

COUNCIL PROCEEDINGS

Regular Meeting

July 6, 2021

Councilmember McRae, supported by Mayor Pro Tem Dyer, moved the approval of the June 21, 2021 City Council meeting minutes. Carried. 4 Yes. 0 No. 3 Absent.

CALL TO ORDER:

By Mayor Armitage on Monday, July 6, 2021 at 7 p.m.

PRESENT:

Mayor Armitage, Mayor Pro Tem Dyer, Councilmembers McRae, and VanStee. Staff: Manager LaPere, Community Development Director Myrkle.

EXCUSE ABSENT MEMBERS:

Councilmember McRae, supported by Mayor Pro Tem Dyer moved to excuse the absence of Councilmembers Baker, Hoogstra, and Weissenborn. Carried. 4 Yes. 0 No. 3 Absent.

INVOCATION:

The invocation was given by Pastor Dennis Weeks of Chester Gospel Church.

PLEDGE OF ALLEGIANCE:

Mayor Armitage led the attendees in the Pledge of Allegiance.

MINUTES:

PUBLIC HEARINGS:

Mayor Armitage opened the Zoning Board of Appeals public hearing regarding a temporary use request for 504 E. Lovett Street at 7:05 p.m.

Community Development Director Bryan Myrkle explained the request to use a portion of the property at 504 E. Lovett Street for finished vehicle storage for Shyft Group products. He said the request would help facilitate the further growth and development of Shyft Group in the community, and that the location is a good one for this use based on the findings the ZBA must make in order to approve the request. He also detailed these findings and how they apply to this location and request.

Chad Crandell, representing the owners of the property, said that they are making this request on behalf of Shyft Group. If approved it would have minimal off-site impact but would be a big help to Shyft.

Mayor Armitage closed the public hearing at 7:11 p.m.

Mayor Armitage opened a public hearing regarding Ordinance 2021-08 to amend Chapter 2, Article III to separate the City Clerk and Treasurer Offices.

There were no comments during the public hearing.

Mayor Armitage closed the public hearing at 7:12 p.m.

PUBLIC COMMENTS:

Joyce Smith, 532 W. Stoddard Street, spoke about her home and her neighborhood, saying that she has serious concerns about safety. She said there are suspicious activities in the neighborhood that should be addressed by law enforcement; and that a recently burned house nearby has raised her level of concern due to people entering the house and staying there unauthorized. She is concerned about vagrancy in the area and the safety of her grandchildren. She said that she wants this house and location looked into by the city and the problems addressed.

Gary Lakefield, 233 N. Clinton, addressed the same burned house saying it has been a nonstop problem for at least the past 12 years. The problems include partying, stealing, and drugs. He said that he has been told by police to complain to the City Council. He is asking for the house to be torn down and that he doesn't feel safe in his neighborhood.

Mayor Armitage said that City staff are aware of the problems with the burned house and will make addressing it quickly a top priority.

City Manager LaPere said the Police Department will be securing the site and it is being evaluated by the Building Official. A short deadline will be given for its repair or removal, and if it is not addressed, legal action to compel compliance will be initiated.

Councilmember McRae said that this issue is important to him and that he wants to see it addressed expeditiously. He said that he has lived in a similarly dangerous situation in the past, and he will be monitoring progress here.

APPROVAL OF AGENDA AND UNANIMOUS

CONSENT AGENDA:

Mayor Pro Tem Dyer, supported by Councilmember VanStee, moved the approval of the agenda as presented. Carried. 4 Yes. 0 No. 3 Absent.

Mayor Armitage asked whether Councilmembers wanted any items removed from the Unanimous Consent Agenda for individual consideration. Mayor Pro Tem Dyer requested item 11B.

Councilmember VanStee, supported by Mayor Pro Tem Dyer, moved the approval of the remaining items on the Unanimous Consent Agenda. Carried via roll call vote. 4 Yes. 0 No. 3 Absent.

EXPEDITED RESOLUTIONS AND ORDINANCES:

A. Consider Resolution 2021-099 Approving Claims and Expenditures

RESOLUTION NO. 2021-086

A RESOLUTION TO APPROVE EXPENDITURES OF THE CITY OF CHARLOTTE FOR JUNE 7, 2021

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

WHEREAS, the July 2, 2021, payroll totaled \$86,453.06; and

WHEREAS, the July 2, 2021, claims total in the amount of \$392,689.81; and

WHEREAS, the June 21, 2021, insurance claims totaled \$822.37 and

WHEREAS, the June 28, 2021, insurance claims totaled \$4,892.01; and

THEREFORE, BE IT RESOLVED that the City Council approves claims and accounts for July 6, 2021, in the amount of \$484,857.25.

Motion by Councilmember VanStee supported by Mayor Pro Tem Dyer to approve Resolution No. 2021-099.

Carried on a roll call vote. 4 Yes. 0 No. 0 Abstain. 3 Absent.

B. Consider Resolution 2021-100 Approving a Temporary Use at 504 E. Lovett Street for vehicle storage for a period of 12 months.

**ZONING BOARD OF APPEALS
RESOLUTION 2021 –100**

**A RESOLUTION TO APPROVE A TEMPORARY USE
AT 504 EAST LOVETT STREET
FOR A PERIOD OF 12 MONTHS**

WHEREAS, the owners of property located at 504 East Lovett Street (Parcel No.'s 200-018-200-100-00 & 110-018-200-070-00) have requested temporary use approval for a finished vehicle storage lot for locally manufactured vehicles; and

WHEREAS, the City of Charlotte Zoning Board of Appeals has the authority to grant temporary use approvals of this nature upon making certain findings; and

WHEREAS, the City of Charlotte Zoning Board of Appeals also has the authority to set conditions for this approval as they deem necessary to protect the public health, safety, peace, morals, comfort, convenience and general welfare of the inhabitants of the city; and

WHEREAS, the City of Charlotte Zoning Board of Appeals hereby make the following findings and declarations as they relate to this request for temporary use:

- Granting this temporary use shall in no way constitute a change in the basis use permitting in the district, nor on the property.
- This temporary use is granted for a period of 12 months for the development of a finished vehicle storage lot for locally manufactured vehicles, and upon application and approval can be renewed at the end of that period.
- If the temporary use is not extended by the Zoning Board of Appeals, site improvements may be required to be removed.
- Site improvements may be subject to conditions related to setbacks, land coverage, off-street parking, lighting and other requirements as may be necessary to protect the public health, safety, peace, morals, comfort, convenience and general welfare of the inhabitants of the city.
- Proposed site improvements, as described, are either demountable, or do not require foundations, heating systems or sanitary connections.
- The proposed use is in harmony with the general character of the district.
- Due public notice has been given, and a public hearing held, for this temporary use request.

THEREFORE, BE IT RESOLVED that the City of Charlotte Zoning Board of Appeals hereby grants the temporary use request for a finished vehicle storage lot at 504 East Lovett Street (Parcel No.'s 200-018-200-100-00 & 110-018-200-070-00) for a period of 12 months, beginning on the date of approval.

Motion by Councilmember VanStee supported by Mayor Pro Tem Dyer to approve Resolution No. 2021-099.

Carried. 4 Yes. 0 No. 0 Abstain. 3 Absent.

C. Consider Resolution 2021-101 Approving Collective Bargaining Agreement with SEIU

RESOLUTION NO. 2021-101

A RESOLUTION TO APPROVE A COLLECTIVE BARGAINING AGREEMENT WITH SERVICE EMPLOYEES INTERNATIONAL UNION (SEIU)

WHEREAS, the City has previously entered into a collective bargaining agreement with the Service Employees International Unit, which agreement concludes on June 30, 2021; and

WHEREAS, the parties to the agreement, through their respective representatives, have negotiated a successor agreement describing the terms and conditions of employment for members of the aforementioned bargaining unit; and

WHEREAS, the agreement includes modifications to the predecessor agreement generally described as follows:

- Article 12 - Discipline: Updates to language to clarify language references to work rules and renumbering of sections as needed.
- Article 21- Holidays: Modify language to include Martin Luther King Jr Day and remove Good Friday.

- Article 22 - Sick Leave and Disability: Language updated to clarify eligibility for disability pay on prospective basis.
- Article 28 - Clothing Allowance and Education/Tuition: Modify language to allow for reimbursement up to \$200 for work boots.
- Wages: 2% increase in wages for each year of the agreement.
- Miscellaneous: Incorporate current letter of understanding regarding Mechanic Pay Schedule.
- Duration: July 1, 2021 – June 30, 2024.

and

WHEREAS, entering into this agreement serves to promote harmony with the members of the bargaining unit and preserves a constructive labor environment which is a benefit to all citizens;

NOW, THEREFORE, BE IT RESOLVED that the Council does hereby approve the terms of the collective bargaining agreement, including the modifications generally described above, and authorizes the Mayor, City Manager, and Deputy City Clerk to execute the agreement on behalf of the City.

Motion by Councilmember VanStee supported by Mayor Pro Tem Dyer to approve Resolution No. 2021-099.

Carried. 4 Yes. 0 No. 0 Abstain. 3 Absent.

APPROVAL OF RESOLUTIONS AND ORDINANCES:

A. Consider Resolution 2021-098 Adopting Traffic Control Order to Address Street Parking

RESOLUTION NO. 2021-098

A RESOLUTION TO APPROVE TRAFFIC CONTROL ORDER #21-02

WHEREAS, the Uniform Traffic Code allows for placement of “No Stopping, Standing or Parking Signs” under section 257.942, Sec. 2, (c), (f), (g), and (i) of the Michigan Vehicle Code; and

WHEREAS, the City of Charlotte Police Chief has issued Traffic Control Order #21-02; and

WHEREAS, Traffic Control Order #21-02 provides that additional “No Parking” on North Washington Street, 300 block, West side of the street, from the intersection of N. Washington St/ E. Stoddard St. for 60 feet to the north. Additionally, “No Parking” on E. Stoddard Street, 100 block, North side of the street, from the intersection of N. Washington St./ E. Stoddard St. for 175 feet to the west; and

WHEREAS, the purpose of these signs will be to ensure enough line of sight clearance for the addition of an

elevator for the Saints Church of Jesus Christ located at
123 E. Stoddard St.; and

WHEREAS, that the City Council does hereby authorize the
Police Chief to issue Traffic Control Order #21-02; and

NOW, THEREFORE, BE IT RESOLVED, Traffic Control
Order #21-02 becomes effective immediately upon
signage changes and any previous traffic control orders
conflicting with Traffic Control Order #21-02 are
hereby rescinded and superseded.

**Motion by Councilmember VanStee supported by Mayor
Pro Tem Dyer to approve Resolution No. 2021-099.**

Carried. 4 Yes. 0 No. 0 Abstain. 3 Absent.

**Motion by Councilmember McRae, supported by Mayor
Pro Tem Dyer, to approve Ordinance 2021-08.**

SECTION 1. PURPOSE. The purpose of this ordinance is to
separate the offices of City Clerk and Treasurer to clarify the
duties and responsibilities of each officer.

SECTION 2. Article III - Officers and Employees - of Chapter
2 - Administration - of the Code of the City of Charlotte is
hereby amended to read as follows:

§ 2-51 DIVISION OF THE ADMINISTRATIVE SERVICE.

The administrative service of the City shall be under the supervision and direction of the City Manager, except as provided by the City Charter, and shall be divided into the following offices and departments, each of which shall be the responsibility of and under the control of an administrative officer or department director, as listed below opposite such office or department:

<i>Office or Department</i>	<i>Officer or Director</i>
Assessor's Office	City Assessor
Attorney's Office	City Attorney
Clerk's Office	City Clerk
Treasurer's Office	Finance Director/Treasurer
Community Development Office	Director of Community Development
Fire Department	Fire Chief

Manager's Office	City Manager
Police Department	Police Chief
Public Works Department	Director of Public Works

§ 2-52 ADMINISTRATIVE OFFICERS.

The administrative officers of the City shall be the City Assessor, City Attorney, City Clerk, Treasurer, Fire Chief, City Manager, Police Chief and the Director of Public Works.

§ 2-55 CLERK'S OFFICE.

(A) The clerk's office shall be under the direction of the City Clerk, who shall have the duties and responsibilities detailed for the offices of City Clerk in the City Charter, this code and state statutes. In addition, he or she shall act as clerk for the Planning Commission and the Zoning Board of Appeals

(B) There is hereby established within the clerk's office, the human resources office. This office shall be charged with development of personnel policies, assisting officers and departments head in the development of work rules applicable to their departments, negotiation of collective bargaining agreements, overseeing the process of recruiting, hiring, disciplining and terminating employees, the development and implementation of employee training programs, the preparation

and administration of pay plans, and the administration of employee benefit programs.

(C) Pursuant to 6.5 (F) of the City Charter, the City Clerk shall perform the duties of City Auditor. Such duties shall be performed under the supervision and with the assistance of the City Manager and may be carried out by the City Clerk, through the use of contractual services, or through a combination of the two.

§ 2-60 TREASURER'S OFFICE.

The treasurer's office shall be under the direction of the Finance Director/Treasurer, who shall have the duties and

City Manager LaPere explained that this ordinance amendment reverts the administrative organization back to what it was before the action taken to combine them a couple of years ago. She said this was one of the recommendations from the financial consultant last fall. She also said it would eliminate the need for the financial services consultant that we are currently paying for. She said this would save money and increase the level of staffing on the first floor.

Councilmember Dyer said that he had asked for discussion on this item to ensure that it is a cost-saving measure. He also asked about the timeline on hiring.

responsibilities detailed for the offices of Treasurer in the City Charter, this code and state statutes. In addition, he or she shall assist the City Manager in preparation of the annual budget, and shall be responsible for reconciliation of the City's bank accounts, for preparation of bills and the receipt of payments of utility and other services rendered by city departments, and for payroll and related functions for city employees.

§ 2-61 -- 2-65 RESERVED.

SECTION 3. EFFECT ON REMAINING SECTIONS. The remaining Sections of Chapter 2, Article III shall remain in full force and effect.

LaPere said that both jobs are posted and two offers have been made and that she hopes to have them before the council for approval on July 19.

Carried. 4 Yes. 0 No. 0 Abstain. 3 Absent.

INTRODUCTION OF RESOLUTIONS AND ORDINANCES

A. Consider Resolution 2021-102 Approving Charlotte Frontier Days Street Closures and Related Activities

**CHARLOTTE FRONTIER DAYS RESOLUTION 2021
CITY OF CHARLOTTE**

WHEREAS, the Frontier Days Festival is a community based, organized event that is to be held September 10 through the 12, 2021; and

WHEREAS, the Charlotte Frontier Days Festival Committee is responsible for organizing events that contribute to community wide fellowship, benevolence, and welfare; and

WHEREAS, the Committee in conjunction with the Chief of Police and DPW Director, have planned the Charlotte Frontier Days Parade and other events that require use and closure of certain public streets and right of ways; and

WHEREAS, the Committee has requested that the Charlotte City Council approve the following requests and conditions:

CLOSURE OF STREETS

1. Closure to through traffic from 6:00 a.m. to 1:00 p.m. on Saturday, September 11, 2021:
 - West Lovett at Cochran
 - East Lovett at Cochran
 - Seminary from Cochran to Pleasant
 - Krebs Ct. from Cochran to Horatio
 - Henry from Cochran to Pleasant
 - Warren from Cochran to Pleasant
 - Shaw from Cochran to Pleasant
 - Oliver from Lawrence to Horatio
 - Horatio from Oliver to Shepherd
 - Washington from Lawrence to Seminary
- With one side of above-mentioned street remaining open for emergency vehicle access.

2. The Committee will provide for street closure signing as per the Michigan Manual of Uniform Traffic Devices for the above streets, except for Horatio. The city will supply closing signs for Horatio at Shepherd and Lawrence.
3. The Committee requests E. Lovett from Cochran to Washington closed on Friday, September 10, after 6:00 p.m. to Saturday, September 11, at 6:00 p.m. for placement of a “Reviewing Stand” east of the Cochran intersection and for special events.
4. The Committee requests Cochran from Lawrence south to Fourth Street be closed from 9:30 a.m. Saturday, September 11, until 1 p.m. Saturday, September 11 for a parade and as approved by the Michigan Department of Transportation Permit.

PARADE – SEPTEMBER 11, 2021

1. The Department of Public Works shall be responsible for placement of the required “NO PARKING” signs at 5:00 a.m., Saturday, September 11, 2021 along the parade assembly area as well as Third Street, Fourth Street and the 100 Block of W. Stoddard Street or as designated by the Charlotte Police Department.
2. The Committee will provide parade marshals near the street closure locations to assist with traffic.
3. The Committee requests that the Charlotte Police Department provide assistance for the parade on September 11, and further assistance will be provided by parade marshals, with the route and detour of the parade and time being provided to the Charlotte Police at the earliest opportunity.
4. The Committee will rope the parade route and display “No Parking” signs on the morning of the parade between

- 5:00 a.m. and 6:00 a.m. and remove them immediately after the parade.
5. Due to the parade route no parking will be allowed on Third Street, both on the East and West side of the fairgrounds.

OTHER REQUESTS

1. Council gives special approval for the use of Eatran Trolley pickup signs placed in the right-of way where necessary.
2. The Committee will provide “No Parking” signs for the above streets except for Horatio, which the city will provide the “No Parking” signs.
3. The Committee will provide, for approval, to the Chief of Police, a completed liquor license application for the saloon.
4. Sparrow Eaton Hospital will organize and hold a “5k Race” on Saturday morning, September 11, 2021. The race will begin in the 200 Block of N. Oliver Street, follow the parade route, circle through Bennett Park and return to finish on Lawrence Avenue near Pleasant Street.
5. That the City Department of Public Works install event signs to be placed in the right of way on S. Cochran South bound, North of Third Street (60” x 18”), North bound South of Third Street (48” x 6”), and North bound, South of tennis court/fairgrounds entrance (60” x 18”).
6. The Committee will provide several kids’ and family activities, at the Eaton County Fairgrounds from September 10 through September 12, 2021.
7. Grant the use of the back entrance into the fairgrounds camping area located adjacent to the waste water treatment plant, for the entrance and exit of campers and their vehicles and for access on and off the grounds

Saturday, September 11, during the 5k race and the parade (9:30 a.m. to 1:00 p.m.)

8. That the following area be designated as “No Parking”: All four sides of the 1885 Courthouse block which includes East bound Harris, South bound Cochran, West bound Lawrence, and North bound Bostwick and the North side of 100 and 200 blocks of West Harris, with a portion of N. Bostwick Avenue reserved for handicapped parking. The “No Parking” signs will be placed around the square as coordinated by the Charlotte Police Department and the Arts and Craft Chairman with signing to be provided by the Arts and Crafts Committee.
 9. Permission to place arts and crafts in the parkway around Courthouse square boarded by Cochran, Lawrence, Bostwick, and Harris streets under the direction of the Charlotte Police Department in accordance with a layout map provided.
 10. A license will be granted to Charlotte Frontier Days, Inc. to be the designated agent for all solicitor licenses in the City of Charlotte during the Frontier Days Celebration from September 10 through September 12, 2021, per City Code, Chapter 46, and Section 2.
- WHEREAS**, the City Council of the City of Charlotte determine these temporary street closings and other requests are in the best interest of the City.
- WHEREAS**, the City of Charlotte may require payment for in kind services to cover the costs of overtime labor and equipment charges used in conjunction with this special event.
- NOW, THEREFORE BE IT RESOLVED**, that these street closures at the specified times and the other requests be granted.

BE IT ALSO RESOLVED, that the Department of Public Works will provide the requested barricades and signs for street closings and parking.

Motion by Councilmember VanStee supported by Mayor Pro Tem Dyer to approve Resolution No. 2021-099.

Carried. 4 Yes. 0 No. 0 Abstain. 3 Absent

B. Consider Resolution 2021-102 Approving Lovett Street Closure for Eaton Theater Event

RESOLUTION 2021 – 103

A RESOLUTION AUTHORIZING THE CLOSURE OF LOVETT STREET FOR ACTIVITIES RELATED TO A FUNDRAISING EVENT FOR THE EATON THEATER

WHEREAS, an ad hoc group of community organizations is

helping to organize a fundraising event in support of

The Eaton Theater, which has suffered significant

financial loss during the Covid-19 pandemic; and

WHEREAS, this event would take place at Beach Market on Saturday, August 28; and

WHEREAS, the event would include a car show for pre-war

antique cars; and

WHEREAS, the temporary closure of Lovett Street is

necessary to facilitate the car show portion of the event.

THEREFORE, BE IT RESOLVED that the City of Charlotte

City Council hereby authorizes the temporary closure

of the 100 block of West Lovett Street from 1 p.m. to 7

p.m. on Saturday, August 28.

BE IT FURTHER RESOLVED that the City Council authorizes the city to supply whatever closing signs and barricades it has available for the street closures; and further authorizes the city Department of Public Works to place the required barricades as needed and designated by the Charlotte Police Department.

Motion by Councilmember VanStee supported by Mayor Pro Tem Dyer to approve Resolution No. 2021-099.

Carried on a roll call vote. 4 Yes. 0 No. 0 Abstain. 3 Absent.

C. Consider Resolution 2021-103 Approving Purchase of Water Meters and Appurtenances

**RESOLUTION NO. 2021-104
A RESOLUTION TO AUTHORIZE PURCHASE OF WATER METERS AND APPURTENANCES**

WHEREAS, the City utilizes a single brand of water meters throughout the City to keep costs low and efficiencies high; and

WHEREAS, the DPW is continually replacing and upgrading old meters to maintain accuracy; and

WHEREAS, the FY 2021-2022 budget has approved

\$30,000.00 for the purchase of meters, wire, remote

readers, meter transceivers as well as other related

equipment; and

WHEREAS, DPW staff has received a quote in the amount of

\$20,880.00 from ETNA Supply for material and

equipment to meet the anticipated needs of the upcoming months; and
WHEREAS, ETNA Supply is the sole vendor for the lower peninsula of Michigan authorized to sell this brand of equipment in our region of the United States; and
WHEREAS, Section 2-186 of the City Ordinances allows for the waiver of sealed bids for purchases over the amount of \$5,000 and the required three quotes for purchases over \$2,500.

THEREFORE, BE IT RESOLVED That the city council authorizes the purchase of the meters and appurtenances from ETNA Supply in the amount of \$20,880.00 and agrees to waive the sealed bid process because the equipment is available only through a single vendor. There are no competitive quotes available.

Motion by Councilmember VanStee supported by Mayor Pro Tem Dyer to approve Resolution No. 2021-104.

Carried. 4 Yes. 0 No. 0 Abstain. 3 Absent.

D. Consider Resolution 2021-105 Approving Interlocal Agreement to utilize RAVE Alerts in partnership with Eaton County.

RESOLUTION NO. 2021-105

A RESOLUTION TO AUTHORIZE AN INTERLOCAL AGREEMENT WITH EATON COUNTY TO PROVIDE EMERGENCY ALERT NOTIFICATION SERVICES
WHEREAS, the City is seeking to improve communications with residents through various technologies available; and

WHEREAS, the City Charter, Chapter 15, Section 15.1 vests the authority to enter into contracts on behalf of the city to the City Council; and

WHEREAS, Administration has reviewed vendors and obtained price quotes to provide emergency alert and similar notification services; and

WHEREAS, the annual fee of \$1,500 offered by Eaton County to obtain licensing through RAVE Alerts system currently utilized by the county for emergency alert notices was the lowest price;

THEREFORE, BE IT RESOLVED that the City Council authorizes the City Manager to sign an interlocal agreement with Eaton County to provide .

Motion by Councilmember VanStee supported by Mayor Pro Tem Dyer to approve Resolution No. 2021-105.

Carried. 4 Yes. 0 No. 0 Abstain. 3 Absent

PUBLIC COMMENTS:

There were no public comments.

COMMUNICATIONS AND COMMITTEE REPORTS:

Mayor Armitage listed the various reports that can be found in the City Council meeting packet.

City Manager LaPere reported that tax bills were mailed out on July 1st. She said that June water bills were late getting out and were estimated bills due to a technical issue with the meter reading equipment.

Mayor Armitage also mentioned the inclusion in the packet of a proclamation for the recently awarded drinking water grant, and also a communication from residents regarding parking permits.

MAYOR AND COUNCIL COMMENTS:

Councilmember McRae thanked staff for their good work on the annual budget. He said he has been more impressed with it as he has spent more time with it.

Mayor Armitage mentioned that there will be a council workshop on July 13 regarding commercial marijuana businesses in the City.

ADJOURNMENT:

Councilmember VanStee moved, supported by Mayor Pro Tem Dyer to adjourn the meeting at 7:30 p.m. Carried. 4 Yes. 0 No. 3 Absent.