



**PROPOSED AGENDA
ORGANIZATIONAL MEETING OF THE NEWLY ELECTED
CHARLOTTE CITY COUNCIL**

111 E. Lawrence Ave, Charlotte, MI 48813 (517) 543-2750

7:00 P.M. Monday, November 13, 2023

Interested persons can participate in-person or via Zoom

Connect to Zoom from your computer, tablet, or smartphone

Website: <https://us02web.zoom.us/j/84397440984>

One tap mobile: +16465588656,,84397440984#

Telephone: (312) 626-6799 Webinar ID: 843 9744 0984

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Special Presentation**
 - a. Oath of Office for Mayor and Council Members
- 5. Absence of Council Members**
- 6. Public Comment** - Limit presentation to five (5) minutes
- 7. Approval of Agenda**
- 8. Business Agenda**
 - a. Elect Mayor Pro Tem
 - b. Oath of office for Mayor Pro Tem
 - c. Discussion on Council member appointments to Boards and Commissions
 - d. Establish a date for City Manager interviews
 - e. Discussion on 2024 Council meeting dates

ADDRESSING THE CITY COUNCIL

Public Comments shall be made only during times set aside for that purpose.

Each citizen may speak for up to 5 minutes during each public hearing and public comments period.

Comments made during public hearings shall be relevant to the subject of the public hearing.

Comments shall be made from the podium unless otherwise directed by the Mayor.

Comments shall be directed to the Mayor and Council members.

Speakers shall begin by stating their name and indicate if they are a resident or non-resident of the City.

Speakers shall refrain from using vulgarity, hate speech or "fighting words."

If attending via Zoom, indicate your desire to speak by "raising your hand" - click on the icon labeled "Participants" at the bottom center of your PC screen. At the bottom of the window on the right side of the screen, click the button labeled "Raise Hand." Your digital hand is now raised. Lower it by clicking the same button, now labeled "Lower Hand." To raise your hand if you are on a Zoom phone call - press ""9" on your dial pad.*

9. Public Comment

10. Mayor and Council Comments

11. Adjourn

~Mary LaRocque, City Clerk



Memo

Date: November 13, 2023

To: Honorable Mayor Lewis, City Council

From: Mary LaRocque, City Clerk

Re: Election of Mayor Pro-Tempore

Pursuant to the City Charter, Chapter 4, Section 4.5, a Mayor Pro Tempore is to be elected from the Council members at the organizational meeting held the first Monday following the election. The Charter does not dictate a process for such an election; therefore, the following is a basic guideline consistent with Robert's Rules of Order.

- The Mayor opens the floor for nominations for Mayor Pro Tempore
- It is *not* required that every council member offer a name for a nominee
- It is not necessary for a motion to be made to nominate someone nor is a second required
- A council member may nominate themselves
- If nominated by another, the nominee should accept or decline
- After all nominations have been established, the Mayor instructs the Clerk to take a roll call vote from each council member who then names their choice from the list of nominees
- If a tie occurs, a second roll call vote is taken with only the tied nominees
- Voting ends as soon as one nominee receives a majority of votes, as the Mayor Pro Tempore has been elected

Mayor Pro-Tem Election				
Council member	Nominations	Accepted/ Declined	Roll Call Vote	2nd Vote - if needed
Tim Lewis				
Michael Duweck				
Anthony Rodriguez				
Curtis Scott				
Jeffery Christensen				
Kevin Fullerton				
Joseph Chin Jr				

The Oath of office will then be administered to the newly elected Mayor Pro-Tem by the Clerk



Memo

To: Honorable Mayor Lewis; City Council
From: Mary LaRocque, City Clerk
Date: November 09, 2023
Re: Councilmember representative appointments for Boards and Commissions

The Mayor is charged with appointing members to Boards and Commissions which are then approved by the Council.

Councilmembers are appointed to a Board or Commission of their choosing as a Council Rep, and attend all meetings. You may choose to be a Council Representative on more than one Board if there remains a vacancy and you are able to commit to the attendance at those meetings.

The Council Rep will then report back to the City Council any plans, activities or decisions made by those Boards or Commissions during the *Communications and Committee Reports - Councilmember Committee Reports* section of each business agenda.

Councilmembers are encouraged to review the various Boards or Commissions and decide which organization they would like to be assigned to. Report your selection during tonight's discussion, or to the Mayor and the Clerk by Noon on Friday December 1, 2023. At the December 04th regular City Council meeting, the Mayoral appointments will be presented for approval to the Council.

Councilmember representative appointments for Boards and Commissions		
Board or Commission	Assigned Councilmember	Meeting dates, times and locations
Airport Advisory Board	Councilmember	Meets on the 3rd Monday of January, April, July, Oct at 8:00 a.m. at the airport terminal
Camp Frances	Councilmember	Meets on the 2nd Tuesday of each month at 6:30 p.m. at the Camp Frances Cabin
Charlotte Area Recreational Coop (CARC)	Councilmember	Meets on the 2nd Thursday of each month at 6:00 p.m. at the Carmel Township offices
Downtown Development Authority (DDA)	Mayor	Meets on the 3rd Tuesday of each month at 6:30 p.m. in Council Chambers
Library Board	Councilmember	Meets on the 3rd Thursday of each month at 7:00 pm. At the Spartan room in the Library
Park Advisory Board	Councilmember	Meets the 1st Tuesday of January, February, April, May, September and October in Community Room
Planning Commission	Councilmember	Meets the 1st Tuesday of each month in Council Chambers



Memo

Date: November 13, 2023

To: Honorable Mayor Lewis; City Council

From: Mary LaRocque, City Clerk

Re: Discussion on 2024 Meeting Dates

Pursuant to the City Charter, Chapter 4, Section 4.7, which can be found online here:

https://codelibrary.amlegal.com/codes/charlotte/latest/charlotte_mi/0-0-0-12467 the Council is required to meet twice monthly to conduct its regular business. Meetings must be the second and fourth Monday of each month *unless otherwise provided by ordinance*.

Approved by Resolution in 2021, Council began meeting on the first and third Mondays of each month. The Planning Commission (PC) and Downtown Development Authority (DDA) both conduct their meetings in Council Chambers. PC meets on the 1st Tuesday of each month and DDA meets on the 3rd Tuesday of each month.

If the Council desires to keep the 1st and 3rd Monday schedule, there are four Monday holidays (whereby city offices are closed) that will be in conflict and require an alternate meeting date, as follows:

January 1 - New Year's Day (1st Monday)
January 15 - MLK Jr. Day (3rd Monday)
February 19 - Presidents Day (3rd Monday)
September 2 - Labor Day (1st Monday)

Additionally, in the past two years, Council has scheduled the 1st Monday meeting immediately preceding the August Primary and November General elections in State and Federal elections to the 2nd Monday. Those dates in 2024 are as follows:

August 5th - Day before Primary election
November 4th - Day before Primary election

Scheduling meetings for the next day on Tuesday can be problematic for PC and DDA meetings as it displaces their meeting schedule. It is therefore requested and recommended that all 1st and 3rd Monday meetings with conflicted dates as noted be scheduled for the 2nd or the 4th Monday, respectively, to maintain consistency and to be considerate of the PC and DDA.

If it is Council's desire to return to a 2nd and 4th Monday meeting schedule, adoption by Resolution is required. Two meetings are displaced on this calendar - May 27th to 28th and November 04 to 12th (Monday November 11 is Veterans day)

For your review and consideration, A 2024 draft calendar has been provided for the 1st and 3rd Mondays and another for the 2nd and 4th Mondays with alternate meeting dates posted as suggested.

Special meetings/work sessions can be called on an "as needed" basis provided there is sufficient (18 hours) notice required by the Open Meetings Act. If the Council intends to pre-schedule special meetings and/or work sessions for budget discussions or special projects, it is respectfully requested and recommended that all such meetings, where appropriate, be scheduled from 6 to 7 preceding a regular Council meeting. If the Council prefers to schedule extra meetings on a different day, please refer to the calendar to avoid a conflict with a holiday or other scheduled meeting.

Adoption of the final 2024 meeting schedule will be presented on the December 04th or 18th Council meeting agenda. A resolution will be drafted. It will be noted in this resolution if the meeting dates are changed back to the 2nd and 4th Monday's as well. The dates will then be published in accordance with the Open Meetings Act.

City of Charlotte
Proposed 2024 Meeting Schedule
1st and 3rd Monday

2024

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 Holiday (offices closed)
  City Council meeting
  Planning Commission
  DDA
  Election day

City of Charlotte
Proposed 2024 Meeting Schedule
2nd and 4th Mondays - DRAFT

2024

January							February							March							April						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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■ Holiday (offices closed)

▲ City Council meeting

★ Planning Commission

☁ DDA

◆ Election day