

Regular Meeting  
 Madison Heights City Council  
 Madison Heights, Michigan  
 December 27, 1988

A regular meeting of the Madison Heights City Council was held on Tuesday, December 27, 1988, at 7:30 p.m., in the Council Chambers of the Municipal Building at 300 West Thirteen Mile Road, Madison Heights, Michigan.

Present: Mayor Suarez, Councilman Ross, Councilwoman Russell and Councilman Van Sice.

Absent: Councilman McGillivray and Councilwoman Mills (both excused).

The invocation was offered by Mayor Pro Tem Ross and was followed by the pledge of allegiance to the flag.

468. Council Members Excused.

Motion by Councilwoman Russell, supported by Councilman Van Sice, to excuse Councilman McGillivray and Councilwoman Mills, from tonight's meeting because of illness.

Yeas: Ross, Russell, Suarez and Van Sice.  
 Nays: None.

469. Addition to Agenda.

City Manager Lents requested that the business licenses for a print shop at 27733 John R and a snack bar at 29600 Stephenson be added to the Agenda. There being no objections, Mayor Suarez added the items to the Agenda for Council's consideration.

470. Business Licenses.

Motion by Councilwoman Russell, supported by Councilman Van Sice, that the business license applications from Jeffrey Polakowski to operate a computer store at 110 West 12 Mile Road, from Stephen Santoro to operate a print shop at 27733 John R Road and from Craig Wyse to operate a snack bar at 29600 Stephenson be approved subject to compliance with all City ordinances.

Yeas: Russell, Suarez, Van Sice and Russell.  
 Nays: None.

471. C.I.P. Loan Committee-Review Committee - Consolidation.

Motion by Councilman Ross, supported by Councilwoman Russell, to concur with the report from the City Manager to consolidate the C.I.P. Loan Committee and the C.I.P. Review Committee, as follows:

WHEREAS, on October 13, 1975, the City of Madison Heights City Council, by motion, established the Community Improvement Review Committee to act in an advisory capacity to the Community Improvement Program for ongoing and new member proposals and to review special requests for exceptions to the established program guidelines related to loans and/or grants to be available in various program activities;

WHEREAS, on December 12, 1977, Madison Heights City Council established a three (3) member Community Improvement Program Loan Committee for the purpose of approving direct low interest loans for home improvements to property within the City of Madison Heights from monies which have been received from Federal grants;

WHEREAS, the purposes and functions of those Committees are related and it is in the best interest of the City of Madison Heights to consolidate these Committees to more closely coordinated functions;

NOW, THEREFORE, BE IT RESOLVED, that the Community Improvement Program Loan Committee and the Community Improvement Review Community are hereby consolidated and shall hence forth be known as the Community Improvement Review Committee.

BE IT FURTHER RESOLVED, that the Community Improvement Review Committee Guidelines and Procedures attached hereto be and are hereby approved and those Guidelines and Procedures shall supersede prior Guidelines and procedures of the Community Improvement Program Loan Committee and the Community Improvement Review Committee.

#### COMMUNITY IMPROVEMENT REVIEW COMMITTEE GUIDELINES AND PROCEDURES

The Community Improvement Review Committee will assist in the administration of the City of Madison Heights Community Improvement Program. The purpose of the Committee is three-fold. First the Committee will serve as a sounding board and in an advisory capacity for ongoing and new program proposals. Second, the Committee will function in the capacity of reviewing special requests or exceptions to the established program guidelines related to loans and/or grants to be available in various program activities. Third, the Committee will approve direct low interest loans for home improvement within the City of Madison Heights from monies which have been received by the City from Federal grants.

Until November 1, 1990, the membership of the Committee shall be comprised of the five (5) citizens and two (2) alternate citizen members appointed by City Council.

After November 1, 1990, the membership of the Committee shall be comprised of three (3) citizens appointed by City Council and two (2) alternate citizen members appointed by City Council. Any regular members now serving who chose to resign or are removed by City Council prior to November 1, 1990, will not be replaced by City Council unless the number of regular members falls below three (3). The alternate members may be called to sit as a regular member in the absence of a regular member. It is important that Committee members be available for meetings during the working day and in the evenings as it may be necessary to call special meetings of the Committee to evaluate particular emergency cases that arise from time to time. Membership on the Committee will be available to all residents, not including City employees and/or any person holding an elective office. Terms of office for regular members and alternates shall be for three (3) years. Removal from office by action of the city council shall follow the normal removal procedures as outlined in the city council resolution of July 10, 1967.

The officers of the Committee shall be Chairman and Vice-Chairman to be elected from the membership. The term of office of the Chairman and Vice-Chairman will be for one (1) year and the Chairman shall preside at all meetings. In such instances as the Chairman is absent, the Vice-Chairman of the Committee will

preside at such meetings. Secretarial and minute-keeping functions of the Committee will be accomplished by staff members of the Committee Improvement Program. The Community Improvement Program staff will serve as a resource for orientation, information and guidance. The staff will provide data for each case to be brought to the Committee where variances are requested from the approved guidelines. All records of action taken by the Committee will be on file at the Community Improvement Program office and available for inspection where appropriate. Subcommittee will be on file at the Community Improvement Program office and available for inspection where appropriate. Subcommittees may be established by the Chairman at his discretion to investigate and report on whatever matters the Chairman shall deem necessary.

The Community Improvement Review Committee will meet on a regular basis at least once per month to review program activities and make specific recommendations to the program staff as to the operation of the Community Improvement Program. Further, the Committee may hold special meetings at the call of the Chairman with twenty-four (24) hours notification to all members and/or special meetings may be called by two (2) members of the Committee with the same twenty-four (24) hour notification to all members. The notification shall contain the purpose of the special meeting, place, time and date thereof, however, such notification may not necessarily be written. In the event the regular meeting of the Committee falls on a holiday, the meeting shall be placed on the agenda shall be carried forward to that time.

Prior to November 1, 1990, a quorum shall consist of at least three (3) members and any action of the Committee must receive at least three (3) affirmative votes in order to be effective. After November 1, 1990, a quorum shall consist of at least two (2) members and any action of the Committee must receive at least two (2) affirmative votes in order to be effective. Any person that has a matter before the Committee may appeal the determination of the Committee to the City Council in the event they are dissatisfied with the action taken by the Committee. In all appeals to the Committee or City Council, no reference will be made to any particular individual by name and/or address. Each case shall be identified by an assigned Program Identification number only.

It is envisioned that the Committee will function as a quasi-administrative and judicial board in that it will not only make decisions relative to program activities and fund expenditures, but also will act as an advisory board to the program. However, in all instances, the guidelines established by the City Council shall serve as the basis for Committee action and set the limits for their decisions.

During subsequent application preparation, the Committee will be consulted as to how effectively the program is operating, strengths and weaknesses thereof and possible alterations of program activities in relation to the Committee's specific activities. This will insure an ongoing review from the citizen's standpoint of the effectiveness of the Community Improvement Program. The Committee's evaluation of program activities will be in a written form and become a part of the record in the staff's transmittal of future program activities to the City Council. Further, the recommendations made by the Review Committee will supplement and be an addition to the normal citizen participation requirements of the Community Development Block Grant Program.

Yeas: Suarez, Van Sice, Ross and Russell.  
Nays: None.