



CITY OF MADISON HEIGHTS

DEPARTMENT OF PUBLIC SERVICES, 801 AJAX DR.

PARKS & RECREATION ADVISORY BOARD MEETING AGENDA

APRIL 20, 2023 AT 5:30 PM

CALL TO ORDER

ROLL CALL

1. Excuse Absences (if applicable)

ADDITIONS/DELETIONS

APPROVAL OF MINUTES

- [2.](#) Approval of Minutes from 1/19/23

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:

UNFINISHED BUSINESS

NEW BUSINESS

- [10.](#) Board and Commission 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 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
January 19, 2023

A Parks & Recreation Advisory Board Meeting was held on Thursday, January 19, 2023 at 5:30 PM at the Department of Public Services, 801 Ajax Dr.

CALL TO ORDER

In the absence of a chair, the meeting was called to order by Almas at 5:30 PM.

ROLL CALL

Present: Harris, Theodoroff, Molencupp, Busch, Borngesser, R. Chambliss, C. Chambliss, Lee (arrived 6:12 PM), Almas, Heisler, Pardy, Ballantine .

Absent: Bommarito, Palazzolo*, Wright, Rohrbach, Aaron, Goatley*, Surratt*.

***denotes those members who gave notice.**

1. Excuse Absences (if applicable)
 - a. Motion by Harris, seconded by Busch to excuse the absences of those who gave notice – unanimous approval.

PARLIAMENTARY PROCEDURE

2. Board Composition - Ordinance Update
 - a. Ballantine explained changes to the board structure based on the ordinance revision. Almas reiterated that participation is important, as the board hasn't had a quorum in three meetings. Discussion ensued regarding Council participation, the absence threshold, and the changes to the board.
3. Election of Officers
 - a. Busch nominated Borngesser to be chair of the board. Borngesser declined the nomination.
 - b. Motion by Theodoroff, seconded by Borngesser to nominate Harris as chair. Harris accepted, motion unanimously approved.

ADDITIONS/DELETIONS

None proposed.

APPROVAL OF MINUTES

4. Approval of Minutes from 7/21/22
 - a. Motion by Theodoroff, seconded by Busch to approve the minutes as written – unanimous approval.

MEETING OPEN TO THE PUBLIC

No public were present.

REPORTS

5. Activities and Events Subcommittee
 - a. A new subcommittee consisting of R. Chambliss, Theodoroff, Busch, and Harris was seated.

6. Student Report:

Madison High School:

C. Chambliss provided an update on sports, the new PTO organizations at the high and middle schools, current clubs that the schools offer, and other fundraising and social events.

Lamphere High School:

No representative was present.

Bishop Foley High School:

No representative was present.

7. School Board Representative Report

Madison District:

R. Chambliss reported on the new superintendent and assistant superintendent, the district talent show, and updates coming to the high school, including the ongoing bond renovations. The district is being revitalized and revamped.

Lamphere District:

Borngesser reported on changes to the Lamphere Board, the new weight room at the high school and the new kitchen in the concession stand for the Band Boosters. The budget is balanced, the kids are doing great, the district is moving along at top speed.

Busch inquired about collaboration between the City and the school districts, as well as the status of the pools. Heisler and Almas summarized existing arrangements. Borngesser and R. Chambliss reported on the status of the pools at Lamphere, Page, and Madison.

8. Council Report:

No representative was present.

9. Administration Report:

Almas reported that Connor Chapman completed the tree display at Gravel Park, and earned his rank of Eagle Scout. Summarized road construction, and the strategic planning process with City Council. Provided a summary of the ongoing meetings regarding Oakland County and the golf course, and Ambassador Park.

10. Oakland County Parks and Recreation Report:

Pardy reported that OCPR finished the 5 year Recreation Master Plan, with many changes and updates. A significant amount of ARPA funding was allocated to the OCPR system. Summer staffing continues to be an issue, particularly in light of increased patronage at all facilities. Target date of April 1 to open the golf course, and the last weekend in June for the water park. OCPR is working on a cost recovery plan for the golf course to better balance operation costs and revenues.

11. Recreation Report:

Heisler reported that Recreation is also looking for summer staffing, and provided a summary of upcoming programs and events. Many are selling out, including new initiatives undertaken by the Recreation Division. A full-time Recreation Specialist position has been posted, which will mark the first time in 15 years that Recreation has had two full-time recreation staff.

12. Streets/Facilities/Parks Report:

Ballantine reported on the Civic Center Campus project, tree plantings, and the status of the ballfield lights.

UNFINISHED BUSINESS

No unfinished business to discuss.

NEW BUSINESS

13. Rosie's Park Pavilion - Proposed Location

Staff presented several options for the proposed Rosie's Park Pavilion, and weighed the pros and cons of each. Motion by Busch, seconded by Lee to place the pavilion in the greenspace between the two parking lots and to the west of the building. Discussion ensued about screening options, and the benefits of putting the pavilion in this location. Unanimous approval.

ADJOURNMENT

Motion by R. Chambliss, seconded by Busch to adjourn the meeting at 7:31 PM.

ORDINANCE NO. 2191
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 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:
 - (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 six 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) One Council alternate and two alternate members from the residents of the city-at-large shall be non-voting; 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.
 - (3) The Department of Public Services Director, 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.

- (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:

City of Madison Heights

Calendar Year 2023 Board and Commission Work Plan

Board and Commission: Arts Board

The Purpose of the Arts Board is to advise the City Council of the needs of the artistic and cultural community, actively encourage programs for the cultural enrichment of the community, including, but not limited to, exhibitions, displays, performances, events, instruction, and other projects. Also, engage community members and local businesses to build a flourishing and vibrant art and cultural environment.

1. Increase Visual Art!
 - A. Continue to do Murals Across the City **(Ongoing)**
 - B. Apply for the DIA “Art Around Town” Grant **(July 2023)**
 - C. Help the City Coordinate the “Art in Civic Center Project” initiative **(March 2023)**
 - D. Offering Closed Captioning/General Accessibility on all activities **(Ongoing)**
 - E. Offer Hands on Artistic Programs. **(On going)**

2. Cultural Community Involvement
 - A. Partner with the HREC in hosting the annual Pride Picnic **(July 2023)**
 - B. Continue to host the Pumpkin Walk **(October 2023)**
 - C. Attend City sponsored events and offer “Art Activities” (**Year Round, Festival in the park, Juneteenth, Tree lighting**)
 - D. Work with the DDA to ensure Arts are incorporated in future projects **(On Going)**
 - E. Partner with other groups to bring Arts and Culture to events **(On Going)**
 - F. Gala Event **(Summer 2023)**

3. Performance Art
 - A. Host the annual Trail Tunes Event **(September 2023)**
 - B. Host interactive Arts events such as: Improv, Poetry Slam, Open Mic, and Karaoke **(On Going)**
 - C. Local Pop-Up Performance Events **(August 2023)**
 - D. Band Stand Project at Civic Center Park **(On Going)**

Library Advisory Board Work Plan 2023

Name of Project, Goal	Benefit if completed	Timeline for Completion	Resources Needed (staff support, subcommittee, fundraising)	Measure of Success	Priority
Grand Opening Celebration	introduce residents to renovated library	March 2023	Subcommittee to be composed of Subcommittee Chair Mentzer, Council Representative Aaron, May, Shepherd.	number of attendees	
National Library Week Gala Fundraiser	raise funds for library materials	April 2023	Subcommittee Chair Council Alternate Bliss, Council Representative Aaron, May, Shepherd.	number of attendees and amount of funds raised	
Promote Library Services and Plan Speaker Series	provide free educational events	August 2023	Subcommittee to be determined at future Library Advisory Board Meeting	participation numbers for educational events	
Create Opportunity for Collaboration	improve participation with other boards, commissions, and the Active Adult Center	December 2023	Subcommittee to be determined at future Library Advisory Board Meeting	participation numbers for educational events	

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.

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.

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		

Madison Heights Crime Commission
2023 Work Plan

Name of Goal/ Project	Benefit if completed	Timeline for completion	Resources needed	Measure of success
Community engagement through guest speaker series	Bring community awareness on the crime prevention	December 2023	Location needed to host guest speaker events	Number of people attending the events. Surveys at the end of the event
Cybercrime Prevention Presentation	Educate the public on how not to be a victim of cybercrime	Spring 2023	Location to host the event	Number of people attending the events. Surveys at the end of the event