



PROPOSED AGENDA
REGULAR MEETING OF THE CHARLOTTE CITY COUNCIL
111 E. Lawrence Ave, Charlotte, MI 48813 (517) 543-2750
7:00 P.M. Monday, February 12, 2024

Interested persons can participate in-person or via Zoom
Connect to Zoom from your computer, tablet, or smartphone
Website: <https://us02web.zoom.us/j/82836207101>
One tap mobile: +16465588656,,82836207101#
Telephone: (312) 626-6799 Webinar ID: 828 3620 7101

- 1. Call to Order**
- 2. Roll Call**
- 3. Invocation – Jack Conklin - Lawrence Ave. Methodist Church**
- 4. Pledge of Allegiance**
- 5. Approval of Minutes**
 - a. January 22, 2024 Regular Council Meeting
 - b. February 07, 2024 Special Council Meeting
- 6. Absence of Council Members**
- 7. Public Hearing**
 - a. Zoning Board of Appeals - Variance request - RT Zoning Classification Parcel 200-062-600-084-00, vacant parcel, no address
 - b. Michigan Community Block Grant (CDBG) - funding for homeowner improvement program
- 8. Public Comment - Limit presentation to five (5) minutes**
- 9. Approval of Agenda**
- 10. Communications and Committee Reports**
 - a. City Attorney Report
 - b. DPW Emergency Purchase Report - W. Lawrence Ave. broken valve and water service

- c. Councilmember Committee Reports

11. Consent Agenda

- a. Approval of Claims and Expenditures totaling \$603,870.94
- b. Approval of 2024 Eaton Fairground Tentative Event Schedule
- c. Mayoral Appointments to Boards and Commissions

12. Business Agenda

- a. Zoning Board of Appeals, variance request - RT Zoning Classification Parcel 200-062-600-084-00, vacant parcel, no address
- b. CDBG Grant approval
- c. Approval of Runway 21 Obstruction removal bid to New Life Arboricultural Services.
- d. Approval of Resolution 2024-02 To recognize “Backing the Blue, Michigan” as a non-profit organization operating in the community
- e. Discussion to increase the budget line for Conference and Educational account for City Council through June 30, 2024.
- f. Consider approval of a professional services contract with Fishbeck for GIS map maintenance
- g. Carmel Twp. Emergency Contract Committee
- h. SAFER grant firefighter hiring
- i. City manager update

13. Public Comment

14. Mayor and Council Comments

15. Adjourn

~Mary LaRocque, City Clerk

ADDRESSING THE CITY COUNCIL

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

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

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

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

Comments shall be directed to the Mayor and Council members.

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

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

CITY OF CHARLOTTE COUNCIL PROCEEDINGS
111 E. Lawrence Ave., Charlotte, MI 48813 (517) 543-2750
Regular Council Meeting
January 22, 2024

CALL TO ORDER:

By Mayor Lewis on Monday January 22, 2024 at 7:00 p.m.

ROLL CALL:

Mayor Lewis, Mayor Pro-Tem Duweck, Council members, Rodriguez, Fullerton, Christensen, Scott. A quorum was met

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

INVOCATION:

Dennis Weeks – Chester Gospel Church

PLEDGE OF ALLEGIANCE:

Led by Lewis

APPROVAL OF MINUTES:

- a. January 08, 2024 Regular Council Meeting Minutes

Motion by Scott supported by Duweck to approve the January 08, 2024 minutes, Carried; Yea 6; Nay 0; Absent 1

- b. January 12, 2024 3:00 p.m. Special Council Meeting Minutes

Motion by Christensen supported by Scott to approve the January 12, 2024 3:00 p.m. minutes. Carried. Yea 6; Nay 0; Absent 1

- c. January 12, 2024 5:00 p.m. Special Council Meeting

Motion by Fullerton supported by Rodriguez to approve the January 12, 2024 5:00 p.m. minutes. Carried; Yea 6; Nay 0; Absent 1

ABSENCE OF COUNCIL MEMBERS:

Chin

PUBLIC COMMENT:

Justin Brummette – resident – Cautioned council about speaking about individuals in their absence

Annie Williams – resident – Charlotte Rising Director. Wine Walk last Thursday was attended by approximately 40 attendees. She is currently working on a Vibrancy Grant for the Social District.

APPROVAL OF AGENDA:

Motion by Scott supported by Fullerton to approve the agenda. Carried. Yea 6; Nay 0; Absent 1

COMMUNICATIONS AND COMMITTEE REPORTS:

- a. City Manager report
 - i. Police Report
Paul noted the CPD received a \$5,000 donation given by Spartan Motors
 - ii. Fire Report
 - iii. Clerk Report
 - iv. DPW Report
 - v. Community Development Report
 - vi. Treasurer Report
- b. Councilmember Committee Reports

Library Board – Scott – looking to expand into the neighboring townships

Camp Frances – Christensen – the board is reviewing their bylaws, will participate in the Eaton Expo in April, needs a few questions answered in regards to DPW responsibilities as it relates to Camp Frances and better outdoor lighting is needed.

Airport Advisory Board – Rodriguez – the tree removal project is moving along with the expectation to finish in March. An Airport Layout Plan that was submitted to the state pre-covid has finally been reviewed and once approved, will have more to present to Council.

CONSENT AGENDA:

- a. Approval of Claims and Expenditures totaling \$298,742.66
- b. Approval of Resolution 2023-01 MDOT airport weather station contract

Motion by Duweck supported by Scott to approve the consent agenda. Carried. Yea 6; Nay 0; Absent 1

BUSINESS AGENDA:

- a. Consider sole source vendor request – TIF planning services.

Motion by Rodriguez supported by Scott to approve sole source vendor for TIF planning services. Carried; Yea 6; Nay 0; Absent 1

- b. Consider sole source vendor request – Combs Park engineering services

Motion by Scott supported by Christensen to approve sole source vendor for Combs Park engineering services. Carried. Yea 6; Nay 0; Absent 1

- c. Consider approval of phone system upgrade with BSB Communications

Noted correction by LaRocque – the budgeted amount is \$16,000, not \$12,000 as reported in the staff memo.

Motion by Duweck supported by Scott to approve the phone system upgrade with BSB Communications. Carried. Yea 6; Nay 0; Absent 1

PUBLIC COMMENT:

Justin Brummette – resident – complimented Council as this was one of the best ran meetings to date. Wanted a status update on the City Manager contract.

MAYOR AND COUNCIL COMMENTS:

No comments offered by Scott and Duweck

Rodriguez – the (City Manager) contract is one of his top priorities

Christensen – Shared his escapades of his 3rd 12-hour police ride-along with Police Sgt. Slaughter. Noted the tremendous amount of paperwork involved in police work

Lewis – the Council (City Manager) Compensation and Contract Committee will be meeting Thursday at 11:00 a.m.

RECESS TO CLOSED SESSION:

Motion by Duweck supported by Scott to recess to closed session pursuant to section 8(h) of the Open Meetings Act, to consider material exempt from disclosure by state statute, section 13(1)(g) of the Freedom of Information Act, which exempts from public disclosure “information or records subject to the attorney-client privilege” being confidential attorney-client written communication dated January 22, 2024 regarding employment matters. Carried by roll call vote; Yea 6; Nay 0; Absent 1

RECONVENE OPEN SESSION:

Motion by Fullerton supported by Duweck to reconvene open session. Carried. Yea 6; Nay 0; Absent 1

Motion by Scott supported by Christensen to direct the (City Manager) Compensation and Contract Committee to select a firm to do a comprehensive background check of the candidate selected for City Manager. Carried. Yea 6; Nay 0; Absent 1

ADJOURN:

Motion by Christensen supported by Scott to adjourn the meeting at 9:21 p.m. Carried; Yea 6; Nay 0; Absent 1

Respectfully submitted,
Mary LaRocque, City Clerk

CITY OF CHARLOTTE COUNCIL PROCEEDINGS
111 E. Lawrence Ave., Charlotte, MI 48813 (517) 543-2750
Special Meeting – 7:00 P.M.
February 07, 2024

CALL TO ORDER:

By Mayor Lewis on Wednesday February 07, 2024 7:00 p.m.

ROLL CALL:

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

City staff in attendance; City Clerk LaRocque

PLEDGE OF ALLEGIANCE:

Led by Lewis

ABSENCE OF COUNCIL MEMBERS:

All present

PUBLIC COMMENT:

Justin Brummette – resident – questioned Council why the hiring process for city manager is taking so long and why so complex.

APPROVAL OF AGENDA:

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

BUSINESS AGENDA:

- a. Discussion on updating the hiring process for Mr. Darryl Letroy “Troy” Bell

It has come to light that Mr. Bell is currently engaged in contract negotiations with both the City of Charlotte and another municipality. Specifically, it is anticipated that Mr. Bell will accept the position of City Manager with Palatka, Florida, a decision expected to be ratified during their Commissioners

meeting scheduled for tomorrow (February 08, 2024). According to reports by Christensen, it is anticipated that the Palatka Commissioners will unanimously favor Mr. Bell's appointment.

In light of this development, Council members Rodriguez and Christensen requested a special meeting as a final effort to address the situation. The primary objective of this meeting is to reconsider the necessity of the Council's ad hoc Council Compensation Committee, which was initially formed to oversee contract negotiations for the hiring of a city manager. The intent behind this reconsideration is to potentially transition to a model where the entire Council participates in negotiating a contract that would incentivize Mr. Bell to consider Charlotte over Palatka and to forego a comprehensive background check.

Duweck updated council on the status of the Compensation Committee whereby Bell was offered and rejected a first draft contract. The Committee is still waiting for a response from Bell on the second draft that was offered. Additionally, Bell had been unresponsive to the initial attempts to contact him by the firm performing the background check, and are now also awaiting Bell's response to the questionnaire and authorization letter.

Motion by Rodriguez supported by Scott for Council to take over contract negotiations and offer a serious contract to Bell. FAILED by roll call vote. Yea 3; (Rodriguez, Fullerton, Christensen). Nay 4 (Scott, Lewis, Chin, Duweck); Absent 0

PUBLIC COMMENT:

Justin Brummette – resident – Disappointed about losing Bell

Kris Haley – resident – Ashamed of Council and this whole process

Mikaela Bliven – resident – Concerned about the lack of progress in the process and about the division in the Council

Jodie Pruden – resident – feels communication is getting worse. Would like to see Council be more respectful of one another

Troy Bell – non-resident – via Justin Brummette’s phone: revealed what was offered to him in the contracts and communicated his disappointment with the offers

MAYOR AND COUNCIL COMMENTS:

No comments from Scott, Duweck and Lewis.

Chin – Gave a brief outline of the hiring process to give clarity to those who may be confused or feel the process has been drawn out too long. Questioned how Council could make a sound decision without having the results of open investigations. Believes a possible violation of the OMA may have occurred with the email issued by Christensen and will report to the Attorney General for review.

Rodriguez – Confirmed reasons for delays were valid. He was hoping the pay scale be changed in order for council as a whole to offer a competitive salary to Bell. Looks to starting the process anew.

Christensen – Directed his best wishes to Mr. Bell and his family. Believes he did not violate OMA with his email. Will not support funding a new executive search firm

Fullerton – He wanted to start the hiring process over from the very beginning. Believes a new interim city manager is needed. Everyone should take accountability for their own actions and move on to start the process anew.

ADJOURN:

Motion by Christensen supported by Chin to adjourn at 8:15 p.m. Carried. Yea 7; Nay 0; Absent 0

Respectfully submitted,
Mary LaRocque, City Clerk



Memo

To: City Council
From: Bryan Myrkle, Community Development Director
Date: February 9, 2024
Re: Staff report on ZBA request for setback variances – Seminary & Horatio

Background

There is a very small residential lot at the corner of Seminary & Horatio (no street address assigned at this time) that is too small to construct a normal home without issuance of setback variances by the Zoning Board of Appeals. The current owners previously obtained a variance for a similar project at this site, but have since decided to sell the property to another party. Because the dimensions of the proposed structure are different from what was previously approved, a new variance is required.

In discussing this proposal with City Attorney Revore, he confirmed the opinion of previous City Manager Gregg Guetschow, that the City of Charlotte cannot prohibit development on this parcel as that would amount to a 'taking' without legal cause and compensation. That said, the normal rules for development remain in place, and what is proposed cannot be undertaken without following the City of Charlotte's established procedures for variance.

Lindsey Miller, applying for setback relief on behalf of Jaelyn Enterprises of 2534 Vermontville Highway, Charlotte, Michigan, has supplied a proposed site plan for development that includes locating a 38' X 24' two-story residential duplex on the parcel, which is 37.5' X 82.' The normal setbacks required in the RT zoning are 25-feet in the front, 8 and/or 12 feet on the side and 35 feet in the rear. As proposed the setbacks for this structure would be reduced to 20 feet (from 25) on the Seminary St side, to 6 feet (from 25) on the Horatio St side, and to 7 (from 8) for the interior side yard. The rear yard setback would be reduced to 30 (from 35) for the rear yard.

Additional information the City Council can take into consideration in favor of granting this variance is that a 20-foot setback on Seminary is not appreciably different from other homes located on Seminary. Similarly, while 6 feet is very close to the sidewalk on Horatio, it is essentially the same as the existing setback on the house next door. It is common to see houses without much setback in older areas of the community. I would also point out that the party seeking the variance has kept all proposed construction outside the 25-foot 'clear vision triangle' at the intersection to preserve visual site lines for vehicular and pedestrian traffic. The building, as proposed, also remains within the 30% lot coverage limit required in the RT zone.

I have included a copy of the proposed site plan, information about what the proposed structure would look like as well as the proposed floor-plan layout, and a site map to help you better understand where this parcel is located.

Recommendation

Consider granting front, side and rear setback variances to allow the construction of a two-story residential duplex at the corner of Seminary and Horatio.

ZONING BOARD OF APPEALS

RESOLUTION NO. 2024-1

A RESOLUTION TO GRANT SETBACK VARIANCES FROM CITY CODE SECTION 82-426 ON PROPERTY PARCEL No. 200-662-600-084-00 FOR THE PURPOSES OF CONSTRUCTING A RESIDENTIAL STRUCTURE

WHEREAS, Charlotte City Code Section 82-426 describes required setbacks for structures within the RT zoning classification; and

WHEREAS, the prospective purchaser of a parcel located at the corner of Seminary and Horatio Streets in the City of Charlotte (parcel no. 200-662-600-084-00) are making application to the Zoning Board of Appeals for relief from these setback requirements; and

WHEREAS, the purpose of this relief would be to allow construction of a two-story residential structure on this parcel; and

WHEREAS, the City of Charlotte Zoning Board of Appeals is able to grant such variances in certain circumstances; and

WHEREAS, in evaluating whether to grant a variance, the Zoning Board of Appeals is required to consider the following possible justifications:

- By reason of exceptional narrowness, shallowness, shape or area of the specific piece of property, or
- By reason of exceptional topographic conditions or other extraordinary or exceptional conditions of such property, and
- The strict application of the regulation would result in peculiar or exceptional undue hardship upon the owner of such property. And
- Providing such relief may be granted without substantial detriment to the public good, and without substantially impairing the intent and purpose of the code, and

WHEREAS, the Zoning Board of Appeals may attach whatever conditions regarding the location, character and other features of the proposed use as it deems reasonable; and

WHEREAS, if the Zoning Board of Appeals determines that a variance is appropriate, it must state the grounds on which it is granting the variance.

THEREFORE, BE IT RESOLVED the City Council of the City of Charlotte, acting in its capacity as the Zoning Board of Appeals hereby (_____ grants, _____ does not grant) a variance in the form of front, side and rear setback relief from section 82-426 of the City Code for the purposes of constructing a 2-story residential structure on parcel no. 200-662-600-084-00; and

BE IT FURTHER RESOLVED that the justification for granting this variance is by reason of exceptional narrowness, shallowness, shape or area of this property; and

BE IT FURTHER RESOLVED that the submitted site plan is hereby approved by the Zoning Board of Appeals for the purpose of obtaining any approvals, permits, or inspections that may be necessary to complete this project.

Plot Plan

★ (N) ★

Date: 1/8/24

Total Lot = 3,075 sq

Horatio St., Charlotte

Current Property owner:
Robert G. Jewett and
Karry McConel

113.5 S. Cochran Ave #2
Charlotte MI 48813

Scale

1" = 2'

Legal Description
N 82' OF E 37.5' of Lot 8
Lawrence's Subdivision of
outlots

City of Charlotte DDA
Expansion District 2003

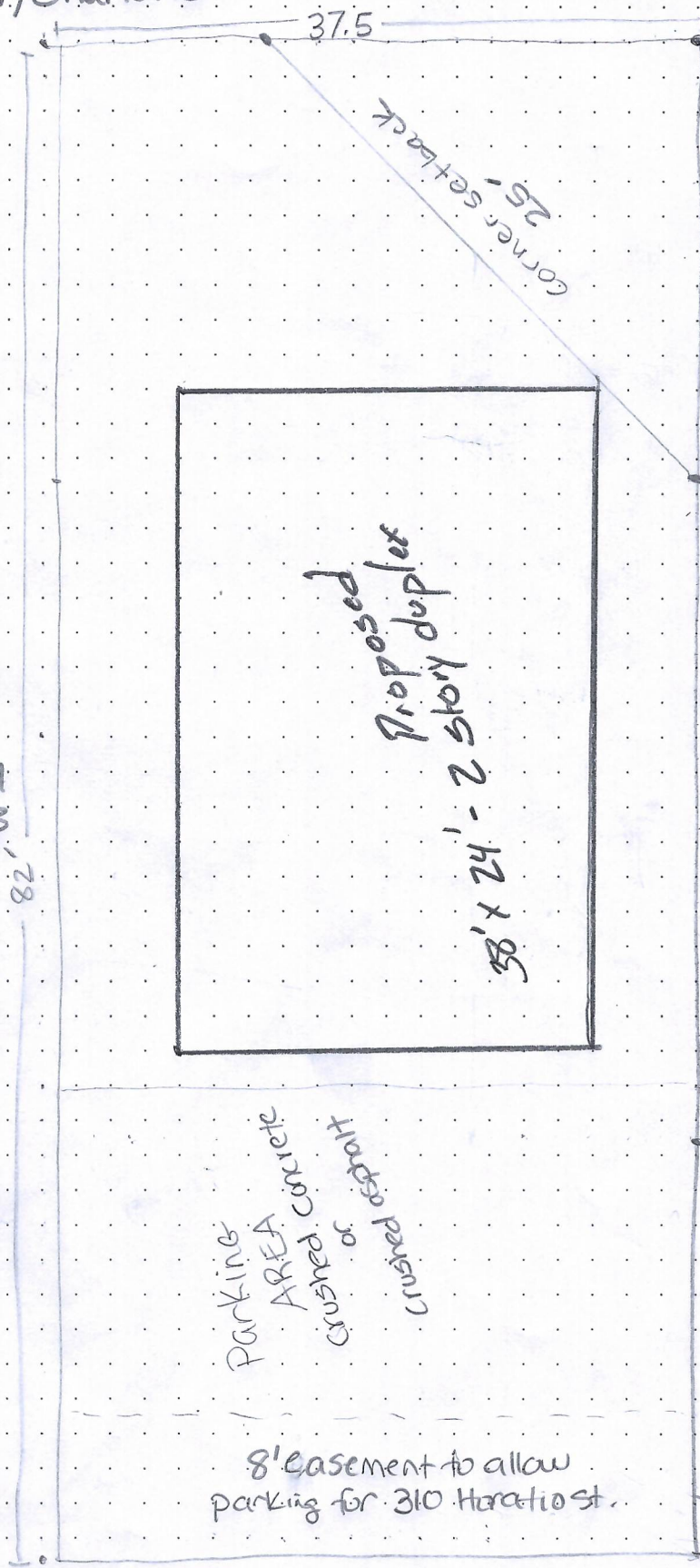
DDA Expansion District
exp 12/2012

Zoning RT
Parcel # 200-062-600
-084-00

Builder/contractor
Lindsey Miller

Investment Property
duplex, just like the two
adjacent properties w/
100' of property.

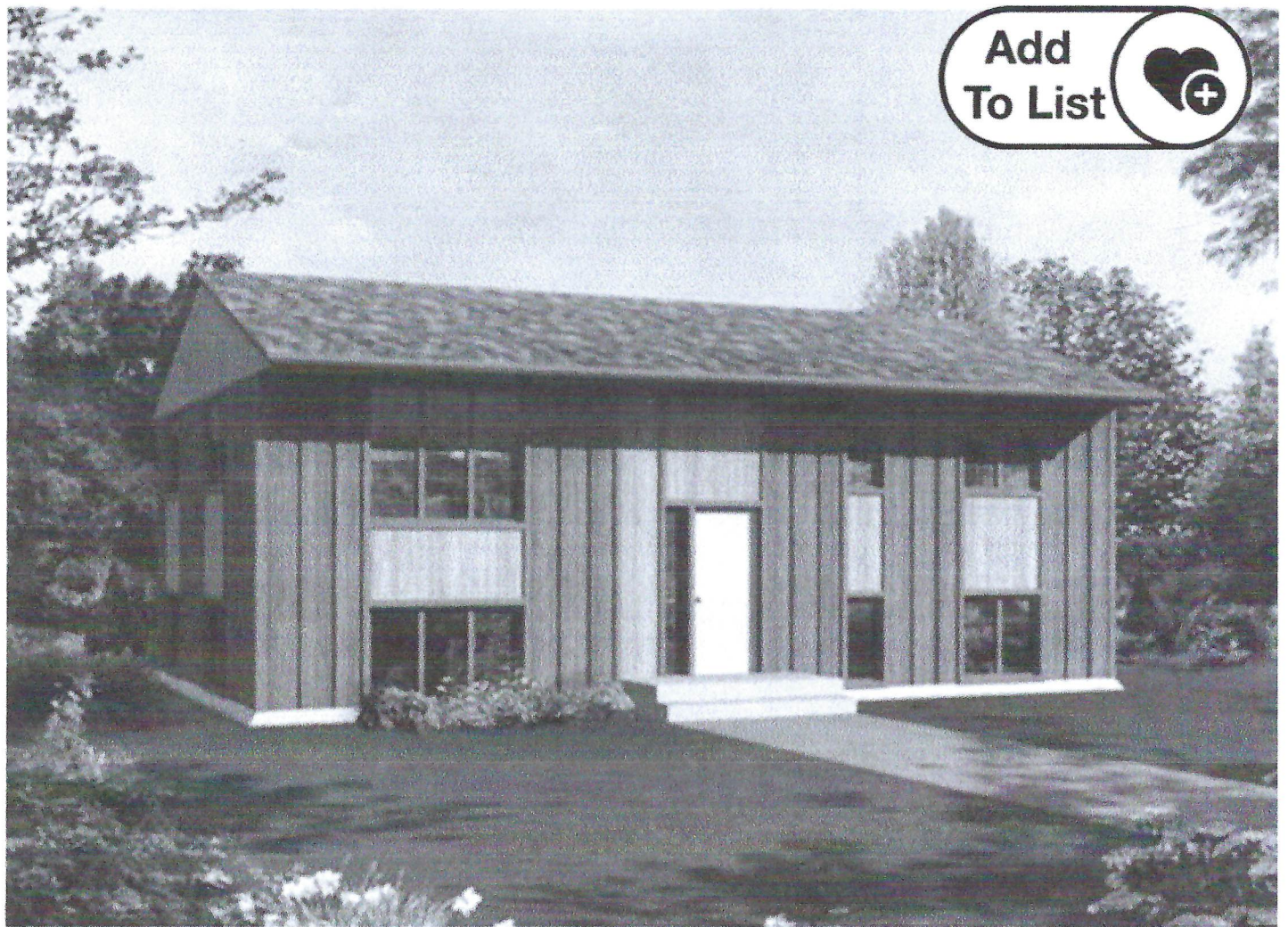
2 Floors, Less than 25'
4/12 roof



Winwood Duplex Material List

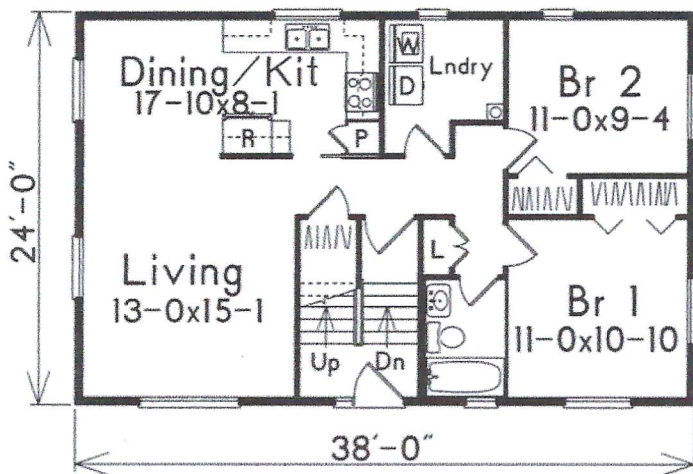
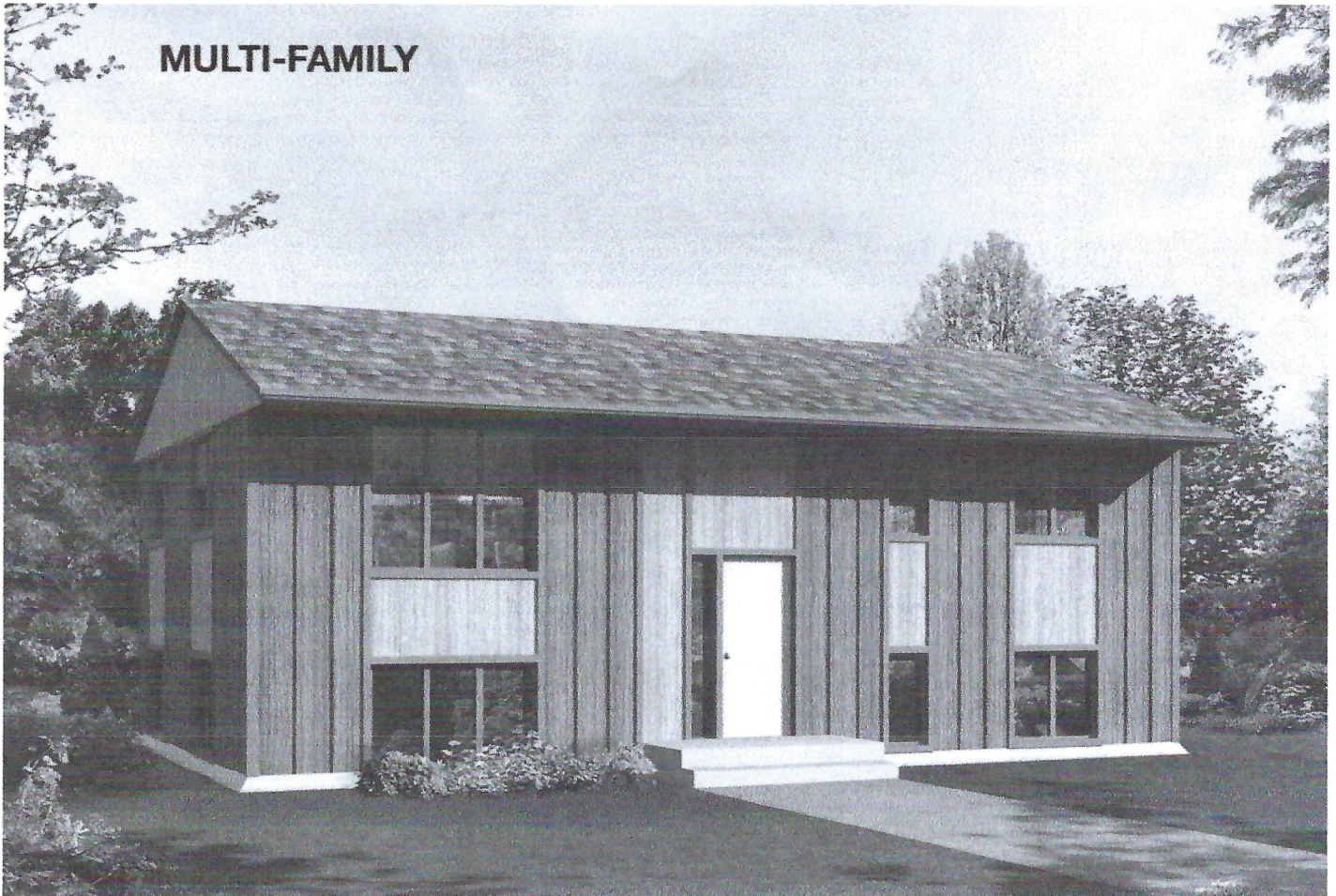
Design America Plan #H057D-0007

Model Number: H057D-0007

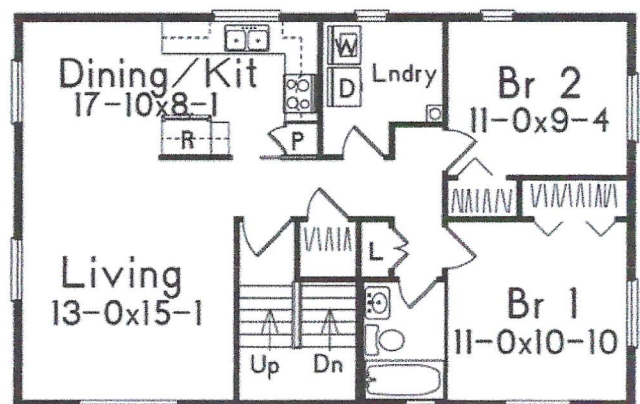


H057D-0007 WINWOOD

MULTI-FAMILY



**FIRST LEVEL
FLOOR PLAN**



**SECOND LEVEL
FLOOR PLAN**





Memo

To: City Council
From: Bryan Myrkle, Community Development Director
Date: February 9, 2024
Re: CDBG CHILL Grant Application

Background

Last year, the Michigan State Housing Development Authority introduced a new Community Development Block Grant program called CDBG Housing Improving Local Livability, or CHILL.

Interim City Manager Troy Bell authorized initial application to this program, and based on the information we supplied, MSHDA has invited Charlotte to submit a full application. If authorized by City Council, the City would apply for \$200,000 in funding to be re-granted to local homeowners in the targeted area for qualifying home repairs (roofs, windows, porches, plumbing, etc). The grant would also come with \$36,000 to procure the services of a professional grant administrator.

We believe that through the City's normal community development and code enforcement networks, we will be able to promote local participation in this program. We would hope to do approximately 10 projects in the range of \$25,000 each, with homeowners contributing a \$5,000 match to the grant program's \$20,000.

As City Council members know, Charlotte is a community with older housing stock where there is visible evidence of neglect and deferred maintenance in many neighborhoods. In most cases, the owner-occupants of these houses would likely meet the low-to-moderate income guidelines the grant is intended to benefit. It is also the case that many of these homes might also be contributing properties to the Charlotte Central Historic District (listed on the National Register of Historic Places).

Identifying issues related to neighborhood quality and finding opportunities to address those issues is an ongoing priority of the City of Charlotte. In order to move forward with this grant application, the City Council must hold a public hearing where we provide certain relevant information, and approve a resolution authorizing application to the program.

Financial Impact

If awarded, this grant would bring \$200,000 to the community to be re-granted to local residents for home repairs. It would also provide \$36,000 to procure the services of a third-party grant administrator. The value of staff time associated with this project is estimated as \$5,000.

Recommendation

Approve authorizing resolution associated with the CDBG CHILL grant application.

**CITY OF CHARLOTTE
CITY COUNCIL RESOLUTION NO. 2024 - 03**

**A RESOLUTION TO AUTHORIZE APPLICATION TO THE MICHIGAN STATE
HOUSING DEVELOPMENT AUTHORITY’S CDBG HOUSING IMPROVING
LOCAL LIVABILITY PROGRAM**

WHEREAS, the City of Charlotte desires to make application in the amount of \$236,000 to the CDBG Housing Improving Local Livability; and

WHEREAS, the project will fall under the Homeowner Improvement portion of the grant program; and

WHEREAS, the City of Charlotte will contribute staff time estimated at a minimum value of \$5,000; and

WHEREAS, additional leveraged funding resources will be provided by program participants; and

WHEREAS, this proposed project is consistent with the City of Charlotte’s community development plan as described in the application; and

WHEREAS, at least 51% of the beneficiaries of the proposed project will be low- and moderate income persons; and

WHEREAS, no project costs (CDBG and non-CDBG) will be incurred prior to a formal grant award, completion of the environmental review procedures and formal, written authorization to incur costs has been provided by the CDBG Project Manager.

THEREFORE, BE IT RESOLVED that the City Council of the City of Charlotte hereby authorizes the submittal of said grant application to the CDBG Housing Improving Local Livability program.

BE IT FURTHER RESOLVED that Community Development Director Bryan Myrkle be authorized to sign the grant application and all attachments.

BE IT FURTHER RESOLVED that Mayor Tim Lewis be authorized to sign the Grant Agreement and all amendments thereto.

BE IT FURTHER RESOLVED that Mayor Tim Lewis be authorized to sign Payment requests

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

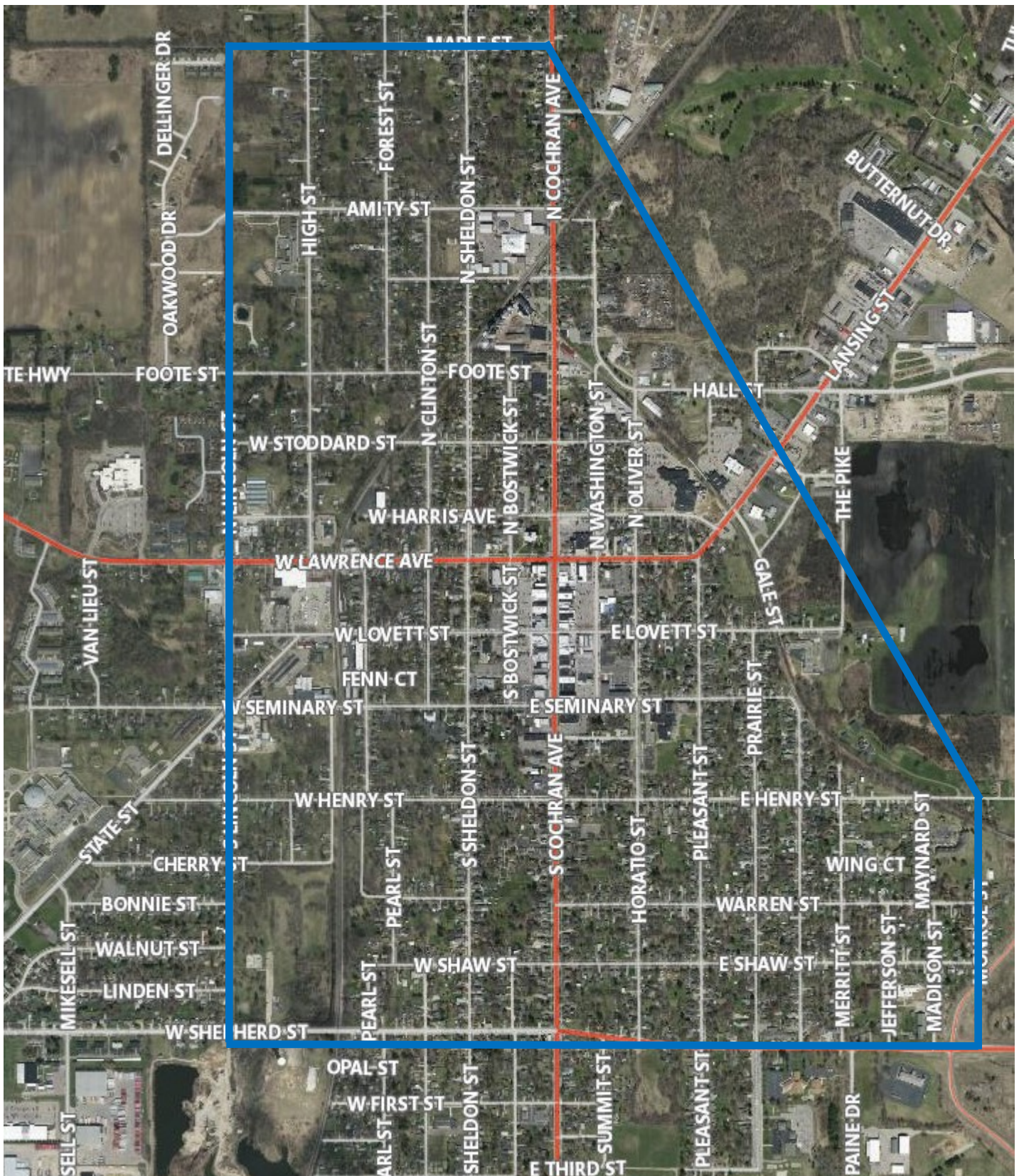
CERTIFICATION

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 February 12, 2024, 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

City of Charlotte CHILL Homeowner Improvement Program

Target Area Map



**CDBG HOUSING IMPROVING LOCAL LIVABILITY (CHILL) PROGRAM
BUDGET WORKSHEET**

Eligible Activity	Projected Request Amount	Leveraged Funds Amount	Source of Leveraged Funds	Number of Properties Assisted	Number of Households Assisted
Homeowner Improvement	\$ 200,000.00	\$ 50,000.00	Individual homeowners	10	10
Demolition/Reconstruction/Resale					
Admin (<i>capped at 18% of grant award</i>)	\$36,000	\$ 5,000.00	City staff time outside TPA		
TOTAL	\$ 236,000.00	\$ 55,000.00		10	10

McGINTY, HITCH, PERSON, ANDERSON & REVORE, P.C.

ATTORNEYS AT LAW

3410 BELLE CHASE WAY, SUITE 600

LANSING, MICHIGAN 48911

TELEPHONE (517) 351-0280

FAX (517) 351-3583

www.mcgintrylaw.com

MEMORANDUM

TO: Charlotte City Council

FROM: David M. Revore, City Attorney

RE: **CITY ATTORNEY REPORT – January 2024**

DATE: February 9, 2024

The following serves as my report to the City Council on issues in which my office has been engaged since the last report:

1. City Manager Search. Work with City Council and committee regarding City Manager selection.
2. Fire Department. Meet with Fire Department Administration regarding provision of services to other jurisdictions in the area.
3. Social District. Work with Bryan Myrkle to identify Social District area regarding the development and implementation of the Social District.
4. District Court. Prosecute misdemeanor offenses.
5. Code Enforcement. Work with Bryan Myrkle regarding code enforcement issues.
6. Election Commission. Work with Clerk and attend elections commissions meeting for upcoming elections.
7. Conversations with the Mayor, Acting City Manager/Chief of Police Paul Brentar, and Directors. This office maintains frequent conversations with the Mayor, Acting City Manager/Chief of Police Paul Brentar, and City officials regarding a variety of City matters, including public safety positions and Cannabis program.

DMR:cf

Memo

To: Interim Manager Brentar and City Council
From: Amy E. Gilson, P.E., Director of Public Works
Date: January 30, 2024
Re: Emergency Purchase

In accordance with Section 2-182 of the City Ordinances, this memo is to advise you of an emergency purchase for a contractor to fix a broken watermain valves on W. Lawrence Avenue and N. Bostwick Street to facilitate a service repair at 113 W. Lawrence Avenue.

On Saturday, January 13, 2024 I was notified that there was water coming up at the above-mentioned address. It was determined that the leak is on the service and the valve to shut it off is broken. Repairing the service and valve now requires shutting down the watermain. In preparation to shut down the watermain, the valve at Lawrence and Sheldon (c. 1886) broke yesterday and is flowing into the catchbasin there. Further investigation also showed that a necessary valve at Lawrence and N. Bostwick (c. 1886) is also inoperable, but not leaking. In order to just fix the valve at Sheldon, we would need to issue a boil water notice to at least 4 blocks of residents and businesses. In an effort to isolate that main and only affect one business instead of several blocks of people, we have implemented this well thought out solution.

We contacted the low bidder for the 12" watermain valve insertion (City Services) to insert a 4" and a 6" valve at Lawrence and Bostwick so that we can fix the leaking valve. These valves will also be important when and if any watermains in the area break or are replaced. The cost is \$11,950 and will be billed to the Water and Sewer Fund. Iron Horse Excavation will be digging in Lawrence Avenue for one valve while the City crews dig in Bostwick Street for the other valve.

To minimize cost and disruption with the MDOT lane closures, we will be working with Iron Horse Excavation on a time and material basis to

replace the leaking valve at Sheldon Street as soon the valves have been inserted.

Once all of these valves have been replaced/ fixed, we will be able to fix the water service next week. There will only be one block of businesses and residents that will be under a boil water notice, and they will all be notified by City DPW personnel prior to the work and when the boil water notice is cleared.

The work on the three valves is scheduled for Thursday, February 1, 2024 and the affected business has been notified. The water service repair is scheduled for next week.

Please let me know if you have any questions.

cc:

M:\Memo\2024\council memo re emergency purchase W Lawrence Broken Valve and water service.doc



Memo

To: Honorable Mayor Lewis; City Council
From: Mary LaRocque, City Clerk
Date: February 07, 2024
Re: Claims and Expenditures for Council approval on Monday February 12, 2024

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 January 22, 2024	\$ 6,993.95
Insurance claims week of January 29, 2024	\$ 3,572.46
Insurance Claims week of February 05, 2024	\$ 6,653.17
Payroll paid Friday January 26, 2024	\$107,088.54
Payroll paid February 09, 2024	\$ 93,191.99
Invoiced claims as of February 07, 2024	<u>\$386,370.83</u>
Total	<u>\$603,870.94</u>

Suggested Motion

Motion to approve Claims and Expenditures in the amount of **\$603,870.94**

02/06/2024 03:50 PM
User: CKOENIG
DB: Charlotte

APPROVAL LIST FOR CITY OF CHARLOTTE
EXP CHECK RUN DATES 02/13/2024 - 02/13/2024
UNJOURNALIZED OPEN
BANK CODE: POOL

Page: 1/9

INVOICE NUMBER	DESCRIPTION	AMOUNT	EXPECTED CHECK RUN
VENDOR NAME: ACD.NET			
81518-279	FEBRUARY 2024 CHARGES	863.57	02/13/2024
91177-131	WATE WATER PLANT- CHARGES FOR FEBRUARY	565.84	02/13/2024
TOTAL VENDOR ACD.NET		1,429.41	
VENDOR NAME: ADVANCE AUTO PARTS			
5565402267399	THROTTLE SENSOR	63.99	02/13/2024
5565401756816	AIR FILTERS	8.67	02/13/2024
5565401736576	COMBO SWITCH	72.15	02/13/2024
5565402557155	STEEERING WHEEL COVER	16.55	02/13/2024
5565402636842	OIL SEAL	9.59	02/13/2024
TOTAL VENDOR ADVANCE AUTO PARTS		170.95	
VENDOR NAME: ALS GROUP USA, CORP			
HN2400001	WET TEST	945.00	02/13/2024
TOTAL VENDOR ALS GROUP USA, CORP		945.00	
VENDOR NAME: AMAZON CAPITAL SERVICES			
1PHK-3YPP-MGKD	ACCOUNT # A264N6SLCWDWHU (FOAM CONCRETE	29.99	02/13/2024
1H7V-Q361-3YD3	ACCOUNT # A264N6SLCWDWHU (DISH SOAP, ANT	155.70	02/13/2024
1VWL-VGFV-9VY3	ACCOUNT # A264N6SLCWDWHU (BIT DRIVER IMP	162.71	02/13/2024
1MX1-WP17-7P9K	ACCOUNT # A264N6SLCWDWHU (TIME CARD RACK	643.45	02/13/2024
11TT-6H4G-6DRD	ACCOUNT # A264N6SLCWDWHU (PRINTER INK C	1,194.00	02/13/2024
171Y-G69F-K6RL	ACCOUNT # A264N6SLCWDWHU (EXPANDABLE SNO	33.62	02/13/2024
13GN-XPCW-67JF	ACCOUNT # A264N6SLCWDWHU (LABEL MAKER T	215.98	02/13/2024
17XN-9HR1-31JY	ACCOUNT # A264N6SLCWDWHU (OFFICE SUPPLI	274.42	02/13/2024
1CW1-YCCM-RXJD	ACCOUNT # A264N6SLCWDWHU (WINDOW SCRAPE	47.97	02/13/2024
1NHM-PF9Y-YN63	ACCOUNT # A264N6SLCWDWHU (MAILING ADDRES	32.99	02/13/2024
1VVI-FTHL-3QT9	ACCOUNT # A264N6SLCWDWHU ((COMPUTER EQUI	407.18	02/13/2024
1M7N-FT3T-GQMJ	ACCOUNT # A264N6SLCWDWHU (SCBA DRYER)	79.99	02/13/2024
17XY-4QK4-N4T1	ACCOUNT # A264N6SLCWDWHU (SCANNER, COPIE	279.99	02/13/2024
1W11-GPDY-39G6	ACCOUNT # A264N6SLCWDWHU (COMPUTER EQUI	109.99	02/13/2024
1MPG-L9PD-D7CH	ACCOUNT # A264N6SLCWDWHU (WIRELESS MOUSE	43.97	02/13/2024
11WW-74L3-XNDP	ACCOUNT # A264N6SLCWDWHU (BUILDING MAIN	65.62	02/13/2024
1FVH-DY3R-WRGW	ACCOUNT # A264N6SLCWDWHU (MEDICAL SUPPLI	14.99	02/13/2024
1VFI-VFD6-33MH	ACCOUNT # A264N6SLCWDWHU (MALE - FEMALE	8.95	02/13/2024
1JTM-JHLC-1P7N	ACCOUNT # A264N6SLCWDWHU (SURGE PROTECT	27.98	02/13/2024
1JTM-JHLC-1PCJ	ACCOUNT # A264N6SLCWDWHU (HD CORD)	13.99	02/13/2024
169H-9CDX-DG9K	ACCOUNT # A264N6SLCWDWHU (WIRELESS KEYBO	309.42	02/13/2024
TOTAL VENDOR AMAZON CAPITAL SERVICES		4,152.90	
VENDOR NAME: AMAZON CAPITAL SERVICES - POLICE			
174T-YCDM-F7NG	ACCT # A1K517P63NLQUT(POLICE) BANKERS	89.76	02/13/2024
1L7D-RYW-X4P7	ACCT # A1K517P63NLQUT(POLICE) ETHERNET	24.94	02/13/2024
1YHR-MXGV-M7XK	ACCT # A1K517P63NLQUT(POLICE) (SERVER)	274.50	02/13/2024
TOTAL VENDOR AMAZON CAPITAL SERVICES - POLICE		389.20	
VENDOR NAME: AMBS MESSAGE CENTER INC.			
240101238	ANSERING SERVICE (USAGE PERIOD 01.01.20	115.90	02/13/2024
TOTAL VENDOR AMBS MESSAGE CENTER INC.		115.90	
VENDOR NAME: ARRAS CHRIS			
02.01.2024	BOOT ALLOWANCE PER SEIU CONTRACT	200.00	02/13/2024
TOTAL VENDOR ARRAS CHRIS		200.00	
VENDOR NAME: AT&T LONG DISTANCE			
517543887401.1	DPW CALLOUT DEC 14 - JAN 13, 2024	47.85	02/13/2024
517543839601.1	CITY HALL MAIN LINE DEC 14 - JAN 13, 202	341.11	02/13/2024
517543228801.1	AIRPORT MODEM LINE - DEC 14 - JAN 13, 20	175.20	02/13/2024
TOTAL VENDOR AT&T LONG DISTANCE		564.16	
VENDOR NAME: BARYAMES CLEANERS			
BN1615-01.16.2024	DRY CLEANING FIRE NOVEEMBER 16 - JANUAR	456.45	02/13/2024
BN1616-01.16.2024	POLICE UNIFORM DRY CLEANING	196.01	02/13/2024
BN1616-02.01.2024	POLICE DRY CLEANING	52.91	02/13/2024
BN1615-02.01.2024	FIRE UNIFORM CLEANING JANUARY	464.05	02/13/2024
TOTAL VENDOR BARYAMES CLEANERS		1,169.42	

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VENDOR NAME: BEAVER RESEARCH COMPANY			
0366944-IN	SUPPLIES	507.72	02/13/2024
TOTAL VENDOR BEAVER RESEARCH COMPANY		507.72	
VENDOR NAME: BIG INK			
89401	ACCOUNTABILITY TAGS	367.50	02/13/2024
90140	ACCOUNTABILITY TAGS	188.75	02/13/2024
TOTAL VENDOR BIG INK		556.25	
VENDOR NAME: BIOTECH AGRONOMICS			
3586	SLUDGE APPLICATION DIGESTER CLEANING	44,510.00	02/13/2024
TOTAL VENDOR BIOTECH AGRONOMICS		44,510.00	
VENDOR NAME: BLUE CARE NETWORK			
240090021506	MEDICAL COVERAGE (RETIRED) COVERAGE PERI	2,361.17	02/13/2024
240090010645	MEDICAL COVERAGE COVERAGE PERIOD (02.01	52,875.81	02/13/2024
TOTAL VENDOR BLUE CARE NETWORK		55,236.98	
VENDOR NAME: BS&A SOFTWARE			
151424	BS & A SOFTWARE SUPPORT	5,577.00	02/13/2024
TOTAL VENDOR BS&A SOFTWARE		5,577.00	
VENDOR NAME: BYRUM ACE HARDWARE			
338111	ICE MELT ROCK SALT,TUBE SAND QUICKRETE	304.30	02/13/2024
338975	HOSE FITTINGS	17.18	02/13/2024
337864	BUILDING MAINTENANCE SUPPLIES	196.04	02/13/2024
339337	WD 40	6.99	02/13/2024
340264	SUPPLIES FOR PUMP INSTALL	78.70	02/13/2024
338234	SCREWS	8.29	02/13/2024
339252	HILLMAN FASTENERS	3.56	02/13/2024
340148	TOOL BOX	49.99	02/13/2024
340687	TRANSFER PUMP	229.00	02/13/2024
340257	CONDUIT, 90 DEGREE COMPOUND CONNECTOR	37.14	02/13/2024
341253	ROPE HOOK	3.98	02/13/2024
340805	PLUMBING	17.58	02/13/2024
341623	TOOLS	18.99	02/13/2024
341741	KITCHEN FAUCET	147.16	02/13/2024
341786	4 LB HAMMER	22.99	02/13/2024
342164	STATION SUPPLIES	75.14	02/13/2024
341918	PLUMBING MATERIALS & PAINT	37.16	02/13/2024
342355	BUILDING MAINTENANCE SUPPLIES	101.99	02/13/2024
342436	BUILDING MAINTENANCE SUPPLIES	11.45	02/13/2024
342728	HILLMAN FASTENERS	17.16	02/13/2024
342294	WINDO & DOOR SEALANT, SPRAY DOOR INSULAT	17.58	02/13/2024
342281	BAIT STATIONS, MOUSE TRAPS	10.57	02/13/2024
TOTAL VENDOR BYRUM ACE HARDWARE		1,412.94	
VENDOR NAME: C&C LANDFILL			
5007-000019980	STREET SWEEPINGS	3,561.67	02/13/2024
TOTAL VENDOR C&C LANDFILL		3,561.67	
VENDOR NAME: CANDY FORD, INC.			
140407	PEDAL	358.80	02/13/2024
TOTAL VENDOR CANDY FORD, INC.		358.80	
VENDOR NAME: CANON FINANCIAL SERVICES, IN			
31893217	CONTRACT CHARGE 01.01.2024 - 01.31.2024	253.73	02/13/2024
TOTAL VENDOR CANON FINANCIAL SERVICES, IN		253.73	
VENDOR NAME: CANWELL, ROBERT			
01/30/2024	UB refund for account: 15983	57.20	02/13/2024
TOTAL VENDOR CANWELL, ROBERT		57.20	
VENDOR NAME: CAPITAL CAR WASH HOLDING LLC			
903163	60 WASH	270.00	02/13/2024
TOTAL VENDOR CAPITAL CAR WASH HOLDING LLC		270.00	

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INVOICE NUMBER	DESCRIPTION	AMOUNT	EXPECTED CHECK RUN
VENDOR NAME: CHARLOTTE LITHOGRAPH 130542	BUSINESS CARDS FOR EVERTS	44.05	02/13/2024
	TOTAL VENDOR CHARLOTTE LITHOGRAPH	44.05	
VENDOR NAME: CHROUCH COMMUNICATIONS 12433000	SERVICE CALL AND LABOR	140.00	02/13/2024
	TOTAL VENDOR CHROUCH COMMUNICATIONS	140.00	
VENDOR NAME: CMP DISTRIBUTORS INC 013370	GREEN DOT SITE	830.00	02/13/2024
	TOTAL VENDOR CMP DISTRIBUTORS INC	830.00	
VENDOR NAME: CORRPRO COMPANIES INC 748513	CATHODIC PROTECTION EVALUATION	1,760.00	02/13/2024
	TOTAL VENDOR CORRPRO COMPANIES INC	1,760.00	
VENDOR NAME: COUNTY JOURNAL THE 272226	DPW LABORER ADD	70.12	02/13/2024
272227	DPW LABORER	53.63	02/13/2024
273281	SITE PLAN REVIEW	99.50	02/13/2024
273282	SITE PLAN REVIEW MCM MI BUTTERNUT LLC	99.50	02/13/2024
273292	ZONING BOARD OF APPEALS HEARING NOTICE,	109.10	02/13/2024
273419	DPW LABORER	70.12	02/13/2024
273421	DPW LABORER	53.63	02/13/2024
	TOTAL VENDOR COUNTY JOURNAL THE	555.60	
VENDOR NAME: CULLIGAN WATER CONDITIONING 79904TN	40 LB CUBES FOR SOFTENER @ WESTSIDE	51.94	02/13/2024
	TOTAL VENDOR CULLIGAN WATER CONDITIONING	51.94	
VENDOR NAME: D & K TRUCK COMPANY 1203437	BATTERY COVER	169.99	02/13/2024
1200686	BUSHINGS FOR SNORKEL	132.59	02/13/2024
1199230	SNORKEL BEARINGS	519.59	02/13/2024
	TOTAL VENDOR D & K TRUCK COMPANY	822.17	
VENDOR NAME: DELTA DENTAL PLAN OF MICHIGAN RIS0005438792	DENTAL PREMIUMS (02.01.2024 THRU 02.29.	4,320.62	02/13/2024
	TOTAL VENDOR DELTA DENTAL PLAN OF MICHIGAN	4,320.62	
VENDOR NAME: DETROIT SALT SI24-22489	ROCK SALT	3,060.51	02/13/2024
	TOTAL VENDOR DETROIT SALT	3,060.51	
VENDOR NAME: DORNBOS SIGN & SAFETY INC. INV73980	RAIL ROAD SIGN	55.75	02/13/2024
	TOTAL VENDOR DORNBOS SIGN & SAFETY INC.	55.75	
VENDOR NAME: EATON COUNTY-TREASURER 01.22.2024	TRAILER TAX PAYMENT	2,155.00	02/13/2024
	TOTAL VENDOR EATON COUNTY-TREASURER	2,155.00	
VENDOR NAME: EATON CUSTOM SEWING 1635	ANDY COAT	22.50	02/13/2024
	TOTAL VENDOR EATON CUSTOM SEWING	22.50	
VENDOR NAME: EATON TOWNSHIP TREASURER SEPT-OCT	REVENUE SHARING	2,611.00	02/13/2024
JULY - AUG	OCTOBER REVENUE SHARING	2,667.00	02/13/2024
	TOTAL VENDOR EATON TOWNSHIP TREASURER	5,278.00	
VENDOR NAME: EDWARDS INDUSTRIAL SALES 3394524	PUMP REPAIR	188.23	02/13/2024
3394523	REPAIR PARTS	80.30	02/13/2024
	TOTAL VENDOR EDWARDS INDUSTRIAL SALES	268.53	

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VENDOR NAME: EGANIX			
19182	FOG TREATMENT	2,170.00	02/13/2024
TOTAL VENDOR EGANIX		2,170.00	
VENDOR NAME: EMAINT			
S046024	MAINTENANCE SOFTWARE RENEWAL	4,411.29	02/13/2024
TOTAL VENDOR EMAINT		4,411.29	
VENDOR NAME: ETNA SUPPLY			
S105503283.001	CURB STOP	438.51	02/13/2024
S105503805.001	11/2 COUPLING	258.00	02/13/2024
S105497709.001	PUMP SEAL	498.00	02/13/2024
TOTAL VENDOR ETNA SUPPLY		1,194.51	
VENDOR NAME: FAMILY FARM & HOME			
1745/36	PLUMBING MATERIALS	19.98	02/13/2024
TOTAL VENDOR FAMILY FARM & HOME		19.98	
VENDOR NAME: FERGUSON WATER WORKS FKA			
0180868-1	FITTINGS	2,575.80	02/13/2024
TOTAL VENDOR FERGUSON WATER WORKS FKA		2,575.80	
VENDOR NAME: FLEET SERVICES INC.			
3231	REPLACE DRIVE AXLE BRAKES	1,018.77	02/13/2024
TOTAL VENDOR FLEET SERVICES INC.		1,018.77	
VENDOR NAME: FLEETPRIDE			
113955632	SLACK ADJUSTER (FRONT)	223.78	02/13/2024
113978372	SLACK ADJUSTER (REAR)	223.78	02/13/2024
114040727	WHEEL NUT & WHEEL STUD	5.85	02/13/2024
114117264	BRAKE DRUM	217.66	02/13/2024
114194926	WHEEL NUT	15.24	02/13/2024
TOTAL VENDOR FLEETPRIDE		686.31	
VENDOR NAME: FOSTER SWIFT COLLINS & SMITH PC			
875804	DECEMBER 2023 ATTORNEY FEES	1,482.43	02/13/2024
TOTAL VENDOR FOSTER SWIFT COLLINS & SMITH PC		1,482.43	
VENDOR NAME: GALE BRIGGS, INC.			
M872	CRUSHED CONCRETE	1,562.84	02/13/2024
M876	CRUSHED CONCRETE, CRUSHED ASPHALT	2,471.10	02/13/2024
TOTAL VENDOR GALE BRIGGS, INC.		4,033.94	
VENDOR NAME: GUNTHORPE MECHANICAL			
25379	BOILER INSPECTION	1,693.13	02/13/2024
25371	FURNACE REPAIR	896.06	02/13/2024
TOTAL VENDOR GUNTHORPE MECHANICAL		2,589.19	
VENDOR NAME: H2O COMPLIANCE SERVICES INC			
00009163	CROSS CONNECTION JANUARY 1 - 31, 2024	1,217.70	02/13/2024
TOTAL VENDOR H2O COMPLIANCE SERVICES INC		1,217.70	
VENDOR NAME: HARMON GLASS			
4280-847936	REPLACE WINDSHIELD ON TRUCK #4	359.00	02/13/2024
TOTAL VENDOR HARMON GLASS		359.00	
VENDOR NAME: HASSEL FREE /DPW-WWTP ACCT#010107			
CFSI-10094	ACCNT #010107 (DPW/WWTP) FUEL	2,032.49	02/13/2024
CFSI-10151	ACCNT #010107 (DPW/WWTP) FUEL	1,862.87	02/13/2024
CFSI-9988	ACCNT #010107 (DPW/WWTP) FUEL (DECEMBER	1,240.11	02/13/2024
TOTAL VENDOR HASSEL FREE /DPW-WWTP ACCT#010107		5,135.47	
VENDOR NAME: HASSEL FREE /FIRE ACCT #010109			
CFSI-10138	ACCOUNT # 010109 (FIRE) FUEL	594.11	02/13/2024
CFSI-10198	ACCOUNT # 010109 (FIRE) FUEL	396.31	02/13/2024

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VENDOR NAME: HASSEL FREE /FIRE ACCT #010109			
	TOTAL VENDOR HASSEL FREE /FIRE ACCT #010109	990.42	
VENDOR NAME: HOMETOWN DECORATION & DISPLAY			
1913	LIGHTED HOLIDAY DECORATIONS	1,300.00	02/13/2024
	TOTAL VENDOR HOMETOWN DECORATION & DISPLAY	1,300.00	
VENDOR NAME: HOPKINS MECHANICAL SERVICES, LLC			
H23155	CUT OPEN DRYWALL AND ADDED CLEANOUT IN W	1,244.00	02/13/2024
H23467	REPLACED SIGNAL LIMITER IN POLICE STATIO	2,407.00	02/13/2024
	TOTAL VENDOR HOPKINS MECHANICAL SERVICES, LLC	3,651.00	
VENDOR NAME: HUTSON, INC			
01.22.2024	FIX REAR AXLE SHAFT ON 318	715.21	02/13/2024
	TOTAL VENDOR HUTSON, INC	715.21	
VENDOR NAME: INDIAN CREEK ACRES INC.			
8585	TIRE REPAIR TRUCK 311	69.00	02/13/2024
	TOTAL VENDOR INDIAN CREEK ACRES INC.	69.00	
VENDOR NAME: INSTY PRINTS			
01250	BUSINESS CARDS FOR COUNCIL AND MAYOR	292.10	02/13/2024
	TOTAL VENDOR INSTY PRINTS	292.10	
VENDOR NAME: INTERSTATE BILLING SERVICE INC			
F01449	STABILIZER CYLINDER L40125M	2,952.56	02/13/2024
	TOTAL VENDOR INTERSTATE BILLING SERVICE INC	2,952.56	
VENDOR NAME: IRON HORSE EXCAVATION LLC.			
23-861	REPLACEMENT WATER LINE 710 LAWRENCE AVE	4,152.50	02/13/2024
	TOTAL VENDOR IRON HORSE EXCAVATION LLC.	4,152.50	
VENDOR NAME: JACK DOHNEY COMPANIES, INC			
218084	RIPSAW REPAIR KIT	454.51	02/13/2024
	TOTAL VENDOR JACK DOHNEY COMPANIES, INC	454.51	
VENDOR NAME: JEWELL RANDY			
2024-01	ASSESSING SERVICES JANUARY 2024	3,262.00	02/13/2024
	TOTAL VENDOR JEWELL RANDY	3,262.00	
VENDOR NAME: JOHN DEERE FINANCIAL			
10203802	318 ANNUAL INSPECTION AND CHANGE OIL	564.41	02/13/2024
	TOTAL VENDOR JOHN DEERE FINANCIAL	564.41	
VENDOR NAME: KENNEDY INDUSTRIES INC.			
640087	ALLIS CHALMERS ,PUMP	23,280.00	02/13/2024
	TOTAL VENDOR KENNEDY INDUSTRIES INC.	23,280.00	
VENDOR NAME: KENT COMMUNICATIONS INC			
330756	PRECINCT CONSOLIDATION NOTICE POSTCARD	2,871.48	02/13/2024
330830	VOTER ID CARD MAILING	3,654.61	02/13/2024
	TOTAL VENDOR KENT COMMUNICATIONS INC	6,526.09	
VENDOR NAME: KIANDER, SHILA			
02.03.2024	BOARD OF REVIEW TRAING CLASS (3 MEMBERS)	90.00	02/13/2024
	TOTAL VENDOR KIANDER, SHILA	90.00	
VENDOR NAME: KNAPHEIDE TRUCK EQUIPMENT CENTER			
040F79617	SPREADER CHAIN	2,853.88	02/13/2024
	TOTAL VENDOR KNAPHEIDE TRUCK EQUIPMENT CENTER	2,853.88	
VENDOR NAME: KONICA MINOLTA BUSINESS			
291585430	BILLING PERIOD 12.17.2023 - 01.16.2024	53.82	02/13/2024
291596130	BILLING PERIOD 01.17.2024 - 02.16.2024	55.44	02/13/2024

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VENDOR NAME: KONICA MINOLTA BUSINESS			
	TOTAL VENDOR KONICA MINOLTA BUSINESS	109.26	
VENDOR NAME: LANSING SECURITY & LOCKSMITH			
20240132	REPLACE DOOR LOCK PUSH PLATE BETWEEN POL	1,149.80	02/13/2024
	TOTAL VENDOR LANSING SECURITY & LOCKSMITH	1,149.80	
VENDOR NAME: LANSING UNIFORM CO.			
102193-A	BREAST BADGE COMMAND - 2 TONE	159.95	02/13/2024
102198-A	REPLACE OLD SHIRTS	122.30	02/13/2024
	TOTAL VENDOR LANSING UNIFORM CO.	282.25	
VENDOR NAME: LEACH, JEFFREY			
01.19.2024	BOOT ALLOWANCE PER CONTRACT- FEET GET WE	239.95	02/13/2024
	TOTAL VENDOR LEACH, JEFFREY	239.95	
VENDOR NAME: LEA'S AUTO BODY			
7883	OIL CHANGE 2022 CHEVY TAHOE	80.80	02/13/2024
7880	OIL CHANGE ON 2021 CHEVROLET TAHOE	86.89	02/13/2024
7879	OIL CHANGE CHEVROLET TAHOE	127.51	02/13/2024
7922	OIL CHANGE 2022 CHEVY TAHOE	80.80	02/13/2024
	TOTAL VENDOR LEA'S AUTO BODY	376.00	
VENDOR NAME: LEXISNEXIS RISK SOLUTIONS			
1275544-20240131	JANUARY 2024 CHARGES	200.00	02/13/2024
801905-20240131	TEK MAINTENANCE FEE 01.01.2024 - 12.31.	715.50	02/13/2024
	TOTAL VENDOR LEXISNEXIS RISK SOLUTIONS	915.50	
VENDOR NAME: LIGHTNER, DAN			
01/30/2024	UB refund for account: 16246	28.14	02/13/2024
	TOTAL VENDOR LIGHTNER, DAN	28.14	
VENDOR NAME: MAFC			
07164	FIRE CHIEFS MEMBERSHIP (K. CHRISTENSON)	125.00	02/13/2024
	TOTAL VENDOR MAFC	125.00	
VENDOR NAME: MANER COSTERISAN			
45816	BILLING FOR AUDIT	20,155.00	02/13/2024
	TOTAL VENDOR MANER COSTERISAN	20,155.00	
VENDOR NAME: MCGINTY, HITCH, PERSON, ANDE., P.C.			
02.06.2024	ATTORNEY CHARGES JANUARY 2024	12,706.50	02/13/2024
	TOTAL VENDOR MCGINTY, HITCH, PERSON, ANDE., P.C.	12,706.50	
VENDOR NAME: MICHIGAN STATE OF			
761-11175782	GROUND WATER ANNUAL PERMIT FEE, 2024, FI	240.00	02/13/2024
	TOTAL VENDOR MICHIGAN STATE OF	240.00	
VENDOR NAME: MISS DIG			
20241013	2024 TRANSMISSION BASED MEMBERSHIP FEE,	2,250.16	02/13/2024
	TOTAL VENDOR MISS DIG	2,250.16	
VENDOR NAME: MML UNEMPLOYMENT COMP			
01.29.2024	4TH QUARTER UNEMPLOYMENT	25.11	02/13/2024
	TOTAL VENDOR MML UNEMPLOYMENT COMP	25.11	
VENDOR NAME: MWEA			
E33856	MWEA TRAINING	640.00	02/13/2024
	TOTAL VENDOR MWEA	640.00	
VENDOR NAME: MWEA LOCAL #7			
02.01.2024	2024 ANNUAL MEMBERSHIP	50.00	02/13/2024
	TOTAL VENDOR MWEA LOCAL #7	50.00	
VENDOR NAME: NAPA MPEC			

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INVOICE NUMBER	DESCRIPTION	AMOUNT	EXPECTED CHECK RUN
VENDOR NAME: NAPA MPEC			
261674	U JOINT, BEARINGS AND BEARING SUPPORT	295.02	02/13/2024
261415	TIE ROD	141.84	02/13/2024
TOTAL VENDOR NAPA MPEC		436.86	
VENDOR NAME: NORTHERN SAFETY CO., INC.			
905961560/10296055	RAINWEAR JACKETS, RAINWEAR BIBS, CLASS 2	470.39	02/13/2024
TOTAL VENDOR NORTHERN SAFETY CO., INC.		470.39	
VENDOR NAME: NYE UNIFORM CO.			
853445	DRESS UNIFORM	217.52	02/13/2024
TOTAL VENDOR NYE UNIFORM CO.		217.52	
VENDOR NAME: PALODICHUK, TAMERA			
01.23.2024	MILEAGE & MEAL REINBURSEMENT FOR MMTA WI	61.67	02/13/2024
TOTAL VENDOR PALODICHUK, TAMERA		61.67	
VENDOR NAME: REED, ROGER			
01/30/2024	UB refund for account: 05973	93.79	02/13/2024
TOTAL VENDOR REED, ROGER		93.79	
VENDOR NAME: ROGERS LLC ERIC			
32151	6 OF 10 PAYMENTS DDA SNOW REMOVAL	1,180.00	02/13/2024
32003	4 OF 10 PAYMENTS FOR DDA SNOW REMOVAL	1,180.00	02/13/2024
TOTAL VENDOR ROGERS LLC ERIC		2,360.00	
VENDOR NAME: SALDANA JIM R.			
01.26.2024	BOOT ALLOWANCE PER SEIU CONTRACT	200.00	02/13/2024
TOTAL VENDOR SALDANA JIM R.		200.00	
VENDOR NAME: SERVPRO OF EATON COUNTY			
13535	GENERAL CLEANING, CLEANING NONRESIDENTIA	300.00	02/13/2024
TOTAL VENDOR SERVPRO OF EATON COUNTY		300.00	
VENDOR NAME: SPARROW EATON HOSPITAL			
5833	EMS COVERAGE JANUARY 2024 - JUNE 2024	33,751.00	02/13/2024
TOTAL VENDOR SPARROW EATON HOSPITAL		33,751.00	
VENDOR NAME: SPARROW OCCUPATIONAL HEALTH			
00062365-01	DOT PHYSICALS	190.00	02/13/2024
TOTAL VENDOR SPARROW OCCUPATIONAL HEALTH		190.00	
VENDOR NAME: SPECTRUM PRINTERS, INC.			
77880	INNER AV ENVELOPES AND SECRECY SLEEVES	624.40	02/13/2024
TOTAL VENDOR SPECTRUM PRINTERS, INC.		624.40	
VENDOR NAME: STANDARD LIFE INSURANCE CO			
006468820001.2	2024 FEBRUARY	1,371.74	02/13/2024
TOTAL VENDOR STANDARD LIFE INSURANCE CO		1,371.74	
VENDOR NAME: STAPLES			
3557625709	NAPKINS, PENS, SILVERWARE	170.59	02/13/2024
TOTAL VENDOR STAPLES		170.59	
VENDOR NAME: STATE OF MICHIGAN			
2.01.2024	PROJECT 23A0174 HALL STREET	71,431.43	02/13/2024
591-11186355	AIRPORT WEATHER OBS DATA SYSTEM	625.94	02/13/2024
TOTAL VENDOR STATE OF MICHIGAN		72,057.37	
VENDOR NAME: STATE SPRING ALIGNMENT &			
02P8329	U BOLTS	137.00	02/13/2024
TOTAL VENDOR STATE SPRING ALIGNMENT &		137.00	
VENDOR NAME: SUPERFLEET MASTERCARD PROG.			

02/06/2024 03:50 PM
User: CKOENIG
DB: Charlotte

APPROVAL LIST FOR CITY OF CHARLOTTE
EXP CHECK RUN DATES 02/13/2024 - 02/13/2024
UNJOURNALIZED OPEN
BANK CODE: POOL

Page: 8/9

INVOICE NUMBER	DESCRIPTION	AMOUNT	EXPECTED CHECK RUN
VENDOR NAME: SUPERFLEET MASTERCARD PROG.			
FB749-02.01.2024	POLICE FUEL	3,104.09	02/13/2024
TOTAL VENDOR SUPERFLEET MASTERCARD PROG.		3,104.09	
VENDOR NAME: THE RAPID GROUP, LLC			
162236	96 GALLON CART	25.00	02/13/2024
TOTAL VENDOR THE RAPID GROUP, LLC		25.00	
VENDOR NAME: THE SHYFT GROUP, INC			
SVA0014016	TRUCK 316 YEARLY SERVICE	466.09	02/13/2024
SVA0014015	SERVICE TRUCK 315	537.99	02/13/2024
TOTAL VENDOR THE SHYFT GROUP, INC		1,004.08	
VENDOR NAME: TRACE ANALYTICAL LABORATORIES			
4011125	WATER QUALITY SAMPLES	116.00	02/13/2024
4011104	1ST QUARTER INFLUENT/EFFLUENT ANALYSIS	598.00	02/13/2024
TOTAL VENDOR TRACE ANALYTICAL LABORATORIES		714.00	
VENDOR NAME: TRUCK & TRAILER SPECIALTIES			
DSO013758	ROUND LED BLOCK WORK LIGHT	143.40	02/13/2024
TOTAL VENDOR TRUCK & TRAILER SPECIALTIES		143.40	
VENDOR NAME: USA BLUE BOOK			
INV00243633	LAB SUPPLIES	2,450.83	02/13/2024
INV00248052	LAB SUPPLIES	251.23	02/13/2024
TOTAL VENDOR USA BLUE BOOK		2,702.06	
VENDOR NAME: VISION SERVICE PLAN			
819658598	VISION (SAFETY) 2024 FEBRUARY	412.67	02/13/2024
819658683	VISION 2024 FEBRUARY	754.50	02/13/2024
TOTAL VENDOR VISION SERVICE PLAN		1,167.17	
VENDOR NAME: WALDRON FUELS			
6443	FUEL	692.72	02/13/2024
TOTAL VENDOR WALDRON FUELS		692.72	
VENDOR NAME: WEST MICHIGAN INTERNATIONAL LLC			
X105059989:01	BOLTS, HEX NUTS	102.56	02/13/2024
X105059584:01	WATER PUMP ASSEMBLY, HOSE CLAMP, RUBBER	2,022.59	02/13/2024
X105059824:01	BRAKE SHOE KIT	297.96	02/13/2024
X105059584:02	45 DEGREE ELBOWS	10.12	02/13/2024
TOTAL VENDOR WEST MICHIGAN INTERNATIONAL LLC		2,433.23	
VENDOR NAME: WEX BANK			
94225813	COMMUNITY DEVELOPMENT FUEL DECEMBER 202	30.38	02/13/2024
94980795	JANUARY 2024 CHARGES FUEL COMMUNITY DEVE	57.74	02/13/2024
TOTAL VENDOR WEX BANK		88.12	
VENDOR NAME: WILLIAMS FARM MACHINERY, INC.			
18356	SAW	15.00	02/13/2024
18225	CHAIN	30.00	02/13/2024
TOTAL VENDOR WILLIAMS FARM MACHINERY, INC.		45.00	
VENDOR NAME: WINDEMULLER			
233361	AUTOMATION SLUDGE PUMP	3,565.00	02/13/2024
TOTAL VENDOR WINDEMULLER		3,565.00	
VENDOR NAME: WOLVERINE PEST SERVICE			
127529	PREVENTION TREATMENT	50.00	02/13/2024
TOTAL VENDOR WOLVERINE PEST SERVICE		50.00	
VENDOR NAME: WOW!BUSINESS			
020130258.1	01.11.2024 - 02.10.2024	49.99	02/13/2024
TOTAL VENDOR WOW!BUSINESS		49.99	

02/06/2024 03:50 PM
User: CKOENIG
DB: Charlotte

APPROVAL LIST FOR CITY OF CHARLOTTE
EXP CHECK RUN DATES 02/13/2024 - 02/13/2024
UNJOURNALIZED OPEN
BANK CODE: POOL

INVOICE		EXPECTED
NUMBER	DESCRIPTION	CHECK
		AMOUNT RUN
GRAND TOTAL:		386,370.83

Claims

3 messages

Joseph Chin Jr <jchin@charlottemi.org>

Fri, Feb 9, 2024 at 9:42 AM

To: Paul Brentar <PBrentar@charlottemi.org>, Jon Bartlett <JBartlett@charlottemi.org>, Mary LaRocque <mlarocque@charlottemi.org>

Please provide me with copies of the invoices for the bills listed below.

FOSTER SWIFT COLLINS & SMITH PC
875804 DECEMBER 2023 ATTORNEY FEES 1,482.43

IRON HORSE EXCAVATION LLC.
23-861 REPLACEMENT WATER LINE 710 LAWRENCE AVE 4,152.50

MCGINTY, HITCH, PERSON, ANDE., P.C.
02.06.2024 ATTORNEY CHARGES JANUARY 2024 12,706.50

Thank you

--

Joseph Chin, Jr.

517-449-2338

Councilmember District 2

Jon Bartlett <JBartlett@charlottemi.org>

Fri, Feb 9, 2024 at 11:37 AM

To: Joseph Chin Jr <jchin@charlottemi.org>, Anthony Rodriguez <arodriguez@charlottemi.org>, Curtis Scott <cscott@charlottemi.org>, Tim Lewis <tlewis@charlottemi.org>, Michael Duweck <mduweck@charlottemi.org>, "Jeffrey A. Christensen" <jchristensen@charlottemi.org>, Kevin Fullerton <KFullerton@charlottemi.org>

Cc: Paul Brentar <PBrentar@charlottemi.org>, Mary LaRocque <mlarocque@charlottemi.org>, Amy Gilson <AGilson@charlottemi.org>, Kevin Christiansen <kchristiansen@charlottemi.org>, Bryan Myrkle <BMyrkle@charlottemi.org>, Randy Jewell <randy@taxassessing.com>

Good Morning Everyone,

Councilmember Chin has requested copies of three invoices which are on Monday night's agenda. The copies are attached to this email.

If anyone has any questions or comments please let me know,

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

[Quoted text hidden]

3 attachments

 **Foster Swift 2-9-2024.pdf**
523K

 **Iron Horse 2-9-2024.pdf**
589K



Amy Gilson <AGilson@charlottemi.org>

Fri, Feb 9, 2024 at 11:44 AM

To: Jon Bartlett <JBartlett@charlottemi.org>

Cc: Joseph Chin Jr <jchin@charlottemi.org>, Anthony Rodriguez <arodriguez@charlottemi.org>, Curtis Scott <cscott@charlottemi.org>, Tim Lewis <tlewis@charlottemi.org>, Michael Duweck <mduweck@charlottemi.org>, "Jeffrey A. Christensen" <jchristensen@charlottemi.org>, Kevin Fullerton <KFullerton@charlottemi.org>, Paul Brentar <PBrentar@charlottemi.org>, Mary LaRocque <mlarocque@charlottemi.org>, Kevin Christiansen <kchristiansen@charlottemi.org>, Bryan Myrkle <BMyrkle@charlottemi.org>, Randy Jewell <randy@taxassessing.com>

Jon-

As I indicated when the Iron Horse invoice was submitted, I knew there would be a question about it, so this is the explanation I sent you:

When the leak was first detected, my guys determined it was on the business owner's side. The business owner was the one who hired Iron Horse to do the work. In waiting for good enough weather to do the work, it became more grey where the leak was. It appeared that it was leaking from both sides of the shutoff. While Iron Horse had the hole open, the DPW was anticipating the installation of a new shutoff valve thinking that both sides were flare fittings that may have been leaking. When they got the hole open, it became obvious that the damage had been caused by one of the many contractors that have been in the MDOT ROW. The gate box had been pushed down on the service causing damage on the City side of the service. The city is paying for this as the problem was not truly the fault or property of the business owner, and our side was the one damaged. If council wants to see the valve and pipe taken out, I can make that happen.

Amy

[Quoted text hidden]



Memo

To: Honorable Mayor Lewis; City Council

From: Acting City Manager, Paul Brentar

Date: February 12, 2024

Re: 2024 Fairgrounds event schedule staff report

Background

The City of Charlotte owns the Eaton County Fairgrounds, a gem entrusted to the community. It is managed through a longstanding and collaborative lease agreement with the Eaton County Agricultural Society (ECAS). According to the lease terms, the ECAS is seeking approval from the City Council for a list of events scheduled at the fairgrounds throughout the 2024 calendar year.

Recommendation

ECAS provides for a vibrant hub of entertainment, safety, and community cohesion, where both residents and tourists meet for enriching experiences. The influx of visitors seeking entertainment stimulates economic activity throughout the local business community, boosting economic growth. By fostering a secure environment for a diverse range of activities, ECAS actively contributes to the physical and mental well-being of our community. Recognizing ECAS as an indispensable asset to our city, it is strongly recommended that the City Council lends their support to and approves the 2024 Eaton County Fairground Tentative Event Schedule.

Financial Impacts

No direct financial burden is expected. The City provides public safety support for select larger events, subject to reimbursement as provided for in the 2012-01 Cost Reimbursement policy.

Suggested Motion

Motion to approve the 2024 Eaton County Fairground Tentative Event Schedule



Eaton County Agricultural Society

P.O. Box 38 ~ Charlotte, MI 48813 ~ (517) 543-4510

City of Charlotte Council members,

January 20, 2024

I'd like to start by thanking you all for your continued support of the Eaton County Fairgrounds and our mission of providing a safe and fun venue for our community to enjoy. Attached you will find the tentative list of major events happening at the Fairgrounds in 2024. You may notice that I have also included on this list the dates of our monthly Board of Directors meetings, which you are more than welcome to attend.

I would also like to thank the City Council for a resolution which you adopted two years ago in support of the Fair Grounds' application for a State Capital Improvement Grant. I'm happy to say that with your help, ECAS was awarded the grant in the amount of \$62,000. The Grandstand roof has been completely replaced, new concrete has been poured, and 130 feet of brand new, wheelchair accessible, aluminum bleachers will be delivered this spring.

As we prepare for our events and our Fair, we are excited to be able provide an outdoor venue for various events which our community can safely enjoy. As always, please feel free to reach out to me with any questions or concerns. Thank you for your time.

Respectfully,

Martin Fabrik
President
ECAS/Eaton County Fair
martinfabrik@yahoo.com
517-667-1293



Eaton County Agricultural Society

P.O. Box 38 ~ Charlotte, MI 48813 ~ (517) 543-4510

2024 Eaton County Fairground Tentative Event Schedule

January 15: ECAS Board of Directors Meeting

February 19: ECAS Board of Directors Meeting

February 23-25: Michigan Nordic Fire Festival

March 16: Fairgrounds Fundraiser Dinner

March 18: ECAS Board of Directors Meeting

April 6: Winter Storage pick-up

April 13: Eaton Conservation District Tree Sale pick-up

April 15: ECAS Board of Directors Meeting

April 20-21: Eaton County Home Expo

April 20-21: Great Lakes Barbeque Association Competition

April 29-May 3: MI-MORT Mass Casualty Training Exercise

May 5: Move Your Mutt 5K Run/Walk

*The Move Your Mutt 5K plans to utilize the walking trails in Bennett Park as part of their route. It will be based out of the Fairgrounds and only plans on including one loop through the walking trails. We are asking Council's permission to utilize the park.

May 10-11: Horse Show

May 11-12: Llama Show

May 16-19: Michigan Mounted Police Training Clinic

May 18: Maker's Fest

May 18: Dog Show

May 20: ECAS Board of Directors Meeting

May 26: FFA Elite Hog Show

May 27: FFA Elite Sheep Show

June 1-2: Magical Realm Fantasy Faire



June 7-8: Horse Show

Eaton County Agricultural Society

P.O. Box 38 ~ Charlotte, MI 48813 ~ (517) 543-4510

June 17: ECAS Board of Directors Meeting

June 20-22: Charlotte Bluegrass Festival

July 8-13: Eaton County Fair

July 15: ECAS Board of Directors Meeting

July 26-27: Horse Show

August 2-3: Dairy Goat Show

August 3: Eaton County Country Music Festival

August 16-17: Horse Show

August 19: ECAS Board of Directors Meeting

September 4-8: Charlotte Frontier Days

September 13-14: Horse Show

September 16: ECAS Board of Directors Meeting

September 27-28: Horse Show

October 21: ECAS Board of Directors Meeting

October 25-26: Winter Storage Drop Off

November 18: ECAS Board of Directors Meeting

December 16: ECAS Board of Directors Meeting

* Note: This is a tentative list of major events scheduled at the Eaton County Fairgrounds. This list is subject to change as events are canceled and added.



Memo

To: Honorable Mayor Lewis; City Council
From: Mary LaRocque, City Clerk
Date: February 12, 2024
Re: Staff report on Mayoral appointments to boards and commissions.

Background

In accordance with Section 4.4 (7) of the City Charter, the Mayor shall make appointments of members to the boards and commissions of the city which are authorized by law or direction of the Council.

Recommendation

It is recommended that Council approves the following Mayoral appointment(s);

NAME	BOARD/COMMISSION	EXPIRATION OF TERM
Adrienne Van Langevelde	Parks Advisory Board	02/12/2027
Chris Powers	Board of Review	12/31/2029
Rico Rios	Removal from Parks Advisory Board	EFFECTIVE 2/12/2024

Financial Impacts

No financial impact

Suggested Motion

Motion to approve the Mayoral appointment(s) as outlined herein to their respective board or commission for the term of expiration given and approve the removal of Mr. Rios from the Park Advisory Board.



Memo

To: City Council
From: Bryan Myrkle, Community Development Director
Date: February 9, 2024
Re: Staff report on tree removal bid award

Background

As City Council members are all aware, the City has been working for several years on a project to trim and/or remove trees that are growing into the runway approach protection zones of Beach Airport. Some of the trees involved in the project are being removed by the owner of the Meadows Mobile Home Park, and the rest will be removed by a contractor working for the City of Charlotte. This bid award is related to this second group of trees.

There are two bid packages – one for tree work within newly acquired easement areas that is eligible for grant-funded reimbursement, and one for tree work in areas where the City has previously existing easements. The work in areas where the City already had easements is not eligible for funding assistance. In each case, the same contractor was the low bidder.

While there is a wide disparity in bid amounts, the low bidder is relatively close in price to our engineer's estimate, and they have done work on Prein & Newhof projects previously with good results. Therefore, we are recommending awarding the work to the low bidder, New Life Arboricultural Services.

Recommendation

Award airport-related tree removal work to the low bidder of Package A and Package B, New Life Arboricultural Services, in the amounts of \$31,075 and \$9,850, respectively. Please attached documentation of bids received for additional details.

February 5, 2024
Runway 21 Obstruction Removal **Package A**
City of Charlotte, Fitch H Beach Airport
P&N No.: 2230877

RE: Recommendation to Award

Dear Mr. Myrkle:

Bids were received for the Runway 21 Obstruction Removal **Package A** project on January 31, 2024. Package A includes the grant eligible work on this project. Six separate bids were received. Please find the bid tabulation enclosed for your reference.

The bids were as follows:

Treeworks	\$143,500
J. Ranck	\$124,850
Precise Construction	\$307,600
New Life	\$31,075
Midwest Tree	\$78,250
Apex	\$288,970

New Life Arboricultural Services is low bidder for the project in the amount of **\$31,075**. Bid documentation was reviewed, and the bidder was found to be responsive to the bid documents.

The low bid was below the engineer's estimate of probable cost of \$51,500.

Accordingly, we recommend awarding the project to New Life Arboricultural Services for \$31,075.

Sincerely,

Prein&Newhof



Jon Van Duinen, P.E.

Enclosures: Project Bid Tabulation

February 5, 2024
Runway 21 Obstruction Removal **Package B**
City of Charlotte, Fitch H Beach Airport
P&N No.: 2230877

RE: Recommendation to Award

Dear Mr. Myrkle:

Bids were received for the Runway 21 Obstruction Removal **Package B** project on January 31, 2024. Package B includes the local only funded work on this project. Six separate bids were received. Please find the bid tabulation enclosed for your reference.

The bids were as follows:

Treeworks	\$41,500
J. Ranck	\$102,100
Precise Construction	\$71,200
New Life	\$9,850
Midwest Tree	\$16,525
Apex	\$72,212

New Life Arboricultural Services is low bidder for the project in the amount of **\$9,850**. Bid documentation was reviewed, and the bidder was found to be responsive to the bid documents.

The low bid was below the engineer's estimate of probable cost of \$17,200.

Accordingly, we recommend awarding the project to New Life Arboricultural Services for \$9,850.

Sincerely,

Prein&Newhof



Jon Van Duinen, P.E.

Enclosures: Project Bid Tabulation

Bid Tabulation Summary

Bid Date:
January 31, 2024

Bid Time (Local):
3:00 PM

Owner:
City of Charlotte, Fitch H Beach Airport

Project Title:
Runway 21 Obstruction Removal

Project #:
2230877

Number	Contractor Name	Package A Total	Package B Total	Bid Amount
1st	New Life Arboricultural Services 3420 Broadmoor Ave SE, Ste 5, Grand Rapids, MI 49512	\$31,075.00	\$9,900.00	\$40,975.00 *
2nd	Midwest Tree Service 6791 Lansing Rd, Charlotte, MI 48813	\$0.00	\$16,525.00	\$16,525.00 *
3rd	Treeworks PO Box 274, Coopersville, MI 49404	\$143,500.00	\$41,500.00	\$185,000.00
4th	J. Ranck Electric 1993 Gover Parkway, Mt. Pleasant, MI 48858	\$124,850.00	\$102,100.00	\$226,950.00
5th	Apex Septic & Excavating 114 E Lawrence Ave, Charlotte, MI 48813	\$288,905.96	\$72,211.80	\$361,117.76 *
6th	Precise Construction 6544 W Butterfield Hwy, Bellevue, MI 49021	\$307,600.00	\$71,200.00	\$378,800.00

* Denotes correction made by Engineer

Bid Tabulation

Owner: City of Charlotte, Fitch H Beach Airport				1st New Life Arboricultural Services 3420 Broadmoor Ave SE, Ste 5 Grand Rapids, MI 49512		2nd Midwest Tree Service 6791 Lansing Rd Charlotte, MI 48813		3rd Treeworks PO Box 274 Coopersville, MI 49404		4th J. Ranck Electric 1993 Gover Parkway Mt. Pleasant, MI 48858		5th Apex Septic & Excavating 114 E Lawrence Ave Charlotte, MI 48813		6th Precise Construction 6544 W Butterfield Hwy Bellevue, MI 49021	
Project Title: Runway 21 Obstruction Removal															
Bid Date & Time: January 31, 2024 at 3:00 PM		Project #: 2230877													
Item No.															

* Denotes correction made by Engineer



Memo

To: Honorable Mayor Lewis; City Council
From: Mary LaRocque, City Clerk
Date: February 01, 2024
Re: Resolution 2024-02 To recognize Backing The Blue, Michigan as a non-profit organization operating in the community

Background

Backing The Blue, Michigan 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 recommendation by Police Chief Paul Brentar, a copy of their IRS non-profit status, and a certificate from the State of Michigan confirming their validity as a Michigan non-profit corporation.

Recommendation

To approve

Financial Impacts

No financial impact

Suggested Motion

Motion to approve Resolution 2024-02 To recognize Backing The Blue, Michigan as a non-profit organization operating in the community



Charitable Gaming Division
Box 30023, Lansing, MI 48909
OVERNIGHT DELIVERY:
101 E. Hillsdale, Lansing MI 48933
(517) 335-5780
www.michigan.gov/cg

City of Charlotte
Resolution 2024-02
To recognize "Backing The Blue, Michigan" as a
non-profit organization operating in the community

LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES
(Required by MCL.432.103(K)(ii))

At a Regular meeting of the City of Charlotte Council
REGULAR OR SPECIAL TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD

called to order by Mayor Tim Lewis on February 12, 2024
DATE

at 7:00 p.m. a.m./p.m. the following resolution was offered:
TIME

Moved by _____ and supported by _____

that the request from Backing The Blue, Michigan of Charlotte,
NAME OF ORGANIZATION CITY

county of Eaton, asking that they be recognized as a
COUNTY NAME

nonprofit organization operating in the community for the purpose of obtaining charitable

gaming licenses, be considered for Approval.
APPROVAL/DISAPPROVAL

APPROVAL

Yeas: _____

Nays: _____

Absent: _____

DISAPPROVAL

Yeas: _____

Nays: _____

Absent: _____

I hereby certify that the foregoing is a true and complete copy of a resolution offered and

adopted by the City of Charlotte Council at a Regular
TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD REGULAR OR SPECIAL

meeting held on February 12, 2024.
DATE

SIGNED: _____
TOWNSHIP, CITY, OR VILLAGE CLERK

Mary LaRocque, City Clerk

PRINTED NAME AND TITLE

111 E. Lawrence Ave. Charlotte, MI 48813

ADDRESS

COMPLETION: Required.
PENALTY: Possible denial of application.

BSL-CG-1153(R6/09)



Charlotte Police Department

111 E. Lawrence Ave.
Charlotte, Michigan 48813

Chief of Police

Paul M. Brentar

Captain

Scott C. Brooks

Sergeants

Robert Antcliff

Jeremy Hafner

Darrell Slaughter

Curtis McDaniel

Emergency Phone 911

Police Department (517) 541-0767

Administration (517) 543-1552

Fax (517) 543-8396

01-31-2024

Re: Backing the Blue Fundraiser Event

Mayor Lewis & Councilmembers,

As you are aware, the non-profit group Backing the Blue, is planning a fund-raising event here in Charlotte to raise money in support of a K9 unit or other specialized unit for the Charlotte Police Department. This event would also raise money to be given to children of officers who die in the line of duty here in Michigan as part of the Backing the Blue Michigan Scholarship Fund. Councilmember Christensen is one of the leaders of this organization who I have had many conversations with about this event and can answer any questions in more detail about the organization and fundraising.

While I do have staffing concerns about implementing a K9 unit currently, I do support this organization raising money on the department's behalf for a K9 or specialized unit and also for those children of fallen officers.

Respectfully,

A handwritten signature in dark ink, appearing to read "P. Brentar".

Paul Brentar
Chief of Police

A PART OF THE COMMUNITY- NOT APART FROM THE COMMUNITY

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **MAY 10 2017**

BACKING THE BLUE MICHIGAN
9489 E EATON HWY
MULLIKEN, MI 48861-0000

Employer Identification Number:
82-1369171
DLN:
26053523002467
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
April 28, 2017
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

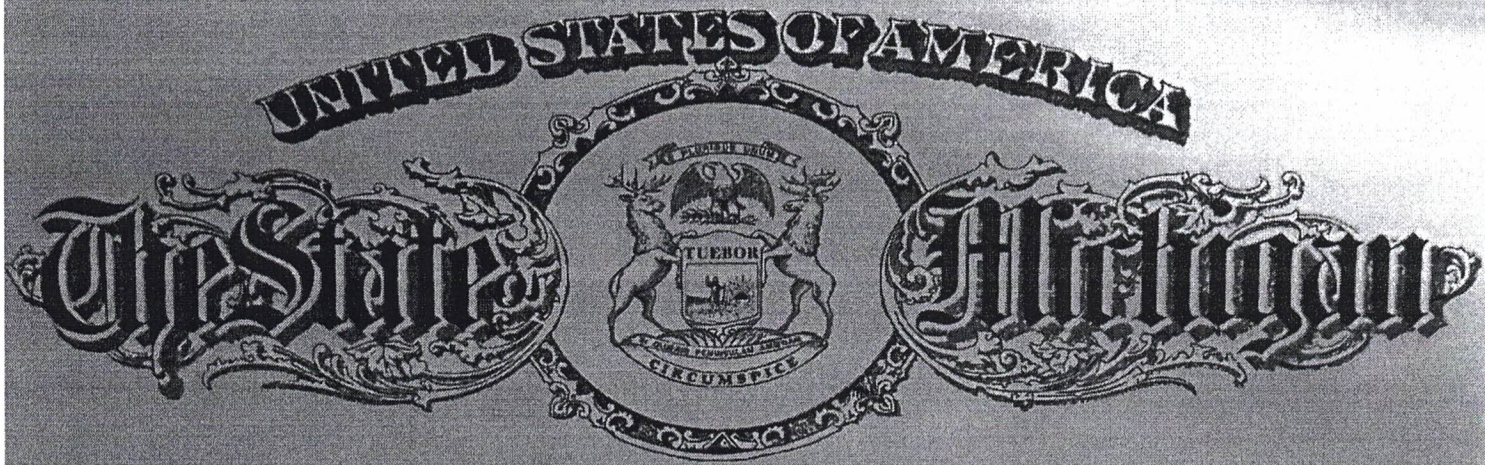
We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 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.



Department of Licensing and Regulatory Affairs
Lansing, Michigan

This is to Certify That

BACKING THE BLUE, MICHIGAN

was validly incorporated on April 28, 2017 as a Michigan nonprofit corporation, and said corporation is validly in existence under the laws of this state.

This certificate is issued pursuant to the provisions of 1982 PA 162 to attest to the fact that the corporation is in good standing in Michigan as of this date and is duly authorized to conduct affairs in Michigan and for no other purpose.

This certificate is in due form, made by me as the proper officer, and is entitled to have full faith and credit given it in every court and office within the United States.



Sent by electronic transmission

Certificate Number 23120620703

In testimony whereof, I have hereunto set my hand,
in the City of Lansing, this 28th day of December, 2023.

Linda Clegg

Linda Clegg, Director

Corporations, Securities & Commercial Licensing Bureau

Verify this certificate at URL to eCertificate Verification Search <http://www.michigan.gov/corpverifycertificate>



Charlotte Police Department

111 E. Lawrence Ave.
Charlotte, Michigan 48813

Chief of Police
Paul M. Brentar

Captain
Scott C. Brooks

Sergeants
Robert Antcliff
Jeremy Hafner
Darrell Slaughter
Curtis McDaniel

Emergency Phone 911
Police Department (517)
541-0767

Administration (517) 543-1552
Fax (517) 543-8396

01-31-2024

Re: Backing the Blue Fundraiser Event

Mayor Lewis & Councilmembers,

As you are aware, the non-profit group Backing the Blue, is planning a fund-raising event here in Charlotte to raise money in support of a K9 unit or other specialized unit for the Charlotte Police Department. This event would also raise money to be given to children of officers who die in the line of duty here in Michigan as part of the Backing the Blue Michigan Scholarship Fund. Councilmember Christensen is one of the leaders of this organization who I have had many conversations with about this event and can answer any questions in more detail about the organization and fundraising.

While I do have staffing concerns about implementing a K9 unit currently, I do support this organization raising money on the department's behalf for a K9 or specialized unit and also for those children of fallen officers.

Respectfully,

A handwritten signature in black ink, appearing to read "P. Brentar".

Paul Brentar
Chief of Police

A PART OF THE COMMUNITY- NOT APART FROM THE COMMUNITY



PROPOSED AGENDA
REGULAR MEETING OF THE CHARLOTTE CITY COUNCIL
111 E. Lawrence Ave, Charlotte, MI 48813 (517) 543-2750
7:00 P.M. Monday, February 12, 2024

Interested persons can participate in-person or via Zoom
Connect to Zoom from your computer, tablet, or smartphone
Website: <https://us02web.zoom.us/j/82836207101>
One tap mobile: +16465588656,,82836207101#
Telephone: (312) 626-6799 Webinar ID: 828 3620 7101

- 1. Call to Order**
- 2. Roll Call**
- 3. Invocation – Jack Conklin - Lawrence Ave. Methodist Church**
- 4. Pledge of Allegiance**
- 5. Approval of Minutes**
 - a. January 22, 2024 Regular Council Meeting
 - b. February 07, 2024 Special Council Meeting
- 6. Absence of Council Members**
- 7. Public Hearing**
 - a. Zoning Board of Appeals - Variance request - RT Zoning Classification Parcel 200-062-600-084-00, vacant parcel, no address
 - b. Michigan Community Block Grant (CDBG) - funding for homeowner improvement program
- 8. Public Comment - Limit presentation to five (5) minutes**
- 9. Approval of Agenda**
- 10. Communications and Committee Reports**
 - a. City Attorney Report
 - b. DPW Emergency Purchase Report - W. Lawrence Ave. broken valve and water service

- c. Councilmember Committee Reports

11. Consent Agenda

- a. Approval of Claims and Expenditures totaling \$603,870.94
- b. Approval of 2024 Eaton Fairground Tentative Event Schedule
- c. Mayoral Appointments to Boards and Commissions

12. Business Agenda

- a. Zoning Board of Appeals, variance request - RT Zoning Classification Parcel 200-062-600-084-00, vacant parcel, no address
- b. CDBG Grant approval
- c. Approval of Runway 21 Obstruction removal bid to New Life Arboricultural Services.
- d. Approval of Resolution 2024-02 To recognize “Backing the Blue, Michigan” as a non-profit organization operating in the community
- e. Discussion to increase the budget line for Conference and Educational account for City Council through June 30, 2024.
- f. Consider approval of a professional services contract with Fishbeck for GIS map maintenance
- g. Carmel Twp. Emergency Contract Committee
- h. SAFER grant firefighter hiring
- i. City manager update

13. Public Comment

14. Mayor and Council Comments

15. Adjourn

~Mary LaRocque, City Clerk

ADDRESSING THE CITY COUNCIL

*Comments shall be made only during times set aside for that purpose.
Each citizen may speak for up to 5 minutes during each public hearing and comments period.
Comments made during public hearings shall be relevant to the subject of the public hearing.
Comments shall be made from the podium unless otherwise directed by the Mayor.
Comments shall be directed to the Mayor and Council members.
Speakers shall begin by stating their name and indicate if they are a resident or non-resident of the City.
Speakers shall refrain from using vulgarity, hate speech or “fighting words.”*

CITY OF CHARLOTTE COUNCIL PROCEEDINGS
111 E. Lawrence Ave., Charlotte, MI 48813 (517) 543-2750
Regular Council Meeting
January 22, 2024

CALL TO ORDER:

By Mayor Lewis on Monday January 22, 2024 at 7:00 p.m.

ROLL CALL:

Mayor Lewis, Mayor Pro-Tem Duweck, Council members, Rodriguez, Fullerton, Christensen, Scott. A quorum was met

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

INVOCATION:

Dennis Weeks – Chester Gospel Church

PLEDGE OF ALLEGIANCE:

Led by Lewis

APPROVAL OF MINUTES:

- a. January 08, 2024 Regular Council Meeting Minutes

Motion by Scott supported by Duweck to approve the January 08, 2024 minutes, Carried; Yea 6; Nay 0; Absent 1

- b. January 12, 2024 3:00 p.m. Special Council Meeting Minutes

Motion by Christensen supported by Scott to approve the January 12, 2024 3:00 p.m. minutes. Carried. Yea 6; Nay 0; Absent 1

- c. January 12, 2024 5:00 p.m. Special Council Meeting

Motion by Fullerton supported by Rodriguez to approve the January 12, 2024 5:00 p.m. minutes. Carried; Yea 6; Nay 0; Absent 1

ABSENCE OF COUNCIL MEMBERS:

Chin

PUBLIC COMMENT:

Justin Brummette – resident – Cautioned council about speaking about individuals in their absence

Annie Williams – resident – Charlotte Rising Director. Wine Walk last Thursday was attended by approximately 40 attendees. She is currently working on a Vibrancy Grant for the Social District.

APPROVAL OF AGENDA:

Motion by Scott supported by Fullerton to approve the agenda. Carried. Yea 6; Nay 0; Absent 1

COMMUNICATIONS AND COMMITTEE REPORTS:

- a. City Manager report
 - i. Police Report
Paul noted the CPD received a \$5,000 donation given by Spartan Motors
 - ii. Fire Report
 - iii. Clerk Report
 - iv. DPW Report
 - v. Community Development Report
 - vi. Treasurer Report
- b. Councilmember Committee Reports

Library Board – Scott – looking to expand into the neighboring townships

Camp Frances – Christensen – the board is reviewing their bylaws, will participate in the Eaton Expo in April, needs a few questions answered in regards to DPW responsibilities as it relates to Camp Frances and better outdoor lighting is needed.

Airport Advisory Board – Rodriguez – the tree removal project is moving along with the expectation to finish in March. An Airport Layout Plan that was submitted to the state pre-covid has finally been reviewed and once approved, will have more to present to Council.

CONSENT AGENDA:

- a. Approval of Claims and Expenditures totaling \$298,742.66
- b. Approval of Resolution 2023-01 MDOT airport weather station contract

Motion by Duweck supported by Scott to approve the consent agenda. Carried. Yea 6; Nay 0; Absent 1

BUSINESS AGENDA:

- a. Consider sole source vendor request – TIF planning services.

Motion by Rodriguez supported by Scott to approve sole source vendor for TIF planning services. Carried; Yea 6; Nay 0; Absent 1

- b. Consider sole source vendor request – Combs Park engineering services

Motion by Scott supported by Christensen to approve sole source vendor for Combs Park engineering services. Carried. Yea 6; Nay 0; Absent 1

- c. Consider approval of phone system upgrade with BSB Communications

Noted correction by LaRocque – the budgeted amount is \$16,000, not \$12,000 as reported in the staff memo.

Motion by Duweck supported by Scott to approve the phone system upgrade with BSB Communications. Carried. Yea 6; Nay 0; Absent 1

PUBLIC COMMENT:

Justin Brummette – resident – complimented Council as this was one of the best ran meetings to date. Wanted a status update on the City Manager contract.

MAYOR AND COUNCIL COMMENTS:

No comments offered by Scott and Duweck

Rodriguez – the (City Manager) contract is one of his top priorities

Christensen – Shared his escapades of his 3rd 12-hour police ride-along with Police Sgt. Slaughter. Noted the tremendous amount of paperwork involved in police work

Lewis – the Council (City Manager) Compensation and Contract Committee will be meeting Thursday at 11:00 a.m.

RECESS TO CLOSED SESSION:

Motion by Duweck supported by Scott to recess to closed session pursuant to section 8(h) of the Open Meetings Act, to consider material exempt from disclosure by state statute, section 13(1)(g) of the Freedom of Information Act, which exempts from public disclosure “information or records subject to the attorney-client privilege” being confidential attorney-client written communication dated January 22, 2024 regarding employment matters. Carried by roll call vote; Yea 6; Nay 0; Absent 1

RECONVENE OPEN SESSION:

Motion by Fullerton supported by Duweck to reconvene open session. Carried. Yea 6; Nay 0; Absent 1

Motion by Scott supported by Christensen to direct the (City Manager) Compensation and Contract Committee to select a firm to do a comprehensive background check of the candidate selected for City Manager. Carried. Yea 6; Nay 0; Absent 1

ADJOURN:

Motion by Christensen supported by Scott to adjourn the meeting at 9:21 p.m. Carried; Yea 6; Nay 0; Absent 1

Respectfully submitted,
Mary LaRocque, City Clerk

CITY OF CHARLOTTE COUNCIL PROCEEDINGS
111 E. Lawrence Ave., Charlotte, MI 48813 (517) 543-2750
Special Meeting – 7:00 P.M.
February 07, 2024

CALL TO ORDER:

By Mayor Lewis on Wednesday February 07, 2024 7:00 p.m.

ROLL CALL:

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

City staff in attendance; City Clerk LaRocque

PLEDGE OF ALLEGIANCE:

Led by Lewis

ABSENCE OF COUNCIL MEMBERS:

All present

PUBLIC COMMENT:

Justin Brummette – resident – questioned Council why the hiring process for city manager is taking so long and why so complex.

APPROVAL OF AGENDA:

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

BUSINESS AGENDA:

- a. Discussion on updating the hiring process for Mr. Darryl Letroy “Troy” Bell

It has come to light that Mr. Bell is currently engaged in contract negotiations with both the City of Charlotte and another municipality. Specifically, it is anticipated that Mr. Bell will accept the position of City Manager with Palatka, Florida, a decision expected to be ratified during their Commissioners

meeting scheduled for tomorrow (February 08, 2024). According to reports by Christensen, it is anticipated that the Palatka Commissioners will unanimously favor Mr. Bell's appointment.

In light of this development, Council members Rodriguez and Christensen requested a special meeting as a final effort to address the situation. The primary objective of this meeting is to reconsider the necessity of the Council's ad hoc Council Compensation Committee, which was initially formed to oversee contract negotiations for the hiring of a city manager. The intent behind this reconsideration is to potentially transition to a model where the entire Council participates in negotiating a contract that would incentivize Mr. Bell to consider Charlotte over Palatka and to forego a comprehensive background check.

Duweck updated council on the status of the Compensation Committee whereby Bell was offered and rejected a first draft contract. The Committee is still waiting for a response from Bell on the second draft that was offered. Additionally, Bell had been unresponsive to the initial attempts to contact him by the firm performing the background check, and are now also awaiting Bell's response to the questionnaire and authorization letter.

Motion by Rodriguez supported by Scott for Council to take over contract negotiations and offer a serious contract to Bell. FAILED by roll call vote. Yea 3; (Rodriguez, Fullerton, Christensen). Nay 4 (Scott, Lewis, Chin, Duweck); Absent 0

PUBLIC COMMENT:

Justin Brummette – resident – Disappointed about losing Bell

Kris Haley – resident – Ashamed of Council and this whole process

Mikaela Bliven – resident – Concerned about the lack of progress in the process and about the division in the Council

Jodie Pruden – resident – feels communication is getting worse. Would like to see Council be more respectful of one another

Troy Bell – non-resident – via Justin Brummette’s phone: revealed what was offered to him in the contracts and communicated his disappointment with the offers

MAYOR AND COUNCIL COMMENTS:

No comments from Scott, Duweck and Lewis.

Chin – Gave a brief outline of the hiring process to give clarity to those who may be confused or feel the process has been drawn out too long. Questioned how Council could make a sound decision without having the results of open investigations. Believes a possible violation of the OMA may have occurred with the email issued by Christensen and will report to the Attorney General for review.

Rodriguez – Confirmed reasons for delays were valid. He was hoping the pay scale be changed in order for council as a whole to offer a competitive salary to Bell. Looks to starting the process anew.

Christensen – Directed his best wishes to Mr. Bell and his family. Believes he did not violate OMA with his email. Will not support funding a new executive search firm

Fullerton – He wanted to start the hiring process over from the very beginning. Believes a new interim city manager is needed. Everyone should take accountability for their own actions and move on to start the process anew.

ADJOURN:

Motion by Christensen supported by Chin to adjourn at 8:15 p.m. Carried. Yea 7; Nay 0; Absent 0

Respectfully submitted,
Mary LaRocque, City Clerk



Memo

To: City Council
From: Bryan Myrkle, Community Development Director
Date: February 9, 2024
Re: Staff report on ZBA request for setback variances – Seminary & Horatio

Background

There is a very small residential lot at the corner of Seminary & Horatio (no street address assigned at this time) that is too small to construct a normal home without issuance of setback variances by the Zoning Board of Appeals. The current owners previously obtained a variance for a similar project at this site, but have since decided to sell the property to another party. Because the dimensions of the proposed structure are different from what was previously approved, a new variance is required.

In discussing this proposal with City Attorney Revore, he confirmed the opinion of previous City Manager Gregg Guetschow, that the City of Charlotte cannot prohibit development on this parcel as that would amount to a 'taking' without legal cause and compensation. That said, the normal rules for development remain in place, and what is proposed cannot be undertaken without following the City of Charlotte's established procedures for variance.

Lindsey Miller, applying for setback relief on behalf of Jaelyn Enterprises of 2534 Vermontville Highway, Charlotte, Michigan, has supplied a proposed site plan for development that includes locating a 38' X 24' two-story residential duplex on the parcel, which is 37.5' X 82.' The normal setbacks required in the RT zoning are 25-feet in the front, 8 and/or 12 feet on the side and 35 feet in the rear. As proposed the setbacks for this structure would be reduced to 20 feet (from 25) on the Seminary St side, to 6 feet (from 25) on the Horatio St side, and to 7 (from 8) for the interior side yard. The rear yard setback would be reduced to 30 (from 35) for the rear yard.

Additional information the City Council can take into consideration in favor of granting this variance is that a 20-foot setback on Seminary is not appreciably different from other homes located on Seminary. Similarly, while 6 feet is very close to the sidewalk on Horatio, it is essentially the same as the existing setback on the house next door. It is common to see houses without much setback in older areas of the community. I would also point out that the party seeking the variance has kept all proposed construction outside the 25-foot 'clear vision triangle' at the intersection to preserve visual site lines for vehicular and pedestrian traffic. The building, as proposed, also remains within the 30% lot coverage limit required in the RT zone.

I have included a copy of the proposed site plan, information about what the proposed structure would look like as well as the proposed floor-plan layout, and a site map to help you better understand where this parcel is located.

Recommendation

Consider granting front, side and rear setback variances to allow the construction of a two-story residential duplex at the corner of Seminary and Horatio.

ZONING BOARD OF APPEALS

RESOLUTION NO. 2024-1

A RESOLUTION TO GRANT SETBACK VARIANCES FROM CITY CODE SECTION 82-426 ON PROPERTY PARCEL No. 200-662-600-084-00 FOR THE PURPOSES OF CONSTRUCTING A RESIDENTIAL STRUCTURE

WHEREAS, Charlotte City Code Section 82-426 describes required setbacks for structures within the RT zoning classification; and

WHEREAS, the prospective purchaser of a parcel located at the corner of Seminary and Horatio Streets in the City of Charlotte (parcel no. 200-662-600-084-00) are making application to the Zoning Board of Appeals for relief from these setback requirements; and

WHEREAS, the purpose of this relief would be to allow construction of a two-story residential structure on this parcel; and

WHEREAS, the City of Charlotte Zoning Board of Appeals is able to grant such variances in certain circumstances; and

WHEREAS, in evaluating whether to grant a variance, the Zoning Board of Appeals is required to consider the following possible justifications:

- By reason of exceptional narrowness, shallowness, shape or area of the specific piece of property, or
- By reason of exceptional topographic conditions or other extraordinary or exceptional conditions of such property, and
- The strict application of the regulation would result in peculiar or exceptional undue hardship upon the owner of such property. And
- Providing such relief may be granted without substantial detriment to the public good, and without substantially impairing the intent and purpose of the code, and

WHEREAS, the Zoning Board of Appeals may attach whatever conditions regarding the location, character and other features of the proposed use as it deems reasonable; and

WHEREAS, if the Zoning Board of Appeals determines that a variance is appropriate, it must state the grounds on which it is granting the variance.

THEREFORE, BE IT RESOLVED the City Council of the City of Charlotte, acting in its capacity as the Zoning Board of Appeals hereby (_____ grants, _____ does not grant) a variance in the form of front, side and rear setback relief from section 82-426 of the City Code for the purposes of constructing a 2-story residential structure on parcel no. 200-662-600-084-00; and

BE IT FURTHER RESOLVED that the justification for granting this variance is by reason of exceptional narrowness, shallowness, shape or area of this property; and

BE IT FURTHER RESOLVED that the submitted site plan is hereby approved by the Zoning Board of Appeals for the purpose of obtaining any approvals, permits, or inspections that may be necessary to complete this project.

Plot Plan

★ (N) ★

Date: 1/8/24

Total Lot = 3,075 sq ft

Horatio St., Charlotte

Current Property owner:
Robert G. Jewett and
Karry McConel

113.5 S. Cochran Ave #2
Charlotte MI 48813

Scale

1" = 2'

Legal Description

N 82' 0" OF E 37.5' of Lot 8
Lawrence's Subdivision of
outlots

City of Charlotte DDA

Expansion District 2003

DDA Expansion District
exp 12/2012

Zoning RT

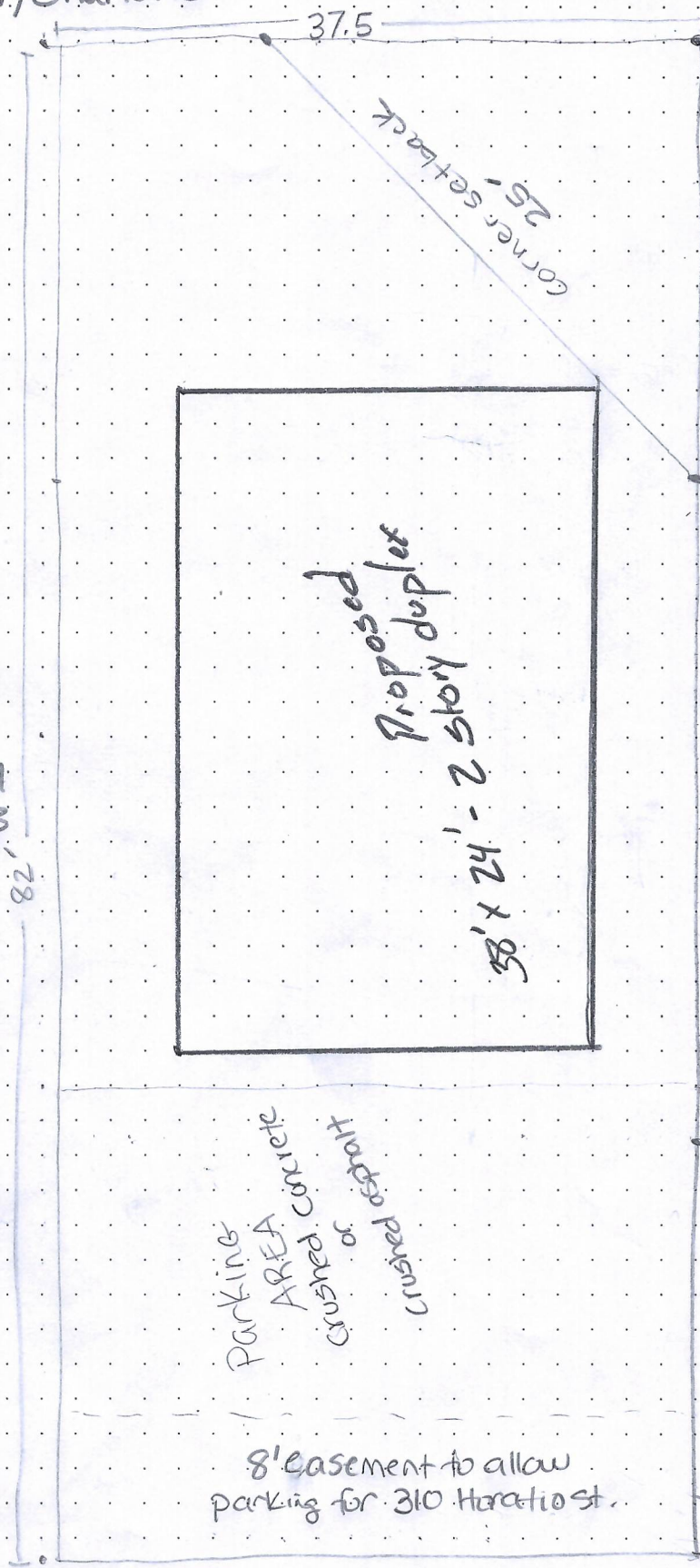
Parcel # 200-062-600
-084-00

Builder/contractor
Lindsey Miller

Investment Property
duplex, just like the two
adjacent properties w/
100' of property.

2 Floors, Less than 25'

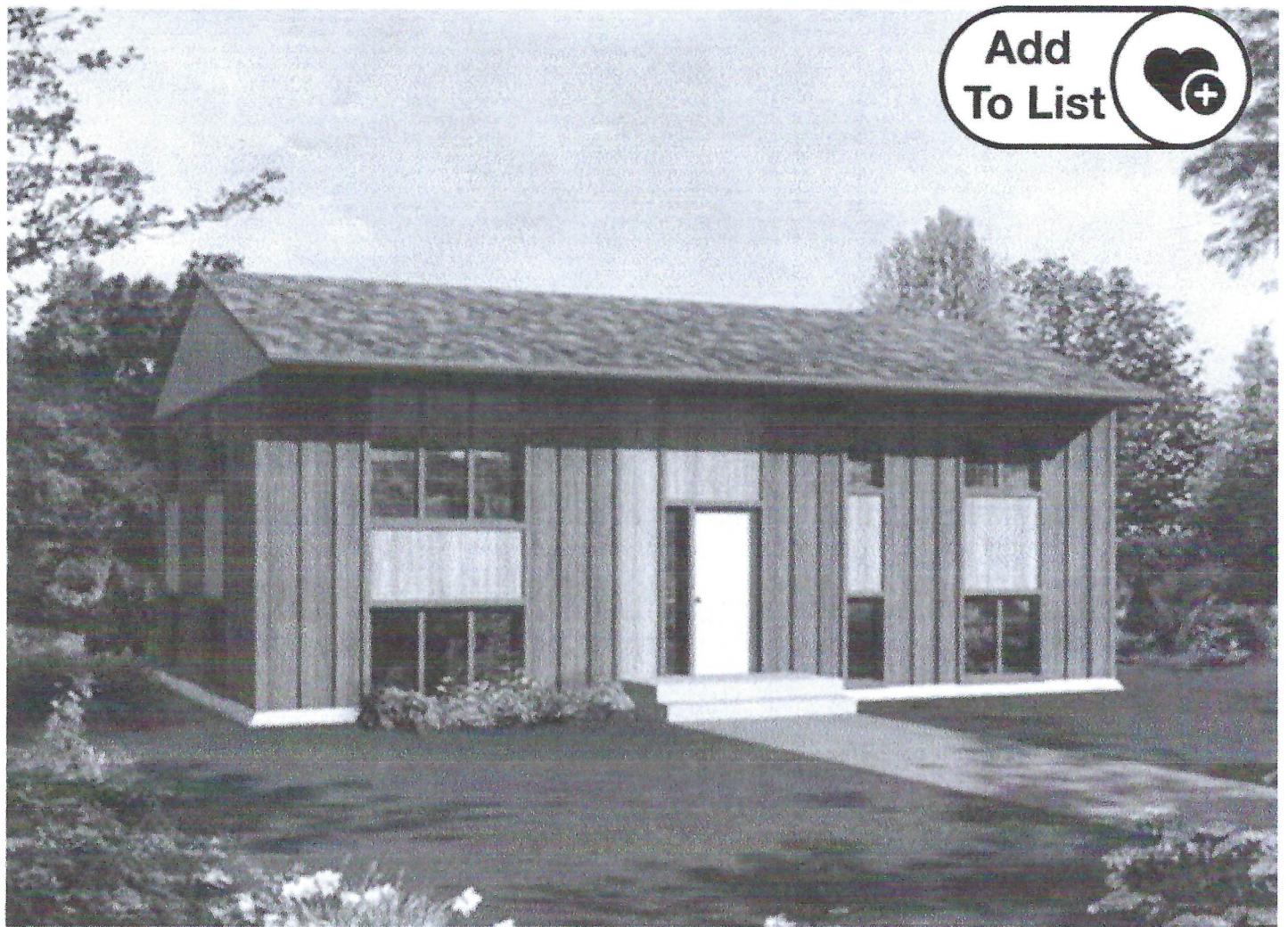
4/12 roof



Winwood Duplex Material List

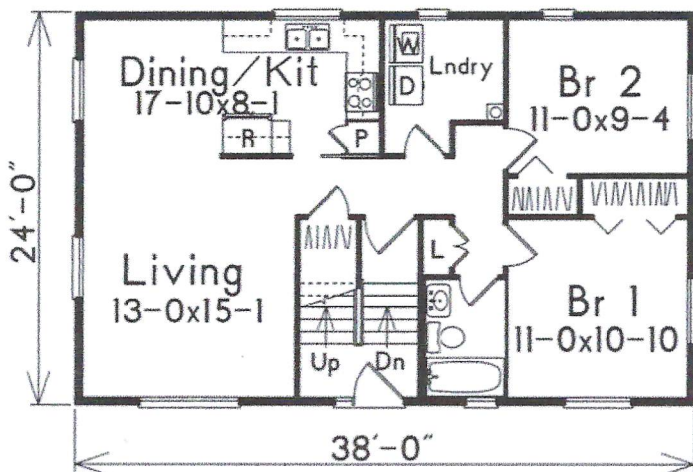
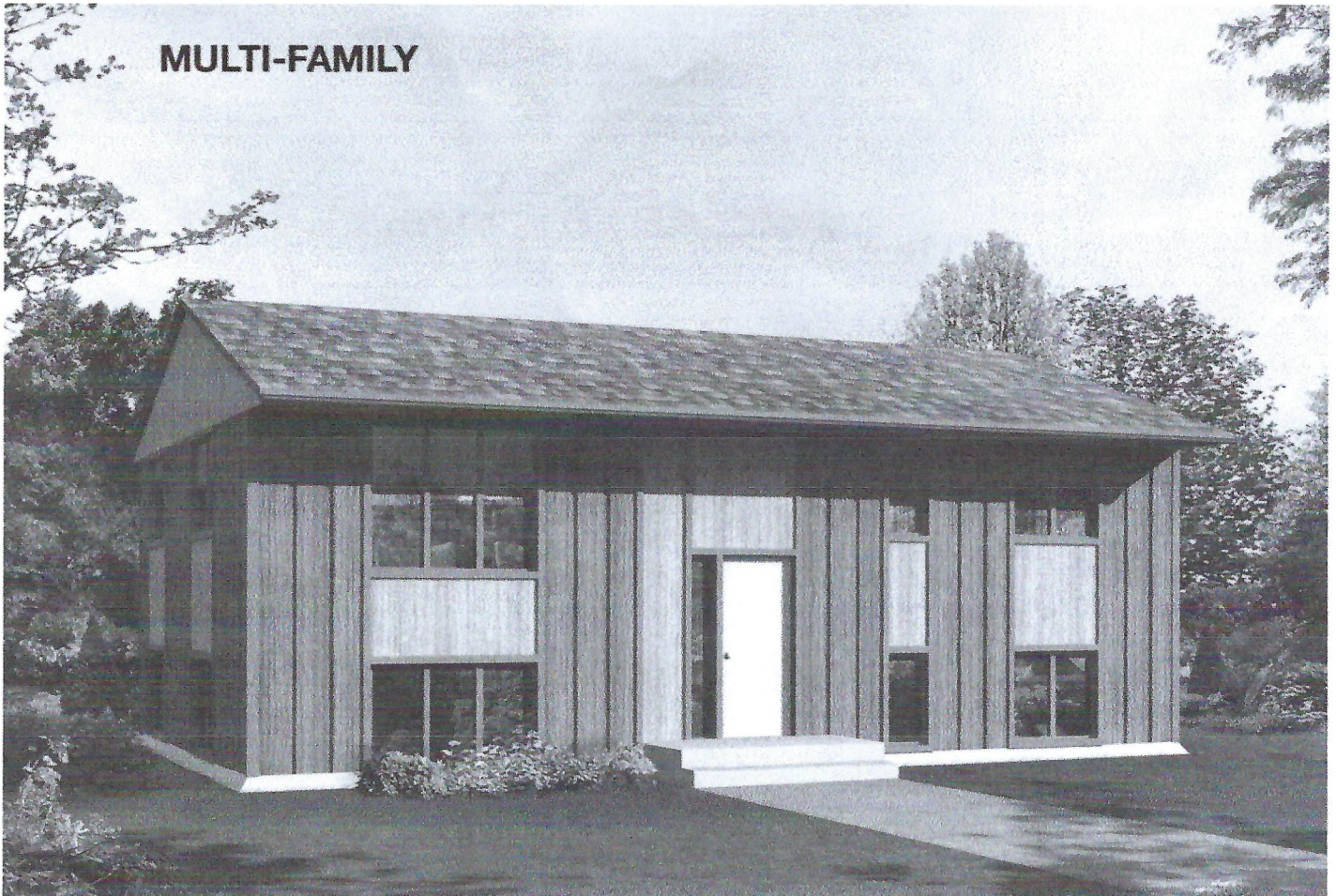
Design America Plan #H057D-0007

Model Number: H057D-0007

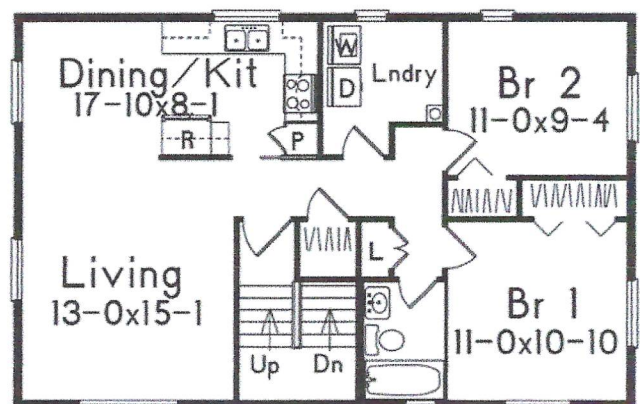


H057D-0007 WINWOOD

MULTI-FAMILY



**FIRST LEVEL
FLOOR PLAN**



**SECOND LEVEL
FLOOR PLAN**





Memo

To: City Council
From: Bryan Myrkle, Community Development Director
Date: February 9, 2024
Re: CDBG CHILL Grant Application

Background

Last year, the Michigan State Housing Development Authority introduced a new Community Development Block Grant program called CDBG Housing Improving Local Livability, or CHILL.

Interim City Manager Troy Bell authorized initial application to this program, and based on the information we supplied, MSHDA has invited Charlotte to submit a full application. If authorized by City Council, the City would apply for \$200,000 in funding to be re-granted to local homeowners in the targeted area for qualifying home repairs (roofs, windows, porches, plumbing, etc). The grant would also come with \$36,000 to procure the services of a professional grant administrator.

We believe that through the City's normal community development and code enforcement networks, we will be able to promote local participation in this program. We would hope to do approximately 10 projects in the range of \$25,000 each, with homeowners contributing a \$5,000 match to the grant program's \$20,000.

As City Council members know, Charlotte is a community with older housing stock where there is visible evidence of neglect and deferred maintenance in many neighborhoods. In most cases, the owner-occupants of these houses would likely meet the low-to-moderate income guidelines the grant is intended to benefit. It is also the case that many of these homes might also be contributing properties to the Charlotte Central Historic District (listed on the National Register of Historic Places).

Identifying issues related to neighborhood quality and finding opportunities to address those issues is an ongoing priority of the City of Charlotte. In order to move forward with this grant application, the City Council must hold a public hearing where we provide certain relevant information, and approve a resolution authorizing application to the program.

Financial Impact

If awarded, this grant would bring \$200,000 to the community to be re-granted to local residents for home repairs. It would also provide \$36,000 to procure the services of a third-party grant administrator. The value of staff time associated with this project is estimated as \$5,000.

Recommendation

Approve authorizing resolution associated with the CDBG CHILL grant application.

**CITY OF CHARLOTTE
CITY COUNCIL RESOLUTION NO. 2024 - 03**

**A RESOLUTION TO AUTHORIZE APPLICATION TO THE MICHIGAN STATE
HOUSING DEVELOPMENT AUTHORITY’S CDBG HOUSING IMPROVING
LOCAL LIVABILITY PROGRAM**

WHEREAS, the City of Charlotte desires to make application in the amount of \$236,000 to the CDBG Housing Improving Local Livability; and

WHEREAS, the project will fall under the Homeowner Improvement portion of the grant program; and

WHEREAS, the City of Charlotte will contribute staff time estimated at a minimum value of \$5,000; and

WHEREAS, additional leveraged funding resources will be provided by program participants; and

WHEREAS, this proposed project is consistent with the City of Charlotte’s community development plan as described in the application; and

WHEREAS, at least 51% of the beneficiaries of the proposed project will be low- and moderate income persons; and

WHEREAS, no project costs (CDBG and non-CDBG) will be incurred prior to a formal grant award, completion of the environmental review procedures and formal, written authorization to incur costs has been provided by the CDBG Project Manager.

THEREFORE, BE IT RESOLVED that the City Council of the City of Charlotte hereby authorizes the submittal of said grant application to the CDBG Housing Improving Local Livability program.

BE IT FURTHER RESOLVED that Community Development Director Bryan Myrkle be authorized to sign the grant application and all attachments.

BE IT FURTHER RESOLVED that Mayor Tim Lewis be authorized to sign the Grant Agreement and all amendments thereto.

BE IT FURTHER RESOLVED that Mayor Tim Lewis be authorized to sign Payment requests

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

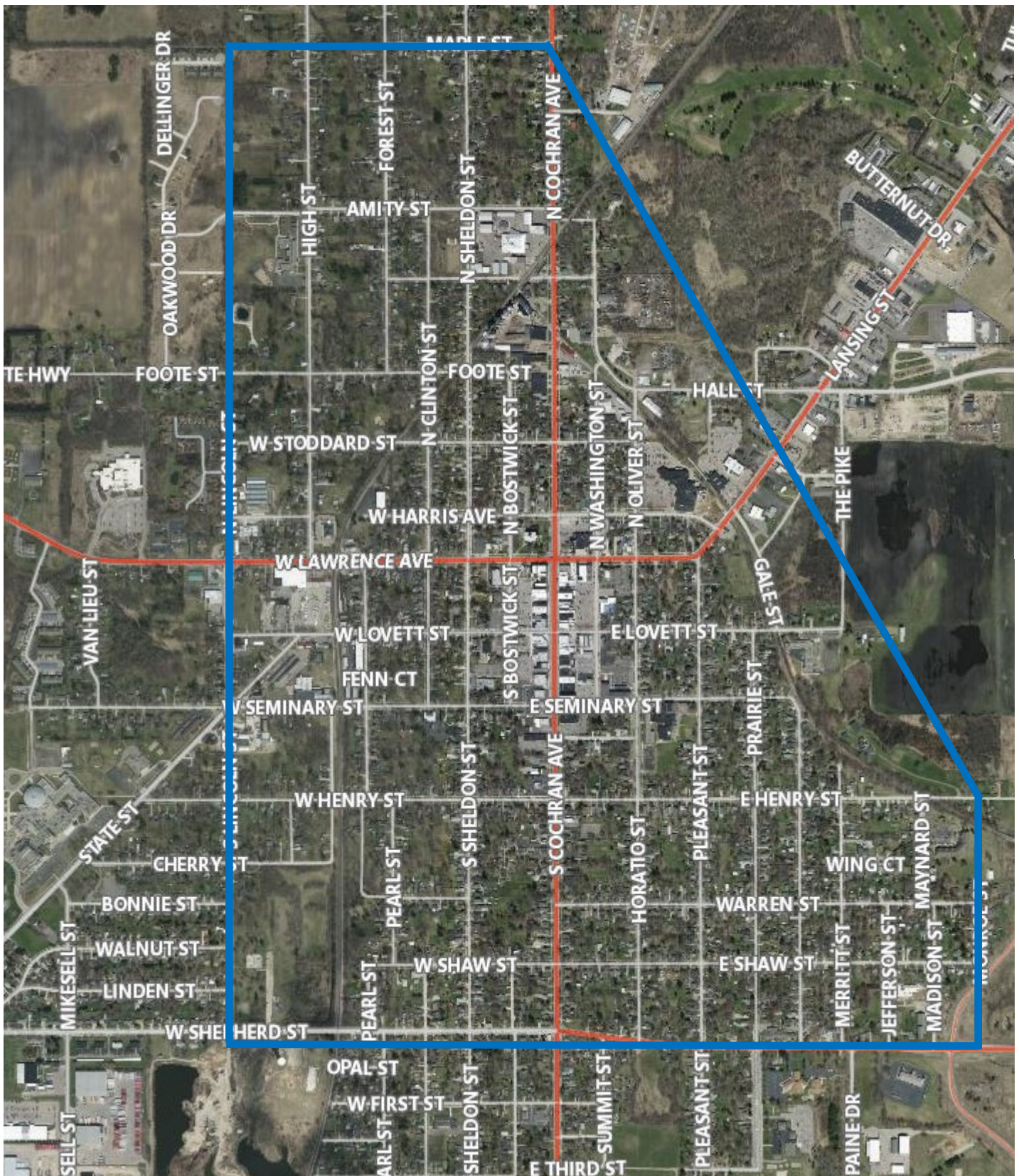
CERTIFICATION

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 February 12, 2024, 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

City of Charlotte CHILL Homeowner Improvement Program

Target Area Map



**CDBG HOUSING IMPROVING LOCAL LIVABILITY (CHILL) PROGRAM
BUDGET WORKSHEET**

Eligible Activity	Projected Request Amount	Leveraged Funds Amount	Source of Leveraged Funds	Number of Properties Assisted	Number of Households Assisted
Homeowner Improvement	\$ 200,000.00	\$ 50,000.00	Individual homeowners	10	10
Demolition/Reconstruction/Resale					
Admin (<i>capped at 18% of grant award</i>)	\$36,000	\$ 5,000.00	City staff time outside TPA		
TOTAL	\$ 236,000.00	\$ 55,000.00		10	10

McGINTY, HITCH, PERSON, ANDERSON & REVORE, P.C.

ATTORNEYS AT LAW

3410 BELLE CHASE WAY, SUITE 600

LANSING, MICHIGAN 48911

TELEPHONE (517) 351-0280

FAX (517) 351-3583

www.mcginitylaw.com

MEMORANDUM

TO: Charlotte City Council

FROM: David M. Revore, City Attorney

RE: **CITY ATTORNEY REPORT – January 2024**

DATE: February 9, 2024

The following serves as my report to the City Council on issues in which my office has been engaged since the last report:

1. City Manager Search. Work with City Council and committee regarding City Manager selection.
2. Fire Department. Meet with Fire Department Administration regarding provision of services to other jurisdictions in the area.
3. Social District. Work with Bryan Myrkle to identify Social District area regarding the development and implementation of the Social District.
4. District Court. Prosecute misdemeanor offenses.
5. Code Enforcement. Work with Bryan Myrkle regarding code enforcement issues.
6. Election Commission. Work with Clerk and attend elections commissions meeting for upcoming elections.
7. Conversations with the Mayor, Acting City Manager/Chief of Police Paul Brentar, and Directors. This office maintains frequent conversations with the Mayor, Acting City Manager/Chief of Police Paul Brentar, and City officials regarding a variety of City matters, including public safety positions and Cannabis program.

DMR:cf

Memo

To: Interim Manager Brentar and City Council
From: Amy E. Gilson, P.E., Director of Public Works
Date: January 30, 2024
Re: Emergency Purchase

In accordance with Section 2-182 of the City Ordinances, this memo is to advise you of an emergency purchase for a contractor to fix a broken watermain valves on W. Lawrence Avenue and N. Bostwick Street to facilitate a service repair at 113 W. Lawrence Avenue.

On Saturday, January 13, 2024 I was notified that there was water coming up at the above-mentioned address. It was determined that the leak is on the service and the valve to shut it off is broken. Repairing the service and valve now requires shutting down the watermain. In preparation to shut down the watermain, the valve at Lawrence and Sheldon (c. 1886) broke yesterday and is flowing into the catchbasin there. Further investigation also showed that a necessary valve at Lawrence and N. Bostwick (c. 1886) is also inoperable, but not leaking. In order to just fix the valve at Sheldon, we would need to issue a boil water notice to at least 4 blocks of residents and businesses. In an effort to isolate that main and only affect one business instead of several blocks of people, we have implemented this well thought out solution.

We contacted the low bidder for the 12" watermain valve insertion (City Services) to insert a 4" and a 6" valve at Lawrence and Bostwick so that we can fix the leaking valve. These valves will also be important when and if any watermains in the area break or are replaced. The cost is \$11,950 and will be billed to the Water and Sewer Fund. Iron Horse Excavation will be digging in Lawrence Avenue for one valve while the City crews dig in Bostwick Street for the other valve.

To minimize cost and disruption with the MDOT lane closures, we will be working with Iron Horse Excavation on a time and material basis to

replace the leaking valve at Sheldon Street as soon the valves have been inserted.

Once all of these valves have been replaced/ fixed, we will be able to fix the water service next week. There will only be one block of businesses and residents that will be under a boil water notice, and they will all be notified by City DPW personnel prior to the work and when the boil water notice is cleared.

The work on the three valves is scheduled for Thursday, February 1, 2024 and the affected business has been notified. The water service repair is scheduled for next week.

Please let me know if you have any questions.

cc:

M:\Memo\2024\council memo re emergency purchase W Lawrence Broken Valve and water service.doc



Memo

To: Honorable Mayor Lewis; City Council
From: Mary LaRocque, City Clerk
Date: February 07, 2024
Re: Claims and Expenditures for Council approval on Monday February 12, 2024

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 January 22, 2024	\$ 6,993.95
Insurance claims week of January 29, 2024	\$ 3,572.46
Insurance Claims week of February 05, 2024	\$ 6,653.17
Payroll paid Friday January 26, 2024	\$107,088.54
Payroll paid February 09, 2024	\$ 93,191.99
Invoiced claims as of February 07, 2024	<u>\$386,370.83</u>
Total	<u>\$603,870.94</u>

Suggested Motion

Motion to approve Claims and Expenditures in the amount of **\$603,870.94**

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INVOICE NUMBER	DESCRIPTION	AMOUNT	EXPECTED CHECK RUN
VENDOR NAME: ACD.NET			
81518-279	FEBRUARY 2024 CHARGES	863.57	02/13/2024
91177-131	WATE WATER PLANT- CHARGES FOR FEBRUARY	565.84	02/13/2024
TOTAL VENDOR ACD.NET		1,429.41	
VENDOR NAME: ADVANCE AUTO PARTS			
5565402267399	THROTTLE SENSOR	63.99	02/13/2024
5565401756816	AIR FILTERS	8.67	02/13/2024
5565401736576	COMBO SWITCH	72.15	02/13/2024
5565402557155	STEEERING WHEEL COVER	16.55	02/13/2024
5565402636842	OIL SEAL	9.59	02/13/2024
TOTAL VENDOR ADVANCE AUTO PARTS		170.95	
VENDOR NAME: ALS GROUP USA, CORP			
HN2400001	WET TEST	945.00	02/13/2024
TOTAL VENDOR ALS GROUP USA, CORP		945.00	
VENDOR NAME: AMAZON CAPITAL SERVICES			
1PHK-3YPP-MGKD	ACCOUNT # A264N6SLCWDWHU (FOAM CONCRETE	29.99	02/13/2024
1H7V-Q361-3YD3	ACCOUNT # A264N6SLCWDWHU (DISH SOAP, ANT	155.70	02/13/2024
1VWL-VGFV-9VY3	ACCOUNT # A264N6SLCWDWHU (BIT DRIVER IMP	162.71	02/13/2024
1MX1-WP17-7P9K	ACCOUNT # A264N6SLCWDWHU (TIME CARD RACK	643.45	02/13/2024
11TT-6H4G-6DRD	ACCOUNT # A264N6SLCWDWHU (PRINTER INK C	1,194.00	02/13/2024
171Y-G69F-K6RL	ACCOUNT # A264N6SLCWDWHU (EXPANDABLE SNO	33.62	02/13/2024
13GN-XPWC-67JF	ACCOUNT # A264N6SLCWDWHU (LABEL MAKER T	215.98	02/13/2024
17XN-9HR1-31JY	ACCOUNT # A264N6SLCWDWHU (OFFICE SUPPLI	274.42	02/13/2024
1CW1-YCCM-RXJD	ACCOUNT # A264N6SLCWDWHU (WINDOW SCRAPE	47.97	02/13/2024
1NHM-PF9Y-YN63	ACCOUNT # A264N6SLCWDWHU (MAILING ADDRES	32.99	02/13/2024
1VVI-FTHL-3QT9	ACCOUNT # A264N6SLCWDWHU ((COMPUTER EQUI	407.18	02/13/2024
1M7N-FT3T-GQMJ	ACCOUNT # A264N6SLCWDWHU (SCBA DRYER)	79.99	02/13/2024
17XY-4QK4-N4T1	ACCOUNT # A264N6SLCWDWHU (SCANNER, COPIE	279.99	02/13/2024
1W11-GPDY-39G6	ACCOUNT # A264N6SLCWDWHU (COMPUTER EQUI	109.99	02/13/2024
1MPG-L9PD-D7CH	ACCOUNT # A264N6SLCWDWHU (WIRELESS MOUSE	43.97	02/13/2024
11WW-74L3-XNDP	ACCOUNT # A264N6SLCWDWHU (BUILDING MAIN	65.62	02/13/2024
1FVH-DY3R-WRGW	ACCOUNT # A264N6SLCWDWHU (MEDICAL SUPPLI	14.99	02/13/2024
1VFI-VFD6-33MH	ACCOUNT # A264N6SLCWDWHU (MALE - FEMALE	8.95	02/13/2024
1JTM-JHLC-1P7N	ACCOUNT # A264N6SLCWDWHU (SURGE PROTECT	27.98	02/13/2024
1JTM-JHLC-1PCJ	ACCOUNT # A264N6SLCWDWHU (HD CORD)	13.99	02/13/2024
169H-9CDX-DG9K	ACCOUNT # A264N6SLCWDWHU (WIRELESS KEYBO	309.42	02/13/2024
TOTAL VENDOR AMAZON CAPITAL SERVICES		4,152.90	
VENDOR NAME: AMAZON CAPITAL SERVICES - POLICE			
174T-YCDM-F7NG	ACCT # A1K517P63NLQUT(POLICE) BANKERS	89.76	02/13/2024
1L7D-RYVW-X4P7	ACCT # A1K517P63NLQUT(POLICE) ETHERNET	24.94	02/13/2024
1YHR-MXGV-M7XK	ACCT # A1K517P63NLQUT(POLICE) (SERVER)	274.50	02/13/2024
TOTAL VENDOR AMAZON CAPITAL SERVICES - POLICE		389.20	
VENDOR NAME: AMBS MESSAGE CENTER INC.			
240101238	ANSERING SERVICE (USAGE PERIOD 01.01.20	115.90	02/13/2024
TOTAL VENDOR AMBS MESSAGE CENTER INC.		115.90	
VENDOR NAME: ARRAS CHRIS			
02.01.2024	BOOT ALLOWANCE PER SEIU CONTRACT	200.00	02/13/2024
TOTAL VENDOR ARRAS CHRIS		200.00	
VENDOR NAME: AT&T LONG DISTANCE			
517543887401.1	DPW CALLOUT DEC 14 - JAN 13, 2024	47.85	02/13/2024
517543839601.1	CITY HALL MAIN LINE DEC 14 - JAN 13, 202	341.11	02/13/2024
517543228801.1	AIRPORT MODEM LINE - DEC 14 - JAN 13, 20	175.20	02/13/2024
TOTAL VENDOR AT&T LONG DISTANCE		564.16	
VENDOR NAME: BARYAMES CLEANERS			
BN1615-01.16.2024	DRY CLEANING FIRE NOVEEMBER 16 - JANUAR	456.45	02/13/2024
BN1616-01.16.2024	POLICE UNIFORM DRY CLEANING	196.01	02/13/2024
BN1616-02.01.2024	POLICE DRY CLEANING	52.91	02/13/2024
BN1615-02.01.2024	FIRE UNIFORM CLEANING JANUARY	464.05	02/13/2024
TOTAL VENDOR BARYAMES CLEANERS		1,169.42	

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INVOICE NUMBER	DESCRIPTION	AMOUNT	EXPECTED CHECK RUN
VENDOR NAME: BEAVER RESEARCH COMPANY			
0366944-IN	SUPPLIES	507.72	02/13/2024
TOTAL VENDOR BEAVER RESEARCH COMPANY		507.72	
VENDOR NAME: BIG INK			
89401	ACCOUNTABILITY TAGS	367.50	02/13/2024
90140	ACCOUNTABILITY TAGS	188.75	02/13/2024
TOTAL VENDOR BIG INK		556.25	
VENDOR NAME: BIOTECH AGRONOMICS			
3586	SLUDGE APPLICATION DIGESTER CLEANING	44,510.00	02/13/2024
TOTAL VENDOR BIOTECH AGRONOMICS		44,510.00	
VENDOR NAME: BLUE CARE NETWORK			
240090021506	MEDICAL COVERAGE (RETIRED) COVERAGE PERI	2,361.17	02/13/2024
240090010645	MEDICAL COVERAGE COVERAGE PERIOD (02.01	52,875.81	02/13/2024
TOTAL VENDOR BLUE CARE NETWORK		55,236.98	
VENDOR NAME: BS&A SOFTWARE			
151424	BS & A SOFTWARE SUPPORT	5,577.00	02/13/2024
TOTAL VENDOR BS&A SOFTWARE		5,577.00	
VENDOR NAME: BYRUM ACE HARDWARE			
338111	ICE MELT ROCK SALT,TUBE SAND QUICKRETE	304.30	02/13/2024
338975	HOSE FITTINGS	17.18	02/13/2024
337864	BUILDING MAINTENANCE SUPPLIES	196.04	02/13/2024
339337	WD 40	6.99	02/13/2024
340264	SUPPLIES FOR PUMP INSTALL	78.70	02/13/2024
338234	SCREWS	8.29	02/13/2024
339252	HILLMAN FASTENERS	3.56	02/13/2024
340148	TOOL BOX	49.99	02/13/2024
340687	TRANSFER PUMP	229.00	02/13/2024
340257	CONDUIT, 90 DEGREE COMPOUND CONNECTOR	37.14	02/13/2024
341253	ROPE HOOK	3.98	02/13/2024
340805	PLUMBING	17.58	02/13/2024
341623	TOOLS	18.99	02/13/2024
341741	KITCHEN FAUCET	147.16	02/13/2024
341786	4 LB HAMMER	22.99	02/13/2024
342164	STATION SUPPLIES	75.14	02/13/2024
341918	PLUMBING MATERIALS & PAINT	37.16	02/13/2024
342355	BUILDING MAINTENANCE SUPPLIES	101.99	02/13/2024
342436	BUILDING MAINTENANCE SUPPLIES	11.45	02/13/2024
342728	HILLMAN FASTENERS	17.16	02/13/2024
342294	WINDO & DOOR SEALANT, SPRAY DOOR INSULAT	17.58	02/13/2024
342281	BAIT STATIONS, MOUSE TRAPS	10.57	02/13/2024
TOTAL VENDOR BYRUM ACE HARDWARE		1,412.94	
VENDOR NAME: C&C LANDFILL			
5007-000019980	STREET SWEEPINGS	3,561.67	02/13/2024
TOTAL VENDOR C&C LANDFILL		3,561.67	
VENDOR NAME: CANDY FORD, INC.			
140407	PEDAL	358.80	02/13/2024
TOTAL VENDOR CANDY FORD, INC.		358.80	
VENDOR NAME: CANON FINANCIAL SERVICES, IN			
31893217	CONTRACT CHARGE 01.01.2024 - 01.31.2024	253.73	02/13/2024
TOTAL VENDOR CANON FINANCIAL SERVICES, IN		253.73	
VENDOR NAME: CANWELL, ROBERT			
01/30/2024	UB refund for account: 15983	57.20	02/13/2024
TOTAL VENDOR CANWELL, ROBERT		57.20	
VENDOR NAME: CAPITAL CAR WASH HOLDING LLC			
903163	60 WASH	270.00	02/13/2024
TOTAL VENDOR CAPITAL CAR WASH HOLDING LLC		270.00	

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INVOICE NUMBER	DESCRIPTION	AMOUNT	EXPECTED CHECK RUN
VENDOR NAME: CHARLOTTE LITHOGRAPH 130542	BUSINESS CARDS FOR EVERTS	44.05	02/13/2024
	TOTAL VENDOR CHARLOTTE LITHOGRAPH	44.05	
VENDOR NAME: CHROUCH COMMUNICATIONS 12433000	SERVICE CALL AND LABOR	140.00	02/13/2024
	TOTAL VENDOR CHROUCH COMMUNICATIONS	140.00	
VENDOR NAME: CMP DISTRIBUTORS INC 013370	GREEN DOT SITE	830.00	02/13/2024
	TOTAL VENDOR CMP DISTRIBUTORS INC	830.00	
VENDOR NAME: CORRPRO COMPANIES INC 748513	CATHODIC PROTECTION EVALUATION	1,760.00	02/13/2024
	TOTAL VENDOR CORRPRO COMPANIES INC	1,760.00	
VENDOR NAME: COUNTY JOURNAL THE 272226	DPW LABORER ADD	70.12	02/13/2024
272227	DPW LABORER	53.63	02/13/2024
273281	SITE PLAN REVIEW	99.50	02/13/2024
273282	SITE PLAN REVIEW MCM MI BUTTERNUT LLC	99.50	02/13/2024
273292	ZONING BOARD OF APPEALS HEARING NOTICE,	109.10	02/13/2024
273419	DPW LABORER	70.12	02/13/2024
273421	DPW LABORER	53.63	02/13/2024
	TOTAL VENDOR COUNTY JOURNAL THE	555.60	
VENDOR NAME: CULLIGAN WATER CONDITIONING 79904TN	40 LB CUBES FOR SOFTENER @ WESTSIDE	51.94	02/13/2024
	TOTAL VENDOR CULLIGAN WATER CONDITIONING	51.94	
VENDOR NAME: D & K TRUCK COMPANY 1203437	BATTERY COVER	169.99	02/13/2024
1200686	BUSHINGS FOR SNORKEL	132.59	02/13/2024
1199230	SNORKEL BEARINGS	519.59	02/13/2024
	TOTAL VENDOR D & K TRUCK COMPANY	822.17	
VENDOR NAME: DELTA DENTAL PLAN OF MICHIGAN RIS0005438792	DENTAL PREMIUMS (02.01.2024 THRU 02.29.	4,320.62	02/13/2024
	TOTAL VENDOR DELTA DENTAL PLAN OF MICHIGAN	4,320.62	
VENDOR NAME: DETROIT SALT SI24-22489	ROCK SALT	3,060.51	02/13/2024
	TOTAL VENDOR DETROIT SALT	3,060.51	
VENDOR NAME: DORNBOS SIGN & SAFETY INC. INV73980	RAIL ROAD SIGN	55.75	02/13/2024
	TOTAL VENDOR DORNBOS SIGN & SAFETY INC.	55.75	
VENDOR NAME: EATON COUNTY-TREASURER 01.22.2024	TRAILER TAX PAYMENT	2,155.00	02/13/2024
	TOTAL VENDOR EATON COUNTY-TREASURER	2,155.00	
VENDOR NAME: EATON CUSTOM SEWING 1635	ANDY COAT	22.50	02/13/2024
	TOTAL VENDOR EATON CUSTOM SEWING	22.50	
VENDOR NAME: EATON TOWNSHIP TREASURER SEPT-OCT	REVENUE SHARING	2,611.00	02/13/2024
JULY - AUG	OCTOBER REVENUE SHARING	2,667.00	02/13/2024
	TOTAL VENDOR EATON TOWNSHIP TREASURER	5,278.00	
VENDOR NAME: EDWARDS INDUSTRIAL SALES 3394524	PUMP REPAIR	188.23	02/13/2024
3394523	REPAIR PARTS	80.30	02/13/2024
	TOTAL VENDOR EDWARDS INDUSTRIAL SALES	268.53	

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INVOICE NUMBER	DESCRIPTION	AMOUNT	EXPECTED CHECK RUN
VENDOR NAME: EGANIX			
19182	FOG TREATMENT	2,170.00	02/13/2024
TOTAL VENDOR EGANIX		2,170.00	
VENDOR NAME: EMAINT			
S046024	MAINTENANCE SOFTWARE RENEWAL	4,411.29	02/13/2024
TOTAL VENDOR EMAINT		4,411.29	
VENDOR NAME: ETNA SUPPLY			
S105503283.001	CURB STOP	438.51	02/13/2024
S105503805.001	11/2 COUPLING	258.00	02/13/2024
S105497709.001	PUMP SEAL	498.00	02/13/2024
TOTAL VENDOR ETNA SUPPLY		1,194.51	
VENDOR NAME: FAMILY FARM & HOME			
1745/36	PLUMBING MATERIALS	19.98	02/13/2024
TOTAL VENDOR FAMILY FARM & HOME		19.98	
VENDOR NAME: FERGUSON WATER WORKS FKA			
0180868-1	FITTINGS	2,575.80	02/13/2024
TOTAL VENDOR FERGUSON WATER WORKS FKA		2,575.80	
VENDOR NAME: FLEET SERVICES INC.			
3231	REPLACE DRIVE AXLE BRAKES	1,018.77	02/13/2024
TOTAL VENDOR FLEET SERVICES INC.		1,018.77	
VENDOR NAME: FLEETPRIDE			
113955632	SLACK ADJUSTER (FRONT)	223.78	02/13/2024
113978372	SLACK ADJUSTER (REAR)	223.78	02/13/2024
114040727	WHEEL NUT & WHEEL STUD	5.85	02/13/2024
114117264	BRAKE DRUM	217.66	02/13/2024
114194926	WHEEL NUT	15.24	02/13/2024
TOTAL VENDOR FLEETPRIDE		686.31	
VENDOR NAME: FOSTER SWIFT COLLINS & SMITH PC			
875804	DECEMBER 2023 ATTORNEY FEES	1,482.43	02/13/2024
TOTAL VENDOR FOSTER SWIFT COLLINS & SMITH PC		1,482.43	
VENDOR NAME: GALE BRIGGS, INC.			
M872	CRUSHED CONCRETE	1,562.84	02/13/2024
M876	CRUSHED CONCRETE, CRUSHED ASPHALT	2,471.10	02/13/2024
TOTAL VENDOR GALE BRIGGS, INC.		4,033.94	
VENDOR NAME: GUNTORPE MECHANICAL			
25379	BOILER INSPECTION	1,693.13	02/13/2024
25371	FURNACE REPAIR	896.06	02/13/2024
TOTAL VENDOR GUNTORPE MECHANICAL		2,589.19	
VENDOR NAME: H2O COMPLIANCE SERVICES INC			
00009163	CROSS CONNECTION JANUARY 1 - 31, 2024	1,217.70	02/13/2024
TOTAL VENDOR H2O COMPLIANCE SERVICES INC		1,217.70	
VENDOR NAME: HARMON GLASS			
4280-847936	REPLACE WINDSHIELD ON TRUCK #4	359.00	02/13/2024
TOTAL VENDOR HARMON GLASS		359.00	
VENDOR NAME: HASSEL FREE /DPW-WWTP ACCT#010107			
CFSI-10094	ACCNT #010107 (DPW/WWTP) FUEL	2,032.49	02/13/2024
CFSI-10151	ACCNT #010107 (DPW/WWTP) FUEL	1,862.87	02/13/2024
CFSI-9988	ACCNT #010107 (DPW/WWTP) FUEL (DECEMBER	1,240.11	02/13/2024
TOTAL VENDOR HASSEL FREE /DPW-WWTP ACCT#010107		5,135.47	
VENDOR NAME: HASSEL FREE /FIRE ACCT #010109			
CFSI-10138	ACCOUNT # 010109 (FIRE) FUEL	594.11	02/13/2024
CFSI-10198	ACCOUNT # 010109 (FIRE) FUEL	396.31	02/13/2024

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VENDOR NAME: HASSEL FREE /FIRE ACCT #010109			
TOTAL VENDOR HASSEL FREE /FIRE ACCT #010109		990.42	
VENDOR NAME: HOMETOWN DECORATION & DISPLAY			
1913 LIGHTED HOLIDAY DECORATIONS		1,300.00	02/13/2024
TOTAL VENDOR HOMETOWN DECORATION & DISPLAY		1,300.00	
VENDOR NAME: HOPKINS MECHANICAL SERVICES, LLC			
H23155 CUT OPEN DRYWALL AND ADDED CLEANOUT IN W		1,244.00	02/13/2024
H23467 REPLACED SIGNAL LIMITER IN POLICE STATIO		2,407.00	02/13/2024
TOTAL VENDOR HOPKINS MECHANICAL SERVICES, LLC		3,651.00	
VENDOR NAME: HUTSON, INC			
01.22.2024 FIX REAR AXLE SHAFT ON 318		715.21	02/13/2024
TOTAL VENDOR HUTSON, INC		715.21	
VENDOR NAME: INDIAN CREEK ACRES INC.			
8585 TIRE REPAIR TRUCK 311		69.00	02/13/2024
TOTAL VENDOR INDIAN CREEK ACRES INC.		69.00	
VENDOR NAME: INSTY PRINTS			
01250 BUSINESS CARDS FOR COUNCIL AND MAYOR		292.10	02/13/2024
TOTAL VENDOR INSTY PRINTS		292.10	
VENDOR NAME: INTERSTATE BILLING SERVICE INC			
F01449 STABILIZER CYLINDER L40125M		2,952.56	02/13/2024
TOTAL VENDOR INTERSTATE BILLING SERVICE INC		2,952.56	
VENDOR NAME: IRON HORSE EXCAVATION LLC.			
23-861 REPLACEMENT WATER LINE 710 LAWRENCE AVE		4,152.50	02/13/2024
TOTAL VENDOR IRON HORSE EXCAVATION LLC.		4,152.50	
VENDOR NAME: JACK DOHNEY COMPANIES, INC			
218084 RIPSAP REPAIR KIT		454.51	02/13/2024
TOTAL VENDOR JACK DOHNEY COMPANIES, INC		454.51	
VENDOR NAME: JEWELL RANDY			
2024-01 ASSESSING SERVICES JANUARY 2024		3,262.00	02/13/2024
TOTAL VENDOR JEWELL RANDY		3,262.00	
VENDOR NAME: JOHN DEERE FINANCIAL			
10203802 318 ANNUAL INSPECTION AND CHANGE OIL		564.41	02/13/2024
TOTAL VENDOR JOHN DEERE FINANCIAL		564.41	
VENDOR NAME: KENNEDY INDUSTRIES INC.			
640087 ALLIS CHALMERS ,PUMP		23,280.00	02/13/2024
TOTAL VENDOR KENNEDY INDUSTRIES INC.		23,280.00	
VENDOR NAME: KENT COMMUNICATIONS INC			
330756 PRECINCT CONSOLIDATION NOTICE POSTCARD		2,871.48	02/13/2024
330830 VOTER ID CARD MAILING		3,654.61	02/13/2024
TOTAL VENDOR KENT COMMUNICATIONS INC		6,526.09	
VENDOR NAME: KIANDER, SHILA			
02.03.2024 BOARD OF REVIEW TRAING CLASS (3 MEMBERS)		90.00	02/13/2024
TOTAL VENDOR KIANDER, SHILA		90.00	
VENDOR NAME: KNAPHEIDE TRUCK EQUIPMENT CENTER			
040F79617 SPREADER CHAIN		2,853.88	02/13/2024
TOTAL VENDOR KNAPHEIDE TRUCK EQUIPMENT CENTER		2,853.88	
VENDOR NAME: KONICA MINOLTA BUSINESS			
291585430 BILLING PERIOD 12.17.2023 - 01.16.2024		53.82	02/13/2024
291596130 BILLING PERIOD 01.17.2024 - 02.16.2024		55.44	02/13/2024

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VENDOR NAME: KONICA MINOLTA BUSINESS			
	TOTAL VENDOR KONICA MINOLTA BUSINESS	109.26	
VENDOR NAME: LANSING SECURITY & LOCKSMITH			
20240132	REPLACE DOOR LOCK PUSH PLATE BETWEEN POL	1,149.80	02/13/2024
	TOTAL VENDOR LANSING SECURITY & LOCKSMITH	1,149.80	
VENDOR NAME: LANSING UNIFORM CO.			
102193-A	BREAST BADGE COMMAND - 2 TONE	159.95	02/13/2024
102198-A	REPLACE OLD SHIRTS	122.30	02/13/2024
	TOTAL VENDOR LANSING UNIFORM CO.	282.25	
VENDOR NAME: LEACH, JEFFREY			
01.19.2024	BOOT ALLOWANCE PER CONTRACT- FEET GET WE	239.95	02/13/2024
	TOTAL VENDOR LEACH, JEFFREY	239.95	
VENDOR NAME: LEA'S AUTO BODY			
7883	OIL CHANGE 2022 CHEVY TAHOE	80.80	02/13/2024
7880	OIL CHANGE ON 2021 CHEVROLET TAHOE	86.89	02/13/2024
7879	OIL CHANGE CHEVROLET TAHOE	127.51	02/13/2024
7922	OIL CHANGE 2022 CHEVY TAHOE	80.80	02/13/2024
	TOTAL VENDOR LEA'S AUTO BODY	376.00	
VENDOR NAME: LEXISNEXIS RISK SOLUTIONS			
1275544-20240131	JANUARY 2024 CHARGES	200.00	02/13/2024
801905-20240131	TEK MAINTENANCE FEE 01.01.2024 - 12.31.	715.50	02/13/2024
	TOTAL VENDOR LEXISNEXIS RISK SOLUTIONS	915.50	
VENDOR NAME: LIGHTNER, DAN			
01/30/2024	UB refund for account: 16246	28.14	02/13/2024
	TOTAL VENDOR LIGHTNER, DAN	28.14	
VENDOR NAME: MAFC			
07164	FIRE CHIEFS MEMBERSHIP (K. CHRISTENSON)	125.00	02/13/2024
	TOTAL VENDOR MAFC	125.00	
VENDOR NAME: MANER COSTERISAN			
45816	BILLING FOR AUDIT	20,155.00	02/13/2024
	TOTAL VENDOR MANER COSTERISAN	20,155.00	
VENDOR NAME: MCGINTY, HITCH, PERSON, ANDE., P.C.			
02.06.2024	ATTORNEY CHARGES JANUARY 2024	12,706.50	02/13/2024
	TOTAL VENDOR MCGINTY, HITCH, PERSON, ANDE., P.C.	12,706.50	
VENDOR NAME: MICHIGAN STATE OF			
761-11175782	GROUND WATER ANNUAL PERMIT FEE, 2024, FI	240.00	02/13/2024
	TOTAL VENDOR MICHIGAN STATE OF	240.00	
VENDOR NAME: MISS DIG			
20241013	2024 TRANSMISSION BASED MEMBERSHIP FEE,	2,250.16	02/13/2024
	TOTAL VENDOR MISS DIG	2,250.16	
VENDOR NAME: MML UNEMPLOYMENT COMP			
01.29.2024	4TH QUARTER UNEMPLOYMENT	25.11	02/13/2024
	TOTAL VENDOR MML UNEMPLOYMENT COMP	25.11	
VENDOR NAME: MWEA			
E33856	MWEA TRAINING	640.00	02/13/2024
	TOTAL VENDOR MWEA	640.00	
VENDOR NAME: MWEA LOCAL #7			
02.01.2024	2024 ANNUAL MEMBERSHIP	50.00	02/13/2024
	TOTAL VENDOR MWEA LOCAL #7	50.00	
VENDOR NAME: NAPA MPEC			

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DB: Charlotte

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EXP CHECK RUN DATES 02/13/2024 - 02/13/2024
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INVOICE NUMBER	DESCRIPTION	AMOUNT	EXPECTED CHECK RUN
VENDOR NAME: NAPA MPEC			
261674	U JOINT, BEARINGS AND BEARING SUPPORT	295.02	02/13/2024
261415	TIE ROD	141.84	02/13/2024
TOTAL VENDOR NAPA MPEC		436.86	
VENDOR NAME: NORTHERN SAFETY CO., INC.			
905961560/10296055	RAINWEAR JACKETS, RAINWEAR BIBS, CLASS 2	470.39	02/13/2024
TOTAL VENDOR NORTHERN SAFETY CO., INC.		470.39	
VENDOR NAME: NYE UNIFORM CO.			
853445	DRESS UNIFORM	217.52	02/13/2024
TOTAL VENDOR NYE UNIFORM CO.		217.52	
VENDOR NAME: PALODICHUK, TAMERA			
01.23.2024	MILEAGE & MEAL REINBURSEMENT FOR MMTA WI	61.67	02/13/2024
TOTAL VENDOR PALODICHUK, TAMERA		61.67	
VENDOR NAME: REED, ROGER			
01/30/2024	UB refund for account: 05973	93.79	02/13/2024
TOTAL VENDOR REED, ROGER		93.79	
VENDOR NAME: ROGERS LLC ERIC			
32151	6 OF 10 PAYMENTS DDA SNOW REMOVAL	1,180.00	02/13/2024
32003	4 OF 10 PAYMENTS FOR DDA SNOW REMOVAL	1,180.00	02/13/2024
TOTAL VENDOR ROGERS LLC ERIC		2,360.00	
VENDOR NAME: SALDANA JIM R.			
01.26.2024	BOOT ALLOWANCE PER SEIU CONTRACT	200.00	02/13/2024
TOTAL VENDOR SALDANA JIM R.		200.00	
VENDOR NAME: SERVPRO OF EATON COUNTY			
13535	GENERAL CLEANING, CLEANING NONRESIDENTIA	300.00	02/13/2024
TOTAL VENDOR SERVPRO OF EATON COUNTY		300.00	
VENDOR NAME: SPARROW EATON HOSPITAL			
5833	EMS COVERAGE JANUARY 2024 - JUNE 2024	33,751.00	02/13/2024
TOTAL VENDOR SPARROW EATON HOSPITAL		33,751.00	
VENDOR NAME: SPARROW OCCUPATIONAL HEALTH			
00062365-01	DOT PHYSICALS	190.00	02/13/2024
TOTAL VENDOR SPARROW OCCUPATIONAL HEALTH		190.00	
VENDOR NAME: SPECTRUM PRINTERS, INC.			
77880	INNER AV ENVELOPES AND SECRECY SLEEVES	624.40	02/13/2024
TOTAL VENDOR SPECTRUM PRINTERS, INC.		624.40	
VENDOR NAME: STANDARD LIFE INSURANCE CO			
006468820001.2	2024 FEBRUARY	1,371.74	02/13/2024
TOTAL VENDOR STANDARD LIFE INSURANCE CO		1,371.74	
VENDOR NAME: STAPLES			
3557625709	NAPKINS, PENS, SILVERWARE	170.59	02/13/2024
TOTAL VENDOR STAPLES		170.59	
VENDOR NAME: STATE OF MICHIGAN			
2.01.2024	PROJECT 23A0174 HALL STREET	71,431.43	02/13/2024
591-11186355	AIRPORT WEATHER OBS DATA SYSTEM	625.94	02/13/2024
TOTAL VENDOR STATE OF MICHIGAN		72,057.37	
VENDOR NAME: STATE SPRING ALIGNMENT &			
02P8329	U BOLTS	137.00	02/13/2024
TOTAL VENDOR STATE SPRING ALIGNMENT &		137.00	
VENDOR NAME: SUPERFLEET MASTERCARD PROG.			

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INVOICE NUMBER	DESCRIPTION	AMOUNT	EXPECTED CHECK RUN
VENDOR NAME: SUPERFLEET MASTERCARD PROG.			
FB749-02.01.2024	POLICE FUEL	3,104.09	02/13/2024
TOTAL VENDOR SUPERFLEET MASTERCARD PROG.		3,104.09	
VENDOR NAME: THE RAPID GROUP, LLC			
162236	96 GALLON CART	25.00	02/13/2024
TOTAL VENDOR THE RAPID GROUP, LLC		25.00	
VENDOR NAME: THE SHYFT GROUP, INC			
SVA0014016	TRUCK 316 YEARLY SERVICE	466.09	02/13/2024
SVA0014015	SERVICE TRUCK 315	537.99	02/13/2024
TOTAL VENDOR THE SHYFT GROUP, INC		1,004.08	
VENDOR NAME: TRACE ANALYTICAL LABORATORIES			
4011125	WATER QUALITY SAMPLES	116.00	02/13/2024
4011104	1ST QUARTER INFLUENT/EFFLUENT ANALYSIS	598.00	02/13/2024
TOTAL VENDOR TRACE ANALYTICAL LABORATORIES		714.00	
VENDOR NAME: TRUCK & TRAILER SPECIALTIES			
DSO013758	ROUND LED BLOCK WORK LIGHT	143.40	02/13/2024
TOTAL VENDOR TRUCK & TRAILER SPECIALTIES		143.40	
VENDOR NAME: USA BLUE BOOK			
INV00243633	LAB SUPPLIES	2,450.83	02/13/2024
INV00248052	LAB SUPPLIES	251.23	02/13/2024
TOTAL VENDOR USA BLUE BOOK		2,702.06	
VENDOR NAME: VISION SERVICE PLAN			
819658598	VISION (SAFETY) 2024 FEBRUARY	412.67	02/13/2024
819658683	VISION 2024 FEBRUARY	754.50	02/13/2024
TOTAL VENDOR VISION SERVICE PLAN		1,167.17	
VENDOR NAME: WALDRON FUELS			
6443	FUEL	692.72	02/13/2024
TOTAL VENDOR WALDRON FUELS		692.72	
VENDOR NAME: WEST MICHIGAN INTERNATIONAL LLC			
X105059989:01	BOLTS, HEX NUTS	102.56	02/13/2024
X105059584:01	WATER PUMP ASSEMBLY, HOSE CLAMP, RUBBER	2,022.59	02/13/2024
X105059824:01	BRAKE SHOE KIT	297.96	02/13/2024
X105059584:02	45 DEGREE ELBOWS	10.12	02/13/2024
TOTAL VENDOR WEST MICHIGAN INTERNATIONAL LLC		2,433.23	
VENDOR NAME: WEX BANK			
94225813	COMMUNITY DEVELOPMENT FUEL DECEMBER 202	30.38	02/13/2024
94980795	JANUARY 2024 CHARGES FUEL COMMUNITY DEVE	57.74	02/13/2024
TOTAL VENDOR WEX BANK		88.12	
VENDOR NAME: WILLIAMS FARM MACHINERY, INC.			
18356	SAW	15.00	02/13/2024
18225	CHAIN	30.00	02/13/2024
TOTAL VENDOR WILLIAMS FARM MACHINERY, INC.		45.00	
VENDOR NAME: WINDEMULLER			
233361	AUTOMATION SLUDGE PUMP	3,565.00	02/13/2024
TOTAL VENDOR WINDEMULLER		3,565.00	
VENDOR NAME: WOLVERINE PEST SERVICE			
127529	PREVENTION TREATMENT	50.00	02/13/2024
TOTAL VENDOR WOLVERINE PEST SERVICE		50.00	
VENDOR NAME: WOW!BUSINESS			
020130258.1	01.11.2024 - 02.10.2024	49.99	02/13/2024
TOTAL VENDOR WOW!BUSINESS		49.99	

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EXP CHECK RUN DATES 02/13/2024 - 02/13/2024
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INVOICE		EXPECTED
NUMBER	DESCRIPTION	CHECK
		AMOUNT RUN
GRAND TOTAL:		386,370.83

Claims

3 messages

Joseph Chin Jr <jchin@charlottemi.org>

Fri, Feb 9, 2024 at 9:42 AM

To: Paul Brentar <PBrentar@charlottemi.org>, Jon Bartlett <JBartlett@charlottemi.org>, Mary LaRocque <mlarocque@charlottemi.org>

Please provide me with copies of the invoices for the bills listed below.

FOSTER SWIFT COLLINS & SMITH PC
875804 DECEMBER 2023 ATTORNEY FEES 1,482.43

IRON HORSE EXCAVATION LLC.
23-861 REPLACEMENT WATER LINE 710 LAWRENCE AVE 4,152.50

MCGINTY, HITCH, PERSON, ANDE., P.C.
02.06.2024 ATTORNEY CHARGES JANUARY 2024 12,706.50

Thank you

--

Joseph Chin, Jr.

517-449-2338

Councilmember District 2

Jon Bartlett <JBartlett@charlottemi.org>

Fri, Feb 9, 2024 at 11:37 AM

To: Joseph Chin Jr <jchin@charlottemi.org>, Anthony Rodriguez <arodriguez@charlottemi.org>, Curtis Scott <cscott@charlottemi.org>, Tim Lewis <tlewis@charlottemi.org>, Michael Duweck <mduweck@charlottemi.org>, "Jeffrey A. Christensen" <jchristensen@charlottemi.org>, Kevin Fullerton <KFullerton@charlottemi.org>

Cc: Paul Brentar <PBrentar@charlottemi.org>, Mary LaRocque <mlarocque@charlottemi.org>, Amy Gilson <AGilson@charlottemi.org>, Kevin Christiansen <kchristiansen@charlottemi.org>, Bryan Myrkle <BMyrkle@charlottemi.org>, Randy Jewell <randy@taxassessing.com>

Good Morning Everyone,

Councilmember Chin has requested copies of three invoices which are on Monday night's agenda. The copies are attached to this email.

If anyone has any questions or comments please let me know,

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

[Quoted text hidden]

3 attachments

 **Foster Swift 2-9-2024.pdf**
523K

 **Iron Horse 2-9-2024.pdf**
589K



Amy Gilson <AGilson@charlottemi.org>

Fri, Feb 9, 2024 at 11:44 AM

To: Jon Bartlett <JBartlett@charlottemi.org>

Cc: Joseph Chin Jr <jchin@charlottemi.org>, Anthony Rodriguez <arodriguez@charlottemi.org>, Curtis Scott <cscott@charlottemi.org>, Tim Lewis <tlewis@charlottemi.org>, Michael Duweck <mduweck@charlottemi.org>, "Jeffrey A. Christensen" <jchristensen@charlottemi.org>, Kevin Fullerton <KFullerton@charlottemi.org>, Paul Brentar <PBrentar@charlottemi.org>, Mary LaRocque <mlarocque@charlottemi.org>, Kevin Christiansen <kchristiansen@charlottemi.org>, Bryan Myrkle <BMyrkle@charlottemi.org>, Randy Jewell <randy@taxassessing.com>

Jon-

As I indicated when the Iron Horse invoice was submitted, I knew there would be a question about it, so this is the explanation I sent you:

When the leak was first detected, my guys determined it was on the business owner's side. The business owner was the one who hired Iron Horse to do the work. In waiting for good enough weather to do the work, it became more grey where the leak was. It appeared that it was leaking from both sides of the shutoff. While Iron Horse had the hole open, the DPW was anticipating the installation of a new shutoff valve thinking that both sides were flare fittings that may have been leaking. When they got the hole open, it became obvious that the damage had been caused by one of the many contractors that have been in the MDOT ROW. The gate box had been pushed down on the service causing damage on the City side of the service. The city is paying for this as the problem was not truly the fault or property of the business owner, and our side was the one damaged. If council wants to see the valve and pipe taken out, I can make that happen.

Amy

[Quoted text hidden]



Memo

To: Honorable Mayor Lewis; City Council

From: Acting City Manager, Paul Brentar

Date: February 12, 2024

Re: 2024 Fairgrounds event schedule staff report

Background

The City of Charlotte owns the Eaton County Fairgrounds, a gem entrusted to the community. It is managed through a longstanding and collaborative lease agreement with the Eaton County Agricultural Society (ECAS). According to the lease terms, the ECAS is seeking approval from the City Council for a list of events scheduled at the fairgrounds throughout the 2024 calendar year.

Recommendation

ECAS provides for a vibrant hub of entertainment, safety, and community cohesion, where both residents and tourists meet for enriching experiences. The influx of visitors seeking entertainment stimulates economic activity throughout the local business community, boosting economic growth. By fostering a secure environment for a diverse range of activities, ECAS actively contributes to the physical and mental well-being of our community. Recognizing ECAS as an indispensable asset to our city, it is strongly recommended that the City Council lends their support to and approves the 2024 Eaton County Fairground Tentative Event Schedule.

Financial Impacts

No direct financial burden is expected. The City provides public safety support for select larger events, subject to reimbursement as provided for in the 2012-01 Cost Reimbursement policy.

Suggested Motion

Motion to approve the 2024 Eaton County Fairground Tentative Event Schedule



Eaton County Agricultural Society

P.O. Box 38 ~ Charlotte, MI 48813 ~ (517) 543-4510

City of Charlotte Council members,

January 20, 2024

I'd like to start by thanking you all for your continued support of the Eaton County Fairgrounds and our mission of providing a safe and fun venue for our community to enjoy. Attached you will find the tentative list of major events happening at the Fairgrounds in 2024. You may notice that I have also included on this list the dates of our monthly Board of Directors meetings, which you are more than welcome to attend.

I would also like to thank the City Council for a resolution which you adopted two years ago in support of the Fair Grounds' application for a State Capital Improvement Grant. I'm happy to say that with your help, ECAS was awarded the grant in the amount of \$62,000. The Grandstand roof has been completely replaced, new concrete has been poured, and 130 feet of brand new, wheelchair accessible, aluminum bleachers will be delivered this spring.

As we prepare for our events and our Fair, we are excited to be able provide an outdoor venue for various events which our community can safely enjoy. As always, please feel free to reach out to me with any questions or concerns. Thank you for your time.

Respectfully,

Martin Fabrik
President
ECAS/Eaton County Fair
martinfabrik@yahoo.com
517-667-1293



Eaton County Agricultural Society

P.O. Box 38 ~ Charlotte, MI 48813 ~ (517) 543-4510

2024 Eaton County Fairground Tentative Event Schedule

January 15: ECAS Board of Directors Meeting

February 19: ECAS Board of Directors Meeting

February 23-25: Michigan Nordic Fire Festival

March 16: Fairgrounds Fundraiser Dinner

March 18: ECAS Board of Directors Meeting

April 6: Winter Storage pick-up

April 13: Eaton Conservation District Tree Sale pick-up

April 15: ECAS Board of Directors Meeting

April 20-21: Eaton County Home Expo

April 20-21: Great Lakes Barbeque Association Competition

April 29-May 3: MI-MORT Mass Casualty Training Exercise

May 5: Move Your Mutt 5K Run/Walk

*The Move Your Mutt 5K plans to utilize the walking trails in Bennett Park as part of their route. It will be based out of the Fairgrounds and only plans on including one loop through the walking trails. We are asking Council's permission to utilize the park.

May 10-11: Horse Show

May 11-12: Llama Show

May 16-19: Michigan Mounted Police Training Clinic

May 18: Maker's Fest

May 18: Dog Show

May 20: ECAS Board of Directors Meeting

May 26: FFA Elite Hog Show

May 27: FFA Elite Sheep Show

June 1-2: Magical Realm Fantasy Faire



June 7-8: Horse Show

Eaton County Agricultural Society

P.O. Box 38 ~ Charlotte, MI 48813 ~ (517) 543-4510

June 17: ECAS Board of Directors Meeting

June 20-22: Charlotte Bluegrass Festival

July 8-13: Eaton County Fair

July 15: ECAS Board of Directors Meeting

July 26-27: Horse Show

August 2-3: Dairy Goat Show

August 3: Eaton County Country Music Festival

August 16-17: Horse Show

August 19: ECAS Board of Directors Meeting

September 4-8: Charlotte Frontier Days

September 13-14: Horse Show

September 16: ECAS Board of Directors Meeting

September 27-28: Horse Show

October 21: ECAS Board of Directors Meeting

October 25-26: Winter Storage Drop Off

November 18: ECAS Board of Directors Meeting

December 16: ECAS Board of Directors Meeting

* Note: This is a tentative list of major events scheduled at the Eaton County Fairgrounds. This list is subject to change as events are canceled and added.



Memo

To: Honorable Mayor Lewis; City Council
From: Mary LaRocque, City Clerk
Date: February 12, 2024
Re: Staff report on Mayoral appointments to boards and commissions.

Background

In accordance with Section 4.4 (7) of the City Charter, the Mayor shall make appointments of members to the boards and commissions of the city which are authorized by law or direction of the Council.

Recommendation

It is recommended that Council approves the following Mayoral appointment(s);

NAME	BOARD/COMMISSION	EXPIRATION OF TERM
Adrienne Van Langevelde	Parks Advisory Board	02/12/2027
Chris Powers	Board of Review	12/31/2029
Rico Rios	Removal from Parks Advisory Board	EFFECTIVE 2/12/2024

Financial Impacts

No financial impact

Suggested Motion

Motion to approve the Mayoral appointment(s) as outlined herein to their respective board or commission for the term of expiration given and approve the removal of Mr. Rios from the Park Advisory Board.



Memo

To: City Council
From: Bryan Myrkle, Community Development Director
Date: February 9, 2024
Re: Staff report on tree removal bid award

Background

As City Council members are all aware, the City has been working for several years on a project to trim and/or remove trees that are growing into the runway approach protection zones of Beach Airport. Some of the trees involved in the project are being removed by the owner of the Meadows Mobile Home Park, and the rest will be removed by a contractor working for the City of Charlotte. This bid award is related to this second group of trees.

There are two bid packages – one for tree work within newly acquired easement areas that is eligible for grant-funded reimbursement, and one for tree work in areas where the City has previously existing easements. The work in areas where the City already had easements is not eligible for funding assistance. In each case, the same contractor was the low bidder.

While there is a wide disparity in bid amounts, the low bidder is relatively close in price to our engineer's estimate, and they have done work on Prein & Newhof projects previously with good results. Therefore, we are recommending awarding the work to the low bidder, New Life Arboricultural Services.

Recommendation

Award airport-related tree removal work to the low bidder of Package A and Package B, New Life Arboricultural Services, in the amounts of \$31,075 and \$9,850, respectively. Please attached documentation of bids received for additional details.

February 5, 2024
Runway 21 Obstruction Removal **Package A**
City of Charlotte, Fitch H Beach Airport
P&N No.: 2230877

RE: Recommendation to Award

Dear Mr. Myrkle:

Bids were received for the Runway 21 Obstruction Removal **Package A** project on January 31, 2024. Package A includes the grant eligible work on this project. Six separate bids were received. Please find the bid tabulation enclosed for your reference.

The bids were as follows:

Treeworks	\$143,500
J. Ranck	\$124,850
Precise Construction	\$307,600
New Life	\$31,075
Midwest Tree	\$78,250
Apex	\$288,970

New Life Arboricultural Services is low bidder for the project in the amount of **\$31,075**. Bid documentation was reviewed, and the bidder was found to be responsive to the bid documents.

The low bid was below the engineer's estimate of probable cost of \$51,500.

Accordingly, we recommend awarding the project to New Life Arboricultural Services for \$31,075.

Sincerely,

Prein&Newhof



Jon Van Duinen, P.E.

Enclosures: Project Bid Tabulation

February 5, 2024
Runway 21 Obstruction Removal **Package B**
City of Charlotte, Fitch H Beach Airport
P&N No.: 2230877

RE: Recommendation to Award

Dear Mr. Myrkle:

Bids were received for the Runway 21 Obstruction Removal **Package B** project on January 31, 2024. Package B includes the local only funded work on this project. Six separate bids were received. Please find the bid tabulation enclosed for your reference.

The bids were as follows:

Treeworks	\$41,500
J. Ranck	\$102,100
Precise Construction	\$71,200
New Life	\$9,850
Midwest Tree	\$16,525
Apex	\$72,212

New Life Arboricultural Services is low bidder for the project in the amount of **\$9,850**. Bid documentation was reviewed, and the bidder was found to be responsive to the bid documents.

The low bid was below the engineer's estimate of probable cost of \$17,200.

Accordingly, we recommend awarding the project to New Life Arboricultural Services for \$9,850.

Sincerely,

Prein&Newhof



Jon Van Duinen, P.E.

Enclosures: Project Bid Tabulation

Bid Tabulation Summary

Bid Date:	Bid Time (Local):
January 31, 2024	3:00 PM
Owner:	
City of Charlotte, Fitch H Beach Airport	
Project Title:	
Runway 21 Obstruction Removal	
Project #:	
2230877	

Number	Contractor Name	Package A Total	Package B Total	Bid Amount
1st	New Life Arboricultural Services 3420 Broadmoor Ave SE, Ste 5, Grand Rapids, MI 49512	\$31,075.00	\$9,900.00	\$40,975.00 *
2nd	Midwest Tree Service 6791 Lansing Rd, Charlotte, MI 48813	\$0.00	\$16,525.00	\$16,525.00 *
3rd	Treeworks PO Box 274, Coopersville, MI 49404	\$143,500.00	\$41,500.00	\$185,000.00
4th	J. Ranck Electric 1993 Gover Parkway, Mt. Pleasant, MI 48858	\$124,850.00	\$102,100.00	\$226,950.00
5th	Apex Septic & Excavating 114 E Lawrence Ave, Charlotte, MI 48813	\$288,905.96	\$72,211.80	\$361,117.76 *
6th	Precise Construction 6544 W Butterfield Hwy, Bellevue, MI 49021	\$307,600.00	\$71,200.00	\$378,800.00

* Denotes correction made by Engineer

Bid Tabulation

Owner: City of Charlotte, Fitch H Beach Airport				1st New Life Arboricultural Services 3420 Broadmoor Ave SE, Ste 5 Grand Rapids, MI 49512		2nd Midwest Tree Service 6791 Lansing Rd Charlotte, MI 48813		3rd Treeworks PO Box 274 Coopersville, MI 49404		4th J. Ranck Electric 1993 Gover Parkway Mt. Pleasant, MI 48858		5th Apex Septic & Excavating 114 E Lawrence Ave Charlotte, MI 48813		6th Precise Construction 6544 W Butterfield Hwy Bellevue, MI 49021					
Project Title: Runway 21 Obstruction Removal																			
Bid Date & Time: January 31, 2024 at 3:00 PM		Project #: 2230877																	
Item				Unit Price		Total Amount		Unit Price		Total Amount		Unit Price		Total Amount		Unit Price		Total Amount	
No.		Description		Quantity		Unit		Unit Price		Total Amount		Unit Price		Total Amount		Unit Price		Total Amount	
Package A																			
1	1000400_Mobilization and General Conditions			1	LS	\$500.00	\$500.00		\$0.00	\$5,000.00	\$5,000.00	\$6,000.00	\$6,000.00	\$1,500.00	\$1,500.00	\$15,000.00	\$15,000.00		
2	1000410_Safety and Security			1	LS	\$1,000.00	\$1,000.00		\$0.00	\$2,000.00	\$2,000.00	\$4,000.00	\$4,000.00	\$6,900.00	\$6,900.00	\$13,600.00	\$13,600.00		
3	1510413_Selective Tree Clearing E19			79	EA	\$325.00	\$25,675.00		\$0.00	\$1,500.00	\$118,500.00	\$1,150.00	\$90,850.00	\$3,098.00	\$244,742.00	\$3,000.00	\$237,000.00		
4	1510413_Selective Tree Clearing E20			12	EA	\$325.00	\$3,900.00		\$0.00	\$1,500.00	\$18,000.00	\$2,000.00	\$24,000.00	\$2,980.33	\$35,763.96 *	\$3,500.00	\$42,000.00		
Package A Subtotal:						\$31,075.00		\$0.00		\$143,500.00		\$124,850.00		\$288,905.96		\$307,600.00			
Package B																			
1	1000400_Mobilization and General Conditions			1	LS	\$500.00	\$500.00	\$1,500.00	\$1,500.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$800.00	\$800.00	\$5,000.00	\$5,000.00		
2	1000410_Safety and Security			1	LS	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$2,000.00	\$2,000.00	\$4,000.00	\$4,000.00	\$2,200.00	\$2,200.00	\$13,600.00	\$13,600.00		
3	1510413_Selective Tree Clearing E7			34	EA	\$175.00	\$5,950.00 *	\$325.00	\$11,050.00	\$800.00	\$27,200.00	\$1,150.00	\$39,100.00	\$1,434.20	\$48,762.80 *	\$1,000.00	\$34,000.00		
4	1510413_Selective Tree Clearing E10			3	EA	\$250.00	\$750.00	\$325.00	\$975.00	\$1,100.00	\$3,300.00	\$3,000.00	\$9,000.00	\$1,573.00	\$4,719.00	\$1,200.00	\$3,600.00		
5	1510413_Tree and Bruch Clearing Airport Property			1	LS	\$1,700.00	\$1,700.00	\$2,000.00	\$2,000.00	\$4,000.00	\$4,000.00	\$45,000.00	\$45,000.00	\$15,730.00	\$15,730.00	\$15,000.00	\$15,000.00		
Package B Subtotal:						\$9,900.00		\$16,525.00		\$41,500.00		\$102,100.00		\$72,211.80 *		\$71,200.00			
Total Bid						\$40,975.00 *		\$16,525.00 *		\$185,000.00		\$226,950.00		\$361,117.76 *		\$378,800.00			

* Denotes correction made by Engineer



Memo

To: Honorable Mayor Lewis; City Council
From: Mary LaRocque, City Clerk
Date: February 01, 2024
Re: Resolution 2024-02 To recognize Backing The Blue, Michigan as a non-profit organization operating in the community

Background

Backing The Blue, Michigan 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 recommendation by Police Chief Paul Brentar, a copy of their IRS non-profit status, and a certificate from the State of Michigan confirming their validity as a Michigan non-profit corporation.

Recommendation

To approve

Financial Impacts

No financial impact

Suggested Motion

Motion to approve Resolution 2024-02 To recognize Backing The Blue, Michigan as a non-profit organization operating in the community



Charitable Gaming Division
Box 30023, Lansing, MI 48909
OVERNIGHT DELIVERY:
101 E. Hillsdale, Lansing MI 48933
(517) 335-5780
www.michigan.gov/cg

City of Charlotte
Resolution 2024-02
To recognize "Backing The Blue, Michigan" as a
non-profit organization operating in the community

LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES
(Required by MCL.432.103(K)(ii))

At a Regular meeting of the City of Charlotte Council
REGULAR OR SPECIAL TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD

called to order by Mayor Tim Lewis on February 12, 2024
DATE

at 7:00 p.m. a.m./p.m. the following resolution was offered:
TIME

Moved by _____ and supported by _____

that the request from Backing The Blue, Michigan of Charlotte,
NAME OF ORGANIZATION CITY

county of Eaton, asking that they be recognized as a
COUNTY NAME

nonprofit organization operating in the community for the purpose of obtaining charitable

gaming licenses, be considered for Approval.
APPROVAL/DISAPPROVAL

APPROVAL

Yeas: _____

Nays: _____

Absent: _____

DISAPPROVAL

Yeas: _____

Nays: _____

Absent: _____

I hereby certify that the foregoing is a true and complete copy of a resolution offered and

adopted by the City of Charlotte Council at a Regular
TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD REGULAR OR SPECIAL

meeting held on February 12, 2024.
DATE

SIGNED: _____
TOWNSHIP, CITY, OR VILLAGE CLERK

Mary LaRocque, City Clerk
PRINTED NAME AND TITLE

111 E. Lawrence Ave. Charlotte, MI 48813
ADDRESS

COMPLETION: Required.
PENALTY: Possible denial of application.

BSL-CG-1153(R6/09)



Charlotte Police Department

111 E. Lawrence Ave.
Charlotte, Michigan 48813

Chief of Police

Paul M. Brentar

Captain

Scott C. Brooks

Sergeants

Robert Antcliff

Jeremy Hafner

Darrell Slaughter

Curtis McDaniel

Emergency Phone 911

Police Department (517) 541-0767

Administration (517) 543-1552

Fax (517) 543-8396

01-31-2024

Re: Backing the Blue Fundraiser Event

Mayor Lewis & Councilmembers,

As you are aware, the non-profit group Backing the Blue, is planning a fund-raising event here in Charlotte to raise money in support of a K9 unit or other specialized unit for the Charlotte Police Department. This event would also raise money to be given to children of officers who die in the line of duty here in Michigan as part of the Backing the Blue Michigan Scholarship Fund. Councilmember Christensen is one of the leaders of this organization who I have had many conversations with about this event and can answer any questions in more detail about the organization and fundraising.

While I do have staffing concerns about implementing a K9 unit currently, I do support this organization raising money on the department's behalf for a K9 or specialized unit and also for those children of fallen officers.

Respectfully,

A handwritten signature in dark ink, appearing to read "P. Brentar".

Paul Brentar
Chief of Police

A PART OF THE COMMUNITY- NOT APART FROM THE COMMUNITY

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **MAY 10 2017**

BACKING THE BLUE MICHIGAN
9489 E EATON HWY
MULLIKEN, MI 48861-0000

Employer Identification Number:
82-1369171
DLN:
26053523002467
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
April 28, 2017
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

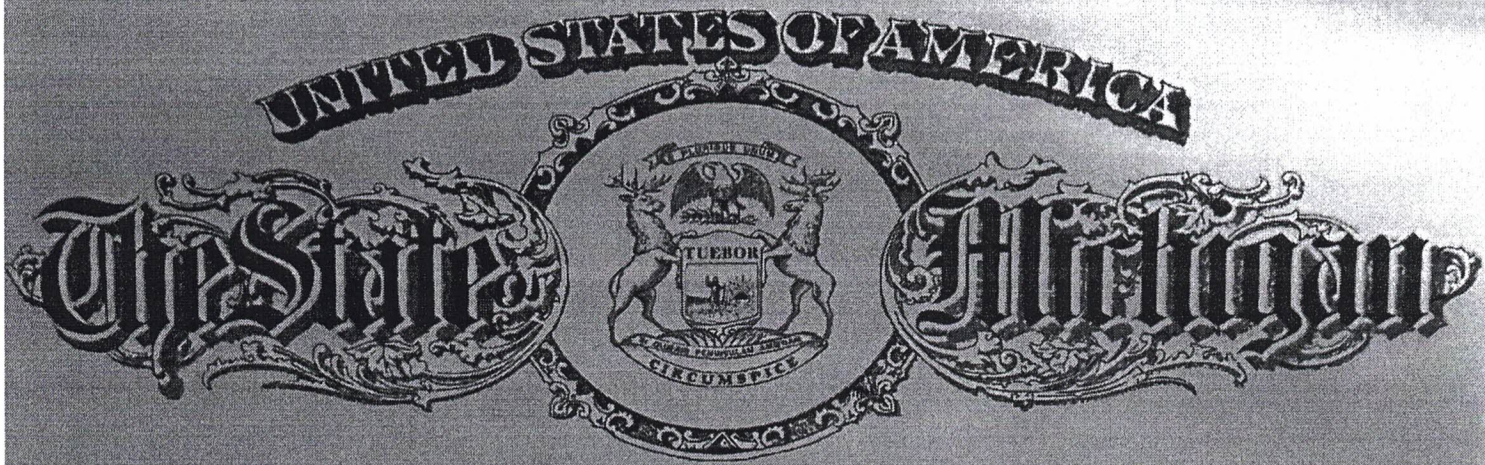
We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 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.



Department of Licensing and Regulatory Affairs

Lansing, Michigan

This is to Certify That

BACKING THE BLUE, MICHIGAN

was validly incorporated on April 28, 2017 as a Michigan nonprofit corporation, and said corporation is validly in existence under the laws of this state.

This certificate is issued pursuant to the provisions of 1982 PA 162 to attest to the fact that the corporation is in good standing in Michigan as of this date and is duly authorized to conduct affairs in Michigan and for no other purpose.

This certificate is in due form, made by me as the proper officer, and is entitled to have full faith and credit given it in every court and office within the United States.



Sent by electronic transmission

Certificate Number 23120620703

In testimony whereof, I have hereunto set my hand,
in the City of Lansing, this 28th day of December, 2023.

Linda Clegg

Linda Clegg, Director

Corporations, Securities & Commercial Licensing Bureau

Verify this certificate at URL to eCertificate Verification Search <http://www.michigan.gov/corpverifycertificate>



Charlotte Police Department

111 E. Lawrence Ave.
Charlotte, Michigan 48813

Chief of Police
Paul M. Brentar

Captain
Scott C. Brooks

Sergeants
Robert Antcliff
Jeremy Hafner
Darrell Slaughter
Curtis McDaniel

Emergency Phone 911
Police Department (517)
541-0767

Administration (517) 543-1552
Fax (517) 543-8396

01-31-2024

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Respectfully,

A handwritten signature in black ink, appearing to read "P. Brentar".

Paul Brentar
Chief of Police

A PART OF THE COMMUNITY- NOT APART FROM THE COMMUNITY



Memo

To: Honorable Mayor Lewis; City Council
From: Amy E. Gilson, PE - Director of Public Works
Date: February 7, 2024
Re: Staff report on Geographic Information System (GIS) As-Needed Contract

Background

Starting in 2007, the City Department of Public Works undertook the task of creating a digital map of the water system using GIS. After the initial creation and some updates, there was not time available to keep up with updates to the map.

Fast forward to 2021 when the City was awarded a grant by the Michigan Department of Environment, Great Lakes and Energy (EGLE) under the Drinking Water Asset Management (DWAM) Grant Program to assist community drinking water supplies with asset management plan development and updates, and/or distribution system materials inventories as defined in Michigan's revised Lead and Copper Rule. As part of the DWAM Grant Program, Fishbeck oversaw the excavation of water service lines in the City and developed a comprehensive GIS database to map curb stops, materials, and diameters. They hosted a Survey123 form that enabled field crews to input critical data, including service line material, diameter, and photos. Using an EOS Arrow GNSS unit, Fishbeck's team collected curb stop locations and other requested assets, integrating this valuable information into the GIS database. Furthermore, Fishbeck offered training and ongoing support to City staff, facilitating the transition of the City's GIS maps from the old ArcMap to the new ESRI ArcGIS Online and ArcGIS Pro software.

Fishbeck's GIS department was also responsible for the geospatial locating of sanitary sewer assets and creating a GIS map to meet EGLE requirements. That too was transferred to the ArcGIS Online and ArcGIS Pro software by Fishbeck.

Now that the grant portion of Fishbeck's work is complete, it is necessary to maintain the living maps of our water and sewer systems. For example, when watermain or sanitary sewer is replaced, or valves are inserted into the system, it must be updated in the maps. This allows DPW Staff to make the best decisions possible about emergency or upcoming work as well as capital improvement planning. Additionally, other departments have also asked for certain maps that could be provided by Fishbeck.

While this work is considered professional services, I am recommending approval of a five-year contract with Fishbeck to provide GIS services. Each year is capped at \$10,000, however, the actual expenditure is estimated to be less than that. If there were special projects and charges were anticipated to exceed \$10,000, a change order would be requested at the Council level.

Recommendation

Because of the intricacies and knowledge of our systems, authorize a five-year contract not to exceed \$10,000 per year for Fishbeck to continue providing GIS services to the City after contract review by the city attorney.

Financial Impacts

The funds for this contract would come from the department where the work is used. It is anticipated that most of the work will be in the Water and Sewer Fund. However, if another department needed GIS work, those associated fees will be charged to the appropriate fund.

Suggested Motion

Pending review by the City Attorney, City Council approves the five-year contract with Fishbeck for the ongoing as-needed GIS services not to exceed \$10,000 per year.