

**COUNCIL PROCEEDINGS**

**Regular Meeting  
July 23, 2018**

**CALL TO ORDER:** By Mayor Lewis on Monday, July 23, 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 July 9, 2018:** Mayor Pro-Tem Baker moved, supported by Ridge to approve the regular meeting minutes of July 9, 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: 7:01 P.M.

No comments.

Public Hearing Closed: 7:01 P.M.

**PUBLIC COMMENT:** None.

**APPROVAL OF AGENDA:** Council member Johnston moved, supported by Mitchell to approve the agenda with the deletion of item 11a ZBA Appeal-Maple Knoll MH Park- 1716 Lansing Rd. Carried. 7 Yes. 0 No.

**SPECIAL PRESENTATIONS:**  
**HOUSING PRESERVATION GRANT PROGRAM 101:**  
Mayor Lewis removed this from the agenda.

**EXPEDITED RESOLUTIONS AND ORDINANCES**

- A. CONSIDER APPROVAL 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:**

This item was removed from the agenda.

- B. CONSIDER APPROVAL OF RESOLUTION NO. 2018-92 REGARDING PAYMENT OF CLAIMS & ACCOUNTS:**

**RESOLUTION NO. 2018-92**

**A RESOLUTION TO APPROVE EXPENDITURES OF THE CITY  
FOR JULY 23, 2018**

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

**WHEREAS**, the July 14, 2018 payroll totaled \$169,956.47; and

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**WHEREAS**, the July 23, 2018 claims total \$216,880.96;  
**THEREFORE, BE IT RESOLVED** that the City Council approves claims and accounts for July 23, 2018 in the amount of \$386,837.43

**APPROVAL OF CLAIMS AND ACCOUNTS BY ROLL CALL VOTE:** Council member Ridge moved, supported by Mitchell to approve Resolution 2018-92 for expenditures of the City for July 23, 2018 as presented. Carried. 7 Yes. 0 No.

**ACTION ITEMS – RESOLUTIONS AND ORDINANCES:**

**A. CONSIDER APPROVAL OF RESOLUTION NO 2018-88 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 Baker to approve Resolution No. 2018-88 sale of firewood as presented. Carried. 7 Yes. 0 No.**

**B. CONSIDER APPROVAL OF 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.

**Council member Ridge moved, supported by Dyer to approve Resolution No. 2018-91 to authorize a contracting with Rehmann**

**Robson for Accounting Services as presented. Carried. 6 Yes. (Baker, Dyer, Johnston, Mitchell, Ridge, Lewis) 1 No. (Russo)**

**INTRODUCTION OF RESOLUTIONS AND ORDINANCES:**

**A. CONSIDER FIRST READING OF RESOLUTION NO. 2018-93 CHARLOTTE FRONTIER DAYS:**

**RESOLUTION 2018-93**

**CHARLOTTE FRONTIER DAYS**

**CITY OF CHARLOTTE**

**WHEREAS**, the Frontier Days Festival is a community based, organized event that is to be held September 5 through the 9, 2018; and

**WHEREAS**, the Charlotte Frontier Days Festival Committee is responsible for organizing events that contribute to community wide fellowship, benevolence, and welfare; and

**WHEREAS**, the Committee in conjunction with the Chief of Police and DPW Director, have planned the Charlotte Frontier Days Parade and other events that require use and closure of certain public streets and right of ways; and

**WHEREAS**, the Committee has requested that the Charlotte City Council approve the following requests and conditions:

**CLOSURE OF STREETS**

1. Closure to through traffic from 6:00 a.m. to 1:00 p.m. on Saturday, September 8, 2018:

West Lovett from Cochran to Bostwick  
 East Lovett from Cochran to Pleasant  
 Seminary from Cochran to Pleasant  
 Krebs Ct. from Cochran to Horatio

Henry from Cochran to Pleasant  
 Warren from Cochran to Pleasant  
 Shaw from Cochran to Pleasant  
 Oliver from Lawrence to Horatio  
 Horatio from Oliver to Shepherd  
 Washington from Lawrence to Seminary

With one side of above-mentioned street remaining open for emergency vehicle access.

2. The Committee will provide for street closure signing as per the Michigan Manual of Uniform Traffic Devices for the above streets, except for Horatio. The city will supply closing signs for Horatio at Shepherd and Lawrence.
3. The Committee requests E. Lovett from Cochran to Washington closed on Friday, September 7, after 6:00 p.m. to Saturday, September 8, at 6:00 p.m. for placement of a "Reviewing Stand" east of the Cochran intersection and for special events.
4. The Committee requests Cochran from Lawrence south to Fourth Street be closed from 9:30 a.m. Saturday, September 8, until 1 p.m. Saturday, September 8 for a parade and as approved by the Michigan Department of Transportation Permit.

**PARADE – SEPTEMBER 8, 2018**

1. The Department of Public Works shall be responsible for placement of the required "NO PARKING" signs at 5:00 a.m., Saturday, September 8, 2018, along the parade assembly area as well as Third Street, Fourth Street and the

100 Block of W. Stoddard Street or as designated by the Charlotte Police Department.

2. The Committee will provide parade marshals near the street closure locations to assist with traffic.
3. The Committee requests that the Charlotte Police Department provide assistance for the parade on September 8, and further assistance will be provided by parade marshals, with the route and detour of the parade and time being provided to the Charlotte Police at the earliest opportunity.
4. The Committee will rope the parade route and display “No Parking” signs on the morning of the parade between 5:00 a.m. and 6:00 a.m. and remove them immediately after the parade.
5. Due to the parade route no parking will be allowed on Third Street, both on the East and West side of the fairgrounds.

#### **OTHER REQUESTS**

1. Council gives special approval for the use of Eattran Trolley pickup signs placed in the right-of-way where necessary.
2. The Committee will provide “No Parking” signs for the above streets except for Horatio, which the city will provide the “No Parking” signs.
3. The Committee will provide, for approval, to the Chief of Police, a completed liquor license application for the saloon.
4. Hayes Green Beech Hospital in cooperation with the Committee will organize and hold a “5k Race” on Saturday morning, September 8, 2018. The race will begin in the 200

Block of N. Oliver Street, follow the parade route, circle through Bennett Park and return to finish on Lawrence Avenue near Pleasant Street.

5. That the City Department of Public Works install event signs to be placed in the right of way on S. Cochran South bound, North of Third Street (60” x 18”), North bound South of Third Street (48” x 6”), and North bound, South of tennis court/fairgrounds entrance (60” x 18”).
6. Grant the entire use of Bennett Park, North of the river, for the use of Children’s activities planned by and hosted by Guardian Angels Suitcases for Kids 501c3 organization. Also include the Battle Creek River for a Rotary Duck Drop and to request use of the pavilion, which was rented for event weekend.
7. The Committee will provide several kids’ activities and a petting zoo, at the Eaton County Fairgrounds from September 8 through September 9, 2018.
8. The Committee will host a teen dance on the fairgrounds. The dance will be held in a barn with the Volunteers in Policing from Eaton County as well as parents chaperoning the event. This event will take place Saturday September 8, 2018.
9. Grant the use of the back entrance into the fairgrounds camping area located adjacent to the waste water treatment plant, for the entrance and exit of campers and their vehicles and for access on and off the grounds Saturday, September 8, during the 5k race and the parade (9:30 a.m. to 1:00 p.m.)

10. That the following area be designated as “No Parking”: All four sides of the 1885 Courthouse block which includes East bound Harris, South bound Cochran, West bound Lawrence, and North bound Bostwick and the North side of 100 and 200 blocks of West Harris, with a portion of N. Bostwick Avenue reserved for handicapped parking. The “No Parking” signs will be placed around the square as coordinated by the Charlotte Police Department and the Arts and Craft Chairman with signing to be provided by the Arts and Crafts Committee.
11. Permission to place arts and crafts in the parkway around Courthouse square boarded by Cochran, Lawrence, Bostwick, and Harris streets under the direction of the Charlotte Police Department in accordance with a layout map provided.
12. A license will be granted to Charlotte Frontier Days, Inc. to be the designated agent for all solicitor licenses in the City of Charlotte during the Frontier Days Celebration from September 5 through September 9, 2018, per City Code, Chapter 46, and Section 2.

**WHEREAS**, the City Council of the City of Charlotte determine these temporary street closings and other requests are in the best interest of the City.

**WHEREAS**, the City of Charlotte may require payment for in kind services to cover the costs of overtime labor and equipment charges used in conjunction with this special event.

**NOW, THEREFORE BE IT RESOLVED**, that these street closures at the specified times and the other requests be granted.

**BE IT ALSO RESOLVED**, that the Department of Public Works will provide the requested barricades and signs for street closings and parking.

**Mayor Pro-Tem Baker moved, supported by Johnston to approve first reading of Resolution No. 2018-93 Charlotte Frontier Days as presented. Carried. 7 Yes. 0 No.**

**B. CONSIDER APPROVAL OF FIRST READING  
RESOLUTION NO. 2018-94 CROP WALK:**

**RESOLUTION NO. 2018 –94**

**A RESOLUTION AUTHORIZING ANNUAL CROP WALK**

**WHEREAS**, the 35<sup>th</sup> Annual CROP Walk is hosting the traditional walk from Bennett Park to Downtown Charlotte on Sunday, October 7, 2018 to raise funds for charity; and

**WHEREAS**, this year there will be the 1<sup>st</sup> Annual 5k race through Bennett Park; and

**WHEREAS**, CROP Walk is an annual event with the cooperation of fifteen local churches, 10 local businesses, and Olivet College; and

**WHEREAS**, the 25% of the proceeds will stay local while the remainder goes out into the wider world to help needy people; and

**WHEREAS**, the event setup and program will be held at Bennett Park with overflow parking available at the First Baptist Church across the street from Fairgrounds; and

**WHEREAS**, the organizers of CROP Walk are asking that the Charlotte City Council approve the use of the trails in Bennett Park for part of the race course; and

**WHEREAS**, CROP Walk is not asking that the City Council provide any barricades or assistance for the event.

**NOW, THEREFORE, BE IT RESOLVED**, that CROP Walk be granted the right to use the trails of Bennett Park for their 5K run.

**Council member Russo moved, supported by Dyer to approve first reading of Resolution No. 2018-94 Crop Walk as presented. Carried. 7 Yes. 0 No.**

**C. CONSIDER FIRST READING RESOLUTION NO. 2018-95 TO AUTHORIZE A CONTRACT FOR PURCHASE OF TWO VEHICLES FOR THE POLICE DEPARTMENT:**

**RESOLUTION NO. 2018-95**

**A RESOLUTION TO AUTHORIZE A CONTRACT FOR THE PURCHASE OF TWO VEHICLES FOR THE POLICE DEPARTMENT.**

**WHEREAS**, these purchases were identified in the budgeting process for the replacement of the 2009 Dodge Charger with a more purposeful overall administrative and patrol vehicle for the Chief of Police and the 2014 Chevrolet Tahoe command patrol vehicle due to age and repair costs.

**WHEREAS**, we have solicited bids from those manufacturers that provide qualified police vehicles, and the following providers met the qualifications.

**WHEREAS**, four bids were received in total from the preferred manufacturers. Two of the bids were from the State of Michigan bid contracts, two of the bids were from local Charlotte vehicle dealers.

**WHEREAS**, Berger Chevrolet of Grand Rapids holds the State of Michigan contract bid #071B7700177 for the 2019 Chevrolet Police Tahoe with a bid of \$32,558, Gorno Ford of Woodhaven holds the State of Michigan contract bid #071B7700181 for the 2018 Ford Police Interceptor with a bid of \$29,050. The local bid from Team One Chevrolet for the 2019 Tahoe is \$33,809. The local bid from Candy Ford for the 2018 Police Interceptor is \$29,138.

**WHEREAS**, the local bid for the 2018 Ford Police Interceptor from Candy Ford meets the local bid preference within 5% per city policy. The local bid for the 2019 Chevrolet Police Tahoe from Team One Chevrolet also meets the local bid preference within city policy.

**THEREFORE, BE IT RESOLVED** that the City of Charlotte enter into the purchase agreements for the 2018 Ford Police Interceptor administrative vehicle with local preference dealer Candy Ford in the amount of \$29,138 and Team One Chevrolet for the 2019 Chevrolet Police Tahoe patrol vehicle in the amount of \$33,809.

**Council member Russo moved, supported by Dyer to approve first reading of Resolution No. 2018-95 to authorize a contract for purchase of two vehicles for the police department as presented. Carried. 7 Yes. 0 No.**

**D. CONSIDER APPROVAL OF FIRST READING ORDINANCE NO. 2018-03 TO AMEND SECTION 14-28 CHAPTER 14 BUILDING & BUILDING REGULATIONS AND SET PUBLIC HEARING FOR AUGUST 13, 2018:**

**CITY OF CHARLOTTE  
ORDINANCE NO. 2018-03**

AN ORDINANCE TO AMEND SECTION 14-28 OF CHAPTER 14 - BUILDINGS AND BUILDING REGULATIONS - OF THE CODE OF THE CITY OF CHARLOTTE TO INCLUDE THE BUILDING OFFICIAL'S DESIGNEES IN ENFORCING THE STATE CONSTRUCTION CODE.

THE CITY OF CHARLOTTE ORDAINS:

Section 14-28 of Chapter 14 - Building and Building Regulations - of the Code of the City of Charlotte is hereby amended to read as follows:

**§ 14-28. AGENCY DESIGNATED.**

Pursuant to the provisions of the State Construction Code, in accordance with § 8b(6) of Public Act 230 of 1972, as amended, the Building Official and his designees of the city are hereby designated as the enforcing agency to discharge the responsibilities of the city under such act. The city assumes the responsibility for the administration and enforcement of such act throughout its corporate limits.

This ordinance shall become effective 20 days after adoption and that the above ordinance be passed to a second reading.

Mayor Pro-Tem Baker moved, supported by Mitchell to approve first reading of Ordinance No. 2018-03 to amend section 14-28 Chapter 14 Building & Building regulations and set public hearing for August 13, 2018 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 the auditors from Plante Moran were here today to begin preliminary work on the audit. They will be back in mid September. He noted that Summer tax bills were mailed and payments are being collected as in past years. He reported that the City will be converting accounting software beginning in August. He invited everyone to attend the 2<sup>nd</sup> Annual Summer Storytellers event to be held on Wednesday, July 25, 6:00 P.M. at Windwalker Underground Gallery. He announced that he will be on vacation the week of July 30<sup>th</sup>.

**COUNCILMEMBER COMMITTEE REPORTS:**

- Council member Johnston reported that the Planning Commission met on July 10<sup>th</sup> however he was unable to attend.
- Council member Mitchell reported on the Airport meeting held on July 16<sup>th</sup> and stated that the issue of drones in the

future was discussed. He noted that we will want to be on the leading edge of that technology.

- City Manager Guetschow noted that the State & Lincoln Street project is still on schedule and expected to be done before school starts.

**PUBLIC COMMENT:** None.

**MAYOR AND COUNCIL COMMENTS:**

- Council member Johnston no comment.
- Council member Russo no comment.
- Council member Ridge reminded everyone of the Thursday night concerts on the square. She stated that there are only six of those events this year. She noted that August 4<sup>th</sup> from 2 P.M. to 6 P.M. Charlotte will be having Made on Mainstreet, an event including several events with live music and crafts.
- Mayor Pro-Tem Baker asked about the additional costs on the Lincoln Street project.
- Council member Mitchell no comment.
- Council member Dyer no comment.
- Mayor Lewis stated that the new business directory developed by the DDA has been completed. He stated that the DDA has a booth now at the concerts to provide information to citizens. He stated that there will be a tribute to “Callie” the fire dog possibly before the next City Council meeting. They will be dedicating a statue in Callie’s honor to be placed by the bell in front of City Hall.

**Council member Johnston moved, second by Mitchell to adjourn at 7:26 p.m. Carried. 7 Yes. 0 No.**

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Mayor Tim Lewis

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Ginger Terpstra, City Clerk, CMMC