



**MINUTES
REGULAR CITY COUNCIL MEETING
40TH CITY COUNCIL
OAK PARK, MICHIGAN
NOVEMBER 17, 2025
7:00 PM**

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

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

ABSENT: None

OTHERS

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

4. APPROVAL OF AGENDA

Motion by Whitehead, seconded by Radner, CARRIED, to approve the agenda with the following changes:

1. Add Item #10.A - Bid award for consulting services for the City's Master Plan.

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

5. CONSENT AGENDA

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

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

- A. Regular City Council Meeting Minutes for November 3, 2025
CM-11-363-2025
- B. Payment request from Neumann Smith Architecture for Architectural Services on the Event Hub Project for the total amount of \$4,122.00.
CM-11-364-2025

- C. Request to waive permit fees for the Community Center and Tyler Park Projects.
CM-11-365-2025
- D. 1st Quarter FY 2025-26 Investment Report
CM-11-366-2025
- E. Budget to Actual Report for period ending 9-30-25
CM-11-367-2025
- F. Approval of Payment Application No. 3 to Albaugh Masonry Stone & Tile Inc., of Waterford, MI for the Event Hub masonry work in the amount of \$103,270.31.
CM-11-368-2025
- G. New and Renewal Licenses for November 17, 2025
CM-11-369-2025

6. RECOGNITION OF VISITING ELECTED OFFICIALS

There were no elected officials present who wished to speak.

7. SPECIAL RECOGNITION/PRESENTATIONS

- A. Update on I-696 Project

M-DOT was present and provided an update on the I-696 reconstruction project scheduled for completion in early 2027.

- B. Nine Mile and Coolidge Intersection Study

OHM presented their Nine-Mile and Coolidge Intersection Study which illustrates potential development enhancements along Nine-Mile Road through the City of Oak Park. A complete copy of the study is available with the City Clerk.

8. PUBLIC HEARINGS

- A. Public Hearing for allocation of 2026 CDBG Funds

Mayor McClellan opened the public hearing at 7:55 p.m. to hear comments on the allocation of 2026 CDBG funds. The public hearing was immediately closed as there were no members of the audience who wished to speak.

- B. Resolution approving the 2026 Community Development Block Grant Allocations
CM-11-370-2025

Motion by Radner, seconded by Crawford, CARRIED, to adopt the following resolution approving the 2026 Community Development Block Grant Allocations:

RESOLUTION (CM-11-370-2025) APPROVING THE 2026 COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION

WHEREAS, Oakland County is preparing an Annual Action Plan to meet application requirements for the Community Development Block Grant (CDBG) program, and other Community Planning and Development (CPD) programs; and

WHEREAS, Oakland County has requested CDBG eligible projects from participating communities for inclusion in the Action Plan; and

WHEREAS, the City of Oak Park is a participating local unit of government in the Oakland County Community Development Block Grant Program; and

WHEREAS, the City Of Oak Park has duly advertised and conducted a public hearing on November 17, 2025 for the purposes of receiving comments regarding the proposed use of Program Year 2026 Community Development Block Grant funds in the approximate amount of \$122,359; and

WHEREAS, the public hearing conformed to the guidelines of the Oakland County Community Development Division; and

WHEREAS, The City of Oak Park found that the following projects meet the federal objectives of the CDBG program and are prioritized by the community as high priority need:

Account Number	Project Name	Amount
172170-730310	Code Enforcement	\$104,005.15
172160-732170	Public Service/Yard Services	\$18,353.85 (maximum 15% of total allocation)

NOW THEREFORE, BE IT RESOLVED, that the City of Oak Park CDBG application is hereby authorized to be submitted to Oakland County for inclusion in Oakland County's Annual Action Plan to the U.S. Department of Housing and Urban Development, and that the Mayor is hereby authorized to execute all documents, agreements, or contracts which result from this application to Oakland County.

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

- C. Public hearing on the establishment of an Obsolete Property Rehabilitation District at 21800 Greenfield Road., Parcel ID 52-25-31-155-003.

Mayor McClellan opened the public hearing at 8:00 p.m. to hear comments on the establishment of an Obsolete Property Rehabilitation District at 21800 Greenfield Road., Parcel ID 52-25-31-155-003. The public hearing was immediately closed as there were no members of the audience who wished to speak.

- D. Resolution to establish an Obsolete Property Rehabilitation District at 21800 Greenfield Road., Parcel ID 52-25-31-155-003.
CM-11-371-2025

Motion by Radner, seconded by Crawford, CARRIED, to approve the following resolution to establish an Obsolete Property Rehabilitation District at 21800 Greenfield Road., Parcel ID 52-25-31-155-003.

RESOLUTION TO ESTABLISH AN OBSOLETE PROPERTY REHABILITATION DISTRICT

WHEREAS, pursuant to PA 146 of 2000, the city of Oak Park has the authority to establish "Obsolete Property Rehabilitation Districts" within the City of Oak Park; and

WHEREAS, the city of Oak Park has filed a written request with the clerk of the city of Oak Park requesting the establishment of the Obsolete Property Rehabilitation District for an area in the vicinity of 21800 Greenfield Road located in the city of Oak Park hereinafter described; and

WHEREAS, the city council of the city of Oak Park determined that the district meets the requirements set forth in section 3(1) of PA 146 of 2000; and

WHEREAS, written notice has been given by certified mail to all owners of real property located within the proposed district and to the public by newspaper advertisement and/or by public posting of the hearing on the establishment of the proposed district not less than 10 days or more than 30 days before the date of the hearing; and

WHEREAS, on November 17, 2025, a public hearing was held and all residents and taxpayers of the city of Oak Park were afforded an opportunity to be heard thereon; and

WHEREAS, the city council deems it to be in the public interest of the city of Oak Park to establish the Obsolete Property Rehabilitation District as proposed.

NOW, THEREFORE, BE IT RESOLVED by the city council of the city of Oak Park that the following described parcel(s) of land situated in the city of Oak Park, Oakland County, and State of Michigan, to wit:

T1N, R11E, SEC 31 PART OF NW 1/4 BEG AT PT DIST N 89-25-05 E 60 FT & N 00-26-15 E 663.29 FT FROM W 1/4 COR, TH N 00-26-15 E 300 FT, TH S 89-30-00 E 429.15 FT, TH S 00-27-00 W 300 FT, TH N 89-30-00 W 429.15 FT TO BEG 2.96 A., be and here is established as an Obsolete Property Rehabilitation District pursuant to the provisions of PA 146 of 2000 to be known as Oak Park Obsolete Property Rehabilitation District No. 4.

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

The Economic Development Department recommends adopting a resolution on the establishment of an Obsolete Property Rehabilitation District for the property at 21800 Greenfield Road., Parcel ID 52-25-31-155-003. The purpose of establishing the district is to encourage redevelopment of the functionally obsolete and abandoned building. The incentive, if granted, would essentially freeze the local property taxes for a period of up to twelve (12) years, exempting from local property tax all real property improvements. The local governmental unit's assessor shall determine the property's prior year actual taxable value for the property. The City Assessor for Oak Park has the current 2025 valuation set as follows:

Land Value:	\$199,854.00
Land Improvements and Building:	\$824,353.00
Total 2025 Taxable Value:	\$1,024,206.00

Establishing the district will allow Oak Park to target this parcel as an area for redevelopment. Creating the district is the first step in the process. An applicant will then need to apply for the incentive, which will also require City Council approval.

9. ACCOUNTING REPORTS

- A. Approval for payment of invoices submitted by Garan, Lucow, Miller, PC for legal services in the amount of \$15,272.86
CM-11-372-2025

Motion by Radner, seconded by Whitehead, CARRIED, to approve payment of invoices submitted by Garan, Lucow, Miller, PC for legal services in the amount of \$15,272.86.

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

- B. Approval for payment of an invoice submitted by Dizik, Faber, Kaplan for legal services in the total amount of \$6,500.
CM-11-373-2025

Motion by Radner, seconded by Whitehead, CARRIED, to approve payment of an invoice submitted by Dizik, Faber, Kaplan for legal services in the total amount of \$6,500.

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

10. BIDS

- A. Request to award the bid for consulting services to update the City's Master Plan to Giffels Webster for the total amount of \$69,885. **(Added to the Agenda)**
CM-11-377-2025

Motion by Radner, seconded by Whitehead, CARRIED, to award the bid for consulting services to update the City's Master Plan to Giffels Webster for the total amount of \$69,885.

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

On July 23, 2025, the City issued a Request for Proposals (RFP) for consulting services to update the City's Master Plan. The update will incorporate a housing assessment in accordance with the Michigan Planning Enabling Act (Act 33 of 2008) and House Bill (HB5557). The project will also provide strategic recommendations for future development opportunities, including potential senior housing and independent living options on the City Campus, as well as redevelopment strategies for underutilized or vacant properties throughout the City.

The City received seven (7) proposals by the September 3, 2025, deadline. Proposals were evaluated based on the following criteria: understanding of the project scope and objectives, professional competence and approach, overall project team qualifications, project management and schedule, and proposed project fee.

Following the evaluation, four (4) top-ranked firms were selected for interviews. Economic Development and Planning staff conducted interviews on October 30, 2025. Among the finalists, Giffels Webster demonstrated the strongest understanding of the City's goals and offered thoughtful strategies for community engagement and plan development.

Giffels Webster's proposal fee is \$69,885, which is below the City's budgeted amount of \$75,000. This cost savings will allow the City to allocate additional resources to expand community engagement efforts as needed throughout the update process.

11. CITY MANAGER

A. Municipal Services

1. Approval of Pay Application No. 9 (Final) for the 2024 Water Main Replacement Project, M-764 in the amount of \$15,000.00.

CM-11-374-2025

Motion by Radner, seconded by Crawford, CARRIED, to approve Pay Application No. 9 (Final) for the 2024 Water Main Replacement Project, M-764 in the amount of \$15,000.00.

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

B. Finance/Assessing

1. Resolution to authorize Budget Amendment #2026-1

CM-11-375-2025

Motion by Radner, seconded by Whitehead, CARRIED, to approve a resolution authorizing Budget Amendment #2026-1, a copy of which is on file with the City Clerk.

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

Finance Director Crawford indicated the City's annual budget was adopted on May 19th, 2025 and is effective July 1st. The budget is adopted at the departmental level. In accordance with the State Budget Act, budget amendments are to be completed throughout the fiscal year in order to reflect the most current information available related to revenue and expenditure budgets. Budget amendments that have a positive or negative impact on fund balance or change the department total require Council approval. The proposed amendments incorporate expenditures from fiscal year 2024/2025 that were not completed at year-end and were required to be "rolled over" as the actual expense will be incurred in fiscal year 2025/2026

The proposed first quarter budget amendment for the General Fund is attached and summarized below:

GENERAL FUND

Beginning Fund Balance July 1, 2025	\$ 5,138,431
Amended Budget as of September 3, 2025	\$ (20,000)
Net Change in Fund Balance (Amendment #2026-1)	\$ (350,000)
Estimated Ending Fund Balance June 30, 2026	<u>\$ 4,768,431</u>

The General Fund amendment is primarily to reflect the balance of several small federal grants not originally budgeted along with the rollover of capital expenditures budgeted from FY 2025 that were not expended for the Municipal Services Department move along with the 2024 camera replacement project.

SPECIAL REVENUE FUNDS

- The Library and Parks and Recreation Funds are rolling over contributions revenue received in prior year that will be expended in fiscal year 2025/2026.
- Local Streets Fund is rolling over capital outlay budgeted for the M-770 Northfield road construction project and is increasing revenue for additional ACT 51 revenue based on prior years collections.
- CDBG is increasing revenue from fiscal year 2024/2025 that was required to be deferred due to the timing of when reimbursement was received.

DEBT SERVICE AND CAPITAL PROJECT FUNDS

- A proposed budget for the Community Center Debt Service Fund includes the required bond debt service on the debt issued in June 2025 along with the new property tax revenue collected to repay the annual required principal and interest.
- City Owned Property fund is being amended to transfer the remaining fund balance to the HUB construction Fund to offset construction costs.
- The HUB Construction Fund is creating a budget to match the overall construction budget including all expenditures and the various funding sources.
- The Parks and Recreation Improvement Fund is being amended to remove the amounts originally budgeted for the HUB construction as they are now budgeted in that new fund.
- SAD Fund is being amended to adjust the original budgets to the current overall project budget.

ENTERPRISE FUND

- The Water and Sewer Fund amendment is to rollover expenditure budgets remaining from fiscal year 2024/2025 on two construction projects.

C. Department of Public Works

1. Approval of Payment Application No. 5 and Change Order No. 3 for the Event Hub Project in the amounts of \$720,050.09 and \$0.00 respectively.

CM-11-376-2025

Motion by Whitehead, seconded by Radner, CARRIED, to approve Payment Application No. 5 and Change Order No. 3 for the Event Hub Project in the amounts of \$720,050.09 and \$0.00 respectively.

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

Deputy City Manager DeCoster reviewed Payment Application No. 5 and Change Order No. 3 for the Event Hub Project. The Construction Manager, Architect, and City Administration have approved this payment. The Change Order is for construction / field changes associated with the project. Our Construction Manager, Frank Rewold & Sons, Inc. (FRS), will disperse these funds to the various contractors. This payment is for the period ending October 31, 2025. The masonry and carpenter contractors are continuing their work to get the Event Hub enclosed for Winter. The project is approximately 35% complete.

D. Elevate Oak Park

City Manager Tungate and Deputy City Manager DeCoster presented images and provided an update on the Event Hub and Shepherd Park construction projects.

12. CALL TO THE AUDIENCE

Elizabeth Fritz-Cottle, 8688 Woodside Dr., spoke about her concern with an incident involving US Customs and Border Protection near the intersection of Roanoke and Woodside Dr.

Julia Westenberg, 23575 Scotia, spoke about her concern with an incident involving US Customs and Border Protection near the intersection of Roanoke and Woodside Dr.

Ken Sheman, 23840 Jerome, spoke about his concerns with the staffing levels of Public Safety and DPW if the 9-Mile plan discussed comes to fruition.

Don Jones, 24660 Westhampton, spoke about his plans to hold a Labor Day event on Labor Day 2026.

13. CALL TO THE COUNCIL

14. ADJOURNMENT

There being no further business to come before the City Council, Mayor McClellan adjourned the meeting at 8:43 PM.

T. Edwin Norris, City Clerk