

SPECIAL COUNCIL MEETING MINUTES
MONDAY MAY 23, 2022
6:00 P.M.

MAYOR ARDIS CALLED TO ORDER 6:00 P.M.

ROLL CALL:

PRESENT: OSTRANDER, SELMER, BARTHOLOMEW, ELMQUIST, BARTZ
ABSENT: PICKFORD

Motion by Ostrander, seconded by Bartholomew to APPROVE ORDINANCE AND RESOLUTION (#2022-16) TO CREATE THE POSTION OF CITY ADMINISTRATOR

Yeas: 5 (Bartholomew, Selmer, Ostrander, Elmquist, Bartz)

Nays: 0

Motion Carried.

TIME OF ADJOURNMENT: 6:04 P.M.

JUDY HOULE, CLERK

CITY OF LAKE CITY

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MISSAUKEE COUNTY, MICHIGAN

Resolution Number 2022-16

A RESOLUTION OF INTENT TO AMEND TITLE III TO ADD TO CHAPTER 31
SECTION 31.80 AND 31.81 CITY ADMINISTRATOR, TO THE CODE OF
ORDINANCES OF LAKE CITY.

THIS ORDINANCE SHALL BECOME EFFECTIVE 30 DAYS AFTER ADOPTION,
AND SHALL BE PUBLISHED IN A NEWSPAPER CIRCULATING WITHIN LAKE
CITY WITHIN SEVEN DAYS AFTER THE DATE OF ADOPTION.

Recorded in the minutes of a Special Meeting of the City Council, City of Lake City,
Missaukee County, Michigan held in the Lake City Municipal Building on the 23rd, day
of May 2022 at 6:00 PM.

Present A. BARTHOLOMEW, K. OSTRANDER,
T. BARTZ, C. GRANT ELMQUIST, E. SELMER

Absent R. PICKFORD

The following motion and resolution were offered by Lake City Council
Member K. OSTRANDER and supported by Lake City
Council Member A. BARTHOLOMEW.

WHEREAS, The City of Lake City has authorized, the amending of Title III
Administration to include Section 31.80 and 31.81 City Administrator to the code of
ordinances of the City of Lake City; and,

WHEREAS, such action must be approved at a regular meeting by at least 2/3 of the full
council eligible to vote; and

WHEREAS, the resolution authorizing the amendment to Title III of the Lake City Code
of Ordinances to include Section 31.80 and 31.81, and the respective amendment thereto,
Ordinance A-31 of 2022, shall in its final form, remain on file with the clerk for public
inspection; and

WHEREAS, the ordinance shall become effective 30 days after the adoption by the City
Council of Lake City, and shall be published in a newspaper circulating within Lake City
within seven days after the date of adoption; and

CITY ADMINISTRATOR**§ 31.80 CITY ADMINISTRATOR.**

The City Administrator shall be responsible for the supervision of all administrative services of the City, except as otherwise provided by the Charter. Candidate shall be chosen based on his/her executive and administrative ability and shall be a full-time administrative officer. Candidate shall be appointed by the mayor, subject to the approval and confirmation by majority vote of the Council. Candidate shall serve for a specific term and shall have his/her compensation fixed by the Council by resolution.

§ 31.81 FUNCTIONS OF ADMINISTRATOR.

The City Administrator shall have the following functions:

- (A) Coordinate the work of all administrative offices, including City Clerk and Treasurer and such additional administrative offices as the Council may from time to time establish, providing for efficient administration of all departments of the City Government.
- (B) Assist in the preparation and administration of the annual budget.
- (C) Review and approve monthly bills and supervise purchases.
- (D) Prepare monthly status reports on activities and projects.
- (E) Attend all Council meetings (DDA, Planning and Committee meetings if requested)
- (F) Work with Finance Committee on employees' wages, insurance, and yearly budget.
- (G) Evaluation of the labor force.
- (H) Keeping informed with respect to the operation of the several administrative departments.
- (I) Attending all Council meeting, but shall have no vote in Council proceedings
- (J) Preparation of Council agendas and information packets for meetings and workshops
- (K) Preparation of Planning Commission and Zoning Board of Appeal agenda packets
- (L) Coordination of City purchasing, within budget Preparation and implementing of grant applications
- (M) Handling complaints about City services, and providing answers to citizen inquiries Serve as the City of Lake City Community Development Block Grant Coordinator
- (N) Serve as chief administrative and managerial officer of the city, directing all departments and managing the daily operations of the municipality
- (O) Review and sign all removed warrants, contracts, budget, and financial orders, and all obligating or payment documents, or other documents requiring the mayor's signature to be executed by City Departments or other agencies