

DATE: August 19, 2026

TO: City Council

FROM: Melissa R. Marsh, City Manager

SUBJECT: Agenda Comments Regular Council Meeting of Monday, August 24, 2026

CONSENT AGENDA:

Director of Public Services - Purchase of Leased Vehicle #457

At the regular meeting of June 22, 2026, Council approved the purchase of 3 out of the 4 vehicles originally leased from Enterprise Fleet Management. The remaining vehicle was not yet eligible at this time due to having an additional year on its lease term. This vehicle is now available for purchase, and as with the others, considering its overall condition, the department's operational needs, and the replacement and upfitting costs associated with the vehicle, Staff believes that exercising the purchase option is in the best interests of the city, and allows us to maximize this investment while avoiding the significantly higher costs associated with purchasing new.

Staff recommends that Council approve the purchase of leased vehicle #457, a 2021 Chevrolet Silverado from Enterprise Fleet Management at its predetermined residual value of \$5,899.23, and authorize the City Manager to execute all required documents to facilitate the purchase.

Fire Chief - Purchase of Self-Contained Breathing Apparatus (SCBA) Decontamination Washing System

Funds are allocated in the FY 2026–2027 budget to purchase a Self-Contained Breathing Apparatus (SCBA) decontamination washing system. The washer is a multi-purpose decontamination system designed to clean SCBAs, helmets, gloves, boots, and masks. This equipment continues our efforts to reduce firefighter exposure to carcinogens, soot, and other harmful contaminants produced by smoke and fires.

In April of this year, staff and I evaluated and met with four manufacturers of SCBA decontamination washing systems, assessing each system based on features, ease of use, capacity, and cost. Following this evaluation, Circul-Air Corp., the manufacturer of the RotoDecon, was selected as the best fit for the department's needs and the most cost-effective system. To ensure competitive pricing and an efficient procurement process, the department obtained quotes from three vendors that sell the Roto-Decon. One of the vendors provided pricing through Sourcewell, a cooperative purchasing program. After reviewing all three quotes, McQueen provided the lowest overall price, which was also below the pricing available through the Sourcewell quote.

Staff recommends that the City Council waive the formal procurement process and approve the purchase of the Roto-Decon from McQueen for a total amount of \$26,900.

City Clerk - Board and Commission Appointments - Council Appointments

Council liaisons to the City's boards and commissions have requested the appointment of the applicants from the attached list to their respective boards or commissions, with the term ending date as specified.

If Council concurs, the appropriate motion would be to approve the Council appointments to City boards and commissions with the term ending dates as specified.

City Clerk - Board and Commission Appointments - Mayor Appointments

The Mayor has requested the appointments an applicant to the Planning Commission with the specified term ending date.

If Council concurs, the appropriate motion would be to concur with the Mayor's recommendations and approve the appointment to Planning Commission with the term ending date as specified.

REPORTS:

City Manager - Confirmation of Human Resources Director/Deputy City Manager

With the vacancy in the Human Resources Director position within the City Manager's Office, I am proposing to move Deputy City Manager/City Clerk Cheryl Rottmann into the Human Resources Director role. Cheryl has been with the City since 2014 and brings extensive knowledge of City operations and personnel. Cheryl will continue to serve as Deputy City Manager while assuming responsibility for Human Resources. This transition will create a vacancy in the City Clerk's Office, providing an opportunity to establish a succession plan for the Clerk position while strengthening succession planning for Human Resources.

Consistent with the Charter, I am recommending that City Council confirm the appointment of Cheryl Rottmann as Human Resources Director and continued Deputy City Manager at the August 24, 2026 Regular City Council Meeting. I believe this appointment is in the best interest of the City and provides the supports the City's longer-term succession planning for the City Clerk and Elections Office.

City Manager - Confirmation of City Clerk Appointment

As part of our ongoing succession planning, Deputy City Manager/City Clerk Rottmann will be transferring to the Deputy City Manager/Human Resources position. This transition provided us

an opportunity to begin succession planning within the City Clerk's Office and Elections Division while maintaining continuity in these critical functions.

The City Clerk position was posted from June 24, 2026, through July 24, 2026. We received a total of ten applications and interviewed three candidates. Following the interview process and a review of the candidates' qualifications, experience, and anticipated learning curve, the position was offered to Mary Daley.

Mary currently serves as the City's Business Services Coordinator/Election Specialist and has been with the City Clerk's Office since April 2021. In her current role, she has significant direct experience with the responsibilities that will transition to the City Clerk position including assisting in the administering and coordinating federal, state, and local elections and ensuring compliance with Michigan election laws, managing voter registration, the Qualified Voter File, absentee ballot processing, and Election Day operations. Mary also previously served as Executive Assistant to the City Manager from July 2016 through April 2021. In that capacity, she gained broad knowledge of City operations and worked directly with the City Manager, department heads, elected officials, and residents. Her prior experience included assisting with City goals and strategic initiatives, coordinating projects, preparing the City's annual budget in collaboration with department heads, responding to escalated resident and business concerns, and preparing reports for City Council.

Mary holds a Master of Public Administration and a Michigan Professional Municipal Clerk (MiPMC) certification. She has also received her Certified Municipal Clerk (CMC) designation, awarded by the International Institute of Municipal Clerks (IIMC). She is a member of IIMC and the Oakland County Clerks Association.

Mary's current experience in the City Clerk's Office, combined with her prior experience in the City Manager's Office, provides her with a strong understanding of both the technical responsibilities of the Clerk's Office and the broader operations of the City. Her existing knowledge of our election processes and systems is particularly valuable given the importance and complexity of election administration and the upcoming transition in leadership.

Consistent with the Charter, I am recommending that City Council confirm the appointment of Mary Daley as City Clerk.

City Manager - Michigan Municipal League Convention Delegate and Alternate

Each year, the City Council selects a delegate and alternate to represent the City at the Michigan Municipal League's Annual Meeting from those Council members able to attend. This year's Annual Convention is being held October 7-9, 2026, in Traverse City. It is recommended that Mayor Corey Haines be appointed as Delegate and Mayor Pro Tem Mier be appointed as Alternate.

Staff recommends that City Council approve Mayor Haines as Delegate and Mayor Pro Tem Mier as Alternate at the 2026 Annual MML Convention.

City Planner - Temporary Data Center Moratorium Resolution

At their July 20, 2026 meeting, the Planning Commission and staff discussed the emerging issue of data centers and the need for the City to proactively review and update its zoning regulations before any development proposals are submitted. Following that discussion, Assistant City Attorney Jeff Sherman prepared a resolution establishing a temporary moratorium on new data centers for City Council's consideration.

As many communities across Michigan and the country are experiencing, data centers have evolved significantly in recent years. Modern, large-scale data centers associated with artificial intelligence, cloud computing, and high-performance computing present land use, infrastructure, utility, and nuisance issues that were not contemplated when many zoning ordinances, including ours, were adopted. While Madison Heights has not received any formal applications or development requests for data centers, our current Zoning Ordinance does not specifically define or regulate these uses. Municipalities that lack clear development standards for large-scale data centers may unfortunately be ill-prepared to address their specific impacts on adjacent land uses, such as excessive noise from transformers and generators, security lighting, water use, and imposing building facades.

The proposed moratorium is intended to provide the City with adequate time to evaluate appropriate zoning, building, and development regulations before any applications are submitted. During the moratorium period, staff will research best practices, review how other Michigan communities regulate data centers, and prepare recommended amendments to the Zoning Ordinance which may include new definitions, development standards, and location criteria. This proactive approach will ensure that Madison Heights will have clear regulations in place and be prepared to protect the public health, safety, and welfare should a data center development application be submitted. These changes will also provide certainty to potential developers with regards to standards and processes.

A moratorium is a temporary suspension of approvals while a municipality studies and develops appropriate regulations. Michigan courts have recognized that a temporary moratorium is an appropriate planning tool when it is adopted for a legitimate governmental purpose while a municipality is actively working on related zoning amendments. The proposed resolution, attached, would establish a twelve (12) month moratorium from the date of approval unless extended by Council resolution, providing sufficient time to complete this work. If the zoning amendments are completed sooner, Council may lift the moratorium at that time.

Staff recommends that City Council adopt the temporary data center moratorium resolution to provide staff with adequate time to evaluate appropriate zoning, building and developmental regulations before any applications are submitted.