



AGENDA

REGULAR JUNETEENTH COMMISSION MEETING

OAK PARK, MICHIGAN
MAY 13, 2026
6:00 PM

1. CALL TO ORDER

2. ROLL CALL

- A. A. MEMBERS:
Stephanie Crawford - Council Member
Kevin Keys, III-Chair
Rita Lockridge-Co-Chair
Glenda Stainback
Cheryl Daniel
Alicia Edwards
Larmender Davis
Lonnie Tabb-Upshaw (Temporary Leave)
Adam Owczarzak - Deputy City Manager

3. APPROVAL OF AGENDA

4. APPROVAL OF MINUTES

- A. Approval of 04-08-26 Meeting Minutes
B. Approval of 04-28-26 Special Meeting Minutes

5. OLD BUSINESS

- A. 2025/2026 Budget Numbers

6. NEW BUSINESS

- A. Bylaws Addendum proposal
B. Block Party

7. COMMISSIONER REPORTS

- A. Fundraising (Stainback)
 - Budget Subcommittee
 - Program/Booklet Subcommittee (Crawford/Tabb-Upshaw)
 - Venue Subcommittee
 - Sound/Audio Subcommittee
 - Walk Subcommittee
 - Swag Subcommittee (Crawford/Edwards)
 - Book Subcommittee
 - Food Truck / Ice Cream Truck Subcommittee (Edwards/ Daniel)
 - Scholarship/Essay Subcommittee (Lockridge/Daniel)
 - Additional Subcommittees (as needed)

8. ADJOURNMENT



MINUTES
REGULAR JUNETEENTH MEETING
OAK PARK, MICHIGAN
APRIL 8, 2026
6:00 PM

1. **CALL TO ORDER**-The meeting was called to order at 6:00 PM.
2. **ROLL CALL**
 - A. **MEMBERS:**
 - Stephanie Crawford - Council Member (Present)
 - Kevin Keys, III-
Chair (Present)
 - Rita Lockridge-
Co-Chair
(Present)
 - Glenda Stainback
(Present)
 - Cheryl Daniel
(Excused)
 - Alicia Edwards
(Present)
 - Larmender Davis
(Present)
 - Lonnie Tabb-Upshaw
(Temporary Leave)
 - Adam Owczarzak - Deputy City Manager (Present)
3. **APPROVAL OF AGENDA**-There were proper motions, votes, and approval to move agenda items from new business to the top of the agenda to ensure quorum was present for items that needed a vote.
4. **APPROVAL OF MINUTES**-There were proper motions and approvals to adopt the meeting minutes from 03.11.2026 and 03.25.2026 (special meeting) as presented.
5. **PUBLIC PARTICIPATION**-Community members were present at the meeting and expressed interest in volunteering. J. Coates, C. Calloway, and R. Branch.
6. **OLD BUSINESS**
 - A. **Venue Update**- In regard to the community block party, Councilwoman Crawford and Deputy City Manager Owczarzak brought a point of discussion forward. It was proposed that the program be moved to the community center. Pros: clean-up time, ease of access to the food trucks, tents, and activities, insulation in the event of inclement weather, congruent vendor space, cost savings, (\$7,000). Questions were raised regarding the availability of a stage and risers to ensure the sightline is feasible for attendees. Deputy City Manager Owczarzak will speak with the city regarding renting a stage and no risers are available.

Cons: Optics regarding fundraising, missing out on the aura of the auditorium, low attendance, multiple marketing updates, lack of curtains between performances,

(the flyer with the location has already been released).

There was a proper motion to call for a voice vote to change the venue from Oak Park High School to the Oak Park Community Center.

Chair Kevin Keys-No
Co-Chair Rita Lockridge-Yes
Councilwoman Stephanie Crawford-Yes
Deputy City Manager Adam Owczarzak-Yes
Larmender Davis-Yes
Alicia Edwards-No
Glenda Stainback-No

The venue was officially changed to Oak Park Community Center.

- B. Fundraiser Flyer-Deputy City Manager Adam Owczarzak indicated that the approved flyer was distributed to the Oak Park business contact list. He will follow up and report back to the Fundraising subcommittee regarding the number of businesses that were contacted. G. Stainback inquired about direct follow-up; the city will liaison contact via the newsletter and email reminders. There was brief discussion regarding marketing strategies to increase participation. Neighboring cities have been advertising for a while. The flyer needs to be amended to include the new location for the events.

7. NEW BUSINESS

- A. Community Block Party-A. Edwards provided an overview of the special meeting. Councilwoman S. Crawford will contact DJ Todd and arrange a meeting with Director Cooper from Public Safety this week. Councilwoman S. Crawford informed the commission that an event license was needed from city council before we moved forward. G. Stainback identified Maurice Adams as the resident hustle dance teacher for the city and will provide his information. Community member R. Branch inquired about activities for teens and suggested the video game bus. Chair Keys explained the vision for community. There is a local podcast company agreed to support and complete interviews throughout the event. Co-Chair R. Lockridge suggested that HBCUs are present. Chair Keys is part of the HBCU network and will reach out to them. Lewis College of Business has reopened, and Chair Keys will contact them as well.
- B. Fundraising efforts-Chair Keys wanted to know how the commission can support fundraising efforts. Deputy City Manager Adam Owczarzak provided G. Stainback with flyers that she distributed today. More will be available after the updates are made. G. Stainback sent out an invitation to political contacts and received some commitments today. There was an inquiry regarding file format types for the ads. PDF and JPG files are typically used according to Deputy City Manager Owczarzak. Judge Horowitz pledged \$500, however, she will follow up with the city regarding an ad in the program booklet.
- C. Community outreach-Chair Keys indicated that his vision is that community engagement remains an ongoing strategy. Residents and business owners have mixed feelings regarding disparities between northern and southern Oak Park. Chair Keys would like more boots on the ground engagement and face-to-face. Commission members support this strategy. Co-Chair R. Lockridge suggested that we purchase buttons. We can also Leverage community service hours for students as a strategy. AO does not see this as an issue as the A. Edwards shared some of the feedback from the community. The event is for Oak Park and neighboring cities. Chair Keys committed to drafting an engagement strategy to share with the commission.

- D. There was a conflict with the last community member that volunteered. There were proper motions and approvals to table this item until the next meeting.
- E. There were proper motions and votes to select Shawn Whitehead as the 2026 Oak Park Juneteenth Trailblazer award recipient.

8. COMMISSIONER/CITY REPORTS:

- A. Fundraising: Fundraising-See above. The flyer will be updated to reflect the new venue and an email for ad submissions. A. Edwards will follow-up with the Ferndale School superintendent regarding fundraising support.
- B. Budget: There is \$5500 in the budget. Proposed expenses include rental tent for the block party, t-shirts, items for the walk, a gift card for the soloist and two DJs. Expenses are currently exceeding the budget.
- C. Program/booklet: Chair Keys intends to ask the Divine 9 organizations to perform during the block party as well. He intends to engage the undergraduate chapters. Chair Keys will contact the school regarding the band. Councilwoman Crawford S. Crawford needs to contact the music department at OPHS regarding a soloist. A co-emcee is still pending. If a community member is not identified, someone from the commission will volunteer. LaShelle's school of dance has been contacted, and we are awaiting a response. The Mime performance is confirmed. Keynote speaker responses are pending. The Video from the Juneteenth commission will be organized by the communications department. Deputy City Manager inquired about payment amounts for the performers. Amazon gift cards were used in the past-\$50. Timeframes for DJ engagement were tabled.
- D. Venue: Deputy City Manager A. Owczarzak reported that obtaining a rental tent is a new expense-\$670.25. The tent size is 20 X 40. This includes 8 tables and 96 chairs. Additional floor plans can be considered, and hi-tops may be available from the city. We intend to use same vendor that has been used in the past. There were questions regarding engagement numbers from last year. There was an estimate that between 200 and 500 attendees were present across events last year. The space can be set up according to different floor plans. There were proper motions and votes to secure Perry's for tents/tables/chairs at the quoted price.
- E. Sound/audio: Deputy City Manager A. Owczarzak indicated that City has speakers and mics, and he will work with the comms team. A walkthrough is needed for the community center; the commission will do the walkthrough as planned in May at the Community Center instead of Oak Park High School.
- F. Walk: The track is booked per Deputy City Manager A. Owczarzak. A review of the walk itinerary was completed. Councilwoman Stephanie Crawford has not received an answer from the Wayne Mobile Health Unit. G. Stainback will support this effort and make contact. Sign up for walk will be handled through the city of Oak Park Comms department. May 1st is the target date. There are signs available, however, the commission believes new signs are appropriate. Chair Keys will provide a new design for the sign. A QR code that links to the website was suggested. It was noted that the Juneteenth website needs to be refreshed. A website redesign is underway with the city according to Deputy City Manager A. Owczarzak. The old site can still be updated. Social media sites will be leveraged.
- G. Swag: T-shirt mock-ups from Randall's were shared with the commission. Feedback from the commission included graphic design updates that reflected skin tones, adding this year's theme, and changing the font. Additional considerations for the city seal were discussed but not approved. review of t-shirt designs sent to CW Crawford.
- H. Book: Co-Chair R. Lockridge submitted a request to Kiwanis. Two titles were added to the list. We are waiting on a date for books from the library.
- I. Food/Ice cream truck-L. Davis sent a draft of forms that can be used for food trucks and vendor registration. Deputy City Manager A. Owczarzak will contact Topp Dogg and follow up with C. Simms from Better Than Yo Mama's food truck. The ice cream truck is booked. A. Edwards has attempted to engage The Burger

Truck and intends to visit them in person. C. Daniel will contact dessert vendors.
Madhouse Tea was suggested as a vendor by Chair Keys.

- J. Scholarship/Essay- Deputy City Manager A. Owczarzak is unsure if the scholarship letter was distributed. The rubric is in progress.
- K. Chair Keys called for a Special meeting on April 28, 2026 at 6 pm.

9. ADJOURNMENT-The meeting was adjourned at 7:45 PM



MINUTES

SPECIAL JUNETEENTH MEETING
OAK PARK, MICHIGAN
APRIL 28, 2026
6:00 PM

1. **CALL TO ORDER**-The meeting was called to order at 6:00 PM.

2. **ROLL CALL**

A. **MEMBERS:**

Stephanie Crawford - Council Member (Present)
Kevin Keys, III-
Chair (Present)
Rita Lockridge-
Co-Chair
(Present)
Glenda Stainback
(Present)
Cheryl Daniel
(Present)
Alicia Edwards
(Present)
Larmender Davis
(Present)
Lonnie Tabb-Upshaw
(Temporary Leave)
Adam Owczarzak - Deputy City Manager (Present)

3. **APPROVAL OF AGENDA**-Agenda was approved.

4. **APPROVAL OF MINUTES**-Approval of minutes will be completed at the next regular meeting.

5. **PUBLIC PARTICIPATION**- J. Coates and Z. Hollifield.

6. **OLD BUSINESS**

A. Venue Update-Chair Keys revisited the move to the community center. He was at the community center for world dance day a few weeks ago and does not believe that the community center is sufficient for expected attendance. He believes that the marketing campaign will produce more interest and exceed attendance from last year. Chair Keys contacted a representative with OPSD and the cost has been reduced from \$6800 to \$641. He explained the reduction in custodial staff and security. There must be at least one security guard present. Public safety could potentially fill the gap. Chair Keys believes that the city can fill the gap for A/V as well. Councilwoman Crawford had questions about A/V staff as the school is particular about equipment. Additional staffing may be necessary for video recording and the city communications department may be able to cover here. There were questions about being overcharged-Chair Keys intends to

address this with the OPSD staff. Councilwoman Crawford recalled that holiday pay and overtime were factors last year and the quote was not provided until after the event was over. Chair Keys reviewed an estimate of payroll and found discrepancies that exceeded \$2000 and would like to continue negotiations. Deputy City Manager Owczarzak had questions about custodial presence during the walk to open the bathrooms.

- B. Fundraiser Flyer-the venue will need to be changed again on the flyer. L. Davis had questions about the use of a form to secure ads. There was discussion here. The fundraising subcommittee is using google sheets for tracking. Commission members will ensure that folks understand the size of their ads/submission information.
- C. 2025/2026 Budget Numbers-The budget looks fine as of today.
- D. Block Party-Chair Keys would like for the divine 9 to participate during the block party as well as well as the program.
- E. 2nd host vote-A second host has not been approved.

7. NEW BUSINESS

- A. Bylaws addendum proposal-This item was moved to the next meeting.
- B. Venue Change Proposal-There were proper motions and approval to move the event back to Oak Park High School.
- C. Oakland County Stage Rental-\$550-Do we still need the stage considering that we will still have the DJ and performances outside. There were proper motions and approvals to secure the stage.
- D. Approval of Purchase of Books-\$477.31-Books have been donated from Kiwanis (there are a mix of authors here and the titles were not available). Deputy City Manager and Co-Chair Lockridge have received books already. The current budget has the cost of books at \$800 already and Co-chair Lockridge would like to increase the quantity on the list. Co-chair Lockridge requested 150 books in the past and this was supplemented by donated toys. There were 98 books ordered last year for approximately \$750. There were proper motions and approval to purchase additional books up to the cost of \$600.
- E. Marketing campaign proposal-Chair Keys presented information for boosting attendance at the Juneteenth Event. He has discussed the marketing strategies with Britney Toth with Oak Park Comms. The plan initiatives include promotional videos, news appearances, pre-event videos, recap videos, and official invitations to city officials. Chair Keys would like door-to-door canvassing, additional community engagement, and visiting local businesses. Social media campaigns will include videos from Commissioners, a comprehensive video from last year, 30 posts, and an announcement from Podcastic on their show. Podcastic has a partnership with Roku and they are willing to engage with us.
 - May 9th will be the kickoff for canvassing. May 16th will be the second date, May 23rd, May 30th, and 2 Sundays (June 7th and 14th).
 - Chair Keys projected at least 450 folks engaged through the marketing proposal.
 - It was suggested that we solicit teenagers to volunteer and gain community service hours.

- Small 5x7 informational flyers to pass out in the community. It was suggested that the flyer include a QR code that links back to the event page with the information for the program, sponsorship, and scholarship. Chair Keys will design this and he requested an official logo.

8. COMMISSIONER/CITY REPORTS:

- A. Fundraising: G. Stainback has a list of committed sponsors that total \$10,000. G. Stainback will continue efforts going forward.
- B. Budget: The budget was reviewed and numbers look good. Adam will review the estimate for the porta potty and handwashing stations to reduce the number of porta potties to 2 and handwashing stations to one.
- C. Program/booklet: Deputy City Manager A. Owczarzak requested a template for the program booklet. G. Stainback has one in mind that she plans to share. There were ideas shared regarding what should be included such as letters from the Mayor, Councilwoman Crawford, the Mayor Pro Tem, the Deputy City Manager, and the Chairman. A picture of the commission will be included. Councilwoman Crawford reminded folks that all publicity needs to go through the city.
 - Deputy City Manager A. Owczarzak presented estimates from the printer. There are two different sizes/prices/ad amounts under consideration. Comms has photos from last year that will be used for the program. Sponsors who are not in attendance will have a copy of the booklet emailed to them at their request. DJ Coach G needs to be contacted for the school portion of the program, and DJ Mike Todd cannot match the price of \$350. There were proper motions and approval to secure a DJ for the cost of up to \$550. The program should be included in the booklet and not separate. The cost would be \$671 instead of \$971.
 - The OPHS band will open the program, and the soloist is confirmed by Chair Keys. Chair Keys confirmed LaShelle's school of dance as well. Councilwoman Crawford continues to seek a keynote and G. Stainback is willing to support. C. Daniel will support with contacting Nicholas Hood as well. The reflection videos can be part of the social media campaign. Councilwoman Crawford will order the trailblazer award. Alicia will connect L. Davis with the Mobile Health Units with the state of Michigan.
 - L. Davis will submit a vendor plan at the next meeting. J. Coates would like a child-friendly vendor to be considered. There were proper motions and approval to charge business \$100 as vendors, and no charge for non-profits.
- D. Venue: OPHS is the host location. The committee will complete a walkthrough on 05/13/2026 at 5:30 PM.
- E. Sound/audio: OPHS will support audio. Disc jockeys are being secured.
- F. Walk: The mobile health unit needs to be secured. L. Davis will be connected with the liaison with the State of Michigan to move this forward.
- G. Swag: One new T-shirt design was presented. There were technical issues with reviewing additional designs. A vote will be taken via email on the new T-shirt design. The cost of the t-shirts was approved during a previous meeting.
- H. Books: The budget for books was approved during the budget discussion.

- I. Food/Ice cream truck-Better than Yo mama's is secured. Maad House Tea is interested. The Burger Truck is stationery at this time. On the go Egg Rolls was suggested. L. Davis has some suggestions for food truck vendors if needed. C. Daniel is meeting with BT Bakery next week along with Peteet's Cheesecake. Heavenly Pound Cakes was a big hit at World Dance Day and contact information will be provided.
- J. Scholarship/Essay-Essays are due on June 1st, 2026. The scholarship flyer is approved.
- K. Additional subcommittees-None.
- L. City Reports-The state of the city celebration is June 30, 2025. This marks the opening of the Event Hub as well.

9. **ADJOURNMENT**-The meeting was adjourned at 7:42 PM.