



PROPOSED AGENDA
REGULAR MEETING OF THE CHARLOTTE CITY COUNCIL
111 E. Lawrence Ave, Charlotte, MI 48813 (517) 543-2750
7:00 P.M. Monday, September 23, 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/82314189964>
One tap mobile: +16465588656,,82314189964#
Telephone: (312) 626-6799 Webinar ID: 823 1418 9964

- 1. Call to Order**
- 2. Roll Call**
- 3. Invocation – Dennis Weeks - Chester Gospel Church**
- 4. Pledge of Allegiance**
- 5. Approval of Minutes**
 - a. September 09, 2024 Regular Council Meeting Minutes
 - b. September 18, 2024 Workshop 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 Manager Report
 - b. Councilmember Committee Reports
- 10. Consent Agenda**
 - a. Approval of Claims and Expenditures totaling \$637,245.11
- 11. Business Agenda**
 - a. Consider the establishment of a Manager Evaluation Committee and approval of Mayoral Appointments

- b. Consider approval of Resolution 2024-34 Volunteer Firefighter Stipends & Dues
- 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
- d. Consider approval of Safe Routes To School (SR2S) 'Not to Exceed' Proposal with ROWE Engineering
- e. Consider approval of sole source supplier approval with Trojan Technologies for \$22,000.00

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. Mayor and Council Comments

14. Staff Comments

15. Adjourn

~Mary LaRocque, City Clerk

ADDRESSING THE CITY COUNCIL

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

CITY OF CHARLOTTE COUNCIL PROCEEDINGS
111 E. Lawrence Ave., Charlotte, MI 48813 (517) 543-2750
Regular Council Meeting 7:00 p.m.
September 09, 2024

CALL TO ORDER:

By Mayor Lewis on Monday September 09, 2024 at 7:00 p.m.

ROLL CALL:

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

City staff in attendance; City Clerk LaRocque, City Manager Hillard, City Attorney Revore

INVOCATION:

Given by Pete Kroll – First Baptist Church

PLEDGE OF ALLEGIANCE:

Led by Lewis

APPROVAL OF MINUTES:

- a. August 26, 2024 Council Meeting Minutes 7:00 pm

Rodriguez requested a revision to Hillard's response to Duweck's Council Comments concerning the purchasing policy, being "~~he will be evaluating the policy~~ He welcomes the chance to evaluate the purchasing policy".

Motion by Chin supported by Scott to approve the August 26, 2024 Council Meeting Minutes, as amended. Carried; Yea 7; Nay 0; Absent 0

ABSENCE OF COUNCIL MEMBERS:

All present

PUBLIC COMMENT:

JoDee Pruden, resident. She expressed her opposition to allowing food trucks

APPROVAL OF AGENDA:

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

COMMUNICATIONS AND COMMITTEE REPORTS:

- a. City Attorney Report

Revore reported the SEIU contract is out for final signing, he is presently working on the cannabis overlay committee and the fire code

- b. Councilmember Committee Reports

Christensen – No Planning Commission meeting was held in September and the meeting for Camp Frances is tomorrow night.

CONSENT AGENDA:

- a. Approval of Claims and Expenditures totaling \$431,991.44
- b. Approval of Mayoral appointments

Motion by Duweck and supported by Christensen to approve the consent agenda items a and b. Carried; Yea 7 Nay 0; Absent 0

BUSINESS AGENDA:

- a. Consider approval of Resolution 2024-31 Code Enforcement and Rental Inspector Official Appointments

Motion by Scott supported by Fullerton to approve Resolution 2024-31 Code Enforcement and Rental Inspector Official Appointments. Carried by roll call vote; Yea 7; Nay 0; Absent 0

- b. Consider approval of Letter of Agreement with International Assn. of Fire Fighters (IAFF)

Motion by Chin supported by Scott to approve Letter of Agreement with International Assn. of Fire Fighters (IAFF). Carried. Yea 7; Nay 0; Absent 0

- c. Consider approval of Eaton Area Emergency Medical Services contract amendment

Motion by Scott supported by Fullerton to approve Eaton Area Emergency Medical Services contract amendment. Carried by roll call vote; Yea 6; Nay 1 – Rodriguez; Absent 0

- d. Consider approval of CDBG grant agreement between MSHDA and the City of Charlotte

Motion by Chin supported by Duweck to approve CDBG grant agreement between MSHDA and the City of Charlotte. Carried by roll call vote. Yea 7; Nay 0; Absent 0

- e. Consider approval of sole source purchase of Flock Safety cameras

Motion by Chin supported by Scott to approve sole source purchase of Flock Safety cameras. Carried by roll call vote. Yea 6; Nay 1 - Rodriguez; Absent 0

- f. Consider approval of Resolution 2024-32 street closures for the Charlotte High School Homecoming parade

Motion by Chin supported by Christensen to approve Resolution 2024-32 street closures for the Charlotte High School Homecoming parade. Carried. Yea 7; Nay 0; Absent 0

- g. Consider approval of Resolution 2024-33 street closures and no parking areas for the Charlotte Chamber of

Commerce the Almost Midnight Madness Downtown Trick or Treating event

Motion by Chin supported by Scott to approve Resolution 2024-33 street closures and no parking areas for the Charlotte Chamber of Commerce the Almost Midnight Madness Downtown Trick or Treating event. Carried. Yea 7; Nay 0; Absent 0

- h. Consider approval of Needful Things request for a food truck October 05, 2024

Motion by Scott supported by Fullerton to approve Needful Things request for a food truck October 05, 2024. Carried; Yea 5; Nay 2 – Christensen and Chin; Absent 0

- i. Consider approval of Charlotte Area CROP Walk request for a food truck at Bennett Park Pavilion on October 06, 2024

Motion by Duweck supported by Scott to approve Charlotte Area CROP Walk request for a food truck at Bennett Park Pavilion on October 06, 2024. Carried by roll call vote; Yea 6; Nay 1 – Christensen; Absent 0

- j. Discussion on Council members contacting the City Attorney with questions

Mayor Lewis rescinds his instructions to council to contact himself or the City Manager before contacting the attorney

PUBLIC COMMENT:

JoDee Pruden, resident. She would prefer to have the Community Development Director position filled by someone other than the City Manager to avoid overwhelming him, and is curious about how patient bills covered by insurance affect the EMS.

STAFF COMMENTS:

No comments

MAYOR AND COUNCIL COMMENTS:

Christensen expressed gratitude to all attendees. He explained his reason for voting against the food truck proposal, citing opposition to the policy. He commended the Frontier Days Board for organizing an outstanding event and great weekend for the City. He announced that the new Shell station is scheduled to have its grand opening at noon on September 12, encouraging everyone to attend. Furthermore, during September's Hunger Awareness Month, the Helping Hands organization will host a "Go Orange Day" event on September 15 from 4 to 8 PM at Otto and Vermontville Highway. Further details are available at the display in City Hall's front lobby.

Fullerton shared an incident where the fire department responded to a gas leak at a local gas station, finding that an out-of-town traveler had experienced their fuel pipe becoming unhooked, resulting in spilled gas. The CFD promptly responded to the leak and assisted the traveler with repairs. Additionally, when a semi passing through town experienced a diesel fuel leak, the CFD again responded swiftly and aided the driver with repairs. Both drivers later expressed their appreciation for the assistance provided by the CFD.

Duweck had no comment

Scott will have office hours at Fay's from 10 AM to noon tomorrow, will begin having conversations about housing, building houses, in the coming years.

Chin introduced Sabrina, a student journalist from MSU. He noted the provision in the citizen comment policy (2021-02) that allows for responses to comments. Raised a question about a home-based business located on Sheldon St. between Henry and Shaw and its potential zoning violation. Expressed gratitude to Attorney Revore for his diligent work on the union contracts and

asked whether the fire department has been keeping records of instances where runs were conducted due to ambulance unavailability and is interested in obtaining that information.

Rodriguez expressed dissatisfaction with the quality of the road repair patch at Amity and Sheldon Streets. He questioned whether the council would entertain granting a short-term variation to the parking ordinance to accommodate a single business. Rodriguez proposed establishing a Small Business Recognition Day to encourage citizens to support local businesses in Charlotte. He clarified his concerns regarding the Flock camera system and emphasized that his vote against it was a matter of following his conscience.

Lewis will be reaching out to each member regarding public comment procedures to gather thoughts and opinions. Attorney Revore provided two reasons for the no comment policy: first, not all information may be fully known, which could lead to incorrect obligations of city resources; second, in cases of controversial matters already in resolution processes, making comments could potentially interfere or increase liability if premature promises are made.

ADJOURN:

Motion by Christensen supported by Chin to adjourn the meeting at 8:46 p.m. Carried; Yea 7; 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
September 18, 2024 7:00 p.m.

CALL TO ORDER:

By Mayor Lewis on Monday September 18, 2024 at 7:00 p.m.

ROLL CALL:

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

City staff in attendance; City Clerk LaRocque and City Manager Hillard.

PLEDGE OF ALLEGIANCE:

Led by Mayor Lewis

ABSENCE OF COUNCIL MEMBERS:

Motion by Duweck supported by Scott to add to the agenda an item to excuse council member Christensen. Carried; Yea 6; Nay 0; Absent 1

Motion by Chin supported by Duweck to excuse Council member Christensen. Carried; Yea 6; Nay 0; Absent 1

PUBLIC COMMENT:

No comments

APPROVE AGENDA:

Motion by Chin supported by Rodriguez to approve the agenda. Vote was not offered

DISCUSSION ITEMS:

- a. The Framework

City Manager Hillard presented the Council with his Framework document dated 9/13/2024 as noted below, highlighting and discussing points to each:

City of Charlotte “The Framework” (9-13-2024)

**City Services - Community Development -
Neighborhood Enrichment**

City Manager’s Office

Information Technology Organization Review
(October)

Communication - Transparency Plan

Council Chamber Sound Review

Website Review

Fire

Fire Agreement - Carmel Township/Rural Fire
Association Review (December)

Building Inspection Program Review

International Fire Code Review

Emergency Response Plan

Code Enforcement/Rental Inspection Review

Ambulance Service Review

Finance/Clerk

Finance/Clerk Office Review (October)

Budget/Finance Review

Defined Benefit Review

Special Assessment District Review

Public Works

Safe Routes to School Review (September)

Public Works Organization Review (October)

Airport Improvement Plan (December)

Street Maintenance Program Review

Parks Master Plan

Bennett Park Area Review
Capital Improvement Plan
Tree Policy Review
Street Light Program Review
Overnight Street Parking Review
Sidewalk Snow Removal Review
Solid Waste Review

Police

High Street Traffic Review (October)
Lincoln Street Traffic Review

Community Development

Downtown Social District Review (September)
Community Master Plan (December)
Planning/Economic Development Organizational Review
Zoning Ordinance Review
Downtown Development Plan
Downtown Parking Review
Downtown Truck Traffic Review
Combs Industrial Park Utility and Street Review
Lansing Street/Road Business District Review
City Gateway Enhancement Review
Housing Initiatives Review
Food Truck Review

During the discussion, the Council and City Manager covered various topics, with each Council member sharing their top priorities. While all agenda items were important, those emphasized most by Council members included a street maintenance program, staffing for the DPW Director, filling Community Development and Finance Director/Treasurer positions, a communication and transparency strategy, a more thorough quarterly budget review, a downtown parking assessment, and housing initiatives.

PUBLIC COMMENT:

Nicole Christensen and JoDee Pruden, two attendees via Zoom, raised their hand to make comments; however, the Zoom program did not provide the usual option for those raising their hands to speak.

MAYOR AND COUNCIL COMMENTS:

Scott, no further comments

Chin, no further comments

Rodriguez, The DDA met yesterday and he expects to provide a report in the next few days. The group is gaining momentum and should be proud of their work, expecting them to become more efficient in the coming months.

Duweck, He and Chin attended the MML Conference and will offer comments at the next regular council meeting.

Lewis – He praised City Manager Hillard for his progress on the framework list of items and offered the Council Members' assistance to help advance any projects. He also expressed gratitude to Hillard for organizing the meeting and for his dedicated work.

ADJOURNMENT:

Motion by Rodriguez supported by Duweck to adjourn at 8:45 p.m. Carried; Yea 6; Nay 0; Absent 1

Respectfully submitted by
Mary LaRocque, City Clerk

— THE CITY OF —
CHARLOTTE
— MICHIGAN —

To: Honorable Mayor Lewis; City Council
From: Robert Hillard, City Manager
Re: City Manager's Report - September 2024

Honorable Mayor Lewis and City Council,

The following is the latest City Manager's Report. This report is not intended to cover all activities of the City Manager, but will attempt to cover certain items relevant to City Council proceedings and citizen interest. Thank you and please give me a call at (517) 543-8850 or rhillard@cityofcharlottemi.org, if you have any questions.

City Manager Community Outreach Efforts

Since the last City Manager's Report provided to the City Council, I continue to meet with the Mayor, City Councilmembers, Department Heads, staff, and consulting services. However, I have attended a variety of meetings and events in the community. This is not a complete list of community outreach efforts, but provides a majority of the activity. City Council (2), MERS Lead Regional Manager Marne Daggett, Eaton Area Emergency Medical Services Director Tiffany Friar, Locals in Business Director Tammey Wine, Eaton Community Bank Senior Vice President Garrett Bensinger, Locals in Business, Eaton County Building Department, Street Heart Director Kalli Dempsey, Eaton Area Senior Center, Michigan Small Business Development Center Business Consultant Kellie Hanford, Needful Things, Lansing Economic Area Partnership President and Chief Executive Officer Bob Trezise (2), The SHYFT Group Vice President Douglas Searless, CHILL Grant (2), Downtown Development Authority, Charlotte Area Recreation Cooperative, Michigan Main Street, Tri-County Regional Planning Commission, and MDOT Aviation. I appreciate all that have assisted me in introductions to the community.

"The Framework"

Attached to the City Manager's Report, is the most updated document referenced as "The Framework". Modifications have been made and time frames have been added to some of the items since last month. The City Manager utilizes this document to provide focus to staff as it relates to projects.

Finance Director/Treasurer Information

The City of Charlotte is seeking a dynamic Finance Director/Treasurer to lead its Finance Department. This role is pivotal in managing the City's finances and overseeing a diverse array of responsibilities crucial to municipal operations. Reporting directly to the City Manager and appointed by the City Council, the Finance Director/Treasurer will play a strategic role in moving the City forward, supporting elected officials and collaborating with department heads. Responsibilities include: Manage financial operations of the City, including budget development, payroll, accounting, tax billing/collection, and utility billing, Supervise and provide leadership to departmental staff, ensuring efficient day-to-day operations and compliance with City policies, Develop and administer the annual budget in

partnership with the City Manager and department heads, Oversee capital asset control, debt administration, and project/grant accounting, Prepare comprehensive financial reports and present findings to the City Manager and City Council, and Ensure compliance with Charter and Ordinance requirements related to treasury functions. Qualifications include: Bachelor's Degree in accounting, economics, finance, business administration, public administration, or related field required, 3-5 years of public sector accounting experience, and ability to be bonded. Preferred qualifications include 1-3 years in a supervisory role, a Master's Degree or CPA credentials, and experience with BS&A accounting applications. Proven ability to collaborate effectively with elected officials and department heads in governmental accounting, budgeting, and fiscal management a must. This is a full-time exempt position with a competitive starting salary of \$100,000.00. The City offers a comprehensive benefits package, including hybrid pension, health, dental, optical, and life insurance, as well as Paid Time Off. For more information about this exciting opportunity, please contact the City Manager.

Police Patrol Vehicle Outfitting Bid Information

The City of Charlotte is seeking bids for the outfitting of two (2) patrol vehicles (2024 Chevy Tahoes). Please submit sealed bids to Mary LaRocque, City Clerk, by 4:00 pm on October 8, 2024. The sealed bid shall include the vendor's name, amount of the proposal, and any relevant information. The scope of work that is required to outfit these patrol vehicles is outlined below, but not limited to: Remove some existing equipment from two current patrol vehicles to be reinstalled in the new patrol vehicles. Install newly purchased additional equipment for two new patrol vehicles. Transfer Axon In-Car camera systems (2) to the new patrol vehicles if certified to do so. If not, please note this in your bid. Vendors must be within 75 miles of the City of Charlotte. All vendors are encouraged to do a site visit to ask questions prior to October 4, 2024 at the Charlotte Police Department. If you have any questions, please contact Chief of Police Paul Brentar. The City of Charlotte, Michigan reserves the right to request clarification on bids if deemed non-comparable. Alternatively, the City Manager may reject all bids and seek new sealed, competitive bids solely at the discretion of the City of Charlotte.

Public Works Director Services Bid Information

The City of Charlotte is seeking sealed bids for Public Works Director Services. Please submit sealed bids to Mary LaRocque, City Clerk, by 4:00P on October 9, 2024. The sealed bid shall include the vendor's name, a listing of hourly rates, a sample contract to be requested if selected, and any other relevant information that addresses the scope of services. The City is seeking Public Works Director services for a six month period. The scope of services includes coordinating public works and utilities (Water, Sanitary Sewer, Storm Sewer), providing schedules and directing seasonal activities, completing a number of State and organizational reports, payroll review, budget preparation and implementation, State mandated activities, and other duties as assigned and required. All vendors are encouraged to contact the City Manager's Office if planning on submitting a sealed bid. The City of Charlotte, Michigan reserves the right to request clarification on bids if deemed non-comparable. Alternatively, the City Manager may reject all bids and seek new sealed, competitive bids solely at the discretion of the City of Charlotte.

Downtown Sidewalk Snow Removal Bid Information

The City of Charlotte, is seeking sealed bids for Downtown Snow Removal for the 2024/25 Season. Please submit sealed bids to Mary LaRocque, City Clerk, by 4:00P on October 7, 2024. The sealed bid shall include the vendor's name, amount of the proposal, and any relevant information. The snow removal season, for the purpose of this proposal is November 15, 2024, through April 15, 2025. The snow removal shall be completed as necessary to keep sidewalks and other areas clear and passable during the periods of time specified in this agreement. This is understood to mean free of snow and ice that poses a danger or impediment to pedestrian transit of these sidewalks. All vendors are encouraged to contact the Public Works Department if planning on submitting a sealed bid. The City of Charlotte reserves the right to request clarification on bids if deemed non-comparable. Alternatively, the City Manager may reject all bids and seek new sealed, competitive bids solely at the discretion of the City of Charlotte.

Airport Runway Snow Removal Bid Information

The City of Charlotte is seeking sealed bids for the Airport Runway and Other Areas for the 2024/25 Season. Please submit sealed bids to Mary LaRocque, City Clerk, by 4:00P on October 15, 2024. The sealed bid shall include the vendor's name, amount of the proposal, and any relevant information. The snow removal season, for the purpose of this proposal is November 15, 2024, through April 15, 2025. The scope of the work that is required includes plowing the airport runway and other areas around the airport. The snow removal shall be completed as necessary to keep surfaces clear and passable during the periods of time specified in this agreement. This is understood to mean free of snow and ice that poses a danger or impediment to planes, vehicles, and pedestrians. It is understood that effective snow removal may require a combination of mechanical equipment, but shall not include salt on the runway or areas around airplanes. The City of Charlotte, Michigan reserves the right to request clarification on bids if deemed non-comparable. Alternatively, the City Manager may reject all bids and seek new sealed, competitive bids solely at the discretion of the City of Charlotte, Michigan.

IT Managed Services Bid Information

The City of Charlotte is seeking sealed bids for an IT Managed Services. Please submit sealed bids to Mary LaRocque, City Clerk, City of Charlotte, by 4:00P on October 22, 2024. The sealed bid shall include the vendor's name, a listing of hourly rates, a sample contract to be requested if selected, three references that the vendor presently services that has a similar organization as the City of Charlotte, and any other relevant information that addresses the scope of services. The City is interested in receiving proposals from qualified information technology firms specializing in comprehensive managed services. The City seeks to maintain and enhance over a period of time the current infrastructure, promote resiliency, and ensure a maximum return on its technology-related investments. Ideally, the City has a preference for firms with some familiarity with a municipal environment. Such providers shall be able to provide responsive, high-quality services at a reasonable cost. All vendors are encouraged to contact the City Manager's Office if planning on submitting a sealed bid. The City of Charlotte reserves the right to request clarification on bids if deemed non-comparable. Alternatively, the City Manager may reject all bids and seek new sealed, competitive bids solely at the discretion of the City of Charlotte.

City of Charlotte
“The Framework”
(9-20-2024)

City Services - Community Development - Neighborhood Enrichment

City Manager’s Office

Information Technology Organization Review (October)
Council Chamber Sound Review
Communication - Transparency Plan
Website Review

Fire

Fire Agreement - Carmel Township/Rural Fire Association Review (December)
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Ambulance Service Review

Finance/Clerk

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Downtown Truck Traffic Review

Lansing Street/Road Business District Review

City Gateway Enhancement Review

Charlotte Police Department

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

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

Paul Brentar, Chief of Police

August 2024 Monthly Report

Monthly Statistics:

- See attached report.

Training:

- On 08-01, Chief Brentar, Captain Brooks, Sgt's Antcliff, Hafner, & McDaniel along with Officers Callahan, Everts, Stid, & Carroll participated in the Active Violence Training at Charlotte High School.
- All officers completed 40 mm Less Lethal Training. This new equipment was purchased with funds donated by Spartan Motors last year.
- All officers continued with online training through Virtual Academy.
- Chief Brentar attended ICS 300 Intermediate ICS for Expanding Incidents.

Staffing:

- We have 2 officer vacancies currently. A conditional offer has been extended to a candidate who has accepted and will start on 09-30-2024. Another application was received and that candidate is in the background phase. Hopefully we'll be able to send this candidate to the academy in January.

Operational Highlights:

- On 08-02, officers responded to a Retail Fraud where a female intentionally didn't scan over \$300 worth of items through a self-checkout. Charges have been requested.
- On 08-02, officers were dispatched to a suspicious situation call. Upon arrival officers began checking a building when a subject crawled out some duct work in an attempt to flee. He was arrested on outstanding felony drug trafficking charges out of Georgia.
- On 08-03, officers assisted the Eaton County Sheriff's Office with a personal injury crash at Lansing/ Packard.
- On 08-07, officers responded to a Weapons Violation complaint. A subject was shooting a .22 that turned out to be stolen out of Indiana.
- On 08-10, officers assisted the Michigan State Police in locating a vehicle wanted in connection with a strong-armed robbery.
- On 08-11, officers responded to a Personal Injury crash on Packard Hwy/ Walmart entrance. There were only minor injuries and the drivers refused medical treatment.
- On 08-12, officers assisted EMS at the fairgrounds where two harness racers collided.
- On 08-12, officers made contact with a subject and eventually found methamphetamine on him. He was lodged at the jail.

- On 08-12, officers were dispatched to a suspicious situation where subjects were looking in cars with flashlights. Officers made contact with a subject who had a warrant out for his arrest out of the Lansing Tether Unit. He was lodged at the jail.
- On 08-13, officers were dispatched to an overdose complaint where a subject was overdosing on heroine. Officers gave the subject 3 doses of Narcan who was then transported to the hospital by EMS.
- On 08-14, officers assisted the Michigan State Police on a traffic stop where the driver refused to get out of a vehicle. The driver eventually complied.
- On 08-14, officers responded to a call of a juvenile who had outstanding warrants for his arrest and was damaging his home. The juvenile was lodged at the Youth Facility.
- On 08-14, officers assisted the Eaton County Sheriff's Office with locating a suicidal subject. The subject was located and taken to the hospital.
- On 08-17, officers were called to assist an elderly female with a bat in her house. The bat was removed.
- On 08-18, officers responded a Personal Injury crash on Lansing St. near Butternut Creek. Only minor injuries were received but one the drivers had outstanding warrants for his arrest. He was lodged at the jail.
- On 08-19, officers responded to a Personal Injury crash at Cochran/Lovett. Both drivers were transported to the hospital by EMS.
- On 08-19, officers responded to a Malicious Destruction of Property complaint where a subject was breaking windows out of his girlfriend's car. The subject was lodged on the destruction of property charges as well as probation violation charges.
- On 08-22, officers assisted the Eaton County Sheriff's Office with a Personal Injury crash at Lansing/Packard.
- On 08-24, officers responded to a Car vs Motorcycle Personal Injury crash at Cochran/Packard. The driver of the motorcycle was transported to the hospital with critical injuries. The Eaton County Sheriff's Office assisted with the accident investigation.
- On 08-24, officers responded what was reported as a Personal Injury crash. Upon arrival, officers located the driver of the single vehicle crash who was not injured but was intoxicated. He was lodged at the jail for operating while intoxicated.
- On 08-27, officers assisted the Michigan State Police with a vehicle pursuit where the driver fled the scene.
- On 08-31, officers assisted EMS with a female who had a seizure during the Oddities Festival. Officers stood by with the children who were 8 and 10 until their father arrived at hospital.

Outreach/Public Events:

- Officer Callahan attended the Back-to-School event at the Charlotte Assembly of God Church where he helped hand out back packs.
- Captain Brooks attended the School Safety Committee meeting.

Respectfully,

A handwritten signature in black ink, appearing to be 'R. B. D.', written in a cursive style.

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	1	-100%		
KIDNAPPING					1								1	0	100%		
PARENTAL KIDNAPPING													0	0	0%		
SEX. ASSAULT-ALL				3	4	1	3	3					14	16	-13%		1
ROBBERY		1	1	1									3	1	200%		
NON-AGG ASSAULT	18	11	15	10	17	14	11	8					104	100	4%	5	28
AGGRAVATED ASSAULT	2		1	2	3	3	3	4					18	18	0%		7
INTIMIDATION/STALKING	9	14	12	10	11	15	15	12					98	99	-1%		3
PROPERTY CRIMES																	
ARSON													0	1	-100%		
EXTORTION	1		1		1								3	6	-50%		
BURGLARY-FORCED		1	2	1	4	2	2	2					14	22	-36%		2
BURGLARY-W/O FORCE													0	1	-100%		
BURGLARY-ILLEGAL ENTRY		2		4	1	3	1	1					12	9	33%	3	3
POSS BURGLARY TOOLS													0	0	0%		
LARCENY	20	14	6	10	15	10	7	9					91	169	-46%	4	
MOTOR VEHICLE THEFT	1	3	1	3		1	1	2					12	8	50%		2
Part II Crimes																	
STOLEN PROPERTY-MOTOR VEHICLE		1		1		1	1						4	5	-20%		
FORGERY/COUNTERFEIT-ING	1	1		2			1	2					7	13	-46%	2	
FRAUDULENT ACTIVITY	6	8	4	5	13	5	8	12					61	63	-3%	1	2
EMBEZZLEMENT					1	1							2	2	0%		
REC/CONCEALING STOLEN PROPERTY					2			1					3	11	-800%	1	1
DESTRUCTION OF PROPERTY	2	8	5	9	5	10	5	6					50	43	16%		2
RETAIL FRAUD-ALL	6	5	14	10	17	12	6	20					90	46	96%	2	7
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	6	6	2	2	2	2					28	29	-3%	1	9

#DIV/0!																	
UCR TITLE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	2023	%	WARRANTS	ARRESTS
SEX OFFENSE	1	1	1	1	2	2		1					9	13	-44%		
OBSCENITY													0	7	-100%		
FAMILY ABUSE/NEGLECT	6	5		1	7	3	2						24	32	-25%		3
FAMILY-NON SUPPORT													0	10	-100%		8
FAMILY-OTHER													0	0	0%		
GAMBLING													0	0	0%		
COMMERCIALIZED SEX OFFENSE													0	0	0%		
LIQUOR LICENSE VIOLATION					1								1	0	100%		
LIQUOR LAW VIOLATION		1	3		1		1	4					10	11	-10%		
PUBLIC ORDER CRIMES																	
OBSTRUCTING POLICE		3	1	3	1	2	2	2					14	13	8%	1	7
ESCAPE-CORRECTIONAL INSTITUTION													0	0	0%		
ESCAPE-MENTAL INST.													0	0	0%		
ESCAPE/FLIGHT													0	0	0%		
OBSTRUCTING JUSTICE	1	1	3		3	1	2	7					18	107	-83%	73	84
BRIBERY													0	0	0%		
WEAPONS-CONCEALED	1		1	1			1						4	5	-20%		1
WEAPONS-EXPLOSIVE													0	0	0%		
WEAPONS-OTHER		2		1		2		1					6	5	20%		
PUBLIC PEACE	17	19	26	18	17	15	6	14					132	179	-26%		6
TRAFFIC-HIT AND RUN	7	1	4	6	5	4	5	6					38	37	3%		
TRAFFIC-O.U.I.L./O.U.I.D	2	2	6	2		2	2	5					21	44	-52%		12
TRAFFIC-MISD	5	4		2	5	6	6						28	38	-26%	4	10
HEALTH/SAFETY VIOLATION	4	6	5	3	3	6	5	8					40	38	5%		
CIVIL RIGHTS													0	0	0%		
TRESPASS/PRIVACY	2	6	11	5	9	5	9	8					55	78	-29%		6
SMUGGLING													0	0	0%		
ELECTION LAWS													0	0	0%		
ANTI-TRUST													0	0	0%		
TAX REVENUE													0	0	0%		
CONSERVATION	1		4					2					7	5	40%		
VAGRANCY	1	2	1	2	2	10	4	8					30	44	-20%		
MISC. CRIMINAL OFFENSE													0	1	-100%		
GRAND JURY INVESTIGATION													0	0	0%		
CONSPIRACY													0	1	-100%		

End of Part II Crimes

#DIV/0!	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	2023	%	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	14	7	6	7	5	11					82	114	-28%		
RUNAWAY	1	7	3	4	6	5	3	6					35	24	46%		
CIVIL-NON CRIMINAL																	
DIVORCE/SUPPORT													0	0	0%		
INCAPACITATION			1		1	1	4	2					9	19	-13%		
INSANITY	16	16	11	14	14	10	16	13					110	114	-4%		
TRAFFIC																	
CRASH-PD-PUBLIC ST.	29	12	12	14	15	18	15	18					133	146	-9%		
CRASH-PI-PUBLIC ST	4	1	1	2	4	1	3	6					22	22	0%		
CRASH-FATAL-PUBLIC ST													0	1	-100%		
CRASH-PD-PRIVATE	3	1	2	3	5	3	8	2					27	37	-27%		
CRASH-PI-PRIVATE						1							1	4	-3%		
CRASH-FATAL-PRIVATE PROPERTY													0	0	0%		
CIVIL INFRACTION	48	43	23	24	26	14	9	11					198	142	39%		
PARKING VIOLATION	3	7	2	1	4	3	3	4					27	58	-53%		
Park. Tickets- 524-2021, 356-2023	62	7					6	4					79	20	295%		
ABANDONED VEHICLE	3	2	5	6	3	3	10	7					39	41	-5%		
TRAFFIC HAZARD INVES	13	5	5	13	11	6	2	8					63	66	-5%		
TRAFFIC DIRECTION	6	1	2	1	8	4							22	42	-48%		
TRAFFIC SAFETY PUBLIC APPEARANCE													0	0	0%		
BREATHALYSER TEST-													0	0	0%		
OTHER POLICE													0	0	0%		
ALARMS																	
ALARM-POLICE RESPONSE	9	19	16	11	21	7	23	9					115	90	28%		
ALARM-MALFUNCTION	1	1	1										3	1	200%		
ALARM-TEST	2	1	3										2	9	-7%		
ALARM-WATER & SEWER			1										0	0	0%		
FIRE																	
ACCIDENT-FIRE													0	0	0%		
ACCIDENT-EXPLOSION													0	0	0%		
ACCIDENT-CHEMICAL													0	0	0%		
HAZARDOUS FIRE COND.					2	2	6	1					11	10	10%	Fireworks	
FIRE REGULATION VIOL													0	0	0%		
ASSIST BUILDING DEPT					1		1						2	11	-82%		

#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
ASSIST C.F.D.	3	1		1	1	5							11	18	-39%		
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	1	3	3	1							15	14	64%		
INSPECT-TRAFFIC CITATION													0	0	0%		
INSPECT-BUSINESS	35	34	8	26	29	25	29	17					203	378	-46%		
INSPECT-RESIDENCE	3	9	17	18	5	4	6	7					69	128	-46%		
INSPECT-HANDGUN	12	15	10	19	11		11	9					87	166	-48%		
INSPECT LIQUOR LICENSE		4		4									8	16	-50%		
INSPECT-OTHER/SOR CHECK	13	9	10	14	5	7	8	7					73	98	-26%		
INSPECT-CCW APPLIC													0	0	0%		
DOMESTIC DISPUTES	16	23	12	12	25	21	15	18					142	185	-23%		
CIVIL DISPUTE	8	16	14	19	20	20	19	12					128	152	-16%		
SUSPICIOUS SITUATION	82	81	82	95	100	111	120	90					761	898	-15%		
FIELD INTERROGATION CARD													0	0	0%		
HAZARDOUS SITUATION													0	0	0%		
SUSPECTED NARCOTIC ACTIVITY	1	6	1	4	3	3	2	2					22	13	69%		
ABANDONED/RECOVERED PROPERTY	5	3	11	2	8	7	4	6					46	69	-33%		
DRUG OVERDOSE	1	2	3			2	5	3					16	10	50%		
BOMB THREAT													0	0	0%		
MISC. INCIDENTS																	
MISC/P.B.T.													0	0	0%		
SUICIDE	2		1			1	1						5	0	4%		
SUICIDE ATTEMPT	6	4	4	2	6	3	1	2					28	67	-58%		
DEATH-NATURAL	2	2	1	1	1	2							9	1	200%		
DEATH-UNDETERMINED							1						1	1	0%		
MISSING PERSON	3	1	3	1	1	1	2	2					14	7	100%		

SRO STATS

#DIV/0!														TOTAL	2023	%	WARRANTS	ARRESTS
UCR TITLE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC						

The SRO handled 15 incidents in August. They include:
1-Intimidation/Threat, 1-Obstructing Justice, 1-Public Peace, 1-Traffic Hit and Run, 1 Delinquent Minor
1- Traffic Direction/Control, 2- Suspicious Situation, 7 Assist Citizen,

VCSA STATS

During the month of August the Charlotte Police Department dealt with 7 VCSA incidents. They are the follows:
3-Meth, 1- Heroin, 1-Cocaine, 1- Ecstasy, 1-Unknown
(This includes the VCSA, Suspected Narcotics Activity, and Drug Overdose Categories)



Memo

To: City Manager Hillard; Honorable Mayor Lewis; City Council
From: Mary LaRocque, City Clerk
Date: September 23, 2024
Re: Monthly report – Office of the City Clerk

CLERK NEWS:

We continue to work through training, including cross training in the Clerk and Treasurers departments. Our goal continues to ensure excellent customer service for our internal and external customers.

ELECTION NEWS

August 06, 2024 State Primary election:

- Out of 7,163 registered voters, 1,402 participated in the August 6, 2024, State Primary election, resulting in a voter turnout of just 19.57%.

November 5, 2024 General election:

- Applications for absentee ballots have been mailed to those on the permanent absentee ballot list. Please note; you have the option to become a permanent absent voter by selecting the appropriate box on the form, signing, dating and returning the application in the postage paid envelope.
- If you were not on the permanent absentee ballot list, but would like an absent voter ballot for the November election, please apply online here [Voter Information Center](#).
- Registering to vote within 14 days before an election requires mandatory in-person registration at the Clerk's office with proof of residency. You may alternatively vote in your last place of registration if you have moved within 30 days.
- Election day voting in the polls (November 5, 2024): Polls open at 7:00 a.m. and close at 8:00 p.m. District 1 precinct is in the Community Room, lower level at City hall 111 E. Lawrence; District 2 precinct is in the Community Room at West Side Fire Station 911 W. Shepherd.
- 9-day (in-person) Early Voting begins Saturday October 26 and ends Sunday November 3rd for the November 05, 2024 General election, as follows:

To the qualified electors of the CITY OF CHARLOTTE – you have the right to mark a ballot and deposit the ballot in the tabulator beginning the second Saturday before an election and ending the Sunday before the election.

Early voting (in-person) is **only** available at CARMEL TOWNSHIP HALL – 661 BEECH HWY. CHARLOTTE, MI 48813 for the hours noted:

SATURDAY October 26 – 8:00 A.M. TO 4:00 P.M.

SUNDAY October 27 – 8:00 A.M. TO 4:00 P.M.



MONDAY October 28 – 9:00 A.M. TO 5:00 P.M.

TUESDAY October 29 – 9:00 A.M. TO 5:00 P.M.

WEDNESDAY October 30 – 9:00 A.M. TO 5:00 P.M.

THURSDAY October 31 – 12:00 P.M. TO 8:00 P.M.

FRIDAY November 01 – 9:00 A.M. TO 5:00 P.M.

SATURDAY November 02 – 8:00 A.M. TO 4:00 P.M.

SUNDAY November 03 – 8:00 A.M. TO 4:00 P.M.

UPCOMING CITY MEETINGS:

- Planning Commission Meeting: October 01, 2024 7 p.m.
- Camp Frances October 08, 2024 6:30 p.m. held at the cabin
- Parks Advisory Board; October 08, 2024* (*Date changed from Oct. 1)
- Airport Advisory Meeting: October 14, 2024 7:30 a.m.
- City Council Meetings: October 14, 2024 at 7 p.m.
- Downtown Development Authority: October 15, 2024 6:30 p.m.
- City Council Meeting: October 28, 2024 at 7 p.m.

For detailed information on meeting locations, times, agendas, minutes, and more, please refer to the city's online calendar by clicking on the respective meeting date [here](#).

Should you have any questions or require further information, please do not hesitate to contact me.

Respectfully submitted,
Mary LaRocque, City Clerk



CHARLOTTE FIRE DEPARTMENT & RURAL FIRE ASSOCIATION

Fire Chief

111 E. Lawrence Ave., Charlotte MI 48813

Ph. 517-543-0241



CFD Monthly Report

DATE: September 20, 2024

SUBJECT: CFD Monthly Report

To: City Manager Rob Hillard, Honorable Mayor Lewis, and City Council

Item; Fire Department activities:

- Training activities have pick-up with new firefighters and full-time staff, you may have seen trucks out and about more in town.
- Working with Eaton County Fire Training on plans and placement of the grant funded live fire training facility, construction should be with-in 6 months.
- Staffed the fire department building at the fairgrounds for Frontier Days events, we were able to provide first aid several occasions during this time.
- Establishing an Emergency Plan for the City of Charlotte, we will work with Eaton County Emergency Management in the future on this plan.
- Actively preparing for Fire Prevention Week. **Fire Department Open House is October 9th, 2024 from 6pm – 9pm at the Westside Fire Station. (Help us get the word out)**

Item; Fire Inspector

- Actively engaged in Fire Inspection and training the new Rental Inspector
- Reviewing the International Fire Code, making admirative changes, we hope to have the code adopted in the next few months.
- Preparing fire safety inspection applications for special event and food truck/trailers

Item; Rental Inspector Position

- Rental Inspector vacancy filled, Mark Burger comes with much knowledge and experience as he was the Fire Marshal for the City of Lansing.
- When the position was vacated (June 10th), we had 147 expired rental certificates, we have that number down to 39 and will be completely up to date by mid-October.

Item; SAFER Grant

- Three (3) employees hired to fill the SAFER Firefighter Grant positions. Those employees are Roy Gilbertson, Joshua Houghtaling, and Zebulon Taylor, all previous members of CFD.

Item; Zoning/Code Administration

- We are continually improving the processes for Fire Inspections, Zoning, Code Enforcement and Rental.
- Preparing for Master Plan update and zoning code review
- We will be working with the City Attorney, establishing proper procedures regarding enforcement cases that end up in court.



CHARLOTTE FIRE DEPARTMENT & RURAL FIRE ASSOCIATION

Fire Chief

111 E. Lawrence Ave., Charlotte MI 48813

Ph. 517-543-0241



CFD Monthly Report

- Working with Eaton County Code of Construction, building our working relationship as well discussions with the Building Official, and having the need resources when dealing with dangerous buildings.

EATON COUNTY 911

Events by Nature Code by Agency

Agency: CFD, Event date/Time range: 08/01/2024 00:00:00 - 08/31/2024 23:59:59

Agency Code	Nature Code	Rpt Only	Self Init	CFS	Total	% Total	Avg Disp Time	Avg Resp Time	Avg Scene Time	Total Call Time	Avg Call Time
CFD	CARDIAC OR RESP ARREST	0	0	2	2	3%	0:00:17	0:04:49	0:26:46	1:03:43	0:31:52
	COMMERCIAL FIRE ALARM	0	0	2	2	3%	0:01:23	0:02:42	0:06:09	0:20:28	0:10:14
	COMMERCIAL STRUCTURE FIRE	0	0	1	1	1%	0:01:32	0:03:58	0:42:40	0:48:10	0:48:10
	COMPLAINT FIRE INVESTIGATION	0	1	5	6	9%	0:01:53	0:04:12	0:23:20	2:39:22	0:26:34
	HAZARDOUS MATERIALS	0	1	2	3	4%	0:01:36	0:03:37	0:28:07	1:36:26	0:32:09
	MEDICAL ASSIST	0	1	13	14	21%	0:00:08	0:05:06	0:17:06	4:04:39	0:17:29
	MISCELLANEOUS FIRE RUN	0	4	1	5	7%	0:01:35	0:05:42	1:41:55	7:09:38	1:25:56
	ODOR INVESTIGATION	0	0	2	2	3%	0:01:08	0:04:50	0:31:52	1:15:40	0:37:50
	PERSONAL INJURY CRASH	0	1	19	20	30%	0:01:57	0:05:10	0:32:04	11:28:45	0:34:26
	RESIDENTIAL FIRE ALARM	0	0	1	1	1%	0:01:26	0:13:26	0:03:15	0:18:07	0:18:07
	STRUCTURE FIRE LARGE	0	0	1	1	1%	0:00:43	0:15:18	1:10:30	1:26:31	1:26:31
	VEHICLE FIRE	0	0	1	1	1%	0:01:59	0:06:15	0:40:26	0:48:40	0:48:40
	WIRES DOWN	0	2	7	9	13%	0:01:29	0:06:32	0:49:36	8:25:31	0:56:10
Subtotals for No Summary Code		0	10	57	67	100%	0:01:19	0:06:17	0:36:27	41:25:40	0:41:05
Subtotals for CFD		0	10	57	67	100%	0:01:19	0:06:17	0:36:27	41:25:40	0:41:05

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: September 18, 2024
Re: Claims and Expenditures for Council approval on Monday September 23, 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 09, 2024	\$ 1,605.31
HRA Insurance Claims week of September 16, 2024	\$ 689.51
Payroll paid Friday September 20, 2024	\$247,966.33
Invoiced claims as of September 18, 2024	<u>\$386,983.96</u>
Total	<u>\$637,245.11</u>

Suggested Motion

Motion to approve Claims and Expenditures in the amount of **\$637,245.11**

09/18/2024 02:35 PM
User: CKOENIG
DB: Charlotte

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF CHARLOTTE
INVOICE ENTRY DATES 09/05/2024 - 09/18/2024
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: POOL

Page: 1/9

Vendor Code	Vendor Name	Invoice	Description	Amount
01687	ABC FASTENER GROUP INC	A559442	O RING ASSORTMENT	45.00
TOTAL FOR: ABC FASTENER GROUP INC				45.00
01683	ACD.NET	81518-286	SEPTEMBER 2024 CHARGES	699.00
		91177-138	SEPTEMBER 2024 CHARGES (WASTEWATER)	565.84
TOTAL FOR: ACD.NET				1,264.84
01678	ADVANCE AUTO PARTS	5565422955709	ORANGE NITRILE GLOVES	36.25
TOTAL FOR: ADVANCE AUTO PARTS				36.25
01982	ALS GROUP USA, CORP	3313HN14538	WET - TEST	945.00
TOTAL FOR: ALS GROUP USA, CORP				945.00
01764	AMAZON CAPITAL SERVICES	164R-C3FL-H9HF	ACCOUNT # A264N6SLCWDWHU (SHOWER ORGANIZER)	16.99
		17QR-YCRH-76X6	ACCOUNT # A264N6SLCWDWHU (OFFICE SUPPLIES)	28.96
		193H-6DWW-C4WQ	ACCOUNT # A264N6SLCWDWHU (RAFFLE TICKET SPINNER)	61.99
		193H-6DWW-J4VG	ACCOUNT # A264N6SLCWDWHU (KITCHEN MIXER, LABEL MAKER)	119.97
		193H-6DWW-YWRQ	ACCOUNT # A264N6SLCWDWHU (PENS)	113.42
		19QD-VRL7-1CMV	ACCOUNT # A264N6SLCWDWHU (CLEANING DUSTER)	87.49
		1DPT-LPF6-F7DL	ACCOUNT # A264N6SLCWDWHU (CODE ENFORCEMENT COMPUTER/TABLET)	73.98
		1G3R-YCGP-LGT3	ACCOUNT # A264N6SLCWDWHU (DISHWASHER SOAP)	46.02
		1GHC-4PK1-MMKV	ACCOUNT # A264N6SLCWDWHU (TIMECARDS FOR TIMECLOCK)	77.46
		1RNM-CYRN-CPP9	ACCOUNT # A264N6SLCWDWHU (CAPTAIN CURTIS COMPUTER)	990.00
		1Y6M-6WHX-G93D	ACCOUNT # A264N6SLCWDWHU (PAPER TOWELS)	119.97
		1YL1-QNGT-3MVX	ACCOUNT # A264N6SLCWDWHU (LITHIUM BATTERIES)	47.80
TOTAL FOR: AMAZON CAPITAL SERVICES				1,784.05
02036	AMAZON CAPITAL SERVICES	1DMF-QDFJ-YXP3	ACCT # A1K517P63NLQUT(POLICE) (WIRELESS MOUSE)	33.47
		1YM3-6NVK-1LVJ	ACCT # A1K517P63NLQUT(POLICE) LUMEN RECHARGEABLE FLASHLIGHT	319.98
TOTAL FOR: AMAZON CAPITAL SERVICES				353.45
01663	AMERICAN LEGAL PUBLISHING	36461	INTERNET RENEWAL PERIOD 10/21/2024 - 10/21/2025	550.00
TOTAL FOR: AMERICAN LEGAL PUBLISHING				550.00
02108	ASSESSING SOLUTIONS INC.	SEPTEMBER	ASSESSING SERVICES FOR FISCAL YEAR 2025	3,750.00
TOTAL FOR: ASSESSING SOLUTIONS INC.				3,750.00
01635	AT&T LONG DISTANCE	SEPTEMBER 2024	AIRPORT INTERNET - AUGUST 27 - SEP 26	51.38
TOTAL FOR: AT&T LONG DISTANCE				51.38

09/18/2024 02:35 PM
User: CKOENIG
DB: Charlotte

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF CHARLOTTE
INVOICE ENTRY DATES 09/05/2024 - 09/18/2024
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: POOL

Page: 2/9

Vendor Code	Vendor Name		Amount
	Invoice	Description	
01622	AXON ENTERPRISE INC		
	INUS277604	PRO LICENSE BUNDLE	469.31
TOTAL FOR: AXON ENTERPRISE INC			469.31
01608	BARYAMES CLEANERS		
	BN1615-09.01.202	FIRE DRY CLEANING	513.45
	BN1616-09.01.202	POLICE DRY CLEANING	326.25
TOTAL FOR: BARYAMES CLEANERS			839.70
01993	BERGER CHEVROLET		
	309918	POLICE VEHICLES	51,997.00
TOTAL FOR: BERGER CHEVROLET			51,997.00
01561	BS&A SOFTWARE		
	156202	PURCHASING MODULE AND TRAINING (PURCHASE ORDERS.NET TRAINING WITH TINA 08.05.2024 AND 08.06.2024)	2,130.00
TOTAL FOR: BS&A SOFTWARE			2,130.00
01555	BYRUM ACE HARDWARE		
	392233	SPRAY PAINT	48.00
	392502	GARMET HOOKS	13.77
	392547	PAINT SUPPLIES	16.97
	392608	FASTENERS	16.32
	392932	MERCHANDISE	16.00
	393100	FASTENERS	19.74
	393975	LACQUER THINNER, KNIFE BLADES, SINGLE EDGE RAZOR BLADES	49.97
	394001	TERMINAL BATTERY POST	2.79
	394064	TOOLS FOR TRUCK #316	93.30
	394127	ALUMINUM	79.99
	394367	IRON KIT 30W, SOLDER ROSIN	40.98
	394395	SOCKET REDUCER	4.99
	394948	BROOM/DUSTPAN	14.99
	394983	COIL CHAIN	27.93
	395168	BUILDING MAINTENANCE SUPPLIES	68.92
TOTAL FOR: BYRUM ACE HARDWARE			514.66
01882	CALEDONIA FARMERS ELEVATOR		
	4766103	MOWER TIRE, VALVE STEM	107.95
TOTAL FOR: CALEDONIA FARMERS ELEVATOR			107.95
01537	CARMEL TOWNSHIP TREASURER		
	TAX YEAR 2024	TAX YEAR 2024 425 ANNEXATION AGREEMENT	7,956.92
TOTAL FOR: CARMEL TOWNSHIP TREASURER			7,956.92
01522	CHARLOTTE AIR SERVICES LLC		
	09/01/2024	AIRPORT HANGAR MANAGEMENT AUG 2024, FUEL SALES	583.35
TOTAL FOR: CHARLOTTE AIR SERVICES LLC			583.35
01512	CHARLOTTE LITHOGRAPH		
	130971	ENVELOPES	312.31
TOTAL FOR: CHARLOTTE LITHOGRAPH			312.31

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Vendor Code	Vendor Name		Amount
	Invoice	Description	
01457	CHROUCH COMMUNICATIONS		
	12647900	HARDWARE INSTALLATION	476.62
TOTAL FOR: CHROUCH COMMUNICATIONS			476.62
01816	CITY OF MARSHALL		
	0000003617	BACTI ANALYSIS	1,400.00
TOTAL FOR: CITY OF MARSHALL			1,400.00
02077	CLINTON COUNTY FIRE CHIEF'S ASSOC		
	21	READING SMOKE CLASS (SMITH)	20.00
TOTAL FOR: CLINTON COUNTY FIRE CHIEF'S ASSOC			20.00
02107	COLBY INVESTIGATIONS, LLC		
	2024-10	PERSONNEL MATTER	374.67
TOTAL FOR: COLBY INVESTIGATIONS, LLC			374.67

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Vendor Code	Vendor Name		Amount
	Invoice	Description	
01471	CONSUMERS ENERGY		
	201631515859	1152 S COCHRAN AVE CAMP FRANCIS	63.41
	201631515861	301 TIRRELL RD	417.14
	201631515862	301 TIRRELL RD R2	249.73
	201631515863	301 TIREELL RD MAINTENANCE	19.23
	201720513209	1064 NORTHWAY	45.07
	202165464996	1225 S COCHRAN AVE	137.77
	202254476419	620 W SHEPHERD ST	16.00
	202610438014	911 W SHEPHERD ST FIRE DEPT 2	2,916.93
	202699406537	811 CHADS WAY	113.49
	202788388228	508 N. SHELDON ST.	64.51
	203411358325	1325 ISLAND HWY GATE-AIRPORT	35.72
	203589328025	1167 E CLINTON TRAIL	78.67
	204034268827	1800 PACKARD HWY	43.55
	204034269982	112 1/2 S COCHRAN	28.77
	204212260882	811 CHADS WAY	17.62
	204390246996	700 LANSING RD	31.99
	204924168569	201 HALL ST	63.80
	205191133628	1310 S COCHRAN AVE	133.06
	205280085062	111 E LAWRENCE AVE	169.47
	205280087162	1005 PAINE DR	28.89
	205369087513	1325 ISLAND HWY	536.44
	205369087514	1329 1/2 ISLAND HWY	39.30
	205369087792	203 HALL ST	69.50
	205547054294	1213 S COCHRAN AVE	64.42
	205547054295	1216 S COCHRAN AVE	20.84
	205547054296	1216 1/2 S COCHRAN AVE	16.00
	205547054297	1216 S COCHRAN AVE	16.00
	205636011206	526 W STODDARD ST	30.46
	205725028651	1005 PAINE DR. FRNT GEN CHARLOTTE	22.09
	205903015490	619 W SHEPHERD ST	86.66
	205903015491	620 W SHEPHERD ST	115.18
	205991961874	108 E LAWRENCE AVE	53.11
	205991961875	108 E LAWRENCE AVE	45.16
	206347735716	103 VAN LIEU ST	42.70
	206436688819	076 - 12 TRAFFIC LIGHTS	474.20
	206436688820	AREA LIGHTING	661.85
	206436688821	076 - 2 TRAFFIC LIGHTS	3.14
	206436688822	065 & 068 -460 STREETLIGHTS	5,632.20
	206436688823	TULLY BROWN DR (AREA LIGHTING)	147.92
	206792513112	1325 ISLAND HWY #C	108.90
	207059108621	1104 MIKESELL ST	212.24
	207059108625	544 LANSING ST/WWTP LIFT STATION	22.45
	207059108626	544 LANSING ST	724.52
	207059108627	700 E. SHEPHERD ST.	145.59
	207059108632	1075 INDEPENDENCE BLVD	261.79
	207059108635	1305 S COCHRAN AVE	39.36
	207059108670	1216 S COCHRAN AVE	2,404.73
	207059108715	111 E LAWRENCE AVE	4,970.44
	207059117415	1005 PAINE DR	11,777.80
	207147639981	1227 S COCHRAN AVE	5,385.43
	207147652607	201 HALL ST (AREA LIGHTING)	110.93
	207147652639	245 S COCHRAN AVE	23.94
TOTAL FOR: CONSUMERS ENERGY			38,940.11
01464	COURTHOUSE SQUARE		
	9.10.2024	GRANT CONTRIBUTION FROM CARC	5,000.00
TOTAL FOR: COURTHOUSE SQUARE			5,000.00

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Vendor Code	Vendor Name	Invoice	Description	Amount
01838	CULLIGAN WATER CONDITIONING			
		03194TN	SOFTENER SALT DELIVERY @ CITY HALL	25.00
		03207TN	40# DURACUBE DELIVERY AT WEST SIDE	26.50
TOTAL FOR: CULLIGAN WATER CONDITIONING				51.50
01439	D & K TRUCK COMPANY			
		1249850	SNORKLE REPAIR	2,408.86
		1253301	SNORKLE SERVICE	21.53
TOTAL FOR: D & K TRUCK COMPANY				2,430.39
01414	DORNBOS SIGN & SAFETY INC.			
		INV77982	GREEN U -CHANNEL POSTS	381.60
		INV78034	SLOW MOVING VEHICLE SYMBOL DECAL	20.00
TOTAL FOR: DORNBOS SIGN & SAFETY INC.				401.60
02130	EARL'S EXTERIORS PLUS LLC			
		064-024	REPLACE SERVICE DOORS ON SHOP AND OFFICE	2,610.00
TOTAL FOR: EARL'S EXTERIORS PLUS LLC				2,610.00
01384	EATON TOWNSHIP TREASURER			
		MAY-JUNE	AUGUST REVENUE SHARING	2,491.00
		TAX YEAR 2024	TAX YEAR 2024 - 425 ANNEXATION AGREEMENT	45,557.23
TOTAL FOR: EATON TOWNSHIP TREASURER				48,048.23
01957	EGANIX			
		21465	MONTHLY FOG TREATMENT	2,940.00
TOTAL FOR: EGANIX				2,940.00
01355	FEDEWA			
		52615	PAINT THE 750K WATER TOWER	64,999.00
TOTAL FOR: FEDEWA				64,999.00
01113	FERGUSON WATER WORKS FKA			
		0208513	SOFT COPPER TUBE	4,779.00
		WA001355	PVC COUPLERS, BRASS NIPPLES GBL	928.54
TOTAL FOR: FERGUSON WATER WORKS FKA				5,707.54
02128	FLOCK GROUP INC			
		INV-47380	8- FLOCK SAFETY CAMERA'S	24,000.00
TOTAL FOR: FLOCK GROUP INC				24,000.00
01322	GALE BRIGGS, INC.			
		M1864	CONCRETE,LIMESTONE	308.50
TOTAL FOR: GALE BRIGGS, INC.				308.50
01319	GARDENSCAPES LAWN & LANDSCAPE			
		01790	MEMORIAL PARK AUGUST 2024	210.00
TOTAL FOR: GARDENSCAPES LAWN & LANDSCAPE				210.00
01301	GUNTHORPE MECHANICAL			
		25999	AC-REPAIR	2,073.59
TOTAL FOR: GUNTHORPE MECHANICAL				2,073.59

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Vendor Code	Vendor Name		Amount
	Invoice	Description	
01438	HASSEL FREE FUELS		
	CFSI-11103	ACCOUNT # 010109 (FIRE) FUEL	642.73
	CFSI-11165	ACCOUNT # 010109 (FIRE) FUEL	779.80
TOTAL FOR: HASSEL FREE FUELS			1,422.53
02037	HASSEL FREE FUELS		
	CFSI-11113	ACCNT #010107 (DPW/WWTP) FUEL	1,105.15
TOTAL FOR: HASSEL FREE FUELS			1,105.15
01252	INDEPENDENT BANK		
	5867-08.14.2024	AUGUST 2024	10,533.98
TOTAL FOR: INDEPENDENT BANK			10,533.98
01250	INSTY PRINTS		
	97055	ENVELOPES	1,167.48
TOTAL FOR: INSTY PRINTS			1,167.48
00915	JIM R. SALDANA		
	08.26.2024	BOOT ALLOWANCE PER SEIU CONTRACT	50.00
TOTAL FOR: JIM R. SALDANA			50.00
02044	JOSEPH CHIN JR		
	09-7-2024	MML ELECTED OFFICIALS ACADEMY	186.40
TOTAL FOR: JOSEPH CHIN JR			186.40
01976	KENT COMMUNICATIONS INC		
	338587	2024 AV APPLICATION MAILING NOV 2024 GENERAL ELECTION	961.48
	339020	SEPTEMBER UTILITY BILLS	1,093.18
TOTAL FOR: KENT COMMUNICATIONS INC			2,054.66
01883	KENYON AND SONS LLC		
	#21-09/07/2024	WEEKLY LAWN MOWING : SEPT 1ST TO SEPTEMBER 7TH	3,560.00
	#22-09/14/2024	WEEKLY LAWN MOWING SEPTEMBER 8TH TO 14TH	4,500.00
TOTAL FOR: KENYON AND SONS LLC			8,060.00
01182	LANSING UNIFORM CO.		
	104430-A	UNIFORM PANTS & SHIRT	255.85
	104527-A	UNIFORM BADGES	197.55
TOTAL FOR: LANSING UNIFORM CO.			453.40
01790	LEAP		
	2466	SMALL MUNICIPALITY MEMBERSHIP 2024	3,000.00
TOTAL FOR: LEAP			3,000.00
01173	LEA'S AUTO BODY		
	8783	OIL CHANGE 2023 CHEVROLET TAHOE	94.65
	8805	OIL CHANGE 2023 TAHOE	81.70
TOTAL FOR: LEA'S AUTO BODY			176.35
01684	LEXISNEXIS RISK SOLUTIONS		
	1275544-20240831	AUGUST 2024 CHARGES	200.00
TOTAL FOR: LEXISNEXIS RISK SOLUTIONS			200.00

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Vendor Code	Vendor Name		Amount
	Invoice	Description	
01137	MCGINTY, HITCH, PERSON, ANDE., P.C.		
	AUGUST 2024	FY25 ATTORNEY SERVICES	12,095.00
TOTAL FOR: MCGINTY, HITCH, PERSON, ANDE., P.C.			12,095.00
01082	MICHIGAN NETWORK CONSULTANTS		
	2024-20339	IT SERVICES: WEEKLY VISIT 9/9/2024	1,250.00
	2024-20341	USB SOUND CARD/SPEAKERS - POLICE	149.85
TOTAL FOR: MICHIGAN NETWORK CONSULTANTS			1,399.85
01922	MICHIGAN STATE FIREMEN'S ASSOCIATIO		
	5876	FIRE AND EMERGENCY SERVICES INSTRUCTOR 3RD EDITION	83.56
TOTAL FOR: MICHIGAN STATE FIREMEN'S ASSOCIATIO			83.56
01047	MWEA LOCAL #7		
	EL-BBQ-2024	MWEA- SECTION 7	90.00
TOTAL FOR: MWEA LOCAL #7			90.00
01536	NAPA MPEC		
	268259	FLUID FILTER, OIL DRY	128.94
	271265	FLUID FILTER	17.72
	271620	OIL DRY	101.40
TOTAL FOR: NAPA MPEC			248.06
01032	NELSON TANK & ENGINEERING		
	2819	INSPECTION SERVICES	3,090.00
TOTAL FOR: NELSON TANK & ENGINEERING			3,090.00
01027	NEW PIG CORPORATION		
	24432755-00	HAZMAT SUPPLIES	631.00
TOTAL FOR: NEW PIG CORPORATION			631.00
01007	O'REILLY AUTOMOTIVE INC		
	4651-441083	BULB SOCKET, CAPSULE	106.98
TOTAL FOR: O'REILLY AUTOMOTIVE INC			106.98
00974	POSITIVE PROMOTION		
	07443807	FIRE PREVENTION WEEK SUPPLIES	3,406.48
TOTAL FOR: POSITIVE PROMOTION			3,406.48
02129	RICOH USA, INC		
	108585411	60 MONTH LEASE AUGUST 2024 TO JULY 2029 (BILLING PERIOD 07.19.2024 - 08.18.2024)	207.82
	108585411.	60 MONTH LEASE AUGUST 2024 TO JULY 2029 (BILLING PERIOD 08.19.2024 - 09.18.2024)	207.82
TOTAL FOR: RICOH USA, INC			415.64
00935	ROCHESTER CREATIONS		
	4038	EMBROIDERY ON UNIFORM SHIRTS FOR NEW GUY	136.00
TOTAL FOR: ROCHESTER CREATIONS			136.00
00927	ROSEACRE GREENHOUSE		
	MAY 2024	GRASSES, PETUNIAS AND SOIL FOR DOWNTOWN PLANTERS	690.00
TOTAL FOR: ROSEACRE GREENHOUSE			690.00

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Vendor Code	Vendor Name		Amount
	Invoice	Description	
00926	ROWE PROFESSIONAL SERVICES CO		
	0114340	SAFE ROUTES TO SCHOOL ENGINEERING	15,000.00
TOTAL FOR: ROWE PROFESSIONAL SERVICES CO			15,000.00
00896	SHERWIN WILLIAMS 1263		
	4149-6	EXTERIOR PAINT	1,088.61
TOTAL FOR: SHERWIN WILLIAMS 1263			1,088.61
02131	SHULTS EQUIPMENT LLC		
	0108649-IN	CONVEYOR CHAIN, BEARINGS	1,855.00
TOTAL FOR: SHULTS EQUIPMENT LLC			1,855.00
02127	SIGNS 616 INC.		
	003521	CUSTOM TABLE THRO AND BACKDROP	1,105.00
TOTAL FOR: SIGNS 616 INC.			1,105.00
01108	STATE OF MICHIGAN		
	23A0855	I-69 BUSINESS REPLACEMENT	2,508.47
TOTAL FOR: STATE OF MICHIGAN			2,508.47
00844	SYN-TECH SYSTEMS		
	301546	FUELMASTER LIMITED MAINTENANCE 09/11/2024 - 09/10/2025	583.00
TOTAL FOR: SYN-TECH SYSTEMS			583.00
01465	THE COUNTY JOURNAL		
	280190	SEALED BIDS FOR AIRPORT FUEL FARM	89.90
	281073	HEARING NOTICE ORDINANCE 2024 -01	80.30
TOTAL FOR: THE COUNTY JOURNAL			170.20
01466	TODD COTTER		
	2024 AUGUST	AIRPORT MANAGEMENT	833.33
TOTAL FOR: TODD COTTER			833.33
00820	TRACE ANALYTICAL LABORATORIES		
	4090032	LL-EVALUATION	122.00
	4090111	WATER QUALITY ANALYSIS	151.00
	4090387	LOCAL LIMITS- AL EVAL.	122.00
	4090388	LOCAL LIMITS - AL EVALUATION	97.00
	4090406	PFAS ANALYSIS -WW	487.00
TOTAL FOR: TRACE ANALYTICAL LABORATORIES			979.00
00809	TRUGREEN #2801		
	199256050	LAWN SERVICE @ 111 E LARENCE	46.45
TOTAL FOR: TRUGREEN #2801			46.45
00808	TSC TRACTOR SUPPLY		
	37586	SOFTENER SALT	388.43
TOTAL FOR: TSC TRACTOR SUPPLY			388.43
00871	UM HEALTH -SPARROW OCCUPATIONAL HEA		
	00072408-00	PHYSICAL FOR EMPLOYMENT	201.00
TOTAL FOR: UM HEALTH -SPARROW OCCUPATIONAL HEA			201.00

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Vendor Code	Vendor Name		Amount
	Invoice	Description	
00794	US BANK ST. PAUL		
	9682099	UNLIMITED TAX REFUND BONDS, SERIES 2017	19,350.00
TOTAL FOR: US BANK ST. PAUL			19,350.00
00791	USA BLUE BOOK		
	INV00408896	LAB SUPPLIES	947.13
	INV00450854	LAB SUPPLIES	713.37
	INV00451724	LAB SUPPLIES	31.31
	INV00456495	LAB SUPPLIES	31.31
TOTAL FOR: USA BLUE BOOK			1,723.12
00785	VERIZON WIRELESS		
	9972856747	AUGUST 02 - SEPTEMBER 01	2,051.07
TOTAL FOR: VERIZON WIRELESS			2,051.07
00777	WALDRON FUELS		
	6638	FUEL	341.50
TOTAL FOR: WALDRON FUELS			341.50
00774	WASTE MANAGEMENT-		
	8498508-1710-7	REFUSE PICKUP	2,009.26
TOTAL FOR: WASTE MANAGEMENT-			2,009.26
00761	WILLIAMS FARM MACHINERY, INC.		
	28029	WHEEL	131.08
TOTAL FOR: WILLIAMS FARM MACHINERY, INC.			131.08
00758	WINDEMULLER		
	237618	SCADA UPGRADE - WATER DEPT.	12,134.00
TOTAL FOR: WINDEMULLER			12,134.00
TOTAL - ALL VENDORS			386,983.96
PAYMENT TYPE TOTAL			
Paper Check			337,458.49
EFT Transfer			49,525.47

COMMERCIAL CREDIT CARD STATEMENT 2024

August, 2024

	DATE	VENDOR	DESCRIPTION	ACCOUNT #	AMOUNT	
Perry, S	7/31/2024	Michigan Rural Training	Members Taining (5)	510-550.000-965.000	\$ 875.00	
	8/1/2024	Michigan Rural Training	Refund 1 member training	510-550.000-965.000	\$ (190.00)	
	8/1/2024	Michigan Rural Training	Refund 1 member training	510-550.000-965.000	\$ (190.00)	
	8/1/2024	Michigan Rural Training	Refund 1 member training	510-550.000-965.000	\$ (190.00)	
			Subtotal		\$305.00	
Griffith, M	7/15/2024	Meijer	Science Camp Supplies	101-751.000-757.000	\$ 11.38	
	7/16/2024	Biggby Coffee	Science Camp Supplies	101-751.000-757.000	\$ 43.26	
	7/16/2024	Quality Dairy	Science Camp Supplies	101-751.000-757.000	\$ 16.99	
	7/16/2024	Subway	Science Camp Supplies	101-751.000-757.000	\$ 177.54	
	7/18/2024	Dominoes	Science Camp Supplies	101-751.000-757.000	\$ 117.78	
	7/17/2024	Biggby Coffee	Science Camp Supplies	101-751.000-757.000	\$ 20.13	
	7/17/2024	Quality Dairy	Science Camp Supplies	101-751.000-757.000	\$ 16.99	
	7/18/2024	Biggby Coffee	Science Camp Supplies	101-751.000-757.000	\$ 20.13	
	7/18/2024	Quality Dairy	Science Camp Supplies	101-751.000-757.000	\$ 16.99	
	7/18/2024	Meijer	Science Camp Supplies	101-751.000-757.000	\$ 103.24	
	7/23/2024	Municipal Wastewater	Chris Miller WasteWater Exam	510-550.000-965.000	\$ 71.40	
	8/6/2024	Michigan Water Environ	Chris Miller Exam Prep	510-550.000-965.000	\$ 410.00	
			Subtotal		\$ 1,025.83	
City Manager	7/31/2024	Google Suite	Google Monthly Subscription	666-228.000-810.000	\$ 1,007.96	
			Subtotal		\$ 1,007.96	
Fullerton, T	7/17/2023	APPLE.COM	RadarOmega - Wheather Radar	206-336.000-960.000	\$ 9.53	
			Subtotal		\$ 9.53	
Gilson, A	8/1/2024	ESRI		101-441.000-810.000	\$ 700.00	no receipt
			Subtotal		\$ 700.00	
Smith, A	7/16/2024	Supply House	Ceiling Fan	601-582.000-731.000	\$ 206.71	
	7/24/2024	Michigan Green	Safety Course	101-445.000-810.000	\$ 180.00	
	8/8/2024	H and R Industries	Valves	601-581.000-731.000	\$ 252.27	
	8/8/2024	H and R Industries	Unloader	601-581.000-731.000	\$ 213.23	
			Subtotal		\$ 852.21	
Brentar, P	7/17/2024	IACP	IACP Conference Registration	101-301.000-965.000	\$ 595.00	
	7/17/2024	Delta	Flight to IACP Conference	101-301.000-965.000	\$ 476.95	
	7/24/2024	American Defense	Sight Mounts	101-301.000-731.000	\$ 245.30	
			Subtotal		\$ 1,317.25	
Larocque, M	7/23/2024	Mers of Michigan	2024 Annual Conference	101-441.000-965.000	\$ 255.00	
	7/23/2024	Mers of Michigan	2024 Annual Conference	101-172.000-965.000	\$ 255.00	
	7/26/2024	CRST International	Shipping for Return of Canon Co	666-228.000-810.000	\$ 862.46	
	7/28/2024	Dollar Tree	Employee Meeting	101-215.000-963.000	\$ 40.55	
	7/28/2024	Walmart	Employee Meeting	101-215.000-963.000	\$ 41.97	
	7/30/2024	Walmart	Employee Meeting	101-215.000-963.000	\$ 18.74	
	7/30/2024	SideStreets Deli	Employee Meeting	101-215.000-963.000	\$ 175.00	
	7/30/2024	Walmart	Employee Meeting	101-215.000-963.000	\$ 48.16	
	7/31/2024	Michigan Municipal Le	Registration for Duweck & Chin	101-101.000-956.000	\$ 1,190.00	
	8/1/2024	Expedia	Hotel for MML Convention	101-101.000-956.000	\$ 1,628.25	
	8/3/2024	Quality Dairy	Election Inspectors Morning	101-262.000-731.000	\$ 77.12	
	8/6/2024	Mancino's	Election Inspectors Food Aug. 6th	101-262.000-731.000	\$ 117.73	
	8/6/2024	Subway	Election Inspectors Food Aug. 6th	101-262.000-731.000	\$ 68.90	
			Subtotal		\$ 4,778.88	
Christiansen	7/17/2024	USPS	First Class Mail	206-336.000-732-000	\$ 5.58	
	7/18/2024	Amazon	Supplies	206-336.000-731.000	\$ 40.24	
	7/25/2024	International Property	IFC Books	206-336.000-960.000	\$ 491.50	
			Subtotal		\$ 537.32	
Total					\$10,228.98	

Fwd: Claims

Rob Hillard <rhillard@charlottemi.org>
To: Joseph Chin Jr <jchin@charlottemi.org>
Cc: Mary LaRocque <mlarocque@charlottemi.org>

Wed, Sep 18, 2024 at 11:09 PM

Councilmember Chin,

Below are the answers to your questions.

Robert Hillard
City Manager

I noticed an Amazon order for \$900.00 for a computer. Can you tell me if there are any dollar limits set on Amazon, Byrum Hardware purchases? Do we have standards set by our IT company on computers?

The limits outlined in the Purchasing Policy are for individual purchases. Purchases through Amazon and Byrum Hardware are looked at independantly, not based on the vendor. Related to reviews of computer equipment, that is handled through departments. I always encourage coordination between IT and departments. I confirmed that IT was consulted on this purchase.

The 5,000.00 payment to courthouse square. Who is CARC and what is it for?

CARC - Charlotte Area Recreational Cooperative. This is a collaborative recreational board consisting of the City of Charlotte and Carmel and Eaton Townships. Meetings are held at Carmel Township offices and David Bankhead is the chairperson. Among other ventures, CARC has provided recreational grants to local community organizations. The Courthouse Square approached CARC asking to be considered for a grant for their elevator system and it was granted to them. Expenses for CARC are administered through the City of Charlotte in a separate fund account. I will be attending the CARC meeting tomorrow evening to better understand the Cooperative.

I would like a copy of McGinty attorney invoice (12,095).

Invoice is attached, as requested.

What is the Windemuller invoice for 12,134.00 for? Not familiar with "Scada"

A sole source for Windemuller was approved by the City Council recently. A staff memo is attached that was approved by City Council for reference.

[Quoted text hidden]

2 attachments

 **McGinty Hitch invoice through August 31, 2024.pdf**
3073K

 **12g Windemuller Staff Report.docx.pdf**
101K



Memo

To: Honorable Mayor Lewis; City Council
From: Mary LaRocque, City Clerk
Date: September 23, 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
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

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.



Memo

To: Honorable Mayor Lewis; City Council, and City Manager
From: Fire Chief Kevin Christiansen
Date: August 6, 2024
Re: Volunteer Firefighter Stipends & Dues

Background; The Volunteer Firefighter Association has requested a new policy for benefits. The volunteers are the backbone of our department, without them we would fail, as our full-time staff (no matter how prepared) cannot do the needed work when it comes to incidents. With this group and the dedication of them, we are able to function in many ways better than some full-time departments without the cost put on to the tax payers. With that in mind, we need to do everything possible to maintain that dedication and response level. Historically, volunteer firefighters have received a quarterly stipend/reimbursement for the number of responses within that quarter. These are based off of the "All Call" alarms, not the medicals or squad runs. The last increase to these amounts was in 2020, when the reimbursement was changed to a stipend and taxes were taken from the payment, city administration requested this change.
The current amounts are:

A - over 45% = \$510
B- 35% to 44% = \$340
C- 25% to 34% = \$170

Recommendation; The Charlotte Fire Department needs City Council to consider approval of the proposed resolution for the volunteer firefighter stipend policy. We believe that this policy will help us retain our current volunteers and to help support them as the requirements to be a firefighter have increased and are more time consuming.

Financial Impacts; The fire department administration has recognized the short fall we have been providing our members and requests this policy to be approved, during budget preparations, we anticipated this request and the current budget reflects this increase. Our department is the only one in the area that is not a "paid on call" department. Meaning other departments pay their members an hourly rate while they are on calls or training. If we have to move to a paid on call model, the budget would have to double if not triple based on our research. Cost of everything has increased, and the economical reward of being a volunteer member of this department is paying for things out of their own pocket, such as fuel, clothing, lost food, vehicle equipment, wear and tear, etc. On top of those costs, the state has increased requirements over the last 2 years to maintain firefighter certification. We now require more training and time spent not dealing with the emergencies, however the number of emergency calls is continuing to increase as well.

Suggested Motion; Please adopt the updated policy #515 Volunteer Firefighter Stipends & Dues.

**CITY OF CHARLOTTE
RESOLUTION 2024-34
A RESOLUTION TO AUTHORIZE AN AMENDED STIPEND REQUEST FOR THE CITY OF
CHARLOTTE “VOLUNTEER” FIGHTERS**

WHEREAS, the City has received a request from the Charlotte Fire Department to increase stipends for the volunteer firefighters; and

WHEREAS, the Charlotte Volunteer Fire Department has reviewed the proposed stipend amounts and agrees with the amounts as presented, which are included in the 2024/25 Fiscal Budget; and

WHEREAS, the City Council finds it appropriate to approve the stipend policy as detailed below;

I. PURPOSE

To establish a quarterly stipend policy for volunteer firefighters.

II. SCOPE

1. The Fair Labor Standards Act (FLSA) exempts public employers from paying minimum wage and overtime to individuals who qualify as “volunteers” motivated to contribute services for civic, charitable or humanitarian reasons.
2. In accordance with Department of Labor (DOL) regulations, public employers may pay volunteers expenses, reasonable benefits, a nominal fee, or any combination thereof without jeopardizing their volunteer status.
3. Firefighter stipends shall be calculated using response percentage of the “All Call” alarms within the quarter. The Fire Chief may, based on overall response, increase a member’s response percentage by one (1) level.
4. Support staff of the department will receive an additional quarterly stipend for duties performed outside of emergency responses.
5. Stipends shall be awarded to members for attendance to regularly scheduled & special business/training meetings, stand-by events and special call-ins.

III. PERSONNEL INVOLVED

All calendar year quarterly compensation for volunteer firefighters

1. Response Percentage Calculation

<u>Attendance Percentage</u>	<u>Payment (per quarter)</u>
45% and Above	\$710.00
35% to 44%	\$610.00
25% to 34%	\$410.00
15% to 24%	\$210.00
5% to 14%	\$100.00
1% to 4%	\$0.00

All personnel response information shall be documented in the departments incident reporting system

2. Support Staff:

These members shall receive an additional stipend for duties performed to support the department outside of normal incident responses.

<u>Position</u>	<u>Payment (per quarter)</u>
Secretary/Treasurer	\$500.00
Chaplain	\$500.00

3. Meeting's & Event Schedule

Charlotte Fire Department stipends and dues

1. Members of the department shall receive a stipend payment for attending monthly meetings and scheduled training, as well as all special meetings or training called by the command officers.

2. All other events held outside of the above, must be approved by the Fire Chief or Assistant Fire Chief.

3. All Christmas Kiddies events and activities are excluded from the stipend schedule.

<u>Event</u>	<u>Payment (per quarter)</u>
Regular Monthly Meeting	\$20.00

Regular Monthly Training	\$20.00
Training Event	\$30.00
Special Meeting	\$20.00
Approved Event* (4 Hours or less)	\$25.00

VI. QUARTERLY DUES

1. Quarterly dues are collected from each active volunteer member of the department.
2. Dues will be payroll deducted from the stipend check and paid to the Volunteer Firefighter Association.
3. Quarterly Dues: \$60.00

BE IT FURTHER RESOLVED, that the City Clerk shall provide copies of this resolution to the Charlotte Fire Department and the City Finance Department for implementation and record-keeping.

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 September 23, 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

Policy: #515

VOLUNTEER FIREFIGHTER STIPENDS & DUES

Issued:

Revised: July 3, 2024 (Vote on in Aug 24 meeting)

Approved:

I. PURPOSE

Establish a quarterly Stipend policy for “**Volunteer**” Firefighters.

II. SCOPE

1. FLSA exempts public employer from paying minimum wage and overtime to individuals who qualify as “volunteers” motivated to contribute services for civic, charitable or humanitarian reasons.
2. In accordance with DOL regulations, public employers may pay volunteers expenses, reasonable benefits, a nominal fee, or any combination thereof without jeopardizing their volunteer status.
3. Firefighter stipends shall be calculated using response percentage of the “All Call” alarms within the quarter. The Fire Chief may, based on overall response, increase a member’s response percentage by one (1) level.
4. Support staff of the department will receive an additional quarterly stipend for duties preformed outside of emergency responses.
5. Stipends shall be awarded to members for attendance to regularly scheduled & special business/training meetings, stand-by events and special call-ins.

III. PERSONNEL INVOLVED

All Volunteer members of the CFD (Excluding Assistant Fire Chief & VIPs)

IV. STIPEND PAYMENT



CHARLOTTE FIRE DEPARTMENT & RURAL FIRE ASSOCIATION Policy: #515

VOLUNTEER FIREFIGHTER STIPENDS & DUES

All payments will be made on a quarterly basis through the City of Charlotte Treasurers Department. The Fire Chief shall provide a stipend report to City administration for stipend payments.

V. CALENDAR YEAR QUARTERLY COMPENSATION FOR VOLUNTEER FIREFIGHTERS

1. Response percentage calculation

*All personnel response information shall be

ATTENDANCE	PAYMENT	
45% AND ABOVE	\$710.00	
35% TO 44%	\$610.00	
25% TO 34%	\$410.00	
15% TO 24%	\$210.00	
5% TO 14%	\$100.00	
1% TO 4%	\$0	

documented in the departments incident reporting system.

2. Support Staff:

- These members shall receive an additional stipend for duties performed to support the department outside of normal incident responses.

POSITION	PAYMENT – (PER QUARTER)
SECRETARY/TREASURER	\$500.00
CHAPLAIN	\$500.00

3. Meeting's & Event Schedule

- Members of the department shall receive a stipend payment for attending monthly meeting and scheduled training, as well as all special meetings or trainings called by the command officers.



CHARLOTTE FIRE DEPARTMENT & RURAL FIRE ASSOCIATION Policy: #515

VOLUNTEER FIREFIGHTER STIPENDS & DUES

2. All other events held outside of the above, must be approved by the Fire Chief or Assistant Fire Chief.
 - o ***ALL Christmas Kiddies events and activities are excluded from the stipend schedule.***

EVENT	PAYMENT
REGULAR MONTHLY MEETING	\$20.00
REGULAR MONTHLY TRAINING	\$20.00
TRAINING EVENT	\$30.00
SPECIAL MEETING	\$20.00
APPROVED EVENT (4 HOURS OR LESS)	\$25.00

VI. QUARTERLY DUES

1. Quarterly dues are collected from each active Volunteer Member of the Department.
2. Dues will be payroll deducted from the stipend check and paid to the Volunteer Firefighter Association.

QUARTERLY DUES	\$60.00
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Memo

To: Honorable Mayor Lewis and City Councilmembers

From: Robert Hillard, City Manager

Date: September 20, 2024

Re: Social District Liquor License Resolutions

Background

The City of Charlotte City Council authorized in the Spring the creation of a Social District in Downtown Charlotte. As part of this Social District, the City Council authorized an agreement between the City of Charlotte and CharlotteRising. CharlotteRising has completed a number of tasks to accomplish this project. The recent task completed by CharlotteRising was submitting to the City of Charlotte applications from establishments to participate in the Social District once it is completed. Those establishments are Riedy and Riedy Inc., Acapulco Mexican Grill #2 Inc., T-Caps Tavern LLC, and 214 S. Cochran LLC. The Police Chief has provided preliminary approval. The City Council is required to decide on the passage of these resolutions, as part of the State of Michigan rules related to the Social District.

Financial Impact

There is no direct financial impact of this action.

Recommendation

Approve the resolutions as presented, contingent on the installation of the Social District signs as approved by the City Council, and final approval from the City of Charlotte Police Department.



CITY OF CHARLOTTE RESOLUTION 2024-35
Local Governmental Unit Approval For Social District Permit

Instructions for Governing Body of Local Governmental Unit:

A qualified licensee that wishes to apply for a Social District Permit must first obtain approval from the governing body of the local governmental unit where the licensee is located and for which the local governmental unit has designated a social district with a commons area that is clearly marked and shared by and contiguous to the licensed premises of at least two (2) qualified licensees, pursuant to MCL 436.1551. Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered.

At a REGULAR meeting of the CITY OF CHARLOTTE council/board
(regular or special) (name of city, township, or village)

called to order by MAYOR LEWIS on SEPTEMBER 23, 2024 at 7:00 P.M.
(date) (time)

the following resolution was offered:

Moved by _____ and supported by _____

that the application from 214 S COCHRAN, LLC
(name of licensee - if a corporation or limited liability company, please state the company name)

for a **Social District Permit** is _____ by this body for consideration for approval by the
(recommended/not recommended)

Michigan Liquor Control Commission.

If not recommended, state the reason: _____

Vote

Yeas: _____

Nays: _____

Absent: _____

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the CITY OF CHARLOTTE
council/board at a REGULAR meeting held on SEPTEMBER 23, 2024 (name of city, township, or village)
(regular or special) (date)

I further certify that the licensed premises of the aforementioned licensee are contiguous to the commons area designated by the council/board as part of a social district pursuant to MCL 436.1551.

MARY LAROCQUE

SEPTEMBER 24, 2024

Print Name of Clerk

Signature of Clerk

Date

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.



CITY OF CHARLOTTE RESOLUTION 2024-36
Local Governmental Unit Approval For Social District Permit

Instructions for Governing Body of Local Governmental Unit:

A qualified licensee that wishes to apply for a Social District Permit must first obtain approval from the governing body of the local governmental unit where the licensee is located and for which the local governmental unit has designated a social district with a commons area that is clearly marked and shared by and contiguous to the licensed premises of at least two (2) qualified licensees, pursuant to MCL 436.1551. Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered.

At a REGULAR meeting of the CITY OF CHARLOTTE council/board
(regular or special) (name of city, township, or village)

called to order by MAYOR LEWIS on SEPTEMBER 23, 2024 at 7:00 P.M.
(date) (time)

the following resolution was offered:

Moved by _____ and supported by _____

that the application from ACAPULCO MEXICAN GRILL#2, INC.
(name of licensee - if a corporation or limited liability company, please state the company name)

for a **Social District Permit** is _____ by this body for consideration for approval by the
(recommended/not recommended)

Michigan Liquor Control Commission.

If not recommended, state the reason: _____

Vote

Yeas: _____

Nays: _____

Absent: _____

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the CITY OF CHARLOTTE
council/board at a REGULAR meeting held on SEPTEMBER 23, 2024 (name of city, township, or village)
(regular or special) (date)

I further certify that the licensed premises of the aforementioned licensee are contiguous to the commons area designated by the council/board as part of a social district pursuant to MCL 436.1551.

MARY LAROCQUE

SEPTEMBER 24, 2024

Print Name of Clerk

Signature of Clerk

Date

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.



CITY OF CHARLOTTE RESOLUTION 2024-37

Local Governmental Unit Approval For Social District Permit

Instructions for Governing Body of Local Governmental Unit:

A qualified licensee that wishes to apply for a Social District Permit must first obtain approval from the governing body of the local governmental unit where the licensee is located and for which the local governmental unit has designated a social district with a commons area that is clearly marked and shared by and contiguous to the licensed premises of at least two (2) qualified licensees, pursuant to MCL 436.1551. Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered.

At a REGULAR meeting of the CITY OF CHARLOTTE council/board
(regular or special) (name of city, township, or village)

called to order by MAYOR LEWIS on SEPTEMBER 23, 2024 at 7:00 P.M.
(date) (time)

the following resolution was offered:

Moved by _____ and supported by _____

that the application from RIEDY & RIEDY, INC.
(name of licensee - if a corporation or limited liability company, please state the company name)

for a **Social District Permit** is _____ by this body for consideration for approval by the
(recommended/not recommended)

Michigan Liquor Control Commission.

If not recommended, state the reason: _____

Vote

Yeas: _____

Nays: _____

Absent: _____

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the CITY OF CHARLOTTE
council/board at a REGULAR meeting held on SEPTEMBER 23, 2024 (name of city, township, or village)
(regular or special) (date)

I further certify that the licensed premises of the aforementioned licensee are contiguous to the commons area designated by the council/board as part of a social district pursuant to MCL 436.1551.

MARY LAROCQUE

SEPTEMBER 24, 2024

Print Name of Clerk

Signature of Clerk

Date

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.



CITY OF CHARLOTTE RESOLUTION 2024-38

Local Governmental Unit Approval For Social District Permit

Instructions for Governing Body of Local Governmental Unit:

A qualified licensee that wishes to apply for a Social District Permit must first obtain approval from the governing body of the local governmental unit where the licensee is located and for which the local governmental unit has designated a social district with a commons area that is clearly marked and shared by and contiguous to the licensed premises of at least two (2) qualified licensees, pursuant to MCL 436.1551. Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered.

At a REGULAR meeting of the CITY OF CHARLOTTE council/board
(regular or special) (name of city, township, or village)

called to order by MAYOR LEWIS on SEPTEMBER 23, 2024 at 7:00 P.M.
(date) (time)

the following resolution was offered:

Moved by _____ and supported by _____

that the application from T CAPS TAVERN, LLC
(name of licensee - if a corporation or limited liability company, please state the company name)

for a **Social District Permit** is _____ by this body for consideration for approval by the
(recommended/not recommended)

Michigan Liquor Control Commission.

If not recommended, state the reason: _____

Vote

Yeas: _____

Nays: _____

Absent: _____

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the CITY OF CHARLOTTE
council/board at a REGULAR meeting held on SEPTEMBER 23, 2024
(regular or special) (date)

I further certify that the licensed premises of the aforementioned licensee are contiguous to the commons area designated by the council/board as part of a social district pursuant to MCL 436.1551.

MARY LAROCQUE

SEPTEMBER 24, 2024

Print Name of Clerk

Signature of Clerk

Date

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.



Memorandum

To: Robert Hillard, Manager City of Charlotte
From: Jeffrey B. Markstrom, PE, Division Manager
Date: September 19, 2024
RE: Safe Routes to School (SRTS)
Construction Phase Engineering Projected Not to Exceed Budget

Mr. Hillard;

As you are aware, the SRTS project is nearly complete with the majority of the remaining items relate to punch list cleanup by the Contractor and final close out with Michigan Department of Transportation (MDOT). A project status memorandum was submitted to you this week which provides you with the current status of the punch list. Final closeout with MDOT has not been started since there is still work remaining to be completed by the Contractor.

ROWE has been attempting to minimize our time charged to this project as we work with the Contractor and MDOT to close out the project. Our July 30, 2024, memorandum and associated invoice for \$92,000 covered our expenses through the end of July. In August ROWE expended approximately \$2,000 of charges while we monitor the progress of the punch list clean up by the Contractor.

As requested, we understand that the city has requested ROWE to provide a Not to Exceed budget for closing out this project. Typically, we budget \$7,000 of time to work through the MDOT closeout process. If we project the time spent in August (\$2,000) and anticipate the similar effort in September (\$2,000) and then a budget of \$7,000 for MDOT closeout, we would offer a Not to Exceed fee of \$11,000 which would cover our time from August 1, 2024 through project closeout.

If you have any questions relating to this memorandum, please contact me at (810) 869-5398 or jmarkstrom@rowepsc.com

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Memo

To: Mayor Lewis and the City Council
From: Robert Hillard, City Manager
Date: September 20, 2024
Re: SR2S Not to Exceed Proposal with ROWE Engineering

Background

In January 2021, the City of Charlotte approved an agreement with ROWE Engineering for the design and construction inspection for the SR2S Project. The project included the construction of approximately \$1.8 Million of new sidewalks throughout the City. Included in the City Council packet are many supportive documents that provide information regarding the SR2S project. The issue presented to Council is addressing the construction inspection portion of the contract. Because of the difficulty of the project, including the administration of contracts and additional field inspections, ROWE Engineering is requesting approval of additional funds in a not-to-exceed amount of \$103,000 for construction inspection services, in order to complete the SR2S project. Approximately \$94,000 has already been utilized to date of this amount to continue the construction inspection.

Financial Impact

The City Council is being asked to approve a not-to-exceed amount of \$103,000 for construction inspection services with ROWE Engineering to complete the SR2S project.

Recommendation

Approve authorizing the not-to-exceed amount of \$103,000 for construction inspection services with ROWE Engineering to complete the SR2S project.



Memorandum

To: Robert Hillard, Manager City of Charlotte
From: Jeffrey B. Markstrom, PE, Division Manager
Date: July 30, 2024
RE: Safe Routes To School (SRTS) Construction Phase Engineering Overage

Mr. Hillard;

As you are aware, ROWE has been providing construction engineering services for the SRTS project representing the City of Charlotte as the Construction Engineer for this Michigan Department of Transportation (MDOT) funded project. ROWE initially provided a proposal for design and construction engineering services on January 11, 2021.

Due to budget constraints with the initial MDOT Bid letting, the project had to be descoped and the project was rebid in January 2023. The contract was awarded by MDOT in late January 2023 with the anticipation that work would begin in spring 2023 and be completed and open to traffic by October 27, 2023.

When we developed our construction phase budget for this project in January 2021, we anticipated that the construction phase would occur during the 2022 construction season which we budgeted for 20 weeks of construction observation at 50 hours per week. Because of factors outside of our control, including but not limited to, weather and contractor efficiency, the contract states that "The construction phase budget will be billed on actual time spent on the project." The project started in April/May 2023 with the tree clearing. The Contractor continued to work on the project until mid-December when they shut down due to the winter weather, then started back up in April 2024. As of the date of this memo (July 30, 2024), the project is not complete as the Contractor is addressing punch list items. The main sidewalk construction is completed but the Contractor continues to work on punch list items which, per MDOT, requires us as the construction engineer to continue to monitor work items and continue to apply time to this project.

SINCE 1962

The table below summarizes our budgeted time for a 20-week construction period along with the budget we have incurred on this project beyond the October 27, 2023, completion date.

	20 Week (May 1 - October 27)		Overage (October 28- July 20)	
Task	Budgeted Manhours	Budgeted Amount	Overage Manhours	Actual Amount
Construction Observation	1000	\$89,000	590	\$69,000
Construction Eng / Office Tech		\$40,000		\$19,100
Construction Staking		\$25,000		\$3,900
	Totals	\$154,000		\$92,000

The project has extended approximately six (6) months beyond the completion date in the contract documents. As a result, we have incurred \$92,000 of cost beyond our original budget amount in our proposal from January 11, 2023. ROWE appreciates your consideration to approve these extra charges. If approved, we will submit an invoice for this time for your approval and payment. We are available to meet with you to discuss this further if you feel that is necessary. We are attempting to minimize hours charged to this project but there will be future charges as we complete the punch list and project closeout which we will discuss with the city prior to submitting an invoice.

ROWE appreciates that we have been able to provide professional engineering services to the City of Charlotte since 2006. The city has made significant progress with infrastructure improvements over this time period of which ROWE has been a major partner with the city.

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**City of Charlotte
Safe Routes to School Update
September 17, 2024**

Project Updates

General

- Sidewalk placement is complete.
- One outstanding item for price on retaining wall placed. This is being negotiated with the Contractor. Note that not all high back curb is retaining wall. This is limited to the sections along High Street and Harris. One section along Amity and Sheldon Avenue.

West Seminary Street

- Turf establishment is close.
- Turf remains to need establishment at the following locations:
 - Address 752

Van Lieu Street

- Turf establishment is close.
- Turf remains to need establishment at the following locations:
 - Address 219
 - Address 216

Intersection of Van Lieu Street and West Lawrence

- Stop sign is too high at SE corner of intersection.

West Lawrence (North Side)

- Turf Establishment is close, but in general needs to fill in a little more.

Intersection of High and Harris

- Turf remains to need establishment at the following locations:
 - Northwest corner

High Street

- Turf establishment is close.
- Turf remains to need establishment at the following locations:
 - Address 320
 - Address 504
 - Address 526
 - Address 542
 - Address 804
 - Address 920
- The following items remain
 - Address 504 – Grind lip at sidewalk
 - Address 526 – Topsoil behind wall
 - Address 804 – coordinate to replace fiber line markers

Intersection of Mikesell and Walnut

- Turf establishment is close.
- Turf remains to need establishment at the following locations:
 - All quadrants

Mikesell Street

- Turf remains to need establishment at the following locations:
 - West side of street

Cherry Street

- Turf remains to need establishment at the following locations:
 - Street wide remains to be completely established, although some areas are close.

Intersection of Cherry and Lincoln

- Turf remains to need establishment at the following locations:
 - NE corner of the intersection

Intersection of Henry and Lincoln

- Turf remains to need establishment at the following locations:
 - NE corner of the intersection
 - NW corner of the intersection

Henry Street

- Turf remains to need establishment at the following locations:
 - Street wide remains to be completely established, although some areas are close.

Intersection of Henry and Court

- Missing street sign

Pearl Street (North of Shepherd)

- Turf remains to need establishment at the following locations:
 - Street wide remains to be completely established, although some areas are close.

Intersection of Pearl and John

- Turf remains to need establishment at the following locations:
 - All quadrants, although some areas are close.
- Missing street sign.

Intersection of Pearl and Shaw

- Turf remains to need establishment at the following locations:
 - All quadrants, although some areas are close.
- Arrow sign needs to be reestablished at 502 Shaw

Shaw Street

- Turf remains to need establishment at the following locations:
 - Address 602

Pearl Street (South of Shepherd)

- Turf remains to need establishment at the following locations:
 - Street wide remains to be completely established, although some areas are close.

Pleasant Street

- Turf establishment is close.

State Street

- Turf remains to need establishment at the following locations:
 - Street wide remains to be completely established, although some areas are close.
- Address 209 needs additional topsoil.

E. Seminary Street (near Kisch Plastics)

- Turf remains to need establishment at the following locations:
 - Street wide remains to be completely established, although some areas are close.

The areas above are the remaining items. All other known issues have been addressed. If there are additional issues, please let us know and we will address with the Contractor.

CITY OF CHARLOTTE, COUNTY OF EATON, STATE OF MICHIGAN

RESOLUTION NO. 2021-005

A RESOLUTION TO AUTHORIZE A CONTRACT WITH ROWE PSC FOR ENGINEERING SERVICES RELATED TO SAFE ROUTES TO SCHOOL PROJECT

WHEREAS, the City Council approved Resolution 2019-59 Supporting a Safe Routes to School Grant Application at their meeting on June 10, 2019 and committed to implementing and maintaining the infrastructure that is part of the grant; and

WHEREAS, the project is a partnership between the Charlotte Public Schools, St. Mary's School, and Sparrow Eaton Hospital with assistance from the Eaton County Road Commission; and

WHEREAS, the Michigan Department of Transportation's (MDOT) has issued a Conditional Commitment for a grant in the amount of \$1,303,706.00; and

WHEREAS, specific dates must be met to secure the zero-match grant; and

WHEREAS, an impact grant of \$75,000 through the Capital Region Community Foundation was secured for engineering costs by project partner HGB; and

WHEREAS, Rowe PSC provides road engineering services for the City and is familiar with the MDOT LAP standards, Safe Routes to School project requirements as well as expectations of the City; and

WHEREAS, Rowe PSC has submitted a proposal for the design and construction engineering for an amount of \$326,000.00 plus the cost of any required easements as outlined in their proposal, and

WHEREAS, funding for the professional services related to engineering of Safe Routes to School project will be charged to the Major and Local Street Funds as appropriate and will be offset by the grant.

THEREFORE, BE IT RESOLVED that the City Council enter into a contract with Rowe PSC to provide the above-mentioned services in accordance with the proposal and that the Mayor or Clerk be directed to sign said contract on behalf of the City.

The foregoing resolution offered by Council member _____ and supported by _____.

Upon roll call vote, the following voted:

Aye:

Nay:

Absent:

I, the undersigned, the duly qualified and acting Clerk of 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 adopted by the City of Charlotte at a regularly scheduled meeting held on Monday, January 18, 2021, relevant to the Michigan Open Meetings Act, the original of which is on file in my office as part of council minutes.

IN WITNESS WHEREOF, I have hereunto set my official signature this ____ day of January 2021.

Pearl Tidwell, City Clerk
City of Charlotte



ROWE PROFESSIONAL SERVICES COMPANY

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January 11, 2021

Ms. Amy Gilson, P.E. Director of Public Works
City of Charlotte
111 E. Lawrence Avenue
Charlotte, MI 48813

RE: Safe Routes to School (SRTS)
Professional Engineering Services Proposal

Dear Ms. Gilson:

ROWE Professional Services Company is pleased to submit this professional engineering services proposal for the above referenced project. We are excited to hear that the City of Charlotte, in partnership with Charlotte Public Schools and St. Mary's School, were successful in receiving a Conditional Commitment for a Michigan Department of Transportation (MDOT) Safe Routes to School (SRTS) pedestrian safety project grant. The project will be funded through a grant from the MDOT Transportation Alternatives Program (TAP) with construction to occur during the 2022 fiscal year. It is our understanding that the project consists of the construction of sidewalks and the Americans with Disabilities Act of 1990 (ADA) improvements throughout the city to fill gaps and address other deficiencies in the city's pedestrian walkways. ROWE has extensive experience working on projects funded by MDOT, including TAP funded projects.

We propose the following scope of services for this project.

SCOPE OF SERVICES

Design Phase

1. Administer a project kick-off meeting with city staff to review scope of project and timeline.
2. Request utility (both private and public) information to incorporate into project drawings.
3. Obtain topographic survey data within the project limits. Our topographic survey scope consists of the following:
 - Establish horizontal and vertical control for the design survey and construction.
 - Locate terrain, features, and structures from back of curb to 10 feet beyond right of way on the side of the street the sidewalk is proposed.
 - Map existing visible improvements.
 - Locate visible utilities.
 - Field verify design survey.
 - Determine the location of the existing right-of-way within each street project limits.
4. Develop project drawings that meet the requirements of MDOT. We anticipate the following sheets for this project:
 - Cover Sheet Note/Legend Sheet
 - Detail Sheet
 - Removal Sheets/ Soil Erosion and Sedimentation Control (SESC) Plan

Engineering | Surveying | Aerial Photography/Mapping | Landscape Architecture | Planning

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- Sidewalk Plan/Profile Sheets
 - Intersection Grading Sheets for ADA Ramps
 - Traffic Control Plan
5. Using MDOT format, prepare special provisions for all non-typical pay items that meet City of Charlotte standards.
 6. Assist the city in the preparation of the MDOT Programming Application and submit it by the required deadline. Included in this will be submittals for State Historic Preservation Office environmental clearance including the more stringent National Environmental Policy Act (NEPA) clearances.
 7. The work proposed on Lawrence (M-79) from Vanlieu Street to S. Lincoln Street and East Shepherd Street (M-50) at Pleasant Street and St. Mary Boulevard is within the MDOT road jurisdiction and will involve coordination with MDOT for both traffic control and permit to place the sidewalk.
 8. The work on Henry Street will cross the CN Railroad. ROWE will coordinate with the railroad to discuss the anticipated design and incorporate any railroad specific requirements into the bidding documents.
 9. As the project progresses, we will develop an Engineer's opinion of project costs to verify that the project is still within the anticipated budget. If overruns are identified, we will work with the city to review reductions in scope.
 10. Attend coordination and design meetings with the stakeholders. We have budgeted four meetings into our proposed budget.
 11. Assist the city in the preparation and submittal of all agency permits. Based on our understanding of the project, we anticipate submitting the following permit applications:
 - MDOT right-of-way construction permit for traffic control.
 - CN Railroad right-of-way permit.
 12. We will submit the required documentation to MDOT for Preliminary Plan (GI) review and will attend the GI meeting along with the other stakeholders to receive comments.
 13. The documents will be revised based on comments received at the GI meeting and the final plans will be submitted to MDOT for approval and bid letting.
 14. We anticipate up to ten locations may require temporary grading permits to complete the anticipated work. We will identify and prepare the documents to for the temporary grading permits in accordance with MDOT LAP requirements. Until the survey and initial design is complete, we cannot determine how many temporary permits will be required for the project and this effort is not included in our fee below. For planning purposes, we can prepare each temporary grading permit for the city to execute with the property owners for \$500 per each required location. We will work with the city to negotiate a fee for these professional services once the locations have been determined. Please note this effort is not included in our design fee below.

Construction Phase

1. Obtain documents from MDOT once contract is awarded to set up the Fieldbook/Field Manager files.
2. Administer the pre-construction meeting with all stakeholders. The following is a list of stakeholders that we anticipate inviting to this meeting:
 - City of Charlotte
 - Contractor

- MDOT TSC
 - Private Utilities (Consumers, Frontier, Charter, ATT)
3. Review material source lists for compliance with contract documents.
 4. Perform construction staking. We anticipate that we will complete fourteen trips to the site to perform staking for the Contractor.
 5. Perform on-site construction observation based on twenty 50-hour average work weeks.
 6. Perform construction testing including density and concrete tests in accordance with MDOT requirements.
 7. Provide construction administration that conforms to MDOT Local Agency Program (LAP) requirements including reviewing certified payrolls and completing wage rate interviews.
 8. At the completion of the project, we will prepare record drawings (as-builts) for the work completed and provide PDF documents to the city for your files.

SCHEDULE

As indicated in your grant approval notice, the intent is to have construction begin in May 2022 and be completed by October 2022. As stated above, this project will be funded by MDOT and will need to adhere to the LAP Project Planning Guide for submittal dates. We have prepared the following project design schedule for your consideration that conforms to the dates in the grant application.

<u>Task</u>	<u>Date</u>
City Council Award Design Phase	January 18 and February 1
Project Kick-Off Meeting	Week of February 1, 2021
Submit NEPA Application	March 2021
Programming Application Submittal	August 2021
GI Package Submittal	September 10, 2021
Approximate GI Meeting	October 2021
Final Plan Submittal	November 2021
Letting Date	February 2022
Construction Begins	May 2022
Construction Complete	October 2022
Project Closeout	November 2022

This schedule is based on a February 2022 letting which we anticipate would give the city favorable Contractor unit pricing and allows for a MDOT contract aware and start of construction by May 2022.

COMPENSATION

Compensation for our services will be based on our billable rates for the staff assigned to this project. We propose the following engineering services budgets for this project. The design/bidding phase budget is proposed as a lump sum not to exceed fee. Our construction phase budget is based on 20 weeks of effort at 50 hours per week plus office support. Once the actual Progress Schedule is submitted by the Contractor, we will review our budget with the city to determine if any adjustments are required. The construction phase budget will be billed on actual time spent on the project.

<u>Description</u>	<u>Budget</u>
Design / Bidding Phase	\$172,000
Construction Phase (Budget Number)	\$154,000
Total Engineering Services Budget	\$326,000

Ms. Amy Gilson, P.E. Director of Public Works
January 11, 2021
Page 4

We appreciate the opportunity to provide continued engineering services to the City of Charlotte for your infrastructure improvement projects. Our standard terms and conditions are attached and considered part of this proposal. If you have any questions or concerns, please contact me at (810) 341-7500.

Sincerely,
ROWE Professional Services Company

Jeffrey Markstrom, PE
Digitally signed by Jeffrey Markstrom, PE
DN: C=US, E=jmarkstrom@rowepsc.com,
OU=, O=ROWE Professional Services
Company, CN=Jeffrey Markstrom, PE
Date: 2021.01.12 08:25:23 -0500

Jeffrey B. Markstrom, P.E.
Design Services Division Manager

Sean Beckman, PE
Digitally signed by Sean Beckman, PE
DN: C=US,
E=sbeckman@rowepsc.com,
O=ROWE PSC, OU=DS, CN=Sean
Beckman, PE
Date: 2021.01.11 15:34:44 -0500

Sean Beckman, PE
Project Manager

Attachments

\\wm\CAD\Kentwood Ref Library\2_Marketing\1_Potential Projects\2021\01_Charlotte SRTS\DRAFT - Charlotte SRTS Design Proposal.docx

TERMS AND CONDITIONS

The Owner will designate a representative with the authority to provide direction, receive and review information, and make decisions regarding the project. Decisions and direction shall be provided in a timely manner, so as to not delay the project.

The Engineer will perform services in a timely manner, consistent with sound professional practice. The Engineer will strive to perform the services within the established schedule, if any. Services are considered to be complete when deliverables have been presented to the Owner.

The Owner will provide the Engineer with all available information pertinent to the site of the project and access to the project site.

The Engineer will assist the Owner in preparing applications and documents to secure approvals and permits. The Owner is responsible for payment of permit application fees and charges.

Services provided by the engineer shall be performed with the care and skill normally exercised by other members of the profession practicing under similar conditions.

The Owner shall promptly notify the Engineer of defects or suspected defects in the work.

The Engineer's opinions of construction costs will be based upon experience and historical information. The Engineer will be responsible for the safety precautions and programs of its employees only.

If the Engineer is reviewing work by contractors or others on behalf of the Owner, the Engineer may only recommend to the Owner that work which does not conform to the project requirements be rejected.

Payment for work completed shall be made within thirty days of invoicing. Unless otherwise provided, invoices will be submitted monthly as the work progresses.

In the event additional work is needed because of a change in scope or unforeseen conditions, the Engineer will submit a proposal defining the modified scope of work and any modifications to the schedule and fee for the Owner's approval.

This agreement may be terminated by either party with fourteen days written notice; however, the Engineer shall be paid for work completed prior to the date of termination.

All documents prepared by the Engineer in completing this work are considered the Engineer's property as instruments of service and are not intended for re-use by the Owner or others.

The Engineer is an independent contractor, responsible to the Owner for the results of this undertaking and is not an employee or agent of the Owner.

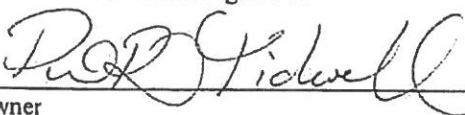
The Owner agrees to limit ROWE Professional Services Company's total liability to the Owner and any contractors on the project to \$326,000 or the Engineer's fee, whichever is greater.

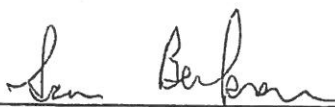
The Owner and Engineer each bind themselves and any partners, successors, and assigns of the other party to this agreement. Neither party will assign, sublet, or transfer their interest in this agreement without the consent of the other party.

The terms of this agreement shall be governed by the laws of the State of Michigan. In the event a provision of this agreement is rendered unlawful, the remaining terms and provisions shall remain in effect.

In performance of this work, the Engineer will comply with their policies regarding non-discrimination against employees on the basis of race, color, religion, national origin or ancestry, age or sex.

Terms and Conditions Agreed to:


Owner


ROWE Professional Services Company



ROWE PROFESSIONAL SERVICES COMPANY

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November 2, 2021

Ms. Amy Gilson, P.E. Director of Public Works
City of Charlotte
111 E. Lawrence Avenue
Charlotte, MI 48813

RE: Safe Routes to School (SRTS)
Professional Engineering Services – Easement Acquisition

Dear Ms. Gilson:

We are submitting this letter as confirmation of the required number of temporary grading permits required for the City's Safe Routes to School project (MDOT JN 212642). Our current contract allows for a fee of \$500 per each parcel that requires either a temporary or permanent easement be prepared in accordance with Michigan Department of Transportation (MDOT LAP) requirements. Our original proposal did not include a fee for preparation of easements as the final number was unknown until survey and design services were underway.

As we are nearing completion of our design effort for this project, we have identified twenty nine (29) locations that require easements prior to the project funding being obligated for this project. This will result in an increase to our current contract in the amount of **\$14,500**. With your approval, our current Design/Bidding Phase budget of **\$172,000** will be revised to **\$186,500**.

We propose the following scope of services for this project.

SCOPE OF SERVICES

Design Phase

1. We will identify and prepare the documents to for the temporary grading permits in accordance with MDOT LAP requirements.
2. We will work with the city to negotiate property owner good faith offer's and collect signatures on required documents.
3. If necessary, permanent easements will be recorded with the Eaton County Register of Deeds.

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Ms. Amy Gilson, P.E. Director of Public Works

November 2, 2021

Page 2

We appreciate the opportunity to provide continued engineering services to the City of Charlotte for you infrastructure improvement projects. Our standard terms and conditions from our contract dated January 11, 2021 remain unchanged. If you have any question or concerns, please contact me at (810) 341-7500.

Sincerely,
ROWE Professional Services Company

Jeffrey Markstrom, PE

Digitally signed by Jeffrey Markstrom, PE
DN: C=US, E=jmarkstrom@rowepsc.com,
OU="O=ROWE Professional Services
Company, CN=Jeffrey Markstrom, PE"
Date: 2021.11.02 14:37:38-04'00'

Jeffrey B. Markstrom, P.E.
Design Services Division Manager

Sean Beckman, PE

Digitally signed by Sean Beckman, PE
DN: C=US,
E=sbeckman@rowepsc.com,
O=ROWE PSC, OU=DS, CN="Sean
Beckman, PE"
Date: 2021.11.02 14:19:40-04'00'

Sean Beckman, PE
Project Manager

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**CITY OF CHARLOTTE
COUNCIL PROCEEDINGS**

**Regular Meeting
January 18, 2021**

CALL TO ORDER:

By Mayor Armitage on Monday, January 4, 2021 at 7:00 p.m

PRESENT:

Councilmembers: McRae, Baker, Weissenborn, Hoogstra, VanStee, Dyer & Mayor Armitage. All reported their remote meeting location as being in the City of Charlotte, County of Eaton and State of Michigan. Staff: Manager LaPere, Clerk Tidwell, DPW Director Gilson; Labor Attorney Kluck; Public: Father Dwight Ezop with Community of St. Mary & St. Ann

PLEDGE OF ALLEGIANCE:

Mayor Armitage led the Pledge of Allegiance to the Flag of the United States of America.

INVOCATION:

Father Dwight gave the invocation.

APPROVAL OF MINUTES:

Motion by Baker, supported by Weissenborn to approve the minutes from January 4, 2020 and January 12, 2020 as presented. Carried. 7 Yes. 0 No. 0 Absent.

EXCUSE ABSENT MEMBERS:

All members were present.

PUBLIC COMMENT:

There was no public comment.

**APPROVAL OF REGULAR AGENDA AND UNANIMOUS
CONSENT AGENDA:**

Motion by VanStee, supported by Weissenborn to approve the Regular Meeting Agenda as presented. Carried. 7 Yes. 0 No. 0 Absent.

Motion by Hoogstra, supported by Baker to approve the Unanimous Consent Agenda as presented.

McRae requested item 10) d) Resolution # 2021-007 and 11) a) Resolution #2021-005 be removed from the Unanimous Consent Agenda

Carried with roll call vote. 7 Yes. 0 No. 0 Absent.

SPECIAL PRESENTATIONS:

There was no special presentation.

EXPEDITED RESOLUTIONS AND ORDINANCES:

A. Consider approval of Resolution No. 2021-004 Approving the Payment of Claims and Accounts

RESOLUTION NO. 2021-1

**A RESOLUTION TO APPROVE EXPENDITURES OF THE
CITY OF CHARLOTTE**

FOR JANUARY 18, 2020

WHEREAS, Section 7.7(B) of the City Charter requires Council approval for the expenditure of city funds; and

WHEREAS, the January 15, 2021, payroll totaled \$175,268.46; and

WHEREAS, the January 5, 2021, claims total in the amount of \$2,367.86; and

WHEREAS, the January 13, 2021, claims total in the amount of \$83,905.12; and

WHEREAS, January 4, 2021, insurance claims totaled \$857.27;

WHEREAS, January 11, 2021, insurance claims totaled \$878.54;

THEREFORE, BE IT RESOLVED that the City Council approves claims and accounts for January 18, 2021, in the amount of \$263,277.25.

The foregoing resolution offered by Council member Hoogstra and supported by Weissenborn. Carried with roll call vote. 7 Yes. 0 No.

B. Consider approval of Resolution No. 2021-007 Supporting a USDA Rural Development Grant Application for a Study to Determine the Feasibility of Regional Trail Development

RESOLUTION NO. 2021 – 007

A RESOLUTION SUPPORTING A USDA RURAL DEVELOPMENT GRANT APPLICATION FOR A STUDY TO DETERMINE THE FEASIBILITY OF REGIONAL TRAIL DEVELOPMENT

WHEREAS, the City of Charlotte recognizes non-motorized transportation as an important element of our community's quality of life, as it provides necessary and vital opportunities for residents of all socio-economic backgrounds; and

WHEREAS, the City of Charlotte has worked, for many years, to develop and enhance a safe, walkable network of pedestrian infrastructure connecting all points within the City; and

WHEREAS, the City of Charlotte further recognizes that safe and high-quality non-motorized transportation enhancements are especially important to residents with disabilities that may make it difficult or impossible to access motorized transportation; and

WHEREAS, the City of Charlotte understands that non-motorized transportation infrastructure represents more than transportation; it is also critically important for recreation, and encourages the type of healthy and active lifestyles the City wants to help make available for its residents; and

WHEREAS, the City of Charlotte appreciates that it is part of a larger region that is home to other communities and jurisdictions that may share some or all of these same goals and objectives.

THEREFORE, BE IT RESOLVED that the City Council of the City of Charlotte hereby offers its support for a proposed multi-jurisdictional application to the USDA Rural Development Program that, if approved, would help fund a study to determine whether the development of a regional trail connecting the City of Charlotte and the City of Eaton Rapids is feasible; the study to include the identification and evaluation of route alternatives; and

BE IT FURTHER RESOLVED that any and all jurisdictions that might be connected by any proposed trail development be invited and encouraged to participate in the study, and any subsequent development process.

The foregoing resolution offered by Council member Hoogstra and supported by Weissenborn. Carried with roll call vote. 7 Yes. 0 No.

C. Consider approval of Resolution No. 2021-008 Authorizing Sidewalk Snow Removal Contract

RESOLUTION NO. 2021-008

A RESOLUTION TO AUTHORIZE SNOW REMOVAL CONTRACT

RESOLVED, that the City enter into a contract with Randy Kenyon for the general purposes of snow removal and all upon such terms and conditions as are set forth in an agreement between the parties as annexed hereto.

CONTRACT

THIS AGREEMENT is made on the 18th day of January, 2021, by and between the City of Charlotte, a Michigan municipal corporation, 111 East Lawrence Avenue, Charlotte, Michigan 48813, hereinafter referred to as "City," and Kenyon & Sons, whose address

is 308 S. Sheldon St., Charlotte, MI 48813, hereinafter referred to as "Contractor."

The City and Contractor agree as follows:

ARTICLE I. Scope of Work

The Contractor agrees to furnish all of the materials, equipment and labor necessary and to abide by all the duties and responsibilities applicable to it for the project entitled "Sidewalk Snow Removal" in accordance with the following project description: For the 2020-21 winter season, to remove all snow and ice accumulations from the complete width of public sidewalks, including sidewalk ramps, abutting various addresses upon receipt of a verbal notice to proceed from the Supervising Professional. Before and after time stamped pictures shall be submitted with the invoices.

ARTICLE II. Definitions

"*Supervising Professional*" means the Charlotte City Manager or other persons acting under his/her authorization.

ARTICLE III. Time for Completion and Liquidated Damages

Section 1. The work to be completed under this contract shall begin within one (1) day following contractor's receipt of a notice to proceed.

Section 2. The entire work for this contract shall be completed no later than two (2) days following the contractor's receipt of the notice to proceed unless extended by mutual agreement.

Section 3. Failure to complete all the work within the time specified above, including any extension granted in writing by the Supervising Professional, may result in Contractor's disqualification from consideration for future work pursuant to this agreement

ARTICLE IV. The Contract Sum

Section 1. City shall pay to Contractor for the performance of the contract either a) the lump sum amount of fifty dollars (\$50.00) for the removal of accumulations of ten (10) inches or less of snow and/or ice from sidewalks abutting standard residential lots including corner lots or b) actual invoiced costs associated with supplying labor, equipment and materials for the removal of 1) accumulations of snow and/ or ice in excess of ten (10) inches and 2) removal of any accumulations of snow from sidewalks abutting non-standard residential lots or commercial lots. Payment shall be made upon completion of all work and acceptance of the work by the Supervising Professional.

Section 2. The amount paid shall be equitably adjusted to cover changes in the work order by the Supervising Professional but not required by the contract documents. All such changes in the work shall be first approved in writing by the Supervising Professional prior to the start of such extra work.

ARTICLE V. Assignment

This contract may not be assigned or subcontracted without the written consent of City.

ARTICLE VI. Choice of Law

This contract shall be construed, governed and enforced in accordance with the laws of the State of Michigan. By executing this agreement, Contractor and City agree to venue in Eaton County for purposes of any action arising under this contract.

Whenever possible, each provision of the contract will be interpreted in a manner as to be effective and valid under applicable law. The

prohibition or invalidity, under applicable law, of any provision will not invalidate the remainder of the contract.

ARTICLE VII. Relationship of the Parties

City and Contractor agree that this is not a contract of employment but is a contract to accomplish a specific result. Contractor is an independent contractor performing services for City. Nothing contained in this contract shall be deemed to constitute any other relationship between City and Contractor.

Contractor certifies that it has no personal or financial interest in the project other than the compensation it is to receive under the contract. Contractor certifies that it is not, and shall not become, overdue or in default to City for any contract, debt, or any other obligation to City including real or personal property taxes. City shall have the right to set off any such debt against compensation awarded for services under this contract.

ARTICLE VIII. Notice

All notices given under this contract, except Notices to Proceed, shall be in writing at the addresses set forth above. Notices to Proceed shall be given by telephone and shall be confirmed by mail or email.

ARTICLE IX. Entire Agreement

This contract represents the entire understanding between City and Contractor and it supersedes all prior representations or agreements whether written or oral. Neither party has relied on any prior representations in entering into this contract. This contract may be altered, amended or modified only by written amendment signed by City and Contractor.

The foregoing resolution offered by Council member Hoogstra and

supported by Weissenborn. Carried with roll call vote. 7 Yes. 0 No.

D. Consider approval of Resolution No. 2021-009 Approving the Wide Open West Franchise Agreement RESOLUTION NO. 2021-009

A RESOLUTION TO APPROVE WIDE OPEN WEST FRANCHISE AGREEMENT

RESOLVED, that the City enter into The Cable Communications Franchise Agreement with WideOpenWest Mid Michigan, a Delaware Corporation doing business as WOW! Internet Cable Phone for the general purposes of providing video services and all upon such terms and conditions as are set forth in the attached agreement between the parties.

McRae expressed frustrations with video service providers.

The foregoing resolution offered by Mayor Pro-tem Dyer and supported by Hoogstra and establishing a 4% franchise fee. Carried with roll call vote. 7 Yes. 0 No.

INTRODUCTION OF RESOLUTIONS AND ORDINANCES:

A. Consider approval of Resolution No. 2021-005 Authorizing a Contract with Rowe PSC for Engineering Services Related to Safe Routes to School Project

RESOLUTION NO. 2021-005

A RESOLUTION TO AUTHORIZE A CONTRACT WITH ROWE PSC FOR ENGINEERING SERVICES RELATED TO SAFE ROUTES TO SCHOOL PROJECT

WHEREAS, the City Council approved Resolution 2019-59 Supporting a Safe Routes to School Grant Application at their meeting on June 10, 2019 and committed to

implementing and maintaining the infrastructure that is part of the grant; and

WHEREAS, the project is a partnership between the Charlotte Public Schools, St. Mary's School, and Sparrow Eaton Hospital with assistance from the Eaton County Road Commission; and

WHEREAS, the Michigan Department of Transportation's (MDOT) has issued a Conditional Commitment for a grant in the amount of \$1,303,706.00; and

WHEREAS, specific dates must be met to secure the zero-match grant; and

WHEREAS, an impact grant of \$75,000 through the Capital Region Community Foundation was secured for engineering costs by project partner HGB; and

WHEREAS, Rowe PSC provides road engineering services for the City and is familiar with the MDOT LAP standards, Safe Routes to School project requirements as well as expectations of the City; and

WHEREAS, Rowe PSC has submitted a proposal for the design and construction engineering for an amount of \$326,000.00 plus the cost of any required easements as outlined in their proposal, and

WHEREAS, funding for the professional services related to engineering of Safe Routes to School project will be charged to the Major and Local Street Funds as appropriate and will be offset by the grant.

THEREFORE, BE IT RESOLVED that the City Council enter into a contract with Rowe PSC to provide the above-mentioned services in accordance with the proposal and that

the Mayor or Clerk be directed to sign said contract on behalf of the City.

The foregoing resolution offered by Council member Baker and supported by Mayor Pro-tem Dyer.

McRae inquired about the project.

Manager LaPere explained the resolution authorizing the application to proceed with the grant as a conditional commitment. DPW Director, Gilson explained the project of constructing new sidewalk, upgrading sidewalks to be universally accessible and installing crosswalks.

Carried with roll call vote. 7 Yes. 0 No.

B. Consider approval of Resolution No. 2021-006 Authorizing the Purchase of Dump Truck Box and Associated Equipment

RESOLUTION NO. 2021-006

A RESOLUTION TO AUTHORIZE THE PURCHASE OF DUMP TRUCK BOX AND ASSOCIATED EQUIPMENT

WHEREAS, the FY 20/21 budget includes the replacement of the dump body on Truck #22 (2007); and

WHEREAS, DPW staff has researched different dump bodies and determined that Truck & Trailer Specialties could best provide and install the equipment that meets their application needs; and

WHEREAS, Truck & Trailer Specialties holds a Cooperative Purchasing Contract through Rochester Hills for the requested equipment; and

WHEREAS, Truck & Trailer Specialties has quoted a price of \$22,124.00 to provide and install the dump box, hoist, tarp

and required lights based on the cooperative purchasing contract pricing; and

WHEREAS, the aforementioned equipment will be paid for from the Motor Vehicle Pool fund; and

WHEREAS, Section 2-186 of the City Ordinances allows for the waiver of sealed bids when using a purchasing contract from another governmental agency.

THEREFORE, BE IT RESOLVED That the City Council approve the purchase of the dump truck equipment from Truck & Trailer Specialties agrees to waive the sealed bid process.

RECESS TO CLOSED SESSION:

Motion by Weissenborn, support by VanStee to recess to closed session at 7:19pm. Carried with roll call vote. 7 Yes. 0 No.

RECONVENE TO OPEN SESSION:

Council reconvened at 9:34pm.

Motion by Mayor Pro-tem Dyer to approve the tentative agreement for the fire department union. There was no support.

Mayor Armitage stated that the labor attorney will discuss council's concerns with the fire department.

PUBLIC COMMENTS:

Jason Strotheide asked if there was a map of the proposed sidewalk improvements and shared traffic signal concerns.

Mayor Armitage stated he was unaware when a map would be available for the sidewalk project and stated that the cost for the project would be reimbursed through the grant.

COMMUNICATIONS AND COMMITTEE REPORTS, COUNCILMEMBER COMMENTS:

City Manager LaPere stated that staff has been helpful and she's looking forward to working with everyone.

Baker had nothing to report.

McRae had nothing to report.

Hoogstra had nothing to report.

VanStee asked for a moment of silence for Martin Luther King Day.

Weissenborn welcomed the new city manager.

Mayor Pro-tem Dyer had nothing to report.

Mayor Armitage had nothing additional to report.

ADJOURNMENT:

Council member Baker moved, supported by Mayor Pro-tem Dyer to adjourn the meeting at 9:42 p.m. Carried. 7 Yes. 0 No. 0 Absent.

Mayor Armitage

Pearl Tidwell, City Clerk



Memo

To: Honorable Mayor Armitage; City Council
From: Manager LaPere, MPAP
Date: December 2, 2022
Re: SRTS – Traffic Study Contract Amendment Request

Background

As Council is aware, the City and Charlotte Public Schools have been working on a project to enhance safety and walkability to the schools through a grant from the Safe Routes to Schools program. The City was awarded grant funding of \$1.8mill to complete this project and we have contracted with Rowe PSC to conduct the engineering work.

As detailed in the attached correspondence, we did not include a traffic study and signal warrant in the original project estimate; however, MDOT has requested that work be completed for this project. Accordingly, Rowe PSC is seeking to amend the contract to cover the additional costs associated with completing that work.

Suggested Motion

City Council approves the contract amendment of \$3,500 for the total design/bidding engineering costs to be \$190,000

eel

attachment



December 1, 2022

Ms. Amy Gilson, P.E. Director of Public Works
City of Charlotte
111 E. Lawrence Avenue
Charlotte, MI 48813

RE: Safe Routes to School (SRTS)
Professional Engineering Services – Traffic Study Contract Amendment Request

Dear Ms. Gilson:

We are submitting this letter as a request to our contract for professional engineering services for the city's Safe Routes to School project (MDOT JN 212642). As you are aware, the City of Charlotte in conjunction with the Charlotte Public Schools submitted a Safe Routes to School grant to Michigan Department of Transportation (MDOT). Part of the grant agreement with MDOT allowed for the design and construction of a crosswalk and rectangular rapid flashing beacon (RRFB) traffic signal at Shepherd Street (M-50) and St. Mary's Boulevard. Our current contract included design services for the crosswalk and RRFB. MDOT requires a traffic study to warrant the installation of any new traffic signal within their right-of-way. Since the grant application was approved by MDOT, we understood that the signal warrant was approved prior to acceptance of our contract for engineering services.

At the Grade Inspection (GI) meeting, MDOT requested a traffic study and signal warrant be submitted for said crossing. In the best interest of the city to not delay the project schedule, ROWE proceeded with completion of the traffic study and signal warrant submittal to MDOT.

We are requesting an amendment to our current design services contract amount to cover the traffic study and signal warrant. This will result in an increase to our current contract in the amount of **\$3,500**. With your approval, our current Design/Bidding Phase budget of **\$186,500** will be revised to **\$190,000**.

We appreciate the opportunity to provide continued engineering services to the City of Charlotte for your infrastructure improvement projects. Our standard terms and conditions from our contract dated January 11, 2021, remain unchanged. If you have any question or concerns, please contact me at (810) 341-7500.

Sincerely,
ROWE Professional Services Company

Sean Beckman, PE Digitally signed by Sean Beckman, PE
DN: C=US, E=beckman@rowepsc.com,
O=ROWE PSC, CN=Sean Beckman, PE
Date: 2022.12.01 12:04:19-05'00'

Sean N. Beckman, P.E.
Project Manager

R:\Projects\21W0004\Docs\Proposal and Contract\21W0004 Charlotte SRTS-Change Order Request #1.docx

Kentwood, MI: 4345 44th Street SE, Suite A, 49512 | Phone: (616) 272-7125

Civil Engineering | Surveying | Landscape Architecture | Aerial Imagery/Mapping | Planning

Flint, MI (HQ) | Lapeer, MI | Farmington Hills, MI | Kentwood, MI | Mt. Pleasant, MI | Grayling, MI | Myrtle Beach, SC | www.rowepsc.com

CITY OF CHARLOTTE COUNCIL PROCEEDINGS
111 E. Lawrence Ave., Charlotte, MI 48813 (517) 543-2750

Regular Council Meeting
December 5, 2022

CALL TO ORDER:

By Mayor Armitage on Monday December 5, 2022 7:00 p.m.

ROLL CALL:

Mayor Armitage, Mayor Pro-Tem Weissenborn, Council members Rodriguez, Van Langevelde, Chin and Dyer. A quorum was met. Also in attendance were City Manager LaPere, City Clerk LaRocque and City Attorney Gillies.

In the audience Community Development Director Myrkle
Special guests: Mike VanDieren (Shyft), and Luke Bonner
(Bonner Advisory Group)

INVOCATION:

~~Mike Rysko, South Cochrane Church of God~~ absent

PLEDGE OF ALLEGIANCE:

Led by Mayor Armitage

APPROVAL OF MINUTES:

- a. November 28, 2022 Regular Council Meeting Minutes

Motion by Dyer supported by Van Langevelde to approve the meeting minutes. Carried; Yea 6; Nay 0; Absent 1

EXCUSE ABSENT MEMBERS:

Motion by Chin supported by Van Langevelde to excuse council member Duweek. Carried; Yea 6; Nay 0; Absent 1

PUBLIC HEARING:

- a. Industrial Facilities Tax Exemption – Shyft Grp Plant 4

Public hearing opened at 7:02 p.m. Myrkle explained that the Shyft Group expansion is one project however, State statute requires that each parcel have its own application when applying for an IFTE. Three applications will therefore be submitted. Two applications are considered tonight for Plant 4 and Plant 7. The third application, involving a battery storage facility, will be presented at a later date when the details of that part of the project are more developed.

A presentation given by Luke Bonner provided the council with a hiring and investment update illustrating how this expansion is creating a foundation for future growth, new tax revenue, and job creation. This expansion infuses a positive economic impact to the City including residents and other businesses.

With no public comment received, the hearing closed at 7:23 p.m.

- b. Industrial Facilities Tax Exemption – Shyft Grp Plant 7

Public hearing opened at 7:23 p.m. With no public comment received, the hearing closed at 7:23 p.m.

PUBLIC COMMENT:

David Lennon – resident. David shared his concerns about the condition of Hall Street (potholes) and lack of parking at 123 Stoddard St.

APPROVAL OF AGENDA:

Van Langevelde asked for Consent Agenda item d Approval of Resolution 2022-31 – to authorize a contract with MDOT for the Safe routes to School project - be moved to item a on the Business Agenda.

Motion by Weissenborn supported by Van Langevelde to approve the agenda with moving Consent Agenda item d to Business Agenda item a. Carried. Yea 6; Nay 0; Absent 1

CONSENT AGENDA:

- a. Approval of Claims and Expenditures totaling \$726,344.15
 - b. Approval of extension to the Shyft Lease with Fitch H. Beach Airport
 - c. Approval of Resolution 2022-30 – Poverty Exemption Guidelines for 2023
 - d. Approval of Resolution 2022-32 – To approve 2023 City meeting dates
- Motion by Chin supported by Dyer to approve the consent agenda items a through d. Carried by roll call vote. Yea 6; Nay 0; Absent 1

BUSINESS AGENDA:

- a. Approval of Resolution 2022-31 – Authorize a contract with MDOT for the Safe Routes to School project
- b. Approval Resolution 2022-33 – IFTE – Shyft Group Plant 4

Upon inquiry, Attorney Gillies reiterated that PA 198 of 1974, M.C.L. 207.551 et seq requires an individual application, agreement, and resolution of approval for each property. Representatives from Shyft added that the improvements are being undertaken as one larger project and the investments across the campus are interconnected.

Motion by Dyer supported by Weissenborn to approve Resolution 2022-33 – IFTE Shyft Group Plant 4. Carried. Yea 6; Nay 0; Absent 1

- c. Approval of Resolution 2022-34 – IFTE – Shyft Group Plant 7

Motion by Dyer supported by Weissenborn to approve Resolution 2022-34 – IFTE Shyft Group Plant 7. Carried. Yea 6; Nay 0; Absent 1

- d. Approval of change order in the amount of \$3,500 for Rowe PSC for traffic study and signal warrant for city's Safe Routes to School project (MDOT JN 212642)

Motion by Van Langevelde supported by Dyer to approve change order in the amount of \$3,500 for Rowe PSC traffic study and signal warrant to the City's Safe Routes to School project (MDOT JN 212642). Carried. Yea 6; Nay 0; Absent 1

- e. Approval of purchase of Hurst extrication tool for fire department utilizing Michigan Community Enhancement grant funds

Motion by Chin supported by Dyer to approve purchase of Hurst extrication tool for the fire dept. utilizing Michigan Community Enhancement grant funds. Carried. Yea 6; Nay 0; Absent 1

- f. Approval of Michigan Mutual Aid Box Alarm System Association Agreement

Motion by Van Langevelde supported by Dyer to approve the Michigan Mutual Aid Box Alarm System Association Agreement. Carried. Yea 6; Nay 0; Absent 1

COMMUNICATIONS AND COMMITTEE REPORTS:

- a. City Attorney report was received

No additional comments by Gillies.

b. City Manager report was received

LaPere answered questions regarding the progress of the website project and confirmed the 2023 Parks Advisory Board meeting schedule was included in resolution 2022-32.

c. Fire Dept. Activity Report – November, was received

d. Council member Committee Reports

No reports

PUBLIC COMMENT:

No comments

MAYOR AND COUNCIL COMMENTS:

Van Langevelde – Excited about the opportunities brought by the Shyft expansion and is glad Council passed (the tax exemption). Asked citizens to be aware of their surroundings and to watch out for neighbors and asked that the Siren Shelter, Helping Hands and the food bank be considered when giving donations this holiday.

Rodriguez – To the anonymous citizen who contacted him – please contact him again for follow up. He offered his phone number 517-213-3125 or email arodriguez@charlottemi.org to any citizen wanting to reach out to him with questions or concerns about City related issues.

Weissenborn – Appreciates Shyft group for choosing Charlotte for its expansion and looks forward to the continued growth and opportunities it brings to Charlotte. She recognized the adorable planters downtown with snowmen and said how nice and festive it all is.

Chin – He and Duweck attended the training for new officers. He participated in the Coats for Kids collection and 60 coats were donated to St. Vincent's which is located at St. Mary's Church and is open Tuesday through Thursday from 6:00 to

7:00. He offered that his questions are intended to obtain understanding rather than to be a thorn in anyone's side. He would like (Council) to explore organizing a citizens town hall meeting hosted by the Police and Fire Chiefs to discuss safety related issues.

Armitage – Regarding potholes – Hall/Washington/McClure is scheduled for complete reconstruction next year; patching is a temporary fix.

Per LaPere DPW is actively out filling potholes.

Rodriguez shared his concerns about the method the city employs for potholing and inquired how to address citizens who contact him about issues. LaPere offered that he direct those citizens to call the City to speak with her or the Director of Public Works. Discussion ensued about the proper channel for Council regarding operational matters. Per City Charter, operational matters are the responsibility of administration and should be directed to LaPere and she then addresses the matter with City staff as needed.

Armitage concluded by noting that the first meeting of the Christmas Lights and Décor Downtown committee was held and their end goal is needing your "sunglasses at night".

ADJOURN:

Motion by Van Langevelde supported by Dyer to adjourn the meeting at 8:49 p.m. Carried; Yea 6; Nay 0; Absent 1

Mayor Michael Armitage

Mary LaRocque, City Clerk



Memo

To: Robert Hillard, City Manager

From: Matt Griffith, Superintendent of Utilities

Date: September 11, 2024

Re: Trojan UV – Wastewater Disinfection

Background

The Ultraviolet Disinfection System (UV) that was installed in 2015 at the Wastewater Treatment Plant (WWTP) is the final treatment before the clean water is discharged into the Battle Creek River. There are banks of UV lamps and sleeves in two channels that are reaching the end of their useful life. Wastewater staff has requested that the UV lamps and sleeves be replaced in Bank (channel) #2 as part of an ongoing replacement program. I am recommending the City Council waive the bidding requirement, and provide an annual approval with Trojan Technologies for repair/replacement equipment necessary for the proper disinfection and treatment of the wastewater treatment plant effluent. Trojan Technologies is the sole-source supplier of this specific UV equipment.

Financial Impact

Trojan Technologies charges as necessary, dependent on type and quantity of equipment/service's provided. Expenses incurred by equipment provided by Trojan Technologies is billed as Operating expenses related to Wastewater Treatment. In the FY 24-25 Water & Sewer Budget, there is \$22,000.00 budgeted to purchase these necessary components.

Recommendation

Approve authorizing payment to Trojan Technologies as necessary for providing equipment essential for the treatment of the wastewater prior to discharging into the environment.

Suggested Motion

City Council authorizes the purchase of new UV lamps and sleeves in the amount of \$17,767.60 plus shipping from Trojan UV and agrees to waive the sealed bid process.

THE CITY OF
CHARLOTTE
MICHIGAN

SOLE SOURCE JUSTIFICATION

To be completed by the Department and forwarded to City Manager for Approval

Vendor Trojan Technologies

Amount \$ 17,767.60 plus shipping

Department WWTP

Date 9/11/2024

☒ Sole Source – A single vendor is uniquely qualified to meet the City's procurement objective.

Provide an explanation of the need that has to be fulfilled, focusing on the requirements (not a description of the product or service, which satisfies that need). Why is this vendor the only one that can fulfill the need identified? Describe the unique aspects of their product or service or attach letter from vendor:

The Trojan Ultraviolet Disinfection System (UV) was installed in 2015 at the Wastewater Treatment Plant(WWTP) is the final treatment process before the clean water is discharged to the Battle Creek River. Trojan equipment and components are specific to the process. There are two banks of UV lamps in the process. As part of an ongoing replacement process, bank #1 was replaced in 2023. Wastewater staff is requesting to replace the lamps and sleeves in bank #2 in 2024. In the FY 24-25 Water & Sewer Budget, there is \$22,000 budgeted to purchase these necessary components.

Check appropriate reason below:

- ☒ This is a product manufactured by a single vendor.
- ☐ This product or service is sold only through this single distributor.
- ☐ This service is unique to a single organization.
- ☐ An unusual or compelling urgency exists (explain below).

THE CITY OF
CHARLOTTE
MICHIGAN

REQUESTED BY:

Signature *Matt D. Griffith* Date 9-11-2024

Matt Griffith – Superintendent of Utilities

APPROVALS:

City Manager *Robert L. ...* Date 9-11-2024