



# Royal Oak

## Agenda

### Royal Oak Environmental Advisory Board Meeting

Wednesday, May 22, 2024, 7:00 p.m.

Royal Oak Farmers Market

316 East Eleven Mile Road

Royal Oak, MI 48067

Anyone planning to attend the meeting who has need of special assistance under the Americans with Disabilities Act (ADA) is asked to contact the city clerk's office at 248-246-3050 at least two (2) business days prior to the meeting.

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a. Discussion of Subcommittees As requested by member Komola	
b. Social Media Subcommittee Update	
11. General Announcements	
12. Adjournment	



## Minutes

### Royal Oak Environmental Advisory Board

April 24, 2024, 7:00 p.m.  
Royal Oak Farmers Market  
316 East Eleven Mile Road  
Royal Oak, MI 48067

Present: Amanda Herzog  
Woody Gontina  
Tessa Benziger  
John Bosack  
Frank Komola  
Nicholas Marcelletti  
Ed Slesak  
Paul Vial

Absent: Zoe Chase  
Julie Lyons Bricker  
Tom Regan

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#### 1. Call to Order

The meeting was called to order at 7:04 pm.

#### 2. Approval of Agenda

Agenda was approved unanimously, and included the addition of the compost ordinance review - item 8d.

Moved by: Paul Vial

Seconded by: John Bosack

Motion to approve the agenda.

Motion Adopted

#### 3. Approval of Minutes

Moved by: Amanda Herzog

Seconded by: John Bosack

Motion to approve minutes of the February 28, 2024 meeting.

Motion Adopted

**4. Public Comment**

**5. Director of Public Services and Recreation Report**

Director Filipski noted the recent approval of a resident-sponsored pollinator garden on city property near Gardenia and Main; encouraged group to recruit for 2 vacancies on EAB; noted that although slightly delayed, the new community garden @ Oakland Elementary is still moving forward.

**6. Sustainability Manager Report**

Manager Fox, not in attendance, provided a written report.

**7. City Commissioner Report**

- Honoring Chris Hartwig
  - 31 years on EAB 9/91 – 12/22
  - Plaque ordered
  - TBD presentation at city commission meeting
- Staff & Leadership Transition
  - Commission is focused on organizational capacity. Commission has directed staff to assist with the process.
    - Short-term: interim positions
    - Long-term: fill full-time positions
- Boards and Commissions
  - There are many vacancies on city boards and commissions, including EAB and traffic. Need help recruiting.
- Budget
  - Review fiscal year 2024-2025 public meeting: Thursday, May 9<sup>th</sup>
  - Approval: City Commission meeting: Monday, May 20<sup>th</sup>
  - Boards, commissions, and committees are able to provide feedback through their staff liaisons.
- Upcoming Meetings
  - SEMCOG – Partners for Clean Water
    - Regional Climate Resiliency Framework
    - Grants
    - 2024 One Water Campaign
  - EGLE Food Waste Workshop: May 15
  - MI Climate Conference: May 16-17

**8. New Business**

**8.a Model Bylaws Discussion**

Susan Barkman and Aaron Filipski led a discussion on the model bylaws. The group provided feedback on a number of different components and staff will return with a more final draft.

**8.b Social Media Strategy**

Developing theme

Posting for a vacancy online

Home efficiency could be a good theme for June and promote turn out for the program.

**8.c Presentation by Member Komola Re: Website, Documentary**

Member Komola shared some interesting environmental websites including Planet Detroit and EGLE, and shared positive feedback about the documentaries "Kiss the Ground" and "Common Ground".

**8.d Review of Compost Ordinance and Guide**

Chair Gontina read the compost ordinance revisions and facilitated a discussion.

Moved by: Paul Vial

Seconded by: Nicholas Marcelletti

Motion to approve the compost ordinance revisions as presented.

Motion Adopted

**9. Old Business**

**9.a 2024 EAB Focus**

**9.b Earth Day 2024 Recap**

Chair Gontina briefly discussed the success of the 2024 Earth Day festival, and noted some potential improvements for future years.

**10. Subcommittee/Program Updates**

**10.a Social Media**

**11. General Announcements / Reports**

**11.a Next Meeting: May 22, 2024**

**11.b SOCRRRA Refuse/Recycling Reports - February & March 2024s**

**12. Adjournment**

The meeting was adjourned at 9:08 pm.

Moved by: Tessa Benziger

Seconded by: John Bosack

Motion to adjourn EAB meeting of April 24, 2024.

Motion Adopted

			2024					Summer Break						No Meeting?
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
			1.24.2024	2.28.2024	3.27.2024	4.24.2024	5.22.2024	6.26.2024	7.24.2024	8.28.2024	9.25.2024	10.23.2024	11.20.2024*	12.??2024
<b>Benzinger</b>	<b>Tessa</b>	<b>Resident</b>	X	X		X								
<b>Bosack</b>	<b>John</b>	<b>Resident</b>		X		X								
<b>Chase</b>	<b>Zoe</b>	<b>Resident</b>	X	X										
Filipski	Aaron	Ex-Officio		X		X								
Fox	Angela	Staff Advisor	X	X										
<b>Gontina</b>	<b>Woody</b>	<b>Chair</b>	X	X		X								
<b>Herzog</b>	<b>Amanda</b>	<b>Commission</b>	X	X	No Quorum	X								
Hetherington	Josephine	Student	X	X		X								
<b>Komola</b>	<b>Frank</b>	<b>Resident</b>	X	X		X								
<b>Lyons-Bricker</b>	<b>Julie</b>	<b>Resident</b>	X	X										
<b>Marcelletti</b>	<b>Nicholas</b>	<b>Resident</b>	X	X		X								
Milligan	Leah	Student	X	X		X								
<b>Regan</b>	<b>Tom</b>	<b>Resident</b>	X			VACANT								
<b>Sarpolis</b>	<b>Andrew</b>	<b>Resident</b>	X			VACANT								
<b>Slesak</b>	<b>Ed</b>	<b>Resident</b>	X	X		X								
<b>Vial</b>	<b>Paul</b>	<b>Resident</b>	X			X								

**Bold** indicates voting members

\* deviation from 4th Wednesday schedule

7 voting members required to be present for a quorum  
at least 51% of quorum required for affirmative votes



Department of Public Services – Update  
5.16.2024

### **Community Garden**

The specific location of the proposed community garden at Oakland Elementary School was approved by Royal Oak Schools and staff at DPS is prepared to construct in a similar manner to the existing garden at Churchill. However, several issues remain to ironed out, specifically relating to the identification of a volunteer group to act in a similar capacity as those working at the Churchill location, and drafting guidelines that define the role and responsibilities of the volunteer group, what DPS staff can provide in terms of materials and support, who among DPS staff would be the point of contact for certain requests/issues/conflicts, and other related issues.

In short, there are things that remain to be considered and it'd be prudent, at this stage, given that the summer is upon us, and recommend we work through these in preparation for 'going live' with the garden next spring. Importantly, this would also permit the yet-to-be-appointed Superintendent of Recreation to participate in these deliberations. Fortunately, the task of nailing down an agreeable location with the school district is finally confirmed, removing what was one of the biggest challenges related to this initiative.

### **Fred A. Erb Arboretum Grant**

Bids were opened in February for improvements at the arboretum which are funded by the Erb Family Foundation and Oakland County and were considerably higher than the engineer's estimate. Staff and our consulting engineer discussed the situation and believe that the high bids were due, in part, to the timing and scope of the project. The original bid assumed a construction timeline in the spring/summer when contractors have many different larger scale projects to compete for. As such, a premium was placed on what is a relatively small project. The request for proposals was revised to reflect a late summer/fall construction timeline, and will be posted for three weeks beginning June 3. Staff will review the bids and determine next steps at that time.

## **SUSTAINABILITY MANAGER – REPORT FOR EAB MEETING OF May 22, 2024**

1. Railroad Cleanup—The railroad cleanup is scheduled from 10 to 12 on June 22nd. The CN Railroad will have a team of employees cleaning up the tracks, and the community will be cleaning up around the tracks and downtown. The Cleanup Club, a local nonprofit, is facilitating the cleanup, which aligns with the America in Bloom visit that takes place the week before. Details will be published soon and the plan is to meet up at the Amtrak station.
2. The Food Reduction Pilot has been selected as a Nextcycle Accelerator Project. Only 12 communities were selected, and we are a part of the public-private partnership track. The accelerator program provides us access to funding, expert consulting, and collaboration with other communities.
3. The Royal Oak School District is launching composting at 8 of the 10 schools this fall. We will be organizing green teams to help facilitate the rollout and success of the program.
4. We are working to make Royal Oak Pride the first city organized zero waste event. We will be seeking volunteers and support to help make this successful.
5. Two home efficiency workshops are being organized for June. DTE, Consumers, and Michigan Saves will be present to help homeowners and renters prepare for Summer.
6. Our CLC fellow starts on May 20<sup>th</sup> and her work is focused on setting up a Battle of the Buildings competition slated for this summer for local area businesses and organizations. This is in partnership with Michigan Battle of the Buildings.
7. DTE is offering a cost-saving program to participate in MiGreenPower, which shifts energy usage to renewable energy options. Royal Oak plans to explore this option and potentially join the waiting list.
8. The composting pilot at the farmers market is now complete. A survey will be sent out soon to participants to collect additional data. We are working to create a volunteer signup program and build on the items that are offered for sale. All proceeds will go to a green community fund to help fund community projects.
9. The composting ordinance revision had its first reading on May 13th. A second reading is scheduled in June.

## ORDINANCE NO. 2020—

### **AN ORDINANCE TO ESTABLISH THE ROYAL OAK ENVIRONMENTAL ADVISORY BOARD TO ADVISE AND ASSIST THE CITY COMMISSION, STAFF, AND COMMUNITY MEMBERS WITH PROMOTING SUSTAINABLE ENVIRONMENTAL EFFORTS.**

Section 1. TITLE. This ordinance shall be known as and may be cited as the "Royal Oak Environmental Advisory Board Ordinance."

Section 2. STATEMENT OF PURPOSE. This is an ordinance to establish the Royal Oak Environmental Advisory Board. The purpose of the Environmental Advisory Board shall be to advise and assist the environmental sustainability efforts of all city staff, boards, and commissions, and community members. The Environmental Advisory Board shall make recommendations to the city commission on all issues concerning city environmental sustainability efforts.

Section 3. DEFINITIONS. For the purpose of the provisions of this ordinance, the following words and phrases shall be construed to have the meanings herein set forth, unless it is apparent from the context that a different meaning is intended:

ENVIRONMENTAL SUSTAINABILITY EFFORTS: Any policies, programs, projects, initiatives, or events related to the energy waste reduction, climate, air quality, water, waste, resilience, and/or other sustainability issues that improve quality of life and protect the environment.

Section 4. CREATION. In order to encourage and support environmental sustainability efforts in the City of Royal Oak, there is hereby created the Environmental Advisory Board.

Section 5. MEMBERSHIP. The Board shall consist of twelve voting members who have experience or interest in environmental sustainability efforts. One of the twelve voting members shall be a member of the City Commission. The Department of Public Service and Recreation Director or his/her designee shall serve as an ex officio nonvoting member of the Board. All voting board members shall be residents of the city.

Section 6. TERMS OF APPOINTMENT. Board members shall be appointed by the city commission for terms of three years. Initial Board shall be made up of those serving on the existing Environmental Advisory Committee as of the effective date of this ordinance, with members' original appointment terms intact.

Members of the Board shall be eligible for reappointment. Term limits, appointments, reappointments, appointment terminations, and vacancy rules are subject to applicable ordinance provisions. Vacancies shall be filled by appointment by the City Commission.

Section 7. POWERS AND DUTIES.



- A. It shall be the duty of the Board to advise and assist on environmental policies, programs, projects, initiatives, and events that help fulfill established sustainability goals of the City Commission.
- B. It shall be the duty of the Board to assist staff in developing and implementing the sustainability plan and associated action goals that serve to progress the strategy for supporting environmental sustainability efforts in the City of Royal Oak. It shall be the duty of the Board to assist staff develop an annual report that includes updates and reports progress on any previously established goals. In December of each year, the report shall be submitted to the City Commission for approval.
- C. The Board shall have the authority to raise funds for environmental sustainability efforts through the application of grants, private sponsorships, donations, and other fund-raising strategies; including the authority to interact with donors on behalf of the City of Royal Oak. Funds raised and held by the Board are public funds, and shall be reserved for the purposes of this chapter.
- D. The Board shall promote the public awareness of environmental sustainability policies, programs, projects, initiatives, and events in Royal Oak.
- E. The Board shall work with local, state, and national organizations, nonprofits, and businesses to encourage and support environmental sustainability efforts in Royal Oak.

### Section 8. ORGANIZATION; MEETINGS; RECORDS.

- A. The Board shall elect a Chair, Vice Chair, Secretary, and any other officers deemed necessary at the beginning of the first meeting of each year. The Chair shall preside over meetings and will serve as a voting member of the Board. The Vice Chair shall perform the duties of the Chair in his/her absence. The Secretary shall record the proceedings of the Board.
- B. At least seven members of the Board shall constitute a quorum for the approval of motions and transaction of its business. An affirmative vote requires at least fifty-one percent of the quorum voting in favor. The Board shall adopt rules for the transaction of its business which shall provide for the time and place of holding meetings.
- C. The Board shall meet at least 8 times per year on a day and time to be established by the Board.
- D. The business that the Board or subcommittees of the Board may perform shall be conducted in compliance with the State of Michigan Open Meetings Act.
- E. The Board shall keep a record of its proceedings and actions. A writing prepared, owned, used, in the possession of, or retained by the Board or subcommittees of the Board in the performance of an official function shall be made available to the public in compliance with the State of Michigan Freedom of Information Act.<sup>1</sup>

Section 9. SEVERABILITY. If any Section, subsection, clause, phrase or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such

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<sup>1</sup> Editor's Note: See MCLA § 15.231 et seq.

## Attachment 2

portion shall be deemed a separate, distinct and independent portion of this ordinance, and such holding shall not affect the validity of the remaining portions of this ordinance.

Section 10. SAVINGS. All proceedings pending and all rights and liabilities existing, acquired or incurred at the time this ordinance takes effect are saved and may be consummated according to the law in force when they are commenced.

Section 11. REPEALER. All ordinances or parts of ordinances in conflict herewith are hereby repealed only to the extent necessary to give this ordinance full force and effect.

Section 12. EFFECTIVE DATE. This ordinance shall take effect ten (10) days after the final passage thereof.

## **CITY OF ROYAL OAK**

### **Environmental Advisory Board**

Approved **Date Approved by City Commission**

#### **I. NAME**

The name of this board/Commission is the Environmental Advisory Board.

#### **II. PURPOSE**

As established by Chapter 6 of the City of Royal Oak Code of Ordinances, the purpose of the Environmental Advisory Board shall be to advise and assist the environmental sustainability efforts of all City staff, boards, and commissions and community members. The Environmental Advisory Board shall make recommendations to the City Commission on all issues concerning City environmental sustainability efforts.

#### **III. MEMBERSHIP AND VACANCIES**

- a. The Environmental Advisory Board shall be made up of 12 total members who have experience or interest in environmental sustainability efforts. One of the 12 voting members shall be a member of the City Commission. All voting members shall be residents of the City.
- b. In addition to the 12 voting member, the Department of Public Service and Recreation Director or his/her designee shall serve as an ex officio nonvoting member of the Board.
- c. In accordance with City Commission policy and appointment process, the board may appoint student representatives to the board who may participate in board meetings as non-voting members.
- d. All members shall be appointed by the City Commission consistent with Chapter 12, Appointments to Advisory Boards, Commissions and Committees, of the City of Royal Oak Code of Ordinances, also known as the Appointments Ordinance.
  - i. The staff ex-officio member shall notify the City Clerk of any vacancies on the Commission who will forward any vacancies to the City Commission for consideration to fill any vacancies.
  - ii. Environmental Advisory Board members shall keep the City Clerk's office informed of changes in their names, addresses, phone number, email address or other basic contact information or anything that might change their status as a commission member.
  - iii. Members appointed to fill a vacancy shall hold office for the original term of the vacancy as set by the City Commission and/or the Appointments Ordinance.

- iv. Members shall comply with ordinances relating to attendance as described in Chapter 12.
- e. Board members shall be appointed by the City Commission for terms of three (3) years.
- f. In accordance with Chapter 12 of the City of Royal Oak Code of Ordinances, members are limited to three consecutive full terms, unless the City Commission specifically finds by resolution that there is not a qualified individual available to replace the member, or that some other special circumstance(s) exists which supports the reappointment of the serving member.

#### **IV. OFFICERS**

The Environmental Advisory Board shall, at its first annual meeting, elect a chair, vice chair, secretary, and any other officers deemed necessary.

- a. Chair: The chair shall preside over the meeting and serve as a voting member
- b. Vice-Chair: The vice-chair shall perform the duties of chair in their absence.
- c. Secretary: The secretary shall maintain record of the board's proceedings through the drafting of meeting minutes and provide the same to the staff ex-officio in advance of each meeting.
- d. Staff Ex-Officio: The staff ex-officio member shall serve as liaison between the board and city staff and fulfill the duties of the Secretary in his/her absence.

Term: All officers, except for the staff ex-officio member, shall serve a one (1) year term.

The Environmental Advisory Board has the authority to remove a member from serving as an officer of the board but does not have the authority to remove a member from their appointment to the board. The Environmental Advisory Board may remove a member from being an officer by motion, second, and the concurring affirmative vote of 51% of the quorum members present.

#### **V. NOMINATIONS AND ELECTIONS OF OFFICERS**

The Environmental Advisory Board shall hold the election of officers annually during the first meeting of the calendar year. Any member of the Environmental Advisory Board may be nominated if they meet the requirements for officers, if any, described in these bylaws.

Members may nominate themselves or any other appointed member of the Environmental Advisory Board.

An affirmative vote of the 51% of members present for the election shall be required to be elected as an officer.

## **VI. CODE OF CONDUCT**

In general, the use of good judgment, based on high ethical principles, will guide the officers and members of the Environmental Advisory Board with respect to lines of acceptable conduct. The successful operation and reputation of Royal Oak boards and commissions is built upon the principles of fair dealing and ethical conduct of members. Integrity and excellence require careful observance of the spirit and letter of all applicable laws and personal integrity. Failure to abide by these basic principles may result in removal from the Environmental Advisory Board by the City Commission.

## **VII. MEETINGS**

### **a. Meeting Schedule**

**Regular Meetings.** The Environmental Advisory Board shall adopt a schedule of regular meetings for the next year no later than the final meeting of the calendar year.

**Frequency.** The Environmental Advisory Board shall meet at least eight (8) times per year, on a date and time to be established by the board.

**Special Meetings.** Special meetings of the Environmental Advisory Board may be called by the chair or by two members of the board in accordance with the Michigan Open Meetings Act. The Environmental Advisory Board shall notify the staff liaison of all special meetings reasonably in advance of the scheduled meeting so that the notice of the meeting shall be timely published as required by the Open Meetings Act.

All meetings of the board shall be subject to the Michigan Open Meetings Act, Act 267 of the Public Acts of 1976, MCL 15.261 et seq.

### **b. Order of Business.** Without precluding the addition of other agenda item categories, all meeting agendas shall, at a minimum, include the following:

1. Call to order
2. Roll Call
3. Agenda Approval
4. Public Comment
5. Minutes
6. Business Items
7. Adjournment

### **c. Quorum.** A minimum of seven (7) members of the Environmental Advisory Board shall constitute a quorum for the purpose of motions and the transaction of business.

- d. Minutes. The Secretary shall be responsible for taking minutes at board meetings. In his/her absence, the staff ex-officio shall be responsible for taking minutes. The staff ex-officio shall be responsible for maintaining minutes and other records of meetings in accordance with applicable city codes, regulations, and/or policies.
- e. Action. All action by the Environmental Advisory Board shall be made by motion adopted by the concurring affirmative vote of at least 51% of quorum present unless otherwise required by ordinance or state ordinance.
- f. Public Comment. The board shall follow the city commission's standard procedure for public comment. The chair has the ability to extend the three minutes per person limit.

#### **VIII. PARLIAMENTARY AUTHORITY**

Parliamentary authority for the Environmental Advisory Board is governed by Robert's Rules of Order. In case of conflict between these bylaws and the Robert's Rules of Order, these bylaws control. In case of conflict between these bylaws and any city ordinance, the city ordinance controls. In case of conflict between city ordinance and state law, the state law controls.

#### **IX. ADOPTION OR AMENDMENT OF BYLAWS**

- a. The Environmental Advisory Board shall make a recommendation to adopt the bylaws to the Royal Oak City Commission. A recommendation to adopt, modify or repeal the bylaws shall be approved by two-thirds of the entire membership of the Environmental Advisory Board.
- b. The Royal Oak City Commission has the authority to approve, amend, or repeal these bylaws.
- c. The Environmental Advisory Board shall review these bylaws annually at its second meeting in the calendar year. If there are no proposed amendments then no action is needed by the board and the existing bylaws will remain in effect.

#### **X. GENERAL PROVISIONS**

No member of the board shall order or instruct city staff members to perform any service or duty. If a board feels that they are inadequately supported they can address that through the staff liaison and the city manager.

#### **XI. MICHIGAN FREEDOM OF INFORMATION ACT COMPLIANCE MANDATORY**

The Environmental Advisory Board shall comply with the Michigan Freedom of Information Act (FOIA) [Public Act 422 of 1976, MCL § 15.231 et seq.] and the city's current FOIA policy. The City Clerk and Human Resource Director shall assist the board in compliance.

## **XII. MICHIGAN OPEN MEETINGS ACT COMPLIANCE MANDATORY**

The Environmental Advisory Board shall comply with the Michigan Open Meetings Act (OMA) [Public Act 267 of 1976, MCL § 15.261 et seq.].

## **XIII. ACCESSIBILITY**

Anyone planning to attend a public meeting of the Environmental Advisory Board who has need of special assistance under the Americans with Disabilities Act (ADA) is asked to contact the City Clerk's office at 248-246-3050 or email [CityClerk@romi.gov](mailto:CityClerk@romi.gov) at least two (2) business days prior to the meeting so that the city can support the full participation of members of the community.