

**THE VILLAGE OF DEXTER  
CITY CHARTER COMMISSION  
MINUTES OF THE WEDNESDAY, JANUARY 15, 2014 MEETING**

**A. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

The meeting was called to order at 6:30 PM by Chairman Hansen at the Copeland Board Room located at 7714 Ann Arbor Street in Dexter, Michigan.

**B. ROLL CALL:** Phil Arbour, John Hansen, Matt Kowalski, Mary- Ellen Miller, Thom Phillips, Michael Raatz, and James Smith. Excused absence – Jack Donaldson and Phillip Mekas.

Also present: Donna Dettling, Village Manager; Courtney Nicholls, Assistant Village Manager; and Carol Jones, Village Clerk.

**C. APPROVAL OF THE AGENDA**

Motion James Smith; support Phil Arbour to approve the agenda for January 15, 2014.

Unanimous voice vote approval with Donaldson and Mekas absent.

**D. APPROVAL OF THE MINUTES**

1. Regular Meeting – January 8, 2014

Motion James Smith; support Mike Raatz to approve the minutes of the Regular Meeting of January 8, 2014 as amended with the addition of the month of March listed in item I – Other Items, scheduling of meetings.

Unanimous voice vote approval with Donaldson and Mekas absent.

**E. PREARRANGED PARTICIPATION**

Donna Dettling, Village Manager – Invited Guest to Discuss Article III

**F. PUBLIC HEARINGS**

None

**G. CHARTER CONSTRUCTION – SECOND READINGS**

1. Discussion of: Article II – City Council  
Motion Mary-Ellen Miller; support Phil Arbour to bring forward Article II – City Council which is provided on separate pages in the packet for discussion.  
Unanimous voice vote approval with Donaldson and Mekas absent.

The following changes were proposed:

2.02 (a) Eligibility

Change to read - *Only voters registered for a minimum of one (1) year prior to the election shall be eligible to hold the office of council member or mayor. If a council member or mayor is appointed they must be a registered voter of the city for a minimum of one (1) year prior to their date of appointment.*

2.02 (b) Terms – *add Elections following Article VI*

2.02 (c) Composition – remove the words Alternative II

2.06 (b) Forfeiture of Office – *add or to the end of number 1 and number 2.*

2.06 (c) Filling of Vacancies

*(2) Separate the word councilmember to become council member in the first and seventh line, separate the word councilperson to become council person in the fourth line and replace village with city in the second line.*

*(4) Change the placement of a comma to read “Notwithstanding the foregoing, no vacancy in any elective office...”*

2.12 Action Requiring an Ordinance

*(5) Change the to a.*

2.13 Ordinances in General

*(b4) Change to read as follows: The public must be given a ten (10) day notice of a public hearing on all proposed ordinances except as identified in Section 2.14.*

*(b)d) Change to reference the state law - if the state law regarding publications changes, the charter will not have to be updated.*

2.15 Codes of Technical Regulations

*(1) Replace the word wall with the word well.*

2.16 Authentication and Recording: Codification; Printing of Ordinances and Resolutions

*(b) Codification - change ten years to three years and change city code to City Code.*

*(c) Change city code to City Code*

Motion James Smith; support Phil Arbour to approve the Second Reading of Article II – City Council as amended.

Unanimous voice vote approval with Donaldson and Mekas absent.

## H. CHARTER CONSTRUCTION – FIRST READING

1. Discussion of: Article II – Administrative Services (continued from January 8)

Motion James Smith; support Mike Raatz to approve the first reading of Section 3.01 – Administrative Officers Generally

The administrative officers of the city shall be the City Manager, City Clerk, City Treasurer, City Assessor and City Attorney. The council may by ordinance or resolution, establish such additional administrative officers or departments, or combine any administrative officers or departments, in any manner not inconsistent with law or this charter, and prescribe the duties and compensation thereof as it may deem necessary for the proper operation of the city department.

Unanimous voice vote approval with Donaldson and Mekas absent.

Motion Matt Kowalski; support James Smith to approve the first reading of Section 3.02 – Personnel System

(a) All Appointment and promotions of city officers and employees shall be made solely on the basis or merit and fitness demonstrated by a valid and reliable examination or other evidence of competence.

(b) Consistent with all applicable federal and state laws, the city council may provide by ordinance for the establishment, regulation and maintenance of a merit system governing personnel policies necessary to effective administration of the employees of the city's departments, offices and agencies, including but not limited to classification and pay plans, examinations, force reduction, removals, working conditions, provisional and exempt appointments, in-service training, grievances and relationships with employee organizations.

Unanimous voice vote approval with Donaldson and Mekas absent.

Motion Phil Arbour; support James Smith to approve the first reading of Section 3.03 – City Manager - Appointment; Compensation

(a) The City Manager shall be the chief administrative officer of the city. The council shall appoint him or her on the basis of education, ability, training and experience.

(b) The council shall appoint a city manager within one-hundred eighty (180) days after any vacancy exists in such position. The council may appoint an interim manager during the prior of a vacancy in the office. **Will be modified to reflect a six month initial period with a six month extension allowed with Council approval.**

(c) The city manager, with the consent and approval of the council, may designate an administrative officer or employee of the city to act as city manager if he or

she is temporarily absent from the city or unable to perform the duties of his or her office.

(d) The council shall set the City Manager's compensation as part of the employment agreement.

To be voted on at the January 22 meeting.

**I. OTHER ITEMS AS REQUESTED BY COMMISSIONERS**

**J. AGENDA PREPARATION FOR THE NEXT MEETING**

1. Move forward with Article III – Administrative Services.

**K. NON-ARRANGED PARTICIPATION**

None

**L. ADJOURNMENT**

Motion Matt Kowalski; support James Smith to adjourn at 8:32 PM.  
Unanimous voice vote approval with Donaldson and Mekas absent.

Respectfully submitted,

Carol J. Jones  
Clerk, Village of Dexter

Approved for Filing: January 22, 2014