

**2014 ANNUAL REPORT
CITY OF MADISON HEIGHTS
ACTIVE CITIZEN REPRESENTATIVE BOARDS AND COMMISSIONS**

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BROWNFIELD REDEVELOPMENT AUTHORITY

CREATED: Motion 322 of 10-8-01, Motion 354 of 11-13-01

COMPOSITION/TERM: 4 Year terms - Appointed by Mayor - 8-12 members of
Downtown Development Authority & Mayor

MEETING SCHEDULE: 2nd Tuesday of each month

PURPOSE: To facilitate the implementation of Brownfield Plans relating to the identification and treatment of environmentally distressed area to promote revitalization within the municipal limits of Madison Heights.

06-19-15	*Joseph Keys	Correct Car Care
06-19-15	*Ruth Charlebois	Seasons Hospice
06-19-15	*Robert Fender (Chair)	John R Auto Glass
06-19-16	*Lenea Renshaw	Miss NeNe's
06-19-16	*Daniel Johnson	Madison Motors
06-19-16	Keri Valmassei	Chamber of Commerce
06-19-17	Marlene Spreitzer	Green Lantern
06-19-17	Rickey Busler	Re/Max vision
06-19-18	*Michael VanBuren (Vice)	Artech Printing
06-19-18	*Johnny John	JJ's Grill
06-19-18	Vacant	
11-09-15	Benjamin Myers	City Manager
11-09-15	Edward Swanson	Mayor
	Linda Williams	DDA Staff Liaison

*(Members with a property interest) - Not less than a majority of the members shall be persons having an interest in property located within the downtown district.

Meetings Held:

<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
April 14	May 11	November 8	April 10	April 9	April 8

2014 Accomplishments:

Meetings: 1

- No BRA applications received in 2014.
- Member of a coalition with six other Oakland County communities that was awarded \$600,000 dollar United States Environmental Protection Agency Coalition Assessment Grant. Madison Heights's share \$60,000.

CHARTER AMENDMENT AND ORDINANCE REVISION COMMITTEE

CREATED: Motions 924 of 1966; 430 of 1970, 60 & 61 of 1981; Motion 477 of 1989.

COMPOSITION/TERM: 7 Members - 2 year terms

MEETING SCHEDULE: On call when scheduled

PURPOSE: To serve in an advisory capacity to the City Council by reviewing the Charter and Code of Ordinances and submitting recommendations.

01-09-15 James F. Smith
01-09-15 Vacant
01-09-16 Liria Hasho
01-09-16 Vacant
01-09-17 Martha Kehoe
01-09-17 Vacant
11-09-15 Brian Hartwell, Council Representative

Meetings Held:

2009	2010	2011	2012	2013	2014
No Meetings Held	No Meetings Held	No Meetings Held	No Meetings Held	No Meetings Held	No Meetings Held

2014 Accomplishments:

No meetings held.

CITY-SCHOOL LIAISON COMMITTEE

CREATED: Motions 531 of 1966; 94 & 95 of 1983

COMPOSITION/TERM: 12 Members

MEETING SCHEDULE: On call when scheduled

PURPOSE: Liaison Committee between the City and the School Districts

CITY	Benjamin Myers	City Manager
11-09-15	David Soltis	Council Representative
11-09-15	Mark Bliss	Council Representative
11-09-15	Brian Hartwell	Council Alternate

LAMPHERE

Dale Steen	Superintendent	
Robert Borngesser, Jr.	30001 Winthrop	(Representative)
Brad Lyon	31514 Madison	(Representative)

MADISON

Michelle Schurman	Business Manager	
Cindy Holder	901 E. Lincoln	(Representative)
Vacant	Board Member	(Representative)

BISHOP FOLEY

Patricia Domagala	Principal	
Vacant	Board Member	(Representative)
Vacant	Board Member	(Representative)

Meetings Held:

2009	2010	2011	2012	2013	2014
No Meetings Held	No Meetings Held	No Meetings Held	No Meetings Held	No Meetings Held	No Meetings Held

2014 Accomplishments:

No meetings held.

CIVIL SERVICE COMMISSION

CREATED: Charter Chapter 18, Act 78 of P.A. 1935

COMPOSITION/TERM: 3 Members - 6 year terms

MEETING SCHEDULE: 1st Thursday of month on an on needed basis at 9:30 a.m.

PURPOSE: To act, in accordance with Act 78 of Public Acts of 1935, to provide a system for examination and investigation to the merit, efficiency and fitness for appointment, employment and promotion of all sworn fire and police officers.

- 1-01-16 James Martin
(Appointed by City Council)
- 1-01-18 Gerald Crossley
(Appointed by other two members)
- 1-01-20 Ken Baughman
(Elected by sworn Police & Fire Members)

Meetings Held:

	2009	2010	2011	2012	2013	2014
January	5	September 22	February 24	March 13	No	February 8
January	16	October 14	July 28	May 24	Meetings	June 19
January	27	November 4	September 13	June 18	Held	September 4
January	29		October 27	June 27		November 14
February	5		November 3	July 25		
February	12		December 12	August 28		
March	5		December 19			
May	7					
August	6					
September	15					
October	1					
November	5					
December	3					

2014 Accomplishments:

Number of Meetings: 4

- Eligibility List Certifications:
 - Fire Fighter/Paramedic (1)
 - Police Officer (3)

COMMUNITY DEVELOPMENT BLOCK GRANT - REVIEW COMMITTEE

CREATED: Council Motion 471 of 12-27-88

COMPOSITION/TERM: 3 Members, 2 Alternates - 3 year terms

MEETING SCHEDULE: On call when scheduled

PURPOSE: To act, in advisory capacity for Federal Community Development Block Grant funds and to review special requests for exceptions to the established loans and/or grants programs.

11-01-17	Clifford Oglesby	
11-01-17	John Turchin	
11-01-17	Vacant	
11-01-15	Leila Bickford	(Alternate #1)
11-01-15	Martha Kehoe	(Alternate #2)

Meetings Held:

2009	2010	2011	2012	2013	2014
October 21	October 6	October 11	October 10	November 18	November 17

2014 Accomplishments:

Meetings: 1

- Recommended to City Council use of PY 2015 CDBG funds for Code Enforcement (\$102,789) and Senior Home Chore (\$15,000).

CRIME COMMISSION

CREATED: Ordinance 594, Code Sec. 2-268 to 2-274, Motion 116 of 4-11-94

COMPOSITION/TERM: 12 Members - 3 year terms (Mayor's appointment) 1 Council Representative added - Ordinance 920 of 2-27-95; 2 Alternates added – Ordinance 1073 of 4-26-10

MEETING SCHEDULE: 3rd Tuesday of each month at 2:00 p.m. Police Conference Room

PURPOSE: To study the crime situation in the City, to make recommendations for its prevention and elimination and to develop citizen cooperation in law enforcement. Each member must be a registered voter of the City.

-
- 09-12-15 Douglas Mac Lean
 - 09-12-15 Carole Corbett
 - 09-12-15 Walter Carter
 - 09-12-15 Vacant
 - 09-12-16 Margaret Marentette (Co- Chairperson)
 - 09-12-16 Lucille Nunley (Chairperson)
 - 09-12-16 Richard LePage
 - 09-12-16 Vacant
 - 09-12-17 Frances Kirchoff
 - 09-12-17 Steve Howcroft
 - 09-12-17 Marilyn Mayle
 - 09-12-17 Vacant
 - 11-09-15 Brian C. Hartwell Council Representative

HONORARY MEMBER WITHOUT VOTE
Anthony Roberts, Police Chief
Alternates – 3 year terms (Mayor’s Appointment)

- 05-06-16 Martha Kehoe (Alternate #1)
- 05-06-16 Richard Lewis (Alternate #2)

Meetings Held:

2010		2011		2012		2013		2014	
January	19	January	18	January	17	January	15	January	21
February	16	February	15	February	21	February	19	March	18
March	16	March	15	March	20	March	19	April	15
April	20	April	19	April	17	April	16	May	20
May	18	May	17	May	15	May	21	June	17
June	15	June	21	June	19	June	18	September	16
July	20	July	19	September	18	September	17	October	21
September	21	August	16	October	16	October	15	November	18
October	19	September	20	November	20	November	19		
November	16	October	19	December	4	December	3		
December	7	November	15						
		December	6						

2014 Accomplishments:

Meetings: 8

- Our members were active in the community by being present at the below listed events. The members passed out information to citizens regarding safety, gun safety, fraud protection, and child ID kits. Our members also answered citizen's questions regarding these topics.
- Participated in the following events:
 - May - Madison Community Roundtable Banquet
 - May - Lessenger Year End Picnic
 - June - Sam's Club Safety Event
 - June - Pre-Fourth July Festival
 - October - Kmart Safety Day
 - November - Around The Globe
 - November - Kindergarten Roundup at Edison

DOWNTOWN DEVELOPMENT AUTHORITY

CREATED: Ordinance 948 - Motion 219 of 6-9-97
 Ordinance 968 - Boundaries revised
 Ordinance 974 - Tax Increment Finance & Development Plan

COMPOSITION/TERM: 8-12 members - 4 Year terms (Mayor’s appointment)
 and Chief Executive Officer (Mayor)

MEETING SCHEDULE: Quarterly January, April, August and November (est. 2011)

PURPOSE: To halt and eliminate property value deterioration, increase property tax values, and promote economic growth within this business district of the City.

- 06-19-15 *Joseph Keys Correct Car Care
 - 06-19-15 *Ruth Charlebois Seasons Hospice
 - 06-19-15 *Robert Fender (Chair) John R Auto Glass
 - 06-19-16 *Lenea Renshaw Miss NeNe’s
 - 06-19-16 *Daniel Johnson Madison Motors
 - 06-19-16 Keri Valmassei Chamber of Commerce
 - 06-19-17 Marlene Spreitzer Green Lantern
 - 06-19-17 Rickey Busler Re/Max Vision
 - 06-19-18 *Michael VanBuren (Vice) Artech Printing
 - 06-19-18 *Johnny John JJ’s Grill
 - 06-19-18 Vacant
 - 11-09-15 Benjamin Myers City Manager
 - 11-09-15 Edward Swanson Mayor
 - Linda Williams DDA Staff Liaison
- *(Members with a property interest) - Not less than a majority of the members shall be persons having an interest in property located within the downtown district.

Meetings Held:

	2009	2010	2011	2012	2013	2014
January	13	January 12	January 11	January 10	January 8	January 14
March	10	May 11	March 8	April 10	April 9	April 8
April	14	December 14	May 10	August 14	November 12	August 11
May	12		November 8			
July	14					
September	8					
October	13					

2014 Accomplishments:

Meetings: 3

- Approximately 185 business properties received ROW lawn care and maintenance services through the DDA ROW Maintenance Program.
- Continued Trash Receptacle and Trash Pick-up Program weekly.
- Sidewalk and ROW trash pick-up provided once per month.
- Power washed and painted entire structure of the DDA clock tower, including the installation of bird netting to prevent build-up of bird droppings.
- Hosted the 6th annual “My Madison Heights” Art Challenge & Exhibit/Reception
- Hosted the 7th annual “Around the Globe in Madison Heights” taste festival.

ELECTED OFFICIALS COMPENSATION COMMISSION

CREATED: Ordinance 454, Act 8 of 1972, Section 2-93

COMPOSITION/TERM: 7 Members - 7 year terms (Mayor's appointment)

MEETING SCHEDULE: Every two years on call

PURPOSE: To review the salaries of the Mayor and Council and issue salary orders based on State law.

10-01-15 Robert Keyes
10-01-16 Angela Brunke
10-01-17 James Smith
10-01-18 Flora (Dolly) Ferries
10-01-19 M. Jean Linville
10-01-20 Mary Anne Yemec
10-02-21 Vacant

Meetings Held:

2009	2010	2011	2012	2013	2014
November 24	No Meetings Held	November 18	No Meetings Held	December 17	No Meetings Held

2014 Accomplishments:

No meetings held.

ENVIRONMENTAL CITIZENS COMMITTEE

CREATED: Motion 51 of 2-13-89
Motion 9 of 1-14-91 - Reviewed by Council
Motion 414 of 11-25-91 - Rescinded 2-22-93
Motion 50 of 2-22-93 - Restructured
Motion 92 of 3-22-93 - Council Representative added
Motion 72 of 3-13-95 - Renewed by Council to 2-28-96
Motion 22 of 1-22-96 - Renewed by Council to 2-28-98
Motion 117 of 4-10-00 - Renewed by Council to 2-29-03
Motion 118 of 4-10-00 - Terms extended

COMPOSITION/TERM: 12 Members - 3 year terms

MEETING SCHEDULE: On Call

PURPOSE: To advise and assist the City on environmental programs, educate and encourage citizen participation in programs to improve the environment and coordinate programs and projects referred by the City Council.

- 02-22-15 Tina Zuber
- 02-22-15 Samantha Pickering
- 02-22-15 Andrew Ekstrom
- 02-22-15 Jeffrey Phillips
- 02-22-15 William Boardman
- 02-22-15 Jack Widger
- 02-22-15 Daniel Milz
- 02-22-15 James Owens
- 02-22-15 Yvette Ploskonka
- 02-22-18 Alyssa Bottrell
- 02-22-18 Gary Louchart
- 02-22-18 Linda Corbett
- 11-09-15 David M. Soltis, Council Representative

Meetings Held:

2009	2010	2011	2012	2013	2014
No Meetings Held	No Meetings Held	No Meetings Held	No Meetings Held	No Meetings Held	No Meetings Held

2014 Accomplishments:

No meetings held.

HISTORICAL COMMISSION

CREATED: Ordinance 723 of 2-27-84, Ordinance 730 of 5-14-84,
Ordinance 833 of 8-08-88 - Code Sec. 2-293
Ordinance 1013 of 11-26-01 – Code Section 2-294

COMPOSITION/TERM: Library Director and 14 Members - 3 year terms

MEETING SCHEDULE: January, April and October of each year

PURPOSE: To collect and preserve historical material relating to the history of the City and the surrounding area.

02-28-15	Vacant	
02-28-15	Cheryl Suiter	
02-28-15	Mary Merkel	
02-28-15	Lila Richards	
02-28-16	Martha Kehoe	
02-28-16	Justin Suarez	
02-28-16	Andrew McGillivray	
02-28-16	Tony Bliss	
02-28-17	Dolly Ferries	
02-28-17	Joy Davids	
02-28-17	Robert Gettings	
02-28-17	Marjorie Townsend	
02-28-17	Vacant	
02-28-18	Alyssa Bottrell	
11-09-15	Margene Scott	Council Representative
	Roslyn Yerman	Library Director

Meetings Held:

2009		2010		2011		2012		2013		2014	
January	15	January	14	January	26	January	18	January	26	January	21
April	30	October	14	April	20			April	24	April	29
July	9							October	23	October	28
October	15										

2014 Accomplishments:

Meetings: 3

- Release of Images of America – Madison Heights in February
- Relocation of the Heritage Rooms

The release of the book, co-authored by Councilwoman Margene Scott and Library Director Roslyn Yerman, on behalf of the Historical Commission, was the culmination of much work, and the early part of the year was spent in presentations and book signings. The reworking of the Madison Schools campus necessitated the relocation of the Heritage Rooms to the lower level of City Hall, which turned into restoration efforts resulting from the August 11th flood, ahead of the reestablishment of the rooms in their new home.

INFORMATION TECHNOLOGY ADVISORY COMMITTEE

CREATED: Motion 40 of 2-10-14

COMPOSITION/TERM: 9 Members: 5 Citizens Members – 3 Year Term; 1 Council Rep., 1 Council Alt., City Manager, Deputy City Manager, MIS Administrator; 6 Non-voting Ex-Officio Members: Dept. Heads of Police, Fire, DPS, CDD, Library, City Clerk

MEETING SCHEDULE: Quarterly for first year; as needed thereafter

PURPOSE: To serve as a forum for the sharing of ideas, trends, and perspectives in IT & their municipal applications and provide Council and staff with feedback on such issues.

02-10-16 Richard Stanley
02-10-16 Andrew McGillivary
02-10-17 Anthony Bottrell
02-10-17 Lucas Acha
02-10-18 Mike Mundy

Mark Bliss Council Delegate
Brian Hartwell Council Alternate
Ben Myers City Manager
Melissa Marsh Deputy City Manager of Administrative Services
MIS Administrator

Ex-Officio Members without vote:

Department Heads of Police, Fire, DPS, CDD, Clerk, and Library

Meetings Held:

2014

May 19
August 18
November 17

2014 Accomplishments:

Meetings: 4

- Set in motion the creation of Multi-Media Specialist and Economic and Community Engagement Supervisor position with the City
- Instrumental in the recommendation to Council for moving forward with Plante Moran's recommendations to outsource the City's Information Technology operations

- Provided suggestions and comments in the formulation of the IT Support Services RFP
- Presented follow up questions related to the Cable Television Control Room bid
- Recommended the city use the website to promote the purchase of AEDs and asked the Fire Department promote the purchase of AEDs to churches and businesses and offer training on a discount basis

LIBRARY ADVISORY BOARD

CREATED: Ord.997, Mot. 227of 7-10-00; Ord. 1084, Mot. 22 of 1-23-12

COMPOSITION/TERM: 8 Citizen Members - 2 Year Terms; 1 Council Rep.; 1 Council Alt.; 2 Ex-Officio Members: Director of Adm. Services; Library Director

MEETING SCHEDULE: On call when scheduled

PURPOSE: To act as an Advisory Board to study and make recommendations for short and long term improvement to the City's Library System.

07-01-15	Merri Busch	1117 E. Hudson	259-4765
07-01-15	Dolly Ferries	28727 Edward	547-2052
07-01-15	Jeffrey Scott	27037 Brettonwoods	547-4309
07-01-15	Ruth Mills	26122 Dartmouth	542-3226
07-01-16	Liria Hasho	907 E. Farnum	548-0439
07-01-16	Cheryl Charpentier-Hankins	30733 Winthrop	589-3232
07-01-16	Frances Kirchoff	30823 Blairmoor	585-1845
07-01-16	Alyssa Bottrell	31553 Madison Ave.	770-3651

11-09-15	Robert Corbett	Council Representative
11-09-15	Mayor Edward Swanson	Council Alternate

Ex-Officio Members without vote:
Melissa Marsh, Assistant City Manager
Roslyn Yerman, Library Director

Meetings Held:

2009	2010	2011	2012	2013	2014
No Meetings Held	No Meetings Held	No Meetings Held	No Meetings Held	No Meetings Held	October 20

2014 Accomplishments:

Meetings: 1

- The Library Advisory Board was reactivated in 2014 after being dormant since October 20, 2004.
- A special meeting was held on October 20, 2014, which saw a review of the Board's purpose followed up by a staff power point presentation on the library. A Chairman and a Vice-Chairman were elected, with the identification of an initial schedule of quarterly meetings.

PARKS AND RECREATION ADVISORY BOARD

CREATED: Charter Sec. 3.18, Code Sec. 19-28 to 19-32
Ordinance 1083; Motion 21 of 1-23-12

COMPOSITION/TERM: 12 Members and 2 Ex-Officio Members: 6 Members at Large - 2 year terms (Mayor’s Appointment), 1 Madison District and 1 Lamphere District Delegate 1 Student Representative each from Lamphere, Madison, Bishop Foley 1 Council Representative & 1 Council Alternate; 2 DPS Ex-Officio members – Deputy City Mgr; Recreation Coordinator

MEETING SCHEDULE: 3rd Thursday every other month at 5:30 p.m. May to September

PURPOSE: To promote outstanding recreational programs for the citizens in the City.

Council appointments:

04-15-15 Jerry Dzeroogian (Chair)
04-15-15 Brian Gettel
04-15-15 Robert Gettings
04-15-16 Earl T. Stone
04-15-16 Mary Anne Yemec
04-15-16 Richard Lewis
11-09-15 Mark Bliss Council Representative
11-09-15 Robert Corbett Council Alternate

04-15-15 Vacant (Alternate #2)
04-15-16 Ryan Spiteri (Alternate #1)

School Representatives:

04-15-16 Vacant (Madison Delegate)
04-15-16 Vacant (Madison Student)
04-15-15 Koede Bautista (Lamphere Student)
04-15-15 Robert Borngesser (Lamphere Delegate)
04-15-16 Vacant (Bishop Foley Student)

EX-OFFICIO MEMBERS WITHOUT VOTE:

Adam Richter, Recreation Coordinator
Joseph G. Vitali, DPS Director

Meetings Held:

2009		2010		2011		2012		2013		2014	
January	15	January	21	January	20	January	19	January	17	January	16
March	18	July	15	March	17	March	15	March	21	March	20
				May	19	July	19	May	16	June	18
				July	21			September	19	September	17
				September	15			November	19	November	20
				November	17						

2014 Accomplishments:

Meetings: 5

- Completion of the Recreation Master Plan 2015-19 which included the entire process from proposal to implementation including:
 - ✓ Timetable
 - ✓ Brainstorming
 - ✓ Goals/Improvements
 - ✓ Survey development
 - ✓ Public workshop
 - ✓ Resolution – recommendation to Council and adoption
- DTE Street lighting conversion project from mercury vapor lights to LED
- Tree Lighting
- Spring/Summer Brochures
- Bid award to Branch Tree Services for contractual tree services
- Skate park re-location to Modern Skate
- GM Student Corps (year 2) – work performed at Civic Park and Wildwood Park
- Potential interest of cell phone tower on Senior Center property
- Festival in the Park
- Ball field lighting improvements at Rosies/Huffman parks

PLANNING COMMISSION

CREATED: Charter Sec.3-16, Ordinance 131, Sec. 2-109

COMPOSITION/TERM: 6 Members - 3 year terms (Mayor’s appointment) 3 Ex-Officio Members with vote

MEETING SCHEDULE: 3rd Tuesday of month at *5:30 p.m.

PURPOSE: To make recommendations to the City Council regarding rezoning requests, zoning ordinance text amendments, easement / right of way vacations, and subdivision approvals; reviews and approves site plans for new developments; responsible for creating and maintaining the City's Master Plan for future land use.

- 08-10-15 Francis McFall
- 08-10-15 Cindy Holder (ZBA rep)
- 08-10-16 Michael G. Kapolka (Secretary)
- 08-10-16 Peggy Bennett (Vice Chairman)
- 08-10-17 Michael Higgins
- 08-10-17 Andy (Dean) Wakeland (Chairman)

EX-OFFICIO MEMBERS WITH VOTE:

- 11-09-15 Mayor Edward Swanson
- 11-09-15 David Soltis, Council Representative
- 11-09-15 Benjamin Myers, City Manager, Administrator Representative

Meetings Held:

	2009		2010		2011		2012		2013		2014	
February	17	March	16	April	19	January	17	January	15	January	21	
May	17	August	17	May	17	April	17	March	19	April	15	
July	21	October	19	October	18	October	16	April	16	August	19	
December	15	November	16	November	15	November	20	August	20	November	18	
								November	19			

2014 Accomplishments:

Meetings: 4

Zoning Ordinance Text Amendments

- Recommended and City Council approved amendments to the Zoning Ordinance regarding temporary signs and the site plan review process.
- Began discussions regarding possible amendments to the Zoning Ordinance regarding tents, pedestrian benches and accessory residential / mixed uses in the O-1 District.

Sidewalk Repair and Non-Motorized Transportation Policy

- Recommended to City Council a new sidewalk People Powered Transportation and Sidewalk Repair Program. City Council adopted the new Policy, which will be implemented beginning in 2015.

POLICE & FIRE RETIREMENT BOARD

CREATED: Charter Chapter 19, Act 345 of P.A. 1937 & Act 209 of 1977 amended.

COMPOSITION/TERM: 5 members: 2 members - 4 year terms, Finance Director, 1 Fire Department and 1 Police Department representative

MEETING SCHEDULE: Last Monday of month at 3:00 p.m.
*Meeting date change 1/13 – First Tuesday of month

PURPOSE: To provide for the establishment, maintenance and administration of a pension and retirement system for the sworn Police and Fire personnel.

08-20-15	Corey Haines	Police Dept. Representative
08-20-16	Jeff Gerald	(Council Appt)
08-20-17	Kevin Powers	Fire Dept. Representative
08-20-18	Mitchell Namie	(Council Appt)
	Melissa Marsh	Dep. City Manager of Adm. Services

Meetings Held:

2009		2010		2011		2012		2013		2014	
January	26	January	25	January	24	January	23	February	5	February	5
February	23	February	22	February	28	February	27	March	5	March	4
March	23	March	29	April	25	March	26	June	4	April	1
April	27	April	26	May	23	April	23	August	6	May	6
May	26	May	24	June	27	May	29	September	3	June	3
June	22	July	26	August	22	June	25	October	1	July	1
July	1	August	23	September	26	July	23	November	5	August	5
July	27	September	27	October	24	August	27			September	2
August	24	October	25	November	28	September	24			November	4
September	28	November	29			November	26				
October	26										
November	23										

2014 Accomplishments:

Meetings: 9

For Fiscal Year 2013/14:

- Oversaw assets of \$49,654,422
- Approved 3 new retirements and disbursed contributions to 2 terminated employees
- Distributed 120 retirees monthly pension checks
- Issued information and reviewed the actuarial information 6/30/2014.

POLICE & FIRE RETIREE HEALTH CARE BENEFITS TRUST

CREATED: Motion #56 of February 27, 2006

COMPOSITION/TERM: 5 members serving on the Act 345 Retirement System Board with current terms; 2 Members – 4 year terms; 1 Fire Department Representative; 1 Police Department Representative; Finance Director

MEETING SCHEDULE: Quarterly meetings following the Regular Police & Fire Retirement Board meeting on the last Monday of month
*Meeting date change 1/13 – First Tuesday of month

PURPOSE: To serve as Trustees of the Act 345 Retiree Health Care Benefits Trust and investment fiduciary to the assets of the trust.

08-20-15	Corey Haines	Police Dept. Representative
08-20-16	Jeff Gerald	(Council Appt)
08-20-17	Kevin Powers	Fire Dept. Representative
08-20-18	Mitchell Namie	(Council Appt)
	Melissa Marsh	Dep. City Manager of Adm. Services

Meetings Held:

2009	2010	2011	2012	2013	2014
January 26	October 25	August 22	May 29	March 5	March 4
July 27			July 23		

2014 Accomplishments:

Meetings: 1

- Performed oversight on investments totaling \$11,610,464 for Fiscal Year 2013/14

PROJECT DIRECTORS

CREATED: Motion 518 of 7-10-67
Motion 770 of 7-28-69 (Rescinded by: Motion 460 of 12-12-88)
Motion 193 Of 4-27-81
Motion 460 & 461 of 12-12-88
Motions 230 & 231 of 7-10-2000

COMPOSITION/TERM: 2 year terms – 1 Parade Project Director and 1 Boards & Commissions Project Director

MEETING SCHEDULE: N/A

PURPOSE: To coordinate activities suggested or assigned by City Council.

07-1-14 Boards & Commissions Project Director
Lila Richards

07-1-14 Intermediate Woman’s Club - Parade Project Director
Contact Person: Martha Kehoe

Meetings Held:

2009	2010	2011	2012	2013	2014
No Meetings Held	No Meetings Held	No Meetings Held	No Meetings Held	No Meetings Held	No Meetings Held

2014 Accomplishments:

No meetings held.

SENIOR CITIZEN ADVISORY BOARD

CREATED: Motion 952 of 11-15-67
 Motion 77 of 2-26-79 – Replaced by Advisory Board
 Motion 156 of 04-22-85 - Replaced Advisory Board
 Motion 153 of 05-08-95 - By-Laws Amended
 Motion 104 of 04-08-13 – By-Laws Amended

COMPOSITION/TERM: 9 Members - 3 year terms – only 2 consecutive terms allowed
 3 Ex-Officio Members without vote

MEETING SCHEDULE: Third Tuesday of each month at 1:00 p.m. Senior Citizen Center.
 (No meetings held, July, August or December)

PURPOSE: To serve in an advisory capacity regarding the needs, interests and concerns of senior citizens.

COUNCIL APPOINTMENTS:

06-01-15	Erin Pruitt	1 st Term
06-01-16	Teresa Mitchell	1 st Term
06-01-17	Martha Kehoe	2 nd Term

ELECTED BY SENIORS

		Elected Term /Not filling partial
06-01-15	Carol D’Andrea	1 st Term
06-01-15	Barbara Pearce	1 st Term
06-01-16	Delphine Dusza	2 nd Term
06-01-16	Brenda Peters	1 st Term
06-01-17	Rita Dickel	1 st Term
06-01-17	Cherie Grewette	1 st Term

EX-OFFICIO MEMBERS WITHOUT VOTE

11-09-15	Richard Clark	Council Representative
	Jennifer Cowan	Senior Citizen Coordinator

Meetings Held:

	2009	2010	2011	2012	2013	2014
January	10	January 19	January 18	January 17	January 15	January 21
February	17	February 16	April 19	February 21	February 19	February 5
March	17	April 20	May 17	March 20	March 19	March 18
April	21	May 18	June 21	April 17	April 16	April 15
June	16	June 15	August 30	May 15	May 21	May 20
September	15	September 21	September 20	June 19	June 18	June 17
October	20	October 19	October 18	September 18	September 17	September 16
November	17	November 16	November 15	October 16	October 15	October 21
				November 20	November 19	

2014 Accomplishments:

Meetings: 8

- Provided input to the questions asked by staff, City administration, City Council and Madison Heights Seniors
- Raised \$2,907.52 through numerous fundraising activities by staff and volunteers with monies going into the escrow account which is overseen by the Senior Advisory Board
- Purchased 5 new computers and 1 laser printer for use by seniors
- Purchased new paper shredder for use by seniors.
- Purchased memorial stone to commemorate former Board member Charlie Trendler's dedication to rose garden on Senior Center grounds.
- Purchased treadmill for use by seniors
- Accepted donation of treadmill from Board member, Erin Pruitt
- Started a 'facelift' of the Senior Center, headed by Board member Erin Pruitt with help from Home Depot, which includes outdoor plantings, new paint, artwork and decorations inside the center.
- Promoted the Senior Center and its offerings through article in C & G News

TAX BOARD OF REVIEW

CREATED: Charter Sections 9.6 to 9.106 No. 748 of 12-10-84

COMPOSITION/TERM: 6 to 9 members - 2 year terms

MEETING SCHEDULE: March/July/December of every year

PURPOSE: To review property assessments of citizens, and correct the assessment roll as it deems just.

- 01-01-15 Tamara Hilla
- 01-01-17 Steve Howcroft
- 01-01-17 Leila Bickford
- 01-01-17 Mary Anne Yemec
- 01-01-17 Carole Corbett
- 01-01-17 Donald Bessler

Meetings Held:

2009		2010		2011		2012		2013		2014	
March	3	March	2	March	8	March	6	March	5	March	4
March	5	March	8	March	14	March	8	March	11	March	10
March	9	March	9	March	15	March	12	March	12	March	11
March	10	March	12	July	19	July	13	July	16	July	9
March	12	July	20	December	13	December	17	December	10	December	9
March	16	December	14				11				
July	21										
December	15										

2014 Accomplishments:

Meetings: 5

- March – 109 petitions including: 5 appointments, 2 letters, 2 walk-ins, and 100 OCED corrections
- July – 81 petitions including: 10 Vet Exemptions, 12 poverty/hardship, 41 late filings and 18 personal property corrections
- December – 20 petitions including: 1 assessor correction, 15 late filings and 4 poverty/hardship

ZONING BOARD OF APPEALS

CREATED: Charter Sec. 3.16, Ordinance 659, Ordinance 771,
Ordinance 868, Zoning Code Section 10.801
Ordinance 917, Zoning Code Section 10.801(2)

COMPOSITION/TERM: 9 Members & 2 Alternate Members - 3 year terms

MEETING SCHEDULE: 1st Thursday of month at 7:30 p.m.

PURPOSE: To hear, review and decide any appeals from any person, firm or corporation regarding the Zoning Ordinance.

08-10-15	Cindy Holder	(PLAN REP) (Vice Chair-2013)
02-01-16	Clifford Oglesby	
02-01-16	Carol Spellman	
02-01-17	Linda Corbett	(Chair - 2013)
02-01-18	Tamera Hilla	
02-01-18	Mary Anne Yemec	
02-01-18	Michael Hohner	
02-01-18	Martha Kehoe	
11-09-15	Robert Corbett	(Council Rep.)

ALTERNATE MEMBERS:

02-01-16	Frances Kirchoff	(Alternate #1)
02-01-17	Vacant	(Alternate #2)

Meetings Held:

2009	2010	2011	2012	2013	2014
January 8	May 6	April 7	January 5	May 2	February 6
June 4	June 3	May 5	March 1	June 6	June 5
July 9	July 8	June 23	April 5	November 7	August 7
September 3	August 5	July 7	May 3		November 6
December 3	October 7	August 4	June 7		December 4
		September 1	July 5		
		December 1	October 4		
			December 6		

2014 Accomplishments:

Meetings: 5

Variance Requests Considered: 5

- A waiver of the requirement that not more than twenty-five percent (25%) of the first story of any wall on a commercial building be non-masonry material. A waiver

of an additional twenty-five percent (25%) is requested to permit a total of fifty percent (50%) non-masonry material on the south wall of the building at 31100 Stephenson Highway. (Section 10.401(u)(1)) – Approved

- Approval to use a temporary structure (tent) from June 15 through July 10, for the sale of fireworks at 30571 Dequindre for a period of two years. (Section 10.804(3)(b)) – Approved
- A waiver of two (2) feet in excess of the permitted four (4) foot height for a privacy fence between the extended front and rear house lines at 30189 Westwood. (Section 10.516(d)(1)(A)) – Approved
- A waiver of 149 square feet in excess of the permitted 129 square feet to allow 278 square feet of wall signage on a new restaurant at 1111 W. 14 Mile Road. (Section 10.511(IV)(2)(b)) – Approved
- The request is for a waiver of 43 square feet in excess of the permitted 100 square feet to allow 143 square feet of wall signage on an industrial building at 1801 Michael. (Section 10.511(IV) (C)(4)(b)) – Tabled – Applicant subsequently withdrew application.