



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 26, 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/84575597373>
One tap mobile: +16465588656,,84575597373#
Telephone: (312) 626-6799 Webinar ID: 845 7559 7373

- 1. Call to Order**
- 2. Roll Call**
- 3. Invocation – Andy Shaver - Real Life Church**
- 4. Pledge of Allegiance**
- 5. Approval of Minutes**
 - a. February 12, 2024 Regular Council Meeting
 - b. February 15, 2024 Special Workshop Meeting
 - c. February 21, 2024 Council Workshop Meeting
- 6. Absence of Council Members**
- 7. PublicComment** - Limit presentation to five (5) minutes
- 8. Approval of Agenda**
- 9. Special Presentation**
 - a. The Woodhill Group
- 10. Communications and Committee Reports**
 - a. City Manager Report
 - i. Fire Department report
 - ii. Police Department report
 - iii. DPW report
 - iv. Clerk report
 - b. Councilmember Committee Reports

11. Consent Agenda

- a. Approval of Claims and Expenditures totaling \$464,744.50

12. Business Agenda

- a. Approve proposed contract with The Woodhill Group
- b. Approval of proposed contract for Interim City Manager
- c. Sole Source Request- FY 24 Community Project Funding grant through Congresswoman Slotkin
- d. Review of RFP's - Executive Search Services for City Manager

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
February 12, 2024

CALL TO ORDER:

By Mayor Lewis on Monday February 12, 2024 at 7:00 p.m.

ROLL CALL:

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

City staff in attendance; Acting City Manager Brentar, City Clerk LaRocque, and City Attorney Revore. In the audience, Fire Captain Daly, Community Development Director Myrkle, and Police Captain Brooks

INVOCATION:

Jack Conklin – Lawrence Ave. Methodist Church – not present

PLEDGE OF ALLEGIANCE:

Led by Lewis

APPROVAL OF MINUTES:

- a. January 22, 2024 Regular Council Meeting Minutes

Motion by Scott supported by Christensen to approve the January 22, 2024 minutes, Carried; Yea 7; Nay 0; Absent 0

- b. February 07, 2024 Special Council Meeting Minutes

Motion by Scott supported by Duweck to approve the February 07, 2024 minutes with noted corrections to council comments made by Rodriguez. Carried. Yea 7; Nay 0; Absent 0

ABSENCE OF COUNCIL MEMBERS:

All present

PUBLIC HEARING:

- a. Zoning Board of Appeals – Variance request – RT Zoning Classification Parcel 200-062-600-084-00, vacant parcel no address

Public hearing began at 7:01 p.m. and closed at 7:03 p.m. with no public comments received

- b. Michigan Community Block Grant (CDBG) – funding for homeowner improvement program

Public hearing began at 7:03 p.m. and closed at 7:14 p.m. with no public comments received whereby Community Development Director Bryan Myrkle presented the following information

- The City of Charlotte desires to make application in the amount of \$236,000 to the CDBG Housing Improving Local Livability; and
- The project will fall under the Homeowner Improvement portion of the grant program; and
- The City of Charlotte will contribute staff time estimated at a minimum value of \$5,000; and
- Additional leveraged funding resources will be provided by program participants; and
- This proposed project is consistent with the City of Charlotte’s community development plan as described in the application; and
- At least 51% of the beneficiaries of the proposed project will be low- and moderate-income persons; and
- 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.

PUBLIC COMMENT:

Wilford Whitford – resident – concerned about speed limit on High Street wondering if anything is being done.

Connie Braden – resident – Senior Center building – what can the City do in regards to the increasing rents.

Justin Brummette – resident – wants update on plans moving forward for replacing the city manager position.

Jodie Pruden – resident – Concerned her hand raised in zoom was not recognized, the Carmel Township agreement and absences of the Attorney at recent special meetings.

APPROVAL OF AGENDA:

Rodriguez requested an item to address the severance and travel reimbursement request by Bell; Chin requested an item to address changes to the August 14, 2023 meeting minutes.

Motion by Rodriguez supported by Chin to approve the agenda with the two additions. Carried. Yea 7; Nay 0; Absent 0

COMMUNICATIONS AND COMMITTEE REPORTS:

a. City Attorney Report

Summarized information included in his report. Plans to present the plan document and resolution at the March meeting for the creation of the Social District. He will continue to attend meetings at the request of the Mayor and Council.

b. DPW Emergency Purchase Report – W. Lawrence Ave. broken valve and water service

Chin mentioned that the wishes of the previous Council included bidding out excavation services.

c. Councilmember Committee Reports

Parks Board – Fullerton – Last week Tuesday, full quorum, they discussed installing basketball courts where the old ice-rink was located. They are replacing an inactive board member with a new board member.

Planning Commission – Christensen – February 6th. A site plan review for the redevelopment of the Shell & Johnny's Market at Seminary and Cochran was presented and approved. An entirely new facility is being planned. Resident came forth with concerns about the fence ordinance. March 5th next meeting.

EATRAN – January mtg. was cancelled. Charlotte to Lansing run has been restored 6 days a week Monday – Saturday. MDOT awarded CADA 1.7 million dollars to increase and improve regional transit. February 14th next mtg.

Scott mentioned attending a virtual meeting of the Council on Foreign Relations – noting that smaller communities particularly with nearby military bases should be aware of any foreign businesses moving in.

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

Motion by Chin supported by Scott to approve the consent agenda. Carried. Yea 7; Nay 0; Absent 0

BUSINESS AGENDA:

- a. Zoning Board of Appeals, variance request – RT Zoning Classification Parcel 200-062-600-084-00, vacant parcel, no address

Motion by Fullerton supported by Christensen to approve ZBA variance request – RT Zoning classification, parcel 200-062-600-084-00. Carried; Yea 7; Nay 0; Absent 0

b. CDBG Grant approval

If approved, grant funds will be available for qualifying homeowners to apply for funding for home improvement projects.

Motion by Duweck supported by Christensen to approve CDBG Grant. Carried. Yea 7; Nay 0; Absent 0

c. Approval of Runway 21 Obstruction removal bid to New Life Arboricultural Services

Motion by Duweck supported by Fullerton to approve the contract with New Life Arboricultural Services. Carried. Yea 7; Nay 0; Absent 0

d. Approval of Resolution 2024-02 to recognize “Backing the Blue, Michigan” as a non-profit organization operating in the community

An event is being planned in Charlotte at Kardel Hall on April 27th – Cash Bash \$10,000 reverse raffle. Raising funds for two purposes; scholarships and a K-9 unit of the Charlotte PD.

Motion by Fullerton supported by Scott to approve Resolution 2024-02 recognizing Backing the Blue, Michigan as a non-profit organization operating in the community. Carried. Yea 7; Nay 0; Absent 0

e. Discussion to increase the budget line for Conference and Educational account for City Council through June 30, 2024

Motion by Fullerton supported by Scott to approve increasing the conference and education account for City Council by

\$2,000.00 using available fund balance. Carried. Yea 6; Nay 1 (Rodriguez); Absent 0

f. Consider approval of a professional services contract with Fishbeck for GIS map maintenance

Council would like to see this contract put out for bid.

Motion by Rodriguez supported by Scott to approve contract with Fishbeck for GIS map maintenance. Failed by roll call vote. Yea 0; Nay 7; Absent 0

g. Carmel Twp. Emergency Contract Ad Hoc Committee

Members; Fire Chief Christiansen, Fire Captain Fullerton, Mayor Lewis and Council members Fullerton and Duweck. Their first meeting is planned for 9 a.m. Thursday February 15.

Motion by Christensen supported by Scott to create the Carmel Township emergency Contract Ad Hoc Committee and to appoint the above noted members. Carried. Yea 7; Nay 0; Absent 0

h. SAFER grant firefighter hiring

Grant applied for in August, 2022 for the purpose of hiring 3 additional fire fighters. Need a Letter of Agreement (LOA) with the union to establish a full-time firefighter position

i. City manager update

Lewis has been active in reaching out to potential interim city manager candidates including previous city manager Greg Guetschow and two candidates who interviewed for interim city manager with Bell back in August, 2023.

Motion by Fullerton supported by Duweck to rescind the employment contract offer with Mr. Bell. Carried; Yea 7; Nay 0; Absent 0

Motion by Rodriguez supported by Chin to contact previous two interim city manager candidates who interviewed back in August, 2023 to see if they are interested. Failed by roll call vote; Yea 2 (Chin, Rodriguez) Nay 5 (Christensen, Lewis, Duweck, Fullerton, Scott); Absent 0

Motion by Fullerton supported by Scott to authorize Mayor Lewis to contact and schedule meeting interviews for the previous two candidates for interim city manager, previous city manager Greg Guetschow and other potential candidates from the MML listing. Carried by roll call vote; Yea 7; Nay 0; Absent 0

j. August 14, 2023 Meeting Minute correction

Chin had noted his NO vote for the approval of the contract with Walsh Municipal Services was not recorded as properly and is asking for a correction. Rodriguez supported Chin's claim. Mayor Lewis directed the Clerk to make the correction.

k. Discuss Mr. Bells severance and travel reimbursement request

The request for reimbursements is outside of the terms of the contract between the City and Bell and it is therefore, an unlawful expenditure. Council does not have authorization to approve.

Motion by Chin supported by Rodriguez to deny expenditure request by Bell. Carried; Yea 7; Nay 0; Absent 0

PUBLIC COMMENT:

Don Sovey – resident - get professional services for the City Manager recruitment and obtain comprehensive back ground checks.

Dan Daly – Updated the Council on the status of several recent and upcoming grants. The overhead doors replacement project

at the downtown station is completed. Requesting staff training on the purchasing policy and urges council to hire a city manager quickly.

Jodie Pruden – Has the confidence in Revore (regarding handling the Carmel Township Emergency agreement issue). Fire dept. is amazing getting all the grants. Bids are important and should continue. Asked about the status of (Chin's) investigation into past meeting minutes regarding the passing of the Carmel Township Emergency agreement.

Justin Brummette – Recording meetings important. Parliamentary procedures should be followed. Upset about the approval of a low bid approved for removal of trees, feels the company is not qualified. Council should have a sense of urgency to hire a city manager.

Kent McDonald – Resident – Trust issues with Council

Rhonda Shopper – non-resident – Feels Council is reactive, not pro-active. Concerned about salary level for City Manager, inquired about the status of the OI funds and how have they been used.

Connie Braden – resident - They need help with resources and listed several issues they have been having and the difficulties working with the management at Edwards Senior housing.

Lindsay Miller – resident – Thank you for passing the ZBA variance – it's her project. She is the owner of an excavating company and offered to be a resource for the City for excavating services.

MAYOR AND COUNCIL COMMENTS:

Christensen – Agrees High St. speeds are crazy; Edmunds Sr. Housing - wish we had the means to help more; 100% supportive of recorded meetings; city manager search - \$4k still available for professional search. TY all for coming.

Fullerton – Requesting ARPA and OI status updates - amounts received, how much spent, how much remaining.

Duweck – no comment

Scott – Will look into the Edmunds Senior Housing issues. Concerned about lack of housing in Charlotte and it's part of his mission to improve.

Chin – Thanked Capt. Dan and Eaton Area EMS ambulance for recent services. Water testing report is issued around April for the previous year and is available online. TY DPW for clearing streets of snow. Would like a discussion and study of the various street lighting issues. Would like copies of the initial 44 city manager candidate applications from Walsh Municipal Services so this Council can review them. Gave an update on various state funding that will help Michigan communities. Would like to have an RFP status update of the IT contract and the updated attorney agreement. Wants better tracking of public comments. Wants quarterly budget reports. Announced he will begin having office hours in the Mayors office at City Hall monthly at 11 a.m. Tuesday and 4 p.m. Thursday in the week between regular meetings. He will email all members a list of other updates.

Rodriguez – His list of items includes the downtown parking issue, capital improvement plan, Council goal setting and priorities workshop, April 9th council budget review; two grants mentioned by Bell. He would like to see a delay on voting on Public Hearing items until the following meeting; The High St. speed testing was completed (and a report was given) by Brentar, nothing irregular was reported, but may want to revisit the issue. Mentioned that the Attorney has always made known the meetings he cannot attend and understands he cannot attend every Special meeting called due to the short notice. Will work to improve Roberts Rules of orders. Lawn care bids; Carmel Township agreement doesn't specify category of ownership to the fire trucks.

ADJOURN:

Motion by Christensen supported by Duweck to adjourn the meeting at 10:13 p.m. Carried; Yea 7; Nay 0; Absent 0

Respectfully submitted,
Mary LaRocque, City Clerk

CITY OF CHARLOTTE COUNCIL PROCEEDINGS
111 E. Lawrence Ave., Charlotte, MI 48813 (517) 543-2750
Special Workshop Meeting – 2:00 P.M.
February 15, 2024

CALL TO ORDER:

By Mayor Lewis on Thursday February 15, 2024 2:00 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, Acting City Manager Brentar, and City Attorney Revore

PLEDGE OF ALLEGIANCE:

Led by Lewis

ABSENCE OF COUNCIL MEMBERS:

All present

PUBLIC COMMENT:

No comments

BUSINESS AGENDA:

- a. Meet and Greet with Jeff Thornton

PUBLIC COMMENT:

No comments

MAYOR AND COUNCIL COMMENTS:

Scott – Thank you for coming, it was interesting

Chin – thank you for coming and chatting with us

Rodriguez – no comment

Christiansen – Thank you for coming in, this was enjoyable to learn about other communities and hopes to extend this opportunity to any potential candidate.

Fullerton – no comment

Duweck – no comment

Lewis – Thought Mr. Terry may be late considering Caldonia had 6” of snow this morning, but remembered he was from Negaunee, Michigan and knew he would have no problem. Thanked him for coming.

ADJOURN:

Motion by Chin supported by Scott to adjourn at 2:57 p.m. Carried. Yea 7; Nay 0; Absent 0

Respectfully submitted,
Mary LaRocque, City Clerk

CITY OF CHARLOTTE COUNCIL PROCEEDINGS
111 E. Lawrence Ave., Charlotte, MI 48813 (517) 543-2750
Special Workshop Meeting – 7:00 P.M.
February 21, 2024

CALL TO ORDER:

By Mayor Lewis on Wednesday February 21, 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; Deputy City Clerk Middaugh

PLEDGE OF ALLEGIANCE:

Led by Lewis

ABSENCE OF COUNCIL MEMBERS:

All present

PUBLIC COMMENT:

No Comment

APPROVAL OF AGENDA:

Duweck requested the addition of item c. City Manager Search

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

BUSINESS AGENDA:

- a. Interview Interim City Manager
 - i. Doug Terry
- b. Discussion on Interim City Manager candidate

Motion by Chin supported by Duweck to offer the position of Interim City Manager to Mr. Terry and enter into contract negotiations with the Compensation Committee. Carried by roll call vote; Yea 7; Nay 0; Absent 0

- c. City Manager Search

Motion by Duweck supported by Rodriguez to direct the City Clerk to issue a Request for Proposals on Thursday morning

February 22, 2024 seeking bids for city manager recruiting services with proposed submissions due by the end of the business day on Monday February 26, 2024 and those proposals to be included for the City Council to review on the agenda for the regularly scheduled business meeting later that same evening of February 26, 2024. Carried by roll call vote; Yea 4 (Lewis, Duweck, Rodriguez, Scott); Nay 3 (Fullerton, Christensen, Chin); Absent 0

PUBLIC COMMENT:

Justin Brummette – shared his disappointments with Council regarding agenda additions and decision to put out to bid for an city manager executive search firm.

MAYOR AND COUNCIL COMMENTS:

Scott – Thanked Mr. Terry and has confidence in him

Chin – Attended a recent RFA meeting and they are requesting titles to all fire trucks, the RFA's budgets are dependent upon the finalization of the city's fire department budget; looking for any updates to the Carmel Township Emergency Contract Ad Hoc committee

Rodriguez – Thanked all watching. He is open to either solution regarding hiring a firm to conduct an executive search for the next city manager, or doing the work in-house. He voted yes for the RFP to ensure information is available when they make these decisions.

Christensen – Thanked all attending in person or watching online. He feels positive, forward movement. Feels confident that with Mr. Terry's experience and willingness that the search for city manager can be done in-house.

Fullerton – Suggests that the members of the compensation committee stay afterwards to meet with Mr. Terry.

Duweck – Clarified his reasons for the RFP, citing the sense of urgency expressed by Council and the community, to keep the process moving forward and to ensure they are prepared for decision making by having the information at hand.

Lewis – The Carmel Township Emergency Contract Ad Hoc committee has met and will prepare a report for council. He appreciates Mr. Terry and looks forward to the work ahead.

ADJOURN:

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

Respectfully submitted,
Mary LaRocque, City Clerk



Memo

To: Honorable Mayor Lewis; City Council
From: Paul Brentar, Chief of Police, Acting City Mgr.
Date: 02-21-2024
Re: Staff report on The Woodhill Group

Background

As you know, we now do not have a Deputy Treasurer and our Finance Director will be leaving on 3-1-24. Last week Mayor Lewis reached out to The Woodhill Group at the request of Finance Director Bartlett to have a meeting to see what they could offer as far as financial services were concerned. Mayor Lewis, Finance Director Bartlett, Clerk LaRocque, and myself had an initial phone consultation with Karen from The Woodhill Group early last week to discuss their services. Last Friday, Mayor Pro-Tem Duweck, Director Bartlett, Clerk LaRocque, and myself had an in-person meeting with Karen and Colleen from The Woodhill Group to discuss their services and options moving forward. It was decided that we will need annual budget work, and accounting services to include payroll.

At present, with no finance department (as of 3-1-24) and with no city manager, the city will be in a dire emergency need of having someone make sure that all of the accounting, payroll, etc. is being done correctly. This is why The Woodhill Group was contacted and we are seeking to have them start services on 2-27-24 the day after the council meeting on 2-26-24. Also, even with an interim manager starting somewhat soon, if they don't have anyone to assist them in the finance department, it's going to be very difficult for them to work on the budget and negotiate 4 contracts that will be due. Nothing says that you still couldn't go out for an RFP (request for proposal) but if you look at the timeline it would take to get that out, review the proposals, and then decide which direction to go, you'll be at the end of the budget year with no new budget developed and no direction on your labor contracts.

I feel that the city is in emergency mode now with the finance department and that you really cannot wait until we hire someone for the finance director position. We'll keep working towards hiring a Finance Director and a Deputy Treasurer, but that is going to take time that you don't have. The Woodhill Group can also help provide training to the new finance director should we hire someone with a finance background but not necessarily in municipal finance.

The Woodhill Group comes highly recommended by Director Bartlett as he has worked with them before.

Recommendation

Approve proposed contract provided by The Woodhill Group.

Financial Impacts

Not to exceed \$60,000 up to 05-31-2024. A budget adjustment will most likely need to be made from not paying anyone within the Finance department to cover this cost.

Suggested Motion

City Council approves the proposed contract from The Woodhill Group for financial services in the amount of no more than \$60,000 through 05-31-2024.

SERVICE AGREEMENT

This Agreement (the “Agreement”) for services is effective as of this day February 26, 2024, by and between the City of Charlotte, Michigan (the “City of Charlotte”) and The WoodHill Group (the “Company” or “WHG”).

RECITALS

The City of Charlotte desires to retain WHG for the purposes of providing the services described herein to the City of Charlotte, and the Company desires to be retained by the City of Charlotte in such capacity, on the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the premises and of the mutual covenants, agreements and understandings contained herein, the parties hereto agree as follows:

1. Engagement of Company. The City of Charlotte hereby retains the Company to perform the duties and services described in the Agreement upon the terms and conditions set forth herein and the Company hereby accepts such engagement.
2. Duties; Services. The Company agrees to provide Accounting and Financial services and support. See Exhibit A for scope of work and responsibilities of both parties identified by the City of Charlotte in the February 16, 2023, meeting with WHG. The Company shall devote such business time, attention and skill as shall be necessary to perform duties, services and responsibilities under this Agreement in such capacity as is mutually agreed upon by WHG and the City of Charlotte. The City of Charlotte shall provide administrative access to financial systems such as BS&A and remote access to City of Charlotte network.
3. Term. This agreement will expire May 31, 2024.
Compensation. This agreement is for a not-to-exceed amount of \$60,000.00 for work performed through May 31, 2024. WHG shall be paid by the City of Charlotte for services provided under this Agreement in the amount of two hundred and twenty-five (\$225.00) dollars per hour for principal and senior members, one hundred and seventy-five (\$175.00) dollars per hour for program managers, and one hundred fifty to eighty-five (\$150.00 - \$85.00) dollars per hour for other staff assignments. In addition, the City of Charlotte shall reimburse WHG for any reasonable time costs incurred for travel, which will

be itemized and passed through to the City of Charlotte at half-time. Mileage to/from the client shall be reimbursed per the standard IRS rate.

- (a) WHG will supply vehicles, insurance, business machines, Internet access, telephones and other necessary equipment and supplies while not at City of Charlotte offices.
 - (b) WHG shall submit an itemized invoice via email or via regular mail to the City of Charlotte, 111 E. Lawrence Avenue, Charlotte. MI 48813. Said itemized invoice shall include: (i) dates worked, (ii) hours worked (iii) nature of work and (iv) staff dedicated to the work. The City of Charlotte agrees to pay for items on the itemized invoice due upon receipt of invoice.
4. Independent Status. WHG agrees to timely report, pay and discharge, at WHG sole expense, all tax or other liability relating to compensation paid to WHG for services rendered by WHG staff pursuant to the Agreement and otherwise comply with all applicable federal, state and local laws relating to the performance of obligations hereunder. WHG and its staff shall have no implied or actual authority to legally bind the City of Charlotte or to make any representation or warranty on behalf of the City of Charlotte.
5. Confidential and Proprietary Information.
- (a) WHG agrees and understands that given the relationship with the City of Charlotte, WHG staff may have access to and may receive information or materials that are considered confidential and/or proprietary by the City of Charlotte (“Confidential Information”). Confidential Information includes, but is not limited to, procedures and processes, documentation, personnel and human resources information, strategic plans, financial information, and proposed agreements but shall not include public records subject to disclosure under the Freedom of Information Act, 1976 P.A. 442, MCL 15.231 to 15.246, as amended (“Act”). The City of Charlotte shall, at its own cost and expense, advise WHG as to whether any information, documentation or record in the possession, custody or control of WHG is subject to disclosure under the Act and shall defend, indemnify and hold harmless WHG for any claims, damages or costs arising out of any claim or proceeding seeking remedies or disclosure under the Act. Confidential Information may be communicated in writing, orally, electronically, or by other means, and may or may not be identified in writing as “Confidential” or “Proprietary.”
 - (b) WHG agrees that, during the term of this Agreement and thereafter, WHG staff will keep all Confidential Information strictly confidential and not use (except on behalf of the City of Charlotte) or disclose any such Confidential Information, either directly or indirectly, to any person or entity without the prior written consent of the City of Charlotte provided City of Charlotte consent

shall not be required to disclose any information, documentation or Confidential Information in response to a court subpoena or order or while under oath in any judicial or quasi-judicial proceeding. This confidentiality covenant has no temporal, geographical or territorial restriction. Upon termination of the Agreement or at any time upon the City of Charlotte's request, WHG will promptly deliver to the City of Charlotte all property either tangible or electronic which has been produced by, received by or otherwise submitted to WHG during or prior to the Term pertaining to WHG's work for the City of Charlotte, including, but not limited to, information which constitutes or embodies Confidential Information which is in the possession of WHG or under WHG control.

6. Standards. WHG will act in good faith and in a professional, timely manner to complete all assignments.
7. Binding Effect; Assignment. This Agreement shall be binding upon and shall inure to the benefit of the City of Charlotte and its successors and assigns. This Agreement shall be binding upon and shall inure to the benefit of WHG. Neither this Agreement nor any right, interest or duty hereunder shall be assignable or transferable or delegated by WHG.
8. Miscellaneous. No provision of the Agreement may be modified, waived or discharged unless such modification, waiver or discharge is agreed to in writing and signed by the WHG and the City of Charlotte. No waiver by either party hereto at any time of any breach by the other party hereto of, or compliance with, any condition or provision of this Agreement to be performed by such other party shall be deemed a waiver of similar or dissimilar provisions or conditions at the same or at any subsequent time. The Agreement sets forth the entire understanding of the parties hereto with respect to the subject matter hereof and supersedes all prior and contemporaneous agreements, written or oral, between them as to such subject matter.
9. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan without reference to the conflict of laws principles thereof.
10. No Promise, Representation or Guarantee of Outcome or Estimates.
 - (a) WHG makes no promise, representation or guarantee regarding the outcome, future financial condition of the City of Charlotte or of any other matter with respect to the subject matter of this engagement, and the City of Charlotte agrees to pay our fees and other charges regardless of any outcome unless we have a specific written agreement with the City of Charlotte to the contrary.
 - (b) While WHG cannot promise or guarantee any particular outcome or future financial condition of the City of Charlotte, the members of WHG will use their best efforts on the City of Charlotte's behalf to achieve the goals and objectives of

this engagement. It is understood that WHG will not settle or compromise any matter without consent of the City of Charlotte. The City of Charlotte and WHG understand, acknowledge and agree that WHG has no final decision-making authority and the City of Charlotte may or may not approve, accept or reject any recommendation, information or other work product prepared or offered by WHG. All recommendations, information, or other work products prepared or offered by WHG shall be subject to review and approval by the City of Charlotte. The parties mutually understand and agree that the City of Charlotte reserves exclusive authority and discretion to implement, adopt, accept, reject, or modify any work, service or recommendation performed or offered by WHG and the City of Charlotte assumes full responsibility and any resulting liability, loss, financial condition, costs, or damages, if any, arising out of the City of Charlotte's exercise of this authority and discretion.

11. Indemnification.

- (a) The WHG agrees to indemnify the City of Charlotte and its officers, council, contractors, agents and representatives from and against any and all losses, damages, liabilities, claims, costs and expenses including reasonable attorneys' fees resulting from (a) any breach by the WHG of any of the provisions of the Agreement, (b) any negligent or willful acts or omissions of the WHG, and (c) any violation by the WHG of applicable federal, state, local laws, including the failure to withhold or pay taxes or other withholdings on the payment of compensation under Section 4 above.
- (b) The City of Charlotte, at all relevant times and under all circumstances, shall be solely and exclusively responsible for the proper maintenance, repair, operation, security and integrity of any and all City of Charlotte information and data systems, technology and equipment.
- (c) The WHG shall have no duty or obligation to defend, indemnify or hold City of Charlotte harmless for any claims, costs, losses or damages caused by any act or omission by the City of Charlotte, including without limitation, the City of Charlotte's breach of any duty, promise or obligation arising under this Agreement.
- (d) To the extent permitted by law and applicable insurance coverage, the City of Charlotte agrees to hold harmless and indemnify WHG and its officers, staff and representatives from and against any and all losses, damages, liabilities, claims, costs and expenses including reasonable attorneys' fees resulting from (a) any breach by the City of Charlotte of any duty, promise or obligation arising under this Agreement, or (b) any claims, damage or loss resulting from any act or omission by the City of Charlotte or any of its employees, officials or agents, or (c) liability arising out of the City of Charlotte's failure to follow directions or recommendations of WHG, its staff or representatives.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed as of the date first written above.

Authorization & Approval

On behalf of:	City of Charlotte
Name:	Tim Lewis
Signature:	
Designation:	Mayor, City of Charlotte
Date:	/ /

On behalf of:	The WoodHill Group LLC.
Name:	Karen M. Lancaster
Signature:	
Designation:	President
Date:	/ /

Exhibit A

Scope of work

Contract not to exceed \$60,000 through May 31, 2024.

Annual Budget:

- Prepare for and complete budgetary tasks as follows:
 - Work with departments to gather financial information for the budget.
 - Review wages and fringes, updating wage model to account for potential union contract settlements.
 - Continue preparation of Capital Plan work to determine capital needs for annual budget preparation. This does not include preparation of a long-term Capital Improvement Plan.
 - Ensure all entry to BSA is completed.
 - Review draft budget with City Manager.
 - Prepare budget resolution for City Council.
 - Present budget to City Council in accordance with City Charter.
 - Utilize existing cost allocation percentages.

Accounting Services:

- Emergency accounting services as follows:
 - Support department heads with their financial needs.
 - Approve Accounts Payable invoices.
 - Maintain the General Ledger ensuring subsidiary ledgers (Utility Billing, Accounts Payable, Miscellaneous Receivables) are balanced.
 - Assist with final ARPA filing as ARPA funding has been fully spent. The city will need to assist with securing an officer login to the federal site.
 - Process property tax distributions including settlement with the County.
 - Biweekly payroll processing and related tax filings including 941s, W2s, State Unemployment Insurance and withholding filings.
 - Provide financial reports to the City Manager and Council as needed and provide recommendations for budget amendments, if needed.
 - Ensure any financial compliance reports are filed as needed.

WoodHill will:

1. Perform on-site work two days per week to meet with staff and perform duties in the scope of work.
2. Perform remote work to meet the timelines needed by the City of Charlotte.

The City of Charlotte will provide:

1. Administrator-level access to all BSA modules to review financial information/setup for best practices review.
2. Remote access to the City of Charlotte.
3. Access to Network files to review and access financial support documents needed for review/training.
4. Office space when on-site.



**Acting Manager's Report
Paul Brentar
February 26th, 2024 Council Meeting**

Phone Project Update

The upgrade to the city phone system has begun. It is anticipated that the installation will begin on April 1st as there is a lot of work that has to be done on the back end of things as far as programming is concerned.

Master Plan Update

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

Volunteer Opportunities

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

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

Have questions? Contact the Mayor or City Clerk to find out more.

Lead Service Line Replacements

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

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

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

Reminder: Email Utility Billing Feature Available

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

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

RAVE Alerts

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

Assistance Programs

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

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



CHARLOTTE FIRE DEPARTMENT & RURAL FIRE ASSOCIATION

Fire Chief

111 E. Lawrence Ave., Charlotte MI 48813

Ph. 517-543-0241



CFD Monthly Report

DATE: February 23, 2024

SUBJECT: CFD Monthly Report

To: Honorable Mayor Lewis; City Council

Item; SAFER Grant Implementation

- We would like to start the SAFER Grant employees on or around June 23, 2024. We need a Letter of Agreement between the City of Charlotte and Local 5290 to set the wage for those employees.

CHARLOTTE FIRE DEPARTMENT

FIRE RUN TOTALS

	2019		2020		2021		2022		2023		2024	
	RUNS	YEAR	RUNS	YEAR	RUNS	YEAR	RUNS	YEAR	RUNS	YEAR	RUNS	YEAR
	THIS	TO	THIS	TO	THIS	TO	THIS	TO	THIS	TO	THIS	TO
	MONTH	DATE	MONTH	DATE	MONTH	DATE	MONTH	DATE	MONTH	DATE	MONTH	DATE
JANUARY	70	-- 70	42	-- 42	71	-- 71	118	-- 118	68	-- 68	70	-- 70
FEBRUARY	55	-- 125	58	-- 100	65	-- 136	91	-- 209	89	-- 157		
MARCH	66	-- 191	47	-- 147	90	-- 226	81	-- 290	87	-- 244		
APRIL	53	-- 244	51	-- 198	62	-- 288	63	-- 353	61	-- 305		
MAY	56	-- 300	54	-- 252	59	-- 347	90	-- 443	58	-- 363		
JUNE	73	-- 373	99	-- 351	74	-- 421	128	-- 571	83	-- 446		
JULY	72	-- 445	80	-- 431	90	-- 511	107	-- 678	80	-- 526		
AUGUST	58	-- 503	64	-- 495	116	-- 627	93	-- 771	135	-- 661		
SEPTEMBER	58	-- 561	74	-- 569	101	-- 728	83	-- 854	91	-- 752		
OCTOBER	59	-- 620	64	-- 633	97	-- 825	96	-- 950	74	-- 826		
NOVEMBER	56	-- 676	85	-- 718	116	-- 941	76	-- 1026	59	-- 885		
DECEMBER	57	-- 733	67	-- 785	115	-- 1056	121	-- 1147	63	-- 948		

	2024		DEVIATION FROM LAST YEAR		5 YEAR AVERAGE		DEVIATION FROM 5 YR AVERAGE		15 YEAR AVERAGE		DEVIATION FROM 15 YR AVERAGE	
	RUNS	YEAR	RUNS	YEAR	RUNS	YEAR	RUNS	YEAR	RUNS	YEAR	RUNS	YEAR
	THIS	TO	THIS	TO	THIS	TO	THIS	TO	THIS	TO	THIS	TO
	MONTH	DATE	MONTH	DATE	MONTH	DATE	MONTH	DATE	MONTH	DATE	MONTH	DATE
JANUARY	70	-- 70	2	2	74	74	-4	-4	47	47	23	23
FEBRUARY	--				72	145			43	90		
MARCH	--				74	220			53	142		
APRIL	--				58	278			50	192		
MAY	--				63	341			51	244		
JUNE	--				91	432			49	293		
JULY	--				86	518			60	352		
AUGUST	--				93	611			48	401		
SEPTEMBER	--				81	693			51	451		
OCTOBER	--				78	771			49	501		
NOVEMBER	--				78	849			48	549		
DECEMBER	--				85	934			57	606		

MOST / LEAST RUNS PER MONTH 1976 THRU 2024

	MOST		LEAST		TOTAL		TOTAL		TOTAL	
	YEAR	RUNS	YEAR	RUNS	YEAR	RUNS	YEAR	RUNS	YEAR	RUNS
JANUARY	2022	= 118	1976	= 7	1989	= 273	2001	= 397	2013	= 687
FEBRUARY	2022	= 91	1986	= 9	1990	= 253	2002	= 373	2014	= 566
MARCH	2021	= 90	1980	= 15	1991	= 239	2003	= 485	2015	= 595
APRIL	2018	= 99	1983	= 10	1992	= 240	2004	= 541	2016	= 613
MAY	2022	= 90	1983	= 9	1993	= 262	2005	= 550	2017	= 755
JUNE	2022	= 128	1993	= 13	1994	= 304	2006	= 507	2018	= 772
JULY	2022	= 107	1982	= 11	1995	= 316	2007	= 472	2019	= 733
AUGUST	2023	= 135	1978	= 14	1996	= 328	2008	= 644	2020	= 785
SEPTEMBER	2021	= 101	1977	= 8	1997	= 349	2009	= 595	2021	= 1056
OCTOBER	2021	= 97	1985	= 6	1998	= 389	2010	= 620	2022	= 1147
NOVEMBER	2021	= 116	1985	= 6	1999	= 446	2011	= 631	2023	= 948
DECEMBER	2013	= 156	1982	= 9	2000	= 403	2012	= 536	2024	= 70
TOTAL		1328	TOTAL	117	Total Fire Runs since January 1, 1976 = 19813					

Average per year = 413
Average per month = 34



CHARLOTTE FIRE DEPARTMENT & RURAL FIRE ASSOCIATION

Fire Chief

111 E. Lawrence Ave., Charlotte MI 48813

Ph. 517-543-0241



CFD Monthly Report

EATON COUNTY 911											
Events by Nature Code by Agency											
Agency: CFD, Event date/Time range: 01/01/2024 00:00:00 - 01/31/2024 23:59:59											
Agency Code	Nature Code	Rpt Only	Self Init	CFS	Total	% Total	Avg Disp Time	Avg Resp Time	Avg Scene Time	Total Call Time	Avg Call Time
CFD	CARDIAC OR RESP ARREST	0	0	3	3	4%	0:00:50	0:01:42	0:42:28	2:15:00	0:45:00
	CO ALARM WITH MEDICAL SYMPTOMS	0	0	1	1	1%	0:01:06	0:03:41	0:24:49	0:29:36	0:29:36
	COMMERCIAL FIRE ALARM	0	0	4	4	6%	0:01:24	0:04:33	0:35:21	2:45:11	0:41:18
	COMMERCIAL STRUCTURE FIRE	0	1	0	1	1%	0:00:11	0:02:07	0:48:15	0:50:33	0:50:33
	COMPLAINT FIRE INVESTIGATION	0	0	1	1	1%	0:04:08	0:12:05	0:03:09	0:19:22	0:19:22
	LIGHT RESCUE	0	0	3	3	4%	0:02:15	0:04:43	0:07:54	0:44:38	0:14:53
	MEDICAL ASSIST	0	0	20	20	29%	0:00:14	0:04:43	0:19:37	7:41:08	0:23:03
	MISCELLANEOUS FIRE RUN	0	2	2	4	6%	0:02:09	0:04:39	0:13:47	1:43:15	0:25:49
	MUTUAL AID REQUEST	0	0	1	1	1%	0:00:38	0:17:52	2:46:51	3:05:21	3:05:21
	ODOR INVESTIGATION	0	2	1	3	4%	0:00:06	0:05:14	0:24:13	1:23:19	0:27:46
	PERSONAL INJURY CRASH	0	1	11	12	18%	0:01:29	0:04:29	0:28:59	6:26:53	0:32:14
	STRUCTURE FIRE LARGE	0	0	3	3	4%	0:01:23	0:04:59	1:18:00	4:11:41	1:23:54
	VEHICLE FIRE	0	0	2	2	3%	0:01:08	0:08:01	0:27:19	1:12:57	0:36:29
	WIRES DOWN	0	1	9	10	15%	0:01:12	0:07:32	0:24:43	5:34:31	0:33:27
Subtotals for No Summary Code		0	7	61	68	100%	0:01:18	0:06:10	0:38:58	38:43:25	0:46:20
Subtotals for CFD		0	7	61	68	100%	0:01:18	0:06:10	0:38:58	38:43:25	0:46:20



CHARLOTTE FIRE DEPARTMENT & RURAL FIRE ASSOCIATION

Fire Chief

111 E. Lawrence Ave., Charlotte MI 48813

Ph. 517-543-0241



CFD Monthly Report

EATON COUNTY 911

Event List with Report Numbers

Report #	Call Time	Nature	Location	Prime Unit	Disp.	Close Time
20240000001	01/04/2024 13:53	MEDICAL ASSIST	3483 ISLAND HWY	312	R	01/04/2024 14:08:32
20240000002	01/04/2024 16:15	MEDICAL ASSIST	100-107 BUTTERNUT DR	312	R	01/04/2024 16:27:54
20240000003	01/05/2024 11:19	STRUCTURE FIRE	4981 CARLISLE HWY	311	R	01/05/2024 13:17:02
20240000005	01/05/2024 12:28	VEHICLE FIRE	MATTHEWS RD/W NYE	313	R	01/05/2024 13:11:36
20240000006	01/06/2024 11:14	MEDICAL ASSIST	570 N WASHINGTON ST	312	CLR	01/06/2024 13:08:04
20240000007	01/06/2024 22:28	LIGHT RESCUE	100-107 BUTTERNUT DR	313	R	01/06/2024 22:42:20
20240000008	01/07/2024 15:52	MEDICAL ASSIST	4309 JENKS HWY	312	NR	01/07/2024 16:05:58
20240000009	01/08/2024 13:46	COMPLAINT FIRE	4425 W VERMONTVILLE	311	CLR	01/08/2024 14:05:43
20240000010	01/08/2024 17:28	VEHICLE FIRE	S STEWART RD/E CLINTON	312	R	01/08/2024 17:57:59
20240000011	01/08/2024 17:55	MEDICAL ASSIST	8873 NARROW LAKE RD	312	R	01/08/2024 18:54:01
20240000013	01/09/2024 07:54	WIRES DOWN	E LOVETT ST/PRAIRIE ST	311	CLR	01/09/2024 08:01:25
20240000012	01/09/2024 06:25	PERSONAL INJURY	SI69/E KALAMO HWY	312	CLR	01/09/2024 07:37:06
20240000014	01/09/2024 09:47	PERSONAL INJURY	SI69/S COCHRAN RD	311	R	01/09/2024 11:14:34
20240000015	01/09/2024 20:28	COMMERCIAL FIRE	350 LANSING ST	312	CLR	01/09/2024 21:23:43
20240000019	01/10/2024 15:26	ODOR INVESTIGATION	214 EMERALD DR	312	R	01/10/2024 15:40:43
20240000016	01/10/2024 09:58	WIRES DOWN	309 E LOVETT ST	311	R	01/10/2024 10:13:21
20240000018	01/10/2024 14:42	MEDICAL ASSIST	1091 BATTLE CREEK RD	312	R	01/10/2024 14:51:00
20240000017	01/10/2024 11:10	MEDICAL ASSIST	634 N SHELDON ST	312	ASST	01/10/2024 11:24:56
20240000020	01/10/2024 16:49	MEDICAL ASSIST	1091 BATTLE CREEK RD	312	R	01/10/2024 17:18:11
20240000021	01/10/2024 17:47	PERSONAL INJURY	LANSING ST/NI69	311	CLR	01/10/2024 18:19:29
20240000022	01/10/2024 19:49	COMMERCIAL FIRE	378 STATE ST	CFD	CLR	01/10/2024 19:59:08
20240000023	01/11/2024 03:46	MISCELLANEOUS FIRE	E LAWRENCE AVE/S	312	CLR	01/11/2024 04:10:28
20240000024	01/11/2024 06:19	MEDICAL ASSIST	500 MEIJER ST	312	CLR	01/11/2024 06:22:15
20240000025	01/11/2024 13:54	STRUCTURE FIRE	3324 OTTO RD	312	R	01/11/2024 16:01:28
20240000027	01/12/2024 19:22	WIRES DOWN	230 PLEASANT ST	312	CLR	01/12/2024 19:51:44
20240000026	01/12/2024 18:09	WIRES DOWN	2657 E SPICERVILLE HWY	311	R	01/12/2024 18:36:32
20240000028	01/12/2024 19:27	WIRES DOWN	765 W SEMINARY ST	311	CLR	01/12/2024 20:02:50
20240000030	01/12/2024 21:16	WIRES DOWN	234 VAN LIEU ST	312	CLR	01/12/2024 21:26:30
20240000031	01/12/2024 21:40	WIRES DOWN	9422 WILCOX RD	311	R	01/12/2024 22:33:16
20240000033	01/13/2024 10:15	WIRES DOWN	916 FOREST ST	311	CLR	01/13/2024 10:25:45
20240000032	01/13/2024 09:39	MEDICAL ASSIST	410 MARYJANE	311	CLR	01/13/2024 09:56:58
20240000034	01/13/2024 10:32	CARDIAC OR RESP	309 HIGH ST	312	CLR	01/13/2024 11:57:38
20240000035	01/14/2024 10:23	PERSONAL INJURY	2174 S COCHRAN RD	312	CLR	01/14/2024 10:37:13
20240000036	01/14/2024 18:58	MEDICAL ASSIST	828 E SHEPHERD ST	311	R	01/14/2024 19:24:05
20240000037	01/15/2024 08:38	PERSONAL INJURY	UPLAND AVE/S COCHRAN	312	R	01/15/2024 08:50:13
20240000038	01/16/2024 11:42	MEDICAL ASSIST	893 N STEWART RD	312	CLR	01/16/2024 12:07:16
20240000039	01/16/2024 15:30	CARDIAC OR RESP	1068 CARLISLE HWY	312	R	01/16/2024 16:07:44
20240000040	01/16/2024 17:50	PERSONAL INJURY	207 LANSING ST	311	R	01/16/2024 17:59:44
20240000041	01/16/2024 20:46	PERSONAL INJURY	63 NI69	311	R	01/16/2024 21:12:30
20240000042	01/17/2024 12:49	WIRES DOWN	815 N SHELDON ST	CFD	CLR	01/17/2024 13:07:05
20240000043	01/17/2024 16:39	PERSONAL INJURY	3534 W KALAMO HWY	312	CLR	01/17/2024 17:05:18



CHARLOTTE FIRE DEPARTMENT & RURAL FIRE ASSOCIATION

Fire Chief

111 E. Lawrence Ave., Charlotte MI 48813

Ph. 517-543-0241



CFD Monthly Report

Report #	Call Time	Nature	Location	Prime Unit	Disp.	Close Time
20240000044	01/17/2024 17:04	COMMERCIAL FIRE	1658 LANSING RD	CFD	CLR	01/17/2024 18:20:18
20240000047	01/18/2024 14:11	CARDIAC OR RESP	434-3 STATE ST	312	CLR	01/18/2024 14:25:11
20240000045	01/18/2024 13:06	COMMERCIAL FIRE	1085 E CLINTON TRL	312	R	01/18/2024 13:30:31
20240000046	01/18/2024 14:10	MEDICAL ASSIST	417-43 MAYNARD ST	311	R	01/18/2024 14:14:07
20240000048	01/18/2024 20:00	ODOR INVESTIGATION	541 FOURTH ST	312	R	01/18/2024 20:53:26
20240000049	01/18/2024 21:16	MEDICAL ASSIST	371 N STINE RD	312	R	01/18/2024 21:34:16
20240000050	01/18/2024 22:09	PERSONAL INJURY	63 NI69	312	CLR	01/18/2024 23:12:10
20240000052	01/19/2024 00:15	MEDICAL ASSIST	214 W FIRST ST	312	CLR	01/19/2024 00:27:08
20240000051	01/18/2024 23:08	MISCELLANEOUS FIRE	RR TRACKS/W FIVE POINT	312	R	01/19/2024 00:00:44
20240000053	01/19/2024 11:00	LIGHT RESCUE	758 PEARL ST	312	R	01/19/2024 11:09:48
20240000055	01/20/2024 06:01	MUTUAL AID REQUEST	8207 MULLIKEN RD	315	CLR	01/20/2024 09:07:06
20240000054	01/20/2024 02:16	MISCELLANEOUS FIRE	2551 W VERMONTVILLE	312	R	01/20/2024 02:29:48
20240000056	01/20/2024 18:17	MEDICAL ASSIST	3883 LAMIE HWY	312	R	01/20/2024 18:43:20
20240000057	01/22/2024 11:52	MEDICAL ASSIST	216 N WASHINGTON ST	312	R	01/22/2024 12:03:42
20240000058	01/24/2024 09:27	MEDICAL ASSIST	727 BONNIE ST	312	NR	01/24/2024 09:39:17
20240000059	01/24/2024 16:47	PERSONAL INJURY	N COCHRAN AVE/PACKARD	312	CLR	01/24/2024 16:59:30
20240000060	01/24/2024 17:41	WIRES DOWN	2315 CARLISLE HWY	312	R	01/24/2024 19:51:24
20240000061	01/25/2024 14:16	LIGHT RESCUE	100-107 BUTTERNUT DR	312	R	01/25/2024 14:37:47
20240000062	01/25/2024 23:21	ODOR INVESTIGATION	4208 S STINE RD	311	R	01/25/2024 23:38:10
20240000063	01/27/2024 17:34	CO ALARM WITH	724 WALNUT ST	312	CLR	01/27/2024 18:04:10
20240000065	01/29/2024 16:46	PERSONAL INJURY	N LINCOLN ST/W HARRIS	302	R	01/29/2024 16:59:47
20240000064	01/29/2024 16:43	COMMERCIAL	124 N LINCOLN ST	312	R	01/29/2024 17:34:08
20240000066	01/29/2024 19:58	MEDICAL ASSIST	430-16 S COCHRAN AVE	311	R	01/29/2024 20:17:48
20240000067	01/30/2024 06:45	MEDICAL ASSIST	430-16 S COCHRAN AVE	312	R	01/30/2024 07:10:40
20240000069	01/30/2024 16:35	PERSONAL INJURY	FAIRVIEW HWY/OTTO RD	312	R	01/30/2024 16:57:11
20240000068	01/30/2024 16:25	STRUCTURE FIRE	CHERRY ST/STATE ST	312	CLR	01/30/2024 16:31:48
20240000070	01/31/2024 12:24	MISCELLANEOUS FIRE	S CLINTON ST/W THIRD ST	311	CLR	01/31/2024 12:37:29

Total Number of Events Listed: 68

Kevin Christiansen
Fire Chief
City of Charlotte Fire Department
111 E Lawrence Ave.
Charlotte, MI 48813
Station 517-543-0241
Cell 517-243-8332
www.charlottemi.org

Charlotte Police Department

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

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

Paul Brentar, Chief of Police

January 2024 Monthly Report

Monthly Statistics:

- See attached report.

Training:

- Sgt. Slaughter completed LEIN Operator 2 training.
- Det. Poortvliet completed Gun Legislation training.
- Chief Brentar and Captain Brooks completed ERPO gun legislation updates.
- Administrative Assistant Julie Meyer and Captain Brooks attended FOIA training.
- School Resource Office Callahan completed Responding & Investigating Bomb Threat training.

Staffing:

- Staffing- We are still currently down 2 officer positions. Efforts continue to recruit new applicants.
- Intern- Our newest intern, Robert Davids, from The University of Olivet, started with us this month. He will complete 120 hours with us during this semester.

Operational Highlights:

- LEIN Audit- On 01-16 the department went through our Tri-Annual LEIN Audit with the Michigan State Police. Sgt.'s Slaughter, Hafner, and myself spent many hours prepping for this audit. I'm happy to report that we were found to be in compliance.
- On 01-02, an officer spotted a subject who he knew had active warrants for their arrest. Upon the arrest, narcotics were located and additional charges were sought. The subject was lodged at the jail.
- On 01-03, officers located a subject who had 7 outstanding bench warrants out for their arrest. The subject was lodged at the jail.
- On 01-07, officers assisted the Eaton County Sheriff's Office with a disorderly arrestee at Sparrow Eaton Hospital.
- On 01-09, officers responded to a felonious domestic assault report where a subject was ramming the victim's car and then tried to run over the victim. The suspect had left prior to the officer's arrival. Charges were requested.
- On 01-11, officer assisted the Eaton County Sheriff's Office with an officer-involved shooting at Mt Hope/Gates Rd.

- On 01-12, officers responded to a domestic assault complaint where one of the subjects was suicidal and wanted to jump into traffic. The subject was taken into protective custody. Charges will be sought and the investigation is on-going.
- On 01-15, officers responded to a personal injury crash at Cochran/Upland. One driver was transported to the hospital as a result of the injuries they received.
- On 01-16, officers responded to a personal injury crash at Lansing/Hall. The at fault driver was found to have warrants out for his arrest and was lodged at the jail.
- On 01-18, officers assisted the Olivet Police Department with attempting to locate a subject for one of their investigations.
- On 01-21, officers took numerous reports of larceny from automobile complaints.
- On 01-21, the First Baptist Church requested officers to provide security for a speaker that they had coming in. The church will be reimbursing the city for the overtime costs.
- On 01-24, officers responded to a personal injury crash at Cochran/Packard. One driver was transported to the hospital for minor injuries.
- On 01-26, an officer made a traffic stop and suspected that the driver was intoxicated. After the officer's investigation, it was determined that the driver was intoxicated and was lodged at the jail.
- On 01-27, officers assisted the Eaton County Sheriff's Office with a stabbing on Island Hwy. Officers were able to assist with getting the subject turned over to EMS.
- On 01-28, officers were dispatched to a property damage crash. Upon further investigation it was determined that one of the drivers was intoxicated. The intoxicated driver was lodged at the jail.
- On 01-28, officers assisted the Michigan State Police with a blood draw at Sparrow Eaton.

Outreach/Public Events:

- Officers provided security for the First Baptist Church for their speaker.

Respectfully,



Chief of Police

#DIV/0!	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	2023	%	WARRANTS	ARRESTS
UCR TITLE																	
STATE CRIMES																	
SOVEREIGNTY													0	0	0%		
MILITARY													0	0	0%		
IMMIGRATION													0	0	0%		
Part I Crimes																	
CRIMES AGAINST PERSONS																	
HOMICIDE-MURDER(ATTEMPT)													0	0	0%		
NEGLIGENT HOMICIDE													0	0	0%		
KIDNAPPING													0	0	0		
PARENTAL KIDNAPPING													0	0	0%		
SEX. ASSAULT-ALL													0	6	-100%		
ROBBERY													0	0	0%		
NON-AGG ASSAULT	18												18	16	13%	3	6
AGGRAVATED ASSAULT	2												2	2	0%		
INTIMIDATION/STALKING	9												9	17	-47%		1
PROPERTY CRIMES																	
ARSON													1	0	100%		
EXTORTION													0	2	-100%		
BURGLARY-FORCED													0	1	-100%		1
BURGLARY-W/O FORCE													0	1	-100%		
BURGLARY-ILLEGAL ENTRY													0	2	-100%	1	
POSS BURGLARY TOOLS													0	0	0%		
LARCENY	20												20	32	-38%		
MOTOR VEHICLE THEFT	1												1	4	-75%		
Part II Crimes																	
STOLEN PROPERTY-MOTOR VEHICLE													0	1	-100%		
FORGERY/COUNTERFEIT-ING	1												1	2	-50%		
FRAUDULENT ACTIVITY	6												6	8	-25%		1
EMBEZZLEMENT													0	0	0%		
REC/CONCEALING STOLEN PROPERTY													0	0	0%	1	1
DESTRUCTION OF PROPERTY	2												2	1	100%		
RETAIL FRAUD-ALL	6												6	9	-33%		
UCR TITLE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	LAST YEAR	%	WARRANTS	ARRESTS
MORALS/DECENCY CRIMES																	
V.C.S.A.	3												3	0	300%		2

End of Part II Crimes

#DIV/0!														TOTAL	2023	%	WARRANTS	ARRESTS
UCR TITLE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC						
UCR TITLE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	LAST YEAR	%	WARRANTS	ARRESTS	
JUVENILE MINOR																		
DELINQUENT MINOR	6												6	20	-70%			
RUNAWAY	1												1	2	-50%			
CIVIL-NON CRIMINAL																		
DIVORCE/SUPPORT													0	0	0%			
INCAPACITATION													0	0	0%			
INSANITY	16												16	5	220%			
TRAFFIC																		
CRASH-PD-PUBLIC ST.	29												29	19	53%			
CRASH-PI-PUBLIC ST	4												4	4	0%			
CRASH-FATAL-PUBLIC ST													0	0	0%			
CRASH-PD-PRIVATE	3												3	1	200%			
CRASH-PI-PRIVATE													0	0	0%			
CRASH-FATAL-PRIVATE													1	0	100%			
PROPERTY CIVIL INFRACTION	48												48	12	300%			
PARKING VIOLATION	3												3	14	-79%			
Park. Tickets- 524-2021, 356-2023	62												62	14	342%			
ABANDONED VEHICLE	3												3	4	-25%			
TRAFFIC HAZARD INVES	13												13	2	550%			
TRAFFIC DIRECTION	6												6	2	200%			
TRAFFIC SAFETY PUBLIC APPEARANCE													0	0	0%			
BREATHALYSER TEST-													0	0	0%			
OTHER POLICE													0	0	0%			
ALARMS																		
ALARM-POLICE RESPONSE	9												9	9	0%			
ALARM-MALFUNCTION	1												1	1	0%			
ALARM-TEST	2												2	3	-33%			
ALARM-WATER & SEWER													0	0	0%			
FIRE																		
ACCIDENT-FIRE													0	0	0%			
ACCIDENT-EXPLOSION													0	0	0%			
ACCIDENT-CHEMICAL													0	0	0%			
HAZARDOUS FIRE COND.													0	1	-100%	Fireworks		
FIRE REGULATION VIOL													0	0	0%			
ASSIST BUILDING DEPT													0	2	-100%			

4

SRO STATS

#DIV/0!														UCR TITLE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	2023	%	WARRANTS	ARRESTS
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The School Resource Officer handled 31 calls for service for the Charlotte Public Schools in January.

The SRO's calls include: 5- Non-Agg. Assault, 3- Intimidation/Threats, 1- V.C.S.A, 1- Sex Offense, 4- Public Peace, 6- Delinquent Minor, 1- Runaway, 2-Alarm Test, 2- Suspicious Situation, 1-Suicide Attempt, 1- Assist Citizen, 2- Assist Other Agency, 1- Transport-Paperwork, 1- Assist Eaton County Sheriff Department

VCSA STATS

During the month of January, the Charlotte Police Department dealt with 5 VCSA incidents. They are the follows:

1-Marijuana, 4-Meth,1- Heroin

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



Memo

To: Honorable Mayor Lewis; City Council
From: Mary LaRocque, City Clerk
Date: February 23, 2024 for the February 26, 2024 Council Meeting
Re: Monthly report – Office of the City Clerk

ELECTION NEWS:

Election day is tomorrow Tuesday February 27, 2024. In accordance with election law Polls open at 7:00 a.m. and close at 8:00 p.m. at all polling locations in the State of Michigan. City of Charlotte District 1 polling location is at City Hall 111 E. Lawrence Ave. - Community room on the lower level and District 2 polling location is at the West Side Fire Station – 911 W. Shepherd St. - Community room.

EATRAN is providing free rides to and from polling locations. EATRAN riders must reserve trips to and from Eaton County early voting locations and election day polling centers by calling 517-543-4087 no later than 5 p.m. the day before they plan to vote

Voters participating in the Presidential Primary election are required to select their preferred ballot. Each political party hosts their election to move one of their candidates forward to the General Election and provides their own ballot. It is important that you know the political party of your choice so you are asking for the correct ballot to vote on. You may only cast one vote on one ballot. Each polling location will post sample ballots for review by the public. **Election Inspectors are not able to answer questions relating to political parties or candidates on the ballot, including who may have dropped out of the race or who may be listed as a write-in.** Sample ballots have also been posted at City Hall in the front vestibule or you may view the ballot online here: <https://mvic.sos.state.mi.us/PublicBallot/Index>. If a mistake is made on your ballot, you may ask to spoil it and receive another.

Absent Voter ballots must be received before 8:00 p.m. election day – return your ballot early! Absent voter ballots received after the close of polls February 27, 2024 at 8 p.m. will be rejected.

MOVE (Military and Overseas Voter empowerment) ballots that have been issued MUST be postmarked no later than February 27, 2024 AND be received in my office no later than the 6th day following the election – or Monday March 4th. MOVE ballots not meeting both of these requirements will be rejected.

The 9-days of early voting held at the Carmel Township Offices ended this past Sunday, February 25th.

UPCOMING CITY MEETINGS:

- Planning Commission March 5 - 7 p.m.
- BOR – March 11 - 3 p.m. to 9 p.m.
- City Council – March 11 - 7 p.m.
- BOR – March 12 - 9 a.m. to 3 p.m.
- Camp Frances – March 12 - 6:30 p.m.
- DDA – March 19 - 6:30 p.m.
- City Council Workshop (tentative) March 20 - 7 p.m. (Council Priorities session? See below...)

- City Council – March 25 - 7 p.m.

Visit our website for locations, times, agendas, minutes, etc. click on the meeting date on the city's online calendar: <https://charlottemi.gov/calendar/>

JOB OPENINGS:

Applications are being accepted for the following positions:

- DPW Laborer (full time)
- Deputy Treasurer (full time)
- Finance Director/Treasurer (full time)

*Visit our website for more information here:
<https://charlottemi.gov/human-resources/current-job-openings/>*

ADDRESSING A FEW OF THE PUBLIC COMMENT ITEMS:

Status on High Street speed limit.

This was addressed by Chief Brentar in a report included in the June 19, 2023 meeting minutes: Brentar reported that the department performed a two-week traffic analysis of High Street to determine if additional traffic control is warranted. The fastest radar speed recorded was 36 mph out of 215 vehicles traveling High St. Records indicate that since 2014, only 4 accidents were recorded that resulted in injury. The conclusion was the street does not warrant additional traffic control measures at this time. The school has been contacted to restore power to the digital speed display signs that are owned and controlled by the school.

Unrecognized Hand Raised During Zoom

During the February 12, 2024 meeting, a hand raised by a participant identified as "One Plus DE 2118" via Zoom was not acknowledged. It occurred outside of the designated public comment period; thus, it was not recognized. To participate in public comment via Zoom, it is necessary to raise your hand during the allocated time. Unless specifically solicited, hands raised outside of this time frame will not be acknowledged. The Clerk is collaborating with the Mayor to revise the Council Policy – Order of Business, which will include clearer instructions for Zoom participants, among other updates.

Importance of Social Media Recording of Meetings

First, let me assure you that we are fully compliant with the requirements of the Open Meetings Act, which does not mandate the social media broadcasting of meetings. However, it has been a longstanding tradition for Charlotte to provide social media coverage of its meetings, and the public has come to expect this service. The city conducts two regular business meetings as per the Charter, for which staff is scheduled to broadcast. Monthly workshops, requested by the Council, also have staff assigned for broadcasting. Challenges arise with providing coverage for special meetings due to staffing availability and short notice. It is incumbent upon the Council to consult with the City Manager or the Clerk before selecting a date and time for Special meetings. These efforts are underway to address this issue, with the goal of noticeable improvement in these areas.

ADDRESSING COUNCIL'S LIST OF PRIORITIES

In recent Council Comment sessions, some Council members have expressed a long list and range of individual priorities they wish to see addressed. While it's understandable for individual members to have specific concerns, it's important to remember that as elected officials, your primary focus is on policy-making and representing the interests of our community. As a unified body, it's essential to prioritize and consolidate your collective goals. One effective way to achieve this would be to convene a dedicated Council Priority session. During this session, you can collaboratively identify the most pressing issues that align with both Council and community interests. By collectively determining your top priorities, you can present a consolidated list to the city manager for implementation. This approach ensures that your efforts are streamlined, focused, and effectively address the needs of your constituents. Only then can meaningful progress be made towards enhancing our community's well-being. May I suggest you plan to schedule a Council Priority session for the March 20th Workshop to be held in Council Chambers beginning at 7:00 p.m.? Alternatively, or in addition, you may decide creating an ad-hoc committee to address issues that demand a more focused view, especially for those topics that may result in the creation of, or amendment to, a policy or ordinance.

Respectfully submitted
Mary LaRocque, City Clerk

DEPARTMENT OF PUBLIC WORKS

PROJECT STATUS REPORT

February 23, 2024

PROJECTS IN PROGRESS

Staffing

We are still looking for another employee at the garage.

Budgeting

We are currently working on populating requests for the upcoming budget year. The Director is responsible for six different budgets (parts of General Fund, Major Streets, Local Streets, Recycling, Water & Sewer, and Motor Vehicle Pool. Great care is taken in estimating the remaining needs in the current fiscal year. Additionally, the future budget is contemplated at great lengths. Concurrently with the budgeting, the future capital improvement plans are also updated.

DWAM Grant

Potholing for lead service lines through the grant's contractor is complete. The DPW is continuing to complete potholing, some of which will be reimbursed by the grant. The Arc GIS Online account has been migrated to the City's account. We have submitted a grant amendment to extend the date for completion.

Lead Service Line Identification

When time allows, the DPW staff has been potholing services. Additionally, both divisions are working on obtaining service material inside of houses. New EPA guidelines say we need a complete inventory by October 2025, which we should be able to meet.

Wellhead Protection

While we don't have a grant, the wellhead protection team still meets quarterly.

Sanitary Survey for the Water System

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

Wastewater Plant Local Limits

Staff has been working on the local limits of our permit to accommodate the new Michigan Can Line and proposed business in the industrial park.

Hall Washington McClure Street Reconstruction

The engineer is working with the contractor to close out the MDOT paperwork on the project. We are also working with the Drain Office on their portion of the project.

Safe Routes to School Project

The contractor has pulled off the job for the winter. The contractor has a lot of punch list work to complete, and it's going to happen in the spring. We are continuing to stay up with the MDOT paperwork. A startup meeting for the coming construction season is currently being scheduled.

BL-69 Bridge Replacement-MDOT

We continue to work with MDOT on this project. The permit from the State for bypass pumping of the sanitary sewer has been approved. The contractor submitted their bypass plan to the City, and it was approved with modifications. We have also been working with Consumers Energy on their relocation of gas and electric for this project. There are conflicts with our utilities, so we meet with them and ultimately issue permits for their work. Please note that this will be a complete road closure.

Exempt Railroad Crossings

I submitted paperwork to make exempt three other crossings owned by Charlotte Southern on our City roads. The DSTRs for all of these crossings were held. MDOT has posted crossings on their trunklines (N. Cochran and Lansing Road). Our signs have been ordered.

Island Highway Drain/ Road Project

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

Five Year Park Plan Update

This plan is required by the state to be updated every five years if the municipality wants to apply for DNR grants. We are still waiting for the approval of one neighboring township.

Park Advisory Board

We had our January meeting, but there was not a quorum. I continue to prepare minutes and agendas for this Board. Our next regularly scheduled meeting is in February.

Site Plan Reviews

Reviews are being performed on an ongoing basis. We continue to work with different projects as they work toward completion of their construction. We have been meeting with MI Can regarding their site utilities and improvements.

Permitting

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

Annual Reports

Annual reports are ongoing or have been submitted including, but not limited to Act 51 related items, Arbor Day, and various other MDOT reports and permit requests.

Bid Packages

I have prepared the bid package and maps for the Lawn Mowing bid. It has been posted on the website and sent to prior bidders. I have also been spending time putting together bid documents for the replacement of two roofs at the well field.

— THE CITY OF —
CHARLOTTE
— MICHIGAN —

Memo

To: Honorable Mayor Lewis; City Council
From: Mary LaRocque, City Clerk
Date: February 21, 2024
Re: Claims and Expenditures for Council approval on Monday February 26, 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 February 12, 2024	\$ 8,209.91
Insurance claims week of February 19, 2024	\$ 0.00
Payroll paid Friday February 23, 2024	\$102,237.27
Invoiced claims as of February 21, 2024	<u>\$354,297.52</u>
Total	<u>\$464,744.50</u>

Suggested Motion

Motion to approve Claims and Expenditures in the amount of **\$464,744.50**

02/21/2024 11:55 AM
User: CKOENIG
DB: Charlotte

APPROVAL LIST FOR CITY OF CHARLOTTE
EXP CHECK RUN DATES 02/27/2024 - 02/27/2024
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BANK CODE: POOL

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INVOICE NUMBER	DESCRIPTION	AMOUNT	EXPECTED CHECK RUN
VENDOR NAME: 1ST AYD CORPORATION			
PSI672373	FLOOR POLISH	207.09	02/27/2024
TOTAL VENDOR 1ST AYD CORPORATION		207.09	
VENDOR NAME: ACE HARDWARE & LUMBER CO.			
56232	WOOD SCREWS, OSB BOARDS, WOOD	433.98	02/27/2024
TOTAL VENDOR ACE HARDWARE & LUMBER CO.		433.98	
VENDOR NAME: ADRIAN & BLISSFIELD RAILROAD CO.			
301151	MAINTENANCE OF RAILROAD	1,521.75	02/27/2024
TOTAL VENDOR ADRIAN & BLISSFIELD RAILROAD CO.		1,521.75	
VENDOR NAME: ADVANCE AUTO PARTS			
5565403737136	OIL FILTER, WASHER FLUID, OIL	142.50	02/27/2024
5565403757707	WIRE KIT	67.19	02/27/2024
5565404668131	PARTS FOR VEHICLE EQUIPMENT/ MAINTENANCE	51.51	02/27/2024
TOTAL VENDOR ADVANCE AUTO PARTS		261.20	
VENDOR NAME: AIRGAS USA LLC			
9146404019	TORCH GAS	176.52	02/27/2024
TOTAL VENDOR AIRGAS USA LLC		176.52	
VENDOR NAME: ALS GROUP USA, CORP			
3313A10011	WET TEST	945.00	02/27/2024
TOTAL VENDOR ALS GROUP USA, CORP		945.00	
VENDOR NAME: ALTOGAS			
723997	PROPANE	26.40	02/27/2024
TOTAL VENDOR ALTOGAS		26.40	
VENDOR NAME: AMAZON CAPITAL SERVICES			
13LL-DK6L-N1L1	ACCOUNT # A264N6SLCWDWHU (COMPUTER EQUIP	9.90	02/27/2024
1NHP-9PWH-KWYQ	ACCOUNT # A264N6SLCWDWHU (SUPPLIES)	58.95	02/27/2024
16MW-LN6N-3CMN	ACCOUNT # A264N6SLCWDWHU (PENCIL SHARPE	27.99	02/27/2024
1KC4-CRCR-C1CH	ACCOUNT # A264N6SLCWDWHU (FIRE INSPECTO	443.44	02/27/2024
1PPM-DWJX-9JJD	ACCOUNT # A264N6SLCWDWHU (TONER CARTRIDG	111.98	02/27/2024
1X7J-4PM1-FRH1	ACCOUNT # A264N6SLCWDWHU (OFFICE PRINTER	549.99	02/27/2024
TOTAL VENDOR AMAZON CAPITAL SERVICES		1,202.25	
VENDOR NAME: AMAZON CAPITAL SERVICES - POLICE			
1WH3-K31K-6H3X	ACCT # A1K517P63NLQUT(POLICE) (WEBCAM)	67.32	02/27/2024
TOTAL VENDOR AMAZON CAPITAL SERVICES - POLICE		67.32	
VENDOR NAME: AT&T LONG DISTANCE			
517543228802.	AIRPORT MODEM LINE JAN 14 - FEBRUARY 13	175.21	02/27/2024
517543839602/	CITY HALL MAIN LINE - JANUARY 14 - FEBR	363.35	02/27/2024
517543887402/	DPW CALLOUT JAN 14 - FEB 13, 2024	49.78	02/27/2024
31573146/	AIRPORT INTERNET (JANUARY 27 - FEBRUARY	51.38	02/27/2024
TOTAL VENDOR AT&T LONG DISTANCE		639.72	
VENDOR NAME: AVERY OIL & PROPANE, INC			
959808	AIRPORT- ACCOUNT #12290746	1,497.00	02/27/2024
TOTAL VENDOR AVERY OIL & PROPANE, INC		1,497.00	
VENDOR NAME: BELL EQUIPMENT			
P22327	WHEEL BUSHING, STEERING CYLINDER, LATCH	1,890.45	02/27/2024
TOTAL VENDOR BELL EQUIPMENT		1,890.45	
VENDOR NAME: BLUE CARE NETWORK			
240370020749	MEDICAL COVERAGE (RETIRED) COVERAGE PERI	2,361.17	02/27/2024
240370034561	MEDICAL COVERAGE (COVERAGE PERIOD 03.01.	57,097.41	02/27/2024
TOTAL VENDOR BLUE CARE NETWORK		59,458.58	
VENDOR NAME: BYRUM ACE HARDWARE			
344236	PAINT TRAY SET	13.99	02/27/2024

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INVOICE NUMBER	DESCRIPTION	AMOUNT	EXPECTED CHECK RUN
VENDOR NAME: BYRUM ACE HARDWARE			
344342	BATTERIES, PRUNING SEAL	46.96	02/27/2024
344235	PAINT	35.99	02/27/2024
343694	WESTSIDE STATION BUILDING MAINTENANCE	86.51	02/27/2024
342719	PRIMER,ADAPTER, 90 DEGREE ELBOW	30.95	02/27/2024
343096	WOOD GRADE STAKES	58.95	02/27/2024
344040	HEX BUSHING, VALVE	17.77	02/27/2024
343497	LADDER,EXTENSION POLE	294.98	02/27/2024
344058	UTILITY LIGHT	22.99	02/27/2024
TOTAL VENDOR BYRUM ACE HARDWARE		609.09	
VENDOR NAME: CANON BUSINESS SOLUTIONS INC			
32061256	CONTRACT CHARGE 02.01.2024 - 02.29.2024	253.73	02/27/2024
TOTAL VENDOR CANON BUSINESS SOLUTIONS INC		253.73	
VENDOR NAME: CAPITAL ASPHALT			
5615	COLD PATCH	1,669.80	02/27/2024
5637	COLD PATCH	1,953.60	02/27/2024
TOTAL VENDOR CAPITAL ASPHALT		3,623.40	
VENDOR NAME: CITY OF CHARLOTTE			
01869-02.01.2024	111 E LAWRENCE	2,438.91	02/27/2024
07448-02.01.2024	1005 PAINE DR 3	1,125.48	02/27/2024
03389-02.01.2024	201 HALL ST	149.13	02/27/2024
07445-02.01.2024	1005 PAINE DR	153.54	02/27/2024
07446-02.01.2024	1005 PAIN DR	324.73	02/27/2024
07447-02.01.2024	PAINE 2	3,853.24	02/27/2024
TOTAL VENDOR CITY OF CHARLOTTE		8,045.03	
VENDOR NAME: CLARK HILL PLC			
1400786	LEGAL SERVICES RENDERED JANUARY 31,2024	5,040.00	02/27/2024
TOTAL VENDOR CLARK HILL PLC		5,040.00	
VENDOR NAME: CMP DISTRIBUTORS INC			
013779	LEVEL II CONCEALABLE BALLISTIC VEST	1,035.00	02/27/2024
TOTAL VENDOR CMP DISTRIBUTORS INC		1,035.00	
VENDOR NAME: CONSULTANTS ON CALL, LLC			
20230712-104	MANAGED SERVICE FEES	2,800.00	02/27/2024
TOTAL VENDOR CONSULTANTS ON CALL, LLC		2,800.00	
VENDOR NAME: CONSUMERS ENERGY			
203589010948	1152 S COCHRAN AVE CAMP FRANCIS	59.08	02/27/2024
206614350866	065 & 068 -460 STREETLIGHTS	4,734.16	02/27/2024
201275288076	1213 S COCHRAN AVE	63.41	02/27/2024
201275288077	1216 S COCHRAN AVE	92.37	02/27/2024
201275288078	1216 1/2 S COCHRAN AVE	16.00	02/27/2024
201275288079	1216 S COCHRAN AVE	177.31	02/27/2024
201453220767	620 W SHEPHERD ST	60.62	02/27/2024
202165144575	103 VAN LIEU ST	40.25	02/27/2024
202165144752	1325 ISLAND HWY GATE-AIRPORT	34.58	02/27/2024
203055043439	1310 S COCHRAN AVE	1,675.05	02/27/2024
203144050334	911 W SHEPHERD ST FIRE DEPT 2	3,075.51	02/27/2024
203411039502	811 CHADS WAY	18.57	02/27/2024
203500019338	301 TIRRELL RD R2	1,527.71	02/27/2024
203500019339	301 TIREELL RD MAINTENANCE	604.62	02/27/2024
203589010950	301 TIRRELL RD	239.90	02/27/2024
203589011833	112 1/2 S COCHRAN	28.79	02/27/2024
203766970836	1225 S COCHRAN AVE	28.79	02/27/2024
204211941614	526 W STODDARD ST	28.79	02/27/2024
204389934268	619 W SHEPHERD ST	148.93	02/27/2024
204389934269	620 W SHEPHERD ST	102.99	02/27/2024
204478894205	508 N. SHELDON ST.	131.90	02/27/2024
204745869816	1005 PAINE DR. FRNT GEN CHARLOTTE	23.32	02/27/2024
205101800629	1325 ISLAND HWY	575.56	02/27/2024
205101800630	1329 1/2 ISLAND HWY	45.59	02/27/2024
205368777928	1800 PACKARD HWY	39.95	02/27/2024
205457759877	700 LANSING RD	33.14	02/27/2024
205457761237	108 E LAWRENCE AVE	54.60	02/27/2024

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DB: Charlotte

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INVOICE NUMBER	DESCRIPTION	AMOUNT	EXPECTED CHECK RUN
VENDOR NAME: CONSUMERS ENERGY			
205457761238	108 E LAWRENCE AVE	16.00	02/27/2024
205546747558	1167 E CLINTON TRAIL	80.81	02/27/2024
205813683409	811 CHADS WAY	190.08	02/27/2024
205902721812	245 S COCHRAN AVE	18.89	02/27/2024
206080643645	1227 S COCHRAN AVE	4,530.00	02/27/2024
206436372199	111 E LAWRENCE AVE	2,280.45	02/27/2024
206525354594	201 HALL ST (AREA LIGHTING)	85.97	02/27/2024
206614339124	1064 NORTHWAY	43.57	02/27/2024
206614340832	1005 PAINE DR	416.72	02/27/2024
206614350863	076 - 12 TRAFFIC LIGHTS	455.22	02/27/2024
206614350864	AREA LIGHTING	508.53	02/27/2024
206614350865	076 - 2 TRAFFIC LIGHTS	3.10	02/27/2024
206614350867	TULLY BROWN DR (AREA LIGHTING)	114.64	02/27/2024
206792225449	201 HALL ST	107.27	02/27/2024
206881118878	1325 ISLAND HWY #C	260.08	02/27/2024
206970026588	1104 MIKESELL ST	243.34	02/27/2024
206970026592	544 LANSING ST/WWTP LIFT STATION	93.22	02/27/2024
206970026593	544 LANSING ST	611.15	02/27/2024
206970026594	700 E. SHEPHERD ST.	180.29	02/27/2024
206970026599	1075 INDEPENDENCE BLVD	251.59	02/27/2024
206970026602	1305 S COCHRAN AVE	384.10	02/27/2024
206970026634	1216 S COCHRAN AVE	2,087.52	02/27/2024
206970026677	111 E LAWRENCE AVE	2,820.28	02/27/2024
206970026937	203 HALL ST	75.15	02/27/2024
206970036143	1005 PAINE DR	10,840.94	02/27/2024
TOTAL VENDOR CONSUMERS ENERGY		40,360.40	
VENDOR NAME: COTTER TODD			
275697	REIMBURSEMENT FOR HOSE KIT, DUAL CONTROL	225.90	02/27/2024
TOTAL VENDOR COTTER TODD		225.90	
VENDOR NAME: DELTA DENTAL PLAN OF MICHIGAN			
RIS0005506761	BILLING PERIOD- 03.01.2024 - 03.31.2024	4,623.36	02/27/2024
TOTAL VENDOR DELTA DENTAL PLAN OF MICHIGAN		4,623.36	
VENDOR NAME: DETROIT SALT			
SI24-25389	SALT	9,010.18	02/27/2024
SI24-25354	SALT	8,647.99	02/27/2024
TOTAL VENDOR DETROIT SALT		17,658.17	
VENDOR NAME: DORNBOS SIGN & SAFETY INC.			
INV74101	CUSTOMIZED SIGNS	99.40	02/27/2024
TOTAL VENDOR DORNBOS SIGN & SAFETY INC.		99.40	
VENDOR NAME: DUBOIS COOPER ASSOCIATES INC			
1304262	PUMP REBUILD	1,090.00	02/27/2024
TOTAL VENDOR DUBOIS COOPER ASSOCIATES INC		1,090.00	
VENDOR NAME: EATON COUNTY OF			
2024-00000074	2024 PRE REFUND -200-087-001-151-00 '2	23.74	02/27/2024
2024-00000078	2024 PRE SUM PEN 200-018-400-151-00 '2	0.09	02/27/2024
2024-00000076	2024 - 00000076	2.05	02/27/2024
TOTAL VENDOR EATON COUNTY OF		25.88	
VENDOR NAME: EATON THEATER			
1208.2	ADVERTISING ON SCREENS AND IN LOBBY	420.00	02/27/2024
TOTAL VENDOR EATON THEATER		420.00	
VENDOR NAME: EDWARDS INDUSTRIAL SALES			
3395293	REPLACEMENT COOLING FAN BLADE	65.42	02/27/2024
3394613	BELTS	34.36	02/27/2024
3394528	COOLING FAN	95.57	02/27/2024
3394614	PUMP REPAIR PARTS	58.85	02/27/2024
TOTAL VENDOR EDWARDS INDUSTRIAL SALES		254.20	
VENDOR NAME: EGANIX			
19402	FOG TREATMENT	2,170.00	02/27/2024

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INVOICE NUMBER	DESCRIPTION	AMOUNT	EXPECTED CHECK RUN
VENDOR NAME: EGANIX			
	TOTAL VENDOR EGANIX	2,170.00	
VENDOR NAME: ELECTRICAL TERMINAL SERVICES			
1473666-00	SAFETY EXHAUST COUPLER, HEAT SHRINK BUTT	175.40	02/27/2024
	TOTAL VENDOR ELECTRICAL TERMINAL SERVICES	175.40	
VENDOR NAME: ELHORN ENGINEERING COMPANY			
300779	CHLORINE TABLETS	3,840.00	02/27/2024
300778	PHOSPHATE	4,390.00	02/27/2024
	TOTAL VENDOR ELHORN ENGINEERING COMPANY	8,230.00	
VENDOR NAME: ETNA SUPPLY			
S105337250.001	MXU READERS (54)	10,530.00	02/27/2024
S104903080.003	MXU READERS (2)	310.00	02/27/2024
S105503238.001	METERS	29,880.00	02/27/2024
S105508755.001	VALVE BONNET	775.39	02/27/2024
S105508740.001	VALVE BOX	895.16	02/27/2024
	TOTAL VENDOR ETNA SUPPLY	42,390.55	
VENDOR NAME: FAMILY FARM & HOME			
001746/C	NUTS, BOLTS, WASHERS	4.10	02/27/2024
001745/C	PLUMBING PART	19.98	02/27/2024
	TOTAL VENDOR FAMILY FARM & HOME	24.08	
VENDOR NAME: FERGUSON WATER WORKS FKA			
0180868-2	COUPLERS	609.30	02/27/2024
	TOTAL VENDOR FERGUSON WATER WORKS FKA	609.30	
VENDOR NAME: FIFER INVESTIGATIONS LLC			
2759	BACKGROUND INVESTIGATION	187.50	02/27/2024
	TOTAL VENDOR FIFER INVESTIGATIONS LLC	187.50	
VENDOR NAME: FOSTER SWIFT COLLINS & SMITH PC			
877496	JANUARY 2024 BILLING	166.50	02/27/2024
	TOTAL VENDOR FOSTER SWIFT COLLINS & SMITH PC	166.50	
VENDOR NAME: GALE BRIGGS, INC.			
M916	BIRDSEYE GRAVEL	320.00	02/27/2024
M896	CRUSHED CONCRETE	1,394.71	02/27/2024
M901	BIRDSEYE GRAVEL	340.00	02/27/2024
M899	CONCRETE, CHLORIDE,	403.38	02/27/2024
M904	CONCRETE, CHLORIDE	2,484.00	02/27/2024
M884	CONCRETE, CHLORIDE	1,969.00	02/27/2024
	TOTAL VENDOR GALE BRIGGS, INC.	6,911.09	
VENDOR NAME: GALLOUP			
S113881587.001	PLUMBING FOR SLUDGE PUMP	90.55	02/27/2024
	TOTAL VENDOR GALLOUP	90.55	
VENDOR NAME: GALLS, LLC			
026937687	UNIFORM NAME TAGS	41.27	02/27/2024
	TOTAL VENDOR GALLS, LLC	41.27	
VENDOR NAME: GARAGE DOORS UNLIMITED INC			
24-01409	REPLACE FIRESTATION GARAGE DOORS	76,740.00	02/27/2024
	TOTAL VENDOR GARAGE DOORS UNLIMITED INC	76,740.00	
VENDOR NAME: HASSEL FREE /DPW-WWTP ACCT#010107			
CFSI-10207	ACCNT #010107 (DPW/WWTP) FUEL	2,203.97	02/27/2024
	TOTAL VENDOR HASSEL FREE /DPW-WWTP ACCT#010107	2,203.97	
VENDOR NAME: HASSEL FREE /FIRE ACCT #010109			
CFSI-10255	ACCOUNT # 010109 (FIRE) FUEL	318.40	02/27/2024
	TOTAL VENDOR HASSEL FREE /FIRE ACCT #010109	318.40	

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INVOICE NUMBER	DESCRIPTION	AMOUNT	EXPECTED CHECK RUN
VENDOR NAME: HP RENTALS LLC			
02.15.2024	OVER PAYMENT OF RENTAL REGISTRATION	50.00	02/27/2024
TOTAL VENDOR HP RENTALS LLC		50.00	
VENDOR NAME: INDEPENDENT BANK			
5867-01.12.2024	JANUARY 2024	3,032.08	02/27/2024
TOTAL VENDOR INDEPENDENT BANK		3,032.08	
VENDOR NAME: IRON HORSE EXCAVATION LLC.			
23-864	W LAWRENCE AVE VALVES	13,062.00	02/27/2024
TOTAL VENDOR IRON HORSE EXCAVATION LLC.		13,062.00	
VENDOR NAME: JACK DOHNEY COMPANIES, INC			
219373	FEMALE BRASS COUPLERS, DEFLECTOR PLATE	999.39	02/27/2024
TOTAL VENDOR JACK DOHNEY COMPANIES, INC		999.39	
VENDOR NAME: KENT COMMUNICATIONS INC			
331715	UTILITY BILLS	944.92	02/27/2024
TOTAL VENDOR KENT COMMUNICATIONS INC		944.92	
VENDOR NAME: KNIGHT WATCH, INC.			
INV051389	LOWER LEVEL DOOR REWIRE	2,219.98	02/27/2024
TOTAL VENDOR KNIGHT WATCH, INC.		2,219.98	
VENDOR NAME: KOENIG, CONNIE			
02.08.2024	KEYBOARD & MOUSE	60.77	02/27/2024
TOTAL VENDOR KOENIG, CONNIE		60.77	
VENDOR NAME: LEA'S AUTO BODY			
8028	2021 CHEVROLET TAHOE (REPLACE ROTORS &)	1,211.56	02/27/2024
TOTAL VENDOR LEA'S AUTO BODY		1,211.56	
VENDOR NAME: MICHIGAN NETWORK CONSULTANTS			
2024-20211	IT SERVICES	5,156.25	02/27/2024
20230712-113	IT SERVICES- VIDEO SERVER FOR SECURITY S	1,750.00	02/27/2024
TOTAL VENDOR MICHIGAN NETWORK CONSULTANTS		6,906.25	
VENDOR NAME: MICHIGAN STATE OF			
BLR487812	BOILER CERTIFICATION FEE	75.00	02/27/2024
761-11177716	STORM WATER ANNUAL PERMIT FEE	260.00	02/27/2024
BLR487811	STATE BOILER INSPECTION	75.00	02/27/2024
TOTAL VENDOR MICHIGAN STATE OF		410.00	
VENDOR NAME: MICHIGAN STATE POLICE			
551-630955	SEX OFFENDER REGISTRATION 01.31.2024	390.00	02/27/2024
551-631533	REGISTRATION FEE FOR COURSE	2,500.00	02/27/2024
TOTAL VENDOR MICHIGAN STATE POLICE		2,890.00	
VENDOR NAME: MWEA			
E33856.2	BRANDON YOUNG TRAINING	160.00	02/27/2024
TOTAL VENDOR MWEA		160.00	
VENDOR NAME: NAPA MPEC			
262488	HORN	24.41	02/27/2024
TOTAL VENDOR NAPA MPEC		24.41	
VENDOR NAME: NEW PIG CORPORATION			
24240895-00	HAZARDOUS MATERIAL SUPPLIES	1,085.81	02/27/2024
TOTAL VENDOR NEW PIG CORPORATION		1,085.81	
VENDOR NAME: NORTH CENTRAL LABORATORIES			
499340	LAB SUPPLIES	196.40	02/27/2024
TOTAL VENDOR NORTH CENTRAL LABORATORIES		196.40	

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INVOICE NUMBER	DESCRIPTION	AMOUNT	EXPECTED CHECK RUN
VENDOR NAME: PENN CARE, INC. M105109	MEDICAL SUPPLIES	292.85	02/27/2024
TOTAL VENDOR PENN CARE, INC.		292.85	
VENDOR NAME: POLLY PRODUCTS LLC 186325	BLACK FRAME BENCH	864.45	02/27/2024
TOTAL VENDOR POLLY PRODUCTS LLC		864.45	
VENDOR NAME: PVS TECHNOLOGIES INC 351084	FERRIC CHLORIDE	10,588.53	02/27/2024
TOTAL VENDOR PVS TECHNOLOGIES INC		10,588.53	
VENDOR NAME: QUADIENT - POSTAGE 7900044417194903.2	POSTAGE FUNDING	1,500.00	02/27/2024
Q1197062	COVERAGE PERIOD (DEC 15, 2023 - MARCH 14	474.42	02/27/2024
TOTAL VENDOR QUADIENT - POSTAGE		1,974.42	
VENDOR NAME: ROGERS LLC ERIC 32289	7 OF 10 PAYMENTS FOR DDA SNOW CONTRACT	1,180.00	02/27/2024
TOTAL VENDOR ROGERS LLC ERIC		1,180.00	
VENDOR NAME: SCHEL B & ASSOCIATES LLC 342	ACCOUNTS PAYABLE CHECKS	505.47	02/27/2024
TOTAL VENDOR SCHEL B & ASSOCIATES LLC		505.47	
VENDOR NAME: STAPLES 3558782152	SUPPLIES	20.38	02/27/2024
3558782156	LASER PRINTER	419.98	02/27/2024
TOTAL VENDOR STAPLES		440.36	
VENDOR NAME: THE SHYFT GROUP, INC SVA0014666	VEICLE MAINTENANCE TRUCK #313	20.63	02/27/2024
TOTAL VENDOR THE SHYFT GROUP, INC		20.63	
VENDOR NAME: TRACE ANALYTICAL LABORATORIES 4020488	WATER QUALITY ANALYSIS	274.00	02/27/2024
4020197	WATER QUALITY ANALYSIS	116.00	02/27/2024
TOTAL VENDOR TRACE ANALYTICAL LABORATORIES		390.00	
VENDOR NAME: TRUCK & TRAILER SPECIALTIES DSO014005	REAR SPINNER	167.45	02/27/2024
TOTAL VENDOR TRUCK & TRAILER SPECIALTIES		167.45	
VENDOR NAME: TSC TRACTOR SUPPLY 649236	TOOLS	97.97	02/27/2024
TOTAL VENDOR TSC TRACTOR SUPPLY		97.97	
VENDOR NAME: USA BLUE BOOK INV00253853	FLUORIDE TEST	593.19	02/27/2024
TOTAL VENDOR USA BLUE BOOK		593.19	
VENDOR NAME: VEGA 500881	COUNTY LEVEL CONTROLS	2,367.31	02/27/2024
TOTAL VENDOR VEGA		2,367.31	
VENDOR NAME: VERIZON WIRELESS 9955639467	JANUARY 02 - FEBRUARY 01	1,374.92	02/27/2024
TOTAL VENDOR VERIZON WIRELESS		1,374.92	
VENDOR NAME: VISION SERVICE PLAN MARCH 3	VISION PLAN MARCH 2024	760.37	02/27/2024
MARCH.3	VISION PLAN- MARCH 2024 SAFETY	489.16	02/27/2024
TOTAL VENDOR VISION SERVICE PLAN		1,249.53	

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INVOICE NUMBER	DESCRIPTION	AMOUNT	EXPECTED CHECK RUN
VENDOR NAME: WASTE MANAGEMENT- 8480653-1710-1	REFUSE PICKUP	1,318.98	02/27/2024
TOTAL VENDOR WASTE MANAGEMENT-		1,318.98	
VENDOR NAME: WILLIAMS FARM MACHINERY, INC. 18722	MS 261 SAW	575.99	02/27/2024
TOTAL VENDOR WILLIAMS FARM MACHINERY, INC.		575.99	
VENDOR NAME: WINDEMULLER 233627	AUTOMATION TECHNICIAN FOR ALARMS	1,472.50	02/27/2024
233635	SLUDGE PUMPS	618.00	02/27/2024
TOTAL VENDOR WINDEMULLER		2,090.50	
VENDOR NAME: WOW!BUSINESS 020130258.F	02.11.2024 - 03.10.2024 INTERNET GARAGE	201.97	02/27/2024
TOTAL VENDOR WOW!BUSINESS		201.97	
GRAND TOTAL:		354,297.52	

COMMERCIAL CREDIT CARD STATEMENT 2023

January, 2024

	DATE	VENDOR	DESCRIPTION	ACCOUNT #	AMOUNT	
Christiansen, K.	12/26/2023	Jones & Bartlett	Fire Officer 4E Premier Digital Copy	206-336.000-965.00	\$ 127.95	✓
	12/28/2023	SurveyMonkey	Monthly Subscription	206-336.000-960.00	\$ 49.00	✓
	1/6/2024	Amazon	Emergency Lights	206-336.000-738.00	\$ 146.24	✓
			Subtotal		\$ 323.19	
Fullerton, T	12/11/2023	OSI Batteries.com	Suction Battery - 319	206-336.000-738.00	\$ 49.98	✓
	12/29/2023	Safetystore	years of service pins	206-336.000-815.00	\$ 107.95	✓
			Subtotal		\$ 157.93	
Griffith, M	12/28/2023	Egle	Training - Brian Cowham / Matt Griffith	510-562.000-965.00	\$ 90.00	✓
	1/10/2024	MRWA	Wastewater Conference - Jim Saldana	510-550.000-965.00	\$ 255.00	✓
	1/10/2024	Lowe's	Thermostats - Wells	510-562.000-731.00	\$ 71.92	✓
	1/11/2024	Walmart	Chords / Disinfectant	510-562.000-731.00	\$ 39.26	✓
			Subtotal		\$ 456.18	
Brentar, P	12/16/2023	Galls	Polyester Caps	101-301.000-731.00	\$ 64.30	✓
	12/18/2023	SP Pelican Supply	Window Punch Tool X 17	101-301.000-731.00	\$ 208.31	✓
	1/2/2024	VistaPrint	Photo Mouse Pad X 10	101-301.000-731.00	\$ 102.81	✓
			Subtotal		\$ 375.42	
Smith, A	12/20/2023	Michigan Green Industri	Electrical Hazard Awareness Training x 7	101-445.000-810.00	\$ 270.00	✓
			Subtotal		\$ 270.00	
Lapere, E	1/1/2024	Google	Gsuite - Monthly Subscription	666-228.000-810.00	\$ 983.97	✓
			Subtotal		\$ 983.97	
LaRocque, M.	12/13/2023	State of MI MDeal	Annual Membership Fee	101-215.000-960.00	\$ 180.00	✓
	12/13/2023	Michigan Assessors As	Annual Membership Fee - S. Osborn	101-257.000-960.00	\$ 97.38	✓
	1/5/2024	OPC Service Fee	To File Airport Easement	295-595.000-963.00	\$ 2.60	✓
	1/5/2024	OPC Eaton Register De	To File Airport Easement	295-595.000-963.00	\$ 90.00	✓
	1/8/2024	USPS	Postage due on Returned Election Mail	101-262.000-732.00	\$ 31.02	✓
			Subtotal		\$ 401.00	
Gilson, A					\$ -	
			Subtotal		\$ -	
Myrkle, B	1/11/2024	Speedway	Fuel purchase - Inspector Vehicle - Kanuszews	101-703.000-731.00	\$ 29.39	✓
	1/11/2024	Speedway	Fuel purchase - Inspector Vehicle - Cummings	101-703.000-731.00	\$ 35.00	✓
			Subtotal		\$ 64.39	
Perry, S					\$ -	
			Subtotal		\$ -	
			Total		\$ 3,032.08	

Inquiry on Claims Payable Listing for 2-26-2024

Jon Bartlett <JBartlett@charlottemi.org>

Fri, Feb 23, 2024 at 4:53 PM

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

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

Everyone,

Please see below, my response to Councilmember Chin's questions concerning the Claims Payable List for approval next Monday night, February 26th. As always, if you have any questions or concerns, please let me know.

I would like copies of the bid tabs for the following purchases over 10 K. Some of these may have received sole source approval (just let me know which ones and when.)

ETNA SUPPLY

S105337250.001 MXU READERS (54) 10,530.00 02/27/2024 [see attached invoice](#)

S105503238.001 METERS 29,880.00 02/27/2024 [These were approved by Council. Please see attached.](#)

IRON HORSE EXCAVATION LLC. [See attached Emergency Purchase Report](#)

23-864 W LAWRENCE AVE VALVES 13,062.00 02/27/2024 [part of the emergency purchase memo provided to council.](#)

VENDOR NAME: PVS TECHNOLOGIES INC

351084 FERRIC CHLORIDE 10,588.53 02/27/2024 [Bids are taken annually.](#)

GARAGE DOORS UNLIMITED INC

24-01409 REPLACE FIRESTATION GARAGE DOORS 76,740.00 02/27/2024 [Please see City Website for Bid results](#) [Current and Previous Bids | City of Charlotte \(charlottemi.gov\)](#)

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Joseph Chin, Jr.

517-449-2338

Councilmember District 2

Jon B. Bartlett CGFM (retired)

Finance Director/Treasurer

City of Charlotte

jbartlett@charlottemi.org

517-543-8875

3 attachments



Staff Report- Water Meter Purchase.pdf

143K



ETNA Readers 2-26-2024.pdf

521K



11b-DPW-Emergency-Purchase-council-memo-re-W-Lawrence-Broken-Valve-and-water-service.pdf

91K

INTERIM CITY MANAGER EMPLOYMENT AGREEMENT

THIS AGREEMENT ("Agreement") is made and entered into this 26th day of February 2024, by and between the City of Charlotte, a State of Michigan Municipal Corporation (hereinafter referred to as "City") and Douglas K. Terry ("TERRY") (hereinafter referred to as "Employee"), both of whom understand as follows:

WITNESETH:

WHEREAS, the City desires to employ Douglas K. Terry as its Interim City Manager, in accordance with the provisions of the Charter of the City, under the terms and conditions of this Agreement, and the City Personnel Manual, and;

WHEREAS, Douglas K. Terry desires employment as Interim City Manager of the City of Charlotte, Michigan;

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein set forth, the City and Employee do hereby agree as follows:

SECTION 1. Duties.

- A. Douglas K. Terry ("employee") shall perform all the functions and duties of the office of City Manager on an interim basis as specified in the City Charter and perform other legally permissible and proper additional functions as may be assigned by City Council. All duties shall be performed in a diligent, responsible, and equitable manner in accordance with the City Charter and policies established by City Council.
- B. Employee agrees to comply with the Charlotte City Charter, this Agreement, City ordinances, policies, rules and regulations, and the City Personnel Manual where not in conflict with the City Charter or this Agreement.
- C. Employee shall be responsible to the City Council for the efficient administration of all departments and operations of the City government, except the Office of City Attorney.
- D. The City Council will define goals and objectives which they determine necessary for the proper operation of the City and shall prioritize those goals and objectives.

SECTION 2. Terms and Termination.

- A. This Agreement shall commence from its date of execution and shall terminate 14 days after the start date of a permanent city manager. The City shall allow limited outside employment by Employee with the understanding that such arrangements are subject to City Council disclosure and do not constitute interference or conflict with his responsibilities under this Agreement.
- B. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the City to

terminate the services of the Employee at any time, subject only to the provisions of this Agreement. It is specifically understood and agreed the City Council shall have the right and power to terminate the services of the Employee at any time during the term of his employment for any reason.

- C. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the Employee to resign at any time from his position with the City, subject to the provision set forth in Section 2, Paragraph D of this Agreement.
- D. The removal of the City Manager shall be subject to the vote of a minimum of four attending City Council Members following a duly noticed Council hearing to Employee.
- E. In the event the Employee voluntarily resigns from his position with the City, then the Employee shall give the City at least two (2) weeks written notice of his intention to resign prior to the submission of said resignation or notice of his last date of service.
- F. This Agreement may be terminated at any time by the mutual written consent of the parties. In the event of such a mutually agreeable termination, then the parties hereto shall immediately be released from all obligations hereunder and further shall give up and waive all rights, privileges and benefits hereunder.

SECTION 3. Salary and Employee's Employment Start Date.

- A. The City agrees to pay Employee for his services rendered pursuant hereto at a hourly rate of \$50.00 per hour worked, subject to applicable state and federal withholding and taxation, payable in installments at the same time as other employees of the City are paid during the term of his employment, starting on the Employee's employment start date, February 26, 2024. As an administrative and executive employee, Employee is not entitled to overtime compensation as defined in the Fair Labor Standards Act.
- B. Employee shall receive mileage (the current IRS rate) for utilizing his personal vehicle while in conduct of city business, which includes one round trip per workday to the employee's home. The Employee shall be responsible for paying for liability, property damage, and comprehensive insurance coverage upon such vehicle and shall further be responsible for all expenses attendant to the purchase, operation, maintenance, repair, and regular replacement of said vehicle.
- C. Employee shall be given and required to use, for work purposes only, an individual computer ("laptop") and cell phone, subject to inspection at any time at the sole discretion of the City.

SECTION 4. HOURS OF WORK.

- A. In consideration of the salary and benefits provided in this Agreement, TERRY agrees that he shall work a minimum of 48 hours over a bi-weekly pay period and the Mayor shall approve any additional hours as requested in the performance of the duties and functions of Interim City Manager.
- B. The City Clerk shall be responsible for maintaining the records of the work hours of the employee for payroll purposes, and the interim manager will report time to said clerk.

SECTION 5. OTHER TERMS AND CONDITIONS AND PERFORMANCE

- A. TERRY agrees that in performing the duties of Interim City Manager, he is a visible and public representative of the CITY, and he shall at all times conduct himself in a professional manner.

SECTION 6. GENERAL PROVISIONS.

- A. Where appropriate, any reference to the term "CITY" shall refer to the City Council for the City of Charlotte, a municipal corporation.
- B. This Agreement shall constitute the entire Agreement between the parties and shall supersede and replace any prior agreements between the parties, either written or oral. This Agreement may not be changed or modified unless in writing signed by both parties.
- C. City Authority. Employee agrees to observe and comply with the City Charter, City ordinances, policies, rules, and regulations of the City, as adopted by the City Council, either orally or in writing, and to carry out and to perform orders, directions and policies announced to Employee by the City Council or through its designee, from time to time, either orally or in writing. Employee specifically understands that the City Council shall have the final authority, the power to direct, control or supervise the manner and time of Employee's duties as is consistent with the City Charter, Personnel Manual, local regulation, rules and Council resolution, and laws of the State of Michigan.
- D. Governing Law. In view of the fact that the City is a municipal corporation of the State of Michigan, it is understood and agreed that the construction and interpretation of this Agreement shall, at all times and in all respects, be governed by the laws of the State of Michigan, in the State Courts of Eaton County.
- E. Entire Agreement. This Agreement contains the entire agreement and understanding by and between the City and Employee with respect to the employment of Douglas Terry as Interim City Manager, and no representations, promises, contracts or understandings, written or oral, not contained herein, shall be of any force or effect. Further, no elected or appointed official or employee of the City has the power or authority presently or hereafter to add to, waive, or modify any of the terms and conditions contained herein. No change or modification of this Agreement shall be valid or binding unless it is in writing and signed by the party intending to be bound, which in the case of the City means the City Council acting pursuant to official City Council action. No waiver of any provisions of this Agreement shall be valid unless it is in writing and signed by the party against whom the waiver is sought to be enforced, which in the case of the City means the City Council acting pursuant to official Council action. No valid waiver of any provision of this Agreement, at any time, shall be deemed a waiver of any other provision of this Agreement at such time or at any other time.
- F. Prohibition Against Assignment. Employee agrees on behalf of himself and his executors, administrators, heirs, legatees, distributees, and any other person or persons claiming any benefit under his by virtue of this Agreement, that this Agreement and the rights, interest and benefits hereunder shall not be assigned, transferred or pledged in any way.

- G. Severability of Invalid Provision. The provisions of this Agreement shall be deemed severable; the invalidity or unenforceability of anyone or more of the provisions of this Agreement shall not affect the validity and enforceability of other provisions. This Agreement shall be construed in all respects as if such invalid or unenforceable provisions were omitted.

SECTION 7. Defense and Indemnification.

- A. To the extent permitted by law and the City's applicable insurance coverage, except as provided herein, City shall defend, save harmless, and indemnify Employee against any and all claims or demands, whether groundless or otherwise, arising out of any alleged act or omission occurring in the performance of Employee's duties as Interim City Manager, except as to those acts or omissions deemed to constitute gross negligence (which means conduct so reckless as to demonstrate a substantial lack of concern for whether or not any injury results), misconduct (as identified herein), and/or criminal acts. City shall provide, at no cost to Employee, the services of the City Attorney or other legal counsel to represent Employee. Except as provided herein, should Employee's employment be terminated, voluntarily or otherwise, while any such civil suit or claim is pending, in which Employee is a named party prior to termination of employment, City shall continue to provide such counsel and representation, on behalf of Employee, at City's sole expense, until such time as said claim or suit is settled, compromised, and/or adjudged, notwithstanding the termination of Employee's employment. City may compromise and settle any such claim or suit and shall pay the amount of any settlement or judgment rendered thereon. City shall indemnify Employee for any and all travel and/or lodging expenses which may be incurred by Employee as a result of any such claims. Employee shall cooperate fully with City in the investigation, prosecution, and/or defense of such claims. The provisions of this Section shall survive the termination and/or expiration of this Agreement.
- B. This section shall be deemed to apply to any civil suit or claim which may arise after the termination of Employee's employment, in which Employee is a named party in his capacity as an officer and/or employee of the City; provided, however, provided that such claim or suit does not allege any allegations of or acts gross negligence, misconduct as identified above, and/or criminal act(s) by Employee.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed on the day and year first above written.

INTERIM CITY MANAGER,

On behalf of the CITY OF CHARLOTTE,

Douglas K. Terry
Employee

Mary LaRocque,
Clerk

Date: _____

Date: _____



Memo

To: Honorable Mayor Lewis; City Council
From: Paul Brentar, Chief of Police
Date: 02-20-2024
Re: Sole Source Request- FY 24 Community Project Funding grant through Congresswoman Slotkin

Background

In March of 2023, I applied for a \$720,000 grant through Congresswoman Elissa Slotkin's office on behalf of the Eaton County Active Violence Team (Active Shooter) for medical supplies to be put in every class room throughout Eaton, Ingham, and Clinton counties. The grant also includes medical bags and breaching equipment to be put in every patrol car throughout those counties as well. The main leaders of this group are Captain Brooks (former Lt. Brooks of ECSD), Chief Mike Roman of the Grand Ledge Fire Dept, Lt. Paul Creger of the Eaton Rapids Police Department, and myself. We have been teaching Active Violence response throughout the county since roughly 2015 to first responders, school staff, and civilians. During this time, Chief Roman came up with a medical kit through Bound Tree Medical, called the Roman Teacher Aid Kit, or RTAK. These kits are designed so that teachers/school staff can administer lifesaving stop the bleed measures before first responders can get to them during active violence incidents. Some school districts within our county have already purchased and implemented these into their classrooms along with being trained by ourselves on how to use them. Also, part of this grant was to put medical bags and breaching equipment in every patrol vehicle within the three (3) counties. Some agencies, including ours, have these bags and breaching equipment already but our goal was to get these in every patrol car.

In April of 2023, after submitting more than 50 letters of support from Eaton, Ingham, and Clinton counties, I was advised that our grant was one of those selected by the Congresswoman to receive funding. Since Congress has not been able to reach a consensus on the federal budget, I have not received this funding money yet.

These RTAK kits and the medical bags already in use are made by one medical supplier, Bound Tree Medical, and are the same as those already in some classrooms. Since we already have this medical gear in use and have trained staff elsewhere on how to use it, and some agencies already have this same gear, it only makes sense to keep uniformity with the rest of the gear so that in the event we respond to an incident like this, the equipment can be swapped between school staff and first responders saving precious time. Therefore, I'm recommending that City Council allow for the sole source purchase of medical supplies from Bound Tree Medical for this grant. The breaching equipment can be purchased from more than one vendor so I will be seeking out other quotes for that equipment.

Recommendation

City Council approve sole source purchasing from Bound Tree Medical for the medical supply portion of this grant.

Financial Impacts

None

Suggested Motion

City Council approves sole source purchase of medical supplies from Bound Tree Medical with funds available from the FY 24 Community Project Funding Grant through Congresswoman Slotkin's office.