



**CITY OF MADISON HEIGHTS**

**DEPARTMENT OF PUBLIC SERVICES, 801 AJAX DR.**

**PARKS & RECREATION ADVISORY BOARD MEETING AGENDA**

**OCTOBER 20, 2022 AT 5:30 PM**

---

**CALL TO ORDER**

**ROLL CALL**

1. Excuse Absences (if applicable)

**ADDITIONS/DELETIONS**

**APPROVAL OF MINUTES**

- [2.](#) Approval of the minutes from the Regular Meeting of 7/21/22

**MEETING OPEN TO THE PUBLIC**

**REPORTS**

3. Activities and Events Subcommittee
4. Student Report:
  - Madison High School:
  - Lamphere High School:
  - Bishop Foley High School:
5. School Board Representative Report:
  - Madison District:
  - Lamphere District:
6. Council Report:
7. Administration Report:
8. Oakland County Parks and Recreation Report:
9. Recreation Report:
10. Streets/Facilities/Parks Report:

**UNFINISHED BUSINESS**

11. Eagle Scout Project - Wrap Up

**NEW BUSINESS**

12. Civic Center Park Rain Gardens
13. ADA Swings and Sensory Equipment
- [14.](#) Rosie's Park Pavilion - Proposed Location
- [15.](#) Board Composition - Ordinance Update
- [16.](#) 2023 Workplan

**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.

Parks & Recreation Advisory Board Meeting  
 Madison Heights, Michigan  
 July 21, 2022

A Parks & Recreation Advisory Board Meeting was held on Thursday, July 21, 2022 at 5:30 PM at the Department of Public Services, 801 Ajax Dr.

### **CALL TO ORDER**

Chairman Dzeroogian called the meeting to order at 5:32 PM

### **ROLL CALL**

Present: Chairman Dzeroogian, Harris, Busch, Bommarito, Borngesser, Thompson, Goatley, Gore, Almas, Ballantine

Absent: Theodoroff, Quackenbush, Palazzolo, Wright, Councilor Rohrbach, Councilwoman Aaron, Surratt

Members of the public were also present.

1. Excuse Absences (if applicable)

Motion by Busch, second by Harris to excuse those members who gave notice.

Unanimous approval.

### **ADDITIONS/DELETIONS**

No additions or deletions to the agenda were proposed.

### **APPROVAL OF MINUTES**

2. Approval of the minutes from the Regular Meeting of 4/21/22

Motion by Busch, second by Thompson to approve the minutes of the Regular Meeting of June 21 as printed.

Unanimous approval.

### **MEETING OPEN TO THE PUBLIC**

Eagle Scout candidate Connor Chapman presented his proposal for a Veterans Memorial tree planting in one of the parks. Details of the project were provided. Mr. Chapman will collaborate with DPS on an appropriate location and necessary support, and information will be brought back to the Board.

### **REPORTS**

3. Activities and Events Sub-Committee

No report.

4. Student Report:

Madison High School: Gore reported that she graduated, with a class of 60. Introduced her brother Colton who will be taking over for her moving forward.

Lamphere High School: Goatley reported that he is starting his junior year. Lamphere is currently getting ready for the school year, with band camp, Ram Days, test-outs, etc. Adam Wooley is the new athletic director. School is starting up August 29.

Bishop Foley High School: The representative was not present.

5. School Board Representative Report:

Madison District: Thompson reported that they are looking for a superintendent. Graduation went well. District is planning a Back to School Barbecue for the entire Madison neighborhood, with meet-and-greets with district staff. Focusing on changing the district in a changing world, and upping enrollment.

Lamphere District: Borngesser reported that the last two elementary schools received new flooring, all schools now have new flooring. Reconstructed the weight room at the high school, and created a new concession area. Things are great. Graduation ceremony moved to Oakland University.

6. Council Report

No Councilmembers were present.

7. Administration Report

Almas reported that the FAA navigation beacon site at Rosie's Park was being decommissioned. Provided update on the Rosie's playscape. A resident is concerned about the location of a proposed pavilion at Rosie's Park, and has reached out to Council; this is premature, as no recommendation has been made on a location, and no construction date is set; the project has not yet even been bid.

8. Oakland County Parks and Recreation Report

No representative was present.

9. Recreation Report

Gore reported as summer camp staff: Summer camp started last month, roughly 30-40 campers per day. Weekly trips are taking place, and kids are loving all of the different events. Good balance of time spent inside and outside, keeping the kids busy, and they are all having fun.

Almas reported that there was an excellent turnout for tee-ball and softball this year; all classes and programs are well attended and doing extremely well. Kudos to Brooke who is giving the rec program the boost that is needed.

Busch raised the concern that the summer camp takes place in the north end of town, and asked if Rec had considered providing busing from the south end.

#### 10. Streets/Facilities/Parks Report

Ballantine reported on the status of the ballfield light pole issues, and plans moving forward. DPS and the City administration are continuing to focus on the investment in the Parks despite the economic uncertainties, supply chain issues, and other projects in progress. Rosie's Park is the focus this year.

### **UNFINISHED BUSINESS**

No unfinished business to be brought before the Board.

### **NEW BUSINESS**

#### 11. Student Representatives - At Large

Ballantine presented a proposal from the Administration to make the three student representative positions "at large" due to the historic issues obtaining representation from all three districts.

Motion by Busch, second by Thompson that the Board supports this proposal, unanimous approval.

#### 12. Eagle Scout Project

Presented under Meeting Open to the Public.

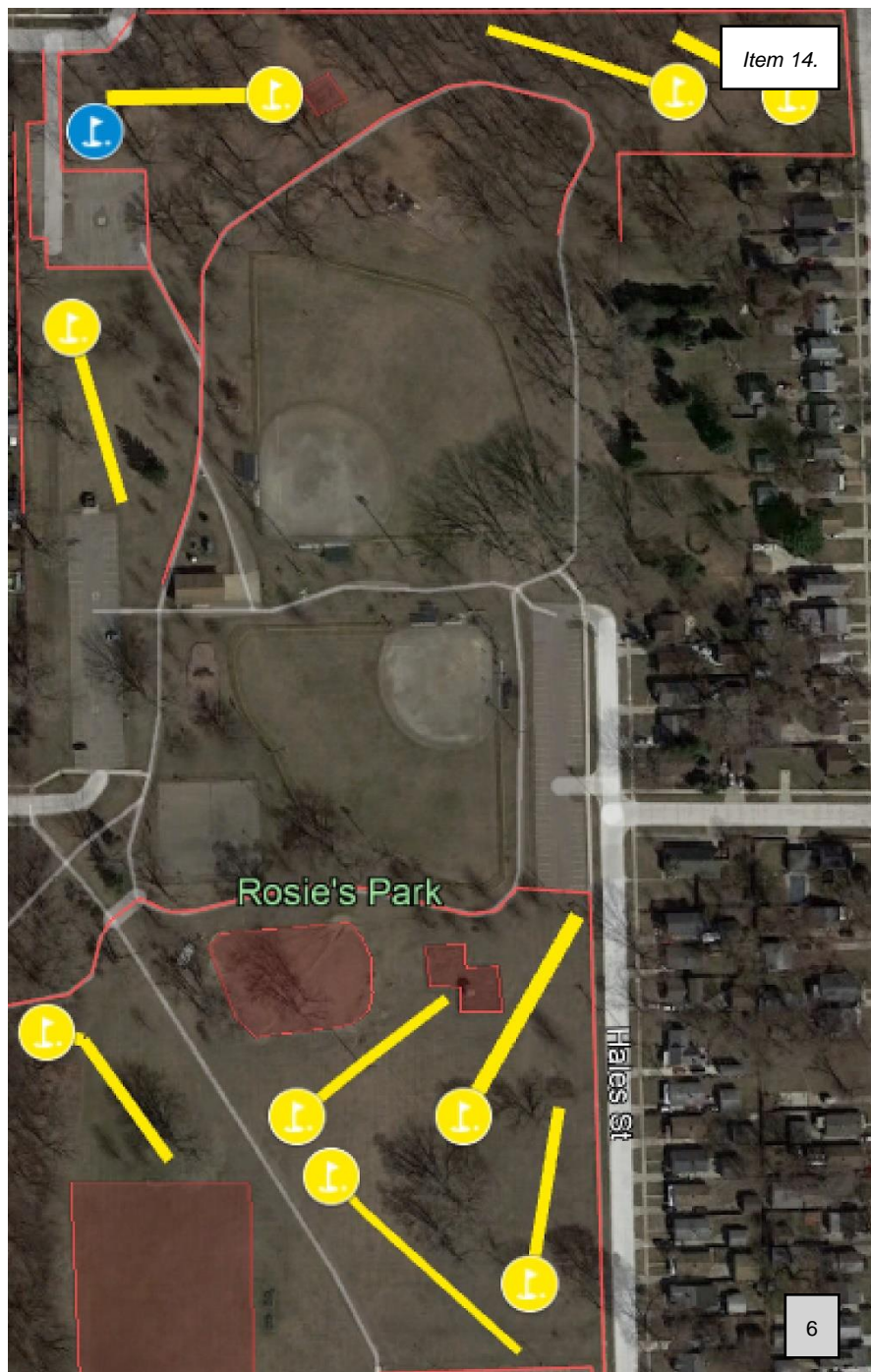
### **ADJOURNMENT**

Motion by Busch, second by Borngesser to adjourn the meeting.

Chairman Dzeroogian adjourned the meeting at 6:17 PM.

The next meeting is scheduled for October 20, 2022.

**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.



Item 14.

Rosie's Park

Hales St

**ORDINANCE NO. 2135**  
**CITY OF MADISON HEIGHTS,**  
**OAKLAND COUNTY, MICHIGAN**

**AMENDMENT TO THE CODE OF ORDINANCES**

An Ordinance to amend Ordinance No. 571, being an Ordinance codifying and adopting a new Code of Ordinances for the City of Madison Heights by amending Chapter 19, Article III, Sections 19-28 through 19-32 of the Code of Ordinances, City of Madison Heights, Michigan, to establish a city parks and recreation advisory board in the City to study and recommend short and long-term improvements to the city's parks and recreation system.

**THE CITY OF MADISON HEIGHTS ORDAINS:**

**SECTION 1. Amendment.**

That Chapter 19, Article III, Sections 19-28 through 19-32 of the Code of Ordinances, City of Madison Heights, Michigan, are hereby amended in their entirety to read as follows:

**ARTICLE III. – PARKS AND RECREATION ADVISORY BOARD**

Sec. 19-28. Commission established, purpose, scope.

- (a) There is hereby created the Parks and Recreation Advisory Board.
- (b) Scope.
  - (1) The board is a non-administrative board serving solely in an advisory capacity. In that capacity, the board may recommend action to the council, but may not assume any legislative or administrative authority in the operation of the parks and recreation divisions. No action of the board can relieve the supervisors of parks and recreation of their responsibility for the administration of the division nor limit their authority. The purpose of the board is to help by serving as an advisory group.
  - (2) The board exists to promote an outstanding recreational and parks programming for the citizens of the city. In pursuit of this objective it shall serve as:
    - (A) A forum for the careful consideration of policy matters related to the operation of the recreation and parks programs including maintenance and development of the parks system;
    - (B) An advisory to the supervisors when requested;

- (C) A recommending body to the city council on general policy;
- (D) A recommending body to the city council on long-term recreational and park planning and policy.

Sec. 19-29. Membership.

- (a) The board shall be composed of thirteen (13) members, seven (7) to be appointed by the mayor with the approval of the city council, two (2) school board representatives, three (3) student representatives, four (4) ex officio members, and three (3) alternates as follows:
  - (1) One member from among the members of the city council, one member from the Madison School District and one member from the Lamphere School District and seven members from the residents of the city-at-large; each shall have one vote.
  - (2) Three students to be appointed by the board staff liaison. The student representatives shall be nonvoting and shall serve as long as they are willing and a student in a school located in Madison Heights.
  - (3) The Department of Public Services Director, or their designee, a Department of Public Services Supervisor, the Recreation Coordinator and one Oakland County Parks and Recreation staff member shall be ex officio members without a vote. In the case of the delegate from either the Lamphere School District Board or the Madison School Board or both, the said school boards may designate an alternate school district delegate who shall sit only in the absence of the regularly appointed school district delegate and who shall have the same authority and powers as such regularly appointed school district delegate. In the case of the delegate from the city council, the city council may designate an alternate city council delegate who shall sit only in the absence of the regularly appointed city council delegate and who shall have the same authority and powers as such regularly appointed city council delegate. In the case of the resident at-large delegates, the mayor with the approval of the city council, may designate two (2) alternate delegates who shall sit only in the absence of a regularly appointed resident at-large delegate and who shall have the same authority and powers as such appointed resident at-large delegate.
  - (4) Appointees should have a keen interest and personal knowledge of recreational programs for children and adults; and, in park programs for individuals and families.



- (5) Terms of the citizen members are two (2) years and are staggered. Councilmember appointments are two (2) year terms until the next Regular City Council election.
- (6) Members of the parks and recreation advisory board shall serve without pay.
- (7) If an at-large board member is elected to school board office, they are able to complete their current term as an at-large member.
- (8) The board shall elect a chairperson from its membership annually.

Sec. 19-30. Conduct of Meetings.

- (a) Regular meetings of the board shall be held as needed.
- (b) With the approval of the city council, the board may adopt such rules and regulations as may be necessary for the transaction of its business.
- (c) The Commission shall follow Robert's Rules of Order and keep a record of its proceedings. All Meetings shall be noticed and conducted in accordance with the Michigan Open Meetings Act (1976 PA 267, MCL 15.261 through 15.275, as amended).
- (d) Attendance by 50% or more of the current membership of the commission shall constitute a quorum for the transaction of business. Any action of the commission shall require a concurrence of the majority of quorum present at the meeting.

Secs. 19-31 – 19-43. Reserved.

**SECTION 2. Repealer.**

All ordinances, or parts of ordinances, in conflict with this ordinance are repealed only to the extent necessary to give this ordinance full force and effect.

**SECTION 3. Severability.**

Should any section, subdivision, clause, or phrase of this ordinance be declared by the courts to be invalid, the validity of the ordinance as a whole, or in part, shall not be affected other than the part invalidated.

**SECTION 4. Savings.**

All proceedings pending and all rights and liabilities existing, acquired or incurred at the time this ordinance takes effect, are saved and may be consummated according to the law in force when they were commenced.

**SECTION 5. Effective Date.**

This ordinance as ordered shall take effect Ten (10) days after its adoption and upon publication.

**SECTION 6. Inspection.**

A copy of this ordinance may be inspected or purchased at the City Clerk's office between the hours of 8:00 a.m. and 11:30 a.m. and between the hours of 12:30 p.m. and 4:30 p.m. on regular business days.

\_\_\_\_\_  
Roslyn Grafstein, Mayor

\_\_\_\_\_  
Cheryl E. Rottmann, City Clerk

CERTIFICATION:

I, Cheryl E. Printz, the duly appointed City Clerk of the City of Madison Heights, County of Oakland, State of Michigan, do hereby certify that the foregoing is a true and correct copy of an Ordinance adopted by the Madison Heights City Council at their Regular Meeting held on \_\_\_\_\_, 2022.

\_\_\_\_\_  
Cheryl E. Rottmann, City Clerk

Adopted:  
Published:  
Effective:

## **ANNUAL WORK PLAN AND PERFORMANCE MEASURES**

Unless the Board or Commission is deemed "as needed by staff" each Board or Commission should prepare an annual work plan proposal for the upcoming year, to be submitted to the Council. The annual report should include the results of the prior year's activities. When applicable, the City Council would like to see metrics of community involvement and participation in meetings and activities included in the work plan. Council expects boards and commission to work on items in the approved work plan. In addition, Council may refer additional items to the boards and commissions in response to new developments.

Boards and Commissions should refrain from expending their time and that of the staff liaison on items that the City Council has not approved. If the board and commission would like to add an issue for review after an annual work plan has been approved the City Council, a prompt request by the board and commission Chair or staff liaison to the City Manager is required and the item will then be submitted to the City Council as a whole.

An annual work plan template is attached as Attachment A.

### **Conclusion**

Hopefully, the information contained in this document will assist you in preparing to serve on a City board or commission. If you have additional questions, there are many people who can help, including your staff liaison, the City Clerk's Office, the Chair, and other members of your board or commission.

### ***Online Resources***

The City post meetings publicly available on the website calendar [www.madison-heights.org](http://www.madison-heights.org)

Additional information is available on the Boards and Commissions Page. <https://www.madison-heights.org/581/Boards-Commissions>

## Attachment A

### **Board and Commission Work plan Guidelines and Process**

The City Council will vote on the board and commission work plans annually. Work plans are due by January each year and should consist of up to three priorities. The City Council will ask the Board or Commission Chair to present the work plan to the City Council. Work plans should include if there is intent to use subcommittees or additional City staff to assist in the Board or Commission work for the year ahead.

To guide the work of developing the board or commission annual work plan, a short checklist is provided below:

- Review purpose of the Board or Commission
- Discuss any City Council priorities for the Board or Commission
- Discuss existing and possible projects, priorities and goals
  - Order from high priority to low priorities
- Finalize draft work plan for City Council review
- Use approved work plan as a guide to focus the board and commission work throughout the term of the work plan. (Initially 1 year for 2023 and 2 years after that with updates after the first year.)
- Present report to the City Council annually and include:
  - List of priorities, projects and goals
  - Status updates
  - If items are not complete, include why and any other additional details to share with the Council.

#### **Sample Format:**

Boards or Commission Name					
Name of Project, Goal	Benefit if completed	Timeline for Completion	Resources needed (staff support, subcommittee, fundraising)	Measure of Success	Priority