



PROPOSED AGENDA
REGULAR MEETING OF THE CHARLOTTE CITY COUNCIL
111 E. Lawrence Ave, Charlotte, MI 48813 (517) 543-2750
7:00 P.M. Monday, November 20, 2023

Interested persons can participate in-person or via Zoom
Connect to Zoom from your computer, tablet, or smartphone
Website: <https://us02web.zoom.us/j/88083013386>
One tap mobile: +16465588656,,88083013386#
Telephone: (312) 626-6799 Webinar ID: 880 8301 3386

- 1. Call to Order**
- 2. Roll Call**
- 3. Invocation – Randy Royston - New Hope Community Church**
- 4. Pledge of Allegiance**
- 5. Approval of Minutes**
 - a. November 06, 2023 Regular Council Meeting
 - b. November 13, 2023 Council Organizational Meeting
- 6. Absence of Council Members**
- 7. Public Comment - Limit presentation to five (5) minutes**
- 8. Approval of Agenda**
- 9. Communications and Committee Reports**
 - a. City Manager Report
 - i. Department Reports
 - b. Downtown Parking and Permitting Memo
 - c. Councilmember Committee Reports
- 10. Consent Agenda**
 - a. Approval of Claims and Expenditures totaling \$248,918.59
 - b. Approval of Resolution 2023-48 revised Fee Schedule

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."

- c. Approval of Resolution 2023-49 to recognize Charlotte Grapplers Youth Wrestling Association as a non-profit organization
- d. Approval of Resolution 2023-50 to authorize the Holiday Parade street closure on November 25, 2023
- e. Receive and file DDA Annual Report

11. Business Agenda

- a. Approval of competitive bid Heat Exchanger Cleaning and Tube Replacement contract to Hopkins Mechanical
- b. Approval of competitive bid 12” Valve Insertion contract to City Services, Inc.

12. Public Comment

13. Mayor and Council Comments

14. Adjourn

~Mary LaRocque, City Clerk

CITY OF CHARLOTTE COUNCIL PROCEEDINGS
111 E. Lawrence Ave., Charlotte, MI 48813 (517) 543-2750
Regular Council Meeting
November 06, 2023

CALL TO ORDER:

By Mayor Armitage on Monday November 06, 2023 at 7:04 p.m.

ROLL CALL:

Mayor Armitage, Mayor Pro-Tem Weissenborn, Council members Chin, Rodriguez, Duweck, Dyer, and Van Langevelde. A quorum was met

City staff in attendance; Interim City Manager Bell, City Clerk LaRocque, City Attorney Revore and in the audience, Community Development Director Myrkle, and Fire Chief Christiansen

INVOCATION:

Fr. Dwight Ezop – St. Mary’s Catholic Church

PLEDGE OF ALLEGIANCE:

Led by Armitage

APPROVAL OF MINUTES:

- a. October 16, 2023 Regular Council Meeting Minutes
- b. October 30, 2023 Special Council Meeting Minutes

Motion by Chin supported by Weissenborn to approve the October 16 meeting minutes with noted changes and October 30, 2023 meeting minutes. Carried; Yea 7; Nay 0; Absent 0

ABSENCE OF COUNCIL MEMBERS:

All present

PUBLIC COMMENT:

Mark Henry, resident, spoke in honor and recognition of Wilma Campbell, a long-time resident who recently passed. Asked Council to recognize her many contributions to the community.

Rod Weaver, resident, President of the Courthouse Square Museum. Spoke in support of a contract renewal with the City, if required.

Annie Williams, resident, Director of Charlotte Rising. Reported on the success of Fall Fest, a recent event hosted by Charlotte Rising. Upcoming event on November 25th is Small Business Saturday.

APPROVAL OF AGENDA:

Armitage requested adding Rep. Witwer to the agenda under Special Presentation and removing “Discuss” from Canceling the November 15th Workshop meeting.

Motion by Duweck supported by Van Langevelde to approve the meeting agenda with the noted changes. Carried; Yea 7; Nay 0; Absent 0

SPECIAL PRESENTATION:

- a. State Rep. Angela Witwer

Witwer provided a brief state legislative update and read and presented an acknowledgement of the many contributions made by Mayor Armitage, signed by Rep. Witwer, Sen. Anthony, Lt. Gov. Gilchrist II and Gov. Whitmer.

- b. In recognition of Honorable Mayor Armitage

Mayor Pro-Tem Weissenborn presented Mayor Armitage with a copy of his Mayoral portrait that will be displayed in Council

Chambers joining the distinguished portrait line of past Mayors.

COMMUNICATIONS AND COMMITTEE REPORTS:

- a. City Attorney Report submitted
- b. Sidewalk Snow Removal Memo submitted
- c. Councilmember Committee Reports

CONSENT AGENDA:

- a. ~~Approval of Claims and Expenditures totaling \$959,914.22~~ moved to business per Chin
- b. ~~Discuss canceling the November 15th workshop meeting~~ moved to business per Rodriguez

BUSINESS AGENDA:

- a. Approval of Claims and Expenditures totaling \$959,914.22

Motion by Duweck supported by Van Langevelde to approve claims and expenditures. Carried by roll call vote; Yea 7; Nay 0; Absent 0

- b. Discuss canceling the November 15th workshop meeting

Motion by Rodriguez supported by Chin to cancel the November 15th Workshop meeting. Carried; Yea 7; Nay 0; Absent 0

- c. Approval of the purchase of SCBAs through West Shore Fire with funds received through the Assistance to Firefighters Grant

Motion by Chin supported by Weissenborn to approve the purchase of SCBAs through West Shore Fire with funds

received through the Assistance to firefighters Grant. Carried; Yea 7; Nay 0; Absent 0

PUBLIC COMMENT:

Julie Kimmer, resident, manager of Courthouse Square museum, thanked Council for approving the invoice, and noted the museum also keeps historic records, including those of the City.

MAYOR AND COUNCIL COMMENTS:

Rodriguez – requested status updates on a few projects spoken in the past and responses given by Interim City Manager Bell.

Chin – requesting status updates on several inquiries he has mentioned in the past. He would like District 2 voting to continue at the West Side Fire Station and to have security issues resolved. Would like future discussions about street light invoices, sidewalk snow removal, and the State legislation intended to remove local zoning authority in relation to solar and wind power farms. Would like a schedule of meetings of the Rural Fire Association. He thanked the Councilmembers who are not seeking re-election (Armitage, Weissenborn, Van Langevelde) for their service and appreciated working with them.

Duweck – has been his privilege working with all the Council and especially those not seeking re-election. Special thank you to Mayor Armitage for officiating his wedding.

Dyer – Feels this council has accomplished a lot of work and worked well together and thanked them all. Reminder to in-person voters that all precincts are at City Hall for tomorrow's City election.

Van Langevelde – Thanked the Council, City Staff, the Community and her family for allowing her to be a part of the Council and making the City a better place.

Weissenborn –Thanked the Mayor, Council, and City staff, both past and present and the Community. She wishes the new Council all the best.

Armitage – Thanked the Council, staff and the Community. He presented a heartfelt speech about his lifelong involvement in local government and highlighted a few of Councils accomplishments in Charlotte over the past few years including; tackling the unfunded retirement benefits; cutting expenditures but never public safety, millions of dollars in grants awarded for Hall Street, fire dpt. equipment, lead service replacement, pension funding, sidewalks and MORE. They have overseen investments in the downtown district, Combs industrial park, and by Shyft group. Our Downtown made the list on the National Register of Historic Places. He is proud to leave the city better than when found. His attention will turn to focus intently on his family – Wife Colleen, and children Landon and Reagan who he also thanked for their support over these years. He intends to remain a resident in the community he considers home. Go Orioles!!!

ADJOURN:

Motion by Weissenborn supported by Van Langevelde to adjourn the meeting at 8:00 p.m. Carried; Yea 7; Nay 0; Absent 0

Respectfully submitted,
Mary LaRocque, City Clerk

CITY OF CHARLOTTE COUNCIL PROCEEDINGS
111 E. Lawrence Ave., Charlotte, MI 48813 (517) 543-2750
Special Meeting - Organizational
November 13, 2023

CALL TO ORDER:

By Mayor Lewis on Monday November 13, 2023 at 7:00 p.m.

ROLL CALL:

Councilmembers in attendance; Mayor Lewis, Pro-Tem Duweck, Chin, Scott, Fullerton, Rodriguez and Christensen. A quorum was met.

City staff in attendance; Interim City Manager Bell, City Clerk LaRocque and City Attorney Revore.

PLEDGE OF ALLEGIANCE:

Led by Councilmember Rodriguez

ABSENCE OF COUNCIL MEMBERS:

All present

PUBLIC COMMENT:

No comments

SPECIAL PRESENTATION:

- a. Oath of office for Mayor and Councilmembers

City Clerk LaRocque administered the Oath of office to Mayor Lewis, and the following Councilmembers; District 1 Scott, District 1 Christensen, District 2 Chin Jr, District 2 Fullerton, At-Large Duweck.

APPROVAL OF AGENDA:

Councilmember Rodriguez requested two items for discussion added as item f and g to the business agenda.

Motion by Chin supported by Duweck to approve the agenda as amended. Carried. Yea 7; Nay 0; Absent 0

BUSINESS AGENDA:

- a. Elect Mayor Pro-Tem

The following chart illustrates the nominees and by whom they were nominated. It also provides a roll call record of each Councilmembers vote. By majority vote, Councilmember Duweck was elected as Mayor Pro-Tem.

Mayor Pro-Tem Election			
Councilmember	Nominations	Accepted/Declined	Roll Call Vote
Lewis	Duweck	Accept	Duweck
Duweck			Duweck
Rodriguez	Chin	Accept	Rodriguez
Scott			Duweck
Christensen	Rodriguez	Accept	Rodriguez
Fullerton			Duweck
Chin Jr			Chin

- b. Oath of office for Mayor Pro-Tem Duweck
- c. Discussion on Councilmember appointments to Boards and commissions

Councilmembers will submit their choices to the City Clerk and Mayor by December 1st or earlier.

- d. Establish a date for City Manager interviews

Motion to direct City Clerk LaRocque to coordinate with Walsh Municipal Services to schedule a special meeting between the dates of November 15th through the 21st, 2023 to interview the four selected City Manager candidates. Carried by roll call vote. Yea 7; Nay 0; Absent 0

- e. Discussion on 2024 Council meeting dates

The majority of Council prefers meeting on the 2nd and 4th Monday for Regular meetings and to schedule a monthly workshop meeting on Wednesday in the week between.

- f. Summarize the progression of the City Manager selection process for the new Council
- g. Discuss having Walsh Municipal Services repeat the last City Manager candidate selection process with the new council

The majority of Councilmembers do not wish to repeat the selection process and to move forward with the four selected candidates.

PUBLIC COMMENT:

No comments

MAYOR AND COUNCIL COMMENTS:

Christensen – Credited his wife for encouraging him to run and looks to continue the good work of previous Councils in service to the Community.

Fullerton – Had question and answer discussion regarding the upcoming city manager interviewing process.

Duweck – Grateful to return to work on the Council with the new members and the returning members.

Rodriguez – Welcomed new Councilmembers. Excited to work with a new group. The Council may not always agree, and he appreciates that differences are respected. He will have pens made for the new members.

Chin – Thank you to voters who elected him. Thanks to DPW for resolving Prairie St. tree stump issue. Would like to see the downtown parking issues addressed, perhaps exploring an ordinance change to hours of parking during summer, spring and fall. Would like to see council priorities established early. Would like to see the contract for a labor attorney put out for a bid.

Scott – Grateful to be on Council. Was approached by a resident having a parking issue and is also interested in exploring solutions. Looking forward to seeing the information on the city manager candidates.

Lewis – Congratulations to the City Clerk for a successful election. Thanked Interim City Manager Bell for his meet and greet efforts and noted seeing favorable comments on Facebook. Offers his office at City Hall to the sitting Council should they need to use it.

ADJOURNMENT:

Motion by Duweck supported by Chin to adjourn at 8:01 p.m. Carried. Yea 7; Nay 0; Absent 0

Respectfully submitted,
Mary LaRocque, City Clerk



Interim Manager's Report

Troy Bell

November 20, 2023 Council Meeting

Construction Projects Highlights (see DPW Report)

For updates on the Island Hwy, Hall/Washington/McClure, Safe Routes to School Project, please see the most updated DPW Report included herein supplemented by the October Manager's Report.

The BL-69 MDOT Bridge Replacement project is moving forward in June and in order to be prepared for any difficulties that may be presented to our system as a result of the MDOT work, we will be doing a live insertion of a 12" valve (bid approval recommendation Agenda 11b) on the main under the Battle Creek Drain to the north of the bridge project. If need be, this will allow us to isolate the MDOT work from our system if there was a break due to the project. The Bridge Project will be a complete road closure (**see DPW Report**).

Reminder Lead Service Line Replacements

The City of Charlotte Department of Public Works (DPW) is verifying the material of water service lines throughout the City as a requirement of the 2018 Michigan Lead and Copper Rule. EGLE is requiring a complete inventory of the water service lines by January 1, 2025. The inventory must include material verification at 3 locations along the service line, including inside the home where the water service comes into the house. The City received a Grant from EGLE to help with the material verification.

You may contact DPW at 517-543-8858 to set up an appointment for the material identification. The inspections require DPW staff to enter your home for a brief period to identify water service material where your water service enters your home. All personnel associated with the verification will have identification verifying they are a DPW employee.

In place of an in-home inspection, a survey is available to residents to complete which includes taking a picture of the water service line at the in-home water meter. Contact DPW for more information on completing the survey at 517-543-8858 or email edean@charlottemi.org.

As time allows, the DPW staff has been potholing services. Additionally, both divisions are working on obtaining service material inside of houses.

Master Plan Highlights

Check out the dedicated website at planningcharlotte.org for more information on the process and ways to be part of this important planning process. Be sure to sign up for email alerts to stay up to date on project progress and ways to provide input.

Courthouse Square Tree Lighting - November 25

City Manager's Office Update and Manager Projects and Points of Inquiry (Council Meetings second Monday of each month)

During the intervening weeks since the last report, I have been blessed to work with City staff to continue the process of **looking, listening and learning** here in Charlotte. It was exciting to photograph and participate in the Downtown Halloween Walk with thousands of kids and families. What a wonderful tradition for the Cochran Main-Street businesses to sponsor and connect with the families from all over the area. And during the same overlapping 2-week period I was able to meet with residents and stakeholders each morning from 830 to 930 am. By availing myself of the opportunity to introduce myself, speak to, and hear the insights, concerns, and desires of those who visit the City and/or frequent the City, I have learned (and continue to learn) a tremendous amount about the community and the wonderful people here. I want to pause to give a special thanks to the many organization leaders that took the time to participate in the daily "Meet and Greets" held at 2 of the local coffee shops. Also, in the same breath, I must note and extend my heart-filled appreciation for the Election Candidates, Councilmembers, and several individual stakeholders who took time out of their busy days to stop by and say hello, share their input, or both. The following chart represents the items expressed from residents and stakeholders during these daily events:

Perform Commercial Fire Inspections	Consider Alternatives for Downtown Parking	Make more Mulch available at the garage
Old tennis courts: Fix or Eliminate	More Code Enforcement Needed	Promote Downtown Businesses
Use Charging Stations and Tours for Destination Making in the City	Investigate Solar – Community Solar, Car Ports, City Property	Use Renewable Energy – Solar/Wind Residential and City
Better Visibility for Staff and Events	Activate Boy Scout Troops	Bring Building Department back to City
Cleanup Blight on Cochran and entering downtown	Fix Roads: Have Vision, Have Plan, Seek Funding Assist., Fund Plan	Consider Fleet Services to Manage Fleet, get Newer Veh, and Reduce Cost
Reduce Truck Traffic – Use Traffic Calming Measures	Reduce Park Litter/Install Cameras and Prosecute	Better Responsiveness to Phone Calls and Messages at City Hall
Do Post Card Mailers	Improve Websites (and Camp Francis)	Perform On/Off Boarding of Staff
Cleanup or install new Monument Signs to City	Interact with Schools more and in more Meaningful way (All City Staff)	Use narrative for articles in paper for better communication
Attract more Diverse retail shops downtown	Seek Community Market Community Gardens – Vegetables	Devel Policy on City ROW Trees

Each and every Department Director has shown outstanding ability and commitment to their jobs and the tasks before them. **Police Chief Brentar** has performed admirably in effectuating the transition to me of the interim role and being present and available in getting me acclimated. His efforts to dually manage the Police Department (though short-staffed) and his Interim roles are to his credit. Chief accepted the task to steer the access door control changeover project and he has moved steadily forward despite numerous difficulties with the contractor due to vendor staff illnesses and delays in materials delivery. We hope to have that project wrapped up shortly and begin the process of the potential acquisition of software and equipment necessary to integrate new staff photo ID's as part of the access control system

and door readers. And for a brief update on the Social Districting Concept, Chief Brentar, Mr. Myrkle, and the City Attorney and I will meet to discuss the enforcement mechanisms that need to be addressed to move this issue forward. Stay tuned! (A bit later on this). I am also excited to meet with and treat all the officers and members of the Police Department for **Pizza and Passion** talks on the dates Chief Brentar has kindly set in the latter part of November to connect and solicit Police Personnel sentiments and input. I hope this will continue to be a boost to morale, that we can do something similar (catered, breakfast, lunch or dinner events) in every department, and that we can round it out with a semi-annual staff stay-survey to keep up with the pulse of our organization.

Mr. Bartlett, the City Finance Director, and his staff have assisted me in navigating the payroll challenges and they continue to keep the ship afloat by efficiently tending to the cash receipting, A/P, and A/R needs of the community as continue to look for ways to improve on these processes and better communicate the payment timing expectations and requirements for taxes and water billing. We are currently working to resolve some of the difficult distinctions in the structure of the budget to allow us to better allocate costs and thus identify and track true costs more clearly and accurately. **Ms. LaRocque, our City Clerk**, has performed a virtually flawless election process and must be commended for all her hard work in the election and with her yeoman's work keeping me on track with meetings and interactions with Council. Her historical knowledge of processes and human resources has been crucial to me in helping keep things running as expected and smoothly. The whole staff on the first floor has been amazing and their attention to the seasonal festivities has been well received by the public and goes above and beyond the definition of their respective roles – kudos to them for simultaneously energizing morale and public sentiment all of their own accord.

Fire Chief Christiansen, who has only been at the city a few weeks longer than myself, is navigating a new system, with new employees, and a unique organizational structure. I continue to be impressed with his composure and steadfast commitment to his role, to his team, the RFA and this City. Currently, the Chief, Ms. LaRocque, and I, are awaiting a meeting with the City Labor Attorney, Mr. Kluck, to address the final technical needs so we can properly move forward to **create the new Fire Inspector role at the City** (see Chief report). The Firefighter staff/team has been exemplary in maintaining the building at city hall and quickly addressing my requests on light outages, missing lens covers, and soiled ceiling tiles in the chamber. The clean look in the chambers is by and large, their handywork. Chief and his staff have also been priceless and invaluable in getting me up to speed and providing clarity around existing persisting issues affecting our ability to work much more smoothly moving forward. This includes working through difficulties with the access control transition nuances, as well as urgent resolution of grant situations to ensure the City does not lose the grant funds already awarded or miss the opportunity to apply for new funding sources before deadlines expire. Chief Christiansen graciously extended me the opportunity to speak to members of the Charlotte Volunteer Fire Association at the most recent training. The chance to meet and greet the almost 40 members and field their questions and concerns face to face so early in my tenure with the City was a stupendous occasion. It made clear to me the huge value that can be achieved through interpersonal and regular communication. I look forward to actually being able to train with that dedicated team of volunteers in the future. Nowhere else will you find 40 folks show up and train into the wee hours of the night...as volunteers!!

Furthermore, I also commend **Ms. Gilson, the Director of the Department of Public Works (DPW)**. Her exceptional efforts as DPW Director may often go unnoticed, but she began assisting me upon my arrival by offering me an astute evaluation of the landscape of roads, water, and infrastructure in Charlotte. She provided me with an excellent tour of the facilities (only the water treatment facility remains to be visited) as well as the several projects underway in the City - the grant funded safe routes to school sidewalks, Hall Street, and the Eaton County Drain Commission projects to name a few. She explained the challenges with aging 19th century pipes and with **failing mid-20th century subpar pipe material**. Daily Ms. Gilson gladly fields the various customer calls and complaints that I forward her regarding vendors and contractors on the multiple projects. I am amazed how she instantly knows the street, line, and intersection for every nook and cranny in the City. With her unparalleled knowledge of the city and department, **she continues to manage through short staffing to maintain a tip-top garage facility that is suffering through challenging facility issues**.

Despite the demands I have placed on her through the nuances of the sometimes-extended timelines created by the purchasing policy, the citizens know we are being cost conscious and Ms. Gilson continues to figure out ways to expedite maintenance and repairs in short order. Begrudging any appreciation or recognition for holding down the Charlotte City fort during COVID, as did many unsung Public Works Directors, I will say as a former Public Works person, I know the difficult work she endured when... to the world it seemed the sky was falling. The evidence of that perseverance then can be clearly seen in the work ethic of the PWD today and the willingness of her team to continually show up when needed – specially to include situations like the emergency main break on Lansing St that **was quickly brought under control by an emergency vendor and Ms. Gilson's diligent PWD staff**. Though quietly churning out work, she is truly a credit to her practice and City! In the meantime, work is underway and updates are pending on the status of excavation bids, the reclass possibilities for Lincoln, PASER rating info and Street Plan, and Street Light expense costing.

The Community Services Director, Mr. Myrkle, also gave me a warm welcome and shepherded me through the many and varied aspects of his work and hence my work. His **efforts on the Cannabis Ordinance** have been moving rapidly toward completion, while interested parties position themselves to participate in the opportunities afforded by the new ordinance effective Oct. 1 this year. He made it possible for me to **ride-along with the code and rental enforcement personnel** and solicit their pain points and challenges as they seek to perform their duties. I got a first-hand introduction to Charlotte's housing and environmental enforcement needs. I was able to discuss the future success of the Airport and the resolution of the landing issues presented by the tree projects there, yet another project under Mr. Myrkle's wing. I visited with him again as a guest at the **Charlotte Rising board meetings** to gain a better understanding of the vision and difficulties facing the critically necessary downtown development. He introduced me to the President of the Chamber and the Courthouse square, each vital parts of the downtown development profile. Thanks to Mr. Myrkle's invitation, I **visited with Shyft Group at the Consumers Electric Regional Growth award luncheon** in Lansing and I was able to join him in attending the review of Social Districts concept in Marshal – again a huge part of his purview led by Charlotte Rising that will factor heavily in the pending success of Cochran as a downtown Main-Street. Charlotte Rising will be providing the new council **a presentation and update on the Social District Concept**.

Since my last update, I was also able to participate in the **Main-Street America National Review and Assessment** of Charlotte Rising and found that the Senior Program Officer who came to visit and assess was one of very few fellow surviving Congressional Pages (Boy did we get to swap House Page stories!). In addition, within the pending proposal concept of restructuring TIF, DDA, and Main-Street funding, the idea incorporates a comprehensive approach to economic development that includes new and improved gateway monument signage (thus, **a response on entry signage is coming**). And to top it off, Mr. Myrkle was instrumental in shedding light on the Board topic of current status of snow removal requirements and the potential for doing some innovative community engagement with citizens seeking assistance – a project still under development (see memo/report).

Finally, I will comment on the **considerable work being done by our IT vendors**. Despite repeated health challenges plaguing the IT vendors on a regular basis, they continue to show and ensure that the City is supported. When servers misbehave or systems go down, they are immediately on the task and if it means they need to be on-site, they are on-site. If I have a question, I merely need to pick up the phone and someone I know and have met is there to assist me. Though billing the City via 2 separate DBAs for separate types of work, they provide the full suite of services in one-stop-shop – Consultants on Call (COC) as I refer to them. COC explained to me that they worked with the previous manager to address the phone tree call-in message issues. COC has confirmed that the work done by the previous manager addressed the vast majority of challenges residents may have been facing when attempting to reach the city through the City's call tree. When I arrived, the COC worked to provide the necessary work station equipment and made sure that I had access to all resources necessary during the transition period. When I shared my **desire to unpack the IT budget and billing** in a way that better clarifies the actual services and costs that accompany the charges, they have been more than willing to work through the process to provide increased visibility into the all a cart costs associated with the overall IT services – hardware, software, support, connectivity. This is a project **currently underway with the assistance in budget and finance assistance of Mr. Bartlett**. In addition, when I was looking for better ways **to address Council and Citizen concerns, I noted the antiquated status of the phone systems at the City** and sought the assistance of COC to create enhanced accountability for the phone, message, and complaint tracking capability of the City. COC immediately began seeking the **assessment of different phone/messaging VOIP solutions**. We are currently in the midst of specking-out the details of the system we are looking for to meet the needs of the City and then we will be making a determination on potential costs and the appropriate procurement process to budget for the transition.

Each of the reports included in this package that come from the various department directors, provide rich and valuable detail on the activities of each department. Beyond the overview I have provided here, I would ask that you please pause and take a moment to review the Director's reports to briefly honor the work they performed to put these reports together. I hope under my administration you will get the chance to know a bit about each department and each division; that we will be able to do a series of presentations for each group so you get to meet the front-line personnel that show up every day and make municipal services a reality

The following is an updated list of items in areas that are points of inquiry that may, as time permits, offer opportunities for development as projects, revised practices, and/or program solutions for the purpose of increasing efficiency, effectiveness, and improved customer services.

Overall Facility, System and Staffing Assessment

- Revision of Organizational Chart
- Muffin with the Manager and other Weekly Intro Activities
- Sparrow EMS proposal and recommendation
- BS&A Software enhancements and cloud solution CBA (Cost Benefit Analysis)
- **Concerns on late water billing and timely receipt of funds (assessing and water)**
- Security Door Access – developing employee ID's, double as access cards
- Collecting daily customer service numbers and coverage hours
- **Street Lights – install cost, maintenance, outages reporting, compensation process**
- Developing or Revising Emergency Communication plan
- VFD language review 2-81 with City Attorney
- Cannabis/liquor stores ordinance review and cannabis application process
- **Fire Inspector Position – cost, benefits, permitting fee cost recovery**
- Whiteboard installation in CM office and PC/laptop in CM Office
- Economic development options - downtown (placemaking) and TIF review/revision
- **CBA for Lincoln Rd change from Major to Local**
- Solar facility plan and Community Solar Farm
- Social district and potential pro/con ramifications
- Investigation of Rave Alerts and Mobile communication app integration
- Internal services fund concept – IT, Armory, Facilities, etc.
- **Complaints and message tracking process review**
 - **Update phone system and status**, Texting option (see website), Work order system
- Website revision and Citizens Academy concept
- **Street PASER Ratings request** and 20-year road plan (CIP)
- Reserve Fund and CIP development
- Cross training for leave coverage
- **Lead service line replacement - current contractor analysis**
- Bathroom locks and camera coverage
- Part-time and Reserve Police coverage and advertisement
- Mandatory short week cost for Police
- DPW Facility renovation\Park Graffiti painting volunteers
- Realtime Water Meters and Billing
- IT Contract Breakdown – connectivity, desktop support, technology support,
 - hardware acquisition, managed service and security, database management

***Similar to Council Information Request**

Volunteer Opportunities

The City has open opportunities for citizens to participate in their local government. We are seeking volunteers to serve on the Airport Advisory Board, Downtown Development Authority, and the Board of Review. Interested persons can fill out an application to serve here:

<https://www.charlottemi.org/councilboards/boards-commissions/board-and-commission-application/>

Reminder: Email Utility Billing Feature Available

Interested persons can now sign up for emailed billing of their quarterly utility bill. Please complete the form on the backside of your utility bill and return it to City Hall, in-person or drop-box, or you can sign up online at www.charlottemi.org/email-utility-bill-form/. Any person with questions or who needs to update their utility billing account, please contact UB Clerk by phone at 517-543-8841 or email mdensmore@charlottemi.org.

General information about utility billing can be found on the city's website here: <http://www.charlottemi.org/serviceadministration/finance/utility-information/> and you can check your utility billing information anytime online here: www.bsaonline.com

RAVE Alerts

The City participates in RAVE Alerts which provides alert notifications to participants via voice, email, text, and posts to social media. We have expanded the service options to include targeted text and email messaging for quarterly utility billing. We will send out a notice to registered users when we send out the bills for their cycle area. This alert will notify them the bill has been mailed and provide other billing related information. If you're already registered for alerts, make sure your address information is up-to-date. There are several ways to register: Text CHARLOTTE to 67283; Download the Smart911 app; or Register for a free and secure safety profile online at Smart911.com.

Assistance Programs

For persons who may be facing financial difficulties with utilities, mortgage/rent, or other hardships, there are a number of assistance programs available. More information can be found on the city's website: <https://www.charlottemi.org/assistance-programs-available/>

Persons who are struggling can also dial 9-8-8 for crises and mental health support counseling services.



CHARLOTTE FIRE DEPARTMENT & RURAL FIRE ASSOCIATION

Fire Chief

111 E. Lawrence Ave., Charlotte MI 48813

Ph. 517-543-0241



CFD Monthly Report

DATE: November 16, 2023

SUBJECT: CFD Monthly Report

To: City Manager Troy Bell, Honorable Mayor Lewis; City Council

Item; Fire Inspector Position

- Fire Inspector position job description and assignment completed and with the City Attorney for review.

CHARLOTTE FIRE DEPARTMENT

FIRE RUN TOTALS

	2018			2019			2020			2021			2022			2023		
	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	
JANUARY	67	-- 67		70	-- 70		42	-- 42		71	-- 71		118	-- 118		68	-- 68	
FEBRUARY	55	-- 122		55	-- 125		58	-- 100		65	-- 136		91	-- 209		89	-- 157	
MARCH	63	-- 185		66	-- 191		47	-- 147		90	-- 226		81	-- 290		87	-- 244	
APRIL	99	-- 284		53	-- 244		51	-- 198		62	-- 288		63	-- 353		61	-- 305	
MAY	67	-- 351		56	-- 300		54	-- 252		59	-- 347		90	-- 443		58	-- 363	
JUNE	59	-- 410		73	-- 373		99	-- 351		74	-- 421		128	-- 571		83	-- 446	
JULY	81	-- 491		72	-- 445		80	-- 431		90	-- 511		107	-- 678		80	-- 526	
AUGUST	71	-- 562		58	-- 503		64	-- 495		116	-- 627		93	-- 771		135	-- 661	
SEPTEMBER	53	-- 615		58	-- 561		74	-- 569		101	-- 728		83	-- 854		91	-- 752	
OCTOBER	48	-- 663		59	-- 620		64	-- 633		97	-- 825		96	-- 950		74	-- 826	
NOVEMBER	59	-- 722		56	-- 676		85	-- 718		116	-- 941		76	-- 1026				
DECEMBER	50	-- 772		57	-- 733		67	-- 785		115	-- 1056		121	-- 1147				

	2023			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	
	THIS	TO		THIS	TO		THIS	TO		THIS	TO		THIS	TO		THIS	TO	
	MONTH	DATE		MONTH	DATE		MONTH	DATE		MONTH	DATE		MONTH	DATE		MONTH	DATE	
JANUARY	68	-- 68		-50	-- -50		74	-- 74		-6	-- -6		47	-- 47		21	-- 21	
FEBRUARY	89	-- 157		-2	-- -52		65	-- 138		24	-- 19		43	-- 90		46	-- 67	
MARCH	87	-- 244		6	-- -46		69	-- 208		18	-- 36		53	-- 142		34	-- 102	
APRIL	61	-- 305		-2	-- -48		66	-- 273		-5	-- 32		50	-- 192		11	-- 113	
MAY	58	-- 363		-32	-- -80		65	-- 339		-7	-- 24		51	-- 244		7	-- 119	
JUNE	83	-- 446		-45	-- -125		87	-- 425		-4	-- 21		49	-- 293		34	-- 153	
JULY	80	-- 526		-27	-- -152		86	-- 511		-6	-- 15		60	-- 352		20	-- 174	
AUGUST	135	-- 661		42	-- -110		80	-- 592		55	-- 69		48	-- 401		87	-- 260	
SEPTEMBER	91	-- 752		8	-- -102		74	-- 665		17	-- 87		51	-- 451		40	-- 301	
OCTOBER	74	-- 826		-22	-- -124		73	-- 738		1	-- 88		49	-- 501		25	-- 325	
NOVEMBER		--					78	-- 817					48	-- 549				
DECEMBER		--					82	-- 899					57	-- 606				

MOST / LEAST RUNS PER MONTH 1976 THRU 2023

	MOST		LEAST		TOTAL		TOTAL		TOTAL	
	YEAR	RUNS	YEAR	RUNS	YEAR	RUNS	YEAR	RUNS	YEAR	RUNS
JANUARY	2022	= 118	1976	= 7	1988	= 313	2000	= 403	2012	= 536
FEBRUARY	2022	= 91	1986	= 9	1989	= 273	2001	= 397	2013	= 687
MARCH	2021	= 90	1980	= 15	1990	= 253	2002	= 373	2014	= 566
APRIL	2018	= 99	1983	= 10	1991	= 239	2003	= 485	2015	= 595
MAY	2022	= 90	1983	= 9	1992	= 240	2004	= 541	2016	= 613
JUNE	2022	= 128	1993	= 13	1993	= 262	2005	= 550	2017	= 755
JULY	2022	= 107	1982	= 11	1994	= 304	2006	= 507	2018	= 772
AUGUST	2021	= 116	1978	= 14	1995	= 316	2007	= 472	2019	= 733
SEPTEMBER	2021	= 101	1977	= 8	1996	= 328	2008	= 644	2020	= 785
OCTOBER	2021	= 97	1985	= 6	1997	= 349	2009	= 595	2021	= 1056
NOVEMBER	2021	= 116	1985	= 6	1998	= 389	2010	= 620	2022	= 1147
DECEMBER	2013	= 156	1982	= 9	1999	= 446	2011	= 631	2023	= 826
TOTAL		1309	TOTAL	117						

Total Fire Runs since January 1, 1976 = 19813

Average per year = 422

Average per month = 35



CHARLOTTE FIRE DEPARTMENT & RURAL FIRE ASSOCIATION

Fire Chief

111 E. Lawrence Ave., Charlotte MI 48813

Ph. 517-543-0241



CFD Monthly Report

EATON COUNTY 911

Events by Nature Code by Agency

Agency: CFD, Event date/Time range: 10/01/2023 00:00:00 - 10/31/2023 23:59:59

Agency Code	Nature Code	Rpt Only	Self Init	CFS	Total	% Total	Avg Disp Time	Avg Resp Time	Avg Scene Time	Total Call Time	Avg Call Time
CFD	BRUSH FIRE	0	0	2	2	3%	0:01:56	0:07:28	0:07:30	0:33:48	0:16:54
	CARDIAC OR RESP ARREST	0	0	2	2	3%	0:00:20	0:04:22	0:30:57	1:11:19	0:35:40
	COMMERCIAL FIRE ALARM	0	0	5	5	7%	0:02:00	0:03:45	0:08:26	1:01:11	0:12:14
	COMMERCIAL STRUCTURE FIRE	0	0	2	2	3%	0:01:40	0:04:53	0:43:14	1:39:32	0:49:46
	COMPLAINT FIRE INVESTIGATION	0	2	4	6	8%	0:01:46	0:03:31	0:15:02	2:00:08	0:20:01
	FIRE INSPECTION	0	2	0	2	3%	0:00:01	0:00:02	0:40:17	1:20:37	0:40:19
	LIGHT RESCUE	0	0	1	1	1%	0:00:51	0:06:46	0:08:49	0:16:26	0:16:26
	MEDICAL ASSIST	0	2	22	24	32%	0:00:09	0:03:13	0:16:32	7:36:08	0:19:00
	MISCELLANEOUS FIRE RUN	0	3	0	3	4%	0:00:00	0:02:54	0:16:09	0:54:16	0:18:05
	ODOR INVESTIGATION	0	1	2	3	4%	0:01:09	0:06:19	2:10:06	6:45:13	2:15:04
	PERSONAL INJURY CRASH	0	0	18	18	24%	0:00:32	0:04:41	0:23:38	8:13:35	0:27:25
	RESIDENTIAL FIRE ALARM	0	0	1	1	1%	0:01:28	0:00:00	0:00:00	0:04:59	0:04:59
	STRUCTURE FIRE LARGE	0	0	3	3	4%	0:00:24	0:19:26	2:38:14	6:04:47	2:01:36
	WIRES DOWN	0	0	2	2	3%	0:00:47	0:07:54	0:03:11	0:23:45	0:11:53
Subtotals for No Summary Code		0	10	64	74	100%	0:01:00	0:05:47	0:38:37	38:05:44	0:37:49
Subtotals for CFD		0	10	64	74	100%	0:01:00	0:05:47	0:38:37	38:05:44	0:37:49



CHARLOTTE FIRE DEPARTMENT & RURAL FIRE ASSOCIATION

Fire Chief

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CFD Monthly Report

EATON COUNTY 911

Event List with Report Numbers

Report #	Call Time	Nature	Location	Prime Unit	Disp.	Close Time
20230000753	10/01/2023 00:17	PERSONAL INJURY	PACKARD HWY/NI69	311	CLR	10/01/2023 00:37:30
20230000754	10/01/2023 14:09	CARDIAC OR RESP	641 PLEASANT ST	312	CLR	10/01/2023 14:55:32
20230000755	10/02/2023 19:04	PERSONAL INJURY	1775 E CLINTON TRL	312	R	10/02/2023 19:32:14
	10/03/2023 09:12	FIRE INSPECTION	1549 MIKESELL ST	302	CLR	10/03/2023 09:40:12
20230000756	10/03/2023 10:32	PERSONAL INJURY	1616 LANSING RD	312	CLR	10/03/2023 10:55:16
	10/03/2023 09:41	FIRE INSPECTION	815 W SHEPHERD ST	302	CLR	10/03/2023 10:35:06
20230000757	10/03/2023 19:29	LIGHT RESCUE	12 E FIVE POINT HWY	312	CLR	10/03/2023 19:46:15
20230000758	10/04/2023 16:12	PERSONAL INJURY	61 NI69	312	ASST	10/04/2023 16:40:00
20230000759	10/04/2023 20:02	COMPLAINT FIRE	420 W LOVETT ST	312	CLR	10/04/2023 20:20:28
20230000760	10/05/2023 10:20	PERSONAL INJURY	2641 N COCHRAN RD	311	R	10/05/2023 10:43:27
20230000761	10/05/2023 11:57	PERSONAL INJURY	W LAWRENCE AVE/S	311	R	10/05/2023 12:09:27
20230000763	10/05/2023 17:17	MEDICAL ASSIST	111 E LAWRENCE AVE	311	R	10/05/2023 17:31:22
20230000764	10/05/2023 18:03	MISCELLANEOUS FIRE	762 COURTHOUSE DR	311	CLR	10/05/2023 18:31:10
20230000765	10/06/2023 09:06	MISCELLANEOUS FIRE	100 BUTTERNUT DR	311	CLR	10/06/2023 09:15:54
20230000767	10/06/2023 18:20	STRUCTURE FIRE	826 S GUNNELL RD	CFD	R	10/06/2023 18:28:37
20230000766	10/06/2023 18:16	PERSONAL INJURY	7 E KALAMO HWY	312	R	10/06/2023 18:51:09
20230000768	10/07/2023 18:12	MEDICAL ASSIST	1120 OTTO RD	311	CLR	10/07/2023 18:41:30
20230000769	10/09/2023 09:28	COMPLAINT FIRE	702 S COCHRAN AVE	311	CLR	10/09/2023 09:45:42
20230000770	10/10/2023 13:44	MEDICAL ASSIST	1015 PEARL ST	312	R	10/10/2023 14:14:08
20230000771	10/10/2023 16:41	PERSONAL INJURY	W SHEPHERD	312	R	10/10/2023 17:19:07
20230000772	10/11/2023 15:17	MEDICAL ASSIST	1015 PEARL ST	311	CLR	10/11/2023 15:31:56
20230000773	10/12/2023 06:59	PERSONAL INJURY	62-63 SI69	311	R	10/12/2023 07:32:07
20230000774	10/12/2023 23:35	COMMERCIAL FIRE	500 PACKARD HWY	312	CLR	10/13/2023 00:01:17
20230000775	10/13/2023 16:25	PERSONAL INJURY	W FIVE POINT	311	R	10/13/2023 16:40:01
20230000776	10/13/2023 20:08	COMMERCIAL	301 E KALAMO HWY	312	R	10/13/2023 20:42:44
20230000779	10/13/2023 21:24	MISCELLANEOUS FIRE	378 STATE ST	313	R	10/13/2023 21:41:50
20230000778	10/13/2023 21:14	PERSONAL INJURY	BATTLE CREEK	302	R	10/13/2023 22:00:54
20230000777	10/13/2023 20:55	MEDICAL ASSIST	1048 NORTHWAY DR	311	CLR	10/13/2023 21:30:11
20230000780	10/14/2023 02:31	MEDICAL ASSIST	264 N BONNIE BROOK DR	312	R	10/14/2023 03:00:31
20230000781	10/14/2023 06:32	COMMERCIAL FIRE	500 MEIJER ST	312	R	10/14/2023 06:47:52
20230000782	10/14/2023 09:33	PERSONAL INJURY	NARROW LAKE RD/E	311	R	10/14/2023 10:48:58
20230000783	10/14/2023 15:23	WIRES DOWN	622 HORATIO ST	311	R	10/14/2023 15:30:19
20230000784	10/14/2023 23:10	MEDICAL ASSIST	4716 MARGARET DR	312	CLR	10/14/2023 23:52:35
20230000785	10/14/2023 23:22	MEDICAL ASSIST	222-2 PRAIRIE ST	311	CLR	10/14/2023 23:35:32
20230000786	10/15/2023 13:28	COMPLAINT FIRE	4245 MATTHEWS RD	312	R	10/15/2023 13:44:01
20230000787	10/15/2023 20:00	MEDICAL ASSIST	715 S BOSTWICK ST	312	R	10/15/2023 20:13:29
20230000788	10/15/2023 21:32	MEDICAL ASSIST	506 N WASHINGTON ST	312	CLR	10/15/2023 21:56:10
20230000794	10/18/2023 19:58	MEDICAL ASSIST	1015 PEARL ST	311	CLR	10/18/2023 20:21:42
20230000793	10/18/2023 19:41	PERSONAL INJURY	E SHEPHERD	312	CLR	10/18/2023 20:03:04
20230000795	10/19/2023 09:12	BRUSH FIRE	172 MAHAN HWY	312	R	10/19/2023 09:33:26
20230000813	10/27/2023 08:52	MEDICAL ASSIST	4678 LONG HWY	311	R	10/27/2023 09:12:34



CHARLOTTE FIRE DEPARTMENT & RURAL FIRE ASSOCIATION

Fire Chief

111 E. Lawrence Ave., Charlotte MI 48813

Ph. 517-543-0241



CFD Monthly Report

Report #	Call Time	Nature	Location	Prime Unit	Disp.	Close Time
20230000814	10/27/2023 10:22	MEDICAL ASSIST	378 STATE ST	312	R	10/27/2023 10:37:44
20230000796	10/20/2023 18:29	COMPLAINT FIRE	716 S CLINTON ST	312	CLR	10/20/2023 19:02:23
20230000797	10/21/2023 10:29	WIRES DOWN	S STEWART RD/E CLINTON	312	CLR	10/21/2023 10:46:28
20230000798	10/21/2023 12:58	MEDICAL ASSIST	1108 GREGORY LN	311	CLR	10/21/2023 13:19:16
20230000799	10/21/2023 16:04	COMPLAINT FIRE	417 N SHELDON ST	311	CLR	10/21/2023 16:18:54
20230000800	10/22/2023 00:44	COMMERCIAL	1680 PACKARD HWY	312	R	10/22/2023 01:49:22
20230000801	10/22/2023 05:47	STRUCTURE FIRE	9975 BILLWOOD HWY	315	R	10/22/2023 10:13:07
20230000815	10/27/2023 19:12	STRUCTURE FIRE	4284 FORD HWY	312	CLR	10/27/2023 20:43:32
20230000816	10/28/2023 09:12	MEDICAL ASSIST	2982 CARLISLE HWY	311	R	10/28/2023 09:18:04
20230000817	10/28/2023 09:15	RESIDENTIAL FIRE	983 CHADS WAY	311	CLR	10/28/2023 09:19:58
20230000818	10/28/2023 14:25	MEDICAL ASSIST	953 EMERALD DR	312	R	10/28/2023 14:40:56
20230000819	10/28/2023 22:23	MEDICAL ASSIST	530 BEECH ST	312	CLR	10/28/2023 22:49:25
20230000802	10/23/2023 06:22	COMPLAINT FIRE	118-1 W HARRIS AVE	312	R	10/23/2023 06:45:26
20230000804	10/23/2023 12:56	MEDICAL ASSIST	1549 MIKESELL ST	312	R	10/23/2023 13:10:34
20230000803	10/23/2023 12:33	ODOR INVESTIGATION	1716-7 LANSING RD	311	R	10/23/2023 12:47:58
20230000805	10/23/2023 19:59	PERSONAL INJURY	55 NI69	312	CLR	10/23/2023 20:29:14
20230000820	10/29/2023 13:39	MEDICAL ASSIST	1015 PEARL ST	312	R	10/29/2023 13:48:59
20230000806	10/24/2023 20:47	CARDIAC OR RESP	4547 BELL HWY	312	R	10/24/2023 21:13:15
20230000807	10/25/2023 01:30	PERSONAL INJURY	LANSING RD/E KINSEL	312	CLR	10/25/2023 01:46:21
20230000808	10/25/2023 04:42	MEDICAL ASSIST	1108 GREGORY LN	312	R	10/25/2023 04:52:48
20230000809	10/25/2023 05:35	MEDICAL ASSIST	100-218 BUTTERNUT DR	CFD	R	10/25/2023 05:37:21
20230000810	10/26/2023 09:31	COMMERCIAL FIRE	1549 MIKESELL ST	312	ASST	10/26/2023 09:36:23
20230000811	10/26/2023 11:51	MEDICAL ASSIST	225 S WASHINGTON ST	312	CLR	10/26/2023 12:02:19
20230000789	10/16/2023 15:48	PERSONAL INJURY	S COCHRAN AVE/W FIRST	311	R	10/16/2023 16:03:46
20230000790	10/16/2023 20:34	MEDICAL ASSIST	1055 MIKESELL ST	312	R	10/16/2023 20:53:08
20230000791	10/17/2023 09:16	COMMERCIAL FIRE	1597 REYNOLDS RD	311	R	10/17/2023 09:26:56
20230000792	10/17/2023 21:42	PERSONAL INJURY	ISLAND HWY/N ROYSTON	312	R	10/17/2023 21:46:10
20230000821	10/30/2023 07:44	PERSONAL INJURY	HALL ST/LANSING ST	312	CLR	10/30/2023 08:20:49
20230000822	10/30/2023 11:33	COMMERCIAL FIRE	1370 N CLINTON TRL	312	R	10/30/2023 11:38:03
20230000823	10/30/2023 15:45	BRUSH FIRE	LANSING RD/E KINSEL	312	R	10/30/2023 15:57:54
20230000824	10/30/2023 21:35	MEDICAL ASSIST	233 VAN LIEU ST	312	R	10/30/2023 21:57:40
20230000826	10/31/2023 21:44	ODOR INVESTIGATION	614 E HENRY ST	311	CLR	10/31/2023 21:53:25
20230000825	10/31/2023 15:42	ODOR INVESTIGATION	LANSING ST/ISLAND HWY	312	CLR	10/31/2023 22:05:16

Total Number of Events Listed: 74

Kevin Christiansen
Fire Chief
City of Charlotte Fire Department
111 E Lawrence Ave.
Charlotte, MI 48813
Station 517-543-0241
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Charlotte Police Department

111. E. Lawrence Ave., Charlotte, MI 48813

Phone: 517-543-1552 Fax: 517-543-8396

Paul Brentar, Chief of Police

October 2023 Monthly Report

Monthly Statistics:

- See attached report.

Training:

- All officers participated in their fall firearms qualifications and training.
- All officers completed Intoxilizer 9000 training as mandated by the state.
- All officers completed online CJIS security and awareness training.
- CPD hosted MACNLOW's Professional Policing Class.

Staffing:

- Staffing- 1 person has accepted an officer position and will start in mid-November. Another person was in the final stages of the hiring process but backed out. This leaves the department with two (2) open positions. I have 1 candidate that needs to pass some more testing in order to be able to be sent to the academy in January which would fill one of the open spots but that wouldn't occur until September of 2024.

Operational Highlights:

- On 10-01, officers responded to a cardiac arrest for subject down in his yard. Officers assisted EMS who transported to subject and then gave his wife a ride to the hospital as well.
- On 10-01, officers assisted the Eaton County Sheriff's Office by locating a suspect involved in an assault compliant. Officers made a traffic stop on the vehicle and then turned to suspect over to ECSD deputies who then lodged the suspect on assault charges.
- On 10-02, officers were requested to assist the Eaton County Sheriff's Office with a personal injury crash at M-50/Brookfield.
- On 10-03, officers responded to a personal injury crash on Lansing Rd/ Cranmer. One driver was treated for shoulder pain.
- On 10-05, officer responded to a personal injury crash on Lawrence/Bostwick. One driver was treated for neck and shoulder pain and was transported by EMS.
- On 10-05, officers assisted the Michigan State Police in locating a suspect who was wanted for domestic assault. The subject was located and lodged at the jail.
- On 10-06, officers assisted the Eaton County Sheriff's Office with a personal injury crash at Cochran/Kalamo.

- On 10-07, officers assisted the Michigan State Police at Sparrow Eaton with an uncooperative subject who was being treated after committing a felony assault.
- On 10-07, an officer stopped at a local gas station to get a drink and located a subject who had multiple warrants out for his arrest. The subject was arrested without incident and lodged at the jail.
- On 10-09, officers assisted EMS with a subject who was combative due to diabetic conditions. The subject was restrained and transported to the hospital.
- On 10-10, officers responded to a personal injury crash at Shepherd/Mikesell. Both drivers refused EMS.
- On 10-11, officers were called to a residence where a vehicle backed into the home. Officers determined that the driver was intoxicated. The driver was lodged at the jail and also had multiple warrants out for their arrest.
- On 10-12, officers assisted the Civil Division of the Sheriff's Office with an eviction. The occupant of the residence was removed without incident.
- On 10-13, an officer went to Calhoun County Jail to pick up a subject who had a CPD felony warrant for a stolen vehicle. The subject was brought back to Eaton County and lodged at the jail.
- On 10-14, an officer located a suspicious vehicle and made contact with the driver who had multiple warrants out for their arrest. The subject was lodged at the jail without incident.
- On 10-16, officers responded to a personal injury crash at Cochran/First for a car vs. motorized bike crash. The bicyclist refused EMS.
- On 10-17, officers received a tip that a wanted subject was at the Comfort Inn. Officers were able to locate the suspect who was arrested on his warrants. Officers also located additional narcotics and will request charges.
- On 10-19, officers assisted Animal Control with the execution of a search warrant while they removed animals from a residence.
- On 10-20, an officer was called to Walmart twice, for two separate retail fraud calls. Both reports will be sent up requesting charges.
- On 10-22, officer responded to a business that was broken into. CPD Evidence Technicians were called in to process the scene. The investigation is on-going.
- On 10-23, officer recovered a stolen vehicle at the Park and Ride lot off of Tullybrown. The vehicle was stolen out of Lansing.
- On 10-24, officers assisted the Eaton County Sheriff's Office with a personal injury crash at Lansing Rd./Kinsel Hwy. A motorcyclist hit a deer and was transported to the hospital.
- On 10-26, officers responded to a PPO violation complaint. Officers were able to locate the suspect who was arrested and lodged at the jail for violating the order.
- On 10-30, officers assisted the Eaton County Sheriff's Office with recovering stolen property at a residence.

Outreach/Public Events:

- Sgt. McDaniel attended a Cub Scout meeting at the Congregation Church on 10-19.
- Sgt. Antcliff and Officer Fullerton provided traffic control and conducted PR for the special need hayride at the Eagles Club on 10-28.
- Chief Brentar attended the Superintendents monthly meeting at ERESA to present the Accountability App to them that has been developed by the AVI team.
- Chief Brentar provided active violence training to Spartan Motors executives. Training sessions for all Spartan employees will occur from now through December.

Respectfully,



Chief of Police



UCR TITLE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	2022	%	WARRANTS	ARRESTS
STATE CRIMES																	
SOVEREIGNTY													0	0	0%		
MILITARY													0	0	0%		
IMMIGRATION													0	0	0%		
Part I Crimes																	
CRIMES AGAINST PERSONS																	
HOMICIDE-MURDER(ATTEMPT)													0	0	0%		
NEGLIGENT HOMICIDE			1										1	0	100%		1
KIDNAPPING													0	0	0%		
PARENTAL KIDNAPPING													0	0	0%		
SEX. ASSAULT-ALL	6	3		3		4			2	1			19	25	-24%		
ROBBERY			1										1	4	-300%		
NON-AGG ASSAULT	16	5	17	8	14	11	15	14	15	9			124	129	-4%	9	22
AGGRAVATED ASSAULT	2	2	1	3	2	5	2	1	1	2			21	33	-36%	1	4
INTIMIDATION/STALKING	17	9	12	14	17	13	10	7		11			110	222	-50%	1	1
PROPERTY CRIMES																	
ARSON		1											1	0	100%		
EXTORTION	2				1	1	1	1					6	3	300%		
BURGLARY-FORCED	1	1	4	5	2		2	7	4	3			29	17	71%	3	2
BURGLARY-W/O FORCE	1												1	1	0%		
BURGLARY-ILLEGAL ENTRY	2		1	2				4	1				10	3	200%	2	1
POSS BURGLARY TOOLS													0	1	0%		
LARCENY	32	15	9	13	14	23	33	30	14	13			196	344	-43%	2	4
MOTOR VEHICLE THEFT	4	1		1	1		1		1				9	6	400%	1	1
Part II Crimes																	
STOLEN PROPERTY-MOTOR VEHICLE	1	1		2		1			1	1			7	13	-46%		1
FORGERY/COUNTERFEIT-ING	2		2	1	1	4	2	1					13	17	-24%	4	3
FRAUDULENT ACTIVITY	8	7	6	5	7	10	8	12	11	8			82	108	-24%	4	2
EMBEZZLEMENT			1			1			1				3	6	0%	1	1
REC/CONCEALING STOLEN PROPERTY			3	3	1		3	1					11	9	0%		6
DESTRUCTION OF PROPERTY	1	3	3	4	7	8	7	10	7	7			57	63	-10%	2	
RETAIL FRAUD-ALL	9	11	3	9	4	5	3	2	1	4			51	48	6%	17	9
MORALS/DECENCY CRIMES																	
V.C.S.A.		3	9	4	5	1	3	4	1	8			38	54	-30%	2	5

UCR TITLE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	2022	%	WARRANTS	ARRESTS
SEX OFFENSE		1	2	3	2	1	3	1	1				14	19	0%		
OBSCENITY	1	1		2	1		1	1					7	0	700%		
FAMILY ABUSE/NEGLECT	7	5	5	4	4	4	3		2	2			36	44	-18%		3
FAMILY-NON SUPPORT	1		4		1	1	1	2	1				11	7	57%		11
FAMILY-OTHER													0	1	-100%		
GAMBLING													0	0	0%		
COMMERCIALIZED SEX OFFENSE													0	0	0%		
LIQUOR LICENSE VIOLATION													0	0	0%		
LIQUOR LAW VIOLATION			1	3		3	1	3	3	1			15	6	0%		
PUBLIC ORDER CRIMES																	
OBSTRUCTING POLICE	1	2	1	2	2	2	2	1	3				16	23	-30%	2	8
ESCAPE-CORRECTIONAL INSTITUTION													0	0	0%		
ESCAPE-MENTAL INST.													0	0	0%		
ESCAPE/FLIGHT													0	0	0%		
OBSTRUCTING JUSTICE	19	19	12	8	11	14	10	14	12	6			141	131	8%	194	117
BRIBERY													0	0	0%		
WEAPONS-CONCEALED	1		2	2									5	3	100%	1	1
WEAPONS-EXPLOSIVE													0	0	0%		
WEAPONS-OTHER	1				2	1		1					5	11	-55%	3	
PUBLIC PEACE	25	17	14	27	23	29	21	23	26	20			225	236	-5%	2	4
TRAFFIC-HIT AND RUN	2	7	6	4	4	4	6	4	12	4			53	42	26%		1
TRAFFIC-O.U.I.L./O.U.I.D	4	5	6	4	7	10		8	1	2			47	60	-22%	1	18
TRAFFIC-MISD	3	3	7	7	3	4	1	10	2	1			41	78	-47%	2	14
HEALTH/SAFETY VIOLATION	7	5	7	1	4	7	5	2	4	4			46	45	100%		
CIVIL RIGHTS													0	0	0%		
TRESPASS/PRIVACY	8	6	5	9	15	16	10	9	9	16			103	111	-7%		3
SMUGGLING													0	0	0%		
ELECTION LAWS													0	0	0%		
ANTI-TRUST													0	0	0%		
TAX REVENUE													0	0	0%		
CONSERVATION	3	1					1			2			7	13	-600%		
VAGRANCY		1		12	11	6	8	6	5	54			103	28	7500%		
MISC. CRIMINAL OFFENSE		1											1	11	0%		
GRAND JURY INVESTIGATION													0	0	0%		
CONSPIRACY			1										1	0	100%		1

End of Part II Crimes

UCR TITLE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	2022	%	WARRANTS	ARRESTS
UCR TITLE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	LAST YEAR	%	WARRANTS	ARRESTS
JUVENILE MINOR																	
DELINQUENT MINOR	20	17	18	11	21	8	8	11	15	17			146	149	-2%		
RUNAWAY	2	2	6	4	1	4	2	3	3	3			30	31	200%		
CIVIL-NON CRIMINAL																	
DIVORCE/SUPPORT													0	0	0%		
INCAPACITATION			4	4	2	4	3	2	1				20	14	43%		
INSANITY	5	14	12	15	17	14	13	24	7	11			132	146	-10%		
TRAFFIC																	
CRASH-PD-PUBLIC ST.	19	18	25	16	15	18	21	14	28	22			196	194	1%		
CRASH-PI-PUBLIC ST	4	2	3	3	3	2	4	1	5	9			36	8	350%		
CRASH-FATAL-PUBLIC ST							1						1	2	-100%		
CRASH-PD-PRIVATE	1	8	4	6	3	2	9	4	7	2			46	39	18%		
CRASH-PI-PRIVATE				3		1			1				5	5	0%		
CRASH-FATAL-PRIVATE									1				1	0	100%		
PROPERTY CIVIL INFRACTION	12	21	24	19	19	14	18	15	15	30			187	254	-26%		
PARKING VIOLATION	14	3	6	6	7	3	15	4	10	5			73	283	-74%		
Park. Tickets- 524-2021, 356-2020	14	4		2		1	7	2	1	205			236				
ABANDONED VEHICLE	4	7	7	7		9	6	1	7	6			54	52	4%		
TRAFFIC HAZARD INVES	2	2	10	12	9	12	8	11	7	8			81	117	-31%		
TRAFFIC DIRECTION	2	2	3	4	14	6	9	2	20	11			73	88	-17%		
TRAFFIC SAFETY PUBLIC APPEARANCE													0	0	0%		
BREATHALYSER TEST-													0	0	0%		
OTHER POLICE													0	0	0%		
ALARMS																	
ALARM-POLICE RESPONSE	9	8	14	13	7	11	12	16	11	10			111	153	-27%		
ALARM-MALFUNCTION	1								1				2	0	200%		
ALARM-TEST	3	1	5						4	3			9	10	-100%		
ALARM-WATER & SEWER													0	0	0%		
FIRE																	
ACCIDENT-FIRE													0	0	0%		
ACCIDENT-EXPLOSION													0	0	0%		
ACCIDENT-CHEMICAL													0	0	0%		
HAZARDOUS FIRE COND.	1					5	4		2	2			14	15	-100%	Fireworks	
FIRE REGULATION VIOL													0	0	0%		
ASSIST BUILDING DEPT	2		1	1	1	3		3					11	8	300%		

UCR TITLE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	2022	%	WARRANTS	ARRESTS
ASSIST C.F.D.		4	2		2	4	4	2	3				21	28	-25%		
UCR TITLE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	LAST YEAR	%	WARRANTS	ARRESTS
ACCIDENTS																	
ACCIDENT-AIRCRAFT													0	0	0%		
ACCIDENT-HUNTING													0	0	0%		
ACCIDENT-SHOOTING													0	0	0%		
ACCIDENT-BOATING													0	0	0%		
ACCIDENT-WATER													0	0	0%		
ACCIDENT-OTHER													0	0	0%		
INSPECTIONS- INVESTIGATIONS																	
INSPECT-BOAT													0	0	0%		
INSPECT-MOTOR VEHICLE		2	5		2	1	2	2	2	1			17	10	0%		
INSPECT-TRAFFIC CITATION													0	0	0%		
INSPECT-BUSINESS	39	28	55	84	59	26	34	53	47	47			472	440	7%		
INSPECT-RESIDENCE	30	17	26	23	7	12	4	9	4	6			138	132	5%		
INSPECT-HANDGUN	12		37	30	7	25	22	33	14	6			186	104	79%		
INSPECT LIQUOR LICENSE	3	1	3	2	1		2	4					16	8	800%		
INSPECT-OTHER/SOR CHECK	19	8	15	13	4	14	16	9	14	12			124	142	-13%		
INSPECT-CCW APPLIC													0	0	0%		
DOMESTIC DISPUTES	22	9	22	19	18	36	38	21	23	18			226	277	-18%		
CIVIL DISPUTE	15	18	21	17	23	19	14	25	17	12			181	229	-21%		
SUSPICIOUS SITUATION	100	84	123	110	137	129	106	109	114	109			1121	932	20%		
FIELD INTERROGATION CARD													0	0	0%		
HAZARDOUS SITUATION													0	0	0%		
SUSPECTED NARCOTIC ACTIVITY	2	2	2	3	1	2		1	1				14	46	-70%		
ABANDONED/RECOVERED PROPERTY	11	9	2	6	13	6	10	12	5	4			78	64	22%		
DRUG OVERDOSE			1		3	2	1	3	2				12	22	-45%		
BOMB THREAT													0	0	0%		
MISC. INCIDENTS																	
MISC/P.B.T.													0	0	0%		
SUICIDE													0	6	-600%		
SUICIDE ATTEMPT	7	13	7	4	9	12	5	10	7	4			78	87	-10%		
DEATH-NATURAL			1						1				2	12	-83%		
DEATH-UNDETERMINED			1										1	3	0%		
MISSING PERSON	1		1		1		4		1	1			9	19	-53%		

UCR TITLE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	2022	%	WARRANTS	ARRESTS
NATURAL DISASTER													0	0	0%		
PUBLIC RELATIONS ACTIVITY	8	1	1	2	6	6	6	3	1	6			40	68	-41%		
PATROL INFORMATION	1	1				2			2	1			7	15	-800%		
UCR TITLE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	LAST YEAR	%	WARRANTS	ARRESTS
GENERAL ASSISTANCE																	
ASSIST CITIZEN	78	66	96	67	102	65	83	87	72	65			781	791	-1%		
ASSIST MOTORIST	3	2	7	3	6	4	2	2	4				33	76	-57%		
ASSIST POLICE AGENCY	12	8	6	18	9	13	12	13	11	6			108	90	20%		
ASSIST OTHER AGENCY	19	11	21	17	19	17	5	14	11	17			151	180	-16%		
ASSIST D.P.W.	1	1	3	2	3	2		1	1				14	14	0%		
ESCORT-FUNERAL													0	0	0%		
ESCORT-MONEY									1				1	1	0%		
ESCORT-OTHER													0	0	0%		
TRANSPORT-PRISONER	15	9	28	18	15	14	13	18	17	21			168	140	8%		
TRANSPORT-PAPERWORK	7	10	9	8	11	2	1	5	5	6			64	93	-31%		
TRANSPORT-OTHER									3	1			4	13	-69%		
LOCKOUT	1			2	1			1		1			6	5	100%		
SUBPOENA SERVICE	3		1	1		3	8	4	9	6			35	50	-30%		
PERMISSION TO PARK				10						3			13	23	0%		
PATROL-FOUND DOOR OPEN	1	1	5	9	11	2	2	7	5	5			48	32	50%		
PATROL-FOUND OPEN WINDOW													1	0	100%		
PATROL-FOUND B&E								1					0	0	0%		
ASSIST E.C.S.D.-	7	3	7	6	17	13	11	14	7	14			99	121	-18%		
GENERAL NON CRIMINAL																	
JUVENILE SAFETY VIOL													0	0	0%		
ANIMAL CONTROL	5	9	4	9	9	10	11	13	9	10			89	113	-21%		
ZONING ORD VIOLATION	1						1	2	1	1			6	8	100%		
TOTALS	725	562	800	774	781	747	720	770	701	906	0	0	7486	5453	37%		
TRAFFIC STOPS	58	91	98	124	137	67	105	75	89	90			934	1095	-15%		
OFFICER TRAINING HOURS	33	153	106	51.5	85	151	19	19	40	78			735.5	309.5	138%		
COMMUNITY HOURS	28	43	22.5	1	18	19	71	13.5	95	6			317	98.5	222%		
PAPERWORK HOURS	394	363.5	325	341.5	317	365	290	349	332	343			3420	3433	0%		

SRO STATS

UCR TITLE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	2022	%	WARRANTS	ARRESTS
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The School Resource Officer handled 40 calls for service for the Charlotte Public Schools in October.

The SRO's calls include:1- Non-Agg. Assault, 3- Intimidation/Threats, 6- V.C.S.A, 1- Liquir Law Violation, 4- Public Peace,
10- Delinquent Minor, 1- Traffic Control, 3-Alarm-Test, 3-Suspicious Situation, 3- Assist Citizen, 3-Assist Other Agency, 2- Transport Paperwork

VCSA STATS

During the month of October, the Charlotte Police Department dealt with 8 VCSA incidents. They are the follows:

2-Meth, 6-Marijuana

(This includes the VCSA, Suspected Narcotics Activity, and Drug Overdose Categories)



To: Interim City Manager Bell; Honorable Mayor Armitage; City Council
From: Mary LaRocque, City Clerk
Date: November 17, 2023
Re: Clerk Department updates

ELECTION

The Clerk's office extends its sincerest appreciation to the dedicated Election Inspectors and City Staff whose unwavering commitment contributed significantly to the safe, and precise execution of the November 7th City Election. The collective efforts of our capable team ensured both the seamless operation and an enjoyable atmosphere throughout the duration of this extensive day.

We wish to express our gratitude to Subway at 322 S. Cochran for generously providing sandwiches for lunch, and to North End Party Store at 502 N. Cochran for their kind provision of pizzas for dinner, both of which were offered at a considerable discount to support our election workers.

A total of 1,197 absentee ballots were dispatched, with 1,023 diligently returned and processed by the Absent Voter Counting Board (AVCB). Additionally, 482 voters visited City Hall to exercise their right to cast their ballots in person. Overall, approximately 23% of registered voters actively participated in the election of our new City Council.

Congratulations to the 6 Council members elected November 7th (Councilmember Rodriguez' seat was not up for election)

Our new City Council:

- Mayor, Tim Lewis (2028) tlewis@charlottemi.org
- Councilmember At-Large and Mayor Pro-Tem, Michael Duweck (2028) mduweck@charlottemi.org
- Councilmember At-Large, Anthony Rodriguez (2026) arodriguez@charlottemi.org
- Councilmember District 1, Curtis Scott (2028) cscott@charlottemi.org
- Councilmember District 1, Jeffrey Christensen (2026) jchristensen@charlottemi.org
- Councilmember District 2, Joseph Chin Jr (2028) jchin@charlottemi.org
- Councilmember District 2, Kevin Fullerton (2026) kfullerton@charlottemi.org

A certified copy of the official election results, as released by the County Clerk, is available subsequent to this report

We extend our deepest gratitude to the outgoing City Council:

- Michael Armitage
- Branden Dyer
- Tamra Weissenborn
- Adrianne Van Langevelde

CITY HALL HOLIDAY CLOSURE:

- Thursday November 23 - Thanksgiving
- Friday November 24 - Day after Thanksgiving

Emergency police and fire – Dial 9-1-1

Emergency DPW - Dial 543-8874

JOB OPENINGS:

Applications are being accepted for the following positions:

- DPW Laborer

Visit our website for more information here:

<https://charlottemi.gov/human-resources/current-job-openings/>

Boards and Commissions – citizen volunteers immediately needed:

- Board of Review (BOR)
- Local Officials Compensation Committee (LOCC)
- Airport Advisory Board
- Camp Frances Board
- Downtown Development Authority (DDA)
- Planning Commission (PC)

Additional information on volunteering on the boards and commissions can be found in the brochure accompanying this report. Opportunities to serve on alternative boards and commissions may become available in the upcoming year if existing members choose not to renew their expiring terms. We encourage you to apply online promptly:

<https://www.charlottemi.org/councilboards/boards-commissions/board-and-commission-application/>

SPECIAL MEETING:

Tuesday November 21, 2023 at 7:00 p.m. - interviews for City Manager Candidates

OFFICIAL CANVASS OF VOTES CAST AT THE ELECTION

HELD ON

November 7, 2023

**AND CANVASSED BY THE
EATON COUNTY BOARD OF CANVASSERS**

FOR

City of Charlotte

EATON COUNTY, MICHIGAN

STATEMENT OF VOTES

Mayor - Vote for not more than 1

	Branden Dyer	Tim Lewis	Cast Votes
City of Charlotte, District 1, Prec. 1&2	285	366	651
City of Charlotte, District 2, Prec. 1&2	282	496	778
Totals	567	862	1,429

Council Member At-Large - Vote for not more than 1

	Michael H. Duweck	Cast Votes
City of Charlotte, District 1, Prec. 1&2	497	497
City of Charlotte, District 2, Prec. 1&2	552	552
Totals	1,049	1,049

Council Member District 1 – 5 year term - Vote for not more than 1

	Curt Scott	Cast Votes
City of Charlotte, District 1, Prec. 1&2	480	480
Totals	480	480

Council Member District 1 - Partial Term Ending 11/9/2026 - Vote for not more than 1

	Jeffrey A. Christensen	Cast Votes
City of Charlotte, District 2, Prec. 1&2	490	490
Totals	490	490

Council Member District 2 - Vote for not more than 1

	Joseph D. Chin Jr.	Cast Votes
City of Charlotte, District 2, Prec. 1&2	51	51
Totals	51	51

Council Member District 2 – Partial Term Ending 11/9/2026 - Vote for not more than 1

	Mikaela Bliven	Kevin Fullerton	Cast Votes
City of Charlotte, District 2, Prec. 1&2	311	458	769
Totals	311	458	769

CERTIFICATE OF DETERMINATION

That **Tim Lewis** having received the largest number of votes is elected for the office of **City of Charlotte Mayor**.

That **Michael H. Duweck** having received the largest number of votes is elected for the office of **City of Charlotte Council Member At-Large**.

That **Curt Scott** having received the largest number of votes is elected for the office of **City of Charlotte Council Member, District 1- 5 Year Term**.

That **Jeffrey A. Christensen** having received the largest number of votes is elected for the office of **City of Charlotte Council Member, District 1- Partial Term Ending 11/9/2026**.

That **Joseph D. Chin Jr** having received the largest number of votes is elected for the office of **City of Charlotte Council Member, District 2 – 5 Year Term**.

That **Kevin Fullerton** having received the largest number of votes is elected for the office of **City of Charlotte Council Member, District 2 – Partial Term Ending 11/9/2026**.

STATE OF MICHIGAN
County of Eaton

We, the Eaton County Board of Canvassers Do Hereby Certify the foregoing Statement of Votes and Certificates of Determination of the votes given in Eaton County for the indicated candidates at the General Election held on November 7, 2023 in the County of Eaton, State of Michigan.

In Witness Whereof, We have hereunto set our hands and
affixed the seal of Eaton County, Michigan this 14th day of
November in the year two thousand and twenty three.

SEAL

Carol Wilson-Suffy

Chairperson of the Board of Canvassers

Alan Fuller

Jaquelyn Dennis

Diana Beswold

Clerk of the Board of Canvassers

**“Volunteers
do not
necessarily
have the
time; they
just have the
heart”**

-Elizabeth Andrew

*Benefits of
Volunteering with
the City*

- Connect to your community and make it a better place.
- Engage in discussions that bring about change
- Offer your valuable skillset
- Learn a new skillset
- Serve your local government
- Be a part of the solution

Application

Name _____

Address _____

Charlotte, MI 48813

Phone # _____

Email _____

Are you an elector in the City of
Charlotte for at least 6 months?

___Y___N

I am interested in serving on the
following board(s) or commission(s)
(Number preferences 1 to 8)

___Airport Advisory

___Board of Review (BOR)

___Camp Frances

___Local Officers Comp. Comm.

___Downtown Development Auth.

___Charlotte Area Rec Co-op

___Park Advisory

___Planning Commission

List interests and experiences

Are you able to attend majority of
meetings? ___Y___N

Are you willing to attend training
if needed? ___Y___N



Make a difference in your
community.



Boards and Commissions

by
Mayoral appointment
Tim Lewis, Mayor

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

Get involved with your community

If you are an elector in the City of Charlotte for at least six months, apply for a position on a City Commission, Committee or Board to be involved in upcoming projects and initiatives in Charlotte.

Come and attend any meeting as an audience member. Meetings are open to the public and are held regularly to discuss City business - and we want to hear from you!

Find the right fit for you

Airport Advisory Board – 3-year term. Meets 4 times a year to discuss short- and long-term goals and business of the Fitch H. Beech airport.

Board of Review (BOR) – 5-year term. Training provided. Meets 7 days a year to hear appeals from tax payers regarding the taxable value and classification of their property as determined by the Assessor, and or to correct clerical errors. Paid stipend.

Camp Frances Board – 3-year term. Meets monthly to discuss short- and long-term goals and business of Camp Frances (located within Veterans Park).

Board and Commission members serve in an advisory role to help to direct policy by making suggestions and recommendations to their local elected policymakers and government management. It is a role that is intended to be representative of, and responsive to, the communities they serve.

Local Officer's Compensation Commission (LOCC) – 5-year term. Meets in January of every odd year to review City Council's compensation.

Downtown Development Authority (DDA) – 4-year term. Meets monthly to discuss economical and residential issues related to Charlottes' downtown area.

Charlotte Area Recreational Cooperative (CARC) – 2-year term. Serve as the Charlotte Citizen Rep on this board that meets monthly to develop recreational opportunities for the City and Carmel and Eaton Townships.

Park Advisory Board – 3-year term. Meets 6 times a year to discuss and plan for the City's parks and recreation.

Planning Commission – 3-year term. Meets monthly when there is business at hand to prepare and adopt physical plans for the City and review developmental proposals.

Contact us

For more information visit:

<https://charlottemi.gov/councilboard/s/boards-commissions/>

Complete an application on reverse side or online:

<https://www.charlottemi.org/councilboards/boards-commissions/board-and-commission-application/>

Drop off or mail application to:

City Hall 111 E. Lawrence Ave.
Charlotte, MI 48813; email:
clerk@charlottemi.org

"You can study government and politics in school, but the best way to really understand the process is to volunteer your time"

- Rob McKenna



Memo

To: Interim City Manager Troy Bell
From: Bryan Myrkle, Community Development Director
Date: November 14, 2023
Re: Community Development Activity Update

Local Landlord Forum

- Worked with Rental Inspector Pat Kanuszewski and Code Enforcement Officer Cheri Cummings to host and facilitate a meeting of local landlords. The purpose of the meeting was to better introduce ourselves to this group, to allow them to network and share information with one another, and to talk to them in more depth about the Rental Registration & Inspection Program, as well as Code Enforcement priorities and procedures. The Charlotte Fire Department participated in this meeting, as well as Interim Manager Troy Bell.

While only 8 people RSVP'd for the session, nearly 25 landlords and landlord representatives actually attended the forum held at City Hall on Monday, November 13.

Mr. Kanuszewski shared information about the upcoming rental registration cycle and changes to property maintenance requirements, as well as items that may be inspected this cycle that were not inspected in the initial round that began two years ago. Ms. Cummings talked about landlord communication related to code enforcement of rental properties and ways to avoid fines and tickets while still accomplishing code enforcement goals. The discussion included topics such as sidewalk snow removal, inoperable motor vehicles, indoor furniture being used outside, and trash and unused furniture being left in the public Right-of-Way.

Fire Chief Kevin Christiansen and Captain Dan Daily spoke about issues related to residential safety and security. Community Development Director Myrkle spoke about the perceptions and misperceptions regarding rental properties in the community, telling landlords that the number of residential rentals is much lower than people commonly assume, and that negative property conditions at owner-occupied properties are typically as bad or worse than at rentals. He said that one of his goals is to change the narrative around rentals in Charlotte from one where rentals are described as being too numerous and badly maintained, to one in which local rentals are considered well-kept, high-quality and a benefit to the community.

Feedback from local landlords included concerns about quarterly water billing, saying that monthly billing cycles would be easier for residents to pay and would help identify issues with water leakage more quickly and easily. They also said that, previously, they had been given a 'heads-up' by city staff when water meter readings were abnormally high so they could address issues right away, but that this is no longer the case. They also indicated their displeasure with being held responsible for their tenant's water bills when they go unpaid by the renter. They asked questions about City revenue and expenses related to the Rental Registration program, and praised Mr. Kanuszewski and Ms. Cummings for being easy to work with.

Based on the success of this initial landlord forum, it is likely to be repeated on an annual basis.

Other recent activity:

- Community Development Director Myrkle worked with Airport Engineer Jon VanDuinan and representatives of the Meadows Mobile Home Park on-site to physically inspect and mark trees needing to be pruned or removed as part of the airport tree project this winter. Due to the restrictions imposed by the property owner and their ongoing reluctance to use more straightforward methods for measuring tree heights, the process of identifying and marking individual trees is likely to be more time-consuming and labor-intensive than originally planned. Please note that I am staying in touch with City Attorney Hitch regarding this project so that he is kept in-the-loop as progress is made.
- Mr. Myrkle worked to prepare application materials for Charlotte Commercial Cannabis Licenses, as well as creating a page for the website supporting this new program. He submitted the proposed application materials to Interim City Manager Bell for review and feedback. Mr. Bell, in turn, is expected to seek a review of the materials from the City Attorney Revore. Mr. Myrkle is also working with several potential license applicants as they seek information about the program and consider the purchase or lease of property for future cannabis sites.
- Attended a Lansing Chamber of Commerce awards presentation at which The Shyft Group was honored for its project to develop electric vehicle manufacturing facilities here in Charlotte.
- Worked to identify and provide appropriate local information regarding community facilities & cultural assets to Beckett & Raeder planner Rowan Brady for inclusion in Chapter 3 of the community Master Plan.
- Prepared reports for the City Council on the issue of sidewalk snow removal, and downtown short-term rentals and overnight parking.
- Prepared a Comprehensive Sign Plan for Courthouse Square Association that was subsequently approved by the Charlotte Planning Commission. Also worked with Hutson, Inc on a similar sign plan for its Charlotte development for Planning Commission consideration.
- Participated in quarterly Michigan Main Street board leadership training/discussion; and participated in a National Main Street Organization visit to Charlotte.

- Worked to resolve issues with the fuel pump system at the airport, which was damaged by an electrical power surge.
- Worked with City Assessor Randy Jewell to prepare information related to rental vs. owner-occupied residential and commercial properties for Interim City Manager Bell.
- Facilitated a meeting of the Beach Airport Advisory Board. Topics included the ongoing tree removal project, the possibility of solar field development at the airport, resolving an issue related to a deceased hangar tenant, and the need for board involvement in the next round of engineer consultant selection.

As always, this report includes highlights of departmental activity, and does not include details of day-to-day operations.

DEPARTMENT OF PUBLIC WORKS

PROJECT STATUS REPORT

November 16, 2023

PROJECTS IN PROGRESS

Staffing

We recently had a valuable, long-term garage employee leave to make more money elsewhere. We had set up four interviews, and only one person showed up after the Clerk had confirmed the time and date with all candidates. We tried to offer the position to the candidate, but he refuses to answer his phone. We are back to square one looking for an employee.

DWAM Grant

Potholing for lead service lines through the grant's contractor is complete. The DPW is continuing to complete potholing, some of which will be reimbursed by the grant. There are still GIS updates that need to be made, but we are working with the specialists on that.

Lead Service Line Identification

When time allows, the DPW staff has been potholing services. Additionally, both divisions are working on obtaining service material inside of houses.

Wellhead Protection Grant

Because we had not heard from the state about this grant when others had a preliminary indication, a search of their portal shows that our application was somehow withdrawn in July in the middle of the night on a holiday week. We're trying to follow up with the state about how that happened. While we don't have a grant, the wellhead protection team still meets quarterly.

Sanitary Survey for the Water System

We have submitted answers to the inane questions and comments from EGLE. We will continue to wait to see if there is another response.

Wastewater Plant Inspection

We had our inspection from EGLE, and they only had a couple of minor comments. We have responded and are awaiting confirmation from the state.

Hall Washington McClure Street Reconstruction

The contractor still has a few punch list items to complete. The engineer is working with the contractor to close out the MDOT paperwork on the project.

Safe Routes to School Project

The contractor continues to make progress on the Merritt, and E. Seminary areas. From there, it's State and E. Seminary Streets to complete the mainline construction. The contractor has a lot of punch list work to complete, and it's becoming apparent that it will have to happen in the spring. We are continuing to stay up with the MDOT paperwork.

BL-69 Bridge Replacement-MDOT

We continue to work with MDOT on this project. In your packet you should have an updated easement request from Consumers for the relocation of the gas main. The project has been bid with construction starting next June. We also met with the Consumers electrical group regarding relocation of power poles for the project. Please note that this will be a complete road closure.

Category B Grant Application

We have been informed that we were not funded for the 2024 construction season. We were given the option to roll our application over to the 2025 funding cycle, and we did that.

Exempt Railroad Crossings

Based on the railroad's response to the DSTR on Lovett St., we have submitted paperwork to make exempt three other crossings owned by Charlotte Southern on our City roads. The DSTRs for all of these crossings have been scheduled, and we will participate. MDOT will be responsible for submitting DSTRs for crossings on their trunklines (N. Cochran and Lansing Road).

Island Highway Drain/ Road Project

The contractor is currently working on the Pike continuing with the drain project. We have been working with the Drain Office and their engineer regarding some utility conflicts that have shown up. The paving of Island Hwy. portion of the project has been completed.

Five Year Park Plan Update

This plan is required by the state to be updated every five years if the municipality wants to apply for DNR grants. The Plan is currently out for the required 30-day review and comment period. City council will need to hold a public hearing on the Plan at their meeting on December 18th. Anticipated completion date is January, 2024.

Bid Packages

I have been preparing specifications and bid packages for public works projects. You will see two of the recommendations for award in your packet.

Park Advisory Board

We had our October meeting. I continue to prepare minutes and agendas for this Board. Our next regularly scheduled meeting is in January.

Site Plan Reviews

Reviews are being performed on an ongoing basis. We continue to work with different projects as they work toward completion of their construction.

Permitting

We continue to review and issue permits for work in the right-of-way. Water and sewer permits continue. Driveway and dumpster permits continue as well.

Year End Reports

Several year end reports for the State are also in progress or have been submitted including, but not limited to Act 51, and TAMC.

Leaf Pickup

The schedule for fall leaf pickup has been published. The last pickup will be November 20-22. Please note that with the new hours at the garage, regular drop off hours will continue Monday-Friday 7:30 am to 3:30 pm.

Finance - Treasurer's Office
November, 2023

1. The FY 2023 Audit is progressing as planned. The Audit Presentation by Manor Costerisan is scheduled for December 4, 2023, with a backup date of December 18, 2023. The City's Audit, Qualifying Statement, and F-65 Reports are all due to the State by January 1, 2024.
2. On August 15, 2022, City Council approved an agreement with a new credit card processor, Point & Pay, for the City to accept Utility and Tax payments either by over the counter or internet using a credit card. During Council discussion on this agreement, it was asked that a report be made back to Council after one year of this three-year agreement. Finance reports that besides unexpected internet outages, Point & Pay has integrated with our BS&A software and processed payments as planned. Transactions for the period November 1, 2022 – October 31, 2023

Over the Counter Transactions	467
Online Transactions	<u>3,242</u>
Total	3,709

Credit Card Transactions	2,480
E-Checks Processed	<u>1,229</u>
Total	3,709

Payments Collected	\$1,399,207.18
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3. The City currently bills water and sewer customers on a quarterly basis. Each month a different "cycle" gets billed for the previous 3 months of usage. This year, the "Green" cycle is scheduled to have shut offs start on December 21, 2023. Due to the holidays, the shutoff date for "Green" cycle will be moved to January 4, 2024 (same as last year). All other due dates and subsequent shutoff dates will remain the same. This change only affects the shutoff date for the "Green" cycle.
3. Please find attached to this report (agenda) the City's 1st Quarter Financial Reports for the period July 1 thru September 30, 2023, for all budgeted funds. The report is

subtotaled by Cost Center (Department) and by Fund. October's financials will be included in the November 20th Council agenda packet.

References to funds being over or below budget are based upon one quarter of the fiscal year being completed; hence an assumption is made that 25% of the revenue or expense should be realized. This assumption does not apply in all cases, as certain revenues and expenditures may be seasonal (summer tax levy). At this stage of the budget year, a 15% variance is considered acceptable.

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REVENUE AND EXPENDITURE REPORT FOR CITY OF CHARLOTTE

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PERIOD ENDING 09/30/2023

% Fiscal Year Completed: 25.14

L NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	% BDGT USED
		AMENDED BUDGET	09/30/2023 NORMAL (ABNORMA	MONTH 09/30/202 INCREASE (DECRE	
und 101 - GENERAL FUND					
000.000		5,886,210.00	3,914,859.53	2,603,589.56	66.51
TOTAL REVENUES		5,886,210.00	3,914,859.53	2,603,589.56	66.51
000.000		0.00	(3,005.42)	(1,502.71)	100.00
101.000 - MAYOR, CITY COUCIL & BOARDS		24,450.00	4,633.06	2,763.31	18.95
172.000 - CITY MANAGER		414,360.00	108,095.12	53,127.60	26.09
215.000 - CITY CLERK		314,760.00	54,445.29	19,768.05	17.30
221.000 - PAYROLL TO BE DISTRIBUTED		0.00	0.00	0.00	0.00
253.000 - FINANCE & TREASURY		474,010.00	100,986.34	70,719.98	21.30
257.000 - CITY ASSESSOR		170,845.00	33,260.22	11,434.12	19.47
262.000 - ELECTIONS		0.00	4,857.51	4,857.51	100.00
265.000 - CITY HALL BUILDING & GROUNDS		368,840.00	50,602.87	16,445.45	13.72
301.000 - POLICE DEPARTMENT		2,617,245.00	574,870.56	250,012.44	21.96
336.000 - FIRE DEPARTMENT		0.00	65.00	55.00	100.00
441.000 - PUBLIC WORKS ADMINISTRATION		205,660.00	36,574.10	13,105.35	17.78
442.000 - HANDI-CAP RAMPS		65,450.00	1,561.44	92.00	2.39
443.000 - LEAF COLLECTION		54,950.00	3,263.61	2,323.17	5.94
444.000 - PARKING SERVICES/WINTER MAINT.		24,315.00	0.00	0.00	0.00
445.000 - TREE WORK		104,410.00	33,936.80	23,059.15	32.50
460.000 - STREET MAINTENANCE		115.00	0.00	0.00	0.00
490.000 - TRUNKLINE MAINTENANCE		0.00	0.00	0.00	0.00
545.000 - LIFT STATIONS		0.00	0.00	0.00	0.00
560.000 - WATER MAINTENANCE		0.00	0.00	0.00	0.00
562.000 - WATER PRODUCTION AND OPERATION		0.00	0.00	0.00	0.00
582.000 - DPW GARAGE BLDG & GROUNDS		0.00	0.00	0.00	0.00
703.000 - COMMUNITY DEVELOPMENT		328,650.00	73,611.81	35,429.61	22.40
751.000 - PARKS & RECREATION		122,370.00	24,340.87	6,071.23	19.89
999.000 - GASB 34		282,785.00	32,010.00	0.00	11.32
TOTAL EXPENDITURES		5,573,215.00	1,134,109.18	507,761.26	20.35
und 101 - GENERAL FUND:					
TOTAL REVENUES		5,886,210.00	3,914,859.53	2,603,589.56	66.51
TOTAL EXPENDITURES		5,573,215.00	1,134,109.18	507,761.26	20.35
ET OF REVENUES & EXPENDITURES		312,995.00	2,780,750.35	2,095,828.30	888.43
und 202 - MAJOR STREET FUND					
000.000		1,881,795.00	230,609.85	85,542.70	12.25
TOTAL REVENUES		1,881,795.00	230,609.85	85,542.70	12.25

L NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	% BDGT USED
		AMENDED BUDGET	09/30/2023 NORMAL (ABNORMA	MONTH 09/30/202 INCREASE (DECRE	
und 202 - MAJOR STREET FUND					
221.000 - PAYROLL TO BE DISTRIBUTED		0.00	0.00	0.00	0.00
446.000 - SIDEWALK MAINTENANCE		0.00	184.97	0.00	100.00
450.000 - STREET CONSTRUCTION		0.00	0.00	0.00	0.00
460.000 - STREET MAINTENANCE		1,669,450.00	76,401.33	39,618.55	4.58
470.000 - TRAFFIC SERVICES		15,335.00	2,960.29	495.12	19.30
480.000 - WINTER STREET MAINTENANCE		35,535.00	142.85	142.85	0.40
490.000 - TRUNKLINE MAINTENANCE		21,500.00	5,315.48	1,715.94	24.72
520.000 - STREET ADMINISTRATION		94,950.00	20,416.66	6,955.52	21.50
560.000 - WATER MAINTENANCE		0.00	0.00	0.00	0.00
561.000 - WATER METER READING		0.00	0.00	0.00	0.00
999.000 - GASB 34		100,000.00	16,666.00	0.00	16.67
TOTAL EXPENDITURES		1,936,770.00	122,087.58	48,927.98	6.30
und 202 - MAJOR STREET FUND:					
TOTAL REVENUES		1,881,795.00	230,609.85	85,542.70	12.25
TOTAL EXPENDITURES		1,936,770.00	122,087.58	48,927.98	6.30
ET OF REVENUES & EXPENDITURES		(54,975.00)	108,522.27	36,614.72	197.40
und 203 - LOCAL STREET FUND					
000.000		426,720.00	113,761.76	34,003.49	26.66
TOTAL REVENUES		426,720.00	113,761.76	34,003.49	26.66
446.000 - SIDEWALK MAINTENANCE		0.00	885.12	219.53	100.00
460.000 - STREET MAINTENANCE		456,315.00	32,028.42	5,931.23	7.02
470.000 - TRAFFIC SERVICES		11,480.00	1,250.84	99.66	10.90
480.000 - WINTER STREET MAINTENANCE		44,075.00	0.00	0.00	0.00
520.000 - STREET ADMINISTRATION		101,385.00	20,835.75	7,264.22	20.55
561.000 - WATER METER READING		0.00	0.00	0.00	0.00
999.000 - GASB 34		0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		613,255.00	55,000.13	13,514.64	8.97
und 203 - LOCAL STREET FUND:					
TOTAL REVENUES		426,720.00	113,761.76	34,003.49	26.66
TOTAL EXPENDITURES		613,255.00	55,000.13	13,514.64	8.97
ET OF REVENUES & EXPENDITURES		(186,535.00)	58,761.63	20,488.85	31.50
und 206 - FIRE FUND					
000.000		1,625,840.00	481,967.55	333,730.96	29.64
TOTAL REVENUES		1,625,840.00	481,967.55	333,730.96	29.64
336.000 - FIRE DEPARTMENT		1,935,840.00	398,910.36	155,729.33	20.61
TOTAL EXPENDITURES		1,935,840.00	398,910.36	155,729.33	20.61

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REVENUE AND EXPENDITURE REPORT FOR CITY OF CHARLOTTE
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L NUMBER	DESCRIPTION	2023-24	YTD BALANCE	ACTIVITY FOR	% BDGT USED
		AMENDED BUDGET	09/30/2023 NORMAL (ABNORMA	MONTH 09/30/202 INCREASE (DECRE	
und 206 - FIRE FUND					
und 206 - FIRE FUND:					
TOTAL REVENUES		1,625,840.00	481,967.55	333,730.96	29.64
TOTAL EXPENDITURES		1,935,840.00	398,910.36	155,729.33	20.61
ET OF REVENUES & EXPENDITURES		(310,000.00)	83,057.19	178,001.63	26.79
und 230 - POLICE DRUG ENFORCEMENT					
000.000		1,500.00	56.73	17.53	3.78
TOTAL REVENUES		1,500.00	56.73	17.53	3.78
302.000 - ACT 302 POLICE TRAINING		1,500.00	336.27	129.27	22.42
TOTAL EXPENDITURES		1,500.00	336.27	129.27	22.42
und 230 - POLICE DRUG ENFORCEMENT:					
TOTAL REVENUES		1,500.00	56.73	17.53	3.78
TOTAL EXPENDITURES		1,500.00	336.27	129.27	22.42
ET OF REVENUES & EXPENDITURES		0.00	(279.54)	(111.74)	100.00
und 232 - ACT 302 POLICE TRAINING					
000.000		15,000.00	903.99	33.77	6.03
TOTAL REVENUES		15,000.00	903.99	33.77	6.03
303.000 - ACT 302 POLICE TRAINING		15,000.00	(1,548.41)	(1,878.41)	(10.32)
TOTAL EXPENDITURES		15,000.00	(1,548.41)	(1,878.41)	(10.32)
und 232 - ACT 302 POLICE TRAINING:					
TOTAL REVENUES		15,000.00	903.99	33.77	6.03
TOTAL EXPENDITURES		15,000.00	(1,548.41)	(1,878.41)	10.32
ET OF REVENUES & EXPENDITURES		0.00	2,452.40	1,912.18	100.00
und 248 - DOWNTOWN DEVELOPMENT AUTHORITY					
000.000		35,960.00	46,464.18	24,326.19	129.21
TOTAL REVENUES		35,960.00	46,464.18	24,326.19	129.21
728.000 - ECONOMIC DEVELOPMENT		43,660.00	5,473.89	2,059.99	12.54
999.000 - GASB 34		0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		43,660.00	5,473.89	2,059.99	12.54
und 248 - DOWNTOWN DEVELOPMENT AUTHORITY:					
TOTAL REVENUES		35,960.00	46,464.18	24,326.19	129.21
TOTAL EXPENDITURES		43,660.00	5,473.89	2,059.99	12.54
ET OF REVENUES & EXPENDITURES		(7,700.00)	40,990.29	22,266.20	532.34
und 250 - LDFA					
000.000 -		18,000.00	8,393.93	2,592.96	46.63
TOTAL REVENUES		18,000.00	8,393.93	2,592.96	46.63
728.000 - ECONOMIC DEVELOPMENT		0.00	1,750.00	1,750.00	100.00
999.000 - GASB 34		0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	1,750.00	1,750.00	100.00
und 250 - LDFA:					

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L NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR	% BDGT USED
			09/30/2023 NORMAL (ABNORMA	MONTH 09/30/202 INCREASE (DECRE	
und 250 - LDFA					
TOTAL REVENUES		18,000.00	8,393.93	2,592.96	46.63
TOTAL EXPENDITURES		0.00	1,750.00	1,750.00	100.00
ET OF REVENUES & EXPENDITURES		18,000.00	6,643.93	842.96	36.91
und 285 - CAMP FRANCES					
000.000		3,300.00	1,665.81	734.09	50.48
TOTAL REVENUES		3,300.00	1,665.81	734.09	50.48
751.000 - PARKS & RECREATION		4,740.00	320.95	0.00	6.77
TOTAL EXPENDITURES		4,740.00	320.95	0.00	6.77
und 285 - CAMP FRANCES:					
TOTAL REVENUES		3,300.00	1,665.81	734.09	50.48
TOTAL EXPENDITURES		4,740.00	320.95	0.00	6.77
ET OF REVENUES & EXPENDITURES		(1,440.00)	1,344.86	734.09	93.39
und 295 - AIRPORT FUND					
000.000		229,700.00	82,660.33	57,068.65	35.99
TOTAL REVENUES		229,700.00	82,660.33	57,068.65	35.99
595.000 - AIRPORT		179,700.00	946,704.33	872,385.58	526.82
TOTAL EXPENDITURES		179,700.00	946,704.33	872,385.58	526.82
und 295 - AIRPORT FUND:					
TOTAL REVENUES		229,700.00	82,660.33	57,068.65	35.99
TOTAL EXPENDITURES		179,700.00	946,704.33	872,385.58	526.82
ET OF REVENUES & EXPENDITURES		50,000.00	(864,044.00)	(815,316.93)	1,728.09
und 304 - 2008 FACILITY BLDG G.O. BOND					
000.000		241,000.00	224,053.14	160,216.12	92.97
TOTAL REVENUES		241,000.00	224,053.14	160,216.12	92.97
906.000 - DEBT SERVICE		203,500.00	0.00	0.00	0.00
907.000 - G.O. BONDS 78		0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		203,500.00	0.00	0.00	0.00
und 304 - 2008 FACILITY BLDG G.O. BOND:					
TOTAL REVENUES		241,000.00	224,053.14	160,216.12	92.97
TOTAL EXPENDITURES		203,500.00	0.00	0.00	0.00
ET OF REVENUES & EXPENDITURES		37,500.00	224,053.14	160,216.12	597.48
und 510 - WATER & SEWER FUND					
000.000		4,929,325.00	1,370,012.78	819,558.39	27.79
TOTAL REVENUES		4,929,325.00	1,370,012.78	819,558.39	27.79
221.000 - PAYROLL TO BE DISTRIBUTED		0.00	0.00	0.00	0.00
460.000 - STREET MAINTENANCE		0.00	0.00	0.00	0.00
490.000 - TRUNKLINE MAINTENANCE		0.00	0.00	0.00	0.00
520.000 - STREET ADMINISTRATION		0.00	0.00	0.00	0.00
537.000 - SEWER ADMINISTRATION		1,780,915.00	142,719.56	41,925.97	8.01

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L NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 09/30/2023 NORMAL (ABNORMA	ACTIVITY FOR MONTH 09/30/202 INCREASE (DECRE	% BDGT USED
und 510 - WATER & SEWER FUND					
540.000 - SEWER MAINTENANCE		206,190.00	33,329.85	11,436.37	16.16
545.000 - LIFT STATIONS		160,750.00	19,342.83	6,462.27	12.03
550.000 - W.W.T.P. OPERATIONS		718,715.00	152,198.60	47,737.42	21.18
555.000 - WATER ADMINISTRATION		559,045.00	271,511.77	98,298.45	48.57
560.000 - WATER MAINTENANCE		250,475.00	138,895.36	35,978.26	55.45
561.000 - WATER METER READING		55,900.00	6,568.76	1,613.44	11.75
562.000 - WATER PRODUCTION AND OPERATION		352,820.00	71,068.18	25,841.47	20.14
565.000 - SEWER SERVICE NEW		1,600.00	0.00	0.00	0.00
566.000 - SEWER REPLACEMENT MAINS		8,135.00	121.36	0.00	1.49
570.000 - WATER SERVICES NEW		55,210.00	775.00	0.00	1.40
571.000 - WATER TOWER		7,500.00	244.00	68.00	3.25
572.000 - WATER REPLACEMENT SERVICES		183,600.00	16,410.26	0.00	8.94
573.000 - WATER REPLACEMENT EQUIPMENT		2,835.00	0.00	0.00	0.00
574.000 - WELLHEAD PROTECTION		500.00	0.00	0.00	0.00
575.000 - WATER REPLACEMENT MAINS		0.00	0.00	0.00	0.00
581.000 - MVP EQUIPMENT MAINTENANCE		0.00	0.00	0.00	0.00
901.000 - SEWER CAPITAL OUTLAY		837,000.00	765,995.00	163,080.00	91.52
999.000 - GASB 34		350,000.00	58,332.00	0.00	16.67
TOTAL EXPENDITURES		5,531,190.00	1,677,512.53	432,441.65	30.33
und 510 - WATER & SEWER FUND:					
TOTAL REVENUES		4,929,325.00	1,370,012.78	819,558.39	27.79
TOTAL EXPENDITURES		5,531,190.00	1,677,512.53	432,441.65	30.33
ET OF REVENUES & EXPENDITURES		(601,865.00)	(307,499.75)	387,116.74	51.09
und 518 - RECYCLING FUND					
000.000		83,200.00	41,061.60	18,281.46	49.35
TOTAL REVENUES		83,200.00	41,061.60	18,281.46	49.35
000.000		0.00	0.00	0.00	0.00
530.000		59,640.00	11,973.65	3,805.22	20.08
999.000 - GASB 34		0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		59,640.00	11,973.65	3,805.22	20.08
und 518 - RECYCLING FUND:					
TOTAL REVENUES		83,200.00	41,061.60	18,281.46	49.35
TOTAL EXPENDITURES		59,640.00	11,973.65	3,805.22	20.08
ET OF REVENUES & EXPENDITURES		23,560.00	29,087.95	14,476.24	123.46
und 601 - MOTOR VEHICLE POOL					
000.000		559,550.00	148,168.82	50,814.94	26.48

ser: JBARTLETT

PERIOD ENDING 09/30/2023

B: Charlotte

% Fiscal Year Completed: 25.14

L NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE 09/30/2023 NORMAL (ABNORMA	ACTIVITY FOR MONTH 09/30/202 INCREASE (DECRE	% BDGT USED
und 601 - MOTOR VEHICLE POOL					
TOTAL REVENUES		559,550.00	148,168.82	50,814.94	26.48
580.000 - MVP ADMINISTRATION		52,710.00	13,628.60	4,858.82	25.86
581.000 - MVP EQUIPMENT MAINTENANCE		665,765.00	158,011.31	121,565.40	23.73
582.000 - DPW GARAGE BLDG & GROUNDS		77,330.00	7,277.49	1,757.65	9.41
999.000 - GASB 34		0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		795,805.00	178,917.40	128,181.87	22.48
und 601 - MOTOR VEHICLE POOL:					
TOTAL REVENUES		559,550.00	148,168.82	50,814.94	26.48
TOTAL EXPENDITURES		795,805.00	178,917.40	128,181.87	22.48
ET OF REVENUES & EXPENDITURES		(236,255.00)	(30,748.58)	(77,366.93)	13.01
und 666 - INFORMATION TECHNOLOGY POOL FUND					
000.000		247,000.00	63,056.46	20,984.54	25.53
TOTAL REVENUES		247,000.00	63,056.46	20,984.54	25.53
228.000 - INFORMATION TECHNOLOGY		245,000.00	49,307.28	12,064.03	20.13
TOTAL EXPENDITURES		245,000.00	49,307.28	12,064.03	20.13
und 666 - INFORMATION TECHNOLOGY POOL FUND:					
TOTAL REVENUES		247,000.00	63,056.46	20,984.54	25.53
TOTAL EXPENDITURES		245,000.00	49,307.28	12,064.03	20.13
ET OF REVENUES & EXPENDITURES		2,000.00	13,749.18	8,920.51	687.46
TOTAL REVENUES - ALL FUNDS		16,184,100.00	6,727,696.46	4,211,495.35	41.57
TOTAL EXPENDITURES - ALL FUNDS		17,138,815.00	4,580,855.14	2,176,872.41	26.73
ET OF REVENUES & EXPENDITURES		(954,715.00)	2,146,841.32	2,034,622.94	224.87



Memo

To: Interim Manager Bell
From: Bryan Myrkle, Community Development Director
Date: November 13, 2023
Re: Downtown parking and short-term rentals

Upon receipt of an email from a property owner concerned about issues related to overnight parking for a short-term rental located above a downtown storefront, former Mayor Armitage asked me whether short term rentals violate local zoning. Councilman Rodriguez also asked for information regarding these issues at a recent City Council meeting.

As I let Mr. Armitage know, the legality of short-term rentals (AirBnB, Vacation Rental By Owner, etc) in Charlotte varies by zoning district.

Hotels and motels are a permitted use in the Central Business District zone.

The City of Charlotte Zoning Ordinance defines Hotels, Motels, Boarding Houses and Rooming Houses as *"a building held out to the public as a place for lodging for a nightly, weekly or monthly rate, including bed and breakfasts."* A short-term rental use such as VRBO clearly falls under that definition and therefore this is a legal use of property downtown. The same standard does not apply to people using homes as short-term rentals in residential districts.

As we work to update the City's Master Plan and Zoning Code, I believe it would be appropriate to consider updating the City's regulations on this type of use.

Downtown Parking Management

While most or all of the current City Council members are new to the Council since this issue was last discussed, it is the case that this issue was reconsidered at length by the Council in July of 2021. The Council chose to keep our current regulations in place.

Our rules require that anyone parking overnight in one of the downtown public parking lots must purchase a parking permit, display it on their vehicle and park in a designated space. The cost of a permit is \$30 for a 6-month permit, and the sale of permits is limited to residents of the downtown district.

The purpose of having these regulations is two-fold. It is to limit the number of vehicles in the parking lots at night, and to group them together in designated spaces to facilitate snow plowing. Efficient and effective snow removal is very important to the business district. If there are too many cars in the lots, and they are parked wherever the owner prefers, it would be very difficult for the plow trucks to get in

the lots and do a good job clearing them. It would also increase the risk of personal injury and property damage. There is also the added advantage of having information about the cars that are supposed to be in the lot (make, model, plate, owner contact) in the event of an emergency or other situation in which the City needs to have the car moved.

As I said to Mayor Armitage, these parking permits may be an individual inconvenience for the people who have to buy them, but if the City cannot quickly and safely plow snow, it becomes a collective problem that will result in many more complaints.

It is for this reason that parking enforcement in both the parking lots and on city streets becomes a higher priority in winter than in other months of the year. That is the primary reason for the city's 'inconsistent' enforcement, but it is actually a very predictable approach when you understand the seasonality of it. It is also the case that if someone receives a parking ticket for not having a permit and they are a legitimate downtown resident who needs to use the lot, the cost of the ticket can be applied to the purchase of a permit.

Overnight parking for short-term rentals

To my knowledge, there is only one short-term rental operating in the downtown area, and this is a relatively recent development. We do not have specific rules in place to accommodate them. However, it has always been the case that residents can purchase an overnight parking pass for guests or visitors in addition to their own pass. I believe this option was provided to the constituent who complained, and I think it remains a reasonable option for this type of use. Depending on the needs of the business owner, it's possible that more than one guest pass could be issued for that specific use. Should demand for guest passes increase, switching to a mirror-hanger style pass would be worth considering.

I hope this information is helpful. Please let me know if you have any questions.



DOWNTOWN RESIDENTIAL OVERNIGHT PARKING PROGRAM

A. Welcome!

You're part of a unique group, and we're glad you've chosen downtown Charlotte as your home. Our goal is to make downtown overnight parking as convenient as possible for residents.

If you have any questions about the content of this brochure, please call the Charlotte City Hall at 543-2750 or if you have an enforcement concern, please contact Police Department at 543-1552.

B. Overnight Parking

1. Downtown overnight parking registration must be completed at the Charlotte City Hall located at 111 E. Lawrence Avenue.
2. New applicants must provide:
 - Proof of vehicle registration
 - Proof of residence in downtown district
 - Contact number for residence landlord

Permits are non-transferable.

A permit is valid only for the dates indicated on the permit sticker.

3. The permit sticker shall be displayed on the rear window of the registered vehicle in the lower corner of the driver's side.
4. Maximum of two permits per apartment.

C. Designated Lot Areas

Between the hours of 2 am and 5 am, permit holders must park their vehicles in **designated** residential parking spaces in the specified lots. For your convenience, these spaces are reserved for permit holders only from 8 pm to 10 am.

D. Fees, Fines & Enforcement

1. Fees

Fees for overnight parking are as follows:

- \$30 for a 6 month non-refundable permit.
- Permit stickers expire April 30 and October 31 each year.
- Permits can be purchased at City Hall Monday through Friday from 9am-1pm and 2pm-4pm excluding holidays.

2. Overnight Visitor Parking

Downtown residential overnight permit holders are encouraged to share our City with their visitors.

- One visitor permit is available per apartment.
- The fees and expiration dates for the visitor pass are the same as resident parking passes. This permit is transferable.
- This pass enables your visitors to park in a designated public parking space in any of the specified lots.

3. Enforcement

The Charlotte Police Department will be responsible for enforcing these rules and regulations.

All citation inquiries must be directed to the Charlotte Police Department at 111 East Lawrence Ave. or by telephone at 543-1552.

Fines will be levied for private parking areas, handicap parking, or overnight parking in public parking lots.

Any motor vehicle remaining in a parking space for 48 continuous hours may be deemed abandoned and subject to impoundment pursuant to City Ordinance.

City of Charlotte may deny renewal of a permit to an applicant for non-compliance with the provisions of the Code of Ordinances of the City of Charlotte.

E. Serving Our Downtown Residents

Your cooperation and support is essential to the success of the overnight parking program.

Our brochure map is easy to read and interpret, so please take a few minutes to familiarize yourself with the designated parking spaces. Again, thank you for making downtown your home.

Questions? Call 517-543-2750
Enforcement Concerns?
Call 517-543-1552

— THE CITY OF —
CHARLOTTE
— MICHIGAN —

Memo

To: Honorable Mayor Lewis; City Council
From: Mary LaRocque, City Clerk
Date: November 15, 2023
Re: Claims and Expenditures for Council approval on Monday November 20, 2023

Background

Section 7.7(B) of the City Charter requires Council approval for the expenditure of city funds.

Recommendation

A report of claims is provided to council for review on the Wednesday preceding a council meeting at which the claims are approved. Questions about these claims should be directed to the Finance Director and answers resolved by the Friday preceding said council meeting. Claims and expenditures are budgeted items and/or larger purchases pre-approved by Council. While review is recommended, approval should not be hindered.

Answers to Council inquiries, if any, are included in the meeting packet.

Financial Impacts

Insurance claims week of November 06, 2023	\$ 164.38
Insurance claims week of November 13, 2023	\$ 1,357.54
Payroll paid Friday November 17, 2023	\$ 134,978.80
Invoiced claims as of November 15, 2023	<u>\$ 112,417.87</u>
Total	<u>\$248,918.59</u>

Suggested Motion

Motion to approve Claims and Expenditures in the amount of **\$248,918.59**

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INVOICE NUMBER	DESCRIPTION	AMOUNT	EXPECTED CHECK RUN
VENDOR NAME: ACD.NET			
81518-276	CHARGES FOR NOVEMBER 20223	883.66	11/21/2023
91177-128	CHARGES FOR NOVEMBER 2023	574.33	11/21/2023
TOTAL VENDOR ACD.NET		1,457.99	
VENDOR NAME: ADVANTAGE FLEET, LLC			
1015	VANGUARD ARMOR	2,673.90	11/21/2023
1014	VANGUARD ARMOR AP GOLD STRUCTURE PANTS	2,673.90	11/21/2023
TOTAL VENDOR ADVANTAGE FLEET, LLC		5,347.80	
VENDOR NAME: AMAZON CAPITAL SERVICES			
1XF9-CPX3-6Y9K	ACCOUNT # A264N6SLCWDWHU (5 SETS MAILBO	14.93	11/21/2023
1D6G-R17R-1MTC	ACCOUNT # A264N6SLCWDWHU (MAILBOX NUMBER	14.93	11/21/2023
1LRQ-973F-P6NH	ACCOUNT # A264N6SLCWDWHU	45.96	11/21/2023
17ML-4M66-TRQ6	ACCOUNT # A264N6SLCWDWHU (3 RING B	142.52	11/21/2023
TOTAL VENDOR AMAZON CAPITAL SERVICES		218.34	
VENDOR NAME: AMAZON CAPITAL SERVICES - POLICE			
1N31-9R7V-9JX9	ACCT # A1K517P63NLQUT(POLICE) BALLPOIN	105.15	11/21/2023
1CRC-VKDK-Y1WWX	ACCT # A1K517P63NLQUT(POLICE) CHAIR MA	56.99	11/21/2023
TOTAL VENDOR AMAZON CAPITAL SERVICES - POLICE		162.14	
VENDOR NAME: AMBS MESSAGE CENTER INC.			
231011272	ANSWERING SERVICE	119.86	11/21/2023
TOTAL VENDOR AMBS MESSAGE CENTER INC.		119.86	
VENDOR NAME: AMERICAN WATER WORKS ASSOC.			
SO121496	AWWA DUES	412.00	11/21/2023
TOTAL VENDOR AMERICAN WATER WORKS ASSOC.		412.00	
VENDOR NAME: APEX SOFTWARE			
325081	SOFTWARE RENEWAL	1,040.00	11/21/2023
TOTAL VENDOR APEX SOFTWARE		1,040.00	
VENDOR NAME: AT&T LONG DISTANCE			
131573146.10	AIRPORT INTERNET	51.38	11/21/2023
TOTAL VENDOR AT&T LONG DISTANCE		51.38	
VENDOR NAME: BECKETT & RAEDER			
2023960	CHARLOTTE MASTER PLAN & ZONING ORDINANCE	5,665.67	11/21/2023
TOTAL VENDOR BECKETT & RAEDER		5,665.67	
VENDOR NAME: BELL, TROY			
10.23.2023	MML MEETING	335.69	11/21/2023
TOTAL VENDOR BELL, TROY		335.69	
VENDOR NAME: BYRUM ACE HARDWARE			
324191	ANTIFREEZE	27.54	11/21/2023
325800	OIL DRI	18.99	11/21/2023
324521	GLASS SCRAPER,COMPACT TAPE, STRIPPER BLA	35.75	11/21/2023
324910	EXTENSION CORD	6.99	11/21/2023
32567	ANTIFREEZE	19.99	11/21/2023
TOTAL VENDOR BYRUM ACE HARDWARE		109.26	
VENDOR NAME: CALEDONIA FARMERS ELEVATOR			
459693	VALVE STEM & 23X8 .50X12/2PL CL TRFSVR	95.10	11/21/2023
439055	TRUCK # 72 TIRES	632.32	11/21/2023
439025	22590D16 ADVANCE LRGE TIRES	316.10	11/21/2023
TOTAL VENDOR CALEDONIA FARMERS ELEVATOR		1,043.52	
VENDOR NAME: CITY OF CHARLOTTE			
0744611.02.2023	1005 PAINE DR	364.62	11/21/2023
0744511.02.2023	1005 PAINE DR	114.83	11/21/2023
0186911.02.2023	111 E LAWRENCE	2,475.86	11/21/2023
0338911.02.2023	201 HALL ST	360.04	11/21/2023
0744811.02.2023	1005 PAINE DR 3	1,125.48	11/21/2023

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INVOICE NUMBER	DESCRIPTION	AMOUNT	EXPECTED CHECK RUN
VENDOR NAME: CITY OF CHARLOTTE			
0744711.02.2023	PAINE 2	4,248.09	11/21/2023
	TOTAL VENDOR CITY OF CHARLOTTE	8,688.92	
VENDOR NAME: CMP DISTRIBUTORS INC			
78844	BALLISTIC VEST	1,035.00	11/21/2023
78845	BALLISTIC VEST	1,035.00	11/21/2023
	TOTAL VENDOR CMP DISTRIBUTORS INC	2,070.00	
VENDOR NAME: COMPLI CHEK			
CC-103123-1	INSULATION TESTING	300.00	11/21/2023
	TOTAL VENDOR COMPLI CHEK	300.00	
VENDOR NAME: CONSULTANTS ON CALL, LLC			
20230712-43	MANAGED SERVICE FEES	2,800.00	11/21/2023
	TOTAL VENDOR CONSULTANTS ON CALL, LLC	2,800.00	
VENDOR NAME: CONSUMERS ENERGY			
201097211043	112 1/2 S COCHRAN	28.79	11/21/2023
201631058001	620 W SHEPHERD ST	1.40	11/21/2023
201898033540	1310 S COCHRAN AVE	130.50	11/21/2023
202342982473	301 TIRRELL RD	282.46	11/21/2023
202343000287	508 N. SHELDON ST.	51.33	11/21/2023
202520976494	619 W SHEPHERD ST	73.02	11/21/2023
202520976495	620 W SHEPHERD ST	113.21	11/21/2023
202787932015	1225 S COCHRAN AVE	144.20	11/21/2023
202876925011	103 VAN LIEU ST	40.97	11/21/2023
202876927704	911 W SHEPHERD ST FIRE DEPT 2	1,965.65	11/21/2023
203143912117	108 E LAWRENCE AVE	45.26	11/21/2023
203321893357	203 HALL ST	65.75	11/21/2023
203588875814	1325 ISLAND HWY #C	97.35	11/21/2023
203677880360	811 CHADS WAY	3.05	11/21/2023
203944829985	1213 S COCHRAN AVE	62.68	11/21/2023
203944829986	1216 S COCHRAN AVE	309.49	11/21/2023
203944829987	1216 1/2 S COCHRAN AVE	1.40	11/21/2023
203944829988	1216 S COCHRAN AVE	3.87	11/21/2023
204389798049	700 LANSING RD	32.18	11/21/2023
204745734205	811 CHADS WAY	98.74	11/21/2023
204834726266	1167 E CLINTON TRAIL	71.62	11/21/2023
204923721162	1325 ISLAND HWY GATE-AIRPORT	34.95	11/21/2023
204923721348	1005 PAINE DR. FRNT GEN CHARLOTTE	7.60	11/21/2023
205368645650	1325 ISLAND HWY	427.85	11/21/2023
205368645651	1329 1/2 ISLAND HWY	40.97	11/21/2023
205368647642	1005 PAINE DR	19.57	11/21/2023
205813553113	1800 PACKARD HWY	40.82	11/21/2023
205902578448	1152 S COCHRAN AVE CAMP FRANCIS	105.68	11/21/2023
205902578450	301 TIRRELL RD	244.49	11/21/2023
206169457020	1104 MIKESELL ST	199.64	11/21/2023
206169457024	544 LANSING ST/WWTP LIFT STATION	8.83	11/21/2023
206169457025	544 LANSING ST	683.03	11/21/2023
206169457026	700 E. SHEPHERD ST.	140.15	11/21/2023
206169457031	1075 INDEPENDENCE BLVD	255.81	11/21/2023
206169457034	1305 S COCHRAN AVE	25.35	11/21/2023
206169457064	1216 S COCHRAN AVE	2,068.93	11/21/2023
206169457109	111 E LAWRENCE AVE	4,249.88	11/21/2023
206258429776	301 TIRRELL RD R2	174.89	11/21/2023
206258429777	301 TIREELL RD MAINTENANCE	14.62	11/21/2023
206347309784	526 W STODDARD ST	31.25	11/21/2023
206969911535	201 HALL ST	62.01	11/21/2023
207147271757	1064 NORTHWAY	43.43	11/21/2023
601013406471	1227 S COCHRAN AVE	5,054.51	11/21/2023
205991526154	1227 S COCHRAN AVE	4,552.33	11/21/2023
203143912116	108 E LAWRENCE AVE	49.92	11/21/2023
205279642396	111 E LAWRENCE AVE	87.66	11/21/2023
	TOTAL VENDOR CONSUMERS ENERGY	22,247.09	
VENDOR NAME: COUNTY JOURNAL THE			
268944	MEET & GREET INTERIM CITY MANAGER	116.20	11/21/2023
268877	NOTICE OF PUBLIC ACCURACY TEST	70.70	11/21/2023
268362	FALL LEAF COLLECTION ADD	116.20	11/21/2023

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VENDOR NAME: COUNTY JOURNAL THE			
	TOTAL VENDOR COUNTY JOURNAL THE	303.10	
VENDOR NAME: CRB CRANE SERVICES			
0060093-IN	ANNUAL CRANE - HOIST INSPECTIONS	660.00	11/21/2023
	TOTAL VENDOR CRB CRANE SERVICES	660.00	
VENDOR NAME: DELAU FIRE & SAFETY INC			
37849	ANNUAL INSPECTION OF FIRE ALARM	200.00	11/21/2023
	TOTAL VENDOR DELAU FIRE & SAFETY INC	200.00	
VENDOR NAME: DINGES FIRE COMPANY			
46520	TRUCK 311 & 312	114.28	11/21/2023
46869	TRUCKS 313 AND 314	852.52	11/21/2023
	TOTAL VENDOR DINGES FIRE COMPANY	966.80	
VENDOR NAME: DR LAB SERVICES LLC			
1191	ANNUAL LAB CALIBRATION	2,200.00	11/21/2023
	TOTAL VENDOR DR LAB SERVICES LLC	2,200.00	
VENDOR NAME: EATON COUNTY FIRE CHIEFS			
11.13.2023	2024 MEMBERSHIPS	150.00	11/21/2023
	TOTAL VENDOR EATON COUNTY FIRE CHIEFS	150.00	
VENDOR NAME: EATON COUNTY SHERIFF'S DEPARTMENT			
2023-00000021	WORK CREW FULL DAY	300.00	11/21/2023
	TOTAL VENDOR EATON COUNTY SHERIFF'S DEPARTMENT	300.00	
VENDOR NAME: EGANIX			
18559	SYSTEM FOG TREATMENT	2,170.00	11/21/2023
	TOTAL VENDOR EGANIX	2,170.00	
VENDOR NAME: FERGUSON WATER WORKS			
0188565	3/4 METERS	2,064.00	11/21/2023
	TOTAL VENDOR FERGUSON WATER WORKS	2,064.00	
VENDOR NAME: FERGUSON WATER WORKS FKA			
0172827	COUPLERS	372.00	11/21/2023
	TOTAL VENDOR FERGUSON WATER WORKS FKA	372.00	
VENDOR NAME: FIRST ADVANTAGE LNS OCC HEALTH			
2503172310	MDOT PHYSICAL	264.32	11/21/2023
	TOTAL VENDOR FIRST ADVANTAGE LNS OCC HEALTH	264.32	
VENDOR NAME: FISHBECK, THOMPSON, CARR			
429556	PROFESSIONAL SERVICE RENDERED THROUGH 10	2,034.31	11/21/2023
	TOTAL VENDOR FISHBECK, THOMPSON, CARR	2,034.31	
VENDOR NAME: GALE BRIGGS, INC.			
83639	BIRDSEYE GRAVEL	160.00	11/21/2023
	TOTAL VENDOR GALE BRIGGS, INC.	160.00	
VENDOR NAME: GALLS, LLC			
025810989	STATION BOOTS	1,856.63	11/21/2023
	TOTAL VENDOR GALLS, LLC	1,856.63	
VENDOR NAME: H2O COMPLIANCE SERVICES INC			
00009034	CROSS CONNECTION PROGRAM	1,217.70	11/21/2023
	TOTAL VENDOR H2O COMPLIANCE SERVICES INC	1,217.70	
VENDOR NAME: HASSEL FREE /DPW-WWTP ACCT#010107			
CFSI-9805	ACCNT #010107 (DPW/WWTP) FUEL	1,716.48	11/21/2023
	TOTAL VENDOR HASSEL FREE /DPW-WWTP ACCT#010107	1,716.48	

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INVOICE NUMBER	DESCRIPTION	AMOUNT	EXPECTED CHECK RUN
VENDOR NAME: HASSEL FREE /FIRE ACCT #010109 CFSI-9854	ACCOUNT # 010109 (FIRE) FUEL	588.20	11/21/2023
	TOTAL VENDOR HASSEL FREE /FIRE ACCT #010109	588.20	
VENDOR NAME: HOPKINS MECHANICAL SERVICES, LLC H23443	STORM DAMAGE EXHAUST FAN PIECE ON ROOF B	284.00	11/21/2023
	TOTAL VENDOR HOPKINS MECHANICAL SERVICES, LLC	284.00	
VENDOR NAME: INDEPENDENT BANK 5867-10.13.2023	OCTOBER 2023	6,945.98	11/21/2023
	TOTAL VENDOR INDEPENDENT BANK	6,945.98	
VENDOR NAME: INDIAN CREEK ACRES INC. 8002	DURO FRONTIER, DURO GRIP	533.14	11/21/2023
	TOTAL VENDOR INDIAN CREEK ACRES INC.	533.14	
VENDOR NAME: KENDALL ELECTRIC INC. S113613018.001	PIPE HANGER W/BOLT	24.42	11/21/2023
	TOTAL VENDOR KENDALL ELECTRIC INC.	24.42	
VENDOR NAME: KENNEDY INDUSTRIES INC. 639064	BACKWASH PUMP- START UP	1,132.75	11/21/2023
	TOTAL VENDOR KENNEDY INDUSTRIES INC.	1,132.75	
VENDOR NAME: KENT COMMUNICATIONS INC 328113	UTILITY BILLS	995.71	11/21/2023
	TOTAL VENDOR KENT COMMUNICATIONS INC	995.71	
VENDOR NAME: LEXISNEXIS RISK SOLUTIONS 1275544-20231031	OCTOBER 2023 MINIMUM COMMITMENT	200.00	11/21/2023
	TOTAL VENDOR LEXISNEXIS RISK SOLUTIONS	200.00	
VENDOR NAME: MARY LAROCQUE 10.20.2023	BOE STATE PROP 2022-02 TRAINING	97.33	11/21/2023
	TOTAL VENDOR MARY LAROCQUE	97.33	
VENDOR NAME: MCGINTY, HITCH, PERSON, ANDE., P.C. 11.01.2023	SERVICE THRU 10.31.2023	8,613.00	11/21/2023
	TOTAL VENDOR MCGINTY, HITCH, PERSON, ANDE., P.C.	8,613.00	
VENDOR NAME: MICHIGAN COMPANY 0000298-898850	PREMIUM WHIT HAND TOWELS, 2 PLY TISSUE (	409.15	11/21/2023
	TOTAL VENDOR MICHIGAN COMPANY	409.15	
VENDOR NAME: MICHIGAN NETWORK CONSULTANTS 20230712-46	IT SERVICES 1ST HALF OF NOVEMBER	3,150.00	11/21/2023
	TOTAL VENDOR MICHIGAN NETWORK CONSULTANTS	3,150.00	
VENDOR NAME: MICHIGAN STATE FIREMEN'S ASSOCIATIO 11.07.2023	2024 MEMBERSHIP	75.00	11/21/2023
	TOTAL VENDOR MICHIGAN STATE FIREMEN'S ASSOCIATIO	75.00	
VENDOR NAME: MILLER CHRIS 10.30.2023	ODEN TRAINING @ GRAND RAPIDS WATER RESOU	178.16	11/21/2023
	TOTAL VENDOR MILLER CHRIS	178.16	
VENDOR NAME: MISSION COMMUNICATIONS LLC 1081751	LIFT STATION- CALL OUT	2,599.80	11/21/2023
	TOTAL VENDOR MISSION COMMUNICATIONS LLC	2,599.80	
VENDOR NAME: MML 26626	CDL CONSORTIUM DRIVERS FEE-MEMBER	810.00	11/21/2023
	TOTAL VENDOR MML	810.00	

11/15/2023 03:20 PM
User: CKOENIG
DB: Charlotte

APPROVAL LIST FOR CITY OF CHARLOTTE
EXP CHECK RUN DATES 11/21/2023 - 11/21/2023
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OPEN

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INVOICE NUMBER	DESCRIPTION	AMOUNT	EXPECTED CHECK RUN
VENDOR NAME: MYRKLE BRYAN			
11.15.2023	MILEAGE REINBURSEMENT (DELIVER DOCS TO T	102.18	11/21/2023
TOTAL VENDOR MYRKLE BRYAN		102.18	
VENDOR NAME: NAPA MPEC			
258378	VEHICLE OIL FOR TRUCKS 311 & 312	155.94	11/21/2023
257895	SPARK PLUG	5.98	11/21/2023
258214	MOLDING TAPE	10.67	11/21/2023
TOTAL VENDOR NAPA MPEC		172.59	
VENDOR NAME: PAVLIK WINDOWFILMS			
2805	WINDOW FILM	415.00	11/21/2023
TOTAL VENDOR PAVLIK WINDOWFILMS		415.00	
VENDOR NAME: PFM FINANCIAL ADVISORS LLC			
11.13.2023	CONTINUING DISCLOSURE AGREEMENT	1,200.00	11/21/2023
TOTAL VENDOR PFM FINANCIAL ADVISORS LLC		1,200.00	
VENDOR NAME: ROCHESTER CREATIONS			
3965	MONOGRAMS ON SHIRTS	75.00	11/21/2023
TOTAL VENDOR ROCHESTER CREATIONS		75.00	
VENDOR NAME: ROGERS LLC ERIC			
31823	1 OF 10 DDA SNOW REMOVAL PAYMENTS	1,180.00	11/21/2023
318971	WATER FLOWERS	190.00	11/21/2023
TOTAL VENDOR ROGERS LLC ERIC		1,370.00	
VENDOR NAME: SPARROW MEDICAL SUPPLY			
03685158	OXYGEN D TANK	15.00	11/21/2023
TOTAL VENDOR SPARROW MEDICAL SUPPLY		15.00	
VENDOR NAME: SPARROW MEDICAL SUPPLY			
03676028	OXYGEN TANK	75.00	11/21/2023
03677714	OXYGEN D TANKS	45.00	11/21/2023
TOTAL VENDOR SPARROW MEDICAL SUPPLY		120.00	
VENDOR NAME: SPECTRUM PRINTERS, INC.			
76744	ELECTION BALLOTS	1,253.60	11/21/2023
TOTAL VENDOR SPECTRUM PRINTERS, INC.		1,253.60	
VENDOR NAME: SPENCER MANUFACTURING INC			
17428	VALVE KIT FOR SNORKEL	331.50	11/21/2023
17391	VALVE BALL	287.69	11/21/2023
TOTAL VENDOR SPENCER MANUFACTURING INC		619.19	
VENDOR NAME: SUPERFLEET MASTERCARD PROG.			
FB749-11.01.2023	FUEL CARD	3,740.61	11/21/2023
TOTAL VENDOR SUPERFLEET MASTERCARD PROG.		3,740.61	
VENDOR NAME: SWANSON ELECTRIC			
1548.48	UPS REPAIR	107.50	11/21/2023
TOTAL VENDOR SWANSON ELECTRIC		107.50	
VENDOR NAME: THE RAPID GROUP, LLC			
160125	96 GAL GALLON CAR (FILLED AND REMOVED)	552.00	11/21/2023
160203	96 SLOTTED CART	25.00	11/21/2023
TOTAL VENDOR THE RAPID GROUP, LLC		577.00	
VENDOR NAME: THE SHYFT GROUP, INC			
SVA0011847	TRUCK 316	39.37	11/21/2023
TOTAL VENDOR THE SHYFT GROUP, INC		39.37	
VENDOR NAME: TRACE ANALYTICAL LABORATORIES			
3110327	PFAS TESTING	432.00	11/21/2023
3110109	WATER TESTING	107.00	11/21/2023

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DB: Charlotte

APPROVAL LIST FOR CITY OF CHARLOTTE
EXP CHECK RUN DATES 11/21/2023 - 11/21/2023
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INVOICE NUMBER	DESCRIPTION	AMOUNT	EXPECTED CHECK RUN
VENDOR NAME: TRACE ANALYTICAL LABORATORIES 3101111	LINN PRODUCT ANNUAL SAMPLE	869.25	11/21/2023
TOTAL VENDOR TRACE ANALYTICAL LABORATORIES		1,408.25	
VENDOR NAME: USA BLUE BOOK INV00174310	LAB SUPPLIES	260.25	11/21/2023
TOTAL VENDOR USA BLUE BOOK		260.25	
VENDOR NAME: VC3 124897	ASSESSING SOFTWARE	660.36	11/21/2023
TOTAL VENDOR VC3		660.36	
VENDOR NAME: VERIZON WIRELESS 9945816883	SEPT 02 - OCT 01	1,555.20	11/21/2023
TOTAL VENDOR VERIZON WIRELESS		1,555.20	
VENDOR NAME: WALDRON FUELS 5549	FUEL	1,362.78	11/21/2023
TOTAL VENDOR WALDRON FUELS		1,362.78	
VENDOR NAME: WASTE MANAGEMENT- 8472089-1710-8	REFUSE PICKUP	1,822.35	11/21/2023
TOTAL VENDOR WASTE MANAGEMENT-		1,822.35	
VENDOR NAME: WOODS, PAUL 11.05.2023	BOOT ALLOWANCE PER SEIU	200.00	11/21/2023
TOTAL VENDOR WOODS, PAUL		200.00	
GRAND TOTAL:		112,417.87	

COMMERCIAL CREDIT CARD STATEMENT 2023

October, 2023

	DATE	VENDOR	DESCRIPTION	ACCOUNT #	AMOUNT	
Perry, S						
			Subtotal		\$ -	
Fullerton, T	9/18/2023	Stark Concrete	Downtown Raido Room Epoxy Floor	101-265.000-971.000	\$ 1,328.00	✓
	9/26/2023	Unication USA	Pager Batteries & Chargers	206-336.000-974.000	\$ 1,883.95	✓
	9/28/2023	Jones & Bartlett	Fire Fight Skillz & Hazmat Training Books	206-336.000-965.000	\$ 462.08	✓
			Subtotal		\$ 3,674.03	
Griffith, M	9/26/2023	Oden Training	Chris Miller WW-Training	510-550.000-965.000	\$ 250.00	✓
	10/6/2023	Walmart	River Clean - Up 2023	101-751.000-757.000	\$ 26.00	✓
	10/7/2023	Exxon/QD	River Clean - Up 2023	101-751.000-757.000	\$ 39.97	✓
	10/7/2023	Subway	River Clean - Up 2023	101-751.000-757.000	\$ 97.49	✓
	10/7/2023	Biggby	River Clean - Up 2023	101-751.000-757.000	\$ 43.26	✓
			Subtotal		\$ 456.72	
Brentar, P	10/2/2023	SmartSign	Parking Permit Stickers	248-728.000-900.000	\$ 142.04	✓
	10/5/2023	Walmart	2x Canopies	101-301.000-731.000	\$ 188.68	✓
			Subtotal		\$ 330.72	
Antcliff, R.	9/26/2023	Cailbre Press		232-303.000-965.000	\$ 398.00	✓
			Subtotal		\$ 398.00	
Lapere, E	10/1/2023	Google GSuite	GSuite - Monthly Subscription	666-228.000-810.000	\$ 967.17	Recurring
	10/5/2023	VMO*Vimeo	Yearly Zoom meeting storage	666-228.000-810.000	\$ 240.00	Recurring
			Subtotal		\$ 1,207.17	
Larocque, M.	9/19/2023	USPS	Airport Easement Grant Mailing	295-595.000-963.000	\$ 30.15	✓
	9/21/2023	Walmart	Extension cords	101-262.000-731.000	\$ 27.93	✓
	9/26/2023	USPS	Election Postage	101-262.000-732.000	\$ 204.60	✓
	9/29/2023	Center Garage		101-215.000-965.000	\$ 58.00	✓
	9/27/2023	Marriott Detroit		101-215.000-965.000	\$ 457.70	✓
			Subtotal		\$ 778.38	
Gilson, A	9/14/2023	Walmart	CP 80L SRG	666-228.000-731.000	\$ 22.97	✓
	9/14/2023	Potterville	HDMI cable	666-228.000-731.000	\$ 20.00	✓
	9/18/2023	Driversupportbill.com	Recurring Monthly Charge	666-228.000-810.000	\$ 9.99	Recurring
	10/10/2023	CF Eaton	Register of Deeds Copy	101-441.000-810.000	\$ 6.00	✓
	10/12/2023	MTU-Cashiers Office	Webinar - Emma	101-441.000-965.000	\$ 30.00	✓
			Subtotal		\$ 88.96	
Myrkle, B	9/25/2023	CF Eaton	Electronic download from Register of Deeds	101-703.000-963.000	\$ 6.00	✓
	9/25/2023	CF Eaton	Electronic download from Register of Deeds	101-703.000-963.000	\$ 6.00	✓
			Subtotal		\$ 12.00	
			Total		\$ 6,945.98	



Mary LaRocque <mlarocque@charlottemi.org>

Fwd: Claims Report

1 message

Troy Bell <tbell@charlottemi.org>

Fri, Nov 17, 2023 at 11:31 AM

To: Joseph Chin Jr <jchin@charlottemi.org>

Cc: Jon Bartlett <JBartlett@charlottemi.org>, Mary LaRocque <mlarocque@charlottemi.org>

Thanks Jon! Forwarding to Councilman Chin.

Troy Bell
ICMA-CM
MPA
MS-FINANCE

----- Forwarded message -----

From: **Jon Bartlett** <JBartlett@charlottemi.org>

Date: Fri, Nov 17, 2023, 10:13 AM

Subject: Re: Claims Report

To:

Cc: Troy Bell <tbell@charlottemi.org>

Troy,

Attached please find the October Attorney Invoice in question. Also, in looking at past payments, only once (September) has the City paid the flat retainer amount. I did not get any direction from Erin before she left on how to pay this.

Jon B. Bartlett CGFM (retired)
Finance Director/Treasurer
City of Charlotte
jbartlett@charlottemi.org
517-543-8875

On Fri, Nov 17, 2023 at 9:54 AM Joseph Chin Jr <jchin@charlottemi.org> wrote:

Please provide a copy of the following invoice:

MCGINTY, HITCH, PERSON, ANDE., P.C.
11.01.2023 SERVICE THRU 10.31.2023 8,613.00

Not sure why this bill is below the monthly retainer amount.

--

Joseph Chin, Jr.
517-449-2338
Councilmember District 2

**October McGinty Attorney Invoice.bmp**

3462K



Memo

To: Interim Manager Troy Bell
From: Bryan Myrkle, Community Development Director
Date: November 15, 2023
Re: Staff report on Fee Schedule Revisions

Background

From time to time, it is necessary update the City's Fee Schedule due to changes in the actual cost of services rendered, or because individual fees are added or removed. In most cases, these fees must be approved by the City Council.

The City's recently approved commercial cannabis ordinances requires the licensing fee to be established by City Council resolution, and sets the fee for the license and annual renewal at \$5,000 per license. These fees have been added to the City Fee Schedule and associated Resolution for your review and potential approval.

Because we are revising the fee schedule to add the cannabis fees, I asked City Department Heads to submit any updates or revisions they think are appropriate so they can be handled at the same time. These additional changes are as follows:

- Fees for copies of the City Code and Charter have been removed as these are freely available online.
- Fees for emergency response to DUI incidents have been changed to 'varies,' because the cost depends on whether the matter is handled by the City Attorney or the County Prosecutor.
- Qualified Voter File copy fees have been removed from the standard schedule as that is being handled as a FOIA request, which has a standard fee of its own that is listed elsewhere in the schedule.
- Rental Registration & Inspection fees were previously approved as a stand-alone resolution, but are added here to the overall schedule of fees.
- Fire Department fees are added to establish fire inspection charges, as well as charges for the inspection of community events where emergency response could reasonably be expected.

Recommendation

City Council to consider approval of the proposed City Fee Schedule.

Financial Impacts

The primary financial impact of this revised fee schedule is to establish the fees related to Commercial Cannabis Licensing, as well as adding, clarifying or eliminating fees related to other departments within the City as outlined above.

**CITY OF CHARLOTTE
RESOLUTION 2023-48**

Council member _____ moved the following resolution:

WHEREAS, fees to be paid for planning, zoning & fire department review of new construction projects, as well as zoning change requests, fire inspections, fire call outs, Planning Commission and Zoning 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 to be paid for commercial cannabis licenses and associated fees are to be established by resolution of the City Council;

WHEREAS, from time to time, fees must be reviewed and adjusted to reflect the true costs of providing services and issuing permits and licenses.

NOW THEREFORE BE IT RESOLVED, that these fees be established as follows:

PLANNING & ZONING

Zoning approval – fence	20.00
Zoning approval – accessory structure	20.00
Commercial Cannabis License	5,000.00
Commercial Cannabis License Renewal	5,000.00
Act 425 Agreement.....	100.00
Rezoning.....	150.00
Rezone with Master Plan Change.....	200.00
Board of Appeals hearing.....	100.00
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	
Copies (per page).....	.25	

DEPARTMENT OF PUBLIC WORKS

WATER/SEWER/STREETS/SIDEWALKS

Water turn on fee (repair/seasonal).....	30.00
Water turn on fee (non-payment shut off).....	80.00
Water turn on fee (after hours – repair/seasonal).....	100.00
Sewer Clean.....	85.00
After hours sewer clean (call out).....	170.00
Holiday hours sewer clean (call out).....	200.00
Meter test.....	Varies
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 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

RENTAL REGISTRATION & INSPECTION

Single Family Home

Registration application fee\$100

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

Registration application fee \$100 for first unit

\$50 for each additional unit

Apartment Complex

Registration application fee \$100 for first unit per building

\$50 for each additional unit per building

Mobile Home

Park Registration application fee	\$100 for first unit
\$50 for each additional uni	
<u>Any Dwelling Unit</u>	
Re-Inspection fee	\$50 per unit

POLICE DEPARTMENT

Emergency Response Incidents Involving DUI	Varies
Residential False Alarm	100.00
Commercial False Alarm	200.00
Gun Permits (notary fee)	10.00
Downtown overnight parking permit – 6-month 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 <u>only</u> on weekends & holidays at 6:00 AM	5.00
Vehicle crash reports – order online:	https://policereports.lexisnexis.com

FIRE DEPARTMENT

Temporary Certificate of Occupancy	\$50
Certificate of Occupancy.....	\$100
Building/Structure Fire	\$500
Residential False Alarm.....	\$100
Commercial False Alarm.....	\$200
Vehicle Accident.....	\$200
Vehicle Accident with Extrication.....	\$500
Vehicle Fire	\$500
Cable Line Hazard	\$50
Power Line Hazard	\$250 for first hour
	\$50 per hour for each additional hour or fraction thereof
Fire Department Standby (Per Hour)	\$100
Fire Report (non-FOIA)	\$25

Fire Inspection Fee

Square Footage	Inspection Fee
● 0 to 4,999 sq. ft.	\$150.00
● 5,000 to 9,999 sq. ft.....	\$250.00
● 10,000 to 14,999 sq. ft.	\$300.00
● 15,000 to 24,999 sq. ft.	\$350.00
● 25,000 to 49,999 sq. ft.	\$400.00
● 50,000 to 99,999 sq. ft.	\$450.00
● 100,000 sq. ft. and above	\$500.00
2nd re-inspection	No Charge
3rd re-inspection	\$100.00

4th re-inspection	\$150.00
5th and subsequent re-inspections	\$200.00 per day
(In addition to a citation per item per day)	
Plan review fee	\$50
base fee (Plus and additional \$1 for every 1,000 square feet over 2,000 square feet)	
Trade Shows Permit	\$25
Membrane structure, Tents & Canopies Permit	\$25
Special Outdoor Events	\$25
Carnivals and Fair Permits	\$30

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

Copies	0.25 per page
Notary Services	10.00
Freedom of Information Act Request (FOIA)	9.56 per quarter hour
NSF Returned Check Fee	30.00

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 _____.

Second by Councilmember _____. ____ Yea. ____ Nay. ____ Absent.

Tim Lewis, Mayor

Mary LaRocque, Clerk

— THE CITY OF —
CHARLOTTE
— MICHIGAN —

Memo

To: Honorable Mayor Lewis; City Council
From: Mary LaRocque, City Clerk
Date: November 09, 2023
Re: Resolution 2023-49 To recognize Charlotte Grapplers Youth Wrestling Association (CGYWA) as a non-profit organization

Background

CGYWA is seeking to be recognized as a non-profit organization through a resolution approved by the City Council to satisfy a requirement by the State of Michigan Charitable Gaming Division in order to apply for a raffle license. The organization has provided the Council with a letter of request, a copy of their IRS non-profit certificate and the Qualification Information form from the State.

Recommendation
to approve

Financial Impacts
None

Suggested Motion

Motion to approve Resolution 2023-49 To recognize Charlotte Grapplers Youth Wrestling Association as a non-profit organization operating in the City of Charlotte.

November 8, 2023

To the Charlotte City Council,

We are writing to you in regard to our request for endorsement as a non-profit in the city of Charlotte.

Charlotte Grapplers is a registered 501(c)(3) non-profit organization dedicated to teaching youth to wrestle. Wrestling is vital for communities as it helps prepare our youth to be better individuals and teaches a strong work ethic as well as sportsmanship.

The Charlotte Grapplers is an outstanding club for boys and girls - encouraging them to be physically active, learn self-discipline and engage with peers throughout the community and state. Our program is a stepping stone for the Charlotte High School Wrestling Program. This year we will be completing a community service project at the Eaton County Fairgrounds where our wrestlers will learn the importance of giving back to their community.

Over the past several years we have worked hard to promote and grow our program and this season we have over 90 wrestlers registered. Through our fundraising we were also able to offer scholarships to cover the registration cost of any wrestler in need. Our goal is to make sure every single child in our community has the opportunity to wrestle.

We hope through this letter it is evident our passion for the sport of wrestling and our commitment to our community.

We appreciate your time and consideration,

Charlotte Grapplers Board

Pat Day
Jamie Gothberg
Andrew Diethrich
Joe Peck
Robert Rininger
Josh Dormer
Andrea Hillard



Department of the Treasury
Internal Revenue Service
Tax Exempt and Government Entities
P.O. Box 2508
Cincinnati, OH 45201

CHARLOTTE GRAPPLERS YOUTH WRESTLING
ASSOCIATION
314 N BOSTWICK ST
CHARLOTTE, MI 48813

Date: 02/15/2022
Employer ID number: 87-3996729
Person to contact: Name: Customer Service
ID number: 31954
Telephone: (877) 829-5500
Accounting period ending: May 31
Public charity status: 509(a)(2)
Form 990 / 990-EZ / 990-N required: Yes
Effective date of exemption: December 15, 2021
Contribution deductibility: Yes
Addendum applies: No
DLN: 26053751002501

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Stephen A. Martin

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements

Letter 947 (Rev. 2-2020)
Catalog Number 35152P

QUALIFICATION INFORMATION

Complete this form and submit with the required qualification documents listed on the attached Qualification Requirements sheet. A Bingo, Raffle, or Charity Game Ticket license application and fee may also be submitted with this information. See box #5 below for mailing instructions.

1. ORGANIZATION INFORMATION

Organization Name Charlotte Grapplers				
Organization Physical Street Address 3315 Valley Hwy				
City Charlotte	State MI	Zip Code 48813	County Eaton	
Organization Mailing Address 3315 Valley Hwy				☐ Same as Physical Address
City Charlotte	State MI	Zip Code 48813	County Eaton	
Organization Telephone Number (517) 242-0857				

2. ORGANIZATION PURPOSE

Briefly describe the purpose of your organization. Teach Local Youth the sport of wrestling

3. LICENSE APPLICATION

Enclosed is a completed application and fee for a Make checks payable to STATE OF MICHIGAN.	☐ Bingo	☒ Raffle	☐ Charity Game Ticket license
--	--------------------------------	--	--

4. AUTHORIZED CONTACT PERSON

First Name Andrew	Last Name Diethrich	Position/Role with Organization Board member	
Mailing Address 2527 Island Hwy		City Charlotte	
State MI	Zip Code 48813	Telephone Number (Day) 517-862-8919	Telephone Number (Evening) 517-862-8919
By signing below, I hereby certify that the representations, information, and data presented are true, accurate, and complete to the best of my knowledge. I understand that failure to answer truthfully, completely, and accurately could preclude the organization from receiving an approval to obtain a gaming license.			
Authorized Contact Person Signature Andrew Diethrich			Date 11-9-23
Print Authorized Contact Name and Title Andrew Diethrich Board member			

5. MAILING INSTRUCTIONS

Mail this completed Qualification Information form, the required qualification documentation listed on the Qualification Requirements sheet, and the completed license application and fee (if also applying for a gaming license) to Charitable Gaming Division, PO Box 30023, Lansing, MI 48909. If submitting by overnight carrier (FedEx, UPS, etc.), send to Charitable Gaming Division, 101 East Hillsdale, Lansing, MI 48933.
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Charitable Gaming Division
101 E. Hillsdale, Box 30023
Lansing, Michigan 48909
(517) 335-5780
www.michigan.gov/cg

LOCAL CIVIC ORGANIZATION QUALIFICATION REQUIREMENTS

If the organization has never submitted qualifying information as a local civic organization, the following information shall be submitted in the name of the organization prior to being approved to conduct a bingo, raffle, or charity game. A previously qualified organization may be required to submit updated qualification information to assure its continued eligibility under the act.

1. A signed and dated copy of the organization's current bylaws or constitution, including membership criteria.
2. A complete copy of the organization's Articles of Incorporation that have been filed with the Corporations and Securities Bureau, if the organization is incorporated.
3. A copy of the letter from the IRS stating the organization is exempt from federal tax under IRS code 501(c) OR copies of one bank statement per year for the previous five years, excluding the current year.
4. A provision in the bylaws, constitution, or Articles of Incorporation that states should the organization dissolve, all assets, and real and personal property will revert to the benefit of the local government or another nonprofit organization.
5. A revenue and expense statement for the previous 12 month period to prove all assets are used for charitable purposes, i.e. 990's, treasurer's report, audit. Do not send check registers or cancelled checks. Explain the purpose of each expenditure made to an individual. Once the organization has conducted licensed gaming events, the Bureau may require the organization to provide additional proof that all assets are being used for charitable purposes.
6. A copy of a resolution passed by the local body of government stating the organization is a recognized nonprofit organization in the community (form attached).
7. A provision in the bylaws, constitution, or Articles of Incorporation indicating the organization will remain nonprofit forever.

Additional information may be requested after the initial documents submitted have been reviewed. If you have any questions or need further assistance, please call our office at (517) 335-5780.

Act 382 of the Public Acts of 1972, as amended, defines "A local civic organization in this state that is organized not for pecuniary profit; that is not affiliated with a state or national organization; that is recognized by resolution adopted by the local governmental subdivision in which the organization conducts its principal activities; whose constitution, charter, articles of incorporation, or bylaws contain a provision for the perpetuation of the organization as a nonprofit organization; whose entire assets are used for charitable purposes; and whose constitution, charter, articles of incorporation, or bylaws contain a provision that all assets, real property, and personal property must revert to the benefit of the local governmental subdivision that granted the resolution or another nonprofit organization on dissolution of the organization."

RESOLUTION NO. 2023-50

**AUTHORIZING HOLIDAY PARADE
STREET CLOSURE NOVEMBER 25, 2023**

WHEREAS, the annual Lighted Holiday Parade is a community-based, organized event sponsored locally by the Charlotte Chamber of Commerce, a 501(c)3 non-profit organization; and

WHEREAS, the Chamber is responsible for organizing the event that contributes to community-wide fellowship, benevolence, and welfare; and

WHEREAS, the Chamber in conjunction with City Administration, have planned events that require the use and closure of a street; and

WHEREAS, the Committee has requested that the Charlotte City Council approve the following request, and to assist with the street closure:

- Closure of Cochran Avenue from Harris Street to Lovett Street from 6 p.m. to 7 p.m. on Saturday, November 25.

WHEREAS, the City Council of the City of Charlotte determines this temporary street closing is in the best interests of the community.

NOW, THEREFORE, BE IT RESOLVED, that this street closure at the specified time be granted and carried out; and,

BE IT ALSO RESOLVED, that the Charlotte Department of Public Works and Charlotte Police Department provide the authorized assistance to include placement of barricades and the issuance of a Traffic Control Order as may be necessary.

The foregoing resolution was presented by _____ and supported by _____ for approval. Carried; Yea ; Nay ; Absent

CERTIFICATION

I, Mary LaRocque, City Clerk for the City of Charlotte, County of Eaton, State of Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution duly adopted by the City Council of the City of Charlotte during its regular meeting held on November 20, 2023, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being 1976 P.A. 267, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Mary LaRocque, City Clerk



Memo

To: Honorable Mayor Lewis; City Council
From: Jon B. Bartlett, Finance Director/Treasurer
Date: November 15, 2023
Re: DDA Annual Report

Background

Pursuant to MCL 125.4911 Sec 911(1); "...an authority that is capturing tax increment revenues shall submit to the governing body of the municipality, the governing body of a taxing unit levying taxes subject to capture by an authority (Eaton County), and the department of treasury (State of Michigan) a report on the status of the tax increment financing account". The report shall be on a form and in the manner prescribed by the Michigan Department of Treasury.

The attached form represents the Fiscal Year 2023 Annual Report on Status of Tax Increment Financing Plan for the City of Charlotte's Downtown Development Authority (DDA).

Recommendation

To receive and place on file the attached report

Financial Impacts

None

Suggested Motion

Motion to accept and place on file the attached Annual Report on Status of Tax Increment Financing Plan for the City of Charlotte Downtown Development Authority for Fiscal Year 2023.

Send completed form to: Treas-StateSharePropTaxes@michigan.gov	Enter Municipality Name in this cell	TIF Plan Name	For Fiscal Years ending In
Issued pursuant to 2018 PA 57, MCL 125.4911 Filing is required within 180 days of end of authority's fiscal year ending in 2022. MCL 125.4911(2)	Downtown Development Authority	DDA	2023
	Year AUTHORITY (not TIF plan) was created:	1989	
	Year TIF plan was created or last amended to extend its duration:	2014	
	Current TIF plan scheduled expiration date:	2023	
	Did TIF plan expire in FY22?	NO	
	Year of first tax increment revenue capture:	1991	
	Does the authority capture taxes from local or intermediate school districts, or capture the state education tax? Yes or no?	NO	
	If yes, authorization for capturing school tax:		
	Year school tax capture is scheduled to expire:		
Revenue:	Tax Increment Revenue	\$	32,725
	Property taxes - from DDA millage only	\$	11,477
	Interest	\$	539
	State reimbursement for PPT loss (Forms 5176 and 4650)	\$	
	Other income (grants, fees, donations, etc.)	\$	14,147
	Total	\$	58,888
Tax Increment Revenues Received			Revenue Captured
	From counties	\$	9,166
	From cities	\$	23,659
	From townships	\$	
	From villages	\$	
	From libraries (if levied separately)	\$	
	From community colleges	\$	
	From regional authorities (type name in next cell)	\$	
	From regional authorities (type name in next cell)	\$	
	From regional authorities (type name in next cell)	\$	
	From local school districts-operating	\$	
	From local school districts-debt	\$	
	From intermediate school districts	\$	
	From State Education Tax (SET)	\$	
	From state share of IFT and other specific taxes (school taxes)	\$	
	Total	\$	32,725
Expenditures	Wage and Fringes	\$	8,981
	Material & Supplies	\$	1,809
	Contractual Services	\$	20,069
	Equipment Rental	\$	5,130
	Capital Outlay	\$	9,421
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
Transfers to other municipal fund (list fund name)		\$	
Transfers to other municipal fund (list fund name)		\$	
	Transfers to General Fund	\$	
	Total	\$	43,410
Total outstanding non-bonded indebtedness	Principal	\$	
	Interest	\$	
Total outstanding bonded indebtedness	Principal	\$	
	Interest	\$	
	Total	\$	
Bond Reserve Fund Balance		\$	
Unencumbered Fund Balance		\$	239,101
Encumbered Fund Balance		\$	

CAPTURED VALUES

PROPERTY CATEGORY	Current Taxable Value	Initial (base year) Assessed Value	Captured Value	Overall Tax rates captured by TIF plan	
					TIF Revenue
Ad valorem PRE Real	\$ 1,039,342	\$ 589,950	452,392	15.6790000	\$7,093.05
Ad valorem non-PRE Real	\$ 6,994,272	\$ 5,359,550	1,634,722	15.6790000	\$25,630.81
Ad valorem Industrial personal	\$ -	\$ -	-	0.0000000	\$0.00
Ad valorem commercial personal	\$ -	\$ -	-	0.0000000	\$0.00
Ad valorem utility personal	\$ -	\$ -	-	0.0000000	\$0.00
Ad valorem other personal	\$ -	\$ -	-	0.0000000	\$0.00
IFT New Facility real property, 0% SET exemption	\$ -	\$ -	-	0.0000000	\$0.00
IFT New Facility real property, 50% SET exemption	\$ -	\$ -	-	0.0000000	\$0.00
IFT New Facility real property, 100% SET exemption	\$ -	\$ -	-	0.0000000	\$0.00
IFT New Facility personal property on Industrial class land	\$ -	\$ -	-	0.0000000	\$0.00
IFT New Facility personal property on commercial class land	\$ -	\$ -	-	0.0000000	\$0.00
IFT New Facility personal property, all other	\$ -	\$ -	-	0.0000000	\$0.00
Commercial Facility Tax New Facility	\$ -	\$ -	-	0.0000000	\$0.00
IFT Replacement Facility (frozen values)	\$ -	\$ -	-	0.0000000	\$0.00
Commercial Facility Tax Restored Facility (frozen values)	\$ -	\$ -	-	0.0000000	\$0.00
Commercial Rehabilitation Act	\$ -	\$ -	-	0.0000000	\$0.00
Neighborhood Enterprise Zone Act	\$ -	\$ -	-	0.0000000	\$0.00
Obsolete Property Rehabilitation Act	\$ -	\$ -	-	0.0000000	\$0.00
Eligible Tax Reverted Property (Land Bank Sale)	\$ -	\$ -	-	0.0000000	\$0.00
Exempt (from all property tax) Real Property	\$ -	\$ -	-	0.0000000	\$0.00
Total Captured Value	\$ 8,033,614	\$ 5,949,500	2,087,114	Total TIF Revenue	\$32,723.86



Memo

To: Interim Manager Bell
From: Amy E. Gilson, PE - Director of Public Works
Date: November 14, 2023
Re: Staff report on Heat Exchanger Cleaning and Tube Replacement

Background

The Wastewater Treatment Plant's original heat exchanger (1980) is in need of cleaning and replacement of the water circulation and sludge circulation tubes and gaskets. The heat exchanger consists of a series of sludge tubes concentrically located within larger diameter water tubes, supported on and between end tube sheets. The tubes are insulated with glass wool blanket insulation and covered by removable steel side panels. This important piece of equipment is part of the sludge digestion process and insures the proper heat transfer rate for the sludge.

Proposal requests were sent to five contractors that we have previously worked with as well as placed on the City's website. There were two proposals submitted:

Hopkins Mechanical Services: \$15,800.00
T.H. Eifert Mechanical Contractors: \$36,200.00

Recommendation

After reviewing the proposals, we are comfortable that Hopkins Mechanical is capable of completing the work as outlined in the Request for Proposals. We are recommending entering into a contract with Hopkins Mechanical in the amount of \$15,800.00 per their proposal.

Financial Impacts

The work was budgeted in the Water and Sewer Fund for FY 23-24 in the amount of \$20,000.

Suggested Motion

City Council approves the contract with Hopkins Mechanical in the amount of \$15,800.00 with funds available in the Water and Sewer Fund (GL# 510-550.000-810.000).

BID TABULATION SHEET

CITY OF CHARLOTTE

PROJECT NAME:	HEAT EXCHANGER CLEANING AND TUBE REPLACEMENT
PROJECT NO:	
BID ISSUES DATE:	10/25/2023
BID OPENING DATE/TIME:	TUE. NOV. 14, 2023 AT 2:00 P.M.

NAME/ADDRESS OF BIDDER	TOTAL BID AMOUNT	LOWEST
Hopkins Mechanical Services	\$ 15,800.00	x
T.H. Eifert Mechanical Contractors	\$ 36,200.00	



Memo

To: Interim Manager Bell
From: Amy E. Gilson, PE - Director of Public Works
Date: November 16, 2023
Re: Staff report on Water Valve Insertion Bids

Background

The FY 2023-2024 budget includes funding for the purchase of services to insert a 12" water valve live. The valve is necessary to allow staff to isolate the 12" main under the Battle Creek Drain prior to the replacement of the BL-69 bridge next year. Currently there is only a valve on the south side of the Drain which means any break north of it would flow freely at full velocity into the Drain. This is also the only main that serves residents south of the drain.

Proposal requests were sent to the two known companies in Michigan that perform this work as well as placing it on the City's website. There were two proposals submitted:

City Services, Inc: \$12,075.00
Watertap, Inc.: \$12,190.00

We have worked with the lowest bidder in the past, and would like to use them to insert a valve before winter and the bridge removal project.

Recommendation

After reviewing the proposals, we are comfortable that City Services, Inc. is capable of completing the work as outlined in the Request for Proposals. We are recommending awarding the work to City Services, Inc. in the amount of \$12,075.00 per their proposal.

Financial Impacts

The work was budgeted in and will be charged to the Water & Sewer Fund where \$14,000.00 has been budgeted for this valve insertion.

Suggested Motion

City Council approves the contract with City Services, Inc. in the amount of \$12,075.00 with funds available in the Water and Sewer Fund (GL# 510-901.000-974.682).

BID TABULATION SHEET

CITY OF CHARLOTTE

PROJECT NAME:	12" VALVE INSERTION - LIVE
PROJECT NO:	
BID ISSUES DATE:	11/7/2023
BID OPENING DATE/TIME:	THURSDAY NOV 16, 2023 2:30 P.M.

NAME/ADDRESS OF BIDDER	TOTAL BID AMOUNT	LOWEST
CITY SERVICES, INC.	\$ 12,075.00	X
WATERTAP PIPELINE SPECIALISTS	\$ 12,190.00	