

## 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)**

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
Human Trafficking Speaker	Bring community awareness on the human trafficking	December 2023	Location to host the event	Report from Police Chief on Success of the event
Police Department Bike Rodeo	Educate Public to Bicycle Safety	June 2023	Educational Materials / Additional Vendors and more bicycle groups	Report from Police Chief on Success of the event
Police Dog Demonstration	To educate the public on the importance of the police K-9 units	Spring 2023	Location needed to host event and additional departments to bring their K-9 unit	Report from Police Chief on Success of the event
Social Media Awareness Presentation	Educate the public on how protect your family and yourself on social media	December 2023	Location need to host event	Report from Police Chief on Success of the event
Town Hall Meeting from PD	To let the residents voice concerns	December 2023	Police Department Auditorium	Report from Police Chief on Success of the event

## 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](mailto: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		

## Historical Commission Work Plan 2023

Name of Project, Goal	Benefit if completed	Timeline for Completion	Resources Needed (staff support, subcommittee, fundraising)	Measure of Success	Priority
Experiencing Madison Heights	Improve the Heritage Rooms experience, including reenactments and school lessons	Six months after Heritage Rooms restoration completion	Advertising, Physical Space	Increased attendance in Heritage Rooms	1
Naming Madison Heights	Bring awareness and recognition to founders and pioneers	When the library reopens, in March 2023, with updates ongoing	Library Display	Wall in the library displaying landmarks and history of names, and a visual and digital presence	2
Digitizing Madison Heights	Preserve history	2024, with updates ongoing	Money for services, Audio and Video Recording Equipment	Digital copy of museum items	3

### 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.

## 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.

**MADISON HEIGHTS HUMAN RELATIONS AND EQUITY COMMISSION  
2023 STRATEGIC PLAN**

<b>Name of Project, Goal</b>	<b>Benefit if completed</b>	<b>Timeline for Completion</b>	<b>Resources needed (staff support, subcommittee, fundraising)</b>	<b>Measure of Success</b>	<b>Priority</b>
Continue monthly book club and develop opportunities for outreach to the community and in schools.	Increase exposure to different viewpoints and cultures to individuals in Madison Heights and beyond	December 2023	Physical location to host the book club meetings; collaboration with library for book selection and book availability for circulation.	Continue to see interest in the book club book based on (1) increases to circulation of selected books, and (2) increases in number of participants at book club meetings.	Medium
Advise City Council on diversity and inclusion issues as opportunities arise	Diverse viewpoints and experiences will be considered by City Council	December 2023	None	City Council takes information presented by HREC under advisement during decision-making process	High
Participate in a meaningful way in Juneteenth	City will have a continued presence in planning of Juneteenth and the Juneteenth event	June 2023	May require coordination with police, fire department, and DPS	HREC has presence at the Juneteenth event	High



Prepare and sell community cookbook	Citizens will have an opportunity to contribute to cookbook and use recipes from their neighbors; HREC will fundraise	November 2023	May require coordination on city website to collect recipes online	Product is available for order and digital access by tree lighting.	Medium
-------------------------------------	---	---------------	--	---	--------