

DATE: November 6, 2025

TO: City Council

FROM: Melissa R. Marsh, City Manager

SUBJECT: Agenda Comments Regular Council Meeting of Monday, November 10, 2025

PUBLIC HEARING:

COMMUNITY AND ECONOMIC DEVELOPMENT DIRECTOR - CDBG PROGRAM YEAR 2026 PUBLIC HEARING AND APPLICATION

Each year the city submits its Program Year (PY) application to Oakland County for inclusion in their Annual Action Plan to the U.S Department of Housing and Urban Development. Staff recommends funding three project areas:

- Code Enforcement
- Minor Home Repair and
- Public Service (Senior Seasonal Yard Clean-Up)

After City Council conducts the required Public Hearing, staff recommends that City Council authorize the PY 2026 CDBG application as presented 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 authorize the Mayor to execute all documents, agreements or contracts which result from this application to Oakland County.

CONSENT AGENDA:

FAMILY COURT AWARENESS MONTH PROCLAMATION

Council is set to proclaim the month of November as Family Court Awareness Month in the City of Madison Heights and urge our residents to support efforts to increase awareness, promote education, and advocate for reforms that protect children and families.

DIRECTOR OF PUBLIC SERVICES - EDISON PARK BASKETBALL COURT

Due to the overall usage patterns of Edison Park, there is a general surplus of available parking in the recently paved parking lot. Streets/Facilities Coordinator Justin Kowalski brought forward a unique proposal to convert part of this lot into a basketball court. A quote has been solicited from Laser Striping, the sole responsive bidder for the Civic Center Park basketball court project, and the Rosie's Park pickleball courts.

As Laser has been the sole responsive bidder for two recent and similar projects, and has provided excellent results for same, Staff recommends that Council waive the formal bid process and accept the proposal for the Edison Park Basketball Court project to Laser Striping, of Plymouth, in the amount of \$15,500.

CITY MANAGER - RESCHEDULE NOVEMBER 24, 2026, REGULAR CITY COUNCIL MEETING TO NOVEMBER 19, 2025

Given that the State Legislature has not approved House Bill 4538, which would have changed the swearing-in dates for newly elected officials, and considering the new election rules in Michigan that require results are to remain open for nine days following Election Day, we are adjusting our schedule accordingly. Oakland County Elections has notified us that the write-in data and certified election results are expected by November 18th. Based on this timeline, staff recommends rescheduling the City Council meeting originally set for Monday, November 24 to Wednesday, November 19 at 6:30 p.m. This will allow for the official swearing-in of the Mayor and newly elected Council members as soon as certification is complete.

Staff recommends a motion to reschedule the November 24, 2025 Regular City Council meeting to Wednesday, November 19, 2025 at 6:30 p.m.

REPORTS:

CITY PLANNER - SPECIAL LAND USE REQUEST #PSP 25-05 - 28767 DARTMOUTH ST. - PARKING AS A PRINCIPAL USE (POSTPONED FROM SEPTEMBER 8, 2025)

The applicant and property owner, Najor Companies, requests Special Land Use approval from the Planning Commission and City Council under Sections 10.06 and 15.05 of the Madison Heights Zoning Ordinance to develop a drive aisle and parking as a principal use of a residential parcel. The new drive aisle and parking spaces intend to serve a proposed restaurant development on the adjacent site to the west.

The subject property is located at 28767 Dartmouth Street and is zoned R-3, One-Family Residential. Per Section 10.06, parking as a principal use of a residential parcel is subject to Special Land Use approval with additional use-specific standards.

The history of this Special Land Use request is summarized as follows:

- August 19th, 2025: The Planning Commission held a public hearing on the case, after which the Planning Commission recommended denial of the Special Land Use to City Council.
- August 28th, 2025: The applicant submitted revised conceptual plans to address the Planning Commission's recommendation of denial.

- September 8th, 2025: City Council considered the Special Land Use case, including the revised conceptual plans. At this meeting, City Council remanded the Special Land Use and the revised conceptual plans back to the Planning Commission for a new review and recommendation.
- September 16th, 2025: The Planning Commission considered the revised conceptual plans. At this meeting, a motion to recommend denial resulted in a tie vote. This means that the case and the revised plans return to City Council without a formal recommendation from the Planning Commission.

Staff recognizes the importance of the secondary ingress/egress point off Dartmouth to enable the development of the adjacent commercial parcel. The recently-completed diverging diamond interchange at I-75 and 12 Mile Road severely restricts the ability to make left-hand turns from the commercial property onto 12 Mile Road and the ability to directly enter the property from west-bound 12 Mile Road. By allowing access to and from the signalized intersection at 12 Mile/Dartmouth, the proposed drive aisle aims to alleviate these site access issues and provide secondary emergency access to the property. With the original submittal, staff and the Planning Commission cited concerns regarding the lack of landscaping and screening along the southern property line and adjacent to the Dartmouth right-of-way. Further, staff recommended providing a five foot (5') wide sidewalk connection along the northern edge of the subject parcel to allow residents in the surrounding neighborhood to safely walk to the restaurant without needing to walk all the way to 12 Mile Road. The revised concept plans aim to address these concerns, with additional landscaping and a sidewalk connection now being proposed. Additionally, the revised plans removed nine (9) spaces, leaving a total of three (3), and rearranged the parking into parallel parking spaces along the north side of the drive aisle. The "No Right Turn" sign at the exit should discourage exiting vehicles from turning right on Dartmouth into the neighborhood. However, residents have expressed concern about potential traffic back-ups on Dartmouth as drivers queue to exit the new driveway back onto 12 Mile Road. The applicants have submitted a traffic assessment, performed by Cincar Consulting Group (C2G, LLC), which analyzes existing and future conditions of the 12 Mile/Dartmouth signalized intersection. The assessment concludes that the proposed restaurant will have no meaningful increase in traffic compared to the former restaurant, and while the existing alley could theoretically be used to provide access to/from the restaurant, it may result in unsafe conditions due to its single-lane width. Further, the traffic assessment concludes that the proposed two-way driveway, coupled with operational improvements at the signalized intersection at 12 Mile/Dartmouth, will allow for safe and convenient access for customers, employees, and delivery vehicles and allow more vehicles to clear the intersection at each cycle. Future coordination with RCOC and potentially MDOT will be required for any improvements to the existing traffic signal at 12 & Dartmouth. Note that in the absence of a new commercial driveway, the existing 17-foot-wide public alley could continue to be utilized to provide vehicular access to/from the adjacent commercial property.

City Council has the following options pertaining to this Special Land Use case:

- 1) Approve (with or without conditions) the Special Land Use based upon the revised conceptual plan submittal dated August 28th, 2025, and submitted traffic assessment, with appropriate findings.
- 2) Deny the Special Land Use, with appropriate findings.
- 3) Postpone action on the Special Land Use to a date certain.

If Council decides to approve the revised Special Land Use, staff recommends that the conditions of approval listed in the staff memo be included in the motion. If Council decides to deny the Special Land Use, staff recommends the findings listed in the staff memo be included in the motion.

CITY PLANNER - ALLEY VACATION REQUEST # PEE 25-01 - 17 FT.-WIDE ALLEY BETWEEN 601 W. 12 MILE RD. AND 28767 DARTMOUTH ST.

The Community & Economic Development Department has received a request to vacate a 17-foot-wide improved alley right-of-way located between 601 W. 12 Mile Rd. and 28767 Dartmouth Rd. The alley also provides access to the property at 611 W. 12 Mile Road. At the Council meeting of October 27th, City Council postponed action on this item pending the results of a traffic study. The alley vacation request is associated with the previous Special Land Use case.

Per Section 23-109 of the “Streets and Sidewalk and Other Public Places” Ordinance, after the required public hearing (held on October 13th and 27th), City Council may by resolution confirm or reject the alley vacation request.

Council may, via resolution, approve or deny the requested alley vacation. Alternatively, Council may postpone action on the item to a date certain. If City Council moves to approve the resolution vacating the alley, staff recommends the following conditions of approval:

1. A public utility easement shall be retained and recorded over the full width of the vacated alley benefitting the City of Madison Heights and utility companies for the purposes of installing, maintaining, repairing, removing or replacing underground facilities such as but not limited to water, sanitary sewer, and natural gas lines, and overhead facilities such as but not limited to power lines and communication infrastructure.
2. The applicant shall coordinate with the Madison Heights Department of Public Services (DPS), Comcast, DTE, Consumers Energy, AT&T, and any other remaining utility companies with facilities in the existing alley regarding necessary easements or facility relocation. Correspondence from such companies shall be provided to the City Planner prior to final recording.

3. The alley vacation shall be conditioned upon the approval of Special Land Use application #PSP 25- 05.

4. Substantial progress towards vesting the Special Land Use application #PSP 25-05 shall be made prior to recording the resolution. In regards to this resolution, “substantial progress” shall mean obtaining, at minimum, conditional Engineering Plan approval and depositing with the City the required Site Plan Guarantee Bond. The City Planner is authorized to determine if the applicant has complied with achieving substantial progress on the Special Land Use.

5. The items listed above shall be addressed prior to recording the resolution with the Oakland County Register of Deeds. Within thirty (30) days of the aforementioned conditions being fully satisfied, the City Clerk shall record the resolution and any other required documentation with the Oakland County Register of Deeds. The resolution vacating the public alley shall only become effective upon being recorded at the Oakland County Register of Deeds.

6. In the case that the aforementioned conditions have not been satisfied within one (1) year of City Council approval of the resolution, the resolution vacating the alley shall be deemed null and void.

BID AWARDS/PURCHASES:

DIRECTOR OF PUBLIC SERVICES - CONTRACT EXTENSION – ITALIA CONSTRUCTION

The City utilizes a contractor for its annual sidewalk replacement program, as well as pavement and landscape restoration relating to water and sewer maintenance work. For many years, the lowest qualified bidder for this work has been Italia Construction, of Washington Township. On the heels of another successful construction season, Italia has reached out to the City offering an extension of their current 2025 pricing.

Staff recommends that Council approve the contract extension with Italia Construction, of Washington Township, for the 2026 construction season.

COMMUNITY AND ECONOMIC DEVELOPMENT DIRECTOR - OLSHA SENIOR SNOW REMOVAL PROGRAM

On September 30, 2025, the City issued Bid No. 1048 for the ARPA Senior Chore Program, funded through the Oakland Livingston Human Service Agency (OLHSA). The purpose of this bid is to provide snow removal services for low-income senior and disabled residents in the city as part of the ongoing Senior Home Chore Program. Staff has identified seventy-two (72) residents who meet the eligibility criteria and qualify for these services.

Staff recommends that council award the Senior Chore Snow Removal Contract to the lowest responsible bidder, Allen’s Landscaping & Lawn Services, LLC, at a unit price of \$35.00 per lot for the 2025-26 snow removal season pending legal review; and to authorize the City to proceed with the next lowest responsible bidder, Luxury Lawn & Snow, at a unit price of \$55.00 per lot,

in the event the contract with Allen's Landscaping & Lawn Services, LLC is terminated due to non-performance or other issues.

CITY MANAGER - MILIFE HEALTH AND WELLNESS CENTER - MARATHON HEALTH SERVICE AGREEMENT

In January 2015, the cities of Madison Heights, Ferndale, and Royal Oak partnered to open the MiLife Health & Wellness Center, located on the lower level of Madison Heights City Hall. The Center was created to provide an alternative, cost-effective primary care option for employees and their dependents, focusing on the Patient-Centered Medical Home (PCMH) model.

Since opening, the Center has maintained strong participation and generated both hard-dollar savings by reduced insurance expenditures and soft-dollar savings of reduced absenteeism and early detection of chronic conditions. Over the past decade, the Center has averaged a 66.9% utilization rate and saved approximately \$325,000 in direct medical costs to the city, along with substantial additional savings for employees.

The City originally contracted with CareHere to operate the MiLife Health & Wellness Center in 2015. Since that time, the company was acquired by Premise Health. Given this transition—and the fact that it has been ten years since the original service provider selection—the participating cities, now including Oak Park and Hazel Park, evaluated other qualified providers capable of delivering these services. Marathon Health emerged as the clear choice, having recently entered into a contract with Oakland County and successfully operating several wellness centers across the State of Michigan.

City Council's is asked to consider the proposed Health Services Agreement between the City of Madison Heights and Marathon Health, LLC. Under this agreement, Marathon Health will assume operation of the MiLife Health & Wellness Center under terms consistent with the existing partnership among Madison Heights, Ferndale, Royal Oak, and Hazel Park. The new agreement continues to provide advanced primary care, wellness, and disease management services, as well as occupational health programs for employees and their dependents. It also includes flexibility for adding new municipal partners through a joinder process and updates provisions related to performance standards, reporting, and cost-sharing among the participating cities.

Staff recommends that City Council approve the Health Services Agreement with Marathon Health, LLC, and authorize the City Manager to execute all necessary documents to continue participation in the regional employee wellness partnership.

ORDINANCES:

CITY CLERK - ORDINANCE 2208 - PRECINCT BOUNDARY AND POLLING LOCATION CHANGES, FIRST READING

Ordinance 2208 adjusts the city's election precinct boundary descriptions, polling locations and precinct numbers. This action is critical for us to comply with state law, accommodate new voting practices, and realize significant long-term cost savings. The need for these adjustments stems directly from state-level reapportionment following the 2020 Decennial Census. Since 2022, the boundaries for several elected offices—including U.S. House, State Senate, State House, and County Commissioner districts—have shifted. Specifically, the City of Madison Heights has been impacted by legal challenges to the state maps, resulting in new legislative boundaries. The revised Michigan House districts took effect in 2024, and our new Michigan Senate District 10 will take effect in 2026. Because every voting precinct in Madison Heights has been impacted by these changes, the Clerk's office is required to mail updated voter registration cards to all registered voters.

In addition to these mandated boundary changes, recent updates to Michigan Election Law now allow us the flexibility to restructure. Due to the expansion of early voting and no-reason absentee voting, the allowable size of an active registered voter precinct has increased significantly, from 2,999 to 4,999. This presents an opportunity for long-term fiscal planning. The State of Michigan will require local governments to replace our current election equipment in Fiscal Year 2027/2028, as the equipment reaches the end of its service life. Local governments have been advised to budget approximately \$15,000 for new equipment per in-person precinct. Therefore, consolidating our precincts will directly result in substantial, long-term cost savings for the city.

Based on changes in voting patterns, updated legislation, and fiscal considerations, the City Clerk and the Election Commission recommend reducing the number of precincts from nine (9) to seven (7). As requested at the October 27th City Council meeting, the ordinance was amended to consolidate voting locations for Precinct 7 (McCann Administration) and Precinct 5 (Library) which will now both be located at the Active Adult Center. The City Charter requires that precinct boundary changes be adopted via ordinance.

The deadline for making these updates must be submitted to the State of Michigan by **January 6, 2026**, to be effective for the August 2026 election; therefore, staff recommends that City Council adopt Ordinance No. 2208, Amending Precinct Boundary Descriptions, Polling Locations and Precinct Numbers, on Second Reading.