

**THE VILLAGE OF DEXTER  
CITY CHARTER COMMISSION  
MINUTES OF THE WEDNESDAY, FEBRUARY 5, 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, Mary- Ellen Miller, Thom Phillips, Michael Raatz and James Smith. Excused absence Phil Mekas.

Also present: Courtney Nicholls, Assistant Village Manager; Carol Jones, Village Clerk; and Jim Carson, Village Trustee.

**C. APPROVAL OF THE AGENDA**

Motion Jack Donaldson; support Phil Arbour to approve the agenda as presented. Unanimous voice vote approval with Mekas absent.

**D. APPROVAL OF THE MINUTES**

1. Regular Meeting – January 29, 2014

Motion Phil Arbour; support Mary- Ellen Miller to approve the minutes with the following corrections:

Page 3, Section 5.04 (c) estimated should be estimates

Page 3, Section 5.04 (e) remove the second to be raised from taxes

Page 4, Section 5.06-Motion use Section 9.7, not 5.06

Page 4, Section 5.06 (a) treasurer should be treasury

Page 5, Section 5.09 remove (a)

Unanimous voice vote approval with Mekas absent.

**E. PREARRANGED PARTICIPATION**

None

**F. PUBLIC HEARINGS**

None

## G. CHARTER CONSTRUCTION – SECOND READINGS

1. Prior to the Second Readings of the Administrative Services and the Financial Management sections, a discussion was held on Section 2 from Charter Attorney Tom Ryan’s memo and the following changes were made:

a. Motion Phil Arbour; support Michael Raatz to change the references using he/she or him/her and make the charter gender neutral and use the office referenced.

Unanimous voice vote approval with Mekas absent.

b. Motion James Smith; support Jack Donaldson in Section 2.06 (a) and (b) remove the phrase “any other elected official”.

Unanimous voice vote approval with Mekas absent.

c. Motion Phil Arbour; support Matt Kowalski in Section 2.09 to use the term “shall” and have this section read, The City Council shall establish by ordinance the procedure...

Unanimous voice vote approval with Mekas absent.

2. Discussion of: Administrative Services

Motion James Smith; support Thom Phillips in Section 3.03(d) add *term and* in front of compensation.

Unanimous voice vote approval with Mekas absent.

Motion James Smith; support Phil Arbour to add Section 3.03(e) to read as follows:

*The City Mayor and City Council shall review and evaluate the City Manager’s performance annually.*

Unanimous voice vote approval with Mekas absent.

Motion James Smith; support Matt Kowalski that Section 3.05 – City Manager – Removal be moved and become (f) under 3.03.

Unanimous voice vote approval with Mekas absent.

Motion Jack Donaldson; support James Smith to add to the end of Section 3.10 (c) the phrase *with concurrence of council*.

Unanimous voice vote approval with Mekas absent.

Additional changes suggested:

- Section 3.03 – City Manager -remove the phrases Appointment and Compensation in the heading.
- Section 3.07(e) – change disburse to establish
- Section 3.08(a) – charge should be charged

Motion James Smith; support Jack Donaldson to adopt the amended Administrative Services on its second reading.  
Unanimous voice vote approval with Mekas absent.

3. Discussion of: Financial Management

Motion Phil Arbour; support James Smith to change the wording in Section 5.04(g) *Referencing a Capital Improvement Plan which includes provisions for operation and maintenance.*  
Unanimous voice vote approval with Mekas absent.

Additional Change:

- Section 5.05 (a) (2) remove the (s) from hearing

Motion James Smith; support Jack Donaldson to adopt the amended Financial Management on its second reading.  
Unanimous voice vote approval with Mekas absent.

## **H. CHARTER CONSTRUCTION – FIRST READING**

None

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

Chairman Hansen spoke of a prepared letter regarding the Charter Commission and its process that will be going into the next Village newsletter. Ms. Nicholls spoke to the information that is online regarding the charter process.

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

- Inviting the County Clerk and the Scio Township Clerk to the February 12 meeting to discuss elections

## **K. NON-ARRANGED PARTICIPATION**

Village Trustee, Jim Carson, reported that he was interested in the Commission's discussion on Finances. He stated that you will not find a more fiscally responsible council and management team at this time in the Village but that may not be so down the line so that the more that is written into the charter the better.

## **L. ADJOURNMENT**

Motion James Smith; support Michael Raatz to adjourn at 8:24 PM.  
Unanimous voice vote approval with Mekas absent.

Respectfully submitted,

Carol J. Jones  
Clerk, Village of Dexter

Approved for Filing: February 12, 2014