



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 27, 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/82207357014>
One tap mobile: +16465588656,,82207357014#
Telephone: (312) 626-6799 Webinar ID: 822 0735 7014

- 1. Call to Order**
- 2. Roll Call**
- 3. Invocation – Randy Royston - New Hope Community Church**
- 4. Pledge of Allegiance**
- 5. Approval of Minutes**
 - a. January 13, 2025 Regular Council Meeting Minutes
- 6. Absence of Council Members**
- 7. Public Comment** - Limit presentation to five (5) minutes. Attendees desiring to address council who are participating with ZOOM may raise your hand now or if attending via a phone call, press *9 (star nine) on your keypad
- 8. Approval of Agenda**
- 9. Communications and Committee Reports**
 - a. City Manager Report with CPD report
 - b. City Attorney Report
 - c. Councilmember Committee Reports
- 10. Consent Agenda**
 - a. Approval of Claims and Expenditures totaling \$648,821.50
 - b. Approval of Resolution 2025-03 to confirm the appointment of DPW Director, Stephanie Whitney
 - c. Approval of firefighter gear grant purchase order/change order

11. Business Agenda

- a. Recommendation for the approval of a Land Use Agreement between the City of Charlotte and the Army National Guard
- b. Bennett Park Tennis Courts Discussion
- c. Street Maintenance Program Review Discussion

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

13. Staff Comments

14. Mayor and Council Comments

15. Adjourn

~Mary LaRocque, City Clerk

ADDRESSING THE CITY COUNCIL

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

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

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

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

Comments shall be directed to the Mayor and Council members.

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

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

CITY OF CHARLOTTE COUNCIL PROCEEDINGS
111 E. Lawrence Ave., Charlotte, MI 48813 (517) 543-2750
Regular Council Meeting 7:00 p.m.
January 13, 2025

CALL TO ORDER:

By Mayor Lewis on Monday January 13, 2025 at 7:00 p.m.

ROLL CALL:

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

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

INVOCATION:

Andy Shaver – Real Life Church

PLEDGE OF ALLEGIANCE:

Led by Lewis

APPROVAL OF MINUTES:

- a. December 23, 2024 Regular Council Meeting Minutes

Motion by Chin supported by Scott to approve the December 23, 2024 Regular Council Meeting Minutes. Carried; Yea 7; Nay 0; Absent 0

ABSENCE OF COUNCIL MEMBERS:

All present

PUBLIC COMMENT:

Don Sovey, resident: Don commended the city on its positive achievements and recommended leadership training. He provided the council with a handout titled "10 Leadership Mistakes That Burn Out Your Team" and highlighted trainings available through the Michigan Municipal League (MML).

JoDee Pruden, resident: JoDee expressed confidence in the city's continued progress and encouraged teamwork among all members.

Elena Reed, resident, Independent Bank Manager: Elena is grateful for the installation of a speed radar on High St.

Lothar Konietzko, resident: Lothar appreciated the speed radar installation on High St. and in light of recent micromanagement allegations, and potential negative repercussions on the city thereof, he provided the Council with a handout titled "Advanced On-Site Training – Building a High Functioning Leadership Team" from MML.

John Laupp, resident: John emphasized the importance of advancing projects in light of recent city business growth.

Andy Shaver, non-resident, business owner and Pastor at Real Life Church: Andy shared his leadership perspective with the Council and expressed gratitude to Fullerton for supporting the City Manager.

APPROVAL OF AGENDA:

Motion by Chin supported by Rodriguez to approve the agenda. Carried; Yea 7; Nay 0; Absent 0

COMMUNICATIONS AND COMMITTEE REPORTS:

- a. City Manager Report with departmental reports, Hillard highlighted items from his written report
- b. Councilmember Committee Reports

Chin – EATRAN – Chin announced the new board members; Chairperson is Mary Clark from Delta Township, Vice-Chairperson is Rob Piercefield from the Northwest Quadrant; and a new member is Keith Mulder, Grand Ledge. Ridership continues to increase. Working to accommodate the Amazon plant that is expecting to add another 100 third shift employees.

Scott – CARC met last week. They are experiencing a “re-boot” and working on filling board positions. They meet on the 2nd Thursday of month at 6 pm in the Annex at First Congregational Church.

Christensen – Camp Frances board meeting is scheduled for tomorrow night at 6:30 at the cabin. The next Planning Commission meeting will be held February 4, 2024 at 7 pm

Fullerton – Park Board has been very busy. The Oak Park preliminary design public input meeting is scheduled at 6 pm February 4th, invitational letters have been mailed to surrounding addresses. The board is also considering the following; a request received to turn the (Bennett Park) tennis courts into a parking lot (to accommodate for the CJO football field); a proposal for a nature trail from Hall St. to Packard St.; and deliberations on the bleachers at Bennett Park CJO Football field. Fullerton also reported that the Tri-County Regional Planning Commission has funded a plan for the development of an intergovernmental trail beginning at the old Penn Central Rail Road starting in Vermontville through Charlotte to (potentially) Eaton Rapids.

Rodriguez – DDA next meeting will be held on Jan 28th

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

Motion by Chin supported by Christensen to approve consent agenda item a, b, c, d. Carried by roll call vote; Yea 7 Nay 0; Absent 0

BUSINESS AGENDA:

No business agenda items

PUBLIC COMMENT:

No public comment

STAFF COMMENTS:

No comments

MAYOR AND COUNCIL COMMENTS:

Christensen expressed gratitude to meeting attendees and highlighted recent community events, including the successful CFD Christmas dinner and awards. He reminded everyone about the upcoming Steam Punk raffle on January 25th at the Senior Center and acknowledged Helping Hands for their recent donation from Fox 47. He also announced the Charlotte Aquatic Center Winter Ball on February 7th and 8th, now open to all elementary-aged children.

Fullerton paid tribute to Bill Foster, recognizing his significant contributions to CFD and Rural Fire. Fullerton noted Foster's personal donation for the entrance at the West Side Fire Station to Reynolds road, which will be named The Bill Foster Alley in his honor.

Duweck thanked the audience for their attendance and voiced agreement with the Council's direction.

Scott commended the CFD annual report and thanked the audience for their supportive comments.

Chin provided updates on legislative matters from the MML and expressed appreciation for the invitation to the CFD Christmas dinner. He attended and provided photography services for the Senior Citizen Christmas Program.

Rodriguez appreciated attendees and noted the positive tone of their comments, recognizing the accomplishments of the city's good team. He encouraged helping elderly neighbors with snow shoveling.

Lewis thanked attendees for braving the cold weather to participate and appreciated the constructive tone of the comments. He acknowledged Fire Chief Christiansen's annual report and praised the dedication of the 34 VFD volunteers. Lewis recognized Fullerton for his role in developing and training the VFD. He also noted the dedication of three VFD members who attended 150 runs. Lewis announced plans for a pre-budget meeting and upcoming discussions with Michigan Can Lines representatives.

ADJOURN:

Motion by Christensen supported by Duweck to adjourn the meeting at 8:02 p.m. Carried; Yea 7; Nay 0; Absent 0

Respectfully submitted,
Mary LaRocque, City Clerk

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Amended 1.27.25

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Respectfully submitted,
Mary LaRocque, City Clerk



To: Honorable Mayor Lewis and City Council
From: Robert Hillard, City Manager
Re: City Manager's Report - "The Framework" Update- January 24, 2025

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. The following is the majority of my recent activities. City Council, Michigan Can Company, Eaton County Department of Resource Recovery, DDA Leadership, Lansing Area Economic Partnership (LEAP), Rotary Club, Charlotte Rising Executive Director Annie Williams, Airport Advisory Board Chair Joseph Pray, City Manager's Evaluation Committee, and Eaton County Supervisor/Rural Fire Association President Dave Roberts.

"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.

Oak Park Plan Review Update

The following is a letter sent to the surrounding neighbors related to the development of the Oak Park Master Plan. This is a public meeting so all interested citizens are welcome. "The City of Charlotte and the City's Parks Advisory Board are currently working on redesigning Oak Park with the goal of applying for grants to upgrade and renovate it. We have contracted with a design firm to assist us with this process. As part of this process, we are requesting your participation, as a nearby neighbor of Oak Park, to engage in a community conversation and to provide feedback on the options available for the Oak Park redesign. The public workshop to discuss the options for Oak Park is taking place in coordination with the next scheduled Parks Advisory Board meeting on Tuesday, February 4th at 6:00 p.m. in the Charlotte City Hall Community Room (111 E. Lawrence Avenue, Charlotte, MI 48813) which is located on the basement level. If you have any questions or if you cannot attend but wish to submit ideas, please contact the Interim DPW Director, John Brady at DPWDirector@charlottemi.org.

Housing Initiatives Review Update

I met with McKenna, our CHILL Grant administrator this week to discuss the process for implementing the housing grant. We covered a number of subjects including time frames of grant deadlines, process for approvals, and the advertising of the program to the community. They will be preparing a press release in the next couple weeks to solicit interested low/moderate income householders for the program. In the interim, if individuals are interested in more details, they may contact me or the consultant directly. Emily Huhman, Assistant Planner, can be reached at (248) 596-0920 or shuhman@mcka.com.

Downtown Development Authority/Tax Increment Finance Plan Review Update

On January 28, 2025, at 6:30P, in City Hall, the Downtown Development Authority is scheduled to discuss potential projects and programs for the district. The key element of the development plan is the enumeration of the projects and programs and their respective costs and priorities. This is the first of many meetings to discuss the plan. This is a public meeting so interested individuals are encouraged to attend.

City of Charlotte
2024-2025
“The Framework”
City Services - Community Development - Neighborhood Enrichment
(1-24-2025)

Clerk

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

Community Development

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

Finance

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

Fire

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

Police

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

Public Works

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

Charlotte Police Department

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

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

Paul Brentar, Chief of Police

December 2024 Monthly Report

Monthly Statistics:

- See attached report.

Training:

- Officers Carroll & Callahan completed Sexual Assault Training.
- Officers continued their Virtual Academy Training.

Staffing:

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

Operational Highlights:

- On 12-02, officers were alerted to a vehicle that had a stolen plate on it by the Flock cameras. Officers were able to locate the vehicle which then fled from officers. The investigation is on-going.
- On 12-04, officers assisted the Michigan State Police with a tractor trailer in the ditch on I-69. Officers assisted with traffic control.
- On 12-05, an officer conducted a traffic stop on a vehicle with an improper plate. The officer located methamphetamine and the driver was lodged for possession of a control substance.
- On 12-06, officers assisted the Eaton County Sheriff's Office at Sparrow Eaton with an arrestee who was being uncooperative.
- On 12-10, officers were called to a Retail Fraud where a subject ran after taking a stereo. Officers were able to locate the suspect and arrest him. He was lodged at the jail and the investigation is on-going.
- On 12-10, an officer conducted a traffic stop where methamphetamine was located. The driver was lodged at the jail and the investigation is on-going.
- On 12-16, officers assisted EMS with a cardiac arrest. The subject was transported to Sparrow Eaton Hospital.
- On 12-20, officers assisted the Michigan State Police with attempting to locate a suicidal subject on Kalamo near the RR tracks.
- On 12-25, officers assisted the Eaton County Sheriff's Office with an OWI arrest at Sparrow Eaton Hospital.
- On 12-26, officers were dispatched to a vehicle being broken into. Upon arrival the suspects fled from officers. All 3 suspects were located and were found out to be juveniles from the Kalamazoo area who were breaking into and stealing cars in the area.

- On 12-27, officers were dispatched to a residence where numerous firearms and cash were stolen. Officers were able to identify suspects from the Battle Creek area. This investigation is on-going and also has ties to Indiana.
- On 12-28, officers received a threats call to a local business. After a lengthy investigation, it appears that a young child from Delta Township made the threat. The investigation is still on-going.
- On 12-29, officers responded to a Personal Injury Crash on Lansing Rd./I-69. One of the passengers was transported to Sparrow Main with non-life-threatening injuries.
-

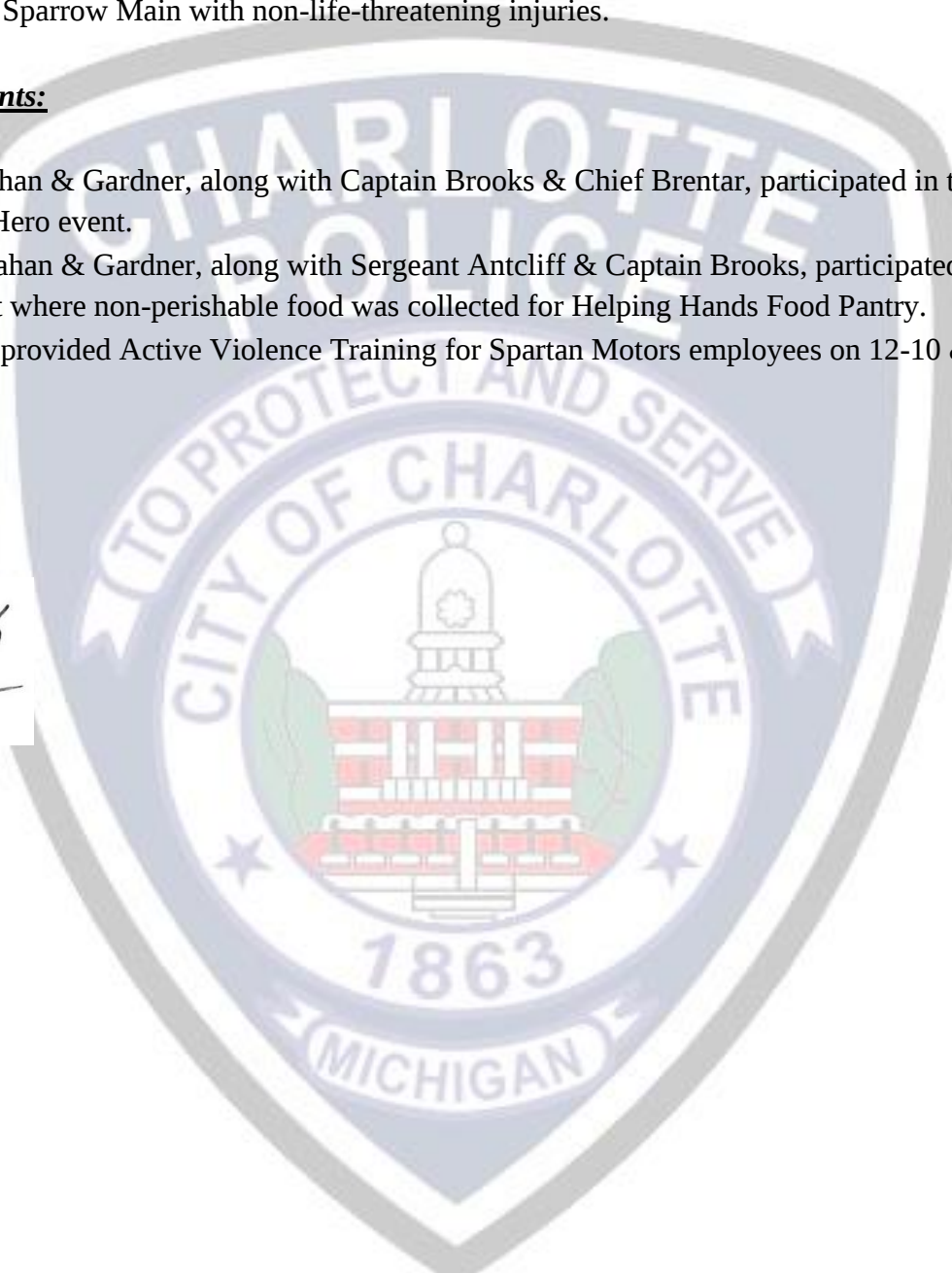
Outreach/Public Events:

- Officers Callahan & Gardner, along with Captain Brooks & Chief Brentar, participated in the annual Shop with A Hero event.
- Officer's Callahan & Gardner, along with Sergeant Antcliff & Captain Brooks, participated in the Fill A Cop Car event where non-perishable food was collected for Helping Hands Food Pantry.
- Chief Brentar provided Active Violence Training for Spartan Motors employees on 12-10 & 12-11.

Respectfully,



Chief of Police



#DIV/0!																	
UCR TITLE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	2023	%	WARRANTS	ARRESTS
STATE CRIMES																	
SOVEREIGNTY													0	0	0%		
MILITARY													0	0	0%		
IMMIGRATION													0	0	0%		
Part I Crimes																	
CRIMES AGAINST PERSONS																	
HOMICIDE-MURDER(ATTEMPT)																	
NEGLIGENT HOMICIDE													0	0	0%		
KIDNAPPING													0	1	-100%		
PARENTAL KIDNAPPING													1	0	100%		
SEX. ASSAULT-ALL													0	0	0%		
ROBBERY		1	1		4	1	3	3		1	5	1	21	21	0%		1
NON-AGG ASSAULT	18	11	15	10	17	14	11	8	1	15	13	9	3	2	50%		
AGGRAVATED ASSAULT	2		1	2	3	3	3	4	2	1	2		142	152	-7%	6	45
INTIMIDATION/STALKING	9	14	12	10	11	15	15	12	17	19	15	8	23	22	5%		8
													157	129	22%	1	3
PROPERTY CRIMES																	
ARSON													0	1	-100%		
EXTORTION	1		1		1							1	3	6	-50%		
BURGLARY-FORCED		1	2	1	4	2	2	2	1	1	1	2	19	40	-53%	2	5
BURGLARY-W/O FORCE													0	1	-100%		
BURGLARY-ILLEGAL ENTRY		2		4	1	3	1	1		1			13	12	8%	5	4
POSS BURGLARY TOOLS													0	0	0%		
LARCENY	20	14	6	10	15	10	7	9	11	12	16	2	132	221	-40%	6	1
MOTOR VEHICLE THEFT	1	3	1	3		1	1	2	2				14	12	17%		3
Part II Crimes																	
STOLEN PROPERTY-MOTOR VEHICLE		1		1		1	1						4	8	-50%		
FORGERY/COUNTERFEIT-ING	1	1		2			1	2					7	16	-56%	2	
FRAUDULENT ACTIVITY	6	8	4	5	13	5	8	12	4	6	2	6	79	94	-16%	6	3
EMBEZZLEMENT					1	1				1			3	3	0%		
REC/CONCEALING STOLEN PROPERTY					2			1	2	1			6	11	-45%	1	2
DESTRUCTION OF PROPERTY	2	8	5	9	5	10	5	6	5	6	5	7	73	68	7%	2	2
RETAIL FRAUD-ALL	6	5	14	10	17	12	6	20	12	10	15	13	140	59	137%	10	13
UCR TITLE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	LAST YEAR	%	WARRANTS	ARRESTS
MORALS/DECENCY CRIMES																	
V.C.S.A.	3	5	6	6	2	2	2	2	3	2	4	1	38	52	-38%	3	14
SEX OFFENSE	1	1	1	1	2	2		1	3	2		1	15	16	-7%	1	
OBSCENITY													0	7	-100%		
FAMILY ABUSE/NEGLECT	6	5		1	7	3	2		3	4	1	2	34	39	-13%		4
FAMILY-NON SUPPORT													0	11	-100%		9
FAMILY-OTHER													0	0	0%		
GAMBLING													0	0	0%		
COMMERCIALIZED SEX OFFENSE													0	0	0%		
LIQUOR LICENSE VIOLATION					1								1	0	100%		
LIQUOR LAW VIOLATION		1	3		1		1	4	3	2	1		16	17	-6%		1
PUBLIC ORDER CRIMES																	
OBSTRUCTING POLICE		3	1	3	1	2	2	2	2		3	2	21	17	24%	1	12
ESCAPE-CORRECTIONAL INSTITUTION													0	0	0%		
ESCAPE-MENTAL INST.													0	0	0%		
ESCAPE/FLIGHT													0	0	0%		
OBSTRUCTING JUSTICE	1	1	3		3	1	2	7	5	2	3		28	128	-78%	101	109
BRIBERY													0	0	0%		

#DIV/0!

UCR TITLE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	2023	%	WARRANTS	ARRESTS
WEAPONS-CONCEALED	1		1	1			1			1			5	5	0%		1
WEAPONS-EXPLOSIVE													0	0	0%		
WEAPONS-OTHER		2		1		2		1		1	1		8	5	60%		
PUBLIC PEACE	17	19	26	18	17	15	6	14	26	16	12	11	197	272	-28%		11
TRAFFIC-HIT AND RUN	7	1	4	6	5	4	5	6	2	5	2	3	50	58	-14%		
TRAFFIC-O.U.I.L./O.U.I.D	2	2	6	2		2	2	5	5	6	3	1	36	63	-43%		17
TRAFFIC-MISD	5	4		2	5	6	6		7	6	3	3	47	50	-6%	4	12
HEALTH/SAFETY VIOLATION	4	6	5	3	3	6	5	8	6	5	1	2	54	46	17%		
CIVIL RIGHTS													0	0	0%		
TRESPASS/PRIVACY	2	6	11	5	9	5	9	8	5	6	5		71	110	-35%	2	9
SMUGGLING													0	0	0%		
ELECTION LAWS													0	0	0%		
ANTI-TRUST													0	0	0%		
TAX REVENUE													0	0	0%		
CONSERVATION	1		4					2	3				10	9	11%		
VAGRANCY	1	2	1	2	2	10	4	8	8	5	3	1	47	113	-58%		
MISC. CRIMINAL OFFENSE													0	1	-100%		
GRAND JURY INVESTIGATION													0	0	0%		
CONSPIRACY													0	1	-100%		
End of Part II Crimes																	
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JUVENILE MINOR																	
DELINQUENT MINOR	6	26	14	7	6	7	5	11	17	6	10	6	121	184	-34%		
RUNAWAY	1	7	3	4	6	5	3	6	8	2	4	3	52	37	41%		
CIVIL-NON CRIMINAL																	
DIVORCE/SUPPORT													0	0	0%		
INCAPACITATION			1		1	1	4	2	4				13	22	-11%		
INSANITY	16	16	11	14	14	10	16	13	19	14	11	13	167	156	7%		
TRAFFIC																	
CRASH-PD-PUBLIC ST.	29	12	12	14	15	18	15	18	9	23	10	14	189	236	-20%		
CRASH-PI-PUBLIC ST	4	1	1	2	4	1	3	6	4	4	3	1	34	39	-13%		
CRASH-FATAL-PUBLIC ST													0	1	-100%		
CRASH-PD-PRIVATE	3	1	2	3	5	3	8	2	4	4	2	5	42	52	-19%		
CRASH-PI-PRIVATE						1							1	5	-5%		
CRASH-FATAL-PRIVATE PROPERTY													0	1	-100%		
CIVIL INFRACTION	48	43	23	24	26	14	9	11	20	31	18	23	290	232	25%		
PARKING VIOLATION	3	7	2	1	4	3	3	4	1	4	3	2	37	79	-53%		
Park. Tickets- 524-2021, 356-2023	62	7					6	4		70	165	81	395	491	-20%		
ABANDONED VEHICLE	3	2	5	6	3	3	10	7	5	4	3	8	59	58	2%		
TRAFFIC HAZARD INVES	13	5	5	13	11	6	2	8	7	5	4	4	83	94	-12%		
TRAFFIC DIRECTION	6	1	2	1	8	4			15	3	2	1	43	77	-44%		
TRAFFIC SAFETY PUBLIC APPEARANCE													0	0	0%		
BREATHALYSER TEST-													0	0	0%		
OTHER POLICE													0	0	0%		
ALARMS																	
ALARM-POLICE RESPONSE	9	19	16	11	21	7	23	9	8	9	17	15	164	137	20%		
ALARM-MALFUNCTION	1	1	1										3	3	0%		
ALARM-TEST	2	1	3						4	3	2	1	16	19	-3%		
ALARM-WATER & SEWER			1										0	0	0%		
FIRE																	
ACCIDENT-FIRE													0	0	0%		
ACCIDENT-EXPLOSION													0	0	0%		
ACCIDENT-CHEMICAL													0	0	0%		
HAZARDOUS FIRE COND.					2	2	6	1	3		1		15	14	7%	Fireworks	

#DIV/0!																		
UCR TITLE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	2023	%	WARRANTS	ARRESTS	
FIRE REGULATION VIOL													0	0	0%			
ASSIST BUILDING DEPT					1		1			1	2	1	6	13	-54%			
ASSIST C.F.D.	3	1		1	1	5							11	26	-58%			
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									1				1	0	100%			
INSPECTIONS- INVESTIGATIONS																		
INSPECT-BOAT													0	0	0%			
INSPECT-MOTOR VEHICLE	5	2	1	3	3	1			1			2	18	19	-5%			
INSPECT-TRAFFIC CITATION													0	0	0%			
INSPECT-BUSINESS	35	34	8	26	29	25	29	17	14	19	9	26	271	549	-51%			
INSPECT-RESIDENCE	3	9	17	18	5	4	6	7	9	10	8	24	120	156	-23%			
INSPECT-HANDGUN	12	15	10	19	11		11	9	15	14	11	28	155	228	-32%			
INSPECT LIQUOR LICENSE		4		4					1	3	5	2	19	16	19%			
INSPECT-OTHER/SOR CHECK	13	9	10	14	5	7	8	7	7	11	6	8	105	141	-26%			
INSPECT-CCW APPLIC													0	0	0%			
DOMESTIC DISPUTES	16	23	12	12	25	21	15	18	18	21	24	16	221	269	-18%			
CIVIL DISPUTE	8	16	14	19	20	20	19	12	15	10	9	13	175	206	-15%			
SUSPICIOUS SITUATION	82	81	82	95	100	111	120	90	111	96	97	77	1142	1285	-11%			
FIELD INTERROGATION CARD													0	0	0%			
HAZARDOUS SITUATION													0	0	0%			
SUSPECTED NARCOTIC ACTIVITY	1	6	1	4	3	3	2	2	4	2	1	3	32	22	45%			
ABANDONED/RECOVERED PROPERTY	5	3	11	2	8	7	4	6	9	6	4	2	67	86	-22%			
DRUG OVERDOSE	1	2	3			2	5	3		1	3	2	22	13	50%			
BOMB THREAT													0	0	0%			
MISC. INCIDENTS																		
MISC/P.B.T.													0	0	0%			
SUICIDE	2		1			1	1						5	0	4%			
SUICIDE ATTEMPT	6	4	4	2	6	3	1	2	7	1	7	3	46	84	-45%			
DEATH-NATURAL	2	2	1	1	1	2			3		1	4	17	4	325%			
DEATH-UNDETERMINED							1		1				2	1	100%			
MISSING PERSON	3	1	3	1	1	1	2	2	4	4	2	2	26	12	117%			
NATURAL DISASTER													0	0	0%			
PUBLIC RELATIONS ACTIVITY												11	11	40	-73%			
PATROL INFORMATION	1				1			1					3	7	-57%			
UCR TITLE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	LAST YEAR	%	WARRANTS	ARRESTS	
GENERAL ASSISTANCE																		
ASSIST CITIZEN	44	56	53	56	62	47	72	85	77	66	37	46	701	918	-24%			
ASSIST MOTORIST	7	5	8	5	5	7	5	5	4	3	2	9	65	47	38%			
ASSIST POLICE AGENCY	9	11	10	17	11	7	16	5	9	10	11	13	129	129	0%			
ASSIST OTHER AGENCY	8	11	12	10	7	12	9	10	16	11	9	8	123	173	-29%			
ASSIST D.P.W.	4	1			1	2	4		1		1	2	16	18	-11%			
ESCORT-FUNERAL													0	0	0%			
ESCORT-MONEY									1				1	1	0%			
ESCORT-OTHER													0	0	0%			
TRANSPORT-PRISONER	22	12	12	17	18	21	22	29	20	16	20	9	218	194	12%			
TRANSPORT-PAPERWORK	4	6	3	3	1	3	1	2	3	4	2	3	35	72	-51%			
TRANSPORT-OTHER													0	4	0%			

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UCR TITLE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	2023	%	WARRANTS	ARRESTS
LOCKOUT		3	1	2	4			1	2	1			14	7	100%		
SUBPOENA SERVICE	4	2	2	4	5	5	2	12	6		2	2	46	37	24%		
PERMISSION TO PARK	2	3	1	2	4		1	2	4	4	11	5	39	28	-28 %		
PATROL-FOUND DOOR OPEN	8	5	4	4	3		3	3	2	1		3	36	53	-32%		
PATROL-FOUND OPEN WINDOW							1						1	1	0%		
PATROL-FOUND B&E													0	0	0%		
ASSIST E.C.S.D.-	9	5	6	8	8	8	9	5	4	9	8	8	87	117	-26%		
GENERAL NON CRIMINAL																	
JUVENILE SAFETY VIOL													0	0	0%		
ANIMAL CONTROL	10	10	8	9	11	18	7	12	18	9	6	3	121	101	20%		
ZONING ORD VIOLATION	2						1			1			4	8	-50%		
TOTALS	654	618	534	580	639	566	602	599	653	653	669	588	7355	8921	-18%		
TRAFFIC STOPS	137	101	60	102	73	63	50	58	78	125	94	91	1032	1083	-5%		
OFFICER TRAINING HOURS	13	182	24	141	65	97.5	38	175	98	47	79.5	24	984	869.5	13%		
COMMUNITY HOURS	16	72.5	2	1.5	4.5	53	61	2	127	39	32.5	61	472	360	31%		
PAPERWORK HOURS	469.5	322.5	322	337	440	409.5	298	334	285	331.5	315	291	4155	4140.5	0%		

SRO STATS
The SRO handled 18 incidents in December. They include:
3- Non-Agg Assault, 1- Intimidation/Threats, 1- Family Abuse/Neglect, 3- Delinquent Minor, 1- Insanity,
1- Alarm-Test, 5- Suspicious Situation, 1- Missing, 2-Assist Citizen

VCSA STATS
During the month of December the Charlotte Police Department dealt with 6 VCSA incidents. They are the follows:
1-Meth, 2-Cocaine, 1-Pills,2-Unknown
(This includes the VCSA, Suspected Narcotics Activity, and Drug Overdose Categories)

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

ATTORNEYS AT LAW

3410 BELLE CHASE WAY, SUITE 600

LANSING, MICHIGAN 48911

TELEPHONE (517) 351-0280

FAX (517) 351-3583

www.mcgintylaw.com

MEMORANDUM

TO: Charlotte City Council

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

RE: **CITY ATTORNEY REPORT – December 2024 Through January 24, 2025**

DATE: January 24, 2025

Pursuant to request, the City Attorney report has been moved to the second Council meeting of the month. As such, this report covers the period from December through this date. 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. 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. Amendment to Article IV. House Numbering.
 - c. Article III Rental Dwelling Registration.
 - d. Resume review of City ordinances for revisions.
2. District Court. Prosecute misdemeanor offenses.
3. Code Enforcement. Continued work Tyger Fullerton and Dan Daly regarding Code Enforcement.
4. HUD cases 05-23-0013-V, 05-23-0013-8, 05-23-5410-V. Communications with HUD and City officials for Agreement compliance and closure.
5. Shyft Group, Inc. - MTT No. 24-2188-TT. Discussions with Shyft attorney resulted in Joint Motion to Stipulate to Withdrawal of the case and the Tax Tribunal issued Order of Dismissal.
6. Keith R. Whitmore and City of Charlotte/Charlotte Police Department, MDCR # 636339. MDCR issued an Order of Dismissal.
7. Markdom International. Review IFT documents. Attended meeting with Lansing Economic Area Partnership ("LEAP") and City officials.
8. Contract review. MGT Impact Solutions, LLC and City of Charlotte.
9. Airport. Prepare documents for airplane repossession.
10. Communications. Mayor, City Manager, Chief of Police, Clerk and Fire Department officials.

DMR

— THE CITY OF —
CHARLOTTE
— MICHIGAN —

Memo

To: Honorable Mayor Lewis; City Council
From: Mary LaRocque, City Clerk
Date: January 22, 2025
Re: Claims and Expenditures for Council approval on Monday January 27, 2025

Background

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

Recommendation

A report of claims is provided to council for review on the Wednesday preceding a council meeting at which the claims are approved. Questions about these claims should be directed to the Finance Director/Treasurer and answers resolved by the Friday preceding said council meeting. Claims and expenditures are budgeted items and/or larger purchases pre-approved by Council. While review is recommended, approval should not be hindered.

Answers to Council inquiries, if any, are included in the meeting packet.

Financial Impacts

HRA Insurance claims week of January 13, 2025	\$ 8,100.35
HRA Insurance Claims week of January 20, 2025	\$ 0.00
Payroll paid Friday January 24, 2025	\$298,027.60
Invoiced claims as of January 22, 2025	<u>\$342,693.55</u>
Total	<u>\$648,821.50</u>

Suggested Motion

Motion to approve Claims and Expenditures in the amount of **\$648,821.50**

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Vendor Code	Vendor Name	Invoice	Description	Amount
01687	ABC FASTENER GROUP INC	A571983	FINISHED HEX NUTS	43.34
TOTAL FOR: ABC FASTENER GROUP INC				43.34
01764	AMAZON CAPITAL SERVICES	16PC-WHKP-FT1W	ACCOUNT # A264N6SLCWDWHU (FIRE) STATION SUPPLIES	51.35
		1G1D-TV9P-X1MQ	ACCOUNT # A264N6SLCWDWHU (TREASURER) W-2 TAX FORMS	89.08
		1KQ6-FFC6-MNN7	ACCOUNT # A264N6SLCWDWHU (FIRE) STATION SUPPLIES	165.64
		1P7C-L6K6-F6XP	ACCOUNT # A264N6SLCWDWHU (TREASURER) WALL CALENDAR	6.68
		1PRJ-GYMQ-JVTF	ACCOUNT # A264N6SLCWDWHU (FIRE) BLACK INK CARTRIDGE	46.75
		1X4N-VCQ3-	ACCOUNT # A264N6SLCWDWHU (FIRE) DESK CALENDARS, UNIFORM PANTS	57.68
		1Y9N-GWJD-GPHG	ACCOUNT # A264N6SLCWDWHU (FIRE) TWIN MATTRESS, DUCT TAPE,	160.72
		1YQV-7QWY-GP4G	ACCOUNT # A264N6SLCWDWHU (FIRE) STATION SUPPLIES	183.08
TOTAL FOR: AMAZON CAPITAL SERVICES				760.98
02036	AMAZON CAPITAL SERVICES	1P7C-L6K6-R7T1	ACCT # A1K517P63NLQUT(POLICE) PLATES, DAWN DISH SOAP	47.58
		1TWT-KPW3-G741	ACCT # A1K517P63NLQUT(POLICE) DISINFECTANT, CUTLERY	30.72
TOTAL FOR: AMAZON CAPITAL SERVICES				78.30
01629	AVERY OIL & PROPANE, INC	1070522	AIRPORT- ACCOUNT #12290746 (PROPANE DELIVERY)	1,470.06
TOTAL FOR: AVERY OIL & PROPANE, INC				1,470.06
01607	BASIC	IN3339788	FSA PLAN RENEWAL 1/1/2025 - 12/31/2025	890.60
		IN3339793	ANNUAL RENEWAL 105 HRA 1/1/2025- 12/31/2025	628.00
TOTAL FOR: BASIC				1,518.60
01584	BIOTECH AGRONOMICS	4116	BIOSOLIDS LAND APPLICATION	24,595.00
TOTAL FOR: BIOTECH AGRONOMICS				24,595.00
01581	BLUE CARE NETWORK	243460013697	MEDICAL COVERAGE- COVERAGE PERIOD (01/01/2025 -01/31/2025)	63,720.75
		250070017547	MEDICAL COVERAGE (RETIRED) 02/01/2025 - 02/28/2025	2,586.45
		250070024458	MEDICAL COVERAGE COVERAGE PERIOD 02.01.2025 - 02.28.2025	68,658.53
TOTAL FOR: BLUE CARE NETWORK				134,965.73
00669	BSB COMMUNICATIONS	187096	JANUARY 2024	2,057.06
TOTAL FOR: BSB COMMUNICATIONS				2,057.06

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01555	BYRUM ACE HARDWARE			
		419677	PAINT TRAYS	4.78
		419693	MASKING TAPE	39.96
		419896	SANDING SPONGE, CLEANER TIP, BUTANE CYLINDERS	56.53
		420062	VACUUM, HOSE, AIR DIFFUSER HOSE	185.97
		420234	(FIRE) TRASH CAN	89.97
		420295	(FIRE) WIRELESS THERM W REMOTE FOR CITY HALL	19.99
		420376	(FIRE) TRASH CANS	59.98
		420682	(FIRE) KEYS	8.48
		421201	90 DEGREE ELBOW, HEX BUSH	30.75
		421412	SNORKEL ELECTRICAL REPAIRS	27.97
TOTAL FOR: BYRUM ACE HARDWARE				524.38
01882	CALEDONIA FARMERS ELEVATOR			
		437087	RETURN RYE GRAIN	(164.00)
TOTAL FOR: CALEDONIA FARMERS ELEVATOR				(164.00)
01541	CAPITAL CAR WASH HOLDING LLC			
		903193	WASH TOKENS	270.00
TOTAL FOR: CAPITAL CAR WASH HOLDING LLC				270.00
01522	CHARLOTTE AIR SERVICES LLC			
		01.15.2024	AIRPORT HANGAR MANAGEMENT DECEMBER 2024 FUEL SALES MANAGEMENT	471.90
TOTAL FOR: CHARLOTTE AIR SERVICES LLC				471.90
01457	CHROUCH COMMUNICATIONS			
		12748300	SERVICE CALL & SERVICE LABOR	140.00
		12748400	SERVICE LABOR	75.00
TOTAL FOR: CHROUCH COMMUNICATIONS				215.00
01496	CITY SERVICES, INC.			
		S106041415.001	VALVE FOR BROKEN MAIN	6,800.00
TOTAL FOR: CITY SERVICES, INC.				6,800.00

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Invoice			
01471	CONSUMERS ENERGY		
	201364765811	811 CHADS WAY	19.63
	201453725199	1216 S COCHRAN AVE	32.62
	201453725200	1216 1/2 S COCHRAN AVE	18.00
	201809683913	1225 S COCHRAN AVE	154.19
	201898675904	620 W SHEPHERD ST	30.98
	201987684419	112 1/2 S COCHRAN	28.76
	202076679692	508 N. SHELDON ST.	81.80
	202165649707	1216 S COCHRAN AVE	76.49
	202699591732	1152 S COCHRAN AVE CAMP FRANCIS	101.75
	202699591734	301 TIRRELL RD	250.80
	202699591735	301 TIRRELL RD R2	862.67
	202699591736	301 TIREELL RD MAINTENANCE	199.94
	203322528725	103 VAN LIEU ST	41.64
	203411539700	526 W STODDARD ST	31.72
	203856480145	619 W SHEPHERD ST	132.70
	203856480146	620 W SHEPHERD ST	104.27
	204479392874	1064 NORTHWAY	45.19
	204568391324	108 E LAWRENCE AVE	57.28
	204568391325	108 E LAWRENCE AVE	84.50
	205013330687	811 CHADS WAY	130.79
	205369266201	1325 ISLAND HWY GATE-AIRPORT	35.13
	205458245355	1800 PACKARD HWY	41.79
	205458245517	1167 E CLINTON TRAIL	69.48
	205458246369	1325 ISLAND HWY #C	130.04
	205547231377	700 LANSING RD	33.20
	205547232132	1005 PAINE DR. FRNT GEN CHARLOTTE	25.97
	205725202375	1325 ISLAND HWY	539.04
	205725202376	1329 1/2 ISLAND HWY	69.17
	205814167213	111 E LAWRENCE AVE	739.35
	206170060241	1310 S COCHRAN AVE	866.27
	206170061268	1005 PAINE DR	61.05
	206259030261	203 HALL ST	76.14
	206347906561	201 HALL ST	78.32
	206436855304	065 & 068 -460 STREETLIGHTS	431.85
	206436855305	AREA LIGHTING	649.02
	206436855306	076 - 2 TRAFFIC LIGHTS	3.04
	206436855307	065 & 068 -460 STREETLIGHTS	5,315.77
	206436855308	TULLY BROWN DR (AREA LIGHTING)	145.29
	206436855349	201 HALL ST (AREA LIGHTING)	108.97
	206703738903	245 S COCHRAN AVE	23.58
	207147784307	1104 MIKESELL ST	220.63
	207147784311	544 LANSING ST/WWTP LIFT STATION	34.24
	207147784312	544 LANSING ST	602.14
	207147784313	700 E. SHEPHERD ST.	154.49
	207147784318	1075 INDEPENDENCE BLVD	264.07
	207147784321	1305 S COCHRAN AVE	78.11
	207147784354	1216 S COCHRAN AVE	2,050.19
	207147784396	111 E LAWRENCE AVE	2,775.03
	207147785801	1227 S COCHRAN AVE	4,629.76
	207147793053	1005 PAINE DR	10,011.14
	601013798320	911 W SHEPHERD ST FIRE DEPT 2	2,180.40
	HTTPS://WWW.AMAZ	1213 S COCHRAN AVE	65.19
TOTAL FOR: CONSUMERS ENERGY			34,993.58
01429	DELAU FIRE & SAFETY INC		
	377217	FIRE SERVICES	67.00
	378955	MONTHLY MAINTENANCE & REFILLS (DECEMBER)	124.00
	379123	MAINTENANCE & REFILLS ((JANUARY)	70.50
TOTAL FOR: DELAU FIRE & SAFETY INC			261.50

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01428	DELTA DENTAL PLAN OF MICHIGAN		
	RIS 6131414	BILLING PERIOD 01.01.2025 THRU 01.31.2025	4,829.94
TOTAL FOR: DELTA DENTAL PLAN OF MICHIGAN			4,829.94
02017	DINGES FIRE COMPANY		
	46662.2	RESTOCKING FEE FOR RETURN (DALY)	95.35
	60760	GRASS FIRE BROOMS	174.01
	62396	FIRE FIGHTER NAME PATCH HELMET	33.95
TOTAL FOR: DINGES FIRE COMPANY			303.31
01414	DORNBOS SIGN & SAFETY INC.		
	INV80040	VINYL LETTERS FOR VEHICLES	93.60
TOTAL FOR: DORNBOS SIGN & SAFETY INC.			93.60
01392	EATON CUSTOM SEWING		
	1881	REFLECTIVE LETTERING FOR FD & SEWING LABOR	509.35
	1884	NAME PATCHES FOR GEAR	113.75
TOTAL FOR: EATON CUSTOM SEWING			623.10
01813	EMAINT ENTERPRISES, LLC		
	SO52092	MAINTENANCE SOFTWARE (SUBSCRIPTION END 02/28/2026	4,631.61
TOTAL FOR: EMAINT ENTERPRISES, LLC			4,631.61
01372	ENCOMPASS EAP		
	ENC-IN-100586	EMPLOYEE ASSISTANCE 01/01/2025-12/31/2025	2,062.00
TOTAL FOR: ENCOMPASS EAP			2,062.00
00932	ERIC ROGERS LLC		
	34514	AIRPORT SNOW REMOVAL SERVICES (5 OF 10 PAYMENTS)	4,250.00
	34515	DDA SNOW REMOVAL	1,840.00
TOTAL FOR: ERIC ROGERS LLC			6,090.00
01358	FAMILY FARM & HOME		
	001951/C	HITCH PIN REPLACEMENT, BLACK FLOOR MATS, MULTI PURPOSE CLEANER	233.92
TOTAL FOR: FAMILY FARM & HOME			233.92
01113	FERGUSON WATER WORKS FKA		
	0206092	COPPERHORNS (20)	2,000.00
TOTAL FOR: FERGUSON WATER WORKS FKA			2,000.00
01346	FIRE SUPPRESSION PRODUCTS		
	46686	HAZMAT SUPPLIES	870.00
TOTAL FOR: FIRE SUPPRESSION PRODUCTS			870.00
01296	HACH COMPANY		
	14312640	SAMPLER REPAIR	2,405.00
TOTAL FOR: HACH COMPANY			2,405.00
01438	HASSEL FREE FUELS		
	CFSI-11614	ACCOUNT # 010109 (FIRE) FUEL	1,003.87
TOTAL FOR: HASSEL FREE FUELS			1,003.87

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DB: Charlotte

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF CHARLOTTE
INVOICE ENTRY DATES 01/09/2025 - 01/22/2025
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: POOL

Page: 5/7

Vendor Code	Vendor Name	Invoice	Description	Amount
01252	INDEPENDENT BANK	5867-12.13.2024	DECEMBER 2024	8,181.33
TOTAL FOR: INDEPENDENT BANK				8,181.33
01242	JACK DOHNEY COMPANIES, INC	245127.	COMFOR GRIP KNURLED-RIM KNOB	(9.00)
TOTAL FOR: JACK DOHNEY COMPANIES, INC				(9.00)
MISC	JOSHUA HOUGHTALING	01.10.2024	TUITION REIMBURSEMENT & BOOKS REIMBURSEMENT	838.00
TOTAL FOR: JOSHUA HOUGHTALING				838.00
01937	JW2 FIRE CONSULTANTS	828	2024 AFG GRANT	1,875.00
TOTAL FOR: JW2 FIRE CONSULTANTS				1,875.00
01215	KANE'S HEATING INC.	92559	IGNITER FOR FURNACE	90.00
TOTAL FOR: KANE'S HEATING INC.				90.00
01976	KENT COMMUNICATIONS INC	343147	JANUARY UTILITY BILLS	1,003.18
TOTAL FOR: KENT COMMUNICATIONS INC				1,003.18
00781	KNIGHT WATCH, INC.	IN1979	RMR MONITORING	123.00
TOTAL FOR: KNIGHT WATCH, INC.				123.00
02125	LAFONTAINE AUTOMOTIVE GROUP	FOCS121725	MAINTENANCE FOR TRUCK 311	1,297.17
TOTAL FOR: LAFONTAINE AUTOMOTIVE GROUP				1,297.17
00344	MACNLOW ASSOCIATES	2806	REGISTRATION FEE FOR ADVANCED SUPERVISION	790.00
TOTAL FOR: MACNLOW ASSOCIATES				790.00
02016	MACQUEEN EMERGENCY	ECTRICATION 6	EXTRICATION ATTENDEE (SLOAN)	175.00
TOTAL FOR: MACQUEEN EMERGENCY				175.00
01082	MICHIGAN NETWORK CONSULTANTS	25-1009	CONTRACT FOR PROFESSIONAL IT SERVICES WEEKLY (1/13/2025)	1,250.00
		25-1018	CONTRACT FOR PROFESSIONAL IT SERVICES (WEEKLY 1/20/2025)	1,250.00
TOTAL FOR: MICHIGAN NETWORK CONSULTANTS				2,500.00
02146	MICROTECH SERVICES, INC	36220	IT SERVICES CONTRACT 12/16/2024-12/15/2025	4,847.00
		36221	IT SERVICES CONTRACT 12/16/2024-12/15/2025	400.00
		36225	IT SERVICES CONTRACT 12/16/2024-12/15/2025	100.00
		36226	IT SERVICES CONTRACT 12/16/2024-12/15/2025	150.00
		36227	IT SERVICES CONTRACT 12/16/2024-12/15/2025	225.00
TOTAL FOR: MICROTECH SERVICES, INC				5,722.00

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Vendor Code	Vendor Name	Invoice	Description	Amount
01073	MML UNEMPLOYMENT COMP	01.13.2025	QUARTERLY UNEMPLOYMENT COMPENSATION	33.43
TOTAL FOR: MML UNEMPLOYMENT COMP				33.43
01536	NAPA MPEC	275724	SOLENOID SWITCH	77.02
		275979	GENERATOR MAINTAINER	17.99
		275992	GENNERATOR BATTERY	338.86
		275994	BATTERY CORE DEPOSIT	(72.00)
		276038	PLIERS	35.46
TOTAL FOR: NAPA MPEC				397.33
01007	O'REILLY AUTOMOTIVE INC	4651--455455	BATTERY, CORE CHARGE,	56.93
TOTAL FOR: O'REILLY AUTOMOTIVE INC				56.93
01997	POTTERVILLA APPLIED TECHNOLOGY	31073	ADDED COUNCIL POLICIES TO WEB PAGE	37.50
TOTAL FOR: POTTERVILLA APPLIED TECHNOLOGY				37.50
00166	ROAD EQUIPMENT PARTS CENTER	2500509610.2	TOOL BOX FOR NEW TRUCK	1,508.00
TOTAL FOR: ROAD EQUIPMENT PARTS CENTER				1,508.00
02021	STAPLES	6021279016	BLACK TONER, DRUM UNIT ,COPY PAPER	893.43
		6021349452	TRASH BAGS	70.98
TOTAL FOR: STAPLES				964.41
01300	STATE OF MICHIGAN	11294175	GROUNDWATER ANNUAL PERMIT H2O FEE	240.00
TOTAL FOR: STATE OF MICHIGAN				240.00
00847	SWANSON ELECTRIC	1548.55	REPLACEMENT WALL PACK LIGHT ON BACK OF DOWNTOWN FIRE STATION	243.00
TOTAL FOR: SWANSON ELECTRIC				243.00
00843	SYSTEMS SPECIALTIES	63649	VALVE ACTUATOR	4,562.74
TOTAL FOR: SYSTEMS SPECIALTIES				4,562.74
02144	THE MANNIK & SMITH GROUP, INC.	128640	OAK PARK DESIGN SERVICES	1,182.00
		129047	OAK PARK DESIGN SERVICES	591.00
TOTAL FOR: THE MANNIK & SMITH GROUP, INC.				1,773.00
01466	TODD COTTER	01.15.2024	DECEMBER 2024	833.33
TOTAL FOR: TODD COTTER				833.33
00820	TRACE ANALYTICAL LABORATORIES	5010264	WATER ANALYSIS	498.00
TOTAL FOR: TRACE ANALYTICAL LABORATORIES				498.00

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INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF CHARLOTTE
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Vendor Code	Vendor Name	Invoice	Description	Amount
00808	TSC TRACTOR SUPPLY	729835	MARKER KIT	24.99
TOTAL FOR: TSC TRACTOR SUPPLY				24.99
00871	UM HEALTH -SPARROW OCCUPATIONAL HEA	00075766-00	DOT PHYSICALS	550.00
TOTAL FOR: UM HEALTH -SPARROW OCCUPATIONAL HEA				550.00
01991	UMH-SEH HOSPITAL	01-2025	JOINT AMBULANCE SERVICE AGREEMENT - JANUARY 2024 TO DECEMBER 2028	35,439.00
		CC02-2024	JOINT AMBULANCE SERVICE AGREEMENT - JANUARY 2024 TO DECEMBER 2028	33,751.00
TOTAL FOR: UMH-SEH HOSPITAL				69,190.00
00791	USA BLUE BOOK	INV00549641	PUMP REPLA.	403.67
		INV00592508	LAB SUPPLIES	1,992.53
		INV00594548	LAB SUPPLIES	922.95
		INV00596830	LAB SUPPLIES	97.20
		INV00597810	LAB SUPPLIES	194.40
TOTAL FOR: USA BLUE BOOK				3,610.75
00785	VERIZON WIRELESS	6102565923	DEC 02,- JAN 01	1,459.31
TOTAL FOR: VERIZON WIRELESS				1,459.31
00761	WILLIAMS FARM MACHINERY, INC.	31905	OIL	57.38
TOTAL FOR: WILLIAMS FARM MACHINERY, INC.				57.38
02013	WOW! BUSINESS	020130258J	INTERNET GARAGE (01/11/25 - 02/10/2025)	59.99
TOTAL FOR: WOW! BUSINESS				59.99
TOTAL - ALL VENDORS				342,693.55
PAYMENT TYPE TOTAL				
Paper Check				170,677.18
EFT Transfer				172,016.37

COMMERCIAL CREDIT CARD STATEMENT 2024					
December, 2024					
	DATE	VENDOR	DESCRIPTION	ACCOUNT #	AMOUNT
Perry, S	11/18/2024	Michigan Water Environment	Storm Water Class	510-555.000-965.000	\$ 185.00
	11/18/2024	SP MONTEZUMA	Tool Box For New Truck #74	601-581.000-731.000	\$ 629.99
	11/19/2024	Tractor Supply	Salt for Plant	510-555.000-731.000	\$ 328.58
	12/11/2024	OTP?AIR Technologies	Fan For EFF Blower	510-566.000-731.000	\$ 912.14
			Subtotal		\$ 2,055.71
Smith, A	11/14/2024	Meijer Store	Distilled Water	601-581.000-731.000	\$ 12.51
			Subtotal		\$ 12.51
Griffith, M	11/20/2024	Michigan Water Environ	2025 Waste Water Admins Conference	510-537.000-965.000	\$ 395.00
	11/22/2024	Bav INN Lodge-Hotel	2025 WW Admin conference	510-537.000-965.000	\$ 133.09
	11/25/2024	WM SuperCenter	Office Supplies	510-550.000-731.000	\$ 17.94
	11/26/2024	EGLE DW Training & Cert	Water Recertification (B. Rich)	510-555.000-960.000	\$ 95.00
			Subtotal		\$ 641.03
Fullerton, T	11/22/2024	MI Fire Inspectors SOC	D. Daly MFIS 2025 Dues	206-336.000-960.000	\$ 41.50
	12/5/2024	MACEO	C. Cummings 2025 MACEO Dues	101-703.000-960.000	\$ 75.00
			Subtotal		\$ 116.50
Brentar, P	11/22/2024	IACP	Active Membership Renewal	101-301.000-960.000	\$ 220.00
			Subtotal		\$ 220.00
Larocque, M.	11/14/2024	Kent Communications	Pre-Paid Postage for Winter Tax Bills	101-253.000-732.000	\$ 2,029.72
	11/18/2024	WWW.MichiganClerks.ORG	Active Membership Renewal	101-215.000-960.000	\$ 100.00
	12/2/2024	Google	GSuite monthly subscription	666-228.000-810.000	\$ 1,103.96 recurring monthly
	12/3/2024	Michigan Assessors ASSoc.	Deputy Assessors MAA Subscription renewal	101-257.000-960.000	\$ 97.38
	12/10/2024	Michigan Municipal League	CapCon 2025 (Duweck)	101-101.000-965.000	\$ 350.00
	12/10/2024	Michigan Municipal League	2025 Elected Officials Academy	101-101.000-965.000	\$ 405.00
	12/11/2024	Michigan Municipal League	CapCon 2025 (Chin)	101-101.000-965.000	\$ 350.00
			Subtotal		\$ 4,436.06
Christiansen, K.	12/7/2024	Fire Dept. Training Net	Department Membership	206-336.000-960.000	\$ 300.00
	12/12/2024	C & T Hydraulics INC	Fixed Leaking Hydraulics Cylinders	206-336.000-741.000	\$ 399.52
			Subtotal		\$ 699.52
			Total		\$ 8,181.33

recurring monthly

THE CITY OF
CHARLOTTE
MICHIGAN

Memo

To: Honorable Mayor Lewis and City Councilmembers

From: Robert Hillard, City Manager

Date: January 24, 2025

Re: Public Works Director Appointment Memo - Stephanie Whitney

Background

A vacancy currently exists in the position of Public Works Director, a critical role for ensuring the effective and efficient management of the Public Works Department. The City Charter requires the City Council to confirm the appointment of certain City officers, including the Public Works Director, as recommended by the City Manager.

After a thorough review of qualifications, experience, and suitability, I am recommending Stephanie Whitney for the role of Public Works Director. Ms. Whitney possesses the necessary skills and expertise to fulfill the responsibilities of the position effectively. She is a graduate of Wayne State University, with a Bachelor of Science in Civil & Environmental Engineering, and Associates Degrees from Lansing Community College in the area of Science in Physics & Engineering, and Biology. Ms. Whitney has worked with an engineering consultant group since 2020, gathering hands-on experience managing a wide range of civil projects, from transportation and infrastructure development to municipal construction and environmental initiatives. She has successfully managed the planning, design, and execution of complex projects including coordinating cross-functional teams, managing budgets, and ensuring compliance with all safety and regulatory standards. Additionally, her work has required extensive collaboration with city officials, contractors, and the public to ensure that projects are completed on time and within budget. I am pleased to seek City Council confirmation of Stephanie Whitney as the next Public Works Director for the City of Charlotte, Michigan.

Financial Impact

The new Public Works Director salary is \$100,000, with four weeks vacation, and regular benefits as provided to all City employees.

Recommendation

Authorize the resolution confirming the appointment of Stephanie Whitney as the next Public Works Director for the City of Charlotte, Michigan.

CITY OF CHARLOTTE
RESOLUTION NO. 2025-03
A RESOLUTION TO CONFIRM THE APPOINTMENT OF
STEPHANIE WHITNEY AS DPW DIRECTOR

WHEREAS, a vacancy currently exists in the position of DPW Director, a critical role for ensuring the effective and efficient public works management of the City of Charlotte; and

WHEREAS, under the City Charter, the DPW Director is an appointed officer of the City, and the duties and responsibilities of this position are consolidated under the title of DPW Director as outlined in the City Ordinance; and

WHEREAS, City Manager Hillard has thoroughly reviewed the qualifications, experience, and suitability of Stephanie Whitney for the role of DPW Director, and has determined that Stephanie Whitney possesses the necessary skills and expertise to fulfill the responsibilities of the position effectively; and

WHEREAS, the City Charter requires the City Council to confirm the appointment of city officers, including the DPW Director, as made by the City Manager;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Charlotte that the appointment of Stephanie Whitney as DPW Director by City Manager Hillard is hereby confirmed

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 February 24, 2025, 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

CITY OF CHARLOTTE
RESOLUTION NO. 2025-03
A RESOLUTION TO CONFIRM THE APPOINTMENT OF
STEPHANIE WHITNEY AS DPW DIRECTOR

WHEREAS, a vacancy currently exists in the position of DPW Director, a critical role for ensuring the effective and efficient public works management of the City of Charlotte; and

WHEREAS, under the City Charter, the DPW Director is an appointed officer of the City, and the duties and responsibilities of this position are consolidated under the title of DPW Director as outlined in the City Ordinance; and

WHEREAS, City Manager Hillard has thoroughly reviewed the qualifications, experience, and suitability of Stephanie Whitney for the role of DPW Director, and has determined that Stephanie Whitney possesses the necessary skills and expertise to fulfill the responsibilities of the position effectively; and

WHEREAS, the City Charter requires the City Council to confirm the appointment of city officers, including the DPW Director, as made by the City Manager;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Charlotte that the appointment of Stephanie Whitney as DPW Director by City Manager Hillard is hereby confirmed

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 February 24, 2025, 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: Christina Horton
Date: January 22, 2025
Re: Purchase Order/Change Order

Background

On October 23, 2024 a memo was sent by Fire Chief Kevin Christiansen explaining a grant for full-time firefighters to receive funding toward the purchase of an additional set of gear. On October 28, 2024 the honorable City Council approved the use of the grant and purchases in the amount of \$21,797.56 for said purchase. The invoice for the purchase was for the exact amount the Council approved, however there were also unforeseen shipping charges in the amount of \$219.83 which exceeds the approved amount declared in the meeting by the same amount.

Recommendation

I recommend the Council approve the amount of shipping that exceeds the originally approved amount. Going forward I also recommend that the honorable City Council approve shipping/handling/service costs in a general manner so that invoices can be paid timely without a delay.

Financial Impacts

There are no negatively impactful financial ramifications.

Suggested Motion

The City Council approves a change order to include shipping costs to authorize the full amount of payment due.



Memo

To: Honorable Mayor Lewis; City Council, and City Manager

From: Fire Chief – Kevin Christiansen

Date: October 23, 2024

Re: Grant – Turnout Gear & Boots

Background: On July 31, 2023 Michigan Governor Gretchen Whitmer signed the state fiscal year budget for 2023 to 2024. In that budget, there were 15 million dollars allocated for all full-time firefighters in the state of Michigan to receive funding toward the purchase of an additional set of fire gear. Recently the Labor and Economic Opportunity (LEO) division for the state released the application and process for receiving these dollars. The outline in the RFP that was provided by LEO was up to 3,500 dollars per firefighter toward the purchase of a turnout coat, pants, and boots.

Recommendation: The fire department placed a second sealed bid request in October, 2024 requesting bids for 4 sets of tan gear, 2 sets of red gear, 4 pairs of boots, 6 sets of gloves for turnout gear. We received one bid back from Axes & Irons that is in line with all department requirements as well as the State of Michigan requirements to receive funding. We are requesting the council's approval to proceed with the bid that was received from Axes & Irons. Application along with bids were due to the City of Charlotte no later than 11:00, October 23, 2024.

Financial Impacts: With approval from the council, the fire department will submit to LEO all appropriate quotes and documentation. With the approval from LEO the city will receive funds totaling \$21,000. The remaining portion of \$797.56 will come out of the Fire Department Uniform & Cleaning account. These funds will then be used to pay the vendor Axes & Irons for the turnout gear requested in the bid process.

Suggested Motion: Consider approval of the sealed bid contract with Axes and Irons in the amount of \$21,797.56 for the purchase of Turnout Gear and Fire Boots

BID TABULATION SHEET

CITY OF CHARLOTTE

PROJECT NAME:	Turnout Gear & Fire Boots
PROJECT NO:	
BID ISSUES DATE:	9/24/2024
BID OPENING DATE/TIME:	10/23/2024 11:00 a.m.

NAME/ADDRESS OF BIDDER	TOTAL BID AMOUNT	LOWEST
Fire Dex - Axes and Irons	\$ 21,797.56	single bid
Coopersville, MI		

ESTIMATE

Vehicle Alliance Group
920 OMalley Dr
Coopersville, MI 49404

newman@advfleet.com
+1 (616) 997-4053
www.axesandirons.com



Charlotte Fire Department:Charlotte Fire Sealed Bid

Bill to
Kevin Christiansen
Charlotte Fire Department
911 W Shepard
Charlotte, MI 48813 USA

Estimate details

Estimate no.: 1446
Estimate date: 10/17/2024

#	Date	Product or service	Description	Qty	Rate	Amount
1.		Axes And Irons	FXR Coat & Pants (tan)(#79712)	4	\$2,997.61	\$11,990.44
2.		Axes And Irons	FCR Coat & Pants (red)(#41110)	2	\$3,762.50	\$7,525.00
3.		Axes And Irons	Dex-Pro 3D Leather Gloves (#79705)	6	\$113.08	\$678.48
4.		Axes And Irons	FDXL200 Red Leather Boots (#79708)	4	\$400.91	\$1,603.64
5.		Shipping Fee	SHIPPING TBD UPON DELIVERY	1	\$0.00	\$0.00

Total **\$21,797.56**

Accepted date

Accepted by



CHARLOTTE FIRE DEPARTMENT & RURAL FIRE ASSOCIATION

Fire Chief – Kevin Christiansen

111 E. Lawrence Ave., Charlotte MI 48813

Ph. 517-543-0241



To: City Manager Hillard

From: Assistant Fire Chief Fullerton

Date: January 22, 2025

Subject: Recommendation for City Council Approval of Land Use Agreement with Michigan Army National Guard

We are writing to recommend that the City Council approve the agreement by the Michigan Army National Guard (MIARNG) regarding a land use agreement for the Eaton County Fairgrounds, located at 1025 S. Cochran Ave., during the Eaton County Expo on April 12 and 13, 2025.

The agreement allows the MIARNG to land one military helicopter, along with its crew, at the Fairgrounds for a static display during the event, as well as, any equipment if the aircraft became disabled. After a review, the Fire Department has confirmed that there is sufficient space for the helicopter to land without any known issues. The Fire Department has also coordinated with the Expo staff to ensure the landing and takeoff proceed safely and smoothly.

Furthermore, the Fire Department will be on standby during both the landing and takeoff of the aircraft to provide immediate support if necessary. In addition, we will ensure proper communication with Eaton County 911 and the Charlotte Police Department (CPD) in the event the agreement is approved.

We believe this land use agreement is beneficial for the community, offering both an educational and exciting experience for those attending the Eaton County Expo. The necessary safety precautions are in place, and the Fire Department is prepared to work closely with the MIARNG and Expo staff to address any last-minute changes or concerns.

For these reasons, we recommend approval of the Land Use Agreement with the Michigan Army National Guard.

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

Respectfully,

Tyger Fullerton
Assistant Fire Chief / Code Administrator
Charlotte Fire Department



DEPARTMENT OF THE ARMY
OFFICE OF THE DIRECTOR, AVIATION AND SAFETY
10700 EATON HIGHWAY
GRAND LEDGE, MICHIGAN 48837

REPLY TO
ATTENTION OF

NGMI-AV

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Land Use Agreement

THIS AGREEMENT, consisting of three (3) pages and containing one (1) enclosure, is entered into by and between the **MICHIGAN ARMY NATIONAL GUARD**, having its headquarters at the 10700 W. Eaton Hwy, Grand Ledge, MI 49937-9102, hereinafter referred to as "**MIARNG**".

AND

LANDOWNER, *City of Charlotte*, hereinafter referred to as "**OWNER**".
WHEREAS: Owner is vested with the title of a tract of land located in *Eaton* County at the address of *1025 S Cochran, Charlotte, MI 48813*, consisting of approximately *40* acres.

WHEREAS: MIARNG aviation unit intend to use the premises (defined herein) belonging to the Owner for military aviation mission purposes, and the Owner is willing to allow those aviation units of the MIARNG to conduct such activities upon the premises.

WHEREAS: The military aviation mission will consist of only those tasks that are duly authorized by the Mission Briefing Officer and Final Mission Approval Authority and in accordance with all applicable Department of the Army, National Guard Bureau, and Michigan Army National Guard standards and policies.

NOW THEREFORE: For and in consideration of the mutual promises herein contained, the parties agree as follows:

1. The Owner hereby grants the MIARNG the right and privilege to fly over, enter into and land aircraft on the Owner's premises (as described above) for purposes of conducting military aviation operations. The rights and privileges granted under this agreement shall continue until this agreement is terminated as hereinafter provided, subject to all of the terms, conditions, and restrictions set forth herein.
2. The MIARNG intends to use Owner's premises on the date(s) of *April 12 or 13, 2025* from the times of *10:00am - 3:00pm*.

NGMI-AV
SUBJECT: Land Use Agreement

a. Military aviation mission shall consist of / military helicopter(s) containing crew and passengers. Vehicular access to the Owners' property by the MIARNG will not be a normal part of aviation mission and shall be limited to only that which is mission essential to include the recovery of any aircraft which may become disabled during the course of operations.

b. Should aircraft become disabled on Owners property requiring MIARNG personnel to remain on owners property for the purpose of securing and guarding the aircraft, the MIARNG shall notify the Owners as soon as practicable.

c. MIARNG notification to the Owner shall be transmitted in the most expeditious manner possible under the circumstances and efforts will be made to confirm acknowledgement of receipt. However, notification via telephone, e-mail or written surface mail letter will satisfy the notification requirement under the terms of this agreement. A record of all such notifications to Owner shall be maintained by the MIARNG.

d. A Landing Site Safety Survey will be conducted either via aerial or map reconnaissance and appended as Enclosure 1 to this agreement before military aviation operations are undertaken on the Owner's property and said Survey shall be renewed if any changes to the landing site made.

e. Owner shall make reasonable efforts to notify MIARNG of any known changes to the physical attributes of the property which could impact operations or any potential hazards which may have arisen since the last Landing Site Safety Survey or Aerial Reconnaissance.

3. Either party may terminate or modify this agreement as follows:

a. To suspend or revoke access and use by the MIARNG of specific areas of Owner's property, Owner agrees to provide two (2) days-notice to the MIARNG; or

b. To terminate this agreement in its entirety, either party may provide five (5) days written notice to the other party.

4. This license to use and occupy Owner's property within the terms stated herein is granted to the MIARNG by Owner to the MIARNG rent-free, with no stipulation, implication, consideration, or inference of any remuneration between the parties.

5. The MIARNG shall take all reasonable precautions:

a. To prevent fires thereon, and to take all reasonable actions necessary to suppress fires inadvertently ignited thereon;

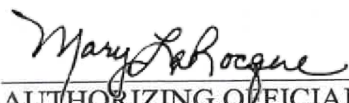
b. To prevent spills of any hazardous or toxic substances thereon, and to take all reasonable actions necessary to immediately contain, cleanup and remove any such spillage.

NGMI-AV
SUBJECT: Land Use Agreement

6. The parties agree and acknowledge that members of the MIARNG on the Owner's premises shall conduct such operations in a federally-funded duty status pursuant to the provisions of Title 32 USC §502 and the Federal Tort Claims Act (FTCA). Any damages or injuries suffered by the Owner or by any third party due to the actions or negligence of MIARNG personnel acting within the official scope of their duties may be pursued against the United States under the provisions of the FTCA. Claims made under the FTCA should be filed with the regional claims office located at the Claims Branch of the Office of the Staff Judge Advocate, Fort Knox, Kentucky. The Michigan National Guard Office of The Staff Judge Advocate will be available to assist the owner in the preparation and filing of any such claims. Any injuries which may be suffered by a member of the MIARNG while training on the Owners' premises shall be covered by the United States which shall hold Owner harmless in accordance with applicable Federal law and regulation.

IN WITNESS WHEREOF, the parties have hereunto set their hands on the dates indicated below.

JEREMY J. BARNARD
LTC, AV, MIARNG
State Army Aviation Officer

 01/27/2025
AUTHORIZING OFFICIAL
Charlotte City Clerk

DISTRIBUTION:

- 1- Each Signatory
- 1- CFMO

ENCLOSURES: 1. Landing Site Safety Survey

NGMI-AVS
SUBJECT: Land Use Agreement

ENCLOSURE 1 (*Landing Site Safety Survey*)

Memo

To: City Council
From: John Brady, PE - Interim DPW Director
Date: January 17, 2025
Re: Bennett Park Tennis Courts

The following memo has been developed to inform the City Council of the ongoing discussion about the Bennett Park Tennis Courts.

Parks Advisory Board Discussion

Laura Bensinger from the Charlotte Jr. Orioles (CJO) brought the concern of parking at Bennet Park to the December 3rd Parks Advisory Board meeting. With CJO seeing 400 spectators per game and a new record number of participants, this problem is expected to become worse. Currently the gravel lot north of the tennis courts is used for those with accessibility issues to park closer to the field. This led the board to the discussion of utilizing the existing tennis courts at the park for additional parking.

The board was in agreement that the tennis courts would need significant improvements to become useful again for tennis. With the trees lining the west side of the tennis courts, the roots are causing damage to the surface of the courts. They also discussed that new tennis courts were now in place at the high school and were available for public use outside of school hours. There was concern of taking away the use of the courts at Bennett Park for those desiring to play during school days and not providing an alternative location.

Estimate / Demolition Plan

A draft estimate of time and costs was prepared by the DPW Foreman. This plan included salvaging the small set of bleachers currently on the courts as well as the hitting board with the possibility of donating said hitting board to the high school for their use. Temporary storage of the hitting boards would be held in the armory. After further discussion the idea of maintaining the fencing along the west side of the parking lot so motorists would not try and drive through the tree line and would instead access the courts via the driveway to the existing gravel lot located north of the courts.

Posts and fencing would be cut off at ground level and any holes would be filled in to remove any tripping hazards. Fencing and nets would be scrapped and not salvaged. The estimate for removal of the equipment would consist of a 2-person crew and would take approximately 3 days to complete at a cost of \$7,200.

Parking / Zoning Implications

The existing tennis courts would not receive any additional striping or signing and would not become an official parking lot since it would not be receiving the proper surface improvements to be classified as accessible parking. Issues with zoning are currently being explored to determine the validity of utilizing the existing tennis courts as additional parking.

cc: City Manager, Rob Hillard

Memo

To: City Council
From: John Brady, PE - Interim DPW Director
Date: January 14, 2025
Re: Street Maintenance Program

The following memo has been developed to assist and educate the City Council in their efforts towards a Street Maintenance Program Review as defined by “The Framework” for the City of Charlotte.

PASER

Pavement Surface Evaluation and Rating (PASER) is an assessment system used within the State of Michigan to assess the current condition of roadways and is used by the Transportation Asset Management Council (TAMC) to prioritize and allocate funding for roadway projects. The City of Charlotte collected the most recent PASER ratings, on local roads, in the spring of 2024. Many of the roads within the local road network fall within the Poor category which include ratings 1-4.

Asphalt 4 is a very common rating as any longitudinal cracking in the wheel path or rutting from ½”-1” will lower the pavement to this poor rating, but is not indicative of repairs. Asphalt 1 and Asphalt 2 are roads that have gone past the point of repair and now need reconstruction with base repair. For these reasons, these three ratings were disregarded and Asphalt 3 rated roads became the focus.

With limited resources and the desire to disperse the resources throughout the City, the option of milling and filling the roads was considered. This option is a lower-cost solution that extends the service life of pavement and is recommended as a suggested action within the PASER-Cheat-Sheet which has been attached to this memo. This option also preserves the grades and drainage which is important with so many of the City’s roads having curb and gutter, whereas a structural overlay could cause issues to drainage.

ESTIMATE

Utilizing the City's RoadSoft program a list of Asphalt 3 roads was created. This list was then compared to the remaining list of Lead Service Line (LSL) replacements. Any streets that still had remaining Lead Service Lines to be replaced were removed as the work to replace said lines would compromise any new pavement. Once the list was finalized, 18 segments throughout the City remained. The list of road segments has been included as an attachment to this memo.

Using an estimation method similar to the upcoming Walnut Street project, an estimate was developed for the 18 segments of Road. The estimate includes milling and resurfacing the top 3.5" of asphalt with a small quantity for full depth repairs that are desired after milling operations are complete. Drainage structures and valve boxes within the pavement area will also be adjusted as is typical with resurfacing projects. The total estimated project cost is just north of \$1.1 Million. The preliminary estimate has been attached to this memo.

cc: City Manager, Rob Hillard

att: PASER-Cheat-Sheet

Street Maintenance Program Road Segments

Street Maintenance Program Review – Preliminary Estimate

L:\DPW\DPW Director\Memo\2024\Street Maintenance Program.doc

Asphalt PASER

Modified for Michigan TAMC Data Collection

◆ Denotes Priority Distress

	Asphalt 10	Asphalt 9	Asphalt 8
Good	New construction No defects Less than 1 year old Only a "10" for 1 year <u>Recent base improvement</u> <i>No action required</i>	Like new condition No defects More than 1 year old <u>Recent overlay with or without a crush and shape</u> <i>No action required</i>	◆ Occasional transverse crack >40' apart ◆ Crack width tight (hairline) or sealed Few if any longitudinal cracks on joints <u>Recent seal coat or slurry seal (*see below)</u> <i>Little or no maintenance required</i>
	Asphalt 7	Asphalt 6	Asphalt 5
Fair	◆ Trans. cracks 10'-40' apart ◆ Cracks open < ¼" Little or no crack erosion Little or no raveling Few if any patches in good condition <u>First signs of wear</u> <i>Suggested Action</i> <i>Maintain with crack seal</i>	◆ Trans. cracks less than 10' apart ◆ Initial block cracking (6'-10' Blocks) ◆ Cracks open ¼" – ½" Blocks are large and stable Slight to moderate polishing or flushing No patches or few in good condition Slight raveling <u>Sound structural condition</u> <i>Suggested Action</i> <i>Maintain with sealcoat</i>	◆ Secondary cracks (crack raveling) ◆ Moderate block cracking (1' – 5' blocks) ◆ First sign of longitudinal cracks at edge ◆ Cracks open >½" Patching/wedging in good condition Moderate raveling Extensive to severe flushing & polishing <u>Sound structural condition</u> <i>Suggested Action</i> <i>Maintain with sealcoat or thin overlay</i>
	Asphalt 4	Asphalt 3	Asphalt 2
Poor	◆ Longitudinal cracking in the wheel paths ◆ Rutting ½" - 1" deep ◆ Severe block cracking: <1' blocks Severe surface raveling Multiple longitudinal & transverse cracks with slight crack erosion Patching in fair condition <u>First signs of structural weakening</u> <i>Suggested Action</i> <i>Structural overlay >2"</i>	◆ < 25% alligator cracking (first signs) ◆ Moderate rutting 1" - 2" deep ◆ Severe block cracking (Alligator) Longitudinal & transverse cracks showing extensive crack erosion Occasional potholes Patches in fair/poor condition <i>Suggested Action</i> <i>Structural overlay >2"</i> <i>Patching & repair prior to a major overlay</i> <i>Milling would extend overlay life</i>	◆ > 25% alligator cracking ◆ Severe rutting or distortion >2" Closely spaced cracks with erosion Frequent potholes Extensive patches in poor condition <i>Suggested Action</i> <i>Reconstruction with base repair</i> <i>Crush and shape possible</i>
			Asphalt 1 Loss of surface integrity Extensive surface distress <i>Suggested Action</i> <i>Reconstruction with base repair</i>

General TAMC PASER Rating Tips

Rate surface distress, not ride quality. Be aware of cracks in the wheel path, they can be hard to see and don't affect the ride.

Disregard the shoulder. Rate only the drivable pavement, edge line to edge line.

Do not ignore reflective cracks. Rate them by assessing the type of crack they are (transverse, longitudinal, alligator...)

Rate the current surface condition. If construction is in progress (work is active), but you are driving on the old surface, go ahead and rate the new surface. Some barrels sitting on the side of the road is not construction in progress.

Rate what you see, not what distresses you think might happen in the future.

Rate roads with the same scrutiny regardless of their use, ownership or functional class

Rate the lane with the worst condition when lanes have differing conditions. For variable surface types, rate the worst lane, and select it as the Surface Subtype.

Crush & Shape - A treatment is considered a reconstruct only if the base material is replaced or rehabilitated.

Rutting - Look for visual cues such as plow scars. Get out and measure using a

straight edge and tape measure. Use caution!

Rutting Revisions – See page 8 of the TAMC PASER Training Manual for rutting measurement changes.

Composite Pavement - When a concrete pavement has been overlaid with asphalt (composite pavement) rate it based on the uppermost surface, in this case, asphalt; but note the surface subtype as composite.

Concrete Joint Repairs - The highest rating a repaired concrete pavement can receive is a 9. No other defects can be present and the condition is "like new." However, this is not what the Concrete PASER Manual says.

Sealcoat- See pages 6-7 of the TAMC PASER Training Manual for rating sealcoat pavements. Sealcoat applied over asphalt is a treatment. A sealcoat "road" is simply sealcoat over gravel.

***Proactive Sealcoat treatments** – Do not downgrade an Asphalt PASER 9 or 10 (no defects) to an Asphalt PASER 8 because of the treatment. Rate it based on the distresses that are visible (see page 9 of TAMC PASER Training Manual).

Concrete PASER

Modified for Michigan TAMC Data Collection

◆ Denotes Priority Distress

	Concrete 10	Concrete 9	Concrete 8
Good	New construction No defects Less than 1 year old Only a "10" for 1 year <u>Recent reconstruction</u> <i>No action required</i>	◆ Joint rehabilitation, only if no other defects are present Like NEW Slight traffic wear in wheel path Slight map cracking Few pop outs <u>Recent concrete overlay</u> <i>No maintenance required</i>	◆ Joints all in good condition ◆ Partial loss of joint sealant ◆ No transverse cracks Minor surface defects - pop outs, map cracking or slight scaling Isolated meander cracks (cracks are well-sealed or tight) Light surface wear Isolated cracks at manholes (cracks are well-sealed or tight) <i>Little or no maintenance required</i>
	Concrete 7	Concrete 6	Concrete 5
Fair	◆ Isolated transverse cracks ◆ Full depth repairs all in excellent condition Minor surface scaling Some open joints Some manhole cracks Isolated settlement or heave areas Pop outs could be extensive but sound <i>Suggested Action</i> <i>Seal open joints</i> <u>Spot repair surface defects</u>	◆ Meander and transverse cracks ¼" open ◆ Transverse joints open ¼" ◆ Longitudinal joints open ¼" Moderate surface scaling <25% of surface Several corner cracks tight or well-sealed First signs of shallow reinforcement cracks <i>Suggested Action</i> <i>Seal open joints and cracks</i> <i>Overlay surface raveling areas</i>	◆ First signs of crack/joint faulting up to ¼" ◆ First signs of joint or crack spalling Moderate to severe scaling or polishing between 25% to 50% of surface Spalling from shallow reinforcement Multiple corner cracks <i>Suggested Action</i> <i>Grind and repair surface defects</i> <u>Some partial depth joint repairs or patching may be needed</u>
	Concrete 4	Concrete 3	Concrete 2
Poor	◆ Crack or joint faulting up to ½" ◆ Severe spalling on joints and cracks ◆ Multiple transverse or meander cracks Severe scaling, polishing, map cracking or spalling >50% of surface Corner cracks missing pieces or patches Pavement blowups <i>Suggested Action</i> <u>Some full depth repairs</u> <i>Asphalt overlay or extensive surface texturing</i>	◆ Severe crack or joint faulting up to 1" ◆ D-Cracking evident ◆ Many joints, transverse and meander cracks open and severely spalled Extensive patching in fair to poor condition <i>Suggested Action</i> <u>Extensive full depth repairs</u> <i>Some full slab replacements</i>	Extensive and severely spalled slab cracks Extensive failed patches Joints failed Severe and extensive settlement & heaves <i>Suggested Action</i> <u>Recycle or rebuild pavement</u>
			Concrete 1 <u>Restricted speeds</u> Extensive potholes Total loss of pavement integrity <i>Suggested Action</i> <i>Total reconstruction</i>

Contact Information

Roadsoft & LDC Technical Support: 906-487-2102

TAMC Coordinator: Roger Belknap, 517-373-2249

e-mail: belknapr@michigan.gov

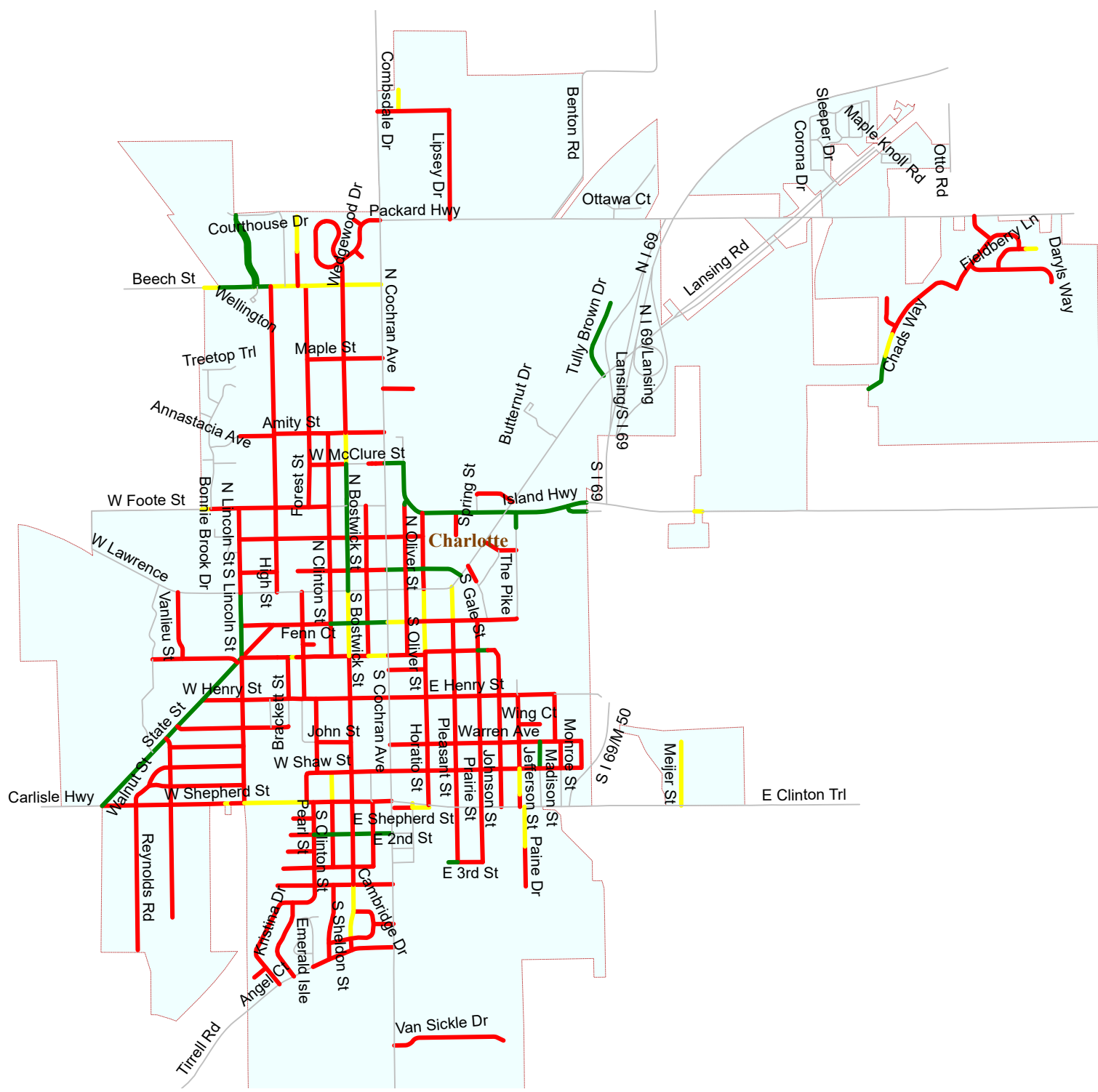
TAMC Website: tamc.mcgi.state.mi.us

Center for Shared Solutions (CSS) Framework Issues:
517-373-7910, ask for Josh Ross

PASER Data Submission via the CSS IRT web site
<https://milogintp.michigan.gov>

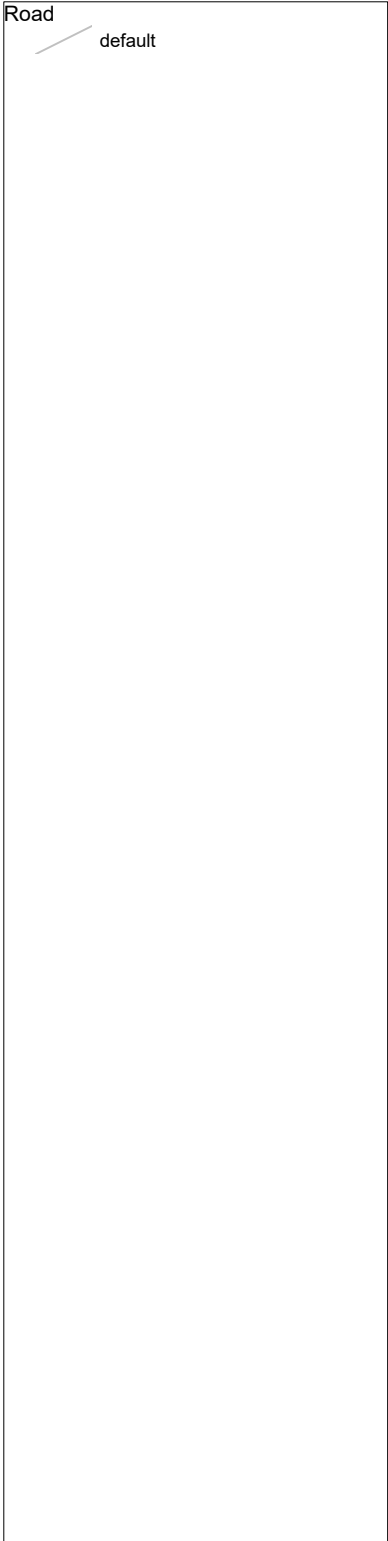
PASER Ratings - 2024

2000 ft



- Road
- 1 : Poor
 - 2 : Poor
 - 3 : Poor
 - 4 : Poor
 - 5 : Fair
 - 6 : Fair
 - 7 : Fair
 - 8 : Good
 - 9 : Good
 - 10 : Good
 - default

2500 ft



SegmentName	DescriptionFrom	DescriptionTo	LengthinMiles	NumberofLanes	Width	LengthinLaneMiles(mi*Lanes)
Amity St	N Clinton St	N Sheldon St	0.06	2	27	0.12
Beech St	City Limits	Independence Blvd	0.053	2	33	0.106
Cambridge Dr	Plymouth Dr	S Cochran Ave	0.068	2	27	0.136
Cherry St	S Church St	Brackett St	0.06	2	27	0.12
E Shaw St	Johnson St.	Merritt St	0.064	2	28	0.128
Horatio St	E Seminary St.]	Krebs Ct	0.095	2	42	0.19
Horatio St	Krebs Ct	E. Henry St	0.049	2	42	0.098
Maynard St	Warren Ave	E Henry St	0.162	2	26	0.324
N Clinton St	W. Lawrence Ave.	W Harris St	0.069	2	27	0.138
N Crandell Dr	Chads Way	Daryls Way	0.094	2	27	0.188
Robinson St	N Church St	The Pike	0.059	2	27	0.118
S Bostwick St	W Lovett St	W Lawrence Ave	0.111	2	47	0.222
S Sheldon St	W 1st St	W. Shepherd St.	0.111	2	27	0.222
S Sheldon St	4th St.	4th Street	0.03	2	27	0.06
S Sheldon St	4th Street	3rd. St	0.031	2	27	0.062
W Shepherd St		Lincoln St	0.045	3	35	0.135
Warren Ave	Madison St	Monroe St.	0.07	2	27	0.14
Wedgewood Dr	N. Sheldon	Wedgewood Ct	0.064	2	27	0.128

City of Charlotte

Street Maintenance Program Review

1/14/2025

Preliminary Estimate

Mill and Fill

Pay Item	Quantity	Unit	Unit Cost	Total Cost
Maintaining Traffic	1	LSUM	\$45,000.00	\$45,000.00
Mobilization	1	LSUM	\$90,000.00	\$90,000.00
Cleanup and Restoration	1	LSUM	\$5,000.00	\$5,000.00
Remove Pavement	2000	SYD	\$16.00	\$32,000.00
Soil Erosion & Sedimentation Control	1	LSUM	\$5,000.00	\$5,000.00
HMA, 13A Top	4511	TON	\$110.00	\$496,172.60
Pavement Repair	2000	SYD	\$50.00	\$100,000.00
Cold Milling HMA Surface	23432	SYD	\$3.75	\$87,870.00
Adj Drainage Structures or Manholes	135	EACH	\$725.00	\$97,875.00
Adjust Valve Box	75	EACH	\$700.00	\$52,500.00
Subtotal				\$1,011,417.60

Subtotal \$1,011,417.60

Contingency \$101,141.76

TOTAL \$1,112,559.36

Design/ Construction Engineering \$13,000.00

ESTIMATED PROJECT TOTAL

\$1,125,559.36