

**COUNCIL PROCEEDINGS**

**Regular Meeting  
September 28, 2020**

**CALL TO ORDER:** By Mayor Armitage on Monday, September 28, 2020 at 7:09 p.m.

**PRESENT:** Mayor Pro-Tem Dyer (arrived late), Councilmembers Baker, Hoogstra, McRae, VanStee, Weissenborn, Mayor Armitage

**STAFF PRESENT:** City Manager Guetschow, Interim City Clerk/Treasurer McClary

**INVOCATION AND PLEDGE OF ALLEGIANCE:**

The invocation was offered by City Manager Guetschow, followed by the Pledge of Allegiance.

**APPROVAL OF REGULAR SESSION MINUTES OF SEPTEMBER 14, 2020:** Council member Baker moved, supported by VanStee, to approve the regular session meeting minutes of September 14, 2020 as presented. Carried. 7 Yes. 0 No.

**APPROVAL OF SPECIAL SESSION MINUTES OF SEPTEMBER 21, 2020:** Council member Weissenborn moved, supported by Hoogstra, to approve the special session meeting minutes of September 21, 2020 as presented. Carried. 7 Yes. 0 No.

**ABSENT:** None

**PUBLIC HEARINGS:** None

**SPECIAL PRESENTATIONS:**

**Mayor's Proclamation Commemorating Fire Prevention Week, October 4-10, 2020:**

**Mayor Michael Armitage**, presented a Mayor's proclamation commemorating Fire Prevention Week, October 4-10, 2020 as follows:

**Mayoral Proclamation**

WHEREAS, the city of Charlotte, Michigan is committed to ensuring the safety and security of all those living in and visiting Charlotte; and

WHEREAS, fire is a serious public safety concern both locally and nationally, and homes are the locations where people are at greatest risk from fire; and

WHEREAS, home fires killed more than 2,630 people in the United States in 2017, according to the National Fire Protection Association® (NFPA®), and fire departments in the United States responded to 357,000 home fires; and

WHEREAS, cooking is the leading cause of home fires in the United States where fire departments responded to more than 173,200 annually between 2013 and 2017; and

WHEREAS, two of every five home fires start in the kitchen with 31% of these fires resulting from unattended cooking; and

WHEREAS, more than half of reported non-fatal home cooking fire injuries occurred when the victims tried to fight the fire themselves; and

WHEREAS, children under five face a higher risk of non-fire burns associated with cooking than being burned in a cooking fire

WHEREAS, Charlotte's residents should stay in the kitchen when frying food on the stovetop, keep a three-foot kid-free zone around cooking areas and keep anything that can catch fire away from stove tops; and

WHEREAS, residents who have planned and practiced a home fire escape plan are more prepared and will therefore be more likely to survive a fire; and

WHEREAS, working smoke alarms cut the risk of dying in reported home fires in half; and

WHEREAS, Charlotte's first responders are dedicated to reducing the occurrence of home fires and home fire injuries through prevention and protection education; and

WHEREAS, Charlotte's residents are responsive to public education measures and are able to take personal steps to increase their safety from fire, especially in their homes; and

WHEREAS, the 2020 Fire Prevention Week theme™, "Serve Up Fire Safety in the Kitchen!!" effectively serves to remind us to stay alert and use caution when cooking to reduce the risk of kitchen fires.

THEREFORE, I, Michael P. Armitage, Mayor of Charlotte, Michigan do hereby proclaim October 4-10, 2020, as Fire Prevention Week in the City of Charlotte, and I urge all the people of Charlotte by checking their kitchens for fire hazards and using safe cooking practices during Fire Prevention Week 2020, and to support the many public safety activities and efforts of Charlotte Fire Department.

**PUBLIC COMMENT:**

**Gretchen Driskell**, candidate for Congress, introduced herself, stated that she is thinking of everyone during these challenging times, discussed her background, and talked about small business loan opportunities. She shared her cell phone number: (734) 255-2707.

Mayor Pro-Tem Dyer arrived at 7:12 PM.

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

**Council member Baker moved, supported by Dyer to approve the regular agenda as presented. Carried. 7 Yes. 0 No.**

**Council member McRae moved, supported by VanStee to remove items 12a, Resolution No. 2020-120 to authorize the purchase of a 2021 Chevrolet police Tahoe from Shaheen Chevrolet in the amount of \$37,970, and 13a, first reading of Resolution No. 2020-127 authorizing Change Order #4 and final payment for Leavitt & Starck Excavating – Parking Lot #1 Reconstruction and to approve the consent agenda for all other items. Carried. 7 Yes. 0 No.**

**EXPEDITED RESOLUTIONS AND ORDINANCES**

**A. CONSIDER APPROVAL OF RESOLUTION NO. 2020-124 REGARDING PAYMENT OF CLAIMS & ACCOUNTS:**

**RESOLUTION NO. 2020-124**

**A RESOLUTION TO APPROVE EXPENDITURES OF THE CITY FOR SEPTEMBER 28, 2020**

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

**WHEREAS**, the September 25, 2020, payroll totaled \$171,911.18; and

**WHEREAS**, the September 28, 2020, claims total in the amount of \$258,377.53; and

**WHEREAS**, September 14, 2020, insurance claims totaled \$6,924.80; September 21, 2020, insurance claims totaled \$2,162.41;

**THEREFORE, BE IT RESOLVED** that the City Council approves claims and accounts for September 28, 2020, in the amount of \$439,375.92.

**Council member McRae moved, supported by VanStee, to approve Resolution 2020-124 to approve claims and accounts for September 28, 2020, in the amount of \$439,375.92 as presented. Carried. 7 Yes. 0 No.**

**B. CONSIDER APPROVAL OF RESOLUTION NO. 2020-125 TO ACCEPT A CITY MANAGER RECRUITMENT PROPOSAL FROM GOVHR:**

**RESOLUTION NO. 2020-125**

**A RESOLUTION TO ACCEPT A CITY MANAGER RECRUITMENT PROPOSAL FROM GOVHR**

**WHEREAS**, GovHR has submitted a proposal dated August 7, 2020 pursuant to which it would provide services to the

City Council to assist it in recruiting and selecting a city manager; and

**WHEREAS**, the proposal submitted by GovHR includes a fee for professional services and an estimate of related expenses totaling \$18,500; and

**WHEREAS**, the City Council believes that it is in the City's best interests to accept the proposal submitted by GovHR as outlined in its proposal;

**NOW, THEREFORE, BE IT RESOLVED** that city manager recruitment proposal submitted by GovHR is hereby accepted with a not to exceed cost of \$18,500 and City Manager Guetschow is authorized and directed to execute said proposal on behalf of the City.

Council member McRae moved, supported by VanStee, to approve Resolution 2020-125 to accept a city manager recruitment proposal from GovHR as presented. Carried. 7 Yes. 0 No.

**C. CONSIDER APPROVAL OF RESOLUTION NO. 2020-126 TO ACCEPT AN ADDENDUM TO A CONTRACT WITH GOVTEMPS FOR INTERIM CITY MANAGER SERVICES:**

**RESOLUTION NO. 2020-126  
A RESOLUTION TO ACCEPT AN ADDENDUM TO A  
CONTRACT WITH GOVTEMPS FOR INTERIM CITY  
MANAGER SERVICES**

**WHEREAS**, City Council has authorized executing an employee leasing agreement with GovTemps through which the City would obtain the services of Thomas Thomas as interim city manager; and

**WHEREAS**, Mr. Thomas' place of residence in Illinois will require that he incur expenses related to housing and transportation, which expenses and the method of reimbursing them are described as follows:

**EXHIBIT B  
Summary of Benefits**

**Lodging**

- A. The Client will provide a stipend to the Employee equal up to \$1,500/month with the provision of receipts monthly and payable in the next check run.

**Mileage Stipend**

- A. The Client agrees to provide Employee a mileage stipend for mileage equal to one round trip per week from Employee's primary place of residence to the Municipality. The reimbursement amount equates up to \$230/week with documentation payable monthly in the next

check run.

; and

**WHEREAS**, the City Council is agreeable to reimbursing Mr. Thomas for these expenses as outlined above;  
**NOW, THEREFORE, BE IT RESOLVED** that the City Council does hereby accept Exhibit B as an addendum to its contract with.

Council member McRae moved, supported by VanStee, to approve Resolution 2020-126 to accept an addendum to a contract with GovTemps for interim city manager services as presented. Carried. 7 Yes. 0 No.

**ACTION ITEMS – RESOLUTIONS AND ORDINANCES:**

**A. CONSIDER APPROVAL OF RESOLUTION NO. 2020-120 TO AUTHORIZE THE PURCHASE OF A 2021 CHEVROLET POLICE TAHOE FROM SHAHEEN CHEVROLET IN THE AMOUNT OF \$37,970:**

**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.

Council member McRae stated that he is not opposed to the purchase but questions whether the city should hold off on the purchase until finances improve. He asked if the cost includes transferring equipment from the old vehicle.

City Manager Guetschow responded that the equipment will be transferred but that there will be additional costs to transfer the equipment, estimated at between \$3,000 and \$5,000.

Council member McRae asked if the current vehicle is still under warranty.

City Manager Guetschow responded that it is possible that the current vehicle is still under warranty, because the city purchased a warranty package, but the warranty package is not working out well.

Council member McRae asked where the city is at with the fiscal situation.

City Manager Guetschow responded that the city is seeing some savings because of personnel vacancies and some additional revenue sharing and Act 51 funding. The city is in a better position than anticipated, but there are still other expenses that need to be considered.

Council member McRae asked if the city should wait on this purchase.

City Manager Guetschow responded no, the vehicle needs to be replaced. The city should seek to reduce operating costs instead of deferring or eliminating capital expenditures.

Council member Weissenborn asked how often the city buys police vehicles.

City Manager Guetschow responded every year.

Mayor Armitage stated that the additional cost from delaying the purchase of vehicles adds up.

**Council member Baker moved, supported by Dyer, to approve Resolution No. 2020-120 to authorize the purchase of a 2021 Chevrolet Police Tahoe from Shaheen Chevrolet in the amount of \$37,970 as presented. 7 Yes. 0 No.**

**INTRODUCTION OF RESOLUTIONS AND ORDINANCES:**

**A. CONSIDER FIRST READING OF RESOLUTION NO. 2020-127 TO AUTHORIZE CHANGE ORDER #4 AND FINAL PAYMENT FOR LEAVITT & STARCK EXCAVATING – PARKING LOT #1 RECONSTRUCTION:**

**RESOLUTION NO. 2020-127  
A RESOLUTION TO AUTHORIZE CHANGE ORDER #4  
AND FINAL PAYMENT FOR LEAVITT & STARCK  
EXCAVATING, INC.– PARKING LOT #1  
RECONSTRUCTION**

**WHEREAS**, the Parking Lot #1 Reconstruction Project contract was awarded to Leavitt & Starck Excavating, Inc. by City Council on March 23, 2020 in the amount of \$465,616.80; and

**WHEREAS**, the contract is a unit price contract whereby the City is charged by actual quantities of items constructed resulting in a balancing change order; and

**WHEREAS**, the balancing Change Order #4 increases the contract price by \$45,977.40 resulting in a total project cost of \$577,386.67; and

**WHEREAS**, the General Fund will be charged \$486,310.67 and the Water and Sewer Fund will be charged \$91,076.00 based on actual quantities constructed.

**THEREFORE, BE IT RESOLVED** that the City Council approves contract Change Order #4 in the amount of \$45,977.40 and final payment to Leavitt & Starck Excavating, Inc. in the amount of \$36,384.06.

Council member Weissenborn asked if this is another cost increase in the project.

City Manager Guetschow responded that this is a balancing change order that balances out any estimated quantities and costs related to the project. There were other change orders and cost increases, for example the underground storage tanks and sanitary sewer work.

Council member Weissenborn asked if this project is done now.

City Manager Guetschow responded yes, except possibly for continuing environmental work associated with the underground storage tanks.

Council member Weissenborn asked what is the timeline for MDEQ.

City Manager Guetschow responded approximately March.

City Manager Guetschow stated that the city will try to get Bank of America to foot the bill for the underground storage tank costs and asked if the council would like more analysis from DPW Director Amy Gilson.

Consensus of council is that it would like to receive more analysis from the DPW Director.

**Council member Baker moved, supported by Hoogstra, to approve first reading of Resolution No. 2020-127 to authorize Change Order #4 and Final Payment for Leavitt & Starck Excavating for Parking Lot #1 reconstruction as presented. Carried. 7 Yes. 0 No.**

**B. CONSIDER FIRST READING OF RESOLUTION NO. 2020-128 TO AUTHORIZE A CONTRACT WITH FISHBECK FOR MANHOLE INSPECTION SERVICES RELATED TO WASTEWATER SYSTEM ASSET MANAGEMENT PROGRAM:**

**RESOLUTION NO. 2020-128**  
**A RESOLUTION TO AUTHORIZE A CONTRACT**  
**WITH FISHBECK FOR MANHOLE INSPECTION**  
**SERVICES RELATED TO WASTEWATER SYSTEM**  
**ASSET MANAGEMENT PROGRAM**

**WHEREAS**, the Michigan Department of Environment, Great Lakes, & Energy (DEGLE) requires permit holders to prepare an Asset Management Plan (AMP) for the wastewater system to receive their new permit; and

**WHEREAS**, Fishbeck has completed certain aspects of the AMP including the Geographic Information System (GIS) mapping which identified 919 manholes which is 303 more manholes than originally estimated; and

**WHEREAS**, Fishbeck has submitted a proposal to perform Level I inspections for all 919 of the sanitary manholes for a fee not to exceed \$90,000.00, and

**WHEREAS**, funding for the professional services related to the AMP are in the FY 20-21 Budget and will be charged to the Water and Sewer Fund; and

**WHEREAS**, the budget number of \$65,000 for the Level I inspections was based on the original 616 manholes and will be supplemented by reserves to complete the entire project.

**THEREFORE, BE IT RESOLVED** that the City Council enter into a contract with Fishbeck to provide the above mentioned services and that the Mayor or Clerk be directed to

sign said contract on behalf of the City pending the attorney's review of the contract.

**Council member McRae moved, supported by VanStee, to approve Resolution 2020-128 to authorize a contract with Fishbeck for manhole inspection services related to the wastewater system asset management program as presented. Carried. 7 Yes. 0 No.**

**PUBLIC COMMENT: None**

**COMMUNICATIONS AND COMMITTEE REPORTS**

**City Attorney's Report:** City Attorney Hitch's report dated September 23, 2020, was included in the packet..

**City Manager's Report:** City Manager Guetschow's report dated September 25, 2020, was included in packet.

**Council Member Committee Reports: None**

**Major Street Cash Flow Analysis – September 2020 Update:** The Major Street Cash Flow Analysis – September 2020 Update report was included in the packet.

**MAYOR AND COUNCIL COMMENTS:**

- Mayor Pro-Tem Dyer thanked City Manager Guetschow for his service. He enjoyed working with the City Manager.

- Council member Baker echoed Mayor Pro-Tem Dyer's comments. City Manager Guetschow did an outstanding job and appreciated the work he did on the Owens lawsuit.
- Council member Hoogstra wished City Manager Guetschow well.
- Council member McRae agreed with others' comments. He expressed his appreciation for the City Manager's expertise and stated that he will miss it. He appreciates the City Manager's years of work with the city. He also stated that Eatran will be seeking to renew their millage on the November ballot. Eatran serves a vital role, and he supports the millage.
- Mayor Armitage echoed the comments of other council members about City Manager Guetschow. He appreciates all that the City Manager has done and wishes him the best of luck. He stated that the Interim City Manager will begin work on Wednesday.

**ADJOURNMENT:**

**Council member Baker moved, seconded by Hoogstra, to adjourn at 7:51 P.M. Carried. 7 Yes. 0 No.**

---

Mayor Pro-Tem Dyer

---

Darwin McClary, Interim City Clerk