City of Ironwood
213 S. Marquette St.
Ironwood, MI 49938

IRONWOOD
MICHIGAN | Find Your North

Phone: (906) 932-5050
Fax: (906) 932-5745
www.cityofironwood.org

IRONWOOD CITY COMMISSION
ORGANIZATIONAL MEETING
MONDAY, NOVEMBER 11, 2019

LOCATION: COMMISSION CHAMBER MEMORIAL BUILDING
213 S. MARQUETTE ST.
IRONWOOD, MI 49938
5:30 P.M.

A. Regular Meeting Called to Order.
   Pledge of Allegiance.

B. Report by City Clerk on Commissioners elected and qualified together with board of Canvassers' Report – November 5, 2019.

C. Recording of the Roll.

D. Oath of Office.
   1. Mayor
   2. Mayor Pro Tem
   3. City Commissioners

E. Approval of the Consent Agenda.*

   All items with an asterisk (*) are considered to be routine by the City Commission and will be enacted by one motion. There will be no separate discussion of those items unless a Commission member or citizen so requests, in which event the item will be removed from the General Order of Business and considered in its normal sequence on the agenda.

   *1) Approval of Minutes – Regular City Commission Meeting Minutes of October 28th.
   *2) Review and Place on File:
      a. Pat O'Donnell Civic Center Meeting Minutes of November 4th & Special Meeting Minutes of November 6th.
      b. Economic Development Corporation (EDC) Meeting Minutes of July 3, 2019.
      c. Park and Recreation Committee Meeting Minutes of October 7, 2019.

F. Approval of the Agenda

G. Adoption of Rules of the Commission.

H. Consider appointment of:
   1. City Manager
   2. City Clerk
   3. City Treasurer
   4. City Attorney

I. Consider appointment of City Assessor by the City Manager.

J. Consider designation of City Depository to be IncredibleBank.

K. Consider designation of official Newspaper and official Radio Stations to be the Ironwood Daily Globe, WJMS-WIMI and WUPM-WHRY.

L. Consider appointment of one Commissioner and one alternate Commissioner to the Gogebic-Iron Wastewater Authority and Board.

M. Consider appointment of one Commissioner to the Planning Commission.

N. Consider appointment of one Commissioner to the Pat O'Donnell Civic Center.

O. Consider appointment of one Commissioner to the Park & Recreation Committee.

P. Consider appointment of one Commissioner to the Historic Ironwood Theatre Board.

Q. Citizens wishing to address the Commission on Items on the Agenda. (Three Minute Limit).

R. Citizens wishing to address the Commission on Items not on the Agenda (Three Minute Limit)

S. City Manger's Report.

T. Other Matters.

U. Adjournment.

Ironwood

STATEMENT OF VOTES CAST

GOGEBIC COUNTY

GENERAL ELECTION

NOVEMBER 5, 2019

STATE OF MICHIGAN

COUNTY OF GOGEBIC

We do hereby certify, that the foregoing is a complete statement of votes given in the County of Gogebic for the person designated and other matters submitted, at the November 5, 2019 General Election.

In witness whereof, we have hereunto set our hands and caused to be affixed the seal of the Circuit Court for Gogebic County.

Geraldine Burt

Elizabeth Sweeney

Donna M Fralli

GOGEBIC COUNTY BOARD OF CANVASSERS

ATTEST:

Gerry R. Pelissero Gogebic County Clerk-Register

CANVASS OF VOTES CAST

AT THE ELECTION

HELD ON

November 5, 2019

(DATE OF ELECTION)

AND CANVASSED BY THE BOARD OF CANVASSERS

OF Gogebic , ________ COUNTY, MICHIGAN

(NAME OF COUNTY, ~~CITY~~ TOWNSHIP OR VILLAGE)

Order by Form No. M-38[illegible]
CANVASSER BOOK
Specify whether General, Primary or Special Election

Statement of Votes Cast

General Election

Gogebic County, Michigan

November 05, 2019

SOVC for: All Contests, All Districts, All Counting Groups

Precinct	Registered Voters	Cards Cast	Voters Cast	% Turnout
County				
Gogebic County				
City of Bessemer, Precinct 1	1,738	314	314	18.07%
City of Ironwood, Precinct 1	2,112	333	333	15.77%
City of Ironwood, Precincts 2 & 3	2,826	329	329	11.64%
City of Wakefield, Precinct 1	1,415	358	358	25.30%
Bessemer Township, Precinct 1	1,078	57	57	5.29%
Marenisco Township, Precinct 1	580	212	212	36.55%
Gogebic County - Total	9,749	1,603	1,603	16.44%
Cumulative				
Cumulative	0	0	0	N/A
Cumulative - Total	0	0	0	N/A
County - Total	9,749	1,603	1,603	16.44%

Ironwood City Commissioner (Vote for 5)

Precinct	Times Cast	Registered Voters
County		
Gogebic County		
City of Ironwood, Precinct 1	333	2,112
City of Ironwood, Precincts 2 & 3	329	2,826
Gogebic County - Total	662	4,938
Cumulative		
Cumulative	0	0
Cumulative - Total	0	0
County - Total	662	4,938

Precinct	Annette Burchell		Joseph J. Cayer	
County				
Gogebic County				
City of Ironwood, Precinct 1	232		204	
City of Ironwood, Precincts 2 & 3	215		200	
Gogebic County - Total	447		404	
Cumulative				
Cumulative	0		0	
Cumulative - Total	0		0	
County - Total	447		404	

Precinct	Kim Corcoran	Tom Fiala	Maxwell Kasper	William Martell	Jim Mildren	Rick Semo	Dan Wood
County							
Gogebic County							
City of Ironwood, Precinct 1	213	65	73	95	199	199	124
City of Ironwood, Precincts 2 & 3	217	60	73	105	179	190	126
Gogebic County - Total	430	125	146	200	378	389	250
Cumulative							
Cumulative	0	0	0	0	0	0	0
Cumulative - Total	0	0	0	0	0	0	0
County - Total	430	125	146	200	378	389	250

Election Summary Report

General Election

Gogebic County, Michigan

November 05, 2019

Summary for: All Contests, All Districts, All Tabulators, All Counting Groups

Precincts Reported: 6 of 6 (100.00%)

Registered Voters: 1,603 of 9,749 (16.44%)

Ballots Cast: 1,603

Bessemer City Council (Vote for 5)

Precincts Reported: 1 of 1 (100.00%)

	Total	
Times Cast	314 / 1,738	18.07%

Candidate	Party	Total	
Terry Kryshak		231	
Bill McDonald		102	
Louis Miskovich		208	
Linda Nelson		164	
Adam Zak		222	
Total Votes		982	

		Total	
James J Prezkop	WRITE-IN	55	
Unresolved Write-In		11	

Ironwood City Commissioner (Vote for 5)

Precincts Reported: 2 of 2 (100.00%)

	Total	
Times Cast	662 / 4,938	13.41%

Candidate	Party	Total	
Annette Burchell		447	
Joseph J. Cayer		404	
Kim Corcoran		430	
Tom Fiala		125	
Maxwell Kasper		146	
William Martell		200	
Jim Mildren		378	
Rick Semo		389	
Dan Wood		250	
Total Votes		2,769	

	Total	
Unresolved Write-In	4	

Proceedings of the Ironwood City Commission Meeting

A Regular Meeting of the Ironwood City Commission was held on October 28, 2019 at 5:30 P.M. in the City Commission Chambers, Second Floor of the Municipal Memorial Building in the City of Ironwood.

A. Mayor Burchell called the regular meeting to order at 5:30 P.M.

B. Recording of the Roll.

PRESENT: Commissioner Corcoran, Mildren, Semo, and Mayor Burchell.
ABSENT: Commissioner Cayer.

C. Approval of the Consent Agenda.*

*1) Approval of Minutes – Regular City Commission Meeting Minutes of October 14th.
*2) Review and Place on File:
a. Ironwood Housing Commission Meeting Minutes of October 8th, 2019.

***Motion** was made by Semo, seconded by Mildren to approve the consent agenda as presented with the amended City Commission Meeting Minutes to include excusing Commissioner Cayer from tonight's meeting. Unanimously passed by roll call vote.*

D. Approval of the Agenda

***Motion** was made by Corcoran, seconded by Mildren and carried to approve the agenda as presented.*

E. Review and Place on File:
1. Statement of Revenue & Expenditures.
2. Cash and Investment Summary Report.

***Motion** was made by Corcoran, seconded by Semo and carried to receive and place on file the Statement of Revenue & Expenditures Report for the month ending September 30, 2019 and the Cash and Investment Summary Report month ending September 30, 2019.*

F. Approval of Monthly Check Register Report.

***Motion** was made by Semo, seconded by Mildren to approve the Monthly Check Register Report for the month ending September 30, 2019. Unanimously passed by roll call vote.*

G. Citizens wishing to address the Commission on Items on the Agenda. (Three Minute Limit).

There were none.

H. Citizens wishing to address the Commission on Items not on the Agenda (Three Minute Limit)

There were none.

OLD BUSINESS

I. Discuss and Consider approving Pay Application #2 to Angelo Luppino, Inc. for the 2019 Local Street Paving Program in the amount of $48,768.64.

Motion *was made by Mildren, seconded by Corcoran to approve the Pay Application #2 to Angelo Luppino, Inc. for the 2019 Local Street Paving Program in the amount of $48,768.64. Unanimously passed by roll call vote.*

NEW BUSINESS

J. Discuss and Consider authorizing Request for Qualifications (RFQ's) for engineering & design services for the Ironwood City Square Project.

Motion *was made by Mildren, seconded by Corcoran and carried to authorize the Request for Qualifications (RFQ's) for engineering & design service for the Ironwood City Square Project.*

K. Discuss and Consider approving an operating agreement with the Michigan Department of Natural Resources for the installation of a monument sign on the east end of U.S. Highway 2 and authorize City Manager to sign agreement.

Motion *was made by Semo, seconded by Corcoran to approve the operating agreement with the Michigan Department of Natural Resources for the installation of a monument sign on the east end of U.S. Highway 2 and authorize City Manager to sign same. Unanimously passed by roll call vote.*

L. Discuss and Consider authorizing bids for the construction of monument signs (up to 3 signs) located on the east end and west end of US Hwy 2 and the intersection of business route 2 (BR2).

Motion *was made by Mildren, seconded by Semo and carried to authorize bids for the construction of monument signs (up to 3 signs) located on the east end, west end of US Hwy 2, and the intersection of BR2.*

M. Discuss and Consider DNR Trust Fund Grant Acceptance amending Resolution #019-007- Miners' Memorial Heritage Park Mountain Bike Trail System.

Motion *was made by Semo, seconded by Mildren to accept the DNR Trust Fund Grant amended Resolution #019-007 Miners' Memorial Heritage Park Mountain Bike Trail System. Unanimously passed by roll call vote.*

N. Discuss and Consider Resolution #019-023, A Resolution to Comply with the Provision of Public Act 152.

Motion *was made by Semo, seconded Mildren to adopt Resolution #019-023 A Resolution to Comply with the Provision of Public Act 152. Unanimously passed by roll call vote.*

O. Mayor's appointment.

Mayor Burchell appointed James Panosso to the expired term of David Sim (term expiring October 31, 2022) on the Pat O'Donnell Civic Center Board.

Motion *was made by Semo, seconded by Mildren and carried to approve the Mayor's appointment of James Panosso to the expired term of David Sim (term expiring October 31, 2022) on the Pat O'Donnell Civic Center Board.*

P. Manager's Report.

City Manager Scott B. Erickson verbally gave the Manager's report noting the following items:
*Manager Erickson congratulated Assessor Dennis Hewitt for his Certificate of Achievement for a perfect score for the 2019 Audit of Minimum Assessing Requirements (AMAR).
*The Civic Center temporary dome structure has been inflated over the weekend. The interior electrical and mechanical work is currently being done with the refrigeration piping to be reconnected and ice making to begin.
*The Civic Center Board has re-advertised and have received applications for the Pat O'Donnell Civic Center Manager position. Applications will be reviewed, and interviews scheduled over the next few weeks.
*The City has received five (5) proposals for engineering services for the evaluation of water treatment options as well as pump station replacement options. The proposals have been reviewed and two of the five firms have been short listed and will be interviewed later this week.
*The City financial audit will be starting later this week.
*This coming Friday will be a First Friday event downtown titled "Fury Friday" with Hope Animal Shelter being a part of the Friday event.
*Halloween Trick or Treating will be this coming Thursday, October 31st from 4-7 p.m.

Q. Other Matters.

The City Commission thanked City Staff and each other for all the great work they had done over the past few years. They urged everyone not to forget to come out and vote.

Mayor Burchell updated the commission on state arts grant approvals for downtown Ironwood. The Downtown Art Place (DAP) was the recipient of an operational support grant for 2020 in the amount of $12,500 from the Michigan Council for Arts and Cultural Affairs (MCACA), the state of Michigan's arts funding agency. Of that, $2360 are federal funds from the National Endowment for the Arts. The DAP also received a capital improvement grant from MCACA for $22,288 which will be matched by other DAP revenue for the second phase of electrical system improvements to the DAP's historic City Centre building. Improvements will focus on the 2nd floor electric panel, meter reconfiguration and wiring updates. The Historic Ironwood Theatre also received $18,750 in 2020 operational support grant support and $18,072 for capital improvements to the Theatre's sound system (an $80,000+ project). Commissioner Semo noted that the new sound system will be debuted at the Abba Mania performance in early 2020. The City's Downtown Ironwood Development Authority also received a $4,000 mini-grant from MCACA to support First Fridays Summer Live Music Series in the Downtown Art Park.

Mayor Burchell thanked the citizens for allowing her to serve as Mayor for the last four years and thanked our citizenry for their trust in her and the City Commission. She mentioned the City Commission did not always agree on issues but always expressed their differences of opinions with respect.

R. Adjournment.

Motion *was made by Semo, seconded by Corcoran and carried to adjourn the meeting at 6:05 P.M.*

Annette Da Lio-Burchell, Mayor

Karen M. Gullan, City Clerk

Civic Center Meeting Minutes 11/4/19

1. Meeting called to order by Collins at 5:04 pm.
2. Roll call: Collins, Mildren, Moderson, Panosso, Re, Sommer, and Mgr. Roehm present. One seat open.
3. Motion to approve the docket with the addendum of moving item 8". Old Business: C) New Manager Update/ Review Applications" to item "9. New Business: C) New Manager Update/ Review Applications" made by Re, seconded by Mildren. Motion approved.
4. Motion to approve the minutes (no financials available) from the October General Board Meeting made by Mildren, seconded by Sommer. Motion approved.
5. Citizens wishing to address the Board on items on the agenda: N/A.
6. Citizens wishing to address the Board on items not on the agenda: N/A.
7. Presentations: N/A.
8. Old Business:
    A. Civic Center Update: Discussion and update of the Civic Center was held. Discussion included but wasn't limited to the air structure being erected, boards and glass installed, changing rooms and bleachers installed, lighting installed—some electrical work still needs to be completed, and fire suppression system installed. The Zamboni air lock room was flooded due to cleaning of the air structure. Rink-Tec will be here to move the condenser and install the new compressor. There is a 12-foot space needed around the perimeter of the air structure to avoid snow build up. This path was created using recycled black top and there are concerns about snow removal this winter. A final walk-through will be conducted in order to address any remaining issues before an occupancy permit will be issued.
    B. Polar Bear Hockey Club Contract: Discussion about the PBHC contract was held. Discussion included but wasn't limited to $35,000.00 for 300 hours of ice time, reductions in price due to practices in Park Falls and lack of storage rentals.
        i. Motion to ratify the PBHC contract with the appropriate reductions as necessary made by Mildren, seconded by Re. Roll call vote was as follows: Collins-yes, Moderson-yes, Panosso-yes, Sommer-yes, Re-yes, Mildren-yes. Motion approved.
9. New Business:
    A. Part-time Employees: Discussion about part time employees was held. Discussion included but wasn't limited to loss of previous part-time employees due to various reasons and the need for concession workers and a rink attendant. City of Ironwood has applications for part-time employees on their website, hiring will be done by Mgr. Roehm.
        i. Motion to have the City of Ironwood take out an ad in the paper for part-time employees (concession and rink attendant), post positions on social media outlets (Civic Center, PBHC, ICFSC, City of Ironwood, etc.), and distribute flyers throughout the area made by Mildren, seconded by Re. Motion approved.

B. Ashland/Hurley Hockey Game: Discussion about the Ashland/Hurley hockey team hosting a home game at the Civic Center was held. Discussion included but wasn't limited to rental fee, gate fee, concessions, date and time.
    i. Motion to approve the Ashland/Hurley Hockey Team to host Kingsford at 2:30 pm on 1/25/20 as long as schedule changes are able to be made by the PBHC at a rate of $125.00 per hour made by Moderson, seconded by Mildren. Roll call vote was as follows: Collins-yes, Panosso-yes, Re-absent, Sommer-yes, Mildren-yes, Moderson-yes. Motion approved.

C. New Manager Update/ Review Applications: Discussion about the new manager applicants was held. Discussion included but wasn't limited to setting up two interviews for 11/6/19 at 4:30 pm at the Ironwood Memorial Building.

10. Other Matters:
    A. Sommer:
        i. Grand Re-Opening/ Ribbon Cutting Ceremony: Discussion about the re-opening ceremony was held. Ceremony will be held after the Civic Center Project is completed; details still need to be finalized.
11. Next meeting Monday 12/2/19 at 5:00 pm at IPSD.
12. Adjournment: Motion to adjourn at 7:15 pm made by Collins, seconded by Moderson. Motion approved.

Civic Center Special Meeting Minutes 11/6/19

1. Meeting called to order by Collins at 4:30 pm
2. Roll call: Collins, Mildren, Moderson, Panosso, and Re present. Sommer absent and one seat open.
3. Motion to approve the docket: N/A: Interviews only
4. Motion to approve the minutes/financials: N/A
5. Citizens wishing to address items on the agenda: N/A
6. Old Business:
    A. New Manager Position/ Applicants: Seven (7) people submitted applications for the manager position. Of those seven, two (2) were selected for interviews.
7. New Business:
    A. Interviews:
        i. Michelle Sivula: An interview was conducted by the Board.
        ii. Gladdie Funke: An interview was not conducted—still waiting for applicant to schedule an interview.
8. Public Comment: N/A
9. Other Matters: N/A
10. Next special meeting Monday 11/11/19 at 4:30 pm at Ironwood Memorial Building.
11. Motion to adjourn at 5:26 pm made by Re, 2nd by Collins. Motion approved.

IRONWOOD

MICHIGAN | Find Your North

Proceedings of the Economic Development Corporation Meeting
Wednesday, July 3, 2019

A Regular Meeting of the Economic Development Corporation (EDC) was held on Wednesday, July 3, 2019 at 10:00 A.M. in the Women's Club Room, Second Floor of the Municipal Memorial Building in the City of Ironwood, Michigan.

1. Chair Wyssling called the meeting to order at 10:00 a.m.

2. Recording of the Roll

	Present			
MEMBER	**YES**	**NO**	**EXCUSED**	**NOT EXCUSED**
Thorsen, Gina		X	X	
Lemke, Joseph	X			
Korpela, Nancy	X			
Sclafani, Velda	X			
Ramme, Dave	X			
Ruppe, Mark	X			
Schonberg, Bob		X	X	
Wyssling, John	X			
Gary Burnett		X	X	
Quorum	**5**	**4**	**Quorum**	

Also Present: Community Development Director Tom Bergman and Community Development Strategist Tim Erickson.

3. Approval of the May 1, 2019 Meeting Minutes:

Motion by Korpela to accept the May 1, 2019 meeting minutes. **Second** by Ruppe. **Motion Carried 5 to 0.**

4. Approval of the Agenda

Motion by Korpela to accept the Agenda. **Second** by Sclafani. **Motion Carried 5 to 0.**

5. Citizens wishing to address the Corporation regarding Items on the Agenda (Three-minute limit): None.

6. Citizens wishing to address the Corporation regarding items not on the Agenda (Three-minute limit): None.

7. Items for Discussion and Consideration:

   A. Redevelopment Ready Communities Priority Sites.
      I. Redevelopment Sites.
         1. Erickson stated that the sites will be advertised soon on the City website and with the Michigan Economic Development Corporation (MEDC).
      II. Update on Zoning Ordinance.
         1. Director Bergman said that he will provide some of the commercial elements for the EDC to see. Wyssling asked if the downtown will be protected with the City's marijuana ordinance. Director Bergman gave an update on the current direction. He talked about limiting it to 4 establishments throughout the City. Director Meyer spoke to the Corporation concerning the complexity of the marijuana issue.

   B. Comprehensive Plan Implementation Status of Priority Action Items:
      I. Strategy 6.4 Workforce Development.
         1. Review of Superior Mobile Canning Revolving Loan Fund.
            a. Director Bergman talked about the business. The Corporation talked about and exception with the MEDC for Ironwood Township residents to get access to the funding.
         2. Update on Waupaca Foundry.
            a. Waupaca Foundry will be operating by Monday.

      II. Strategy 6.2(b) Implement Endowment Fund Program for Economic Development.
         1. Update on Project Gogebic strategic planning session.
            a. Director Bergman stated that the project is wrapping up. There will be a meeting to go over the plan when it is complete. Wyssling asked about a broadband plan.

      III. Strategy 6.3(g & h) Develop/Continue a Business Incubator and Entrepreneurial Support Spaces.
         1. Director Bergman talked about discussing this item with the Downtown Ironwood Development Authority. He talked about incorporating incubator with co-work space.

8. Other Business: None.

9. Next Meeting: August 7, 2019 at 10:00 a.m.

10. Adjournment. **Motion** by Ruppe to adjourn at 10:46 a.m. **Second** by Korpela. **Motion Carried 6 to 0.**

John Wyssling, President

Tim Erickson, Community Development Assistant

IRONWOOD

MICHIGAN | Find Your North

Proceedings of the Parks and Recreation Committee
Monday, October 7, 2019, 5:00 p.m.

A regular meeting of the Parks and Recreation Committee was held on Thursday, October 7, 2019 at 5:00 P.M. at Ironwood Memorial Building Women's Club Room, 213 S. Marquette St., Ironwood, Michigan.

1. Call to Order:

   Chairman Davey called the meeting to order at 5:00 p.m.

2. Recording of the Roll:

MEMBER	PRESENT YES	PRESENT NO	EXCUSED	NOT EXCUSED
Paul Kostelnik		X	X	
Sam Davey	X			
Tom Kangas – Vice Chair	X			
Kim Corcoran, ex-officio, non-voting		X	X	
Mary Grace Loreti		X	X	
Linda Jindrich	X			
Randy Kirchhoff	X			
Vacant				
	4	**3**		

   Also present, Community Development Specialist, Tim Erickson.

3. Approval of the September 12, 2019 Meeting Minutes:

   Motion by Jindrich to approve the September 12, 2019 Meeting Minutes. Second by Kangas. Motion carried 4 to 0.

4. Approval of the Agenda:

   Motion by Kangas to approve the amended Agenda. Second by Kirchhoff. Motion carried 4 to 0.

5. Citizens wishing to address the Committee on Items <u>on</u> the agenda (Three-Minute Limit): None.

6. Citizens wishing to address the Committee on items <u>not</u> on the Agenda (Three-minute limit): None.

7. Items for discussion and consideration:

   A. Discussion regarding of Community Garden at Norrie Park.

      I. Chris Ainslie from the Range Master Gardeners presented before the Committee to discuss the Norrie Park Community Garden. She is looking for the City of Ironwood to have a formal contract with the Range Master Gardeners for the Norrie Park Community Garden.

   B. Update on sledding hill.

      I. Davey discussed doing the sledding hill on the SISU route on Alfred Wright Blvd. between downtown Ironwood and Xcel Energy sub-station.

   C. Comprehensive/Park and Recreation Plan Implementation Status of Priority Action Items:

      I. Strategy 4.5 Define and Construct Priority Trail Improvements (Regional Trail to Miners and Beltline).

         a. Update on Southern Beltline Trail Acquisition Project.

            i. Erickson stated that phase 2 supplemental information has been submitted to the DNR.

         b. Update on Neighborhood Enhancement Grant (Trail Connections).

            i. Erickson stated that the Health Foundation has submitted the FSR and is awaiting payment to reimburse the City.

         c. Update on Mountain Bike Trail Development in Miners Memorial Heritage Park.

            i. Erickson stated that the grant agreement was turned in. The DNR will send it back after their review to request modifications.

      II. Strategy 5.4(a) Strengthen and Implement the Master Plan for Miners Memorial Heritage Park (MMHP).

         a. No update.

      III. Strategy 5.2(b) Annual Park and Recreation User Summit

         a. Kangas recommended to have it before the ski season.

      IV. Park Action Plan.

         a. Playground North of US Hwy 2.

            i. Erickson stated that this project will not happen this year.

8. Other Business: Davey discussed obtaining the church on Ayer street.

   Motion by Kangas to recommend to City staff to approach the owner of the church to donate the building to the City. Second by Jindrich. Motion carried 4 to 0.

   The Committee discussed a list given by Parks Maintenance Supervisor for upgrades to City parks.

9. Next Meeting: Monday, November 4, 2019 at 5:00 p.m.

10. Adjournment: **Motion** by Kangas to adjourn the meeting. **Second** by Kirchhoff. **Motion Carried 4 to 0.** Adjournment at 5:42 p.m.

Respectfully Submitted

Sam Davey

Sam Davey, Chair

Tim Erickson, Community Development Specialist

RULES OF THE CITY COMMISSION
(Adopted 11/09/2015)

A. REGULAR AND SPECIAL MEETINGS

All meetings of the City Commission will be held in compliance with state statutes, including the Open Meetings Act., 1976 PA 267 as amended, and with these rules.

Section 1. Regular Meetings

The Commission shall hold regular meetings on the second Monday and the fourth Monday of each month in the Commission Chambers, Municipal Memorial Building; both meetings to be held at 5:30 P.M. If the time set for a regular meeting falls on a holiday, the meeting shall be held at the same time and place on the next secular day, which is not a holiday; provided that the place may be changed if necessary, as long as timely notice is furnished to the public. (Charter 4.6(b)).

Section 2. Special Meetings

Special meetings of the City Commission shall be called by the City Clerk on written request of the Mayor, City Manager, or two (2) members of the City Commission. (Charter 4.6(c)).

There shall be at least 18 hours written notice to each member of the Commission, designating the time, place, and purpose of the meeting. Notice shall be served personally or left at his usual place of residence or business (as desired by the individual Commissioner) by the Clerk or an agent appointed by the Clerk (Charter 4.6(c)(1)).

Only the business listed in the call to a special meeting may be transacted at that meeting (Charter 4.6(c)(3)).

Section 3. Posting requirements for Regular and Special Meetings

Within 10 days after the first meeting of the council following the election, a public notice stating the dates, times and places of the regular monthly City Commission meetings will be posted at the City offices.

Post rescheduled meetings 18 hours before meeting, not applicable to subcommittees of public bodies MCL 15.265.

The notice described above is not required for a meeting of the Commission in emergency session in the event of a severe and imminent threat to the health, safety, or welfare of the public when two-thirds (2/3) of the members of the Commission determine that delay would be detrimental to the City's efforts in responding to the threat.

Section 4. Minutes of Regular and Special Meetings

The clerk shall attend the Commission meetings and record all the proceedings and resolutions of the Commission in accordance with the Open Meetings Act. In the absence of the clerk, the City Clerk or the City Commission may appoint another person to temporarily perform the clerk's duties.

The Clerk shall prepare the Official Proceedings of each Commission meeting as required by the Charter Section 4.6(f), which shall be the minutes required by the Open Meetings Act. Proposed minutes shall be available for public inspection within eight (8) days after each meeting. The City Clerk shall be clerk of the Commission and shall, with the Mayor, sign and attest all ordinances, and the journal or record of the Commission's proceedings shall be prepared, kept, and signed by the City Clerk and approved by the Commission.

A copy of the minutes of each regular or special Commission meeting shall be available for public inspection at the City offices during regular business hours.

Section 5. Work Sessions

Upon the written request or equivalent of the Mayor, City Manager, or two (2) Commissioners and with appropriate notice to the Commission members and to the public, the Commission may convene a work session devoted exclusively to the exchange of information relating to municipal affairs. No votes shall be taken on any matters under discussion nor shall any Commission member enter into a formal commitment with another member regarding a vote to be taken subsequently. Commission members shall not be paid for attendance at work sessions. Minutes are not required but notes may be taken and posted.

B. CONDUCT OF MEETINGS

Section 1. Meetings to be Public

All regular meetings of the Commission shall be open to the Public, and citizens shall have a reasonable opportunity to be heard in accordance with such rules and regulations as the Commission may determine, except that the meetings may be closed to the public and the media in accordance with the Open Meetings Act.

All official meetings of the Commission and its committees shall be open to the media, freely subject to recording by radio, television, and photographic services at any time, provided that such arrangements do not interfere with the orderly conduct of the meetings.

The Commission shall act only by ordinance or resolution.

Section 2. Agenda Preparation

An agenda for each regular City Commission Meeting shall be prepared by the City Manager with the following Order of Business.

A. Call to Order
B. Record the Roll
C. Approval of Consent Agenda
D. Approval of Agenda
E. Citizens wishing to address the Commission on Items on the Agenda (Three Minute Limit)
F. Citizens wishing to address the Commission on Items not on the Agenda (Three Minute Limit)
G. Old Business
H. New Business
I. City Manager’s Report
J. Other Matters
K. Adjournment

The Order of Business shall not be departed from except by the consent of 2/3’s of the member of the Commission present.

Section 3. Consent Agenda

A consent agenda may be used to allow the commission to act on numerous administrative or non-controversial items at one time. Included on this agenda can be non-controversial matters such as approval of minutes, payment of bills, approval of recognition resolutions, etc. Upon request by any member of the Commission or citizen, an item shall be removed from the consent agenda and considered separately under New Business.

Section 4. Agenda Distribution

A copy of the agenda shall be delivered to each member of the Commission no later than 4:00 P.M. on the Tuesday preceding the date of the regular meeting at either the residence or place of business of each member of the Commission.

Section 5. Quorum

Three (3) members of the Commission shall be a quorum, but three members or less may adjourn regular or special meetings to a later date and may by majority vote of those present compel personal presence and continuous attendance of its members and officers.

Section 6. Attendance at Commission Meetings

Election of the City Commission is a privilege freely sought by the nominee. It carries with it the responsibility to participate in commission activities and represent the residents of the City. Attendance at Commission meetings is critical to fulfilling this responsibility.

Section 7. Presiding Officer

The presiding officer (chairperson) shall be responsible for enforcing these rules of procedure and for enforcing orderly conduct at meetings. The Mayor is ordinarily the presiding officer. The council shall appoint one of its members Mayor Pro Tempore, who shall preside in the absence of the Mayor. In the absence of both the Mayor and the Mayor Pro Tempore, the City Clerk will call the meeting to order and take roll call. If a quorum is present, the first order of business following roll call is the selection of a meeting chair regardless of the adopted order of business. Following the selection of an acting chair, the acting chair will follow the adopted order of business.

Section 8. Disorderly Conduct

The presiding officer/chairperson may call to order any person who is being disorderly by speaking out of order or otherwise disrupting the proceedings, failing to the germane, speaking longer than the allotted time or speaking vulgarities. Such person shall be seated until the chair determines whether the person is in order.

If the person so engaged in presentation is called out of order, he or she shall not be permitted to continue to speak at the same meeting except by special leave of the Commission. If the person shall continue to be disorderly and disrupt the meeting, the chair may order the Sergeant-at-Arms to remove the person from the meeting. No person shall be removed from a public meeting except for an actual breach of the peace committed at the meeting.

The Ranking Public Safety Officer of the City (or designated alternate) shall serve as Sergeant-at-Arms for enforcement of this provision.

C. <u>CLOSED MEETINGS</u>

Section 1. Purpose

Closed meetings may be held only for the reasons authorized in the Open Meetings Act, PA 267 of 1976 as amended.

Section 2. Calling Closed Meetings

At a regular or special meeting, the City Commission elected or appointed and serving, by a two thirds vote may call a closed session under the conditions outlined in Section C.1 of the Open Meetings Act. The roll call vote and purpose(s) for calling the closed meeting shall be entered into the minutes of the public part of the meeting at which the vote is taken.

Section 3. Minutes of Closed Meetings

The clerk or the designated secretary of the City Commission shall take a separate set of minutes at the closed session. These minutes will be retained by the clerk, shall not be available to the public, and shall only be disclosed if required by a civil action, as authorized by the Michigan Open Meetings Act. These minutes may be destroyed one year and one day after approval of the minutes of the regular meeting at which the closed session was approved.

D. <u>DISCUSSION AND VOTING</u>

Section 1. Rules of Parliamentary Procedures

The rules of parliamentary practice as contained in the latest edition of Robert's Rules of Order shall govern the Commission in all cases to which they are applicable, provided they are not in conflict with these rules, City Ordinances, the City Charter, or applicable state statutes. The Mayor may appoint a parliamentarian.

Action on the passage of all ordinances and adoption of all resolutions shall be taken by "yes" and "no" votes, entered into the record (unless unanimous, in which case a statement to that effect will suffice) (Charter Sec.4.6(h)).

The presiding officer/chairperson shall preserve order and decorum and may speak to points of order in preference to other Commission members. The presiding officer/chairperson shall decide all questions arising under this parliamentary authority, subject to appeal and reversal by a majority of the Commission members present.

The presiding officer/chairperson may make and support motions at all City Commission meetings.

Any Commissioner may appeal to the Commission a ruling of the presiding officer/chairperson. If the appeal is seconded, the Commissioner making the appeal may briefly state the reason for the appeal and the presiding officer/chairperson may briefly state the ruling. There shall be no debate on the appeal and no other Commissioner shall participate in the discussion. The questions shall be "Shall the decision of the chair be sustained?" If the majority of the Commissioners present vote "yes", the ruling of the presiding officer/chairperson is sustained; otherwise it is overruled. Tie votes sustain the chairs ruling.

Section 2. Conduct of Discussion

During discussion and debate, no Commissioner shall speak until recognized for that purpose by the presiding officer/chairperson. After such recognition, the Commissioner shall confine discussion to the question at hand and to its merits and shall not be interrupted except by a point of order or privilege raised by another Commissioner. Speakers should address their remarks to the presiding officer/chairperson, maintain a courteous tone and avoid interjecting a personal note into debate.

No Commissioner shall speak more than once on the same questions unless every Commissioner desiring to speak to that question shall have had the opportunity to do so.

The presiding officer/chairperson, at his or her discretion and subject to the appeal process mentioned in Section D.1, may permit any person to address the Commission during its deliberations.

Section 3. Ordinances and Resolutions

No ordinance, except an appropriation ordinance, an ordinance adopting or embodying an administrative or governmental code or an ordinance adopting a code of ordinances, shall relate to more than one subject, and that subject shall be clearly stated in its title.

A vote on all ordinances and resolutions shall be taken by roll call vote and entered in the minutes unless it is a unanimous vote. If the vote is unanimous, it shall be necessary only to so state in the minutes, unless a roll call vote is required by law or by commission rules.

The adoption of any ordinance by the Commission shall require for its passage the concurrence of a majority of all members of the Commission, namely three (3) members.

The adoption of any resolution shall be by the affirmative vote of the majority of the Commission present, except that the affirmative vote of 2/3rd of the Commissioners present will be required to adopt any resolution that,

(a) Prevents the introduction of question for consideration;
(b) Closes, limits, or extends the limits of debate;
(c) Limits the freedom of nomination or voting;
(d) Closes nominations, or
(e) Deprives one of membership of office.

Section 4. Roll Call

In all roll call votes, the names of the members of the Commission shall be called in rotating order as determined by the clerk.

Section 5. Duty to Vote

Election to a deliberative body carries with it the obligation to vote. Commission members present at the Commission meeting shall vote on every matter before the body, unless otherwise excused or prohibited from voting by law. A Commission member who

is present and abstains or does not respond to a roll call vote shall be counted as voting with the prevailing side and shall be so recorded, unless otherwise excused or prohibited by law from voting.

Conflict of interest, as defined by law, shall be the sole reason for a member to abstain from voting. Any City officer called on to make an official decision who feels a conflict of interest may exist, should make that feeling known and may abstain from voting on that issue. (Charter Sec. 3.4(b)). A vote may be postponed, if necessary, to obtain the opinion of the City Attorney.

The right to vote is limited to the members of Commission present at the time the vote is taken. Voting by proxy or by telephone is not permitted.

All votes must be held and determined in public; no secret ballots are permitted.

Section 6. Results of voting

In all cases where a vote is taken, the presiding officer/chairperson shall declare the result.

It shall be in order for any commission member voting in the majority to move for a reconsideration of the vote on any question at that meeting or at the next succeeding meeting of the Commission. When a motion to reconsider fails, it cannot be renewed.

E. CITIZEN PARTICIPATION

Section 1. General

Each regular City Commission meeting agenda shall provide for reserved time for audience participation.

If requested by a member of the Commission, the Presiding Officer/Chairperson shall have discretion to allow a member of the audience to speak at times other than reserved time for audience participation.

Section 2. Length of Presentation

Any person wishing to address the City Commission during the times set for public comment, shall be limited to three (3) minutes in length for the first Public Comment time and three (3) minutes in length for the second Public Comment time per individual presentation. The Clerk will maintain the official time and notify the speakers when their time is up.

Section 3. Addressing the Commission

When a person addresses the Commission, he or she shall step up to the podium or designated area and state his or her name and home address. Remarks should be confined to the question at hand and addressed to the presiding officer/chairperson in a courteous tone. No person shall have the right to speak more than once on any particular subject until all other persons wishing to be heard on that subject have had the opportunity to speak. (If a person addressing the City Commission is found to be disorderly then page 4, Section 8, of these rules shall apply).

F. MISCELLANEOUS

Section 1. Adoption and Amendment of Rules of Procedure

These rules of procedure of the Commission will be placed on the agenda of the first meeting of the Commission following the seating of the newly elected Commission members for review and adoption. A copy of the rules adopted shall be distributed to each Commission member.

The Commission may alter or amend its rules at any time by a vote of 4 of the 5 Commissioners after notice has been given of the proposed alteration or amendment.

Section 2. Suspension of Rules

The rules of the Commission may be suspended for a specified portion of a meeting by an affirmative vote of two-thirds (2/3) of the members present except that City Commission action shall conform to the City Charter, State Statutes and to the Michigan and the United States Constitutions.

Section 3. Bid Awards

The Commission will award bids during regular or special meetings. A bid award may be made at a special meeting of City Commission if that action is announced in the notice of the Special Meeting.

Section 4. Committees

The Mayor shall appoint all members with commission confirmation to committees of the Commission, except the Ironwood Housing Commission, which the City Manager shall appoint according to MCLA 125.654.

Section 5. Commission Mail

That the City Clerk (or an agent appointed by the Clerk) be authorized to open all mail addressed to the City Commission and that the Clerk make a sufficient number of copies of the ordinary mail received to be mailed/delivered with the docket on Friday preceding the meeting. Further, that copies of all urgent correspondence be made and mailed to the Commissioners without delay.