

Oak Park

Special Council Meeting

March 27, 2017





**CITY OF OAK PARK, MICHIGAN
SPECIAL COUNCIL MEETING OF THE
36TH OAK PARK CITY COUNCIL
March 27, 2017
5:30 PM**

AGENDA

1. CALL TO ORDER

2. ROLLCALL

3. SPECIAL BUSINESS

- A. Consideration of changes to City Boards and Commissions
- B. City Manager project update

4. CALL TO THE AUDIENCE

Each speaker's remarks are a matter of public record; and the speaker, alone, is responsible for his or her comments; the City of Oak Park does not, by permitting such remarks, support, endorse or accept the content, thereof, as being true or accurate. There is a three minute time limit per speaker.

5. ADJOURNMENT



BUSINESS OF THE CITY COUNCIL, OAK PARK, MICHIGAN

AGENDA OF: Special Meeting, March 27, 2017

AGENDA # 3A

SUBJECT: Consideration of changes to City Boards and Commissions

DEPARTMENT: City Clerk

SUMMARY: The attached recommendation to restructure some of Oak Park's advisory boards and commissions is intended to:

- Create efficiencies
- Provide clearer direction by clarifying missions
- Address the growth of the City's administrative function
- Establish consistent policy

Staff liaisons to the City's boards and commissions provided a considerable amount of thoughtful input, based on their front-line experience with these groups. The resulting proposal is truly a collaborative effort.

RECOMMENDED ACTION:

- To combine the Oak Park Arts & Cultural Commission with the Ethnic Advisory Commission to form the **Arts and Cultural Diversity Committee** as detailed in the City Clerk's *Recommendation on Restructuring City Advisory Boards and Commissions* dated March 16, 2017;
- To combine the Independence Day Commission with the Recreation Advisory Board to form the **Parks and Recreation Committee** as detailed in the City Clerk's *Recommendation on Restructuring City Advisory Boards and Commissions* dated March 16, 2017;
- To officially record the transfer of the functions of the Communications Commission to the Community and Economic Development Department;
- To officially record the transfer of the functions of the Emergency Services Council to the Department of Public Safety;
- To direct the City Attorney to determine if the Municipal Building Authority has completed its obligations and may be legally dissolved;
- To establish the membership of the Beautification Advisory Commission as 11 residents;
- To establish the membership of Recycling & Environmental Conservation Commission as 9 residents;
- To reduce the number of ex-officio members of the Planning Commission to 1; and
- To direct the City Attorney to draft appropriate ordinance revisions to accomplish these measures.



CITY OF OAK PARK

Office of the City Clerk

Mayor
Marian McClellan
Mayor Pro Tem
Carolyn Burns
Council Members
Kiesha Speech
Solomon Radner
Ken Rich
City Manager
Erik Tungate

RECOMMENDATION ON RESTRUCTURING CITY ADVISORY BOARDS AND COMMISSIONS

March 16, 2017

OVERVIEW

- Combine *Oak Park Arts & Cultural Commission* with *Ethnic Advisory Commission* to form **Arts and Cultural Diversity Committee**
- Combine *Independence Day Commission* with *Recreation Advisory Board* to form **Parks and Recreation Committee**
- Thank the *Communications Commission* for having successfully served Oak Park since their establishment and acknowledge that the Commission's functions have been transitioned to the City's Community and Economic Development Department with a full-time Community Engagement and Public Information Director.
- Thank the *Emergency Services Council* for having successfully served Oak Park since their inception and acknowledge that the Council's functions as established by ordinance are now regulated by state and federal emergency management agencies.
- Remove the *Board of Fence Arbitration* from the list of City Boards and Commissions. The Board was eliminated with the 1996 codification of City ordinances at the City Attorney's recommendation.
- Retain the *Downspout Board of Appeals*. The Board hears requests for exemptions from Sec. 82-142 of the Oak Park Code of Ordinances, "No downspout carrying water from the roof of any building shall be connected to any storm sewer, sanitary sewer or combined sewer. No person owning or occupying any building shall permit existing connections to continue nor make any new connections of any downspout to any such sewer." The Board consists of the City Engineer, Building Inspector, and 1 resident.
- Research possibility of dissolving *Municipal Building Authority*
Authority regulated by PA 31 of 1948. Recommend the City Attorney research the ability to dissolve the Authority. Membership: 4 residents and City Manager
- Keep *Beautification Advisory Commission*, but reduce membership to 11.
Current ordinance sets membership at 19. There are currently 15 residents appointed and serving. Two members have attendance issues.
- Keep *Recycling & Environmental Conservation Commission*, but reduce membership to 9.
Current ordinance sets membership at 12. There are currently 8 residents appointed and serving.
- *Planning Commission*. Amend Zoning Ordinance to reduce membership from 9 to 7, eliminating the administrative officer position, and either the Mayor or the council member position.
By state statute (PA 33 of 2008 MCL125.3815) the Commission must have 5, 7 or 9 members. No more than 1/3 of members may be ex officio.
Ex officio members may be appointed, but are not required:
Chief Administrative Official (or designated representative);
Chief Elected Official; and/or
Members of the legislative body

Local statute (Zoning Ord. Sec. 2301) names Mayor, administrative officer and 1 council member to Commission.

Planning Commission composition in surrounding cities:

Berkley. 9 members. No council. No administration officer.

Clawson. 9 members. No council. No administration officer.

Ferndale. 9 members. 1 council member. No administration officer.

Royal Oak. 9 members. Mayor. 1 council member. 1 administration officer.

Southfield. 7 members. No council. No administration officer.

ARTS AND CULTURAL DIVERSITY COMMITTEE

Combine

Arts and Cultural Commission (Resolution CM-9-591-74; amended CM-12-459-13)

11 members

7 currently serving

(3 terms expiring February 2018)

To act as an advisory commission to the City Council; to consider, study and recommend plans for the development of city-wide cultural programs; to promote, coordinate and develop the performing and creative arts with the objective of bringing together the arts and the community; to make recommendations for programs for cultural opportunities and experiences for the citizens of Oak Park and to facilitate communications with the Michigan Council for the Arts; and to investigate possibilities of obtaining grants to aid programs and to make recommendations on available resources to Council.

with

Ethnic Advisory Commission (Chap. 2, Art. III, Div. 8)

15 members

12 currently serving

(10 terms expiring August 2017 – 5 of whom have attendance issues)

(Lonnie Tabb-Upshaw and Reatha Richmond serve on EAC and Beautification – have them choose one or the other)

To recognize, maintain, communicate and celebrate the cultural richness of our community by advising the city council and staff on such matters and conducting such other activities as the city council or City Manager or his designee may approve.

to form

ARTS AND CULTURAL DIVERSITY COMMITTEE

Initial membership of 19, to be reduced by attrition to 11 members.

1 staff liaison

1 council representative

3-year terms, to expire in August (terms of current OPAACC members would be pushed from February to the following August)

To recommend, develop and implement city-wide programs and events which provide community access to the performing and creative arts and which celebrate cultural diversity; to work with local, state and federal agencies to take advantage of available resources, including funding. The Committee shall actively participate in developing, implementing, promoting and staffing appropriate programs. The Committee may partner with the Parks and Recreation Committee and Friends of the Library on programs which provide community access to the performing and creative arts and celebrate cultural diversity.

PARKS AND RECREATION COMMITTEE

Combine

Independence Day Commission (Chap. 2, Art. V, Div. 2)

16 residents

8 currently serving (2 terms expiring August 2017 - both members have attendance issues)

1. Plan, promote, execute and evaluate the city's Independence Day celebration, including a parade and any activities held in the park.
2. Coordinate such activities with the Recreation Department.

with

Recreation Advisory Board (Chap. 54, Art. II)

7 residents

6 currently serving (2 terms expiring August 2017)

To consider and study reasonable needs and requirements of the recreation program, to serve in an advisory capacity to the Recreation Director when requested, to act as a recommending body to the city council on matters of general recreation department policy, and to formulate and report its findings from time to time to the city council.

The Board exists to promote an outstanding recreational program for the citizens of Oak Park. It serves as a forum for the careful consideration of policy matters related to the operation of the recreation program and a voice for the Recreation Department in the community as well as a voice for the community in the Recreation Department.

to form

PARKS AND RECREATION COMMITTEE

Initial membership of 14, to be reduced by attrition to 9 members.

1 staff liaison

1 council representative

3-year terms, to expire in August

The Recreation Advisory Board shall provide advice to the Oak Park Recreation Department, based on feedback from all segments of the City's diverse population. The Board will develop strategies for connecting with representatives from City Council, neighborhood and school groups, organizations, synagogues, churches and other groups representative of the City's diversity, and will actively encourage citizen participation.

The Committee will support the values of sustainability, equity, engagement, and sound economics in providing quality and safe recreation programs and facilities for the City of Oak Park.

The Advisory Board will assist with planning, promoting, executing and evaluating of public recreation, parks, programs and other department special events.

POLICY STATEMENTS

Add consistent structure to City boards and committees by including policy statements in enacting ordinances or by adopting a separate policy ordinance.

- Define “quorum” as *a majority of members appointed and serving*.
- Specify that, in accordance with the Open Meetings Act, no meeting or discussion shall take place without a quorum present.
- Staff liaisons or committee chairperson shall contact all committee members prior to each meeting and attempt to obtain quorum for the meeting.
- Staff liaisons shall have authority and responsibility to cancel a meeting if it is known that no quorum will be present.
- Official City name badges and shirts shall be provided to all committee members.
- City shall hold an annual committee member appreciation event.
- Set forth attendance policy, including definition of “excused absence”.
- Specify responsibility for setting meeting agendas and providing backup material with either the committee chairperson or the staff liaison.
- Define the Council representative’s role.
- Committees shall adopt by-laws and rules of procedure. The City will develop templates to be used.