

COUNCIL PROCEEDINGS

**Regular Meeting
October 26, 2020**

CALL TO ORDER: By Mayor Armitage on Monday, October 26, 2020, at 7:01 p.m.

PRESENT: Mayor Pro-Tem Dyer, Councilmembers Baker, Hoogstra, McRae, VanStee, Weissenborn, Mayor Armitage

ABSENT: None

STAFF PRESENT: Interim City Manager Thomas, Interim City Clerk/Treasurer McClary, Police Chief Brentar, DPW Director Gilson, Community Development Director Myrkle

INVOCATION AND PLEDGE OF ALLEGIANCE:

No invocation was offered.

The Pledge of Allegiance was recited.

APPROVAL OF REGULAR SESSION MINUTES OF OCTOBER 12, 2020: Council member McRae moved, supported by Weissenborn, to approve the regular session meeting minutes of October 12, 2020 as presented. Carried. 7 Yes. 0 No.

PUBLIC HEARINGS:

None

PUBLIC COMMENT:

Gina Johnson, candidate for State Representative, addressed the city council to thank the council for their service and to introduce herself. She stated that she is looking forward to working with the city in January and outlined her priorities.

APPROVAL OF REGULAR AGENDA AND UNANIMOUS CONSENT AGENDA:

Council Member Baker moved, supported by VanStee, to approve the regular agenda with the addition of Item 11.c. – Resolution No. 2020-138 authorizing a contract with GovHRUSA to provide City Clerk virtual recruitment services. Carried. 7 Yes. 0 No.

Council member Hoogstra moved, supported by Dyer, to approve the consent agenda with the removal of Items 11.b., 12.a., and 13.a. from the consent agenda for further discussion. Carried. 7 Yes. 0 No.

SPECIAL PRESENTATIONS:

There were no special presentations.

EXPEDITED RESOLUTIONS AND ORDINANCES

- A. **CONSIDER APPROVAL OF RESOLUTION NO. 2020-134 REGARDING PAYMENT OF CLAIMS & ACCOUNTS:**

RESOLUTION NO. 2020-134

**A RESOLUTION TO APPROVE
EXPENDITURES OF THE CITY
FOR OCTOBER 26, 2020**

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

WHEREAS, the October 23, 2020, payroll totaled \$167,812.64; and

WHEREAS, the October 26, 2020, claims total in the amount of \$125,071.50; and

WHEREAS, October 12, 2020, insurance claims totaled \$0; October 19, 2020, insurance claims totaled \$5,854.36;

THEREFORE, BE IT RESOLVED that the City Council approves claims and accounts for October 26, 2020, in the amount of \$298,738.50.

Council member Hoogstra moved, supported by Dyer, to approve Resolution 2020-134 to approve claims and accounts for October 26, 2020, in the amount of \$298,738.50 as presented. Carried. 7 Yes. 0 No.

B. CONSIDER APPROVAL OF RESOLUTION NO. 2020-135 TO APPROVE AMENDMENT TO GOVTEMPS EMPLOYEE LEASE AGREEMENT – HOUSING ASSISTANCE FOR INTERIM CITY CLERK/TREASURER:

RESOLUTION NO. 2020-135

A RESOLUTION TO APPROVE AN AMENDMENT TO GOVTEMPUSA EMPLOYEE LEASE AGREEMENT FOR INTERIM CITY CLERK/TREASURER SERVICES TO PROVIDE FOR HOUSING ASSISTANCE

WHEREAS, the City of Charlotte has entered into an employee lease agreement with GovTempUSA to provide interim City Clerk-Treasurer services; and

WHEREAS, Darwin McClary is currently serving as interim City Clerk-Treasurer through GovTempUSA for the city; and

WHEREAS, due to the recent sale of his home and relocation to Waterford, Michigan, Mr. McClary will require a modified work schedule and housing assistance to continue in his capacity as interim City Clerk/Treasurer through December 15, 2020;

NOW, THEREFORE, BE IT RESOLVED that the city council for the City of Charlotte does hereby approve an amendment to the GovTempUSA employee lease agreement for interim City Clerk/Treasurer services to add provisions to permit a four-day workweek and to provide monthly housing assistance in an amount up to \$1,500.00 per month on a reimbursement basis, payable on the next check run after submissions of receipts from Mr. McClary; and

BE IT FURTHER RESOLVED that the Mayor is hereby authorized to execute the amendment to the employee lease agreement on behalf of the city.

Council Member Weissenborn requested further explanation of this request.

City Manager Thomas explained that Mr. McClary recently sold his home and is now living out of the area. McClary will need consideration for assistance for temporary housing to continue serving as interim City Clerk/Treasurer.

Council Member Baker stated that he had heard that McClary had submitted his resignation.

Mayor Armitage stated that the resignation was submitted when former City Manager Guetschow was here.

Council Member Baker asked McClary how he would handle the daily tasks with a shortened workweek.

McClary responded that he would still work the same number of hours each week under a 4-day workweek instead of five days.

Council Member Weissenborn stated that it would be hard to defend this proposal when other employees have been asked to do more with less. There is no more responsibility in job duties but there is a request for additional pay for less hours.

McClary clarified that the request is not for an increase in the rate of pay per hour. The request is to condense the workweek from five days to four days to help minimize temporary housing costs and to provide a housing allowance. The city only pays for the actual hours worked.

Mayor Armitage stated that he understands McClary's situation with the sale of his home, but this puts the city in a bad spot.

McClary explained that he submitted his 30-day notice of termination of his employment agreement to GovTempUSA and the city about September 24 or 25 with the understanding that he would leave in 30 days to permit time for the city to find another person. The notice was in compliance with the employment agreement he had negotiated with GovTempUSA. Former City Manager Guetschow responded by offering housing assistance. McClary became concerned when the proposal was not brought to city council for approval.

Council Member Baker asked if the consultant could help with the housing reimbursement.

City Manager Thomas stated that he doubts that it is in GovTempUSA's business model to pay for housing assistance.

Council Member Baker stated that he doesn't like the situation but the city will be without a clerk and may have to bite the bullet.

City Manager Thomas stated that the city council needs to consider a clerk and separate finance director. Most clerks don't handle financial functions.

Mayor Armitage stated that this is an opportunity for clerks from smaller communities.

Mayor Pro-Tem Dyer stated that he believes the cost in disruption to city operations and employee morale would outweigh the \$3,000 in housing assistance costs.

Baker stated that the city needs to move forward with the agreement and move on.

Weissenborn asked McClary how he feels about the job here.

McClary stated that he has enjoyed his time with the city and working with the city's team. He is amazed at how much city

employees are able to accomplish with the very limited resources and staffing that they have, and he is proud to be working with them.

Mayor Armitage stated that he has spoken with department heads and that they are able to fill in the gaps. He doesn't feel that the city needs to spend more money when staff has been told to cut costs and have given up raises.

Council member Baker moved, supported by Dyer, to approve Resolution 2020-135 to approve an amendment to GovTempUSA employee lease agreement for interim City Clerk/Treasurer services to provide for housing assistance. Failed. 3 Yes (Dyer, Baker, VanStee). 4 No (Weissenborn, Hoogstra, McRae, Armitage).

C. CONSIDER APPROVAL OF RESOLUTION NO. 2020-138 AUTHORIZING A CONTRACT WITH GOVHRUSA TO PROVIDE CITY CLERK VIRTUAL RECRUITMENT SERVICES:

RESOLUTION NO. 2020-138

A RESOLUTION AUTHORIZING A CONTRACT WITH GOVHRUSA TO PROVIDE CITY CLERK VIRTUAL RECRUITMENT SERVICES

WHEREAS, the City of Charlotte currently has a vacancy in the permanent position of City Clerk; and

WHEREAS, GovHRUSA offers a condensed process called a “Virtual Recruitment” to provide certain recruitment services for the position of City Clerk; and

WHEREAS, the city desires to contract with GovHRUSA to provide such services;

NOW, THEREFORE, BE IT RESOLVED that the city council for the City of Charlotte does hereby approve and authorize a contract with GovHRUSA for “virtual recruitment” services for the City Clerk position in accordance with the scope of work outlined in its proposal dated October 26, 2020, in the amount of \$9,500.pp and according to the payment schedule contained in the proposal; and

BE IT FURTHER RESOLVED that the city council authorizes the Mayor and City Clerk to execute the contract with GovHRUSA on behalf of the city.

Council member Hoogstra moved, supported by Dyer, to approve Resolution 2020-138 to authorize a contract with GovHRUSA to provide city clerk virtual recruitment services as presented. Carried. 7 Yes. 0 No.

ACTION ITEMS – RESOLUTIONS AND ORDINANCES:

A. CONSIDER APPROVAL OF RESOLUTION NO. 2020-91 TO AUTHORIZE FILLING VACANT POSITIONS IN THE POLICE DEPARTMENT:

RESOLUTION NO. 2020-91

A RESOLUTION TO AUTHORIZE FILLING VACANT POSITIONS IN THE POLICE DEPARTMENT

WHEREAS, the City Council implemented a hiring freeze at the council meeting on June 8, 2020; and

WHEREAS, the Police Department has one position recently vacated due to a resignation; and

WHEREAS, this position has been approved in FY 20/21 budget; and

WHEREAS, the Police Department has requested permission to fill this officer position to make the department fully staffed;

THEREFORE, BE IT RESOLVED that the City Council approve the hiring of one police officer for the Police Department.

Council Member Baker asked how the city is financing this position.

City Manager Thomas responded that the position is already budgeted in the FY 2020-21 budget.

Police Chief Brentar stated that the police department will have to take the officer out of the schools if the department cannot fill the vacant position. This position is already budgeted.

Council Member Hoogstra stated that the MDOC is placing ex-offenders here in the community.

Council Member Weissenborn asked if the school resource officer spends 100% of their time in the schools.

Chief Brentar responded affirmatively.

Council Member Hoogstra stated that the relationship between the school resource officer and students is very beneficial.

Council Member McRae asked if the schools pay 50% of the cost of the school resource officer position.

Chief Brentar responded affirmatively and stated that the schools also contribute 50% of the cost of overtime.

Council member McRae moved, supported by Weissenborn, to approve Resolution No. 2020-91 to authorize filling vacant

positions in the police department as presented. Carried. 7 Yes. 0 No.

INTRODUCTION OF RESOLUTIONS AND ORDINANCES

A. CONSIDER INTRODUCTION AND FIRST READING OF RESOLUTION NO. 2020-136 TO APPROVE A REQUEST FOR THE REZONING OF PROPERTY LOCATED AT 1981 S. COCHRAN AVENUE:

RESOLUTION NO. 2020-136

A RESOLUTION TO APPROVE A REQUEST FOR THE REZONING OF THE PROPERTY LOCATED AT 1981 S. COCHRAN AVENUE

WHWHEREAS, The City of Charlotte has received a request to rezone a property on South Cochran Avenue from B-1 Local Business District to R-2 One Family Residential District; and

WHWHEREAS, the property is identified as follows:

1981 S. Cochran Avenue – Parcel No. 200-019-300-120-00 – S 238.97 FEET OF W 350 FEET OF SW FRL ¼ SEC. 19, T2N,R4W,CITY OF CHARLOTTE; and

WHWHEREAS, the purpose of this change would be to make financing and occupancy of the property as a residence possible; and

WHEREAS, the City of Charlotte Planning Commission has conducted the necessary public hearing on November 10, 2020; and

WHEREAS, the City of Charlotte Planning Commission has voted to _____ recommend _____ not recommend this rezoning action to the City Council.

THEREFORE, BE IT RESOLVED that the City Council of the City of Charlotte does hereby approve the rezoning of these parcels from B-1 Local Business District to R-2 One Family Residential District.

Council Member Weissenborn asked if the proposal is for single family residential.

Community Development Director Myrkle answered in the affirmative.

Mayor Pro-Tem Dyer moved, supported by VanStee, to introduce and give first reading to Resolution No. 2020-136 to approve a request for the rezoning of the property located at 1981 S. Cochran Avenue as presented. Carried. 7 Yes. 0 No.

B. CONSIDER INTRODUCTION AND FIRST READING OF RESOLUTION NO. 2020-137 TO AUTHORIZE A CONTRACT WITH PEERLESS MIDWEST, INC., FOR SERVICES RELATED TO CLEANING AND INSPECTION OF WELL #5:

RESOLUTION NO. 2020-137

A RESOLUTION TO AUTHORIZE A CONTRACT WITH PEERLESS MIDWEST, INC., FOR SERVICES RELATED TO CLEANING AND INSPECTION OF WELL #5

WHEREAS, the specific capacity of production wells diminish over time and need to be cleaned to restore their efficiency; and

WHEREAS, the last preventative maintenance to Well #5 was in 2016 when it was cleaned, televised, and tested; and

WHEREAS, Peerless Midwest, Inc., has installed and performed maintenance on the City wells satisfactorily in the past; and

WHEREAS, any pump repairs identified during the cleaning and inspection will be performed under a separate time and material contract also approved by this resolution; and

WHEREAS, Peerless Midwest, Inc., submitted the lowest quote in the amount of \$13,900.00 to clean Well #5 per the specifications prepared by the Department of Public Works;

THEREFORE, BE IT RESOLVED that the City enter into a contract with Peerless Midwest, Inc., to provide the above mentioned services and that the Mayor or Clerk be directed to sign said contract on behalf of the City.

Council Member Hoogstra moved, supported by Dyer, to introduce and give first reading to Resolution No. 2020-137 to

authorize a contract with Peerless Midwest, Inc., for services related to cleaning and inspection of Well #5 as presented. Carried. 7 Yes. 0 No.

PUBLIC COMMENT:

Police Chief Brentar provided updates on the police department locker room project, body cameras and cameras in the interview room and cars, and police officers growing beards through February to raise \$2,800 for CARA.

COMMUNICATIONS AND COMMITTEE REPORTS

City Attorney's Report: None

Memorandum from City Attorney regarding SB 1108 – Amendment to Open Meetings Act: The memorandum was included in the council agenda packet.

City Manager's Report: Interim City Manager Thomas stated that the city must work on filling the gaps of the Clerk/Treasurer position. He will fast tract the permanent Clerk recruitment.

Mayor Pro-Tem Dyer asked about the process and timeline for the City Manager search.

City Manager Thomas stated that November 12 is the deadline for submission of applications and the review will start shortly after.

Mayor Armitage stated that interviews will be conducted in December.

Council Member Weissenborn inquired about the status of the Vettraino study.

Mayor Armitage stated that the study report will be completed by mid-November. The city council will also receive a presentation from the city's auditors at council's November 23 meeting.

Council Member Committee Reports:

None

Communication from Community Development Director regarding MEDC Site Readiness Grant application: The memorandum from the Community Development Director was included in the city council meeting agenda packet.

MAYOR AND COUNCIL COMMENTS:

- **Mayor Armitage** – Due to the City Clerk/Treasurer situation, it is probably not a good time to re-open city hall. The review of re-opening city hall has shed light on some vulnerabilities at city hall. The re-opening plan won't happen overnight.
- **Council Member VanStee** – Thanked McClary for his work with the city.
- **Council Member Weissenborn** – Thanked McClary for his work with the city.
- **Mayor Pro-Tem Dyer** – Don't forget to vote. He is running for Eaton County Drain Commissioner.
- **Council Member Baker** – Thanked McClary for his work with the city.

- **Council Member Hoogstra** – Thanked McClary for his work with the city.
- **Council Member McRae** – Thanked McClary for his work with the city.

ADJOURNMENT:

Council member Hoogstra moved, supported by Weissenborn, to adjourn at 8:09 P.M. Carried. 7 Yes. 0 No.

Mayor Michael Armitage

Darwin McClary, Interim City Clerk