

COUNCIL PROCEEDINGS
Regular Meeting
October 22, 2018

CALL TO ORDER: By Mayor Lewis on Monday, October 22, 2018 at 7:00 p.m.

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

The invocation was offered by City Manager Guetschow followed by the Pledge of Allegiance.

APPROVAL OF MINUTES FOR REGULAR MEETING OF October 8, 2018: Council member Ridge moved, supported by Russo to approve the regular meeting minutes of October 8, 2018 as presented. Carried. 5 Yes. 0 No. 2 Absent. (Mitchell, Johnston)

ABSENT: Council member Mitchell and Johnston.

Council member Russo moved, supported by Baker to excuse both council members due to illness. Carried. 5 Yes. 0 No.

PUBLIC HEARINGS: None.

PUBLIC COMMENTS: None.

APPROVAL OF AGENDA: Mayor Pro-Tem Baker moved, supported by Ridge to approve the agenda as presented. Carried. 5 Yes. 0 No.

SPECIAL PRESENTATIONS:
CAMP FRANCES UPDATE – CHRIS REIST:

Chris Reist, Camp Frances Board member shared with council the history of Camp Frances through the years. She also listed all of the accomplishments and improvements that the board has made in the last couple of years.

She invited everyone to visit and rent Camp Frances to share a piece of history as well as enjoy the environment.

Mayor Lewis presented Proclamation No. 2018-02 to Chris Reist for the Camp Frances Board as follows:

PROCLAMATION
2018-02

WHEREAS, in 2009, the City Council incorporated Camp Frances Educational and Recreational Center, Inc. as a municipal nonprofit corporation to function as a successor to a private nonprofit corporation that had overseen Camp Frances for many years; and

WHEREAS, in forming this new corporation, the City Council and the Camp Frances board of directors sought to increase public awareness of Camp Frances, improve the quality of the facilities, increase its use by individuals and

organizations, expand programming at the facility and enhance its fund-raising and friend-raising activities; and

WHEREAS, in the last several years, an enthusiastic and energetic board of directors has made great strides in accomplishing these goals, leveraging the success of its efforts in increasing knowledge and use of the facility to raise funds that have been invested in the facility, with renovations throughout the building and the grounds; and

WHEREAS, these efforts have helped to insure that Camp Frances will remain a vital part of the Charlotte area for generations to come, fulfilling the vision of the founders and early supporters of Camp Frances; and

WHEREAS, such diligent work on the part of the members of the board of directors in dedication to the mission of Camp Frances and to the interests in all citizens in preserving and experiencing the natural environment should be recognized and celebrated;

NOW, THEREFORE, I, Tim Lewis, Mayor of the City of Charlotte, do hereby thank the board of directors of Camp Frances Educational and Recreational Center, Inc. for all of their efforts and to hereby proclaim that this resolution of appreciation shall be entered into the official proceedings of the Charlotte City Council on this 22 day of October, 2018.

EXPEDITED RESOLUTIONS AND ORDINANCES

A. CONSIDER APPROVAL OF RESOLUTION NO. 2018-129 TO AUTHORIZE PROPOSAL FOR BS&A SOFTWARE CONVERSION:

RESOLUTION NO. 2018-129

A RESOLUTION TO AUTHORIZE THE ACCEPTANCE OF A PROPOSAL FROM BS&A SOFTWARE FOR CONVERSION OF VARIOUS ACCOUNTING APPLICATIONS

WHEREAS, the City currently uses FundBalance software for various accounting applications including general ledger, utility billing, cash receipting and accounts payable and uses BS&A Software applications for assessing, property tax administration and building permit management; and

WHEREAS, City staff and its consultants have concluded that use of FundBalance applications is leading to inefficiencies and a loss of productivity that could be addressed by replacing those applications with similar application provided by BS&A software; and

WHEREAS, BS&A Software has provided a proposal to the City dated October 4, 2018 to convert the general ledger, utility billing, cash receipting and accounts payable applications from FundBalance software to BS&A software;

NOW, THEREFORE, BE IT RESOLVED that the City Council does hereby accept the proposal of BS&A Software and authorizes the City Manager to execute the proposal on behalf of the City.

Mayor Pro-Tem Baker moved, supported by Ridge to approve Resolution 2018-129 to authorize proposal for BS&A Software Conversion as presented. Carried. 5 Yes. 0 No.

B. CONSIDER APPROVAL OF RESOLUTION NO. 2018-130 REGARDING PAYMENT OF CLAIMS & ACCOUNTS:

RESOLUTION NO. 2018-130

A RESOLUTION TO APPROVE EXPENDITURES OF THE CITY FOR OCTOBER 22, 2018

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

WHEREAS, the October 12, 2018 payroll totaled \$152,553.07; and

WHEREAS, the October 22, 2018 claims total \$309,304.52;

THEREFORE, BE IT RESOLVED that the City Council approves claims and accounts for October 22, 2018 in the amount of \$461,857.59

APPROVAL OF CLAIMS AND ACCOUNTS BY ROLL CALL

VOTE: Council member Ridge moved, supported by Dyer to approve Resolution 2018-130 for expenditures of the City for October 22, 2018 as presented. Carried. 5 Yes. 0 No.

ACTION ITEMS – RESOLUTIONS AND ORDINANCES:

A. CONSIDER APPROVAL OF RESOLUTION NO. 2018-127 TO APPROVE AN AGREEMENT WITH CHARLOTTE RISING:

RESOLUTION NO. 2018-127

A RESOLUTION TO APPROVE AN AGREEMENT BETWEEN THE CITY OF CHARLOTTE AND CHARLOTTERISING REGARDING THE PROVISION OF SUPPLEMENTAL COMMUNITY AND ECONOMIC DEVELOPMENT SERVICES

WHEREAS, the City Of Charlotte recognizes a need for the provision of supplemental community and economic development services focused in and around downtown Charlotte; and

WHEREAS, CharlotteRising is a local non-profit organization formed for the express purposes of providing community and economic development services in and around downtown Charlotte; and

WHEREAS, the City recognizes the specific efforts of CharlotteRising to improve the economic vitality, appearance, organization and promotion of downtown Charlotte, as being the services it desires to obtain on behalf of its residents, its business and its downtown property owners; and

WHEREAS, CharlotteRising desires to provide these services through the use paid staff, outside contractual services and volunteer efforts; and

WHEREAS, a formal agreement between the two organizations has been drafted and presented for review and approval.

WHEREAS, such an agreement has been drafted and presented for review and approval.

THEREFORE, BE IT RESOLVED, the City of Charlotte City Council hereby approves the “CONTRACT FOR SUPPLEMENTAL COMMUNITY AND ECONOMIC DEVELOPMENT SERVICES,” and authorizes the execution thereof.

Council member Ridge moved, supported by Dyer to approve Resolution No. 2018-127 to approve an agreement with Charlotte Rising as presented. Carried. 5 Yes. 0 No.

B. CONSIDER APPROVAL RESOLUTION NO. 2018-128 TO AUTHORIZE A CONTRACT WITH KENTWOOD OFFICE FURNITURE FOR THE POLICE DEPARTMENT:

**RESOLUTION NO. 2018-128
A RESOLUTION TO AUTHORIZE A CONTRACT WITH KENTWOOD OFFICE FURNITURE FOR THE POLICE DEPARTMENT**

WHEREAS, this project was identified during the FY18-19 budget approval process for the replacement and upgrade for the old office furniture in the police department, specifically the Detective’s Office and Chief’s Office; and

WHEREAS, the police department, fire department, clerk’s office, and assessor’s office have all previously utilized Kentwood Office Furniture for their office designs; and

WHEREAS, Kentwood Office Furniture has given the following quotes: Police Department Detective’s Office-\$4,773.34, and the Chief’s Office-\$4,735.38; and

WHEREAS, the two quotes each fall under the amount budgeted for the Detective’s office of \$5,500 and the Chief’s Office of \$5,000;

WHEREAS, this office furniture purchase will keep all offices within city hall and the police department consistent in

design and in quality of furniture purchased in order to maintain functionality and longevity;

THEREFORE, BE IT RESOLVED That the City enter into a contract with Kentwood Office Furniture to provide the above-mentioned furniture and that the mayor or clerk be directed to sign said contract on behalf of the City.

Mayor Pro-Tem Baker moved, supported by Dyer to approve Resolution No. 2018-128 to authorize a contract with Kentwood Office Furniture for the Police Department as presented. Carried. 5 Yes. 0 No.

INTRODUCTION OF RESOLUTIONS AND ORDINANCES:

A. CONSIDER FIRST READING OF RESOLUTION NO. 2018-131 TO REJECT PROPOSAL FOR CONDUCTING INCOME SURVEY IN THE CITY OF CHARLOTTE:

**RESOLUTION 2018-131
A RESOLUTION TO REJECT PROPOSALS FOR CONDUCTING AN INCOME SURVEY IN THE CITY OF CHARLOTTE**

WHEREAS, as part of Project Rising Tide, the State of Michigan invited the City of Charlotte to conduct an income survey of its residents that could have certified the City as a Low-to-Moderate Income community for purposes of qualifying for various assistance programs of the State and Federal government; and

WHEREAS, the City of Charlotte sought and received proposals for conducting of this survey; and

WHEREAS, the expected cost of the survey was significantly more than anticipated; and

WHEREAS, the risk of not getting a favorable result from the survey cannot be accurately calculated ahead of time, but clearly exists and is considered by the City of be significant; and

WHEREAS, the lifespan of the Low-to-Moderate Income Community designation is not known and may be very short, which would seriously decrease the effectiveness of the designation.

THEREFORE, BE IT RESOLVED that the City Council of the City of Charlotte hereby rejects the proposals submitted for this survey; and

BE IT FURTHER RESOLVED that, despite this rejection, the City Council of the City of Charlotte thanks the State of Michigan for the opportunity to conduct said survey.

Council member Ridge moved, supported by Dyer to approve first reading of Resolution No. 2018-131 to reject proposal for conducting Income Survey in the City of Charlotte as presented. Carried. 5 Yes. 0 No.

COMMUNICATIONS AND COMMITTEE REPORTS

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

CITY MANAGER REPORT: City Manager Guetschow reported

that we are moving along with the software conversions on schedule. He stated that he will be working on an agreeable and equitable means of distributing state payments for replacement of personal property tax in the near future. He reported that there will be an update coming for discussion at the November 12th meeting regarding street reconstruction 6-year plan. He invited everyone to attend the Charlotte Soup event on Wednesday, October 24th at 5:30 P.M. at the Eaton Area Senior Center.

COUNCILMEMBER COMMITTEE REPORTS: None.

PUBLIC COMMENT: None.

MAYOR AND COUNCIL COMMENTS:

- Council member Dyer reminded everyone to vote on Election Day, November 6, 2018. He stated that he will be completing his graduate program and will be having a ceremony on Wednesday.
- Council member Russo congratulated Council member Dyer.
- Mayor Pro-Tem Baker no comment.
- Council member Ridge thanked the Camp Frances Board for their presentation and sharing what is happening and Camp Frances. She congratulated Council member Dyer and invited everyone to attend the Charlotte Soup Event on Wednesday, October 24th. Tickets are \$10.00 at the door.
- Clerk Terpstra reported that there has been 1018 Absentee Ballots sent to date. She reminded that it is not too late to get an absentee ballot and to contact the Clerk's office for information.

- Mayor Lewis thanked Camp Frances for sharing all the work that has been done and for making Camp Frances such a great place in Charlotte.

Council member Dyer moved, second by Baker to adjourn at 7:21 p.m. Carried. 5 Yes. 0 No.

Mayor Tim Lewis

Ginger Terpstra, City Clerk, CMMC