

MEMORANDUM

DATE: May 1, 2023
TO: Melissa R. Marsh, City Manager
FROM: Sean P. Ballantine, Director of Public Services
SUBJECT: Parks and Recreation Advisory Board – 2023 Workplan

The Parks and Recreation Advisory Board meets quarterly, with special meetings called on an as-needed basis to discuss time-sensitive matter outside of the normal meeting schedule. Discussion regarding the workplan began at the meeting of April 20 with a review of the founding ordinance, which lays out the scope and purpose of the Board as follows:

(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.

With this purpose in mind, the Board set about creating a workplan which both aligned with the founding ordinance, and worked within the Board's means, considering the strengths and limitations of the Board as it currently exists. Three action items were ultimately approved:

Department of Public Services

City of Madison Heights

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1. Advising DPS and Council, with the specific goal of ensuring adherence to the Recreation Master Plan. In this way, the Board will serve as an additional check and balance to guarantee that the voice and vision of the residents is heard.
2. Participate in City events, including, but not limited to Juneteenth, Trail Tunes, Festival in the Park, etc., with the specific goal of representing the Board. As the board is a citizen-led personification of the Parks and Recreation system in the City, this presence will help spark informal conversation and garner citizen input about the current state of the Parks and Recreation system in Madison Heights.
3. Assist volunteer groups in the City with service project opportunities in the Parks and Recreation system. The board would act as a one-stop point of contact to connect the multitude of volunteers and volunteer groups looking to serve with projects that have been identified as appropriate.

Staff and the Board believe that these goals are achievable, will benefit the City, and provide a clear path for the Board moving forward. Part of the discussion surrounding the workplan was the desire to reinvigorate this board, and get it more involved and active in the community. It was with this ultimate desire that this workplan was created for presentation to City Council.

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