



PROPOSED AGENDA
REGULAR MEETING OF THE CHARLOTTE CITY COUNCIL
111 E. Lawrence Ave, Charlotte, MI 48813 (517) 543-2750
7:00 P.M. Monday, March 25, 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/85767940147>
One tap mobile: +16465588656,,85767940147#
Telephone: (312) 626-6799 Webinar ID: 857 6794 0147

- 1. Call to Order**
- 2. Roll Call**
- 3. Invocation – Daniel Longden, First Lutheran Church**
- 4. Pledge of Allegiance**
- 5. Approval of Minutes**
 - a. March 11, 2024 Regular Council Meeting
 - b. March 20, 2024 Workshop Meeting
- 6. Absence of Council Members**
- 7. Public Comment - Limit presentation to five (5) minutes**
- 8. Approval of Agenda**
- 9. Special Presentation**
 - a. A proclamation in honor of Bryan Myrkle, Community Development Director - a tribute to over two decades of exemplary service
- 10. Communications and Committee Reports**
 - a. City manager report
 - i. Police department
 - ii. DPW
 - iii. Clerk
 - iv. Treasurer
 - v. Community development

- vi. Fire department
- b. Councilmember Committee reports

11. Consent Agenda

- a. Approval of claims and expenditures totaling \$373,410.17
- b. Approval of Resolution 2024-05 To approve changes to signatories for Independent Bank accounts
- c. Approval of E. Harris street closure for Needful Things 5 year anniversary celebration event on Saturday May 04, 2024

12. Business Agenda

- a. Consider approval of the MML liability & property insurance policy
- b. Consider approval of Resolution 2024-04 to amend the district library agreement
- c. Consider approval of Council Policy 2024-01 Order of Business at City Council Meetings
- d. Consider awarding the contract for lawn mowing to Kenyon and Sons of Charlotte
- e. Consider approval of the updated City Attorney contract
- f. Discussion on the Council Priorities workshop meeting

13. Public Comment

14. Mayor and Council Comments

15. Recess to Closed Session

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.
March 11, 2024

CALL TO ORDER:

By Mayor Lewis on Monday March 11, 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, and in the audience, Police Captain Brooks

INVOCATION:

Randy Royston, New Hope Community Church

PLEDGE OF ALLEGIANCE:

Led by Lewis

APPROVAL OF MINUTES:

- a. February 26, 2024 Regular Council Meeting Minutes

Motion by Chin supported by Duweck to approve the minutes, Carried; Yea 7; Nay 0; Absent 0

- b. March 04, 2024 Special Council Meeting Minutes

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

ABSENCE OF COUNCIL MEMBERS:

All present

PUBLIC COMMENT:

JoDee Pruden – resident – Opposed to changing the citizen comment period from 5 to 3 minutes, believing it is Council's attempt to restrict the voice of the people.

Justin Brummette – resident – Reproached council that they are elected to represent the citizens and, barring other precedence, their votes should be restricted to consider only the will of the people.

APPROVAL OF AGENDA:

Scott requested an item added to the business agenda to discuss the Edmond Senior Apartments

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

COMMUNICATIONS AND COMMITTEE REPORTS:

- a. City Attorney Report

Revore recapped activities from the past month, including a proposed social district map and other related items to be presented to Council in the next meeting or two. Upcoming items to include building official, and labor & employment items.

- b. Councilmember Committee Reports

Planning Commission – Christiansen – no March meeting

Camp Frances – Christiansen – next meeting is tomorrow night. The street lighting issue is now resolved with the installation of new LED lighting.

Master Planning – Chin – Plans are moving along, and they anticipate another change in the primary contact person of the group.

CONSENT AGENDA:

- a. Approval of Claims and Expenditures totaling \$235,380.80

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

BUSINESS AGENDA:

- a. Approval to participate in the statewide cooperative purchasing agreement with the State of Michigan to provide road salt

Motion by Chin supported by Christensen to approve cooperative purchasing agreement with the SOM to provide road salt. Carried; Yea 7; Nay 0; Absent 0

- b. Approval of the contract with Nelson Tank Engineering & Consulting, Inc. for water tower maintenance and painting services

Council wishes to see a formal bid issued for this contract

Motion by Duweck supported by Christensen to approve the contract with Nelson Tank Engineering & Consulting, Inc. for water tower maintenance and painting services. Failed by roll call vote; Yea 0; nay 7; Absent 0

- c. Approval of the contract with Alexander Chemical to provide ferric chloride to the city.

Council wishes to see a formal bid issued for this contract

Motion by Chin supported by Duweck to approve the contract with Alexander Chemical to provide ferric chloride to the city. Failed by roll call vote; Yea 0; Nay 7; Absent 0

- d. Approval of the change order for Fishbeck to continue work on the Drinking Water Asset Management (DWAM) grant

Motion by Chin supported by Scott to approve the change order for Fishbeck to continue work on the Dring Water Asset Management (DWAM) grant. Carried; Yea 7; Nay 0; Absent 0

- e. Discussion and action on the permanent City Manager pay scale

Motion by Chin supported by Fullerton to approve the pay scale of the permanent city manager from \$110,000.000 to \$140,000.00. Carried by roll call vote; Yea 6; Nay 1 (Rodriguez); Absent 0

- f. Approval of the proposed updates to Council Policy 2024-01 – Order of Business at City Council Meetings

Clerk LaRocque presented Council with the proposed policy changes and the reasons thereof, including addressing an email received by Council.

Council tabled the issue requesting changes to the proposed new policy and include Council Policy 2021-02 – Citizen Comments.

Motion by Scott supported by Duweck to approve the proposed changes to Council Policy 2024-01. **Tabled** by Fullerton supported by Duweck until the March 25th regular meeting. Carried by roll call vote; Yea 7; Nay 0; Absent 0

- g. Discussion on Edmond Senior Apartments

Councilmember Scott read a prepared report consequent to a recent meeting that he and Councilmember Christiansen held with residents at the Edmond Senior Apartments.

PUBLIC COMMENT:

JoDee Pruden – resident – Impressed with the work done by Councilmember Scott regarding the Edmond Senior

Apartments, thanked Mr. Chin for his contributions and the council at whole for their collective conduct during tonight's meeting. Provided input about the contract and salary for the new city manager.

Abbey Westendorp, owner of Needful Things, requests council's approval to temporarily close E. Harris St. in front of their building on Saturday May 4th during their business hours to celebrate their 5th anniversary. City Manager Terry will discuss with Police and Fire for a permit and present it to Council at the next Council meeting on the 25th for approval.

Justin Brummette – resident – the Planning Commission did its part (in regards to Edmond Senior Apartments). He requests a recorded record of each meeting to be kept in perpetuity. He chided council about falling out of order during the previous speaker's issue on the road closure.

John Laupp – resident – Asked Council to be innovate with the new city manager contract to include financial incentives to accomplish particular desires of the city and residents, including for example, enticing the city manager to move into the city.

MAYOR AND COUNCIL COMMENTS:

Christiansen – concurred with Scott and the residents of Edmond Senior Apartments about the intolerable living conditions. Mentioned a food pantry is established as the Apartments for the residents and intends to donate to it.

Fullerton – no comment

Duweck – where is our rental inspection process on the issues regarding Edmond Senior Apartments. Terry – will revisit the non-compliance portion of the rental inspection ordinance at Wednesday's staff meeting. Will consult the attorney to determine if a legal remedy is appropriate.

Scott – Called on the community to help fill the pantry at the Edmond Senior Apartments.

Chin – Attended the Police awards ceremony. He has held monthly coffee hours since his appointment to the Council in June 2022, and has announced in several places that he has begun maintaining office hours in the Mayor's office at City Hall on Tuesdays from 11-1 and Thursdays from 4-6 on the week between regular council meetings. He has a brochure to share for free tax preparation for qualifying households through the United Way. The County provides building inspections and should be consulted in regards to the inspections performed at the Edmond Senior Apartments, documentation can be obtained from them.

Rodriguez – It is important that the public has the opportunity to speak at the meeting, comments should not be restricted. Regarding the benefits of using an outside municipal executive search to maintain candidate confidentiality, what is the authority regarding the confidentiality rule and could the Council themselves exercise this authority.

Fullerton – The issuance of building occupancy permits was under the authority of the city at the time of the construction of the Edmond Senior Apartments building and the "trades" permitting authority was with the County. Will seek to bring the permitting authority back to the City and will pursue that during upcoming (county) meetings

Lewis – Builders and realtors that he has spoken with would like to see the building department back at the city and work is being done towards that goal.

ADJOURN:

Motion by Christiansen supported by Fullerton to adjourn the meeting at 9:07 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
Workshop Meeting
March 20, 2024

CALL TO ORDER:

By Mayor Lewis on Wednesday March 20, 2024 at 7:00 p.m.

ROLL CALL:

Council members in attendance; Mayor Lewis, Mayor Pro-Tem Duweck, Council members Scott, Chin, Christensen, and Fullerton. Rodriguez arrived at 8:28 p.m. A quorum was met.

City staff in attendance; Interim City Manager Terry, City Clerk LaRocque

PLEDGE OF ALLEGIANCE:

Led by Mayor Lewis

ABSENCE OF COUNCIL MEMBERS:

Rodriguez (arrived at 8:28)

PUBLIC COMMENT:

No comment

APPROVE AGENDA:

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

DISCUSSION ITEMS:

a. Council Priorities Discussion

Interim City Manager Terry recorded the list of items as Council went through their ideas and followed up by providing his insight and feasibility of each item. He will provide Council with a list at the next meeting. Some of the key items are listed here:

Staffing; roads; social district; website; IT and phones; business relations; housing/homeless; budget; labor contracts; cannabis; township; ambulance service; building inspections; street paving; truck traffic; leadership/city manager; relationships;

project ready; communications; capital improvement plans; facilities

PUBLIC COMMENT:

JoDee Pruden – via ZOOM – Thanked Council for recognizing Zoom attendees during public comment

MAYOR AND COUNCIL COMMENTS:

Scott – The Library will attendance the next Council meeting on the 25th, with the proposed reorganization, the City will lose the vote of the City Council Representative, but not their participation, on the Library board.

Chin – Commended the police department with the apprehension of the robbery suspect and attended the Eaton county meeting and shared some of the fiscal struggles they are currently facing.

Rodriguez – Apologized for his tardiness, is confident the priorities he intended to mention have been covered already.

Christensen – Eaton County Commissioners next meeting is on April 17, encouraged others to attend. He and his wife visited Edmonds Senior Apartments and provided a truck full of food to their food pantry paid by an anonymous donor and plans to deliver another truck full.

Fullerton – no further comments

Duweck – Applications for the Cannabis licensing are moving ahead and Michigan Can Lines, Inc. are expected to be up and running in a few months.

Lewis – Michigan Can Lines are expected to come before the Planning Commission for a variance. They expect about 150 local jobs to be added. He believes the social district plan will be a good selling point with MDOT in the discussions regarding downtown truck traffic.

ADJOURNMENT:

Motion by Christensen supported by Fullerton to adjourn at 8:50 p.m. Carried. Yea 7; Nay 0; Absent 0

Respectfully submitted by
Mary LaRocque, City Clerk



A MEMORABLE PROCLAMATION IN HONOR OF

Bryan Myrkle

Community Development Director

A tribute to over two decades of exemplary service

WHEREAS, Bryan Myrkle, a cornerstone of our City of Charlotte family, has dedicated nearly 24 years of his life to the betterment of our community, commencing his journey on October 16, 2000, as the esteemed Community Development Director; and

WHEREAS, Mr. Myrkle's unwavering integrity, dedication, and loyalty have been the bedrock of his service to the City and the Charlotte community, embodying the very spirit of public service; and

WHEREAS, In his pivotal role as Community Development Director, Mr. Myrkle has been instrumental in shaping the landscape of our city, spearheading comprehensive plans for zoning and land use, fostering economic prosperity by fostering partnerships to attract and retain businesses, enhancing the sustainability and livability of our community, overseeing code enforcement and rental inspections, orchestrating the remarkable revitalization of our community airport, and an array of other transformative projects that have left an indelible mark on our city; and

WHEREAS, Alongside his beloved wife, Amanda Myrkle, Mr. Myrkle has nurtured their family in the heart of Charlotte, with both daughters flourishing within the embrace of our community through their education in Charlotte schools; and

WHEREAS, Beyond his duties, Mr. Myrkle has generously shared his expertise with various community organizations, including the Michigan Nordic Fire Festival and Charlotte Rising, embodying the essence of civic engagement and communal spirit;

THEREFORE, Let it be proclaimed by the City Council of the City of Charlotte, joined by the entirety of our city staff and its residents, that we extend our deepest gratitude to Mr. Bryan Myrkle. With profound admiration and heartfelt appreciation, we honor his outstanding service and remarkable contributions to the City of Charlotte.

Mary LaRocque, City Clerk

Tim Lewis, Mayor

Charlotte Police Department

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

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

Paul Brentar, Chief of Police

February 2024 Monthly Report

Monthly Statistics:

- See attached report.

Training:

- Officer's Fullerton, Leach, and Stid attended Rescue Team training.
- All officers completed 10 hours annual training where they were re-certified in many areas of policing.
- Chief Brentar and Captain Brooks attended the Michigan Association of Chief's of Police conference in Grand Rapids.

Staffing:

- We have 2 officer vacancies currently however; I have 2 candidates selected to fill these vacancies in the fall.

Operational Highlights:

- On 02-02, officers responded to a Personal Injury Crash on Lansing St/Harris St. Only minor injuries were sustained.
- On 02-07, officers were called to a fight call at Cochran/Stoddard for a group of teens fighting. Officers will be requesting charges and the investigation is on-going.
- On 02-09, officers were dispatched to a missing persons report where a student left the middle school. Officers were able to locate the juvenile a short time later.
- On 02-10, officer assisted EMS with a subject who was unconscious and not breathing. Working together they were able to get a pulse on the patient who was then transported to the hospital.
- On 02-12, officers assisted the DNR on an illegal tree cutting complaint.
- On 02-15, officers responded to a stolen vehicle complaint. While on that complaint, another stolen vehicle complaint came in where officers located the suspects and apprehended 2 of the 3 suspects after a foot pursuit. Charges have been filed and the investigation is on-going.
- On 02-17, officers responded to an armed robbery at the Shell gas station. A K-9 track was unsuccessful in locating the suspects. This investigation is on-going.
- On 02-17, officers responded to a heroin overdose. Officers administered Narcan and revived the person.
- On 02-19, officers made contact with a subject in the Meijer parking lot who was intoxicated. The driver was subsequently arrested for OWI and lodged at the jail.

- On 02-21, officers assisted the MSP Computer Crimes unit with the execution of a search warrant on Sheherd St.
- On 02-26, a night shift officer located a suspicious vehicle in the Cork & Bottle parking lot well after it was closed. After making contact with the occupants, it was determined that these individuals were the suspects that committed the armed robbery on 02-17 at Shell.
- On 02-28, an officer took a fraud complaint where a female was asked to deposit \$5000 into an account and then send a receipt to the requestor. After realizing it was a scam she contacted the police.
- On 02-29, officers assisted the St. John's police department with a counterfeit bill's complaint.
- On 02-29, officers were dispatched to Meijer for a weapons complaint. Officers located the suspects who were shooting air soft guns at each other.
- On 02-29, a female suspect was sentenced in an embezzlement case from June of 2021. She received one year in jail and 3 years' probation for embezzling over \$779K from a local business.

Outreach/Public Events:

- Officers provided security for the Nordic Fire Festival on 2-23 and 2-24.

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	9	-100%		
ROBBERY		1											1	0	100%		
NON-AGG ASSAULT	18	11											29	21	38%	3	7
AGGRAVATED ASSAULT	2												2	4	-50%		
INTIMIDATION/STALKING	9	14											23	26	-12%		1
PROPERTY CRIMES																	
ARSON													0	1	-100%		
EXTORTION	1												1	2	-50%		
BURGLARY-FORCED		1											1	2	-50%		2
BURGLARY-W/O FORCE													0	1	-100%		
BURGLARY-ILLEGAL ENTRY		2											2	2	0%	1	
POSS BURGLARY TOOLS													0	0	0%		
LARCENY	20	14											34	47	-28%		
MOTOR VEHICLE THEFT	1	3											4	5	-20%		2
Part II Crimes																	
STOLEN PROPERTY-MOTOR VEHICLE		1											1	2	-50%		
FORGERY/COUNTERFEIT-ING	1	1											2	2	0%		
FRAUDULENT ACTIVITY	6	8											14	15	-7%		1
EMBEZZLEMENT													0	0	0%		
REC/CONCEALING STOLEN PROPERTY													0	0	0%	1	1
DESTRUCTION OF PROPERTY	2	8											10	4	150%		
RETAIL FRAUD-ALL	6	5											11	20	-45%		
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	5											8	3	500%		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	TOTAL	LAST YEAR	%	WARRANTS	ARRESTS
UCR TITLE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	LAST YEAR	%	WARRANTS	ARRESTS
JUVENILE MINOR																	
DELINQUENT MINOR	6	26											32	37	-14%		
RUNAWAY	1	7											8	4	100%		
CIVIL-NON CRIMINAL																	
DIVORCE/SUPPORT													0	0	0%		
INCAPACITATION													0	0	0%		
INSANITY	16	16											32	19	68%		
TRAFFIC																	
CRASH-PD-PUBLIC ST.	29	12											41	37	11%		
CRASH-PI-PUBLIC ST	4	1											5	6	-17%		
CRASH-FATAL-PUBLIC ST													0	0	0%		
CRASH-PD-PRIVATE	3	1											4	9	-56%		
CRASH-PI-PRIVATE													0	0	0%		
CRASH-FATAL-PRIVATE													0	0	0%		
PROPERTY CIVIL INFRACTION	48	43											91	33	176%		
PARKING VIOLATION	3	7											10	17	-41%		
Park. Tickets- 524-2021, 356-2023	62	7											69	14	342%		
ABANDONED VEHICLE	3	2											5	11	-55%		
TRAFFIC HAZARD INVES	13	5											18	4	350%		
TRAFFIC DIRECTION	6	1											7	4	75%		
TRAFFIC SAFETY PUBLIC APPEARANCE													0	0	0%		
BREATHALYSER TEST-													0	0	0%		
OTHER POLICE													0	0	0%		
ALARMS																	
ALARM-POLICE RESPONSE	9	19											28	17	65%		
ALARM-MALFUNCTION	1	1											2	1	100%		
ALARM-TEST	2	1											2	0	200%		
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%		

#DIV/0!														TOTAL	2023	%	WARRANTS	ARRESTS
UCR TITLE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC						
ASSIST C.F.D.	3	1												4	4	300%		
UCR TITLE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	LAST YEAR	%	WARRANTS	ARRESTS	
ACCIDENTS																		
ACCIDENT-AIRCRAFT													0	0	0%			
ACCIDENT-HUNTING													0	0	0%			
ACCIDENT-SHOOTING													0	0	0%			
ACCIDENT-BOATING													0	0	0%			
ACCIDENT-WATER													0	0	0%			
ACCIDENT-OTHER													0	0	0%			
INSPECTIONS-																		
INVESTIGATIONS																		
INSPECT-BOAT													0	0	0%			
INSPECT-MOTOR VEHICLE	5	2											7	2	500%			
INSPECT-TRAFFIC CITATION													0	0	0%			
INSPECT-BUSINESS	35	34											69	67	3%			
INSPECT-RESIDENCE	3	9											12	47	-74%			
INSPECT-HANDGUN	12	15											27	12	125%			
INSPECT LIQUOR LICENSE		4											4	4	0%			
INSPECT-OTHER/SOR CHECK	13	9											22	27	-19%			
INSPECT-CCW APPLIC													0	0	0%			
DOMESTIC DISPUTES	16	23											39	31	26%			
CIVIL DISPUTE	8	16											24	33	-27%			
SUSPICIOUS SITUATION	82	81											163	184	-11%			
FIELD INTERROGATION CARD													0	0	0%			
HAZARDOUS SITUATION													0	0	0%			
SUSPECTED NARCOTIC ACTIVITY	1	6											7	4	75%			
ABANDONED/RECOVERED PROPERTY	5	3											8	20	-60%			
DRUG OVERDOSE	1	2											3	0	100%			
BOMB THREAT													0	0	0%			
MISC. INCIDENTS																		
MISC/P.B.T.													0	0	0%			
SUICIDE	2												2	0	200%			
SUICIDE ATTEMPT	6	4											10	20	-50%			
DEATH-NATURAL	2	2											4	0	200%			
DEATH-UNDETERMINED													0	0	0%			
MISSING PERSON	3	1											4	1	300%			

#DIV/0!

UCR TITLE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	2023	%	WARRANTS	ARRESTS
NATURAL DISASTER													0	0	0%		
PUBLIC RELATIONS ACTIVITY													0	9	-100%		
PATROL INFORMATION	1												1	2	-50%		
UCR TITLE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	LAST YEAR	%	WARRANTS	ARRESTS
GENERAL ASSISTANCE																	
ASSIST CITIZEN	44	56											100	144	-31%		
ASSIST MOTORIST	7	5											12	5	140%		
ASSIST POLICE AGENCY	9	11											20	20	0%		
ASSIST OTHER AGENCY	8	11											19	30	-37%		
ASSIST D.P.W.	4	1											5	2	150%		
ESCORT-FUNERAL													0	0	0%		
ESCORT-MONEY													0	0	0%		
ESCORT-OTHER													0	0	0%		
TRANSPORT-PRISONER	22	12											34	24	42%		
TRANSPORT-PAPERWORK	4	6											10	17	-41%		
TRANSPORT-OTHER													0	0	0%		
LOCKOUT		3											3	1	200%		
SUBPOENA SERVICE	4	2											6	3	100%		
PERMISSION TO PARK	2	3											5	0	200%		
PATROL-FOUND DOOR OPEN	8	5											13	2	550%		
PATROL-FOUND OPEN WINDOW													0	0	0%		
PATROL-FOUND B&E													0	0	0%		
ASSIST E.C.S.D.-	9	5											14	10	40%		
GENERAL NON CRIMINAL																	
JUVENILE SAFETY VIOL													0	0	0%		
ANIMAL CONTROL	10	10											20	14	43%		
ZONING ORD VIOLATION	2												2	1	100%		
TOTALS	654	618											1272	1287	-1%		
TRAFFIC STOPS	137	101											238	149	60%		
OFFICER TRAINING HOURS	13	182											195	186	5%		
COMMUNITY HOURS	16	72.5											88.5	71	25%		
PAPERWORK HOURS	469.5	322.5											792	757.5	5%		

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 45 calls for service for the Charlotte Public Schools in February.

1- Intimidation/Threats, 1- Larceny, 5- V.C.S.A, 5- Public Peace, 1- Health/Safety, 1- Invasion of Privacy-Trespass, 13-Delinquent Minor

5- Runaway, 1- Civil Infraction, 1-Alarm, 1-Alarm- Test, 1-Assist CFD, 2- Suspicious Situation, 1- Suspected Narcotics Activity,

2- Assist Citizen, 1- Assist Police Agency, 2- Assist Other Agency, 1- Lockout

VCSA STATS

During the month of February, the Charlotte Police Department dealt with 13 VCSA incidents. They are the follows:

5-Marijuana, 2- Cocaine, 1-Fentanyl, 3-Meth,1- Heroin, 1- Unknown

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

DEPARTMENT OF PUBLIC WORKS

PROJECT STATUS REPORT

March 20, 2024

PROJECTS IN PROGRESS

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. I have met with the finance people and City Manager regarding our budgets.

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. We have submitted a grant amendment to reallocate funds in the grant to allow for the Fishbeck amendment approved by council.

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. The contractor is still disputing about three items. We have been reimbursed by the Drain Office for their portion of the project.

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.

Consumers Energy Railroad Street Property

The final letters have been written and sent to the property owners affected by the contamination of Consumers Energy's property. There is still one letter that needs to be sent to the Barry Eaton

Health Department to complete the project. This has been a multi-year process working with Consumers and the Michigan Department of Environment, Great Lakes, and Energy (EGLE).

Safe Routes to School Project

A startup meeting for the coming construction season is scheduled. The contractor still owes us documentation and has a lot of punch list work to complete in the spring. There will be some non-conforming work that will be torn out and placed to Federal standards, so there is no need to be alarmed. We are continuing to stay up with the MDOT paperwork and soil erosion inspections.

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. We have also met with AT&T about their utility relocation. Their permit was submitted, reviewed, and approved. A pre-construction meeting for AT&T's work is scheduled. Please note that this will be a complete road closure.

Exempt Railroad Crossings

The DPW has completed the sign installations for exempt three crossings owned by Charlotte Southern on our City roads. Paperwork has been completed and sent to MDOT Rail Division along with the required pictures of all the signs.

Park Advisory Board

We had our February meeting with a quorum. A young man approached the Board with a request to turn the old ice rink concrete slab into basketball courts. He is going to put some numbers and a plan together to bring to a future meeting. We also have a new member which should help with obtaining quorums for meetings. I continue to prepare minutes and agendas for this Board. Our next regularly scheduled meeting is in April.

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, and a thorough review of their utility plans has been completed and a memo with concerns has been prepared.

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. Just for a reality check, this is the number of right-of-way permits reviewed and approved in the past years: 2021: 26 2022: 108 2023: 77 2024 to date: 20

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. There are still a couple of more packets I need to complete, but time has not allowed for it.



Memo

To: Honorable Mayor Lewis; City Council
From: Mary LaRocque, City Clerk
Date: March 22, 2024
Re: Monthly report – Office of the City Clerk

ELECTION NEWS:

I have been busy with post-election duties, including the preparation for the submission of the reimbursement for expenses to the Presidential Primary. I would like to thank all of our Election Inspectors for their service and thank you to Subway and Cottage Inn Pizza for providing lunch and dinner for our inspectors. I would like to thank Eaton County Clerk Diane Bosworth and Deputy Clerk Kim Morris for conducting the 9-day early voting on behalf of the City and several other jurisdictions within the county, and Carmel Township for providing their township facilities for the same.

UPCOMING CITY MEETINGS:

- Planning Commission – April 2, 2024 7 p.m.
- City Council – April 8, 2024 7 p.m.
- Camp Frances – April 9, 2024 6:30 p.m.
- DDA – April 16, 2024 6:30 p.m.
- City Council – April 22, 2024 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)
- Community Development Director

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

Respectfully submitted
Mary LaRocque, City Clerk



Memo

To: Interim City Manager Doug Terry; Honorable Mayor Lewis; City Council
From: Karen Lancaster, The WoodHill Group
Date: March 25, 2024
Re: Finance Department Update

As part of the 60-90 day plan for emergency financial services to the City of Charlotte, we are pleased to report the following activities:

- Completion of the Fiscal Year 2025 Budget First Draft for the City Manager to review.
- Completion of a wage model to assist with labor negotiations.
- Transitioning Payroll processing and Federal and State compliance reporting to the WoodHill team.
- Filed State report outlining that ARPA dollars are spent which enables the City to receive an additional small amount of State-shared revenue.
- Completed February bank reconciliations and General Ledger items.
- Summer and Winter tax settlement spreadsheets are complete for both Ad Valorem and Special Act taxes. Final distributions have been calculated but will not be done until the City has settled with the County. We expect the settlement to be complete by March 29. State required reporting forms for Industrial Facilities Tax (IFT), Obsolete Property Reinvestment Act (OPRA), and ETRPT (Land Bank) parcels are complete and ready to be transmitted to Michigan Treasury following settlement with the County.
- Approved Accounts Payable invoices for payment after City Council approval.

Upcoming activities for the month of April include:

- In conjunction with the City Manager, submission of the draft budget to Council on April 8th.
- Submission of the Quarterly Financial report to the City Council for the quarter ended March 31, 2024 with recommendations for budget amendments, if needed.
- Submission of the ARPA reporting due April 30th.
- Complete tax settlement with the County and all related reporting.
- File the 941 Employer quarterly tax return for the quarter ending March 31, 2024.
- Complete the worker's compensation insurance renewal.

Please let me know if you have any questions or concerns that are not being addressed.



Memo

To: City Council
From: Bryan Myrkle, Community Development Director
Date: March 19, 2024
Re: Community Development Activity Report for March, 2024

Edmond Senior Apartments

Comments made by residents and City Council members at a recent meeting caused dismay to Community Development staff who have worked hard to resolve issues when possible at the Edmond Senior Apartments. The fault for any negative conditions or occurrences experienced by residents of this complex lie at the feet of the management company, and any blame should be directed toward them.

Even though residents of the Edmond Apartments have been introduced to both Code Enforcement and Rental Inspection staff, and given their contact information, no resident informed us of the issues they spoke about at the most recent Council meeting. It is not possible to respond to complaints that are never received.

Earlier this winter, when issues regarding rent and property conditions were raised at City Council meetings, I immediately contacted the Michigan State Housing Development Authority to ask about potential remedies and enforcements. I was told that MSHDA would be conducting physical inspections of the property this year, as well as an audit of rental rates charged.

Last summer, when the City was made aware of problems with the elevator, City Staff went door-to-door within the complex to assess the needs of every resident. We also facilitated an informational meeting for all residents, and worked to connect them to grocery shoppers willing to help them obtain food. We also worked to find alternative lodging, though no resident was ultimately interested in a temporary relocation. Staff also worked to help resolve the elevator problems by contacting numerous vendors who might be able to supply the parts necessary to fix the issue. I believe the City worked harder to resolve these problems than the management company that is the actual responsible party.

It is important for City Council members to understand the context within which these apartments are viewed by staff. While the issues at this location are very well known within our community because the residents have been vocal at City Council meetings, there are many

residents of Charlotte living in far worse conditions than those at Edmond Apartments. If City Council members are upset or surprised by what they found at Edmond Apartments, I can scarcely imagine how they would feel if they were exposed to the living conditions our staff discover on a daily or weekly basis. Many Charlotte residents live in frankly appalling conditions that far eclipse what you have seen at Edmond, and which have to be treated as a higher priority. Sometimes these problems are created or exacerbated by the residents themselves and sometimes not.

City Staff works as closely as possible with other agencies with responsibility for housing, but resources are extremely limited and difficult to access. We also have to strike a careful balance between heavy-handed enforcement that might create a homelessness situation for any given resident, and light-handed enforcement that doesn't get any results. City Council members may not understand that if we declare a property to be uninhabitable due to reasons of safety or sanitation, the resident's only other option may be to start sleeping in their car. Similarly, if we start repeatedly issuing citations to a landlord to force improvements, they may vacate the apartment at the end of the lease to make the improvements and the resident again loses their home. Because of these sticky situations and the lack of support from other agencies, nearly every instance has to be handled as a unique occurrence, with an effort made to ensure we are resolving issues, not making them worse.

Finally, I would like to note that the problems associated with negative property conditions did not arise overnight, and the Charlotte Rental Inspection program is very new. There has been only one round of inspections, with priority given to issues of immediate safety. We are now entering the second round, and landlords and property managers understand that inspections will be more thorough, because they have had time to fix problems identified during round 1.

In all cases related to Code Enforcement and Rental Inspection, I ask that if you are contacted by a resident about a problem, that you refer that problem to the appropriate staff members, to give them an opportunity to address it.

Other Community Development Activity:

- Continued working with a manufacturer with an interest in building a facility in Combs Park. This includes planning roadway access, property configuration, utility extensions and related matters.
- Continued working with City Attorney Revore and other City Staff on the creation of a downtown Social District.
- Continued working with Beckett & Raeder on the Master Plan project.
- Continued working with Walters Dimmick Petroleum and RW Mercer on the proposed redevelopment of the Shell/Johnny's Market site.
- Continued working with a number of potential commercial cannabis operators, including the intake of our first application for a local license. Other license applications should be coming in soon.

- Worked to prepare site plan packages for upcoming work at Sparrow Eaton Hospital and 500 Packard Highway, as well as a possible new restaurant business coming downtown.
- Was informed that the City was successful in its application to MSHDA's CHILL Grant Program, which will bring \$200,000 to Charlotte for homeowner improvements.
- Worked on transition issues related to my change of employment.



CHARLOTTE FIRE DEPARTMENT & RURAL FIRE ASSOCIATION

Fire Chief

111 E. Lawrence Ave., Charlotte MI 48813

Ph. 517-543-0241



CFD Monthly Report

DATE: March 18, 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.
- Volunteer Firefighter Staffing is completely full. Any future applicants will have to be put on a waiting list.
- Cadet Staffing is up to three (3) members.

EATON COUNTY 911

Events by Nature Code by Agency

Agency: CFD, Event date/Time range: 02/01/2024 00:00:00 - 02/29/2024 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	5	5	10%	0:00:18	0:05:06	0:42:36	3:59:56	0:47:59
	COMMERCIAL FIRE ALARM	0	0	3	3	6%	0:02:22	0:03:21	0:13:21	0:57:14	0:19:05
	COMPLAINT FIRE INVESTIGATION	0	3	2	5	10%	0:01:19	0:05:14	0:13:36	1:32:52	0:18:34
	FIRE INSPECTION	0	1	0	1	2%	0:00:01	0:00:00	0:16:42	0:16:43	0:16:43
	HAZARDOUS MATERIALS	0	0	1	1	2%	0:01:44	0:07:35	0:13:14	0:22:33	0:22:33
	MEDICAL ASSIST	0	0	12	12	25%	0:00:08	0:04:35	0:11:04	3:09:21	0:15:47
	MISCELLANEOUS FIRE RUN	0	0	2	2	4%	0:02:54	0:06:45	0:29:59	1:19:17	0:39:39
	ODOR INVESTIGATION	0	0	5	5	10%	0:01:26	0:07:06	0:10:18	1:25:54	0:17:11
	PERSONAL INJURY CRASH	0	0	8	8	17%	0:00:21	0:07:46	0:39:19	4:55:39	0:36:57
	RESIDENTIAL FIRE ALARM	0	0	1	1	2%	0:01:33	0:02:18	0:01:35	0:05:26	0:05:26
	VEHICLE FIRE	0	0	1	1	2%	0:01:03	0:03:27	0:21:31	0:26:01	0:26:01
	WIRES DOWN	0	2	2	4	8%	0:00:37	0:04:47	0:08:27	0:54:49	0:13:42
	Subtotals for No Summary Code	0	6	42	48	100%	0:01:09	0:05:16	0:18:28	19:25:45	0:23:18
Subtotals for CFD		0	6	42	48	100%	0:01:09	0:05:16	0:18:28	19:25:45	0:23:18



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
20240000071	02/01/2024 09:02	CARDIAC OR RESP	603 E BASELINE HWY	311	CLR	02/01/2024 09:42:10
20240000072	02/01/2024 09:54	MEDICAL ASSIST	MARSHALL RD/W NYE HWY	311	CLR	02/01/2024 10:07:22
20240000073	02/01/2024 09:57	WIRES DOWN	712 E HENRY ST	312	CLR	02/01/2024 10:12:07
20240000075	02/03/2024 14:27	COMPLAINT FIRE	409 W THIRD ST	312	R	02/03/2024 14:47:45
20240000076	02/04/2024 23:25	WIRES DOWN	120 VAN LIEU ST	312	R	02/04/2024 23:44:00
20240000077	02/05/2024 19:16	MEDICAL ASSIST	5631 PACKARD HWY	312	CLR	02/05/2024 19:33:27
20240000078	02/06/2024 18:07	PERSONAL INJURY	E BELLEVUE HWY/GILDART	311	R	02/06/2024 19:23:08
20240000079	02/06/2024 19:43	PERSONAL INJURY	7850 N COCHRAN RD	312	R	02/06/2024 19:54:02
20240000086	02/11/2024 13:16	ODOR INVESTIGATION	WARREN AVE/MERRITT ST	312	R	02/11/2024 13:27:39
20240000080	02/08/2024 13:03	COMMERCIAL FIRE	378 STATE ST	312	R	02/08/2024 13:31:16
20240000081	02/09/2024 19:35	COMPLAINT FIRE	235 N STINE RD	312	R	02/09/2024 19:58:08
20240000082	02/10/2024 10:16	PERSONAL INJURY	VALLEY HWY/N IONIA RD	312	CLR	02/10/2024 10:56:17
20240000083	02/10/2024 15:18	HAZARDOUS	1852 FLANDERS RD	312	R	02/10/2024 15:41:28
20240000084	02/10/2024 15:39	CARDIAC OR RESP	304 SLEEPER	312	CLR	02/10/2024 16:00:44
20240000085	02/10/2024 16:45	CARDIAC OR RESP	219 VAN LIEU ST	312	CLR	02/10/2024 18:50:44
20240000087	02/12/2024 20:17	MEDICAL ASSIST	233 VAN SICKLE DR	311	CLR	02/12/2024 20:30:10
20240000088	02/13/2024 20:03	MEDICAL ASSIST	695 LANSING ST	312	R	02/13/2024 20:16:49
20240000089	02/14/2024 00:58	MEDICAL ASSIST	269 N BONNIE BROOK DR	311	CLR	02/14/2024 01:18:46
20240000116	02/29/2024 11:22	PERSONAL INJURY	PACKARD HWY/N	312	CLR	02/29/2024 11:35:26
20240000090	02/15/2024 16:33	MISCELLANEOUS FIRE	S ROYSTON RD/E CLINTON	312	CLR	02/15/2024 17:34:58
20240000091	02/16/2024 04:03	PERSONAL INJURY	S COCHRAN RD/W FIVE	312	R	02/16/2024 04:40:56
	02/16/2024 15:15	FIRE INSPECTION	365 STATE ST	312	CLR	02/16/2024 15:32:38
20240000092	02/16/2024 21:36	WIRES DOWN	426 PEARL ST	311	R	02/16/2024 21:46:12
20240000093	02/17/2024 12:38	MEDICAL ASSIST	100-309 BUTTERNUT DR	312	R	02/17/2024 12:49:39
20240000094	02/17/2024 12:47	RESIDENTIAL FIRE	127 S OLIVER ST	312	R	02/17/2024 12:52:43
20240000095	02/17/2024 15:36	CARDIAC OR RESP	340 PLEASANT ST	312	R	02/17/2024 15:53:14
20240000096	02/17/2024 22:49	MEDICAL ASSIST	3011 W KALAMO HWY	312	CLR	02/17/2024 23:10:32
20240000097	02/18/2024 22:02	MEDICAL ASSIST	722-205 TUMBLEWEED LN	312	CLR	02/18/2024 22:18:58
20240000098	02/19/2024 04:45	COMMERCIAL FIRE	1663 REYNOLDS RD	312	R	02/19/2024 04:58:31
20240000099	02/19/2024 13:48	WIRES DOWN	N COCHRAN AVE/BEECH	311	CLR	02/19/2024 14:00:38
20240000100	02/19/2024 16:58	PERSONAL INJURY	W FIVE POINT	312	CLR	02/19/2024 17:39:00
20240000101	02/19/2024 18:08	MISCELLANEOUS FIRE	209-1A E LAWRENCE AVE	312	CLR	02/19/2024 18:26:21
20240000102	02/20/2024 10:14	MEDICAL ASSIST	2276 S STINE RD	312	CLR	02/20/2024 10:29:44
20240000103	02/22/2024 18:41	MEDICAL ASSIST	882 CHADS WAY	312	R	02/22/2024 19:06:31
20240000104	02/24/2024 12:29	ODOR INVESTIGATION	PRAIRIE ST/E HENRY ST	311	CLR	02/24/2024 12:40:31
20240000105	02/25/2024 08:50	VEHICLE FIRE	E MCCLURE ST/N	311	R	02/25/2024 09:16:27
20240000106	02/25/2024 12:03	MEDICAL ASSIST	3950 LONG HWY	312	R	02/25/2024 12:18:22
20240000107	02/25/2024 17:58	ODOR INVESTIGATION	1111 FAIRVIEW HWY	312	CLR	02/25/2024 18:18:29
20240000108	02/25/2024 18:56	COMPLAINT FIRE	3025 ISLAND HWY	312	R	02/25/2024 19:16:54
20240000109	02/26/2024 10:23	COMPLAINT FIRE	2010 E CLINTON TRL	311	R	02/26/2024 10:36:06
20240000110	02/27/2024 14:22	PERSONAL INJURY	PACKARD HWY/LANSING	CFD	CLR	02/27/2024 14:23:32

Report Generated: 03/01/2024 10:09:32 | User ID: THART

EventHistory_EventListWithReportNumbers



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
20240000111	02/27/2024 18:50	PERSONAL INJURY	N CLINTON TRL/MULLIKEN	312	CLR	02/27/2024 20:09:18
20240000112	02/28/2024 01:02	ODOR INVESTIGATION	530 S STINE RD	312	CLR	02/28/2024 01:18:21
20240000113	02/28/2024 19:17	CARDIAC OR RESP	511 E SHEPHERD ST	312	CLR	02/28/2024 19:53:56
20240000114	02/29/2024 01:43	COMMERCIAL FIRE	722-205 TUMBLEWEED LN	311	R	02/29/2024 01:59:42
20240000115	02/29/2024 03:40	COMPLAINT FIRE	4400 S COCHRAN RD	312	R	02/29/2024 03:57:05
20240000117	02/29/2024 15:57	MEDICAL ASSIST	214 W FIRST ST	312	CLR	02/29/2024 16:07:21
20240000118	02/29/2024 19:22	ODOR INVESTIGATION	5412 WILCOX RD	312	CLR	02/29/2024 19:50:45

Total Number of Events Listed: 48

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

— THE CITY OF —
CHARLOTTE
— MICHIGAN —

Memo

To: Honorable Mayor Lewis; City Council
From: Mary LaRocque, City Clerk
Date: March 20, 2024
Re: Claims and Expenditures for Council approval on Monday March 25, 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 March 11, 2024	\$ 3,339.64
Insurance claims week of March 18, 2024	\$ 4,796.08
Payroll paid Friday March 22, 2024	\$ 94,522.32
Invoiced claims as of March 20, 2024	<u>\$270,752.13</u>
Total	<u>\$373,410.17</u>

Suggested Motion

Motion to approve Claims and Expenditures in the amount of **\$373,410.17**

03/20/2024 02:54 PM

User: CKOENIG

DB: Charlotte

APPROVAL LIST FOR CITY OF CHARLOTTE
 EXP CHECK RUN DATES 03/26/2024 - 03/26/2024
 UNJOURNALIZED OPEN
 BANK CODE: POOL

Page: 1/7

INVOICE NUMBER	DESCRIPTION	AMOUNT	EXPECTED CHECK RUN
VENDOR NAME: 1ST AYD CORPORATION PSI682868	CLEANING SUPPLIES	384.99	03/26/2024
	TOTAL VENDOR 1ST AYD CORPORATION	384.99	
VENDOR NAME: ACE HARDWARE & LUMBER CO. 56437	WOOD FOR RESCUE TRAILER	600.10	03/26/2024
	TOTAL VENDOR ACE HARDWARE & LUMBER CO.	600.10	
VENDOR NAME: AIS CONSTRUCTION EQUIPMENT F06569	RETURN UPPER WINDOW	(362.33)	03/26/2024
	TOTAL VENDOR AIS CONSTRUCTION EQUIPMENT	(362.33)	
VENDOR NAME: ALTOGAS 03.13.2024	PROPANE CYLINDER REFILL	26.40	03/26/2024
	TOTAL VENDOR ALTOGAS	26.40	
VENDOR NAME: AMAZON CAPITAL SERVICES			
17L4-L9RX-1KPY	ACCOUNT # A264N6SLCWDWHU (BATHROOM SUPP	57.98	03/26/2024
1WKK-CJCP-FYXY	ACCOUNT # A264N6SLCWDWHU (OPERATING SUP	450.24	03/26/2024
1C6J-4VJG-M9TQ	ACCOUNT # A264N6SLCWDWHU (CANNABIS APPLI	10.49	03/26/2024
1R67-LV4H-7NHK	ACCOUNT # A264N6SLCWDWHU (CREDIT MEMO FO	(24.99)	03/26/2024
1MT7-3GMG-14GR	ACCOUNT # A264N6SLCWDWHU (PARCHMENT PAP	12.99	03/26/2024
	TOTAL VENDOR AMAZON CAPITAL SERVICES	506.71	
VENDOR NAME: AMAZON CAPITAL SERVICES - POLICE			
13GG-H4VC-FY71	ACCT # A1K517P63NLQUT(POLICE) (SUPPLIE	147.69	03/26/2024
11K9-PJLR-TNRC	ACCT # A1K517P63NLQUT(POLICE) 4 PORT U	72.58	03/26/2024
1TL6-YVRG-W3JK	ACCT # A1K517P63NLQUT(POLICE) CORDLESS	179.00	03/26/2024
1DHH-YGDC-9V13	ACCT # A1K517P63NLQUT(POLICE) TACTICA	230.75	03/26/2024
	TOTAL VENDOR AMAZON CAPITAL SERVICES - POLICE	630.02	
VENDOR NAME: APEX SEPTIC & EXCAVATING, INC. 1554	204 W HARRIS	4,346.28	03/26/2024
	TOTAL VENDOR APEX SEPTIC & EXCAVATING, INC.	4,346.28	
VENDOR NAME: ARROWHEAD UPFITTERS, INC 7836	SIREN SYSTEM	1,045.00	03/26/2024
	TOTAL VENDOR ARROWHEAD UPFITTERS, INC	1,045.00	
VENDOR NAME: AT&T LONG DISTANCE 131573146.2	AIRPORT INTERNET FEBRUARY 27 - MARCH 2	51.38	03/26/2024
	TOTAL VENDOR AT&T LONG DISTANCE	51.38	
VENDOR NAME: AVFUEL CORPORATION 020136577	AIRPORT FUEL	40,837.87	03/26/2024
	TOTAL VENDOR AVFUEL CORPORATION	40,837.87	
VENDOR NAME: BARRY-EATON COUNTY HEALTH 03.04.2024	VACINATIONS	299.00	03/26/2024
	TOTAL VENDOR BARRY-EATON COUNTY HEALTH	299.00	
VENDOR NAME: BEAVER RESEARCH COMPANY 0368526-IN 0368484-IN	SOLVENT SPRAYER, QUART PLAIN BOTTLE HAND CLEANER, CLEANING SUPPLIES	95.95 485.60	03/26/2024 03/26/2024
	TOTAL VENDOR BEAVER RESEARCH COMPANY	581.55	
VENDOR NAME: BIG INK 92011	FIRE INSPECTOR BUISNESS CARDS	92.50	03/26/2024
	TOTAL VENDOR BIG INK	92.50	
VENDOR NAME: BLUE CARE NETWORK 240680015687 240680037877	MEDICAL COVERAGE (04.01.2024 - 04.30.202 MEDICAL COVERAGE (RETIRED) COVERAGE PERI	54,843.57 2,361.17	03/26/2024 03/26/2024
	TOTAL VENDOR BLUE CARE NETWORK	57,204.74	

INVOICE NUMBER	DESCRIPTION	AMOUNT	EXPECTED CHECK RUN
VENDOR NAME: BULLSEYE PEST DEFENSE			
81308	FIRE DEPARTMENT YEARLY FEE	300.00	03/26/2024
	TOTAL VENDOR BULLSEYE PEST DEFENSE	300.00	
VENDOR NAME: BYRUM ACE HARDWARE			
351071	WIRE CONDUIT	44.99	03/26/2024
348825	WATER SOFTENER PELLETS	79.90	03/26/2024
348673	KEY	3.59	03/26/2024
350049	SWITCH/EXTENSION CORDS	59.97	03/26/2024
348961	LAWN/GARDEN SPRAYER	14.99	03/26/2024
351054	CITY HALL PLUMBING	13.77	03/26/2024
348849	PAINT SUPPLIES	27.98	03/26/2024
349673	WESTSIDE STATION MAINTENANCE SUPPLIES	49.98	03/26/2024
349819	WESTSIDE STATION MAINTENANCE SUPPLIES	66.24	03/26/2024
349625	PAINT TRAY LINERS	2.99	03/26/2024
	TOTAL VENDOR BYRUM ACE HARDWARE	364.40	
VENDOR NAME: CAMP FRANCES			
968803	CAMP FRANCES- ACCT# 12041178	398.64	03/26/2024
	TOTAL VENDOR CAMP FRANCES	398.64	
VENDOR NAME: CANON FINANCIAL SERVICES, IN			
32232513	03.01.2024 - 03.31.2024	253.73	03/26/2024
	TOTAL VENDOR CANON FINANCIAL SERVICES, IN	253.73	
VENDOR NAME: CHARLOTTE INSURANCE			
392377	AIRPORT OWNERS & OPERATORS LIABILITY(RE	7,345.00	03/26/2024
	TOTAL VENDOR CHARLOTTE INSURANCE	7,345.00	
VENDOR NAME: CHARLOTTE LITHOGRAPH			
130633	ENEVELOPES FOR COST RECOVERY INVOICES	173.00	03/26/2024
	TOTAL VENDOR CHARLOTTE LITHOGRAPH	173.00	
VENDOR NAME: CHROUCH COMMUNICATIONS			
12451100	INSTALLED LIGHT	363.50	03/26/2024
12470500	75 AMP 12 VOLT SOLENOID	40.94	03/26/2024
	TOTAL VENDOR CHROUCH COMMUNICATIONS	404.44	
VENDOR NAME: CLARK HILL PLC			
1411846	LEGAL SERVICES THROUGH FEBRUARY 29	320.00	03/26/2024
	TOTAL VENDOR CLARK HILL PLC	320.00	
VENDOR NAME: CONSULTANTS ON CALL, LLC			
2024-20222	MANAGED SERVICE FEES	2,800.00	03/26/2024
2024-20228	MANAGED SERVICE FEES- TEAM VIEWER	2,250.00	03/26/2024
	TOTAL VENDOR CONSULTANTS ON CALL, LLC	5,050.00	
VENDOR NAME: CONSUMERS ENERGY			
201097395062	1005 PAINE DR. FRNT GEN CHARLOTTE	22.14	03/26/2024
201097395462	1310 S COCHRAN AVE	2,049.76	03/26/2024
201720241010	911 W SHEPHERD ST FIRE DEPT 2	3,327.95	03/26/2024
201809228360	620 W SHEPHERD ST	76.27	03/26/2024
202076218305	1225 S COCHRAN AVE	29.24	03/26/2024
202076218723	1325 ISLAND HWY GATE-AIRPORT	35.02	03/26/2024
202610163228	1213 S COCHRAN AVE	67.50	03/26/2024
202610163229	1216 S COCHRAN AVE	121.89	03/26/2024
202610163230	1213 S COCHRAN AVE	16.00	03/26/2024
202610163231	1216 S COCHRAN AVE	202.53	03/26/2024
206614395284	065 & 068 -460 STREETLIGHTS	4,618.77	03/26/2024
202877107900	301 TIRRELL RD R2	1,911.07	03/26/2024
202699131054	103 VAN LIEU ST	41.95	03/26/2024
202877107901	301 TIRELL RD MAINTENANCE	831.33	03/26/2024
203055088154	1152 S COCHRAN AVE CAMP FRANCIS	60.86	03/26/2024
203055088156	301 TIRRELL RD	263.90	03/26/2024
203500066081	508 N. SHELDON ST.	144.61	03/26/2024
203856025362	526 W STODDARD ST	29.24	03/26/2024
203945010183	811 CHADS WAY	17.63	03/26/2024
204478938899	619 W SHEPHERD ST	186.76	03/26/2024

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VENDOR NAME: CONSUMERS ENERGY			
204478938900	620 W SHEPHERD ST	122.78	03/26/2024
204745914708	1064 NORTHWAY	46.99	03/26/2024
205101845964	108 E LAWRENCE AVE	58.33	03/26/2024
205101845965	108 E LAWRENCE AVE	17.82	03/26/2024
205368822176	811 CHADS WAY	226.15	03/26/2024
205635746595	1800 PACKARD HWY	41.67	03/26/2024
205635746762	1167 E CLINTON TRAIL	119.18	03/26/2024
205902752881	700 LANSING RD	33.99	03/26/2024
205902753893	112 1/2 S COCHRAN	29.24	03/26/2024
206258599643	111 E LAWRENCE AVE	3,126.05	03/26/2024
206258600084	203 HALL ST	63.91	03/26/2024
206525399281	245 S COCHRAN AVE	18.86	03/26/2024
206614395281	076 - 12 TRAFFIC LIGHTS	450.96	03/26/2024
206614395282	AREA LIGHTING	507.77	03/26/2024
206614395283	076 - 2 TRAFFIC LIGHTS	3.08	03/26/2024
206614395285	TULLY BROWN DR (AREA LIGHTING)	114.47	03/26/2024
206792266349	201 HALL ST	124.94	03/26/2024
206792266553	1325 ISLAND HWY	654.11	03/26/2024
206792266554	1329 1/2 ISLAND HWY	51.04	03/26/2024
206881171254	201 HALL ST (AREA LIGHTING)	85.86	03/26/2024
207058877518	1227 S COCHRAN AVE	4,723.26	03/26/2024
207147417432	1104 MIKESELL ST	256.06	03/26/2024
207147417436	544 LANSING ST/WWTP LIFT STATION	99.89	03/26/2024
207147417437	544 LANSING ST	605.89	03/26/2024
207147417438	700 E. SHEPHERD ST.	197.11	03/26/2024
207147417443	1075 INDEPENDENCE BLVD	265.82	03/26/2024
207147417446	1305 S COCHRAN AVE	464.79	03/26/2024
207147417480	1216 S COCHRAN AVE	2,169.07	03/26/2024
207147417523	111 E LAWRENCE AVE	3,004.76	03/26/2024
207147426001	1005 PAINE DR	10,760.28	03/26/2024
205457805156	1325 ISLAND HWY #C	212.14	03/26/2024
TOTAL VENDOR CONSUMERS ENERGY		42,710.69	
VENDOR NAME: CSI EMERGENCY APPARATUS, LLC			
69844	HYDRANT FITTING	849.32	03/26/2024
TOTAL VENDOR CSI EMERGENCY APPARATUS, LLC		849.32	
VENDOR NAME: CURRAN KIMBERLY			
03.12.2024	MARCH BOARD OF REVIEWS	87.50	03/26/2024
TOTAL VENDOR CURRAN KIMBERLY		87.50	
VENDOR NAME: DELTA DENTAL PLAN OF MICHIGAN			
RIS00055573899	DENTAL PREMIUMS (BILLING PERIOD 04.01.2	4,333.42	03/26/2024
TOTAL VENDOR DELTA DENTAL PLAN OF MICHIGAN		4,333.42	
VENDOR NAME: DICKINSON, WADE			
03.06.2024	BOOT ALLOWANCE PER SEIU CONTRACT	200.00	03/26/2024
TOTAL VENDOR DICKINSON, WADE		200.00	
VENDOR NAME: EGANIX			
19667	SEWER TREATMENT	2,170.00	03/26/2024
TOTAL VENDOR EGANIX		2,170.00	
VENDOR NAME: ELHORN ENGINEERING COMPANY			
301127	HYPO CHLORITE TERT FILTERS	625.00	03/26/2024
TOTAL VENDOR ELHORN ENGINEERING COMPANY		625.00	
VENDOR NAME: ETNA SUPPLY			
S105446566.001	4" METER	4,470.00	03/26/2024
S105556788.001	HAND HELD REPLACEMENT BATTERY	789.00	03/26/2024
TOTAL VENDOR ETNA SUPPLY		5,259.00	
VENDOR NAME: FERGUSON WATER WORKS FKA			
0186583	CURBSTOPS	4,126.80	03/26/2024
TOTAL VENDOR FERGUSON WATER WORKS FKA		4,126.80	
VENDOR NAME: FIRST ADVANTAGE LNS OCC HEALTH			

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VENDOR NAME: FIRST ADVANTAGE LNS OCC HEALTH 2502802402	MDOT PHYSICAL	207.86	03/26/2024
	TOTAL VENDOR FIRST ADVANTAGE LNS OCC HEALTH	207.86	
VENDOR NAME: GALLS, LLC 027206377	UNIFORM NAME TAGS	65.76	03/26/2024
	TOTAL VENDOR GALLS, LLC	65.76	
VENDOR NAME: GRAINGER PRODUCTS 9021053369	DIAPHRAGM ASSEMBLY	101.80	03/26/2024
9039911905	PRESS GAUGES	59.48	03/26/2024
9053058583	FROST PROOF YARD HYDRANT	276.14	03/26/2024
	TOTAL VENDOR GRAINGER PRODUCTS	437.42	
VENDOR NAME: GUNTORPE MECHANICAL 25457	METHANE BOILER REPAIR	838.34	03/26/2024
	TOTAL VENDOR GUNTORPE MECHANICAL	838.34	
VENDOR NAME: H2O COMPLIANCE SERVICES INC 00009201	CROSS CONNECTION FEBRUARY 1 -29, 2024	1,217.70	03/26/2024
	TOTAL VENDOR H2O COMPLIANCE SERVICES INC	1,217.70	
VENDOR NAME: HASSEL FREE /DPW-WWTP ACCT#010107 CFSI-10325	ACCNT #010107 (DPW/WWTP) FUEL	1,742.72	03/26/2024
	TOTAL VENDOR HASSEL FREE /DPW-WWTP ACCT#010107	1,742.72	
VENDOR NAME: HAVILAND 498379	FLUORIDE	1,415.00	03/26/2024
	TOTAL VENDOR HAVILAND	1,415.00	
VENDOR NAME: HOPKINS MECHANICAL SERVICES, LLC H24011	WEST SIDE BOILER SUPPLY PUMP NOISY	1,977.00	03/26/2024
H23615	WEST SIDE FIRE STATION MUA BLOWER MOTOR	3,030.00	03/26/2024
H24046	WEST SIDE BOILER PUMP UPGRADE	2,339.00	03/26/2024
	TOTAL VENDOR HOPKINS MECHANICAL SERVICES, LLC	7,346.00	
VENDOR NAME: IAAI 104482	CAPTAIN DALY MEMBERSHIP FEE	103.00	03/26/2024
	TOTAL VENDOR IAAI	103.00	
VENDOR NAME: INDEPENDENT BANK 5867-02.13.2024	FEBRUARY 2024	9,016.68	03/26/2024
	TOTAL VENDOR INDEPENDENT BANK	9,016.68	
VENDOR NAME: JACK DOHNEY COMPANIES, INC 222035	8"X74" DEBRIS HOSE	455.66	03/26/2024
	TOTAL VENDOR JACK DOHNEY COMPANIES, INC	455.66	
VENDOR NAME: JOSEPH CHIN JR 03.18.2024	MML CAPCON CONFERENCE	81.40	03/26/2024
	TOTAL VENDOR JOSEPH CHIN JR	81.40	
VENDOR NAME: KENDALL REBECCA 03.12.2024	MARCH BOARD OF REVIEWS	87.50	03/26/2024
	TOTAL VENDOR KENDALL REBECCA	87.50	
VENDOR NAME: KENT COMMUNICATIONS INC 333104	UTILITY BILLS	971.80	03/26/2024
	TOTAL VENDOR KENT COMMUNICATIONS INC	971.80	
VENDOR NAME: LANSING UNIFORM CO. 102468-A	UNIFORM PANTS	349.95	03/26/2024
	TOTAL VENDOR LANSING UNIFORM CO.	349.95	

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INVOICE NUMBER	DESCRIPTION	AMOUNT	EXPECTED CHECK RUN
VENDOR NAME: LEXISNEXIS RISK SOLUTIONS 1275544-20240229	FEBRUARY 2024 PAYMENT	200.00	03/26/2024
	TOTAL VENDOR LEXISNEXIS RISK SOLUTIONS	200.00	
VENDOR NAME: MCGINTY, HITCH, PERSON, ANDE., P.C. 03.01.2024	ATTORNEY CHARGES FEBRUARY 2024	10,281.25	03/26/2024
	TOTAL VENDOR MCGINTY, HITCH, PERSON, ANDE., P.C.	10,281.25	
VENDOR NAME: MICH ASSOC. CHIEFS OF POLICE 200012892	SUM 2024 CONFERENCE	280.00	03/26/2024
	TOTAL VENDOR MICH ASSOC. CHIEFS OF POLICE	280.00	
VENDOR NAME: MICHIGAN AWWA 200021622	JOINT EXPO PASS (B. COWHAM)	10.00	03/26/2024
	TOTAL VENDOR MICHIGAN AWWA	10.00	
VENDOR NAME: MICHIGAN AWWA 200021570	JOINT EXPO PASS (R. RICH)	10.00	03/26/2024
	TOTAL VENDOR MICHIGAN AWWA	10.00	
VENDOR NAME: MICHIGAN COMPANY 0000298-903311	CLEANING SUPPLIES	507.57	03/26/2024
	TOTAL VENDOR MICHIGAN COMPANY	507.57	
VENDOR NAME: MICHIGAN NETWORK CONSULTANTS 2024-20227	IT SERVICES	2,062.50	03/26/2024
2024-20226	IT SERVICES	6,937.95	03/26/2024
	TOTAL VENDOR MICHIGAN NETWORK CONSULTANTS	9,000.45	
VENDOR NAME: MICHIGAN STATE POLICE 551-633823	TOKEN FEE FROM 01.01.2024 TO 03.31.2024	198.00	03/26/2024
	TOTAL VENDOR MICHIGAN STATE POLICE	198.00	
VENDOR NAME: MOTION INDUSTRIES, INC. MI06-00546846	MOTOR BEARINGS	297.84	03/26/2024
	TOTAL VENDOR MOTION INDUSTRIES, INC.	297.84	
VENDOR NAME: NAPA MPEC 263598	FLUID FILTER	9.31	03/26/2024
263351	SPIN ON FLUID FILTERS	26.18	03/26/2024
263678	TRUCK # 317 MAINTENANCE	179.20	03/26/2024
263710	GEAR OIL FOR TRUCK 317	6.99	03/26/2024
263066	DIESEL EXHAUST FLUID	258.99	03/26/2024
	TOTAL VENDOR NAPA MPEC	480.67	
VENDOR NAME: O'LEARY PAINT CO 000523069	WALL PAINT	50.90	03/26/2024
	TOTAL VENDOR O'LEARY PAINT CO	50.90	
VENDOR NAME: OSBORN SANDRA 03.12.2024	DINNER,LUNCH & SNACKS FOR BOARD OF REVIE	159.62	03/26/2024
	TOTAL VENDOR OSBORN SANDRA	159.62	
VENDOR NAME: PHILLIPS ROBERT 03.12.2024	MARCH BOARD OF REVIEWS	87.50	03/26/2024
	TOTAL VENDOR PHILLIPS ROBERT	87.50	
VENDOR NAME: POWERS, CHRISTYNE 3.12.2024	MARCH BOARD OF REVIEWS	87.50	03/26/2024
	TOTAL VENDOR POWERS, CHRISTYNE	87.50	
VENDOR NAME: ROCHESTER CREATIONS 3993	UNIFORM SHIRTS	180.00	03/26/2024
	TOTAL VENDOR ROCHESTER CREATIONS	180.00	

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INVOICE NUMBER	DESCRIPTION	AMOUNT	EXPECTED CHECK RUN
VENDOR NAME: ROGERS LLC ERIC			
32444	9 OF 10 PAYMENTS FOR DDA SNOW CONTRACT	1,180.00	03/26/2024
32445	10 OF 10 PAYMENTS FOR DDA CONTRACT	1,180.00	03/26/2024
TOTAL VENDOR ROGERS LLC ERIC		2,360.00	
VENDOR NAME: ROTARY MULTIFORMS, INC			
0188047.1	FREIGHT CHARGE ON INVOICE	18.78	03/26/2024
TOTAL VENDOR ROTARY MULTIFORMS, INC		18.78	
VENDOR NAME: ROWE PROFESSIONAL SERVICES CO			
0110303	PROMISCELLANEOUS SIDEWALK AND ADA RAMPS	18,412.50	03/26/2024
TOTAL VENDOR ROWE PROFESSIONAL SERVICES CO		18,412.50	
VENDOR NAME: SHERWIN WILLIAMS			
89420	BUILDING PAINT	326.46	03/26/2024
TOTAL VENDOR SHERWIN WILLIAMS		326.46	
VENDOR NAME: SHERWIN WILLIAMS CO.			
4518-7	BUILDING PAINT	389.90	03/26/2024
TOTAL VENDOR SHERWIN WILLIAMS CO.		389.90	
VENDOR NAME: SMITH ADAM			
145736	BOOT ALLOWANCE PER SEIU CONTRACT	200.00	03/26/2024
TOTAL VENDOR SMITH ADAM		200.00	
VENDOR NAME: STANDARD LIFE INSURANCE CO			
006468820001.4	2024, APRIL	1,287.96	03/26/2024
TOTAL VENDOR STANDARD LIFE INSURANCE CO		1,287.96	
VENDOR NAME: STAPLES			
3561097246	COPY PAPER	254.95	03/26/2024
TOTAL VENDOR STAPLES		254.95	
VENDOR NAME: THE WOODHILL GROUP, LLC			
2183	PROJECT PREP METING FOR CHARLOTTE, ONSIT	3,178.18	03/26/2024
TOTAL VENDOR THE WOODHILL GROUP, LLC		3,178.18	
VENDOR NAME: TRACE ANALYTICAL LABORATORIES			
4030529	WATER ANALYSIS	116.00	03/26/2024
4030530	WATER ANALYSIS	116.00	03/26/2024
4030441	WASTE WATER TESTING	1,209.25	03/26/2024
4030442	WASTEWATER TESTING	1,058.25	03/26/2024
4030167	WATER QUALITY ANALYSIS	116.00	03/26/2024
TOTAL VENDOR TRACE ANALYTICAL LABORATORIES		2,615.50	
VENDOR NAME: TROJAN UV			
200/21605	ULTRA VIOLET MAINTENANCE	1,423.00	03/26/2024
TOTAL VENDOR TROJAN UV		1,423.00	
VENDOR NAME: TSC TRACTOR SUPPLY			
21798	HAND PUMPS FOR AIRPORT FUEL TANKS	529.98	03/26/2024
TOTAL VENDOR TSC TRACTOR SUPPLY		529.98	
VENDOR NAME: USA BLUE BOOK			
INV00295800	LAB SUPPLIES	3,825.44	03/26/2024
TOTAL VENDOR USA BLUE BOOK		3,825.44	
VENDOR NAME: VERIZON WIRELESS			
9958095772	FEB 02- MAR 01	1,300.66	03/26/2024
TOTAL VENDOR VERIZON WIRELESS		1,300.66	
VENDOR NAME: VISION SERVICE PLAN			
820086097.4	2024 APRIL (SAFETY PLAN)	432.28	03/26/2024
820086126	APRIL 2024	726.31	03/26/2024

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INVOICE NUMBER	DESCRIPTION	EXPECTED CHECK AMOUNT RUN
VENDOR NAME: VISION SERVICE PLAN		
TOTAL VENDOR VISION SERVICE PLAN		1,158.59
VENDOR NAME: WASTE MANAGEMENT-		
8483238-1710-8 REFUSE PICKUP		1,327.05 03/26/2024
TOTAL VENDOR WASTE MANAGEMENT-		1,327.05
VENDOR NAME: WEILER EXCAVATION LLC		
2347 REPLACE WATER SERVICE AT 526 FOURTH ST		2,133.00 03/26/2024
TOTAL VENDOR WEILER EXCAVATION LLC		2,133.00
VENDOR NAME: WILLIAMS FARM MACHINERY, INC.		
19350 CHAIN TENS, TENSIONER		24.95 03/26/2024
TOTAL VENDOR WILLIAMS FARM MACHINERY, INC.		24.95
VENDOR NAME: WINDEMULLER		
234295 SCADA AUTOMATION		1,240.00 03/26/2024
TOTAL VENDOR WINDEMULLER		1,240.00
VENDOR NAME: WOLVERINE PEST SERVICE		
127753 MONTHLY PREVENTION TREATMENT		50.00 03/26/2024
TOTAL VENDOR WOLVERINE PEST SERVICE		50.00
VENDOR NAME: WOLVERINE POWER SYSTEMS		
0267348-IN GENERAC REPAIR		1,311.99 03/26/2024
TOTAL VENDOR WOLVERINE POWER SYSTEMS		1,311.99
GRAND TOTAL:		270,752.13

COMMERCIAL CREDIT CARD STATEMENT 2024

February, 2024

	DATE	VENDOR	DESCRIPTION	ACCOUNT #	AMOUNT
Christiansen, K.	1/18/2024	Walmart	Training TV	206-336.000-738.000	\$ 485.00
	02/05/2024	Amazon	Officer Leader Books	206-336.000-731.000	\$ 421.98
	1/28/2024	Survey Monk	Survey Subscription	206-336.000-960.000	\$ 49.00
					\$ 955.98
Fullerton, T	2/12/2024	Michigan State Firearms As	Daly MSFA Membership	206-336.000-960.000	\$ 35.00
	2/9/2024	State Of Michigan EMS	Annual EMS License	206-336.000-960.000	\$ 150.00
	1/19/2024	Strobes N More LLC	Siren for Command Vehicle & Gator	206-336.000-960.000	\$ 340.10
	2/5/2024	PAYPAL	Fire Inspectors Conf. Training	206-336.000.965.000	\$ 308.00
			Subtotal		\$ 833.10
Griffith, M	1/18/2024	State Egle Events	Matt Mitschke Training	510-562.000-965.000	\$ 225.00
	2/2/2024	Bavarian Inn Lodge	Jim Saldana Lodging for Conference	510-550.000-965.000	\$ 142.30
	2/1/2024	United Stats Postal Service	Postage for Shipment	510-537.000-732-000	\$ 15.40
			Subtotal		\$ 382.70
Brentar, P	1/17/2024	C & H Precision	Accessory Plate	101-301.000-731.000	\$ 64.02
	1/30/2024	Combined Systems Inc	Fire Training Course	232-303.000-965.000	\$ 895.00
	1/31/2024	State of Michigan	Suppressed Plate Renewal	101-301.000-731.000	\$ 26.54
	2/9/2024	Amway Grand Plaza	MACP Conference (Brentar & Brooks)	101-301.000-965.000	\$ 461.70
	2/9/2024	Amway Grand Plaza	MACP Conference (meal)	101-301.000-965.000	\$ 35.39
	2/7/2024	Barrio	MACP Conference (meal)	101-301.000-965.000	\$ 50.29
	2/7/2024	Z's Bar & Restaurant	MACP Conference (meal)	101-301.000-965.000	\$ 52.52
	2/8/2024	Stella's Lounge	MACP Conference (meal)	101-301.000-965.000	\$ 14.07
	2/8/2024	Uccello's Downtown	MACP Conference (meal)	101-301.000-965.000	\$ 32.63
	2/13/2024	FlashBay Inc.	Flash Drive	101-301.000-731.000	\$ 279.25
			Subtotal		\$ 1,911.41
Smith, A	1.16.2024	Diesel Equipmenmt Sales & Motor		601-581.000-731.000	\$ 127.78
			Subtotal		\$ 127.78
City Manager	2.01.2024	GOOGLE	Gsuite - Monthly Subscription	666-228.000-810.000	\$ 983.97
			Subtotal		\$ 983.97
LaRocque, M.	1/30/2024	Walmart.Com	Lobby Display Signs	101-215.000-974.00	\$ 61.46
	1/12/2024	Michigan Municipal League	Training Seminar	101-101.000-965.000	\$ 135.00
	1/12/2024	Michigan Municipal League	Training Seminar	101-101.000-965.000	\$ 135.00
	1/24/2024	IIMC	Annual Membership Renewal	101-215.000-960.000	\$ 185.00
	1/25/2024	United States Postal Service	Election Return Mail Postage	101-262.000-732.000	\$ 138.60
			Subtotal		\$ 655.06
Gilson, A					\$ -
	01/29/2024	Adobe Inc.	Acrobat Pro License	101-441.000-960.000	\$ 287.88
	1/29/2024	Adobe Inc.	Acrobat Pro License	101-703.000-850.000	\$ 287.88
	01/29/2024	Adobe Inc.	Acrobat Pro License	206-336.000-850.000	\$ 287.88
	1/29/2024	Adobe Inc.	Acrobat Pro License	101-253.000-850.000	\$ 287.88
	1/29/2024	Adobe Inc.	Acrobat Pro License	101-301.000-850.000	\$ 287.88
	1/29/2024	Adobe Inc.	Acrobat Pro License	206-336.000-850.000	\$ 287.88
	1/29/2024	Adobe Inc.	Acrobat Pro License	101-215.000-850.000	\$ 287.88
	1/29/2024	Adobe Inc.	Acrobat Pro License	101-215.000-850.000	\$ 287.88
	1/29/2024	Adobe Inc.	Acrobat Pro License	101-301.000-850-000	\$ 287.88
	1/29/2024	Adobe Inc.	Acrobat Pro License	666-228.000-850.000	\$ 287.88
	1/29/2024	Adobe Inc.	Acrobat Pro License	101-253.000-850.000	\$ 287.88
			Subtotal		\$ 3,166.68
Myrkle, B					
			Subtotal		\$ -
					\$ -
			Subtotal		\$ -
			Total		\$ 9,016.68

Claims

2 messages

Joseph Chin Jr <jchin@charlottemi.org>

Thu, Mar 21, 2024 at 5:58 PM

To: Doug Terry <manager@charlottemi.org>, Mary LaRocque <mlarocque@charlottemi.org>

APEX SEPTIC & EXCAVATING, INC. 4,346.28 03/26/2024- Copy of Invoice

BARRY-EATON COUNTY HEALTH VACCINATIONS 299.00-Who are we vaccinating?

MCGINTY, HITCH, PERSON, ANDE., P.C. ATTORNEY CHARGES FEBRUARY 2024 10,281.25- Copy of Invoice

CONSULTANTS ON CALL, LLC MANAGED SERVICE FEES 2,800.00 03/26/2024

MANAGED SERVICE FEES- TEAM VIEWER 2,250.00 03- what is this for?

MICHIGAN NETWORK CONSULTANTS IT SERVICES 2,062.50, IT SERVICES 6,937.95-Copy of invoice

WEILER EXCAVATION LLC REPLACE WATER SERVICE AT 526 FOURTH ST 2,133.00

Copy of invoice

WINDEMULLER SCADA AUTOMATION 1,240.00 03- what is this?

Joseph Chin, Jr.

517-449-2338

Councilmember District 2

Mary LaRocque <mlarocque@charlottemi.org>

Fri, Mar 22, 2024 at 12:14 PM

To: Joseph Chin Jr <jchin@charlottemi.org>, Anthony Rodriguez <arodriguez@charlottemi.org>, Curtis Scott

<cscott@charlottemi.org>, "Jeffrey A. Christensen" <jchristensen@charlottemi.org>, Kevin Fullerton

<kfullerton@charlottemi.org>, Michael Duweck <mduweck@charlottemi.org>, Tim Lewis <tlewis@charlottemi.org>, Karen

Lancaster <karen.lancaster@woodhillgrp.com>

Cc: Doug Terry <manager@charlottemi.org>

Please see my answers provided below in **red**.

APEX SEPTIC & EXCAVATING, INC. 4,346.28 03/26/2024- Copy of Invoice **please find attached**

BARRY-EATON COUNTY HEALTH VACCINATIONS 299.00-Who are we vaccinating? **DPW employees, they are provided protection against their exposure to sewage**

MCGINTY, HITCH, PERSON, ANDE., P.C. ATTORNEY CHARGES FEBRUARY 2024 10,281.25- Copy of Invoice **please find attached**

CONSULTANTS ON CALL, LLC MANAGED SERVICE FEES 2,800.00 03/26/2024 **please see email from Ron Kramer listing all items included in this billing**

MANAGED SERVICE FEES- TEAMVIEWER 2,250.00 03- what is this for? **Teamviewer is a application that allows IT to log into computers and perform maintenance or other assistance remotely - this is an annual invoice for this application**

MICHIGAN NETWORK CONSULTANTS IT SERVICES 2,062.50, IT SERVICES 6,937.95-Copy of invoice **please find attached**

WEILER EXCAVATION LLC REPLACE WATER SERVICE AT 526 FOURTH ST 2,133.00 Copy of invoice **please find attached**

WINDEMULLER SCADA AUTOMATION 1,240.00 03- what is this? **Supervisory control and data acquisition (SCADA) is a system of software and hardware elements that allows organizations to control and monitor industrial processes by**

directly interfacing with plant-floor machinery and viewing real-time data. This invoice is for technical repair and maintenance of the SCADA system at the WWTP.

Mary LaRocque

City Clerk

mlarocque@charlottemi.org

www.charlottemi.gov

Phone: 517-543-8843

FAX: 517-543-8851

City of Charlotte

111 E. Lawrence Ave.

Charlotte, MI 48813



[Quoted text hidden]

4 attachments



Windemuller Scada Invoice - technician services.pdf

414K



Q&A Claims and Exp 3.25.23- IT Managed service fees.pdf

384K



3.25.24 invoices requested by council.pdf

5907K



3.25.24 invoices requested by council (2).pdf

16424K

CITY OF CHARLOTTE
RESOLUTION NO. 2024-05
A RESOLUTION TO APPROVE CHANGES
TO SIGNATORIES FOR INDEPENDENT BANK ACCOUNTS

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

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

WHEREAS, a change in personnel has prompted the necessity to update signatories on the bank accounts, and

WHEREAS, it is a requirement of Independent Bank to submit a Resolution by Council approving designated City personnel who are assigned as signatories on the bank accounts; now therefore

BE IT RESOLVED that the previous Finance Director/Treasurer John Bartlett is *to be removed* as a signatory, and the previous Deputy Treasurer Tamara Palodichuk is *to be removed* as a signatory.

BE IT FURTHER RESOLVED that Interim City Manager, Douglas Terry is to be added as a signatory.

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 March 25, 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: City Council
From: Bryan Myrkle, Community Development Director
Date: March 22, 2024
Re: Street Closure Request – Needful Things

Needful Things, a business located at 117 and 121 Harris St, has requested that a portion of Harris St be closed for several hours on Saturday, May 4, for an anniversary celebration.

Representatives of Needful Things have met with City staff, including public safety staff, to plan the event in a manner that will be safe, and will limit the impact to neighbors and the public.

The event would include a variety of outdoor vendors with tents, and a food concession. The closure would be limited to the 100 block of East Harris from 8 a.m. to 7 p.m. Access to the residence at 113 East Harris would be maintained throughout the day.

Needful Things has agreed to reimburse the City of Charlotte for costs associated with the street closure. This is estimated to be approximately \$150 for the placement of barricades by DPW.

I have prepared the necessary City Council Resolution authorizing the street closure.

CITY OF CHARLOTTE

CITY COUNCIL RESOLUTION NO. 2024-06

**A RESOLUTION AUTHORIZING A STREET CLOSURE FOR THE NEEDFUL THINGS 5TH
ANNIVERSARY CELEBRATION ON MAY 4, 2024**

WHEREAS, the Needful Things Celebration committee, in conjunction with City of Charlotte Administration, has planned events that require the use and closure of the 100 block of East Harris Street; and

WHEREAS, the event would include the placement of vendors, tents, and a temporary food concession in the Harris Street Right-Of-Way; and

WHEREAS, the committee is requesting that the Charlotte City Council approve the following request, and to assist with the street closure:

1. Closure of the 100 block of East Harris Street from 8 a.m. to 7 p.m. on Saturday, May 4, 2024.
2. Placement of barricades prior to the event.

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

NOW, THEREFORE BE IT RESOLVED, that this street closure at this 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 March 25, 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; City Council
From: Mary LaRocque, City Clerk
Date: March 18, 2024
Re: Staff report on MML Liability & Property Insurance Policy

Background

The City's Liability & Property Pool insurance policy is scheduled for its annual renewal on April 24, 2024. The policy, provided by the Michigan Municipal League (MML) and brokered through Meadowbrook, was initially selected following a competitive bidding process in 2018. At that time, MML presented the most favorable combination of coverage and premium, which was subsequently approved by the Council. We have maintained a positive and productive relationship with MML, characterized by excellent customer service. The current year's premium represents an increase of \$2,747.00, totaling \$133,296, compared to the previous year's premium of \$130,549. For detailed information, please refer to the Executive Overview on page 3 of the attached renewal proposal. Additionally, a post-renewal dividend return of \$11,298 is anticipated to be issued by MML in May, following the payment of the premium.

I have anticipated several potential questions from the Council concerning the MCCA increase and the inflation guard underwriting. Ms. Diane Jones, our Account Executive at MML, has provided comprehensive answers to these queries along with supporting documentation, which are attached to this memo for your review. Additionally, Ms. Jones has included a Member News release regarding the 2024 member dividend for your reference.

Recommendation

It is recommended that the City Council approve and authorize the City Clerk to execute the renewal of the Liability & Property insurance policy with MML for the coverage period from April 24, 2024, to April 24, 2025, at the premium amount of \$133,296. It is also anticipated that a dividend return of \$11,298 will be received.

Despite the initial intention to issue a Request for Proposals (RFP) for liability insurance this year, unforeseen challenges including leadership transitions, staff shortages, and other urgent matters have necessitated a postponement of this complex bidding process to the following year.

Financial Impacts

The annual premium of \$133,296 for the insurance coverage is already included in the budget, and sufficient funds are available for its payment. The City is expected to receive a post-renewal dividend of \$11,298 from MML in May.

Suggested Motion

It is hereby proposed that the City Council approve and direct the City Clerk to execute the renewal of the MML Liability & Property insurance policy for the period from April 24, 2024, to April 24, 2025, at the premium amount of \$133,296. The necessary funds for this expenditure are available in the Insurance & Bonds accounts of the following funds: Fund 101 (General), Fund 280 (Airport), Fund 500 (Recycling), Fund 510 (Water & Sewer), and Fund 601 (Motor Vehicle). Upon receipt of the \$11,298 dividend, the corresponding expense to these funds will be adjusted accordingly.



michigan municipal league

Liability & Property Pool

Renewal Proposal

for the

City of Charlotte

Presented By:

Diane Jones
MML Liability & Property Pool
(616) 304-0739

March 14, 2024

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This proposal is intended to be only a summary of coverages and services. For specific details on coverage terms and conditions, please refer to the Michigan Municipal League Liability and Property Pool coverage document.

Executive Overview

The Michigan Municipal League Liability and Property Pool has been a stable source of comprehensive municipal insurance and risk management services since 1982. It is financially secure and positioned for long-term stability.

The **City of Charlotte** has been a Pool member since **2012**.

The Pool staff is made up of municipal insurance experts. Municipal risk management is our only business, and we're proud of it!

The Pool provides insurance coverage designed specifically for Michigan municipal exposures, combined with a package of loss control programs, claims administration, legal defense and membership services that you won't find anywhere else in Michigan.

This quotation is based on the limits of coverage requested by the **City of Charlotte**. Higher limits may be available, subject to underwriting review by Pool Management. Please submit requests for higher limits in writing to your Account Executive. Your request will be considered by Pool Management.

The insurance and related services described more fully in this proposal are being offered to the **City of Charlotte** for an annual premium of **\$133,296**. When compared to last year's cost of \$130,549, it represents a premium increase of \$2,747. **The following exposure, rate, and coverage limit changes are reflected in this renewal quote:**

- \$122 Michigan Catastrophic Claims Assessment (MCCA) per vehicle (was \$86/vehicle for 2023)
- One less vehicle (52 - 2023 to 51 - 2024)
- \$162,332 decrease in total agreed amount values for the automobiles (\$5,117,754 - 2023 to \$4,955,422 - 2024)
- \$289,874 increase in the City of Charlotte's payroll (\$3,187,328 - 2023 to \$3,477,202 - 2024)
- \$4,152,963 increase in total property values for underwriting inflation guard (\$34,757,673 - 2023 to \$38,910,636 - 2024)
- One additional police officer (16 - 2023 to 17 - 2024)
- A slight increase in property rates
- A property deductible increase from \$250 to \$500

In addition, the MML Liability & Property Pool Board of Trustees voted to return another post-renewal dividend for Members renewing in 2024. **The City of Charlotte's portion of the dividend return is \$11,298. The City of Charlotte will receive this dividend in the month following payment of your 2024 renewal premium.**

Thank you for being a Pool member. We look forward to servicing your risk management program for many years to come.

Our Mission

To be a long-term, stable, cost-effective risk management alternative for members of the Michigan Municipal League Liability and Property Pool.

Introduction

What You Can Expect Of Us

- ✓ A commitment to learn, understand and respond to your insurance needs;
- ✓ Continuous planning and innovation in product development and service delivery;
- ✓ Products that meet your needs in terms of price, coverage and service;
- ✓ Prompt, accurate, and courteous response to your questions, problems and claims; and
- ✓ Knowledgeable and professional staff serving your needs consistently and with integrity.

Your Pool Insures More Than . . .

- | | |
|--------------------------------|----------------------------------|
| ✓ 437 Public Entity Members | ✓ 182 Water Utilities |
| ✓ 136 Fire Departments | ✓ 214 Sewer Utilities |
| ✓ 147 Law Enforcement Agencies | ✓ 17 Municipal Marinas |
| ✓ 2,111 Police Officers | ✓ \$6 Billion of Property Values |
| ✓ 6,730 Miles of Streets/Roads | ✓ 182 Water Service Operations |
| ✓ 7,258 Vehicles | ✓ 6 Dams |
| ✓ 18 Electric Utilities | |

Coverage and Cost Summary City Of Charlotte

Effective 04-24-2024 to 04-24-2025

Coverages	Limit of Liability	Aggregate Limit	Per Occurrence Deductible
Municipal General Liability (Coverage A)	\$5,000,000	N/A	\$2,500
Sewer Back-Up Sublimit	\$100,000	\$100,000	\$0
Personal Injury Liability (Coverage B)	\$5,000,000	N/A	\$2,500
Medical Payments (Coverage C)	\$10,000	N/A	N/A
Public Officials Liability (Coverage D)	\$5,000,000	N/A	\$2,500
Law Enforcement Liability (Coverages A, B, and D)	\$5,000,000	N/A	\$2,500
Employee Benefit Liability	\$1,000,000	\$1,000,000	\$2,500
Fire Legal Liability	\$100,000	N/A	N/A
Cyber Liability & Data Breach Response	\$100,000	\$100,000	See Declaration
Dam Liability	No Coverage	N/A	N/A
Marina Operator Liability	No Coverage	N/A	N/A
Uninsured/Underinsured Motorists Coverage	\$100,000	N/A	\$0
Automobile Liability (Coverages A and B)	\$5,000,000	N/A	\$0

# Vehicles	Comp	Coll
51	\$1,000	\$1,000

Agreed Amount, if applicable 21 Vehicles for a total of \$4,955,422

Coverages A, B, and D are provided with a combined single limit of liability. The most the Pool will pay for any one occurrence is \$5,000,000 regardless of the number of coverages involved in the occurrence.

Property

Property - Blanket Basis	\$38,910,636	N/A	\$500
Boiler and Machinery	Included	N/A	\$500
Building(s)	Included	N/A	\$500
Contents	Included	N/A	\$500
Property in the Open	Included	N/A	\$500
Protection & Preservation	Included	N/A	N/A
Property - Actual Cash Value	N/A	N/A	N/A
Property - Limited Replacement Cost	See Schedule	N/A	\$500
Property - No Coverage	N/A	N/A	N/A
Property - Replacement Cost	See Schedule	N/A	\$500
1917 White Historical Fire Truck	\$25,000	N/A	\$250
Accounts Receivable	\$100,000	N/A	\$250
Automated Weather Observation System [AWOS]	\$175,000	N/A	\$250
Boat, Trailer used by Fire Dept.	\$4,000	N/A	\$250

Coverage and Cost Summary City Of Charlotte

Effective 04-24-2024 to 04-24-2025

Coverages	Limit of Liability	Aggregate Limit	Per Occurrence Deductible
Bronner Santa, In Town Square at Christmas	\$17,795	N/A	\$250
Consequential Damage	\$100,000	N/A	N/A
Contractors Equipment	\$1,401,750	N/A	\$250
Debris Removal - the lesser of 25% of physical damage loss or	\$5,000,000	\$5,000,000	N/A
Demolition & Increased Costs of Construction Limit	\$100,000	N/A	N/A
Earth Movement	\$2,000,000	\$2,000,000	\$5,000
Election Equipment	\$69,400	N/A	\$250
Electronic Data Processing Equip	\$261,181	N/A	\$250
Expediting Expense	\$100,000	N/A	N/A
Extra Expense	\$100,000	N/A	N/A
Fine Arts	\$100,000	N/A	\$250
Fire Equipment	\$476,000	N/A	\$250
Flood (Except for Members located in Flood Zone A, AO, AH, A1-A999, AE, or AR)	\$1,000,000	\$1,000,000	\$5,000
Fungal Pathogens	\$25,000	\$25,000	\$250
Loss of Income	\$100,000	N/A	N/A
Loss of Rents	\$100,000	N/A	N/A
Ornamental Trees, Shrubs, Plants or Lawn	\$5,000	\$10,000	\$250
Personal Effects & Property of Others	\$500	\$2,500	\$250
Police Equipment	\$145,740	N/A	\$250
Trailers, under 2,000 lbs	\$33,094	N/A	\$250
Valuable Papers	\$100,000	N/A	\$250
<u>Comprehensive Crime Coverage</u>			
Employee Dishonesty Blanket/Faithful Performance	\$100,000	N/A	N/A
Computer Fraud	\$100,000	N/A	N/A
Depositors Forgery	\$100,000	N/A	N/A
Funds Transfer Fraud	\$100,000	N/A	N/A
Impersonation Fraud	\$100,000	N/A	N/A
Money and Securities Inside	\$100,000	N/A	N/A
Money and Securities Outside	\$100,000	N/A	N/A
Money Orders and Counterfeit Paper	\$100,000	N/A	N/A
<u>Bonds</u>			
Bond #: A Treasurer	\$100,000	N/A	N/A
Bond #: B Deputy Treasurer	\$100,000	N/A	N/A



Coverage and Cost Summary City Of Charlotte

Effective 04-24-2024 to 04-24-2025

Coverages	Limit of Liability	Aggregate Limit	Per Occurrence Deductible
Bond #: C Manager	\$100,000	N/A	N/A
Bond #: D Deputy Clerk	\$100,000	N/A	N/A
Bond #: E Clerk	\$100,000	N/A	N/A

Only one deductible applies to claims involving two or more property coverages.

The Michigan Municipal League Liability and Property Pool is pleased to offer all coverages and services described in this proposal for an annual premium of \$133,296.

Cyber Coverage

TOWER 1 Limit	POLICY AGGREGATE LIMIT OF LIABILITY	\$100,000	For all Damages, Claims Expenses, Penalties and PCI Fines, Expenses and Costs
	Information Security and Privacy Sublimit	\$100,000	each Claim and in the Aggregate
	Regulatory Defense and Penalties Aggregate Sublimit:	\$20,000	each Claim and in the Aggregate
	Website Media and Content Liability Aggregate Sublimit:	\$100,000	each Claim and in the Aggregate
	PCI Fines, Expenses and Costs Aggregate Sublimit:	\$10,000	each Claim and in the Aggregate
	Cyber Extortion Aggregate Sublimit:	\$25,000	each Claim and in the Aggregate
	First Party Data Protection Aggregate Sublimit:	\$25,000	each Claim and in the Aggregate
	First Party Network Business Interruption Aggregate Sublimit:	\$25,000	each Claim and in the Aggregate
	Note: The above Sublimits are part of, and not in addition to, the overall Policy Aggregate Limit of Liability		
	Liability Retention Per Claim:		
TOWER 1 Retention	All other coverages Retention:	\$0	each Claim
	Cyber Extortion:	\$5,000	each Extortion Threat
	First Party Data Protection:	\$5,000	each Data Protection Loss
	First Party Network Business Interruption:	\$5,000	each Business Interruption Loss Waiting Period: 12 hours
Limits of Coverage - Privacy Breach Response Services			
TOWER 2 Limit	Legal Services/Computer Expert Services/Public Relations and Crisis Management Expenses Aggregate Sublimit:	\$50,000	per Incident and in the Aggregate
TOWER 3 Limit	Notified Individuals:	10,000	Notified Individuals in the Aggregate
	A sublimit of up to 10% of Notified Individuals residing outside the United States, which is part of and not in addition to the Notified Individuals Aggregate Limit of Coverage		
Note: The Privacy Breach Response Services Limits of Coverage are separate from and in addition to the overall Policy Aggregate Limit of Liability			
Privacy Breach Response Services Threshold/Retention (Each Incident):			
TOWER 2 Retention	Legal Services/Computer Expert Services/Public Relations and Crisis Management Expenses Retention:	\$0	each Incident
TOWER 3 Retention	Notification Services/Call Center Services/Breach Resolution and Mitigation Services Threshold:	0	each Incident

Your Team of Experts



Diane Jones
Account Executive
(616) 304-0739



Michael J. Forster
Pool Administrator
(734) 669-6340



Katelyn Petracca
248-204-6160
(Le – Z)

Alpha Split:



Joan Opett
248-204-8579
(A – La)

Customer Service Representatives



Christopher Flechsig
Liability Claims Supervisor
(810) 844-8146



Matt Heins
Loss Control Supervisor
Law Enforcement Action Forum Coordinator
(248) 791-4371

Benefits of Pooling with the MML

- ✓ Proven long-term availability and stability
- ✓ Broad coverage document written specifically for Michigan municipalities
- ✓ Services tailored to unique needs of Michigan municipalities
- ✓ Member assets controlled by an elected Board of municipal officials
- ✓ Equitable rating based on Pool experience in Michigan
- ✓ Aggressive defense strategy – positive impact on case law
- ✓ Professional, dedicated, and experienced local management, oversight and service
- ✓ Decisions made and problems resolved by a group of your peers
- ✓ Investment income and underwriting surplus used to benefit members
- ✓ Lower expenses through tax-exempt and non-profit status
- ✓ Special loss avoidance training sessions including:
 - ✓ Safety aspects of emergency vehicle operations
 - ✓ Accident investigation for supervisors
 - ✓ Confined spaces training

The advantages of pooling can be summarized by:

Service + Control + Value

City of Charlotte Has . . .

- ✓ \$3,477,202 Annual Payroll
- ✓ \$38,910,636 of total values for real and personal property
- ✓ 17 Law enforcement officers
- ✓ 51 Vehicles
- ✓ 21 Vehicles with agreed values totaling \$4,955,422

Increased Liability Limits

We cannot guarantee the adequacy of any limit of liability. Due to the following factors, it may be prudent to consider higher limits:

- ✓ Increased jury awards in your jurisdiction
- ✓ Increased litigation trends
- ✓ Protection of tax base against judgments in excess of your policy limits

If you are interested in increasing your liability limits, please contact your Account Executive.

Highlights of Coverages Provided

Who Is Insured?

The Pool member entity, elected and appointed officials, employees and authorized volunteers, and any person officially appointed to a Board or Commission

General Liability

In addition to standard liability coverages (bodily injury, property damage, products and completed operations) the Pool provides coverages that municipalities need on an **occurrence basis with no aggregate liability limits**:

- ✓ Liability resulting from mutual aid agreements
- ✓ Premises medical payments
- ✓ Host liquor liability
- ✓ Watercraft liability, owned less than 26' and non-owned less than 50'
- ✓ Special events **excluding** -
 - Fireworks (unless endorsed)
 - Liquor Liability
 - Mechanical Amusement Rides
- ✓ Fire legal liability for real property
- ✓ Ambulance and EMT malpractice

Fireworks Coverage Options: (Fireworks application must be completed before coverage is endorsed)

1. The MML Liability & Property Pool is primary (the Member is not added as an additional insured on a pyrotechnician's coverage):

Annual Aggregate Sublimit	Additional Premium
\$500,000	Yes
\$1,000,000	Yes
2. The MML Liability & Property Pool is excess (the Member is added as an additional insured on a pyrotechnician's coverage):

NO ADDITIONAL PREMIUM

- ✓ Athletic participation liability
- ✓ Employee benefit liability
- ✓ Cemetery operations coverage
- ✓ Marina Operators coverage available
- ✓ Up to \$10 million in liability limits available
- ✓ Pollution coverage for Hazardous Response Teams
- ✓ Cyber Liability and Data Breach Response Coverage – as described on MMLCYD (09/17)

General Liability Exclusions . . .

The following is a partial list of general liability coverage exclusions. Consult the coverage document for the complete listing:

- ✓ Pollution (except for Hazmat operations).
- ✓ Nuclear energy / nuclear material hazards
- ✓ Expected or intended injury
- ✓ Breach of contract
- ✓ Failure of dams (unless endorsed)
- ✓ Backup of Sewers and Drains (**exception -- \$100,000 Annual Aggregate Sublimit for Sewer and Drain Liability**)
- ✓ Aircraft Liability – (Unless Endorsed -- Limited Coverage for Unmanned Aircraft—MML236)
- ✓ Contractual Liability
- ✓ Failure to supply utilities
- ✓ Electromagnetic radiation
- ✓ Medical malpractice for doctors and physicians
- ✓ Criminal activity--Intentional acts w/knowledge of wrongdoing

Cyber Liability and Data Breach Response Coverage

- ✓ Information Security and Privacy Liability
- ✓ Privacy Breach Response Services
- ✓ Regulatory Defense and Penalties
- ✓ Website Media Content Liability
- ✓ PCI Fines, Expenses and Costs
- ✓ Cyber Extortion
- ✓ First Party Data Protection
- ✓ First Party Business Interruption

Public Officials Liability Coverage

“Wrongful Acts”, including intentional acts, defined as any actual or alleged error, misstatement, act of omission, neglect or breach of duty including:

- ✓ Neglect of duty
- ✓ Zoning defense and land use litigation
- ✓ Malfeasance
- ✓ Violation of civil rights
- ✓ Discrimination
- ✓ Employment practices
- ✓ Misfeasance
- ✓ Cable TV broadcasting

Public Officials Liability Exclusions

The following is a partial list of public officials’ liability coverage exclusions. Consult the coverage document for the complete listing:

- ✓ Pollution and Nuclear Energy
- ✓ Fraud, dishonesty, intentional and criminal acts
- ✓ Failure to purchase coverage or adequate coverage
- ✓ Return of governmental grants or subsidies
- ✓ Intentional acts with knowledge of wrongdoing
- ✓ Eminent domain / takings
- ✓ Illegal profit
- ✓ Labor union actions
- ✓ ERISA violations
- ✓ Backup of Sewers and Drains

Personal Injury & Advertising / Broadcasters Liability Coverage

- ✓ Mental anguish and stress
- ✓ Libel, slander or defamation of character; violation of an individual’s right of privacy
- ✓ Proactive services for non-monetary damage claims

Police Professional Liability Coverage

Police Professional Liability coverage is contained within the General Liability and Public Official Liability Coverage Parts

- ✓ Discrimination
- ✓ Violation of civil rights
- ✓ Jail operations
- ✓ False arrest, detention or imprisonment, or malicious prosecution
- ✓ Wrongful entry or eviction or other invasion of the right of private occupancy
- ✓ Assault or battery
- ✓ Improper service of suit
- ✓ Coverage assumes officers act with intent

Property Coverage

In addition to covering buildings, contents and personal property, the Pool provides:

- ✓ Blanket coverage -- All member-owned property insured (unless specifically excluded)
- ✓ Coverage based on ownership rather than on a "schedule on file" avoids coverage gaps due to errors or oversight
- ✓ Property of others in custody of the Member for which the Member has an obligation to provide coverage
- ✓ Boiler & Machinery coverage, including Boiler certification inspections
- ✓ Replacement Cost or Actual Cash Value available
- ✓ Fungal Pathogens (Mold) Limited Coverage
- ✓ Demolition/increased cost of construction
- ✓ No coinsurance
- ✓ Valuable papers
- ✓ Loss of Rents
- ✓ Property in the open
- ✓ Extra expense
- ✓ Expediting expense

Property Exclusions

The following is a partial list of property coverage exclusions. Consult the coverage document for the complete listing:

- ✓ Nuclear reaction/ contamination
- ✓ War
- ✓ Cyber Risk
- ✓ Fungal Pathogens (Mold) excess of sub-limit
- ✓ Failure to supply utilities
- ✓ Transmission Lines and Poles
- ✓ Dishonest acts
- ✓ Acts of Terrorism excess of Pool's Aggregate Sublimit -- MMLC TR (9/1/10)
- ✓ Wear and tear
- ✓ Computer failures/ viruses

Only one deductible applies to claims involving two or more property coverages.

Comprehensive Crime Coverage

- ✓ Employee Dishonesty/ Faithful Performance of Duty coverage provided on a blanket basis
- ✓ Loss Inside the Premises
- ✓ Loss Outside the Premises
- ✓ Money Orders/ Counterfeit Currency
- ✓ Depositors Forgery
- ✓ Position Fidelity Bonds
- ✓ Computer Fraud
- ✓ Funds Transfer Fraud

Automobile Coverage Highlights

What Is Covered?

Coverage is afforded while operating land motor vehicles, trailers or semi-trailers designed for travel on public roads.

Auto Coverages Provided

- ✓ Michigan No-Fault Coverage, includes mini-tort coverage for no extra charge
- ✓ Excess protection for use of personal automobile for municipal business
- ✓ Uninsured motorist for municipally owned vehicles
- ✓ Underinsured motorists
- ✓ Non-owned and hired auto
- ✓ Comprehensive - actual cash value basis
- ✓ Collision - actual cash value basis
- ✓ Volunteer firefighter auto accident liability coverage
- ✓ Agreed value coverage for emergency vehicles is available
- ✓ Fire or Rescue Vehicle Rental Reimbursement Coverage

Pool Risk Management Services

- ✓ Review and service of all municipal insurance matters
- ✓ Public entity experts address various liability issues
- ✓ Aggressive, member-oriented defense strategy
- ✓ Former police officials address law enforcement risks
- ✓ Physical inspection by municipal loss control consultants
- ✓ Law enforcement risk control programs (LEAF and LERC)
- ✓ Property appraisal services available

Online Services

www.mml.org (click on the *Insurance* button) – offers Pool members an outstanding resource for municipal risk management information and self-help tools in one attractive, simple-to-navigate location. File a claim online. Download your renewal application. Request a loss control service visit. E-mail us a question. Other services available online:

- ✓ Online Forms (including Sewer Backup Sample Documents)
- ✓ Risk Resources:
 - ✓ Risk Control Solutions
 - ✓ Safety & Health Manual
 - ✓ Risk Management is Good Management Program
 - ✓ Law Enforcement Newsletters
 - ✓ Access to Safetysurance website -- <http://www.safetysurance.com/>
- ✓ MML Pool Audited Financial Statements
- ✓ Intergovernmental Contract
- ✓ Board of Directors, Pool Administrator and Staff Profiles and Contact Information

Membership Responsibilities

Membership in the Michigan Municipal League Liability and Property Pool provides numerous benefits. Likewise, individual members have certain responsibilities to the other members, which are detailed in the Intergovernmental Contract. The following is a summary of the membership responsibilities. Please refer to the Intergovernmental Contract, Articles 5 and 6, for more information.

- ✓ If a Member intends to leave the Pool, the Member must send a written notice to the Pool at least 60 days prior to its next renewal date.
- ✓ A Member must pay its premium when due. The Pool must give each member 20 days written notice of intent to terminate membership for nonpayment of premium. Payment of premium before the 20 days notice is effective will entitle the Member to reinstatement.
- ✓ Members must maintain membership or associate membership status in the Michigan Municipal League.
- ✓ A Member will allow attorneys employed by the Pool to represent the Member in defense of any claim made against the Member within the scope of coverage provided by the Pool. A Member will cooperate with the assigned attorneys, claims adjusters, service company or other agents of the Pool relating to the defense of claims for which the Pool is providing coverage.
- ✓ A Member will follow loss reduction and prevention measures established by the Pool.
- ✓ A Member will report to the Pool as promptly as possible all incidents that the Member reasonably believes may result in a claim against the Member.

Renewal proposal - follow up questions and reply

1 message

Diane Jones <Diane.Jones@meadowbrook.com>
To: Mary LaRocque <mlarocque@charlottemi.org>

Mon, Mar 18, 2024 at 4:31 PM

Mary,

Thank you so much for replying with a couple of questions regarding the renewal proposal. The following are your questions and my reply:

- Why the increase from \$86 to \$122 for the MCCA (Michigan Catastrophic Claims Association)

I have attached the press release from the MCCA which explains why the rate per vehicle went from \$86 to \$122. This is an assessment that we have to add to the members and then we send it to the MCCA. The MML liability and property pool program, doesn't set this rate or keep any of these funds.

- What is the underwriting inflation guard for the increase for the total property values?

The entire MML liability and property pool program, had property appraisals updated by CBIZ, which is the property appraisal company hired by the MML liability and property pool. The City of Charlotte had a property appraisal in 2019, for all of the high valued buildings on the policy. We refer to this as the underwriting inflation guard, since the cost to build a new building (materials and labor), has been increasing over the last few years. As a reminder, the values used for each building and contents is for replacement cost new, which is what you would need to build new if there was a total loss, such as tornado or fire.

The total increase in the MML liability and property pool premium for the City of Charlotte this year is \$2,747. After the renewal premium is received and processed by the league, I will make an appointment with you to deliver the dividend check made out to the City of Charlotte for \$11,298. I have attached the MML liability and property pool dividend announcement letter for your records.

If you have any additional follow up questions, please let me know.

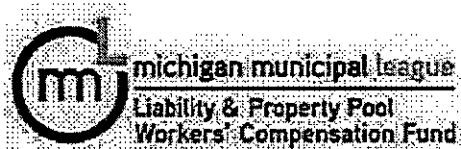
Thanks,

Diane

Diane Jones, CPCU

Account Executive

Phone: (616) 304-0739



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2 attachments

 **MCCA Assessment Release Notice 09222022.pdf**
249K

 **2024 Dividends - MML Risk Member News-rrr.pdf**
179K



MICHIGAN CATASTROPHIC CLAIMS ASSOCIATION

17584 Laurel Park Drive North, Livonia, MI 48152

♦ Phone (734) 953-2779 ♦ Fax (734) 953-9511 ♦ Website: www.michigancatastrophic.com

September 22, 2022

Contact: Kevin Clinton,
Executive Director
KClinton@micatastrophic.com

MCCA Sets 2023 – 2024 Insurance Company Assessment

Livonia, MI – The assessment paid per insured vehicle to the Michigan Catastrophic Claims Association (MCCA) will increase for the period July 1, 2023 to June 30, 2024. The assessment amount will vary, depending on the level of personal injury protection (PIP) coverage drivers choose.

Those opting for unlimited PIP benefits will see an increase to \$122, or 42% higher than the 2022-2023 assessment of \$86. The \$122 assessment consists of \$74 to pay for anticipated new claims and an additional \$48 assessment to address an estimated \$ 3.7 billion deficit as of June 30, 2022. Drivers choosing lower levels of PIP coverage, or no PIP coverage, will pay an MCCA assessment of \$48 beginning July 1, 2023 to address the deficit. This is an increase of \$48 over the 2022-2023 assessment, when there was a \$0 deficit assessment.

The following table sets forth the assessment information:

Assessment Period	Pure Premium (costs of anticipated new claims)	Deficit Recoupment	Total Assessment
2023 - 2024			
Opting Unlimited PIP Benefits	\$74.00	\$48.00	\$122.00
Opting Other PIP Benefit Levels	N/A	\$48.00	\$48.00
2022-2023			
Opting Unlimited PIP Benefits	\$86.00	\$0.00	\$86.00
Opting Other PIP Benefit Levels	N/A	\$0.00	\$0.00
Change from 2022-2023			
Opting Unlimited PIP Benefits	(\$12.00)	\$48.00	\$36.00
Percentage Change	-13.95%	N/A	41.86%
Opting Other PIP Benefit Levels	N/A	\$48.00	\$48.00
Percentage Change	N/A	N/A	N/A

Higher-than-anticipated claims costs resulting from the recent Michigan Court of Appeals decision in *Andary v USAA Casualty Insurance Co.*, Court of Appeals Docket No. 356487 (Aug. 25, 2022), which ruled that the family attendant care hourly limits and certain provisions of the medical fee schedule created as part of the 2019 changes to Michigan's No-Fault Act cannot be applied to losses occurring before June 11, 2019, are estimated at \$3.7 billion. Lower than expected investment returns also impacted the MCCA's financial position. An application for leave to appeal the Andary decision is pending in the Michigan Supreme Court, and the MCCA is monitoring proceedings for any changes that may impact the deficit assessment.

Additional information on the MCCA, including claim payment statistics, audit reports, financial statements, the annual consumer report to the Michigan Legislature, and answers to frequently asked questions is available at the MCCA's website, www.michigancatastrophic.com, and from the Michigan Department of Insurance and Financial Services website, www.michigan.gov/difs.



michigan
municipal
league

liability &
property
pool

workers'
compensation
fund

Member News

Michigan Municipal League Insurance Boards Announce 2024 Member Dividends

The Michigan Municipal League Workers' Compensation Fund and Liability & Property Pool will issue dividends totaling \$16.3 million to member communities in 2024, benefiting almost 1,000 Michigan cities, villages, counties, townships, and other public entities.

The Pool and Fund are owned and governed by their member organizations—including yours!

Members of the Workers' Compensation Fund will receive about \$14.0 million in dividends. Fund members have received a total of \$63.2 million in dividends over the previous five years, corresponding to about 37% of member premiums during the same period.

Members of the Liability & Property Pool will receive about \$2.3 million in dividends upon coverage renewal. Over the previous five years, Pool members have received a total of \$9.9 million in dividends, representing about 8% of member premiums during the same period.

"These dividend payments demonstrate just one benefit of member-owned programs like the Fund and the Pool," said Michael Forster, Director of Risk Management Services at the League. "When our members work diligently to reduce risks and improve safety, the resulting savings in claims expenses are returned to them in the form of dividends."

The Michigan Municipal League is dedicated to inspiring positive change for Michigan's communities. For more than 100 years, the League has sought to represent, inspire, and educate its members through legislative and legal advocacy, redevelopment and civic innovations assistance, grants, trainings, conferences, resources, self-insurance pools, and risk management loss control.

Contact: Michael Forster, Director, Risk Management Services; 734-669-6340 or mforster@mml.org.

MML Liability & Property Pool Directors:

Chair: Dave Post
Manager
Village of Hillman

Thad Beard
Manager
City of Rockford

George Bosanic
Manager
City of Greenville

Robert E. Clark
Mayor
City of Monroe

Dan Gilmartin
Executive Director / CEO
MML

Sue Osborn
Mayor
City of Fenton

Brenda Stumbo
Supervisor
Ypsilanti Charter Township

Dan Swallow
Manager
City of Tecumseh

MML Workers' Compensation Fund Trustees:

Chair: Adam Smith
Manager / Municipal Executive
City of Grand Ledge

Vice Chair: Lee Kilbourn
Mayor
City of Auburn

Brian Boggs
City Councilmember
City of Durand

Victor Cardenas
Manager
City of Novi

Bridget Dean
Mayor
City of Berkley

Maureen Donker
Mayor
City of Midland

Juan Ganum
Manager
City of Bridgman

Dan Gilmartin
Executive Director / CEO
MML

Kevin Klynstra
Mayor
City of Zeeland

Devin Olson
Manager
City of Munising

David Tossava
Mayor
City of Hastings



Charlotte Community Library

January 30, 2024

Dear Mayor Lewis,

This letter is to inform you that the Charlotte Community Library Board of Trustees is in the beginning steps to add municipalities to the Library District Agreement. Growing the Library district will result in more funding for the Library, which in turn will contribute to the expansion of services and programming to grow a healthy community.

The potential additions are the current contract areas of Brookfield, Chester and Walton townships and the City of Olivet. Our contract with these areas will expire December 31, 2024. A 1.4 millage proposal will hopefully be presented in each of these areas in August 2024.

The biggest change to the District Agreement would be the restructuring of the Library Board. This restructuring will depend on how many of these areas successfully pass the millage. Potentially, the addition of municipalities would mean your municipality may have one less representative on the Library Board.

We are hoping your municipality will be open to this change to the District Agreement. Please respond if this change meets with your approval by February 9, 2024, to cclboard@charlottelibrary.org. The Library Board will be following up in the coming months with an official resolution and amendment to be passed by the entire city council.

Thank you,

The Charlotte Community Library Board of Trustees
cclboard@charlottelibrary.org

cc: Mary LaRocque

Charlotte Community Library Resolution to add New Participating Municipalities

3 messages

cclboard <cclboard@charlottelibrary.org>

Thu, Feb 29, 2024 at 3:03 PM

To: "tlewis@charlottemi.org" <tlewis@charlottemi.org>, "mlarocque@charlottemi.org" <mlarocque@charlottemi.org>

Cc: Ann Goeman <goemana@charlottelibrary.org>

City Council Members:

As you know, the City of Charlotte has been a participating municipality in the Charlotte Community Library since 1997. During that time, the Library has been providing library service to the residents of our district. In addition, the Library has been serving the residents of neighboring communities by contract. Two of those communities are interested in becoming part of the district. As a current participating municipality, we wanted to provide information regarding the additions and the City's role in accomplishing this objective.

The City of Olivet's City Council will soon be reviewing a resolution to allow them to join the district. In order to do so, the City of Olivet must pass a resolution requesting to join, approve amendments to the agreement, and approve a ballot proposal to allow the residents of the City of Olivet to vote on the Library's millage that is currently being levied (approved by voters in 2016). In addition, residents of Chester Township are currently circulating petition to join the library by a referendum vote. This is a different process than the City of Olivet's. In order to join, Chester Township residents must also approve Library's current millage. The advantage to the Library (and to the City residents) is that the City of Olivet and Chester Township's residents will pay the same level of taxes as the City of Charlotte's resident.

As a participating municipality, the City of Charlotte will be asked to approve amendments to the district library agreement. The amendments include provisions adding the new municipalities as parties and including their territory in the district. The proposed amendment also adds the new participating municipalities to the funding (as a reminder, the participating municipalities have no direct funding obligation) Since both Chester Township and the City of Olivet's residents will vote on August 6, 2024, we do not yet know the specific impact on the current board positions. As a result, we provided two alternatives in the proposed amendment. If both new municipalities join, a new Board member position will be added and one of the three City of Charlotte positions will be given to one of the new members. If only one new municipality joins, the third City of Charlotte position will be given to the new member. This is a change from the original district library agreement, but the Library Board believes that this is a better alternative. The City of Charlotte appointed Board member whose term would be eliminated is aware of this and has no issue with eliminating his current position.

We have provided a draft resolution and amendment to accomplish this objective. The resolution authorizes the City to approve the amendment. The amendment will only take effect (1) for the City of Olivet, if the City approves a resolution to join and the voters approve the August 6, 2024 ballot, (2) for Chester Township, if the residents of Chester Township circulate the petition and voters approve millage on August 6, 2024 or (3) if both approve. We will be at the City Council next week to discuss the issue. In order to have time to put the millage proposals on the ballot for the August election, we ask the City to consider and approve the agreement on or before your regular April meeting. Thank you.

Sincerely,

Keith Tirrell
Secretary
Charlotte Community Library Board of Trustees

RESOLUTION 2024-04

THE CITY OF CHARLOTTE

RESOLUTION TO AMEND DISTRICT LIBRARY AGREEMENT

At a meeting of the City of Charlotte, Eaton County, Michigan, held at the City Hall in said ~~Township~~ ^{City} on the 25th day of March 2024, at 7:00 p.m.

PRESENT: _____

ABSENT: _____

The following Resolution was offered by _____
and seconded by _____.

WHEREAS, pursuant to the terms of the District Library Establishment Act, 1989 PA 24, MCL 397.171 et seq ("DLEA"), Carmel Township, Eaton Township, and the City of Charlotte, originally established District Library pursuant to the Charlotte Community Library's District Library Agreement, originally dated October 30, 1997, ("District Library Agreement");

WHEREAS, the District Library currently consists of the jurisdictional boundaries of the Carmel Township, Eaton Township, and the City of Charlotte;

WHEREAS, the City of Olivet desires to become a participating municipality in the Charlotte Community Library District ("District Library District") and add all territory in the jurisdictional limits of the City of Olivet to the District Library District;

WHEREAS, the parties understand that residents of Chester Township may petition for a vote to join the District Library.

WHEREAS, the Charlotte Community Library Board desires to amend the District Library Agreement, in the time specified in the City of Olivet's resolution in order to (1) add the

City of Olivet as a participating municipality, (2) add the territory of the City of Olivet to the District Library District, and (3) to provide for the amendments as required by Paragraph 25 of the District Library Establishment Act, MCL 397.195 and the District Library Agreement;

WHEREAS, the parties desire to add provisions to the Amendment in the event Chester Township is added to the District Library District;

WHEREAS, Paragraph 25 of the District Library Establishment Act ("DLEA"), MCL 397.195, requires that the district-wide millage be approved by a majority of the electors residing in the each of the respective new participating municipalities as a condition to being accepted as a participating municipality;

WHEREAS, at an election held on August 6, 2024, the voters in the City of Olivet will vote on the issue of whether to levy the existing District Library millage that was approved by voters in the Library District in 2016;

WHEREAS, at an election held on August 6, 2024, the District Library anticipates that the voters in the Chester Township will vote on the issue of whether to levy the existing District Library millage that was approved by voters in the Library District in 2016;

WHEREAS, as required by the DLEA, the District Library and the participating municipalities, Carmel Township, Eaton Township, the City of Charlotte, must approve any amendment to the District Library Agreement;

WHEREAS, pursuant to Section 3a of the DLEA the supporters of the petition to request that Chester Township join the Charlotte Community Library District have submitted the proposal and the petition language to Charlotte Community Library Board for review and approval; and

WHEREAS, the City Council for the City of Charlotte has determined that it is in the best interest of the City to add the City of Olivet and Chester Township as Participating Municipalities.

THEREFORE, be it resolved by the City Council of the City of Charlotte as follows:

1. The City Council approves the amendment to the Charlotte Community Library's District Library Agreement, as provided in the Amendment to the District Library Agreement attached as Exhibit A ("Amendment").
2. The City Council authorizes the Mayor to make any non-substantive changes to the Amendment if required before the Amendment is approved by the State Librarian.
3. Any resolutions or portions of resolutions inconsistent with this Resolution, are repealed.

ADOPTED:

YEAS: _____

NAYS: _____

STATE OF MICHIGAN)
) ss.
COUNTY OF EATON)

I, the undersigned, the duly qualified and acting clerk of the City of Charlotte, Eaton County, Michigan, DO HEREBY CERTIFY that the foregoing is a true and complete copy of certain proceedings taken by the City Council of said City at a regular meeting held on the 25th day of March, 2024.

Mary LaRocque, Clerk
City of Charlotte

EXHIBIT A
CHARLOTTE COMMUNITY LIBRARY
AMENDMENT TO THE CHARLOTTE
COMMUNITY LIBRARY DISTRICT LIBRARY AGREEMENT

This Amendment to the Charlotte Community Library Agreement, originally dated October 30, 1997, ("District Library Agreement") is entered into on the ____ day of _____, 2024, ("Amendment") by and between the Charlotte Community Library ("District Library"), Carmel Township, Eaton Township, the City of Charlotte, and the City of Olivet, Michigan.

WHEREAS, pursuant to the terms of the District Library Establishment Act, 1989 PA 24, MCL 397.171 et seq ("DLEA"), Carmel Township, Eaton Township, and the City of Charlotte, originally established a District Library pursuant to the District Library Agreement; and

WHEREAS, the District Library currently consists of the jurisdictional boundaries of Carmel Township, Eaton Township, and the City of Charlotte; and

WHEREAS, the City of Olivet desires to become a participating municipality in the Charlotte Community Library District ("District Library District") and add all territory in the jurisdictional limits of the City of Olivet to the District Library District; and

WHEREAS, the parties understand that residents of Chester Township may petition for a vote to join the District Library; and

WHEREAS, the Charlotte Community Library Board desires to amend the District Library Agreement, in the time specified in the City of Olivet's resolutions in order to (1) add the City of Olivet as a participating municipality, (2) add the territory of the City of Olivet to the

District Library District, and (3) to provide for the amendments as required by Paragraph 25 of the District Library Establishment Act, MCL 397.195 and the District Library Agreement; and

WHEREAS, the parties desire to add provisions to the Amendment in the event Chester Township is added to the District Library District; and

WHEREAS, Paragraph 25 of the District Library Establishment Act ("DLEA"), MCL 397.195, requires that the district-wide millage be approved by a majority of the electors residing in the each of the respective new participating municipalities as a condition to being accepted as a participating municipality; and

WHEREAS, at an election held on August 6, 2024, the voters in the City of Olivet will vote on the issue of whether to levy the existing District Library millage that was approved by voters in the District Library District in 2016; and

WHEREAS, at an election held on August 6, 2024, the District Library anticipates that the voters in the Chester Township will vote on the issue of whether to levy the existing District Library millage that was approved by voters in the Library District in 2016; and

WHEREAS, as required by the DLEA, the District Library and the participating municipalities, Carmel Township, Eaton Township, and the City of Charlotte, must approve any amendment to the District Library Agreement.

THEREFORE, BE IT AGREED BY THE PARTIES AS FOLLOWS:

1. **Addition of Participating Municipalities (Amended Paragraph 1).** Subject to the conditions provided in Paragraph 6 below, Paragraph 1 of the District Library Agreement is amended to add the City of Olivet as a Participating Municipality to the District Library. If a petition is filed and a millage proposal is approved by

voters, Chester Township shall also be added as a Participating Municipality.

Paragraph 1 shall read as follows:

1. **Establishment/Name.** The Parties hereby establish as of the Effective Date of this Agreement a district library pursuant to the Act, to be known as the "Charlotte Community Library," (the "District Library") having all of the powers granted to such district libraries by the Act. The Participating Municipalities in the District Library shall be Carmel Township, Eaton Township, the City of Charlotte, the City of Olivet, and Chester Township.

Any reference to Party, Parties or Participating Municipalities in the Amended Agreement shall include the City of Olivet and Chester Township.

2. **Expansion of Territory of the District Library District (Amended Paragraph**

2). Subject to the conditions provided in Paragraph 6 below, the Agreement is hereby further amended to revise Paragraph 2 of the Agreement to add all territory in the City of Olivet and Chester Township. Revised Exhibit A shall read as follows.:

The District Library District of the Charlotte Community Library shall consist of all that territory which is currently located in Carmel Township, Eaton Township, and the City of Charlotte. Upon approval by the electors of the District Library's millage, the City of Olivet shall be added to the District Library District. In the event that a petition is filed and the requirements of Section 3a of the DLEA are satisfied, the District Library District shall also include Chester Township.

3. **Revised Composition of the District Library Board (Amended Paragraph 3 of the Agreement).**

Subject to the conditions provided in Paragraph 6 below, Paragraph 3 of the Agreement is hereby further amended to replace the current language regarding Board composition with the following language:

3. **Governing Board.** The District Library shall be governed by a board ("the Board" or "Library Board") as follows:

Situation 1 – Two New Participating Municipalities are Added. The District Library Board shall consist of eight (8) appointed members as described more fully below.

a. **City of Charlotte.** The City of Charlotte shall appoint two (2) members of the Board. The Board members appointed by the City currently in office on the effective date of this Amendment (one term ending on June 30, 2027 and one ending on June 30, 2026) shall continue in office until their terms expire. Upon the effective date of the Amendment, the Library Board position that is appointed by the City with a term expiring on June 30, 2025 shall terminate.

b. **Eaton Township.** Eaton Township shall appoint two (2) members of the Board. The Board members appointed by the Township currently in office at the time of this Amendment (one term ending on June 30, 2025 and one ending on June 30, 2026) shall continue in office until their terms expire.

c. **Carmel Township.** Carmel Township shall appoint two (2) members of the Board. The Board members appointed by the Township currently in office at the time of this Amendment (one term ending on June 30, 2025 and one ending on June 30, 2026) shall continue in office until their terms expire.

d. **New Participating Municipality 1.** The new Participating Municipality that approves the District Library Millage proposal by the greater percentage shall appoint one (1) member of the Board. After the effective date of this Amendment, the governing body of the new participating municipality shall appoint one (1) member of the Library Board for a term beginning upon the Effective Date of the Agreement and ending on June 30, 2027.

e. **New Participating Municipality 2.** The new Participating Municipality that approves the District Library Millage proposal by the lower percentage shall appoint one (1) member of the Board. After the effective date of this Amendment, the governing body of the new participating municipality shall appoint one (1) member of

the Library Board for a term beginning on the Effective Date of the Agreement and ending on June 30, 2025.

Situation 2 – One New Participating Municipality is Added. The District Library Board shall consist of seven (7) appointed members as described more fully below.

a. **City of Charlotte.** The City of Charlotte shall appoint two (2) members of the Board. The Board members appointed by the City currently in office on the effective date of this Amendment (one term ending on June 30, 2027 and one ending on June 30, 2026) shall continue in office until their terms expire. Upon the effective date of the Amendment, the Library Board position that is appointed by the City with a term expiring on June 30, 2025 shall terminate.

b. **Eaton Township.** Eaton Township shall appoint two (2) members of the Board. The Board members appointed by the Township currently in office at the time of this Amendment shall continue in office until their terms expire.

c. **Carmel Township.** Carmel Township shall appoint two (2) members of the Board. The Board members appointed by the Township currently in office at the time of this Amendment shall continue in office until their terms expire.

d. **New Participating Municipality.** The new Participating Municipality shall appoint one (1) member of the Board. After the effective date of this Amendment, the governing body of the new participating municipality shall appoint one (1) member of the Library Board for a term beginning August 7, 2024, and ending on June 30, 2025.

As the above-described terms of office expire, and with each expiration of office thereafter, the respective Party who made the appointment of the Library Board member whose term has expired shall make an appointment to replace the board members whose terms expired to serve a three (3) year term of office. Each Board Member shall be a resident of the Party that makes the appointment and a resident of the District Library District. Nothing herein shall prohibit a Party from reappointing a member whose term has expired to a successive term of office.

In accordance with Paragraph 8(2) of the Act, MCL 397.178, the Governor of the State of Michigan shall have the power to remove a member of the Board for cause, pursuant to the provisions of Paragraph 10 of Article V of the State Constitution of 1963.

Vacancies shall arise in the event of the removal by the Governor, resignation, death, conviction of a felony, in the event a member ceases to be a resident of the District or of the Party that appointed the Board member or otherwise as provided by law. In the event of a vacancy, the Party that appointed the member whose position has become vacant shall appoint a replacement within 2 months of the vacancy.

4. **Revised Funding Obligations to State the Participating Municipalities Shall Have No Obligation to Provide a Percentage of Funds to the District Library (Amended Paragraph III.C of the Agreement).**

Subject to the conditions provided in Paragraph 6 below, Paragraph 4 of the District Library Agreement is hereby further amended to replace the current language regarding financial support with the following language:

4. Funding. The fiscal year of the Charlotte Community Library shall be July 1 through June 30, unless changed by the Library Board.

Eaton Township, Carmel Township, the City of Charlotte, and any other Participating Municipality shall have no obligation to provide financial support to the Charlotte Community Library because the District Library has met its obligation under the Original Agreement to levy and collect a district library millage. Because a district library millage of not less than .75 mill was approved by voters, the Charlotte Community Library was not terminated as provided in Paragraph 4 of this Agreement.

The District Library shall be supported by millage proceeds, penal fines, and State aid payments pursuant to State law and any other lawful sources of funding obtained by the District Library. Nothing in this Agreement shall be construed to prevent either the Eaton Township, Carmel Township, the City of Charlotte, and any other Participating Municipality from agreeing to provide additional funds for additional library services, if requested by the District Library.

To the extent any moneys or property from any source whatsoever are received by any of the Parties designated for the operation and

administration of community library services or acquisition of books and equipment and other real or personal property for community library use, such Party shall transfer such moneys and property upon receipt thereof to the District Library.

The Parties understand and agree that the moneys paid over to the Library Board for the operation of the District Library are District Library moneys, subject to the exclusive control and direction of the District Library Board.

6. **Effective Date of the Amendment (Conditions Precedent to the Effective Date of this Amendment).** This Amendment shall become effective as follows:

a. **City of Olivet.** If the electors in the City of Olivet approve the ballot proposal substantially as provided in Exhibit A attached hereto, the City of Olivet shall be added as a participating municipality and the provisions of this Amendment involving the City of Olivet shall take effect on August 7, 2024 or the date the State Librarian approves the Amendment, whichever occurs later.

b. **Chester Township.** If the electors in Chester Township approve the ballot proposal substantially as provided in Exhibit A attached hereto, Chester Township shall be added as a participating municipality and the provisions of this Amendment involving Chester Township shall take effect upon on August 7, 2024, all requirements of Section 3a are fulfilled, or the date the State Librarian approves the Amendment, whichever occurs later.

c. The conditions of Paragraph 6a-c are not contingent upon each other. By way of example, if the electors in Chester Township approve the ballot proposal, Chester Township shall become a participating municipality regardless of whether the City of Olivet's voters approve the ballot proposal.

- e. The Library shall provide the new Participating Municipalities with a final Amendment once the contingencies in this paragraph have been met.
7. **Governing Law.** This Amendment shall be governed by and construed in accordance with the laws of the State of Michigan.
8. **Severability.** If any clause, provision, or Paragraph of this Amendment shall be ruled invalid or unenforceable by any court of competent jurisdiction, the invalidity or unenforceability of such clause, provision or Paragraph shall not affect any of the remaining clauses, provisions, or Paragraphs.
9. **Execution in Counterparts.** This Amendment may be executed in two or more counterparts, each of which shall be deemed and all of which shall constitute one and the same agreement, and the signature of any Party to any counterpart shall be deemed a signature to and may be appended to any other counterpart.
10. **Remaining Effectiveness of Amended Agreement; Conflict of Provisions.** Unless specifically amended by this Amendment, all other provisions of the District Library Agreement shall remain in full force and effect, as if the new Participating Municipalities had been an original Party to the District Library Agreement. In the event a conflict occurs, this Amendment shall govern.

CARMEL TOWNSHIP

Dated: _____

By: _____

(Print Name)

Its: _____

EATON TOWNSHIP

Dated: _____

By: _____

(Print Name)

Its: _____

CITY OF CHARLOTTE

Dated: _____

By: _____

(Print Name)

Its: _____

CITY OF OLIVET

Dated: _____

By: _____

(Print Name)

Its: _____

CHARLOTTE COMMUNITY LIBRARY

Dated: _____

By: _____

(Print Name)

Its: _____

Exhibit 1-- Chester Township

Charlotte Community Library **District Library Millage Proposal**

Shall the Charlotte Community Library, County of Eaton, Michigan, be authorized to levy a new additional millage annually in an amount not to exceed 1.4 mills (\$1.40 on each \$1,000 of taxable value) against all taxable property within Chester Township for four (4) years, 2024 to 2027 inclusive, for the purpose of Chester Township joining the Charlotte Community Library providing funds for all district library purposes authorized by law? If approved, Chester Township shall appoint one member to the Charlotte Community Library Board. The estimate of the revenue the Charlotte Community Library will collect if the millage is approved and levied by the Charlotte Community Library in the first year (2024) is approximately \$102,000.

Yes ☐

No ☐

Exhibit 1-- Chester Township

Charlotte Community Library
District Library Millage Proposal

Shall the Charlotte Community Library, County of Eaton, Michigan, be authorized to levy a new additional millage annually in an amount not to exceed 1.4 mills (\$1.40 on each \$1,000 of taxable value) against all taxable property within the City of Olivet for four (4) years, 2024 to 2027 inclusive, for the purpose of the City of Olivet joining the Charlotte Community Library and providing funds for all district library purposes authorized by law? The estimate of the revenue the Charlotte Community Library will collect if the millage is approved and levied by the Charlotte Community Library in the first year (2024) is approximately \$26,000.

Yes ☐

No ☐



Memo

To: Honorable Mayor Lewis; City Council
From: City Clerk, LaRocque
Date: March 22, 2024
Re: Council Policy 2024-01 - Order of Business at City Council Meetings

Background

The proposed revisions aim to consolidate two analogous policies into a unified policy that addresses the order of business at city council meetings. This revision introduces a provision for "Staff Comments" towards the end of the agenda and incorporates procedures to facilitate public comments from ZOOM meeting attendees. Council Policies 2021-02 Citizen Comments and 2023-01 Order of Business at City Council Meetings will be superseded by the new Council Policy 2024-01 Order of Business at City Council Meetings. In the proposed document, language added from Council Policy 2021-02 are highlighted in red, replaced language is indicated with a strikethrough, and new language is italicized.

Recommendation

It is recommended that the proposed amendments be reviewed, deliberated upon, and subsequently approved.

Financial Impacts

The proposed amendments have no associated financial implications.

Suggested Motion

Motion to consolidate Council Policies 2021-02 and 2023-01 into a single policy and approve the adoption of the new Council Policy 2024-01, effective immediately and commencing with the next council meeting.

CITY OF CHARLOTTE

COUNCIL POLICY

SUBJECT	POLICY NO.	APP. DATE	PAGE
ORDER OF BUSINESS AT CITY COUNCIL MEETINGS	2024-01	03/25/2025	1 of 7

1. PURPOSE

The purpose of this policy is to describe the order of business at City Council meetings to be used in preparing meeting agendas, the procedures for managing the listing of items on the agenda, and the approval of the agenda, ~~and to establish standards~~ *provide procedures for citizens making comments to the City Council in a manner that enhances citizen involvement in the process of governance.*

2. AUTHORITY

This policy is adopted pursuant to ~~the provisions of section 15.263(5) of PA 267 of 1976 as amended, being the Open Meetings Act, and~~ Section 4.7(I) of the Charter of the City of Charlotte.

3. ORDER OF BUSINESS

3.1 Agenda Format

- 3.1.1** The City Clerk shall prepare an agenda for each City Council meeting in the following format:

Call to Order
Roll Call
Invocation
Pledge of Allegiance
Approval of Minutes
Absence of Council Members
Public Hearings
Public Comment
Approval of the Agenda
Special Presentations
Communications and Committee Reports
Consent Agenda
Business Agenda
Public Comment
Staff Comment
Mayor and Council Comments
Recess to Closed Session
Reconvene Open Session

CITY OF CHARLOTTE

COUNCIL POLICY

SUBJECT	POLICY NO.	APP. DATE	PAGE
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Adjourn

3.1.1.1 If no agenda items are received for a particular agenda category, the City Clerk may omit that category from the printed agenda.

3.2 Special Presentations

3.2.1 **Purpose.** This portion of the agenda is intended for longer presentations by staff members, council members and guests for which no resolution or ordinance has been introduced. This portion of the agenda may also be used for ceremonial presentations.

~~3.3~~ Consent Agenda

3.3.1 **Purpose.** This portion of the agenda is for the consideration of matters that are requested to be approved without discussion. It is generally reserved for matters that are routine, such as the approval of claims and accounts, mayoral appointments and ceremonial resolutions and proclamations.

3.3.2 **Approval of Consent Agenda.** There shall be no deliberation of discussion of items on the Consent Agenda and all items will be approved in one motion. Council members may request individual items be removed from the consent agenda for individual consideration and discussion. A council member should request an item be removed from the Consent Agenda and added to the Business Agenda during the “Approval of the Agenda”.

~~3.4~~ Business Agenda

3.4.1 **Purpose.** This portion of the agenda is intended for consideration of matters that Council will deliberate prior to considering for approval.

3.4.2 **Order.** As a courtesy to citizens who might be in attendance, those matters that are expected to be of greater interest should be listed earlier on the agenda.

3.4.3 **Actions Permitted; Removal from the Agenda.** Items considered under this portion of the agenda may be discussed, amended, tabled or removed

CITY OF CHARLOTTE

COUNCIL POLICY

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from the agenda. If no action is taken, the matter will be placed on the agenda under Business Agenda for the following meeting.

3.5 Communications and Committee Reports

3.5.1 Purpose. This portion of the agenda is for oral and written reports to be provided to the Council by staff members, communications received that are addressed to or might be of interest to Council members *including items noted in 3.5.2 and 3.5.3 below*, and reports by Council members of meetings of boards and commissions attended by them. Matters included under communications and committee reports generally require no action.

3.5.2 Written communications to the City Council from citizens*. Written communications, including emails and similar electronic communications, containing the citizen's name and address that are addressed to the City Council and received prior to noon on the Friday before a City Council meeting shall be copied and included with other written materials distributed to the City Council and the public in the agenda packet for the City Council meeting. Such communications received after noon on the Friday before a City Council meeting and 4:00 p.m. on the day of a City Council meeting shall be assembled into a digest in a form that generally conforms to the agenda for the meeting and distributed to Council members immediately prior to the meeting.

3.5.3 Citizen Comments information on the City's Website. The City Manager shall cause a page to be maintained on the City's website that provides information to citizens about the opportunities, rules and procedures for making oral and written comments to the City Council.

4. APPROVAL OF THE AGENDA

4.1 Meaning. In approving the agenda, City Council is indicating its willingness to consider the items on the agenda in the order in which they are presented. The approval of the agenda does not preclude the consideration of or action on matters brought to the Council's attention through public comments, special presentations, staff reports or Mayor and Council comments but such action shall be made in a manner consistent with this policy.

CITY OF CHARLOTTE

COUNCIL POLICY

SUBJECT	POLICY NO.	APP. DATE	PAGE
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4.2 Additions to the Agenda. The Mayor, Council members, or City Manager may request during consideration of the approval of the agenda that additional items be included that were not listed on the printed agenda. Section 4.7(M) of the Charter requires the affirmative vote of five or more members of the Council to consider the addition to the agenda of any item not received by the City Clerk by noon on the Friday preceding the Council meeting.

4.3. Form of Motion. A motion to approve the agenda should follow an opportunity for Council members to request additions to the agenda, to request a change in the order in which items are considered, or to make corrections. The motion should take the general form “I move the agenda to be approved as printed with the following changes: [list changes].”

4.4 Changes Following Agenda Approval. When the Mayor or the presiding officer determines that public interest in a particular agenda item warrants changing the order in which it is brought forth for consideration, he/she may move an item forward on the agenda.

5. PLACING ITEMS ON THE AGENDA

5.1 Principle. As a general rule, items that are appropriate for placing on the agenda for Council consideration and action are those that, as a matter of law, ordinance, rule or policy, require Council approval, those that involve the consideration of policy matters, and those related to Council’s responsibility for overseeing the administration in its execution of policy. Other matters should generally take the form of a report or communication to the Council, be the subject of public comment, or be addressed as a part of Mayor and Council comments.

5.2 Responsibility of the City Manager. The City Manager shall be responsible for determining whether items of business brought forward by administrative staff members are appropriate for inclusion on the agenda. He/she shall have the responsibility for insuring that matters of importance are placed on the agenda so that they can receive timely consideration by the Council.

5.3 Requests from the Mayor and Council Members. The Mayor and Council members shall be permitted to present matters to the City Clerk that they wish to have listed on the agenda.

CITY OF CHARLOTTE

COUNCIL POLICY

SUBJECT	POLICY NO.	APP. DATE	PAGE
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5.4 Requests from Citizens. On occasion, members of the general public request that an item of concern to them be given a place on the Council’s agenda. Such requests shall be made in writing to the Council or in person during public comment. Unless Council determines that there is some urgency in taking up such a matter immediately, such requests should be included on a subsequent agenda, subject to Council approval.

6. CITIZEN COMMENTS AT COUNCIL MEETINGS

6.1 Principle. The right to address one’s elected officials has been a fundamental characteristic of American democracy since the nation’s founding. The opportunity for citizens to make comments at specific times has been a feature of City Council meetings for a long time. The wide availability of electronic communications has created additional opportunities for citizens to comment upon matters under consideration by the City Council. It is desirable to establish rules and procedures so that these comments can be made and received in a manner that permits Council to effectively and efficiently complete the public business. Except as provided in section 4.3, citizens shall be permitted to make comments to the City Council only at such times as are provided for that purpose on the agenda and in accordance with the following rules:

6.2 Public Hearings. Each citizen who desires to speak during a public hearing shall be provided one opportunity of not more than five (5) minutes duration. Comments made during a public hearing shall be relevant to the subject for which the public hearing is held.

6.3 Public Comments. Each citizen who desires to speak during the public comments portion of a meeting shall be afforded one opportunity during each such public comments portion of not more than five (5) minutes duration. Comments made during public comments may be on any topic except for matters on which public hearings have been held during the same meeting.

6.4 Other Comments. The mayor or other presiding officer, in his or her sole discretion, shall have the authority to provide a citizen an opportunity to address City Council at times other than those provided in 6.2 and 6.3 for the purpose of providing information relevant to matters before the City Council. This opportunity for other comments shall not be used by the mayor or other presiding officer to circumvent the limitations on public comments provided in 6.2 and 6.3 above.

CITY OF CHARLOTTE

COUNCIL POLICY

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6.5 **Decorum.** Citizens who address the City Council shall do so from the podium or such other location as directed by the mayor or other presiding officer. Each citizen shall, at the beginning of his or her remarks, state his or her name and ~~residence address~~ if they are a resident or non-resident of the city.

6.6 **Commenting while using ZOOM.** *Attendees participating in the meeting through a ZOOM application may indicate their desire to speak during a Public Comments period by clicking on the three horizontal dots labeled “More” in the bottom right-hand corner of your device screen. In the pop-up that appears, click on “Raise Hand”. If using a phone to dial into the ZOOM meeting, raise your hand by pressing *9 (star nine) on your keypad. Both these methods will notify the ZOOM meeting organizer of your desire to comment and you will be invited to do so at the appropriate time.*

6.7 **Preserving Order at Meetings.** The mayor or other presiding officer shall have the right to declare out of order any citizen who fails to comply with these rules and shall offer the individual an opportunity to comply with these rules. If the citizen fails or refuses to do so, he or she will be requested to return to his or her seat and shall forfeit his or her opportunity to make citizen comments for the duration of the meeting.

6.8 **Response to Comments.** Members of Council, staff and the audience shall refrain from responding to comments other than at times set aside for their comments. Questions raised by speakers during public hearings or public comments may be answered, as directed by the mayor or other presiding officer, but only at the conclusion of the public hearing or public comments.

7. AGENDA DISTRIBUTION

Except as provided below, a copy of the agenda and related documents will be distributed to Council members in electronic form on the last work day of the week preceding the Council meeting. Council members may request the city clerk to print all or any portion of the agenda packet and related documents.

7.1 **Claims.** To provide additional time for Council members to seek and receive information regarding claims submitted for payment, a list of claims will be distributed to Council members via electronic mail not later than 5:00 p.m. on the Wednesday preceding the City Council meeting at which approval is to be sought.

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COUNCIL POLICY

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7.1.1. Questions regarding claims should be submitted to the Finance Director.
Questions may be submitted via electronic mail or telephone.

7.1.2. Responses to questions regarding claims received prior to noon on the Friday before the Council meeting will be distributed to the entire City Council in a memorandum published as part of the agenda packet for the meeting at which approval is sought. The Finance Director may also respond directly to the Council member submitting a question.

8. POLICY REPLACED

This policy *incorporates and* replaces *Council Policy 2021-01 Citizen Comments*; and 2023-01 Order of Business at City Council Meetings

9. EFFECTIVE DATE

This policy shall be effective with the Council meeting following its approval.

CITY OF CHARLOTTE
COUNCIL POLICY

SUBJECT	POLICY NO.	APP. DATE	PAGE
CITIZEN COMMENTS	2021-02	02/16/2021	1 of 3

1. PURPOSE

The purpose of this policy is to establish standards for citizens making comments to the City Council in a manner that enhances citizen involvement in the process of governance.

2. AUTHORITY

This policy is adopted pursuant to the provisions of section 15.263(5) of Public Act 267 of 1976 as amended (Open Meetings Act) and section 4.7(I) of the City Charter.

3. BACKGROUND

The right to address one's elected officials has been a fundamental characteristic of American democracy since the nation's founding. The opportunity for citizens to make comments at specific times has been a feature of City Council meetings for a long time. The wide availability of electronic communications has created additional opportunities for citizens to comment upon matters under consideration by the City Council. It is desirable to establish rules and procedures so that these comments can be made and received in a manner that permits Council to effectively and efficiently complete the public business.

4. CITIZEN COMMENTS AT COUNCIL MEETINGS

Except as provided in section 4.3, citizens shall be permitted to make comments to the City Council only at such times as are provided for that purpose on the agenda and in accordance with the following rules:

- 4.1. Public Hearings. Each citizen who desires to speak during a public hearing shall be provided one opportunity of not more than five minutes duration. Comments made during a public hearing shall be relevant to the subject for which the public hearing is held.
- 4.2 Public Comments. Each citizen who desires to speak during the public comments portion of a meeting shall be afforded one opportunity during each such public comments portion of not more than five minutes duration. Comments made during public comments may be on any topic except for matters on which public hearings have been held during the same meeting.
- 4.3 Other Comments. The mayor or other presiding officer, in his or her sole discretion, shall have the authority to provide a citizen an opportunity to

CITY OF CHARLOTTE
COUNCIL POLICY

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address City Council at times other than those provided in 4.1 and 4.2 for the purpose of providing information relevant to matters before the City Council. This opportunity for other comments shall not be used by the mayor or other presiding officer to circumvent the limitations on public comments provided in 4.1 and 4.2 above.

- 4.4 Decorum. Citizens who address the City Council shall do so from the podium or such other location as directed by the mayor or other presiding officer. Each citizen shall, at the beginning of his or her remarks, state his or her name and residence address. Comments shall be directed to the City Council. Comments shall be made using language free from vulgarity, hate speech or language that would constitute "fighting words."
- 4.5 Preserving Order at Meetings. The mayor or other presiding officer shall have the right to declare out of order any citizen who fails to comply with these rules and shall offer the individual an opportunity to comply with these rules. If the citizen fails or refuses to do so, he or she will be requested to return to his or her seat and shall forfeit his or her opportunity to make citizen comments for the duration of the meeting.
- 4.6 Response to Comments. Members of Council, staff and the audience shall refrain from responding to comments other than at times set aside for their comments. Questions raised by speakers during public hearings or public comments may be answered, as directed by the mayor or other presiding officer, but only at the conclusion of the public hearing or public comments.

5. WRITTEN COMMENTS TO THE CITY COUNCIL

The City Manager shall formulate and implement procedures for the receipt of written comments from citizens in accordance with the following requirements:

- 5.1 Written communications, including emails and similar electronic communications, containing the citizen's name and address that are addressed to the City Council and received prior to noon on the Friday before a City Council meeting shall be copied and included with other written materials distributed to the City Council and the public in the agenda packet for the City Council meeting.
- 5.2 Written comments, including emails and similar electronic communications, containing the citizen's name and address that are addressed to the City

CITY OF CHARLOTTE
COUNCIL POLICY

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Council or reference a matter on the Council's agenda and received between noon on the Friday before a City Council meeting and 4:00 p.m. on the day of a City Council meeting shall be assembled into a digest in a form that generally conforms to the agenda for the meeting and distributed to Council members immediately prior to the meeting.

6. CITIZEN COMMENTS INFORMATION ON THE CITY'S WEBSITE

The City Manager shall cause a page to be maintained on the City's website that provides information to citizens about the opportunities, rules and procedures for making oral and written comments to the City Council.

7. POLICY SUPERSEDED

This policy supersedes Council Policy 2016-02

8. EFFECTIVE DATE

This policy shall become effective upon its approval by City Council.

9. SUNSET DATE

~~This policy shall sunset on September 30, 2020.~~

CITY OF CHARLOTTE

COUNCIL POLICY

SUBJECT	POLICY NO.	APP. DATE	PAGE
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1. PURPOSE

The purpose of this policy is to describe the order of business at City Council meetings to be used in preparing meeting agendas, the procedures for managing the listing of items on the agenda and the approval of the agenda.

2. AUTHORITY

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

3. ORDER OF BUSINESS

3.1 Agenda Format

- 3.1.1** The City Clerk shall prepare an agenda for each City Council meeting in the following format:

Call to Order
Roll Call
Invocation
Pledge of Allegiance
Approval of Minutes
Absence of Council Members
Public Hearings
Public Comment
Approval of the Agenda
Special Presentations
Communications and Committee Reports
Consent Agenda
Business Agenda
Public Comment
Mayor and Council Comments
Recess to Closed Session
Reconvene Open Session
Adjourn

- 3.1.1.1** If no agenda items are received for a particular agenda category, the City Clerk may omit that category from the printed agenda.

CITY OF CHARLOTTE

COUNCIL POLICY

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3.2 Special Presentations

- 3.2.1 Purpose.** This portion of the agenda is intended for longer presentations by staff members, council members and guests for which no resolution or ordinance has been introduced. This portion of the agenda may also be used for ceremonial presentations.

3.3 Consent Agenda

- 3.3.1 Purpose.** This portion of the agenda is for the consideration of matters that are requested to be approved without discussion. It is generally reserved for matters that are routine, such as the approval of claims and accounts, mayoral appointments and ceremonial resolutions and proclamations.
- 3.3.2 Approval of Consent Agenda.** There shall be no deliberation of discussion of items on the Consent Agenda and all items will be approved in one motion. Council members may request individual items be removed from the consent agenda for individual consideration and discussion. A council member should request an item be removed from the Consent Agenda and added to the Business Agenda during the “Approval of the Agenda”.

3.4 Business Agenda

- 3.4.1 Purpose.** This portion of the agenda is intended for consideration of matters that Council will deliberate prior to considering for approval.
- 3.4.2 Order.** As a courtesy to citizens who might be in attendance, those matters that are expected to be of greater interest should be listed earlier on the agenda.
- 3.4.3 Actions Permitted; Removal from the Agenda.** Items considered under this portion of the agenda may be discussed, amended, tabled or removed from the agenda. If no action is taken, the matter will be placed on the agenda under Business Agenda for the following meeting.

CITY OF CHARLOTTE

COUNCIL POLICY

SUBJECT	POLICY NO.	APP. DATE	PAGE
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3.5 Communications and Committee Reports

- 3.5.1 Purpose.** This portion of the agenda is for oral and written reports to be provided to the Council by staff members, communications received that are addressed to or might be of interest to Council members, and reports by Council members of meetings of boards and commissions attended by them. Matters included under communications and committee reports generally require no action.

4. APPROVAL OF THE AGENDA

- 4.1 Meaning.** In approving the agenda, City Council is indicating its willingness to consider the items on the agenda in the order in which they are presented. The approval of the agenda does not preclude the consideration of or action on matters brought to the Council’s attention through public comments, special presentations, staff reports or Mayor and Council comments but such action shall be made in a manner consistent with this policy.
- 4.2 Additions to the Agenda.** The Mayor, Council members, or City Manager may request during consideration of the approval of the agenda that additional items be included that were not listed on the printed agenda. Section 4.7(M) of the Charter requires the affirmative vote of five or more members of the Council to consider the addition to the agenda of any item not received by the City Clerk by noon on the Friday preceding the Council meeting.
- 4.3. Form of Motion.** A motion to approve the agenda should follow an opportunity for Council members to request additions to the agenda, to request a change in the order in which items are considered, or to make corrections. The motion should take the general form “I move the agenda be approved as printed with the following changes: [list changes].”
- 4.4 Changes Following Agenda Approval.** When the Mayor or presiding officer determines that public interest in a particular agenda item warrants changing the order in which it is brought forth for consideration, he/she may move an item forward on the agenda.

CITY OF CHARLOTTE

COUNCIL POLICY

SUBJECT	POLICY NO.	APP. DATE	PAGE
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5. PLACING ITEMS ON THE AGENDA

5.1 Principle. As a general rule, items that are appropriate for placing on the agenda for Council consideration and action are those that, as a matter of law, ordinance, rule or policy, require Council approval, those that involve the consideration of policy matters, and those related to Council's responsibility for overseeing the administration in its execution of policy. Other matters should generally take the form of a report or communication to the Council, be the subject of public comment, or be addressed as a part of Mayor and Council comments.

5.2 Responsibility of the City Manager. The City Manager shall be responsible for determining whether items of business brought forward by administrative staff members are appropriate for inclusion on the agenda. He/she shall have the responsibility for insuring that matters of importance are placed on the agenda so that they can receive timely consideration by the Council.

5.3 Requests from the Mayor and Council Members. The Mayor and Council members shall be permitted to present matters to the City Clerk that they wish to have listed on the agenda.

5.4 Requests from Citizens. On occasion, members of the general public request that an item of concern to them be given a place on the Council's agenda. Such requests shall be made in writing to the Council or in person during public comment. Unless Council determines that there is some urgency in taking up such a matter immediately, such requests should be included on a subsequent agenda, subject to Council approval.

6. AGENDA DISTRIBUTION

Except as provided below, a copy of the agenda and related documents will be distributed to Council members in electronic form on the last work day of the week preceding the Council meeting. Council members may request the city clerk to print all or any portion of the agenda packet and related documents.

6.1 Claims. To provide additional time for Council members to seek and receive information regarding claims submitted for payment, a list of claims will be distributed to Council members via electronic mail not later than 5:00 p.m. on the Wednesday preceding the City Council meeting at which approval is to be sought.

CITY OF CHARLOTTE

COUNCIL POLICY

SUBJECT	POLICY NO.	APP. DATE	PAGE
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6.1.1. Questions regarding claims should be submitted to the Finance Director.
Questions may be submitted via electronic mail or telephone.

6.1.2. Responses to questions regarding claims received prior to noon on the Friday before the Council meeting will be distributed to the entire City Council in a memorandum published as part of the agenda packet for the meeting at which approval is sought. The Finance Director may also respond directly to the Council member submitting a question.

7. POLICY REPLACED

This policy replaces Council Policy 2021-04

8. EFFECTIVE DATE

This policy shall be effective with the Council meeting following its approval.



Memo

To: Honorable Mayor Lewis; City Council
From: Amy E. Gilson, PE - Director of Public Works
Date: March 20, 2024
Re: Staff report on Lawn Mowing Bids

Background

The city bids out lawn mowing services every three years. Bids were received on March 19, 2024. Contract A is for the weekly mowing, and Contract B is for monthly and 3x/year mowing. The contracts are for one year with the option for 2- one year extensions. The bid tabulation is attached for reference.

Recommendation

The City awards both Contract A and Contract B to Kenyon and Sons of Charlotte.

Financial Impacts

Funds are allocated annually in each of the funds (General, Major, Local, Water & Sewer, Recycling and Motor Vehicle Pool) for the mowing service. The funds are charged according to the prices quoted for each fund's properties.

Suggested Motion

City Council approves the contract with Kenyon and Sons for Contract A and Contract B for mowing for 2024-2026 and that the Mayor or Clerk be directed to sign said contract on behalf of the City.

TABULATION OF BIDS							
OWNER: City of Charlotte							
PROJECT: Lawncare Bids 2024-2026							
DATE: March 19, 2024 @ 2:30 p.m.							
		Kenyon & Sons 308 S. Sheldon St. Charlotte, MI 48813		R&D Landscape 194 S. Michigan Rd. Eaton Rapids, MI 48827		GDH & Sons LLC 11464 Battle Creek Hwy Bellevue, MI 49021	
NO.	WORK DESCRIPTION	WEEKLY	ANNUAL	WEEKLY	ANNUAL	WEEKLY	ANNUAL
CONTRACT A							
EVERY WEEK							
1	Police Dept. Shooting Range Area – behind DPW Garage	\$15.00	\$330.00	\$25.00	\$550.00	\$30.00	\$660.00
2	West Side Fire Station	\$40.00	\$880.00	\$65.00	\$1,430.00	\$80.00	\$1,760.00
3	Bostwick St. Parking Lots R.O.W. and Sheldon St. Parking Lot R.O.W.*	\$25.00	\$550.00	\$45.00	\$990.00	\$50.00	\$1,100.00
4	Washington Street Parking Lots R.O.W.*	\$30.00	\$660.00	\$45.00	\$990.00	\$50.00	\$1,100.00
5	Lansing Road Welcome Sign	\$30.00	\$660.00	\$25.00	\$550.00	\$35.00	\$770.00
6	City Hall Complex - (Must be mowed with a push mower and bagger)*	\$30.00	\$660.00	\$40.00	\$880.00	\$50.00	\$1,100.00
7	Foote & Sheldon	\$12.50	\$275.00	\$25.00	\$550.00	\$30.00	\$660.00
8	State & West Seminary	\$15.00	\$330.00	\$25.00	\$550.00	\$30.00	\$660.00
9	300 Block Horatio Blvd.	\$20.00	\$440.00	\$40.00	\$880.00	\$50.00	\$1,100.00
10	State & Mikesell	\$20.00	\$440.00	\$25.00	\$550.00	\$30.00	\$660.00
11	St. Mary's Boulevard	\$25.00	\$550.00	\$40.00	\$880.00	\$60.00	\$1,320.00
12	Hall Street R.O.W.	\$20.00	\$440.00	\$30.00	\$660.00	\$30.00	\$660.00
13	Seminary & Johnson - East R.O.W.	\$12.50	\$275.00	\$40.00	\$880.00	\$45.00	\$990.00
14	Wing Court Circle	\$12.50	\$275.00	\$25.00	\$550.00	\$30.00	\$660.00
15	Combs Industrial Park- Parkland Drive R.O.W. and Cochran Ave R.O.W.	\$30.00	\$660.00	\$60.00	\$1,320.00	\$65.00	\$1,430.00
16	Lipsey Dr. R.O.W. in park area (to the trees)	\$25.00	\$550.00	\$40.00	\$880.00	\$40.00	\$880.00
17	Airport Runway and Grounds	\$330.00	\$7,260.00	\$1,200.00	\$26,400.00	\$1,250.00	\$27,500.00
18	Recycling Center	\$45.00	\$990.00	\$50.00	\$1,100.00	\$85.00	\$1,870.00
19	Day Lift Station 700 E. Shepherd	\$12.50	\$275.00	\$30.00	\$660.00	\$30.00	\$660.00
20	Reynolds Lift Station 1104 S. Mikesell	\$12.50	\$275.00	\$35.00	\$770.00	\$40.00	\$880.00
21	Meijers Lift Station 696 Meijer Drive	\$12.50	\$275.00	\$35.00	\$770.00	\$40.00	\$880.00
22	Lansing Lift Station 544 Lansing Road	\$12.50	\$275.00	\$35.00	\$770.00	\$45.00	\$990.00
23	Chad Lift Station 2265 Chad's Way	\$12.50	\$275.00	\$30.00	\$660.00	\$35.00	\$770.00
24	Waste Water Treatment Plant and Paine Dr. R.O.W. on west side only	\$210.00	\$4,620.00	\$525.00	\$11,550.00	\$600.00	\$13,200.00
25	Meter Shop behind DPW Garage	\$25.00	\$550.00	\$50.00	\$1,100.00	\$60.00	\$1,320.00
26	Water Tower 508 N. Sheldon	\$30.00	\$660.00	\$40.00	\$880.00	\$50.00	\$1,100.00
27	Water Tower 619 W. Shepherd St. and Shepherd St. R.O.W. to RR Tr	\$30.00	\$660.00	\$45.00	\$990.00	\$45.00	\$990.00
28	DPW Garage 301 Tirrell Hwy.	\$45.00	\$990.00	\$70.00	\$1,540.00	\$70.00	\$1,540.00
29	In front of S. Gate to DPW (South Cochran Ave.)	\$25.00	\$550.00	\$30.00	\$660.00	\$40.00	\$880.00
30	Armory Property	\$60.00	\$1,320.00	\$125.00	\$2,750.00	\$150.00	\$3,300.00
31	CARC Softball Field	\$90.00	\$1,980.00	\$100.00	\$2,200.00	\$100.00	\$2,200.00
32	Gateway Park	\$30.00	\$660.00	\$40.00	\$880.00	\$45.00	\$990.00
33	Dean Park 526 W. Stoddard	\$50.00	\$1,100.00	\$70.00	\$1,540.00	\$110.00	\$2,420.00
34	Oak Park 230 S. Clinton	\$50.00	\$550.00	\$75.00	\$825.00	\$90.00	\$990.00
35	Lincoln Park from Lincoln St. to fence and Lincoln & Cherry St. R.O.W.	\$180.00	\$1,980.00	\$400.00	\$4,400.00	\$400.00	\$4,400.00
36	Snell Park 115 E. Shepherd	\$25.00	\$275.00	\$45.00	\$495.00	\$50.00	\$550.00
37	Southridge Park 312 W. Third	\$20.00	\$220.00	\$40.00	\$440.00	\$50.00	\$550.00
38	Tennis Courts out to Cochran Ave.	\$30.00	\$330.00	\$50.00	\$550.00	\$60.00	\$660.00
39	Bennett Park - Incl. Island & Veterans Park, Camp Frances, & Entr. Biv	\$270.00	\$2,970.00	\$750.00	\$8,250.00	\$1,000.00	\$11,000.00
TOTAL CONTRACT A			\$37,015.00		\$83,270.00		\$95,150.00
CONTRACT B							
Monthly Properties							
A	Cochran Ave. property north of Parkland Drive including berm	\$90.00	\$540.00	\$350.00	\$2,100.00	\$250.00	\$1,500.00
B	County Drain ROW on Lipsey Drive (100 ft. back)	\$30.00	\$180.00	\$100.00	\$600.00	\$135.00	\$810.00
C	Disc Golf Course Back Nine	\$240.00	\$1,440.00	\$750.00	\$4,500.00	\$600.00	\$3,600.00
D	Hall and Sumpter R.O.W.	\$40.00	\$240.00	\$75.00	\$450.00	\$80.00	\$480.00
E	CARC Softball Field/ Entrance	\$90.00	\$540.00	\$350.00	\$2,100.00	\$280.00	\$1,680.00
3x/ Year Properties							
F	Sledding Hill and Ice Rink Area	\$60.00	\$180.00	\$450.00	\$1,350.00	\$400.00	\$1,200.00
TOTAL CONTRACT B			\$3,120.00		\$11,100.00		\$9,270.00

Memo

To: City Council and Staff
From: Doug Terry, City Manager
Date: March 20, 2024

Following our City Council Work Session held on Wednesday, March 20th, we engaged in an in-depth discussion regarding the City of Charlotte's priorities for the upcoming fiscal year. The following outlines the key priorities, accompanied by commentary and strategic actions for both City Council and staff:

Emergency Medical Services (Ambulance Service)

Commentary: The City Council underscores the importance of consistent and reliable emergency medical services provided by Sparrow Hospital. Over the next 12 months, City Council and staff will diligently monitor these services to ensure their adequacy and reliability.

Infrastructure Development (Street Paving)

Commentary: Street paving has been prioritized for the next 24 months. The City Administration will collaborate with the City Engineer to identify streets and roads for repaving, with a focus on those not requiring extensive underground construction.

Street Lighting Enhancement (Street Lights)

Commentary: The City Administration will collaborate with the Police Department to identify streets and city-owned properties lacking adequate street lighting. Following identification, the City Administration will engage with Consumers Energy to obtain pricing and schedule installations of poles and street lights.

Traffic Management (Truck Traffic)

Commentary: Addressing the size and frequency of trucks in downtown areas is a concern for the City Council. Efforts will be made to explore alternative routes for rerouting truck traffic, with the City Administration liaising with MDOT to identify viable solutions.

Housing and Homelessness Initiatives

Commentary: The City Council is committed to addressing workforce housing and homelessness issues. The City Administration will collaborate with MSHDA to leverage programs for the development of single and multi-family dwellings. Additionally, partnerships with potential developers will be pursued to identify suitable land plots for construction.

Cannabis Regulation

Commentary: With approximately three potential applications for cannabis dispensaries, City staff, in conjunction with the City Attorney, will review these applications and acquaint themselves with the current State of Michigan Law.

Labor Relations (Labor Contracts)

Commentary: The City of Charlotte has four collective bargaining agreements representing various city departments. As these agreements expire on June 30th, the City Attorney is spearheading negotiations with labor unions.

Social District Development

Commentary: A multi-departmental effort, involving the City Attorney, Office of Community Development, and the Police Department, is underway to develop a plan for social districts, as mandated by the State of Michigan. Success stories from other Michigan cities suggest potential for increased retail activity.

Business Community Engagement

Commentary: Continued collaboration with the Charlotte Chamber of Commerce is essential to enhance communication with the business community. Enhanced social media outreach and personal engagements with business owners are expected to foster improved communication and confidence.

Website Optimization (Website Development)

Commentary: Recognizing the current challenges in website navigation, the City Administration is actively seeking a qualified firm to overhaul the city's website for improved accessibility and user experience.

IT Infrastructure and Communication Systems

Commentary: Addressing staff frustrations with current computer software and unreliable phone systems is imperative. The City Council has directed the City Administration and staff to

develop an RFP to rebuild the computer system, with recent council-approved phone upgrades already in progress.

Employee Relations and Staffing

Commentary: A comprehensive review of salary, wages, and benefits is necessary to retain and attract talent. An organizational review will be undertaken to optimize individual talents and improve overall staff retention.

Public Communications

Commentary: Adopting a transparent and consistent communication policy is crucial. Both City Council and the City Administration will work together to keep citizens informed about city-related projects and issues, ensuring accurate information dissemination through controlled and measured social media practices and press releases.

Building Inspection Services

Commentary: Current building inspections are primarily conducted by Eaton County, leading to concerns regarding delays and cumbersome processes. The City Council recommends studying the feasibility of transitioning building inspections to the City of Charlotte to address community concerns and streamline processes.

Leadership and Staffing Stability

Commentary: Recognizing concerns regarding leadership stability, particularly in the City Manager position, the City Council emphasizes the importance of thorough due diligence in the recruitment process. Exploring the creation of an Assistant City Manager position, focusing on purchasing, human resources, community relations, and IT, is also under consideration to bolster leadership and stabilize staffing requirements.

We are committed to fostering a collaborative environment between the City Council, City Administration, and Department Heads to achieve the outlined goals and objectives. We invite any questions or comments you may have regarding these priorities and look forward to your continued support and cooperation.