

**CITY OF CHARLOTTE  
COUNCIL PROCEEDINGS**

**Regular Council Meeting  
111 E. Lawrence Ave., Charlotte, MI 48813 (517) 543-2750  
December 6, 2021**

**CALL TO ORDER:**

By Mayor Armitage on Monday December 6, 2021 at 7:00 p.m.

**ROLL CALL:**

Mayor Armitage, Mayor Pro-Tem Weissenborn, Council members Rodriguez, Van Langevelde (via ZOOM in Charlotte, MI), Lake, Council Man Horvath, also in attendance were the City Manager LaPere and City Clerk LaRocque

**INVOCATION:**

Pastor Daniel Longden, First Lutheran Church, via ZOOM

**PLEDGE OF ALLEGIANCE:**

Led by Mayor Armitage

**APPROVAL OF MINUTES:**

November 15, 2021 Regular Council Meeting Minutes

Moved by Lake, supported by Weissenborn to approved the meeting minutes as presented by the following vote; Yea 6; Nay 0; Absent 1, Motion passed.

**EXCUSE ABSENT MEMBERS:**

Council member Dyer.

Moved by Weissenborn, supported by Lake to excuse the absence of council member Dyer by the following vote; Yea 6; Nay 0; Absent 1. Motion passed.

**PUBLIC COMMENT:**

No comments

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

Motion by Weissenborn, supported by Lake to approve the regular agenda as published. Yea 6; Nay 0; Absent 1, Motion passed.

The following Agenda items were pulled from the Unanimous Consent Agenda;

10A Resolution 2021-162. Requested by Rodriguez and Horvath

10B Resolution 2021-163. Requested by Lake and Horvath

11A Ordinance 2021-11. Requested by Armitage for proper roll-call vote

11C Resolution 2021-159. Requested by Rodriguez and Horvath

Motion by Lake, supported by Weissenborn to approve the Unanimous Consent Agenda by the following roll call vote: Yea 6; Nay 0; Absent 1. Motion passed.

**PUBLIC HEARING**

**a. Consider Ordinance 2021-11 Amend Chapter 2, Article II Council, To Add Section 2-32**

(a copy of Ordinance 2021-11 can be found below under “Approval of Resolutions and Ordinances”)

Public comment opened at 7:07 and closed 7:07 No public comment received.

**EXPEDITED RESOLUTIONS AND ORDINANCES:**

**a. Consider Resolution 2021-162 Approval of Claims and Expenditures.**

**RESOLUTION NO. 2021-162  
A RESOLUTION TO APPROVE EXPENDITURES OF  
THE CITY OF CHARLOTTE FOR DECEMBER 6, 2021**

**WHEREAS**, Section 7.7(B) of the City Charter requires Council approval for the expenditure of city funds; and  
**WHEREAS**, the DECEMBER 3, payroll totaled \$98,160.69; and  
**WHEREAS**, the NOVEMBER 15, 2021, insurance claims totaled \$595.80; and  
**WHEREAS**, the NOVEMBER 22, 2021 insurance claims totaled \$464.78; and  
**WHEREAS**, the NOVEMBER 29, 2021 insurance claims totaled \$0.00; and  
**WHEREAS**, the NOVEMBER 10, 2021 claims total \$183,236.26:  
**THEREFORE, BE IT RESOLVED** that the City Council approves claims and accounts for DECEMBER 6, 2021, in the amount of \$282,457.53.

The foregoing resolution was presented by Lake and supported by Weissenborn for approval with the following vote; Yea 6; Nay 0; Absent 1. Motion passed.

**b. Consider Resolution 2021-163 Authorize the purchase of firefighter turnout gear.**

**RESOLUTION 2021- 163  
 A RESOLUTION TO AUTHORIZE THE PURCHASE  
 OF FIREFIGHTER TURNOUT GEAR**

**WHEREAS**, Charlotte Fire Dept. (CFD) applied for a MIWISH grant to purchase four sets of firefighter turnout gear;  
**WHEREAS**, CFD was awarded a total of \$5,000 dollars from MIWISH to assist with purchasing the requested firefighter turnout gear; and  
**WHEREAS**, MIWISH grant requires a 50/50 matching up to \$5,000 dollars, and

**WHEREAS**, CFD received a quote from Apollo Fire Equipment for 4 sets of Globe GX3 pants and coats at the cost of \$10,911.88; resulting in a total cost to the city of \$5,911.88  
**THEREFORE, BE IT RESOLVED** That the City Council authorizes of the purchase of four sets of firefighter turnout gear from Apollo Fire Equipment in the amount of \$10,977.88 which MIWISH will cover \$5,000 of the total cost for a cost to the city of \$5,911.88.

The foregoing resolution was presented by Weissenborn and supported by Lake for approval with the following vote; Yea 6; Nay 0; Absent 1. Motion passed.

**c. Consider Resolution 2021-164 Approve Mayoral Appointments to Camp Frances Board.**

**RESOLUTION NO. 2021-164  
 A RESOLUTION TO APPROVE MAYORAL  
 APPOINTMENT**

**WHEREAS**, a need for a Council appointment to the Camp Frances Board exists; and  
**WHEREAS**, Mayor Armitage is recommending the following individual(s) to be appointed to this board:

Name	Board	Term Ending
Mikaela Bliven	Camp Frances Director	5/15/2024

**THEREFORE, BE IT RESOLVED** that the appointment(s) listed above shall be and the same are hereby approved.

The foregoing resolution was presented by Lake and supported by Weissenborn for approval with the following vote; Yea 6; Nay 0; Absent 1. Motion passed.

**APPROVAL OF RESOLUTIONS AND ORDINANCES:**

**a. Consider Ordinance 2021-11 Meeting dates and ratify 2021 decisions**

**CITY OF CHARLOTTE  
ORDINANCE NO.2021-11**

**AN ORDINANCE TO IMPLEMENT SECTION 6 OF  
THE SCHEDULE APPENDED TO THE CHARTER OF  
THE CITY OF CHARLOTTE TO CHANGE THE  
WEEKS OF THE MONTH IN WHICH CITY COUNCIL  
MEETINGS ARE HELD IN THE CITY OF  
CHARLOTTE.**

Council member Weissenborn moved the following:

**THE CITY OF CHARLOTTE ORDAINS:**

RECITALS

**WHEREAS**, Section 6 of the Schedule appended to the Charter of the City of Charlotte states that until otherwise provided by ordinance, regular meetings of the City Council shall be held on the second and fourth Monday of each calendar month; and  
**WHEREAS**, the City Council, by resolutions, adopted November 12, 2019 and December 14, 2020, provided that the regular meetings of the City Council were to be held on the first and third Monday of each calendar month; and  
**WHEREAS**, all regular meetings of the City Council have taken place on the first and third Mondays of each month in full compliance of the Michigan Open Meetings Act, MCL 15.261, *et seq.*, and  
**WHEREAS**, it has been determined that it is best that the meeting schedule come into compliance with the requirements of Section 6 of the schedule of the Charter of the City of Charlotte by adopting an ordinance making effective such change.

**NOW, THEREFORE, the City of Charlotte ordains as follows:**

**1.** Amend Chapter 2, Article II Council, to add Section 2-32 Meeting Dates to include the following subsections.

**2. 2-32 (a) Meeting Days.** All regular meetings of the City Council shall be held in the established Council Chamber in City Hall on the

first and third Monday of each calendar month, except where modified by resolution of the City Council.

**3. 2-32 (b) Ratification and Reaffirmation of Prior Council Actions.**

The City Council hereby ratifies and reaffirms all actions taken by the City Council at any and all of the prior regular meetings of the City Council which were held on the first and third Mondays of each calendar month as authorized by the City Council in 2020.

**4. 2-32 (c) Further Council Date Changes.** From the effective date of this ordinance, the City Council may, by resolution, change the weeks of the month in which Council meetings are to occur. This ordinance shall become effective 20 days after adoption.

Second by Lake, to approve Ordinance 2021-11, by the following roll call vote; Yea 6, Nay 0, Absent 1. Motion passed.

**b. Consider Resolution 2021-158 To Authorize a Contract with Biotech Agronomics, Inc. for Bio-Solid injection**

**RESOLUTION NO. 2021-158  
A RESOLUTION TO AUTHORIZE A CONTRACT  
WITH BIOTECH AGRONOMICS, INC. FOR BIO-  
SOLIDS INJECTION**

**WHEREAS**, the wastewater treatment plant continually produces bio-solids as part of the treatment process; and  
**WHEREAS**, each year funds are allocated for the disposal of bio-solids; and  
**WHEREAS**, sealed bids were received on Tuesday, November 9, 2021 for the land application of the bio-solids; and  
**WHEREAS**, Biotech Agronomics, Inc. submitted the lowest per gallon price of \$0.044 per gallon to dispose of the bio-solids and \$400/ hour for digester cleaning services; and  
**WHEREAS**, the contract is for one year with the option of 2-one-year renewals based on performance for a total a three-year contract; and

**WHEREAS**, BioTech Agronomics was awarded the last City contract for bio-solids removal, and their work was satisfactory; and

**THEREFORE, BE IT RESOLVED** that the City enter into a contract with Biotech Agronomics, Inc. for the injection disposal of bio-solids in the amount of \$0.044 per gallon.

**BE IT FURTHER RESOLVED** that the City enter into a contract with Biotech Agronomics, Inc. for the cleaning of the digesters on an as needed basis at the rate of \$400/ hour.

The foregoing resolution was presented by Lake and supported by Weissenborn for approval with the following vote; Yea 6; Nay 0; Absent 1. Motion passed.

**c. Consider Resolution 2021-159 To Authorize Purchase of Water Meters and Appurtenances**

**RESOLUTION NO. 2021-159  
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 included funding 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 \$28,310.00 from ETNA Supply for meters to meet the future needs; and

**WHEREAS**, with supply chain issues, estimated delivery is 44 weeks which pushes into the next fiscal year; 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 \$28,310.00 and agrees to waive the sealed bid process because the equipment is available only through a single vendor. There are no competitive quotes available.

The foregoing resolution was presented by Weissenborn and supported by Lake for approval with the following vote; Yea 5 ; Nay 1; Absent 1. Motion passed.

**d. Consider Resolution 2021-160 To Authorize a Contract with H2O Compliance Services**

**RESOLUTION NO. 2021-160  
A RESOLUTION TO AUTHORIZE A CONTRACT  
WITH H2O COMPLIANCE SERVICES, INC. FOR  
SERVICES RELATED TO CROSS CONNECTION  
CONTROL**

**WHEREAS**, a water cross connection is a connection between potable drinking water pipe and a non-potable source; and

**WHEREAS**, the Michigan Department of Environment, Great Lakes & Energy requires an approved Cross Connection Program from municipalities that include on-site surveys and addressing potential cross connections; and

**WHEREAS**, the DPW's Water Division has been working with H2O Compliance on inspections for the last three years, however additional assistance and expertise is still necessary due

to an increase in staff responsibilities which have been focusing on new State and Federal mandates and lack of support staff; and **WHEREAS**, H2O Compliance was the lowest cost of three proposals in 2018 for completing the required inspections and managing the database for approximately 500 sites over a three-year period and has been performing the work satisfactorily, and **WHEREAS**, H2O Compliance Services, Inc. of Owosso presented the same fee proposal of \$43,837.20 for a three-year contract extension, and **WHEREAS**, the \$ 14,612.40 annual fee has been budgeted and will be billed to the water and sewer budget. **THEREFORE, BE IT RESOLVED** that the City Council enter into a contract with H2O Compliance Services, Inc. of Owosso to provide the above-mentioned services and that the Mayor or Clerk be directed to sign said contract.

The foregoing resolution was presented by Lake and supported by Weissenborn for approval with the following vote; Yea 6; Nay 0; Absent 1. Motion passed.

**e. Consider Resolution 2021-161 To Authorize Proposed 2022 Meeting Dates**

**CITY OF CHARLOTTE RESOLUTION 2021-161  
A RESOLUTION TO SET MEETING DATES FOR THE  
2022 CALENDAR YEAR**

**WHEREAS**, Public Act 267 of 1976 and city ordinance requires City Council to approve and publish a schedule of regular meeting dates.

**NOW THEREFORE BE IT RESOLVED**, that the regular meeting dates of the Charlotte City Council and other Boards and Commissions be as follows for the 2022 calendar year.

**City Council  
Regular Meetings: First and Third Monday at 7pm**

<b>Work session Meetings: Second Thursday at 7pm</b>		
<b>Month</b>	<b>Regular Council Meeting</b>	<b>Workshop Council Meeting</b>
<b>January</b>	<b>Monday 3<sup>rd</sup></b>	<b>Thursday 13<sup>th</sup></b>
	<b>Tuesday 18<sup>th</sup> *</b>	
<b>February</b>	<b>Monday 7<sup>th</sup></b>	<b>Thursday 10<sup>th</sup></b>
	<b>Tuesday 22<sup>nd</sup> *</b>	
<b>March</b>	<b>Monday 7<sup>th</sup></b>	<b>Thursday 10<sup>th</sup></b>
	<b>Monday 21<sup>st</sup></b>	
<b>April</b>	<b>Monday 4<sup>th</sup></b>	<b>Thursday 14<sup>th</sup></b>
	<b>Monday 18<sup>th</sup></b>	
<b>May</b>	<b>Monday 2<sup>nd</sup></b>	<b>Thursday 12<sup>th</sup></b>
	<b>Monday 16<sup>th</sup></b>	
<b>June</b>	<b>Monday 6<sup>th</sup></b>	<b>Thursday 9<sup>th</sup></b>
	<b>Monday 20<sup>th</sup></b>	
<b>July</b>	<b>Tuesday 5<sup>th</sup> *</b>	<b>Thursday 14<sup>th</sup></b>
	<b>Monday 18<sup>th</sup></b>	
<b>August</b>	<b>Monday 1<sup>st</sup></b>	<b>Thursday 11<sup>th</sup></b>
	<b>Monday 15<sup>th</sup></b>	
<b>September</b>	<b>Tuesday 6<sup>th</sup> *</b>	<b>Thursday 8<sup>th</sup></b>
	<b>Monday 19<sup>th</sup></b>	
<b>October</b>	<b>Monday 3<sup>rd</sup></b>	<b>Thursday 13<sup>th</sup></b>
	<b>Monday 17<sup>th</sup></b>	
<b>November</b>	<b>Monday 7<sup>th</sup></b>	<b>Thursday 10<sup>th</sup></b>
	<b>Monday 21<sup>st</sup></b>	
<b>December</b>	<b>Monday 5<sup>th</sup></b>	<b>Thursday 8<sup>th</sup></b>
	<b>Monday 19<sup>th</sup></b>	
<b>Meetings are held at Council Chambers, 111 E Lawrence Ave, Charlotte MI 48813</b>		
<b>*meeting date moved due to holiday</b>		

<b><u>Planning Commission</u></b>	
<b>Regular Meetings: First Tuesday at 7 pm</b>	
<b>Month</b>	<b>Regular Planning Commission Meeting</b>
<b>January</b>	<b>Tuesday 4<sup>th</sup></b>
<b>February</b>	<b>Tuesday 1<sup>st</sup></b>
<b>March</b>	<b>Tuesday 1<sup>st</sup></b>
<b>April</b>	<b>Tuesday 5<sup>th</sup></b>
<b>May</b>	<b>Tuesday 3<sup>rd</sup></b>
<b>June</b>	<b>Tuesday 7<sup>th</sup></b>
<b>July</b>	<b>Tuesday 12<sup>th</sup> *</b>
<b>August</b>	<b>Tuesday 2<sup>nd</sup></b>
<b>September</b>	<b>Tuesday 13<sup>th</sup> *</b>
<b>October</b>	<b>Tuesday 4<sup>th</sup></b>
<b>November</b>	<b>Tuesday 1<sup>st</sup></b>
<b>December</b>	<b>Tuesday 6<sup>th</sup></b>
Unless otherwise noted, meetings are held at Council Chambers, 111 E Lawrence Ave, Charlotte MI 48813 *meeting date moved to accommodate conflict with holiday or other board/commission meeting	

<b><u>Downtown Development Authority</u></b>	
<b>Regular Meetings: Third Tuesday at 6:30 pm</b>	
<b>Month</b>	<b>Regular DDA Meeting</b>
<b>January</b>	<b>Tuesday 18<sup>th</sup></b> <ul style="list-style-type: none"> <li>meeting in Community Room, Basement Level, 111 E Lawrence Ave</li> </ul>
<b>February</b>	<b>Tuesday 15<sup>th</sup></b>
<b>March</b>	<b>Tuesday 15<sup>th</sup></b>

<b>April</b>	<b>Tuesday 19<sup>th</sup></b>
<b>May</b>	<b>Tuesday 17<sup>th</sup></b>
<b>June</b>	<b>Tuesday 21<sup>st</sup></b>
<b>July</b>	<b>Tuesday 19<sup>th</sup></b>
<b>August</b>	<b>Tuesday 16<sup>th</sup></b>
<b>September</b>	<b>Tuesday 20<sup>th</sup></b>
<b>October</b>	<b>Tuesday 18<sup>th</sup></b>
<b>November</b>	<b>Tuesday 15<sup>th</sup></b>
<b>December</b>	<b>Tuesday 20<sup>th</sup></b>
Unless otherwise noted, meetings are held at Council Chambers, 111 E Lawrence Ave, Charlotte MI 48813	

<b><u>Parks Advisory Board</u></b>	
<b>Regular Meetings: First Tuesday of January, February, April, May, September, and October at 7:00 pm</b>	
<b>Month</b>	<b>Regular Parks Board Meeting</b>
<b>January</b>	<b>Tuesday 4<sup>th</sup></b>
<b>February</b>	<b>Tuesday 1<sup>st</sup></b>
<b>April</b>	<b>Tuesday 5<sup>th</sup></b>
<b>May</b>	<b>Tuesday 3<sup>rd</sup></b>
<b>September</b>	<b>Tuesday 6<sup>th</sup></b>
<b>October</b>	<b>Tuesday 4<sup>th</sup></b>
Meetings are held at Community Room, Basement Level 111 E Lawrence Ave, Charlotte MI 48813	

<b><u>Airport Advisory Board</u></b>	
<b>Regular Meetings: 3rd Monday of January, April, July, and October at 8:00 a.m.</b>	
<b>Month</b>	<b>Regular Meeting</b>
<b>January</b>	<b>January 17<sup>th</sup></b>
<b>April</b>	<b>April 18<sup>th</sup></b>
<b>July</b>	<b>July 18<sup>th</sup></b>
<b>October</b>	<b>October 17<sup>th</sup></b>
<b>Meetings are held at Fitch Beach Airport, 1325 Island Hwy, Charlotte</b>	

The foregoing resolution was presented by Lake and supported by Weissenborn for approval with the following vote; Yea 6; Nay 0; Absent 1. Motion passed.

**PUBLIC COMMENTS:**

No comments

**COMMUNICATIONS AND COMMITTEE REPORTS:**

- a. City Attorney report was received.
- b. City Manager report was received. Manager LaPere extended, on behalf of the City of Charlotte, sincere condolences to the City of Oxford Michigan considering the recent school shooting incident that happened there
- c. Fire Chief report was received.
- d. Community Development Director Report was received.
- e. Councilmember Committee Reports. No reports offered.

**MAYOR AND COUNCIL COMMENTS:**

Armitage: Downtown lighting looks great! Thanked DPW, DDA and all those responsible for the work.

Weissenborn: Extends condolences to the community of Oxford and appreciates the festive downtown holiday décor. Thanked Bryan and Amy and all those responsible.

Horvath: Waiting for workshop meeting to discuss the subject of utilizing grants.

Lake: No Comment.

Van Langevelde: Extends condolences to City of Oxford and her family enjoyed the downtown decorations including the giant Santa and thanked all responsible.

Rodriguez: Requests a discussion at the workshop meeting regarding direction on proper meeting protocol and how council members can converse in respectful, positive, productive ways.

**ADJOURNMENT:**

Motion by Lake, supported by Weissenborn to adjourn the meeting at 8:22 p.m. Yea 7; Nay 0; Absent 0, Motion passed.

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Mayor Armitage

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Mary LaRocque, City Clerk