



PROPOSED AGENDA
REGULAR MEETING OF THE CHARLOTTE CITY COUNCIL
111 E. Lawrence Ave, Charlotte, MI 48813 (517) 543-2750
7:00 P.M. Monday, January 13, 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/83379031064>
One tap mobile: +16465588656,,83379031064#
Telephone: (312) 626-6799 Webinar ID: 833 7903 1064

- 1. Call to Order**
- 2. Roll Call**
- 3. Invocation – Andy Shaver - Real Life Church**
- 4. Pledge of Allegiance**
- 5. Approval of Minutes**
 - a. December 23, 2024 Regular Council Meeting Minutes
- 6. Absence of Council Members**
- 7. Public Comment** - Limit presentation to five (5) minutes. Attendees desiring to address council who are participating with ZOOM may raise your hand now or if attending via a phone call, press *9 (star nine) on your keypad
- 8. Approval of Agenda**
- 9. Communications and Committee Reports**
 - a. Manager Report with department reports
 - b. Councilmember Committee Reports
- 10. Consent Agenda**
 - a. Approval of Claims and Expenditures totaling \$1,510,811.99
 - b. Approval of Resolution 2025-01 - Annual Poverty Exemption for 2025
 - c. Approval of Resolution 2025-02 To Designate Street Administrator (MDOT)
 - d. Approval of Letter of Understanding (LOU) POLC vacation time
- 11. Business Agenda**

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

13. Staff Comments

14. Mayor and Council Comments

15. Adjourn

~Mary LaRocque, City Clerk

ADDRESSING THE CITY COUNCIL

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

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

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

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

Comments shall be directed to the Mayor and Council members.

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

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

CITY OF CHARLOTTE COUNCIL PROCEEDINGS
111 E. Lawrence Ave., Charlotte, MI 48813 (517) 543-2750
Regular Council Meeting 7:00 p.m.
December 23, 2024

CALL TO ORDER:

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

ROLL CALL:

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

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

INVOCATION:

Chuck Jenson, West Carmel Church - absent

PLEDGE OF ALLEGIANCE:

Led by Lewis

APPROVAL OF MINUTES:

- a. December 9, 2024 Regular Council Meeting Minutes

Motion by Chin supported by Scott to approve the December 09, 2024 Regular Council Meeting Minutes. Carried; Yea 7; Nay 0; Absent 0

ABSENCE OF COUNCIL MEMBERS:

All present

PUBLIC HEARING:

- a. Industrial Facilities Tax Exemption (IFT) for Markdom Industries, 400 Parkland Dr.

The hearing opened and closed with no public comment received. LEAP representatives Bob Trezise and Emma

Bostwick were in attendance and provided a review of the project.

PUBLIC COMMENT:

No comments received

APPROVAL OF AGENDA:

Motion by Fullerton supported by Duweck to add “Manager/Council Relations Discussion” to the business agenda, item a. Carried; Yea 7; Nay 0; Absent 0

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

COMMUNICATIONS AND COMMITTEE REPORTS:

- a. City Manager Report with departmental reports, received
- b. Councilmember Committee Reports

Christensen: No meeting for the Planning Commission. Camp Frances is gearing up for the Spring with projects, including the installation of risers in the septic tank, a by-law review, and an upcoming fundraiser hosted through Applebee’s on February 6th from 4:00 to 9:00 p.m.

Chin: EATRAN provided Council with updates regarding an increase in ridership and the Delta Township millage renewal. The January meeting will see changes in the board and the election of officers.

Rodriguez: The Communications Committee does not plan to include addressing transparency in this endeavor, as the focus will be on communications.

CONSENT AGENDA:

- a. Approval of Claims and Expenditures totaling \$453,096.96
- b. ~~Approval of Letter of Authorization (LOA) with IAFF for Auto Allowance—Assistant Fire Chief~~ (moved to business, Chin)

Motion by Chin supported by Duweck to approve moving item b to business agenda item i. Carried; Yea 7; Nay 0; Absent 0

Motion by Scott supported by Rodriguez to approve consent agenda item a. Carried; Yea 7; Nay 0; Absent 0

BUSINESS AGENDA:

- a. Manager/Council Relations Discussion

The Council emphasized the importance of clearly understanding the separation of roles and the necessity of refraining from interfering with the Manager's responsibilities

- b. Consider the approval of Resolution 2024-47 Approving an IFT Application for Markdom International at 400 Parkland Dr. pursuant to Act 198 of the Public Acts of 1974, as amended

Motion by Duweck supported by Christensen to approve Resolution 2024-47 Approving an IFT Application for Markdom International at 400 Parkland Dr. pursuant to Act 198 of the Public Acts of 1974, as amended. Carried unanimously by roll call vote; Yea 7; Nay 0; Absent 0

- c. Consider approval of the IFT agreement between the City of Charlotte and Markdom International at 400 Parkland Dr.

Revore noted that Resolution 2024-47 included the provision to approve this agreement in substantial form and this separate motion is therefore unnecessary.

- d. Consider approval of Resolution 2024-48 Recommending the Adoption of the City of Charlotte Master Plan

Motion by Chin supported by Duweck to approve Resolution 2024-48 Recommending the Adoption of the City of Charlotte Master Plan. Carried unanimously by roll call vote; Yea 7; Nay 0; Absent 0

- e. Consider approval of sealed bid contract with Jett Pump & Valve in the amount of \$59,338.01 for the replacement and installation of the Tirrell pump station

Motion by Chin supported by Scott to approve sealed bid contract with Jett Pump & Valve in the amount of \$59,338.01 for the replacement and installation of the Tirrell pump station Carried; Yea 7; Nay 0; Absent 0

- f. Consider proposed changes to the Purchasing Policy

The language regarding purchases over 10,001k is proposed to increase to \$20,001k.

Motion by Fullerton supported by Christensen to approve increasing the Purchasing Policy from \$10k to \$20k Carried; Yea 6; Nay 1 (Chin); Absent 0

Motion by Fullerton supported by Scott to approve the Purchasing Policy as amended; Yea 6; Nay 1 (Chin); Absent 0

Motion by Rodriguez supported by Fullerton to direct the City Manager to further review this policy for the purpose of identifying other proposed changes for the Council to consider changing. Carried; Yea 7; Nay 0; Absent 0

- g. CapCon 2025 attendee discussion

Council members wishing to attend should notify the Clerk

h. Golf Cart Ordinance discussion

Christensen presented his idea of adding an ordinance to allow golf carts within City limits.

i. Approval of Letter of Authorization (LOA) with IAFF for Auto Allowance – Assistant Fire Chief

Motion by Chin supported by Christensen to approve Letter of Authorization (LOA) with IAFF for Auto Allowance – Assistant Fire Chief. Carried; Yea 7; Nay 0; Absent 0

PUBLIC COMMENT:

John Laupp, resident. Praised City Manager Hillard for his positive interactions with him and reported positive feedback from community stakeholders as well. He is advocating that the Council engage in more direct invitations and discussions with the Charlotte business community.

JoDee Pruden expressed support for the discussion on Council/Manager relations and emphasized the need for changes to the purchasing policy and advocates for improved community engagement and transparency.

STAFF COMMENTS:

No comments

MAYOR AND COUNCIL COMMENTS:

Christensen expressed gratitude to everyone in attendance and thanked them for their continued support. He also committed to reaching out to local business owners in the coming weeks and extended season's greetings to all.

Fullerton had no additional comments at this time.

Duweck wished everyone a joyful holiday season and shared his enthusiasm for the opportunities ahead, expressing optimism about achieving great things together in the upcoming year.

Scott mentioned that he will not hold office hours tomorrow and took the opportunity to extend warm season's greetings to all, noting it was an interesting year.

Chin provided a comprehensive update on various state legislative matters, ensuring the council was informed of important developments. He also shared that he attended the Christmas Kiddies toy-wrapping event, where 150 volunteers helped wrap gifts in just three hours, making it a huge success

Rodriguez extended his season's greetings and wished everyone safe travels during the holidays.

Lewis reflected on the progress the Council has made over the past year, noting the accomplishments achieved through teamwork and collaboration. Looking ahead, he highlighted key areas of focus for the Council, with the aim of continuing to build on this momentum in the coming year.

ADJOURN:

Motion by Christensen supported by Scott to adjourn the meeting at 8:45 p.m. Carried; Yea 7; Nay 0; Absent 0

Respectfully submitted,
Mary LaRocque, City Clerk

— THE CITY OF —
CHARLOTTE
— MICHIGAN —

To: Honorable Mayor Lewis; City Council
From: Robert Hillard, City Manager
Re: City Manager's Report - January 10, 2025

The following is the latest City Manager's Report. This report is not intended to cover all activities of the City Manager, but will attempt to cover certain items identified in "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. The following is the majority of my recent activities. City Council, Eaton County, Charlotte Area Recreation Cooperative, Parks Advisory Board, Tri-County Planning Commission, and a variety of businesses along Lansing Street/Road.

"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 all the projects and programs identified for completion this fiscal year on behalf of the City of Charlotte.

Community Development Department Review Update

Unfortunately the selected candidate for the Community Development Director position decided to not take the position for personal reasons. As a result, we have started to advertise the position again. The following is an advertisement to solicit applications for the Community Development Director position. Are you passionate about economic development and community relations? Do you thrive in a role where strategic planning meets tangible results? If so, we have an exciting opportunity for you as our Community Development Director. You'll work in a supportive environment where your ideas are valued, and your efforts directly impact our City's growth and prosperity. As a key member of our team, you will work closely with the City Manager to implement Charlotte's economic development goals and foster strong community relations. This role involves a blend of administrative, technical, and professional responsibilities aimed at driving the City's growth and prosperity. Key responsibilities include Coordinate the development of short and long-range economic development goals in collaboration with City Council, economic development committees, and community stakeholders; Strategically plan and execute initiatives to attract businesses and industries that align with Charlotte's vision; Provide expert guidance and support to businesses on site selection, tax incentives, marketing strategies, and workforce development; Maintain a comprehensive database of industrial and commercial properties to facilitate business expansion and relocation; Cultivate partnerships with regional and State economic development organizations to leverage resources and opportunities for Charlotte. Essential Qualifications and Skills include Strong interpersonal skills with the ability to build and maintain productive relationships in diverse settings; Excellent communication skills, both oral and written, including experience in presentations and

negotiations; Proven experience in strategic planning and goal setting; Ability to handle complex and sensitive situations with initiative and resourcefulness; Proficiency in preparing accurate reports and written communications; A proactive approach to problem-solving and decision-making. Requirements include Associate's Degree or equivalent experience in Economic Development or related field; Minimum of three years' experience in economic development or marketing, preferably in municipal government; Valid Michigan Driver's License. Salary and benefits are \$70k to \$80k depending upon experience. The City offers a comprehensive benefits package, including hybrid pension, health, dental, optical and life insurance as well as paid time off. Apply Today: Applications accepted until position is filled. Interested candidates should submit a cover letter, resume, and a completed application to Human Resources.

City of Charlotte
2024-2025
“The Framework”
City Services - Community Development - Neighborhood Enrichment
(1-10-2025)

Clerk

Website Review
Parks Master Plan Review
Council Chamber Communication Review
Communication Transparency Review
Clerk’s Department Review

Community Development

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

Finance

Finance/Budget Review
Capital Improvement Plan Review
MERS Retirement Program Review
Finance Department Review
Purchase Policy Review
Downtown Special Assessment District Review
Special Assessment District Review

Fire

Zoning Ordinance Review
International Fire Code Review
Food Truck Review
Code Enforcement/Rental Inspection Review
Building Inspection Program Review
Fire Agreement - Rural Fire Association Review
Sidewalk Snow Removal Review
Ambulance Service Review

Police

Lincoln Street Traffic (Classification & Truck Traffic) Review
Overnight Street Parking Review
Golf Cart Usage Review
Downtown Parking Program Review
High Street Traffic Review

Public Works

Charlotte Area Recycling Authority Review
Combs Industrial Park Review
Airport Improvements Review
Oak Park Plan Review
Bennett Park Area Review
Walnut Street Review
Charlotte Area Recreation Cooperative By-Law Review
Public Works Department Review
Street Maintenance Program Review
Downtown Truck Traffic Review
Information Technology Organization Review
City Gateway Enhancement Review
Intergovernmental Multi-Use Path Connector Review
Safe Routes to School Review
Lansing Street/Road Business District Review
Street Light Program Review
Tree Maintenance Policy Review
Downtown Social District Review
Downtown Sidewalk Snow Removal Review

Charlotte Fire Department & Rural Fire Association Annual Report

2

0

2

4



Report completed January 10th 2025

Charlotte Fire Department
111 E. Lawrence Ave
Charlotte, MI 48813
(517)543-0241



Mission Statement

Department History

Message From The Fire Chief

Fire Department Accomplishments

Department Members

Fire Station Information

Fire Department Apparatus

Training

Christmas Kiddies

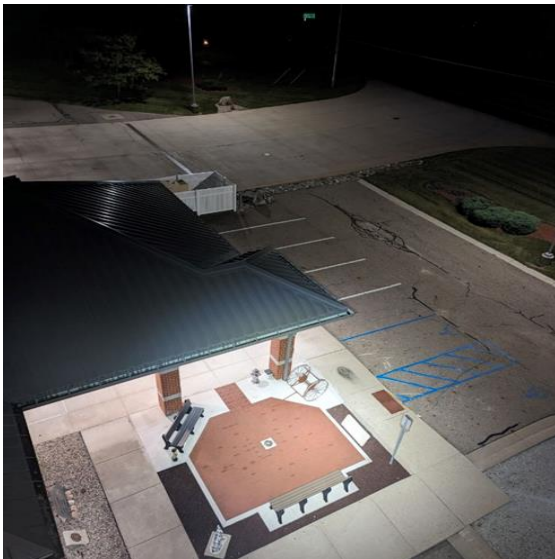
Incident Data

Pictures from 2023



Mission Statement

The Charlotte Volunteer Fire Department shall provide the best possible emergency services in order to protect the lives and property of citizens of the City of Charlotte and the Rural Fire Association by utilizing state of the art equipment and techniques, and by continuous improvement through training and education.



Department History

- **October 8th 1872**, exactly one year after the Great Chicago Fire of 1871, the Charlotte Fire Department was officially organized. The department had 36 members and was known as Charlotte Hose Company No.1.
- **1878**, The first steam pumper was purchased.
- **January of 1882**, a bell was purchased and served as Charlotte's Fire Alarm until 1930. (This bell is now on display in front of the 111 E. Lawrence municipal building.)
- **February 2nd, 1886**, A fire started at Belger's Shoes and 5 other buildings in the 100 blk. Of S. Cochran Ave. This fire is still considered the worst fire to hit the downtown district.
- **June 16th, 1886**, A fire started on the west side of S. Cochran and claimed several buildings, the department required assistance from Battle Creek & Jackson. Pumpers were sent on a special train to assist in the firefight.
- **Fall of 1886**, Charlotte completed the "water works" department.
- **July 4th, 1894**, Fire broke out in the Eaton County Court House located in the heart of Downtown. The dome and bell collapsed, but the building was saved.
- **October 1898**, the first horses were acquired, Mink and Mack then served the department until 1913. In all five teams of horses served Charlotte Fire, unit 1918 when all were retired.
- **November 6th, 1901**, The Phenix House (A hotel on the NE corner of Cochran/Lawrence) burned trapping people in rooms. No fatalities were reported and firefighters were credited for ladder rescues of 13 people.
- **1917**, The Rural Fire Association was created to form a unique partnership with surrounding townships and the City of Charlotte. This expanded the department's rural firefighting ability and the relationship still stands today.



- **March 26th, 1962**, another downtown fire claimed the Cartwright Shoe store on South Cochran. Pumpers from Bellevue, Benton & Delta assisted. This fire drove the department to acquire its first Ariel ladder truck in 1963.

These historic moments in the department's history are just some of the significant events that built the Charlotte Fire Department & Rural Fire Association



Message from The Chief

I have been with the Charlotte Fire Department for almost 16 months now and have observed the dedication to service from the members of this department. The City of Charlotte and the Rural Fire Association are fortunate to have such dedicated members. The extra hours that the members put in for meetings, training and special events is a testament to their dedication.

I would like to acknowledge the members of this department, the officers who keep things moving forward in a smooth manner, but the main acknowledgement goes out to our volunteer members, who leave their families and jobs at the drop of a hat. It would be impossible to provide the cost effective, yet outstanding service this department provides to the City of Charlotte and Rural Fire Association. They truly are the back bone of this department. We must also recognize the support we as a department receive throughout the year from the public, that support is what drives all members to do the best job we can, no matter what type of emergency call we get.

In 2024, the department answered 805 calls for service. We received mutual aid for fires 6 times from other departments and provided aid 28 times. We responded to a wide range of emergencies, including 33 confirmed structure fires. We reported 0 injuries to civilians related to fire in our jurisdiction and no fatalities. We also reported 0 injuries to firefighters, all minor. An estimated property value lost to fire was reported at just over \$895,700, with saved value reported above or around \$20 million. More impressively our turn-out time was down to an average of 1 minute, with an average response time of 5m 8s. (dispatch to arrival covering all 147 sq. miles of our jurisdiction and mutual aid calls).

We currently have 4 members attending the Eaton County Fire School, as well as 1 member attending EMT school. We attended two funeral services as a department, Past members Charlie Klaiss and Jim Eaton.

We received a Firefighter SAFER Grant which added three (3) more firefighters to our full time roster that boost our on full-time shift (24/7) members that will be helpful with the initial response and medical emergencies. We placed all of our new air packs with brand new Scott SCBA air packs for our firefighters. Also, a Grant was received by the Eaton County Training Committee to place a live burn facility at the Charlotte Cal Fullerton Training grounds.

Department member's set-up the open house at the Westside Fire Station for fire prevention week. They provided numerous activities & fire prevention station, we had a great turnout for that event. We conducted fire safety inspections, attended/supported multiple community and school events, installed smoke and CO detectors for residents. The department delivered gifts to 483 children with 181 stops on Christmas Eve.

We have accumulated 2,158 Training hours for the year.

We added a Full Time Assistant Fire Chief position, Fire Inspector position, and acquired the Zoning Official, Code Enforcement and Rental Inspection under the Fire Department. All of these additions create a more fluent process for the City of Charlotte as all these positions depend on each other. We implemented new software programs that enhance our department.

We say thank you again, to everyone that supports this department, & we are committed to helping make this already outstanding Fire Department even better in 2025.

Respectfully submitted by,
Fire Chief Kevin Christiansen – Charlotte Fire Department & Rural Fire Assn.



2024 Fire Department Accomplishments

- 805 calls for service, including 33 confirmed structure fires.
- Reported 0 civilian injuries related to fire, NO fatalities
- Reported 0 minor firefighter injuries
- We gained an increase rating of an ISO Rating of “3” from an ISO rating of “4” for the City of Charlotte,
- Hosted training house burn that allowed Firefighters to experience a live fire scenario and that provided all Eaton County Fire Departments a tanker Task force exercise.
- Hosted open house at the Westside Fire Station for fire prevention week.
- Fire Inspector position fill be Captain Dan Daly
- Became the administrators of Zoning, Code Enforcement and Rental Inspection.
- 4 new volunteer members joined us this year.
- Unit 314 Chassis finished and will soon head to Spencer to complete the apparatus (Delivery May of 2025).
- Installed smoke detectors and CO alarms for residents
- Placed new Scott SCBA’s in-service
- Added 3 full time firefighter SAFER grant positions
- Updated Volunteer Department Constitution & By-Laws
- Attended 2 funerals as a department
- Provided safety coverage and stand by at the Eaton County Fair
- Conducted fire safety inspections, completed Pre-Incident surveys
- Completed several plan reviews for new construction projects



Department Members

The Charlotte Fire Department is a combination department consisting of 9 paid officers, 1 fire dog, 3 full-time firefighters and 29 volunteer firefighters. Full-time Captains, Lieutenants and Firefighters work out of two stations, with 3 on-duty 24/7/365. Volunteers respond when a call is received, and make up the work force of the department. Fire/rescue & medical services are provided to the City of Charlotte (Carmel TWP.) & Rural Fire Association (Townships of Eaton, Brookfield, Walton, & Chester), totaling coverage area is 147 square miles, or about 25% of Eaton County.

Full-time Staff

	<u>Start Year</u>
Fire Chief Kevin Christiansen	2023
Assistant Chief Tyger Fullerton	2007
Captain Chris Sloan	2006
Captain Dan Daly Fire inspector	2012
Captain Dominic Curtis	2015
Captain Derrick Viane	2012
Lieutenant Justin Emery	2016
Lieutenant Matthew Pruden (2004)	2024
Lieutenant Ron Smith (2015)	2024
Firefighter Josh Houghtaling (SAFER)	2024
Firefighter Zebulon Taylor (SAFER)	2024
Firefighter Roy Gilbertson (SAFER)	2024
K9 Cinder Fullerton	2018

Volunteer Members

Deputy Chief Kevin Fullerton	1973	Firefighter Brandon Forist	2022
Firefighter Cory Sanders	1993	Firefighter Scott McNair	2022
Firefighter Chris Burt	1995	Firefighter Brandon Youngs	2022
Firefighter Todd Hamilton	1998	Firefighter Brian Dewaters	2022
Firefighter Kris Hulsebos	1999	Chaplain Andy Shavor	2023
Firefighter Rob Rich	1999	Firefighter Brad Stark	2023
Firefighter Brian Matson	2003	Firefighter Alex Preston	2024
Firefighter Jeff Wertz	2008	Firefighter Trace Taylor	2024
Firefighter Brian Neumann	2009	Firefighter Spenser Schultz	2024
Firefighter Thad Briggs	2011	Firefighter Cody Fowler	2024
Firefighter Adam Smith	2011		
Firefighter Matt Mitschke	2015	Cadet Charlie Curtiss	2022
Firefighter Trent Jenson	2016		
Firefighter David Dickinson	2016		
Firefighter Spencer Drake	2016		
Firefighter Tyler Dewaters	2020		
Firefighter Tina Curtis	2021		
Firefighter Dawn Gibbs	2022		

Part-time Personnel

Part-time Dewayne Miller	1981
Code Officer Cheri Cummings	2021
Code Officer Joe Jenson	2024
Inspector Mark Burger	2024



Stations

Downtown Station

111 E. Lawrence Ave

Apparatus

311

313

316

Snorkel

Gator 318



West Side Station

911 W. Shepherd St.

Apparatus

312

314

315

317

319

Gator

Boat

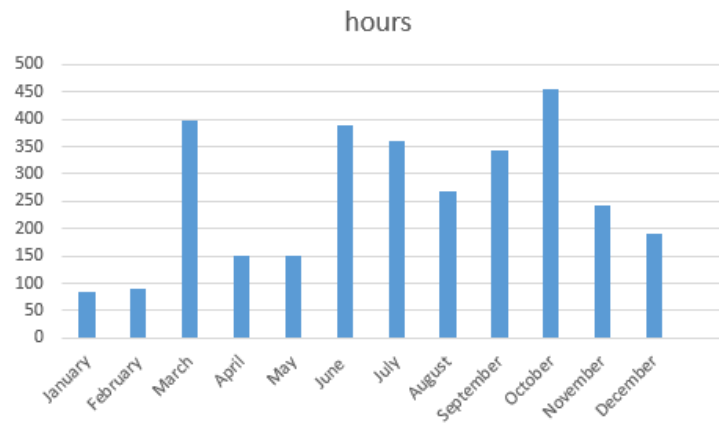
Trailer



Fire Department Apparatus



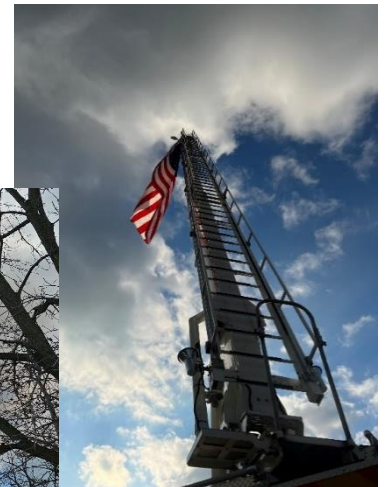
Training



Total Training Hours: 3119

Fire Department members participate in training throughout the year. The department holds a monthly meeting plus a monthly training session. Full-time staff and volunteers also participate in state-required EMS training to gain continuing education credits.

2 full-time members and 1 part-time member that are state certified Inspectors, and fire investigators.



2024 Christmas Kiddies

Route	Stops	Kids
0	10	19
1	40	104
2	27	82
3	38	97
4	31	72
5	15	49
6	30	79

Charlotte Volunteer Fire Department
Christmas Kiddies



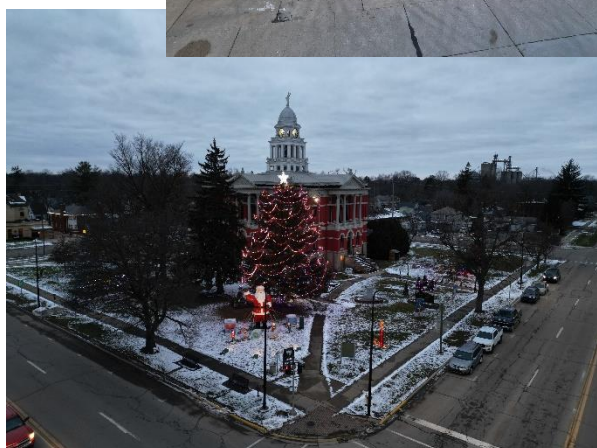
483 Kids

181 Stops

A long-standing Charlotte Tradition that continues to this day.

An archived Republican Tribune article dated January 5th, 1956, dates the origin of the Christmas Kiddies program to 1906. Where members of the Charlotte Volunteer Fire Department delivered baskets of dolls, toys, mittens, and treats to needing children on Christmas Eve. A merchant group raised funds, and the Fire Department "Santa's" made all the deliveries, first by horse-drawn wagons and sleighs and then by fire trucks since 1915. The Christmas Kiddies Program was adopted in total by the Charlotte Volunteer Fire Department in 1982. Assisted by hundreds of community volunteers, and donations coming from across the United States, volunteer firefighters have been responsible for fundraising, visitations, purchasing, packing, and delivering gifts to 400-500 children each year since.

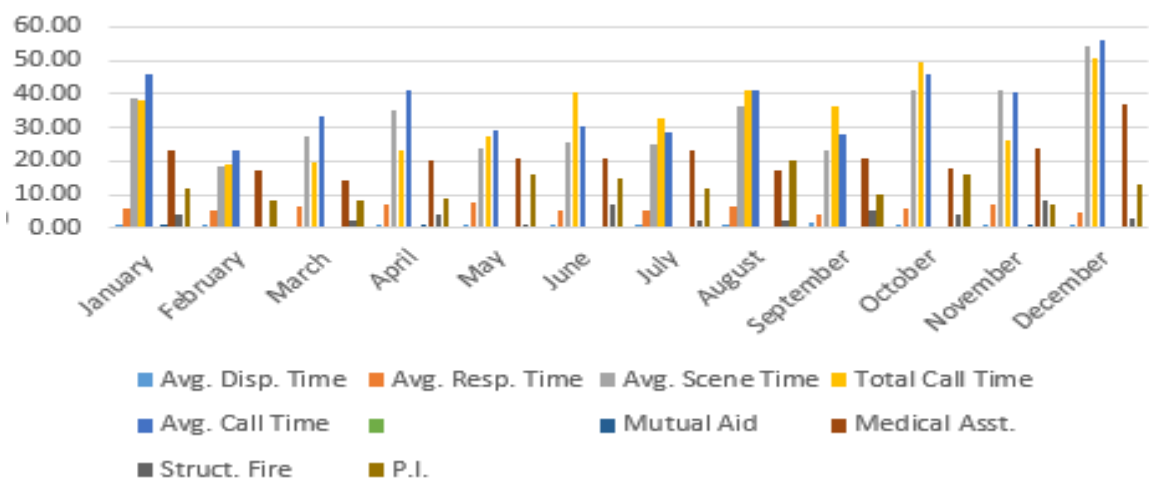
Today the Christmas Kiddies' program has 4 routes dedicated to the City of Charlotte and 2 routes outside the city covering our entire fire district.



2024 Incident Data

INCIDENT COUNT	
INCIDENT TYPE	# INCIDENT
EMS	256
FIRE	549
TOTAL	805

Chart Title



MOST / LEAST RUNS PER MONTH 1976 THRU 2024				
	MOST		LEAST	
JANUARY	2022	= 118	1976	= 7
FEBRUARY	2022	= 91	1986	= 9
MARCH	2021	= 90	1980	= 15
APRIL	2018	= 99	1983	= 10
MAY	2022	= 90	1983	= 9
JUNE	2022	= 128	1993	= 13
JULY	2022	= 107	1982	= 11
AUGUST	2023	= 135	1978	= 14
SEPTEMBER	2021	= 101	1977	= 8
OCTOBER	2021	= 97	1985	= 6
NOVEMBER	2021	= 116	1985	= 6
DECEMBER	2013	= 156	1982	= 9
	TOTAL	1328	TOTAL	117

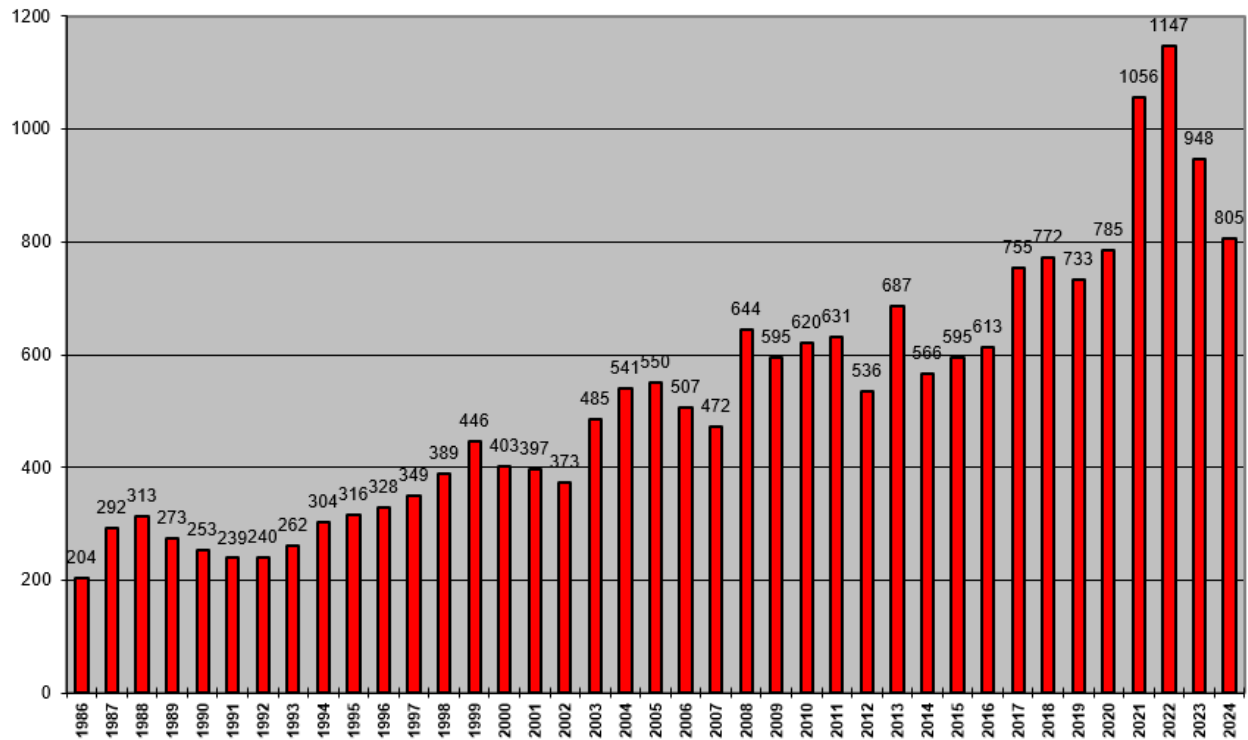
2024		
RUNS	YEAR	
THIS	TO	
MONTH	DATE	
70	--	70
48	--	118
43	--	161
52	--	213
65	--	278
88	--	364
74	--	438
68	--	506
72	--	578
82	--	660
54	--	714
91	--	805

2024				DEVIATION FROM LAST YEAR			
RUNS		YEAR		RUNS		YEAR	
THIS	TO	THIS	TO	THIS	TO	THIS	TO
MONTH	DATE	MONTH	DATE	MONTH	DATE	MONTH	DATE
JANUARY	70 -- 70	2	2				
FEBRUARY	48 -- 118	-41	-39				
MARCH	43 -- 161	-44	-83				
APRIL	52 -- 213	-9	-92				
MAY	65 -- 278	7	-85				
JUNE	88 -- 364	3	-82				
JULY	74 -- 438	-8	-88				
AUGUST	68 -- 506	-67	-155				
SEPTEMBER	72 -- 578	-19	-174				
OCTOBER	82 -- 660	8	-166				
NOVEMBER	54 -- 714	-5	-171				
DECEMBER	91 -- 805	28	-143				



2024 Incident Data

CHARLOTTE FIRE DEPARTMENT TOTAL FIRE RUNS PER YEAR



CO CHECKS	
424 – Carbon monoxide incidents	5
736 – CO detector activation due to malfunction	4
746 – Carbon monoxide detector activation, no CO	4
MUTUAL AID	
Aid Type	Total
Aid given	28
Aid Received	6
OVERLAPPING CALLS	
# OVERLAPPING	% OVERLAPPING
154	19



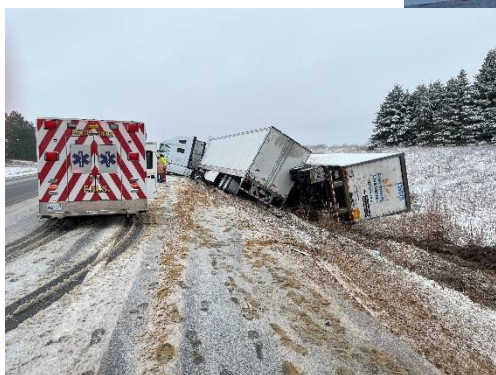
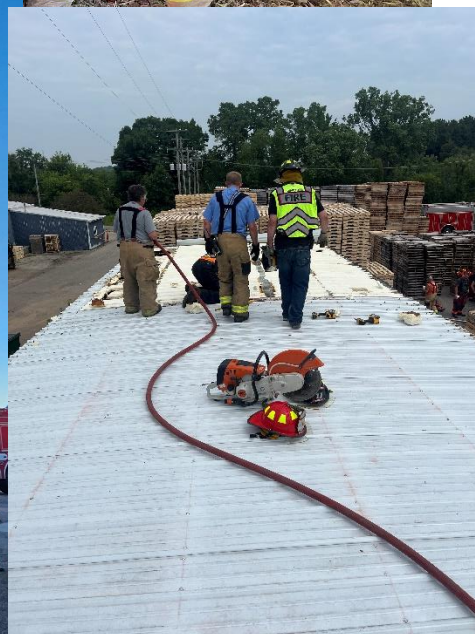
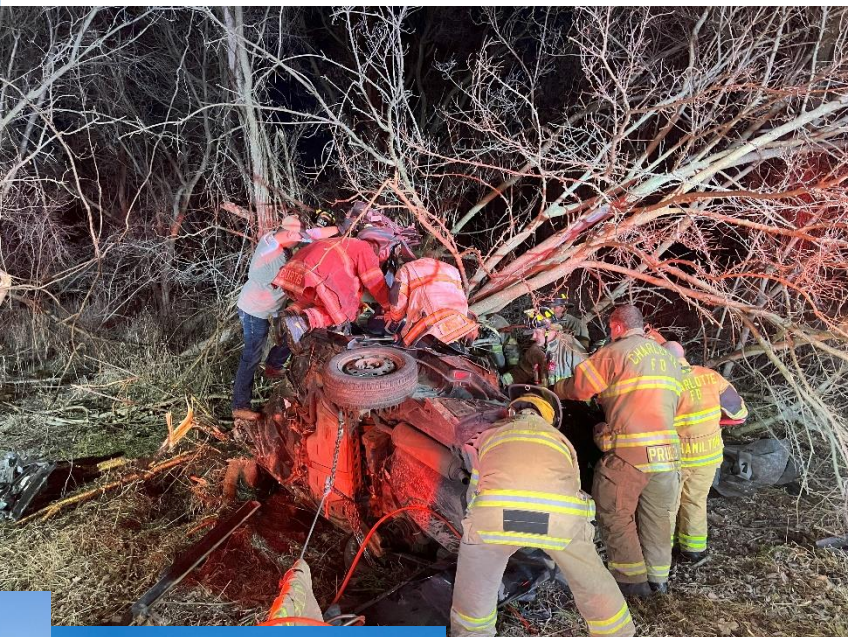
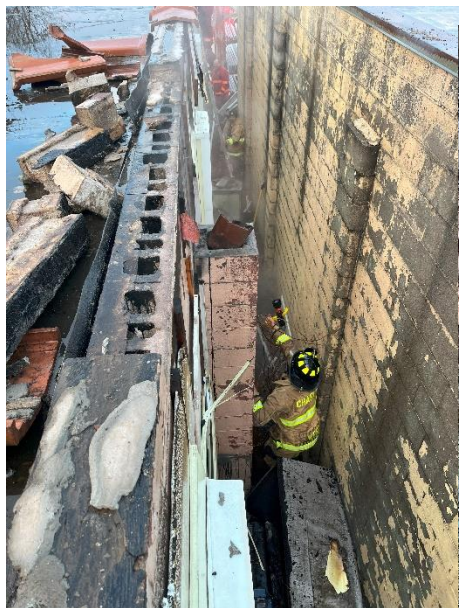
2024 Incident Data

ZONE	# INCIDENTS
01 - City Of Charlotte	444
02 - Eaton Township	121
03 - Brookfield Township	33
04 - Walton Township	27
05 - Carmel Township	82
06 - Chester Township	38
07 - Mutual Aid	32
08 - Void Calls	28
TOTAL:	805

2024 In Review



2024 In Review



2024 In Review

CHARLOTTE FIRE DEPARTMENT





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

1. **CMC Certification**

In April of 2024 I received my certification as Michigan Professional Municipal Clerk (MiPMC) from the Michigan Association of Municipal Clerks and I am happy to say that in December, 2024 I also received my certification as a Certified Municipal Clerk (CMC) through the International Institute of Municipal Clerks (IIMC). Both associations recognize municipal clerks for their knowledge, skills, and experience in local governmental administration.

2. **Website Design RFP**

The Request for Proposal (RFP) for the city's website redesign has been issued and due January 20th.

3. **Audio Upgrades in the Council Chambers**

I have two meetings scheduled with design companies to discuss potential audio upgrades in the Council Chambers.

4. **Health Care Benefits Review**

I am preparing an employee questionnaire to distribute which will begin the process of this review.

5. **Insurance RFP**

The Request for Proposal (RFP) for the city's property, liability, and workers' compensation insurance is nearly complete and I anticipate issuing it within the week.

6. **Open Positions**

We are currently interviewing for the following position:

- DPW Director

We are currently advertising for the following positions:

- Community Development Director
- Deputy Treasurer
- Part-time Janitor

7. **May 2025 Local Election**

County Clerk Diane Bosworth is scheduled to discuss with the new County Board the possibility of offering early voting for the upcoming May local election. While early voting is legally required for federal and state elections, it is not mandated for local elections. If approved, the City will enter into an agreement with the County to provide this service for our voters

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

The Local Officers Compensation Committee (LOCC) is scheduled to meet on January 16th. Council members should return the questionnaires (previously sent via email) at the council meeting on the 13th

— THE CITY OF —
CHARLOTTE
— MICHIGAN —

Memo

To: Honorable Mayor Lewis; City Council
From: Mary LaRocque, City Clerk
Date: January 08, 2025
Re: Claims and Expenditures for Council approval on Monday January 13, 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 December 23, 2024	\$ 1,380.53
HRA Insurance Claims week of December 30, 2024	\$ 5,405.08
HRA Insurance Claims week of January 6, 2025	\$ 3,555.50
Payroll paid Friday December 27, 2024	\$ 280,512.40
Payroll paid Friday January 10, 2025	\$ 333,154.36
Invoiced claims as of January 08, 2025	<u>\$ 886,804.12</u>
Total	<u>\$1,510,811.99</u>

Suggested Motion

Motion to approve Claims and Expenditures in the amount of **\$1,510,811.99**

01/08/2025 03:12 PM
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INVOICE ENTRY DATES 12/19/2024 - 01/08/2025
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: POOL

Page: 1/9

Vendor Code	Vendor Name	Invoice	Description	Amount
01683	ACD.NET			
		81518-290	CHARGES JANUARY 2025	699.00
		91177-142	WASTEWATER -CHARGES JANUARY 2025	565.84
TOTAL FOR: ACD.NET				1,264.84
01695	ACE HARDWARE & LUMBER CO.			
		62217	OSB BOARDS	84.21
TOTAL FOR: ACE HARDWARE & LUMBER CO.				84.21
01673	ALEXANDER CHEMICAL CO			
		90249	FERRIC CHLORIDE	11,316.54
TOTAL FOR: ALEXANDER CHEMICAL CO				11,316.54
01764	AMAZON CAPITAL SERVICES			
		13DG-GRKL-6WPH	ACCOUNT # A264N6SLCWDWHU (FIRE) DRIP PANS	65.76
		147V-9WN9-FMLM	ACCOUNT # A264N6SLCWDWHU (DPW) 2025 CALENDAR	79.60
		14V1-HYKN-N1CY	ACCOUNT # A264N6SLCWDWHU (FIRE) CREDIT MEMO	(29.97)
			TO INVOICE #1J43-WKMV-MFP4	
		1C3J-NCP3-CJGL	ACCOUNT # A264N6SLCWDWHU (FIRE) CREDIT MEMO	(134.00)
			TO 1RWF-7WJL-YG9Q	
		1D47-Q3PX-PTCX	ACCOUNT # A264N6SLCWDWHU (FIRE) BATTERIES	38.38
		1DR7-MWDL-WPHK	ACCOUNT # A264N6SLCWDWHU (DPW) WALL CALENDARS	63.16
		1F9N-4KJK-VV3X	ACCOUNT # A264N6SLCWDWHU (DPW) GFI PLUGS	16.75
		1HJW-VPLX-PYQM	ACCOUNT # A264N6SLCWDWHU (COMMUNITY	893.35
			DEVELOPMENT DIRECTOR DESKTOP)	
		1J43-WKMV-MFP4	ACCOUNT # A264N6SLCWDWHU (FIRE) STATION	253.98
			SUPPLIES	
		1KGG-L6Q9-C66M	ACCOUNT # A264N6SLCWDWHU (FIRE) CREDIT MEMO	(29.73)
			TO INVOICE #1RWF-7WJL-YG9Q	
		1KHN-PW7N-CDH9	ACCOUNT # A264N6SLCWDWHU (FIRE) WIRE	7.49
			CONNECTOR	
		1KPC-F34Q-KQWR	ACCOUNT # A264N6SLCWDWHU (FIRE) STATION	100.35
			SUPPLIES UNIFORM PANTS	
		1MQK-Q7C7-1JR7	ACCOUNT # A264N6SLCWDWHU (DPW) AIR FILTERS	17.22
		1R1V-G697--QJH9	ACCOUNT # A264N6SLCWDWHU (CLERK) PRINTER FOR	455.00
			FINANCE DIRECTOR/TREASURER	
		1RWF-7WJL-YG9Q	ACCOUNT # A264N6SLCWDWHU (FIRE) FIRE	1,239.92
			BLANKETS, WORKLIGHT, CALENDAR	
		1VH4-LFGX-39QG	ACCOUNT # A264N6SLCWDWHU (FIRE) WORK BOOTS	129.99
		1VP7-1PH9-4J39	ACCOUNT # A264N6SLCWDWHU (FIRE) STATION	108.98
			SUPPLIES	
		1VP7-1PH9-4W9J	ACCOUNT # A264N6SLCWDWHU (FIRE) - (STATION	55.99
			SUPPLIES)	
		1XQQ-6KVJ-3DPC	ACCOUNT # A264N6SLCWDWHU (DPW) CLIPBOARD	23.72
		1Y69-M7PV-C1XN	ACCOUNT # A264N6SLCWDWHU (FIRE) CREDIT MEMO	(19.82)
			FOR INVOICE # 1RWF-7WJL-YG9Q	
TOTAL FOR: AMAZON CAPITAL SERVICES				3,336.12

01/08/2025 03:12 PM
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BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: POOL

Page: 2/9

Vendor Code	Vendor Name	Invoice	Description	Amount
02036	AMAZON CAPITAL SERVICES			
	149Y-R6LY-CV4D	ACCT # A1K517P63NLQUT(POLICE)	SCOTT PAPER TOWELS	131.70
	167N-DVTV-FH6Q	ACCT # A1K517P63NLQUT(POLICE)	OFFICE SUPPLIES	168.01
	1943-YPY1-PYT3	ACCT # A1K517P63NLQUT(POLICE)	16 DIGITAL CAMERA	189.99
	1HJW-VPLX-Q6PH	ACCT # A1K517P63NLQUT(POLICE)	WATERPROOF HARDCASE	39.99
	1W3V-VL3N-VWF1	ACCT # A1K517P63NLQUT(POLICE)	ENERGIZER BATTERIES	35.96
TOTAL FOR: AMAZON CAPITAL SERVICES				565.65
01665	AMBS MESSAGE CENTER INC.			
	241201139	USAGE PERIOD 12/01/2024 - 12/31/2024		142.30
TOTAL FOR: AMBS MESSAGE CENTER INC.				142.30
01915	APEX SEPTIC & EXCAVATING, INC.			
	1799	SERVICE 680 S CLINTON ST		4,794.00
TOTAL FOR: APEX SEPTIC & EXCAVATING, INC.				4,794.00
02108	ASSESSING SOLUTIONS INC.			
	CHARLOTTECITY008	ASSESSING SERVICES FOR FISCAL YEAR 2025 (JANUARY ASSESSING)		3,750.00
TOTAL FOR: ASSESSING SOLUTIONS INC.				3,750.00
01635	AT&T LONG DISTANCE			
	131573146J	AIRPORT MODEM LINE (DECEMBER 27 - JANUARY 26)		51.38
	517543228812D	AIRPORT MODEM LINE (NOV 14 - DEC 13 2024)		181.87
	517543839612D	CITY HALL MAIN LINE (NOV 14 - DEC 13, 2024)		230.31
	517543887412D	DPW CALLOUT (NOV 14 - DEC 13, 2024)		54.67
TOTAL FOR: AT&T LONG DISTANCE				518.23
01608	BARYAMES CLEANERS			
	BN1615-01.01.202	DRYCLEANING FIRE		372.60
	BN1616-01.01.202	POLICE DRY CLEANING		155.28
TOTAL FOR: BARYAMES CLEANERS				527.88
01581	BLUE CARE NETWORK			
	242820005076	MEDICAL COVERAGE(NOVEMBER 2024) 11.01.2024 - 11.30.2024	COVERAGE PERIOD	59,995.21
	243460009488	MEDICAL COVERAGE (RETIRED) (COVERAGE PERIOD 01/01/2025 - 01/31/2025)		2,586.45
	24820024619	MEDICAL COVERAGE (RETIRED) NOVEMBER 11/01/2024 - 11/30/2024		2,361.17
TOTAL FOR: BLUE CARE NETWORK				64,942.83
01578	BOBCAT OF LANSING			
	P72508	BELT, TENSIONER WHEEL, ARM TENSIONER, SPRING, BLADE GUIDE KIT		536.95
TOTAL FOR: BOBCAT OF LANSING				536.95

Vendor Code	Vendor Name	Description	Amount
Invoice			
01576	BOUND TREE		
85586517		MEDICAL SUPPLIES FOR COP GRANT (SUPPLEMENTAL)	12,180.00
85586518		MEDICAL SUPPLIES FOR COP GRANT (GRAND LEDGE)	21,000.00
85586519		MEDICAL SUPPLIES FOR COP GRANT (WAVERLY HS)	35,385.00
85586520		MEDICAL SUPPLIES FOR COP GRANT (ERHS)	2,625.00
85586521		MEDICAL SUPPLIES FOR COP GRANT (MAPLE VALLEY)	2,100.00
85586522		MEDICAL SUPPLIES FOR COP GRANT (OLIVET)	13,650.00
85586523		MEDICAL SUPPLIES FOR COP GRANT (BELLEVUE)	8,400.00
85586524		MEDICAL SUPPLIES FOR COP GRANT (RELEVANT)	210.00
85586525		MEDICAL SUPPLIES FOR COP GRANT (POTTERVILLE HS)	5,250.00
85586526		MEDICAL SUPPLIES FOR COP GRANT (ERESA)	3,150.00
85586527		MEDICAL SUPPLIES FOR COP GRANT (ST. MICHEALS)	1,155.00
85586528		MEDICAL SUPPLIES FOR COP GRANT (ST. GERARD)	5,250.00
85586529		MEDICAL SUPPLIES FOR COP GRANT (STRANGE)	525.00
85586530		MEDICAL SUPPLIES FOR COP GRANT (NEW COVENANT)	2,100.00
85586531		MEDICAL SUPPLIES FOR COP GRANT (OUR SAVIOR)	2,625.00
85586532		MEDICAL SUPPLIES FOR COP GRANT (OKEMOS HS)	35,700.00
85586533		MEDICAL SUPPLIES FOR COP GRANT (HASLETT PS)	21,210.00
85586534		MEDICAL SUPPLIES FOR COP GRANT (INGHAM IDS)	4,515.00
85586535		MEDICAL SUPPLIES FOR COP GRANT (DANSVILLE)	5,355.00
85586536		MEDICAL SUPPLIES FOR COP GRANT (ELHS)	32,550.00
85586537		MEDICAL SUPPLIES FOR COP GRANT (HOLT SCHOOLS)	32,655.00
85586538		MEDICAL SUPPLIES FOR COP GRANT (LANSING CATHOLIC)	3,675.00
85586539		MEDICAL SUPPLIES FOR COP GRANT (LANSING CHRISTIAN)	4,515.00
85586540		MEDICAL SUPPLIES FOR COP GRANT (MASON PS)	27,090.00
85586541		MEDICAL SUPPLIES FOR COP GRANT (STOCKBRIDGE PS)	12,390.00
85586542		MEDICAL SUPPLIES FOR COP GRANT (WEBBERVILLE)	4,935.00
85586543		MEDICAL SUPPLIES FOR COP GRANT (WILLIAMSTON)	15,855.00
85586544		MEDICAL SUPPLIES FOR COP GRANT (LESLIE HS)	9,555.00
85586545		MEDICAL SUPPLIES FOR COP GRANT (DEWITTTT HS)	21,000.00
85586546		MEDICAL SUPPLIES FOR COP GRANT (ST. JOHNS HS)	22,470.00
85586547		MEDICAL SUPPLIES FOR COP GRANT (FOWLER HS)	7,140.00
85586548		MEDICAL SUPPLIES FOR COP GRANT (BATH HS)	11,340.00
85586549		MEDICAL SUPPLIES FOR COP GRANT (OVID ELSIE HS)	9,765.00
85586550		MEDICAL SUPPLIES FOR COP GRANT (PEWAMO-WESTPHALIA)	3,780.00
85588258		MEDICAL SUPPLIES FOR COP GRANT (CHARLOTTE HS)	21,315.00
85589775		MEDICAL SUPPLIES FOR COP GRANT (MEDICAL BAGS)	11,121.46
85589776		MEDICAL SUPPLIES FOR COP GRANT (LANSING SCHOOL)	117,705.00
85589777		MEDICAL SUPPLIES FOR COP GRANT (BLENDED LEARNING)	1,050.00
85591218		MEDICAL SUPPLIES FOR COP GRANT (MEDICAL BAGS)	575.00
85591219		MEDICAL SUPPLIES FOR COP GRANT (LANSING SCHOOL)	3,150.00
85592532		MEDICAL SUPPLIES FOR COP GRANT (MEDICAL BAGS)	575.00
85596008		MEDICAL SUPPLIES FOR COP GRANT (MEDICAL BAGS)	11,662.00
85596009		MEDICAL SUPPLIES FOR COP GRANT (MEDICAL BAGS)	13,188.80
85599162		MEDICAL SUPPLIES FOR COP GRANT (MEDICAL BAGS)	50,376.00
TOTAL FOR: BOUND TREE			631,818.26

01/08/2025 03:12 PM
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INVOICE ENTRY DATES 12/19/2024 - 01/08/2025
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: POOL

Page: 4/9

Vendor Code	Vendor Name	Invoice	Description	Amount
01558	BULLSEYE PEST DEFENSE	88277	JULY	50.00
TOTAL FOR: BULLSEYE PEST DEFENSE				50.00
01555	BYRUM ACE HARDWARE	416168	ELECTRIC SUPPLIES	64.33
		416215	(FIRE) REPLACE BUILDING LADDER	319.99
		416219	(DPW) PAINT & SUPPLIES	94.93
		416309	(DPW) PAINT	95.98
		416349	(DPW) EXTENSION CORD	14.99
		416458	(DPW) SCREWS, SHARKBITE	29.48
		416595	(DPW) PAINT	39.99
		417052	(DPW) FUSE REPLACEMENT, EXTENSION CORD	12.36
		417463	(DPW) PAINT	47.99
		418191	(FIRE) SUPPLIES FOR BUILDING MAINTENANCE	219.46
		418239	(FIRE) WALL BRACE	11.98
		418242	(DPW) MINI REPLACEMENT FUSES	2.59
		419030	PAINT & PAINT TOOLS	205.32
TOTAL FOR: BYRUM ACE HARDWARE				1,159.39
01548	CANDY FORD, INC.	142478	CONTROL UNIT	78.52
		142483	RELAY	34.19
TOTAL FOR: CANDY FORD, INC.				112.71
01520	CITY OF CHARLOTTE	10281-01.01.2025	1310 S. COCHRAN AVE.	369.55
		11516-01.01.2025	301 TIRRELL HWY	379.88
		11517-01.01.2025	301 TIRRELL HWY DPW	393.02
		11518-01.01.2025	313 TIRRELL REAR	276.84
		11519-01.01.2025	313 TIRREL HWY SCRE	5,747.45
		14288-01.01.2025	911 W. SHEPHERD ST.	1,820.34
		14995-01.01.2025	1225 S. COCHRAN AVE.	407.11
		15517-01.01.2025	620 W. SHEPHERD ST.	372.37
TOTAL FOR: CITY OF CHARLOTTE				9,766.56
01816	CITY OF MARSHALL	0000003733	BACTI ANALYSIS- WATER	1,475.00
TOTAL FOR: CITY OF MARSHALL				1,475.00
01838	CULLIGAN WATER CONDITIONING	17191TN	WEST SIDE SALT DELIVERY 12/11/2024 AND 12/23/2024	132.50
		19028TN	WATER SOFTENER SALT DELIVERY 12/30/2024 @ CITY HALL	25.00
TOTAL FOR: CULLIGAN WATER CONDITIONING				157.50
01439	D & K TRUCK COMPANY	1253333	SNORKEL MAINTTENANCE	448.20
TOTAL FOR: D & K TRUCK COMPANY				448.20
01414	DORNBOS SIGN & SAFETY INC.	INV79827	SIGN	55.30
TOTAL FOR: DORNBOS SIGN & SAFETY INC.				55.30

01/08/2025 03:12 PM
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INVOICE ENTRY DATES 12/19/2024 - 01/08/2025
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: POOL

Page: 5/9

Vendor Code	Vendor Name	Invoice	Description	Amount
01381	ELECTRICAL TERMINAL SERVICES	1896006-00	BLACK CABLE TIE MOUNTS	32.40
TOTAL FOR: ELECTRICAL TERMINAL SERVICES				32.40
01375	ELHORN ENGINEERING COMPANY	304896	CHLORINE WELLS	4,225.00
		304897	PHOSPHATE WELLS	2,049.00
TOTAL FOR: ELHORN ENGINEERING COMPANY				6,274.00
00932	ERIC ROGERS LLC	34235	AIRPORT SNOW REMOVAL SERVICES (4TH OF 10 PAYMENTS)	4,250.00
		34236	DDA SNOW REMOVAL (4TH OF 10 PAYMENT)	1,840.00
TOTAL FOR: ERIC ROGERS LLC				6,090.00
01167	FIRST ADVANTAGE LNS OCC HEALTH	2502672412	CLINIC COLLECTION	121.61
TOTAL FOR: FIRST ADVANTAGE LNS OCC HEALTH				121.61
01330	FISHBECK, THOMPSON, CARR	447080	LOCAL LIMITS EVALUATION	1,647.00
TOTAL FOR: FISHBECK, THOMPSON, CARR				1,647.00
01322	GALE BRIGGS, INC.	M2325	CRUSHED ASHPHALT	319.24
TOTAL FOR: GALE BRIGGS, INC.				319.24
01308	GRAINGER PRODUCTS	9345518808	CAMERA SIGNS	74.40
		9351928438	SOLENOID REPLACEMENT	117.39
TOTAL FOR: GRAINGER PRODUCTS				191.79
01297	H2O COMPLIANCE SERVICES INC	00009858	CROSS CONNECTIONPROGRAM DECEMBER 1 - 31,2024	1,217.70
TOTAL FOR: H2O COMPLIANCE SERVICES INC				1,217.70
01438	HASSEL FREE FUELS	CFSI-11561	ACCOUNT # 010109 (FIRE) FUEL	1,296.58
TOTAL FOR: HASSEL FREE FUELS				1,296.58
02037	HASSEL FREE FUELS	CFSI-11516	ACCNT #010107 (DPW/WWTP) FUEL	1,811.55
TOTAL FOR: HASSEL FREE FUELS				1,811.55
01277	HAVILAND	525616	BARREL RETURN CREDIT	(2,391.00)
		525632	FLOURIDE	1,635.00
TOTAL FOR: HAVILAND				(756.00)
01970	HOPKINS MECHANICAL SERVICES, LLC	H24645	HVAC MAINTENANCE	3,456.00
		H24653	CHARLOTTE ARMORY BOILER	320.00
TOTAL FOR: HOPKINS MECHANICAL SERVICES, LLC				3,776.00

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INVOICE ENTRY DATES 12/19/2024 - 01/08/2025
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: POOL

Page: 6/9

Vendor Code	Vendor Name	Invoice	Description	Amount
00970	IAPE	M25-29060	MEMBERSHIP RENEWAL 2025 (POORTVFIET)	65.00
TOTAL FOR: IAPE				65.00
02068	IMAGE TREND	PS-ONV111881	FIRE DEPT. REPORTING SOFTWARE	9,095.00
TOTAL FOR: IMAGE TREND				9,095.00
00970	INTERNATIONAL ASSOCIATION FOR	M25-C547625	MEMBERSHIP RENWAL 2025 (CARROLL)	65.00
TOTAL FOR: INTERNATIONAL ASSOCIATION FOR				65.00
00953	INTERSTATE BILLING SERVICE INC	F38348	PEDAL	391.21
TOTAL FOR: INTERSTATE BILLING SERVICE INC				391.21
01199	KIMBALL MIDWEST	102894922	PLUGS & CAPS	71.52
TOTAL FOR: KIMBALL MIDWEST				71.52
00781	KNIGHT WATCH, INC.	IN1770	ENTRY DOOR DROM GARAGE TO OFFICE	250.00
TOTAL FOR: KNIGHT WATCH, INC.				250.00
01195	KONICA MINOLTA BUSINESS	297468983	MONTHLY MAINTENANCE AGREEMENT BILLING PERIOD 11/17/2024- 12/16/2024	35.22
		297480633	MONTHLY MAINTENANCE AGREEMENT (12/17/2024 - 01/16/2025)	60.98
TOTAL FOR: KONICA MINOLTA BUSINESS				96.20
02125	LAFONTAINE AUTOMOTIVE GROUP	FOCS120743	SERVICE ON TRUCK 311	2,877.91
		FOCS122365	VEHICLE MAINTENANCE 2022 FORD	589.05
TOTAL FOR: LAFONTAINE AUTOMOTIVE GROUP				3,466.96
01173	LEA'S AUTO BODY	9149	OIL CHANGE	88.41
		9151	OIL CHANGE	88.46
		9168	OIL CHANGE, REPLACE BRAKE PADS & REAR ROTORS	1,244.31
		9173	OIL CHANGE TO 2023 TAHOE	86.11
		9175	REPLACE MOTOR BLOWER 2021 CHEVROLET TAHOE	288.68
TOTAL FOR: LEA'S AUTO BODY				1,795.97
01684	LEXISNEXIS RISK SOLUTIONS	1100073760	DECEMBER 2024 CHARGES	200.00
TOTAL FOR: LEXISNEXIS RISK SOLUTIONS				200.00
MISC	LOCALS IN BUSINESS, INC	12.19.2024	BOOTH SPACE	70.00
TOTAL FOR: LOCALS IN BUSINESS, INC				70.00

01/08/2025 03:12 PM
User: CKOENIG
DB: Charlotte

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INVOICE ENTRY DATES 12/19/2024 - 01/08/2025
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: POOL

Page: 7/9

Vendor Code	Vendor Name	Description	Amount
Invoice			
02072	MANER COSTERISAN		
61853		FINAL BILLING FOR COMPLETION OF 2024 AUDIT	5,000.00
61856		PROGRESS BILLING FOR PREPARATION OF F-65 AND ACT 51	500.00
TOTAL FOR: MANER COSTERISAN			5,500.00
01958	MARY LAROCQUE		
12/02/2024		REIMBURSEMENT FOR PERSONNEL CARD PURCHASE FOR SECURING MI DEAL RENEWAL FOR THE CITY OF CHARLOTTE	180.00
TOTAL FOR: MARY LAROCQUE			180.00
01137	MCGINTY, HITCH, PERSON, ANDE., P.C.		
12.31.2024		FY25 ATTORNEY SERVICES (SERVICES THRU DECEMBER 2024)	10,777.34
TOTAL FOR: MCGINTY, HITCH, PERSON, ANDE., P.C.			10,777.34
01096	MICHIGAN DEPT. OF TREASURY		
01062025		2024 GOVERNMENTAL SALES AUDIT	4,407.76
TOTAL FOR: MICHIGAN DEPT. OF TREASURY			4,407.76
01082	MICHIGAN NETWORK CONSULTANTS		
2024-20462		CONTRACT FOR PROFESSIONAL IT SERVICES (12/23/2024)	1,250.00
2024-20463		CONTRACT FOR PROFESSIONAL IT SERVICES (12/30/2024)	1,250.00
2024-20488		CONTRACT FOR PROFESSIONAL IT SERVICES (WEEKLY VISIT 1/6/2024)	1,250.00
TOTAL FOR: MICHIGAN NETWORK CONSULTANTS			3,750.00
01080	MISS DIG		
20251010		2025 TRANSMISSION BASED MEMBERSHIP FEE, 2025 ANNUAL MAINTENANCE FEE FOR STATIONS ON SYSTEM	2,161.11
TOTAL FOR: MISS DIG			2,161.11
01058	MORRISON INDUSTRIAL EQUIP		
C03007944-1		WATER PIPE, WATER GASKET	67.56
TOTAL FOR: MORRISON INDUSTRIAL EQUIP			67.56
01536	NAPA MPEC		
275146		ELECTRIC HEATER FOR BAILER	83.69
275235		GASKET MAKER	24.99
275254		HYDRAULIC FILTER	42.86
275335		SCRAPERS	44.43
275548		FUEL PUMP	378.44
TOTAL FOR: NAPA MPEC			574.41
01007	O'REILLY AUTOMOTIVE INC		
4651-453551		SNORKEL MP	44.18
TOTAL FOR: O'REILLY AUTOMOTIVE INC			44.18
01030	QUADIENT FINANCE USA, INC.		
.790004441719490		POSTAGE	39.00
TOTAL FOR: QUADIENT FINANCE USA, INC.			39.00

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INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF CHARLOTTE
INVOICE ENTRY DATES 12/19/2024 - 01/08/2025
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: POOL

Page: 8/9

Vendor Code	Vendor Name	Description	Amount
Invoice			
02129	RICOH USA, INC		
108855962		60 MONTH LEASE AUGUST 2024 TO JULY 2029	207.82
TOTAL FOR: RICOH USA, INC			207.82
02150	ROWLEYS WHOLESALE		
1479393-00		(BULK) TRACTOR HYDRAULIC TRANS FLUID	1,534.46
TOTAL FOR: ROWLEYS WHOLESALE			1,534.46
00913	SANBORN SIGNCRAFTERS		
51207		REMOVE GRAPHICS ON PATROL CAR UNIT 406	300.00
TOTAL FOR: SANBORN SIGNCRAFTERS			300.00
00873	SOUTH CENTRAL MI WTR ASSOC.		
12.20.24		2025 ANNUAL CHARLOTTE MEETING	495.00
12.27.2024		2025 MEMBERSHIP DUES	35.00
TOTAL FOR: SOUTH CENTRAL MI WTR ASSOC.			530.00
00861	STANDARD LIFE INSURANCE CO		
00 646882 0001 J2025 JANUARY			1,445.33
TOTAL FOR: STANDARD LIFE INSURANCE CO			1,445.33
02021	STAPLES		
6019313187		OFFICE SUPPLIES	225.07
TOTAL FOR: STAPLES			225.07
00848	SUPERFLEET MASTERCARD PROG.		
FB749-01.01.2025		(POLICE) FUEL	3,328.23
TOTAL FOR: SUPERFLEET MASTERCARD PROG.			3,328.23
00837	TEAM ONE		
379794		SERVICE TO 2019 CHEVY TAHOE (VEHICLE MAINTENANCE)	699.69
TOTAL FOR: TEAM ONE			699.69
01465	THE COUNTY JOURNAL		
281541		HYDRANT FLUSHING	97.00
281542		HYDRANT FLUSHING ADD	97.00
281543		HYDRANT SLUSHING ADD	97.00
284977		SEALED BIDS REQUEST CODE ENFORCEMENT	118.70
		COMPLAINT SNOW REMOVAL	
285087		HEARING NOTICE MARKDOM OF AMERICA, INC. DEC. 23,2024	80.30
285088		NOTICE OF ORDINANCE ADOPTION ORDINANCE 2022-04 PUBLIC NUISANCE	70.70
285238		2025 MEETING DATES	195.50
285239		PART TIME JANITOR/CLEANING ASSOCIATE	77.80
285297		DEPUTY TREASURER POSITION	106.60
285305		REQUEST FOR PROPOSALS FOR WEBSITE DESIGN	70.70
285833		BID REQUEST FOR REMOVAL OF BLEACHERS @ MAC GOBEL FIELD, BENNETT PARK	89.90
TOTAL FOR: THE COUNTY JOURNAL			1,101.20
00872	THE SHYFT GROUP, INC		
SVA0028448		MAINTENANCE TO TRUCK 314	1,259.61
SVA0028449		MAINTENANCE TO TRUCK 317	71.22
TOTAL FOR: THE SHYFT GROUP, INC			1,330.83

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INVOICE ENTRY DATES 12/19/2024 - 01/08/2025
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: POOL

Page: 9/9

Vendor Code	Vendor Name	Invoice	Description	Amount
00820	TRACE ANALYTICAL LABORATORIES			
		4080476	BISOLIDS ANALYSIS	113.00
		4120753	WATER ANALYSIS	125.50
		5010129	WATER QUALITY ANALYSIS	125.50
TOTAL FOR: TRACE ANALYTICAL LABORATORIES				364.00
00810	TRUCK & TRAILER SPECIALTIES			
		DJO004739	REPLACEMENT VEHICLE DPW	26,168.00
		DJO004789	FLATBED W/ CRANE INSTALL	37,246.00
TOTAL FOR: TRUCK & TRAILER SPECIALTIES				63,414.00
00808	TSC TRACTOR SUPPLY			
		726320	SOFTENER SALT	328.58
TOTAL FOR: TSC TRACTOR SUPPLY				328.58
00791	USA BLUE BOOK			
		INV00568540	HYDRANT SUPPLIES	72.27
		INV00580886	SAMPLER CONTROLLER	4,131.54
TOTAL FOR: USA BLUE BOOK				4,203.81
00778	VISION SERVICE PLAN			
		821879888	JANUARY 2025 (VISION SAFETY)	448.88
		821879907	2025 JANUARY	819.67
TOTAL FOR: VISION SERVICE PLAN				1,268.55
02149	VITAL RECORDS CONTROL			
		169207	SHRED CONTAINER, SERVICES THROUGH 12/31/2024	50.00
TOTAL FOR: VITAL RECORDS CONTROL				50.00
02020	WATKINS ROSS			
		96383	PREPARATION OF NET PERIODIC EXPENSE REPORT	4,500.00
TOTAL FOR: WATKINS ROSS				4,500.00
02013	WOW! BUSINESS			
		020130258.D	12/11/2024 - 01/10/2025	59.99
TOTAL FOR: WOW! BUSINESS				59.99
TOTAL - ALL VENDORS				886,804.12
PAYMENT TYPE TOTAL				
Paper Check				808,862.62
EFT Transfer				77,941.50



Memo

To: City Manager Hillard; Honorable Mayor Lewis; City Council
From: Sandy Osborn, Deputy Assessor
Date: January 10, 2025
Re: Annual Poverty Exemption- Resolution 2025-01

Background:

The City of Charlotte has historically adopted guidelines for granting Poverty Exemptions, allowing eligible residents to be exempt from paying property taxes on their principal residences. These guidelines are based on the federal poverty income and asset thresholds, which are updated annually by the United States Department of Health and Human Services and adopted by our City Council.

Recommendation for Adoption:

I recommend the adoption of the proposed 2025 Property Tax Poverty Exemption Policy. This policy outlines the eligibility criteria and procedural steps for residents seeking exemptions, in accordance with MCL 211.7u and Public Act 253 of 2020. The policy requires applicants to submit a complete application including federal and state income tax returns, affirmations of ownership and occupancy, and other necessary documentation by specific deadlines.

Financial Impacts:

Adopting this policy will provide financial relief to eligible residents by exempting them from property taxes on their principal residences. While this will reduce the revenue from property taxes collected, it aligns with our commitment to support residents experiencing financial hardship within our community.

Recommended Motion:

Motion to adopt Resolution 2025-01 the 2025 Property Tax Poverty Exemption Policy as presented, incorporating the federal poverty income guidelines and asset limits published annually by the United States Department of Health and Human Services.

**CITY OF CHARLOTTE
GUIDELINES FOR POVERTY EXEMPTIONS – 2025
RESOLUTION 2025-01**

WHEREAS, the federal poverty guidelines for income, as published in the prior calendar year in the Federal Register by the United States Department of Health and Human Services, that federal departments and agencies use certain guidelines, and

WHEREAS, the City of Charlotte has adopted the following for the basis of granting “Poverty Exemptions” to be adjusted annually.

BE IT FURTHER RESOLVED, to be eligible for a poverty exemption in the City of Charlotte for 2024 your gross income may NOT exceed these guidelines. If your gross income exceeds the levels listed below you do not qualify for a poverty exemption:

PROPERTY TAXES – CITY OF CHARLOTTE – Poverty Exemption Policy – 2025

I. PURPOSE:

The purpose of this policy is to establish the process for receiving applications for annual property tax poverty exemptions in accordance with MCL 211.7u, as last amended by Public Act 253 of 2020.

This Public Act provides those in poverty with an exemption from paying property taxes on principal residences, subject to certain conditions. To meet the exemption requirements, there are specific steps the applicant must follow, including filing and being approved an application for an exemption by the City of Charlotte Board of Review.

The statute requires the City of Charlotte Council to adopt from time to time, the federal poverty and asset guidelines as updated annually in the Federal Register by the United States Department of Health and Human Services.

II. DEADLINE FOR SUBMISSION OF POVERTY EXEMPTION APPLICATIONS:

For the March 2025 Board of Review, a complete application must be received by the office of the City Assessor by March 1, 2025.

For the July 2025 Board of Review, a complete application must be received by the office of the City Assessor by July 1, 2025.

For the December 2025 Board of Review, a complete application must be received by the office of the City Assessor by December 1, 2025.

III. APPLICATION AND POVERTY GUIDELINES:

To be eligible to receive a 100% property tax exemption based on poverty, an applicant shall do all of the following on an annual basis:

1. Be the owner of and occupy as a principal residence the property for which an exemption is sought.
2. File a claim in the form of a complete application with the City Assessor's office on forms prescribed by the Michigan State Tax Commission. These forms include: Form 5737 – "Application for MCL 211.7u Poverty Exemption," including all required documentation (i.e., federal and state income tax returns for all persons residing in the principal residence, including any property tax credit returns.) Form 5739 – "Affirmation of Ownership and Occupancy to Remain Exempt by Reason of Poverty" Form 4988 – "Poverty Exemption Affidavit" – NOTE: This form is used by applicants who are not required to file federal and state income tax returns.
3. Produce a valid driver's license or other form of identification, if requested.
4. Produce a deed, land contract, or other evidence of ownership of the property, if requested.
5. Meet the federal poverty guidelines for income, as published in the prior calendar year in the Federal Register by the United States Department of Health and Human Services, which are as follows:

Persons Residing in Residence..... Annual Allowable Income

1 person	\$15,060
2 persons	\$20,440
3 persons.....	\$25,820
4 persons.....	\$31,200
5 persons.....	\$36,580
6 persons.....	\$41,960
7 persons.....	\$47,340
8 persons.....	\$52,720
For Each Additional Person add.....	\$5,380

6. Meet the poverty guidelines for assets, as established by the City of Charlotte Council to determine the maximum value of all assets allowable to qualify for the poverty exemption. This asset test CANNOT include the value of the principal residence.

The asset test can include assets such as, but not limited to, a second home, land, vehicles including recreational vehicles, buildings other than the principal residence, jewelry, antiques, artwork, bank accounts, stocks, withdrawals of bank deposits and borrowed money, gifts, loans, lump-sum inheritances, one-time insurance payments, etc. The maximum asset limits are as follows:

Persons Residing in Residence.....Annual Allowable Assets

1 person	\$20,000
2 persons	\$25,000
3 persons.....	\$30,000
4 persons.....	\$35,000
5 persons.....	\$40,000
6 persons.....	\$45,000
7 persons.....	\$50,000
8 persons.....	\$55,000
For Each Additional Person add.....	\$5,000

BE IT FURTHER RESOLVED that this resolution was adopted on the 13th day of January, 2025 and was properly adopted by the City of Charlotte Council.

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

CERTIFICATION

I, Mary LaRocque, City Clerk for the City of Charlotte, County of Eaton, State of Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution duly adopted by the City Council of the City of Charlotte during its regular meeting held on January 13, 2024, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being 1976 P.A. 267, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Mary LaRocque, City Clerk



Memo

To: Honorable Mayor Lewis; City Council
From: City Manager Hillard
Date: January 7, 2025
Re: Resolution 2025-02 Designation of Street Administrator

Background:

Act 51 of the Public Acts of 1951, as amended, requires local municipalities in Michigan to designate a Street Administrator for the purpose of receiving state transportation funds, maintaining roadways, and ensuring compliance with the requirements set forth by the Michigan Department of Transportation (MDOT). The Street Administrator serves as the primary liaison between the local government and MDOT, ensuring that funds allocated under Act 51 are properly managed and used for road maintenance, improvements, and other related activities.

As part of this process, it is essential for the Council to adopt this resolution officially designating a Street Administrator for the municipality to facilitate the receipt of state funding and to ensure compliance with the regulations governing the management of the local road system.

Recommendation:

Staff recommends that the City Council adopt a resolution designating Robert Hillard, City Manager as the Street Administrator for MDOT in accordance with the requirements of Act 51 PA 1951. This designation will streamline communication with MDOT and ensure that the municipality remains eligible for road funding allocations under the Act.

Financial Impacts:

Designating a Street Administrator has no direct financial impact. However, it enables the municipality to access Act 51 funding for road maintenance and improvement projects. These funds are critical for maintaining local roadways and supporting infrastructure development without burdening the general fund. Failure to designate a Street Administrator could result in the forfeiture of these essential transportation funds.

Suggested Motion:

I move to adopt the resolution designating Robert Hillard as the Street Administrator for the Michigan Department of Transportation in accordance with Act 51 PA 1951, and authorize the necessary actions to be taken to implement this designation.

CITY OF CHARLOTTE
RESOLUTION 2025-02

Michigan Department
of Transportation
2012 (08/19)

**RESOLUTION FOR DESIGNATION
OF STREET ADMINISTRATOR**

*This information is required by Act 51, P.A. 1951 as amended. Failure
to supply this information will result in funds being withheld.*

MAIL TO: Michigan Department of Transportation, Financial Operations
Division, P.O. Box 30050, Lansing, MI 48909.
or Fax to: (517) 335-1828

NOTE: Indicate, if possible, where Street Administrator can usually be reached during normal
working hours, if different than City or Village Office. List any other office held by the Administrator.

Councilperson or Commissioner _____
offered the following resolution and moved its adoption:

Whereas, Section 13(9) of Act 51, Public Acts of 1951 provided that each incorporated city and village to which funds are returned under the provisions of this section, that, "the responsibility for street improvements, maintenance, and traffic operations work, and the development, construction, or repair of off-street parking facilities and construction or repair of street lighting shall be coordinated by a single administrator to be designated by the governing body who shall be responsible for and shall represent the municipality in transactions with the State Transportation Department pursuant to this act."

Therefore, be it resolved, that this Honorable Body designate _____ Robert Hillard

_____ as the single Street Administrator for the City or Village of
City of Charlotte _____ in all transactions with the State Transportation Department
as provided in Section 13 of the Act.

Supported by the Councilperson or Commissioner _____

Yeas _____

Nays _____

I hereby certify that the foregoing is a true and correct copy of a resolution made and adopted at a regular meeting
of the governing body of this municipality on the 13th _____ day of
January, 2025

CITY OR VILLAGE CLERK (SIGNATURE)	E-MAIL ADDRESS mlarocque@charlottemi.org	DATE 01/13/25
STREET ADMINISTRATOR (SIGNATURE)	E-MAIL ADDRESS rhillard@charlottemi.org	DATE 01/13/25
ADDRESS OF CITY OR VILLAGE OFFICE 111 E. Lawrence Ave.	P.O. BOX	
CITY OR VILLAGE Charlotte	ZIP CODE 48813	PHONE NUMBER (517) 543-2750



Memo

To: Mayor Lewis, City Council
From: Chief Paul Brentar
cc: City Manager Hillard
Date: 01-02-2025
Re: Letter of understanding- POLC vacation time

Attached you will find a letter of understanding from the POLC Non-Supervisory unit which would allow the city to offer vacation time to applicants who may apply that have prior police experience upon the completion of the FTO program. In the last contract, a similar letter of understanding was adopted as well but wasn't carried over to the current contract which is why we are seeking approval again.

I ask that you support this as it can helping with recruiting more experienced candidates for open positions within the police department.

This LOU has been reviewed by the city attorney with no objections.

LETTER OF UNDERSTANDING
BETWEEN THE CITY OF CHARLOTTE AND
POLICE OFFICERS LABOR COUNCIL, CHARLOTTE NON-SUPERVISORY UNIT

WHEREAS, the City of Charlotte, hereinafter referred to as the "City", and the Police Officers Labor Council - Charlotte Police Non-Supervisory Unit, hereinafter referred to as the "Union," are signatories to a Collective Bargaining Agreement which is effective from July 1, 2024 through June 30, 2027;

WHEREAS, the City and Union are agreeable to a modification to Article 10. VACATION LEAVE, Section 2: Eligibility to apply to employees hired into the bargaining unit on or after the effective date of this Letter of Understanding they agree as follows:

Section 2: Eligibility. All employees covered by this Agreement shall be eligible to accumulate and receive vacation leave benefits within the limits as prescribed herein. Vacation Leave shall be based on length of continuous service. No vacation leave shall be earned by an employee during a leave of absence without pay. No employee shall be entitled to vacation leave credit until the employee has completed ~~ninety (90) days~~ **twelve (12) months** of service, at which time he/she will be credited with eighty (80) hours of vacation leave.

During the first twelve (12) months of service, an experienced and qualified lateral transfer with one or more years of law enforcement experience, and with the approval of the City Manager and Department Head, may be credited up to eighty (80) hours of vacation leave after the successful completion of Field Training (FTO).

Except as modified by this Letter of Understanding, all other terms and conditions of the 2024-2027 Collective Bargaining Agreement shall remain in full force and effect.

This Letter of Understanding will become effective when ratified and approved by both parties.

FOR THE CITY:

Rob Hillard
City Manager
Dated: _____

FOR THE UNION

Jeremy Poortvliet
Jeremy Poortvliet
POLC Non-Supervisory Unit
Dated: 12/23/24

Scott Eager
POLC Labor Representative
Dated: 12/20/24