

COUNCIL PROCEEDINGS
Regular Meeting
September 14, 2020

CALL TO ORDER: By Mayor Armitage on Monday, September 14, 2020 at 7:01 p.m.

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

The invocation was offered by Dennis Weeks, Chester Gospel Church, followed by the Pledge of Allegiance.

APPROVAL REGULAR SESSION MINUTES OF AUGUST 24, 2020: Council member Baker moved, supported by VanStee to approve the regular session meeting minutes of August 10, 2020 as presented. Carried. 7 Yes. 0 No.

ABSENT: None

PUBLIC HEARINGS: None.

PUBLIC COMMENT: None

APPROVAL OF REGULAR AGENDA AND UNANIMOUS CONSENT AGENDA:

Mayor ProTem Dyer moved, supported by Baker, to approve the agenda as presented with the removal of item 11d– Approval of Resolution 2020-117 authorizing movie nights in parking lot #1 and with the addition of item 11h-Resolution 2020-122 approving a contract for consulting services with Vettraino Consultin. Carried. 7 Yes. 0 No.

Council member Baker moved, supported by VanStee to approve by unanimous consent agenda all items on the agenda except 11a-Resolution 2020-114 confirming clerk-treasurer appointment; 11b-Resolution 2020-115 creating sidewalk snow removal assessment district; 11c-Resolution 2020-115 setting assessment hearing of necessity; and 12a-Resolution 2020-107 approving contracts for police locker room. Carried. 7 Yes. 0 No.

SPECIAL PRESENTATIONS:

- A. **CITY BRANDING:** Mayor Armitage showed a PowerPoint presentation that highlighted the roll-out of updated graphics for use on the website, social media, letterhead and business cards. He noted that this incorporates community brand identity developed through a collaboration between CanDo!, the Chamber of Commerce and CharlotteRising.

B. EXECUTIVE RECRUITMENT SERVICES: Mayor Armitage asked for Council feedback regarding the process to be used for selecting a consultant to provide recruitment services for the city manager position. He noted that Council could accept the proposal from Vettrains Consulting and GovHR or issue a new request for proposals to obtain additional bids. He noted the work already being performed by Vettrains Consulting and said that he did not expect other bids would reflect significant cost savings. Council member Dyer stated that Vettrains Consulting/Gov HR already know our needs. Other Council members expressed support for Vettrains Consulting/GovHR.

EXPEDITED RESOLUTIONS AND ORDINANCES

A. CONSIDER APPROVAL OF RESOLUTION NO. 2020-114 TO CONFIRM THE APPOINTMENT OF DARWIN MCCLARY AS INTERIM CITY CLERK-TREASURER:

**RESOLUTION 2020-114
A RESOLUTION TO CONFIRM THE APPOINTMENT OF
DARWIN MCCLARY AS INTERIM CITY CLERK-
TREASURER**

WHEREAS, Ginger Terpstra’s resignation from the position of city clerk-treasurer has created a vacancy in a position that is essential to the efficient and effective functioning of Charlotte City government; and

WHEREAS, City Council has authorized entering into a lease agreement with GovTemps for the provision of interim city clerk-treasurer services; and

WHEREAS, City Manager Guetschow has interviewed two candidates for the position of interim city clerk-treasurer and has determined that Darwin McClary is the candidate better suited to the position; and

WHEREAS, the City Charter requires that City Council confirm the city manager’s appointment of city officers including the city clerk and city treasurer;

NOW, THEREFORE, BE IT RESOLVED that the City Council does hereby confirm City Manager Guetschow’s appointment of Darwin McClary as interim City Clerk-Treasurer.

Council member McRae said that he had performed an Internet search of Mr. McClary's background and found that he had been discharged from four of his previous positions as city manager. He noted that there was tension between him and the mayor in Albion. Mayor Armitage referred to his past municipal experience and noted that he was being hired for the clerk-treasurer role. City Manager Guetschow noted that two of the communities in which Mr. McClary had served have a reputation for being challenging for managers employed there. Ryan Cotton, GovTemps, indicated that when he worked in Eastpointe, where Mr. McClary had been employed, no one had a bad thing to say about him. Mayor Pro Tem Dyer said that he had called an acquaintance who had served on the Albion city council who thought he would be a good interim clerk-treasurer

Council member Baker moved, supported by Dyer to approve Resolution 2020-1114 as presented. Carried. 7 Yes. 0 No.

B. CONSIDER APPROVAL OF RESOLUTION NO. 2020-115 TO APPROVE SPECIAL ASSESSMENT PROJECT – DOWNTOWN SIDEWALK SNOW REMOVAL – RESOLUTION NO. 1:

RESOLUTION NO. 2020-115

SPECIAL ASSESSMENT PROJECT – DOWNTOWN SIDEWALK SNOW REMOVAL – RESOLUTION NO.

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WHEREAS, the City of Charlotte administration has made a recommendation for the creation of a Special Assessment District for the purposes of removing snow and ice from specified downtown sidewalks so as to effectively address the hazard and nuisance that results from the accumulation of snow and ice; and

WHEREAS, based upon this recommendation, the City of Charlotte City Council considers it desirable to provide this public improvement.

THEREFORE, BE IT RESOLVED THAT:

1. The matter of making said public improvement is hereby referred to the City Manager, who shall prepare a report thereon, which shall include plans and detailed estimates of the cost thereof and a description of the special assessment district and such other pertinent information as will permit the City Council to decide the cost, extent and necessity of the public improvement and what proportion

of the cost should be paid by the City at large.

2. The City Manager shall present said report to the City Council when the same has been prepared.

Council member Weissenborn asked for an explanation of the background behind the special assessment program. City Manager Guetschow said that this program had been initiated about ten years ago to address inconsistencies in the way in which snow was removed from sidewalks in front of downtown businesses. He noted that there have been few objections with most business owners finding that it is an economical way to provide for snow removal.

Council member Dyer moved, supported by Hoogstra to approve Resolution 2020-1115 as presented. Carried. 7 Yes. 0 No.

C. CONSIDER APPROVAL OF RESOLUTION NO. 2020-116 TO APPROVE SPECIAL ASSESSMENT PROJECT – DOWNTOWN SIDEWALK SNOW REMOVAL – RESOLUTION NO. 2:

**RESOLUTION NO. 2020-116
SPECIAL ASSESSMENT PROJECT – DOWNTOWN
SIDEWALK SNOW REMOVAL – RESOLUTION NO. 2**

WHEREAS, the City Council has ordered the City Manager to prepare a report for a public improvement, more particularly hereinafter described:

Downtown sidewalk snow removal for portions of Harris Street, East Lawrence Avenue, Lovett Street, Seminary Street, Washington Street, Cochran Avenue and Bostwick Street.

and,

WHEREAS, the City Manager prepared said report and the same has been filed with the City Council as required by the Special Assessment Ordinance of the City of Charlotte and the council has reviewed said report.

NOW, THEREFORE BE IT RESOLVED THAT:

1. The plans and estimate of cost and the report of the City Manager for said public improvement shall be filed in the office of the City Clerk and shall be available for public examination.
2. The City Council tentatively determines that the Public Improvement hereinafter set forth is

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necessary.

3. The City Council hereby approves the estimate of cost of said public improvement to be \$13,000.00 per year for a period of five years, and determines that 100 percent thereof shall be paid by special assessment imposed on the lots and parcels of land more particularly hereinafter set forth, which lots and parcels of land are hereby designated to be all of the lots and parcels of land to be benefited by said improvements and determines that none of the cost thereof shall be paid by the City at large.
4. The City Council hereby determines that the portion of the cost of said public improvement to be specially assessed shall be assessed in accordance with the benefits received.
5. The City Council shall meet at the Charlotte City Hall Council Chambers on Monday, October 12, 2020 at 7:00 p.m. for the purpose of hearing all persons to be affected by the proposed public improvement.
6. 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.

7. 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:

{ Address of property }

TAKE NOTICE that the City Council intends to procure and provide the described public improvement:
Downtown Sidewalk Snow Removal.

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The City Council intends to defray the cost of the above-described public improvement by special assessment against the above described property.

TAKE FURTHER NOTICE that the City Council has caused plans and an estimate of the cost and a report for the above described public improvement to be prepared and made public by the City Manager and the same is on file with the City Clerk and 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 Monday, October 12, 2020 for the purpose of hearing any person to be affected by the proposed public improvement.

Council member Baker moved, supported by Hoogstra to approve Resolution 2020-105 to approve a contract with C&D Hughes, Inc. for the 2020 mill and resurface project as presented. Carried. 7 Yes. 0 No.

D. [item removed from agenda]

E. CONSIDER APPROVAL OF RESOLUTION NO. 2020-118 TO AUTHORIZE AN AGREEMENT WITH THE MICHIGAN DEPARTMENT OF TRANSPORTATION FOR CRACK SEALING AND PAINT MARKING SERVICES AT THE FITCH H. BEACH MUNICIPAL AIRPORT:

**RESOLUTION NO. 2020-118
A RESOLUTION TO AUTHORIZE AN AGREEMENT
WITH THE MICHIGAN DEPARTMENT OF
TRANSPORTATION FOR CRACK SEALING AND
PAINT MARKING SERVICES AT THE FITCH H.
BEACH MUNICIPAL AIRPORT**

WHEREAS, the Michigan Department of Transportation Bureau of Aeronautics and the City of Charlotte, Michigan wish to cooperate on a project to update runway paint markings and undertake crack sealing of the runway surface; and

WHEREAS, it is estimated that the project will cost the City of Charlotte \$800, or 5% of the total estimated cost; and

WHEREAS, the balance of the project expenses would be paid for by State and Federal funds; and

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WHEREAS, pursuing this project requires the execution of Contract No. 2020-0826, along with its associated statements of assurances.

THEREFORE, BE IT RESOLVED that the City of Charlotte City Council hereby authorizes the execution of Contract No. 2020-0826, along with the associated statements of assurances.

Council member Baker moved, supported by VanStee to approve Resolution 2020-118 as presented. Carried. 7 Yes. 0 No.

F. CONSIDER APPROVAL OF RESOLUTION NO. 2020-119 REGARDING PAYMENT OF CLAIMS & ACCOUNTS:

**RESOLUTION NO. 2020-119
A RESOLUTION TO APPROVE EXPENDITURES OF THE
CITY
FOR SEPTEMBER 14, 2020**

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

WHEREAS, the August 28, 2020 payroll totaled \$149,253.82; September 11, 2020 payroll totaled \$165,373.86; and

WHEREAS, the September 14, 2020 claims total in the amount of \$555,266.39; and

WHEREAS, the August 24, 2020 insurance claims totaled \$2,331.97 and August 31, 2020 insurance claims totaled \$345.17;

THEREFORE, BE IT RESOLVED that the City Council approves claims and accounts for September 14, 2020 in the amount of \$872,571.21.

Council member Baker moved, supported by VanStee to approve Resolution 2020-119 as presented. Carried. 7 Yes. 0 No.

G. CONSIDER APPROVAL OF RESOLUTION NO. 2020-121 TO APPROVE A MANAGEMENT CONSULTING SERVICES AGREEMENT WITH VETTRAINO CONSULTING:

**RESOLUTION NO. 2020-121
A RESOLUTION TO APPROVE A MANAGEMENT
CONSULTING SERVICES AGREEMENT WITH
VETTRAINO CONSULTING**

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WHEREAS, Vettraino Consulting submitted a proposal, in response to a request for proposals published by the City, pursuant to which it would provide various management consulting services related to organizational assessments and financial analyses; and

WHEREAS, City Council tentatively accepted Vettraino Consulting's proposal and authorized the Mayor and City Manager to finalize the scope of work to be performed; and

WHEREAS, the Mayor and City Manager discussed the scope of work with Vettraino Consulting and determined that the scope of work included in the proposal submitted by it adequately addresses the interests of the City at this time; and

WHEREAS, Vettraino Consulting submitted a proposed services agreement pursuant to which it would perform the work outlined in its proposal; and

WHEREAS, the services agreement has been reviewed by the City Attorney and approved as to form; and

WHEREAS, it is in the public interest to enter into the services agreement with Vettraino Consulting so as to complete the activities encompassed in the scope of work;

NOW, THEREFORE, BE IT RESOLVED that the management consulting services agreement between the City and Vettraino Consulting is hereby approved and the Mayor and Clerk are hereby authorized and directed to execute the agreement on behalf of the City.

Council member Baker moved, supported by VanStee to approve Resolution 2020-121 as presented. Carried. 7 Yes. 0 No.

H. CONSIDER APPROVAL OF RESOLUTION NO. 2020-122 TO APPROVE CHANGES TO SIGNATORIES FOR INDEPENDENT BANK ACCOUNTS:

**RESOLUTION NO. 2020-122
A RESOLUTION TO APPROVE CHANGES
TO SIGNATORIES FOR INDEPENDENT BANK
ACCOUNTS**

WHEREAS, the City maintains its various bank accounts with Independent Bank whose branch is located at 129 Lansing Street in Charlotte; and

WHEREAS, various officers and employees are authorized to act on behalf of the City to make various transactions with regard to those accounts and, in this capacity, are designated as signatories on these accounts; and

WHEREAS, due to changes in persons designated as officers, it is necessary to instruct Independent Bank who is designated as a signatory and has access to accounts;

NOW, THEREFORE, BE IT RESOLVED that former City Clerk-Treasurer Ginger Terpstra is to be removed as a signatory and her rights to access accounts are to be terminated; and

BE IT FURTHER RESOLVED, that interim City Clerk-Treasurer Darwin McClary is to be added as a signatory and granted rights to access accounts.

Council member Baler moved, supported by VanStee to approve Resolution 2020-122 as presented. Carried. 7 Yes. 0 No.

ACTION ITEMS – RESOLUTIONS AND ORDINANCES:

A. CONSIDER APPROVAL OF ORDINANCE NO. 2020-107 TO CONTRACT WITH SALSBUURY INDUSTRIES FOR LOCKERS AND TEACHOUT BUILDERS INC. FOR RENOVATIONS:

RESOLUTION NO. 2020-107
A RESOLUTION TO AUTHORIZE A CONTRACT WITH SALSBUURY INDUSTRIES FOR LOCKERS AND TEACHOUT BUILDERS INC. FOR RENOVATIONS.

WHEREAS, the police locker room is antiquated and needs upgrading; and

WHEREAS, these purchases were identified in the budgeting process for FY 20/21 to replace the current lockers and upgrade the facilities; and

WHEREAS, the Police Department staff researched and identified the size of lockers needed and what essential repairs must be done; and

WHEREAS, we have solicited bids from two manufacturers who provide lockers, Salsbury Industries in the amount of \$11,318.25 & Dew-El Corporation in the amount of

\$25,567.00; and

WHEREAS, we have solicited local contractor bids to perform the work and Teachout Builders Inc. was the only contractor to submit a bid in the amount of \$15,800; and

WHEREAS, the total amount for this project would be \$27,118.25.

THEREFORE, BE IT RESOLVED that the City Council authorizes the purchase of lockers from Salsbury Industries in the amount of \$11,318.25 and enter into a contract with Teachout Builders Inc. for the amount of \$15,800.

Council member Hoogstra asked what the reason was for the large cost difference between the two bids for lockers. City Manager Guetschow said that he did not know but would ask Chief Brentar to provide the explanation.

Council member Baker moved, supported by Weissenborn to approve Resolution No. 2020-107 as presented. 7 Yes. 0 No.

INTRODUCTION OF RESOLUTIONS AND ORDINANCES:

A. CONSIDER APPROVAL OF ORDINANCE NO. 2020-120 TO AUTHORIZE A CONTRACT WITH SHAHEEN CHEVROLET FOR THE PURCHASE OF ONE 2021 CHEVROLET POLICE TAHOE PATROL VEHICLE.:

**RESOLUTION NO. 2020-120
A RESOLUTION TO AUTHORIZE A CONTRACT WITH SHAHEEN CHEVROLET FOR THE PURCHASE OF ONE 2021 CHEVROLET POLICE TAHOE PATROL VEHICLE**

WHEREAS, this purchase was identified in the budgeting process to replace the 2016 Ford Explorer patrol vehicle due to age and repair costs; and

WHEREAS, we have solicited bids from those manufacturers that provide qualified police vehicles that meet our needs, the following providers met the qualifications; and

WHEREAS, two bids were received in total from the preferred manufacturers. One of the bids was from the State of Michigan bid contracts, the other bid was from a local

Charlotte dealer; and

WHEREAS, Berger Chevrolet of Grand Rapids holds the State of Michigan contract bid #071B7700177 for the 2021 Chevrolet Police Tahoe with a bid of \$38,286, local bid from Shaheen Chevrolet for the 2021 Chevrolet Police Tahoe is \$37,970.

THEREFORE, BE IT RESOLVED that the City of Charlotte enter into the purchase agreements with Shaheen Chevrolet for the 2021 Chevrolet Police Tahoe patrol vehicle in the amount of \$37,970.

COMMUNICATIONS AND COMMITTEE REPORTS

CITY ATTORNEY REPORT: The City Attorney report was included in the packet

CITY MANAGER REPORT: The City Manager report was included in packet. City Manager Guetschow provided additional updates on the results of the firefighters' union representation election and the CARES ACT grant for airport improvements.

COUNCILMEMBER COMMITTEE REPORTS: None.

Mayor Armitage advised Council of a special meeting to be held September 21, 2020 at 6:00 p.m. for the purpose of interviewing three candidates for interim city manager. He stated that each interview would last between 30 and 45 minutes with an additional 30 to 45 minutes allowed for deliberations after all interviews conclude to attempt to reach a consensus so that a decision could be made that evening. Mayor Pro Tem Dyer asked if deliberations could be conducted in closed session. Mayor Armitage said they could not

MAYOR AND COUNCIL COMMENTS:

- Mayor Armitage reminded Council members of the special meeting to be held on September 21, 2020 at 6:00 p.m. and the next regular meeting on September 28, 2020 at 7:00 p.m.

Council member Baker moved, seconded by Mayor Pro Tem Dyer to adjourn at 7:47 P.M. Carried. 7 Yes. 0 No.

Mayor Armitage

Gregg Guetschow, Acting City Clerk