AGENDA
REGULAR CITY COUNCIL MEETING
40TH CITY COUNCIL
OAK PARK, MICHIGAN
SEPTEMBER 2, 2025
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 August 18, 2025

   B. Special City Council Meeting Minutes for August 18, 2025

   C. Payment of invoices from OHM Advisors for Engineering Consulting Services in the total amount of $20,026.25

   D. Request to approve Payment Application No. 4 for the 2025 Landscape Maintenance Contract, to Capital Landscapes of Ferndale, MI in the amount of $3,668.12.

   E. Approval of Pay Application No. 4 to Eminent Excavating Local LLC of Dearborn, MI for the 2025 Water Main Replacement Project, M-769, in the amount of $71,916.99.

   F. Approval of Pay Application No. 3 for the 2025 Northfield Reconstruction Project, M-770 in the amount of $452,001.77.

   G. Approval of Pay Application No. 1 for the 11 Mile Road Alleys & Parking Lot Reconfiguration Project, M-694 in the amount of $289,478.05.

   H. Request to approve Payment Application No. 4 for the 2025 Lawn Maintenance Contract, to Capital Landscapes of Ferndale, MI in the amount of $7,299.71.

   I. Payment request from Neumann Smith Architecture for Architectural Services on the Event Hub Project for the total amount of $18,930.87.

   J. New and Renewal Licenses for September 2, 2025

6. **RECOGNITION OF VISITING ELECTED OFFICIALS**

7. **SPECIAL RECOGNITION/PRESENTATIONS**

   A. Special Retirement Recognition for Dispatcher Mary Ann Page

8. **SPECIAL LICENSES**

   A. Special Event License Application for Vernon Street Block Party event to be held September 21, 2025 from 2:00 PM - 6:00 PM.

9. **ORDINANCES**

   A. First reading of an ordinance to amend Chapter 2, Administration, Article III, Boards and Commissions, by adding a new Division 2, Juneteenth Commission.

10. **CITY MANAGER**

    A. City Clerk

       1. Request to appoint Kevin Keys to the Arts and Cultural Diversity Commission for a term ending August 31, 2028

       2. Request to appoint Ian Cochran to the Building Board of Appeals for a term ending August 31, 2028

       3. Resolution adopting Board/Commission Member Expectations and Staff Liaison Responsibilities.

    B. Department of Public Works

       1. Approval of emergency purchase for Library HVAC repairs to Webb Mechanical for the total cost of $29.917.00

11. **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.

12. **CALL TO THE COUNCIL**

13. **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
40TH CITY COUNCIL
OAK PARK, MICHIGAN
AUGUST 18, 2025
7:00 PM

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1. CALL TO ORDER

The meeting was called to order at 7:06 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, Council Member Edgar, Council Member Whitehead, Council Member Crawford

ABSENT: Council Member Radner

OTHERS PRESENT: City Manager Tungate, Deputy City Clerk Williams-Elliott, City Attorney Krause

4. APPROVAL OF AGENDA

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

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

5. CONSENT AGENDA

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

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

A. Regular City Council Meeting Minutes for August 4, 2025
CM-08-265-2025

B. Special City Council Meeting Minutes for August 4, 2025
CM-08-266-2025

C. Public Safety Activity Summary Report for July 2025
CM-08-267-2025

D. Request to approve Payment Application No. 3 for the 2025 Lawn Maintenance Contract, to Capital Landscapes of Ferndale, MI in the amount of $7,135.72.
CM-08-268-2025

E. Request to approve Payment Application No. 3 for the 2025 Landscape Maintenance Contract, to Capital Landscapes of Ferndale, MI in the amount of $2,838.00.
CM-08-269-2025

F. Request to approve Payment Application No. 1 for the 2025 Block Pruning Project, to Limb Walkers Tree & Snow, LLC of Kenockee, MI in the amount of $9,500.00.
CM-08-270-2025

G. Approval of Payment Application No. 2 for the Event Hub Project in the amount of $459,066.81.
CM-08-271-2025

H. Request to approve the Calendar Year 2026 Free Garage Sale dates.
CM-08-272-2025

I. Request to approve the 2026 City Council Meeting dates.
CM-08-273-2025

J. New and Renewal Licenses for August 18, 2025
CM-08-274-2025

6. RECOGNITION OF VISITING ELECTED OFFICIALS

There were no elected officials present who wished to speak.

7. SPECIAL RECOGNITION/PRESENTATIONS

A. Juneteenth Trailblazer Award presented to Mayor Pro Tem Carolyn Burns

Item was removed from the agenda and will be presented at the next meeting.

8. SPECIAL LICENSES

A. Special Event License Application for the Arts and Cultural Diversity Commission Film Festival event to be held September 13, 2025
CM-08-275-2025

Motion by Edgar, seconded by Crawford, CARRIED, to approve the following special event request subject to all departmental approvals:

NAME	EVENT	FEE
Arts and Cultural Diversity Commission	Film Festival - Water Tower Dist. 9/13/25 3-9pm.	App fee waived.

Voice Vote:	YES:	McClellan, Edgar, Whitehead, Crawford
	NO:	None
	ABSENT:	Radner

B. Special Event License Application for Hatzalah end of summer party event to be held September 7, 2025
CM-08-276-2025

Motion by Whitehead, seconded by Edgar, CARRIED, to approve the following special event request subject to all departmental approvals:

NAME	EVENT	FEE
Hatzalah 13650 Oak Park Blvd.	End of Summer Party - City Hall Parking Lot 9/7/25 2-4pm	App fee waived

Voice Vote:	YES:	McClellan, Edgar, Whitehead, Crawford
	NO:	None
	ABSENT:	Radner

9. ACCOUNTING REPORTS

A. Approval for payment of an invoice submitted by Garan, Lucow, Miller, PC for legal services in the amount of $15,166.66
CM-08-277-2025

Motion by Whitehead, seconded by Edgar, CARRIED, to approve payment of an invoice submitted by Garan, Lucow, Miller, PC for legal services in the amount of $15,166.66.

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

10. BIDS

A. Request to award the bid for the 2025-2026 Miscellaneous Concrete Project M-782 to Mattioli Cement Co. for a total amount of $450,165.00.
CM-08-278-2025

Motion by Whitehead, seconded by Crawford, CARRIED, to award the bid for the 2025-2026 Miscellaneous Concrete Project M-782 to Mattioli Cement Co. for a total amount of $450,165.00.

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

At the July 21, 2025 regular meeting of the Oak Park City Council, the request to bid the 2025-2026 Miscellaneous Concrete Project M-782 was approved. The project was advertised and seventy-five (75) contractors viewed the documents. On August 12, 2025, ten (10) bids were received and opened. The low bidder, Mattioli Cement Co. of Fenton, MI submitted a bid of $450,165.00 for the replacement of deteriorated concrete patches throughout the city. The city has worked with Mattioli Cement Co. on several projects in the past and the department is comfortable with their work.

11. CITY MANAGER

A. Department of Public Works

1. Request authorization for the purchase of one vehicle to be assigned to the Public Safety Department for the total amount of $46,989.00.
   CM-08-279-2025

Motion by Whitehead, seconded by Crawford, CARRIED, to authorize the Public Works Department to participate in the State of Michigan (MiDeal) contract for the purchase of a 2024 Chevrolet Silverado to be assigned to the Public Safety Department for the total amount of $46,989.00.

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

The Public Works Department is requesting authorization to purchase the following vehicle from the State of Michigan (MiDeal) contract as part of the FY 2025-26 budget.

2. Request authorization for the purchase site furnishings for the Event Hub for a total cost of $137,564.20.
   CM-08-280-2025

Motion by Edgar, seconded by Whitehead, CARRIED, to authorize the purchase of site furnishings for the Event Hub from the Omnia Partners Purchasing Cooperative for a total cost of $137,564.20.

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

The Public Works Department is requesting authorization to purchase the site furnishings for the Event Hub from the Omnia Partners Purchasing Cooperative (#07-100) as part of the FY 2025-26 Event Hub Project budget.

B. Elevate Oak Park

1. Presentation of new Project Dashboard

Deputy City Manager DeCoster explained the new online public dashboard that provides an easy way for residents to obtain current information regarding construction projects under way in the city.

2. Late Season Pool Hours

Deputy City Manager Owczarzak reviewed new swimming pool hours for the remainder of the season including the "Last Dip" event taking place on September 6 at 1:00 pm. and the "Dog Day" event on September 7 from 12-3 pm.

12. CALL TO THE AUDIENCE

Edward Howard, 21630 Kipling, spoke to his concern about groundhogs in his neighborhood and neighbors blowing their lawn clippings into the street.

Don Jones, 24660 Westhampton, spoke about a Labor Day rally he is planning and announced that he had approximately 140 participants attend a rally he hosted last weekend.

13. CALL TO THE COUNCIL

14. ADJOURNMENT

There being no further business to come before the City Council, Mayor McClellan adjourned the meeting at 7:45 PM.

T. Edwin Norris, City Clerk

MINUTES
SPECIAL CITY COUNCIL MEETING
40TH CITY COUNCIL
OAK PARK, MICHIGAN
AUGUST 18, 2025
5:00 PM

1. CALL TO ORDER

The special meeting was called to order at 5:00 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, Council Member Edgar, Council Member Whitehead, Council Member Crawford

ABSENT: Council Member Radner

OTHERS PRESENT: City Manager Tungate, Deputy City Clerk Williams-Elliott, Municipal Services Director Marrone, Library Director Schaaf and City Attorney Krause, Deputy City Manager Oweczarzak, Deputy City Manager DeCoster

3. SPECIAL BUSINESS

A. Board and Commission candidate interviews and re-appointment and new appointment consideration.

Council conducted interviews with the following candidates to fill vacancies on city boards and commissions:

Antoinette Mills	Jim Head
Kevin Keys	Brenda Richard
Lauryn La Torre	Talitha Johnson
Eric Love	Jennifer Szonye
Verslala Parish	Ian Cochran
Carrie Muxlow	Dana Braxton
Kyle Gierada	

Council considered the following candidates who interviewed previously and are currently serving on another board:

Ann-Marie Parish

Motion by Whitehead, seconded by Crawford, CARRIED, to authorize the following reappointment of members to city boards and commissions:

REAPPOINTEE	BOARD/COMMISSION	NEW TERM TO EXPIRE
Sarah Davidson	Arts and Cultural Diversity Commission	August 2028
Tannis Cummings	Board of Review	August 2028
Steven Gold	Board of Review	August 2028
Leslye Harlik-Richie	Library Board	August 2027
Cheryl Daniel	Library Board	August 2027
Carian Taylor	Parks and Recreation Commission	August 2028
Ajai Tice	Parks and Recreation Commission	August 2028
Theresa Lorick-Henderson	Parks and Recreation Commission	August 2028
Beverly Wiggins	Parks and Recreation Commission	August 2028
Michael Eizelman	Planning Commission	August 2028
Howard Tkatch	Planning Commission	August 2028
Leslie Ellis	Recycling Commission	August 2028
Jonathan Nachman	Recycling Commission	August 2028
Richard Readus	Recycling Commission	August 2028
Kenneth Sherman	Recycling Commission	August 2028
Kemi Jackson	Traffic Safety Board	August 2028
Sharrista Brown	Traffic Safety Board	August 2028
Talesa Anderson	Zoning Board of Appeals	August 2028
Aaron Kleid	Zoning Board of Appeals	August 2028
Sharrista Brown	Zoning Board of Appeals	August 2028

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

Motion by Edgar, seconded by Crawford,CARRIED, to authorize the following removal from the Arts and Cultural Diversity Commission:

APPOINTEE	BOARD	REASON
Avi Snider	Arts and Cultural Diversity Commission	Attendance

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

Motion by Whitehead, seconded by Crawford, FAILED, to authorize the following appointments to the Arts and Cultural Diversity Commission:

APPOINTEE	BOARD	TERM TO EXPIRE
Kevin Keys	Arts and Cultural Diversity Commission	August 2028

Voice Vote:	Yes:	Whitehead, Crawford
	No:	McClellan, Edgar
	Absent:	Radner

Motion by Edgar, seconded by Crawford, FAILED, to authorize the following appointments to the Arts and Cultural Diversity Commission:

APPOINTEE	BOARD	TERM TO EXPIRE
Lauryn La Torre	Arts and Cultural Diversity Commission	August 2028

Voice Vote:	Yes:	McClellan, Edgar
	No:	Whitehead, Crawford
	Absent:	Radner

Motion by Whitehead, seconded by Edgar, CARRIED, to authorize the following appointment to the Brownfield Redevelopment Authority:

APPOINTEE	BOARD	TERM TO EXPIRE
Ian Cochran	Brownfield Redevelopment Authority	August 2028

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

Motion by Whitehead, seconded by Crawford, CARRIED, to authorize the following appointments to the Beautification Advisory Commission:

APPOINTEE	BOARD	TERM TO EXPIRE
Jennifer Szonye	Beautification Advisory Commission	August 2028
Jim Head	Beautification Advisory Commission	August 2028
Talitha Johnson	Beautification Advisory Commission	August 2028

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

Absent: Radner

Motion by Edgar, seconded by Whitehead, CARRIED, to authorize the following appointments to the Corridor Improvement Authority:

APPOINTEE	BOARD	TERM TO EXPIRE
Versala Parish	Corridor Improvement Authority	August 2028

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

Motion by Whitehead, seconded by Edgar, CARRIED, to authorize the following appointment to the Board of Review (Regular Member):

APPOINTEE	BOARD	TERM TO EXPIRE
Ann-Marie Parish	Board of Review	August 2028

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

Motion by Edgar, seconded by Whitehead, CARRIED, to authorize the following appointment to the Board of Review (Alternate Member):

APPOINTEE	BOARD	TERM TO EXPIRE
Eric Love	Board of Review (Alternate Member)	August 2028

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

Motion by Whitehead, seconded by Edgar, CARRIED, to authorize the following appointment to the Library Board:

APPOINTEE	BOARD	TERM TO EXPIRE
Dana Braxton	Library Board	August 2027

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

4. CALL TO THE AUDIENCE

There were no members of the audience who wished to speak.

5. ADJOURNMENT

There being no further business to come before the City Council, Mayor McClellan adjourned the special meeting at 6:59 PM.

T. Edwin Norris, City Clerk

CITY OF OAK PARK, MI
STAFF REPORT

5.C

AGENDA FOR: September 2, 2025

SUBJECT: Payment of invoices from OHM Advisors for Engineering Consulting Services in the total amount of $20,026.25

DEPARTMENT: Municipal Services

FROM: Kim Marrone, Director of Municipal Services

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

FINANCIAL STATEMENT:

Project	This Period	Prior Billings	To Date	Current Contract	Account Number
9-Mile and Coolidge Intersection	$7,200.00	$27,800.00	$35,000.00	$65,000.00	251-00.000-818
Nine Mile Greenfield to Cloverlawn, M-771	$11,737.25	$0.00	$11,737.25	$197,590.00	202-18-479-970
Inspection Services, M-770	$1,089.00	$0.00	$1,089.00	$1,089.00	203-18.479-970
Totals	$20,026.25	$51,068.75	$71,095.00	$379,679.00	

RECOMMENDED ACTION: It is recommended that the invoices from OHM Advisors for the above-listed projects be approved for the total amount of $20,026.25. Funding is available in the above-listed accounts.

EXHIBITS:

1. Nine Mile - Coolidge Intersection Study Invoice
2. 9 Mile - Greenfield to Cloverlawn Invoice
3. Northfield Inspection Services Invoice

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

OHM Advancing Communities®

INVOICE

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

Invoice Date: 08/12/2025
Invoice #: 91808
Project: 0037250010

Project Name: Nine Mile - Coolidge Intersection Study

For Professional Services Rendered Through: August 02, 2025

Fee Services

	Contract Amount	Percent Complete	Fee Earned	Prior Billings	Current Billings
1 - Project Kick Off	$1,000.00	100.00%	$1,000.00	$1,000.00	$0.00
2 - Discovery	$22,000.00	100.00%	$22,000.00	$22,000.00	$0.00
3 - Intersection Alternatives	$24,000.00	50.00%	$12,000.00	$4,800.00	$7,200.00
4 - Final Study Report	$18,000.00	0.00%	$0.00	$0.00	$0.00
	$65,000.00		$35,000.00	$27,800.00	$7,200.00

Invoice Total **$7,200.00**

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

OHM Advancing Communities®

INVOICE

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

Invoice Date: 08/12/2025
Invoice #: 91807
Project: 0037240013

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

For Professional Services Rendered Through: August 02, 2025

Professional Services

Description	*Fee*	*Prior Billed*	*Total Available*	*Current Billing*
CE - Nine Mile Road - Green. to Clover.	$198,000.00	$410.00	$197,590.00	$11,737.25

Invoice Total **$11,737.25**

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

OHM Advancing Communities®

INVOICE

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

Invoice Date: 08/12/2025
Invoice #: 91807
Project: 0037240013

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

Professional Services

	Hours	***Rate***	***Amount***
Graduate Engineer II	12.00	150.00	$1,800.00
Principal	.25	237.00	$59.25
Professional Engineer II	2.00	172.00	$344.00
Professional Engineer IV	11.00	205.00	$2,255.00
Technician III	5.75	140.00	$805.00
Technician IV	41.50	156.00	$6,474.00
Professional Services Subtotal	**72.50**		**$11,737.25**
Total Backup:	**72.50**		**$11,737.25**

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:	08/12/2025
Invoice #:	91809
Project:	0037250041

Project Name: As-Needed Inspection Support

For Professional Services Rendered Through: August 02, 2025

Professional Services	
Professional Fees	$1,089.00
Amount Due This Invoice	**$1,089.00**
Invoice Total	**$1,089.00**

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

OHM Advancing Communities®

INVOICE

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

Invoice Date:	08/12/2025
Invoice #:	91809
Project:	0037250041

Project Name: As-Needed Inspection Support

Professional Fees

Professional Services

	Hours	Rate	Amount
Technician I	10.00	105.00	$1,050.00
Technician IV	.25	156.00	$39.00
Professional Services Subtotal	**10.25**		**$1,089.00**
Professional Fees Total:	**10.25**		**$1,089.00**
Total Backup:	**10.25**		**$1,089.00**

CITY OF OAK PARK, MI
STAFF REPORT

5.D

AGENDA FOR: September 2, 2025

SUBJECT: Request to approve Payment Application No. 4 for the 2025 Landscape Maintenance Contract, to Capital Landscapes of Ferndale, MI in the amount of $3,668.12.

DEPARTMENT: Department of Public Works

FROM: Dave DeCoster, DPW Director

SUMMARY: Payment Application No. 4 for the 2025 Landscape Maintenance Contract

FINANCIAL STATEMENT: Attached is Payment Application No. 4 for the 2025 Landscape Maintenance Contract. This contract maintains the landscape beds along Nine Mile, at Nine Mile and Coolidge, City Complex, DPW, as well as the city welcome signs.

RECOMMENDED ACTION: It is recommended that Payment Application No. 4 for the 2025 Landscape Maintenance Contract, to Capital Landscapes of Ferndale, MI be approved in the amount of $3,668.12. Funding is available in the Major Streets (202-18.479-801), Shepherd Park (101-18.443-801), and Other Parks (101-18.444-801) funds for this expenditure.

EXHIBITS:

1. Landscape_Pay 4

PAYMENT APPLICATION

PROJECT: 2025 Landscape Maintenance Contract

APPLICATION NO.: 4

OWNER: City of Oak Park, MI

PERIOD ENDING: August 22, 2025

CONTRACTOR: Capital Landscapes
23133 Woodward Avenue #172
Ferndale, MI, 48220

ITEM NO.	ITEM DESCRIPTION	ORIGINAL BID QUANTITY		BID PRICE	PERIOD QUANTITY	PERIOD AMOUNT	QUANTITY TO DATE	AMOUNT TO DATE
1	Bi-weekly maintenance at the City Complex (See Exhibit A)	14	Weeks	$1,720.00	1.00	$1,720.00	7.10	$12,212.00
2	Bi-weekly maintenance at the Nine Mile and Coolidge Hwy. Intersection (See Exhibit B)	14	Weeks	$698.75	1.00	$698.75	7.40	$5,170.75
3	Bi-weekly maintenance at the city welcome signage and DPW Service Center (See Exhibit C)	14	Weeks	$209.63	1.00	$209.63	8.00	$1,677.00
4	Bi-weekly maintenance at the Nine Mile Cooridor (See Exhibit D)	14	Weeks	$209.63	1.00	$209.63	7.40	$1,551.23
5	Fertilizer and Broadleaf application on all turf areas	4.00	Apps	$1,383.53	0.60	$830.12	1.60	$2,213.64
6	Mulch placement (3" of Brown Double Shredded Hardwood)	150	CYD	$75.25	0.00	$0.00	150.00	$11,287.50
7	Spring Clean up	1	Each	$6,987.50	0.00	$0.00	1.00	$6,987.50
8	Fall Clean up	1	Each	$8,734.38	0.00	$0.00	0.00	$0.00

Period Amount:	**$3,668.12**	**Total Amount:**	**$41,099.62**

Original Contract Amount: **$72,275.48**

Earnings This Period:	**$3,668.12**
Total Earnings to Date:	$41,099.62
Deductions:	$0.00
Payments to Date:	$37,431.50

Amount Due to Capital Landscapes: $3,668.12

Accepted By: michael klein
michael klein (Aug 27, 2025 17:38:37 EDT)
Capital Landscapes

Date: 08/27/2025

Approved By:
Erik Nock (Aug 27, 2025 17:41:54 EDT)
Erik Nock, City of Oak Park

Date: 08/27/2025

CITY OF OAK PARK, MI
STAFF REPORT

5.E

AGENDA FOR: September 2, 2025

SUBJECT: Approval of Pay Application No. 4 to Eminent Excavating Local LLC of Dearborn, MI for the 2025 Water Main Replacement Project, M-769, in the amount of $71,916.99.

DEPARTMENT: Municipal Services

FROM: Dave DeCoster, DPW Director

SUMMARY: Attached is Pay Application No. 4 for the 2025 Water Main Replacement Project, M-769, by Eminent Excavating Local LLC of Dearborn, MI. This project includes Water Main Replacement along Nine Mile and on Sussex. The project is approximately 85% complete. This project is partially funded through a $900,000 reimbursement grant that was received.

FINANCIAL STATEMENT:

Original Contract Amount:	$1,149,431.00
Change Order No. 1:	$17,530.20
Change Order No. 2:	$12,342.38
Current Contract Amount	**$1,179,303.58**
Total Earnings to Date:	$1,032,156.25
Less Retainage:	$$58,965.18
Net Earned:	$973,191.07
Deductions:	$0.00
Balance:	$973,191.07
Payments to Date:	$901,274.08
Amount Due Eminent Excavating Local LLC	$71,916.99

RECOMMENDED ACTION: It is recommended that Pay Application No. 4 for the 2025 Water Main Replacement Project, M-769, to Eminent Excavating Local LLC of Dearborn, MI be approved for the amount of $71,916.99. Funding is available in the Water and Sewer Fund (592-18.538-970) for this expenditure.

EXHIBITS:

1. Eminent - Pay 4

PAYMENT APPLICATION

PROJECT:	2025 Water Main Replacement Project	***JOB NUMBER:***	M-769
OWNER:	City of Oak Park, Michigan	***APPLICATION NO.:***	4
CONTRACTOR:	Eminent Excavating Local LLC	***PERIOD ENDING:***	8/22/25
	22161 Outer Dr.	***PAGE:***	1 of 2
	Dearborn, MI 48124		

Item No.	Description	Original Bid Quantity	Unit	Unit Price	Period Quantity	Period Amount	Quantity To Date	Amount To Date
1	Mobilization, Max 5%	1	LSUM	$50,000.00	0.00	$0.00	1.00	$50,000.00
2	Minor Traffic Device, Modified SP	1	LSUM	$20,000.00	0.00	$0.00	1.00	$20,000.00
3	Pavement Removal, Modified SP	2,314	SYD	$9.00	0.00	$0.00	2,024.91	$18,224.19
4	Erosion Control, Inlet Protection, Fabric Drop, Modified SP	27	EACH	$145.00	0.00	$0.00	35.00	$5,075.00
5	Project Cleanup	1	LSUM	$2,500.00	0.00	$0.00	0.00	$0.00
6	Aggregate Base Under Concrete (6" 21AA Crush Limestone)	500	SYD	$17.00	0.00	$0.00	460.91	$7,835.47
7	Gate well , 1040C Frame and Cover	9	EACH	$750.00	2.00	$1,500.00	8.00	$6,000.00
8	Sanitary Manhole 1040A Frame and Cover	4	EACH	$850.00	0.00	$0.00	0.00	$0.00
9	Catch Basin 5080M3 6 Hole Frame and Cover	4	EACH	$950.00	0.00	$0.00	0.00	$0.00
10	Underdrain Subgrade, Open Graded 6", Modified SP	200	LFT	$20.00	0.00	$0.00	82.33	$1,646.60
11	Conc. Pavt. 24" curb and gutter Section, Non-Reinf. 7", Modified SP	200	LFT	$32.00	28.20	$902.40	130.40	$4,172.80
12	Conc. Pavt W/integral curb and gutter, Non-Reinf. 7", Modified SP	50	SYD	$75.00	0.00	$0.00	103.73	$7,779.75
13	Conc. Pavt W/integral curb and gutter, Non-Reinf. 10", Modified SP	400	SYD	$95.00	43.92	$4,172.40	539.53	$51,255.35
14	Sidewalk Conc. NonReinf. Modified SP 4" Conc. Sidewalk	10,400	SFT	$6.00	383.21	$2,299.26	8,306.62	$49,839.72
15	Sidewalk Conc. NonReinf. Modified SP 6" Conc. Sidewalk	6,270	SFT	$7.00	522.23	$3,655.61	4,563.64	$31,945.48
16	Sidewalk Curb	300	LFT	$30.00	60.00	$1,800.00	199.00	$5,970.00
17	Class A Sodding, Modified SP	3,000	SYD	$15.00	3,438.73	$51,580.95	3,438.73	$51,580.95
18	Water Main D.I CL 54 8" Trench Det B Modified	2,400	LFT	$157.00	0.00	$0.00	2,302.58	$361,505.06
19	Sussex ave. Water Main Connection "A" Sussex ave.@ Nine Mile Rd.	1	LSUM	$10,000.00	0.00	$0.00	1.00	$10,000.00
20	Sussex Ave. Water Main Connection "B" Sussex ave. @ Kenwood Ave.	1	LSUM	$6,500.00	0.00	$0.00	1.00	$6,500.00
21	Sussex Ave. Water Main Connection "C" Sussex Ave. @ Church Ave.	1	LSUM	$6,500.00	0.00	$0.00	1.00	$6,500.00
22	Sussex Ave. Water Main Connection "D" Sussex Ave. @ Rosemary Ave.	1	LSUM	$7,500.00	0.00	$0.00	1.00	$7,500.00
23	Nine Mile Crossings Water Main Connection "E" Nine Mile Rd. @ Avon Ave.(north side)	1	LSUM	$7,500.00	0.00	$0.00	1.00	$7,500.00
24	Nine Mile Crossings Water Main Connection "F" Nine Mile Rd. @ Avon Ave.(South side)	1	LSUM	$12,500.00	0.00	$0.00	1.00	$12,500.00
25	Nine Mile Crossings Water Main Connection "G" Nine Mile Rd. @ Radclift Ave.(north side)	1	LSUM	$6,500.00	0.00	$0.00	1.00	$6,500.00
26	Nine Mile Crossings Water Main Connection "H" Nine Mile Rd. @ Radclift Ave. (South side)	1	LSUM	$12,500.00	0.00	$0.00	1.00	$12,500.00
27	Nine Mile Crossings Water Main Connection "I" Nine Mile Rd. @ Wildwood Ave. (north side)	1	LSUM	$7,500.00	0.00	$0.00	1.00	$7,500.00
28	Nine Mile Crossings Water Main Connection "J" Nine Mile Rd. @ Wildwood Ave. (South side)	1	LSUM	$12,500.00	0.00	$0.00	1.00	$12,500.00
29	Nine Mile Crossings Water Main Connection "K" Nine Mile Rd. @ Marlow Ave.(north side)	1	LSUM	$7,500.00	0.00	$0.00	1.00	$7,500.00
30	Nine Mile Crossings Water Main Connection "L" Nine Mile Rd. @ Marlow Ave.(South side)	1	LSUM	$10,000.00	0.00	$0.00	1.00	$10,000.00
31	Nine Mile Crossings Water Main Connection "M" Nine Mile Rd. @ Church Ave.(north side)	1	LSUM	$7,500.00	0.00	$0.00	1.00	$7,500.00
32	Nine Mile Crossings Water Main Connection "N" Nine Mile Rd. @ Church Ave. (South side)	1	LSUM	$16,500.00	0.00	$0.00	1.00	$16,500.00
33	Lincoln @ Coolidge Hydrant Tee Removal	1	LSUM	$12,000.00	0.00	$0.00	0.00	$0.00
34	Install Fire Hydrant EJIW 5BR-250	5	EACH	$7,500.00	0.00	$0.00	5.00	$37,500.00
35	Install Stainles Steel 8" taping Sleeve, Valve & Well	3	EACH	$15,000.00	0.00	$0.00	3.00	$45,000.00
36	Install 8" Gate Valve and Well	6	EACH	$6,500.00	0.00	$0.00	6.00	$39,000.00

37	Remove & Replace Short Side Service Curb Box 3/4" to 2"	29	EACH	$800.00	0.00	$0.00	26.00	$20,800.00
38	Service Transfers	53	EACH	$850.00	0.00	$0.00	51.00	$43,350.00
39	3/4" to 2" Diameter Type K Copper	275	LFT	$50.00	0.00	$0.00	69.67	$3,483.50
40	Remove Existing Fire Hydrant	4	EACH	$750.00	0.00	$0.00	4.00	$3,000.00
41	Remove Existing Gate Valve and Well	7	EACH	$1,000.00	0.00	$0.00	7.00	$7,000.00
42	Drainage Structure Adjust	4	EACH	$1,000.00	0.00	$0.00	0.00	$0.00
43	Crossing Existing Water Mains, Sewers, and sewer leads	10	EACH	$500.00	0.00	$0.00	4.00	$2,000.00
44	Cast in Place Detectable, Tactile warning Surfaces	300	SFT	$20.00	80.00	$1,600.00	240.00	$4,800.00
45	Abandon Existing Water Main, Sussex Ave. Water main	1	LSUM	$15,000.00	0.00	$0.00	0.00	$0.00
46	Abandon Existing Avon Water Main (crossing)	1	LSUM	$3,000.00	0.00	$0.00	0.00	$0.00
47	Abandon Existing Radclift Water Main (crossing)	1	LSUM	$3,000.00	0.00	$0.00	0.00	$0.00
48	Abandon Existing Wildwood Water Main (crossing)	1	LSUM	$3,000.00	0.00	$0.00	0.00	$0.00
49	Abandon Existing Marlow Water Main (crossing)	1	LSUM	$3,000.00	0.00	$0.00	0.00	$0.00
50	Abandon Existing Church Water Main (crossing)	1	LSUM	$3,000.00	0.00	$0.00	0.00	$0.00
51	Maintenance Gravel, Modified SP	1,000	TON	$30.00	0.00	$0.00	0.00	$0.00
52	Salvage Sign, Modified SP	20	EACH	$100.00	0.00	$0.00	9.00	$900.00
53	Unidentified Irrigation System Repairs - Sprinkler Lines	250	LFT	$12.00	285.00	$3,420.00	285.00	$3,420.00
54	Unidentified Irrigation System Repairs - Sprinkler Heads	50	EACH	$80.00	31.00	$2,480.00	31.00	$2,480.00
55	Remove/ Replace Catch Basin - Church @ Sussex	0	LSUM	$3,250.00	0.00	$0.00	1.00	$3,250.00
56	Marlow excavation to check for leak 7/16/25	0	LSUM	$12,342.38	0.00	$0.00	1.00	$12,342.38
					TOTALS:	**$73,410.62**		**$1,032,156.25**

Original Contract Amount:	$1,149,431.00
Change Order #1:	$17,530.20
Change Order #2:	$12,342.38
Current Contract Amount:	$1,179,303.58

Earnings This Period:	$73,410.62
Total Earnings to Date:	$1,032,156.25
Less Retainage:	$58,965.18
Net Earned:	$973,191.07
Deductions:	$0.00
Balance:	$973,191.07
Payments to Date:	$901,274.08
Amount Due:	**$71,916.99**

Accepted By: ______________________ Date: ______________________
Eminent Excavating Local LLC

Accepted By: ______________________ Date: ______________________
Kim Marrone, Director of Municipal Services
City of Oak Park, Michigan

CITY OF OAK PARK, MI
STAFF REPORT

5.F

AGENDA FOR: September 2, 2025

SUBJECT: Approval of Pay Application No. 3 for the 2025 Northfield Reconstruction Project, M-770 in the amount of $452,001.77.

DEPARTMENT: Municipal Services

FROM: Dave DeCoster, DPW Director

SUMMARY: Approval of Pay Application No. 3 for the 2025 Northfield Reconstruction Project, M-770 by A&G Construction and Remodeling of Detroit, MI. This project includes new storm sewers and concrete roadway on Northfield, between Seneca and Rosewood. This project is now approximately 85% complete.

FINANCIAL STATEMENT:

Original Contract Amount:	$979,679.75
Total Earnings To Date:	$870.503.69
Less Retainage:	$48,983.99
Net Earned:	$821,519.70
Deductions:	$0.00
Balance:	$821,519.70
Payments To Date:	$369,517.93
Amount Due to A&G Construction:	**$452,001.77**

RECOMMENDED ACTION: It is recommended that Pay Application No. 3 for the 2025 Northfield Reconstruction Project, M-770, to A&G Construction and Remodeling of Detroit, MI be approved for the amount of $452,001.77. Funding is available in the Local Streets Fund (203-18.479-970) for this expenditure.

EXHIBITS:

1. Northfield_Pay 3

PAYMENT APPLICATION

PROJECT: **2025 NORTHFIELD RECONSTRUCTION PROJECT**
JOB NUMBER: M-770

OWNER: **CITY OF OAK PARK, MICHIGAN**
APPLICATION NO.: 3

CONTRACTOR: **A&G CONSTRUCTION AND REMODELING**
1938 CAMPBELL STREET
DETROIT, MI 48209
PERIOD ENDING: 8/22/2025

ITEM	DESCRIPTION	ORIGINAL BID QUANTITY	UNIT	UNIT PRICE	PERIOD QUANTITY	PERIOD AMOUNT	QUANTITY TO DATE	AMOUNT TO DATE
1	Mobilization, Max 5%	1	LSUM	$25,000.00	0.00	$0.00	1.00	$25,000.00
2	Minor Traffic Device, Modified SP	1	LSUM	$6,405.00	0.00	$0.00	1.00	$6,405.00
3	Project Cleanup	1	LSUM	$2,500.00	0.00	$0.00	0.00	$0.00
4	Pavement Removal, Modified SP	7,228	SYD	$8.00	420.24	$3,361.92	7,173.70	$57,389.60
5	Earth Excavation	100	CYD	$25.00	0.00	$0.00	0.00	$0.00
6	Subgrade Undercut	460	CYD	$55.00	0.00	$0.00	248.04	$13,642.20
7	Aggregate Base Under Concrete (6" 21AA Crush Limestone)	6,485	SYD	$10.00	28.61	$286.10	6,517.71	$65,177.10
8	Underdrain Subgrade, Open Graded 6"	3,454	LFT	$14.00	0.00	$0.00	3,282.90	$45,960.60
9	Maintenance Gravel, Modified SP	1,000	TON	$28.00	0.00	$0.00	146.35	$4,097.80
10	Conc. Pavement, With Integral Curb Non-Reinf. 7 inch., Modified SP	6,485	SYD	$65.00	6,495.39	$422,200.35	6,495.39	$422,200.35
11	Conc. Pavement, 24" Curb and Gutter Section Non-Reinf. 7 inch., Modified SP	10	LFT	$28.00	0.00	$0.00	0.00	$0.00
12	Sidewalk Conc.- NonReinf. Modified SP 4" Concrete sidewalk	2,046	SFT	$5.75	50.66	$291.30	50.66	$291.30
13	Sidewalk Conc.- NonReinf. Modified SP 6" Conc. Sidewalk/DR. Approach	4,643	SFT	$6.75	5,005.71	$33,788.54	5,005.71	$33,788.54
14	Cast in Place Detectable, Tactile Warning Surfaces 5X2	360	SFT	$15.00	0.00	$0.00	0.00	$0.00
15	Sidewalk Curb Wall	500	LFT	$28.50	0.00	$0.00	0.00	$0.00
16	Station Grading, Modified SP	16.10	STA	$2,200.00	0.00	$0.00	16.10	$35,420.00
17	Class A Sodding, Modified SP	2,530	SYD	$12.00	0.00	$0.00	0.00	$0.00
18	Drainage Structure Removal	16	EA	$750.00	0.00	$0.00	16.00	$12,000.00
19	24" Drainage Structure Inlet	6	EA	$2,500.00	0.00	$0.00	8.00	$20,000.00
20	48" Drainage Structure	10	EA	$3,500.00	0.00	$0.00	8.00	$28,000.00
21	Drainage Structure Adjust	8	EA	$700.00	0.00	$0.00	10.00	$7,000.00
22	Sewer Trap, 12" and Under	10	EA	$850.00	0.00	$0.00	8.00	$6,800.00
23	Sewer Pipe Remove, 12" and Under	440	LFT	$25.00	0.00	$0.00	485.83	$12,145.75
24	Sewer 12" Reinf-Concrete Pipe	440	LFT	$115.00	0.00	$0.00	470.83	$54,145.45
25	Sanitary Manhole 1040A frame and cover	9	EA	$800.00	0.00	$0.00	8.00	$6,400.00
26	Catch Basin 5080M3 6 hole frame & cover	15	EA	$800.00	0.00	$0.00	16.00	$12,800.00
27	Crossing Existing Watermains, Sewer, and Sewer Leads	5	EA	$1.00	0.00	$0.00	0.00	$0.00
28	Erosion Control, Inlet Protection, Fabric Drop, Modified SP	26	EA	$80.00	0.00	$0.00	23.00	$1,840.00
29	Salvage Sign, Modified SP	16	EA	$195.00	0.00	$0.00	0.00	$0.00
30	Unidentified Irrigation System Repairs - Spinkler lines	500	LFT	$8.00	0.00	$0.00	0.00	$0.00
31	Unidentified Irrigation System Repairs - Sprinkler Heads	50	EA	$50.00	0.00	$0.00	0.00	$0.00

Period Total Amount: **$459,928.21** **Amount to Date:** **$870,503.69**

Original Contract Amount: **$979,679.75**

Earnings This Period:	$459,928.21
Total Earnings to Date:	$870,503.69
Less Retainage:	$48,983.99
Net Earned:	$821,519.70
Deductions:	$0.00
Balance:	$821,519.70
Payments to Date:	$369,517.93

AMOUNT DUE A&G CONSTRUCTION AND REMODELING: **$452,001.77**

Accepted By: Milton Garcia
Milton Garcia (Aug 26, 2025 12:41:30 EDT)
A&G Construction and Remodeling
Date: 08/26/2025

Approved By: David DeCoster for Kim Marrone
Kimberly Marrone, Director of Municipal Services
City of Oak Park, Michigan
Date: 08/26/2025

CITY OF OAK PARK, MI
STAFF REPORT

5.G

AGENDA FOR: September 2, 2025

SUBJECT: Approval of Pay Application No. 1 for the 11 Mile Road Alleys & Parking Lot Reconfiguration Project, M-694 in the amount of $289,478.05.

DEPARTMENT: Municipal Services

FROM: Dave DeCoster, DPW Director

SUMMARY: Approval of Pay Application No. 1 for the 11 Mile Road Alleys & Parking Lot Reconfiguration Project, M-694 by Warren Contractors & Development of Shelby Twp., MI. This project replaces the pavement in the alley and parking lots behind the businesses between Tulare and Gardner, just south of Eleven Mile and adds placemaking elements. This project is now approximately 15% complete.

FINANCIAL STATEMENT:

Original Contract Amount:	$1,989,091.25
Total Earnings To Date:	$321,642.28
Less Retainage:	$32,164.23
Net Earned:	$289,478.05
Deductions:	$0.00
Balance:	$289,478.05
Payments To Date:	$0.00
Amount Due to Warren Contractor & Development:	**$289,478.05**

RECOMMENDED ACTION: It is recommended that Pay Application No. 1 for the 11 Mile Road Alleys & Parking Lot Reconfiguration Project, M-694 by Warren Contractors & Development of Shelby Twp., MI be approved for the amount of $289,478.05. Funding is available in the 11 Mile - Special Assessment Fund (813-18.444-970.000).

EXHIBITS:

1. Eleven Mile_Pay 1

PAYMENT APPLICATION

PROJECT:	11 Mile Road Alleys & Parking Lot Reconfiguaration Project	***JOB NUMBER:***	M-694
OWNER:	City of Oak Park, Michigan	***APPLICATION NO.:***	1
CONTRACTOR:	Warren Contractors & Development, Inc.	***PERIOD ENDING:***	8/22/25
	14979 Technology Dr.	***PAGE:***	1 of 2
	Shelby Twp., MI 48315		

Item No.	Description	Original Bid Quantity	Unit	Unit Price	Period Quantity	Period Amount	Quantity To Date	Amount To Date
1	Mobilization, Max 5%	1	LSUM	$100,000.00	0.50	$50,000.00	0.50	$50,000.00
2	Concrete Pavement Removal, Modified SP	13,660	SYD	$14.50	724.69	$10,508.01	724.69	$10,508.01
3	Asphalt Pavement Removal, Modified SP	460	SYD	$17.00	0.00	$0.00	0.00	$0.00
4	Drainage Structure, Removing, Modified SP	1	EACH	$735.00	0.00	$0.00	0.00	$0.00
5	Sewer Remove, Under 24 inches	50	LFT	$50.00	0.00	$0.00	0.00	$0.00
6	24" Curb and Gutter Removal	1,025	LFT	$16.00	239.00	$3,824.00	239.00	$3,824.00
7	Wall and Footing Removal	120	LFT	$150.00	129.50	$19,425.00	129.50	$19,425.00
8	Earth Excavation, Modified SP	2,900	CYD	$43.00	263.25	$11,319.75	263.25	$11,319.75
9	Remove and Relocate New Fire Hydrant, EJ 5BR250	1	EACH	$10,000.00	1.00	$10,000.00	1.00	$10,000.00
10	Subgrade Undercutting, (Modified)	50	CYD	$150.00	0.00	$0.00	0.00	$0.00
11	Erosion Control, Inlet Protection, Fabric Drop, Modified SP	20	EACH	$115.00	4.00	$460.00	4.00	$460.00
12	Aggregate Base Under Concrete (6" 21AA Crushed LS)	4,820	SYD	$13.60	899.18	$12,228.85	899.18	$12,228.85
13	Aggregate Base Under Asphalt (10" 21AA Crushed LS)	8,120	SYD	$22.50	0.00	$0.00	0.00	$0.00
14	Water Main, DI CL 54, 6 inch, Trench Detail B	25	LFT	$425.00	34.25	$14,556.25	34.25	$14,556.25
15	Maintenance gravel, Modified SP	100	TON	$52.00	13.07	$679.64	13.07	$679.64
16	Drainage Structure, 24 Inch (Inlet), Modified SP	1	EACH	$4,300.00	0.00	$0.00	0.00	$0.00
17	Drainage Structure, 48 Inch Diameter, Modified SP	1	EACH	$7,400.00	0.00	$0.00	0.00	$0.00
18	Catch Basin 5080 M3, Frame and Cover	1	EACH	$800.00	0.00	$0.00	0.00	$0.00
19	Adjusting Drainage Structure Cover, Case 1, Modified SP	10	EACH	$900.00	0.00	$0.00	0.00	$0.00
20	1" Water Service and Tapping Sleeve	50	LFT	$204.00	76.00	$15,504.00	76.00	$15,504.00
21	Water Meter Pit Installation	2	EACH	$7,900.00	2.00	$15,800.00	2.00	$15,800.00
22	Irrigation, Rain Bird SCZ-100-PRF 1"	3	EACH	$150.00	0.00	$0.00	0.00	$0.00
23	Irrigation, Flush Valve	3	EACH	$60.00	0.00	$0.00	0.00	$0.00
24	Irrigation, Drip Air Relief Valve	3	EACH	$40.00	0.00	$0.00	0.00	$0.00
25	Irrigation, Dripline Netafim TLDL-06-12-12	2,738	LFT	$2.50	0.00	$0.00	0.00	$0.00
26	Irrigation, Hunter HQ-44RC 1"	2	EACH	$500.00	0.00	$0.00	0.00	$0.00
27	Irrigation, Febco 765 1"	2	EACH	$520.00	0.00	$0.00	0.00	$0.00
28	Irrigation, Hunter I2C-0800-M/ICC-PED	2	EACH	$2,100.00	0.00	$0.00	0.00	$0.00
29	Irrigation, Hunter WR-CLIK	2	EACH	$300.00	0.00	$0.00	0.00	$0.00
30	Irrigation, POC 1"	2	EACH	$1,100.00	0.00	$0.00	0.00	$0.00
31	Irrigation, Lateral Polyethylene Pipe, 100 PSI, 1"	1,153	LFT	$1.50	0.00	$0.00	0.00	$0.00
32	Irrigation, Mainline PVC Class 200 SDR 21, 1"	44	LFT	$3.50	0.00	$0.00	0.00	$0.00
33	Irrigation, Pipe Sleeve: PVC Class 160 SDR 26, 2"	125	LFT	$35.00	0.00	$0.00	0.00	$0.00
34	Hypar Shade Sail, Furnish and Install	2	EACH	$12,800.00	0.00	$0.00	0.00	$0.00
35	Underdrain Subgrade, Open Graded 6" Modified SP	540	LFT	$37.00	0.00	$0.00	0.00	$0.00
36	Conc. Pavement, Non-Reinf 7 in, W/int curb and gutter Modified SP	4,850	SYD	$76.00	0.00	$0.00	0.00	$0.00
37	24" Curb and Gutter Section	560	LFT	$34.50	232.12	$8,008.14	232.12	$8,008.14
38	Sidewalk Concrete non- reinf, 8" Conc. Sidewalk/Drive Approach	2,950	SFT	$9.00	0.00	$0.00	0.00	$0.00
39	Sidewalk Concrete non- reinf, 6" Conc. Sidewalk/Drive Approach	10,155	SFT	$7.00	6,575.52	$46,028.64	6,575.52	$46,028.64
40	HMA Pavement, 13A or approved equal	900	TON	$126.50	0.00	$0.00	0.00	$0.00
41	HMA Pavement, 11A or approved equal	1,360	TON	$130.00	0.00	$0.00	0.00	$0.00
42	Cast In Place Detectable/ Tactile Warning Surface	10	SFT	$52.00	0.00	$0.00	0.00	$0.00
43	Planting Bed Prep, Grading, Irrigation, and Topsoil	2,859	SFT	$4.75	0.00	$0.00	0.00	$0.00
44	Class A Sodding, Modified SP	110	SYD	$30.00	0.00	$0.00	0.00	$0.00
45	Salvage Sign	20	EACH	$150.00	0.00	$0.00	0.00	$0.00
46	Sign, R78MI (Handicap Parking)	4	EACH	$280.00	0.00	$0.00	0.00	$0.00
47	Post Hole through Concrete For Steel Post	12	EACH	$115.00	0.00	$0.00	0.00	$0.00
48	Dumpster Enclosure, 15' by 10' Exterior Dimensions	3	EACH	$23,600.00	3.00	$70,800.00	3.00	$70,800.00
49	Dumpster Enclosure, 21' by 10' Exterior Dimensions	1	EACH	$32,500.00	1.00	$32,500.00	1.00	$32,500.00
50	Permanent Bollards, 6" with Plastic Bollard Covers	46	EACH	$875.00	0.00	$0.00	0.00	$0.00

51	Removable Bollards, 6" with Embedment Sleeve & Bollard Covers	30	EACH	$1,390.00	0.00	$0.00	0.00	$0.00
52	Pavt Marking, 12" Ladder Cross walk White	100	LFT	$1.10	0.00	$0.00	0.00	$0.00
53	Pavt Marking, 12" Cross Hatching White	255	LFT	$1.10	0.00	$0.00	0.00	$0.00
54	Pavt Marking, Direction Arrow white, 9.3' X 2.5'	15	EACH	$26.00	0.00	$0.00	0.00	$0.00
55	Pavt Mrkg., 4" white striping	14300	LFT	$0.50	0.00	$0.00	0.00	$0.00
56	Pavt Mrkg. 4" Blue striping	1500	LFT	$0.50	0.00	$0.00	0.00	$0.00
57	Pavt Mrkg, Handicap Kit 48"x48"	12	EACH	$52.00	0.00	$0.00	0.00	$0.00
58	Pavt Mrkg. 4" Yellow striping	2280	LFT	$0.50	0.00	$0.00	0.00	$0.00
59	Pavt Mrkg, Pedestrian symbol kit, 48" x 48", Yellow	8	EACH	$30.00	0.00	$0.00	0.00	$0.00
60	Electrical Rise Panel & Enclosure	2	EACH	$19,320.00	0.00	$0.00	0.00	$0.00
61	TayMac PP55Z ParkPost Outdoor Power Pedestal Enclosure	2	EACH	$1,000.00	0.00	$0.00	0.00	$0.00
62	Oblica Fire Table by Montana Fire Pits	2	EACH	$16,700.00	0.00	$0.00	0.00	$0.00
63	~~Sival Commercial Grade Heavy Duty Outdoor String Lighting~~	~~1000~~	~~LFT~~	~~$92.00~~	~~0.00~~	~~$0.00~~	~~0.00~~	~~$0.00~~
64	~~10 Deg Acclaim UNA-241-ADRN Unity H1 LED Flood Light~~	~~6~~	~~EACH~~	~~$7,500.00~~	~~0.00~~	~~$0.00~~	~~0.00~~	~~$0.00~~
65	~~30 Deg Acclaim UNA-241-ADRN Unity H1 LED Flood Light~~	~~4~~	~~EACH~~	~~$7,500.00~~	~~0.00~~	~~$0.00~~	~~0.00~~	~~$0.00~~
66	~~Acclaim Aria WD8 Wireless DMX~~	~~1~~	~~EACH~~	~~$4,600.00~~	~~0.00~~	~~$0.00~~	~~0.00~~	~~$0.00~~
67	~~Acclaim ART500 DMX Controller w/enclosure~~	~~1~~	~~EACH~~	~~$17,250.00~~	~~0.00~~	~~$0.00~~	~~0.00~~	~~$0.00~~
68	Rigid Electrical Conduit with wiring	960	LFT	$29.00	0.00	$0.00	0.00	$0.00
69	Flexible Electrical Conduit with wiring	50	LFT	$55.00	0.00	$0.00	0.00	$0.00
70	PVC Electrical Conduit with wiring	50	LFT	$52.00	0.00	$0.00	0.00	$0.00
71	Natural Gas Service Piping	120	LFT	$72.00	0.00	$0.00	0.00	$0.00
72	Outdoor Power Pedestal, TayMac PP55z ParkPost Power Enclosure	2	EACH	$1,050.00	0.00	$0.00	0.00	$0.00
73	Project Cleanup, Modified SP	1	LSUM	$7,600.00	0.00	$0.00	0.00	$0.00

ALTERNATE ITEMS

13A	Aggregate Base Under Asphalt (10" 21AA Crushed LS)	3,700	SYD	$22.50	0.00	$0.00	0.00	$0.00
40A	HMA Pavement, 13A or approved equal	410	TON	$130.00	0.00	$0.00	0.00	$0.00
41A	HMA Pavement, 11A or approved equal	1,025	TON	$130.00	0.00	$0.00	0.00	$0.00

TOTALS: $321,642.28 $321,642.28

Original Contract Amount: $1,989,091.25

Earnings This Period:	$321,642.28
Total Earnings to Date:	$321,642.28
Less Retainage:	$32,164.23
Net Earned:	$289,478.05
Deductions:	$0.00
Balance:	$289,478.05
Payments to Date:	$0.00
Amount Due:	**$289,478.05**

Accepted By: Nicholas Cerullo
Nicholas Cerullo (Aug 26, 2025 15:50:28 EDT)
Warren Contractors & Development, Inc.

Date: 08/26/2025

Accepted By: DJ DC David DeCoster for Kim Marrone
Kim Marrone, Director of Municipal Services
City of Oak Park, Michigan

Date: 08/26/2025

CITY OF OAK PARK, MI
STAFF REPORT

5.H

AGENDA FOR: September 2, 2025

SUBJECT: Request to approve Payment Application No. 4 for the 2025 Lawn Maintenance Contract, to Capital Landscapes of Ferndale, MI in the amount of $7,299.71.

DEPARTMENT: Department of Public Works

FROM: Dave DeCoster, DPW Director

SUMMARY: Payment Application No. 4 for the 2025 Landscape Maintenance Contract

FINANCIAL STATEMENT: Attached is Payment Application No. 4 for the 2025 Lawn Maintenance Contract. This contract maintains the lawns in the City's parks, grounds, and rights of way.

RECOMMENDED ACTION: It is recommended that Payment Application No. 4 for the 2025 Lawn Maintenance Contract, to Capital Landscapes of Ferndale, MI be approved in the amount of $7,299.71. Funding is available in the Major Streets (202-18.479-801), Local Streets (203-18.479-801), Water / Sewer (592-18.540-930), and Public Works (101-18.443-801 and 101-18.444-801) funds for this expenditure.

EXHIBITS:

1. Lawn_Pay 4

PAYMENT APPLICATION

PROJECT: 2025 Lawn Maintenance Contract
APPLICATION NO.: 4

OWNER: City of Oak Park, MI
PERIOD ENDING: August 22, 2025

CONTRACTOR: Capital Landscapes
23133 Woodward Avenue #172
Ferndale, MI, 48220

ITEM NO.	ITEM DESCRIPTION	ORIGINAL BID QUANTITY		BID PRICE	PERIOD QUANTITY	PERIOD AMOUNT	QUANTITY TO DATE	AMOUNT TO DATE
1	Kingston / Water tank / Gardens (behind parking)	28	Weeks	$92.40	2.00	$184.80	15.85	$1,464.54
2	Harding Tot Lots (Dead end of Harding)	28	Weeks	$21.00	2.00	$42.00	14.00	$294.00
3	Tyler Park (adjacent to Tyndall School)	28	Weeks	$138.60	2.00	$277.20	14.00	$1,940.40
4	Lincoln Blvds. (Greenfield Rd. to Coolidge Hwy.)	28	Weeks	$112.35	2.00	$224.70	16.00	$1,797.60
5	Rothstein / Victoria Parks	28	Weeks	$355.95	2.00	$711.90	15.40	$5,481.63
6	I-696, 10 Mile Road - Greenfield to Sherman Bridge	28	Weeks	$191.10	1.95	$372.65	12.40	$2,369.64
7	10 Mile Pump Station area (13641 Ten Mile Rd.)	28	Weeks	$60.90	2.00	$121.80	16.00	$974.40
8	Greenfield green belts (north and south of Oak Park Blvd.)	28	Weeks	$92.40	2.00	$184.80	15.00	$1,386.00
9	Oak Park Blvds. (Greenfield Rd. to Ferndale)	28	Weeks	$243.60	2.00	$487.20	13.25	$3,227.70
10	City Complex (not including Shepherd Park)	28	Weeks	$619.50	2.00	$1,239.00	15.45	$9,571.28
11	Nine Mile and Coolidge Intersection	28	Weeks	$224.70	2.00	$449.40	16.00	$3,595.20
12	9 Mile Road green belts (McClain to Rosewood Ave.)	28	Weeks	$165.90	2.00	$331.80	13.50	$2,239.65
13	9 Mile Road green belts (Greenfield to Church)	28	Weeks	$112.35	2.00	$224.70	16.00	$1,797.60
14	Hubbell / Stratford / Greenbriar Green belts	28	Weeks	$106.05	2.00	$212.10	15.25	$1,617.26
15	8 Mile Pump Station (20751 Coolidge Hwy.)	28	Weeks	$73.50	2.00	$147.00	16.00	$1,176.00
16	Oneida Blvds. (Seneca Ave. to Dartmouth Ave.)	28	Weeks	$7.35	2.00	$14.70	15.00	$110.25
17	Majestic Outlot (dead end of Majestic)	28	Weeks	$13.65	2.00	$27.30	14.00	$191.10
18	Northfield Blvds. (Coolidge Hwy. to Scotia Rd.)	28	Weeks	$86.10	2.00	$172.20	16.00	$1,377.60
19	McClain / Granzon	28	Weeks	$39.90	1.70	$67.83	15.10	$602.49
20	Troy Avenue green belt	28	Weeks	$27.30	2.00	$54.60	14.00	$382.20
21	Lessenger Park	28	Weeks	$66.15	2.00	$132.30	15.75	$1,041.86
22	Albany green belts (Coolidge Hwy. to Rosewood Ave.)	28	Weeks	$191.10	2.00	$382.20	16.00	$3,057.60
23	DPW Service Center (10600 Capital Ave.)	28	Weeks	$27.30	2.00	$54.60	16.00	$436.80
24	Meyers Blvds. (Capital Ave. to Eight Mile Road)	28	Weeks	$53.55	2.00	$107.10	15.00	$803.25
25	Cul-de-Sacs (39 Locations around town)	28	Weeks	$244.65	2.00	$489.30	10.45	$2,556.59
26	8 Mile Blvds. / Greenfield to Meyers (Mowing)	12	Weeks	$287.28	1.00	$287.28	8.95	$2,571.16
27	8 Mile Blvds. / Greenfield to Meyers (Picking)	24	Weeks	$149.63	2.00	$299.25	8.00	$1,197.00
					Period Amount:	**$7,299.71**	**Total Amount:**	**$53,260.80**

Original Contract Amount: **$96,499.20**

Earnings This Period:	**$7,299.71**
Total Earnings to Date:	$53,260.80
Deductions:	$0.00
Payments to Date:	$45,961.09

Amount Due to Capital Landscapes: $7,299.71

Accepted By: michael klein
michael klein (Aug 27, 2025 17:38:05 EDT)
Capital Landscapes
Date: 08/27/2025

Approved By:
Erik Nock (Aug 27, 2025 17:40:15 EDT)
Erik Nock, City of Oak Park
Date: 08/27/2025

CITY OF OAK PARK, MI
STAFF REPORT

5.I

AGENDA FOR: September 2, 2025

SUBJECT: Payment request from Neumann Smith Architecture for Architectural Services on the Event Hub Project for the total amount of $18,930.87.

DEPARTMENT: Department of Public Works

FROM: Dave DeCoster, DPW Director

SUMMARY: Attached is an invoice (No. 18) from Neumann Smith Architecture for the Event Hub Project. Construction is ongoing.

FINANCIAL STATEMENT: See below for a breakdown of costs per project:

Project	This Period	Prior Billings	Contract Remaining	Current Contract	Account Number
Event Hub	$18,930.87	$286,199.27	$42,869.86	$348,000.00	405-18.447-970.204
Municipal Services	$0.00	$8,914.75	$40,610.25	$49,525.00	101-16-401-970
Project Reimbursables	$0.00	$1,964.58	$535.42	$2,500.00	405-18.447-970.204
BABA Review	$0.00	$40,800.00	$0.00	$40,800.00	405-18.447-970.204
Totals:	**$18,930.87**	**$337,878.60**	**$84,015.53**	**$440,825.00**	

RECOMMENDED ACTION: It is recommended that the attached invoice (No. 18) from Neumann Smith Architecture for the Event Hub Project be approved for the total amount of $18,930.87. Funding is available in the Event Hub Construction Fund.

EXHIBITS:

1. NS Invoice 18_1215878

400 Galleria Officentre
Suite 555
Southfield, MI 48034
248-352-8310

City of Oak Park
14000 Oak Park Blvd
Oak Park, MI 48237

Invoice number 1215878
Date 09/01/2025

Project 2023087 Oak Park Event Hub/Community Center

Services Rendered Through 08/27/2025

Description		Fee	% Complete	Prior Invoiced	Current Fee
Oak Park Event Hub					
Schematic Design		52,200.00	100.00	52,200.00	0.00
Design Development		69,600.00	100.00	69,600.00	0.00
Construction Documents		139,200.00	100.00	139,200.00	0.00
Bidding		8,700.00	100.00	8,700.00	0.00
Construction Administration		69,600.00	50.91	16,499.27	18,930.87
Closeout		8,700.00	0.00	0.00	0.00
	Subtotal	348,000.00	87.68	286,199.27	18,930.87
Oak Park Municipal Offices					
Schematic Design		7,425.00	100.00	7,425.00	0.00
Design Development		9,900.00	15.05	1,489.75	0.00
Construction Documents		19,800.00	0.00	0.00	0.00
Bidding		1,250.00	0.00	0.00	0.00
Construction Administration		9,900.00	0.00	0.00	0.00
Closeout		1,250.00	0.00	0.00	0.00
	Subtotal	49,525.00	18.00	8,914.75	0.00
Reimbursables		2,500.00	78.58	1,964.58	0.00
ASR #2 - BABA					
Architectural		16,500.00	100.00	16,500.00	0.00
MEP		17,300.00	100.00	17,300.00	0.00
Structural		7,000.00	100.00	7,000.00	0.00
	Subtotal	40,800.00	100.00	40,800.00	0.00
	Total	440,825.00	80.94	337,878.60	18,930.87

Invoice total **18,930.87**

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
1215735	06/02/2025	10,419.27			10,419.27		
	Total	10,419.27	0.00	0.00	10,419.27	0.00	0.00

MERCHANT'S LICENSES - SEPTEMBER 02, 2025

(Subject to All Departmental Approvals)

NEW MERCHANT	ADDRESS	FEES	BUSINESS TYPE
DALION NATION, LLC	21700 GREENFIELD RD # LL38	$ 150.00	RECORDING STUDIO

RENEWALS FOR 2025	ADDRESS	FEES	BUSINESS TYPE
STAR FACTORY ARTIST DEVELOPMENT LLC	13650 W EIGHT MILE RD	$ 225.00	RECORDING STUDIO
FINE ART PRINTING	14350 W EIGHT MILE RD 105	$ 150.00	ART PRINTING
METROPOLITAN DRY CLEANERS	26126 GREENFIELD RD	$ 225.00	DRY CLEANERS

CITY OF OAK PARK, MI
STAFF REPORT

8.A

AGENDA FOR: September 2, 2025

SUBJECT: Special Event License Application for Vernon Street Block Party event to be held September 21, 2025 from 2:00 PM - 6:00 PM.

DEPARTMENT: City Clerk

FROM: Jo Lynn Williams-Elliott, Deputy City Clerk

SUMMARY:

FINANCIAL STATEMENT: N/A

RECOMMENDED ACTION:

EXHIBITS:

1. img20250820_14225114
2. Special Event Sign off - Vernon Block Party

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: August 18, 2025

Applicant Information

Applicant/Business Name: Mark Odom

Applicant/Business Address: 13691 Vernon St., Oak Park, MI 48237

Phone number: 248-398-1105 E-Mail Address: markobiznes@gmail.com

Relation of applicant to business: Owner

Owner Information

Owner or manager of site: ____________ Phone: ____________

Names and addresses of partners or officers of corporation:

Event Information

Proposed date(s) of event: Sept. 21, 2025 Has this event been held previously? Yes ☒ No ☐

Address or location of event: Vernon St. Between Coolidge & Kipling Roads

Is this a city owned park? ☐ Yes ☒ No

Nature, purpose, and detailed description of event: An opportunity for our block neighbors to gather together to share a meal and get to know one another better.

Will the event be open to the public? ☐ Yes ☒ No

If yes, please describe how so: ____________

Estimated number of people attending event? 42 Hours of Event: 2:00 - 6:00 p.m.

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. Vernon St. between Coolidge & Kipling St.

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.

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:
10'x10' & 13'x13' pop up canopies in case of rain

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.

Mal Oden 8/18/25

Applicant's Signature Date

3/24

Vernon Street Get To Know Your Neighbor Luncheon

We the below signed approve of closing Vernon Street between Coolidge & Kipling for the purpose of having a get to know your neighbor block party Sunday September 21 2025

Address	Name	Signature
13621 Vernon	Andrew & Meredith Mussleman	[illegible]
13625 Vernon	Al & Tehila Lorkis	[illegible]
13629 Vernon	Abraham Morgan	Abraham Morgan
13630 Vernon	AISH	
13633 Vernon	Sandy & Kim Lipman	Kim Lipman
13637 Vernon	Emily Frank	
13641 Vernon	Ezra & Elisa Levender	[illegible] Levender
13650 Vernon	Adam & Kim Ball FLYER	
13661 Vernon	Barbara Smith ✓	B. Smith
13671 Vernon	Patty Fleschman	Patty Fleschman
13672 Vernon	Ignacio & Catherine Perez	C Perez
13684 Vernon	Zack Mielen	[illegible]
13688 Vernon	~~????~~ VACANT	
13690 Vernon	Bob & Karen Bever	Karen Bever
13691 Vernon	Mark & Mariane Odom	Mark Odom
13710 Vernon	Darrel & Leslie Ellis	[illegible]
13711 Vernon	Janet Smith	Janet L-Toh Smith
13720 Vernon	Todd & Elizabeth Reid	Elizabeth Reid
13730 Vernon	Denise Wunderlich, Shawna Gobel	
13731 Vernon	Hunter & Kate Lukas	[illegible]
13[illegible]0 Vernon	Daniel & Delashea Straubler	[illegible]
13750 Vernon	~~?????~~ ERICKA WARD	[illegible]
13751 Vernon	?????	

Hiking*	
Home Repairs	
Horsemanship	
Indian Lore	
Insect Study	
Journalism	

*Eagle Required

Cancel | A-C | D-K | L-R | S-Z | Eagle | Reset | Save

SPECIAL EVENT LICENSE APPLICATION FEE ESTIMATION

Vernon Block Party
Mark Odom
Vernon between Coolidge and Kipling
DATE: September 21, 2025 at 2:00 pm – 6:00 pm

DEPARTMENT	SERVICES/CONSIDERATIONS	ESTIMATED HOURS	ESTIMATED COST
MUNICIPAL SERVICES *Kim Marrone* **Dan Fairless*	N/A	N/A	N/A
PUBLIC SAFETY *Steve Cooper*	Public Safety to conduct periodic checks as part of normal patrol activities	30 mins	NA
RECREATION *Laurie Stasiak*	N/A	N/A	N/A
DPW *Dave Decoster*	Drop off / Pick Up Barricades	N/A	N/A
CITY ATTORNEY *Courtney Krause*	N/A	N/A	N/A
ADMINISTRATION *Adam Owczarzak*	Recommend approval contingent upon applicant meeting the requirements listed.	N/A	$100 fee waiver requested

CITY OF OAK PARK, MI
STAFF REPORT

9.A

AGENDA FOR: September 2, 2025

SUBJECT: First reading of an ordinance to amend Chapter 2, Administration, Article III, Boards and Commissions, by adding a new Division 2, Juneteenth Commission.

DEPARTMENT: City Clerk

FROM: Ed Norris, City Clerk

SUMMARY:

FINANCIAL STATEMENT:

RECOMMENDED ACTION: To approve the first reading of an ordinance to create the Juneteenth Commission.

EXHIBITS:

1. O-25-741 Creating Juneteenth Commission

CITY OF OAK PARK
OAKLAND COUNTY, MICHIGAN

ORDINANCE NO. O-25-741

ORDINANCE TO AMEND CHAPTER 2, ADMINISTRATION, ARTICLE III, BOARDS AND COMMISSIONS, BY ADDING A NEW DIVISION 2, JUNETEENTH COMMISSION.

THE CITY OF OAK PARK ORDAINS:

SECTION 1. Chapter 2, Administration, Article III Boards and Commissions, of the Code of Ordinances of the City of Oak Park is hereby amended by the addition of a new Division 2, Juneteenth Commission, which shall read as follows:

DIVISION 2. – Juneteenth Commission

Sec. 2-256. - Created.

There is hereby created a Juneteenth commission for the City of Oak Park for the purpose of planning and implementing the annual Juneteenth celebration.

Sec. 2-257. - Composition.

The Juneteenth commission shall be composed of 9 members and shall include one member of the city council, appointed by the city council, and one member of the city administration, appointed by the City Manager, to serve as ex officio members and shall be entitled to vote.

Sec. 2-258. - Appointment.

The resident members of the Juneteenth commission shall be appointed by the city council.

Sec. 2-259. - Terms.

The members of the Juneteenth commission shall serve for terms of three years. The first commission shall be composed of two members whose term shall be one year, two members whose term shall be two years and two members whose term shall be three years. Terms shall expire on August 31 of a calendar year.

Sec. 2-260. - General duties.

It shall be the duty of the Juneteenth commission to support the city administration in the planning, promotion and execution of the annual Juneteenth celebration.

Sec. 2-261. - Compensation.

The members of the Juneteenth commission shall serve without compensation.

Sec. 2-262. - Officers.

(a) The officers of the Juneteenth commission shall consist of a chairperson, vice-chairperson, and secretary. The Juneteenth Commission shall, from its appointed members, elect a chairperson who shall be the presiding officer of the commission, a vice-chairperson who shall serve as presiding officer in the absence of the chairperson and a secretary who shall keep and maintain the proceedings of the commission.

(b) Officers shall serve for one year and may serve an unlimited number of terms in that office.

(c) Officers shall be elected at the January meeting each year.

Sec. 2-263. - Meetings.

The Juneteenth commission shall meet monthly beginning in January and conclude with an evaluation meeting in August, at a time and location determined by the commission. Commission meetings are public meetings subject to the Open Meeting Act and shall be properly noticed. Additional meetings of this commission and subcommittee meetings may be called by the chairperson on an "as necessary" basis. Subcommittee meetings do not require notice.

Sec. 2-264. - Organization.

The Juneteenth commission shall adopt rules for transaction of business that follow Robert's Rules of Order and shall keep minutes of its proceedings, which shall be a public record.

Sec. 2-265. - Staff.

The city manager shall be responsible for providing necessary staff assistance to serve the Juneteenth commission.

Sec. 2-266. - Funds.

Funds may be appropriated for the Juneteenth commission as a part of the annual budgeting process to defray its expenses. Such appropriations shall follow established procedures set forth by city ordinance.

Sec. 2-267. – Sub-committees.

(a) Sub-committees may be formed by the commission to work on specific aspects of the celebration.

(b) A member of the Juneteenth commission shall serve as the chairperson of each subcommittee and shall present recommendations to the commission for approval.

(c) The commission may appoint volunteers who are not members of the commission to serve on sub-committees of the commission.

Sec. 2-268. - Quorum; majority.

Attendance by 50 percent or more of the current membership of the commission shall constitute a quorum. Any action of the commission shall require a concurrence by the majority of the quorum present at the meeting.

Secs. 2-269 - 2-275. - Reserved.

SECTION 2. Severability.

No other portion, paragraph or phrase of the Code of Ordinances of the City of Oak Park shall be affected by this ordinance, except as to the above section and in the event any portion, section or subsection of this ordinance shall be held invalid for any reason, such invalidation shall not be construed to affect the validity of any other part or portion of this ordinance or of the Code of Ordinances of the City of Oak Park.

SECTION 3. Effective Date.

This ordinance shall become effective ten (10) days from the date of its passage and shall be published as required by the Charter of the City of Oak Park.

T. EDWIN NORRIS **City Clerk**	**MARIAN McCLELLAN** **Mayor**

I, T. EDWIN NORRIS, the duly authorized Clerk of the City of Oak Park, Michigan, do hereby certify that the foregoing ordinance was adopted by the Council of the City of Oak Park at its regular meeting held on ………

T. EDWIN NORRIS, City Clerk

First Reading:
Second Reading:
Adopted:
Published

CITY OF OAK PARK, MI
STAFF REPORT

10.A.1

AGENDA FOR: September 2, 2025

SUBJECT: Request to appoint Kevin Keys to the Arts and Cultural Diversity Commission for a term ending August 31, 2028

DEPARTMENT: City Clerk

FROM: Ed Norris, City Clerk

SUMMARY: Mr. Keys interviewed for a position on a city board or commission on August 18, 2025.

FINANCIAL STATEMENT: N/A

RECOMMENDED ACTION: Approve the appointment.

EXHIBITS:

None

CITY OF OAK PARK, MI
STAFF REPORT

10.A.2

AGENDA FOR: September 2, 2025

SUBJECT: Request to appoint Ian Cochran to the Building Board of Appeals for a term ending August 31, 2028

DEPARTMENT: City Clerk

FROM: Ed Norris, City Clerk

SUMMARY: Mr. Cochran interviewed for a board/commission vacancy on September 18, 2025.

FINANCIAL STATEMENT: N/A

RECOMMENDED ACTION: Approve the appointment.

EXHIBITS:

None

CITY OF OAK PARK, MI
STAFF REPORT

10.A.3

AGENDA FOR: September 2, 2025

SUBJECT: Resolution adopting Board/Commission Member Expectations and Staff Liaison Responsibilities.

DEPARTMENT: City Clerk

FROM: Ed Norris, City Clerk

SUMMARY:
To facilitate the efficient operation of the various Boards and Commissions, the Administration has drafted documents confirming the expectations for Board/Commission members and the responsibilities for Board/Commission staff liaisons.

FINANCIAL STATEMENT: N/A

RECOMMENDED ACTION: Consider adoption of the resolution.

EXHIBITS:

1. Resolution - BC Expectations - Staff Liaisons
2. Board-Commission Expectations
3. Staff liaisons Draft 9-2-25

CITY OF OAK PARK, MICHIGAN

A RESOLUTION ADOPTING THE EXPECTATIONS FOR BOARD/COMMISSION MEMBERS AND THE RESPONSIBILTIES OF BOARD/COMMISSION STAFF LIAISONS

WHEREAS, the City Council recognizes the importance of the various City of Oak Park Boards and Commissions; and

WHEREAS, to facilitate the efficient operation of the various Boards and Commissions, the Administration has drafted documents confirming the Expectations for Board/Commission Members and the Responsibilities for Board/Commission Staff Liaisons.

NOW, THEREFORE, BE IT RESOLVED that the City Council adopts the Expectations for Board/Commission Members and the Responsibilities of Board/Commission Staff Liaisons.

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 September 2, 2025 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

Expectations for Board/Commission Members **Draft 9-2-25**

It is expected that:

- All board/commission meetings are to be conducted in a public session that is noticed in accordance with State law.
- Members will participate in meetings and adhere to the city's established attendance policy. A vacancy on the board/commission shall be declared by the appointing authority when a member misses four consecutive regular meetings or twenty-five percent of such meetings in any fiscal year of the city, unless such absences shall be excused by the commission. Excused absences are permitted due to illness or death of a close relative, or because of a religious holiday or the eve of a religious holiday.
- Individual board/commission members and the collective group will be fair, impartial and respectful of the public, staff, and each other.
- Members will respect the limitations of their individual and collective authority.
- Members will strive to appreciate differences in approach and point of view, whether from each other, the community, the Mayor and Council, or staff and will be cognizant of each other's time.
- Members will participate in the group's discussions and work assignments, without dominating the discussion or activity of the commission.
- Members will adhere to Roberts' Rules of Order for conduct in meetings and will always seek meeting participation through the chairperson.
- The board/commission chair will ensure that all members have a fair, balanced and respectful opportunity to share their knowledge and perspectives.
- The board/commission will attempt to reach consensus on issues. If consensus is not possible, strong differing opinions such as "minority" opinions should be recorded and acknowledged in the minutes.
- Any comments to the media about the board/commission's work should be channeled through the city's Director of Communications and Public Information.
- If a consultant is retained as part of the board/commission's work, the consultant will be managed by the staff liaison, as there is a contractual obligation between the consultant and the city.
- Members will be careful not to deliberate about board/commission work and issues via personal e-mail or in unnoticed "side meetings or gatherings" as these actions may be in violation of open meeting laws and will be mindful of reply-all emails which could lend to walking quorum or deliberations outside of a public meeting.
- Members understand that staff liaisons assigned to a board/commission are professionals with significant work responsibilities in addition to their board/commission liaison activities. The liaisons do not work "for" or "at the direction of" the board/commission. They are professionals who support the board/commission in pursuing their mission.

City of Oak Park Staff Liaisons **Draft 9-2-25**

Each approved Board/Commission may have a city appointed staff liaison. The word liaison is used deliberately to describe the nature of the staff role in relation to the board/commission, instead of the phrase "board/commission staff." A liaison is defined as "one who maintains communication."

While board/commission liaisons have some differing duties, depending on past practice, time availability, and departmental resources, generally staff liaisons are responsible for:

- Ensuring that special meetings and meeting changes/cancelations are properly noticed.
- Making sure that attendance is recorded and forward to the city clerk's office in July and January each year.
- Assisting with member reappointment and vacancy consideration with the clerk's office and administration as needed.
- Ensuring that the board/commission forwards the approved minutes to the Clerk's Office after each meeting.
- Assisting the chairperson with agenda planning, creation and distribution as needed.
- Serving as a communication link between the board/commission, administration, departments, and the Mayor and Council, as appropriate.
- Providing professional guidance, issue analysis and recommendations.
- Facilitating adherence to the board/commission's bylaws and mission statement.
- Providing guidance for conducting meetings and adherence to parliamentary procedures.
- Facilitating access to the meeting location and secure when finished.
- Managing the budget and requests for city resources.
- Processing payments/invoices following established city policies.
- Fostering a positive and professional relationship with the chairperson and board/commission members.

The liaisons are staff professionals with significant work responsibilities in addition to their board/commission liaison activities. In general, the liaisons are individuals who have significant staff responsibilities that may relate to the same work area as the board/commission. The liaisons do not work "for" or "at the direction of" the board/commission. They are professionals who support the board/commission in pursuing their mission.

CITY OF OAK PARK, MI
STAFF REPORT

10.B.1

AGENDA FOR: September 2, 2025

SUBJECT: Approval of emergency purchase for Library HVAC repairs to Webb Mechanical for the total cost of $29.917.00

DEPARTMENT: Department of Public Works

FROM: Dave DeCoster, DPW Director

SUMMARY: Recently, a heating coil in a Library air handling unit began to leak. Maintenance staff brought in two contractors to investigate and quote a repair. With a mix of repair options ranging from $30,000 to over $250,000, we are looking for approval to make the least expensive repair for a total of $29,917.00. Due to the timing and lead time to custom fabricate the new heating coil, the Public Works Department is requesting this to be approved as an emergency purchase. Per our purchasing ordinance:

Sec. 2-380. - Emergency purchases.

1. *In the case of emergency, any department head, with the approval of the city manager, may purchase directly any supplies, materials or equipment, the immediate procurement of which is necessary to the continuation of the work of the department. Such emergency purchases shall be made with such competition as is practicable under the circumstances. Such purchases and the emergency causing them shall be reported in detail to the purchasing agent, if the city manager is not acting as purchasing agent, within a week from the time when made and such reports shall be filed by the purchasing agent as permanent public records. The city manager shall report such purchases and the circumstances to the council.*
2. *Upon determination of an emergency by the city council, the council may proceed with a purchase or contract and waive such requirements for competitive sealed bidding as the council may determine necessary under the circumstances.*

The City Manager is aware of the purchase and has administratively approved the project.

FINANCIAL STATEMENT: This project was not anticipated, however there are funds available within the Building Maintenance – Repairs and Maintenance funds (101-18.265-930).

RECOMMENDED ACTION: It is recommended City Council waive the competitive bidding requirements and award the emergency purchase for the Library heating coil to Webb Mechanical, of Taylor, MI. The total cost of this project will be $29,917.00.

EXHIBITS:

None