



**CITY OF MADISON HEIGHTS**

**CIVIC CENTER CAMPUS - BRECKENRIDGE ROOM (260 W. 13  
MILE ROAD)**

**ENVIRONMENTAL CITIZENS COMMITTEE MEETING AGENDA**

**OCTOBER 19, 2023 AT 10:00 AM**

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**CALL TO ORDER**

**ROLL CALL**

1. Excuse Absences (if applicable)

**ADDITIONS/DELETIONS**

**APPROVAL OF MINUTES**

- [2.](#) Draft Minutes from 7/13/23

**MEETING OPEN TO THE PUBLIC**

**REPORTS**

3. Presentation - Oakland County Water Resources Commissioner
4. Seed Library - General Update
- [5.](#) Financial Update - Escrow Account
- [6.](#) Part 115 Materials Management Plan
7. Tree Program - General Update
- [8.](#) Sustainability Plan - Progress Update

**UNFINISHED BUSINESS**

9. Bloom Project Mini-Grant Program

**NEW BUSINESS**

- [10.](#) 2024 ECC Workplan - General Discussion

**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](mailto:clerks@madison-heights.org) at least two working days in advance of the meeting. An attempt will be made to make reasonable accommodations.

A Regular Meeting of the Environmental Citizens Committee was held on Thursday, July 13, 2023, at 10:09 a.m. in the Municipal Building at 300 West Thirteen Mile Road, Madison Heights, Michigan.

Present: Chairman Salley and Members: Ms. Bartleman, Mr. Klepacki, and Councilor Rohrbach

Absent: Mr. Theodoroff, Ms. Fox, and Ms. Porter

Also Present: City Manager Marsh, Director of Public Services Ballantine.

**23-33. Excuse Absences**

Motion by Councilor Rohrbach, seconded by Mr. Klepacki to excuse the absences of those who gave notice.

Yeas: Bartleman, Klepacki, Rohrbach, and Salley

Nays: None

Absent: Fox, Porter, Theodoroff

Motion Carried.

**23-34. Additions/Deletions to the Agenda**

Motion by Councilor Rohrbach, seconded by Mr. Klepacki to add Item 9 to New Business: Discussion of Gardens in the Parks.

Yeas: Bartleman, Klepacki, Rohrbach, and Salley

Nays: None

Absent: Fox, Porter, Theodoroff

Motion Carried.

**23-35. Minutes**

Motion by Councilor Rohrbach, seconded by Mr. Klepacki, to adopt the minutes from the Regular Meeting of April 20, 2023, with the correction to the last paragraph (Tree packets, not seed packets).

Yeas: Bartleman, Klepacki, Rohrbach, and Salley

Nays: None

Absent: Fox, Porter, Theodoroff

Motion Carried.

**23-36. Meeting Open to the Public**

Resident Cathy Ellison spoke regarding fireworks in the neighborhoods, community gardens, and the program offered by Midtown Composting. Discussion ensued regarding the state-level law as it pertains to fireworks.

Resident Merri Busch introduced the Madison Heights Gardeners facebook group, and expressed her interest in coordinating volunteer planting and maintenance efforts at several welcome signs, and rain gardens in the parks. Marsh explained the current status of the Progress and John R sign, as well as prior issues with volunteer groups suddenly disbanding. Bartleman discussed the importance of considering native plants for such projects. A suggestion was made to add this topic of discussion to the upcoming Parks and Recreation Advisory Board meeting, to create a collaboration between it and the ECC.

**23-37. Seed Library**

The seed library received another very large donation, and has been giving away many seeds.

**23-38. Plant Sale**

The plant sale went well, the next one will be next year. Discussion ensued about why the plant sales don't do better; the intent is to get the plants out there, not necessarily make a high profit, although the sales are doing well financially. Bartleman would like to work with WildTypes to get more trees and especially shrubs available.

**23-39. New Business: Resident Comment**

City Manager Marsh requested that this matter be moved ahead on this agenda as she had a conflicting meeting. City administration has been reaching out to other companies to provide other options, with little success. Director Ballantine stated that while the suggestion had come up to create a central drop-off point at DPS, there was conflicting information on what the threshold was for DPS to be categorized as a HHW producer.

**23-40. Financial Update – Escrow Account**

Director of Public Services Ballantine confirmed there's \$10,682.34 in the escrow account.

**23-41. Unfinished Business – Arbor Day Event Report**

Event was successful with a good level of turnout. For next year, suggest separate tables for seeds and trees, education for how to plant the tree, and more volunteers. There was too much going on at one table. Definitely worthwhile, and look forward to discussing in January to get a head start on it.

**23-42. Bloom Project Mini-Grant Program**

No progress reports have been submitted yet. Discussion ensued about the concern of depleting the escrow account if this program is repeated next year.

**23-32. Adjournment.**

There being no further business, Chair Salley adjourned the meeting at 11:22 a.m. The next meeting is Thursday, October 12, 2023, at 10 a.m.

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Sean P. Ballantine  
Director of Public Services

| Date            | JNL | Type | Description                                    | Reference # | Debits       | Credits   | B | Item 5.     |
|-----------------|-----|------|--|-------------|--------------|-----------|---|-------------|
| Fund 705 ESCROW |     |      |  |             |              |           |   |             |
| 07/01/2023      |     |      | 705-000-295-7000 ENVIRONMENTAL CITIZEN COMMITT |             | BEG. BALANCE |           |   | 0.00        |
| 07/01/2023      | GJ  | JE   | REVERSE MANUAL JOURNAL ENTRY: 110601           | 11060213    |              | 10,682.34 |   | (10,682.34) |
| 06/30/2024      |     |      | 705-000-295-7000                               | END BALANCE | 0.00         | 10,682.34 |   | (10,682.34) |



# MGC Accelerator Cohort Materials Management Module

## Session Outline

*Subject to change*

### **Session 1 – Setting the Stage**

- Setting the Stage – How does your community manage a variety of material streams?
- Survey on services provided (e.g., landfill, recycling, compost, curbside, drop off, HHW, yard waste organics), costs, delivery partners, and education.
- Recycling (and Organics) are Coming – Essential components of Part 115-compliant Materials Management Plans
- Equity – Who has access to services?
- Best Practices in Community Sustainable Materials Management
- Funding Overview – Grants and Operating Expenses

### **Session 2 – Talking Trash – Recycling and Landfill Diversion**

- Preparing for Part 115 – Solid Waste Plan Review & Setting your Baseline
- How to Set Community Goals around Materials Management
- Why Education and Community Engagement Matters
- Scale matters – Single Hauler RFP and Collaborative Bidding
- You may get funding to help!
- CLOSUP Survey Data

### **Session 3 – Organics and Climate Change**

- How does this fit a Climate and Resilience Plan?
- Starting Upstream – Food Waste Reduction at homes and food service institutions
- Building Organics into your program (e.g., composting/organics and food waste reduction/recovery)
- Disaster Debris Management
- Siting and permitting
- Using Pilots - Ins and outs of composting

### **Session 4 – Circular Economy**

- Opportunities in your Community to Build a Low Carbon and Equitable Circular Economy
- The Sharing Economy
- Working with your Local Economic Development Folks

**TO:** Sean Ballantine  
**FROM:** Michelle Peters, Shelley Sullivan  
**DATE:** 10/10/23  
**SUBJECT:** Madison Heights Environmental Citizens Committee Update  
**CC:** Melissa Marsh, Adam Owczarzak

#### Assessment Task Updates

- The Sustainable practices assessment is complete
  - The results of the report and the Michigan Green Communities participation logs are being used to determine an action plan for 2024
- The City's energy usage data from 2022 has been compiled and a baseline report has been drafted
  - Energy Sciences and the City are finalizing the report using a method to estimate the typical energy consumption of Fire Station 2, which was taken offline in September 2022
- The Capital Improvement Plan and City budget have been analyzed, and initiatives have been incorporated into the first draft of the 2024 Action Plan, which is a component of the sustainability Plan

#### Development Task Updates

- The City has determined, with the guidance of Energy Sciences, that the Mater Sustainability Plan will be holistic and include three fundamentals of sustainability: social, economic, and environmental
- Focus areas for the 2024 Action Plan have been proposed by Energy Sciences to the City and are being reviewed

#### Other Updates

- During the development of the plan, Energy Sciences found a grant opportunity for the City through the US Department of Energy, the Energy Futures Grant
  - The grant is specifically for local, state, and tribal governments to develop a plan that will help expand access to the benefits of clean energy solutions in the power, transportation, and building sectors
  - Madison Heights is leading a joint application with the Lamphere School District, Ferndale, and Oak Park on the application
  - The application title is: Evolve: A Regional Mobility Transformation and Decarbonization Plan for Southeast Oakland County

- The application has three goals which cut across the transportation and building sectors and need to be considered together to create an effective plan
  - Mobility and Fleet Transformation: Prepare and plan for the electric transition of the municipal fleet, community EV adoption, mobility solutions for the community
  - Operational Facility Baseline and Optimization: The team will determine a common approach to measure and monitor GHG emissions, set a baseline, and develop plans for their jurisdictions to improve facility performance with the goal of a path to NetZero
  - Regional Decarbonization: engage the community at each step of the process, providing the opportunity for them to give feedback and receive updates; together, the team will use the goals and targets from their individual jurisdictional plans to create a regional decarbonization plan with its own goal and incremental targets
- The plan will have a beneficial impact on the city and the region by improving air quality by reducing pollution associated with GHG emissions, reducing the operating expenditures of the city by saving energy and improving facility performance, and creating economic opportunity from the resulting jobs, which the implementation of the plan would create
- The application will be submitted to the DOE by the due date of 11/10/24, and the City will know if our application has been selected by 1/30/24
  - 50 applicant teams will be selected for \$500,000 in planning funds and the opportunity to be selected for one of 10 \$1M grants for implementation

#### Next Steps

- Submit EFG Grant Application
- Finalize the 2022 Baseline Report
- Finalize focus areas for 2024
- Begin Sustainability Plan Document Development





### Adjusted Timelines – Revised based on the shift to applying for the EFG

| Task/ Objective                 | Task/ Objective Details  | Projected Timeline          | Progress to Completion (%) |
|---------------------------------|--|-----------------------------|----------------------------|
| Assessment of Current Practices | <ul style="list-style-type: none"> <li>• Determine strategic priorities or focus areas</li> <li>• Analyze and assess energy baseline information and determine the performance metrics to measure against</li> <li>• Review short and long-term capital planning</li> </ul>                        | June 2023 – October 2023    | 88%                        |
| Development of Plan Document    | <ul style="list-style-type: none"> <li>• Setting sensible goals for each of the priorities or focus areas</li> <li>• Explore actions to be taken to support priorities or focus areas</li> <li>• Drafting and finalizing of plan documents</li> </ul>  | August 2023 – November 2023 | 27%                        |
| Communication of Results        | <ul style="list-style-type: none"> <li>• Monthly energy tracking and reporting for all City-owned buildings</li> <li>• Logging and updating City-owned building energy usage in Energy Star Portfolio Manager</li> <li>• Assistance from Energy Sciences with reporting to EGLE and ECC</li> </ul> | June 2023 – December 2023   | 45%                        |

## 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](mailto: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          |  |  |