

COUNCIL PROCEEDINGS

Regular Meeting

May 26, 2020

CALL TO ORDER: By Mayor Ridge on Tuesday, May 26, 2020 at 7:00 p.m. via conference call.

PRESENT VIA TELECONFERENCE: Councilmembers Dyer, Hoogstra, Weissenborn, Baker, Mayor Pro-Tem Armitage, McRae, Mayor Ridge, City Clerk Terpstra and City Manager Guetschow.

The invocation was offered by City Manager Guetschow.

APPROVAL OF MINUTES FOR REGULAR MEETING OF MAY 11, 2020: Council member Baker moved, supported by Hoogstra to approve the regular meeting minutes of May 11, 2020 as presented. Carried. 7 Yes. 0 No. 0 Absent

APPROVAL OF MINUTES FOR SPECIAL SESSION MAY 18, 2020: Council member Weissenborn moved, supported by Dyer to approve the special session minutes of May 18, 2020 as presented. Carried. 7 Yes. 0 No. 0 Absent.

ABSENT: None.

PUBLIC HEARINGS: None.

PUBLIC COMMENTS: None.

APPROVAL OF REGULAR AGENDA AND UNANIMOUS CONSENT AGENDA:

Mayor Ridge asked if there were any items that council would like added or removed from the printed agenda.

Council member Weissenborn asked about adding discussion of a special meeting for June 1, 2020 to discuss pension funding. Mayor Ridge stated that could be discussed with Item 12c Resolution No. 2020-70 to adopt FY 20/21 Budget.

Mayor Pro-Tem Armitage asked to add Item 12d Resolution No. 2020-14 to approve Fairground activities.

Council member Dyer asked to remove Item 12b Resolution No. 2020-69 to authorize extension of agreement for I.T. Services between Oakland County and the City of Charlotte.

City Manager Guetschow asked that the Eaton County Fair discussion take place before the presentation by Bryan Myrkle regarding the community development budget discussion.

Mayor Pro-Tem Armitage moved, supported by Dyer to remove Items 12b and 12c and to add Item 12d Resolution No. 2020-14 to approve Fairground activities from the consent agenda for further discussion. Carried. 7 Yes. 0 No.

Council member Weissenborn moved, supported by Dyer to approve the regular agenda and unanimous consent agenda by Roll Call Vote. Carried. 7 Yes. 0 No.

SPECIAL PRESENTATIONS:

EATON COUNTY FAIR DISCUSSION:

Mayor Pro-Tem Armitage stated that he has concerns regarding liability for the City post pandemic for large gatherings of people. Since this takes place on city leased property and he would like to understand what the fair board plans are to keep people safe.

Martin Fabrik, Fair board President, stated that he understands the councils concern and wants to assure the council that the fair board is not taking these decisions lightly. He stated that the board is keeping a close eye on what is being done at the State level and have been in constant contact with the health department and their insurance company. He stated that there is no advantage to cancel early. He stated that there are 836 exhibitors that plan their entire summer around this event. If it can be done safely, they will hold the fair and if it can't they won't. They have a Plan B and Plan C if they are unable to move forward as normal. They are also keeping an eye on other fairs in the area to see what they are doing. The Michigan Association of Fairs and Exhibitors is meeting weekly to discuss the changes that are happening. He advised that sixteen fairs have already cancelled. It is forty-eight days before the planned date. One of the alternate plans would be to have small one day shows for exhibitors or possible virtual shows.

Mayor Pro-Tem Armitage expressed appreciation for the forward thinking of the board and stated that it is a rough time for everyone. He stated that he felt it is better to have the discussion now rather than later and would like to keep the city in communication with what is happening.

Mr, Fabrik advised council to get ahold of him if they have any questions or concerns. He stated that they would probably wait until mid-June to make any decisions on what direction they will be going.

Council member McRae asked if this would be permitted under the current Governors order.

Mr. Fabrik stated that the current order would not allow for them to move forward.

Mayor Pro-Tem Armitage stated that he did not feel a motion would be necessary for Item 12d at this time.

COMMUNITY DEVELOPMENT BUDGET DISCUSSION:

Community Development – Fund 230

Bryan Myrkle highlighted some of the items in this fund.

- \$38,000 Professional Services to include Vision 2025 and strategic planning, master plan and zoning
- Basic training for planning commission members and city council regarding Redevelopment Ready communities
- Enhanced Christmas lights for downtown trees

- Contributions to others- including \$8,000 to Courthouse Square; \$3,000 to LEAP; \$25,000 contribution to Charlotte Rising.

Mayor Pro-Tem Armitage stated that he would like to look for a partnership to try and get more decorations on the poles downtown again.

Community Development Director Myrkle stated that the reason that they had stopped putting decorations on the poles is because the poles are not structurally made for that type of decoration. He stated that the poles belong to Consumers Power and that they get infiltrated with water which causes electrical problems with the lights making it difficult to keep them lit.

Council member McRae asked for clarification on Redevelopment Ready communities.

Community Development Director Myrkle stated that it is a series of best practices from MEDC for planning, zoning and development processes.

Airport – Fund 280

This consists of revenue from the renting of hangars, fuel sales and farming operations from rental of airport property. Some of the expenses are DPW labor for snow removal, materials and supplies, maintenance, roof replacement that are needed on the building, trees that have to be removed and some repairs to the water system.

City Manager Guetschow stated that he had put more money in the budget for the roof repair than what was requested as he believes it will need to be done sooner than later.

Council member Dyer asked if there were ever any private donations.

Community Development Director Myrkle stated that a lot of the users had put money into the building and that they encourage users to support the airport by fueling their aircraft in Charlotte.

Council member Dyer asked if the hangar rentals were competitive.

Myrkle stated that only so much could be charged for the older hangars as they are not in good shape.

Council member Weissenborn asked if the hangars were all full.

Myrkle stated that all hangars are full at this time.

Brownfield – Fund 243

Myrkle explained that this is a capture of taxes from Spartan Motors that is then returned to them with the City being able to keep the administrative expenses in the amount of around \$8,000 which is dedicated to community marketing.

State & Federal Grants – Fund 290

The Beach Market grant is budgeted in this fund. \$53,000 is for grant administration.

City Manager Guetschow advised that this is pass through money that only runs through our books.

Community Development Director Myrkle stated that the only expense to the City would be for his time spent on the project.

L DFA

There is \$75,000 for roadway extension for Parkland Drive.

DDA

This budget has not yet been adopted. The DDA will be meeting in June to bring this together. The DDA board will need to meet to start the special assessment process for snow removal.

Mayor Pro-Tem Armitage asked if it would be possible to enact a DDA millage.

Community Development Director Myrkle stated that the two mills that are allowed are already being assessed.

Council member McRae asked about cash that is not showing in the budget and how he could find out where that is.

City Manager Guetschow stated that that can be found in the audit documents. This will show the cash on hand.

EXPEDITED RESOLUTIONS AND ORDINANCES:

A. CONSIDER APPROVAL OF RESOLUTION NO. 2020-67 HAZARD & NUISANCES AND SET PUBLIC HEARING FOR JUNE 8, 2020:

**RESOLUTION NO. 2020-67
HAZARDS AND NUISANCES SPECIAL ASSESSMENT
HEARING RESOLUTION**

WHEREAS, pursuant to the provisions of § 2.1 (B)(1) of the City of Charlotte Charter, the Assessor has made the attached special assessment roll of all lots and parcels of land within the City upon which hazards and nuisances were found to have existed and for which the City incurred costs associated the altering, repairing, tearing down, abating or removing the hazards and nuisances; and

WHEREAS, pursuant to the provisions of §54-8 the Code of Ordinances of the City of Charlotte, the 2020 Hazards and Nuisances Special Assessment Roll has been filed with the City Clerk and is hereby presented to the Charlotte City Council for review.

THEREFORE, BE IT RESOLVED THAT

1. The 2020 Hazards and Nuisances Special Assessment Roll shall be filed in the office of the City Clerk and shall be available for public examination.
2. The City Council shall meet via teleconference call on **Monday, June 8, 2020** at 7:00 p.m. for the purpose of hearing all persons to be affected by the proposed special assessment.
3. The City Clerk is hereby directed to cause notice of the time and place of the hearing to be published once

in The County Journal, the official newspaper of the City of Charlotte, not less than ten (10) days prior to the date of said hearing and shall further cause notice of said hearing to be sent by first class mail to each owner of property subject to assessment, as indicated by the records in the City Assessor's Office as shown on the general tax roll of the City, at least (10) full days before the time of said hearing, said notice to be mailed to the addresses shown on said general tax rolls of the City.

4. The notice of said hearing to be published and mailed shall be in substantially the following form:

**NOTICE OF SPECIAL ASSESSMENT HEARING
CITY OF CHARLOTTE, MICHIGAN
TO THE OWNERS OF THE FOLLOWING DESCRIBED
PROPERTY:**

318 N. Cochran	620 Horatio
531 S. Sheldon	438 Pearl
211 E. Henry	127 S. Oliver
424 W. Henry	

TAKE NOTICE that the City Council intends to special assess all lots and parcels of land within the City upon which hazards and nuisances were found to have existed and for which the City incurred costs associated the altering, repairing, tearing down, abating or removing the hazards and nuisances.

TAKE FURTHER NOTICE that the City Council has caused a Special Assessment Roll to be filed with the City Clerk and made available for public examination.

TAKE FURTHER NOTICE that the City Council will meet via teleconference call at 7:00 p.m. on Monday, June 8, 2020 for the purpose of hearing any person to be affected by the proposed special assessment.

Council member Weissenborn moved, supported by Dyer to approve Resolution No. 2020-67 Hazard & Nuisances and set public hearing for June 8, 2020 as presented. Carried. 7 Yes. 0 No.

B. CONSIDER APPROVAL OF RESOLUTION NO. 2020-68 REGARDING PAYMENT OF CLAIMS AND ACCOUNTS:

RESOLUTION NO. 2020-68

A RESOLUTION TO APPROVE EXPENDITURES OF THE CITY

FOR MAY 26, 2020

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

WHEREAS, the May 22, 2020 payroll totaled \$147,809.38;

WHEREAS, the May 26, 2020 claims total \$375,472.38(excluding Charlotte Insurance Agency);

WHEREAS, the May 11, 2020 insurance claims \$384.54; May 18, 2020, insurance claims \$3465.12 and

THEREFORE, BE IT RESOLVED that the City Council approves claims and accounts for May 26, 2020 in the amount of \$527,131.42.

APPROVAL OF CLAIMS AND ACCOUNTS BY ROLL CALL VOTE: Mayor Pro-Tem Armitage moved, supported by McRae to approve Resolution 2020-68 regarding payment of claims & accounts as presented. Carried. 7 Yes. 0 No.

C. CONSIDER APPROVAL OF RESOLUTION NO. 2020-71 REGARDING CLAIM FOR CHARLOTTE INSURANCE AGENCY:

RESOLUTION NO. 2020-71

A RESOLUTION TO APPROVE EXPENDITURE OF THE CITY

FOR May 26, 2020 FOR CHARLOTTE INSURANCE

BE IT RESOLVED that the City Council approves a Claim for Charlotte Insurance for the Volunteer Fire Department Insurance policy in the amount of \$872.90

APPROVAL OF CLAIMS AND ACCOUNTS BY ROLL CALL VOTE: Mayor Pro-Tem Armitage moved, supported by Dyer to approve Resolution 2020-71 regarding payment of claims & accounts as presented. Carried. 6 Yes. (Armitage, Hoogstra, McRae, Dyer, Weissenborn, Ridge) 0 No. 1 Abstain (Baker)

ACTION ITEMS – RESOLUTIONS AND ORDINANCES: None.

INTRODUCTION OF RESOLUTIONS AND ORDINANCES:

A. CONSIDER FIRST READING OF ORDINANCE NO. 2020-04 TO AMEND THE ZONING MAP TO CHANGE 601 E. SHEPHERD FROM R-1 ONE FAMILY RESIDENTIAL DISTRICT TO B-3 GENERAL BUSINESS DISTRICT AND SET A PUBLIC HEARING FOR JUNE 2, 2020 PLANNING COMMISSION:

CITY OF CHARLOTTE

ORDINANCE NO. 2020-04

AN ORDINANCE TO AMEND CHAPTER 82-ZONING BY AMENDING THE ZONING MAP TO CHANGE A CERTAIN DESCRIBED PARCEL FROM R-1 SINGLE FAMILY RESIDENTIAL DISTRICT TO B-3 GENERAL BUSINESS DISTRICT

THE CITY OF CHARLOTTE ORDAINS:

Section 1. The Zoning District Map of the City of Charlotte, being part of Chapter 82 – Zoning of the Code of the City of Charlotte is hereby amended as follows:

That property described as: **601 E. Shepherd**

**Lots 17 & 18. Block 12. Lincoln Park Addition
City of Charlotte**

is hereby rezoned from R-1 Single Family Residential District to B-3 General Business District.

Section 2. That the City Clerk is hereby directed to make the necessary corrections evidencing this zoning change.

Section 3. The attached map evidencing this change shall be marked and designated as Ordinance No. 2020-04 and the City Clerk shall enter on the zoning map this ordinance number and the date of

City Council Minutes 05-26-2020

Page 6 of 12

the adoption thereof and shall maintain and file containing a copy of this ordinance and map thereto attached.

Section 4. This ordinance shall become effective upon the date of its publication.

Council member Weissenborn moved, supported by Dyer to approve first reading of Ordinance No. 2020-04 to amend the zoning map to change 601 E. Shepherd from R-1 One family residential district to B-3 general business district and set a public hearing for June 2, 2020 Planning Commission as presented. Carried. 7 Yes. 0 No.

B. CONSIDER FIRST READING OF RESOLUTION No. 2020-69 TO AUTHORIZE EXTENSION OF AGREEMENT FOR I.T. SERVICES BETWEEN OAKLAND COUNTY AND THE CITY OF CHARLOTTE:

RESOLUTION NO. 2020-69

A RESOLUTION TO APPROVE EXTENSION OF AN AGREEMENT FOR I.T. SERVICES BETWEEN OAKLAND COUNTY G2G AND THE CITY OF CHARLOTTE

WHEREAS, Pursuant to Public Act 280, P.A. of 1995 (MCL §129.221-129.224), the City Council has the authority to authorize acceptance of payments by financial transaction devices (e.g. credit cards, debit cards, echecks); and

WHEREAS, the City Council has determined that the acceptance of payments by financial transaction device would be a convenience for the residents of Charlotte; and

WHEREAS, Oakland County's G2G Cloud Solution was developed to improve government services by sharing technology with other government agencies, thereby reducing the cost of government; and

WHEREAS, the City of Charlotte has been contracting with Oakland County for I.T. Services for credit card processing since 2017, **THEREFORE, BE IT RESOLVED** that the City Council authorizes the City Clerk to authorize an extension of previous agreement with Oakland County to provide third party credit card verification and payment processing services.

Council member Dyer would like to look at waiving the credit card fees charged to customers.

City Manager Guetschow explained that there are other options for customers to pay bills without a fee. He explained that if the city incurs such costs they would have to be born by the citizens. He explained that the City had looked at other options, however the fees were more expensive.

Council member Baker moved, supported by Hoogstra to approve first reading of Resolution No. 2020-69 to authorize extension of agreement for I.T. Services between Oakland County and the City of Charlotte as presented. Carried. 6 Yes. (Baker, Hoogstra, McRae, Weissenborn, Armitage) 1 No. (Dyer)

C. CONSIDER FIRST READING OF RESOLUTION NO. 2020-70 TO ADOPT FY 20/21 BUDGET:

City Council Minutes 05-26-2020

Page 7 of 12

RESOLUTION NO. 2020-70
A RESOLUTION TO APPROVE THE BUDGET FOR THE
FISCAL YEAR
THAT BEGINS JULY 1, 2020, TO SET RATES OF
TAXATION

AND TO AUTHORIZE OTHER RELATED ACTIONS.

WHEREAS, in accordance with the provisions of the City Charter, the City Manager submitted to Council a proposed budget for the fiscal year commencing July 1, 2020 and ending June 30, 2021; and

WHEREAS, Council members have reviewed the proposed budget and the Council has availed itself of opportunities to be informed about its contents, to discuss the spending plan for the City, to debate its implications and to offer amendments to the budget; and

WHEREAS, in accordance with legal requirements and after proper notice, a hearing was held on the proposed budget;

NOW, THEREFORE, BE IT RESOLVED that the estimated revenues for the fiscal year are hereby accepted by the City Council as follows:

101	General Fund		\$5,939,650
	Taxes	\$3,693,650	
	Licenses & Permits	\$60,000	
	Intergovernmental	\$1,017,500	
	Charges for Services	\$550,000	
	Fines & Forfeitures	\$7500	
	Investment Income	\$3000	

	Other Revenue	\$46,000	
	Interfund Transfers	\$389600	
	Loan Proceeds	\$182,500	
202	Major Street Fund		\$1,013,500
203	Local Street Fund		\$370,000
230	Police Drug Enforcement Fund		
240	Police Training Fund		\$5,500
243	Brownfield Redevelopment Fund		\$94,000
260	DDA Fund		
261	LDFA Fund		\$2,000
270	Industrial Park Fund		\$9500
280	Airport Fund		\$180,400
290	Federal & State Grants Fund		
330	2008 Facility Building & Site Fund		\$202200
500	Recycling Fund		\$69,500
500	Water and Sewer Fund		\$4,387,800
	Water Revenue	\$1,685,300	
	Sewer Revenue	\$2,389,000	
	Other Revenue	\$313,500	
601	Motor Vehicle Pool Fund		\$536,800
666	Information Technology Pool Fund		\$340,000

AND BE IT FURTHER RESOLVED, that expenditures for the fiscal year are hereby authorized for the various funds in the following amounts:

101	General Fund		\$6,374,021
	General Government	\$1,305,945	
	Public Safety	\$3,862,218	
	Public Works	\$718,760	
	Community & Economic Dev.	\$250,298	
	Parks & Recreation	\$118,800	
	Operating Transfers	\$118,000	
202	Major Street Fund		\$895,270
203	Local Street Fund		\$646,145
230	Police Drug Enforcement Fund		\$2,000
240	Police Training Fund		\$5,500
243	Brownfield Redevelopment Fund		
260	DDA Fund		
261	L DFA Fund		\$6,450
270	Industrial Park Fund		\$27,750
280	Airport Fund		\$117,900
290	Federal & State Grants Fund		
330	2008 Facility Building & Site Fund		\$202,200
500	Recycling Fund		\$69,500

500	Water and Sewer Fund		\$4,376,904
601	Motor Vehicle Pool Fund		\$579,070
666	Information Technology Pool Fund		\$329,600

AND BE IT FURTHER RESOLVED, that 14.2796 mills be levied on the taxable valuation as equalized for general operating requirements of the City;

AND BE IT FURTHER RESOLVED, that .1800 mills be levied on the taxable valuation as equalized for yard waste collection;

AND BE IT FURTHER RESOLVED, that .0730 mills be levied on the taxable valuation as equalized for recycling center operating requirements;

AND BE IT FURTHER RESOLVED, that .9000 mills be levied on the taxable valuation as equalized to cover the principal and interest payments of the General Obligation Unlimited Tax Refunding Bonds, Series 2017, which refunded the 2008 Building Facility & Site bonds approved by the electorate on November 6, 2007;

AND BE IT FURTHER RESOLVED, that 1.9427 mills be levied on the taxable valuation as equalized for parcels within the Downtown Development Authority (DDA) district, which taxes will be revenues of the DDA fund;

AND BE IT FURTHER RESOLVED, that all taxes and special assessments levied on the City tax roll shall be assessed a 1% property tax administration fee;

AND BE IT FURTHER RESOLVED, that the administration is hereby directed to raise through donations, sponsorships or other fund-raising the sum of \$10,000, which sum shall be used to defray operating expenses of the recycling center during the 2021-22 fiscal year;

AND BE IT FURTHER RESOLVED, that the City Manager is hereby authorized to grant wage increases for non-union employees within authorized budget allowances;

AND BE IT FURTHER RESOLVED, that within the General Fund, \$105,000 is reserved and non-spendable as prepaids and inventory;

AND BE IT FURTHER RESOLVED, that the City Manager is hereby authorized to make budgetary transfers within a fund or between funding centers within a fund, if such exist, and that all other transfers be approved only by further action of the Council pursuant to the provisions of the Michigan Uniform Budgeting and Accounting Act.

Council member Weissenborn stated that she feels there has been good fact finding but that a deeper dive needs to be done before moving forward to approve this resolution. She would like to add a special meeting on June 1, 2020 at 7 PM.

Council member McRae agrees that a special meeting for this purpose would be a good idea.

City Manager Guetschow stated that the budget needs to be finalized by the first meeting in June in order to finalize the millage rates for the taxes.

Mayor Pro-Tem Armitage asked if City Manager Guetschow thought that there was enough information from MERS to have for the pension discussion.

Council member Weissenborn stated that she feels there needs to be a higher level of discussion on the special assessment to offset costs before she feels comfortable making a decision.

Council member Dyer stated that he is in favor of meeting.

Mayor Pro-Tem Armitage is in favor of meeting

City Manager Guetschow stated that we need to be clear in what we will be discussing at the special meeting. If it is a work session no actions can be taken.

Mayor Pro-Tem Armitage moved, supported by McRae to postpone first reading of Resolution No. 2020-70 to adopt FY 20/21 Budget to the June 1, 2020 special meeting. Carried. 7 Yes. 0 No.

D. CONSIDER RESOLUTION NO. 2020-14 TO APPROVE FAIRGROUND ACTIVITIES 2020:

RESOLUTION NO. 2020-14

**A RESOLUTION TO APPROVE THE 2020 CALENDAR OF
EVENTS**

TO BE HOSTED AT THE EATON COUNTY FAIRGROUNDS

WHEREAS, the City of Charlotte is the owner of property known as the Eaton County Fairgrounds, which property is leased to the Eaton County Agricultural Society; and

WHEREAS, the lease between the City and the Eaton County Agricultural Society provides, in part, that the Society must obtain the permission of the City Council for events that will take place at the fairgrounds; and

WHEREAS, the Eaton County Agricultural Society has submitted a letter dated January 17, 2020 in which they have listed the larger events that will occur during 2020, which list has been provided to the City Council; and

NOW, THEREFORE, BE IT RESOLVED that permission is hereby granted to the Eaton County Agricultural Society for the events listed in its January 17, 2020 letter; and

BE IT FURTHER RESOLVED that the Eaton County Agricultural Society is permitted to host other smaller events and activities during 2020 as are described generally in the same letter

Council member Dyer asked about the liability to the City in terms of the lease agreement.

City Manager Guetschow stated that the lease agreement provides for approval of the schedule of events.

No action taken at this time.

PUBLIC COMMENT: Don Sovey, 106 Kensington Ct., stated council has had a great conversation over the last few meetings. He noted the budget summary indicating that there had been more expenditures than revenues over the past three years. He reminded that this year would not be business as usual because there is so much still up in the air. He urged council to exercise extreme caution and focus on what the fund balance goal should be. He thanked council for their time and commitment.

COMMUNICATIONS AND COMMITTEE REPORTS

CITY ATTORNEY REPORT: No report included in this packet.

CITY MANAGER REPORT: City Manager Guetschow reported that the DPW will be doing another leaf and brush pick up next week to address concerns of the leaf dump not yet being open. Information is posted to the website.

COUNCILMEMBER COMMITTEE REPORTS: None.

MAYOR AND COUNCIL COMMENTS:

- Council member Dyer questioned if a city attorney report was supposed to be included in the packet. He asked how the

postings of the Rural Fire Association meetings are done and where they are posted.

- Council member Weissenborn thanked City Manager Guetschow for providing the code enforcement information. She congratulated the senior Orioles for their accomplishments. She stated her appreciation for the parents who rallied to recognize their accomplishments and gives a big shout out to them all.
- Council member Baker no comment.
- Mayor Pro Tem Armitage no comment.
- Council member McRae stated that he has been doing a lot of bicycling around town and noticed that people have been doing a lot of yard work and things are looking good around town.
- Council member Hoogstra no comment.
- Mayor Ridge stated that there will be a Planning Commission meeting tomorrow at 7 P.M. via teleconference call. She stated that there will be a DDA meeting coming up in June. She thanked Amy and Bryan for their presentations. She thanked City Manager Guetschow for getting information for council and the city staff for getting the job done through the tough times with COVID.

Councilmember Baker moved, seconded by Armitage to adjourn at 9:14 P.M. Carried. 7 Yes. 0 No

Mayor Yvonne Ridge

Ginger Terpstra, City Clerk, CMMC