

COUNCIL PROCEEDINGS
Regular Meeting
March 9, 2020

CALL TO ORDER: By Mayor Ridge on Monday, March 9, 2020 at 7:00 p.m.

PRESENT: Councilmembers Baker, McRae, Hoogstra, Mayor Pro-Tem Armitage, Mayor Ridge, City Clerk Terpstra and City Manager Guetschow.

The invocation was offered by Pastor Tom Surdenik, New Faith Nazerene Church followed by the Pledge of Allegiance.

APPROVAL OF MINUTES FOR WORK SESSION OF FEBRUARY 24, 2020: Council member Baker moved, supported by Hoogstra to approve the work session meeting minutes of February 24, 2020 as presented. Carried. 5 Yes. 0 No. 2 Absent. (Dyer, Weissenborn)

Council member Dyer arrived 7:02 p.m.

APPROVAL OF MINUTES FOR REGULAR MEETING OF FEBRUARY 24, 2020: Council member Baker moved, supported by McRae to approve the regular meeting minutes of February 24, 2020 as presented. Carried. 6 Yes. 0 No. 1 Absent (Weissenborn)

ABSENT: Council member Weissenborn.

Council member McRae moved, supported by Armitage to excuse Council member Weissenborn due to other obligations. Carried. 6 Yes. 0 No.

PUBLIC HEARINGS: None.

PUBLIC COMMENTS: None.

APPROVAL OF AGENDA: Council member McRae moved, supported by Dyer to amend the agenda to add under Special presentations, discussion of Coronavirus and Mayor Ridge asked to add 11f for discussion of appointment of James McRae to the Planning Commission. Carried. 6 Yes. 0 No.

SPECIAL PRESENTATIONS:

DISCUSSION OF CORONAVIRUS PREPARATIONS:

Council member McRae asked to discuss preparations the city may need to take regarding the spread of the Coronavirus. City Manager Guetschow advised that department heads will be meeting on Wednesday to discuss this issue. Mayor Ridge asked that the information that has been provided from the Health Department be shared on the website and Facebook for the public's information.

EXPEDITED RESOLUTIONS AND ORDINANCES

A. CONSIDER APPROVAL OF RESOLUTION NO. 2020-33 STANDARD LEASE TERMS WITH AUTHORIZATION GRANTED TO CITY MANAGER OR DESIGNEE TO EXECUTE LEASES WITH AIRPORT HANGAR TENANTS:

RESOLUTION NO. 2020-33

**A RESOLUTION TO APPROVE STANDARD TERMS
FOR THE LEASING OF HANGARS AT FITCH H. BEACH
AIRPORT
AND TO AUTHORIZE ENTERING INTO LEASES WITH
TENANTS**

WHEREAS, the City owns and operates Fitch H. Beach Airport, which operations include the leasing of hangars it owns to persons housing aircraft at the airport; and

WHEREAS, City administrators wish to update and standardize the terms of the lease agreements and have prepared a revised lease, the terms of which have been reviewed and approved by the City Attorney; and

WHEREAS, monthly lease rates for hangars are set by City administrators based on market demand and prices for similar hangars at neighboring airports in order to achieve a reasonable return on investment and to minimize vacancies;

NOW, THEREFOR, BE IT RESOLVED that the City Council approves the standard lease terms for airport hangars as proposed by the administration; and

BE IT RESOLVED, that the City Manager or his/her designee is hereby authorized to set monthly lease rates for hangars, to enter into leases with the tenants of such hangars, and to evict tenants for nonpayment of leases and/or for failure to comply with rules, regulations and policies applicable to airport users.

Council member Baker moved, supported by Hoogstra to approve Resolution No. 2020-33 standard lease terms with authorization granted to City Manager or designee to execute leases with airport hangar tenants as presented. Carried. 6 Yes. 0 No.

B. CONSIDER APPROVAL OF RESOLUTION NO. 2020-36 MAYORAL APPOINTMENTS:

RESOLUTION NO. 2020-36

A RESOLUTION TO APPROVE MAYORAL APPOINTMENTS

WHEREAS, a need for appointments and reappointments to various boards exist; and

WHEREAS, Mayor Ridge is recommending the following individuals to be appointed to these boards:

Name	Board	Term Ending
Courtney Anderson	DDA	3/15/2023

Keisha Howe	DDA	3/15/2021
Paul Wilson	DDA	3/15/2024
Joe E. Pray	Airport Board	4/1/2023
Ed Foster	Airport Board	4/1/2023
Justin Brummette	Planning Commission	3/31/2023
Douglas Hoy	Planning Commission	3/31/2023
Jeff Wildern	Compensation Commission	1/14/2025
Kimberly Curran	Board of Review	12/31/2024
Abygail Maldonado	Park Board	5/30/2023
Cindy Miller	Park Board	5/30/2023

THEREFORE, BE IT RESOLVED that the appointments listed above shall be and the same are hereby approved.

Council member Dyer moved, supported by Armitage to approve Resolution 2020-36 Mayoral appointments as presented. Carried. 6 Yes. 0 No.

C. CONSIDER APPROVAL OF RESOLUTION NO. 2020-42 AUTHORIZATION FOR APPLICATION TO COMMUNITY AND ECONOMIC DEVELOPMENT ASSOCIATION OF MICHIGAN'S 2020-2021 COMMUNITY DEVELOPMENT FELLOWSHIP PROGRAM:

RESOLUTION NO. 2020-42

A RESOLUTION TO AUTHORIZE AN APPLICATION TO THE COMMUNITY AND ECONOMIC DEVELOPMENT ASSOCIATION OF MICHIGAN'S 2020-2021 COMMUNITY DEVELOPMENT FELLOWSHIP PROGRAM

WHEREAS, the City of Charlotte has an interest in improving organizational capacity, increasing local collaboration and removing or reducing barriers to economic and community development; and

WHEREAS, the Community and Economic Development Association of Michigan's (CEDAM) Community Development Fellowship Program is intended to help communities accomplish these same goals; and

WHEREAS, the program is organized in cooperation with the Michigan Economic Development Corporation and its Redevelopment Ready Communities program and

WHEREAS, the City of Charlotte an engaged community in the Redevelopment Ready Communities program; and

WHEREAS, the program is also specifically aligned with other local community development initiatives such as the CharlotteRising, Charlotte's Michigan Main Street Select Level organization; and

WHEREAS, if the City's application is approved, the program would fund a full-time, contractual community development position (or fellow), based in Charlotte, for 15 months beginning June 2020; and

WHEREAS, the City's financial commitment to this position would be \$6,000, half due in April, 2020 and half due in July, 2020, with the balance of funding (approximately \$56,500) provided by CEDAM; and

WHEREAS, the City would also be required to join CEDAM, continue its commitment to Redevelopment Ready Communities certification, participate in the recruiting and selection process, and provide office space, supervision and documentation related to the fellowship.

THEREFORE, BE IT RESOLVED that the City Council of the City of Charlotte hereby authorizes application to the Community and Economic Development Association of Michigan's 2020-2021 Community Development Fellowship Program.

Council member Dyer moved, supported by Baker to approve Resolution 2020-42 authorization for application to Community and Economic Development Association of Michigan's 2020-2021 Community Development Fellowship Program as presented. Carried. 6 Yes. 0 No.

D. CONSIDER APPROVAL OF RESOLUTION NO. 2020-37 REGARDING PAYMENT OF CLAIMS & ACCOUNTS:

RESOLUTION NO. 2020-37

A RESOLUTION TO APPROVE EXPENDITURES OF THE CITY FOR MARCH 9, 2020

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

WHEREAS, the February 28, 2020 payroll totaled \$174,656.66;

WHEREAS, the March 9, 2020 claims total \$83,451.54 (excluding Charlotte Insurance); and

WHEREAS, the February 24, 2020 insurance claims total \$5,959.51 and March 2, 2020 insurance claims total \$1,298.63; and

THEREFORE, BE IT RESOLVED that the City Council approves claims and accounts for March 9, 2020 in the amount of \$265,366.34

APPROVAL OF CLAIMS AND ACCOUNTS BY ROLL CALL

VOTE: Council member Baker moved, supported by Dyer to approve Resolution 2020-37 regarding payment of claims & accounts as presented. Carried. 6 Yes. 0 No.

E. CONSIDER APPROVAL OF RESOLUTION NO. 2020-43 REGARDING CLAIM FOR CHARLOTTE INSURANCE AGENCY:

RESOLUTION NO. 2019-43

A RESOLUTION TO APPROVE EXPENDITURE OF THE CITY

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FOR MARCH 9, 2020 FOR CHARLOTTE INSURANCE
BE IT RESOLVED that the City Council approves a Claim for
Charlotte Insurance for the Airport policy in the amount of
\$6,981.00

APPROVAL OF CLAIMS AND ACCOUNTS BY ROLL CALL
VOTE: Council member Dyer moved, supported by Hoogstra to
approve Resolution 2020-43 regarding claim for Charlotte
Insurance Agency as presented. Carried. 5 Yes. 0 No. 1 Abstain
(Baker)

F. CONSIDER APPOINTMENT OF JAMES MCRAE TO
THE PLANNING COMMISSION:

Council member McRae asked to be allowed to abstain from this vote.

Council member Baker moved, supported by Dyer to allow
Council member McRae to abstain from voting on this motion.
Carried. 6 Yes. 0 No.

Council member Armitage moved, supported by Baker to
approve appointment of James McRae to the Planning
Commission. Carried. 5 Yes. (Baker, Dyer, Hoogstra, Armitage,
Ridge) 1 Abstain. (McRae)

ACTION ITEMS – RESOLUTIONS AND ORDINANCES:

A. CONSIDER APPROVAL OF RESOLUTION NO. 2020-
31 TO AUTHORIZE PURCHASE OF STREET
SWEeper:

RESOLUTION NO. 2020-31

A RESOLUTION TO AUTHORIZE PURCHASE OF A
STREET SWEEPER

WHEREAS, the street sweeper is an essential piece of equipment and
the VacAll that currently is used for sweeping is beyond its
useful life; and

WHEREAS, the Public Works staff researched and identified
comparable street sweeper models that would meet their
needs instead of writing a neutral specification that would
require more work on the part of staff and the vendors; and

WHEREAS, the staff has been demoing different sweepers that were
identified as comparable and evaluating them on sweeping of
leaves and sweeping of dirt, ease of use, ease of maintenance,
controls, and other various aspects; and

WHEREAS, once the evaluations were done, the Elgin Pelican NP
dual sweeper was determined to be a clearly better machine
for use in Charlotte, so a firm quote was obtained for that
machine; and

WHEREAS, the Elgin Pelican is sold by the designated
representative for Michigan, Bell Equipment Company, who
quoted \$219,848 for a current model year sweeper or
\$208,900 for the same new sweeper that is prior year which
affords the City a discount of \$10,948; and

WHEREAS, the DPW garage staff is requesting the purchase of one
new Pelican NP Dual sweeper at a cost of \$208,900; 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 Pelican NP Dual Sweeper
from Bell Equipment Company in amount of \$208,900 and
agrees to waive the sealed bid process.

BE IT FURTHER RESOLVED that the DPW is authorized to trade-
in the Vac-All to Bell Equipment Company for \$12,500 if it
is not sold through biddergy.com at a higher price.

Mayor Pro-Tem Armitage moved, supported by Dyer to approve
Resolution No. 2020-31 to authorize purchase of street sweeper as
requested. 6 Yes. 0 No.

INTRODUCTION OF RESOLUTIONS AND ORDINANCES:

A. CONSIDER FIRST READING OF REOLUTION NO. 2020-38 TO AUTHORIZE THE PURCHASE OF DUMP AND BODY SCRAPER:

RESOLUTION NO. 2020-38

A RESOLUTION TO AUTHORIZE THE PURCHASE OF DUMP BODY AND SCRAPER

WHEREAS, the FY 20/21 budget includes the replacement of Dump Truck #82 (2000); and

WHEREAS, the lead time for a chassis is currently eleven months; and

WHEREAS, DPW staff has researched different dump bodies, scrapers, and other associated equipment and determined that the Truck & Trailer Specialties could best provide the equipment and installation to meet their application; and

WHEREAS, Truck & Trailer Specialties holds a Cooperative Purchasing Contract through Rochester Hills for the equipment listed above; and

WHEREAS, Truck & Trailer Specialties has quoted a price of \$72,039.00 to provide the dump truck equipment to the DPW based on the State Contract pricing; and

WHEREAS, the dump body, scraper, and other accessories will be installed on a chassis purchased from another vendor; and

WHEREAS, the aforementioned equipment will be paid for from the Motor Vehicle Pool fund when it is received; and

WHEREAS, Section 2-186 of the City Ordinances allows for the waiver of sealed bids when using a purchasing contract from another governmental agency.

THEREFORE, BE IT RESOLVED That the City Council approve the purchase of the dump truck equipment from Truck & Trailer Specialties ahead of its budget year and agrees to waive the sealed bid process.

Council member Baker moved, supported by McRae to approve first reading of Resolution No. 2020-38 to authorize purchase of dump body and scraper as requested. 6 Yes. 0 No.

B. CONSIDER FIRST READING OF REOLUTION NO. 2020-39 TO AUTHORIZE THE PURCHASE OF CAB AND CHASSIS:

RESOLUTION NO. 2020-39

A RESOLUTION TO AUTHORIZE THE PURCHASE OF A CAB AND CHASSIS

WHEREAS, the FY 20/21 budget will include the replacement of a dump truck; and

WHEREAS, the lead time for a chassis is currently two months; and

WHEREAS, DPW staff has researched different chassis and determined that the Freightliner would best suit their application; and

WHEREAS, D&K Truck holds the State Contract for the Freightliner chassis; and

WHEREAS, D&K Truck has quoted a price of \$89,400.00 to provide the cab and chassis to the DPW based on the State Contract pricing; and

WHEREAS, the dump body, scraper, salter and other accessories will be purchased and installed by another vendor; and

WHEREAS, the chassis will be paid for from the Motor Vehicle Pool fund when it is received; and

WHEREAS, Section 2-186 of the City Ordinances allows for the waiver of sealed bids when using a purchasing contract from another governmental agency.

THEREFORE, BE IT RESOLVED That the City Council approve the purchase of the cab and chassis for a new dump truck ahead of its budget year from D&K Truck and agrees to waive the sealed bid process.

Council member Hoogstra moved, supported by Dyer to approve first reading of Resolution No. 2020-39 to authorize purchase of cab and chassis as requested. 6 Yes. 0 No.

C. CONSIDER FIRST READING OF REOLUTION NO. 2020-40 TO AUTHORIZE A CONTRACT WITH MIKE & SON ASPHALT INC. FOR THE INDEPENDENCE BOULEVARD RECONSTRUCTION PROJECT:

RESOLUTION NO. 2020-40

A RESOLUTION TO AUTHORIZE A CONTRACT WITH MIKE & SON ASPHALT, INC. FOR THE INDEPENDENCE BOULEVARD RECONSTRUCTION PROJECT

WHEREAS, the Independence Boulevard reconstruction project was outlined in the 6 Year Road Plan approved by City Council in 2019; and

WHEREAS, sealed bids were received on Wednesday, March 4, 2020; and

WHEREAS, Mike & Son Asphalt, Inc. of Laingsburg submitted the lowest unit price bid in the amount of \$443,601.13 to complete the project per the specifications prepared by Rowe PSC; and

WHEREAS, Rowe PSC has verified Mike & Son's experience and ability to perform the work satisfactorily.

THEREFORE, BE IT RESOLVED that the City enter into a contract with Mike & Son Asphalt, Inc. to provide the road reconstruction services and that the Mayor or Clerk be directed to sign said contract on behalf of the City.

Council member Baker moved, supported by Dyer to approve first reading of Resolution No. 2020-40 to authorize a contract with Mike & Son Asphalt Inc. for the Independence Boulevard reconstruction project as requested. 6 Yes. 0 No.

D. CONSIDER FIRST READING OF REOLUTION NO. 2020-41 TO AUTHORIZE A CONTRACT FOR PARKING LOT #1:

RESOLUTION NO. 2020-41

A RESOLUTION TO AUTHORIZE A CONTRACT WITH LEAVITT & STARCK EXCAVATING, INC. FOR THE

PARKING LOT #1 RECONSTRUCTION PROJECT AND TO AUTHORIZE AN INTERNAL LOAN OF \$400,000

WHEREAS, the Parking Lot #1 reconstruction project has been planned for two years; and

WHEREAS, sealed bids were received on Wednesday, March 4, 2020; and

WHEREAS, Leavitt & Starck Excavating, Inc. of Lansing submitted the lowest unit price bid in the amount of \$465,616.80 to complete the project without the Alternate per the specifications prepared by Rowe PSC; and

WHEREAS, Rowe PSC has verified Leavitt & Starck Excavating's experience and ability to perform the work satisfactorily; and

WHEREAS, the expenses of the project, excluding sanitary sewer bid items, equals \$418,760.78; and

WHEREAS, the budget for the project anticipated an internal loan from the Revolving Fund Special Account to be repaid over eight years at zero interest in accordance with the provisions of the City Charter;

NOW, THEREFORE, BE IT RESOLVED that the City enter into a contract with Leavitt & Starck Excavating to provide parking lot reconstruction services and that the Mayor or Clerk be directed to sign said contract on behalf of the City; and

BE IT FURTHER RESOLVED that an internal loan from the Revolving Fund Special Account in the amount of \$400,000 is hereby authorized, which loan shall be repaid without interest over eight years, beginning with the 2020-21 fiscal year.

Council member Dyer asked questions about the funding and how the internal process works for the repayment of funds to the Revolving Fund Special account.

Council member Hoogstra moved, supported by Baker to approve first reading of Resolution No. 2020-41 to authorize a contract for Parking Lot #1 as requested. 6 Yes. 0 No.

E. CONSIDER FIRST READING OF REOLUTION NO. 2020-34 TO AUTHORIZE THE MAGICAL REALM FANTASY FAIRE A SPECIAL LIQUOR LICENSE ON CITY PROPERTY:

RESOLUTION NO. 2020-34

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 6, 2020 from 12:00pm-7:00pm and 8:00 p.m. to 12:00 a.m. and May 7, 2020 from 12:00 pm-5:00 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 Dyer moved, supported by Hoogstra to approve first reading of Resolution No. 2020-34 to authorize the Magical Realm Fantasy Faire a special liquor license on City property as requested. 6 Yes. 0 No.

F. CONSIDER FIRST READING OF REOLUTION NO. 2020-35 TO AUTHORIZE MICHIGAN VIKING WARRIOR FEST A SPECIAL LIQUOR LICENSE ON CITY PROPERTY:

RESOLUTION NO. 2020-35

A RESOLUTION TO AUTHORIZE THE MICHIGAN VIKING WARRIOR FEST A SPECIAL LIQUOR LICENSE ON CITY PROPERTY

WHEREAS, the Michigan Viking Warrior Fest is holding a charity fundraiser at the Eaton County Fairgrounds; and

WHEREAS, the Michigan Viking Warrior Fest has requested a liquor license for the sale and consumption of liquor on City property; and

WHEREAS, the dates of the event will be October 9, 2020 from 6:00pm-12:00am; October 10 from 12:00 p.m. to 12:00 a.m. and October 11, 2020 from 12:00 pm-5:00 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

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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 Michigan Viking Warrior Fest on the above requested dates.

Council member Baker moved, supported by McRae to approve first reading of Resolution No. 2020-35 to authorize Michigan Viking Warrior Fest a special liquor license on City property as requested. 6 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 his report was included in the packet. He advised that himself and the Mayor are working on a Council policy calendar which will require special meetings.

COUNCILMEMBER COMMITTEE REPORTS:

- Council member Dyer stated that he recently attended the MML Environmental Advisory Legislative committee. Some of the topics of discussion were shoreline erosion damage and unclaimed bottle deposit funds for the cleanup of Brownfield sites.
- Mayor Pro-Tem.Armitage reported that there was no Planning Commission due to lack of quorum. He noted that the Helping Hands issue was not going to be on the agenda due to the chair

postponing another month, however there were several other items that were scheduled for that meeting.

- Mayor Ridge stated that the DDA meeting times have changed to third Tuesday of the month at 5:30 P.M.

PUBLIC COMMENT:

James McRae, 320 W. Lawrence Ave., stated that he looks forward to serving and learning on the Planning Commission. He stated that he is a social studies teacher and community leader. He stated that the Coronavirus is something to consider with the impact on schools, daycares and the workforce.

MAYOR AND COUNCIL COMMENTS:

- Council member Dyer stated that his birthday is Wednesday.
- Council member McRae no comment.
- Council member Baker no comment.
- Council member Armitage wanted to make sure that there is dialog with the people promoting the war before the Frontier Day parade to prevent similar issues that arouse last year.
- Mayor Ridge reminded council members to get their Bio's to the City Manager for the website. She asked that council let Brandon know if they are interested in attending the Peckham tour so that he can get that scheduled later this month. She stated that the parking lot bids came in lower than expected. She stated that the lights will be going back up on the trees downtown in the near future. There was a problem with the other ones causing fires. She stated that she has been in contact with Pastor Surdenik and he has people to do volunteer work if anyone has a need for that. She stated there will be several work session coming up for council. March 25th will be the Vision 2025 meeting. She stated she intends to call other meetings to discuss issues regarding other committees, water rates and the budget. She stated that she appreciates council's willingness to put in this time.

Council member Dyer moved, seconded by McRae to adjourn at 8:13 P.M. Carried. 6 Yes. 0 No

Mayor Yvonne Ridge

Ginger Terpstra, City Clerk, CMMC