

**CITY OF CHARLOTTE
COUNCIL PROCEEDINGS**

**Regular Meeting
August 2, 2021**

CALL TO ORDER:

By Mayor Armitage on Monday, August 2, 2021 at 7:01 p.m.

PRESENT:

Councilmembers: McRae, Baker, Hoogstra Dyer & Mayor Armitage.
Staff: Manager LaPere, Clerk LaRocque

PLEDGE OF ALLEGIANCE:

Mayor Armitage led the Pledge of Allegiance to the Flag of the United States of America.

APPROVAL OF MINUTES:

Motion by Baker, supported by Dyer to approve the minutes from July 19, 2021 as presented. Carried. 5 Yes. 0 No. 2 Absent.

EXCUSE ABSENT MEMBERS:

Motion by Baker supported by Hoogstra to excuse absence of Council members Weissenborn and VanStee. Roll Call, 5 Yes; 0 No; 2 Absent, motion carried.

PUBLIC HEARING:

Ordinance 2021-10 Amending Chapter 68, Article III, Section 68-99 Billing and Collection. Purpose of amendment is to change billing due date from the end of the month to 30 days from date of the bill. Public hearing opened at 7:04 p.m., no public comments, closed at 7:05 p.m.

PUBLIC COMMENT:

Ms. Layfield, a resident of Charlotte, inquired about the status of the Clinton-Stoddard house.

Anna Casey inquired if the City could help her with issues regarding road maintenance. She lives outside the city limits and Mayor Armitage suggested she leave her contact information with the manager or clerk and we would attempt to reach out to the county on her behalf. She left without leaving contact information.

Ms. Smith, a resident of Charlotte, inquired about the status of Clinton-Stoddard house. Manager LaPere was asked by Mayor Armitage to go ahead and give updates. LaPere noted the owner is seeking permits to begin rehabilitation.

Several unidentified residents approached the podium all concerned about the Clinton-Stoddard house, which had been rented as a 3-unit rental and subsequently suffered fire damage and is currently unoccupied. The negative activities of the previous residents occupying it and or loitering around the neighborhood were of concern to these residents. Many were not happy that the owner is now able to pull permits and re-habilitate the property. Manager LaPere addressed all concerns.

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

Motion by Baker, supported by Dyer to approve the Regular Meeting Agenda. Carried. 5 Yes. 0 No. 2 Absent.

Baker requested item 13) b; Consider Resolution 2021-115 Amending the Fee Schedule be removed from the Unanimous Consent Agenda.

McRae requested item 11) b; Consider Resolution 2021-116 Approving Contract with Prein & Newhof to Acquire Easements for

Removal of Trees at the Fitch A. Beach Airport be removed from the Unanimous Consent Agenda.

Dyer requested item 12) a; Consider Ordinance 2021-10 Amending Chapter 68, Article III, Section 68-99 Billing and Collection be removed from the Unanimous Consent Agenda.

Motion by McRae, supported by Dyer to approve the Unanimous Consent Agenda and approval of claims and expenditures. Carried with roll call vote. 5 Yes. 0 No. 2 Absent.

SPECIAL PRESENTATION:

Mayor Armitage presented the plans to honor Congressional Medal of Honor recipient Francis Charles Flaherty on August 21st at Maple Hill Cemetery. He noted more information can be found in the Council Packet, on Facebook and to look at other news outlets.

EXPEDITED RESOLUTIONS AND ORDINANCES:

A. Consider Resolution 2021-112 Approving Claims and Expenditures

RESOLUTION NO. 2021-112

A RESOLUTION TO APPROVE EXPENDITURES OF THE CITY OF CHARLOTTE FOR AUGUST 2, 2021

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

WHEREAS, the July 30, 2021, payroll totaled \$95,152.42; and

WHEREAS, the July 30, 2021, claims total in the amount of \$719,806.51; and

WHEREAS, the July 19, 2021, insurance claims totaled \$3,619.34; and

WHEREAS, the July 26, 2021, insurance claims totaled \$1,604.42;

THEREFORE, BE IT RESOLVED that the City Council approves claims and accounts for August 2, 2021, in the amount of \$820,182.69.

The foregoing resolution offered by Council member McRae and supported by Dyer. Carried with roll call vote. 5 Yes. 0 No. 2 Absent.

B. Consider Resolution 2021-116 Authorize the Execution of a Contract with Prein and Newhof to acquire easements for tree removal at the Fitch A. Beach Airport

RESOLUTION NO. 2021 – 116

A RESOLUTION TO AUTHORIZE THE EXECUTION OF A CONTRACT WITH PREIN AND NEWHOF FOR THE ACQUISITION OF EASEMENTS ASSOCIATED WITH THE REMOVAL OF OBSTRUCTIONS IN THE FITCH H. BEACH AIRPORT RUNWAY APPROACH

WHEREAS, the City of Charlotte is the owner and sponsor of the Fitch H. Beach Municipal Airport, and

WHEREAS, there are obstructions in the airport runway approach that must be removed in order to protect the safety and operability of the airport; and

WHEREAS, certain rights of access to private property must be established prior to the removal of these obstructions; and

WHEREAS, Prein & Newhof have proposed a contract for providing the necessary easement acquisition services; and

WHEREAS, the City of Charlotte have conducted the required Independent Fee Estimate and determined the proposed fees to be reasonable and appropriate; and

WHEREAS, if successful in obtaining these easements, the City of Charlotte will be reimbursed for 90 percent of the costs of the contract by the state and federal government.

THEREFORE, BE IT RESOLVED that the City of Charlotte City Council hereby authorizes the execution of Contract No. FM-23-02-LAND. an agreement for professional consultant services between the City of Charlotte and Prein & Newhof.

The foregoing resolution offered by Council member Baker and supported by Dyer. Carried with roll call vote. 5 Yes. 0 No. 2 Absent.

C. Consider Resolution 2021-113 Approving filling a vacancy in the Police Department

RESOLUTION NO. 2021-113

A RESOLUTION TO AUTHORIZE FILLING A VACANT POSITION WITHIN THE POLICE DEPARTMENT

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

WHEREAS, a patrol officer has submitted his resignation as of 07/21/21; and

WHEREAS, this patrol officer position is essential in maintaining adequate staff within the police department; and

WHEREAS, this position has already been approved and budgeted for in FY 21-22; and

WHEREAS, the Police Department is requesting permission to fill this patrol officer position to make the staff whole.

THEREFORE, BE IT RESOLVED that the City Council approve the hiring of a patrol officer position for the Police Department.

The foregoing resolution offered by Council member McRae and supported by Dyer. Carried with roll call vote. 5 Yes. 0 No. 2 Absent.

D. Consider Resolution 2021-114 Approve changes to signatories for Independent Bank Accounts

RESOLUTION NO. 2021-114

**A RESOLUTION TO APPROVE CHANGES
TO SIGNATORIES FOR INDEPENDENT BANK
ACCOUNTS**

WHEREAS, the City maintains its various bank accounts with Independent Bank whose branch is located at 129 Lansing Street in Charlotte; and

WHEREAS, various officers and employees are authorized to act on behalf of the City to make various transactions with regard to those accounts and, in this capacity, are designated as signatories on these accounts; and

WHEREAS, due to changes in persons designated as officers, it is necessary to instruct Independent Bank who is designated as a signatory and has access to accounts;

NOW, THEREFORE, BE IT RESOLVED that Finance Director/Treasurer Eric Smith is to be added as a signatory and granted rights to access accounts.

The foregoing resolution offered by Council member Baker and supported by VanStee. Carried with roll call vote. 7 Yes. 0 No. 0 Absent.

The foregoing resolution offered by Council member McRae and supported by Dyer. Carried with roll call vote. 5 Yes. 0 No. 2 Absent.

APPROVAL OF RESOLUTIONS AND ORDINANCES

- A. Consider Ordinance 2021-10 Amending Chapter 68, Article III, Section 68-99 Billing and Collection**

THE CITY OF CHARLOTTE ORDAINS:

SECTION 1. Modifying the payment deadline for water and sewer bills. Chapter 68, *ARTICLE III Water and Sewer Rate, Section 68-99 Billing and Collection* as listed below shall hereby be amended.

Section 68-99 – Billing and Collection.

(A) Charges for water and sewer usage shall be paid within 30 days of the date which they are billed. Payments shall be deemed made when they are received in the Treasurer's office or a city authorized depository. If payment is not made as provided in this section, a penalty of 10% shall be added to the bill. Failure to receive a bill shall not relieve the customer from the responsibility for payment.

SECTION 2. EFFECT ON REMAINING SECTIONS. The remaining Sections of Chapter 68, Article III shall remain in full force and effect.

SECTION 3. EFFECTIVE DATE. This ordinance shall become effective 20 days after publication.

The foregoing resolution offered by Council member Dyer and supported by Baker. Carried with roll call vote. 5 Yes. 0 No. 2 Absent.

INTRODUCTION OF RESOLUTIONS AND ORDINANCES

A. Consider Ordinance 2021-09 Amending Chapter 14, Article III to establish a rental registration and inspection program.

THE CITY OF CHARLOTTE ORDAINS:

SECTION 1. ESTABLISHING A RENTAL REGISTRATION AND INSPECTION PROGRAM. Chapter 14, *ARTICLE III RESERVED*, Title and Sections listed below shall hereby be amended.

Article III – Rental Dwelling Registration

ARTICLE III RENTAL DWELLING REGISTRATION

Section 14-56 - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Building inspector means the official who is charged with the administration and enforcement of this Code, or any duly authorized representative by the city manager.

Hotel, motel, boardinghouse, rooming house mean a building held out to the public as a place for lodging for a nightly, weekly or monthly rate, including bed and breakfasts.

Occupant includes all tenants, lessees and persons residing within a rental dwelling or rental unit.

Owner means any person, firm, corporation or other legal entity having a legal or equitable interest in the premises. If more than one person or entity owns the subject real property or if more than one person or entity is a land contract vendee of the subject real property, property owner refers to each person or entity holding any portion of that interest in the property, and the property owners' obligations in this article are joint and several as to each property owner.

Owner's representative means a person or representative of a corporation, partnership, firm, joint venture, trust, association, organization or other entity designated by the owner of the premises as responsible for operating such property in compliance with all the provisions of the city's ordinances.

Rental building or structure means any building containing one or more rental units.

Rental unit means any portion of a rental building in the city that contains living facilities, including provisions for sleeping, eating, cooking, and sanitation, which is occupied by a person other than a property owner or the parents or children of a property owner. The definition of rental unit includes a single-family dwelling, or a unit in

a multifamily or multipurpose dwelling, or a unit in a condominium or cooperative housing project, or any room or group of rooms located within a dwelling and forming a single unit with facilities that are used or intended to be used for living, sleeping, cooking or eating.

Sec. 14-57. - Purpose of standards.

The city recognizes a compelling interest in establishing standards for the maintenance of sanitary and safe residential rental structures in the city as an important factor for the general health, safety and welfare of all of its citizens. This article is designed to promote the continued maintenance of quality and safe rental properties and to enhance and maintain property values by adopting legislation which will be applicable to all rental housing units.

Sec. 14-58. - Applicability; exclusions

This article shall apply to any rental dwelling unit, or part thereof, which is occupied by persons pursuant to any oral or written rental or lease agreement or other valuable compensation. Such dwelling shall include, but not be limited to, single-family dwellings, multiple-family dwellings, rooming houses and boarding houses. No person shall lease or rent a rental dwelling unit unless they have registered their property.

This article does not apply to jails, hospitals, nursing homes, convalescent homes, foster homes or temporary group shelters provided by legal nonprofit agencies which are inspected, certified and/or licensed by the state.

Sec. 14-59. - Registration.

Compliance required. All rental dwelling unit owners in District 1 are required to register their rental dwelling units within 90 days of the effective date of this ordinance, and every two (2) years or biennially, thereafter. All rental dwelling unit owners in District 2 are required to register their rental dwelling units between 90-180 days of the effective date of this ordinance, and every two years, or biennially, thereafter. All rental dwelling unit owners must abide by the registration process and procedures of this article and shall comply with the following:

1. All existing rental dwelling unit's property shall be registered within one hundred eighty (180) days of the effective date of the ordinance.
2. All newly constructed rental dwelling units shall be registered prior to any use or occupancy as a rental dwelling unit and every two (2) years thereafter.
3. A new owner shall register a rental dwelling unit, which is sold, transferred or conveyed, within thirty (30) days of the date of the closing of such sale. Any existing registration shall be transferred to the new owner and shall be valid until its expiration or revocation for noncompliance with city codes and ordinances.
4. All existing nonrental dwelling units, which are converted to rental dwelling units, shall be registered prior to the date on which the property is first occupied for rental purposes and every two (2) years thereafter. Failure to comply will result in penalties as described in this article or by resolution.

Applications for registration shall be made in such form and in accordance with such instructions as may be provided by the building inspector designated by the city manager and shall include at least the following information:

- a. The name, address and telephone number of the owner (no post office box shall be accepted).
- b. The name, address and telephone number of the owner's representative or responsible local agent, if the rental property owner has opted to appoint a representative.
- c. The authorization appointing a local agent, signed by both the owner and the local agent, is designated.
- d. The address of the rental unit.
- e. The number of dwelling or rooming units in each building on the premises

Upon registration, the owner shall be responsible for notifying the building inspector of any change of address of either the owner or owner's representative. Renewal registration shall require a satisfactory inspection being completed.

In the event of a transfer of ownership, the registration shall become invalid. Any new owner shall register within ten days of the date of transfer. Every person holding such registration shall notify the building inspector in writing within ten days after having sold, transferred or otherwise changed the ownership of such rental unit.

Fee. At the time of registration of the dwelling unit, there will be a prescribed fee, as adopted by resolution. Any unpaid registration fees

shall become a lien on the property immediately and collected as an assessment pursuant to city ordinance. An owner shall not have a property as a rental dwelling unless it has registered with the city.

Section 14-60. - Inspections.

The City employee assigned to inspect a particular rental unit shall give confirmation notice, by first class mail, to the local agent and the tenant within seven days of the scheduled inspection. The landlord, the tenant and the agent shall permit the inspection by the City inspector. The City inspector shall advise the landlord, tenant and/or agent, at the time of the inspection, that the landlord, tenant and/or agent shall have the right to refuse entry if the inspector does not have a search warrant. The City inspector shall also advise the landlord, tenant and/or agent that, if the inspection is refused, an administrative search warrant will be sought. If the landlord, tenant and/or agent refuses to permit a scheduled inspection, the inspector may, through the City Attorney, seek an administrative search warrant to conduct the inspection.

The City inspector may, at the request of the landlord, the tenant or the agent, inspect the property. If the inspector is invited to inspect the property, no notice shall be required to be given.

A reinspection notification shall be given by first class mail or by telephone within seven days of the scheduled reinspection.

Sec. 14-61. - Responsible Local Agent.

At the discretion of the property owner, a responsible local agent may be designated. The responsible local agent shall be a person or representative of a corporation, partnership, firm, joint venture, trust,

association, organization or other entity, having his place of residence in the county, and shall be designated by the owner of the premises as responsible for operating such property in compliance with all the provisions of this Code. All official notices of the city may be served on the responsible local agent, and any notice so served shall be deemed to have been served upon the owner of record.

Sec. 14-62. - Certificate of Compliance.

No person shall operate, lease, rent or occupy a rental unit unless there is a valid certificate of compliance issued by the building inspector in the name of the operator and issued for the specific rental unit. The certificate shall be issued for each building containing a rental unit and shall be displayed in a conspicuous place. The certificate shall be issued after registration with the city and after inspection by the building inspector and shall state that the unit or units inspected comply with the provisions of this Code and state law. A certificate of compliance is valid for a period of two years from its date of issuance and must be renewed in conformity with the registration provisions of this article. The name, address and telephone number of the property owner or the designated responsible local agent shall be posted on the certificate of compliance.

Sec. 14-63. - Requirements for Issuance, Revocation of Certificate.

The building inspector shall not issue a certificate of compliance unless a current housing registration is in effect, the responsible local agent is properly designated, any fees for registration plus penalties

are paid in full, and inspection of each unit has determined that compliance has been secured with the minimum standards and other provisions of this Code.

The building inspector may, after inspection, issue a certificate of compliance for all units in a multiple unit dwelling. The Building inspector may also, after inspection, issue a certificate of compliance for a portion, but not all, of the units in a multiple unit dwelling. If the certificate of compliance is not issued for all units in a multiple unit dwelling, it shall be a partial certificate of compliance, and noncomplying units may not be operated, leased, rented or allowed to be occupied. Owners of noncomplying units and multiple unit dwellings may appeal the decision of the Building Inspector through the procedures listed in section 14-XX. For the purposes of this subsection, multiple unit dwellings shall include all hotels, motels, boarding houses, rooming houses, two-family dwelling units and multiple unit dwellings.

Whenever the building inspector finds that the operator of any rental unit has failed to comply with a notice of violation or compliance order issued pursuant to this Code, the certificate of compliance may be revoked.

Upon revocation of a certificate of compliance and/or a determination by the housing and building board of appeals that a rental unit is unfit for human habitation, the owner or operator of the unit shall immediately vacate the unit; and no person shall thereafter occupy for sleeping or living purposes the unit until the unit is in compliance with this article.

Sec. 14-64. - Applicable standards.

The standards used to determine rental property and dwelling unit compliance with city codes and ordinances shall be the International Property Maintenance Code, as adopted and amended by the city council.

Sec. 14-65. - Noncompliance with code.

The building inspector may enter rental dwelling units under any of the following circumstances:

1. After the registration of the rental dwelling unit which shows the possibility of not complying with local or state law.
2. Upon receipt of a written complaint from an owner, owner's representative or occupant that the premises is in violation of this article.
3. Upon receipt of a report or referral from the police department, fire department, public or private school, or another public agency, or a failure to comply with this article.
4. Upon evidence of an existing ordinance violation observed by the building inspector.
5. At the request of the owner to determine compliance with the International Property Maintenance Code.
6. If the proposed rental dwelling unit is being converted from a single-family home, the building inspector shall evaluate the property for public safety violations before first occupied for rental purposes.

The building inspector may make an appointment with the owner or owner's representative of the rental dwelling unit. The owner or owner's representative must give the building inspector at least twenty-four (24) hours' notice when changing the scheduled appointment with an alternative date and time. The building inspector shall issue a written report noting any violations of this article or any other provision of the city's ordinances and shall provide a copy of the report to the owner or owner's representative. The building inspector shall direct the owner or owner's representative to correct violations within the time set forth in the report. A reasonable time for correcting violations shall be determined by the building inspector in light of the nature of the violations and all relevant circumstances, which shall not exceed sixty (60) days, unless correction of the violation within a 60-day period is impossible due to seasonal considerations. Upon request of the person responsible for correcting violations, the building inspector may extend the time for correcting violations, but not to exceed an additional thirty (30) days.

The building inspector may charge a nominal fee that equals the actual administrative cost to enter premises as established by resolution. If the building inspector determines that a complaint was filed without a factual basis and with malice, a fee may be charged to the complainant.

Sec. 14-66. - Fees.

Fees for registration of rental units and penalties shall be established by resolution of Council. The fee schedule shall be available to the public from the city clerk. Any unpaid inspection fees shall become a lien on the property and collected as provided by law.

Reinspection fees for violations shall be assessed after the original inspection and one reinspection. There will be no exceptions or extensions for immediate health, safety and life-threatening violations. Following is a list of reasons that a reinspection fee may be charged: failure to appear for inspection; failure to comply with violation notices; and failure to permit inspection.

Inspection fees shall be set by resolution of the City Council. Such fees may be changed from time to time by resolution of Council.

Sec. 14-67. - Violations.

If the owner or owner's representative does not correct a violation of any provision of this article, the building inspector may bring an action to seek the enforcement of this article by an appropriate legal remedy. Any structure not in compliance with this article is deemed a nuisance.

Any owner or owner's representative of a rental dwelling unit who violates any section of this article for the first offense shall be responsible for a municipal civil infraction as provided for in this Code with the fines as stated in subsection (a) below.

a. The fines for municipal civil infractions for violating this article shall be: Two hundred dollars (\$200.00) per occurrence for the first offense; four hundred dollars (\$400.00) for a second offense if it occurs within two (2) years of the prior offense even if it occurs at the same time as the prior offense. Each day that a violation continues shall be a separate offense.

The building inspector, building official, code enforcement officer and any other person designated by the city manager are hereby designated as the authorized individuals to issue municipal civil infraction citations for violations of this article.

In addition to any penalties imposed by law, a finding of responsibility by the court for a violation of this article, the city shall be entitled to immediately revoke any existing certificate of compliance and shall entitle the city to seek the issuance of a court order compelling the eviction of all persons and property upon the premises until a certificate of compliance is issued by the city.

An owner or owner's representative may be charged with more than one (1) violation of the provisions of this article in a single complaint or municipal civil infraction, provided that each violation so charged relates to the same property.

Sec. 14-68. - Appeals.

Any person whose registration to rent or lease a dwelling or to operate a rental unit has been denied, or whose certificate of compliance has been revoked, may appeal to the City Council.

Sec. 14-69 through 14-85. - Reserved.

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

The foregoing resolution will be further discussed at the August 10,
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2021 Council Work Session at 7:00 p.m.

- B.** Consider Ordinance 2021-10 Amending Chapter 68, Article III, Section 68-99 Billing and Collection

THE CITY OF CHARLOTTE ORDAINS:

SECTION 1. Modifying the payment deadline for water and sewer bills. Chapter 68, *ARTICLE III Water and Sewer Rate, Section 68-99 Billing and Collection* as listed below shall hereby be amended.

Section 68-99 – Billing and Collection.

(A) Charges for water and sewer usage shall be paid within 30 days of the date which they are billed. Payments shall be deemed made when they are received in the Treasurer's office or a city authorized depository. If payment is not made as provided in this section, a penalty of 10% shall be added to the bill. Failure to receive a bill shall not relieve the customer from the responsibility for payment.

SECTION 2. EFFECT ON REMAINING SECTIONS. The remaining Sections of Chapter 68, Article III shall remain in full force and effect.

SECTION 3. EFFECTIVE DATE. This ordinance shall become effective 20 days after publication.

The foregoing resolution offered by Council member Dyer and

supported by Hoogstra. Carried with roll call vote. 7 Yes. 0 No. 0 Absent.

PUBLIC COMMENTS:

No comments

COMMUNICATIONS AND COMMITTEE REPORTS.

The City Attorney Report was received.

The City Manager Report was received. LaPere recapped on status of 241 N. Clinton St.

Council member Committee Reports

Correspondence from State Rep. Witwer regarding Drinking Water Asset Management Grant

COUNCILMEMBER COMMENTS:

Mayor Armitage mentioned that he will be absent from the August 16th Regular Council Meeting and Pro-Tem Dyer is to preside. The next meeting is August 10th for the Council Workshop and the September Regular Council Meeting is scheduled for Tuesday September 7, 2021.

Council member Hoogstra reported that she will be absent from the August 16th Regular Council Meeting.

ADJOURNMENT:

Council member McRae moved, supported by Dyer to adjourn the meeting at 8:03 p.m. Carried. 5 Yes. 0 No. 2 Absent.

Michael Armitage, Mayor

Mary LaRocque, City Clerk