



PROPOSED AGENDA
REGULAR MEETING OF THE CHARLOTTE CITY COUNCIL
111 E. Lawrence Ave, Charlotte, MI 48813 (517) 543-2750
7:00 P.M. Monday, June 10, 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/88059952547>
One tap mobile: +16465588656,,88059952547#
Telephone: (312) 626-6799 Webinar ID: 880 5995 2547

- 1. Call to Order**
- 2. Roll Call**
- 3. Invocation – Jack Conklin, Lawrence Ave. Methodist Church**
- 4. Pledge of Allegiance**
- 5. Approval of Minutes**
 - a. May 28, 2024 Regular Council Meeting
- 6. Absence of Council Members**
- 7. Public Comment** - Limit presentation to five (5) minutes. Attendees desiring to address council who are participating with ZOOM may raise your hand now or if attending via a phone call, press *9 (star nine) on your keypad
- 8. Approval of Agenda**
- 9. Special Presentation**
 - a. Proclamation honoring Interim City Manager Douglas Terry with the Key to the City
- 10. Communications and Committee Reports**
 - a. City Attorney Report
 - b. Capital Improvement Plan 2025-2030
 - c. Councilmember Committee Reports
- 11. Consent Agenda**
 - a. Approval of Claims and Expenditures totaling \$283,126.79
 - b. 4 th Quarter 2024 Budget Amendments Resolution 2024-17



12. Business Agenda

- a. Consider approval of Resolution 2024-18 To approve the budget for the fiscal year that begins July 1, 2024, to set rates of taxation, and to authorize other related actions
- b. Consider approval of Resolution 2024-19 Authorizing street closure for the CharlotteRising cornhole tournament event Saturday July 20, 2024
- c. Consider approval to purchase the BS&A Purchasing software module
- d. Consider awarding a sealed bid contract for the 750,000-gallon elevated tank, dry interior access tube and exterior repainting project to Fedewa, Inc.
- e. Consider a cooperative purchase for a 60-month lease agreement with Ricoh USA, Inc. for copier machines for the Clerk and Police departments.

13. Public Comment - Limit presentation to five (5) minutes. Attendees desiring to address council who are participating with ZOOM may raise your hand now or if attending via a phone call, press *9 (star nine) on your keypad

14. Staff Comment

15. Mayor and Council Comments

16. 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 7:00 p.m.
May 28, 2024

CALL TO ORDER:

By Mayor Lewis on Tuesday May 28, 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; Interim City Manager Terry, City Clerk LaRocque, City Attorney Revore, and in the audience Fire Chief Christiansen, Assistant Fire Chief Fullerton, Police Chief Paul Brentar and acting Finance Director Karen Lancaster from The Woodhill Group

INVOCATION:

Dennis Weeks – Chester Gospel Church

PLEDGE OF ALLEGIANCE:

Led by Lewis

APPROVAL OF MINUTES:

- a. May 13, 2024 Regular Council Meeting Minutes

A correction to Chin's EATRAN council comments was noted

Motion by Scott supported by Rodriguez to approve the minutes as amended, Carried; Yea 7; Nay 0; Absent 0

ABSENCE OF COUNCIL MEMBERS:

All present

PUBLIC HEARING:

- a. 24/25 Fiscal Year Budget

No comments

PUBLIC COMMENT:

Jodee P (via zoom) would like explanation on what the expenditures for the Grand Trunk Railroad, Clothing allowance, and Acme Sports are for in the proposed budget. Has the Carmel Township letter to end the contract been sent and what is the schedule for negotiations.

APPROVAL OF AGENDA:

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

SPECIAL PRESENTATION:

- a. Back the Blue presentation to the Charlotte Police Department

Nicole Christensen presented Police Chief Brentar with a check for \$6,500.00; \$5,000 of which is raised for a K-9 unit, and \$1,500 goes to the scholarship fund

- b. Purchasing policy review and recommendation by The Woodhill Group

Ms. Lancaster recommends adding the BS&A purchasing software to mechanize tracking of expenditures, add a distinction to separate professional services and add a best source clause to the policy to offer some flexibility.

COMMUNICATIONS AND COMMITTEE REPORTS:

- a. City Manager Report

Includes departmental reports.

- b. Staff report on the status of Downtown Development Authority finances
- c. Financial reports for the quarter three ending 3/31/24
- d. Response provided by The Woodhill Group to questions received regarding the Fire SAD that was approved by the Council May 13, 2024
- e. Response provided by Interim City Manager Doug Terry to resident David Barnett regarding idling police cars
- f. Councilmember Committee Reports

Camp Frances – Christensen – thanked the Mayor for appointing him, he really enjoys working on this board. The Camp is a great place to host an event. Thanked DPW for keeping road graded. The Septic tank is scheduled to be pumped this coming week.

Library – Scott – this Friday, please come meet the new Librarian at 6 p.m.

CONSENT AGENDA:

- a. Approval of Claims and Expenditures totaling \$518,743.96
- b. Consider approval of Resolution 2024-16 to amend the operating and capital budget appropriation of funds FY 23/24

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

BUSINESS AGENDA:

- a. Consider approval of recommendations to the Purchasing policy as presented by The Woodhill Group

The Council is favorable to purchasing the BS&A Purchasing module, to be considered on the next meeting agenda

Motion by Chin supported by Rodriguez to **table** the action until the June 24 meeting. Carried by roll call vote; Yea 7; Nay 0; Absent 0

- b. Consider amendment to Interim City Manager Doug Terry's contract

Motion by Duweck supported by Rodriguez to **table** this discussion and revisit it as item h on this agenda. Carried Yea 7; Nay 0; Absent 0.

- c. Consider approval of sealed bid contract to T.H. Eifert Mechanical Contractors for the torque tube replacement project

Motion by Chin supported by Fullerton to approve. Carried; Yea 7; Nay 0; Absent 0

- d. Consider approval contract agreement for professional services with Assessing Solutions, Inc.

Council wishes to include provisions for an annual performance review.

Motion by Chin supported by Scott to approve contract with amended language. Carried Yea 7; Nay 0; Absent 0

- e. Consider approval of a motion to remove Atty. Kluck as labor attorney

Motion by Chin supported by Duweck to approve. Carried Yea 7; Nay 0; Absent 0

- f. Consider approval of Police vehicle purchases

Motion by Scott supported by Duweck to approve. Carried; Yea 7; Nay 0; Absent 0

- g. Discussion on the CFD SAFER grant

Motion by Fullerton supported by Scott to approve. Carried by roll call vote; Yea 7; Nay 0; Absent 0

- h. Consider amendment to Interim City Manager Doug Terry's contract

It was determined the contract for Mr. Terry provides that he will continue to work with the new manager for two weeks, and therefore no immediate amendment is needed.

PUBLIC COMMENT:

John Laupp, resident – expressed concerns about the Carmel Township letter not being sent timely.

Jodee P (Via Zoom) – supports BS&A Purchasing module purchase, suggested a police cadet program.

Zach Story (Via Zoom) – would like to see (Carmel Township) contract meetings open to the public, wants letter sent immediately.

Kevin Christiansen – thank you for approving the SAFER grant. ISO rating received, our numbers improved from 4 to 3 over the previous rating date with 10 being the lowest, this has a positive affect on insurance rates. The CFD will begin watering the flowers downtown

Cooper Frost, resident - approves speed control measures on High St.

STAFF COMMENTS:

No comments

MAYOR AND COUNCIL COMMENTS:

Christensen – Carmel Township removed themselves from the RFA and are responsible for the current issues, not the CFD. Glad he turned down the water/sewer rate increase. Glad ISO rating will help with insurance rates. Back the Blue efforts and successes are contributed to his wife Nicole, he is proud of their efforts and thanked all attendees tonight.

Fullerton – ISO rating in 1973 was 7 when he began. He encourages residents to contact their insurance carriers to notify them of the 3 rating. 400 hours are spent by volunteer firefighters to obtain certifications, they work hard, we should all be proud.

Scott – Good PR for CFD watering flowers. Charlotte Community Choir annual concert tomorrow night at 7:00 at First Congregational.

Chin – Citizen complaint received and given to administration regarding a sidewalk going to Galewood Elementary School. Would like another study session to go over the budget. Not approving the water rate increase. Would like a copy of CharlotteRising contract, provisions to pay non-profit organizations require certain conditions. Thanked finance department for the draft of the Capital Improvement Plan. EATRAN – would like a concrete pad installed to place a shelter at the Courthouse Square.

Rodriguez – Galewood schools, the back sidewalk leads to a playground and the locked fence is for safety reasons. The new sidewalk goes along the road and it's the old sidewalk at the back. Glad the decision to approve the SAFER grant passed, hopes there will be no issues in three years when grant funds end causing us to eliminate those positions. Suggests a committee rule to require a written report to the council.

Lewis – Thank you to CFD for providing water to the garden in the industrial park. TY Scott and Rodriguez for the review of background check committee, done and signed this morning. Hillard's first day is Thursday at 8:00.

RECESS TO CLOSED SESSION:

Motion by Duweck supported by Fullerton to recess to closed session pursuant to section 8(c) of the open meetings act

regarding negotiations of collective bargaining agreements as requested by a party. Carried Yea 7; Nay 0; Absent 0

RECONVENE OPEN SESSION:

Motion by Duweck supported by Scott to reconvene open session. Carried by roll call vote. Yea 7; Nay 0 Absent 0

COLLECTIVE BARGAINING AGREEMENTS:

- a. Consider approval of City of Charlotte and Police Officers Labor Charlotte Police Non-Supervisory Unit, collective bargaining agreement, 2024-2027

Motion by Duweck supported by Chin to approve the tentative agreement between the City of Charlotte and Police Officers Labor Charlotte Police Non-Supervisory Unit, dated May 15, 2024, and to incorporate the tentative agreement into the successor collective bargaining agreement for 2024-2027 according to its terms, in substantial form, and to authorize the Mayor, City Clerk, and City Manager to execute the 2024-2027 collective bargaining agreement. Carried by roll call vote Yea 7; Nay 0; Absent 0

- b. Consider approval of City of Charlotte and Police Officers Labor Charlotte Police Supervisory Unit, collective bargaining agreement, 2024-2027

Motion by Duweck supported by Christensen to approve the tentative agreement between the City of Charlotte and Police Officers Labor Charlotte Police Supervisory Unit, dated May 22, 2024, and to incorporate the tentative agreement into the successor collective bargaining agreement for 2024-2027 according to its terms, in substantial form, and to authorize the Mayor, City Clerk, and City Manager to execute the 2024-2027 collective bargaining agreement. Carried by roll call vote Yea 7; Nay 0; Absent 0

ADJOURN:

Motion by Scott supported by Duweck to adjourn the meeting at 10:35 p.m. Carried; Yea 7; Nay 0; Absent 0

Respectfully submitted,
Mary LaRocque, City Clerk

PROCLAMATION OF RECOGNITION

Honoring Interim City Manager Douglas Terry with the Key to the City

Whereas, it is with great honor and heartfelt gratitude that we recognize the exceptional service and dedication of Mr. Douglas Terry, who has served as the interim City Manager of Charlotte with unwavering commitment and distinction; and

Whereas, Mr. Douglas Terry has tirelessly devoted his time, expertise, and leadership to the betterment of our community, demonstrating exceptional professionalism, integrity, and vision in every endeavor undertaken; and

Whereas, under Mr. Douglas Terry's guidance, Charlotte has seen remarkable progress and growth, with numerous initiatives and projects successfully implemented for the benefit of all residents, businesses, and visitors alike; and

Whereas, Mr. Douglas Terry's compassion, empathy, and genuine concern for the welfare of our community members have been evident in every interaction, fostering a sense of unity, inclusivity, and pride throughout our city; and

Whereas, it is fitting and proper that we, the Mayor, City Council, staff and all the citizens of Charlotte, express our deepest appreciation and gratitude to Mr. Douglas Terry for his exemplary service, leadership, and contributions to the prosperity and well-being of our beloved city.

Now, therefore, be it proclaimed that:

We hereby extend our sincerest thanks and appreciation to Mr. Douglas Terry for his outstanding service and dedication to the City of Charlotte, and we wish him continued success and fulfillment in all future endeavors.

In recognition of Mr. Douglas Terry's exemplary leadership and significant contributions, we hereby bestow upon him an honorary Key to the City, symbolizing our utmost respect, admiration, and gratitude for his exceptional service and commitment to the betterment of our community.

Signed and sealed this 10th day of June, 2024

Tim Lewis, Mayor of Charlotte

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

ATTORNEYS AT LAW

3410 BELLE CHASE WAY, SUITE 600

LANSING, MICHIGAN 48911

TELEPHONE (517) 351-0280

FAX (517) 351-3583

www.mcgintrylaw.com

MEMORANDUM

TO: Charlotte City Council

FROM: Thomas M. Hitch, David M. Revore, City Attorneys

RE: **CITY ATTORNEY REPORT – May 2024 Through June 6, 2024**

DATE: June 7, 2024

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

1. Airport. Our office has reviewed for revisions for the Airport Management Agreement and Lease and Operating Agreement.
2. Finance Services. Continued work with Karen Lancaster regarding City Finances and collective bargaining.
3. Social District. Continue work with City officials and CharlotteRising for implementation of the Social District.
4. District Court. Prosecute misdemeanor offenses.
5. Collective Bargaining. Tentative Agreements for Patrol and Supervisors POLC contracts. Continued work on final CBA language. On-going contract negotiations with Charlotte Fire Fighters, IAFF Local 5290 and Service Employees International Union Local 517M.
6. Cannabis Program. Work with Clerk, Fire and Police officials regarding documents and applications.
7. Ordinance Revisions. Certain Code sections are under review to include the Timepiece Park to allow for Social District use. Code sections § 38-2 ALCOHOLIC BEVERAGES, § 6-3 CONSUMPTION IN PUBLIC and § 6-4 UNCAPPED CONTAINERS to allow for Social District use.
8. Conversations with the Mayor, City Manager, and Doug Terry, Chief of Police, Chief of Fire Department and Directors. This office maintains frequent conversations with City officials regarding a variety of City matters.

DMR



Memo

To: Honorable Mayor Lewis and the City Council

From: City Manager Terry

Date: June 10, 2024

Re: Capital Improvement Plan 2025-2030

Introduction

During the budget preparation, departments participated in developing the 2025-2030 Capital Improvement Plan (CIP). The CIP reflects identified capital needs across all funds of the City to allow for future planning and to illustrate City capital funding needs.

The CIP is a plan and does not necessarily represent a budget request. For the 2024-25 budget, the City could not afford the total amount of identified capital in the CIP. The budgeted CIP projects include:

Project	Amount
General Fund: Upgrade flooring in City Hall	\$24,000
General Fund: HVAC Controls Upgrade	\$40,000
General Fund: Rear Approach Cement	\$12,000
General Fund: Bathroom Upgrade	\$30,000
General Fund: Police Work Stations/Carpet	\$20,000
General Fund: Replace 2 Patrol Cars	\$125,000
General Fund: Playground Equipment	\$15,000
Major Streets	\$500,000
Fire Fund	\$785,623
Motor Vehicle Pool Fund	\$242,000
Water and Sewer Fund	\$1,110,000

Recommendation

We are recommending City Council approve the 2025-2030 Capital Improvement Plan.

Financial Impacts

Financial impacts are as stated above.

Suggested Motion

City Council moves to accept the 2025-2030 Capital Improvement Plan.

	A	B	C	D	E	F	G	M	N	O	P	Q	R	S
2	CITY OF CHARLOTTE CAPITAL IMPROVEMENT PROGRAM 2025-2030													
3														
4	FUND	Department	Project Title	Priority Ranking	Estimated Useful Life	Source of Funding	Project Narrative/Purpose	2024-2025 Expenditure	2025-2026 Expenditure	2026-2027 Expenditure	2027-2028 Expenditure	2028-2029 Expenditure	2029-2030 Expenditure	City Expenditure
5														
6	GENERAL	City Hall	Install upgrades to City Hall Elevator pursuant to OTIS Mechanic Recommendations	2	20	General Fund	City Hall Elevator is showing signs of wear and tear and it has been recommended that the mechanicals be upgraded for added safety	\$187,000						\$187,000
7	GENERAL	City Hall	Generator Replacement for City Hall	2	20	General Fund/Grants	Current generator has reached its useful life and has safety concerns that the exhaust is too close to the HVAC intake at City Hall.	\$350,000						\$350,000
8	GENERAL	City Hall	HVAC Controls Upgrade	3	20	General Fund	HVAC Controls are outdated and need to be upgraded	\$35,000						\$35,000
9	GENERAL	City Hall	City Hall Building Improvements on Fire Department Side of Building	3	20	General Fund	Outside rear approach, Kitchen floor, and Office areas need to be upgraded and/or repaired	\$24,000						\$24,000
10	GENERAL	City Hall	City Hall Carpeting	3	10	General Fund	City Hall carpeting in the Clerk/Treasurer area needs to be replaced	\$15,000						\$15,000
11	GENERAL	City Hall	City Hall Bathrooms	3	15	General Fund	City Hall 2nd floor and basement bathrooms need to be fully remodeled. Fixtures are old, wallpaper is peeling, stalls need to be reconstructed, etc	\$30,000	\$30,000					\$60,000
12	GENERAL	Clerk	Records Management System	4	15	General Fund	Purchase thru competitive bid process a software management solution for document and records management and retention	\$10,000						\$10,000
13	GENERAL	Parking Lots	Parking Lot Design	4	15	General Fund				\$30,000				\$30,000

	A	B	C	D	E	F	G	M	N	O	P	Q	R	S
2	CITY OF CHARLOTTE CAPITAL IMPROVEMENT PROGRAM 2025-2030													
3														
4	FUND	Department	Project Title	Priority Ranking	Estimated Useful Life	Source of Funding	Project Narrative/Purpose	2024-2025 Expenditure	2025-2026 Expenditure	2026-2027 Expenditure	2027-2028 Expenditure	2028-2029 Expenditure	2029-2030 Expenditure	City Expenditure
14	GENERAL	Parking Lots	Lot #1 Reconstruction	3	15	General Fund		\$50,000	\$50,000	\$50,000	\$50,000			\$200,000
15	GENERAL	Parking Lots	Lot #8 Reconstruction	3	15	General Fund	Reconstruct Lot #8. Re-stripe, and repair curbs and gutters	\$0				\$200,000		\$200,000
16	GENERAL	Parks	Oak Park Master Plan	4	5	General Fund		\$15,000						\$15,000
17	GENERAL	Parks	Oak Park Upgrades	4	15	General Fund			\$150,000					\$150,000
18	GENERAL	Parks	Playground Equipment Replacement	4	20	General Fund	Part of a multi-year program to replace playground equipment	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$90,000
19	GENERAL	Police	Construction of New Pole Barn	2	30	General Fund	Build a 40x80 Pole Barn to store evidence securely and safely. Current storage is not secure	\$100,000						\$100,000
20	GENERAL	Police	Police Vehicle Replacement Program	2	3	General Fund	Replace old, unsafe, and inoperable vehicles. Costs include changeover costs and graphics	\$125,000	\$130,000	\$200,000	\$140,000	\$150,000	\$210,000	\$955,000
21	GENERAL	Police	Work Station and Carpet Replacement	3	7	General Fund	Upgrade current workstations and replace carpet in Police Department Offices	\$30,000						\$30,000
24	TOTAL GENERAL FUND							\$986,000	\$375,000	\$295,000	\$205,000	\$365,000	\$225,000	\$2,451,000
25														

	A	B	C	D	E	F	G	M	N	O	P	Q	R	S
2	CITY OF CHARLOTTE CAPITAL IMPROVEMENT PROGRAM 2025-2030													
3														
4	FUND	Department	Project Title	Priority Ranking	Estimated Useful Life	Source of Funding	Project Narrative/Purpose	2024-2025 Expenditure	2025-2026 Expenditure	2026-2027 Expenditure	2027-2028 Expenditure	2028-2029 Expenditure	2029-2030 Expenditure	City Expenditure
26	202	Major Streets	CPM	3	12	Act 51/County		\$250,000		\$250,000	\$250,000	\$250,000	\$250,000	\$1,250,000
27	202	Major Streets	Lincoln St. Engineering & Construction			Act 51			\$1,300,000					\$1,300,000
28	202	Major Streets	TBD Project Engineering	3	12	Act 51			\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$150,000
29	202	Major Streets	W. Harris Street	3	12	Act 51/MDOT	Engineering and Construction of W. Harris St. including new curbs and				\$425,000			\$425,000
30	TOTAL MAJOR STREETS							\$250,000	\$1,330,000	\$280,000	\$705,000	\$280,000	\$280,000	\$3,125,000
31														
32														
34	203	Local Streets	County Millage Project	15		Act 51/County Appropriation			\$250,000					\$250,000
35	203	Local Streets	Repair/Construction			TBD		\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$300,000
36														\$0
37	TOTAL LOCAL STREETS							\$50,000	\$300,000	\$50,000	\$50,000	\$50,000	\$50,000	\$550,000
38														
39														
40	206	Fire	Rescue Pumper (314) - ORDERED		20	Fire Fund/Grants		\$749,673						\$749,673
41	206	Fire	Command Vehicle		15	Fire Fund			\$70,000					\$70,000
42	206	Fire	Mini-Pumper		10	Fire Fund				\$350,000				\$350,000

	A	B	C	D	E	F	G	M	N	O	P	Q	R	S
2	CITY OF CHARLOTTE CAPITAL IMPROVEMENT PROGRAM 2025-2030													
3														
4	FUND	Department	Project Title	Priority Ranking	Estimated Useful Life	Source of Funding	Project Narrative/Purpose	2024-2025 Expenditure	2025-2026 Expenditure	2026-2027 Expenditure	2027-2028 Expenditure	2028-2029 Expenditure	2029-2030 Expenditure	City Expenditure
43	206	Fire	Tanker/Ladder Refurb (316)		15	Fire Fund					\$50,000			\$50,000
44	206	Fire	Grass Rig (318)		10	Fire Fund							\$50,000	\$50,000
45	206	Fire												\$0
46	TOTAL FIRE DEPARTMENT							\$749,673	\$70,000	\$350,000	\$50,000	\$0	\$50,000	\$1,269,673
47														
48														
49	601	MVP Motor Pool	Purchase New Loader/Backhoe	3	10	MVP	Purchase New JD Loader/Backhoe		\$170,000					\$170,000
50	601	MVP Motor Pool	Salter	3	10	MVP		\$20,000						\$20,000
51	601	MVP Motor Pool	Dump Truck with Scraper	3	12	MVP				\$225,000				\$225,000
52	601	MVP Motor Pool	Radios	3	10	MVP		\$6,000						\$6,000
53	601	MVP Motor Pool	Bobcat Attachments	4	10	MVP		\$9,000						\$9,000
54	601	MVP Motor Pool	Replace existing Pickups	3	7	MVP			\$80,000	\$40,000	\$80,000			\$200,000

	A	B	C	D	E	F	G	M	N	O	P	Q	R	S
2	CITY OF CHARLOTTE CAPITAL IMPROVEMENT PROGRAM 2025-2030													
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55	601	MVP Motor Pool	Replace Amory Roof	3	20	MVP			\$70,000					\$70,000
57	601	MVP Motor Pool	Pickup with Lift Gate	3	7	MVP		\$50,000						\$50,000
58	601	MVP Motor Pool												\$0
59	TOTAL MOTOR POOL							\$85,000	\$320,000	\$265,000	\$80,000	\$0	\$0	\$750,000
60														
61	510	Water & Sewer	Replace Water Meters	3	20	Water & Sewer Fund	Systematically replace old meters	\$55,000	\$57,000	\$57,000	\$57,000	\$57,000	\$57,000	\$340,000
62	510	Water & Sewer	Alarm Upgrade at Wells	2	20	Water & Sewer Fund		\$15,000						\$15,000
63	510	Water & Sewer	Water Main Replacement	3	30	Water & Sewer Fund	Systematically replace old water mains which correspond to matching road projects	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$2,100,000
64	510	Water & Sewer	Well Cleaning	3	20	Water & Sewer Fund		\$40,000	\$40,000	\$45,000	\$45,000	\$45,000	\$45,000	\$260,000
65	510	Water & Sewer	Update Water Reliability Study	2	5	Water & Sewer Fund					\$35,000			\$35,000
66	510	Water & Sewer	New Sewer Equipment	3	20	Water & Sewer Fund		\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$180,000
67	510	Water & Sewer	Replace Sewer Services	2	25	Water & Sewer Fund		\$14,000	\$15,000					\$29,000
68	510	Water & Sewer	Replace Equipment	3	20	Water & Sewer Fund		\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$60,000

	A	B	C	D	E	F	G	M	N	O	P	Q	R	S
2	CITY OF CHARLOTTE CAPITAL IMPROVEMENT PROGRAM 2025-2030													
3														
4	FUND	Department	Project Title	Priority Ranking	Estimated Useful Life	Source of Funding	Project Narrative/Purpose	2024-2025 Expenditure	2025-2026 Expenditure	2026-2027 Expenditure	2027-2028 Expenditure	2028-2029 Expenditure	2029-2030 Expenditure	City Expenditure
69	510	Water & Sewer	Sewer New Equipment	3	25	Water & Sewer Fund		\$20,000						\$20,000
70	510	Water & Sewer	Replace Sewer Mains	3	30	Water & Sewer Fund	Replace Sewer Mains which correspond if possible with water main and road improvements	\$350,000	\$400,000	\$400,000	\$425,000	\$425,000	\$425,000	\$2,425,000
71	510	Water & Sewer	Perform I/I Study	3	5	Water & Sewer Fund			\$50,000					\$50,000
72	510	Water & Sewer	Replace Tertiary Filter Media	3	5	Water & Sewer Fund			\$70,000					\$70,000
73	510	Water & Sewer	Asset Management Plan	3	5	Water & Sewer Fund		\$50,000	\$90,000					\$140,000
74	510	Water & Sewer	Water Service Replacement	2	25	Water & Sewer Fund	Replace old and possible lead service lines from curb box to residence	\$130,000	\$140,000	\$145,000	\$150,000	\$155,000	\$155,000	\$875,000
75	510	Water & Sewer	Replace Chemical Scales	3	10	Water & Sewer Fund		\$25,000						\$25,000
76	510	Water & Sewer	Replace Hydrants	3	15	Water & Sewer Fund		\$6,000						\$6,000
77	510	Water & Sewer	South Tower Rehabilitation	3	15	Water & Sewer Fund		\$150,000	\$3,000		\$4,000			\$157,000
78	510	Water & Sewer	Replace Water Main Lansing @ Butternut	3	30	Water & Sewer Fund				\$1,900,000				\$1,900,000
79	510	Water & Sewer	Insert Water Valves into System	3	30	Water & Sewer Fund		\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$180,000
80	510	Water & Sewer	County Pump Station and Controls	3	20	Water & Sewer Fund		\$75,000						\$75,000

	A	B	C	D	E	F	G	M	N	O	P	Q	R	S
2	CITY OF CHARLOTTE CAPITAL IMPROVEMENT PROGRAM 2025-2030													
3														
4	FUND	Department	Project Title	Priority Ranking	Estimated Useful Life	Source of Funding	Project Narrative/Purpose	2024-2025 Expenditure	2025-2026 Expenditure	2026-2027 Expenditure	2027-2028 Expenditure	2028-2029 Expenditure	2029-2030 Expenditure	City Expenditure
81	510	Water & Sewer	Various Pump Replacements	3	15	Water & Sewer Fund		\$15,000	\$20,000	\$200,000	\$22,000	\$24,000	\$24,000	\$305,000
82	510	Water & Sewer	Replace Valves at Terrill PS	3	15	Water & Sewer Fund		\$50,000						\$50,000
83	510	Water & Sewer	Perform Local Limit Study	4	5	Water & Sewer Fund						\$20,000	\$20,000	\$40,000
84	510	Water & Sewer	Clean Digesters	3	10	Water & Sewer Fund					\$20,000			\$20,000
85	510	Water & Sewer	UV Bulbs, Sleeves, and Cylinders	3	5	Water & Sewer Fund		\$37,000	\$40,000	\$42,000	\$44,000	\$46,000	\$46,000	\$255,000
86	510	Water & Sewer	Replace Tertiary Filter Media	3	10	Water & Sewer Fund				\$1,100,000				\$1,100,000
87	510	Water & Sewer	Second Electrical Feed to WWTP	3	40	Water & Sewer Fund				\$200,000				\$200,000
88	510	Water & Sewer	New Lab Equipment and Furnishings	4	20	Water & Sewer Fund			\$100,000					\$100,000
89	510	Water & Sewer	Replace Sewer Under CNRR	3	30	Water & Sewer Fund		\$90,000						\$90,000
90	510	Water & Sewer	Replace Generator @ Meijer Lift Station	3	20	Water & Sewer Fund					\$60,000			\$60,000
91	TOTAL WATER & SEWER							\$1,542,000	\$1,445,000	\$4,509,000	\$1,282,000	\$1,192,000	\$1,192,000	\$11,162,000
92														
93	GRAND TOTAL							\$3,662,673	\$3,840,000	\$5,749,000	\$2,372,000	\$1,887,000	\$1,797,000	\$19,307,673
94														
95	GENERAL FUND TOTALS							\$986,000	\$375,000	\$295,000	\$205,000	\$365,000	\$225,000	\$2,451,000

THE CITY OF
CHARLOTTE
MICHIGAN

Memo

To: Honorable Mayor Lewis; City Council
From: Mary LaRocque, City Clerk
Date: June 05, 2024
Re: Claims and Expenditures for Council approval on Monday June 10, 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 May 27, 2024	\$ 0.00
Insurance Claims week of June 03, 2024	\$ 10,000.90
Payroll paid Friday May 31, 2024	\$183,467.24
Invoiced claims as of June 05, 2024	<u>\$ 89,658.65</u>
Total	<u>\$283,126.79</u>

Suggested Motion

Motion to approve Claims and Expenditures in the amount of **\$283,126.79**

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Vendor Code	Vendor Name	Invoice	Description	Amount
01764	AMAZON CAPITAL SERVICES			
		147G-YGJF-6GLW	ACCOUNT # A264N6SLCWDWHU (SUPER DUTY TRASH BAGS,MULTI PURPOSE SOLID VINYL TAPE)	181.64
		14VX-GR9G-FYXK	ACCOUNT # A264N6SLCWDWHU (HOME AND BUISNESS DESK TOP AND WIRED KEYBOARD)	449.90
		16FM-94DQ-36FY	ACCOUNT # A264N6SLCWDWHU (LIQUID LAUNDRY DETERGENT)	43.10
		16L6-GVXQ-R1KW	ACCOUNT # A264N6SLCWDWHU (RETURN OF LIQUID LAUNDRY DETERGENT)	(31.98)
		1GHH-WJ1W-FT6L	ACCOUNT # A264N6SLCWDWHU (CHARMIN ULTRA STRONG TOILET PAPER)	175.96
		1HLQ-M3K1-NWVM	ACCOUNT # A264N6SLCWDWHU (NEW COMPUTER DEPUTY TREASURER)	1,119.99
		1N1Y-GG9K-FVQH	ACCOUNT # A264N6SLCWDWHU (DIXIE PAPER PLATES, CAPPLUGS)	155.30
TOTAL FOR: AMAZON CAPITAL SERVICES				2,093.91
02036	AMAZON CAPITAL SERVICES			
		1KTV-NCMV-1FJ9	ACCT # A1K517P63NLQUT(POLICE) COPY PRINTER PAPER, PAPER PLATES, WHITE OUT, INK PENS	219.54
		1PLL-D94L-KK1N	ACCT # A1K517P63NLQUT(POLICE) DUMBELL SET	1,199.99
TOTAL FOR: AMAZON CAPITAL SERVICES				1,419.53
01665	AMBS MESSAGE CENTER INC.			
		240501119	ANSWERING SERVICE PUBLIC WORKS	214.84
TOTAL FOR: AMBS MESSAGE CENTER INC.				214.84
01663	AMERICAN LEGAL PUBLISHING			
		34184	2023 ORDINANCES	2,828.25
TOTAL FOR: AMERICAN LEGAL PUBLISHING				2,828.25
01608	BARYAMES CLEANERS			
		BN1615-06.01.202	CLEANING OF UNIFORMS FIRE	303.00
		BN1616-6.01.2024	UNIFORM CLEANING POLICE	100.83
TOTAL FOR: BARYAMES CLEANERS				403.83
01602	BEAVER RESEARCH COMPANY			
		0371380-IN	10 LITER PUMP UP FOAMER	330.16
TOTAL FOR: BEAVER RESEARCH COMPANY				330.16
01555	BYRUM ACE HARDWARE			
		366486	BRASS FITTING	5.39
		367359	PAINT BRUSH ROLLER , MORTOR MIX, PAINT BRUSH	62.32
		367494	CLOTHSLINE, BOLTS	7.56
		367554	BLUE RHINO 20 LB TANK	49.99
		367956	CITY HALL BUILDING MAINTENANCE	89.36
		369186	SHACKLE SCR PIN 5/16'	4.59
		370069	WAX RING	11.18
		370376	DRILL BIT SET	13.99
TOTAL FOR: BYRUM ACE HARDWARE				244.38
01954	CAPITAL CITY JANITORIAL LLC			
		1576	CONTRACTUAL CLEANING MONTH OF: MAY	633.78
TOTAL FOR: CAPITAL CITY JANITORIAL LLC				633.78

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Vendor Code	Vendor Name		Amount
	Invoice	Description	
01522	CHARLOTTE AIR SERVICES LLC		
	MAY 2024	AIRPORT HANGAR MANAGEMENT & FUEL SALES MAY 2024	622.00
TOTAL FOR: CHARLOTTE AIR SERVICES LLC			622.00
MISC	CIRA LIMITED		
	05/23/2024	OVERPAYMENT RENTAL REGISTRATION	100.00
TOTAL FOR: CIRA LIMITED			100.00
02107	COLBY INVESTIGATIONS, LLC		
	2024-7	PERSONNEL MATTER	2,839.92
TOTAL FOR: COLBY INVESTIGATIONS, LLC			2,839.92
01486	CONSULTANTS ON CALL, LLC		
	2024-20273	MANAGED SERVICE FEES	2,800.00
	2024-20625	MANAGED SERVICES	2,800.00
TOTAL FOR: CONSULTANTS ON CALL, LLC			5,600.00
01414	DORNBOS SIGN & SAFETY INC.		
	INV76081	SIGNAL AHEAD SIGN	75.15
TOTAL FOR: DORNBOS SIGN & SAFETY INC.			75.15
01381	ELECTRICAL TERMINAL SERVICES		
	1630903-00	PIPE THREAD SEAL TAPE, INCANDESCENT BULBS	142.01
TOTAL FOR: ELECTRICAL TERMINAL SERVICES			142.01
01375	ELHORN ENGINEERING COMPANY		
	302153	PHOSPHATE - WELLS	4,862.50
	302154	HYPOCHLORITE- WWTP	792.50
TOTAL FOR: ELHORN ENGINEERING COMPANY			5,655.00
01368	ENVIRONMENTAL RESOURCES ASSOC		
	076146	DMR-SAMPLES	1,473.08
TOTAL FOR: ENVIRONMENTAL RESOURCES ASSOC			1,473.08
01358	FAMILY FARM & HOME		
	001808/C	BRASS NOZZLE CAP, FLAT SPRAY TIP	32.47
	001810/C	KENTUCK GRASS SEED	199.98
TOTAL FOR: FAMILY FARM & HOME			232.45
01964	FERGUSON ENTERPRISES, LLC # 2000		
	8463161	TOILET,WAX RING	228.77
TOTAL FOR: FERGUSON ENTERPRISES, LLC # 2000			228.77
01113	FERGUSON WATER WORKS FKA		
	0201514	TOILET	195.52
TOTAL FOR: FERGUSON WATER WORKS FKA			195.52
01322	GALE BRIGGS, INC.		
	M1318	CONCRETE, LIMESTONE	403.00
	M1325	CONCRETE	389.00
TOTAL FOR: GALE BRIGGS, INC.			792.00

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Vendor Code	Vendor Name	Invoice	Description	Amount
MISC	GFWC-CHARLOTTE	06.03.2024	TREES PURCHASED	970.00
TOTAL FOR: GFWC-CHARLOTTE				970.00
01313	GOLDEN RULE CREATIONS	096329	POLICE SHOULDER EMBLEMS	660.36
TOTAL FOR: GOLDEN RULE CREATIONS				660.36
01308	GRAINGER PRODUCTS	9117982273	VALVE KITS	44.82
TOTAL FOR: GRAINGER PRODUCTS				44.82
01297	H2O COMPLIANCE SERVICES INC	00009414	CROSS CONNECTION CONTROL PROGRAM MAY 1 -31, 2024	1,217.70
TOTAL FOR: H2O COMPLIANCE SERVICES INC				1,217.70
01438	HASSEL FREE FUELS	CFSI-10721	ACCOUNT # 010109 (FIRE) FUEL	641.33
TOTAL FOR: HASSEL FREE FUELS				641.33
02037	HASSEL FREE FUELS	CFSI-10665	ACCNT #010107 (DPW/WWTP) FUEL	1,745.24
TOTAL FOR: HASSEL FREE FUELS				1,745.24
01213	KEBS, INC.	76598	PROJECT 102705.BND (BOUNDARY SURVEY)	1,900.00
		76599	PROJECT 102705.PLT (PLOT PLAN)	500.00
TOTAL FOR: KEBS, INC.				2,400.00
01883	KENYON AND SONS LLC	#6-05/25/2024	WEEKLY LAWN MOWING- MAY 19 TO MAY 25	4,440.00
		#7-06/01/2024	WEEKLY LAWN MOWING-MAY 26 TO JUNE 1	4,275.00
TOTAL FOR: KENYON AND SONS LLC				8,715.00
01195	KONICA MINOLTA BUSINESS	293780549	COLOR METER (BILLING PERIOD 04/17/2024 - 05/16/2024)	59.66
		293791828	BILLING PERIOD 05/17/2024 - 06/16/2024	55.44
TOTAL FOR: KONICA MINOLTA BUSINESS				115.10
01182	LANSING UNIFORM CO.	103552-A	ALTERATIONS RANK STRIPES, UNIFORM BLOUSE COAT	629.90
TOTAL FOR: LANSING UNIFORM CO.				629.90
02016	MACQUEEN EMERGENCY	103476-A	UNIFORM BREAST BADGES, NAME TAGS PULLOVER SHIRTSBOOTS	676.70
TOTAL FOR: MACQUEEN EMERGENCY				676.70
01958	MARY LAROCQUE	06.04.2024	REIMBURSEMNT FOR PERSONNEL CARD WHEN SECURING HOTEL FOR COUNCIL MEMBER FOR MML	200.02
TOTAL FOR: MARY LAROCQUE				200.02

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Vendor Code	Vendor Name	Invoice	Description	Amount
01102	MICHIGAN COMPANY, INC.			
		0000298-905804	CLEANING SUPPLIES	755.43
		0000298-905807	HAND CLEANER, SOAP DISPENSOR	42.84
TOTAL FOR: MICHIGAN COMPANY, INC.				798.27
01082	MICHIGAN NETWORK CONSULTANTS			
		2024-20274	IT SERVICES	3,724.75
TOTAL FOR: MICHIGAN NETWORK CONSULTANTS				3,724.75
01075	MML			
		0000855	MEMBERSHIP TERM 07/01/2024 - 06/30/2025	5,960.00
TOTAL FOR: MML				5,960.00
01536	NAPA MPEC			
		267127	TOOLS	21.98
TOTAL FOR: NAPA MPEC				21.98
01009	O'LEARY PAINT CO			
		000524901	ACRYLIC WHITE PAINT FOR LINE STRIPING	1,194.50
TOTAL FOR: O'LEARY PAINT CO				1,194.50
01003	OUDBIER INSTRUMENT CO.			
		10839	L.S. COMMUNICATIONS	657.75
TOTAL FOR: OUDBIER INSTRUMENT CO.				657.75
01234	RANDY JEWELL			
		#2024-05	ASSESSING SERVICES FOR MAY	3,262.00
TOTAL FOR: RANDY JEWELL				3,262.00
01829	SPECTRUM PRINTERS, INC.			
		80207	ELECTION SUPPLIES	1,475.95
TOTAL FOR: SPECTRUM PRINTERS, INC.				1,475.95
00848	SUPERFLEET MASTERCARD PROG.			
		FB749-06.01.2024	FUEL-POLICE	3,980.97
TOTAL FOR: SUPERFLEET MASTERCARD PROG.				3,980.97
01465	THE COUNTY JOURNAL			
		276613	HEARING NOTICE SPECIAL ASSESSMENT	70.70
		277360	CARA POSITION ADD	135.40
		277403	HEARING NOTICE 2024-2025 FISCAL YEAR BUDGET	70.70
		277404	HEARING NOTICE 2024-2025 FISCAL YEAR BUDGET	70.70
		277538	CARA POSITION	135.40
		277553	SCIENCE ADVENTURE CAMP	145.00
		277699	PLANNING COMMISSION HEARING NOTICE SITE PLAN REVIEW	118.70
		277754	CARA POSITION	135.40
TOTAL FOR: THE COUNTY JOURNAL				882.00
02004	THE RAPID GROUP, LLC			
		164834	SHRED CART	25.00
TOTAL FOR: THE RAPID GROUP, LLC				25.00
00872	THE SHYFT GROUP, INC			
		SVA0018977	PARTS FOR TRUCK #313	363.93
TOTAL FOR: THE SHYFT GROUP, INC				363.93

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Vendor Code	Vendor Name	Invoice	Description	Amount
01466	TODD COTTER	MAY 2024	AIRPORT MANAGEMENT MAY 2024	833.33
TOTAL FOR: TODD COTTER				833.33
00820	TRACE ANALYTICAL LABORATORIES	4050761	MERCURY SAMPLES	163.00
		4050884	WATER QUALITY ANALYSIS	116.00
		4051122	WATER QUALITY ANALYSIS	274.00
		4060070	WATER QUALITY ANALYSIS	116.00
TOTAL FOR: TRACE ANALYTICAL LABORATORIES				669.00
00809	TRUGREEN #2801	193242806	VEGETATION CONTROL AT 111 E LAWRENCE	46.45
TOTAL FOR: TRUGREEN #2801				46.45
00791	USA BLUE BOOK	INV00368265	LAB SUPPLIES	1,165.85
		INV00368478	LAB SUPPLIES	2,218.51
TOTAL FOR: USA BLUE BOOK				3,384.36
00777	WALDRON FUELS	6311	FUEL	800.25
TOTAL FOR: WALDRON FUELS				800.25
01798	WEILER EXCAVATION LLC	2366	REPLACE WATER SERVICE @ 507 PEARL ST FROM CURB INTO HOME	2,045.00
TOTAL FOR: WEILER EXCAVATION LLC				2,045.00
00761	WILLIAMS FARM MACHINERY, INC.	22957	BLADE KITS, GREASE	63.95
		23107	REPLACE POWER WASHER HOSE	255.54
TOTAL FOR: WILLIAMS FARM MACHINERY, INC.				319.49
00758	WINDEMULLER	236011	WATER SYSTEM TELEMETRY	2,500.00
TOTAL FOR: WINDEMULLER				2,500.00
00753	WOLVERINE PEST SERVICE	127560	MONTHLY PREVENTION	50.00
TOTAL FOR: WOLVERINE PEST SERVICE				50.00
TOTAL - ALL VENDORS				77,135.73
PAYMENT TYPE TOTAL				
Paper Check				77,135.73

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DB: Charlotte

Vendor Code Vendor Name

Invoice	Description	Amount
01471	CONSUMERS ENERGY	
201364397396	1225 S COCHRAN AVE	28.77
201364398360	1325 ISLAND HWY #C	139.68
202076310160	1216 S COCHRAN AVE	79.12
202076310161	1216 1/2 S COCHRAN AVE	16.00
202076310162	1216 S COCHRAN AVE	105.49
202165285458	911 W SHEPHERD ST FIRE DEPT 2	2,444.67
202788206508	1152 S COCHRAN AVE CAMP FRANCIS	55.79
203233199880	301 TIRRELL RD	244.28
203233199881	301 TIRRELL RD R2	1,042.01
203233199882	301 TIREELL RD MAINTENANCE	306.85
203233201001	1310 S COCHRAN AVE	1,465.45
203322165282	103 VAN LIEU ST	39.82
203678149880	1325 ISLAND HWY GATE-AIRPORT	34.23
203945099892	811 CHADS WAY	18.40
204123084173	1064 NORTHWAY	43.00
204301074811	619 W SHEPHERD ST	135.38
204301074812	620 W SHEPHERD ST	97.44
204390069181	1005 PAINE DR. FRNT GEN CHARLOTTE	22.89
204657013857	508 N. SHELDON ST.	112.22
205012971014	1167 E CLINTON TRAIL	96.15
205190952422	620 W SHEPHERD ST	43.17
205368909730	1800 PACKARD HWY	39.52
205457894657	700 LANSING RD	32.22
205724850756	111 E LAWRENCE AVE	1,260.32
205813817182	108 E LAWRENCE AVE	50.69
205813817183	108 E LAWRENCE AVE	104.20
205902840971	1227 S COCHRAN AVE	4,436.39
206169715471	112 1/2 S COCHRAN	28.77
TOTAL FOR: CONSUMERS ENERGY		12,522.92
TOTAL - ALL VENDORS		12,522.92
PAYMENT TYPE TOTA		
EFT Transfer		12,522.92



Memo

To: Honorable Mayor Lewis; City Council
From: Karen Lancaster, Interim Finance Director, The WoodHill Group
Date: June 10, 2024
Re: 4th Quarter 2024 Budget Amendments

Introduction

The Uniform Budget and Accounting Act of 1968, as amended, requires the City to make amendments to the budget when appropriations exceed the current budget. These amendments must be approved by the City Council.

In the General Fund, the City Council adopts a budget for each department, so the amendments address any budget needs by department, rather than by fund total. For all non-General Funds, a budget amendment is only necessary if the Council finds the total fund appropriation will exceed the budget adopted by the Council.

Attached please find the recommended budget amendment resolution 2024-17 and detail for the fourth quarter of 2024.

Recommendation:

City staff recommends the City Council approve the budget amendment resolution.

Financial Impacts

As listed in the attached detail.

Suggested Motion

City Council moves to approve the fiscal year 2024 budget amendments for the year ended 6/30/24.

**CITY OF CHARLOTTE
RESOLUTION 2024-17**

**A RESOLUTION AMENDING THE OPERATING AND CAPITAL BUDGET
APPROPRIATION OF FUNDS FISCAL YEAR 2023-2024**

At a regular meeting of the City of Charlotte City Council, Eaton County, Michigan, held in City Council Chambers of Charlotte City Hall, at 111 E. Lawrence Avenue, Charlotte, Michigan, 48813, on the 10th day of June 2024 at 7:00 p.m.

WHEREAS, pursuant to the Uniform Budgeting and Accounting Act of 1968, as amended, the legislative body shall adopt a balanced budget including all supplemental appropriation approvals; and

WHEREAS, pursuant to the Uniform Budgeting and Accounting Act of 1968, as amended, a balanced budget is defined as estimated total expenditures including an accrued deficit shall not exceed estimated total revenues including a surplus; and

WHEREAS, the City Council has the sole authority to adopt and amend the budget;

NOW, THEREFORE BE IT RESOLVED, that the general appropriations of the City of Charlotte for the fiscal year beginning July 1, 2023 and ending June 30, 2024, complies with the balanced budget requirements and the following fund appropriations are therefore amended and approved as attached hereto:

	Revenues	Expenditures
General Fund (Fund 101)	-	144,461
Fire Fund (Fund 206)	82,686	56,238
Charlotte Area Rec Co-Op (Fund 800)		1,000

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

CERTIFICATION

I, Mary LaRocque, City Clerk for the City of Charlotte, County of Eaton, State of Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution duly adopted by the City Council of the City of Charlotte during its regular meeting held on June 10, 2024, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being 1976 P.A. 267, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Mary LaRocque, City Clerk

Attachment
6/10/2024
Fiscal Year 2023-2024 Proposed Budget Amendments

General Fund (Fund 101)

Summary

	Current Budget	Proposed Budget Amendment	New Budget
Revenues	5,886,210	-	5,886,210
Expenditures:	5,631,508	144,461	5,775,969
Excess Revenues/(Expenditures)	254,702	(144,461)	110,241
Beginning Fund Balance 6/30/2023	2,566,219		2,566,219
Ending Fund Balance 6/30/2024 (budget)	2,820,921	(144,461)	2,676,460

Detail

Increase Decrease

Expenditure:	Increase City Manager Department Expenditure Budget for Prior City Manager Pay Out of Leave, and for Corrective Action OPEB Payments	
101-172.000-710.000	Compensated Absences	17,422
101-172.000-963.000	Miscellaneous - OPEB Payment	60,339
Expenditure:	Increase Finance & Treasury Department Expenditure Budget for Staff Pay Out of Leave, and Higher Insurance Expenses	
101-253.000-710.000	Compensated Absences	7,424
101-253.000-955.001	Insurance & Bonds	4,267
Expenditure:	Increase Public Works Administration Expenditure Budget Due to Higher Cost for Eaton County Drain Assessment	
101-441.000-962.000	Eaton County Drain Assessment	25,364
Expenditure:	Increase Leaf Collection Department Expenditure Budget for Higher than Budgeted Contractual Services	
101-443.000-810.000	Contractual Services	10,000
Expenditure:	Increase Community Development Department Expenditure Budget for Staff Pay Out of Leave	
101-703.000-710.000	Compensated Absences	19,645

Fire Fund (Fund 206)

Summary

	Current Budget	Proposed Budget Amendment	New Budget
Revenues:	2,390,683	82,686	2,473,369
Expenditures:	2,390,683	56,238	2,446,921
Excess Revenues/(Expenditures)	-	26,448	26,448
Beginning Fund Balance 6/30/2023	22,201		22,201
Ending Fund Balance 6/30/2024 (budget)	22,201	26,448	48,649

Detail

Increase Decrease

Revenue:	Increase Fire Fund Revenue Budget for the Purchase of a Vehicle for the Fire Inspector, as Approved by Council on May 13, 2024	
206-000.000-540.000	State Grants	35,000
	Grant Match Share Owed by Participants for FEMA grant	
206-000.000-676.336	Grant Match Share	47,686
Expenditure:	Increase Fire Fund Expenditure Budget for the Purchase of a Vehicle for the Fire Inspector, as Approved by Council on May 13, 2024	
206-336.000-974.200	Fire Equipment State Grant 2023	35,000
	Increase Fire Fund Expenditure Budget for FEMA Capital Outlay to Match Grant	
206-336.000-974.100	FEMA Grant 2023	11,238
	Increase Fire Fund Expenditure Budget for Contracted Services	

206-336.000-801.000	Contracted Services	10,000		
<u>Charlotte Area Rec Co-Op (Fund 800)</u>				
<u>Summary</u>		<u>Current Budget</u>	<u>Proposed Budget Amendment</u>	<u>New Budget</u>
Revenues:		31,000	-	31,000
Expenditures:		6,450	1,000	7,450
Excess Revenues/(Expenditures)		24,550	(1,000)	23,550
Beginning Fund Balance 6/30/2023 (estimate)		88,614		88,614
Ending Fund Balance 6/30/2024 (budget)		113,164	(1,000)	112,164
<u>Detail</u>		Increase	Decrease	
Expenditure:	Increase Charlotte Area Rec Co-Op Fund Expenditure Budget to Account for Higher than Budgeted Expenses			
800-751.000-810.000	Contractual Services	1,000		

**CITY OF CHARLOTTE
RESOLUTION NO. 2024-18**

**RESOLUTION TO APPROVE THE BUDGET FOR THE FISCAL YEAR
THAT BEGINS JULY 1, 2024, TO SET RATES OF TAXATION,
AND TO AUTHORIZE OTHER RELATED ACTIONS.**

WHEREAS, in accordance with the provisions of the City Charter and the State of Michigan Uniform Budgeting and Accounting Act (Public Act 2 of 1968, as amended), the City Manager submitted to Council a proposed budget for the fiscal year commencing July 1, 2024 and ending June 30, 2025; and

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

WHEREAS, in accordance with legal requirements and after proper notice, a hearing was held on the proposed budget on May 28, 2024;

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

Fund #	Fund Name	Revenue Amount
101	General Fund	\$6,061,910
202	Major Street Fund	\$1,381,800
203	Local Street Fund	\$489,800
206	Fire Fund	\$2,839,396
230	Drug Enforcement	\$-
232	Act 302 Police Training Fund	\$5,400
243	Brownfield Redevelopment Fund	\$105,000
244	Economic Development Fund	\$10,100
248	DDA Fund	\$25,175
250	LDFA Fund	\$5,229
285	Camp Frances	\$3,500
286	Federal & State Grants Fund	\$236,000
295	Airport Fund	\$200,840
304	2008 Facility Building & Site Fund	\$203,700
403	Revolving Fund	\$12,000
510	Water and Sewer Fund	\$4,775,824
518	Recycling Fund	\$90,250
601	Motor Vehicle Pool Fund	\$596,500
666	Information Technology Pool Fund	\$241,850
800	Charlotte Area Rec Co-Op	\$31,000
	Total Revenue	\$17,315,274

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

Fund #	Fund Name	Expenditure Amount
101	General Fund	\$6,061,910
202	Major Street Fund	\$976,198
203	Local Street Fund	\$390,919
206	Fire Fund	\$2,862,588
230	Drug Enforcement	\$1,500
232	Act 302 Police Training Fund	\$5,400
243	Brownfield Redevelopment Fund	\$90,000
244	Economic Development Fund	\$33,000
248	DDA Fund	\$32,375
250	LDFA Fund	\$500,000
285	Camp Frances	\$3,500
286	Federal & State Grants Fund	\$236,000
295	Airport Fund	\$200,840
304	2008 Facility Building & Site Fund	\$203,700
403	Revolving Fund	\$12,000
510	Water and Sewer Fund	\$4,549,735
518	Recycling Fund	\$139,950
601	Motor Vehicle Pool Fund	\$606,041
666	Information Technology Pool Fund	\$249,000
800	Charlotte Area Rec Co-Op	\$6,450
	Total Expenditures	\$17,149,106

AND BE IT FURTHER RESOLVED, that 14.0860 mills be levied on the taxable valuation as equalized for general operating requirements of the City;

AND BE IT FURTHER RESOLVED, that .1697 mills be levied on the taxable valuation as equalized for yard waste collection;

AND BE IT FURTHER RESOLVED, that .0904 mills be levied on the taxable valuation as equalized for recycling center operating requirements;

AND BE IT FURTHER RESOLVED, that .7051 mills be levied on the taxable valuation as equalized to cover the principal and interest payments of the General Obligation Unlimited Tax Refunding Bonds, Series 2017, which refunded the 2008 Building Facility & Site bonds approved by the electorate on November 6, 2007;

AND BE IT FURTHER RESOLVED, that 3.9665 mills be levied on the taxable valuation for real property as equalized for Special Assessment District #1 of 2024, Roll #1 of 2024 to defray costs of fire protection services and capital expenditures, which assessment will be revenues of the Fire Fund;

AND BE IT FURTHER RESOLVED, that 1.8381 mills be levied on the taxable valuation as equalized for parcels within the Downtown Development Authority (DDA) district, which taxes will be revenues of the DDA fund;

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

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

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

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

CERTIFICATION

I, Mary LaRocque, City Clerk for the City of Charlotte, County of Eaton, State of Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution duly adopted by the City Council of the City of Charlotte during its regular meeting held on June 10, 2024, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being 1976 P.A. 267, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Mary LaRocque, City Clerk

**CITY OF CHARLOTTE
RESOLUTION NO. 2024-19
AUTHORIZING STREET CLOSURE FOR THE CHARLOTTE RISING
CORNHOLE TOURNAMENT EVENT SATURDAY JULY 20, 2024**

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

WHEREAS, CharlotteRising in conjunction with the City Administration, have planned events that require the use and closure of the 100 block of E. Lovett Street; and

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

1. Closure of the 100 block of E. Lovett St. (between Cochran Ave. and S. Washington St.) on Saturday July 20, 2024 from 2:00 pm to 9:00 pm for a cornhole tournament event.

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

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

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

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

CERTIFICATION

I, Mary LaRocque, City Clerk for the City of Charlotte, County of Eaton, State of Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution duly adopted by the City Council of the City of Charlotte during its regular meeting held on June 10, 2024, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being 1976 P.A. 267, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Mary LaRocque, City Clerk



Memo

To: Honorable Mayor Lewis and the City Council

From: City Manager Terry

Date: June 10, 2024

Re: Purchase of BS&A Software Module for Purchasing-\$11,265

Introduction

As part of a review of the City of Charlotte's purchasing processes, Finance determined it would be beneficial for the City to purchase the Purchase Order module of the City's financial system (BS&A). This module will interface with the other modules (General Ledger and Accounts Payable) and enable the City to ensure the existing purchasing policy is actively managed.

A bid was not completed for this software as it is a module of our current financial system.

Recommendation

We are recommending the City Council approve this sole source purchase and direct the City Manager to approve the proposal from BS&A.

Financial Impacts

A budget amendment will be needed for \$11,265 for the General Fund-Finance Department.

Suggested Motion

The City Council moves to approve the purchase.



Nelson Tank Engineering
& Consulting, Inc.

16240 National Parkway • Lansing, MI 48906 • Phone 517-321-1692 • Fax 517-321-4405

May 31, 2024

Amy Gilson
City of Charlotte
111 E. Lawrence Ave.
Charlotte, MI 48813

Re: Letter of Recommendation

Of the seven planholders for the 750,000-Gallon Elevated Tank, Dry Interior Access Tube and Exterior Repainting, seven bids were received. Upon review, NTEC recommends award of the project to Fedewa, Inc., the apparent low bidder, with his bid of \$64,999.

The bid submitted by Fedewa, Inc. fell below the Engineer's estimate of \$110,000. NTEC has no reservations in recommending Fedewa, Inc. for this project, as they have successfully completed projects of similar size and nature for us in the past.

Irregularities were discovered in the bid schedule for Kountoupes Painting and L&T Painting, Inc. and have been noted on the bid tabs. These irregularities have no impact on the low bid and may, therefore, be waived.

Please review the bid tabs and recommendation and notify NTEC of your decision so that we may issue the Notice of Award and request the required bonds and insurance certificate from the Contractor. Feel free to contact me at 517-321-1692 if you have any questions.

Respectfully,

A handwritten signature in black ink, reading "Keith A. Nelson". The signature is written in a cursive, flowing style.

Keith A. Nelson, PE
President

Bid Tabulations
City of Charlotte
750,000-Gallon Elevated Tank
Dry Interior Access Tube and Exterior Repainting

BIDDERS	Seven Brothers	L&T Painting	Kountoupes	Fedewa	E&L Contractors	Viking Industrial	Stoic Industrial
BID LINE ITEM							
1 Recoat exterior	\$83,500	\$94,140	\$59,500	\$60,000	\$68,000	\$55,000	\$75,000
2 Recoat dry int access tube	\$9,500	\$32,650	\$5,000	\$2,000	\$18,000	\$8,500	\$6,000
3 Apply lettering	\$8,000	\$14,800	\$15,000	\$2,999	\$6,500	\$10,300	\$16,000
TOTAL	\$101,000	\$141,590	\$79,500	\$64,999	\$92,500	\$73,800	\$97,000
Addendum Acknowledged 1&2	Y	Y	Y	Y	Y	Y	Y
Bid Bond	Y	Y	Y	Y	Y	Y	Y
Signed	Y	Y	Y	Y	Y	Y	Y

Corrected Total



Memo

To: Mr. Hillard; Honorable Mayor Lewis; City Council
From: Mary LaRocque, City Clerk
Date: June 05, 2024
Re: Cooperative purchase request - Copier machines lease agreement

Background:

As we approach the conclusion of our five-year lease agreement with Canon for the copier machines utilized by the Clerk and Police departments, I sought out options for a cost-effective renewal. Canon has provided a new quote exceeding \$15,000, prompting the need for a competitive bidding process. In accordance with our purchasing policy, I reached out to two MiDeal-participating vendors, Ricoh USA, Inc. and XEROX, to obtain quotes that qualify for cooperative purchases. Only Ricoh USA, Inc. responded with a proposal for two machines comparable to our current Canon copiers. The details are outlined below:

Recommendation:

After careful review and consideration, I recommend approving the lease proposal presented by Ricoh USA, Inc.

- Canon Quote: 60-month lease for two machines totaling \$15,223.80 (\$255.22 per month) - Canon is not a MiDeal participant, and does not qualify as a cooperative purchase.
- Ricoh USA, Inc. Quote: 60-month lease for two machines totaling \$12,469.20 (\$207.82 per month) - Ricoh USA, Inc. is a MiDeal participant, meeting the criteria for a cooperative purchase.

Financial Impacts:

Our expiring lease with Canon amounted to \$14,698.80 (\$244.98 per month). By transitioning to the proposed lease with Ricoh USA, Inc., we anticipate a significant cost-saving of \$2,229.60 over the lease term. I spoke with Police Chief Brentar who is in agreement with the change to Ricoh machines especially as it saves the City a considerable amount.

Suggested Motion:

"Motion to approve the proposed lease agreement with Ricoh USA, Inc. for copier machines in the amount of \$12,469.20 for a duration of 60 months, and to authorize the City Clerk to execute the contract."