

**THE VILLAGE OF DEXTER
CITY CHARTER COMMISSION
MINUTES OF THE WEDNESDAY, JANUARY 29, 2014 MEETING**

A. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

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

- B. ROLL CALL:** Phil Arbour, Jack Donaldson, John Hansen, Matt Kowalski (arrived at 6:36), Phil Mekas, Mary-Ellen Miller, and James Smith. Excused absence Thom Phillips and Michael Raatz.

Also present: Courtney Nicholls, Assistant Village Manager; Marie Sherry, Treasurer/Financial Director; Carol Jones, Village Clerk; Julie Knight, Village Trustee, and a student from Skyline High School and his father.

C. APPROVAL OF THE AGENDA

Motion James Smith; support Phil Mekas to approve the agenda for January 29, 2014. Unanimous voice vote approval with Kowalski, Phillips and Raatz absent.

D. APPROVAL OF THE MINUTES

1. Regular Meeting – January 22, 2014

Motion James Smith; support Phil Arbour to approve the minutes of the Regular Meeting of January 22, 2014 as amended with the correction on page 3 Section 3.06 (a) mad should be made on page 4 Section 3.08(a) charge should be charged. Unanimous voice vote approval with Kowalski, Phillips and Raatz absent.

E. PREARRANGED PARTICIPATION

Marie Sherry, Treasurer/Finance Director – Invited Guest to Discuss Article V

F. PUBLIC HEARINGS

None

G. CHARTER CONSTRUCTION – SECOND READINGS

None- Second Reading of Administrative Services will be on February 5

H. CHARTER CONSTRUCTION – FIRST READING

1. Discussion of: Article V – Financial Management

Motion Jack Donaldson; support Phil Arbour to approve the first reading of Section 5.01– Fiscal Year

The fiscal year of the city shall begin on the first day of July and end on the last day of June.

Unanimous voice vote approval with Phillips and Raatz absent.

Motion Phil Arbour; support Phil Mekas to approve the first reading of Section 5.02 – Submission of Budget and Budget Message

On or before the 1st of May of each year, the City Manager shall submit to the City Council a recommended budget for the ensuing fiscal year and an accompanying message.

Unanimous voice vote approval with Phillips and Raatz absent.

Motion Jack Donaldson; support Matt Kowalski to approve the first reading of Section 5.03 – Budget Message

The purpose of the Budget Message is to provide members of the City Council and citizens of the city with a clear and concise picture of the budget which would describe what the manager expects to accomplish in the coming year, the estimated cost, sources of revenue and changes in the city debt.

Motion James Smith, support Phil Arbour to accept Mr. Smith’s revised version of the Budget Message.

Unanimous voice vote approval with Phillips and Raatz absent.

Unanimous voice vote on the amended Budget Message wording with Phillips and Raatz absent.

Motion James Smith; support Mary-Ellen Miller to approve the first reading of Section 5.04 – Budget

The budget document shall present a complete financial plan for the ensuing fiscal year and shall include those items required by the Uniform Budgeting and Accounting Act 2 of the Public Acts of 1968 and as required by law.

On or before May 1 each year the City Manager shall submit to the council a recommended budget for the next fiscal year which, considering any anticipated

unexpended balance or deficit at the end of the current fiscal year, is within the tax limit and other anticipated revenue of the city. Such recommended budget shall include therein at least the following information:

(a) The detailed estimates by the City Manager, with supporting explanation of proposed expenditures for each office, department, and board of the city, with a comparison of the actual expenditures for the corresponding items for the last two (2) fiscal years in full, and the expenditures for the current fiscal year to March 31 and an estimate of the expenditures for the balances of the current fiscal year;

(b) Statements of the indebtedness of the city, showing the principal and interest requirements for the next fiscal year, the debt authorized and unissued and the condition of the sinking and debt retirement funds, if any;

(c) Detailed estimates of all anticipated revenues of the city from sources other than taxes, with a comparative statement of the amounts estimated for and actually received from each of the same or similar sources for the last two (2) years in full, for the current fiscal year to March 31 and estimated revenues therefrom for the balance of the current fiscal year;

(d) A statement of the estimated accumulated cash and unencumbered balances, or deficits at the end of the current fiscal year;

(e) An estimate of the amount of money to be raised from taxes ~~to be raised from taxes~~ to be levied, from delinquent taxes, and the amount to be raised from bond issues which, together with available unappropriated funds and any revenues from other sources, will be necessary to meet the proposed expenditures;

(f) Such other supporting information as the council may request; and

(g) A multi-year Capital Improvement Plan which includes provisions for operation and maintenance.

Unanimous voice vote approval with Phillips and Raatz absent.

Motion Jack Donaldson; support Phil Mekas to approve the first reading of Section 5.05 – City Council Action on Budget

(a) Notice and Hearing. The City Council shall publish the general summary of the budget and a notice stating:

(1) The times and places where copies of the message and budget are available for inspection by the public, and

(2) The time and place, not less than two weeks after such a publication, for a public hearing(s) on the budget.

(b) Amendment Before Adoption. After the public hearing, the city council may adopt the budget with or without amendment. In amending the budget, it may add or increase programs or amounts and may delete or decrease any programs or

amounts, except expenditures required by law or for debt service or for an estimated cash deficit, provided that no amendment to the budget shall increase the authorized expenditures to an amount greater than total estimated income.

(c) Adoption The City Council shall adopt the budget on or before the 30th day of June of the fiscal year currently ending. If council fails to adopt the budget by this date, the budget presented at the public hearing shall go into effect. If a default budget goes into effect, another public hearing on the budget shall be held within 30 days.

(d) “Publish” Defined. Publishing in a newspaper shall be defined as stated in MCL 691.1051. City Council may also define additional publication locations as they deem necessary.

Unanimous voice vote approval with Phillips and Raatz absent.

Motion Phil Mekas; support Mary-Ellen Miller to approve the first reading of Section 5.06 – Appropriation and Revenue Ordinances.

Motion James Smith; support Jack Donaldson to use Section 5.09.076 of the Caro Charter instead of the Model Charter.

Unanimous voice vote approval with Phillips and Raatz absent.

Motion Mary-Ellen Miller; support Jack Donaldson to incorporate section 9.7(e) from the Chelsea Charter.

Unanimous voice vote approval with Phillips and Raatz absent.

(a) No money shall be drawn from the ~~treasurer~~ treasury of the city except in accordance with an appropriation thereof for such specific purposes, nor shall any obligation for the expenditure of money be incurred without an appropriation covering all payments, which will be due under such obligation in the current fiscal year. Except for funds subject to contractual or statutory limitations, the council may transfer any actual unencumbered appropriation balance, or any portion thereof, from one account, department, fund or agency to another. Any expenditure of city funds shall not be authorized or incurred, except in pursuance with the authority and appropriations of the City Council. All city expenditures shall be incurred in compliance with the requirements of Uniform Budgeting and Account Act 2 of the Public Acts of 1968.

(b) The council may make additional appropriations during the fiscal year for unanticipated expenditures required by the city.

(c) Except in those cases where there is no other logical account to which expenditures can be charged, expenditures shall not be charged directly to the contingency fund (or other similar fund). Instead, the necessary part of the appropriation from the contingency fund (or other similar fund) shall be transferred to the logical account, and the expenditure charged to such account.

(d) At the beginning of each quarterly period during the fiscal year, and more often if required by the council, the City Manager shall submit to the council data showing the relation between the estimated and actual revenues and expenditures to date; and if it shall appear that the revenues are less than anticipated, the council shall reduce appropriations, except amounts required for debt and interest charges, to such a degree as may be necessary to keep expenditures with the revenues.

(e) The balance in any budget appropriation which has not been encumbered at the end of the fiscal year shall, subject to restrictions imposed or permitted by law, revert to the general fund.

Unanimous voice vote approval as amended with Phillips and Raatz absent.

Motion Phil Arbour; support Jack Donaldson approve the first reading of Section 5.07 – Amendments after Adoption

Unanimous nay vote with Phillips and Raatz absent. Motion fails.

Motion James Smith; support Phil Mekas to approve the first reading of Section 5.08 – Administration and Fiduciary Oversight of the Budget.

Unanimous nay vote with Phillips and Raatz absent. Motion fails.

Motion James Smith; support Phil Mekas to approve the first reading of Section 5.09 – Capital Improvement Plan

(+) Submission to City Council. In accordance with state law, the Planning Commission with the assistance of the Planning and Zoning Administrator shall prepare and submit to the City Council a multi-year Capital Improvement Plan no later than three (3) months before the final date for adoption of the budget.

Unanimous voice vote approval with Phillips and Raatz absent.

Motion James Smith; support Phil Arbour to extend the meeting beyond the 8:30 PM ending time.

Unanimous voice vote approval with Phillips and Raatz absent.

Motion Jack Donaldson; support Phil Arbour to approve the first reading of Section 5.10 – Action on Capital Improvement Plan

(a) Notice and Hearing. The Planning Commission shall publish the general summary of the Capital Improvement Plan and a notice stating:

- (1) The times and places where copies of the Capital Improvement Plan are available for inspection by the public, and
- (2) The time and place, not less than two (2) weeks after such publication, for a public hearing(s) on the Capital Improvement Plan.

(b) Recommendation by Planning Commission. Following the public hearing the Planning Commission shall vote to recommend that the Capital Improvement Plan with or without amendment be presented to City Council.

(c) Adoption. The City Council by resolution shall adopt the Capital Improvement Plan with or without amendment on or before June 30 of each year.

Unanimous voice vote approval with Phillips and Raatz absent.

Motion Phil Arbour; support James Smith to refer Section 5.11 – Independent Audit to Ms. Nicholls and Ms. Sherry to write.

Unanimous voice vote approval with Phillips and Raatz absent.

Motion Jack Donaldson; support James Smith to approve the first reading of Section 5.12 –Public Records.

Unanimous nay vote with Phillips and Raatz absent. Motion fails.

I. OTHER ITEMS AS REQUESTED BY COMMISSIONERS

Discussion was held on having a mid-term Public Hearing and the sentiment was to wait until the charter is complete. It was suggested thought that a letter be included in the next Village Newsletter as to the progress on the charter.

Jack Donaldson mentioned an opportunity to speak to the residents of The Cedars as many seem to have misinformation regarding cityhood.

John Hansen spoke of an invitation to speak at the April 10 Rotary meeting and invited all Charter Commissioners to come to the meeting.

J. AGENDA PREPARATION FOR THE NEXT MEETING

- Tom Ryan’s attendance has been rescheduled to the February 5th meeting.
- Authorize Ms. Nicholls and Ms. Sherry to review Sections 9.8, 9.9 and 9.10 of the Caro Charter.
- Second Reading of Articles III and V.
- Move up discussion on elections to February 12.

K. NON-ARRANGED PARTICIPATION

Village Trustee, Julie Knight, complemented how well the group is working and asked the question as to where the models for a charter came from.

L. ADJOURNMENT

Motion Phil Arbour; support James Smith to adjourn at 8:56 PM.
Unanimous voice vote approval with Phillips and Raatz absent.

Respectfully submitted,

Carol J. Jones
Clerk, Village of Dexter

Approved for Filing: February 5, 2014