



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 24, 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/81773560863>
One tap mobile: +16465588656,,81773560863#
Telephone: (312) 626-6799 Webinar ID:817 7356 0863

- 1. Call to Order**
- 2. Roll Call**
- 3. Invocation – Gary Wales - Charlotte Evangelical Churches**
- 4. Pledge of Allegiance**
- 5. Approval of Minutes**
 - a. February 10, 2025 Regular Council Meeting Minutes
- 6. Absence of Council Members**
- 7. Public Hearing**
 - a. Ordinance 2025-01 - To amend city code Chapter 14: Buildings and Building Regulations, Article III Rental Dwelling Registration; and to provide an effective date hereof.
 - b. Ordinance 2025-02 - 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.
- 8. 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
- 9. Approval of Agenda**
- 10. Special Presentation**
 - a. Proclamation 2025-01 50th Anniversary of the End of the Vietnam War

11. Communications and Committee Reports

- a. City Attorney Report
- b. City Manager Report
- c. Councilmember Committee Reports

12. Consent Agenda

- a. Approval of Claims and Expenditures totaling \$603,788.85
- b. Mayoral Appointments

13. Business Agenda

- a. Consider approval of Ordinance 2025-01 To amend city code Chapter 14: Buildings and Building Regulations, Article III Rental Dwelling Registration; and to provide an effective date hereof.
- b. Consider approval of Ordinance 2025-02 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.
- c. Consider approval of Resolution 2025-05 Disposition of an aircraft sold at public auction
- d. Consider approval of proposed purchasing policy updates
- e. Consider approval of Resolution 2025-06 Eaton County Fair Board - Request for City Council Support for MDARD County Fair Capital Improvement Grant

14. 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

15. Staff Comments

16. Mayor and Council Comments

17. Adjourn

~Mary LaRocque, City Clerk

ADDRESSING THE CITY COUNCIL

Comments shall be made only during times set aside for that purpose.

Each citizen may speak for up to 5 minutes during each public hearing and comments period.

Comments made during public hearings shall be relevant to the subject of the public hearing.

Comments shall be made from the podium unless otherwise directed by the Mayor.

Comments shall be directed to the Mayor and Council members.

Speakers shall begin by stating their name and indicate if they are a resident or non-resident of the City.

Speakers shall refrain from using vulgarity, hate speech or "fighting words."

CITY OF CHARLOTTE COUNCIL PROCEEDINGS
111 E. Lawrence Ave., Charlotte, MI 48813 (517) 543-2750
Regular Council Meeting 7:00 p.m.
February 10, 2025

CALL TO ORDER:

By Mayor Pro-Tem Duweck on Monday February 10, 2025 at 7:00 p.m.

ROLL CALL:

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. In the audience, DPW Director Stephanie Whitney, WWTP Supervisor Matt Griffith.

INVOCATION:

Pete Kroll – First Baptist Church - absent

PLEDGE OF ALLEGIANCE:

Led by Duweck

APPROVAL OF MINUTES:

- a. January 27, 2025 Regular Council Meeting Minutes

Motion by Chin supported by Scott approve the January 27, 2025 Regular Council Meeting Minutes; Carried; Yea 6; Nay 0; Absent 1

ABSENCE OF COUNCIL MEMBERS:

Motion by Scott supported by Christensen to excuse the absence of Mayor Lewis. Carried; Yea 6; Nay 0; Absent 1

PUBLIC COMMENT:

John Laupp, resident. Banners have been placed in the downtown district. He inquired about a railroad quiet zone from 10 pm to 6 am

Martin Fabrik, President of the Eaton County Agricultural Society. Thanked the Council for considering approval of the 2025 Eaton County Fairground Event Schedule on tonight's agenda and will be present for questions.

APPROVAL OF AGENDA:

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

COMMUNICATIONS AND COMMITTEE REPORTS:

- a. City Manager Report

Written report received.

- b. Councilmember Committee Reports

Christensen – Camp Frances next board meeting is Tuesday at 6:30 at the cabin. Planning Commission - two Commissioner with expiring terms to renew their terms

Chin – EATRAN meeting has been postponed by one week

Scott – CARC – Meetings held 2nd Thursday of each month at 5:30 in the Annex of the First Congregational Church Lawrence Ave. & Bostwick St.

Fullerton – Parks Board – There were two community members attending the Special Meeting for the Oak Park design open house. The design will be created and readied to be bid out. There was no quorum to hold the Parks Board meeting. The condition of the bleachers was discussed with the direction of looking at repairs rather than replacing. Chin mentioned he has connections to a source for funding the playground cost for Oak Park.

Rodriguez – Communications Committee – is preparing for first meeting this week.

CONSENT AGENDA:

- a. Approval of Claims and Expenditures totaling \$564,643.72
- b. ~~2025 Eaton County Fairground Tentative Event Schedule~~ – moved to business item 1 (Chin)

Motion by Chin supported by Rodriguez to approve consent agenda item a and to move item b to the business agenda item 1. Carried; Yea 6 Nay 0; Absent 1

BUSINESS AGENDA:

1. 2025 Eaton County Fairground Tentative Event Schedule

Motion by Chin supported by Fullerton to approve the 2025 Eaton County Fairground Tentative Event Schedule. Carried; Yea 6; Nay 0 Absent 1

- 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.

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

- 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.

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

- c. Consider approval of a sealed bid contract with Hamlet Environmental Technologies in the amount of \$176,450.00 for two BioDoc rotary distributors.

Motion by Chin supported by Scott to approve the sealed bid contract with Hamlet Environmental Technologies in the amount of \$176,450.00 for two BioDoc rotary distributors. Carried; Yea 6; Nay 0; Absent 1

- d. Consider approval of the Markdom Industrial Facilities Exemption.

Motion by Rodriguez, supported by Scott to approve the Markdom Industrial Facilities Exemption. Carried; Yea 6; Nay 0; Absent 1

PUBLIC COMMENT:

JoDee Pruden, resident. Welcomed Stephanie Whitney, DPW Director and provided comment on preventative maintenance.

STAFF COMMENTS:

No comments

MAYOR AND COUNCIL COMMENTS:

Scott – Reminder about the CARC meeting this Thursday at 5:30

Chin - Planning to attend a training on railroad quiet zones and encourages community members affected by the housing crisis

to contact him for an on-camera interview with State Sen. Sarah Anthony. Provided the Council with an update on the Governor's budget.

Rodriguez – Requests to add an agenda item to discuss downtown parking. Also thanked Christensen for highlighting a training session for new board members.

Christensen – Thanked everyone and highlighted the Oriol Recreation Winter Ball's success with 850 attendees over three sessions.

Fullerton – No additional comments.

Duweck – Extended thanks to all attendees.

ADJOURN:

Motion by Christensen supported by Scott to adjourn the meeting at 8:08 p.m. Carried; Yea 6; Nay 0; Absent 1

Respectfully submitted,
Mary LaRocque, City Clerk

Introduced: 02/10/2025

Adopted: 02/24/2025

Effective: 03/21/2025

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 Scott
Second by Christensen

Ayes: Chin, Fullerton, Christensen, Scott, Rodriguez, Duweck
Nays:
Absent: Lewis

Adopted by the Charlotte City Council this 24th day of February, 2025.

Motion by
Second by

Ayes:
Nays:

ORDINANCE NO. 2025-01

Absent:

Approved:

Timothy Lewis, Mayor

I, Mary LaRocque, City Clerk, certify this is Ordinance No. 2025-01 adopted by the Charlotte City Council at a meeting held on the 24th day of February, 2025, a meeting held according to the Open Meetings Act, Public Act No. 267 of 1976, as amended. I further certify Ordinance No. 2025-01 was published in The County Journal, a newspaper of general circulation in the City of Charlotte, the 1st day of March, 2025, subsequent to its adoption.

Mary LaRocque, City Clerk

Introduced: 02/10/2025

Public Hearing: 02/24/2025

Adopted: 02/24/2025

Published: 03/01/2025

Effective: 03/21/2025

ORDINANCE NO. 2025-01

Introduced: 02/10/2025

Adopted: 02/24/2025

Effective: 03/21/2025

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 Christensen

Second by Scott

Ayes: Fullerton, Christensen, Duweck, Chin, Rodriguez, Scott

Nays:

Absent: Lewis

Adopted by the Charlotte City Council this 24th day of February, 2025.

Motion by

Second by

Ayes:

Nays:

Absent:

Approved:

Timothy Lewis, Mayor

ORDINANCE NO. 2025-02

I, Mary LaRocque, City Clerk, certify this is Ordinance No. 2025-02 adopted by the Charlotte City Council at a meeting held on the 24th day of February 2025, a meeting held according to the Open Meetings Act, Public Act No. 267 of 1976, as amended. I further certify Ordinance No. 2025-02 was published in The County Journal, a newspaper of general circulation in the City of Charlotte, the 1st day of March, 2025, subsequent to its adoption.

Mary LaRocque, City Clerk

Introduced: February 10, 2025

Public Hearing: February 24, 2025

Adopted: February 24, 2025

Published: March 01, 2025

Effective: March 21, 2025

ORDINANCE NO. 2025-02

CITY OF CHARLOTTE
PROCLAMATION 2025-01
50th Anniversary of the End of the
Vietnam War

Whereas, the Vietnam War officially ended on April 30, 1975; and

Whereas, the Charlotte Veterans of Foreign Wars (VFW) Post 2406 was chartered to honor and preserve the history of military service and to foster camaraderie among U.S. veterans of overseas conflicts; and

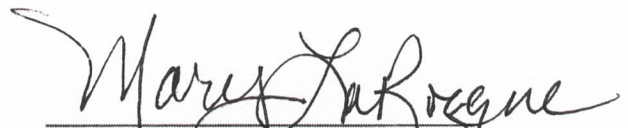
Whereas, their mission is to serve and advocate for veterans in our community; and

Whereas, VFW Post 2406 will host a community-wide program and dinner to commemorate and express gratitude to our Vietnam veterans on March 29, 2025;

Now, therefore, the City of Charlotte hereby proclaims March 29, 2025, as “Thank You Vietnam Veterans Day” in the City of Charlotte.



Tim Lewis
Mayor, City of Charlotte



Mary LaRocque
Clerk, City of Charlotte

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

ATTORNEYS AT LAW

3410 BELLE CHASE WAY, SUITE 600

LANSING, MICHIGAN 48911

TELEPHONE (517) 351-0280

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www.mcgintrylaw.com

MEMORANDUM

TO: Charlotte City Council

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

RE: **CITY ATTORNEY REPORT – January 24, 2025 through February 21, 2025**

DATE: February 21, 2025

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

1. Ordinance Updates.
 - a. Ongoing review of Amendment to Article II. Fire Prevention Code to adopt 2021 International Fire Code to coordinate with the City's adoption of the 2021 International Property Maintenance Code.
 - b. First reading regarding Amendment to Article IV. House Numbering on February 10, 2025. Set for public hearing on February 24, 2025.
 - c. First reading regarding Article III Rental Dwelling Registration on February 10, 2025. Set for public hearing on February 24, 2025.
2. District Court. Prosecute misdemeanor offenses.
3. Code Enforcement. Work with Tyger Fullerton and Dan Daly regarding Fire Training Facility.
4. Contract Review.
 - a. Communication with Stephanie Whitney in review of WWTP Trickling Repair and Filter contract.
 - b. Communication with Karen Lancaster in review of WoodHill Group agreement.
 - c. Review of McKenna Contract.
5. Airport. Prepare documents related to the closing out of the sale of the Alexander aircraft.
6. Communications. Mayor, City Manager, Chief of Police, Clerk and Fire Department officials.

DMR:cf



To: Honorable Mayor Lewis and City Council
From: Robert Hillard, City Manager
Date: February 21, 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, Eaton County Continuum of Care, Eaton County Materials Management Planning Committee, President Martin Fabrik - Eaton County 4-H Agricultural Society, Charlotte Area Recreation Cooperative, Executive Director Annie Williams - CharlotteRising, Rural Fire Association, Eaton Area EMS, Executive Director Courtney Mead - Chamber of Commerce.

"The Framework" Update

Attached to the City Manager's Report is the latest version of "The Framework". This document is the main planning tool to organize projects and programs identified for completion by the City of Charlotte.

City of Charlotte
2024-2025
“The Framework”
City Services - Community Development - Neighborhood Enrichment
(2-21-2025)

Clerk

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

Community Development

Housing Initiatives Review
Downtown Development Authority/Tax Increment Finance Plan Review
Community Development Department Review
Lansing Street/Road Business District Review
Community Master Plan Review
Downtown Social District Review
Information Technology Organizational Review
Assessing Services Review

Finance

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

Fire

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

Police

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

Public Works

Oak Park Plan Review
Charlotte Area Recreation Cooperative Review
Walnut Street Review
Camp Frances Operational Review
Charlotte Junior Orioles Lease Review
Eaton County 4-H Agricultural Society Lease Review
Charlotte Area Recycling Review
Combs Industrial Park Review
City Gateway Enhancement Review
Bennett Park Tennis Courts Review
Transit Shelter Review
Bennett Park Bleachers Review
Parks Master Plan Review
Intergovernmental Multi-Use Path Connector Review
Airport Improvements Review
Safe Routes to School Review
Street Maintenance Program Review
Public Works Department Review
Street Light Program Review
Tree Maintenance Policy Review
Downtown Sidewalk Snow Removal Review
Downtown Truck Traffic Review

Charlotte Police Department

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

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

Paul Brentar, Chief of Police

January 2025 Monthly Report

Monthly Statistics:

- See attached report.

Training:

- Officer Fullerton attended Interview & Interrogation training.
- Sgt.'s Slaughter & McDaniel attended Advanced Supervision training.
- All Officer's completed LEIN training.
- All Officer's completed Radar re-certification training.
- All Officer's completed Felony Stop training.

Staffing:

- We still have one officer opening and efforts to fill that spot are on-going.

Operational Highlights:

- On 01-03, officers were called to a residence for a protection order violation. The subject was arrested to violating the order and resisted arrest. The subject was also in possession of methamphetamine and was lodged at the jail.
- On 01-03, officers assisted the Eaton Rapids Police Department with a vehicle pursuit that crashed. Officers helped set a perimeter and the suspect was taken into custody.
- On 01-04, officers assisted the Eaton County Sheriff's Office with a combative subject at Sparrow Eaton Hospital.
- On 01-06, officers responded to a personal injury crash on M-50 near Meijer Dr. One driver was transported to Sparrow Main with non-life-threatening injuries.
- On 01-06, officers responded to another personal injury crash at Lawrence/Lincoln. One driver was transported to Sparrow Eaton with minor injuries.
- On 01-08, officers assisted EMS with a cardiac arrest. A pulse was recovered and the subject was transported to the Sparrow Eaton.
- On 01-12, officers assisted the Michigan State Police with a warrant arrest on Johnson St. The subject was taken into custody without incident.
- On 01-17, officers were called to a local restaurant where a handgun was left in a bathroom. Officers secured the handgun and contacted the owner. The case will be forwarded to the Prosecutor's Office for potential charges.

- On 01-18, officers responded to a personal injury crash on Packard Hwy near Walmart. Only minor injuries were sustained.
- On 01-29, officers assisted the Eaton Rapids Police Department with a barricaded subject call. The suspect was taken into custody without incident.
- On 01-29, officers assisted the Charlotte Fire Department with the structure fire at Johnson's Lumber.
- On 01-29, officers responded to a personal injury crash on Lansing St/Tully Brown. One driver was transported to Sparrow Main with non-life-threatening injuries.

Outreach/Public Events:

- Chief Brentar and Captain Brooks held a press conference on 01-09 in reference to the grant secured by the Eaton County Active Violence Team.

Respectfully,



Chief of Police



1

End of Part II Crimes

#DIV/0!	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	2024	%	WARRANTS	ARRESTS
UCR TITLE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	LAST YEAR	%	WARRANTS	ARRESTS
JUVENILE MINOR																	
DELINQUENT MINOR	5												5	6	-17%		
RUNAWAY													0	1	-100%		
CIVIL-NON CRIMINAL																	
DIVORCE/SUPPORT													0	0	0%		
INCAPACITATION	1												1	0	100%		
INSANITY	15												15	16	-6%		
TRAFFIC																	
CRASH-PD-PUBLIC ST.	14												14	29	-52%		
CRASH-PI-PUBLIC ST	4												4	4	0%		
CRASH-FATAL-PUBLIC ST													0	0	0%		
CRASH-PD-PRIVATE	3												3	3	0%		
CRASH-PI-PRIVATE													0	0	0%		
CRASH-FATAL-PRIVATE													0	0	0%		
PROPERTY													0	0	0%		
CIVIL INFRACTION	30												30	48	-38%		
PARKING VIOLATION	4												4	3	33%		
Park. Tickets- 524-2021, 356-2023	48												48	62			
ABANDONED VEHICLE	1												1	3	-67%		
TRAFFIC HAZARD INVES	9												9	13	-31%		
TRAFFIC DIRECTION	4												4	6	-33%		
TRAFFIC SAFETY PUBLIC													0	0	0%		
APPEARANCE													0	0	0%		
BREATHALYSER TEST-													0	0	0%		
OTHER POLICE													0	0	0%		
ALARMS																	
ALARM-POLICE RESPONSE	14												14	9	56%		
ALARM-MALFUNCTION													0	1	-100%		
ALARM-TEST	3												3	2	50%		
ALARM-WATER & SEWER													0	0	0%		
FIRE																	
ACCIDENT-FIRE													0	0	0%		
ACCIDENT-EXPLOSION													0	0	0%		
ACCIDENT-CHEMICAL													0	0	0%		
HAZARDOUS FIRE COND.	1												1	0	100%	Fireworks	
FIRE REGULATION VIOL													0	0	0%		
ASSIST BUILDING DEPT	3												3	0	300%		

#DIV/0!														TOTAL	2024	%	WARRANTS	ARRESTS
UCR TITLE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC						
ASSIST C.F.D.														0	3	-100%		
UCR TITLE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	LAST YEAR	%	WARRANTS	ARRESTS	
ACCIDENTS																		
ACCIDENT-AIRCRAFT														0	0	0%		
ACCIDENT-HUNTING														0	0	0%		
ACCIDENT-SHOOTING														0	0	0%		
ACCIDENT-BOATING														0	0	0%		
ACCIDENT-WATER														0	0	0%		
ACCIDENT-OTHER														0	0	0%		
INSPECTIONS-																		
INVESTIGATIONS																		
INSPECT-BOAT														0	0	0%		
INSPECT-MOTOR VEHICLE														0	5	-100%		
INSPECT-TRAFFIC CITATION														0	0	0%		
INSPECT-BUSINESS														18	35	-49%		
INSPECT-RESIDENCE														16	3	433%		
INSPECT-HANDGUN														18	12	50%		
INSPECT LIQUOR LICENSE														7	0	700%		
INSPECT-OTHER/SOR CHECK														9	13	-31%		
INSPECT-CCW APPLIC														0	0	0%		
DOMESTIC DISPUTES														9	16	-44%		
CIVIL DISPUTE														13	8	63%		
SUSPICIOUS SITUATION														74	82	-10%		
FIELD INTERROGATION CARD														0	0	0%		
HAZARDOUS SITUATION														0	0	0%		
SUSPECTED NARCOTIC ACTIVITY																		
ABANDONED/RECOVERED PROPERTY														1	1	0%		
DRUG OVERDOSE														5	5	0%		
BOMB THREAT														1	1	0%		
BOMB THREAT														0	0	0%		
MISC. INCIDENTS																		
MISC/P.B.T.														0	0	0%		
SUICIDE														0	2	-200%		
SUICIDE ATTEMPT														5	6	-17%		
DEATH-NATURAL														0	2	-100%		
DEATH-UNDETERMINED														0	0	0%		
MISSING PERSON														0	3	-100%		

#DIV/0!													TOTAL	2024	%	WARRANTS	ARRESTS
UCR TITLE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	2024	%	WARRANTS	ARRESTS
NATURAL DISASTER													0	0	0%		
PUBLIC RELATIONS ACTIVITY													0	0	0%		
PATROL INFORMATION													0	1	-100%		
UCR TITLE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	LAST YEAR	%	WARRANTS	ARRESTS
GENERAL ASSISTANCE																	
ASSIST CITIZEN	49												49	44	11%		
ASSIST MOTORIST	5												5	7	-29%		
ASSIST POLICE AGENCY	15												15	9	67%		
ASSIST OTHER AGENCY	8												8	8	0%		
ASSIST D.P.W.	1												1	4	-75%		
ESCORT-FUNERAL													0	0	0%		
ESCORT-MONEY													0	0	0%		
ESCORT-OTHER													0	0	0%		
TRANSPORT-PRISONER	19												19	22	-14%		
TRANSPORT-PAPERWORK	1												1	4	-75%		
TRANSPORT-OTHER													0	0	0%		
LOCKOUT													0	0	0%		
SUBPOENA SERVICE	7												7	4	75%		
PERMISSION TO PARK	5												5	2	150%		
PATROL-FOUND DOOR OPEN	2												2	8	-75%		
PATROL-FOUND OPEN WINDOW													0	0	0%		
PATROL-FOUND B&E													0	0	0%		
ASSIST E.C.S.D.-	7												7	9	-22%		
GENERAL NON CRIMINAL																	
JUVENILE SAFETY VIOL													0	0	0%		
ANIMAL CONTROL	4												4	10	-60%		
ZONING ORD VIOLATION													0	2	-100%		
TOTALS	526	0	0	0	0	0	0	0	0	0	0	0	526	654	-20%		
TRAFFIC STOPS	117												117	137	0%		
OFFICER TRAINING HOURS	98.5												98.5	13	658%		
COMMUNITY HOURS	18.5												18.5	16	16%		
PAPERWORK HOURS	422												422	469.5	-10%		

SRO STATS

#DIV/0!														UCR TITLE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	2024	%	WARRANTS	ARRESTS
---------	--	--	--	--	--	--	--	--	--	--	--	--	--	-----------	-----	-----	-----	-----	-----	------	------	-----	------	-----	-----	-----	-------	------	---	----------	---------

The School Resource Officer handled 12 calls for service for the Charlotte Public Schools in January.

The SRO's calls include:1- Intimidation/Threats, 1- Delinquent Minor, 3-Alarm Test, 3- Suspicious Situation

2- Assist Citizen, 2- Subpoena Service

VCSA STATS

During the month of January, the Charlotte Police Department dealt with 3 VCSA incidents. They are the follows:

1-Meth,1- Fentanyl, 1-Pills,

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



Memo

To: City Manager Rob Hilard; Honorable Mayor Lewis; City Council
From: Christina Horton, Finance Director/Treasurer
Date: February 20, 2025
Re: Finance/Treasury Department Update

Finance

Activities within the Finance Department for January and February have included BS&A training and the Michigan Municipal Treasurer's Association winter conference. I have been working on reconciling the bank accounts to the financial reports in BS&A so that I can prepare the quarterly financial report and budget amendments. There have been some obstacles in the process which caused some processes to be fine-tuned to assure for much more proficient reconciliations. I am still finalizing the last of the reconciliations and will ask for your grace to deliver a 6-month report rather than a quarterly report for this period. I target delivering the report and budget amendment recommendations in April.

The budget process is just getting underway. Departments have entered requests into the software for review. Department heads will meet with Mr. Hillard and me next week to review their requests. I am taking on building out the HR software module to set up other programs to piggy-back off of it for seamless and more accurate projections to wages and benefits as part of the budget process.

I am working with MGT to do a cost allocation study to find the cost of services provided so that you can make an educated decision as to the charges for public services. I will deliver this information once it is reported in its final form.

I have also prepared a second memo to ask Council to consider relieving the purchase order process slightly more. Raising the bid process to \$20,000 was a tremendous help for department heads and myself and I am grateful to Council for that. I ask Council now to consider relieving the process further by increasing the threshold to require bids accompanied by a purchase order from \$5,000 to \$10,000. I have reached out to department heads to evaluate the process. Feedback includes:

"I am in favor of seeking a higher threshold for department head purchase limits. It is, and will continue to be, my practice to keep the city manager informed of any larger purchases that I am considering in my budget whereby we have discussed projected budget expenses. By increasing the department head threshold, it will allow me to secure purchases without waiting for managerial approval. Because the manager is already aware of the purchase I am seeking, it is inefficient to have to come back for a formal approval. This will also keep the manager unburdened by unnecessary decision making. The ability to execute a purchase also empowers us department heads with greater responsibility and accountability for our own budgets."

*“Hidden costs for necessary add-ons, installation, service, upgrades, shipping, etc. **cause delay** while waiting for a second approval creating a change order to pair with the original PO, thus further delay.”*

*“I propose an update to the City of Charlotte’s current purchasing policy to allow purchases under \$10,000 to be made without the requirement of obtaining three quotes. This adjustment aims to **improve efficiency, reduce administrative burden and allow for more timely procurement** of necessary goods and services.”*

*“Under this revised policy, purchases below the \$10,000 threshold would not be subject to the three-quote requirement. This change aligns with standard procurement best practices and allows staff to **focus on higher-value purchases where competitive pricing has a more significant impact.**”*

*“**Time in placing the purchase order and time in receiving materials** that are needed...would alleviate most of our purchase orders”*

Thank you in advance for also reviewing the memo with recommendation and the proposed revised purchasing manual.

Treasury

With the much appreciated help of Clerk LaRocque I was able to hire a Deputy Treasurer, Heather Brandell, who began the position on Tuesday this week, February 18th. I still have a lot to learn myself so the support and guidance of Mikayla and Connie here in the office have been instrumental. We will continue to work as a team and lean on each other.

Final Notes

Please let me know if you have any questions or concerns or if you would like any additional information or reporting from me.

THE CITY OF
CHARLOTTE
MICHIGAN

Memo

To: Honorable Mayor Lewis; City Council
From: Mary LaRocque, City Clerk
Date: February 19, 2025
Re: Claims and Expenditures for Council approval on Monday February 24, 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 February 10, 2025	\$ 3,726.63
HRA Insurance Claims week of February 17, 2025	\$ 0.00
Payroll paid Friday February 21, 2025	\$287,629.55
Invoiced claims as of February 19, 2025	<u>\$312,432.67</u>
Total	<u>\$603,788.85</u>

Suggested Motion

Motion to approve Claims and Expenditures in the amount of **\$603,788.85**

02/19/2025 04:13 PM
User: mdensmore
DB: Charlotte

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF CHARLOTTE
INVOICE ENTRY DATES 02/06/2025 - 02/19/2025
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: POOL

Page: 1/9

Vendor Code	Vendor Name	Invoice	Description	Amount
01687	ABC FASTENER GROUP INC	A572324	TIE DOWN J HOOKS	91.00
TOTAL FOR: ABC FASTENER GROUP INC				91.00
01683	ACD.NET	81518-291	2025 FEBRUARY	699.00
		91177-143	WASTE WATER TREATMENT (FEBRUARY 2025)	565.84
TOTAL FOR: ACD.NET				1,264.84
01674	AIS CONSTRUCTION EQUIPMENT	F43061	ELBOW FITTING	28.66
TOTAL FOR: AIS CONSTRUCTION EQUIPMENT				28.66
01982	ALS GROUP USA, CORP	3313HN21491	TOXICITY TESTING	945.00
TOTAL FOR: ALS GROUP USA, CORP				945.00
01764	AMAZON CAPITAL SERVICES	167W-FLDM-XV7C	ACCOUNT # A264N6SLCWDWHU (WWTP) BRACKETS FOR S	12.99
		16G3-L1XJ-91NX	ACCOUNT # A264N6SLCWDWHU (FIRE)	172.68
		16PD-QVLT-RN7K	ACCOUNT # A264N6SLCWDWHU (FIRE) SUPPLIES	112.53
		16TC-74PL-D19P	ACCOUNT # A264N6SLCWDWHU (WWTP) COPY MACHINE	146.34
		17FY-P6L6-6TNR	ACCOUNT # A264N6SLCWDWHU	142.69
		1HLF-DLPF-4FLP	ACCOUNT # A264N6SLCWDWHU (FIRE) TV CORD HIDER	11.69
		1KFC-VVXQ-TN19	ACCOUNT # A264N6SLCWDWHU (FIRE)	80.97
		1LCC-RLG9-H19H	ACCOUNT # A264N6SLCWDWHU	199.99
		1PNC-6L69-Q6FD	ACCOUNT # A264N6SLCWDWHU (FIRE) KEYBOARD,	176.98
		1WWF-GGVY-9DFV	ACCOUNT # A264N6SLCWDWHU (FIRE) SUPPLIES	158.14
		1XL6-CVK3-6G6L	ACCOUNT # A264N6SLCWDWHU (FIRE) CITY HALL MAIN	15.89
TOTAL FOR: AMAZON CAPITAL SERVICES				1,230.89
02036	AMAZON CAPITAL SERVICES	1CQG-P69X-1CDC	ACCT # A1K517P63NLQUT(POLICE)	19.98
TOTAL FOR: AMAZON CAPITAL SERVICES				19.98
01915	APEX SEPTIC & EXCAVATING, INC.	1836	SERVICE FOR 314 N SHELDON	4,316.00
TOTAL FOR: APEX SEPTIC & EXCAVATING, INC.				4,316.00
01635	AT&T LONG DISTANCE	1315713146-JAN20	INTERNET	51.38
TOTAL FOR: AT&T LONG DISTANCE				51.38
01629	AVERY OIL & PROPANE, INC	1082313	AIRPORT- ACCOUNT #12290746	1,296.13
TOTAL FOR: AVERY OIL & PROPANE, INC				1,296.13
02030	AVERY OIL & PROPANE, INC	1030832-ADJ	CAMP FRANCES- ACCT# 12041178	75.00
TOTAL FOR: AVERY OIL & PROPANE, INC				75.00
01602	BEAVER RESEARCH COMPANY	0380169-IN	WASP KILLER,TOWELS	466.09
TOTAL FOR: BEAVER RESEARCH COMPANY				466.09

02/19/2025 04:13 PM
User: mdensmore
DB: Charlotte

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF CHARLOTTE
INVOICE ENTRY DATES 02/06/2025 - 02/19/2025
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: POOL

Page: 2/9

Vendor Code	Vendor Name	Invoice	Description	Amount
01600	BECKETT & RAEDER			
		2025047	2024073 CHARLOTTE DDA DEVELOPMENT PLAN	1,237.50
		2025071	2023044 CHARLOTTE MASTER PLAN & ZONING ORDINAN	14,630.00
TOTAL FOR: BECKETT & RAEDER				15,867.50
01581	BLUE CARE NETWORK			
		250350013132	MARCH 2025	2,586.45
		250350027545	MARCH 2025	69,011.22
TOTAL FOR: BLUE CARE NETWORK				71,597.67
01925	BRIAN NEUMANN			
		115	ADULT CPR/AED1	800.00
TOTAL FOR: BRIAN NEUMANN				800.00
01561	BS&A SOFTWARE			
		158287	ANNUAL SERVICE /SUPPORT FEE PER CONTRACT FOR	5,749.00
TOTAL FOR: BS&A SOFTWARE				5,749.00
01555	BYRUM ACE HARDWARE			
		424747	(FIRE) PAINT	221.97
		424863	(DPW) POLY HAND TROWEL, STORAGE HOOK	10.58
		424925	(DPW) DRAIN CLOG REMOVER, STORAGE HOOK	12.98
		424964	(FIRE) BUILDING MAINTENANCE SUPPLIES FOR DPW	467.87
		424988	(FIRE) PAINTING SUPPLIES	53.98
		425027	FENDER WASHERS	13.99
		425078	(FIRE) BUILDING MAINTENANCE SUPPLIES	26.97
		425197	ICE MELT	19.99
		425526	BUILDING MAINTENANCE FOR DPW OFFICE	109.91
		425780	(FIRE) HILLMAN FASTENERS, HAT HOOK,	88.13
		425835	(FIRE)BUILDING MAINTENANCE SUPPLIES FOR DPW OF	28.98
		425844	(WWTP) CHAIN REPAIR	46.96
		425932	GENERATOR MUFFLER REPAINT	51.96
		426012	WALL ANCHORS	37.56
		426021	(DPW) WATER TANK	229.99
		426036	(DPW) JOINT COMPOUND	21.98
		426223	(DPW) MOUSE TRAPS, BAIT STATIONS, LED LIGHT	102.12
		426226	(FIRE) SNORKEL MAINTENANCE	34.77
		426237	SNORKEL	12.00
		426557	BATTERIES	25.99
TOTAL FOR: BYRUM ACE HARDWARE				1,618.68
02148	C & T HYDRAULICS INC			
		Y045	SNORKEL VALVE	192.90
TOTAL FOR: C & T HYDRAULICS INC				192.90
MISC	CATHY BOGNER			
		02.14.2025	REIMBURSEMENT OF CAMP FRANCES	140.05
TOTAL FOR: CATHY BOGNER				140.05
01522	CHARLOTTE AIR SERVICES LLC			
		CAS202501	HANGAR RENTAL & FUEL FLOWAGE	429.15
TOTAL FOR: CHARLOTTE AIR SERVICES LLC				429.15
01457	CHROUCH COMMUNICATIONS			
		12744800	ANTENNA, MINI UHF CONNECTOR	531.20
		12752200	MOBILE RADIO, IGNITION SWITCH	813.36
TOTAL FOR: CHROUCH COMMUNICATIONS				1,344.56

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Vendor Code	Vendor Name		
	Invoice	Description	Amount
01520	CITY OF CHARLOTTE		
	01869-02.01.20	111 E LAWRENCE	2,448.30
	02.14.2025	CASH FOR DEPUTY TREASURER TILL	100.00
	03389-02.01.2025	201 HALL ST	152.88
	07445-02.01.2025	1005 PAINE DR	156.05
	07446-02.01.2025	1005 PAINE DR	253.36
	07447-02.01.2025	PAINE 2	4,173.44
	07448.02.01.2025	1005 PAINE DR 3	1,125.48
TOTAL FOR: CITY OF CHARLOTTE			8,409.51
02156	CONSORT DISPLAY GROUP		
	PS-INV123490	BRACKETS & SCREW GEAR BAND FOR BANNERS	356.02
TOTAL FOR: CONSORT DISPLAY GROUP			356.02

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Vendor Code	Vendor Name	Description	Amount
Invoice			
01471	CONSUMERS ENERGY		
	201809729380	1225 S COCHRAN AVE	144.71
	201809729859	620 W SHEPHERD ST	69.71
	202254705723	1152 S COCHRAN AVE CAMP FRANCIS	66.71
	202254705725	301 TIRRELL RD	255.04
	202254705726	301 TIRRELL RD R2	1,617.72
	202254705727	301 TIREELL RD MAINTENANCE	632.96
	202432687382	1213 S COCHRAN AVE	63.47
	202432687383	1216 S COCHRAN AVE	104.72
	202432687384	1216 1/2 S COCHRAN AVE	18.00
	202432687385	1216 S COCHRAN AVE	176.31
	202521667467	1310 S COCHRAN AVE	1,887.93
	202877611230	811 CHADS WAY	19.60
	202966599011	911 W SHEPHERD ST FIRE DEPT 2	3,228.51
	203322576331	108 E LAWRENCE AVE	56.42
	203322576332	108 E LAWRENCE AVE	18.00
	203678563028	508 N. SHELDON ST.	118.63
	203945510891	1064 NORTHWAY	51.66
	204034498957	103 VAN LIEU ST	40.43
	204301481563	619 W SHEPHERD ST	189.46
	204301481564	620 W SHEPHERD ST	100.27
	204390473032	526 W STODDARD ST	30.08
	204568435454	1325 ISLAND HWY GATE-AIRPORT	34.52
	204657420801	1325 ISLAND HWY	612.69
	204657420802	1329 1/2 ISLAND HWY	58.15
	204746410634	1325 ISLAND HWY #C	154.62
	205013374630	811 CHADS WAY	212.52
	205369311579	112 1/2 S COCHRAN	28.76
	205458289643	203 HALL ST	64.19
	205458291277	1005 PAINE DR	336.23
	205547275594	111 E LAWRENCE AVE	2,136.87
	205636233319	1800 PACKARD HWY	40.73
	205636233479	1167 E CLINTON TRAIL	80.17
	205992194664	245 S COCHRAN AVE	23.57
	206170102829	700 LANSING RD	33.19
	206170105031	1227 S COCHRAN AVE	4,370.07
	206259088256	076 - 12 TRAFFIC LIGHTS	430.36
	206259088257	AREA LIGHTING	648.71
	206259088258	076 - 2 TRAFFIC LIGHTS	3.04
	206259088302	201 HALL ST (AREA LIGHTING)	108.93
	2063	065 & 068 -460 STREETLIGHTS	5,147.12
	206347963020	TULLY BROWN DR (AREA LIGHTING)	145.23
	206614846089	1005 PAINE DR. FRNT GEN CHARLOTTE	24.15
	206792718929	201 HALL ST	97.36
	207059300727	1104 MIKESELL ST	237.96
	207059300731	544 LANSING ST/WWTP LIFT STATION	84.82
	207059300732	544 LANSING ST	559.16
	207059300733	700 E. SHEPHERD ST.	176.16
	207059300738	1075 INDEPENDENCE BLVD	252.78
	207059300741	1305 S COCHRAN AVE	318.73
	207059300774	1216 S COCHRAN AVE	1,870.31
	207059300818	111 E LAWRENCE AVE	2,624.14
	207147830593	1005 PAINE DR	11,271.88
TOTAL FOR: CONSUMERS ENERGY			41,077.46
02158	DAN JOHNSON		
	W1087495908	BOOT ALLOWANCE PER SEIU CONTRACT	150.51
TOTAL FOR: DAN JOHNSON			150.51

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Vendor Code	Vendor Name	Description	Amount
	Invoice		
01423	DETROIT SALT		
	S125-29409	ROAD SALT 2024/2025 WINTER SEASON	9,647.34
	SI25-29335	ROAD SALT 2024/2025 WINTER SEASON	9,498.95
TOTAL FOR: DETROIT SALT			19,146.29
01414	DORNBOS SIGN & SAFETY INC.		
	INV80396	GALVANIZED POST	79.50
TOTAL FOR: DORNBOS SIGN & SAFETY INC.			79.50
01401	EATON AUTO BODY, INC		
	02.11.2025	PAINT MATCH FOR SNORKEL	27.98
TOTAL FOR: EATON AUTO BODY, INC			27.98
01392	EATON CUSTOM SEWING		
	1894	SNORKEL CONTROL HANDLE COVER & PATCHES	349.43
TOTAL FOR: EATON CUSTOM SEWING			349.43
01385	EATON THEATER		
	12D8	YEARLY ADVERTISEMENT FOR BOTH SCREENS	420.00
TOTAL FOR: EATON THEATER			420.00
01380	EDWARDS INDUSTRIAL SALES		
	3418984	COUPLING REPAIR	82.09
TOTAL FOR: EDWARDS INDUSTRIAL SALES			82.09
01957	EGANIX		
	22934	F.O.G. TREATMENT	1,785.00
TOTAL FOR: EGANIX			1,785.00
01375	ELHORN ENGINEERING COMPANY		
	305379	PHOSPHATE	5,110.00
TOTAL FOR: ELHORN ENGINEERING COMPANY			5,110.00
01371	ENERCO CORPORATION		
	INV016495	2024 YEARLY BILLING	450.00
TOTAL FOR: ENERCO CORPORATION			450.00
00932	ERIC ROGERS LLC		
	34746	AIRPORT SNOW REMOVAL SERVICES	4,250.00
	34747	DDA SNOW REMOVAL	1,840.00
TOTAL FOR: ERIC ROGERS LLC			6,090.00
MISC	ERNEST PRAY		
	2.07.2025	OVERPAYMENT FOR RENTAL REGISTRATION	100.00
TOTAL FOR: ERNEST PRAY			100.00
00538	EXOTIC AUTOMATION & SUPPLY		
	I1767905	PARKER, MALE ELBOW - METRIC	155.63
TOTAL FOR: EXOTIC AUTOMATION & SUPPLY			155.63
01308	GRAINGER PRODUCTS		
	9403667166	SPRINGS	51.68
	9406919937	FENCE	122.85
	9407889550	EXIT & ENTRANCE DANGER SIGN	110.52
TOTAL FOR: GRAINGER PRODUCTS			285.05

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01298	H&H WELDING REPAIR	125113	STANDBY GEN REPAIR (MUFFLER)	1,946.00
TOTAL FOR: H&H WELDING REPAIR				1,946.00
01438	HASSEL FREE FUELS	CFSI-11728	ACCOUNT # 010109 (FIRE) FUEL	583.53
TOTAL FOR: HASSEL FREE FUELS				583.53
02037	HASSEL FREE FUELS	CFSI- 11684	ACCNT #010107 (DPW/WWTP) FUEL	1,891.48
TOTAL FOR: HASSEL FREE FUELS				1,891.48
01970	HOPKINS MECHANICAL SERVICES, LLC	H24693	HVAC PM	2,470.00
		H25022	CITY HALL MUA FAN INSTALLATION	12,000.00
TOTAL FOR: HOPKINS MECHANICAL SERVICES, LLC				14,470.00
01252	INDEPENDENT BANK	5867-01.14.2025	JANUARY 2025	2,955.61
TOTAL FOR: INDEPENDENT BANK				2,955.61
01250	INSTY PRINTS	97867	BUSINESS CARDS	178.00
TOTAL FOR: INSTY PRINTS				178.00
01976	KENT COMMUNICATIONS INC	343900	FEBRUARY UTILITY BILLS	1,113.45
TOTAL FOR: KENT COMMUNICATIONS INC				1,113.45
01182	LANSING UNIFORM CO.	105804-A	SAFETY VESTS	1,868.90
TOTAL FOR: LANSING UNIFORM CO.				1,868.90
01173	LEA'S AUTO BODY	9303	OIL CHANGE	86.79
TOTAL FOR: LEA'S AUTO BODY				86.79
01684	LEXISNEXIS RISK SOLUTIONS	1028006428	IYETEK MAINTENANCE FEE	715.50
		1100084885	JANUARY 2025 CHARGES	200.00
TOTAL FOR: LEXISNEXIS RISK SOLUTIONS				915.50
02016	MACQUEEN EMERGENCY	W00020	POLICE OUTFITTING OF 2 PATROL VEHICLES	12,770.31
TOTAL FOR: MACQUEEN EMERGENCY				12,770.31
01078	MICHIGAN STATE POLICE	551-650818	SEX OFFENDER REGISTRATION	150.00
TOTAL FOR: MICHIGAN STATE POLICE				150.00

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Vendor Code	Vendor Name		Amount
	Invoice	Description	
02146	MICROTECH SERVICES, INC		
	36275	IT SERVICES CONTRACT 12/16/2024-12/15/2025	450.00
	36276	IT SERVICES CONTRACT 12/16/2024-12/15/2025	450.00
	36280	IT SERVICES CONTRACT 12/16/2024-12/15/2025	100.00
	36281	IT SERVICES CONTRACT 12/16/2024-12/15/2025	150.00
	36282	IT SERVICES CONTRACT 12/16/2024-12/15/2025	600.00
	MICROTECH	IT SERVICES CONTRACT 12/16/2024-12/15/2025	1,250.00
TOTAL FOR: MICROTECH SERVICES, INC			3,000.00
01077	MID-MICHI CHIEFS OF POLICE		
	02.10.2025	2025 DUES RENEWAL (BROOKS)	50.00
	02.10.2025B	2025 DUES RENEWAL (BRENTAR)	50.00
TOTAL FOR: MID-MICHI CHIEFS OF POLICE			100.00
01536	NAPA MPEC		
	276954	GAUGE	7.64
TOTAL FOR: NAPA MPEC			7.64
02061	NATIONAL INDUSTRIAL & SAFETY SUPPLY		
	43769	GLOVES, SAFETY GLASSES	929.76
TOTAL FOR: NATIONAL INDUSTRIAL & SAFETY SUPPLY			929.76
02091	NEW LIFE ARBORICULTURAL SERVICES		
	121820224	TREE REMOVAL AND CHANGE ORDER	19,500.00
TOTAL FOR: NEW LIFE ARBORICULTURAL SERVICES			19,500.00
01007	O'REILLY AUTOMOTIVE INC		
	4651-457827	PART FOR TRUCK/ SNORKEL MAINTENANCE	41.88
	4651-457831	PERFECT MATCH (PAINT)	131.88
	4651-457873	WIPERS FOR TRUCK 311	52.18
	4651-458053	DC OR HUB PICKUP	196.95
	4651-458353	1GALANTIFREZ	43.96
TOTAL FOR: O'REILLY AUTOMOTIVE INC			466.85
01997	POTTERVILLA APPLIED TECHNOLOGY		
	31471	WEBSITE DEVELOPMENT	112.50
TOTAL FOR: POTTERVILLA APPLIED TECHNOLOGY			112.50
00973	PREIN & NEWHOF, P.C.		
	86159	CONSTRUCTION ADMINISTRATION/TREE CLEARING: E17	20,862.81
TOTAL FOR: PREIN & NEWHOF, P.C.			20,862.81
01030	QUADIENT FINANCE USA, INC.		
	7900044417194903	POSTAGE FUNDING	1,093.23
TOTAL FOR: QUADIENT FINANCE USA, INC.			1,093.23
02129	RICOH USA, INC		
	108931213	60 MONTH LEASE AUGUST 2024 TO JULY 2029	207.82
	5070868659	NOVEMBER 2024 - JANUARY 2025	54.05
TOTAL FOR: RICOH USA, INC			261.87
01657	ROBERT ANTCLIFF		
	2/10/2025	MILEAGE REIMBURSEMENT FOR MACP CONFERENCE 02/0	83.08
TOTAL FOR: ROBERT ANTCLIFF			83.08

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Vendor Code	Vendor Name	Invoice	Description	Amount
01092	STATE OF MICHIGAN	00079419	EMS RENEWAL	175.00
TOTAL FOR: STATE OF MICHIGAN				175.00
00857	STATE SPRING ALIGNMENT &	02S3326	REPAIRS	2,614.56
TOTAL FOR: STATE SPRING ALIGNMENT &				2,614.56
02085	THE WOODHILL GROUP, LLC	2422	ESTIMATE OF FISCAL YEAR 2025 SERVICES THROUGH	13,894.77
TOTAL FOR: THE WOODHILL GROUP, LLC				13,894.77
01466	TODD COTTER	TC202501	AIRPORT MANAGEMENT FEES	833.33
TOTAL FOR: TODD COTTER				833.33
00820	TRACE ANALYTICAL LABORATORIES	4120380	WATER ANALYSIS	29.00
		4120998	WATER ANALYSIS	54.00
		5020120	QUARTERLY ANALYSIS	603.00
		5020361	WATER QUALITY ANALYSIS	325.50
TOTAL FOR: TRACE ANALYTICAL LABORATORIES				1,011.50
00871	UM HEALTH -SPARROW OCCUPATIONAL HEA	00076804-00	DRUG SCREEN	52.00
TOTAL FOR: UM HEALTH -SPARROW OCCUPATIONAL HEA				52.00
00791	USA BLUE BOOK	INV00617707	LAB SUPPLIES	653.38
		INV00622875	LAB REAGENTS	102.09
TOTAL FOR: USA BLUE BOOK				755.47
00778	VISION SERVICE PLAN	822085611	FEBRUARY 2025	497.46
		822085665	FEBRUARY 2025	968.79
TOTAL FOR: VISION SERVICE PLAN				1,466.25
02149	VITAL RECORDS CONTROL	4739520	JANUARY 2025	25.00
TOTAL FOR: VITAL RECORDS CONTROL				25.00
00034	WALKER PROCESS EQUIPMENT	INV026344	PRIMARY CLARIFIER TORQUE TUBE REPLACEMENT (APP	13,100.00
TOTAL FOR: WALKER PROCESS EQUIPMENT				13,100.00
00761	WILLIAMS FARM MACHINERY, INC.	32474	SNORKEL MAINTENANCE	117.24
TOTAL FOR: WILLIAMS FARM MACHINERY, INC.				117.24
00753	WOLVERINE PEST SERVICE	128391	MONTHLY MAINTENANCE PREVENTION AT GARAGE	50.00
TOTAL FOR: WOLVERINE PEST SERVICE				50.00

Vendor Code	Vendor Name		
	Invoice	Description	Amount
00752	WOLVERINE POWER SYSTEMS		
	CHA018	GENERATOR MAINTENANCE	1,391.29
TOTAL FOR: WOLVERINE POWER SYSTEMS			1,391.29
TOTAL - ALL VENDORS			312,432.67
PAYMENT TYPE TOTAL			
	Paper Check		186,974.79
	EFT Transfer		125,457.88

COMMERCIAL CREDIT CARD STATEMENT 2025

January, 2025

		VENDOR	DESCRIPTION	ACCOUNT #	AMOUNT
Griffith, M	12/16/2024	Pay Pal	Blue Water Management(Arras Training)	510-550.000-965.000	\$ 180.00
	12/26/2024	Wal-Mart	Supplies	510-550.000-731.000	\$ 59.28
			Subtotal		\$ 239.28
Brentar, P	1/6/2025	Sec. Of State	Plate Renewal	101-301.000-731.000	\$ 13.27
			Subtotal		\$ 13.27
Fullerton, T	12/21/2025	Taco Bell	Food During Fire	206-336.000-963.000	\$ 73.11
	12/27/2024	SuperBright LEDS	Light Bulbs - WSFS	206-336.000-741.000	\$ 62.77
	1/2/2025	MI Fire Inspectors SOC	M. Burger - MFIS Membership	101-703.000-960.000	\$ 41.50
	1/7/2025	USPS PO	Stream Light Repair - Shipping	206-336.000-732.000	\$ 66.05
	1/8/2025	USPS PO	SCBA Air Test - Shipping	206-336.000-732.000	\$ 12.95
			Subtotal		\$ 256.38
Perry, S	12/24/2024	FED EX	Shipping Sampler Head	510-537.000-732.000	\$ 39.79
			Subtotal		\$ 39.79
Smith, A	1/3/2025	Michigan Water Environment	2025 Expo & Operator Days	101-441.000-965.000	\$ 320.00
			Subtotal		\$ 320.00
Larocque, M	12/13/2024	MI Corporations Div	2021 Annual Report (Camp Frances)	285-751.000-731.000	\$ 25.00
	12/13/2024	MI Corporations Div	2024 Annual Report (Camp Frances)	285-751.000-731.000	\$ 25.00
	12/13/2024	Your Membership	MML Classified Ads (DPW Director)	101-441.000-900.000	\$ 199.00
	12/26/2024	IIMC	CMC Certification Fee	101-215.000-960.000	\$ 75.00
	1/1/2025	GOOGLE	GSuite monthly subscription	666-228.000-810.000	\$ 1,122.16
	1/2/2025	Michigan Municipal League	2025 Cap Con Registration	101-101.000-965.000	\$ 350.00
	1/6/2025	YOUR Membership	MML Classified Ads (Community Dev	101-215.000-900.000	\$ 249.00
			Subtotal		\$ 2,045.16
Brooks,S	1/2/2025	Wal-Mart	Phone Chargers (Evidence)	101-301.000-731.000	\$ 41.73
			Subtotal		\$ 41.73
				Subtotal	\$ -
			Total		\$ 2,955.61



Memo

To: Honorable Mayor Lewis; City Council
From: Mary LaRocque, City Clerk
Date: February 24, 2025

Re: Staff report on Mayoral appointments to boards and commissions.

Background

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

Recommendation

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

NAME	BOARD/COMMISSION	EXPIRATION OF TERM
John Laupp	Downtown Development Authority	03/15/2029
Keisha Howe	Downtown Development Authority	03/15/2029
James McRae	Planning Commission	3/31/2028
Kristie Snyder	Planning Commission	3/31/2028
Richard Bearup	Planning Commission	3/31/2028

Financial Impacts

No financial impact

Suggested Motion

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

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

MEMORANDUM

TO: Charlotte City Council

FROM: Thomas M. Hitch, City Attorney

RE: **DISPOSITION OF AN AIRCRAFT SOLD AT PUBLIC AUCTION
PURSUANT TO MCL 259.205b**

DATE: February 13, 2025

As the Council may be aware, for some time the airport has been dealing with an aircraft that, after the death of David Alexander, has been abandoned by his heirs. As I believe I have reported before, I have sent numerous letters to the Alexanders regarding their obligation to pay delinquent aircraft hangar rental fees and, of the City's authority, under MCL 259.205b, to foreclose on what is known as a garage keeper's lien to help offset the delinquent hangar rental fees.

The sale was scheduled for September 18, 2024, which was to be held at Fitch H. Beach Airport. Notice was provided as required by the statute (providing a Notice of Sale at all general aviation airports within 25 miles of Fitch H. Beach airport) and other means of advertisement on the City's website. Under the statute, the airport was entitled to bid at the time of sale, like any other third-party.

At the time of the sale, no one submitted any bids in writing, nor appeared in person. Todd Cotter, airport manager, and I conferred, and the City has taken possession of the aircraft. As noted above, throughout this process, the heirs of David Alexander's have taken no action to either repay the hangar fees or participate in the auction.

Under the statute, the City was to obtain an appraisal prior to the sale. The City did not obtain an appraisal because the cost of an appraisal would exceed the value of the aircraft, thus compounding the loss on the part of the City. I have been conferring with Todd Cotter throughout this process, and he finally obtained an opinion of value for this aircraft, which is not airworthy, as someone has removed all of the flight instrumentation from the aircraft. The value was estimated between \$4,000 to \$5,000.

On the date of the auction, David Alexander's estate owed the City \$4,930 in hangar fees. This amount is in the upper range of what the estimated value from the disinterested third-party. I am comfortable that it is more than a fair amount, for purposes of filing this with the FAA. After consultation with representatives of the FAA regarding this process, I have prepared a Certificate of Repossession of an Encumbered Aircraft by a Garage Keeper to be filed with the FAA. Along with the Certificate, a Notice of Sale and statement by Todd Cotter, as the airport manager,

Page Two

February 13, 2025

RE: **DISPOSITION OF AN AIRCRAFT SOLD AT PUBLIC AUCTION PURSUANT
TO MCL 259.205b**

will be filed and made part of the aircraft registry associated with the aircraft. In addition, an aircraft Bill of Sale acknowledging that this was a foreclosure by a garage keeper is to be filed at the same time.

As part of this process, I am requesting that the Council adopt the attached resolution confirming the foreclosure of the lien as evidenced by the Certificate of Repossession, and authorizing Todd Cotter, as the airport manager, to sign and execute all documents necessary to register the repossession of the aircraft with the FAA.

There is one final point. It does appear that Todd Cotter has been contacted by someone who wants to lease the aircraft hangar where the Alexander plane is located. This would start bringing in hangar fees which have been uncollectible since the death of David Alexander. As part of the transaction, the individual, it is hoped, will purchase the aircraft for a sum to be determined. Because of the great difficulty in selling an unairworthy aircraft, the sum will not be close to the appraisal value. It will, however, bring in some money to offset the hangar fees which were uncollectible, and will bring this matter to a close, disposing of an aircraft for which the City has no use, and begin bringing in rental income. To that end, I have included in the resolution that Todd Cotter be authorized to execute all documents relating into any future sale of this aircraft.

I believe this is a straightforward, if unusual, transaction, which could be part of the consent agenda. If the Council does desire further explanation, Todd Cotter will be available to answer all questions.

TMH:cf

CITY OF CHARLOTTE
EATON COUNTY, MICHIGAN

RESOLUTION NO. 2025-05

A RESOLUTION TO AUTHORIZE AND CONFIRM THE REPOSSESSION AND SALE OF A COOPER AL ADVENTURA II AIRCRAFT FAA REGISTRATION NO. N7802Z PREVIOUSLY OWNED BY DAVID ALEXANDER, DECEASED

WHEREAS, the City of Charlotte, owns the Fitch H. Beach Municipal Airport, providing general aviation services to the flying public at-large; and

WHEREAS, the City has been engaged in the process of foreclosing on a lien to collect unpaid aircraft hangar fees from the Estate of David Alexander pursuant to the provisions of MCL 259.205b; and

WHEREAS, an auction was held where the only bidder was the airport, as the garage keeper, where the aircraft was located; and

WHEREAS, the airport manager obtained an estimated value of the aircraft so that the consideration was fair to the City, as well as the Estate of David Alexander; and

WHEREAS, documents have been prepared to be filed with the Federal Aviation Administration, Civil Aircraft Registry Division, to memorialize the transfer of the ownership of the aircraft to the City, as the owner of the airport;

NOW, THEREFORE, BE IT RESOLVED:

1. The City of Charlotte, as the owner of Fitch H. Beach Municipal Airport, authorizes and confirms the foreclosure of the lien upon the aircraft, Cooper AL Adventura II, Registration No. N7802Z, as authorized by MCL 259.205b.
2. Todd Cotter, airport manager, is authorized to sign all documents necessary to confirm the title of the aircraft in the City of Charlotte, and, in the future, should the aircraft be sold, to execute all documents necessary to transfer the aircraft identified above to a third-party.

The foregoing Resolution was moved for adoption by Council Member _____
and seconded by Council Member _____ and declared adopted by the following
vote:

AYES:

NAYES:

ABSENT:

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN)

:ss.

COUNTY OF EATON)

I, the undersigned, the duly qualified Clerk of the City of Charlotte, County of Eaton, State of Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Charlotte at a regularly scheduled meeting held on Monday, February 24, 2025, relevant to the Michigan Open Meetings Act, the original of which is on file in my office as part of the council minutes.

IN WITNESS WHEREOF, I have hereunto set my official signature, this 24th day of February, 2025.

Mary LaRocque, City Clerk
City of Charlotte
Eaton County, Michigan

Approved as to form:

Thomas M. Hitch (P25558)
City Attorney

U.S. Department of Transportation Federal Aviation Administration
Aircraft Registration Branch
P.O. Box 25504
Oklahoma City, Oklahoma 73125

**CERTIFICATE OF REPOSSESSION OF ENCUMBERED AIRCRAFT
BY A GARAGE KEEPER PURSUANT TO MCL 259.205b**

The undersigned hereby certifies that the City of Charlotte, as owner of the Fitch H. Beach Municipal Airport, is the true and lawful garage keeper, as that term is used at MCL 259.205b. It entered into a lease dated April 1, 2017 with David Alexander, which provided a hangar for the following described aircraft:

Aircraft Manufacturer: Cooper AL
Aircraft Serial Number: AP2-83

Aircraft Model: Adventura II
FAA Registration Number: N7802Z

A Notice of Recordation - Aircraft Security Conveyance setting forth the Claim of Lien and the lease was filed on April 17, 2024 as Conveyance Number LT035192.

Since the date of death of David Alexander on December 20, 2021, the Estate of David Alexander has breached the lease agreement by failing to pay hangar fees incurred prior to the death of David Alexander, and since the date of death.

The undersigned certifies that the garage keeper has performed all obligations imposed by the lease and applicable laws; that in accordance with the terms of the lease, and pursuant to MCL 259.205b, the undersigned repossessed the aircraft described above and, pursuant to statute, conducted an auction sale on September 18, 2024, pursuant to an Auction Notice, a copy of which is attached. On that date, the said Estate of David Alexander was the divested said lessee-debtor and any and all persons claiming by, through, or under them, of any and all title they had, or may have had, and the secured party now owns the aforesaid aircraft as provided by law.

Attached, along with the Auction Notice, is a statement of the airport manager setting forth

a statement of the facts and circumstances regarding the notice and auction and a determination of the value of the aircraft.

CITY OF CHARLOTTE, MICHIGAN
FITCH H. BEACH MUNICIPAL AIRPORT

Dated: _____

Todd Cotter, Airport Manager
(517) 712-8177
todd@charlotteairservices.com

**Statement of Todd Cotter, Airport Manager/Fixed-Base Operator
for Fitch H. Beach Municipal Airport**

I, Todd Cotter, being first duly sworn, state and aver as follows:

1. I am the Airport Manager/Fixed-Base Operator of the Fitch H. Beach Municipal Airport, Eaton County, Michigan.
2. At all times in this process, I conferred with, and followed the advice of, the City Attorney for the City of Charlotte, Thomas M. Hitch.
3. The Fitch H. Beach Municipal Airport is owned and operated by the City of Charlotte, Eaton County, Michigan.
4. The City of Charlotte, in the operation of the airport, leases out hangars to individuals and entities that own aircraft, and it entered into a lease agreement with David Alexander on April 11, 2017. The monthly rental rate was \$145 per month. At the time of entering into the lease, I retained a key to the hangar as well as giving a key to David Alexander.
5. Prior to the death of David Alexander, he became delinquent in the payment of his hangar rental fees.
6. David Alexander died on December 20, 2021.
7. To the best of my knowledge and belief, and after investigation by the City Attorney, there was no formal or informal estate opened in the Eaton County Probate Court.
8. Mr. Hitch contacted by mail the heirs of David Alexander and informed those heirs of David Alexander's debt for delinquent hangar fees and the estate's obligation to pay the debt.
9. In Michigan, MCL 259.205b provides for the sale of aircraft to pay for the delinquent hangar fees.
10. The heirs were notified of the debt of the estate in 2023, and a Claim of Lien was filed

with the Federal Aviation Administration, but for some unknown reason, the Claim of Lien was determined to be untimely and thus, not recorded at that time.

11. After reinitiating the process and notifying the heirs, a Claim of Lien dated April 17, 2024, covering the aircraft owned by David Alexander, was recorded by the Civil Aviation Registry on June 8, 2024 as conveyance number LT03192. At the time of filing the Claim of Lien, the hangar lease was attached, and is recorded as well with the Civil Aviation Registry.

12. The date of the sale was set for September 18, 2024.

13. A Notice of Sale was prepared in accordance with MCL 259.205b, a copy of which is attached. At the time of the publication of the Notice of Sale, the hangar fees due and owing was \$4,785. As of October 1, 2024, the amount due and owing was \$4,930.

14. A letter and copy of the Notice of Sale was provided to the heirs of David Alexander.

15. The Notice of Sale was posted at all airports within a radius of 25 miles of the Fitch H. Beach Municipal Airport, as required by statute.

16. On September 18, 2024, at 2 p.m., the date and time as set forth in the Notice, no one appeared in person and no bids were received by me as provided pursuant to the Notice.

17. The City retained possession of the aircraft as of September 18, 2024. As of October 1, 2024, no further hangar fees have been charged against the estate.

18. The aircraft was not airworthy as all of the instrumentation was removed from the aircraft by persons unknown. The hangar was locked and not open to the public.

19. It was my hope that there would be bids for the aircraft and the City did not obtain an appraisal of the aircraft because the cost of such an appraisal would exceed, in my opinion, the value of the aircraft.

20. To my knowledge, the make and model of the aircraft is relatively rare and

inexpensive (\$18,000 at the time of transfer to David Alexander on April 1, 2017) and it has been difficult to find anyone with knowledge of the value of the aircraft which is not airworthy.

21. I located an individual who had knowledge of the value of the aircraft and provided a statement of an opinion of value, a copy of which is attached. Mr. Mark Miller gave an opinion that the value of the aircraft was between \$4,000 - \$5,000.

22. As noted above, the City is owed \$4,930 in hangar fees. The City bids the full amount of the hangar fees as the sale price, as the amount owed was within the upper range of the value as estimated for the aircraft.

23. The City executed and submits the attached Bill of Sale transferring the title in the aircraft to the City of Charlotte, consummating the sale of the aircraft and establishing clear title in the name of the City of Charlotte, Fitch H. Beach Municipal Airport.

Further affiant saith not.

Todd Cotter, Airport Manager

Subscribed and sworn to before me, a Notary Public, this _____ day of _____
2025.

Chelsy Fortino, Notary Public
Ingham County a/i Eaton County, Michigan
Commission expires: 09/01/2026



Memo

To: City Manager Rob Hilard; Honorable Mayor Lewis; City Council
From: Christina Horton, Finance Director/Treasurer
Date: February 21, 2025
Re: Finance/Treasury Department Update

Background:

Purchases of \$5,001 and over require written quotes from at least three vendors, if possible. Once a vendor is selected a purchase order must be created with supporting documentation attached. The process for procuring products to continue to do business and uphold a reasonable and respectable timeline is reducing the flow of work.

Recommendation:

I recommend raising the threshold of purchases requiring written quotes be elevated from \$5,001 to \$10,001 to improve time management of Department Heads as well as the City Manager.

Financial Impacts:

In consideration of the purchasing policy, the City Manager is already reviewing all purchases. Lifting the threshold is intended to reduce time obtaining quotes and data entry for the POs. I do not anticipate any negative financial impacts.

Suggested Motion:

Motion to increase the threshold of authorized purchases declared within the Purchasing Policy from \$5,001 to \$10,001.



City Purchasing Policy Manual
Effective March 1, 2025
(Revised February, 2025)

Introduction

This policy establishes transparent and standard guidelines of the procurement and disposal of personal property and related purchases to support the operations of the City of Charlotte in coordination with established governmental best practices and ensures the best overall value for the acquisition of goods and services. Adhering to the policy shall result in financial accountability and efficient use of funds. Policy utilization occurs for every expenditure by the City regardless of the funding source. Purchasing shall be made in compliance with the Charlotte City Code, Article V, Division 3 Purchasing, Contracting, and Selling Procedures.

Section 1. Procurement of Personal Property

Principal procurement for the City requires that each department is responsible for policy adherence and acquisition of goods and services. It is the expectation of the City Manager that all purchases are budgeted and properly documented. The procedure and documentation may vary depending upon the nature of the purchase as defined within this policy. All purchases are ultimately the responsibility of the City Manager and may be approved or disapproved by him/her or his/her designee, in accordance with the provision of this policy and limitation of the City budget. The interpretation of requirements contained herein and any revision to this policy shall be approved by the City Council.

		DOCUMENTATION			APPROVAL		
	Amount/Type	Sealed Bid	Written Quote	Verbal Quote	City Council	City Manager	Department Head
Purchases	\$0 - \$5,000			x			X
	\$5,001 \$10,001 - \$20,000		X			X	X
Competitive Purchases	\$20,001+	X			X	X	X
Exceptions	Cooperative Procurement		X		≥\$20,001	X	X
	*Sole Source Vendor		X		≥\$20,001	X	X
	Emergency Purchase	At the sole discretion of the City Manager, per City Ordinance, Sec. 2-71. He/she shall notify the City Council of these expenditures.					
	Budgeted Capital	≥\$20,001	X		≥\$20,001	X	X

* Requires authorization by action of the City Council in advance of purchase.

PURCHASES

Less than ~~\$5,000~~ \$10,000

Department Heads may make and authorize purchases not to exceed ~~\$5,000~~ \$10,000 in consultation with the City Manager, but without prior approval of the City Council. All purchases over \$2,500 require prior written authorization by the Department Head. Lower limits may be established by the Department Head and City Manager as needed. Verbal or written quotes should be solicited from at least three vendors, if possible.

Between ~~\$5,001~~ \$10,001 - \$20,000

The City Manager may make and authorize Department Heads to complete purchases up to, but not exceeding \$20,000 without prior approval of the City Council. Written authorization by the City Manager must be obtained before the purchase may commence. Written quotes should be solicited from at least three vendors, if possible. Written quotes are required from vendors for products and services except when the purchase is for the acquisition from a sole-source vendor or in the use of cooperative purchasing. Quotes from prospective vendors may be requested in person, by telephone, and/or by written communication. Quote evaluation and approval will typically be executed by the City Manager with technical assistance/approval from the Department Head. A purchase shall be made from the lowest competent qualified bidder whenever possible and appropriate. Applicable contracts shall be executed by the City Manager, unless otherwise approved by City Council.

COMPETITIVE PURCHASES

Over \$20,000

Sealed competitive, written bids are required for all purchases and/or contracts over \$20,000, except when waived by City Council. Sealed bids/proposals shall be solicited from a reasonable number of known, qualified, prospective vendors by distributing electronic and/or written notices. The amount of each proposal, the vendor's name, and relevant information shall be recorded and read aloud during bid opening. The City Manager and/or the appropriate Department Head may request clarification on bids if deemed non-comparable. Alternatively, the City Manager and/or the appropriate Department Head may reject all bids and seek new sealed, competitive bids. Applicable contracts shall be executed by the City Clerk and Mayor, unless otherwise approved by City Council.

When a request for bids is required, a draft shall be submitted to the City Clerk for formal bidding. Bids shall be let no later than the Tuesday prior to the subsequent City Council meeting unless approved by the City Manager. The City Clerk shall be responsible for receipt and tabulation of bid results. After City Council approval, the City Clerk shall notify the vendor who shall have 15 days to confirm the order or contract.

The responsibility for the inspection and acceptance of materials, supplies, and equipment purchased shall rest with the Department Head.

Applicable invoices for all purchases shall be reviewed by the appropriate Department Head and the Finance Director or City Manager.

EXCEPTIONS TO STANDARD PURCHASING PROCEDURE

Cooperative Purchase

City Council determines, based on the recommendation of the City Manager and/or Department Head, that the public interest and cost effectiveness will be best served by purchase from or joint purchase with a regional organization or another unit of government. Examples include: MiDeal and other governmental entities contracts offered as cooperative and of value to the City. The City Council may award a contract to a public entity or approved vendor of the cooperative contract. When applicable, an award will be made by complying with the terms of the stated cooperative contract. Applicable invoices shall be reviewed based on the cost of the purchase.

Sole Source Purchase (Requires Prior Approval of the City Council)

Prior to requesting quotes or bids from any vendor and prior to ordering from any vendor, the City Manager will request a sole source approval from Council when the following conditions apply:

- When the City Manager and/or appropriate Department Head determine, after a good faith review of potential vendors, that there is only one vendor for the required product or service.
- When the procurement is for a product that is a part of a system or prescribed by grant funding in which selection of an alternative brand would alter the ability of the using department to operate and/ or maintain the system.
- Sole Source Purchases are prohibited on purchases $\geq \$20,001$ without prior written approval of Council.

Emergency Purchase

In the sole discretion of the City Manager, immediate procurement action is required to prevent delays of City services that may adversely affect the life, health, or safety of the public or the security of City-owned assets. The City Manager shall notify City Council at times when immediate procurement action is required. Applicable invoices shall be reviewed based on the cost of service.

Budgeted Capital Purchase

For purchases of capital assets that are less than or equal to the amount presented in the City's Annual Budget, procurement may proceed with a request made to the City Manager. Applicable invoices shall be reviewed based on cost of the purchase.

Local Vendor Negotiations

If all purchasing procedures have been met, the Purchasing Agent is authorized to negotiate with a local bidder to reduce their bid to that of the lowest competent bidder from a non-City of Charlotte taxpayer, if their bid is within 5% of the lowest bid. Negotiations are limited to purchases up to \$30,000.

CREDIT CARD PURCHASING PROCEDURE

Purchasing utilizing the city's commercial credit cards shall be made in accordance with the adopted policy.

Section 2. Surplus Property Disposition

Trash

Personal property which a reasonable person would feel no longer has any value, may be discarded as trash by any City official or employee. If anyone is interested in acquiring the property or retrieving it from the trash, then it cannot be assumed that it has no value

Declaration

Each department head shall be responsible for identifying property within his or her department that is obsolete, surplus or salvage property. The department head shall estimate the fair market value of such property in "as is, where is" condition.

Disposition

For all such property, the department head will notify the City Manager, who will first attempt to find a use for the property in another department. Personal property which a reasonable person would feel is at the end of its useful life, but that the cost of sale or disposal exceeds any sales value, shall be considered of "nominal value" and may be sold, donated or discarded at the discretion of the City Manager. Personal property which a reasonable person would feel has remaining value in excess of the nominal value defined above shall be subject to disposition in any manner deemed by the City Manager to be in the City's best interest, including:

1. Trade-in for other equipment
2. Auction or sale on a first come-first served basis (public or online)
3. Solicitation of written bids
4. Negotiated sale to one or more designated buyers
5. Sale as scrap

6. Recycling, salvaging or junking
7. Transfer to another government or nonprofit organization

Substantial Value.

Disposition of any one item of personal property with an estimated value of \$10,000 or more must first be approved by the City Council.

Conflict of Interest

City elected officials and staff are prohibited from acquiring any personal property of the City if they participated in the disposition process described herein. The City Council may grant a written exemption to this prohibition, if they can verify the propriety of, and are not a party to, the disposition.

Penalty for Failure to Comply

Any official or employee of the City of Charlotte who violates the provisions of this policy may be subject to civil and/or criminal action. Employees responsible for violating this policy shall also be subject to disciplinary actions provided for by City policies and applicable laws, up to and including dismissal or discharge.

On Fri, Feb 21, 2025, 8:10 AM Martin Fabrik <martinfabrik@yahoo.com> wrote:

Good morning,

I hope this message finds you well. I am reaching out to request the City Council's support for our application to the Michigan Department of Agriculture and Rural Development (MDARD) County Fair Capital Improvement Grant. This grant offers a 50% match, with the Fairgrounds responsible for approximately one-third of the total project cost. Our estimated project cost is approximately \$50,000.

The proposed project entails a comprehensive interior remodel of our Campground Restroom and Shower House. This will include the replacement of all mechanical components, restroom and shower fixtures, the installation of energy-efficient lighting and hand dryers, as well as the enhancement of ADA-accessible restroom and shower stalls.

This building plays a crucial role in the Fairgrounds' operation, serving thousands of visitors each year. It accommodates those who camp at the Fairgrounds, attend animal shows, participate in the Charlotte Bluegrass Festival, the Magical Realm Fantasy Faire, and various other events throughout the year. It is not only essential during the week of our Fair but is in use season-long.

The facility and its components are over 30 years old and are in dire need of an upgrade to continue serving our community and visitors effectively. By supporting this project, the City Council will help us provide a more accessible, efficient, and welcoming environment for all who use the Fairgrounds facilities.

We kindly request that the City Council consider passing a resolution in support of this project and our application for the MDARD County Fair Capital Improvement Grant.

Thank you for your time and consideration. We are confident that this project will bring lasting benefits to our community, and your support is greatly appreciated.

Respectrully,

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

**CITY OF CHARLOTTE
RESOLUTION 2025-06**

**A RESOLUTION SUPPORTING THE APPLICATION FOR THE MICHIGAN
DEPARTMENT OF AGRICULTURE AND RURAL DEVELOPMENT COUNTY FAIR
CAPITAL IMPROVEMENT GRANT FOR THE FAIRGROUNDS RESTROOM AND
SHOWER HOUSE REMODEL PROJECT**

WHEREAS, the City of Charlotte is the owner of the property known as the Eaton County Fairgrounds, which property is leased to the Eaton County Agricultural Society; and

WHEREAS, the lease between the City and the Eaton County Agricultural Society provides, in part, that the Society must maintain the buildings and structures on the property; and

WHEREAS, the Eaton County Fairgrounds is an essential community asset that serves thousands of visitors annually, including those who attend animal shows, festivals, and other events such as the Charlotte Bluegrass Festival, Michigan Nordic Fire Festival, Charlotte Frontier Days, and the Magical Realm Fantasy Faire; and

WHEREAS, the Campground Restroom and Shower House at the Fairgrounds, which is a critical facility used throughout the year by campers, event attendees, and visitors, is over 30 years old and requires essential upgrades to maintain functionality, accessibility, and safety; and

WHEREAS, the proposed project will include the replacement of all mechanical components, restroom and shower fixtures, installation of energy-efficient lighting, hand dryers, and ventilation, as well as improvements to ADA-accessible restroom and shower stalls; and

WHEREAS, the Michigan Department of Agriculture and Rural Development (MDARD) offers the County Fair Capital Improvement Grant, which provides funding to defray the costs of improving buildings or other capital improvements at county fairgrounds to enhance the usefulness or productivity; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council of Charlotte hereby supports the application for the MDARD County Fair Capital Improvement Grant for the remodeling of the Campground Restroom and Shower House at the Eaton County Fairgrounds; and

BE IT FURTHER RESOLVED, that the City Council expresses its full endorsement of this project, recognizing its positive impact on improving accessibility, efficiency, and the overall experience of Fairgrounds visitors and participants; and

BE IT FINALLY RESOLVED, that the City Council encourages the Michigan Department of Agriculture and Rural Development to consider this application favorably and provide the necessary funding for the proposed project.

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

CERTIFICATION

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

Mary LaRocque, City Clerk