



COUNCIL ACTION SUMMARY SHEET

MEETING DATE: December 9, 2024

TOPIC Correspondence from Council Member George Dandalides requesting a return to detailed meeting minutes

BACKGROUND BRIEF:

Council has received correspondence from Council Member George Dandalides requesting that the Village Council return to detailed meeting minutes. Attached is the correspondence from Council Member Dandalides for the information of Council.

In July 2023, Village Council voted to transition from detailed meeting minutes to summary meeting minutes at the request of Administration. The reasons for this change were due to the extensive time required of the Village Clerk to review audio and written notes of meetings and prepare detailed and lengthy meeting minutes. Serving as Clerk of the council and recording secretary for the Planning Commission, Board of Zoning Appeals, and Downtown Development Authority is an overwhelming burden for the Clerk's office that is detrimental to the performance of many other clerical tasks required of the Village Clerk. The preparation of detailed meeting minutes is labor intensive, costly, and inefficient. Furthermore, the Michigan Municipal League recommends that meeting minutes reflect only what is required by the Michigan Open Meetings Act.

Administration does not recommend returning to detailed or verbatim meeting minutes. Council agenda packets with detailed information on each agenda item, as well as meeting videos, are available on the Village's web site if detailed information is desired.

SUMMARY OF PREVIOUS COUNCIL ACTION:

07/24/2023 – Council authorized the Village Clerk to transition from detailed board and commission meeting minutes to summary meeting minutes that, at a minimum, record the meeting information required by the Michigan Open Meetings Act and Roberts Rules of Order Newly Revised. Minutes for administrative boards shall include administrative findings supporting board actions when required.

FINANCIAL IMPACT:

Returning to detailed meeting minutes would result in increased administrative costs, including increased staffing costs and reduced productivity.

RECOMMENDED MOTION:

To receive and file the correspondence from Council Member George Dandalides dated November 19, 2024, requesting a return to detailed meeting minutes.