



DDA/TIFA HANDBOOK FOR NEW MEMBERS

1. Boards and Commissions Handbook
2. Current DDA Budget
3. Current TIFA Budget
4. Open Meetings Act Document
5. Freedom of Information Act Document
6. DDA Plans/Amendments/ Minutes (please view on the City's website: www.cityofhoughton.com, Find it Fast, Searchable Document Center, DDA/TIFA).
7. DDA Boundary Map
8. TIFA Boundary Map



Boards & Commissions Handbook

The City of Houghton is proud to have many residents and community members dedicate their time and talents to the city's boards and commissions. The function and responsibility of each board, and commission varies, but all of them work to improve the city and create an environment in which people want to live and work.

Your volunteerism as a member of one of our boards or commissions will afford you with the opportunity to become involved with the operation of municipal government. As a member of a board or commission you will be responsible for assisting the city in the decision making process by reviewing and evaluating information and rendering recommendations within the context of your board or commission. Your influence over policy, direction and approvals makes your role very important.

Remember that as a member of a board or commission you are representing the city as a whole. It is important to avoid supporting single issues or pursuing a personal or private agenda.

The City of Houghton encourages residents to get involved in local government by joining a board or commission.

Appointments are made by the mayor, council, or city manager. Except for a vacancy, appointments are made yearly at the second council meeting in December.

Applications are available at the City Clerk's Office and on the City's website, www.cityofhoughton.com, and can be submitted to: City Clerk, P.O. Box 606, Houghton, Michigan 49931.

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APPOINTMENT PROCESS

Most appointments to boards and commissions will be made at the second council meeting in December as terms generally begin on January 1st each year. Sixty days prior to any expiration of a board or commission term of office, the current member will be notified and asked if they would like to be re-appointed. If the member accepts re-appointment their name will be submitted for approval. If the member declines, the position will be posted on the city's website, www.cityofhoughton.com and in the newspaper.

Individuals interested in an opening on a board or commission will be directed to complete an Application for Appointment which can be downloaded from the city's web site or obtained from the clerk's office.

All applications must be submitted to the clerk's office by the deadline date specified on each posting. All applications received by the clerk's office will be provided to the mayor, council, and city manager for consideration.

In the event a term is vacated due to resignation, the same process will be followed once notification of said resignation has been received.

OPERATING PROCEDURES

Rules of Procedure

Each board and commission shall follow Rules of Procedure created by the board or commission and provided to the clerk for record keeping.

Attendance

Appointment to a board or commission is a privilege freely sought by the applicant. It carries with it the responsibility to participate in board or commission activities and represent the residents of the city. Good attendance ensures a steady flow of communication and keeps everyone abreast of current topics under discussion. Therefore each member should make every effort to attend all meetings.

When a member is unable to attend a meeting, the clerk should be notified as soon as possible. A member may be removed for absenteeism based on the By-laws or Rules of Procedure created by the board or commission.

Posting for Regular and Special Meetings

All meetings of boards and commissions will be posted on the city website as well as at the city office. Each posting will state the date, time and place of the meeting. All meetings should be posted at least seven days prior to the meeting. However, in some cases special meetings can be posted at least 24 hours before the meeting.

Regular Meetings

All meetings of boards and commissions shall be properly posted and held in compliance with state statutes, including the Open Meetings Act, 1976 PA 267, as amended. All meetings shall be open to the public.

If it is known in advance that a quorum (more than half the members of the board or commission) cannot be achieved, consideration will be taken to notify all members and persons interested in the

business before the body. A notice will be posted indicating that due to a lack of quorum, the meeting is cancelled or rescheduled.

Special Meetings

Boards and commissions may hold special meetings as circumstances dictate. Notice stating the date, time and place of any special meeting and the purpose for which called shall be posted for the public and given to each member of the board or commission at least 24 hours prior to the meeting.

Quorum

A majority of the members of any board or commission shall constitute a quorum for the transaction of business at all meetings.

Rescheduled or Adjourned Meetings

For a rescheduled or adjourned regular or special meeting of any board or committee, a public notice stating the time and place of the meeting shall be posted at least 24 hours prior to the meeting in the city office, on the city website, and all other places as may be determined.

Meetings to be Public

All meetings shall be open to the public and shall be held in a place available to the general public. All persons shall be permitted to attend any meeting except as otherwise provided by state law, and all persons shall have a reasonable opportunity to be heard. Boards and commissions may limit the amount of time one individual can address the board or commission in their Rules of Procedure. All decisions of any board or commission shall be made at a meeting open to the public. All deliberations of any board or commission constituting a quorum of its members shall take place at a meeting open to the public except as otherwise provided for in the Open Meetings Act.

Meeting Preparation

There are various approaches to prepare for meetings. The following are some suggestions.

- Prepare by budgeting enough time to thoroughly review the entire agenda packet.
- When the packet is delivered; examine the agenda to get an idea of:
 - The number of items
 - Controversial issues
 - Difficult procedural items
 - Issues you know little about
- Begin your study of the individual agenda items.
- Visit any sites or facilities that will help you deal with the issues. Research the topics as necessary for a complete understanding of the issues/topics.
- If you have questions after completing your review of the agenda, feel free to call the chairperson or city manager to go over the various items.

Presiding Officer

The Chairperson will preside at all meetings of the board or commission. In the absence of the chairperson, the vice-chairperson will preside. All comments must be directed to the presiding officer.

Members of the public will speak only when recognized by the presiding officer.

Agenda Preparation

Agendas for all meetings shall be prepared by the city manager or staff liaison. Any agenda item requested to be placed on an agenda must generally be submitted to the city manager prior to the meeting. Board and commission members will have the opportunity to add items to the agenda at the beginning of each meeting.

The agenda and supporting materials will be sent at least 24 hours before the meeting date.

Agenda Format

The following agenda format is recommended for all boards and commissions:

- Call meeting to Order
- Roll Call of Members
- Approval of Minutes
- Citizen Participation
- Public Hearings
- Reports
- New Business
- Unfinished Business
- Adjournment

Minutes

Written minutes, upon the approval of the board or commission, constitute the official action record of its activities. The minutes are not verbatim; they record the essence of the decisions made and action taken. Minutes of meetings must be given to the clerk for official record keeping.

Freedom of Information Act (FOIA)

Please note that any documents relating to any board or commission (i.e. minutes, personal notes, emails, public notices, etc.) are considered public records and copies can be requested under the Freedom of Information Act.

Annual Reports and Joint Meetings

On an annual basis, the planning commission shall prepare an Annual Report to be approved by the membership and provided to the council.

Every February the council will hold a joint meeting with the planning commission and DDA/TIFA.

Training

The city encourages all members of boards and commissions to take part in any training courses offered by the city and other organizations. State law may require training for members of some boards or commissions. Individual boards and commissions will establish training priorities for the year and track attendance of members at training events in the minutes.

GENERAL INFORMATION

The following general information is designed to provide you with tools and techniques for you to follow as a guide in your role as a board or commission member. Hopefully some of the information provided will be of value as you participate in your various meetings.

Public Participation

People presenting an issue or even speaking at a meeting may have never appeared before a public body. The experience can be intimidating. This is not uncommon and you can help these individuals by:

1. Explaining meeting procedures.
2. Paying attention.
3. Actively listening to what they are saying.

Managing Difficult Meetings

From time to time you may face a controversial issue that will manifest itself in a very difficult meeting environment. This type of meeting will most likely involve representatives from one or more sides of an issue who will try and convince you that their position is the correct and right one. Keep the following in mind as you prepare for and participate in this meeting environment.

- **Before the Meeting**
 - If possible, the chairperson may ask that participants designate one or more spokespersons to represent like viewpoints. This may help reduce redundancy while making sure that all sides of the issue will be heard.
 - The staff representative or recorder should make sure to have agendas and any backup information available for attendees.
 - Make certain that adequate seating is available. Consider moving the meeting to a larger room if necessary.
 - Establish and announce the rules before the meeting.

- **During the Meeting**
 - The chairperson should explain the issues, the possible actions and procedures that will be followed at the meeting.
 - Have speakers address the board or commission and not the audience.
 - Stop any clapping or shouting early. If not already covered at the beginning of the meeting, explain the reasons why such actions are disruptive and counterproductive.
 - Citizen pressure on boards and commissions can be tough. It is important to remember to address an issue with an open mind and weigh all the facts. Your creditability will be greatly diminished if there is a perception that an issue is a "Done Deal."

Making Tough Decisions

When considering decision making on tough issues, here are questions that might help you think through a pending decision. Not all of these apply in all situations.

- Do I have a conflict of interest in this matter and have I disclosed it?
- Do others who are involved have a conflict of interest?
- Are ethical issues involved?
- Is it permitted by law?
- Do I have enough information to make a decision?
- Can I live with the proposed decision?
- Who will be hurt by the proposed action? Who will benefit?
- Is the decision in the best interest of the majority of residents?
- How will the community view the decision?
- Is the proposed action consistent with my board's or commission's mission?
- What past practices relate to this issue?
- If the decision is made, and it turns out wrong, can it be reversed?
- If I am hesitating – why?

Working With Other Board or Commission Members

It is important to remember that your fellow members have opinions and thoughts that may not coincide with yours. Divergent opinions are not a bad thing and the democratic process works best when all points of view are able to be expressed freely and openly. Your colleagues deserve your respect and the freedom to express their viewpoints. Here are behaviors or actions that negatively affect your working relationships with fellow members:

- Magnify errors of fellow members
- Attempts to dominate meetings
- Cut off statements of fellow members
- Make fun of fellow members
- Not show up at scheduled meetings or events
- Commit to a position before the meeting
- Take individual credit for group accomplishments

- Fail to listen to fellow members
- Violate a fellow member's confidence
- Force a vote on a key issue before the group is ready
- Criticize staff in public
- Fail to prepare for meetings

GENERAL PARLIAMENTARY RULES

Rules of Parliamentary Procedure - The rules of parliamentary practice as contained in Robert's Rules of Order, most recent edition, may be followed in all cases to which they are applicable, provided they are not in conflict with these Rules, the Board or Commission's Rules of Procedure, City Ordinances, Charter, or other applicable laws.

Discussion. A board or committee member may speak when no motion is pending upon recognition by the presiding officer as provided in these rules. Comments should be limited to the next pending item of business on the agenda.

Withdrawal of a Motion or Support. A member may withdraw his or her motion or support at any time before it is put to a vote.

CONCLUSION

This handbook has been presented to you as a guide for your participation on a board or commission. It does not cover all aspects of the board or commission that you may be requesting or have been appointed to. Please do not hesitate to ask any questions of staff that will assist you in the performance of your duties and responsibilities.

ADDITIONAL INFORMATION FOR DEVELOPMENT RELATED BOARDS AND COMMITTEES

Please utilize the following plans and documents:

Zoning Ordinance
Master Plan
Public Participation Plan

These documents are located on the City website at:

www.cityofhoughton.com

BUDGET REPORT FOR CITY OF HOUGHTON

TIFA

GL Number	Description	2023-24 Activity	2024-25 Activity	2025-26 Amended Budget	YTD As Of 12/31/2025	2026-27 PROJECTED
ESTIMATED REVENUES						
Dept 001 - REVENUES						
247-001-403.000	TAXES-TIFA	713,497.62	759,756.00	783,200.00	781,890.00	807,000.00
247-001-406.000	SERVICE FEE	240,000.00	40,000.00	40,000.00	40,000.00	40,000.00
247-001-569.000	STATE GRANTS	0.00	(5,241.80)	0.00	0.00	0.00
247-001-665.000	INTEREST	0.05	0.00	1,000.00	0.00	0.00
247-001-677.000	MISCELLANEOUS	30,000.00	0.00	0.00	0.00	0.00
Totals for dept 001 - REVENUES		983,497.67	794,514.20	824,200.00	821,890.00	847,000.00
TOTAL ESTIMATED REVENUES		983,497.67	794,514.20	824,200.00	821,890.00	847,000.00
APPROPRIATIONS						
Dept 200 - GENERAL GOVERNMENT ADMINISTRATION						
247-200-702.000	SALARIES & WAGES	79,973.11	87,057.84	85,000.00	33,071.57	90,100.00
247-200-705.000	GENERAL PLANNING	0.00	0.00	5,000.00	0.00	10,000.00
247-200-713.000	EMPLOYEE BENEFIT	41,012.09	48,475.74	51,000.00	19,066.15	54,100.00
247-200-713.500	ED JONES	516.20	530.44	6,500.00	259.32	600.00
247-200-713.600	MERS	7,387.36	8,617.69	6,500.00	3,524.67	11,600.00
247-200-801.000	ENGINEERING	1,286.00	1,632.50	2,500.00	0.00	5,000.00
247-200-805.000	AUDIT	2,400.00	2,500.00	2,500.00	6,000.00	7,000.00
247-200-818.000	CONTRACTED SERVICES	25,171.79	82.50	10,000.00	205.00	10,000.00
247-200-920.000	UTILITIES	12,130.57	19,049.67	30,000.00	9,313.93	25,000.00
247-200-956.000	MISCELLANEOUS	276,736.79	0.00	500.00	0.00	500.00
247-200-965.101	PUBLIC SAFETY	80,000.00	120,000.00	120,000.00	60,000.00	160,000.00
Totals for dept 200 - GENERAL GOVERNMENT ADMINISTRATION		526,613.91	287,946.38	319,500.00	131,440.64	373,900.00
Dept 265 - PUBLIC WORKS FACILITY-TIFA						
247-265-702.000	SALARIES & WAGES	1,918.94	10,409.23	11,900.00	6,193.24	12,700.00
247-265-713.000	LEAVE AND BENEFIT	1,212.86	7,117.44	7,200.00	4,140.87	7,700.00
247-265-713.500	ED JONES	0.00	388.61	0.00	38.52	200.00
247-265-713.600	MERS	281.18	1,130.56	1,800.00	879.65	1,800.00
247-265-726.000	SUPPLIES	3,587.33	3,096.46	5,000.00	1,771.61	4,500.00
247-265-818.000	CONTRACTED SERVICES	1,828.35	1,981.48	2,000.00	32,964.00	2,000.00
247-265-940.000	EQUIPMENT RENTAL	148.32	3,349.02	1,000.00	4,649.92	1,000.00
Totals for dept 265 - PUBLIC WORKS FACILITY-TIFA		8,976.98	27,472.80	28,900.00	50,637.81	29,900.00
Dept 443 - SIGNS						
247-443-702.000	SALARIES & WAGES	476.14	2,155.09	1,500.00	319.55	1,600.00
247-443-713.000	LEAVE AND BENEFIT	305.26	1,470.84	900.00	215.66	1,000.00
247-443-713.600	MERS	64.15	324.53	300.00	48.13	250.00
247-443-726.000	SUPPLIES	2,311.83	6,701.96	3,000.00	0.00	3,000.00
247-443-818.000	CONTRACTED SERVICES	0.00	0.00	500.00	0.00	500.00
247-443-940.000	EQUIPMENT RENTAL	30.68	237.88	500.00	89.33	500.00
247-443-956.000	MISCELLANEOUS	0.00	0.00	100.00	0.00	100.00
Totals for dept 443 - SIGNS		3,188.06	10,890.30	6,800.00	672.67	6,950.00
Dept 453 - CONSTRUCTION						
247-453-702.000	SALARIES & WAGES	8,559.35	6,436.39	30,000.00	1,468.28	31,800.00
247-453-702.000-BLUFFSSTRE	SALARIES & WAGES	0.00	6,793.09	0.00	0.00	0.00
247-453-713.000	LEAVE AND BENEFIT	4,919.80	3,390.16	18,000.00	448.45	19,100.00
247-453-713.000-BLUFFSSTRE	LEAVE AND BENEFIT	0.00	4,594.46	0.00	0.00	0.00
247-453-713.500	ED JONES	0.00	42.40	2,300.00	0.00	300.00
247-453-713.600	MERS	976.59	457.04	2,300.00	0.00	4,300.00
247-453-713.600-BLUFFSSTRE	MERS	0.00	1,007.38	0.00	0.00	0.00
247-453-726.000	SUPPLIES	833.35	13,033.90	10,000.00	1,755.99	10,000.00

247-453-726.000-BLUFFSSTRE	SUPPLIES	0.00	3,533.26	0.00	0.00	0.00
247-453-801.000	ENGINEERING	8,693.23	5,261.00	15,000.00	0.00	0.00
247-453-818.000	CONTRACTED SERVICES	164,244.86	9,162.30	10,000.00	0.00	15,000.00
247-453-818.000-BLUFFSSTRE	CONTRACTED SERVICES	0.00	45.20	0.00	0.00	10,000.00
247-453-930.000	REPAIR & MAINTENANCE	0.00	13.55	0.00	0.00	0.00
247-453-940.000	EQUIPMENT RENTAL	10,888.71	3,610.19	10,000.00	1,218.60	0.00
247-453-974.000	PAVING AND PROJECTS	100,000.00	0.00	40,700.00	0.00	10,000.00
Totals for dept 453 - CONSTRUCTION		299,115.89	57,380.32	138,300.00	4,891.32	401,050.00
Dept 538 - HURON DAM/CREEK IMPROVEMENTS						
247-538-702.000	SALARIES & WAGES	3,545.92	2,696.26	2,000.00	1,745.17	2,200.00
247-538-713.000	LEAVE AND BENEFIT	2,256.04	1,775.09	1,200.00	1,179.35	1,400.00
247-538-713.600	MERS	526.16	382.57	400.00	262.82	400.00
247-538-726.000	SUPPLIES	750.90	1,568.43	1,500.00	0.00	1,500.00
247-538-801.000	ENGINEERING	11,413.21	(2,473.53)	15,000.00	6,799.14	15,000.00
247-538-818.000	CONTRACTED SERVICES	0.00	2,090.16	0.00	0.00	0.00
247-538-940.000	EQUIPMENT RENTAL	814.67	675.94	500.00	2,509.06	3,000.00
Totals for dept 538 - HURON DAM/CREEK IMPROVEMENTS		19,306.90	6,714.92	20,600.00	12,495.54	23,500.00
Dept 728 - CIVIC BETTERMENT						
247-728-702.000	SALARIES & WAGES	77.05	0.00	3,000.00	0.00	3,200.00
247-728-713.000	LEAVE AND BENEFIT	49.26	0.00	500.00	0.00	2,000.00
247-728-713.500	ED JONES	0.00	0.00	300.00	0.00	250.00
247-728-713.600	MERS	11.50	0.00	300.00	0.00	250.00
247-728-726.000	SUPPLIES	0.00	571.38	2,000.00	0.00	2,000.00
247-728-818.000	CONTRACTED SERVICES	0.00	500.00	4,000.00	0.00	4,000.00
Totals for dept 728 - CIVIC BETTERMENT		137.81	1,071.38	10,100.00	0.00	11,700.00
Dept 999 - CONTRIBUTIONS-OTHER FUNDS						
247-999-965.401	PUBLIC IMPROVEMENT	0.00	0.00	300,000.00	315,498.00	0.00
247-999-965.401-2026PAVING	PUBLIC IMPROVEMENT	0.00	700,000.00	0.00	0.00	0.00
Totals for dept 999 - CONTRIBUTION-OTHER FUNDS		0.00	700,000.00	300,000.00	315,498.00	0.00
TOTAL APPROPRIATIONS		857,339.55	1,091,476.10	824,200.00	515,635.98	847,000.00
TOTAL REVENUES		983,497.67	794,514.20	824,200.00	821,890.00	847,000.00

BUDGET REPORT FOR CITY OF HOUGHTON
DDA

GL Number	Description	2023-24 Activity	2024-25 Activity	2025-26 Amended Budget	YTD As Of 12/31/2025	2026-27 PROJECTED
ESTIMATED REVENUES						
Dept 001 - REVENUES						
248-001-402.000	CAPTURED TAXES					
248-001-404.000	PAY IN LIEU - HERITAGE	235,076.71	262,984.00	287,000.00	287,510.00	299,000.00
248-001-405.000	PAY IN LIEU - DOUGLASS HOUSE	27,830.93	31,050.15	28,000.00	0.00	31,000.00
248-001-573.000	LOCAL COMMUNITY STABILIZATION SHARE A	10,715.00	13,501.00	11,000.00	0.00	13,500.00
248-001-635.000	CRUISE LOGISTICS	12,035.11	8,341.94	12,000.00	0.00	12,000.00
248-001-665.000	INTEREST	0.00	5,200.00	16,000.00	0.00	10,000.00
248-001-671.200	PREVIOUS YEAR FUND EQUITY	0.05	0.00	0.00	0.00	0.00
248-001-677.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	50,000.00
248-001-677.811	FARMER'S MARKET	34,312.10	12,600.40	0.00	2,696.00	0.00
248-001-699.101	GENERAL	710.00	0.00	0.00	0.00	0.00
Totals for dept 001 - REVENUES		0.00	0.00	82,300.00	0.00	0.00
		320,679.90	333,677.49	436,300.00	290,206.00	415,500.00
TOTAL ESTIMATED REVENUES						
		320,679.90	333,677.49	436,300.00	290,206.00	415,500.00
APPROPRIATIONS						
Dept 200 - GENERAL GOVERNMENT ADMINISTRATION						
248-200-701.000	GENERAL FUND LOAN REP					
248-200-702.000	SALARIES & WAGES	0.00	470.87	0.00	(781.91)	0.00
248-200-713.000	LEAVE AND BENEFIT	16,094.56	18,470.48	18,200.00	7,719.77	19,300.00
248-200-713.600	MERS	4,265.18	7,139.74	11,000.00	3,820.17	12,400.00
248-200-726.000	SUPPLIES	0.00	761.73	2,800.00	725.24	800.00
248-200-801.000	ENGINEERING	0.00	500.00	100.00	0.00	100.00
248-200-805.000	AUDIT	1,706.65	3,528.00	5,000.00	7,080.00	7,500.00
248-200-818.000	CONTRACTED SERVICES	1,500.00	1,500.00	1,500.00	4,000.00	4,000.00
248-200-860.000	TRAINING	27,371.18	8,506.95	30,000.00	6,315.84	17,500.00
248-200-900.000	PRINT & PUBLISH	171.68	0.00	500.00	0.00	0.00
248-200-920.000	UTILITIES	664.20	0.00	500.00	0.00	0.00
248-200-956.000	MISCELLANEOUS	3,282.11	5,947.14	3,500.00	2,563.81	4,000.00
Totals for dept 200 - GENERAL GOVERNMENT ADMINISTRATION		0.00	0.00	1,500.00	62.02	1,500.00
		55,055.56	46,824.91	74,600.00	31,504.94	67,100.00
Dept 443 - SIGNS						
248-443-702.000	SALARIES & WAGES					
248-443-713.000	LEAVE AND BENEFIT	6,717.71	2,855.18	8,000.00	2,039.10	7,000.00
248-443-713.500	ED JONES	4,297.21	1,931.24	4,800.00	1,373.10	4,500.00
248-443-713.600	MERS	18.87	4.04	700.00	0.00	100.00
248-443-726.000	SUPPLIES	987.95	420.10	700.00	307.10	1,200.00
248-443-818.000	CONTRACTED SERVICES	9,198.51	1,350.18	6,000.00	0.00	5,000.00
248-443-940.000	EQUIPMENT RENTAL	774.00	140.00	1,000.00	0.00	500.00
Totals for dept 443 - SIGNS		436.32	319.41	1,000.00	462.04	500.00
		22,430.57	7,020.15	22,200.00	4,181.34	18,800.00
Dept 453 - CONSTRUCTION						
248-453-702.000	SALARIES & WAGES					
248-453-713.000	LEAVE AND BENEFIT	4,119.34	7,803.76	20,000.00	11,279.87	21,000.00
248-453-713.500	ED JONES	2,253.87	4,783.42	12,000.00	7,323.07	13,500.00
248-453-713.600	MERS	49.05	32.29	1,600.00	64.20	400.00
248-453-726.000	SUPPLIES	415.55	949.40	1,600.00	1,528.30	2,800.00
248-453-818.000	CONTRACTED SERVICES	8,324.34	6,743.68	20,000.00	12,219.75	17,000.00
248-453-940.000	EQUIPMENT RENTAL	2,700.00	2,750.00	10,000.00	550.00	10,000.00
Totals for dept 453 - CONSTRUCTION		3,454.11	2,552.21	10,000.00	7,594.66	14,200.00
		21,316.26	25,614.76	75,200.00	40,559.85	78,900.00
Dept 728 - CIVIC BETTERMENT						
248-728-702.000	SALARIES & WAGES					
248-728-702-000-ARTMURAL23	SALARIES & WAGES	27,780.67	29,906.38	35,000.00	18,870.67	37,000.00
248-728-702-000-WALKINTOUR	SALARIES & WAGES	478.65	0.00	0.00	0.00	0.00
248-728-713.000	LEAVE AND BENEFIT	0.00	2,575.79	0.00	0.00	0.00
248-728-713-000-ARTMURAL23	EMPLOYEE BENEFITS	17,667.80	20,008.05	21,000.00	12,354.54	23,700.00
248-728-713-000-WALKINTOUR	EMPLOYEE BENEFITS	150.51	0.00	0.00	0.00	0.00
248-728-713.500	ED JONES	0.00	1,761.07	0.00	0.00	0.00
248-728-713.600	MERS	491.25	518.80	2,700.00	214.00	400.00
248-728-713-000-ARTMURAL23	MERS	3,522.29	3,819.52	2,700.00	2,493.10	5,600.00
248-728-713-000-WALKINTOUR	MERS	9.44	0.00	0.00	0.00	0.00
248-728-726.000	SUPPLIES	0.00	967.91	0.00	0.00	0.00
248-728-726-000-ARTMURAL23	SUPPLIES	26,228.11	24,045.24	35,000.00	8,399.20	35,000.00
248-728-726-000-WALKINTOUR	SUPPLIES	1,475.75	0.00	0.00	0.00	0.00
248-728-818.000	CONTRACTED SERVICES	0.00	4,507.45	0.00	0.00	0.00
248-728-818-000-ARTMURAL23	CONTRACTED SERVICES	48,122.00	45,658.65	50,000.00	9,033.23	101,000.00
248-728-818-000-WALKINTOUR	CONTRACTED SERVICES	7,500.00	0.00	0.00	0.00	0.00
248-728-884.000	CRUISE LOGISTICS	0.00	2,896.62	0.00	0.00	0.00
248-728-920.000	UTILITIES	0.00	20.00	4,600.00	0.00	4,000.00
248-728-930.000	REPAIR & MAINTENANCE	556.65	0.00	0.00	0.00	0.00
248-728-940.000	EQUIPMENT RENTAL	125.31	1,851.42	1,000.00	0.00	1,000.00
248-728-956.000	MISCELLANEOUS	11,993.87	17,755.85	14,000.00	11,047.72	15,000.00
Totals for dept 728 - CIVIC BETTERMENT		1,426.48	3,311.00	1,000.00	3,813.85	3,000.00
		147,528.78	159,023.69	167,000.00	66,226.31	225,700.00
Dept 804 - CARNEGIE MUSEUM						
248-804-702.000	SALARIES & WAGES					
248-804-713.000	EMPLOYEE BENEFITS	28,426.04	24,880.71	0.00	(26.61)	0.00
248-804-713.600	MERS	9,041.08	6,747.78	0.00	(18.09)	0.00
248-804-726.000	SUPPLIES	602.97	55.79	0.00	(4.04)	0.00
248-804-814.000	COMPUTER SERVICES	510.58	398.90	0.00	0.00	0.00
248-804-818.000	CONTRACTED SERVICES	900.00	0.00	0.00	0.00	0.00
248-804-920.000	UTILITIES	0.00	1,534.00	0.00	0.00	0.00
248-804-930.000	REPAIR & MAINTENANCE	6,095.89	5,004.83	0.00	0.00	0.00
Totals for dept 804 - CARNEGIE MUSEUM		194.50	460.00	0.00	0.00	0.00
		45,171.06	96,782.01	0.00	(40.94)	0.00
Dept 999 - CONTRIBUTIONS-OTHER FUNDS						
248-999-965.514	PARKING					
Totals for dept 999 - CONTRIBUTIONS-OTHER FUNDS		26,200.00	0.00	15,000.00	0.00	25,000.00
		26,200.00	0.00	15,000.00	0.00	25,000.00
TOTAL APPROPRIATIONS						
		317,702.23	277,265.52	354,000.00	142,423.50	415,500.00
TOTAL REVENUES						
		320,679.90	333,677.49	436,300.00	290,206.00	415,500.00

Open Meetings Act—Definitions and Requirements

Definitions

Public Body	Any local legislative or governing body, including a board, commission, committee, subcommittee, authority or council, empowered to exercise governmental or proprietary authority or function.
Meeting	The convening of a public body at which a quorum is present for the purpose of deliberating toward or rendering a decision on a public policy.
Closed Session	A meeting or part of a meeting of a public body which is closed to the public.
Decision	A determination, action or vote on a motion, proposal, recommendation, resolution or ordinance, on which a vote by members of a public body is required and by which a public body effectuates or formulates public policy.
Person	An individual, corporation, partnership, organization, or association. This does not include an individual serving a sentence of imprisonment in a state or county correctional facility in this state or any other state, or in a federal correctional facility.

Requirements for Meetings

- All meetings of a public body shall be open to the public and shall be held in a place available to the general public. A person may tape record, video tape, broadcast live, and telecast live the proceedings. A public body may establish reasonable rules and regulations in order to minimize the possibility of disrupting the meeting.
- All decisions of a public body shall be made at a meeting open to the public.
- All deliberations of a public body constituting a quorum of its members shall take place at a meeting open to the public, except for closed sessions.
- A person shall be permitted to address a meeting of the public body under rules established by a public body; a person shall not be excluded from a public meeting except for breach of the peace at the meeting.
- The Act does not apply to a meeting which is a social or chance gathering or conference not designed to avoid the Act.
- Notice of regular meetings shall be posted within ten days after the first meeting in each calendar or fiscal year.
- For a rescheduled regular or a special meeting, a public notice stating the date, time, and place of the meeting shall be posted at least 18 hours before the meeting in a prominent and conspicuous place at both the public body's principal office and, if the public body directly or indirectly maintains an official internet presence that includes monthly or more frequent updates of public meeting agendas or minutes, on a portion of the website that is fully accessible to the public. See Fact Sheet: OMA—Posting Requirements for more details.
- Minutes must be taken.

Excerpt: City of Milan Council Rules of Procedure

E. Video Equipment Set-Up Restricts.

Unless otherwise allowed by the presiding officer, video cameras shall be permitted in a designated area subject to the following conditions:

- The camera must be on a tripod, be set in one location and remain there. (No portable equipment moving around the room.)
- The camera must operate without additional artificial light.
- The camera must operate without additional audio. That is, no additional microphones to be set-up in the room.

F. Dismantling of Equipment During Meeting.

If an individual desires to tape only one agenda item, the presiding officer may permit the individual to tape the agenda item if the camera and/or recording equipment can be set-up and dismantled without disruption of the meeting, such as during a recess. If the equipment cannot be dismantled without disruption of the meeting, then the individual will have to wait until the conclusion of the meeting to dismantle the equipment.

Section 9. Citizens' Comments.

(a .) Chapter 6, Section 6.7 of the Westland City Charter states, "Citizens shall have a reasonable opportunity to be heard." Section 15.263(5) of the Michigan Open Meetings Act provides that persons shall be permitted to address the meeting of a public body under the rules established by the public body, and also provides that the public body may limit the right to address the public body to prescribed times.

(b .) Council hereby establishes a three (3) minute time limit for speakers under these two (2) categories:

(1) "Citizen's Questions or Input on the Agenda". This section will allow citizens to be recognized only at the beginning of the meeting to address the Council pertaining to items that are specifically on the business agenda at that meeting.

(2) "Citizen's Comments or Requests". This section will allow a citizen to be recognized at the conclusion of the Council's regular business to make general comments that mayor may not pertain to the business that was before the Council at that meeting.

(c.) Any citizen may additionally speak once at a public hearing for three (3) minutes.

(d .) The Council President shall have the authority to maintain order during the meeting.

(e .) Persons wishing to make an "announcement or special presentation" during that section of the agenda shall notify the Clerk's office by Friday at 12:00 noon before the Council meeting in which they wish to speak.

(f.) When a citizen is done addressing the Council, or when their time has been exhausted, they must immediately be seated. They may not return to the podium for any reason - unless requested to do so by the Council President or meeting chairperson.

Section 10. Suspension of Three Minute Rule.

(a .) Persons with a voted or appointed position, who are representing a subdivision, condominium, business, community or civic association during one of the above-mentioned sections and wishing to make a special presentation regarding a specific item that may take longer than the allotted three (3) minutes shall notify the City Clerk or Council President prior to the meeting. The Council President shall decide if and when the presentation will be made.

(b .) Any other citizen wishing to make a special presentation regarding a specific item that may take longer than three (3) minutes shall notify the City Clerk no later than 12:00 noon the Friday before the meeting. The Council President will

decide if the presentation will be made and at what point during the meeting it will be allowed.

Section 11. Yielding of Time Prohibited. Robert's Rules of Order does not allow a person to yield time to another person. The Westland City Council shall not allow a person to yield time to another person.

Section 12. Time Keeping.

(a .) The City Clerk and/or Secretary shall be responsible for keeping track of the Citizen's allotted time of three (3) minutes and notifying the President/Pro Tem when time has elapsed. A time clock will be kept within view of the timekeeper. The clock will start upon the first words of the speaker and will not stop while the speaker is recognized from the floor. It is the speaker's option to use up their time if they wish to have questions answered at this time. The clock will not be stopped by request once it is started. The clock will continue to run until the speaker is completed or their speaking time is exhausted.

(b .) If the President/Pro Tem announces the intention to close "Citizen's Comments and Request" and there are no requests to be recognized by the citizens, then the Chairperson shall close the Citizen's Request section of the agenda for the remainder of the meeting.

Section 13. Citizens' Comments Policies.

(a .) A public notice of sufficient size and easily readable print shall be posted on the premises during the City Council meetings and/or printed at the top of the Agenda with a brief and understandable explanation of the Council's procedures for a citizen speaking at Council meetings.

(b .) Any citizen wishing to address the Council shall provide their name and City of residence, and shall address their comments through the Chair when speaking from the podium. Only the citizen recognized by the Chair shall be allowed to speak during the "Citizen's Comments and Requests" portion of the agenda without Council and/or others commenting, unless a question is directed through the Chair, by that citizen, toward a specific Council Member, the Mayor or other City official. All City officials may elect to respond to questions directed to them through the Chair. Additionally, the Mayor (or designee in the Mayors' absence), or any Council Member may elect to respond to any comment directed toward them or another City official at any time during a meeting in order to correct an error or misstatement of fact.

(c.) If the Mayor, City Council Member or other City Official interrupts the speaker and it is not in response to a direct question, then the clock will be stopped and then re-started when the citizen is again allowed to speak.

(d .) The Chair shall call to order any person who is being disorderly by speaking when not having been recognized by the chair, or is being disruptive to the proceedings. If any person, after being called to order, continues to be disorderly and disruptive to the meeting, the Chair may order that person removed from the meeting.

Freedom of Information Act—General Questions

What triggers a public body's requirement to respond to a Freedom of Information Act (FOIA) request?

A person has a right to inspect, copy, or receive copies of a public record, unless the record is exempt from disclosure. The person is required to make a **written request** to the public body's FOIA coordinator. The request must describe the public record sufficiently to enable it to be found.

The State Legislature added this provision to FOIA in 2014 (PA 563 of 2014): if a **verbal request** is made for information on the public body's website, the public employee shall, where practicable and to the best of the public employee's knowledge, inform the requestor about the public body's pertinent website address.

Who should respond to the FOIA request?

The Act requires a public body to designate a FOIA coordinator. A public employee who receives a request for a public record shall promptly forward that request to the FOIA coordinator.

How long should a public body keep FOIA requests?

The FOIA coordinator shall keep a copy of all written requests for public records for at least one year.

May a person inspect the records of a public body?

A public body must furnish a person a reasonable opportunity to inspect and examine its public records and shall furnish reasonable facilities for making memoranda from its records during usual business hours.

Does a public body have an obligation to protect its records?

A public body shall protect public records from loss, unauthorized alteration, mutilation, or destruction.

Is a public body required to make a summary or prepare a record if requested?

A public body is not required to make a compilation, summary, or report of information. Nor is it required to create a new public record.

May a person request future public records?

Yes. A person may subscribe for up to six months to future public records which are created on a regular basis.

Does a public body have to put information on its website?

PA 563 of 2014 requires public bodies to establish specific written procedures and guidelines for FOIA requests, including a separate written summary informing the public on how to submit FOIA requests, how to understand the public body's responses to FOIA requests, deposit requirements, fee calculations, and avenues for challenging and appealing the public body's denial of a request.

For details on PA 563 of 2014, see Fact Sheet: Freedom of Information Act—2014 Changes.



DDA
Boundary map



Tifa Boundary map