

**COUNCIL PROCEEDINGS**  
**Regular Meeting**  
**July 9, 2018**

**CALL TO ORDER:** By Mayor Lewis on Monday, July 9, 2018 at 7:00 p.m.

**PRESENT:** Councilmembers Dyer, Ridge, Johnston, Russo, Mitchell, Mayor Pro-Tem Baker, Mayor Lewis, City Clerk Terpstra and City Manager Guetschow.

The invocation was offered by Pastor Randy Royston, New Hope Community Church, followed by the Pledge of Allegiance.

**APPROVAL OF MINUTES FOR REGULAR MEETING OF June 25, 2018:** Council member Ridge moved, supported by Johnston to approve the regular meeting minutes of June 25, 2018 as presented. Carried. 7 Yes. 0 No.

**ABSENT:** None.

**PUBLIC HEARINGS:**  
**ZONING BOARD OF APPEALS HEARING: MAPLE KNOLL MH PARK-1716 LANSING RD:**  
Public Hearing opened: 7:02 P.M.

**Tom Ongstad**, 1238 Otto Rd., questioned what the park was actually doing and how it would affect his property.

City Manager Guetschow explained that they are seeking a variance for a set back for the mobile homes in relation to the street inside of the park.

**Public Hearing Closed: 7:07 P.M.**

**PUBLIC COMMENT:** None.

**APPROVAL OF AGENDA:** Council member Ridge moved, supported by Baker to approve the agenda with the deletion of Item 13b – Resolution No. 2018-89 to approve setback variance requirements for Maple Knoll Mobile Home Park. Carried. 7 Yes. 0 No.

**SPECIAL PRESENTATIONS:** None.

**EXPEDITED RESOLUTIONS AND ORDINANCES**

A. **CONSIDER APPROVAL OF RESOLUTION NO. 2018-85 TO APPROVE ROOM RENTAL AGREEMENT WITH DISCOVERY FELLOWSHIP CHURCH, 757 CHERRY ST., CHARLOTTE, MI FOR PRECINCT LOCATION:**

**RESOLUTION NO. 2018-85**

**A RESOLUTION TO APPROVE ROOM RENTAL AGREEMENT WITH DISCOVERY FELLOWSHIP FREE METHODIST CHURCH**

**WHEREAS**, the polling location for District 2, Precinct 1 has been moved to Discovery Fellowship Free Methodist Church, 757 Cherry Street; and

**WHEREAS**, a room rental agreement has been prepared for the use of Discovery Fellowship Free Methodist Church for this purpose; and

**WHEREAS**, this agreement has been prepared by the City Attorney on behalf of both parties involved;

**NOW, THEREFORE, BE IT RESOLVED** that this agreement be approved by the Charlotte City Council for execution by both parties for the use of the church as a precinct location;

**AND BE IT FURTHER RESOLVED** that this will become effective upon execution by both parties.

Mayor Pro-Tem Baker moved, supported by Russo to approve Resolution No. 2018-85 to approve room rental agreement with Discovery Fellowship Church, 757 Cherry St., Charlotte, MI for Precinct location as presented. Carried. 7 Yes. 0 No.

**B. CONSIDER APPROVAL OF RESOLUTION NO. 2018-86 TO AUTHORIZE VOTE FOR MML WORKERS COMPENSATION FUND CANDIDATES:**

**RESOLUTION NO. 2018-86**

**A RESOLUTION AUTHORIZING TO VOTE ON OFFICIAL BALLOT FOR WORKERS COMPENSATION FUND**

**WHEREAS**, there are three incumbent Trustees seeking re-election with four year terms beginning October 1, 2018 for the Michigan Municipal League Workers' Compensation Fund; and

**WHEREAS**, Christine Burns, Todd Campbell and Lee Kilbourn are seeking re-election; and

**THEREFORE, BE IT RESOLVED** that the City Clerk be authorized, by action of this governing body, to cast and mail a vote for the above persons to serve as trustees for four year terms beginning October 1, 2018 for the Michigan Municipal League Workers' Compensation Fund.

**Council member Ridge moved, supported by Johnston to approve Resolution No. 2018-86 to authorize vote for MML workers compensation fund candidates as presented. Carried. 7 Yes. 0 No.**

**C. CONSIDER APPROVAL OF RESOLUTION NO. 2018-90 COLLECTIVE BARGAINING AGREEMENT WITH SERVICE EMPLOYEES INTERNATIONAL UNION LOCAL 517M:**

**RESOLUTION NO. 2018-90**

**A RESOLUTION TO APPROVE A COLLECTIVE BARGAINING AGREEMENT WITH SERVICE EMPLOYEES INTERNATIONAL UNION LOCAL 517M**

**WHEREAS**, the City has previously entered into a collective bargaining agreement with Service Employees International Union Local 517M covering public works and clerical employees, which agreement concludes on June 30, 2018; and

**WHEREAS**, the parties to the agreement, through their respective representatives, have negotiated a successor agreement describing the terms and conditions of employment for members of the aforementioned bargaining unit; and

**WHEREAS**, the agreement includes modifications to the predecessor agreement generally described as follows:

- Job Classification and Compensation: Limit additional fringe benefits offered to recruit or retain employees to additional vacation allowance;
- Grievance Procedure: Establish a 20-day time limit for taking a grievance to arbitration; change arbitration service to Federal Mediation and Conciliation Service.
- Clothing Allowance and Education/Tuition: Language modified to clarify intent to cover 100% of tuition costs;
- Payday: Pay will be made via direct deposit to employee's bank account;
- Drug Testing: Language updated to reflect recent changes in requirements
- Wages: 2% increase in wages for each year of the agreement; Pay scheduled modified for certain classifications to aid in recruitment
- Duration: date of Council approval – June 30, 2021;

and

**WHEREAS**, entering into this agreement serves to promote harmony with the members of the bargaining unit and preserves a constructive labor environment which is a benefit to all citizens;

**NOW, THEREFORE, BE IT RESOLVED** that the Council does hereby approve the terms of the collective bargaining agreement, including the modifications generally described above, and authorizes the Mayor, City Manager and City Clerk to execute the agreement on behalf of the City.

**Mayor Pro-Tem Baker moved, supported by Johnston to approve Resolution No. 2018-90 Collective Bargaining Agreement with Service Employees International Union Local 517M as presented. Carried. 7 Yes. 0 No.**

**D. CONSIDER APPROVAL OF RESOLUTION NO. 2018-87 REGARDING PAYMENT OF CLAIMS & ACCOUNTS:**

**RESOLUTION NO. 2018-87**

**A RESOLUTION TO APPROVE EXPENDITURES OF THE CITY FOR JULY 9, 2018**

**WHEREAS**, Section 7.7 (B) of the City Charter requires Council approval for the expenditure of city funds; and

**WHEREAS**, the June 30, 2018 payroll totaled \$135,531.35; and

**WHEREAS**, the July 9, 2018 claims total \$353,618.07;

**THEREFORE, BE IT RESOLVED** that the City Council approves claims and accounts for July 9, 2018 in the amount of \$489,149.42

**APPROVAL OF CLAIMS AND ACCOUNTS BY ROLL CALL VOTE: Mayor Pro-Tem Baker moved, supported by Ridge to**

approve Resolution 2018-87 for expenditures of the City for July 9, 2018 as presented. Carried. 7 Yes. 0 No.

**ACTION ITEMS – RESOLUTIONS AND ORDINANCES:**

**A. CONSIDER APPROVAL OF RESOLUTION NO 2018-79 TO PROCEED WITH THE REDEVELOPMENT READY COMMUNITIES (RRC) PROGRAM OF THE MICHIGAN ECONOMIC DEVELOPMENT CORPORATION (MEDC):**

**RESOLUTION NO. 2018 –79**

**A RESOLUTION TO PROCEED WITH THE REDEVELOPMENT READY COMMUNITIES (RRC) PROGRAM OF THE MICHIGAN ECONOMIC DEVELOPMENT CORPORATION (MEDC)**

**WHEREAS**, The Michigan Economic Development Corporation (MEDC) and the City of Charlotte have worked together toward certification of the City of Charlotte as a Redevelopment Ready Community (RRC); and

**WHEREAS**, the City of Charlotte is participating in the RRC Program, including entering into a Memorandum of Understanding with the MEDC and undergoing an evaluation of the City’s redevelopment practices as reported in the Redevelopment Ready Communities Assessment Evaluation of Findings for the City of Charlotte, delivered to the City Council on January 8, 2018; and

**WHEREAS**, certification under this program requires the implementation of certain best practices and recommended strategies for development as outlined in the Redevelopment Ready Communities Best Practices handbook; and

**WHEREAS**, the City of Charlotte, with community input and support, will work toward the completion of tasks as outlined, and will involve strong partnerships with local civic and development groups, as well as City Boards and Commissions, including the City of Charlotte Planning Commission, Zoning Board of Appeals and Charlotte Rising (a Michigan Main Street organization).

**NOW, THEREFORE, BE IT RESOLVED** the City of Charlotte City Council will proceed under the Redevelopment Ready Communities Program by implementing the recommendations of the MEDC.

**Council member Ridge moved, supported by Dyer to approve Resolution No. 2018-79 to proceed with the Redevelopment Ready Communities (RRC) Program of the Michigan Economic Development Corporation (MEDC) as presented. Carried. 7 Yes. 0 No.**

**B. CONSIDER APPROVAL OF RESOLUTION NO. 2018-80 TO AUTHORIZE A CONTRACT WITH ROWE PSC FOR DESIGN ENGINEERING SERVICES RELATED TO RECONSTRUCTION OF PARKING LOT #1:**

**RESOLUTION NO. 2018-80**

**A RESOLUTION TO AUTHORIZE A CONTRACT WITH ROWE PSC FOR DESIGN ENGINEERING SERVICES RELATED TO RECONSTRUCTION OF PARKING LOT #1**

**WHEREAS**, the City Council approved the design engineering for Parking Lot #1 in the 100 Block of South Bostwick Street as part of the FY 18/19 Budget in the amount of \$23,000; and  
**WHEREAS**, Rowe PSC has provided conceptual designs, design engineering and construction engineering services for Parking Lots #2 and #4/10 which makes them familiar with our standard design and specifications for new parking lots; and  
**WHEREAS**, the design of Parking Lot #1 will be coordinated with the design of the West Lovett Street project; and  
**WHEREAS**, Rowe PSC has submitted a proposal for the design engineering for an amount of \$23,700.00, and  
**WHEREAS**, funding for the professional services related to engineering for Parking Lot #1 will be charged to the General Fund.  
**THEREFORE, BE IT RESOLVED** that the City Council enter into a contract with Rowe PSC to provide the above mentioned services and that the Mayor or Clerk be directed to sign said contract on behalf of the City.

**Council member Johnston moved, supported by Dyer to approve Resolution No. 2018-80 to authorize a contract with Rowe PSC for design engineering services related to reconstruction of Parking Lot #1 as presented. Carried. 7 Yes. 0 No.**

**C. CONSIDER APPROVAL OF RESOLUTION NO. 2018-81 TO AUTHORIZE A CONTRACT WITH ROWE PSC FOR ENGINEERING SERVICES RELATED TO**

**RECONSTRUCTION OF WEST LOVETT FROM COCHRAN AVE TO CLINTON STREET:**

**RESOLUTION NO. 2018-81**

**A RESOLUTION TO AUTHORIZE A CONTRACT WITH ROWE PSC FOR ENGINEERING SERVICES RELATED TO RECONSTRUCTION OF WEST LOVETT FROM COCHRAN AVENUE TO CLINTON STREET**

**WHEREAS**, the City Council approved the reconstruction of West Lovett Street from Cochran Avenue to Clinton Street at their meeting on February 27, 2017; and  
**WHEREAS**, the project is in the Michigan Department of Transportation's (MDOT) Local Agency Small Urban Program for 2019 construction; and  
**WHEREAS**, specific dates must be met to secure the maximum \$375,000 matching grant; and  
**WHEREAS**, Rowe PSC had provided road engineering services for the City and is familiar with both the MDOT LAP standards and requirements as well as those of the City; and  
**WHEREAS**, the design of West Lovett Street will be coordinated with the design of the Parking Lot #1 project; and  
**WHEREAS**, Rowe PSC has submitted a proposal for the design and construction engineering for an amount of \$165,000.00, and  
**WHEREAS**, funding for the professional services related to reconstruction of West Lovett Street will be charged to the Major Street Fund.  
**THEREFORE, BE IT RESOLVED** that the City Council enter into a contract with Rowe PSC to provide the above mentioned services and that the Mayor or Clerk be directed to sign said contract on behalf of the City.

Mayor Pro-Tem Baker moved, supported by Russo to approve Resolution No. 2018-81 to authorize a contract with Rowe PSC for engineering services related to reconstruction of West Lovett from Cochran Ave. to Clinton Street as presented. Carried. 7 Yes. 0 No.

**INTRODUCTION OF RESOLUTIONS AND ORDINANCES:**

**A. CONSIDER FIRST READING OF RESOLUTION NO. 2018-88 TO AUTHORIZE A SALE OF FIREWOOD:**

**RESOLUTION NO. 2018-88**

**A RESOLUTION TO AUTHORIZE A SALE OF FIRE WOOD**

**WHEREAS**, the City removes trees throughout the year from the City right-of-ways; and

**WHEREAS**, it was previously determined that the wood had some value and should be sold by sealed bids annually; and

**WHEREAS**, an advertisement was placed in the local paper and sent to previous bidders for the seven stacks of wood; and

**WHEREAS**, six people submitted bids for the eleven stacks of wood with the highest bids totaling \$862.00.

**THEREFORE, BE IT RESOLVED** That the City sell wood stacks #1-11 to the highest bidders of each wood stack totaling \$862.00 in accordance with the bid tabulation

**Council member Russo moved, supported by Ridge to approve first reading of Resolution No. 2018-88 to authorize a sale of firewood as presented. Carried. 7 Yes. 0 No.**

**B. CONSIDER APPROVAL OF FIRST READING OF RESOLUTION NO. 2018-89 TO APPROVE A VARIANCE TO SETBACK REQUIREMENTS IN THE MH MOBILE HOME RESIDENTIAL DISTRICT ZONING CLASSIFICATION FOR MAPLE KNOLL MOBILE HOME PARK 1716 LANSING RD.:**

Removed from agenda

**C. CONSIDER APPROVAL OF FIRST READING RESOLUTION NO. 2018-91 TO AUTHORIZE CONTRACTING WITH REHMANN ROBSON FOR ACCOUNTING SERVICES:**

**RESOLUTION NO. 2018-91**

**A RESOLUTION**

**TO AUTHORIZE CONTRACTING WITH REHMANN ROBSON**

**FOR ACCOUNTING SERVICES**

**WHEREAS**, the City has been contracting with the firm of Rehmann Robson on a month-to-month basis for various accounting services; and

**WHEREAS**, Rehmann Robson has provided a proposal to the City to provide these and other services, including assistance with upgrading accounting software, on a longer term basis; and

**WHEREAS**, it is in the best interests of the City to contract with Rehmann Robson for these services for a three-year period;

**NOW, THEREFORE, BE IT RESOLVED** that the City Council does hereby authorize the City Manager to execute an agreement with Rehmann Robson for accounting and related

services for a three-year period in accordance with the terms of its proposal.

**Mayor Pro-Tem Baker moved, supported by Dyer to approve first reading of Resolution No. 2018-91 to authorize contracting with Rehmann Robson for Accounting Services as presented. Carried. 7 Yes. 0 No.**

**COMMUNICATIONS AND COMMITTEE REPORTS**

**CITY ATTORNEY REPORT:** Not present. Report included in packet.

**CITY MANAGER REPORT:** City Manager Guetschow reported that himself and DPW Director Gilson have begun updating the Major Street Cash Flow Projection that serves as a plan for street reconstruction. Due to several factors they will be recommending accelerating the project schedule and adding additional projects. He stated that one of two compressors on the City Hall air conditioning unit needs replacing and due to the hot weather he has authorized an emergency purchase for that unit.

**COUNCILMEMBER COMMITTEE REPORTS:**

- Council member Ridge reported that there will be a Recreation Co-op meeting on Thursday, July 12<sup>th</sup> at Carmel Township at 7 PM.

**PUBLIC COMMENT:** None.

**MAYOR AND COUNCIL COMMENTS:**

- Council member Johnston no comment.
- Council member Russo no comment.
- Council member Ridge stated that she is looking forward to revisiting the road plan and it is nice to have a little more money to work with than expected.
- Mayor Pro-Tem Baker echoed that the roads are a major concern.
- Council member Mitchell no comment.
- Council member Dyer stated that he would like to figure out some way to involve the public in the decision making for the roads.
- Mayor Lewis concurred that he is happy that the prices came in lower for the road projects and thinks the public will respond with seeing more work done on the roads. He stated that DPW Director Gilson has stated that the Lincoln Street project is on track. He announced that the Recycling Center has new hours starting today. They are Tuesdays from 8 AM to 12 Noon, Thursdays 2 PM – 6 PM and Saturdays from 8 AM – 12 Noon.

**Council member Johnston moved, second by Ridge to adjourn at 7:24 p.m. Carried. 7 Yes. 0 No.**

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Mayor Tim Lewis

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Ginger Terpstra, City Clerk, CMMC