



OFFICE OF THE CITY MANAGER

8140 Main Street • Dexter, Michigan 48130-1092 • (734) 426-8303 • Fax (734) 426-5614

Memorandum

To: Mayor Keough and City Council

From: Justin Breyer, City Manager and City Clerk

Re: City Council Organizational Matters

Date: August 5, 2021

Following elections for City Council and the appointment of new members, City Council traditionally meets to review and discuss updates to the Organizational Matters document. This resolution lists Council and staff representatives to various boards and commissions as well as the designation of firms and individuals for various responsibilities. Attached to this memo is a clean version of the Resolution Establishing Organization Matters, which was last updated in November 2020.

Resolution # 2020 - 26

RESOLUTION FOR THE PURPOSE OF ESTABLISHING ORGANIZATIONAL MATTERS FOR THE CITY OF DEXTER

At a special meeting of the City Council of the City of Dexter, Michigan called to order by Mayor Shawn Keough on, November 30, 2020 at 6:00 p.m., the following resolution was offered:

Moved by: Cousins

Supported by: Fisher

WHEREAS, the City intends to generally utilize various firms and individuals for particular matters with appointment terms to coincide with the regular City election every November of even years, and

WHEREAS, the following firms and individual appointments can be changed as deemed necessary by Council by a simple majority vote of Council at any point during this time period;

NOW, THEREFORE, BE IT RESOLVED, that the City Council does confirm using the following firms and individuals as needed in their respective responsibilities:

1. Bank Signatories: Mayor, Mayor Pro Tem, Treasurer, City Manager, and Assistant to the City Manager/City Clerk.
2. Mayor Pro Tem: Paul Cousins
3. Attorney for Traffic and Ordinance Enforcement Matters: Tom Stringer
4. Attorney for Bonding Matters: Miller Canfield
5. Attorney for General Legal Matters: Dykema and Scott Munzel
6. Attorney for Contested NPDES Permit: Varnum, Riddering, Schmidt & Howlett
7. Consultants for Planning and Zoning Matters: Carlisle/Wortman Associates, Inc.
8. Financial Consultant: Tom Traciak, Umbaugh & Associates
9. General Consultant for Engineering Matters: OHM Advisors
10. Consultant for Parks & Recreation Matters: SmithGroup
11. Specialized Water & Sewer Engineering & Consulting: Williams & Works; Flies & Vandenbrink
12. Environmental Consultant: ASTI Environmental
13. Auditor: PSLZ, LLC
14. Freedom of Information Officer: City Manager
15. Street Administrator: Kurt Augustine

16. As Council representatives to the following organizations:

- 3045 Broad Redevelopment Zach Michels, Donna Fisher, Shawn Keough, Don Darnell, Doug Finn, Vacant
- 5H Paul Cousins
- Arts, Culture & Heritage Committee Donna Fisher
- CAPT/DART Zach Michels, Julie Knight (alternate)
- Chamber of Commerce Paul Cousins, Donna Fisher (alternate)
- Dexter Area Fire Department Board Shawn Keough, Zach Michels
- Dexter Daze Julie Knight
- Economic Preparedness Zach Michels, Donna Fisher, Shawn Keough
- Election Commission City Clerk, Donna Fisher, Ray Tell
- Finance Committee Shawn Keough, Zach Michels
- Housing Task Force Zach Michels, Donna Fisher
- Huron River Watershed Council/Stormwater Paul Cousins
- Library Board Pat Cousins
- Parks & Recreation Commission, Ex-officio Jamie Griffin
- Planning Commission, Ex-officio Wa-Louisa Hubbard
- Regional Resource Management Authority Justin Breyer, Wa-Louisa Hubbard (alternate)
- SEMCOG Zach Michels, Michelle Aniol (alternate)
- SPARK Public Sector Committee Shawn Keough, Staff Alternate
- Street/Sidewalk/Alley Committee Paul Cousins, Julie Knight, Zach Michels
- Urban County (Chief Elected Official or designee) Michelle Aniol
- Utilities Committee Zach Michels, Shawn Keough, Julie Knight
- Washtenaw Area Value Express (WAVE) Paul Cousins
- WATS (Technical and Policy) Shawn Keough (Policy), Dan Schlaff (Technical)
- Website Committee Donna Fisher, Shawn Keough
- Zoning Board of Appeals Jamie Griffin

BE IT FURTHER RESOLVED, that the City of Dexter is committed to fostering an environment that encourages the purchase of local goods and the use of local businesses; and

BE IT FURTHER RESOLVED, that the regular meeting of the City Council shall be held the 2nd and 4th Monday of each month at 7:00 p.m., starting in 2018, at the **Dexter Senior Center – 7720 Ann Arbor St.**; and

That, all representatives shall report to Council as scheduled, review significant issues and proposals with Council for input and discussion, as needed; and that the **Regular Meeting of the City Planning Commission** shall be held the 1st Monday of each Month at 7:00 p.m. at the **Dexter Senior Center – 7720 Ann Arbor St.**; and

That the **Regular Meeting of the City Parks & Recreation Commission** shall be held the 3rd Tuesday of each month at 7:00 p.m. at the **City Offices – 8123 Main Street**; and

That the **Regular Meeting of the Zoning Board of Appeals** shall be held the 3rd Monday of each month at 7:00 p.m. at the Dexter Senior Center – **7720 Ann Arbor St.** (Meetings will only be held when requests are pending.)

AYES: Fisher, Griffin, Cousins, Knight, Hubbard, and Keough

NAYS: None

ABSTAIN: Michels

RESOLUTION DECLARED ADOPTED THIS 30th DAY OF NOVEMBER, 2020.

Shawn W. Keough, Mayor

I hereby certify that the attached is a true and complete copy of a resolution adopted by the City Council of the City of Dexter, County of Washtenaw, State of Michigan, at a regular meeting held on the _____ day of _____, 2020.

Justin Breyer, City Clerk



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Memorandum

To: Mayor Keough and City Council
From: Justin Breyer, City Manager and City Clerk
Re: City Council Rules
Date: August 5, 2021

Following elections for City Council, the Council reviews and updates its Council Rules document, which puts into written form the norms for conducting business. Attached to this memo is clean version, which was last updated in December 2017. City Council reviewed and discussed this document in November 2020, but did not re-adopt the document.

CITY OF DEXTER COUNCIL RULES

Adopted: April 1986
 Amended: August 24, 1987
 Amended: September 14, 1987
 Amended: March 26, 1991
 Amended: September 23, 1991
 Amended: April 13, 1992
 Amended: June 8, 1992

Amended: September 28, 1992
 Amended: May 12, 2003
 Amended: October 27, 2003
 Amended: April 12, 2004
 Amended: May 9, 2005
 Amended: January 28, 2008
 Amended: December 22, 2008

Amended: January 14, 2013
 Amended: December 22, 2014
 Amended: March 14, 2016
 Amended: December 11, 2017

RULE 1: MEETING OF THE COUNCIL

All meetings, regular and special, of the Council shall be held in Dexter Senior Center, 7720 Dexter Ann Arbor Road. However, any meeting of the Council can be adjourned to another location in order to accommodate the public.

The Council shall hold its regular meetings on the second and fourth Mondays of each month at 7:00 p.m., starting in 2018.

Whenever a regular meeting falls on a legal holiday or Election Day, it shall be held on the following day (Tuesday) at 7:00 P.M., starting in 2018, or as determined by Council with adequate public notice.

RULE 2: REGULAR MEETING AGENDA

2.1 Preparation of agenda and materials

The Mayor and City Manager and/or other responsible administrative officers or employees at the City office shall prepare the agenda of business for regularly scheduled council meetings. Any other member or representative of committees, boards or commissions desiring to place a matter on the agenda shall notify the Mayor and City Manager and/or other responsible administrative officers or employees at the City office of such items by 5 p.m. on the Monday preceding the next meeting. Items that are not received by the stated deadline shall not be considered by the Council except upon the unanimous consent of the members present.

2.2 Distribution of agenda and materials

Upon completion of the agenda, the City Manager and/or other responsible administrative officer or employee at the City office shall distribute the agenda and support materials, and post it to the website, on Wednesday prior to the next meeting. If the packet needs to be delayed, the Manager or other responsible administrative officer shall send an e-mail notification to the Mayor and Council. If a delay is necessary, the agenda shall still be posted online by the end of the day Wednesday. The City Manager and/or other responsible administrative officer or employee or designee at the City office may distribute such material by mail, email or personal delivery.

2.3 Order of Business

The City Manager in accordance with the following shall prepare an agenda for each Council Meeting:

- A** CALL TO ORDER / PLEDGE OF ALLEGIANCE
- B** ROLL CALL OF MAYOR AND COUNCIL MEMBERS
- C** APPROVAL OF THE MINUTES
- D** PRE-ARRANGED PARTICIPATION
 Pre-arranged participation will be limited to those who notify the City office before 5:00 p.m. Monday preceding the meeting, stating their name, intent and time requirements. (10-minute limit)
- E** APPROVAL OF AGENDA

CITY OF DEXTER COUNCIL RULES

F PUBLIC HEARINGS/SHOW CAUSE HEARINGS

Action on each public hearing or show cause hearing will be taken immediately following the Hearing.

G NON-ARRANGED PARTICIPATION

Non-arranged participation will include those not listed on the printed agenda that wish to speak. A time limit of 5 minutes will apply, unless speaking for a bona fide group, in which case ten minutes shall be allowed. A notation will appear on the agenda. The Mayor, at his discretion, may call on members of the audience to speak at any time, or respond to their concerns. Any questions posed at this time will be responded to by the City Manager or his/her designee within 48 hours.

H COMMUNICATIONS SPOKEN or WRITTEN

I REPORTS “As Scheduled”

1. CITY STAFF AND DEPARTMENTS – Written & Oral Reports
 - a. Ex-officio representatives of Planning and Parks & Recreation Commission - monthly
 - b. Community Development Manager – Minimum Quarterly, or as circumstances require
 - c. Sheriff Department – Minimum Quarterly, or as circumstances require
 - d. Finance Officer/Treasurer – Minimum Quarterly, or as circumstances require
 - e. Public Services Superintendent – Minimum Quarterly, or as circumstances require

2. BOARDS AND COMMISSIONS – Written & Oral Reports
Minimum once per year, on a pre-arranged schedule.
 - a. Arts, Culture & Heritage Committee
 - b. Chamber of Commerce
 - c. Dexter Area Fire Board (DAFD)
 - d. Downtown Development Authority (DDA)
 - e. Farmers Market / Community Garden Oversight Committee
 - f. Gateways Initiative
 - g. Healthy Communities Committee/5-H
 - h. Huron River Watershed Council (HRWC)
 - i. Library Board
 - j. Parks & Recreation Commission
 - k. Planning Commission
 - l. Tree Board
 - m. WATS
 - n. WAVE

3. SUB COMMITTEES – Monthly report from active committees, oral or written.

4. CITY MANAGER/ASSISTANT TO THE CITY MANAGER REPORT

5. MAYOR WRITTEN REPORT

J CONSENT AGENDA

Bills & Payroll will be a standing item under consent agenda. Discussion of Budget and Financial Matters will be covered as a standing item on the Mayor

CITY OF DEXTER COUNCIL RULES

Report, as needed under the City Manager's report or during a quarterly Financial Report by the Treasurer. Items under Consent Agenda are considered routine by the City Council and will be enacted in one motion. There will no separate discussion of these items, unless a Council Member so requests, in which event, the items will be removed from Consent Agenda and added to the regular agenda at the end of Old or New Business.

K OLD BUSINESS

This portion of the agenda is for action items previously tabled or postponed from a prior meeting.

L NEW BUSINESS

This portion of the agenda is for consideration of action items as well as discussion of items not previously tabled or postponed by Council.

M COUNCIL COMMENTS

This portion of the agenda is intended to provide elected officials an opportunity to share comments that benefit the Council as well as the community. These will not be actionable items, except that issues may be referred to committee or placed on an upcoming agenda.

N NON-ARRANGED PARTICIPATION

Non-arranged participation will include those not listed on the printed agenda that wish to speak. A time limit of 5 minutes will apply, unless speaking for a bona fide group, in which case ten minutes shall be allowed. A notation will appear on the agenda. The Mayor, at his discretion, may call on members of the audience to speak at any time, or respond to their concerns. Any questions posed at this time will be responded to by the City Manager or his/her designee within 48 hours.

O ADJOURNMENT

RULE 3: RECORD OF MEETINGS:

3.1 Recording responsibility

The Clerk shall be responsible for maintaining the official record and minutes of each meeting of the Council. The minutes shall include all the action of the Council with respect to motions. The record shall include the names of the mover and seconded and the vote of the Council. The record shall also state whether the vote was by voice or by roll call, and when by roll call, the record shall show the "yes", "no" and abstention for each member. The Clerk shall be responsible for maintaining a written record of the summary of comments made by members of the public. The Clerk shall maintain copies of minutes, resolutions and ordinances or other matters acted upon by the Council.

3.2 Requests for remarks to be included

Any member of the Council may request to have his or her comments printed as part of the record. If there are no objections by any members of Council, the comments may be included. If there is an objection to such printing of the comments, the Council shall decide the matter by majority vote. Such comments to be included, as part of the official record, shall be provided in writing by the member or transcribed exactly by the Clerk.

CITY OF DEXTER COUNCIL RULES

3.3 Public access to meeting records

The Clerk shall make available to members of the public the records and minutes of official meetings in accordance with the Freedom of Information Act. Minutes prepared by the Clerk, but not yet approved by the body, shall be available for public inspection not more than 8 business days following the meeting. Minutes approved by the body shall be available within 5 business days from the date of the meeting at which they were approved. The Clerk shall also promptly send copies of minutes to persons who have requested them.

3.4 Publication of minutes

The Clerk shall be responsible for posting minutes as established by Council by Resolution.

RULE 4: BEHAVIOR OF COUNCIL MEMBERS

The Mayor or any Council Member may request a roll call of the Council, and the Clerk shall note the names of absentees. The Council shall take such action, as it deems appropriate to reprimand Council members absent without reasonable excuse.

The Council shall determine if the behavior of any of its members, or any City Official present at the meeting, is interfering with Council business. Upon concurrence of 2/3 (5 of 7 members) of Council, any member or official shall be excused from the Council meeting.

RULE 5: VOTING

All votes of the Council shall be by roll call, except approval of the minutes, agenda, and the consent agenda and adjournment. The Mayor shall be the last to vote on all roll call votes, and all other Council Members shall vote in random order. All Council Members shall vote on all matters before the Council, unless a Council Member has a financial interest in any matter before the Council, in which case the Council Member shall not vote on the matter (Abstain). For a motion or resolution to pass it must receive a majority vote of the members of Council (minimum of 4 votes).

RULE 6: CONDUCT OF DISCUSSION – DEBATE

During Council discussion and debate, no Council Member shall speak until recognized by the Mayor. Discussion and debate must be addressed to the Mayor not other Council Members or public. A Council Member shall confine their comments to the question at hand and avoid personalities and or character insult. Each Council Member shall speak no more than two times on a given question and for no longer than five minutes each time, unless the Council Members give unanimous consent. Debate will be limited to voting members of Council and those participants recognized by the Mayor.

Conduct Norms

Council Members shall:

- Be prepared for the meeting and contact the Manager to get questions answered prior to the meeting;
- Listen to one another;
- Debate issues not persons;
- Respect one another's views in spite of differences in opinion;
- Respect the fact that we will not always agree on issues; indeed, the diversity of views and perspective may strengthen the decision-making process;
- Members must abide by the decision of the Council once a decision has been made;
- Resist the temptation, when you disagree with a decision, to try and undermine the decision; continuing concerns about a decision should be expressed privately.

CITY OF DEXTER COUNCIL RULES

RULE 7: PUBLIC HEARINGS

Any citizen may address Council at a Public Hearing. The citizen must give their name and address to be recorded by the City Clerk. The citizen must limit their presentation to five minutes. Any citizen representing a bona fide group may speak for ten minutes.

RULE 8: RIGHT TO DELAY CERTAIN PROCEEDINGS

No resolution or proceeding of the Council imposing taxes or assessments or requiring the payment, expenditure of money or property, or creating a debt or liability, shall be allowed at the same meeting at which it is introduced, if objection be made by one member, unless by a two-thirds vote of the members present. Two-thirds = for 7 members present 5 votes, 6 members present 4 votes, 5 members present 4 votes. Any motion to adjourn shall always be in order, except when the last preceding business was a motion to adjourn. That and motions to lie on the table and to limit debate, shall be decided without debate.

RULE 9: ORDER OF MOTIONS DURING DEBATE

When any question is under debate, no motion shall be received but the following, and they shall have precedence in the order listed below:

MOTION TO ADJOURN
 MOTION TO LAY ON TABLE
 MOTION TO LIMIT DEBATE
 MOTION TO POSTPONE TO A CERTAIN DAY
 MOTION TO REFER TO COMMITTEE
 MOTION TO AMEND
 MAIN MOTION

RULE 10: MOTION TO LIMIT DEBATE

At any time during a discussion or debate of a question, a Council Member may move to limit debate. This motion, after receiving the affirmative votes of at least two-thirds of the Council Members present, (Two-thirds = or 7 members present 5 votes, 6 members present 4 votes, 5 members present 4 votes.) will have the effect of limiting any member to speak for not more than one additional five-minute period on the basic question, provided that member has not spoken twice, in which case they may not speak again. This motion, upon being made and seconded, shall not be debated.

RULE 11: RECONSIDERATION OF QUESTION

When a question has been taken, it shall be in order for any member voting with the prevailing side to move a reconsideration thereof at the same or next regular meeting, but no question shall be considered a third time.

RULE 12: ALTERING AND AMENDING COUNCIL RULES

Council rules shall be reviewed and adopted within 60 days after the General Election and/or a change in the membership of the Council. Council-adopted rules may be altered or amended by a vote of a majority of the members, if notice of the proposed change shall have been given at a preceding meeting of the Council, and a written copy of the proposed change has been distributed to all members.

RULE 13: TAPING OF COUNCIL MEETINGS

Any citizen may record a Council meeting by audio or video machines. All recording equipment or personnel shall be positioned in such a manner as to not interfere with the audience's view.

CITY OF DEXTER COUNCIL RULES

RULE 14: ABSENCE OF RULES

In the absence of a Council rule, Robert's Rules of Order Newly Revised will prevail. An abbreviated version of Robert's Rules shall be made part of this document.

RULE 15: WAIVING COUNCIL RULES –SUSPEND RULES

Any Council rule shall be waived by a two-thirds majority of the Council members present, unless the rule to be waived requires more than a simple majority of consent. (7 members present 5 votes, 6 members present 4 votes, and 5 members present 4 votes)

RULE 16: BOARDS & COMMISSIONS

Council members may serve as regular members of City Boards and Commissions. The Mayor shall annually appoint during the organizational meeting Council Members to serve on Boards and Commissions. Commissions will include, but not be limited to the following:

Planning Commission
 Zoning Board of Appeals
 Parks & Recreation Commission
 Dexter Area Fire Department
 Farmers Market/Community Garden Oversight Committee
 Arts, Culture & Heritage

Appointments: The Mayor shall make appointments to all Boards and Commissions upon confirmation by City Council, with the exception of the Zoning Board of Appeals (ZBA). ZBA members shall be appointed by a majority of Council Appointment recommendations will be affirmed by a majority of Council (Requires 4 votes to affirm an appointment)

To avoid issues of incompatible offices or legal liability, other than the appointments under this section, the Mayor and Council Members will not be permitted serve Boards and Commissions as paid staff or contracted employees.

RULE 17: FILLING VACANCY ON COUNCIL

When an elected position becomes vacant for any reason the position shall be filled within 60 days, unless the term expiration date is within 90 days of the day the office is vacated (City Charter Section 5.05). In this case the position will remain open until the election. If the vacancy occurs in the office of Mayor, the Mayor Pro-Tem will serve as Mayor until the Council appoints a replacement. The appointment to fill the position of Mayor or Council Member shall proceed as below.

1. Officially vacate the Council Member position if required.
2. Provide adequate notification to the public regarding the open position through the city newsletter, a newspaper, the Internet, or any other means deemed appropriate.
3. The applicant will write a letter of intent or fill out an application in accordance with the advertised deadline, a copy of which will be provided to the Council in the Council packet.
4. At the next council meeting, the Mayor or Presiding Officer will announce all the applicants and provide copies of applications or letters of intent.
5. The Mayor or Presiding Officer makes a nomination from the applications received.
6. The nominee is then voted on.
7. If this nominee received four votes, he or she is then appointed and sworn into office.
8. In the event this nominee does not receive 4 votes, the process begins again at step 5.