



PROPOSED AGENDA
REGULAR MEETING OF THE CHARLOTTE CITY COUNCIL
111 E. Lawrence Ave, Charlotte, MI 48813 (517) 543-2750
7:00 P.M. Monday, February 10, 2025

Interested persons can participate in-person or via Zoom
Connect to Zoom from your computer, tablet, or smartphone
Website: <https://us02web.zoom.us/j/89969549029>
One tap mobile: +16465588656,,89969549029#
Telephone: (312) 626-6799 Webinar ID:899 6954 9029

- 1. Call to Order**
- 2. Roll Call**
- 3. Invocation – Pete Kroll - First Baptist Church**
- 4. Pledge of Allegiance**
- 5. Approval of Minutes**
 - a. January 27, 2025 Regular Council Meeting Minutes
- 6. Absence of Council Members**
- 7. Public Comment** - Limit presentation to five (5) minutes. Attendees desiring to address council who are participating with ZOOM may raise your hand now or if attending via a phone call, press *9 (star nine) on your keypad
- 8. Approval of Agenda**
- 9. Communications and Committee Reports**
 - a. City Manager Report
 - b. Councilmember Committee Reports
- 10. Consent Agenda**
 - a. Approval of Claims and Expenditures totaling \$564,643.72
 - b. 2025 Eaton County Fairground Tentative Event Schedule
- 11. Business Agenda**
 - a. First reading of Proposed Ordinance 2025-01, amending Chapter 14, Buildings and Building Regulations, Article III, Rental Dwelling Registration, and

consideration of scheduling a public hearing and second reading for February 24, 2025

- b. First reading of Proposed Ordinance 2025-02, amending Chapter 14, Buildings and Building Regulations, Article IV, House Numbering, and Article V, House Moving, and consideration of scheduling a public hearing and second reading for February 24, 2025.
- c. Consider approval of a sealed bid contract with Hamlett Environmental Technologies in the amount of \$176,450.00 for two BioDoc Rotary Distributors
- d. Consider approval of the Markdom Industrial Facilities Exemption

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

13. Staff Comments

14. Mayor and Council Comments

15. 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.
January 27, 2025

CALL TO ORDER:

By Mayor Lewis on Monday January 27, 2025 at 7:00 p.m.

ROLL CALL:

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

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

INVOCATION:

Randy Royston – New Hope Community Church - absent

PLEDGE OF ALLEGIANCE:

Led by Lewis

APPROVAL OF MINUTES:

- a. January 13, 2025 Regular Council Meeting Minutes

Motion by Rodriguez supported by Scott to amend the January 13, 2025 meeting minutes to reflect changes to the names reported on the EATRAN board in Chin's Committee Report; Carried; Yea 7; Nay 0; Absent 0

Motion by Scott supported by Fullerton to approve January 13, 2025 meeting minutes, as amended; Carried; Yea 7; Nay 0; Absent 0

ABSENCE OF COUNCIL MEMBERS:

All present

PUBLIC COMMENT:

Jodee Pruden, Resident; Shared comments on snow clearing from downtown sidewalks

Nicole Christensen, District 12 Eaton County Commissioner; Read letter on behalf of Amanda Thompson Director of Helping Hands and noted the need for warming stations.

Dan Daly, non-resident, spoke in support of turning the Bennett Park tennis courts into a parking lot for the football field.

APPROVAL OF AGENDA:

Motion by Duweck, supported by Scott to approve adding items d. Email Discussion and e. Communication Committee Discussion, to the business agenda. Carried; Yea 7; Nay 0; Absent 0

COMMUNICATIONS AND COMMITTEE REPORTS:

- a. City Manager Report with CPD report

Manager's report will now appear on each meeting agenda

- b. City Attorney Report

Received as submitted

- c. Councilmember Committee Reports

Christensen - the Planning Commission's next meeting is scheduled for February 4, 2025. The Camp Frances board recently received a generous \$1,950.00 donation from Women Giving Together. The board is also reviewing the VRBO reservation system for potential improvements. There was a question raised regarding whether construction projects require City Council approval or if they can be approved independently. Additionally, a fundraiser will be held on Tuesday, February 6th,

from 4:00 PM to 9:00 PM at Applebee's. The next committee meeting will be on Tuesday, February 11th, at 6:30 PM.

CONSENT AGENDA:

- a. Approval of Claims and Expenditures totaling \$648,821.50
- b. Approval of Resolution 2025-03 to confirm the appointment of DPW Director, Stephanie Whitney
- c. Approval of firefighter gear grant purchase order/change order

Motion by Christensen supported by Chin to approve consent agenda items a, b, c. Carried; Yea 7 Nay 0; Absent 0

BUSINESS AGENDA:

- a. Recommendation for the approval of a Land Use Agreement between the City of Charlotte and the Army National Guard

Motion by Duweck supported by Fullerton to approve the Land Use Agreement between the City of Charlotte and the Army National Guard. Carried; Yea 7; Nay 0; Absent 0

- b. Bennett Park Tennis Courts Discussion

Motion by Fullerton supported by Christensen to authorize the City to proceed with the Park Board's recommendation to remove the tennis court nets and posts at Bennet Park, transfer the boards to Charlotte Public Schools, and utilize available mill-and-fill to cover designated areas for the creation of a parking lot. Carried by roll call vote; Yea 7; Nay 0; Absent 0

- c. Street Maintenance Program Review Discussion

Interim DPW Director, John Brady from Spalding DeDecker presented the Council with a thorough PASER and street maintenance program, outlining a plan for mill-and-fill repairs

on several streets. Estimated cost is \$1.15 million. This proposal serves as the foundational framework for his Capital Improvement submission.

- d. Email Discussion

Council agreed that any communications received from residents should be forwarded to the City Manager for review.

- e. Communication Committee Discussion

Rodriguez created a Committee Request Form as a template for use for ad-hoc committees. He will employ its use in his Communication Committee

Motion by Rodriguez, supported by Duweck to adopt the Committee Request Form. Carried; Yea 7; Nay 0; Absent 0

PUBLIC COMMENT:

JoDee Pruden, resident. Offered follow up comments on various agenda items.

STAFF COMMENTS:

No comments

MAYOR AND COUNCIL COMMENTS:

Christensen thanked meeting attendees. He thanked the CFD and Real-Life Church for their efforts in assisting those in need during the cold weather. He mentioned the success of the Senior Center's Steam Punk Raffle, which had 150 attendees and will become an annual event. Christensen also expressed concerns about the potential impacts on the City if the Eaton County proposal fails.

Fullerton had no comments.

Duweck provided the visitation and funeral details for Connie Dyer, mother of former Councilmember Brandon Dyer. He also

expressed his satisfaction and excitement with the street maintenance plan.

Scott expressed gratitude that two important issues had been discussed and resolved: road maintenance and addressing citizen inquiries. His offices hours are 10 to noon on Tuesdays at Evelyn Bay.

Chin reported on the MML (Michigan Municipal League) state legislative updates, noting especially heavy truck restrictions and its potential impact.

Rodriguez attended the Airport Advisory Board meeting and reported that five projects are on track to be completed this year.

Lewis no comments

ADJOURN:

Motion by Christensen supported by Rodriguez to adjourn the meeting at 8:25 p.m. Carried; Yea 7; Nay 0; Absent 0

Respectfully submitted,
Mary LaRocque, City Clerk



To: Honorable Mayor Lewis and City Council
From: Robert Hillard, City Manager
Date: February 7, 2025
Re: City Manager's Report - "The Framework"

This report is intended to outline the progress on "The Framework". Thank you and please give me a call at (517) 543-8850 or rhillard@charlottemi.org, if you have any questions.

City Manager Community Outreach Update

I continue to meet with the Mayor, City Councilmembers, Department Heads, staff, and consulting services. Also, I have attended a variety of meetings and events in the community since the last report: City Council, Airport Advisory Board, Downtown Development Authority, Carmel Township Board of Trustees, Michigan Can Company, and Planning Commission.

Public Works Department Review Update

Stephanie Whitney, the new Public Works Director, started in her new role last week. Ms. Whitney is a graduate of Wayne State University, with a Bachelor of Science in Civil & Environmental Engineering, and Associates Degrees from Lansing Community College in the area of Science in Physics & Engineering, and Biology. Ms. Whitney has worked with an engineering consultant group since 2020, gathering hands-on experience managing a wide range of civil projects, from transportation and infrastructure development to municipal construction and environmental initiatives. Additionally, her work has required extensive collaboration with city officials, contractors, and the public to ensure that projects are completed on time and within budget. We are pleased to welcome Stephanie to the team.

Walnut Street Review Update

After a series of meetings with the State and the consultants, the City has released a "Notice of Sealed Bids" for the "Walnut Street Resurfacing Project". The project includes the crushing and shaping of 0.43 miles of asphalt, removing the surplus material, and resurfacing along with structure cover adjustments, intermittent sidewalk/curb/gutter replacement, turf restoration, and pavement markings as required. Bids are due by 4:00 PM, Thursday, February 27, 2025 to Mary LaRocque, City Clerk. Inquires are being directed to our consultant Daniel Troia, PE – Senior Municipal Engineer, Spalding DeDecker. As always, the City of Charlotte reserves the right to reject any or all bids. The project is funded by the Michigan Department of Transportation through a 50% grant for the construction portion up to \$148,000.

Airport Improvements Review Update

As it relates to the Airport Tree Clearing project, the anticipated trees have been downed by both public and private contractors. A tree survey will be conducted to verify. As it relates to the Airport Parking Lot and Entrance Road Improvement, the project is near design completion and is scheduled to be bid in February. The contract between the Michigan Department of Transportation and the City of Charlotte is scheduled to be presented to City Council by the end of the fiscal year. Both the projects are funded by the Michigan Department of Transportation through a 95% grant.

Community Development Department Review Update

I have solicited and have contracted with a Planning Consultant to assist in the variety of projects identified, specifically those identified in the Community Master Plan. The consultant will provide supplemental support and assure that we are moving forward, especially in the area of the Community Master Plan. The consulting firm selected is McKenna. They presently are the administrators for the CHILL Grant, so we have already established a working relationship. Please note we continue to work on the Zoning Ordinance Amendments and the Downtown Development Plan with Beckett and Raeder.

Housing Initiatives Review - CHILL Grant Update

The City of Charlotte is offering up to \$10,000 to assist qualified homeowners with eligible repairs to their homes through the CDBG Housing Improving Local Livability (CHILL) Program. The application has been posted on the City website. The program is presently being advertised on the City Facebook page, and will be advertised in the newspaper on February 15 and 22. We will be accepting applications immediately. All application materials and questions can be submitted to Emily Huhman of McKenna, Charlotte's CHILL Grant Consultant, at ehuhman@mcka.com.

City of Charlotte
2024-2025
“The Framework”
City Services - Community Development - Neighborhood Enrichment
(2-7-2025)

Clerk

Website Review
Council Chamber Communication Review
Clerk’s Department Review
Communication Review

Community Development

Housing Initiatives Review
Community Development Department Review
Downtown Development Authority/Tax Increment Finance Plan Review
Community Master Plan Review
Assessing Services Review

Finance

Finance/Budget Review
Downtown Special Assessment Fee Review
Special Assessment Fee Review
Capital Improvement Plan Review
Water/Sewer Rate Review
Recycling Millage Review
Purchase Policy Review
Finance Department Review
MERS Retirement Program Review

Fire

Rental Inspection Review
Code Enforcement Review
Fire Agreement Review
Fire Code Review
Zoning Ordinance Review
Food Truck Review
Sidewalk Snow Removal Review
Ambulance Service Review
Building Inspection Program Review

Police

Golf Cart Usage Review
Overnight Street Parking Review
Downtown Parking Program Review
High Street Traffic Review

Public Works

Charlotte Area Recycling Review
Bennett Park Bleachers Review
Charlotte Area Recreation Cooperative Lease Review
Walnut Street Review
Oak Park Plan Review
Charlotte Junior Orioles Lease Review
Camp Francis Lease Review
Eaton County 4-H Agricultural Society Lease Review
Lincoln Street Traffic (Classification & Truck Traffic) Review
Transit Shelter Review
City Gateway Enhancement Review
Lansing Street/Road Business District Review
Bennett Park Tennis Courts Review
Combs Industrial Park Review
Parks Master Plan Review
Intergovernmental Multi-Use Path Connector Review
Airport Improvements Review
Safe Routes to School Review
Street Maintenance Program Review
Information Technology Organization Review
Public Works Department Review
Street Light Program Review
Tree Maintenance Policy Review
Downtown Sidewalk Snow Removal Review
Downtown Social District Review
Downtown Truck Traffic Review

DEPARTMENT OF PUBLIC WORKS

DEPARTMENT REPORT

February 5, 2025

Our new DPW Director has arrived! I am excited to have Stephanie on board, she has a go-getter attitude, and I see her as a great fit for the City. Her, Emma, and I are currently working on organizing the office so we can provide Stephanie the best working experience, so she can focus on the City's needs without the distraction. In the meantime, I am continuing to handle the day-to-day activities. Below is a summary of notable items as it relates to the City's "Framework" and beyond.

PROJECTS IN PROGRESS

Downtown Truck Traffic Review

A memo has been completed for review by the City Council. A map has been included showing the different roads and an explanation of allowable trucks has been included. There is a formal request that can be completed for review by the FHWA to re-classify a road, but limiting all trucks may not be feasible.

Walnut Street Resurfacing

The plans have been advertised with a bid due date of Thursday, February 27th

Oak Park Master Plan

The design of Oak Park is underway with the Mannik Smith Group. The engineer presented at the Parks Advisory Board special meeting on February 4th to residents in the surrounding area to gather support for design purposes. Funding will be pursued in April to help fund this project.

Parks Master Plan

The parks master plan was submitted in late January. The status remains "submitted". This means the grant coordinator has not reviewed it yet. Once it has been reviewed, Mary should receive a message stating it was approved, or clarifications are required.

It usually takes a few weeks for plans to be reviewed, especially this time of year when there are a lot submitted at the same time due to it being grant application season.

Bennett Park Bleachers

Information on the cost of new bleachers was discussed at the Parks Advisory Board meeting. Follow-up is needed to adjust the wants and needs and look at repairs compared to brand new equipment. This information will be presented at the next Parks Advisory Board meeting on March 4th at 7pm.

Transit Shelter Review

Communication has been sent to CATA to continue on with the project. On-site discussion led me to believe that CATA will lump this project in with others in a bid to get better pricing. Communication has been sent to CATA for more information on what fiscal responsibility will be of the City.

Permitting

We continue to review and issue permits for work in the right-of-way. Water and sewer permits continue as well. Driveway and dumpster permits continue as well. The amount of Right-of-way permits issued in 2024 was 54.



To: City Manager Hillard; Honorable Mayor Lewis; City Council
From: Mary LaRocque, City Clerk
Date: February 10, 2024
Re: City Clerk Department

1. **Website Design and Audio/Visual Upgrades in the Council Chambers**

I have reviewed 30 RFP proposals for website design and have narrowed the selection to two top contenders. One proposal stands out as particularly well-suited due to its potential to support the integration of our website with upgraded audio and video systems, enabling the broadcasting of council meetings and other events to enhance accessibility and transparency for the community. Both website proposals fall below the threshold requiring Council approval. From the outset, my goal has been to engage residents, staff, and Council in this project, which I have done through various questionnaires. Additionally, I will be meeting with members of the ad-hoc communications committee to incorporate their input and priorities as we move forward.

I am also awaiting an audio/visual design proposal from Commtech Design, which will serve as the foundation for an upcoming RFP for audio/visual equipment and installation. Given the need to coordinate capabilities and assess requirements across both projects, I am still in the review phase.

2. **Health Care Benefits Review**

I have created and distributed an employee questionnaire due February 20th. This is the initial step in the process of our health care benefit review.

3. **Insurance RFP**

The Request for Proposal (RFP) for the city's property, liability, and workers' compensation insurance has been issued and are due February 21st.

4. **Open Positions**

We are currently advertising for the following positions:

- Community Development Director
- Deputy Treasurer

5. **Local Officers Compensation Committee (LOCC) Meeting**

The Local Officers Compensation Committee (LOCC) that was scheduled to meet on January 16th was canceled due to lack of quorum and the team was unable to establish an alternative meeting date. The next scheduled LOCC meeting will occur in January, 2027 and the current Council Compensation Policy will therefore remain in effect.

— THE CITY OF —
CHARLOTTE
— MICHIGAN —

Memo

To: Honorable Mayor Lewis; City Council
From: Mary LaRocque, City Clerk
Date: February 05, 2025
Re: Claims and Expenditures for Council approval on Monday February 10, 2025

Background

Section 7.7(B) of the City Charter requires Council approval for the expenditure of city funds.

Recommendation

A report of claims is provided to council for review on the Wednesday preceding a council meeting at which the claims are approved. Questions about these claims should be directed to the Finance Director/Treasurer 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 January 27, 2025	\$ 5,291.24
HRA Insurance Claims week of February 03, 2025	\$ 4,531.54
Payroll paid Friday February 07, 2025	\$283,630.07
Invoiced claims as of February 05, 2025	<u>\$271,190.87</u>
Total	<u>\$564,643.72</u>

Suggested Motion

Motion to approve Claims and Expenditures in the amount of **\$564,643.72**

02/05/2025 04:52 PM
User: CKOENIG
DB: Charlotte

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF CHARLOTTE
INVOICE ENTRY DATES 01/23/2025 - 02/05/2025
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: POOL

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Vendor Code	Vendor Name	Invoice	Description	Amount
02069	ACTIVE911, INC.	606380	ACTIVE ALERT SUBSCRIPTION RENEWAL	907.52
TOTAL FOR: ACTIVE911, INC.				907.52
01764	AMAZON CAPITAL SERVICES	16LF-NF4H-H1KF	ACCOUNT # A264N6SLCWDWHU (FIRE) PRINTER PAPER	63.79
		1FV6-3THY-LRM4	ACCOUNT # A264N6SLCWDWHU (DPW) WIRE CONNECTOR	48.45
		1M3P-7NM3-MT4D	ACCOUNT # A264N6SLCWDWHU (FIRE) STA-LUBE	23.06
			SYNTHETIC FOOD GRADE GREASE FOOD PLANT MACHINERIES	
		1T1G-RL11-NG31	ACCOUNT # A264N6SLCWDWHU (FIRE) TOOLS	270.73
		1VQ1-MFQ3-9KWY	ACCOUNT # A264N6SLCWDWHU (FIRE) TEST SET	67.99
TOTAL FOR: AMAZON CAPITAL SERVICES				474.02
02036	AMAZON CAPITAL SERVICES	1MVF-1VM9-YQ4D	ACCT # A1K517P63NLQUT(POLICE) VEHICLE TRAVEL CHARGERS	100.77
TOTAL FOR: AMAZON CAPITAL SERVICES				100.77
01665	AMBS MESSAGE CENTER INC.	250101124	ANSWERING SERVICE (01.01.2025 -01/31/2025)	117.40
TOTAL FOR: AMBS MESSAGE CENTER INC.				117.40
02108	ASSESSING SOLUTIONS INC.	FEBRUARY 2025	ASSESSING SERVICES FOR FISCAL YEAR 2025 (FEBRUARY ASSESSING)	3,750.00
TOTAL FOR: ASSESSING SOLUTIONS INC.				3,750.00
01635	AT&T LONG DISTANCE	517543228801D	AIRPORT MODEM LINE (DEC 14 - JAN 13, 2025)	182.42
		517543839601D	CITY HALL MAIN LINE	239.37
		517543887401D	DPW CALLOUT (DEC 14 - JAN 13,2025)	49.71
TOTAL FOR: AT&T LONG DISTANCE				471.50
01630	AUTO GEM DISTRIBUTING	13554	SUPPLIES FOR WASHING FIRE ENGINES	572.40
TOTAL FOR: AUTO GEM DISTRIBUTING				572.40
01627	AVFUEL CORPORATION	021861311	24/25 PURCHASE AUTH. "NOT TO EXCEED" 90K	23,555.26
TOTAL FOR: AVFUEL CORPORATION				23,555.26
01608	BARYAMES CLEANERS	BN1615-02.01.202	FIRE UNIFORM DRY CLEANING	231.20
		BN1616-02.01.202	POLICE DRY CLEANING	114.50
TOTAL FOR: BARYAMES CLEANERS				345.70
01576	BOUND TREE	105789002	MEDICAL SUPPLIES FOR COP GRANT (MEDICAL BAGS)	51,403.30
		105791314	MEDICAL SUPPLIES FOR COP GRANT (LANSING SCHOOL)	3,150.00
		105791314.2	MEDICAL SUPPLIES FOR COP GRANT (LANSING SCHOOL)	33,495.00
TOTAL FOR: BOUND TREE				88,048.30

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Vendor Code	Vendor Name	Invoice	Description	Amount
01555	BYRUM ACE HARDWARE			
		420922	HILLMAN FASTENERS	6.38
		422727	LED BULBS, HINGE SELF CLOSING	41.16
		422733	HINGES	8.81
		422765	TOOLS	63.97
		422984	SUPPLIES TO FIX LEAK	216.91
		423267	KEYS, SATIN NICKEL KEYPAD ENTRY	161.96
		423449	ANTIFREEZE	12.99
		423650	TIE DOWN STRAPS	19.54
		423881	SUPPLIES	8.37
		424005	PAINT & PAINT SUPPLIES FOR DOWNTOWN FIRE STATION	308.92
		424458	PAINTING SUPPLIES DOWNTOWN STATION	59.96
		424645	DOWNTOWN BUILDING MAINTENANCE SUPPLIES	30.53
TOTAL FOR: BYRUM ACE HARDWARE				939.50
01882	CALEDONIA FARMERS ELEVATOR			
		448932	TIRES & DISPOSAL FOR INSPECTORS VEHICLE	623.60
TOTAL FOR: CALEDONIA FARMERS ELEVATOR				623.60
01548	CANDY FORD, INC.			
		142633	FUEL CAP ASSEMBLY	3.16
TOTAL FOR: CANDY FORD, INC.				3.16
02156	CONSORT DISPLAY GROUP			
		ORD0109707	DDA BANNERS	1,787.40
TOTAL FOR: CONSORT DISPLAY GROUP				1,787.40
01486	CONSULTANTS ON CALL, LLC			
		2024-20468	MANAGE SERVER	2,800.00
TOTAL FOR: CONSULTANTS ON CALL, LLC				2,800.00
01465	COUNTY JOURNAL, THE			
		287500	SEALED BIDS REQUEST (WEST TECH REPAIR)	89.90
		287501	DEPUTY TREASURE POSITION	106.60
		287502	DEPUTY TREASURER POSITION	106.60
TOTAL FOR: COUNTY JOURNAL, THE				303.10
01397	COUNTY OF EATON			
		2025-00000013	CHARGEBACKS	1,140.55
		2025-00000021	ELECTION SERVICES	1,187.12
		2025-00000042	2025 PRE CHANGE CITY OF CHARLOTTE	27.44
TOTAL FOR: COUNTY OF EATON				2,355.11
01838	CULLIGAN WATER CONDITIONING			
		20261TO	WEST SIDE WATER SOFTNER SALT	54.06
TOTAL FOR: CULLIGAN WATER CONDITIONING				54.06
01428	DELTA DENTAL PLAN OF MICHIGAN			
		RIS0006175208	BILLING PERIOD 02/01/2024 - 02/28/2024	5,603.76
TOTAL FOR: DELTA DENTAL PLAN OF MICHIGAN				5,603.76
02017	DINGES FIRE COMPANY			
		PRE2176	HYDRANT CONNECTION SHIPPING	95.35
TOTAL FOR: DINGES FIRE COMPANY				95.35

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Vendor Code	Vendor Name	Invoice	Description	Amount
01414	DORNBOS SIGN & SAFETY INC.			
		INV79184	CHARLOTTE RISING/SOCIAL DISTRICT SIGNS	2,809.32
		INV79664	NO OUTLET SIGN	43.15
		INV79696	SOLAR SPEED RADAR UNIT	4,328.18
		INV80048	CHARLOTTE CITY DECALS	32.90
		INV80303	DECALS NEW TRUCK (WASTEWATER)	9.80
TOTAL FOR: DORNBOS SIGN & SAFETY INC.				7,223.35
01957	EGANIX			
		22632	F.O.G. TREATMENT	2,940.00
TOTAL FOR: EGANIX				2,940.00
01375	ELHORN ENGINEERING COMPANY			
		305144	HYPOCHLORITE	1,220.00
		305302	PHOSPHATE	1,012.00
TOTAL FOR: ELHORN ENGINEERING COMPANY				2,232.00
MISC	ENOCHS, JENNIFER			
		02/05/2025	UB refund for account: 14828	6.55
			*UB refund for account: 14828	
TOTAL FOR: ENOCHS, JENNIFER				6.55
00932	ERIC ROGERS LLC			
		34516	AIRPORT SNOW REMOVAL SERVICES (6TH OF 10 PAYMENTS)	4,250.00
		34517	DDA SNOW REMOVAL (6TH OF 10 PAYMENTS)	1,840.00
TOTAL FOR: ERIC ROGERS LLC				6,090.00
00538	EXOTIC AUTOMATION & SUPPLY			
		I1757388	HINGES TO HOOK HYDRAULIC HOSES	1,032.16
		I1757984	MALE FITTINGS FOR HYDRAULIC HOSES FOR EQUIPMENT	691.14
TOTAL FOR: EXOTIC AUTOMATION & SUPPLY				1,723.30
01113	FERGUSON WATER WORKS FKA			
		WA001405	RATCHET WRENCHES	213.89
TOTAL FOR: FERGUSON WATER WORKS FKA				213.89
01346	FIRE SUPPRESSION PRODUCTS			
		16569	FOAM	580.00
TOTAL FOR: FIRE SUPPRESSION PRODUCTS				580.00
01330	FISHBECK, THOMPSON, CARR			
		444755	LOCALS LIMITS EVALUATION	7,228.50
TOTAL FOR: FISHBECK, THOMPSON, CARR				7,228.50
01322	GALE BRIGGS, INC.			
		M2349	CRUSHED ASPHALT	315.61
		M2354	CRUSHED ASPHALT	295.63
TOTAL FOR: GALE BRIGGS, INC.				611.24
01308	GRAINGER PRODUCTS			
		9371822363	DOCK BUMPER-TRUCK	31.56
TOTAL FOR: GRAINGER PRODUCTS				31.56

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Vendor Code	Vendor Name	Description	Amount
Invoice			
01296	HACH COMPANY		
14346717		SAMPLER REPAIR	2,405.00
TOTAL FOR: HACH COMPANY			2,405.00
01438	HASSEL FREE FUELS		
CFSI-11669		ACCOUNT # 010109 (FIRE) FUEL	848.19
TOTAL FOR: HASSEL FREE FUELS			848.19
02037	HASSEL FREE FUELS		
CFSI-11569		ACCNT #010107 (DPW/WWTP) FUEL	1,977.12
CFSI-11622		ACCNT #010107 (DPW/WWTP) FUEL	2,042.95
TOTAL FOR: HASSEL FREE FUELS			4,020.07
01277	HAVILAND		
525379		CHLORIDE	2,391.00
TOTAL FOR: HAVILAND			2,391.00
01970	HOPKINS MECHANICAL SERVICES, LLC		
H24750		HVAC/BOILER DIAGNOSIS SERVICE CALL	2,158.00
TOTAL FOR: HOPKINS MECHANICAL SERVICES, LLC			2,158.00
00838	IRON HORSE EXCAVATION LLC.		
24-126		SERVICE FOR 515 FOREST ST	3,910.50
TOTAL FOR: IRON HORSE EXCAVATION LLC.			3,910.50
01242	JACK DOHNEY COMPANIES, INC		
245127.2		GRIP KNURLED - RIM KNOB	9.00
TOTAL FOR: JACK DOHNEY COMPANIES, INC			9.00
01235	JETT PUMP & VALVE		
25489		COUNTY LIFT STATION PUMP REPLACEMENT-APPROVED BY CC ON 10/28	38,530.97
TOTAL FOR: JETT PUMP & VALVE			38,530.97
01199	KIMBALL MIDWEST		
103021886		CUT OFF WHEEL	42.66
TOTAL FOR: KIMBALL MIDWEST			42.66
01195	KONICA MINOLTA BUSINESS		
500003699		BILLING PERIOD (12/17/2024- 01/16/2025)	11.12
500014955		MONTHLY MAINTENANCE AGREEMENT (01/17/2025 - 02/16/2025)	60.98
TOTAL FOR: KONICA MINOLTA BUSINESS			72.10
01182	LANSING UNIFORM CO.		
105998-A		UNIFORM PANTS	129.95
TOTAL FOR: LANSING UNIFORM CO.			129.95
01173	LEA'S AUTO BODY		
9267		REPLACE BACK UP BULB & REPLACE HEADLAMP BULB	93.95
9274		SERVICE TO 2022 CHEVROLET TAHOE	590.52
9289		OIL CHANGE ON 2020 TAHOE	88.46
TOTAL FOR: LEA'S AUTO BODY			772.93

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INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF CHARLOTTE
INVOICE ENTRY DATES 01/23/2025 - 02/05/2025
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Vendor Code	Vendor Name	Invoice	Description	Amount
01156	LYNN PEAVEY COMPANY			
		415342	EVIDENCE BOXES	156.68
		415448	EVIDENCE BOXES	59.98
TOTAL FOR: LYNN PEAVEY COMPANY				216.66
02072	MANER COSTERISAN			
		62685	COMPLETION OF 2024 F-65 AND ACT 51	1,300.00
TOTAL FOR: MANER COSTERISAN				1,300.00
01137	MCGINTY, HITCH, PERSON, ANDE., P.C.			
		JANUARY 2025	FY25 ATTORNEY SERVICES	10,600.20
TOTAL FOR: MCGINTY, HITCH, PERSON, ANDE., P.C.				10,600.20
01102	MICHIGAN COMPANY, INC.			
		0000298-913116	HAND CLEANER, 2 PLY TISSUE	99.27
TOTAL FOR: MICHIGAN COMPANY, INC.				99.27
01082	MICHIGAN NETWORK CONSULTANTS			
		25-1019	CONTRACT FOR PROFESSIONAL IT SERVICES (WEEKLY VISIT 01/27/2025)	1,250.00
		25-1039	CONTRACT FOR PROFESSIONAL IT SERVICES (WEEKLY VISIT 2/03/2025)	1,250.00
		25-1040	MANAGED SERVICES -SERVER	2,800.00
TOTAL FOR: MICHIGAN NETWORK CONSULTANTS				5,300.00
02146	MICROTECH SERVICES, INC			
		36233	IT SERVICES CONTRACT 12/16/2024-12/15/2025 (CHARLOTTE FIRE DEPT)	150.00
		36234	IT SERVICES CONTRACT 12/16/2024-12/15/2025 (CHARLOTTE PUBLIC WORKS)	150.00
		36235	IT SERVICES CONTRACT 12/16/2024-12/15/2025	575.00
		36236	IT SERVICES CONTRACT 12/16/2024-12/15/2025 (ADMINISTRATION)	175.00
		36237	IT SERVICES CONTRACT 12/16/2024-12/15/2025 (POLICE DEPARTMENT)	330.00
		36249	IT SERVICES CONTRACT 12/16/2024-12/15/2025	4,847.00
TOTAL FOR: MICROTECH SERVICES, INC				6,227.00
01536	NAPA MPEC			
		276138	GREASE	89.88
		276175	BATTERY CLEANER	11.98
		276535	WINDSHIELD WASHER	26.94
		276574	WIPER BLADE	35.20
		276582	OIL FILTERS	28.67
		276704	FILTER	64.70
TOTAL FOR: NAPA MPEC				257.37
01835	NORTH CENTRAL LABORATORIES			
		514399	LAB SUPPLIES	51.83
		514645	LAB SUPPLIES	60.55
TOTAL FOR: NORTH CENTRAL LABORATORIES				112.38
01001	OVERHEAD DOOR CO. OF LANSING			
		I17025	CPD GARAGE DOOR	1,508.79
TOTAL FOR: OVERHEAD DOOR CO. OF LANSING				1,508.79

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Vendor Code	Vendor Name	Invoice	Description	Amount
02075	PENN CARE, INC.	M128208	SAFETY SUPPLIES, MEDICAL SALINE	39.53
TOTAL FOR: PENN CARE, INC.				39.53
01997	POTTERVILLA APPLIED TECHNOLOGY	31161	ADDED NEW PAGE FOR OPEB REPORTS	75.00
		31220	CHANGE TO CITY ASSESSING PAGE (POVERTY EXEMPTION GUIDELINES RESOLUTION)	37.50
TOTAL FOR: POTTERVILLA APPLIED TECHNOLOGY				112.50
MISC	RENT - A - CENTER	02/05/2025	UB refund for account: 04555 *UB refund for account: 04555	6,270.65
TOTAL FOR: RENT - A - CENTER				6,270.65
01996	SCOTT PERRY	1.28.2025	REIMBURSEMENT OF MILEAGE BAVARIAN INN LODGE1/22/25 AND 1/25/25	131.30
TOTAL FOR: SCOTT PERRY				131.30
00901	SHARE CORP.	292624	DE-ICER	94.34
TOTAL FOR: SHARE CORP.				94.34
00861	STANDARD LIFE INSURANCE CO	00 646882 0001 F	2025 FEBRUARY	1,445.33
TOTAL FOR: STANDARD LIFE INSURANCE CO				1,445.33
01995	STARK CONCRETE SOLUTIONS	1172	EPOXY FLOOR INSTALL	2,850.00
TOTAL FOR: STARK CONCRETE SOLUTIONS				2,850.00
01108	STATE OF MICHIGAN	591-11297731	OBSERVATION AND DATA DISSEMINATION SYSTEM (OCTOBER - DECEMBER 2024)+	548.05
TOTAL FOR: STATE OF MICHIGAN				548.05
01424	STATE OF MICHIGAN	11279845	NPDES PERMIT	5,500.00
		11299126	ANNUAL STORMWATER FEE	260.00
TOTAL FOR: STATE OF MICHIGAN				5,760.00
00848	SUPERFLEET MASTERCARD PROG.	FB749-02.01.2025	SERVICE PERIOD (01/01/2025 - 01/31/2025)	4,387.74
TOTAL FOR: SUPERFLEET MASTERCARD PROG.				4,387.74
00847	SWANSON ELECTRIC	1548.54	ELECTRICAL REPAIRS - COUNTY L.S.	2,672.00
TOTAL FOR: SWANSON ELECTRIC				2,672.00
02157	TERMINAL SUPPLY INC	88289-00	SHRINK RING, GXL CROSS WIRE	116.83
TOTAL FOR: TERMINAL SUPPLY INC				116.83

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Vendor Code	Vendor Name		Amount
	Invoice	Description	
00872	THE SHYFT GROUP, INC		
	SVA0029097	SERVICE TO TRUCK 314	635.81
TOTAL FOR: THE SHYFT GROUP, INC			635.81
00820	TRACE ANALYTICAL LABORATORIES		
	5010839	WATER ANALYSIS	156.00
TOTAL FOR: TRACE ANALYTICAL LABORATORIES			156.00
00791	USA BLUE BOOK		
	INV00608029	LAB SUPPLIES	957.33
TOTAL FOR: USA BLUE BOOK			957.33
00777	WALDRON FUELS		
	18152	FUEL	659.17
TOTAL FOR: WALDRON FUELS			659.17
00761	WILLIAMS FARM MACHINERY, INC.		
	32237	PLOW CUTTING EDGE	693.00
TOTAL FOR: WILLIAMS FARM MACHINERY, INC.			693.00
00752	WOLVERINE POWER SYSTEMS		
	0285167-IN	WEST SIDE GENERATOR MAINTENANCE (FAULT CODE)	960.95
TOTAL FOR: WOLVERINE POWER SYSTEMS			960.95
TOTAL - ALL VENDORS			271,190.87
PAYMENT TYPE TOTAL			
Paper Check			263,670.28
EFT Transfer			7,520.59



Memo

To: Honorable Mayor Lewis; City Council
From: City Clerk, LaRocque
Date: February 07, 2025
Subject: Staff Report on Approval of 2025 Fairgrounds Events

Background:

The City of Charlotte owns the property known as the Eaton County Fairgrounds, leased to the Eaton County Agricultural Society under a longstanding agreement. According to the lease terms, the Society must seek City approval for events held at the fairgrounds. A list of proposed events for the 2025 calendar year has been submitted for City approval.

Recommendation:

It is recommended that the City approve the events as requested by the Eaton County Agricultural Society.

Financial Impacts:

There are no direct financial impacts anticipated. Public safety support for larger events is provided by the City under separate agreements, with associated expenses largely reimbursed.

Suggested Motion:

Motion to approve the list of events for the 2025 calendar year at Eaton County Fairgrounds, as outlined in the correspondence from the Eaton County Agricultural Society



Eaton County Agricultural Society

P.O. Box 38 ~ Charlotte, MI 48813 ~ (517) 543-4510

City of Charlotte Council members,

January 20, 2025

I'd like to start by thanking you all for your continued support of the Eaton County Fairgrounds and our mission of providing a safe and fun venue for our community to enjoy. Attached you will find the tentative list of major events happening at the Fairgrounds in 2025. You may notice that I have also included on this list the dates of our monthly Board of Directors meetings, which you are more than welcome to attend.

I would also like to thank the City Council for a resolution which you adopted three years ago in support of the Fair Grounds' application for a State Capital Improvement Grant. I'm happy to say that with your help, ECAS was awarded the grant in the amount of \$62,000. The Grandstand roof has been completely replaced, new concrete has been poured, and 130 feet of brand new, wheelchair accessible, aluminum bleachers were installed last spring. We plan to apply for State Capital Improvement Grant funding again this spring.

Our Fairboard diligently continues to make grounds improvements and maintenance projects throughout the year. You may have noticed that over the past few years, 9 buildings have received brand new steel roofs which will protect those assets for many years to come. This has been a costly but very necessary endeavor which we are proud of.

As we prepare for our events and our Fair, we are excited to be able provide an outdoor venue for various events which our community can safely enjoy. As always, please feel free to reach out to me with any questions or concerns. Thank you for your time.

Respectfully,

Martin Fabrik
President
ECAS/Eaton County Fair
martinfabrik@yahoo.com
517-667-1293



Eaton County Agricultural Society

P.O. Box 38 ~ Charlotte, MI 48813 ~ (517) 543-4510

2025 Eaton County Fairground Tentative Event Schedule

January 20: ECAS Board of Directors Meeting

February 17: ECAS Board of Directors Meeting

February 21-23: Michigan Nordic Fire Festival

March 15: Fairgrounds Fundraiser Dinner

March 17: ECAS Board of Directors Meeting

March 29: Winter Storage pick-up

April 12: Eaton Conservation District Tree Sale pick-up

April 12-13: Eaton County Home Expo

April 18-20: Great Lakes Barbeque Association Competition

April 21: ECAS Board of Directors Meeting

May 4: Move Your Mutt 5K Run/Walk

*The Move Your Mutt 5K plans to utilize the walking trails in Bennett Park as part of their route. It will be based out of the Fairgrounds and only plans on including one loop through the walking trails. We are asking Council's permission to utilize the park.

May 9-11: Llama Show

May 10-11: Horse Show

May 10: FFA Elite Hog Show

May 11: FFA Elite Sheep Show

May 17: Maker's Fest

May 17: Dog Show

May 18: 4-H Horse Clinic

May 19: ECAS Board of Directors Meeting

May 31: Horse Show



Eaton County Agricultural Society

P.O. Box 38 ~ Charlotte, MI 48813 ~ (517) 543-4510

June 1: Horse Show

June 7-8: Magical Realm Fantasy Faire

June 16: ECAS Board of Directors Meeting

June 19-21: Charlotte Bluegrass Festival

July 7-12: Eaton County Fair

July 21: ECAS Board of Directors Meeting

July 26-27: Horse Show

August 1-3: Dairy Goat Show

August 16-17: Horse Show

August 18: ECAS Board of Directors Meeting

September 3-7: Charlotte Frontier Days

September 13-14: Horse Show

September 15: ECAS Board of Directors Meeting

September 20-21: Horse Show

October 4-5: Horse Show

October 20: ECAS Board of Directors Meeting

October 24-25: Winter Storage Drop Off

November 17: ECAS Board of Directors Meeting

December 15: ECAS Board of Directors Meeting

* Note: This is a tentative list of major events scheduled at the Eaton County Fairgrounds. This list is subject to change as events are canceled and added.



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



To: City Manager Hilliard
From: Dan Daly
Date: February 3, 2025
Subject: Update on Ordinance Review and Revisions

City Manager Hilliard,

Over the past several months, we have been working closely with City of Charlotte Attorney, David Revore to review and make revisions to several city ordinances. Our efforts have primarily focused on the following:

1. City Rental Registration Ordinance

We have been examining the current rental registration ordinance and considered updates to ensure it is effective in managing rental properties within the city now, and in the future. This includes removing language related to the initial application process, designating the city clerk's office as the official records keeper, requirement for landlords to provide emergency contacts, and notifying the city within a set date of ownership change.

2. House Numbering Ordinance

In reviewing this ordinance, we removed the "building official" language as the City of Charlotte no longer has a building official. The designated department will be the Charlotte Fire Department to designate the address after working with the police department, DPW, and Eaton County 911. Additionally, we added a section to allow the property owner to request an address change if certain conditions are met.

3. House Moving Ordinance

The current house moving ordinance has been changed to the oversized structure or equipment moving. Moving houses within the city is not a common practice these days. We discussed removing the ordinance but elected to modify it to include equipment moving within the city limits. This ordinance is needed to provide safety for residents and visitors of Charlotte.

We appreciate the work and guidance city attorney Revore provided us in working through these changes. We will continue looking at ordinances to ensure they align with current best practices, safety, and wellbeing for the citizens of Charlotte.

Dan Daly
Captain / Fire Inspector
Charlotte Fire Department

Introduced: 02/10/2025

Adopted:

Effective:

CITY OF CHARLOTTE
EATON COUNTY, MICHIGAN
ORDINANCE NO. 2025-01

AN ORDINANCE TO AMEND CITY CODE CHAPTER 14:
BUILDINGS AND BUILDING REGULATIONS, ARTICLE III
RENTAL DWELLING REGISTRATION; AND TO PROVIDE AN
EFFECTIVE DATE HEREOF.

Councilmember _____ moved that the following ordinance be approved upon public hearing.

THE CITY OF CHARLOTTE ORDAINS:

Section 1. Title And Purpose. The title of this ordinance shall be “*An Ordinance To Amend Chapter 14, Article III Rental Dwelling Registration*”. The purpose of this ordinance is to continue and enhance the efficient delivery of Fire Department services to rental properties within the City and under its control for the health, safety, and welfare of persons within the City of Charlotte.

Section 2. Amendment To City Code Chapter 14, Article III, Section 14-56 - Definitions. Amendment shall be and is hereby amended as noted in added language in **bold** to the following Code Section:

§ 14-56 - Definitions.

Code Official means the **Building Official or Fire Official** who is charged with the administration and enforcement of this Code, or any duly authorized representative of the city manager.

Section 3. Amendments To City Code Chapter 14, Article III, Section 14-59 – Registration. Amendments shall be and are hereby amended to delete text as noted in ~~Strikethrough~~ and revised language in **bold**, to the following Code Section:

§ 14-59. - Registration.

(A) *Compliance required.* All rental dwelling unit owners in ~~Election District 4~~ are required to register their rental dwelling units. ~~within 90 days of the effective date of this ordinance, and~~ **Recertification shall**

~~take place every two (2) years or biennially, thereafter. All rental dwelling unit owners in election District 2 are required to register their rental dwelling units between 90-180 days of the effective date of this ordinance, and every two years, or biennially, thereafter.~~ All rental dwelling unit owners must abide by the registration process and procedures of this article and shall comply with the following:

1. All existing rental dwelling units shall be registered **with the City of Charlotte, Clerk's Office.** ~~within one hundred eighty (180) days of the effective date of the ordinance.~~
2. All newly constructed **or purchased** buildings which will be used as rental dwelling units shall be registered prior to any use or occupancy as a rental dwelling unit and every two (2) years thereafter.
3. Any existing registration may be transferred to the new owner. The new owner shall register the transfer of ownership within thirty days of the date of the closing. A license which has been transferred upon sale of the property shall be valid until its expiration or revocation for noncompliance with city codes and ordinances.
4. Any existing building which is converted to a rental dwelling unit shall be registered prior to the date on which the unit is first occupied for rental purposes and every two (2) years thereafter. Failure to comply will result in penalties as described in this article or by resolution.

(B) Applications for registration, renewal, and notice of transfers shall be made in such form and in accordance with such instructions as may be provided by the ~~building inspector~~ **code official** designated by the city manager and shall include at least the following information:

1. The name, address, telephone number, and email address of the owner (no post office box shall be accepted).
2. The name, address, telephone number, and email address of the owner's representative or responsible local agent, if the rental property owner has chosen to appoint a representative.
3. **The name and phone number of an Emergency Contact. The Emergency Contact must be able to respond within 1 hour of being contacted.**
4. The authorization appointing a local agent, signed by both the owner and the local agent, as designated.
5. The address of the rental unit(s).
6. The number of dwelling or rooming units in each building on the premises.

(C) Upon registration, the owner shall be responsible for notifying the ~~building inspector~~ **City of Charlotte, Clerk's Office** of any change of address of either the owner or owner's representative.

- (D) A renewal registration shall require a satisfactory inspection being completed before a renewal certificate shall be issued.

Section 4. Amendments To City Code Chapter 14, Article III, Section 14-60 - Inspections. Amendments shall be and are hereby amended to delete text as noted in ~~Strikethrough~~ and revised language in **bold**, to the following Code Section:

§ 14-60. - Inspections.

- (A) The City employee assigned to inspect a particular rental unit shall give notice by email or by first class mail to the local agent and the tenant within seven days of the scheduled inspection, which shall occur during regular city business hours. The landlord, the tenant and/or the agent shall permit the inspection by the City inspector as notified or at the time otherwise agreed to by the parties. **The landlord or the landlord agent shall be present during the inspection.**
- (B) The City inspector may, at the request of the owner, tenant, or agent, inspect the property. If the inspector is invited to inspect the property, no notice shall be required to be given.
- (C) A reinspection notification shall be given by email, first class mail, or telephone within seven days of the scheduled reinspection.
- (D) **Where it is necessary to make an inspection to enforce the provisions of this code, or whenever the code official has reasonable cause to believe that there exists within a structure or upon the premises a condition in violation of this code, the code official is authorized to enter the structure or premises at reasonable times to inspect or perform the duties imposed by this code, provided that if such structure or premises is occupied the code official shall present credentials to the occupant and request entry.**
If such structure or premises is unoccupied, the code official shall first make a reasonable effort to locate the owner, owner's authorized agent or other person having charge or control of the structure or premises and request entry.
If entry is refused, the code official shall have recourse to the remedies provided by law to secure entry.
- (E) The code official shall make all of the required inspections, or shall accept reports of inspection by approved agencies or individuals. Reports of such inspections shall be in writing and be certified by a responsible officer of such approved agency or by the responsible individual. The code official is authorized to engage such expert opinion as deemed necessary to report on unusual technical issues that arise, subject to the approval of the appointing authority.

Section 5. City Code Chapter 14, Article III, Section 14-61 - Responsible Local Agent - unamended.

At the discretion of the property owner, a responsible local agent may be

designated. The responsible local agent shall be a person or representative of a corporation, partnership, firm, joint venture, trust, association, organization or other entity, and shall be designated by the owner of the premises as responsible for operating such property in compliance with all the provisions of this Code. All official notices of the city may be sent to the responsible local agent, and any notice so sent shall be deemed to have been delivered upon the owner of record.

Section 6. Amendments To City Code Chapter 14, Article III, Section 14-62 - Certificate of Compliance. Amendments shall be and are hereby amended to delete text as noted in ~~Strikethrough~~ and revised language in **bold**, to the following Code Section:

Sec. 14-62. - Certificate of Compliance.

No person shall operate, lease, rent or occupy a rental unit unless there is a valid certificate of compliance issued by the ~~building-inspector~~ code official in the name of the operator and issued for the specific rental unit. The certificate shall be issued for each building containing a rental unit and shall be displayed in a conspicuous place. The certificate shall be issued after registration with the city upon satisfactory inspection by the ~~building inspector~~ **code official**. The certificate shall state that the unit or units inspected comply with the provisions of this Code and state law. A certificate of compliance is valid for a period of two years from its date of issuance and must be renewed in conformity with the registration provisions of this article. The name, address and telephone number of the property owner or the designated responsible local agent shall be posted on the certificate of compliance.

Section 7. Amendments To City Code Chapter 14, Article III, Section 14-63 - Requirements for Issuance. Amendments shall be and are hereby amended to delete text as noted in ~~Strikethrough~~ and revised language in **bold**, to the following Code Section:

Sec. 14-63. - Requirements for Issuance.

The ~~building-inspector~~ **code official** shall not issue a certificate of compliance unless a current housing registration is submitted, the responsible local agent, if any is properly designated, any fees for registration plus applicable penalties are paid in full, and inspection of each unit has determined that compliance has been secured with the minimum standards listed herein and other applicable provisions of the City Code.

As it pertains to multiple unit dwellings, the ~~building-inspector~~ **code official** may, after inspection, issue a certificate of compliance for a portion, but not all, of the units in a multiple unit dwelling. All noncomplying units may not be leased or allowed to be occupied. Owners of noncomplying units may appeal

the decision of the ~~Building Inspector~~ **code official** through the procedures listed in section 14-68.

Section 8. Amendments To City Code Chapter 14, Article III, 14-64 - Applicable standards. Amendments shall be and are hereby amended to delete text as noted in revised language in **bold**, to the following Code Section:

Sec. 14-64. - Applicable standards.

The standards used to determine rental property and dwelling unit compliance with city codes and ordinances shall be the International Property Maintenance Code, **and the City of Charlotte Fire Codes**, as adopted and amended by the city council.

Section 9. Amendments To City Code Chapter 14, Article III, Section 14-65 - Noncompliance with code. Amendments shall be and are hereby amended to delete text as noted in ~~Strikethrough~~ and revised language in **bold**, to the following Code Section:

Sec. 14-65. - Noncompliance with code.

- (A) In addition to the inspections required with the registration process, the ~~building inspector~~ **code official** may enter rental dwelling units under any of the following circumstances:
1. Upon receipt of a written complaint from an owner, owner's representative, or occupant that the structure and/or premises are in violation of this article.
 2. Upon receipt of a report or referral from the police department, fire department, public or private school, or another public agency, of failure to comply with this article.
 3. Upon evidence of an existing ordinance violation observed by the ~~building inspector~~ **code official**.
 4. At the request of the owner to determine compliance with the International Property Maintenance Code **and the City of Charlotte Fire Codes**.
- (B) The building inspector **code official** may make an appointment with the owner or owner's representative of the rental dwelling unit regarding a complaint pursuant to the inspection process in Section 14-60 unless an emergency requiring 24 hours' notice or less exists.
- (C) The ~~building inspector~~ **code official** shall issue a written report noting any violations of this article or any other provision of the city's ordinances and shall provide a copy of the report to the owner or owner's representative. The ~~building inspector~~ **code official** shall direct the owner or owner's representative to correct violations within the time set forth in the report. A reasonable time for correcting violations shall be determined by the ~~building inspector~~ **code official** in light of the nature of the violations and all relevant circumstances, which shall not

exceed sixty (60) days, unless correction of the violation within a 60-day period is impossible due to seasonal considerations. Upon request of the person responsible for correcting violations, the ~~building inspector~~ **code official** may extend the time for correcting violations, but not to exceed an additional thirty (30) days. Whenever the ~~building inspector~~ **code official** finds that the operator of any rental unit has failed to comply with a notice of violation or compliance order issued pursuant to this Code, the certificate of compliance may be revoked.

- (D) Upon revocation of a certificate of compliance and/or a determination that a rental unit is unfit for human habitation, the owner or operator of the unit shall immediately vacate the unit; and no person shall thereafter occupy the unit for sleeping or living purposes until the unit is in compliance with this article.

Section 10. City Code Chapter 14, Article III, Section 14-66. - Fees - unamended.

Sec. 14-66. - Fees.

- (A) Fees for registration, inspection and reinspection of rental units, and penalties shall be established by resolution of Council. The fee schedule shall be available to the public from the City Clerk. Such fees may be changed by resolution of Council.
- (B) Reinspection fees for violations shall be assessed after the original inspection and one reinspection. There will be no exceptions or extensions for immediate health, safety and life-threatening violations. Following is a list of reasons that a reinspection fee may be charged: failure to appear for inspection; failure to comply with violation notices; and failure to permit inspection.

Section 11. Amendments To City Code Chapter 14, Article III, Section 14-67 - Violations. Amendments shall be and are hereby amended to delete text as noted in ~~Strikethrough~~ and revised language in **bold**, to the following Code Section:

Sec. 14-67. - Violations.

- (A)(1) Any owner or owner's representative of a rental dwelling unit who violates any section of this article shall be responsible for a municipal civil infraction as provided for in this Code with the fines as stated in subsection (A)(2) below.
- (2) The fines for municipal civil infractions for violating this article shall be: Two hundred dollars (\$200.00) for the first offense; four hundred dollars (\$400.00) for the second and any subsequent offenses. Each day that a violation continues shall be a separate offense.
- (B) The building inspector, building official, code enforcement officer, fire inspector and any other person designated by the city manager are authorized to issue municipal civil infraction citations for violations of

this article.

- (C) In addition to any penalties imposed by law, upon a finding of responsibility by the court for a violation of this article the city shall be entitled to immediately revoke any existing certificate of compliance and shall entitle the city to seek a court order compelling the eviction of all persons and property upon the premises until a certificate of compliance is issued by the city.
- (D) If the owner or owner's representative does not correct a violation of any provision of this article, the building inspector code official may bring an action to seek the enforcement of this article by any appropriate legal remedy.
- (E) Any structure not in compliance with this article is deemed a nuisance.
- (F) When, in the opinion of the code official, an imminent danger exists, the code official shall be authorized to order the occupants to vacate, or temporarily close for use or occupancy, a building, the right-of-way, sidewalks, streets, or adjacent buildings or nearby areas.**
- (G) The code official shall be authorized to employ the necessary resources to perform the required work in order to mitigate the imminent danger.**
- (H) Any costs incurred in the performance of emergency work shall be the responsibility of the property owner or other responsible party creating such imminent danger.**

Section 12. City Code Chapter 14, Article III, Section 14-68. - Appeals unamended.

Sec. 14-68. - Appeals.

Any person whose registration to rent or lease a dwelling or to operate a rental unit has been denied, or whose certificate of compliance has been revoked, noncompliance with the code, may appeal to the Circuit Court within (30) days of notice from a city official.

Section 13. Savings Clause. All proceedings pending and all rights and liabilities existing or incurred at the time this amendatory Ordinance takes effect are saved and may be consummated according to the law enforced when they were commenced. This amendatory Ordinance shall not be construed to affect any prosecution pending or initiated before the effective date of this amendatory Ordinance for an offense committed before that date.

Section 14. Conflicting Ordinances Repealed. Except as to prosecution and legal actions pending and saved pursuant to Section 3 above, any City Ordinances or parts of Ordinances in conflict with or inconsistent with any of the provisions of this Ordinance are repealed.

Section 15. Severability. The provisions of this ordinance are severable, and if any section, sub-section, paragraph, sentence, clause, phrase, or portion of this ordinance is,

for any reason, held invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of all remaining sections, sub-sections, paragraphs, sentences, clauses, phrases, or portions of this ordinance.

Section 16. Section Headings. The section headings used in this ordinance are for convenience only and are not a part of this ordinance.

Section 17. Code Edits. The editors of the Charlotte City Code are hereby authorized, subject to approval of the City Manager, or designee, to update and revise code section numbers to effectuate the provisions of this Ordinance.

Section 18. Effective Date. This ordinance shall take effect twenty days after it has been adopted by the City Council and published in accordance with law.

Introduced by the Charlotte City Council this 10TH day of February, 2025.

Motion by
Second by

Ayes:
Nays:
Absent:

Adopted by the _____ City Council this __ day of _____, 2025.

Motion by
Second by

Ayes:
Nays:
Absent:

Approved:

Timothy Lewis, Mayor

I, Mary LaRocque, City Clerk, certify this is Ordinance No. 2025-__adopted by the Charlotte City Council at a meeting held on the __ day of _____, 2025, a meeting held according to the Open Meetings Act, Public Act No. 267 of 1976, as amended. I further certify Ordinance No. 2025-__ was published in the _____, a newspaper of general circulation in the City of Charlotte, the __ day of _____, 2025, subsequent to its adoption.

Mary LaRocque, City Clerk

Introduced:

Public Hearing:

Adopted:

Published:

Effective:

Introduced: 02/10/2025

Adopted:

Effective:

CITY OF CHARLOTTE
EATON COUNTY, MICHIGAN

ORDINANCE NO. 2025-02

AN ORDINANCE TO AMEND CITY CODE CHAPTER 14:
BUILDINGS AND BUILDING REGULATIONS, ARTICLE IV
HOUSE NUMBERING AND ARTICLE V HOUSE MOVING;
AND TO PROVIDE AN EFFECTIVE DATE HEREOF.

Councilmember _____ moved that the following ordinance be approved upon public hearing.

THE CITY OF CHARLOTTE ORDAINS:

Section 1. Title And Purpose. The title of this ordinance shall be “*An Ordinance To Amend Chapter 14, Article IV House Numbering and Article V House Moving*”. The purpose of this ordinance is to continue and enhance the efficient delivery of Fire Department services to properties within the City and under its control for the health, safety, and welfare of persons within the City of Charlotte.

Section 2. Amendments To City Code Chapter 14, Article IV, Sections 14-87, 14-88, 14-89, 14-90. Amendments shall be and are hereby amended to delete text as noted in ~~Strikethrough~~ and revised language in **bold**, to the following Code Sections:

§ 14-87 STREET MAPS.

It shall be the duty of the ~~Building Official~~ **Fire Department** to number all the blocks, houses, and buildings in accordance with the provisions of this article as near as may be, and the numbers given by him shall be the official numbers. ~~He~~ **The Fire Department** shall make and keep on file ~~in his office the necessary maps and plats showing~~ the location and official number of all blocks, houses, and buildings.

§ 14-88 ASSIGNED NUMBERS.

If numbers cannot be designated according to the system stated in this article, the ~~Building Official~~ **Fire Department** shall assign official numbers corresponding to this system as near as possible.

§ 14-89 DISPLAY OF OFFICIAL NUMBERS.

The ~~Building~~ **code** official shall designate the official numbers to be placed on all houses and buildings. The numbers shall be displayed in a conspicuous location approved by the ~~Building—Department~~ **Fire Department** on the house or building **in accordance with the applicable fire code and building code**. The figures to be used for such purpose shall be not less than 6 inches in height. It shall be unlawful for any person to display any street number **or street name** other than the official number upon any house or building.

Section 3. Amendment To City Code Section 14-90 and Sections 14-91--14-110 RESERVED. Amendment shall be and hereby added new language in **bold**, to the following Code Section:

§ 14-90 Change of Address Request

A Change of address may be requested at any time by the property owner by completing a change of address application with the City of Charlotte, Clerk's Office. The Fire Department may deny the address change request if the requested address is not in compliance with city ordinance.

§§ 14-91 -- 14-110 RESERVED.

Section 4. Amendments To City Code Chapter 14, Article V, Section 14-111 PERMIT; FEE AND INSURANCE. Amendments shall be and are hereby amended to delete text as noted in ~~Strikethrough~~ and revised language in **bold** to the following Code Section:

ARTICLE V. HOUSE OVERSIZE STRUCTURE OR EQUIPMENT MOVING

§ 14-111 PERMIT; FEE AND INSURANCE.

(A) No person shall move, transport or convey any building, machinery, truck or trailer more than 8 feet 8 inches wide or higher than 13 feet 6 inches above the surface of the roadway into, across or along any street or other public place in the city, without first obtaining a permit from the ~~Building Official~~: **City of Charlotte**.

(B) The applicant shall pay a fee as determined by the City Council from time to time and shall file an insurance certificate with the City Clerk. **at the time of the permit application.**

Section 5. Savings Clause. All proceedings pending and all rights and liabilities existing or incurred at the time this amendatory Ordinance takes effect are saved and may be consummated according to the law enforced when they were commenced. This amendatory Ordinance shall not be construed to affect any prosecution pending or initiated before the effective date of this amendatory Ordinance for an offense committed before that date.

Section 6. Conflicting Ordinances Repealed. Except as to prosecution and legal actions pending and saved pursuant to Section 3 above, any City Ordinances or parts of Ordinances in conflict with or inconsistent with any of the provisions of this Ordinance are repealed.

Section 7. Severability. The provisions of this ordinance are severable, and if any section, sub-section, paragraph, sentence, clause, phrase, or portion of this ordinance is, for any reason, held invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of all remaining sections, sub-sections, paragraphs, sentences, clauses, phrases, or portions of this ordinance.

Section 8. Section Headings. The section headings used in this ordinance are for convenience only and are not a part of this ordinance.

Section 9. Code Edits. The editors of the Charlotte City Code are hereby authorized, subject to approval of the City Manager, or designee, to update and revise code section numbers to effectuate the provisions of this Ordinance.

Section 10. Effective Date. This ordinance shall take effect twenty days after it has been adopted by the City Council and published in accordance with law.

Introduced by the Charlotte City Council this 10th day of February, 2025.

Motion by
Second by

Ayes:
Nays:
Absent:

Adopted by the _____ City Council this ____ day of _____, 2025.

Motion by
Second by

Ayes:
Nays:
Absent:

Approved:

Timothy Lewis, Mayor

I, Mary LaRocque, City Clerk, certify this is Ordinance No. 2025-__ adopted by the Charlotte City Council at a meeting held on the __day of _____2025, a meeting held according to the Open Meetings Act, Public Act No. 267 of 1976, as amended. I further certify Ordinance No. 2025-__ was published in the _____, a newspaper of general circulation in the City of Charlotte, the __day of _____, 2025, subsequent to its adoption.

Mary LaRocque, City Clerk

Introduced:

Public Hearing:

Adopted:

Published:

Effective:



Memo

To: Honorable Mayor Lewis; City Council

From: Matt Griffith, Superintendent of Utilities

Date: February 3, 2025

Re: #1 & #2 - Rotary Distributors

Background

The BioDoc Rotary Distributors were originally installed during the 1998 plant upgrade and are essential for the biological removal of ammonia and biochemical oxygen demand (BOD) to comply with the city's National Pollutant Discharge Elimination System (NPDES) Permit.

Due to wear over time, it is now necessary to replace seals, bearings, and other mechanical components to ensure continued operation. This repair need was unforeseen and, therefore, not included in the FY 24/25 budget.

Financial Impact

Funds for these repairs were not allocated in the FY 24/25 budget. To secure the necessary components and installation services, the city solicited sealed bids. Hamlett Environmental Technologies submitted the lowest responsible bid at **\$176,450.00** for both materials and labor.

Recommendation

Staff recommends that the City Council approve the expenditure of **\$176,450.00** to Hamlett Environmental Technologies for the removal and replacement of necessary components on both BioDoc Rotary Distributors. The expenditure will be covered using available fund balance.

Suggested Motion

Motion to authorize the purchase and installation of necessary components for the repair of both BioDoc Rotary Distributors at the Charlotte Wastewater Treatment Plant, awarding the contract to Hamlett Environmental Technologies in the amount of \$176,450.00, with funding from the available fund balance.

BID TABULATION SHEET

CITY OF CHARLOTTE

PROJECT NAME:	WesTech 67' BioDoc Rotary Distributors, replacement and installation of bearings and seals for 2
PROJECT NO:	
BID ISSUES DATE:	1/13/2025
BID OPENING DATE/TIME:	1/31/2025 4:00 p.m.

[illegible]



To: Honorable Mayor Tim Lewis and City Council Members

From: Robert Hillard, City Manager

Date: February 7, 2025

Re: Markdom Industrial Facilities Exemption

Background: Pursuant to the provisions of Act 198 of the Public Acts of 1974, as amended, the City Council held a public hearing on December 23, 2024, to consider the approval of an application for an Industrial Facilities Exemption (IFT). Markdom International proposed a building expansion to be located at 400 Parkland Dr. The approximate taxable value of the project eligible for the tax abatement was \$2,000,000 in real property. After the public hearing, the City Council approved a tax abatement and agreement for 12 years for the creation of 150 jobs, as proposed between the City of Charlotte, Michigan, and Markdom International, in substantial form. However, after further review with the City Charter and in additional discussions with Lansing Economic Area Partnership (LEAP) and Markdom, an amended application and resolution is being presented to City Council for approval. This application reflects a name change of the company to Markdom Michigan Plastics, a ten year abatement based on Charter requirements, a project amount of \$1,500,000, the creation of 100 jobs, and a review of the agreement after two years to reestablish the tax abatement.

Financial Impact: The financial impact is approximately \$9,826 in new tax revenue annually with the IFT in place. This is in addition to the \$75,000 in current property taxes already being paid for the property at 400 Parkland Dr.

Recommendation: It is recommended that the City Council approve the amended Industrial Facilities Exemption and agreement for Markdom Michigan Plastics as submitted.

**CITY OF CHARLOTTE
RESOLUTION 2025-04**

**RESOLUTION APPROVING AN IFT APPLICATION FOR MARKDOM
MICHIGAN PLASTICS, INC. AT 400 PARKLAND DRIVE AND
AGREEMENT BETWEEN CITY OF CHARLOTTE AND
MARKDOM MICHIGAN PLASTICS, INC.**

Minutes of a regular meeting of the City Council of City of Charlotte, held on February 10, 2025, at Charlotte City Hall 111 E Lawrence Ave., Charlotte, MI 48813, at 7:00 p.m.

PRESENT:

ABSENT:

The following preamble and resolution were offered by _____
and supported by _____.

Resolution Approving Application of Markdom Michigan Plastics, Inc., for an Industrial Facilities Exemption Certificate for a New Facility located at 400 Parkland Drive, Charlotte, MI 48813, and Agreement for a Term of 10 years between City of Charlotte and Markdom Michigan Plastics, Inc.

WHEREAS, pursuant to P.A. 198 of 1974, M.C.L. 207.551 et seq., after a duly noticed public hearing held on March 28th, 1988, this City Council by resolution established Sam Combs Industrial Park Industrial Development District**; and

WHEREAS, **Markdom Michigan Plastics, Inc.**, as successor to **Markdom of America, Inc.**, has filed an application for an Industrial Facilities Exemption Certificate with respect to a new facility* to be acquired and installed within the Industrial Development District; and

WHEREAS, before acting upon and approving **Markdom of America, Inc.**'s application, the City of Charlotte held a hearing on December 23rd, 2024, at the Charlotte City Hall, in 111 E Lawrence Ave., Charlotte, MI 48813, at 7:00 p.m., at which hearing the applicant, the Assessor and a representative of the affected taxing units were given written notice and were afforded an opportunity to be heard on said application; and

WHEREAS, on February 10, 2025, the City Council of Charlotte approved Resolution No. 2025-04 to grant **Markdom Michigan Plastics, Inc.**, application for an Industrial Facilities Exemption Certificate with respect to a new facility in the Sam Combs Industrial Park Industrial Development District, that also included an Agreement regarding the IFT between the City Council and Markdom Michigan Plastics, Inc.; and

NOW, THEREFORE, BE IT RESOLVED BY the City Council of Charlotte, MI that:

1. The City Council finds and determines that the granting of the Industrial Facilities Exemption Certificate considered together with the aggregate number of certificates previously granted and currently in force under Act No. 198 of the Public Acts of 1974, shall not have the effect of substantially impeding the operation of City Council or impairing the financial soundness of a taxing unit which levies ad valorem property taxes in City of Charlotte.
2. The application from Markdom Michigan Plastics, Inc. for an Industrial Facilities Exemption Certificate, with respect to a New Facility* at the commonly known address of 400 Parkland Drive, Charlotte, Michigan, 48813, on the following described parcel of real property situated within the Industrial Development District**, to wit: (Legal Description)

COM W 1/4 COR SEC 6, S 89 36' 35" E 400.80 FT, S 00 54' 09" E 736.92
FT TO POB, N 89 49' 52" E 843.84 FT, S 00 10' 08" E 597.72 FT, S 89
49' 52" W 836.19 FT, N 00 54' 09" W 597.77 FT TO BEG. SEC 6, T2N,
R4W CITY OF CHARLOTTE, 4-6-98, 11.52 ACRES

be and the same is hereby approved.

3. The Industrial Facilities Exemption Certificate when issued shall be and remain in force for a period of 10 years.
4. The City Council approves the Agreement regarding the IFT between the City Council and Markdom Michigan Plastics, Inc., in substantial form, and directs the Mayor and Clerk to execute same.
5. All prior Resolutions are hereby repealed to the extent of any conflict.

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

I hereby certify that the foregoing constitutes a true and complete copy of Resolution 2025-04 adopted by the City Council of Charlotte, County of Eaton, Michigan, at a regular meeting held on February 10, 2025.

Clerk's Signature



An AGREEMENT (“Agreement”) between CITY OF CHARLOTTE, a municipal corporation located at 111 E. Lawrence Avenue, Charlotte, MI 48813 (“City”) and Markdom Michigan Plastics, Inc. (“Company”), (individually a “party”, collectively, the “parties”) is entered, as follows:

Recitals:

- A. The Company has applied to City for the issuance of an Industrial Facilities Exemption Certificate (“Certificate”) pursuant to the provisions of Act 198 of the Public Acts of 1974, as amended (the “Act”), which requires a contract between the City and the Company to be agreed and submitted with the Company’s application for said Certificate.
- B. That in addition to statutory requirements, the City has determined that it is in the best interests of the taxpayers, property owners, and residents of the City that this Agreement be approved and executed prior to the issuance of the requested Certificate, and the City deems this Contract, together with the conditions set forth in the said Act to constitute a necessary element in the City’s determination whether or not to issue the Certificate.
- C. The Company intends to implement the project set forth in its Certificate application (“Project”) at 400 Parkland Drive, Charlotte, MI 48813, which it believes qualifies for the process of issuing the Certificate.
- D. The City, provided this Agreement is executed, will determine whether to issue the Certificate based upon the potential for the creation of full-time jobs, the continuation or increase of economic activity, planning and zoning considerations, and the City’s general plan and intentions regarding economic development.

NOW THEREFORE THE PARTIES AGREE:

1. COMPANY AGREEMENT

The Company irrevocably commits to the substantial completion of the investment and job creation promises based on its application, a copy of which is attached hereto and incorporated herein (the “Application”). In particular the Company agrees:

That no less than Seventy Five Percent (75%) of the estimated new jobs on Application, or 131 jobs, shall be on payroll as full-time employees by a date no later than five (5) years from the date of the granting of the Certificate by the Michigan State Tax Commission (the “Commission”) (the “Achievement Date”).

- 1.1. The Company, with an estimated real property investment of \$1,500,000.00, as noted in the Application, shall, by the Achievement Date shall have completed no less than Seventy Five Percent (75%) of the estimated investment level, or \$1,125,000.00, in real property improvements. Similarly, with an estimated personal property investment of \$15,000,000.00, as shown in the Application, the Company shall, by the Achievement



Date, have substantially completed no less than Seventy Five Percent (75%), or \$11,250,000.00, investment in machinery and equipment (industrial personal property). The parties acknowledge that industrial personal property is exempt from local taxation to the extent permitted under applicable law, so long as all necessary and completed forms and documentation have been filed with governmental agencies.

- 1.2. That the improvements and equipment to receive the tax abatement treatment shall be completed by the Achievement Date.
- 1.3. The Company shall pay its specific taxes required by the Act in a timely manner, and shall not delay payments so as to incur any penalties or interest.
- 1.4. The Company shall fully cooperate with the City and with the City's representatives in supplying all requested and required documentation regarding jobs, investment, the meeting of all goals, and the timely installation and utilization of the equipment and improvements. The City shall be entitled to inspect at reasonable hours and with reasonable notice the Company's premises where the said improvements and equipment have been installed and where the said jobs are performed.
- 1.5. The Company shall maintain, from the Achievement Date through the entire period for which the tax abatement is granted (which date will be 10-years following the date of the Certificate, the "Term of the Abatement"), the level of jobs, production and utilization of the improvements and equipment at the site where the Certificate has been granted, except as provided in Section 4. The parties agree to meet after the completion of the second year of this Agreement to review the Term of the Abatement and discuss extension thereof, subject to written agreement as amendment to this Agreement.
- 1.6. The Company shall comply with all environmental law and governmental codes, regulations and orders on its premises in the City. It shall report any releases of hazardous substances to the appropriate governmental authority in a timely and complete manner, and simultaneously provide copies of said report documentation to the City.
- 1.7. The Company shall maintain the equipment and improvements so as to minimize physical or functional obsolescence.
- 1.8. The Company shall comply with all zoning and building codes as well as other, ordinances, codes, and regulations or restrictions as enacted or approved by the Charlotte City Council.

2. AGREEMENT BY THE CITY

Provided this Agreement has been executed and further provided all applications to create an Industrial Development District and issue the Certificate have been properly filed, the City shall, in a timely manner, determine in a public meeting to receive, process, and approve thereafter the Company's complete application for an Industrial Facilities Exemption Certificate. The City may consider this Agreement in a meeting separate from and prior to the meeting in which the City considers the issuance of the Certificate. The City shall require the submission of this Agreement signed by the Company together with its applications, before issuing the Certificate.

3. EVENTS OF DEFAULT

During the Term of the Abatement, the following actions or failures to comply shall be considered events of default by the Company each of which would warrant revocation of the Abatement by the City:

- 3.1. Failure to meet any of the commitments and terms set forth above.
- 3.2. The closing of the Company's facilities in the City. Closing shall mean relocating the jobs and investment as described under the application to a community outside of the City or laying off all or substantially all of the jobs created by this improvement for greater than 30 consecutive days, or all or substantially all of the production that results from the improvement ceases at the Company's facility in Charlotte for greater than 30 consecutive days. Closing does not mean any matters related to force majeure.
- 3.3. Failure to deliver and convey to the City the documentation and reporting required.
- 3.4. The failure to pay any and all taxes and assessments levied on the Company's property or any other taxes, local, state or federal, and any required fees.
- 3.5. The performance or omission of any act which would lead to revocation under MCLA 207.565, being subsection 15 of the Act.
- 3.6. The violation of any provisions, promises, commitments, considerations, or covenants of this Agreement.

4. REPORTING REQUIREMENTS

- 4.1. Commencing on year three (3) of the term of the Certificate, the Company shall provide an annual report as follows:
 - a) A jobs report that includes the number of jobs created and retained, and current total employment at the facility in Charlotte.
 - b) A vehicle or product production report related to the improvement for which the Certificate was obtained.

5. REMEDIES ON DEFAULT

In the event the Company defaults, the City shall have the following remedies which it may invoke without notice, except as may be reasonably required by the Company's rights to due process:

5.1 Except as provided in Section 4, in the event of closing as determined after investigation of the facts and a public hearing, the Company shall be immediately liable for clawback of all taxes to be paid forthwith to the City, determined as follows:

5.1.1 The Company shall pay to the City, for pro rata distribution to the taxing units experiencing the abatement, an amount equal to the difference between the Industrial Facilities Tax which it has paid, and the total property taxes to the relevant taxing units which it would have paid, given its installations or improvements or equipment, during the years for which the Certificate was in effect.



5.1.2 Immediate Revocation. The Company hereby consents to the revocation of the Certificate before the Commission and the City shall submit a copy of this Agreement to the Commission in connection with its revocation procedure, giving notice that the default has occurred and immediate revocation should occur.

5.2 In the event the improvements and equipment have not been installed by the Achievement Date, in addition to the revocation procedures before the Commission, then the abatement shall immediately be reduced by the City proportionately, and any installations which have not been finished by the Achievement Date shall not be eligible for the abatement thereafter and shall be placed on the regular tax roll. Provided, however, this shall not apply if the City and the Company have collectively agreed that conditions upon which the targeted investment and job creation have been delayed or reduced are acceptable.

5.3 Failure to Expend the Funds Represented. In the event, (whether or not the installations have been completed), the Company has not expended the funds it has represented on its Application that it would invest for the installation or equipment, the abatement shall be reduced pro rata, and any remaining value of equipment shall be placed on the regular tax roll.

5.4 Job Creation and Retention. In the event the promised number of jobs have not been created or retained by the Achievement Date, the abatement shall be reduced proportionately. Notwithstanding, the parties agree to meet and discuss a remediation plan, that may also include an amendment to the Agreement, as approved by the City Council.

5.5 Special Assessment. For any amount due to be paid to the City, under this Section 5, the Company consents that the City shall have an action against the Company for the said amount, and in addition, cumulatively, and not by election, the City shall have a special assessment lien on all the property of the Company personal and real, located in the City, for the collection of the amounts due as and in the manner of property taxes and in such case the collection of the said special assessment shall be accomplished by addition by the City to the Company's property tax statement regularly rendered.

5.6 For other violations of this Agreement or for actions or omissions by the Company amounting to grounds for revocation by statute, the City shall recommend to the Commission immediate revocation of the Certificate.

6. GOVERNING LAW

This Agreement shall be construed and enforced in accordance with the laws of the State of Michigan, in the State Courts of Eaton County, within the State of Michigan.

7. COUNTERPARTS

This Agreement may be executed in one or more counterparts, all of which shall constitute one and the same Agreement.



8. BENEFIT

This Agreement shall be binding upon and insure to the benefit of the respective parties, their successors, and personal representatives.

9. EFFECTIVE DATE

This Agreement shall be effective on the date the Commission grants to the Company the Certificate.

City of Charlotte

By: Mayor

Date: _____

and

By: Clerk

Date: _____

Company

By:

Date: _____



The page that follows is provided solely for illustrative purposes and reflects taxes as currently assessed. It is not intended to serve as a binding document or guarantee of any tax obligations. The information presented is subject to change and should not be relied upon as definitive or final.

Markdom Intl - 2024 US Manufacturing Investment Project - Tax Abatement Estimates

											Personal Property Taxes			Real Property Taxes							
		Personal Property	Property Dep Multi	Yr. End Est. Personal Property	Assess. Ratio	Personal Property Tax Value	Real Property Investment	NEW/ADDL Bldg. Yr. End Est. Fair Mkt. Value (2% an. incr.)	Assess. Ratio	NEW/ADDL Real Assessed Taxable Value	65.8557 Mills Total Taxes	EMPP Essential Services Assessment 2.4 mills Taxes Due	Eligible Manufacturing Personal Property (EMPP) Exemption Tax Savings	65.8557 Mills Total Taxes	50% IFT Total Taxes Owed	50% IFT Total Taxes Saved	18.1749 Mills City Portion Total taxes	18.1749 Mills City Portion Tax Incentive	9.5805 Mills County Portion Total taxes	9.5805 Mills County Portion Tax Incentive	
Year		Investment	Table	Dep Value				Real Property		Value											
-	2024	\$0	89%	\$0	-	0	\$0	\$0	50%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
C	2025	\$5,000,000	76%	\$4,450,000	50%	\$0	\$2,000,000	\$1,400,000	50%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
C	2026	\$10,000,000	67%	\$12,700,000	50%	\$2,225,000	\$0	\$1,428,000	50%	\$700,000	\$146,529	\$5,340	\$141,189	\$46,099	\$25,149	\$20,949	\$12,722	\$6,361	\$6,706	\$3,353	
1	2027	\$3,000,000	60%	\$13,620,000	50%	\$6,350,000	-	\$1,456,560	50%	\$714,000	\$418,184	\$15,240	\$402,944	\$47,021	\$25,652	\$21,368	\$12,977	\$6,488	\$6,840	\$3,420	
2	2028	-	54%	\$11,980,000	50%	\$6,810,000	-	\$1,485,691	50%	\$728,280	\$448,477	\$16,344	\$432,133	\$47,961	\$26,166	\$21,796	\$13,236	\$6,618	\$6,977	\$3,489	
3	2029	-	49%	\$10,710,000	50%	\$5,990,000	-	\$1,515,405	50%	\$742,846	\$394,476	\$14,376	\$380,100	\$48,921	\$26,689	\$22,232	\$13,501	\$6,751	\$7,117	\$3,558	
4	2030	-	45%	\$9,650,000	50%	\$5,355,000	-	\$1,545,713	50%	\$757,703	\$352,657	\$12,852	\$339,805	\$49,899	\$27,223	\$22,676	\$13,771	\$6,886	\$7,259	\$3,630	
5	2031	-	42%	\$8,770,000	50%	\$4,825,000	-	\$1,576,627	50%	\$772,857	\$317,754	\$11,580	\$306,174	\$50,897	\$27,767	\$23,130	\$14,047	\$7,023	\$7,404	\$3,702	
6	2032	-	38%	\$8,070,000	50%	\$4,385,000	-	\$1,608,160	50%	\$788,314	\$288,777	\$10,524	\$278,253	\$51,915	\$28,322	\$23,593	\$14,328	\$7,164	\$7,552	\$3,776	
7	2033	-	36%	\$7,450,000	50%	\$4,035,000	-	\$1,640,323	50%	\$804,080	\$265,728	\$9,684	\$256,044	\$52,953	\$28,889	\$24,064	\$14,614	\$7,307	\$7,703	\$3,852	
8	2034	-	33%	\$6,860,000	50%	\$3,725,000	-	\$1,673,130	50%	\$820,162	\$245,312	\$8,940	\$236,372	\$54,012	\$29,467	\$24,546	\$14,906	\$7,453	\$7,858	\$3,929	
9	2035	-	31%	\$6,390,000	50%	\$3,430,000	-	\$1,706,592	50%	\$836,565	\$225,885	\$8,232	\$217,653	\$55,093	\$30,056	\$25,037	\$15,204	\$7,602	\$8,015	\$4,007	
10	2036	-	29%	\$5,930,000	50%	\$3,195,000	-	\$1,740,724	50%	\$853,296	\$210,409	\$7,668	\$202,741	\$56,194	\$30,657	\$25,537	\$15,509	\$7,754	\$8,175	\$4,088	
11	2037	-	28%	\$5,540,000	50%	\$2,965,000	-	\$1,775,539	50%	\$870,362	\$195,262	\$7,116	\$188,146	\$57,318	\$31,270	\$26,048	\$15,819	\$7,909	\$8,339	\$4,169	
12	2038	-	23%	\$5,230,000	50%	\$2,770,000	-	\$1,811,049	50%	\$887,769	\$182,420	\$6,648	\$175,772	\$58,465	\$31,896	\$26,569	\$16,135	\$8,068	\$8,505	\$4,253	
		\$18,000,000				\$2,000,000					\$3,691,871	\$134,544	\$3,557,327	\$676,748	\$369,203	\$307,546	\$186,769	\$93,385	\$98,451	\$49,226	
Total Personal Property Investment											Total Real Property Investment										
Average Annual Tax Savings to Markdom											\$276,062										
Total New Property Tax Savings to Markdom over Incentive Period											\$3,864,872										
Total New Property Taxes to all Taxing Units Over Incentive Period											\$503,747										
Total New Property Taxes to City of Charlotte (Operating, Fire, Yard Waste, Recycling)											\$93,385										
Total New Property Taxes to Eaton County (Operating, Road, 911, Jail, Juvenile, Med Car, Park)											\$49,226										

Total Mills	65.8557
Assessed Value	\$1,160,600.00
2023 Total Real Property Taxes	\$74,538.58

Winter 2023

Taxing Authority	Millage Rate	Amount	Amount Paid
	22.9069	\$26,448.44	\$0.00
EATON CO JAIL	0.6993	\$775.26	\$0.00
EATON CO 911	0.949	\$1,052.08	\$0.00
EATON CO EATRAN	0.2497	\$276.82	\$0.00
EATON CO JUVENIL	0.3496	\$387.57	\$0.00
EATON CO MED	0.1248	\$138.35	\$0.00
EATON CO ROAD	1.4985	\$1,661.27	\$0.00
EATON CO PARK	0.5	\$554.31	\$0.00
CITY FIRE	2	\$2,217.24	\$0.00
CHAR SCH OPER	9	\$9,977.61	\$0.00
CHAR SCH DEBT	3.795	\$4,207.22	\$0.00
CHAR SCH REC	0.4948	\$548.54	\$0.00
EATN RESA SCH OP	0.0888	\$98.44	\$0.00
EATN RESA SP ED	1.3356	\$1,480.67	\$0.00
EATN RESA VOC ED	0.445	\$493.33	\$0.00
CHAR DIST LIB	1.3768	\$1,526.35	\$0.00
BIG THORNAPPLE	0	\$14.19	\$0.00
CLAFLIN	0	\$14.90	\$0.00
Admin Fees		\$253.95	\$0.00
Interest Fees		\$770.34	\$0.00

Summer 2023

Taxing Authority	Millage Rate	Amount	Amount Paid
	42.9488	\$48,090.14	\$48,090.14
STATE ED TAX	6	\$6,651.74	\$6,651.74
EATON CO OPER	5.2096	\$5,775.48	\$5,775.48
CITY OPERATING	14.1369	\$15,672.50	\$15,672.50
CITY DEBT	0.9	\$997.76	\$997.76
CITY YARD WASTE	0.18	\$199.55	\$199.55
CITY RECYCLING	0.096	\$106.42	\$106.42
CITY FIRE	1.762	\$1,953.39	\$1,953.39
CHAR SCH OPER	9	\$9,977.61	\$9,977.61
CHAR SCH DEBT	3.795	\$4,207.22	\$4,207.22
EATN RESA SCH OP	0.0888	\$98.44	\$98.44
EATN RESA SP ED	1.3356	\$1,480.67	\$1,480.67
EATN RESA VOC ED	0.4449	\$493.22	\$493.22
Admin Fees		\$476.14	\$476.14
Interest Fees		\$0.00	\$0.00

Application for Industrial Facilities Tax Exemption Certificate

Issued under authority of Public Act 198 of 1974, as amended. Filing is mandatory.

INSTRUCTIONS: File the completed application and the required attachments with the clerk of the local government unit. If you have any questions regarding the completion of this form, call 517-335-7491.

To be completed by Clerk of Local Government Unit	
Signature of Clerk	Date Received by Local Unit

STC Use Only	
Date Received by STC	Application Number

APPLICANT INFORMATION

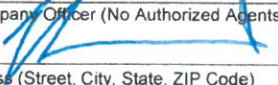
All boxes must be completed.

1a. Company Name (Applicant must be the occupant/operator of the facility) Markdom Michigan Plastics, Inc.		1b. Standard Industrial Classification (SIC) Code - Sec. 2(10) (4 or 6 Digit Code) 308906	
1c. Facility Address (City, State, ZIP Code) (real and/or personal property location) 400 Parkland DrCharlotte, MI 48813		1d. City/Township/Village (indicate which) City of Charlotte	1e. County Eaton
2. Type of Approval Requested ☒ New (Sec. 2(5)) ☐ Speculative Building (Sec. 3(8)) ☐ Research and Development (Sec. 2(10))		☐ Transfer ☐ Rehabilitation (Sec. 3(6)) ☐ Increase/Amendment	
3a. School District where facility is located Charlotte Public Schools		3b. School Code MI-23030	
4. Amount of years requested for exemption (1-12 Years) 10			
5. Per section 5, the application shall contain or be accompanied by a general description of the facility and a general description of the proposed use of the facility, the general nature and extent of the restoration, replacement, or construction to be undertaken, a descriptive list of the equipment that will be part of the facility. Attach additional page(s) if more room is needed. The 400 Parkland Drive facility is 100,724 square feet. The intended use is for injection molding. The current plant is the addition of approximately 10,000 square feet so the total size of the facility would increase to be approximately 110,724 square feet. The estimated cost of the office addition would range from \$1.5M - \$2.0M. There will be an investment of up to \$1 million to the existing building to remove the internal offices and reorganize cranes, electrical, etc.			
6a. Cost of land and building improvements (excluding cost of land) * Attach list of improvements and associated costs. * Also attach a copy of building permit if project has already begun.		6b. Cost of machinery, equipment, furniture and fixtures * Attach itemized listing with month, day and year of beginning of installation, plus total	
6c. Total Project Costs * Round Costs to Nearest Dollar		6d. Total of Real & Personal Costs	
6a. Cost of land and building improvements (excluding cost of land) \$1,500,000		6b. Cost of machinery, equipment, furniture and fixtures \$15,000,000	
6c. Total Project Costs \$16,500,000		6d. Total of Real & Personal Costs \$16,500,000	
7. Indicate the time schedule for start and finish of construction and equipment installation. Projects must be completed within a two year period of the effective date of the certificate unless otherwise approved by the STC.			
Real Property Improvements		Personal Property Improvements	
Begin Date (M/D/Y) 02/01/2025		End Date (M/D/Y) 10/01/2025	
12/31/2026		12/31/2026	
Owned Leased		Owned Leased	
Owned Leased		Owned Leased	
8. Are State Education Taxes reduced or abated by the Michigan Economic Development Corporation (MEDC)? If yes, applicant must attach a signed MEDC Letter of Commitment to receive this exemption. Yes No			
9. No. of existing jobs at this facility that will be retained as a result of this project.		10. No. of new jobs at this facility expected to create within 2 years of completion.	
100		100	
11. Rehabilitation applications only: Complete a, b and c of this section. You must attach the assessor's statement of SEV for the entire plant rehabilitation district and obsolescence statement for property. The Taxable Value (TV) data below must be as of December 31 of the year prior to the rehabilitation.			
a. TV of Real Property (excluding land)			
b. TV of Personal Property (excluding inventory)			
c. Total TV			
12a. Check the type of District the facility is located in: ☒ Industrial Development District ☐ Plant Rehabilitation District			
12b. Date district was established by local government unit (contact local unit) 03/28/1988		12c. Is this application for a speculative building (Sec. 3(8))? Yes No	

APPLICANT CERTIFICATION - complete all boxes.

The undersigned, authorized officer of the company making this application certifies that, to the best of his/her knowledge, no information contained herein or in the attachments hereto is false in any way and that all are truly descriptive of the industrial property for which this application is being submitted.

It is further certified that the undersigned is familiar with the provisions of P.A. 198 of 1974, as amended, being Sections 207.551 to 207.572, inclusive, of the Michigan Compiled Laws; and to the best of his/her knowledge and belief, (s)he has complied or will be able to comply with all of the requirements thereof which are prerequisite to the approval of the application by the local unit of government and the issuance of an Industrial Facilities Exemption Certificate by the State Tax Commission.

13a. Preparer Name Nick Orlando	13b. Telephone Number (416) 575-2117	13c. Fax Number	13d. E-mail Address norlando@markdom.com
14a. Name of Contact Person Nick Orlando	14b. Telephone Number (416) 575-2117	14c. Fax Number	14d. E-mail Address norlando@markdom.com
▶ 15a. Name of Company Officer (No Authorized Agents) Nick Orlando, President and CEO			
15b. Signature of Company Officer (No Authorized Agents) 		15c. Fax Number	15d. Date 01/28/2025
▶ 15e. Mailing Address (Street, City, State, ZIP Code) 315 NANTUCKET BLVD Toronto, ONM1P 2P2		15f. Telephone Number (416) 575-2117	15g. E-mail Address norlando@markdom.com

LOCAL GOVERNMENT ACTION & CERTIFICATION - complete all boxes.

This section must be completed by the clerk of the local governing unit before submitting application to the State Tax Commission. Check items on file at the Local Unit and those included with the submittal.

▶ 16. Action taken by local government unit ☐ Abatement Approved for _____ Yrs Real (1-12), _____ Yrs Pers (1-12) After Completion ☐ Yes ☐ No ☐ Denied (Include Resolution Denying)		16b. The State Tax Commission Requires the following documents be filed for an administratively complete application: Check or Indicate N/A if Not Applicable ☐ 1. Original Application plus attachments, and one complete copy ☐ 2. Resolution establishing district ☐ 3. Resolution approving/denying application. ☐ 4. Letter of Agreement (Signed by local unit and applicant) ☐ 5. Affidavit of Fees (Signed by local unit and applicant) ☐ 6. Building Permit for real improvements if project has already begun ☐ 7. Equipment List with dates of beginning of installation ☐ 8. Form 3222 (if applicable) ☐ 9. Speculative building resolution and affidavits (if applicable)
16a. Documents Required to be on file with the Local Unit Check or Indicate N/A if Not Applicable ☐ 1. Notice to the public prior to hearing establishing a district. ☐ 2. Notice to taxing authorities of opportunity for a hearing. ☐ 3. List of taxing authorities notified for district and application action. ☐ 4. Lease Agreement showing applicants tax liability.		
16c. School Code		
17. Name of Local Government Body		▶ 18. Date of Resolution Approving/Denying this Application

Attached hereto is an original application and all documents listed in 16b. I also certify that all documents listed in 16a are on file at the local unit for inspection at any time, and that any leases show sufficient tax liability.

19a. Signature of Clerk	19b. Name of Clerk	19c. E-mail Address
19d. Clerk's Mailing Address (Street, City, State, ZIP Code)		
19e. Telephone Number	19f. Fax Number	

State Tax Commission Rule Number 57: Complete applications approved by the local unit and received by the State Tax Commission by October 31 each year will be acted upon by December 31. Applications received after October 31 may be acted upon in the following year.

For faster service, email the completed application and additional required documentation to PTE@michigan.gov.

An additional submission option is to mail the completed application and required documents to:

Michigan Department of Treasury
State Tax Commission
PO Box 30471
Lansing, MI 48909

STC USE ONLY				
▶ LUCI Code	▶ Begin Date Real	▶ Begin Date Personal	▶ End Date Real	▶ End Date Personal