

COUNCIL PROCEEDINGS
Regular Meeting
November 9, 2020

CALL TO ORDER: By Mayor Armitage on Monday, November 10, 2020 at 7:01 p.m.

PRESENT: Mayor Armitage, Mayor Pro-Tem Dyer, Councilmembers McRae, Weissenborn, Hoogstra, VanStee, City Clerk Terpstra and Interim City Manager Thomas. Council member Baker was in attendance via Zoom in County of Eaton, City of Charlotte, State of Michigan.

The invocation was offered by Pastor Randy Royston, New Hope Community Church, followed by the Pledge of Allegiance.

APPROVAL REGULAR SESSION MINUTES OF OCTOBER 26, 2020: Council member Baker moved, supported by Dyer to approve the regular session meeting minutes of October 26, 2020 as presented. Carried. 7 Yes. 0 No.

ABSENT: None

PUBLIC HEARINGS:

SNOW REMOVAL SPECIAL ASSESSMENT 2020-02:
Public Hearing Opened: 7:05 p.m.

No Comments

Public Hearing Closed: 7:06 p.m.

PUBLIC COMMENT: None.

APPROVAL OF REGULAR AGENDA AND UNANIMOUS CONSENT AGENDA:

Council member Dyer moved, supported by Weissenborn to approve the regular agenda with the addition of 10a) Discussion of meeting dates for 2021. Carried. 7 Yes. 0 No.

Council member Hoogstra moved, supported by Dyer to remove items 13a, 13b, 13c, 13d and 13e from the consent agenda. Carried. 7 Yes. 0 No.

Council member Dyer moved, supported by Weissenborn to approve the consent agenda for all other items. Carried. 7 Yes. 0 No.

SPECIAL PRESENTATIONS:
DISCUSSION OF MEETING DATES FOR 2021:

Mayor Pro-Tem Dyer would like meeting dates to be moved to the 1st and 3rd Mondays beginning January 2021. He would also like to discuss adding one extra meeting a month.

Council member Dyer moved, supported by McRae to move the meeting dates to the 1st and 3rd Monday of each month beginning January 2021 and to add a work session on the 2nd Tuesday of each month. Carried. 7 Yes. 0 No.

EXPEDITED RESOLUTIONS AND ORDINANCES

A. CONSIDER APPROVAL OF RESOLUTION NO. 2020-139 REGARDING PAYMENT OF CLAIMS & ACCOUNTS:

RESOLUTION NO. 2020-139

A RESOLUTION TO APPROVE EXPENDITURES OF THE CITY FOR NOVEMBER 9, 2020

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

WHEREAS, the November 6, 2020, payroll totaled \$164,411.89; and

WHEREAS, the November 9, 2020, claims total in the amount of \$131,687.51; and

WHEREAS, October 26, 2020, insurance claims totaled \$384.77; and November 2, 2020, insurance claims totaled \$2,493.24;

THEREFORE, BE IT RESOLVED that the City Council approves claims and accounts for November 9, 2020, in the amount of \$298,977.41.

Mayor Pro-Tem Dyer moved, supported by Weissenborn to approve Resolution 2020-139 regarding payment of claims & accounts by roll call vote as presented. Carried. 7 Yes. 0 No.

B. CONSIDER APPROVAL OF RESOLUTION NO. 2020-140 TO APPROVE SPECIAL ASSESSMENT PROJECT-DOWNTOWN SIDEWALK SNOW REMOVAL-RESOLUTION NO. 5:

RESOLUTION NO. 2020 -140

SPECIAL ASSESSMENT PROJECT – DOWNTOWN SIDEWALK SNOW REMOVAL – RESOLUTION NO. 5

WHEREAS, the City Council has met, after due and legal notice, and reviewed the special assessment roll prepared for the purpose of defraying the special assessment district’s share of the following described public improvement:

DOWNTOWN SIDEWALK SNOW REMOVAL

And

WHEREAS, after hearing all persons interested therein and after carefully reviewing said special assessment roll the Council deems said special assessment roll to be fair, just and equitable and that each of the assessments contained thereon

results in the special assessment being in accordance with benefits to be derived by the parcel of land assessed.

NOW, THEREFORE BE IT RESOLVED THAT:

1. Said special assessment roll as prepared by the City Assessor in the amount of \$67,500.00, or \$13,500.00 each year for a period of five years is hereby confirmed and shall be known as Special Assessment Roll No. 2020-02.
2. Said special assessment roll shall be divided into five (5) equal annual installments, the first of which shall be due and payable on January 1, 2021, and the subsequent installments shall be due on October 1, 2021 and October 1 of each and every year thereafter. Payment of the amount of the special assessment may be made in full without interest or penalty by December 1 of those years.
3. The installments of the special assessment rolls shall bear interest at the rate of 0% per annum.
4. If any installment shall remain unpaid after December 1 of the year in which it is due and payable, said installment shall be considered as delinquent and the same penalties shall be collected on such unpaid installments as are provided in the Charter to be collected on delinquent general city taxes.

Said Special assessment roll shall be placed on file in the office of the City Clerk who shall attach her warrant to a certified copy thereof within ten (10) days commanding the Assessor to spread the various sums shown there as directed by the City Council.

Mayor Pro-Tem Dyer moved, supported by Weissenborn to approve Resolution 2020-140 to approve Special Assessment project -Downtown Snow removal- Resolution No. 5 as presented. Carried. 7 Yes. 0 No.

C. CONSIDER APPROVAL OF RESOLUTION NO. 2020-146 TO APPROVE AUTHORIZED SIGNERS FOR VARIOUS INDEPENDENT BANK ACCOUNTS AND CERTIFICATES OF DEPOSIT:

RESOLUTION NO. 2020-146

A RESOLUTION TO APPROVE AUTHORIZED SIGNERS FOR VARIOUS INDEPENDENT BANK ACCOUNTS AND CERTIFICATES OF DEPOSIT

WHEREAS, pursuant to Section 7.7(B) of the City of Charlotte Charter, the City Council has the authority to designate authorized signers for city bank accounts;

NOW, THEREFORE, BE IT RESOLVED that the Charlotte City Council does hereby authorize City Manager Thomas Thomas, Director of Public Works Amy Gilson, and Deputy City Treasurer Lisa C. Brown as signers to Independent Bank accounts and certificates of deposit.

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Mayor Pro-Tem Dyer moved, supported by Weissenborn to approve Resolution 2020-146 to approve authorized signers for various Independent Bank accounts and certificates of deposit as presented. Carried. 7 Yes. 0 No.

ACTION ITEMS – RESOLUTIONS AND ORDINANCES:

A. CONSIDER APPROVAL 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 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.

Mayor Pro-Tem Dyer moved, supported by Weissenborn to approve Resolution No. 2020-137 to authorize a contract with Peerless Midwest, Inc, for services related to cleaning and inspection of Well #5 as presented. 7 Yes. 0 No.

INTRODUCTION OF RESOLUTIONS AND ORDINANCES:

A. CONSIDER APPROVAL OF ORDINANCE NO. 2020-141 TO APPROVE FILLING VACANT POSITION AT THE DEPARTMENT OF PUBLIC WORKS:

RESOLUTION NO. 2020-141

A RESOLUTION TO AUTHORIZE FILLING A VACANT POSITION IN THE DEPARTMENT OF PUBLIC WORKS

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

WHEREAS, the Department of Public Works was approved to fill three positions vacated by Council at their meeting on June 22, 2020; and

WHEREAS, one of the new Laborer employees did not complete the probationary period, and the Mechanic has asked to transfer into the Laborer position per SEIU contract language; and

WHEREAS, the Mechanic position to be filled is charged mostly to the Motor Vehicle Pool fund, not the General Fund; and

WHEREAS, the Department is requesting permission to fill the Mechanic position as it is a crucial part of the operation.

THEREFORE, BE IT RESOLVED That the City Council approve the hiring of the one employee to fill the Mechanic position for the Department of Public Works.

Council member Baker moved, supported Hoogstra by to approve first reading of Resolution No. 2020-141 filling vacant position at the Department of Public Works as requested. Carried. 7 Yes. 0 No.

B. CONSIDER APPROVAL RESOLUTION NO. 2020-142 TO APPROVE REVISED FEE SCHEDULE:

**CITY OF CHARLOTTE
RESOLUTION 2020-142**

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 – relocation of an existing structure	
(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).....	50.00
Sign Permit.....	50.00
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 fees 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.....	Varies
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, copperhorn.....	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 (notary fee)	5.00
Downtown overnight parking permit – residents only	30.00
Police report copy fees are calculated using FOIA itemization, therefore cost is determined for each report as necessary... Varies	
Court Ordered preliminary breath testing for city residents – conducted <u>only</u> on weekends & holidays at 6:00 AM	5.00
Vehicle crash reports – use this service: https://policereports.lexisnexis.com	

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.....	.25 per page
City Charter.....	13.25
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 November 23, 2020.

Council member Hoogstra moved, supported Dyer by to approve first reading of Resolution No. 2020-142 revised fee schedule as requested. Carried. 7 Yes. 0 No.

C. CONSIDER APPROVAL RESOLUTION NO. 2020-143 TO APPROVE CONTRACT FOR EV CHARGING STATION:

RESOLUTION 2020-143

A RESOLUTION TO APPROVE AN AGREEMENT WITH RED E CHARGING, LLC FOR THE INSTALLATION OF AN ELECTRIC VEHICLE CHARGING STATION IN CITY PARKING LOT NO. 7

WHEREAS, the City of Charlotte has received a proposal from Red E Charging, LLC for the installation of a two-bay, 80 watt electric vehicle charging station in City Parking Lot No. 7; and

WHEREAS, the proposed agreement is for a period of 10 years, and includes a revenue sharing component with the City of Charlotte; and

WHEREAS, there will be no cost to the City of Charlotte for installation or maintenance of this charging station; and

WHEREAS, the installation is made financially possible in part by a rebate from Consumers Energy, which has consulted on this project, and has pre-authorized certain charging station vendors, of which Red E Charging, LLC is one; and

WHEREAS, City departments, including police and public works have also consulted on the location and nature of the installation; and

WHEREAS, City Attorney Hitch has reviewed the proposed agreement and reported that the terms are reasonable and binding.

THEFORE, BE IT RESOLVED that the City of Charlotte City Council hereby authorizes the execution of the proposed agreement between the City of Charlotte and Red E Charging, LLC for the installation of an electric vehicle charging station in City Parking Lot. No. 7.

Discussion was held on the trend for this in other communities and the opportunity to be on the leading edge of offering this service.

Mayor Pro-Tem Dyer moved, supported Hoogstra by to approve first reading of Resolution No. 2020-143 contract for EV charging station as requested. Carried. 7 Yes. 0 No.

D. CONSIDER APPROVAL OF RESOLUTION NO. 2020-08 TO APPROVE AMENDING CHAPTER 82-ZONING BY AMENDING MAP FOR 301 & 305 HORATIO ZONING CHANGE:

**CITY OF CHARLOTTE ORDINANCE NO. 2020-08
AN ORDINANCE TO AMEND CHAPTER 82-ZONING, BY
AMENDING THE ZONING MAP TO CHANGE CERTAIN
DESCRIBED PARCELS FROM PD – PLANNED
DEVELOPMENT TO RM-2 – MULTIPLE FAMILY
RESIDENTIAL**

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THE CITY OF CHARLOTTE ORDAINS:

Section 1. The Zoning District Map of the City of Charlotte, being part of Chapter 82 – Zoning, of the Code of the City of Charlotte is hereby amended as follows:

Those properties known as 301 & 335 Horatio Avenue and more fully described as follows:

- Parcel No. 200-051-000-110-00 – LOTS 11, 12, 25, & 26 EXCEPT S 5 1/2 FEET. GALE'S ADDITION CITY OF CHARLOTTE
- Parcel No. 200-051-000-260-00 – S 5 1/2 FEET OF LOT 26. N 40 FEET OF LOT 27. GALE'S ADDITION CITY OF CHARLOTTE
- Parcel No. 200-062-600-195-00 – N 42 FEET OF LOT 19. LOTS 20, 21, 22, 23, 24, 25 & 26. LAWRENCE'S SUBDIVISION OF OUT LOTS CITY OF CHARLOTTE

is hereby rezoned from PD – Planned Development to RM-2 Multiple Family Residential.

Section 2. That the City Clerk is hereby directed to make the necessary corrections evidencing this zoning change.

Section 3. The attached map evidencing this change shall be marked and designated as Ordinance No. 2020-08 and the City Clerk

shall enter on the zoning map this ordinance number and the date of the adoption thereof and shall maintain a file containing a copy of this ordinance and a map thereto attached.

Section 4. This ordinance shall become effective upon the date of its publication.

Council member VanStee moved, supported Weissenborn by to approve first reading of Ordinance No. 2020-08 to amend Chapter 82 Zoning by amending map for 301 & 305 Horatio zoning change as requested. Carried. 7 Yes. 0 No.

E. CONSIDER APPROVAL OF RESOLUTION NO. 2020-145 TO APPROVE REZONING OF 301 & 305 HORATIO FROM PD TO RM-2:

RESOLUTION 2020 – 145

A RESOLUTION TO APPROVE A REQUEST FOR THE REZONING OF 301 & 335 HORATIO AVENUE FROM PD – PLANNED DEVELOPMENT TO RM-2 – MULTIPLE FAMILY RESIDENTIAL

WHEREAS, the City Council of the City of Charlotte has received a request to rezone properties in the City described as follows:

- Parcel No. 200-051-000-110-00 – LOTS 11, 12, 25, & 26 EXCEPT S 5 1/2 FEET. GALE'S ADDITION CITY OF CHARLOTTE

- Parcel No. 200-051-000-260-00 – S 5 1/2 FEET OF LOT 26. N 40 FEET OF LOT 27. GALE'S ADDITION CITY OF CHARLOTTE
- Parcel No. 200-062-600-195-00 – N 42 FEET OF LOT 19. LOTS 20, 21, 22, 23, 24, 25 & 26. LAWRENCE'S SUBDIVISION OF OUT LOTS CITY OF CHARLOTTE

from PD – Planned Development to RM-2 Multiple Family Residential; and

WHEREAS, the purpose of this change would be to allow for the development of mixed-income family housing at the site; 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 PD – Planned Development to RM-2 Multiple Family.

Council member Hoogstra moved, supported VanStee by to approve first reading of Resolution No. 2020-145 for rezoning of 301 & 305 Horatio from PD to RM-2 as requested. Carried. 7 Yes. 0 No.

PUBLIC COMMENT:

Chris Reist, asked if the zoning request for 1981 S. Cochran was on the agenda for discussion of the rezone.

COMMUNICATIONS AND COMMITTEE REPORTS

CITY ATTORNEY REPORT: Report included in packet.

CITY MANAGER REPORT: None.

COUNCILMEMBER COMMITTEE REPORTS:

- Council member McRae thanked the voters for passing the EATRAN millage.
- Council member Weissenborn asked if there had been any further progress with the trash receptacles.
- City Clerk/Director of Elections Terpstra stated that there was a 67.44% turnout for the election in the City. 2636 absentee voters, a record number for the City of Charlotte. She thanked the citizens of Charlotte for being patient and courteous throughout the day. Also a big thank you to the poll workers in which the election could not be run without!

MAYOR AND COUNCIL COMMENTS:

- Council member McRae thanked City Clerk Terpstra for administering the election.

- Council member Weissenborn thanked City Clerk Terpstra for staying to administer the election. She thanked the voters for passing the school bond.
- Council member Hoogstra thanked City Clerk Terpstra for her work on the election. She stated that it was exciting as her daughter was able to vote for the first time. She also thanked the voters for passing the school bond.
- Council member Baker stated his reason for participating by Zoom was due to an exposure to COVID-19 while at his doctor's office.
- Mayor Armitage stated that he was thankful that City Clerk Terpstra stayed to administer the election. He reminded council of the upcoming meetings in the next couple of months.

Council member Baker moved, seconded by VamStee to adjourn at 7:42 P.M. Carried. 7 Yes. 0 No.

Mayor Armitage

Ginger Terpstra, City Clerk MiPMC'