



# CITY OF MARINE CITY

## Charter Review Committee Meeting Agenda

Guy Community Center, 260 South Parker Street  
Regular Meeting: Thursday, March 14, 2024; 6:00 PM

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### 1. CALL TO ORDER

2. **ROLL CALL:** City Commissioners Jacob Bryson, Elizabeth Hendrick, Brian Ross; City Manager Scott Adkins; City Attorney Robert Davis.

### 3. APPROVE AGENDA

4. **PUBLIC COMMENT** Anyone is welcome to address the **Charter Review Committee**. Please state name and limit comments to five (5) minutes. This is a time for you to raise issues. The **Committee** will not respond, but issues will be followed up on as necessary.

### 5. APPROVE MINUTES

- a. Charter Review Committee Meeting Minutes – January 11, 2024
- b. Charter Review Committee Meeting Minutes – January 25, 2024
- c. Charter Review Committee Meeting Minutes – February 8, 2024

### 6. UNFINISHED BUSINESS

- a. Updates on Municode Proposal
- b. Review Draft Proposal Language and Resolutions
- c. Set Date for Next Committee Meeting

### 7. NEW BUSINESS

### 8. ADJOURNMENT

**City of Marine City  
Charter Review Committee Minutes  
January 11, 2024**

A regular meeting of the Marine City Charter Review Committee was held on Thursday, January 11, 2024 at 260 South Parker Street, Marine City, and was called to order by City Clerk Bell at 7:01 P.M.

Present: City Commissioners Jacob Bryson, Elizabeth Hendrick, Brian Ross; City Manager Scott Adkins; City Clerk Jason Bell; City Attorney Robert Davis.

Absent: None.

**APPOINT CHAIRPERSON**

Motion by City Commissioner Hendrick, seconded City Commissioner Ross, to appoint City Commissioner Bryson as the Chairperson of the Committee. All Ayes. Motion Carried.

**APPROVE AGENDA**

Motion by City Commissioner Ross, seconded by City Commissioner Hendrick, to approve the agenda with item 5a being completed already. All Ayes. Motion Carried.

**PUBLIC COMMENT**

Phil Oleksiak spoke on the Committee being a great to kick off and he stated to keep any revisions in line with State and Federal laws. He also spoke on concerns with Charter section 5.4 and revisions to include evidence to be presented with time to prepare before the hearing.

**NEW BUSINESS**

Review Committee's Tasking and Identify General Path Forward

City Attorney Davis spoke on the decision to do revision or amendment and the differences between the two. Commissioner Bryson's opinion was not to revise in whole but to amend as parts need work and he recommended for each member of the Committee to look at the Charter and bring back what needs work/change. He suggested to prioritize sections that need amendments.

City Attorney Davis suggested section 5.4 and ballot initiatives should be looked at. Commissioner Ross agreed for members to read and identify what needs to be looked at and what might need to be added. City Manager Adkins stated the Charter would be looked at administratively and some changes be brought to make sections more clear. Commissioner Bryson stated he would like Administration's opinions on what needs to be looked at or what inhibits their jobs in the Charter.

Set Date for Next Committee Meeting(s)

Motion by Commissioner Ross, seconded by Commissioner Hendrick, to set the next Charter Review Committee for Thursday, January 25, 2024 at 6:00pm. All Ayes. Motion Carried.

Commissioner Ross stated the next agenda should include to prioritize what needs to be worked on first.

**ADJOURNMENT**

Motion by Commissioner Ross, seconded by Commissioner Hendrick, to adjourn at 7:47p.m. All Ayes. Motion Carried.

Respectfully submitted,

Jason A.Bell  
City Clerk

DRAFT

**City of Marine City  
Charter Review Committee Minutes  
January 25, 2024**

A regular meeting of the Marine City Charter Review Committee was held on Thursday, January 25, 2024 at 260 South Parker Street, Marine City, and was called to order by City Commissioner Bryson at 6:01 P.M.

Present: City Commissioners Jacob Bryson, Elizabeth Hendrick, Brian Ross; City Clerk Jason Bell; City Attorney Robert Davis. (Commissioner Hendrick arrived at 6:33 P.M.)

Absent: City Manager Scott Adkins

Motion by Commissioner Ross, seconded by Commissioner Bryson, to excuse City Manager Adkins and Commissioner Hendrick. All Ayes. Motion Carried.

**APPROVE AGENDA**

Motion by City Commissioner Ross, seconded by City Commissioner Bryson, to approve the agenda. All Ayes. Motion Carried.

**PUBLIC COMMENT**

Phil Oleksiak spoke on the Charter Sections that he would like looked at including sections: 3.3, 3.5(b), 3.7, 3.8, 3.11, 4.3, 5.4, 6.1, 13.1 and 17.4.

**NEW BUSINESS**

Prioritize Section Amendments

City Attorney Davis spoke on the Charter and State Statute. He handed out documents regarding mandatory, permissible and prohibited content.

Commissioner Bryson inquired if a section was appealed how does it go on the ballot. City Attorney Davis stated the Committee would have to see if it fits somewhere else.

Commissioner Bryson spoke on the Charter sections he would like looked at to amend, including sections: 3.3, 3.4, 3.5, 3.7, 3.9, 3.11, 4.2, 4.4, 4.10, 5.1, 5.4, 5.8, 5.9, 6.1, 6.4, 6.7, 13.1 and 16.

Commissioner Ross spoke on the Charter sections he would like looked at to amend, including sections: 1.1, 1.2, 2.1, 2.2, 2.3, 3.3, 3.7, 3.8, 3.10, 3.11, 3.12, 3.13, 3.19, 4.2, 4.4, 4.10, 4.11, 4.13, 4.17, 5.1, 5.2(d), 5.4, 5.8, 5.12, 5.14, 5.16, 6.1, 13.1 and 16.

Commissioner Hendrick spoke on the Charter sections she would like looked at to amend, including sections: 3.3, 3.7, 3.8, 3.9, 3.15, 3.18, 4, 5.1, 5.4, 5.12, and 13.1.

City Attorney Davis suggested taking a look at the Commission's right to do a ballot initiative.

City Manager Adkins provided a list of section amendments from an Administrative standpoint.

Commissioner Bryson suggested sending each list to City Clerk Bell in order for the Committee to prioritize the sections to concentrate on first for the next meeting.

Set Date for Next Committee Meeting

Commissioner Bryson suggested the next meeting be set for February 8, 2024 at 6:00pm. All agreed to the date and time.

**ADJOURNMENT**

Motion by Commissioner Ross, seconded by Commissioner Hendrick, to adjourn at 8:04 p.m. All Ayes. Motion Carried.

Respectfully submitted,

Jason A. Bell  
City Clerk

**City of Marine City**  
**Charter Review Committee Minutes**  
**February 8, 2024**

A regular meeting of the Marine City Charter Review Committee was held on Thursday, February 8, 2024 at 260 South Parker Street, Marine City, and was called to order by City Commissioner Bryson at 6:04 P.M.

Present: City Commissioners Jacob Bryson, Elizabeth Hendrick, Brian Ross; City Manager Scott Adkins; City Clerk Jason Bell; City Attorney Robert Davis.

**APPROVE AGENDA**

Motion by City Commissioner Ross, seconded by City Commissioner Hendrick, to approve the agenda. All Ayes. Motion Carried.

**PUBLIC COMMENT**

None.

**UNFINISHED BUSINESS**

City Attorney to Advise Regarding Areas That Can Be Changed Without Formal Amendments Due to Changes in State/Federal Laws

City Commissioner Bryson inquired if the City was able to amend some sections of the Charter based on changes in State and/or Federal law without a formal amendment process. City Attorney Davis stated he contacted Municode to get pricing to add the City's Charter to their site and stated some amendments that are based on legal provisions don't require a ballot initiative.

Motion by Commissioner Ross, seconded by Commissioner Hendrick, to recommend the City Commission to have City Attorney Davis look into having Charter reviewed by Municode and added to their site. All Ayes. Motion Carried.

Prioritize Section Amendments

Commissioner Bryson spoke on his prioritized list and the importance of adding a section regarding policies (code of conduct/ethics, record retention, meeting rules, etc).

City Attorney Davis provided a memo regarding a prioritized list of amendments to look at first.

Commissioner Hendrick stated section 5.4 needed to be more clear on the notification and process of removal.

Commissioner Ross stated section 3.11 regarding the relationship between the Commission and Department Heads needed to be clarified.

The Committee agreed to a list of amendments in order of importance:

1. Adding a section on policies
2. Section 13.1 - Purchasing
3. Section 3.11 - Relationship between Commission and Department Heads
4. Section 5.4 - add procedural safeguards
5. Section 3.3 – Compensation of Commissioners
6. Zoning Ordinance if needed

Motion by Commissioner Ross, seconded by Commissioner Hendrick, as a Committee make a recommendation that the City Manager work with the City Attorney to craft ballot language for sections discussed as amended. All Ayes. Motion Carried.

Set Date for Next Committee Meeting

Commissioner Bryson suggested the next meeting be set for March 14, 2024 at 6:00pm.

Motion by Commissioner Ross, seconded by Commissioner Bryson, to set the next meeting date for Thursday, March 14, 2024 at 6:00pm. All Ayes. Motion Carried.

**ADJOURNMENT**

Motion by Commissioner Ross, seconded by Commissioner Hendrick, to adjourn at 7:05 p.m. All Ayes. Motion Carried.

Respectfully submitted,

Jason A.Bell  
City Clerk

**DRAFT**

**CITY OF MARINE CITY  
ST. CLAIR COUNTY, MICHIGAN**

**RESOLUTION NO. \_\_\_\_**

**RESOLUTION REGARDING AMENDMENT TO THE CHARTER OF THE CITY OF  
MARINE CITY BY ADDING SEC. 3.20.**

At the regular meeting of the City of Marine City Commission, the City of Marine City held at the City of Marine City Offices, 260 S. Parker Street, Marine City, Michigan 48039 on the \_\_\_\_ day of \_\_\_\_\_, 2024 commencing at 7:00 p.m.

Present: CITY COMMISSIONERS:

Absent: CITY COMMISSIONERS:

**WHEREAS**, the City of Marine City is desirous of adding a new Sec. 3.20 to the City of Marine City Charter to provide for the development, the implementation, and the maintaining of certain City policies and procedures; and

**WHEREAS**, this Resolution was on the agenda for a regular meeting of the City Commission on \_\_\_\_\_ and was set aside for 30 days as required by law.

**NOW, THEREFORE**, upon motion by City Commissioner \_\_\_\_\_, supported by City Commissioner \_\_\_\_\_,

**BE IT RESOLVED**, by the City of Marine City Commission, City of Marine City, Michigan, Michigan as follows:

1. By a 3/5 vote of its legislative body, pursuant to the authority granted by MCL 117.21, the City of Marine City proposes that a new Sec. 3.20 be added to the Charter of the City of Marine City, to read as follows:

**Section 3.20**

At all times, the Commission shall cause to be developed, implemented, and maintained the following City of Marine City Policies and Procedures which shall be developed and approved by a majority vote of the Commission and which may be amended by a majority vote of the Commission.

A City Commission Meeting Procedures and Policy.

An Open Meetings Act Compliance Policy.



A Freedom Of Information Act Policy.

A Record Retention Policy.

An Ethics/Code of Conduct Policy

A Personnel Procedure Policy

An annual General Manager Review policy for the Commission that includes a prior year review and which sets the next year goals and objective.

Any established violation of any policy under this Section shall be considered a violation of the Charter. Each Policy established under this Section shall become effective only by a resolution of the Commission. Each Policy shall apply, as applicable, to all elected and appointed officials, all Department heads and all City employees. Any policy under this Section may be amended by the Commission by Resolution.

2. The City Clerk shall forthwith transmit a copy of the proposed amendment to the Governor of the State of Michigan for approval, as required by law.

3. The proposed charter amendment shall be submitted to the qualified electors of the City of Marine City at the next general election, and the City Clerk is hereby directed to give notice of the election and notice of registration in the manner prescribed by law.

4. The proposed amendment shall be submitted to the electors in the following format:

PROPOSED AMENDMENT TO ADD SEC. 3.20 TO THE CHARTER OF THE CITY OF MARINE CITY.

AMENDMENT TO ADD NEW SECTION 3.20 TO THE CHARTER OF THE CITY OF MARINE CITY TO PROVIDE FOR THE DEVELOPMENT, THE IMPLEMENTATION, AND THE MAINTAINING OF CERTAIN CITY POLICIES AND PROCEDURES.

Shall new Sec. 3.20 be added to the Charter of the City of Marine City, to read as follows:

**Section 3.20**

At all times, the Commission shall cause to be developed, implemented, and maintained the following City of Marine City Policies and Procedures which shall be developed and approved by a majority vote of the Commission and which may be amended by a majority vote of the Commission.

A City Commission Meeting Procedures and Policy.

An Open Meetings Act Compliance Policy.

A Freedom Of Information Act Policy.

A Record Retention Policy.

An Ethics/Code of Conduct Policy

A Personnel Procedure Policy

An annual General Manager Review policy for the Commission that includes a prior year review and which sets the next year goals and objective.

Any established violation of any policy under this Section shall be considered a violation of the Charter. Each Policy established under this Section shall become effective only by a resolution of the Commission. Each Policy shall apply, as applicable, to all elected and appointed officials, all Department heads and all City employees. Any policy under this Section may be amended by the Commission by Resolution.

[YES] [NO]

5. The proposed amendment shall be published in one or more newspapers not less than two (2) weeks and not more than four (4) weeks prior to the election, together with the notice of election. Notice of the election shall also be posted in at least ten (10) public places within the City not less than two (2) weeks prior to the election.

6. The canvass and determination of the votes of said question shall be made in accordance with the laws of the State of Michigan and the Charter of the City of Marine City.

Any and all resolutions in conflict herewith are repealed only to the extent necessary to give full force and effect to the foregoing provisions.

YES: \_\_\_\_\_

NO: \_\_\_\_\_

ABSENT: \_\_\_\_\_

**RESOLUTION DECLARED ADOPTED.**

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City Clerk

**CERTIFICATION OF CLERK**

I hereby certify that the foregoing constitutes a true and complete copy of a Resolution adopted by the Commission Members for the City of Marine City, County of St. Clair, State of Michigan, at a regular meeting held \_\_\_\_\_, and that public notice of said meeting was given as required by Act 267, Public Acts of 1976, as amended.

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City Clerk

**APPENDIX C  
SUGGESTED FORM FOR ELECTION NOTICE**

ELECTION NOTICE

To the qualified electors of the City of Marine City,

Notice is hereby given that a \_\_\_\_\_ election  
(indicate whether regular, special, or primary)

will be held in \_\_\_\_\_, on \_\_\_\_\_ (date),  
from 7 a.m. to 8 p.m. for the purpose of voting on the following proposals:  
(list all proposals to be submitted to voters)

Proposal No. 1

Insert the form of the proposal as it will appear on ballot.]

List of polling place locations \_\_\_\_\_

\_\_\_\_\_  
(clerk)

**DRAFT**

**CITY OF MARINE CITY  
ST. CLAIR COUNTY, MICHIGAN**

**RESOLUTION NO. \_\_\_\_**

**RESOLUTION REGARDING AMENDMENT TO SEC. 3.3 OF THE CHARTER OF  
THE CITY OF MARINE CITY**

At the regular meeting of the Commission, the City of Marine city held at the City of Marine City Offices, 260 S. Parker Street, Marine City, Michigan 48039 on the \_\_\_\_ day of \_\_\_\_\_, 2024 commencing at 7:00 p.m.

Present: CITY COMMISSIONERS:

Absent: CITY COMMISSIONERS:

**WHEREAS**, the City of Marine City is desirous of amending Sec. 3.3 of the City of Marine City Charter to provide for the enactment of an Ordinance to establish the annual compensation of the Commissioner Members and the Mayor; and

**WHEREAS**, this Resolution was on the agenda for a regular meeting of the City of Marine City Commission on \_\_\_\_\_ and was set aside for 30 days as required by law.

**NOW, THEREFORE**, upon motion by City Commissioner \_\_\_\_\_, supported by City Commissioner \_\_\_\_\_,

**BE IT RESOLVED**, by the City of Marine City Commission, City of Marine City, Michigan as follows:

1. By a 3/5 vote of its legislative body, pursuant to the authority granted by MCL 117.21, the City of Marine City proposes that Sec. 3.3 of the Charter of the City of Marine City shall be amended to read as follows:

**Sec. 3.3 Compensation of Commissioners**

Each Commissioner and the Mayor shall receive, as payment for services to the City, an annual amount to be determined by a City Ordinance. The payment shall be issued semi-annually and shall be the only payment made to each Commissioner and the Mayor for the discharge of all official duties during the elected term of office. Under no circumstance shall the annual amount of payment to a Commissioner or the Mayor be reduced from the payment amount established by Ordinance at the time a Commissioner or the Mayor takes elected office. Upon an approved motion of the Commission, a Commissioner or the Mayor may be paid a necessary bona

fide expense incurred in service of the City provided that expense is authorized and itemized. Any ordinance establishing the compensation under this Section may be amended by the Commission subject to the provisions of this Section.

2. The City Clerk shall forthwith transmit a copy of the proposed amendment to the Governor of the State of Michigan for approval, as required by law.

3. The proposed charter amendment shall be submitted to the qualified electors of the City of Marine City at the next general election, and the City Clerk is hereby directed to give notice of the election and notice of registration in the manner prescribed by law.

4. The proposed amendment shall be submitted to the electors in the following format:

PROPOSED AMENDMENT TO SEC. 3.3 TO THE CHARTER OF THE CITY OF MARINE CITY.

AMENDMENT TO SEC. 3.3 OF THE CHARTER OF THE CITY OF MARINE CITY TO PROVIDE FOR THE ENACTMENT OF AN ORDINANCE TO ESTABLISH THE ANNUAL COMPENSATION OF THE COMMISSIONER MEMBERS AND THE MAYOR.

Shall Sec. 3.3 of the Charter of the City of Marine City be amended to read as follows:

**Sec. 3.3 Compensation of Commissioners**

Each Commissioner and the Mayor shall receive, as payment for services to the City, an annual amount to be determined by a City Ordinance. The payment shall be issued semi-annually and shall be the only payment made to each Commissioner and the Mayor for the discharge of all official duties during the elected term of office. Under no circumstance shall the annual amount of payment to a Commissioner or the Mayor be reduced from the payment amount established by Ordinance at the time a Commissioner or the Mayor takes elected office. Upon an approved motion of the Commission, a Commissioner or the Mayor may be paid a necessary bona fide expense incurred in service of the City provided that expense is authorized and itemized. Any ordinance establishing the compensation under this Section may be amended by the Commission subject to the provisions of this Section.

[YES] [NO]

5. The proposed amendment shall be published in one or more newspapers not less than two (2) weeks and not more than four (4) weeks prior to the election, together with the notice of election. Notice of the election shall also be posted in at least ten (10) public places within the City not less than two (2) weeks prior to the election.

6. The canvass and determination of the votes of said question shall be made in accordance with the laws of the State of Michigan and the charter of the City of Marine City.

Any and all resolutions in conflict herewith are repealed only to the extent necessary to give full force and effect to the foregoing provisions.

YES: \_\_\_\_\_

NO: \_\_\_\_\_

ABSENT: \_\_\_\_\_

**RESOLUTION DECLARED ADOPTED.**

\_\_\_\_\_  
City Clerk

**CERTIFICATION OF CLERK**

I hereby certify that the foregoing constitutes a true and complete copy of a Resolution adopted by the Commissioners for the City of Marine City, County of St. Clair, State of Michigan, at a regular meeting held \_\_\_\_\_, and that public notice of said meeting was given as required by Act 267, Public Acts of 1976, as amended.

\_\_\_\_\_  
City Clerk

**APPENDIX C  
SUGGESTED FORM FOR ELECTION NOTICE**

ELECTION NOTICE

To the qualified electors of the City of Marine City,

Notice is hereby given that a \_\_\_\_\_ election  
(indicate whether regular, special, or primary)

will be held in \_\_\_\_\_, on \_\_\_\_\_ (date),  
from 7 a.m. to 8 p.m. for the purpose of voting on the following proposals:  
(list all proposals to be submitted to voters)

Proposal No. 1

Insert the form of the proposal as it will appear on ballot.]

List of polling place locations \_\_\_\_\_

\_\_\_\_\_  
(clerk)



**DRAFT**

**CITY OF MARINE CITY  
ST. CLAIR COUNTY, MICHIGAN**

**RESOLUTION NO. \_\_\_\_**

**RESOLUTION REGARDING AMENDMENT TO SEC. 3.11 OF THE CHARTER OF  
THE CITY OF MARINE CITY**

At the regular meeting of the Commission, the City of Marine city held at the City of Marine City Offices, 260 S. Parker Street, Marine City, Michigan 48039 on the \_\_\_\_ day of \_\_\_\_\_, 2024 commencing at 7:00 p.m.

Present: CITY COMMISSIONERS:

Absent: CITY COMMISSIONERS:

**WHEREAS**, the City of Marine City is desirous of amending Sec. 3.11 of the City of Marine City Charter to provide for the working relationship between Commission Members and persons engaged in City Administration; and

**WHEREAS**, this Resolution was on the agenda for a regular meeting of the City of Marine City Commission on \_\_\_\_\_ and was set aside for 30 days as required by law.

**NOW, THEREFORE**, upon motion by City Commissioner \_\_\_\_\_, supported by City Commissioner \_\_\_\_\_,

**BE IT RESOLVED**, by the City of Marine City Commission, City of Marine City, Michigan as follows:

1. By a 3/5 vote of its legislative body, pursuant to the authority granted by MCL 117.21, the City of Marine City proposes that Sec. 3.11 of the Charter of the City of Marine City shall be amended to read as follows:

**Section 3.11. Relationship of Commission to Administrative Service**

The City Manager shall be responsible to the Commission for the complete and efficient administration of all City departments of the City government under the jurisdiction of the City Manager. The City Commission, its elected members, and its committees as established from time to time shall not interfere with, obstruct or prevent the City Manager from exercising City manager judgment in the administration of City services. The Commission, its elected members, committees, City Boards and Commissions shall deal with City Administrative Services solely and exclusively through the City Manager and shall not direct, issue orders,

instruct, evaluate or in any way obstruct the subordinates of the City Manager. Any and all questions or concerns about City Administrative services shall be presented to the City Manager only.

2. The City Clerk shall forthwith transmit a copy of the proposed amendment to the Governor of the State of Michigan for approval, as required by law.

3. The proposed charter amendment shall be submitted to the qualified electors of the City of Marine City at the next general election, and the City Clerk is hereby directed to give notice of the election and notice of registration in the manner prescribed by law.

4. The proposed amendment shall be submitted to the electors in the following format:

PROPOSED AMENDMENT TO SEC. 3.11 TO THE CHARTER OF THE CITY OF MARINE CITY.

AMENDMENT TO SEC. 3.11 OF THE CHARTER OF THE CITY OF MARINE CITY TO PROVIDE FOR THE WORKING RELATIONSHIP BETWEEN COMMISSION MEMBERS AND PERSONS ENGAGED IN CITY ADMINISTRATION.

Shall Sec. 3.11 of the Charter of the City of Marine City be amended to read as follows:

**Section 3.11. Relationship of Commission to Administrative Service**

The City Manager shall be responsible to the Commission for the complete and efficient administration of all City departments of the City government under the jurisdiction of the City Manager. The City Commission, its elected members, and its committees as established from time to time shall not interfere with, obstruct or prevent the City Manager from exercising City manager judgment in the administration of City services. The Commission, its elected members, committees, City Boards and Commissions shall deal with City Administrative Services solely and exclusively through the City Manager and shall not direct, issue orders, instruct, evaluate or in any way obstruct the subordinates of the City Manager. Any and all questions or concerns about City Administrative services shall be presented to the City Manager only.

[YES] [NO]

5. The proposed amendment shall be published in one or more newspapers not less than two (2) weeks and not more than four (4) weeks prior to the election, together with the notice of election. Notice of the election shall also be posted in at least ten (10) public places within the City not less than two (2) weeks prior to the election.

6. The canvass and determination of the votes of said question shall be made in accordance with the laws of the State of Michigan and the charter of the City of Marine City.

Any and all resolutions in conflict herewith are repealed only to the extent necessary to give full force and effect to the foregoing provisions.

YES: \_\_\_\_\_

NO: \_\_\_\_\_

ABSENT: \_\_\_\_\_

**RESOLUTION DECLARED ADOPTED.**

\_\_\_\_\_  
City Clerk

**CERTIFICATION OF CLERK**

I hereby certify that the foregoing constitutes a true and complete copy of a Resolution adopted by the Commissioners for the City of Marine City, County of St. Clair, State of Michigan, at a regular meeting held \_\_\_\_\_, and that public notice of said meeting was given as required by Act 267, Public Acts of 1976, as amended.

\_\_\_\_\_  
City Clerk

**APPENDIX C  
SUGGESTED FORM FOR ELECTION NOTICE**

ELECTION NOTICE

To the qualified electors of the City of Marine City,

Notice is hereby given that a \_\_\_\_\_ election  
(indicate whether regular, special, or primary)

will be held in \_\_\_\_\_, on \_\_\_\_\_ (date),  
from 7 a.m. to 8 p.m. for the purpose of voting on the following proposals:  
(list all proposals to be submitted to voters)

Proposal No. 1

Insert the form of the proposal as it will appear on ballot.]

List of polling place locations \_\_\_\_\_

\_\_\_\_\_  
(clerk)

**DRAFT**

**CITY OF MARINE CITY  
ST. CLAIR COUNTY, MICHIGAN**

**RESOLUTION NO. \_\_\_\_**

**RESOLUTION REGARDING AMENDMENT TO SEC. 5.4 OF THE CHARTER OF  
THE CITY OF MARINE CITY**

At the regular meeting of the Commission, the City of Marine city held at the City of Marine City Offices, 260 S. Parker Street, Marine City, Michigan 48039 on the \_\_\_\_ day of \_\_\_\_\_, 2024 commencing at 7:00 p.m.

Present: CITY COMMISSIONERS:

Absent: CITY COMMISSIONERS:

**WHEREAS**, the City of Marine City is desirous of amending Sec. 5.4 of the City of Marine City Charter to provide for the process to remove an elected official or a member of a City Board or Commission; and

**WHEREAS**, this Resolution was on the agenda for a regular meeting of the City of Marine City Commission on \_\_\_\_\_ and was set aside for 30 days as required by law.

**NOW, THEREFORE**, upon motion by City Commissioner \_\_\_\_\_, supported by City Commissioner \_\_\_\_\_,

**BE IT RESOLVED**, by the City of Marine City Commission, City of Marine City, Michigan as follows:

1. By a 3/5 vote of its legislative body, pursuant to the authority granted by MCL 117.21, the City of Marine City proposes that Sec. 5.4 of the Charter of the City of Marine City shall be amended to read as follows:

**5.4 Removal From Office**

A removal by the Commission of an elected official or members of City Boards or Commissions shall only be made for a reason then set forth by state statute for removals by the Governor or for misconduct in office by actions in violation of the Charter. Any Commissioner may initiate the removal process by placing the proposed removal on a Commission agenda and receiving a majority vote of the City Commission to proceed. In order to proceed, the Commission shall adopt a resolution supporting the proposed removal which identifies each basis to support the removal. If the resolution supporting removal is adopted by the Commission, by a majority

vote, the Commission shall cause the resolution to be hand delivered to the person subject to the removal process.

Any hearing on the proposed removal shall be conducted by the Commission after a minimum of 10 days after written notice is hand delivered to the person subject to the removal process.

At the hearing, the Commissioner that initiated the removal process shall set forth the factual basis to support each removal reason presented in the Resolution supporting the removal. The person subject to the removal hearing shall have the right to be present, the right to be represented, the right to present arguments, the right to present documents, the right to call witnesses and the right to respond to each removal reason as presented. A majority vote of the Commission, exclusive of any member whose removal is the subject of the hearing, shall be required for any removal.

Any person removed under this Section shall not be eligible for elected office in the City for a period of ten (10) years.

2. The City Clerk shall forthwith transmit a copy of the proposed amendment to the Governor of the State of Michigan for approval, as required by law.

3. The proposed charter amendment shall be submitted to the qualified electors of the City of Marine City at the next general election, and the City Clerk is hereby directed to give notice of the election and notice of registration in the manner prescribed by law.

4. The proposed amendment shall be submitted to the electors in the following format:

PROPOSED AMENDMENT TO SEC. 5.4 TO THE CHARTER OF THE CITY OF MARINE CITY.

AMENDMENT TO SEC. 5.4 OF THE CHARTER OF THE CITY OF MARINE CITY TO PROVIDE FOR THE PROCESS TO REMOVE AN ELECTED OFFICIAL OR A MEMBER OF A CITY BOARD OR COMMISSION.

Shall Sec. 5.4 of the Charter of the City of Marine City be amended to read as follows:

**5.4 Removal From Office**

A removal by the Commission of an elected official or members of City Boards or Commissions shall only be made for a reason then set forth by state statute for removals by the Governor or for misconduct in office by actions in violation of the Charter. Any Commissioner may initiate the removal process by placing the proposed removal on a Commission agenda and receiving a majority vote of the City Commission to proceed. In order to proceed, the Commission shall adopt a resolution supporting the

proposed removal which identifies each basis to support the removal. If the resolution supporting removal is adopted by the Commission, by a majority vote, the Commission shall cause the resolution to be hand delivered to the person subject to the removal process.

Any hearing on the proposed removal shall be conducted by the Commission after a minimum of 10 days after written notice is hand delivered to the person subject to the removal process.

At the hearing, the Commissioner that initiated the removal process shall set forth the factual basis to support each removal reason presented in the Resolution supporting the removal. The person subject to the removal hearing shall have the right to be present, the right to be represented, the right to present arguments, the right to present documents, the right to call witnesses and the right to respond to each removal reason as presented. A majority vote of the Commission, exclusive of any member whose removal is the subject of the hearing, shall be required for any removal.

Any person removed under this Section shall not be eligible for elected office in the City for a period of ten (10) years.

[YES] [NO]

5. The proposed amendment shall be published in one or more newspapers not less than two (2) weeks and not more than four (4) weeks prior to the election, together with the notice of election. Notice of the election shall also be posted in at least ten (10) public places within the City not less than two (2) weeks prior to the election.

6. The canvass and determination of the votes of said question shall be made in accordance with the laws of the State of Michigan and the charter of the City of Marine City.

Any and all resolutions in conflict herewith are repealed only to the extent necessary to give full force and effect to the foregoing provisions.

YES: \_\_\_\_\_

NO: \_\_\_\_\_

ABSENT: \_\_\_\_\_

**RESOLUTION DECLARED ADOPTED.**

\_\_\_\_\_  
City Clerk

**CERTIFICATION OF CLERK**

I hereby certify that the foregoing constitutes a true and complete copy of a Resolution adopted by the Commissioners for the City of Marine City, County of St. Clair, State of Michigan, at a regular meeting held \_\_\_\_\_, and that public notice of said meeting was given as required by Act 267, Public Acts of 1976, as amended.

\_\_\_\_\_  
City Clerk



**APPENDIX C  
SUGGESTED FORM FOR ELECTION NOTICE**

**ELECTION NOTICE**

To the qualified electors of the City of Marine City,

Notice is hereby given that a \_\_\_\_\_ election  
(indicate whether regular, special, or primary)

will be held in \_\_\_\_\_, on \_\_\_\_\_ (date),  
from 7 a.m. to 8 p.m. for the purpose of voting on the following proposals:  
(list all proposals to be submitted to voters)

Proposal No. 1  
Insert the form of the proposal as it will appear on ballot.]

List of polling place locations \_\_\_\_\_

\_\_\_\_\_  
(clerk)

**DRAFT**

**CITY OF MARINE CITY  
ST. CLAIR COUNTY, MICHIGAN**

**RESOLUTION NO. \_\_\_\_**

**RESOLUTION REGARDING AMENDMENT TO SEC. 13.1 OF THE CHARTER OF  
THE CITY OF MARINE CITY**

At the regular meeting of the Commission, the City of Marine city held at the City of Marine City Offices, 260 S. Parker Street, Marine City, Michigan 48039 on the \_\_\_\_ day of \_\_\_\_\_, 2024 commencing at 7:00 p.m.

Present: CITY COMMISSIONERS:

Absent: CITY COMMISSIONERS:

**WHEREAS**, the City of Marine City is desirous of amending Sec. 13.1 of the City of Marine City Charter to provide for the enactment of an Ordinance governing City purchases and City sales of property; and

**WHEREAS**, this Resolution was on the agenda for a regular meeting of the City of Marine City Commission on \_\_\_\_\_ and was set aside for 30 days as required by law.

**NOW, THEREFORE**, upon motion by City Commissioner \_\_\_\_\_, supported by City Commissioner \_\_\_\_\_,

**BE IT RESOLVED**, by the City of Marine City Commission, City of Marine City, Michigan as follows:

1. By a 3/5 vote of its legislative body, pursuant to the authority granted by MCL 117.21, the City of Marine City proposes that Sec. 13.1 of the Charter of the City of Marine City shall be amended to read as follows:

**Section 13.1 Purchase and Sale of Property**

The City Manager shall be responsible for the purchase and the sale of City property, including all materials, supplies, and public improvements. All purchases and sales under this section shall be subject to a comprehensive and governing City Ordinance that shall be developed, implemented and maintained subject only to an ordinance amendment by the Commission.

2. The City Clerk shall forthwith transmit a copy of the proposed amendment to the Governor of the State of Michigan for approval, as required by law.

3. The proposed charter amendment shall be submitted to the qualified electors of the City of Marine City at the next general election, and the City Clerk is hereby directed to give notice of the election and notice of registration in the manner prescribed by law.

4. The proposed amendment shall be submitted to the electors in the following format:

PROPOSED AMENDMENT TO SEC. 13.1 TO THE CHARTER OF THE CITY OF MARINE CITY.

AMENDMENT TO SEC. 13.1 OF THE CHARTER OF THE CITY OF MARINE CITY TO PROVIDE FOR THE ENACTMENT OF AN ORDINANCE GOVERNING CITY PURCHASES AND CITY SALES OF PROPERTY.

Shall Sec. 13.1 of the Charter of the City of Marine City be amended to read as follows:

**Section 13.1 Purchase and Sale of Property**

The City Manager shall be responsible for the purchase and the sale of City property, including all materials, supplies, and public improvements. All purchases and sales under this section shall be subject to a comprehensive and governing City Ordinance that shall be developed, implemented and maintained subject only to an ordinance amendment by the Commission.

[YES] [NO]

5. The proposed amendment shall be published in one or more newspapers not less than two (2) weeks and not more than four (4) weeks prior to the election, together with the notice of election. Notice of the election shall also be posted in at least ten (10) public places within the City not less than two (2) weeks prior to the election.

6. The canvass and determination of the votes of said question shall be made in accordance with the laws of the State of Michigan and the charter of the City of Marine City.

Any and all resolutions in conflict herewith are repealed only to the extent necessary to give full force and effect to the foregoing provisions.

YES: \_\_\_\_\_

NO: \_\_\_\_\_

ABSENT: \_\_\_\_\_

**RESOLUTION DECLARED ADOPTED.**

\_\_\_\_\_  
City Clerk

**CERTIFICATION OF CLERK**

I hereby certify that the foregoing constitutes a true and complete copy of a Resolution adopted by the Commissioners for the City of Marine City, County of St. Clair, State of Michigan, at a regular meeting held \_\_\_\_\_, and that public notice of said meeting was given as required by Act 267, Public Acts of 1976, as amended.

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(clerk)