

**COUNCIL PROCEEDINGS**  
**Regular Meeting**  
**December 9, 2019**

**CALL TO ORDER:** By Mayor Ridge on Monday, December 9, 2019 at 7:30 p.m.

**PRESENT:** Councilmembers Dyer, Christian, Baker, Hoogstra, Weissenborn, Mayor Pro-Tem Armitage, Mayor Ridge, 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 NOVEMBER 25, 2019:** Council member Baker moved, supported by Christian to approve the regular meeting minutes of November 25, 2019 as presented. Carried. 7 Yes. 0 No. 0 Absent.

**ABSENT:** None.

**PUBLIC HEARINGS:** None.

**PUBLIC COMMENTS:** None.

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

**SPECIAL PRESENTATIONS:**  
**SCHEDULE OF MEETINGS FOR BOARDS/COMMISSION UPDATES AND GOAL SETTING:**

Mayor Ridge stated that a schedule was provided to Council members with proposed dates in January and February to meet one hour prior to the regularly scheduled meetings to discuss boards and commissions

goals and objectives. She would like to have the chairs of the boards attend to discuss goals with the council. She would also like to meet with department heads to discuss their goals and objectives

**PROPOSED SCHEDULE OF STREET RECONSTRUCTION PROJECTS:**

City Manager Guetschow explained the cash flow analysis for street projects that have been proposed for the next few years. He explained that administration is looking for guidance in moving forward with the proposed streets per the schedule provided or looking for input from council in anything that they would like to see changed or assessed.

Council members discussed the streets that were proposed and came to the consensus to move to the next step of preparing a resolution to act on for streets being considered in the next few years.

**EXPEDITED RESOLUTIONS AND ORDINANCES**

**A. CONSIDER APPROVAL OF RESOLUTION NO. 2019-115 PAYROLL SOFTWARE CONVERSION:**  
**RESOLUTION NO. 2019-115**

**A RESOLUTION TO APPROVE THE PURCHASE OF PAYROLL SOFTWARE APPLICATIONS FROM BS&A SOFTWARE**

**WHEREAS**, the City, in 2018, purchased the Kronos payroll software solution and implemented that solution with the first payroll in 2019; and

**WHEREAS**, the City administration has evaluated the performance of the software and found that it is failing to meet staff's expectations; and

**WHEREAS**, the City administration has concluded that the additional investment of staff resources to correct deficiencies in the performance of the Kronos payroll software solution would be unlikely to restore confidence in the continued utilization of the product nor would it be the most cost effective solution to meeting the City's payroll processing needs; and

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**WHEREAS**, the City administration has received a proposal dated November 14 2019 from BS&A Software of Bath, Michigan for a payroll software solution, has had an opportunity to confer with a BS&A representative concerning the software, has seen the software in use in another area community and is satisfied that the BS&A Software solution would address City needs at a lower cost than the Kronos solution currently in use; and

**NOW, THEREFORE, BE IT RESOLVED** that the City Council does hereby approve the purchase of the BS&A Software payroll applications as outlined in its proposal of November 14, 2019 and authorizes the City Manager to execute the proposal on behalf of the City; and

**BE IT FURTHER RESOLVED** that the City Manager is authorized to provide notice that the City will discontinue use of the Kronos payroll solution at the end of the current contract term in August 2020.

**Mayor Pro-Tem Armitage moved supported by Dyer to approve Resolution No. 2019-115 payroll conversion software as presented. Carried. 7 Yes. 0 No.**

**B. CONSIDER APPROVAL OF RESOLUTION NO. 2019-116 REGARDING PAYMENT OF CLAIMS & ACCOUNTS:**

**RESOLUTION NO. 2019-116**

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

**FOR DECEMBER 9, 2019**

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

**WHEREAS**, the December 6, 2019 payroll totaled \$177,343.43;

**WHEREAS**, the December 9, 2019 claims total \$79,051.95;

**WHEREAS**, the November 25, 2019 insurance claims total \$1501.01; and the December 2, 2019 insurance Claims total \$6,504.54;

**THEREFORE, BE IT RESOLVED** that the City Council approves claims and accounts for December 9, 2019 in the amount of \$264,400.93.

**APPROVAL OF CLAIMS AND ACCOUNTS BY ROLL CALL VOTE:** Mayor Pro-Tem Armitage moved, supported by Dyer to approve Resolution 2019-116 regarding payment of claims & accounts as presented. Carried. 7 Yes. 0 No.

**ACTION ITEMS – RESOLUTIONS AND ORDINANCES:**

**A. CONSIDER APPROVAL OF RESOLUTION NO. 2019-112 POVERTY EXEMPTION 2020:**

**CITY OF CHARLOTTE**

**2020 FEDERAL POVERTY EXEMPTION CERTIFICATE  
RESOLUTION NO. 2019-112**

**WHEREAS**, the adoption of guidelines for poverty exemption is within the purview of the City Council; and

**WHEREAS**, the homestead of persons who, in the judgment of the City Assessor and board of review, by reason of poverty, are unable to contribute to the public charges is eligible for exemption in whole or part from taxation under Public Act 390, 1994 (MCL.211.7u); and

**WHEREAS**, pursuant to PA 390, 1994 the City of Charlotte, Eaton County adopts the following Income and Asset levels establishing eligibility for Poverty Exemptions in the year 2020,

**FEDERAL INCOME GUIDELINES FOR 2020 POVERTY EXEMPTION**

1 person .....	\$ 12,490
2 persons .....	\$ 19,910
3 persons.....	\$ 21,330
4 persons.....	\$ 25,750

5 persons.....	\$ 30,170
6 persons.....	\$ 34,590
7 persons.....	\$ 39,010
8 persons.....	\$ 43,430
For Each Additional Person add.....	\$ 4,420

**MAXIMUM ASSET STANDARDS TO BE ELIGIBLE FOR A POVERTY EXEMPTION**

*(PA 390 of 1994 states that the poverty exemption guidelines established by the governing body of the local assessing unit shall include an asset level test)*

1 person .....	\$ 27,358
2 persons .....	\$ 33,890
3 persons.....	\$ 40,535
4 persons.....	\$ 47,052
5 persons.....	\$ 53,794
6 persons.....	\$ 60,419
7 persons.....	\$ 66,954
8 persons.....	\$ 73,731
For Each Additional Person add.....	\$ 9,216

**NOW, THEREFORE, BE IT HEREBY RESOLVED** that the assessor and Board of Review shall follow the above stated policy and federal guidelines in granting or denying an exemption, unless the assessor and Board of Review determines there are substantial and compelling reasons why there should be a deviation from the policy and federal guidelines and these reasons are communicated in writing to the claimant.

**Council member Baker moved, supported by Dyer to approve Resolution No. 2019-112 Poverty Exemption 2020 as presented. Carried. 7 Yes. 0 No.**

**B. CONSIDER APPROVAL OF RESOLUTION NO. 2019-113 TO APPROVE FINAL EFFLUENT BLOWER PURCHASE:**

**RESOLUTION NO. 2019-113**

**A RESOLUTION TO APPROVE THE PURCHASE OF FINAL EFFLUENT AERATION BLOWER**

**WHEREAS**, the final effluent aeration blower (Blower) at the wastewater treatment plant was installed in 1978 and is in need of replacement because it is beyond repair; and

**WHEREAS**, the Blower is used to aerate the water prior to discharge at the river and is a positive displacement blower that utilizes oil that can contaminate the water; and

**WHEREAS**, staff has requested purchase of a direct replacement Blower that would not require several modifications to make it fit this application

**WHEREAS**, staff has researched direct replacement blowers that are oil-free and have a variable frequency drive (VFD) to save energy; and

**WHEREAS**, preparation of a detailed specification for bids would be time consuming and broad in nature as to not eliminate any one vendor for a specialized piece of equipment; and

**WHEREAS**, staff obtained four proposals for similar direct replacement units that ranged in price from \$16,500.00 to \$37,385.00; and

**WHEREAS**, Hesco is the designated area representative for the lowest cost Atlas-Copco Blower and VFD; and

**WHEREAS**, cost for these items will be charged to the Water and Sewer Fund and will be installed by staff at the wastewater plant.

**WHEREAS**, Section 2-186 of the City Ordinances allows for the waiver of sealed bids for purchases over the amount of \$5,000.

**THEREFORE, BE IT RESOLVED** That the City Council authorizes the purchase of a new final effluent aeration blower in

the amount of \$16,500.00 from Atlas-Copco and agrees to waive the sealed bid process.

**Council member Dyer moved, supported by Baker to approve Resolution No. 2019-113 to approve final effluent blower purchase as presented. Carried. 7 Yes. 0 No.**

**INTRODUCTION OF RESOLUTIONS AND ORDINANCES:**

**A. CONSIDER FIRST READING OF RESOLUTION NO. 2019-117 TO AUTHORIZE PURCHASE OF STUMP GRINDER ATTACHMENT:**

**RESOLUTION NO. 2019-117**

**A RESOLUTION TO AUTHORIZE PURCHASE OF A STUMP GRINDER**

**WHEREAS**, the DPW has been using a Stump-Ex as a demonstrator model since Spring, 2019; and

**WHEREAS**, the Stump-Ex auger is much safer than the standard saw blade type grinder and creates less flying debris; and

**WHEREAS**, the Public Works staff determined that the auger-type grinder is much more cost effective than contracting for stump grinding; and

**WHEREAS**, there are no other comparable products on the market; and

**WHEREAS**, the company that has lent the Stump-Ex to the DPW has offered to sell the City the demonstrator unit at a discounted cost of \$ 15,900.00 whereas a new auger cost \$20,000.00; and

**WHEREAS**, the DPW garage staff is requesting the purchase of demonstrator Stump-Ex at a cost of \$15,900.00; and

**WHEREAS**, the purchase of the Stump-Ex will be charged to the Motor Vehicle Pool; and

**WHEREAS**, Section 2-178 of the City Ordinances allows for the waiver of sealed bids.

**THEREFORE, BE IT RESOLVED** that the City Council authorizes the purchase of the Stump-Ex auger from Carleton Company

in amount of \$15,900.00 and agrees to waive the sealed bid process.

**Council member Baker moved, supported by Dyer to approve first reading of Resolution No. 2019-117 to authorize purchase of stump grinder attachment as presented. Carried. 7 Yes. 0 No.**

**COMMUNICATIONS AND COMMITTEE REPORTS**

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

**CITY MANAGER REPORT:** City Manager Guetschow stated that there are a number of reports due to the State in December that he will be working to complete. Preparation of next years budget will begin in January and February. He advised that he heard from the state on the corrective action plan for the pension that has been submitted and there was a positive reaction received. We will continue to work with them going forward on the plan.

**COUNCILMEMBER COMMITTEE REPORTS:**

- Council member Dyer stated that he met with the Michigan Municipal League Environmental Committee today and they are talking about some bills in congress relating to how to address asbestos in buildings and may expand it to residential homes.
- Council member Armitage stated that he attended the Planning Commission and that the annual report is included in the packet. He said that there are a couple of vacancies on the commission currently. They will be continuing to work on the sign ordinance.

**PUBLIC COMMENT:** None.

**MAYOR AND COUNCIL COMMENTS:**

- Council member Christian no comment.
- Council member Dyer no comment.
- Council member Baker no comment.
- Council member Weissenborn commented on how nice the trees look downtown and Courthouse Square also.
- Mayor Pro-Tem thanked City Manager and staff for road construction discussion and information. He stated the next meeting will be on December 23<sup>rd</sup> and he has his ugly sweater picked out.
- Council member Hoogstra stated as a new council member she appreciates the time staff puts into the reports.
- Mayor Ridge thanked Ben Phlegar for coming out. She thanked City Manager Guetschow for meeting and listening and also the encouragement. She appreciates his engagement. She looks forward to merging the City with the Vision 2020 Plan. She wants people to know what is going on in Charlotte. Friday, December 13<sup>th</sup> 6:00 P.M. at Charlotte Middle School will be a home cheer competition. She invited everyone to come out. She invited everyone to attend Charlotte Christmas Live on Saturday, December 21<sup>st</sup> from 4 – 7 P.M. at Courthouse Square.

**Council member Baker moved, seconded by Dyer to adjourn at 7:58 P.M. Carried. 7 Yes. 0 No**

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Mayor Yvonne Ridge

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Ginger Terpstra, City Clerk, CMMC