

**MINUTES  
REGULAR COUNCIL MEETING  
JANUARY 09, 2002  
DOVER CITY COUNCIL  
COUNCIL CHAMBERS  
7:00 P.M.**

**1. MOMENT OF SILENCE**

**2. PLEDGE OF ALLEGIANCE**

Councilor Christenbury led the Pledge of Allegiance.

**3. ROLL CALL**

Members Present: Councilor Christenbury, Councilor Dunnington, Councilor Hindle, Councilor Hofemann, Mayor Nossiff, Councilor Quigley, Mayor Pro Tem Taylor, Councilor Tweedie, and Councilor Whitmore

**4. MAYOR'S REPORT**

Nossiff presented two proclamations to 2 firefighters, see folder. Nossiff read the proclamations for Neil Courtney and Douglas Conway. Continuing on with Mayor's Report, he thanked the citizens of Dover for placing the council in office with their individual skills. Whitmore has significant years of planning experience, which will enhance the council. Tweedie has finance experience and banking skills. Hofemann has years of experience of AARP and is past president of the local chapter of that organization. This will be helpful. People are also returning to the council. The hero of the voters is Christenbury with significant experience. Mayor Pro Tem Taylor has experience and is an able person to serve as Mayor Pro Tem. Quigley is a veteran of the school board of two terms. Dunnington is a local boy with all kinds of experience as an attorney to bring to the table. Hindle is back after two years and a true friend of the taxpayers of Dover. He gives great thought to his decisions. Nossiff moved to accept the Mayor's Report. All in favor.

**5. PUBLIC HEARING**

- A. Ordinance #29-12/12/2001 – Chapter 166, Vehicles and Traffic, Section 166-56, Schedule I, No Parking at Any Time, Henry Law Avenue, and Section 166-57, Schedule J, Limited Time Parking, Henry Law Avenue. Sponsored by Councilor Jason Hindle, Transportation Advisory Commission. **(SEE ITEM 10A-1)**

**Norm Champagne - 13 Church Street.** Mr. Champagne stated this has been needed for a long time. It has been a problem and needs to be done.

- B. New Hampshire Coastal Program Grant Application. **(PUBLIC HEARING ITEM ONLY)**

No one.

**6. CITIZEN'S FORUM**

Nossiff explained responses will be provided by him to the best of his ability for any questions that might arise. There will be no personal attacks. The guideline will be 5 minutes per person, but if it is not a busy evening he will allow it to go on longer. Nossiff asked, are there any questions or concerns this evening?

**Linda Brennan - 49 Oak Street.** Ms. Brennan welcomed all the new city councilors; she has some concerns regarding things she has read in the paper. She wants the council to take time to listen to all the issues with regards to the Ethics Board and their decisions on this issue.

**Bill Caldwell - 29 Tanglewood Drive.** Mr. Caldwell congratulated all the councilors. He stated during the campaign all of them talked about saving taxes to all the citizens, he wants them to live up to their promises that were made. Senior citizens are really hurting because they are being forced out of their homes.

**Norm Champagne - 13 Church Street.** Mr. Champagne thanked each of them for caring enough to get involved and stated it is not always going to be easy. He congratulated the Mayor on his choice of Mayor Pro Tem; this is an excellent choice. He had watched the auditor at a previous council meeting speak about the ice arena and the mention of the red ink at the ice arena; he wants this council to address this issue and other enterprise funds in the city. He wants the council to appoint a committee to review the operations of the ice arena to help them stop the red ink there. He would like to see some of the money saved, if possible. What are we going to do to stop this year after year? He felt the prior council was ill informed. Mr. Champagne stated, we bought swampland and we also had a dump up here that stopped us from building up there. He feels it is important to the council to have some people come back to the council to report. He feels the city can charge more for ice time instead of placing the burden on the backs of the taxpayers of Dover. Also, he wants to bring up something he read in Fosters by Christenbury. Christenbury is going to ask the council to release the unredacted (unedited) minutes - without the black lines drawn through it - of the previous council. These are the minutes of the contract deliberations. He does not understand how they could meet for 20 minutes and make a decision. He wants to see the rationale of the previous council of how they came to this decision. He appreciates them listening to his concerns. Applause.

**Kathy Derby - 141 Henry Law Avenue.** Ms. Derby wants to talk about the Ethics Board and wants to make sure they have crossed all their T's and dotted their I's. She feels a committee would be an excellent idea and feels they should consider having an appeals process. She also mentioned there are two positions open on the Ethics Board and she wants people to have the opportunity to serve on this board.

## 7. MINUTES

### A. Regular Meeting – December 12, 2001

Taylor moved to accept, seconded by Quigley. All in favor.

## 8. REPORTS OF STANDING AND SPECIAL COMMITTEES

### A. Transportation Advisory Commission – Councilor Jason Hindle

Hindle discussed their meeting of December 19 where they had discussed the Orchard Street parking lot. He stated, some residents were concerned about fees that were supposed to start January 1. He had asked the City Manager to halt this plan. They also discussed Dover Street and Quimby's Office Furniture. There are parking issues and issues with the loading dock. That issue went to the planning staff and they will be reviewing that further at their next meeting. He reminded them that there will be a slew of housekeeping matters on Chapter 166 and they will be bringing the bulk of the material before the council in February for passage on the March agenda. Hindle stated, the TAC will also be meeting on January 30, 2002. This evening they will be discussing the Henry Law Ave ordinance. Also, there is no Joint Building Committee tonight. Nossiff moved to accept. All in favor.

### B. COAST Bus – Ray Tweedie

Tweedie stated he was unable to attend so he deferred to Peter Schmidt for his report. Schmidt says they met on Tuesday on the consultant's opinion of the possibility of fare structure and possible schedule

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changes and possible route changes. He gave examples of the complicated fare structure, so they are looking at simplifying the structure. Buses will be coming closer together. The route stops will be 60 minutes instead of 90 minutes. He welcomed them to the Public Hearing that will be held. Dunnington asked if there was any attempt to coordinate the train with the bus schedules. Schmidt stated the schedules will be adjusted. Nossiff moved to accept. All in favor.

## C. Solid Waste Advisory Commission – Councilor Thomas Dunnington

None.

## D. Planning Board – Councilor Parks Christenbury

Christenbury stated there was an election of officers. Ron Cole is the Chair and Charles Maglaras was elected Vice-Chair. They Considered and Accepted (C/A) an application for a Conditional Use Permit for Leonard Lord, Owner Jean Arkwell located on Columbus Avenue. C/A an application for a Conditional Use Permit for Richard & Geraldine Macleary on Boston Harbor Road. C/A an application for a minor subdivision of land for John Janetos, located on Country Club Drive. C/A an application for a lot line adjustment of land for Jeffrey & Christina Hollinger on Back Road. Steve Stancel reminded us all the other item in considerable opinion was a board member. He feels the air has been cleared. The next meeting is 1/22. They will be looking at a prioritized rezoning list and the planning board wants to take a look at it, as well as, possible land acquisition for a third industrial park, conservation of additional land and the possibility of impact fees in Dover. Nossiff moved to accept. All in favor.

## E. School Board Liaison – Councilor Kevin Quigley

No report. He attended the meeting last Thursday where they reviewed their goals and objectives. Nossiff moved to accept. All in favor.

## 9. CITY MANAGER'S REPORT

The City Manager stated the city has collected through December (1/2 of the FY) 53% and on the expenditures 50% or \$8.6 million. We issued 41 building permits and collected \$9,185 in fees. He mentioned the Cocheco River dredging. They finally received a letter and there will be a public hearing at 10:00 a.m. on 1/31 at Pease International Tradeport at the Department of Environmental Services. He urged them to please attend. The City Manager stated, the final item is he sent a memo to the council to meet on a Saturday to develop their goals and objectives. He will provide the previous council's goals for their review. He has contacted a facilitator to do this. They need to decide what Saturday. Hindle suggests Saturday 2/9, Quigley has a problem with this date. Dunnington will not be available the first 2 weeks of February. Nossiff wants it done in January if possible, suggesting 1/26. The City Manager says the time will be around 8:30 a.m. or 9:00 a.m. Taylor asked who the facilitator is. The City Manager says it's a new person and he doesn't know his name right now. Hindle asked where will we be meeting; in the library? It's up to the council. Nossiff asked the City Manager about the 1/31 public hearing and urged people to attend. Nossiff moved to accept. All in favor.

## 10. UNFINISHED BUSINESS:

### A. ORDINANCES IN 2<sup>ND</sup> READING

1. Ordinance #29-12/12/2001 – Chapter 166, Vehicles and Traffic, Section 166-56, Schedule I, No Parking at Any Time, Henry Law Avenue, and Section 166-57, Schedule J, Limited Time Parking, Henry Law Avenue. Sponsored by Councilor Jason Hindle, Transportation Advisory Commission.

Hindle moved to adopt, seconded by Tweedie. Hindle explained the reasoning behind the ordinance. He

asked Gary Bannon to speak on the ordinance. Gary feels this is an issue of safety and it is an accident waiting to happen. Whitmore added she fully endorses this ordinance, but her concern is parking spaces up and down Henry Law Avenue. She wants us to keep a close eye on this. Hindle responded, they will keep this in mind. This ordinance refers to no parking for a distance of 190 feet. Motion passed on roll call vote of 9-0.

**B. ORDINANCES IN 3<sup>RD</sup> READING**

**C. RESOLUTIONS**

**11. NEW BUSINESS:**

**A. CONSENT CALENDAR**

1. Raffle Permit – Saint Mary Academy

Christenbury moved to accept, seconded by Tweedie. All in favor.

**B. RESOLUTIONS:**

1. Resolution RE: Formation of a Joint Building Committee for Construction and Renovation at Horne Street School and Dover High School. Sponsored by Mayor Alexander G. Nossiff.

Hindle moved to adopt, seconded by Tweedie. Motion passed on vote of 9-0.

2. Resolution RE: Appointment of Senior Citizen Representative. Sponsored by Councilor Parks Christenbury and Councilor Roland Hofemann.

Christenbury moved to adopt, seconded by Tweedie. Christenbury explained the resolution. Hofemann is honored to serve on this committee, but he explained he will be representing all the citizens of ward one in addition to all seniors in the city. A senior representative will be a win-win situation. Nossiff feels this is the most important committee we are forming. He feels the city is in transition. Quigley feels this is a great committee and he is happy to vote in favor. Motion passed on passed on vote of 9-0.

3. Resolution RE: Acceptance of Karen's Way and Coderio Drive as City Streets. Sponsored by Mayor Alexander G. Nossiff by Request.

Taylor moved to refer to a Public Hearing on 2/13/2002, seconded by Hindle. All in favor.

4. Resolution RE: Acceptance of Conifer Commons as a City Street. Sponsored by Mayor Alexander G. Nossiff by Request.

Taylor moved to refer to a Public Hearing on 2/13/2002, seconded by Hindle. All in favor.

5. Resolution RE: Award of Purchase Order for Collaborative Demolition Assistance of the Old River Street Public Works Facility Buildings. Sponsored by Mayor Alexander G. Nossiff, by Request.

Taylor moved to adopt, seconded by Hindle. Christenbury spoke on this resolution. Dunnington totally agrees with Christenbury and wants these buildings demolished as soon as possible. Hindle fully endorses this resolution, as it has been 10 or 12 years in the process. Motion passed on a roll call vote of 8-0. Quigley abstained.

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6. Resolution RE: Award of Blanket Purchase Order for Continued Drilling and Blasting Services, as Needed. Sponsored by Mayor Alexander G. Nossiff, by Request.

Hindle moved to adopt, seconded by Whitmore. Motion passed on a roll call vote of 8-0. Quigley abstained.

7. Resolution RE: Award of Bid #B02029 for Excess Workers' Compensation and Employer's Liability Insurance Coverage. Sponsored by Mayor Alexander G. Nossiff, by Request.

Taylor moved to adopt, seconded by Hindle. The City Manager explained the resolution and the award of the bid. Dunnington asked about the tremendous increase. He also explained about the health insurance trust. Every line of insurance has increased by this amount. Our experience is we do not have claims of this nature. Dunnington says it is not based on our claims. Taylor says this issue was being discussed on the radio this morning and since 9/11 they feel workers' compensation has really increased. Tweedie says we increased our coverage by \$100,000. The City Manager says normally we would cover \$300,000 out of our own pocket, now we will be responsible for an extra \$100,000 or \$400,000. Hindle wants it reported back to the council from the very important committee at the state level that he serves on. The city has a 24% increase in health insurance costs for this next budget. Quigley asked about the existing carrier price quote being so high. Motion passed on a roll call vote of 9-0.

8. Resolution RE: Rules and Regulations of the Dover City Council – 2002. Sponsored by Mayor Alexander G. Nossiff.

Christenbury offers a motion to amend to swap 8.A.7. – City Manager's Report and 8.A.8. – Reports of Special and Standing Committees, seconded by Dunnington. All in favor of motion to amend. Taylor moved to add item 10.E. – Other New Business, seconded by Quigley. All in favor of motion to amend. Quigley moves to change Section 2.C. back to Wednesday, seconded by Christenbury. Dunnington will never be able to be here on 4<sup>th</sup> Wednesday. Christenbury says what about the first Wednesday of the month. Quigley yields to Christenbury's motion to change to the first Wednesday of the month, seconded by Christenbury. All in favor to amend. Taylor moved to move the minutes to after the Public Hearings, seconded by Christenbury. All in favor of the motion to amend. Taylor moved to adopt all motions to amend, seconded by Christenbury. Motion passed on a roll call vote of 9-0.

## **C. ORDINANCES IN THEIR 1<sup>ST</sup> READING:**

1. Ordinance #01-01/09/2002, Chapter 97, Dumping and Rubbish Collection, Section 97-16, Yard Waste, Brush and Christmas Trees, Unauthorized Collection Prohibited. Sponsored by Councilor Parks Christenbury.

Christenbury moved to refer to a Public Hearing of 2/13/02 and the Solid Waste Advisory Commission on 1/10, seconded by Tweedie. Whitmore asked what prompted this ordinance? Christenbury stated neighborhood complaints. All in favor.

2. Ordinance #02-01/09/2002, Chapter 3, Administrative Code, Section 3-52, Boards and Commission, adding Section 3-71, Joint Fiscal Committee. Sponsored by Councilor Parks Christenbury and Councilor Ray Tweedie.

Christenbury moved to refer to a Public Hearing on 2/13/02, seconded by Tweedie. All in favor.

3. Ordinance #03-01/09/2002, Chapter 22, Code of Ethics, Repealing Sections 22-13 through Sections 22-23, Article IV, Complaint Procedure; Sanctions. Sponsored by Councilor Parks Christenbury and Councilor Ray Tweedie.

Christenbury moved to refer to a Public Hearing on 2/13/02, seconded by Tweedie. All in favor.

**D. COUNCIL CORRESPONDENCE:**

None.

**12. COUNCIL MATTERS OF INTEREST**

Hofemann has a spot of bother on Willand Avenue. He has had great deal of neighborhood complaints on that road with the speed bumps. This has turned into a hazard especially in the wintertime. Hindle says this street will be on their February agenda of Transportation Advisory Committee that meets on the third Wednesday of month. He thanked Councilor Whitmore for being on the TAC, but she can not serve on this committee anymore as only one councilor can serve on this committee.

Hindle continued to thank the City Clerk's office and City Manager's office for the inaugural party and for televising it, also. While we had the council inauguration in the auditorium,. He hopes the council and citizens appreciate what a great room it is. Hindle wants some funding, private and public, to take that room back to its former glory. Lastly, he wants to have a committee to oversee the arena commission and the enterprise fund of the arenas.

Whitmore has a couple of things. She is glad that they accepted the council's rules on boards and committees. She noticed the nominations approval was omitted, probably inadvertently. Last night, Christenbury was the council representative on the Planning Board, but she believes he did not follow our rules. Quigley wants to make a motion to unsuppress the non-public minutes of the 12/12/2001 meeting, Christenbury and Hofemann seconded. Dunnington wants a legal opinion on this. He does not want to go down a slippery slope. Tweedie feels we also need to talk to the city attorney on this. Christenbury feels that if there is a roadblock on this issue, then we need to clear this up upon passage of the contracts. The contracts are out there. Christenbury will defer to listen to the legal opinion on this. The contracts take up 80% of the city budget and citizens have the right to know. Quigley stated he has no problem tabling. The City Manager says it will be given to the councilors by the end of the week. Tweedie seconded to move to table.

Christenbury addressed the modification of the Ethics Committee. He explained that he had enlisted the business community and most of all they have talked to the Chair of the Ethics and they will be having a meeting with the Ethics Board. We currently are in the middle of a long and expensive court case. Tweedie and Christenbury are working very hard on this issue, but until we have a full substitute resolution, they will not vote on this. Input is gladly welcome on this issue. Every other city, town, and village in the State of New Hampshire has no Ethics Board.

Christenbury states under the new rules, the former Mayor has given the council the opportunity to recognize someone in their own community and he and Mayor Pro Tem Taylor want to give the award in February.

Tweedie discussed the input he has received on the ethics and it has been very positive. He asked the City Manager to put the information on the website.

Nossiff echoed the thanks to the City Clerk's Office and the gang. Second, he speaks for himself, he wants more people to speak out at Citizen's Forum and this is a most important forum for the citizens. He wants to create more interest in this item. Also, he wants to get the proper exemptions for the elderly.

Christenbury moved to accept the committee appointments, seconded by Dunnington. All in favor.

**13. ADJOURNMENT**

Christenbury moved to adjourn, seconded by Hindle. All in favor. Adjourned at 8:30 p.m.

JUDY GAOUCETTE  
CITY CLERK

**Resolution RE: RULES AND REGULATIONS OF THE DOVER CITY COUNCIL 2002**

**RESOLVED BY THE CITY COUNCIL OF THE CITY OF DOVER THAT THE FOLLOWING BE AND HEREBY ARE ADOPTED AS THE RULES OF THE DOVER CITY COUNCIL, 2002.**

1. The following rules shall be adopted by a majority vote of the 2002-2003 Dover City Council and these rules shall become effective immediately upon their adoption.
  - A. Robert's Rules of Order, Newly Revised shall be used in all Council deliberations except where modified herein.
  - B. The following rules may be amended by a two-thirds vote of the 2002 City Council.

2. **COUNCIL MEETINGS**

- A. The Council shall meet in regular session on the 2nd Wednesday of every month at 7:00 p.m. When time permits, a regular meeting may be adjourned to a workshop session. When Wednesday is a holiday, the regular meeting shall be held by resolution. The place of meeting shall be the Council Chambers of the City Hall unless otherwise designated.
- B. All Council meetings shall conclude by 10:30 p.m. Items not completed shall be referred to the next Regular Council Meeting.
- C. The Council may meet for informational workshop sessions on the 4<sup>th</sup> Thursday of every month and on an as needed basis. The place of meeting shall be the Council Chambers in the City Hall, except as otherwise designated. Workshop sessions shall not be used for business that may be referred to standing or other committees of the Council.
- D. When, after consultation with the Mayor Pro Tem and the City Manager, the Mayor determines that the Council has insufficient business to warrant a meeting, the Mayor may cancel said meeting with individual approvals from two-thirds of the other Council members. Agenda items scheduled for a meeting that is canceled shall be carried over to the next regular meeting or workshop session, as appropriate.
- E. Council members shall be seated in the Council Chamber as directed by the Mayor.
- F. Council members, staff, and members of the general public participating in meetings shall address all questions or remarks through the Mayor; confine their remarks to the merits of pending questions; and shall not engage in personalities.
- G. Any member may leave the Council Chambers while in Regular Session after notice to the Chair of pressing business, providing there is no loss of quorum as determined by the Chair.

3. **TEMPORARY CHAIR**

In case of the absence of the Mayor and Mayor Pro Tem, the clerk shall call the Council to order and call the roll of the members. If a quorum is found to be present, the Council shall choose one of its members to act as a Chair of the meeting until the Mayor or Mayor Pro Tem arrives. If the Mayor is present and the Mayor Pro Tem is absent, the Mayor shall select a member of the Council, on a rotating basis, to act as Mayor Pro Tem until the Mayor Pro Tem arrives.

4. **CITY CLERK**

The City Clerk shall act as clerk of the Council and shall keep minutes of the meeting and perform such other and further duties in the meeting as may be ordered by the presiding officer or Council. Ten (10) business days after any Council Meeting, the clerk shall make available minutes of the preceding meeting and shall furnish each council member with a copy of the minutes upon request. Minutes of the previous meeting will be accepted at the earliest practicable council meeting.

5. **DEPARTMENT HEADS, OFFICERS, AND EMPLOYEES TO ATTEND**

The City Manager may have the head of any department or division of the City in attendance at any meeting when an item within their purview of responsibility is being discussed by the City Council and ready to discuss all items on the agenda with respect to their department. However, the City Manager shall be responsible for providing the Council with necessary background information on all Resolutions and Ordinances, and all questions shall be directed to the City Manager who may, when necessary, defer to a Department Head.

6. **VOTING**

- A. Every member present when a question is put shall vote either yes or no by raising their hand unless the chair shall, for a special reason as may be provided for in the City Charter, excuse them from voting.
- B. Verbal applications to be excused from voting must be made before discussion of the question. The member having briefly stated their reason for their request, the decision thereon shall be made by the presiding officer without debate.
- C. On roll call votes, Council members shall vote alphabetically by last name, said name to be called on a rotating basis so that the name first called at the previous regular council meeting shall be name last called at the following regular council meeting.
- D. A roll call vote shall be required on the annual budget, spending resolutions or requests, ordinances, or upon motion of two (2) members of the Council.

7. **DEBATE**

- A. Council members must raise their hand to be recognized by the chair.
- B. Rules of Debate on all motions shall be as follows:

The Council member who introduces a motion, may speak to that motion. Thereafter, every Council member may speak to the motion two times only. The sponsoring Council member may also address the motion two times, thereby allowing the sponsor the right to address his or her motion a total of three times (once when introducing the motion plus two more times). All addresses to the motions will be limited to five (5) minutes for each address. These limits on debate shall apply to all motions be they main, subsidiary, privileged, or incidental. Time limits may be extended or further limited by a two-thirds vote of the City Council present. Specific inquiries made or responses to inquiries shall be excluded from these limits, but all such inquiries and responses shall be specific to the question being debated.

- C. Decorum in Debate: In order to assist in the carrying out of debate in an orderly and productive manner, Council members shall:
  - 1. Address all questions through the Mayor,
  - 2. Confine remarks to the merits of the pending question.

3. Not engage in personalities or question the motives of other Councilors.

8. **ORDER OF BUSINESS**

- A.
  1. Moment of Silence
  2. Pledge of Allegiance
  3. Roll Call
  4. ***Proclamations/Awards***
  5. ***Citizens Forum: Specific questions raised by citizens may be responded to at the direction of the Mayor, however debate shall not be permitted.***
  6. ***Public Hearings: Sponsors of Ordinances or Resolutions will introduce the item with appropriate explanations, followed by staff and citizen testimony in favor of or opposed to the matter before the Council. Councilors may make inquiries of the sponsor, or any other person providing testimony, however debate shall not be permitted (See Section 15 B.& C.).***
  7. ***City Manager's Report***
  8. Reports of Special and Standing Committees
  9. Unfinished Business:
    - A. Ordinances in 2nd Reading
    - B. Ordinances in 3rd Reading
    - C. Resolutions (to be used when items from a previous agenda have not been addressed or items referred from previous meetings.)
  10. New Business:
    - A. Consent Calendar
    - B. Resolutions
    - C. Ordinances in 1st Reading
    - D. Council Correspondence
  11. ***Minutes***
  12. ***Mayor's Report***
  13. Council Matters of Interest
  14. Adjournment
- B. Consent Calendar - Any resolution, except a resolution making an appropriation of money, placed on any meeting agenda for action by the City Council may, when in the judgment of the Mayor, the Mayor Pro Tem, and the City Manager, the item is of a routine nature, be placed on the Consent Calendar. Any permit or license application, or correspondence of a routine nature, as determined by the Mayor, the Mayor Pro Tem, and the City Manager, may also be placed on the Consent Calendar, along with a recommended Council action. All items appearing on the Consent Calendar of any meeting may collectively be passed by a majority vote of the Council. No item shall remain on the Consent Calendar if any member of the City Council requests that the item be removed therefrom. In the event that any item is removed, it shall be taken up separately on the agenda as determined by the Mayor.
- C. The Mayor, the Mayor Pro Tem, and the City Manager, shall meet with the City Clerk before the filing deadline preceding every Council meeting and determine what items are of

such import that they must be moved to the front of the agenda. If the Mayor so determines, he may disregard Section 9 (Order of Business) in the positioning of an item on the agenda.

- D. Reports of meetings of standing committees shall be presented in writing, at the discretion of the person making the report, and whenever possible, shall be available to members of the City Council by the next regular Council Meeting, and shall become part of the minutes of that meeting.
- E. The Manager's Report shall include, but not be limited to the following:
  - Budget Overview - actual vs. planned to include expected corrective action where necessary
  - Personnel - New hires, termination's, safety. Staffing, actual vs. planned.
  - Economic Development - Number of contacts vs. commitments, value of building permits issued for month, and value year to date
  - Report on goal achievement
  - Report on all other activities of significance
  - CIP project progress

9. **COMMITTEES**

- A. **Appointments:** There shall be a Standing Committee for Appointments comprised of three (3) Council members. In keeping with the City's Charter, Code and Council Rules, the Committees duties shall include, but are not limited to, a regular review of the membership status of all City Boards, Commissions and Committees appointed by the Council, and make recommendations to the Council for appointments as appropriate. The Committee shall meet as may be required.
- B. **Nomination and Appointment of Council Members:** The Mayor, after consultation with the Mayor Pro Tem, shall nominate Council representatives to boards, committees and commissions, as well as Council Members of standing committees. All such nominations shall be subject to approval by a majority of the Council.
- C. **Other Committees:** The Council shall designate other Council or Ad Hoc Committees as may be necessary, and the Mayor, after consultation with the Mayor Pro Tem, shall nominate members thereof, subject to approval by a majority of the Council.
- D. Any committee may request, through the Mayor, that appropriate administrative staff support be provided to the committee, including attendance at regular meetings.

10. **FILING WITH THE CLERK**

Every ordinance, resolution, and document to come before the Council for consideration must be filed with the City Clerk, in compliance with guidelines established by the City Clerk and approved by the City Council, by noon on Wednesday preceding the week on which the Council meets. It shall be the duty of the City Clerk to have available for each Councilor on the next day (Thursday), a brief statement setting forth by number and full descriptive title, all ordinances, resolutions and

documents to come before the Council for consideration. Agenda items will be made available after 3:00 p.m. on the Thursday preceding each meeting.

11. **ANONYMOUS COMMUNICATIONS**

Unsigned communications shall not be introduced in Council Meetings.

12. **PERMISSION REQUIRED TO ADDRESS COUNCIL**

Persons other than members of the Council and City Officers shall not be permitted to address the Council except by invitation of the Mayor. A time limit may be established by the Mayor; the speaker shall not enter into a debate with any person, Mayor, or Council members, and may speak only on a subject on that particular agenda unless otherwise approved by the Mayor. A group shall have one person as a spokesman and follow the same rules.

13. **AMENDMENT TO RULES**

- A. At any Regular Council Meeting after adoption of these rules, the rules may be amended or new rules adopted by a two-thirds vote of all members of the Council. Any such alteration or amendment shall be submitted in writing at the preceding Regular Meeting and shall be placed on the calendar under the order of new business. This requirement shall be waived only by unanimous consent with a recorded vote of all members.
- B. Council rules may be suspended by a two-thirds majority vote of all Council members. The purpose for suspension must be clearly stated before the vote is taken and two-thirds of all Council members must declare the matter one of such priority that it would be detrimental to hold it over until the next Regular Council Meeting.

14. **ORDINANCES AND RESOLUTIONS**

- A. **Introduction:** An ordinance or resolution may be introduced by any member at any regular or special meeting of the Council. Upon introduction of any ordinance or resolution, the City Clerk shall distribute a copy to each Council member and to the City Manager, shall file a reasonable number of copies in the office of the City Clerk, and shall post a copy on the City Hall bulletin board, at the City Library, and at such other public places as the Council may designate. Ordinances and resolutions involving routine and administrative matters may be introduced by the Mayor upon request of the City Manager. Said request submitted on behalf of the City Manager shall be noted with the phrase "by request". This shall be the procedure except in those instances where the request concerns itself with an issue confined to a specific ward within the City, in which case the Ward Council member shall have the opportunity to submit said resolution or ordinance.

B. **ALL ORDINANCES SHALL PASS THROUGH THE FOLLOWING STATES TO WIT:**

1. All ordinances that appear for the first reading on the agenda may be referred to a Standing Committee, if appropriate, and a Public Hearing date shall be set.
2. The Sponsor shall review the ordinance with the City Attorney as needed for form and legality.
3. Any member of a Standing Committee to which an ordinance has been referred, may file a minority report (oral or written) for Council consideration, if they do not agree with the majority of the committee.
4. After the Ordinance has been presented at the Public Hearing wherein testimony shall be presented in accordance with Rule 9.A.4, it shall then be brought before the City Council for its second reading, together with any and all recommendations of any Standing Committee, for passage, rejection, referral to a workshop, or to a third reading.
5. No ordinance shall be amended except in its second or third reading.
6. If the content of an ordinance is extensively amended, the Council wishes further review, or additional time is needed for the public to express its opinion on the issue, it may be held for a third reading, on a majority vote of the Council.
7. Unless otherwise provided, each ordinance shall become effective upon its passage, after it has been duly advertised within 7 business days of the Council meeting at which time the ordinance was adopted. Said ordinance shall also be distributed to all Municipal Departments affected by its passage.
8. The City Clerk shall certify that the amendments are incorporated into the original ordinance with the proper reference to the amended ordinance number and date.
9. Each ordinance shall be signed by the sponsoring Council member, or the Standing Committee (if they are the originators), by the City Attorney (APPROVED AS TO LEGAL FORM), by the Mayor (PRESCRIBED BY), and by the City Clerk (AS BEING

RECORDED INTO THE CITY RECORDS).

- C. Ordinances in their first reading shall be accompanied by a description of said ordinance.
- D. **ALL RESOLUTIONS REQUIRING PUBLIC HEARINGS SHALL PASS THROUGH THE FOLLOWING STATES TO WIT:**
1. Resolutions requiring a Public Hearing may be scheduled for a public hearing by the Mayor after having been reviewed for form and legality by the City Attorney.
  2. After the Resolution has been presented at the Public Hearing in accordance with 9.A.4, it shall then be brought before the City Council for its second reading, together with any and all recommendations, for passage, rejection, referral to a workshop or to a third reading.
  3. No resolution shall be amended except in its second or third reading.
  4. If the resolution is extensively amended, the Council wishes further review, or additional time is needed for the public to express its opinion on the issue, it may be held for a third reading, on a majority vote of the Council.

Sponsored by:

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Mayor Alexander Nossiff