



PROPOSED AGENDA
REGULAR MEETING OF THE CHARLOTTE CITY COUNCIL
111 E. Lawrence Ave, Charlotte, MI 48813 (517) 543-2750
7:00 P.M. Monday, Nov. 01, 2021

Interested persons can participate in-person or via Zoom

Connect to Zoom from your computer, tablet, or smartphone

Website: <https://us02web.zoom.us/j/88351684700>

Or

Call in by telephone: Phone number: (312) 626-6799 Webinar ID: 883 5168 4700

- 1. Call to Order**
- 2. Roll Call**
- 3. Invocation – Jack Conklin, Lawrence Avenue United Methodist**
- 4. Pledge of Allegiance**
- 5. Approval of Minutes - October 18, 2021 Regular Council Meeting Minutes**
- 6. Excuse Absent Council Members**
- 7. Public Comment - Limit presentation to five (5) minutes**
- 8. Approval of Regular Agenda and Unanimous Consent Agenda**

UNANIMOUS CONSENT PROCEDURE

Mayor asks Council members if there are any items to be added to or removed from the printed agenda and, after receiving a motion and second, conducts a vote to approve the agenda.

Mayor asks Council members if there are items on the printed agenda they wish to take up individually and notes them.

Mayor asks for a motion to approve the remaining items on the printed agenda by unanimous consent. After motion and second, Mayor asks for a roll call vote on the motion for unanimous consent.

9. Special Presentations

- a. Proclamation recognizing the service of L. Daryl Baker

10. Expedited Resolutions and Ordinances

- a. Consider Resolution 2021-151 Approval of Claims and Expenditures
- b. Consider Resolution 2021-152 Authorizing Disbursement of Essential Worker Premium Pay to Eligible Employees pursuant to the American Rescue Plan Act
- c. Consider Resolution 2021-153 Authorizing Circuit Court Filing by Attorney Hitch for Nuisance Complaint on Property at 221 E Lawrence Avenue
- d. Consider Resolution 2021-154 Authorizing Submittal of MSHDA Grant Application to Fund a Neighborhood Enhancement Program
- e. Consider Resolution 2021-155 Approving Purchase of Pickup Truck to Replace Fire Department Rural 311

11. Public Comment - Limit presentation to five (5) minutes

12. Communications and Committee Reports

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

13. Mayor and Council Comments

14. 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**

**Regular Meeting
October 18, 2021**

CALL TO ORDER:

By Mayor Armitage on Monday October 18, 2021 at 7:01 p.m.

ROLL CALL:

Mayor Armitage, Pro-Tem Dyer, Council members Hoogstra, Weissenborn, Baker, VanStee, McRae, City Manager LaPere, City Clerk LaRocque

INVOCATION:

Dennis Weeks, Chester Gospel (attending in place of Tom Surdenik – New Faith Church of the Nazarene)

PLEDGE OF ALLEGIANCE:

Led by Mayor Armitage

APPROVAL OF MINUTES:

Motion by Baker supported by Hoogstra to approve the October 4, 2021 Regular Council Meeting Minutes. Yea 7; Nay 0; Absent 0, Motion passed

EXCUSE ABSENT MEMBERS:

All present

PUBLIC COMMENT:

No comments given.

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

Motion by VanStee, supported by Weissenborn to approve the regular agenda as published. Yea 7; Nay 0; Absent 0, Motion passed

No Resolutions pulled from the Unanimous Consent Agenda

Motion by Baker, supported by Dyer to approve the Unanimous Consent Agenda by roll call the following voted: Yea 7; Nay 0; Absent 0, Motion passed

EXPEDITED RESOLUTIONS AND ORDINANCES:

**a. Consider Resolution 2021-149 Approval of Claims and
Expenditures October 18, 2021**

**RESOLUTION NO. 2021-149
A RESOLUTION TO APPROVE EXPENDITURES OF
THE CITY OF CHARLOTTE FOR OCTOBER 18, 2021**

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

WHEREAS, the October 2, 2021, payroll totaled \$90,725.55; and

WHEREAS, the October 14, 2021, claims total in the amount of \$308,421.89; and

WHEREAS, the October 4, 2021, insurance claims totaled \$217.20; and

WHEREAS, the October 11, 2021 insurance claims totaled \$0;

THEREFORE, BE IT RESOLVED that the City Council approves claims and accounts for October 18, 2021, in the amount of ***\$399,364.64***

The foregoing resolution was presented by Baker supported by Dyer for approval by the following roll call vote; Yea 7; Nay 0; Absent 0. Motion passed

b. Consider Resolution 2021-150 Approve Board of Review Appointment

**RESOLUTION NO. 2021-150
A RESOLUTION TO APPROVE BOARD OF REVIEW
APPOINTMENT**

WHEREAS, the city is in receipt of an application for a Board of Review committee member, and;

WHEREAS, Mayor Armitage is recommending the following individual(s) be appointed to fill a vacancy as follows;

Name	Board	4-Year Term Ending
Rico Rios	Board of Review	12/31/2025

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

The foregoing resolution was presented by Baker supported by Dyer for approval by the following roll call vote; Yea 7; Nay 0; Absent 0. Motion passed

PUBLIC COMMENTS:

A resident, who lives in the 400 block of Warren, and attending the meeting remotely, reported issues with disturbance of the peace purportedly caused by residents of the Siren/Eaton shelter located

near his home. He has reported these issues to the authorities previously and wanted to bring it to the attention of the council.

COMMUNICATIONS AND COMMITTEE REPORTS:

- a. The City Attorney report was received
- b. The City Manager report was received

Mgr. LaPere also noted that the downtown parking permits are set to expire in October, fall leaf pick up dates are the weeks of Oct 18; Nov 1; Nov 22.

- c. Council Committee Reports (None reported)
- d. Memo regarding 220 W. Shaw was received

MAYOR AND COUNCIL COMMENTS:

None given

ADJOURNMENT:

Motion by Dyer, supported by Weissenborn to adjourn the meeting at 7:13 p.m. Yea 7; Nay 0; Absent 0, Motion passed

Mayor Armitage

Mary LaRocque, City Clerk

CITY OF CHARLOTTE

CITY COUNCIL PROCLAMATION

A PROCLAMATION HONORING THE MANY YEARS OF FAITHFUL SERVICE
TO THE CITY OF CHARLOTTE AND THE CHARLOTTE COMMUNITY BY

L. DARYL BAKER

WHEREAS, L. Daryl Baker has demonstrated an honest, faithful and loyal
commitment to the City and Community of Charlotte, Michigan; and

WHEREAS, Mr. Baker is a nearly lifelong resident of Charlotte, and a graduate of
Charlotte High School; and

WHEREAS, Mr. Baker served his country in the United States Air National Guard;
and

WHEREAS, Mr. Baker, together with his wife of 57 years Mary Jean Baker, raised
his family in Charlotte, with all six of his children graduating from Charlotte High
School; and

WHEREAS, Mr. Baker worked with his father Leo Baker as a builder in Charlotte for
several years, later becoming a partner and then owner of the Charlotte Insurance
Agency which he operated for more than 50 years; and

WHEREAS, Mr. Baker further served Charlotte by lending his skills and abilities to
numerous community organizations, such as the St. Mary Catholic Church &
School, the Knights of Columbus, the Charlotte Rotary Club, and the Charlotte
Jaycees, among others; and

WHEREAS, Mr. Baker played important roles in the economic success of the
community, with his involvement in the founding of Spartan Motors, the creation
of the Combs Industrial Park, and position on the Eaton Federal Savings Board of
Directors; and

WHEREAS, Mr. Baker has represented the residents of Charlotte with his service on
the Charlotte City Council and Eaton County Board of Commissioners, being duly
elected to multiple terms in each office by his fellow citizens; and

WHEREAS, Mr. Baker also represented the residents of Charlotte by holding the
Office of Mayor of the City of Charlotte for 13 years, being elected six times by
his fellow citizens.

THEREFORE, BE IT PROCLAIMED on this 1st day of November, 2021 that the
City Council of the City of Charlotte hereby recognizes, respects and honors the
valuable and esteemed contributions made by **L. Daryl Baker** to the civic life of
this community, and to the City of Charlotte organization.

BE IT FURTHER PROCLAIMED that the City Council of the City of Charlotte
hereby thanks Mr. Baker and declares its sincere admiration and gratitude for the
example he has set for all citizens of this community.

Mary LaRocque, City Clerk

Michael Armitage, Mayor

RESOLUTION NO. 2021-151
A RESOLUTION TO APPROVE EXPENDITURES OF THE CITY OF CHARLOTTE
FOR NOVEMBER 1, 2021

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

WHEREAS, the OCTOBER 14, 2021, Commercial Credit Card totaled \$2,588.40; and

WHEREAS, the OCTOBER 16, 2021, payroll totaled \$86,115.74; and

WHEREAS, the OCTOBER 18, 2021, insurance claims totaled \$1,532.24; and

WHEREAS, the OCTOBER 25, 2021 insurance claims totaled \$790.28; and

WHEREAS, the OCTOBER 27, 2021 claims total \$311,590.28;

THEREFORE, BE IT RESOLVED that the City Council approves claims and accounts for NOVEMBER 1, 2021, in the amount of \$402,616.94

The foregoing resolution was presented by supported by for approval by the following roll call vote; Yea ; Nay ; Absent. Motion.

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 November 1, 2021.

Mary LaRocque, City Clerk

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INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF CHARLOTTE
INVOICE ENTRY DATES 10/15/2021 - 10/27/2021
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
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Vendor Code	Vendor Name	Description	Amount
	Invoice		
01695	ACE HARDWARE & LUMBER CO. 38506	LUMBER	72.53
TOTAL FOR: ACE HARDWARE & LUMBER CO.			72.53
01678	ADVANCE AUTO PARTS 5565128861656	BULB	5.59
TOTAL FOR: ADVANCE AUTO PARTS			5.59
01764	AMAZON CAPITAL SERVICES		
	11QD-T67Q-DC4J	ADDRESS LABELS	8.56
	16H9-3MFP-DGPK	EXTENTION CORD REEL	76.10
	16K9-RWLK-NGG7	SUPPLIES	281.52
	17YK-M13F-9CVG	SUPPLIES	456.95
	1JNP-TKJT-TTPY	SUPPLIES	378.33
	1MPV-W1QM-6JWW	SUPPLIES	232.70
	1RWW-TGMY-37QQ	DRY ERASE BOARD	106.44
	1YNK-QQGQ-W4ML	BATTERIES	47.99
	1YNQ-3Y4Y-6TJX	CHAIR	217.00
TOTAL FOR: AMAZON CAPITAL SERVICES			1,805.59
01663	AMERICAN LEGAL PUBLISHING 11522	SUPPLEMENT EDITING	2,294.74
TOTAL FOR: AMERICAN LEGAL PUBLISHING			2,294.74
01637	ASSOCIATED BAG G289984	CAN LINER	1,026.14
TOTAL FOR: ASSOCIATED BAG			1,026.14
01608	BARYAMES CLEANERS		
	BN1615-10.18.202	DRY CLEANING	145.69
	BN1616-10.18.202	DRY CLEANING	181.45
TOTAL FOR: BARYAMES CLEANERS			327.14
01581	BLUE CARE NETWORK		
	212810014087	MEDICAL COVERAGE	47,329.04
	212810014152	MEDICAL COVERAGE	3,567.07
TOTAL FOR: BLUE CARE NETWORK			50,896.11
01921	BLUESTONE PSYCH 3326	FITNESS FOR DUTY EVALUATION	3,120.00
TOTAL FOR: BLUESTONE PSYCH			3,120.00
01561	BS&A SOFTWARE 137367	TAX SYSTEM ANNUAL FEE	1,162.00
TOTAL FOR: BS&A SOFTWARE			1,162.00
01555	BYRUM ACE HARDWARE		
	140473	FASTENERS	2.31
	141690	SUPPLIES	20.55
	141719	SUPPLIES	62.71
	142102	BOLT	35.90
	142120	QUIKRETE	38.36
	142163	SUPPLIES	7.94
	142675	SUPPLIES	57.88
	143585	SUPPLIES	56.94
	143732	SUPPLIES	15.97
TOTAL FOR: BYRUM ACE HARDWARE			298.56

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01882	CALEDONIA FARMERS ELEVATOR			
		414915	TIRES	1,567.72
		415401	TIRES	827.56
TOTAL FOR: CALEDONIA FARMERS ELEVATOR				2,395.28
01547	CANON FINANCIAL SERVICES, IN			
		27512217	OCTOBER 2021	253.73
TOTAL FOR: CANON FINANCIAL SERVICES, IN				253.73
00849	CAPITAL ASPHALT			
		3673	13 A ASPHALT	6,499.33
TOTAL FOR: CAPITAL ASPHALT				6,499.33
01519	CITY OF CHAR-CLERKS PETTY CASH			
		10.21.2021	PETTY CASH REPLENISHMENT	979.44
TOTAL FOR: CITY OF CHAR-CLERKS PETTY CASH				979.44
01816	CITY OF MARSHALL			
		0000002417	MICROBIOLOGY TEST	1,400.00
TOTAL FOR: CITY OF MARSHALL				1,400.00
01918	COLBY MARTIN			
		16-127012	BOOT ALLOWANCE	190.79
TOTAL FOR: COLBY MARTIN				190.79
01486	CONSULTANTS ON CALL, LLC			
		2021-10419	MANAGED SERVICE FEES	187.50
TOTAL FOR: CONSULTANTS ON CALL, LLC				187.50
01476	CONTRACTORS CONNECTION			
		7159352	MARKING PAINT	117.80
TOTAL FOR: CONTRACTORS CONNECTION				117.80
01459	CRB CRANE SERVICES			
		0056729-IN	ANNUAL OSHA INSPECTION	555.50
TOTAL FOR: CRB CRANE SERVICES				555.50
01446	CUSTOM TRUCK ONE SOURCE			
		10509	ANNUAL INSPECTION	8,800.00
TOTAL FOR: CUSTOM TRUCK ONE SOURCE				8,800.00
01439	D & K TRUCK COMPANY			
		1026845	PARTS	64.00
		1027282	PARTS	119.86
TOTAL FOR: D & K TRUCK COMPANY				183.86
01429	DELAU FIRE & SAFETY INC			
		360605	INSPECTION	196.00
TOTAL FOR: DELAU FIRE & SAFETY INC				196.00
01428	DELTA DENTAL PLAN OF MICHIGAN			
		RIS0003746673	DENTAL PREMIUMS	4,042.12
TOTAL FOR: DELTA DENTAL PLAN OF MICHIGAN				4,042.12

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01414	DORNBOS SIGN & SAFETY INC.	INV58611	SIGN	59.15
TOTAL FOR: DORNBOS SIGN & SAFETY INC.				59.15
01410	DR LAB SERVICES LLC	979	LAB PREVENTIVE MAINTENANCE	1,950.00
TOTAL FOR: DR LAB SERVICES LLC				1,950.00
01897	EATON COUNTY- CONSTRUCTION CODE	10.15.2021	INSPECTION SERVICES SEPTEMBER 2021	200.00
TOTAL FOR: EATON COUNTY- CONSTRUCTION CODE				200.00
00560	EATON COUNTY-CONTROLLER'S OF	2022-00000001	RAVE CONTRACT REIMB.	1,500.00
TOTAL FOR: EATON COUNTY-CONTROLLER'S OF				1,500.00
01399	EATON COUNTY-ROAD COMMISSION	4154	2020 PAVEMENT MARKING	795.77
TOTAL FOR: EATON COUNTY-ROAD COMMISSION				795.77
01392	EATON CUSTOM SEWING	1183	SEWING WORK	217.00
TOTAL FOR: EATON CUSTOM SEWING				217.00
01380	EDWARDS INDUSTRIAL SALES	3336436	PARTS	1,592.81
TOTAL FOR: EDWARDS INDUSTRIAL SALES				1,592.81
01371	ENERCO CORPORATION	148699	CONSULTING AND TESTING FOR HOT WATER HEATING L	450.00
TOTAL FOR: ENERCO CORPORATION				450.00
00932	ERIC ROGERS LLC	26903	WEEKLY LAWN MOWING	1,664.00
		27022	WEEKLY LAWN MOWING	1,429.00
		27040	WEEKLY LAWN MOWING	1,994.00
TOTAL FOR: ERIC ROGERS LLC				5,087.00
01365	ETNA SUPPLY	S104098708.001	METERS	12,760.00
TOTAL FOR: ETNA SUPPLY				12,760.00
00533	FEDERAL SUPPLY-FARMINGTON	100608	BULB	247.50
TOTAL FOR: FEDERAL SUPPLY-FARMINGTON				247.50
01113	FERGUSON WATER WORKS FKA	0141268	PARTS	846.00
TOTAL FOR: FERGUSON WATER WORKS FKA				846.00
01322	GALE BRIGGS, INC.	79562	MATERIAL	1,285.82
		79605	MATERIAL	909.78
TOTAL FOR: GALE BRIGGS, INC.				2,195.60

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01319	GARDENSCAPES LAWN & LANDSCAPE	0739	MEMORIAL PARK SEPTEMBER 2021	170.00
TOTAL FOR: GARDENSCAPES LAWN & LANDSCAPE				170.00
01308	GRAINGER PRODUCTS	9082156143	CHAIN	829.71
TOTAL FOR: GRAINGER PRODUCTS				829.71
MISC	GRANGER CONSTRUCTION	10.14.2021	REFUND HYDRANT RENTAL	450.00
TOTAL FOR: GRANGER CONSTRUCTION				450.00
01301	GUNTHORPE MECHANICAL	23264	PUMP HOUSE HEATER	868.27
TOTAL FOR: GUNTHORPE MECHANICAL				868.27
01297	H2O COMPLIANCE SERVICES INC	00007803	CROSS CONNECTION CONTROL PROGRAM MANAGEMENT SE	1,217.70
TOTAL FOR: H2O COMPLIANCE SERVICES INC				1,217.70
01296	HACH COMPANY	12672568	CHLORINE	278.95
		12687625	CHLORINE	205.00
TOTAL FOR: HACH COMPANY				483.95
01288	HAMMERSMITH EQUIPMENT CO.	499774	BLADE	220.00
TOTAL FOR: HAMMERSMITH EQUIPMENT CO.				220.00
01287	HAMMOND FARMS SOUTH	1-283050	MULCH	509.00
TOTAL FOR: HAMMOND FARMS SOUTH				509.00
01438	HASSEL FREE FUELS	CFSI-6116	GAS AND DIESEL	1,169.28
		CFSI-6172	GAS AND DIESEL	576.64
TOTAL FOR: HASSEL FREE FUELS				1,745.92
01247	INTERNATIONAL MINUTE PRESS	27059	WINDOW ENVELOPES	170.75
		27247	RENTAL LETTERS & POSTAGE	702.72
TOTAL FOR: INTERNATIONAL MINUTE PRESS				873.47
00953	INTERSTATE BILLING SERVICE INC	F11899	PARTS	1,171.00
		F13143	FUEL LINE	52.08
TOTAL FOR: INTERSTATE BILLING SERVICE INC				1,223.08
01242	JACK DOHNEY COMPANIES, INC	142456	DEFLECTOR PLATE	398.81
TOTAL FOR: JACK DOHNEY COMPANIES, INC				398.81
01207	KENNEDY INDUSTRIES INC.	627829	ANNUAL MAINTENANCE	2,165.00
TOTAL FOR: KENNEDY INDUSTRIES INC.				2,165.00

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01790	LANSING ECONOMIC AREA PARTNERSHIP	2048	SMALL MUNICIPALITY MEMBERSHIP	3,000.00
TOTAL FOR: LANSING ECONOMIC AREA PARTNERSHIP				3,000.00
01182	LANSING UNIFORM CO.	90653-A	UNIFORM	509.65
TOTAL FOR: LANSING UNIFORM CO.				509.65
01173	LEA'S AUTO BODY	4615	OIL CHANGE	51.44
TOTAL FOR: LEA'S AUTO BODY				51.44
00316	MICH ASSOC. CHIEFS OF POLICE	300006965	ACTIVE VOTING	115.00
TOTAL FOR: MICH ASSOC. CHIEFS OF POLICE				115.00
01197	MICHAEL R KLUCK & ASSOC	10.18.2021	OCTOBER 2021	758.50
TOTAL FOR: MICHAEL R KLUCK & ASSOC				758.50
01917	MICHIGAN CHAMBER SERVICES, INC.	56009	POSTERS	195.00
TOTAL FOR: MICHIGAN CHAMBER SERVICES, INC.				195.00
01102	MICHIGAN COMPANY	0000298-869711	TOWELS	177.37
TOTAL FOR: MICHIGAN COMPANY				177.37
01082	MICHIGAN NETWORK CONSULTANTS	2021-10418	IT SERVICES	3,175.00
TOTAL FOR: MICHIGAN NETWORK CONSULTANTS				3,175.00
01891	MID-STATES BOLT & SCREW CO.	32044905	DRIVE	25.34
TOTAL FOR: MID-STATES BOLT & SCREW CO.				25.34
01079	MISSION COMMUNICATIONS LLC	1056703	SERVICE	363.87
TOTAL FOR: MISSION COMMUNICATIONS LLC				363.87
01075	MML	23411	RENTAL INSPECTOR ADS	53.76
		23412	CODE ENFORCEMENT OFFICER ADS	51.24
TOTAL FOR: MML				105.00
01048	MUNICIPAL SUPPLY COMPANY	INV8861	SUPPLIES	529.68
TOTAL FOR: MUNICIPAL SUPPLY COMPANY				529.68
01035	NCL OF WISCONSIN, INC	460867	SUPPLIES	1,230.57
TOTAL FOR: NCL OF WISCONSIN, INC				1,230.57

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Vendor Code	Vendor Name	Invoice	Description	Amount
01001	OVERHEAD DOOR CO. OF LANSING	362180	SERVICE	315.00
TOTAL FOR: OVERHEAD DOOR CO. OF LANSING				315.00
00981	PLANTE & MORAN, PLLC	2060263	AUDIT	19,650.00
TOTAL FOR: PLANTE & MORAN, PLLC				19,650.00
01030	QUADIENIT FINANCE USA, INC.	4903-10.07.21	POSTAGE	1,000.00
TOTAL FOR: QUADIENIT FINANCE USA, INC.				1,000.00
00865	SPENCER MANUFACTURING INC	15299	SUPPLIES	86.04
		15311	LED LIGHT	208.60
TOTAL FOR: SPENCER MANUFACTURING INC				294.64
00845	STATE OF MICHIGAN	761-10646979	WSSN: 01340;	3,183.12
TOTAL FOR: STATE OF MICHIGAN				3,183.12
01108	STATE OF MICHIGAN	10.04.21	CARE1591REIM21001766	114,887.07
		591-10657798	AIRPORT WEATHER OBS DATA SYSTEM	649.11
TOTAL FOR: STATE OF MICHIGAN				115,536.18
00857	STATE SPRING ALIGNMENT &	02P4249	PARTS	2,357.92
		02P4257	PARTS	60.32
TOTAL FOR: STATE SPRING ALIGNMENT &				2,418.24
00847	SWANSON ELECTRIC	1548.33	REPAIRED INDICATOR LIGHTS AND SIGNAGE LIGHTS	80.00
TOTAL FOR: SWANSON ELECTRIC				80.00
01919	TECHNOLOGY REFLECTIONS, INC.	6391	FIREHOUSE SOLUTIONS SETUP FEE	795.00
TOTAL FOR: TECHNOLOGY REFLECTIONS, INC.				795.00
01536	THE PARTS PLACE	208821	LAMP	20.07
		215859	PARTS	23.68
		216260	SPARK PLUG	2.19
		216301	SOCKET SET	59.69
TOTAL FOR: THE PARTS PLACE				105.63
00820	TRACE ANALYTICAL LABORATORIES	1100413	WATER QUALITY	352.00
		1100617	WASTEWATER SAMPLES- PFAS SAMPLES	808.00
		1100667	WASTEWATER SAMPLES	248.00
		1100710	QUARTERLY SAMPLES INFLUENT/EFFLUENT	2,031.80
		1100747	INFLUENT- FULL SCAN- 10/13/2021	768.20
TOTAL FOR: TRACE ANALYTICAL LABORATORIES				4,208.00

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	Invoice		
01920	TRI-COUNTY EMERGENCY MEDICAL CONTRO		
	06702	REFUSAL FORMS	15.00
TOTAL FOR: TRI-COUNTY EMERGENCY MEDICAL CONTRO			15.00
00810	TRUCK & TRAILER SPECIALTIES		
	DJO003019	PARTS & SERVICE WORK	22,124.00
TOTAL FOR: TRUCK & TRAILER SPECIALTIES			22,124.00
00791	USA BLUE BOOK		
	749005	SUPPLIES	563.38
	749027	SUPPLIES	74.35
	749323	TAPE	64.29
TOTAL FOR: USA BLUE BOOK			702.02
00785	VERIZON WIRELESS		
	9890228392	OCTOBER 2021	1,027.31
TOTAL FOR: VERIZON WIRELESS			1,027.31
00778	VISION SERVICE PLAN		
	NOVEMBER 2021	NOVEMBER 2021	1,433.11
	NOVEMBER 2021	SGNOVEMBER 2021	876.58
TOTAL FOR: VISION SERVICE PLAN			2,309.69
00766	WEST SHORE SERVICES, INC		
	25888	PARTS	350.04
	25902	PARTS	92.00
TOTAL FOR: WEST SHORE SERVICES, INC			442.04
01664	WOOD ENVIRONMENT &		
	H06102995	UST SOIL 124 N. COCHRAN	1,282.50
TOTAL FOR: WOOD ENVIRONMENT &			1,282.50
TOTAL - ALL VENDORS			311,590.28
PAYMENT TYPE TOTAL			
Paper Check			311,590.28

CITY OF CHARLOTTE
COMMERCIAL CREDIT CARD
SEPT. 15 2021 THROUGH OCT. 14, 2021

	DATE	VENDOR	DESCRIPTION	AMOUNT	√
E LaPere					
	10/8/2021	VIMEO.COM	Website hosting GL 666-228.000-749.000	\$240.00	
			Subtotal	\$240.00	
A Gilson					
	9/28/2021	EB MI-APWA 2021		\$275.00	
	10/4/2021	MTU-Cashiers Office		\$10.00	
	10/4/2021	MTU-Cashiers Office		\$10.00	
			Subtotal	\$295.00	
T Fullerton					
	09/14/21	GALLS		\$28.00	
	9/14/2021	Conway Shield		\$77.74	
	9/16/2021	GALLS		\$155.02	
	9/21/2021	State of MI EMS		\$25.00	
	9/22/2021	Soaring Eagle Water Park		\$271.60	
	9/23/2021	Red Lobster #0690		\$67.28	
	10/12/2021	CCK OUTFITTERS LLC		\$48.15	
	10/13/2021	Positive Promotions		\$655.20	
			Subtotal	\$1,327.99	
M Griffith					
	9/23/2021	MI Water Envirn		\$77.00	
	10/2/2021	Subway 7218		\$124.67	
			Subtotal	\$201.67	
P. Brentar					
	9/30/2021	SMARTSIGN		\$115.75	
	10/5/2021	WM Supercenter #1642		\$8.49	
	10/13/2021	Granite City- Troy		\$42.02	
			Subtotal	\$166.26	
A. Smith					
	9/13/2021	Bill Hartsuffsnap	Truck seat	\$242.00	
	9/30/2021	EB MI-APWA 2021 Fleet		\$100.00	
	10/4/2021	Tractor Supply Co #027		\$15.48	
			Subtotal	\$357.48	
			Total	\$2,588.40	



Memo

Date: October 29, 2021
To: Honorable Mayor Armitage; City Council
From: Erin LaPere, City Manager
Re: Resolution 2021-152 – ARPA Funding: Essential Worker Pay

The Council has discussed opportunities for the eligible uses of ARPA Funding. One such allowable use is for essential worker premium pay to recognize the work performed by essential workers throughout the pandemic. Treasury has outlined the rules and definitions surrounding eligible uses. They note that recipients may use this funding to provide premium pay to essential workers who must be physically present at their jobs including, among others: Staff at nursing homes, hospitals, and home-care settings; Workers at farms, food production facilities, grocery stores, and restaurants; Janitors and sanitation workers; Public health and safety staff; Truck drivers, transit staff, and warehouse workers; Childcare workers, educators, and school staff; and Social service and human services staff. Of those sectors, certain city employees would be considered public health and safety staff. It is the Administration's opinion that DPW, Police, and Fire employees would qualify for such premium pay as public health and safety sector essential workers under the Treasury Interim Final Rule.

It should be noted that the Treasury's Interim Final Rule emphasizes the need for recipients to prioritize premium pay for lower income workers. There is a stipulation that premium pay that would increase a worker's total pay above 150% of the greater of the state or county average annual wage requires specific justification for how it responds to the needs of these workers, among other rules limiting the amounts that can be paid per hour and in total. There are nine employees in the Police Department and Department of Public Works that will exceed the base threshold. However, I am recommending that Council include those essential workers in the premium pay. These employees were all required to report to work in-person, including performance of work that put the employees at higher risk for exposure to COVID-19. These employees provided critical services to the health, safety, and well-being of the residents of Charlotte by maintaining the police force and the water and wastewater treatment operations of the community, and generally providing that essential city services remain functioning during the height of the pandemic.

The city has four unions covering the employees listed above. Administration has reached out to all the bargaining units and received final agreement with three (IAFF and both POLC), and tentative agreement one (SEIU) units in regards to the amounts to be paid and employees covered. Additionally, the City Labor Attorney has concluded that the Volunteer Firefighters would be eligible employees and they are also included in this premium pay distribution.

Attached is a resolution authorizing distribution pursuant to the US Treasury Rules for expenditures under the American Rescue Plan Act.

RESOLUTION NO. 2021-152
**A RESOLUTION TO DIRECT ADMINISTRATION TO DISTRIBUTE ESSENTIAL
WORKER PREMIUM PAY UNDER AMERICAN RESCUE PLAN ACT**

WHEREAS, on March 11, 2021, President Biden signed the U.S. Senate amended H.R. 1319 (P.L. 117-2) known as the American Rescue Plan Act “ARPA”; and

WHEREAS, on May 10, 2021, the U.S. Treasury issued the Interim Final Rule to implement ARPA in Title 31, Part 35 of the Code of Federal Regulations(“CFR”; and

WHEREAS, under the Interim Final Rule, recipients may use Coronavirus State and Local Fiscal Recovery Funds “CSLFRF” to provide premium pay to eligible employees who performed essential work during the COVID-19 public health emergency. See CSLFRF Frequently Asked Questions No. 5.3; and

WHEREAS, on October 4, 2021 City Council allocated an amount not to exceed \$60,000 in total to provide premium pay to eligible employees who performed essential work as permitted by the Interim Final Rule, in accordance with City Charter, Ordinances, and other applicable agreements; and

WHEREAS, the city has identified personnel who serve on the frontlines and encountered the risks associated with exposure to COVID-19 first-hand when providing critical health and public safety services to the citizens in our community on a regular basis, during the pandemic; and

WHEREAS, those personnel are employees of the City in the Department of Public Work, Police Department, and Fire Department, many of which are represented by SEIU, POLC, and IAFF unions, respectively; and

WHEREAS, Treasury’s Interim Final Rule emphasizes the need for recipients to prioritize premium pay for lower income workers. Premium pay that would increase a worker’s total pay above 150% of the greater of the state or county average annual wage requires specific justification for how it responds to the needs of these workers. There are nine employees in the Police Department and Department of Public Works that will exceed the base threshold. These employees were all required to report to work in-person, including performance of certain activities that put the employees at higher risk for exposure to COVID-19. These employees provided critical services to the health, safety, and well-being of the residents of Charlotte by maintaining the police force and the water and wastewater treatment operations of the community, and generally provided all essential city services remain functioning during the height of the pandemic; and

WHEREAS, those City Manager has received acceptance from IAFF and both POLC bargaining units, and preliminary acceptance from SEIU bargaining unit for the disbursements to

be provided to eligible employees based upon hours worked during times in which persons were ordered to remain home during the COVID-19 pandemic;

NOW, THEREFORE, BE IT RESOLVED that the City Council does hereby authorize administration to disburse the allowable premium pay for eligible union and non-union employees of the City of Charlotte.

BE IT FURTHER RESOLVED that the City Council does hereby direct administration to disburse to the Volunteer Firefighters an additional stipend based upon call response as essential worker premium pay in recognition of their work on the front line response during the pandemic.

The foregoing resolution was presented by supported by for approval by the following roll call vote; Yea ; Nay ; Absent. Motion.

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 November 1, 2021.

Mary LaRocque, City Clerk



Memo

Date: October 29, 2021
To: Honorable Mayor Armitage; City Council
From: Erin LaPere, City Manager
Re: Resolution 2021-153 – Circuit Court Complaint Filing 221 E Lawrence Ave

City staff have been receiving complaints about the conditions at the former gas station located at 221 E Lawrence Ave for a number of years. The property is zoned B-3, which allows for commercial uses including sale of new or used vehicles as a conditional use. The owner presented a request for such conditional use approval to the Planning Commission in 2012, at which time he stated the intent was to renovate the building and utilize the space for a “hot rod” shop. This property was the subject of a hearing by the Planning Commission for review of the owner’s compliance with its conditional use approval in 2013. Recently, the city conducted a site visit upon complaint regarding the numerous inoperable vehicles being stored on the property. Administration subsequently reviewed the history of the property, including conditions of approval to determine the appropriate course of action to address the ongoing code violations.

Given the concerns regarding the use of the property and failure by the owners to abide by their own purported plans for the property, Attorney Hitch recommended we move expeditiously to abate this nuisance by filing a complaint in Circuit Court. A copy of the complaint was given to Council for review. As described in the complaint, this property has never been used as a hot rod shop as described to the city when it granted approval for the use as a car sales shop. Further, it has become a nuisance as the owners have been storing inoperable vehicles on-site which is not allowable in this zone district. Finally, the city has discovered there is a person who claims to be residing at the property. As this property is zoned for commercial use, any residential use is not allowed by right or as a conditional use in this zone district. The occupancy as a residence further demonstrates the owner has no intention to use the property for car sales as required by his state licensing and city approval of the conditional use.

Attached is a resolution authorizing the Attorney to take such legal action for Council’s review and consideration of approval.

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RESOLUTION NO. 2021-153
A RESOLUTION TO APPROVE THE CITY OF CHARLOTTE
CIRCUIT COURT ACTION

WHEREAS, the City of Charlotte has received complaints regarding the junk vehicle storage that the property owner of 221 E Lawrence Avenue and upon investigation has discovered the building is being occupied for residential living space; and

WHEREAS, the property is Zoned B-3. In that Zone District, the storage of junk vehicles is prohibited, and the use of residential is not allowable by right nor as a conditional use; and

WHEREAS, the City has reviewed the available remedies to abate this nuisance and upon advice from the City Attorney seeks to request relief from the court system; and

WHEREAS, the City Attorney has drafted a complaint to file claim in Circuit Court to abate this nuisance and has provided a draft of that complaint for Council's review;

THEREFORE, BE IT RESOLVED that the City Council approves action by the City Attorney and Administration to file a complaint and take any other necessary legal actions to remedy this nuisance.

The foregoing resolution was presented by supported by for approval by the following roll call vote; Yea ; Nay ; Absent. Motion.

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 November 1, 2021.

Mary LaRocque, City Clerk



TO: City Council

FROM: Bryan Myrkle, Community Development Director

SUBJECT: Neighborhood Enhancement Program

DATE: October 26, 2021

On your City Council agenda is a resolution to authorize application to the MSHDA Neighborhood Enhancement Program for grant funds in the amount of \$75,000.

The purpose of this application is to secure funds that can be used to assist residential property owners address interior and exterior issues that are identified during rental inspection or code enforcement activities in 2022. \$75,000 is the maximum award, with a minimum of 50 percent of the funds required to be dedicated to exterior improvements, and a maximum of 25 percent dedicated to interior improvements. Ten percent of the funds can be used for administration of the grant. We are proposing that 10 percent be used for administration, 25 percent for interior improvements, and 65 percent for exterior improvement.

It is our hope that, if awarded, these funds could be used to help those residents and property owners who may have financial difficulty making the improvements identified as necessary during rental inspection or code enforcement. The city will be required to develop an application process for residents hoping to tap into these funds. We will also work to ensure that the new rental inspection and code enforcement employees are familiar with the availability and application of these funds, so that they can promote their use directly to affected property owners.

The program requires that the funds be targeted to certain neighborhoods. We are recommending that they be targeted to the central portions of the community with the oldest homes and a high percentage of residential rentals.

Please contact me at (517) 543-8853 if you have any questions about this application.

Overall Community Eligibility Verification:

Community Population: 9,299

Are you a Rural or Urban Community? Rural

Percent Low / MOD area utilizing census data: 51.76

SUBMISSION REQUIREMENT PART 2 - FUNDING REQUEST INFORMATION FORM:

COMPONENT A:

Component A Requested Amount: \$48,750

Component A Proposed Activity: Exterior renovation of multiple housing units, both rental and owner-occupied, to help bring them into compliance with state and local codes, alleviate a portion of the financial burden said improvements would place on the property owners, and enhance the appearance and property value of the project neighborhoods. This would be one component of a new, city-wide code education and enforcement program.

Component A Proposed Number of Units: 10 (minimum) to 20 (estimated)

Component A Leveraged Funds: \$48,750 (minimum), presuming the program provides no more than 50% of the funding for the improvements.

Component B:

Component B Requested Amount: \$0.00

Component B Proposed Activity: None

Component B Proposed Number of Activities: 0

Component B Leveraged Funds: \$0

Component C:

Component C Requested Amount: \$18,750

Component C Proposed Activity: Interior improvements for multiple rental housing units, to help ensure the health, safety and welfare of the occupants; and to help alleviate the financial burden associated with said improvements. This would be one component of a new, city-wide rental registration and inspection program.

Component C Proposed Number of Units: 4 (minimum) to 16 (estimated)

Component C Leveraged Funds: \$56,250 (minimum), presuming the program provides no more than 25% of the funding for the improvements.

Component D:**Component D Requested Amount:** \$7,500

Component D Proposed Activity: Administration of program, to include promotion of program to raise public awareness, education regarding program, direct administration and management of application and award process, as well as documentation and record-keeping as may be required.

Component D Leveraged Funds: \$10,000 (estimated) – A portion of the time of at least 3 different City of Charlotte employees will be allocated to the successful implementation of this program. This includes the City of Charlotte Community Development Director, as well as its Rental Inspector and Code Enforcement Officer.

Total NEP funding requested amount: \$75,000

***For identified leveraged funds above please upload supporting documentation in the SharePoint folder and provide the following information (if applicable).

SUBMISSION REQUIREMENT PART 3 - REQUIRED NARRATIVE RESPONSES:

Focus all responses below on how the assistance will improve the vitality of the community through implementation within a concentrated area for high neighborhood impact.

ITEM #3A

Provide a narrative summary outlining the components being requested, how the funds are anticipated to be used, the neighborhood being selected (include name and boundaries) and the staff anticipated to undertake implementation of the program.

The City of Charlotte is implementing an entirely new residential rental registration and inspection program intended to improve the quality of life for residents of the City. This includes direct improvements to the health, safety and welfare of those residents who occupy rental housing in Charlotte; as well as associated indirect improvements to the general quality of life for all residents of the community through enhanced neighborhood quality and stability. Component C funds would be used for eligible expenses within the interior of affected rental units, to help bring the required improvements within the financial reach of the property owner. The City will be hiring a dedicated, part-time (30 hours) employee to conduct the rental inspections. It is anticipated that many residential rental units in the City will need improvement as a result of these inspections.

The City of Charlotte is also implementing an enhanced Code Education and Enforcement program. It will replace a complaint-based system of reactive code enforcement, with a proactive system of community education coupled with active patrol and engagement. The City will be hiring a second, dedicated, part-time (30 hours) employee to undertake this code enforcement effort. It is anticipated that many residential housing units, including both rental and owner-occupied units, will require exterior improvements as a result of this active code enforcement program. Component A funds would be used to help offset the cost of exterior improvements for those residents with a need identified during the Code Enforcement process. These improvements will help increase neighborhood

quality, raise property values and enhance the aesthetic appeal of individual homes and areas.

These two new programs will be housed within the City of Charlotte's Community Development Department, and it is anticipated that in addition to the time spent by the City's Rental Inspector and Code Enforcement Officer, time will be spent by the City's Community Development Director.

While these two new programs will be city-wide in scope, the City proposes to target these NEP activities within those older portions of the community that surround the historic Central Business District. This area could be described generally as those portions of the community that are zoned R-1 Single Family Residential and RT-Two Family Residential, and generally bounded by Maple Street on the north, Shepherd Street on the south, Lincoln Street on the west and Monroe Street on the east. This is the oldest and most central section of the community and suffers from those problems often associated with older housing stock.

It is also the case that a higher percentage of homes in this central area have been converted to two-unit rentals than elsewhere in the City. Many of the homes near the downtown commercial district are within the Charlotte Central Historic District, which is a recent addition to the National Register of Historic Places. These programs can help ensure that these historic resources are better preserved, while fulfilling their primary role as safe and secure housing for Charlotte residents and families.

Item #3B

For Component A and if applicable Component C describe which housing activities are planned with NEP funds, briefly describe what activities will be completed, include proposed types of assisted units, the activities and proposed number of units involved, the other funding sources in the project, and the overall impact.

Component A & C funds would be used to help alleviate the cost associated with improvements to rental and owner-occupied homes that arise from inspection and enforcement activities. Because Charlotte has not had a pro-active code enforcement program for many years, and has never had a rental inspection program in the past, it is anticipated that many necessary improvements will be identified during both efforts. Furthermore, it seems likely that some houses will require multiple improvements in order to be brought into compliance with state and local standards. The cost associated with making these improvements could prove to be a burden to the affected property owners. This program would be used to help reduce those expenses and encourage the timely completion of the improvements. These could range from exterior building improvements such as paint or siding, window and roof repair, to interior improvements such as plumbing, electrical and HVAC, or even health and sanitation response activities.

The proposed types of units would include single-family homes, two-unit rentals and multiple-family residential rental facilities. The proposed breakdown and prioritization of these improvements by unit type would be determined during the course of the inspection and enforcement activities. Depending on the severity of need, the minimum number of units assisted by Component A funds would be 10, but is expected to be much higher than that. Similarly, the minimum number of units assisted by Component B funds would be 4, but is expected to be higher.

Other funding sources for this project include the City of Charlotte, which is providing the funding necessary for three employees, whose time would be all or partially allocated to the larger program of

rental inspection and code enforcement. The City estimates that approximately 65 hours of staff time each week will be permanently allocated for these activities. Other funding sources include those private dollars leveraged as a result of the inspection and enforcement activities, as well as those improvements directly incentivized by the NEP activities.

Item #3B

N/A – There are no Component B activities planned.

For each Component A-C:

- How do the proposed activities tie to the organization's housing mission.

The City of Charlotte's housing mission is multifaceted: to provide the necessary public infrastructure for safe, secure and walkable neighborhoods, including sidewalks, streets, water and sewer; to provide the services necessary for community health and wellbeing, including police and fire; and to facilitate the development of community amenities, such as public parks, public art and community events and festivals. Together, these activities help ensure that Charlotte is a community that offers its residents a high quality of life. This program would enhance these efforts, by providing a direct benefit to residents in the form of physical housing improvement and affordability.

- Why does the organization exist?

The City of Charlotte is a municipal government organization dedicated to protecting the health, safety and welfare of its residents.

What elements of the organization's mission directly support the proposed project?

- Please describe organizational history. Please include anything that relates to experiences with grants and capacity to carry out this specific grant activity component.

The City of Charlotte was incorporated as a Village in 1863 and as a City in 1871. It is the County Seat of Eaton County, and is a commercial hub for both agribusiness and manufacturing. It has a stable population, and provides a full range of municipal and private sector services to its residents.

As described above, virtually all of the City's publicly funded activities directly or indirectly support the proposed project. These include police and fire protection, as well as public infrastructure development and maintenance, as well as publicly funded programming such as code enforcement and rental inspection, among many others.

The City of Charlotte has a long and successful record of grant seeking and administration, including federal, state and local grant sources. Many people on the City's staff have extensive grant administration experience. Community Development Director Bryan Myrkle, who would administer this program, has previously administered grants from the Michigan Department of Natural Resources; the

United States Environmental Protection Agency; the Michigan Economic Development Corporation; the United States Housing and Urban Development Department; the Michigan State Housing Development Administration; the Michigan Department of the Environment, Great Lakes and Energy; and other agencies and organizations. His successful grant administration experience began in 2000 and continues through today.

In addition, provide the following:

Identify the proposed assisted area(s), provide a narrative description of the area(s), and identify the rational/reason for the area(s) selection. Identify neighborhood engagement activities/effort that are currently and/or anticipated to occur within the proposed neighborhood boundaries area.

****Upload map and label anchors in the SharePoint folder***

As described above, the proposed assisted area would be the area of older housing stock surrounding the central city area of Charlotte. (See attached map).

The reason this area was selected is because it is perceived as having the greatest potential need, coupled with the highest anticipated impact. These older homes, many of which have been identified as important historic resources, are located in highly walkable neighborhoods served by grid-oriented streets and sidewalks, close to the variety of services and amenities available in the Central Business District. Approximately half of these homes are owner-occupied and half are two (or more) unit rentals. These homes are large and densely distributed, representing a good share of the city's total population. They are also difficult and expensive to maintain, compared to homes in newer developments. As a result, they suffer from a higher level of deferred maintenance. Because they are often large homes on small lots, issues related to neglect or indifference affect neighboring properties to a greater degree than in other locations in the City. A majority of these homes were built in the late 19th or early 20th century and offer a diverse array of modernization, ranging from homes that have been updated extensively, to others that still have single pane windows, wood siding, outdated plumbing and older electrical service. Because many of them are two-family rentals, a roof replacement (for example) at such a residence benefits more than a single household.

In addition to the new rental registration and inspection program, and the enhanced code enforcement program, the City would engage with residents and property owners with a public education and awareness campaign using publicly and privately available media resources, including traditional media like the local newspaper, as well as social media and similar outlets. The purpose of this would be to educate the community about local standards and expectations for housing maintenance, and to inform it about the programs themselves, as well as the availability of assistance through this potential NEP.

Are the proposed area(s) located in a local and/or state designated investment or incentive target area? A portion of the targeted area has previously been designated a Cool City Neighborhood in Progress, a Blueprints for Michigan Downtowns area, a Project Rising Tide community and a Michigan Main Street district.

Indicate what is known about the area that has led the applicant to identify the proposed

neighborhood boundaries as a proposed project priority. Include information such as: - What makes this area important to residents and potential residents? - Who have you talked to? - What have you observed? - Is there any synergy you can capture? - Is the safety of the residents of the area(s) currently an issue? If so, how will this project address those issues?

The proposed project area is a high-priority area for City leadership and for general Community interest. It represents the core of the community where the highest concentration of people live. It is highly visible, being located at the crossroads of two state highways (M-50 and M-79). It is economically impactful, as it surrounds the central business district on all sides.

A large number of the homes and buildings in this area are included in, and are contributing properties to, the newly designated Charlotte Central Historic District, which is now listed on the National Register of Historic Places.

Aside from its value as an important historic resource, this central section of the City is important due to its design characteristics which make it highly walkable, its population density, and the difficulty and expense associated with the maintenance and improvement of older homes. Targeting NEP resources in this neighborhood will help make these important improvements more affordable for the property owners.

Residents of this targeted area are engaged with the City, and are asking for improvements and attention. As a result, the City is implementing the new rental inspection program and more proactive code enforcement. Residents of this area have been vocal about perceived negative effects associated with high levels of rental housing, such as neighborhood destabilization and disregard for property conditions. Residents have also expressed an ongoing concern regarding local standards and processes for code enforcement, and the effect of poor property conditions on neighborhood desirability and value. Property neglect and blight conditions are extremely visible and have an outsized effect on neighboring properties, especially in denser areas.

Resident safety is directly affected by property conditions, both for owner-occupied and rental housing. The City is aware of residents living in substandard and unsafe housing, and while every effort is made to connect residents and property owners with resources and assistance, more needs to be done in order to create sustainable change. For income producing properties, registration and inspection will both encourage and require the development and maintenance of safe and secure residential rental spaces. For owner-occupied homes, code enforcement will encourage and require the general upkeep, cleanliness and safety of homes that might otherwise languish and deteriorate.

Improvements that make this central city neighborhood more safe, healthy and livable will also benefit from the synergies associated with downtown Charlotte. Residents near downtown enjoy a full range of private sector services, including walkable access to healthcare, insurance and legal services, as well as access to food, entertainment and high-quality public spaces. In summer months, the Charlotte Farmer's Market operates out of the historic Beach Market, and free live music is available on the historic 1885 Eaton County Courthouse lawn every Thursday evening. In the winter, affordable first-run movies are shown at the Eaton Theater, and low-cost arts and music events are held at Windwalker Gallery, a non-profit arts and entertainment organization. Special events and

festivals are held in or around downtown Charlotte during every month of the year.

For each proposed area, provide a brief overview of the current neighborhood housing demographic composition: i.e. percentage of rental, homeowner, etc., type of housing stock composition, average structure age, occupancy rates, turnover rates, etc.

The targeted neighborhood has a high percentage of rental vs. owner-occupied housing, at or exceeding 50% of the total number of homes.

The housing stock is the oldest in the city, with most homes built in the late 19th or early 20th Century. Many of these older homes have been divided into two-unit, upstairs/downstairs rental units.

Occupancy rates are very high, with most units able to be rented again as soon as they are vacant. Additional pressure is added to this neighborhood due to Charlotte's role as the seat of Eaton County Government. There are many low- or no- income residents who locate here due to the easy proximity to social services. As a result, many landlords are able to secure rental income from residents on government assistance. Similarly, a large number of homes in this area are owned and rented by social service organizations, such as SIREN Shelter.

Turnover above-average to high, due to a number of factors including those mentioned above. High rates of turnover are associated with neighborhood instability.

Item #3f: Work Plan Time

Frames. Provide a work plan

Work Plan Details:

If awarded this grant, the City of Charlotte would develop a basic public awareness campaign informing the community about the availability of funds. However, the primary engagement with potential recipients of these funds would be through the residential rental registration and inspection process, as well as through the enhanced code enforcement effort. All employees associated with this effort would be ensured of having a basic understanding of the type of assistance available, as well as information about how to seek that assistance. They would be tasked with engaging potential recipients on a person-to-person basis using printed materials and personal conversation.

Because these two efforts are new, the City anticipates a very high number of property owners who will be interested in receiving the assistance. Priority will be given to those who demonstrate either a financial hardship that prevents the timely correction of problem property conditions; or those projects that impact a higher number of residents, such as those in multiple-family rental units. The City will adopt or develop a scoring system to ensure those receiving funds meet program priorities and eligibility requirements. It will also develop informational brochures promoting the availability of these funds. The

Code Enforcement and Rental Inspection staff will work in the field identifying properties that are out of compliance and connecting property owners with these resources.

The City believes that the need for assistance will far outweigh the level of assistance sought (\$75,000), and therefore it also believes the funds will easily be expended during 2022.

Staffing for this project will include the City's full-time Community Development Director, part time Rental Inspector and part-time Code Enforcement Officer. Additional staff time will be provided by the City Manager. The Code Enforcement Officer is a retired Michigan State Police officer with extensive experience working with the public, providing high-quality, professional law enforcement services. The Rental Inspector has extensive experience inspecting and repairing HUD foreclosed properties in Eaton, Calhoun and Kalamazoo Counties. The Community Development Director's experience is detailed elsewhere in the application. The City Manager has more than 5 years' experience overseeing code enforcement and rental programs, as well as significant grant administration experience.

The timeline for implementation will include developing documents and application materials following the project award in May of 2022. Code Enforcement and Rental Inspection staff will, at the same time, but identifying properties for specific outreach and engagement. From June 2022 through December 2022, funds would be dispersed to the various property owners to complete the necessary improvements.

CITY OF CHARLOTTE

CITY COUNCIL RESOLUTION 2021-154

**A RESOLUTION TO AUTHORIZE AN APPLICATION TO THE NEIGHBORHOOD
ENHANCEMENT PROGRAM**

WHEREAS, the City of Charlotte is implementing new initiatives for residential rental registration and inspection, as well as enhanced code enforcement; and

WHEREAS, the City of Charlotte desires to assist property owners with those interior and exterior improvements that may be required or prompted by these two new initiatives; and

WHEREAS, if approved, the Neighborhood Enhancement Program can help provide this assistance.

THEREFORE, BE IT RESOLVED that the City Council of the City of Charlotte hereby authorizes an application to the Neighborhood Enhancement Program for \$75,000 in grant assistance.

The foregoing resolution was presented by supported by for approval by the following roll call vote; Yea ; Nay ; Absent. Motion.

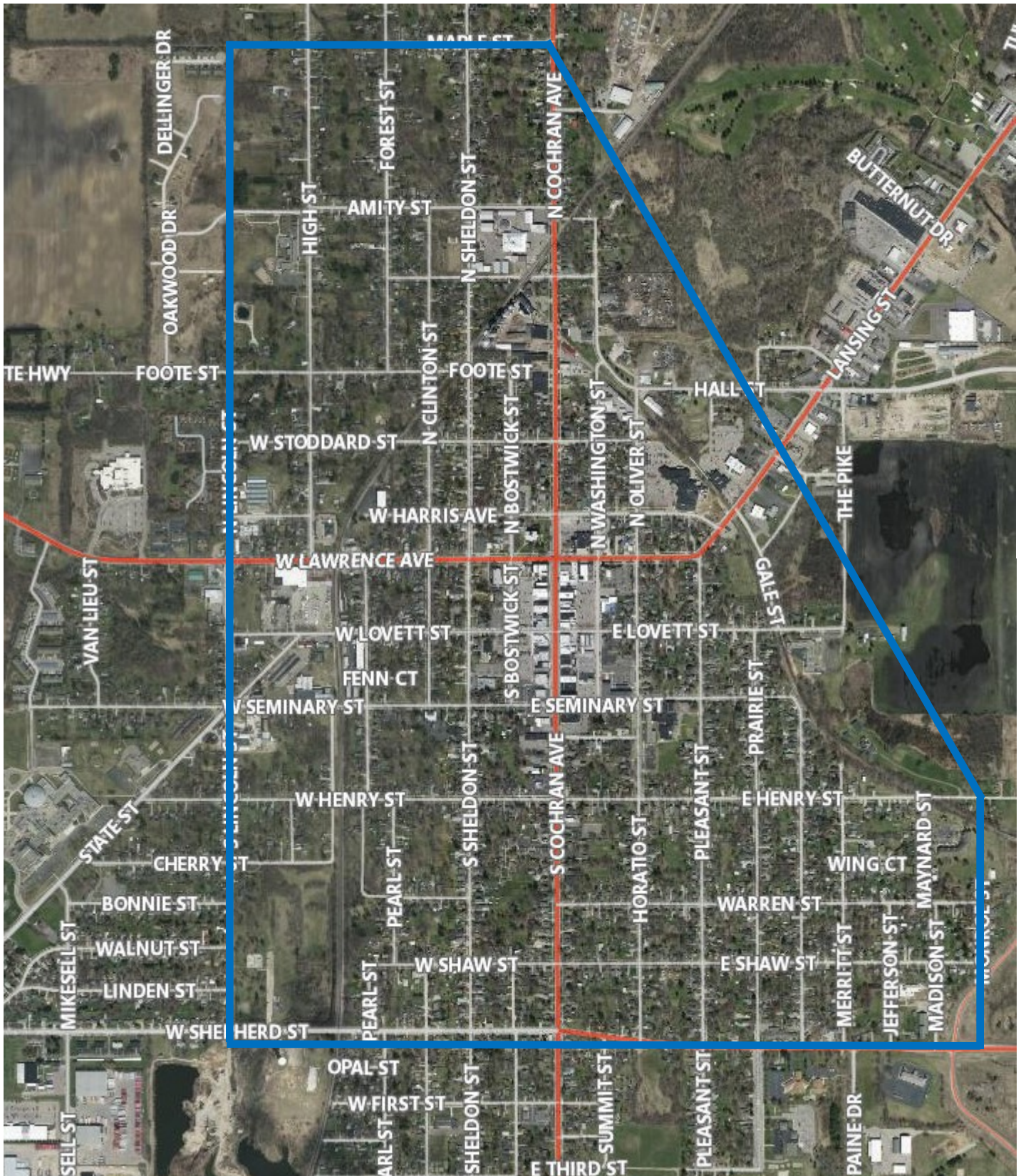
CERTIFICATION

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 November 1, 2021.

Mary LaRocque, City Clerk

City of Charlotte NEP Application 2021

Target Area Map





MEMO

History:

In 2010 the Charlotte Fire Department (CFD) purchased a Ford F250 (Rural 311) and the Rural Fire Association (RFA) provided funds to purchase equipment. The volunteers built and installed a firefighting skid unit with the equipment purchased by the RFA saving the CFD & RFA thousands of dollars. Currently, Rural 311 is starting to be problematic. With over 53,000 miles, the engine is leaking oil, the fuel system needs replacing, and the body is rusting. The maintenance costs are a costly liability. Rural 311 has responded to 441 runs so far this year, making it the second highest responding vehicle in the fleet. 311 is currently the only vehicle able to go off-road for grass fires and other calls requiring an off-road vehicle.

CFD will be seeking a grant from the USDA Community Facilities Direct Loan & Grant with a 15% matching request.

Quotes:	Signature Ford	\$35,340.00
	Feldman Ford	\$41,669.00
	Candy Ford	\$49,800.00

Purchase a 2022 Ford F350 and split the cost 50/50.

Purchase price:	\$35,430.00
Minus USDA 15% grant:	-\$5,314.50 (pending approval)
Truck Total:	\$30,115.50

City total:	\$17,715.00 / \$15,057.75 w/ grant approval
RFA total:	\$17,715.00 / \$15,057.75 w/ grant approval

Supporting documents: Memo, request for quote letter, and Signature Ford quote.

Professionally,

Fire Chief Robert Vogel

RESOLUTION NO. 2021-155

A RESOLUTION TO AUTHORIZE PURCHASE OF A 2022 FORD F350 FOR THE FIRE DEPARTMENT

WHEREAS, the current Charlotte Fire Department Rural 311 was purchased in 2010 and runs out of the downtown station; and

WHEREAS, the vehicle has many mechanical issues and has become problematic and needs many costly repairs; and

WHEREAS, the Rural Fire Association approved the purchase 50/50 percent of a new 311 at their October 27, 2021 meeting; and

WHEREAS, replacement of 311 was budgeted in the FY 21/22 Budget in the amount of \$50,000; and

WHEREAS, Signature Ford submitted the lowest quote for a 2022 Ford F350 for the cost of \$35,430.00; and

WHEREAS, the 50/50 cost sharing with the Rural Fire Association will cost \$17,715.00 for the City of Charlotte and Rural each,

THEREFORE, BE IT RESOLVED That the City Council authorizes the purchase of a new 2022 Ford F350 from Signature Ford in the amount of \$35,340.00 with the cost being shared 50/50 with the Rural Fire Association.

The foregoing resolution was presented by supported by for approval by the following roll call vote; Yea ; Nay ; Absent. Motion.

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 November 1, 2021.

Mary LaRocque, City Clerk

MEMORANDUM

TO: Charlotte City Council

FROM: Thomas M. Hitch, City Attorney

RE: CITY ATTORNEY REPORT

DATE: October 29, 2021

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

1. Chuck's Chariots, LLC and Mirador, LLC. As the Council may observe elsewhere in this packet, I have prepared a complaint seeking to abate the nuisance created by the owner, Mirador, LLC, and Chuck's Chariots, LLC, as it relates to their claimed operation of a used car sales business at 221 E. Lawrence Ave. As the Council may be aware, while they obtained a conditional use to operate a used car dealership pursuant to their Class B vehicle dealer license, Chuck's Chariots has not met the obligations required by either the State, or as it pertains to the City, its zoning ordinance. A number of the motor vehicles on that lot are visibly inoperable and have remained in their location on the lot for months, if not years. It also appears that there is a resident living in this former gasoline station. The maintenance of a storage lot for junk or dilapidated vehicles, and permitting a residence in a former gas station, all located in the B-3 district, is a violation of the City's zoning ordinance.

At this meeting, having conferred with the City Manager, we are requesting that you authorize the City to file suit filing a complaint substantially identical to what is in the packet. As I indicated to the City Manager, there may be some minor refinements to the complaint, but this essentially sets forth the position of the City in this lawsuit.

2. Park Trash Receptacles. I have mailed a letter to the contact person with the Park trash receptacles received earlier this year. The City Manager and I will keep you apprised.

3. Council Procedures. I am working with the City Manager as it relates to formalizing my ordinance establishing the dates of Council meetings. The City Manager discovered that it requires an ordinance, rather than a resolution, to establish the dates of the Council meetings in the first and third weeks. As I advised her, it has no impact of the legality of what the City has done at any of its council meetings, but is rather a procedural matter to bring it in line with the City of Charlotte charter requirement.

TMH:md



Manager's Report November 1st Council Meeting

Curbside Leaf Collection

The remaining curbside leaf collection will take place the following weeks. Please note: leaves must be bagged in paper yard waste bags for collection (no plastic bags). It is against city ordinance to rake leaves into the street. No brush will be collected curbside.

Monday, November 1st - Thursday, November 4th
Monday, November 22nd - Wednesday, November 24th

Residents may also take yard waste, including brush, to the DPW garage. Please take note: Saturday, November 6th will be the final opportunity for weekend drop-off by residents for the season. Week day hours remain 8a to 4p throughout the winter months.

City Code Update

The City has codified ordinances adopted through August 2021 and those updates are now available online at <https://codelibrary.amlegal.com/codes/charlotte/latest/overview>. Those city officials who maintain a hard copy of the code will receive paper copies of the updated pages for their code books. Kudos to City Clerk LaRocque for completing this important update to the city codes. This will ensure ease of access and transparency for our residents and other interested persons.

Rental Inspection Program – Code Enforcement

The city has sent out informational letters to the tenants and property owners regarding the upcoming rental inspection program. Landlords with properties located in voting District 1 will register between November 1st, 2021 and January 31st, 2022. Those with properties located in voting District 2 will register between February 1st, 2022 and April 30, 2022. We will send out a mailing to those property owners during the registration window with a copy of the application. After registration, the city will coordinate with the landlord and tenant to schedule an inspection.

Administration received a very enthusiastic response to the job postings for rental inspector and code enforcement officer with a number of highly qualified candidates. We conducted interviews and are in-progress with finalizing the hiring process for two individuals to fill the roles. We anticipate these positions will be staffed by early-mid November. We are also developing a number of information pamphlets and flyers to help aid in the communication/education aspect of these two roles.

Finance Department

This month the city's finance department staff resumed responsibility for all financial and accounting work in-house, including payroll services. We are working with the representatives from Rehmann Robson to close out a few outstanding financial matters and finalize the data for our annual audit by Plante and Moran.

Downtown Receptacle Update

As Council is aware, the DDA had purchased replacement receptacles in the summer 2020 for the downtown area. A number of parts for those were received damaged and the company refused to accept responsibility for that issue. We requested replacement parts to be able to use all of the receptacles and finally received that shipment in summer 2021. Those replacement pieces were also delivered damaged. At the time of delivery, we refused to accept the shipment due to that damage and promptly requested a remedy from the company. They have refused to refund our payment for the replacement parts despite multiple requests from our office. In fact, they had stated a refund would be issued, but it has not been received and they have not provided any proof that a payment was ever sent out. Therefore, we have engaged with Attorney Hitch to assist in the city's recovery of that money.

Clinton/Stoddard House Update

The contractor continues to make progress on the interior work at the property. They remain on schedule based on their approved work plan to repair/renovate the site. Additionally, they have been issued a permit to install a second access drive off of Clinton Street for access to the units on the frontside of the building.

Lansing Road Demolition Update

The contractor for the demolition of this commercial building has begun work to remove the remaining structure and debris. Chief Vogel has been monitoring the progress and we anticipate they will be complete in the next week or two.