

COUNCIL PROCEEDINGS
Special Meeting
March 16, 2020

CALL TO ORDER: By Mayor Ridge on Monday, March 16, 2020 at 6:00 p.m.

PRESENT: Councilmembers Baker, McRae, Hoogstra, Dyer, Weissenborn, Mayor Pro-Tem Armitage, Mayor Ridge, City Clerk Terpstra and City Manager Guetschow.

APPROVAL OF AGENDA: Council member Baker moved, supported by Weissenborn to approve the agenda as presented. Carried. 7 Yes. 0 No.

EXPEDITED RESOLUTIONS AND ORDINANCES

A. COUNCIL POLICY NO. 2020-01 MEETING PROCEDURES DURING COVID-19 EPIDEMIC:
COUNCIL POLICY NO. 2020-01

1. PURPOSE

The purpose of this policy is to temporarily modify provisions of Council Policies 2016-02 Citizen Comments and 2016-04 Order of Business at City Council Meetings in order to conduct meetings as efficiently as possible during the COVID-19 epidemic while also complying with the provisions of the City Charter and state statute relevant to the conduct of City business.

2. AUTHORITY

This policy is adopted pursuant to the provisions of section 15.264(5) of Public Act 267 of 1976 as amended (Open Meetings Act) and section 4.71(I) of the City Charter.

3. BACKGROUND

On March 10, 2020, Governor Gretchen Witmer declared a state of emergency to maximize efforts to slow the spread of cases of COVID-

19 in the state. Subsequent guidance from the Governor's office, the Department of Health and Human Services and the Barry-Eaton District Health Department, among other purposes, offer recommendations to limit public gatherings. Governor Witmer has issued an executive order suspending portions of the Open Meetings Act applicable to state government boards and commissions. No similar actions have been taken to suspend portions of the Act applicable to local governments. Accordingly, it is deemed prudent to conduct meetings in a more efficient manner so as to reduce the potential for exposure to the virus while still conducting public business in accordance with the law and standards of good government.

4. TEMPORARY POLICY CHANGES

Provisions of Council Policies 2016-02 and 2016-04 to the contrary notwithstanding, the following rules and procedures shall be applicable to all regular and special Council meetings that occur through May 31, 2020 or until the rescission of Governor Witmer's emergency declaration, whichever occurs first:

- 4.1 Citizen comments at public meetings shall be limited to a single occasion during each meeting near the beginning of the meeting. The duration of comments by any citizen shall not exceed three minutes.
- 4.2 Citizen comments during public hearings shall be limited to three minutes.
- 4.3 The action "Approval of the Agenda" shall be replaced with a "Motion for Unanimous Consent" to all business items except for those on which one or more members of the Council desire debate, discussion or additional information. Prior to asking for a motion for unanimous consent, the Mayor shall inquire of Council members if there are any items of business on the agenda on which a member wishes to have debate, discussion or additional information. Items so identified will be noted. The Mayor shall then ask for a motion to approve the remainder of

the agenda by unanimous consent. Voting on such motion shall be by roll call.

4.4 The “Communications and Committee Reports” section of the agenda shall be limited to reports on important matters that were not previously provided to Council in writing.

5. EFFECTIVE DATE.

This policy shall become effective with the Council meeting that occurs next following its adoption.

B. CONSIDER APPROVAL OF RESOLUTION NO. 2020-45 TO APPROVE COUNCIL POLICY 2020-01 MEETING PROCEDURES DURING COVID-19 EPIDEMIC:

RESOLUTION NO. 2020-45

A RESOLUTION TO APPROVE COUNCIL POLICY 2020-01 MEETING PROCEDURES DURING COVID-19 EPIDEMIC

BE IT RESOLVED that Council Policy 2020-01 Meeting Procedures During COVID-19 Epidemic is hereby approved.

Council member Dyer moved, supported by Baker to approve Resolution 2020-45 Council Policy 2020-01 meeting procedures during COVID-19 epidemic as presented. Carried. 7 Yes. 0 No.

C. CONSIDER APPROVAL OF RESOLUTION NO. 2020-44 TO AUTHORIZE CONDUCTING CITY COUNCIL MEETINGS THROUGH THE USE OF TELECONFERENCE OR VIDEO CONFERENCE TECHNOLOGY:

RESOLUTION NO. 2020-44

A RESOLUTION TO AUTHORIZE CONDUCTING CITY COUNCIL MEETINGS THROUGH THE USE OF

TELECONFERENCE OR VIDEO CONFERENCE TECHNOLOGY

WHEREAS, the holding of City Council meetings in the City Hall Council Chambers during the COVID-19 epidemic risks exposure to the virus by the Council members and the public in attendance; and

WHEREAS, the Open Meetings Act and City Charter currently prohibit other means of conducting meetings but that prohibition might be suspended by action of the state legislature or Governor; and

WHEREAS, it is prudent to plan for alternative methods of conducting meetings of the City Council if the prohibitions against such meetings are suspended; and

WHEREAS, it is in the public interest to protect public health, safety and welfare by utilizing other methods of conducting City Council meetings if the use of such methods will advance the purposes of good government while insuring reasonable participation in the governmental decision-making process by the citizens of Charlotte;

NOW, THEREFORE, BE IT RESOLVED that the City Manager is hereby directed to develop a plan for conducting City Council meetings via teleconference or video conference; and

BE IT FURTHER RESOLVED that at such time as the prohibitions against alternative meeting methods are suspended, the City Manager shall consult with the City Attorney to insure the plan he has developed complies with the provisions of such legislation or order and shall make such modifications as are necessary to comply with the legislation or order; and

BE IT FURTHER RESOLVED that the revised plan shall be implemented upon the ~~Mayor's authorization~~ **Council's consensus** after ensuring that Council members and the public are able to effectively participate in the meeting.

Mayor Pro-Tem Armitage moved, supported by Dyer to approve Resolution No. 2020-44 to authorize conducting City Council City Council Special Minutes 03-16-2020

meetings through the use of teleconference or video conference technology and to change the last paragraph to “upon the council’s consensus” to replace Mayor’s authorization. Carried. 7 Yes. 0 No.

D. CONSIDER APPROVAL OF RESOLUTION NO. 2020-46 SUSPENDING MOST BOARD AND COMMISSION MEETINGS:

RESOLUTION NO. 2020-46

A RESOLUTION SUSPENDING MOST BOARD AND COMMISSION MEETINGS

WHEREAS, the holding of meetings of various boards and commissions associated with Charlotte City government during the COVID-19 epidemic risks exposure to the virus by board and commission members and the public in attendance and is contrary to the intent of guidance from the Michigan Department of Health and Human Services and the Barry-Eaton Health Department; and

WHEREAS, while the work of the boards and commissions is important, much of it is advisory or fiduciary in nature and can be postponed to later dates when gatherings are less likely to affect public health, safety and welfare;

NOW, THEREFORE, BE IT RESOLVED that effective immediately and continuing through May 31, 2020, meetings of boards and commissions, with the exception of the City Council, shall only occur for the purpose of taking action on matters of significant importance that cannot feasibly be delayed and then only with the prior approval of the Mayor.

Council member Dyer moved, supported by Hoogstra to approve Resolution 2020-46 suspending most board and commission meetings as presented. Carried. 7 Yes. 0 No.

Discussion was held on the steps the City is taking for employees and how they are accommodating if there is a need for work schedule changes and/or child care.

City Manager Guetschow stated that the Fire Department is sanitizing the building twice daily in public areas. We have asked that the public use other means of paying their bills or call city hall to find out how they can utilize the drop boxes etc. We are working with the unions to get letters of understanding regarding the use of sick leave to care for children that are out of school. Discussion has been held on how the city will operate if people should become sick from this virus.

PUBLIC COMMENT: None.

MAYOR AND COUNCIL COMMENTS:

- Council member Dyer no comment.
- Council member McRae no comment.
- Council member Baker no comment.
- Mayor Pro-Tem Armitage no comment.
- Council member Hoogstra no comment.
- Council member Weissenborn stated that with the schools closing they would be providing lunches to families for pick up at the High School currently. They will also be opening four other locations available for kids free up to age 18 and to families for \$3.00. The locations will be The Meadows, _____, Butternut Creek Apartments, Old School Village apartments and door #29 at the High School.
- Mayor Ridge stated that health and safety is #1 at City Hall and she wants to ensure that things are in the best interest of the employees and the City.

Council member McRae moved, seconded by Dyer to adjourn at 7:07 P.M. Carried. 7 Yes. 0 No

Mayor Yvonne Ridge

Ginger Terpstra, City Clerk, CMMC