

**COUNCIL PROCEEDINGS**  
**Regular Meeting**  
**March 23, 2020**

**CALL TO ORDER:** By Mayor Ridge on Monday, March 23, 2020 at 7:00 p.m.

**PRESENT:** Councilmembers Baker, Dyer, McRae, Hoogstra, 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 MARCH 9, 2020:** Council member Baker moved, supported by Hoogstra to approve the regular meeting minutes of March 9, 2020 as presented. Carried. 5 Yes. 0 No. 2 Absent. (Weissenborn, Dyer)

**APPROVAL OF MINUTES FOR WORK SESSION OF MARCH 16, 2020:** Council member McRae moved, supported by Dyer to approve the work session meeting minutes of March 16, 2020 as presented. Carried. 5 Yes. 0 No. 2 Absent (Weissenborn, Dyer)

Council member Dyer arrived. 7:02 P.M.

Council member McRae moved, supported by Dyer to excuse Council member Weissenborn from the meeting. Carried. 6 Yes. 0 No.

**ABSENT:** Council member Weissenborn

**PUBLIC HEARINGS:** None.

**PUBLIC COMMENTS:** Ben Phlegar, 425 Horatio, stated that he is frustrated with only having one public comment session. He urged council to evaluate this as he feels some people like to comment later in the meeting after actions have been taken.

**APPROVAL OF REGULAR AGENDA AND UNANIMOUS CONSENT AGENDA:**

Mayor Ridge asked that discussion on employee compensation during COVID-19 be added for discussion under Special Presentations. Mayor Ridge also asked to have 11e added for allowance of Virtual meeting on April 6 at 7 P.M. to host a conference call to check it out before the next council meeting.

**Motion by Armitage, seconded by McRae to approve the agenda as amended by adding Special Presentation: COVID-19 employee compensation discussion and 11e – to allow for virtual meeting on April 6<sup>th</sup> at 7:00 p.m. 6 Yes. 0 No.**

Council member Baker asked to have Item 13d pulled for further discussion.

**Mayor Pro-Tem Armitage moved, supported by Hoogstra to pull Resolution No. 2020-54 to establish an ad hoc communications committee from the regular agenda for further discussion and approve the regular and consent agenda by Roll Call Vote. Carried. 6 Yes. 0 No.**

**SPECIAL PRESENTATIONS:**  
**DISCUSSION EMPLOYEE COMPENSATION DURING COVID-19 SHUT DOWN:**

City Manager Guetschow explained that presently employees will be using current leave balances between March 24<sup>th</sup> (beginning of mandated shelter in place) and April 2<sup>nd</sup>.

On April 2<sup>nd</sup> is when the federal law becomes effective with 80 hours of SL compensation on top of their accrual leave for those ordered to

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stay home or who are needing sick leave time due to COVID-19. At this time this effects about twelve employees.

Discussion was held among council members regarding whether it would include time off for precautionary reasons, if hazardous pay would be considered for police and fire personnel and if employees were allowed to donate time to each other.

City Manager Guetschow explained that some agreements have been met with unions, however, there would have to be letter of understandings reached for other situations. He advised that he had been working with the labor attorneys, however, they are very busy at this time, as everyone is in the same situation at the same time.

Mayor Ridge stated that employees would also be allowed to apply for unemployment. It was the consensus of the council to revisit this issue in a few weeks to see if there was a need to make any other adjustments depending on how long this continues for.

**EXPEDITED RESOLUTIONS AND ORDINANCES**

**A. CONSIDER APPROVAL OF RESOLUTION NO. 2020-48 MAYORAL APPOINTMENT:**

**RESOLUTION NO. 2020-48**

**A RESOLUTION TO APPROVE MAYORAL APPOINTMENTS**

**WHEREAS**, a need for an appointment to the Planning Commission exists; and

**WHEREAS**, Mayor Ridge is recommending the following individual to be appointed to this board:

<b>Name</b>	<b>Board</b>	<b>Term Ending</b>
Nathaniel VanStee	Planning Commission	3/31/2023

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

**Mayor Pro-Tem Armitage moved, supported by Hoogstra to approve Resolution No. 2020-48 Mayoral appointment as presented. Carried. 6 Yes. 0 No.**

**B. CONSIDER APPROVAL OF RESOLUTION NO. 2020-49 FOR CHARITABLE GAMING LICENSE FOR SPARROW EATON HOSPITAL:**

**RESOLUTION NO. 2020-49**

**A RESOLUTION TO AUTHORIZE GAMING LICENSE FOR SPARROW EATON HOSPITAL**

**WHEREAS**, the City of Charlotte recognizes Sparrow Eaton Hospital as a nonprofit organization; and

**WHEREAS**, they will permit Sparrow Eaton Hospital to operate in the community for the purpose of obtaining a charitable gaming license; and

**THEREFORE, BE IT RESOLVED** That the City Clerk be authorized to sign the local governing body resolution approving the charitable gaming license for Sparrow Eaton Hospital as requested.

**Mayor Pro-Tem Armitage moved, supported by Hoogstra to approve Resolution 2020-49 for Charitable Gaming license for Sparrow Eaton Hospital as presented. Carried. 6 Yes. 0 No.**

**C. CONSIDER APPROVAL OF RESOLUTION NO. 2020-55 TO AUTHORIZE WAIVING THE ENHANCED ACCESS FEE TO CITIZENS FOR ONLINE CREDIT CARD PAYMENTS FOR THE PERIOD OF MARCH 25, 2020 – APRIL 30, 2020:**

**RESOLUTION NO. 2020-55**

**A RESOLUTION TO AUTHORIZE WAIVING THE ENHANCED ACCESS FEE TO CITIZEN FOR ONLINE CREDIT CARD PAYMENTS FOR THE PERIOD OF MARCH 25, 2020 – APRIL 30, 2020**

**WHEREAS**, the City of Charlotte utilizes G2G Cloud solutions for processing online credit card payments; and  
**WHEREAS**, they are offering to manage the ability for communities to waive the Enhanced Access Fee (EAF) and not charge their citizens this fee during the State of Emergency in Michigan; and  
**WHEREAS**, G2G Cloud solutions would then bill the City of Charlotte for the cost of transactional fees (38%) of the EAF for online transactions only; and  
**WHEREAS**, this would encourage more citizens to pay by credit card online; and  
**WHEREAS**, this would be for the period of March 25, 2020 through April 30, 2020; and  
**WHEREAS**, this G2G Cloud Solutions may extend this time period of this amendment for no longer than sixty (60) days after April 30, 2020, by providing written notice of the extension prior to April 30, 2020; and  
**THEREFORE, BE IT RESOLVED** That the City Clerk be authorized to sign an amendment to the I.T. Services agreement Exhibit 1 for online payments to reflect this change.

For example:

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- If Transaction Amount was \$200 the EAF is \$5.50 (2.75%)
  - The City will be charged \$2.09 for the EAF (\$5.50 x 38% Transactional Fee)
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**Mayor Pro-Tem Armitage moved, supported by Hoogstra to approve Resolution 2020-55 to authorize waiving the enhanced access fee to citizens for online credit card payments for the period of March 25, 2020-April 30, 2020 for as presented. Carried. 6 Yes. 0 No.**

**D. CONSIDER APPROVAL OF RESOLUTION NO. 2020-50 REGARDING PAYMENT OF CLAIMS & ACCOUNTS:**

**RESOLUTION NO. 2020-50**

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

**FOR MARCH 23, 2020**

**WHEREAS**, Section 7.7 (B) of the City Charter requires Council approval for the expenditure of city funds; and  
**WHEREAS**, the March 13, 2020 payroll totaled \$155,449.70;  
**WHEREAS**, the March 23, 2020 claims total \$175,859.88; and  
**WHEREAS**, the March 9, 2020 insurance claims total \$1,669.33 and March 16, 2020 insurance claims total \$2,607.55; and  
**THEREFORE, BE IT RESOLVED** that the City Council approves claims and accounts for March 23, 2020 in the amount of \$335,586.46

**APPROVAL OF CLAIMS AND ACCOUNTS BY ROLL CALL VOTE:** Mayor Pro-Tem Armitage moved, supported by Hoogstra to approve Resolution 2020-50 regarding payment of claims & accounts as presented. Carried. 6 Yes. 0 No.

**ACTION ITEMS – RESOLUTIONS AND ORDINANCES:**

**A. CONSIDER APPROVAL OF RESOLUTION NO. 2020-38 TO AUTHORIZE THE PURCHASE OF DUMP BODY AND 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

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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.

**Mayor Pro-Tem Armitage moved, supported by Hoogstra to approve Resolution No. 2020-38 to authorize the purchase of Dump Body and Scraper as requested. 6 Yes. 0 No.**

**B. CONSIDER APPROVAL 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.

**Mayor Pro-Tem Armitage moved, supported by Hoogstra to approve Resolution No. 2020-39 to authorize purchase of cab and chassis as requested. 6 Yes. 0 No.**

**C. CONSIDER APPROVAL 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.

**Mayor Pro-Tem Armitage moved, supported by Hoogstra to approve 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 APPROVAL 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.

**Mayor Pro-Tem Armitage moved, supported by Hoogstra to approve Resolution No. 2020-41 to authorize a contract for Parking Lot #1 as requested. 6 Yes. 0 No.**

**E. CONSIDER APPROVAL 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.

**Mayor Pro-Tem Armitage moved, supported by Hoogstra to approve 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 APPROVAL 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 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.

**Mayor Pro-Tem Armitage moved, supported by Hoogstra to approve Resolution No. 2020-35 to authorize Michigan Viking Warrior Fest a special liquor license on City property as requested. 6 Yes. 0 No.**

**INTRODUCTION OF RESOLUTIONS AND ORDINANCES:**

**A. CONSIDER FIRST READING OF REOLUTION NO. 2020-51 TO AUTHORIZE PURCHASE OF WATER METERS AND APPURTENANCES:**

**RESOLUTION NO. 2020-51**

**A RESOLUTION TO AUTHORIZE PURCHASE OF WATER METERS AND APPURTENANCES**

**WHEREAS**, the City utilizes a single brand of water meters throughout the City to keep costs low and efficiencies high; and

**WHEREAS**, the DPW is continually replacing and upgrading old meters to maintain accuracy; and

**WHEREAS**, the FY 2019-2020 budget has approved \$54,000.00 for the purchase of meters, wire, remote readers, meter transceivers as well as other related equipment; and

**WHEREAS**, DPW staff has received a quote in the amount of \$20,885.00 from ETNA Supply for material and equipment to meet the anticipated needs of the upcoming months; and

**WHEREAS**, ETNA Supply is the sole vendor for the lower peninsula of Michigan authorized to sell this brand of equipment in our region of the United States; and

**WHEREAS**, Section 2-186 of the City Ordinances allows for the waiver of sealed bids for purchases over the amount of \$5,000 and the required three quotes for purchases over \$2,500.

**THEREFORE, BE IT RESOLVED** That the city council authorizes the purchase of the meters and appurtenances from ETNA Supply in the amount of \$20,885.00 and agrees to waive the sealed bid process because the equipment is available only through a single vendor. There are no competitive quotes available.

**Mayor Pro-Tem Armitage moved, supported by Hoogstra to approve first reading of Resolution No. 2020-51 to authorize**

**purchase of water meters and appurtenances as requested. 6 Yes. 0 No.**

**B. CONSIDER FIRST READING OF REOLUTION NO. 2020-52 TO AUTHORIZE PARTICIPATION IN A CONTRACT WITH STATE OF MICHIGAN FOR ROAD SALT PURCHASE:**

**RESOLUTION NO. 2020-52**

**A RESOLUTION TO AUTHORIZE PARTICIPATION IN A CONTRACT WITH STATE OF MICHIGAN FOR ROAD SALT PURCHASE**

**WHEREAS**, the City participates in a cooperative purchasing contract with the State to secure lower road salt prices; and

**WHEREAS**, this contract guarantees certain amounts of salt are available to the municipalities at fixed prices; and

**WHEREAS**, the determination has been made by DPW staff for salt needs in the upcoming fiscal year; and

**WHEREAS**, Section 2-186 of the City Ordinances allows for the waiver of sealed bids for purchases over the amount of \$5,000 if the purchase is made through another governmental agency.

**THEREFORE, BE IT RESOLVED** That the City participate in the statewide cooperative purchasing agreement with the State of Michigan to provide road salt and that the Mayor or Clerk be directed to sign said contract on behalf of the City.

**Mayor Pro-Tem Armitage moved, supported by Hoogstra to approve first reading of Resolution No. 2020-52 to authorize participation in a contract with State of Michigan for Road Salt purchase as requested. 7 Yes. 0 No.**

**C. CONSIDER FIRST READING OF REOLUTION NO. 2020-53 TO APPROVE THE PURCHASE OF TWO SUPERNATANT PUMPS:**

**RESOLUTION NO. 2020-53**

**A RESOLUTION TO APPROVE THE PURCHASE OF TWO SUPERNATANT PUMPS**

**WHEREAS**, there are two supernatant pumps at the wastewater treatment plant, and the pumps procured by a former employee are not the correct application causing time consuming, regular maintenance; and

**WHEREAS**, several attempts were made to obtain quotes for other pumps that fit the application, but only one response was received; and

**WHEREAS**, a quote of \$19,724.00 was received from Kennedy Industries for two Flygt submersible dry pit sewage pumps that are the appropriate for supernatant pumping; and

**WHEREAS**, Kennedy Industries is the designated State representative for a Flygt pumps; and

**WHEREAS**, in an effort to save money, the new pumps will be installed by staff; and

**WHEREAS**, funding for these items be charged to the Water and Sewer Fund.

**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 two new supernatant pumps in the amount of \$19,724.00 from Kennedy Industries and agrees to waive the sealed bid process.

**BE IT FURTHER RESOLVED** that the DPW is authorized to sell the two existing pumps at auction for the highest price.

**Mayor Pro-tem Armitage moved, supported by Hoogstra to approve first reading of Resolution No. 2020-53 to approve the purchase of two supernatant pumps as requested. 6 Yes. 0 No.**

**D. CONSIDER FIRST READING OF REOLUTION NO. 2020-54 TO ESTABLISH AN AD-HOC COMMUNICATIONS COMMITTEE:**  
**RESOLUTION NO. 2020-54**

**A RESOLUTION TO ESTABLISH AN AD HOC COMMUNICATIONS COMMITTEE**

**WHEREAS**, City Council and the City administration have instituted policies and practices intended to foster a culture of transparency in the City's communications with the citizenry; and

**WHEREAS**, City Council wishes to ensure that those policies and practices, and the methods used by the City and its departments to implement them, effectively and consistently communicate with residents, staff, elected officials and stakeholders; and

**WHEREAS**, City Council believes that it is prudent to undertake an evaluation of the City's current communication policies, practices and methods by forming an ad hoc committee to review them and make recommendations to the City Council;

**NOW, THEREFORE, BE IT RESOLVED** that there is hereby established the Ad Hoc Communications Committee, the membership of which shall be appointed by the Mayor subject to the approval of the City Council and shall include 3 members of the City Council, 2 city employees, one of whom shall not be a supervisor, 2 citizens of the city representing both older and younger populations, 1 representative of the Charlotte Chamber of Commerce, 1 representative of CharlotteRising and 1 representative of an organization whose mission is to serve the needs of persons with disabilities; and

**BE IT FURTHER RESOLVED** that the Ad Hoc Communications Committee shall have the authority to elected its own chairman, promulgate its own rules of order and develop its own schedule of meetings, which meetings shall be conducted in accordance with the Open Meetings Act; and

**BE IT FURTHER RESOLVED** that the Ad Hoc Communications Committee shall 1) evaluate and make recommendations to the City Council on City branding; 2) develop a style guide for the implementation of City branding on printed and electronic communications; 3) develop a communication plan

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that incorporates internal communications, communications with outside organizations, communications with residents and which utilizes different media to best reach all populations; 4) develop a social media policy that reflects best practices for local governments and includes a user policy for the public, recommendations for use of graphics, and standards for pages managed by individual departments; and 5) make a recommendation for expanding communication services to include emergency and community alerts via text, email and telephone calls ; and

**BE IT FURTHER RESOLVED** that the Ad Hoc Communications Committee shall issue a final written report of its findings and recommendations to the City Council not later December 31, 2020.

Council member Baker stated that he would like to table this item until a later date. He is concerned about spending money on this item at this time. He feels that city staff has their hands full and feels that this would add more to them as they are already stretched to the limit. He also is concerned about being able to find people to serve as there is already a problem filling other board positions.

Council member Armitage stated that he feels this is a priority to get the board established at this time, however no boards are meeting at this time but when they can the board would be in place. He stated that this would come with a price tag, however, it would come before council for final decisions to be made.

**Mayor Pro-Tem Armitage moved, supported by McRae to approve first reading of Resolution No. 2020-54 to establish an Ad-Hoc communications committee as requested. 5 Yes. (McRae, Armitage, Dyer, Hoogstra, Ridge) 1 No. (Baker)**

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

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

packet.

**CITY MANAGER REPORT:** City Manager Guetschow stated that he has decided to go a different route for meetings other than using Zoom. We will be trying a video conference call situation for meeting on April 6<sup>th</sup> to see how that works for council meetings going forward during the shut down. Two residents have offered to join this meeting to get a perspective as to how that end of it will work. All motions will be done by a roll call vote. City Manager Guetschow commented about the second citizen comment and the sole reason for taking that off the agenda at this time is simply to shorten the meetings.

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

- Mayor Pro-Tem.Armitage stated that the written report for the communication ad hoc committee was something that he had put together for review and is not meant to be set in stone.

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

- Council member Dyer questioned the process for citizen comment.
- Council member McRae no comment.
- Council member Baker no comment.
- Council member Armitage no comment.
- Council member Hoogstra no comment.
- Mayor Ridge advised all residents that this would be the last meeting together as a group during this time. She urged all citizens to Stay Home, Stay Safe and Save Lives.

**Council member McRae moved, seconded by Dyer to adjourn at 8:14 P.M. Carried. 6 Yes. 0 No**

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Mayor Yvonne Ridge

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Ginger Terpstra, City Clerk, CMMC