

**CITY OF MASON  
REGULAR CITY COUNCIL MEETING  
MINUTES OF DECEMBER 2, 2019**

Mayor Whipple called the meeting to order at 7:30 p.m. in the Council Chambers at 201 W. Ash Street, Mason, Michigan. Brown led the Pledge of Allegiance and offered the invocation.

Present: Councilmembers: Brown, Droscha, Ferris, Madden, Schaffer, Vogel, Whipple  
Absent: None  
Also present: Deborah S. Stuart, City Manager, Sarah J. Jarvis, City Clerk

**PUBLIC COMMENT**

None

**CONSENT CALENDAR**

MOTION by Droscha, second by Brown,  
to approve the Consent Calendar as presented

- A. Minutes:
  - 1. Approve Minutes of Regular Council Meeting November 18, 2019
  - 2. Approve Minutes of Council Workshop Meeting November 18, 2019
- B. Correspondence:
  - 1. Receipt of City Attorney's Report Dated November 26, 2019
  - 2. Receipt of Parks, Recreation and Non-Motorized Plan Update
  - 3. Receipt of State of Michigan Public Act 202 Form 5572 report on Pension and OPEB
- C. Financials:
  - 1. Approve Bills in the Amount of \$159,821.20
- D. Right of Ways:
  - 1. Approve Use of Public Right-of-Way for the Bad Brewing Company L.L.C. 4<sup>th</sup> Annual Bourbon Beer Fest Party on January 25, 2020

MOTION APPROVED UNANIMOUSLY

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

**A. Resolution 2019-30: Approve Resolution 2019-30 to Amend the Rules of Order for the City Council and for City Boards and Commissions**

MOTION by Droscha, second by Madden,  
to Approve Resolution 2019-30 to Amend the Rules of Order for the City Council and for the City Boards and Commissions

**CITY OF MASON  
CITY COUNCIL RESOLUTION NO. 2019-30  
RULES OF ORDER FOR THE CITY COUNCIL AND  
FOR CITY BOARDS AND COMMISSIONS**

December 2, 2019

**WHEREAS**, the process of government in the City of Mason includes the activity of a City Council as well as numerous Boards and Commissions sanctioned by the City Council, each of which can play a significant role in the conduct of the affairs of the City; and

**WHEREAS**, the citizens of the City of Mason are best served by a City Council as well as by City Boards and Commissions that function smoothly with a firm basis for resolving questions of procedure that may arise; and

**WHEREAS**, the City Council and City Boards and Commissions must each conduct business with the greatest measure of protection for the people and City of Mason, as well as for the Council and each Board and Commission as a body, and

**WHEREAS**, the City Council and City Boards and Commissions must each conduct business with the greatest measure of protection and consideration of the rights of individual members and the rights of individual citizens, and

**WHEREAS**, the application of parliamentary law is the best method yet devised to enable the City Council and City Boards and Commissions to arrive at the general will on the maximum number of questions of varying complexity in a minimum amount of time and under the most diverse set of conditions, ranging from total harmony to impassioned division of opinion, with due regard for the opinion of each member and for the right of every citizen to address the Council, a Board or a Commission; and

**WHEREAS**, Rules of Order are the written rules of parliamentary law and are critical to ensure the most effective and efficient operation of any deliberative body; and

**WHEREAS**, the citizens of the City of Mason will be best served when the meetings of all public bodies are conducted according to similar procedures.

**NOW, THEREFORE, BE IT RESOLVED**, that these Rules of Order shall be the parliamentary law of the City Council and all City Boards and Commissions of the City of Mason, and shall nullify and replace any other previously approved Rules of Order; and

**BE IT FURTHER RESOLVED**, that these Rules of Order shall be consistently applied and actively enforced at all times in relation to the orderly transaction of business in meetings, and in relation to the duties of officers in the conduct of meetings, of the City Council, as well as all City Boards and Commissions, and shall take effect at the first meeting following approval of this resolution.

#### **RULES OF ORDER FOR THE CITY COUNCIL AND FOR CITY BOARDS AND COMMISSIONS**

City Council Resolution No. 2019-30  
City of Mason, Michigan

1) ORDER OF BUSINESS

a) City Council: At each regular meeting of the City Council the business to be considered shall be taken up, when applicable, for consideration and disposition in the following order:

- i. Oath of Office
- ii. Call to Order
- iii. Roll Call
- iv. Pledge of Allegiance and Invocation
- v. Election of Mayor and Mayor Pro Tem
- vi. Public Comment
- vii. Presentations
- viii. Consent Calendar
- ix. Public Hearings
- x. Unfinished Business
- xi. New Business
- xii. Council Member Reports
- xiii. Manager's Report
- xiv. Adjourn (Adjourn Sine Die)

b) City Boards and Commissions: At each regular meeting of a City Board or Commission the business to be considered shall be taken up, when applicable, for consideration and disposition in the following order:

- i. Oath of Office
- ii. Call to Order
- iii. Roll Call
- iv. Election of Leadership
- v. Public Comment

- vi. Presentations
- vii. Approval of Minutes (if no Consent Calendar)
- viii. Correspondence (if no Consent Calendar)
- ix. Consent Calendar
- x. Public Hearings
- xi. Unfinished Business
- xii. New Business
- xiii. Liaison Report
- xiv. Adjourn

- 2) **MANAGEMENT OF THE ORDER OF BUSINESS.** Any item of business to be considered shall be appropriately filed with the City Manager, or assigned secretary to the board/commission, by noon on the Wednesday preceding the subject meeting. Requests by members of the body and the City Manager/secretary shall be automatically included in the Order of Business if filed in a timely manner. The City Manager/secretary shall send a complete Order of Business with supporting materials to each member by close of business on the last business day of the week preceding the subject meeting. Each item submitted for inclusion in the Order of Business shall include sufficient explanation to indicate intent. Any issue introduced at a meeting that does not appear on the Order of Business may be deferred for inclusion on the Order of Business of a subsequent meeting upon the request of any one member of the body, except that said issue may be added to the current Order of Business if so approved by a majority vote of the members present.
- 3) **PUBLIC COMMENT**
  - a) It is the intent of these Rules to encourage public comment and participation by interested persons that is constructive, informative, and factual in a manner conducive to the conduct of an organized, efficient and professional business meeting. Public comment shall be allowed only during the Public Comment, Presentation and Public Hearing business items, or when permitted by the meeting Chair.
  - b) The Public Comment business item is intended to receive comment on any topic a member of the public would like to bring to the attention of the body. A member of the public who wants to speak to a specific Order of Business item may inform the Chair that they would like to reserve their comments to a specific item of interest. The Chair will make note of the request. Prior to the debate of the specific business item by the body, the Chair will call on the individual, who may speak regarding that business item in accordance with subsection (c).
  - c) All public comment shall be appropriate to the conduct of a public business meeting and, if applicable, the matter under consideration. Each person shall be allowed to speak for a maximum of three (3) minutes and the Chair may limit the number of times each person is allowed to speak. The limits on time and quantity for speaking may be extended at the discretion of the Chair.
  - d) Any person in attendance at a meeting shall comply with the direction of the Chair as to the appropriateness of their actions or comments. The Chair shall retain discretion to disallow or stop a person from speaking or to temporarily recess the meeting at any time to maintain the order of the meeting.
  - e) Any person that speaks before the body shall state for the record their name, residence address and group affiliation, if any.
- 4) **PRESENTATIONS.** Presentations will provide a venue in the Order of Business for brief presentations that do not require formal action.
- 5) **PUBLIC HEARINGS.** Business items requiring a public hearing shall be placed under the related Public Hearing item for immediate consideration following the public hearing.
- 6) **CONSENT CALENDAR.** A Consent Calendar may be used to allow the body to take action on numerous items at one time. Items in the Consent Calendar may include, but are not limited to, non-controversial matters such as approval of minutes, payment of bills, approval of simple motions, street closures, correspondence, etc. The body shall act upon all items listed in the Consent Calendar by a single vote without debate. Upon request by any member made prior to the vote on the Consent Calendar, an item in the Consent Calendar shall be removed from the Consent Calendar and placed in the Order of Business appropriately as determined by the Chair.
- 7) **MINUTES.** Meeting minutes requiring approval shall be distributed to each member with the Order of Business for the next regular meeting. There shall not be a reading of the minutes at the meeting. If the Order of Business includes a Consent Calendar, approval of the minutes shall be included in the Consent Calendar. If the minutes are removed from, or not part of, the Consent Calendar and a substantial correction, as determined by the Chair, is suggested by the Chair or a member, said correction shall be agreed to by a two-thirds vote of the members present. Corrections not determined to be substantial shall be considered agreed to by consensus unless any member challenges such determination, in which case said correction shall be treated as a substantial correction. Minutes shall be considered approved by consensus without a vote if no corrections are suggested or after all suggested corrections are agreed to as required.
- 8) **UNFINISHED BUSINESS.** Items considered under Unfinished Business are items or matters that have been previously addressed by the body but have not received final action

- 9) **NEW BUSINESS.** Items considered under New Business are items or matters that may require immediate or future action by the body.
- 10) **COUNCIL MEMBER REPORTS.** A Council member may provide information regarding an event, a meeting or a conference that might be of interest to the City Council or local residents. A Council Member Report should not exceed three minutes. If the subject matter requires additional time the Council member may place the matter on the Order of Business of a subsequent meeting.

11) **CONDUCT OF BUSINESS**

- a) **Parliamentarian:** The meeting Chair shall serve as Parliamentarian unless that duty is assigned and accepted by another member. The application and enforcement of these rules is the responsibility of the Chair.
- b) **Reconsideration:** A motion to reconsider enables a majority to bring back for further consideration a motion that has been voted on previously. The motion to reconsider can be made only by a member voting on the prevailing side and is in order only until the adjournment of the next regular meeting following the meeting during which the motion to be reconsidered was acted upon.
- c) **Appeal to Chair:** Any decision of the Chair in applying or interpreting these Rules of Order may be appealed by a motion made at the time of the ruling being appealed and before any debate or business has intervened. The Chair shall be allowed to speak first to an appeal with each member allowed to speak once. The Chair may speak one last time after all members have been given an opportunity to speak. The question before the body on an appeal of the Chair shall be "Shall the decision of the Chair be sustained?" A majority or tie vote shall sustain the decision of the Chair.
- d) **Abstain from Voting:** No member of the body shall vote on any question in which the member has a financial interest, other than the common public interest, or on any question concerning the conduct of the member, but, on all other questions, each member who is present shall vote unless excused by unanimous consent of the remaining members present.
- e) **Considering a Motion:** A motion that does not receive a second shall not be considered to be in order.
- f) **Meeting Decorum Guidelines:** All members of the City Council and all City Boards and Commissions are expected to conduct themselves professionally, respectfully, and ethically at all times during meetings. To that end, all members shall:
- i. Be prepared, ready to actively participate, and remain attentive without distractions during meetings.
  - ii. Maintain civility in all discussions and support ideas and positions with data.
  - iii. Exhibit decorum at all times and adhere to the Meeting Decorum Guidelines and the Rules of Order.
  - iv. Respectfully hold all members accountable to the Meeting Decorum Guidelines and the Rules of Order.
  - v. Be concise, purposeful, and considerate of others when speaking.
  - vi. Listen attentively and respectfully to the comments of others.
  - vii. Focus discussions on conflict resolution and the development of solutions.
  - viii. Respect the body and agenda by staying on-topic.
  - ix. Respect the decisions of the body regardless of personal opinion.

12) **ELECTION OF LEADERSHIP**

- a) **Election:** The Chair (Mayor), Vice-Chair (Mayor Pro Tem) and any other leadership of the body shall be elected pursuant to the applicable provisions of the City Charter or of the City Code if such provisions exist. Absent Charter or Code requirements, election shall be by majority vote of the members present during the first regular meeting of each calendar year.
- b) **Absence:** In the absence or disability of the Chair and the Vice-Chair, the members present shall select by majority vote a member to be designated as Acting Chair to perform the duties of the Chair as necessary.

13) **RULES OF ORDER**

- a) The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the City Council and all City Boards and Commissions in all applicable cases in which Robert's Rules are consistent with these Rules of Order, the City Charter, City Code, and State Statute.

14) SUSPEND RULES

- a) A request to suspend the Rules of Order shall be granted only by unanimous vote of the members present.

Yes (5) Brown, Droscha, Ferris, Madden, Whipple

No (2) Schaffer, Vogel

MOTION APPROVED

**B. Discussion on any Capital Improvement Plan Proposal by City Council (provided by Councilmembers at meeting)**

Schaffer provided requests for the staining of the play structure at Rayner Ponds and for the construction of Pickle Ball Courts. City Manager Stuart explained that these two items most likely will be addressed in the Park & Recreation Study and will be incorporated into the CIP based on budget and priority if community identified them during the study. No motion was made by the City Council to direct staff to separately research further on these two requests apart from the Park & Recreation Study.

**COUNCILMEMBER REPORTS**

- Ferris reported that the Mason Chamber of Commerce Holiday party will be this Thursday.
- Ferris reported that the Community Thanksgiving Dinner was a success and that the leftovers have already been turned into Turkey Soup for the Food Bank.
- Mayor Whipple reported that he will be absent for the next council meeting on December 16.

**MANAGERS REPORT (11/27/2019)**

None

The meeting adjourned at 8:20 p.m.

  
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Sarah J. Jarvis, City Clerk