CARRIED, to approve the agenda as presented.

Voice Vote: Yes: McClellan, Edgar, Radner, Whitehead, Crawford
 No: None
 Absent: None

5. CONSENT AGENDA

Motion by Radner, seconded by Edgar, CARRIED, to approve the consent agenda consisting of the following items:

Voice Vote: Yes: McClellan, Edgar, Radner, Whitehead, Crawford
 No: None
 Absent: None

- A. Regular City Council Meeting Minutes for April 6, 2026.
CM-04-141-2026
- B. Payment request from Neumann Smith Architecture for Architectural Services on the Event Hub Project for the total amount of \$7,287.76.
CM-04-142-2026
- C. Payment request from Neumann Smith Architecture for Architectural Services on the Community Center Project for the total amount of \$92,930.00.
CM-04-143-2026

- D. Request to approve Payment Application No. 6 for the 2025 Block Pruning Project, to Limb Walkers Tree & Snow, LLC of Kenockee, MI in the amount of \$10,105.00.
CM-04-144-2026
- E. Request authorization to enter into the West Nile Virus Fund Expense Reimbursement Program available from Oakland County.
CM-04-145-2026
- F. Approval of Pay Application No. 2 to DVM Utilities of Sterling Heights, MI for the 2026 Sewer Lining Project, M-791 in the amount of \$227,069.65.
CM-04-146-2026
- G. Request to approve Payment Application No. 3 for the 2025 Sewer & Catch Basin Cleaning & TV Inspection Project, M-783 to Taplin Group, LLC of Kalamazoo, MI in the amount of \$42,993.94.
CM-04-147-2026
- H. New and Renewal Licenses for April 20, 2026
CM-04-148-2026
- I. Approval of Payment No. 1 to McCarthy and Smith Inc for Construction Services for Tyler Park in the amount of \$14,760
CM-04-149-2026
- J. Request authorization to bid the Construction Fencing Project as part of the new Community Center Project.
CM-04-150-2026

6. RECOGNITION OF VISITING ELECTED OFFICIALS

There were no elected officials present who wished to speak.

7. ACCOUNTING REPORTS

- A. Approval for payment of an invoice submitted by Dizik, Faber, Kaplan for legal services in the total amount of \$13,000.
CM-04-151-2026

Motion by Radner, seconded by Whitehead, CARRIED, to approve payment of an invoice submitted by Dizik, Faber, Kaplan for legal services in the total amount of \$13,000.

Roll Call Vote: Yes: McClellan, Edgar, Radner, Whitehead, Crawford
 No: None
 Absent: None

- B. Approval for payment of invoices submitted by Garan, Lucow, Miller, PC for legal services in the amount of \$15,497.31.
CM-04-152-2026

Motion by Radner, seconded by Whitehead, CARRIED, to approve payment of invoices submitted by Garan, Lucow, Miller, PC for legal services in the amount of \$15,497.31.

Roll Call Vote: Yes: McClellan, Edgar, Radner, Whitehead, Crawford
 No: None
 Absent: None

8. BIDS

- A. Request to award the Program Year 2025 CDBG Senior Yard Services Contract to Allen's Landscape & Lawn Services, LLC of Grosse Pointe Park, MI for a total, not-to-exceed, amount of \$29,825.00.

CM-04-153-2026

Motion by Radner, seconded by Whitehead, CARRIED, to award the Program Year 2025 CDBG Senior Yard Services Contract to Allen's Landscape & Lawn Services, LLC of Grosse Pointe Park, MI for a total, not-to-exceed, amount of \$29,825.00.

Roll Call Vote: Yes: McClellan, Edgar, Radner, Whitehead, Crawford
 No: None
 Absent: None

Deputy Municipal Services Director Dan Fairless indicated that the request to bid the 2025 Program Year Yard Services Contract (M-798) was approved at the March 4, 2026 Regular Meeting of the Oak Park City Council. The project was advertised from March 7 through March 27, 2026 and includes lawn mowing and snow removal services for the Program Year 2025 CDBG Senior Yard Services Program.

Six (6) bids were received. The lowest responsible bidder, Allen's Landscape & Lawn Services, LLC, of Grosse Pointe Park, Michigan, submitted a bid totaling \$275.58 per service. Funding for the Program Year 2025 CDBG allocation includes \$15,825, with an additional \$14,000 remaining from the 2024–2026 ARPA CHORE funds. After contacting several of the bidder's provided references, including the City of Madison Heights, the Municipal Services Department indicated it is comfortable recommending the award of the contract.

9. CITY ATTORNEY

- A. Freedom of Information Act Appeals - **None**

10. CITY MANAGER

- A. Municipal Services

- 1. Request approval of Change Order No. 1 from Eminent Contracting, LLC for the Capital Avenue Rehabilitation Project, M-786 in the amount of \$194,337.00.

CM-04-154-2026

Motion by Radner, seconded by Crawford, CARRIED, to approve Change Order No. 1 from Eminent Contracting, LLC for the Capital Avenue Rehabilitation Project, M-786 in the amount of \$194,337.00.

Roll Call Vote: Yes: McClellan, Edgar, Radner, Whitehead, Crawford
 No: None
 Absent: None

Change Order No. 1 in the amount of \$194,337.00 for the Capital Avenue Rehabilitation Project, M-786 by Eminent Contracting, LLC. of Detroit, MI was reviewed. This project includes full depth concrete pavement replacement work on Capital Avenue from Coolidge to Rosewood. Change Order No. 1 includes additional concrete pavement replacement to bring the total project costs up near the original budgeted amount of \$1,200,000.

B. Finance/Assessing

1. Barton Marlow land combination request.
CM-04-155-2026

Motion by Radner, seconded by Edgar, CARRIED, to approve the Barton Marlow land combination request.

Roll Call Vote: Yes: McClellan, Edgar, Radner, Whitehead, Crawford
 No: None
 Absent: None

City Assessor Sheitz indicated that Barton Malow, owner of parcels 25-32-351-030, 25-32-351-031, 25-32-351-032, and 25-32-351-038, is requesting approval to combine the four parcels—three improved and one vacant—into a single parcel, as shown on the submitted survey. The application was circulated to the appropriate City departments for review and comment. No objections were received, and the concerns raised by two departments have since been satisfactorily addressed. The proposed land combination will not be detrimental to adjacent properties, the surrounding neighborhood, or the City of Oak Park. According to the applicant's letter of intent, the existing outdated buildings will be demolished to allow for construction of a larger, state-of-the-art facility to accommodate their operations.

C. Department of Public Works

1. Proposed one-year lease extension for Hatzalah of Michigan.
CM-04-156-2026

Motion by Edgar, seconded by Crawford, CARRIED, to approve the proposed one-year lease extension for Hatzalah of Michigan.

Roll Call Vote: Yes: McClellan, Edgar, Radner, Whitehead, Crawford
 No: None
 Absent: None

The City of Oak Park is currently leasing space (13650 Oak Park Blvd, Suite A) to the non-profit group Hatzalah of Michigan (Hatzalah). The current one-year lease expires on April 30, 2026. Hatzalah has expressed interest in extending the lease for an additional year. This would extend the lease for a period of May 1, 2026 through April 30, 2027. Hatzalah has been a great tenant and has occupied this space for the past nine years.

2. Proposed three year lease with the Tri-Community Coalition.
CM-04-157-2026

Motion by Crawford, seconded by Edgar, CARRIED, to approve the proposed three-year lease with the Tri-Community Coalition.

Roll Call Vote: Yes: McClellan, Edgar, Radner, Whitehead, Crawford
 No: None
 Absent: None

The city has a small office suite available for lease. The space is located at 13650 Oak Park Blvd, Suite B. The City Manager has recently negotiated a lease agreement with the Tri-Community Coalition on the use of this space. Renovations were recently made to the space. As a cost recovery, the city will not provide its annual contribution to the Tri-Community Coalition as part of our annual budget for the next two years. The proposed lease is for three (3) years (May 1, 2026 - April 30, 2029).

3. Approval of Pay Application No. 10 and Change Order No. 8 for the Event Hub Project in the amounts of \$378,381.26 and \$0.00 respectively.
CM-04-158-2026

Motion by Edgar, seconded by Crawford, CARRIED, to approve Pay Application No. 10 and Change Order No. 8 for the Event Hub Project in the amounts of \$378,381.26 and \$0.00 respectively.

Roll Call Vote: Yes: McClellan, Edgar, Radner, Whitehead, Crawford
 No: None
 Absent: None

Pay Application No. 10 and Change Order No. 8 for the Event Hub Project were reviewed. The Construction Manager, Architect, and City Administration have all approved this payment. The Change Order is for construction / field changes associated with the project. Our Construction Manager, Frank Rewold & Sons, Inc. (FRS), will disperse these funds to the various contractors. This payment is for the period ending March 31, 2026. The commercial kitchen equipment and interior work are nearing completion. Exterior work will resume this month as well. The project is approximately 60% complete.

4. Approval of Contract Amendment No. 5 for the City's wholesale water service contract with the Great Lakes Water Authority (GLWA).
CM-04-159-2026

Motion by Radner, seconded by Crawford, CARRIED, to approve Contract Amendment No. 5 for the City's wholesale water service contract with the Great Lakes Water Authority (GLWA).

Roll Call Vote: Yes: McClellan, Edgar, Radner, Whitehead, Crawford
 No: None
 Absent: None

Deputy City Manager DeCoster reviewed Amendment No. 5 to the Water Service Contract between the Great Lakes Water Authority and the City of Oak Park. Recent contract negotiations clarified some contract language as well as reviewed our annual water volumes from GLWA.

D. Elevate Oak Park

1. Event Hub - Monthly Report

Deputy City Manager DeCoster provided a project update on the Event Hub and Shepherd Park projects indicating completion is on target for June 2026.

11. CALL TO THE AUDIENCE

Michael Diskin, 14075 Lincoln #406, thanked Public Safety for their response to his apartment building and indicated the no turn on red at Lincoln and Greenfield is no longer present. He thinks the Event Hub would be a great place for standup comedy and feels that the Hatzalah and Tri-County leases should be at no charge.

Silva Haywood, 21750 Kenosha, is concerned about the trees and falling limbs as well as the condition of Pearson and Kenosha roads.

Candace Calloway thanked the ACDC for the World Dance Day event.

Crystal Bailey, Kenburton St., thanked Council for the quick resolution of the concerns she raised at the last meeting. She mentioned Silva Haywood is waiting for a permit for a block party.

12. CALL TO THE COUNCIL

13. CLOSED SESSION

- A. Request to convene a Closed Session to discuss attorney-client privileged communication and pending litigation pursuant to Section 8 of the Open Meetings Act.

Motion by Edgar seconded by Crawford, CARRIED, to convene a Closed Session to discuss attorney-client privileged communication about pending litigation involving the City. **CM-04-160-2026**

Roll Call Vote: Yes: McClellan, Edgar, Whitehead, Crawford
 No: None
 Absent: Radner

The Closed Session began at 8:20 p.m. and the regular meeting reconvened at 8:49 p.m.

Motion by Whitehead, seconded by Edgar, CARRIED, to approve the minutes of the April 20, 2026 Closed Session. **CM-04-161-2026**

Voice Vote: Yes: McClellan, Edgar, Whitehead, Crawford
 No: None
 Absent: Radner

Motion by Edgar, seconded by Radner, CARRIED, to direct the City Attorney to file a nuisance abatement action in the Oakland County Circuit Court regarding the property at 21350 Kenosha. **CM-04-162-2026**

Voice Vote: Yes: McClellan, Edgar, Whitehead, Crawford
 No: None
 Absent: Radner

14. ADJOURNMENT

There being no further business to come before the City Council, Mayor McClellan adjourned

the meeting at 8:50 PM.

T. Edwin Norris, City Clerk



**MINUTES
SPECIAL CITY COUNCIL MEETING
41ST CITY COUNCIL
OAK PARK, MICHIGAN
APRIL 20, 2026
5:30 PM**

1. CALL TO ORDER

The special meeting was called to order at 5:30 PM by Mayor McClellan in the Executive Conference Room of City Hall located at 14000 Oak Park Boulevard, Oak Park, MI 48237. (248) 691-7544.

2. ROLL CALL

PRESENT: Mayor McClellan, Mayor Pro Tem Edgar, Council Member Radner, Council Member Whitehead, Council Member Crawford

OTHERS

PRESENT: City Manager Tungate, City Clerk Norris, City Attorney Krause, Deputy City Manager DeCoster, Deputy City Manager Owczarzak, Municipal Services Director Marrone, Deputy Municipal Services Director Fairless, Recreation Director Stasiak and Human Resources Director Allen.

3. SPECIAL BUSINESS

A. Administrative Hearing Board (AHB) Discussion

At the March 16, 2026, City Council special meeting, the proposed Administrative Hearing Bureau (AHB) was presented. During that meeting, City Council requested additional information for further consideration. Municipal Services Director Marrone subsequently presented information regarding the proposed Administrative Hearing Board that addressed questions raised at the prior meeting. City Council discussed the proposal and reached a consensus to proceed with establishing an Administrative Hearings Board.

Motion by Edgar, seconded by Radner, CARRIED, to proceed with an ordinance establishing an Administrative Hearing Board.

Voice Vote:	Yes:	McClellan, Edgar, Radner, Whitehead, Crawford
	No:	None
	Absent:	None

B. Event Hub Mural Consideration

The City has been working with the Detroit Institute of Arts (DIA) to install a mural on the new Event Hub. The artist has provided two preliminary renderings for City Council's consideration and comment prior to development of the final design. A timely decision is needed to keep the

project on schedule and allow mural work to begin as soon as possible. Municipal Services Director Marrone led the discussion as City Council reviewed the proposed renderings and provided feedback to be shared with the artist to guide the final design. Revised renderings will be submitted for further review and approval.

C. Millage Renewals Discussion

Council discussed millages scheduled to expire in 2026 and 2027, including Public Safety Act 345, the Public Safety Partial Headlee Override, and the Road Bond (Debt Service) millage. The Council reviewed potential election dates for renewal of these millages and discussed applicable deadlines for ballot proposal wording. There was consensus to proceed with placing the renewal of Public Safety Act 345 and the Public Safety Partial Headlee Override on the August 2026 ballot which requires the ballot wording resolution to be passed on May 4, 2026.

4. CALL TO THE AUDIENCE

Resident Kenneth Sherman was present and provided public comment regarding the AHB dealing with dog-related issues. He suggested that musical notes be added to the mural and emphasized the importance of clearly communicating to residents that the proposed millages are renewals.

5. ADJOURNMENT

There being no further business to come before the City Council, Mayor McClellan adjourned the special meeting at 6:55 PM.

T. Edwin Norris, City Clerk



CITY OF OAK PARK, MI STAFF REPORT

5.C

AGENDA FOR: May 4, 2026

SUBJECT: Request to amend the Application for Special Event License submitted by the Juneteenth Commission and previously approved by the City Council at the April 6, 2026 meeting.

DEPARTMENT: City Clerk

FROM: Adam Owczarzak, Deputy City Manager

SUMMARY: Information on the submitted and approved application has changed. The initial application under the caption Food Services indicated that food or beverages would be sold at the Juneteenth event with food trucks to be determined. The Juneteenth Commission has further evaluated the options for providing food services at the Juneteenth event and has determined food trucks are the ideal method for providing those services at the event for a variety of reasons including but not limited to:

- Food trucks can offer a wide array of menu options that can cater to all tastes and dietary preferences.
- It will be a fun way for attendees at the event to try different cuisines.
- For the attendees, its about more than just great food; it's about gathering, sharing and enjoying time together.
- Food trucks will add a unique, interactive component to the event. Watching food being prepared right in front of you, engaging with chefs, and enjoying the aroma of the cooking creates an atmosphere for all to enjoy.
- Food trucks add an element of excitement and interest that can instantly liven up a crowd.

FINANCIAL STATEMENT: The Juneteenth Commission is requesting that the \$50.00 (Vendor License – Food) application fee be waived for any food truck participating in the event.

RECOMMENDED ACTION: Approve the amended Juneteenth Special Event application.

EXHIBITS:

1. Special Event App- Juneteenth Celebration
2. Special Event Sign off -Juneteenth Celebration (1)

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

Special event means any event that occurs on a non-permanent basis, that is different from the normal lawful use of the premises where the event is to be held, may not otherwise be permitted by the zoning ordinance, or which may require City resources over and above what has already been allocated, or that requires exclusive use of city property, or that includes the use of a tent regulated by the International Fire Code, and is of such a nature as to be acceptable to the general public with regard to morals, safety features and the conduct of the special event participants.

Today's Date: 3-30-26

Applicant Information

Applicant/Business Name: City of Oak Park Juneteenth Commission.

Applicant/Business Address: 14000 Oak Park Blvd.

Phone number: 248-691-7401 E-Mail Address: AOWERAZAK@oakparkmi.gov

Relation of applicant to business: STAFF LIASION.

Owner Information

Owner or manager of site: City of Oak Park Phone: 248-691-7401

Names and addresses of partners or officers of corporation:

Event Information

Proposed date(s) of event: June 19, 2026 Has this event been held previously? Yes No

Address or location of event: 14300 Oak Park Blvd. (Oak Park Recreation Center)

Is this a city owned park? Yes No

Nature, purpose, and detailed description of event: Juneteenth Celebration.

Will the event be open to the public? Yes No

If yes, please describe how so: Held on Public Property.

Estimated number of people attending event? 250 Hours of Event: 4PM - 8PM

Street Closure

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, please describe. _____

Are you requesting a street to be closed or blocked off for your event? Yes No

Please note: Please attach verification from the residences located on the affected street(s), indicating that they are aware of the event. (Form attached)

Food Services

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

FOOD TRUCKS TRSD.

Will the food be prepackaged or prepared on site: Yes No

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 an inspection. You will also need to provide temporary water services at the site where the food is prepared.

Mechanical Amusement

Will there be a mechanical ride, bounce house or other special activity at the event? Yes No
If yes, please describe and provide the name and address of the company/entity providing the amusement.

Please Note: You are required to provide proof of insurance for all mechanical rides, bounce houses, Mechanical rides/games, etc. The City of Oak Park must be listed on the certificate of insurance as "additional insured."

Technical/Support

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

Will sanitary facilities be required at the event? Yes No

Will tent(s) be used at the event? Yes No If yes, please state size(s) and description:

Will the event have banners displayed? Yes No, if so, please provide the number of signs and dimension(s): 10 SIGNS - LAWN SIGNS.

Please Note:

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

Additional Special Event requirements may include: additional application, inspection and bond fees, and temporary sign permit. The application will also be assessed for the potential liability risk to the City of Oak Park and may require liability insurance as detailed in Section 10-270 of the City Code.

The fee for a Special Event application is \$100 and is non-refundable. The deadline for receipt of the application is 30 days prior to the event. 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, Recreation and Municipal Services. 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 to proceed with the event. If the applicant decides to proceed, the event application will be placed on the next City Council agenda for consideration of approval.

I am requesting a waiver of the \$100 application fee.

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

Adam O'Connell
Applicant's Signature

3-30-26
Date

3/24

SPECIAL EVENT LICENSE APPLICATION FEE ESTIMATION

**Juneteenth Celebration
 OP Juneteenth Board
 14300 Oak Park Blvd – Recreation Center
 DATE: June 19, 2026 at 4:00 pm – 8:00 pm**

<u>DEPARTMENT</u>	<u>SERVICES/CONSIDERATIONS</u>	<u>ESTIMATED HOURS</u>	<u>ESTIMATED COST</u>
MUNICIPAL SERVICES <i>Kim Marrone</i> <i>*Dan Fairless</i>	Food trucks must be registered with the City of Oak Park.	N/A	N/A
PUBLIC SAFETY <i>Steve Cooper</i>	Periodic checks as part of normal patrols	35 mins	NA
RECREATION <i>Laurie Stasiak</i>	Staff required	5 hours	\$80.00
DPW <i>Dave Decoster</i>	<i>If Needed – Drop Off / Pick Up Barricades</i>	2 Hours	N/A
CITY ATTORNEY <i>Courtney Krause</i>	N/A	N/A	N/A
ADMINISTRATION <i>Adam Owczarzak</i>	Recommend approval contingent upon applicant meeting the requirements listed.		\$100 fee waived



CITY OF OAK PARK, MI STAFF REPORT

5.D

AGENDA FOR: May 4, 2026

SUBJECT: Payment of invoices from OHM Advisors for Engineering Services in the amount of \$2,409.00.

DEPARTMENT: Municipal Services

FROM: Dan Samuel, Engineering Supervisor

SUMMARY: Attached is a request for payment for invoices from OHM Advisors for the projects as listed below:

FINANCIAL STATEMENT:

<u>Project</u>	<u>This Period</u>	<u>Prior Billings</u>	<u>To Date</u>	<u>Current Contract</u>	<u>Account Number</u>
Water Main Project PE	\$179.00	\$2,192.75	\$2,371.75	\$9,845.00	592-18.538-970
Nine Mile Road CE	\$2,230.00	\$167,001.60	\$169,231.60	\$198,000.00	202-18.479-970
Totals	\$2,409.00	\$169,194.35	\$171,603.35	\$207,845.00	

RECOMMENDED ACTION: It is recommended that the invoices from OHM Advisors for the above listed projects be approved in the total amount of \$2,409.00. Funding is available in the above listed accounts.

EXHIBITS:

1. 2026 Water Main _101345
2. Nine Mile - Greenfield to Cloverlawn_101344

REMIT TO:

OHM Advisors
34000 Plymouth Road
Livonia, MI 48150
T 734.522.6711
F 734.522.6427
OHM-Advisors.com



INVOICE

City of Oak Park
Attn: Kimberly Marrone, Director of Municipal Services
10600 Capital Ave.
Oak Park, MI 48237

Invoice Date: 04/14/2026
Invoice #: 101345
Project: 0037260001

Project Name: 2026 Water Main Replacement Project M-785
Plans reviewed and submitted to EGLE for permitting.

For Professional Services Rendered Through: April 04, 2026

Professional Services

<i>Description</i>	<i>Fee</i>	<i>Prior Billed</i>	<i>Total Available</i>	<i>Current Billing</i>
Professional Fees	\$9,845.00	\$2,192.75	\$7,652.25	\$179.00
Totals	\$9,845.00	\$2,192.75	\$7,652.25	\$179.00

Invoice Total **\$179.00**

REMIT TO:

OHM Advisors
34000 Plymouth Road
Livonia, MI 48150
T 734.522.6711
F 734.522.6427
OHM-Advisors.com



INVOICE

City of Oak Park
Attn: Kimberly Marrone, Director of Municipal Services
10600 Capital Ave.
Oak Park, MI 48237

Invoice Date: 04/14/2026
Invoice #: 101345
Project: 0037260001

Project Name: 2026 Water Main Replacement Project M-785

Professional Fees
Professional Services

	<i>Hours</i>	<i>Rate</i>	<i>Amount</i>
Professional Engineer II	1.00	179.00	\$179.00
Professional Services Subtotal	1.00		\$179.00
Professional Fees Total:	1.00		\$179.00
Total Backup:	1.00		\$179.00

REMIT TO:

OHM Advisors
34000 Plymouth Road
Livonia, MI 48150
T 734.522.6711
F 734.522.6427
OHM-Advisors.com



INVOICE

City of Oak Park
Attn: Kimberly Marrone, Director of Municipal Services
10600 Capital Ave.
Oak Park, MI 48237

Invoice Date: 04/14/2026
Invoice #: 101344
Project: 0037240013

Project Name: CE - Nine Mile Road - Green. to Clover.

For Professional Services Rendered Through: April 04, 2026

Professional Services

<i>Description</i>	<i>Fee</i>	<i>Prior Billed</i>	<i>Total Available</i>	<i>Current Billing</i>
CE - Nine Mile Road - Green. to Clover.	\$198,000.00	\$167,001.60	\$30,998.40	\$2,230.00

Invoice Total **\$2,230.00**

REMIT TO:

OHM Advisors
34000 Plymouth Road
Livonia, MI 48150
T 734.522.6711
F 734.522.6427
OHM-Advisors.com



INVOICE

City of Oak Park
Attn: Kimberly Marrone, Director of Municipal Services
10600 Capital Ave.
Oak Park, MI 48237

Invoice Date: 04/14/2026
Invoice #: 101344
Project: 0037240013

Project Name: CE - Nine Mile Road - Green. to Clover.

Professional Services

	<i>Hours</i>	<i>Rate</i>	<i>Amount</i>
Administrative Support II	2.25	110.00	\$247.50
Professional Engineer IV	5.00	214.00	\$1,070.00
Technician III	6.25	146.00	\$912.50
Professional Services Subtotal	13.50		\$2,230.00

Total Backup:	13.50		\$2,230.00
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CITY OF OAK PARK, MI STAFF REPORT

5.E

AGENDA FOR: May 4, 2026

SUBJECT: Request to Schedule a Public Hearing on the FY 2026-2027 Annual Budget for Monday, May 18, 2026 at 7:00 PM

DEPARTMENT: Finance/Assessing

FROM: Sandra Crawford, Director of Finance

SUMMARY: As stated in the City Charter, Section 9.4, a public hearing on the proposed budget shall be held before its final adoption at such time and place as directed by the City Council. A notice of public hearing is to be published at least one week in advance of the hearing, and a summary of the proposed budget is to be kept on file with the City Clerk.

FINANCIAL STATEMENT: N/A

RECOMMENDED ACTION: To schedule a public hearing on the FY 2026-27 Annual Budget for Monday, May 18, 2026 and direct the City Clerk to file and publish notice of the hearing in accordance with the City Charter

EXHIBITS:

1. Notice of Public Hearing for Budget 2026.27 FINAL

**CITY OF OAK PARK
NOTICE OF PUBLIC HEARING
2026-2027 FISCAL YEAR BUDGET**

PLEASE TAKE NOTICE that the City Council of the City of Oak Park, Oakland County, Michigan will hold a public hearing to take testimony and discuss the City's Budget for July 1, 2026 through June 30, 2027. The public hearing will be held on Monday, May 18, 2026 at 7:00 o'clock in the evening, or as soon thereafter as can be held in the Council Chambers, 14000 Oak Park Boulevard, Oak Park, Michigan.

Last Fiscal Year (July 1, 2025 through June 30, 2026), the City of Oak Park levied 13.6422 mills for Operating purposes, 1.2431 mills for Library purposes, 2.6964 mills for Recreation purposes, 1.6808 mills for Public Safety, 7.0000 mills for Public Safety Public Act 345, 5.0877 mills for Retirement of Debt, .9535 of a mill for Headlee Override and 2.4622 mills for Solid Waste. The proposed Fiscal Year 2026-2027 Budget recommends 13.3284 mills for Operating purposes, 1.2144 mills for Library purposes, 2.6343 mills for Recreation purposes, 1.6421 mills for Public Safety, 7.0000 mills for Public Safety Public Act 345, 3.8445 mills for Debt Retirement, .9315 of a mill for Headlee Override and 2.4055 mills for Solid Waste.

A copy of the proposed budget is available at: City Clerk's Office, City of Oak Park, 14000 Oak Park Blvd., Oak Park, Michigan 48237, Telephone: (248) 691-7544.

THE PROPERTY TAX MILLAGE RATE PROPOSED TO BE LEVIED TO SUPPORT THE PROPOSED BUDGET WILL BE A SUBJECT OF THIS HEARING.

This Notice is given by order of the City Council for the City of Oak Park, Michigan.

T. EDWIN NORRIS, CITY CLERK



CITY OF OAK PARK, MI STAFF REPORT

5.F

AGENDA FOR: May 4, 2026

SUBJECT: Approval of Payment No. 1 to Giffels Webster for Parks and Rec Master Planning Services in the amount of \$1,640

DEPARTMENT: Administration

FROM: Adam Owczarzak, Deputy City Manager

SUMMARY: Administration is requesting council approval for a payment of \$1,640 to Giffels Webster for Parks and Recreation Master Planning Services. The contracted work includes planning, design development, preparation of project documents to support the updating of our Parks and Recreation Master Planning Document. This investment reflects the city's ongoing efforts to enhance local recreational spaces and provide Improved amenities for residents.

FINANCIAL STATEMENT: The total contract for design services is \$16,400, with \$1,640 being requested for this period

RECOMMENDED ACTION: It is recommended that council approve the Parks and Recreation Master Planning Invoice from Giffels Webster in the total amount of \$1,640. Funding is available in Account # 208-19-752-818-007.

EXHIBITS:

1. Giffels Webster_2076800_OAK PARK RECREATI_137457_04-17-2026



28 W. Adams, Suite 1200
 Detroit, MI 48226
 (313) 962-4442

OAK PARK RECREATION DEPT
 14300 OAK PARK BLVD
 OAK PARK, MI 48237
 LAURIE STASIAK

Invoice number 137457
 Date 04/17/2026
 Project No. 2076800

Project: OAK PARK RECREATION PLAN

For professional services through March 28, 2026

Description	Contract Amount	Fee Basis	Percent Complete	Total Complete	Previously Invoiced	Due This Invoice
Plan	\$16,400.00	Lump Sum	10%	\$1,640.00	\$0.00	\$1,640.00
Total	\$16,400.00			\$1,640.00	\$0.00	\$1,640.00

Invoice Total \$1,640.00

Total: \$1,640.00

Payment 1 of 10: \$1,640.00

Outstanding Invoices

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
137457	04/17/2026	1,640.00	1,640.00				
	Total	1,640.00	1,640.00	0.00	0.00	0.00	0.00



CITY OF OAK PARK, MI STAFF REPORT

5.G

AGENDA FOR: May 4, 2026

SUBJECT: 3rd Quarter FY 2025-26 Investment Report

DEPARTMENT: Finance/Assessing

FROM: Sandra Crawford, Director of Finance

SUMMARY: See attachment

FINANCIAL STATEMENT: N/A

RECOMMENDED ACTION: Receive and file the report

EXHIBITS:

1. Investment Summary 3.31.2026
2. 03.31.26 Investment Report



CITY OF OAK PARK

Sandra Crawford, Director
Department of Finance

Mayor
Marian McClellan
Mayor Pro Tem
Julie Edgar
Council Members
Solomon Radner
Shaun Whitehead
Stephanie Crawford
City Manager
Erik Tungate

MEMORANDUM

Date: April 22, 2026

To: Erik Tungate, City Manager

From: Sandra Crawford, Finance Director
Carl Johnson, Financial Assistant

Re: Third Quarter FY 2025-26 Investment Report

The State of Michigan Public Act 213 of 2007 requires the City's investment officer to provide a written report quarterly to the governing body concerning the investment of all funds of the City that fall under Public Act 20. Public Act 20 governs how non-pension and non-OPEB funds can be invested. The attached report details the cash and investments (citywide for all funds) held by the City on March 31, 2026. The report includes a description of each investment by type, market and book values, current and yield to maturity interest rates and the number of days to maturity.

The third quarter investment report shows total citywide cash and investments of \$50,996,249 (market value) including cash in the operating account of \$399,839 (excluding outstanding checks and other adjustments), short-term investments in Investment Pools of \$46,639,057, money market of \$2,522,408, and long-term investments total \$1,434,945. The City has maximized investment return on short-term cash by maximizing the funds in the MICLASS Investment Pool and minimizing the amount maintained in the checking and daily depository accounts. During this quarter, the majority of the funds were in investment pools as they provided the greatest yield and security while interest rates change due to inflation concerns. Longer-term investments purchased in previous quarters continue to experience the reversal of prior unrealized losses (due to interest rate reductions by the Feds). Investment income for the months of January through March 2026 included interest income of \$647,004 (\$469,056 third quarter FY 24/25) and realized/unrealized gains on investments of \$9,218 (\$34,968 third quarter FY 24/25).

During the third quarter, actual investment returns were as anticipated. During the previous two quarters, the Federal Reserve approved three interest rate cuts totaling 1.0%. The interest rate

cuts resulted in lower actual and unrealized gains during those quarters. There were no interest rate reductions during the third quarter. Overall, the approximate yield for the third quarter was 5.0%. Yields are expected to continue to fall (per many analysts) in 2026 but there is still some uncertainty. The Congressional Budget Office also expects short-term policy rates to fall during 2026.

City of Oak Park
Summary of Cash and Investments Held
March 31, 2026

	<u>Maturity Date</u>	<u>Market Value</u>	<u>Book Value</u>	<u>% of Portfolio</u>	<u>Current Interest Rate</u>	<u>YTM @ Cost</u>	<u>Days to Maturity</u>	<u>Investment Broker</u>
Cash								
Huntington Bank - Collection		\$ 399,839	\$ 399,839	0.78%	0.0300%	0.0300%	1	Huntington
Huntington Bank - Accounts Payable		-	-	0.00%	0.0300%	0.0300%	1	Huntington
Huntington Bank - Payroll		-	-	0.00%	0.0300%	0.0300%	1	Huntington
Money Market								
Fifth Third - Money Market		2,500,070	2,500,070	4.90%	3.5200%	3.5200%	1	Fifth Third
Huntington Bank - Money Market		22,338	22,338	0.04%	3.3500%	3.3500%	1	Huntington
Government Securities								
Municipal Bonds								
Michigan Fin Auth Rev Taxable Hosp Ref	12/1/2030	437,055	483,147	0.95%	3.1200%	3.1200%	1705	Comerica
Certificate of Deposits								
Capital One Natl Assn	8/17/2026	997,890	1,000,000	1.96%	3.3500%	3.3500%	139	Fifth Third
Commercial Paper								
Investment Pool								
Local Government Investment Pool		42,627,522	42,627,522	83.51%	3.7560%	3.7560%	1	MICLASS
Oakland County Investment Pool		<u>4,011,535</u>	<u>4,011,535</u>	<u>7.86%</u>	4.0520%	4.0520%	1	Oakland County
Total		<u>\$ 50,996,249</u>	<u>\$51,044,451</u>	<u>100.00%</u>				



CITY OF OAK PARK, MI STAFF REPORT

5.H

AGENDA FOR: May 4, 2026

SUBJECT: Budget to Actual Report for period ending 3-31-26

DEPARTMENT: Finance/Assessing

FROM: Sandra Crawford, Director of Finance

SUMMARY: See attachment

FINANCIAL STATEMENT: N/A

RECOMMENDED ACTION: To receive and file report

EXHIBITS:

1. Memo 3.31.26 Budget to Actual Report
2. Council Report 03.31.2026



CITY OF OAK PARK

Saundra Crawford, Director
Department of Finance

Mayor
Marian McClellan
Mayor Pro Tem
Julie Edgar
Council Members
Solomon Radner
Shaun Whitehead
Stephanie Crawford
City Manager
Erik Tungate

MEMORANDUM

Date: May 4, 2026

To: Erik Tungate, City Manager

From: Saundra Crawford

Re: 3rd Quarter Budget to Actual Report, General Fund

The purpose of this memorandum is to highlight fiscal year-to-date revenue and expenditure activity through the third quarter ending March 31, 2026 (see attached report for budget-to-actual by department activity for the General Fund only). Through the third quarter, generally, revenues and expenditures should represent 75% of the annual budget.

GENERAL FUND

REVENUES

Total revenues for the third quarter total approximately \$22.7 million, representing approximately 85% of the annual budget. Overall revenues are on track with budget with the following items of note:

- Property Tax Revenue – City property tax levies are billed July 1 and payable in full without penalty by August 31, 2025. As of the end of the third quarter approximately 97% of the taxes billed had been paid. Any unpaid real property taxes will be purchased from the City by Oakland County in May 2026. Property tax revenue is the primary reason the overall revenues are at 85% to date.
- Intergovernmental Revenue (State Revenue Sharing) – The City receives six bi-monthly payments annually for state-shared revenue. The third quarter report reflects three fiscal 2026 payments as the March 31, 2026. The City will receive payments on April 30, June 30 and August 31 (2026) related to the current fiscal year. The estimated annual revenue included in the budget totals \$4,391,533.

- Fines and forfeiture revenue received from the 45th District Court is budgeted for a total of \$1,485,000 of which \$908,806 or 61% was received in the first nine months of the year. Overall court revenue continues to be less than prior year and less than budget due the reduced number of tickets written by some communities. The decrease in revenues and increase in court costs; the City's net contribution continues to increase. The revenue received offsets a portion of the court's operating costs. Finance will continue to monitor both the court revenue and expenditure budgets and will propose amends as necessary.
- Cable franchise fee revenue is budgeted at \$391,800 and only two quarters of revenue has been recognized in the first nine months of the fiscal year. Cable revenue is received approximately 30 days after the end of each quarter.

EXPENDITURES

Total expenditures for the third quarter total approximately \$18.4 million, representing approximately 68% of the annual budget. Overall, departmental expenditure budgets are on track with the following items of note (departments over 75%):

- The Management Information Service Department is at 79% due to annual subscriptions paid for in the first three quarters of the year to cover the entire fiscal year.
- Municipal Services – Street Lighting is at 78% of budget to actual due to increased costs from DTE for street lighting. A proposed budget amendment is included on the May 4, 2026 council agenda.

Overall, the General Fund operations are in line with the annual budget. The projected fund balance remains at the targeted level of 17.5% of annual expenditures.

REVENUE AND EXPENDITURE REPORT FOR CITY OF OAK PARK
 PERIOD ENDING 03/31/2026
 % Fiscal Year Completed: 75.07

ACCOUNT DESCRIPTION	END BALANCE	2025-26		YTD BALANCE	AVAILABLE	% BDGT
	06/30/2025 NORM (ABNORM)	ORIGINAL BUDGET	2025-26 AMENDED BUDGET	03/31/2026 NORM (ABNORM)	BALANCE NORM (ABNORM)	
Fund 101 - GENERAL FUND						
00.000 - NONE	20,718,011.79	20,118,676.00	20,329,646.00	16,331,206.80	3,998,439.20	80.33
17.345 - PUBLIC SAFETY	6,152,725.33	6,421,238.00	6,523,933.00	6,385,995.08	137,937.92	97.89
TOTAL REVENUES	26,870,737	26,539,914	26,853,579	22,717,202	4,136,377	84.60
10.101 - CITY COUNCIL AND MAYOR	93,048.34	86,847.00	86,847.00	47,908.39	38,938.61	55.16
11.172 - CITY MANAGER	708,173.46	709,882.00	709,882.00	428,219.72	281,662.28	60.32
11.270 - HUMAN RESOURCES	291,070.91	288,835.00	302,835.00	203,675.76	99,159.24	67.26
11.611 - ECONOMIC DEVELOPMENT	180,483.23	237,121.00	237,121.00	152,413.94	84,707.06	64.28
12.258 - MANAGEMENT INFORMTN SERVICE	462,737.28	432,341.00	432,341.00	340,983.45	91,357.55	78.87
13.210 - CITY ATTORNEY	288,240.71	289,600.00	289,600.00	205,908.26	83,691.74	71.10
13.229 - PROSECUTING ATTORNEY	78,000.00	78,000.00	78,000.00	45,500.00	32,500.00	58.33
14.191 - ELECTIONS	377,089.39	307,575.00	319,275.00	216,310.45	102,964.55	67.75
14.215 - CITY CLERK	140,854.35	156,998.00	195,498.00	137,627.93	57,870.07	70.40
15.201 - FINANCE & ADMIN SERVICES	668,177.83	525,241.00	540,241.00	379,529.53	160,711.47	70.25
16.371 - MUNICIPAL SERVICES - INSPECTIONS	1,048,879.31	948,709.00	936,109.00	613,851.22	322,257.78	65.57
16.401 - MUNICIPAL SERVICES - ADMIN	363,589.97	274,530.00	639,130.00	257,902.12	381,227.88	40.35
16.447 - MUNICIPAL SERVICES - ENGINEERING	64,663.26	65,798.00	75,503.00	47,424.02	28,078.98	62.81
16.448 - MUNICIPAL SERVICES - STREET LIGHTING	502,115.83	503,000.00	503,000.00	389,909.83	113,090.17	77.52
17.345 - PUBLIC SAFETY	13,475,397.43	14,317,619.00	14,348,654.00	10,215,839.70	4,132,814.30	71.20
17.346 - PUBLIC SAFETY K-9	351,222.43	242,801.00	242,801.00	189,803.11	52,997.89	78.17
18.265 - BUILDING MAINTENANCE	1,116,034.76	954,513.00	1,034,738.00	600,330.43	434,407.57	58.02
18.441 - DPW ADMINISTRATION	17,806.95	21,400.00	26,400.00	16,797.13	9,602.87	63.63
18.443 - SHEPHERD PARK	95,474.49	138,700.00	138,700.00	50,359.41	88,340.59	36.31
18.444 - OTHER PARKS FORESTRY	106,084.41	102,600.00	102,600.00	35,816.55	66,783.45	34.91
21.890 - RETIREE OPEB	6,232,896.09	5,282,475.00	2,798,100.00	1,808,712.89	989,387.11	64.64
21.966 - TRANSFERS OUT AND OTHER FINANCING USES	0.00	0.00	2,610,875.00	1,681,058.98	929,816.02	64.39
22.806 - COMMUNICATIONS & PUBLIC INFORMATION	486,671.69	575,329.00	575,329.00	382,082.02	193,246.98	66.41
TOTAL EXPENDITURES	27,148,712	26,539,914	27,223,579	18,447,965	8,775,614	67.76
TOTAL REVENUES	26,870,737	26,539,914	26,853,579	22,717,202	4,136,377	84.60
TOTAL EXPENDITURES	27,148,712	26,539,914	27,223,579	18,447,965	8,775,614	67.76
NET OF REVENUES & EXPENDITURES	(277,975)	-	(370,000)	2,639,383	(4,639,237)	1,253.85



CITY OF OAK PARK, MI STAFF REPORT

5.1

AGENDA FOR: May 4, 2026

SUBJECT: Approval of Payment No. 2 to McCarthy and Smith Inc for Construction Services for Tyler Park in the amount of \$203,556.50

DEPARTMENT: Administration

FROM: Adam Owczarzak, Deputy City Manager

SUMMARY: Administration is requesting council approval for a payment of \$203,556.50 to McCarthy and Smith Inc for Construction Management Services related to improvements at Tyler Park. The contracted work includes planning, design development, preparation of project documents to support upcoming park upgrades and construction management services. This investment reflects the city's ongoing efforts to enhance local recreational spaces and provide improved amenities for residents.

FINANCIAL STATEMENT: The total contract for design services is \$507,430.89, with \$203,556.50 being requested for this period.

RECOMMENDED ACTION: It is recommended that council approve the Construction Services Invoice from McCarthy and Smith inc in the total amount of \$203,556.50 Funding is available in the Tyler Park Enhancement Improvement Fund 407-18-448-970-000

EXHIBITS:

1. OAK PARK - TYLER PARK CCB#2



CITY OF OAK PARK

TYLER PARK

COST CONTROL BOOK

REPORT #02

APRIL 20, 2026

DISTRIBUTION:

CITY OF OAK PARK
ERIK TUNGATE
ADAM OZCZARZAK

Electronic:
Etungate@oakparkmi.gov
Aowczarzak@oakparkmi.gov

STANTEC ARCHITECTURE
MICHAEL BAUMAN

Electronic
Michael.Bauman@stantec.com

MCCARTHY & SMITH, INC.
COST CONTROL FILE

Electronic

(1)



April 20, 2026

Erik Tungate
City Manager
City of Oak Park
City Hall - 14000 Oak Park Blvd.
Oak Park, MI 48237

RE: City of Oak Park – TYLER PARK RENOVATION

Dear Mr. Tungate:

We submit and recommend Cost Control Book No. 02 for your approval. The information contained within the payment assessment reports reflects the review of work completed through 03/24/2026.

For your ease of review, we have prepared a summary sheet labeled Application No. 02. On that summary, we have listed the individual contractors, and the associated payments, which will be made to them from the proceeds of the check deposited into our account.

I have approved this payment application and have signed the signature copy. Please review and approve the payment application summary. A check in the amount of **\$203,556.50** should be made payable to **McCarthy & Smith Inc.** Payments will be made to the individual contractors upon receipt of the necessary following documents: Waiver of Liens, Application and Certificate for Payments and the subcontractor's Sworn Statements. For more project specific information, you should refer to the schedule of values report.

Sincerely,

A handwritten signature in blue ink that reads "William T. McCarthy".

William T McCarthy
President

Disbursements Approval
City of Oak Park

Assessment for payment as stated in Application No. 02 on the following pages approved for payment.

City of Oak Park Accepts:

DocuSigned by:
 Erik Tungate
4/23/2026
0CB91F6C80884EB...
Erik Tungate

PROJECT APPLICATION AND PROJECT CERTIFICATE FOR PAYMENT

OWNER: CITY OF OAK PARK
 CITY OF OAK PARK 14000 OAK PARK BLVD
 OAK PARK, MI 48237

PROJECT: TYLER PARK - OAK PARK

 McCarthy & Smith, Inc.

PAYBOOK: 002
PERIOD FROM: 2/26/2026
PERIOD TO: 3/24/2026
CM PROJECT# 2604-1342

ATTENTION:

PROJECT APPLICATION FOR PAYMENT

Application is made for Payment, as shown below, in connection with the Project.
 The Project Application Summary is attached.

PREVIOUS PROJECT COSTS	483,000.00
PLUS CHANGE ORDERS APPROVED THIS MONTH	.00
PLUS OTHER PROJECT COSTS INCURRED THIS MONTH	.00
CURRENT PROJECT COSTS TO DATE	483,000.00
ORIGINAL CONSTRUCTION CONTRACT SUMS	400,000.00
CHANGE ORDERS TO DATE	0.00
TOTAL CONSTRUCTION CONTRACT SUMS TO DATE	400,000.00

TOTAL CERTIFIED COMPLETED TO DATE	227,875.00
LESS CERTIFIED RETAINAGE TO DATE	22,787.50
LESS CERTIFIED PREVIOUS APPLICATIONS FOR PAYMENT	14,760.00
CURRENT CERTIFIED PAYMENT DUE	190,327.50
TOTAL OF AMOUNTS CERTIFIED	190,327.50

PROJECT CERTIFICATE FOR PAYMENT

The undersigned Construction Manager certifies that to the best of Construction Manager's knowledge, information and belief, work covered by this Project Application for Payment has been completed in accordance with the Contract documents, that all amounts have been paid by the Contractors for work for which previous Project Certificates for Payment were issued and payments received from the Owner, and that the current payment shown herein is now due.

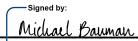
CONSTRUCTION MANAGER: MCCARTHY & SMITH, INC.
 24317 INDOPLEX CIRCLE
 FARMINGTON HILLS, MI 48335

By:  Date: 4/21/2025
WILLIAM T MCCARTHY
PRESIDENT

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above Application, the Architect certifies to the Owner that work has progressed as indicated; that to the best of the Architect's knowledge, information and belief, the quality of the work is in accordance with the Contract Documents; and that the Contractors are entitled to payment of the AMOUNT CERTIFIED.

ARCHITECT: STANTEC ARCHITECTURE
 2338 COOLIDGE HIGHWAY
 BERKLEY, MI 48072

By: ^{Signed by:}  Date: 4/22/2026
MICHAEL BAUMAN

This Certificate is not negotiable. The AMOUNTS CERTIFIED are payable only to the Contractors named in the Project Application Summary. Issuance, payment, and acceptance of payment are without prejudice to any rights of the Owner or the Contractors under their Contracts.

**CITY OF OAK PARK
TYLER PARK RENOVATION PROJECT**

**CCB #02
P/E: 03/24/2026**

APPLICATION SUMMARY BY BUDGET ID NUMBER

<i>Budget ID #</i>	TYLER PARK	
6210-01-01	SITE WORK	\$ 190,327.50
6225-01-01	CONTINGENCY	
6230-01-01	CM FEES	\$ 6,750.00
6240-01-01	CM REIMBURSABLES	\$ 6,489.00
6250-01-01	GENERAL CONDITIONS	
SUBTOTAL		\$ 203,566.50

PAY APPLICATION TOTAL \$ 203,566.50

APPLICATION SUMMARY

PROJECT: 2604-1342 **CLIENT NAME: CITY OF OAK PARK** **DATE: 3/24/2026**
 PROJECT: TYLER PARK - OAK PARK **COST CONTROL 002**

APPLICATION SUMMARY # 002

BID DIV #	BID DIV NAME	VENDOR #	CONTRACTOR	CCB # 1	CCB #2	CHECK AMT.	REPORTED % COMPLETE
0101	SITE WORK	20050	JACKLYN CONTRACTING LLC	14,760.00	190,327.50	205,087.50	69.26
SUBTOTAL-ARCHITECT CERTIFIED PAYMENTS				14,760.00	190,327.50	205,087.50	
0901	CM FEES	23076	MCCARTHY & SMITH, INC	.00	6,750.00	6,750.00	27.00
0902	CM REIMBURSABLES	23076	MCCARTHY & SMITH, INC	.00	6,489.00	6,489.00	14.42
SUBTOTAL-OTHER PROJECT COSTS				.00	13,239.00	13,239.00	
Report Totals				14,760.00	203,566.50	218,326.50	

APPLICATION SUMMARY BY ID NUMBER

PROJECT: 2604-1342

CLIENT NAME: CITY OF OAK PARK
PROJECT: TYLER PARK - OAK PARK

PERIOD ENDING DATE: 3/24/2026
COST CONTROL BOOK: 002

APPLICATION SUMMARY # 002

BID DIV #	ID#	BID DIV NAME	VENDOR #	CONTRACTOR	CCB#1	CCB#2	CHECK AMT.
0101	62100101	SITE WORK	20050	JACKLYN CONTRACTING LLC	14,760.00	190,327.50	205,087.50
				ID Totals	<u>14,760.00</u>	<u>190,327.50</u>	<u>205,087.50</u>
0901	62300101	CM FEES	23076	MCCARTHY & SMITH, INC	.00	6,750.00	6,750.00
				ID Totals	<u>.00</u>	<u>6,750.00</u>	<u>6,750.00</u>
0902	62400101	CM REIMBURSABLES	23076	MCCARTHY & SMITH, INC	.00	6,489.00	6,489.00
				ID Totals	<u>.00</u>	<u>6,489.00</u>	<u>6,489.00</u>
				Report Totals	<u>14,760.00</u>	<u>203,566.50</u>	<u>218,326.50</u>

Date: 04/17/2026

Time: 1:17 PM

PAYMENT SUMMARY

PROJECT: 2604-1342

PROJECT: TYLER PARK - OAK PARK

PERIOD ENDING DATE: 3/24/2026
COST CONTROL BOOK: 002

	<u>CURRENT</u>	<u>PREVIOUS</u>	<u>TOTAL</u>
Application No.	14,760.00	0.00	14,760.00
Application No. 002	203,566.50	0.00	203,566.50
Report Totals	<hr/> 218,326.50	<hr/> 0.00	<hr/> 218,326.50

SWORN STATEMENT

State of Michigan

County of Oakland

Page Number: 1 of 1

Date: 04/20/2026

Time: 11:26 AM

BILLING SUMMARY

PROJECT NUMBER: 2604-1342 PROJECT: TYLER PARK - OAK PARK

**PERIOD ENDING DATE: 3/24/2026
COST CONTROL BOOK: 002**

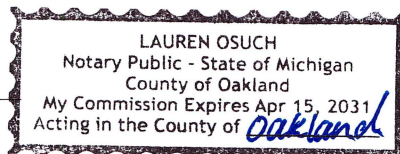
BID DIV #	NAME	VENDOR	VENDOR NAME	ORIGINAL CONTRACT SUM	NET C.O.'S	TOTAL CONTRACT SUM TO DATE	TOTAL COMPLETED TO DATE	RETAINED TO DATE	BILLED AMOUNT TO DATE	PREVIOUS BILLED AMOUNTS	CURRENT AMOUNT DUE	ACTUAL PAYMENTS	BALANCE INCLUDING RETAINAGE	PCT COMP
0101	SITE WORK	20050	JACKLYN CONTRACTING LLC	329,000.00	0.00	329,000.00	227,875.00	22,787.50	205,087.50	14,760.00	190,327.50	.00	123,912.50	69.26
0102	ASPHALT PAVING	10060	ASPHALT SPECIALIST INC.	71,000.00	0.00	71,000.00	.00	.00	.00	.00	.00	.00	71,000.00	.00
0901	CM FEES	23076	MCCARTHY & SMITH, INC	25,000.00	0.00	25,000.00	6,750.00	.00	6,750.00	.00	6,750.00	.00	18,250.00	27.00
0902	CM REIMBURSABLES	23076	MCCARTHY & SMITH, INC	45,000.00	0.00	45,000.00	6,489.00	.00	6,489.00	.00	6,489.00	.00	38,511.00	14.42
0903	CM GENERAL CONDITIONS	23076	MCCARTHY & SMITH, INC	13,000.00	0.00	13,000.00	.00	.00	.00	.00	.00	.00	13,000.00	.00
Project Totals				483,000.00	0.00	483,000.00	241,114.00	22,787.50	218,326.50	14,760.00	203,566.50	.00	264,673.50	49.92

I, William T McCarthy, being duly sworn, deposes and says: That McCarthy & Smith, Inc. is the Construction Manager for improvements to the following described real property situated in Oakland County, Michigan, described as follows: City of Oak Park, 14000 Oak Park Blvd., Oak Park, MI 48237. That the statement above of each contractor, supplier, and laborer with whom the Owner has under contract, and that the amounts due to the persons as of the date hereof are correctly and fully set forth opposite their names as stated above. Deponent further says that he makes the foregoing statement as the President of the Construction Manager for the purpose of representing to the Owner or Lessee of the afore-described premises and his or her agents that the afore-described property is free from claims of construction liens, or the possibility of construction liens, except as specifically set forth above.

THE ABOVE STATEMENT DOES NOT APPLY AS WE HAVE NOT RECEIVED FUNDING FOR CCB#1 AT THE TIME THIS BOOK WAS SIGNED

Subscribed and sworn before me this
20th DAY OF APRIL 2026

Lauren Osuch



William T. McCarthy
WILLIAM T. MCCARTHY



ORIGINAL CONTRACT SUMMARY SHEET

CUSTOMER NAME City of Oak Park
PROJECT NAME Tyler Park

1 Awarded Contracts

Contract Award Recommendation Letter #1 dated December 10, 2025	\$	400,000.00	
			\$ 400,000.00

2 CM Fees and Costs

CM Pre-Construction	\$	-	
CM Fee	\$	25,000.00	
CM Reimbursable	\$	45,000.00	
General Conditions	\$	13,000.00	
			\$ 83,000.00

3 Other Costs

	\$	-	
			\$ -

4 Total Original Contract Value

\$ 483,000.00

5 Contingency Budget - Not included in Original Contract Value

Contingency	\$	40,000.00	
			\$ 40,000.00

6 Overall Project Commitment

\$ 523,000.00



MR ADAM OWCZARZAK
CITY OF OAK PARK
14000 OAK PARK BLVD
OAK PARK MI 48237


Inv Date 3/31/2026
Inv No 19225

This invoice has been applied
for in Cost Control Book #2

1342-26 CITY OF OAK PARK - TYLER PARK RENOVATION

CONSTRUCTION FEE	
PHASE	Fee Earned
PRE CON - SCHEMATIC	1,250.00
PRE CON - DESIGN DEVELOPMENT	1,250.00
PRE CON - CONSTRUCTION DOCUMENTS	1,250.00
PRE CON - BID & AWARD	1,250.00

Total: 5,000.00

Approved By: 
William T. McCarthy
President



MR ADAM OWCZARZAK
CITY OF OAK PARK
14000 OAK PARK BLVD
OAK PARK MI 48237

Inv Date 3/31/2026
Inv No 19226


This invoice has been applied
for in Cost Control Book #2

1342-26 CITY OF OAK PARK - TYLER PARK - RENOVATIONS

CONSTRUCTION FEE
PHASE
CONSTRUCTION

Fee Earned
1,750.00

Total: 1,750.00

Approved By: 
William T. McCarthy
President



MR ADAM OWCZARZAK
 CITY OF OAK PARK
 14000 OAK PARK BLVD
 OAK PARK MI 48237

Date 3/31/2026
 Invoice 19227

This invoice has been applied for in
 Cost Control Book #2

1342-26 CITY OF OAK PARK - TYLER PARK - RENOVATIONS

CONSTRUCTION MGMT - PERSONNEL COSTS

3/1/2026 Thru 3/31/2026

LABOR:

		Hours	Rate	Amount
ASSISTANT PROJECT MANAGER	NALE, JENNIFER L	7.50	90.00	675.00
FIELD SUPERINTENDENT	SMITH, STEVEN D	25.00	108.00	2,700.00
PROJECT ENGINEER	SPISAK, AUSTIN J	24.00	78.00	1,872.00
PROJECT MANAGER	PARRIS, MICHAEL N	4.00	108.00	432.00
SENIOR PROJECT MANAGER	MELVILLE, DAVID T	6.00	135.00	810.00
			Total Labor:	6,489.00

Approved by:

William T. McCarthy
 President

TOTAL AMOUNT DUE: 6,489.00

SCHEDULE OF VALUES

PROJECT NUMBER: 2604-1342 PROJECT: TYLER PARK - OAK PARK PERIOD ENDING DATE: 3/24/2026
COST CONTROL BOOK: 002

BID DIV#/NAME: 0101 SITE WORK	ORIGINAL CONTRACT SUM	329,000.00	TOTAL COMPLETED TO DATE	227,875.00
VENDOR#/NAME: 20050 JACKLYN CONTRACTING LLC	PLUS NET CHANGE ORDERS TO DATE	0.00	LESS RETAINED TO DATE - 10%	22,787.50
	TOTAL CONTRACT SUM TO DATE	329,000.00	BILLED AMOUNT TO DATE	205,087.50
	BALANCE TO FINISH (INCLUDING RETAINAGE)	123,912.50	LESS PREVIOUS BILLED AMOUNTS	14,760.00
			CURRENT AMOUNT DUE	190,327.50

ITEM	DESCRIPTION	PCO	CCO	ID#	SCHEDULED	COMPLETED CURRENT			PREVIOUS	COMPLETED TO DATE			ACTUAL		
					VALUE	TOTAL	%	RETAINED	AMT DUE	%	TOTAL	%	RETAINED	BILLED AMT	PAYMENTS
0001	BOND			62100101	6,400.00	.00	.00	.00	.00	100.00	6,400.00	100.00	640.00	5,760.00	.00
0002	MOBILIZATION			62100101	10,000.00	.00	.00	.00	.00	100.00	10,000.00	100.00	1,000.00	9,000.00	.00
0003	DEMOLITION			62100101	7,000.00	7,000.00	100.00	700.00	6,300.00	.00	7,000.00	100.00	700.00	6,300.00	.00
0004	EARTHWORK			62100101	81,500.00	20,375.00	25.00	2,037.50	18,337.50	.00	20,375.00	25.00	2,037.50	18,337.50	.00
0005	LANDSCAPE TREES			62100101	8,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
0006	UTILITIES			62100101	164,100.00	164,100.00	100.00	16,410.00	147,690.00	.00	164,100.00	100.00	16,410.00	147,690.00	.00
0007	DETENTION SYSTEM			62100101	20,000.00	20,000.00	100.00	2,000.00	18,000.00	.00	20,000.00	100.00	2,000.00	18,000.00	.00
0008	SITE AMENITIES			62100101	8,500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
0009	RESTORATION			62100101	3,500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
0010	CLEAN UP			62100101	5,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
0011	SAFETY			62100101	5,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
0012	SUBMITTALS			62100101	5,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
0013	CLOSEOUTS			62100101	5,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
Bid Division Totals					329,000.00	211,475.00	64.28	21,147.50	190,327.50	4.98	227,875.00	69.26	22,787.50	205,087.50	.00

SCHEDULE OF VALUES

PROJECT NUMBER: 2604-1342 PROJECT: TYLER PARK - OAK PARK PERIOD ENDING DATE: 3/24/2026
COST CONTROL BOOK: 002

BID DIV#/NAME: 0102 ASPHALT PAVING	ORIGINAL CONTRACT SUM	71,000.00	TOTAL COMPLETED TO DATE	.00
VENDOR#/NAME: 10060 ASPHALT SPECIALIST INC.	PLUS NET CHANGE ORDERS TO DATE	0.00	LESS RETAINED TO DATE - 10%	.00
	TOTAL CONTRACT SUM TO DATE	71,000.00	BILLED AMOUNT TO DATE	.00
	BALANCE TO FINISH (INCLUDING RETAINAGE)	71,000.00	LESS PREVIOUS BILLED AMOUNTS	.00
			CURRENT AMOUNT DUE	.00

ITEM	DESCRIPTION	PCO CCO	ID#	SCHEDULED	----- COMPLETED CURRENT -----				PREVIOUS	----- COMPLETED TO DATE -----				ACTUAL
				VALUE	TOTAL	%	RETAINED	AMT DUE	%	TOTAL	%	RETAINED	BILLED AMT	PAYMENTS
0001	BONDS		62100101	400.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
0002	MOBILIZATION		62100101	3,500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
0003	AGGREGATE & FINE GRADE		62100101	20,800.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
0004	ASPHALT LEVELING		62100101	18,700.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
0005	ASPHALT WEARING COURSE		62100101	23,100.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
0006	CONCRETE		62100101	4,500.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
Bid Division Totals				71,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00

BID DIV#/NAME: 0901 CM FEES	ORIGINAL CONTRACT SUM	25,000.00	TOTAL COMPLETED TO DATE	6,750.00
VENDOR#/NAME: 23076 MCCARTHY & SMITH, INC	PLUS NET CHANGE ORDERS TO DATE	0.00	LESS RETAINED TO DATE - %	.00
	TOTAL CONTRACT SUM TO DATE	25,000.00	BILLED AMOUNT TO DATE	6,750.00
	BALANCE TO FINISH (INCLUDING RETAINAGE)	18,250.00	LESS PREVIOUS BILLED AMOUNTS	.00
			CURRENT AMOUNT DUE	6,750.00

ITEM	DESCRIPTION	PCO CCO	ID#	SCHEDULED	----- COMPLETED CURRENT -----				PREVIOUS	----- COMPLETED TO DATE -----				ACTUAL
				VALUE	TOTAL	%	RETAINED	AMT DUE	%	TOTAL	%	RETAINED	BILLED AMT	PAYMENTS
0001	BALANCE TO FINISH *****		62300101	18,250.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
0002	INV#19225 03/31/26		62300101	5,000.00	5,000.00	100.00	.00	5,000.00	.00	5,000.00	100.00	.00	5,000.00	.00
0003	INV#19226 03/31/26		62300101	1,750.00	1,750.00	100.00	.00	1,750.00	.00	1,750.00	100.00	.00	1,750.00	.00

SCHEDULE OF VALUES

PROJECT NUMBER: 2604-1342 PROJECT: TYLER PARK - OAK PARK PERIOD ENDING DATE: 3/24/2026
COST CONTROL BOOK: 002

Bid Division Totals	25,000.00	6,750.00	27.00	.00	6,750.00	.00	6,750.00	27.00	.00	6,750.00	.00
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BID DIV#/NAME: 0902 CM REIMBURSABLES	ORIGINAL CONTRACT SUM	45,000.00	TOTAL COMPLETED TO DATE	6,489.00
VENDOR#/NAME: 23076 MCCARTHY & SMITH, INC	PLUS NET CHANGE ORDERS TO DATE	0.00	LESS RETAINED TO DATE - %	.00
	TOTAL CONTRACT SUM TO DATE	45,000.00	BILLED AMOUNT TO DATE	6,489.00
	BALANCE TO FINISH (INCLUDING RETAINAGE)	38,511.00	LESS PREVIOUS BILLED AMOUNTS	.00
			CURRENT AMOUNT DUE	6,489.00

ITEM	DESCRIPTION	PCO	CCO	ID#	SCHEDULED	COMPLETED CURRENT			PREVIOUS	COMPLETED TO DATE			ACTUAL		
					VALUE	TOTAL	%	RETAINED	AMT DUE	%	TOTAL	%	RETAINED	BILLED AMT	PAYMENTS
0001	BALANCE TO FINISH *****			62400101	38,511.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	
0002	INV#19226 03/31/26			62400101	6,489.00	6,489.00	100.00	.00	6,489.00	.00	6,489.00	100.00	.00	6,489.00	.00
Bid Division Totals					45,000.00	6,489.00	14.42	.00	6,489.00	.00	6,489.00	14.42	.00	6,489.00	.00

BID DIV#/NAME: 0903 CM GENERAL CONDITIONS	ORIGINAL CONTRACT SUM	13,000.00	TOTAL COMPLETED TO DATE	.00
VENDOR#/NAME: 23076 MCCARTHY & SMITH, INC	PLUS NET CHANGE ORDERS TO DATE	0.00	LESS RETAINED TO DATE - %	.00
	TOTAL CONTRACT SUM TO DATE	13,000.00	BILLED AMOUNT TO DATE	.00
	BALANCE TO FINISH (INCLUDING RETAINAGE)	13,000.00	LESS PREVIOUS BILLED AMOUNTS	.00
			CURRENT AMOUNT DUE	.00

ITEM	DESCRIPTION	PCO	CCO	ID#	SCHEDULED	COMPLETED CURRENT			PREVIOUS	COMPLETED TO DATE			ACTUAL	
					VALUE	TOTAL	%	RETAINED	AMT DUE	%	TOTAL	%	RETAINED	BILLED AMT
0001	BALANCE TO FINISH *****			62500101	13,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
0002	INV#19227 03/31/26			62500101	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
Bid Division Totals					13,000.00	.00	.00	.00	.00	.00	.00	.00	.00	.00

Project Totals	483,000.00	224,714.00	46.52	21,147.50	203,566.50	3.40	241,114.00	49.92	22,787.50	218,326.50	.00
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**THE DISBURSEMENT SUMMARY WILL BE PROVIDED UPON
REQUEST**

Page Number: 1 of 1

Date: 04/01/2026

Time: 10:15 AM

CHANGE ORDER LISTING

PERIOD ENDING DATE:

BUDGET SUMMARY BY ID NUMBER

PROJECT NUMBER: 2604-1342 PROJECT: TYLER PARK - OAK PARK **PERIOD ENDING DATE: 3/24/2026**
COST CONTROL BOOK: 002

ID NUMBER	DESCRIPTION	(1) BUDGET	(2) CHANGE TO BUDGET	(3) REVISED BUDGET (1+2)	(4) SCHEDULE OF VALUES COMMITTED	(5) C.O.'S APPROVED	(5a) ESTIMATE TO COMPLETE	(6) TOTAL (4+5+5a)	(7) BUDGET VARIANCE (3-6)	(8) ACTUAL PAYMENTS
BUILDING: 01 TYLER PARK										
TYPE OF WORK: 6210										
6210-01-01	SITE WORK	400,000.00	.00	400,000.00	400,000.00	0.00	.00	400,000.00	.00	.00
	TYPE OF WORK TOTALS	400,000.00	.00	400,000.00	400,000.00	0.00	.00	400,000.00	.00	.00
TYPE OF WORK: 6230										
6230-01-01	CM FEES	25,000.00	.00	25,000.00	25,000.00	0.00	.00	25,000.00	.00	.00
	TYPE OF WORK TOTALS	25,000.00	.00	25,000.00	25,000.00	0.00	.00	25,000.00	.00	.00
TYPE OF WORK: 6240										
6240-01-01	CM REIMBURSABLES	45,000.00	.00	45,000.00	45,000.00	0.00	.00	45,000.00	.00	.00
	TYPE OF WORK TOTALS	45,000.00	.00	45,000.00	45,000.00	0.00	.00	45,000.00	.00	.00
TYPE OF WORK: 6250										
6250-01-01	GENERAL CONDITIONS	13,000.00	.00	13,000.00	13,000.00	0.00	.00	13,000.00	.00	.00
	TYPE OF WORK TOTALS	13,000.00	.00	13,000.00	13,000.00	0.00	.00	13,000.00	.00	.00
	BUILDING TOTALS	483,000.00	.00	483,000.00	483,000.00	0.00	.00	483,000.00	.00	.00
	PROJECT TOTALS	483,000.00	.00	483,000.00	483,000.00	0.00	.00	483,000.00	.00	.00



CITY OF OAK PARK, MI STAFF REPORT

5.J

AGENDA FOR: May 4, 2026

SUBJECT: Approval of Pay Application No. 2 for the 2025-2026 Miscellaneous Concrete Project, M-782 to Mattioli Cement Company of Fenton, MI, in the amount of \$151,337.13.

DEPARTMENT: Municipal Services

FROM: Dan Samuel, Engineering Supervisor

SUMMARY: Attached is Pay Application No. 2 for the 2025-2026 Miscellaneous Concrete Project, M-782 by Mattioli Cement Company of Fenton, MI. This project includes replacing full depth concrete pavement and sidewalk in the areas shown on the attached map. The project is approximately 79% complete.

FINANCIAL STATEMENT:

Original Contract Amount:	\$450,165.00
Change Order No. 1:	\$99,776.40
New Contract Amount:	\$549,941.40
Total Earnings to Date:	\$432,178.38
Less Retainage:	\$27,497.07
Net Earned:	\$404,681.31
Deductions:	\$0.00
Balance:	\$404,681.31
Payments to Date:	\$253,344.18
Amount Due to Mattioli Cement:	\$151,337.13

RECOMMENDED ACTION: It is recommended that Pay Application No. 2 for the 2025-2026 Miscellaneous Concrete Project, M-782 by Mattioli Cement Company of Fenton, MI be approved in the amount of \$151,337.13. Funding is available in the Local Streets Fund (203-18-479-970) and the Water and Sewer Fund (592-18-538-970) for this expenditure.

EXHIBITS:

1. Pay Application No. 2
2. Spring 2026 Map

PAYMENT APPLICATION

PROJECT: 2025-2026 MISCELLANEOUS CONCRETE PROJECT

JOB NUMBER: M-782

OWNER: CITY OF OAK PARK, MICHIGAN

APPLICATION NO.: 2

CONTRACTOR: MATTIOLI CEMENT COMPANY

PERIOD ENDING: 4/24/2026

**6085 MCGUIRE ROAD
FENTON, MI 48430**

ITEM	DESCRIPTION	ORIGINAL BID QUANTITY	UNIT	UNIT PRICE	PERIOD QUANTITY	PERIOD AMOUNT	QUANTITY TO DATE	AMOUNT TO DATE
1	REMOVE CONCRETE PAVEMENT, MODIFIED SP	4,622	SYD	\$10.00	781.05	\$7,810.50	3,703.84	\$37,038.40
2	CONCRETE PVMT W/ INT CURB & GUTTER 9" CONCRETE, MODIFIED SP	4,500	SYD	\$64.60	544.54	\$35,177.28	2,546.64	\$164,512.94
3	REMOVAL COOLIDGE CONCRETE PVMT, MODIFIED SP	100	SYD	\$10.00	978.73	\$9,787.30	1,132.79	\$11,327.90
4	COOLIDGE CONCRETE PVMT W/ INT CURB & GUTTER 9" CONCRETE, MODIFIED SP	100	SYD	\$72.00	978.73	\$70,468.56	1,132.79	\$81,560.88
5	SIDEWALK CONC. NON-REINF 4" SIDEWALK MOD	500	SFT	\$7.00	210.00	\$1,470.00	6,422.39	\$44,956.73
6	SIDEWALK CONC. NON-REINF. 6" SIDEWALK/ DRIVE APPROACH MOD.	500	SFT	\$7.75	253.58	\$1,965.25	2,299.15	\$17,818.41
7	CONCRETE PAVEMENT, 24" CURB & GUTTER SECTION NON- REINF. 9" CONC. MOD	50	LFT	\$39.00	0.00	\$0.00	33.00	\$1,287.00
8	AGGREGATE BASE UNDER 9" CONC. (3" 21AA CR. LIMESTONE)	4,500	SYD	\$11.00	1,523.27	\$16,755.97	3,679.42	\$40,473.62
9	AGGREGATE BASE UNDER 4"& 6" & 9" CONC. (6" 21AA CR LIMESTONE)	100	SYD	\$13.00	0.00	\$0.00	0.00	\$0.00
10	ADJUST DRAINAGE STRUCTURES	20	EACH	\$225.00	5.00	\$1,125.00	17.00	\$3,825.00
11	CAST IN PLACE DETECTABLE/ TACTILE WARNING SURFACE MODIFIED	100	SFT	\$26.00	0.00	\$0.00	40.00	\$1,040.00
12	SANITARY MANHOLE 1040A RAME AND COVER	5	EACH	\$1,200.00	0.00	\$0.00	0.00	\$0.00
13	CATCH BASIN 5080M3 6 HOLE FRAME AND COVER	5	EACH	\$1,200.00	0.00	\$0.00	7.00	\$8,400.00
14	MINOR TRAFFIC DEVICES MODIFIED (5% MAX)	1	LSUM	\$10,000.00	0.50	\$5,000.00	1.00	\$10,000.00
15	COOLIDGE MINOR TRAFFIC DEVICES MODIFIED (5% MAX)	1	LSUM	\$1,500.00	0.00	\$0.00	1.00	\$1,500.00
16	PROJECT CLEAN UP MODIFIED (5% MAX)	1	LSUM	\$6,000.00	0.00	\$0.00	0.50	\$3,000.00
17	INSPECTION CREW DAYS	\$320	DAY	26	0.00	\$0.00	0.00	\$0.00
18	CATCH BASIN REPAIR	\$0	LFT	\$375.00	3.00	\$1,125.00	14.50	\$5,437.50

Period Total Amount: \$150,684.86 Amount to Date: \$432,178.38

Original Contract Amount: \$450,165.00
Change Order No. 1: \$99,776.40
New Contract Amount: \$549,941.40

Earnings This Period: \$150,684.86
 Total Earnings to Date: \$432,178.38
 Less Retainage: \$27,497.07
 Net Earned: \$404,681.31
 Deductions: \$0.00
 Balance: \$404,681.31
 Payments to Date: \$253,344.18

AMOUNT DUE MATTIOLI CEMENT COMPANY: \$151,337.13

Accepted By: *John Mattioli*
John Mattioli (Apr 27, 2026 19:08:02 EDT)
 Mattioli Cement Company

Date: 04/27/2026

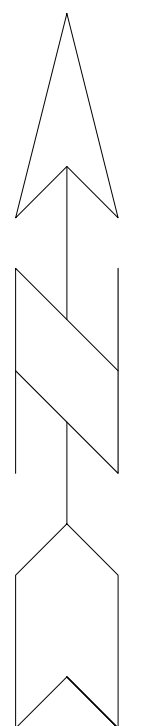
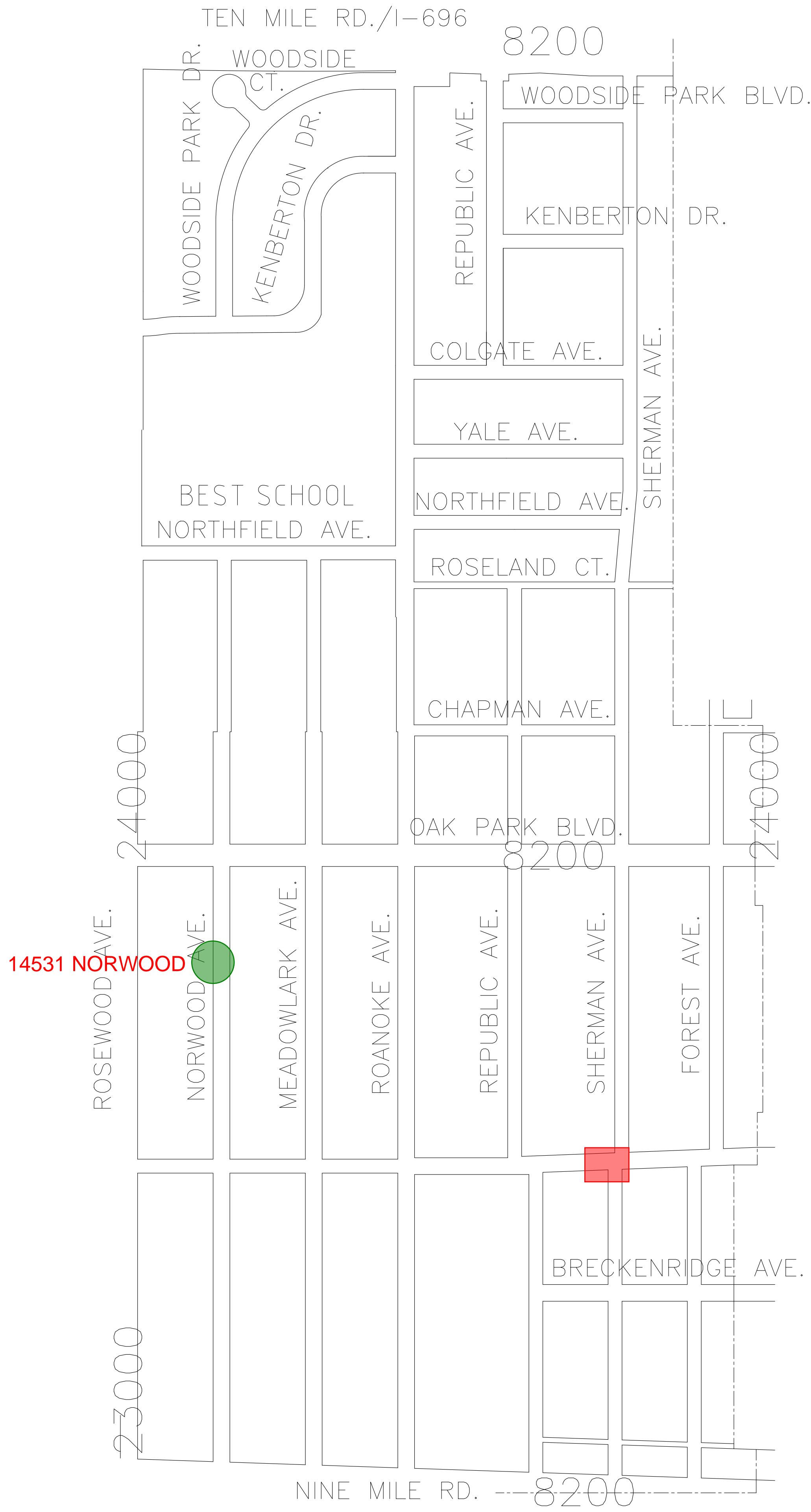
Approved By: *Dan Samuel*
Dan Samuel (Apr 28, 2026 08:25:04 EDT)
 Dan Samuel, Engineering Supervisor
 City of Oak Park, Michigan

Date: 04/27/2026

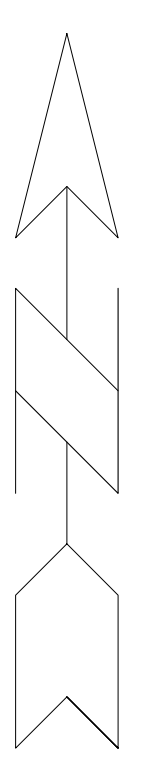
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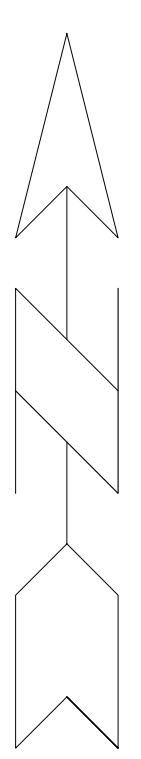
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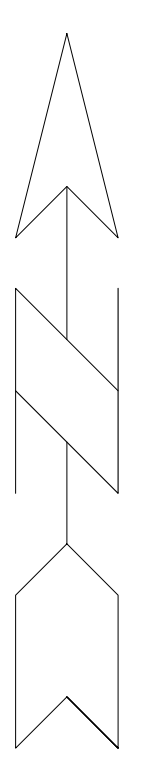
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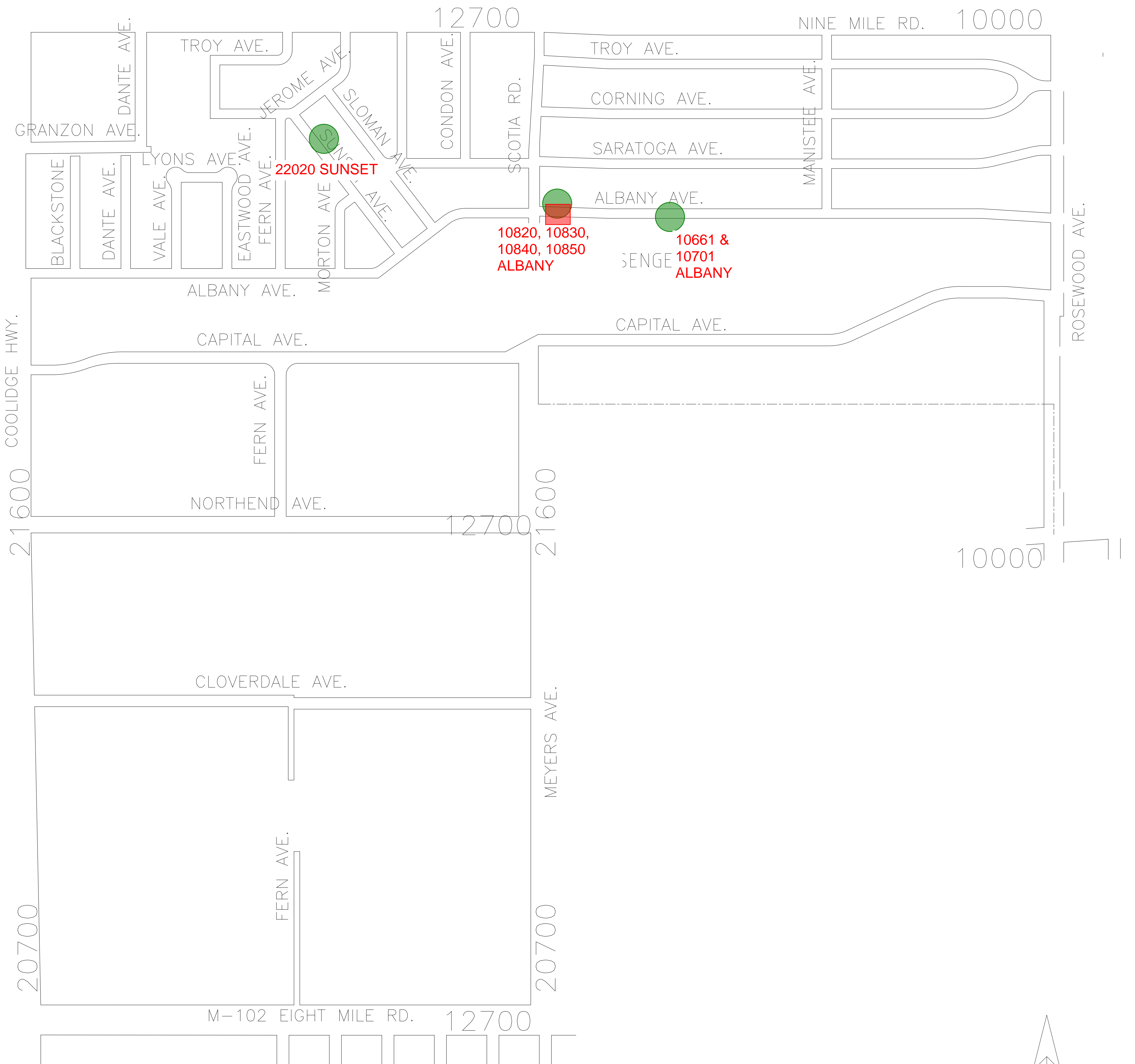
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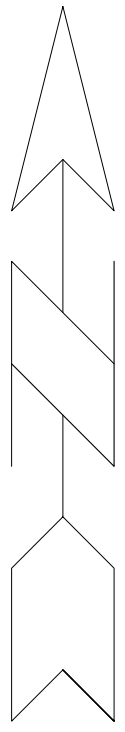
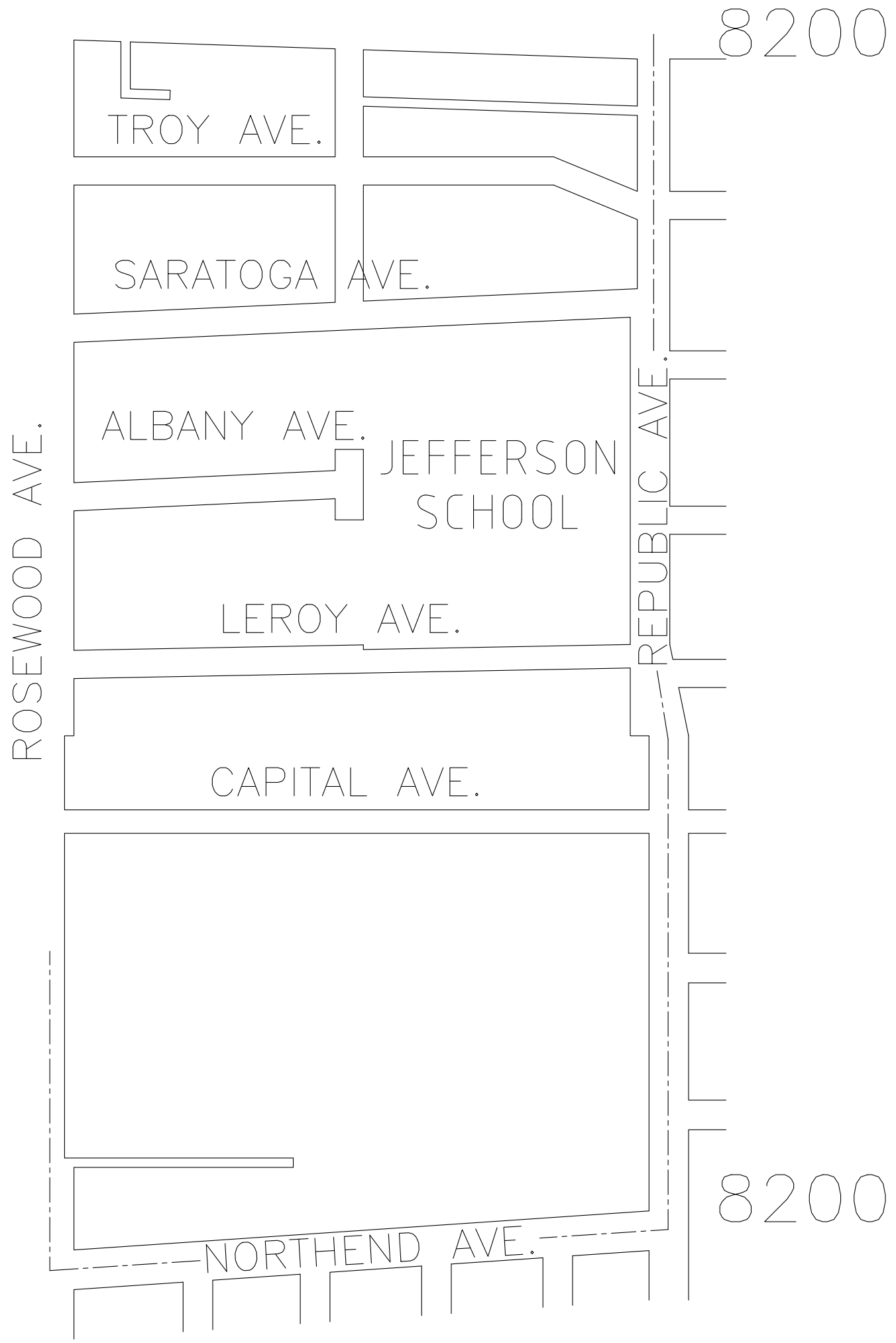
SECTION 31



SECTION 32



SECTION 33





CITY OF OAK PARK, MI STAFF REPORT

5.K

AGENDA FOR: May 4, 2026

SUBJECT: Corridor Improvement Authority Meeting Minutes for January 20, 2026, February 19, 2026, and March 12, 2026

DEPARTMENT: City Clerk

FROM: Jo Lynn Williams-Elliott, Deputy City Clerk

SUMMARY:

FINANCIAL STATEMENT:

RECOMMENDED ACTION:

EXHIBITS:

1. 2026 1 20 CIA Minutes (1)
2. 2026 2 19 CIA Minutes



CITY OF OAK PARK

Corridor Improvement Authority

Mayor
 Marian McClellan
Mayor Pro Tem
 Julie Edgar
Council Members
 Solomon Radner
 Shaun Whitehead
 Stephanie Crawford
City Manager
 Erik Tungate

**CITY OF OAK PARK CORRIDOR IMPROVEMENT AUTHORITY BOARD
 MEETING MINUTES
 JANUARY 20, 2026**

The meeting was called to order at 12:06 p.m. in the Executive Conference Room, City Hall, 14000 Oak Park Blvd, Oak Park, MI 48237 by Chair Novik, and roll call was made.

PRESENT:
 Board Member Novik
 Board Member Jones
 Board Member Edgar
 Board Member Shamily (12:06)
 Board Member Peteet (12:09)

ABSENT:
 Board Member Wujcik
 Board Member Parish

OTHERS PRESENT:
 CIA Manager Michelle Bishop
 Deputy City Clerk Jo Lynn Williams-Elliott

3. APPROVAL OF AGENDA OF JANUARY 20, 2026

MOTION by Jones, SECONDED by Edgar to approve the agenda for January 20, 2026, with the addition of 6D- logo update.

VOTE: Yes: All
 No: None

MOTION CARRIED

4. APPROVAL OF MINUTES OF DECEMBER 18, 2025

MOTION by Jones, SECONDED by Shamily, to approve the minutes of December 18, 2025, as submitted.

VOTE: Yes: All
 No: None

MOTION CARRIED

5. MISSION STATEMENT: The mission statement was read by Chairperson Novick

6. UNFINISHED BUSINESS:

- A. 11 Mile Water Tower Social District Mural Discussion – Bishop shared a visual concept provided by the artist. Novick requested that all board member suggestions be submitted in a single thread so they can be compiled and reviewed in one centralized location.
- B. 11 Social District Project Update – Bishop met with the business owners, and overall feedback was very positive. All of the owners expressed satisfaction with the progress of the project. The second lot will receive its final layer of asphalt once weather conditions allow. The fire pits were installed this past Thursday, and seating installation is currently underway. All remaining items have been ordered, including the hardware needed to secure the string lights. The project is anticipated to be completed in April or May. Business owners were also invited to share ideas for a kickoff celebration.
- C. Bylaw Amendments – Novick provided a new revision of the bylaw amendments. He did an overview of all the new edits that were made. Bishop stated the bylaws should align with goals and the timing of the elections. Also, Bishop informed the board that a set time for board elections need to be added to the bylaws. Edgar suggested that the board align elections right after council appointments in February or August. The bylaws once complete, will have to be approved by council and the city attorney. Another revision will be sent via email.
- D. OP Logo Update- The logo probably won't be presented until June- State of the City along with the new website.

7. NEW BUSINESS:

- A. Committee Meetings: There are two committees that have formed- Marketing and Promotions as well as Design and Organization Committee. Novick will head the design committee and Parish will head the marketing committee. Bishop provided a list of interested volunteers for the committees.
- B. 2026-2027 Budget- Bishop has an idea list that she plans to share. The ideas selected will need to get cost estimates assigned quickly. The budget must be finalized before the end of March. Jones stated that he has 9 ideas which would total about \$300,000.

8. MANAGER UPDATE:

- Bishop and Marrone went to Orlando to visit their corridors and Main Street managers. She shared that she learned so much and that the conversation is ongoing. A few things to note is that she noticed that all of their districts have art, the other corridors don't have a TIF and the businesses all contribute. The National Conference is in April.
- It would be a good idea to start looking at pictures for the banners since there are so many.
- Meeting with Finance to wrap her hands around the budget. Also to figure out how to move forward if the TIF leaves.

9. BUDGET FINANCE REPORT: There a facade grant that went out. Gas bill for the firepits, last event

10. BOARD MEMBER COMMENT: Jones stated that the committee names need to be consistent, and Bishop informed the board that MSOC suggested new names and agreed that the names should be consistent. Edgar suggested that if TIF goes away, the assessment model would be a good idea. Novick acknowledged that this is Jones' last meeting and thanked Don for his ideas and effort during his term.

12. ADJOURNMENT

The meeting was adjourned at 12:55 p.m.



CITY OF OAK PARK

Corridor Improvement Authority

Mayor
 Marian McClellan
Mayor Pro Tem
 Julie Edgar
Council Members
 Solomon Radner
 Shaun Whitehead
 Stephanie Crawford
City Manager
 Erik Tungate

**CITY OF OAK PARK CORRIDOR IMPROVEMENT AUTHORITY BOARD
 MEETING MINUTES
 FEBRUARY 19, 2026**

The meeting was called to order at 12:02 p.m. in the Executive Conference Room, City Hall, 14000 Oak Park Blvd, Oak Park, MI 48237 by Chair Novik, and roll call was made.

****NOTE: Due to two new members being added to the board, before the meeting began, everyone went around the room to introduce themselves. Wyndy Shamily and Don Jones are no longer on the board.*

PRESENT: Board Member Novik
 Board Member Edgar
 Board Member Wujcik
 Board Member Parish
 Board Member Gierada
 Board Member Johnson
 Board Member Peteet (12:12)

ABSENT: None

OTHERS PRESENT: CIA Manager Michelle Bishop
 Deputy City Clerk Jo Lynn Williams-Elliott

3. APPROVAL OF AGENDA OF FEBRUARY 19, 2026

MOTION by Edgar, SECONDED by Wujcik to approve the agenda for February 19, 2026.

VOTE: Yes: All
 No: None

MOTION CARRIED

4. APPROVAL OF MINUTES OF JANUARY 20, 2026

MOTION by Edgar, SECONDED by Wujcik, to approve the minutes of January 10, 2026, as submitted.

VOTE: Yes: All
 No: None

MOTION CARRIED

5. MISSION STATEMENT: The mission statement was read by Board Member Wujcik

6. UNFINISHED BUSINESS:

- A. 11 Mile Water Tower Social District Mural Project/Mural Update – Bishop shared a visual concept provided by the artist. Novick requested that all board members' suggestions be submitted in a single thread so they can be compiled and reviewed in one centralized location. Mural still needs to be approved by the City Council. Another meeting with the 11 Mile contractor will be held in March to determine next steps to finish the project. At the beginning of March, there will be a meeting to determine the next steps. The middle parking lot needs another layer of asphalt. String lights, furniture, and landscaping still need to be added. Bishop applied for a 60K safety grant initiative for creative sidewalks for the Water Tower District. If we win, an RPF will be made to get bids for this project. However, there could possibly be a portion of the cost that may not be covered by the 60k and would need to be covered by the CIA.

Motion made by Edgar and seconded by Parish to have the CIA cover the excess cost remaining from the sidewalk project not to exceed \$20k.

Yes: ALL
No: NONE

Motion Carried

- B. 11 Social District Project Ribbon Cutting– The event will now be attended by Oakland County executives and Board of Commissioners. Bishop is working to coordinate open dates with Oakland County and Oak Park team members. Looking for July dates to avoid the event hub grand opening June 30. Initially, there was discussion about a possible 3-day event during the week to avoid conflict within Jewish community, but now it just may be a one-day event. Any weekend events need to be approved by the Communications department. Once the date is solidified, more information will follow.
- C. Bylaw Amendments – Novick will meet with Edgar to discuss some of the amendments. Will share with the group.
- D. 2026/2027 Budget – Gearing up for budget season. The board needs to have the budget solidified before the March 23rd when Bishop will meet with the City Manager, then it will be presented to the City Council. Bishop submitted her ideal list to the board. She mentioned possibly partnering with Recreation department and also possibly getting more events for the 11 Mile social district. New City Rebranding will be launched at the event hub grand opening, scheduled for June 30. After that, the wayfinding and welcome sign project will begin. There may be additional monies left over from this year's budget that will roll over into 2026-2027.

7. NEW BUSINESS:

- A. New Board Member Introductions: Kyle Gierada – owner of Dog and Pony on 11 Mile Rd. and Tenecia Johnson – Oak Park resident, both gave brief introductions, and they were welcomed by the board.
- B. Landscaping RFP: The landscaping RFP will be put out next week. This will include the islands on Oak Park Blvd in front of City Hall, the Pump House area (8 & Coolidge), 10 Mile and Coolidge parking median on southwest corner, as well as on 11 Mile with the new Social District project.
- C. America in Bloom is a national company that partners with Main Street communities to help change the look and feel of districts. MSOC has partnered with this company, and therefore they will pay half of the membership fee; the CIA is responsible for the other

half. The CIA would pay \$1,050 for district evaluation and expert guidance for a plan/recommendation for layers of improvement, with landscaping and art.

Motion made by Parish and seconded by Wujcik to purchase a membership to America in Bloom for a fee of \$1050.

Yes: ALL
No: NONE

Motion Carried

- C. RFP for 10760 W 9 Mile: This area will be built as a mixed-use development; store fronts on the bottom and housing on top. After the last environmental study, hazardous material was found and needs to be studied further. All costs for studies will eventually be paid for by the company that purchases the building, and funds will be returned to the CIA.

Motion made by Parish and seconded by Edgar to pay \$3,937.50 for the extra cost of the hazardous materials and environmental study analysis for the 9 Mile building.

Yes: ALL
No: NONE

Motion Carried

8. MANAGER UPDATE:

- Bishop announced that there is a new Main Street America board manual that was provided to add to everyone's board binders.
- Bishop will be at the MSOC Summit on March 19 and needs to change the date of the March meeting. The board agreed to meet on March 12th instead. Board members were invited to attend the summit.
- Match on Main Street grant is now open, and Bishop will start promoting it. The CIA will look to submit 2 applicants. Project reviews will happen in April.
- The OPCIA can submit an application for MSOC partner level in January 2027.
- The Tri-city Magic of Customer Service seminar is coming up on 2/24 in Southfield. It is free and open to everyone.
- Bishop asked the board to like her social media posts and share them if they see them.
- The City is getting a new website, and the CIA will have its own designated page within the site.

9. BUDGET FINANCE REPORT: The only cost paid out was for Bishop's salary

10. BOARD MEMBER COMMENT: Johnson asked if the CIA supports small business Saturday. Bishop shared that we hand out materials to businesses, and we promote Shop Small on social media, along with Black Friday/Cyber Monday specials. Oakland County holds their Gem Sweepstakes contest to help promote shopping small, but it has been a challenge to get businesses on board.

11. PUBLIC COMMENT: Don Jones invited everyone to attend the upcoming Labor Day celebration at the event hub.

12. ADJOURNMENT

The meeting was adjourned at 1:19 p.m.

Jo Lynn Williams-Elliott, Deputy City Clerk



CITY OF OAK PARK, MI STAFF REPORT

5.L

AGENDA FOR: May 4, 2026

SUBJECT: Planning Commission Meeting Minutes for February 2, 2026, and March 9, 2026

DEPARTMENT: City Clerk

FROM:

SUMMARY:

FINANCIAL STATEMENT:

RECOMMENDED ACTION:

EXHIBITS:

1. 2026 2 2 PC Minutes

**CITY OF OAK PARK PLANNING COMMISSION
REGULAR MEETING, MONDAY, FEBRUARY 2, 2026**

MINUTES

The meeting was called to order at 6:00 p.m. in the City Council Chambers, 14000 Oak Park Blvd, Oak Park, MI 48237, by Vice Chairperson Brown and roll call was made.

PRESENT: Vice Chairperson Brown
Commissioner Tungate
Commissioner Eizelman
Commissioner Seligson
Commissioner Walters-Gill
Commissioner McClellan (6:05)

ABSENT: Chairperson Torgow
Commissioner Whitehead
Commissioner Tkatch

OTHERS PRESENT: Economic Development & Planning Specialist, Salam Habhab
Deputy City Clerk, Jo Lynn Williams-Elliott
Director of Municipal Services, Kim Marrone

3. APPROVAL OF AGENDA OF FEBRUARY 2, 2026

MOTION by Tungate, SECONDED by Seligson, to approve the February 2, 2026, meeting agenda.

VOTE: Yes: All
No: None

MOTION CARRIED

4. APPROVAL OF MINUTES OF DECEMBER 1, 2025:

MOTION by Seligson, SECONDED by Eizelman, to approve the December 1, 2025, minutes.

VOTE: Yes: All
No: None

MOTION CARRIED

5. COMMUNICATIONS/CORRESPONDENCE:

A letter against the project provided by Maurice Mickam was received and entered into the record.

6. PUBLIC HEARINGS

- A. Public Hearing to consider a proposed rezoning of 24850 Greenfield Rd., from PCD, Planned Corridor Development District, to B-2, General Business District. The applicant proposes to convert the former Rite Aid retail building into an automobile wash, which would require B-2, General Business Zoning District.

The public hearing was opened at 6:04 PM

Kenneth Sherman - 23840 Jerome
Julie Edgar 14731 - Manhattan Pl
Spoke against the proposal

Gabe Schuchman, from El Car Wash; Mitchel Harvey, from Stonefield Engineering; and Eric Meyers, from Krieger Klatt Architects, presented the project, addressed public hearing concerns, and responded to inquiries from the Planning Commission.

Arkan Jonna, owner of property, shared the challenges associated with securing a suitable tenant for building such as the former Rite Aid Pharmacy.

The public hearing was closed at 6:42 PM

- B. Planning Commission action regarding the proposed rezoning of 24850 Greenfield Rd., from PCD, Planned Corridor Development District, to B-2, General Business District. The applicant proposes to convert the former Rite Aid retail building into an automobile wash, which would require B-2, General Business Zoning District

MOTION by Eizelman, SECONDED by Seligson, to approve the proposed rezoning of 24850 Greenfield Rd., from PCD, Planned Corridor Development District, to B-2, General Business District. The applicant proposes to convert the former Rite Aid retail building into an automobile wash, which would require B-2, General Business Zoning District

VOTE:	Yes:	Brown, Seligson, McClellan, Eizelman, Walters-Gill, Tungate
	No:	None
	Absent:	Torgow, Tkatch, Whitehead

MOTION CARRIED

7. MATTERS FOR CONSIDERATION

A. NEW BUSINESS

1. Site Plan Review, El Car Wash, 24850 Greenfield Rd. This is a Site Plan Review (SPR) request submitted by El Car Wash Mid-West, LLC for the conversion of the former Rite Aid property to an automatic car wash, at 24850 Greenfield Rd. The site is located south of Ten Mile Rd., north of Oak Park Blvd., east of Greenfield Rd., and west of Church St., in the northwest ¼ of Section 30 T1N, R11E. Property ID 52-25-30-101-040.

The applicant proposes retrofitting the former Rite Aid property into an automatic car wash tunnel and fully enclosed car vacuuming spaces. Site configuration to be redesigned for the proposed use to provide associated stacking, parking, and additional outdoor vacuuming spaces.

The project will include a carwash tunnel, (7) enclosed car vacuum spaces, (11) outdoor car vacuum spaces, a pay station with canopy overhang, and (8) off-street parking spaces.

The use of an automobile wash is not permitted in the current PCD, Planned Corridor Development District. The applicant submitted a rezoning request to rezone the property to B-2, General Business District. The use of an automobile wash is permitted in the B-2 District by Conditional Land Use (CLU), subject to the regulations of Sec. 544.c.

The Site Plan Approval is contingent upon rezoning of the property from PCD District to B-2 District, subject to all conditions of rezoning as recommended by the Planning Commission and approved by the City Council.

STAFF RECOMMENDATION

Upon the findings of the staff report and the analysis herewith, it is the recommendation of the Economic Development and Planning staff to approve the Site Plan for the proposed El Car Wash at 24850 Greenfield Rd., subject to the following conditions:

Conditions of Site Plan approval:

1. The Site Plan Approval is contingent upon rezoning the property from PCD District to B-2 District, subject to all conditions of rezoning as recommended by the Planning Commission and approved by the City Council.
2. Self-contained, covered waste receptacles shall be provided at each proposed vacuum station to provide convenient disposal of customer refuse.
3. The applicant shall work with the Economic Development and Planning staff to revise the proposed building materials and color palette to ensure compliance with the Zoning Ordinance. In addition, the applicant shall provide the fenestration percentage for the primary facade, noting that the reflective glazing shall not be counted toward the required fenestration for commercial buildings.
4. The barrier-free spaces shall comply with the applicable state building codes and the ADA standards for accessible design and shall be reviewed as part of the building permit application.
5. The applicant shall provide (7) bicycle parking spaces in compliance with the zoning ordinance.

6. Any modifications to the access on Greenfield Rd. or Ten Mile Rd. shall require obtaining permits/approval from the Oakland County Road Commission and the City of Oak Park Engineering Department.
7. If the need for a separate dumpster becomes necessary, the applicant will be required to provide a dumpster with the required enclosure in compliance with Article 3 Division 1 Sec. 333 of the zoning ordinance.
8. Any existing or proposed exterior light fixtures should be shielded and downward cast to eliminate the possibility of nuisance to the adjoining properties. The intensity of light within a site shall not exceed one (1) footcandle at any property line, except where it abuts a service drive or other public right-of-way in compliance with the provision of Article 4, Division 5 Lighting Standards.
9. All mechanical equipment, including transformers, shall be screened by a solid wall, fence, landscaping, and/or architectural features that are compatible in appearance with the principal building in compliance with the provision of Article 3, Division 1, Sec.318 Mechanical Equipment and Utilities.
10. No signage is approved as part of the Site Plan Review process; a separate permit must be requested for the inclusion of any signs at this site.
11. The site and buildings shall comply with the applicable requirements of the City of Oak Park Engineering, Building and Fire Departments.

MOTION by Tungate, SECONDED by Eizelman, to approve the proposed Site Plan Review, El Car Wash, 24850 Greenfield Rd

VOTE: Yes: McClellan, Eizelman, Walters-Gill, Tungate, Seligson, Brown
 No: None
 Absent: Torgow, Tkatch, Whitehead

MOTION CARRIED

2. Site Plan Review, Step by Step Pain Management Building Addition, 15301 W 9 Mile Rd.

The applicant proposes expanding the existing building and constructing a new 1,347 square feet building to the west. The existing building houses Step By Step Physical Therapy, while the new building will house Step By Step Pain Management.

STAFF RECOMMENDATION

Upon the findings of the staff report and the analysis herewith, it is the recommendation of the Economic Development and Planning staff to approve the Site Plan for the proposed addition to the existing building at 15301 W. 9 Mile Rd., subject to the following conditions:

Conditions of Site Plan approval:

1. The applicant shall work with the Economic Development and Planning staff to minimize stucco use to the maximum extent possible in compliance with the Zoning Ordinance.
2. The barrier-free spaces shall comply with the applicable state building codes and the ADA standards for accessible design and shall be reviewed as part of the building permit application.
3. Applicant shall provide four (4) bicycle parking spaces in compliance with the Zoning Ordinance.
4. The proposed (46) upright evergreen shrubs must be mature with a minimum height of (5) feet at the time of planting. These plants must provide a year-round screening. If at the time of planting, they do provide full visual barrier, additional plant materials will be required to achieve 100% screening.
5. Any modifications to the accesses on Avon Ave. shall require obtaining permits/approval from the City of Oak Park Engineering Department.
6. If the need for a dumpster becomes necessary, the applicant will be required to provide a dumpster with the required enclosure in compliance with Article 3, Division 1, Section 333 of the Zoning Ordinance.
7. Any existing or proposed exterior lighting should be shielded and downward casting to eliminate the possibility of nuisance to the adjoining properties in compliance with the provisions of Article 4, Division 5 Lighting Standards.
8. All mechanical equipment, including transformers, shall be screened by a solid wall, fence, landscaping, and/or architectural features that are compatible in appearance with the principal building in compliance with the provision of Article 3, Division 1, Sec.318 Mechanical Equipment and utilities.
9. No signs are approved as part of the Site Plan Review. A separate permit must be requested for the inclusion of any signs on this site.
10. The site plan and building shall comply with the applicable requirements of the City of Oak Park Engineering, Building and Fire Departments.

MOTION by Tungate, SECONDED by Eizelman, to approve the proposed Site Plan Review, Step by Step Pain Management Building Addition, 15301 W 9 Mile Rd.

VOTE:

Yes:	McClellan, Eizelman, Walters-Gill, Tungate, Brown, Seligson
No:	None
Absent:	Torgow, Tkatch, Whitehead

MOTION CARRIED

3. Site Plan Review, Forgotten Harvest Building Expansion, 15000 W. 8 Mile Rd

The applicant proposes building a permanent location for the client's choice market by expanding the building and constructing a new 7000-square-foot addition to house it. The client choice market provides Forgotten Harvest's customers with a dignified environment to access fresh produce and groceries.

Forgotten Harvest received Administrative Approval on April 16, 2025, for adding a temporary mobile trailer for a client choice market on site. The approval for the temporary use of the trailer is for a period not to exceed (24) months, which is set to expire on April 30, 2027

The Forgotten Harvest's new headquarters received Site Plan Approval in 2019 through Planned Unit Development (PUD) process within the underlying LI, Light Industrial Zoning District. The location of the proposed addition was identified and designated as a future building area in the original Site Plan Approval.

STAFF RECOMMENDATION

Upon the findings of the staff report and the analysis herewith, it is the recommendation of the Economic Development and Planning Department to approve the Site Plan Review for Forgotten Harvest Building Expansion at 15000 W. Eight Mile Rd, subject to the following conditions:

Conditions of Site Plan Approval:

1. The applicant shall work with the Economic Development and Planning staff to provide more details on the use of the shipping container material to assess for compatibility with the existing building and the zoning ordinance and provide the required fenestration percentage in compliance with the Zoning Ordinance.
2. The applicant shall provide four (4) bicycle parking spaces in compliance with the Zoning Ordinance.
3. The applicant shall provide a revised plan set that accurately depicts the solar panel system height and its visibility from the public right of way, as well as the construction details to ensure compliance with Section 327 of the Zoning Ordinance. Electrical and construction permits are required before the installation of the solar panel system.
4. Any modifications to the access on Hubbell Ave. shall require obtaining permits/approval from the City of Oak Park Engineering Department.
5. Any existing or proposed exterior lighting should be shielded and downward casting to eliminate the possibility of nuisance to the adjoining properties in compliance with the provision of Article 4, Division 5 Lighting Standards.
6. The applicant shall provide a revised site plan eliminating the wind turbines from the plan.
7. All proposed mechanical equipment, including transformers, shall be screened by a solid wall, fence, landscaping, and/or architectural features that are compatible in appearance with the principal building in compliance with the provision of Article 3, Division 1, Sec.318 Mechanical Equipment and Utilities.
8. No signs are approved as part of the Site Plan Review. A separate permit must be requested for the inclusion of any signs at this site.
9. The site plan shall comply with the requirements of the City of Oak Park Engineering, Building and Fire Departments.

MOTION by Walters-Gill, SECONDED by Eizelman, to approve the proposed Site Plan Review, Forgotten Harvest Building Expansion, 15000 W. 8 Mile Rd.



CITY OF OAK PARK, MI STAFF REPORT

5.M

AGENDA FOR: May 4, 2026

SUBJECT: Zoning Board of Appeals Meeting Minutes for January 27, 2026, and February 24, 2026

DEPARTMENT: City Clerk

FROM: Jo Lynn Williams-Elliott, Deputy City Clerk

SUMMARY:

FINANCIAL STATEMENT:

RECOMMENDED ACTION:

EXHIBITS:

1. 2026 2 24 ZBA Minutes
2. 2026 1 27 ZBA Minutes

**CITY OF OAK PARK, MICHIGAN
ZONING BOARD OF APPEALS
FEBRUARY 24, 2026
MEETING MINUTES**

The meeting was called to order at 7:00 p.m. by Chairperson Huston in the City Council Chambers, 14000 Oak Park Blvd, Oak Park, MI 48237 and roll call was made.

PRESENT: Commissioner Anderson
 Commissioner Kleid
 Commissioner Seligson
 Chairperson Huston
 Commissioner Lebovic
 Commissioner Steinberg
 Vice Chair Brown

ABSENT: None

OTHERS

PRESENT: Director to Municipal Services, Kim Marrone
 Deputy City Clerk/Director of Elections, Jo Lynn Williams-Elliott

3. APPROVAL OF ZONING BOARD OF APPEALS MINUTES OF JANUARY 27, 2026

MOTION BY Seligson SECONDED BY Anderson, to approve the meeting minutes of January 27, 2026

Vote: Yes: All
 No: None

MOTION CARRIED

4. NEW BUSINESS:

A. Case #26-02:Yakir and Rena Muszkat, 14660 Ludlow Ave.

- i. Article 2, Division 2: Section 214 of the Zoning Ordinance requires the rear yard setback to be a minimum of 30 feet. The applicant is requesting to allow a rear yard setback of 23.1 feet.

Public Hearing was opened at 7:02

Zack Astroff 1515 Midwood – architect presented and explained the reason for this project is to accommodate a first-floor bedroom and bathroom due to health reasons and expanding the kitchen.

Public Hearing was closed at 7:04

STAFF FINDINGS OF FACT

1. The property of 0.14 acres (6,099 sq. ft.) is improved by a two-story single-family residence of 1,738 sq. ft. with an attached garage structure.
2. The property is a corner lot with a 57 feet frontage on Ludlow Ave. and a 107 feet frontage along Briar Dr.
3. The property is zoned, R-1 One-Family Residential District, and one-family dwellings are permitted in the R-1 District by right, subject to the regulations of Article 2 Division 2 of the Zoning Ordinance.
4. The existing dwelling consists of approximately 1,331 sq. ft. of living area, inclusive of a 420-square-foot garage. The first floor currently contains a living area, dining area, kitchen, family room, and half bathroom. The second floor consists of three bedrooms, a master bedroom, and one full bathroom.
5. The applicant proposes to construct an addition of 567 sq. ft. to the ground floor and a similar area on the second floor. The plan includes a main-level master bedroom on the first floor and a redesign to create a larger living, dining, and family areas, and kitchen.
6. The second floor will be reconfigured with two additional bedrooms, a laundry room, and an enlarged primary bathroom with a walk-in closet.
7. The applicant indicated that the main-level master bedroom is needed for the homeowner's medical needs, and that the proposed improvements are intended to enhance the overall functionality of the home.
8. The proposed addition does not meet the minimum rear yard setback requirements. The applicant is requesting approval of dimensional variances to allow a rear yard setback of 23.1 feet (where 30 feet is the minimum permitted).
9. The Department of Justice's guidance under the Americans with Disabilities Act (ADA) and the Fair Housing Act requires municipalities to provide reasonable accommodations in zoning when necessary for individuals with disabilities to fully use and enjoy their homes
10. The homeowner has experienced multiple fractures due to osteoporosis, a condition that weakens the bones and makes her more prone to fractures from minor falls or impacts. Due to her mobility limitations, the proposed main-level bedroom and bathroom addition is essential to enable safe and independent living within her home, thereby preventing the need for relocation.
11. While certain design elements, such as reconfigured living spaces including a new larger kitchen, are not strictly medically necessary, they enhance overall functionality contribute to a more accessible and safe living environment.
12. The proposed addition of two bedrooms on the second floor, while not directly related to the medical condition or first-floor functionality, is not prohibited if the requested rear yard variance is granted. The applicant indicated that the additional bedrooms are intended to accommodate her children and grandchildren.
13. The property is a rectangular corner lot with two public road frontages. While its lot size

is similar to other lots within the block, it must comply with a 25-foot primary front setback from Ludlow Ave, a 15-foot secondary setback from Briar Dr., a 30-foot rear setback, and a 4-foot side setback, as required by the Zoning Ordinance.

14. These setbacks reduce the buildable area and limit the ability to expand within the permitted footprint. In contrast, interior lots within the same block of comparable size are subject to lesser side setback requirements, resulting in a larger buildable area.
15. According to the corner lot setback requirements of the Zoning Ordinance, the permitted buildable area for the subject property is approximately 1,976 sq. ft. The proposed design, including the addition, totals 1,895 sq. ft., which remains below the buildable area permitted by the Zoning Ordinance. However, because of the existing building configuration and established setback pattern, constructing the addition in full compliance with the required rear yard setback is not feasible without a variance.
16. Furthermore, the addition does not overbuild the lot, remaining under the allowed 35% lot coverage at 31.5%. The reduced setback does not create impacts on adjacent properties.
17. The Zoning Board of Appeals has previously approved rear yard setbacks for one-family residential dwellings on corner lots of comparable size.

STAFF RECOMMENDATIONS

Based on the information submitted by the applicant and the analysis presented in this report, it is the recommendation of the Economic Development and Planning staff to approve the dimensional variance to allow construction of an addition that does not meet rear yard setback requirements.

MOTION BY Steinberg SECONDED BY Kleid to approve the case #26-02: Yakir and Rena Muszkat, 14660 Ludlow Ave.

- i. A variance to allow the rear yard setback of 23.1 ft. Article 2, Division 2: Section 214 of the Zoning Ordinance requires the rear yard setback to be a minimum of 30 feet.

Vote: Yes: Anderson, Lebovic, Seligson, Steinberg, Huston, Brown, Kleid
No: None

MOTION CARRIED

5. ADJOURNMENT: The meeting was adjourned at 7:05 p.m.

Jo Lynn Williams-Elliott, Deputy City Clerk

**CITY OF OAK PARK, MICHIGAN
ZONING BOARD OF APPEALS
JANUARY 27, 2026
MEETING MINUTES**

The meeting was called to order at 7:00 p.m. by Chairperson Huston in the City Council Chambers, 14000 Oak Park Blvd, Oak Park, MI 48237 and roll call was made.

PRESENT: Commissioner Anderson (7:11)
Commissioner Kleid
Commissioner Seligson
Chairperson Huston
Commissioner Lebovic (7:01)
Vice Chairperson Brown
Commissioner Steinberg

ABSENT: None

OTHERS

PRESENT: Economic Development & Planning Specialist, Salam Habhab
Deputy City Clerk/Director of Elections, Jo Lynn Williams-Elliott

3. APPROVAL OF ZONING BOARD OF APPEALS MINUTES OF DECEMBER 16, 2025

MOTION BY Seligson SECONDED BY Kleid, to approve the meeting minutes of December 16, 2025

Vote: Yes: All
No: None

MOTION CARRIED

4. NEW BUSINESS:

A. Case #26-01: Jamie Craig, on behalf of Jonathan Weinrach, 25951 Harding Square.

- i. Article 2, Division 2: Section 211 of the Zoning Ordinance permits detached one-family dwellings in the R-1, One-Family Dwelling District. The applicant is requesting to allow a two-family dwelling in the R-1 District.
- ii. Article 2, Division 2: Section 214 of the Zoning Ordinance requires the total side yard setback to be a minimum of 14 feet. The applicant is requesting to allow a total side yard setback of 13 feet.
- iii. Article 2, Division 2: Section 214 of the Zoning Ordinance allows a maximum lot coverage of 35%. The applicant is requesting to allow a lot coverage of 37.6%.

Public Hearing was opened at 7:03 pm

Zach Ostroff, the project architect, presented to the board and explained that the requests are intended to provide accessible living accommodations for the owner's parents. The owner wishes to have his parents live with him. Both parents use wheelchairs and will require a caregiver.

Jamie Craig, the project contractor and applicant, spoke in support of the project, joined by Jonathan Weinrach, the homeowner; Arthur Weinrach, the owner's father; and Sarah Weinrach, the homeowner's wife.

Public Hearing was closed at 7:21 pm

STAFF FINDINGS OF FACT

1. The property of 0.141 acres (6,142 sq. ft.) is improved by a two-story single-family residence (main dwelling) of 3,220 sq. ft. and an attached 433 sq. ft. garage structure.
2. The property is an irregularly shaped lot located at the southeast corner of a cul-de-sac, with a limited frontage of approximately 25 ft on Harding Sq. and a depth of approximately 108 ft.
3. The property is located in the R-1, One-Family District, and is currently developed with a single-family dwelling, which is a permitted use.
4. The applicant proposes to construct an addition to the existing dwelling. The proposed addition includes living and dining areas, two master bedrooms: one intended for a live-in caregiver, a kitchenette, a separate exterior entrance with an accessibility ramp, and interior access between the existing dwelling and the proposed addition.
5. The proposed addition is to be an "in-law" suite for the owners. The owner would like his parents to live with him. Both parents are in wheelchairs and will require a caregiver.
6. Pursuant to Michigan Housing Law (MCL 125.402), a dwelling designed to provide cooking and kitchen accommodation for two families meets the definition of a two-family dwelling.
7. The applicant indicated that the proposed design includes a kitchenette intended solely for warming food, not a full kitchen.
8. The plans submitted do not provide detailed information about appliances and fixtures within the proposed kitchenette. However, the kitchenette area measures approximately 12 ft by 8.5 ft, which is substantial size and typically capable of accommodating independent cooking facilities.
9. Based on the inclusion of a second kitchen and the overall layout of the proposed addition, staff finds that the proposal meets the definition of a two-family dwelling.
10. Two-family dwellings are not permitted in the R-1 zoning district.
11. The applicant is requesting approval of a use variance to allow an attached two-family dwelling within the R-1 District.
12. Additionally, the proposed addition does not meet the total side yard setback and lot coverage requirements of the Zoning Ordinance.
13. Section 411 requires a minimum of 14 feet for total side yard setback and a maximum lot coverage of 35%.
14. The applicant is requesting approval of dimensional variances to allow a total side yard setback of 13 feet and lot coverage of 37.6%.
15. The property is already developed with a single-family residence, which is a permitted use within the R-1 District. The existing home may be reasonably used and expanded in

a manner that maintains compliance with single-family residential standards, without introducing a second dwelling unit or separate kitchen facilities. While the applicant's design reflects a specific preference, alternative configuration could provide living space and accessibility features without creating a second dwelling unit or necessitating a use variance.

16. The dimensional variances are driven by the size and configuration of the proposed addition.
17. The requested dimensional variances are not the minimum necessary to accommodate the applicant's stated objective of providing living space for elderly parents and a caregiver.
18. The size and layout of the proposed addition exceed what is reasonably required for this purpose. A smaller or reconfigured design could still provide adequate and functional living space while reducing or eliminating the need for the requested setback and lot coverage variances. Such approach would better align with the intent of the ordinance and provide reasonable relief for the applicant.
19. The irregular shape of the property distinguishes the parcel from standard interior lots. These conditions did not prevent the original development of a single-family dwelling on the site and do not preclude reasonable expansion of the existing home.
20. Similar irregular lots exist on other properties within the cul-de-sac. The site conditions are not so unique as to necessitate the requested variances.
21. While the Zoning Board of Appeals has previously approved lot coverage and yard setback variances for single-family properties when it was demonstrated that the minimum necessary to accommodate an addition, the size and layout of the proposed addition exceed what is reasonably necessary to meet the applicant's stated objectives.
22. Granting the use variance to allow a residential use that is not permitted in the R-1 District would introduce a two-family dwelling into an area planned and zoned exclusively for single-family homes. This change would alter the established single family character of the area and could set a precedent for similar requests on nearby properties.
23. Granting the dimensional variances as proposed would undermine the standards and the overall intent of the Zoning Ordinance.

STAFF RECOMMENDATIONS

Based on the information submitted by the applicant and the analysis presented in this report, it is the recommendation of the Economic Development and Planning staff to deny the use variance to allow a two-family dwelling in a One-Family Dwelling (R-1) District, and the dimensional variances to allow construction of an addition that does not meet the lot coverage and total side yard setback requirements.

MOTION BY Steinberg SECONDED BY Kleid to approve the case #26-01: Jamie Craig, on behalf of Jonathan Weinrach, 25951 Harding Square.

- i. Article 2, Division 2: Section 211 of the Zoning Ordinance permits detached one-family dwellings in the R-1, One-Family Dwelling District. The applicant is requesting to allow a two-family dwelling in the R-1 District.

Vote: Yes: None

No: Anderson, Lebovic, Seligson, Steinberg, Huston, Brown, Kleid

MOTION DENIED

MOTION BY Steinberg SECONDED BY Kleid to approve the case #26-01: Jamie Craig, on behalf of Jonathan Weinrach, 25951 Harding Square.

- ii. Article 2, Division 2: Section 214 of the Zoning Ordinance requires the total side yard setback to be a minimum of 14 feet. The applicant is requesting to allow a total side yard setback of 13 feet.
- iii. Article 2, Division 2: Section 214 of the Zoning Ordinance allows a maximum lot coverage of 35%. The applicant is requesting to allow a lot coverage of 37.6%.

Vote: Yes: Steinberg, Lebovic, Kleid
No: Seligson, Anderson, Huston, Brown

MOTION DENIED

B. Election of officers: Chairperson, Vice Chairperson, Secretary.

MOTION BY Seligson SECONDED BY Lebovic, to reappoint the current officers: James Huston as Chairperson, Sharrista Brown as Vice Chairperson, and Aaron Kleid as Secretary.

Vote: Yes: Seligson, Kleid, Huston, Steinberg
No: Brown, Anderson

MOTION CARRIED

5. ADJOURNMENT: The meeting was adjourned at 7:33 p.m.

Jo Lynn Williams-Elliott, Deputy City Clerk

MERCHANT'S LICENSES - MAY 04, 2026

(Subject to All Departmental Approvals)

NEW MERCHANT	ADDRESS	FEE	BUSINESS TYPE
RENEWALS FOR 2026	ADDRESS	FEE	BUSINESS TYPE
ERNIE'S MARKET	8500 CAPITAL AVE	\$ 225.00	RESTAURANT
WURTH BAER SUPPLY CO	13390 CLOVERDALE AVE	\$ 150.00	WHOLESALE
COLLAB OF BEAUTY	22115 COOLIDGE HWY	\$ 225.00	SALON
HAGOPIAN CLEANING SERVICES	14000 W EIGHT MILE RD	\$ 150.00	CLEANING SERVICE
FORGOTTEN HARVEST INC	15000 W EIGHT MILE RD	\$ 150.00	NONPROFIT
CHARTER SCHOOL ADMINISTRATION SERVICES INC	20820 GREENFIELD RD	\$ 225.00	OFFICE
CHOCOLIT INK	21700 GREENFIELD RD # 249	\$ 225.00	TATTOO SHOP
PERFECT EYEBROW THREADING	21700 GREENFIELD RD # 455	\$ 150.00	SALON
FINDINGS OUTLET	21990 GREENFIELD RD	\$ 150.00	JEWELRY
STUDIO 218	23300 GREENFIELD RD # 218	\$ 225.00	RETAIL
PREMIER TUXEDO	25234 GREENFIELD RD	\$ 150.00	RETAIL
MODERN STAMPS, INC	25900 GREENFIELD RD # 136	\$ 225.00	RETAIL
STAPLES PROPERTY MANAGEMENT LLC	25900 GREENFIELD RD # 226	\$ 187.50	OFFICE
CONSERVATIVE CUTS LLC	26090 GREENFIELD RD	\$ 150.00	BARBERSHOP
7-11 INC #13486	15350 LINCOLN AVE	\$ 150.00	RETAIL
SALIENT SIGN STUDIO	8720 W NINE MILE RD	\$ 187.50	RETAIL
ASCENSION BIBLES & BOOKS	10720 W NINE MILE RD	\$ 150.00	RETAIL
CRESCENT PATTERN COMPANY	8720 NORTHEND AVE	\$ 150.00	MANUFACTURER
KERRY LEASING LLC	12800 NORTHEND AVE	\$ 150.00	RETAIL
ATLAS CAST STONE., INC	12920 NORTHEND AVE	\$ 150.00	WHOLESALE
NATIONAL TIME & SIGNAL CORP	21800 WYOMING AVE	\$ 150.00	RETAIL



CITY OF OAK PARK, MI STAFF REPORT

5.0

AGENDA FOR: May 4, 2026

SUBJECT: Approval of Pay Application No. 1 for the Multiple Campus Buildings Demolition Project, M-796 to Mierzwa Construction Company of Pontiac, MI, in the amount of \$37,125.00

DEPARTMENT: Municipal Services

FROM: Daniel Fairless, Deputy Director of Municipal Services

SUMMARY: Attached is Pay Application No. 1 for the Multiple Complex Buildings Demolition Project, M-796 in the amount of \$37,125.00 by Mierzwa Construction Company of Pontiac, MI. This project includes demolition of multiple city complex buildings and amenities to prepare for the new Community Center Project pursuant to the enclosed map. The project is approximately 20% complete.

FINANCIAL STATEMENT:

Original Contract Amount:	\$398,000.00
Total Earnings to Date:	\$41,250.00
Less Retainage:	\$4,125.00
Net Earned:	\$37,125.00
Deductions:	\$0.00
Balance:	\$37,125.00
Payments to Date:	\$0.00
Amount Due to Mierzwa:	\$37,125.00

RECOMMENDED ACTION: It is recommended that Pay Application No. 1 for the Multiple Campus Buildings Demolition Project, M-796 by Mierzwa Construction Company of Pontiac, MI be approved for the amount of \$37,125.00. Funding is available in the Event Hub Construction Fund (406-18.446-970.213).

EXHIBITS:

1. Pay Application No. 1
2. 9 Demo Site Map

PAYMENT APPLICATION

PROJECT: MUNICIPAL COMPLEX MULTIPLE BUILDING DEMOLITION, M-796

JOB NUMBER: M-796

OWNER: CITY OF OAK PARK, MICHIGAN

APPLICATION NO.: 1

CONTRACTOR: MIERZWA CONSTRUCTION, LLC.
1001 CESAR E CHAVEZ AVE.
PONTIAC, MI 48340

PERIOD ENDING: 4/24/2026

ITEM	DESCRIPTION	ORIGINAL BID QUANTITY	UNIT	UNIT PRICE	PERIOD QUANTITY	PERIOD AMOUNT	QUANTITY TO DATE	AMOUNT TO DATE
1	Ice Arena, 13950 Oak Park Boulevard	1	LSUM	\$180,000.00	0.00	\$0.00	0.00	\$0.00
2	Pool Bathhouse, 14210 Oak Park Boulevard	1	LSUM	\$50,000.00	0.00	\$0.00	0.00	\$0.00
3	Inground Pool, 14210 Oak Park Boulevard	1	LSUM	\$55,000.00	0.75	\$41,250.00	0.75	\$41,250.00
4	Snack Bar Building	1	LSUM	\$14,000.00	0.00	\$0.00	0.00	\$0.00
5	Restrooms/Storage Building	1	LSUM	\$18,000.00	0.00	\$0.00	0.00	\$0.00
6	Cable Building, 14320 Oak Park Boulevard	1	LSUM	\$36,000.00	0.00	\$0.00	0.00	\$0.00
7	Tennis/Basketball Courts	1	LSUM	\$45,000.00	0.00	\$0.00	0.00	\$0.00
8	Silt Sacks	10	EACH	\$0.00	0.00	\$0.00	0.00	\$0.00
9	Silt Fencing	2,800	LFT	\$0.00	0.00	\$0.00	0.00	\$0.00

Period Total Amount:	\$41,250.00	Amount to Date:	\$41,250.00
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Original Contract Amount: \$398,000.00

Earnings This Period: \$41,250.00
 Total Earnings to Date: \$41,250.00
 Less Retainage: \$4,125.00
 Net Earned: \$37,125.00
 Deductions: \$0.00
 Balance: \$37,125.00
 Payments to Date: \$0.00

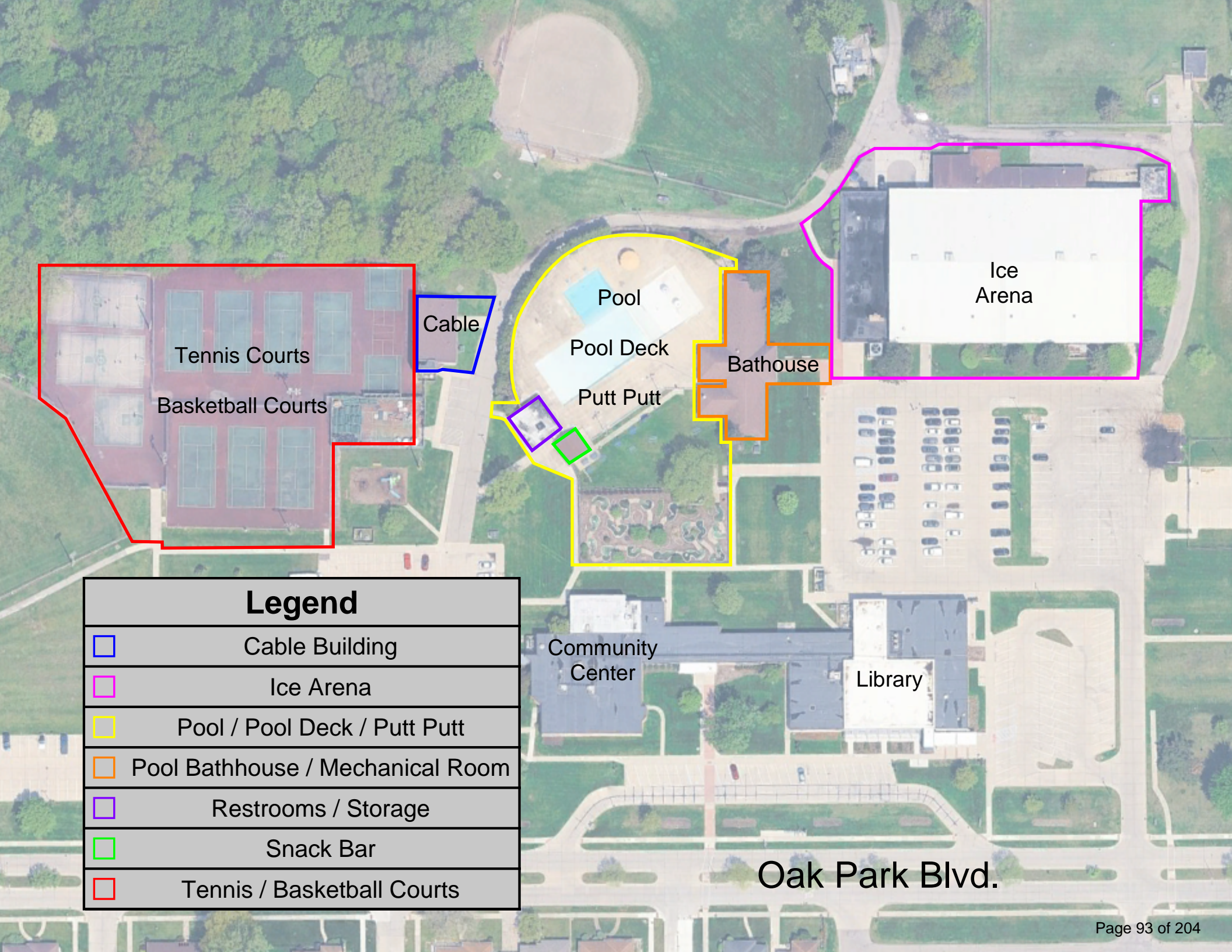
AMOUNT DUE MIERZWA CONSTRUCTION:	\$37,125.00
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Accepted By: Charlie Mierzwa
Charlie Mierzwa (Apr 28, 2026 14:32:52 EDT)
 Mierzwa Construction, LLC.

Date: 04/28/2026

Approved By: Daniel J. Fairless
Daniel J. Fairless (Apr 28, 2026 14:36:18 EDT)
 Dan Fairless, Deputy Director of Municipal Services
 City of Oak Park, Michigan

Date: 04/28/2026



Tennis Courts
Basketball Courts

Cable

Pool
Pool Deck
Putt Putt

Bathhouse

Ice
Arena

Community
Center

Library

Oak Park Blvd.

Legend

	Cable Building
	Ice Arena
	Pool / Pool Deck / Putt Putt
	Pool Bathhouse / Mechanical Room
	Restrooms / Storage
	Snack Bar
	Tennis / Basketball Courts



CITY OF OAK PARK, MI STAFF REPORT

5.P

AGENDA FOR: May 4, 2026

SUBJECT: Approval of Invoice No. 4 from Giffels Webster for Master Planning Services in the total amount of \$5,823.75.

DEPARTMENT: Municipal Services

FROM: Kim Marrone, Director of Municipal Services

SUMMARY: Attached is Invoice No. 4 from Giffels Webster for Master Planning Services as part of the 2026 Master Plan Update project. This project is approximately 33% completed.

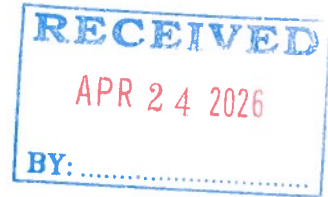
FINANCIAL STATEMENT:

<u>Project</u>	<u>This Period</u>	<u>Prior Billings</u>	<u>To Date</u>	<u>Contract Amount</u>	<u>Account Number</u>
Master Plan Update	\$5,823.75	\$17,471.25	\$23,295.00	\$69,885.00	101-11.611-801.000

RECOMMENDED ACTION: It is recommended that Invoice No. 4 from Giffels Webster for the 2026 Master Plan Services be approved for the total amount of \$5,823.75. Funding is available in the above listed account.

EXHIBITS:

1. Giffels Webster invoice 137455



28 W. Adams, Suite 1200
 Detroit, MI 48226
 (313) 962-4442

CITY OF OAK PARK
 14000 OAK PARK BLVD
 OAK PARK, MI 48237
 KIM MARRONE

Invoice number 137455
 Date 04/17/2026
 Project No. 2074300

Project: OAK PARK MASTER PLAN

For professional services through March 28, 2026

Description	Due This Invoice
Existing Conditions	2,210.00
Goals & Objectives	576.25
Administration	3,037.50
Total	5,823.75

Invoice total 5,823.75

Outstanding Invoices

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
137013	02/17/2026	5,823.75		5,823.75			
137174	03/11/2026	5,823.75		5,823.75			
137455	04/17/2026	5,823.75	5,823.75				
Total		17,471.25	5,823.75	11,647.50	0.00	0.00	0.00



CITY OF OAK PARK, MI STAFF REPORT

5.Q

AGENDA FOR: May 4, 2026

SUBJECT: Recycling and Environmental Conservation Commission Meeting Minutes for January 15, 2026, February 19, 2026, and March 19, 2026

DEPARTMENT: City Clerk

FROM:

SUMMARY:

FINANCIAL STATEMENT:

RECOMMENDED ACTION:

EXHIBITS:

1. Minutes_1-15-2026.docx (1)
2. Minutes_2-19-2026.2.docx (1)
3. Minutes_3-19-2026.docx (1)

**CITY OF OAK PARK
RECYCLING AND ENVIRONMENTAL CONSERVATION COMMISSION
MEETING MINUTES
January 15, 2026**

Meeting held at the Community Center at 7:00 pm in Room Two

1. THE MEETING WAS CALLED TO ORDER AT 7:06 PM

2. ROLL CALL:

PRESENT: Chairperson Natalie Sturm, Vice Chairperson Jonathan Nachman,
Commission members: Ken Sherman, Steven Gold, Leslie Ellis, Al Lewis, Edna
Rubin and Erik Nock.

ABSENT: Stephanie Crawford, Clarissa Clemons, Richard Readus

OTHERS PRESENT:

3. APPROVAL OF THE AGENDA

Moved by Jonathan Nachman, seconded by Steven Gold to approve the agenda as amended.

Vote: Yes: All

No: None

MOTION DECLARED ADOPTED

4. APPROVAL OF MINUTES:

Motion to approve the minutes of December 18, 2025. by Leslie Ellis, seconded by Ken Sherman.

Vote: Yes: All

No: None

MOTION DECLARED ADOPTED

5. ELECTION OF OFFICERS:

Moved by Leslie Ellis, seconded by Edna Rubin to nominate Natalie Strum as Chairperson of RECC.

Vote: Yes: All

No: None

MOTION DECLARED ADOPTED

Moved by Leslie Ellis, seconded by Natalie Strum to nominate Jonathan Nachman for Vice Chairperson of RECC.

Vote: Yes: All

**CITY OF OAK PARK
RECYCLING AND ENVIRONMENTAL CONSERVATION COMMISSION
MEETING MINUTES
January 15, 2026**

No: None

MOTION DECLARED ADOPTED

Moved by Leslie Ellis, seconded by Edna Rubin to nominate Natalie Strum for Secretary of the RECC.

Vote: Yes: All

No: None

MOTION DECLARED ADOPTED

6. CONSIDERATION OF OLD BUSINESS

- a. Staff Liaison Nock provided a SOCRRA update.
- b. Commission member Leslie Ellis raised several inquiries regarding the By-Laws under the “General Duties” section. She noted that a similar provision appears in the City’s Code of Ordinances on the municipal website and sought clarification on whether the two sections are intended to function together or if they operate independently. The idea was brought up to investigate creating a “Mission Statement” for the commission. Further discussion to be held at the next meeting.
- c. Possibilities for changing the name of the commission were tabled until the next meeting as members would like more time to investigate different options.
- d. Natalie introduced several ideas for the upcoming collaboration with the library and asked members whether they were still interested in pursuing the loofah sponge project. Commission Member Sherman requested sample materials before making a final decision and asked that the item be brought back for review at next month’s meeting. An additional idea—creating cards from old or discarded books—was also discussed. Natalie will include this suggestion in her outreach to the library and will obtain an updated deadline for the collaboration.

7. NEW BUSINESS

- a. City Council Report
 - No report
- b. Communications Report

CITY OF OAK PARK
RECYCLING AND ENVIRONMENTAL CONSERVATION COMMISSION
MEETING MINUTES
January 15, 2026

- Natalie provided an update on ideas presented to her by Brittany, Director of Communications, on a few options for videos that the commission could do to help promote and inform the public about recycling.
- c. Report on past events
- No Report
- d. The Staff Liaison provided several administrative updates for the Commission, including verification of members' contact information, a review of 2025 attendance records, and a final update regarding the mandatory commission and board training requirements.

8. PUBLIC COMMENTS

- a. No public comments

9. COMMISSIONER COMMENTS.

- a. Natalie asked the commission who will be able to attend the upcoming Winterfest event on January 25, 2026, from 1pm to 4pm. Ken, Steven, Al, and Natalie replied that they would be able to attend.
- b. Ken Sherman spoke on a post from the City of Oak Park website about the cardboard recycling dumpster that the city provided for its residents to utilize during the recent holidays and asked if it would be possible to have this event sponsored by the RECC.

10. ADJOURNMENT

Motion by Ken Sherman, seconded by Alvin Lewis, to adjourn the meeting at 8:08 pm.

Vote: Yes: All

No: None

MOTION DECLARED ADOPTED

Minutes prepared by Erik Nock

CITY OF OAK PARK RECYCLING AND ENVIRONMENTAL CONSERVATION COMMISSION MEETING MINUTES February 19, 2026

Meeting held at the Community Center at 7:00 PM in Room Two

1. THE MEETING WAS CALLED TO ORDER AT 7:11 PM

2. ROLL CALL

Present:

Chairperson and Secretary Natalie Sturm, Vice Chairperson Jonathan Nachman

Commission members Kenneth Sherman, Steven Gold, Leslie Ellis, Clarissa Clemons, Kyle Soule

City Councilmember Stephanie Crawford, Staff Liaison Erik Nock

Absent: Al Lewis, Edna Rubin

3. APPROVAL OF THE AGENDA

Call for amendments:

Kenneth Sherman requested that an introduction of new commissioners and update on membership be added under New Business.

Natalie Sturm requested that a discussion of dates for a native plant sale be added under New Business.

Motion to approve agenda as amended:

Moved by Kenneth Sherman, seconded by Steven Gold

Vote: Yes: All

No: None

Motion declared adopted

4. APPROVAL OF MINUTES

Call for corrections: None proposed

CITY OF OAK PARK RECYCLING AND ENVIRONMENTAL CONSERVATION COMMISSION MEETING MINUTES February 19, 2026

Motion to approve:

Moved by Steven Gold, seconded by Leslie Ellis

Vote: Yes: All

No: None

Motion declared adopted

5, CONSIDERATION OF OLD BUSINESS

- a. Staff Liaison Erik Nock provided a SOCCRA update with discussion of reasons for discrepancies in recycling volumes and a clarification of the utilization of data.
- b. Chairperson Natalie Sturm called for discussion of bylaws/policies; it was determined by the commission that no further discussion is needed.
- c. Possibilities for changing the name of the commission were discussed; it was requested that Leslie Ellis continue to audit analogous commission names and present the results in next month's meeting. Leslie summarized her previous findings including a general move towards "sustainability language" and proposed the name "Environmental and Sustainability Commission" along with an updated purpose statement. Further discussion to be held at next meeting.
- d. Chairperson Natalie Sturm provided an update on the status of the proposed collaboration with the city library; librarian Melissa has confirmed availability of discontinued books for craft projects and will continue to communicate about dates for potential events. Leslie Ellis proposed cardmaking craft with senior outreach component, and Kenneth Sherman proposed partnering with the library's program for book delivery to homebound individuals or Meals on Wheels. Kyle Soule proposed incorporating wisdom/life advice into card messages, and Jonathon Nachman suggested utilizing old magazines as well as book pages.

6. NEW BUSINESS

- a. City Councilmember Stephanie Crawford reported on the results of interviews for commissioners; she introduced the zoom link that will be available for boards and commissions training, and clarified that the date of the Independence Day parade will be

CITY OF OAK PARK RECYCLING AND ENVIRONMENTAL CONSERVATION COMMISSION MEETING MINUTES February 19, 2026

July 3rd this year. She shared that she will present a feature on Alvin Lewis at the Event Hub ribbon cutting ceremony on June 30 to coincide with the State of the City address.

b. Chairperson Natalie Sturm provided a communications report: the SOCCRA infographic that the commission requested to be shared on the city Facebook page has been posted

c. Chairperson Natalie Sturm provided a report on past events: Winterfest was successful with about 75% of purchased pinecones utilized. All receipts for supplies have been submitted to Erik Nock for reimbursement.

d. Chairperson Natalie Sturm provided an update on commission membership with a clarification of the circumstances of Richard Readus's resignation; the commission proposed addressing cards to him and Alvin Lewis, and Jonathon Nachman volunteered to obtain and deliver the cards.

e. New member Kyle Soule introduced himself to the commission and existing members introduced themselves.

f. Chairperson Natalie Sturm requested the commission consider dates for a 2026 native plant sale to be discussed at the next meeting; Leslie Ellis proposed a collaborative event with Berkely in the Water Tower district, with Natalie to contact the appropriate Berkely commission.

7. PUBLIC COMMENTS

a. No public comments

8. COMMISSIONER COMMENTS

a. Steven Gold proposed that a discussion of programming for the Independence Day event be added to the agenda under New Business.

b. Kenneth Sherman suggested an email to the commission reiterating event dates for the upcoming year, with Natalie Sturm to send the email.

c. Steven Gold remarked on sustainability plans for the city's new proposed car wash.

9. ADJOURNMENT

Moved by Kenneth Sherman, seconded by Leslie Ellis

**CITY OF OAK PARK RECYCLING AND ENVIRONMENTAL CONSERVATION
COMMISSION MEETING MINUTES February 19, 2026**

Vote: Yes: All

No: None

Motion declared adopted; meeting adjourned at 8:21 PM

Minutes prepared by Natalie Sturm

1. THE MEETING WAS CALLED TO ORDER AT 7:09 PM

2. ROLL CALL

Present:

Chairperson and Secretary Natalie Sturm, Vice Chairperson Jonathan Nachman

Commission members Kenneth Sherman, Leslie Ellis, Clarissa Clemons

City Councilmember Stephanie Crawford

Absent:

Commission members Edna Rubin, Steven Gold, Kyle Soule

Staff Liaison Erik Nock

3. APPROVAL OF THE AGENDA

Call for amendments: None

Motion to approve:

Moved by Kenneth Sherman, seconded by Leslie Ellis

Vote: Yes: All

No: None

Motion declared adopted

4. APPROVAL OF MINUTES

Call for corrections: None proposed

Motion to approve:

Moved by Kenneth Sherman, seconded by Leslie Ellis

Vote: Yes: All

No: None

Motion declared adopted

5. CONSIDERATION OF OLD BUSINESS

- a. SOCCRA update: Reviewed printout of data provided by Staff Liaison Erik Nock.
- b. Ideas for possible Commission name change: Leslie Ellis summarized findings regarding adjacent community names and purpose statements. Further discussion put on hold pending attendance of all members.
- c. 2026 Native Plant Sale: Discussed potential locations for a collaborative event with Berkely; city parking lot in the Water Tower District was proposed. Natalie Sturm to contact Michelle Bishop of the Corridor Improvement Authority regarding use of the site, and to reach out to Berkely Environmental Advisory Committee to gauge interest.

6. NEW BUSINESS

- a. City Council Report: Councilmember Stephanie Crawford shared the following events: charity basketball game Friday 3/20 at 6 PM, and master community planning meeting Monday 3/23 from 4-7 PM. She requested that Natalie Sturm forward Recycling Tips and Saving Water handouts to be distributed at Juneteenth event.
- b. Communications Report: Natalie Sturm shared updates on Library Collaboration: City Librarian Melissa suggests a cardmaking event on a Sunday in November to align with World Kindness date, and confirms that discontinued youth books and magazines will be available. She invites Commission members to attend event, but states that it is not necessary. Per discussion, Natalie Sturm to clarify Commission role in obtaining additional materials for event, and to propose sending cards to local senior center. Natalie Sturm confirmed that an advertisement for the Spring Cleanup event will be in the upcoming city magazine, and that the meeting place agreed upon by city personnel is the Connector Park.
- c. Report on Past Events: None since prior meeting
- d. Independence Day and upcoming events: Natalie Sturm, Kenneth Sherman and Jonathan Nachman confirmed they can run table at Independence Day event. Jonathan to contact Recreation Department to reserve a tent. Natalie Sturm to contact Erik Nock about current inventory of Commission t shirts and potentially placing an order prior to Spring Clean Up event.

7. PUBLIC COMMENTS

a. No public present

8. COMMISSIONER COMMENTS

a. Kenneth Sherman requested that Natalie Sturm re-send email of upcoming dates with correction of date of Rain Barrel Event.

b. Leslie Ellis shared that she met a representative of My Green Michigan who recently moved to Oak Park and would like to attend an upcoming Commission meeting.

c. Kenneth Sherman shared that he attended an online webinar on Climate Change in an Aging World.

d. Jonathan Nachman promoted the Oak Park Public Safety Citizens Academy program.

9. ADJOURNMENT

Moved by Leslie Ellis, seconded by Kenneth Sherman

Vote: Yes: All

No: None

Motion declared adopted; meeting adjourned at 8:11 PM

Minutes prepared by Natalie Sturm



CITY OF OAK PARK, MI STAFF REPORT

5.R

AGENDA FOR: May 4, 2026

SUBJECT: Park and Recreation Meeting Minutes for February 18, 2026 and March 18, 2026

DEPARTMENT: City Clerk

FROM:

SUMMARY:

FINANCIAL STATEMENT:

RECOMMENDED ACTION:

EXHIBITS:

1. Minutes P&R 3.18.26
2. Minutes P&R February 18.26



CITY OF OAK PARK

Department of Recreation

Mayor
Marian McClellan
Mayor Pro Tem
Julie Edgar
Council Members
Solomon Radner
Shaun Whitehead
Stephanie Crawford
City Manager
Erik Tungate

CITY OF OAK PARK

PARKS AND RECREATION COMMISSION REGULAR MEETING: March 18, 2026

I. Meeting called to order by at: 6:31 pm By: Juanita Bell, Chair

II. Introductions:

Members Present: Juanita Bell, Beverly Wiggins, Mickey Alderman, Theresa Lorick – Henderson, Ajai Tice, Alexander Simpson, Jennifer Szonye, Carly Silverman, Carian Taylor

Members Absent: Alexander Simpson

City Council Members Absent: City Council Member Whitehead

Staff Members Present: Laurie Stasiak, Recreation Director and Erin Foley, Event Hub Manager

Guests Present: None

III. Approval of Agenda for March 18, 2026

Motion: Mickey Alderman
Approved: All

Seconded: Beverly Wiggins

IV. Approval of Minutes of Parks and Recreation Commission Meeting of February 18, 2026.

Motioned by: Theresa Lorick-Henderson
Seconded by: Ajai Tice

Approved: All

V. Council Comments: none

VI. Recreation Updates:

Event Hub: After a thorough search and several interviews Erin Foley has been promoted to the Event Hub Manager. She has been working on creating the contracts and fee structures for the Event Hub, Commercial Kitchen and the Amphitheater.

S'mores N More

S'mores n more was another fun pop-up event this year! With roughly 50 attendees, guests roasted marshmallows for s'mores and built their own mini marshmallow snowflake. Guests turned their snowflakes into more creative ideas and built cars, houses, and animals out of marshmallows and toothpicks!

Save the Date: Earth Explorers Spring Pop-up Event

Sunday, April 26, 1-3pm, Oak Park Community Center Grounds

Oak Park Recreation is teaming up with Oakland County Parks for an Earth Day celebration! Learn about local pollinators and roll your own wildflower pollinator seed balls! These help bees and butterflies thrive in your garden. Join in on other nature related education and activities at this fun and educational afternoon!

MParks Conference. Erin, Brody and Maralee attended two days of the MParks Conference, March 3-5. On Wednesday March 4, we were awarded the **Innovated Programming Award** for the **“Rooted in Community Quilt”** project that took place over the 17 weeks of our Farmers Market in 2025. It was quite a wonderful recognition!

Meals On Wheels Luncheon. Numbers are still way down for the participation level for this great lunch service. This month we added a “Trivia Challenge “for the entertainment portion of the afternoon. More to come!

Theatre Trips:

Meadowbrook Theatre trip for “Come From Away was a sell out at 22 tickets. Performance is for April 8.

Brunch & Learn: The presentation at the Outdoor Adventure Center will be on Michigan Lumberjacks: **Sold Out!** We will be going to either Sinbad’s or The Continental Cafe for lunch afterward.

4th Of July Grand Marshall Recommendation: Business Grand Marshall, nominating Scotia Stop. They have been wonderful sponsors for many of our community events, especially Winterfest. **Resident Grand Marshall**, we would like to nominate a young resident named Jona Lawrence for his life saving quick action for saving his sister from a house fire. Jona Lawrence is 9 years old. Parks and Recreation Commission approved these nominations. Next, these nominations will be forwarded to the Mayor for her approval.

Farmers Market: We are receiving numerous “New” requests from potential vendors. This will be an exciting season for us! Submissions for sponsorships are going out by end of March.

We were awarded a Food Safety Grant from Michigan Farmers Market Association totaling \$1263 for this market season. We will host 2 sessions; one on how to make refrigerator pickles, the second session will be on how to safely make freezer jam. Type of jam will depend on what is in season locally.

Sounds of Summer Concert Series: Bands will be selected by end of April. Concerts are held on Wednesday evenings from 7 :00 pm-8:30 pm. First concert will be on July 15, will end on August 19.

Sports

Basketball – Basketball season is concluding this Saturday, March 21. Teams will compete in bracket play and participation medals will be awarded to all the squads prior to the first game. Two Oak Park squads, 3-4 Co-ed “Shooting Stars” and 5-6 Co-ed “B.E.S.T” are entering Saturday as the #1 seeds in their respective divisions. After a slow start, the basketball season ran smoothly, and kids and parents

seemed to have a blast! Looking for more ways to improve operational efficiency for next year, as well as adding more squads in the older divisions.

Soccer - Soccer sign-ups have officially been open for a couple months. We have close to 70 sign-ups, and a registration push has been communicated with the communications team to boost enrollment numbers. The tentative date for the first game day is Saturday, April 18. (Weather/field permitting) The goal is to start practicing the week of April 6.

Flag Football (Goal of Fall '26) – Looking to reach out to neighboring community alliances to bring flag football for kids starting in the fall of '26 or the spring of '27. This is a growing sport across the region, and I believe that it could provide a great opportunity for Oak Park youth.

Day Camp

- **We are accepting applications for the positions listed below**
- **Camp Director**
- **Assistant Director**
- **Counselors** – We will need to hire a few more counselors for this upcoming summer.

Youth Programming

- **Hair Braiding** – We have a confirmed hair braider with supplies ordered and a date set. Hair Braiding will be offered beginning on Tuesday, April 7 @ 5pm in the community center. The course will be 8 weeks long. The first session will be for 10 kids for \$80. Need 7 more sign-ups!!!

TumbleBunnies – TumbleBunnies is scheduled to begin the week of April 20. We will have two sessions, one for gymnastics and one for karate. This program is for the young kids of Oak Park ranging from 18-months – 7 years old. This program is a fun, engaging opportunity for the youth to explore different programs, stay active, and play with peers.

Mother & Son Brunch & Games – Planning for the mother & son brunch & games on Saturday, May 2 from 12-2pm

- Emphasize on games which includes a limbo competition (moms vs moms, son's vs sons, winner of mom's vs winner of sons) cakewalk, and a soul train style line dance competition
- 2-3 designated slow dances
- Brunch style eats – pancakes, eggs, bacon, etc.
- Photo booth opportunity, and a rose for mom at the end
- ****NEED VOLUNTEERS**** – Please save the date if you're interested!!

City Council - **Recreation Master Plan Proposal** was passed at the city council meeting on Feb. 16 – Giffels Webster -\$16,400 in conjunction with the City Master Plan Update so that both are on the same timeframe to save money when done together.

We will start this process with an Open House on Monday, March 23 from 4 – 7 pm at City Hall, I hope all Commissioners will attend and give their input.

Event Hub – looking good, some garage doors are in and lighting, working on AV equipment State of the City on June 30 – More information to come. This year we will feature a concert, food trucks and vendors.

Last week city council members, our city manager, and directors toured Troy and Macomb community centers for ideas, plans and to look at square footage needs.

Community Center: Phase 2 Open House April 20 from 4:30 – 6:30 at City Hall.

Looking at renderings and program elements.

Demo on Ice Arena, pool, locker rooms, cable building, bathrooms, concession stand. Starting in March – May.

Oak Park Woods at Shepherd Park – Shelter Rentals started back on March 2 for residents. Rentals for all 3 shelters, rental date of July 1.

Shelter 1 – Improvements, new warming kitchen, electricity and near new bathrooms and playground area

Shelter 2 – improved with electricity

Non - resident date: April 6

VII. Old Business – Commission

a. **Dog Park:** Save the date for 2026: Dog Day Afternoon Sunday, July 19 from 12-3pm! Vendors are already securing their space to attend this year’s event!

Current Dog Park #'s:

Humans: 41 Dogs: 46

Oak Park: 37

Huntington Woods: 3

West Bloomfield: 1

VIII New Business – Commission

Election results:

Chair – Juanita Bell

Vice-chair- Ajai Tice

Secretary – Theresa Lorick-Henderson

IX Announcements

Carian Taylor- Oak Park Girl Scout troop were featured at the last City Council meeting. They did a great job!

X Meeting adjourned at: 7:16 pm

Motioned by: Beverly Wiggins

Seconded by: Ajai Tice

Motion passed: All

Respectfully submitted,

Theresa Lorick- Henderson

Recording Secretary for the meeting



CITY OF OAK PARK

Department of Recreation

Mayor
Marian McClellan
Mayor Pro Tem
Julie Edgar
Council Members
Solomon Radner
Shaun Whitehead
Stephanie Crawford
City Manager
Erik Tungate

CITY OF OAK PARK

PARKS AND RECREATION COMMISSION REGULAR MEETING: February 18, 2026

I. Meeting called to order at: 6:36 pm By: Juanita Bell, Chair

II. Introductions:

Members Present: Juanita Bell, Mickey Alderman, Theresa Lorick – Henderson, Ajai Tice, Alexander Simpson, Jennifer Szonye

Members Absent: Carly Silverman, Carian Taylor and Beverly Wiggins

City Council Members Present: City Council Member, Shaun Whitehead

Staff Members Present: Laurie Stasiak, Recreation Director

Guests Present: None

III. Approval of Agenda for **February 18, 2026**

Motion: Ajai Tice Seconded: Alexander Simpson Approved: All

IV. Approval of Minutes of Parks and Recreation Commission Meeting of **January 21, 2026.**

Motioned by: Ajai Tice

Seconded by: Jennifer Szonye

Approved: All

V. Council Comments

Event Hub – construction on target and Winterfest was a great success.

VI. Recreation Updates:

Daddy Daughter 2026:

Daddy Daughter had 126 attendees all decked out in their finest! Dinner was catered by Topp Dogg, music by Kenny Valentino. Volunteers Jean Jones and Grace Raddon took responsibility for checking our dads and their dates in as well as distributing the flower and cupcake at the end of the dance. Juanita Bell was the perfect hostess while volunteers Amy Lumly and April Hughey -Jackson manned the beverage table.

Winterfest 2026:

Winterfest 2026 was postponed from January 25 to February 15 due to the extreme cold weather conditions in January. February 15 brought the crowds to enjoy the beautiful weather (45 degrees +) as well as the horse and wagon rides, the very popular reindeer pen with the new addition of the Scottish mini-moo cow. While the ice sculptures were beautiful, the sun was making them melt a little sooner than we wanted. Trevor and Jennifer created their Lego masterpiece once again, depicting winter fun and a moving train! Attendees of all ages were amazed by it!

Motor City Cruise, the sponsor for the donuts, was on hand to pass out the treats to the attendees, while at 3 pm, their mascot, Nitro made a special appearance.

Volunteers Bess Rosemond and Jean Jones were on hot chocolate duty and passed out over 400 cups of the steamy beverage.

Juanita Bell was the crowd control point person for the face painting station, and we could not do this without her! Alexander Simpson took charge of the S'more fire pits with assistance from several recreation staff.

Craft tables were provided by the Oak Park Library, Recycling Commission and Arts, Culture, Diversity Commission. The National Guard was also in attendance passing out information and interacting with our residents.

Topp Dogg volunteered their time to distribute the hot chili.

All in all, it was a great event!

Senior News:

The trips to the Outdoor Adventure Center continue to be very popular, and it sells out quickly.

February's topic was Ruin to Revival: the story of the Detroit Train Station, followed by lunch at The Daily Jam in Grosse Pointe.

Meadow Brook Theatre trip, "What The Constitution Means to Me" is scheduled for February 25 with 13 participating.

S'mores N More:

This Sunday, February 22, from 1-3 pm! Join us at the Community Center grounds for a fun casual afternoon to roast marshmallows, make your tasty s'more, and enjoy a fun make and take craft for kids!

Save the Date: Earth Explorers Spring Pop-up Event

Sunday, April 26, 1-3pm, Oak Park Community Center Grounds

Oak Park Recreation is teaming up with Oakland County Parks for an Earth Day celebration! Learn about local pollinators, and roll your own wildflower pollinator seed balls! These help bees and butterflies thrive in your garden. Join in on other nature related education and activities at this fun and educational afternoon!

Save the Date: Farmers Market Sneak Peek

Sunday, May 31, 1-5pm, Oak Park Community Center

Take a peek at what this year's farmers market has in store for you! Shop the vendors, learn about future nutrition education opportunities, experience a cooking demonstration, and learn how children and seniors can earn market bucks this season!

Sports

- **Basketball** – Basketball season has been rolling, after the delayed start to the season. Teams have been competing @ Ferndale HS/MS and have been playing hard and having lots of fun! We have a couple undefeated ball teams, and a few teams that are hovering .500. Overall, everything has been going solid. We may look into a new host site for next year, as communication with Ferndale has been poor, and directions for venue set-up have been ignored. Potentially considering Hazel Park schools, and maybe Oak Park-more to come.
- **Soccer** - Soccer sign-ups have officially been open for a month. We have close to 40 sign-ups, and a registration push has been communicated with the communications team to boost enrollment numbers. The tentative date for the first game day is Saturday, April 18. (Weather/field permitting)
- **Flag Football (Goal of Fall '26)** – Looking to reach out to neighboring community alliances to bring flag football for kids starting in the fall of '26 or the spring of '27. This is a growing sport across the region, and I believe that it could provide a great opportunity for Oak Park youth.

Day Camp

- **We are accepting applications for the positions listed below**
- **Camp Director** – We were recently informed that our Camp Director will no longer be returning.
- **Need an Assistant Director** – We were recently informed that our Assistant Director from last year will no longer be returning.
- **Need counselors** – We will need to hire a few more counselors for this upcoming summer.

Youth Programming

- **Hair Braiding** – We have a confirmed hair braider with supplies ordered and a date set. Hair Braiding will be offered beginning on Tuesday, April 7 @ 5pm in the community center. The course will be 8 weeks long. The first session will be for 10 kids for \$80.
- **TumbleBunnies** – TumbleBunnies is scheduled to begin the week of April 20. We will have two sessions, one for gymnastics and one for karate. This program is for the young kids of Oak Park ranging from 18-months – 7 years old. This program is a fun, engaging opportunity for the youth to explore different programs, stay active, and play with peers.
- **National Guard Bootcamp Fitness program** – There have been a few technical issues to work out, as the National Guard has an insurance policy that only covers them. We have discussed potential resolutions to this matter, but we are still waiting to hear back from legal. The original

start date for this program was Feb. 18, but that will have to be postponed. Instructor has a lot of availability and is willing to delay the start of the program as needed.

Special Events

- **Mother & Son Brunch & Games** – Planning for the mother & son brunch & games on Saturday, May 2 from 12-2pm
 - Emphasizes games which includes a limbo competition (moms vs moms, sons vs sons, winner of moms vs winner of sons) cakewalk, and a soul train style line dance competition
 - 2-3 designated slow dances
 - Brunch style eats – pancakes, eggs, bacon, etc.
 - Photo booth opportunity, and a rose for mom at the end
 - ****NEED VOLUNTEERS**** – Please save the date if you're interested!!

Erin – ServeSafe certification - a nationally recognized credential from the National Restaurant Association verifying a food service professional's knowledge of food safety, covering critical areas like preventing contamination, proper time/temperature control, hygiene, and sanitation to avoid foodborne illness, with different levels for managers (Food Protection Manager) and employees (Food Handler). It ensures consistent food safety training and is often required by employers and jurisdictions to protect public health.

City Counsel – Our Recreation Master Plan Proposal was passed – Giffels Webster -\$16,400, we will be getting started on that quickly with a December completion date. This Commission will be heavily involved.

Oak Park Woods at Shepherd Park – Shelter Rentals start on July 1

Shelter 1 – Improvements, new warming kitchen, electricity and near new bathrooms and playground area

Shelter 2 – improved with electricity

Shelter rental dates:

Resident date: March 2

Non - resident date: April 6

Event Hub – looking good inside nearing a little over 55% completion

Second interviews for our Event Hub Manager – on Monday

Picking out furniture, av equip for both event hub and amphitheater.

State of the City on June 30 – more to come concert and food trucks

Community Center location approved – ice arena area

Demo on Ice Arena, pool, locker rooms, cable building, bathrooms, concession stand. Starting in March through May.

State of the City: June 30 at the Event Hub, more information to come!

VII. Old Business – Commission

Dog Park:

Save the date for 2026: Dog Day Afternoon Sunday, July 19 from 12-3pm!

Current Dog Park #'s:

Humans: 35 Dogs: 39

Oak Park: 31

Huntington Woods: 3

West Bloomfield: 1

VIII New Business – Commission

Election results: Juantia Bell, Chair, Ajai Tice, Vice-chair, Theresa Lorick-Henderson, Secretary

Motioned by: Mickey Alderman

Seconded by: Alexander Simpson

Motion Passed: All

IX Announcements - None

X Meeting adjourned at: 7:19 pm

Motioned by: Mickey Alderman

Seconded by: Alexander Simpson

Motion passed: All

Respectfully submitted, Ajai Tice

Recording Secretary for the meeting



CITY OF OAK PARK, MI STAFF REPORT

8.B

AGENDA FOR: May 4, 2026

SUBJECT: Resolution approving issuance of a Distillery License and New Sunday Sales Permit for Dog and Pony Show Brewing, LLC, 14661 W. 11 Mile

DEPARTMENT: City Clerk

FROM: Ed Norris, City Clerk

SUMMARY: See resolution and memorandum.

FINANCIAL STATEMENT: N/A

RECOMMENDED ACTION: Adopt the City of Oak Park Resolution approving the Distillery License Application and New Sunday Sales Permit for Dog and Pony Show Brewing, LLC (Kyle Gierada) 14661 W. 11 Mile.

EXHIBITS:

1. Dog and Pony Show City Managers Distillery License Memorandum
2. Resolution Granting Dog and Pony Show a Distillery License and new Sunday Sales Permit

TO: The Oak Park City Council
FROM: Erik Tungate, City Manager
DATE: April 28, 2026
RE: Approval of the Distillery License Application and
New Sunday Sales Permit for Dog and Pony Show
Brewing, LLC (Kyle Gierada) 14661 W. 11 Mile

PURPOSE(S) OF ACTION:

To consider the approval of the issuance of a Distillery License and New Sunday Sales Permit for the above-described establishment.

BACKGROUND/KEY ISSUES/CONTRIBUTING FACTORS:

Chapter 6, captioned Alcoholic Liquor, Article III, entitled Regulation of On-the-Premises Consumption of the Code of Ordinances in Section 6-54. - Licensing policy, specifies that an applicant for a license must obtain approval from both the State of Michigan and the City of Oak Park, that new licenses and transfers of licenses into the City require the prior approval of the City Council and that no person shall engage in the business of selling alcoholic liquor for consumption on the premises in the City of Oak Park, Michigan without first obtaining a special land use approval, as required by the Zoning Act and entering into a contract with the City.

Sec. 6-56. - Application for license, outlines the process for obtaining a Distillery License from the City.

Sec. 6-58. - Review procedures, requires that the City Clerk distribute an application for a Distillery License to the appropriate departments for certifications by the Director of the Department of Municipal Services that the building or structures to which the License will apply meet all applicable building and property maintenance codes or that acceptable building plans for work which will satisfy all such codes have been submitted, that the location is appropriately zoned for the proposed use and that any required zoning approvals, including site plan approval, have been applied for or obtained and certification by the Director of Public Safety that the proposed Licensee(s) is/are of good moral character and that the Licensed Premises are in compliance with all applicable fire safety regulations. In addition, given that Subsection (c) (17) specifies that one of the review factors to be considered when analyzing a request for a license or related permit(s) is whether the applicant is delinquent on any taxes or other payment obligations to the City, as part of its review process the Administration requires certification from the Finance Director or their designee that the proposed Licensee(s) is not in default on any obligations due the municipality and/or Oakland County (for anything that was transferred by the City to the County for collection).

Further, Subsection (b) (1) of Sec. 6-58 provides that when a completed application and fee have been received, the city council shall schedule a public hearing to consider the request for a new

license and related permit(s). Subsection (e) then specifies that after review by staff and recommendation, and a public hearing, if the City Council is satisfied that the establishment or operation will provide a benefit to the City and constitute an asset to the community, it will adopt a resolution granting approval, subject to the satisfaction of any conditions stated in the resolution. Approval of the license shall be conditioned on any necessary remodeling or new construction for the use of the license be completed within six (6) months of the action of the City Council or the Michigan Liquor Control Commission approving such license, whichever last occurs. Any unusual delay in the completion of such remodeling or construction may subject the license to revocation. The Ordinance also includes provisions addressing the issuance of permits along with other regulatory provisions.

Sec. 1930 of the Zoning Ordinance addresses sales of alcohol by the glass and provides that such establishments may be permitted in certain zoning districts upon review of a special land use request by the Planning Commission. The City of Oak Park Planning Commission previously approved the Request of Dog and Pony Show Brewing, LLC (Kyle Gierada) located at 14661 W. 11 Mile for Special Land Use to operate an establishment that sells alcoholic beverages by the glass.

Dog and Pony Show Brewery, LLC has applied to the Michigan Liquor Control Commission for a New Small Distiller License and New Sunday Sales Permit at 14661 W. 11 Mile. In addition, as outlined above, the Applicant has filed the requisite documents to seek the issuance of a license by the City permitting the operation of a distillery on the premises.

As stated previously, pursuant to Sec. 6-58 of the Code, when a completed application has been received the City Council shall schedule a public hearing to consider the request for a new license and related permit(s). In reference to the Application from Dog and Pony Show Brewery, LLC located at 14661 W. 11 Mile we are requesting that the Public Hearing on the Application be held at the May 4, 2026, Regular Meeting at 7:00 P.M. or as soon thereafter as the matter may be heard.

It is the recommendation of the Administration, subject to any comments, conditions, and/or explanations specified in the attached proposed Resolution Approving the Application of Dog and Pony Show Brewing, LLC (Kyle Gierada) for the establishment, located at 14661 W. 11 Mile for a Distillery License and New Sunday Sales Permit that at the conclusion of the Public Hearing after analyzing the review factors specified in Sec. 6-58 (c) of the Code that (unless evidence is presented that would serve as a basis for denial of the issuance of the license(s)/permit(s)) the City Council adopt the resolution approving the issuance of the license and permit by the City of Oak Park.

SUPPORTING DOCUMENTATION/INFORMATION ATTACHED:

- Proposed Resolution Approving the Application of Dog and Pony Show Brewing, LLC (Kyle Gierada) for the establishment, located at 14661 W. 11 Mile for a City of Oak Park Distillery License and New Sunday Sales Permit.

xc: T. Edwin Norris, City Clerk
Kimberly Marrone, Director of the Department of Community and Economic Development

**A RESOLUTION OF THE OAK PARK, MICHIGAN CITY COUNCIL
APPROVING THE REQUEST OF DOG AND PONY SHOW BREWING, LLC
(KYLE GIERADA) FOR A DISTILLERY LICENSE AND NEW SUNDAY SALES PERMIT**

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

WHEREAS, Dog and Pony Show Brewing, LCC (Kyle Gierada) (hereinafter referred to as Dog and Pony Show Brewing) located at 14661 W. 11 Mile has applied for a Distillery License and New Sunday Sales Permit from the City of Oak Park.

NOW, THEREFORE, BE IT RESOLVED, that Dog and Pony Show Brewing's application for a Distillery License and New Sunday Sales Permit is hereby approved subject to the following conditions:

1. The Michigan Liquor Control Commission issuing a Distillery License and New Sunday Sales Permit to Dog and Pony Show Brewing at 14661 W. 11 Mile, Oak Park, Michigan 48237.
2. Upon issuance of the Distillery License and New Sunday Sales Permit by the Michigan Liquor Control Commission, Dog and Pony Show Brewing shall provide the City Clerk's Office with copies of the License and Permit along with a Certificate of Liquor Insurance for the subject business.
3. Dog and Pony Show Brewing executes an amended Contract for a Microbrewery and Distillery License with the City of Oak Park, Michigan.

BE IT FURTHER RESOLVED, that subject to the conditions described in the immediately preceding paragraph and all departmental authorizations, upon approval of a Distillery License and New Sunday Sales Permit by the Michigan Liquor Control Commission for Dog and Pony Show Brewing located at 14661 W. 11 Mile, Oak Park, Michigan 48237, the City Clerk is hereby authorized to issue a Distillery License (including Sunday Sales Permit) with an expiration date of April 30, 2027 to Dog and Pony Show Brewing; and

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

I hereby certify that the forgoing constitutes a true and complete copy of a resolution adopted by the City Council of the City of Oak Park, County of Oakland, State of Michigan, at a regular meeting held on May 4, 2026 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267 of the Public Acts of 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

T. Edwin Norris, City Clerk



CITY OF OAK PARK, MI STAFF REPORT

9.A

AGENDA FOR: May 4, 2026

SUBJECT: Request for a special event license submitted by the Oak Park Library for Jump into Reading to be held July 12, 2026, at 1:00 pm – 5:00 pm & August 9, 2026, at 1:00 pm – 5:00 pm

DEPARTMENT: City Clerk

FROM: Jo Lynn Williams-Elliott, Deputy City Clerk

SUMMARY: See application

FINANCIAL STATEMENT: N/A

RECOMMENDED ACTION: Approve the special event

EXHIBITS:

1. Special Event App - Library Jump into Reading (updated)
2. Special Event Sign off -Library Jump into Reading

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

Special event means any event that occurs on a non-permanent basis, that is different from the normal lawful use of the premises where the event is to be held, may not otherwise be permitted by the zoning ordinance, or which may require City resources over and above what has already been allocated, or that requires exclusive use of city property, or that includes the use of a tent regulated by the International Fire Code, and is of such a nature as to be acceptable to the general public with regard to morals, safety features and the conduct of the special event participants.

Today's Date: March 20, 2026

Applicant Information

Applicant/Business Name: Oak Park Public Library

Applicant/Business Address: 14200 Oak Park Blvd. Oak Park, MI 48237

Phone number: 248-691-7566 E-Mail Address: kschaaf@oakparkmi.gov

Relation of applicant to business: Library Director

Owner Information

Owner or manager of site: City of Oak Park Phone: _____

Names and addresses of partners or officers of corporation:

Event Information

Proposed date(s) of event: 7/12/26 and 8/9/26 Has this event been held previously? Yes No

Address or location of event: Grassy Area in front of Municipal Services
14300 Oak Park Blvd.

Is this a city owned park? Yes No

Nature, purpose, and detailed description of event: Jump into Reading! Retro-themed inflatable bounce houses will be supplied and operated at no cost by Oakland County Parks to support the library's efforts to get kids excited to come to the library and read over the summer.

Will the event be open to the public? Yes No

If yes, please describe how so: This event will be advertised to all residents as a no cost family-fun event at the library.

Estimated number of people attending event? 75 Hours of Event: 1pm - 5pm

Street Closure

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, please describe. _____

Are you requesting a street to be closed or blocked off for your event? Yes No

Please note: Please attach verification from the residences located on the affected street(s), indicating that they are aware of the event. (Form attached)

Food Services

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

Will the food be prepackaged or prepared on site: Yes No

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 an inspection. You will also need to provide temporary water services at the site where the food is prepared.

Mechanical Amusement

Will there be a mechanical ride, bounce house or other special activity at the event? Yes No

If yes, please describe and provide the name and address of the company/entity providing the amusement.

County of Oakland - Oakland County Parks and Recreation

1200 N. Telegraph Road, Pontiac, MI 48341-0471

Please Note: You are required to provide proof of insurance for all mechanical rides, bounce houses, Mechanical rides/games, etc. The City of Oak Park must be listed on the certificate of insurance as "additional insured."

Technical/Support

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

OAKLAND COUNTY SUPPLIES, OPERATES, AND CERTIFIES

Will sanitary facilities be required at the event? Yes No

Will tent(s) be used at the event? Yes No If yes, please state size(s) and description:

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 from a licensed electrical contractor. Also, you will need certification of flame spread rates of all canvas and/or cloth enclosures.

Additional Special Event requirements may include: additional application, inspection and bond fees, and temporary sign permit. The application will also be assessed for the potential liability risk to the City of Oak Park and may require liability insurance as detailed in Section 10-270 of the City Code.

The fee for a Special Event application is \$100 and is non-refundable. The deadline for receipt of the application is 30 days prior to the event. 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, Recreation and Municipal Services. 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 to proceed with the event. If the applicant decides to proceed, the event application will be placed on the next City Council agenda for consideration of approval.

I am requesting a waiver of the \$100 application fee.

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


Applicant's Signature

3.20.26
Date

3/24



CERTIFICATE OF SELF-INSURANCE

ISSUED BY:
 Robert Erlenbeck
 Insurance Risk Administrator
 Oakland County Risk Management & Safety
 2100 Pontiac Lake Road, Bldg. 41W
 Waterford, MI 48328-0471

ENTITY:
 County of Oakland – Oakland County Parks and Recreation
 1200 N. Telegraph Road
 Pontiac, MI 48341-0471

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER.

TERMS AND CONDITIONS

It should be expressly understood that the intent of the self-insurance evidenced herein follows the provisions of the policies and regulations of the County of Oakland, which does not permit any assumption of liability which does not result from and is not caused by the negligent acts or omissions of its representatives, employees or other persons under its direction and control. The provisions under General Liability shall apply only with respect to claims arising out of the negligent acts or omissions of the County of Oakland, its representative, employees or other persons under its direction and control.

TYPE OF INSURANCE		EFFECTIVE DATE	EXPIRATION DATE	LIMITS	
GENERAL LIABILITY	OAKLAND COUNTY IS SELF INSURED FOR GENERAL LIABILITY	1984	CONTINUOUS	GENERAL AGGREGATE	\$ Self
				PRODUCTS COMP/OP AGG	\$ Insured
				PERSONAL & ADV INJURY	\$
				EACH OCCURRENCE	\$
				FIRE DAMAGE (ANY 1 FIRE)	\$
				MED EXP (ANY 1 PERSON)	\$
WORKERS' COMP AND EMPLOYERS' LIABILITY	OAKLAND COUNTY IS SELF INSURED FOR WORKERS COMPENSATION	1979	CONTINUOUS	STATE STATUTORY LIMITS	

DESCRIPTION AND LOCATION OF EVENT:
 Summer Finale Event at Oak Park Library; City of Oak Park Library; 14200 Oak Park Blvd, Oak Park, MI 48237

DATE(S) / TIME(S) OF EVENT:
 August 9, 2026 at 3:00pm

CERTIFICATE HOLDER	CANCELLATION
City of Oak Park Library Attn: Melissa Connolly 14200 Oak Park Blvd Oak Park, MI 48237	Should any of the above described self-insured coverages be modified or cancelled before the expiration date shown, the County of Oakland will provide 30 days written notice to the named Certificate holder. Failure to convey such notice shall not be a bar to the change of coverages, limits, and conditions implemented by the County of Oakland.

AUTHORIZED REPRESENTATIVE: *Robert Erlenbeck* **DATE:** 3/2/2026



CERTIFICATE OF SELF-INSURANCE

ISSUED BY:

Robert Erlenbeck
 Insurance Risk Administrator
 Oakland County Risk Management & Safety
 2100 Pontiac Lake Road, Bldg. 41W
 Waterford, MI 48328-0471

ENTITY:

County of Oakland – Oakland County Parks and Recreation
 1200 N. Telegraph Road
 Pontiac, MI 48341-0471

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER.

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TYPE OF INSURANCE		EFFECTIVE DATE	EXPIRATION DATE	LIMITS	
GENERAL LIABILITY	OAKLAND COUNTY IS SELF INSURED FOR GENERAL LIABILITY	1984	CONTINUOUS	GENERAL AGGREGATE	\$ Self
				PRODUCTS COMP/OP AGG	\$ Insured
				PERSONAL & ADV INJURY	\$
				EACH OCCURRENCE	\$
				FIRE DAMAGE (ANY 1 FIRE)	\$
				MED EXP (ANY 1 PERSON)	\$
WORKERS' COMP AND EMPLOYERS' LIABILITY	OAKLAND COUNTY IS SELF INSURED FOR WORKERS COMPENSATION	1979	CONTINUOUS	STATE STATUTORY LIMITS	

DESCRIPTION AND LOCATION OF EVENT:

Jump Into Reading Event at the Library; City of Oak Park Library; 14200 Oak Park Blvd, Oak Park, MI 48237

DATE(S) / TIME(S) OF EVENT:

July 12, 2026 at 1:00pm

CERTIFICATE HOLDER

City of Oak Park Library
 Attn: Melissa Connolly
 14200 Oak Park Blvd
 Oak Park, MI 48237

CANCELLATION

Should any of the above described self-insured coverages be modified or cancelled before the expiration date shown, the County of Oakland will provide 30 days written notice to the named Certificate holder. Failure to convey such notice shall not be a bar to the change of coverages, limits, and conditions implemented by the County of Oakland.

AUTHORIZED REPRESENTATIVE: *Robert Erlenbeck*

DATE: 3/2/2026

SPECIAL EVENT LICENSE APPLICATION FEE ESTIMATION

**Jump into Reading
OP Library**

14300 Oak Park Blvd – grassy area in front of Municipal Services

DATE: July 12, 2026 at 1:00 pm – 5:00 pm &

August 9, 2026 at 1:00 pm – 5:00 pm

<u>DEPARTMENT</u>	<u>SERVICES/CONSIDERATIONS</u>	<u>ESTIMATED HOURS</u>	<u>ESTIMATED COST</u>
MUNICIPAL SERVICES <i>Kim Marrone</i> <i>*Dan Fairless</i>	Bounce House must be properly anchored to the ground. Electrical cords cannot create a trip hazard.	N/A	N/A
PUBLIC SAFETY <i>Steve Cooper</i>	Public Safety to conduct periodic checks as part of normal patrols	30 Mins	NA
RECREATION <i>Laurie Stasiak</i>	N/A	N/A	N/A
DPW <i>Dave Decoster</i>	Bounce houses cannot be staked into grassy area. Must use weights	N/A	N/A
CITY ATTORNEY <i>Courtney Krause</i>	N/A	N/A	N/A
ADMINISTRATION <i>Adam Owczarzak</i>	Recommend approval contingent upon applicant meeting the requirements listed		\$100 fee waived



CITY OF OAK PARK, MI STAFF REPORT

9.B

AGENDA FOR: May 4, 2026

SUBJECT: Request for special event license submitted by Concerned Citizens of Oak Park for a block party/back pack giveaway to be held August 23, 2026, from 10 a.m. - 2 p.m.

DEPARTMENT: City Clerk

FROM: Jo Lynn Williams-Elliott, Deputy City Clerk

SUMMARY: See application.

FINANCIAL STATEMENT: N/A

RECOMMENDED ACTION: Approve the special event subject to the noted conditions.

EXHIBITS:

1. Special Event Sign off -Concerned Citizens Block Party1
2. Special Event App- CC Block Party

SPECIAL EVENT LICENSE APPLICATION FEE ESTIMATION

**Block Party
 Concerned Citizens of Oak Park
 Intersection of Kenosha and Pearson
 DATE: August 23, 2026 at 10-2**

<u>DEPARTMENT</u>	<u>SERVICES/CONSIDERATIONS</u>	<u>ESTIMATED HOURS</u>	<u>ESTIMATED COST</u>
MUNICIPAL SERVICES <i>Kim Marrone</i> <i>*Dan Fairless</i>	Bounce House must be properly anchored to the ground. Electrical cords cannot create trip hazards.	N/A	N/A
PUBLIC SAFETY <i>Steve Cooper</i>	Public Safety to conduct periodic checks as part of normal patrols	30 Mins	NA
RECREATION <i>Laurie Stasiak</i>	N/A	N/A	N/A
DPW <i>Dave Decoster</i>	No streets closed – N/A	N/A	N/A
CITY ATTORNEY <i>Courtney Krause</i>	Resident must purchase social event insurance naming the City as an additional insured if the bounce house is being placed on City property, including a street or right of way	N/A	N/A
ADMINISTRATION <i>Adam Owczarzak</i>	Recommend approval contingent upon applicant meeting the requirements listed		\$100 waiver requested

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

Special event means any event that occurs on a non-permanent basis, that is different from the normal lawful use of the premises where the event is to be held, may not otherwise be permitted by the zoning ordinance, or which may require City resources over and above what has already been allocated, or that requires exclusive use of city property, or that includes the use of a tent regulated by the International Fire Code, and is of such a nature as to be acceptable to the general public with regard to morals, safety features and the conduct of the special event participants.

Today's Date: 3-30-2006

Applicant Information

Applicant/Business Name: Concern Citizen Watch Group

Applicant/Business Address: 21750 Kenosha St

Phone number: (248) 752-0936 E-Mail Address: Silvahaywood@Att.net

Relation of applicant to business: President

Owner Information

Owner or manager of site: City Phone: _____

Names and addresses of partners or officers of corporation:
Silva Haywood - President
Isidore Haywood - Vice President
MARVIN Covington - Member

Event Information

Proposed date(s) of event: Aug. 23rd / Block Party + BACKPACK giveaway Has this event been held previously? Yes No

Address or location of event: Kenosha + Pearson

Is this a city owned park? Yes No

Nature, purpose, and detailed description of event: Block Party + BACKPACK giveaway for children + families

Will the event be open to the public? Yes No

If yes, please describe how so: Open Block Party for the Community and Residents

Estimated number of people attending event? 50 Hours of Event: 3 hours

Street Closure

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, please describe. _____

Are you requesting a street to be closed or blocked off for your event? Yes No

Please note: Please attach verification from the residences located on the affected street(s), indicating that they are aware of the event. (Form attached)

Food Services

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

No Food will be sold.

Will the food be prepackaged or prepared on site: Yes No

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 an inspection. You will also need to provide temporary water services at the site where the food is prepared.

Mechanical Amusement

Will there be a mechanical ride, bounce house or other special activity at the event? Yes No
If yes, please describe and provide the name and address of the company/entity providing the amusement.

Bounce House

Please Note: You are required to provide proof of insurance for all mechanical rides, bounce houses, Mechanical rides/games, etc. The City of Oak Park must be listed on the certificate of insurance as "additional insured."

Technical/Support

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

Will sanitary facilities be required at the event? Yes No

Will tent(s) be used at the event? Yes No If yes, please state size(s) and description:

_____ 12x14 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 from a licensed electrical contractor. Also, you will need certification of flame spread rates of all canvas and/or cloth enclosures.

Additional Special Event requirements may include: additional application, inspection and bond fees, and temporary sign permit. The application will also be assessed for the potential liability risk to the City of Oak Park and may require liability insurance as detailed in Section 10-270 of the City Code.

The fee for a Special Event application is \$100 and is non-refundable. The deadline for receipt of the application is 30 days prior to the event. 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, Recreation and Municipal Services. 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 to proceed with the event. If the applicant decides to proceed, the event application will be placed on the next City Council agenda for consideration of approval.

I am requesting a waiver of the \$100 application fee.

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

Silva Haywood 3/30/2024
Applicant's Signature Date

3/24

STREET CLOSURE APPROVAL FORM

OAK PARK Concern Citizens Watch Group Block

Party and BACKPACK ^{Name and date of event} giveaway

Street Address

Yes No

Name

Signature

21810 Kenosha Patricia Dalton-Goldsmith

22035 Kenosha Joyce Willis

14530 Pearson Dawn Corparan

21691 Church James Redmond

21750 Kenosha Silva Haywood

21750 Kenosha Sadoree Haywood



CITY OF OAK PARK, MI STAFF REPORT

9.C

AGENDA FOR: May 4, 2026

SUBJECT: Request for a special event license submitted by Dog and Pony for Detroit City Future Club Youth Kickoff to be held on May 27, 2026, from 5 p.m. - 8: 00 p.m.

DEPARTMENT: City Clerk

FROM: Jo Lynn Williams-Elliott, Deputy City Clerk

SUMMARY: See application

FINANCIAL STATEMENT: N/A

RECOMMENDED ACTION: Approve special event subject to conditions.

EXHIBITS:

1. Special Event App- Dog and Pony DCFC youth Kickoff
2. Special Event Sign off - Dog and Pony DCFC youth kickoff (1)

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

Today's Date: ~~9/8/23~~ 4/27/24

Applicant Information

Applicant/Business Name: Dog and Pony Show Brewing

Applicant/Business Address: 14661 W 11 Mile Rd Ste #200

Phone number: 2488508910 E-Mail Address: kyle.gierada@gmail.com

Relation of applicant to business: Owner

Has applicant ever been convicted of a felony? Yes No

Owner Information

Owner or manager of site: Kyle Gierada Phone: 2488508910

Names and addresses of partners or officers of corporation:
N/A

Event Information

Proposed date(s) of event: WED, MAY 27TH ~~Sunday, October 12th~~ Has this event been held previously? Yes No

Address or location of event: 14661 W 11 Mile Rd Ste #200 Oak Park, MI

Is this a City owned park? Yes (city parking lot)

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: Angellish Elementary PTA Cornhole Tournament
DETROIT CITY FOOTBALL CLUB YOUTH KICKOFF

Will the event be open to the public? Yes No

If yes, please describe how so: Non ticketed event, all are welcome. Entry fees benefit Berkley schools. Teams can register online.
MOTHER HANDSOME ALSO PARTICIPATING

Estimated number of people attending event? 250 Hours of Event: ~~10am to 4pm~~ 5:00pm

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 : ^{NA} _____

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:
Beer will be sold from the taproom during the event and consumed only inside the designated area.

Will the food be prepackaged or prepared on site: Food truck will be at the event

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: ^{NA} _____

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

Technical/Support

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

Will sanitary facilities be required at event? Yes No

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

Pop up tents for shade/weather protection will be setup in the parking lot

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.

CITY OF OAK PARK
14000 OAK PARK BLVD
OAK PARK, MI 48237
WWW.OAKPARKMI.GOV

Received From:
DOG AND PONY SHOW BREWING, L.L.C.
Date: 04/27/2026
Posting Date: 04/27/2026
Receipt: 750272
Cashier: ZLEWIS
Time: 1:35:56 PM

ITEM REFERENCE	AMOUNT
BUCI Special Business Lic/Permits	
Special Business Lic/Permits	\$100.00
TOTAL	\$100.00
CHECK 2238	
Total Tendered:	\$100.00
Change:	\$0.00

SPECIAL EVENT LICENSE APPLICATION FEE ESTIMATION

**Detroit City Football Club Youth Kickoff
Dog and Pony
14661 W 11 Mile Rd. Ste #200
DATE: May 27, 2026, at 5:00 pm – 8:00 pm**

<u>DEPARTMENT</u>	<u>SERVICES/CONSIDERATIONS</u>	<u>ESTIMATED HOURS</u>	<u>ESTIMATED COST</u>
MUNICIPAL SERVICES <i>Kim Marrone</i> <i>*Dan Fairless</i>	Food trucks must be registered with the city of Oak Park. Signs must not create clear vision obstructions.	N/A	N/A
PUBLIC SAFETY <i>Steve Cooper</i>	Public Safety to conduct periodic checks as part of normal patrol activity	30 Mins	NA
RECREATION <i>Laurie Stasiak</i>	N/A	N/A	N/A
DPW <i>Dave Decoster</i>	Drop off / Pick up barricades	2 hours	N/A
CITY ATTORNEY <i>Courtney Krause</i>	The applicant should provide special event insurance naming the City as an additional insured since this event is in a City parking lot.	N/A	N/A
ADMINISTRATION <i>Adam Owczarzak</i>	Recommend approval contingent upon applicant meeting the requirements listed		\$100 fee paid



CITY OF OAK PARK, MI STAFF REPORT

10.A

AGENDA FOR: May 4, 2026

SUBJECT: Request to award the 2026 CIA Landscaping Installation Project bid to Great Lakes Landscaping Company, of Oak Park, MI, in the amount of \$193,316.

DEPARTMENT: Economic and Community Development

FROM: Michelle Bishop, Manager of Authorities

SUMMARY: In 2025, the CIA commissioned Spaulding DeDecker to create a comprehensive Landscape Design Initiative to standardize and elevate the district's green spaces. This contract represents the first actionable phase of that inclusive plan, and will include new landscaping in the 11 Mile Social District area and the southwest parking median on Coolidge and 10 Mile.

FINANCIAL STATEMENT: Funding is available in the FY 2025-26 and 2026-27 CIA Materials and Supplies fund (251-00.000-726) for this expenditure.

RECOMMENDED ACTION: It is recommended City Council award the 2026 CIA Landscaping Installation Project Contract to Great Lakes Landscaping, of Oak Park, MI for a total amount of \$193,316. Funding is available in the CIA Materials and Supplies Fund (251-00.000-726) for this expenditure.

EXHIBITS:

1. Cost Comparison

Oak Park Landscape Service RFP Response Proposal Form

Item	Item Description	Quantity	SANTORO	GREAT LAKES LANDSCAPING
1	Seating Area – 11 Mile	1	\$16,422.60	\$30,766.00
2	Fire Pit Area – 11 Mile	2	\$29,527.14	\$2,2620.00
3	Parklet Areas – 11 Mile	2	\$35,080.20	\$31,226.00
4	Parking Island – 10 & Coolidge	1	\$55,807.90	\$54,858.00
	PHASE ONE PROJECT TOTAL		\$201,444.98	\$193,316.00



CITY OF OAK PARK, MI STAFF REPORT

10.B

AGENDA FOR: May 4, 2026

SUBJECT: Request authorization to participate with The Interlocal Purchasing System's (TIPS) national purchasing cooperative to purchase furniture for the Event Hub Project.

DEPARTMENT: Department of Public Works

FROM: Dave DeCoster, Deputy City Manager

SUMMARY: The TIPS contract includes our selected vendor, Southern Aluminum, as a pre-qualified vendor with competitively procured contract pricing. As members of TIPS, the City of Oak Park is eligible to utilize these contracts for purchases. After extensive review with the Recreation Department staff and the vendor, a furniture plan was established. The contract amount for this furniture, including freight, as established by this contract is \$55,898.00.

FINANCIAL STATEMENT: This project expenditure is budgeted+ in the Event Hub Construction Fund (405-18.447-970.200).

RECOMMENDED ACTION: It is recommended that City Council approve the City to participate in the TIPS national purchasing cooperative to purchase furniture for the Event Hub for the total amount of \$55,898.00. Funding is available in the Event Hub Construction Fund (405-18.447-970.200).

EXHIBITS:

1. Event Hub_Furniture Quote



SOUTHERN ALUMINUM
 PO BOX 884
 Magnolia AR 71754
 USA
 Phone: 800-221-0408
 www.southernaluminum.com

Quotation

Quote Number: 701567

Date: 4/21/2026

Expires: 5/21/2026

Reference: New Bld

Sales Person: Stacie Brice

This is not an invoice. Terms subject to credit approval.

Bill To: (CTYOAKP) City of Oak Park 14000 Oak Park Blvd Oak Park, MI 48237 USA	Quote To: (CTYOAKP) City of Oak Park Erin Foley 14100 Oak Park Blvd Oak Park MI 48237 USA Email: efoley@oakparkmi.gov Phone: 248.691.2347	Ship To: (CTYOAKP) City of Oak Park 14100 Oak Park Blvd Oak Park, MI 48237 USA
---	---	---

TIPS: 230301

United States Dollar

Line	Part / Description	Expected Qty	Unit Price	Ext. Price
1	SA72RDPHL-SS 72" Round Alulite Linenless Swirl Meeting Table with H Style Leg - Black Matte Paint Color: Satin Swirl Spandex Hooks included as a standard option	22 EA	1,116.00	24,552.00
2	TT72NR-P Large Round Narrow GHD Table Truck	5 EA	1,471.00	7,355.00
<div style="border: 1px solid black; padding: 5px;"> TT72NR-P *(5) Table Capacity* *Loaded Table Cart Dimensions - 31.5" W x 72 1/2"L* </div>				
3	SA3096PHL-SS 30" x 96" Alulite Linenless Swirl Meeting Table with H Style Leg - Black Matte Paint Color: Satin Swirl Spandex Hooks included as a standard option	22 EA	653.00	14,366.00
4	TT308GHD-P 30" x 96" GHD Table Truck	2 EA	1,193.00	2,386.00
<div style="border: 1px solid black; padding: 5px;"> TT308GHD-P *(10) Table Capacity* *Loaded Table Cart Dimensions - 33 1/2" W x 105"L* </div>				
5	SA30RDP42KD-SS 30" Round Alulite Linenless Swirl Meeting Table with 42" high Knockdown Pedestal Paint Color: Satin Swirl Spandex Hooks included as a standard option	6 EA	555.00	3,330.00

Entered by: sugarintegration

Salesperson: Stacie Brice

Page:

1 of 3



SOUTHERN ALUMINUM
 PO BOX 884
 Magnolia AR 71754
 USA
 Phone: 800-221-0408
 www.southernaluminum.com

Quotation

Quote Number: 701567

Date: 4/21/2026

Expires: 5/21/2026

Reference: New Bld

Sales Person: Stacie Brice

This is not an invoice. Terms subject to credit approval.

6	TT8KD-P Knockdown Pedestal Table Truck - Small	1 EA	1,036.00	1,036.00
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*TT8KD-P
 (8) Table Capacity
 *Loaded Table Cart Dimensions - 32 1/2" W x 61"L **

QUOTE - Miscellaneous Charge -	
<u>Description</u>	<u>Ext. Price</u>
1) Freight	2,873.00

Taxes	
<u>Tax Description</u>	<u>Tax Amount</u>
MICHIGAN	3,181.50

Sales tax will be removed at time of order if tax-exemption form is on file.

Lines Total:	53,025.00
Total Taxes:	3,181.50
Quote Miscellaneous Charges:	2,873.00
Quote Total	\$ 59,079.50
	\$55,898.00



SOUTHERN ALUMINUM
 PO BOX 884
 Magnolia AR 71754
 USA
 Phone: 800-221-0408
 www.southernaluminum.com

Quotation

Quote Number: 701567

Date: 4/21/2026

Expires: 5/21/2026

Reference: New Bld

Sales Person: Stacie Brice

This is not an invoice. Terms subject to credit approval.

LEGAL TERMS AND CONDITIONS

PRICE: Quoted Pricing in U.S. Dollars, EX WORKS/F.O.B. Origin

COMMENTS: The prices in this quote are valid for 30 days from the date of this quote. We reserve the right to correct any material errors contained herein. For orders shipping outside of the U.S., this quote EXCLUDES applicable taxes, custom duties, detention, demurrage, and clearing costs. This must be coordinated with your broker. Southern Aluminum will provide appropriate export documentation. It is the responsibility of the forwarder and/or customs broker to file the appropriate documentation for importation and clearance.

FREIGHT: For U.S. shipments only: any estimated freight is to destination ONLY; it does not include additional delivery equipment, i.e., lift gate, inside delivery, set-up or packing materials disposal, etc. Freight is for standard packaging. Palletization requests will incur additional fees and increased freight charges. If delivery equipment is required for delivery, additional charges may apply. Freight prices are subject to change based on actual shipping charges. For shipments outside the U.S.: estimated freight will be provided upon request to forwarder, port, or destination.

TERMS: Net 30 days with approved credit for orders being delivered in the U.S. Advance Payment for orders being delivered outside the U.S.

TRANSPORTATION RESPONSIBILITY: Southern Aluminum products are shipped F.O.B. origin from Magnolia, Arkansas. This means that the buyer, and not the seller, owns the goods and carries all the risk of loss or damage after the goods leave the factory. It is the buyer's responsibility to inspect the shipment upon delivery before accepting delivery in good condition. Any damage, visible or concealed, must be noted on the carrier's delivery receipt in the presence of the driver. This should be done before signing the delivery receipt accepting the goods in good condition. Upon delivery, cartons should be inspected for any visible damage that may have occurred in transit. Promptly (within 3 business days) report to the delivering carrier or Southern Aluminum any obvious tears in cartons or damage to contents.

DELIVERY: Southern Aluminum assumes no liability for damages on account of delay in delivery resulting from any cause whatsoever beyond its reasonable control.

NOTE: All quotations and agreements are contingent upon absence of strikes, accidents, fires, availability of materials and all other causes beyond our control. Prices are based on costs and conditions existing on date of quotation and are subject to change by the Seller before final acceptance. Typographical errors are subject to correction. Conditions not specifically herein shall be governed by established trade customs. Terms inconsistent with those stated herein which may appear on Purchaser's formal order will not be binding on the seller.

THANK YOU - WE ARE EAGER TO PARTNER WITH YOU.

In lieu of a purchase order, please sign/date above after reviewing our legal terms.



CITY OF OAK PARK, MI STAFF REPORT

11.A

AGENDA FOR: May 4, 2026

SUBJECT: First reading of an ordinance amending Chapter 2, Article II of the Code of Ordinances to add Division II, establishing the Administrative Hearings Bureau.

DEPARTMENT: Municipal Services

FROM: Kim Marrone, Director of Municipal Services

SUMMARY: The City is establishing an Administrative Hearings Bureau to prevent, reduce and eliminate blight, causes of blight, and to expeditiously address such violations that negatively impact the public health, safety, and welfare of city residents. The City finds that changing zoning, building or property maintenance, solid waste and illegal dumping, disease and sanitation, noxious weeds, vehicle abandonment, and inoperative vehicles from criminal misdemeanor or civil infraction offenses to blight violations punishable by a civil fine as determined following a hearing by the Administrative Hearings Bureau is a more efficient, effective way of achieving compliance with City ordinance regulating blight.

FINANCIAL STATEMENT: N/A

RECOMMENDED ACTION: It is recommended that City Council approve the first reading of the ordinance to establish an Administrative Hearing Bureau.

EXHIBITS:

1. Oak Park- Resolution First Reading AHB Ordinance (1)
2. AHB Ordinance- AGENDA DRAFT FIRST READING (1)

[Proposed 5-4-26]

**CITY OF OAK PARK
RESOLUTION REGARDING FIRST READING OF PROPOSED
AMENDMENTS TO CHAPTER 2, ARTICLE II TO ADD DIVISION 11
ESTABLISHING THE ADMINISTRATIVE HEARINGS BUREAU**

At a Regular Meeting of the City Council of the City of Oak Park, Oakland County, Michigan, held at Oak Park City Hall located at 14000 Oak Park Boulevard on Monday, May 4, 2026 at 7:00 pm.

Present:

Absent:

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

WHEREAS, MCL §§ 117.4i, 117.4q, 117.4r of the Home Rule City Act, together with Section 17.14 of the City Charter, authorize the City to create and administrative hearings bureau to prevent, reduce and eliminate blight, causes of blight, and to expeditiously address such violations that negatively impact the public health, safety and welfare of city residents.

WHEREAS, the City of Oak Park desires to amend Chapter 2, Article II of the Code of Ordinances to add Division 11, Sections 2-201 through 2-209, establishing the Administrative Hearings Bureau in the City of Oak Park.

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

1. The first reading of the proposed amendments to Chapter 2, Article II to add Division 11 encompassing Sections 2-201 to 2-209 are hereby approved in substantially the form attached hereto.

Roll Call Vote: Yes,
 No,
 Absent,

RESOLUTION DECLARED ADOPTED

Edwin T. Norris, City Clerk

Chapter 2- ADMINISTRATION

ARTICLE II.- ADMINISTRATIVE SERVICE

DIVISION 11.- ADMINISTRATIVE HEARING BUREAU¹

2-201.- Establishment and Purpose.

The City hereby establishes an Administrative Hearings Bureau, also known as the Violations Bureau, pursuant to MCL §§ 117.4i, 117.4q, 117.4r. which authorize the creation of an administrative hearings bureau, and Section 17.14 of the City Charter. The Administrative Hearings Bureau will consist of and operate through an administrative hearing officer or magistrate, as set forth in 2-203. The City establishes the Administrative Hearings Bureau to prevent, reduce and eliminate blight, causes of blight, and to expeditiously address such violations that negatively impact the public health, safety, and welfare of city residents. The City finds that changing zoning, building or property maintenance, solid waste and illegal dumping, disease and sanitation, noxious weeds, vehicle abandonment, and inoperative vehicles from criminal misdemeanor or civil infraction offenses to blight violations punishable by a civil fine as determined following a hearing by the Administrative Hearings Bureau is a more efficient, effective way of achieving compliance with City ordinance regulating blight.

2-202.- Definitions

Administrative Hearings Bureau: The Administrative Hearings Bureau established by this Division as authorized by section 17.14 of the Charter and as provided in MCL 117.4q.

Blight: means a condition that impairs, destroys, or deteriorates the property because of its decay, improper storage, or effect on property or quality of life including but not limited to such things as garbage, junk, noxious weeds, inoperative vehicles, and waste. The proper storage of materials or equipment incidental to and necessary for the carrying out of any business or occupation lawfully being carried out on the property in question is not the cause of blight or a blighting factor if all applicable city ordinances are satisfied. A violation of any of the following ordinances shall be blight violations²:

- (a) Any blight or blighting factors set forth in 38-96
- (b) Any violation of Appendix A, Zoning
- (c) Any violation of Chapter 78, Trees
- (d) Any violation of Chapter 18, Buildings and Building Regulations

¹ Section 2-201-2.210 currently reserved.

² MCL 117.4q allows the City to designate any of the following violations as “blight” to be adjudicated by the AHB: zoning; building or property maintenance; solid waste and illegal dumping; disease and sanitation; noxious weeds; vehicle abandonment, inoperative vehicles, vehicle impoundment, and municipal vehicle licensing; right-of-way signage; an ordinance that is substantially the same as sections 138-142 of the housing law of Michigan.

- (e) Violation of the Property Maintenance Code as set forth in Article VI., Chapter 18, Buildings and Building Regulations.
- (f) Any violation of Chapter 62, including illegal dumping as set forth in 62-2
- (g) Sanitation as set forth in 14-30, Division 1, Article II, Chapter 14, Animals.
- (h) Noxious weeds and grass as set forth in Article VIII, Chapter 18, Buildings and Building Regulations
- (i) Vehicle abandonment, inoperative vehicles, vehicle impoundment, and municipal vehicle licensing as set forth in Sec. 74-852 and Sec. 74-854, Article XVIII.
- (j) Signage, including placement of signage in a right-of-way.
- (k) Keeping or maintaining a dangerous building as set forth in 18-207.

Blight Violation Notice: A written notice of blight that may be in the form of a ticket or other writing. Notices may be served and are deemed to be served on the date the notice was personally delivered, deposited in the United States Mail, postage pre-paid, personally left at the premises or posted on the premises.

2-203.- Administrative Hearings Officers³

- (a) Appointment and compensation. An administrative hearing officer shall conduct the adjudicatory hearings of the Administrative Hearings Bureau provided for herein. The City Manager⁴ shall appoint one or more hearing officers for a term of two years in the manner provided for the appointment of administrative officers in the City Charter; provided, all hearing officers shall be attorneys licensed to practice law in the State of Michigan for at least five years. Administrative hearing officers may be removed from their position for reasonable cause as set forth in MCL 117.4q prior to the expiration of their term. Compensation of administrative hearings officers shall be recommended by the City Manager and set by resolution of the City Council from time to time.
- (b) Training. Before conducting administrative hearings, administrative hearings officers shall successfully complete a formal training program which includes the following:
 - (1) Instruction on the rules of procedure of the administrative hearings that they will conduct.
 - (2) Orientation to each subject area of the code violations they will adjudicate.
 - (3) Observation of administrative hearings.
 - (4) Participation in hypothetical cases, including ruling on evidence and issuing final orders.

³ Hearing officers must be appointed in a manner consistent with the Charter of the City for appointment of other municipal officers or employees

⁴ Pursuant to Sec. 4.6 of the Charter, all administrative officers of the city, except the City Manager and attorney, shall be appointed by the city manager for an indefinite period, subject to confirmation by the council. Such officers shall be responsible to the city manager and shall have their compensation fixed by the city manager in accordance with the budget appropriations and subject to approval by the council. Such officers may be discharged by the city manager at his pleasure without confirmation by the council.

- (5) The importance of impartiality in the conduct of the administrative hearing and adjudication of the violation.
 - (6) Instructions on the preparation of a record that is adequate for judicial review.
- (c) Authority and duties. The authority and duties of a hearing officer shall include the following:
- (1) Hold conferences for the settlement or simplification of issues;
 - (2) Administer oaths and affirmations;
 - (3) Rule upon motions, objections, and the admissibility of evidence;
 - (4) Hearing testimony and accepting evidence that is relevant to the existence of a blight violation.
 - (5) Issuing subpoenas directing witnesses to appear and give relevant testimony at the hearing, upon the request of a party or a party's attorney.
 - (6) Preserving and authenticating the record of the hearing and all exhibits and evidence introduced at the hearing.
 - (7) Issuing a determination whether a blight violation exists based upon the evidence presented at the hearing. The determination shall be in writing and shall include written findings of fact, a decision and an order. The City shall have the burden of establishing the responsibility of the alleged violator by a preponderance of the evidence. Unless the burden is met, the matter shall be dismissed. A decision and an order shall not be made except upon consideration of the record as a whole or a portion of the record as may be cited by any party to the proceeding and as supported by and in accordance with the competent, material, and substantial evidence. If the alleged violator fails to appear, and the blight violation notice is sworn, a decision and order of default may be entered. A decision and order finding the alleged violator responsible for the violation shall include a civil fine, if any, or any sanctions or action with which the violator must comply, or both.
 - (8) Imposing reasonable and proportionate sanctions consistent with applicable code provisions and assessing costs upon a finding that the alleged violator is responsible for the alleged violation; provided a hearing officer does not have the authority to:
 - (i) impose a penalty of imprisonment or
 - (ii) impose a civil fine in excess of \$10,000, in the aggregate. The maximum monetary civil fine allowed under this section excludes costs of enforcement or costs imposed to secure compliance with City Code and are not applicable to enforce the collection of any tax imposed and collected by the City.
 - (9) In addition to fines and costs imposed, the hearing officer shall impose a justice system assessment of \$10 for each blight violation determination. Upon payment, the City shall transmit that assessment to the state treasury as required pursuant to MCL 117.4q(13).

2-204.- Instituting Administrative Adjudication Proceedings; Blight Violation Notice.

Any authorized department or agency of the city may institute an administrative adjudication proceeding by forwarding a copy of the notice of blight violation and notice of hearing, which has been properly served on the respondent, to the administrative hearings bureau.

- (a) Contents.** The City shall issue a blight violation notice to an individual believed to be responsible for a blight violation. The blight violation notice shall:
- i.** Be in writing;
 - ii.** Include a description of the real property sufficient for identification;
 - iii.** Include a statement of the reason(s) why the notice is being issued;
 - iv.** The date of the inspection and the name of the inspector;
 - v.** Direct the named person or entity to pay a civil fine for the violation or appear at a specific date and time for hearing before the Administrative Hearings Bureau as provided in this section at least 14 days after the date the blight violation notice is served.
 - vi.** Be treated as made under oath if the violation alleged in the notice occurred in the presence of the authorized local official signing the violation notice and if the notice contains the following statement immediately above the date and signature of the official: "I declare under the penalties of perjury that the statements above are true to the best of my information, knowledge, and belief."
 - vii.** A notice of hearing, including the date, time, location of the hearing, and the penalties for failure to appear at the scheduled hearing must be included.
- (b) Admission of responsibility.** If the alleged violator wishes to admit responsibility for the blight violation, the person may do so by appearing in person, by representation or by mail. If appearance is made by representation or mail, the Bureau may accept the admission as though the person personally appeared. Upon acceptance of the admission, a hearing officer may order any of the fines and costs permitted pursuant to this article.
- (c) Denial of responsibility or admission with explanation.** If the alleged violator wishes to deny responsibility for the blight violation, or admit responsibility with an explanation, the person may do so by appearing in person on the date scheduled for the administrative hearing for the purpose of adjudicating the alleged violation.
- (d) Prehearing removal or correction of blight violation (fix-it ticket).** The blight violation notice may also designate a date by which if a person removes or corrects the blight violation, the inspector may dismiss the blight violation notice. The date of the correction, if any, set forth in the blight violation notice, must be at least 14 days prior to the Administrative Hearings Bureau hearing date. The decision as to whether this

option for a prehearing removal or correction is included in the blight violation notice shall be made by the inspector based upon the nature of the violation, the history of prior violations or other relevant factors. At the request of the recipient of a blight violation notice, the inspector may also reschedule the hearing date to provide the person additional time to correct the violation where the person demonstrates a willingness to correct the violation.

- (e) Fines. The fines for blight violations shall be set by resolution of City Council from time to time.
- (f) Waiver of fines. After a decision set forth in § 2-205, the City may waive a fine for a blight violation for a first time offender if the offender corrects the violation.
- (g) Service of a blight violation notice or rescheduled hearing date. A blight violation notice or a rescheduled hearing date may be served by any of the following methods:
 - i. Delivering the notice to the owner personally or leaving the notice at his or her residence.
 - ii. Mailing the notice to such owner at his or her last known address by first-class mail.
 - iii. If the owner is unknown, posting the notice in some conspicuous place on the premises.

2-205.- Hearing

- (a) Timing. Hearings shall be scheduled with reasonable promptness, except that for hearings scheduled in all nonemergency situations the alleged violator, if he or she requests, shall have at least 14 days after service of process to prepare for the hearing. For purposes of this subsection, "nonemergency situation" means any situation that does not reasonably constitute a threat to the public interest, safety, or welfare. If service is provided by first-class mail, the fourteen-day period begins to run on the day that the notice is deposited in the mail.
- (b) Procedure. A party shall be provided with the opportunity for a hearing during which they may be represented by counsel, present witnesses, and cross-examine witnesses. A party may request the hearing officer to issue subpoenas to direct the attendance and testimony of relevant witnesses and the production of relevant documents. The rules of evidence as applied in a nonjury civil case in circuit court shall be followed as far as practicable, but the hearing officer may admit and give probative effect to evidence of a type commonly relied upon by reasonably prudent persons in the conduct of their affairs. Irrelevant, immaterial, or unduly repetitious evidence may be excluded. Effect shall be given to the rules of privilege recognized by law. Objections to offers of evidence may be made and shall be noted in the

record. Subject to these requirements, the hearing officer, for the purpose of expediting hearings and when the interests of the parties will not be substantially prejudiced thereby, may provide in an administrative hearing or by rule for submission of all or part of the evidence in written form.

- (c) Decision. Any decision by a hearing officer that a blight violation does or does not exist constitutes a final decision and order for purposes of judicial review and may be enforced in the same manner as a judgment entered by a court of competent jurisdiction.
- (d) Default. If at the time set for a hearing neither the recipient of a blight violation notice, nor his or her attorney of record, appears and the blight violation notice is properly completed and sworn, the administrative hearing officer may find the recipient in default and enter an order of default which includes the fines and costs as permitted under § 2-204. A copy of the order of default must be served on the party by United States Mail.
- (e) Motion to set aside default. The recipient of a notice of blight violation who is found to be in default may motion the administrative hearing officer to set aside the order of default and set a new hearing date, at any time, if the petitioner establishes that the petitioner was not provided with proper service of process. If the petition is granted, the administrative hearing officer must proceed with a new hearing on the underlying matter as soon as practical. An administrative hearing officer may set aside any order entered by default and set a new hearing date, upon a motion filed within 21 days after the issuance of the order of default, if the administrative hearing officer determines that the petitioner's failure to appear at the hearing was for good cause or, at any time, if the petitioner establishes that the petitioner was not provided with proper service of process. If the petition is granted, the administrative hearing officer must proceed with a new hearing on the underlying matter as soon as practical.

2-206.- Appeal

- (a) Time to appeal. A party may file a claim of appeal within 28 days after entry of the final decision and order by the hearing officer with the Oakland County Circuit Court.
- (b) Appeal bond. An alleged violator who appeals a final decision and order to circuit court shall post with the Administrative Hearings Bureau, at the time the appeal is taken, a bond equal to the fine and costs imposed. A party who has paid the fine and costs is not required to post a bond. If a party who has posted a bond fails to comply with the requirements of Supreme Court rules for an appeal to the circuit court, the appeal may be considered abandoned, and the Bureau may dismiss the appeal on seven days' notice to the parties. The Administrative Hearings Bureau must promptly notify the circuit court of a dismissal, and the circuit court shall dismiss the claim of appeal. If the appeal

is dismissed or the decision and order are affirmed, the Administrative Hearings Bureau may apply the bond to the fine and costs. An appeal by the City must be asserted by the City's Attorney and a bond is not required.

- (c) Review on appeal. An appeal to the circuit court shall be a review by the circuit court of the certified record provided by the Bureau. Pending appeal, and subject to the bond requirement provided for herein, the hearing officer may stay the order and any sanctions or costs imposed. Once an appeal is filed, and subject to the bond requirement provided for herein, the circuit court may stay the order and any sanctions or costs imposed. The circuit court, as appropriate, may affirm, reverse, or modify the decision or order of the Bureau, or remand the matter for further proceedings. The circuit court shall hold unlawful and set aside a decision or order of the hearing officer if substantial rights of an alleged violator have been prejudiced because the decision or order is any of the following:
- i. In violation of the Constitution or a statute, Charter, or ordinance;
 - ii. In excess of the authority or jurisdiction of the agency as conferred by statute, Charter, or ordinance;
 - iii. Made upon unlawful procedure resulting in material prejudice to a party;
 - iv. Not supported by competent, material, and substantial evidence on the whole record;
 - v. Arbitrary, capricious, or clearly an abuse or unwarranted exercise of discretion; and/or
 - vi. Affected by other substantial and material error of law.

2-207.- Enforcement of Order

- (a) Payment. All fines and assessments ordered by an administrative hearing officer shall be paid to the City's Treasurer. Any fine, sanction, or cost imposed by an administrative hearing officer's order that remains unpaid after the exhaustion of, or the failure to exhaust, judicial review procedures is a debt due and owing the City and, as such, may be collected in accordance with applicable law, and shall become a lien on the property and assessed as a single lot assessment against such property.
- (b) Enforcement. After the expiration of the period in which judicial review may be sought, unless stayed by a court of competent jurisdiction, the findings, decision, and order of an administrative hearing officer may be enforced in the same manner as a judgment entered by a court of competent jurisdiction, and may be enforced against assets of the owner other than the building or structure.
- (c) Failure to comply. In any case in which a respondent fails to comply with an administrative hearing officer's order to correct a blight violation or imposing a fine or other sanction as a result of a blight violation, any expenses incurred by the City to

enforce the administrative hearing officer's order, including but not limited to, attorney's fees, court costs, fines, fees, and costs related to property demolition or foreclosure, after they are fixed by a court of competent jurisdiction or an administrative hearing officer, is a debt due and owing the City. Before an administrative hearing officer assesses any expense, the respondent must be provided notice that states that the respondent must appear at a hearing before an administrative hearing officer to determine whether the respondent has failed to comply with the administrative hearing officer's order. The notice must set the time for the hearing, which may not be less than seven days from the date that notice is served. Notice is sufficient if served by first-class mail and the seven-day period begins to run on the date that the notice is deposited in the mail.

- (d) Remedies not exclusive. Nothing in this section prevents the City from enforcing or seeking to enforce any order of an administrative hearing officer in any manner, which is in accordance with applicable law.

2-208.- Administrative Adjudication Procedures Not Exclusive

Notwithstanding any other provision in this chapter, neither the Bureau's authority to conduct administrative adjudication procedures nor the institution of such procedures under this chapter precludes the City from seeking any remedies for blight violations through the use of any other administrative procedure or court proceeding where authorized by law.

2-209.- Rules and Procedures

The City may establish rules and procedures necessary for the efficient operation of the Bureau. Such rules and procedures shall be made publicly available.

2-210.-Exclusions and Severability.

This Division does not address any civil infraction under the Michigan Vehicle Code, the Uniform Traffic Code, provisions that allow for control of traffic in parking areas, or a similar municipal ordinance.

Nothing in this chapter affects the jurisdiction of the Planning Commission, the Building Board of Appeals, Board of Review, or the Zoning Board of Appeals. The provisions of this Division apply to administrative adjudication proceedings conducted by the administrative hearings bureau to the extent they are not inconsistent with the provisions of this Code, which set forth specific procedures for the administrative adjudication of particular code provisions.

The sections and provisions of this Division are severable and any portion declared void or against public policy will not affect the validity of the remaining sections or provisions of this chapter.



CITY OF OAK PARK, MI STAFF REPORT

12.A

AGENDA FOR: May 4, 2026

SUBJECT: Resolution Authorizing Renewal of a Uniform Video Service Local Franchise Agreement with DIRECTV, as transferee of AT&T Michigan.

DEPARTMENT: Attorney

FROM: Courtney Krause, City Attorney

SUMMARY: In correspondence dated April 13, 2026, DIRECTV, LLC requested City approval of a renewal of the Video Franchise Agreement. The City of Oak Park originally approved a Video Franchise Agreement with AT&T on July 5, 2007, which was renewed effective December 1, 2016 for another ten years, beginning on the date that the agreement is approved by City Council. DIRECTV had advised that AT&T transferred its Video Franchise Agreement to DIRECTV in 2021.

Video Franchise Agreements are standard form agreements approved by the Michigan Public Services Commission pursuant to the Uniform Video Services Local Franchise Act, Public Act 480 of 2006, MCL 484.3301 et. Seq. ("Act 480"). On December 21, 2006, Governor Granholm signed Act 480 to promote competition in providing video service in the state of Michigan and to make the application and approval process less burdensome and costly for providers. Before Act 480, Michigan did not legislate how franchises would be granted; thus under the Michigan Constitution, cable franchises were awarded by a township, city, or village.

Under Act 480, a video franchise agreement is fully transferable to a successor in interest, and the transfer does not require approval by the franchising municipality. The standard form agreements contain all of the provisions required by the statute and the City has limited authority to negotiate substantive provisions of the agreement.

Under the City's existing agreement with AT&T, the City receives a video service provider fee of 5% and a Public, Education, and Government "PEG" fee of 2%. The same percentage fees are proposed for the renewal with DIRECTV.

The City is required under Act 480 to approve a complete franchise agreement or a renewal agreement within 30 days of the date it receives the franchise agreement from a video service provider. If the City does not notify a provider that its agreement is incomplete, or fails to approve an agreement within 30 days, the agreement is considered complete and approved. The agreement remains in effect for a period of 10 years and may be renewed for an additional ten years at the request of the video provider. The City also has a Video Franchise Agreement with Comcast.

FINANCIAL STATEMENT: N/A

RECOMMENDED ACTION: Approval of the proposed Uniform Video Service Local Franchise Renewal Agreement with DIRECTV, LLC as transferee of AT&T Michigan with a 5% franchise fee and a 2% PEG fee.

EXHIBITS:

1. OP - Resolution Approving Uniform Video Service Local Franchise Agreement with DIRECTV 5-4-26
2. City of Oak Park - renewed video franchise agreement (1)
3. Map of Oak Park (1)

**[Proposed 5-4-26]
CITY OF OAK PARK
OAKLAND COUNTY, MICHIGAN**

**RESOLUTION REGARDING THE PROPOSED RENEWAL
OF THE UNIFORM LOCAL FRANCHISE AGREEMENT WITH
DIRECTV, LLC**

At a Regular Meeting of the City Council of the City of Oak Park, Oakland County, Michigan, held at Oak Park City Hall located at 14000 Oak Park Boulevard on the 4th day of May 2026 at 7:00 p.m.

Present: _____

Absent: _____

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

WHEREAS, on July 5, 2007, the City approved a Uniform Video Service Local Franchise Agreement (“Video Franchise”) with Michigan Bell Telephone Company, d/b/a AT&T Michigan (“AT&T”), for a period of ten (10) years in accordance with Public Act 480 of 2006, the Uniform Video Service Local Franchise Act (the “Act”),

WHEREAS, effective December 1, 2016, the Video Franchise was renewed for an additional ten-year term expiring in 2026 as allowed by Section 3 of the Act;

WHEREAS, under the Act, a video franchise agreement is fully transferrable to any successor in interest to the provider to which the franchise was initially granted. Approval of a transfer by a franchising municipality is not required. In accordance with communications received by the City from DIRECTV, AT&T transferred its video franchise with the City to DIRECTV in 2021;

WHEREAS, on April 13, 2026, DIRECTV requested a renewal of the video franchise agreement with the City (“Renewal Agreement”). The City Attorney has reviewed the proposed Renewal Agreement and determined that it is complete under the Act; and

WHEREAS, the 5% of gross revenue annual video service provider fee in Section VI.A, and 2% of gross revenue PEG fee in Section VIII.A of the Renewal Agreement are the same fees paid under the City’s Uniform Video Service Local Franchise Agreement with Comcast as required by Section 6 of the Act; and

WHEREAS, the Act requires the City of Oak Park as the Franchising Entity to approve the Franchise Agreement or notify DIRECTV if the agreement is incomplete within 30 days after the submission of a complete Franchise Agreement.

WHEREAS, the Council has accepted that the Renewed Agreement is complete and meets the technical requirements of the Act, understands that there has been no change in the law since

2007 when Video Franchise was required to be approved, that provides the City with denial or conditional approval authority, and therefore undertakes to adopt this Resolution approving the Renewed Agreement for a period of ten (10) years as required by the Act.

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

1. The City finds that the Renewal Agreement is complete and meets the technical requirements of the Act, and for that reason, the City hereby approves and authorizes the City Manager to execute the attached Renewal Uniform Video Service Local Franchise Agreement with DIRECTV.
2. Notwithstanding that the term of the 2016 Franchise Agreement has not expired, the term of the Renewal Agreement shall be ten (10) years from the date of this approval.
3. On Page 9 of the Renewal Agreement, the “Date completed and approved” shall be completed by inserting the date of Council approval of the Renewal Agreement. Determination of completeness and approval and authority for this Franchise Agreement to be signed on behalf of the City was by adoption of a Resolution by the City Council at a meeting on May 4, 2026.
4. The City Clerk shall provide a copy of this Resolution to DIRECTV by one of the methods for Notice in Section XV of the Renewal Agreement.
5. Any and all Resolutions that are in conflict with this Resolution are hereby repealed to the extent necessary to give this Resolution full force and effect.

Roll Call Vote: Yes,
 No,
 Absent,

I hereby certify that the foregoing constitutes a true and complete copy of a resolution adopted by the City of Oak Park, County of Oakland, State of Michigan, at a regular meeting held on Monday, May 4, 2026 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act No. 267, Public Acts of 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

T. Edwin Norris, City Clerk



Scott J. Alexander
Senior Director – External Affairs
2260 E. Imperial Highway
El Segundo, California 90245
(214) 202-3185
scott.alexander@directv.com

April 13, 2026

Via e-mail delivery

City of Oak Park, MI

Dear City Officials:

Pursuant to Section 3 of 2006 Public Act 480, MCL 484.3303 ("Act 480") and the January 30, 2007 Order ("Order") and the April 16, 2009 Order of the Michigan Public Service Commission ("Commission"), in Case No. U-15169, DIRECTV, LLC ("DIRECTV"), hereby files the enclosed Uniform Video Service Local Franchise Agreement ("Renewed Agreement") by and between the City of Oak Park, a Michigan municipal corporation (the "Franchising Entity") and DIRECTV (the "Provider"). The enclosed Renewed Agreement will have the effect of continuing in place the current terms and conditions in the Uniform Video Service Local Franchise Agreement between DIRECTV and the City of Oak Park, which was originally completed with AT&T Michigan ("Initial Agreement"). In 2021, that agreement was transferred from AT&T Michigan to DIRECTV, LLC.

The enclosed filing follows the standard form agreement per the MPSC. The Renewed Agreement continues the video service provider fee of 5.0% and a PEG fee of 2.00%. If any information needs to be changed, please let me know.

Please feel free to contact me with any questions about the agreement.

Best regards,

Scott J. Alexander
Senior Director – External Affairs

UNIFORM VIDEO SERVICE LOCAL FRANCHISE AGREEMENT

THIS UNIFORM VIDEO SERVICE LOCAL FRANCHISE AGREEMENT (“Agreement”) is made, pursuant to 2006 PA 480, MCL 484.3301 *et seq*, (the “Act”) by and between the City of Oak Park, a Michigan municipal corporation (the “Franchising Entity”), and DIRECTV, LLC, a California limited liability company, doing business as DIRECTV (the “Provider”).

I. Definitions

For purposes of this Agreement, the following terms shall have the following meanings as defined in the Act:

- A. “Cable Operator” means that terms as defined in 47 USC 522(5).
- B. “Cable Service” means that terms as defined in 47 USC 522(6).
- C. “Cable System” means that term as defined in 47 USC 522(7).
- D. “Commission” means the Michigan Public Service Commission.
- E. “Franchising Entity” means the local unit of government in which a provider offers video services through a franchise.
- F. “FCC” means the Federal Communications Commission.
- G. “Gross Revenue” means that term as described in Section 6(4) of the Act and in Section VI(D) of the Agreement.
- H. “Household” means a house, an apartment, a mobile home, or any other structure or part of a structure intended for residential occupancy as separate living quarters.
- I. “Incumbent video provider” means a cable operator serving cable subscribers or a telecommunication provider providing video services through the provider’s existing telephone exchange boundaries in a particular franchise area within a local unit of government on the effective date of this act.
- J. “IPTV” means internet protocol television.
- K. “Local unit of government” means a city, village, or township.
- L. “Low-income household” means a household with an average annual household income of less than \$35,000.00 as determined by the most recent decennial census.
- M. “METRO Act” means the Metropolitan Extension Telecommunications Rights-of-Way Oversight Act, 2002 PA 48, MCL 484.3101 *et seq*.
- N. “Open video system” or “OVS” means that term as defined in 47 USC 573.
- O. “Person” means an individual, corporation, association, partnership, governmental entity, or any other legal entity.
- P. “Public rights-of-way” means the area on, below, or above a public roadway, highway, street, public sidewalk, alley, waterway, or utility easements dedicated for compatible uses.
- Q. “Term” means the period of time provided for in Section V of this Agreement.
- R. “Uniform video service local franchise agreement” or “franchise agreement” means the franchise agreement required under the Act to be the operating agreement between each franchising entity and video provider in this state.
- S. “Video programming” means that term as defined in 47 USC 522(20).
- T. “Video service” means video programming, cable services, IPTV, or OVS provided through facilities located at least in part in the public rights-of-way without regard to delivery technology, including internet protocol technology. This definition does not include any video programming provided by a commercial mobile service provider defined in 47 USC 332(d) or provided solely as part of, and via, a service that enables users to access content, information, electronic mail, or other services offered over the public internet.
- U. “Video service provider” or “Provider” means a person authorized under the Act to provide video service.
- V. “Video service provider fee” means the amount paid by a video service provider or incumbent video provider under Section 6 of the Act and Section VI of this Agreement.

II. Requirements of the Provider

- A. An unfranchised Provider will not provide video services in any local unit of government without first obtaining a uniform video service local franchise agreement as provided under **Section 3 of the Act** (except as otherwise provided by the Act).
- B. The Provider shall file in a timely manner with the Federal Communications Commission all forms required by that agency in advance of offering video service in Michigan.
- C. The Provider agrees to comply with all valid and enforceable federal and state statutes and regulations.
- D. The Provider agrees to comply with all valid and enforceable local regulations regarding the use and occupation of public rights-of-way in the delivery of the video service, including the police powers of the Franchising Entity.
- E. The Provider shall comply with all Federal Communications Commission requirements involving the distribution and notification of federal, state, and local emergency messages over the emergency alert system applicable to cable operators.
- F. The Provider shall comply with the public, education, and government programming requirements of Section 4 of the Act.
- G. The Provider shall comply with all customer service rules of the Federal Communications Commission under 47 CFR 76.309 (c) applicable to cable operators and applicable provisions of the Michigan Consumer Protection Act, 1976 PA 331, MCL 445.901 to 445.922.
 - i. Including but not limited to: MCL 445.902; MCL 445.903 (1)(a) through 445.903(1)(cc); MCL 445.903(1)(ff) through (jj); MCL 445.903(2); MCL 445.905; MCL 445.906; MCL 445.907; MCL 445.908; MCL 445.910; MCL 445.911; MCL 445.914; MCL 445.915; MCL 445.916; MCL 445.918.
- H. The Provider agrees to comply with in-home wiring and consumer premises wiring rules of the Federal Communications Commission applicable to cable operators.
- I. The Provider shall comply with the Consumer Privacy Requirements of 47 USC 551 applicable to cable operators.
- J. If the Provider is an incumbent video provider, it shall comply with the terms which provide insurance for right-of-way related activities that are contained in its last cable franchise or consent agreement from the Franchising Entity entered before the effective date of the Act.
- K. The Provider agrees that before offering video services within the boundaries of a local unit of government, the video Provider shall enter into a Franchise Agreement with the local unit of government as required by the Act.
- L. The Provider understands that as the effective date of the Act, no existing Franchise Agreement with a Franchising Entity shall be renewed or extended upon the expiration date of the Agreement.
- M. The Provider provides an exact description of the video service area footprint to be served, pursuant to **Section 2(3)(e) of the Act**. If the Provider is not an incumbent video Provider, the date on which the Provider expects to provide video services in the area identified under **Section 2(3)(e) of the Act** must be noted. The Provider will provide this information in Attachment 1 - Uniform Video Service Local Franchise Agreement.
- N. The Provider is required to pay the Provider fees pursuant to **Section 6 of the Act**.

III. Provider Providing Access

- A. The Provider shall not deny access to service to any group of potential residential subscribers because of the race or income of the residents in the local area in which the group resides.
- B. It is a defense to an alleged violation of Paragraph A if the Provider has met either of the following conditions:
 - i. Within 3 years of the date it began providing video service under the Act and the Agreement; at least 25% of households with access to the Provider's video service are low-income households.
 - ii. Within 5 years of the date it began providing video service under the Act and Agreement and from that point forward, at least 30% of the households with access to the Provider's video service are low-income households.
- C. **[If the Provider is using telecommunication facilities]** to provide video services and has more than 1,000,000 telecommunication access lines in Michigan, the Provider shall provide access to its video service to a number of households equal to at least 25% of the households in the provider's telecommunication

service area in Michigan within 3 years of the date it began providing video service under the Act and Agreement and to a number not less than 50% of these households within 6 years. **The video service Provider is not required to meet the 50% requirement in this paragraph until 2 years after at least 30% of the households with access to the Provider's video service subscribe to the service for 6 consecutive months.**

- D. The Provider may apply to the Franchising Entity, and in the case of paragraph C, the Commission, for a waiver of or for an extension of time to meet the requirements of this section if 1 or more of the following apply:
- i. The inability to obtain access to public and private rights-of-way under reasonable terms and conditions.
 - ii. Developments or buildings not being subject to competition because of existing exclusive service arrangements.
 - iii. Developments or buildings being inaccessible using reasonable technical solutions under commercial reasonable terms and conditions.
 - iv. Natural disasters
 - v. Factors beyond the control of the Provider
- E. The Franchising Entity or Commission may grant the waiver or extension only if the Provider has made substantial and continuous effort to meet the requirements of this section. If an extension is granted, the Franchising Entity or Commission shall establish a new compliance deadline. If a waiver is granted, the Franchising Entity or Commission shall specify the requirement or requirements waived.
- F. The Provider shall file an annual report with the Franchising Entity and the Commission regarding the progress that has been made toward compliance with paragraphs B and C.
- G. Except for satellite service, the provider may satisfy the requirements of this paragraph and Section 9 of the Act through the use of alternative technology that offers service, functionality, and content, which is demonstrably similar to that provided through the provider's video service system and may include a technology that does not require the use of any public right-of-way. The technology utilized to comply with the requirements of this section shall include local public, education, and government channels and messages over the emergency alert system as required under Paragraph II(E) of this Agreement.

IV. Responsibility of the Franchising Entity

- A. The Franchising Entity hereby grants authority to the Provider to provide Video Service in the Video Service area footprint, as described in this Agreement and Attachments, as well as the Act.
- B. The Franchising Entity hereby grants authority to the Provider to use and occupy the Public Rights-of-way in the delivery of Video Service, subject to the laws of the state of Michigan and the police powers of the Franchising Entity.
- C. The Franchising Entity shall notify the Provider as to whether the submitted Franchise Agreement is complete as required by the Act within 15 business days after the date that the Franchise Agreement is filed. If the Franchise Agreement is not complete, the Franchising Entity shall state in its notice the reasons the Franchise Agreement is incomplete. The Franchising Entity cannot declare an application to be incomplete because it may dispute whether or not the applicant has properly classified certain material as "confidential."
- D. The Franchising Entity shall have 30 days after the submission date of a complete Franchise Agreement to approve the agreement. If the Franchising Entity does not notify the Provider regarding the completeness of the Franchise Agreement or approve the Franchise Agreement within the time periods required under **Section 3(3) of the Act**, the Franchise Agreement shall be considered complete and the Franchise Agreement approved.
- i. If time has expired for the Franchising Entity to notify the Provider, The Provider shall send (via mail: certified or registered, or by fax) notice to the Franchising Entity and the Commission, using Attachment 3 of this Agreement.
- E. The Franchising Entity shall allow a Provider to install, construct, and maintain a video service or communications network within a public right-of-way and shall provide the provider with open, comparable, nondiscriminatory, and competitively neutral access to the public right-of-way.
- F. The Franchising Entity may not discriminate against a video service provider to provide video service for any of the following:
- i. The authorization or placement of a video service or communications network in public right-of-way.
 - ii. Access to a building owned by a governmental entity.
 - iii. A municipal utility pole attachment.
- G. The Franchising Entity may impose on a Provider a permit fee only to the extent it imposes such a fee on incumbent video providers, and any fee shall not exceed the actual, direct costs incurred by the Franchising Entity for issuing the relevant permit. A fee under this section shall not be levied if the Provider already has

paid a permit fee of any kind in connection with the same activity that would otherwise be covered by the permit fee under this section or is otherwise authorized by law or contract to place the facilities used by the Provider in the public right-of-way or for general revenue purposes.

- H. The Franchising Entity shall not require the provider to obtain any other franchise, assess any other fee or charge, or impose any other franchise requirement than is allowed under the Act and this Agreement. For purposes of this Agreement, a franchise requirement includes but is not limited to, a provision regulating rates charged by video service providers, requiring the video service providers to satisfy any build-out requirements, or a requirement for the deployment of any facilities or equipment.
- I. Notwithstanding any other provision of the Act, the Provider shall not be required to comply with, and the Franchising Entity may not impose or enforce, any mandatory build-out or deployment provisions, schedules, or requirements except as required by **Section 9 of the Act**.
- J. The Franchising Entity is subject to the penalties provided for under Section 14 of the Act.

V. Term

- A. This Franchise Agreement shall be for a period of 10 years from the date it is issued. The date it is issued shall be calculated either by (a) the date the Franchising Entity approved the Agreement, provided it did so within 30 days after the submission of a complete franchise agreement, or (b) the date the Agreement is deemed approved pursuant to **Section 3(3) of the Act**, if the Franchising Entity either fails to notify the Provider regarding the completeness of the Agreement or approve the Agreement within the time periods required under that subsection.
- B. Before the expiration of the initial Franchise Agreement or any subsequent renewals, the Provider may apply for an additional 10-year renewal under **Section 3(7) of the Act**, or the parties may mutually agree to a shorter renewal period.

VI. Fees

- A. A video service Provider shall calculate and pay an annual video service provider fee to the Franchising Entity. The fee shall be 1 of the following:
 - i. If there is an existing Franchise Agreement, an amount equal to the percentage of gross revenue paid to the Franchising Entity by the incumbent video Provider with the largest number of subscribers in the Franchising Entity.
 - ii. At the expiration of an existing Franchise Agreement or if there is no existing Franchise Agreement, an amount equal to the percentage of gross revenue as established by the Franchising Entity of 5.0 % (percentage amount to be inserted by Franchising Entity which shall not exceed 5%) and shall be applicable to all providers
- B. The fee shall be due on a quarterly basis and paid within 45 days after the close of the quarter. Each payment shall include a statement explaining the basis for the calculation of the fee.
- C. The Franchising Entity shall not demand any additional fees or charges from a provider and shall not demand the use of any other calculation method other than allowed under the Act.
- D. For purposes of this Section, "gross revenues" means all consideration of any kind or nature, including, without limitation, cash, credits, property, and in-kind contributions received by the provider from subscribers for the provision of video service by the video service provider within the jurisdiction of the franchising entity.
 - 1. **Gross revenues shall include all of the following:**
 - i. All charges and fees paid by subscribers for the provision of video service, including equipment rental, late fees, insufficient funds fees, fees attributable to video service when sold individually or as part of a package or bundle, or functionally integrated, with services other than video service.
 - ii. Any franchise fee imposed on the Provider that is passed on to subscribers.
 - iii. Compensation received by the Provider for promotion or exhibition of any products or services over the video service.
 - iv. Revenue received by the Provider as compensation for carriage of video programming on that Provider's video service.
 - v. All revenue derived from compensation arrangements for advertising to the local franchise area.
 - vi. Any advertising commissions paid to an affiliated third party for video service advertising.
 - 2. **Gross revenues do not include any of the following:**
 - i. Any revenue not actually received, even if billed, such as bad debt net of any recoveries of bad debt.
 - ii. Refunds, rebates, credits, or discounts to subscribers or a municipality to the extent not already offset by subdivision (D)(i) and to the extent the refund, rebate, credit, or discount is attributable to the video service.

- iii. Any revenues received by the Provider or its affiliates from the provision of services or capabilities other than video service, including telecommunications services, information services, and services, capabilities, and applications that may be sold as part of a package or bundle, or functionality integrated, with video service.
 - iv. Any revenues received by the Provider or its affiliates for the provision of directory or internet advertising, including yellow pages, white pages, banner advertisement, and electronic publishing.
 - v. Any amounts attributable to the provision of video service to customers at no charge, including the provision of such service to public institutions without charge.
 - vi. Any tax, fee, or assessment of general applicability imposed on the customer or the transaction by a federal, state, or local government or any other governmental entity, collected by the Provider, and required to be remitted to the taxing entity, including sales and use taxes.
 - vii. Any forgone revenue from the provision of video service at no charge to any person, except that any forgone revenue exchanged for trades, barter, services, or other items of value shall be included in gross revenue.
 - viii. Sales of capital assets or surplus equipment.
 - ix. Reimbursement by programmers of marketing costs actually incurred by the Provider for the introduction of new programming.
 - x. The sale of video service for resale to the extent the purchaser certifies in writing that it will resell the service and pay a franchise fee with respect to the service.
- E.** In the case of a video service that is bundled or integrated functionally with other services, capabilities, or applications, the portion of the video Provider's revenue attributable to the other services, capabilities, or applications shall be included in gross revenue unless the Provider can reasonably identify the division or exclusion of the revenue from its books and records that are kept in the regular course of business.
- F.** Revenue of an affiliate shall be included in the calculation of gross revenues to the extent the treatment of the revenue as revenue of the affiliate has the effect of evading the payment of franchise fees which would otherwise be paid for video service.
- G.** The Provider is entitled to a credit applied toward the fees due under **Section 6(1) of the Act** for all funds allocated to the Franchising Entity from annual maintenance fees paid by the provider for use of public rights-of-way, minus any property tax credit allowed under **Section 8 of the Metropolitan Extension Telecommunications Rights-of-Way Oversight Act (METRO Act)**, 2002 PA 48, MCL 484.3108. The credits shall be applied on a monthly pro rata basis beginning in the first month of each calendar year in which the Franchising Entity receives its allocation of funds. The credit allowed under this subsection shall be calculated by multiplying the number of linear feet occupied by the Provider in the public rights-of-way of the Franchising Entity by the lesser of 5 cents or the amount assessed under the **METRO Act**. The Provider is not eligible for a credit under this section unless the provider has taken all property tax credits allowed under the **METRO Act**.
- H.** All determinations and computations made under this section shall be pursuant to generally accepted accounting principles.
- I.** Any claims by a Franchising Entity that fees have not been paid as required under **Section 6 of the Act**, and any claims for refunds or other corrections to the remittance of the Provider shall be made within 3 years from the date the compensation is remitted.
- J.** The Provider may identify and collect as a separate line item on the regular monthly bill of each subscriber an amount equal to the percentage established under **Section 6(1) of the Act**, applied against the amount of the subscriber's monthly bill.
- K.** The Franchising Entity shall not demand any additional fees or charges from a Provider and shall not demand the use of any other calculation method other than allowed under the Act.

VII. Public, Education, and Government (PEG) Channels

- A.** The video service Provider shall designate a sufficient amount of capacity on its network to provide for the same number of public, education, and government access channels that are in actual use on the incumbent video provider system on the **effective date of the Act** or as provided under **Section 4(14) of the Act**.
- B.** Any public, education, or government channel provided under this section that is not utilized by the Franchising Entity for at least 8 hours per day for 3 consecutive months may no longer be made available to the Franchising Entity and may be programmed at the Provider's discretion. At such a time as the Franchising Entity can certify a schedule for at least 8 hours of daily programming for a period of 3 consecutive months, the Provider shall restore the previously reallocated channel.
- C.** The Franchising Entity shall ensure that all transmissions, content, or programming to be retransmitted by a video service Provider is provided in a manner or form that is capable of being accepted and retransmitted by a Provider, without requirement for additional alteration or change in the content by the Provider, over the

particular network of the Provider, which is compatible with the technology or protocol utilized by the Provider to deliver services.

- D. The person producing the broadcast is solely responsible for all content provided over designated public, education, or government channels. The video service Provider *shall not* exercise any editorial control over any programming on any channel designed for public, education, or government use.
- E. The video service Provider is not subject to any civil or criminal liability for any program carried on any channel designated for public, education, or government use.
- F. If a Franchising Entity seeks to utilize capacity pursuant to **Section 4(1) of the Act** or an agreement under **Section 13 of the Act** to provide access to video programming over one or more PEG channels, the Franchising Entity shall give the Provider a written request specifying the number of channels in actual use on the incumbent video provider's system or specified in the agreement entered into under **Section 13 of the Act**. The video service Provider shall have 90 days to begin providing access as requested by the Franchising Entity. The number and designation of PEG access channels shall be set forth in an addendum to this agreement effective 90 days after the request is submitted by the Franchising Entity.
- G. A PEG channel shall only be used for noncommercial purposes.

VIII. PEG Fees

- A. The video service Provider shall also pay to the Franchising Entity as support for the cost of PEG access facilities and services an annual fee equal to one of the following options:
 - 1. If there is an existing Franchise on the effective date of the Act, the fee (enter the fee amount _____) paid to the Franchising Entity by the incumbent video Provider with the largest number of cable service subscribers in the Franchising Entity as determined by the existing Franchise Agreement;
 - 2. At the expiration of the existing Franchise Agreement, the amount required under (1) above, which is 2.00% of gross revenues. (The amount under (1) above is not to exceed 2% of gross revenues);
 - 3. If there is no existing Franchise Agreement, a percentage of gross revenues as established by the Franchising Entity and to be determined by a community need assessment, is _____% of gross revenues. (The percentage that is established by the Franchising Entity is not to exceed 2% of gross revenues.); and
 - 4. An amount agreed to by the Franchising Entity and the video service Provider.
- B. The fee required by this section shall be applicable to all providers, pursuant to Section 6(9) of the Act.
- C. The fee shall be due on a quarterly basis and paid within 45 days after the close of the quarter. Each payment shall include a statement explaining the basis for the calculation of the fee.
- D. All determinations and computations made under this section shall be pursuant to generally accepted accounting principles.
- E. Any claims by a Franchising Entity that fees have not been paid as required under **Section 6 of the Act**, and any claims for refunds or other corrections to the remittance of the Provider shall be made within 3 years from the date the compensation is remitted.
- F. The Provider may identify and collect as a separate line item on the regular monthly bill of each subscriber an amount equal to the percentage established under **Section 6(8) of the Act**, applied against the amount of the subscriber's monthly bill.
- G. The Franchising Entity shall not demand any additional fees or charges from a Provider and shall not demand the use of any other calculation method other than allowed under the Act.

IX. Audits

- A. No more than every 24 months, a Franchising Entity may perform reasonable audits of the video service Provider's calculation of the fees paid under **Section 6 of the Act** to the Franchising Entity during the preceding 24-month period only. All records reasonably necessary for the audits shall be made available by the Provider at the location where the records are kept in the ordinary course of business. The Franchising Entity and the video service Provider shall each be responsible for their respective costs of the audit. Any additional amount due verified by the Franchising Entity shall be paid by the Provider within 30 days of the Franchising Entity's submission of invoice for the sum. If the sum exceeds 5% of the total fees which the audit determines should have been paid for the 24-month period, the Provider shall pay the Franchising Entity's reasonable costs of the audit.
- B. Any claims by a Franchising Entity that fees have not been paid as required under **Section 6 of the Act**, and any claims for refunds or other corrections to the remittance of the provider shall be made within 3 years from the date the compensation is remitted.

X. Termination and Modification

This Franchise Agreement issued by a Franchising Entity may be terminated or the video service area footprint may be modified, except as provided under **Section 9 of the Act**, by the Provider by submitting notice to the Franchising Entity. The Provider will use Attachment 2, when notifying the Franchising Entity.

XI. Transferability

This Franchise Agreement issued by a Franchising Entity or an existing franchise of an incumbent video service Provider is fully transferable to any successor in interest to the Provider to which it is initially granted. A notice of transfer shall be filed with the Franchising Entity within 15 days of the completion of the transfer. The Provider will use Attachment 2, when notifying the Franchising Entity. The successor in interest will assume the rights and responsibilities of the original provider and will also be required to complete their portion of the Transfer Agreement located within Attachment 2.

XII. Change of Information

If any of the information contained in the Franchise Agreement changes, the Provider shall timely notify the Franchising Entity. The Provider will use Attachment 2, when notifying the Franchising Entity.

XIII. Confidentiality

Pursuant to Section 11 of the Act: Except under the terms of a mandatory protective order, trade secrets and commercial or financial information designated as such and submitted under the Act to the Franchising Entity or Commission are exempt from the Freedom of Information Act, 1976 PA 442, MCL 15.231 to 15.246 and **MUST BE KEPT CONFIDENTIAL**.

- A. The Provider may specify which items of information should be deemed “confidential.” It is the responsibility of the provider to clearly identify and segregate any confidential information submitted to the franchising entity with the following information:
“[insert PROVIDER’S NAME]
[CONFIDENTIAL INFORMATION]”
- B. The Franchising Entity receiving the information so designated as confidential is required (a) to protect such information from public disclosure, (b) exempt such information from any response to a FOIA request, and (c) make the information available only to and for use only by such local officials as are necessary to approve the franchise agreement or perform any other task for which the information is submitted.
- C. Any Franchising Entity which disputes whether certain information submitted to it by a provider is entitled to confidential treatment under the Act may apply to the Commission for resolution of such a dispute. Unless and until the Commission determines that part or all of the information is not entitled to confidential treatment under the Act, the Franchising Entity shall keep the information confidential.

XIV. Complaints/Customer Service

- A. The Provider shall establish a dispute resolution process for its customers. Provider shall maintain a local or toll-free telephone number for customer service contact.
- B. The Provider shall be subjected to the penalties, as described under **Section 14 of the Act**, and the Franchising Entity and Provider may be subjected to the dispute process as described in **Section 10 of the Act**.
- C. Each Provider shall annually notify its customers of the dispute resolution process required under **Section 10 of the Act**. Each Provider shall include the dispute resolution process on its website.
- D. Before a customer may file a complaint with the Commission under **Section 10(5) of the Act**, the customer shall first attempt to resolve the dispute through the dispute resolution process established by the Provider in **Section 10(2) of the Act**.
- E. A complaint between a customer and a Provider shall be handled by the Commission pursuant to the process as described in **Section 10(5) of the Act**.
- F. A complaint between a Provider and a franchising entity or between two or more Providers shall be handled by the Commission pursuant to the process described in **Section 10(6) of the Act**.
- G. In connection with providing video services to the subscribers, a provider shall not do any act prohibited by Section 10(1)(a-f) of the Act. The Commission may enforce compliance to the extent that the activities are not covered by **Section 2(3)(l) in the Act**.

XV. Notices

Any notices to be given under this Franchise Agreement shall be in writing and delivered to a Party personally, by facsimile or by certified, registered, or first-class mail, with postage prepaid and return receipt requested, or by a nationally recognized overnight delivery service, addressed as follows:

If to the Franchising Entity:
(must provide street address)

City of Oak Park
14000 Oak Park
Oak Park, MI 48237
Attn: City Clerk

e-mail address(s): enorris@oakparkmi.gov

If to the Provider:
(must provide street address)

DIRECTV, LLC
2260 E. Imperial Highway
El Segundo, CA 90245
Attn: Scott Alexander, Senior Director – External Affairs

email address: scott.alexander@directv.com

Or such other addresses or facsimile numbers as the Parties may designate by written notice from time to time.

XVI. Miscellaneous

- A. Governing Law.** This Franchise Agreement shall be governed by, and construed in accordance with, applicable Federal laws and laws of the State of Michigan.
- B.** The parties to this Franchise Agreement are subject to all valid and enforceable provisions of the Act.
- C. Counterparts.** This Agreement may be signed in one or more counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same agreement.
- D. Power to Enter.** Each Party hereby warrants to the other Party that it has the requisite power and authority to enter into this Franchise Agreement and to perform according to the terms hereof.
- E.** The Provider and Franchising Entity are subject to the provisions of 2006 Public Act 480.

IN WITNESS WHEREOF, the Parties, by their duly authorized representatives, have executed this Franchise Agreement.

City of Oak Park, a Michigan municipal corporation

DIRECTV, LLC, a California limited liability company

By

Print Name

Title

Address

14000 Oak Park

City, State, Zip

Oak Park, MI 48237

Phone

Fax

e-mail

By



Print Name

Scott J. Alexander

Title

Senior Director – External Affairs

Address

2260 E. Imperial Highway

City, State, Zip

El Segundo, California 90245

Phone

(214) 202-3185

Fax

None

Email

scott.alexander@directv.com

FRANCHISE AGREEMENT

(Franchising Entity to Complete)

Date submitted:

Date completed and approved:

ATTACHMENT 1

UNIFORM VIDEO SERVICE LOCAL FRANCHISE AGREEMENT (Pursuant To 2006 Public Act 480) (Form must be typed)

Date: April 13, 2026		
Applicant's Name: DIRECTV, LLC		
Address 1: 2260 E. Imperial Highway		
Address 2:		Phone: (310) 612-6886
City: El Segundo	State: California	Zip: 90245
Federal I.D. No. (FEIN): 95-4511940		

Company executive officers:

Name(s): Brian M. Regan
Title(s): Senior Vice President and Assistant Secretary

Person(s) authorized to represent the company before the Franchising Entity and the Commission:

Name: Scott J. Alexander or his designee(s)		
Title: Senior Director - External Affairs		
Address: 2260 E. Imperial Highway, El Segundo, California 90245		
Phone: (214) 202-3185	Fax: None	Email: scott.alexander@directv.com

Describe the video service area footprint as set forth in Section 2(3e) of the Act. (An exact description of the video service area footprint to be served, as identified by a geographic information system digital boundary meeting or exceeding national map accuracy standards.)

SEE ATTACHED MAP LABELED AS ATTACHMENT A

The Video Service Area Footprint is set forth in a map, attached as Attachment A, which is created using Expanded Geographic Information System (EGIS) software and thus, meets the requirements of Section 2(3)(e) of Act 480. The map identifies the Video Service Area Footprint in terms of wire centers or exchanges serving the City of Oak Park.

[**Option A:** for Providers that Options B and C are not applicable, a description based on a geographic information system digital boundary meeting or exceeding national map accuracy standards]

[**Option B:** for Providers with 1,000,000 or more access lines in Michigan using telecommunication facilities to provide Video Service, a description based on entire wire centers or exchanges located in the Franchising Entity]


[**Option C:** for an Incumbent Video Service Provider, it satisfies this requirement by allowing the Franchising Entity to seek right-of-way information comparable to that required by a permit under the METRO Act as set forth in its last cable franchise or consent agreement from the Franchising Entity entered into before the effective date of the Act]

Pursuant to Section 2(3)(d) of the Act, if the Provider is not an incumbent video Provider, provide the date on which the Provider expects to provide video services in the area identified under Section 2(3)(e) (the Video Service Area Footprint).

For All Applications:

**Verification
(Provider)**

I, Brian M. Regan, of lawful age, and being first duly sworn, now states: As an officer of the Provider, I am authorized to do and hereby make the above commitments. I further affirm that all statements made above are true and correct to the best of my knowledge and belief.

<i>Name and Title (printed):</i> Brian M. Regan, Senior Vice President and Assistant Secretary	
<i>Signature:</i> 	<i>Date:</i> April 13, 2026

(Franchising Entity)

City of Oak Park, a Michigan municipal corporation

By

Print Name

Title

Address

City, State, Zip

Phone

Date:

e-mail

Oak Park, Michigan



- Legend**
- Roads
 - + Railroads
 - ▭ Municipal Boundary Lines
 - ▭ Wire Center Bounds

Note: The street names of certain municipal boundary lines may not appear.



CITY OF OAK PARK, MI STAFF REPORT

12.B

AGENDA FOR: May 4, 2026

SUBJECT: Freedom of Information Act Appeals

DEPARTMENT: Attorney

FROM:

SUMMARY:

FINANCIAL STATEMENT:

RECOMMENDED ACTION:

EXHIBITS:

None



CITY OF OAK PARK, MI STAFF REPORT

13.A.1

AGENDA FOR: May 4, 2026

SUBJECT: Resolution authorizing the temporary relocation of Oak Park Voting precincts 3 and 6 for the August 4, 2026 State Primary Election.

DEPARTMENT: City Clerk

FROM: Jo Lynn Williams-Elliott, Deputy City Clerk

SUMMARY: See resolution summarizing the request to temporarily change two polling locations for the August 4, 2026 State Primary Election.

FINANCIAL STATEMENT: Temporary polling location cards will be mailed to the voters in Precinct 3 and 6 which is an unanticipated cost for the 2025/26 fiscal year.

RECOMMENDED ACTION: Adopt the resolution authorizing the changes to the polling locations.

EXHIBITS:

1. Resolution - Temporary Relocation of Precincts 3 and 6

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

**RESOLUTION AUTHORIZING THE TEMPORARY RELOCATION OF
POLLING PRECINCTS 3 AND 6 FOR AUGUST 4, 2026, STATE PRIMARY ELECTION**

At a Regular Meeting of the City Council of the City of Oak Park, Oakland County, Michigan, held at Oak Park City Hall located at 14000 Oak Park Boulevard on the 4th day of May 2026, at 7:00 p.m.

The meeting was called to order by _____.

The following Resolution was offered by _____ and seconded by _____.

WHEREAS, Pepper Elementary School, located at 24301 Church Street, Oak Park, Michigan, in the Oak Park School District, currently serves as the polling location for Oak Park Voting Precinct 3 and will be unavailable for the August 4, 2026, State Primary Election due to construction; and

WHEREAS, Einstein Elementary School, located at 14001 Northend, Oak Park, Michigan, in the Oak Park School District, currently serves as the polling location for Oak Park Voting Precinct 6 and will be unavailable for the August 4, 2026, State Primary Election due to construction; and

WHEREAS, the City of Oak Park has the Oak Park Community Center available to serve as a polling location for Precinct 3, and the Oak Park School District has Oak Park High School available to serve as a polling location for Precinct 6 for the August 4, 2026, State Primary Election;

NOW, THEREFORE, BE IT RESOLVED, that the Oak Park City Council hereby approves the temporary relocation of Voting Precinct 3 to the Oak Park Community Center, located at 14300 Oak Park Boulevard, Oak Park, Michigan, and Voting Precinct 6 to Oak Park High School, located at 13701 Oak Park Boulevard, Oak Park, Michigan, for the August 4, 2026 State Primary Election; and

BE IT FURTHER RESOLVED, that the City Clerk of the City of Oak Park is hereby directed to notify the voters of Precincts 3 and 6 of the temporary change in their polling locations for the August 4, 2026, State Primary Election.

RESOLUTION DECLARED ADOPTED

I, T. Edwin Norris, City Clerk, do hereby certify that the forgoing constitutes a true, complete and original copy of a resolution adopted by the City Council of the City of Oak Park, County of Oakland, State of Michigan, at a regular meeting held on May 4, 2026 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267 of the Public Acts of 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

T. Edwin Norris, City Clerk



CITY OF OAK PARK, MI STAFF REPORT

13.A.2

AGENDA FOR: May 4, 2026

SUBJECT: Resolution approving language for a ballot proposal renewing a millage to fund the Public Safety Retirement System pursuant to ACT 345 of 1937 for the August 4, 2026, Primary Election.

DEPARTMENT: City Clerk

FROM: Ed Norris, City Clerk

SUMMARY: Please refer to the resolution.

FINANCIAL STATEMENT: N/A

RECOMMENDED ACTION: Consider adopting the resolution.

EXHIBITS:

1. (Rev. 4-30-26) Public Safety 345 Renewal Resolution Final

CITY OF OAK PARK
OAKLAND COUNTY, MICHIGAN

**RESOLUTION APPROVING LANGUAGE FOR BALLOT PROPOSAL 26-1
RENEWAL OF A MILLAGE TO FUND THE PUBLIC SAFETY RETIREMENT
SYSTEM PURSUANT TO ACT 345 OF 1937 FOR THE
AUGUST 4, 2026 PRIMARY ELECTION**

At a Regular Meeting of the City Council of the City of Oak Park, Oakland County, Michigan, held in the Council Chambers located at 14000 Oak Park Boulevard, Oak Park, Michigan 48237 at 7:00 P.M. Eastern Daylight Savings Time, on the 4th day of May, 2026.

The Meeting was called to order by:

Present:
Absent:

The following Resolution was offered by _____ and seconded by _____.

BE IT RESOLVED, by the City Council of the City of Oak Park, Michigan that:

1. At the August 4, 2026 Primary Election, in addition to any other matters which may appear on the ballot, the following proposal shall be submitted to the electors of the City of Oak Park:

OAK PARK CITY
PRIMARY ELECTION – AUGUST 4, 2026

BALLOT PROPOSAL NO. 26-1
PROPOSAL TO RENEW THE MILLAGE LEVY TO FUND THE PUBLIC SAFETY
RETIREMENT SYSTEM

This proposal, if approved, will allow the City of Oak Park to renew the millage levy at the rate of 7.0000 mills (about \$7.00 per \$1,000 of taxable value) for a period of seven (7) years to fund the retirement system for public safety officers pursuant to Act 345 of 1937.

It is proposed that the current tax of 7 mills for public safety officers be renewed. Voters approved this tax in 2018. The City of Oak Park is levying this tax to fund the retirement system for public safety officers pursuant to Act 345 of 1937. Each year, this would cost you about \$7.00 for each \$1,000 of your taxable real and personal property value subject to taxation in the City. This charge would apply each year from 2027 through 2033. An estimated \$5,623,433 would be raised in the first year. Some of this millage may be used by the City of Oak Park Brownfield Redevelopment Authority and Corridor Improvement Authority. Should this proposed tax renewal be approved?

2. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

3. This Resolution shall become effective immediately upon its passage and adoption.

Roll Call Vote: Yes:
 No:
 Absent:

RESOLUTION DECLARED ADOPTED

I, T. Edwin Norris, City Clerk, do hereby certify that the forgoing constitutes a true, complete and original copy of a resolution adopted by the City Council of the City of Oak Park, County of Oakland, State of Michigan, at a regular meeting held on May 4, 2026 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267 of the Public Acts of 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

T. Edwin Norris, City Clerk



CITY OF OAK PARK, MI STAFF REPORT

13.A.3

AGENDA FOR: May 4, 2026

SUBJECT: Resolution approving language for a ballot proposal renewing a partial headlee override millage for public safety purposes for the August 4, 2026 Primary Election.

DEPARTMENT: City Clerk

FROM: Ed Norris, City Clerk

SUMMARY: Please refer to the resolution.

FINANCIAL STATEMENT: N/A

RECOMMENDED ACTION: Consider adopting the resolution.

EXHIBITS:

1. {rev. 4-30-26] Public Safety Millage Resolution Final

CITY OF OAK PARK
OAKLAND COUNTY, MICHIGAN

**RESOLUTION APPROVING LANGUAGE FOR BALLOT PROPOSAL 26-2
RENEWAL OF PARTIAL HEADLEE OVERRIDE MILLAGE FOR PUBLIC SAFETY
PURPOSES FOR THE AUGUST 4, 2026 PRIMARY ELECTION**

At a Regular Meeting of the City Council of the City of Oak Park, Oakland County, Michigan, held in the Council Chambers located at 14000 Oak Park Boulevard, Oak Park, Michigan 48237 at 7:00 P.M. Eastern Daylight Savings Time, on the 4th day of May, 2026.

The Meeting was called to order by:

Present:

Absent:

The following Resolution was offered by _____ and seconded by _____.

BE IT RESOLVED, by the City Council of the City of Oak Park, Michigan that:

1. At the August 4, 2026 Primary Election, in addition to any other matters which may appear on the ballot, the following proposal shall be submitted to the electors of the City of Oak Park:

OAK PARK CITY
PRIMARY ELECTION – AUGUST 4, 2026

BALLOT PROPOSAL NO. 26-2
RENEWAL OF PARTIAL HEADLEE OVERRIDE MILLAGE FOR PUBLIC SAFETY
PURPOSES

This ballot proposition, if approved, will authorize the levy of a renewal of 0.9850 mill of the City of Oak Park Charter-authorized millage at the rollback rate of .8277 mills (about \$0.8277 per \$1,000 of taxable value (which is about .83 cents), which has been reduced by operation of Section 31 of Article IX of the State Constitution of 1963, the so-called Headlee amendment, by restoring 0.9850 mill for a period of ten (10) years, from 2028 through 2037, inclusive. Revenues from this millage renewal will be available only for the purposes of funding personnel, equipment and operations of the department of public safety, including but not limited to paying the costs of employing public safety officers and purchasing police vehicles and police and fire equipment.

Shall the City of Oak Park, Oakland County, Michigan, be authorized to renew its tax levy of .9850 mill on each dollar (\$1.00 per \$1,000) of the taxable value of all taxable real and personal property in the City, for a period of ten (10) years, from 2028 through 2037, inclusive, thereby increasing the Charter-authorized millage in excess of the limit to which it has been reduced by Section 31 of Article IX of the State Constitution of 1963, all of which tax revenues will be used for the purposes of funding personnel, equipment and operations of the Oak Park Department of Public Safety, including but not

limited to paying the costs of employing public safety officers and purchasing police vehicles and police and fire equipment, and paying any and all other costs associated with or related to such purposes?

The .9850 mill renewal will raise the sum of approximately \$791,297.41 in the first year. A portion of the revenue collected may be subject to capture by the City of Oak Park Brownfield Redevelopment Authority and Corridor Improvement Authority.

2. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

3. This Resolution shall become effective immediately upon its passage and adoption.

Roll Call Vote: Yes:
 No:
 Absent:

RESOLUTION DECLARED ADOPTED

I, T. Edwin Norris, City Clerk, do hereby certify that the forgoing constitutes a true, complete and original copy of a resolution adopted by the City Council of the City of Oak Park, County of Oakland, State of Michigan, at a regular meeting held on May 4, 2026 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267 of the Public Acts of 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

T. Edwin Norris, City Clerk



CITY OF OAK PARK, MI STAFF REPORT

13.B.1

AGENDA FOR: May 4, 2026

SUBJECT: Approval of Pay Application No. 1 and Change Order No. 2 for the 2026 Joint and Crack Sealing Project, M-788 by Michigan Joint Sealing Inc. of Farmington Hills, MI for the amounts of \$201,385.20 and (\$4,264.80).

DEPARTMENT: Municipal Services

FROM: Dan Samuel, Engineering Supervisor

SUMMARY: Attached is Pay Application No. 1 and proposed Change Order No. 2 in the amounts of \$201,385.20 and (\$4,264.80) for the 2026 Joint and Crack Sealing Project, M-788 by Michigan Joint Sealing Inc. of Farmington Hills, MI. This project included routing and sealing joints and cracks on selected streets in the areas shown on the attached map. The change order is for the balancing of the contract pay items. The project is 100% complete.

FINANCIAL STATEMENT:

Original Contract Amount:	\$110,660.00
Change Order No. 1:	\$99,990.00
Proposed Change Order No. 2:	-\$4,264.80
Proposed New Contract Amount:	\$206,385.20
Earnings to Date:	\$206,385.20
Less Retainage:	\$5,000.00
Net Earned:	\$201,385.20
Deductions:	\$0
Balance:	\$201,385.20
Payments to Date:	\$0.00
Amount Due to Michigan Joint Sealing, Inc.:	\$201,385.20

RECOMMENDED ACTION: It is recommended that Pay Application No. 1 and proposed Change Order No. 2 for the 2026 Joint and Crack Sealing Project, M-788 by Michigan Joint Sealing Inc. of Farmington Hills, MI be approved for the amounts of \$201,385.20 and (\$4,264.80). Funding is available in the Local Streets Fund (203-18.479-970) for this expenditure.

EXHIBITS:

1. Pay No. 1 and C.O. No. 2
2. 2026 Joint Sealing Area Map

PAYMENT APPLICATION

PROJECT: 2026 JOINT AND CRACK SEALING PROJECT
OWNER: CITY OF OAK PARK, MICHIGAN
CONTRACTOR: MICHIGAN JOINT SEALING, INC.
 28830 WEST EIGHT MILE RD. STE. 103
 FARMINGTON HILLS, MI 48336

JOB NUMBER: M-788
APPLICATION NO.: 1
PERIOD ENDING: 4/21/2026

ITEM	ITEM DESCRIPTION	ORIGINAL		UNIT PRICE	PERIOD QUANTITY	PERIOD AMOUNT	QUANTITY TO DATE	AMOUNT TO DATE
		BID QUANTITY	UNIT					
1	Rout & Seal Joints & Cracks, Modified SP	100,000	LFT	\$0.93	97,840	\$90,991.20	97,840	\$90,991.20
2	Joint Sealing Compound, Modified SP	28,600.00	LBS	\$0.60	24,840	\$14,904.00	24,840	\$14,904.00
3	Traffic Devices, Modified SP	1	LSUM	\$500.00	1	\$500.00	1	\$500.00
4	Asphalt Mastic Repair	0	LFT	\$18.00	5,555	\$99,990.00	5,555	\$99,990.00

Period Total Amount:	\$206,385.20	Amount to Date:	\$206,385.20
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Original Contract Amount: \$110,660.00
Change Order No.1: \$99,990.00
Change Order No.2: -\$4,264.80
Proposed New Contract Amount: \$206,385.20

Earnings This Period: \$206,385.20
 Total Earnings to Date: \$206,385.20
 Less Retainage: \$5,000.00
 Net Earned: \$201,385.20
 Deductions: \$0.00
 Balance: \$201,385.20
 Payments to Date: \$0.00

AMOUNT DUE MICHIGAN JOINT SEALING, INC.:	\$201,385.20
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Accepted By: Heather Wyman
Heather Wyman (Apr 27, 2026 14:51:43 EDT)
 Michigan Joint Sealing, Inc.

Date: 04/27/2026

Approved By: Dan Samuel
Dan Samuel (Apr 27, 2026 14:53:27 EDT)
 Dan Samuel, Engineering Supervisor
 City of Oak Park, Michigan

Date: 04/27/2026

CHANGE ORDER

PROJECT:	2026 JOINT AND CRACK SEALING PROJECT	JOB NUMBER:	M-788
OWNER:	CITY OF OAK PARK, MICHIGAN	CHANGE ORDER NO.:	2
CONTRACTOR:	MICHIGAN JOINT SEALING, INC. 28830 WEST EIGHT MILE RD. STE. 103 FARMINGTON HILLS, MI 48336	PAGE:	1 OF 1

TO THE CONTRACTOR:

You are hereby directed to comply with the changes/extras to the contract documents.
This change order reflects work completed or anticipated. Further documentation supporting these changes is on file with the City Engineer.

THE FOLLOWING ITEMS AND OR CONTRACT UNITS PRICES SHALL BE SUBTRACTED FROM THE CONTRACT AMOUNT

Item No.	Description	Original Bid Quantity	Unit	Unit Price	Decreased Quantity	Quantity to Date	Decreased Amount
1	Rout & Seal Joints & Cracks, Modified SP	100,000	LFT	\$0.93	-2,160	97,840	-\$2,008.80
2	Joint Sealing Compound, Modified SP	28,600.00	LBS	\$0.60	-3,760	24,840	-\$2,256.00

Totals:	-\$4,264.80
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SUMMARY

Total Increase	\$0.00
Total Decrease	-\$4,264.80
Total Amount for Change Order No. 2:	-\$4,264.80
Original Contract Amount:	\$110,660.00
Change Order No.1:	\$99,990.00
Proposed Change Order No. 2:	-\$4,264.80
New Contract amount:	\$206,385.20

Heather Wyman

Heather Wyman (Apr 27, 2026 14:51:43 EDT)

Michigan Joint Sealing, Inc.

Date

Dan Samuel

Dan Samuel (Apr 27, 2026 14:53:27 EDT)

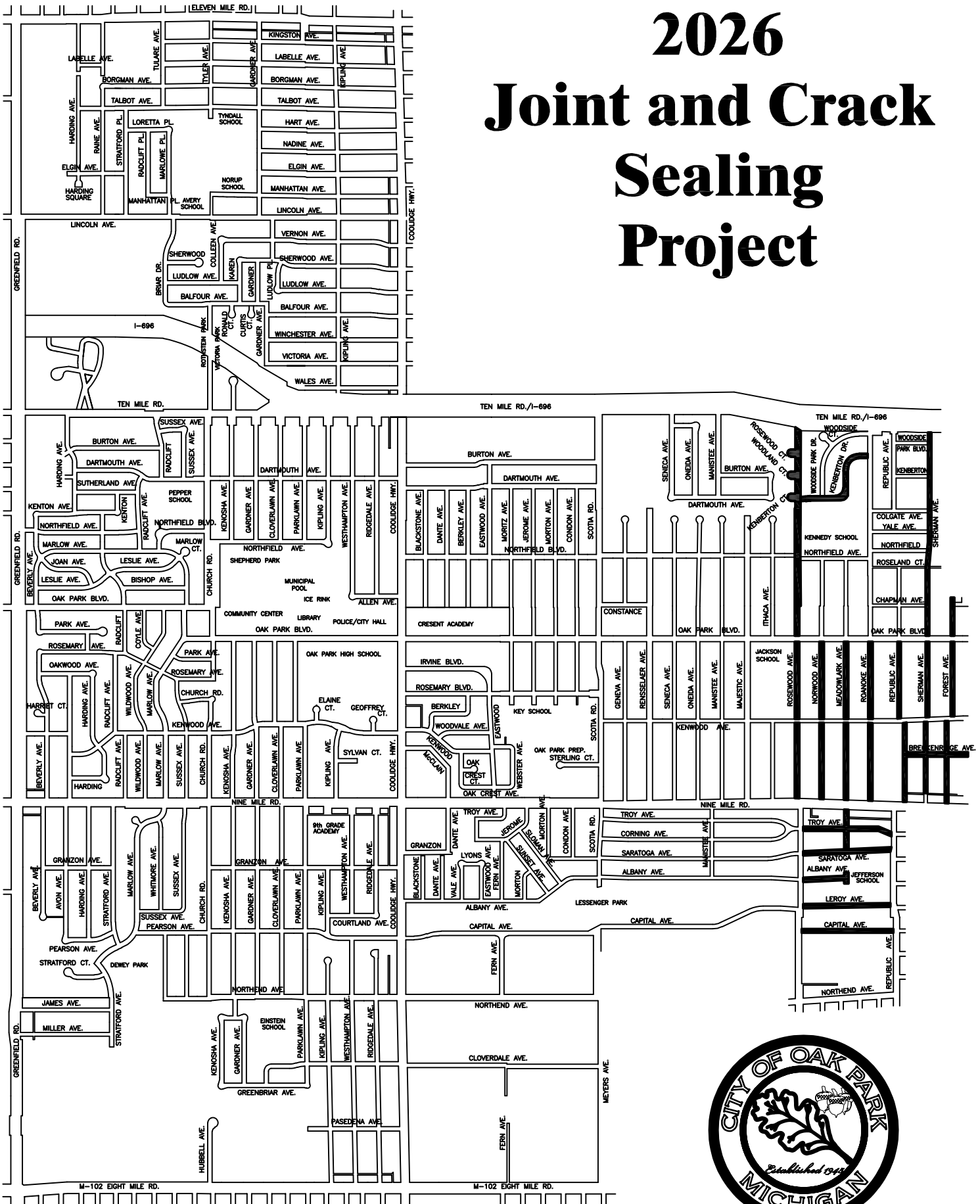
Dan Samuel, Engineering Supervisor

Date

***Reviewed and recommended to City Council for approval**

City of Oak Park

2026 Joint and Crack Sealing Project





CITY OF OAK PARK, MI STAFF REPORT

13.B.2

AGENDA FOR: May 4, 2026

SUBJECT: Approval of Pay Application No. 2 (Final) and Change Order No. 1 for the Asbestos Abatement Services Project at Multiple Campus Building, M-793 by BDS Environmental from Warren, MI for the amounts of \$19,062.00 and \$4,540.00.

DEPARTMENT: Municipal Services

FROM: Daniel Fairless, Deputy Director of Municipal Services

SUMMARY: Attached is Pay Application No. 2 (Final) and proposed Change Order No. 1 in the amounts of \$19,062.00 and \$4,540.00 for the Asbestos Abatement Services Project at Multiple Campus Building, M-793 by BDS Environmental from Warren, MI. This project includes asbestos abatement and universal waste disposal from multiple campus buildings to prepare for demolition on the future new Community Center construction project. This abatement project is now 100% complete

FINANCIAL STATEMENT:

Current Contract Amount:	\$221,077.10
Proposed Change Order No. 1:	\$4,540.00
Proposed New Contract Amount:	\$225,617.10
Earnings to Date:	\$225,617.10
Less Retainage:	\$0.00
Net Earned:	\$225,617.10
Deductions:	\$0.00
Balance:	\$225,617.10
Payments to Date:	\$206,555.10
Amount Due BDS Environmental:	\$19,062.00

RECOMMENDED ACTION: It is recommended that Pay Application No. 2 (Final) and proposed Change Order No. 2 for the Asbestos Abatement Services Project at Multiple Campus Building, M-793 by BDS Environmental of Warren, MI be approved for the amount of \$19,062.00 and \$4,540.00, respectfully. Funding is available in the Community Center Fund (406-18.446-970.213) for this expenditure.

EXHIBITS:

1. Pay Application No. 2
2. Asbestos / Demo Site Map

PAYMENT APPLICATION

PROJECT: City Complex - Asbestos Abatement and Universal Waste

APPLICATION NO.: 2(FINAL)

OWNER: City of Oak Park, MI

PERIOD ENDING: April 17, 2026

CONTRACTOR: BDS Environmental
24422 Ryan Road
Warren, MI 48091

PAGE: 1 of 2

ITEM NO.	ITEM DESCRIPTION	ORIGINAL BID QUANTITY		BID PRICE	PERIOD QUANTITY	PERIOD AMOUNT	QUANTITY TO DATE	AMOUNT TO DATE	
CB1	ACM Floor Tile	415	SF	\$3.00	0.00	\$0.00	415.00	\$1,245.00	
CB2	ACM Textured Ceiling Tile	1,250	SF	\$10.00	0.00	\$0.00	1,250.00	\$12,500.00	
CB3	ACM Sink Glaze	10	SF	\$5.00	0.00	\$0.00	10.00	\$50.00	
CB4	ACM Exterior Door Caulk	100	LF	\$10.00	0.00	\$0.00	100.00	\$1,000.00	
CB5	ACM Assumed Components-Elevator	1	EA	\$500.00	0.00	\$0.00	0.00	\$0.00	
CB6	ACM Fire Doors	5	EA	\$100.00	0.00	\$0.00	5.00	\$500.00	
CB7	PCB Assumed Oils-Elevator	1	EA	\$3,000.00	0.00	\$0.00	1.00	\$3,000.00	
CB8	PCB Containing Caulk	170	LF	\$31.00	0.00	\$0.00	170.00	\$5,270.00	
CB9	PCB Containing Fluorescent Light Ballasts	76	EA	\$5.00	0.00	\$0.00	76.00	\$380.00	
CB10	Exit Light Batteries	5	EA	\$50.00	0.00	\$0.00	5.00	\$250.00	
CB11	Fire Strobe Light Batteries	1	EA	\$167.00	0.00	\$0.00	1.00	\$167.00	
CB12	Mercury Lights	4	EA	\$20.00	0.00	\$0.00	4.00	\$80.00	
CB13	Fluorescent Light Tubes	152	EA	\$4.00	0.00	\$0.00	152.00	\$608.00	
CB14	Emergency Light Batteries	4	EA	\$50.00	0.00	\$0.00	4.00	\$200.00	
CB15	A/C Condensers	7	EA	\$250.00	0.00	\$0.00	7.00	\$1,750.00	
IA1	ACM 2" Pipe Insulation	81	LF	\$50.00	0.00	\$0.00	81.00	\$4,050.00	
IA2	ACM 3" Pipe Insulation	55	LF	\$50.00	0.00	\$0.00	55.00	\$2,750.00	
IA3	ACM 4" Pipe Insulation	130	LF	\$50.00	0.00	\$0.00	176.00	\$8,800.00	
IA4	ACM 6" Pipe Insulation	23	LF	\$50.00	0.00	\$0.00	23.00	\$1,150.00	
IA5	ACM 16" Pipe Insulation	17	LF	\$100.00	0.00	\$0.00	17.00	\$1,700.00	
IA6	ACM Drywall	3,350	SF	\$5.00	0.00	\$0.00	4,270.00	\$21,350.00	
IA7	ACM Wood Column to Brick Caulk	40	LF	\$15.00	0.00	\$0.00	40.00	\$600.00	
IA8	ACM Fire Doors	12	EA	\$100.00	0.00	\$0.00	12.00	\$1,200.00	
IA9	PCB Containing Caulk	4,424	LF	\$12.00	0.00	\$0.00	4,019.00	\$48,228.00	
IA10	PCB Containing Fluorescent Light Ballasts	239	EA	\$5.00	239.00	\$1,195.00	239.00	\$1,195.00	
IA11	PCB Containing Light Ballasts	96	EA	\$5.00	96.00	\$480.00	96.00	\$480.00	
IA12	Mercury Containing Fluorescent Light Tubes	478	EA	\$10.00	478.00	\$4,780.00	478.00	\$4,780.00	
IA13	Mercury Light Bulbs	108	EA	\$50.00	108.00	\$5,400.00	108.00	\$5,400.00	
IA14	Exit Light Batteries	22	EA	\$50.00	22.00	\$1,100.00	22.00	\$1,100.00	
IA15	Emergency Light Batteries	17	EA	\$50.00	17.00	\$850.00	17.00	\$850.00	
IA16	A/C Condensers	7	EA	\$250.00	0.00	\$0.00	7.00	\$1,750.00	
IA17	Fire Suppression System	1	EA	\$2,257.00	1.00	\$2,257.00	1.00	\$2,257.00	
BH1	ACM 2" Pipe Insulation	58	LF	\$50.00	0.00	\$0.00	58.00	\$2,900.00	
BH2	ACM 4"-6" Pipe Insulation	60	LF	\$50.00	0.00	\$0.00	60.00	\$3,000.00	
BH3	ACM Tank Insulation	48	SF	\$30.00	0.00	\$0.00	48.00	\$1,440.00	
BH4	ACM Window Caulk	787	LF	\$10.00	0.00	\$0.00	787.00	\$7,870.00	
BH5	ACM Mortar Caulk	123	LF	\$10.00	0.00	\$0.00	123.00	\$1,230.00	
BH6	ACM Attic Tar Paper	4,000	SF	N/A	0.00	\$0.00	0.00	\$0.00	
BH7	ACM Duct Sealant	100	LF	\$25.00	0.00	\$0.00	100.00	\$2,500.00	
BH8	ACM Roof Pipe Flashing	25	SF	\$20.00	0.00	\$0.00	25.00	\$500.00	
BH9	ACM Assumed Fire Doors	5	EA	\$100.00	0.00	\$0.00	5.00	\$500.00	
BH10	PCB Containing Fluorescent Light Ballasts	14	EA	\$5.00	0.00	\$0.00	14.00	\$70.00	
BH11	PCB Containing Caulk	1,902	LF	\$8.55	0.00	\$0.00	1,902.00	\$16,262.10	
BH12	Mercury Containing Fluorescent Light Tubes	30	EA	\$10.00	0.00	\$0.00	30.00	\$300.00	
BH13	Mercury Containing Flood Lights	3	EA	\$100.00	0.00	\$0.00	3.00	\$300.00	
BH14	Exit Light Batteries	2	EA	\$50.00	0.00	\$0.00	2.00	\$100.00	
RR1	ACM Ceiling Mortar Caulk	2,000	LF	\$10.00	0.00	\$0.00	2,000.00	\$20,000.00	
RR2	PCB Containing Caulk	2,160	LF	\$14.25	0.00	\$0.00	2,160.00	\$30,780.00	
RR3	PCB Containing Fluorescent Light Ballasts	9	EA	\$5.00	0.00	\$0.00	9.00	\$45.00	
RR4	Mercury Containing Fluorescent Light Tubes	18	EA	\$10.00	0.00	\$0.00	18.00	\$180.00	
ALT-IA3	Under-Slab Refrigerant	150	GAL	\$20.00	150.00	\$3,000.00	150.00	\$3,000.00	
						Period Amount:	\$19,062.00	Total Amount:	\$225,617.10

PAYMENT APPLICATION

PROJECT: City Complex - Asbestos Abatement and Universal Waste

APPLICATION NO.: 1

OWNER: City of Oak Park, MI

PERIOD ENDING: April 17, 2026

CONTRACTOR: BDS Environmental
24422 Ryan Road
Warren, MI 48091

PAGE: 2 of 2

Original Contract Amount:	\$221,077.00
Proposed Change Order No.1:	\$4,540.00
New Contract Amount:	\$225,617.00

Earnings This Period:	\$19,062.00
Total Earnings to Date:	\$225,617.10
Deductions:	\$0.00
Payments to Date:	\$206,555.10

Amount Due to BDS Environmental:	\$19,062.00
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Accepted By: *James Christie*
James Christie (Apr 28, 2026 14:43:33 EDT)
BDS Environmental

Date: 04/28/2026

Approved By: *Daniel J. Fairless*
Daniel J. Fairless (Apr 28, 2026 14:46:24 EDT)
Dan Fairless, City of Oak Park

Date: 04/28/2026

CHANGE ORDER

PROJECT: City Complex - Asbestos Abatement and Universal Waste **JOB NUMBER:** M-793
OWNER: CITY OF OAK PARK, MICHIGAN **CHANGE ORDER NO.:** 1
CONTRACTOR: BDS Environmental **PAGE:** 1
 24422 Ryan Road
 Warren, MI 48091

TO THE CONTRACTOR:

You are hereby directed to comply with the changes/extras to the contract documents.
 This change order reflects work completed or anticipated. Further documentation supporting these changes is on file with the City Engineer.

THE FOLLOWING ITEMS AND OR CONTRACT UNITS PRICES SHALL BE ADDED TO THE CONTRACT AMOUNT

Item No.	Description	Original Bid Quantity	Unit	Unit Price	Increased Quantity	Quantity to Date	TOTAL Amount
IA3	ACM 4" Pipe Insulation	130	LF	\$50.00	46	176	\$2,300.00
IA6	ACM Drywall	3,350	SF	\$5.00	920	4,270	\$4,600.00
ALT-IA3	Under-Slab Refrigerant	0	GAL	\$20.00	150	150	\$3,000.00
TOTALS							\$9,900.00

THE FOLLOWING ITEMS AND OR CONTRACT UNITS PRICES SHALL BE SUBTRACTED FROM THE CONTRACT AMOUNT

Item No.	Description	Original Bid Quantity	Unit	Unit Price	Decreased Quantity	Quantity to Date	TOTAL Amount
CB5	ACM Assumed Components-Elevator	1	EA	\$500.00	-1	0	-\$500.00
IA9	PCB Containing Caulk	4424	LF	\$12.00	-405.00	4,019	-\$4,860.00
TOTALS							-\$5,360.00

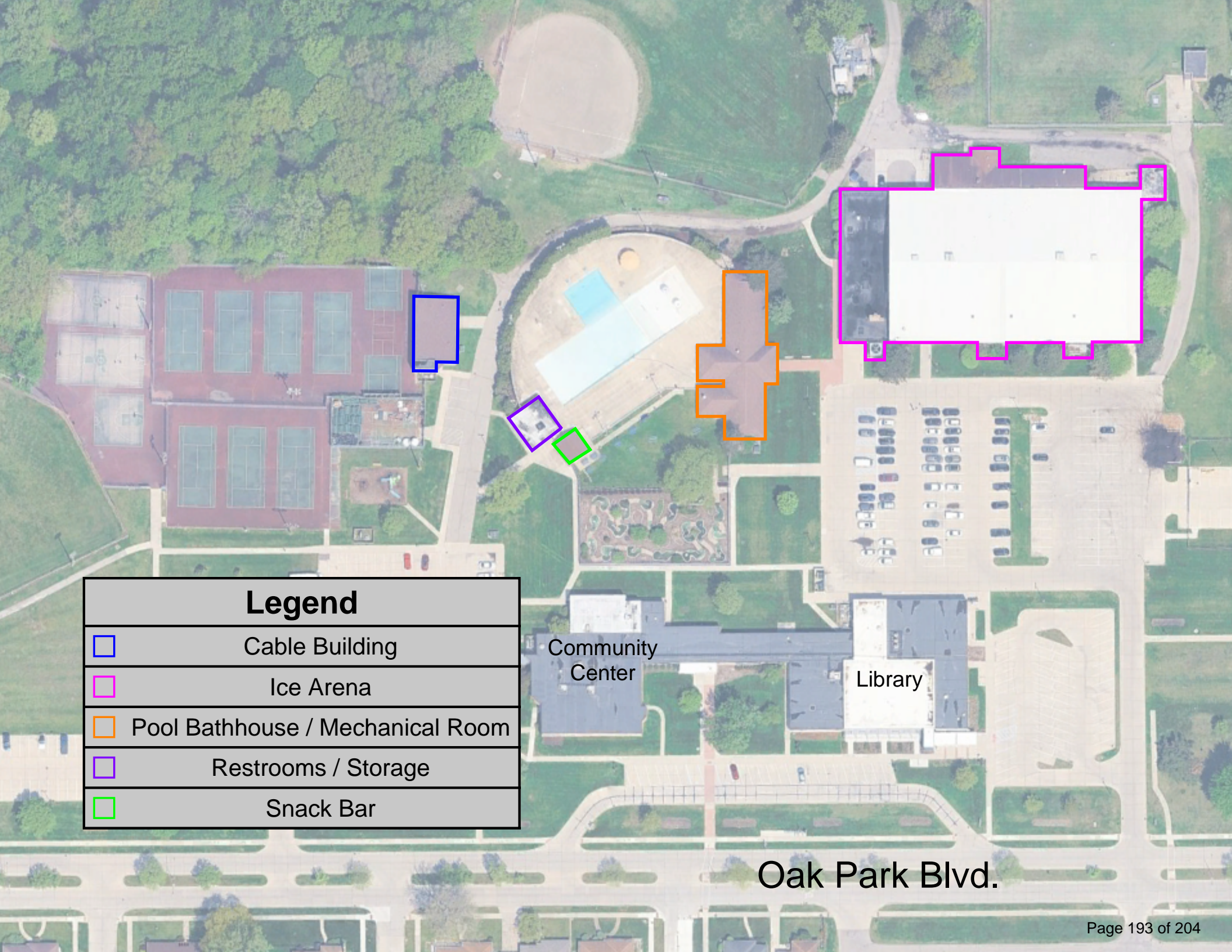
SUMMARY

Total Increase	\$9,900.00
Total Decrease	-\$5,360.00
Total for Change Order No.1:	\$4,540.00
Original Contract Amount	\$221,077.00
Change Order No. 1:	\$4,540.00
New Contract Amount:	\$225,617.00


James Christie
James Christie (Apr 28, 2026 14:43:33 EDT)
 BDS Environmental Date

Daniel J. Fairless
Daniel J. Fairless (Apr 28, 2026 14:46:24 EDT)
 Dan Fairless, City of Oak Park Date

***Reviewed by and recommended for approval by City Council**



Legend

	Cable Building
	Ice Arena
	Pool Bathhouse / Mechanical Room
	Restrooms / Storage
	Snack Bar

Community Center

Library

Oak Park Blvd.



CITY OF OAK PARK, MI STAFF REPORT

13.C.1

AGENDA FOR: May 4, 2026

SUBJECT: Resolution to authorize Budget Amendment #2026-3

DEPARTMENT: Finance/Assessing

FROM: Sandra Crawford, Director of Finance

SUMMARY:

The City's annual budget was adopted on May 19, 2025 and is effective July 1st. The budget is adopted at the departmental level. In accordance with the State Budget Act, budget amendments are to be completed throughout the fiscal year in order to reflect the most current information available related to revenue and expenditure budgets. Budget amendments that have a positive or negative impact on fund balance or change the department total require Council approval.

The original budget adopted by the mayor and council had a net zero impact on fund balance. During the first nine months, budget amendments totaling \$370,000 were adopted reducing fund balance. The detail of the amendments to date include the following:

- Roll over amendment of items budgeted in FY 24/25 that will be paid in FY 25/26 \$350,000 (net zero impact between the two fiscal years)
- Public Safety Department expenditure increase of \$20,000 for dispatch center renovations

The third quarter (3/31/2026) budget amendment for the General Fund is attached and summarized below.

GENERAL FUND

Beginning Fund Balance July 1, 2025	\$ 5,138,429
Amended Budget as of March 31, 2026	\$ (370,000)
Net Change in Fund Balance (Amendment #2026-3)	\$ (0)
Estimated Ending Fund Balance June 30, 2026	<u>\$ 4,768,429</u>

The proposed amendment has no net impact on fund balance and includes the following notable items:

- Increase in state grant revenue for two new grants allocated to replace lost revenue from other recent state legislation (2000 SBTA and QHERPP) totaling \$240,000
- Adjustments to personnel costs totaling \$155,000 for salaries and health care costs. Salaries are allocated to other funds based on the nature of the work city staff performs. In the current year, the General Fund's portion of the work was higher than originally budgeted. In addition health care costs are higher than originally budgeted due to changes in staff's health care selection between the time the budget was originally approved and the current selection.
- Increase in public safety education and training offset by grants funds.
- Increase in street lighting costs due to increased rates from DTE.

SPECIAL REVENUE FUNDS

- Increase in Major Street grant funding for anticipated higher Act 51 revenues as well as grant funding awarded during the fiscal year. Major Street expenses for capital are expected to increase as well for the ongoing 9 Mile Construction project.
- Community Development Block Grant increase in revenues and expenses to account for the actual activity during the current year.
- Operation Drive Grant is a new fund to track the activity of a grant received by the District Court.

CAPITAL PROJECT FUNDS

- Community Center Construction Fund increase in interest income for anticipated interest earned as well as an increase to capital outlay for the award of design, construction administration and demo contracts. The capital outlay expenditures will be paid from bond proceeds currently on hand.

COMPONENT UNIT- BROWNFIELD FUND

- Decrease in streetscape improvement capital outlay budget due to the project is not expected to be performed until next fiscal year.

Note: The State of Michigan does not require budgets for any funds except the General and Special Revenue Funds. The City has chosen to be fiscally responsible and adopt budgets for all funds to assist in monitoring the overall financial activity of the City.

FINANCIAL STATEMENT: The proposed budget amendment has an impact on the fund balance of General Fund while keeping the estimated fund balance at approximately 17.5% of annual expenditures. The amendments to all other funds keep the fund balance at targeted ranges and are done in compliance with State of Michigan requirements and guidelines.

RECOMMENDED ACTION: Approval of resolution to authorize Budget Amendment #2026-3

EXHIBITS:

1. 03.31.26 Budget Amendment
2. 03.31.26 Budget Amendment Continue

**City of Oak Park
Proposed Budget Amendments
March 31, 2026**

<u>Account Number</u>	<u>Account Name</u>	<u>Amount</u>	<u>Description</u>
<u>General Fund</u>			
101-00.000-403.000	Property Tax	\$ (21,761)	Per BS&A Settlement Report
101-00.000-479.000	Building Permits	81,300	Adjust budget to actual revenue to date
101-00.000-562.000	State Grant - PA 489 of 2000 SBTA Reimbursement	17,200	Adjust budget to actual revenue to date
101-00.000-569.020	State Grant - QHERPP	223,475	Adjust budget to actual revenue to date
101-00.000-570.200	State Reimb Police Training	43,000	Adjust budget to actual revenue to date
101-00.000-644.138	Juneteenth Donations	1,550	Adjust budget to actual revenue to date
101-00.000-674.020	Charges for Services - Break in/Board ups	(20,000)	Estimated totals for the year
101-00.000-676.001	Reimbursement - Miscellaneous	(74,105)	Estimated totals for the year
101-17.345-562.000	State Grant - PA 489 of 2000 SBTA Reimbursement	19,316	Adjust budget to actual revenue to date
Total Revenue Increase (Decrease)		\$ 269,975	
101-10.101-956.015	Miscellaneous - Juneteenth Donations	\$ 1,550	Adjust for donations received
101-11.172-864.000	Conference & Workshops	(1,000)	Transfer part of CM budget to HR for conference
101-11.270-864.000	Conference & Workshops	1,000	Transfer part of CM budget to HR for conference
101-11.611-713.000	Health Insurance	15,000	Running higher than budget and prior year
101-12.258-941.000	Rentals - Copier Lease	29,125	New copier contract, entire bill moved from all other depts.
101-16.401-702.000	Salaries and Wages	50,000	Running higher than budget and prior year
101-16.371-818.017	Contractual Services - Board Ups	(20,000)	Lower than budget and prior year
101-16.448-921.000	Utilities - Electric (street lighting)	17,000	Running higher than budget and prior year
101-17.345-880.000	Community Promotion	5,100	Shop with a cop Christmas event sponsors
101-17.345-960.000	Education and Training	33,000	Remaining 2025 CPE training grant money expenses
101-17.345-960.001	MCOLES CPE Training	49,000	Remaining 2026 CPE training grant money expenses
101-17.346-702.000	Salaries and Wages	40,000	Running higher than budget and prior year
101-21.966-999.305	Transfer to Debt Serv Library Fund	200	Increase for bank fees
101-22.806-713.000	Health Insurance	50,000	Running higher than budget and prior year
Total Expenditure Increase (Decrease)		\$ 269,975	
Net Increase (Decrease) to Fund Balance		\$ -	
<u>Economic Development Corporation</u>			
110-00.000-664.000	Interest Income	\$ 1,435	Adjust budget to actual revenue to date
Total Revenue Increase (Decrease)		\$ 1,435	
110-15.201-810.000	Bank/CC Fees & Service Charges	\$ 15	Running higher than budget and prior year
110-11.611-801.000	Professional Services	2,337	Adjust for market study costs
Total Expenditure Increase (Decrease)		\$ 2,352	
Net Increase (Decrease) to Fund Balance		\$ (917)	
<u>Library Fund</u>			
111-00.000-675.400	Donations - Private Grant	\$ 500	
Total Revenue Increase (Decrease)		\$ 500	
111-20.790-726.150	Supplies- Donations	\$ 500	
Total Expenditure Increase (Decrease)		\$ 500	
Net Increase (Decrease) to Fund Balance		\$ -	

**City of Oak Park
Proposed Budget Amendments
March 31, 2026**

<u>Account Number</u>	<u>Account Name</u>	<u>Amount</u>	<u>Description</u>
<u>Major Streets Fund</u>			
202-00.000-546.000	State Grants	\$ 220,007	Adjust to actual receipts to date and projections
202-00.000-546.001	State Grants - Other	200,000	Adjust to actual grant award
202-00.000-581.000	Contribution from Local Units - County	100,000	Oakland County - Transit Grant (Council approved 4/6/26)
202-00.000-664.000	Interest Income	13,037	Increase per activity to date
202-00.000-676.001	Reimbursement - Miscellaneous	31,000	Increase county and state Reimbursement per detail
	Total Revenue Increase (Decrease)	<u>\$ 564,044</u>	
202-16.103-999.203	Transfer out - Local Streets	\$ (156,000)	Transfer not needed in current year
202-18.479-970.000	Capital Outlay	198,250	9 Mile Cloverlawn to Greenfield CE OHM
202-18.479-970.000	Capital Outlay	521,794	9 Mile Cloverlawn to Greenfield Construction
202-18.479-970.000	Capital Outlay	(220,000)	Reduce budget of M-771
202-18.479-970.000	Capital Outlay	220,000	Oakland County - Transit Grant (Council approved 4/6/26)
	Total Expenditure Increase (Decrease)	<u>\$ 564,044</u>	
	Net Increase (Decrease) to Fund Balance	<u>\$ -</u>	
<u>Local Streets Fund</u>			
203-00.000-546.000	State Grants	\$ (9,171)	Adjust to actual ACT 51 receipts to date and project
203-00.000-546.001	State Grants - Other	118,171	Tree grant exp rolled to 18.479-801 but not revenue
203-00.000-664.000	Interest Income	46,750	Increase per activity to date
203-00.000-674.000	Miscellaneous Fees	250	Adjust to actual receipts to date
203-00.000-699.202	Transfer in - Major Streets	(156,000)	Transfer not needed in current year
	Total Revenue Increase (Decrease)	<u>\$ -</u>	
	Net Increase (Decrease) to Fund Balance	<u>\$ -</u>	
<u>Parks and Recreation Fund</u>			
208-00.000-664.000	Interest Income	\$ 11,300	Increase per activity to date
208-19.752-573.000	State Grant - Local Comm Stab App	700	Increase per activity to date
208-19.762-573.000	State Grant - Local Comm Stab App	11,000	Increase per activity to date
	Total Revenue Increase (Decrease)	<u>\$ 23,000</u>	
208-19.752-702.000	Salaries and Wages	\$ 11,000	New admin assistant for HUB starting 5/1
208-19.752-713.000	Health Insurance	12,000	Increase per activity to date
	Total Expenditure Increase (Decrease)	<u>\$ 23,000</u>	
	Net Increase (Decrease) to Fund Balance	<u>\$ -</u>	
<u>Corridor Improvement Authority</u>			
251-00.000-674.000	Miscellaneous Revenue	\$ 5,175	Adjust to actual revenues to date
251-00.000-403.000	Property Tax	(20,373)	Adjust to estimated revenue
	Total Revenue Increase (Decrease)	<u>\$ (15,198)</u>	
251-00.000-726.000	Materials and Supplies	\$ (84,998)	Reduce budget for planned exps through 6/30
251-00.000-970.001	Capital Outlay- Streetscape Improve	(230,200)	Project will not be performed by 6/30
	Total Expenditure Increase (Decrease)	<u>\$ (315,198)</u>	
	Net Increase (Decrease) to Fund Balance	<u>\$ 300,000</u>	

City of Oak Park
Proposed Budget Amendments
March 31, 2026

<u>Account Number</u>	<u>Account Name</u>	<u>Amount</u>	<u>Description</u>
<u>Community Development Block Grant Fund</u>			
275-00.503-502.000	Federal Grants - Gen Gov't	\$ 115,000	Revenue year to date plus estimated remaining to receive
275-00.504-502.000	Federal Grants - CDBG	150,000	Revenue year to date plus estimated remaining to receive
	Total Revenue Increase (Decrease)	\$ 265,000	
275-16.503-818.000	ARPA - Contractual Services	\$ 115,000	Year to date plus estimated remaining costs
275-16.505-702.000	Salaries and Wages	150,000	Year to date plus estimated remaining costs
	Total Expenditure Increase (Decrease)	\$ 265,000	
	Net Increase (Decrease) to Fund Balance	\$ -	
<u>Operation Drive Grant</u>			
296-00.000-543.000	State Grants	\$ 50,000	New Grant; per court
	Total Revenue Increase (Decrease)	\$ 50,000	
296-50.137-702.000	Salaries and Wages	\$ 21,840	New Grant; per court
296-50.137-717.000	Workers Compensation Ins	176	New Grant; per court
296-50.137-718.000	Social Security	1,671	New Grant; per court
296-50.137-818.000	Contractual Services	26,313	New Grant; per court
	Total Expenditure Increase (Decrease)	\$ 50,000	
	Net Increase (Decrease) to Fund Balance	\$ -	
<u>2011 Library/Recreation Debt Service Fund</u>			
305-88.905-699.101	Transfer in - General Fund	\$ 200	Additional transfer to increase in debt fees
	Total Revenue Increase (Decrease)	\$ 200	
305-88.905-997.000	Debt Service - Paying Agent Fee	\$ 200	Adjust to actual to date and estimated for balance of year
	Total Expenditure Increase (Decrease)	\$ 200	
	Net Increase (Decrease) to Fund Balance	\$ -	
<u>2015 Refunding Bonds Debt Service Fund</u>			
308-79.905-664.000	Interest Income	\$ 300	Adjust to actual revenues to date
	Total Revenue Increase (Decrease)	\$ 300	
308-79.905-810.000	Bank/CC Fees and Service Charges	\$ 300	Adjust to actual to date and estimated for balance of year
	Total Expenditure Increase (Decrease)	\$ 300	
	Net Increase (Decrease) to Fund Balance	\$ -	

City of Oak Park
Proposed Budget Amendments
March 31, 2026

<u>Account Number</u>	<u>Account Name</u>	<u>Amount</u>	<u>Description</u>
<u>2012 Street Improvement Refunding Bonds Debt Service Fund</u>			
309-36.905-664.000	Interest Income	\$ 400	Adjust to actual revenues to date
	Total Revenue Increase (Decrease)	<u>\$ 400</u>	
309-36.905-810.000	Bank/CC Fees and Service Charges	\$ 400	Adjust to actual to date and estimated for balance of year
	Total Expenditure Increase (Decrease)	<u>\$ 400</u>	
	Net Increase (Decrease) to Fund Balance	<u>\$ -</u>	
<u>Community Center UTGO Bond Debt Service Fund</u>			
318-97.905-664.000	Interest Income	\$ 30,000	Estimated annualization
	Total Revenue Increase (Decrease)	<u>\$ 30,000</u>	
	Net Increase (Decrease) to Fund Balance	<u>\$ 30,000</u>	
<u>City Owned Property Fund</u>			
402-00.000-664.000	Interest Income	\$ 1,500	Estimated annualization
402-000.00-579.000	State Capital Grants	<u>10,000</u>	YTD
	Total Revenue Increase (Decrease)	<u>\$ 11,500</u>	
402-18.444-999.405	Transfer to HUB Construction Fund	\$ 11,500	Balance in fund to HUB for construction costs
	Total Expenditure Increase (Decrease)	<u>\$ 11,500</u>	
	Net Increase (Decrease) to Fund Balance	<u>\$ -</u>	
<u>HUB Construction Fund</u>			
405-00.000-664.000	Interest Income	\$ (11,500)	Adjust revenue based on YTD and projections thru year-end
405-00.000-699.402	Transfer From City Owned Property Fund	<u>11,500</u>	Adjust revenue/expenditure budgets to HUB project overall bur
	Total Revenue Increase (Decrease)	<u>\$ -</u>	
	Net Increase (Decrease) to Fund Balance	<u>\$ -</u>	
<u>Community Center Construction Fund</u>			
406-98.905-664.000	Interest Income	\$ 400,700	
	Total Revenue Increase (Decrease)	<u>\$ 400,700</u>	
406-18.446-970.200	Capital Outlay - Pre Bid Design	\$ 2,061,700	Adjust to award for design and construction admin
406-18.446-970.213	Capital Outlay - Demolition	<u>400,000</u>	Increase for asbestos removal contract
	Total Expenditure Increase (Decrease)	<u>\$ 2,461,700</u>	
	Net Increase (Decrease) to Fund Balance	<u>\$ (2,061,000)</u>	
<u>Municipal Building Construction Fund</u>			
470-70.900-970.000	Capital Outlay	\$ (25,000)	No capital item planned for remainder of FY
	Total Expenditure Increase (Decrease)	<u>\$ (25,000)</u>	
	Net Increase (Decrease) to Fund Balance	<u>\$ 25,000</u>	

Resolution

NOW, THEREFORE BE IT RESOLVED that the following
Budget Amendment #2026-3 is authorized:

	INCREASE (DECREASE)
GENERAL FUND	
REVENUES	
PROPERTY TAXES	\$ (21,761)
BUSINESS AND LICENSES	81,300
INTERGOVERNMENTAL	302,991
CHARGES FOR SERVICES	(18,450)
OTHER REVENUE	<u>(74,105)</u>
TOTAL REVENUES	269,975
EXPENDITURES	
CITY COUNCIL	\$ 1,550
CITY MANAGER	(1,000)
HUMAN RESOURCES	1,000
COMMUNITY & ECONOMIC DEVELOPMENT	15,000
INFORMATION TECHNOLOGY	29,125
MUNICIPAL SERVICES	47,000
PUBLIC SAFETY	127,100
PUBLIC INFORMATION	50,000
TRANSFERS OUT	<u>200</u>
TOTAL EXPENDITURES	<u>269,975</u>
Net Increase (Decrease) to Fund Balance	<u>\$ -</u>
ECONOMIC DEVELOPMENT CORPORATION	
REVENUES	
INTEREST INCOME	\$ <u>1,435</u>
TOTAL REVENUES	1,435
EXPENDITURES	
PROFESSIONAL SERVICES	\$ <u>2,352</u>
TOTAL EXPENDITURES	<u>2,352</u>
Net Increase (Decrease) to Fund Balance	<u>\$ (917)</u>
Library Fund	
REVENUES	
OTHER REVENUE	\$ <u>500</u>
TOTAL REVENUES	500
EXPENDITURES	
SUPPLIES	\$ <u>500</u>
TOTAL EXPENDITURES	<u>500</u>
Net Increase (Decrease) to Fund Balance	<u>\$ -</u>
MAJOR STREETS FUND	
REVENUES	
INTERGOVERNMENTAL	\$ 520,007
INTEREST INCOME	13,037
OTHER REVENUE	<u>31,000</u>
TOTAL REVENUES	564,044
EXPENDITURES	
CAPITAL OUTLAY	\$ 720,044
TRANSFER OUT - GENERAL FUND	<u>(156,000)</u>
TOTAL EXPENDITURES	<u>564,044</u>
Net Increase (Decrease) to Fund Balance	<u>\$ -</u>

INCREASE
(DECREASE)

LOCAL STREETS FUND

REVENUES	
INTERGOVERNMENTAL	\$ 109,000
INTEREST INCOME	46,750
OTHER REVENUE	250
TRANSFER IN	<u>(156,000)</u>
TOTAL REVENUES	<u>-</u>
Net Increase (Decrease) to Fund Balance	<u>\$ -</u>

PARKS AND RECREATION FUND

REVENUES	
INTERGOVERNMENTAL	\$ 11,700
INTEREST INCOME	11,300
TOTAL REVENUES	<u>23,000</u>
EXPENDITURES	
PERSONAL SERVICES	\$ 23,000
TOTAL EXPENDITURES	<u>23,000</u>
Net Increase (Decrease) to Fund Balance	<u>\$ -</u>

CORRIDOR IMPROVEMENT AUTHORITY

REVENUES	
PROPERTY TAXES	\$ (20,373)
OTHER REVENUE	<u>5,175</u>
TOTAL REVENUES	<u>(15,198)</u>
EXPENDITURES	
MATERIALS & SUPPLIES	\$ (84,998)
CAPITAL OUTLAY- STREETScape IMPROVE	<u>(230,200)</u>
TOTAL EXPENDITURES	<u>(315,198)</u>
Net Increase (Decrease) to Fund Balance	<u>\$ 300,000</u>

COMMUNITY DEVELOPMENT BLOCK GRANT FUND

REVENUES	
INTERGOVERNMENTAL	\$ 265,000
TOTAL REVENUES	<u>265,000</u>
EXPENDITURES	
PROFESSIONAL SERVICES	\$ 115,000
PERSONAL SERVICES	<u>150,000</u>
TOTAL EXPENDITURES	<u>265,000</u>
Net Increase (Decrease) to Fund Balance	<u>\$ -</u>

OPERATION DRIVE GRANT

REVENUES	
INTERGOVERNMENTAL	\$ 50,000
TOTAL REVENUES	<u>50,000</u>
EXPENDITURES	
PERSONAL SERVICES	\$ 23,687
PROFESSIONAL SERVICES	<u>26,313</u>
TOTAL EXPENDITURES	<u>50,000</u>
Net Increase (Decrease) to Fund Balance	<u>\$ -</u>

INCREASE
(DECREASE)

2011 LIBRARY/RECREATION DEBT SERVICE FUND

REVENUES	
TRANSFER IN	\$ 200
TOTAL REVENUES	<u>200</u>
EXPENDITURES	
DEBT SERVICE	\$ 200
TOTAL EXPENDITURES	<u>200</u>
Net Increase (Decrease) to Fund Balance	<u>\$ -</u>

2015 REFUNDING BONDS DEBT SERVICE FUND

REVENUES	
INTEREST INCOME	\$ 300
TOTAL REVENUES	<u>300</u>
EXPENDITURES	
OTHER EXPENDITURES	\$ 300
TOTAL EXPENDITURES	<u>300</u>
Net Increase (Decrease) to Fund Balance	<u>\$ -</u>

2012 STREET IMPROVEMENT REFUNDING BONDS DEBT SERVICE FUND

REVENUES	
INTEREST INCOME	\$ 400
TOTAL REVENUES	<u>400</u>
EXPENDITURES	
OTHER EXPENDITURES	\$ 400
TOTAL EXPENDITURES	<u>400</u>
Net Increase (Decrease) to Fund Balance	<u>\$ -</u>

COMMUNITY CENTER UTGO BOND DEBT SERVICE FUND

REVENUES	
INTEREST INCOME	\$ 30,000
TOTAL REVENUES	<u>30,000</u>
Net Increase (Decrease) to Fund Balance	<u>\$ 30,000</u>

CITY OWNED PROPERTY FUND

REVENUES	
INTEREST INCOME	\$ 1,500
OTHER REVENUE	<u>10,000</u>
TOTAL REVENUES	11,500
EXPENDITURES	
TRANSFERS OUT	\$ 11,500
TOTAL EXPENDITURES	<u>11,500</u>
Net Increase (Decrease) to Fund Balance	<u>\$ -</u>

HUB CONSTRUCTION FUND

REVENUES	
INTEREST INCOME	\$ (11,500)
TRANSFERS IN	<u>11,500</u>
TOTAL REVENUES	-
Net Increase (Decrease) to Fund Balance	<u>\$ -</u>

INCREASE
(DECREASE)

COMMUNITY CENTER CONSTRUCTION FUND

REVENUES

INTEREST INCOME \$ 400,700
TOTAL REVENUES 400,700

EXPENDITURES

CAPITAL OUTLAY \$ 2,461,700
TOTAL EXPENDITURES 2,461,700

Net Increase (Decrease) to Fund Balance \$ (2,061,000)

MUNICIPAL BUILDING CONSTRUCTION FUND

EXPENDITURES

CAPITAL OUTLAY \$ (25,000)
TOTAL EXPENDITURES (25,000)

Net Increase (Decrease) to Fund Balance \$ 25,000

I certify that the forgoing is a true and complete copy of a Resolution adopted by the City Council of the City of Oak Park at a regular Meeting held on this 4th day of May, 2026.

T. Edwin Norris, City Clerk