



Charter Commission Meeting
January 9, 2018
7:00 PM

City Hall, Room 306, 301 Washington Avenue, Bay City MI 48708

Meeting Results:

- Commissioners will have a basic combined understanding of role and purpose of the Commission.
- Adopt a clear and predictable process for charter revision with target completion dates.
- Begin the process of fact-finding and public engagement to identify the strengths and weaknesses of the current charter and city government performance.

Time	Task/Result
7:00	<p>Welcome & Minutes of November 21, 2017 Overview</p> <p>Result: Review Charter Commission Rules adopted at November meeting and approve previous meeting's minutes.</p>
7:10	<p>Work Session: Priorities & Process</p> <p>Each Commissioner will have the opportunity to articulate their priorities on charter revisions and process for consideration. City Commission will make available an analysis of current charter provisions that are no longer relevant.</p> <p>Result: Establish a culture of respect and cooperation. Begin to frame the goals and priorities of individual members.</p>
7:55	<p>Getting from Here to There</p> <p>Consideration of the steps from fact-finding, charter revision, legal review and ballot consideration.</p> <p>Result: Adopt the 2018 meeting calendar.</p>
8:10	<p>Other Announcements/Concerns</p> <p>Result: Commissioners have the opportunity to raise additional items.</p>
8:15	<p>Public Input</p> <p>Result: Members of the public have the opportunity to voice their comments, questions, concerns.</p>
8:30	<p>Adjourn</p>

**** PLEASE NOTE: Times listed are subject to change. ****

CITY OF BAY CITY
CITY CHARTER COMMISSION
MEETING MINUTES
Tuesday, November 21, 2017

The organizational meeting of the Bay City Charter Commission was called to order at 5:30 PM by City Clerk Tema J. Lucero. In accordance with the Home Rule Cities Act, the oath of office was administered to the following nine Charter Commissioners elected at the November 7, 2017, general election: Thomas Baird, Alexander Dewitt, Elizabeth Peters, Kristen McDonald Rivet, Carrie Sepeda, Nicholas Shaffer, Christopher Shannon, Donald Tilley and Michael Wooley.

Present: Charter Commissioners Thomas Baird, Alexander Dewitt, Elizabeth Peters, Kristen McDonald Rivet, Carrie Sepeda, Nicholas Shaffer, Christopher Shannon, Donald Tilley and Michael Wooley, 9.

Absent: None.

Others Present: City Manager Dana Muscott and City Clerk Tema Lucero.

Election of Officers

Nominations were opened for the Office of President of the Charter Commission.

Charter Commissioner Shannon nominated Charter Commissioner Wooley.

Charter Commissioner Sepeda nominated Charter Commissioner McDonald Rivet.

Charter Commissioner Baird moved, seconded by Charter Commissioner Tilley, to close nominations. Nominations were closed by unanimous consent.

Charter Commissioner Wooley defeated for Charter Commission President by the following vote:

Yes, Charter Commissioners Peters, Shaffer, Shannon and Wooley, 4.

No, Charter Commissioners Baird, Dewitt, McDonald Rivet, Sepeda and Tilley, 5.

Charter Commissioner McDonald Rivet elected Charter Commission President by the following vote:

Yes, Charter Commissioners Baird, Dewitt, McDonald Rivet, Sepeda, Tilley and Wooley, 6.

No, Charter Commissioners Shaffer and Shannon, 2.

Abstain, Charter Commissioner Peters, 1.

Charter Commissioner McDonald Rivet assumed the Chair, she asked City Clerk Lucero to continue with the nominations.

Nominations were opened for the Office of Vice President of the Charter Commission.

Charter Commissioner Baird nominated Charter Commissioner Wooley.

Charter Commissioner Baird moved, seconded by Charter Commissioner Tilley, to close nominations. Nominations were closed by unanimous consent.

Charter Commissioner Wooley elected Charter Commission Vice President by the following vote:

Yes, Charter Commissioners Baird, Dewitt, Peters, McDonald Rivet, Sepeda, Shaffer, Shannon, Tilley and Wooley, 9.

No, None.

Nominations were opened for the Office of Sergeant-at-arms of the Charter Commission.

Charter Commissioner Wooley nominated Charter Commissioner Shannon.

Charter Commissioner Baird moved, seconded by Charter Commissioner Tilley, to close nominations. Nominations were closed by unanimous consent.

Charter Commissioner Shannon elected Charter Commission Sergeant-at-arms by the following vote:

Yes, Charter Commissioners Baird, Dewitt, Peters, McDonald Rivet, Sepeda, Shaffer, Shannon, Tilley and Wooley, 9.

No, None.

Rules of Order

Twelve proposed rules were presented, considered individually, and refined. Charter Commissioner Baird moved, seconded by Charter Commissioner Tilley, to adopt the rules as perfected. Motion Carried. (A copy of the approved Rules of the Bay City Charter Commission is attached.)

Meeting Schedule

In discussion and approval of the Rules of Order, it was determined meetings will be held on the second Tuesday of each month at City Hall at 7:00 PM. City Clerk Lucero will provide a calendar of meetings at the next Charter Commission meeting.

Public Input

None.

Other Issues/Concerns/Announcements

City Clerk Lucero mentioned the books the commissioners received included information from the Michigan Municipal League regarding charter revisions and a copy of the charter.

Chairperson McDonald Rivet asked the Charter Commissioners to spend time reading the handbook and charter and to submit any thoughts and questions to the City Clerk and herself.

The next meeting is scheduled for Tuesday, January 9, 2018, at 7:00PM.

Meeting adjourned at 6:32 PM.

Respectfully submitted,

Tema J. Lucero
City Clerk

Rules of the Bay City Charter Commission

1. Regular meetings of the Charter Commission shall be held at City Hall on the second Tuesday of each month at 7:00 PM.
2. Additional meetings may be called at the request of five (5) members or by the Chairperson and three (3) members by giving, through the City Clerk's Office, adequate prior notice (at least two days' notice in order to allow for 18 hour posting in advance of the meeting) in writing, verbally, by telephone or email; or additional meetings may be called by a majority vote at any regular meeting when a quorum is present.
3. Notices of meetings shall be provided by the City Clerk in accordance with the Michigan Open Meetings Act.
4. The following Officers shall be elected: Chairperson, Vice-Chairperson and Sergeant-at-arms. If the Chairperson for any reason vacates the Chair or is absent, the Vice-Chairperson shall take the Chair.
5. An opportunity for public participation will be provided at every meeting. During the public input portion of each meeting, each Bay City resident or property owner will be allowed to speak for no more than five (5) minutes, each non-resident will be allowed to speak at a time limit to be determined by the Chairperson. Each speaker may speak one time, and their time may be extended by a majority vote of the Charter Commission. The Sergeant-at-arms shall serve as the timekeeper.
6. Informal discussion of a subject shall be permitted while no motion is pending, it may be ended at the discretion of the Chair.
7. A roll call vote may be ordered by any two members.
8. A motion to reconsider may be made at the same or next succeeding meeting and its procedure shall be governed by the current edition of *Robert's Rules of Order Newly Revised*.
9. These rules may be suspended or amended by a vote of six (6) Charter Commissioners.
10. Subject to the foregoing rules, the proceedings of the Bay City Charter Commission shall be governed by the parliamentary rules contained in the current edition of *Robert's Rules of Order Newly Revised*.
11. All requests for legal services from the City Attorney shall be made by the Chairperson, or in their absence the Vice-Chairperson, or by resolution of a majority of the Charter Commission.

Adopted unanimously: November 21, 2017

Of Charter Commission:

Be It Resolved that the Charter Commission meeting schedule for 2018 be as follows:

January	9
February	13
March	13
April	10
May	8*
June	12
July	10
August	14
September	11
October	9
November	13
December	11

*subject to change if May 8, 2018, Election is called.