



**CITY OF MADISON HEIGHTS**

**CITY HALL - COUNCIL CHAMBERS, 300 W. 13 MILE RD.**

**CITY COUNCIL REGULAR MEETING AGENDA**

**AUGUST 11, 2025 AT 7:30 PM**

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**CALL TO ORDER**

**ROLL CALL**

**INVOCATION and PLEDGE OF ALLEGIANCE - COUNCILMAN FLEMING**

**APPOINTMENT OF ACTING CITY CLERK**

**APPROVAL OF THE AGENDA:**

- [1.](#) Additions/Deletions

**PRESENTATIONS**

**PUBLIC HEARINGS:**

**ITEMS ON AGENDA OF INTEREST TO PARTIES IN THE AUDIENCE**

**MEETING OPEN TO THE PUBLIC:**

**CONSENT AGENDA:**

- [2.](#) Director of Public Services - Bid Award: Playground Mulch Phase 2
- [3.](#) Director of Public Services - Scheduled Replacement of Vehicle #100
- [4.](#) City Manager - Michigan Employees' Retirement System (MERS) - Delegates and Alternates to Annual Meeting
- [5.](#) City Council Regular Meeting Minutes of July 28, 2025

**COMMUNICATIONS:**

- [6.](#) Michigan Municipal League Annual Meeting - Delegate and Alternate

**REPORTS:**

**ITEMS FOR FUTURE PUBLIC HEARINGS:**

**BID AWARDS/PURCHASES:**

**ORDINANCES:**

**UNFINISHED BUSINESS:**

- [7.](#) Festival Table Policy - Tabled July 28, 2025

**EXECUTIVE SESSION:**

**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.

DATE: August 7, 2025  
 TO: City Council  
 FROM: Melissa R. Marsh, City Manager  
 SUBJECT: Agenda Comments – Regular Council Meeting of Monday, August 11, 2025

**CONSENT AGENDA:**

DIRECTOR OF PUBLIC SERVICES - BID AWARD: PLAYGROUND MULCH PHASE

2

The FY 2025-26 budget includes funding for replacing the playscape soft-fall surfaces at several parks. These soft-fall areas have grown significantly larger as the City installs more sophisticated playground areas and requires the assistance of a contractor and specialized equipment to properly maintain them. The city previously issued an invitation to bid, with Superior Groundcover being the lowest qualified bidder, at \$34.95 per cubic yard. As actual cubic yardage may vary, Staff is requesting approval of an amount not-to-exceed \$20,000.

Staff recommends that City Council award the bid for the Phase 2 Playground Mulch Installation to the lowest qualified bidder, Superior Groundcover Inc., of Grand Rapids, for a unit cost of \$34.95 per cubic yard, in an amount not to exceed \$20,000 to cover any quantity overages necessary in the field.

DIRECTOR OF PUBLIC SERVICES - SCHEDULED REPLACEMENT OF VEHICLE #100

The FY 2025-26 Budget includes funding for the scheduled replacement of Vehicle #100, a Police detective/administrative vehicle. The vehicle to be replaced is a 2014 Ford Fusion, with a condition analysis score of 26, warranting budgeted replacement.

Staff recommends that Council approve the purchase of one 2026 Chrysler Pacifica from LaFontaine Chrysler Dodge Jeep Ram, of Lansing, through the MiDeal cooperative vehicle purchasing program, in the amount of \$41,000.

CITY MANAGER - MICHIGAN EMPLOYEES' RETIREMENT SYSTEM (MERS) - DELEGATES AND ALTERNATES TO ANNUAL MEETING

City Council is requested to appoint Tracee Miller as the Officer Delegate and Linda Kunath as the Officer Alternate and confirm the selection of Frank Kelley as the Employee

Delegate to attend the 79th Annual MERS Meeting on October 16-17, 2025 at the Grand Traverse Resort, Traverse City, Michigan

Staff recommends that City Council appoint Tracee Miller as the Officer Delegate and Linda Kunath as the Officer Alternate and confirm the selection of Frank Kelley as Employee Delegate to attend the 79th Annual MERS Meeting on October 16-17 at the Grand Traverse Resort, Traverse City, Michigan.

## **COMMUNICATIONS:**

### CITY MANAGER – MICHIGAN MUNICIPAL LEAGUE CONVENTION – DELEGATE AND ALTERNATE

Each year, the City Council selects one Delegate and one Alternate to represent the City at the Michigan Municipal League's Annual Meeting from those Council members able to attend. This year's Annual Convention is being held September 17-19, 2025, in Grand Rapids. It is recommended that Councilor Quinn Wright be appointed as Delegate and Councilor Bill Mier be appointed at Alternate.

Staff recommends that City Council approved the Councilor Wright as Delegate and Councilman Meir as Alternate to the 2025 Michigan Municipal League Annual Convention.

## **UNFINISHED BUSINESS:**

### FESTIVAL TABLE POLICY - TABLED JULY 28, 2025

At the July 28, 2025 meeting, Council tabled the Festival Table Policy for further revisions. The Festival Table Policy presented for Council's consideration permits official candidates for Madisons Heights Mayor or Council as well as official candidates for offices that represent Madison Heights, to each have a table space at the Festival in the Park. This represents a change from the current staff policy which only permitted incumbent office holders that represent Madison Heights to have table space. The proposed policy retains the ability of non-profit organizations and/or Madison Heights City Boards and Commissions, Festival sponsors (who are not political officials), and City departments to have table space. If Council wishes to considered adopting the Festival Table Policy, it must first formally remove this item from the table with a motion to do so.

First suggested motion:

- Motion to remove Festival Table Policy from the table.

If removed from the table, the second motion to consider the revised Council Table Policy would be:

- Motion to approve/disapprove the Festival Table Policy as presented.



## AGENDA ITEM SUMMARY FORM

**MEETING DATE:** 8/11/25

**PREPARED BY:** Sean P. Ballantine, Director of Public Services

**AGENDA ITEM CONTENT:** Director of Public Services - Bid Award: Playground Mulch Installation

**AGENDA ITEM SECTION:** Consent Agenda

**BUDGETED AMOUNT:** \$50,000

**FUNDS REQUESTED:** NTE \$20,000

**FUND:** 101-752-987-0000

**EXECUTIVE SUMMARY:**

The FY 2025-26 budget includes funding for replacing the playscape soft-fall surfaces at several parks. These softfall areas have grown significantly larger as the City installs more sophisticated playground areas, and requires the assistance of a contractor and specialized equipment to properly maintain them. The city previously issued an invitation to bid, with Superior Groundcover being the lowest qualified bidder, at \$34.95 per cubic yard. As actual cubic yardage may vary, Staff is requesting approval of an amount not-to-exceed \$20,000.

**RECOMMENDATION:**

Staff recommends that City Council award the bid for the Phase 2 Playground Mulch Installation to the lowest qualified bidder, Superior Groundcover Inc., of Grand Rapids, for a unit cost of \$34.95 per cubic yard, in an amount not to exceed \$20,000 to cover any quantity overages necessary in the field. Funding is budgeted and available.

**MEMORANDUM**

Item 2.

**DATE:** July 30, 2025  
**TO:** Melissa R. Marsh, City Manager  
**FROM:** Sean P. Ballantine, Director of Public Services  
**SUBJECT:** Bid Award – Playground Mulch Installation Phase 2

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The FY 2025-26 budget includes funding for replacing the playscape soft-fall surfaces at several parks. These softfall areas have grown significantly larger as the City installs more sophisticated playground areas, and requires the assistance of a contractor and specialized equipment to properly maintain them. The city previously issued an invitation to bid, with Superior Groundcover being the lowest qualified bidder, at \$34.95 per cubic yard. Phase 1 was successfully completed in the 2024-25 fiscal year.

Staff recommends that City Council award the bid for the Phase 2 Playground Mulch Installation to the lowest qualified bidder, Superior Groundcover Inc., of Grand Rapids, for a unit cost of \$34.95 per cubic yard, in an amount not to exceed \$20,000 to cover any quantity overages necessary in the field. Funding is budgeted and available.

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**City of Madison Heights**  
**Department of Public Services**  
801 Ajax Drive  
Madison Heights, Michigan 48071

p: (248) 589-2294 | f: (248) 589-2679 | e: [DPS@Madison-Heights.org](mailto:DPS@Madison-Heights.org)



July 24, 2025

City of Madison Heights  
Attention: Justin Kowalski

## 2025 Park Playground EWF Resurface Proposal

Below is the proposal for the playground EWF to be installed at the following parks:

Rosie's Park	160 CY	\$5,592.00
Civic Park	160 CY	\$5,592.00
Edison Park	120 CY	\$4,194.00
Exchange Park	20 CY	\$699.00

Total Quantity: 460 cubic yards  
Price: \$34.95/CY

Total Cost: \$16,077.00

The price includes material, delivery, installation and cleanup. There are no additional fuel or delivery charges.

Thank you for the opportunity to present you this proposal.

Terry Dykstra  
Superior Groundcover Inc.  
Cell – 616-293-3156  
Email – terry.sgc@gmail.com



## AGENDA ITEM SUMMARY FORM

**MEETING DATE:** 8/11/25

**PREPARED BY:** Sean P. Ballantine, Director of Public Services

**AGENDA ITEM CONTENT:** Scheduled Replacement of Vehicle #100

**AGENDA ITEM SECTION:** Consent Agenda

**BUDGETED AMOUNT:** \$38,000

**FUNDS REQUESTED:** \$41,000

**FUND:** 101-301-985-0000

**EXECUTIVE SUMMARY:**

The FY 2025-26 Budget includes funding for the scheduled replacement of Vehicle #100, a Police detective/administrative vehicle. The vehicle to be replaced is a 2014 Ford Fusion, with a condition analysis score of 26, warranting budgeted replacement.

**RECOMMENDATION:**

Staff recommends that Council approve the purchase of one 2026 Chrysler Pacifica from LaFontaine Chrysler Dodge Jeep Ram, of Lansing, through the MiDeal cooperative vehicle purchasing program, in the amount of \$41,000. This amount has been rounded up to cover the vehicle delivery mileage as provided for in the MiDeal program. Funding to cover the overage from the budgeted amount is available in this line item from the previous purchase of the two patrol cars being under budget.

**MEMORANDUM**

Item 3.

**DATE:** August 1, 2025  
**TO:** Melissa R. Marsh, City Manager  
**FROM:** Sean P. Ballantine, Director of Public Services  
**SUBJECT:** Scheduled Replacement of Vehicle #100

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The FY 2025-26 Budget includes funding for the scheduled replacement of Vehicle #100, a Police detective/administrative vehicle. The vehicle to be replaced is a 2014 Ford Fusion, with a condition analysis score of 26, warranting budgeted replacement.

In discussions with the Police Department, it was determined that the most useful and practical replacement for this vehicle would be a minivan platform. As Ford and General Motors no longer produce a minivan, Motor Pool Supervisor Dan Yamarino reached out to our Chrysler dealer, and obtained a quote for a Chrysler Pacifica.

Staff recommends that Council approve the purchase of one 2026 Chrysler Pacifica from LaFontaine Chrysler Dodge Jeep Ram, of Lansing, through the MiDeal cooperative vehicle purchasing program, in the amount of \$41,000. This amount has been rounded up to cover the vehicle delivery mileage as provided for in the MiDeal program. Funding to cover the overage from the budgeted amount is available in this line item from the previous purchase of the two patrol cars being under budget.

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City of Madison Heights  
Vehicle Replacement Guidelines & Evaluation Worksheet

Disposition: Auction

Item 3.

(Only those fields shaded in yellow need to be completed.)

Date of Evaluation:8/1/2025

Vehicle #:100

Department / Division:PD-Detective

Year / Make / Model:2014Ford Fusion

Vehicle Type:A

Type A = Sedans / Light Trucks ≤ 1 Ton

Type B = Medium / Heavy Duty > 1 Ton

Type C = Off Road Equipment

Age: One point for each year of chronological age beginning with in-service date

In Service Date:10/15/2013

Age in Months:141

Age in Years (rounded):12

Score:12

Usage: Type A = 1 point per 10,000 miles; Type B = 1 point per 5,000 miles; Type C = 1 point per 250 hours used

Actual Mileage:75,388

Actual Hours:(N/A)

Score:8

Service Type:

Type A		Type C	
Points	Description	Points	Description
1	Standard sedans and light pickups.	1	Standard duties as equipped.
2	Standard vehicles with occasional off-road usage.	2	Standard duties when used with attachments (sickle bar, backhoes, rear bushhogs).
3	Any vehicle that pulls trailers, hauls heavy loads, continued off-road usage.	3	Multiple duties based on seasons (snow, mowing, leaf).
4	Any vehicle involved in snow removal.	4	Extreme duties in harmful atmosphere (dust, salt, water).
5	Police, Fire, and Rescue service vehicles.	5	Heavy construction work including snow removal.

Type B	
Points	Description
1	Standard use including basic job site duties, some light duty hauling.
2	Standard use with attachments (compressors, lights, etc.) including job site duties, standard load hauling, some towing.
3	Above standard use including job site duties that include idling, standard load hauling, light trailer/equipment towing, leaf collection.
4	Above standard use including job side idling and hauling above standard loads, towing equipment and heavy trailers, light snow removal.
5	Extreme service, high job site idling and duties with attachments, heavy load hauling, heavy trailer/equipment towing, major snow removal duties, refuse collection, etc. (Examples: Sign Truck, Tandem or Single Dump Truck, Snow Removal Truck).

Score: 1

Reliability: Note: Based on current conditions. Preventative Maintenance work is not included.

Points	Description
1	In shop 0 or 1 time within the last 3 months, and no major breakdowns or road calls.
2	In shop 1 time within the last 3 months, and 1 breakdown/road call within the last 3 months.
3	In shop more than twice within the last month, and no major breakdowns or road calls.
4	In shop more than once within the last month, and 2 or more breakdowns/road calls within the last month.
5	In shop more than twice monthly within the last 3 months, and 2 or more breakdowns within the last month.

Number of times in shop within the last month:0

Number of times in shop within the last 3 months:1

Any Road Calls or Breakdowns (Y or N):N

Road Calls / Breakdowns within the last month:0

Road Calls / Breakdowns within the last 3 months:0

In shop more than twice monthly within the last 3 months (Y or N):N

Score:1

Maintenance & Replacement Costs:

Points	Description
1	Maintenance costs are less than or equal to 20% of replacement cost.
2	Maintenance costs are 21-40% of replacement cost.
3	Maintenance costs are 41-60% of replacement cost.
4	Maintenance costs are 61-80% of replacement cost.
5	Maintenance costs are greater than or equal to 81% of replacement cost.

Total Maintenance Cost: \$5,895 as of 8/1/2025

Estimated Purchase Price - New Veh.: \$46,000 as of 8/1/2025

Est. Resale Value of Car to be sold: \$7,500 as of 8/1/2025

Estimated Net Replacement Cost: \$38,500 as of 8/1/2025

Maintenance Cost as % of Replacement Cost: 15.3% as of 8/1/2025

Score:1

Condition:

Type A	
Points	Description
1	No visual damage or rust and a good drive train
2	Minor imperfections in body and paint, interior fair (no rips, tears, burns), and a good drive train.
3	Noticeable imperfections in body and paint surface, some minor rust, minor damage from add-on equipment, worn interior (one or more rips, tears, burns), and a weak or noisy drive train.
4	Previous accident damage, poor paint and body condition, rust (holes), bad interior (tears, rips, cracked dash), major damage from add-on equipment, and one drive train component bad.
5	Previous accident damage, poor paint, bad interior, drive train that is damaged or inoperative, and major damage from add-on equipment

Type B	
Points	Description
1	No visual damage or rust, good paint, good interior, no damage from add-on equipment, no body modification, good drive train.
2	Minor imperfections in body and paint, interior fair (no rips, tears, burns), good drive train, minor body modification.
3	Noticeable imperfections in body and paint surface, some minor rust, fair interior, weak/fair drive train, minor body modification, minor damage from add-on equipment.
4	Previous accident damage, poor paint & body condition, major rust/corrosion, poor interior, damage from add-on equip., moderate body modification evidence, 1 drive train component bad.
5	Previous accident damage, poor paint & body condition, bad interior, drive train damaged or inoperative, major body modifications, major damage from add-on equipment and attachments.

Type C		Number of Notable Accidents:0	(list number)
Points	Description	Paint / Body:Fair	comment
1	Good condition, fully functional.	Interior:Fair	comment
2	Fair body, functional.	Drive Train:Fair	comment
3	Minor body damage, weak operating system.	General Condition:3	(pick number from table)
4	Severe damage, component not functional.		
5	Extreme damage, inoperable.		
		Score:3	

Overall: Total Score: 26

0 - 17	Excellent	Do not replace.
18 - 22	Good	Re-evaluate for future budget(s).
23 - 27	Fair	Qualifies for replacement if budget allows.
28+	Poor	Needs priority replacement.

Prepared By:Sean P. Ballantine

Date:8/1/2025

**LaFontaine CDJR-Lansing**  
**6131 S. Pennsylvania Ave.**  
**Lansing, MI 48911**  
**517-394-1022-Direct**  
**517-394-1205-Fax**  
[mdeacon@lafontaine.com](mailto:mdeacon@lafontaine.com)

Name: Madison Heights

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact: Dan Yamarino

Phone: 248.589.2294 x2795

Email: [danyamarino@madison-heights.org](mailto:danyamarino@madison-heights.org)

Date: 7/31/2025

Quote 073125

State of Michigan Contract 2400000001206	
RUCH53    2026 Chrysler Pacifica Select	\$40,496.00
27L         3.6L V6	
PXJ          Diamond Black	
SJX3       Caprice Leatherette Bucket Seats	
Per contract delivery is \$2.00 a mile one way mileage.	
By signing the purchase agreement you agree to purchase of the vehicle or vehicles X_____	
Total Cost:	\$40,496.00

Signed *Michelle Deacon*

**Please note payment is due within 30 days of delivery. Any invoices paid after 30 days may be subject to a 1.5% late fee**





## AGENDA ITEM SUMMARY FORM

**MEETING DATE:** 8/11/25

**PREPARED BY:** Melissa Marsh, City Manager

**AGENDA ITEM CONTENT:** Michigan Employees' Retirement System (MERS) - Delegates and Alternates to Annual Meeting

**AGENDA ITEM SECTION:** Consent Agenda

**BUDGETED AMOUNT:**

**FUNDS REQUESTED:**

**FUND:** 101-248-955-8640

**EXECUTIVE SUMMARY:**

City Council is requested to appoint Tracee Miller as the Officer Delegate and Linda Kunath as the Officer Alternate and confirm the selection of Frank Kelley as the Employee Delegate to attend the 79th Annual MERS Meeting on October 16-17, 2025 at the Grand Traverse Resort, Traverse City, Michigan

**RECOMMENDATION:**

Staff recommends that City Council appoint Tracee Miller as the Officer Delegate and Linda Kunath as the Officer Alternate and confirm the selection of Frank Kelley as Employee Delegate to attend the 79th Annual MERS Meeting on October 16-17 at the Grand Traverse Resort, Traverse City, Michigan.

## 2025 Officer and Employee Delegate Certification Form

MERS Annual Business Meeting | October 2025

Please print clearly • Scan and attach this file when you register online • Retain a copy for your records

**IMPORTANT:** If you are not electing/appointing delegates to vote during the MERS Annual Business Meeting, please **DO NOT** submit this form. A **delegate** is **NOT** confirmed to have voting rights until this form has been uploaded with their online registration.

The voting delegate representative must be a MERS member, defined as an **active employee on payroll** who is enrolled in either a MERS Defined Benefit Plan, Defined Contribution Plan or Hybrid Plan.

### 1. Officer (and alternate) delegate information

The officer delegate (or alternate) shall be a MERS member who holds a department head position or above, exercises management responsibilities, and is directly responsible to the legislative, executive, or judicial branch of government.

Officer Delegate name

Tracee Miller

Officer Alternate name

Linda Kunath

Officer delegate and alternate listed above were appointed to serve during the 2025 MERS Annual Business Meeting by official action of the governing body (or chief judge for a participating court) on August 11, 2025.

### 2. Employee (and alternate) delegate information

The employee delegate (or alternate) shall be an employee member who is not responsible for management decisions, receives direction from management and, in general, is not directly responsible to the legislative, executive, or judicial branch of government.

Employee Delegate name

Frank Kelley

Employee Alternate name

Employee delegate and alternate listed above were elected to serve during the 2025 MERS Annual Business Meeting by secret ballot election conducted by an authorized officer on August 7, 2025.

### 3. Certification

**NOTE:** Certification should be signed by a member of the governing body or chief administrative officer, or the chief judge for a participating court. **An electronic signature is permissible.**

I certify that the officer delegate and alternate selections are true and correct, and the secret ballot election results for the employee delegate and alternate are true and correct.

Employer/municipality name\*

City of Madison Heights

Municipality number\*

Email address

melissamarsh@madison-heights.org

Employer address

300 W. 13 Mile Road

Employer city

Madison Heights

Employer state

MI

Employer zip code

48071

Printed name

Melissa R. Marsh

Title of authorized authority\*

Authorized signature\*

Date

8/11/25

\* Required field

**2**  
ways to  
submit

1. Fill out a printed version, then scan and save it to your computer. Upload it when requested during the conference registration process. – OR –
2. Visit the conference website and download the form. Fill it out (an electronic signature is permissible), then save and upload it when requested during the conference registration process.

City Council Regular Meeting  
Madison Heights, Michigan  
July 28, 2025

A City Council Regular Meeting was held on Monday, July 28, 2025 at 7:30 PM at City Hall - Council Chambers, 300 W. 13 Mile Rd.

**PRESENT**

Mayor Roslyn Grafstein  
Mayor Pro Tem Mark Bliss  
Councilman Sean Fleming  
Councilman William Mier  
Councilor Emily Rohrbach  
Councilman David Soltis  
Councilor Quinn Wright

**OTHERS PRESENT**

City Manager Melissa Marsh  
City Attorney Jeff Sherman  
Deputy City Clerk Phommady A. Boucher

Mayor Pro Tem Bliss gave the invocation and the Pledge of Allegiance followed.

**CM-25-107. Appointment of Acting City Clerk.**

Motion to appoint Deputy City Clerk Boucher as the Acting City Clerk for tonight's City Council meeting.

Motion made by Mayor Pro Tem Bliss, Seconded by Councilor Wright.

Voting Yea: Mayor Grafstein, Mayor Pro Tem Bliss, Councilman Fleming,  
Councilman Mier, Councilor Rohrbach Councilman Soltis, Councilor  
Wright

Motion carried.

**CM-25-108. Addition to the Agenda.**

Motion to add to the agenda under Reports, *Festival Table Policy*.

Motion made by Councilman Fleming, Seconded by Councilman Soltis.

Voting Yea: Mayor Grafstein, Mayor Pro Tem Bliss, Councilman Fleming, Councilor  
Rohrbach, Councilman Soltis, Councilor Wright

Voting Nay: Councilman Mier, Councilor Rohrbach, Councilor Wright

Motion carried.

**CM-25-109. Public Hearing for CDBG Reprogramming Public Facilities & Improvements PY 2024 Funds.**

City Manager Marsh stated that the City's 2024 Community Development Block Grant Program Year (PY) application, \$64,817 was approved for Public Facilities Improvements for pedestrian amenities along 11 Mile Road. These amenities were purchased for a total of \$13,919.92 leaving a remaining balance of \$50,897.08. Staff is proposing that unspent funds from Public Facilities & Improvements Program Year 2024 be reprogrammed to be used for improvements to Rosie's Park including the installation of a new drinking fountain and benches, and the Minor Home Repair program for qualifying projects.

Mayor Grafstein opened the public hearing at 7:42 p.m.

Seeing no one wishing to speak, Mayor Grafstein closed the public hearing at 7:43 p.m.

Motion to approve the Community Development Block Grant Reprogramming resolution authorizing funds to be reallocated as follows:

\$17,000 from Public Facilities & Improvements Program Year 2024 to Public Facilities & Improvements Program Year 2024; and

\$33,897.08 from Public Facilities & Improvements Program 2024 to the Minor Home Repair account.

And to further authorize the filing of the reprogramming with Oakland County.

Motion made by Councilor Wright, Seconded by Councilman Mier

Voting Yea: Mayor Grafstein, Mayor Pro Tem Bliss, Councilman Fleming, Councilman Mier, Councilor Rohrbach, Councilman Soltis, Councilor Wright

Motion carried.

**MEETING OPEN TO THE PUBLIC:**

Richard Taylor Thomas, resident, spoke regarding charging various city officials for conspiracy crimes.

Kathy Sapia, resident, is opposed to the special land use request from Najor Companies, LLC at 28767 Dartmouth Street, Madison Height.

Linda DeWitte, resident, is opposed to the special land use request from Najor Companies, LLC at 28767 Dartmouth Street, Madison Height.

Corey Haines, resident, thanked City Manager Melissa Marsh and City Council for hiring Assessment Administration Services, LLC (AAS) as the new Assessor for the City.

**CM-25-110. Consent Agenda.**

Motion to approve the Consent Agenda as read.

Motion made by Councilman Fleming, Seconded by Councilman Soltis.

Voting Yea: Mayor Grafstein, Mayor Pro Tem Bliss, Councilman Fleming,  
Councilman Mier, Councilor Rohrbach, Councilman Soltis, Councilor  
Wright

Motion carried.

**CM-25-111. City Council Regular Meeting Minutes of July 14, 2025.**

Motion to approve the City Council Regular Meeting minutes of July 14, 2025, as printed.

Motion made by Councilman Fleming, Seconded by Councilman Soltis.

Voting Yea: Mayor Grafstein, Mayor Pro Tem Bliss, Councilman Fleming,  
Councilman Mier, Councilor Rohrbach, Councilman Soltis, Councilor  
Wright

Motion carried.

**CM-25-112. Accelerated Tax Foreclosure Resolution, 2025-2026.**

Motion to approve the Resolution for Certification of Abandoned Property for Accelerated Forfeiture Act as presented.

**RESOLUTION FOR CERTIFICATION OF ABANDONED PROPERTY FOR  
ACCELERATED FORFEITURE ACT (PUBLIC ACT 132 OF 1999)**

WHEREAS, the governing body for the City of Madison Heights determines that parcels of abandoned tax delinquent property exist;

WHEREAS, abandoned tax delinquent property contributes to crime, blight, and decay within the City of Madison Heights;

WHEREAS, the certification of tax delinquent abandoned property as Certified Abandoned Property will result in the accelerated forfeiture and foreclosure of certified property under the General Property Tax Act and return abandoned property to productive use more rapidly, thereby reducing crime, blight, and decay within the City of Madison Heights.



BE IT RESOLVED that the City of Madison Heights City Council hereby notifies residents and owners of property within the City of Madison Heights that abandoned tax delinquent property will be identified and inspected and may be certified as Certified Abandoned Property under the certification of the Foreclosure under the General Property Tax Act.

Motion made by Councilor Rohrbach, Seconded by Councilman Mier.

Voting Yea: Mayor Grafstein, Mayor Pro Tem Bliss, Councilman Fleming, Councilman Mier, Councilor Rohrbach, Councilman Soltis, Councilor Wright

Motion carried.

**CM-25-113. 241 E 11 Mile Rd Encroachment Agreement.**

Motion to approve the encroachment agreement with 241 E 11 Mile Road and authorize the City Manager and City Clerk to sign on behalf of the city, pending final legal approval.

Motion made by Councilor Wright, Seconded by Councilor Rohrbach.

Voting Yea: Mayor Grafstein, Mayor Pro Tem Bliss, Councilman Fleming, Councilman Mier, Councilor Rohrbach, Councilman Soltis, Councilor Wright

Motion carried.

**CM-25-114. 515 E. 11 Mile Delton Approach Easement Agreement.**

Motion to approve the approach easement agreement with 515 E 11 Mile Road and authorize the City Manager and City Clerk to sign on behalf of the city, pending final legal approval.

Motion made by Councilor Rohrbach, Seconded by Councilman Mier.

Voting Yea: Mayor Grafstein, Mayor Pro Tem Bliss, Councilman Fleming, Councilman Mier, Councilor Rohrbach, Councilman Soltis, Councilor Wright

Motion carried.

**CM-25-115. Festival Table Policy.**

Motion to table the Festival Table Policy to include options for candidates that represent the City and request of staff to return with an amended policy. The revised Festival Table Policy will be brought back for discussion at the next regular council meeting on Monday, August 11<sup>th</sup>.

Motion made by Mayor Pro Tem Bliss, Seconded by Councilman Soltis.

Voting Yea: Mayor Grafstein, Mayor Pro Tem Bliss, Councilman Fleming, Councilman Mier, Councilor Rohrbach, Councilman Soltis, Councilor Wright

Motion carried.

**CM-25-116. Scheduled Replacement of Fire Department Utility Truck.**

Motion to approve the purchase of one 2026 Dodge Ram 1500 as quoted from LaFontaine Chrysler Dodge Jeep Ram, of Lansing, through the MiDeal Cooperative Vehicle Purchasing Program, in a total amount of \$41,000, including delivery mileage.

Motion made by Councilor Wright, Seconded by Councilor Rohrbach.

Voting Yea: Mayor Grafstein, Mayor Pro Tem Bliss, Councilman Fleming, Councilman Mier, Councilor Rohrbach, Councilman Soltis, Councilor Wright

Motion carried.

**CM-25-117. Purchase of Two Police Patrol Cars.**

Motion to approve the purchase of two 2026 Durango Pursuit AWD Patrol Vehicles as quoted from LaFontaine Chrysler Dodge Jeep Ram, of Lansing, through the MiDeal Cooperative Vehicle Purchasing Program in the total amount of \$93,000.

Motion made by Councilor Wright, Seconded by Councilor Rohrbach.

Voting Yea: Mayor Grafstein, Mayor Pro Tem Bliss, Councilman Fleming, Councilman Mier, Councilor Rohrbach, Councilman Soltis, Councilor Wright

Motion carried.

**CM-25-118. Ordinance 2203 - Amendment to Parks and Recreation Advisory Board Membership, Second Reading.**

Motion to adopt Ordinance No. 2203, Amendment to Parks and Recreation Board Membership, on Second Reading.

**ORDINANCE NO. 2203  
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, Section 19-29 (a) 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, Section 19-29 (a) of the Code of Ordinances, City of Madison Heights, Michigan, are hereby amended to read as follows:

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

Sec. 19-29. Membership.

- (a) The board shall be composed of nine (9) voting members, one (1) City Council representative, six (6) 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 shall be non-voting, as follows:

**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.

Motion made by Mayor Pro Tem Bliss, Seconded by Councilman Fleming.  
Voting Yea: Mayor Grafstein, Mayor Pro Tem Bliss, Councilman Fleming, Councilman Mier, Councilman Soltis  
Voting Nay: Councilor Rohrbach, Councilor Wright  
Motion carried.

**CM-25-119. Ordinance 2204 - Amendment to Compensation Commission - Appointment and Confirmation of Members, Second Reading.**

Motion to adopt Ordinance No. 2204, Amendment to Compensation Commission Appointments and Confirmation of Members, on Second Reading.

**ORDINANCE NO. 2204  
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 2, Article VII, Sections 2-93 of the Code of Ordinances, City of Madison Heights, Michigan, to create a commission to be known as the “compensation commission” to establish compensation for elected officials of the city

**THE CITY OF MADISON HEIGHTS ORDAINS:**

**SECTION 1. Amendment.**

That Chapter 2, Article VII, Section 2-93 of the Code of Ordinances, City of Madison Heights, Michigan, are hereby amended to read as follows:

## ARTICLE VII. – COMPENSATION COMMISSION

Sec. 2-93. Creation; appointment and confirmation of members.

There is hereby created a commission to be known as the "compensation commission" to establish compensation for elected officials of the city. The commission shall consist of seven members who are registered electors of the city. Members shall be recommended by staff and appointed by the city council.

### **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.

Motion made by Mayor Pro Tem Bliss, Seconded by Councilman Fleming.  
Voting Yea: Mayor Grafstein, Mayor Pro Tem Bliss, Councilman Fleming,

Councilman Mier, Councilman Soltis  
Voting Nay: Councilor Rohrbach, Councilor Wright

Motion carried.

### **COUNCIL COMMENTS:**

Councilman Mier had no comments this evening.

Mayor Pro Tem Bliss invites everyone to the Concerts in the Park at Civic Center Park Bandshell from 7:00 – 8:30 PM on Wednesdays. August 13<sup>th</sup> is a Pop /Rock group “Weekend Comeback” and August 27<sup>th</sup> is an Oldies/Classic Rock group “Dr. Smith.” There will be a variety of bands at Trail Tunes on Saturday, September 6<sup>th</sup> from 2 – 7 PM in Civic Center Park. There will be a car show at Revin’ in the Heights on Saturday, September 13<sup>th</sup> from 10 AM – 3 PM in Civic Center Campus, City Hall. Mayor Pro Tem Bliss is not running for re-election and will serve his current term until November 10<sup>th</sup>. This is a great opportunity for him to spend more time at home with his family. He quoted George Washington’s farewell address, “Enjoy his own vine and fig tree in the nation he helped to build.” Mayor Pro Tem Bliss looks forward to attending events with his family as a volunteer and member of the community. He appreciates the kind words and support from the residents and will not be running a write-in campaign.

Councilor Wright announced Revin’ in the Heights on Saturday, September 13<sup>th</sup> from 10 AM – 3 PM in Civic Center Campus, City Hall. The waste management company Priority Waste is an event sponsor. For the car show there will be a City Council award, Mayor’s choice, Fire Chief’s choice, Police Chief’s choice, and the Human Relations and Equity Commissions (HREC) choice. Registration for the car show will be available at the end of the week. July is Americans with Disability (ADA) Pride Month; it’s a time to celebrate contributions, resiliency, and rights of people with disabilities. The HREC invites everyone to join the Adult Adaptive Game Night on July 29<sup>th</sup> in the Breckenridge Room, Public Library.

City Attorney J. Sherman had no comments this evening.

City Manager Marsh had no comments this evening.

Deputy City Clerk Boucher had no comments this evening.

Councilor Rohrbach had no comments this evening.

Councilman Fleming invites the residents to the Parks and Recreation Advisory Board Meeting on Thursday, August 7<sup>th</sup> in the Breckenridge Room to discuss the Recreation Master Plan. The discussion includes programs for adults and children with disabilities.

Councilman Soltis had no comments this evening.

Mayor Grafstein thanked the residents that spoke during the Public Comments about the gas station expansion on 12 Mile Road. The Planning Commission has certain rules they must follow when deciding to approve or deny any special land use requests. The next Planning Commission Meeting is Tuesday, August 19<sup>th</sup> at 5:30 PM and the public has an opportunity to speak. The next Regular Council Meeting is Monday, August 11<sup>th</sup> at 7:30 PM.

### **ADJOURNMENT**

Having no further business, Mayor Grafstein adjourned the meeting at 9:02 p.m.



## AGENDA ITEM SUMMARY FORM

**MEETING DATE:** 8/5/25

**PREPARED BY:** Melissa Marsh, City Manager

**AGENDA ITEM CONTENT:** Michigan Municipal League Convention - Delegate and Alternate

**AGENDA ITEM SECTION:** Communications

**BUDGETED AMOUNT:** \$0

**FUNDS REQUESTED:** \$0

**FUND:**

**EXECUTIVE SUMMARY:**

Each year, the City Council selects one Delegate and one Alternate to represent the City at the Michigan Municipal League's Annual Meeting from those Council members able to attend. This year's Annual Convention is being held September 17-19, 2025, in Grand Rapids. It is being recommended that Councilor Quinn Wright be appointed as Delegate and Councilor Bill Mler be appointed at Alternate.

**RECOMMENDATION:**

Staff recommends that City Council approved the Councilor Wright as Delegate and Councilman Meir as Alternate to the 2025 Annual Convention.





1675 Green Road  
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June 27, 2025

## **Michigan Municipal League Annual Meeting Notice**

(Please present at the next Council, Commission or Board Meeting)

Dear Official:

The Michigan Municipal League Annual Convention will be held in Grand Rapids, September 17-19, 2025. The League's **"Annual Meeting"** is scheduled for 4:30 pm on Wednesday, September 17 in the Pantlind Ballroom at the Amway Grand Plaza Hotel. The meeting will be held for the following purposes:

1. Election of Trustees. To elect five members of the Board of Trustees for terms of four years each (see #1 on page 2).
2. Policy. A) **To vote on the Core Legislative Principles document.**

In regard to the proposed League Core Legislative Principles, the document is available on the League website at <https://mml.org/resources-research/delegate/>. If you would like to receive a copy of the proposed principles by fax, please call Monica Druks at the League at 800-653-2483.

**B) If the League Board of Trustees has presented any resolutions to the membership, they also will be voted on.** (See #2 on page 2.)

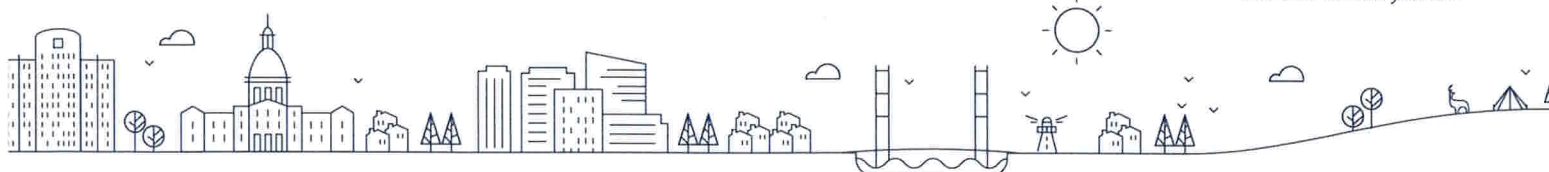
In regard to resolutions, member municipalities planning on submitting resolutions for consideration by the League Trustees are reminded that under the Bylaws, they must be submitted to the Trustees for their review by **August 17, 2025.**

3. Other Business. To transact such other business as may properly come before the meeting.

### Designation of Voting Delegates

Pursuant to the provisions of the League Bylaws, you are requested to designate by action of your governing body one of your officials who will be in attendance at the Convention as your official representative to cast the vote of the municipality at the Annual Meeting, and, if possible, to designate one other official to serve as alternate. Please submit this information through the League website by visiting <https://mml.org/resources-research/delegate/> **no later than August 17, 2025.**

We love where you live.



Regarding the designation of an official representative of the member to the annual meeting, please note the following section of the League Bylaws:

“Section 4.4 - Votes of Members. Each member shall be equally privileged with all other members in its voice and vote in the election of officers and upon any proposition presented for discussion or decision at any meeting of the members. Honorary Members shall be entitled to participate in the discussion of any question, but such members shall not be entitled to vote. The vote of each member shall be cast by its official representative attending the meeting at which an election of officers or a decision on any proposition shall take place. Each member shall, by action of its governing body prior to the annual meeting or any special meeting, appoint one official of such member as its principal official representative to cast the vote of the member at such meeting, and may appoint one official as its alternate official representative to serve in the absence or inability to act of the principal representative.”

#### 1. Election of Trustees

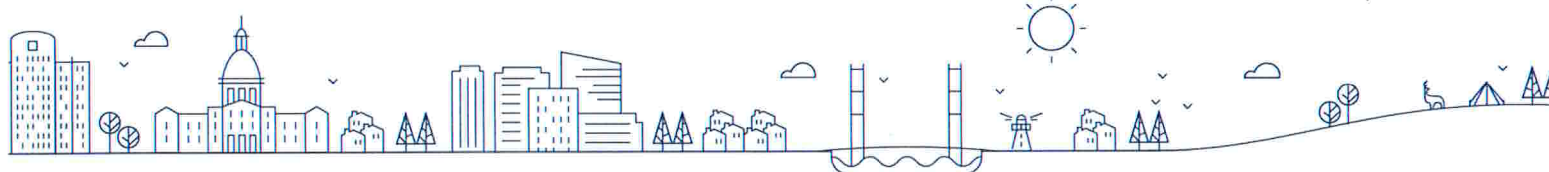
Regarding election of Trustees, under Section 5.3 of the League Bylaws, five members of the Board of Trustees will be elected at the annual meeting for a term of four years. The regulations of the Board of Trustees require the Nominations Committee to complete its recommendations and post the names of the nominees for the Board of Trustees on a board at the registration desk at least four hours before the hour of the business meeting.

#### 2. Statements of Policy and Resolutions

Regarding consideration of resolutions and statements of policy, under Section 4.5 of the League Bylaws, the Board of Trustees acts as the Resolutions Committee, and “no resolution or motion, except procedural and incidental matters having to do with business properly before the annual meeting or pertaining to the conduct of the meeting, shall be considered at the annual meeting unless it is either (1) submitted to the meeting by the Board of Trustees, or (2) submitted in writing to the Board of Trustees by resolution of the governing body of a member at least thirty (30) days preceding the date of the annual meeting.” Thus, the deadline this year for the League to receive resolutions is **August 17, 2025**. Please submit resolutions to the attention of Daniel P. Gilmartin, Executive Director/CEO at 1675 Green Rd., Ann Arbor, MI 48105. **Any resolution submitted by a member municipality will go to the League Board of Trustees, serving as the resolutions committee under the Bylaws, which may present it to the membership at the Annual Meeting or refer it to the appropriate policy committee for additional action.**

Further, “Every proposed resolution submitted to the Board of Trustees by a member shall be stated in clear and concise language and shall be accompanied by a statement setting forth the reasons for recommending the proposed resolution. The Board shall consider the proposal at a Board meeting prior to the next annual meeting and, after consideration, shall make a recommendation as to the advisability of adopting each such resolution or a modification thereof.

We love where you live.





### 3. Posting of Proposed Resolutions and Core Legislative Principles

The proposed Michigan Municipal League Core Legislative Principles and any new proposed Resolutions recommended by the Board of Trustees for adoption by the membership will be available on the League website, or at the League registration desk to permit governing bodies of member communities to have an opportunity to review such proposals and delegate to their voting representative the responsibility for expressing the official point of view of the member at the Annual Meeting.

The Board of Trustees will meet on Tuesday, September 16, 2025, at the Amway Grand Hotel for the purpose of considering such other matters as may be requested by the membership, in addition to other agenda items.

Sincerely,



Donald Gerrie  
President  
Mayor, Sault Sainte Marie



Daniel P. Gilmartin  
Executive Director & CEO





**Madison Heights Department of Public Services**  
**Festival in the Park Table Policy**  
**Adopted by City Council: \_\_\_\_\_**

Table requests for the City of Madison Heights Festival in the Park at Civic Center Park are as follows:

- 1). The goal of this Festival Table Policy is to enhance an apolitical festive atmosphere, celebrating the birth of our country, while accommodating the desired presence and participation.
- 2). In furtherance of this goal, with a minimum of two weeks' notice, the City will set aside an area along Palmer Street that will be available for tables at no cost to Madison Heights eligible individuals and groups (hereinafter a "participant" or "participants").
- 3). The table spaces are available and designated for participants, but will not be assigned until arrival. Upon arrival, participants will be given the choice of those spaces still available. Eligible participants are defined as:
  - Incumbent Madison Heights Mayor and City Council members.
  - Official candidates for Madison Heights Mayor and City Council positions.
  - Non-profit community organizations and/or Madison Heights City Boards and Commissions.
  - Festival sponsors, who are not political officials (either incumbents or campaigning).
  - City Departments.
- 4). The table sizes are 8 feet long. A participant may hang banners (not exceeding 16 square feet) and may provide a pop-up tent, not exceeding 10 x 10 in size.
- 5). The tables may be utilized to meet and greet residents and to distribute non-campaign material/literature (hereinafter "literature") to festival visitors and guests. However, participants may not leave any unattended stacks of literature anywhere in the park, and participants may not place any literature on vehicles parked inside the City Parking lot, including the Civic Center. Walking around handing out literature is also discouraged.
- 6). Participants are not allowed to distribute any "glow" type products due to concession agreements that are already in place. Participants are not allowed to distribute any food or drinks unless arrangements for the sale of such items have been made with the staff.
- 7). Electric and water service are not available at any table or booth location.
- 8). Upon timely request, table requests by special dignitaries and/or official candidates for offices that represent Madison Heights (such as the Governor, U.S. Senators, and U.S. Congress members) may be made and will be accommodated, if feasible; otherwise, any requests outside this policy will not be considered.