

COUNCIL PROCEEDINGS
Regular Meeting
January 8, 2018

CALL TO ORDER: By Mayor Lewis on Monday, January 8, 2018 at 7:00 p.m.

PRESENT: Councilmembers Bahmer, Johnston, Ridge, Russo, Mitchell, Baker, Mayor Lewis, City Clerk Terpstra and City Manager Guetschow.

The invocation was offered by Pastor Ricky Hull, Crossroads United Brethren Church, followed by the Pledge of Allegiance.

APPROVAL OF MINUTES FOR REGULAR MEETING OF DECEMBER 27, 2017: Mayor Pro-Tem Baker moved, supported by Mitchell to approve the regular meeting minutes of December 27, 2017 as presented. 7 Yes 0 No

ABSENT: Council member Bahmer moved, supported by Mitchell to excuse Council member Russo from the December 27, 2018 meeting as it was an error on Council member Russo that he missed the meeting due to the holiday schedule. Carried. 7 Yes. 0 No.

PUBLIC HEARINGS: None.

PUBLIC COMMENT: None.

APPROVAL OF AGENDA: Council member Ridge moved, supported by Russo to approve the agenda as presented. Carried. 7 Yes. 0 No.

SPECIAL PRESENTATIONS:

A. REDEVELOPMENT READY COMMUNITIES REPORT OF FINDINGS:

Nate Scramlin, MEDC Community Assistant Team Specialist and Brett Hanlon, MEDC, gave an overview to council on the report of findings for the Redevelopment Ready Community program. Mr. Hanlon highlighted the six best practice findings for communities. He explained the process and next steps for completing the process for Charlotte to become a Redevelopment Ready Community and the benefits that will be provided to the community once all the steps are completed.

B. RECORDS RETENTION DISCUSSION:

City Manager Guetschow highlighted the record retention schedule relating to City email accounts held by city council members. He reminded council members that all email or electronic communication is able to be requested under the FOIA. A copy of the schedule of standards that was adopted by council was provided to all members. He stated that the record retention is two years after the record is created, however, encouraged members to keep all email forever. He stated that emails could be managed through gmail folders for organizational purposes.

EXPEDITED RESOLUTIONS AND ORDINANCES

A. CONSIDER APPROVAL OF RESOLUTION NO. 2018-01 REGARDING PAYMENT OF CLAIMS & ACCOUNTS:

RESOLUTION NO. 2018-01

A RESOLUTION TO APPROVE EXPENDITURES OF THE CITY FOR JANUARY 8, 2018

WHEREAS, Section 7.7 (B) of the City Charter requires Council approval for the expenditure of city funds; and
WHEREAS, the January 5, 2018 payroll totaled \$173,410.34; and
WHEREAS, the January 8, 2018 claims total \$216,249.35;
THEREFORE, BE IT RESOLVED that the City Council approves claims and accounts for January 8, 2018 in the amount of \$389,659.69.

APPROVAL OF CLAIMS AND ACCOUNTS BY ROLL CALL VOTE: Mayor Pro-Tem Baker moved, supported by Ridge to approve Resolution 2018-01 for expenditures of the City for January 8, 2018 as presented. Carried. 7 Yes. 0 No.

ACTION ITEMS – RESOLUTIONS AND ORDINANCES:
None.

INTRODUCTION OF RESOLUTIONS AND ORDINANCES:

A. CONSIDER APPROVAL OF FIRST READING OF RESOLUTION NO. 2018-02 AUTHORIZING EXECUTION OF AN AGREEMENT FOR AMBULANCE SERVICES WITH EATON AREA EMERGENCY MEDICAL SERVICES:

RESOLUTION NO. 2018-02

A RESOLUTION TO AUTHORIZE EXECUTION OF AN AGREEMENT FOR AMBULANCE SERVICES WITH EATON AREA EMERGENCY MEDICAL SERVICES

WHEREAS, the City has been party to an agreement with Eaton Area Emergency Medical Services for the provision of ambulance services within the City limits and throughout surrounding areas of Eaton County, which agreement is due to expire on March 31, 2018; and
WHEREAS, the parties to the agreement desire to renew the agreement for a three-year period commencing April 1, 2018;
WHEREAS, the provision of ambulance services for residents of the city is essential to the public health and welfare and is in the public interest;
NOW, THEREFORE, BE IT RESOLVED that the City Council does hereby approve the agreement for with Eaton Area Emergency Medical Services and authorizes the Mayor to execute the agreement on behalf of the City.

Council member Russo moved, supported by Baker to approve the first reading of Resolution No. 2018-02 authorizing execution of an agreement for ambulance services with Eaton Area Emergency Medical Services as presented. Carried. 7 Yes. 0 No.

B. CONSIDER APPROVAL OF FIRST READING OF RESOLUTION NO. 2018-03 TO AUTHORIZE PURCHASE OF WATER METERS AND APPURTENANCES:

RESOLUTION NO. 2018-03

A RESOLUTION TO AUTHORIZE PURCHASE OF WATER METERS AND APPURTENANCES

WHEREAS, the City utilizes a single brand of water meters throughout the City to keep costs low and efficiencies high; and

WHEREAS, the DPW is continually replacing and upgrading old meters to maintain accuracy; and

WHEREAS, the FY 2017-2018 budget has approved \$54,000.00 for the purchase of meters wire, remote readers, meter transceivers as well as other related equipment; and

WHEREAS, DPW staff has received quotes in the amount of \$17,450.00 from ETNA Supply for material and equipment to meet the anticipated needs of the upcoming months; and

WHEREAS, ETNA Supply is the sole vendor for the lower peninsula of Michigan authorized to sell this brand of equipment in our region of the United States; and

WHEREAS, Section 2-186 of the City Ordinances allows for the waiver of sealed bids for purchases over the amount of \$5,000 and the required three quotes for purchases over \$2,500.

THEREFORE, BE IT RESOLVED That the city council authorizes the purchase of the meters and appurtenances from ETNA Supply in the amount of \$17,450.00 and agrees to waive the sealed bid process because the equipment is available only through a single vendor. There are no competitive quotes available.

Council member Ridge moved, supported by Mitchell to approve the first reading of Resolution No. 2018-03 authorizing purchase of water meters and appurtenances as presented. Carried. 7 Yes. 0 No.

COMMUNICATIONS AND COMMITTEE REPORTS

CITY ATTORNEY REPORT: None.

CITY MANAGER REPORT: City Manager Guetschow reported that inspections began this week for compliance with the City Code regarding sidewalk snow removal.

He reported that all union contracts expire on June 30th and negotiations will be starting soon.

He invited everyone to attend the spaghetti dinner fundraiser for the Recycling Center to be held on January 19th from 5:00 p.m. to 7:00 p.m. at the Senior Center.

COUNCILMEMBER COMMITTEE REPORTS: None.

PUBLIC COMMENT: None.

MAYOR AND COUNCIL COMMENTS:

- Council member Johnston stated that he hopes to see everyone on January 19th for the Spaghetti Dinner Fundraiser for CARA.
- Council member Russo no comment.

- Council member Ridge thanked the Fire Department for inviting council to their annual Christmas Party. She stated that they were called out and a lot of them missed most of the party. She stated that their presentation was very informative.
- Mayor Pro-Tem Baker stated that he attended the firemen’s party and stated that it was a great program and he was happy to be there to honor and thank them for what they do.
- Council member Mitchell no comment.
- Council member Bahmer no comment.
- Mayor Lewis thanked the Police, Fire and DPW workers for all that they have done in the past few weeks of bitter cold temperatures during the holidays. He recognized Charlotte as being registered as a historic place recently and the presentation that was held in this regard. He stated that over 300 homes and businesses were highlighted in the presentation which will be given again in the spring. He mentioned that City Manager Guetschow will be on “Tim Talks” on Tuesday to talk about the coming year. He reminded council of the Special Meeting to be held on Monday, January 15th at 7:00 P.M. to discuss RV Parking. He thanked Mayor Pro-Tem Baker for running the last council meeting in his absence. He invited everyone to attend the Spaghetti Dinner fundraiser for CARA on Friday, January 19th from 5 to 7 at the Eaton Area Senior Center. He commented on the Fire Department holiday party and how the Fire Department was called out on a structure fire so many of them missed the party. He noted that the Christmas Kiddies program served 187 families and 410 kids in our

community this year which is remarkable. He again expressed his appreciation to the Fire and Police Departments for all that they do to keep our community safe during the holidays.

Council member Johnston moved, second by Mitchell to adjourn at 7:48 p.m. Carried. 7 Yes. 0 No

Mayor Tim Lewis

Ginger Terpstra, City Clerk, CMMC