



PROPOSED AGENDA
REGULAR MEETING OF THE CHARLOTTE CITY COUNCIL
111 E. Lawrence Ave, Charlotte, MI 48813 (517) 543-2750
7:00 P.M. Monday, August 1, 2022

Interested persons can participate in-person or via Zoom
Connect to Zoom from your computer, tablet, or smartphone
Website: <https://us02web.zoom.us/j/84739443720>
One tap mobile: +16465588656,,84739443720#
Telephone: (312) 626-6799 Webinar ID: 847 3944 3720

- 1. Call to Order**
- 2. Roll Call**
- 3. Invocation – Mike Rysko - South Cochran Church of God**
- 4. Pledge of Allegiance**
- 5. Approval of Minutes**
 - a. July 18, 2022 Regular Council Meeting
- 6. Absence of Council Members**
- 7. Public Hearing**
 - a. Proposed Ordinance 2022-03 - Medical Marihuana Caregiver Regulations
 - b. Proposed Ordinance 2022-04 - Property Maintenance Code
- 8. Public Comment - Limit presentation to five (5) minutes**
- 9. Approval of Agenda**
- 10. Consent Agenda**
 - a. Approval of Claims and Expenditures totaling \$250,867.16
 - b. Approval of Resolution 2022-18 Charlotte Frontier Days
- 11. Business Agenda**
 - a. Consider Adoption of Ordinance 2022-03 - Medical Marihuana Caregiver Regulations

- b. Consider Adoption of Ordinance 2022-04 - Property Maintenance Code
- c. Consider approval of DPW Garage Survey by Sidock
- d. Consider approval of purchase of lift pump for Lansing Lift Station
- e. Consider approval of additional services for contract with Fishbeck for water service potholing
- f. Consider approval of allocation of funds for Drinking Water Asset Management Grant in FY 22-23 Budget
- g. Consider awarding contract for City Hall Roof Replacement Bid
- h. Consider Resolution 2022-19 Request to rezone 243 State. St to the Planning Commission for public hearing and recommendation.

12. Communications and Committee Reports

- a. City Attorney Report
- b. City Manager Report
- c. Councilmember Committee Reports

13. Public Comment

14. Mayor and Council Comments

15. Adjourn

~Mary LaRocque, City Clerk

ADDRESSING THE CITY COUNCIL

Comments shall be made only during times set aside for that purpose.

Each citizen may speak for up to 5 minutes during each public hearing and comments period.

Comments made during public hearings shall be relevant to the subject of the public hearing.

Comments shall be made from the podium unless otherwise directed by the Mayor.

Comments shall be directed to the Mayor and Council members.

Speakers shall begin by stating their name and indicate if they are a resident or non-resident of the City.

Speakers shall refrain from using vulgarity, hate speech or "fighting words."

CITY OF CHARLOTTE COUNCIL PROCEEDINGS
111 E. Lawrence Ave., Charlotte, MI 48813 (517) 543-2750
Regular Council Meeting
July 18, 2022

CALL TO ORDER:

By Mayor Armitage on Monday July 18, 2022 7:00 p.m.

ROLL CALL:

Mayor Armitage, Mayor Pro-Tem Weissenborn, Council members Rodriguez, Van Langevelde and Chin. Dyer was absent. A quorum was met. Also in attendance were Attorney Gillies, City Manager LaPere, and City Clerk LaRocque.

City staff in the audience; Fire Chief Jordan; and Community Development Director Myrkle.

Special guests were Chuck Jensen and Tim Davis from 4-D Acquisitions.

INVOCATION:

Chuck Jensen, West Carmel Church

PLEDGE OF ALLEGIANCE:

Led by Mayor Armitage

APPROVAL OF MINUTES:

July 05, 2022 Regular meeting minutes and July 14, 2022 Council workshop minutes.

Motion by Chin, supported by Weissenborn to approve the meeting minutes as presented. Carried; Yea 6; Nay 0; Absent 1.

EXCUSE ABSENT MEMBERS:

Motion by Weissenborn supported by Duweck to excuse the absence of Council man Dyer. Carried; Yea 6; Nay 0; Absent 1.

PUBLIC COMMENT:

State Rep. Witwer reported the State budget has been signed and highlighted that 750 million is assigned for pension relief, a one-time revenue increase is being given and was very happy that Charlotte was awarded with \$1 million in grant funding for fire trucks. Council thanked her for all her efforts that were instrumental in Charlotte receiving the grant.

APPROVAL OF AGENDA:

Motion by Van Langevelde supported by Weissenborn to approve the agenda, amending it to move Consent Agenda items a (Chin) and b (Chin) to the Business Agenda. Business Agenda items a and b to be moved to c and d. Carried; Yea 6; Nay 0; Absent 1.

SPECIAL PRESENTATIONS:

- a. Mayoral Proclamation 2022-02 honoring Chuck Jensen

A Proclamation that July 10, 2022 be named Chuck Jensen Day in the City of Charlotte and to be recognized by its' residents. It was presented to Jensen on July 10th at the ceremony to honor Jensen as he was inducted into the Michigan Fraternal Order of Eagles Hall of Fame, and read again tonight.

CONSENT AGENDA:

- a. ~~Approval of Claims and Expenditures totaling \$197,681.38~~ MOVED TO BUSINESS (Chin)
- b. ~~Police Vehicle Outfitting~~ MOVED TO BUSINESS (Chin)
- c. Certify the Officer delegate to the 2022 MERS retirement conference
- d. Approval of Mayoral appointments.

Motion by Duweck to approve Consent Agenda items c and d supported by Van Langevelde. Carried; Yea 6; Nay 0; Absent 1.

BUSINESS AGENDA:

- a. Approval of Claims and Expenditures totaling \$197,681.38

Motion by Van Langevelde to approve the Claims and Expenditures supported by Weissenborn. Carried by roll-call vote; Yea 6; Nay 0; Absent 1.

- b. Police Vehicle Outfitting

Chin asked for future requests to clearly indicate whether a “Quote” or “Formal Bid” was used. It was noted that the Council has the ability to waive the formal bidding process by way of action, in accordance with the current purchasing policy.

Motion by Van Langevelde and supported by Weissenborn to approve Police Vehicle Outfitting. Carried by roll-call vote. Yea 5; Nay 1 (Rodriguez); Absent 1.

- c. First reading of Ordinance 2022-04, proposed amendment to Chapter 52, Article I, Property Maintenance Code.

Motion by Van Langevelde and supported by Duweck to approve Ordinance 2022-04 with the changes to language as presented by Chin, to be moved to a second reading and Public Hearing on August 1, 2022. Carried by roll-call vote. Yea 6; Nay 0; Absent 1.

- d. Discussion on road improvements and ARPA funds

Questions being considered; (if allocating ARPA funds to the McClure/Hall/Washington project) how much to contribute to “street” and how much to contribute towards “water” or underground utility work; May need to consider reserving funds

for the Safe Route to School project depending on rebid results coming this fall. More discussion needed.

COMMUNICATIONS AND COMMITTEE REPORTS:

- a. City Attorney report was received.
- b. City Manager report was received. Detailed information given on the upcoming August 2nd Primary; Public hearings for Ordinances 2022-02 and 2022-03; Planning Commission preparing to discuss an ordinance change regarding fencing at their August 9th meeting; RAVE alerts, volunteer opportunities and assistance programs.
- c. Council member Committee Reports

Weissenborn – CARC (Charlotte Area Recreational Coop). Softball field project is wrapping up, it was newly named “CARC Park” with plans for online reservations and date for ribbon cutting yet to come.

PUBLIC COMMENTS:

No Comments

MAYOR AND COUNCIL COMMENTS:

Van Langevelde – Reminder about Aug 6 at 10 a.m. Bennet Park clean-up. A thank you to Judge Cunningham for issuing a stern sentence to the defendant involved in a shooting incident with Charlotte Police Sgt. Brown. She recognized the danger Police Officers face and thanked them for their duty.

Chin – Attended the Airport Advisory Board meeting unofficially and plans to visit Wednesday for a tour. He mentioned receiving citizen concerns about General Fund dollars used to support the Airport, he is learning more in this area. He is also researching the purchasing policies of other similar sized cities

Rodriguez – No comment

Duweck – He has attended the Airport Tour as a Council member and recommends it to any other members who have not yet done so. The visit brought him a new perspective and now considers the airport to be a hidden jewel to be polished.

Weissenborn – No comment

Armitage – Recognized the efforts that improved the appearance of Bennet Park and the tennis courts and plans to attend the second clean-up event planned August 6th at 10 a.m.

RECESS TO CLOSED SESSION:

At 8:17 p.m.

- a. Pursuant to PA 267 of 1976, Section 15.268 (d) to consider the purchase of real property

Motion by Weissenborn supported by Van Langevelde to recess to closed session allowing for a 5-minute break before beginning at 8:22. Carried with the required 2/3 vote by roll-call; Yea 6; Nay 0; Absent 1.

RECONVENE TO OPEN SESSION:

At 9:14 p.m.

No further action being required

ADJOURN:

Motion by Van Langevelde supported by Weissenborn to adjourn the meeting at 9:14 p.m. Carried; Yea 6; Nay 0; Absent 1

Mayor Michael Armitage

Mary LaRocque, City Clerk

— THE CITY OF —
CHARLOTTE
— MICHIGAN —

Memo

To: Honorable Mayor Armitage, City Council
From: Mary LaRocque, City Clerk
Date: July 27, 2022
Re: Claims and Expenditures for Council approval on August 1, 2022

Background

Section 7.7(B) of the City Charter requires Council approval for the expenditure of city funds.

Recommendation

A report of claims is provided to council for review on the Wednesday preceding a council meeting at which the claims are approved. Questions about these claims should be directed to the Finance Director and answers resolved by the Friday preceding said council meeting. Claims and expenditures are budgeted items and or larger purchases pre-approved by council. While review is recommended, approval should not be hindered.

Financial Impacts

Insurance claims week of July 18, 2022	\$ 0.00
Insurance claims week of July 25, 2022	\$ 722.78
Payroll paid Friday July 29, 2022	\$ 94,422.38
Invoiced claims as of July 27, 2022	<u>\$155,722.00</u>
Total	<u>\$250,867.16</u>

Suggested Motion

City Council approves Claims and Expenditures in the amount of **\$250,867.16**

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INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF CHARLOTTE
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Vendor Code	Vendor Name	Description	Amount
	Invoice		
01695	ACE HARDWARE & LUMBER CO. 44422	2X4-8' DIMENSIONAL, PINE BOARDS	135.62
TOTAL FOR: ACE HARDWARE & LUMBER CO.			135.62
01678	ADVANCE AUTO PARTS 5565220262553	OIL SEAL	6.79
TOTAL FOR: ADVANCE AUTO PARTS			6.79
01764	AMAZON CAPITAL SERVICES 1G33-RWGP-J9LH 1NC3-GMQX-DPMP 1NLC-P3GJ-FFQ1 1WGW-9XX4-Y4WG	PENS, INK CARTRIDGES, SILICONE ADHESIVE HOOKSP WESTERN DIGITAL 10TB WD PURPLE PRO SURVEILLANC DIXIE PLATES, KITCHEN DRAWSTRING TRASH BAGS, PROJECTOR WITH WIFI AND BLUE TOOTH	241.55 279.98 466.97 205.98
TOTAL FOR: AMAZON CAPITAL SERVICES			1,194.48
01655	APOLLO FIRE EQUIPMENT 61179	WORK ORDER 31415 , HURST SERVICE TOOLS	606.25
TOTAL FOR: APOLLO FIRE EQUIPMENT			606.25
01635	AT&T LONG DISTANCE 517543228807 517543887407	AIRPORT MODEM LINE DPW CALLOUT	167.35 52.31
TOTAL FOR: AT&T LONG DISTANCE			219.66
01630	AUTO GEM DISTRIBUTING 8456	WAX, WIRE & MAG CLEANER , SPRAYTECH CITRUS CLEA	153.70
TOTAL FOR: AUTO GEM DISTRIBUTING			153.70
01608	BARYAMES CLEANERS BN161507.18.2022 BN161607.18.2022	UNIFORM CLEANING /FIRE DRYCLEANING-POLICE	136.30 409.70
TOTAL FOR: BARYAMES CLEANERS			546.00
01602	BEAVER RESEARCH COMPANY 0345925-IN	BOLT BUSTER-RELEASING AGENT, RUST EXTERMINATOR	499.15
TOTAL FOR: BEAVER RESEARCH COMPANY			499.15
01581	BLUE CARE NETWORK 221890008980 221890009029	MEDICAL COVERAGE 08/01/2022TO 08/31/2022 MEDICAL COVERAGE 08/01/2022 TO 08/31/2022	47,410.95 3,803.99
TOTAL FOR: BLUE CARE NETWORK			51,214.94
01921	BLUESTONE PSYCH 3632	EVALUATION/ CANDIDATE FOR PATROL OFFICER	465.00
TOTAL FOR: BLUESTONE PSYCH			465.00
01561	BS&A SOFTWARE 142035	ANNUAL SERVICE/SUPPORT FE PER CONTRACT, COVERA	2,840.00
TOTAL FOR: BS&A SOFTWARE			2,840.00
01558	BULLSEYE PEST DEFENSE 2065070722	CHECK BAIT STATIONS IN FIRE DEPT GARAGE AND PO	325.00
TOTAL FOR: BULLSEYE PEST DEFENSE			325.00

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Vendor Code	Vendor Name	Invoice	Description	Amount
01555	BYRUM ACE HARDWARE			
		206782	WASP & HORNET KILLER	7.38
		208060	SPORTS LOCK, CORD HANDSET	18.28
		208751	FASTENERS	3.16
		208804	WHEEL BARROW	129.99
		208843	SHACKLE SCR PIN	16.98
		209271	BUSHING	2.99
		209338	COUPLE SCH40 PVC 1" FPT	2.59
		209546	ACE BRUSH COARSE, FINE ,COARSE 2	32.35
		210817	TAPCUBE HD GRND ORG BULK	7.59
TOTAL FOR: BYRUM ACE HARDWARE				221.31
01895	CLEARBROOKE TECHNOLOGIES			
		5239	FATS,OIL,GREASE TREATMENT FOR LANSING ROAD LIF	536.10
TOTAL FOR: CLEARBROOKE TECHNOLOGIES				536.10
01318	CODY GARRISON			
		114780	BOOT REINBURSEMENT	200.00
TOTAL FOR: CODY GARRISON				200.00
01486	CONSULTANTS ON CALL, LLC			
		2022-23038	MANAGED SERVICE FEES	2,175.00
		2022-23059	MANAGED SERVICE FEES	187.50
TOTAL FOR: CONSULTANTS ON CALL, LLC				2,362.50

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Invoice			
01471	CONSUMERS ENERGY		
	201007757692	203 HALL ST	63.04
	201274421969	620 W SHEPHERD ST	24.69
	201630324767	1225 S COCHRAN AVE	126.42
	201719325996	1213 S COCHRAN AVE	74.88
	201897298767	1005 PAINE DR. FRNT GEN CHARLOTTE	31.31
	202431263343	1325 ISLAND HWY #C	89.67
	202787200202	526 W STODDARD ST	31.21
	203410178079	1310 S COCHRAN AVE	756.80
	203588150471	811 CHADS WAY	22.76
	204389076600	112 1/2 S COCHRAN	29.24
	204656027998	1152 S COCHRAN AVE CAMP FRANCIS	49.51
	204656027999	301 TIRRELL RD	367.79
	204923006134	103 VAN LIEU ST	40.65
	204923018984	245 S COCHRAN AVE	319.97
	205367935633	619 W SHEPHERD ST	115.85
	205367935634	620 W SHEPHERD ST	174.87
	205901881455	1064 NORTHWAY	43.74
	205990825778	700 LANSING RD	29.24
	205990826203	811 CHADS WAY	201.86
	206079831972	076 - 12 TRAFFIC LIGHTS	408.77
	206079831973	AREA LIGHTING	370.78
	206079831974	076 - 2 TRAFFIC LIGHTS	2.99
	206079831975	065 & 068 -460 STREETLIGHTS	4,725.59
	206079831976	TULLY BROWN DR (AREA LIGHTING)	85.13
	206168761577	1325 ISLAND HWY	399.47
	206168761578	1329 1/2 ISLAND HWY	45.86
	206168763567	1227 S COCHRAN AVE	6,726.05
	206257740890	1104 MIKESELL ST	277.71
	206257740893	544 LANSING ST	665.77
	206257740894	700 E. SHEPHERD ST.	205.62
	206257740898	1075 INDEPENDENCE BLVD	245.88
	206257740932	1216 S COCHRAN AVE	2,249.98
	206257740981	111 E LAWRENCE AVE	3,345.61
	206346626614	1167 E CLINTON TRAIL	105.02
	206435564927	1800 PACKARD HWY	40.37
	206613557190	201 HALL ST (AREA LIGHTING)	63.85
	207058105999	108 E LAWRENCE AVE	233.70
	207058114046	1005 PAINE DR	10,281.88
TOTAL FOR: CONSUMERS ENERGY			33,073.53
01428	DELTA DENTAL PLAN OF MICHIGAN		
	RIS0004292460	DENTAL PREMIUMS	4,125.06
TOTAL FOR: DELTA DENTAL PLAN OF MICHIGAN			4,125.06
01897	EATON COUNTY- CONSTRUCTION CODE		
	JULY 5, 2022	SERVICES FROM JUNE 1ST THROUGH JUNE 30TH 2022	100.00
TOTAL FOR: EATON COUNTY- CONSTRUCTION CODE			100.00
01383	EATON COUNTY EDUCATIONAL		
	2022-00000024	WORK CREW SERVICES 05/22 - 06/04/2022	300.00
TOTAL FOR: EATON COUNTY EDUCATIONAL			300.00
01380	EDWARDS INDUSTRIAL SALES		
	3355806	BIMETALLIC OVERLOAD	308.07
TOTAL FOR: EDWARDS INDUSTRIAL SALES			308.07

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01957	EGANIX	13994	MONTHLY- LANSING RD LIFT STATION, MONTHLY- LAN	1,400.00
TOTAL FOR: EGANIX				1,400.00
01381	ELECTRICAL TERMINAL SERVICES	840352-00	V-HOOK, V-LOOP	122.87
TOTAL FOR: ELECTRICAL TERMINAL SERVICES				122.87
01990	EMERGENCY VEHICLES PLUS	017489	IC, BEZEL	50.88
TOTAL FOR: EMERGENCY VEHICLES PLUS				50.88
01370	ENGINEERING SUPPLY AND IMAGING	220714-0006	GENERAL MAINTENANCE PERFORMED , MACHINE CLEANED	833.87
TOTAL FOR: ENGINEERING SUPPLY AND IMAGING				833.87
00932	ERIC ROGERS LLC	28820	WEEKLY LAWN MOWING	1,605.00
		28917	HOT RUBBER CRACK FILL AT TENNIS COURTS	1,400.00
		28956	WEEKLY LAWN MOWING	1,883.00
		28984	WEEKLY LAWN MOWING	1,604.00
TOTAL FOR: ERIC ROGERS LLC				6,492.00
01358	FAMILY FARM & HOME	001354/C	KENTUCKY GRASS SEED	199.98
		001358/C	4204BC 1.5X1/8X72 NAGL	26.99
TOTAL FOR: FAMILY FARM & HOME				226.97
01330	FISHBECK, THOMPSON, CARR	413144	CHARLOTTE/WATER RELIABILITY STUDY THROUGH 7/8/	3,304.82
TOTAL FOR: FISHBECK, THOMPSON, CARR				3,304.82
01322	GALE BRIGGS, INC.	81181	CONCRETE & LIMESTONE	820.00
		81186	CONCRETE, LIMESTONE	189.00
		81224	1/2" REROD	7.50
		81233	CONCRETE, LIMESTONE	179.00
TOTAL FOR: GALE BRIGGS, INC.				1,195.50
01319	GARDENSCAPES LAWN & LANDSCAPE	0995	MOW/TRIM	210.00
TOTAL FOR: GARDENSCAPES LAWN & LANDSCAPE				210.00
01288	HAMMERSMITH EQUIPMENT CO.	520250	BEARING, EDCO LEFT SIDE CPSX	463.25
		520251	SHAFT, EDCO SCARIFIER CUTTER	36.00
TOTAL FOR: HAMMERSMITH EQUIPMENT CO.				499.25
01438	HASSEL FREE FUELS	CFSI-7445	FUEL	1,924.82
		CFSI-7506	FUEL/ FIRE	713.05
TOTAL FOR: HASSEL FREE FUELS				2,637.87
01207	KENNEDY INDUSTRIES INC.	631935	TRICKLING FILTER, ANNUAL PREVENTATIVE MAINTENA	1,695.00
TOTAL FOR: KENNEDY INDUSTRIES INC.				1,695.00

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01976	KENT COMMUNICATIONS	311253	JOB 165294	1,142.03
TOTAL FOR: KENT COMMUNICATIONS				1,142.03
01450	KIMBERLY CURRAN	07.20.2022	JULY BOARD OF REVIEW MEETING	17.50
TOTAL FOR: KIMBERLY CURRAN				17.50
01988	LANSING WELDING, INC.	2197901	ROAD JOB WELD 20' X 3" 1/8 STEEL STRIPON STRUC	1,193.70
TOTAL FOR: LANSING WELDING, INC.				1,193.70
01987	MAGLOCLLEN, INC	7077	MEMBERSHIP USER FEE JULY 1,2022 TO JUNE 30, 20	400.00
TOTAL FOR: MAGLOCLLEN, INC				400.00
01082	MICHIGAN NETWORK CONSULTANTS	2022-23058	IT SERVICES	3,175.00
TOTAL FOR: MICHIGAN NETWORK CONSULTANTS				3,175.00
01986	MIDWEST UNLIMITED	1002001460-01	DAX CRBNFBR FULL 50/50	192.06
TOTAL FOR: MIDWEST UNLIMITED				192.06
01021	NORTHERN SAFETY CO., INC.	904864959/102578	FIRST AID SUPPLIES, NITRILE GLOVES	450.08
TOTAL FOR: NORTHERN SAFETY CO., INC.				450.08
01009	O'LEARY PAINT CO	000507166	ACYLIC WHITE TRAFFIC PAINT	405.00
TOTAL FOR: O'LEARY PAINT CO				405.00
01003	OUDBIER INSTRUMENT CO.	10223	CALIBRATION OF FLOW METERS WITHIN MANUFACTURER	1,120.20
TOTAL FOR: OUDBIER INSTRUMENT CO.				1,120.20
00972	PRO-TECH SECURITY SALES	INV805	PLT018ECRN OMEGA ICW, 7X9 SPECIAL THREAT FULL	1,109.00
TOTAL FOR: PRO-TECH SECURITY SALES				1,109.00
01234	RANDY JEWELL	2022-07	JULY 26, 2022	3,262.00
TOTAL FOR: RANDY JEWELL				3,262.00
01210	REBECCA KENDALL	07.20.2022	JULY BOARD OF REVIEW	17.50
TOTAL FOR: REBECCA KENDALL				17.50
00987	ROBERT PHILLIPS	07.20.2022	JULY BOARD OF REVIEW MEETING	17.50
TOTAL FOR: ROBERT PHILLIPS				17.50
00927	ROSEACRE GREENHOUSE	MAY 2022	PLANTS DOWN TOWN, PETUNIA PLANTS, GRASSES	725.00
TOTAL FOR: ROSEACRE GREENHOUSE				725.00

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Vendor Code	Vendor Name	Invoice	Description	Amount
01989	ROTARY MULTIFORMS, INC.	0188047	CIVIL INFRACTION UC-03	600.00
TOTAL FOR: ROTARY MULTIFORMS, INC.				600.00
00926	ROWE PROFESSIONAL SERVICES CO	0104154	PROJECT 21W0064	20,660.00
TOTAL FOR: ROWE PROFESSIONAL SERVICES CO				20,660.00
00913	SANBORN SIGNCRAFTERS	50378	REPLACE STRIPING ON TOOL BOX DOORS, UNIT #6	225.00
TOTAL FOR: SANBORN SIGNCRAFTERS				225.00
01829	SPECTRUM PRINTERS, INC.	70716	PREV. INVOICE ADJUSTMNET	250.66
TOTAL FOR: SPECTRUM PRINTERS, INC.				250.66
00861	STANDARD LIFE INSURANCE CO	646882	LIFE INSURANCE, AUGUST 2022	1,222.41
TOTAL FOR: STANDARD LIFE INSURANCE CO				1,222.41
01536	THE PARTS PLACE	234191	OUTLET, S/T/T LAMP	34.87
TOTAL FOR: THE PARTS PLACE				34.87
00820	TRACE ANALYTICAL LABORATORIES	2070306	DRINKING WATER LEAD AND COPPER SAMPLES	111.75
		2070339	WATER QUALITY SAMPLES 07.07.2022	96.25
TOTAL FOR: TRACE ANALYTICAL LABORATORIES				208.00
00777	WALDRON FUELS	4128	FUEL 07/07/2022 AND 07/25/2022	818.30
TOTAL FOR: WALDRON FUELS				818.30
00761	WILLIAMS FARM MACHINERY, INC.	PC07866	CHAINS 20 INCH & 18 INCH CHAIN	30.00
TOTAL FOR: WILLIAMS FARM MACHINERY, INC.				30.00
00758	WINDEMULLER	221456	ELECTRICAL TECHNICIAN	344.00
TOTAL FOR: WINDEMULLER				344.00
00753	WOLVERINE PEST SERVICE	126701	TREATED ALL HOLES AROUND PLAY SET AT PARK	50.00
TOTAL FOR: WOLVERINE PEST SERVICE				50.00
TOTAL - ALL VENDORS				155,772.00
PAYMENT TYPE TOTAL				
Paper Check				122,478.81
EFT Transfer				33,293.19

**RESOLUTION 2022-18
CHARLOTTE FRONTIER DAYS
CITY OF CHARLOTTE**

WHEREAS, the Frontier Days Festival is a community based, organized event that is to be held September 6 through the 11, 2022; 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 10, 2022:

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 the 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 9, after 6:00 p.m. to Saturday, September 10, 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 9:00 a.m. Saturday, September 10, until 1 p.m. Saturday, September 10 for a parade and as approved by the Michigan Department of Transportation Permit.

PARADE – SEPTEMBER 10, 2022

1. The Department of Public Works shall be responsible for placement of the required “NO PARKING” signs at 5:00 a.m., Saturday, September 10, 2022 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 10, 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 Eattran 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 in cooperation with the Committee will organize and hold a “5k Race” on Saturday morning, September 10, 2022. 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' activities and a petting zoo, at the Eaton County Fairgrounds from September 9 through September 11, 2022.
7. Grant the use of the back entrance into the fairgrounds camping area located adjacent to the wastewater treatment plant, for the entrance and exit of campers and their vehicles and for access on and off the grounds Saturday, September 10, during the 5k race and the parade (9:00 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 Eastbound Harris, South bound Cochran, West bound Lawrence, and North bound Bostwick and the Northside 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 8 through September 11, 2022, per City Code, Chapter 46, and Section 2.
11. Eaton Area Senior Center will organize and conduct a Helicopter drop on Sunday, Sept 11th at 4pm. This will take place in the practice football field to the North of Kardell Hall. In addition the helicopter will provide rides to the public during the day on Sunday.
12. The City of Charlotte shall place the Frontier Day Flags along Cochran between Lawrence and Seminary on August 22, 2022 and remove them after September 11, 2022.

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 _____, supported by _____ to approve Resolution 2022-18 Charlotte Frontier Days. Carried. Yea (☐); Nay (☐); Absent (☐)

I, Mary LaRocque, City Clerk of the City of Charlotte, hereby certify the foregoing is a true and complete copy of a resolution adopted by the Charlotte City Council at a meeting held on August 1, 2022

Mary LaRocque, City Clerk



Memo

To: Honorable Mayor Armitage; City Council
From: Bryan Myrkle, Community Development Director
Date: June 30, 2022
Re: Staff report on proposed revisions to Home Occupations standards and regulations, including medical marijuana growing under the caregiver model

Background – Home Occupations ordinance

The City of Charlotte formed an Ad Hoc Committee on Code Enforcement in 2021. As part of the work of that committee, it recommended the City of Charlotte Planning Commission and City Council work to update several sections of the Charlotte City Code. This included local regulations related to allowed home occupations in residential districts.

The committee, and subsequently the Planning Commission, determined that Charlotte's existing regulations were too proscriptive and limiting, and not reflective of the diversity of economic opportunity presented to individuals by the modern, 21st Century economy. In simplest terms, the current standards have a short and outdated list of allowed home occupations, and a short list of prohibited occupations. Anything else is presumed to be prohibited unless special permission is granted by the Charlotte Planning Commission in the form of a Conditional Use approval.

After reviewing a range of ordinances adopted by other communities, the Planning Commission determined that a better approach is one relying on a set of home occupations standards that protect neighbors and neighborhoods from the potentially negative effects and nuisances resulting from nearby home occupations. This approach presumes that all legal economic activity that can be conducted from an individual residence is permitted, as long as it does not create off-site problems such as increased traffic and parking, noise, dust, smoke, vibration or unsightliness.

Background – Medical Marijuana Caregiving as a home occupation

A secondary element of the home occupations discussion was how to approach medical marijuana grow operations under the caregiver model. As Council members may know from previous staff communications, growing medical marijuana is legal as a patient or caregiver, and is currently unregulated in Charlotte. As a result, medical marijuana caregiver growing operations have started to proliferate in the community. In some cases, these operations can be quite large and hard to distinguish from a commercial operation. They have also begun to concentrate in certain neighborhoods or on certain blocks. This has the potential to change the character of these neighborhoods with the type of negative off-site effects described in the previous paragraph.

When the topic was originally broached several years ago, City Attorney Hitch was of the opinion that regulation of this industry was not legal, and so the City made no attempt to regulate it. Since that time,

however, the Michigan Supreme Court has weighed-in on the issue, and determined that some level of regulation is allowed. This was tested in the case *Byron Township vs. DeRuiter*.

Growing medical marijuana under the legal caregiver model allows a person to grow up to 12 individual marijuana plants for themselves, as well as 12 plants for up to 5 patients they are registered to serve. This means that any individual caregiver can be growing up to 60 marijuana plants at a time. If more than one caregiver is growing at a single property, the operation can reach a significant size and begin to have off-site impacts.

It has long been the opinion of City staff that legal, permissible caregiver grow operations should have to abide by the same standards as any other home occupation. For a neighbor or neighborhood, it is immaterial what sort of home occupation creates a nuisance, what matters is the negative and enduring effects of that nuisance.

Based on the Michigan Supreme Court determination, City Attorney Hitch now agrees that regulation of this activity is possible, and he has recommended adoption of the language from Byron Township that has already been reviewed by the courts. He has also recommended that this language not be added to Chapter 82 – Zoning, as it would ‘grandfather’ any existing operations in the City, limiting our ability to regulate them. He recommends adding the language elsewhere in the code. Instead, he recommends Chapter 15 – Businesses.

It is important to note for the benefit of City Council and for any residents or property owners who may be affected by these changes that there is no intention on the part of City staff to regulate caregiver operations out of existence. It is an attempt to ensure that residential neighborhoods are protected from the potential negative effects of caregiver growing operations, the same as they would be from any home occupation that creates negative offsite effects.

Recommendation

1. Approve the first reading of the proposed home occupations ordinance and set a public hearing before the Planning Commission for Tuesday, August 9, 2022 at 7 p.m.
2. Approve the first reading of the proposed medical marijuana caregiver ordinance and set a public hearing before the City Council for Monday, August 1, 2022 at 7 p.m.

Financial Impacts

There are no direct financial impacts to the City of Charlotte.

Suggested Motion

1. I move to approve the first reading of Ordinance No. 2022 – XX Chapter 82 – Zoning – and set a public hearing before the Charlotte Planning Commission for Tuesday, August 9, 2022 at 7 p.m.
2. I move to approve the first reading of Ordinance No. 2022 – XX Chapter 15 – Businesses – and set a public hearing before the Charlotte City Council for Monday, August 1, 2022 at 7 p.m.

Introduced: July 18, 2022
Adopted:
Effective:

CITY OF CHARLOTTE
ORDINANCE NO. 2022-03

AN ORDINANCE TO AMEND CHAPTER 15 –
BUSINESSES – OF THE CODE OF THE
CITY OF CHARLOTTE BY AMENDING ARTICLE IV MARIHUANA
ESTABLISHMENTS, TO ADD SECTION 15-76 MEDICAL MARIHUANA
CAREGIVER REGULATIONS.

Councilmember _____ moved that the following ordinance be adopted:

THE CITY OF CHARLOTTE ORDAINS:

SECTION 1. ADD SECTION 15-76 MEDICAL MARIHUANA CAREGIVER REGULATIONS. Chapter 15, Article IV, Section 15-76 Medical Marihuana Caregiver Regulations shall hereby be added as follows.

§15-76 Medical marihuana caregiver regulations.

1) Intent. It is the intent of this section to give effect to the intent of the Michigan Medical Marihuana Act, Initiated Law 1 of 2008, MCL 333.26421 et seq. (hereinafter “Act”) as approved by the electors. These provisions are designed to recognize the fundamental intent of the Act to allow the creation and maintenance of a private and confidential patient-caregiver relationship to facilitate the statutory authorization for the limited cultivation, storage, distribution and use of marihuana for medical purposes; and to regulate this fundamental intent in a manner that does not conflict with the Act. By permitting the operations of registered primary caregivers as a home occupation, rather than in a commercial setting, this promotes the Act’s purpose of ensuring that a registered primary caregiver is not assisting more than the five qualifying patients permitted in the Act with their medical use of marihuana, and a registered primary caregiver does not unlawfully expand its operations beyond five qualified patients, so as to become an illegal commercial operation in the nature of a marihuana collective, cooperative, or dispensary.

2) Remainder of article; effect of permit approval. In recognition of the unique nature of the medical marihuana caregiver as a home occupation provided for hereunder, the conditions and requirements set forth in Chapter 82, Section 82-107 for home occupations shall not be applicable to medical marihuana home occupations.

3) Regulations. The following standards and requirements shall apply to the location at which the medical use of marihuana is conducted by a primary caregiver.

a. The medical use of marihuana shall comply at all times with the MMMA and the MMMA General Rules, as amended.

- b. A registered primary caregiver shall not possess marihuana, or otherwise engage in the medical use of marihuana, in a school bus, on the grounds of any preschool or primary or secondary school, or in any correctional facility.
- c. Not more than two registered primary caregivers, who shall also be full-time residents of the dwelling, shall be permitted to operate at any one property.
- d. The medical use of marihuana shall be conducted entirely within a dwelling or attached garage, except that a registered primary caregiver may keep and cultivate, in an "enclosed, locked facility" (as that phrase is defined by the MMMA), up to 12 marihuana plants for each registered qualifying patient with whom the registered primary caregiver is connected through the registration process established by the Department of Licensing and Regulatory Affairs, and up to 12 additional marihuana plants for personal use, if the primary caregiver is also registered as a qualifying patient under the MMMA.
- e. A sign identifying the home occupation by word, image or otherwise, or indicating that the medical use of marihuana is taking place on the premises, shall not be permitted; nor shall any vehicle having such a sign be parked anywhere on the premises.
- f. Except for lighting, heating, watering, drying or other equipment, or fertilizers, herbicides or other chemicals directly related to the medical use of marihuana, no other materials or equipment not generally associated with normal ownership, use, and maintenance of a dwelling shall be permitted.
- g. Distribution of marihuana or use of items in the administration of marihuana shall not occur at or on the premises of the primary caregiver. A qualifying patient shall not visit, come to, or be present at the residence of the primary caregiver to purchase, smoke, consume, obtain or receive possession of any marihuana.
- h. Except for the primary caregiver, no other person shall deliver marihuana to the qualifying patient.
- i. No one under the age of 18 years shall have access to medical marihuana.
- j. No on-site consumption or smoking of marihuana shall be permitted within the dwelling (or on the property) of a primary caregiver, except for lawful medical marihuana consumption by the primary caregiver if registered as a qualifying patient under the MMMA.
- k. Medical marihuana shall not be grown, processed, handled or possessed at the dwelling of the primary caregiver beyond that which is permitted by law.
- l. All necessary building, electrical, plumbing and mechanical permits shall be obtained for any portion of a building or structure in which equipment and devices that support the cultivation, growing or harvesting of marihuana are located or used.

- m. If marihuana is grown or located in a room with windows, all interior lighting shall be shielded to prevent ambient light from creating a distraction for adjacent properties.
- n. Related merchandise or products shall not be sold or distributed from the dwelling or property of the primary caregiver, apart from the permitted quantity of medical marihuana.
- o. To ensure compliance with all applicable requirements and laws, the portion of a building or other structure, such as a cultivation room, where energy use and heating requirements exceed typical residential limits and chemical storage occurs, are subject to inspection and approval by the zoning administrator or other authorized official.
- p. The property, dwelling and all enclosed, locked facilities shall be available for inspection upon request by the zoning administrator, building official or law enforcement official.

4) Permit Required. The operations of a registered primary caregiver, as a home occupation, shall be permitted only with the prior issuance of a City of Charlotte permit.

- a. A complete and accurate application shall be submitted on a form provided by the City and an application fee in an amount determined by resolution of the City Council shall be paid.
- b. The permit application shall include the name and address of the applicant; the address of the property; proof, such as a driver's license, voter registration card or similar record showing that the dwelling is the applicant's full-time residence; a current state registration card issued to the primary caregiver; a full description of the nature and types of equipment which will be used in marihuana cultivation and processing; and a description of the location at which the use will take place. The zoning administrator may require additional information necessary to demonstrate compliance with all requirements. The zoning administrator shall review the application to determine compliance with this Ordinance, the MMMA and the MMMA General Rules. A permit shall be granted if the application demonstrates compliance with this Ordinance, the MMMA and the MMMA General Rules.
- c. The use shall be maintained in compliance with the requirements of this Ordinance the MMMA and the MMMA General Rules. Any departure shall be grounds to revoke the permit and take other lawful action. If a permit is revoked, the applicant shall not engage in the activity unless and until a new permit is granted.
- d. Information treated as confidential under the MMMA, including the primary caregiver registry identification card and any information about qualifying patients associated with the primary caregiver, which is received by the City, shall be maintained separately from public information submitted in support of the application. It shall not be distributed or otherwise made available to the public and shall not be subject to disclosure under the Freedom of Information Act.
- e. It is unlawful to establish or operate a for-profit or nonprofit marijuana dispensary, collective or cooperative within the City, even if such use is intended for the medical use of marijuana.

f. The use of the dwelling or other permitted facility of a qualifying patient to cultivate medical marijuana in accordance with the MMMA, solely for personal use, does not require a permit under this subsection; however, all applicable state and City ordinance requirements must be met.

g. The provisions of this subsection do not apply to the personal use and/or internal possession of marijuana by a qualifying patient in accordance with the MMMA, for which a permit is not required.

5) Enforcement. Any violation of this section shall be considered a civil infraction.

SECTION 2. EFFECTIVE DATE. This ordinance shall become effective 20 days after publication.

Second, _____. Motion _____ () Yeas. () Nays. () Absent.

Dated: August 1, 2022

Michael Armitage, Mayor

Mary LaRocque, City Clerk



Memo

To: Honorable Mayor Armitage; City Council

From: City Manager LaPere, MPAP

Date: July 28, 2022

Re: Staff report on proposed amendments to Chapter 52, Article I Property Maintenance Code

Background

The City utilizes the International Property Maintenance Code for base standards of property maintenance for residential and commercial properties within the city. This code is used by numerous Michigan municipalities as it contains well-established best practices and enforceable standards. These codes provide provisions to protect public health, safety, and welfare by ensuring buildings and structures are safe to use and occupy. Additionally, the code establishes enforcement and administrative standards to ensure equal protection and due process provisions are followed.

This code is updated periodically by the International Code Council to ensure it is current on new case law, changes in property maintenance or construction standards, etc. The most recent version available is the 2021 edition, and the city's adopted version is the 2006 edition. It is best practice to update our codes to match the most current edition from time to time for the same reasons those codes are updated. Furthermore, the city's ad hoc code enforcement committee recommended the city adopt the most current edition to bring our standards in line with the more current code edition.

In prior years, the City has also amended several sections related to dangerous buildings. In comparing the 2021 edition to that language, there is significant overlap; therefore, I recommend we eliminate that duplication of standards. This will provide one document to reference for standards. The other change from the current language is the appeals hearings process. The current ordinance calls for appointment of a hearing officer by the Mayor. The proposed language would establish the Zoning Board of Appeals as the body which would hear any appeals of enforcement of the property maintenance code. This would shift those responsibilities from an individual to a public body. The other change is the 2021 edition offers an appendix which establishes standards for boarding up points of ingress and egress on structures. We are recommending adoption of those standards as well. This will ensure any required securing of structures is done in a manner that is suitable and provides examples for persons to follow.

Pursuant to discussion held at the first reading on July 18th, we have updated the section regarding the designated agency and clarified times when certain sections apply for heating. Included for Council's review is the proposed ordinance amendment for second reading, along with a copy of the 2021 Property Maintenance Code.

Recommendation

City Council adopt the proposed ordinance amending Chapter 52, Property Maintenance Code.

Financial Impacts

The costs associated with publication of public hearing and required notice of ordinance amendment are estimated to be \$100.00.

Suggested Motion

See attached ordinance.

eel

attachments

Introduced: July 18, 2022
Adopted:
Effective:

CITY OF CHARLOTTE

ORDINANCE NO. 2022-04

AN ORDINANCE TO AMEND CHAPTER 52 - PROPERTY
MAINTENANCE AND NUISANCE ABATEMENT- OF THE
CODE OF THE CITY OF CHARLOTTE BY AMENDING
ARTICLE I - PROPERTY MAINTENANCE CODE.

Councilmember _____ moved that the following ordinance be adopted
upon a second reading and public hearing on Monday, August 1, 2022:

THE CITY OF CHARLOTTE ORDAINS:

SECTION 1. PURPOSE. The purpose of this ordinance is to update the provisions of
the City Ordinance related to property maintenance standards and enforcement.

SECTION 2. Article I of Chapter 52 shall be amended as follows:

§ 52-1 INTERNATIONAL PROPERTY MAINTENANCE CODE ADOPTED BY REFERENCE.

The International Property Maintenance Code, 2021 Edition, as published by the
International Code Council, Inc., for the purpose of regulating existing buildings and
structures and premises in the City of Charlotte, as in this article modified, is hereby
adopted, and the current, 2006 Edition, along with the local changes thereto, is
repealed.

§ 52-2 AMENDMENTS TO INTERNATIONAL PROPERTY MAINTENANCE CODE.

The following chapters of the 2021 Edition of the International Property Maintenance
Code are hereby amended or added as set forth herein.

Chapter 1, Scope and Administration,

Section 101.1, is amended to read as follows:

101.1 Title. These regulations shall be known as the International Property
Maintenance Code **of the City of Charlotte**, hereinafter referred to as “this
code”.

Section 103.1 is amended to read as follows:

103.1 Designated agency. The **City of Charlotte Community Development Department** is the designated agency and the official in charge thereof shall be known as the Community Development Director. The function of the agency shall be the implementation, administration, and enforcement of the provisions of this code. The functions of the agency may be carried out by a designee, including the Code Enforcement Officer and Rental Inspector.

Section 107.01 is amended to read as follows:

107.1 General. In order to hear and decide appeals of orders, decisions, or determinations made by the code official relative to the application and interpretation of this code, there shall be and is hereby created a board of appeals. **The board of appeals shall be the City of Charlotte Zoning Board of Appeals.** The board shall adopt rules of procedure for conducting its business and shall render all decisions and findings in writing to the appellant with a duplicate copy to the code official.

Section 108.1 is amended to read as follows:

108.1 Membership of Board. **The board of appeals shall consist of the membership of the City of Charlotte Zoning Board of Appeals.**

Chapter 3 General Requirements

Section 302.4 is amended, in part, to read as follows:

Section 302.4 Weeds. Premises and exterior property shall be maintained free from weeds or plant growth in excess of **ten (10) inches in height...**

Section 304.14 is amended, in part, to read as follows:

Section 304.14 Insect Screens. During the period from **March 1** through **November 30**, every door, window and other outside opening is required for ventilation of habitable rooms...

Chapter 6 Mechanical and Electrical Requirements

Section 602.3 is amended, in part, to read as follows:

Section 602.3 Heating supply. Every owner and operator of any building who rents, leases or lets one or more dwelling units or sleeping units on terms, either

expressed or implied, to furnish heat to the occupants thereof shall supply heat during the period from **October 1** through **April 30** to maintain a minimum temperature of 68°F...

Section 602.4 is amended, in part, to read as follows:

Section 602.4 Occupiable work spaces. Indoor occupiable work spaces shall be supplied with heat during the period from **October** to **April** to maintain a minimum temperature of 65°F...

§§ 15-3 -- 15-25 RESERVED.

SECTION 3. SEVERABILITY. If any section, clause or provision of this Ordinance shall be declared to be inconsistent with the Constitution and laws of the State of Michigan and voided by any court of competent jurisdiction, said section, clause or provision declared to be unconstitutional and void shall thereby cease to be a part of this Ordinance, but the remainder of this Ordinance shall stand and be in full force.

SECTION 4. SAVING CLAUSE. All proceedings pending and all rights and liabilities existing, acquired or incurred at the time this Ordinance takes effect are saved and may be consummated according to the law when they were commenced.

SECTION 5. REPEALER. Any Ordinance conflicting with this Ordinance be and the same is hereby repealed.

SECTION 6. EFFECTIVE DATE. This ordinance shall become effective 20 days after publication.

Second, _____ () Yeas. () Nays. () Absent.

Dated: _____

Micheal Armitage, Mayor

Mary LaRocque, City Clerk

THE CITY OF
CHARLOTTE
MICHIGAN

Memo

To: Honorable Mayor Armitage; City Council
From: Amy E. Gilson, PE - Director of Public Works
Date: July 26, 2022
Re: Staff report on DPW Garage Survey

Background

In February City Council approved a study by Sidock Group to evaluate the facilities at the DPW garage. One of the options in their proposal was for a boundary survey of the properties that make up the garage. The option for the survey was not part of the Council approved contract with Sidock. The contract pages of the proposal did not specifically list which parts of the proposal were accepted. There was a miscommunication with the project manager (who has since left the company) from Sidock about what was approved. Through an email, I see where it was construed that I approved the land survey in addition to the survey of the garage buildings that was the main body of the project. The land survey has been completed and billed by Sidock, which is when the situation came to light. I have asked them to not deliver it until such time that the City agrees to pay for it. The survey has value to the Department, and can be used if future if any improvements are recommended.

Recommendation

We are recommending paying the Sidock Group for the additional land surveying in the amount of \$20,300.00 per their proposal.

Financial Impacts

The fees will be charged to the Motor Vehicle Pool Fund and will have no effect on the General Fund. While not budgeted, it can be taken from reserves and a budget amendment would be necessary.

Suggested Motion

City Council approves the contract for additional services with Sidock Group in the amount of \$20,300.00 with funds available in the Motor Vehicle Pool.

DESCRIPTION OF FEES

CITY OF CHARLOTTE DEPARTMENT OF PUBLIC WORKS



Sidock Group Inc. as proposer, proposes to furnish to the City of Charlotte, according to the terms, conditions and instructions that are part of the Request for Proposal for this work, Sidock Group Fees shall be as follows.

DPW Facility Needs Assessment **\$24,560.00**

Optional Services

Facility Site Survey

1) Title Commitment	\$ 1,100.00
2) Boundary Survey	\$ 6,000.00
3) Topographic Survey with 50ft Overlap	\$11,500.00
4) Easements (with Title Commitment)	\$ 1,700.00
Site Survey Total :	\$20,300.00

TOTAL FEE **\$44,860.00**

The above listed fees include all reimbursable expenses such as printing and travel expenses. Any change in scope items shall be treated as change orders and shall be billed as a time and material basis. Refer to the attached Rate Schedule for Hourly rates.





Memo

To: Honorable Mayor Armitage; City Council
From: Amy E. Gilson, PE - Director of Public Works
Date: July 26, 2022
Re: Staff report on Lansing Lift Station Pump

Background

The Lansing Lift Station is the second largest sanitary pump station in the city pumping an average of 250,000- 300,000 gallons of sewage per day. All of the sewage from Lansing Road and Packard Highway goes through it, so it is critical infrastructure. This pump will provide reliability as defined in our asset management plan. The current pumps are Homa brand, and there are advantages to keeping the same brand within a station. The most important advantages are that the slide rails and connectors are set up for that brand pump and there is no need to keep multiple parts on the shelf for multiple pumps which limits inventory on hand.

A quote of \$11,959.00 was received from DuBois-Cooper who is the Michigan representative for Homa pumps. For comparative purposes, quotes were also received for similar design pumps (\$18,922.93 and \$11,526.23).

Recommendation

Section 2-186 of the City Ordinances allows for the waiver of sealed bids for purchases over the amount of \$5,000. City Council agrees to waive the sealed bid process and approves the purchase one Homa pump from DuBois-Cooper in the amount of \$11,959.00 plus freight charges.

Financial Impacts

The purchase has been approved by Council to be paid for through ARPA funds. There was money budgeted in the Water & Sewer fund, but using ARPA money will reduce stresses on the Water & Sewer Fund.

Suggested Motion

City Council approves the purchase of one Homa pump from DuBois-Cooper in the amount of \$11,959.00 plus freight charges with available ARPA funds and agrees to waive the sealed bid process.



Memo

To: Honorable Mayor Armitage; City Council
From: Amy E. Gilson, PE - Director of Public Works
Date: July 26, 2022
Re: Staff report on Water Service Potholing Budget

Background

The Michigan Department of Environment, Great Lakes and Energy (EGLE) requires municipalities to verify the material of all water service lines in three locations by 2025. In 2021 the city was awarded a \$350,700 grant for the “potholing” identification of 346 of the approximate 2,000 undocumented water service lines. The city added funds to pothole an additional 394 services. The DPW has been potholing services as time allows, but there are still approximately 1,200 more services to pothole by 2025. The FY 22-23 Water & Sewer budget allocated an additional \$100,000 for a contractor to perform potholing services. Even with that money, the 2025 deadline is going to be difficult to meet.

Because there will be grant funds remaining after the current project, it would benefit the city to apply the FY 22-23 potholing budget to the current project. By doing so, we will be leveraging the grant to record and update the GIS system with the extra work. Additionally, with a program in place, our expectations known, and a lack of time, it will provide for a seamless process.

Recommendation

We are recommending that the contract with Fishbeck be amended to apply the FY 22-23 budgeted \$100,000 toward the current project.

Financial Impacts

The amount budgeted in FY 22-23 will also be used in a financially responsible way. The funds have been budgeted in the Water and Sewer Fund, and there will be no impact on the General Fund.

Suggested Motion

City Council approves the contract amendment with Fishbeck in the amount of \$100,000 to procure more potholing in conjunction with the Drinking Water Asset Management Grant.



Memo

To: Honorable Mayor Armitage; City Council
From: City Manager, LaPere MPAP
Date: July 28, 2022
Re: City Hall Roof Replacement Bid

Background

The roof at City Hall is approximately 20+ years old and has reached the end of its useful life. In recent years, the roof has leaked on numerous occasions causing damage to the interior, including City Council Chambers. The costs of continuous repairs and maintenance are going to continue to increase if left in its current condition. Staff requested sealed bids from qualified roofing contractors and received four bids for this work. The Bid tab is attached.

We are recommending use of ARPA funds for this project, as was discussed in connection with the survey conducted earlier this year and the June 9th City Council workshop meeting. The FY22-23 budget includes this expenditure and associated ARPA revenue. I did contact a local bank who offers some low-no interest financing options for municipal work, such as this project. They stated that roofing and boilers do not offer energy savings sufficient to buy-down the interest and we should expect to pay 4-5% interest if we were to pursue a loan for this project. Therefore, I am recommending we utilize ARPA funding as planned.

The low bid for this project is proposing a scan of the roof with a patch-replacement and sealing of the current roof membrane. Our bid specs called for a complete replacement. One risk of this method is the scan of the roof could demonstrate patch-replacement is not feasible and the bid price will no longer be valid. The low bid for a complete replacement is Weathershield Roofing with a bid price of \$159,283. This company currently performs our roofing maintenance and repair work, is familiar with our roof structure and associated appliances and we feel confident that the price supplied will be accurate for the needs of the roof. We are recommending the City Council approve a contract with Weathershield roofing to replace the entire roof on City Hall. They included an option to increase the insulation but we are not recommending that as the time to recover additional costs exceeds life of the roof. They are offering a 20 year warranty on the work.

Recommendation

Approve contract with Weathershield Roofing Systems in the amount of \$159,283.00 for replacement of City Hall Roof using ARPA funds.

Financial Impacts

There will be no direct financial impact as ARPA funds have already been received by the City.

Suggested Motion

City Council approves contract to Weathershield Roofing systems in the amount of \$159,283.00 for replacement of City Hall roof using American Rescue Act funding and authorizes the Mayor and Clerk to sign any required contract.

COMMERCIAL ROOF REPLACEMENT		
RFP 2022-03A		
ISSUED JUNE 27, 2022		
SEALED BIDS DUE JULY 21, 2022 4:00 P.M.		
BID RECEIVED FROM	Amount	Notes
Weathershield Roofing Systems - Grand Rapids	\$18,531.00	alternate replacement method proposed
C&I building Maintenance, Inc. - Sparta	\$80,750.00	plus add ons \$11.00 per sq. ft
Superior Services RSH, Inc. - Lansing	\$232,454.00	
Sherriff-Goslin Co. - Battle Creek	\$260,000.00	Includes funds for expected extras



Memo

To: Honorable Mayor Armitage; City Council
From: Bryan Myrkle, Community Development Director
Date: July 28, 2022
Re: Request for rezone – 243 State St.

Background

The prospective purchaser of the property at 243 State St has requested the City consider rezoning the property from I-1 Light Industrial to MX-1 Mixed Use Overlay District. The purpose of the rezone would be to allow him to create a small residential apartment for himself within the building where he would also be conducting an auto repair business.

MX-1 is an overlay district, meaning that if MX-1 is applied to the parcel, use and development can proceed according to either the mixed-use designation, or the original, underlying industrial designation.

The MX-1 zoning designation was created in Charlotte in 2014, and has not been frequently used. While the primary purpose for the designation was to allow for mixed-use residential and commercial development outside the downtown district, a light industrial component was included at the time. Furthermore, the applicant has indicated that he would be able to comply with most or all of the other conditions of the ordinance.

I believe it is a reasonable request that deserves consideration by the Planning Commission and City Council.

Recommendation

Approve the first reading of the ordinance that would rezone 243 State Street from I-1 Light Industrial to MX-1 Mixed Use Overlay.

Financial Impacts

Other than the indirect impact associated by the reuse and redevelopment of an existing structure here in the City, there is no financial impact.

Suggested Motion

[I move that] City Council approves the first reading of Ordinance No. 2022-05 and directs the Planning Commission to conduct the required public hearing on the matter and return a recommendation for approval or denial.

**CITY OF CHARLOTTE
RESOLUTION NO. 2022-19
A RESOLUTION TO APPROVE A REQUEST FOR THE REZONING OF THE
PARCEL AT 243 STATE STREET FROM I-1 LIGHT INDUSTRIAL DISTRICT TO
MX-1 MIXED USE OVERLAY DISTRICT**

WHEREAS, the City of Charlotte has received a request to rezone 243 State Street, Parcel No. 200-076-600-370-00, legally described as “COM AT SW CORNER OF LOT 37, E 197.5 FT, N AT R/A 115 FT, N 66°48' W 65.12 FT TO SE LINE OF STATE ROAD, SW ALONG STATE ST 196.47 FT M/L TO BEG. RICE'S ADD, CITY OF CHARLOTTE; and

WHEREAS, the request is to rezone the aforementioned parcel from I-1 Light Industrial District to MX-1 Mixed Use Overlay district; and

WHEREAS, the purpose of this change would be to allow the creation and use of a single residential unit in an industrial structure with otherwise industrial uses; and

WHEREAS, the City of Charlotte Planning Commission must conduct a public hearing on this matter and return a recommendation regarding the request to the City Council for consideration.

THEREFORE, BE IT RESOLVED that the City Council of the City of Charlotte does hereby approve the first reading of Ordinance No. 2022-19 and sets a public hearing on the matter before the City of Charlotte Planning Commission for 7 p.m. on Tuesday, August 9, 2022, at which time all interested persons will be heard.

The foregoing resolution was presented by _____ and supported by _____ for approval. **Carried/Failed** with the following roll call vote;

Yea

Nay

Absent

CERTIFICATION

I, Mary LaRocque, City Clerk for the City of Charlotte, County of Eaton, State of Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution duly adopted by the City Council of the City of Charlotte during its regular meeting held on August 1, 2022, and that said meeting was conducted and public notice of said

meeting was given pursuant to and in full compliance with the Open Meetings Act, being 1976 P.A. 267, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Mary LaRocque, City Clerk

Introduced:
Adopted:
Effective:

**CITY OF CHARLOTTE
ORDINANCE NO. 2022-05**

**AN ORDINANCE TO AMEND CHAPTER 82 - ZONING, BY
AMENDING THE ZONING MAP TO CHANGE A CERTAIN
DESCRIBED PARCEL FROM I-1 LIGHT INDUSTRIAL TO
MX-1 MIXED USE OVERLAY.**

Councilmember _____ moved the following:

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:

That property known as:

*243 State Street, Parcel No. 200-076-600-370-00, legally described as "COM AT
SW CORNER OF LOT 37, E 197.5 FT, N AT R/A 115 FT, N 66°48' W 65.12 FT
TO SE LINE OF STATE ROAD, SW ALONG STATE ST 196.47 FT M/L TO BEG.
RICE'S ADD, CITY OF CHARLOTTE*

is hereby rezoned from I-1 Light Industrial District to MX-1 Mixed Use Overlay District.

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. _____ 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.

Second, _____. Carried/Failed with the following roll call vote:

Yeas

Nays

Absent

Dated: _____

Michael Armitage, Mayor

Mary LaRocque, City Clerk

MEMORANDUM

TO: Charlotte City Council

FROM: Thomas M. Hitch, City Attorney

RE: CITY ATTORNEY REPORT

DATE: July 27, 2022

The following is my report to the City Council on issues in which our office has been engaged since the last Council meeting:

1. Charter Amendments. The City has received approval from the Governor as it relates to the proposed Charter Amendment adopted by the City Council. The ballot language has been submitted to the County Clerk so that it will be on the ballot for the citizens of the City of Charlotte.

2. Airport Condemnation Proceeding. I have prepared a letter and forwarded it to the owners of JRRS Investments, LLC, the owner of the party store on Lansing Road. I have indicated that they have 21 days within which to confer with Mr. Davis.

At this time, I have not been made aware by Mr. Davis of any conversations with the owner. I am hopeful that my letter will be persuasive, but if not, a week or so out from the deadline, I will begin preparation of the Resolution of Necessity and Declaration of Condemnation. Suit will follow thereafter and the City will obtain an Order of Possession. The City then will begin to plan the project which would remove all of the trees as required by the Federal Aeronautics Administration and the Department of Transportation Bureau of Aeronautics.

3. Conversations with the City Manager. From time to time, I continue to have conversations with the City Manager regarding a variety of City matters.

TMH:cf



Manager's Report August 1st Council Meeting

August 2nd Primary

The statewide primary election will be held on Tuesday, August 2nd. Polls open 7:00 a.m. and close 8:00 p.m. for in-person voting. Clerk LaRocque reminds voters to update registration information if you had any changes to your address, your name, or other personal information. If registering within 15 days of the election that you wish to vote in, including on election day, you must appear in person to the Clerk and bring proper residency and identity documentation. An application for an absentee ballot must be submitted to obtain an absentee ballot. Applications for absentee voting are available now, the deadline(s) for absentee ballots for the August 2 election are below:

- Saturday, July 30 is the last day a ballot can be mailed to you via first class mail if your application is received by the clerk before 5:00 p.m. On July 30th the Clerk's office will be open 8 a.m. to 1 p.m. and 2 p.m. to 5 p.m. for the purpose of issuing absentee ballots only.
- Monday, August 1 an absentee ballot must be applied for and received in person at the Clerk's office until 4:00 p.m. Note: a ballot issued on this day cannot leave the building, you must vote the ballot and return it to the Clerk before leaving.

Return your voted absentee ballots to the Clerk's office at your earliest opportunity after voting it. All voted absentee ballots must be received by the Clerk no later than 8:00 p.m. (close of polls) on election day, August 2, 2022, to be processed in the election.

There are two drop boxes available at City Hall, 111 E. Lawrence, for you to deposit your applications and voted ballots: in the vestibule at the front door and drive up/drop off along N. Washington St.

Visit the Michigan Voter Information Center for more information:

<https://mVIC.sos.state.mi.us/Home/Index>

Charlotte Chronicles and City Beat – August

The August editions of City Beat and Charlotte Chronicles are both available online now. There is a lot of important information, including details on the newly created statewide crisis number, 988, for those suffering mental health crises. Residents can also find out about upcoming events and a recap of recent Council actions. Check them out online at www.charlottemi.org/charlotte-chronicles or www.charlottemi.org/city-beat.

Public Hearings

Planning Commission will hold a public hearing on a proposed amendment to Chapter 82, Home Occupations to consider modifying regulations on home occupations on Tuesday, August 9th at 7pm.

RAVE Alerts – Water Utility Bill Notification Feature

The City participates in RAVE Alerts which provides alert notifications to participants via voice, email, text, and posts to social media. We have expanded the service options to include targeted text and email messaging for quarterly utility billing. We will send out a notice to registered users when we send out the bills for their cycle area. This alert will notify them the bill has been mailed and provide other billing related information. If you're already registered for alerts, make sure your address information is up-to-date. There are several ways to register: Text CHARLOTTE to 67283; Download the Smart911 app; or Register for a free and secure safety profile online at Smart911.com.

General information about utility billing can be found on the city's website here:

<http://www.charlottemi.org/serviceadministration/finance/utility-information/> and you can check your utility billing information anytime online here: www.bsaonline.com

Volunteer Opportunities

The City has several opportunities for citizens to participate in their local government. We are seeking volunteers to serve on the Ad Hoc Water Treatment Committee; Camp Frances Board; and Board of Review. Interested persons can find more information here:

<https://www.charlottemi.org/volunteers-wanted/>

Assistance Programs

For persons who may be facing financial difficulties with utilities, mortgage/rent, or other hardships, there are a number of assistance programs available. More information can be found on the city's website: <https://www.charlottemi.org/assistance-programs-available/>