



PROPOSED AGENDA
REGULAR MEETING OF THE CHARLOTTE CITY COUNCIL
111 E. Lawrence Ave, Charlotte, MI 48813 (517) 543-2750
7:00 P.M. Monday, Sept. 20, 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/89810911051>

Or

Call in by telephone: Phone number: (312) 626-6799 Webinar ID: 898 1091 1051

1. **Call to Order**
2. **Roll Call**
3. **Invocation** – Andy Shaver, Real Life Church
4. **Pledge of Allegiance**
5. **Approval of Minutes** - Approval of Sept. 7, 2021 Regular Council Meeting Minutes and September 14, 2021 Workshop Meeting Minutes
6. **Excuse Absence of 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. Expedited Resolutions and Ordinances

- a. Consider Resolution 2021-134 To approve payment of Claims and Expenditures
- b. Consider Resolution 2021-135 To approve amendment for payment for MDOT Contract 2020-0826-A1
- c. Consider Resolution 2021-136 To authorize Signatories for MDOT Contract 2020-0826-A1
- d. Consider Resolution 2021-137 to approve CD Hughes Change Order #2 and Final Payment.
- e. Consider Resolution 2021-141 Brownfield Redevelopment Authority
- f. Consider Resolution 2021-142 to approve hiring two part time staff

10. Approval of Resolutions and Ordinances

- a. Resolution 2021-125 to Change the Fee Schedule to Add Rental Fees
- b. Resolution 2021-127 to Approve the Contract for ROWE PSC for Hall/Washington/McClure streets.

11. Introduction of Resolutions and Ordinances

- a. Consider Resolution 2021-138 Budget Amendment to Hire Code Staff
- b. Consider Resolution 2021-139 Fee Schedule for Water Reconnection Cost
- c. Consider Resolution 2021-140 To Resume Water Shut Offs for Non-Payment

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

13. Communications and Committee Reports

- a. City Attorney Report
- b. City Manager Report
- c. Councilmember Committee Reports
- d. Resident Letter from Richard Deer

14. Mayor and Council Comments

15. Adjourn

~Mary LaRocque, City Clerk

ADDRESSING THE CITY COUNCIL

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

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

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

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

Comments shall be directed to the Mayor and Council members.

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

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

**CITY OF CHARLOTTE
COUNCIL PROCEEDINGS**

**Regular Meeting
September 7, 2021**

CALL TO ORDER:

By Mayor Armitage on Tuesday September 7, 2021 at 7:00 p.m.

PRESENT:

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

INVOCATION:

Chuck Jenson, West Carmel Church

PLEDGE OF ALLEGIANCE:

Led by Mayor Armitage

APPROVAL OF MINUTES:

August 16, 2021 City of Charlotte Regular Council Meeting Minutes

Motion by Baker supported by Dyer to approve the minutes from August 16, 2021 regular meeting as presented. Roll Call; Yea 7; Nay 0; Absent 0. Motion passed.

EXCUSE ABSENT MEMBERS:

All were present.

PUBLIC HEARING:

Nothing scheduled

PUBLIC COMMENT: (5-minute presentation limit)

No Public Comment

PROCLAMATION:

National Rail Safety Week

The foregoing Proclamation was offered by VanStee, supported by Hoogstra to approve National Rail Safety Week. Yea 7; Nay 0; Absent 0. Motion passed.

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

Motion by Baker supported by Dyer to approve the Regular Meeting Agenda. Yea 7; Nay 0; Absent 0. Motion Passed.

Council member Baker requested 11 b to be removed from the Unanimous Consent Agenda.

Mayor Pro-Tem Dyer requested 11 c to be removed from the Unanimous Consent Agenda.

Mayor Pro-Tem Dyer requested 12 a to be removed from the Unanimous Consent Agenda.

Mayor Armitage requested 13 a to be removed from the Unanimous Consent Agenda.

Council member Baker requested 13 b to be removed from the Unanimous Consent Agenda.

Motion by VanStee supported by Dyer to approve the Unanimous Consent Agenda and approval of claims and expenditures. Roll Call; Yea 7; Nay 0; Absent 0. Motion passed.

EXPEDITED RESOLUTIONS AND ORDINANCES:

- a. Consider Resolution 2021-126 To approve payment of Claims and Expenditures**

RESOLUTION NO. 2021-126

**A RESOLUTION TO APPROVE EXPENDITURES OF THE
CITY OF CHARLOTTE FOR SEPTEMBER 07, 2021**

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

WHEREAS, the August 27, 2021, payroll totaled \$86,081.42; and

WHEREAS, the September 03, 2021, claims total in the amount of \$600,490.64; and

WHEREAS, the August 16, 2021, insurance claims totaled \$940.36; and

WHEREAS, the August 23, 2021, insurance claims totaled \$713.39; and

WHEREAS, the August 30, 2021, insurance claims totaled \$1,409.15;

THEREFORE, BE IT RESOLVED that the City Council approves claims and accounts for September 7, 2021, in the amount of \$689,634.96.

Motion by VanStee supported by Dyer to approve the Unanimous Consent Agenda and approval of claims and expenditures. Roll Call; Yea 7; Nay 0; Absent 0. Motion passed

b. Consider Resolution 2021-128 To approve a Change Order #1 for Rowe PSC

RESOLUTION NO. 2021-128

**A RESOLUTION TO APPROVE CHANGE ORDER #1 FOR
ROWE PSC FOR CONSTRUCTION ENGINEERING ON THE
E. HARRIS STREET PROJECT**

WHEREAS, the East Harris Street Reconstruction Project construction engineering contract was awarded to Rowe PSC by City Council on January 13, 2020 in the amount of \$160,000.00; and

WHEREAS, the estimate for construction engineering was based on construction activities lasting 12 weeks and minimal unforeseen conditions; and

WHEREAS, several unforeseen conditions outlined in Rowe's change order request resulted in additional construction engineering fees as well as an extended length of construction and project administration; and

WHEREAS, Rowe PSC has incurred additional costs totaling \$45,380.00 in construction engineering to complete the work necessary for a successful project; and

WHEREAS, it is typical to pay for construction engineering based on actual hours spent on the job, and the overall percentage of the project cost is still within accepted standards for projects of this complexity; and

WHEREAS, these additional costs will be split accordingly between the Major Street Fund, Parking Lot Fund (underground storage tank removal), and the Water and Sewer Fund.

THEREFORE, BE IT RESOLVED that the City Council authorizes construction engineering contract Change Order #1 in the amount of \$45,380.00 for Rowe PSC for additional work incurred as part of the E. Harris Street Reconstruction Project.

The foregoing resolution was offered by Dyer supported by Baker to approve Resolution 2021-128; Yea 7; Nay 0; Absent 0. Motion passed

c. Consider Resolution 2021-129 To Appoint a Fire Chief

RESOLUTION NO. 2021-129

**A RESOLUTION TO CONFIRM APPOINTMENT OF
ROBERT VOGEL AS FIRE CHIEF**

WHEREAS, upon the retirement of Fire Chief Kevin Fullerton on April 30, 2021, the city has had a vacancy in the administrative office of Fire Chief; and

WHEREAS, the position of Fire Chief is an appointed officer of the City and Section 6.2 of the City Charter provides that the City Manager shall appoint the administrative officers of the City subject to confirmation of said appointments by the City Council; and

WHEREAS, Section 6.12 of the City Charter provides that primary consideration shall be given to the recommendation made by the members of the Fire Department; and

WHEREAS, the Fire Service Agreement between the City and Rural Fire Association, Section E. Fire Chief, 2. Appointment states that the City of Charlotte shall establish a Fire Chief Selection Committee to select the new Chief; and

WHEREAS, the City established a Fire Chief Selection Committee which convened and conducted recruitment for candidates for Fire Chief and selected two finalists for consideration by the Volunteer Fire Department; and

WHEREAS, the Volunteer Fire Department met with the finalists on August 12th and September 1st after which a recommendation was made that the City offer the position to Robert Vogel; and

WHEREAS, the Selection Committee concurred with the recommendation by the Volunteer Department, and the City Manager subsequently offered the appointment to Robert Vogel who accepted;

NOW, THEREFORE, BE IT RESOLVED that the City Council does hereby confirm the City Manager's appointment of Robert Vogel as Fire Chief.

The foregoing resolution was offered by VanStee supported by Dyer to approve Resolution 2021-129; Yea 7; Nay 0; Absent 0. Motion passed

d. Consider Resolution 2021-131 to Authorize the Purchase of a Police Vehicle

RESOLUTION NO. 2021-131

**A RESOLUTION TO AUTHORIZE A CONTRACT
WITH BERGER CHEVROLET INC. FOR THE**

**PURCHASE OF ONE 2021 CHEVROLET POLICE
TAHOE PATROL VEHICLE.**

WHEREAS, this purchase was identified in the budgeting process for FY 21/22 to replace the 2016 Ford Explorer patrol vehicle due to age and repair costs; and

WHEREAS, we have only solicited one bid from those manufacturers that provide qualified police vehicles due to the vehicle chip shortage, the following provider met the qualifications; and

WHEREAS, one bid was received in total from the preferred manufacturers. The only bid was from the State of Michigan bid contracts; and

WHEREAS, Berger Chevrolet Inc. of Grand Rapids holds the State of Michigan contract bid for the 2021 Chevrolet Police Tahoe with a bid of \$39,985.00.

TH THEREFORE, BE IT RESOLVED that the City of Charlotte enter into the purchase agreement with Berger Chevrolet Inc. for the 2021 Chevrolet Police Tahoe patrol vehicle in the amount of \$39,985.00.

Motion by VanStee supported by Dyer to approve the Unanimous Consent Agenda and approval of claims and expenditures. Roll Call; Yea 7; Nay 0; Absent 0. Motion passed

APPROVAL OF RESOLUTIONS AND ORDINANCES

- a. Resolution 2021-125 Change the Fee Schedule to Add
Rental Fees**

RESOLUTION 2021-125

**A RESOLUTION TO CHANGE THE FEE SCHEDULE TO
ADD RENTAL FEES**

WHEREAS, pursuant to Ordinance 2021-09 the fees to be paid for registration, inspection, and reinspection of rental dwelling units are to be established by resolution of Council; and

WHEREAS, Administration is recommending a fee schedule to adequately cover the costs incurred to implement a rental registration and inspection program;

NOW THEREFORE BE IT RESOLVED, that the following, non-refundable fees be established:

Rental Registration and Inspection

Single Family Home

Registration application fee \$100

Re-Inspection fee \$50

Multi-Family Home (2-7 dwelling units in one structure)

**Registration application fee \$100 for first unit
 \$25 for each additional
unit**

Apartment Complex

**Registration application fee \$100 for first unit
 \$25 for each additional
unit**

Mobile Home

Individual Unit Registration

Any Dwelling Unit

BE IT FURTHER RESOLVED that the effective date will be November 1, 2021.

INTRODUCTION OF RESOLUTIONS AND ORDINANCES

- RESOLUTION NO. 2021-127**

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WHEREAS, Rowe PSC has submitted a proposal for the design and construction engineering for an amount of \$286,400.00, and **WHEREAS**, funding for the professional services related to reconstruction of Hall/ Washington/ McClure Streets will be charged to the Major Street Fund.

THEREFORE, BE IT RESOLVED that the City Council enter into a contract with Rowe PSC to provide the above-mentioned services and that the Mayor or Clerk be directed to sign said contract on behalf of the City.

The foregoing resolution was offered by council member VanStee and supported by Baker to approve Resolution 2021-127 be moved to a second reading on Sept. 20, 2021; Yea 7; Nay 0; Absent 0, Motion passed.

b. Consider Resolution 2021-130 Resolution to Accept the Offer for 220 W. Shaw

**RESOLUTION NO. 2021-130
A RESOLUTION TO APPROVE THE SALE
OF 220 WEST SHAW STREET**

WHEREAS, the City is the owner of property located at 220 West Shaw Street more fully described as Lots 19 & 20 Except E 177 Feet, S.P. Jones' Addition City of Charlotte; and

WHEREAS, the City has now received an offer to purchase the property from Mr. Randy Jewell, 3258 Carlisle Highway, Charlotte in the amount of \$4,000; and

WHEREAS, the property is not needed for corporate or public purposes and the public interest is best served by returning the lot to private ownership;

WHEREAS, the City Attorney has reviewed the proposed sale and does not find a conflict due to Mr. Jewell's employment as the City Assessor;

NOW, THEREFORE, BE IT RESOLVED that Council does hereby approve the sale of the property located at 220 West Shaw Street to Mr. Randy Jewell for \$4,000 and authorizes the City Attorney to prepare a warranty deed to be executed by the Mayor

and Clerk along with execution of any other documents required to complete the sale of the property.

Upon discussion, it was determined an effort will be made to advertise and offer the property for sale to the general public, for transparency's sake, and considering the competitive real estate atmosphere, a better offer could be received.

The foregoing resolution was offered by council member Dyer and supported by Hoogstra to approve Resolution 2021-130. Upon roll call vote, the following voted: Yea 0; Nay 7; Absent 0, Motion failed.

PUBLIC COMMENT:

No comments.

COMMUNICATIONS AND COMMITTEE REPORTS,

- a. The City Attorney report was received.
- b. The City Manager report was received
- c. Council Member Committee reports
- d. Fire Dept. Report August, 2021
- e. Code Enforcement Report

COUNCILMEMBER COMMENTS:

McRae – Commended LaPere for hiring of Vogel

Weissenborn – Recreation Coop project moving forward

Mayor Armitage – Garbage can issue, Marketing of 220 Shaw.

Mayor Pro-Tem Dyer – Covid funds

ADJOURNMENT:

Motion by Baker, supported by VanStee to adjourn the September 7, 2021 meeting at 8:17 p.m. Yea 7; Nay 0; Absent 0, Motion passed.

Michael Armitage, Mayor

Mary LaRocque, City Clerk

**CITY OF CHARLOTTE
COUNCIL PROCEEDINGS**

**Workshop Meeting
September 14, 2021**

CALL TO ORDER:

By Mayor Armitage on Tuesday, September 14, 2021 at 7:04 p.m.

PRESENT:

Hoogstra, Weissenborn, Dyer, Baker, VanStee, Armitage, City Manager LaPere, City Clerk LaRocque

APPROVAL OF AGENDA:

Motion by Baker, supported by VanStee to approve the agenda as published. Yea 6; Nay 0; Absent 1, Motion carried.

EXCUSE ABSENT MEMBERS:

McRae. Motion by Hoogstra, supported by Dyer to approve absent members. Yea 6; Nay 0; Absent 1, Motion carried.

PUBLIC COMMENT:

No comments given.

DISCUSSION ITEMS:

1. Water Shut off

Council asked Manager LaPere to write up a first reading resolution for the Sept. 10, 2021 regular council meeting.

2. Marijuana Regulations

Council decided to table discussions as the next elected council will decide this issue and they would like to see it presented on a ballot proposal for a vote of the people.

PUBLIC COMMENTS:

Christopher Lake on Cambridge Dr. made a comment on the water shut off fees.

MAYOR AND COUNCIL COMMENTS:

ADJOURNMENT:

Motion by Dyer, supported by Weissenborn to adjourn the meeting at 9:13 p.m. Yea 6; Nay 0; Absent 1, Motion carried.

Mayor Armitage

Mary LaRocque, City Clerk

RESOLUTION NO. 2021-134
A RESOLUTION TO APPROVE EXPENDITURES OF THE CITY OF CHARLOTTE
FOR SEPTEMBER 20, 2021

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

WHEREAS, the September 10, 2021, payroll totaled \$87,861.83; and

WHEREAS, the September 17, 2021, claims total in the amount of \$660,786.10; and

WHEREAS, the September 13, 2021, insurance claims totaled \$2701.83

THEREFORE, BE IT RESOLVED that the City Council approves claims and accounts for September 20, 2021, in the amount of \$751,349.67.

The foregoing resolutions was offered by _____ and supported by _____ by roll call vote the following voted Yea ;
Nay ; Absent, Motion _____.

As the duly qualified and acting Clerk of the City of Charlotte, County of Eaton, State of Michigan, I do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Council of the City of Charlotte at a regularly scheduled meeting held on September 20, 2021, relevant to the Michigan Open Meetings Act, the original of which is on file in my office as part of council minutes.

IN WITNESS WHEREOF, I have hereunto set my official signature this 20th day of September, 2021

Mary LaRocque, City Clerk

09/17/2021 04:54 PM
 User: mdensmore
 DB: Charlotte

INVOICE REGISTER FOR CITY OF CHARLOTTE
 INVOICE ENTRY DATES 09/03/2021 - 09/17/2021
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
 BANK CODE: POOL

Date Entered	Vendor	Description
09/03/2021	ROBERT ANTCLIFF	NEW BOOTS
09/03/2021	AXON ENTERPRISE INC	FLEET 2 NEW INSTALLATION
09/03/2021	CMP DISTRIBUTORS INC	VEST
09/03/2021	MICH ASSOC. CHIEFS OF POLICE	WIN 22 FULL CONFERENCE REGIST
09/03/2021	THE PARTS PLACE	SUPPLIES
09/03/2021	LANSING UNIFORM CO.	UNIFORMS
09/03/2021	NELSON TANK & ENGINEERING	PRECONSTRUCTION MEETING, SCHEI
09/03/2021	TRUGREEN #2801	VEGETATION CONTROL
09/03/2021	ERIC ROGERS LLC	WEEKLY LAWN MOWING
09/03/2021	WASTE MANAGEMENT-	REFUSE PICKUP
09/03/2021	ERIC ROGERS LLC	WEEKLY LAWN MOWING
09/03/2021	ENGINEERING SUPPLY AND IMAGING	INK
09/03/2021	ERIC ROGERS LLC	WEEKLY LAWN MOWING
09/03/2021	ERIC ROGERS LLC	WEEKLY LAWN MOWING
09/03/2021	VISION SERVICE PLAN	SEPTEMBER 2021
09/03/2021	QUADIENT FINANCE USA, INC.	POSTAGE
09/03/2021	VERIZON WIRELESS	2021 AUGUST
09/03/2021	VISION SERVICE PLAN	JUNE TO SEPTEMBER 2021
09/03/2021	CANON FINANCIAL SERVICES, IN	AUGUST 2021
09/03/2021	CHARLOTTE PUBLIC SCHOOLS	CROSSING GUARD
09/03/2021	QUADIENT, INC.	LEASE PAYMENT
09/03/2021	BLUE CARE NETWORK	MEDICAL COVERAGE
09/03/2021	BLUE CARE NETWORK	MEDICAL COVERAGE
09/03/2021	NASHVILLE CONSTRUCTION	REFUND HYDRANT RENTAL DEPOSIT
09/03/2021	SCHELB & ASSOCIATES LLC	TAX COLLECTION CHECKS
09/03/2021	DELTA DENTAL PLAN OF MICHIGAN	SEPTEMBER 2021
09/03/2021	STANDARD LIFE INSURANCE CO	LIFE INSURANCE
09/03/2021	THE COUNTY JOURNAL	NOTICE OF PUBLIC HEARING
09/03/2021	THE COUNTY JOURNAL	NOTICE OF ADOPTION ORDINANCE
09/03/2021	THE COUNTY JOURNAL	NOTICE OF ORDINANCE
09/03/2021	THE COUNTY JOURNAL	PLANNING COMMISSION MEETING N
09/03/2021	THE COUNTY JOURNAL	PLANNING COMMISSION MEETING N
09/03/2021	THE COUNTY JOURNAL	PLANNING COMMISSION MEETING N
09/03/2021	THE COUNTY JOURNAL	CODE ENFORCEMENT AND RENTAL II
09/03/2021	USA TODAY NETWORK	CITY OF CHARLOTTE - LGA
09/03/2021	MICHIGAN DEPARTMENT OF LICENSE	ELEVATOR CERTIFICATE OF OPERA
09/03/2021	MICHIGAN DEPARTMENT OF LICENSE	ELEVATOR CERTIFICATE OF OPERA
09/03/2021	STATE OF MICHIGAN	CARE1591REIM21001374
09/03/2021	MICHAEL R KLUCK & ASSOC	AUGUST 2021
09/03/2021	COUNTY OF EATON	APPLE VENTURE LLC.
09/03/2021	CARMEL TOWNSHIP TREASURER	FY 21/22 425 ANNEXATION AGREEM
09/03/2021	EATON TOWNSHIP TREASURER	FY21/22 425 ANNEXATION AGREEMI
09/03/2021	EATON TOWNSHIP TREASURER	11/2020 TO 07/2021 REVENUE SH
09/03/2021	CORE TECHNOLOGY CORPORATION	ANNUAL SOFTWARE SUPPORT
09/03/2021	TODD COTTER	AIRPORT MANAGEMENT SERVICES
09/03/2021	CHARLOTTE AIR SERVICES LLC	HANGER RENTAL
09/03/2021	MAIN STREET ESCROW AND TITLE	UB refund for account: 00432
09/03/2021	KELLY LEA	DUGOUTS AT SOFTBALL FIELD
09/08/2021	TRACE ANALYTICAL LABORATORIES	LINN PRODUCTS- (08/17/21)
09/08/2021	TRACE ANALYTICAL LABORATORIES	WATER QUALITY SAMPLES-08/23/2
09/08/2021	NALCO CROSSBOW WATER	SUPPLIES
09/08/2021	AMAZON CAPITAL SERVICES	TIRE SHINE
09/08/2021	ACD.NET	WASTE WATER TREATMENT PLANT
09/08/2021	WOOD ENVIRONMENT &	124 N. COCHRAN AVE.
09/08/2021	BYRUM ACE HARDWARE	PAINTS
09/08/2021	BYRUM ACE HARDWARE	CONTAINER
09/08/2021	WEILER EXCAVATION LLC	627 N. COCHRAN AVE.
09/08/2021	BYRUM ACE HARDWARE	BATTERIES
09/08/2021	BYRUM ACE HARDWARE	SUPPLIES
09/08/2021	HAMMOND FARMS SOUTH	BARK WALNUT BROWN
09/08/2021	ACD.NET	INTERNET & PHONE SERVICE
09/08/2021	TRUPAY CORPORATION	TIME & LABOR MGT. AUGUST 2021
09/09/2021	TREVOR & BETTY DILLON	FIRE INSURANCE WITHHOLDING PR
09/14/2021	LEA'S AUTO BODY	SUPPLEMENT CLAIM #100AL210013
09/14/2021	FERGUSON WATER WORKS FKA	TUBE
09/14/2021	MWEA	BASICS OF SUMMER OPERATOR TRA

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INVOICE REGISTER FOR CITY OF CHARLOTTE
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BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: POOL

Date Entered	Vendor	Description
09/14/2021	CLEARBROOKE TECHNOLOGIES	FATS,OIL, GREASE TREATMENT FOI
09/14/2021	USA BLUE BOOK	WAND ASSEMBLY
09/14/2021	TRACE ANALYTICAL LABORATORIES	INVESTIGATIVE SERVICES
09/14/2021	BYRUM ACE HARDWARE	SUPPLIES
09/14/2021	BYRUM ACE HARDWARE	RECHARGEABLE BATTERIES
09/14/2021	CAPITAL ASPHALT	13 A ASPHALT
09/14/2021	DORNBOS SIGN & SAFETY INC.	RED/WHITE DG TRUCK CONSPICUIT
09/14/2021	IRON HORSE EXCAVATION LLC.	LANSING ROAD WATER MAIN REPAIR
09/14/2021	AMAZON CAPITAL SERVICES	SUPPLIES
09/14/2021	DELAU FIRE & SAFETY INC	RECHARGE FIRE EXTINGUISHER
09/14/2021	BYRUM ACE HARDWARE	FLAG
09/14/2021	CHARLOTTE AIR SERVICES LLC	FUEL FLOWAGE
09/14/2021	PROFESSIONAL MAINTENANCE	DISINFECTING OF POLICE CARS
09/14/2021	PROFESSIONAL MAINTENANCE	AUGUST 2021 CLEANING
09/14/2021	BULLSEYE PEST DEFENSE	111 E. LAWRENCE AVE.
09/14/2021	MICHIGAN NETWORK CONSULTANTS	IT SERVICES
09/14/2021	CONSULTANTS ON CALL, LLC	MANAGED SERVICE FEES
09/14/2021	CONSULTANTS ON CALL, LLC	MANAGED SERVICE FEES
09/14/2021	MICHIGAN NETWORK CONSULTANTS	IT SERVICES
09/14/2021	MICHIGAN NETWORK CONSULTANTS	IT SERVICES
09/14/2021	INTERNATIONAL MINUTE PRESS	ELECTION AV MAILING
09/14/2021	INTERNATIONAL MINUTE PRESS	AUGUST UTILITY BILLS
09/15/2021	MOTION INDUSTRIES, INC.	PARTS
09/15/2021	OUDBIER INSTRUMENT CO.	TROUBLESHOOT AND REPAIR
09/15/2021	ELHORN ENGINEERING COMPANY	PUMP HEAD COVER
09/15/2021	ELHORN ENGINEERING COMPANY	LIQUIFIED AQUADENE
09/15/2021	HACH COMPANY	FLUORIDE
09/15/2021	SHARE CORP.	ANGLE GRINDER WHEEL
09/15/2021	USA BLUE BOOK	DIAMOND GRIP POWDER GLOVES
09/15/2021	USA BLUE BOOK	TEST
09/15/2021	USA BLUE BOOK	SUPPLIES
09/15/2021	USA BLUE BOOK	MAGNET
09/15/2021	SHARE CORP.	ANGLE GRINDER WHEEL
09/15/2021	HULL LIFT TRUCK INC	DRIVE WHEEL ASSEMBLY
09/15/2021	BEAVER RESEARCH COMPANY	LEMONGRASS RESCUE
09/15/2021	BEAVER RESEARCH COMPANY	LEMONGRASS RESCUE
09/15/2021	GALE BRIGGS, INC.	CRUSHED CONCRETE-CHURCH ST
09/15/2021	GALE BRIGGS, INC.	CONCRETE
09/15/2021	ACE HARDWARE & LUMBER CO.	SUPPLIES
09/15/2021	GALE BRIGGS, INC.	CONCRETE
09/15/2021	WEST SHORE SERVICES, INC	4 GAS MONITOR & CALIBRATION K
09/15/2021	TRUGREEN #2801	LAWN SERVICE
09/15/2021	ERIC ROGERS LLC	WEEKLY LAWN MOWING
09/15/2021	ERIC ROGERS LLC	WEEKLY LAWN MOWING
09/15/2021	WASTE MANAGEMENT-	REFUSE PICKUP
09/15/2021	NELSON TANK & ENGINEERING	PAINT INSPECTION SERVICES
09/15/2021	TRUGREEN #2801	VEGETATION CONTROL
09/15/2021	GARDENSCAPES LAWN & LANDSCAPE	AUGUST 2021
09/15/2021	STATE OF MICHIGAN	CARE1591REMIN21001572
09/16/2021	LEA'S AUTO BODY	REPLACED WINDSHIELD WASHER PUI
09/16/2021	LEXISNEXIS RISK SOLUTIONS	AUGUST 2021
09/16/2021	CDW GOVERNMENT, INC	SUPPLIES
09/16/2021	MATAI	ANTCLIFF 2021 FALL TRAINING C
09/16/2021	MATAI	BAHM 2021 FALL TRAINING CONFEI
09/16/2021	ROCHESTER CREATIONS	HATS
09/16/2021	CAPITAL CAR WASH	CAR WASH TOKENS
09/16/2021	MICHIGAN STATE POLICE	GATEWAY TO GATEWAY JULY 2021
09/17/2021	CONSUMERS ENERGY	111 E LAWRENCE AVE
09/17/2021	CONSUMERS ENERGY	811 CHADS WAY
09/17/2021	CONSUMERS ENERGY	1005 PAINE DR. FRNT GEN CHARL
09/17/2021	CONSUMERS ENERGY	620 W SHEPHERD ST
09/17/2021	CONSUMERS ENERGY	811 CHADS WAY
09/17/2021	CONSUMERS ENERGY	1225 S COCHRAN AVE
09/17/2021	CONSUMERS ENERGY	1325 ISLAND HWY
09/17/2021	CONSUMERS ENERGY	1213 S COCHRAN AVE
09/17/2021	CONSUMERS ENERGY	1216 S COCHRAN AVE

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BANK CODE: POOL

Date Entered	Vendor	Description
09/17/2021	CONSUMERS ENERGY	1216 1/2 S COCHRAN AVE
09/17/2021	CONSUMERS ENERGY	1216 S COCHRAN AVE
09/17/2021	CONSUMERS ENERGY	301 TIRRELL RD R2
09/17/2021	CONSUMERS ENERGY	301 TIREELL RD #NEW
09/17/2021	CONSUMERS ENERGY	1152 S COCHRAN AVE CAMP FRANC
09/17/2021	CONSUMERS ENERGY	301 TIRRELL RD
09/17/2021	CONSUMERS ENERGY	203 HALL ST
09/17/2021	CONSUMERS ENERGY	1325 ISLAND HWY #C
09/17/2021	QUILL CORP.	SUPPLIES
09/17/2021	QUILL CORP.	SUPPLIES
09/17/2021	CONSUMERS ENERGY	103 VAN LIEU ST
09/17/2021	CONSUMERS ENERGY	526 W STODDARD ST
09/17/2021	CONSUMERS ENERGY	911 W SHEPHERD ST
09/17/2021	CONSUMERS ENERGY	48813 LED LIGHT RD
09/17/2021	QUILL CORP.	SUPPLIES
09/17/2021	CONSUMERS ENERGY	1310 S COCHRAN AVE
09/17/2021	CONSUMERS ENERGY	619 W SHEPHERD ST
09/17/2021	QUILL CORP.	SUPPLIES
09/17/2021	CONSUMERS ENERGY	620 W SHEPHERD ST
09/17/2021	QUILL CORP.	SUPPLIES
09/17/2021	CONSUMERS ENERGY	1167 E CLINTON TRAIL
09/17/2021	CONSUMERS ENERGY	508 N. SHELDON ST.
09/17/2021	INSTY PRINTS	BUSINESS CARDS
09/17/2021	CONSUMERS ENERGY	1325 ISLAND HWY
09/17/2021	REHMANN ROBSON	SEPTEMBER 2021
09/17/2021	CONSUMERS ENERGY	1329 1/2 ISLAND HWY
09/17/2021	QUADIENT FINANCE USA, INC.	POSTAGE
09/17/2021	CONSUMERS ENERGY	700 LANSING RD
09/17/2021	CONSUMERS ENERGY	245 S COCHRAN AVE
09/17/2021	CONSUMERS ENERGY	1800 PACKARD HWY
09/17/2021	CONSUMERS ENERGY	1064 NORTHWAY
09/17/2021	CONSUMERS ENERGY	1005 PAINE DR
09/17/2021	CONSUMERS ENERGY	1227 S COCHRAN AVE
09/17/2021	CONSUMERS ENERGY	1104 MIKESELL ST
09/17/2021	CONSUMERS ENERGY	544 LANSING ST
09/17/2021	COUNTY OF EATON	JULY 2021 BOARD OF REVIEW
09/17/2021	CONSUMERS ENERGY	544 LANSING ST
09/17/2021	CONSUMERS ENERGY	700 E. SHEPHERD ST.
09/17/2021	CONSUMERS ENERGY	1075 INDEPENDENCE BLVD
09/17/2021	CONSUMERS ENERGY	1305 S COCHRAN AVE
09/17/2021	SUE LATCHAW	CAMP FRANCES REIMBURSMENT
09/17/2021	CONSUMERS ENERGY	1216 S COCHRAN AVE
09/17/2021	CONSUMERS ENERGY	111 E LAWRENCE AVE
09/17/2021	CONSUMERS ENERGY	1005 PAINE DR
09/17/2021	CONSUMERS ENERGY	076 - 12 TRAFFIC LIGHTS
09/17/2021	CONSUMERS ENERGY	AREA LIGHTING
09/17/2021	CONSUMERS ENERGY	076 - 2 TRAFFIC LIGHTS
09/17/2021	CONSUMERS ENERGY	065 & 068 -460 STREETLIGHTS
09/17/2021	CONSUMERS ENERGY	TULLY BROWN DR (AREA LIGHTING)
09/17/2021	CONSUMERS ENERGY	201 HALL ST
09/17/2021	CONSUMERS ENERGY	112 1/2 S COCHRAN
09/17/2021	CONSUMERS ENERGY	201 HALL ST (AREA LIGHTING)
09/17/2021	STATE OF MICHIGAN	2021 ANNUAL REPORT CAMP FRANC
Total:		660,786.01



TO: City Council

FROM: Bryan Myrkle, Community Development Director

SUBJECT: MDOT Contract amendment – 2020-0826/A1

DATE: September 15, 2021

Last fall, the City of Charlotte entered into contract 2020-0826 with MDOT for runway and taxiway maintenance including crack sealing and paint marking. This was a cooperative, statewide project that many airports participated in. The work was performed this past spring.

The original contract amounts were based on estimates of what would be needed. During the project, more paint was needed to complete the project than MDOT originally estimated, and the agency has issued a contract amendment to cover the additional quantities. The new contract amount is \$21,624. Of that, the City's share is \$1,082, with the balance paid for by the state and federal government. The net effect of the change to the City is a difference of \$282 from the original contract.

RESOLUTION No. 2021-135

AUTHORIZING MDOT CONTRACT NO 2020-0826/A1

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

WHEREAS, as owner and sponsor, the City of Charlotte is obligated to maintain the airfield in safe and operable condition; and

WHEREAS, the City of Charlotte entered into an agreement with the Michigan Department of Transportation to perform maintenance activities that included crack sealing and paint marking; and

WHEREAS, the estimated quantities of paint in the original contract were lower than what was ultimately necessary to complete the project; and

WHEREAS, the city's share of the resulting financial increase for the project is \$282.

THEREFORE, BE IT RESOLVED that City of Charlotte City Council authorizes an amendment to contract MDOT Contract No. 2020-0826.

The foregoing resolutions was offered by _____ and supported by _____ by roll call vote the following voted Yea _____ ;
Nay _____ ; Absent, Motion _____ .

As the duly qualified and acting Clerk of the City of Charlotte, County of Eaton, State of Michigan, I do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Council of the City of Charlotte at a regularly scheduled meeting held on September 20, 2021, relevant to the Michigan Open Meetings Act, the original of which is on file in my office as part of council minutes.

IN WITNESS WHEREOF, I have hereunto set my official signature this 20th day of September, 2021

Mary LaRocque, City Clerk

RESOLUTION No. 2021-136

AUTHORIZING CITY OF CHARLOTTE SIGNATORIES

FOR MDOT CONTRACT NO 2020-0826/A1

WHEREAS, the City of Charlotte is entering into an agreement with the Michigan Department of Transportation for runway and taxiway crack sealing and paint marking; and

WHEREAS, that agreement is also known as MDOT Contract No. 2020-0826/A1; and

WHEREAS, the Michigan Department of Transportation requires the City Council to specifically name those officials authorized to execute the agreement..

THEREFORE, BE IT RESOLVED that City of Charlotte Mayor Michael Armitage and City of Charlotte Clerk Mary LaRocque are hereby authorized by the City Council of the City of Charlotte to act as signatories for this agreement, MDOT Contract No. 2020-0826/A1

The foregoing resolutions was offered by _____ and supported by _____ by roll call vote the following voted Yea ;
Nay ; Absent, Motion _____.

As the duly qualified and acting Clerk of the City of Charlotte, County of Eaton, State of Michigan, I do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Council of the City of Charlotte at a regularly scheduled meeting held on September 20, 2021, relevant to the Michigan Open Meetings Act, the original of which is on file in my office as part of council minutes.

IN WITNESS WHEREOF, I have hereunto set my official signature this 20th day of September, 2021

Mary LaRocque, City Clerk

RESOLUTION NO. 2021-137

**A RESOLUTION TO AUTHORIZE CHANGE ORDER #2 AND FINAL PAYMENT FOR
C&D HUGHES, INC.– 2020 STREET PAVING PROJECT**

WHEREAS, the 2020 Street Paving Project contract was awarded to C&D Hughes, Inc. by City Council on August 24, 2020 in the amount of \$311,348.25; and

WHEREAS, the contract is a unit price contract whereby the City is charged by actual quantities of items constructed resulting in a balancing change order; and

WHEREAS, the balancing Change Order #2 increases the contract price by \$750.00 resulting in a total project cost of \$275,774.70; and

WHEREAS, the Major Street Fund will be charged \$1,912.16 for retainage and the balance of the restoration costs due.

THEREFORE, BE IT RESOLVED that the City Council approves contract Change Order #2 in the amount of \$750.00 and final payment to C&D Hughes, Inc. in the amount of \$1,912.16.

The foregoing resolutions was offered by _____ and supported by _____ by roll call vote the following voted Yea ;
Nay ; Absent, Motion _____.

As the duly qualified and acting Clerk of the City of Charlotte, County of Eaton, State of Michigan, I do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Council of the City of Charlotte at a regularly scheduled meeting held on September 20, 2021, relevant to the Michigan Open Meetings Act, the original of which is on file in my office as part of council minutes.

IN WITNESS WHEREOF, I have hereunto set my official signature this 20th day of September, 2021

Mary LaRocque, City Clerk



TO: City Council

FROM: Bryan Myrkle, Community Development Director

SUBJECT: Brownfield Redevelopment grant – 406 N. Sheldon St.

DATE: September 16, 2021

In the early 2000s, the City of Charlotte created a Brownfield Redevelopment Authority district covering all properties within the city limits. The purpose of this district is to provide opportunities to help remediate properties with real or perceived issues with industrial contamination.

Charlotte has a long history of industry and manufacturing, and many of the older industrial areas are in the heart of the City, now surrounded by residential neighborhoods. Using Brownfield incentives to encourage the clean-up of old industrial or commercial sites makes them more attractive for redevelopment, and helps reduce or eliminate negative spill-over effects, such as blight, groundwater contamination, odor and related nuisances and hazards.

Shortly after creating the Brownfield district, the City of Charlotte obtained more than \$400,000 in grant funds from the United States Environmental Protection Agency to identify and study potentially contaminated sites in the City.

During that process, City officials identified and prioritized the site at 406 North Sheldon as an important contaminated site representing a significant public health and safety concern.

The site is an abandoned petroleum storage facility located along the railroad right-of-way, surrounded by residential homes and the Citizens Elevator complex. It contains both above-ground and in-ground petroleum storage tanks, some with aging petroleum product still in them. The above-ground tanks are supported by a steel framework wrapped with asbestos-like fire retardant material that is degraded, frayed and spreading throughout the property. Because the site is overgrown with trees, any activities there are hidden from view, and it has become a regular



'hangout' and dumping ground, evidence of which is easily found during site inspections. There are food wrappers, beverage containers and other personal debris at the site, along with the debris and abandoned infrastructure related to the site's original use.

Because the property was abandoned, the State of Michigan foreclosed on the property due to back taxes owed, and it became property of the State Land Bank Authority, which has owned it since 2003. Aside from monitoring underground contamination, the State has not done anything in that time to improve site conditions.

However, in 2019 another outreach was made to the State by both the City of Charlotte and Citizens Elevator. Both parties have had an interest in seeing the site remediated. The City's mission is to protect the health, safety and welfare of the community, which this site is actively harming. Citizens Elevator is the premier exporter of food grade soybeans in Michigan and possibly the entire nation. In fact, on September 9th, it will be named the State of Michigan's Exporter of the Year, which is a great honor to have in our community. However, having an obvious health hazard at the immediate perimeter of a food-grade facility undermines its efforts to produce a high-quality exportable food product.

After receiving an application to obtain the property from Citizens Elevator, the State of Michigan Land Bank agreed to help remediate the site in partnership with the City of Charlotte; the Department of Environment Great Lakes, and Energy; and private environmental consultants, with the goal of returning the site to private ownership and eventual productive use. Once the petroleum storage tanks and related infrastructure is removed, the site can be cleaned-up and ownership transferred to Soymilk, LLC (a division of Citizens Elevator) for a nominal fee. Once remediated, the site can serve as a small buffer between the elevator site and surrounding residential properties. Eventually, it could be incorporated into Citizens larger operations if that becomes feasible, but removing the health and safety hazard is the immediate goal.

Through a Tax Increment Financing plan, the City has been slowly accumulating money in its Brownfield fund for local use through grants and loans. Each potential brownfield site is different, and a fitting incentive must be found for each one. In some cases where immediate, large scale



development is planned, a special Tax Increment Plan could be written to reimburse a business for environmental work it undertakes; for smaller developments, a low-interest loan could be provided to help close funding gaps when environmental issues drive-up the cost of a project. In this case, the site is very small and there is no immediate development proposal that would generate enough taxes to fund a realistic TIF plan. Left undeveloped, it is anticipated the site will generate less than \$500 per year in total taxes, and only a portion of that would be captured by TIF.

At the time this project was conceived, the City had approximately \$20,000 in available Brownfield funds that were not already dedicated to Brownfield loans or reimbursements. City Council members may recall discussions about using those dollars to fund CharlotteRising and/or other community marketing activities; however the launch of this remediation project was deemed a more appropriate use of the funds. The City committed to helping the clean-up effort at an amount not to exceed the \$20,000 it had on-hand at the time. The exact amount of funds necessary was not clear, due to many unknown site conditions (for example, the underground tanks had not been identified at the time, nor was the depth and extent of the cement foundational structures).

Over the past few months, quite a bit of work has been done at the site, with the removal of the underground tanks being the most dramatic. However, the work continues with the demolition and removal of the above-ground tanks and related infrastructure as well as years of site overgrowth. The State has completed its share of the work, and is prepared to transfer the property as long as the remaining site work will be completed. Soymilk (Citizens) will either complete the remaining work directly, or hire it done as may be necessary.

Because the remaining work is significant, there is a funding gap the City can help close with those available Brownfield funds. To that end, I have prepared a grant agreement with Soymilk, LLC that formalizes the City's commitment and outlines the eligible Brownfield work the grant would pay for. It covers nearly \$20,000 worth of the remaining work. It is anticipated that even more work at the site will have to be done to leave it in an acceptable condition for transfer to private ownership, but as the new owner Soymilk, LLC will be responsible for any additional costs. The City's commitment is limited to this single grant award.

— THE CITY OF —
CHARLOTTE
— MICHIGAN —

This project represents the successful completion of a long-term community development goal of the city, which began with the establishment of the Brownfield Redevelopment Authority District nearly 20 years ago. It improves the health and safety of our neighborhoods and supports the success and continued development of one of Charlotte's premier businesses.



City of Charlotte Brownfield Redevelopment Authority

Brownfield Improvement Grant – 2021 - 141

AGREEMENT

I/We, the undersigned, hereby accept the City of Charlotte Brownfield Redevelopment Authority Brownfield Redevelopment Grant FY 21/22 – 1 for the project “406 North Sheldon Street,” more specifically:

The project will help complete appropriate Brownfield site remediation for the State of Michigan Land Bank property at 406 North Sheldon Street for the purposes of returning the parcel to productive use and private ownership.

The site is a petroleum contaminated property abandoned by its previous private owners and which has become a long-term public nuisance and potential danger to the community.

The project elements this grant is intended to help incentivize include:

- Tree and stump removal
- Trucking and disposal of trees
- Dike and supporting tank structure excavation
- Dike and supporting tank structure trucking and disposal
- Tank removal / loading
- Crane for tank removal
- Tank removal trucking
- Removal of debris
- Disposal of liquid in the tanks
- Dumpsters

It is estimated that the cost of these activities may exceed the amount of the grant, which is intended to incentivize this project and leverage private investment.

I/We understand that this grant award is contingent upon the successful completion of the project as reviewed and recommended by the Community Development Department and approved by the Charlotte City Council.

Furthermore, the grant will be awarded as reimbursable only upon submitting to the City of Charlotte Community Development Director appropriate evidence of project completion. This project documentation may include paid receipts of work completed specifically related to the project, and/or photographic evidence of completed work, as may be appropriate, depending on the project element.

The total grant award is not to exceed \$20,000 of documented project expenses.

I/We will cooperate fully with City staff in all aspects of reviewing this project, and agree that this project will be completed no later than December 31, 2021. Any changes to the scope or timeline of the

project must be submitted in writing to the City of Charlotte Community Development Director for approval. The City of Charlotte reserves the right to inspect the project to ensure that it is completed in compliance with the original proposal.

Bob Mansfield, for Soymilk, LLC

Date

CITY OF CHARLOTTE

BROWNFIELD REDEVELOPMENT AUTHORITY

RESOLUTION NO. 2021-141

WHEREAS, the City of Charlotte is aware of petroleum related site contamination and abandoned petroleum infrastructure at 406 N. Sheldon Street in the City of Charlotte; and

WHEREAS, these long-standing conditions are a public health and safety nuisance due to their continued existence both above and below ground; and

WHEREAS, the site conditions also represent a significant blight with negative effects on nearby residents and businesses; and

WHEREAS, the site was previously abandoned by its private owners, foreclosed upon by the State of Michigan and has been owned by the State of Michigan Land Bank since 2003; and

WHEREAS, remediation of the site will make it possible to transfer the property from public to private ownership; and

WHEREAS, Soymilk, LLC will undertake all further remediation activity necessary for the successful transfer of this blighted and contaminated property/

THEREFORE, BE IT RESOLVED that the City Council of the City of Charlotte hereby approves and authorizes the execution of Brownfield Redevelopment Grant No. 2021-1 with Soymilk, LLC in an amount not to exceed \$20,000, as outlined in the associated grant agreement.

RESOLUTION NO. 2021-142
A RESOLUTION TO AUTHORIZE HIRING
A PART TIME CODE ENFORCEMENT OFFICER
AND A PART TIME RENTAL INSPECTOR

WHEREAS, the City Council implemented a hiring freeze at the meeting held June 8, 2020 and subsequent hiring of personnel requires Council approval; and

WHEREAS, the City Council has adopted an ordinance establishing a rental registration and inspection program to begin in November 2021; and

WHEREAS, the City Council has established an Ad Hoc Code Enforcement Committee tasked with reviewing code enforcement services and providing a recommendation to Council. That Committee recommended hiring of a Code Enforcement Officer in their report to Council on April 2021; and

WHEREAS, the current duties of code enforcement are split between existing staff among several city departments and there is insufficient staffing to implement a rental inspection program; and

WHEREAS, the City Manager has determined it will be in the best interests of the City operations to utilize two part time employees to fulfill the duties required for code enforcement services and administer a rental inspection program; and

NOW, THEREFORE, BE IT RESOLVED that the Council does hereby authorize the City Manager to seek candidates for part time Code Enforcement Officer and part time Rental Inspector.

The foregoing resolutions was offered by _____ and supported by _____ by roll call vote the following voted Yea ;
Nay ; Absent, Motion _____.

As the duly qualified and acting Clerk of the City of Charlotte, County of Eaton, State of Michigan, I do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Council of the City of Charlotte at a regularly scheduled meeting held on September 20, 2021, relevant to the Michigan Open Meetings Act, the original of which is on file in my office as part of council minutes.

IN WITNESS WHEREOF, I have hereunto set my official signature this 20th day of September, 2021

Mary LaRocque, City Clerk



Memo

Date: September 16, 2021
To: Honorable Mayor Armitage; City Council
From: Erin LaPere, City Manager
Re: Rental Registration and Inspection Program – Fee Schedule

As discussed at the August 16th meeting, the City Assessor has prepared a preliminary database of rental units in the city. In reviewing the data to establish revenue estimates, we determined there are slightly fewer apartments than originally listed, and it should be noted we are still working on data regarding mobile home parks. Those are included in the proposed fee schedule but we have not estimated the additional revenue that those registration would generate. Excluding those, there are an estimated 1,674 rental dwelling units over 605 properties identified by the city, including residential above commercial, apartment complexes, single family homes, and multifamily homes. Below is a breakdown of the rental units by category.

Type	Rental Units	Range Unit per Property	Properties
Mixed Use/Apt above Commercial	35	1-4	24
Apartment Buildings	786	9-120	19
Single Family Home	381	1	381
Multi Family Home	472	2-7	181

Please note, this database is an estimate based on our current information utilizing assessing and tax records and the figures will change as we roll-out this program. Accordingly, any revenue figures are estimates. Additionally, I expect that the base number of rental units will fluctuate over time. Persons sell properties and those that are currently rental units may become owner-occupied. Alternately, persons may purchase existing properties and convert them into rental units, or new multi-family housing could be constructed.

The fees should be tied to the expected costs for administering the services, as well as attempt to equitably distribute those costs. Accordingly, I would recommend a tiered fee schedule that would require a single base fee for single family structure, or single rental unit within a structure (e.g.

apartment unit above a business), and a tiered fee for first unit with additional price per unit for each multi-unit structure. This could be structured as \$100 for single-family home or single rental unit. \$100 for first unit and \$25 per unit for multiple units, for example:

- Duplex, \$125
- Quad, \$175
- Mixed, 3 units above commercial \$150
- Apartment complex total of 120 units, \$3,075.

This would result in revenues of approximately \$87,225 every two years, or \$43,612 per year.

Councilmember McRae inquired about the change in revenue should we charge \$50 for each additional unit instead of \$25. That would result in \$113,950 every two years, or \$56,975 per year. The same breakdown per unit type would be:

- Duplex, \$150
- Quad, \$250
- Mixed, 3 units above commercial \$200
- Apartment complex total of 120 units, \$6,050.

Mayor Pro-tem Dyer inquired about the change in the multiunit fee schedule on a per structure basis so apartment complexes would be charged the base rate per building, not per property. The same breakdown per unit type would be:

- Apartment complex total of 120 units over 9 buildings, at 100/25 would be \$3,675
- Apartment complex total of 120 units over 9 buildings, at 100/50 would be \$6,450.

The approximate revenues generated under this methodology at \$100/\$25 would be \$89,700 every two years, or \$44,850 per year. And at \$100/\$50 that would be \$115,600 or \$57,800 per year.

If the City Council were to approve a flat fee structure of a set price-per-unit, the total revenue would be the dollar value times dwelling units. For example, if we were to charge \$75 registration fee per unit, we would expect to generate \$125,550 every two years, or \$62,775 per year. However, this fee schedule may be found to be less equitable as the costs tied to inspection include exterior factors, which are mitigated by inspection of multiple units within one structure, among others.

As described in the information provided in your packet regarding the approval for hiring of staff, Administration is recommending the hiring of one part time person accountable for rental inspection services. The anticipated costs for administering the rental inspection program are estimated to be

approximately \$50-55k per year if the recommended path for staffing is approved. Therefore, I would recommend a fee structure wherein we generate at least \$50k per year to offset the costs of administering the rental inspection program. By our estimates, the fee structure recommended to implement the program would be \$100 for the first unit and \$50 for each additional unit. I would also recommend for multi-building complexes we consider the first unit per building. This matches the need to inspect the exterior structures of each building with the costs of the individual dwelling units.

A resolution detailing approval of the recommendation is attached for your consideration.

eel

RESOLUTION 2021-125

A RESOLUTION TO CHANGE THE FEE SCHEDULE TO ADD RENTAL FEES

WHEREAS, pursuant to Ordinance 2021-09 the fees to be paid for registration, inspection, and reinspection of rental dwelling units are to be established by resolution of Council; and

WHEREAS, Administration is recommending a fee schedule to adequately cover the costs incurred to implement a rental registration and inspection program;

NOW THEREFORE BE IT RESOLVED, that the following, non-refundable fees be established:

Rental Registration and Inspection

Single Family Home

Registration application fee \$100

Multi-Family Home (2-7 dwelling units in one structure)

Registration application fee \$100 for first unit
\$50 for each additional unit

Apartment Complex

Registration application fee \$100 for first unit per building
\$50 for each additional unit per building

Mobile Home

Park Registration application fee \$100 for first unit
\$50 for each additional unit

Individual Unit Registration application fee \$100 for first unit
\$50 for each additional unit in same complex

Any Dwelling Unit

Re-Inspection fee \$50 per unit

BE IT FURTHER RESOLVED that the effective date will be November 1, 2021.

The foregoing resolution was offered by council member _____ and supported by _____ Upon roll call vote, the following voted: Yea ; Nay ; Absent , Motion Carried.

I, the undersigned, the duly qualified and acting Clerk of 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 adopted by the Council of the City of Charlotte at a regularly scheduled meeting held on Tuesday, September 20, 2021, relevant to the Michigan Open Meetings Act, the original of which is on file in my office as part of council minutes.

IN WITNESS WHEREOF, I have hereunto set my official signature this 20th day of September, 2021

Mary LaRocque, City Clerk,
City of Charlotte, Michigan

RESOLUTION NO. 2021-127

**A RESOLUTION TO AUTHORIZE A CONTRACT WITH ROWE PSC FOR
ENGINEERING SERVICES RELATED TO RECONSTRUCTION OF HALL,
WASHINGTON, AND McCLURE STREETS FROM COCHRAN AVENUE TO
LANSING ROAD**

WHEREAS, the City Council approved the reconstruction of Hall/ Washington/ McClure Streets from Cochran Avenue to Lansing Road at their meeting on January 13, 2020; and

WHEREAS, the project is in the Michigan Department of Transportation's (MDOT) Local Agency Small Urban Program for 2023 construction; and

WHEREAS, recently required environmental clearances for federally funded projects can take up to one year to obtain; and

WHEREAS, specific dates must be met to secure the maximum \$375,000 matching grant; and

WHEREAS, staff has also applied for Michigan Department of Transportation's (MDOT) Category F funding in the amount of \$375,000 for this 2023 construction; and

WHEREAS, staff has also applied for and received \$81,204 Highway Infrastructure Program-COVID Funding from the Michigan Department of Transportation's (MDOT) for this 2023 construction; and

WHEREAS, Rowe PSC has successfully provided road engineering services for the City and is familiar with both the MDOT LAP standards and requirements as well as those of the City; and

WHEREAS, Rowe PSC has estimated the road portion of the project to be approximately \$1,500,000 and the water and sewer portion to be approximately \$570,000; and

WHEREAS, Rowe PSC has submitted a proposal for the design and construction engineering for an amount of \$286,400.00, and

WHEREAS, funding for the professional services related to reconstruction of Hall/ Washington/ McClure Streets will be charged to the Major Street Fund.

THEREFORE, BE IT RESOLVED that the City Council enter into a contract with Rowe PSC to provide the above mentioned services and that the Mayor or Clerk be directed to sign said contract on behalf of the City.

The foregoing resolution was offered by _____ council member and supported by _____

Upon roll call vote, the following voted: Yea ; Nay ; Absent , Motion

I, the undersigned, the duly qualified and acting Clerk of 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 adopted by the Council of the City of Charlotte at a regularly scheduled meeting held on September 20, 2021, relevant to the Michigan Open Meetings Act, the original of which is on file in my office as part of council minutes.

IN WITNESS WHEREOF, I have hereunto set my official signature this 20th day of September, 2021

Mary LaRocque, City Clerk,
City of Charlotte, Michigan



Memo

Date: September 17, 2021
To: Honorable Mayor Armitage; City Council
From: Erin LaPere, City Manager
Re: Code Enforcement and Rental Inspection - Staffing

The City has received feedback for desire for increased code enforcement, including from citizen feedback at meetings and through the Vision 2025 planning process, and from the Ad Hoc Committee created to study this issue. In response, City Council has directed administration to review the opportunities for hiring a dedicated code enforcement official, and also passed an ordinance to implement a rental inspection program in the city both of which will necessitate hiring of staff.

Administration placed RFPs for third-party vendors and researched other similar communities staffing and costs to determine the most cost-efficient way to effectively provide a dedicated code enforcement official and implement a rental registration and inspection program. The city utilized the most recent wage/salary survey conducted by the Michigan Municipal League to see how comparable cities staff and compensate for these duties. Additionally, we reviewed the information provided by the cities noted as benchmark cities in the operational study conducted last fall. Of those six benchmark communities, five employed a part time code enforcement official through their community development/zoning departments and one did not list FTE but noted the police department also did code enforcement. It was a recommendation by the consultant to hire a part time code enforcement officer to dedicate time solely to these duties consistent with the benchmark communities.

We received one proposal from a third-party vendor for full time code enforcement/rental inspector with part time administrative support. That vendor would be providing all equipment, including vehicle, mobile access/software, and identification, and those expenses were included in their proposal. The vendor's proposal estimated that between inspection/enforcement duties and administrative duties performing all the code enforcement and rental inspection services would require 60h per week. We concur with that assessment of the workload hours required as this is consistent with average code enforcement hours for comparable communities. Staff utilized MML wage study for 23 comparable communities in population and found average compensation for this type of work is \$20-22/h, and the typical range is 16-26/h.

Below is a table outlining the projected expenses for the average and high of that salary range. We compared the costs of using a third-party vendor, city provided full time inspector plus part time admin support, and two part time inspectors.

Name	Base Rate	Retirement	Fringe/Taxes	Subtotal Wages	Equip incl Car	Total
Full Time Inspector	22/h 45,760/y	19,100/y	8,395	73,255	8-10,000	81-83k
	26/h 54,080/y	22,573/y	8,864	85,517		93-96k
Part Time Admin Support	15/h 15,600/y		966	16,566		16,566/y
Part Time Inspector (x2) @30h	22/h 34,320/y (each) 68,640/y (both)		2,034 each 4,068 both	36,354 each 72,708 both	10-12,000 (both)	\$83-85k/y both
	26/h 40,560/y (each) 81,120/y (both)		2,382 each 4,764 both	42,942 each 85,884 both		96-98k/y both
3 rd Party	Includes full time inspector and part time admin support					14,204/m 170,448/y

Our analysis found two part time staff would be the most cost-effective way to achieve both dedicated code enforcement and rental inspection services. Additionally, having two part time employees will help offset staffing concerns to cover time off for illness, etc. Therefore, administration is recommending we hire two, part time staff: Code Enforcement Officer and Rental Inspector; each will be scheduled 30 hours per week and responsible for their own administrative duties such as mailing notices, scheduling inspections, following up with phone inquiries/complaints, etc. We would advertise the roles to start at \$20-22/h+ DOQ/E. We are also recommending these two individuals would report to the Community Development Director. In reviewing the organizational structure to determine the appropriate department,

this is consistent with benchmark communities' organizational structure and maintains all building, code, zoning compliance within one department.

For equipment, the city could forgo the revenue from selling its police vehicle it is in process of replacing and continue paying the insurance and maintenance on the older vehicle for use as a code enforcement vehicle. In addition to lost revenue, there is a minor expense to removing the police decals/equipment but that would be incurred regardless if we continue to utilize the vehicle or sell it. We would provide a vehicle for the code enforcement officer who would be responsible for daily patrols and proactive enforcement, and provide a modest vehicle allowance or millage reimbursement to the rental inspector who would utilize a personal vehicle for scheduled inspections but otherwise would not be expected to be out on daily patrols. The estimated equipment expense also includes costs for mobile phones, along with a necessary work station in the office and utilizing the existing BSA software.

Attached is a resolution seeking approval to hire for these two roles. Additionally, administration has prepared a resolution to approve a budget amendment for the projected expenses and revenues associated with both services.

eel

RESOLUTION NO. 2021-138

A RESOLUTION TO AMEND THE BUDGET FOR THE 2021-22 FISCAL YEAR

WHEREAS, the City Council has adopted a budget for the fiscal year that began July 1, 2021 and ends June 30, 2022; and

WHEREAS, it is necessary to amend the budget to recognize the implementation of the rental ordinance program and establishment of a code enforcement office that are planned to occur during the course of the fiscal year as follows:

1. An increase in the projected revenues in the General Fund of \$50,000 for the collection of registration fees for rental inspection program; and
2. An increase in the Community Development Department within the General Fund to the appropriate funding for a part time code enforcement office and a part time rental inspector in the amount of \$100,000;

NOW, THEREFORE, BE IT RESOLVED that the City Council does hereby approve amendment to the budget for the General Fund as outlined above for the fiscal year that ends June 30, 2022.

The foregoing resolutions was offered by _____ and supported by _____ by roll call vote the following voted Yea ;
Nay ; Absent, Motion _____.

As the duly qualified and acting Clerk of the City of Charlotte, County of Eaton, State of Michigan, I do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Council of the City of Charlotte at a regularly scheduled meeting held on September 20, 2021, relevant to the Michigan Open Meetings Act, the original of which is on file in my office as part of council minutes.

IN WITNESS WHEREOF, I have hereunto set my official signature this 20th day of September, 2021

Mary LaRocque, City Clerk



Memo

Date: September 16, 2021
To: Honorable Mayor Armitage; City Council
From: Erin LaPere, City Manager
Re: Water Shut Off Fees and Policy

As discussed at the September 14th workshop meeting, the City has not resumed water shutoffs despite the state moratorium expiring in April 2021. The City ceased shutoff for non-payment as required at the end of 2020 and we now have over 700 accounts which are delinquent more than 60-days and over \$200,000 owing in water and sewer account billings. It should be noted, these include both residential and commercial customers. The city reviewed the practice of a few neighboring communities, including those identified as benchmark communities in the recent operational analysis, and determined the policy is consistent with neighboring communities who also disconnect water service for non-payment. The timeframe varies, as some communities have much shorter payment windows, and the amount charged varies but those readily identified charged between \$25-\$100.

The current ordinance regarding water billing provides a customer with 30 days to pay from the billing date, after which a late payment fee of 10% is assessed. If that amount is unpaid, the city sends a delinquent notice reminding the customer of the past due balance and a deadline to pay. Following that, a final notice/red tag is placed at the property indicating the customer has 3-days to pay the past due billing or water service will be disconnected and a fee assessed to reconnect. If not paid, then a DPW employee will disconnect water service, and the additional fee is added to the account. Per City Ordinance, the reconnection fee, late payment penalty, and original billing must all be paid in full to resume water service once it has been disconnected for non-payment.

In June, as part of its annual review of the fee schedule, Administration recommended increasing the amount assessed for disconnection to \$80 from \$40. This was an attempt to capture the costs associated with the staff time spent to physically disconnect and reconnect the water service, along with the costs for labor and materials to track and update the accounts, the costs for labor and materials/postage to send out the multiple billing notices, and the labor and materials costs to create and post the final red tags. Based on the average time spent to only do the actual on-site disconnect/reconnect and the associated equipment rates, the physical disconnect/reconnect averages \$50 in costs to the city. As I understood Council's consensus at the workshop session, the desire was to

only capture the costs for that portion of the shut-off procedure; therefore, I recommend we reduce the amount billed for a reconnection fee to \$50 and update the fee schedule accordingly.

In addition to the resolution for updating the fee schedule I have included a resolution directing administration to resume water shutoff notifications beginning January 1, 2022. I am recommending we wait until then to provide ample time to the water customers to bring their accounts current as well as provide staff time to notify the customers. This will also provide an opportunity to connect residents to programs for assistance, when needed. Our billing software has the capability to utilize a template letter to send notices to those customers with past due amounts. I have outlined a draft plan with the Utility Billing Department to send out notices to the customers on a schedule with their billing cycles that will inform them of the amount past due and the date by which the account will need to be paid to avoid shut-off.

A resolution for both the fee schedule update and resumption of water billing shutoffs are attached for Council's consideration.

eel

RESOLUTION 2021-139

**A RESOLUTION TO CHANGE THE FEE SCHEDULE TO REDUCE THE FEE
FOR RECONNECTION OF WATER SERVICE**

WHEREAS, fees to be paid for water turn on charges, NSF check, Sewer Cleaning, call out rates, and meter testing, etc. are to be established by resolution of the City Council; and

WHEREAS, Administration is recommending a fee schedule to adequately cover the costs incurred to reconnect water service that was discontinued due to non-payment per City Ordinance;

NOW THEREFORE BE IT RESOLVED, that the following, non-refundable fees be established:

DEPARTMENT OF PUBLIC WORKS

WATER/SEWER/STREETS/SIDEWALKS

Water reconnection fee (due to non-payment shut off)..... ~~\$80.00~~ \$50

BE IT FURTHER RESOLVED that the effective date will be January 1, 2022.

The foregoing resolution was offered by council member _____ and supported by _____ Upon roll call vote, the following voted: Yea ; Nay ; Absent , Motion Carried.

I, the undersigned, the duly qualified and acting Clerk of 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 adopted by the Council of the City of Charlotte at a regularly scheduled meeting held on Tuesday, September 20, 2021, relevant to the Michigan Open Meetings Act, the original of which is on file in my office as part of council minutes.

IN WITNESS WHEREOF, I have hereunto set my official signature this 20th day of September, 2021

Mary LaRocque, City Clerk,
City of Charlotte, Michigan

RESOLUTION NO. 2021-140

A RESOLUTION TO RESUME WATER SHUT-OFF FOR NON-PAYMENT

WHEREAS, in compliance with the state issued moratorium, the City ceased disconnection of water service due to non-payment in December 2020 and that moratorium was lifted effective April 1, 2021; and

WHEREAS, it is necessary to collect amounts due for water and sewer upon billing to properly fund the city's water and sewer infrastructure; and

WHEREAS, Chapter 68, Section 68-99 outlines the processes and procedures in place to disconnect water service to a customer for non-payment of billing;

NOW, THEREFORE, BE IT RESOLVED that the City Council does hereby direct administration to resume the disconnection of water service due to non-payment following the process and procedure as outlined in the City Code, Chapter 68, Section 68-99 and any other applicable sections beginning January 1, 2022 in accordance with the respective billing cycle.

BE IT FURTHER RESOLVED that the City Council does hereby direct administration to notify customers in advance of the effective date.

The foregoing resolutions was offered by _____ and supported by _____ by roll call vote the following voted Yea ; Nay ; Absent, Motion _____.

As the duly qualified and acting Clerk of the City of Charlotte, County of Eaton, State of Michigan, I do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Council of the City of Charlotte at a regularly scheduled meeting held on September 20, 2021, relevant to the Michigan Open Meetings Act, the original of which is on file in my office as part of council minutes.

IN WITNESS WHEREOF, I have hereunto set my official signature this 20th day of September, 2021

Mary LaRocque, City Clerk

MEMORANDUM

TO: Charlotte City Council
FROM: Thomas M. Hitch, City Attorney
RE: CITY ATTORNEY REPORT
DATE: September 16, 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. Audit Report. I have been contacted by Christian Barry of Plante & Moran, who is performing the City's audit, to prepare the attorney letter. That will be sent out within the next week.

2. Election Commission. I have been contacted by the City Clerk and I am designating my Assistant City Attorney, Caitlin Gillies, to represent me in the proceedings regarding the Election Commission.

TMH:md



Manager's Report September 20th Council Meeting

Downtown Mural

On Wednesday, September 15th CharlotteRising hosted a ribbon cutting to commemorate the completion of the mural at 114 E Lovett. This community mural brightened up a section of downtown where there had previously been a blank wall. Kudos to local artist, Doodle Art by Michelle JL.

Credit Card Fees

Council has asked the City to review the credit card processing fees being charged by the vendor who processes those payments. Below is a table outlining the current processing fees:

Amount Paid	Processing Fee	Percent
\$0.00 to \$49.99	\$2.50 flat rate	
\$50.00 to \$99.99	\$4.00 flat rate	8-4%
\$100.00 to \$199.99	\$5.50 flat rate	5.5-2.75%
\$200.00 to \$299.99	\$8.25 flat rate	4.125-2.75%
\$300.00 to \$399.99	\$11.00 flat rate	3.67-2.75%
\$400.00 to \$499.99	\$13.75 flat rate	3.437-2.75%
\$500.00 to \$599.99	\$16.50 flat rate	3.3-2.75%
\$600.00 to \$699.99	\$19.25 flat rate	3.2-2.75%
\$700.00 to \$799.99	\$22.00 flat rate	3.143-2.75%
\$800.00 to \$899.99	\$24.75 flat rate	3.09-2.75%
\$900.00 to \$999.99	\$27.50 flat rate	3.06-2.75%
\$1000.00 and over	2.75% of order	
Electronic Check	\$2.50 per transaction	

In my experience, most credit card processing companies charge a minimum amount for any transaction so the initial flat fee is unsurprising. However, the flat rate methodology results in a sliding scale wherein a smaller transaction is paying a higher percent of their amount due as the processing fee than a larger transaction. Administration will review the rates with our current vendor, as well as solicit quotes from other vendors to determine if a cost-reduction is available.

220 W Shaw

The City is preparing bid notices that will go out on MITN, be posted it on the city's website, and an advertisement in the county journal. Bids will be due in mid-October at which point Council will be able to re-visit the sale of the vacant lot.

American Rescue Plan Act Funds

The City has submitted the application materials for receipt of the American Rescue Plan Act funds for non-entitlement units. The final allocation will be based upon the number of non-entitlement communities in the state who accept the funds. These dollars were allocated to 1,724 Michigan cities, villages, and townships and are scheduled to be distributed on a per capita basis. To date, our application is still pending audit review. Treasury has engaged a third-party vendor to review and audit the applications prior to distribution. As of early September, the vendor had completed the initial review of about 1/3 of the applications. More information can be found on Treasury's Coronavirus Local Fiscal Recovery Fund webpage here: https://www.michigan.gov/treasury/0,4679,7-121-1751_2197-561856--,00.html.

In addition to the direct funding dollars, the American Rescue Plan Act allocated \$350 billion in competitive grant funding for a wide variety of projects and initiatives. The City has submitted an application to partner with the National League of Cities for assistance in applying for those grants. This is a free program only available communities in Midwest states as part of a pilot program. We expect to hear whether we were selected for participation by November. More information on that program can be found here: <https://www.nlc.org/initiative/arpa-grant-navigation-program/>.

RAVE Alerts and Charlotte E-News

Administration is preparing to launch two electronic communications tools. Residents, business owners, and other interested persons will soon be able to sign up for RAVE Alerts and Charlotte E-News. These are two systems the City will utilize to continue to expand communications outreach, increase awareness, and provide timely public safety alerts in emergencies. We anticipate we will go live by October.

August 16, 2021

Charlotte City Council
111 E. Lawrence Avenue
Charlotte, MI 48813

There was a recent discussion on the Charlotte, MI Community Facebook page about a Charlotte water tower that was repainted with no connection to Charlotte Public Schools colors or Oriole mascot. Mayor Armitage added some information in the discussion that followed.

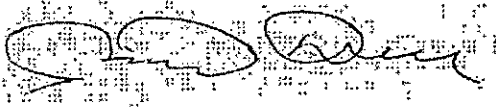
I have long stressed to the Charlotte Public Schools Superintendent and Board of Education that there are two communities here – the community as a whole and the school community. I have encouraged CPS to reach out in an effort to join the two communities for our mutual benefit.

So now I'm encouraging my city to consider doing the same by showing school pride and support for our local school. I don't mean to diminish any efforts to promote the city of Charlotte but I hope everyone would realize that one supporting the other helps both. I'll add that I believe several nearby communities do have water towers painted in their respective school colors with most also including their school mascot – Eaton Rapids, Pottersville, Bellevue, and Grand Ledge – but that this is more than just about a water tower paint job.

I've sent a message using the Citizen Comments on your city website about this topic but have not received any acknowledgement nor have seen it in any communication listing for the city council so I'm trying again with this letter.

Thank you for your time and consideration.

Respectfully,



Richard Deer
308 Fourth Street
Charlotte, MI 48813
richdeer@att.net