

COUNCIL PROCEEDINGS
Regular Meeting
August 10, 2020

CALL TO ORDER: By Mayor Pro-Tem Dyer on Monday, August 10, 2020 at 7:08 p.m.

PRESENT: Mayor Pro-Tem Dyer, Councilmembers McRae, Baker, Weissenborn, Hoogstra, VanStee, City Clerk Terpstra and City Manager Guetschow

The invocation was offered by Katie Lance, Thrive Church, followed by the Pledge of Allegiance.

APPROVAL SPECIAL SESSION MINUTES OF JULY 27, 2020:
Council member Baker moved, supported by Hoogstra to approve the special session meeting minutes of July 27, 2020 as presented. Carried. 6 Yes. 0 No. 1 Absent (Mayor Armitage)

APPROVAL REGULAR SESSION MINUTES OF JULY 27, 2020: Council member VanStee moved, supported by Weissenborn to approve the regular session meeting minutes of July 27, 2020 as presented. Carried. 6 Yes. 0 No. 1 Absent (Mayor Armitage)

ABSENT: Mayor Armitage

Council member Baker moved, supported by Hoogstra to excuse Mayor Armitage due to his duties as emergency manager in the event of the storms in the area. Carried. 6 Yes. 0 No.

PUBLIC HEARINGS: None.

PUBLIC COMMENT: None.

APPROVAL OF REGULAR AGENDA AND UNANIMOUS CONSENT AGENDA:

Council member Hoogstra moved, supported by Baker to approve the regular agenda with the addition of Item 11b, Resolution No. 2020-101 Mayoral appointments. Carried. 6 Yes. 0 No.

Council member Hoogstra moved, supported by VanStee to remove items 12g Resolution No. 2020-98 Building Permit fees and 13a Resolution No. 2020-101 to authorize Mayor Armitage to administer the City's Facebook and Twitter accounts from the agenda. Carried. 6 Yes. 0 No.

Council member Hoogstra moved, supported by VanStee to approve the consent agenda for all other items. Carried. 6 Yes. 0 No.

SPECIAL PRESENTATIONS: None.

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EXPEDITED RESOLUTIONS AND ORDINANCES

A. CONSIDER APPROVAL OF RESOLUTION NO. 2020-100 REGARDING PAYMENT OF CLAIMS & ACCOUNTS:

RESOLUTION NO. 2020-100

A RESOLUTION TO APPROVE EXPENDITURES OF THE CITY

FOR AUGUST 10, 2020

WHEREAS, Section 7.7 (B) of the City Charter requires Council approval for the expenditure of city funds; and
WHEREAS, the July 31, 2020 payroll totaled \$145,533.64;
WHEREAS, the August 10, 2020 claims total in the amount of \$291,468.76; and
WHEREAS, the July 27, 2020 insurance claims \$715.00; and August 3, 2020 insurance claims \$563.15; and
THEREFORE, BE IT RESOLVED that the City Council approves claims and accounts for August 10, 2020 in the amount of \$438,280.55.

Council member Hoogstra moved, supported by VanStee to approve Resolution 2020-100 regarding payment of claims & accounts as presented. Carried. 6 Yes. 0 No.

B. CONSIDER APPROVAL OF RESOLUTION NO. 2020-101 TO APPROVE MAYORAL APPOINTMENT:
RESOLUTION NO. 2020-102

A RESOLUTION TO APPROVE MAYORAL APPOINTMENT

WHEREAS, a need for appointments to the Camp Frances Board and Planning Commission council representative exists; and
WHEREAS, Mayor Armitage is recommending the following individuals to be appointed to these boards:

Name	Committee	Term Ending Date
Nathaniel VanStee	Planning Commission	Council Representative
Branden Dyer	Camp Frances	Council Representative
D'Lynn Smith	Camp Frances Board	5/15/2022
Colleen Armitage	Camp Frances Board	5/15/2022

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

Council member Hoogstra moved, supported by VanStee to approve Resolution 2020-102 to approve Mayoral appointments as presented. Carried. 6 Yes. 0 No.

ACTION ITEMS – RESOLUTIONS AND ORDINANCES:

A. CONSIDER APPROVAL OF RESOLUTION NO. 2020-92 TO AUTHORIZE A CONTRACT WITH AXON FOR

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BODY CAMERAS, IN-CAR CAMERAS AND AN INTERVIEW ROOM CAMERA:

RESOLUTION NO. 2020-92

A RESOLUTION TO AUTHORIZE A CONTRACT WITH AXON FOR BODY CAMERAS, IN-CAR CAMERAS AND AN INTERVIEW ROOM CAMERA.

WHEREAS, body cameras, in-car cameras, and an interview room camera are essential pieces of equipment and the current ones are failing and are not reliable; and

WHEREAS, these purchases were identified in the budgeting process for FY 20/21 to replace the current Panasonic body cameras, in-car cameras, and interview room camera; and

WHEREAS, the Police Department staff researched and identified comparable body, in-car, and interview room cameras that would meet their needs instead of a neutral specification that would require more work on the part of staff and the vendors; and

WHEREAS, AXON was determined to be the best choice for the needs of the Police Department after our own experiences and with input of other communities and their experiences; and

WHEREAS, AXON the manufacturer of body cameras, in-car cameras, and interview room camera, has submitted a quote to replace the current body cameras, in-car cameras, and interview room camera for a 5-year cost of \$139,999.99; and

WHEREAS, the amount of \$139,999.99 would be financed over 5 years as follows: Year 1- \$14,000, Year 2- \$14,000, Year 3- \$37,333.33, Year 4- \$37,333.33, and Year 5- \$37,333.33; 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 body cameras, in-car cameras, and an interview room camera from AXON in the amount of \$139,999.99 and agrees to waive the sealed bid process.

Council member Hoogstra moved, supported by VanStee to approve Resolution No. 2020-92 to authorize a contract with Axon for body cameras, in-car cameras and an interview room camera as presented. 6 Yes. 0 No.

B. CONSIDER APPROVAL OF RESOLUTION NO. 2020-93 TO AUTHORIZE A SALE OF LEAF VAC AND BOX:

RESOLUTION NO. 2020-93

A RESOLUTION TO AUTHORIZE A SALE OF LEAF VAC AND BOX

WHEREAS, the Department of Public Works owns a 1991 Big-T leaf vac and the box to which it blows the leaves that is no longer needed in the day to day operations of the Department; and

WHEREAS, the Department would like to sell the leaf vac and box through an online auction used by the Department for

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disposition of equipment with a minimum bid required of \$1,000.00; and

THEREFORE, BE IT RESOLVED That the City Council authorizes the sale of the Big-T leaf vac and box through biddergy.com in accordance with City Ordinance 2-185.

Council member Hoogstra moved, supported by VanStee to approve Resolution No. 2020-93 to authorize a sale of leaf vac and box as presented. 6 Yes. 0 No.

C. CONSIDER APPROVAL OF RESOLUTION NO. 2020-94 TO AUTHORIZE A CONTRACT WITH FEDEWA, INC. FOR THE DIGESTER COVER PAINTING AND CLARIFIER REPAIRS PROJECT:

RESOLUTION NO. 2020-94

A RESOLUTION TO AUTHORIZE A CONTRACT WITH FEDEWA, INC. FOR THE DIGESTER COVER PAINTING AND CLARIFIER REPAIRS PROJECT

WHEREAS, the digester covers and secondary clarifier #3 both needed maintenance and painting at the wastewater treatment plant; and

WHEREAS, sealed bids were received on Tuesday, July 21, 2020; and

WHEREAS, Fedewa, Inc. of Hastings submitted the lowest unit price bid in the amount of \$32,900.00 to complete the project; and

WHEREAS, Dixon Engineering has verified Fedewa's experience and ability to perform the work satisfactorily; and

WHEREAS, funding for these items were budgeted and will be charged to the Water and Sewer Fund.

THEREFORE, BE IT RESOLVED that the City enter into a contract with Fedewa, Inc. to provide the digester cover and clarifier #3 maintenance projects and that the Mayor or Clerk be directed to sign said contract on behalf of the City.

Council member Hoogstra moved, supported by VanStee to approve Resolution No. 2020-94 to authorize a contract with Fedewa, Inc. for the digester cover painting and clarifier repairs project as presented. 6 Yes. 0 No.

D. CONSIDER APPROVAL OF RESOLUTION NO. 2020-95 TO APPROVE CHANGE ORDER #1 FOR ROWE PSC FOR THE INDEPENDENCE BOULEVARD PROJECT:

RESOLUTION NO. 2020-95

A RESOLUTION TO APPROVE CHANGE ORDER #1 FOR ROWE PSC FOR THE INDEPENDENCE BOULEVARD PROJECT

WHEREAS, the Independence Boulevard Reconstruction Project engineering contract was awarded to Rowe PSC by City Council on January 13, 2020 in the amount of \$24,000.00 of

which \$14,000.00 was allocated for construction engineering;
and

WHEREAS, the estimate for construction engineering was based on construction activities lasting three weeks; and

WHEREAS, the low bid contractor required a great deal of guidance and correction resulting in a construction period lasting over fourteen weeks; and

WHEREAS, Rowe PSC has incurred additional costs totaling \$33,000.00 in construction engineering to complete the work necessary while protecting the City's interests; and

WHEREAS, it is typical to pay for construction engineering based on actual hours spent on the job, and the overall percentage of the project cost is still within accepted standards; and

WHEREAS, these additional costs will be paid for out of the Major Street Fund.

THEREFORE, BE IT RESOLVED that the City Council authorizes contract Change Order #1 in the amount of \$33,000.00 for Rowe PSC for additional construction engineering services related to the Independence Boulevard Reconstruction Project.

Council member Hoogstra moved, supported by VanStee to approve Resolution No. 2020-95 to approve change order #1 for Rowe PSC for the Independence Boulevard project as presented. 6 Yes. 0 No.

E. CONSIDER RESOLUTION NO. 2020-96 TO APPROVE CHANGE ORDER #1 FOR ROWE PSC FOR CONSTRUCTION ENGINEERING ON THE PARKING LOT #1 PROJECT:

RESOLUTION NO. 2020-96

A RESOLUTION TO APPROVE CHANGE ORDER #1 FOR ROWE PSC FOR CONSTRUCTION ENGINEERING ON THE PARKING LOT #1 PROJECT

WHEREAS, the Parking Lot #1 Project construction engineering contract was awarded to Rowe PSC by City Council on April 13, 2020 in the amount of \$43,000.00; and

WHEREAS, the estimate for construction engineering was based on construction activities being complete by June 12, 2020 and minimal unforeseen conditions; and

WHEREAS, several unforeseen conditions outlined in Rowe's change order request resulted in additional design and construction engineering fees as well as one more month of construction; and

WHEREAS, Rowe PSC has incurred additional costs totaling \$28,000.00 in construction engineering to complete the work necessary for a successful project; and

WHEREAS, it is typical to pay for construction engineering based on actual hours spent on the job, and the overall percentage of the project cost is still within accepted standards for projects of this complexity; and

WHEREAS, these additional costs will be split accordingly between the Parking Lot Fund, the Water and Sewer Fund and a portion allocated to the cost of removing the Underground Storage Tanks.

THEREFORE, BE IT RESOLVED that the City Council authorizes construction engineering contract Change Order #1 in the amount of \$28,000.00 for Rowe PSC for additional work incurred as part of the Parking Lot #1 Reconstruction Project.

Council member Hoogstra moved, supported by VanStee to approve Resolution No. 2020-96 to approve change order #1 for Rowe PSC for construction engineering on the parking lot #1 project as presented. 6 Yes. 0 No.

F. CONSIDER APPROVAL OF RESOLUTION NO. 2020-97 TO AUTHORIZE PURCHASE OF VALVE MAINTENANCE EQUIPMENT:

RESOLUTION NO. 2020-97

A RESOLUTION TO AUTHORIZE PURCHASE OF VALVE MAINTENANCE EQUIPMENT

WHEREAS, the City's water system has approximately 800 valves that require certain maintenance including exercising on a regular basis; and

WHEREAS, manual turning of older valves brings a greater risk of breaking that valve, while the turning machine offers a more

uniform torque on the valve reducing the risk of breaking and having to replace the valve; and

WHEREAS, the City's FY 20/21 Motor Vehicle Pool budget has appropriated \$70,000 for the purchase of a valve turning machine; and

WHEREAS, the Public Works staff identified comparable models from three major manufacturers 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 researching, demonstrating, and evaluating different models identified as comparable evaluating ease of maintenance, controls, cost and other various features; and

WHEREAS, quotes obtained for the equipment ranged from \$49,750 to \$71,075; and

WHEREAS, the DPW garage staff is requesting the purchase of one new Wachs VMT with automated valve operator at a cost of \$71,075.00 as quoted by E.H. Wachs and the cost will be billed 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 one new Wachs VMT with automated valve operator at a cost of \$71,075.00 as quoted by E.H. Wachs of Lincolnshire, IL and agrees to waive the sealed bid process.

Council member Hoogstra moved, supported by VanStee to approve Resolution No. 2020-97 to authorize purchase of valve maintenance equipment as presented. 6 Yes. 0 No.

G. CONSIDER APPROVAL OF RESOLUTION NO. 2020-98 BUILDING PERMIT FEES:

**CITY OF CHARLOTTE
RESOLUTION 2020-98**

WHEREAS, fees to be paid for new construction, alteration, removal, demolition or other building operations, along with fences, swimming pools, signs, rezoning, Board of Appeals requests, etc., are to be established by resolution of the City Council; and

WHEREAS, fees to be paid for water turn on charges, NSF check, Sewer Cleaning, call out rates, and meter testing, etc. are to be established by resolution of the City Council; and

WHEREAS, fees to be paid for gun permits, copies of police reports, breath test, water turn on charges, weed cutting, copies, DVDs, CDs labels and other requests are to be established by resolution of the City Council; and

WHEREAS, fees for building and construction permits have not been adjusted for some time and no longer reflect the true costs of providing the services associated with the issuance of those permits;

NOW THEREFORE BE IT RESOLVED, that the following fees be established as follows:

BUILDING/PLANNING/ZONING/FIRE

Occupancy Permit.....	\$30.00
Fence Permit.....	20.00
Swimming Pool Permit (above or in ground).....	50.00
Demolition Permit (residential or commercial).....	50.00
Moving Permit (residential or commercial).....	200.00
Roof Permit (complete or partial).....	50.00
Insulation Permit (complete building or partial).....	50.00
Siding Permit (complete building or partial).....	50.00
Window Permit (one or more).....	40.00
Sign Permit.....	40.00
Construction Permits:	
Minimum Permit.....	30.00
All other permits will be \$30.00 for the first \$1000 and \$10.00 for each additional \$1000	
Permit Renewal.....	10.00
Act 425 Agreement.....	100.00

Rezoning.....	150.00
Rezone with Master Plan Change.....	200.00
Board of Appeals hearing.....	75.00
Site Plans, including planned development districts.....	100.00
Special Condition Use.....	100.00
Class A Non-Conforming Use.....	100.00
Plan Review:	
Commercial and large buildings.....	75.00
Residential and small buildings.....	25.00
Department of Social Services and other requested inspections.....	25.00
Plus mileage if outside of City	
Re-inspection of the above.....	15.00
Plus mileage if outside of City	
Subdivision Review fess as follows:	
Conventional Subdivision Plats.....	250.00
Plus \$2.00 per lot	
Subdivision Open Spaces Plan.....	250.00
Plus \$2.00 per lot	
Multiple Family Residential Plat.....	250.00
Plus \$2.00 per individual dwelling unit	
Zoning Book.....	.25 per page
Zoning Map.....	2.00

Master Plan with maps.....	40.00
Fire Report.....	5.00
Copies (per page).....	.25

DEPARTMENT OF PUBLIC WORKS
WATER/SEWER/STREETS/SIDEWALKS

Water turn on fee (due to repair or snow bird)....	30.00
Water turn on fee (due to non-payment shut off)	40.00
Water turn on fee (after hours – repair/snowbird only)	70.00
NSF check charge.....	30.00
Sewer Clean.....	75.00
After hours sewer clean (call out).....	150.00
Holiday hours sewer clean (call out).....	200.00
Meter test.....	40.00
Weed cutting–(labor, equipment) minimum....	150.00
Water meter rental	
Meter deposit (refundable less any unpaid water charges).....	500.00
Fee: 0 – 5,000 gallons (minimum fee).....	50.00
Over 5,000 gallons (minimum fee).....	100.00
Water billed at usage times rate times 2	
Frozen meter replacements – cost of meter & copperhorn	
varies	
Frozen meter in pit – cost of meter varies	
Frozen water service...(labor, material, equipment) varies	

Sprinkler meter – cost of meter, copperhor varies	
Sidewalk Snow Removal (labor, equipment, contractual svcs)-min. rate.	100.00
Brush Cleanup (labor, equipment, contractual svcs)– minimum rate	100.00
Trash Cleanup (labor, equipment, contractual svcs)– minimum rate	150.00
Copies (per page)	.25

POLICE DEPARTMENT

Gun Permits	5.00
Copies – Police reports, Accident reports	
First two pages	5.00
Additional pages (per page)	.25
Court Ordered portable breath testing	5.00

ADMINISTRATION (fees do not include shipping costs which will be added)

City Code Book, including Charter and Zoning with tabs and cover	95.00
City Code Book, including Charter and Zoning without tabs and cover... per page	.25
City Charter	13.25
Cable DVD of Meetings	5.00

Qualified voter file information	
Per page	.25
Burned to CD (each CD)	5.00
Labels (each)	.03
Copies (per page)	.25

BE IT FURTHER RESOLVED that requests submitted under the Freedom of Information Act may be subject to charges in addition to per copy fees in accordance with the City Council policy regarding such requests, and

BE IT FURTHER RESOLVED that the effective date will be after second reading on August 10, 2020 if approved.

Council member McRae moved, supported by VanStee to change the QVF CD fee and gun permit fees from \$5.00 to \$10.00.

Discussion was held on raising the QVF CD and gun permits from \$5.00 for \$10.00.

Council member McRae withdrew his motion.

Council member McRae moved, supported by Baker to approve Resolution No. 2020-98 building permit fees as presented. 6 Yes. 0 No.

INTRODUCTION OF RESOLUTIONS AND ORDINANCES:
H. CONSIDER FIRST READING OF REOLUTION NO. 2020-101 TO AUTHORIZE MAYOR ARMITAGE TO ADMINISTER THE CITY'S FACEBOOK AND TWITTER ACCOUNTS:

RESOLUTION NO. 2020-101

A RESOLUTION TO AUTHORIZE MAYOR ARMITAGE TO ADMINISTER THE CITY'S FACEBOOK AND TWITTER ACCOUNTS

WHEREAS, City Manager Guetschow has created Facebook and Twitter accounts that are used regularly to inform the citizenry about events and activities of City government; and

WHEREAS, many residents rely on these accounts as a means of learning about their City's actions and to communicate with the City about matters of concern to them; and

WHEREAS, no other administrative staff member has been identified who could assume responsibility for posting information to Facebook and Twitter in the absence of the city manager, although the Charlotte Police Department also has Facebook and Twitter accounts; and

WHEREASE, maintaining lines of communications with residents is important to transparency in government and especially important during times of crises; and

WHEREAS, Mayor Michael Armitage has experience administering social media accounts and is willing to assume responsibility

for administering these accounts on a temporary basis during a prolonged vacancy in the office of the city manager; and
WHEREAS, Chief Brentar is willing to provide backup support and administrative oversight of the accounts when Mayor Armitage would be administering them;

NOW, THEREFORE, BE IT RESOLVED that Mayor Michael Armitage is hereby authorized to administer the City's Facebook and Twitter accounts on a temporary basis during a prolonged vacancy in the office of the city manager subjected to the following limitations:

1. Chief Paul Brentar will provide backup support and administrative oversight of the use of the accounts;
2. Mayor Armitage will employ best practices for social media use by governments and refrain from using the accounts for the expression of political opinions or personal points of view; and
3. Whenever possible, questions or requests for services received from residents through social media accounts shall be forwarded to the appropriate operating department for response.

BE IT FURTHER RESOLVED that the authority granted Mayor Armitage pursuant to this resolution shall expire immediately upon the filling on a permanent basis of a vacancy in the office of the city manager, upon the designation of an administrative

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staff member to assume responsibility for City communications, including its social media accounts, or upon the rescission of this resolution by the City Council, whichever occurs first.

Council member Weissenborn asked if this would be handled by the Mayor for an interim time period.

City Manager Guetschow stated that will be the intent until they can get a new manager.

Council member McRae moved, supported Hoogstra by to approve first reading of Resolution No. 2020-101 to authorize Mayor Armitage to administer the City's Facebook and Twitter accounts. 6 Yes. 0 No.

PUBLIC COMMENT: None.

COMMUNICATIONS AND COMMITTEE REPORTS

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

CITY MANAGER REPORT: City Manager Guetschow's report was included in packet.

City Clerk Terpstra gave a report on the August 4, 2020 Primary

election. She stated that everything went smoothly even during the pandemic. There were no polling location issues and the closing went really well. There was a 30% turn out in the city. Of that, 1425 absentee ballots were cast and 540 voters in the polls.

COUNCILMEMBER COMMITTEE REPORTS:

- Mayor Pro-Tem Dyer announced that he had won on the Democrat side for Drain Commissioner and will be on the ballot in November.

MAYOR AND COUNCIL COMMENTS:

- Mayor Pro-Tem Dyer no comment.
- Council member McRae no comment.
- Council member Baker no comment.
- Council member Hoogstra no comment.
- Council member Weissenborn no comment.
- Council member VanStee no comment

Council member Baker moved, seconded by Hoogstra to adjourn at 7:37 P.M. Carried. 6 Yes. 0 No

Mayor Armitage

Ginger Terpstra, City Clerk, CMMC