THE CITY OF
CHARLOTTE
MICHIGAN

PROPOSED AGENDA
REGULAR MEETING OF THE CHARLOTTE CITY COUNCIL
111 E. Lawrence Ave, Charlotte, MI 48813 (517) 543-2750
7:00 P.M. Monday, October 14, 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/89221127639
One tap mobile: +16465588656,,89221127639#
Telephone: (312) 626-6799 Webinar ID: 892 2112 7639

1. **Call to Order**

2. **Roll Call**

3. **Invocation – Andy Shaver, Real Life Church**

4. **Pledge of Allegiance**

5. **Approval of Minutes**
    a. September 23, 2024 Regular Council Meeting Minutes

6. **Absence of Council Members**

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

8. **Approval of Agenda**

9. **Communications and Committee Reports**
    a. City Attorney Report
    b. Auditors Preliminary Governance Letter
    c. Councilmember Committee Reports

10. **Consent Agenda**
    a. Approval of Claims and Expenditures totaling $562,642.81
    b. Approval of Mayoral Appointments

11. **Business Agenda**
    a. Consider approval of sealed bid purchase of backwash pump with Kennedy

Industries totaling $55,785.00

b. Consider approval of sealed bid purchase of patrol vehicle outfitting with MacQueen Equipment totaling $23,995.20
c. Consider approval of Resolution 2024-39 To authorize street closure and no parking areas for the Lighted Holiday Parade event to be held November 30, 2024 from 4:30 p.m. to 7:00 p.m.
d. Consider approval of fireworks application for Senior Night at Charlotte High School on October 25, 2024
e. Discussion on DDA TIF consulting services bid

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

13. Staff Comments

14. Mayor and Council Comments

15. Recess to Closed Session

a. Pursuant to section 8(h) of the Open Meetings Act, to consider material exempt from disclosure by state statute, section 13(1)(g) of the Freedom of Information Act, which exempts from public disclosure "information or records subject to the attorney-client privilege" being Confidential AttorneyClient Written Communication dated July 22, 2024, and October 10, 2024, regarding HUD inquiry.

16. Reconvene Open Session

a. Consider motion to authorize closed session item

17. 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.
September 23, 2024

CALL TO ORDER:

By Mayor Lewis on Monday September 23, 2024 at 7:00 p.m.

ROLL CALL:

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

City staff in attendance; City Clerk LaRocque, City Manager Hillard, City Attorney Revore and in the audience, Fire Chief Christiansen

INVOCATION:

Dennis Weeks – Chester Gospel Church, absent

PLEDGE OF ALLEGIANCE:

Led by Lewis

APPROVAL OF MINUTES:

a. September 09, 2024 Regular Council Meeting Minutes

Motion by Chin supported by Fullerton to approve the September 09, 2024 Regular Council Meeting Minutes. Carried; Yea 6; Nay 0; Absent 1

b. September 18, 2024 Workshop Council Meeting Minutes

Motion by Chin supported by Fullerton to approve the September 18, 2024 Workshop Council Meeting Minutes. Carried; Yea 6; Nay 0; Absent 1

ABSENCE OF COUNCIL MEMBERS:

See Business Agenda item f.

PUBLIC COMMENT:

JoDee Pruden, resident. She voiced her concerns about not receiving answers to questions and issues with communications during ZOOM meetings.

John Laupp, resident. Shadow Season 2024 has been officially announced, set to run from September 28 to October 29. The kickoff was marked by the introduction of "Silas the Sweet," a gargoyle created by local artist Kass Hillard, wife of the city manager Rob Hillard. For a comprehensive list of all event details and activities, visit the official website at shadowseason.org.

APPROVAL OF AGENDA:

Lewis requested item f added to agenda to excuse councilmember Scott

Motion by Christensen supported by Duweck to add item f Excuse absence of Councilmember Scott to the agenda. Carried; Yea 6; Nay 0; Absent 1

Motion by Duweck supported by Fullerton to approve the agenda, as amended. Carried; Yea 6; Nay 0; Absent 1

COMMUNICATIONS AND COMMITTEE REPORTS:

a. City Manager Report

Hillard provided council a recap of his written report, He noted several of Chin’s questions for the Police Chief.

b. Councilmember Committee Reports

Christensen – The Camp Frances board is interested in exploring alternative services for taking reservations. The board members are doing a wonderful job.

Rodriguez – The DDA board nominated Keisha Howe as Vice Chair, and she is currently working on the vision and mission statements. Discussions covered snow removal and trash collection contracts. Three properties were added to the DDA. Future meeting topics will include downtown banners, waste stations for pets, adding a TIF, nominating a secretary, and setting meeting dates. A written report has been emailed to all council members

Duweck – He thanked Rodriguez for the DDA report. At the recent MML conference he attended, special municipal initiatives were showcased, including a downtown traffic project in reference to which he emphasized Charlotte is not alone in addressing this challenge.

Chin – A new online resource from MML assists smaller communities in applying for state and federal grants. This resource offers extensive grant information and is supported by a dedicated full-time staff that helps communities navigate the application process at no cost. Additionally, it was mentioned that the County passed a recreation millage providing grants to local communities. Several potential projects for funding were suggested, including new bleachers, tennis courts, playground equipment compliant with ADA standards, and reviewing the Parks Master Plan to identify other opportunities.

Fullerton – The Parks Board is currently developing an improvement plan for the park across from Pray Funeral Home (Oak Park) and suggested it as an ideal project for grant funding.

CONSENT AGENDA:

a. Approval of Claims and Expenditures totaling $637,245.11

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

BUSINESS AGENDA:

a. Consider the establishment of a Manager Evaluation Committee and approval of Mayoral Appointments.

NAME	BOARD/COMMISSION	EXPIRATION OF TERM
Joseph Chin Jr	Manager Evaluation Committee	project completion
Michael Duweck	Manager Evaluation Committee	project completion
Curtis Scott	Manager Evaluation Committee	project completion
Richard Bearup	Planning Commission	3/31/2025
John Laupp	Downtown Development Authority	3/15/2025
Mitchell Maltz	Airport Advisory Board	4/01/2027
Curtis Scott	Council Rep - Charlotte Area Rec. Coop	11/13/2028

Motion by Fullerton supported by Rodriguez to approve the establishment of a Manager Evaluation Committee and approval of Mayoral Appointments. Carried; Yea 6; Nay 0; Absent 1

b. Consider approval of Resolution 2024-34 Volunteer Firefighter Stipends & Dues

Motion by Chin supported by Duweck to approve Resolution 2024-34 Volunteer Firefighter Stipends & Dues. Carried; Yea 6; Nay 0; Absent 1

c. Consider approval of Social District Liquor License Resolutions

i. 2024-35 - 214 S. Cochran, LLC
ii. 2024-36 - Acapulco Mexican Grill #2, Inc.
iii. 2024-37 - Riedy & Riedy, Inc.
iv. 2024-38 - T Caps Tavern, LLC

Motion by Chin supported by Christensen to approve Local Governmental Unit Approval for Social District Permit Resolutions 2024-35 214 S. Cochran LLC; 2024-36 Acapulco Mexican Grill #2, Inc.; 2024-37 Riedy & Riedy, Inc and 2024-38 T Caps Tavern, LLC. Carried; Yea 6; Nay 0; Absent 1

d. Consider approval of Safe Routes to School (SR2S) "Not to Exceed" Proposal with ROWE Engineering

Motion by Duweck supported by Fullerton to approve the Safe Routes to School (SR2S) "Not to Exceed" amount of $103,000 Proposal with ROWE Engineering.

Tabled by Chin supported by Fullerton. Carried by roll call vote. Yea 5 (Lewis, Duweck, Christensen, Chin, Fullerton); Nay 1 (Rodriguez); Absent 1 (Scott)

e. Consider approval of sole source supplier with Trojan Technologies for $22,000.00

Motion by Fullerton supported by Duweck to approve sole source purchase with Trojan Technologies for $22,000. Defeated by tie by roll call vote. Yea 3 (Lewis, Fullerton, Duweck); Nay 3 (Rodriguez, Chin, Christensen); Absent 1 (Scott)

f. Excuse absence of Councilmember Scott

Motion by Fullerton supported by Rodriguez to approve absence of Council member Scott. Carried. Yea 6; Nay 0; Absent 1

PUBLIC COMMENT:

JoDee Pruden, resident. She is happy with council debate regarding sole source, and expressed concerns with the SR2S contract with Rowe Engineering. Gargoyles are awesome. A grant writer is needed, and more staffing if it is within the budget.

Kevin Christiansen, Charlotte Fire Chief. He thanked the Council for approving the stipend for the 30-member volunteer fire department. He commented on sole source purchases, providing examples of situations where a department head might seek them. He also cautioned the Council that without specific systems and product knowledge, a Google result will be inaccurate.

MAYOR AND COUNCIL COMMENTS:

Chin – He attended the (Helping Hands) food bank event where he read the (Mayoral) proclamation for them, and had dinner with the Firefighters at their golf outing. He cited items of defense in regards to the purchasing policy and his actions in that regard.

Rodriguez – He strongly reminded Council that fellow members should be given the opportunity to make their comments before tabling a motion.

Christensen – He thanked all attendees and addressed vendor issues. He reported experiencing Zoom issues during the last workshop meeting. Additionally, he attended both Johnny's grand opening and the High School homecoming. He discussed concerns raised by a citizen regarding the intersection of Packard and Cochran, and urged caution to drivers when navigating this area.

Fullerton – Clarification was provided that Council members refrain from answering public comment questions during the meeting, rather members are encouraged to reach out to individuals afterward to address their questions or concerns.

Duweck – He was reflecting on discussions during the meeting and concluded that conflicts need more consideration; and that a better way to resolve issues is needed.

Lewis – He is concerned about the Council's tendency to micromanage the city manager and department heads. This approach undermines confidence in our leadership and decision-making processes. He urged Council to recognize that we need show our support rather than undermining leadership in order to move toward the future in a positive light.

STAFF COMMENTS:

Clerk LaRocque clarified that a tie vote defeats a motion.

ADJOURN:

Motion by Lewis supported by Christensen to adjourn the meeting at 9:04 p.m. Carried; Yea 6; Nay 0; Absent 1

Respectfully submitted,
Mary LaRocque, City Clerk

McGINTY, HITCH, PERSON, ANDERSON & REVORE, P.C.
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LANSING, MICHIGAN 48911
TELEPHONE (517) 351-0280
FAX (517) 351-3583
www.mcgintylaw.com

MEMORANDUM

TO: Charlotte City Council

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

RE: CITY ATTORNEY REPORT – September 2024 Through October 10, 2024

DATE: October 10, 2024

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

1. Collective Bargaining. Concluded City-SEIU Union final 2024-2027 collective bargaining agreement.

2. Cannabis: Work with City officials and Developer Attorney for Retail Establishment opening.

3. Ordinances Under Review for Amendment:

   a. Ordinance to amend City Code § 52-26 Public Nuisance Defined and Prohibited.
   b. Ordinance to adopt 2021 International Fire Code to coordinate with the City's adoption of the 2021 Internation Property Maintenance Code.

4. District Court. Prosecute misdemeanor offenses.

5. Code Enforcement. Continued work with Mr. Hillard, Tyger Fullerton, and Dan Daly regarding Code Enforcement.

6. HUD cases 05-23-0013-V, 05-23-0013-8, 05-23-5410-V. Continued negotiations with HUD officials toward resolution.

7. Review Bankruptcy documents.

8. Communications with City Manager, Chief of Police, Clerk, and Airport Manager.

DMR

Maner Costerisan

2425 E. Grand River Ave.,
Suite 1, Lansing, MI 48912
517.323.7500
517.323.6346

September 23, 2024

To the Honorable Mayor and
Members of the City Council
City of Charlotte, Michigan

We are engaged to audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the City of Charlotte, Michigan, for the year ended June 30, 2024. Professional standards require that we provide you with the following information related to our audit. We would also appreciate the opportunity to meet with you to discuss this information further since a two-way dialogue can provide valuable information for the audit process.

Our Responsibility under U.S. Generally Accepted Auditing Standards and the Uniform Guidance

As stated in our engagement letter dated September 23, 2024, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

In planning and performing our audit, we will consider the City of Charlotte's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting. We will also consider internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with the Uniform Guidance.

As part of obtaining reasonable assurance about whether the City of Charlotte's financial statements are free from material misstatement, we will perform tests of its compliance with certain provisions of laws, regulations, contracts, and grants, noncompliance with which could have a material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions is not an objective of our audit. Also, in accordance with the Uniform Guidance, we will examine, on a test basis, evidence about the City's compliance with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) Compliance Supplement applicable to each of its major federal programs for the purpose of expressing an opinion on the City's compliance with those requirements. While our audit will provide a reasonable basis for our opinion, it will not provide a legal determination on the City's compliance with those requirements.

Our responsibility for the supplementary information accompanying the financial statements, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Planned Scope, Timing of the Audit, and Other

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. We will generally communicate our significant findings at the conclusion of the audit. However, some matters could be communicated sooner, particularly if significant difficulties are encountered during the audit where assistance is needed to overcome the difficulties or if the difficulties may lead to a modified opinion. We will also communicate any internal control related matters that are required to be communicated under professional standards.

We have identified the following significant risk(s) of material misstatement as part of our auditing planning:

According to GAAS, significant risks include management override of controls, and GAAS presumes that revenue recognition is a significant risk. Accordingly, we have considered these as significant risks.

We expect to begin our year end audit procedures in October 2024 and issue our report on or before December 31, 2024. Aaron M. Stevens, CPA is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

This information is intended solely for the use of the Honorable Mayor, members of the City Council, and management of the City of Charlotte and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

Maner Costerisan PC

THE CITY OF CHARLOTTE MICHIGAN

Memo

To: Honorable Mayor Lewis; City Council
From: Mary LaRocque, City Clerk
Date: October 09, 2024
Re: Claims and Expenditures for Council approval on Monday October 14, 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 City Manager 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

HRA Insurance claims week of September 23, 2024	$ 499.25
HRA Insurance Claims week of September 30, 2024	$ 1,044.22
HRA Insurance claims week of October 7, 2024	$ 0.00
Payroll paid Friday October 04, 2024	$258,317.82
Invoiced claims as of October 09, 2024	$302,781.52
Total	**$562,642.81**

Suggested Motion

Motion to approve Claims and Expenditures in the amount of **$562,642.81**

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF CHARLOTTE
INVOICE ENTRY DATES 09/23/2024 - 10/09/2024
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: POOL

Vendor Code	Vendor Name / Invoice	Description	Amount
02134	2X SERVICES LLC		
	24-016	FRAUD TRAINING	300.00
TOTAL FOR: 2X SERVICES LLC			300.00
01683	ACD.NET		
	81518-287	CITY HALL INTERNET	699.00
	91177-139	WASTEWATER INTERNET	565.84
TOTAL FOR: ACD.NET			1,264.84
02106	ACME SPORTS, INC		
	45033	WEAPONS	2,754.00
TOTAL FOR: ACME SPORTS, INC			2,754.00
01667	ALTOGAS		
	09.24.24	REFILL PROPANE CYLINDER	27.98
TOTAL FOR: ALTOGAS			27.98
01764	AMAZON CAPITAL SERVICES		
	17Y9-3QCC-JXM4	ACCOUNT # A264N6SLCWDWHU (LED BULBS)	10.99
	1C9K,H9CH-VCX3	ACCOUNT # A264N6SLCWDWHU (DOOR STOPPERS	151.94
	1KFD-GKGQ-49GQ	ACCOUNT # A264N6SLCWDWHU (SUPPLIES)	132.02
	1L7P-WVT7-H6VG	ACCOUNT # A264N6SLCWDWHU (LEATHER REPAIR PATCH	9.99
	1LJK-CCGK-6RK1	ACCOUNT # A264N6SLCWDWHU (WIRE SHIPPING TAGS,	49.56
	1MQT-L6W4-LLP1	ACCOUNT # A264N6SLCWDWHU	12.90
	1PYN-DP3V-KPNM	ACCOUNT # A264N6SLCWDWHU	704.99
TOTAL FOR: AMAZON CAPITAL SERVICES			1,072.39
02036	AMAZON CAPITAL SERVICES		
	1CPJ-TVMC-GDMR	ACCT # A1K517P63NLQUT(POLICE) TONER CARTRIDG	206.60
	1FFT-YCM3-MLDH	ACCT # A1K517P63NLQUT(POLICE)	169.90
	1FMJ-GWL6-PWH3	ACCT # A1K517P63NLQUT(POLICE) MONITOR DISPL	80.97
	1HLW-RYG9-1WYD	ACCT # A1K517P63NLQUT(POLICE) GEL PENS, INK	174.42
	1MY7-QKKP-H49D	ACCT # A1K517P63NLQUT(POLICE) (CARD READER	39.95
TOTAL FOR: AMAZON CAPITAL SERVICES			671.84
01665	AMBS MESSAGE CENTER INC.		
	240901237	USAGE PERIOD 09.01.2024 - 09.30.2024 ANSWERIN	117.40
TOTAL FOR: AMBS MESSAGE CENTER INC.			117.40
02108	ASSESSING SOLUTIONS INC.		
	OCTOBER	ASSESSING SERVICES FOR FISCAL YEAR 2025 OCTOBE	3,750.00
TOTAL FOR: ASSESSING SOLUTIONS INC.			3,750.00
01635	AT&T LONG DISTANCE		
	517543228809.9	AIRPORT MODEM LINE (AUG 14 - SEP 13, 2024)	173.07
	517543839609.9	CITY HALL MAIN LINE (AUG 14 - SEP 13, 2024)	258.83
	517543887409.	DPW CALLOUT (AUG 14 - SEP 13, 2024)	54.23
TOTAL FOR: AT&T LONG DISTANCE			486.13
01627	AVFUEL CORPORATION		
	021226419	24/25 PURCHASE AUTH. "NOT TO EXCEED" 90K (AVIA	17,601.36
TOTAL FOR: AVFUEL CORPORATION			17,601.36
01608	BARYAMES CLEANERS		
	BN1616-10.01.202	POLICE UNIFORMS DRY CLEANING	102.60
TOTAL FOR: BARYAMES CLEANERS			102.60

Vendor Code	Vendor Name / Invoice	Description	Amount
01581	BLUE CARE NETWORK		
	242500005867	MEDICAL COVERAGE (RETIRED) (COVERAGE PERIOD 10	2,361.17
	242500013904	MEDICAL COVERAGE (COVERAGE PERIOD 10.01.2024	59,029.28
TOTAL FOR: BLUE CARE NETWORK			61,390.45
00669	BSB COMMUNICATIONS		
	182014	JUNE 2024	2,166.33
	184181	SEPTEMBER 2024	2,052.73
TOTAL FOR: BSB COMMUNICATIONS			4,219.06
01555	BYRUM ACE HARDWARE		
	295356	ADAPTER	9.99
	336838	SUPPLIES	12.99
	352425	PACKOUT CHEST FOR TRUCK 316	229.99
	357093	FASTENERS	27.98
	366452	LED PEN LIGHT	25.98
	367553	20LB PROPANE REFILL	20.00
	376803	MULCH (DOWNTOWN CITY HALL LANDSCAPE MULCH)	17.97
	379509	SPRAYPAINT	15.98
	380528	ORTHO MAX (DOWNTOWNCITY HALL)	27.99
	390398	C+K EXTENSION	109.98
	395982	PRESSURE WASHER, PRESSURE WASHER WAND	54.98
	396051	HEX BUSH	3.59
	397021	LITHIUM BATTERIES	30.36
	397188	UTILITY ROPE, HOT WATER HOSE,SNAP BOLT	152.90
	397255	TOOLBOX, SPRAYPAINT,TOOL BAG	168.71
	397521	BUILDING PREP FOR OPEN HOUSE	322.67
	397627	SPRAYPAINT	7.99
	397730	SAW BLADES	45.98
	397859	SUPPLIES FOR OPEN HOUSE	94.56
	397881	TIE DOWN, 20 LB PROPANE CYLINDER	59.99
	397902	PAINT BRUSHES	4.29
	398693	CONCRETE REPAIR	58.97
	398792	HILLMAN FASTENERS	16.34
	398793	PAINT ROLLERS	15.18
	398805	PAINT ROLLERS,PAINTERS TAPE,PAINT TRAYS	67.32
	399055	TAPE MEASURER, 3/4 ELBOW	27.38
	399376	SUPPLIES FOR PLANT	67.66
	399771	WATER & CLEANING SPRAY	9.97
	400235	TOOLS FOR RENTAL INSPECTOR	193.98
	400252	PAINT SUPPLIES	44.99
	400267	PLUMBING REPAIR	17.77
TOTAL FOR: BYRUM ACE HARDWARE			1,964.43
01932	CALIBRE PRESS		
	24-1208484	TRAINING	398.00
TOTAL FOR: CALIBRE PRESS			398.00
01548	CANDY FORD, INC.		
	141901	PARKBRAKE HANDLE FOR TRUCK 312	52.00
TOTAL FOR: CANDY FORD, INC.			52.00
00849	CAPITAL ASPHALT		
	6334	36A ASPHALT	1,825.20
	6361	36A ASPHALT	2,750.15
TOTAL FOR: CAPITAL ASPHALT			4,575.35

Vendor Code	Vendor Name / Invoice	Description	Amount
01541	CAPITAL CAR WASH HOLDING LLC		
	983209	WASH TOKENS	270.00
TOTAL FOR: CAPITAL CAR WASH HOLDING LLC			270.00
01954	CAPITAL CITY JANITORIAL LLC		
	1775	CONTRACTUAL CLEANING MONTH OF: SEPTEMBER	507.02
TOTAL FOR: CAPITAL CITY JANITORIAL LLC			507.02
MISC	CAROL SWINT		
	12.28.2024	CANCELLATION OF CAMP FRANCES RESERVATION	70.00
TOTAL FOR: CAROL SWINT			70.00
01522	CHARLOTTE AIR SERVICES LLC		
	10.08.2024	FUEL SALES & HANGER MANAGEMENT SEPTEMBER 2024	440.25
TOTAL FOR: CHARLOTTE AIR SERVICES LLC			440.25
01512	CHARLOTTE LITHOGRAPH		
	1309951	OPEN HOUSE FLYERS	275.00
TOTAL FOR: CHARLOTTE LITHOGRAPH			275.00
01511	CHARLOTTE RISING		
	09.18.2024	SUPPLEMENTAL COMMUNITY AND ECONOMIC DEVELOPMEN	25,000.00
	09.18.2024.	SUPPLEMENTAL COMMUNITY AND ECONOMIC DEVELOPMEN	25,000.00
TOTAL FOR: CHARLOTTE RISING			50,000.00
01489	CMP DISTRIBUTORS INC		
	017079	BOX OF TRAINING TARGETS	152.50
	017389	HANDCUFFS, BELT KEEPERS	165.00
TOTAL FOR: CMP DISTRIBUTORS INC			317.50
02133	COLE-TAC LLC		
	5447-1	SUPPRESSOR COVERS	193.80
TOTAL FOR: COLE-TAC LLC			193.80
01486	CONSULTANTS ON CALL, LLC		
	2024-20356	MANAGED SERVICES	2,800.00
TOTAL FOR: CONSULTANTS ON CALL, LLC			2,800.00
01838	CULLIGAN WATER CONDITIONING		
	06297TN	DURA CUBE DELIVERY	53.00
TOTAL FOR: CULLIGAN WATER CONDITIONING			53.00
01428	DELTA DENTAL PLAN OF MICHIGAN		
	RIS0005974310	BILLING PERIOD 10.01.2024 THRU 10.31.2024	4,763.55
TOTAL FOR: DELTA DENTAL PLAN OF MICHIGAN			4,763.55
01414	DORNBOS SIGN & SAFETY INC.		
	INV78271	HARDWARE SPACER	3.60
	INV78273	SPEED LIMIT SIGNS, NO STOPPING, STANDING, PARK	432.10
TOTAL FOR: DORNBOS SIGN & SAFETY INC.			435.70
MISC	EDWARD CASTLE		
	9.23.2024	131.5 S SHELDON NO LONGER A RENTAL	100.00
TOTAL FOR: EDWARD CASTLE			100.00

Vendor Code	Vendor Name / Invoice	Description	Amount
01402	EJ USA INC		
	110240069312	WASHERS, HEX NUTS	693.10
TOTAL FOR: EJ USA INC			693.10
01375	ELHORN ENGINEERING COMPANY		
	303798	HYPOCHLORITE PUMP TUBES	2,018.92
	303989	PHOSPHATE - WATER	4,417.00
	303990	CHLORINE - WATER	4,536.00
TOTAL FOR: ELHORN ENGINEERING COMPANY			10,971.92
00538	EXOTIC AUTOMATION & SUPPLY		
	I1703261	MALE & FEMALE FITTINGS	290.73
TOTAL FOR: EXOTIC AUTOMATION & SUPPLY			290.73
01358	FAMILY FARM & HOME		
	001902/C	LINCH PINS	6.98
	001903/C	KENTUCKY GRASS SEED	299.97
TOTAL FOR: FAMILY FARM & HOME			306.95
01330	FISHBECK, THOMPSON, CARR		
	438944	LOCAL LIMITSEVALUATION	2,720.00
	440018	LOCAL LIMITS EVALUATION	5,659.50
TOTAL FOR: FISHBECK, THOMPSON, CARR			8,379.50
01322	GALE BRIGGS, INC.		
	M2011	CONCETE, LIMESTONE IN CONCRETE	403.00
TOTAL FOR: GALE BRIGGS, INC.			403.00
01301	GUNTHORPE MECHANICAL		
	26069	ANNUAL BACKFLOW TESTING (WASTEWATER)	3,173.25
	26070	CITY HALL BACKFLOW TESTING	515.00
	26071	BACKFLOW TESTING (DPW)	3,615.95
	26072	FIRE STATION BACKFLOW TESTING	690.00
	26073	BACKFLOW TESTING (ARMORY)	172.50
	26074	ANNUAL BACKFLOW TEST (BENNETT PARK)	172.50
TOTAL FOR: GUNTHORPE MECHANICAL			8,339.20
01297	H2O COMPLIANCE SERVICES INC		
	00009746	CROSS CONNECTION PROGRAM SEPTEMBER 1 -30 2024	1,217.70
TOTAL FOR: H2O COMPLIANCE SERVICES INC			1,217.70
01438	HASSEL FREE FUELS		
	CFSI-11224	ACCOUNT # 010109 (FIRE) FUEL	736.49
TOTAL FOR: HASSEL FREE FUELS			736.49
02037	HASSEL FREE FUELS		
	CFSI-11173	ACCNT #010107 (DPW/WWTP) FUEL	1,399.59
TOTAL FOR: HASSEL FREE FUELS			1,399.59
01768	IALEFI		
	45662	MEMBERSHIP DUES	60.00
TOTAL FOR: IALEFI			60.00
01247	INTERNATIONAL MINUTE PRESS		
	38237	NAME PLATES FOR PLANNING COMMISSION	52.00
TOTAL FOR: INTERNATIONAL MINUTE PRESS			52.00

Vendor Code	Vendor Name / Invoice	Description	Amount
00838	IRON HORSE EXCAVATION LLC.		
	24-100	SERVICE FOR 405 E LOVETT ST	6,709.71
	24-101	SERVICE FOR 215 W SHEPHERD ST	5,569.54
TOTAL FOR: IRON HORSE EXCAVATION LLC.			12,279.25
01327	JON FULLERTON		
	09.30.2024	BASIC FRAUD CONFERENCE	89.78
TOTAL FOR: JON FULLERTON			89.78
02044	JOSEPH CHIN JR		
	10.02.2024	MML CONFERENCE 9/11/24,9/12/24,9/13/24	627.23
TOTAL FOR: JOSEPH CHIN JR			627.23
01976	KENT COMMUNICATIONS INC		
	340036	OCTOBER 2024 BILLS	1,004.10
TOTAL FOR: KENT COMMUNICATIONS INC			1,004.10
01883	KENYON AND SONS LLC		
	23-09/21/2024	MOWING: SEPTEMBER 15 TO 21	3,585.00
	24-09/28/2024	MOWING: SEPTEMBER 22 TO 28	3,815.00
	25-10/05/2024	MOWING: SEPTEMBER 29 TO OCTOBER 5	3,860.00
TOTAL FOR: KENYON AND SONS LLC			11,260.00
01199	KIMBALL MIDWEST		
	102640699	TERMINAL, WHEEL	152.81
TOTAL FOR: KIMBALL MIDWEST			152.81
00781	KNIGHT WATCH, INC.		
	EST017430	SOFTWARE MAINTENANCE RENEWAL 2024	600.37
	INV058400	SVL SOFTWARE ENGINEER- PROBLEM REORTED	180.00
	INV058929	MONTHLY MONITORING	123.00
TOTAL FOR: KNIGHT WATCH, INC.			903.37
01195	KONICA MINOLTA BUSINESS		
	295876235	BILLING PERIOD (09.17.2024 - 10.16.2024)	55.44
TOTAL FOR: KONICA MINOLTA BUSINESS			55.44
01182	LANSING UNIFORM CO.		
	104474-A	UNIFORM PANTS (GLIDDEN)	239.90
	104528-A	UNIFORMS, ALTERATIONS	512.27
TOTAL FOR: LANSING UNIFORM CO.			752.17
01173	LEA'S AUTO BODY		
	.9073	REPLACE & PAINT REAR BUMPER, REPLACE TAIL LAM	2,079.40
	7084	REPLACE LEFT FRONT FENDER	1,876.63
	8825	REPLACE ALL BRAKE PADS AND ROTORS ON 2023 CHE	1,008.34
	8853	REPLACE BRAKE ROTORS & BRAKE PADS ON 2023 CHEV	1,951.51
TOTAL FOR: LEA'S AUTO BODY			6,915.88
01684	LEXISNEXIS RISK SOLUTIONS		
	1100030312	SEPTEMBER 2024	200.00
TOTAL FOR: LEXISNEXIS RISK SOLUTIONS			200.00
02016	MACQUEEN EMERGENCY		
	P26945	PIN KIT, THRUST BEARING	58.36
TOTAL FOR: MACQUEEN EMERGENCY			58.36

Vendor Code	Vendor Name / Invoice	Description	Amount
01137	MCGINTY, HITCH, PERSON, ANDE., P.C.		
	OCTOBER 2024	ATTORNEY FEES	12,314.18
TOTAL FOR: MCGINTY, HITCH, PERSON, ANDE., P.C.			12,314.18
02026	MICHAEL DUWECK		
	09.23.2024	MML ANNUAL CONFERENCE 9.11.2024 - 9.13.2024	277.58
TOTAL FOR: MICHAEL DUWECK			277.58
01917	MICHIGAN CHAMBER SERVICES, INC.		
	91689	MICHIGAN STATE & FEDERAL LABPR LAW POSTERS	337.00
TOTAL FOR: MICHIGAN CHAMBER SERVICES, INC.			337.00
01082	MICHIGAN NETWORK CONSULTANTS		
	.2024-20346	CONTRACT FOR PROFESSIONAL IT SERVICES (9.16.20	1,250.00
	2024-20351	CONTRACT FOR PROFESSIONAL IT SERVICES (9.23.20	1,250.00
	2024-20352	CONTRACT FOR PROFESSIONAL IT SERVICES (WEEKLY	1,250.00
	2024-20375	SERVICE CONTRACT	1,250.00
	2024-20376	POE SWITCH	249.95
TOTAL FOR: MICHIGAN NETWORK CONSULTANTS			5,249.95
01073	MML UNEMPLOYMENT COMP		
	9.23.2024	QUARTER ENDING 09.30.2024	25.50
TOTAL FOR: MML UNEMPLOYMENT COMP			25.50
02103	MUNIVATE LLC		
	1125	BS&A TRAINING & SETUP	1,807.21
	1126	CODE/RENTAL/ZONING ONSITE CONFIGURATION & TRAI	1,807.21
TOTAL FOR: MUNIVATE LLC			3,614.42
01536	NAPA MPEC		
	271863	BATTERY, CORE DEPOSIT, BATTERY CLEANER, BATTER	190.16
	272273	SNORKEL AIR CONNECTION	210.94
TOTAL FOR: NAPA MPEC			401.10
02075	PENN CARE, INC.		
	120800	EMS SUPPLIES	232.87
TOTAL FOR: PENN CARE, INC.			232.87
01997	POTTERVILLA APPLIED TECHNOLOGY		
	29802	CHANGE TO WEBSITE	37.50
TOTAL FOR: POTTERVILLA APPLIED TECHNOLOGY			37.50
02001	RAPIDS TOOL & ENGINEERING		
	26279	ACUATOR ADAPTER	134.00
	26290	ACRUATOR ADAPTER	248.00
TOTAL FOR: RAPIDS TOOL & ENGINEERING			382.00
02129	RICOH USA, INC		
	108625077	RENT	207.82
TOTAL FOR: RICOH USA, INC			207.82
00166	ROAD EQUIPMENT PARTS CENTER		
	2400302258	MODULATING VALVE SPRING BRAKE	89.52
TOTAL FOR: ROAD EQUIPMENT PARTS CENTER			89.52

Vendor Code	Vendor Name / Invoice	Description	Amount
00946	ROBERT RICH		
	10.02.2024	2024 BOOT ALLOWANCE PER SEIU CONTRACT	171.07
TOTAL FOR: ROBERT RICH			171.07
00908	SCOOTERS TREE TRANSPLANT		
	10.03.2024	MOVE 3 TREES ON SITE	450.00
TOTAL FOR: SCOOTERS TREE TRANSPLANT			450.00
02135	SPALDING DEDECKER ASSOCIATES, INC.		
	00100332	PROFESSIONAL SERVICES 07.29.2024-08.25.2024	5,623.80
TOTAL FOR: SPALDING DEDECKER ASSOCIATES, INC.			5,623.80
00870	SPARTAN FIRE LLC		
	IN00820598	VALVE	8.25
TOTAL FOR: SPARTAN FIRE LLC			8.25
00867	SPEED-TECH EQUIPMENT		
	1140118	SERVICE TO VERTICAL BALER AT CHARLOTTE AREA RE	325.00
TOTAL FOR: SPEED-TECH EQUIPMENT			325.00
00861	STANDARD LIFE INSURANCE CO		
	00646882001	2024 OCTOBER	1,464.04
TOTAL FOR: STANDARD LIFE INSURANCE CO			1,464.04
02021	STAPLES		
	6004573493	OFFICE SUPPLIES	168.86
	6007388990	BLACK TONER	118.00
	6012856749	GLUE STICKS & INK	173.19
	6012915716	INK	419.54
TOTAL FOR: STAPLES			879.59
00848	SUPERFLEET MASTERCARD PROG.		
	FB749-10.01.2024	FUEL	4,773.11
TOTAL FOR: SUPERFLEET MASTERCARD PROG.			4,773.11
00847	SWANSON ELECTRIC		
	1548.51	REPLACE PARKING LOT LIGHT AT WESTSIDE	525.00
TOTAL FOR: SWANSON ELECTRIC			525.00
01465	THE COUNTY JOURNAL		
	281544	NOTICE OF ORDINANCE ADOPTION NO. 2024-01	99.50
	281697	SEEKING BIDS FOR POLICE PATROL VEHICLE OUTFITT	137.90
	281739	SEALED BID REQUEST: DOWNTOWN SNOW REMOVAL	109.10
	282030	SEALED BIDS REQUEST: DPW DIRECTOR	118.70
	282242	21ST ANNUAL RIVER CONSERVATION DAY AD	173.80
	282351	SEALED BIDS: IT MANAGED SERVICE PROVIDER	128.30
	282410	SEALED BIDS: AIRPORT SNOW REMOVAL	137.90
TOTAL FOR: THE COUNTY JOURNAL			905.20
02004	THE RAPID GROUP, LLC		
	167289	SHRED CONTAINER (SERVICCES THROUGH 9/30/2024)	25.00
TOTAL FOR: THE RAPID GROUP, LLC			25.00
02085	THE WOODHILL GROUP, LLC		
	2318	ESTIMATE OF FISCAL YEAR 2025 SERVICES THROUGH	24,791.27
TOTAL FOR: THE WOODHILL GROUP, LLC			24,791.27

Vendor Code	Vendor Name / Invoice	Description	Amount
01466	TODD COTTER		
	10.08.2024	SEPTEMBER 2024	833.33
TOTAL FOR: TODD COTTER			833.33
00820	TRACE ANALYTICAL LABORATORIES		
	4090614	WATER QUALITY ANALYSIS	125.50
	4090671	WATER QUALITY ANALYSIS	439.00
	4090718	HAA5 & TTHM ANALYSIS	250.75
	4100174	WATER QUALITY ANALYSIS	151.00
TOTAL FOR: TRACE ANALYTICAL LABORATORIES			966.25
00804	ULINE		
	183172184	HAZMAT SUPPLIES	340.18
TOTAL FOR: ULINE			340.18
00871	UM HEALTH -SPARROW OCCUPATIONAL HEA		
	00073317-00	TESTING	182.00
TOTAL FOR: UM HEALTH -SPARROW OCCUPATIONAL HEA			182.00
00791	USA BLUE BOOK		
	INV00478656	LAB SUPPLIES	941.17
	INV00493658	HOSE FOR HYDRANT FLUSHING	742.45
	INV00493703	HOSE FOR HYDRANT FLUSHING	1,578.97
	INV00493769	PROBE FOR LAB TESTING	1,654.80
TOTAL FOR: USA BLUE BOOK			4,917.39
00778	VISION SERVICE PLAN		
	821285658	OCTOBER 2024 (VISION SAFETY)	516.38
	821285722	OCTOBER 2024	796.77
TOTAL FOR: VISION SERVICE PLAN			1,313.15
00777	WALDRON FUELS		
	6742	FUEL	725.04
TOTAL FOR: WALDRON FUELS			725.04
01817	WEATHER SHIELD ROOFING SYSTEMS		
	44749	WELLNESS INSPECTION & ADDED WARRANTY	943.00
TOTAL FOR: WEATHER SHIELD ROOFING SYSTEMS			943.00
00761	WILLIAMS FARM MACHINERY, INC.		
	29043	DRAWER	15.00
TOTAL FOR: WILLIAMS FARM MACHINERY, INC.			15.00
02013	WOW! BUSINESS		
	SEPTEMBER	09/11/2024 - 10/10/2024	59.99
TOTAL FOR: WOW! BUSINESS			59.99
00005	XYLEM WATER SOLUTIONS USA		
	3556D43201	TERT. FILTER AGITTOR	1,253.20
TOTAL FOR: XYLEM WATER SOLUTIONS USA			1,253.20
TOTAL - ALL VENDORS			302,781.52
PAYMENT TYPE TOTAL			
Paper Check			231,197.87
EFT Transfer			71,583.65

THE CITY OF CHARLOTTE MICHIGAN

Memo

To: Honorable Mayor Lewis; City Council
From: Mary LaRocque, City Clerk
Date: October 01, 2024
Re: Staff report on Mayoral appointments to boards and commissions.

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

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

NAME	BOARD/COMMISSION	EXPIRATION OF TERM
Courtney Mead	Local Officers Compensation Commission	March, 2029
Thomas Potter	Local Officers Compensation Commission	March, 2029

Financial Impacts
No financial impact

Suggested Motion
Motion to approve the Mayoral appointment(s) as outlined herein to their respective board or commission for the term of expiration given.

THE CITY OF CHARLOTTE MICHIGAN

Memo

To: Honorable Mayor Lewis; City Council

From: Matt Griffith, Superintendent of Utilities

Date: September 30, 2024

Subject: Approval of Sealed Bid Purchase of Backwash Pump with Kennedy Industries totaling $55,785.00

Background

The Backwash pumps, originally installed in 1978, are crucial for the tertiary treatment phase of our wastewater treatment process. Backwash pump #1 was recently replaced in 2023 following a failure. As planned, funds were allocated in the FY 24/25 budget to replace Backwash pump #2. This purchase is essential for ensuring effective wastewater treatment before discharge into the environment.

Financial Impact

Preparations were made to replace Backwash pump #2 in the FY 24/25 budget. The City invited sealed bids from suppliers, and Kennedy Industries submitted the lowest bid at $55,785.00.

Recommendation

Approval of the sealed bid from Kennedy Industries for $55,785.00 to purchase the Backwash pump.

THE CITY OF
CHARLOTTE
MICHIGAN

Memo

To: Honorable Mayor Lewis; City Council
From: Paul Brentar, Chief of Police
Date: 10-10-2024
Re: Staff report on Police Patrol Vehicle Outfitting

Background
The FY 24-25 budget includes funding for the outfitting of two (2) police patrol vehicles. This includes reusing some of the current equipment in the older patrol vehicles that are being replaced along with purchasing some new equipment that is needed.

An advertisement for proposal requests was posted and sent to the known companies in Michigan (within 75 miles of Charlotte) that specialize in this work. Three proposals were submitted to the Clerk and are as follows:

Chrouch Communications- *$25,855.70*

MacQueen Equipment (Formerly Kodiak Emergency Vehicles)- *$23,995.20*

Arrowhead Upfitters- *$27,651.00*

Please note that with all of these bids, each of companies did highlight that if the used equipment removed from the current patrol vehicles is not reusable, then new equipment will need to be purchased.

Recommendation
After reviewing and comparing the proposals, I am comfortable that MacQueen Equipment is capable of completing the work as requested. I have spoken to other police agencies that have used them for their work and they come highly recommended. I am recommending awarding the work to MacQueen Equipment in the amount of $23,995.20.

Financial Impacts
The work has been budgeted in and will be charged to Capital Outlay-Motor Vehicles, within the Police Department's budget for FY 24-25.

Suggested Motion
City Council approves the bid with MacQueen Equipment for Police Patrol Vehicle Outfitting in the amount of $23,995.20 with funds available in Capital Outlay- Motor Vehicles (GL # 101-301.000-973.000).

BID TABULATION SHEET

CITY OF CHARLOTTE

PROJECT NAME:	POLICE PATROL VEHICLE OUTFITTING
PROJECT NO:	
BID ISSUES DATE:	9/3/2024
BID OPENING DATE/TIME:	10/08/2024 4:00 p.m.

NAME/ADDRESS OF BIDDER	TOTAL BID AMOUNT	LOWEST
Arrowhead Upfitters	$ 27,651.00	
MacQueen Equipment	$ 23,995.20	x
Chrouch Communications, Inc.	$ 25,855.70	

CITY OF CHARLOTTE
RESOLUTION 2024-39
TO AUTHORIZE STREET CLOSURE AND NO PARKING AREAS FOR THE LIGHTED HOLIDAY PARADE AND TREE LIGHTING EVENT TO BE HELD NOVEMBER 30, 2024 FROM 4:30 P.M. TO 7:00 P.M..

WHEREAS, the annual downtown business/organization outreach event, titled as "The Annual Lighted Holiday Parade and Tree Lighting", is scheduled to take place on November 30th, 2024, from 6:00 p.m. to 7:00 p.m., with street closure planned from 4:30 p.m. to 7:00 p.m.; and

WHEREAS, the Charlotte Chamber of Commerce is committed to fostering community-wide fellowship, benevolence, and welfare through its organized events; and

WHEREAS, in collaboration with the Chief of Police, the Chamber has coordinated the closure of certain public streets and designated no parking areas for the event; and

WHEREAS, the Charlotte Chamber of Commerce has submitted requests to the Charlotte City Council for approval of the following measures:

1. Closure of Streets:
    a. Closure of Cochran Ave from Lawrence Ave. to Seminary St. to through traffic from 4:30 p.m. to 7:00 p.m. on November 30th, 2024:
    b. Closure of Harris St. from Cochran Ave. to Bostwick St. to through traffic from 5:30 p.m. to 7:00 p.m. on November 30th, 2024:
    c. Closure of Bostwick St. from Lawrence Ave. to Harris St. to through traffic from 5:30 p.m. to 7:00 p.m. on November 30th, 2024:
2. No Parking signs:
    a. The Department of Public Works shall install "NO PARKING" signs by 4:00 p.m., November 30th, 2024, as follows:
        i. on both sides of Cochran Ave from Lawrence Ave. to Seminary Street, and
        ii. on the Eastern (Cochran Ave.) and Southern (Lawrence Ave.) sides of the streets immediately bordering the 1885 Courthouse Museum.

NOW, THEREFORE BE IT RESOLVED, the Charlotte City Council approves the requests and conditions as presented by the Charlotte Chamber of Commerce for the successful organization and execution of the annual downtown business/organization outreach event on November 30th, 2024.

BE IT FURTHER RESOLVED, that the Charlotte Department of Public Works and Charlotte Police Department provide the authorized assistance to include obtaining necessary permits, placement of barricades and no parking signs 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 October 14, 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

CHARLOTTE FIRE DEPARTMENT & RURAL FIRE ASSOCIATION
Fire Chief – Kevin Christiansen
111 E. Lawrence Ave., Charlotte MI 48813
Ph. 517-543-0241

10/4/2024

To: City Manager Hillard
From: Assistant Fire Chief Fullerton

Re: Charlotte Fireworks Application – Charlotte High School

Mr. Hillard,

We have received a fireworks display application from ACE Pyro LLC, for the evening of October 25th, 2024 located at 378 State St. (The Charlotte High School) The show is in recognition of "senior night" and commences after the conclusion of the varsity football game.

This display has become a tradition for the school, and our department has worked with Mr. Jenca (pyrotechnician) for several years now at this same location. We again have reviewed the application and will work with Mr. Jenca on the day of the display to provide assistance as needed as well as department members and equipment on stand-by during the show.

We recommend this application be approved at the regular city council meeting on October 14th, 2024. If you have any questions, please contact me or Chief Christiansen.

2024 Application for Fireworks Other Than Consumer or Low Impact

FOR USE BY LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD ONLY
DATE PERMIT(S) EXPIRE:

Authority: 2011 PA 256	The **LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD** will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this Legislative Body of City, Village or Township Board.

TYPE OF PERMIT(S) (Select all applicable boxes)

- ☐ Agricultural or Wildlife Fireworks
- ☐ Articles Pyrotechnic
- ☑ Display Fireworks
- ☐ Public Display
- ☐ Private Display
- ☐ Special Effects Manufactured for Outdoor Pest Control or Agricultural Purposes

NAME OF APPLICANT Matthew Jenca	ADDRESS OF APPLICANT 13001 E Austin Road, Manchester, MI	AGE OF APPLICANT 18 YEARS OR OLDER ☒ YES ☐ NO
NAME OF PERSON OR RESIDENT AGENT REPRESENTING CORPORATION, LLC, DBA OR OTHER ACE Pyro, LLC	ADDRESS PERSON OR RESIDENT AGENT REPRESENTING CORPORATION, LLC, DBA OR OTHER 13001 E Austin Road, Manchester, MI	
IF A NON-RESIDENT APPLICANT (LIST NAME OF MICHIGAN ATTORNEY OR MICHIGAN RESIDENT AGENT)	ADDRESS (MICHIGAN ATTORNEY OR MICHIGAN RESIDENT AGENT)	TELEPHONE NUMBER
NAME OF PYROTECHNIC OPERATOR Matthew Jenca	ADDRESS OF PYROTECHNIC OPERATOR 13001 E Austin Road, Manchester, MI	AGE OF PYROTECHNIC OPERATOR 18 YEARS OR OLDER ☒ YES ☐ NO
NO. YEARS EXPERIENCE 14 / NO. DISPLAYS 500+	WHERE MI, IL	
NAME OF ASSISTANT	ADDRESS OF ASSISTANT	AGE OF ASSISTANT 18 YEARS OR OLDER ☐ YES ☐ NO
NAME OF OTHER ASSISTANT	ADDRESS OF OTHER ASSISTANT	AGE OF OTHER ASSISTANT 18 YEARS OR OLDER ☐ YES ☐ NO

EXACT LOCATION OF PROPOSED DISPLAY
Charlotte High School 378 State St. Charlotte, MI 48813

DATE OF PROPOSED DISPLAY	TIME OF PROPOSED DISPLAY
10/25/24	TBD

MANNER AND PLACE OF STORAGE, SUBJECT TO APPROVAL OF LOCAL FIRE AUTHORITIES, IN ACCORDANCE WITH NFPA 1123, 1124 & 1126 AND OTHER STATE OR FEDERAL REGULATIONS. PROVIDE PROOF OF PROPER LICENSING OR PERMITTING BY STATE OR FEDERAL GOVERNMENT

All product will remain at ACE Pyro's facility until the day of the display

AMOUNT OF BOND OR INSURANCE (TO BE SET BY LOCAL GOVERNMENT)	NAME OF BONDING CORPORATION OR INSURANCE COMPANY
$10,000,000	Acrisure

ADDRESS OF BONDING CORPORATION OR INSURANCE COMPANY
3737 Park East Dr. STE 204, Beachwood, OH 44122

NUMBER OF FIREWORKS	KIND OF FIREWORKS TO BE DISPLAYED (Please provide additional pages as needed)
Approx 500	Assorted aerial display shells ranging from 1"-8"
10-20	Professional display cakes

SIGNATURE OF APPLICANT	DATE
	10/02/2024

Application for Fireworks Other Than Consumer or Low Impact

NUMBER OF FIREWORKS	KIND OF FIREWORKS TO BE DISPLAYED

Instructions for Application for Fireworks Other Than Consumer or Low Impact

Applications shall be submitted to the legislative body of a city, village or township board. A permit may be issued as a result of official action by the legislative body. A permit shall be valid only for use within the limits of the jurisdiction of the legislative body of a city, village or township board.

1. Type of Permit – check all boxes that may apply to the type of permit needed. You may select several permit types depending on your fireworks display. You may check with your legislative body of a city, village or township board for assistance when making your selection. Please review the following definitions to determine which type of permit to select:
    - Agricultural or Wildlife Fireworks – devices distributed to farmers, ranchers, and growers through a wildlife management program administered by the US Department of Interior or Michigan DNR.
    - Articles Pyrotechnic – 1.4G fireworks for professional use only that is classified as UN0431 or UN0432.
    - Display Fireworks – 1.3G fireworks for professional use only
    - Special Effects Manufactured for Outdoor Pest Control or Agricultural Purposes – devices with a combination of chemical elements or compounds capable of burning independently of the oxygen of the atmosphere and designed and intended to produce an audible, visual, mechanical or thermal effect for pest or animal control.
    - Public Display – a fireworks display that is open to all persons for viewing.
    - Private Display – a fireworks display that is not open to the general public for viewing.
2. Name of applicant – list the name of the applicant. The applicant may be a person representing an organization, group, firm or corporation, or self. If the applicant is also the operator, enter the same name in the operator's section.
3. Address of applicant – complete the address of the applicant; include the street address, city, state and zip code.
4. Name of person or resident agent representing corporation, LLC, DBA or other – list the name of the person or resident agent that represents the corporation, LLC, DBA or other.
5. Address of person or resident agent that represents the corporation, LLC, DBA or other – list the address of the person or resident agent representing the corporation, LLC, DBA or other.
6. Non-resident applicant – list the name of the non-resident applicant. A non-resident applicant shall appoint a Michigan attorney or Michigan resident agent in writing to be the applicant's legal representative upon whom all service of process in any action or proceeding may be served.
7. Name of pyrotechnic operator – list the name of the pyrotechnic operator. The pyrotechnic operator is the person in charge of the display. The legislative body of a city, village or township board shall rule on the competency and qualifications of the operator before granting a permit and may require an affidavit from the applicant as to the operator's experience, former pyrotechnic accidents, criminal record, sobriety, etc.
8. Address of pyrotechnic operator – list the address of the pyrotechnic operator; include the street address, city, state and zip code.
9. Age of the pyrotechnic operator – list the age of the pyrotechnic operator; the operator must be 18 years of age or older.
10. Name of assistant – list the name of the assistant to the pyrotechnic operator;
11. Address of assistant – list the address of the assistant; include the street address, city, state and zip code. If there is more than one assistant, please list additional assistants on a separate sheet and include the address and age of those additional assistants.
12. Age of assistant – list the age of the assistant to the pyrotechnic operator; the assistant must be 18 years or older.
13. Name of other assistant – list the name of other assistant to the pyrotechnic operator.
14. Age of other assistant – list the age of the assistant to the pyrotechnic operator; the assistant must be 18 years or older.
15. Exact location of proposed display – list the address of the exact location of the proposed fireworks display.
16. Date of proposed display – indicate the date of the proposed fireworks display; only one display date can be used per application.
17. Time of proposed display – indicate the time of the proposed fireworks display.
18. Manner and place of storage - indicate the manner and place of storage within the legislative body of a city, village or township board of fireworks that are ready for display, just prior to the display in the area of exhibition. The legislative body of a city, village or township board shall obtain approval from the local fire authorities of the manner and place of storage before any permit is issued.

19. Amount of bond or insurance - the issuing legislative body of a city, village or township board shall set the amount of and proof of bond or insurance for the protection of the public to satisfy claims for damages to property or personal injuries arising out of any act or omission on the part of the person, firm or corporation, or any agent or employee of the applicant. The applicant shall assure the bond or insurance required is provided.
20. Name of bonding corporation or insurance company – provide the name of the bonding corporation or insurance company for which the bond was issued through.
21. Address of bonding corporation or insurance company – list the address of the bonding corporation or insurance company; include the street address, city, state and zip code.
22. Number of fireworks and kind of fireworks to be displayed– indicate the total amount of fireworks proposed for the display or use and a description of the type of fireworks for display; such as 10 aerial bombs, 30 aerial rocket bursts, etc.
23. The application is valid for the calendar year in which the application was received and permit was issued.
24. Permit fees shall be established by the legislative body of a city, village or township board and shall be submitted to and retained by legislative body of a city, village or township board.
25. Permitting will be in compliance with the Michigan Fireworks Safety Act, PA 256 of 2011, MCL 28.466, Section 16.
26. **Mail the application to the legislative body of a city, village or township board within the location jurisdiction of the display.** DO NOT mail the application to the Bureau of Fire Services (BFS). If mailed to the BFS, it will be returned to the sender.

2024 Permit for Fireworks Other than Consumer or Low Impact

Authority: 2011 PA 256	The **LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD** will not discriminate against any individual or group because of race, sex, religion, age, national origin,color, marital status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this Legislative Body of City, Village or Township Board.

This permit is not transferable. Possession of this permit authorizes the herein named person to possess, transport and display fireworks in the amounts, for the purpose of and at the place listed below only through permit expiration date.

TYPE OF PERMIT(S) (Select all applicable boxes) ☐ Agricultural or Wildlife Fireworks ☐ Articles Pyrotechnic ☑ Display Fireworks ☐ Public Display ☐ Private Display ☐ Special Effects Manufactured for Outdoor Pest Control or Agricultural Purposes	**FOR USE BY LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD ONLY.** PERMIT(S) EXPIRATION DATE (ENTER DATE OF EXPIRATION)
NAME OF PERSON PERMIT ISSUED TO Matthew Jenca	AGE (18 YEARS OR OLDER) ■ YES ☐ NO

ADDRESS OF PERSON PERMIT ISSUED TO 13001 E Austin Road, Manchester, MI 48158		
NAME OF ORGANIZATION, GROUP, FIRM OR CORPORATION ACE Pyro LLC		
ADDRESS 13001 E Austin Road, Manchester, MI 48158		
NUMBER AND TYPES OF FIREWORKS (Please attach additional pages if necessary) Approx 500 Assorted aerial display shells ranging from 1" to 8" 10-20 Professional display cakes		
EXACT LOCATION OF DISPLAY OR USE Charlotte High School 378 State St. Charlotte, MI 48813		
CITY, VILLAGE, TOWNSHIP Charlotte	DATE 10/25/24	TIME TBD
BOND OR INSURANCE FILED ☑ YES ☐ NO		AMOUNT $10,000,000

Issued by action of the Legislative Body of the

☐ City ☐ Village ☐ Township of ______________________________ on the _____ day of ____________________ , 2024.

____

(Signature and Title of Legislative Body Representative)

THIS FORM IS VALID UNTIL THE DATE OF EXPIRATION OF PERMIT

THE CITY OF CHARLOTTE MICHIGAN

Memo

To: City Council
From: Bryan Myrkle, Community Development Director
Date: January 17, 2024
Re: Sole Source request – TIF Planning Services

Background
The City of Charlotte present need to procure professional planning services in relation to its Tax Increment Financing districts, specifically the Downtown Development Authority, Local Development Finance Authority and Brownfield Redevelopment Authority.

Several years ago, the State of Michigan adopted new regulations that allow local Tax Increment Financing districts to be combined and administered as single entities under a single board. Previously, each district was administered independently by separate boards. Separate TIF boards may function very well in larger communities with more activity. However, in a smaller community like Charlotte, there is much less activity and these boards have very little to on a month-to-month basis, and in some cases may only need to meet once or twice a year. This makes it difficult to keep board members engaged and interested in serving. In the case of the LDFA and BRA, these boards have not been populated locally in several years, and the DDA has had trouble maintaining a quorum. I believe this is because the level of activity is quite low.

Many communities have determined that a better arrangement is to combine these boards into one, and have it serve as an overall economic development board. In a town the size of Charlotte, there is no reason to think that someone with an interest in a downtown business, for example, wouldn't also have an interest in what happens elsewhere in the City, such as the industrial park. Likewise, a person with an interest in one of our manufacturing businesses might have a similar interest in what happens downtown.

The City of Charlotte has contemplated making this change for a few years, and now would be a particularly good time to implement it. The reason is because the City's Downtown Development & Financing Plan has expired and needs to be renewed if the DDA is to move forward. This will require the services of a professional planner with TIF experience. This person or firm would be tasked with evaluating and recommending a strategy for re-organizing our TIF districts and boards into a single entity, and renewing finance and development plan documents as necessary. Their recommendations might also include making changes to the district boundaries and forms to best serve our community needs.

I am requesting that the City Council consider an amendment to our existing contract with the planning firm Beckett & Raeder to perform this work. They are the firm engaged with the City now to update our Master Plan and Zoning Code. The firm also has extensive experience in the realm of TIF planning. Because they are already working with the City of Charlotte and are engaged in information gathering, surveying, mapping and related planning activities, I believe they would be the best fit for this task. Beckett & Raeder has also just been through a competitive selection process with the City this past summer and were selected over several competing firms. If the City were to go through a repeat of this process for this work, it would likely attract the interest of the same firms and yield similar results.

My understanding of the City's purchasing policy is that staff needs to seek City Council authorization first, before getting a quote or estimate for this work from the firm preferred for the work. If City Council approves, I would work with Beckett & Raeder to develop a scope of work and a proposed contract amendment for your review.

There were $10,000 allocated in this year's DDA budget for planning services related to this project, however I am not certain whether that would be enough to cover the entire project. Furthermore, DDA funds are very limited, and because this project would involve all of the City's TIF districts, I will likely recommend using LDFA funds to pay for this work, if authorized by Council.

Recommendation
Authorize staff to secure a proposed contract amendment with Beckett & Raeder for TIF planning services, for future consideration by City Council.

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

CALL TO ORDER:

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

ROLL CALL:

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

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

INVOCATION:

Dennis Weeks – Chester Gospel Church

PLEDGE OF ALLEGIANCE:

Led by Lewis

APPROVAL OF MINUTES:

a. January 08, 2024 Regular Council Meeting Minutes

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

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

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

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

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

ABSENCE OF COUNCIL MEMBERS:

Chin

PUBLIC COMMENT:

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

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

APPROVAL OF AGENDA:

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

COMMUNICATIONS AND COMMITTEE REPORTS:

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

b. Councilmember Committee Reports

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

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

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

CONSENT AGENDA:

a. Approval of Claims and Expenditures totaling $298,742.66

b. Approval of Resolution 2023-01 MDOT airport weather station contract

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

BUSINESS AGENDA:

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

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

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

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

c. Consider approval of phone system upgrade with BSB Communications

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

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

PUBLIC COMMENT:

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

MAYOR AND COUNCIL COMMENTS:

No comments offered by Scott and Duweck

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

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

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

RECESS TO CLOSED SESSION:

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

RECONVENE OPEN SESSION:

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

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

ADJOURN:

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

Respectfully submitted,
Mary LaRocque, City Clerk