



**PROPOSED AGENDA  
REGULAR MEETING OF THE CHARLOTTE CITY COUNCIL**

**111 E. Lawrence Ave, Charlotte, MI 48813 (517) 543-2750**

**7:00 P.M. Monday, June 7, 2021**

Connect to Zoom from your computer, tablet, or smartphone

Website: <https://us02web.zoom.us/j/83976617980> Meeting ID: 839 7661 7980 Or

Call in by telephone: Phone number: (312) 626-6799 Webinar ID: 839 7661 7980

1. **Call to Order**
2. **Roll Call**
3. **Invocation** – Dwight Ezop, St. Mary’s Catholic Church
4. **Pledge of Allegiance**
5. **Approval of Minutes**
  - a. Approval of May 17, 2021 – 7:00pm meeting minutes
  - b. Approval of May 24, 2021 – 7:00pm meeting minutes
6. **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. **Public Hearing**
  - a. Zoning Board of Appeals Case for variance from front yard setback and corner clearance area requirements at 123 East Stoddard
10. **Expedited Resolutions and Ordinances**
  - a. Consider Resolution 2021-086 Approving Claims and Expenditures
  - b. Consider Amendments to Ordinance 2021-04 for Cost Recovery
  - c. Consider Resolution 2021-087 Set Public Hearing for FY21-22 Budget

- d. Consider Resolution 2021-088 Direct Administration to Review Commercial Marijuana and Social Districts
- e. Consider Resolution 2021-089 Replacement of Methane Boiler at Wastewater Treatment Plant
- f. Consider Resolution 2021-090 Zoning Board of Appeals Case for variance from front yard setback and corner clearance area requirements at 123 East Stoddard

#### **11. Approval of Resolutions and Ordinances**

- a. Consider Resolution 2021-076 Authorizing Brush Grinding Contract
- b. Consider Resolution 2021-077 Approving FTCH Contract for Drinking Water Asset Management Grant
- c. Consider Resolution 2021-084 Approving Policy on Fund Balances
- d. Consider Resolution 2021-085 Approving Code Enforcement Ad Hoc Committee Extension

#### **12. Introduction of Resolutions and Ordinances**

- a. Resolution 2021-091 Contract with Moore & Bruggink to study tertiary filtration improvements
- b. Resolution 2021-092 Approving updated fee schedule for 2021
- c. Resolution 2021-093 to rezone 121 E Harris Street from OS-1 Office Service District to B-1 Local Business District
- d. Ordinance 2021-07 to rezone 121 E Harris Street from OS-1 Office Service District to B-1 Local Business District

#### **13. Public Comment - Limit presentation to five (5) minutes**

#### **14. Communications and Committee Reports**

- a. City Attorney Report
- b. City Manager Report
- c. Councilmember Committee Reports
- d. Fire Department Activity Report
- e. Code Enforcement Activity Report

#### **15. Mayor and Council Comments**

#### **16. Adjourn**

*~Mikayla Densmore, Deputy 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.”*

**COUNCIL PROCEEDINGS**  
**Regular Meeting**  
**May 17, 2021**

**CALL TO ORDER:**

By Mayor Armitage on Monday, May 17, 2021 at 7:01 p.m.

**PRESENT:**

Mayor Armitage, Mayor Pro Tem Dyer, Councilmembers Baker, Hoogstra, McRae, VanStee. Councilmember Weissenborn joined the meeting at 7:04 p.m. All reported their remote meeting location as being in the City of Charlotte, County of Eaton and State of Michigan.

**EXCUSE ABSENT MEMBERS:**

All members were present.

**INVOCATION:**

No invocation due to absence of assigned clergy.

**PLEDGE OF ALLEGIANCE:**

Mayor Armitage led the City Council in the Pledge of Allegiance.

**MINUTES:**

**Councilmember Baker, supported by Mayor Pro Tem Dyer, moved the approval of the May 3, 2021 and May 11, 2021 City Council meeting minutes. Carried.**

**PUBLIC COMMENTS:**

No members of the public addressed the City Council.

**APPROVAL OF AGENDA AND UNANIMOUS**

**CONSENT AGENDA:**

**Councilmember VanStee, supported by Mayor Pro Tem Dyer, moved the approval of the agenda as presented. Carried.**

Mayor Armitage asked whether Councilmembers wanted any items removed from the Unanimous Consent Agenda for individual consideration. Councilmember Hoogstra requested item 11B, Mayor Pro Tem Dyer requested item 12C, Councilmember Baker requested item 10a.

**Councilmember Baker, supported by Mayor Pro Tem Dyer, moved the approval of the remaining items on the Unanimous Consent Agenda. Carried via roll call vote. 7 Yes. 0 No. 0 Absent.**

**PUBLIC HEARING:**

Mayor Armitage opened a public hearing regarding proposed City of Charlotte Ordinance 2021-4 Cost Recovery at 7:08 p.m.

No members of the public addressed the Council during this public hearing.

Mayor Armitage closed the public hearing at 7:09 p.m.

**EXPEDITED RESOLUTIONS AND ORDINANCES:**

**A. Consider Resolution 2021-074 Approving Claims and Expenditures**

**CITY OF CHARLOTTE, COUNTY OF EATON,  
STATE OF MICHIGAN**

**RESOLUTION NO. 2021-074 A RESOLUTION TO  
APPROVE EXPENDITURES OF THE CITY OF  
CHARLOTTE FOR MAY 17, 2021**

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

**WHEREAS**, the April 23, 2021, payroll totaled \$163,909.24; and

**WHEREAS**, the May 3, 2021, claims total in the amount of \$697,316.29; and

**WHEREAS**, the May 3, 2021, insurance claims totaled \$2,065.55; and

**WHEREAS**, the May 10, 2021, insurance claims totaled \$8,678.45; and

**THEREFORE, BE IT RESOLVED** that the City Council approves claims and accounts for May 17, 2021, in the amount of \$871,969.53.

Moved be Councilmember Hoogstra, supported by Councilmember Baker to approve Resolution No. 2021-074.

Councilmember Baker inquired about a payment to CD Hughes, asking whether it related to water service work and that it seemed expensive. Baker also inquired about a water and sewer bond payment to Huntington Bank, and asked whether it was a regular payment.

Director of Public Works Amy Gilson answered the questions, saying that the payment to CD Hughes is related to last year's paving project and that the City is still withholding payment for plantings related to that project, too. She said that she is unclear as to why the payment to Huntington Bank is a paper check rather than an electronic funds transfer, but that it is payment owed for previous plant upgrades.

Councilmember Baker said that he intends to abstain from voting on the Claims and Accounts because it includes a payment to Charlotte Insurance Agency, and that represents a conflict of interest for him. Mayor Armitage asked whether any Councilmembers objected to this abstention. None did.

Mayor Armitage said that there is no detail regarding credit card expenditures included with these Claims, and that he had

previously asked that a credit card log be included for payments to credit card accounts.

**Carried on a roll call vote. 6 Yes. 0 No. 1 Abstain (Baker). 0 Absent.**

**B. Consider Resolution 2021-078 Awarding Farmland Bid:**

**RESOLUTION NO. 2021-078**

**A RESOLUTION TO AWARD A BID FOR THE LEASE OF FARMLAND IN THE COMBS INDUSTRIAL PARK**

WHEREAS, the City of Charlotte desires to lease certain property in the Combs Industrial park for agricultural use; and

WHEREAS, the City of Charlotte has advertised the property for public bid; and

WHEREAS, the bid most favorable to the City has been received from Tom Archer, 4395 Otto Road, Charlotte, Michigan.

THEREFORE, BE IT RESOLVED that the City of Charlotte hereby accepts this proposal from Tom Archer and authorizes City of Charlotte representatives to execute a lease agreement with Mr. Archer matching the terms of the proposal.

**The foregoing resolution moved by Baker, supported by Dyer. Carried. 7 Yes. 0 No. 0 Absent.**

**C. Consider Resolution 2021-079 Statement of Doing Business with the City:**

**RESOLUTION NO. 2021-079**

**STATEMENT OF DOING BUSINESS WITH CITY OF CHARLOTTE 2021**

WHEREAS, pursuant to the provisions of Section 15.4 of the City Charter, the undersigned, doing business in the City of Charlotte, hereby states that he/she intends to have business dealings with the City of the type that is on a continuing basis, involving more than one or a sequence of transactions. Such dealings will be as listed or similar transactions:

Tom Archer – Straw sales and other farming/agricultural operations

**The foregoing resolution moved by Baker, supported by Dyer. Carried. 7 Yes. 0 No. 0 Absent.**

**D. Consider Resolution 2021- 080 Approving Fireworks Display at CPS:**

RESOLUTION NO. 2021-080

A RESOLUTION TO APPROVE AN APPLICATION FOR A FIREWORKS DISPLAY AT CHARLOTTE PUBLIC SCHOOLS ON JUNE 6, 2021

WHEREAS, the City has received an application for a permit for a fireworks display to be held at the Charlotte Public Schools baseball diamond on June 6, 2021; and

WHEREAS, the application has been reviewed by Fire Department personnel and a determination has been made that the pyrotechnic operator and location meet the department's requirements for a fireworks display;

THEREFORE, BE IT RESOLVED that the City Council does hereby approve the application for a fireworks display at the Charlotte Public Schools baseball diamond on June 6, 2021 and authorizes the City Clerk to execute the application on behalf of the City.

**The foregoing resolution moved by Baker, supported by Dyer. Carried. 7 Yes. 0 No. 0 Absent.**

**E. Consider Resolution 2021- 081 Approving Acting Clerk/Treasurer:**

RESOLUTION 2021-081

A RESOLUTION TO CONFIRM THE APPOINTMENT OF ACTING CITY CLERK-TREASURER

WHEREAS, Pearl Tidwell's resignation from the position of city clerk-treasurer has created a vacancy in a position that is essential to the efficient and effective functioning of Charlotte City government; and

WHEREAS, City Council has authorized the recruitment of replacement candidates which is ongoing; and

WHEREAS, pursuant to Section 2-66 of the City Ordinance, the City Manager may designate an interim, acting administrative officer or department head, or perform personally the functions of the office, until such vacancy is filled in accordance with the City Charter and the City Manager will serve as Acting City Clerk-Treasurer until such time the position is filled; and

WHEREAS, the City Charter requires that City Council confirm the city manager's appointment of city officers including the city clerk and city treasurer.

NOW, THEREFORE, BE IT RESOLVED that the City Council does hereby confirm City Manager LaPere as Acting City Clerk-Treasurer until such time the offices are filled.

**The foregoing resolution moved by Baker, supported by Dyer. Carried. 7 Yes. 0 No. 0 Absent.**

**F. Consider Resolution 2021- 082 Approving Bank Signatures:**

RESOLUTION 2021-082

A RESOLUTION TO APPROVE CHANGES TO SIGNATORIES FOR INDEPENDENT BANK ACCOUNTS

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

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

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

NOW, THEREFORE, BE IT RESOLVED that former City Clerk-Treasurer Pearl Tidwell is to be removed as a signatory and her rights to access accounts are to be terminated.

BE IT FURTHER RESOLVED, that Department of Public Works Director Amy Gilson is to be removed as a signatory and her rights to access accounts are to be terminated.

**The foregoing resolution moved by Baker, supported by Dyer. Carried. 7 Yes. 0 No. 0 Absent.**

**G. Consider Resolution 2021- 083 Approving Collective Bargaining Agreement**

RESOLUTION 2021-083

A RESOLUTION TO APPROVE A COLLECTIVE BARGAINING AGREEMENT WITH POLICE OFFICERS LABOR COUNCIL CHARLOTTE POLICE NON-SUPERVISORY UNIT

WHEREAS, the City has previously entered into a collective bargaining agreement with the Police Officers Labor Council Non-Supervisory Unit, which agreement concludes on June 30, 2021; and



WHEREAS, the parties to the agreement, through their respective representatives, have negotiated a successor agreement describing the terms and conditions of employment for members of the aforementioned bargaining unit; and

WHEREAS, the agreement includes modifications to the predecessor agreement generally described as follows:

- Article 4 - Union Security and Check-off: Updates to language to comply with the law as defined by the United States Supreme Court decision of *Janus v AFSCME*, 138 S Ct 2448 (June 27, 2018) as well as 2012 PA 349 at MCL 423.209 and MCL 423.210.
- Article 6 - Probationary Period: Remove language to move officer off bid shift to be consistent with current and past practices.
- Article 7 - Seniority: Modify loss of seniority provision for Operating While Intoxicated and add language for loss of seniority if employee is totally disabled.
- Article 9 - Payday: Pay will be made via direct deposit to the employee's bank account.
- Article 10 - Vacation Leave: Language updated to change request time required by employee and to clarify accumulation of vacation leave schedule.
- Article 11 - Sick Leave: Language updated to require employee availability by telephone to be eligible to use sick time.

- Article 12 - Holidays: Modify language to include Martin Luther King Jr Day and remove Good Friday, and clarify holiday pay.
- Article 16- Other Leave: Modify language to change cancellation of leave policy from three to five days.
- Article 23 - Salary Classification: Add language to address compensation for senior Patrol Officer when no Sergeant or Chief is scheduled.
- Article 24 - Uniforms and Equipment: Modify language to address equipment issued by the city, increase boot allowance, and allow for reimbursement for personal property damaged in the line of duty.
- Article 29 - Earned Time Off: Modify language to change incremental use. • Wages: 2% increase in wages for each year of the agreement and lump sum signing incentive of \$500.
- Miscellaneous: Incorporate current letter of understanding regarding time off requests and delete “Education Bonus” in Appendix B.
- Duration: date of Council approval – June 30, 2024; and

WHEREAS, entering into this agreement serves to promote harmony with the members of the bargaining unit and preserves a constructive labor environment which is a benefit to all citizens.

NOW, THEREFORE, BE IT RESOLVED that the Council does hereby approve the terms of the collective bargaining agreement, including the modifications generally described

above, and authorizes the Mayor, City Manager, and Deputy City Clerk to execute the agreement on behalf of the City.

**The foregoing resolution moved by Baker, supported by Dyer. Carried. 7 Yes. 0 No. 0 Absent.**

**APPROVAL OF RESOLUTIONS AND ORDINANCES:**

**A. Consider Resolution 2021-073 Authorizing General Fund Budget Amendments**

RESOLUTION NO. 2021-073

A RESOLUTION TO AMEND THE BUDGET FOR THE  
2020-21 FISCAL YEAR

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 with Resolution 2020-70; and

WHEREAS, Resolution 2020-70 appropriated \$6,374,020.80 for General Government purposes within the General Fund; 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, the attached budget amendments modify the appropriations to \$5,966,479.00 for General Government purposes within the General Fund.

NOW, THEREFORE, BE IT RESOLVED that the City Council does hereby approve the attached amendments to the budget for the General Fund for the fiscal year that ends June 30, 2021.

**The foregoing resolution moved by Baker, supported by Dyer. Carried. 7 Yes. 0 No. 0 Absent.**

**A. Consider Ordinance 2021-04 for Cost Recovery**

**ORDINANCE NO. 2021-04**

AN ORDINANCE TO AMEND CHAPTER 2 -  
ADMINISTRATION - OF THE CODE OF THE CITY OF  
CHARLOTTE BY AMENDING ARTICLE V - FINANCE TO  
ADD DIVISION 5 CHARGES FOR CERTAIN  
EMERGENCY RESPONSE SERVICES.

THE CITY OF CHARLOTTE ORDAINS:

SECTION 1. PURPOSE. The purpose of this ordinance is to clarify when charges for certain emergency response services

are due, who is the responsible party, and exemptions and limitations on charges.

SECTION 2. Article V - Finance of Chapter 2 - Administration - of the Code of the City of Charlotte is hereby amended to read as follows:

Division 5. CHARGES FOR CERTAIN EMERGENCY RESPONSE SERVICES Section 2-200

PURPOSE. This division is adopted to defray some costs incurred in providing certain emergency response services. It is not the purpose of this division to provide complete reimbursement of funding for the Charlotte Police Department and/or the Charlotte Fire Department.

Section 2-201

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

(1) Alarm system means a fire detection system, intrusion or holdup device designed or arranged to signal the presence of any fire hazard, intrusion or holdup of any residential, commercial or business property. Excluded from this definition are single-family residence battery-operated smoke or heat detectors.

(2) Alarm user means any person on whose premises an alarm system is maintained except for alarm systems on motor vehicles. If, however, an alarm system on a motor vehicle is connected with an alarm system at a premises, the person using such system is an alarm user. Also excluded from this definition and from the coverage of this article are persons who use alarm systems to alert or signal persons within the premises in which the alarm system is located; however, systems using a flashing light or beacon designed to signal persons outside the premises, shall be within the definition of an alarm system and shall be subject to this article.

(3) Assessable costs mean those charges and fees incurred by the city as a result of assistance provided by the police or fire department or by a third party on behalf of the city in connection with a fire department response to an incident including, but not limited to, the actual labor and material costs (including without limitation, employee wages, fringe benefits, administrative overhead, costs of equipment, costs of equipment operation, costs of materials, costs of transportation, costs of material disposal, and costs of contracted labor, legal fees, collection costs, etc.) provided.

(4) Emergency response means the following actions or services provided by the city, or by a private individual or corporation operating at the request or direction of the city:

- a. Extinguishing or fighting any fire occurring on or at a structure, vehicle, or any other fire occurring on public or private property.
- b. Any incident requiring a response by the city that involves any public or private utility property and requires city equipment or personnel to remain at the incident to protect health, safety, and welfare of the public until the utility provider responds to the incident and takes corrective measures, lasting greater than one hour.
- c. The extrication of an individual(s) from a vehicle involved in an accident.
- d. Extinguishing or fighting any vehicle fire.
- e. Any response to a false alarm at a property in excess of once in a calendar year. This includes, but is not limited to: fire, medical, burglary, panic, hold-up, and other types of alarms.

(5) False alarm means the activation of an alarm system through mechanical failure, malfunction, improper installation, negligence or the intentional activation of the alarm system without reasonable and legitimate need or cause by the person or their employees and agents using an alarm system. False alarm does not include an alarm caused by meteorological or geological conditions or by disruption or disturbance of telephone or other communication systems.

(6) Person responsible means the owner, operator, and/or person in charge of or person in possession of the structure, property or vehicle to which the emergency response is directed, including any private contractor, such as alarm

companies requesting or initiating such a response. This also includes the person or persons who require rescue of a technical nature, and/or who cause extrication, rescue, or hazardous materials response to be needed.

(7) Vehicle means all motor vehicles (including but not limited to, cars, trucks, semi tractors, motorcycles, and trailers), trains, aircraft, or watercraft.

## Section 2-202

### CHARGES IMPOSED UPON RESPONSIBLE PARTY.

(1) The assessable costs of an emergency response shall be charged against the person(s) responsible. If there is more than one person responsible, liability shall be joint and several and the city may bill any or all persons responsible, however the city may not collect more than the total amount owed. Liability for charges assessed under this article shall not be dependent upon fault or negligence. The charge constitutes a debt of the person(s) responsible and shall be collectible by the city in the same manner as an obligation under a contract.

(2) The assessable cost within the expense of an emergency response may not exceed an amount set forth by resolution of the city council.

#### Section 2-203

**BILLING PROCEDURES.** Following the conclusion of the emergency incident, the Police Chief or Fire Chief shall submit a detailed listing of all known costs and expenses to the City Clerk, who shall prepare an invoice to the responsible party for payment. The Clerk's invoice shall demand full payment within 30 days of receipt of the bill. Any additional costs or expenses that become known following the transmittal of the bill to the responsible party shall be billed in the same manner on a subsequent bill to the responsible party. For any amounts due that remain unpaid after 30 days, the city shall impose a late charge of 1% per month, or fraction thereof.

#### Section 2-204

**OTHER REMEDIES.** In case of default, the city may commence a civil suit to recover the costs and expenses of the response and court costs and attorney fees incurred in the collection of such debt. The statement submitted to the person responsible shall be prima facie evidence of the validity of such costs and the person responsible bears the burden of challenging said costs. The city may pursue any other remedy, or may institute any appropriate action or proceeding, in a court of competent jurisdiction to collect charges imposed under this article. The recovery of charges imposed under this article does not limit the liability of responsible parties under state or federal law, rule or regulation. In addition to any other court costs, the prevailing party shall be entitled to their

reasonable attorney fees incurred in bringing or defending the action.

#### Section 2-205

##### EXEMPTIONS.

(1) The following persons responsible shall be exempt from the charges authorized by this division for an emergency response which does not involve hazardous material or a hazardous substance as defined under Chapter 30, Article IV:

- a. Fires caused by railroad trains which are the specific responsibility of railroad companies;
- b. Fire service provided outside the jurisdiction of the city under a mutual aid or similar contract with an adjoining municipality;
- c. Fire service to property owned by the United States of America, or the State of Michigan, or any political subdivision of the State of Michigan;
- d. Charges waived by the city council; and
- e. Persons responsible who require or necessitate an emergency response which does not exceed \$500.00.

#### Section 2-206

**NON-EXCLUSIVE CHARGES.** All charges for services rendered pursuant to this article shall be in addition to any

charges or taxes made by the department or the city pursuant to law for the maintenance or operation of the department.

#### Section 2-207

#### DEFINITIONS FOR INCIDENTS INVOLVING DRIVERS OPERATING MOTOR VEHICLES UNDER THE INFLUENCE.

The following words, terms and phrases, when used in sections 2-208 through 2-214, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

(1) Emergency response means:

- a. The providing, sending or utilizing of police, firefighting, emergency medical and rescue services by the city, or by a private individual or corporation operating at the request or direction of the city, to an incident resulting in an accident involving a motor vehicle where one or more of the drivers were operating the motor vehicle while under the influence of an alcoholic beverage or controlled substance or the combined influence of an alcoholic beverage and controlled substance; or
- b. An incident resulting in a traffic stop and arrest by a police officer when a driver was operating the motor vehicle while under the influence of an alcoholic beverage or controlled substance.

(2) Expense of an emergency response means the direct and reasonable costs incurred by the city, or to a private person or corporation operating at the request or direction of the city, when making an emergency response to the incident, including the costs of providing police, firefighting and rescue services at the scene of the incident. These costs further include all of the salaries and wages of the city personnel responding to the incident, all salaries and wages of the city personnel engaged in investigation, supervision and report preparation, and all costs connected with the administration and provision of all chemical tests of driver's blood, and prosecution of the person causing the incident.

#### Section 2-208

#### PURPOSE AND INTENT.

The city finds that a significant number of traffic arrests and traffic accidents in the city involve drivers who operate a motor vehicle while under the influence of alcoholic beverages or controlled substances. In addition, the city finds that in traffic accidents involving drivers who were operating motor vehicles while under the influence of alcoholic beverages or controlled substances there is a greater likelihood of personal injury and property damage. As a result of these determinations, a greater operational and financial burden is placed upon the city's police, firefighting, rescue and other services by persons who are operating a motor vehicle while under the influence of alcoholic beverages or controlled substances.

Section 2-209

LIABILITY FOR EXPENSE.

Any person is liable for the expense of an emergency response if, while under the influence of an alcoholic beverage or controlled substance, or the combined influence of an alcoholic beverage and controlled substance, such person's operation of a motor vehicle proximately causes any incident resulting in an emergency response.

Section 2-210

PRESUMPTIONS.

For the purpose of this division, a person is under the influence of an alcoholic beverage or controlled substance, or the combined influences of an alcoholic beverage and controlled substance, when his/her physical or mental abilities are impaired to a degree that he/she no longer has the ability to operate a motor vehicle with the caution characteristic of a sober person of ordinary prudence. Further, it shall be presumed that a person was operating a motor vehicle while under the influence of an alcoholic beverage if a chemical analysis of his/her blood, urine or breath indicates that the amount of alcohol in his/her blood was in excess of 0.07 percent.

Section 2-211

RESPONSIBILITY FOR PAYMENT OF CHARGES.

The expense of an emergency response shall be a charge against the person liable for the expenses under this division. The charge constitutes a debt of that person and is collectible by the city for incurring those costs in the same manner as in the case of an obligation under a contract, expressed or implied.

Section 2-212

COST RECOVERY SCHEDULE.

The city council shall, by resolution, adopt a schedule of the costs included within the expense of an emergency response. This schedule shall be available to the public from either the city clerk or the police department.

Section 2-213

BILLING.

The chief of police or city treasurer, or his/her designee, may, within ten days of receiving itemized costs, or any part thereof, incurred for an emergency response, submit a bill for these costs by first class mail or personal service to the person liable

for the expenses as enumerated under this division. The bill shall require full payment in 30 days from the date of service.

#### Section 2-214

#### FAILURE TO PAY CHARGES.

Any failure by the person described in this division as liable for the expenses of an emergency response to pay the bill within 30 days of service shall be considered a default. In case of default, the city may commence a civil suit to recover the expenses and any costs allowed by law.

#### Section 2-215

#### MEDICAL TREATMENT OF THOSE IN CUSTODY.

Any person held in custody, confined or incarcerated by the city, including, but not limited to: individuals who are i) under arrest, ii) incarcerated, iii) imprisoned, iv) escaped from confinement, v) under supervised release, vi) on medical furlough, vii) residing in a mental health facility or halfway house, viii) living under home detention, ix) or confined completely or partially in any way under a state or local penal statute, ordinance or rule; shall be solely responsible for the payment of any medical services rendered to, and received by, that person during the course of his or her confinement with the city, or at the city's or court's direction, including without limitation, transportation to and from a medical treatment

facility, and any treatment deemed necessary by his or her treating physician, whether or not requested by the prisoner; and shall be required to reimburse the city, in full for any fees or charges incurred for such services, if not paid directly to medical facility or practitioner by the prisoner or his or her insurance carrier.

#### Section 3.

#### EFFECTIVE DATE.

This ordinance shall become effective 20 days after adoption.

**Councilmember McRae, supported by Mayor Pro Tem Dyer, moved the approval of Ordinance 2021-04 Cost Recovery.**

**Councilmember McRae offered two amendments to the ordinance. Mayor Pro Tem Dyer accepted the amendments for inclusion in the motion to approve.**

Councilmember McRae discussed his proposed amendments to the ordinance. They were offered for consideration as follows:

Amendment 1 – Amend Section 2-205 following “d.” by deleting the balance of the subdivision and inserting: “Persons responsible in circumstances in which the city manager finds imposition of assessable costs of an emergency response would clearly result in a manifest injustice. The city manager’s decision may be appealed to the city council; and”



Amendment 2 – Amend Section 2-215 following “or his or her insurance carrier.” By inserting: “However, a person held in custody, confined or incarcerated by the city shall not be responsible for payment of any medical services provided to treat illness or injury caused or worsened by an intentional or negligent act of a city employee.”

Councilmember McRae said that it is hard for an ordinance to anticipate everything and Amendment 1 would allow a greater element of fairness in its application.

Mayor Armitage said that he agrees with the two proposals and thinks the first one would help control the flow of appeals to the City Council, and the second one provides greater clarity.

Mayor Armitage said that Councilmember Hoogstra intends to abstain from this vote due to a work conflict.

**Carried via roll call vote. 6 Yes. 0 No. 1 Abstention. 0 Absent.**

## **INTRODUCTION OF RESOLUTIONS AND ORDINANCES**

### **A. Consider Resolution 2021-076 Authorizing Brush Grinding Contract**

RESOLUTION NO. 2021-076

## **A RESOLUTION TO AUTHORIZE BRUSH GRINDING CONTRACT**

WHEREAS, the Department of Public Works collects leaves and brush throughout the year and contracts for its grinding a removal each Spring; and

WHEREAS, the Department issued a bid request to the few companies who own the equipment necessary to provide this service; and

WHEREAS, only one bid was turned in this year and it was from last year’s low bidder; and

WHEREAS, the bid from Hammond Farms, Inc. of Dimondale, MI is in the amount of \$15,165.00; and

WHEREAS, Hammond Farms was the low bidder last few years and their work was timely and satisfactory.

THEREFORE, BE IT RESOLVED That the City Council approve the brush grinding service by Hammond Farms, Inc. and it be paid for from the General Fund Leaf Collection account as budgeted.

**The foregoing resolution moved by Baker, supported by Dyer. Carried. 7 Yes. 0 No. 0 Absent.**

**B. Consider Resolution 2021-077 Approving FTCH contract for Drinking Water Asset Management Grant**

RESOLUTION NO. 2021-077

A RESOLUTION TO AUTHORIZE A CONTRACT WITH FISHBECK FOR ENGINEERING SERVICES RELATED TO DRINKING WATER ASSET MANAGEMENT GRANT

WHEREAS, the Michigan Department of Environment, Great Lakes and Energy (EGLE) has required municipalities to verify the material of all water service lines in three locations each by 2025; and

WHEREAS, The Department of Public Works (DPW) was assisted by Fishbeck in obtaining a \$350,700 Drinking Water Asset Management (DWAM) grant from EGLE to verify the grant allowable interim sampling of 346 water services in the City and perform asset management work related to the water Geographic Information System (GIS); and

WHEREAS, As outlined in the grant agreement, Fishbeck will provide a turnkey project including soliciting bids for the potholing of services, managing the contractor, paying them and providing GIS services related to the grant, and

WHEREAS, funding for the professional services related to the DWAM grant do not require a match, therefore there is no net effect to the Water and Sewer Fund.

THEREFORE, BE IT RESOLVED that the City Council enter into a contract with Fishbeck to provide the above mentioned services in accordance with the grant award and that the Mayor or Clerk be directed to sign a contract on behalf of the City.

**The foregoing resolution moved by Baker, supported by Dyer. Carried. 7 Yes. 0 No. 0 Absent.**

**C. Consider Resolution 2021-084 Approving Fund Balance Policy**

RESOLUTION NO. 2021-084

A RESOLUTION TO APPROVE COUNCIL POLICY 2021-06 GENERAL FUND BALANCE POLICY

WHEREAS, City Council has expressed a desire to establish a formal Fund Balance and Reserve Policy for the General Fund that promotes responsible financial management by adhering to best budget practices and Generally Accepted Accounting Principles (GAAP); and

WHEREAS, by maintaining sufficient fund balances and reserves, the city will be well positioned to provide financial security and continued delivery of services, withstand economic downturns and other financial stressors such as a natural disaster or emergency, promote stable tax rates and

fees, protect the city's credit worthiness and bond rating, respond to opportunities, and consider long-term financial needs; and

WHEREAS, the policy will establish a target threshold for the unassigned General Fund balance, provide requirements to replenish the depleted reserves, and guidelines by which surpluses may be spent;

THEREFORE, BE IT RESOLVED that Council Policy 2021-06 regarding the general fund balance is hereby approved.

**Councilmember Dyer, supported by Councilmember VanStee, moved approval of the resolution.**

Councilmember Dyer asked for an explanation of the reasoning behind the policy, if possible, in the absence of City Manager LaPere. Mayor Armitage said that other communities have this type of policy, and it was recommended by the City's auditors and financial consultants. He said it is intended to provide direction to future City Councils.

Councilmember Dyer asked about why the policy describes the desired fund balance level in terms of a period of time, being 2 months, rather than a percentage of budget, as he has more commonly seen. Mayor Armitage said he did not know why it is being described in this way, but that he would find out for the second reading of the resolution.

**Carried via roll call vote. 7 Yes. 0 No. 0 Absent.**

**D. Consider Resolution 2021-085 Approve Ad Hoc Committee Extension.**

RESOLUTION NO. 2021-085

A RESOLUTION TO EXTEND ASSIGNMENT OF THE AD HOC CODE ENFORCEMENT COMMITTEE

WHEREAS, City Council established an Ad Hoc Code Enforcement Committee to review the code enforcement presence in the community; and

WHEREAS, City Council wishes to extend the assignment to include a review of certain sections of the City Ordinance related to property maintenance and dangerous buildings, specifically the language contained within Chapter 52 - Property Maintenance and Nuisance Abatement; and

WHEREAS, City Council believes that it is prudent to undertake an evaluation of the City's current property maintenance ordinance by forming an ad hoc committee to review and make recommendations to the City Council;

NOW, THEREFORE, BE IT RESOLVED that the previously established Ad Hoc Code Enforcement Committee shall

continue to meet to 1) review certain city ordinances, and 2) make a recommendation to City Council for further consideration of language amendments to those ordinances.

BE IT FURTHER RESOLVED that the Ad Hoc Code Enforcement Committee shall issue a final written report of its findings and recommendations to the City Council not later than the first regular Council meeting in September 2021.

**The foregoing resolution moved by Baker, supported by Dyer. Carried. 7 Yes. 0 No. 0 Absent.**

**PUBLIC COMMENTS:**

No members of the public addressed the City Council.

**COMMUNICATIONS AND COMMITTEE REPORTS:**

Mayor Armitage listed the various reports that can be found in the City Council meeting packet.

Councilmember McRae reported that the EATRAN Board met and things are going well with the organization. He said that ridership is increasing as Covid-19 restrictions are being lifted. He expects that trend to continue.

Councilmember Weissenborn reported that the Charlotte Area Recreation Council will be installing gates at the entrance to

the softball fields, and will also be adding dugouts. She said that they hope the field will be in use yet this season.

**MAYOR AND COUNCIL COMMENTS:**

Mayor Armitage asked for any City Council comments.

Councilmember McRae thanked Community Development Director Myrkle for filling-in and recording minutes for this meeting.

Mayor Armitage reminded City Council members of next week Monday's special meeting.

Mayor Armitage said that he would be working with City Manager LaPere on a plan to re-open City Hall in stages. He also said he hopes that June City meetings would be in-person or some type of hybrid arrangement.

Mayor Armitage congratulated the Class of 2021, and said he would be speaking to seniors at an Optimist Event tomorrow evening.

Mayor Armitage said that he has received a voice mail from a resident regarding bathrooms being closed at Dean Park and people relieving themselves in the bushes.

**ADJOURNMENT:**

**Councilmember Baker moved, supported by  
Councilmember Weissenborn to adjourn the meeting at  
7:31 p.m. Carried. 7 Yes. 0 No. 0 Absent.**

**CITY OF CHARLOTTE  
COUNCIL PROCEEDINGS**

**Special Meeting  
May 24, 2021**

**CALL TO ORDER:**

By Mayor Armitage on Monday, May 24, 2021 at 7:00 p.m

**PRESENT:**

Councilmembers: Baker, Weissenborn, VanStee, Dyer, McRae & Mayor Armitage. All reported their remote meeting location as being in the City of Charlotte, County of Eaton and State of Michigan.

Staff: Manager LaPere, Deputy Clerk Densmore

**EXCUSE ABSENT MEMBERS:**

Councilmembers: Hoogstra

Motion by Baker, second by Dyer to excuse absent member.

Carried. 6 Yes. 0 No. 1 Absent

**PUBLIC COMMENT:**

No members of the public offered comment.

**APPROVAL OF AGENDA:**

Motion by Weissenborn, second by Dyer to approve the agenda as published. Carried. 6 Yes. 0 No. 1 Absent

**PUBLIC HEARING:**

**A. Public Hearing on WRI Grant Application**

Manager LaPere gave brief overview of the grant.

Public hearing opened at 7:10m. No one wished to be heard; therefore the public hearing was closed at 7:12pm.

**B. Public Hearing on Special Assessment Roll**

Public hearing opened at 7:12pm

The following were in opposition of Special Assessment:

Jodi Whitehead of 420 Horatio St.

Abdul-Ghani Mekkaoui, business owner of 640 Lansing St.

William Thrush of 1015 N. Cochran Ave.

Pat Lemon of 707 Treetop Trail

Leisa Eldred of 310 High St.

Kristin Golding of 419 Pleasant St.

Andrea Smith of 899 State St.

Angela Wardell of 447 N. Clinton St.

Jessica Larkin of 1041 Northway Dr.

Val Nelson of 405 Forest St.

Kathleen Huntley of 512 Foote St.

Nicole Christenson of 317 E. Shaw St.

Anthony Russo of 324 Beech St.

The following are landlords who own within the City and are in opposition of Special Assessment:

Matt Bruch of 2217 Narrow Lake Rd. Charlotte, MI 48813

312 E. Henry St.

238 State St.

116 W. Harris St.

617 Pleasant St.

419 Pleasant St.

525 Warren Ave.

616 Warren Ave.

810 S. Clinton St.

136 S. Clinton St.

119 S. Clinton St.

447 N. Clinton St.  
758 Pearl St.  
436 S. Sheldon St.  
217 S. Sheldon St.  
335 John St.  
323 E. Seminary St.  
225 S. Oliver St.

Rod Auten of 4136 N. Shaytown Rd. Vermontville, MI 49096

123 Van Lieu  
634 S. Sheldon St.  
640 S. Sheldon St.  
423 Pleasant St.  
425 Pleasant St.

The following were in support of Special Assessment:

Ben Phlegar of 425 Horatio St.

The public hearing closed at 8:01pm.

**APPROVAL OF RESOLUTIONS:**

**A. Consider Resolution No. 2021-075 Approving WRI Grant Application**

**RESOLUTION NO. 2021-075**

**A RESOLUTION TO AUTHORIZE A WATER RELATED INFRASTRUCTURE GRANT APPLICATION**

**WHEREAS**, the Michigan Strategic Fund has invited Units of General Local Government to apply for its Water-Related Infrastructure (WRI) Competitive Funding Round; and

**WHEREAS**, the City of Charlotte desires to request \$2,000,000 in CDBG funds to make improvements to the city's water system along Lansing Street from Hall Street to a location approximately 300-feet northeast of Butternut Drive; and

**WHEREAS**, the City of Charlotte commits local funds from its Water and Sewer Fund in the amount of \$200,000; and

**WHEREAS**, the proposed project is consistent with the local Community Development Plan as described in the Application; and

**WHEREAS**, the proposed project will benefit all residents of the project area and 51.76% percent of the residents of the City of Charlotte are low and moderate income persons as determined by an income survey approved by the Michigan Economic Development Corporation; and

**WHEREAS**, local funds and any other funds to be invested in the project have not been obligated/incurred and will not be obligated/incurred prior to a formal grant award, completion of the environmental review procedures and a formal written authorization to obligate/incur costs from the Michigan Economic Development Corporation.

**THEREFORE, BE IT RESOLVED** that the City of Charlotte hereby designates the Public Works Director as the Environmental Review Certifying Officer, the person authorized to certify the Michigan CDBG Application, the person authorized to sign the Grant Agreement and payment

requests, and the person authorized to execute any additional documents required to carry out and complete the grant.

The foregoing resolution offered by Council member Baker and supported by VanStee. Carried 6 Yes. 0 No. 1 Absent.

**B. Consider Resolution No. 2021-086 Confirming the Special Assessment Roll**

**RESOLUTION NO. 2021-086**

**A RESOLUTION TO CONFIRM THE SPECIAL ASSESSMENT ROLL FOR THE OPERATION AND MAINTENANCE OF THE CHARLOTTE FIRE DEPARTMENT AND TO LEVY AND TO COLLECT THE TAXES AND TO PROVIDE FOR ANNUAL APPROPRIATIONS**

**WHEREAS**, the City Council has initiated the process for and, in adopting Resolution 2021-057, has established a district to provide for the purchasing of equipment and for the operation and maintenance of the Charlotte Fire Department, pursuant to 1951 P.A. 33, as amended; and

**WHEREAS**, the City Council has caused the Assessor to prepare an assessment roll spreading the total amount to be assessed against each parcel for fire protection for the fiscal year 2021; and

**WHEREAS**, the City Council, after due and legal notice, has reviewed the special assessment roll prepared for the purpose of defraying the cost of operating and maintaining the Charlotte Fire Department as follows:

For the purchase of fire motor vehicles, apparatus and equipment

and for the funding, on an annual basis, for the operation and maintenance of the Charlotte Fire Department.

and

**WHEREAS**, the City Council deems said special assessment roll to be fair and equitable as reported to it by the Assessor;

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. Said special assessment roll shall be designated "Special Assessment Roll No. 2021-01," and the district against which it is spread shall be designated "Special assessment District No. 2021-01"

2. Said Special Assessment Roll No. 2021-01, in the amount of \$828,615, as prepared and reported to the City Council, shall be and the same is hereby confirmed.

3. The special assessment will defray eighty-five percent (85%) of the estimated cost of \$974,841 for the City's portion of the fire protection services. Each property subject to the assessment shall be assessed 3.745 mills per annum. The first 1.745 mills shall be collected on the July 2021 tax roll and the remaining 2 mills shall be collected on the December 2021 tax roll.

4. The assessments made in special assessments roll are hereby ordered and directed to be collected, and the City Clerk shall deliver said special assessment roll to the City Treasurer, with his warrants attached, commanding the Treasurer to collect the assessments therein in accordance with the directions of the City Council with respect thereto, and the Treasurer is directed to collect the amounts assessed as the same become due.

5. The City Council may appropriate annually that sum necessary for the maintenance and operation of the fire department, as provided by law.



6. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same hereby are rescinded.

The foregoing resolution offered by Council member VanStee and supported by Baker. Council discussed the rationale for the Special Assessment District and cost cutting options, and addressed questions raised during the public hearing. Carried 6 Yes. 0 No. 1 Absent.

**PUBLIC COMMENT:**

Pat Lemon expressed his belief that underfunded pensions were the reasoning for the Special Assessment.

Kathleen Huntley inquired about future plans to prevent the need for another Special Assessment.

William Thrush expressed concern on the budget and the way money is spent by the city.

Jessica Larkin inquired about a possible pay freeze to help with budget issues.

Abdul-Ghani Mekkaoui inquired about the financial plan the City has in place.

Jeff Christenson expresses understanding of the decision needing to be made but now encourages City to move forward from here.

Leisa Eldred suggested the City try to contract services with Eaton County to cut costs and expressed concern in regards to who is being assessed the Special Assessment.

**MAYOR AND COUNCIL COMMENTS:**

Mayor Armitage addressed further questions asked earlier in the meeting.

City Manager LaPere addressed questions regarding budget concerns.

**ADJOURNMENT:**

Baker moved, supported by Dyer to adjourn the meeting at 9:12 p.m. Carried. 6 Yes. 0 No. 1 Absent.

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Mayor Armitage

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Mikayla Densmore, Deputy City Clerk

**RESOLUTION NO. 2021-086**  
**A RESOLUTION TO APPROVE EXPENDITURES OF THE CITY OF CHARLOTTE**  
**FOR JUNE 7, 2021**

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

**WHEREAS**, the June 4, 2021, payroll totaled \$83,210.40; and

**WHEREAS**, the June 3, 2021, claims total in the amount of \$821,933.83; and

**WHEREAS**, the May 17, 2021, insurance claims totaled \$2,775.42; and

**WHEREAS**, the May 24, 2021, insurance claims totaled \$3,792.66; and

**THEREFORE, BE IT RESOLVED** that the City Council approves claims and accounts for June 7, 2021, in the amount of \$911,712.31.

## INVOICE REGISTER FOR CITY OF CHARLOTTE

INVOICE ENTRY DATES 05/13/2021 - 06/03/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Date Entered	Vendor	Description	Amount
05/13/2021	ACD.NET	INTERNET & PHONE SERVICE	1,974.29
05/13/2021	PROFESSIONAL MAINTENANCE	CLEANING CITY HALL APRIL 2021	460.00
05/13/2021	MCGINTY, HITCH, ET AL., P.C.	ATTORNEY FEES APRIL 2021	6,458.79
05/13/2021	CONSULTANTS ON CALL, LLC	MANAGED SERVICE FEES	2,175.00
05/13/2021	MICHIGAN NETWORK CONSULTANTS	IT SERVICES	3,150.00
05/13/2021	THE COUNTY JOURNAL	HEARING NOTICE CITY COUNCIL APRIL 5, 2021	102.64
05/13/2021	THE COUNTY JOURNAL	SPRING LEAF & BRUSH COLLECTION PICK UP NOTICE	93.40
05/13/2021	THE COUNTY JOURNAL	PUBLIC HEARING APRIL 19, 2021	195.04
05/13/2021	THE COUNTY JOURNAL	NOTICE OF ORDINANCE ADOPTION	48.90
05/13/2021	THE COUNTY JOURNAL	FARMLAND RENT BID NOTICE COMBS INDUSTRIAL PARK	111.88
05/13/2021	THE COUNTY JOURNAL	WATER DEPARTMENT HYDRANT FLUSHING	93.40
05/13/2021	HUNTINGTON NATIONAL BANK	WATER SUPPLY AND SEWAGE DISPOSAL SYSTEM BOND	486,275.00
05/13/2021	BS&A SOFTWARE	ANNUAL SERVICE/SUPPORT FEE	4,710.00
05/13/2021	REHMANN ROBSON	MAY 2021	16,811.72
05/13/2021	INDEPENDENT BANK	CREDIT CARD	2,757.24
05/13/2021	SHAHEEN CHEVROLET	2021 CHEVROLET TAHOE	37,970.00
05/13/2021	GRAND TRUNK WEST RAILROAD	ANNUAL FEES	14,125.00
05/30/2021	ERM - MIDWEST	CHRONIC TOXICITY TEST	945.00
05/30/2021	GRAINGER PRODUCTS	PUMP SHAFT SEAL KIT	79.29
05/30/2021	NCL OF WISCONSIN, INC	SUPPLIES	43.99
05/30/2021	ELHORN ENGINEERING COMPANY	LIQUIFIED AQUADENE	3,098.00
05/30/2021	ELHORN ENGINEERING COMPANY	CHEMICALS	552.50
05/30/2021	KENNEDY INDUSTRIES INC.	SERVICE CALL	1,007.00
05/30/2021	GRAINGER PRODUCTS	PRESSURE GAUGE	32.71
05/30/2021	TSC TRACTOR SUPPLY	GEAR PULLER	86.98
05/30/2021	ADVANCE AUTO PARTS	AIR FILTERS	146.40
05/30/2021	ADVANCE AUTO PARTS	ENGINE OIL	69.45
05/30/2021	H&H WELDING REPAIR	WELDING	2,190.00
05/30/2021	EDWARDS INDUSTRIAL SALES	RADIAL BALL BEARING	24.62
05/30/2021	DUPERON CORPORATION	MOTOR	1,003.45
05/30/2021	ERM - MIDWEST	CHRONIC TOXICITY TEST	945.00
05/30/2021	GRAINGER PRODUCTS	GAGE SIGHT PLUG	229.24
05/30/2021	TRACE ANALYTICAL LABORATORIES	WATER QUALITY SAMPLES- 05/03/21	93.00
05/30/2021	TRACE ANALYTICAL LABORATORIES	WATER QUALITY SAMPLES- 05/17/21	93.00
05/30/2021	TRACE ANALYTICAL LABORATORIES	SPECIAL OPS	98.20
05/30/2021	AMAZON CAPITAL SERVICES	BATTERY BACKUP SURGE PROTECTOR	145.47
05/30/2021	AMAZON CAPITAL SERVICES	FENCE PRIVACY SCREEN	175.80
05/30/2021	AMAZON CAPITAL SERVICES	3 DRAWER MIDDLE CHEST W/ BALL BEARING	186.95
05/30/2021	BYRUM ACE HARDWARE	SUPPLIES	15.95
05/30/2021	FAMILY FARM & HOME	EXTENTION CORDS	124.98
05/30/2021	CAPITAL EQUIPMENT & SUPPLY	COUPLER	133.76
05/30/2021	CAPITAL EQUIPMENT & SUPPLY	O-RINGS	60.68
05/30/2021	INTERNATIONAL MINUTE PRESS	MAY UTILITY BILLS & POSTAGE	928.78
05/30/2021	BYRUM ACE HARDWARE	TOOLS	289.97
05/30/2021	BYRUM ACE HARDWARE	SHOVELS	102.95
05/30/2021	BYRUM ACE HARDWARE	CAP	2.99
05/30/2021	BYRUM ACE HARDWARE	PARTS	4.96
05/30/2021	BYRUM ACE HARDWARE	SUPPLIES	43.57
05/30/2021	BYRUM ACE HARDWARE	TUBE	17.00

## INVOICE REGISTER FOR CITY OF CHARLOTTE

INVOICE ENTRY DATES 05/13/2021 - 06/03/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Date Entered	Vendor	Description	Amount
05/30/2021	BYRUM ACE HARDWARE	PLUGS	4.58
05/30/2021	KIMBALL MIDWEST	PARTS	446.17
05/30/2021	M&M OUTDOOR SERVICE LLC	STUMP GRINDING	300.00
05/30/2021	EJ USA INC	PARTS	115.30
05/30/2021	EJ USA INC	MANHOLE COVERS	1,743.56
05/30/2021	TCI, INC.	4ST & WEDGEWOOD	15,715.92
05/30/2021	MID-STATES BOLT & SCREW CO.	SPRING PINS	6.75
05/30/2021	BYRUM ACE HARDWARE	MORTAR MIX	34.36
05/30/2021	BYRUM ACE HARDWARE	DRUM LINER CLEAR	43.98
05/30/2021	BYRUM ACE HARDWARE	SUPPLIES	6.38
05/30/2021	BYRUM ACE HARDWARE	DRILL BIT	5.58
05/30/2021	BYRUM ACE HARDWARE	STAIN	75.98
05/30/2021	BYRUM ACE HARDWARE	STAIN	37.99
05/30/2021	BYRUM ACE HARDWARE	EXTENTION CORD	17.18
05/30/2021	CITY SERVICES, INC.	VALVE INSERTIONS	5,000.00
05/30/2021	HASSEL FREE FUELS	GAS AND DIESEL	616.62
05/30/2021	HASSEL FREE FUELS	GAS AND DIESEL	773.62
05/30/2021	FISHBECK, THOMPSON, CARR	ASSET MANAGEMENT PROGRAM	5,349.40
05/30/2021	DIXON ENGINEERING, INC	SLUDGE TANKS	2,100.00
05/30/2021	EJ USA INC	HOSE	113.84
05/30/2021	BYRUM ACE HARDWARE	PAINT & SUPPLIES	63.35
05/30/2021	ROWE PROFESSIONAL SERVICES CO	ROAD RECONSTRUCTION ON E HARRIS	31,652.00
05/30/2021	THE COUNTY JOURNAL	COMMUNITY DEVELOPMENT BLOCK GRANT WATER	121.12
05/30/2021	VERIZON WIRELESS	2021 APRIL	973.27
05/30/2021	TSC TRACTOR SUPPLY	GATES	339.98
05/30/2021	ACE HARDWARE & LUMBER CO.	LUMBER	25.20
05/30/2021	THE PARTS PLACE	CORE DEPOSIT CREDIT	(54.00)
05/30/2021	THE PARTS PLACE	BATTERY	311.98
05/30/2021	THE PARTS PLACE	BALL JOINTS	133.36
05/30/2021	THE PARTS PLACE	LUBRICANT	6.89
05/30/2021	THE PARTS PLACE	WHEEL STUD	8.38
05/30/2021	ADVANCE AUTO PARTS	BRAKE LINE	16.89
05/30/2021	ADVANCE AUTO PARTS	BRAKE FLUID	5.97
05/30/2021	CARLETON EQUIPMENT COMPANY	BREATHER PLUG	55.77
05/30/2021	CALEDONIA FARMERS ELEVATOR	TIRE LABOR	40.00
05/30/2021	ADVANCE AUTO PARTS	SPREADER	5.84
05/30/2021	ADVANCE AUTO PARTS	ROTORS & BRAKE PADS	425.04
05/30/2021	ADVANCE AUTO PARTS	TORX SOCKET SET	32.19
05/30/2021	ADVANCE AUTO PARTS	PRIMARY AIR ELEMENT	21.70
05/30/2021	ETNA SUPPLY	METER- 2" AND FLANGES	1,765.46
05/30/2021	ETNA SUPPLY	METER - 5/8" AND 1"	3,008.78
05/30/2021	GALE BRIGGS, INC.	CONCRETE	246.25
05/30/2021	D & G EQUIPMENT	PARKING BRAKE REPAIR - 318	449.35
05/30/2021	GALE BRIGGS, INC.	CONCRETE	493.75
05/30/2021	GALE BRIGGS, INC.	CONCRETE	320.00
05/30/2021	HAMMERSMITH EQUIPMENT CO.	SHAFT	66.00
05/30/2021	TSC TRACTOR SUPPLY	GRASS SEED	139.98
05/30/2021	WASTE MANAGEMENT-	REFUSE PICKUP	1,178.01
05/30/2021	ERIC ROGERS LLC	WEEKLY LAWN MOWING	1,994.00

INVOICE REGISTER FOR CITY OF CHARLOTTE  
 INVOICE ENTRY DATES 05/13/2021 - 06/03/2021  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 BOTH OPEN AND PAID

Date Entered	Vendor	Description	Amount
05/30/2021	ALTOGAS	PROPANE FILL	24.50
05/30/2021	ERIC ROGERS LLC	WEEKLY LAWN MOWING	1,524.00
05/30/2021	SUPERFLEET MASTERCARD PROG.	FLEET FUEL	2,302.04
05/30/2021	LANSING UNIFORM CO.	PANTS	54.95
05/30/2021	LEA'S AUTO BODY	OIL FILTER	63.78
05/30/2021	CANDY FORD, INC.	SERVICE WORK	215.37
05/30/2021	LEA'S AUTO BODY	OIL CHANGE	63.78
05/30/2021	LEA'S AUTO BODY	OIL CHANGE	63.78
05/30/2021	CMP DISTRIBUTORS INC	EQUIPMENT	589.00
05/30/2021	CMP DISTRIBUTORS INC	VEST	835.00
05/30/2021	BLUE CARE NETWORK	MEDICAL COVERAGE	46,520.78
05/30/2021	INSTY PRINTS	BUSINESS CARDS MAYOR MICHAEL ARMITAGE	56.00
05/30/2021	INSTY PRINTS	BALANCE REMAINING	12.00
05/30/2021	MER	ELECTION SUPPLIES	43.93
05/30/2021	QUADIENT FINANCE USA, INC.	POSTAGE	500.00
05/30/2021	QUADIENT FINANCE USA, INC.	LEASING	474.42
05/30/2021	TERESA MOSS	CLEANING	100.00
05/30/2021	CANON FINANCIAL SERVICES, IN	MAY 2021	253.73
05/30/2021	DELTA DENTAL PLAN OF MICHIGAN	JUNE 2021	4,125.06
05/30/2021	AMAZON CAPITAL SERVICES	INK CARTRIDGES	98.45
05/30/2021	AMAZON CAPITAL SERVICES	LED BULBS	41.85
05/30/2021	BARYAMES CLEANERS	DRY CLEANING	146.20
05/30/2021	VIDCOM SOLUTIONS	INSTALLATION SERVICES	102.00
05/30/2021	BYRUM ACE HARDWARE	STAPLE GUN	17.99
05/30/2021	ELECTRICAL TERMINAL SERVICES	AMP CIRCUIT BREAKER	87.90
06/02/2021	ETNA SUPPLY	CREDIT MEMO	(2,945.00)
06/02/2021	GRAINGER PRODUCTS	MANUAL MOTOR STARTER	93.62
06/02/2021	GRAINGER PRODUCTS	THERMAL UNIT	24.92
06/02/2021	H2O COMPLIANCE SERVICES INC	CROSS CONNECTION CONTROL PROGRAM MANAGEMENT	1,217.70
06/02/2021	HASSEL FREE FUELS	GAS AND DIESEL	1,067.40
06/02/2021	HAMMOND FARMS SOUTH	WOOD CHIPS	116.60
06/02/2021	AMBS MESSAGE CENTER INC.	CALLOUT SERVICES	166.07
06/02/2021	KELLY LEA	BUILDING MATERIALS DOWN PAYMENT-DUGOUTS	6,500.00
06/02/2021	SANBORN SIGNCRAFTERS	INSTALL LETTERING AND GRAPHICS	575.00
06/02/2021	THE PARTS PLACE	BELT	17.98
06/02/2021	AMAZON CAPITAL SERVICES	CAMERA	449.99
06/02/2021	AMAZON CAPITAL SERVICES	PENS	41.79
06/02/2021	BYRUM ACE HARDWARE	SUPPLIES	77.56
06/02/2021	ERIC ROGERS LLC	WEEKLY LAWN MOWING	1,664.00
06/02/2021	TRUGREEN #2801	LAWN VEGETATION CONTROL	34.25
06/02/2021	KRUM PUMP & EQUIPMENT CO.	PARTS	387.59
06/02/2021	THE PARTS PLACE	SILICON	33.98
06/02/2021	THE PARTS PLACE	SUPPLIES	301.05
06/02/2021	1ST AYD CORPORATION	POLYLINER	153.86
06/02/2021	WILLIAMS FARM MACHINERY, INC.	PARTS	106.57
06/02/2021	TSC TRACTOR SUPPLY	SUPPLIES	16.67
06/02/2021	DR LAB SERVICES LLC	THERMOMETER	73.98
06/02/2021	BYRUM ACE HARDWARE	SHOVELS-DUPLICATE INVOICE ALREADY PROCESSED	102.95
06/02/2021	KENNEDY INDUSTRIES INC.	SERVICE	1,029.00

## INVOICE REGISTER FOR CITY OF CHARLOTTE

INVOICE ENTRY DATES 05/13/2021 - 06/03/2021

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID


Date Entered	Vendor	Description	Amount
06/02/2021	TSC TRACTOR SUPPLY	GATE WHEEL & POST	79.96
06/02/2021	WALDRON FUELS	DIESEL	567.23
06/02/2021	THE PARTS PLACE	BATTERY	209.19
06/02/2021	THE PARTS PLACE	BATTERY	281.19
06/02/2021	THE PARTS PLACE	CORE DEPOSIT	(72.00)
06/02/2021	THE PARTS PLACE	BATTERY CHARGER	32.99
06/02/2021	THE PARTS PLACE	BRAKE PAD & ROTORS	246.74
06/02/2021	THE PARTS PLACE	CUT OFF	18.99
06/02/2021	WILLIAMS FARM MACHINERY, INC.	PART	49.98
06/02/2021	MICHIGAN STATE POLICE	GATEWAY TO GATEWAY	387.00
06/02/2021	PROFESSIONAL MAINTENANCE	DISINFECTING POLICES VEHICLES MAY 2021	50.00
06/02/2021	LANSING UNIFORM CO.	UNIFORMS	52.50
06/02/2021	CHROUCH COMMUNICATIONS	REMOVAL OF RADIO EQUIPMENT	145.00
06/02/2021	LEA'S AUTO BODY	REPAIR & PAINT ROOF	1,220.40
06/02/2021	REINALT-THOMAS CORPORATION	TIRES	590.12
06/02/2021	LEA'S AUTO BODY	MOUNT AND BALANCE TIRES	61.45
06/02/2021	PEOPLE FACTS LLC	MAY 2021	16.67
06/02/2021	AMAZON CAPITAL SERVICES	ZIP LOCK BAGS/ WATER CUPS/SOAP/PAPER TOWELS	304.96
06/02/2021	AMAZON CAPITAL SERVICES	DUTY BOOTS/ EXTRICATION GLOVES	713.24
06/02/2021	BARYAMES CLEANERS	DRY CLEANING	217.55
06/02/2021	HASSEL FREE FUELS	GAS AND DIESEL	349.25
06/02/2021	HASSEL FREE FUELS	GAS AND DIESEL	674.66
06/02/2021	BYRUM ACE HARDWARE	SUPPLIES	12.25
06/02/2021	BYRUM ACE HARDWARE	SUPPLIES	13.96
06/02/2021	BYRUM ACE HARDWARE	HOSE PARTS	33.76
06/02/2021	BYRUM ACE HARDWARE	SPRAYER	25.99
06/02/2021	BYRUM ACE HARDWARE	SPRAYER	32.99
06/02/2021	SPARTAN FIRE LLC	ROTOR - FIRE TRUCK PARTS	696.48
06/02/2021	SPARTAN FIRE LLC	ELEMENT- FIRE TRUCK PARTS	218.86
06/02/2021	SPARTAN FIRE LLC	SHOCK & FILTERS - 312	379.29
06/02/2021	SPARTAN FIRE LLC	HEADLIGHTS 313 & 316	900.00
06/02/2021	SPARTAN FIRE LLC	SEAL-INNER WHEEL- FIRE TRUCK PARTS	121.12
06/02/2021	SPARTAN FIRE LLC	AIR TANK VALVE/ PARTS - 313	862.65
06/02/2021	THE PARTS PLACE	BALL JOINT STUD & SUPPORT - 312	72.27
06/02/2021	THE PARTS PLACE	PARTS - 313 / DEF	56.04
06/02/2021	EATON CUSTOM SEWING	FIRE GEAR REPAIRS	105.00
06/02/2021	STATE SPRING ALIGNMENT &	REAR SPRINGS - 312	1,675.66
06/02/2021	WILLIAMS FARM MACHINERY, INC.	SAW CHAIN	23.99
06/02/2021	INTERSTATE ALL BATTERY CENTE	AIR PACK BATTERIES	26.97
06/02/2021	R & R FIRE TRUCK REPAIR	314- 2021 PUMP TEST	242.50
06/02/2021	R & R FIRE TRUCK REPAIR	315- 2021 PUMP TEST	406.50
06/02/2021	R & R FIRE TRUCK REPAIR	316- 2021 PUMP TEST	262.54
06/02/2021	R & R FIRE TRUCK REPAIR	312- 2021 PUMP TEST	242.50
06/02/2021	R & R FIRE TRUCK REPAIR	313- 2021 PUMP TEST	308.83
06/02/2021	LANSING UNIFORM CO.	UNIFORM CAPT. DALY	40.00
06/02/2021	AUTO GEM DISTRIBUTING	TRUCK CLEANING SUPPLIES	430.15
06/02/2021	PAE PLUMBING LLC	WATER VALVE REPLACMENT (HOSE WASHER)	375.00
06/02/2021	MML	TREASURER/FINANCE DIRECTOR AD	78.84
06/02/2021	MML	CLERK AD	82.92

INVOICE REGISTER FOR CITY OF CHARLOTTE  
 INVOICE ENTRY DATES 05/13/2021 - 06/03/2021  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 BOTH OPEN AND PAID

Date Entered	Vendor	Description	Amount
06/02/2021	DAILY DISPATCH EMPLOYMENT AD	FIRE CHIEF AD	280.00
06/02/2021	MICHAEL R KLUCK & ASSOC	MAY 2021	6,137.30
06/03/2021	BULLSEYE PEST DEFENSE	MICE AND INTERIOR/EXTERIOR TREATMENTS	200.00
06/03/2021	PFM FINANCIAL ADVISORS LLC	2020 ANNUAL DISCLOSURE	1,000.00
06/03/2021	MML	MEMBERSHIP RENEWAL	5,233.00
06/03/2021	PROFESSIONAL MAINTENANCE	CLEANING CITY HALL MAY 2021	460.00
06/03/2021	CHARLOTTE AIR SERVICES LLC	HANGER RENTAL MAY 2021	360.00
06/03/2021	TODD COTTER	AIRPORT MANAGEMENT SERVICES	833.33
06/03/2021	COURTHOUSE SQUARE	2020-2021 CONTRACT	8,000.00
06/03/2021	CNA SURETY	NOTARY PUBLIC	55.00
06/03/2021	GOVHR USA	FINAL 1/3 RECRUITMENT CITY MANAGER	5,448.00
06/03/2021	MICHIGAN NETWORK CONSULTANTS	IT SERVICES	3,175.00
06/03/2021	CONSULTANTS ON CALL, LLC	MANAGED SERVICE FEES	187.50
06/03/2021	MML WORKERS COMPENSATION FUND	POLICY PREMIUM	30,515.00
06/03/2021	INTERNATIONAL MINUTE PRESS	SPECIAL ASSESSMENT MAILING	3,685.96
06/03/2021	INTERNATIONAL MINUTE PRESS	DOUBLE WINDOW ENVELOPE	565.13
06/03/2021	TODD COTTER	AIRPORT MANAGEMENT SERVICES	833.33
06/03/2021	CHARLOTTE AIR SERVICES LLC	JUNE 2021 HANGER MANAGEMENT	360.00
06/03/2021	CHARLOTTE AIR SERVICES LLC	FUEL FLOWAGE	169.40
06/03/2021	CHARLOTTE AIR SERVICES LLC	MAY 2021 FUEL FLOWAGE	159.18
06/03/2021	MICHIGAN ECONOMIC DEVELOPERS	2021 MEMBERSHIP	305.00
06/03/2021	AUTO GEM DISTRIBUTING	TRUCK CLEANING SUPPLIES	93.70
06/03/2021	SPENCER MANUFACTURING INC	MASTER STREAM SWITCH FOR 316	366.17
06/03/2021	RANDY JEWELL	ASSESSING SERVICES	3,116.00
06/03/2021	STATE OF MICHIGAN	NOTARY SEAL	10.00
	Total:	821,933.83	

MEMORANDUM

TO: Erin LaPere, City Manager

FROM: Thomas M. Hitch, City Attorney 

RE: **Proposed Amendments to Charlotte Cost Recovery Ordinance  
proposed by Councilmember McRae**

DATE: May 18, 2021

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The purpose of this memorandum is to respond to your inquiry as it relates to two proposed amendments to the Cost Recovery Ordinance under consideration by City Council. I have had the opportunity to review the two proposed changes. The proposed change as it relates to Section 2-205 is reasonable and in my opinion, there is no legal objection to what is proposed.

I do, however, have concerns regarding the proposed language as it relates to the proposed amendment to Section 2-215. The proposed language, in my opinion, would run afoul of the Governmental Immunity Act, which I am sure was not Councilmember McRae's intention. In order to make it clear that under certain circumstances, the City would be liable consistent with the terms of the Governmental Immunity Act, I propose the following language:

“However, a person held in custody, confined or incarcerated by the city shall not be responsible for payment of any medical services to treat illness or injury caused by conduct that would not qualify for immunity from tort liability under the Governmental Immunity Act, Public Act 170 of 1964 (MCL 691.1401, et seq), as amended.”

It is my opinion that this language permissibly broadens the potential liability of the employee and the City, if that is what Council desires, consistent with the Government Immunity Act.

TMH:cf



Introduced: May 3, 2021  
Adopted: May 17, 2021  
Amended: June 7, 2021  
Effective: July 1, 2021

**CITY OF CHARLOTTE**

**ORDINANCE NO. 2021-04**

AN ORDINANCE TO AMEND CHAPTER 2 -  
ADMINISTRATION - OF THE CODE OF THE CITY OF  
CHARLOTTE BY AMENDING ARTICLE V - FINANCE TO  
ADD DIVISION 5 CHARGES FOR CERTAIN EMERGENCY  
RESPONSE SERVICES.

Councilmember \_\_\_\_\_ moved that the following ordinance be amended and adopted as follows:

THE CITY OF CHARLOTTE ORDAINS:

**SECTION 1. PURPOSE.** The purpose of this ordinance is to clarify when charges for certain emergency response services are due, who is the responsible party, and exemptions and limitations on charges.

**SECTION 2.** Article V - Finance of Chapter 2 - Administration - of the Code of the City of Charlotte is hereby amended to read as follows:

***Division 5.*** CHARGES FOR CERTAIN EMERGENCY RESPONSE SERVICES

**Section 2-200 PURPOSE.**

This division is adopted to defray some costs incurred in providing certain emergency response services. It is not the purpose of this division to provide complete reimbursement of funding for the Charlotte Police Department and/or the Charlotte Fire Department.

**Section 2-201 DEFINITIONS.**

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

- (1) *Alarm system* means a fire detection system, intrusion or holdup device designed or arranged to signal the presence of any fire hazard, intrusion or holdup of any residential, commercial or business property. Excluded from this definition are single-family residence battery-operated smoke or heat detectors.

(2) *Alarm user* means any person on whose premises an alarm system is maintained except for alarm systems on motor vehicles. If, however, an alarm system on a motor vehicle is connected with an alarm system at a premises, the person using such system is an alarm user. Also excluded from this definition and from the coverage of this article are persons who use alarm systems to alert or signal persons within the premises in which the alarm system is located; however, systems using a flashing light or beacon designed to signal persons outside the premises, shall be within the definition of an alarm system and shall be subject to this article.

(3) *Assessable costs* mean those charges and fees incurred by the city as a result of assistance provided by the police or fire department or by a third party on behalf of the city in connection with a fire department response to an incident including, but not limited to, the actual labor and material costs (including without limitation, employee wages, fringe benefits, administrative overhead, costs of equipment, costs of equipment operation, costs of materials, costs of transportation, costs of material disposal, and costs of contracted labor, legal fees, collection costs, etc.) provided.

(4) *Emergency response* means the following actions or services provided by the city, or by a private individual or corporation operating at the request or direction of the city:

- a. Extinguishing or fighting any fire occurring on or at a structure, vehicle, or any other fire occurring on public or private property.
- b. Any incident requiring a response by the city that involves any public or private utility property and requires city equipment or personnel to remain at the incident to protect health, safety, and welfare of the public until the utility provider responds to the incident and takes corrective measures, lasting greater than one hour.
- c. The extrication of an individual(s) from a vehicle involved in an accident.
- d. Extinguishing or fighting any vehicle fire.
- e. Any response to a false alarm at a property in excess of once in a calendar year. This includes, but is not limited to: fire, medical, burglary, panic, hold-up, and other types of alarms.

(5) *False alarm* means the activation of an alarm system through mechanical failure, malfunction, improper installation, negligence or the intentional activation of the alarm system without reasonable and legitimate need or cause by the person or their employees and agents using an alarm system. False alarm does not include an alarm caused by meteorological or geological conditions or by disruption or disturbance of telephone or other communication systems.

(6) *Person responsible* means the owner, operator, and/or person in charge of or person in possession of the structure, property or vehicle to which the emergency response is directed, including any private contractor, such as alarm companies requesting or initiating such a response. This also includes the person or persons who require rescue of a technical nature, and/or who cause extrication, rescue, or hazardous materials response to be needed.

(7) *Vehicle* means all motor vehicles (including but not limited to, cars, trucks, semi tractors, motorcycles, and trailers), trains, aircraft, or watercraft.

#### **Section 2-202 CHARGES IMPOSED UPON RESPONSIBLE PARTY.**

(1) The assessable costs of an emergency response shall be charged against the person(s) responsible. If there is more than one person responsible, liability shall be joint and several and the city may bill any or all persons responsible, however the city may not collect more than the total amount owed. Liability for charges assessed under this article shall not be dependent upon fault or negligence. The charge constitutes a debt of the person(s) responsible and shall be collectible by the city in the same manner as an obligation under a contract.

(2) The assessable cost within the expense of an emergency response may not exceed an amount set forth by resolution of the city council.

#### **Section 2-203 BILLING PROCEDURES.**

Following the conclusion of the emergency incident, the Police Chief or Fire Chief shall submit a detailed listing of all known costs and expenses to the City Clerk, who shall prepare an invoice to the responsible party for payment. The Clerk's invoice shall demand full payment within 30 days of receipt of the bill. Any additional costs or expenses that become known following the transmittal of the bill to the responsible party shall be billed in the same manner on a subsequent bill to the responsible party. For any amounts due that remain unpaid after 30 days, the city shall impose a late charge of 1% per month, or fraction thereof.

#### **Section 2-204 OTHER REMEDIES.**

In case of default, the city may commence a civil suit to recover the costs and expenses of the response and court costs and attorney fees incurred in the collection of such debt. The statement submitted to the person responsible shall be prima facie evidence of the validity of such costs and the person responsible bears the burden of challenging said costs. The city may pursue any other remedy, or may institute any appropriate action or proceeding, in a court of competent jurisdiction to collect charges imposed under this article. The recovery of charges imposed under this article does not limit the liability of responsible parties under state or federal law, rule or

regulation. In addition to any other court costs, the prevailing party shall be entitled to their reasonable attorney fees incurred in bringing or defending the action.

**Section 2-205 EXEMPTIONS.**

(1) The following persons responsible shall be exempt from the charges authorized by this division for an emergency response which does not involve hazardous material or a hazardous substance as defined under Chapter 30, Article IV:

- a. Fires caused by railroad trains which are the specific responsibility of railroad companies;
- b. Fire service provided outside the jurisdiction of the city under a mutual aid or similar contract with an adjoining municipality;
- c. Fire service to property owned by the United States of America, or the State of Michigan, or any political subdivision of the State of Michigan;
- d. Persons responsible in circumstances in which the city manager finds imposition of assessable costs of an emergency response would clearly result in a manifest injustice. The city manager's decision may be appealed to the city council; and
- e. Persons responsible who require or necessitate an emergency response which does not exceed \$500.00.

**Section 2-206 NON-EXCLUSIVE CHARGES.**

All charges for services rendered pursuant to this article shall be in addition to any charges or taxes made by the department or the city pursuant to law for the maintenance or operation of the department.

**Section 2-207 – DEFINITIONS FOR INCIDENTS INVOLVING DRIVERS OPERATING MOTOR VEHICLES UNDER THE INFLUENCE.**

The following words, terms and phrases, when used in sections 2-208 through 2-214, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

- (1) *Emergency response* means:
  - a. The providing, sending or utilizing of police, firefighting, emergency medical and rescue services by the city, or by a private individual or corporation operating at the request or direction of the city, to an incident resulting in an accident involving a motor vehicle where one or more of the drivers were operating the motor vehicle while under the influence of an alcoholic beverage or controlled substance or the combined influence of an alcoholic beverage and controlled substance; or

b. An incident resulting in a traffic stop and arrest by a police officer when a driver was operating the motor vehicle while under the influence of an alcoholic beverage or controlled substance.

(2) *Expense of an emergency response* means the direct and reasonable costs incurred by the city, or to a private person or corporation operating at the request or direction of the city, when making an emergency response to the incident, including the costs of providing police, firefighting and rescue services at the scene of the incident. These costs further include all of the salaries and wages of the city personnel responding to the incident, all salaries and wages of the city personnel engaged in investigation, supervision and report preparation, and all costs connected with the administration and provision of all chemical tests of driver's blood, and prosecution of the person causing the incident.

#### **SECTION 2-208 PURPOSE AND INTENT.**

The city finds that a significant number of traffic arrests and traffic accidents in the city involve drivers who operate a motor vehicle while under the influence of alcoholic beverages or controlled substances. In addition, the city finds that in traffic accidents involving drivers who were operating motor vehicles while under the influence of alcoholic beverages or controlled substances there is a greater likelihood of personal injury and property damage. As a result of these determinations, a greater operational and financial burden is placed upon the city's police, firefighting, rescue and other services by persons who are operating a motor vehicle while under the influence of alcoholic beverages or controlled substances.

#### **SECTION 2-209 LIABILITY FOR EXPENSE.**

Any person is liable for the expense of an emergency response if, while under the influence of an alcoholic beverage or controlled substance, or the combined influence of an alcoholic beverage and controlled substance, such person's operation of a motor vehicle proximately causes any incident resulting in an emergency response.

#### **SECTION 2-210 PRESUMPTIONS.**

For the purpose of this division, a person is under the influence of an alcoholic beverage or controlled substance, or the combined influences of an alcoholic beverage and controlled substance, when his/her physical or mental abilities are impaired to a degree that he/she no longer has the ability to operate a motor vehicle with the caution characteristic of a sober person of ordinary prudence. Further, it shall be presumed that a person was operating a motor vehicle while under the influence of an alcoholic beverage if a chemical analysis of his/her blood, urine or breath indicates that the amount of alcohol in his/her blood was in excess of 0.07 percent.

#### **SECTION 2-211 RESPONSIBILITY FOR PAYMENT OF CHARGES.**

The expense of an emergency response shall be a charge against the person liable for the expenses under this division. The charge constitutes a debt of that person and is collectible by

the city for incurring those costs in the same manner as in the case of an obligation under a contract, expressed or implied.

**SECTION 2-212 COST RECOVERY SCHEDULE**

The city council shall, by resolution, adopt a schedule of the costs included within the expense of an emergency response. This schedule shall be available to the public from either the city clerk or the police department.

**SECTION 2-213 BILLING.**

The chief of police or city treasurer, or his/her designee, may, within ten days of receiving itemized costs, or any part thereof, incurred for an emergency response, submit a bill for these costs by first class mail or personal service to the person liable for the expenses as enumerated under this division. The bill shall require full payment in 30 days from the date of service.

**SECTION 2-214 FAILURE TO PAY CHARGES.**

Any failure by the person described in this division as liable for the expenses of an emergency response to pay the bill within 30 days of service shall be considered a default. In case of default, the city may commence a civil suit to recover the expenses and any costs allowed by law.

**SECTION 2-215 MEDICAL TREATMENT OF THOSE IN CUSTODY.**

Any person held in custody, confined or incarcerated by the city, including, but not limited to: individuals who are i) under arrest, ii) incarcerated, iii) imprisoned, iv) escaped from confinement, v) under supervised release, vi) on medical furlough, vii) residing in a mental health facility or halfway house, viii) living under home detention, ix) or confined completely or partially in any way under a state or local penal statute, ordinance or rule; shall be solely responsible for the payment of any medical services rendered to, and received by, that person during the course of his or her confinement with the city, or at the city's or court's direction, including without limitation, transportation to and from a medical treatment facility, and any treatment deemed necessary by his or her treating physician, whether or not requested by the prisoner; and shall be required to reimburse the city, in full for any fees or charges incurred for such services, if not paid directly to medical facility or practitioner by the prisoner or his or her insurance carrier. However a person held in custody, confined, or incarcerated by the city shall not be responsible for payment of any medical services to treat illness or injury caused by conduct that would not qualify for immunity from tort liability under the Governmental Immunity ct, Public Act 170 of 1964 (MCL 691.1401, et seq), as amended.

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

Second, \_\_\_\_\_ ( ) Yeas. ( ) Nays.

Dated:

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Micheal Armitage, Mayor

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Mikayla Densmore, Deputy Clerk

**RESOLUTION NO. 2021-087**

**A RESOLUTION TO SET THE DATE FOR A BUDGET WORKSHOP MEETING AND  
FOR A PUBLIC HEARING ON THE PROPOSED 2021-22 BUDGET**

**WHEREAS**, the City Manager has prepared a proposed budget for the fiscal year that begins July 1, 2021 and has submitted the budget document to the City Council; and

**WHEREAS**, the City Council wishes to designate their June 15th work session for the purpose of reviewing and discussing the budget; and

**WHEREAS**, prior to the adoption of the budget, the City Council is required to afford the public an opportunity to provide comments concerning the proposed budget;

**NOW, THEREFORE, BE IT RESOLVED** that the City Council does hereby designate the work session meeting for the purpose of reviewing and discussing the budget to be held on Tuesday, June 15 at 7:00 p.m. in the City Hall Council Chambers; and

**BE IT FURTHER RESOLVED** that the City Council does hereby authorize a public hearing on the proposed budget to be held on Monday, June 21, 2021 at 7:00 p.m.; and

**BE IT FURTHER RESOLVED** that the City Clerk is hereby authorized to provide notice of the public hearing in accordance with legal requirements.



**RESOLUTION NO. 2021-088**

**A RESOLUTION TO DIRECT ADMINISTRATION TO STUDY COMMERCIAL MARIJUANA USES AND SOCIAL DISTRICTS**

**WHEREAS**, the City Council wishes to review the topic of whether to permit commercial marijuana uses in the City limits and to review the topic whether to establish a social district in or around downtown area; and

**WHEREAS**, the City Council desires a comprehensive overview of the statutory framework for commercial marijuana, including medical and recreational, including the allowable licenses, options for zoning and other regulatory limits, and the requirements and enforcement of such regulations; and

**WHEREAS**, the City Council also desires a comprehensive overview of the regulatory requirements and processes for establishment of a Social District; and

**WHEREAS**, the City Council seeks a robust discussion with the various stakeholders for each topic including city staff, residents, and the business community;

**NOW, THEREFORE, BE IT RESOLVED** that the City Council does hereby direct administration to prepare a summary report of the statutory requirements, regulatory framework, potential impacts to the community, and other such information as it pertains to the allowable licenses for commercial marijuana uses, including medical and recreational; and

**BE IT FURTHER RESOLVED** that the City Council does hereby direct administration to prepare a summary report of the statutory requirements, regulatory framework, potential impacts to the community, and other such information as it pertains to the establishment of a Social District in or around downtown area; and

**BE IT FURTHER RESOLVED** that both reports will be prepared and presented to City Council for further discussion at the Tuesday, July 13th work session.

**RESOLUTION NO. 2021-XX**

**A RESOLUTION TO AUTHORIZE THE REPLACEMENT OF METHANE BOILER AT  
THE WASTERWATER TREATMENT PLANT**

**WHEREAS**, a boiler at the Wastewater Treatment Plant (WWTP) was installed in the 1978 upgrade as part of the biosolid digestion process; and

**WHEREAS**, the boiler has been requiring increased number of repairs and parts are no longer available due to its age; and

**WHEREAS**, the boiler replacement has been deferred for several years to minimize the impact on the budget; and

**WHEREAS**, the FY 2021-2022 budget has allocated \$88,000.00 for the replacement of the methane gas boiler; and

**WHEREAS**, staff has secured two bids for the boiler and associated equipment; and

**WHEREAS**, Gunthorpe Plumbing & Heating, Inc. (Gunthorpe) submitted the lowest bid to remove the existing boiler, install the new boiler, perform related work for a fee of \$87,493.38, and


**WHEREAS**, Gunthorpe has indicated that due to the volatility of material prices, their costs will increase by \$3,000.00 if the order isn't placed after June 8th, and

**WHEREAS**, funding for the work performed will be charged to the Water and Sewer Fund.

**WHEREAS**, Section 2-186 of the City Ordinances allows for the waiver of sealed bids for purchases over the amount of \$5,000 and the required three quotes for purchases over \$2,500.

**THEREFORE, BE IT RESOLVED** That the city council authorizes Gunthorpe Plumbing & Heating, Inc. to replace the existing methane boiler at the WWTP for a fee of \$87,493.38 and agrees to waive the sealed bid process.

# Memo

**To:** City Council  
**From:** Amy E. Gilson, P.E., Director of Public Works   
**Date:** June 2, 2021  
**Re:** Methane Boiler Replacement Bids

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In your packet you will find a resolution to approve the proposal for replacing the methane gas boiler at the wastewater treatment plant. The bids were:

Gunthorpe Plumbing & Heating	\$ 87,493.38
Myers Plumbing & Heating	\$ 88,825.00

Gunthorpe has done work at the wastewater plant in the past, and their work was satisfactory. Both contractors did cite rising material costs that will adversely affect the cost if we wait any longer, thus the expedited resolution. As stated in the resolution, we have deferred this work for several years, but we are no longer comfortable doing that. This boiler uses methane gas that is produced from the Sludge Digestion Process. The Plant is capable of containing this gas as it is produced from the digestion of the sludge and then utilizes the gas as a fuel source for the existing boiler- so there is no cost for the gas. If we were to lose this boiler, it will be necessary to purchase gas from Consumers Energy for the 12-16 week lead time for a new boiler. Additionally, the new boiler will increase efficiency by approximately fifteen percent, reducing the reliance on purchased gas to keep the sludge heated which is required for the biological process.

Therefore, we are recommending that the bid for the replacing the methane boiler be awarded to Gunthorpe Plumbing & Heating.

Please let me know if you have any questions.

**ZONING BOARD OF APPEALS RESOLUTION 2021 –**

**A RESOLUTION TO AUTHORIZE A MODIFICATION TO THE HEIGHT AND AREA REGULATIONS FOR 123 EAST STODDARD STREET**

WHEREAS, the City of Charlotte has received a Zoning Board of Appeals application for consideration of a modification to the height and area regulations at 123 East Stoddard Street; and

WHEREAS, the purpose of this modification would be to allow the construction of a building addition that would accommodate the installation of an elevator; and

WHEREAS, the Zoning Board of Appeals has the authority to grant modifications to height and area regulations in order to secure an improvement of a lot that cannot otherwise be improved without such modification; and

WHEREAS, the Zoning Board of Appeals has made the following determinations in relation to this request:

- The proposed modification will not impair an adequate supply of light and air to adjacent properties.
- The proposed modification will not unreasonably increase the congestion in public streets.
- The proposed modification will not increase the danger of fire or endanger public safety.
- The proposed modification will not unreasonably diminish or impair established property values in the surrounding area.
- The proposed modification will not impair the public health, safety, comfort, morals or welfare of the inhabitants of the city.
- The proposed modification will secure the improvement of a parcel that, due to its relationship to surrounding development and physical characteristics cannot be appropriately improved without such modification.

And;

WHEREAS, the Zoning Board of Appeals has also determined that the proposed modification can and should be considered a reasonable accommodation as required by the Americans with Disabilities Act.

THEREFORE, BE IT RESOLVED that the City of Charlotte Zoning Board of Appeals hereby grants the requested modification to height and area regulations for the development at 704 St. Mary's Boulevard.

— THE CITY OF —  
**CHARLOTTE**  
— MICHIGAN —

**TO:** Zoning Board of Appeals

**FROM:** Bryan Myrkle, Community Development Director

**SUBJECT:** Request for a yard setback exception – 123 E. Stoddard Street

**DATE:** JUNE 3, 2021

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The City of Charlotte has received a request from Saints Church of Jesus Christ, located at 123 E. Stoddard Street, for permission to build in the required front yard setback area. The proposed addition to the front of the church would accommodate the installation of an elevator to improve access to the building for elderly and disabled parishioners. However, it would also move the front of the church 6 feet closer to the sidewalk and street. As an older building in the older part of the City, it is already quite close to the sidewalk (approx. 12 feet currently).

The Church first discussed this proposed addition with the City in January, and at that time the city building department gave verbal approval of the proposed plan, determining that it would be a ‘reasonable accommodation,’ under the Americans with Disabilities Act. It is common practice for the City to allow the installation of handicap access ramps in front yards at residential properties, and at the time this seemed like a similar decision. The Church was also informed that, prior to make the addition, they would have to secure the necessary approvals through the City’s zoning review process.

However, once the proposal was formalized and submitted for review, I noticed that the addition would not only encroach into a front yard setback area, but also into a required corner clearance area for the intersection of East Stoddard and North Washington Streets. Corner clearance areas are protected spaces around driveways and intersections that preserve sight lines around corners for motorist and pedestrian safety. I have included a basic illustration outlining the corner clearance area where this project is proposed.

Once I realized the extent of this additional encroachment, I conducted a site visit to determine whether it seemed like it might be an issue at this intersection. It appeared to me that the project



might, indeed, create a vision obstruction; so I asked Police Chief Brentar for a second opinion. He also visited the site and agreed.

As is standard practice, all neighbors within 300 feet have been advised of the proposal and the public hearing before the Zoning Board of Appeals. One neighbor, Ruth Hiser, at 121 E. Stoddard Street, asked to see the drawings of the proposed addition. After reviewing them, she also expressed a concern about visibility at the intersection. She said that visibility there can be especially difficult when the church is holding services and there is a lot of street parking. She is concerned that this would make the problem worse. Ms. Hiser is an elderly person who is not able to attend the ZBA meeting in person; however she said that she may send a representative to attend. She also wanted to say that she has no problems with the church and its membership, and likes them as neighbors.

Because of these concerns City Manager LaPere recommended that rather than making an administrative decision, that the matter be referred to the Zoning Board of Appeals for determination of whether this proposal should be allowed as a 'reasonable accommodation' as called for in the Americans with Disabilities Act.

I have informed the Church that this issue is being raised, and have encouraged them to attend the ZBA hearing to help the Council reach a decision on whether this proposal should be approved, despite the corner clearance encroachment.

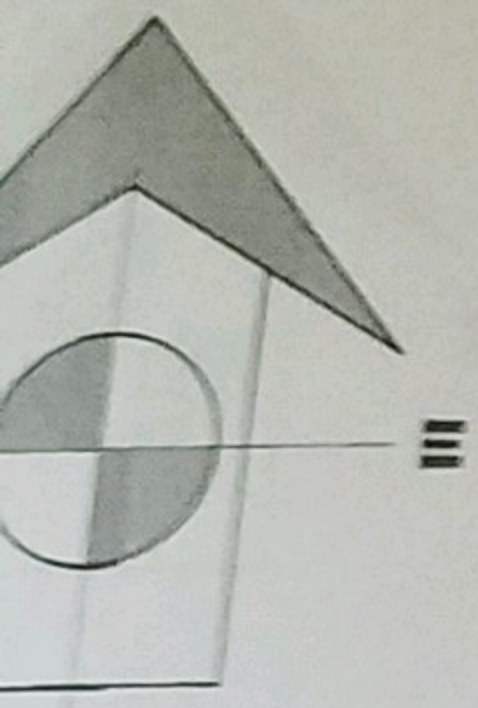
If you have any questions about this information prior to the meeting, please feel free to contact me at (517) 543-8853 or [bmyrkle@charlottemi.org](mailto:bmyrkle@charlottemi.org).



ER AND MAIL LEVEL PLAN

1/2" = 1'-0"

NORTH

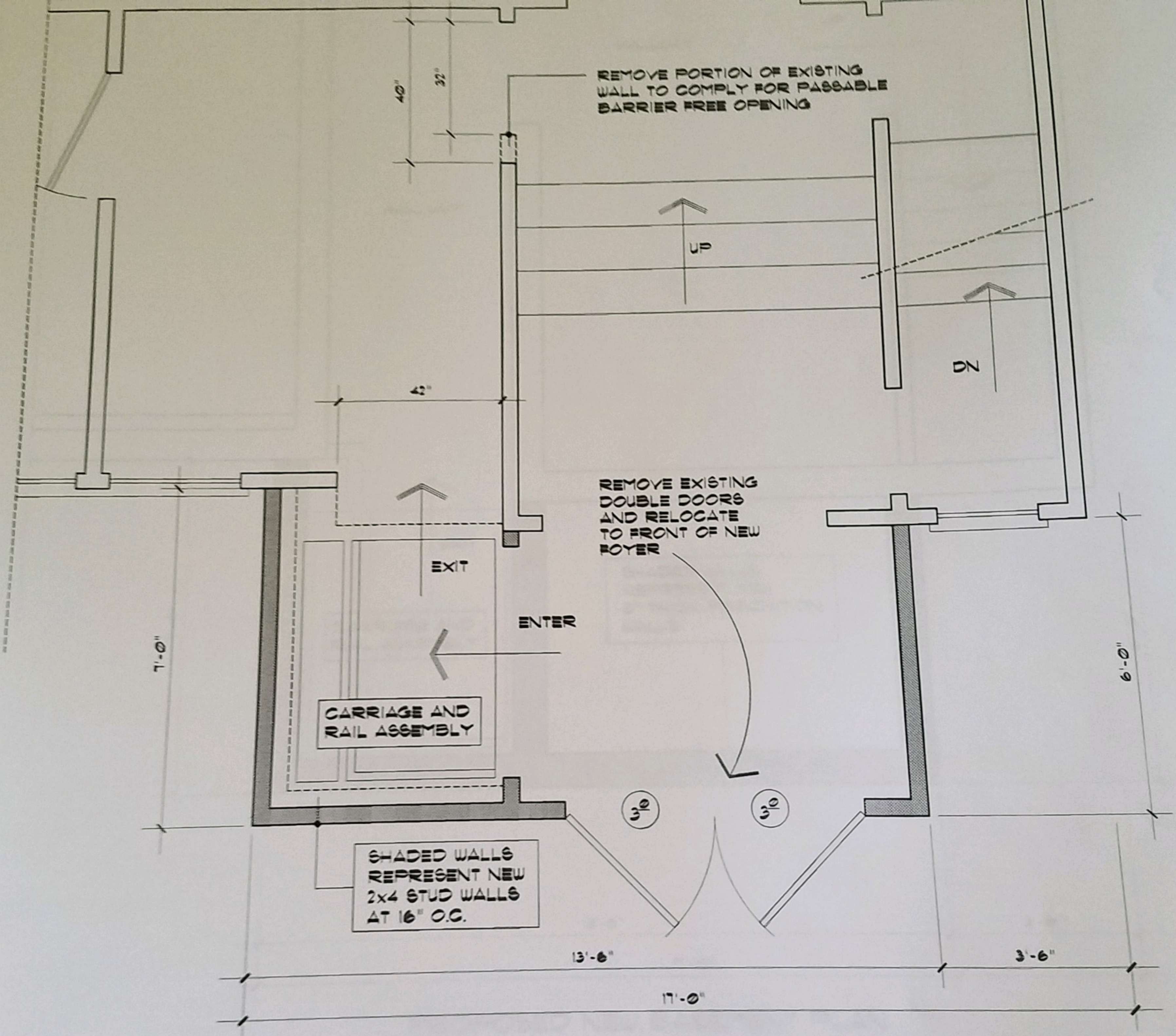


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PROPOSED FOYER AND MAIL LEVEL PLAN









123





WASHINGTON ST

Saints Church  
of  
Jesus Christ  
WE THANK AND PRAY  
FOR THOSE WHO  
PROTECT OUR NATION





*Saints Church  
of  
Jesus Christ*

Sunday	8:30 a.m.	Gathering
	10:00 a.m.	Sunday School
	11:00 a.m.	Worship Service
Wednesday	7:00 p.m.	Prayer Service

**WE THANK AND PRAY  
FOR THOSE WHO  
PROTECT OUR NATION**







**CITY OF CHARLOTTE, COUNTY OF EATON, STATE OF MICHIGAN**

**RESOLUTION NO. 2021-076**

**A RESOLUTION TO AUTHORIZE BRUSH GRINDING CONTRACT**

**WHEREAS**, the Department of Public Works collects leaves and brush throughout the year and contracts for its grinding a removal each Spring; and

**WHEREAS**, the Department issued a bid request to the few companies who own the equipment necessary to provide this service; and

**WHEREAS**, only one bid was turned in this year and it was from last year's low bidder; and

**WHEREAS**, the bid from Hammond Farms, Inc. of Dimondale, MI is in the amount of \$15,165.00; and

**WHEREAS**, Hammond Farms was the low bidder last few years and their work was timely and satisfactory.

**THEREFORE, BE IT RESOLVED** That the City Council approve the brush grinding service by Hammond Farms, Inc. and it be paid for from the General Fund Leaf Collection account as budgeted.

The foregoing resolution offered by \_\_\_\_\_ and supported by \_\_\_\_\_.

Upon roll call vote, the following voted:

Aye:

Nay:

Absent:

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 City of Charlotte at a regularly scheduled meeting held on Monday, May 17, 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 17<sup>th</sup> day of May 2021.

\_\_\_\_\_  
Pearl Tidwell, City Clerk / Treasurer  
City of Charlotte

**CITY OF CHARLOTTE, COUNTY OF EATON, STATE OF MICHIGAN**

**RESOLUTION NO. 2021-077**

**A RESOLUTION TO AUTHORIZE A CONTRACT WITH FISHBECK FOR ENGINEERING SERVICES RELATED TO DRINKING WATER ASSET MANAGEMENT GRANT**

**WHEREAS**, the Michigan Department of Environment, Great Lakes and Energy (EGLE) has required municipalities to verify the material of all water service lines in three locations each by 2025; and

**WHEREAS**, The Department of Public Works (DPW) was assisted by Fishbeck in obtaining a \$350,700 Drinking Water Asset Management (DWAM) grant from EGLE to verify the grant allowable interim sampling of 346 water services in the City and perform asset management work related to the water Geographic Information System (GIS); and

**WHEREAS**, As outlined in the grant agreement, Fishbeck will provide a turnkey project including soliciting bids for the potholing of services, managing the contractor, paying them and providing GIS services related to the grant, and

**WHEREAS**, funding for the professional services related to the DWAM grant do not require a match, therefore there is no net effect to the Water and Sewer Fund.

**THEREFORE, BE IT RESOLVED** that the City Council enter into a contract with Fishbeck to provide the above mentioned services in accordance with the grant award and that the Mayor or Clerk be directed to sign a contract on behalf of the City.

The foregoing resolution offered by \_\_\_\_\_ and supported by \_\_\_\_\_.

Upon roll call vote, the following voted:

Aye:

Nay:

Absent:

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 City of Charlotte at a regularly scheduled meeting held on Monday, May 17, 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 17<sup>th</sup> day of May 2021.

\_\_\_\_\_  
Pearl Tidwell, City Clerk / Treasurer  
City of Charlotte

**RESOLUTION NO. 2021-084**

**A RESOLUTION TO APPROVE COUNCIL POLICY 2021-06  
GENERAL FUND BALANCE POLICY**

**WHEREAS**, City Council has expressed a desire to establish a formal Fund Balance and Reserve Policy for the General Fund that promotes responsible financial management by adhering to best budget practices and Generally Accepted Accounting Principles (GAAP); and

**WHEREAS**, by maintaining sufficient fund balances and reserves, the city will be well positioned to provide financial security and continued delivery of services, withstand economic downturns and other financial stressors such as a natural disaster or emergency, promote stable tax rates and fees, protect the city's credit worthiness and bond rating, respond to opportunities, and consider long-term financial needs; and

**WHEREAS**, the policy will establish a target threshold for the unassigned General Fund balance, provide requirements to replenish the depleted reserves, and guidelines by which surpluses may be spent;

**THEREFORE, BE IT RESOLVED** that Council Policy 2021-06 regarding the general fund balance is hereby approved.

**CITY OF CHARLOTTE**  
**COUNCIL POLICY**

SUBJECT	POLICY NO.	APP. DATE	PAGE
<b>FUND BALANCE POLICY FOR GENERAL FUND</b>	<b>2021-06</b>	<b>06/07/2021</b>	<b>1 of 2</b>

**1. PURPOSE**

The purpose of this policy is to establish a formal Fund Balance and Reserve Policy for the General Fund that promotes responsible financial management by adhering to best budget practices and Generally Accepted Accounting Principles (GAAP). By maintaining sufficient fund balances and reserves, the city will be well positioned to provide financial security and continued delivery of services, withstand economic downturns and other financial stressors such as a natural disaster or emergency, promote stable tax rates and fees, protect the city’s credit worthiness and bond rating, respond to opportunities, and consider long-term financial needs.

**2. AUTHORITY**

This policy is adopted pursuant to Section 4.7(I) of the Charter of the City of Charlotte.

**3. CITY FUNDS BY TYPE**

**3.1 Governmental Funds:** includes General Fund, Major and Local Street Funds, Airport Fund, DDA Fund, and other governmental funds.

**3.2 Enterprise Funds:** includes Water and Sewer Fund and Recycling Fund

**3.3 Internal Service Funds:** includes Motor Vehicle Pool and Information Technology Funds.

**4. GENERAL FUND POLICY**

**4.1 Governmental Accounting Standards Board Statement No 54.** GASB 54 defines five classifications of fund balance which are summarized in the table below:

**Governmental Accounting Standards Board  
Statement No. 54 Fund Balance Classifications**

	Classification	Definition	Degree of Spendability
Restricted Fund Balance	Nonspendable	Resources that are not in a spendable form (inventories, prepaid items, or items required to be maintained intact).	Nonspendable
	Restricted	Resources constrained to specific purposes by external providers (creditors, grantors, contributors, and other levels of government) through laws and regulations.	
Unrestricted Fund Balance	Committed	Resources constrained by limitations the City imposes upon itself at its highest level of decision-making authority (City Council); limitations remain binding unless removed in the same manner.	
	Assigned	Resources a government intends to use for a specific purpose; intent can be expressed by the governing body or by an official or body to which the governing body delegates authority.	
	Unassigned	Resources available for any purpose; these resources are reported only in the General Fund.	Spendable



CITY OF CHARLOTTE  
**COUNCIL POLICY**

SUBJECT	POLICY NO.	APP. DATE	PAGE
<b>FUND BALANCE POLICY FOR GENERAL FUND</b>	<b>2021-06</b>	<b>06/07/2021</b>	<b>2 of 2</b>

**4.2 Fund Balance Guidelines for the General Fund.** The Government Finance Officers Association (GFOC) has nearly 200 Best Practices regarding various areas of public finance. One of which is to maintain a policy regarding the level of unrestricted fund balance in the general fund for Generally Accepted Accounting Principles (GAAP) and budgetary purposes. GFOA recommends a minimum of two months regular general fund operating revenues or expenditures.

**4.3. Accessing Fund Balance Below Minimum.** Accessing fund balances and reserves below the minimum targets should be done in conjunction with other budget balancing alternatives and requires Council approval.

**4.4 Replenishing Balances and Reserves.** When funds are accessed the reduces the balance below the target threshold, a replenishment plan of one to three years, or as soon as fiscally feasible should be adopted.

**4.5 Minimum Fund Balance Calculation.** As part of the annual budgeting process, the city will calculate the minimum fund balance targets and reserves requirements based on 17% of regular operating expenditures.

**4.6 Expending Surplus Fund Balance and Reserves.** Any surplus fund balance or reserves may be spent on one-time uses only, such as equipment purchases or one-time programming, and should not be considered a source of funding for ongoing operations or maintenance. Any expenditure of surplus balance or reserves requires Council approval.

**4.7 Fully Funded Status.** This policy should be fully enacted with target fund balance reserves achieved over a period of three to five years, or sooner if fiscally feasible.

**5. POLICY REPLACED**

None.

**6. EFFECTIVE DATE**

This policy shall be effective immediately following its approval.

**CITY OF CHARLOTTE, COUNTY OF EATON, STATE OF MICHIGAN**

**RESOLUTION NO. 2021-085**

**A RESOLUTION TO EXTEND ASSIGNMENT OF THE AD HOC CODE ENFORCEMENT COMMITTEE**

**WHEREAS**, City Council established an Ad Hoc Code Enforcement Committee to review the code enforcement presence in the community; and

**WHEREAS**, City Council wishes to extend the assignment to include a review of certain sections of the City Ordinance related to property maintenance and dangerous buildings, specifically the language contained within Chapter 52 - Property Maintenance and Nuisance Abatement; and

**WHEREAS**, City Council believes that it is prudent to undertake an evaluation of the City's current property maintenance ordinance by forming an ad hoc committee to review and make recommendations to the City Council;

**NOW, THEREFORE, BE IT RESOLVED** that the previously established Ad Hoc Code Enforcement Committee shall continue to meet to 1) review certain city ordinances, and 2) make a recommendation to City Council for further consideration of language amendments to those ordinances; and

**BE IT FURTHER RESOLVED** that the Ad Hoc Code Enforcement Committee shall issue a final written report of its findings and recommendations to the City Council not later than the first regular Council meeting in September 2021.

The foregoing resolution offered by \_\_\_\_\_ and supported by \_\_\_\_\_.

Upon roll call vote, the following voted:

Aye:

Nay:

Absent:

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 City of Charlotte at a regularly scheduled meeting held on Monday, May 17, 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 17<sup>th</sup> day of May 2021.

\_\_\_\_\_  
Pearl Tidwell, City Clerk / Treasurer  
City of Charlotte



## Memo

**Date:** May 14, 2021  
**To:** Honorable Mayor Armitage; City Council  
**From:** Erin LaPere, City Manager  
**Re:** Code Enforcement Ad-Hoc Committee

---

On the agenda for Council's consideration is a resolution to extend the assignment for the ad-hoc code enforcement committee to review the language of Chapter 52 – Property Maintenance and Nuisance Abatement to make recommendations to Council on amendments. Any language updates will also need to be reviewed by Attorney Hitch to ensure they are not in conflict with other legal requirements. I have suggested a final recommendation to Council by the first meeting in September which will give the committee three months to review the language, consider updates, and draft the written recommendation.

A resolution of approval of this continuation and updated assignment is included for your review and consideration.

eel

attachment

**RESOLUTION NO. 2021-091**

**A RESOLUTION TO AUTHORIZE A CONTRACT WITH MOORE & BRUGGINK  
FOR SERVICES RELATED TO A FEASIBILITY STUDY FOR TERTIARY  
FILTRATION IMPROVEMENTS**

**WHEREAS**, the WWTP uses tertiary filtration as a critical process for the removal of phosphorus, biological oxygen demand, and total suspended solids that allows us to meet the terms of the discharge permit; and

**WHEREAS**, three tertiary filters are from the 1978 plant construction, and three were added in the 2000 upgrade, and they all need upgrades and replacements to the media, piping, and valves; and

**WHEREAS**, Moore & Bruggink has proposed a study to determine the most cost-effective option to either renovate, upgrade or replace the current process technology; and

**WHEREAS**, Moore & Bruggink has submitted a proposal in the amount of \$8,700 to prepare a report presenting up to three alternatives for the replacement of the above mentioned study.

**THEREFORE, BE IT RESOLVED** That the City enter into a contract with Moore & Bruggink to provide the above mentioned services and that the mayor or clerk be directed to sign said contract on behalf of the City.

**CITY OF CHARLOTTE  
RESOLUTION 2021-092**

**WHEREAS**, fees to be paid for zoning reviews including fences, sheds, site plans, rezoning, Zoning Board of Appeals requests, etc., are to be established by resolution of the City Council; and

**WHEREAS**, fees to be paid for zoning reviews including fences, sheds, site plans, rezoning, Board of Appeals requests, etc., are to be established by resolution of the City Council; and

**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**, fees to be paid for gun permits, copies of police reports, breath test, water turn on charges, weed cutting, copies, DVDs, CDs labels and other requests are to be established by resolution of the City Council; and

**WHEREAS**, fees for certain items have not been adjusted for some time and no longer reflect the true costs of providing the services associated with the issuance of those permits;

**NOW THEREFORE BE IT RESOLVED**, that the following fees be established as follows:

**BUILDING/PLANNING/ZONING/FIRE**

Occupancy Permit.....	\$30.00
Fence or Shed Permit.....	<del>20.00</del> 30.00
Swimming Pool Permit	
<del>-(above or in-ground).....</del>	<del>50.00</del>
Demolition Permit	
<del>-(residential or commercial).....</del>	<del>50.00</del>
Moving Permit	
<del>-(residential or commercial).....</del>	<del>200.00</del>
Roof Permit	
<del>-(complete or partial).....</del>	<del>50.00</del>
Insulation Permit	
<del>-(complete building or partial).....</del>	<del>50.00</del>
Siding Permit	
<del>-(complete building or partial).....</del>	<del>50.00</del>
Window Permit	
<del>-(one or more).....</del>	<del>40.00</del>
Sign Permit.....	40.00
Construction Permits:	
<del>Minimum Permit.....</del>	<del>30.00</del>

<del>All other permits will be \$30.00 for the first \$1000 and \$10.00</del>	
<del>for each additional \$1000</del>	
Permit Renewal.....	<del>10.00</del>
Act 425 Agreement.....	100.00
Rezoning.....	150.00
Rezone with Master Plan Change.....	200.00
Board of Appeals hearing.....	75.00
Site Plans, including planned development districts.....	100.00
Special Condition Use.....	100.00
Class A Non-Conforming Use.....	100.00
Plan Review:	
Commercial and large buildings.....	75.00
Residential and small buildings.....	25.00
Department of Social Services and other requested inspections.....	25.00
	Plus mileage if outside of City
Re-inspection of the above.....	15.00
	Plus mileage if outside of City
Subdivision Review fees as follows:	
Conventional Subdivision Plats.....	250.00
	Plus \$2.00 per lot
Subdivision Open Spaces Plan.....	250.00
	Plus \$2.00 per lot
Multiple Family Residential Plat.....	250.00
	Plus \$2.00 per individual dwelling unit
Zoning Book.....	.25 per page
Zoning Map.....	2.00
Master Plan with maps.....	40.00
Fire Report.....	5.00
Copies (per page).....	.25

**DEPARTMENT OF PUBLIC WORKS**  
**WATER/SEWER/STREETS/SIDEWALKS**

Water turn on fee (due to repair or snow bird).....	30.00
Water turn on fee (due to non-payment shut off).....	<del>40.00</del> 80.00
Water turn on fee (after hours – repair/snowbird only).....	70.00
NSF check charge.....	30.00
Sewer Clean.....	75.00
After hours sewer clean (call out).....	150.00
Holiday hours sewer clean (call out).....	200.00
Meter test.....	varies based on cost
Weed cutting–(labor, equipment) minimum.....	150.00
Water meter rental	
Meter deposit (refundable less any unpaid water charges).....	500.00
Fee: 0 – 5,000 gallons (minimum fee).....	50.00
Over 5,000 gallons (minimum fee).....	100.00

Water billed at usage times rate times 2	
Frozen meter replacements – cost of meter & copperhorn.....	varies
Frozen meter in pit – cost of meter.....	
varies	
Frozen water service...(labor, material, equipment).....	varies
Sprinkler meter – cost of meter, copperhorn.....	varies
Sidewalk Snow Removal (labor, equipment, contractual svcs)-min. rate...	100.00
Brush Cleanup (labor, equipment, contractual svcs)– minimum rate....	100.00
Trash Cleanup (labor, equipment, contractual svcs)– minimum rate.....	150.00
Copies (per page).....	.25

**POLICE DEPARTMENT**

Gun Permits (notary fee) .....	5.00-10.00
Downtown overnight parking permit – residents only .....	30.00
Police report copy fees are calculated using FOIA itemization, therefore cost is determined for each report as necessary.....	Varies
Court Ordered preliminary breath testing for city residents – conducted only on weekends & holidays at 6:00 AM .....	5.00
Vehicle crash reports – use this service: <a href="https://policereports.lexisnexis.com">https://policereports.lexisnexis.com</a>	
Court Ordered portable breath testing.....	5.00

**ADMINISTRATION** (fees do not include shipping costs which will be added)

City Code Book, including Charter and Zoning with tabs and cover.....	95.00
City Code Book, including Charter and Zoning without tabs and cover.....	.25 per page
City Charter.....	13.25
<del>Cable DVD of Meetings.....</del>	<del>—5.00</del>
Qualified voter file information	
Per page.....	.25
Burned to CD (each CD) .....	5.00
Labels (each).....	.03
Copies (per page).....	.25

**BE IT FURTHER RESOLVED** that requests submitted under the Freedom of Information Act may be subject to charges in addition to per copy fees in accordance with the City Council policy regarding such requests, and

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

Second by Councilmember \_\_\_\_\_. Yeas. Nay. Absent

\_\_\_\_\_  
Michael Armitage, Mayor

\_\_\_\_\_  
Mikayla Densmore, Deputy Clerk

I, Erin LaPere, Acting City Clerk of the City of Charlotte, hereby certify the foregoing to be a true and complete copy of a resolution adopted by the Charlotte City Council at a regular meeting held on Monday, June 21, 2021.

---

Erin E. LaPere, Acting City Clerk



**RESOLUTION NO. 2021 – 093**

**A RESOLUTION TO APPROVE A REQUEST FOR THE REZONING OF A PARCEL  
ON EAST HARRIS STREET FROM OS-1 OFFICE SERVICE DISTRICT TO B-1  
LOCAL BUSINESS DISTRICT**

WHEREAS, the City Council of the City of Charlotte has received a request to rezone properties in the City described as follows:

- 121 E. Harris Street -- Parcel No. 200-000-010-190-00 – S 70 FEET OF LOT 19.  
O.P. BLOCK 10 CITY OF CHARLOTTE

from OS-1 Office Service District to B-1 Local Business District.

WHEREAS, the purpose of this change would be to allow for a wider range of commercial uses, including retail business; and

WHEREAS, following the required public hearing, the City of Charlotte Planning Commission has voted to recommend this rezoning action to the City Council.

THEREFORE, BE IT RESOLVED that the City Council of the City of Charlotte does hereby approve the rezoning of this parcel from OS-1 Office Service District to B-1 Local Business District.



**TO:** City Council

**FROM:** Bryan Myrkle, Community Development Director

**SUBJECT:** Request for rezoning – 121 E. Harris

**DATE:** JUNE 3, 2021

---

The City of Charlotte has received a request to consider rezoning a parcel at 121 E. Harris Street from OS-1 Office Service District to B-1 Local Business District. The request is from Jeff Kenyon, who intends to purchase the site if the request is approved. Mr. Kenyon is the owner of Needful Things, a retail business located next door at 117 E. Harris Street; and would expand his business operations to include 121 E. Harris. He and the current owner have a purchase agreement pending this rezoning action.

The City took identical action to facilitate retail development when Mr. Kenyon purchased 177 E. Harris, rezoning it from OS-1 to B-1 in 2019. The same action was taken in 2017 to allow retail use in the historic Charlotte Library building now occupied by several retail businesses. These zoning changes have corresponded with an overall increase in downtown retail activity over the past few years, breathing new life into the block. This change is not for true downtown zoning, which is the Central Business District in Charlotte, however; B-1 is the most restricted form of commercial zoning in Charlotte and should serve as a reasonable buffer between the CBD and the residential neighborhood to the north.

I have spoken to the current owner regarding this rezoning action. If the prospective purchase were to fall through for some reason after the property is rezoned, his current use of the building for offices would continue to be allowed under the B-1 zone.

This change is supported by the City's Future Land Use Map and Master Plan which calls for mixed-use in this location, and also supports the development of small neighborhood commercial throughout the City.



The Planning Commission's held the required public hearing on this request on Tuesday, June 1. There were no concerns or objections received from the public, and the Commission voted unanimously to recommend the approval of this rezoning action.

If you have any questions about this, please contact me at (517) 543-8853 or at [bmyrkle@charlottemi.org](mailto:bmyrkle@charlottemi.org).



**CITY OF CHARLOTTE  
ORDINANCE NO. 2021-07**

**AN ORDINANCE TO AMEND CHAPTER 82-ZONING**

**BY AMENDING THE ZONING MAP TO CHANGE A CERTAIN DESCRIBED PARCEL  
FROM OS-1 OFFICE SERVICE DISTRICT TO B-1 LOCAL BUSINESS DISTRICT**

Councilmember \_\_\_\_\_ moved the following:

**THE CITY OF CHARLOTTE ORDAINS:**

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

That property described as

**S 70 Feet of Lot 19. O. P. Block 10 City of Charlotte**

is hereby rezoned from OS-1 Office Service District to B-1 Local 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. 2021-\_\_ and the City Clerk shall enter on the zoning map this ordinance number and the date of the adoption thereof and shall maintain a file containing a copy of this ordinance and a map thereto attached.

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

Second, \_\_\_\_\_, \_\_\_\_\_ ( ) Yeas. ( ) Nays.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Mayor Michael Armitage

\_\_\_\_\_  
Acting City Clerk Erin LaPere

MEMORANDUM

TO: Charlotte City Council

FROM: Thomas M. Hitch, City Attorney

RE: **CITY ATTORNEY REPORT**

DATE: June 3, 2021

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

1. **Dangerous and dilapidated buildings.** Erin LaPere and Bryan Myrkle met with me and my associate, Caitlin Gillies, to discuss a number of dangerous and/or dilapidated structures within the City. We are developing a list of properties that appear to be particularly noteworthy for their dilapidated appearance and/or visibly apparent structural issues. The City will send out the first letter to the building owners, of which there are roughly 10-12 structures, indicating that the City needs a plan to renovate and/or remove the structure.

My office will monitor the progress on these files and, for those for which there is no apparent cooperation with the City, we will begin the institution of legal action to enforce the City's building and housing regulations.

2. **City Manager conferences.** I continue to confer with the City Manager regarding various topics that arise. As always, if there is an issue that I believe merits particular City Council attention, Erin and I will ensure that the Council is made aware.

TMH:cf



## Manager's Report June 7<sup>th</sup> Council Meeting

### **Fiscal Year 21-22 Budget Draft**

Administration has prepared a draft budget which includes all the city's funds and will present a copy at the June 7<sup>th</sup> Council meeting. Further discussion will be held at the June 15<sup>th</sup> workshop session and a public hearing is on the agenda to be scheduled for June 21<sup>st</sup> Council meeting at which time Council can consider adoption of the budget.

### **City Hall Re-Opening**

City Hall has been closed for a period of time to the general public in accordance with state and local health rules to minimize the spread of COVID-19 to staff and the general public. Additionally, the staffing at city hall has been limited due to employee turnover due to staff retirements and relocation. The MDHHS updated rules loosened requirements for indoor gatherings, removed requirements for outdoor gatherings, and accordingly MIOSHA updated workplace rules to remove the requirement for remote work and added the exemption from wearing of face masks for vaccinated individuals.

While we still are in the process of recruitment for a clerk and a treasurer, I have worked with the staff at the clerk-treasurer's office to plan for the partial re-opening of city hall to accommodate in-person services. Beginning June 14<sup>th</sup> city hall will be open on Mondays and Wednesdays from 9 am until 1 pm, and Tuesdays from 2 pm to 4 pm. Any person entering city hall must wear a face covering unless they meet one of the state-allowed exemptions and every person, regardless of vaccination status, must conduct a self-screening for COVID-19 symptoms before entering the building.

### **Fire Chief Selection Committee**

The Fire Chief Selection Committee has met and has prepared a recruitment plan. Advertisements for the position will be placed in several strategic outlets to target municipal fire chiefs and the first resume review will take place the last week of June. We plan to begin the interview process in July, with an in-person interview of candidates. The second-round interview of top candidates will include a public forum to give the candidates the opportunity to meet the volunteers and general public. The committee will make a final determination of their top candidate after the interview process and present him or her to the volunteers for recommendation after which the City Manager will present the appointee for Council to consider his or her confirmation.

### **Federal Stimulus Update**

On Monday, May 10<sup>th</sup> the US Treasury released initial guidelines and rules for eligibility for expenditures under the American Rescue Plan Act. As expected, the Interim Final Rule has a significant level of detail regarding the eligible expenditures, applicable restrictions, and reporting requirements for the use of

111 E. Lawrence Hwy., Charlotte, MI 48813  
T: 517-543-8843 W: [www.charlottemi.org](http://www.charlottemi.org)

these stimulus funds. I am reviewing the guide sheet and the detailed interim rules to provide further guidance and aide in future discussions on the use of these funds. It has been previously outlined that these funds cannot be used to offset a tax cut and cannot be used to make a deposit into a pension fund. The Treasury Interim Final Rule also states that these funds cannot be used to make a deposit into financial reserves or for infrastructure spending outside of the eligible uses for water, sewer, and broadband investments.

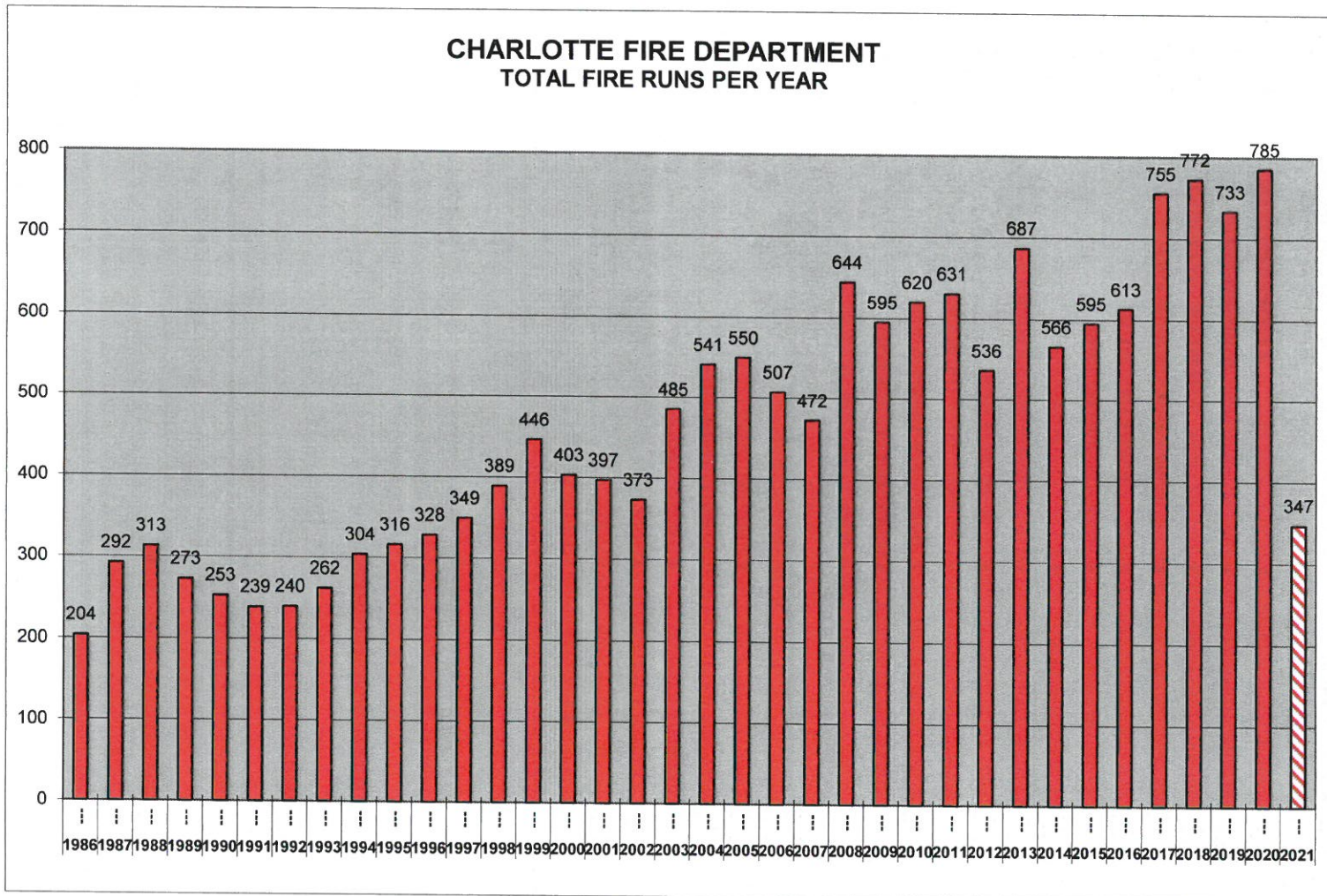
Final allocation information was released at the end of May for non-entitlement communities, like Charlotte. The State was given an allocation formula and data to determine the amount to distribute. They are required to pass-through the funding in two disbursements, the first half this year and the second half next year. As we get more information from the state treasury on when we can expect the first payment, I will keep Council advised. A dedicated workshop this summer may be worthwhile to delve into potential opportunities for investment of this one-time stimulus funding.



# CHARLOTTE FIRE DEPARTMENT

## FIRE RUN TOTALS -- JANUARY 1986 THROUGH MAY 2021

YEAR	TOTAL RUNS
1986	204
1987	292
1988	313
1989	273
1990	253
1991	239
1992	240
1993	262
1994	304
1995	316
1996	328
1997	349
1998	389
1999	446
2000	403
2001	397
2002	373
2003	485
2004	541
2005	550
2006	507
2007	472
2008	644
2009	595
2010	620
2011	631
2012	536
2013	687
2014	566
2015	595
2016	613
2017	755
2018	772
2019	733
2020	785
2021	347



# CHARLOTTE FIRE DEPARTMENT

## FIRE RUN TOTALS

	2016		2017		2018		2019		2020		2021				
	RUNS	YEAR	RUNS	YEAR	RUNS	YEAR	RUNS	YEAR	RUNS	YEAR	RUNS	YEAR			
	THIS	TO	THIS	TO	THIS	TO	THIS	TO	THIS	TO	THIS	TO			
MONTH	DATE	MONTH	DATE	MONTH	DATE	MONTH	DATE	MONTH	DATE	MONTH	DATE	MONTH	DATE		
JANUARY	46	---	46	65	---	65	67	---	67	42	---	42	71	---	71
FEBRUARY	60	---	106	42	---	107	55	---	122	58	---	100	65	---	136
MARCH	50	---	156	86	---	193	63	---	185	47	---	147	90	---	226
APRIL	44	---	200	47	---	240	99	---	284	51	---	198	62	---	288
MAY	50	---	250	59	---	299	67	---	351	54	---	252	59	---	347
JUNE	46	---	296	52	---	351	59	---	410	99	---	351		---	
JULY	56	---	352	84	---	435	81	---	491	80	---	431		---	
AUGUST	49	---	401	57	---	492	71	---	562	64	---	495		---	
SEPTEMBER	54	---	455	81	---	573	53	---	615	74	---	569		---	
OCTOBER	47	---	502	64	---	637	48	---	663	64	---	633		---	
NOVEMBER	56	---	558	56	---	693	59	---	722	85	---	718		---	
DECEMBER	55	---	613	62	---	755	50	---	772	67	---	785		---	

	2021		DEVIATION FROM LAST YEAR		5 YEAR AVERAGE		DEVIATION FROM 5 YR AVERAGE		15 YEAR AVERAGE		DEVIATION FROM 15 YR AVERAGE		
	RUNS	YEAR	RUNS	YEAR	RUNS	YEAR	RUNS	YEAR	RUNS	YEAR	RUNS	YEAR	
MONTH	DATE	MONTH	DATE	MONTH	DATE	MONTH	DATE	MONTH	DATE	MONTH	DATE	MONTH	DATE
JANUARY	71	--	71	29	29	58	58	13	13	47	47	24	24
FEBRUARY	65	--	136	7	36	54	112	11	24	43	90	22	46
MARCH	90	--	226	43	79	62	174	28	52	53	142	37	84
APRIL	62	--	288	11	90	59	233	3	55	50	192	12	96
MAY	59	--	347	5	95	57	290	2	57	51	244	8	103
JUNE	--					66	356			49	293		
JULY	--					75	431			60	352		
AUGUST	--					60	491			48	401		
SEPTEMBER	--					64	555			51	451		
OCTOBER	--					56	611			49	501		
NOVEMBER	--					62	673			48	549		
DECEMBER	--					58	732			57	606		

### MOST / LEAST RUNS PER MONTH 1976 THRU 2021

	MOST		LEAST		TOTAL		TOTAL		TOTAL		TOTAL	
	YEAR	RUNS	YEAR	RUNS	YEAR	RUNS	YEAR	RUNS	YEAR	RUNS	YEAR	RUNS
JANUARY	2021 =	71	1976 =	7	1986 =	204	1998 =	389	2010 =	620		
FEBRUARY	2021 =	65	1986 =	9	1987 =	292	1999 =	446	2011 =	631		
MARCH	2021 =	90	1980 =	15	1988 =	313	2000 =	403	2012 =	536		
APRIL	2018 =	99	1983 =	10	1989 =	273	2001 =	397	2013 =	687		
MAY	2018 =	67	1983 =	9	1990 =	253	2002 =	373	2014 =	566		
JUNE	2020 =	99	1993 =	13	1991 =	239	2003 =	485	2015 =	595		
JULY	2012 =	89	1982 =	11	1992 =	240	2004 =	541	2016 =	613		
AUGUST	2018 =	71	1978 =	14	1993 =	262	2005 =	550	2017 =	755		
SEPTEMBER	2017 =	81	1977 =	8	1994 =	304	2006 =	507	2018 =	772		
OCTOBER	2010 =	67	1985 =	6	1995 =	316	2007 =	472	2019 =	733		
NOVEMBER	2020 =	85	1985 =	6	1996 =	328	2008 =	644	2020 =	785		
DECEMBER	2013 =	156	1982 =	9	1997 =	349	2009 =	595	2021 =	347		
TOTAL		1040	TOTAL	117								

Total Fire Runs since January 1, 1976 = 17972  
Average per year = 399

**MAY**

**Just Notes ----**

**May 2021 - 347 Runs year to date - That is 95 runs ahead of 2020 year to date**

**May 2021 - 59 Runs - That is 5 runs ahead of May 2020**

**On average we had one run every 12.6 hours in May.**

**No runs on 4, 7, 10, and 14.**

**May 2021 YTD - 57 runs ahead of 5 year average.**

**May 2021 YTD - 103 runs ahead of 15 year average.**

# Enforcement List

06/03/2021

Enforcement Number	Address/ Parcel Number	Category	Date Filed	Status	Next Action	Next Action Date	Date Closed
EN210010	407 N SHELDON ST 200-066-621-010-00	Property Maint	04/01/2021	Letter Sent			
EN210011	212 N SHELDON ST 200-000-012-240-00	Property Maint	04/01/2021	Letter Sent			
EN210012	311 N WASHINGTON ST 200-000-005-190-01	Property Maint	04/04/2021	Closed			04/06/2021
EN210013	201 MAPLE ST 200-066-649-060-00	Property Maint	04/04/2021	Closed			04/06/2021
EN210014	454 N SHELDON ST 200-066-612-040-00	Property Maint	04/06/2021	Notice Left			
EN210015	237 N SHELDON ST 200-000-013-030-00	Property Maint	04/06/2021	Notice Left			
EN210016	320 FOOTE ST 200-066-620-030-00	Property Maint	04/06/2021	Letter Sent			
EN210017	320 FOOTE ST 200-066-620-030-00	Police	04/08/2021	Closed			05/17/2021
EN210018	225 N SHELDON ST 200-000-013-100-00	Police	04/08/2021	Assigned			
EN210019	620 S SHELDON ST 200-056-800-290-00	Property Maint	04/08/2021	Closed			05/17/2021
EN210020	322 MAPLE ST 200-066-659-050-00	Property Maint	04/12/2021	Letter Sent			
EN210021	612 MIKESELL ST 200-083-600-100-00	Property Maint	04/12/2021	Closed			05/17/2021
EN210022	436 N COCHRAN AVE 200-007-300-460-00	Property Maint	04/12/2021	Closed			05/17/2021
EN210027	806 WARREN AVE 200-087-003-030-00	Police	04/16/2021	Closed	Citation to be issu	04/30/2021	05/10/2021
EN210023	324 MAPLE ST 200-066-659-060-00	Police	04/17/2021	Assigned			
EN210024	306 E HENRY ST 200-061-618-030-00	Police	04/17/2021	Assigned			

# Enforcement List

06/03/2021

Enforcement Number	Address/ Parcel Number	Category	Date Filed	Status	Next Action	Next Action Date	Date Closed
EN210025	508 E HENRY ST 200-078-002-020-01	Police	04/17/2021	Closed			05/05/2021
EN210026	810 WARREN AVE 200-087-003-050-00	Police	04/17/2021	Closed			04/30/2021
EN210028	602 N COCHRAN AVE 200-007-300-281-00	Property Maint	04/23/2021	Letter Sent			
EN210029	211 N WASHINGTON ST 200-000-010-180-00	Property Maint	05/10/2021	Letter Sent			
EN210030	217 N WASHINGTON ST 200-000-010-140-00	Property Maint	05/10/2021	Letter Sent			
EN210031	614 S SHELDON ST 200-056-800-285-00	Property Maint	05/17/2021	Letter Sent			
EN210032	412 W SHEPHERD ST 200-041-600-230-00	Property Maint	05/25/2021	Letter Sent			
EN210033	727 CHERRY ST 200-086-000-050-00	Property Maint	05/25/2021	Notice Left			
EN210034	445 PLEASANT ST 200-061-620-085-00	Property Maint	05/25/2021	Notice Left			
EN210035	323 N SHELDON ST 200-000-002-110-00	Property Maint	05/25/2021	Closed			05/27/2021
EN210036	313 N WASHINGTON ST 200-000-005-150-01	Property Maint	05/27/2021	Notice Left			
EN210037	425 SUMPTER ST 200-068-601-030-00	Property Maint	06/03/2021	Closed			06/03/2021
EN210038	521 PRAIRIE ST 200-063-606-110-00	Zoning	06/03/2021	Closed			06/03/2021

**Records: 29**

Population: All Records

Enforcement.DateFiled Between 4/1/2021 12:00:00 AM AND 6/3/2021 11:59:59 PM