

PROCEEDINGS OF THE MANISTEE CITY COUNCIL - ORGANIZATIONAL MEETING
November 10, 2015

The Organizational Meeting of the Manistee City Council was called to order by City Clerk Michelle Wright on Tuesday, November 10, 2015 at 7:30 p.m. in the City Hall Council Chambers, 70 Maple Street, followed by the Pledge of Allegiance.

ORGANIZATIONAL MEETING OF THE CITY COUNCIL.

In accordance with Section 2-13 of the Charter of the City of Manistee, "the City Council shall meet at 7:30 p.m. on the Tuesday night following the completion of the official canvas at which time the members shall be sworn and assume the duties of their office...."

At the regular election of Tuesday, November 3, 2015 three Councilmembers were elected to seats on the Manistee City Council. Members include:

<u>DISTRICT</u>	<u>COUNCILMEMBER</u>	<u>TERM</u>
Second District	Lynda Beaton	Two Years
Fourth District	Robert Goodspeed	Two Years
Sixth District	Mark Wittlieff	Two Years

Wright then administered the oath of office to Lynda Beaton, Robert Goodspeed, and Mark Wittlieff as members of the Manistee City Council.

PRESENT: Colleen Kenny, Lynda Beaton, Roger Zielinski, Robert Goodspeed, James Smith, Mark Wittlieff, and Eric Gustad.

ALSO PRESENT: Interim City Manager – R. Ben Bifoss, City Attorney – George Saylor, City Clerk – Michelle Wright, and City Engineer – Shawn Middleton / Spicer Group.

ELECTION OF THE MAYOR FOR THE CITY OF MANISTEE.

At the Organizational Meeting of the City Council held on this date the Council elects from its membership a Mayor and a Mayor Pro-Tem. The Mayor and Mayor Pro-Tem are elected for a one year term. Under Section 2-4 of the Charter "the Council shall elect a Mayor by a majority vote of its members." This provision of the Charter requires four affirmative votes to elect the Mayor, a majority of the Council, regardless attendance at the Organizational Meeting. Sections 2-4 and 2-13 of the Charter require that the Mayor be elected at the Organizational Meeting. The voting procedures should continue until a candidate receives four affirmative votes.

Wright asked for nominations to elect a Mayor for the City of Manistee.

Zielinski nominated Smith; Gustad nominated Kenny. No other nomination were received.

Roll call was taken as follows:

Smith: Beaton, Zielinski, and Smith (3)
Kenny: Kenny, Goodspeed, Wittlieff, and Gustad (4)

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Councilmember Kenny was elected Mayor. Mayor Kenny assumed the Chair at this time.

ELECTION OF A MAYOR PRO-TEM FOR THE CITY OF MANISTEE.

The same provisions identified in the Charter for the Mayor apply for the Mayor Pro-Tem. The Mayor Pro-Tem serves as the Mayor in the Mayor's absence.

Mayor Kenny opened the floor for nominations to elect a Mayor Pro-Tem for the City of Manistee.

Zielinski nominated Smith; Wittlieff nominated Gustad. No other nomination were received.

Roll call was taken as follows:

Smith: Beaton, Zielinski, and Smith (3)
Gustad: Kenny, Goodspeed, Wittlieff, and Gustad (4)

Councilmember Gustad was elected Mayor Pro-Tem.

REVIEW OF CITY COUNCIL GUIDELINES.

Under the adopted City Council Guidelines, the Guidelines are reviewed at the Organizational Meeting of the City Council. While the Guidelines may be amended at any time during the year, the Organizational Meeting is the traditional opportunity to review the operating procedures of the Council.

Bifoss reviewed the proposed changes recommended by staff stating they were substantive changes. They included reference to mailing agenda packets or notices thru the postal service, which is no longer done; deleting some of the boards and commissions listed under appointments; noted that Council requested additional discussion on seats on boards and commissions; and noted that questions have come up regarding the Audit Committee, which CFO Bradford would like to propose changes at a later date.

Beaton requested that item 20. Code of Ethics include a section for employees - no acceptance of gifts, make this item c. and move the current item c. to d.; Bifoss stated that was covered in the Employee Handbook but could be added here also.

Gustad asked that a future work session include a discussion on item 21. Appointments to Boards and Commissions.

CONSIDERATION OF ESTABLISHING REGULAR MEETINGS FOR 2016.

In accordance with Section 2-13 of the Charter, the City Council "shall meet in public session at least twice each month at such times as may be prescribed by the rules..." The City Council Guidelines reviewed during the previous agenda item indicate that regular meetings shall be held on the first and third Tuesdays of each month beginning at 7 p.m. with work sessions conducted on the second Tuesday of each month beginning at 7 p.m. A schedule has been created for the regular meetings and work sessions throughout the year 2016, with exceptions made for known election dates, Michigan Municipal League conferences and holidays.

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MOTION by Goodspeed, second by Gustad to adopt the schedule for regular meetings and work sessions for the year 2016.

With a roll call vote this motion passed unanimously.

AYES: Kenny, Beaton, Zielinski, Goodspeed, Smith, Wittlieff, and Gustad

NAYS: None

CITIZEN COMMENT.

Comments received from:

- Steve Wall, 314 Oak Street / all regular council meetings should include citizen comment sections, even if it is the organizational meeting.

OFFICIALS AND STAFF.

None received.

COUNCIL.

Goodspeed questioned the Housing Commission requiring that rent is due on the 1st of the month, people receiving social security would never be able to pay their rent on time. Saylor stated that no late fee is incurred until later in the month; he will contact the director to get more information.

Smith welcomed Beaton; congratulated the Mayor and Mayor Pro-Tem.

Gustad gave a thank you to the veterans, tomorrow is Veterans Day.

Smith invited people to attend the lowering of the flags at First Street beach for the season which will take place on Wednesday.

Kenny also welcomed Beaton and congratulated Mayor Pro-Tem Gustad.

ADJOURN.

MOTION to adjourn was made by Goodspeed, second by Zielinski. Meeting adjourned at 7:49 p.m.

Michelle Wright MMC / CPFA, MiCPT
City Clerk/Deputy Treasurer