

DRAFT CHARTER OF THE CITY OF DEXTER

PREAMBLE

We the people of the City of Dexter, under the constitution and laws of the State of Michigan, in order to secure the benefits of local self-government and to provide for an honest and accountable government do hereby adopt this charter and confer upon the city the following powers, subject to the following restricts, and prescribed by the following procedures and governmental structure. By this action, we secure the benefits of home rule and affirm the values of representative democracy, professional management, effective political leadership, citizen participation, diversity and inclusiveness and regional cooperation.

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Powers of the City (Draft Language Based on NCL Model Charter Article 1)

Section 1 Name

The Municipal Corporation now existing and known as the Village of Dexter shall continue as a body corporate and shall henceforth be known as and include the territory constituting the City of Dexter, Washtenaw County, State of Michigan, on the effective date of this charter.

Section 2 Boundaries

The City shall embrace the territory comprising the existing Village of Dexter on the effective date of this charter and additional tracts of land situated in the Townships of Scio and Webster in the county of Washtenaw as described in a certified copy of the FINAL ORDER OF THE STATE BOUNDARY COMMISSION approving the incorporation of the territory described therein on May 24, 2013, together with such annexations and less such detachments as may be made thereafter. Upon annexation or detachment of territory, the boundaries shall be deemed changed without amendment to this section. The clerk shall maintain and keep available in the clerk's office for public inspection the legal description and map of the current boundaries of the City.

Section 3 General Powers

The City of Dexter and its officers shall be vested with any and all powers and immunities expressed and implied, which cities are or hereafter may be permitted to exercise or provide for in their charters under the Constitution and statutes mandated by the State of Michigan. It shall include all the powers of cities as fully and completely as though those powers and immunities were specifically enumerated in and provided for in this charter. In no case shall any enumeration of particular powers or immunities in this charter be held to be exclusive.

Section 4 Additional Powers of the City

The city and its officers shall have power to exercise all municipal powers in managing and controlling municipal property and in administering the municipal government, whether such powers are expressly enumerated or not; to do any act to advance the interests of the city, the good government, and prosperity of the municipality and its residents, and through its regularly constituted authority, to pass and enforce all laws relating to its municipal concerns subject to the constitution and laws of the State of Michigan and the provisions of this charter.

Section 5 Interpretation of General Powers

The powers of the city under this charter shall be construed liberally in favor of the city, and the specific mention of particular powers in the charter shall not be construed as limiting in any way the general power granted in this section.

Section 6 Intergovernmental Relations

The city may join with any municipal corporation or with any other unit or agency of government, whether local, state or federal, or with any number of combination thereof, by contract or otherwise, as may be permitted by law, in ownership, operation, or performance, jointly or by one or more on behalf of all, of any property, facility or service which each would have the power to own, operate or perform separately.

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City Council (Draft Language Based on NCL Model Charter Article 2)

Section 1 General Powers and Duties:

All powers of the city shall be vested in the City Council, except as otherwise provided by law or this charter, and the Council shall provide for the exercise thereof and for the performance of all duties and obligations imposed on the city by law.

Section 2

(a) Eligibility:

Only those who have been registered voters of the city for a minimum of one (1) year prior to the date of 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.

(b) Terms:

The term of office of elected officials shall be four years elected in accordance with Article VI – Elections.

(c) Composition:

The Council shall be composed of 6 members elected by the voters of the city at large in accordance with provisions of Article VI - Elections. The Mayor shall be elected as provided in Section 2.03(b).

Section 3

(a) Mayor – Powers and Duties:

The Mayor shall be a voting member of the City Council and shall attend and preside at meetings of the Council, represent the city in intergovernmental relationships, appoint with the advice and consent of the Council the members of citizen advisory boards, committees, authorities and commissions, appoint the members and officers of Council committees, assigns agenda items to committees subject to the consent of Council, and perform other duties specified by the Council. The Mayor shall be recognized as head of the city government for all ceremonial purposes and by the governor for purposes of military law but shall have no administrative duties.

(b) Election:

At a regular election the voters of the city shall elect a Mayor at large for a term of 4 years. The Council shall elect from among its members a Mayor pro-tem who shall act as Mayor during the temporary absence or disability of the Mayor.

Section 4 Compensation; Expenses:

The City Council may determine the compensation of the Mayor and Council members by ordinance, but no ordinance increasing such compensation shall become effective until the date of commencement of the terms of Council members elected at the next regular election. The Mayor and Council members shall receive their actual and necessary expenses incurred in the performance of their duties of office.

Section 5 Prohibitions:

- (a) Holding Other Office. Except where authorized by law, no Council member shall hold any other elected public office during the term for which the member was elected to the Council. No Council member shall hold any other city office of employment during the term for which the member was elected to the Council. No former Council member shall hold any compensated appointive office or employment with the city until one year after the expiration of the term for which the member was elected to Council, unless granted a waiver by the City Council.
- (b) Appointments and Removals. Neither the City Council nor any of its members shall in any manner control or demand the appointment or removal of any city administrative officer or employee whom the city manager or any subordinate of the city manager is empowered to appoint, but the Council may express its views and fully and freely discuss with the city manager anything pertaining to appointment and removal of such officers and employees.
- (c) Interference with Administration. Except for the purpose of inquires, and investigations under Section 2.09, the Council or its members shall deal with city officers and employees who are subject to the direction and supervision of the city manager solely through the city manager, and neither the Council nor its members shall give orders to any such officer or employee, either publicly or privately.

Section 6, Vacancies; Forfeiture or Office; Filling of Vacancies:

- (a) Vacancies. The office of a Mayor or Council member shall become vacant upon the member's death, resignation, or removal from office or forfeiture of office in any manner authorized by law.

- (b) Forfeiture of Office. A Mayor or Council member shall forfeit that office if that Mayor, Council member or other elected official:
- (1) Fails to meet the residency requirements, or
 - (2) Violates any express prohibition of this charter, or
 - (3) Is convicted of a crime involving moral turpitude, or
 - (4) Fails to attend three consecutive regular meetings of the Council without being excused by the Council.

Upon the occurrence of any of the reasons of forfeiture listed in examples 1 through 4, the City Council shall act at its next regular meeting in accordance with Section 2.07.

- (c) Filling of Vacancies. A vacancy in the office of the Mayor or the City Council shall be filled in the following fashion:
- (1) If the vacancy occurs in the office of Mayor, the Mayor pro tem shall assume the office and duties of the office of Mayor. Depending on the length of term remaining for the vacant office of Mayor, the City Council may elect from its members a new Mayor pro tem.
 - (2) Vacancy in Council member offices, shall within 60 days after such vacancy occurs, be filled by appointment of the City Council by a majority vote of the members of Council then in office. The person appointed shall possess the qualifications for the office of Council person and shall hold office until the next regular November city election. If City Council fails to fill a vacancy within 60 days following the occurrence of the vacancy, the city clerk shall within 10 days thereafter notify the county clerk and secretary of state to call a special election to fill such vacancy for the unexpired term of the Councilmember whose office has become vacant pursuant to state law.
 - (3) If at any time the membership of the City Council is reduced to less than five, the remaining members may by a majority vote of the members then in Council fill such vacancies until the next regular November city election of the Council members whose offices have become vacant.
 - (4) Notwithstanding the foregoing, no vacancy in any elective office shall be filled in any manner if the term of the person whose office has become vacant expires within ninety (90) days after the vacancy occurs.

Section 7 Judge of Qualifications:

The City Council shall be the judge of the election and qualifications of its members, and of the grounds for forfeiture of their office. In order to exercise these powers, the Council shall have power to subpoena witnesses, administer oaths and require the production of evidence. A

member charged with conduct constituting grounds for forfeiture of office shall be entitled to a public hearing on demand, and notice of such hearing shall be published in one or more newspaper of general circulation in the city and by other public media at least one week in advance of the hearing.

Section 8 City Clerk:

The city manager shall appoint with advice and consent, an officer of the city who shall have the title of city clerk. The city clerk shall give notice of Council meetings to its members and the public, keep the journal of its proceedings and perform such other duties as are assigned by this charter or by the city manager or by state law.

Section 9 Investigations:

The City Council shall establish by ordinance the procedure to make investigations into the affairs of the city and the conduct of any city department, office, or agency.

Section 10 Independent Audit:

The City Council shall provide for an independent annual audit of all city accounts and may provide for more frequent audits as it deems necessary. Such audits shall be carried out in accordance with Section (Financial Management).

Section 11 Procedure:

- (a) Meetings. The Council shall meet twice a month at such times and places as the Council may prescribe by rule. Special meetings may be held on the call of the Mayor or of three or more members. Except as allowed by state law, all meetings shall be public in accordance with the open meetings act.
- (b) Rules and Journal. The City Council shall determine its own rules and order of business and shall provide for keeping a journal of its proceedings. This journal shall be a public record.
- (c) Voting. Voting except on procedural motions shall be by roll call and the ayes and nays shall be recorded in the journal. Four members of the Council shall constitute a quorum, but a smaller number may adjourn from time to time. No action of the Council, except as otherwise provided in the preceding sentence and in Section 2.06(c), shall be valid or binding unless adopted by the affirmative vote of four or more members of the Council.

Section 12 Action Requiring an Ordinance.

In addition to other acts required by law or by specific provisions of this charter to be done by ordinance, those acts of the City Council shall be by ordinance which:

- (1) Adopt or amend an administrative code or establish, alter or abolish any city department, office agency;
- (2) Provide for a fine or other penalty or establish a rule or regulation for violation of which a fine or other penalty is imposed;
- (3) Levy taxes;
- (4) Grant, renew or extend a franchise;
- (5) Regulate the rate charged for its services by a city public utility;
- (6) Authorize the borrowing of money;
- (7) Convey or lease or authorize the conveyance or lease of any lands of the city;
- (8) Regulate land use and development;
- (9) Amend or repeal any ordinance previously adopted;
- (10) Adopt, with or without amendment, ordinances proposed under the initiative power; or
- (11) Establish a procedure for special assessments.

Acts other than those referred to in the preceding sentence may be done either by ordinance or by resolution.

Section 13 Ordinances in General

- (a) Form. Every proposed ordinance shall be introduced in writing and in the form required for final adoption. No ordinance shall contain more than one subject, which shall be clearly expressed in its title. The enacting clause shall be "The City of Dexter hereby ordains..." Any ordinance which repeals or amends an existing ordinance or part of the city code shall set out in full ordinance, sections or subsections to be repealed or amended, and shall indicate matters to be omitted by enclosing it in brackets or by strikeout type and shall indicate new matters by underscoring or by italics.
- (b) Procedure.
 - (1) No ordinance shall be adopted at the same meeting at which it is introduced, except as identified in Section 2.14.
 - (2) An ordinance may be repealed by reference to its number and title
 - (3) No ordinance shall be enacted, amended or repealed until after publication of the proposed ordinance or amendment or repeal, or summary thereof except as identified in Section 2.14.

- (4) A public hearing on all proposed ordinances, with a minimum of ten (10) days' notice to the residents, shall be held before an ordinance is considered, except as identified in section 2.14. The public hearing should be advertised as required by section 2.13d.
- (c) Effective Date. Except as otherwise provided in this charter, every adopted ordinance shall become effective at the expiration of 30 days after publication or at any later date specified therein.
- (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.

Section 14 Emergency Ordinances.

An emergency ordinance shall:

- (a) Be enacted only to meet a public emergency affecting public peace, health, safety or welfare of persons or property;
- (b) Be introduced in the form and manner required for ordinances generally, except that it shall contain, after the enacting clause, a declaration stating that an emergency exists and describing it in clear and specific terms;
- (c) Be adopted at the meeting at which it is introduced by an affirmative vote of two-thirds (2/3) of Council members present and may be given immediate effect upon publication.
- (d) Any emergency ordinance shall also be published in accordance with Section 2.13(d) but not as a requirement for the effectiveness thereof;
- (e) Be in effect for not more than sixty (60) days or may be renewed for an additional sixty (60) days upon the affirmative vote of two-thirds (2/3) of Council members present; and
- (f) Not levy taxes, grant, renew or extend a franchise; regulate the rate charged by any public utility for its services; make or amend a grant; or other special privilege.

Section 15 Codes of Technical Regulations

The City Council may adopt any standard code of technical regulations by reference thereto in an adopting ordinance. The procedure and requirements governing such an adopting ordinance shall be as prescribed for ordinances generally except that:

- (1) The requirements of Section 2.13 for distribution and filing of copies of the ordinance shall be construed to include copies of the code of technical regulations as well as of the adopting ordinance, and

- (2) A copy of each adopted code of technical regulations as well as of the adopting ordinance shall be authenticated and recorded by the city clerk pursuant to Section 2.16(a).

Copies of any adopted code of technical regulation shall be made available by the city clerk for distribution or for purchase at a reasonable price.

Section 16 Authentication and Recording: Codification; Printing of Ordinances and Resolutions.

- (a) Authentication and Recording. The city clerk shall authenticate by signing and shall record in full in a properly indexed book kept for the purpose all ordinances and resolutions adopted by the City Council.
- (b) Codification. Within three years after adoption of this charter and at least every three years thereafter, the City Council shall provide for the preparation of a general codification of all city ordinances and resolutions having the force and effect of law. The general codification shall be adopted by the Council by ordinance and shall be published, together with this charter and any amendments thereto, pertinent provisions of the constitution and other laws of the State of Michigan, and such codes of technical regulations and other rules and regulations as the Council may specify. This compilation shall be known and cited officially as the Dexter City Code. Copies of the code shall be furnished to city officers, placed in libraries, public offices, and, if available, in a web site for free public reference and made available for purchase by the public at a reasonable price fixed by the Council.
- (c) Printing of Ordinances and Resolutions. The City Council shall cause each ordinance and resolution having the force and effect of law and each amendment to this charter to be printed promptly following its adoption, and the printed ordinances, resolutions and charter amendments shall be distributed or sold to the public at reasonable prices as fixed by the Council. Following publication of the first Dexter City Code and at all times thereafter, the ordinances, resolutions and charter amendments shall be printed in substantially the same style as the code currently in effect and shall be suitable in form for integration therein. The Council shall make such further arrangements as it deems desirable with respect to reproduction and distribution of any current changes in or additions to the provisions of the constitution and other laws of the State of Michigan, or the codes of technical regulations and other rules and regulations included in the code.

Administrative Services (Draft Language Based on Caro Charter Chapter 7)

Section 1 – Administrative Officers Generally

The administrative officers of the city shall be the City Manager, City Clerk, City Treasurer, City Assessor and City Attorney. The City 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.

Section 2 – Personnel System

- (a) All appointment and promotions of city officers and employees shall be made solely on the basis of 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.

Section 3 – City Manager

- (a) The City Manager shall be the chief administrative officer of the city. The Council shall make the appointment 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, upon majority vote, extend this period up to an additional one-hundred eighty (180) days. The Council may appoint an interim manager during the period of a vacancy in the office.
- (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 the City Manager is temporarily absent from the city or unable to perform the duties of the office.
- (d) The Council shall set the City Manager's term and compensation as part of the employment agreement.
- (e) The Mayor and Council shall review and evaluate the City Manager's performance annually.

- (f) The City Manager serves at the pleasure of the City Council and may be removed by an affirmative vote of not less than five (5) of its members.

Section 4 – City Manager – Function and Duties

The City Manager shall be responsible to the Council for the proper management and administration of the affairs of the city. The City Manager shall:

- (a) Appoint and remove employees of the city, make recommendations to the Council relative to the appointment and removal of administrative officers of the city as referenced in Section 3.01, and set employees compensation with the budget adopted by the Council.
- (b) Supervise and coordinate the work of all the administrative offices and departments of the city except the work of the City Clerk, City Treasurer and City Assessor as dictated by state constitution or statute.
- (c) Be the main point of communication and dissemination of information from the City Attorney.
- (d) See that all laws and ordinances enforced.
- (e) Prepare and administer the annual budget under policies formulated by the Council, have budget control responsibility, and keep the Council advised as to the financial condition and needs of the city.
- (f) Furnish the Council with information concerning city affairs and prepare and submit such reports as may be required or which Council may request.
- (g) Make recommendations to the Council relative to all agenda items, except as directly related to the City Manager's employment.
- (h) Subject to any employment ordinance of the city, the City Manager shall employ or be responsible for the employment of all city employees and supervise and coordinate the personnel policies and practices of the city.
- (i) Establish and maintain or appoint an authorized representative to establish and maintain a central purchasing service and the City Manager shall act as the purchasing agent for the city.
- (j) Attend all meetings of Council with the right to be heard in all Council proceedings but without the right to vote.
- (k) Possess such other powers as may be granted or required by Council, so far as may be consistent with the provisions of law.

- (l) Establish any rules necessary to carry out any of the foregoing duties.
- (m) Perform such other duties in connection with the office as may be required by law, ordinance or by City Council

Section 5 – Relocated to 3.03 – will be renumbered in the final version

Section 6 – City Clerk

The City Clerk shall be appointed by the City Manager with advice and consent of Council. The appointment shall be made on the basis of education, ability, training and experience. The City Clerk shall:

- (a) Be the clerical officer of the Council and keep its journal in English.
- (b) Keep a record of all actions of the Council at its regular and special meetings.
- (c) Certify all ordinances and resolutions adopted by the Council.
- (d) Have the power to administer all oaths required by law and by the ordinances of the city and shall be custodian of the city seal, and shall affix the same to documents required to be sealed.
- (e) Be the custodian of all papers, documents, and records pertaining to the city, which are not entrusted to some other city officer or department by city charter, ordinance or law. All records of the city shall be made available to the general public in compliance with the Michigan Freedom of Information Act.
- (f) Shall give the proper officials ample notice of the expiration or termination of any official bonds, franchises, contracts or agreements to which the city is a part and shall notify the Council of failure of any officer or employee required to take an oath of office or furnish any bond required.
- (g) Be the chief election officer for the city.
- (h) Perform such other duties in connection with the office as may be required by law, ordinance or resolutions of the Council, or by the City Manager.

Section 7 – City Treasurer

The City Treasurer shall be appointed by the City Manager with advice and consent of Council. This appointment shall be made on the basis of education, ability, training and experience. The City Treasurer shall:

- (a) Have the custody of all moneys of the city and all evidences of value or indebtedness belonging to or held in trust by the city.
- (b) Keep and deposit all moneys or funds in such manner and only in such places as allowed by the Investment Policy adopted by Council, and shall report the same to the City Manager.
- (c) Have such powers, duties and prerogatives in regard to the collection and custody of state, county, school district, city taxes and other taxing entities' money as are provided by law.
- (d) Disburse all city funds in accordance with provisions of law and this charter.
- (e) Establish and maintain a general accounting plan which will conform to such uniform accounting standards as may be required by law.
- (f) Perform such other duties in connection with the office as may be required by law, the ordinances or resolutions of the Council, or by the City Manager.

Section 8 – City Assessor

The City Assessor shall be appointed or contracted for by the City Manager with advice and consent of Council. The selection shall be made on the basis of proper certification by the state assessor's board, education, ability, training and experience. The City Assessor shall:

- (a) Possess all the power vested in and shall be charged with the duties imposed upon the assessing officer of a city by law.
- (b) Make and prepare all regular and special assessment rolls in the manner prescribed by law or ordinances of the city.
- (c) Perform such duties as may be prescribed by law or the ordinances of the city, or by the City Manager.
- (d) Be the secretary of the Board of Review.

Section 9 – City Attorney

The City Attorney shall act as legal advisor and be responsible to the Council. The Council shall make the appointment on the basis of education, ability, training and experience. The City Attorney serves at the pleasure of the City Council and may be removed by an affirmative vote of not less than four (4) of its members.

The City Attorney shall:

- (a) Be the legal advisor and counsel for the city.

- (b) Prepare or review ordinances, regulations, contracts, bonds and other such instruments as may be required by this charter, the Council, or the City Manager and shall promptly give an opinion as to the legality thereof.
- (c) Prosecute ordinance violations and shall represent the city in cases before the courts and other tribunals. In such instances as the Council shall direct, the attorney shall defend officers and employees of the city in actions arising out of the performance of their official duties.
- (d) Perform such other duties in connection with the office as may be prescribed by this charter, the Council or by contractual agreement.
- (e) Comply with the Michigan Rules of Professional Conduct of the Michigan State Bar Association.

Upon the City Attorney's recommendation, or upon its own initiative, the Council may retain special legal counsel to handle any matters in which the city has an interest, or to assist the City Attorney.

Section 10 – Police Protection and Fire Protection

- (a) The Council shall provide for, establish and maintain police protection to enforce all laws, ordinances, and codes of the city through the creation of a police department, public safety department or by providing for police services by contract or intergovernmental agreement.
- (b) The Council shall provide for, establish and maintain fire protection and rescue services within the administrative division of the city. The Council shall have power to enact such ordinances and to establish and enforce such regulations and enter into intergovernmental or contractual agreements as it shall deem necessary.
- (c) If the city operates its own police and/or fire department, the police chief and/or fire chief shall be appointed by the City Manager, with advice and consent of Council, on the basis of education, ability, training and experience. The City Manager shall supervise these department chiefs and have authority of dismissal, with concurrence of Council.

Section 11 – City Planning Commission; Zoning and Zoning Board of Appeals

- (a) The Council shall maintain a City Planning Commission in accordance with and having all the powers and duties granted by the provisions of law relating to such commissions, and this charter including but not limited to the Michigan Planning and Enabling Act, and all other intergovernmental planning and zoning statutes which it deems beneficial to the health, safety and general welfare of the city.

- (b) The Council shall maintain a zoning ordinance in accordance with the provisions of the Michigan Zoning Enabling Act relating to such ordinances and this charter. The ordinance shall provide that zoning be coordinated with the work of the City Planning Commission.
- (c) The members of the Planning Commission and Zoning Board of Appeals shall be appointed by the Mayor subject to confirmation by the Council and shall be residents of the city. Their appointment, functions and duties shall be in accordance with statute and city ordinance.

Section 12 – Planning and Zoning Administrator

The Planning and Zoning Administrator shall enforce the city zoning ordinances and will receive functional and administrative supervision from the City Manager. The Planning and Zoning Administrator shall be appointed by the City Manager, with advice and consent of the city Council, on the basis of education, ability, training and experience. The City Manager shall supervise and have the authority of dismissal.

The Administrator or the Administrator's designee shall:

- (a) Issue all notices and orders to insure compliance with zoning ordinances and recommend prosecution if necessary;
- (b) Process all applications related to zoning compliance, site plans, special land use permits, and zoning variances;
- (c) Prepare documents, agenda, and supporting information for the planning commission and zoning board of appeals meetings;
- (d) Assess all fees authorized by state statute, city ordinance or city resolution;
- (e) Prepare and/or assist in developing a Master Plan; and
- (f) Perform all other duties as may be prescribed by state law, the ordinance and resolutions of the city Council or as directed by the City Manager.

Section 13 – Other Public Authorities, Board or Commissions

- (a) The City Council may create such entities as may be needed for the public health, safety and well-being of the city.
- (b) The City Council may enter into contracts and agreements to establish those public authorities, joint boards and commissions, cooperative agreements, and other similar entities and arrangements as may be permitted that they determine to be in the interests of the city.

Financial Management (Draft Language Based on NCL Model Charter Article 5)

Section 1 – Fiscal Year

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

Section 2 – 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.

Section 3 – 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.

Section 4 – Budget (Caro Charter Section 9.3)

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 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) Capital Improvement Plan projects being recommended for implementation including an estimate of operation and maintenance costs.

Section 5 – 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 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.

Section 6 – Budget – Appropriations; Charging of Expenditures; Interim Accounting (Caro Charter Section 9.7)

- (a) No money shall be drawn from the 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.

Section 7 – Amendments after Adoption – Commission voted to not include this section.

Section 8 – Administration and Fiduciary Oversight of the Budget – Commission voted to not include this section.

Section 9 – Capital Improvement Plan

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.

Section 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.

Section 11 – Independent Audit (Caro Charter Section 9.10)

An independent audit shall be made of all accounts of the city government at least annually and more frequently if deemed necessary by the Council. Such audit shall be made by certified public accountants. The auditor's report of the city's business shall be made available to the public in such form as will disclose pertinent facts concerning the activities and finances of the city government.

Section 12 – Public Records. Commission voted to not include this section. It is required by state law which is referenced in other Articles.

Additional Sections to Include from Caro Charter:

Depositories (Caro Section 9.8)

The Council shall designate depositories for city funds in accordance with law and shall provide for the regular deposit of all city money by the City Treasurer, under the direction of the City Manager, pursuant to the written Investment Policy approved by the Council.

Investments (Caro Section 9.9)

Surplus funds may be invested in any manner permitted by law, pursuant to the written investment policy approved by the Council.

Withdrawal of Funds (Caro Section 9.11)

All funds drawn from the treasury shall be drawn in accordance with the authority and appropriation of the Council and upon checks signed by two officers of the city to be designated by resolution of the Council. Each such check shall specify the fund or funds from which it is payable and shall be paid from no other fund or funds.

Elections (Draft Language Based on Caro Charter Article 4 and portions of Article 8)

Section 1 – Qualifications of Electors

The residents of the city having the qualifications of electors in the State of Michigan who are registered in the city shall be electors in the city.

Section 2 – Procedure

The election of the mayor and six Council persons shall be on a non-partisan basis. The general election statutes shall apply to and control all procedures relating to city elections, including qualification of electors, establishment of precincts, verification of petitions, registration of voters and voting hours. The City Clerk shall give public notice of each city election in the same manner as required by law for the giving of public notice of general elections in the state.

Section 3 – Precincts

The election precincts of the city shall remain, as they existed on the effective date of this charter unless altered by the Elections Commission in accordance with the laws of the State of Michigan.

Section 4 – Date of Regular City Elections

A non-partisan regular city election shall be held on the first Tuesday following the first Monday of November of even numbered years.

Section 5 – Special Election Dates

Unless otherwise specified by this charter, special city elections shall be called by resolution of the Council in accordance with state law. Any resolution calling a special election shall set forth the purpose of such election. There shall be no more than two (2) special elections in one (1) calendar year, unless otherwise permitted or required by law.

Section 6 – Notice

Notice of the time and place of holding any city election and of the offices to be filled and the questions to be voted upon shall be given by the City Clerk as provided in the state election law for the giving of notice by city clerks.

Section 7 – Voting Hours

The polls of all elections shall be opened and closed in accordance with the election laws of the State of Michigan for the opening and closing of polls at state elections.

Section 8 – Nominations – Generally

The method of nominations for all candidates for city elections shall be by petition as set forth in the Michigan Election Law, as amended.

Section 9 – Nominations – Form of Petition

The form of petition shall substantially as that designated by the Secretary of State for the nomination of non-partisan officers. The City Clerk shall provide and maintain a supply of official petition forms.

Section 10 – Nominations - Approval of Petitions

The City Clerk shall accept only nomination petitions which conform with the forms provided and maintained by the City Clerk. The nominating petitions shall be submitted in accordance with the state deadline for filing petitions. The petition(s) shall contain a minimum of 15 and a maximum of 25 signatures of registered electors for a candidate having the qualification required for the respective elective city office by this charter. Petitions shall be accepted only when accompanied by an Affidavit of Identity as required by Michigan Election Laws as amended. The City Clerk shall within two (2) business days examine the petitions and investigate the validity and genuineness of signatures submitted and, after the last day specified for receiving and filing nominating petitions, shall certify to the Election Commission the name and post office address of each candidate whose petitions meet the requirements set forth in the election act. The City Clerk shall immediately notify the candidates in writing of the City Clerk's determination. Objections to the City Clerk's determination shall be filed by sworn complaint with the County Clerk or as otherwise provided by state law.

Section TBD - Nominations – Candidate to Run for Only One Office (from Chelsea Charter)

The City Clerk shall not accept nominating petitions for the election of any candidate for more than one office. However, if a candidate withdraws their petitions for election to any elective office prior to the last day for filing petitions, the candidate may thereafter file petitions for another office by the last day for filing petitions.

Section 11 – Nominations – Withdrawal of Candidate

After the filing of a nomination petition by or on behalf of a proposed candidate for a city office, such candidate shall not be permitted to withdraw, unless a written notice of withdrawal is served on the City Clerk not later than 4:00 p.m. on the third business day after the last day for filing petitions as provided in this charter.

Section 12 -Public Inspection of Petitions

All nomination petitions filed shall be open to public inspection in the office of the City Clerk.

Section 13 – Election Commission Created; Composition; Duties; and Compensation

An Election Commission is hereby created, consisting of the City Clerk, a member of the City Council, and one qualified registered elector, both to be appointed by City Council. The City Attorney shall serve as an ex-officio member. The Election Commission shall be appointed for a term of two (2) years as part of the Council's Adoption of the Resolution of Organizational Matters. The member of the City Council serving on the Election Commission shall be a member whose name will not appear on the ballot for any office during their term on the Commission. The Council shall determine compensation, if any, of the members of the Election Commission. The City Clerk shall be the chairperson and two (2) members of such board shall constitute a quorum. The commission shall appoint the Board of Election Inspectors for each precinct and have charge of all activities and duties required of it by statute and this charter relating to the conduct of elections in the city. The compensation of the election personnel shall be determined, in advance, by the Council. In any case where election procedure is in doubt, the Election Commission shall prescribe the procedure to be followed.

Section 14 – Form of Ballot

The form, printing and numbering of ballots or the preparation of the voting machines used in any city election shall conform to that prescribed by statute, except that no party designation or emblem shall appear.

Section 15 – Custody and Safekeeping of Registered Lists and Supplies

The City Clerk shall be responsible for the custody and safekeeping of all registration lists and supplies.

Section 16 – Absentee Ballots

The electors of the city shall be entitled to vote by absentee ballots at any city election as provided by statute.

Section 17 – Determination of Election Ending in a Tie Vote

If, at any city election, there shall be no choice between candidates by reason of two (2) or more persons having received an equal number of votes, then the Washtenaw County Board of Canvassers shall name a date for the appearance of such persons for the purpose of determining the election of such candidates by lot as provided by statute.

Section 18 – Recount

A recount of the votes cast at any city election of any office or upon any proposition may be had in accordance with the state statute.

Section 19 – Interim Election Cycle

Subject to Section (Transitions) of this charter, the City Council and Mayor shall be elected. The Mayor shall be elected for a term ending at the first regularly scheduled meeting of the Council following the date of the certification of the city election in 2018. Three (3) City Council persons shall be elected for terms ending at the first regularly scheduled meeting of the Council following the date of the certification of the city election in 2018 and three (3) City Council persons shall be elected for terms ending at the first regularly scheduled meeting of the Council following the date of the certification of the city election in 2016. At each subsequent election, the Mayor and Council persons shall be elected subject to Section (City Council).

Section 20 – Purity of Election; State Lawful and Unlawful Acts – not included

Section 21 – Recall

Any elected official may be recalled from office by the electors of the City in the manner provided by statute. The temporary vacancy of the recalled official(s) shall be filled in accordance with Section (City Council) and shall be effective until a successor shall be elected under the provision of this Charter.

Section 22 - Notice of Election, Acceptance of Office

Notice of the election as Mayor or member of City Council shall be given by the City Clerk within five (5) days after the certification of the election by the Board of Canvassers. If within twenty (20) days from the date of notice, such elected official shall not take, subscribe and file with the City Clerk their oath of office, such neglect shall be deemed a refusal to serve and the elected office shall thereupon be deemed vacant.

Section 23 – Initiative and Referendum Petitions – Generally (Caro - Section 8.11)

Any ordinance may be initiated by petition, or a referendum on an enacted ordinance may be made by petition as hereinafter provided.

Section 24 – Petitions for Initiatives and Referendums (Caro - Section 8.12)

- (a) An initiative or referendum petition shall be signed by not less than ten percent (10%) of the registered electors of the city, as of the date of the last regular city election, and all signatures on said petitions shall be obtained within forty-five (45) days before the date of filing the petition with the City Clerk.
- (b) Any such petition shall be presented on the forms as prescribed by the Secretary of State and signed and circulated by registered electors of the city.
- (c) An initiative petition shall set forth in full the ordinance it proposes to initiate, and no petition shall propose to initiate more than one ordinance.

- (d) A referendum petition shall identify the ordinance or part thereof it proposes to have repealed.
- (e) Such petitions shall be filed with the clerk who shall, within fifteen (15) days, verify the signatures thereon.
- (f) If the petition does not contain a sufficient number of signatures of registered electors of the city, the City Clerk shall notify forthwith the person filing such petition and fifteen (15) days from such notification shall be allowed for the filing of supplemental petition papers.
- (g) When a petition with sufficient signatures is filed within the time allowed by this section, the City Clerk shall present the petition to the Council at its next regular meeting.

Section 25 – Petitions – Council Procedures, Submission to Electors (Caro – Section 8.13)

Upon receiving an initiative or referendum petition from the City Clerk the Council shall, within thirty (30) days, unless otherwise provided by law, either,

- (a) Adopt the ordinance as submitted by initiative petition;
- (b) Repeal the ordinance, or part thereof, referred to by a referendum petition; or
- (c) Determine to submit the proposal provided for in the petition to the electors.
- (d) Should the Council decide to submit the proposal to the electors, it shall be submitted at the next election held in the city for any other purpose, or, at the discretion of the Council, at a special election called for that specific purpose.
- (e) In the case of an initiative petition, if no election is to be held in the city for any other purpose within one hundred and fifty (150) days from the time the petition is presented to the Council and the Council does not adopt the ordinance, then the Council shall call for a special election as soon thereafter as an election may be permitted by law.
- (f) The result shall be determined by a majority vote of the electors voting thereon, except in cases where otherwise required by law.

Section 25 – General Provisions; Suspension (Caro – Section 8.14)

- (a) The presentation to the Council by the City Clerk of a valid referendum petition shall automatically suspend the operation of the ordinance in question pending repeal by the Council or final determination by the electors.

- (b) An ordinance adopted by the electorate through initiative proceedings may not be amended or repealed for a period of one (1) year after the date of the election at which it was adopted, and an ordinance repealed by the electorate may not be reenacted for a period of one (1) year after the dated of the election at which it was repealed.
- (c) If two (2) or more ordinances adopted at the same election shall have conflicting provisions, the provision in the ordinance receiving the highest number of affirmative votes shall govern.

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Taxation (Draft Language Based on Caro Charter Chapter 10)

Section 1 – Power to Tax

In order to carry out the purposes, powers, and duties of the city government, established by this charter, and subject to state law where applicable, the city may assess, levy, and collect ad valorem taxes, rents, tolls, and excise taxes.

Section 2 – Subject of Taxation

- (a) Exclusive of any levies authorized by state law to be made beyond charter tax rate limitations, the annual ad valorem tax levy shall not exceed seventeen and one-half (17.5) mils of the taxable value of all real and personal property in the city. Of the seventeen and one-half (17.5) mils, 12.5 shall be dedicated to general operating and 5 to streets.
- (b) The subjects of ad valorem taxation for municipal purposes shall be the same as for state, county, school and other taxing entities under the state law.
- (c) Except as otherwise provided by this charter, city taxes shall be assessed, levied, collected, and returned in the manner provided by state law.

Section 3 – Tax Day

Subject to the exceptions provided or permitted by state law, the taxable status of persons and property shall be determined as of December 31, or such other date as may subsequently be required by state law, which shall be deemed the tax day. Values on the assessment roll shall be determined according to the facts existing on the tax day for the year for which such roll is made, and no change in the status or location of any such property after that day shall be considered by the City Assessor or the Board of Review.

Section 4 – Jeopardy Assessments

If the City Treasurer finds or reasonably believes that any person, who is, or may be, liable for taxes upon personal property, the taxable situs of which was in the city on tax day, intends to depart or has departed from the city; or to remove or has removed therefrom personal property; which is, or may be, liable for taxation; or to conceal or conceals their person or their property; or does any other act tending to prejudice, or to render wholly or partly ineffectual, the proceedings to collect such tax, unless proceedings therefore be brought without delay, the City Treasurer shall proceed to collect the same as a jeopardy assessment in the manner provided by state law.

Section 5 – Assessment

The City Assessor shall annually place a value, in accordance with state law, upon all property, both real and personal, in the city, which is subject to taxation. Such valuation of property shall be in accordance with established assessment rules, techniques, and procedures. The council shall provide for the maintenance of the records and facilities of the office of the City Assessor.

Section 6 – Assessment Roll

- (a) Prior to the date of the first meeting of the Board of Review in each year, the City Assessor shall prepare and certify an assessment roll of all property in the city, in the manner and form provided in the general tax law of the State of Michigan. Such roll may be divided into volumes that the City Assessor shall identify by number, for the purpose of convenience in handling the assessment roll and for locating properties assessed therein. The attachment of any certificate or warrant required by this Article to any volumes of the roll, either as an assessment roll or as a tax roll, shall constitute the attachment thereof to the entire roll, provided the several volumes are identified in such certificate or warrant. Values of property set forth on the assessment roll shall be determined according to recognized methods of systematic assessment.
- (b) The City Assessor shall give notice by first class mail to each owner of property on the assessment roll. The notice shall be addressed to the owner according to the records of the City Assessor's office and mailed not less than fourteen (14) days before the date of the convening of the Board of Review. Neither the failure of the City Assessor to give notice nor the failure of a person to receive notice shall invalidate any assessment roll or any assessment thereon.

Section 7 - Board of Review

- (a) A Board of Review is hereby created and composed of three (3) members who shall have the following qualifications: A member shall be a registered elector of the city, and shall have been a resident of the city for at least one (1) year immediately prior to the date of appointment. The appointment of members of such Board shall be based upon their knowledge and experience in property valuation.
- (b) The members of the Board of Review shall be appointed by the council and may be removed for reasons of nonfeasance or misfeasance by a majority vote of the council. The first such Board of Review appointed by the council under the provisions of this charter shall be made up of three (3) qualified members appointed for two (2), three (3), and four (4) year terms. Thereafter, when terms expire, the council shall appoint a member for a three (3) year term at the first regular council meeting in January of each succeeding year or as part of the Council's Adoption of the Resolution of Organizational Matters, whichever comes first. Upon a vacancy due to resignation or otherwise, the council shall appoint a member to fill the remainder of the vacant term. The council shall fix the compensation of the members of the Board.
- (c) An annual organizational meeting of the Board of Review shall be held on the first Tuesday following the first Monday in March to select one (1) of its members as chairperson for the ensuing year, to review the assessment roll and to examine the guidelines and practices followed in preparing the assessment roll. The City Assessor shall be the secretary of the Board, and shall be entitled to be heard at its sessions, but shall have no vote on any proposition or question.

- (d) Being elected to an office of the city while serving as a member of the Board of Review shall constitute a resignation from the Board of Review.

Section 8 – Duties and Functions of Board of Review

- (a) The members of the Board of Review shall be officers of the city and shall take the oath of office, which shall be filed with the City Clerk.
- (b) For the purpose of revising and correcting assessments, the Board of Review shall have the powers and perform duties, in all respects as given by state law.
- (c) At the time, and in the manner provided in the following section, the Board of Review shall hear the complaints of all persons considering themselves aggrieved by assessments. If it shall appear that any person or property has been wrongfully assessed or omitted from the roll, the Board of Review shall correct the roll in such manner as it deems just. In all cases, the assessment roll shall be reviewed according to the facts existing on the most recent tax day.
- (d) Except as otherwise provided by state law, no person other than the Board of Review shall make any change upon, or addition or correction to, the assessment roll.
- (e) The City Assessor shall make a permanent record of all proceedings of the Board of Review and enter therein all its resolutions and decisions. Such record shall be filed with the City Clerk on or before the first day of May following the meeting of the Board of Review.

Section 9 – Notice of Meeting

Notice of the time and location of the sessions of the Board of Review shall be published by the City Assessor in a newspaper having general circulation in the city at least one (1) week prior to each session of the Board and printed on the assessment notice sent as described in Section 6b of this chapter.

Section 10 – Meetings; Examination of Persons Appearing

The Board of Review shall meet in two (2) sessions in each year at such place as shall be designated by the council. The first session of the Board shall convene on the first Tuesday after the first Monday in March of each year and may continue in session for three (3) days and as much longer as may be necessary for the purpose of considering and correcting the roll. In each case where the assessed value is increased or any property added to the rolls by the Board, the secretary of the Board shall give notice to the owners thereof according to the last assessment roll of the city by first class mail as prescribed by statute. The second session of the Board shall convene on the second Monday of March of each year, however, the City Council may authorize, by adoption of an ordinance or resolution, an alternative starting date of either the Tuesday or Wednesday following the second Monday of March. The Board of Review shall continue in

session for one (1) day and as much longer as may be necessary for the purpose of hearing appeals of property assessments. The Board shall remain in session during such hours as the council may designate and as required by state law.

Section 11 – Certification of Roll

After the Board of Review has completed its review of the assessment roll, the majority of its members shall sign a certificate to the effect that the same is the assessment roll of the city for the year in which it has been prepared, as approved by the Board of Review, which certificate, when attached to any volume of the roll, shall constitute a conclusive presumption of the validity of the entire roll.

Section 12 – Validity of Assessment Roll

Upon the certification by the Board of Review the assessment roll, and from and after midnight ending the last day of the meeting of the Board of Review, shall be the assessment roll of the city for county, school and city taxes, and for other taxes on real and personal property that may be authorized by state law. It shall be presumed by all courts and tribunals to be valid, and shall not be set aside, except for cause set forth by state law.

Section 13 – Clerk to Certify Levy

Within three (3) days after the adoption of the budget for the ensuing year, the City Clerk shall certify to the City Assessor the total amount which the council determines shall be raised by general taxation, together with such other assessments and lawful charges and amount which the county and other taxing authorities shall authorize or require to be assessed, reassessed, or charged upon the city tax roll against property or persons.

Section 14 – City Tax Roll

After the Board of Review has completed its review of the assessment roll, the City Assessor shall prepare a tax roll, to be known as the “City Tax Roll.” Upon receiving the certification of the several amounts to be raised, assessed, and charged for city taxes, as provided in the preceding section, the City Assessor shall proceed forthwith to:

- (a) Spread the amounts of the general city tax according to and in proportion to the several valuations set forth in said assessment roll;
- (b) Place such other assessments and charges upon the roll as are required and authorized by the council; and
- (c) Complete other said tasks as required by state law.

Section 15 – Tax Roll Certified for Collection

After extending the taxes and placing other assessments and charges upon the roll, the City Assessor shall certify said tax roll and attach the City Assessor’s warrant by the tenth day of June in each year, directing and requiring the City Treasurer to collect from the several persons named in said roll the several sums mentioned therein opposite their respective names as a tax or

assessment, and granting the City Treasurer for the purpose of collecting the taxes, assessments, and charges of such roll, all the power and immunities possessed by City Treasurers for the collection of taxes under the general laws of the state.

Section 16 – Liens

All taxes thus assessed shall become a debt due the city as provided by state law and, as of the first day of July of the year of assessment, the said taxes with any applicable charges, fees or penalties shall become a lien upon the property against which they are assessed until paid.

Section 17 – Tax Payment Dates

City taxes shall be due and payable on the first day of July each year and be delinquent after September 15. Other property taxes as permitted by state law shall be due December 1 and be delinquent after February 28. Unpaid tax assessment charges and penalties shall be turned over for collection by March 1 as provided by statute.

Section 18 – Tax Due – Notification Thereof

The City Treasurer shall not be required to make personal demand for the payment of taxes, but, upon receipt of the city tax roll, shall, forthwith, give notice to the taxpayers of the city by forwarding a tax statement to each person named in the tax roll, which mailed statement shall be a sufficient demand for the payment of all taxes assessed. Neither the failure on the part of the City Treasurer to mail such statement nor the failure of any person to receive the same, shall invalidate the taxes on the tax roll or release any person or property assessed from the liabilities provided in this charter in case of nonpayment.

Section 19 – Tax Payment Schedule

The council shall provide by ordinance, for a tax payment schedule and the amount of collection charges, penalties and interest to be added to taxes, charges, and assessments on the city tax roll. When so added, such collection charges, penalties and interest shall be treated in all respects as an item of taxes and collected as such. Any collection charges, penalties and interest shall be collectable in the same manner as taxes, assessments, and charges to which they are added.

Section 20 – Failure or Refusal to Pay Personal Property Tax

If any person shall neglect or refuse to pay any tax on personal property assessed to such person, the City Treasurer shall collect the same by seizing any personal property of such person, to an amount sufficient to pay such tax, together with any charges and interest added thereto, wherever the same may be found in the State of Michigan. No property shall be exempt from such seizure. The City Treasurer may sell the property seized, at an amount sufficient to pay the taxes and all charges, fees, penalties, and interest, in accordance with statutory provisions. The City Treasurer may also sue the person to whom a personal property is assessed, in accordance with the powers granted by state law.

Section 21 – State, County and School Taxes

For the purpose of assessing and collecting taxes for state, county and school purposes, the city shall have the powers enumerated by the General Property Tax Act, and all provisions of state law relative to the collection of, and accounting for, such taxes and the penalties and interest thereon shall apply. For the purpose of collecting state, county, and school taxes, the City Treasurer shall perform the same duties and have the same powers as enumerated by the General Property Tax Act.

Section 22 – Protection of City Lien

The city shall have the power, insofar as the exercise thereof shall not conflict with or contravene the provisions of state law, to acquire such interest in any premises within the city, by purchase at any tax or other public sale, or by direct purchase from or negotiation with the State of Michigan or the owner, as may be necessary to assure to the city the collection of its taxes, special assessments, charges and any interest thereon which are levied against any lot or parcel of real property or to protect the lien of the city therefore, and may hold, lease, or sell the same. Any such procedure exercised by the city to assure the collection of its taxes or the protection of its tax or other liens shall be deemed to be for a public purpose. The council may adopt any ordinance, which may be reasonably necessary to make this section effective.

Section 23 – Tax Roll to County Treasurer

All taxes, special assessments, charges, and collection fees, on the city tax roll which remain unpaid on the first day of March following the date when said roll was received by the City Treasurer shall, on that date, become delinquent and shall be returned to the County Treasurer at the time and in the same manner and with like effects as returns by City Treasurers of school and county taxes.

Such returns shall be made upon a delinquent tax roll to be prepared by the City Treasurer and shall include all the additional charges which shall, in such return, be added to the amount assessed in said tax roll against each description. The taxes, assessments, charges, and fees, thus returned shall be collected in the same manner as taxes returned to the County Treasurer are collected under the provisions of the general laws of the State of Michigan and shall be and remain a lien upon the lands against which they are assessed until paid.

Section 24 – City Income Tax

No City income tax shall be levied without an approving vote of a majority of city electors voting thereon at a special or city election or as otherwise permitted by state law.

Special Assessments (Draft Language Based on Caro Charter Chapter 11)

Section 1 – General Power Relative to Special Assessments

The council shall have the power to determine the necessity of public improvements within the city, and to determine that the whole or any part of the cost of any public improvement shall be defrayed by special assessment upon property or properties benefited in proportion to the benefits derived or to be derived. The council shall also have the power of reassessment with respect to any such public improvement.

Section 2 – Procedure Fixed by Ordinance

The council shall prescribe by ordinance the complete special assessment or reassessment procedure governing the initiation of projects, the preparation of plans and cost estimates, recuperating condemnation costs, the creation of special assessment districts, notices and hearings, contesting the special assessment district, making and confirming the assessment rolls, the correction of errors in such rolls, the collection of special assessments, creation of special assessment accounts, postponement of payments, correction of invalid special assessments, and any other matters concerning the making and financing of improvements by special assessment.

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Borrowing (Draft Language Based on Caro Charter Chapter 12)

Section 1 - General Power

Subject to the applicable provisions of state law, the city may borrow money for any purpose within the scope of its powers, and may issue bonds, or other evidence of indebtedness therefore.

Section 2 - Limits of Borrowing Authority

- (a) The net bonded indebtedness incurred for all public purposes shall not at any time exceed the maximum amount permitted by state law, provided that in computing such bonded indebtedness there shall be excluded special assessment bonds, even though they are a general obligation of the city, mortgage bonds, revenue bonds, bonds in anticipation of state-retained revenues to the extent permitted by state law, and any other bonds or indebtedness excluded by state law from such limitation. The amount of funds accumulated for the retirement of any outstanding bonds shall also be deducted from the amount of bonded indebtedness.
- (b) The amount of emergency borrowing which may be incurred under the provisions of this charter may not exceed the maximum amount permitted by state law.
- (c) No bonds shall be sold to obtain funds for any purpose other than that for which they were specifically authorized, and if such bonds are not sold within the time limited by state law, such authorization shall be null and void.
- (d) The issuance of any bonds not requiring the approval of the electorate shall be subject to applicable requirement of state law with reference to public notice in advance of authorization of such issues, filing of petitions for a referendum on such issuance, holding such referendum, and other applicable procedural requirements.

Section 3 - Use of Borrowed Funds

Each bond or other evidence of indebtedness shall contain on its face a statement of the purpose for which the same is issued and no officer of the city shall use the proceeds thereof for any other purpose, except that whenever the proceeds of any bond issue, or a part thereof, remain unexpended and unencumbered for the purpose for which said bond issue was made, the council may authorize the use of such expended and unencumbered funds as provided in this section, which use shall be subject to the approval of the Michigan Department of Treasury where required:

- (a) For an additional extension or improvement of facility or project for which the bond issue was made;
- (b) For the retirement of such bond issue;

- (c) If such bond issue has been fully retired or funds are segregated which are adequate for such purpose, then for the retirement of other bonds or obligations of the city;
- (d) If there is no other indebtedness or funds are segregated which are adequate for such purpose, then for such other purposes as may be permitted by state law.

Section 4 - Separation of Special Assessment Collections; Payment of Deficiency in Special Assessments

All collection on each special assessment roll or combination of rolls, in anticipation of which bonds have been issued, shall be set apart in a separate fund (but not necessarily in a separate bank account) and shall be used for the purpose for which levied and for the payment of the principal and interest on such bonds. If there is any deficiency in a special assessment fund to meet the payment of the principal or interest to be paid therefrom, money shall be advanced from the general funds of the city to meet such deficiency and shall be replaced in the general fund when the special assessment fund shall be sufficient therefore.

Section 5 - Bond Interest Rates

No bond or other evidence of indebtedness of the city shall bear interest at a rate that exceeds a rate ceiling imposed by state law.

Section 6 - Execution of Bonds

All bonds issued by the city shall be signed by the Mayor and countersigned by the City Clerk and shall bear the corporate seal of the city. Said signatures of the Mayor and the City Clerk and the seal of the city may be by facsimile if permitted by state law.

Section 7 - Record of Bonds and Other Evidence of Indebtedness; Cancellation

The City Treasurer shall keep a detailed record of all bonds and other evidence of indebtedness. Upon payment of bonds or other evidence of indebtedness the same shall be cancelled.

Section 8 - Preparation and Records of Bonds

Each bond or other evidence of indebtedness shall contain a statement specifying the purpose for which it is issued and it shall be unlawful for any officer of the city to use the proceeds thereof for any other purpose. Any officer who shall violate this provision shall be deemed guilty of a violation of this charter, except that, whenever the proceeds of any bond issue or parts thereof shall remain unexpended and unencumbered for the purpose for which said bond issue was made, the council may authorize the use of said funds for the retirement of bonds of said issue or for any other purpose permitted by state law.

Section 9 - Unissued Bonds (from the Chelsea Charter)

Any authorization by the electors for the issuance of bonds by the city shall be void if such bonds shall not be issued within three years from the date of authorization.

Purchases, Sales, Contracts and Leases (Draft Language Based on Caro Charter Article 13)

Section 1 – Establishment of Procedures by Ordinance.

The City Council shall provide for, by ordinance based upon a national standard, a purchasing procedure to be followed in purchasing city supplies, materials, equipment, contractual service, or other forms of personal property. Before making any such purchase or contract to purchase, competitive bids shall be obtained except:

- (a) In the securing of professional services for the city;
- (b) When the purchasing agent for the city is exempted by the purchasing ordinance because of value or when the city council shall determine that no advantage to the city would result from competitive bidding; or
- (c) Upon the occurrence of an emergency.

The City Council shall provide in the ordinance required by this section the definition of “lowest responsible bidder,” the dollar limit within which the purchasing agent of the city may make purchase without the necessity of obtaining competitive bids, and the dollar limit within which purchases may be made without the necessity of council approval.

Section 2 – Purchase, Sale and Lease of Property.

The council shall establish by ordinance the procedures for the purchase, sale or lease of real property for the city. The ordinance shall provide a dollar limit within which purchases, sales or leases of real property may be made without necessity of securing competitive bids, and the dollar limit within which purchases or leases may be made without the necessity of prior council approval.

Section 3 – Limitations on Contractual Power.

- (a) No contract shall be made with any person, firm or corporation in default to the city.
- (b) The council’s power to sell or dispose of any real property shall be conditioned on the conducting of a public hearing thereon and receiving five (5) affirmative council votes and the requisite electoral approval if required by state law.

Section 4 – Installment Contracts.

The city may enter into installment contracts for the purchase of property or capital equipment. Each such contract shall not extend over a period greater than that permitted by state law nor shall the total amount of principal payments under all such contracts exceed a sum permitted by state law. Each such payment shall be included in the budget for the year in which each respective installment is payable.

Section 5 – Restriction on Powers to Sell or Lease Property.

The city may not sell any park or cemetery or any part thereof unless the sale is permitted by an affirmative majority of five (5) persons on council and a majority of city electors voting on the proposed sale.

The transfer or assignment of any agreement or contract for the renting or leasing of public property may be made only upon approval of the council, but approval of such transfer shall not be subject to referendum.

DRAFT

Utilities, Franchises and Permits (Draft Language Based on Caro Charter Chapter 14)

Section 1 – General Powers

The city shall possess and hereby reserves to itself all the powers granted to cities by state law to acquire, construct, own, operate, improve, enlarge, extend, repair, maintain, encumber, convey, dispose of or sell, either within or without its corporate limits, public utilities, including but not by the way of limitation public utilities for treating and supplying water and for supplying light, heat, power, gas, sewage treatment, garbage disposal; and also to sell and deliver the products or services thereof, both within and outside its corporate limits, subject to the limitations herein contained. The power to supply said utilities services, as herein possessed and reserved, shall include the power to extract, process, manufacture, transport or purchase the same from others.

Section 2 – Administration of Municipally Owned and Operated Utilities

- (a) All municipally owned and operated utilities shall be administered as a regular department of the city government under the management and supervision of the City Manager.
- (b) The council may enact such ordinances and adopt such resolutions as may be necessary for the care, protections, preservation, control and operation of any public utilities which the city may, in any manner acquire, own, or operate and all fixtures, appurtenances, apparatus, building, and machinery connected therewith or belonging thereto, and to carry in effect the powers conferred upon the city by the provision of this charter and by state law.

Section 3 – Rates

- (a) The council shall fix just and reasonable rates and such other charges as may be deemed advisable for supplying municipal utility services and as permitted by state law. Discrimination in rates by the council, within any classification of users, shall not be permitted, nor shall free service be permitted other than to the city, but higher rated may be charged for utility services delivered or furnished beyond the corporate limits of the city.
- (b) The rates and charges for any municipal utility shall be fixed on a basis at least adequate to compensate the city for the cost of such service and to make reasonable provision for the extension thereof according to the needs of the city. Transactions pertaining to the ownership and operation of each municipal utility shall be recorded in a separate group of accounts, which shall be classified in accordance with generally accepted accounting practices. Charges for all service furnished to, or rendered by, other city departments or administrative units shall be recorded, whether collected or not. An annual report shall be prepared to show the financial position of each utility and the results of its operation. A copy of such reports shall be available for inspection at the office of the City Clerk.

Section 4 – Collection of Municipal Utility Rates and Charges

- (a) The council shall provide by ordinance for the collection of rates and charges for public utility services furnished by the city. When any person fails or refuses to pay to the city any sums due on utility bills, the service upon which such delinquency exists may be discontinued and suit may be brought for the collection thereof.
- (b) Except as otherwise provided by state law, the city shall have a lien upon the premises to which utility services are supplied and, for such purposes, shall have all the powers granted to cities by state law. The lien shall become effective immediately on the distribution or supplying of utility services to such premises. In each case where a lien to secure the payment of utility charges is not available to the city by the operation of state law or otherwise, the council shall require that an adequate deposit be made by the person to whom city utility services are furnished, for the purpose of guaranteeing the collection of charges for such utility services.
- (c) Insofar as permitted by state law, all unpaid charges for utility services to any such premises, which, on the thirty-first (31st) day of March of each year, have remained unpaid for a period of six (6) months or more, shall be reported to the council by the City Manager at the first meeting thereof in the month of April. The council thereupon shall order the publication in a newspaper of general circulation in the city of notice that all such unpaid utility charges not paid by the thirtieth (30th) day of April will be spread upon the city's tax roll against the premises to which such utility services were supplied or furnished, and such charges shall then be spread upon the city's tax roll and shall be collected in the same manner as the city taxes.

Section 5 – Accounts and Finances of Public Utilities

Separate accounts termed Enterprise Funds shall be kept for each public utility owned and operated by the city. Such accounts shall be classified and made in accordance with general accounting practice. Charges for all services furnished to, or rendered by, other city departments or agencies shall be recorded. An annual report shall be prepared to show more accurately the financial position of the utility and the results of its operations which report shall be on file in the office of the City Clerk for inspection. Such system of accounts shall conform to the Uniform System of Accounts as required by state law.

Section 6 – Disposal of municipal Utility Plants and Property

The city shall not sell, exchange, lease, or in any way dispose of any property, easement, equipment, privilege, or asset needed to continue the operation of any municipal public utility, unless the proposition to do so is approved by at least three-fifths (3/5) of the electors of the city voting on the question at a regular or special city election. All contracts, grants, leases, or other forms of transfer in violation of this section shall be void and of no effect as against the city. The restrictions of this section shall not apply to the sale or exchange of articles of machinery or equipment of any municipally owned public utility, which are no longer useful or which are replaced by new machinery or equipment, or to the leasing of property not necessary for the

operation of the utility, or to the exchange of property or easements for other needed property or interests in property.

Section 7 – Public Utility Franchises

Insofar as permitted by state law the city may grant a franchise to any person for the use of the streets, alleys, bridges, and other public places of the city for the furnishing of any public utility, electronic, telephonic, video or communications services to the city and its inhabitants as may be permitted by state law. Franchises and renewals, amendments, and extensions thereof shall be granted only by ordinance. Public utility franchises shall include provisions for fixing rates and charges and may provide for readjustments thereof at periodic intervals. The city may, with respect to any public utility franchise granted after the effective date of the charter, whether or not so provided in the granting ordinance:

- (a) Terminate the same for the violation of any of its provisions, for the misuse or nonuse thereof, for failure to comply with any provision thereof, or any regulation imposed under authority of this section;
- (b) Require proper and adequate extension of plant and the maintenance thereof at the highest practicable standard of efficiency;
- (c) Establish reasonable standards of service and quality of products, and prevent unjust discrimination in service or rates;
- (d) Impose other regulations determined by the council to be conducive to the health, safety, welfare, and convenience of the public;
- (e) Require the public utility to permit joint use of its property and appurtenances located in the streets, alleys, bridges, and public places, by the city and other utilities, insofar as such joint use may be reasonably practicable and upon payment of reasonable rental therefore, and, in the absence of agreement, upon application by the public utility, provide for arbitration of the terms and conditions of such joint use and the compensation to be paid therefore;
- (f) Require the public utility to pay any part of the cost of improvement or maintenance of streets, alleys, bridges, and public places, that arises from its use thereof, and to protect and save the city harmless from all damages arising from such use; and
- (g) Require the public utility to file with the City Manager such drawings and maps of the locations and nature of its facilities, as the council may request.

Section 8 – Public Utility Franchises – Granting

- (a) Public utility franchises and all renewals, and extensions thereof and amendments thereto shall be granted only by ordinance or as otherwise provided by state law. No franchise shall be granted for a longer period than thirty (30) years.

- (b) Unless otherwise preempted by state or federal law, no franchise ordinance, which is not subject to revocation at the will of the council, shall be enacted nor become operative until the same shall have first been referred to the people at a regular or special election and received the affirmative vote of three-fifths (3/5) of the electors voting thereon. No such franchise ordinance shall be approved by the council for referral to the electorate before thirty (30) days after application therefore has been filed with the council nor until a public hearing has been held thereon, nor until the grantee named therein has filed with the City Clerk their unconditional acceptance of all terms of such franchise. No special election for such purpose shall be ordered unless the expense of holding such election, as determined by the council, shall have been first paid to the City Treasurer by the grantee.
- (c) A franchise ordinance, or renewal or extension thereof, or amendment thereto, which is subject to revocation at the will of the council may be enacted by the council without referral to the voters, but shall not be enacted and shall have so been on file in the office of the City Clerk for public inspection for at least four (4) weeks after publication of a notice that such ordinance is on file.

Section 9 – Public Utility Franchises – Conditions

Unless otherwise preempted by state or federal law, all public utility franchises granted after the adoption of this charter, whether it be so provided in the granting ordinance or not shall be subject to the following rights of the city, but this enumeration shall not be exclusive or impair the right of the council to insert in such franchise any provision within the power of the city to impose or require:

- (a) To repeal the same for misuse, non-use, or failure to comply with the provisions thereof;
- (b) To require adequate extensions of plant and service and maintenance thereof at the highest practicable standard of efficiency;
- (c) To establish reasonable standards of service and quality of products and prevent unjust discrimination in service or rates;
- (d) To require continuous and uninterrupted service to the public in accordance with the terms of franchise throughout the entire length thereof;
- (e) To use, control, and regulate the use of its streets, alleys, bridges, and other public places and the space above and beneath them; and
- (f) To impose such other regulations as may be determined by the council to be conducive to the safety, welfare and accommodation of the public.

Section 10 – Availability of Proposed Ordinances

Every ordinance granting a franchise, license, or right to occupy or use streets, alleys, bridges, or public places shall remain on file with the City Clerk for public inspection in its final form for at

least four (4) weeks before the final adoption thereof, or the approval thereof for referral to the electorate.

Section 11 – Plans of Facilities in Streets and Public Places

- (a) The council shall, by ordinance, require as a condition to the placing or installment thereof, that each public utility conducting a business in the city, file with the City Manager a duplicate copy of layout plans, pipes, conduits, and other facilities which are to be placed on, under, or above the surface of the city's streets, alleys, bridges, and public places.
- (b) To the extent permitted by state law, every public utility shall pay such part of the cost of improvement or maintenance of streets, alleys, bridges, and other public places as shall arise from its use thereof and shall protect and save the city harmless from all damages arising from said use. Every such public utility shall be required by the city to permit joint use of its property and appurtenances located in the streets, alleys, bridges, and other public places of the city, by the city and other utilities insofar as such joint use may be reasonably practicable, upon payment of reasonable rental therefore. In the absence of agreement and upon application by any public utility, the council shall provide for arbitration of the terms and conditions of such joint use and the compensation to be paid therefore.

Section 12 – Temporary Permits

Temporary permits for public utilities, revocable at any time at the will of the council, may be granted by the council by resolution on such terms and conditions as it shall determine, provided that such permits shall in no event be construed to be franchises or amendments to franchises. A temporary permit shall be subject to the rights of the city to make independent audit and examination accounts at any time and to require reports annually or at more frequent intervals as prescribed by resolution of the council. When the council deems it in the public interest, such permits may be exclusive.

Section 13 – Existing Franchises and Permits

All franchises and permits to which the Village of Dexter is a party when this charter becomes effective shall remain in full force and effect according to each agreement.

Section 14 – Purchase – Condemnation

The city shall have the right to acquire by condemnation, or otherwise, the property of any public utility in accordance with general law.

MISCELLANEOUS (Draft Language Based on Caro Charter Chapter 15)

Section 1 LIABILITY OF CITY; PROCEDURE FOR FILING CLAIM

The city shall have all the governmental immunities from claims for damages for injury to persons or property as may be permitted by state law. The procedures in regard to filing of claims and disposition of the same shall be as permitted by state law.

Section 2 RECORDS

All records of the city shall be made available to the general public in compliance with the Freedom of Information Act and shall be kept in city offices except when required for official reasons or for purpose of safe keeping to be elsewhere.

Section 3 ESTOPPEL AGAINST CITY

No estoppel may be created against the city.

Section 4 PROCESSES AGAINST CITY

All processes against the city shall run against the city in the corporate name thereof, and may be served by delivering a true copy to the mayor or city clerk.

Section 5 TRUSTS FOR MUNICIPAL PURPOSES

All trusts established for any municipal purpose shall be used and contained in accordance with the terms of such trust subject to the cy pres doctrine. The council may in its discretion receive and hold any property in trust for any municipal purpose and shall apply the same to the execution of such trust and for no other purposes, except in cases where the cy pres doctrine shall apply.

Section 6 QUORUM GENERALLY

Except as provided otherwise in this charter, a quorum of any board or commission created by and pursuant to this charter shall be a majority of the members of such board or commission in office at the time, but not less than two (2) members.

Section 7 SATURDAYS, SUNDAYS OR CITY HOLIDAYS

Whenever the date fixed by this charter for the doing or completion of any act falls on a Saturday, Sunday or city holiday, such act shall be done or completed on the next succeeding day that is not a Saturday, Sunday or city holiday.

Section 8 CHAPTER, SECTION AND SUBSECTION HEADINGS OF CHARTER

The chapter, section and subsection headings used in this charter are for convenience only, and shall not be considered as part of the charter.

Section 9 AMENDMENT OF CHARTER

This charter may be amended at any time in the manner provided by statute. Should two (2) or more amendments adopted at the same election have conflicting provisions, the one (1) receiving the largest affirmative vote shall prevail as to those provisions.

Section 10 SEVERABILITY OF CHARTER PROVISIONS

Should any provision or section, or portion thereof, of this charter be held by a court of competent jurisdiction to be invalid, illegal, or unconstitutional, such holding shall not be construed as affecting the validity of this charter as a whole or of any remaining portion of such provision or section, it being hereby declared to be the intent of the charter commission, and of the electors who voted thereon, that such unconstitutionality or illegality shall not affect the validity of any other part of this charter.

Section 11 DEFINITIONS - GENERALLY

Except as otherwise specifically provided or indicated by the context or is further extended and defined:

- (a) All words used in this charter indicating the present tense shall not be limited to the time of the adoption of this charter, but shall extend to and include the time of the happening of any event or requirement for which provision is made herein.
- (b) The singular number shall include the plural, the plural number shall include the singular.
- (c) The word “person” may extend and be applied to an individual, partnership, corporation, association, other legal entities, or a combination of them.
- (d) The word “printed” and “printing” shall include reproductions by printing, engraving, stencil duplicating, lithographing or any similar reproduction method.
- (e) Except in reference to signatures, the words “written” and “in writing” shall include printing and typewriting and any other currently acceptable similar method.
- (f) The word “officer” shall include the mayor and other members of the council and administrative officers.
- (g) The word “employee” shall mean those persons not holding elective or appointive office, one who is generally subordinate to the officer and performs only those duties specifically assigned by a contract, department head, or other governmental body.
- (h) The word estoppel shall mean “as being estopped or prevented from denying or asserting something, on the ground that to do so contradicts what has already been admitted or denied, either explicitly in words or implicitly by actions.”
- (i) The word “default” shall include being delinquent in payment of taxes or municipal utility charges for more than thirty (30) days unless the default is being tested in a court or tribunal.

- (j) The word “statute” shall denote the Public Acts of the State of Michigan and any amendments thereto in effect at the time the provision of the charter containing the word “statute” is to be applied.
- (k) All references to specific Public Acts of the State of Michigan shall be to such acts as are in effect at the time the reference to such act is to be applied.
- (l) The words “state law” shall denote the statutes of the State of Michigan and the applicable common law.
- (m) All reference to section numbers shall refer to section numbers of this charter.
- (n) The word “city” shall mean the City of Dexter.
- (o) The word “council” shall mean the council of the City of Dexter.
- (p) The words “public utility” shall include all common carriers in the public streets; water; sewage disposal; electric light and power; gas; telephone and telegraph lines and systems; cable television; garbage and refuse collection and disposal and reduction plants; and such other and different enterprises as the council may determine or designate.
- (q) For the purpose of this charter, the offense of “misconduct in office” includes doing a wrongful act, doing a lawful act in a wrongful manner, and failure to perform an act required by the duties of the office or by rule established by the city council.
- (r) “Public record” means any writing prepared, owned, used, in the possession of, or retained by a public body in the performance of an official function, from the time it is created. Public record does not include computer software. A Public record is subject to the Freedom of Information Act.
- (s) The word “family” shall include: spouse, child, grandchild, father, mother, grandmother, grandfather, sister, half-sister, brother, half-brother and spouse of any of them, and all such relationships arising from adoption, or as recognized by state law.
- (t) The term “member of the council” shall mean all elected or appointed members of the council.
- (u) The word “situs” shall mean where the property is treated as being located for legal purposes.
- (v) The word “cy pres” shall mean “as near as possible” or “as near as may be.”
- (w) “Department Head” shall include any Police Chief, any Fire Chief, any Public Safety Director, any DPW Superintendent, any WWTP Superintendent, any Planning and Zoning Administrator, and the head of any other department established by the council.

Section 12 DEFINITION OF PUBLICATION AND MAILING OF NOTICES

Unless as otherwise required by law, the requirement contained in this Charter for the publishing or publication of notices, ordinances or proceedings of city council or other city boards, commissions or authorities, shall be met by publishing (a) at least once in a newspaper published in the English language for news of general character, with general circulation at regular intervals in the city for at least one (1) year immediately prior to the publication of the notice (b) by posting in at least three (3) conspicuous places within the city, or (c) by posting on the City's web site, cable site and/or the internet. Prima facie evidence of such publication shall be in the form of an affidavit of the printer or publisher of the newspaper, or his or her foreman or principal clerk attached to a copy of the notice.

In the case in which the charter requires the mailing or posting of notices around the city or on the internet, the affidavit of the officer or employee responsible for such mailing or posting, that such notice was mailed or posted shall be prima facie evidence of such mailing or posting.

Section 13 VESTED RIGHTS

After the effective date of this charter, the city shall be vested with all the property, moneys, contracts, rights, credits, effects and the records, files, books and papers belonging to the Village of Dexter. No right or liability, either in favor or against the village, existing at the time of this charter becomes effective and no suit or prosecution of any character shall in any manner be affected by any change, resulting from the adoption of this charter, but the same shall stand or proceed as if no change had been made. All debts and liabilities of the village shall be the debts and liabilities of the city and all fines and penalties imposed at the time of such change shall be collected.

TRANSITION (Draft Language Based on Caro Charter Chapter 16)

Section 1 PURPOSE

The purpose of this chapter is to inaugurate the government of the City of Dexter under this charter and to provide for the transition from the Village of Dexter. It shall constitute a part of this charter only to the extent and for the time required to accomplish this end.

Section 2 ELECTION TO ADOPT

This charter shall be submitted to a vote of the registered electors of the territory comprising the proposed City of Dexter, as described in Section (Powers of the City) of this charter, at an election to be scheduled by resolution of the Charter Commission, subsequent to the approval of this charter by the Governor, to be held between the hours of 7 a.m. and 8 p.m. local time. All provisions for the submission of the question of adopting this charter at such election shall be made in the manner provided by law. The Charter Commission shall conduct the election, provided that the Charter Commission may delegate such responsibilities, as it deems proper to the village clerk and other local officials.

Section 3 FORM OF BALLOT

The form of the ballot for the submission of this charter shall be as follows: Instructions: A mark in the square before the word "Yes" is in favor of the proposed charter, and a mark in the square before the word "No" is against the proposed charter. Shall the proposed Charter for the City of Dexter, drafted by the Charter Commission elected on November 4, 2014 be adopted?

_____ Yes _____ No

Section 4 EFFECTIVE DATE OF CHARTER

If the voters approve adoption of this charter, then two (2) printed copies thereof, with the vote for and against duly certified by the Board of Canvassers, within thirty (30) days after the vote is taken, shall be filed by the Village Clerk with the Secretary of State and a like number with the Washtenaw County Clerk. On the date the aforementioned filings have been accomplished, this charter shall be effective for all purposes.

Section 5 FIRST ELECTION

An election to elect the first city mayor and city council shall be held on the same date as the election at which the charter is submitted for adoption as provided in 16.2 of this charter.

- (a) Candidates for Mayor and for City Council who shall be duly registered electors of the territory comprising the proposed City of Dexter and who shall have been residents of the territory comprising the proposed City of Dexter for one (1) year immediately prior to the election shall file petitions signed by not less than fifteen (15) registered electors or more than twenty-five (25) registered electors of the territory comprising the proposed City of Dexter and filed with the Village Clerk by 4:00 p.m. Local Time, on the Tuesday

which is the fifteen (15) weeks prior to the election date. The Village Clerk shall publish notice of the last day and time of filing of petitions, which notice shall be published in the Sun Times. Such petitions shall be in the form designated by statute for the use in nominations for nonpartisan office. The manner of approval of nominating petitions and of those who qualify to sign shall be as outlined in this proposed Charter and shall be administered by the Township Clerk or other election officials as appropriate.

- (b) The mayoral candidate receiving the highest number of votes shall have a term beginning at 12:01 a.m. on the date this charter becomes effective and ending at the first regularly scheduled or special meeting of the council following the date of the city election in 2015.
- (c) The three (3) council candidates receiving the three (3) highest numbers of votes shall have terms beginning at 12:01 a.m. on the date this charter becomes effective and ending at the first regularly scheduled or special meeting of the council following the date of the city election in 2017.
- (d) The three (3) council candidates receiving the three (3) next highest numbers of votes shall have terms beginning at 12:01 a.m. on the date this charter becomes effective and ending at the first regularly scheduled or special meeting of the council following the date of the city election in 2015.

Section 6 SUBSEQUENT ELECTIONS

Henceforth, the elections for the city mayor and city council shall be held as set forth in Section (Elections) of this charter.

Section 7 ADMINISTRATIVE OFFICERS AND EMPLOYEES

- (a) Nothing in this charter except as otherwise specifically provided, shall affect or impair the rights or privileges of persons who are village officers or employees at the time of its adoption.
- (b) Except as specifically provided by this charter, if at the time this charter takes full effect a village administrative officer or employee holds an office or position which is or can be abolished by or under this charter, he or she shall continue in such office or position until the taking effect of some specific provision under this charter directing that he or she vacate the office or position.
- (c) An employee holding a village position at the time this charter takes full effect, shall not be subject to competitive tests as a condition of continuance in the same position but in all other respects shall be subject to the personnel system provided for in Section (Administrative Services) of this charter.

Section 8 TRANSFER OF PROPERTY AND RECORDS

All property, records and equipment of any department, office or agency of the Village of Dexter existing when this charter is adopted shall be transferred to the department, office or agency

assuming its powers and duties.

Section 9 COUNCIL MEETINGS

The first meeting of the council shall be held on either the second or fourth Monday of the month following the effective date of the charter. The council shall meet at 7:30 p.m. at the Dexter Senior Center, 7720 Ann Arbor Street, Dexter, Michigan 48130, for the following purposes:

- (a) The adoption of ordinances and resolutions including those for appropriations necessary to affect the transition of government under this charter and to maintain effective city government during that transition and;
- (b) To conduct any other council business as may come before it.

Section 10 TEMPORARY ORDINANCES

In adopting ordinances as provided in Section (City Council), the council shall follow the procedures prescribed in Chapter VIII, except that at its first meeting or any meeting held within sixty (60) days thereafter, the council may adopt temporary ordinances to deal with cases in which there is an urgent need for prompt action in connection with the transition of government and in which the delay incident to the appropriate ordinance procedure would probably cause serious hardship or impairment of effective city government. Every temporary ordinance shall be plainly labeled as such but shall be introduced in the form and manner prescribed for ordinances generally. A temporary ordinance may be considered and may be adopted with or without amendment or rejected at the meeting at which it is introduced. After adoption of a temporary ordinance, the council shall cause it to be printed and published as prescribed for other adopted ordinances. A temporary ordinance shall become effective upon its adoption, and the referendum power shall not extend to any such ordinance. Every temporary ordinance, including any amendments made thereto after adoption, shall automatically stand repealed as of the ninety-first (91st) day following the date on which it was adopted, renewed or otherwise continued except by adoption in the manner prescribed in Chapter VIII for ordinances of the kind concerned. No ordinance shall be operative until published by the city.

Section 11 COUNCIL ACTION

In all cases involving the transition to the city government from that in existence prior to adoption of this charter, which are not covered by this Article, the council shall supply necessary details and procedures and may adopt such rules, regulations, and ordinances as may be required therefor.

Section 12 INITIAL EXPENSES

Initial expenses of the city shall be paid by the city subject to an interim financial budget adopted by resolution of City Council. There shall be an audit of this interim fiscal period in accordance

with the provisions of Section (Financial Management) of this charter.

Section 13 MAYOR AND COUNCIL SALARIES

Initial salaries for the Mayor and City Council shall be set at the rates in effect for the Village President and Trustees at the time of the Charter's adoption.

Section 14 PENDING MATTERS

All rights, claims, actions, orders, contracts and legal administrative proceedings of the Village of Dexter shall continue except as modified pursuant to the provisions of this charter and in each case shall be maintained, carried on or dealt with by the city department, office or agency appropriate under this charter.

Section 15 VESTED RIGHTS AND LIABILITIES

After the effective date of this charter, the city and all its agencies shall be vested with all property, moneys, contracts, rights, credits, effects, and the records, files, books and papers, belonging to the Village of Dexter under and by virtue of the General Law Village Act. No right or liability, contract, lease, or franchise, either in favor of or against the village, existing at the time this charter became effective, and no suit or prosecution of any character shall be affected in any manner by any change resulting from the adoption of this charter, but the same shall stand or proceed as if no change had been made. All taxes, debts, and liabilities due to the village from any person, and all fines and penalties, imposed and existing at the time of such change, shall be collected by the city. All trusts established for any municipal purpose shall be continued in accordance with the terms thereof, subject to the cy pres doctrine.

Section 16 VILLAGE ORDINANCES, RESOLUTIONS, ORDERS AND REGULATIONS

All village ordinances, resolutions, orders and regulations which are in force when this charter becomes fully effective are repealed to the extent that they are inconsistent or interfere with the effective operation of this charter or the ordinances or resolutions adopted pursuant thereto.

RESOLUTION OF ADOPTION

At the _____ meeting of the Charter Commission it was resolved, that the Charter Commission of the Village of Dexter does hereby adopt the foregoing proposed City of Dexter Charter and the Clerk of this Commission is hereby instructed to transmit the same to the office of the Honorable Richard Snyder, Governor of the State of Michigan in accordance with the provisions of the statute, for his approval.

The vote on the adoption of the Resolution was as follows:

_____ Yes _____ No

John Hansen – Chairperson, Charter Commission

Philip Arbour – Vice-Chairperson, Charter Commission

Jack Donaldson – Charter Commission

Matt Kowalski – Charter Commissioner

Phillip Mekas – Charter Commissioner

Mary-Ellen Miller – Charter Commissioner

Thomas Phillips – Charter Commissioner

Michael Raatz – Charter Commissioner

James Smith – Charter Commissioner