

**COUNCIL PROCEEDINGS**  
**Regular Meeting**  
**May 13, 2019**

**CALL TO ORDER:** By Mayor Pro-Tem Baker on Monday, May 13, 2019 at 7:00 p.m.

**PRESENT:** Councilmembers Dyer, Christian, Mitchell, 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 APRIL 22, 2019:** Mayor Pro-Tem Baker moved, supported by Ridge to approve the regular meeting minutes of April 22, 2019 as presented. Carried. 7 Yes. 0 No. 0 Absent.

**ABSENT:** None.

**PUBLIC HEARINGS:** None

**PUBLIC COMMENTS:** Teresa Davison, representing the Magical Realm Fantasy Faire, asked for councils support in approving the resolution to allow alcohol at the event.

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

**SPEICAL PRESENTATIONS:** None.

**EXPEDITED RESOLUTIONS AND ORDINANCES**

A. **CONSIDER APPROVAL OF RESOLUTION NO. 2019-50 TO AUTHORIZE THE MAGICAL REALM FANTASY FAIRE SPECIAL LIQUOR LICENSE ON CITY PROPERTY:**

**EXPEDITED**

**RESOLUTION NO. 2019-50**

**A RESOLUTION TO AUTHORIZE THE MAGICAL REALM FANTASY FAIRE A SPECIAL LIQUOR LICENSE ON CITY PROPERTY**

**WHEREAS,** the Magical Realm Fantasy Faire is holding a charity fundraiser at the Eaton County Fairgrounds; and  
**WHEREAS, the** Magical Realm Fantasy Faire is a non-profit

organization that raises money for people in need and incorporates a Renaissance and Medieval experiences while maintaining a family friendly atmosphere; and

**WHEREAS**, the Magical Realm Fantasy Faire has requested a liquor license for the sale and consumption of liquor on City property; and

**WHEREAS**, the dates of the event will be May 31, 2019 from 6:00pm-10:00pm, June 1, 2019 from 12:00 pm-10:00 pm, and June 2, 2019 from 12:00 pm to 6:00 pm; and

**WHEREAS**, it is required by Charlotte City Council Policy to request authorization from the City Council prior to the approval and granting of a license from the Michigan Liquor Control Commission; and

**WHEREAS**, the Chief of Police has reviewed the request, including the type of event, the location for service, training and server qualification with the liquor being provided by Black Dragon Meadery;

**THEREFORE, BE IT RESOLVED** that the City authorize the request for a liquor license at the Eaton County Fairgrounds, in the City of Charlotte, for the Magical Realm Fantasy Faire on the above requested dates.

**Council member Russo moved, supported by Dyer to approve Resolution No. 2019-50 to authorize the Magical Realm Fantasy Faire Special Liquor License on City Property as presented. Carried. 7 Yes. 0 No.**

**B. CONSIDER APPROVAL OF RESOLUTION NO. 2019-51 HAZARD & NUISANCES AND SET PUBLIC HEARING FOR MAY 28, 2019:**

**RESOLUTION NO. 2019-51  
HAZARDS AND NUISANCES SPECIAL ASSESSMENT  
HEARING RESOLUTION**

**WHEREAS**, pursuant to the provisions of § 2.1 (B)(1) of the City of Charlotte Charter, the Assessor has made the attached special assessment roll of all lots and parcels of land within the City upon which hazards and nuisances were found to have existed and for which the City incurred costs associated the altering, repairing, tearing down, abating or removing the hazards and nuisances; and

**WHEREAS**, pursuant to the provisions of §54-8 the Code of Ordinances of the City of Charlotte, the 2019 Hazards and Nuisances Special Assessment Roll has been filed with the City Clerk and is hereby presented to the Charlotte City Council for review.

**THEREFORE, BE IT RESOLVED THAT**

1. The 2019 Hazards and Nuisances Special Assessment Roll shall be filed in the office of the City Clerk and shall be available for public examination.
2. The City Council shall meet at the Charlotte City Hall Council Chambers on **Tuesday, May 28, 2019** at 7:00 p.m. for the purpose of hearing all persons to be affected by the proposed special assessment.
3. The City Clerk is hereby directed to cause notice of the time and place of the hearing to be published once in The County Journal, the official newspaper of the City of Charlotte, not less than ten (10) days prior to the date of said hearing and shall further cause notice of said hearing to be sent by first class mail to each owner of property subject to assessment, as indicated by the records in the City Assessor's Office as shown on the general tax roll of the City, at least (10) full days before the time of said hearing, said notice to be mailed to the addresses shown on said general tax rolls of the City.
4. The notice of said hearing to be published and mailed shall be in substantially the following form:

NOTICE OF SPECIAL ASSESSMENT HEARING  
CITY OF CHARLOTTE, MICHIGAN

TO THE OWNERS OF THE FOLLOWING DESCRIBED  
PROPERTY:

414 Warren	310 W. First
622 W. Lawrence	339 N. Bostwick
626 W. Lawrence	108 Munson
305 W. Harris	411 S. Sheldon
818 S. Clinton	424 W. Henry
318 N. Cochran	330 Horatio
609 S. Cochran	808 S. Clinton
739 Walnut	421 Court St.
715 N. Cochran	RR Xings
324 N. Sheldon	

**TAKE NOTICE** that the City Council intends to special assess all lots and parcels of land within the City upon which hazards and nuisances were found to have existed and for which the City incurred costs associated the altering, repairing, tearing down, abating or removing the hazards and nuisances.

**TAKE FURTHER NOTICE** that the City Council has caused a Special Assessment Roll to be filed with the City Clerk and made available for public examination.

**TAKE FURTHER NOTICE** that the City Council will meet at the Charlotte City Hall Council Chambers, Charlotte, Michigan at 7:00 p.m. on Tuesday, May 28, 2019 for the purpose of hearing any person to be affected by the proposed special assessment.

**Mayor Pro-Tem Baker moved, supported by Dyer to approve Resolution No. 2019-51 Hazard & Nuisances and set public hearing for May 28, 2019 as presented. Carried. 7 Yes. 0 No.**

**C. CONSIDER RESOLUTION NO. 2019-54 POCKET PARK DIRECT PURCHASE:**

**RESOLUTION NO. 2019 -54**

**A RESOLUTION TO WAIVE STANDARD PURCHASING POLICY FOR POCKET PARK SITE FURNISHINGS AND AUTHORIZE THEIR DIRECT PURCHASE**

**WHEREAS**, the City of Charlotte wishes to make the purchase of site furnishings for the park development at 108/110 E. Lawrence Avenue; and

**WHEREAS**, the project elements have been duly specified by the engineer and designer, and publicly bid by the City; and

**WHEREAS**, the proposed direct-purchase items included are site furnishings totaling \$23,856 from Tournesol Siteworks; site furnishings totaling \$26,540 from Landscapiforms; and various items from private suppliers for the proposed fire feature, to be reimbursed by offsetting donations and contributions; and

**WHEREAS**, purchasing these items directly will eliminate significant project costs associated with supplier mark-up and sales tax.

**THEREFORE, BE IT RESOLVED** that the City of Charlotte City Council hereby waives the standard purchasing policy for these items and authorizes their direct purchase by city staff.

**Council member Ridge moved, supported by Christian to approve Resolution No. 2019-54 Pocket Park Direct Purchase as presented. Carried. 6 Yes. (Baker, Ridge, Russo, Mitchell, Christian, Lewis) 1 No. (Russo)**

**D. CONSIDER RESOLUTION NO. 2019-55 TO SET DATES FOR BUDGET WORKSHOP AND PUBLIC HEARING FOR FY 19/20 BUDGET:**

**RESOLUTION NO. 2019-55**

**A RESOLUTION TO SET DATES FOR A BUDGET WORKSHOP SPECIAL MEETING AND FOR A PUBLIC HEARING ON THE PROPOSED 2019-20 BUDGET**

**WHEREAS**, the City Manager has prepared a proposed budget for the fiscal year that begins July 1, 2019 and has submitted the budget document to the City Council; and

**WHEREAS**, the City Council wishes to meet in special session for the purpose of reviewing and discussing the budget; and

**WHEREAS**, prior to the adoption of the budget, the City Council is required to afford the public an opportunity to provide comments concerning the proposed budget;

**NOW, THEREFORE, BE IT RESOLVED** that the City Council does hereby authorize s special meeting for the purpose of reviewing and discussing the budget to be held on Monday, May 20 at 7:00 p.m. in the City Hall Council Chambers; and

**BE IT FURTHER RESOLVED** that the City Council does hereby authorize a public hearing on the proposed budget to be held on Tuesday, May 28 at 7:00 p.m. ; and

**BE IT FURTHER RESOLVED** that the City Clerk is hereby authorized to provide notice of the special meeting and the public hearing in accordance with legal requirements.

Mayor Pro-Tem Baker moved, supported by Ridge to approve Resolution No. 2019-55 to set dates for Budget Workshop and Public Hearing for FY 19/20 Budget as presented. Carried. 7 Yes. 0 No.

**E. CONSIDER APPROVAL OF RESOLUTION NO. 2019-52 REGARDING PAYMENT OF CLAIMS & ACCOUNTS:**

**RESOLUTION NO. 2019-52**

**A RESOLUTION TO APPROVE EXPENDITURES OF THE CITY**

**FOR MAY 13, 2019**

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

**WHEREAS**, the April 26, 2019 payroll totaled \$151,736.65 and May 10, 2019 payroll totaled \$183,053.10;

**WHEREAS**, the May 13, 2019 claims total \$ 716,609.67;

**WHEREAS**, the April 22, 2019 insurance claims total \$845.52; April 29, 2019 insurance claims total \$354.06 and May 6, 2019 insurance claims total \$456.53; and

**THEREFORE, BE IT RESOLVED** that the City Council approves claims and accounts for May 13, 2019 in the amount of \$ 1,053,055.53

**APPROVAL OF CLAIMS AND ACCOUNTS BY ROLL CALL**

**VOTE:** Council member Ridge moved, supported by Dyer to approve Resolution 2019-52 regarding payment of claims & accounts as presented. Carried. 7 Yes. 0 No.

**ACTION ITEMS – RESOLUTIONS AND ORDINANCES:**

**A. CONSIDER APPROVAL OF RESOLUTION NO, 2019-47 TO AUTHORIZE BRUSH GRINDING CONTRACT:**

**RESOLUTION NO. 2019-47**

**A RESOLUTION TO AUTHORIZE BRUSH GRINDING CONTRACT**

**WHEREAS**, the Department of Public Works collects leaves and brush throughout the year and contracts for its grinding a removal each Spring; and

**WHEREAS**, the Department issued a bid request to the few companies who own the equipment necessary to provide this service; and

**WHEREAS**, the only response was from Hammond Farms, Inc. of Dimondale, MI in the amount of \$8,550.00; and

**WHEREAS**, Hammond Farms was the low bidder last year and their work was timely and satisfactory.

**THEREFORE, BE IT RESOLVED** That the City Council approve the brush grinding service by Hammond Farms, Inc. and it be paid for from the General Fund Leaf Collection account as budgeted.

**Mayor Pro-Tem Baker moved, supported by Ridge to approve Resolution No. 2019-47 to authorize brush grinding contract as presented. Carried. 7 Yes. 0 No.**

**B. CONSIDER RESOLUTION NO. 2019-48 TO INSTALL CURB & GUTTER AT WSFS:**

**RESOLUTION NO. 2019-48**

**A RESOLUTION TO ACCEPT A BID TO INSTALL CURB AND GUTTER AT THE WEST SIDE FIRE STATION.**

**WHEREAS**, the West Side Fire Station is in need of approximately 635 feet of curb and gutter along the driveway and parking lot; and

**WHEREAS**, this curb and gutter is needed to keep vehicles from driving on the grass and stones; and

**WHEREAS**, this bid would be for the installation only of the curb and gutter, with the fire department performing the dirt removal and restoration of the area; and

**WHEREAS**, the concrete for this project must come from a local company; and

**WHEREAS**, the city clerk sent out bid requests to four companies and only two returned; and

**WHEREAS**, F&M Concrete of Dimondale was the low bidder in the amount of \$12,700.00; and

**WHEREAS**, money has been budgeted in the Fire Department Capital Outlay budget.

**THEREFORE, BE IT RESOLVED** that the City of Charlotte award the bid for curb and gutter at the West Side Fire Station to F&M Concrete for the amount of \$12,700.00.

**Council member Russo moved, supported by Baker to approve Resolution No. 2019-48 to install curb & gutter at WSFS as presented. Carried. 7 Yes. 0 No.**

**C. CONSIDER APPROVAL RESOLUTION NO. 2019-49  
TO AUTHORIZE REPLACEMENT OF DOOR &  
FRAME ASSEMBLY BACK DOOR CITY HALL:**

**RESOLUTION NO. 2019-49**

**A RESOLUTION TO AUTHORIZE THE REPLACEMENT OF  
THE “STORE FRONT” (WINDOWS), DOOR AND FRAME  
LOCATED ON THE REAR OF CITY HALL**

**WHEREAS**, the rear entry door to City Hall has been damaged beyond repair (bent door and frame); and

**WHEREAS**, the rear entry is used by approximately 80% if the visitors to City Hall; and

**WHEREAS**, the rear entry is the handicapped accessible entry to the building; and

**WHEREAS**, the city clerk sent out bid requests to four companies; and

**WHEREAS**, Davis Glass and Screen of Lansing was the only company to submit a bid; and

**WHEREAS**, the bid from Davis Glass and Screen is \$8,000.00 for removal, replacement and including automatic buttons located inside and outside; and

**WHEREAS**, money was budgeted in the City Hall Maintenance Account for this project.

**THEREFORE, BE IT RESOLVED** that the City of Charlotte accept the bid from Davis Glass and Screen in the amount of \$8,000.00.

**Council member Ridge moved, supported by Dyer to approve Resolution No. 2019-49 to authorize replacement of door & frame assembly back door City Hall as presented. Carried. 7 Yes. 0 No.**

**INTRODUCTION OF RESOLUTIONS AND ORDINANCES:**

**A. CONSIDER FIRST READING OF RESOLUTION NO.  
2019-53 TO AUTHORIZE REMOVAL OF TWO  
UNDERGROUND STORAGE TANKS:**

**RESOLUTION NO. 2019-53**

**A RESOLUTION TO AUTHORIZE THE REMOVAL OF  
TWO UNDERGROUND STORAGE TANKS**

**WHEREAS**, the diesel fuel generators at the Wastewater Plant and the Tirrell Lift Station have been replaced with natural gas generators; and

**WHEREAS**, the underground storage tanks are no longer needed; and

**WHEREAS**, removal of those tanks will eliminate costs from the insurance company, required annual tightness testing, and the Michigan Department of Environment, Great Lakes, & Energy (DEGLE) annual fees; and

**WHEREAS**, the above mentioned fees total approximately \$5,600.00 per year; and

City Council Minutes 5-13-2019

Page 7 of 9

**WHEREAS**, sealed unit price bids were received for the project ranged from \$10,975.00 to \$18,000.00; and

**WHEREAS**, additional fees will be assessed if contaminated soils are encountered; and

**WHEREAS**, the lowest responsible bidder was Job Site Services, Inc. of Bay City, MI for the total amount of \$10,975.00.

**THEREFORE, BE IT RESOLVED** that the City Council enter into a contract with Job Site Services, Inc. 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 Dyer to approve first reading Resolution No. 2019-53 to authorize removal of two underground storage tanks as presented. Carried. 7 Yes. 0 No.**

#### **COMMUNICATIONS AND COMMITTEE REPORTS**

**CITY ATTORNEY REPORT:** City Attorney report included in packet.

**CITY MANAGER REPORT:** City Manager Guetschow reported that the City has received notification from the Michigan Department of Treasury that the City must file a corrective action plan within 180 days to address funding deficiencies in its pension and retiree health insurance plans. He advised that the grant for the reconstruction of a portion of West Harris Street was not approved.

#### **COUNCILMEMBER COMMITTEE REPORTS:**

- Council member Christian stated that the next Charlotte Area Recreation Co-op meeting will be held Monday, May 20<sup>th</sup> at 6 PM and that is the deadline for grant submissions.
- Council member Ridge stated that the Planning Commission meeting for May has been cancelled due to lack of business. The next scheduled Planning Commission meeting will be held Tuesday, June 4<sup>th</sup> at 7 P.M.
- Council member Dyer attended the Park Board Meeting and they discussed the budget. They are looking to replace some equipment at Dean Park. They will be asking the Charlotte Recreation Co-op for funding. Repairs will be done on the Dean Park bathrooms.

**PUBLIC COMMENT:** None.

#### **MAYOR AND COUNCIL COMMENTS:**

- Council member Christian no comment.
- Council member Russo asked for background on information in City Attorney report.
- Council member Mitchell no comment.
- Council member Dyer no comment.
- Council member Ridge thanked everyone for coming.
- Mayor Pro-Tem Baker no comment.



- Mayor Lewis stated that the City would be entering into a tough budget this year. He stated that they would be looking at the unfunded pensions and liabilities very seriously. He stated that the budget would be online in the near future.

**Council member Ridge moved, seconded by Mitchell to adjourn at 7:22 P.M. Carried. 7 Yes. 0 No.**

---

Mayor Tim Lewis

---

Ginger Terpstra, City Clerk, CMMC