

CITY OF BERKLEY PUBLIC NOTICE
REGULAR CITY COUNCIL MEETING
Monday, December 2, 2024
7:00 P.M. – City Hall
248-658-3300

CALL 40th COUNCIL TO ORDER
APPROVAL OF AGENDA
MAYOR-LED MOMENT OF REFLECTION
PLEDGE OF ALLEGIANCE
PUBLIC COMMENT
ORDER OF BUSINESS

Consent Agenda

1. **APPROVAL OF THE MINUTES**: Matter of [approving the minutes](#) of the 40th Regular City Council meeting on Monday, November 18, 2024.
2. **ORDINANCE NO. O-09-24**: Matter of [approving the second reading](#) and adoption of an ordinance to amend Section 26-326, Vacant Properties to be Registered of Article VI, Vacant and Neglected Properties of Chapter 26, Buildings and Building Regulations of the City of Berkley Code of Ordinances to remove a timeframe for registering vacant properties.
3. **ORDINANCE NO. O-10-24**: Matter of [approving the second reading](#) and adoption of an ordinance to amend Section 106-310, Requirements of Article VIII, Parklets of Chapter 106, Streets, Sidewalks and Other Public Places of the City of Berkley Code of Ordinances to permit parklets between November 1 and March 31 at the discretion of the Department of Public Works.
4. **MOTION NO. M-107-24**: Matter of [approving the Flagstar Government Banking Public Unit Resolution and Master Signature Authorization Agreement](#).
5. **SWEARING-IN CEREMONY**: Newly [appointed City Manager](#) Crystal VanVleck receives Oath of Office from the City Clerk.

Regular Agenda

1. **RECOGNITIONS/PRESENTATIONS**: Matter of receiving any recognitions or presentations from the Consent Agenda.
2. **PRESENTATION**: Matter of [receiving a presentation](#) from the Oakland County Prosecutor's Office on the All of Us Foundation.
3. **RESOLUTION NO. R-23-24**: Matter of [designating the time](#) and place of City Council Meetings and its Rules and Order of Procedure.

COMMUNICATIONS

ADJOURN

Note: The City of Berkley will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting upon four working days' notice to the City. Individuals with disabilities requiring auxiliary aids or services should contact the City by writing or calling: Victoria Mitchell, ADA Contact, Berkley City Hall, 3338 Coolidge Highway, Berkley, MI 48072 (1-248-658-3310).

Note: Official minutes of City Council Meetings and supporting documents for Council packets are available for public review in the City Clerk's Office during normal working hours. Anyone wishing to submit correspondence for the meeting may send an email to clerk@berkleymi.gov or call 248-658-3310 by 5 p.m. on the day of the meeting.

THE REGULAR MEETING OF THE FORTIETH COUNCIL OF THE CITY OF BERKLEY, MICHIGAN WAS CALLED TO ORDER AT 7:00 PM ON MONDAY, NOVEMBER 18, 2024 IN COUNCIL CHAMBERS BY MAYOR DEAN

PRESENT: Councilmember Steve Baker Councilmember Gregory Patterson
 Councilmember Clarence Black - attending remotely due to military duty
 Mayor Pro Tem Ross Gavin Councilmember Dennis Hennen
 Mayor Bridget Dean

OTHER STAFF PRESENT:

Interim City Manager Nate Geinzer
City Attorney Dan Christ
City Clerk Victoria Mitchell
Deputy City Manager of Public Services Shawn Young
Community Development Director Kristen Kapelanski
Facilities Manager Alex Brown
Finance Director Carl Johnson
Deputy Finance Director Amy Zurawski
Interim Parks & Recreation Director Dan McMinn

APPROVAL OF AGENDA

Councilmember Baker moved to approve the amended agenda by removing item three from the consent agenda to place it as item 2A on the regular agenda.
Seconded by Mayor Pro Tem Gavin
Ayes: Black, Gavin, Hennen, Patterson, Baker, and Dean
Nays: None
Absent: Vilani
Motion Approved.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT

Joshua Hunter, via email, wrote regarding his concerns with one of his recent FOIA requests.

Consent Agenda

Mayor Pro Tem Gavin moved to approve the following Consent Agenda including a change to the regular minutes including Mayor Pro Tem Ross Gavin as a volunteer for the ad hoc committee to review board and commission policies and procedures.
Seconded by Councilmember Baker:

APPROVAL OF THE MINUTES: Matter of approving the minutes of the 40th Regular City Council meeting on Monday, October 21, 2024 and City Council Special Work Session on Monday, October 21, 2024.

WARRANT: Matter of approving Warrant Nos.1403 and 1404.

MOTION NO. M-101-24: Matter of approving a budgeted upfitting of (4) four Ford F250 Pickup Trucks from Truck and Trailer Specialties of Howell, MI, utilizing the Bidnet/Rochester Hills Cooperative Contract RFP-RH-20-023 in the amount of \$55,895. The upfitting is budgeted under account numbers 592-536-

985-000 (Water and Sewer – Vehicle), 101-441-985-000 (General Fund – Vehicles), 226-528-985-000 (Sanitation – Vehicles), and 208-751-982-000 (Parks and Rec – Equipment).

MOTION NO. M-102-24: Matter of approving a budgeted purchase of a new Utility Vehicle from Weingartz Supply Co., of Utica, MI, utilizing the Sourcewell Cooperative Purchasing Contract 031121-KBA, in the amount of \$18,431.88. The purchase is budgeted under account number 208-751-982-000 (Parks and Recreation – Equipment).

MOTION NO. M-103-24: Matter of appointing City Councilmember Dennis Hennen to serve as a delegate participant and City Manager Crystal VanVleck as alternate for SEMCOG.

RESOLUTION NO. R-22-24: Matter of adopting a resolution supporting Vision Zero, a public health-based traffic safety strategy to reduce and eventually eliminate traffic deaths and serious injuries.

MOTION NO. M-104-24: Matter of approving the amended Labor Attorney agreement.

ORDINANCE NO. O-09-24: Matter of approving the first reading of an ordinance to amend Section 26-326, Vacant Properties to be Registered of Article VI, Vacant and Neglected Properties of Chapter 26, Buildings and Building Regulations of the City of Berkley Code of Ordinances to remove a timeframe for registering vacant properties.

PROCLAMATION NO. P-29-24: Matter of receiving a proclamation recognizing election workers for their service.

Ayes: Gavin, Hennen, Patterson, Baker, Black, and Dean

Nays: None

Absent: Vilani

Motion Approved.

Regular Agenda

RECOGNITIONS/PRESENTATIONS: Matter of receiving any recognitions or presentations from the Consent Agenda.

Mayor Pro Tem Gavin read P-29-24 in its entirety.

Finance Director Carl Johnson introduced Amy Zurowski, the City's new Deputy Finance Director, who has more than 20 years of experience, both governmental and private. Mr. Johnson said he was very excited she started this morning.

PRESENTATION: Matter of receiving a presentation from members of Oakland County Water Resources Commission regarding the HomeGuard backwater prevention pilot program.

Jen Cook, Oakland County Water Resource Commission, presented an opportunity for residents to do stormwater improvements directly at homes to prevent basement water issues:

- The HomeGuard pilot program is a subsidized initiative aimed at preventing wastewater and stormwater from entering homes during heavy rains, saving homeowners up to \$15,000.
- The HomeGuard program includes the installation of backwater valves and sump pumps by prequalified contractors, ensuring affordability and ease for homeowners.
- The pilot area includes 536 homes in Berkley.
- Marketing efforts include public meetings, door hangers, letters, farmers market outreach, and online FAQs linked through Berkley's website.
- Installations involve jackhammering and temporary disruption, but contractors ensure cleanliness and provide guidance for maintaining installed equipment.

- As of now, 128 homes (25 percent of the pilot area) have applied, with 30 homes having installations completed or scheduled.
- Applicants in the pilot area can easily apply online or by phone, with a simple process involving a \$100 participation fee if they qualify.
- Inspectors assess the home's plumbing, sewer line condition, and safety; sewer line issues may disqualify homes, though repair quotes are offered.
- Low-income homeowners can seek additional financial assistance through an Oakland County program, with some participants already benefiting.

MOTION NO. M-100-24: Matter of approving a budgeted purchase and installation of a new Sewer Camera Inspection System from Jack Doheny Companies of Northville, MI, utilizing the Sourcewell Cooperative Purchasing Group Contract Number 120721-RVL in the amount of \$221,159.23. The purchase is budgeted under account numbers 592-536-985-000 (Water and Sewer – Vehicle). Councilmember Hennen moved to approve Motion No. M-100-24
Seconded by Councilmember Baker

Deputy City Manager of Public Services Shawn Young presented regarding the proposed system:

- The City of Berkley regularly cleans, inspects, and rates roughly 50 miles of public sewer main on an annual basis.
- These inspections and subsequent ratings are done using the globally standardized NASSCO PACP rating system and are used to identify areas of our sewer main that need additional maintenance, repairs, or lining.
- We currently have four staff members who have successfully completed the NASSCO Pipeline Assessment Certification Program for Mainline, Lateral, and Manhole Assessments.

Mr. Young showed slides demonstrating the upgraded camera quality.

Ayes: Hennen, Patterson, Baker, Black, Gavin, and Dean

Nays: None

Absent: Vilani

Motion No. M-100-24 Approved.

MOTION NO. M-105-24: Matter of approving the proposal from Bureau Veritas to complete a facility condition assessment and approve a corresponding budget amendment for \$27,500. Bureau Veritas was pre-qualified through an Omnia Purchasing Group request for the qualifications process, contract # SV8105. This professional service is being funded from account 101-267-818-000.

Mayor Pro Tem Gavin moved to approve Motion No. M-105-24

Seconded by Councilmember Hennen

Ayes: Patterson, Baker, Black, Gavin, Hennen, and Dean

Nays: None

Absent: Vilani

Motion No. M-105-24 Approved.

ORDINANCE NO. O-10-24: First reading of an ordinance to amend Section 106-310, Requirements of Article VIII, Parklets of Chapter 106, Streets, Sidewalks and Other Public Places of the City of Berkley Code of Ordinances to permit parklets between November 1 and March 31 at the discretion of the Department of Public Works.

Councilmember Baker moved to approve Ordinance No. O-10-24

Seconded by Councilmember Patterson

Ayes: Baker, Black, Gavin, Hennen, Patterson, and Dean
Nays: None
Absent: Vilani
Ordinance No. O-10-24 Approved.

MOTION NO. M-106-24: Matter of approving the requested first amendment to the vendor agreement with Double Haul Solutions to provide City Manager transition support.
Mayor Pro Tem Gavin moved to approve Motion No. M-106-24
Seconded by Councilmember Hennen
Ayes: Black, Gavin, Hennen, Patterson, Baker, and Dean
Nays: None
Absent: Vilani
Motion No. M-106-24 Approved.

RESOLUTION NO. R-23-24: Matter of designating the time and place of City Council Meetings and its Rules and Order of Procedure.
Councilmember Patterson moved to table Resolution No. R-23-24 until December 2, 2024.
Seconded by Councilmember Hennen
Ayes: Gavin, Hennen, Baker, Patterson, Black and Dean
Nays: None
Absent: Vilani
Resolution No. R-23-24 Approved to be tabled.

Direction for staff:

- Schedule Work sessions before every meeting at 5:30 p.m. and more than one meeting over the Summer (three months) as well as during the months that include holidays. When the first or third Monday is not available, move the meeting to the subsequent Monday.
- Read the items on the consent agenda with the names of the relevant account, not the account number. Record account numbers on the memo preceding the supporting material per motion.
- Three Councilmembers should participate in placing items on Work Session agendas.
- City Council agenda meetings should include rotating participation of Councilmembers.

COMMUNICATIONS

COUNCILMEMBER HENNEN

- The Zoning Board of Appeals didn't have a meeting in November, and it has no cases for December.
- The Tree Board has put in an application with DTE for a grant, and he said we should hear the results in a couple of months.
 - There are some other grants that are being worked on as well. One hundred trees have been planted for the fall season, so any resident who was going to get a tree should have it by now, along with care instructions and so forth. It has been pretty dry, so please remember to water your tree to help it get started.
 - He said that as new trees have been put in and maintained, they have been entered into the City's GIS system. He said that Berkley has about 50 percent of the city completed so far, and that will help us in future planning projects, tree canopy studies, and so forth.
- The Tree Board's next meeting is on November 25th.

COUNCILMEMBER BAKER

- The Downtown Development Authority (DDA) met last week on Wednesday, November 13th. There were continued conversations around things like the DDA strategic plan, which hasn't

been refreshed in a while, Coolidge Streetscaping design elements, and how and in what ways the DDA can help influence the Berkley Theater marquee continuing to be a landmark in our community.

- He expressed incredible appreciation, gratitude, and celebration for the BOO!kley Month that just passed. He congratulated and thanked all the volunteers, businesses who participated, and the organization that went into a fantastic month of delightfully scary and fun events.
- Merry Month begins pretty soon!
 - November 30th is Small Business Saturday. Please remember to support your local businesses and help keep Berkley strong.
 - The Holiday Lights Parade will be on Saturday, December 7th.
 - Merry & Bright shopping nights will be on Thursdays: December 5th, 12th, and 19th.
 - On Saturday, December 14th the Jolly Shopping Trolley will be commuting up and down and across our downtown, which will be a lot of fun.
 - On Sunday, December 15th, Santa will be at the Library. Get in there, make your list, check it twice, and make sure you're on the nice list before you sit on his lap.
 - Visit downtownberkley.com for details on these events and more.
- The Historical Committee met on Tuesday, November 12th. They have a new holiday mug available! For those of you that collect these things, you'll want to get one; if you haven't started, this is a great piece to start with. It features a local artist named Steven Patterson, who designed this. It shows Santa and our historic fire hall with a nice "Season's Greetings" message. This mug, along with several prior holiday mugs, is available for only \$10 each at the museum, clerk's office, and the library. Please enjoy your holiday cheer with some Berkley historical swag!
- On Sunday Our Lady of La Salette celebrated its 100th year of serving our community. An extra-large display has been placed at the church and will be coming to the museum in the middle of December. If you don't get a chance to see it at the church, please come see it at the museum.
- Finally, it was Anne Hood who once said, "There is more power in a good, strong hug than a thousand meaningful words." Let's Hug Day is coming up. Hugs are important, right? Hug somebody; it's powerful. When we want to share our happiness, when we see someone feeling low or down, or when we want to make up after saying something we shouldn't have, hugs release good hormones in our bodies and even help with blood pressure. So, please hug somebody you love; it's good for all sorts of reasons. Find a way to express your gratitude, appreciation, and sincerity with a hug; that's what makes this place great.

MAYOR PRO TEM GAVIN

- The Parks and Recreation Advisory Board will meet on December 12th at 7 PM at the Community Center.
- The Library Board will meet at 7 PM this Wednesday, November 20th.
- Thanked the Clerk's Office and all election volunteers. He said that they are the front line of democracy, and they make it possible for every Berkley resident to share their voice and have a say in the political process.
- Thanked Representatives Price and Weiss and Secretary of State Benson for an incredibly informative session about election integrity and processes.

COUNCILMEMBER PATTERSON:

- The Beautification Committee met on November 6th. They discussed the Holiday Lights Parade, and they're putting a float together in collaboration with the Tree Board. He said he is sworn to secrecy, but come to the parade and you'll see it; It'll be the one with lights on it.
- The Planning Commission will meet next Tuesday at 7 PM here in Council chambers.
- The Ad Hoc Committee met; he said that he attended the session facilitated by Assistant to the City Manager Charlaime Stevenson with Councilmember Baker and Mayor Pro Tem Gavin. He said they started to discuss some opportunities for City boards and commissions, how to make them more efficient, and improvements that could be made. He said that they will be meeting again in December.
- He wished everyone a Happy Thanksgiving. He said that he challenges us all to reflect on something we're thankful for.

COUNCILMEMBER BLACK

- He said that the Committee for Engagement has a name change, they will now be called the Committee for Engagement and Transparency, and they are recruiting! That's right—they want you. He said that for all those who love to engage and preach about transparency, well, this is an opportunity for them to step away from the keyboard and join the committee. He said that they want residents to engage and show transparency with the Council through the Committee for Engagement and Transparency. If interested, residents can email communications@berkeleymi.gov.
- Thanked City Clerk Mitchell and everyone who made his attendance possible tonight. He said it is not lost on him that it's inconvenient, but he appreciates everyone making it possible for him to attend virtually.
- Thanked Karen Saltsman and the sixth graders at Anderson Middle School, who hosted him and his wife for Veterans Day. He said that he and his wife (who has 25 years in the military) had a phenomenal time talking to the sixth graders about their service. He said the kids were very attentive and that he and his wife got a chance to show them what soldiers eat when they can't get ahold of the cafeteria. He said that luckily they didn't eat it, because insurance won't cover that liability!
- He said he also had the opportunity to be a guest emcee at the Detroit VA Veterans Day presentation. Congresswoman Dingell, Congresswoman Rashida Tlaib, and Director of the Michigan Veterans Affairs Agency Brian Love were all present. He said it was a phenomenal event, and he was fortunate to have the opportunity to participate.
- Finally, he thanked the American Legion. He said he knows Madam Mayor and the Mayor Pro Tem were at their Veterans Day event, and they did an outstanding job with the kids from Royal Oak Shrine. He gave a huge thank you to everyone who honored our veterans this past Veterans Day.
- Veterans Day should be every day. Continue to honor and support our veterans—not just on Veterans Day, but every day.

INTERIM CITY MANAGER NATE GEINZER

- Thanked Councilmember Patterson for reminding him about Thanksgiving.
- He said that every year the City staff does something for the holidays—something for the greater good. He said that Director Flora, our Communications Director, brought to the staff meeting the idea of doing a food and other needs drive for Berkley Care's Food Pantry that is open to anybody. The list of items the Berkley Cares Food Pantry needs is on their website, but you're always pretty safe with boxed goods, canned goods, and similar items. Each of our city facilities has a box inside—inside the main door—for collecting items; the drive is running from November 12th through December 12th.

CITY ATTORNEY DAN CHRIST

- As Councilmember Black noted, his participation remotely tonight is expressly permitted under the Michigan Open Meetings Act. It allows him to participate remotely when he is in military service. He noted for the Clerk that it should be included in the minutes of the meeting.

MAYOR DEAN

- The Veterans Day ceremonies that we had here in Berkley included two events. The first was at the gazebo here at City Hall, and Mayor Pro Tem Gavin was there. She said her youngest brother, who is a Marine and Army veteran, happened to be here for the weekend and attended the ceremony. She said that his wife, her sister-in-law, served in the Marine Corps. Her niece, their daughter, is a graduate of West Point. Her nephew, their son, served in the Coast Guard. Her oldest brother served in the Army. Her next oldest brother served in the Marines, and his son served in the Navy. She said that she has an uncle who served in the Army and an aunt who was in the Navy. The next ceremony was at the Berkley American Legion. She said that Mayor Pro Tem Gavin and she had the opportunity to stand with Council Member Black and his lovely wife, Lorrena, for that event.
- She said that the military gene obviously skipped her, but that she is abundantly proud of and grateful to all of those—not just in her family—who have served, are actively serving, or will serve our country. She thanked Council Member Black and Lorena, and everyone else she mentioned in that long family tree, for their service.
- On Thursday, November 7th, a sub-quorum of Council met with a sub-quorum of the School Board to exchange information and discuss collaborations moving forward. The biggest thing is Community Field #1, which she is very proud of.
- She said she happened to stop by on Election Day and got a look at the field—it just looks beautiful. She thanked everyone involved. She said it was a true group effort. She said it makes her optimistic for further collaborations in the future.
- She said they also discussed the School Board election results and congratulated Keith Logsdon on his reelection and newly elected School Board Member Jon Heger. She said the Council looks forward to working with them on future projects. At the end of the day, she said they all just want to do what's best for Berkley—for the residents, the kids in the schools, and the community at large as well as how that spills out into surrounding communities. She said their intent is to set up a standing meeting on a quarterly basis, rotating Council Members into those discussions. Stay tuned for further details.

ADJOURNMENT:

Councilmember Patterson moved to adjourn the Regular Meeting at 8:54 p.m.

Seconded by Councilmember Hennen

Ayes: Patterson, Baker, Black, Gavin, Hennen, and Dean

Nays: None

Absent: Vilani

Motion Approved.

Bridget Dean, Mayor

ATTEST:

Victoria Mitchell, City Clerk



MEMORANDUM

To: Mayor Dean and City Council
From: Kristen Kapelanski, Community Development Director
Date: December 2, 2024
Subject: Second reading to amend Section 26-325, Vacant Properties to be Registered of Article VI, Vacant and Neglected Properties of Chapter 26, Buildings and Building Regulations of the Berkley City Code

Madam Mayor and Members of City Council,

Background

- Vacant properties are required to register with the City per the Vacant and Neglected Properties Ordinance.
- The purpose of the ordinance is to ‘...prevent blight, protect property values and neighborhood integrity, avoid the creation and maintenance of nuisances and ensure safe and sanitary maintenance of dwellings, commercial and industrial buildings.
- Properties are currently required to register within ninety days of a vacancy. This does not allow discretion for properties that may have active permits, be up for sale or that are vacant and have become a nuisance.
- Council approved the first reading of this amendment on November 18, 2024.

Summary

- The proposed ordinance amendment would remove the ninety day requirement.
- This would allow staff to require properties to register as vacant as soon as code enforcement notices a vacant property that has become a nuisance and allow for properties that are vacant for longer than ninety days but have extenuating circumstances, such as renovations underway or longer than usual sale time, to not have to face unnecessary hurdles, fees and administrative paperwork.

Recommendation

Moved by Councilmember _____ and seconded by Councilmember _____ to approve the second reading to amend Section 26-325 of Article VI, Vacant and Neglected Properties, of Chapter 26, Buildings and Building Regulations, of the Berkley City Code to remove a timeframe for registering vacant properties.

O-09-24

AN
ORDINANCE
of the City Council of the City of Berkley, Michigan to Amend Section 26-325, Vacant Properties to be Registered of Article VI, Vacant and Neglected Properties of Chapter 26, Buildings and Building Regulations of the City of Berkley Code of Ordinances to remove a timeframe for registering vacant properties.

**THE CITY OF
BERKLEY ORDAINS:**

SECTION 1: Section 26-324 of Chapter 26 of the Berkley City Code is amended, as follows:

Sec. 26-325. – Vacant properties to be registered.

Owners and/or owners' agents of real property are required to register and obtain an inspection on all vacant properties ~~within 90 days of the vacancy.~~

SECTION 2: Severability Clause

Should any word, phrase, sentence, paragraph, or section of this Ordinance be held invalid or unconstitutional, the remaining provisions of this ordinance shall remain in full force and effect.

SECTION 3: Penalty

All violations of this ordinance shall be municipal civil infractions and upon determination of responsibility therefore shall be punishable by a civil fine of not more than \$500, and/or such other sanctions and remedies as prescribed in Article IX of Chapter 82 of the Code of Ordinances.

SECTION 4: Effective Date

This Ordinance shall become effective 30 days following the date of adoption.

SECTION 5: Publication

The City Council directs the City Clerk to publish a summary of this ordinance in compliance with Public Act 182 of 1991, as amended, and Section 6.5 of the Berkley City Charter.

Introduced on the First Reading at the Regular City Council Meeting on Monday, November 18, 2024.

Adopted on the Second Reading at the Regular City Council Meeting on Monday, December 2, 2024

Red, strikethrough text is proposed to be deleted: ~~example~~
Blue underlined text is proposed to be inserted: example

Bridget Dean, Mayor

Attest:

Victoria Mitchell, City Clerk

DRAFT

Red, strikethrough text is proposed to be deleted: ~~example~~
Blue underlined text is proposed to be inserted: example



MEMORANDUM

To: Mayor Dean and City Council
From: Kristen Kapelanski, Community Development Director
Date: December 2, 2024
Subject: Second reading to amend Section 106-310, Requirements of Article VIII, Parklets of Chapter 106, Streets, Sidewalks and Other Public Places of the Berkley City Code

Madam Mayor and Members of City Council,

Background

- Council approved an amendment to permit the conversion of underutilized on-street parking spaces into parklets in December of 2023.
- The Community Development received an inquiry for a parklet from a planned restaurant. However, the cost of disassembling and storing the deck, planters, etc. from November 1 to March 31 was identified as cost prohibitive.
- Council approved the first reading of this amendment on November 18, 2024.

Summary

- The Department of Public Works assessed the proposed parklet location and determined that year-round use of a parklet in that location would not intervene with departmental operations or pose a hazard.
- An amendment to the parklet ordinance has been proposed to allow year-round use at the discretion of the Department of Public Works.

Recommendation

Moved by Councilmember _____ and seconded by Councilmember _____ to approve the second reading to amend Section 106-310, Requirements of Article VIII, Parklets of Chapter 106, Streets, Sidewalks and Other Public Places of the City of Berkley Code of Ordinances to permit parklets between November 1 and March 31 at the discretion of the Department of Public Works.

AN
ORDINANCE
of the City Council of the City of Berkley, Michigan to Amend Section 106-310,
Requirements of Article VIII, Parklets of Chapter 106, Streets, Sidewalks and Other
Public Places of the City of Berkley Code of Ordinances to permit parklets between
November 1 and March 31 at the discretion of the Department of Public Works.

**THE CITY OF
BERKLEY ORDAINS:**

SECTION 1: Section 106-310 of Chapter 106 of the Berkley City Code is amended, as follows:

Section 106-310 - Requirements

Any adjoining business constructing or using a parklet must comply with the following requirements:

- A. Location
1. A parklet must not occupy or interfere with any fire lane, operational driveway, or bus zone.
 2. A parklet must be at least twenty (20) feet away from a crosswalk or intersection.
 3. A parklet, including all furnishings and enclosures, must leave a minimum five (5) foot wide pedestrian walkway.
 4. A parklet may be located only on streets with speed limits of not more than 30 miles per hour.
 5. If located on streets with speed limits at or below 25 miles per hour, a minimum two (2) foot setback from adjacent vehicle or bicycle lanes is required.
 6. If located on streets with speed limits between 26- 30 mph, a minimum three (3) foot setback from adjacent vehicle or bicycle lanes is required.
 7. A parklet must be located at least fifty (50) feet from a residential zoning district or single-family residential use, as measured from the edge of the parklet to the nearest residential property line.
 8. An adjoining business may construct only one (1) parklet.
 9. An adjoining business may not use more than two (2) on-street parking spaces or the equivalent length thereof for a parklet.
 10. No more than five (5) parking spaces per city block may be converted into a parklet.

11. A parklet may be constructed only on streets where a minimum twenty (20) foot width for two-way traffic is maintained.
12. A parklet must be located at least four (4) feet from any adjacent parking spaces.
13. If the parklet is located adjacent to a parking space, a wheel stop must be installed by the adjoining business.
14. A parklet that protrudes into the sidewalk must maintain a minimum five (5) foot pedestrian clearance.
15. If an adjoining business cannot locate its parklet in front of its business due to any of the location restrictions indicated in Section 106-310(A), then an adjoining business may locate its parklet in a parking space in front of a business directly adjacent to the adjoining business, with written permission from that business/property owner.

B. Design

1. A parklet, including furnishings and enclosures, must not block the view of vehicle, bicycle, or pedestrian traffic, or block the view of traffic control devices such as traffic signs, traffic signals, and other traffic warning devices.
2. A parklet, including furnishings and enclosures, must not obstruct motorists' visibility of traffic signals from two hundred (200) feet away.

C. Enclosure

1. A parklet must include an enclosure that separates the parklet from vehicular traffic and any adjacent on-street parking spaces. The parklet location requirements in this article also apply to parklet enclosures.
2. Enclosures must have a minimum height of thirty-six (36) inches and a maximum height of forty-two (42) inches.

D. Operation

1. A parklet may not be located or used within the public right-of-way between November 1 and March 31. [Exceptions may be provided to permit parklet use between November 1 and March 31 at the discretion of the Department of Public Works, if the parklet does not create hazards.](#)
2. Temporary shelters, such as canopies or bubble tents, may be used. Temporary shelters must comply with all requirements in this article.

E. Ramps and Platforms

1. Ramps must be provided for parklets to provide barrier free access from curbed sidewalks.
2. Ramps or platforms must be designed and constructed to maintain unobstructed

drainage flow along the gutter.

3. Ramps or platforms must not be bolted into the road or penetrate the surface of the road or parking space that the parklet occupies. Any ramps or platforms may be bolted into the existing curb. All curbs must be restored to the satisfaction of the City of Berkeley Department of Public Works.
4. Connections between platforms, ramps, sidewalks, or parking spaces used for the parklet or to obtain access to the parklet must be flush and must not leave a horizontal gap greater than one-half (1/2) inch, or a vertical separation greater than one-quarter (1/4) inch. If a vertical separation is to exceed one-quarter (1/4) inch, 1:4 bevels are required.
5. For parklets proposed on parking spaces with grades that exceed five percent (5%), level platforms must be provided.

F. Furnishings

1. All parklet furnishings are the responsibility of and must be maintained and operated by the adjoining business.
2. All parklet furnishings must be anchored or of sufficient weight so that at no time are the parklet furnishings at risk of becoming windblown or an obstruction or danger to public safety.
3. Furniture, including benches, planters, chairs, and tables, must not exceed four (4) feet in height.
4. Hanging or overhead furnishings, including umbrellas, must have a clearance of at least seven (7) feet and cannot exceed ten (10) feet from the ground.
5. Any umbrellas must be closed or removed at the end of operations each day.
6. Parklet furnishings must be maintained in a state of good repair. Any parklet furnishings having broken, peeling, or rusting features or showing other signs of disrepair must be promptly removed or replaced.
7. Any sun-shading materials must be constructed of fire-retardant materials.
8. Decorative lighting may be used only during the hours of the parklet's operation. Decorative lighting must not create glare that adversely affects public safety or adjacent properties and must be secured in a manner to prevent electrical hazards or trip hazards to parklet patrons or sidewalk pedestrians.

G. After the removal of the parklet, the applicant must restore the streets and rights-of-way to the same condition they were in before the parklet was developed.

H. All aspects of parklet construction and operation must comply with the Michigan Barrier Free Code.

SECTION 2: Severability Clause

Should any word, phrase, sentence, paragraph, or section of this Ordinance be held invalid or unconstitutional, the remaining provisions of this ordinance shall remain in full force and effect.

SECTION 3: Penalty

All violations of this ordinance shall be municipal civil infractions and upon determination of responsibility therefore shall be punishable by a civil fine of not more than \$500, and/or such other sanctions and remedies as prescribed in Article IX of Chapter 82 of the Code of Ordinances.

SECTION 4: Effective Date

This Ordinance shall become effective 30 days following the date of adoption.

SECTION 5: Publication

The City Council directs the City Clerk to publish a summary of this ordinance in compliance with Public Act 182 of 1991, as amended, and Section 6.5 of the Berkley City Charter.

Introduced on the First Reading at the Regular City Council Meeting on Monday, November 18, 2024.

Adopted on the Second Reading at the Regular City Council Meeting on Monday, December 2, 2024.

Bridget Dean, Mayor

Attest:

Victoria Mitchell, City Clerk

December 2, 2024 City Council Meeting

Moved by Councilmember _____ and seconded by Councilmember _____ to approve the Flagstar Government Banking Public Unit Resolution and Master Signature Authorization Agreement.

Ayes:

Nays:

Motion:



MEMORANDUM

To: Mayor Dean and City Council
From: Carl Johnson, Finance Director

Date: December 2, 2024
Subject: Flagstar Government Banking Public Unit Resolution and Master Signature Authorization Agreement

Madam Mayor and Members of City Council,

Background

The recent onboarding of the Deputy Finance Director has resulted in the need to update our banking agreement with Flagstar related to authorized signers on the bank accounts.

Summary

- Onboarding of the new Deputy Finance Director in November 2024 will require an amendment to the banking agreement to add her to the account.
- Flagstar requires a formal resolution passed by the mayor and council approving their standard banking agreement acknowledging the new authorized signers.

Recommendation

Approval of the Flagstar Government Banking Public Unit Resolution and Master Signature Authorization Agreement updating the authorized signers on the bank accounts to the clerk, treasurer, finance director & deputy finance director.

**CITY OF BERKLEY, MICHIGAN
OATH OF OFFICE**

Crystal VanVleck

I, Crystal VanVleck, having been duly appointed as Manager for the City of Berkley, do hereby solemnly swear that I will support the Constitution of the United States, the Constitution of the State of Michigan, the Charter of the City of Berkley, and that I will perform the duties of my office to the best of my ability.

Crystal VanVleck

*Subscribed and sworn to before me
this 2nd day of December, 2024.*

*Victoria Mitchell
City Clerk*

Gun Violence Prevention Awareness Quiz

- 1. The majority of U.S. gun deaths are the result of what?**
 - A. Homicide
 - B. Accidental shootings
 - C. Suicide
 - D. Intimate partner violence

- 2. Where do most mass shootings occur?**
 - A. Schools
 - B. Places of commerce/work
 - C. Churches
 - D. Restaurants and bars

- 3. When did the U.S. begin to extensively study gun violence?**
 - A. 1999
 - B. 2012
 - C. 2018
 - D. 2021

- 4. True or False: Gun violence is directly related to mental illness.**
 - A. True
 - B. False

- 5. In the U.S., what is the number one cause of death for children?**
 - A. Illness
 - B. Car accidents
 - C. Drowning
 - D. Firearms

6. In ____ out of 5 school shootings, at least one other person had knowledge of the shooter's plan but failed to report it.

A. 1

B. 2

C. 3

D. 4

ANSWER KEY

1. C - Suicide
2. B - Places of commerce/work
3. C – 2018
4. B – False
5. D – Firearms
6. D – 4



MEMORANDUM

To: Mayor Dean and City Council
 From: Victoria Mitchell, City Clerk
 Date: December 2, 2024
 Subject: City Council 2025-26 Meeting Dates

Madam Mayor and Members of City Council,

Background

- The City Clerk’s Office annually puts forth the City Council proposed meeting schedule for approval.
- Considerations while creating the meeting calendar include the first and third Monday schedule, holidays, and election dates.
- Work Sessions will begin at 5:30 p.m. and Regular Meetings will begin at 7 p.m.
- The following schedule for the 2025 City Council meetings is based upon the approval of Resolution No. R-23-24.
- The City Clerk also developed a tentative 2026 schedule of meetings.

Summary

2025	2026 (Tentative)
<i>Work Session</i> Monday, January 6, 2025	<i>Work Session</i> Monday, January 5, 2026
<i>Regular Meeting</i> Monday, January 6, 2025	<i>Regular Meeting</i> Monday, January 5, 2026
<i>Work Session</i> Monday, January 27, 2025	<i>Work Session</i> Monday, January 26, 2026
<i>Regular Meeting</i> Monday, January 27, 2025	<i>Regular Meeting</i> Monday, January 26, 2026
<i>Work Session</i> Monday, February 3, 2025	<i>Work Session</i> Monday, February 2, 2026
<i>Regular Meeting</i> Monday, February 3, 2025	<i>Regular Meeting</i> Monday, February 2, 2026
<i>Work Session</i> Monday, February 24, 2025	<i>Work Session</i> Monday, February 23, 2026
<i>Regular Meeting</i> Monday, February 24, 2025	<i>Regular Meeting</i> Monday, February 23, 2026
<i>Work Session</i> Monday, March 3, 2025	<i>Work Session</i> Monday, March 2, 2026
<i>Regular Meeting</i> Monday, March 3, 2025	<i>Regular Meeting</i> Monday, March 2, 2026
<i>Work Session</i> Monday, March 17, 2025	<i>Work Session</i> Monday, March 16, 2026
<i>Regular Meeting</i> Monday, March 17, 2025	<i>Regular Meeting</i> Monday, March 16, 2026
<i>Work Session</i> Monday, April 7, 2025	<i>Work Session</i> Monday, April 6, 2026
<i>Regular Meeting</i> Monday, April 7, 2025	<i>Regular Meeting</i> Monday, April 6, 2026

<i>Budget Work Session</i> Monday, April 14, 2025	<i>Budget Work Session</i> Monday, April 13, 2026
<i>Budget Work Session</i> Tuesday, April 15, 2025	<i>Budget Work Session</i> Tuesday, April 14, 2026
<i>Budget Work Session</i> Tuesday, April 16, 2025	<i>Budget Work Session</i> Tuesday, April 15, 2026
<i>Work Session</i> Monday, April 21, 2025	<i>Work Session</i> Monday, April 20, 2026
<i>Regular Meeting</i> Monday, April 21, 2025	<i>Regular Meeting</i> Monday, April 20, 2026
<i>Work Session</i> Monday, May 5, 2025	<i>Work Session</i> Monday, May 4, 2026
<i>Regular Meeting</i> Monday, May 5, 2025	<i>Regular Meeting</i> Monday, May 4, 2026
<i>Work Session</i> Monday, May 19, 2025	<i>Work Session</i> Monday, May 18, 2026
<i>Regular Meeting</i> Monday, May 19, 2025	<i>Regular Meeting</i> Monday, May 18, 2026
<i>Work Session</i> Monday, June 2, 2025	<i>Work Session</i> Monday, June 1, 2026
<i>Regular Meeting</i> Monday, June 2, 2025	<i>Regular Meeting</i> Monday, June 1, 2026
<i>Work Session</i> Monday, June 16, 2025	<i>Work Session</i> Monday, June 15, 2026
<i>Regular Meeting</i> Monday, June 16, 2025	<i>Regular Meeting</i> Monday, June 15, 2026
<i>Work Session</i> Monday, July 7, 2025	<i>Work Session</i> Monday, July 6, 2026
<i>Regular Meeting</i> Monday, July 7, 2025	<i>Regular Meeting</i> Monday, July 6, 2026
<i>Work Session</i> Monday, July 21, 2025	<i>Work Session</i> Monday, July 20, 2026
<i>Regular Meeting</i> Monday, July 21, 2025	<i>Regular Meeting</i> Monday, July 20, 2026
<i>Work Session</i> Monday, August 4, 2025	<i>Work Session</i> Monday, August 10, 2026
<i>Regular Meeting</i> Monday, August 4, 2025	<i>Regular Meeting</i> Monday, August 10, 2026
<i>Work Session</i> Monday, August 18, 2025	<i>Work Session</i> Monday, August 24, 2026
<i>Regular Meeting</i> Monday, August 18, 2025	<i>Regular Meeting</i> Monday, August 24, 2026
<i>Work Session</i> Monday, September 8, 2025	<i>Work Session</i> Monday, September 14, 2026
<i>Regular Meeting</i> Monday, September 8, 2025	<i>Regular Meeting</i> Monday, September 14, 2026
<i>Work Session</i> Monday, September 22, 2025	<i>Work Session</i> Monday, September 21, 2026
<i>Regular Meeting</i> Monday, September 22, 2025	<i>Regular Meeting</i> Monday, September 21, 2026
<i>Work Session</i> Monday, October 6, 2025	<i>Work Session</i> Monday, October 5, 2025
<i>Regular Meeting</i> Monday, October 6, 2025	<i>Regular Meeting</i> Monday, October 5, 2025
<i>Work Session</i> Monday, October 20, 2025	<i>Work Session</i> Monday, October 19, 2025
<i>Regular Meeting</i> Monday, October 20, 2025	<i>Regular Meeting</i> Monday, October 19, 2025
<i>Work Session</i> Monday, November 17, 2025	<i>Work Session</i> Monday, November 16, 2026
<i>Regular Meeting</i> Monday, November 17, 2025	<i>Regular Meeting</i> Monday, November 16, 2026
<i>Work Session</i> Monday, December 1, 2025	<i>Work Session</i> Monday, December 7, 2026
<i>Regular Meeting</i> Monday, December 1, 2025	<i>Regular Meeting</i> Monday, December 7, 2026
<i>Work Session</i> Monday, December 15, 2025	<i>Work Session</i> Monday, December 21, 2026
<i>Regular Meeting</i> Monday, December 15, 2025	<i>Regular Meeting</i> Monday, December 21, 2026

Recommendation

Approval of the City Council 2025-26 Meeting dates.

A RESOLUTION
of the 40th Council of the City of Berkley,
Michigan designating the time and place of City
Council Meetings and its Rules and Order of
Procedure

WHEREAS, Section 4.6 of the City Charter requires that the Council shall determine its own rules and order of business and shall keep a journal of all of its proceedings in the English language, which shall be signed by the mayor and the clerk and shall be available for inspection to the public at all reasonable times.

NOW, THEREFORE, THE CITY OF BERKLEY RESOLVES:

SECTION 1:

That the Council will generally conduct its regular meetings on the first and third Monday at 7:00 p.m. in City Hall at 3338 Coolidge Highway, (248-658-3300), or remotely in accordance with the Michigan Open Meetings Act, MCL 15.261 et seq. When the first or third Monday is not available, the meeting will be moved to the subsequent Monday. A special work session will take place before every regular meeting at 5:30 p.m. when needed at a to-be-determined location.

SECTION 2:

Except where in conflict with these rules, Federal or State law, the City Charter, or City ordinance, Robert's Rules of Order (current revision), will govern the conduct of meetings.

SECTION 3:

Council agendas must include the following, in the order that best suits the needs of each meeting, and posted accordingly:

- Call to Order
- Approval of Agenda
- Mayor-led Moment of Reflection
- Pledge of Allegiance
- Public Comment
- Order of Business
- Consent Agenda
 - Approval of Minutes
 - Approval of Warrants
- Regular Agenda
- Communications
- Council Closed Session (if any)
- Adjourn

At the Mayor's discretion, a moment of reflection may be observed at the beginning of Council meetings.

Consent Agenda in this sense includes any item or resolution which is of a routine or recurring nature. If a Councilmember requests to have any item removed from the Consent Agenda, the matter will be moved to the Regular Agenda for discussion or deliberation. All items on the Consent Agenda must be read by title without debate. One motion must be given for the Consent Agenda and a roll call vote must be taken. Resolutions or proclamations honoring individual citizens for personal outstanding accomplishments must also be included in the Consent Agenda. After the passage of the Consent Agenda, the mayor at their discretion, may read-have the entire resolution read.

The regular meeting agenda is prepared by the Mayor in consultation with the City Manager and City Attorney. One city councilmember chosen on a rotating basis will attend the agenda meeting along with the City Clerk. A consensus of a minimum of three councilmembers is required to put forth an item for a work session agenda. The request must be presented 10 days before the meeting.

SECTION 4:

The City Clerk must keep minutes of every Council Meeting, whether open or closed, showing the date, time, place, members present, members absent, any decisions made at a meeting open to the public, all roll call votes taken at the meeting, and the purpose for which a Closed Session is held. Minutes of a Closed Session are to be retained for one year and are not available to the public unless ordered disclosed by a court. In addition, all audio and video recordings of Council Meetings, as well as meetings of the Planning Commission and the Zoning Board of Appeals, must be placed in the City's record retention file the next business day after the approval of the official minutes.

SECTION 5:

The following rules are hereby established not only to affirm the rights of the public to address the meeting and to fully participate in the democratic process, but also to facilitate the orderly and efficient conduct of Council business:

1. At a point on the Council agenda designated for public comment, any person may address the meeting for a reasonable period of time about items not on the agenda. The Mayor may set reasonable limits on the length of citizen comments.
2. Any person addressing the meeting must identify the city in which they reside and, if that person wishes a reply to any question, must leave their full name, address and phone number with the City Clerk before leaving the meeting or via email to clerk@berkleymi.gov if attending an electronic meeting.
3. No person may make any statements or comments or distribute any materials designed to announce or promote or oppose their candidacy or the candidacy of another for political office.
4. No person may make any personal attack against a candidate, the Mayor, or any Councilmember or City employee that is defamatory, that disrupts the order of the meeting, or that is unrelated to the manner in which the subject(s) performs their duties.

5. Irrespective of Robert's Rules of Order, the Mayor, acting as presiding officer of the Council, ~~shall~~ havehas the same rights, responsibilities and power of discussion as other Councilmembers.
6. No new items ~~shall~~ may be taken up for discussion on the regular agenda after 10:00 p.m.
7. At any point during the meeting, the Mayor may allow citizen comments on any issue on the agenda. The Mayor may set reasonable limits on the length of citizen comments.
8. All Regular and Special Meetings of the Council must be open to the public, and all persons are permitted to attend any meeting that is not a closed session.
9. Upon a two-thirds roll call vote of the members of Council elected and serving, a Closed Session may be held to consider the purchase or lease of real property, to consult with the City's attorney on specific pending litigation, to review applications or appointments to a public office where the candidate requests confidentiality, to consider complaints or charges against a public officer, employee, or individual agent when the named person requests a closed hearing, for strategy and negotiations when connected with a collective bargaining process; and for any other permissible purpose under and in accordance with the Michigan Open Meetings Act.
10. The Council will continue to cablecast its regular meetings to further inform local residents of City government issues, activities, and events.

SECTION 6:

Filling of Vacancies for Boards and Commissions

1. Requests will be made in local news media, social media, and the city website inviting qualified people to make applications to the city manager. Applications are due 10 business days before the meeting in which the appointment will be considered. The vacancy must be posted at least 10 business days before the application deadline.
2. Recommendations from the pool of applicants will be requested from the city council liaison and the officers of the board or commission where the vacancy exists. The recommendations must be provided to the city manager five business days before the meeting in which the appointment will be considered.

Each Councilmember may provide a ranked list of their choices for each vacancy from the list of applicants. The choices must be given privately to the City Manager at least three business days before the meeting in which the appointment will be considered.

3. At the next regular meeting, or a special meeting called for that purpose, the City Manager must present a slate of candidates for the vacancies based on the recommendations from Councilmembers. Council may vote on the slate as a whole, or any Councilmember may

ask that a vacancy be considered separately from the slate. Any individual receiving four or more "yes" votes will be considered appointed.

SECTION 7:

Vacancies in the office of City Councilmember must be filled pursuant to Sections 3.6, 3.7 and 13.5 of the City Charter through the following procedure:

1. The City Clerk must publish and post notice of the City Council vacancy and the procedure and deadline for applying. City Council will accept applications from eligible candidates for 5 business days, or such other time as Council may prescribe, in order to complete the appointment process to fill the Council vacancy within the 30 days mandated by the City Charter.
2. The candidates applying are to be narrowed down to a list of finalists.
 - a. If 5 or fewer candidates apply, all are considered finalists.
 - b. If more than 5 candidates apply, each Councilmember may nominate up to 2 candidates. Nominations are to be provided to the City Manager. Each candidate receiving at least one nomination becomes a finalist.Finalists will be invited to the next City Council meeting to make a presentation and/or be interviewed by Council. A special meeting may be held for this purpose.
3. At its next meeting, which may be a special meeting, Council must appoint 1 of the candidates to fill the Council vacancy. Each City Councilmember may nominate 1 candidate for appointment. No second to any nomination is required, nor is it necessary for a Councilmember to nominate a candidate if the Councilmember's preferred nominee has already been nominated.
4. A roll call vote must be conducted, and each Councilmember must vote among the nominees. A nominee who receives the vote of 4 or more of the Councilmembers currently holding office must be declared appointed. If no nominee receives 4 votes of the Councilmembers currently holding office and there are more than 2 nominees, then the nominee who receives the fewest votes will be dropped, and another vote must be taken among the remaining nominees. This process will continue until a nominee receives the vote of 4 or more of the Councilmembers currently holding office.

SECTION 8:

The Daily Tribune will be the official newspaper for the publication of notices and of proceedings and ordinances of the Council, as may be required by the law or by City Charter.

SECTION 9:

The City Attorney is designated to act as a parliamentarian for the City Council.

SECTION 10:

Flagstar Bank is the designated official depository of City funding pursuant to Section 9.7 of the City Charter.

SECTION 11:

This resolution supersedes all existing resolutions, orders, rules, and orders of procedures insofar as they may be inconsistent herewith.

SECTION 12:

The City Clerk must post a copy of this resolution in City Hall and two other public and conspicuous places within the City.

SECTION 13:

Code of Ethics for Government Service applies to City Council as well as administrative officials appointed by Council.

Preamble

A code of ethics for government service calls upon public servants to treat their office as a public trust. It often takes extraordinary moral courage to do what is right. The strength and value of a code of ethics are found in its capacity to inspire voluntary commitment to higher moral standards than law or custom. By doing so, public servants inspire and justify confidence and faith in government.

**ANY PERSON
IN GOVERNMENT SERVICE SHOULD:**

1. Put loyalty to the highest moral principles and to country above loyalty to persons, party, or government department.
2. Uphold the Constitution, laws, and regulations of the United States and of all governments therein and never be a party to their evasion.
3. Give a full day's labor for a full day's pay; giving earnest effort and best thought to the performance of duties.
4. Seek to find and employ more efficient and economical ways of getting tasks accomplished.
5. Never discriminate unfairly by the dispensing of special favors or privileges to anyone, whether for remuneration or not; and never accept, for himself or herself or for family members, favors or benefits under circumstances which might be construed by reasonable persons as influencing the performance of governmental duties.
6. Make no private promises of any kind binding upon the duties of office, since a government employee has no private word which can be binding on public duty.
7. Engage in no business with the government, either directly or indirectly, which is inconsistent with the conscientious performance of governmental duties.

8. Never use any information gained confidentially in the performance of governmental duties as a means of making private profit.
9. Expose corruption wherever discovered.
10. Express themselves – in both spoken and written communications – in a manner becoming of a City of Berkley official or representative and maintain a constructive tone that may not reasonably be construed as demeaning, harassing, accusatory, untruthful, or disrespectful.
11. Uphold these principles, ever conscious that public office is a public trust.

SECTION 14:

Pursuant to Sec 3.5 of the City Charter, resignations of elected officers must be made in writing and filed with the Clerk. At its next regular meeting following receipt thereof by the Clerk, Council must act upon the resignation. Any resignation accepted in this manner must be filed within 30 days of its acceptance, pursuant to Sec 3.5 of the City Charter and Section 7 of these rules.

A resignation filed with the City Clerk may be rescinded by filing a statement in writing with the City Clerk before Council accepts the resignation.

SECTION 15:

Electronic Meetings

Electronic participation of a City Councilmember will be permitted only ~~in circumstances requiring accommodation of a member who is absent due to military duty and must be conducted in accordance with when required by~~ the Open Meetings Act.

SECTION 16:

Councilmember seating and liaison positions are determined by the mayor in consultation with each councilmember.

Introduced and Passed at a Regular City Council Meeting on Monday, December 2, 2024.

Bridget Dean, Mayor

Attest:

Victoria Mitchell, City Clerk