

**THE VILLAGE OF DEXTER
CITY CHARTER COMMISSION
MINUTES OF THE WEDNESDAY, MARCH 12, 2014 MEETING**

A. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

The meeting was called to order at 6:34PM by Chairman Hansen at the Copeland Board Room located at 7714 Ann Arbor Street in Dexter, Michigan.

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

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

C. APPROVAL OF THE AGENDA

Motion James Smith; support Jack Donaldson to approve the agenda and to discuss future scheduling of meetings.

Unanimous voice vote approval with Kowalski and Mekas absent.

D. APPROVAL OF THE MINUTES

1. Regular Meeting – March 5, 2014

Motion James Smith; support Phil Arbour to approve the minutes with the following corrections:

Page 2, under Timeline August ballot should be November ballot.

Page 4, Section 2 (a) in the last sentence it should read 12.5 not 12.

Page 5, Section 1 second line it should read the whole or any part not of.

Page 6, Section 9 the following needs to be added before (a)...In accordance with its general power to determine the necessity for any public improvement and to defray the cost, in whole or in part, by special assessments, the city shall have the power:

Page 8, Section 4 period was omitted after therefore.

Unanimous voice vote approval with Kowalski and Mekas absent.

E. PREARRANGED PARTICIPATION

None

F. PUBLIC HEARINGS

Scheduled for March 22, 2014 at 2:00 p.m. at the Dexter District Library
The Cedars on March 13, 2014 at 4 p.m.

G. CHARTER CONSTRUCTION – SECOND READINGS

Staff Update Memo

1. Discussion of: Taxation

Motion James Smith; support Michael Raatz to approve the second reading of the Taxation Section.

Page 13 – Delete two percent (2%) or from Section 2 (a)

Change 12 to 12.5 as the amount to be dedicated to general operating.

Page 14 – Change ten (10) to fourteen (14) in Section 6 (b)

In Section 7 (c) add the following ...on the first Tuesday following the first Monday in March to replace the first Monday in March

Page 15 – Section 10 change the first Monday to the first Tuesday following the first Monday in March

Refer to Courtney for more detail on 211.30 regarding the Board of Review Meeting dates and times for Section 10.

Pages 16-18 – OK

Unanimous voice vote approval as amended with Kowalski and Mekas absent.

2. Discussion of: Special Assessments

Motion Phil Arbour; support Michael Raatz to approve the second reading of the Special Assessments Section.

Page 25 – Change of to or in Section 1

Motion James Smith; support Mary-Ellen Miller to eliminate Sections ~~3-10~~
3 through 10

The following sentence will be added to Section 2...The ordinance shall include but not limited to reconsideration of petitions, condemnation costs, liens and collection of special assessments, special assessment account, certain postponements of payments, all real property liable for special assessment, specific assessment powers, and correction of invalid special assessments.

Unanimous voice vote approval to eliminate Sections 3-10 and add proposed language with Kowalski and Mekas absent.

Unanimous voice vote approval of amended Special Assessments with Kowalski and Mekas absent.

3. Discussion of: Borrowing

Motion James Smith; support Jack Donaldson to approve the second reading of the

Borrowing Section.

Page 29 – Section 2 (a) add the word time to read shall not at any TIME exceed.

Section 2 (c) the word specially should be specifically

Section 3 the word expect should be except

Page 30 – Section 4 add a period at the end of the paragraph

Unanimous voice vote approval as corrected with Kowalski and Mekas absent.

H. CHARTER CONSTRUCTION – FIRST READING

1. Discussion of: Purchases, Sales, Contracts and Leases

Motion Phil Arbour; support Jack Donaldson to approve the first reading of 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.

Unanimous voice vote approval with Kowalski and Mekas absent.

Motion James Smith; support Jack Donaldson to approve the first reading of 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.

Unanimous voice vote approval with Kowalski and Mekas absent.

Motion Phil Arbour; support Mary-Ellen Miller to approve the first reading of 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.
Unanimous voice vote approval with Kowalski and Mekas absent.

Motion James Smith; support Thom Phillips to approve the first reading of Section 4 – Installment Contracts.

The city may enter into installment contracts for the purchase of property of 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.
Unanimous voice vote approval with Kowalski and Mekas absent.

Motion Phil Arbour; support James Smith to approve the first reading of Section 5 – Restriction on Powers to Sell or Lease Property.

The city may not sell any park or cemetery on 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.
Unanimous voice vote approval with Kowalski and Mekas absent.

2. Discussion of: Utilities, Franchises and Permits

Motion James Smith; support Thom Phillips to approve the first reading of Sections 1 - 14 - Utilities, Franchises and Permits.

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 without 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 rated 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 rates 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 or 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 ($\frac{3}{5}$) 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 state law](#). Unanimous voice vote approval with review by the attorney with Kowalski and Mekas absent.

I. OTHER ITEMS AS REQUESTED BY COMMISSIONERS

J. AGENDA PREPARATION FOR THE NEXT MEETING

Next meeting:

- Scheduling – setting a date to be in front of the Attorney General in order to have time for petitions for council seats. Moving up the transmittal date to April 12. Motion Phil Arbour; support Mary-Ellen Miller to schedule the following meetings in April – 2, 9, 16, 23, and 30.
- Unanimous voice vote approval with Kowalski and Mekas absent.
- Begin first reading of Miscellaneous and Transitions.
- Review Parking Lot.
- Public Hearing – How to structure. 1) Look at the procedure as to how the Charter Commission works, 2) Look at the topics that the Charter covers, 3) 5 minutes for a person and 10 minutes for a group to speak, and 4) Listen to those attending.
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K. NON-ARRANGED PARTICIPATION

None

L. ADJOURNMENT

Motion James Smith; support Jack Donaldson to adjourn at 8:33 PM. Unanimous voice vote approval with Kowalski and Mekas absent.

Respectfully submitted,
Carol J. Jones
Clerk, Village of Dexter

Approved for Filing: _____