

CITY OF BAD AXE
COUNCILMEMBER HANDBOOK
BAD AXE, MICHIGAN

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COUNCIL - MANAGER GOVERNMENT

The Council - Manager form of government was established in Bad Axe on August 20, 1980. Since then, the City has had a professional administrator who is responsible for the day-to-day operation of the City. As described in the City Charter, certain responsibilities are vested in the City Manager and the Council has certain functions and roles it must fulfill.

CITY COUNCIL

City Council is the governing body of the City and consists of six councilmember's and a mayor who is a member of Council for all purposes. Each council member serves a term of four years, except the mayor who serves a two-year term.

In addition to the specific direction given to the City Administration at Council meetings and workshops, Council also adopts goals, which describe in general terms what types of services and environment the City should provide for its residents. In addition, the City's operating and capital budgets must be approved by council, as well as all appropriations, and purchases, which involve amounts greater than \$500.00.

The Mayor presides at all Council meetings and is recognized as the head of the City government for ceremonial purposes. The Mayor acts as the official designated to represent the City in agreements with other governmental entities, but shall have no administrative duties except as required to carry out the responsibilities outlined in the City Charter. At its first meeting following each regular city election, the City council will elect one of its members to serve as Mayor Pro Tem for a term to coincide with the Mayor's two year term of office. The Mayor Pro Tem acts as Mayor during the Mayor's absence or disability.

City Council meets on the first and third Monday of each month at 7:30 P.M. If either of these days are a holiday, council meets on Tuesday. The City Council meeting schedule for the entire year is posted on the city's website. In addition, Council will occasionally hold special meetings and will meet in work-studies prior to regularly scheduled Council meetings. The work-studies are primarily for the purpose of discussing complex issues and problems of concern to Council.

The Council is responsible for appointing a City Attorney who shall act as counsel for and shall be responsible solely to the Council. When requested he shall advise any officer or department head of the City in matters relating to his official duties.

Compensation for the Mayor and Council is determined by the Compensation Committee. The Committee meets in odd numbered years and recommends the amount each is to receive. Currently the Mayor receives \$1,700.00 and each Councilmember receives \$825.00

CITY MANAGER

The City Manager is appointed by the Council for an indefinite term to serve as the chief administrative officer of the City. In general he is responsible for insuring that all laws and ordinances are enforced, faithful performance of contracts and agreements, recommendation of the annual budget, recommend to Council measures that he may deem necessary, exercise and perform all administrative functions of the City, attend Council sessions, take part in discussions but not to vote and to perform such duties as may be prescribed by Council.

COUNCIL PARTICIPATION IN ADMINISTRATION

In order to uphold the integrity of the current Council-Manager form of government, the City Charter specifically prohibits Council or any of its members from becoming directly involved in the administrative affairs of the City. Inquiries may be made through the City Manager only. This includes involvement in the appointment or removal of City employees [except the City Attorney] and the giving of direction to any City employees. Violation of these provisions may constitute misconduct in office and result in the Councilmember being dismissed from office.

DUTIES OF COUNCIL MEMBERS

An individual assumes many duties and responsibilities upon becoming an elected official of Bad Axe. Unlike the Mayor-Council form of government, the Council-Manager city does not share its powers with a Mayor. Thus, collectively, in Bad Axe, the Council members are responsible for establishing policy, adopting the City's budget, and hiring the City Manager. In addition, the City Council selects the City Attorney, City Auditor and represents the City on various local, regional and state boards. All councilmembers in all municipalities provide public leadership while maintaining open lines of communication with their constituents.

The following outline is a brief description of the various duties of a Council member. It is not a complete list but it is an example of the duties and responsibilities commonly associated with being a member of Council.

In addition to the duties and responsibilities listed a new member of Council should read and familiarize himself/herself with the City Charter, Code of Ordinances which is available on our website @ www.cityofbadaxe.com under the clerk's tab.

DUTIES AND RESPONSIBILITIES OF COUNCIL

I. Establish Policy

- A. Adopt goals and objectives
- B. Establish priorities for public service
- C. Approve programs
- D. Approve/amend the operating and capital project budgets
- E. Approve expenditures and payments
- F. Approve grant applications
- G. Approve contracts
- H. Approve land use plans and zoning changes
- I. Resolve appeals

II. Supervision of Administration

- A. Hire City Manager
- B. Provide direction to Administration
- C. Evaluate City Manager
- D. Evaluate programs

III. Supervision of Legal Department

- A. Hire City Attorney-Council may choose to appoint new or reappoint current City Attorney on a yearly basis.
- B. Evaluate performance of City Attorney

IV. Supervision of Auditor

- A. Hire Auditor
- B. Evaluate performance of Auditor

V. Represent City, [see Boards and Commissions, pages 8, 9, &10]

VI. Provide Public Leadership

- A. Respond to and transmit constituents' wishes
- B. Arbitrate conflicting interests
- C. Decision making
 - 1. Study problems
 - 2. Review alternatives
 - 3. Decide on best course of action

4. Actively promote the City of Bad Axe
5. Support all positive actions of the council

CITY COUNCIL MEETINGS - TIME & LOCATION

Council meetings are held at City Hall at 7:30 PM on the first and third Monday of each month. If either of these days are a holiday, council meets on Tuesday. The City Council meeting schedule for the entire year is posted on the city's website.

Council Work Studies are usually held immediately preceding the regular meeting on a as need basis.

Council subcommittee meetings are scheduled as needed (see list of subcommittees, page 7), usually at City Hall.

Special sessions of Council are called as needed and are held at City Hall.

CITY COUNCIL MEETING AGENDA

The procedure to follow whereby an accurate item tabulation may be prepared in advance of the City Council meeting is as follows.

A. General:

1. Preparation of the Council Agenda is the responsibility of the City Manager.
2. All new business and correspondence items are submitted to the City Manager by Wednesday of the week preceding the Council meeting.
3. Council agenda and support materials are placed in Dropbox and/or delivered to Council members on Thursday or Friday of the week before a Council meeting. An email message is sent notifying council members that the folder has been placed in Dropbox.
4. Procedure for placing an item on the Agenda. (On February 22, 2005 the City Council approved the following).
 - a. Any Council member may place an item(s) on the agenda.

- b. If an individual, group or organization asks to be placed on the Council Agenda the individual will be instructed to attend the next scheduled meeting. They will be instructed to address the council during Public Discussion and request placement on the current or future agenda.
- c. The leadership of any City board or commission may ask to be placed on a Council Agenda at any time and without appearing before Council during Public Discussion.
- d. Items to be placed on the Agenda must be submitted to the City Manager no later than 5 pm on the Wednesday immediately prior to the council meeting.

CITY COUNCIL
Agenda
REGULAR MEETING
MONDAY, (MONTH)
7:30 P.M.

Call to Order

Pledge of Allegiance

Roll Call

Approval of Minutes:

Public Discussion

Order of Business

- 1.
- 2.
- 3.

Mayor and Council Comments

Council Information

- 1.
- 2.
- 3.

Adjournment

BAD AXE COUNCIL SUBCOMMITTEES

Bad Axe has five subcommittees established by Council for the purpose of gathering information and assisting the rest of the Councilmember's in decision-making. Each subcommittee consists of three Councilmember's one of which serves as Chairman. The subcommittees have no power to resolve issues; members serve by researching an issue and recommending a course of action to be followed by Council.

Subcommittees have no more than three members. If a subcommittee had four members, the subcommittee would represent a quorum of Council.

Example; Four subcommittee members meet and agree on a course of action, when they bring the course of action before full council for approval/rejection the subcommittee members could vote as a group. Voting as a group eliminates the involvement of the other councilmember's not present at the subcommittee meeting. Eliminating the other councilmember's negates our system of checks and balances and deprives our citizens of true representation at council.

The five subcommittees of the city council are.

1. Finance Committee
2. Public Safety
3. Ordinance Committee
4. Human Resources Committee
5. Intergovernmental Community Relations Committee

BOARDS AND COMMISSIONS

City Council and the City Charter have established a number of permanent boards and commissions to assist you and the administration through volunteer efforts. Council following established procedures appoints these volunteers.

The mayor notifies Councilmember's when a vacancy occurs on a board or commission and you are requested to submit the name or names of interested, qualified individuals for consideration by the Council. The Mayor places the names of all nominees on the next available Council Agenda, under New Business. The Mayor notifies the new volunteer of his/her appointment and takes care of all administrative matters regarding the appointment.

All members of these boards and commissions must be residents of the City with the exception of Economic Development Corporation.

The current boards and commissions are listed below.

1. Planning Commission (Article IV. Bad Axe Code of Ordinances)\
Regular Meetings: 3rd Wednesday of January, April, June, and September.
2. Zoning Board of Appeals (Article XIX. City of Bad Axe Zoning Ordinance)
3. Economic Development Corporation/Industrial Development Corporation
Currently not active.
4. Compensation Commission (Article V. Bad Axe Code of Ordinances)
Meets in odd numbered years.
5. Downtown Development Authority (Article VI. Bad Axe Code of Ordinances)
Regular meeting: 2nd Thursday of each month
6. Board of Review
City Assessor oversees the Board of Review
Board meets three times a year
 1. March - Tuesday following the first Monday, Board meets to organize, receive the certified role from the Assessor and review assessment information. Board meets again on the following Monday and Tuesday from 9am until 12 noon and from 1pm until 4pm at which time citizens can appeal assessments and resolve valuation disputes.
 2. July - Tuesday following the third Monday [resolve mutual mistakes or clerical errors]
 3. December -Tuesday following the second Monday [resolve mutual mistakes or clerical errors]

* Members of the Board of Review are the only regular board members who are compensated for their services, as of January 1998 they each receive \$10.00 per hour.

OTHER BOARDS & COMMISSIONS

Elected officials of the City of Bad Axe are sometimes requested to serve on outside boards and commissions to facilitate communication and provide interaction with other governmental bodies. The following is a list of these bodies Councilmember's serve on:

BAD AXE DISTRICT LIBRARY BOARD

Three members appointed by the City Council. Meets 1st Wednesday of each month at 7:00 p.m. at library.

BAAFPA [Bad Axe Area Fire Department]

Meets the 4th Tuesday of each month at 7:30 pm in the Fire Hall on S. Hanselman
Serves the City of Bad Axe, Colfax Township and Verona Township

CENTRAL HURON AMBULANCE AUTHORITY

Meets at Central Huron Ambulance Office, 291 E. Soper Rd. on the 2nd Wednesday of each month at 7:00 p.m.

HURON REGIONAL WATER AUTHORITY

Four members are appointed by the City Council, two regular, and two alternate. Meets as needed usually in the morning, on the 2nd Thursday of the month, alternating between the Bad Axe City Hall and the Port Austin Village Hall.

WATER COMMITTEE

Four members appointed by City Council. Meets as needed or requested.

BUILDING AND GROUNDS COMMITTEE

Six members appointed by the City Council. Facilitates needs of city owned properties. Meets as needed or requested.

NORMAL WORKING HOURS

A. General:

1. All full time City employees are scheduled to work 40 hours a week. With Monday thru Friday office hours as follows:

- a. City Hall, 8:00 a.m. until 5:00 p.m.
 - b. Department of Public Works, 6:00 a.m. until 2:30 pm Monday thru Friday.
 - c. Waste Water Treatment Plant [twenty-four hour operation].
 - d. Police Department [twenty-four hour operation], with regular office hours from 8am until 4pm.
2. Part time employees are scheduled at the discretion of the individual Department Head.

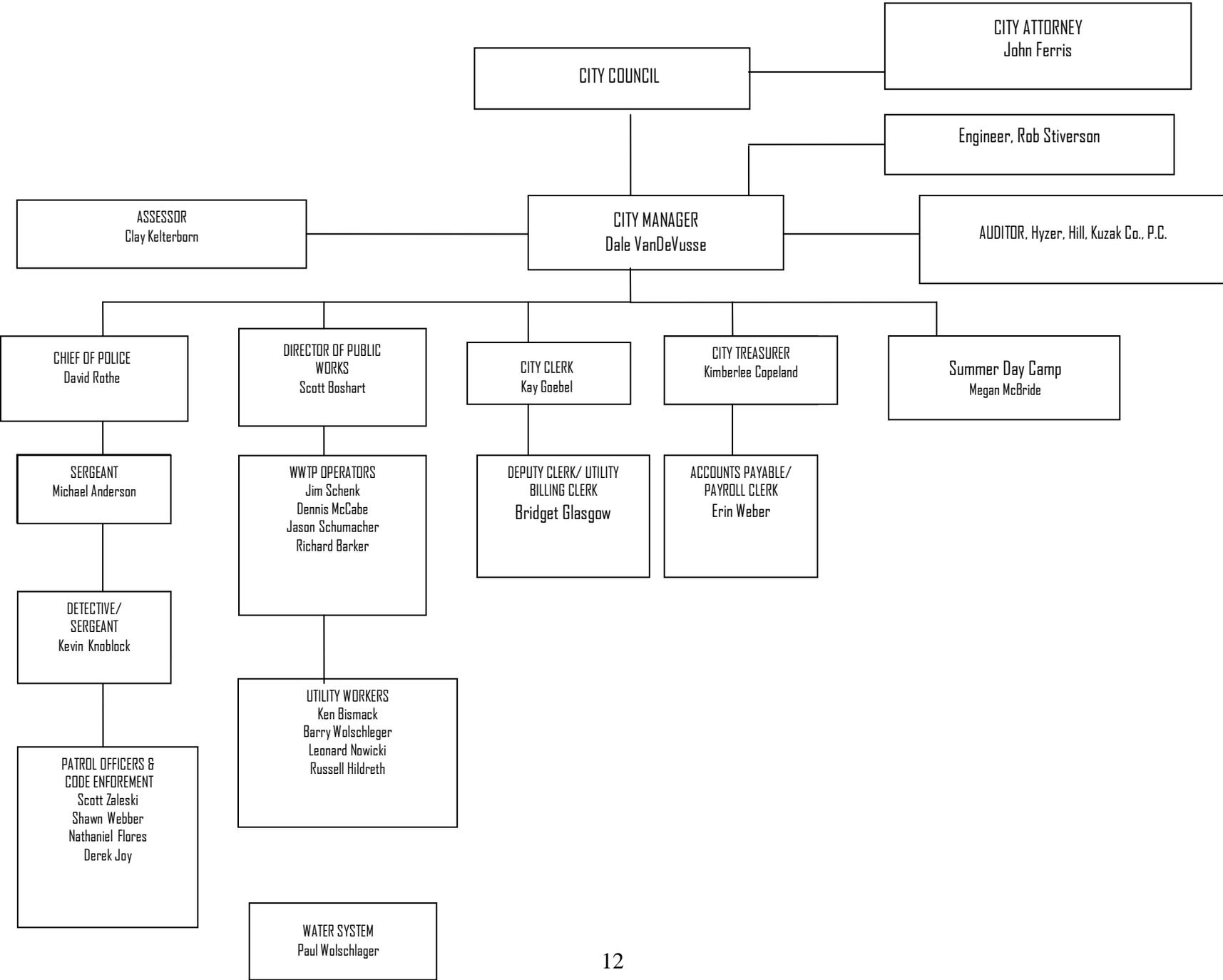
OBSERVED MUNICIPAL HOLIDAYS

A. Municipal holidays are approved by Council, thru either labor contracts or as established by national norms.

1. New Years Eve
2. New Years Day
3. President's Day [Police excluded]
4. Good Friday
5. Memorial Day
6. 4th of July
7. Labor Day
8. Thanksgiving Day
9. Day after Thanksgiving
10. Christmas Eve
11. Christmas Day
12. Fair Day [Police excluded]
13. Easter Sunday [Police only]
14. Veteran's Day [DPW excluded]

B. If a holiday falls on a Sunday, the following Monday is observed as the holiday; if a holiday falls on Saturday, the preceding Friday is observe

ORGANIZATIONAL CHART



DEPARTMENTAL DUTIES AND RESPONSIBILITIES

1. **Police Department:**
Responsible for the maintenance and enforcement of laws and ordinances and is charged with the duty to prevent crimes and to protect lives and property.
2. **Department of Public Works:**
Responsible for the operation of the City's Public Works and Water Department. Maintains City streets, example; patching and snow removal. Oversees water distribution. Repairs and constructs water mains. Installs and reads water meters. Advises citizens regarding water sewer service lines. Insures that the water is safe to drink, through testing and insuring that contaminates do not enter the system.
3. **Treasurer's Office:**
Collects funds received in payment of taxes, special assessments, licenses and other revenues. Prepares, distributes and collects tax and special assessment rolls and bills. Collects utility bills for water and sewer service. Distributes income to proper funds and pro-rates interest earned on deposits. Prepares delinquent tax roles and special assessment lists. Answers inquiries concerning the payment of taxes and special assessments. Prepares bank deposits and invests available funds.
4. **City Clerk's Office:**
Registers voters, interprets State election laws, publishes election notices, issues absentee ballots, sets up and conducts elections. Maintains voter registration files and records. Drafts and types City Council, Planning and Zoning Board minutes and maintains the City ordinance files. Assists in preparing the City Council agenda. Indexes and files City documents and City Council minutes. Issues licenses and maintains related records. Prepares legal notices for publication. Along with the City Manager, prepares and administers the City budget. Prepares finance reports and budget reports. Oversees payroll and accounts payable. Maintains a list of DPW equipment, records equipment rentals; prepares equipment reports and charges departmental funds. Administers the City retirement system.
5. **Waste Water Treatment Plant:**
Treats up to 620,000 gallons of wastewater per day. Disposes of wastewater sludge by land application. Operates a testing laboratory to determine wastewater content and contamination. Treats Industrial wastewater after determining if it requires special treatment. Superintendent works with regulatory agencies to insure the Cities compliance with all applicable laws.

POLICIES OF THE COUNCIL

From time to time the council will approve certain policies to govern their actions.

1. Councilmember's traveling on city business will be reimbursed for mileage.

On October 1, 2001 the council agreed to “pay round trip mileage as identified on a current map plus 10% to compensate members for local travel at the site of the convention”.

2. On July 1, 2006 the council agreed “to reimburse council members who purchase airline tickets to travel to the Michigan Municipal League Convention an amount equal to the mileage reimbursement”.

RESOLUTION 2013-32 MARRIAGE FEES adopted on DECEMBER 2, 2013

A RESOLUTION TO ESTABLISH A MARRIAGE FEE TO BE DEPOSITED IN THE GENERAL FUND.

At a regular meeting of the City Council of the City of Bad Axe, Michigan, held at the City Hall on December 2, 2013, the following resolution was offered by Council member Hall and supported by Council member Hicks.

WHEREAS the City of Bad Axe acknowledges that the Mayor of the City of Bad Axe has the authority to solemnize marriages pursuant to Public Act 211 of 1972; and

WHEREAS does establishes the following fee schedule for marriages performed by the Mayor of the City of Bad Axe

Residents:	Free
Non-residents:	\$20.00