



CITY OF MADISON HEIGHTS

CITY HALL - MADISON ROOM, 300 W. 13 MILE RD.

ENVIRONMENTAL CITIZEN'S COMMITTEE MEETING AGENDA

JULY 10, 2025 AT 10:00 AM

CALL TO ORDER

ROLL CALL

1. Excuse Absences (if applicable)

ADDITIONS/DELETIONS

APPROVAL OF MINUTES

2. Draft Minutes of 4/10/25

MEETING OPEN TO THE PUBLIC

REPORTS

3. Financial Update - Escrow Account
4. Part 115 Materials Management Plan - General Update
5. Seed Library - General Update
6. Food Composting Update: 6,654.31 Tons Diverted YTD
7. Tree Grant

UNFINISHED BUSINESS

8. ECC 2025 Workplan

NEW BUSINESS

ADJOURNMENT

NOTICE: Persons with disabilities needing accommodations for effective participation through electronic means in this meeting should contact the City Clerk at (248) 583-0826 or by email: clerks@madison-heights.org at least two working days in advance of the meeting. An attempt will be made to make reasonable accommodations.

Environmental Citizen's Committee Meeting
Madison Heights, Michigan
April 10, 2025

A Environmental Citizen's Committee Meeting was held on Thursday, April 10, 2025 at 9:00 AM at City Hall - Madison Room, 300 W. 13 Mile Rd.

Present: Chairman Salley and Members: Ms. Bartleman (arrived @ 9:07 a.m.), Ms. Bowen (arrived @ 9:02 a.m.), Ms. Ellison, Ms. Fox (left @ 9:26 a.m.), Councilor Rohrbach, and Ms. Studtmann

Absent: Ms. Lagos

Also Present: Director of Public Services Ballantine and Deputy City Clerk Boucher

ECC 12-25. Minutes

Motion to adopt the minutes from the Regular Meeting of January 9, 2025, as presented.

Motion made by Councilor Rohrbach, Seconded by Ms. Studtmann.
Voting Yea: Bowen, Fox, Salley, Studtmann, Ellison, and Rohrbach

Absent: Bartleman and Lagos

ECC 13-25. Meeting Open to the Public

No public were present who wished to speak.

ECC 14-25. Financial Update - Escrow Account

Director of Public Services Ballantine updated that there's \$13,369.01 in the escrow account.

ECC 15-25. Seed Library

Ms. Fox informed everyone that the seed library will be on display at the Run for the Health of It on Saturday, April 26th, and the Plant Sale on Sunday, May 25th.

Ms. Studtmann suggests getting a seed mix from Plant Wise for the Seed Library.

ECC 16-25. Arbor Day

Director of Public Services Ballantine updated that the Parks and Recreation "Run for the Health of It" 5K Run/Walk is on Saturday, April 26, 2025, at 8 a.m.

at the Red Oaks Nature Center. There will be a table provided for the Environmental Citizen’s Committee (ECC). The roads will be blocked at 7 a.m., registration starts at 7:15 a.m., and the ECC Mini-Grant Program will be announced at 9:30 a.m.

ECC 17-25. Food Composting

Director of Public Services Ballantine updated that the pilot program at the Department of Public Services (DPS) has three food compost carts and one at Fire Station One. As of February 2025, a ton and a half of food has been composted in the city.

Councilor Rohrbach spoke about Zach from “Food not Trash” to set up cost free curb side and start a pilot program in Madison Heights.

ECC 18-25. ECC Mini-Grant Program

The members discussed in detail the two (2) organizations applications, seventeen (9) residential applications, and grant money to be awarded.

Motion by Ms. Bartleman, seconded by Ms. Bowen, to approve \$1,000 organization ECC Mini-Grants to John Page Middle School in the Lamphere School District and Wilkinson Middle School in the Madison School District. And to approve \$222 residential ECC Mini-Grants to Cameron Knight, Deborah Shepard, Jams Willis, Katie Urban, Kathy Bogden, Katie Smith, Kimberly Oprins, Matt Harris, and Samantha Morey.

Voting Yea: Bartleman, Bowen, Fox, Salley, Studtmann, Ellison, and Rohrbach

Absent: Lagos

Motion Carried.

ECC 19-25. ECC 2025 Workplan

Councilor Rohrbach suggested that the ECC members discuss the 2025 Workplan at the next scheduled meeting of Thursday, July 10th.

ECC 20-25. Adjourment

There being no further business, Chair Salley adjourned the meeting at 10:58 a.m. The next meeting is Thursday, July 10, 2025, at 9 a.m.

Phommady A. Boucher
Deputy City Clerk

DRAFT

| Date | JNL | Type | Description | Reference # | Debits | Credits | B | Item 3. |
|-----------------|-----|------|---|-------------|--------------|-----------|---|-------------|
| Fund 705 ESCROW | | | | | | | | |
| 07/01/2024 | | | 705-000-295-7000 ENVIRONMENTAL CITIZEN COMMITT | | BEG. BALANCE | | | 0.00 |
| 07/01/2024 | GJ | JE | REV WILDTYPE INVOICE #FM10356 ACCRUA | 11061515 | | 337.50 | | (337.50) |
| 07/01/2024 | GJ | JE | REVERSE MANUAL JOURNAL ENTRY: 110616 | 11061668 | | 13,369.01 | | (13,706.51) |
| 08/12/2024 | AP | INV | WILDTYPE | FM10356 | 337.50 | | | (13,369.01) |
| 04/23/2025 | AP | INV | JOHN PAGE MIDDLE SCHOOL | 041525 | 1,000.00 | | | (12,369.01) |
| 04/23/2025 | AP | INV | KNIGHT, CAMERON | 041525 | 222.00 | | | (12,147.01) |
| 04/23/2025 | AP | INV | SHEPHERD, DEBORAH | 041525 | 222.00 | | | (11,925.01) |
| 04/23/2025 | AP | INV | WILKINSON MIDDLE SCHOOL | 041525 | 1,000.00 | | | (10,925.01) |
| 04/23/2025 | AP | INV | WILLIS, JAMES | 041525 | 222.00 | | | (10,703.01) |
| 04/24/2025 | AP | INV | BOGDAN, KATHY | 041525 | 222.00 | | | (10,481.01) |
| 04/24/2025 | AP | INV | HARRIS, MATT | 041525 | 222.00 | | | (10,259.01) |
| 04/24/2025 | AP | INV | MOREY, SAMANTHA | 041525 | 222.00 | | | (10,037.01) |
| 04/24/2025 | AP | INV | OPRINS, KIMBERLY | 041525 | 222.00 | | | (9,815.01) |
| 04/24/2025 | AP | INV | SMITH, KATIE | 041525 | 222.00 | | | (9,593.01) |
| 04/24/2025 | AP | INV | URBAN, KATHLEEN | 041525 | 222.00 | | | (9,371.01) |
| 05/13/2025 | GJ | JE | ECC PLANT SALE | 11062699 | | 468.90 | | (9,839.91) |
| 05/13/2025 | GJ | JE | ECC PLANT SALE | 11062700 | | 239.90 | | (10,079.81) |
| 05/15/2025 | AP | INV | IN *EAST MICHIGAN NATI - 810-333750 | 04/24/2025 | 500.00 | | | (9,579.81) |
| 05/16/2025 | GJ | JE | ECC PLANT SALE | 11062735 | | 809.78 | | (10,389.59) |
| 05/19/2025 | GJ | JE | ECC PLANT SALE | 11062740 | | 484.51 | | (10,874.10) |
| 05/19/2025 | GJ | JE | ECC PLANT SALE | 11062741 | | 174.84 | | (11,048.94) |
| 05/27/2025 | GJ | JE | ECC PLANT SALE | 11062774 | | 4,168.75 | | (15,217.69) |
| 05/27/2025 | CR | RCPT | MISCELLANEOUS ALL OTHER 05/27/2025 | | | 3,263.00 | | (18,480.69) |
| 07/01/2025 | | | 2025-26 Fiscal Year Begin | | | | | (18,480.69) |
| 07/31/2025 | | | 705-000-295-7000 | END BALANCE | 4,835.50 | 23,316.19 | | (18,480.69) |

**+4,885.60 DEBIT
 to East Michigan
 Native Plants**

**\$13,595.09
 balance**

City of Madison Heights

Calendar Year 2023 Board and Commission Work Plan

Board and Commission: Environmental Citizens Committee (ECC)

1. Sustainability and Energy Plan (Grant dependent applying November/December 2022)
 - a. Support staff in EGLE grant application for consulting services to create a sustainability master plan. Note: *If the grant has a match City Council would need to consider funding this match under the strategic planning goal of sustainability.*
 - a. EGLE has a Community Energy Management grant that opens in late October that would assist in paying \$15,000 toward a sustainability “master plan.” The city has been added to the grant notification list, and the contact is CrawfordJ15@michigan.gov at 517-231-1051
 1. Hire a consultant to work with staff and the ECC to create a Sustainability and Energy plan for the city, including:
 - a. Project selection and implementation
 - b. Evaluation of programs included by the ECC to prioritize
2. Natural Environment and Ecosystems
 - a. Tree inventory to calculate the percentage of the tree canopy to increase a % per year until we reach 40%. (*Currently ongoing will continue throughout 2023*)
 - a. Continue to pursue tree grants actively
 - b. Continue with Tree City designations
 - c. Continue to support DPS and City serving as the “tree board” as dictated by ordinance and identifying planting opportunities. Request through the budget process funding to continue or expand the resident tree planting incentive program.
 - d. Review current Tree Ordinance annually for needed changes recommendations (January 2023)
 - b. Research Pros and Cons of implementing a No-Mow program (January 2024)
3. Pollinator Protection
 - a. Encourage native plants and pesticide-free pollinator habitats
 1. Establish a grant program to support schools and community organizations in the city that want to plant or expand their pollinator/food gardens offering guidance and/or mini-grant program as funds.
 - a. Research grants outside ECC funding such as Kids Gardening Grant Opportunities - KidsGardening
 - b. Develop a grant program to be administered by the ECC with consideration for adding trees.
 - b. Seed Library
 1. Continue to support and promote the Seed library throughout the year.

4. Resident and Business Education and Awareness

- a. Conduct a Stakeholder sustainability survey (December 2022)
- b. Research and connect with existing organizations to conduct resident seminars or education programs and pieces quarterly over a two-year program – Live Green Series. Residents that attend all classes could be recognized in some way (example - Madison Heights Sustainability Stars with a garden sign or something) examples of types of programs:
 - a. Recycling and Composting (yr 1)
 - b. Renewable Energy (yr 1 session 2)
 - c. Green Transportation Options (yr 1 session 3)
 - d. Preventing Food Waste (yr 1 session 4)
 - e. Buying Local (yr 2 session 1)
 - f. Gardening for nature (yr 2 session 2)
 - g. Invasive species (yr 2 session 3)
 - h. Alternative energy – Solar accessibility (yr 2 session 4)

Ideally, these programs would continue yearly so a resident could join in at any time.

- c. Create a Green Leaders program – this program would recognize environmental stewardship. To qualify, applicants would demonstrate activities in four categories and, depending on points awarded, receive a gold, silver, or bronze MH ECC Green Leaders sticker. The sticker could be displayed prominently on the window of businesses and can also be used in marketing materials. In addition, companies would be recognized during the City's State of the City also.

City of Madison Heights
 Calendar Year 2023 Board and Commission Work Plan

Board and Commission: Environmental Citizens Committee (ECC)

| Item | | Responsibly | Prior to 2023 | January | February | March | April | May | June | July | August | September | October | November | December |
|---|---|-------------|---------------|---------|----------|-------|-------|-----|------|------|--------|-----------|---------|----------|----------|
| Develop a long-term Sustainability Plan | Apply for EGLE Community Energy Management grant for \$15,000 for sustainability master plan. | Staff | X | | | | | | | | | | | | |
| | If grant is awarded hire a consultant | Staff/ECC | | | | | X | | | | | | | | |
| | Review suggested plan for prioritization recommendations, selection and implementation | Staff/ECC | | | | | | | | | | | X | | |
| Resident and Business Education and Awareness | Conduct a stakeholder sustainability survey | Staff/ECC | X | | | | | | | | | | | | |
| | Develop a "Green Leaders" program with recognition/awards | Staff/ECC | | X | | | | | | | | | | | |
| | Promote the "Green Leaders" program with educational offerings | ECC | | | X | X | | | | | | | | | |
| | Develop quarterly resident/business seminars and education programs and host programs | ECC | | | | X | | | X | | | X | | | X |
| Gardening | Develop a grant program for community and public gardens | ECC | | | X | | | | | | | | | | |
| | Continue to maintain Seed Library and work with library staff during public building closure | ECC | | X | | | | | | | | | | | |
| | Continue with plant sales | ECC | | | | | X | | | | X | | | | |

| Color Legend | | |
|--------------------------|--|--|
| Completed by Target Date | | |
| In progress | | |
| Not in progress | | |