

**ETHICS POLICY & MEETING RULES REVIEW COMMITTEE**

**City Hall  
Room 112  
10 N. Division Street  
Battle Creek, MI 49014  
April 12, 2019  
4:00 PM**

**Committee Members Present:** Commissioner Gray, Vice Mayor Sofia and Commissioner Lance

**Committee Members Absent:** Mayor Behnke

**Staff Present:** Jill Steele, City Attorney; Vicotria Houser, City Clerk

**Call to Order:** Commissioner Gray called the meeting to order at 4:08 p.m.

**Approval of Minutes:**

A motion was made by Comm. **Sophia**, supported by Comm. **Lance**, to approve the February 22, 2019 meeting minutes. All yes, none opposed. Motion carried.

**Committee Discussion:**

**A. Recommend Ordinance: Consideration of participation in public meetings by an absent military member who is also a member of the public body and recommended rules**

Attorney Steele read the language she drafted (attached) relative to recent amendments to the Open Meetings Act, MCL 15.263(2), to be added to Section 212.02 Rules of Procedure of the Commission. The procedures shall apply to accommodate the absence from a public meeting, workshop and /or work session of a member of the public body due to military duty.

Attorney Steele clarified that both an email address and phone number must be provided to the City Manager's Office for proper communication with the absent military member.

Attorney Steele agreed to the request of Comm. Gray to modify the language in D (4) to state "City I.T. Director **or their designee**".

Attorney Steele added to D (5) to state "absent from a meeting due to military duty, **pursuant to subsection (4)**, shall be considered to be present."

A motion to approved by Comm. Lance and supported by Vice Mayor Sofia to introduce the proposed amendment to the City Commission on March 5, 2019. All yes, none opposed. Motion carried.

**B. Discussion rules of procedure designating area for media to set up**

At the request of city staff, the Committee discussed setting a procedure to require an area for credentialed media only to set up equipment, avoiding disruption to meetings, and to provide guidelines for those filming who are not members of credentialed media.

Attorney Steele will consult Communications Manager Jessica Vanderkolk to help with set up and clarification of credentialed media. Committee members will make observations at the next commission meeting of the potential disruptions to other citizens while meetings are being videotaped and filmed.

Comm. Gray requested further discussion at the next meeting.

**C. Consideration of ordinance amendments to 212.02(XI) requiring more than one Commissioner request the City Manager and/or City Attorney to prepare a Resolution and /or Ordinance to place on the agenda**

Comm. Gray received a suggestion from Comm. Faris supporting two Commissioners or a Commissioner and a City Commission appointed board or NPC be required. Comm. Gray also received feedback from Comm.

Baldwin supporting the requirement of more than one Commissioner, leaving the required number up to this committee.

Attorney Steele shared Mayor Behnke's suggestion that three Commissioners support be required.

Comm. Gray agrees with having three Commissioners support, asking for additional dialog on the support of a City Commission appointed board or NPC.

Comm. Sofia agreed a committee with three Commissioners would meet the threshold.

Attorney Steele stated previous meeting discussion recommended the three Commissioners be identified.

Comm. Sofia suggested, and Comm. Gray and Lance agreed, the support be in writing by the way of written communication, possibly a form or email with the request being spelled out for clarification and noting if the request came from a particular committee.

Attorney Steele will prepare a draft form and ordinance amendment language for consideration at the next meeting.

**Public Comment:** There were no public comments.

**Commission Comment:** There were none.

**Next meeting:** The next meeting of the Ethics Policy & Meeting Rules Review Committee will be held on March 22, 2019 at 4:00pm, room 302A.

**Adjournment:** Commissioner Gray adjourned the meeting at 4:42pm.