

ISHPEMING CITY COUNCIL
Wednesday, January 10, 2024 at 6:00 p.m.
Ishpeming City Hall Council Chambers, 100 E. Division Street, Ishpeming MI
City Hall Telephone Number: (906) 485-1091

A ZOOM LINK IS AVAILABLE ON THE CITY'S WEBSITE @ WWW.ISHPEMINGCITY.ORG

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Public Comment (*limit 5 minutes per person*)
5. Approval of Agenda
6. Consent Agenda
 - a. Minutes of Previous Meeting (December 6th and 20th, Closed Session December 6th)
 - b. Approval of Disbursements
 - c. Confirm 2024 Publishing Source – The Mining Journal
 - d. Confirm 2024 Depositories – Nicolet/TruNorth/First Bank/Commerica/Charles Schwab/Edward D. Jones
 - e. Confirm Payment to UPSET for 2024 - \$10,000
 - f. Confirm Payment to Commission on Aging for 2024 - \$9,000
 - g. Appoint Cathy Miron to a vacancy on the Commission on Aging: Term Expiring
 - h. Declare 209 Library Books as surplus
7. Monthly Financial Statement Report
8. Ishpeming High School Student Report on Blood Drive
9. Public Hearing: City of Ishpeming Parks and Recreation Plan 2024-2028
 - a. Adopt Resolution 1-2024: Adoption of Parks and Recreation Plan 2024-2028
10. 2024 City Health Insurance Coverage
11. Proposed wage increase for Precinct Inspectors
12. Adopt new Policy 419: Applying for Boards and Commissions
13. Review/Confirm Policy 601: Council Rules of Procedure Policy
14. Planning Commission Recommendations
 - a. First Reading of Zoning Ordinance Map Amendment : Rezoning from General Commercial to Deferred Development
 - b. First Reading of Zoning Ordinance Text Amendment: Increase Diversity in Multiple Residential District (RRC requirements)
15. Declare DPW Vehicles Surplus
 - a. 1998 Chevy S-10 (2WD)
 - b. 2010 Chevy Tahoe (4WD)
 - c. 2002 Chevy 1500 (4WD)
16. Public Comment (*limit 3 minutes per person*)
17. Mayor and Council Reports
18. Manager's Report
19. Adjournment


Craig H. Cugini
City Manager

**City of Ishpeming | Draft of 5-year Recreation
Plan Public Review Period and Hearing**

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The Ishpeming Parks and Recreation Commission has prepared a draft of a 5-Year Recreation Plan. This plan, generated to allow the community to apply for Michigan DNR grant funding, lists potential future projects for city parks. A digital copy of the plan is available for review at: <https://ishpemingcity.org/>

A paper copy of the draft plan is available for review on site at the Ishpeming City Hall (100 E Division St, Ishpeming), the Ishpeming Senior Center (121 Greenwood Street, Ishpeming) and the Ishpeming Carnegie Library (317 N Main St, Ishpeming). Comments will be accepted through January 9th, 2024.

A public hearing to receive comments on the 5-year Recreation Plan will be hosted by the Ishpeming City Council on January 10th, 2024, at 6PM at the council chambers in Ishpeming City Hall (100 E Division St, Ishpeming, MI 49849).

Please submit comments to Julia Cogger at jcogger@cupp.ad.org or by mail to: CUPPAD, c/o City of Ishpeming Recreation Plan, 2950 College Ave, Escanaba, MI 49829

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**City of Ishpeming
Resolution #1-2024
Adoption of Parks and Recreation Plan 2024-2028**

*Marquette County
January 10, 2024*

WHEREAS, the City Council is made up of representatives from the City of Ishpeming, and

WHEREAS, the City of Ishpeming’s Recreation Commission began the process of developing a community recreation and natural resource conservation plan in accordance with the most recent guidelines developed by the Department of Natural Resources and made available to local communities, and

WHEREAS, residents of the City of Ishpeming were provided with a well-advertised opportunity during the development of the draft plan to express opinions, ask questions and discuss all aspects of the recreation and natural resource conservation plan, and

WHEREAS, the public was given a well-advertised opportunity and reasonable accommodations to review the final draft plan for a period of at least 30 days, and

WHEREAS, After the 30-day public review and comment period, a public hearing was held on January 10th, 2024 at the Ishpeming City Hall, 100 East Division Street, Ishpeming by the Ishpeming City Council to provide an opportunity for all residents of the planning area to express opinions, ask questions and discuss all aspects of the City of Ishpeming’s Parks and Recreation Plan, and

WHEREAS, after the public hearing, the Ishpeming City Council voted to adopt said City of Ishpeming Parks and Recreation Plan for 2024 through 2028.

NOW, THEREFORE BE IT RESOLVED the Ishpeming City Council hereby adopts the City of Ishpeming Parks and Recreation Plan.

Upon a roll call the vote was as follows:

Yeas:

Nays:

Absent:

I, the undersigned, being duly qualified and acting City Clerk of the City of Ishpeming, do hereby certify the foregoing constitutes a true and complete copy of a resolution adopted by the Ishpeming City Council and the City of Ishpeming, County of Marquette, Michigan at a regular City Council Meeting held on Wednesday, January 10th, 2024, and that said meeting was conducted and public notice was given pursuant to and in full compliance with the Open Meetings Act, Act 267, Public Acts of Michigan, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

<<Seal here, if a seal is available>>

Cathy Smith, Ishpeming City Clerk

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DATE ADOPTED: _____

CITY OF ISHPEMING
POLICY FOR APPLYING TO BOARDS AND COMMISSIONS

Applying to a Board or Commission.

The City of Ishpeming has several Boards and Commissions that provide citizens with the opportunity to serve their community. The responsibilities and focuses of these roles vary depending on how and why the Board or Commission was established.

The City of Ishpeming's appointment process uses a variety of appointment methods, depending on the board or commission.

Residents interested in applying to a Board, Commission or Committee must complete the "Application for Board and Commissions", indicating which board or commission they desired to be considered for appointment. This application can be obtained from and returned to the City Clerk's Office. The application will be considered 'active' for six months and will be considered by the appointing authority when an opening in the applicable board(s) or commission(s) becomes available.

Eligibility to apply and serve on a board or commission varies based on bylaws and authorizing legislation. Several boards and commissions require residency within the City of Ishpeming while other positions are specifically reserved for business owners or property owners within the City.

Appointment Process.

When terms expire and/or upon notification of a board member resignation, vacancies will be advertised by the City Clerk in either one or a combination of the following locations: the local newspaper, through the City website, and/or via social media. The City Clerk will gather all new applications; and, also confirm with all applicants, with applications on file, whether the applicant is still interested in serving/filling the vacancy. After verifying applications, the City Clerk will discuss them with the appointing authority for evaluation.

For appointments made by the Mayor, which require confirmation by Council, the confirmation of the appointment will be placed on the consent agenda for a Council meeting for approval. The regular meeting agenda is provided to Council the Friday before the meeting.

The following are Mayor appointed Board and Commission opportunities include length of terms which require confirmation by the City Council:

- Zoning Board of Appeals (3 years)
- Parks and Recreation Committee (3 years)
- Planning Commission (3 years)
- Ishpeming Commission on Aging (3 years)
- Joint Wastewater Treatment Board (3 years)
- Library Board (5 years)
- Cemetery Board (5 years)
- Housing Appeals Board (3 years)
- Negaunee/Ishpeming Water Authority (3 years)
- Compensation Commission (5 years)

For appointments made by the Mayor that do not require the confirmation of Council, the appointment is placed on the consent agenda for a Council meeting indicating "Mayor appointment to". The regular meeting agenda is provided to Council the Friday before the meeting.

The following are Mayor appointed Board and Commission opportunities include length of terms which do not require confirmation by the City Council:

- Housing Commission (5 years)

For appointments made by the City Manager which require the confirmation of Council, the confirmation of the appointment will be placed on the consent agenda at a Council meeting for confirmation. The regular meeting agenda is provided to Council the Friday before the meeting.

The following are Manager appointed Board and Commission opportunities include length of terms which require confirmation by the City Council:

- Downtown Development Authority (4 years)

For a Board with elected seats, qualified individuals interested in running for the seats must file a Nominating Petition and a sworn Affidavit of Identity with the City Clerk. Candidates must be a resident of and registered to vote in the City of Ishpeming. If a vacancy occurs during a term, the Board will be responsible for filling the vacancy. Vacancies on the board will be advertised as listed above. At the end of a term, timelines for elections are followed.

- Board of Review (4 years)

Term of Service.

The term for each Board and Commission is different based on their bylaws and/or authorizing legislation.

Reappointment.

All board or commission members whose terms are set to expire should contact the City Clerk to state their interest in continuing to serve or advise if they are not interested in reappointment. Reappointments are not automatic.

Resignation.

Any board or commission member that intends to resign must forward a letter to the City Clerk who will forward the information to the board or commission chair. A replacement member will be appointed via the process listed above to serve the remainder of the term.

Removal.

If any member of a Board or Commission is absent from three consecutive regularly scheduled meetings, without being excused, that member shall be considered delinquent. Delinquency shall be grounds for removal. The recording secretary shall keep attendance records and shall notify the Chair whenever any member has been absent.

The City Clerk will attempt to contact the member offering them the opportunity to be heard and provide the information to the Board or Commission. Pursuant to notice and after having been given an opportunity to be heard, a member of the Board may be removed for cause.

CITY OF ISHPEMING, MICHIGAN
CITY COUNCIL RULES OF PROCEDURE POLICY
REVISED July 12, 2023

SUBJECT: COUNCIL RULES OF PROCEDURE

PURPOSE: Council Rules of Procedure for home rule cities and villages are generally authorized by City Charter. These Rules of Procedure help the Council to run an efficient meeting and to deal with the public and the media in a positive manner. When not in conflict with the City Charter, they may be revised by majority action of the City Council.

POLICY:

I. ETHICAL CONDUCT OF COUNCILMEMBERS

In an effort to maintain the public trust, the City Council of Ishpeming declares that all council members shall avoid any conflict between their private interests and those of the general public they serve. All City officials and employees shall safeguard public confidence by being honest, fair, and respectful of all persons and property with whom they have contact. Furthermore, to enhance the faith of the citizens in the integrity and impartiality of the elected and appointed officials of the City of Ishpeming, it is necessary to provide specific guidelines for dealing with conflicts of interest and the proper conduct of officials.

A. Gratuities

No councilmember shall solicit, accept, or receive, directly, or indirectly, any substantial gift, whether in the form of money, loan, travel, entertainment, hospitality, thing, promise of future employment, promise of benefit, or in any other form of economic interest, under circumstances in which it can reasonably be inferred such gift, favor, or special privilege would not have been extended but for the position of such public official, or where there exists a reasonable belief that the giver's interests are likely to be affected by the actions of the councilmember. It shall be unlawful for a councilmember to use his or her public office for private and economic gain.

B. Preferential Treatment

No councilmember shall use, or attempt to use, their official position to unreasonably secure, request, or grant any privilege, exemption, advantage, contract, or preferential treatment for themselves, a relative, or others.

C. Use of Information

No councilmember who acquires information in the course of their official duties, which information by law or policy is not available at the time to the

general public, shall use or withhold such information to further the private economic interests of themselves, a relative, or anyone else.

D. Full Disclosure

1. No councilmember shall participate, as an agent or representative of the City, in approving, disapproving, debating, voting, abstaining from voting, recommending, or otherwise acting upon any matter in which he or she has a direct or indirect economic interest without disclosing the full nature and extent of their interests. Such a disclosure must be made before the time to perform their duty or concurrently with that performance. If the councilmember is involved with the decision-making or advising body, they must make a disclosure to the Mayor in a timely matter. The opinion of the City Attorney shall be binding on the Council with respect to the existence of a conflict of interest (*Charter 4.3 (c.)*).
2. Whenever a councilmember is required to recuse himself or herself, he or she:
 - a. Shall immediately refrain from participating further in the matter;
 - b. Shall promptly inform the Mayor

E. Outside Business Dealings

No councilmember, on his or her own behalf or on behalf of another person, shall have any financial or other direct personal interest in any contractual or non-contractual business transaction with the City unless he or she make full public disclosure of the nature and extent of such interest prior to approval of such transaction.

F. Use of City Property

No councilmember shall, directly or indirectly, make use of or permit a relative or other person to make use of City property of any kind or City personnel resources for purely personal gain or economic benefit. Councilmembers shall strive to protect and conserve all City property including equipment and supplies entrusted or issued to them.

G. Legal Process

No councilmember shall interfere with the ordinary course of law enforcement within the City, and no special favors, consideration, or disposition shall be suggested to or requested of any law enforcement person of the City including City manager, police chief, police officers, code enforcement officers, City attorney, and/or administrative staff concerning any city law enforcement matter including (but not limited to) traffic tickets, ordinance tickets, or municipal civil infraction citations. This subsection shall not prohibit the City manager, City attorney, and all law enforcement officials from exercising the usual power, control, and discretion which are part of their normal duties. Nor shall the subsection prohibit the Mayor and Council from making policy

decisions, enacting legislation, and directing the affairs of the City in accordance with their legal powers and responsibility.

H. E-Mail Procedure

Members shall not respond to e-mails using “reply to all” in response to a specific member, the City Manager, or other staff as that may constitute a violation of the Open Meetings Act.

I. Limitations of the Power of Council

Council shall not direct or request the appointment or removal of any City employee whom the City Manager or his subordinates are empowered to appoint. The members shall deal with the administrative service solely through the Manager, and shall not give orders to any subordinate of the Manager (*Charter 4.4 (c) and 4.4 (d)*).

II. REGULAR AND SPECIAL MEETINGS

All meetings of the Ishpeming City Council will be held in compliance with state statutes, including the Open Meetings Act, 1976 PA 267 as amended, and with the following rules:

A. Regular Meetings

1. A regular meeting shall be held at 6:00 p.m. once each month on the first Wednesday following the first Monday, and shall not exceed 9:00 pm. An organizational meeting following an election shall be the first regular meeting in the month of December (*Charter 4.1 (b)*).
2. The City Council shall hold its meetings at City Hall or at such other place as determined by the City Council
3. At the first meeting of the year, the Council shall determine an official newspaper and depository for the City’s use (*Charter 4.7 and 10.4*).

B. Special Meetings

1. Special meetings shall be called by the City Clerk on the written request of the Mayor, the City Manager, or any two council members on at least eighteen hours written notice to each councilmember sent electronically, served personally, or left at their usual place of residence; but a special meeting may be held on shorter notice if all councilmembers are present or have waived notice in writing (*Charter 4.2*).
2. No vote of the Council shall be rescinded or reconsidered at a special meeting, unless there is present at least as many members as were present when the vote was taken (*Charter 4.4 (b)*).

C. Posting Requirements for Regular and Special Meetings

1. No later than the first week of January each year the City Council shall provide public notice stating the dates, times, and places of its regular meetings.
2. For a rescheduled regular or special meeting of the Council, a public notice stating the date, time, and place of the meeting shall be posted at the City Hall at least eighteen hours before the meeting, and sent to the news media which have requested such notification. The notice described above is not required for a meeting of the Council in emergency session in the event of a severe and imminent threat to the health, safety, of welfare of the public (*Open Meetings Act 15.265 (5)*).
3. The City Manager and Mayor will determine if a meeting needs to be cancelled due to inclement weather or for other reasons. Notification will be sent to the same list that receives the agendas, which includes requesting the media to announce the cancellation, posting of notice at City Hall, library, and the senior center. Notices are required to be posted on City Hall door.

D. Minutes of Regular and Special Meetings

1. The Clerk/Clerk of the Council shall attend all meetings of the Council and shall keep a permanent record of its proceedings and resolutions in accordance with the Charter and Open Meetings Act. In the absence of the Clerk, the Council may appoint one of its own members or another person to temporarily perform the Clerk's duties (*Charter 5.6 (a)*).
2. The Clerk/Clerk of the Council shall prepare the Official Proceedings of each Council meeting which shall be the minutes required by the Open Meetings Act. Proposed minutes shall be available for public inspection not more than eight business days after the meeting to which the minutes refer. Approved minutes shall be available for public inspection no later than five business days after the meeting at which the minutes are approved by the public body (*Open Meeting Act 15.269 (3)*).
3. "Available for Public Inspection" means that the Minutes will be available on the City's website, as well as posted in City Hall and a copy will be available in the City Clerk's office during regular business hours.

E. Council Reports

1. Council reports shall have a six-minute time limit per councilmember. The City Attorney shall be keeper of the six-minute rule.

III. CONDUCT OF MEETINGS

A. Meetings to be Public

1. All regular and special meetings of the Council shall be open to the public, and all persons shall have a reasonable opportunity to be heard in accordance with such rules and regulations as the Council may determine, except that the meetings may be closed to the public and the media in accordance with the Open Meetings Act (*Open Meeting Act 15.268*).
2. All official meetings of the Council and its committees shall be open to the media, freely subject to recording by radio, television, and photographic services at any time, provided that such arrangements do not interfere with the orderly conduct of the meetings (*Open Meetings Act 15.263*).

B. Agenda Preparation

1. An agenda for each regular Council meeting shall be prepared by the City Manager in consultation with the Mayor for the following order of business:
 - a. Call to Order
 - b. Pledge of Allegiance
 - c. Roll Call
 - d. Public Comment: may not exceed (5) five minutes per person. A person may reserve time to speak on agenda items which may result in the item being moved up on the agenda, at the Mayor's discretion.
 - e. Approval of Agenda: the motion should include any additions to, or deletions from, the Manager's suggested Agenda.
 - f. Consent Agenda
 - g. Financial Reports
 - h. Items of Business: Each listed agenda item should be specific and supported by materials in the Council packets together with the Manager's recommendation and budget impact
 - i. Public Comment, 3 minutes each (*August 5, 2020 Regular Meeting*)
 - j. Mayor and Council Reports
 - k. Manager's Report
 - l. Adjournment
2. An agenda for each special Council meeting shall be prepared by the City Manager for the following order of business:
 - a. Call to Order
 - b. Roll Call
 - c. Approval of the Agenda
 - d. Items of Business: (see above)

- e. Public Comment
 - f. Adjournment
3. The Council may consider a short (5 to 10 minutes) intermission approximately one- to- two hours into a meeting.
 4. The Council may vote as to whether to continue the meeting or adjourn it to a date and time certain, after the meeting has proceeded for two or more hours.

C. Consent Agenda

A consent agenda may be used to act on numerous administrative or non-controversial items at one time. Included on this agenda can be non-controversial matters such as approval of minutes, payment of bills, approval of recognition resolutions, bid awards, contract approvals, lease agreements, recurring business, etc. Upon request by any one member of Council, an item shall be removed from the consent agenda and placed on the regular agenda for discussion. (*Policy #603*)

D. Agenda Distribution

City administration shall endeavor to distribute agenda packets to the City Council prior to a regular or special Council meeting, but in no case shall distribution occur later than Friday prior to a regular scheduled meeting. The deadline for items to be considered for the agenda is the close of business on Monday prior to the distribution of the packet. Agendas will be posted on the website and at City Hall, and will be e-mailed to media groups. Packet materials will be posted on the website as well.

E. Quorum

Three members of the Council shall constitute a quorum for the transaction of business at all Council meetings (*Charter 4.3 (a.)*). Any resolution, motion or ordinance of the Council shall require at least 3 affirmative votes (*Charter 4.5*).

F. Attendance at Council Meetings

1. Election to the City of Ishpeming City Council is a privilege freely sought by the nominee. It carries with it the responsibility to participate in Council activities and represents the residents of the City of Ishpeming. Attendance at Council meetings is crucial to fulfilling this responsibility.
2. The Council may, by a majority vote of those present, either request or compel the attendance of its members and other officers of the City at its meetings and enforce orderly conduct therein (*Charter 4.3 (b.)*).

G. Presiding Mayor

1. The Mayor shall be responsible for enforcing these Rules of Procedure and for enforcing orderly conduct at meetings. The Mayor shall be head of the City government for all ceremonial purposes and for purposes of

military law, but shall have no regular administrative duties (*Charter 3.4 (c)*).

2. The Mayor and Mayor Pro Tempore may speak and vote at meetings the same as any other member of the Council, but shall not have the power to veto (*Charter 3.4 (e)*).
3. Those councilmembers whose terms do not expire immediately following the election shall be candidates to become the Mayor. The individual receiving the most votes becomes Mayor for a term not exceeding two years, while the candidate receiving the next highest number of votes becomes Mayor Pro Tempore. In the absence or disability of both the Mayor and Mayor Pro-Tem, the Council may designate another of its members to serve as Acting Mayor during such absence or disability (*Charter 3.4 (a)*).

IV. CLOSED MEETINGS

A. Purpose

Closed meetings, which must be approved by vote at an open meeting, may be held only for the reasons authorized in the Open Meetings Act (*Open Meetings Act 15.265*).

B. Minutes of Closed Meetings

A separate set of minutes shall be taken by the Clerk/Clerk of the Council or the designated secretary of the Council at the Closed Session. These minutes will be retained by the Clerk, shall not be available to the public, and shall only be disclosed if required by a civil action, as authorized by the Michigan Open Meetings Act. These minutes may be destroyed one year and one day after approval of the minutes of the regular meeting at which the closed session was approved (*Open Meetings Act 15.267 (2)*).

V. DISCUSSION AND VOTING

A. Rules of Parliamentary Procedure

1. The rules of parliamentary practice as contained in the latest edition of *Robert's Rules of Order* shall govern the Council in all cases to which they are applicable, provided that they are not in conflict with these Rules, City ordinances, the City Charter, or applicable state statutes. (*Charter 4.6*).
2. A vote upon all ordinances and resolutions shall be taken by "yea" and "nay" vote and entered upon the records, except that where the vote is unanimous it shall be necessary to so state (*Charter 4.3 (d)*).
3. The Mayor shall preserve order and decorum and may speak to points of order in preference to other Council members. The Mayor shall decide all questions arising under this authority.

B. Conduct of Discussion

1. Members shall be encouraged to contact staff prior to scheduled meetings to request background information on agenda items that would not be readily available at the meeting, such that staff would have sufficient time to search and obtain information on the request. Council members will call or text the Manager during normal business hours unless necessary to contact him or her at other times, and will be efficient in their communications in order to be respectful of the Manager's other responsibilities.
2. All communications during a council meeting are subject to the Michigan Open Meetings Act, which restricts the use of wire/wireless communication devices during a council meeting. Therefore, no council member shall engage in any form of electronic communications during council meetings.
3. During discussion and debate, no person shall speak until recognized for that purpose by the Mayor. After such recognition, the member shall confine discussion to the question at hand and to its merits and shall not be interrupted except by a point of order or privilege raised by another member. Speakers should address their remarks to the Mayor, maintain a courteous tone and avoid interjecting a personal note into debate.
4. No member shall speak more than once on the same question unless every member desiring to speak to that question shall have had the opportunity to do so. After each council member has had the opportunity to participate in two rounds of discussion, any member may call for a vote on the motion, which ends the deliberation.
5. Council approval of a Contract or Agreement shall mean that such approval is contingent upon the City Attorney approving said document, and shall be considered authorization to the Mayor and/or the City Manager to sign on behalf of the Council.

C. Ordinances and Resolutions

1. No ordinance, except an appropriation ordinance adopting or embodying an administrative governmental code or an ordinance adopting a code of ordinances, shall relate to more than one subject, and that subject shall be clearly stated in its title.
2. Except in the case of ordinances declared to be emergency ordinances, no ordinance shall be passed by the Council at the same meeting at which it was introduced (*Charter 4.9 (c)*).
3. A vote on all ordinances and resolutions shall be taken by roll call vote and entered in the minutes unless it is a unanimous vote. If the vote is

unanimous, it shall be necessary only to so state in the minutes, unless a roll call vote is required by law or Council rules.

4. A complete copy of the ordinance or amendment shall be available for public inspection at least three days before the meeting at which it is finally enacted. All ordinances shall be published within ten days after passage and shall become effective upon publication; emergency ordinances shall become effective upon posting (*Charter 4.9 (f)*).
5. All proposed Ordinances and Ordinance Amendments shall be drafted and/or approved by the City attorney prior to being presented to the Council for consideration.

D. Roll Call

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

E. Duty to Vote

Election to a deliberative body carries with it the obligation to vote. Council members present at the Council meeting shall vote on every matter before the body, unless prohibited from voting by law or by Charter.

1. Conflict of interest, as defined by law, shall be the sole reason for a member to abstain from voting. The opinion of the City Attorney shall be binding on the Council with respect to the existence of a conflict of interest. A vote may be tabled, if necessary, to obtain the opinion of the City Attorney. No member of the Council shall vote on any question in which that member has any personal or financial interest other than the common public interest. Every public official shall make full and timely disclosure of any personal or financial interest which he has in any matter of public interest to be transacted before him (*Charter 4.3 (c)*).
2. Each member who is present shall vote when their name is called.
3. All votes must be held and determined in public; no secret ballots are permitted.
4. Prior to calling for a vote, the Mayor should state the question being voted upon.

VI. PUBLIC PARTICIPATION

A. General and Length of Presentation

1. Each regular and special Council meeting agenda shall provide time for public comment.
2. Any person who addresses the Council during the first time set for general public comment, during a regular meeting, shall be limited to (5) five minutes in length. The second opportunity for public comment shall be limited to 3 minutes per person. By majority vote, Council may extend the time allotted for general public comment.

3. There shall be one public comment section provided for on the agenda during a special meeting, with a (3) three-minute time limit per person.
4. When the agenda provides for one or more public hearings to be conducted during a meeting of the City Council, each person addressing the Council shall be limited to (3) three minutes per hearing.

B. Addressing the Council

1. When addressing the Council, unless waived by the Mayor, a person shall state his or her name, physical home address, including municipality.
2. The speaker shall address all remarks to the Council as a body in a courteous tone.
3. No person, after being recognized and given the floor, shall direct their comment to the viewing public or audience in attendance at the meeting. If this occurs, the Mayor may request person to leave the podium.
4. Any person who does not use the entire time allotted for public comment shall not be permitted to relinquish the time remaining to another person.

C. Rules of Decorum

Meetings of the City Council of Ishpeming shall be conducted in an orderly manner to ensure that the public has a full opportunity to be heard and that the deliberative process of the Council is retained at all times.

While any meeting of the Council is in session, the following rules of decorum shall be observed:

1. Members of the audience. No person in the audience at a Council meeting shall engage in disorderly or boisterous conduct, including the utterance of loud, threatening, or abusive language; whistling, whispering, clapping, or stamping of feet; or other acts which disturb, disrupt, or otherwise impede the orderly conduct of the Council meeting.
2. Persons Addressing the Council. Each person who addresses the Council at its meetings shall not utter loud, threatening, personal, or abusive language, or engage in any other disorderly conduct which disrupts, disturbs, or otherwise impedes the orderly conduct of the Council meeting.
3. Enforcement. The rules of decorum set forth shall be enforced by the law enforcement officer designated with the responsibility for maintaining order at the Council meeting:
 - a. Warning. The Mayor or Council designate shall request that a person who is breaching Paragraph 1 or 2 above be orderly and comply with the rules as outlined therein.
 - b. Requested to Leave. Any person making derogatory, slanderous, or insolent remarks, or who become boisterous or disorderly

while addressing the Council, may be requested, by the Mayor, to leave the podium.

- c. Escorted. Any person who continues to act in a boisterous or disorderly manner or who refuses to be seated at the request of the Mayor may be excluded from the remainder of the meeting for a breach of the peace and may be escorted from the meeting by the Chief of Police or by his or her representative (*Open Meetings Act 15.263 (6)*).

VII. MISCELLANEOUS

A. Adoption and Amendment of Rules of Procedure

1. These Rules of Procedure of the Council shall be placed on the agenda at the first meeting of the Council following the seating of the newly-elected Council members for review and adoption. A copy of the Rules adopted shall be distributed to each Council member.
2. The Council may alter or amend its rules at any time, when not in conflict with the City Charter, by a vote of a majority of its members after notice has been given of the proposed alteration or amendment.

B. Bid Awards

Bids will be awarded by the Council during regular or special meetings. A bid award may be made at a special meeting of the Council if that action is announced in the notice of the special meeting.

C. Committees

1. Standing and Special Committees of the Council
 - a. There shall be no standing committees of the Council.
 - b. The Council may create a subcommittee of up to two members to examine a specific subject for a period of time.
2. Ad Hoc Committee

Ad Hoc committees may be formed for a specific purpose and for a specific period of time as approved by the City Council. A broad diversity of experts and/or interests may be represented on an Ad Hoc committee.

D. New Ordinances and Amendments

Proposed Ordinances and Ordinance Amendments shall be posted in a designated section on the City's website prior to any meeting where they may be considered. When such changes are adopted, the newly adopted Ordinance or Amendment shall be maintained in this section, along with the date it becomes effective, for at least one year.