

*Welcome to a meeting of the*

# **STERLING HEIGHTS CITY COUNCIL**



OUR MOTTO:  
*To Strive on Behalf of All*

## **Rules of Conduct & General Information**

# A MEETING TO CONSIDER ISSUES OF IMPORTANCE TO THE CITY

Thank you for your interest and participation. All meetings of the city council are open to the public. Regular meetings are scheduled for the first and third Tuesday of each month at 7:30 p.m.

If you are attending a city council meeting for the first time, the following information will be helpful:

- The chairman (the mayor or the mayor pro tem in the mayor's absence) will start the meeting by saying "PLEASE STAND FOR THE PLEDGE OF ALLEGIANCE AND REMAIN STANDING FOR THE INVOCATION."



## CITY GOVERNMENT

Sterling Heights operates under a "council-manager" form of government. As such, the mayor is the ceremonial leader of the city. The mayor and council members have equal authority. The mayor and six council members are elected by the voters. The council is responsible for appointing a professionally trained administrator to serve as city manager. The city council is the governing body for the city. As such, it has the final responsibility for everything the city does.

## THE MAYOR

The mayor is the official head of the city for ceremonial purposes, maintaining civil order and other responsibilities as required by law. The mayor presides at all meetings of the council and can speak and vote as any other member of the council. The city council candidate who receives the most votes serves as the mayor pro tem, who shall act in the absence of the mayor.

## CITY COUNCIL

The city charter delegates certain authority to the council. In the determination of city policies and setting standards of service, the council has the authority to appoint the city manager, adopt the annual budget, enact city laws (ordinances), levy taxes and authorize contracts and agreements. The actions of the council are accomplished by ordinance or resolution.

## AGENDA

Items to be considered by the council are listed on the agenda, which is prepared in advance. Agendas are available at the speaker's podium in council chambers, on the city's Web site at: [www.sterling-heights.net](http://www.sterling-heights.net) and SHTV Channel 5 (Comcast), SHTV Channel 10 (WOW!) and SHTV Channel 99 (U-verse\*). *\*Available Winter 2014.*

Items will be considered in the order listed on the agenda, unless changed by the council.

## CONSENT AGENDA

The consent agenda lists those items which are considered routine by the city manager. Unless a member of the council specifically requests that an item on the consent portion of the agenda be removed and acted upon separately, the consent agenda will be considered without debate by the city council.

## PUBLIC HEARINGS

Public hearings are held as part of the following actions:

- Changes in the zoning map and text of the ordinance.
- Special assessments for water, sewer, lighting, street pavings or new sidewalks.
- Vacating streets, alleys, public walkways, drains, sidewalks, etc.
- The annual city budget.

*NOTE:* Public hearings are not usually held for new ordinances or changes to existing ordinances. Instead, these are normally introduced at one council meeting and adopted at the next meeting.

## COMMUNICATIONS FROM CITIZENS

Anyone wishing to discuss a particular item not already on the agenda will be able to speak under "Communications from Citizens." You will be recognized by the chair during this portion of the agenda.

Citizens shall have the right to be heard on each agenda item prior to the time the item is to be considered by the city council. Any person, while being heard at a council meeting, may be called to order by the chair or any council member for failure to be germane to the business of the city, for vulgarity or personal attack of individuals or institutions.

Anyone who is called to order shall take a seat until the chair determines whether the speaker was in order. Every question of order shall be decided by the chair subject to an appeal by any member of the council. A speaker whom the chair determines to be out of order will not be allowed to speak for the rest of the meeting. People often attend council meetings expecting to present their particular problem and get an immediate answer. We recommend that problems with a city service be taken up during normal business hours. *(continued on next page)*

*(continued from previous page)*

Anyone presenting a problem under “Communications” should realize that the council may not have specific information available during the meeting to provide a complete reply. Any matter brought up from citizens may be deferred to another time or referred for study and recommendation upon the request of the chair or the majority of council.

## APPOINTED OFFICIALS



### **City Manager Mark D. Vanderpool**

The city manager is the administrative head of the city government. The city manager is appointed by the council to supervise the administrative affairs of the city and to carry out the policies made by the council.



### **City Clerk Mark Carufel**

The city clerk serves as the clerk of the council and is responsible for maintaining all council records and proceedings and the records of various city departments. The clerk has the responsibility of certifying the ordinances and resolutions of the city.



### **City Attorney Jeffrey A. Bahorski**

The city attorney, appointed by the city council, provides all the legal services for the city. The city attorney is called upon to advise the council, city manager and all department heads and offices of the city on matters and procedures that must be in conformity with the law.

## CITY HALL INFORMATION

**Address:** 40555 Utica Road • PO Box 8009 • Sterling Heights, MI 48311-8009

**Hours:** Monday through Friday 8:30 a.m. – 5 p.m.

**Phone:** (586) 446-CITY (2489)

**Web site:** [www.sterling-heights.net](http://www.sterling-heights.net)

**Facebook:** [www.facebook.com/cityofsterlingheights](http://www.facebook.com/cityofsterlingheights)

**Twitter:** [www.twitter.com/sterling\\_hts](http://www.twitter.com/sterling_hts)

**You Tube:** [www.youtube.com/SHTV1](http://www.youtube.com/SHTV1)

**SHTV:** Comcast - Channel 5 • WOW! - Channel 10

**Radio Station:** AM 1700 WPTC

## **GUIDELINES FOR VIDEOS**

On occasion, people who attend city council meetings will want to either play a videotape or will want to record part of the meeting on video. For those reasons, the city has established guidelines for playing and recording videos, as well as those organizations who wish to broadcast the meeting.

### **PLAYING VIDEOS**

The operation policies for video presentations, which utilize Community Relations' equipment for broadcast during live cablecasts of city council, planning commission, telecommunication commission, ordinance board of appeals and zoning board of appeals meetings, are as follows:

1. The videotape and a written outline must be presented to the department liaison a minimum of three days prior to the meeting.
2. The videotape will be reviewed by the community relations director and/or department liaison for content review and/or technical quality.
3. The videotape must not exceed three minutes in length.
4. The cablecasting of the videotape, due to technical constraints, will not include any audio portion of the tape.
5. Video presentations will only be allowed for items on the agenda.

### **RECORDING**

Any person, group, company or organization that wishes to record, videotape, broadcast live on radio or telecast live on television a public meeting shall be subject to the following rules and regulations:

1. Video or television cameras which are used for purposes of recording or broadcasting live reports from the city council chamber must remain at the rear of the council chambers at all times unless prior approval of the city council, city manager or community relations director has been obtained to place video or television cameras in a different location. Video or television cameras shall not interfere in any way with the city of Sterling Heights' equipment or telecast.
2. All audio or video equipment is prohibited from being attached, connected or in any way joined to the existing cable television equipment operating in the city council chambers. All such audio or video equipment must be completely self-supportive.
3. Interviews of interested parties shall be prohibited in the city council chambers and adjacent hallways during the time meetings are in session.
4. Only television, videotape, photographic and audio equipment that does not produce distracting sound or light shall be utilized to cover public proceedings. *(continued on next page)*

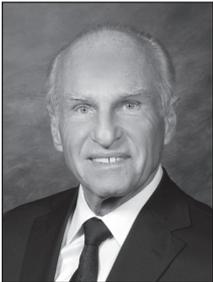
(continued from previous page)

Any person who fails or refuses to comply with any rule promulgated by these guidelines, after being apprised of such noncompliance by the Community Relations Department, may be deemed to have committed a breach of the peace and may be subject to removal of their audio, video and photographic equipment from the city hall council chambers and adjacent hallways.

City council meetings are broadcast live on Sterling Heights Television Channel 5 (Comcast), Channel 10 (WOW!) and Channel 99 (U-verse\*) \*Available Winter 2014 and are streamed live online at [sterling-heights.net](http://sterling-heights.net). City council meetings scheduled for the first and third Tuesday of each month are rebroadcast Wednesday, Thursday and Saturday at noon and Friday evening at 7:30 p.m. Rebroadcasting of regular and special city council meetings is subject to change. Archived meeting broadcasts are also available online for a period of six months through the Sterling Heights Television ON DEMAND service on the city's Web site: [www.sterling-heights.net](http://www.sterling-heights.net).

## MEET YOUR ELECTED OFFICIALS

The mayor and city council members of Sterling Heights may hold jobs outside of the city. Their backgrounds may differ, but they share a common goal, which is to serve the entire community.



### Mayor Richard J. Notte

Richard J. Notte, mayor of Sterling Heights since 1993, is currently serving his 11th term as mayor. He served on the city council for 10 years prior to being elected to this post. The mayor holds two associate's degrees from Macomb Community College, one in applied science and one in labor studies. He retired from the Ford Motor Company in 2004 with 45 years of service. Richard is immediate past vice president of the Mayors Automotive Coalition (MAC). He has served as Sterling Heights' representative on the 14th congressional executive board, is a former Macomb County Solid Waste Planning Committee member and has volunteered in the Sterling Heights 41-A District Court probation program. He has also served as a Macomb County Sheriff Reserve Deputy. He is currently a member of Macomb Habitat's Advisory Board. The mayor is a 2013 inductee of the Macomb Hall of Fame, a 2011 recipient of the MML's Michael A. Guido Leadership and Public Service Award, a 2009 recipient of SEMCOG's Regional Ambassador Award, and a 2002 recipient of the prestigious "A Step Above" President's Award. He has served as Honorary Chair of the Priority Health SIDS Memory Walk and was recognized by Habitat for Humanity for his work on building the first city's Habitat for Humanity home. An active advocate of the American Cancer Society and its Relay for Life, as well as the Multiple Sclerosis Society, the mayor is an active member of the Sterling Heights Regional Chamber of Commerce & Industry. He is a former member of the Henry Ford Health System Board of Trustees and a past officer of the Sterling Heights Goodfellows. A widower, Richard has five children, Michael, Lisa, Christine, Mike and John.



### **Mayor Pro Tem Michael C. Taylor**

Michael C. Taylor was elected to his first term on the city council in 2009. At age 26, Michael was the youngest person to be elected to the council in the history of Sterling Heights. In both 2011 and 2013, he was re-elected with the highest number of votes, earning him the position of Mayor Pro Tem. Prior to earning his Wayne State University Law School degree, Michael earned his Bachelor of Arts in Economics from Kalamazoo College. Michael is Senior Attorney at the law firm of Davis Burket Savage Listman Brennan in Mt. Clemens. Michael was admitted to the Michigan State Bar in 2008 and is a member of the Public Corporation Law section of the State Bar. He serves as the presiding officer of the Millennial Mayor's Congress. Michael and his wife, Christina, are the proud parents of Clara Rose and Hudson Michael.



### **Councilwoman Deanna Koski**

Deanna Koski, first elected to the city council in 1989, has completed Levels I, II and III of the Elected Officials Academy through the Michigan Municipal League (MML). She is a graduate of the Sterling Heights civilian police and fire academies and the CERT program, IS-100 and IS-700. Koski earned her associate's degree as a legal assistant from Macomb Community College. Deanna holds a Real Estate Broker's License. Through the MML, she has served on the Board of Trustees, the Legislative and Urban Affairs Committee (vice chair), the Elected Officials Academy Board, the Public Safety Committee and the Legislative Governance Committee and is a former chairperson for Region I. Deanna has also served on the National League of Cities' (NLC) Public Safety and Crime Prevention Steering Committee and was former president of the NLC Women in Municipal Government Association. Deanna and her husband, Dennis, have three sons, two daughters-in-law, two granddaughters and three grandsons.



### **Councilman Joseph V. Romano**

Joseph V. Romano was elected to his first term of office on the Sterling Heights city council in November 1997. Prior to his election to council, Joe served on the city's Board of Review, Board of Zoning Appeals and Board of Ordinance Appeals. He is currently a member of the Sterling Heights Regional Chamber of Commerce & Industry. Joe is a licensed broker, builder and independent insurance agent. He is a member of the National Rifle Association. Joe is also a member of St. Blase' Parish and a resident of Sterling Heights since 1969. Joe received his certificate in behavioral sciences from Macomb Community College. He also attended the Detroit Institute of Technology. Joe and his wife, Sharon Ann, have three children, Joseph Scott, Jeffrey Dominic and Jacalynn Ann and seven grandchildren.



### **Councilwoman Maria G. Schmidt**

Maria G. Schmidt was first elected to the city council in November of 2003 after being appointed earlier that year in February to fill an unexpired term. Maria works part-time for the Warren Consolidated Schools District. She attended Oakland Community College and has worked in the medical field for more than 25 years. She is a member of the Sterling Heights High School (SHHS) Band Boosters Executive Board and serves as Co-chair of the WCS' Health Advisory Board. Maria is a graduate of the Sterling Heights civilian police and fire academies. She enjoys volunteering for St.

Jude Children's Hospital, MCREST, Carleton Booster Club, and SHHS Band Boosters. Maria also served on the organizing committee of the American Cancer Society's Relay for Life event in Sterling Heights (2005-2006). She has lived in Sterling Heights since 1994, raising son, Jordan, and daughter, Natalie, with her husband, Robert.



### **Councilman Doug Skrzyniarz**

Doug Skrzyniarz was elected to council in November 2013. Doug serves as the Associate VP of Government Affairs for the Wayne State University School of Medicine and WSU Physician Group. Doug recently graduated from the University of Michigan's School of Public Health with a Master of Health Services Administration degree. He also has a Master's in Political Science from WSU and was a fellow in the Michigan Political Leadership Program at Michigan State University. Doug attended James Madison College at MSU, majoring in Political Theory and International Relations. A past member of the

city's Corridor Improvement Authority, Doug was recently selected by *Crain's Detroit Business* as one of their "40 under 40." He serves on the March of Dimes SE Michigan board of directors and has served on the board of directors for the Anton Art Center, Orchards Children's Services and the Piast Institute. Doug is a member of the state of Michigan's steering committee on the infant mortality initiative. Doug and his wife, Joan, have two young sons.



### **Councilwoman Barbara A. Ziarko**

Barbara A. Ziarko, a part time secretary at St. Blase' Church, has been a Sterling Heights resident since 1977. Barbara holds an associate's degree from Macomb Community College. She is a graduate of the civilian police and fire academies and the Sterling Heights CERT program. Barbara, an Athena award past nominee, is a member of the Friends of the Sterling Heights Public Library, local volunteer for St. Jude Children's Hospital and has served as co-coordinator for the Macomb County Rotating Emergency Shelter Team at St. Blase' Catholic Community. Barbara was a committee

member of the American Cancer Society's Relay for Life event in Sterling Heights (2005-2010), and is currently the Vice President of the Regina High School Board of Directors. Barbara is also a member of the American Polish Century Club Ladies Auxiliary. Barbara and her husband, Tom, have been married since 1977 and have a daughter, Stacy.