



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

Interested persons can participate in-person or via Zoom
Connect to Zoom from your computer, tablet, or smartphone
Website: <https://us02web.zoom.us/j/85367176935>
One tap mobile: +16465588656,,85367176935#
Telephone: (312) 626-6799 Webinar ID:853 6717 6935

- 1. Call to Order**
- 2. Roll Call**
- 3. Invocation – Victor Williams - New Hope Community Church**
- 4. Pledge of Allegiance**
- 5. Approval of Minutes**
 - a. February 24, 2025 Regular Council Meeting Minutes
- 6. Absence of Council Members**
- 7. Public Comment** - Limit presentation to five (5) minutes. Attendees desiring to address council who are participating with ZOOM may raise your hand now or if attending via a phone call, press *9 (star nine) on your keypad
- 8. Approval of Agenda**
- 9. Communications and Committee Reports**
 - a. City Manager Report
 - b. Councilmember Committee Reports
- 10. Consent Agenda**
 - a. Approval of Claims and Expenditures totaling \$590,785.49
 - b. Approval of Mayoral Appointments
 - c. Approval of Resolution 2025-07 to approve changes to signatories for Independent Bank accounts

- d. Approval of sealed bid contract with Alexander Chemical Corporation for Ferric Chloride purchase in the amount of \$1,175.03 per dry ton
- e. Approval of State bulk salt purchase
- f. Approval of Resolution 2025-08 Authorizing a street closure for the Needful Things 6th Anniversary Celebration on Sunday May 4, 2025

11. Business Agenda

- a. Consider approval of a sealed bid contract with Reith-Riley Construction Co. for Walnut Street Resurfacing in the amount of \$285,283.90 and authorize the Clerk to execute the Notice of Award.
- b. Consider approval of the 2026 State Budget Direct Grant Request
- c. Discussion - 2025 Elected Officials Academy Spring Advanced Summit
- d. Discussion - BEAD Funding Letters
- e. Discussion - Domestic and Animal Foul Ordinance (Backyard Chicken Permits)
- f. Discussion - Downtown Overnight Parking

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.
February 24, 2025

CALL TO ORDER:

By Mayor Lewis on Monday February 24, 2025 at 7:00 p.m.

ROLL CALL:

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

City staff in attendance; Deputy Clerk Middaugh, and City Manager Hillard.

INVOCATION:

~~Gary Wales~~ Ruby Sanders – Charlotte Evangelical Churches

PLEDGE OF ALLEGIANCE:

Led by Lewis

APPROVAL OF MINUTES:

- a. February 10, 2025 Regular Council Meeting Minutes

Motion by Chin supported by Scott approve the February 10, 2025 Regular Council Meeting Minutes; Carried; Yea 6; Nay 0; Absent 1

ABSENCE OF COUNCIL MEMBERS:

Motion by Scott supported by Christensen to excuse the absence of Council member Rodriguez. Carried; Yea 6; Nay 0; Absent 1

PUBLIC HEARINGS:

- a. Ordinance 2025-01 – To amend city code Chapter 14: Buildings and Building Regulations, Article III Rental Dwelling Registration; and to provide an effective date hereof

The public hearing opened and closed with no comments received.

- b. Ordinance 2025-02 – To amend city code Chapter 14: Buildings and Building Regulations, Article IV House Numbering; and Article V House Moving; and to provide an effective date hereof

The public hearing opened and closed with no comments received.

PUBLIC COMMENT:

Keisha Howe, member of CharlotteRising (CR), shared that CR will be promoting the Social District through planned events on the first Friday of each month starting in May. They are currently developing a mini-master miniature golf event.

Amanda Lipsey, a resident, presented to the council a history of the Chicken Ordinance and proposed a change to remove the current limit of 10 active permits citywide. This change would allow more residents the opportunity to keep backyard chickens.

APPROVAL OF AGENDA:

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

SPECIAL PRESENTATION:

- a. Proclamation 2025-01 50th Anniversary of the End of the Vietnam War

Mayor Lewis met Steve Latchaw, Americanism Chair from VFW Post 2406 at the speaker's podium to read and present Proclamation 2025-01 to him. Mr. Latchaw followed up with a

thank you to the Council and invitation to the community wide program and dinner on March 29th.

COMMUNICATIONS AND COMMITTEE REPORTS:

- a. City Attorney Report
- b. City Manager Report
- c. Council member Committee Reports

Christensen – The Camp Frances board meeting on February 19th focused on the growth of their fund balance and the importance of evaluating legal matters through City Attorney Revore. They also discussed the potential of investing some funds with Michigan CLASS, a local government investment pool. The next meeting will be held on March 11th at 6:30 PM in the cabin. The Planning Commission is also scheduled to meet in March. Additionally, the Ad Hoc Traffic Quieting Committee has held several meetings and plans to meet next with the MDOT regional director.

Chin – EATRAN held a special meeting on February 19th to address policy changes related to the Earned Sick Time Act (ESTA).

Scott – CARC recently welcomed new member Jenny Beck from Carmel Township, and with this addition, the board now has enough members to achieve a quorum.

CONSENT AGENDA:

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

Motion by Duweck supported by Chin to approve consent agenda items a and b. Carried; Yea 6 Nay 0; Absent 1

BUSINESS AGENDA:

- a. Second reading and consider approval of ordinance 2025-01, amending Chapter 14, Buildings and Building Regulations, Article III, Rental Dwelling Registration,

Motion by Duweck supported by Christensen to correct the typographical errors in sections 3, 6, and 7. Carried; Yea 6; Nay 0; Absent 1

Motion by Fullerton supported by Chin to approve ordinance 2025-01 (as amended), amending Chapter 14, Buildings and Building Regulations, Article III, Rental Dwelling Registration. Carried by roll call vote; Yea 6; Nay 0; Absent 1 (Rodriguez)

- b. Second reading and consider approval of ordinance 2025-02, amending Chapter 14, Buildings and Building Regulations, Article IV, House Numbering, and Article V, House Moving.

Motion by Duweck supported by Fullerton to correct typographical errors in sections 2 and 4. Carried; Yea 6; Nay 0; Absent 1

Motion by Christensen supported by Fullerton to approve ordinance 2025-02 (as amended), amending Chapter 14, Buildings and Building Regulations, Article IV, House Numbering, and Article V, House Moving. Carried by roll call vote; Yea 6; Nay 0; Absent 1 (Rodriguez)

- c. Consider approval of Resolution 2025-05 Disposition of an aircraft sold at public auction

Motion by Duweck supported by Scott to approve Resolution 2025-05 Disposition of an aircraft sold at public auction. Carried; Yea 6; Nay 0; Absent 1

- d. Consider approval of proposed purchasing policy updates

Motion by Duweck supported by Scott to correct typo on page 2 chart amount by replacing 0 to \$5k with 0 to \$10k. Carried; Yea 6; Nay 0; Absent 1

Motion by Scott supported by Duweck to approve the purchasing policy updates (as amended). Carried by roll call vote; Yea 5; Nay 1 (Chin); Absent 1

- e. Consider approval of Resolution 2025-06 Eaton County Fair Board – Request for City Council Support for MDARD County Fair Capital Improvement Grant

Motion by Scott supported by Fullerton to approve Resolution 2025-06 Eaton County Fair Board – Request for City Council Support for MDARD County Fair Capital Improvement Grant Carried; Yea 6; Nay 0; Absent 1

PUBLIC COMMENT:

Steve Latchaw, joked with Council member Christensen suggesting he sounds more like a fog horn than a tuba.

Jodee Pruden, (ZOOM) resident, the communication plan is working well and appreciates it.

Anthony Rodriguez, (ZOOM) Council member – checking in to commend his fellow members on a short, yet great meeting and joked that his absence is not the reason for the short meeting.

STAFF COMMENTS:

No comments

MAYOR AND COUNCIL COMMENTS:

Scott – No further comments.

Chin – Received a response from a Charlotte resident experiencing housing hardship, who will be interviewing with Senator Anthony. He also provided updates on the state budget

process, changes to road funding received from the state and his intention to meet with Sen. Anthony regarding traffic quieting.

Christensen – Thanked all attendees and shared that he will be attending the upcoming traffic quieting meeting along with Chin. He expressed support for an upcoming measure related to the Chicken Ordinance. Christensen also provided details about the Annual Night at the Fair event on March 15 at 6 p.m. hosted by the Fair Board. He attended the County Commissioners meeting and reported that the Court Administration staff will be closed to the public due to short staffing on Friday's beginning this Friday. He attributes his tuba-like sound to his cold.

Fullerton – No further comments.

Duweck – Commended Lewis for holding the shortest meeting in 3-1/2 years, jokingly noting it is the same measure of time as Rodriguez' term. Thanked everyone in attendance.

Lewis – Regarding the traffic quieting efforts, the focus will be on reducing the impact of large 18-wheel commercial vehicles.

ADJOURN:

Motion by Christensen supported by Scott to adjourn the meeting at 7:38 p.m. Carried; Yea 6; Nay 0; Absent 1

Respectfully submitted,
Mary LaRocque MiPMC, CMC
City Clerk



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

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

City Manager Community Outreach Update

I continue to meet with the Mayor, City Councilmembers, Department Heads, staff, and consulting services. Also, I have attended a variety of meetings and events in the community since the last report: City Council, Parks Advisory Board, Charlotte Rising, Rural Township Association President Dave Roberts, Carmel Township Supervisor Don Ramsey, and Charlotte Area Recreation Cooperative.

Community Development Organizational Review Update

I have officially hired Salena Benavidez as the new Community Development Director for the City of Charlotte. Her first day will be March 17, 2025. Salena has a Master's Degree from Oakland University in Public Administration and a Bachelor's of Science Degree from Michigan State University in Psychology. She has a background in public service, with experience in government, nonprofit management, education, advocacy, crisis intervention, and team management. She possesses strong skills in data management, nonprofit leadership, community advocacy, and program evaluation. Her achievements include leading housing education initiatives, conducting national technical assistance training, and managing program evaluation for Habitat for Humanity Oakland County.

Community Master Plan Review Update

I am reviewing the Charlotte Master Plan, and specifically the Implementation & Future Land Use Framework as was approved by the City Council in December 2024. This review includes understanding the tasks and its direct connection to existing efforts. I am scheduling a meeting with the City Council Housing Subcommittee and Principal Planner Eric Ensey of McKenna, to discuss housing and neighborhood tasks. Also, Assistant Fire Chief Tyger Fullerton and Vice President John Iacoangeli of Beckett & Raeder are working with the Zoning Ordinance Review Committee on Ordinance improvements as identified in the Community Master Plan. Further, the City Council Downtown Quieting Committee is evaluating Downtown Semi-Truck Traffic and sections in the Community Master Plan that apply. And finally, I am reviewing the balance of the Community Master Plan, to determine how best to approach the balance of the identified tasks.

Housing Initiative Review Update

From Assistant Planner Emily Huhman of McKenna: The City of Charlotte was awarded \$200,000 by the Michigan State Housing Development Authority (MSHDA) to provide eligible homeowners in the City with much needed health- and safety-related repairs to their homes. This is a great opportunity for the City to provide additional assistance to homeowners in the community. The following activities have been completed as of March 4, 2025: 1) Made all application materials available online; 2) Submitted all necessary documentation to MSHDA and mailed all required public hearing notices for Tier I of the Environmental Review Process required for CDBG-funded grants; and 3) Began accepting applications for the CHILL Program. McKenna has received and reviewed three applications since opening the application for citizens, and has corresponded with these potential applicants on additional information required to determine eligibility. In collaboration with the City and MSHDA, McKenna will continue with the following next steps: 1) Continue to receive and review applications until all funding has been allocated; 2) Submit application documentation to MSHDA; and 3) Coordinate with qualified applicants on the pre-inspection and Tier II Environmental Review process once qualified applicants are identified.

Airport Improvements Review Update

From Airport Project Engineer Jon Van Duinen, P.E. of Prein&Newhof: Rieth-Riley Construction was the low bidder on the Airport Parking Lot and Entrance Road Reconstruction project with a bid of \$187,686.50. The work will be funded with FAA BIL grant funds with a 95% federal and a 5% state share (0% local share). The start date will be dependent on the grant being processed. We have heard that it could be anywhere from 2 -5 months to process the grant. Work will include reconstructing the entrance road and parking lot pavements and the sidewalk on the parking lot side of the terminal building.

Golf Cart Usage Review Update

From Police Chief Paul Brentar: I have done some research into the possibility of the City adopting a golf cart ordinance to allow them on city streets. That review consisted of reviewing all applicable Michigan Compiled Laws (MCL's) regarding golf cart use upon city streets, reviewing ordinances from other communities, and speaking with other Chiefs about how they have dealt with this issue and any problems associated with it. In reviewing MCL 257.657a, golf carts are not permitted on any state trunkline highways. In Charlotte, this would include all of Lansing St. (BL-69) to just north of I-69, all of Lawrence (M-79), all of Cochran (M-50), Upland St (BL-69), and E. Shepherd St. (M-50, BL-69). While golf carts can cross these roadways; I still think that this would be a safety issue due to the amount of traffic and the number of lanes that would need to be crossed (3 and 4 lanes). Golf carts are also not permitted on roadways with a speed limit greater than 30 MPH. This would create confusion with Packard Hwy as this is a County road with a 45 MPH speed limit. People would think that driving a golf cart here would be acceptable when it wouldn't be. The same goes for Lansing Rd, north of I-69. If this were to be adopted, there are many more logistical concerns that would need to be worked out. 1) Golf carts should be registered and inspected to meet the safety requirements as prescribed by law. The Police Department does not have the additional staff to conduct these inspections and to register golf carts; 2) Public education on where these could be permitted and what the rules are, have been the greatest challenges from other Chiefs I have spoken with. This will need to be done but again the Police Department doesn't have the staff to perform this additional responsibility. The public will just hear that the City is now allowing golf carts and it will take a concerted effort to educate the public on the rules; 3) Another concern from Chiefs I have spoken with is how this creates confusion with ORV's and side-by-sides. They have told me how people only hear that there's an ordinance and that they can drive anything on the streets now. The City already prohibits ORV's and side-by-sides which if then allowed, will create more nuisance

complaints. Again, more confusion would be created with Packard Hwy. & Lansing Rd. as the County doesn't have an ORV ordinance allowing them on these roads either: 4) With the newly implemented Social District, I have a concern that people will think that driving golf carts while drinking alcohol would be acceptable when it's still a violation of the law; 5) It would take diligent and strict enforcement effort to ensure the safe use of golf carts and compliance with the ordinance and State laws which again will take staff to perform; and 6) I would strongly suggest that if an ordinance is adopted that it requires owners to have liability insurance. In conclusion, I have safety concerns due to the amount of State trunkline highways that we have, the number of lanes to be crossed, and that they adjoin County roads along with a limited number of staff to perform inspections and enforcement. I fear that it would only be a matter of time until we dealt with a crash that will likely cause serious injury or death due to the lack of safety.

“The Framework” Update

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

City of Charlotte

2024-2025

“The Framework”

City Services - Community Development - Neighborhood Enrichment

Clerk

Liability Insurance Review
City Council Compensation Review
Website Review
Council Chamber Communication Review
Health Insurance Review
Clerk's Department Review
Communication Review

Community Development

Community Development Department Review
Community Master Plan Review
Housing Initiative Review
Zoning Ordinance Review
Downtown Development Authority/Tax Increment Finance Plan Review
Lansing Street/Road Business District Review
Downtown Social District Review
Downtown Semi-Truck Traffic Review

Finance

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

Fire

Domestic and Animal Foul Ordinance - Chicken Regulation Review
Municipal Building Improvement Review
Food Truck Review
Fire Code Review
Fire Agreement Review
Ambulance Service Review
Sidewalk Snow Removal Review
Building Inspection Program Review
Rental Inspection Review
Code Enforcement Review

Police

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

Public Works

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



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

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

After careful consideration and review, CivicPlus has been selected as our website designer and I am in the beginning stages of collaboration with their team to create and enhance our online presence. Progress updates will be provided. I am awaiting a design plan for the audio/visual upgrades in Council Chambers.

2. **May 6, 2025 Special Election**

In accordance with election law, and per our agreement with the County, 9-day early voting will not be available for this local election.

If you are already on Michigan's [permanent absentee ballot list](#), your local clerk will automatically mail you an absentee ballot. They will be mailed out starting March 27, 2025. If you will be out of town during this period – you will need to update your mailing address with the Clerk.

If you are not on the permanent absentee ballot list, and you wish to vote absentee, you must submit an absentee ballot application to your local clerk to receive a ballot. Absentee ballot applications are scheduled to be mailed starting March 12, 2025 *to those voters who have requested to be on this list*. It's recommended to submit this application no later than April 15, 2025, to ensure you receive your ballot in time to vote and return it by the deadline. Visit the [Michigan Voter Information Center](#) for more information or to apply for the absentee ballot online.

The following ballot measure will be voted on:

COUNTYWIDE PUBLIC SAFETY MILLAGE PROPOSITION

For the purposes of maintaining and enhancing the Public Safety functions for the citizens of Eaton County in the areas of staffing and resources for the Prosecuting Attorney's Office, Sheriff's road patrol services, and staffing, facilities and services for Animal Control, shall the limitation on the amount of taxes that may be imposed on taxable property in Eaton County, be increased at the rate of up to 2.0000 mills (\$2.00 per \$1,000.00 of taxable value) for a period of ten (10) years, being 2025 through 2034, inclusive.

It is estimated that 2.000 mills would raise approximately \$10,058,494.00 in the first year of levy.

Questions about this ballot measure should be directed to the County



CHARLOTTE FIRE DEPARTMENT & RURAL FIRE ASSOCIATION

Fire Chief

111 E. Lawrence Ave., Charlotte MI 48813

Ph. 517-543-0241



CFD Monthly Report

DATE: March 5, 2025

SUBJECT: CFD Monthly Report

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

Item; Fire Department activities:

- Eaton County Training Committee is continuing the MFFTC Firefighter I & II HAZMAT OPS course at the Westside Station.
- Conducted Ice Rescue Training – The training included Ice Rescue Awareness & Operation class with a Practical Exercise.
- Continue to work with Eaton County Fire Training on plans and placement of the grant funded live fire training facility.

Item; Zoning/Code Administration

- We are continually improving the processes for Fire Inspections, Zoning, Code Enforcement, and Rental.
- March Planning commission canceled due to lack of quorum
- Administrative review of the zoning code is underway.
- Held meeting with the City Attorney, establishing proper procedures regarding enforcement cases that end up in court. Implementing procedures now.

EATON COUNTY 911

Events by Nature Code by Agency

Agency: CFD, Event date/Time range: 02/01/2025 00:00:00 - 02/28/2025 23:59:59

Agency Code	Nature Code	Rpt Only	Self Init	CFS	Total	% Total	Avg Disp Time	Avg Resp Time	Avg Scene Time	Total Call Time	Avg Call Time
CFD	BRUSH FIRE	0	0	1	1	2%	0:01:54	0:02:27	0:05:55	0:10:16	0:10:16
	CARDIAC OR RESP ARREST	0	0	3	3	5%	0:00:51	0:02:38	0:36:53	2:01:08	0:40:23
	COMMERCIAL FIRE ALARM	0	0	3	3	5%	0:01:26	0:03:07	0:05:24	0:29:51	0:09:57
	COMPLAINT FIRE INVESTIGATION	0	1	0	1	2%	0:00:00	0:01:32	0:06:18	0:07:50	0:07:50
	MEDICAL ASSIST	0	0	21	21	37%	0:00:08	0:05:17	0:15:32	7:20:12	0:20:58
	MISCELLANEOUS FIRE RUN	0	4	1	5	9%	0:00:39	0:06:25	0:17:52	1:50:34	0:22:07
	ODOR INVESTIGATION	0	3	2	5	9%	0:01:28	0:04:02	0:41:33	3:46:47	0:45:21
	PERSONAL INJURY CRASH	0	0	13	13	23%	0:00:21	0:04:24	0:33:42	7:11:58	0:33:14
	STRUCTURE FIRE LARGE	0	0	2	2	4%	0:00:44	0:12:27	0:47:27	2:00:32	1:00:16
	VEHICLE FIRE	0	1	1	2	4%	0:00:39	0:01:43	0:24:58	0:52:19	0:26:10
	WIRES DOWN	0	1	0	1	2%	0:00:00	0:00:00	0:02:48	0:02:48	0:02:48
Subtotals for No Summary Code		0	10	47	57	100%	0:00:54	0:04:24	0:21:40	25:54:15	0:25:24
Subtotals for CFD		0	10	47	57	100%	0:00:54	0:04:24	0:21:40	25:54:15	0:25:24



CHARLOTTE FIRE DEPARTMENT & RURAL FIRE ASSOCIATION

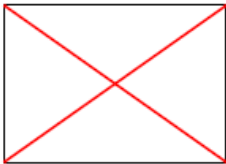
Fire Chief

111 E. Lawrence Ave., Charlotte MI 48813

Ph. 517-543-0241



CFD Monthly Report



Charlotte Fire Department
Inspection Total Report
February 2025

Certificate Type	Inspection Type	Totals
Enforcement Inspection		
	1st Reinspection	71
	2nd Reinspection	6
	Fire Safety	3
	Initial	75
	Red Tag Monitoring Inspection	1
Fire - Annual		
	Fire Annual	3
	Fire Annual Reinspection	1
Rental		
	Initial	11
	Re-Inspection	18
All Inspections		189



CHARLOTTE FIRE DEPARTMENT & RURAL FIRE ASSOCIATION

Fire Chief

111 E. Lawrence Ave., Charlotte MI 48813

Ph. 517-543-0241



CFD Monthly Report



Charlotte Fire Department Enforcement Totals Report February 2025

Enforcement Category	Inspection Total	Case Total
City Right of Way	2	1
City Right of Way Violation	36	18
Exterior Property Maintenance	5	2
Miscellaneous Code Violations	10	4
Red Tag Monitoring	1	1
Sidewalk Snow Removal	92	47
Unauthorized Parking Violation	2	1
Zoning Violation	0	1
All Enforcements	148	75

Enforcement.DateFiled Between 2/1/2025
12:00:00 AM AND 2/28/2025 11:59:59 PM

Kevin Christiansen
Fire Chief
City of Charlotte Fire Department
111 E Lawrence Ave.
Charlotte, MI 48813
Station 517-543-0241
Cell 517-243-8332
www.charlottemi.org

— THE CITY OF —
CHARLOTTE
— MICHIGAN —

Memo

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

Background

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

Recommendation

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

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

Financial Impacts

HRA Insurance claims week of February 24, 2025	\$ 9,256.76
HRA Insurance Claims week of March 03, 2025	\$ 1,947.84
Payroll paid Friday March 07, 2025	\$293,026.64
Invoiced claims as of March 05, 2025	<u>\$286,554.25</u>
Total	<u>\$590,785.49</u>

Suggested Motion

Motion to approve Claims and Expenditures in the amount of **\$590,785.49**

03/05/2025 02:47 PM
User: CKOENIG
DB: Charlotte

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF CHARLOTTE
INVOICE ENTRY DATES 02/20/2025 - 03/05/2025
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: POOL

Page: 1/8

Vendor Code	Vendor Name	Invoice	Description	Amount
02163	A&M DRAIN CLEANING & HANDYMAN	#669	DRAIN CLEANING (SHOWER)	150.00
TOTAL FOR: A&M DRAIN CLEANING & HANDYMAN				150.00
02015	ADVANTAGE FLEET, LLC	1183	TURNOUT GEAR GRANT (APPROVED BY COUNCIL FOR AMOUNT OF SHIPPING)	22,017.39
		XA201000091:01	AXES FIRE EQUIPMENT FOR NEW TRUCK NEW TRUCK 314	409.32
TOTAL FOR: ADVANTAGE FLEET, LLC				22,426.71
01674	AIS CONSTRUCTION EQUIPMENT	F44416	WINDSHIELD	375.00
		H65475	JOHN DEERE 410P LOADER BACKHOE	156,424.00
TOTAL FOR: AIS CONSTRUCTION EQUIPMENT				156,799.00
01764	AMAZON CAPITAL SERVICES	17J6-TCNX-D19Q	ACCOUNT # A264N6SLCWDWHU (FIRE) WATER RESCUE POLE	122.32
		1CQG-P69X-DP9H	ACCOUNT # A264N6SLCWDWHU (TREASURER) GEL PEN, NEW OFFICE CHAIRFOR TREASURE,STICKY NOTES, FILE FOLDERS	251.55
		1D96-DF47-DM4M	ACCOUNT # A264N6SLCWDWHU (DPW DIRECTOR) MESH STACKING CHAIRS	129.98
		1GXH-XGN7-3D61	ACCOUNT # A264N6SLCWDWHU (FIRE) SOFT LIQUID HAND SOAP REFILL,AIR FILTERS	99.49
		1JJN-7QVG-34KP	ACCOUNT # A264N6SLCWDWHU (FIRE) STATION SUPPLIES	129.39
		1Q6K-JHJL-GRQT	ACCOUNT # A264N6SLCWDWHU (DPW SECRETARY) COLORED PAPER	16.99
		1TKD-VXPN-JC9P	ACCOUNT # A264N6SLCWDWHU (FIRE) SENSOR ACTUATORS FOR TRUCK #315	15.12
		1TLF-LWWW-HCMT	ACCOUNT # A264N6SLCWDWHU (FIRE) MALE ADJUSTABLE PRESSURE RELIEF VALVE	39.98
		1WWF-73FD-9C3X	ACCOUNT # A264N6SLCWDWHU (DPW DIRECTOR) OFFICE CHAIR, KEYBOARD, WRISTBAND KEYCHAINS, WATERCOOLER	430.95
		1XM3-G61L-PD1R	ACCOUNT # A264N6SLCWDWHU (TREASURER) COMPUTER MONITOR RISERS, LOGITECH KEYBOARD	62.98
		1XXK-W7N1-1Q3P	ACCOUNT # A264N6SLCWDWHU (WASTEWATER) OFFICE SUPPLIES	128.87
		1Y6G-3FQ7-VFCV	ACCOUNT # A264N6SLCWDWHU (FIRE) DOLLY, PEDETALS, WINCH FOR TRUCK #317	1,392.92
		1YHT-X3F3-K19F	ACCOUNT # A264N6SLCWDWHU (DPW) 8 PACK FLOOR REGISTER	72.99
		1YWN-CF6G-CPCK	ACCOUNT # A264N6SLCWDWHU (FIRE) SUPPLIES	169.19
TOTAL FOR: AMAZON CAPITAL SERVICES				3,062.72
02036	AMAZON CAPITAL SERVICES	11TJ-F4VD-TPKV	ACCT # A1K517P63NLQUT(POLICE) OFFICE CHAIRS	479.95
		141P-7XJK-3YVV	ACCT # A1K517P63NLQUT(POLICE) RECEIPT PAPER, KEY RINGS	140.95
		1H34-M1Y1-LNP6	ACCT # A1K517P63NLQUT(POLICE) REPLACEABLE TONER COLOR SET,REPLACEMENT BLACK TONER	462.53
		1T69-XFVG-4NR6	ACCT # A1K517P63NLQUT(POLICE) OSINKJET REFILL BOTTLES FOR ECO TANK	57.84
TOTAL FOR: AMAZON CAPITAL SERVICES				1,141.27

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Vendor Code	Vendor Name	Invoice	Description	Amount
02108	ASSESSING SOLUTIONS INC.			
	CHARLOTTECITY010		ASSESSING SERVICES FOR FISCAL YEAR 2025	3,750.00
TOTAL FOR: ASSESSING SOLUTIONS INC.				3,750.00
01635	AT&T LONG DISTANCE			
	51754322802F		AIRPORT MODEM LINE (JAN 14 - FEB 13, 2025)	182.29
	517543839602F		CITY HALL MAIN LINE (JAN 14 -FEB 13, 2025)	234.90
	517543887402F		DPW CALLOUT (JAN 14 - FEB 13,2025)	52.86
TOTAL FOR: AT&T LONG DISTANCE				470.05
02030	AVERY OIL & PROPANE, INC			
	1086291		CAMP FRANCES- ACCT# 12041178	471.47
TOTAL FOR: AVERY OIL & PROPANE, INC				471.47
02165	B & B TRUCK EQUIPMENT			
	13541		SEAT COVERS	473.38
TOTAL FOR: B & B TRUCK EQUIPMENT				473.38
02160	BARRY COUNTY			
	02.18.2025		CONTINUING EDUCATION FOR DEPUTY ASSESSOR	35.00
TOTAL FOR: BARRY COUNTY				35.00
01609	BARRY-EATON COUNTY HEALTH			
	03.05.2025		VACCINES FOR DPW WORKER	228.00
TOTAL FOR: BARRY-EATON COUNTY HEALTH				228.00
01600	BECKETT & RAEDER			
	2025130		DDA DEVELOPMENT PLAN AND TIF PLAN CONTRACT	3,343.12
	2025131		2023044 MASTER PLAN & ZONING ORDINANCE	1,944.56
TOTAL FOR: BECKETT & RAEDER				5,287.68
01594	BESCO WATER TREATMENT			
	4472178		AIRPORT SOFTENER SALT DELIVERED AND SERVICE CALL	250.90
	4481510		SOFTENER SALT & RENTAL FEE	55.00
	4501194		WATER SOFTENER SALT (AIRPORT)	55.00
TOTAL FOR: BESCO WATER TREATMENT				360.90
01576	BOUND TREE			
	85672179		(FIRE) MEDICAL EQUIPMENT	336.89
TOTAL FOR: BOUND TREE				336.89
01561	BS&A SOFTWARE			
	159151		ACCOUNTS PAYABLE, PURCHASE ORDERS, MISSELLANEOUS RECEIVABLES TRAINING	1,200.00
TOTAL FOR: BS&A SOFTWARE				1,200.00
01558	BULLSEYE PEST DEFENSE			
	95580		FD TRAINING BARN YEARLY PEST CONTROL	300.00
TOTAL FOR: BULLSEYE PEST DEFENSE				300.00

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01555	BYRUM ACE HARDWARE			
		425814	REPLACEMENT FUSE	10.36
		425815	LIQUID BLEACH, HI PRESSURE HOSE	133.96
		426643	(DPW) TOOL BOX LATCH, HAMMER	41.98
		427850	(DPW) PUMP CHANNEL PLIERS	51.98
		428374	(DPW) MORTAR MIX	53.94
		428543	(FIRE) PAINT FOR OFFICES	37.99
		428600	(FIRE) PAINT & EQUIPMENT FOR OFFICES	168.15
		428610	WALL PLATE,GFI	99.14
		428642	LANSING RD LIFT STATION SUPPPLIES	4.99
		428648	LANSING LIFT STATION SUPPLIES	6.99
		428710	(FIRE) LANSING LIFT STATION SUPPLIES	94.95
		428731	(DPW) PLASTIC PUTTY KNIFE, GORILLA SUPER GLUE	10.18
		428783	(DPW) GFI OUTLET	12.99
		428815	(WWTP) CLAMPS FOR HOSES	29.90
		428832	(DPW) REPLACEMENT FUSES, EXTENSION CORDS	30.09
		428891	(FIRE) BUILDING MAINTENANCE SUPPLIES	57.99
		428892	(DPW) GARAGE LIGHT, LITHIUM BATTERIES, DETERGENT	103.96
		428962	(WASTEWATER) CHAIN REPAIR	60.95
		429742	(WWTP) CLEANING SUPPLIES	4.59
TOTAL FOR: BYRUM ACE HARDWARE				1,015.08
01547	CANON FINANCIAL SERVICES, IN			
		38642984	MONTHLY PRINTER CONTRACT (02.01.2025 - 02.28.2025)	137.59
TOTAL FOR: CANON FINANCIAL SERVICES, IN				137.59
01465	COUNTY JOURNAL, THE			
		287503	DEPUTY TREASURER POSITION	106.60
		287504	DEPUTY TRASURER POSITION	106.60
		287806	SEALED BIDS REQUEST FIREFIGHTER GEAR EXTRACTOR/DRYER	118.70
		287828	REQUEST FOR PROPOSALS LIABILITY INSURANCE	44.30
		288181	SEALED BIDS FOR FERRIC CHLORIDE DELIVERY TO WASTE WATER TREATMENT PLANT	89.90
		288265	SEALED BIDS FOR WALNUT STREET RESURFACING	99.50
		288359	CDBG HOUSING IMPROVING LOCAL LIVABILITY PROGRAM	61.10
		288360	CDBG HOUSING IMPROVING LOCAL LIVABILITY (CHILL) PROGRAM	61.10
		288422	HEARING NOTICE ORDINANCE AMENDMENT ORD. NO 2025-01	99.50
		288425	HEARING NOTICE ORDINANCE AMENDMENT ORD. NO 2025-02	99.50
		288516	NOTICE OF INTENT TO REQUEST RELEASE OF CDBG FUNDS	294.62
		288599	SEALED BIDS REQUEST CITY HALL RESTROOM REMODEL	99.50
TOTAL FOR: COUNTY JOURNAL, THE				1,280.92
01448	CUSTOM HOME INTERIORS			
		CG501130	CARPET INSTALL CITY HALL SECOND FLOOR	6,375.00
		CG501135	FD KITCHEN BREAKROOM FLOOR	3,087.28
TOTAL FOR: CUSTOM HOME INTERIORS				9,462.28
01428	DELTA DENTAL PLAN OF MICHIGAN			
		RIS0006247281	BILLING PERIOD 03.01.2025 THRU 03/31/2025	5,252.63
TOTAL FOR: DELTA DENTAL PLAN OF MICHIGAN				5,252.63

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01905	DERRICK VIANE	02.07.2025	REIMBURSEMENT OF CHARGER	62.54
TOTAL FOR: DERRICK VIANE				62.54
01399	EATON COUNTY-ROAD COMMISSION	202460000810000	2024 PAVEMENT MARKING ON VARIOUS STREETS	1,341.11
TOTAL FOR: EATON COUNTY-ROAD COMMISSION				1,341.11
01392	EATON CUSTOM SEWING	1897	FIRE GEAR REPAIRS	547.50
TOTAL FOR: EATON CUSTOM SEWING				547.50
00932	ERIC ROGERS LLC	3498	SIDE WALK CLEANING PER CODE VIOLATION	497.25
TOTAL FOR: ERIC ROGERS LLC				497.25
01365	ETNA SUPPLY	S105874199.001	CURB BOXES	3,252.00
		S105874199.002	DROP IN METER	1,170.00
		S106124339.001	REPAIR CLAMP	1,548.00
		S106124339.002	REPAIR CLAMP	622.00
TOTAL FOR: ETNA SUPPLY				6,592.00
00538	EXOTIC AUTOMATION & SUPPLY	I1775885	FEMALE FITTINGS	176.95
TOTAL FOR: EXOTIC AUTOMATION & SUPPLY				176.95
00533	FEDERAL SUPPLY-FARMINGTON	107641	TREE LIGHTS FOR DOWNTOWN TREES	109.90
		107643	TREE LIGHTS DOWNTOWN TREES	54.95
TOTAL FOR: FEDERAL SUPPLY-FARMINGTON				164.85
01322	GALE BRIGGS, INC.	M2388	CRUSHED STONE, CRUSHED ASPHALT	1,129.45
		M2390	CONCRETE	1,926.78
TOTAL FOR: GALE BRIGGS, INC.				3,056.23
01308	GRAINGER PRODUCTS	9411506596	LIGHT BULBS	63.72
		9424207943	HANG & STACK BINS	122.30
TOTAL FOR: GRAINGER PRODUCTS				186.02
01297	H2O COMPLIANCE SERVICES INC	00009931	CROSS CONNECTION PROGRAM SERVICES	1,328.40
TOTAL FOR: H2O COMPLIANCE SERVICES INC				1,328.40
01756	HARMON AUTO GLASS	4280-899422	INSTALL CENTER WINDSHIELD	250.00
TOTAL FOR: HARMON AUTO GLASS				250.00
01438	HASSEL FREE FUELS	CFSI-11779	ACCOUNT # 010109 (FIRE) FUEL	691.53
TOTAL FOR: HASSEL FREE FUELS				691.53

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02037	HASSEL FREE FUELS			
		CFSI-11734	ACCNT #010107 (DPW/WWTP) FUEL	912.74
TOTAL FOR: HASSEL FREE FUELS				912.74
01970	HOPKINS MECHANICAL SERVICES, LLC			
		H25061	CITY HALL UNIT HEATER MECHANICAL FAN NOT WORKING	826.00
		H25076	SERVICE AT WESTSIDE FIRE STATION	810.00
TOTAL FOR: HOPKINS MECHANICAL SERVICES, LLC				1,636.00
01247	INTERNATIONAL MINUTE PRESS			
		39579	ASSESSMENT NOTICES, ENVELOPES & POSTAGE	3,140.52
TOTAL FOR: INTERNATIONAL MINUTE PRESS				3,140.52
00838	IRON HORSE EXCAVATION LLC.			
		24-125	SERVICE FOR WATER MAIN BREAK AT LINCOLN/BONNIE	6,704.40
TOTAL FOR: IRON HORSE EXCAVATION LLC.				6,704.40
01199	KIMBALL MIDWEST			
		103103651	CABLE TIES, FITTINGS, SCREWS	137.08
TOTAL FOR: KIMBALL MIDWEST				137.08
01195	KONICA MINOLTA BUSINESS			
		500500718	BILLING PERIOD 01/17/2025 - 02/16/2025	5.42
		500505016	MONTHLY MAINTENANCE AGREEMENT 02/17/2025 - 03/16/2025	60.98
TOTAL FOR: KONICA MINOLTA BUSINESS				66.40
01182	LANSING UNIFORM CO.			
		104250-C	UNIFORM JACKETS	259.90
TOTAL FOR: LANSING UNIFORM CO.				259.90
01173	LEA'S AUTO BODY			
		9385	OIL CHANGE 2023 CHEVROLET TAHOE	90.25
TOTAL FOR: LEA'S AUTO BODY				90.25
02016	MACQUEEN EMERGENCY			
		W00154	INSTALL CUSTOMER SUPPLIED COMPUTER	561.85
TOTAL FOR: MACQUEEN EMERGENCY				561.85
01137	MCGINTY, HITCH, PERSON, ANDE., P.C.			
		FEBRUARY 2025	FY25 ATTORNEY SERVICES SERVICED THRU FEB 28, 2025	10,318.40
TOTAL FOR: MCGINTY, HITCH, PERSON, ANDE., P.C.				10,318.40
02154	MCKENNA ASSOC. INC.			
		25-003-1	CHILL GRANT ADMINISTRATION	1,840.00
TOTAL FOR: MCKENNA ASSOC. INC.				1,840.00
02159	MICHAEL PARROTT			
		2.13.2025	PURCHASE OF MATERIALS FOR CLERKS OFFICE BATHROOM	5,870.00
TOTAL FOR: MICHAEL PARROTT				5,870.00

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Invoice			
01101	MICHIANA HEALTHE CARE ED CNTR		
15-17776		AHA BLS HEALTHCARE PROVIDERS COURSE (8 PEOPLE, DATES 2/11/25 AND 2/18/25	400.00
TOTAL FOR: MICHIANA HEALTHE CARE ED CNTR			400.00
01082	MICHIGAN NETWORK CONSULTANTS		
25-1041.		CONTRACT FOR PROFESSIONAL IT SERVICES 2/10/2025	1,250.00
25-1042		WEEKLY SERVICES- 02/17/2025	1,250.00
TOTAL FOR: MICHIGAN NETWORK CONSULTANTS			2,500.00
01078	MICHIGAN STATE POLICE		
551-651710		REGISTRATION FEE FOR COURSE (J. FULLERTON)	421.00
TOTAL FOR: MICHIGAN STATE POLICE			421.00
02146	MICROTECH SERVICES, INC		
36286		IT SERVICES CONTRACT 12/16/2024-12/15/2025 (ADMIN OFFICE)	450.00
36287		IT SERVICES CONTRACT 12/16/2024-12/15/2025	139.32
36288		IT SERVICES CONTRACT 12/16/2024-12/15/2025 (CHARLOTTE FIRE DEPARTMENT)	200.00
36291		IT SERVICES CONTRACT 12/16/2024-12/15/2025	300.00
36293		IT SERVICES CONTRACT 12/16/2024-12/15/2025 (CHARLOTTE FIRE)	175.00
36302		IT SERVICES CONTRACT 12/16/2024-12/15/2025	4,847.00
36324		IT SERVICES CONTRACT 12/16/2024-12/15/2025	50.00
36325		IT SERVICES CONTRACT 12/16/2024-12/15/2025	50.00
36326		IT SERVICES CONTRACT 12/16/2024-12/15/2025	575.00
TOTAL FOR: MICROTECH SERVICES, INC			6,786.32
01071	MMLLPP		
03.04.2025		RESTITUTION PAYMENTS CARRIE BOWERMAN 12/17/2024 - 02/28/2025	400.00
TOTAL FOR: MMLLPP			400.00
02164	MOMAR, INC		
PSI603881		WAX & STRIPPER FOR FLOORS	840.49
TOTAL FOR: MOMAR, INC			840.49
01047	MWEA LOCAL #7		
02.20.2025		MWEA ANNUAL DUES SECTION 7	50.00
TOTAL FOR: MWEA LOCAL #7			50.00
01536	NAPA MPEC		
277321		(POLICE) QUARTS OF VALVOLINE OIL	13.58
TOTAL FOR: NAPA MPEC			13.58
02147	ORCHARD, HILTZ & MCCLIMENT. INC		
85034		COMBS INDUSTRIAL PARK ENGINEERING SERVICES	843.50
TOTAL FOR: ORCHARD, HILTZ & MCCLIMENT. INC			843.50
02075	PENN CARE, INC.		
M131622		FIRE SAAFETY MEDICAL SUPPLIES	422.36
TOTAL FOR: PENN CARE, INC.			422.36

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01997	POTTERVILLA APPLIED TECHNOLOGY	31680	PUBLISHING A WEB PAGE	37.50
TOTAL FOR: POTTERVILLA APPLIED TECHNOLOGY				37.50
00973	PREIN & NEWHOF, P.C.	87282	SERVICES FOR OBSTRUCTION REMOVAL PROJECT 2230877	1,137.19
TOTAL FOR: PREIN & NEWHOF, P.C.				1,137.19
01908	QUADIENT LEASING USA, INC.	Q1731126	POSTAGE METER LEASING (15-DEC-24 TO 14- MAR- 25	474.42
TOTAL FOR: QUADIENT LEASING USA, INC.				474.42
02150	ROWLEYS WHOLESALE	1491390-00	DIESEL EXHAUST FLUID 55 GAL DRUM	267.22
		1491740-00	CORE RETURN	(50.00)
TOTAL FOR: ROWLEYS WHOLESALE				217.22
MISC	SAMANTHA SHUMWAY	03.04.2025	CAMP FRANCES RENTAL REFUND	70.00
TOTAL FOR: SAMANTHA SHUMWAY				70.00
00913	SANBORN SIGNCRAFTERS	51256	REMOVE GRAPHICS FROM POLICE PATROL CAR- UNIT 408	300.00
TOTAL FOR: SANBORN SIGNCRAFTERS				300.00
02021	STAPLES	6024761021	OFFICE SUPPLIES	87.86
TOTAL FOR: STAPLES				87.86
00848	SUPERFLEET MASTERCARD PROG.	FB749-03.01.2025	POLICE FUEL	2,887.86
TOTAL FOR: SUPERFLEET MASTERCARD PROG.				2,887.86
00847	SWANSON ELECTRIC	1548.56	CPD GARAGE LIGHTS (OUTDOOR)	243.00
TOTAL FOR: SWANSON ELECTRIC				243.00
00872	THE SHYFT GROUP, INC	SVA0029909	SERVICE TO TRUCK #313	70.40
TOTAL FOR: THE SHYFT GROUP, INC				70.40
00820	TRACE ANALYTICAL LABORATORIES	5020904	WATER ANALYSIS	130.50
TOTAL FOR: TRACE ANALYTICAL LABORATORIES				130.50
00808	TSC TRACTOR SUPPLY	737625	63 BAGS SOFTENER SALT	340.55
TOTAL FOR: TSC TRACTOR SUPPLY				340.55
00785	VERIZON WIRELESS	6105004243	JAN 02- FEB 01	1,528.89
TOTAL FOR: VERIZON WIRELESS				1,528.89

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00778	VISION SERVICE PLAN			
		822293329M	2025 MARCH	483.24
		822293343	2025 MARCH (SAFETY GLASSES)	894.23
TOTAL FOR: VISION SERVICE PLAN				1,377.47
02162	WADE DICKINSON			
		081038	BOOT ALLOWANCE PER SEIU CONTRACT	158.99
TOTAL FOR: WADE DICKINSON				158.99
00774	WASTE MANAGEMENT-			
		8505783-1710-7	REFUSE PICKUP (SERVICE PERIOD 12.01.2024 - 12.31.2024)	1,077.04
		8508023-1710-5	REFUSE PICKUP (SERVICE PERIOD (01.01.2025 - 01.31.2025)	1,390.00
TOTAL FOR: WASTE MANAGEMENT-				2,467.04
MISC	WIERSMA, DAVID			
		03/05/2025	UB refund for account: 14731	172.10
			*UB refund for account: 14731	
TOTAL FOR: WIERSMA, DAVID				172.10
00761	WILLIAMS FARM MACHINERY, INC.			
		32737	18 IN CHAIN	37.53
TOTAL FOR: WILLIAMS FARM MACHINERY, INC.				37.53
00758	WINDEMULLER			
		241722	SCADA ALARMS - WELLS	2,015.00
TOTAL FOR: WINDEMULLER				2,015.00
02013	WOW! BUSINESS			
		020130258F	INTERNET @ GARAGE (02/11/2025 - 03/10/2025)	49.99
TOTAL FOR: WOW! BUSINESS				49.99
TOTAL - ALL VENDORS				286,554.25
PAYMENT TYPE TOTAL				
Paper Check				269,135.70
EFT Transfer				17,418.55

RE: Claims & Expenditure

Inbox

◆ Summarize this
email



chorton@charlottemi.org

to Joseph, Tim, Anothony, cscott, Jeffery, Kevin, Michael, me



11:12 AM (33 minutes ago)



Good morning Council Member Chin, Honorable Mayor Lewis and City Council Members,

In response to your questions regarding expenditures:

1. AIS CONSTRUCTION EQUIPMENT

H65475 JOHN DEERE 410P LOADER BACKHOE 156,424.00

Can you let me know when this was ordered and what meeting this was approved for purchase. I don't recall seeing this since joining the council in June 2022- It could have been ordered a while ago and just now paying for it.

There was a memo issued on June 27, 2024 by Amy Gilson and submitted to City Council for discussion under the business agenda at the July 8th, 2024 meeting. I have attached both the memo and the minutes for your reference. I am not sure of the actual purchase date, DPW is out for training today so I may not get an answer of the purchase date prior to the 12:00 p.m. response deadline however, the invoice is dated December 23, 2024. I have also attached it for your reference.

2. BECKETT & RAEDER

2025131 2023044 MASTER PLAN & ZONING ORDINANCE 1,944.56

Can we get an update on the zoning ordinance update.

Regarding the Zoning Ordinance amendments, an administrative committee has been formed with up to four members of the Planning Commission. Assistant Fire Chief Ty Fullerton is the staff lead, working with Beckett and Raeder. As they get into more of the details, the City Manager will be attending these meetings to provide guidance. The just completed a format for the new Zoning ordinance, and are beginning substantive discussions. The plan is to bring individual subject matter to the Planning Commission and City Council at strategic times to keep the project moving forward. We would be glad to answer any specific questions.

3. MICHAEL PARROTT

PURCHASE OF MATERIALS FOR CLERKS OFFICE 5,870.00 BATHROOM

Was this amount just for materials or for labor and materials? If only materials please send the materials listing invoice.

The invoice is labeled as a down payment, however, in speaking with Fire Chief Christiansen this is to cover the cost of the materials and will leave a balance of \$3,000 due upon completion. I have attached the invoice for your reference.

Thank you,

Christina Horton

Finance Director/Treasurer

City of Charlotte

111 E. Lawrence Ave.

Charlotte, MI 48813

517-543-8875

chorton@charlottemi.org

www.charlottemi.gov



Memo

To: Honorable Mayor Lewis; City Council
From: Mary LaRocque, City Clerk
Date: March 10, 2025
Re: Staff report on Mayoral appointments to boards and commissions.

Background

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

Recommendation

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

NAME	BOARD/COMMISSION	EXPIRATION OF TERM
Kevin Fullerton	Ambulance Advisory Committee	until withdrawn
Tyger Fullerton	Ambulance Advisory Committee	until withdrawn
Richard Bearup	Local Officers Compensation Committee	1/14/2030
John Laupp	Local Officers Compensation Committee	1/14/2030
Nate Lovaas	Parks Advisory Board	5/31/2028

Financial Impacts

No financial impact

Suggested Motion

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

CITY OF CHARLOTTE
RESOLUTION NO. 2025-07
TO APPROVE CHANGES TO SIGNATORIES
FOR INDEPENDENT BANK ACCOUNTS

WHEREAS, the City maintains its various bank accounts with Independent Bank whose branch is located at 129 Lansing Street in Charlotte; and

WHEREAS, certain City officers and employees are authorized to act on behalf of the City to make various transactions with regard to those accounts and, in this capacity, are designated as signatories on these accounts; and

WHEREAS, a change in personnel has prompted the necessity to update signatories on the bank accounts, and

WHEREAS, it is a requirement of Independent Bank to submit a Resolution by Council approving designated City personnel who are assigned as signatories on the bank accounts; now therefore

BE IT RESOLVED that Deputy Treasurer Heather Brandell is to be added as a signatory.

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 March 10, 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: Robert Hillard – City Manager
From: Stephanie Whitney - Director of Public Works
Date: March 6, 2025
Re: Staff report on Annual Ferric Chloride Bids

Background

The wastewater treatment plant utilizes approximately 24,000 gallons of ferric chloride per year for the treatment process. Ferric Chloride is utilized in the City of Charlotte's (City) wastewater treatment process due to its effectiveness in the coagulation, flocculation and precipitation process. Ferric Chloride aids in the removal of phosphorus as it reacts with phosphates to form insoluble ferric phosphate, which can be removed through the sedimentation and filtration processes. The application of ferric chloride to the wastewater allows the City to meet permit requirements established by the State of Michigan. When ordered, the typical delivery is 4,000-5,000 gallons at a time which is about half of our storage capacity. As such, several deliveries per year are required (approximately \$70,000 a year total). The Utility Division staff has taken quotes from the three firms that provide the chemical in bulk. The quotes are valid for one year which insulates the city from rising prices.

The following quotes were submitted:

Alexander Chemical Co.: \$1,175.03/ dry ton
Haviland Products Co.: \$1,176.00/dry ton
PVS Technologies, Inc.: \$1,185.00/ dry ton

We have worked with all suppliers in the past, and have no issues with any of them.

Recommendation

After reviewing and comparing the proposals, we are comfortable that Alexander Chemical is capable of product as requested. We are recommending awarding the bid to Alexander Chemical in the amount of \$1,175.03/ dry ton per their proposal for the period of April 1, 2025-March 31, 2026.

Financial Impacts

As a necessary component of the treatment process, this is a budgeted expense and will be charged to the Water & Sewer Fund.

Suggested Motion

City Council approves a contract with Alexander Chemical to provide ferric chloride to the city for the period of April 1, 2025-March 31, 2026 for the price of \$1,175.03/ dry ton with funds available in the Water and Sewer Fund (GL# 510-550.000-738).



Memo

To: Honorable Mayor Lewis; City Council
From: Stephanie Whitney - Director of Public Works
Date: March 10, 2025
Re: Staff report on DPW Road Salt Purchase

Background

Each year, the City participates in the State's cooperative purchasing contract to secure discounted road salt prices. This contract ensures that municipalities have access to a set amount of salt at fixed rates. The Department of Public Works (DPW) determines the salt requirements for the upcoming year and must submit this information to the State by April 2 in order to participate in the contract.

Recommendation

It is recommended that the City participate in the State's cooperative purchasing contract for road salt.

Financial Impacts

The purchase price for road salt is determined once all members of the cooperative have signed up, and the State conducts a bidding process. Funds for this purchase are allocated annually in the General Fund, as well as in the Major Streets and Local Streets budgets.

Suggested Motion

City Council participate in the statewide cooperative purchasing agreement with the State of Michigan to provide road salt, and to authorize the Clerk to sign the agreement on behalf of the city.

CITY OF CHARLOTTE
RESOLUTION NO. 2025-08
A RESOLUTION AUTHORIZING A STREET CLOSURE FOR THE NEEDFUL THINGS 6TH
ANNIVERSARY CELEBRATION ON SUNDAY MAY 4, 2025

WHEREAS, Needful Things, a business located at 117 E. Harris St. in Charlotte, has submitted a request to the City of Charlotte administration, for the closure of the 100 block of East Harris Street for events planned for the celebration of their 6th anniversary on Sunday May 4, 2025 ; and

WHEREAS, the event would include the placement of vendors, tents, and a temporary food concession in the Harris Street Right-Of-Way; and

WHEREAS, Needful Things is requesting that the Charlotte City Council approve the following request, and to authorize the Charlotte Department of Public Works (DPW) and the Charlotte Police Department (CPD) to assist with the street closure:

1. Closure of the 100 block of East Harris Street from 8 a.m. to 8 p.m. on Sunday, May 4, 2025.
2. Placement of barricades prior to the event.
3. Placement of barricades to accommodate the neighbor's driveway within this section.

WHEREAS, the Charlotte City Council determines that this temporary street closing is in the best interests of the community.

NOW, THEREFORE BE IT RESOLVED, that this street closure at this specific time be granted and carried out; and

BE IT ALSO RESOLVED, that the DPW and CPD provide the authorized assistance to include placement of barricades and the issuance of a Traffic Control Order as may be necessary.

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 March 10, 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

March 3, 2025

Ms. Stephanie Whitney, Public Works Director
City of Charlotte
111 E Lawrence Ave,
Charlotte, MI 48813

Re: **Recommendation for Award**
Walnut Street Resurfacing
SDA Project No. CT24002

Dear Ms. Whitney:

Construction bids were opened and publicly read at the City of Charlotte Offices for the Walnut Street Resurfacing Program on February 27th at 4:00 p.m. The project includes crushing and shaping the existing Walnut Street pavement, HMA repaving (two lifts), minor concrete curb and gutter and ADA sidewalk ramp upgrades, and turf restoration.

The City Clerk's office received seven (7) sealed bids for this project. All bids were considered responsive and compliant with all bidding requirements. Following the bid opening, Spalding DeDecker reviewed all bids received, verified the calculations, and prepared a tabulation of the unit price for the project (attached). The apparent low bidder, Reith-Riley Construction Co., submitted a total bid of **\$ 285,283.90** based upon the unit prices bid. This total was corrected for an error in computing the bid amount for line item 21. *Driveway, Nonreinf Conc, 6 inch*. **The corrected bid increased Reith-Riley's as-read bid of \$285,163.90 by \$120.00.** Since the contract amount is based on unit prices, this error is insignificant and correctable, and as such does not invalidate the bid. Further, the correction of the bid does not change the low bidder for the project.

Based on a review of experience and references provided, Spalding DeDecker finds that Reith-Riley Construction Co. is qualified and prepared to perform the specified construction.

It is our recommendation that the project be awarded to the lowest responsive bidder, Reith-Riley Construction Co. in the amount of \$ 285,283.90.

Upon award by the City Council, and execution of the MDOT grant agreement, our office will coordinate the completion of the Contract Agreement, Bonds, and Insurance information with Reith-Riley Construction Co.

Very Truly Yours,
SPALDING DEDECKER

Daniel Troia, PE
Senior Municipal Engineer

Encl: Bid Tabulation;

Reith-Riley Construction Co – Walnut St. 2025 Bid Proposal

NOTICE OF AWARD

Date of Issuance:

Owner: City of Charlotte Project No.: CT24002
Engineer: Spalding DeDecker
Project: Walnut Street Resurfacing
Bidder: Reith-Riley Construction Co
Bidder's Address: 4150 S Creyts Rd, Lansing MI, 48917

You are notified that Owner has accepted your Bid dated **February 27th, 2025** for the above Contract, and that you are the Successful Bidder and are awarded a Contract for:

Walnut Street Resurfacing

The Contract Price of the awarded Contract is **Two Hundred Eighty Five Thousand Two Hundred Eighty Three and 90/100 Dollars (\$285,283.90)**. Contract Price is subject to adjustment based on the provisions of the Contract, including but not limited to those governing changes, Unit Price Work, and Work performed on a cost-plus-fee basis, as applicable.

Five (5) unexecuted Agreements accompany this Notice of Award, and one copy of the Contract Documents accompanies this Notice of Award, or has been transmitted or made available to Bidder electronically.

☐ Drawings will be delivered separately from the other Contract Documents.

You must comply with the following conditions precedent within 15 days of the date of receipt of this Notice of Award:

1. Deliver to Owner Five (5) Agreements, signed by Bidder (as Contractor).
2. Deliver with the signed Agreement(s) the Contract security (such as required performance and payment bonds) and insurance documentation, as specified in the Instructions to Bidders and in the General Conditions, Articles 2 and 6.

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Within 10 days after you comply with the above conditions, Owner will return to you one fully signed counterpart of the Agreement, together with any additional copies of the Contract Documents as indicated in Paragraph 2.02 of the General Conditions.

Owner: **City of Charlotte**
By (signature): _____
Name (printed): _____
Title: _____
Copy: Engineer

Rieth-Riley Const. Co.

Item No.	Spec	Description	Quantity	Unit	Unit Price	Bid Amount
1	1100001	Mobilization, Max, \$29,500.00	1	LSUM	\$ 17,500	\$ 17,500
2	2040020	Curb and Gutter, Rem	126	Ft	\$ 17.00	\$ 2,142
3	2040055	Sidewalk, Rem	20	Syd	\$ 50.00	\$ 1,000
4	2050041	Subgrade Undercutting, Type II	300	Cyd	\$ 45.00	\$ 13,500
5	2080020	Erosion Control, Inlet Protection, Fabric Drop	18	Ea	\$ 75.00	\$ 1,350
6	3027011	_Aggregate Base, Recycled, 8 inch	250	Syd	\$ 10.00	\$ 2,500
7	3050002	HMA Base Crushing and Shaping	7400	Syd	\$ 2.63	\$ 19,462
8	3070048	Approach, CI III, 6 inch	20	Syd	\$ 30.00	\$ 600.00
9	3082002	Road Grade Biaxial Geogrid	250	Syd	\$ 3.00	\$ 750.00
10	4030005	Dr Structure Cover, Adj, Case 1	10	Ea	\$ 630.00	\$ 6,300
11	4030010	Dr Structure Cover, Type B	10	Ea	\$ 620.00	\$ 6,200
12	4030050	Dr Structure Cover, Type K	1	Ea	\$ 925.00	\$ 925.00
13	4030065	Dr Structure Cover, Type Q	11	Ea	\$ 580.00	\$ 6,380
14	4030280	Dr Structure, Adj, Add Depth	4	Ft	\$ 250.00	\$ 1,000
15	4030390	Dr Structure, Temp Lowering	21	Ea	\$ 250.00	\$ 5,250
16	5010005	HMA Surface, Rem	10	Syd	\$ 55.00	\$ 550.00
17	5010008	Pavt for Butt Joints, Rem	130	Syd	\$ 8.65	\$ 1,124.50
18	5010025	Hand Patching	20	Ton	\$ 125.00	\$ 2,500
19	5010033	HMA, 13A	1090	Ton	\$ 82.00	\$ 89,380
20	5010034	HMA, 36A	680	Ton	\$ 92.00	\$ 62,560
21	8010005	Driveway, Nonreinf Conc, 6 inch	20	Syd	\$ 98.78	\$ 1,855.60
22	8020038	Curb and Gutter, Conc, Det F4	96	Ft	\$ 40.65	\$ 3,902.40
23	8030010	Detectable Warning Surface	22	Ft	\$ 44.00	\$ 968.00
24	8030030	Curb Ramp Opening, Conc	30	Ft	\$ 30.00	\$ 900.00
25	8032002	Curb Ramp, Conc, 6 inch	160	Sft	\$ 22.05	\$ 3,528
26	8110024	Pavt Mrkg, Ovly Cold Plastic, 6 inch, Crosswalk	264	Ft	\$ 3.50	\$ 924.00
27	8110041	Pavt Mrkg, Ovly Cold Plastic, 12 inch, Crosswalk	368	Ft	\$ 6.75	\$ 2,484
28	8110045	Pavt Mrkg, Ovly Cold Plastic, 24 inch, Stop Bar	56	Ft	\$ 15.00	\$ 840.00
29	8110343	Rem Spec Mrkg	173	Sft	\$ 3.50	\$ 605.50
30	8120012	Barricade, Type III, High Intensity, Double Sided, Lighted, Furn	5	Ea	\$ 70.50	\$ 352.50

31	8120013	Barricade, Type III, High Intensity, Double Sided, Lighted, Oper	5	Ea	\$ 5.00	\$ 25.00
32	8120026	Pedestrian Type II Barricade, Temp	11	Ea	\$ 58.50	\$ 643.50
33	8120140	Lighted Arrow, Type C, Furn	1	Ea	\$ 360.00	\$ 360.00
34	8120141	Lighted Arrow, Type C, Oper	1	Ea	\$ 30.00	\$ 30.00
35	8120170	Minor Traf Devices	1	LSUM	\$ 3,000	\$ 3,000
36	8120252	Plastic Drum, Fluorescent, Furn	30	Ea	\$ 13.50	\$ 405.00
37	8120253	Plastic Drum, Fluorescent, Oper	30	Ea	\$ 1.50	\$ 45.00
38	8120350	Sign, Type B, Temp, Prismatic, Furn	736	Sft	\$ 3.90	\$ 2,870.40
39	8120351	Sign, Type B, Temp, Prismatic, Oper	736	Sft	\$ 0.15	\$ 110.40
40	8120352	Sign, Type B, Temp, Prismatic, Spec, Furn	21	Sft	\$ 3.95	\$ 82.95
41	8120353	Sign, Type B, Temp, Prismatic, Spec, Oper	21	Sft	\$ 0.15	\$ 3.15
42	8120370	Traf Regulator Control	1	LSUM	\$ 4,000	\$ 4,000
43	8167011	_Slope Restoration, Type I	100	Syd	\$ 25.00	\$ 2,500
44	8230391	Gate Box, Adj, Temp, Case 1	3	Ea	\$ 275.00	\$ 825.00
45	8230431	Gate Box, Adj, Case 1	3	Ea	\$ 400.00	\$ 1,200
46	8252145	Sanitary Structure Cover, Adj, Case 1	11	Ea	\$ 630.00	\$ 6,930
47	8507040	_Recycled Aggregate Delivery	24	Hr	\$ 200.00	\$ 4,800
TOTAL:						\$ 285,163.90

B. Bidder acknowledges that:

1. Each Bid Unit Price includes an amount considered by Bidder to be adequate to cover Contractor's overhead and profit for each separately identified item, and
2. Estimated quantities are not guaranteed, and are solely for the purpose of comparison of Bids, and final payment for all Unit Price Work will be based on actual quantities, determined as provided in the Contract Documents.

ARTICLE 4—TIME OF COMPLETION

- 4.01 Bidder agrees that the Work will be substantially complete and will be completed and ready for final payment in accordance with Paragraph 15.06 of the General Conditions on or before the dates or within the number of calendar days indicated in the Agreement.
- 4.02 Bidder accepts the provisions of the Agreement as to liquidated damages.

ARTICLE 5—BIDDER'S ACKNOWLEDGEMENTS: ACCEPTANCE PERIOD, INSTRUCTIONS, AND RECEIPT OF ADDENDA**5.01 Bid Acceptance Period**

- A. This Bid will remain subject to acceptance for 90 days after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of Owner.

5.02 Instructions to Bidders

- A. Bidder accepts all of the terms and conditions of the Instructions to Bidders, including without limitation those dealing with the disposition of Bid security.

5.03 Receipt of Addenda

- A. Bidder hereby acknowledges receipt of the following Addenda:

Addendum Number	Addendum Date

ARTICLE 6—BIDDER'S REPRESENTATIONS AND CERTIFICATIONS**6.01 Bidder's Representations**

- A. In submitting this Bid, Bidder represents the following:
1. Bidder has examined and carefully studied the Bidding Documents, including Addenda.
 2. Bidder has visited the Site, conducted a thorough visual examination of the Site and adjacent areas, and become familiar with the general, local, and Site conditions that may affect cost, progress, and performance of the Work.
 3. Bidder is familiar with all Laws and Regulations that may affect cost, progress, and performance of the Work.
 4. Bidder has carefully studied the reports of explorations and tests of subsurface conditions at or adjacent to the Site and the drawings of physical conditions relating to existing surface or subsurface structures at the Site that have been identified in the Supplementary Conditions, with respect to the Technical Data in such reports and drawings.
 5. Bidder has carefully studied the reports and drawings relating to Hazardous Environmental Conditions, if any, at or adjacent to the Site that have been identified in the Supplementary Conditions, with respect to Technical Data in such reports and drawings.
 6. Bidder has considered the information known to Bidder itself; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Bidding Documents; and the Technical Data identified in the Supplementary Conditions or by definition, with respect to the effect of such information, observations, and Technical Data on (a) the cost, progress, and performance of the Work; (b) the means, methods, techniques, sequences, and procedures of construction to be employed by Bidder, if selected as Contractor; and (c) Bidder's (Contractor's) safety precautions and programs.

7. Based on the information and observations referred to in the preceding paragraph, Bidder agrees that no further examinations, investigations, explorations, tests, studies, or data are necessary for the performance of the Work at the Contract Price, within the Contract Times, and in accordance with the other terms and conditions of the Contract.
8. Bidder is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Bidding Documents.
9. Bidder has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered in the Bidding Documents, and of discrepancies between Site conditions and the Contract Documents, and the written resolution thereof by Engineer is acceptable to Contractor.
10. The Bidding Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work.
11. The submission of this Bid constitutes an incontrovertible representation by Bidder that without exception the Bid and all prices in the Bid are premised upon performing and furnishing the Work required by the Bidding Documents.

6.02 *Bidder's Certifications*

A. The Bidder certifies the following:

1. This Bid is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any collusive agreement or rules of any group, association, organization, or corporation.
2. Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid.
3. Bidder has not solicited or induced any individual or entity to refrain from bidding.
4. Bidder has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the Contract. For the purposes of this Paragraph 8.02.A:
 - a. Corrupt practice means the offering, giving, receiving, or soliciting of anything of value likely to influence the action of a public official in the bidding process.
 - b. Fraudulent practice means an intentional misrepresentation of facts made (a) to influence the bidding process to the detriment of Owner, (b) to establish bid prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition.
 - c. Collusive practice means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish bid prices at artificial, non-competitive levels.
 - d. Coercive practice means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.

PROPOSED SUBCONTRACTOR LIST

Subcontractor	Work Completed
T&D Concrete	Concrete
CD Hughes	Pulverize
PK Contracting	Pavement Markings
Spartan Barricade	Traffic Control

BIDDER hereby submits this Bid as set forth above:

Bidder:

Rieth-Riley Construction

By: Adam Roberts (typed or printed name of organization)
(individual's signature)

Name: Adam Roberts

(typed or printed)

Title: Estimator

(typed or printed)

Date: 2/27/25

(typed or printed)

If Bidder is a corporation, a partnership, or a joint venture, attach evidence of authority to sign.

Attest: Shaundel Elowesi
(individual's signature)

Name: Shaundel Elowesi
(typed or printed)

Title: Engineer / Estimator
(typed or printed)

Date: 2/27/25
(typed or printed)

Address for giving notices:

4150 S Creyts Rd

Lansing MI

Bidder's Contact:

Name: Adam Roberts

(typed or printed)

Title: Estimator

(typed or printed)

Phone: 517-667-8107

Email: ajroberts@rieth-Riley.com

Address:

4150 S Creyts Rd

Lansing MI 48917

Bidder's Contractor License No.:
(if applicable)

BID BOND

TRAVELERS CASUALTY AND SURETY COMPANY OF AMERICA
Hartford, Connecticut 06183

KNOW ALL MEN BY THESE PRESENTS,

That we, RIETH-RILEY CONSTRUCTION CO., INC., as Principal, hereinafter called the Principal, and TRAVELERS CASUALTY AND SURETY COMPANY OF AMERICA, of Hartford, Connecticut, a corporation duly organized under the laws of the State of Connecticut, as Surety, hereinafter called the Surety, are held and firmly bound unto City of Charlotte, as Obligee, hereinafter called the Obligee, in the sum of \$910 Basic Bid Dollars (\$), for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for

Walnut Street Resurfacing

NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract with the Obligee in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such, or in the *event* of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligee may in good faith contract with another party to perform the Work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

Signed and sealed this 27 day of February 2025

Sharon Elmore
Witness

RIETH-RILEY CONSTRUCTION CO., INC.

(Principal) (Seal)

Adam White Estimator
(Name & Title)

Karolynne Ramirez
Witness Karolynne Ramirez

TRAVELERS CASUALTY AND SURETY COMPANY OF AMERICA

Colette R. Chisholm
Colette R. Chisholm Attorney-in-Fact





**Travelers Casualty and Surety Company of America
Travelers Casualty and Surety Company
St. Paul Fire and Marine Insurance Company**

POWER OF ATTORNEY

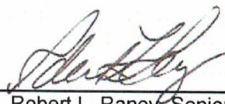
KNOW ALL MEN BY THESE PRESENTS: That Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint **Colette R Chisholm** of **UNIONDALE**, **New York**, their true and lawful Attorney(s)-in-Fact to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this **21st** day of **April**, **2021**.



State of Connecticut

City of Hartford ss.

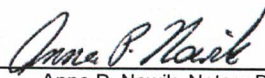
By: 
Robert L. Raney, Senior Vice President

On this the **21st** day of **April**, **2021**, before me personally appeared **Robert L. Raney**, who acknowledged himself to be the Senior Vice President of each of the Companies, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of said Companies by himself as a duly authorized officer.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

My Commission expires the **30th** day of **June**, **2026**




Anna P. Nowik, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of each of the Companies, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

FURTHER RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

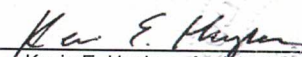
FURTHER RESOLVED, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

FURTHER RESOLVED, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, **Kevin E. Hughes**, the undersigned, Assistant Secretary of each of the Companies, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

Dated this **27** day of **February**, **2021**.




Kevin E. Hughes, Assistant Secretary

**To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880.
Please refer to the above-named Attorney(s)-in-Fact and the details of the bond to which this Power of Attorney is attached.**



GRETCHEN WHITMER
Governor

STATE OF MICHIGAN
DEPARTMENT OF TRANSPORTATION
Lansing

PAUL C. AJEGBA
Director

September 21, 2023

Rieth-Riley Construction Co., Inc.
PO Box 477
Goshen IN 46527-0477

Vendor ID: 00253

Dear Contractor:

Thank you for your interest in doing business with the Michigan Department of Transportation (MDOT) as a prequalified construction contractor. This is to inform you that the application submitted for prequalification by **Rieth-Riley Construction Co., Inc. has been approved.**

In accordance with our Administrative Rules, an **overall financial rating of \$1,746,039,000.00** has been established which covers numerical ratings in the classifications(s) listed below:

1746039	(\$1,746,039,000.00)	B	Concrete Pavement
1746039	(\$1,746,039,000.00)	Ba	Concrete Pavement Patching And Widening
1746039	(\$1,746,039,000.00)	Ca	Chip Seals
1746039	(\$1,746,039,000.00)	Cb	Hot Mix Asphalt/Bituminous Paving
1746039	(\$1,746,039,000.00)	Ea	Grading, Drainage Structures & Agg. Cons
1746039	(\$1,746,039,000.00)	Fa	Bridges And Special Structures
2000	(\$2,000,000.00)	G	Building Moving And Demolition
1746039	(\$1,746,039,000.00)	I	Sodding And Seeding/Turf Establishment
1746039	(\$1,746,039,000.00)	J	Concrete C, C&G, Driveways, Sidewalks
1746039	(\$1,746,039,000.00)	K	Sewers and Watermains
1746039	(\$1,746,039,000.00)	N2	Clearing & Grubbing
1746039	(\$1,746,039,000.00)	N92D	Crushing & Shaping
1746039	(\$1,746,039,000.00)	N93A	Cold Milling
1746039	(\$1,746,039,000.00)	N93G	Joint Repair

This prequalification rating is effective until July 31, 2025 ; a renewal application must be submitted by this date to prevent removal of prequalification.

If the assigned rating is not satisfactory, the Prequalification Committee must be notified in writing within 15 days of having been advised of the rating granted. MDOT may declare a prequalified bidder ineligible to bid at any time because of developments subsequent to prequalification which, in its opinion, would affect the responsibility of the bidder or their ability to perform the contract work.

If you have any questions or need additional information, please use the following contacts:

Construction Prequalification: MDOTPrequal@michigan.gov , [Prequalification Website](#)

Bid Letting (electronic bidding process): MDOT-BidLetting@michigan.gov , [Bid Letting Website](#)

Congratulations on your status as an MDOT Construction Prequalified Contractor. MDOT's Construction Prequalification team looks forward to working with you!

MURRAY D. VANWAGONER BUILDING • P.O. BOX 30050 • LANSING, MICHIGAN 48909
www.michigan.gov • (517) 373-2090

LH-LAN-0(01/11)

RIETH-RILEY CONSTRUCTION Co., Inc.

100% Quality • 100% Employee Owned • Over 100 Years

CERTIFICATE OF AUTHORITY

KNOW ALL MEN BY THESE PRESENTS, that the undersigned President of Rieth-Riley Construction Co., Inc., a corporation duly organized and existing under the laws of the State of Indiana, hereby represents and confirms that **Adam J. Roberts, Estimator**, has full power and authority to make, execute, seal, if required by law, and deliver for and on its behalf, and as its act and deed any and all bids, proposals or contracts, said bids, proposals or contracts not to exceed **\$750,000.00** which bids, proposals or contracts call for work, services, or materials to be furnished by Rieth-Riley Construction Co., Inc., whether such bids, proposals or contracts are being submitted to an individual or entity, public or private, and to bind Rieth-Riley Construction Co., Inc. thereby as fully and to the same extent as if such bids, proposals or contracts were signed by an Executive Officer of Rieth-Riley Construction Co., Inc., and sealed, if required by law, and attested by one of such officers, and hereby ratifies and confirms all that the above named designee may do in pursuance hereof.

The authority granted to the above named designee is pursuant to Section 6.03 of the Amended and Restated Code of By-Laws of Rieth-Riley Construction Co., Inc., as amended, effective April 26, 2019 (the "Restated By-Laws"), and which Restated By-Laws, as amended, and the authority granted to the above named designee continue in full force and effect.

This Certificate of Authority is issued, signed and sealed, if required by law, by facsimile under and by authority of the following standing resolutions adopted by the Board of Directors of Rieth-Riley Construction Co., Inc., at a meeting held on the 16th day of February, 1996, at which a quorum was present, and which resolutions have not been amended or repealed and continue in full force and effect:

"Resolved that for purposes of clarification and in furtherance of the intent of Section 6.03 of the By-Laws of the Company the authority granted in Section 6.03 shall extend to the making, execution, sealing, if required by law, and delivery on behalf of the Company of all documents required as part of any bid, proposal or contract, which is for work, services or materials to be furnished by Company and which is being submitted to an individual or entity, public or private."

"Resolved that in carrying out the provisions of Section 6.03 of the By-Laws of the Company the signatures of such directors and officers and, if required by law, the seal of the Company may be affixed to any such Certificate of Authority or any certificate relating thereto by facsimile, and any such Certificate of Authority or certificate bearing such facsimile signatures or facsimile seal shall be valid and binding upon the Company and any such Certificate of Authority so executed and certified by facsimile signature and facsimile seal shall be valid and binding upon the Company, with respect to any bid, proposal or contract to which it is attached."

IN WITNESS WHEREOF, Rieth-Riley Construction Co., Inc., has caused these presents to be signed by its President and its corporate seal to be hereto affixed, this **4th day of February, 2025**.



RIETH-RILEY CONSTRUCTION CO., INC.

A handwritten signature in black ink, appearing to read "A. Keith Rose".

A. Keith Rose, President

STATE OF INDIANA)
)SS:
COUNTY OF ELKHART)

On this **4th day of February, 2025**, before me personally came A. Keith Rose, to me known, who, being by me sworn, did depose and say: that he is President of Rieth-Riley Construction Co., Inc., the corporation described in and which executed the above instrument; that he knows the seal of said corporation; that the seal affixed to the said instrument is such corporate seal; and that he executed the said instrument on behalf of the corporation by authority of his office pursuant to corporation's Restated By-Laws and standing resolutions.

My Commission Expires: May 16, 2027



A handwritten signature in black ink, appearing to read "Traci L. Funderburk".

Traci L. Funderburk, Notary Public
Residing in Elkhart County, Indiana

I, Robert L. Konopinski, do hereby certify that I am the duly appointed and acting Secretary of Rieth-Riley Construction Co., Inc., a corporation duly organized, validly existing and in good standing under the laws of the State of Indiana; that the foregoing Certificate of Authority has neither been amended or rescinded and remains in full force and effect; and furthermore, that the Restated By-Laws and standing resolutions of the corporation, as referred to and set forth in this Certificate of Authority, continue in full force and effect.

Signed and Sealed at the Corporate Office of Rieth-Riley Construction Co., Inc., in the City of Goshen, State of Indiana. Dated this 27 day of February, 2025.



A handwritten signature in black ink, appearing to read "Robert L. Konopinski".

Robert L. Konopinski, Secretary

BID TABULATION - Walnut Street Resurfacing
City of Charlotte

7 Bids received, opened 02/27/25

Project No. CT24002

By: BQ

Reviewed: DT

BASE BID				Engineer's Estimate		Capital Asphalt LLC		Hunter-Prell Co.		Leavitt & Starck Excavating Inc.	
No	PAY ITEM	QUANTITY	UNIT	UNIT PRICE (\$)	AMOUNT (\$)	UNIT PRICE (\$)	AMOUNT (\$)	UNIT PRICE (\$)	AMOUNT (\$)	UNIT PRICE (\$)	AMOUNT (\$)
1	Mobilization, Max, \$29,500.00	1	LSUM	\$ 29,500.00	29,500.00	\$29,000.00	29,000.00	\$29,500.00	29,500.00	\$29,500.00	29,500.00
2	Curb and Gutter, Rem	126	Ft	\$ 20.00	2,520.00	\$18.00	2,268.00	\$12.00	1,512.00	\$17.50	2,205.00
3	Sidewalk, Rem	20	Syd	\$ 20.00	400.00	\$18.00	360.00	\$12.00	240.00	\$30.00	600.00
4	Subgrade Undercutting, Type II	300	Cyd	\$ 35.00	10,500.00	\$50.00	15,000.00	\$65.00	19,500.00	\$42.00	12,600.00
5	Erosion Control, Inlet Protection, Fabric Drop	18	Ea	\$ 130.00	2,340.00	\$100.00	1,800.00	\$150.00	2,700.00	\$150.00	2,700.00
6	Aggregate Base, Recycled, 8 inch	250	Syd	\$ 10.00	2,500.00	\$40.00	10,000.00	\$12.00	3,000.00	\$12.00	3,000.00
7	HMA Base Crushing and Shaping	7400	Syd	\$ 2.50	18,500.00	\$1.77	13,098.00	\$2.50	18,500.00	\$3.60	26,640.00
8	Approach, Cl III, 6 inch	20	Syd	\$ 12.00	240.00	\$45.00	900.00	\$25.00	500.00	\$50.00	1,000.00
9	Road Grade Biaxial Geogrid	250	Syd	\$ 5.00	1,250.00	\$12.00	3,000.00	\$4.00	1,000.00	\$8.50	2,125.00
10	Dr Structure Cover, Adj, Case 1	10	Ea	\$ 800.00	8,000.00	\$600.00	6,000.00	\$850.00	8,500.00	\$583.00	5,830.00
11	Dr Structure Cover, Type B	10	Ea	\$ 600.00	6,000.00	\$300.00	3,000.00	\$650.00	6,500.00	\$700.00	7,000.00
12	Dr Structure Cover, Type K	1	Ea	\$ 750.00	750.00	\$250.00	250.00	\$950.00	950.00	\$1,000.00	1,000.00
13	Dr Structure Cover, Type Q	11	Ea	\$ 650.00	7,150.00	\$300.00	3,300.00	\$650.00	7,150.00	\$1,000.00	11,000.00
14	Dr Structure, Adj, Add Depth	4	Ft	\$ 250.00	1,000.00	\$300.00	1,200.00	\$250.00	1,000.00	\$265.00	1,060.00
15	Dr Structure, Temp Lowering	21	Ea	\$ 400.00	8,400.00	\$265.00	5,565.00	\$350.00	7,350.00	\$265.00	5,565.00
16	HMA Surface, Rem	10	Syd	\$ 10.00	100.00	\$50.00	500.00	\$8.00	80.00	\$35.00	350.00
17	Pavt for Butt Joints, Rem	130	Syd	\$ 10.00	1,300.00	\$8.00	1,040.00	\$29.00	3,770.00	\$31.00	4,030.00
18	Hand Patching	20	Ton	\$ 150.00	3,000.00	\$150.00	3,000.00	\$200.00	4,000.00	\$150.00	3,000.00
19	HMA, 13A	1090	Ton	\$ 90.00	98,100.00	\$83.00	90,470.00	\$77.00	83,930.00	\$98.25	107,092.50
20	HMA, 36A	680	Ton	\$ 100.00	68,000.00	\$90.00	61,200.00	\$82.50	56,100.00	\$103.75	70,550.00
21	Driveway, Nonrein Conc, 6 inch	20	Syd	\$ 65.00	1,300.00	\$72.00	1,440.00	\$85.00	1,700.00	\$90.00	1,800.00
22	Curb and Gutter, Conc, Det F4	96	Ft	\$ 40.00	3,840.00	\$32.00	3,072.00	\$45.00	4,320.00	\$29.00	2,784.00
23	Detectable Warning Surface	22	Ft	\$ 48.00	1,056.00	\$45.00	990.00	\$48.00	1,056.00	\$50.00	1,100.00
24	Curb Ramp Opening, Conc	30	Ft	\$ 35.00	1,050.00	\$32.00	960.00	\$45.00	1,350.00	\$29.00	870.00
25	Sidewalk, Conc, 4 inch	100	Sft	\$ 6.00	600.00		-		-		-
26	Curb Ramp, Conc, 6 inch	160	Sft	\$ 8.00	1,280.00	\$25.00	4,000.00	\$8.00	1,280.00	\$12.00	1,920.00
27	Pavt Mrkg, Ovly Cold Plastic, 6 inch, Crosswalk	264	Ft	\$ 3.50	924.00	\$12.65	3,339.60	\$4.00	1,056.00	\$13.50	3,564.00
28	Pavt Mrkg, Ovly Cold Plastic, 12 inch, Crosswalk	368	Ft	\$ 7.00	2,576.00	\$19.04	7,006.72	\$7.77	2,859.36	\$20.00	7,360.00
29	Pavt Mrkg, Ovly Cold Plastic, 24 inch, Stop Bar	56	Ft	\$ 16.00	896.00	\$37.80	2,116.80	\$16.53	925.68	\$40.00	2,240.00
30	Rem Spec Mrkg	173	Sft	\$ 5.00	865.00	\$3.15	544.95	\$6.34	1,096.82	\$3.50	605.50
31	Barricade, Type III, High Intensity, Double Sided, Light	5	Ea	\$ 75.00	375.00	\$70.50	352.50	\$88.83	444.15	\$74.00	370.00
32	Barricade, Type III, High Intensity, Double Sided, Light	5	Ea	\$ 5.00	25.00	\$5.00	25.00	\$6.30	31.50	\$5.50	27.50
33	Pedestrian Type II Barricade, Temp	11	Ea	\$ 75.00	825.00	\$58.50	643.50	\$73.71	810.81	\$61.45	675.95
34	Lighted Arrow, Type C, Furn	1	Ea	\$ 400.00	400.00	\$360.00	360.00	\$453.60	453.60	\$378.00	378.00
35	Lighted Arrow, Type C, Oper	1	Ea	\$ 50.00	50.00	\$30.00	30.00	\$37.80	37.80	\$31.50	31.50
36	Minor Traf Devices	1	LSUM	\$ 5,000.00	5,000.00	\$1,000.00	1,000.00	\$15,000.00	15,000.00	\$1,250.00	1,250.00
37	Plastic Drum, Fluorescent, Furn	30	Ea	\$ 20.00	600.00	\$13.50	405.00	\$17.01	510.30	\$14.25	427.50
38	Plastic Drum, Fluorescent, Oper	30	Ea	\$ 2.00	60.00	\$1.50	45.00	\$1.89	56.70	\$1.60	48.00
39	Sign, Type B, Temp, Prismatic, Furn	736	Sft	\$ 4.00	2,944.00	\$3.90	2,870.40	\$4.91	3,613.76	\$4.10	3,017.60
40	Sign, Type B, Temp, Prismatic, Oper	736	Sft	\$ 1.00	736.00	\$0.15	110.40	\$0.19	139.84	\$0.25	184.00
41	Sign, Type B, Temp, Prismatic, Spec, Furn	21	Sft	\$ 5.00	105.00	\$3.95	82.95	\$4.98	104.58	\$4.15	87.15
42	Sign, Type B, Temp, Prismatic, Spec, Oper	21	Sft	\$ 1.00	21.00	\$0.15	3.15	\$0.19	3.99	\$0.25	5.25
43	Traf Regulator Control	1	LSUM	\$ 10,000.00	10,000.00	\$1,000.00	1,000.00	\$15,000.00	15,000.00	\$1,500.00	1,500.00
44	Slope Restoration, Type I	100	Syd	\$ 15.00	1,500.00	\$30.00	3,000.00	\$12.00	1,200.00	\$10.00	1,000.00
45	Gate Box, Adj, Temp, Case 1	3	Ea	\$ 250.00	750.00	\$110.00	330.00	\$350.00	1,050.00	\$265.00	795.00
46	Gate Box, Adj, Case 1	3	Ea	\$ 500.00	1,500.00	\$125.00	375.00	\$350.00	1,050.00	\$583.00	1,749.00
47	Sanitary Structure Cover, Adj, Case 1	11	Ea	\$ 900.00	9,900.00	\$350.00	3,850.00	\$850.00	9,350.00	\$583.00	6,413.00
48	Recycled Aggregate Delivery	24	Hr	\$ 250.00	6,000.00	\$185.00	4,440.00	\$100.00	2,400.00	\$420.00	10,080.00
TOTAL					\$ 324,728.00	\$ 293,343.97	\$ 322,682.89	\$ 347,130.45			

Lowest responsive bidder

Bid corrected for
error in total cost

BID TABULATION - Walnut Street Resurfacing
City of Charlotte

7 Bids received, opened 02/27/25

Project No. CT24002

By: BQ

Reviewed: DT

BASE BID				Michigan Paving & Materials Co.		Nashville Construction Co.		Rieth-Riley Const. Co.		Tomco Asphalt Inc.	
No	PAY ITEM	QUANTITY	UNIT	UNIT PRICE (\$)	AMOUNT (\$)	UNIT PRICE (\$)	AMOUNT (\$)	UNIT PRICE (\$)	AMOUNT (\$)	UNIT PRICE (\$)	AMOUNT (\$)
1	Mobilization, Max, \$29,500.00	1	LSUM	\$5,000.00	5,000.00	\$29,500.00	29,500.00	\$17,500.00	17,500.00	\$10,000.00	10,000.00
2	Curb and Gutter, Rem	126	Ft	\$15.50	1,953.00	\$12.00	1,512.00	\$17.00	2,142.00	\$10.00	1,260.00
3	Sidewalk, Rem	20	Syd	\$25.00	500.00	\$10.00	200.00	\$50.00	1,000.00	\$10.00	200.00
4	Subgrade Undercutting, Type II	300	Cyd	\$40.00	12,000.00	\$25.00	7,500.00	\$45.00	13,500.00	\$35.00	10,500.00
5	Erosion Control, Inlet Protection, Fabric Drop	18	Ea	\$200.00	3,600.00	\$150.00	2,700.00	\$75.00	1,350.00	\$250.00	4,500.00
6	Aggregate Base, Recycled, 8 inch	250	Syd	\$3.10	775.00	\$6.00	1,500.00	\$10.00	2,500.00	\$10.00	2,500.00
7	HMA Base Crushing and Shaping	7400	Syd	\$1.43	10,582.00	\$2.50	18,500.00	\$2.63	19,462.00	\$5.00	37,000.00
8	Approach, CI III, 6 inch	20	Syd	\$10.00	200.00	\$50.00	1,000.00	\$30.00	600.00	\$10.00	200.00
9	Road Grade Biaxial Geogrid	250	Syd	\$2.70	675.00	\$8.00	2,000.00	\$3.00	750.00	\$5.00	1,250.00
10	Dr Structure Cover, Adj, Case 1	10	Ea	\$885.00	8,850.00	\$350.00	3,500.00	\$630.00	6,300.00	\$750.00	7,500.00
11	Dr Structure Cover, Type B	10	Ea	\$840.00	8,400.00	\$700.00	7,000.00	\$620.00	6,200.00	\$300.00	3,000.00
12	Dr Structure Cover, Type K	1	Ea	\$1,085.00	1,085.00	\$1,400.00	1,400.00	\$925.00	925.00	\$300.00	300.00
13	Dr Structure Cover, Type Q	11	Ea	\$840.00	9,240.00	\$800.00	8,800.00	\$580.00	6,380.00	\$350.00	3,850.00
14	Dr Structure, Adj, Add Depth	4	Ft	\$500.00	2,000.00	\$250.00	1,000.00	\$250.00	1,000.00	\$1,000.00	4,000.00
15	Dr Structure, Temp Lowering	21	Ea	\$525.00	11,025.00	\$250.00	5,250.00	\$250.00	5,250.00	\$500.00	10,500.00
16	HMA Surface, Rem	10	Syd	\$37.25	372.50	\$25.00	250.00	\$55.00	550.00	\$20.00	200.00
17	Pavt for Butt Joints, Rem	130	Syd	\$15.00	1,950.00	\$29.29	3,807.70	\$8.65	1,124.50	\$10.00	1,300.00
18	Hand Patching	20	Ton	\$175.00	3,500.00	\$202.00	4,040.00	\$125.00	2,500.00	\$250.00	5,000.00
19	HMA, 13A	1090	Ton	\$90.00	98,100.00	\$77.77	84,769.30	\$82.00	89,380.00	\$113.00	123,170.00
20	HMA, 36A	680	Ton	\$95.00	64,600.00	\$83.33	56,664.40	\$92.00	62,560.00	\$120.00	81,600.00
21	Driveway, Nonreinf Conc, 6 inch	20	Syd	\$81.00	1,620.00	\$68.63	1,372.60	\$98.78	1,975.60	\$72.00	1,440.00
22	Curb and Gutter, Conc, Det F4	96	Ft	\$33.00	3,168.00	\$28.25	2,712.00	\$40.65	3,902.40	\$34.00	3,264.00
23	Detectable Warning Surface	22	Ft	\$50.00	1,100.00	\$50.50	1,111.00	\$44.00	968.00	\$100.00	2,200.00
24	Curb Ramp Opening, Conc	30	Ft	\$33.00	990.00	\$30.25	907.50	\$30.00	900.00	\$34.00	1,020.00
25	Sidewalk, Conc, 4 inch	100	Sft		-		-		-		-
26	Curb Ramp, Conc, 6 inch	160	Sft	\$12.00	1,920.00	\$10.09	1,614.40	\$22.05	3,528.00	\$10.00	1,600.00
27	Pavt Mrkg, Ovly Cold Plastic, 6 inch, Crosswalk	264	Ft	\$3.50	924.00	\$3.50	924.00	\$3.50	924.00	\$12.65	3,339.60
28	Pavt Mrkg, Ovly Cold Plastic, 12 inch, Crosswalk	368	Ft	\$6.75	2,484.00	\$6.75	2,484.00	\$6.75	2,484.00	\$19.04	7,006.72
29	Pavt Mrkg, Ovly Cold Plastic, 24 inch, Stop Bar	56	Ft	\$15.00	840.00	\$15.00	840.00	\$15.00	840.00	\$37.80	2,116.80
30	Rem Spec Mrkg	173	Sft	\$3.50	605.50	\$3.50	605.50	\$3.50	605.50	\$3.15	544.95
31	Barricade, Type III, High Intensity, Double Sided, Light	5	Ea	\$70.50	352.50	\$70.50	352.50	\$70.50	352.50	\$70.50	352.50
32	Barricade, Type III, High Intensity, Double Sided, Light	5	Ea	\$5.00	25.00	\$5.00	25.00	\$5.00	25.00	\$5.00	25.00
33	Pedestrian Type II Barricade, Temp	11	Ea	\$58.50	643.50	\$58.50	643.50	\$58.50	643.50	\$58.50	643.50
34	Lighted Arrow, Type C, Furn	1	Ea	\$360.00	360.00	\$360.00	360.00	\$360.00	360.00	\$360.00	360.00
35	Lighted Arrow, Type C, Oper	1	Ea	\$30.00	30.00	\$30.00	30.00	\$30.00	30.00	\$30.00	30.00
36	Minor Traf Devices	1	LSUM	\$6,785.00	6,785.00	\$15,095.00	15,095.00	\$3,000.00	3,000.00	\$2,500.00	2,500.00
37	Plastic Drum, Fluorescent, Furn	30	Ea	\$13.50	405.00	\$13.50	405.00	\$13.50	405.00	\$13.50	405.00
38	Plastic Drum, Fluorescent, Oper	30	Ea	\$1.50	45.00	\$1.50	45.00	\$1.50	45.00	\$1.50	45.00
39	Sign, Type B, Temp, Prismatic, Furn	736	Sft	\$3.90	2,870.40	\$3.90	2,870.40	\$3.90	2,870.40	\$3.90	2,870.40
40	Sign, Type B, Temp, Prismatic, Oper	736	Sft	\$0.15	110.40	\$0.15	110.40	\$0.15	110.40	\$0.15	110.40
41	Sign, Type B, Temp, Prismatic, Spec, Furn	21	Sft	\$3.95	82.95	\$3.95	82.95	\$3.95	82.95	\$3.95	82.95
42	Sign, Type B, Temp, Prismatic, Spec, Oper	21	Sft	\$0.15	3.15	\$0.15	3.15	\$0.15	3.15	\$0.15	3.15
43	Traf Regulator Control	1	LSUM	\$4,150.00	4,150.00	\$2,525.01	2,525.01	\$4,000.00	4,000.00	\$2,500.00	2,500.00
44	Slope Restoration, Type I	100	Syd	\$9.85	985.00	\$10.00	1,000.00	\$25.00	2,500.00	\$20.00	2,000.00
45	Gate Box, Adj, Temp, Case 1	3	Ea	\$725.00	2,175.00	\$350.00	1,050.00	\$275.00	825.00	\$750.00	2,250.00
46	Gate Box, Adj, Case 1	3	Ea	\$675.00	2,025.00	\$350.00	1,050.00	\$400.00	1,200.00	\$750.00	2,250.00
47	Sanitary Structure Cover, Adj, Case 1	11	Ea	\$975.00	10,725.00	\$350.00	3,850.00	\$630.00	6,930.00	\$750.00	8,250.00
48	Recycled Aggregate Delivery	24	Hr	\$670.00	16,080.00	\$500.00	12,000.00	\$200.00	4,800.00	\$1,000.00	24,000.00
TOTAL					\$ 305,911.90		\$ 294,962.31		\$ 285,283.90		\$ 379,039.97

Lowest responsive bidder

Bid corrected for
error in total cost



To: Honorable Mayor Tim Lewis and City Council Members

From: Robert Hillard, City Manager

Date: March 7, 2025

Re: 2026 State Budget Direct Grant Requests

Background:

The Director of the State Budget Office presented Governor Witmer's Executive Budget Recommendation before a joint session of the House and Senate Appropriations Committees. This presentation marks the unofficial kick-off of the 2026 State Budget season. In order to better understand the needs of the District, Senator Sarah Anthony has reached out to her constituents to see if there are any direct budget requests. In her presentation she indicated any projects for consideration should be scalable to the community, supported by a local match, and provide a wide community need locally and regionally. These requests are due to her office by March 14, 2025.

In reviewing the "The Framework", and the preliminary Capital Improvement Projects submitted by the Department Heads, I am recommending the City Council authorize the submission of two projects to Senator Anthony for grant consideration. These projects are "Bennett Park Improvements" and "Police Station and Central Fire Station Improvements".

Bennett Park Improvements: Bennett Park is a highly visible, gateway property owned by the City of Charlotte. It includes areas that are utilized by the general public, non-profits throughout the County, and is home to the Charlotte Junior Orioles and Camp Frances. The property is adjacent to the Eaton County County 4-H Agricultural Society, which hosts a number of regional events including the Eaton County Fairgrounds. Bennett Park is in need of significant community investment to support many of these regional activities and provide an improved visible appearance to thousands of visitors. If the City receives the direct budget request for this project, we will commit to a broad based visioning session with the community and stakeholders. This plan will focus on understanding the use of the park by the community and region, to ascertain priority improvements. We will then utilize the direct grant to make investments in the park. We anticipate these will involve reinvesting in the bleachers, establishing a splash pad and pickle ball courts, upgrading playground equipment and seating, creating improved accessible trails and parking areas, and establishing gateway signage adjacent to the State Highway.

Police Station and Central Fire Station Improvements: The Charlotte Municipal Building is a high profile building that houses a number of City departments, including the Police Station and Central Fire Station. Through the Capital Improvement Program (CIP) process with the Police and Fire Departments, a number of improvements have been identified for the building that directly impacts the police and fire services. These improvements so far may include citizen receiving areas, boiler and HVAC replacements, elevator replacement, records storage facilities expansion, and building security upgrades. If we receive the direct grant, we will invest in professional studies to prioritize improvements.

Financial Impact: The financial impact if the City receives both these grant requests would be \$150,000. Of this total, \$50,000 would be a grant match for improvements to Bennett Park. \$100,000 would be a grant match for improvements to the Police Station Central Fire Station.

Recommendation: It is recommended that the City Council approve the submission of these projects through State Senator Sarah Anthony for consideration as part of the 2026 State Budget Direct Grant Request process.

2025 Elected Officials Academy Spring Advanced Summit

[Log In to Register](#)

When and Where

Start Date

5/16/2025 4:30 PM EDT

End Date

5/17/2025 3:00 PM EDT

Location

Courtyard By Marriott Bay City

City

Bay City

State/Province

MI

Elevate your leadership journey with the Elected Officials Academy (EOA) Advanced Summit, an exclusive opportunity for elected officials committed to furthering their expertise beyond the Core Summit. Building on the solid foundation established in the Core Summit, the Advanced Summit offers rotating themes, ensuring officials access fresh content on various subjects including leadership development, municipal finance & budgeting, and inclusion & belonging.

Participating in the Advanced Summits not only enriches your leadership skills but also earns you nine elective credits applicable towards Levels Two and Three of the Academy.

Advanced Summit: Leadership Development

Harness new leadership skills with the Advanced Summit: Leadership Development, a transformative opportunity for elected officials to acquire the essential tools needed to drive positive change in their communities. Through comprehensive sessions on civility and collaborative leadership, strategic coalition building, and council-manager relationships, participants will gain invaluable resources to foster collaboration and spearhead innovation in their roles, ensuring lasting impact and effective governance.

Agenda

Friday, May 16, 2025

Check-in 4:30 pm; A light dinner; Begin 6:00 pm; Adjourn 8:30 pm

Saturday, May 17, 2025

Check-in 7:30 am; Begin 8:00 am; Lunch; Adjourn 3:00 pm

Faxable Form

Click **here** for a faxable registration form

Cost Per Person

League Member communities, \$260

Nonmember Government, \$320

Education Credits Approved For This Program

9 EOA

Hotel Information

Courtyard By Marriott Bay City

2 East Main Street

Bay City, MI 48708

Guestrooms available for \$129 per night (plus taxes)

Book Online or call (989) 778-1800 to make reservations.

The cut-off date for the hotel room block is set for **Wednesday, April 16, 2025**.

----- Forwarded message -----

From: **Don Dike** <ddike@123.net>

Date: Fri, Feb 14, 2025 at 12:14 PM

Subject: BEAD Funding Letters of Support for Charlotte

To: tlewis@charlottemi.org <tlewis@charlottemi.org>, mduweck@charlottemi.org <mduweck@charlottemi.org>, arodriguez@charlottemi.org <arodriguez@charlottemi.org>, cscott@charlottemi.org <cscott@charlottemi.org>, kfullerton@charlottemi.org <kfullerton@charlottemi.org>, jchin@charlottemi.org <jchin@charlottemi.org>

Cc: Jeff Moerschell <jmoerschell@123.net>

Greetings!

I'm resending this email with easy-opening attachments 😊

As you may be aware, 123NET will be applying for BEAD funding throughout Eaton County to provide high-speed internet to the remaining unserved and underserved homes within the county. Please see the attached "123NET BEAD LOS" 1 page summary.

While we have the support of the Eaton County Board of Commissioners (attached), we also need the support of the municipal leaders within the county – i.e. you.

At your earliest convenience, would you please provide a letter of support via one of the following options:

1. Provide a letter of support on your letterhead, and email it back to me,

-OR-

2. Simply create a letter of support here: <https://www.123.net/bead-michigan/> , or simply scan the QR code on the "123NET BEAD LOS" document attached.

Please let me know if you have any questions.

123NET thanks you for your support!

Don



DON DIKE
Strategic Accounts

Desk: 248.228.8927
Support: 888.440.0123

[Visit Website](#)

The contents of this email message and any attachments are intended solely for the addressee(s) and may contain confidential and/or privileged information and may be legally protected from disclosure. If you are not the intended recipient of this message or their agent, or if this message has been addressed to you in error, please immediately alert the sender by reply email and then delete this message and any attachments. If you are not the intended recipient, you are hereby notified that any use, dissemination, copying, storage of this message, or taking any action in reliance upon this information, or its attachments, is strictly prohibited.

HELP YOUR COMMUNITY CLOSE THE DIGITAL DIVIDE WITH **BEAD FUNDING**

Michigan's \$1.559 billion in federal Broadband, Equity, Access, and Deployment (BEAD) funding is an opportunity for you to help bring high-speed internet to unserved and underserved areas your community. By taking action now, you can lead the way in ensuring these funds deliver meaningful, lasting benefits to your residents and businesses. At 123NET, we're here to help! As a Michigan-based company with over 30 years of experience and a proven track record—including successful projects in Allegan and Ottawa counties—we provide the expertise and dedication needed to make this vision a reality. **Together**, we can secure BEAD funding to ensure every home and business has access to reliable, high-speed internet—empowering your community to grow, innovate, and thrive for years to come.

WHY 123NET?

Helping You Build a Connected Community:

Michigan communities and businesses deserve reliable, high-speed connectivity to stay competitive, grow, and thrive. 123NET has spent over three decades ensuring Michigan is among the best connected places on the planet. With expert engineers, skilled construction teams, and 24/7/365 support, 123NET focuses on providing unmatched connectivity to local neighbors.

Empower Communities with Open Access:

123NET's Open-Access Network gives communities flexibility and control by allowing other service providers to deliver their offerings over our infrastructure. This approach ensures end users can choose the provider that best meets their needs while encouraging competition and innovation.

Take Control of Your Connectivity with Dark Fiber:

As part of our BEAD application, 123NET will provide two strands of fiber-optic cable at no upfront cost, exclusively for your municipality's use. Offered as a thank-you for your letter of support, these fibers can be activated immediately or reserved for future needs with only a minimal contribution required for network maintenance on the portion used. This provides your community with the flexibility to address current priorities while planning for long-term goals, including support for:

- **Education & Community Services:** High-speed internet for schools, libraries, and public spaces.
- **Municipal Buildings:** Libraries, police and fire departments, and city halls.
- **Public Safety & Emergency:** Surveillance, first responder networks, and emergency services.
- **Smart City Initiatives:** Smart traffic lights, IoT devices, and other advanced technologies.
- **Operations & Infrastructure:** Public Wi-Fi, traffic signals, security cameras, and other critical infrastructure.

YOUR SUPPORT MATTERS:

- **Shape the Future:** Your support ensures federal dollars are allocated in a way that maximizes benefits for your city and its residents—now and for years to come.
- **Expand Connectivity:** Accelerate broadband expansion to underserved and unserved areas in your community.
- **Lead with Impact:** Position your municipality as a leader in digital equity and innovation, creating meaningful, lasting community benefits beyond just building a network.

HOW TO SUPPORT YOUR COMMUNITY:

A critical component of BEAD funding applications is the written support of county and municipal elected bodies. By providing a letter of support, you are playing an essential role in closing the digital divide.

1. **Submit a Letter on Official Letterhead:** Write a letter of support using your organization's official letterhead, expressing your commitment to advancing broadband access in underserved areas. Reply back to this e-mail and attach the letter.
2. **Submit a Letter Digitally:** Scan the QR code or click the link below to access a simple and secure platform for submitting your letter of support digitally.

<https://www.123.net/bead-michigan-support-letter/>



**Scan the QR Code to Fill
out a Letter of Support.**





Board of Commissioners

Tim Barnes
Blake Mulder
Terrance Augustine
Brandon Haskell
Jeanne Pearl-Wright

Trevor "TJ" Youngquist
Mark Mudry
Joseph C. Brehler
Brian Droscha
Jacob Toomey

Scott Hansen
Brian Lautzenheiser
Jim Mott – Chair
Frank Holmes
Barbara A. Rogers – Vice Chair

November 8, 2024

To Whom It May Concern:

Eaton County Board of Commissioners is pleased to support 123.NET in their effort to pursue funding through the Broadband Equity, Access, and Development (BEAD) grant opportunity. BEAD funding would support our community goal to provide internet services to all businesses and households of Eaton County, Michigan currently defined as unserved and underserved service areas by the Federal Communication Commission (FCC).

The expansion of fiber internet throughout Eaton County will stimulate new jobs and sustain current jobs by providing support for essential businesses through telework, telehealth, workforce training, and telecommuting, as well as general economic development. It would also increase access to public benefits and other online services helping to move the more rural areas of Eaton County toward a more inclusive economy.

This project is important in sustaining and further developing our community. I again recommend and support the building of fiber internet in our county.

Thank you for your consideration of this important project.

Sincerely,

Jim Mott
Eaton County Board of Commissioners Chairperson

Good morning Sir:

I just wanted to reach out to you and see if you will place this item on next Monday's agenda? I have been contacted by a couple more citizens that want to see our number of permits expanded. No one has a problem with the rules and the requirements, it's just we have more people and I'm sure a lot of that has to do with the availability of eggs along with FFA projects as to why this is happening. I do know that the state of Michigan in acting policies throughout the state as well, so this is a good time to get it on and discuss it and personally, I would like to see us raise that number a reasonable amount. I personally don't think 50 permits would be too many but I think we need to at least get it up to 30 or 35 at a minimum. I'd like to put this fire out before it gets burning real good so we can continue making progress on other things.

I have heard from many that there were changes to that ordinance during a previous administration, and I could not tell you which one, but they were voted on and approved, but the changes were never implemented? I know some of these people have reached out to Mary to see if she may remember the timeframe and perhaps locate the minutes that covered those meetings? I think this is certainly something that we could discuss and actually have a vote on and move forward if we could get it agreed upon? Perhaps we can chat more about it in the morning? Thank you as always.

Jeffrey A. Christensen
Charlotte City Councilman
District 1
616-822-0204
jchristensen@charlottemi.org

§ 10-4 DOMESTIC ANIMALS AND FOWL.

- (A) Except as provided in this section, no person shall keep or house any animals or fowl within the city.
- (B) Dogs, cats, birds and animals commonly classified as household pets may be kept within the city.
- (C) Ponies, cattle and horses may be kept on premises constituting a farm, as defined in the zoning chapter of this Code.
- (D) Persons may keep chickens if done so in conformity with all of the following:

(1) Any person who keeps chickens in the city shall obtain a permit from the city prior to acquiring the chickens. Application shall be made to the City Clerk with a fee as determined by Council resolution;

(2) No more than ten permits may be outstanding at any time;

(3) Permits may be revoked at any time if the applicant fails to comply with all applicable ordinances, rules and regulations;

(4) Permits expire and become invalid two years after the date of issuance. A person who wishes to continue keeping chickens shall obtain a new permit on or before the expiration date of the previous permit. Application for a new permit shall be pursuant to the procedures and requirements that are applicable at the time the person applies for a new permit;

(5) Notwithstanding the issuance of a permit by the city, private restrictions on the use of property shall remain enforceable and take precedence over a permit. Private restrictions include but are not limited to deed restrictions, condominium master deed restrictions, neighborhood association by-laws, and covenant deeds. A permit issued to a person whose property is subject to private restrictions that prohibit the keeping of chickens is void. The interpretation and enforcement of the private restriction is the sole responsibility of the private parties involved;

(6) A person who keeps or houses chickens on his or her property shall comply with all of the following requirements:

(a) Have been issued the permit required under division (D)(1) of this section;

(b) Keep no more than six chickens;

(c) The principal use of the person's property is for a single-family dwelling;

(d) No person shall keep any rooster;

(e) No person shall slaughter any chickens outdoors;

(f) The chickens shall be provided with a covered enclosure and must be kept in the covered enclosure or an adjoining fenced enclosure at all times;

(g) A person shall not keep chickens in any location on the property other than in the backyard as defined by the Zoning Code;

(h) All enclosures for the keeping of chickens shall be so constructed or repaired as to prevent rats, mice, or other rodents from being harbored underneath, within, or within the walls of the enclosure;

(i) All feed and other items associated with the keeping of chickens that are likely to attract or to become infested with or infected by rats, mice, or other rodents shall be protected so as to prevent rats, mice, or other rodents from gaining access to or coming into contact with them;

(j) The coop and fenced enclosure may not be located nearer than 15 feet to any property line; and

(k) The coop and enclosures must comply with all zoning ordinance requirements for accessory structures and use, including lot coverage requirements.

(7) The city may initiate prosecution for a civil infraction violation for any violation of this section. Each day a violation exists shall constitute a separate offense;

(8) A person who has been issued a permit shall submit it for examination upon demand by any Police Officer or Code Enforcement Officer;

(9) This section shall not regulate the keeping of chickens on a farm, as defined at §82-4 of the City Code, which is located outside the boundaries of either a proprietary or supervisor's plat and having an area of not less than five acres, and where the raising of poultry is a permitted principal use when conducted in compliance with the Michigan Right to Farm Act and the Generally Accepted Agricultural and Management Practices promulgated thereunder; and

(10) The Council may adopt additional rules and regulations as necessary to implement the ordinance codified herein.

(1993 Code, § 10-4) (Ord. 2012-02, passed 5-29-2012; Ord. 2016-04, passed 4-25-2016; Ord. 2020-03, passed 5-11-2020)

CITY OF CHARLOTTE

COUNCIL POLICY

SUBJECT	POLICY NO.	APP. DATE	PAGE
KEEPING OF CHICKENS ON RESIDENTIAL LOTS	2016-01	05/09/2016	1 of 4

1. PURPOSE

The purpose of this policy is to implement provisions of Ordinance No. 2012-02, adopted on May 29, 2012, as amended by Ordinance No. 2016-04, adopted on April 25, 2016, which regulates the keeping of chickens on residential lots.

2. AUTHORITY

This policy is adopted pursuant to Section 10-4(D)(10) of the Code of Ordinances.

3. APPLICATION DOCUMENTS

3.1 The City Clerk shall make available in his/her office and on the City's website an application form that shall contain the following:

3.1.1 Spaces to enter the name(s) of the applicant(s), the address where chickens are to be kept, the applicant(s) telephone number, and the signature of the property owner.

3.1.2 Space to enter the dimensions in feet of the applicant's property.

3.1.3 Spaces to enter the name(s) and addresses of abutting property owners.

3.1.4 A space to enter the date on which the completed application was received in the City Clerk's office

3.1.5 A list of key provisions of Ordinance No. 2016-04.

3.1.6 A description of the application procedure.

3.1.7 A space for remarks from the zoning administrator.

3.1.8 A space for the City Clerk or his/her designee to sign indicating that the application has been approved.

CITY OF CHARLOTTE
COUNCIL POLICY

SUBJECT	POLICY NO.	APP. DATE	PAGE
KEEPING OF CHICKENS ON RESIDENTIAL LOTS	2016-01	05/09/2016	2 of 4

4. APPLICATION PROCEDURE

An individual who wishes to keep chickens on his/her property shall utilize the following procedure:

Step 1. He/she shall obtain the application form and enter in the appropriate places his/her name and address and the dimensions of his/her property.

Step 2. He/she shall deliver said form and a sketch of the applicant's property prepared in accordance with paragraph 6 of this policy to the City Manager's Office or Community Development Office for review in accordance with paragraph 7 of this policy.

Step 3. He/she shall deliver the completed forms and sketch, in person, through the City's drop box or via the U. S. Postal Service, to the City Clerk's office along with a check in the amount of the application fee as provided in paragraph 5 of this policy.

5. APPLICATION FEE

A fee of \$50.00 shall be paid by the applicant upon the submission of the initial application for keeping chickens on his/her property. No fee will be charged for the renewal of a permit by the same applicant on the same property if the renewal application is submitted prior to the date that the original permit or its renewal expires.

6. REQUIREMENTS FOR THE SKETCH OF THE PROPERTY

The sketch that the applicant is required to submit shall contain the following information, displayed on the in such a way as to accurately represent the proposed location of the structure(s) used to house chickens

:

- The outline of the applicant's property;
- The location of the street(s) abutting the property
- The dimensions of the property in feet;
- The proposed location of the chicken coop/yard and the distance in feet from its location to all property lines.

CITY OF CHARLOTTE
COUNCIL POLICY

SUBJECT	POLICY NO.	APP. DATE	PAGE
KEEPING OF CHICKENS ON RESIDENTIAL LOTS	2016-01	05/09/2016	3 of 4

**7. REVIEW BY CITY MANAGER OR COMMUNITY DEVELOPMENT
DIRECTOR**

Upon receipt of an application form completed in accordance with paragraph 4, the city manager or community development director or their designees shall conduct a compliance review to determine whether the applicant's property and the proposed location of the chicken coop/yard comply with Ordinance No. 201-04, the zoning ordinance and other City ordinances. If the property and/or location are not in compliance, the reasons will be noted on the application form and it will be returned to the applicant.

8. ACCEPTANCE BY CITY CLERK

Upon receipt of an application approved by the city manager, community development director or their designees and associated documents, the City Clerk or his/her designee shall review the application and consent form to determine if they are complete and comply with Ordinance No. 2016-04 and this policy. If they are not complete and in compliance, they will be returned to the applicant. If they are complete and in compliance, the date and time of their acceptance shall be noted on the application and initialed by the City Clerk or his/her designee. The date of acceptance shall be the effective date of the permit and the permit shall expire two years from the date of acceptance. This date and time shall be used in determining priority in issuance of permits. If a permit is available, a copy of the accepted application shall be returned to the applicant and shall constitute the permit. If no permits are available, the applicant's check will be returned but the application and associated documents will be kept on file in the City Clerk's office for a period of one year from the date of acceptance. If a permit becomes available, the applicant having priority will be notified and given ten (10) days within which to submit the required application fee to secure the permit.

9. RENEWAL APPLICATION PROCESS

The permit may be renewed by the applicant by following the procedure described in paragraph 4 of this policy except that no additional fee shall be required. Renewal applications will not be accepted more than forty-five (45) days before the expiration of any currently valid permit nor after the expiration of the permit.

10. ADDITIONAL INFORMATION REQUIRED OF PERMIT HOLDERS

CITY OF CHARLOTTE

COUNCIL POLICY

SUBJECT	POLICY NO.	APP. DATE	PAGE
KEEPING OF CHICKENS ON RESIDENTIAL LOTS	2016-01	05/09/2016	4 of 4

Any applicant to whom a permit has been issued shall notify the City Clerk if the applicant moves from the address shown on the address. Any applicant to whom a permit has been issued shall notify the City Clerk if he/she discontinues keeping chickens on his/her property.

11. POLICY SUPERSEDED.

This policy supersedes Council Policy 2012-02.

12. EFFECTIVE DATE; VALIDITY OF PERMITS

This policy shall be effective upon its approval by the City Council or the effective date of Ordinance No. 2016-04, whichever is later. This policy shall cease to be effective if the ordinance “sunsets.” If the ordinance sunsets, permits issued pursuant to it shall be valid until their expiration date but no permits will be renewed.

Introduced: April 27, 2020
Adopted:
Effective:

**CITY OF CHARLOTTE
ORDINANCE NO. 2020-02**

**AN ORDINANCE TO AMEND SECTION 10-4 DOMESTIC ANIMALS AND FOWL
OF CHAPTER 10 ANIMALS OF THE CODE OF ORDINANCES TO EXTEND THE SUNSET DATE
OR THE SECTION TO MAY 29, 2024.**

THE CITY OF CHARLOTTE ORDAINS:

Section 1. Purpose. The purpose of this ordinance is to extend the sunset date for section 10-4 Domestic Animals and Fowl from May 29, 2020 to May 29, 2024 so that the section remain in effect.

Section 2. That Section 10-4 Domestic Animals and Fowl of Chapter 10 Animals of the Code of Ordinances is hereby amended to read as follows:

§ 10-4 DOMESTIC ANIMALS AND FOWL.

(A) Except as provided in this section, no person shall keep or house any animals or fowl within the city.

(B) Dogs, cats, birds and animals commonly classified as household pets may be kept within the city.

(C) Ponies, cattle and horses may be kept on premises constituting a farm, as defined in the zoning chapter of this Code,

(D) Persons may keep chickens if done so in conformity with all of the following.

(1) Any person who keeps chickens in the city shall obtain a permit from the city prior to acquiring the chickens. Application shall be made to the City Clerk with a fee as determined by Council resolution.

(2) No more than ten permits may be outstanding at any time.

(3) Permits may be revoked at any time if the applicant fails to comply with all applicable ordinances, rules and regulations.

(4) Permits expire and become invalid two years after the date of issuance. A person who wishes to continue keeping chickens shall obtain a new permit on or before the expiration date of the previous permit. Application for a new permit shall be pursuant to the procedures and requirements that are applicable at the time the person applies for a new permit.

(5) Notwithstanding the issuance of a permit by the city, private restrictions on the use of property shall remain enforceable and take precedence over a permit. Private restrictions include but are not limited to deed restrictions, condominium master deed restrictions, neighborhood association by-laws, and covenant deeds. A permit issued to a person whose property is subject to private restrictions that prohibit the keeping of chickens is void. The interpretation and enforcement of the private restriction is the sole responsibility of the private parties involved.

(6) A person who keeps or houses chickens on his or her property shall comply with all of the following requirements:

- (a) Have been issued the permit required under division (D)(1) of this section;
- (b) Keep no more than six chickens;
- (c) The principal use of the person's property is for a single-family dwelling;
- (d) No person shall keep any rooster;
- (e) No person shall slaughter any chickens outdoors;
- (f) The chickens shall be provided with a covered enclosure and must be kept in the covered enclosure or an adjoining fenced enclosure at all times;
- (g) A person shall not keep chickens in any location on the property other than in the backyard as defined by the Zoning Code;
- (h) All enclosures for the keeping of chickens shall be so constructed or repaired as to prevent rats, mice, or other rodents from being harbored underneath, within, or within the walls of the enclosure;
- (i) All feed and other items associated with the keeping of chickens that are likely to attract or to become infested with or infected by rats, mice, or other rodents shall be protected so as to prevent rats, mice, or other rodents from gaining access to or coming into contact with them;
- (j) The coop and fenced enclosure may not be located nearer than 15 feet to any property line; and
- (k) The coop and enclosures must comply with all zoning ordinance requirements for accessory structures and use, including lot coverage requirements.

(7) The city may initiate prosecution for a civil infraction violation for any violation of this section. Each day a violation exists shall constitute a separate offense.

(8) A person who has been issued a permit shall submit it for examination upon demand by any Police Officer or Code Enforcement Officer.

(9) This section shall not regulate the keeping of chickens on a farm, as defined at § [82-4](#) of the City Code, which is located outside the boundaries of either a proprietary or supervisor's

plat and having an area of not less than five acres, and where the raising of poultry is a permitted principal use when conducted in compliance with the Michigan Right to Farm Act and the Generally Accepted Agricultural and Management Practices promulgated thereunder.

(10) Council may adopt additional rules and regulations as necessary to implement the ordinance codified herein.

(11) This § [10-4](#) - Domestic Animals and Fowl - shall be null, void and of no force and effect on May 29, 2024.

Section 3. Effective Date. This ordinance shall be come effect 20 days after adoption.

The foregoing ordinance was moved for adoption by Council Member _____ and supported by Council Member _____, with a vote thereon being: YES(____), No (____), at a regular meeting of the City Council held pursuant to the public notice in compliance with the Michigan Open Meetings Act, on the ____ day of May 2020. Ordinance No. 2020-32 declared adopted this ____ day of May 2020, and is immediately effective as set forth herein.

Yvonne Ridge, Mayor

Ginger Terpstra, Clerk

COUNCIL PROCEEDINGS

Regular Meeting

April 27, 2020

CALL TO ORDER: By Mayor Ridge on Monday, April 27, 2020 at 7:00 p.m. via conference call.

PRESENT VIA TELECONFERENCE: Councilmembers Dyer, Hoogstra, Weissenborn, Mayor Pro-Tem Armitage, Mayor Ridge, City Clerk Terpstra and City Manager Guetschow.

Council member Baker joined the call at 7:01 p.m.

The invocation was offered by City Manager Guetschow

APPROVAL OF MINUTES FOR REGULAR MEETING OF APRIL 13, 2020: Council member Baker moved, supported by Weissenborn to approve the regular meeting minutes of April 13, 2020 as presented. Carried. 6 Yes. 0 No. 1 Absent (McRae)

APPROVAL OF MINUTES FOR SPECIAL SESSION MEETING OF APRIL 20, 2020: Council member Baker moved, supported by Armitage to approve the special session meeting minutes of April 20, 2020 as presented. Carried. 6 Yes. 0 No. 1 Absent (McRae)

ABSENT: It was expected that Council member McRae would be joining the meeting.

PUBLIC HEARINGS: None.

PUBLIC COMMENTS:

Ben Phlegar, 425 Horatio, commented on agenda item 12b in regards to extending the sunset ordinance for domestic animal and fowl ordinance in relation to keeping of chickens in the city. He stated that he does not see a need for the chicken ordinance at all and is opposed to it. He noted that the person bringing it up no longer lives in the City.

Council member McRae joined the call at 7:07 p.m.

City Manager Guetschow read all correspondence received from the webmaster. All correspondence is in regards to closing the recycling center.

Brooke Pocan, 1025 Northway Dr., is opposed to closing CARA.

Sarita Shetenhelm, 218 E. Lovett, is opposed to closing the recycling center.

Scott Pocan, 1025 Northway Dr., is opposed to closing CARA.

Molly Brown, no address given, is opposed to closing CARA.

Brandy Weinmer, 2391 S. Cochran, is opposed to closing the recycling center.

Kathy Hubbard, 1655 S. Stewart, is opposed to closing the recycling center.

Joanna Morey, 1109 Porter Dr., is opposed to the closure of the recycling center.

Frank Boston, 722 St. Mary's Blvd., is opposed to closure of CARA.

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

Mayor Ridge asked if there were any items that council would like added or removed from the printed agenda.

There were no changes to the printed agenda.

Council member Dyer asked to have Item 12b. Ordinance No. 2020-03 to extend sunset date for Section 10-4 Domestic Animals and Fowl and set public hearing for May 11, 2020 pulled for further discussion.

Council member Baker moved, supported by Hoogstra to pull Ordinance No. 2020-03 from the regular agenda for further discussion. Carried. 7 Yes. 0 No.

Mayor Pro-Tem Armitage moved, supported by Dyer to approve the regular and consent agenda by Roll Call Vote. Carried. 7 Yes. 0 No.

SPECIAL PRESENTATIONS: None.

EXPEDITED RESOLUTIONS AND ORDINANCES:

**A. CONSIDER APPROVAL OF PROCLAMATION NO.
2020-01 ARBOR DAY 2020:**

**CITY OF CHARLOTTE
PROCLAMATION 2020-01**

WHEREAS, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and

WHEREAS, Arbor Day is now observed throughout the nation and the world; and

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife; and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products; and

WHEREAS, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community; and

WHEREAS, trees wherever they are planted, are a source of joy and spiritual renewal; and

WHEREAS, the City of Charlotte has been recognized as a Tree City USA by the National Arbor Foundation and desires to

continue its tree planting practices, by planting a tree at the Charlotte Public Schools; and

NOW THEREFORE, the City Council of the City of Charlotte, Michigan does hereby proclaim Friday, April 24, 2020 as ARBOR DAY in the City of Charlotte and urges all citizens to celebrate Arbor Day; and

FURTHER, the City Council of the City of Charlotte, Michigan urges all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

Mayor Pro-Tem Armitage moved, supported by Dyer to approve Proclamation No. 2020-01 for Arbor Day 2020 as presented. Carried. 7 Yes. 0 No.

B. CONSIDER APPROVAL OF RESOLUTION NO. 2020-62 REGARDING PAYMENT OF CLAIMS AND ACCOUNTS:

RESOLUTION NO. 2020-62

A RESOLUTION TO APPROVE EXPENDITURES OF THE CITY

FOR APRIL 27, 2020

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

WHEREAS, the March 27, 2020 payroll totaled \$160,527.99 and the April 10, 2020 payroll totaled \$148,561.19 and April 24, 2020 payroll totaled \$164,738.86;

WHEREAS, the April 27, 2020 claims total \$515,497.00;

WHEREAS, the March 23, 2020 insurance claims total \$932.97; March 30, 2020 insurance claims total \$4,509.44; April 6, 2020 insurance claims \$3,353.36; April 20, insurance claims \$2,479.76; and

THEREFORE, BE IT RESOLVED that the City Council approves claims and accounts for April 27, 2020 in the amount of \$1,000,600.57.

APPROVAL OF CLAIMS AND ACCOUNTS BY ROLL CALL VOTE: Mayor Pro-Tem Armitage moved, supported by Dyer to approve Resolution 2020-62 regarding payment of claims & accounts as presented. Carried. 7 Yes. 0 No.

ACTION ITEMS – RESOLUTIONS AND ORDINANCES:

A. CONSIDER APPROVAL OF RESOLUTION NO. 2020-60 APPROVING ADDENDUM TO CITY MANAGER EMPLOYMENT AGREEMENT:

RESOLUTION NO. 2020-60

A RESOLUTION TO APPROVE THE SECOND AMENDMENT

TO THE SECOND RESTATED EMPLOYMENT CONTRACT BETWEEN THE CITY AND GREGG GUETSCHOW

WHEREAS, the City of Charlotte and Gregg Guetschow are parties to an employment contract dated December 28, 2015, in accordance with the terms of which the latter is employed as City Manager; and

WHEREAS, the expiration date of the employment contract is June 30, 2020; and

WHEREAS, the parties to the employment contract wish to extend its term to June 30, 2021 and modify the annual salary provided for during said extension; and

WHEREAS, the City Attorney has prepared a Second Amendment to the Second Restated Employment Contract for the above stated purpose, the terms of which are acceptable to the parties;

NOW, THEREFORE, BE IT RESOLVED that the City Council does hereby approve the Second Amendment to the Second Restated Employment Contract with Gregg Guetschow and authorizes the Mayor and City Clerk to execute said amendment on behalf of the City.

Mayor Pro-Tem Armitage moved, supported by Dyer to approve Resolution No. 2020-60 approving addendum to City Manager employment agreement as requested. 7 Yes. 0 No.

INTRODUCTION OF RESOLUTIONS AND ORDINANCES:

A. CONSIDER FIRST READING OF RESOLUTION NO. 2020-63 TO SET THE DATE FOR BUDGET WORKSHOP SPECIAL MEETING AND FOR A PUBLIC HEARING ON THE PROPOSED FY 20/21 BUDGET:

RESOLUTION NO. 2020-63

A RESOLUTION TO SET THE DATE FOR A BUDGET WORKSHOP SPECIAL MEETING AND FOR A PUBLIC HEARING ON THE PROPOSED 2020-21 BUDGET

WHEREAS, the City Manager has prepared a proposed budget for the fiscal year that begins July 1, 2020 and has submitted the budget document to the City Council; and

WHEREAS, the City Council wishes to meet in special session for the purpose of reviewing and discussing the budget; and

WHEREAS, prior to the adoption of the budget, the City Council is required to afford the public an opportunity to provide comments concerning the proposed budget;

NOW, THEREFORE, BE IT RESOLVED that the City Council does hereby authorize a special meeting for the purpose of reviewing and discussing the budget to be held on Monday, May 4 at 7:00 p.m. in the City Hall Council Chambers; and

BE IT FURTHER RESOLVED that the City Council does hereby authorize a public hearing on the proposed budget to be held on Monday May 11 at 7:00 p.m.; and

BE IT FURTHER RESOLVED that the City Clerk is hereby authorized to provide notice of the special meeting and the public hearing in accordance with legal requirements.

Mayor Pro-Tem Armitage moved, supported by Dyer to approve first reading of Resolution No. 2020-63 to set the date for budget workshop special meeting and for a public hearing on the proposed FY 20/21 Budget as requested. 7 Yes. 0 No.

B. CONSIDER FIRST READING OF ORDINANCE NO. 2020-03 TO EXTEND SUNSET DATE FOR SECTION 10-4 DOMESTIC ANIMALS AND FOWL AND SET PUBLIC HEARING FOR MAY 11, 2020:

CITY OF CHARLOTTE
ORDINANCE NO. 2020-02
AN ORDINANCE TO AMEND SECTION 10-4 DOMESTIC
ANIMALS AND FOWL
OF CHAPTER 10 ANIMALS OF THE CODE OF
ORDINANCES TO EXTEND THE SUNSET DATE
OR THE SECTION TO MAY 29, 2024.

THE CITY OF CHARLOTTE ORDAINS:

Section 1. Purpose. The purpose of this ordinance is to extend the sunset date for section 10-4 Domestic Animals and Fowl from May 29, 2020 to May 29, 2024 so that the section remain in effect.
Section 2. That Section 10-4 Domestic Animals and Fowl of Chapter 10 Animals of the Code of Ordinances is hereby amended to read as follows:

§ 10-4 DOMESTIC ANIMALS AND FOWL.

- (A) Except as provided in this section, no person shall keep or house any animals or fowl within the city.
- (B) Dogs, cats, birds and animals commonly classified as household pets may be kept within the city.
- (C) Ponies, cattle and horses may be kept on premises constituting a farm, as defined in the zoning chapter of this Code,
- (D) Persons may keep chickens if done so in conformity with all of the following.
- (1) Any person who keeps chickens in the city shall obtain a permit from the city prior to acquiring the chickens. Application

shall be made to the City Clerk with a fee as determined by Council resolution.

- (2) No more than ten permits may be outstanding at any time.
- (3) Permits may be revoked at any time if the applicant fails to comply with all applicable ordinances, rules and regulations.
- (4) Permits expire and become invalid two years after the date of issuance. A person who wishes to continue keeping chickens shall obtain a new permit on or before the expiration date of the previous permit. Application for a new permit shall be pursuant to the procedures and requirements that are applicable at the time the person applies for a new permit.
- (5) Notwithstanding the issuance of a permit by the city, private restrictions on the use of property shall remain enforceable and take precedence over a permit. Private restrictions include but are not limited to deed restrictions, condominium master deed restrictions, neighborhood association by-laws, and covenant deeds. A permit issued to a person whose property is subject to private restrictions that prohibit the keeping of chickens is void. The interpretation and enforcement of the private restriction is the sole responsibility of the private parties involved.
- (6) A person who keeps or houses chickens on his or her property shall comply with all of the following requirements:
- (a) Have been issued the permit required under division (D)(1) of this section;

(b) Keep no more than six chickens;

(c) The principal use of the person's property is for a single-family dwelling;

(d) No person shall keep any rooster;

(e) No person shall slaughter any chickens outdoors;

(f) The chickens shall be provided with a covered enclosure and must be kept in the covered enclosure or an adjoining fenced enclosure at all times;

(g) A person shall not keep chickens in any location on the property other than in the backyard as defined by the Zoning Code;

(h) All enclosures for the keeping of chickens shall be so constructed or repaired as to prevent rats, mice, or other rodents from being harbored underneath, within, or within the walls of the enclosure;

(i) All feed and other items associated with the keeping of chickens that are likely to attract or to become infested with or infected by rats, mice, or other rodents shall be protected so as to prevent rats, mice, or other rodents from gaining access to or coming into contact with them;

(j) The coop and fenced enclosure may not be located nearer than 15 feet to any property line; and

(k) The coop and enclosures must comply with all zoning ordinance requirements for accessory structures and use, including lot coverage requirements.

(7) The city may initiate prosecution for a civil infraction violation for any violation of this section. Each day a violation exists shall constitute a separate offense.

(8) A person who has been issued a permit shall submit it for examination upon demand by any Police Officer or Code Enforcement Officer.

(9) This section shall not regulate the keeping of chickens on a farm, as defined at § [82-4](#) of the City Code, which is located outside the boundaries of either a proprietary or supervisor's plat and having an area of not less than five acres, and where the raising of poultry is a permitted principal use when conducted in compliance with the Michigan Right to Farm Act and the Generally Accepted Agricultural and Management Practices promulgated thereunder.

(10) Council may adopt additional rules and regulations as necessary to implement the ordinance codified herein.

(11) This § [10-4](#) - Domestic Animals and Fowl - shall be null, void and of no force and effect on May 29, 2024.

Section 3. Effective Date. This ordinance shall be come effect 20 days after adoption.

Council member Dyer would like to discuss removing the sunset clause from the ordinance. He asked City Manager Guetschow if this could be done.

Mayor Pro-Tem Armitage asked what the purpose of the sunset clause was originally.

City Manager Guetschow stated that a sunset on an ordinance is merely to insure that the ordinance comes up for review in the future. He noted that the last time this was up when the sunset expired there were a number of changes made to the ordinance.

Discussion was held regarding how many permits are allowed and how many current permits are out there.

Mayor Pro-Tem Armitage moved, supported by Weissenborn to approve first reading of Ordinance No. 2020-03 and remove subsection 11 allowing for a sunset date for Section 10-4 domestic animals and fowl and set a public hearing for May 11, 2020. 7 Yes. 0 No.

COMMUNICATIONS AND COMMITTEE REPORTS

CITY ATTORNEY REPORT: No report included in this packet.

CITY MANAGER REPORT: City Manager Guetschow report included in packet.

COUNCIL MEMBER COMMITTEE REPORTS:

- Mayor Pro-Tem Armitage reminded of the Vision 2025 meeting to be held on Thursday, April 30, 2020 at 7 P.M. via teleconference call. He stated that he sent out two documents today and City Manager Guetschow will be sharing a slide presentation.

PUBLIC COMMENT:

Ben Phlegar, 425 Horatio, questioned the understanding of the motion passed regarding the chicken ordinance and asked to clarify the date of the public hearing. He is concerned with the ordinance itself as he has a yard that is very close to his neighbors and feels that chickens do not need to be in the city.

Mayor Ridge clarified that the motion was to pass it without a sunset date and that the public hearing would be on May 11, 2020 at 7 P.M.

MAYOR AND COUNCIL COMMENTS:

- Council member Dyer no comment.
- Council member Weissenborn no comment.
- Council member Baker no comment.
- Mayor Pro Tem Armitage no comment.
- Council member McRae no comment.
- Council member Hoostra no comment.
- Mayor Ridge stated that the Vision 2025 meeting will be April 30, 2020. She reminded that the leaf and brush pickup is scheduled for the week of May 4th. She stated that the City Manager report included the budget schedule and would like council to mark their calendars with those dates.

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Councilmember Baker moved, seconded by Weissenborn to adjourn at 7:31 P.M. Carried. 7 Yes. 0 No

Mayor Yvonne Ridge

Ginger Terpstra, City Clerk, CMMC

Introduced: April 27, 2020
Adopted:
Effective:

**CITY OF CHARLOTTE
ORDINANCE NO. 2020-02**

**AN ORDINANCE TO AMEND SECTION 10-4 DOMESTIC ANIMALS AND FOWL
OF CHAPTER 10 ANIMALS OF THE CODE OF ORDINANCES TO EXTEND THE SUNSET DATE
OR THE SECTION TO MAY 29, 2024.**

THE CITY OF CHARLOTTE ORDAINS:

Section 1. Purpose. The purpose of this ordinance is to extend the sunset date for section 10-4 Domestic Animals and Fowl from May 29, 2020 to May 29, 2024 so that the section remain in effect.

Section 2. That Section 10-4 Domestic Animals and Fowl of Chapter 10 Animals of the Code of Ordinances is hereby amended to read as follows:

§ 10-4 DOMESTIC ANIMALS AND FOWL.

(A) Except as provided in this section, no person shall keep or house any animals or fowl within the city.

(B) Dogs, cats, birds and animals commonly classified as household pets may be kept within the city.

(C) Ponies, cattle and horses may be kept on premises constituting a farm, as defined in the zoning chapter of this Code,

(D) Persons may keep chickens if done so in conformity with all of the following.

(1) Any person who keeps chickens in the city shall obtain a permit from the city prior to acquiring the chickens. Application shall be made to the City Clerk with a fee as determined by Council resolution.

(2) No more than ten permits may be outstanding at any time.

(3) Permits may be revoked at any time if the applicant fails to comply with all applicable ordinances, rules and regulations.

(4) Permits expire and become invalid two years after the date of issuance. A person who wishes to continue keeping chickens shall obtain a new permit on or before the expiration date of the previous permit. Application for a new permit shall be pursuant to the procedures and requirements that are applicable at the time the person applies for a new permit.

(5) Notwithstanding the issuance of a permit by the city, private restrictions on the use of property shall remain enforceable and take precedence over a permit. Private restrictions include but are not limited to deed restrictions, condominium master deed restrictions, neighborhood association by-laws, and covenant deeds. A permit issued to a person whose property is subject to private restrictions that prohibit the keeping of chickens is void. The interpretation and enforcement of the private restriction is the sole responsibility of the private parties involved.

(6) A person who keeps or houses chickens on his or her property shall comply with all of the following requirements:

- (a) Have been issued the permit required under division (D)(1) of this section;
- (b) Keep no more than six chickens;
- (c) The principal use of the person's property is for a single-family dwelling;
- (d) No person shall keep any rooster;
- (e) No person shall slaughter any chickens outdoors;
- (f) The chickens shall be provided with a covered enclosure and must be kept in the covered enclosure or an adjoining fenced enclosure at all times;
- (g) A person shall not keep chickens in any location on the property other than in the backyard as defined by the Zoning Code;
- (h) All enclosures for the keeping of chickens shall be so constructed or repaired as to prevent rats, mice, or other rodents from being harbored underneath, within, or within the walls of the enclosure;
- (i) All feed and other items associated with the keeping of chickens that are likely to attract or to become infested with or infected by rats, mice, or other rodents shall be protected so as to prevent rats, mice, or other rodents from gaining access to or coming into contact with them;
- (j) The coop and fenced enclosure may not be located nearer than 15 feet to any property line; and
- (k) The coop and enclosures must comply with all zoning ordinance requirements for accessory structures and use, including lot coverage requirements.

(7) The city may initiate prosecution for a civil infraction violation for any violation of this section. Each day a violation exists shall constitute a separate offense.

(8) A person who has been issued a permit shall submit it for examination upon demand by any Police Officer or Code Enforcement Officer.

(9) This section shall not regulate the keeping of chickens on a farm, as defined at § [82-4](#) of the City Code, which is located outside the boundaries of either a proprietary or supervisor's

plat and having an area of not less than five acres, and where the raising of poultry is a permitted principal use when conducted in compliance with the Michigan Right to Farm Act and the Generally Accepted Agricultural and Management Practices promulgated thereunder.

(10) Council may adopt additional rules and regulations as necessary to implement the ordinance codified herein.

~~(11) This § 10-4 Domestic Animals and Fowl shall be null, void and of no force and effect on May 29, 2024.~~

Section 3. Effective Date. This ordinance shall be come effect 20 days after adoption.

The foregoing ordinance was moved for adoption by Council Member _____ and supported by Council Member _____, with a vote thereon being: YES(____), No (____), at a regular meeting of the City Council held pursuant to the public notice in compliance with the Michigan Open Meetings Act, on the ____ day of May 2020. Ordinance No. 2020-32 declared adopted this ____ day of May 2020, and is immediately effective as set forth herein.

Yvonne Ridge, Mayor

Ginger Terpstra, Clerk

COUNCIL PROCEEDINGS

Regular Meeting May 11, 2020

CALL TO ORDER: By Mayor Ridge on Monday, May 11, 2020 at 7:00 p.m. via conference call.

PRESENT VIA TELECONFERENCE: Councilmembers Dyer, Hoogstra, Weissenborn, Baker, Mayor Pro-Tem Armitage, Mayor Ridge, City Clerk Terpstra and City Manager Guetschow.

The invocation was offered by City Manager Guetschow.

APPROVAL OF MINUTES FOR REGULAR MEETING OF APRIL 27, 2020: Council member Baker moved, supported by Weissenborn to approve the regular meeting minutes of April 27, 2020 as presented. Carried. 6 Yes. 0 No. 1 Absent (McRae)

APPROVAL OF MINUTES FOR VISION 2025 MEETING OF APRIL 30, 2020: Council member Hoogstra moved, supported by Baker to approve the special session meeting minutes of April 30, 2020 as presented. Carried. 6 Yes. 0 No. 1 Absent (McRae)

APPROVAL OF MINUTES FOR SPECIAL SESSION MAY 4, 2020: Council member Weissenborn moved, supported by Hoogstra to approve the special session minutes of May 4, 2020 with the addition of adding that there were several other comments relating to not closing CARA that were submitted via

letters to the website and written communication. All letters were in support of keeping the recycling center open. Carried. 6 Yes. 0 No. 1 Absent. (McRae)

ABSENT: Council member McRae absent from the call at this time.

PUBLIC HEARINGS:

PUBLIC HEARING – ORDINANCE NO. 2020-03 FOR SECTION 10-4 DOMESTIC ANIMALS AND FOWL:

Public Hearing Opened: 7:09 P.M.

Ben Phlegar, 425 Horatio, stated that he was trying to be proactive and prevent the chicken ordinance since he would not want chickens next door to him and he does not agree with the ordinance.

Public Hearing Closed: 7:11 P.M.

Council member McRae joined the call at 7:11 P.M.

PUBLIC HEARING FY 20/21 BUDGET:

Public Hearing Opened: 7:11 P.M.

Don Sovey, 106 Kensington Ct., stated that this would be a difficult budget session. He urged council to consider the long-term impact of the budget while balancing it. He stated that this will be affecting the State as well and urged council to be cautious. He asked that they consider the Vision 2025 succession planning and look at a communications plan. He also encouraged them to look at property expectations. He stated that he appreciates their good work.

Public Hearing Closed: 7:13 P.M.

PUBLIC COMMENTS: None.

APPROVAL OF REGULAR AGENDA AND UNANIMOUS CONSENT AGENDA:

Mayor Ridge asked if there were any items that council would like added or removed from the printed agenda.

Council member Weissenborn asked that item 10a) Consider approval of Resolution No. 2020-64 to authorize Change Order #1 for Leavitt & Starck Excavating for Parking Lot #1 Reconstruction be removed for further discussion.

Council member Baker moved, supported by Dyer to remove Item 10a -Resolution No. 2020-64 from the consent agenda for further discussion. Carried. 7 Yes. 0 No.

Mayor Pro-Tem Armitage moved, supported by Baker to approve the regular agenda and unanimous consent agenda by Roll Call Vote. Carried. 7 Yes. 0 No.

SPECIAL PRESENTATIONS – BUDGET DISCUSSIONS:

City Manager Guetschow stated that Amy will give an overview of each topic and then council will be able to ask any questions that they have.

STREETS:

Director Gilson explained the difference between Major and Local streets. She stated that Independence Blvd. is being worked on

currently and E. Harris, Cochran to Lansing Rd. will be in next years budget. The city has a required match on the Harris Street project.

City Manager Guetschow stated that the mill and fill projects are typically done in the late summer, early fall. However, the challenge the City will be facing is how much money will be coming from the State. All of the maintenance expenses we incur and capital outlay come from the State. The City still has to plow streets, sweep streets and fill pot holes which all fall into the street projects category.

Council member McRae asked if Pearl Street was slated to be repaired.

Director Gilson stated that there are utilities that will need to be replaced on that street so it does not qualify for a mill and fill project.

Mayor Ridge asked the status of the sidewalk project with the school.

Director Gilson stated that a letter was just received from MDOT and they are now waiting on the railroad. Therefore, they are close to having some answers. She stated that this project was a direct payment from MDOT and wouldn't effect the city budget.

City Manager Guetschow stated that the way he understands the project, once approved you still have to get in line so he expects this may not be until the FY 21/22 budget year.

PARKS:

Director Gilson stated this year was slated for a Master Plan for Oak Park. Currently the City has been working on Dean Park. She stated that the bridges at Bennett Park need some work on reinforcements.

Council member Weissenborn asked what the contractual services included.

Director Gilson stated that was for grass cutting, weed control and waste removal. She stated that all parks get mowed once a week.

DPW ADMINISTRATION:

Director Gilson stated some of the costs are costs that are spread across all departments. Contractual services include: call out service; Miss Dig; MML drug pool; software maintenance; safety supplies and printing and publishing.

Director Gilson explained that leaf collection, grinding brush and leaves, maintaining parking lots; striping, winter maintenance; salting parking lots and tree work are included. She stated that there is a grant received from Consumers Energy of \$100/tree. This also includes training for electrical; first aid; CPR.

Council member Weissenborn asked about the \$11,250 for salary and if this was for going out to pick up the bags. She asked if everyone is allowed to bring their leaves and brush no matter where they live.

Director Gilson stated that this was for the weekend manning of the leaf dump and that you have to be a city resident to utilize the dump site.

MOTOR VEHICLE POOL:

Director Gilson stated that the internal service funds are charged to pay for maintenance. This pays for maintenance and salary of the mechanic; building maintenance; capital outlay; new sweeper and a new dump truck. Also included is a valve turning machine that will be used for turning valves on old mains. This needs to be done so that they will turn when needed. Some garage doors are included. Mowing and garbage removal are also included.

CARA:

City Manager Guetschow stated that the purpose of adding this to the agenda is to explain the financial operation of CARA.

Director Gilson explained that because of the grant that is received from the County we are unable to charge a fee to use the center and can not turn anyone away no matter where they are from. She explained that the market for recyclables is down due to China not taking them any longer. The most money is made from cardboard and newspapers. The center no longer receives any money for plastics. The increase in minimum wage has added to the deficit. She stated that there are usually two spaghetti dinners per year and a trash walk to raise funds for the center. Quinn Underwood is the director and arranges these events. They do sell some books by the gaylord.

Proposals were taken in the past to have someone take over operations and it was a lot more expensive.

Council member McRae asked if there was anything collected that may end up in the landfill as a last resort.

Director Gilson advised that everything goes where it is supposed to and none in the landfill.

Council member Dyer asked if they could ask residents if they are City or Township residents when they come in.

Director Gilson stated that some people don't want to tell you and others say Charlotte because they have a Charlotte address and some you get a lot of push back when questioning residency.

Council member Weissenborn asked the amount of the grant that is received from the county .

Director Gilson stated that it varies around \$22,000 to \$23,000 range per year, however the counties budget year is different than the cities.

Council member Weissenborn asked about working with Quinn to try and create other ideas for funding options.

Director Gilson stated that she had worked to obtain grant funding and tried to get people to donate.

Council member Weissenborn asked how much the spaghetti dinners and trash walk usually bring in.

Director Gilson stated that the dinners are in the range of \$300 to \$1000 and the walk around \$300 to \$500.

Council member Weissenborn asked if any thought had went into contacting people to make donations and again checking with the townships for their participation.

Council member Hoogstra asked about a bottle can return drive to help.

Discussion was held on expenses vs. revenues.

City Manager Guetschow stated that there has been an accounting error discovered in the amount of \$4500.00 that will need to be taken into account from last budget year.

Council member McRae asked about getting information from the census of users that had previously been taken.

Director Gilson stated that from a 2018 survey that was taken in August it appeared that there were 338 to 354 customers per week.

Council member McRae asked about Paul Wilson's proposal to pull together businesses to donate.

City Manager Guetschow stated that he thinks that idea was the spirit behind Friends of CARA. He thinks there could be a couple of tiers of recognition. A certain amount of donation gets a Friends of CARA sticker and pays a certain amount per year and then perhaps a business pays another fee per year. It would be an opportunity to develop a regular roster to build an additional revenue source. He would suggest having someone come from Resource Recovery to talk to council before taking further steps.

Council member Baker stated that he talked with someone from Eaton Township today and they agreed to talk about it in an upcoming meeting to relook at the agreement.

Council member McRae feels this would be an opportunity for people to make a difference in the environment.

Mayor Ridge asked if Quinn would be able to put something together for council.

City Manager Guetschow thanked Amy for sharing the information and stated that she controls a significant portion of the budget.

EXPEDITED RESOLUTIONS AND ORDINANCES:

A. CONSIDER APPROVAL OF RESOLUTION NO. 2020-64 TO AUTHORIZE CHANGE ORDER #1 FOR LEAVITT & STARCK EXCAVATING FOR PARKING LOT #1 RECONSTRUCTION:

RESOLUTION NO. 2020-64

A RESOLUTION TO AUTHORIZE CHANGE ORDER #1 FOR LEAVITT & STARCK EXCAVATING, INC.- PARKING LOT #1 RECONSTRUCTION

WHEREAS, the Parking Lot #1 Reconstruction Project contract was awarded to Leavitt & Starck Excavating, Inc. by City Council on March 23, 2020 in the amount of \$465,616.80; and

WHEREAS, the contract is a unit price contract whereby the City is charged by actual quantities of items constructed; and

WHEREAS, unexpected conditions such as gas mains and old building foundations were encountered that resulted in contract additions in the amount of \$41,972.23; and

WHEREAS, the above changes were included in the Change Order #1; and

WHEREAS, the current project price including this change order is \$507,589.03.

THEREFORE, BE IT RESOLVED that the City Council approves contract Change Order #1 in the amount of \$41,972.23 for the Parking Lot #1 Reconstruction Project.

Council member Weissenborn asked for an explanation of what the change order was for.

Director Gilson stated that in 2003 all utilities were put in a trench three feet from the sanitary main along the buildings and the gas main was laid over the top of that. There are some storm sewer changes and

poor soil conditions. An old building foundation has been found that needs to be taken care of. She stated that there will be more change orders as some other problems have been encountered such as lining that needs to be put in service leads to buildings and there has been two underground storage tanks found that need to be taken care of. These are all unforeseen conditions that were not known.

Discussion was held on the lining of the sanitary sewer and if there was a contingency for this project.

Director Gilson stated that the lining is a coating inside of the main and that there had been more money budgeted for this project than what the bid came in for.

Council member Baker moved, supported by Weissenborn to approve Resolution No. 2020-64 to authorize Change Order #1 for Leavitt & Starck Excavating for Parking Lot #1 Reconstruction as presented. Carried. 7 Yes. 0 No.

B. CONSIDER APPROVAL OF RESOLUTION NO. 2020-66 TO AUTHORIZE PAYMENT APPLICATION #6 FOR POCKET PARK:

RESOLUTION NO. 2020-66

RESOLUTION TO APPROVE

FINAL PAYMENT #6 POCKET PARK

WHEREAS, the City of Charlotte withheld final payment #6 until project was complete; and

WHEREAS, it is believed that the project has now been completed to satisfaction as agreed; and

THEREFORE, BE IT RESOLVED, that the City of Charlotte make final payment in the amount of \$11,392.38.

Mayor Pro-Tem Armitage moved, supported by Baker to approve Resolution No. 2020-66 to authorize payment application #6 for Pocket Park as presented. Carried. 7 Yes. 0 No.

C. CONSIDER APPROVAL OF RESOLUTION NO. 2020-65 REGARDING PAYMENT OF CLAIMS AND ACCOUNTS:

RESOLUTION NO. 2020-65

A RESOLUTION TO APPROVE EXPENDITURES OF THE CITY

FOR MAY 11, 2020

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

WHEREAS, the May 8, 2020 payroll totaled \$146,196.25;

WHEREAS, the May 11, 2020 claims total \$285,146.30;

WHEREAS, the April 27, 2020 insurance claims \$140.43; May 4, 2020, insurance claims \$389.71; and

THEREFORE, BE IT RESOLVED that the City Council approves claims and accounts for May 11, 2020 in the amount of \$431,872.69.

APPROVAL OF CLAIMS AND ACCOUNTS BY ROLL CALL
VOTE: Mayor Pro-Tem Armitage moved, supported by Baker to
approve Resolution 2020-65 regarding payment of claims &
accounts as presented. Carried. 7 Yes. 0 No.

ACTION ITEMS – RESOLUTIONS AND ORDINANCES:

A. CONSIDER APPROVAL OF ORDINANCE NO. 2020-03
SECTION 10-4 DOMESTIC ANIMALS AND FOWL
CHAPTER 10 ANIMALS:

CITY OF CHARLOTTE

ORDINANCE NO. 2020-02

AN ORDINANCE TO AMEND SECTION 10-4 DOMESTIC
ANIMALS AND FOWL

THE CITY OF CHARLOTTE ORDAINS:

Section 1. Purpose: The purpose of this ordinance is to extend the
sunset date for section 10-4 Domestic Animals and Fowl from May
29, 2020 to May 29, 2024 so that the section remain in effect.

Section 2. That Section 10-4 Domestic Animals and Fowl of Chapter
10 Animals of the Code of Ordinances is hereby amended to read as
follows:

§ 10-4 DOMESTIC ANIMALS AND FOWL.

(A) Except as provided in this section, no person shall keep or
house any animals or fowl within the city.

(B) Dogs, cats, birds and animals commonly classified as
household pets may be kept within the city.

(C) Ponies, cattle and horses may be kept on premises
constituting a farm, as defined in the zoning chapter of this Code,

(D) Persons may keep chickens if done so in conformity with all
of the following.

(1) Any person who keeps chickens in the city shall obtain a
permit from the city prior to acquiring the chickens. Application
shall be made to the City Clerk with a fee as determined by Council
resolution.

(2) No more than ten permits may be outstanding at any time.

(3) Permits may be revoked at any time if the applicant fails to
comply with all applicable ordinances, rules and regulations.

(4) Permits expire and become invalid two years after the date
of issuance. A person who wishes to continue keeping chickens shall
obtain a new permit on or before the expiration date of the previous
permit. Application for a new permit shall be pursuant to the
procedures and requirements that are applicable at the time the
person applies for a new permit.

(5) Notwithstanding the issuance of a permit by the city, private
restrictions on the use of property shall remain enforceable and take
precedence over a permit. Private restrictions include but are not
limited to deed restrictions, condominium master deed restrictions,

neighborhood association by-laws, and covenant deeds. A permit issued to a person whose property is subject to private restrictions that prohibit the keeping of chickens is void. The interpretation and enforcement of the private restriction is the sole responsibility of the private parties involved.

(6) A person who keeps or houses chickens on his or her property shall comply with all of the following requirements:

- (a) Have been issued the permit required under division (D)(1) of this section;
- (b) Keep no more than six chickens;
- (c) The principal use of the person's property is for a single-family dwelling;
- (d) No person shall keep any rooster;
- (e) No person shall slaughter any chickens outdoors;
- (f) The chickens shall be provided with a covered enclosure and must be kept in the covered enclosure or an adjoining fenced enclosure at all times;
- (g) A person shall not keep chickens in any location on the property other than in the backyard as defined by the Zoning Code;
- (h) All enclosures for the keeping of chickens shall be so constructed or repaired as to prevent rats, mice, or other rodents from

being harbored underneath, within, or within the walls of the enclosure;

(i) All feed and other items associated with the keeping of chickens that are likely to attract or to become infested with or infected by rats, mice, or other rodents shall be protected so as to prevent rats, mice, or other rodents from gaining access to or coming into contact with them;

(j) The coop and fenced enclosure may not be located nearer than 15 feet to any property line; and

(k) The coop and enclosures must comply with all zoning ordinance requirements for accessory structures and use, including lot coverage requirements.

(7) The city may initiate prosecution for a civil infraction violation for any violation of this section. Each day a violation exists shall constitute a separate offense.

(8) A person who has been issued a permit shall submit it for examination upon demand by any Police Officer or Code Enforcement Officer.

(9) This section shall not regulate the keeping of chickens on a farm, as defined at § 82-4 of the City Code, which is located outside the boundaries of either a proprietary or supervisor's plat and having an area of not less than five acres, and where the raising of poultry is a permitted principal use when conducted in compliance with the

Michigan Right to Farm Act and the Generally Accepted Agricultural and Management Practices promulgated thereunder.

(10) Council may adopt additional rules and regulations as necessary to implement the ordinance codified herein.

~~—(11) This § 10-4 Domestic Animals and Fowl shall be null, void and of no force and effect on May 29, 2024.~~

Section 3. Effective Date. This ordinance shall be come effect 20 days after adoption.

Discussion was held on ordinance change to eliminate the sunset provision from this ordinance.

Mayor Pro-Tem Armitage moved, supported by Baker to approve Ordinance No. 2020-03 Section 10-4 Domestic Animals and Fowl with the elimination of Section 1 and Subsection (11) to delete the sunset provision as amended. 7 Yes. 0 No.

INTRODUCTION OF RESOLUTIONS AND ORDINANCES:
None

PUBLIC COMMENT: None.

Correspondence included in packet:

Brian Callahan, 1633 W. Broadway, Charlotte, regarding lack of basic public utilities.

Lisa Starr, 655 N. Steward, Charlotte, in support of recycling center.

COMMUNICATIONS AND COMMITTEE REPORTS

CITY ATTORNEY REPORT: No report included in this packet.

CITY MANAGER REPORT: City Manager Guetschow report included in packet.

COUNCIL MEMBER COMMITTEE REPORTS:

- Mayor Ridge stated that there is a Council Calendar that is included in the packet. Some of the issues noted on the calendar for further review are; pension planning; Vision 2025 goal setting; budget special meeting May 18, 2020; water/sewer rate review; ZBA review; and DDA /LDFA consolidation. Code enforcement and rental property review is set for August. Mayor Pro-Tem Armitage has begun working on the Ad-hoc communications committee. She asked that council please look over the documents and let her know if they have anything that they would like added to the calendar. She noted that there is a lot to accomplish by the end of the year.
- Council member Weissenborn stated she has some concerns with the code enforcement and rental not being addressed until August. She asked how this is being addressed currently.
- City Manager Guetschow stated that this is being tracked through our BS&A software. Since there is no face to face presently it is being addressed through letters and then will be followed up in person when possible.

MAYOR AND COUNCIL COMMENTS:

- Council member Dyer thanked Gregg and Amy for their work on the budget.
- Council member Weissenborn stated she would like to keep looking for ways to offset the pension issue while looking at the budget to offset costs.
- Council member Baker no comment.
- Mayor Pro Tem Armitage would like to see a development plan for support of CARA going forward.
- Council member McRae echoed Mayor Pro-Tem's point about some alternative plan for CARA. He asked if Planning Commission would be meeting in the near future. He also wondered about the EATRAN meetings and if they are meeting at this time.
- City Manager Guetschow stated that there will be a need for Planning Commission to meet in June as well as the DDA and they are planning to set that up as a teleconference meeting.
- Council member Hoogstra no comment.
- Mayor Ridge thanked Amy, Gregg and Ginger for everything that they are doing. She stated that she has noted the concerns about CARA and pension for upcoming meetings. She asked that council look at the Vision 2025 Plan to see how that can be addressed going forward.

Councilmember Baker moved, seconded by Dyer to adjourn at 8:45 P.M. Carried. 7 Yes. 0 No

Mayor Yvonne Ridge

Ginger Terpstra, City Clerk, CMMC

Introduced:

Adopted:

Effective:

CITY OF CHARLOTTE

ORDINANCE NO. ____

AN ORDINANCE TO AMEND SECTION 10-4 – DOMESTIC ANIMALS AND FOWL – OF CHAPTER 10 – ANIMALS – OF THE CODE OF THE CITY OF CHARLOTTE, BY AMENDING SUBSECTION 10-4(12) TO PROVIDE THAT THE ORDINANCE WILL SUNSET AND BECOME NULL AND VOID AFTER MAY 29, 2020.

Councilmember _____ moved the following:

THE CITY OF CHARLOTTE ORDAINS:

§10-4 – Domestic Animals and Fowl – of Chapter 10 – Animals – of the Code of the City of Charlotte is hereby amended to read as follows:

§ 10-4 DOMESTIC ANIMALS AND FOWL.

(A) Except as provided in this section, no person shall keep or house any animals or fowl within the city.

(B) Dogs, cats, birds and animals commonly classified as household pets may be kept within the city.

(C) Ponies, cattle and horses may be kept on premises constituting a farm, as defined in the zoning chapter of this Code.

(D) Persons may keep chickens if done so in conformity with all of the following.

(1) Any person who keeps chickens in the city shall obtain a permit from the city prior to acquiring the chickens. Application shall be made to the City Clerk with a fee as determined by Council resolution.

(2) The applicant must obtain approval of abutting landowners on a form provided by the City Clerk. The form must be submitted with the application fee.

(3) No more than ten permits may be outstanding at any time.

(4) Permits may be revoked at any time if the applicant fails to comply with all applicable ordinances, rules and regulations.

(5) Permits expire and become invalid one year after the date of issuance. A person who wishes to continue keeping chickens shall obtain a new permit on or before the expiration date of the previous permit. Application for a new permit shall be pursuant to the procedures and requirements that are applicable at the time the person applies for a new permit.

(6) Notwithstanding the issuance of a permit by the city, private restrictions on the use of

property shall remain enforceable and take precedence over a permit. Private restrictions include but are not limited to deed restrictions, condominium master deed restrictions, neighborhood association by-laws, and covenant deeds. A permit issued to a person whose property is subject to private restrictions that prohibit the keeping of chickens is void. The interpretation and enforcement of the private restriction is the sole responsibility of the private parties involved.

(7) A person who keeps or houses chickens on his or her property shall comply with all of the following requirements:

- (a) Have been issued the permit required under division (D)(1) of this section;
- (b) Keep no more than four chickens;
- (c) The principal use of the person's property is for a single-family dwelling;
- (d) No person shall keep any rooster;
- (e) No person shall slaughter any chickens outdoors;
- (f) The chickens shall be provided with a covered enclosure and must be kept in the covered enclosure or an adjoining fenced enclosure at all times;
- (g) A person shall not keep chickens in any location on the property other than in the backyard as defined by the zoning code;
- (h) All enclosures for the keeping of chickens shall be so constructed or repaired as to prevent rats, mice, or other rodents from being harbored underneath, within, or within the walls of the enclosure;
- (i) All feed and other items associated with the keeping of chickens that are likely to attract or to become infested with or infected by rats, mice, or other rodents shall be protected so as to prevent rats, mice, or other rodents from gaining access to or coming into contact with them;
- (j) The coop and fenced enclosure may not be located nearer than 25 feet to any dwelling unit or property line; and
- (k) The coop and enclosures must comply with all zoning ordinance requirements for accessory structures and use, including lot coverage requirements.

(8) The city may initiate prosecution for a civil infraction violation for any violation of this section. Each day a violation exists shall constitute a separate offense.

(9) A person who has been issued a permit shall submit it for examination upon demand by any Police Officer or Code Enforcement Officer.

(10) This section shall not regulate the keeping of chickens on a farm, as defined at § 82-4 of the City Code, which is located outside the boundaries of either a proprietary or supervisor's plat and having an area of not less than five acres, and where the raising of poultry is a permitted principal use when conducted in compliance with the Michigan Right to Farm Act and the Generally Accepted Agricultural and Management Practices promulgated thereunder.

(11) Council may adopt additional rules and regulations as necessary to implement the ordinance codified herein.

(12) This Section 10-4 – Domestic Animals and Fowl – shall be null, void and of no force and effect on May 29, 2020.

This ordinance shall become effective 20 days after adoption and that the above ordinance be passed to a second reading.

Second, _____ () Yeas. () Nays.

Dated:

Timothy M. Lewis, Mayor

Ginger Terpstra, Clerk



City of CHARLOTTE

MEMORANDUM

TO: Mayor Lewis and City Council Members

FROM: Gregg Guetschow, City Manager

SUBJECT: Amendment to Ordinance Regarding Keeping of Chickens

DATE: March 24, 2016

City Council adopted an ordinance in 2012 in response to citizen requests to keep chickens on residential lots in the City. This ordinance, which is found at section 10-4 of the Code of Ordinances, established standards based on the experiences of other communities that had authorized the practice. The ordinance contains limitations intended to minimize offsite impacts resulting from keeping chickens. In addition, Council limited the number of permits that could be granted to ten and established a sunset date in 2016.

We are now approaching the sunset date. You will find in the agenda packet a proposed ordinance amendment drafted by the City Attorney that extends the sunset date to 2020. Council may, if it wishes, make other changes to the ordinance at this time as well.

Bryan Myrkle, who administers a portion of the permitting process, has suggested two changes to the current ordinance language. The first is to eliminate the permit renewal process if there has not been a complaint received during the permitting period. This would make the process less burdensome for permit holders by doing away with the requirement. If Council retains language limiting the number of current permits to ten, however, it would be difficult to know whether a permit holder has stopped keeping chickens. An alternative would be to keep the permit renewal process but eliminate the requirement that neighbor signatures be obtained.

His second suggestion is to lengthen the permit term from one to two years.

Our records indicate that permits were issued for five locations in the City with three of those permits currently valid. We have not received complaints concerning any of these locations.

I am recommending that you set a public hearing on this ordinance amendment for your next Council meeting. Once Council has set the date for a public hearing, I will be sending letters to permit holders and their neighbors advising them of the opportunity to offer comments. I expect you will receive comments

from some permit holders asking that the some of the standards be eliminated or made less stringent.

COUNCIL PROCEEDINGS
Regular Meeting
March 28, 2016

CALL TO ORDER: By Mayor Lewis on Monday, March 28, 2016 at 7:00 p.m.

PRESENT: Councilmembers Bahmer, Johnston, Mitchell, Russo, Ridge, Mayor Pro-Tem Sanders, Mayor Lewis, City Clerk Terpstra and City Manager Guetschow.

The invocation was offered by Pastor Randy Royston, New Hope Community Church, followed by the Pledge of Allegiance.

APPROVAL OF MINUTES FOR REGULAR MEETING OF MARCH 14, 2016: Mayor Pro-Tem Sanders moved, supported by Johnston to approve the regular meeting minutes of March 14, 2016 as presented. Carried. 7 Yes. 0 No.

APPROVAL OF MINUTES FOR SPECIAL MEETING OF MARCH 21, 2016: Councilmember Ridge moved, supported by Mitchell to approve the special meeting minutes of March 21, 2016 as presented. Carried. 7 Yes. 0 No.

ABSENT: None.

PUBLIC HEARINGS: None.

PUBLIC COMMENT: None.

CHARLOTTE HIGH SCHOOL LIAISON: Madelynn Hull was not present.

APPROVAL OF AGENDA: Councilmember Ridge moved, supported by Mitchell to approve the agenda with the addition of

report on budget and status of sign committee being added to the City Manager report. Carried. 7 Yes. 0 No.

SPECIAL PRESENTATIONS: None.

EXPEDITED RESOLUTIONS AND ORDINANCES

A. CONSIDER APPROVAL OF RESOLUTION NO. 2016-40 REGARDING PAYMENT OF CHARLOTTE AREA RECREATION CO-OP INVOICE;

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

WHEREAS, check #7018 to the City of Charlotte, in the amount of \$14,972.10 was included with the claims presented to Council at their March 14, 2016 meeting; and

WHEREAS, this check was not approved at that time pending verification that the payment was in fact the city's required annual contribution to the CARC; and

WHEREAS, this payment is the city's required annual contribution to the CARC;

THEREFORE, BE IT RESOLVED that the City Council approve the payment and release of check #7018 in the amount of \$14,972.10.

APPROVAL OF CLAIMS AND ACCOUNTS BY ROLL CALL VOTE: Councilmember Ridge moved, supported by Sanders to approve Resolution 2016-40 for payment of Charlotte Area Recreation Co-op Invoice as presented. Carried. 7 Yes. 0 No.

B. CONSIDER APPROVAL OF RESOLUTION NO. 2016-41 REGARDING PAYMENT OF CLAIMS & ACCOUNTS;

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

WHEREAS, the March 18, 2016 payroll totaled \$139,518.34; and
WHEREAS, the March 2016 Bank of America credit card charges totaled \$12,100.15; and
WHEREAS, the March 28, 2016 claims total \$111,386.33;
THEREFORE, BE IT RESOLVED that the City Council approves claims and accounts for March 28, 2016 in the amount of \$263,004.82.

APPROVAL OF CLAIMS AND ACCOUNTS BY ROLL CALL VOTE: Councilmember Russo moved, supported by Mitchell to approve Resolution 2016-41 for expenditures of the City for March 28, 2016 as presented. Carried. 7 Yes. 0 No.

ACTION ITEMS- RESOLUTIONS AND ORDINANCES

A. CONSIDER SECOND READING AND ADOPTION OF RESOLUTION NO. 2016-39 FOR PURCHASE OF ROAD SALT:

WHEREAS, the City participates in a cooperative purchasing contract with the State to secure lower road salt prices; and

WHEREAS, this contract guarantees certain amounts of salt are available to the municipalities at fixed prices; and

WHEREAS, the determination has been made for salt needs in the upcoming fiscal year; and

WHEREAS, Section 2-186 of the City Ordinances allows for the waiver of sealed bids for purchases over the amount of \$5,000 if the purchase is made through another governmental agency.

THEREFORE, BE IT RESOLVED That the City participate in the statewide cooperative purchasing agreement with the State of Michigan to provide road salt and that the mayor or clerk be directed to sign said contract on behalf of the City.

Councilmember Ridge moved, supported by Bahmer to approve the second reading and adoption of Resolution No. 2016-39 for

purchase of road salt as presented. Carried. 7 Yes. 0 No.

INTRODUCTION OF RESOLUTIONS AND ORDINANCES
A. CONSIDER APPROVAL OF FIRST READING OF RESOLUTION NO. 2016-42 TO AUTHORIZE CONTRACT WITH NELSON TANK ENGINEERING & CONSULTING, INC. FOR REPAIRS AND INTERIOR PAINTING OF NORTH WATER TOWER:

Resolution No. 2016-42 was introduced, reading as follows:

WHEREAS, the City operates two water towers; and

WHEREAS, the north tower was drained and inspected in 2013. A condition report was prepared and submitted to the City; and

WHEREAS, the report recommended certain repairs and preventative maintenance including painting the interior, seam seal the interior roof, work on the balcony, replace fall prevention on wet interior ladder, and replace the grate over the riser; and

WHEREAS, Nelson Tank Engineering & Consulting, Inc. submitted a package of qualifications including a quote in the amount of \$8,300 to prepare the plans, specifications, cost estimates, and bid documents; attend meetings, shop drawing review, respond to RFI's, and preparation of contractor pay estimates for the project; and

WHEREAS, Nelson Tank Engineering & Consulting, Inc. has been providing professional water tower services for over twenty years; and

WHEREAS, funding for the professional services related to water tower repairs and painting is in the current year's budget.

THEREFORE, BE IT RESOLVED That the City enter into a contract with Nelson Tank Engineering & Consulting, Inc. to provide the above mentioned services and that the mayor or clerk be directed to sign said contract on behalf of the City.

Councilmember Sanders moved, supported by Russo to approve the adoption of the first reading of Resolution No. 2016-42 to authorize contract with Nelson Tank Engineering & Consulting, Inc. for repairs and interior painting of North Water Tower as presented. Carried. 7 Yes. 0 No.

B. CONSIDER APPROVAL OF FIRST READING OF ORDINANCE TO EXTEND THE SUNSET DATE FOR KEEPING CHICKENS AND SET A PUBLIC HEARING FOR THE APRIL 11, 2016 CITY COUNCIL MEETING:

Ordinance for extension of the sunset date for keeping chickens and setting a public hearing for April 11, 2016 City Council was introduced, reading as follows:

AN ORDINANCE TO AMEND SECTION 10-4 – DOMESTIC ANIMALS AND FOWL – OF CHAPTER 10 – ANIMALS – OF THE CODE OF THE CITY OF CHARLOTTE, BY AMENDING SUBSECTION 10-4(12) TO PROVIDE THAT THE ORDINANCE WILL SUNSET AND BECOME NULL AND VOID AFTER MAY 29, 2020.

THE CITY OF CHARLOTTE ORDAINS:

§10-4 – Domestic Animals and Fowl – of Chapter 10 – Animals – of the Code of the City of Charlotte is hereby amended to read as follows:

§ 10-4 DOMESTIC ANIMALS AND FOWL.

- (A) Except as provided in this section, no person shall keep or house any animals or fowl within the city.
- (B) Dogs, cats, birds and animals commonly classified as household pets may be kept within the city.
- (C) Ponies, cattle and horses may be kept on premises constituting a farm, as defined in the zoning chapter of this Code.

(D) Persons may keep chickens if done so in conformity with all of the following.

(1) Any person who keeps chickens in the city shall obtain a permit from the city prior to acquiring the chickens. Application shall be made to the City Clerk with a fee as determined by Council resolution.

(2) The applicant must obtain approval of abutting landowners on a form provided by the City Clerk. The form must be submitted with the application fee.

(3) No more than ten permits may be outstanding at any time.

(4) Permits may be revoked at any time if the applicant fails to comply with all applicable ordinances, rules and regulations.

(5) Permits expire and become invalid one year after the date of issuance. A person who wishes to continue keeping chickens shall obtain a new permit on or before the expiration date of the previous permit. Application for a new permit shall be pursuant to the procedures and requirements that are applicable at the time the person applies for a new permit.

(6) Notwithstanding the issuance of a permit by the city, private restrictions on the use of property shall remain enforceable and take precedence over a permit. Private restrictions include but are not limited to deed restrictions, condominium master deed restrictions, neighborhood association by-laws, and covenant deeds. A permit issued to a person whose property is subject to private restrictions that prohibit the keeping of chickens is void. The interpretation and enforcement of the private restriction is the sole responsibility of the private parties involved.

(7) A person who keeps or houses chickens on his or her property shall comply with all of the following requirements:

- (a) Have been issued the permit required under division (D)(1) of this section;
- (b) Keep no more than four chickens;
- (c) The principal use of the person's property is for a single-family dwelling;
- (d) No person shall keep any rooster;

- (e) No person shall slaughter any chickens outdoors;
- (f) The chickens shall be provided with a covered enclosure and must be kept in the covered enclosure or an adjoining fenced enclosure at all times;
- (g) A person shall not keep chickens in any location on the property other than in the backyard as defined by the zoning code;
- (h) All enclosures for the keeping of chickens shall be so constructed or repaired as to prevent rats, mice, or other rodents from being harbored underneath, within, or within the walls of the enclosure;
- (i) All feed and other items associated with the keeping of chickens that are likely to attract or to become infested with or infected by rats, mice, or other rodents shall be protected so as to prevent rats, mice, or other rodents from gaining access to or coming into contact with them;
- (j) The coop and fenced enclosure may not be located nearer than 25 feet to any dwelling unit or property line; and
- (k) The coop and enclosures must comply with all zoning ordinance requirements for accessory structures and use, including lot coverage requirements.
- (8) The city may initiate prosecution for a civil infraction violation for any violation of this section. Each day a violation exists shall constitute a separate offense.
- (9) A person who has been issued a permit shall submit it for examination upon demand by any Police Officer or Code Enforcement Officer.
- (10) This section shall not regulate the keeping of chickens on a farm, as defined at § 82-4 of the City Code, which is located outside the boundaries of either a proprietary or supervisor's plat and having an area of not less than five acres, and where the raising of poultry is a permitted principal use when conducted in compliance with the Michigan Right to Farm Act and the Generally Accepted Agricultural and Management Practices promulgated thereunder.
- (11) Council may adopt additional rules and regulations as necessary to implement the ordinance codified herein.

(12) This Section 10-4 – Domestic Animals and Fowl – shall be null, void and of no force and effect on May 29, 2020.

This ordinance shall become effective 20 days after adoption and that the above ordinance be passed to a second reading.

Councilmember Bahmer moved, supported by Ridge to approve the adoption of the first reading of Ordinance for extension of the sunset date for keeping chickens and setting a public hearing for April 11, 2016 City Council as presented. Carried. 6 Yes. 1 (Bahmer, Johnston, Mitchell, Ridge, Sanders, Lewis) 0 No. 1 Abstain (Russo)

COMMUNICATIONS AND COMMITTEE REPORTS
CITY ATTORNEY REPORT: None.

CITY MANAGER REPORT: City Manager Guetschow reported that he has been advised, by Consumers Energy, that they will be taking steps to read some meters in Charlotte that they have been unable to read.

He advised that he plans to work on some of the vacant properties that the city owns in the near future.

He explained the budget process and advised that the budget will be available for viewing by the April 11, 2016 meeting.

He stated that the sign committee has been held up, for he has been waiting for input from the Rising Tide committee. They will be reviewing the entire zoning code as part of the project.

COUNCILMEMBER COMMITTEE REPORTS:

- Councilmember Russo reported that he attended the MML Conference along with Councilmember Ridge and Mayor

Lewis. He found it to be very informative and encourages other councilmembers to consider attending in the future.

- Councilmember Ridge reported that the Recreation Co-op is working on their budget. The grant opportunity has been extended to March 31st. There have been no applications for this grant to date. The DNR Grant has been uploaded and is in the hands of the DNR. The tennis court grant is still under review. The next Recreation Co-op meeting will be held on April 14, 2016 at 7 PM at Carmel Township Hall.

PUBLIC COMMENT: None.

MAYOR AND COUNCIL COMMENTS:

- Councilmember Ridge gave a Rising Tide update and stated that they have a steering committee and have completed their first training. She attended the MML Conference and stated that it was excellent training. She reported that the United Way Color Run will be coming soon.
- Mayor Pro-Tem Sanders stated that he attended the meeting on Wednesday to discuss the new art piece that will be placed at Peters Circle. There will be more meetings that will involve the public. They hope to find something that fits Charlotte. He is looking forward to more meetings.
- Councilmember Bahmer stated that the next Planning Commission meeting will be Tuesday, April 5th. He hopes that everyone had a nice Easter holiday.
- Mayor Lewis stated that the City of Charlotte has not participated in Mayor Exchange Day in the last few years because of the expense. He announced that Councilmember Ridge received a Level 1 Educational award at the MML Conference. He reported that he, Community Development Director Myrkle and City Manager Guetschow attended the LEAP presentation which awarded the \$10,000 for the art

project. He would like council to start thinking about meetings for the budget hearings.

Mayor Pro-Tem Sanders moved, second by Johnston to adjourn at 7:59 p.m. Carried. 7 Yes. 0 No

Mayor Tim Lewis

Ginger Terpstra, City Clerk, CMMC

Introduced:
Adopted:
Effective:

CITY OF CHARLOTTE

ORDINANCE NO. ____

AN ORDINANCE TO AMEND SECTION 10-4 – DOMESTIC ANIMALS AND FOWL – OF CHAPTER 10 – ANIMALS – OF THE CODE OF THE CITY OF CHARLOTTE, BY AMENDING SUBSECTION 10-4(12) TO PROVIDE THAT THE ORDINANCE WILL SUNSET AND BECOME NULL AND VOID AFTER MAY 29, 2020.

Councilmember _____ moved the following:

THE CITY OF CHARLOTTE ORDAINS:

§10-4 – Domestic Animals and Fowl – of Chapter 10 – Animals – of the Code of the City of Charlotte is hereby amended to read as follows:

§ 10-4 DOMESTIC ANIMALS AND FOWL.

(A) Except as provided in this section, no person shall keep or house any animals or fowl within the city.

(B) Dogs, cats, birds and animals commonly classified as household pets may be kept within the city.

(C) Ponies, cattle and horses may be kept on premises constituting a farm, as defined in the zoning chapter of this Code.

(D) Persons may keep chickens if done so in conformity with all of the following.

(1) Any person who keeps chickens in the city shall obtain a permit from the city prior to acquiring the chickens. Application shall be made to the City Clerk with a fee as determined by Council resolution.

(2) The applicant must obtain approval of abutting landowners on a form provided by the City Clerk. The form must be submitted with the application fee.

(3) No more than ten permits may be outstanding at any time.

(4) Permits may be revoked at any time if the applicant fails to comply with all applicable ordinances, rules and regulations.

(5) Permits expire and become invalid one year after the date of issuance. A person who wishes to continue keeping chickens shall obtain a new permit on or before the expiration date of the previous permit. Application for a new permit shall be pursuant to the procedures and requirements that are applicable at the time the person applies for a new permit.

(6) Notwithstanding the issuance of a permit by the city, private restrictions on the use of

property shall remain enforceable and take precedence over a permit. Private restrictions include but are not limited to deed restrictions, condominium master deed restrictions, neighborhood association by-laws, and covenant deeds. A permit issued to a person whose property is subject to private restrictions that prohibit the keeping of chickens is void. The interpretation and enforcement of the private restriction is the sole responsibility of the private parties involved.

(7) A person who keeps or houses chickens on his or her property shall comply with all of the following requirements:

- (a) Have been issued the permit required under division (D)(1) of this section;
- (b) Keep no more than four chickens;
- (c) The principal use of the person's property is for a single-family dwelling;
- (d) No person shall keep any rooster;
- (e) No person shall slaughter any chickens outdoors;
- (f) The chickens shall be provided with a covered enclosure and must be kept in the covered enclosure or an adjoining fenced enclosure at all times;
- (g) A person shall not keep chickens in any location on the property other than in the backyard as defined by the zoning code;
- (h) All enclosures for the keeping of chickens shall be so constructed or repaired as to prevent rats, mice, or other rodents from being harbored underneath, within, or within the walls of the enclosure;
- (i) All feed and other items associated with the keeping of chickens that are likely to attract or to become infested with or infected by rats, mice, or other rodents shall be protected so as to prevent rats, mice, or other rodents from gaining access to or coming into contact with them;
- (j) The coop and fenced enclosure may not be located nearer than 25 feet to any dwelling unit or property line; and
- (k) The coop and enclosures must comply with all zoning ordinance requirements for accessory structures and use, including lot coverage requirements.

(8) The city may initiate prosecution for a civil infraction violation for any violation of this section. Each day a violation exists shall constitute a separate offense.

(9) A person who has been issued a permit shall submit it for examination upon demand by any Police Officer or Code Enforcement Officer.

(10) This section shall not regulate the keeping of chickens on a farm, as defined at § 82-4 of the City Code, which is located outside the boundaries of either a proprietary or supervisor's plat and having an area of not less than five acres, and where the raising of poultry is a permitted principal use when conducted in compliance with the Michigan Right to Farm Act and the Generally Accepted Agricultural and Management Practices promulgated thereunder.

(11) Council may adopt additional rules and regulations as necessary to implement the ordinance codified herein.

(12) This Section 10-4 – Domestic Animals and Fowl – shall be null, void and of no force and effect on May 29, 2020.

This ordinance shall become effective 20 days after adoption and that the above ordinance be passed to a second reading.

Second, _____. _____ () Yeas. () Nays.

Dated:

Timothy M. Lewis, Mayor

Ginger Terpstra, Clerk



City of CHARLOTTE

MEMORANDUM

TO: Mayor Lewis and City Council Members

FROM: Gregg Guetschow, City Manager

SUBJECT: Changes to proposed ordinance regarding chickens

DATE: April 22, 2016

The April 11 Council meeting included discussion regarding the extension of the sunset date for the ordinance regulating the keeping of chickens on residential lots. Two suggestions were made regarding possible modifications to other provisions of the ordinance.

One change would extend the duration of the permit from one to two years. This is easily accomplished by modifying the language of section 10-4(D)5 to refer to the longer permit duration.

The second suggested change would modify the process through which consent of the owners of abutting property owners is obtained. Council member Bahmer has proposed eliminating the requirement that permit applicants obtain consent from those neighbors in favor of the offering an opportunity for neighbors to object.

I would suggest the following language as a possible substitute for section 10-4(D)(2):

The City Clerk shall not issue a permit if any abutting property owner or occupant, after written notification by the City, objects in writing to the issuance of the permit within ten days of the date of the notification; provided, however, the City Clerk shall issue the permit when all objections are withdrawn and all other conditions of applicable ordinances, rules and regulations are met.

This latter change, if adopted, would require modifications to the Council policy on this topic so as to provide additional detail regarding the process of objecting and withdrawing objections.

COUNCIL PROCEEDINGS

Regular Meeting

April 11, 2016

CALL TO ORDER: By Mayor Lewis on Monday, April 11, 2016 at 7:00 p.m.

PRESENT: Councilmembers Bahmer, Johnston, Russo, Ridge, Mayor Pro-Tem Sanders, Mayor Lewis, City Clerk Terpstra and City Manager Guetschow.

The invocation was offered by Pastor Andy Shaver, Real Life Church, followed by the Pledge of Allegiance.

APPROVAL OF MINUTES FOR REGULAR MEETING OF MARCH 28, 2016: Mayor Pro-Tem Sanders moved, supported by Ridge to approve the regular meeting minutes of March 28, 2016 as presented. Carried. 6 Yes. 0 No.

ABSENT: Councilmember Mitchell.

Councilmember Ridge moved, supported by Johnston to excuse Councilmember Mitchell. Carried. 6 Yes. 0 No.

PUBLIC HEARINGS:

Public Hearing on variance request for 243 State St.:

Public hearing opened: 7:04 P.M.

No comments.

Closed at: 7:04 P.M.

Public Hearing on Ordinance to extend the sunset provision for keeping chickens:

Public Hearing opened at 7:04 P.M.

Ben Phlegar, 425 Horatio, asked if the sunset provision will still be in the ordinance, if so for how many years. He asked how many

permits are in place and if there are any pending and inquired about the provisions set forth in the ordinance.

Public Hearing closed at 7:06 P.M.

PUBLIC COMMENT: None.

CHARLOTTE HIGH SCHOOL LIAISON: Madelynn Hull was not present.

APPROVAL OF AGENDA: Mayor Pro-Tem Sanders moved, supported by Russo to approve the agenda as presented. Carried. 6 Yes. 0 No. 1 Absent (Mitchell)

SPECIAL PRESENTATIONS:

Police Officer Commendations presented by Chief Sherman
Life Savings Awards were presented to: Sgt. Falk, Officers Castle, Poortvliet and Bahm.

Police Commendation award presented to: Officer Poortvliet.

Unit Citation awards presented to: Sgt. Falk, Sgt. Brentar, Officers Poortvliet and Castle.

Certificate of Merit awards presented to: Sgt. Hafner, Officers Bahm and Gregory.

Unit Citation award presented to: Officer Bahm.

Unit Citation award presented to: Officer Hafner.

Mayor awards presented to: Officer Hafner and Detective Beal.

Retirement Presentation to Officer Paul Montague

Chief Sherman presented Officer Montague with a shadow box representing his 26 ½ years with the Charlotte Police Department. Mayor Lewis read the following proclamation honoring Officer Montague.

WHEREAS, Paul R. Montague has served the City of Charlotte for more than twenty six and a half years in the Charlotte Police Department and began his tenure with the City as an Officer on September 24, 1989; and

WHEREAS, Paul committed himself to the City, working his way through different roles in the Department in a capacity as a Dispatcher, Patrol Officer, D.A.R.E. Officer, Field Training Officer, Community Policing Officer Special Victims Unit, Tactical Operations and Hostage Negotiator; and

WHEREAS, Paul; is known for his community involvement and as an effective liaison for juvenile issues; and

WHEREAS, Paul's calm and caring demeanor always allowed him to go beyond the requirements of his job and performed his duties with great character, integrity and dedication. These qualities are shown in his ten letters and certificates of Police Commendations; and

WHEREAS, Paul has been an invaluable asset to the City of Charlotte and his knowledge of the Department and the City will be extremely difficult to replace and he will be missed; and

NOW, THEREFORE BE IT RESOLVED, that the City of Charlotte and its citizens thank Officer Paul R. Montague for his twenty six and a half years of dedicated service to the citizens of this community and wish the best for him upon his retirement from the City; and

BE IT FINALLY RESOLVED, that this Resolution be entered into the official proceedings of the City Council on the 11th day of April, 2016.

Presentation by Lions Club on Beach Market Development Project:

Kathryn Conrad, representing Charlotte Lions Club, gave a presentation explaining the history of Beach Market. She stated that the Lions Club is planning to upgrade Beach Market with a new roof, floor and lighting and would like to do it in conjunction with the revitalization of Charlotte. They are looking to form a Friends of Beach Market and use crowd funding to raise funds for the project.

Presentation of Proclamation declaring April 29th – May 8th

White Cane Drive:

Mayor Lewis presented the White Cane Proclamation to Lions Club members, Kathryn Conrad, Robert Phillips, Nancy Lampman and Connie O'Neil.

EXPEDITED RESOLUTIONS AND ORDINANCES

A. CONSIDER APPROVAL OF PROCLAMATION NO. 2016-04 ARBOR DAY:

WHEREAS, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and

WHEREAS, Arbor Day is now observed throughout the nation and the world; and

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife; and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products; and

WHEREAS, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community; and

WHEREAS, trees wherever they are planted, are a source of joy and spiritual renewal; and

WHEREAS, the City of Charlotte has been recognized as a Tree City USA by the National Arbor Foundation and desires to continue its tree planting practices, by planting a tree at City Hall; and

NOW THEREFORE, the City Council of the City of Charlotte, Michigan does hereby proclaim Friday, April 29th as ARBOR DAY in the City of Charlotte and urges all citizens to celebrate Arbor Day; and

FURTHER, the City Council of the City of Charlotte, Michigan urges all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

Councilmember Ridge moved, supported by Sanders to approve Proclamation No. 2016-04 as presented. Carried. 6 Yes. 0 No. 1 Absent. (Mitchell)

B. CONSIDER APPROVAL OF RESOLUTION NO. 2016-44 TO PURCHASE VARIABLE FREQUENCY DRIVE FOR WELL #5:

WHEREAS, Well #5 was recently cleaned and the pump was inspected; and

WHEREAS, it was determined that the pump was in disrepair and could not be rebuilt given its age (1971); and

WHEREAS, the other two wells already utilize variable frequency drives (VFD) to run the pumps more efficiently; and

WHEREAS, the replacement pump specified is conditional on the use of a variable VFD; and

WHEREAS, the payback period for the purchase of the VFD is approximately 3.5 years; and

WHEREAS, the City is eligible for a Consumers Energy rebate of up to \$6,000 for purchase of this VFD which shortens the payback period; and

WHEREAS, quotes were received from three contractors, including Edwards Industrial Sales, the contractor who installed the other two VFD's; and

WHEREAS, Edwards Industrial Sales submitted the lowest quote in the amount of \$10,599 plus freight (estimated \$200) to provide the VFD, cabinet and other miscellaneous materials required for the proper installation.

THEREFORE, BE IT RESOLVED That the City approve the purchase of the VFD from Edwards Industrial Sales, Inc. with the money taken from the Water and Sewer Fund reserves.

Mayor Pro-Tem Sanders moved, supported by Russo to approve Resolution No. 2016-44 as presented. Carried. 6 Yes. 0 No. 1 Absent. (Mitchell)

C. CONSIDER APPROVAL OF RESOLUTION NO. 2016-45 REGARDING SPECIAL BUDGET MEETINGS AND PUBLIC HEARING FOR FY 2016-17 BUDGET:

WHEREAS, pursuant to the provisions of the Charter, the city manager will propose a budget for the fiscal year that commences July 1, 2016; and

WHEREAS, the City Council will be undertaking a review of the proposed budget and wishes to establish a calendar of meetings during which various related activities will take place;

THEREFORE, BE IT RESOLVED that the following budget schedule is hereby adopted:

DATE	PURPOSE
April 11, 2016	Proposed Budget Published
April 18, 2016	Special Meeting to Review Budget
April 25, 2016	Regular Meeting—Budget Discussion
May 9, 2016	Regular Meeting—Budget Discussion
May 16, 2016	Special Meeting to Review Utility Budgets and Utility Rate Changes
May 23, 2016	Regular Meeting—Public Hearing; Budget Resolution Introduced
June 13, 2016	Budget Resolution Adopted
July 18, 2016	Special Meeting—2017 Street Reconstruction Program

; and

BE IT FURTHER RESOLVED that the City Clerk is hereby authorized to post and publish required notices of the special meetings and public hearing.

Councilmember Russo moved, supported by Bahmer to approve Resolution No. 2016-45 as presented. Carried. 6 Yes. 0 No. 1 Absent. (Mitchell)

D. CONSIDER APPROVAL OF RESOLUTION NO. 2016-43 REGARDING PAYMENT OF CLAIMS & ACCOUNTS:

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

WHEREAS, the April 1, 2016 payroll totaled \$146,271.29; and

WHEREAS, the April 11, 2016 claims total \$254,351.14;

THEREFORE, BE IT RESOLVED that the City Council approves claims and accounts for April 11, 2016 in the amount of \$400,622.43.

APPROVAL OF CLAIMS AND ACCOUNTS BY ROLL CALL VOTE: Mayor Pro-Tem Sanders moved, supported by Ridge to approve Resolution 2016-43 for expenditures of the City for April 11, 2016 as presented. Carried. 5 Yes. (Johnston, Ridge, Russo, Sanders, Lewis) 1 No. (Bahmer) 1 Absent (Mitchell)

ACTION ITEMS- RESOLUTIONS AND ORDINANCES

A. CONSIDER SECOND READING AND ADOPTION OF RESOLUTION NO. 2016-42 TO AUTHORIZE CONTRACT WITH NELSON TANK ENGINEERING & CONSULTING, INC. FOR REPAIRS AND INTERIOR PAINTING OF NORTH WATER TOWER:

WHEREAS, the City operates two water towers; and

WHEREAS, the north tower was drained and inspected in 2013. A condition report was prepared and submitted to the City; and

WHEREAS, the report recommended certain repairs and preventative maintenance including painting the interior, seam seal the interior roof, work on the balcony, replace fall prevention on wet interior ladder, and replace the grate over the riser; and

WHEREAS, Nelson Tank Engineering & Consulting, Inc. submitted a package of qualifications including a quote in the amount

of \$8,300 to prepare the plans, specifications, cost estimates, and bid documents; attend meetings, shop drawing review, respond to RFI's, and preparation of contractor pay estimates for the project; and

WHEREAS, Nelson Tank Engineering & Consulting, Inc. has been providing professional water tower services for over twenty years; and

WHEREAS, funding for the professional services related to water tower repairs and painting is in the current year's budget.

THEREFORE, BE IT RESOLVED That the City enter into a contract with Nelson Tank Engineering & Consulting, Inc. to provide the above mentioned services and that the mayor or clerk be directed to sign said contract on behalf of the City.

Councilmember Ridge moved, supported by Sanders to approve the second reading and adoption of Resolution No. 2016-42 to authorize contract with Nelson Tank Engineering & Consulting, Inc. for repairs and interior painting of North Water Tower as presented. Carried. 6 Yes. 0 No. 1 Absent (Mitchell)

B. CONSIDER SECOND READING AND ADOPTION OF RESOLUTION NO. 2016-38 FOR VARIANCE REQUEST FOR 243 STATE STREET:

WHEREAS, the owners of 243 State Street desire to construct a 2,400 square foot building with dimension of 40 feet by 60 feet; and

WHEREAS, the parcel of property is irregularly shaped, making even reasonable construction difficult; and

WHEREAS, the construction of this building would encroach approximately 12 feet into the 40 foot front yard setback required by the I-1 zoning classification; and

WHEREAS, the City of Charlotte Planning Commission has considered this matter and approved a site plan that includes

this future building, pending a variance from the Zoning Board of Appeals; and

WHEREAS, the City of Charlotte Zoning Board of Appeals hereby makes the following findings:

1. The granting of this variance will not impair an adequate supply of light and air to adjacent property.
2. The granting of this variance will not unreasonably increase congestion in public streets.
3. The granting of this variance will not unreasonably diminish or impair established property values within the surrounding area.
4. The granting of this variance will not, in any other respect, impair the public health, safety, comfort, morals or welfare of the inhabitants of the city.

THEREFORE, BE IT RESOLVED a variance to the zoning ordinance is hereby granted that allows a new building to be constructed at 243 State Street encroaching on the required front yard setback by approximately 12 feet.

Councilmember Bahmer moved, supported by Sanders to approve the second reading and adoption of Resolution No. 2016-38 for variance request for 243 State Street as presented. Carried. 6 Yes. 0 No. 1 Absent (Mitchell)

C. CONSIDER SECOND READING AND ADOPTION OF ORDINANCE TO EXTEND THE SUNSET DATE FOR KEEPING OF CHICKENS:

City Manager Guetschow addressed the concerns that Ben Phlegar had asked about during the public comment on the ordinance.

Discussion was held among councilmembers on the permitting process and the length of the permits.

AN ORDINANCE TO AMEND SECTION 10-4 – DOMESTIC ANIMALS AND FOWL – OF CHAPTER 10 – ANIMALS – OF THE CODE OF THE CITY OF CHARLOTTE, BY AMENDING SUBSECTION 10-4(12) TO PROVIDE THAT THE ORDINANCE WILL SUNSET AND BECOME NULL AND VOID AFTER MAY 29, 2020.

THE CITY OF CHARLOTTE ORDAINS:

§10-4 – Domestic Animals and Fowl – of Chapter 10 – Animals – of the Code of the City of Charlotte is hereby amended to read as follows:

§ 10-4 DOMESTIC ANIMALS AND FOWL.

- (A) Except as provided in this section, no person shall keep or house any animals or fowl within the city.
- (B) Dogs, cats, birds and animals commonly classified as household pets may be kept within the city.
- (C) Ponies, cattle and horses may be kept on premises constituting a farm, as defined in the zoning chapter of this Code.
- (D) Persons may keep chickens if done so in conformity with all of the following.

(1) Any person who keeps chickens in the city shall obtain a permit from the city prior to acquiring the chickens. Application shall be made to the City Clerk with a fee as determined by Council resolution.

(2) The applicant must obtain approval of abutting landowners on a form provided by the City Clerk. The form must be submitted with the application fee.

(3) No more than ten permits may be outstanding at any time.

(4) Permits may be revoked at any time if the applicant fails to comply with all applicable ordinances, rules and regulations.

(5) Permits expire and become invalid one year after the date of issuance. A person who wishes to continue keeping chickens shall

obtain a new permit on or before the expiration date of the previous permit. Application for a new permit shall be pursuant to the procedures and requirements that are applicable at the time the person applies for a new permit.

(6) Notwithstanding the issuance of a permit by the city, private restrictions on the use of property shall remain enforceable and take precedence over a permit. Private restrictions include but are not limited to deed restrictions, condominium master deed restrictions, neighborhood association by-laws, and covenant deeds. A permit issued to a person whose property is subject to private restrictions that prohibit the keeping of chickens is void. The interpretation and enforcement of the private restriction is the sole responsibility of the private parties involved.

(7) A person who keeps or houses chickens on his or her property shall comply with all of the following requirements:

(a) Have been issued the permit required under division (D)(1) of this section;

(b) Keep no more than four chickens;

(c) The principal use of the person's property is for a single-family dwelling;

(d) No person shall keep any rooster;

(e) No person shall slaughter any chickens outdoors;

(f) The chickens shall be provided with a covered enclosure and must be kept in the covered enclosure or an adjoining fenced enclosure at all times;

(g) A person shall not keep chickens in any location on the property other than in the backyard as defined by the zoning code;

(h) All enclosures for the keeping of chickens shall be so constructed or repaired as to prevent rats, mice, or other rodents from being harbored underneath, within, or within the walls of the enclosure;

(i) All feed and other items associated with the keeping of chickens that are likely to attract or to become infested with or infected by rats, mice, or other rodents shall be protected so as to prevent rats, mice, or other rodents from gaining access to or coming

into contact with them;

(j) The coop and fenced enclosure may not be located nearer than 25 feet to any dwelling unit or property line; and

(k) The coop and enclosures must comply with all zoning ordinance requirements for accessory structures and use, including lot coverage requirements.

(8) The city may initiate prosecution for a civil infraction violation for any violation of this section. Each day a violation exists shall constitute a separate offense.

(9) A person who has been issued a permit shall submit it for examination upon demand by any Police Officer or Code Enforcement Officer.

(10) This section shall not regulate the keeping of chickens on a farm, as defined at § 82-4 of the City Code, which is located outside the boundaries of either a proprietary or supervisor's plat and having an area of not less than five acres, and where the raising of poultry is a permitted principal use when conducted in compliance with the Michigan Right to Farm Act and the Generally Accepted Agricultural and Management Practices promulgated thereunder.

(11) Council may adopt additional rules and regulations as necessary to implement the ordinance codified herein.

(12) This Section 10-4 – Domestic Animals and Fowl – shall be null, void and of no force and effect on May 29, 2020.

This ordinance shall become effective 20 days after adoption and that the above ordinance be passed to a second reading.

Mayor Pro-Tem Sanders moved, supported by Bahmer to approve the adoption of the second reading and adoption of Ordinance for extension of the sunset date for keeping chickens as presented.

Discussion was held on getting more input before making a decision on the adoption. Discussion was held particularly on the length of the permits and the permitting process.

Councilmember Bahmer moved, supported by Johnston to table action on the adoption of the second reading and adoption of Ordinance for extension of the sunset date for keeping chickens to the meeting of April 25, 2016. Carried. 5 Yes. (Johnston, Bahmer, Ridge, Sanders, Lewis) 1 Abstain (Russo) 1 Absent (Mitchell)

INTRODUCTION OF RESOLUTIONS AND ORDINANCES - None

COMMUNICATIONS AND COMMITTEE REPORTS
CITY ATTORNEY REPORT: None.

CITY MANAGER REPORT: City Manager Guetschow reported on the watermain break on Lansing Street near Rally's restaurant. He stated that the preconstruction conference has been held on the Sheldon Street project. He stated that the resolution included in the council packet relates to the dates for various matters related to the budget.

COUNCILMEMBER COMMITTEE REPORTS:

- Councilmember Ridge reported that the Charlotte Recreation Co-op met and the US Tennis Grant has one more issue to resolve that they are working on. The DNR Grant is in the final review process.
- Mayor Pro-Tem Sanders reported that the Airport Advisory Board met on April 1, 2016 for a goal setting session. There was not a quorum present.
- Councilmember Bahmer reported that the Planning Commission met on April 5, 2016. The business relating to 815 W. Shepherd was pulled off the agenda until a later date. Other business was for temporary use permits for Meijer and Walmart for the sale of fireworks. Both were passed. Other business discussed was the possibility of a

food truck ordinance. Community Development Director Myrtle reported, at the Planning Commission meeting, that Arby's and Walmart will be remodeling in the near future. Also Jim Cicorelli will be working on another phase of the Old School apartments on Horatio.

PUBLIC COMMENT: Ben Phlegar, 425 Horatio, stated that he is opposed to the chicken ordinance. He feels that the permitting process puts the neighbors in an uncomfortable situation if they are opposed to the permitting of chickens.

MAYOR AND COUNCIL COMMENTS:

- Councilmember Johnston congratulated the police department and wished Officer Montague a good retirement.
- Councilmember Ridge thanked Chief Sherman for coming to talk about the officers. She stated that she is proud of the city police force. She congratulated Officer Montague on 26 ½ years of service and wished him well in retirement. She thanked Kathryn Conrad for the presentation on Beach Market and thinks that it will be a wonderful project. She thanked Ron Hannold for the tour of the new apartments at the Masonic Temple. She reminded council of the upcoming Rising Tide meetings. She stated that Congressman Wahlberg visited on Friday and was impressed with what is going on in Charlotte.
- Mayor Pro-Tem Sanders congratulated Officer Montague on his retirement. He wished to congratulate all of the officers on their awards and stated that the police department is very dedicated and doing good things. He noted that the building inspections are rising with 21 permits issued in the last month. This may be a sign of an upswing in activities.
- Mayor Lewis thanked Chief Sherman and congratulated the officers and Officer Montague on his retirement. He stated that our officers are very dedicated to the safety of our City. He thanked the Lions Club for their interest in the

development of the city with their Beach Market project. He wished to thank Mr. Hannold for taking council on a tour of the Masonic Temple apartment project. He announced that Spring Leaf Collection will be May 2, 2016 – May 5, 2016. He thanked Mr. Phlegar for his comments.

Councilmember Johnston moved, second by Russo to adjourn at 8:37 p.m. Carried. 6 Yes. 0 No 1 Absent (Mitchell)

Mayor Tim Lewis

Ginger Terpstra, City Clerk, CMMC

COUNCIL PROCEEDINGS
Regular Meeting
April 25, 2016

CALL TO ORDER: By Mayor Lewis on Monday, April 25, 2016 at 7:00 p.m.

PRESENT: Councilmembers Bahmer, Johnston, Mitchell, Russo, Ridge, Mayor Pro-Tem Sanders, Mayor Lewis, City Clerk Terpstra and City Manager Guetschow.

The invocation was offered by Pastor Andy Shaver, Real Life Church, followed by the Pledge of Allegiance.

APPROVAL OF MINUTES FOR REGULAR MEETING OF APRIL 11, 2016: Mayor Pro-Tem Sanders moved, supported by Ridge to approve the regular meeting minutes of April 11, 2016 as presented. Carried. 7 Yes. 0 No.

APPROVAL OF MINUTES FOR SPECIAL MEETING OF APRIL 18, 2016: Councilmember Ridge moved, supported by Mitchell to approve the special meeting minutes of April 18, 2016 as presented. Carried. 7 Yes. 0 No.

ABSENT: None.

PUBLIC HEARINGS: None.

PUBLIC COMMENT: Julie O'Neill, Candidate for Eaton County District Court Judge, announced her candidacy and gave an overview of her background.

Amanda Lipsey, 515 Forest Street, spoke in favor of the chicken ordinance and gave suggestions on changes she would like to see.

Ben Phlegar, 425 Horatio, stated that he is not in favor of the ordinance but if council chose to keep it he would like the same regulations imposed.

CHARLOTTE HIGH SCHOOL LIAISON: Madelynn Hull was not present.

APPROVAL OF AGENDA: Councilmember Ridge moved, supported by Russo to approve the agenda as presented. Carried. 7 Yes. 0 No.

SPECIAL PRESENTATIONS:

Discussion on re-establishing Zoning Board of Appeals Board – Councilmember Bahmer:

Councilmember Bahmer introduced the idea of re-establishing the Zoning Board of Appeals Board. He feels that this is the best thing to do because of separation of powers. He feels that citizens would be best served by an independent body.

Discussion was held regarding the number of appeals to come before the board and the ability to fill board positions. No decision was made at this time.

Discussion on Council pay elimination – Councilmember Bahmer:

Councilmember Bahmer introduced the idea of eliminating council pay. He stated that this would take a charter amendment in order to be able to change this.

Discussion was held between councilmembers regarding whether there was a consensus on what they would like to do.

City Manager Guetschow reminded council that if they desired to do this that there is a timeline in order to have a charter amendment on the ballot.

Discussion was held on the cost of a charter amendment to be placed on the ballot. No decision was made to move forward at this time.

Budget Discussion FY 2016/2017:

Mayor Lewis asked council to consider what information that they would like to discuss in relation to the FY 2016/2017 budget.

Discussion was held on consideration to road projects, capital outlay projects and the utility budget.

Council commended city department heads for the overview of their budgets and stated that it was very helpful in outlining the needs of their departments.

EXPEDITED RESOLUTIONS AND ORDINANCES

A. CONSIDER APPROVAL OF RESOLUTION NO. 2016-47 MAYORAL APPOINTMENTS:

WHEREAS, a need for an appointment exists on the Parks Advisory Board; and

WHEREAS, Mayor Lewis is recommending the following individual to fill this vacancy:

Name	Board	Term Ending
BreAnna Johnson	Park Advisory Board	May 30, 2017

THEREFORE, BE IT RESOLVED that the appointments listed above shall be and the same are hereby approved.

Councilmember Johnston moved, supported by Bahmer to approve Resolution No. 2016-47 as presented. Carried. 7 Yes. 0 No.

B. CONSIDER APPROVAL OF RESOLUTION NO. 2016-46 REGARDING PAYMENT OF CLAIMS & ACCOUNTS:

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

WHEREAS, the April 15, 2016 payroll totaled \$164,814.88; and

WHEREAS, the April 2016 Bank of America credit card charges totaled \$6,396.06; and

WHEREAS, the April 25, 2016 claims total \$178,816.13;

THEREFORE, BE IT RESOLVED that the City Council approves claims and accounts for April 25, 2016 in the amount of \$350,027.07.

APPROVAL OF CLAIMS AND ACCOUNTS BY ROLL CALL VOTE: Mayor Pro-Tem Sanders moved, supported by Russo to approve Resolution 2016-46 for expenditures of the City for April 25, 2016 as presented. Carried. 7 Yes. 0 No.

ACTION ITEMS- RESOLUTIONS AND ORDINANCES

A. CONSIDER SECOND READING AND ADOPTION OF ORDINANCE TO EXTEND THE SUNSET DATE FOR KEEPING OF CHICKENS:

Mayor Pro-Tem Sanders moved, second by Ridge to remove the second reading and adoption of ordinance to extend the sunset date for keeping of chickens from the table. Carried. 7 Yes. 0 No.

AN ORDINANCE TO AMEND SECTION 10-4 – DOMESTIC ANIMALS AND FOWL – OF CHAPTER 10 – ANIMALS – OF THE CODE OF THE CITY OF CHARLOTTE, BY AMENDING SUBSECTION 10-4(12) TO PROVIDE THAT THE ORDINANCE WILL SUNSET AND BECOME NULL AND VOID AFTER MAY 29, 2020.

THE CITY OF CHARLOTTE ORDAINS:

§10-4 – Domestic Animals and Fowl – of Chapter 10 – Animals – of the Code of the City of Charlotte is hereby amended to read as follows:

§ 10-4 DOMESTIC ANIMALS AND FOWL.

- (A) Except as provided in this section, no person shall keep or house any animals or fowl within the city.
- (B) Dogs, cats, birds and animals commonly classified as household pets may be kept within the city.
- (C) Ponies, cattle and horses may be kept on premises constituting a farm, as defined in the zoning chapter of this Code.
- (D) Persons may keep chickens if done so in conformity with all of the following.

(1) Any person who keeps chickens in the city shall obtain a permit from the city prior to acquiring the chickens. Application shall be made to the City Clerk with a fee as determined by Council resolution.

(2) The applicant must obtain approval of abutting landowners on a form provided by the City Clerk. The form must be submitted with the application fee.

(3) No more than ten permits may be outstanding at any time.

(4) Permits may be revoked at any time if the applicant fails to comply with all applicable ordinances, rules and regulations.

(5) Permits expire and become invalid one year after the date of issuance. A person who wishes to continue keeping chickens shall obtain a new permit on or before the expiration date of the previous

permit. Application for a new permit shall be pursuant to the procedures and requirements that are applicable at the time the person applies for a new permit.

(6) Notwithstanding the issuance of a permit by the city, private restrictions on the use of property shall remain enforceable and take precedence over a permit. Private restrictions include but are not limited to deed restrictions, condominium master deed restrictions, neighborhood association by-laws, and covenant deeds. A permit issued to a person whose property is subject to private restrictions that prohibit the keeping of chickens is void. The interpretation and enforcement of the private restriction is the sole responsibility of the private parties involved.

(7) A person who keeps or houses chickens on his or her property shall comply with all of the following requirements:

- (a) Have been issued the permit required under division (D)(1) of this section;
- (b) Keep no more than four chickens;
- (c) The principal use of the person's property is for a single-family dwelling;
- (d) No person shall keep any rooster;
- (e) No person shall slaughter any chickens outdoors;
- (f) The chickens shall be provided with a covered enclosure and must be kept in the covered enclosure or an adjoining fenced enclosure at all times;
- (g) A person shall not keep chickens in any location on the property other than in the backyard as defined by the zoning code;
- (h) All enclosures for the keeping of chickens shall be so constructed or repaired as to prevent rats, mice, or other rodents from being harbored underneath, within, or within the walls of the enclosure;
- (i) All feed and other items associated with the keeping of chickens that are likely to attract or to become infested with or infected by rats, mice, or other rodents shall be protected so as to prevent rats, mice, or other rodents from gaining access to or coming into contact with them;

(j) The coop and fenced enclosure may not be located nearer than 25 feet to any dwelling unit or property line; and
(k) The coop and enclosures must comply with all zoning ordinance requirements for accessory structures and use, including lot coverage requirements.

(8) The city may initiate prosecution for a civil infraction violation for any violation of this section. Each day a violation exists shall constitute a separate offense.

(9) A person who has been issued a permit shall submit it for examination upon demand by any Police Officer or Code Enforcement Officer.

(10) This section shall not regulate the keeping of chickens on a farm, as defined at § 82-4 of the City Code, which is located outside the boundaries of either a proprietary or supervisor's plat and having an area of not less than five acres, and where the raising of poultry is a permitted principal use when conducted in compliance with the Michigan Right to Farm Act and the Generally Accepted Agricultural and Management Practices promulgated thereunder.

(11) Council may adopt additional rules and regulations as necessary to implement the ordinance codified herein.

(12) This Section 10-4 – Domestic Animals and Fowl – shall be null, void and of no force and effect on May 29, 2020.

This ordinance shall become effective 20 days after adoption and that the above ordinance be passed to a second reading.

Discussion was held on changing parts of the ordinance to make the permitting process less cumbersome.

Councilmember Ridge moved to table this to the next meeting for more discussion. Motion died with lack of support.

Councilmember Bahmer moved, second by Mitchell to abolish

D(2) the need for the neighbors permission to obtain a permit for chickens. Carried. 5 Yes. (Ridge, Sanders, Bahmer, Mitchell, Lewis) 1 No. (Johnston) 1 Abstain (Russo)

Mayor Pro-Tem Sanders moved, second by Bahmer to amend D7(j) to allow the coop and fenced enclosure may not be located nearer than 15 feet (instead of 25 feet) to any property line. Carried. 4 Yes. (Ridge, Sanders, Bahmer, Mitchell) 2 No. (Johnston, Lewis) 1 Abstain (Russo)

Councilmember Bahmer moved, second by Mitchell to amend D7(j) to eliminate the 25' from any dwelling. Carried. 4 Yes. (Ridge, Sanders, Bahmer, Mitchell) 2 No. (Johnston, Lewis) 1 Abstain (Russo)

Councilmember Mitchell moved, second by Bahmer to change D7(b) the number of chickens allowed from 4 to 6. Carried. 5 Yes. (Ridge, Sanders, Bahmer, Mitchell, Lewis) 1 No. (Johnston) 1 Abstain (Russo)

Councilmember Bahmer moved, second by Mitchell to change D(5) the duration of the permit from one year to 2 years. Carried. 5 Yes. (Ridge, Sanders, Bahmer, Mitchell, Lewis) 1 No. (Johnston) 1 Abstain (Russo)

INTRODUCTION OF RESOLUTIONS AND ORDINANCES

A. CONSIDER FIRST READING FOR REZONE REQUEST 681 LANSING ST. FROM R-1 SINGLE FAMILY RESIDENTIAL TO B-3 GENERAL BUSINESS AND SET PUBLIC HEARING FOR MAY 3, 2016 BEFORE THE PLANNING COMMISSION;

The following Ordinance was introduced as follows:

THE CITY OF CHARLOTTE ORDAINS:

Section 1. The Zoning District Map of the City of Charlotte, being part of Chapter 82 - Zoning, of the Code of the City of Charlotte, is hereby amended as follows:

That property described as:

YET TO BE DESCRIBED PENDING SURVEY

is hereby rezoned from R-1 Single Family Residential to B-3 General Business District.

Section 2. That the City Clerk is hereby directed to make the necessary corrections evidencing this zoning change.

Section 3. The attached map evidencing this change shall be marked and designated as Ordinance No. and the City Clerk shall enter on the zoning map this ordinance number and the date of the adoption thereof and shall maintain a file containing a copy of this ordinance and a map thereto attached.

Section 4. This ordinance shall become effective upon the date of its publication.

Councilmember Russo moved, supported by Bahmer to approve the first reading of an Ordinance to rezone 681 Lansing St. from R-1 Single Family Residential to B-3 General Business and set public hearing for May 3, 2016 before the Planning Commission. Carried. 7 Yes. 0 No.

COMMUNICATIONS AND COMMITTEE REPORTS CITY ATTORNEY REPORT: None.

CITY MANAGER REPORT: City Manager Guetschow reported on the high level of activity regarding private developments in the City. He reported that he attended an airport pilots group meeting

and there was good input from that group. He reminded council to contact city department heads with any questions they have or need more information on in regards to the FY 2016/2017 budget.

COUNCILMEMBER COMMITTEE REPORTS:

- Councilmember Ridge reported that the Charlotte Area Recreation Co-op met and they are discussing the five year plan. They continue to work on the softball complex project. The Land/Water grant has been passed on to the state and they are waiting on approval for that. They expect to be able to start this summer. USTA grant for the tennis courts is moving forward and they expect to receive \$45,000 toward that project.

PUBLIC COMMENT: Ben Phlegar, 425 Horatio, voiced his disappointment in the council passing the chicken ordinance at this meeting without having another chance for public input on the changes that were proposed.

Amanda Lipsey, 515 Forest, announced that she is the director of the Chamber of Commerce and invited a councilmember to set on the Chamber board as a liaison member.

MAYOR AND COUNCIL COMMENTS:

- Councilmember Johnston thanked everyone for attending.
- Councilmember Ridge thanked everyone for coming out. She thanked Pastor Andy Shaver for attending the last couple of meetings. She wished Julie O'Neill the best in her race for office. She thanked both Amanda Lipsey and Ben Phlegar for their opinions on the chicken ordinance. She announced that there will be an open house held on May 12th at the Masonic Temple for the new apartment project and urged everyone to attend. She reminded everyone of the special budget meetings coming up to discuss utilities and road projects.

- Councilmember Mitchell thanked everyone for attending.
- Councilmember Bahmer thanked city staff for preparing the budget documents so that he could pick them up after hours. He stated that the community lost a very good person in Harry Bell last week and sent condolences to his family.
- Mayor Lewis thanked Amanda and Ben for their comments. He announced that Friday is Arbor Day and stated that the City will be planting a tree at City Hall at 9:30 A.M. He stated that he attended the ground breaking at Spartan Motors last week.

Councilmember Johnston moved, second by Russo to adjourn at 8:37 p.m. Carried. 7 Yes. 0 No

Mayor Tim Lewis

Ginger Terpstra, City Clerk, CMMC

RESOLUTION NO. 2016-51

**A RESOLUTION TO APPROVE COUNCIL POLICY 2016-01 REGARDING THE
KEEPING OF CHICKENS ON RESIDENTIAL LOTS**

WHEREAS, on May 29, 2012, the City Council adopted Ordinance No. 2012-02 which permitted the keeping of chickens on residential lots under certain conditions; and

WHEREAS, on June 11, 2012, Council Policy 2012-02 was promulgated pursuant to said ordinance for the purpose of implementing certain provisions of the ordinance; and

WHEREAS, on April 25, 2016, the City Council adopted Ordinance No. 2016-04 which modifies various provisions of Ordinance No. 2012-02 necessitating the promulgation of a new Council policy to replace Council Policy 2012-02 ;

THEREFORE, BE IT RESOLVED that Council Policy 2016-01 Regarding the Keeping of Chickens on Residential Lots shall be and the same is hereby approved.

CITY OF CHARLOTTE
COUNCIL POLICY

SUBJECT	POLICY NO.	APP. DATE	PAGE
KEEPING OF CHICKENS ON RESIDENTIAL LOTS	2016-01		1 of 4

1. PURPOSE

The purpose of this policy is to implement provisions of Ordinance No. 2012-02, adopted on May 29, 2012, as amended by Ordinance No. 2016-04, adopted on April 25, 2016, which regulates the keeping of chickens on residential lots.

2. AUTHORITY

This policy is adopted pursuant to Section 10-4(D)(10) of the Code of Ordinances.

3. APPLICATION DOCUMENTS

3.1 The City Clerk shall make available in his/her office and on the City's website an application form that shall contain the following:

3.1.1 Spaces to enter the name(s) of the applicant(s), the address where chickens are to be kept, the applicant(s) telephone number, and the signature of the property owner.

3.1.2 Space to enter the dimensions in feet of the applicant's property.

3.1.3 Spaces to enter the name(s) and addresses of abutting property owners.

3.1.4 A space to enter the date on which the completed application was received in the City Clerk's office

3.1.5 A list of key provisions of Ordinance No. 2016-04.

3.1.6 A description of the application procedure.

3.1.7 A space for remarks from the zoning administrator.

3.1.8 A space for the City Clerk or his/her designee to sign indicating that the application has been approved.

CITY OF CHARLOTTE
COUNCIL POLICY

SUBJECT	POLICY NO.	APP. DATE	PAGE
KEEPING OF CHICKENS ON RESIDENTIAL LOTS	2016-01		2 of 4

4. APPLICATION PROCEDURE

An individual who wishes to keep chickens on his/her property shall utilize the following procedure:

Step 1. He/she shall obtain the application form and enter in the appropriate places his/her name and address and the dimensions of his/her property.

Step 2. He/she shall deliver said form and a sketch of the applicant's property prepared in accordance with paragraph 6 of this policy to the City Manager's Office or Community Development Office for review in accordance with paragraph 7 of this policy.

Step 3. He/she shall deliver the completed forms and sketch, in person, through the City's drop box or via the U. S. Postal Service, to the City Clerk's office along with a check in the amount of the application fee as provided in paragraph 5 of this policy.

5. APPLICATION FEE

A fee of \$50.00 shall be paid by the applicant upon the submission of the initial application for keeping chickens on his/her property. No fee will be charged for the renewal of a permit by the same applicant on the same property if the renewal application is submitted prior to the date that the original permit or its renewal expires.

6. REQUIREMENTS FOR THE SKETCH OF THE PROPERTY

The sketch that the applicant is required to submit shall contain the following information, displayed on the in such a way as to accurately represent the proposed location of the structure(s) used to house chickens

:

- The outline of the applicant's property;
- The location of the street(s) abutting the property
- The dimensions of the property in feet;
- The proposed location of the chicken coop/yard and the distance in feet from its location to all property lines.

CITY OF CHARLOTTE
COUNCIL POLICY

SUBJECT	POLICY NO.	APP. DATE	PAGE
KEEPING OF CHICKENS ON RESIDENTIAL LOTS	2016-01		3 of 4

**7. REVIEW BY CITY MANAGER OR COMMUNITY DEVELOPMENT
DIRECTOR**

Upon receipt of an application form completed in accordance with paragraph 4, the city manager or community development director or their designees shall conduct a compliance review to determine whether the applicant's property and the proposed location of the chicken coop/yard comply with Ordinance No. 201-04, the zoning ordinance and other City ordinances. If the property and/or location are not in compliance, the reasons will be noted on the application form and it will be returned to the applicant.

8. ACCEPTANCE BY CITY CLERK

Upon receipt of an application approved by the city manager, community development director or their designees and associated documents, the City Clerk or his/her designee shall review the application and consent form to determine if they are complete and comply with Ordinance No. 2016-04 and this policy. If they are not complete and in compliance, they will be returned to the applicant. If they are complete and in compliance, the date and time of their acceptance shall be noted on the application and initialed by the City Clerk or his/her designee. The date of acceptance shall be the effective date of the permit and the permit shall expire two years from the date of acceptance. This date and time shall be used in determining priority in issuance of permits. If a permit is available, a copy of the accepted application shall be returned to the applicant and shall constitute the permit. If no permits are available, the applicant's check will be returned but the application and associated documents will be kept on file in the City Clerk's office for a period of one year from the date of acceptance. If a permit becomes available, the applicant having priority will be notified and given ten (10) days within which to submit the required application fee to secure the permit.

9. RENEWAL APPLICATION PROCESS

The permit may be renewed by the applicant by following the procedure described in paragraph 4 of this policy except that no additional fee shall be required. Renewal applications will not be accepted more than forty-five (45) days before the expiration of any currently valid permit nor after the expiration of the permit.

10. ADDITIONAL INFORMATION REQUIRED OF PERMIT HOLDERS

CITY OF CHARLOTTE
COUNCIL POLICY

SUBJECT	POLICY NO.	APP. DATE	PAGE
KEEPING OF CHICKENS ON RESIDENTIAL LOTS	2016-01		4 of 4

Any applicant to whom a permit has been issued shall notify the City Clerk if the applicant moves from the address shown on the address. Any applicant to whom a permit has been issued shall notify the City Clerk if he/she discontinues keeping chickens on his/her property.

11. POLICY SUPERSEDED.

This policy supersedes Council Policy 2012-02.

12. EFFECTIVE DATE; VALIDITY OF PERMITS

This policy shall be effective upon its approval by the City Council or the effective date of Ordinance No. 2016-04, whichever is later. This policy shall cease to be effective if the ordinance “sunsets.” If the ordinance sunsets, permits issued pursuant to it shall be valid until their expiration date but no permits will be renewed.

COUNCIL PROCEEDINGS

Regular Meeting

May 9, 2016

CALL TO ORDER: By Mayor Lewis on Monday, May 9, 2016 at 7:00 p.m.

PRESENT: Councilmembers Bahmer, Johnston, Mitchell, Russo, Ridge, Mayor Pro-Tem Sanders, Mayor Lewis, City Clerk Terpstra and City Manager Guetschow.

The invocation was offered by Pastor Andy Shaver, Real Life Church followed by the Pledge of Allegiance.

APPROVAL OF MINUTES FOR REGULAR MEETING OF APRIL 25, 2016: Councilmember Ridge moved, supported by Johnston to approve the regular meeting minutes of April 25, 2016 as presented. Carried. 7 Yes. 0 No.

ABSENT: None.

PUBLIC HEARINGS: None.

PUBLIC COMMENT: Andy Shaver, Real Life Church, invited councilmembers to the dedication of their new building at 1848 S. Cochran Avenue on June 12, 2016.

CHARLOTTE HIGH SCHOOL LIAISON: Madelynn Hull was not present.

APPROVAL OF AGENDA: Mayor Pro-Tem Sanders moved, supported by Russo to approve the agenda with the amendment to Item 13(a) to read from "R-2 to B-3". Carried. 7 Yes. 0 No.

SPECIAL PRESENTATIONS:

Budget Discussion FY 2016/2017:

Mayor Lewis stated that the next special meeting will be held on Monday, May 16, 2016 to review the utility rates.

Councilmember Bahmer is interested in looking at the salary adjustments, rates in the Motor Vehicle Pool Fund, purchases slated for the Motor Vehicle Fund and looking at non-essential expenditures.

Councilmember Mitchell questioned if there was any more information on the funding reimbursement for the voting machine purchases.

Mayor Lewis reminded everyone that the road budget will be discussed in July.

Councilmember Bahmer also asked if Councilmember Mitchell had any information on the status of the CARA budget.

City Manager Guetschow explained that the formal budget document will be presented at the May 23, 2016 meeting. Any amendments can be made to have the final budget presented in June.

EXPEDITED RESOLUTIONS AND ORDINANCES

A. CONSIDER RESOLUTION NO. 2016-49 HAZARD & NUISANCES AND SET PUBLIC HEARING FOR MAY 23, 2016:

WHEREAS, pursuant to the provisions of § 2.1 (B)(1) of the City of

Charlotte Charter, the Assessor has made the attached special assessment roll of all lots and parcels of land within the City upon which hazards and nuisances were found to have existed and for which the City incurred costs associated

the altering, repairing, tearing down, abating or removing the hazards and nuisances; and

WHEREAS, pursuant to the provisions of §54-8 the Code of Ordinances of the City of Charlotte, the 2016 Hazards and Nuisances Special Assessment Roll has been filed with the City Clerk and is hereby presented to the Charlotte City Council for review.

THEREFORE, BE IT RESOLVED THAT

1. The 2016 Hazards and Nuisances Special Assessment Roll shall be filed in the office of the City Clerk and shall be available for public examination.
2. The City Council shall meet at the Charlotte City Hall Council Chambers on **Monday, May 23, 2016** at 7:00 p.m. for the purpose of hearing all persons to be affected by the proposed special assessment.
3. The City Clerk is hereby directed to cause notice of the time and place of the hearing to be published once in The County Journal, the official newspaper of the City of Charlotte, not less than ten (10) days prior to the date of said hearing and shall further cause notice of said hearing to be sent by first class mail to each owner of property subject to assessment, as indicated by the records in the City Assessor's Office as shown on the general tax roll of the City, at least (10) full days before the time of said hearing, said notice to be mailed to the addresses shown on said general tax rolls of the City.
4. The notice of said hearing to be published and mailed shall be in substantially the following form:

**NOTICE OF SPECIAL ASSESSMENT HEARING
CITY OF CHARLOTTE, MICHIGAN**

**TO THE OWNERS OF THE FOLLOWING
DESCRIBED PROPERTY:**

421 Court	649 Pleasant
120 E First	442 Prairie
504 E Henry	810 S Clinton
416 Maynard	1018 S Cochran
235 N Bostwick	506 S Cochran
N Washington	411 S Sheldon
509 Opal	111 VanLieu
618 Pearl	321 W Lawrence
706 W Shepherd	824 W Shepherd

TAKE NOTICE that the City Council intends to special assess all lots and parcels of land within the City upon which hazards and nuisances were found to have existed and for which the City incurred costs associated the altering, repairing, tearing down, abating or removing the hazards and nuisances.

TAKE FURTHER NOTICE that the City Council has caused a Special Assessment Roll to be filed with the City Clerk and made available for public examination.

TAKE FURTHER NOTICE that the City Council will meet at the Charlotte City Hall Council Chambers, Charlotte, Michigan at 7:00 p.m. on Monday, May 23, 2016 for the purpose of hearing any person to be affected by the proposed special assessment.

Councilmember Ridge moved, supported by Johnston to approve Resolution No. 2016-49 as presented. Carried. 7 Yes. 0 No.

B. CONSIDER RESOLUTION NO. 2016-50 DEVELOPMENT & REIMBURSEMENT AGREEMENT WITH SPARTAN MOTORS:

WHEREAS, the City of Charlotte desires to provide a development incentive to Spartan Motors in the form of a Brownfield Plan that includes the reimbursement of Tax Increment Revenue; and

WHEREAS, Spartan Motors has agreed to redevelop a former industrial site in the City of Charlotte in return for this incentive; and

WHEREAS, the State of Michigan requires these terms to be agreed to by both parties in the form of a contract;

THEREFORE, BE IT RESOLVED the City Council of the City of Charlotte hereby approves, and authorizes execution of, a Development and Reimbursement Agreement between Spartan Motors and the City of Charlotte.

Councilmember Ridge moved, supported by Mitchell to approve Resolution No. 2016-50 subject to additional review of any changes at the Special Meeting to be held on May 16, 2016. Carried. 7 Yes. 0 No.

C. CONSIDER RESOLUTION NO. 2016-51 TO ADOPT COUNCIL POLICY NO. 2016-01 FOR KEEPING CHICKENS ON RESIDENTIAL LOTS:

WHEREAS, on May 29, 2012, the City Council adopted Ordinance No. 2012-02 which permitted the keeping of chickens on residential lots under certain conditions; and

WHEREAS, on June 11, 2012, Council Policy 2012-02 was promulgated pursuant to said ordinance for the purpose of implementing certain provisions of the ordinance; and

WHEREAS, on April 25, 2016, the City Council adopted Ordinance No. 2016-04 which modifies various provisions of Ordinance No. 2012-02 necessitating the promulgation of a new Council policy to replace Council Policy 2012-02 ;

THEREFORE, BE IT RESOLVED that Council Policy 2016-01 Regarding the Keeping of Chickens on Residential Lots shall be and the same is hereby approved.

Council Policy No. 2016-01 was presented as follows:

COUNCIL POLICY NO. 2016-01

1. PURPOSE

The purpose of this policy is to implement provisions of Ordinance No. 2012-02, adopted on May 29, 2012, as amended by Ordinance No. 2016-04, adopted on April 25, 2016, which regulates the keeping of chickens on residential lots.

2. AUTHORITY

This policy is adopted pursuant to Section 10-4(D)(10) of the Code of Ordinances.

3. APPLICATION DOCUMENTS

3.1 The City Clerk shall make available in his/her office and on the City's website an application form that shall contain the following:

3.1.1 Spaces to enter the name(s) of the applicant(s), the address where chickens are to be kept, the applicant(s) telephone number, and the signature of the property owner.

3.1.2 Space to enter the dimensions in feet of the applicant's property.

3.1.3 Spaces to enter the name(s) and addresses of abutting property owners.

3.1.4 A space to enter the date on which the completed application was received in the City Clerk's office

3.1.5 A list of key provisions of Ordinance No. 2016-04.

3.1.6 A description of the application procedure.

3.1.7 A space for remarks from the zoning administrator.

3.1.8 A space for the City Clerk or his/her designee to sign indicating that the application has been approved.

4. APPLICATION PROCEDURE

An individual who wishes to keep chickens on his/her property shall utilize the following procedure:

Step 1. He/she shall obtain the application form and enter in the appropriate places his/her name and address and the dimensions of his/her property.

Step 2. He/she shall deliver said form and a sketch of the applicant's property prepared in accordance with paragraph 6 of this policy to the City Manager's Office or Community Development Office for review in accordance with paragraph 7 of this policy.

Step 3. He/she shall deliver the completed forms and sketch, in person, through the City's drop box or via the U. S. Postal Service, to the City Clerk's office along with a check in the amount of the application fee as provided in paragraph 5 of this policy.

5. APPLICATION FEE

A fee of \$50.00 shall be paid by the applicant upon the submission of the initial application for keeping chickens on his/her property. No fee will be charged for the renewal of a permit by the same applicant on the same property if the renewal application is submitted prior to the date that the original permit or its renewal expires.

6. REQUIREMENTS FOR THE SKETCH OF THE PROPERTY

The sketch that the applicant is required to submit shall contain the following information, displayed on the in such a way as to accurately represent the proposed location of the structure(s) used to house chickens

- The outline of the applicant's property;
- The location of the street(s) abutting the property
- The dimensions of the property in feet;
- The proposed location of the chicken coop/yard and the distance in feet from its location to all property lines.

7. REVIEW BY CITY MANAGER OR COMMUNITY DEVELOPMENT DIRECTOR

Upon receipt of an application form completed in accordance with paragraph 4, the city manager or community development director or their designees shall conduct a compliance review to determine whether the applicant's property and the proposed location of the chicken coop/yard comply with Ordinance No. 201-04, the zoning ordinance and other City ordinances. If the property and/or location are not in compliance, the reasons will be noted on the application form and it will be returned to the applicant.

8. ACCEPTANCE BY CITY CLERK

Upon receipt of an application approved by the city manager, community development director or their designees and associated documents, the City Clerk or his/her designee shall review the

application and consent form to determine if they are complete and comply with Ordinance No. 2016-04 and this policy. If they are not complete and in compliance, they will be returned to the applicant. If they are complete and in compliance, the date and time of their acceptance shall be noted on the application and initialed by the City Clerk or his/her designee. The date of acceptance shall be the effective date of the permit and the permit shall expire two years from the date of acceptance. This date and time shall be used in determining priority in issuance of permits. If a permit is available, a copy of the accepted application shall be returned to the applicant and shall constitute the permit. If no permits are available, the applicant's check will be returned but the application and associated documents will be kept on file in the City Clerk's office for a period of one year from the date of acceptance. If a permit becomes available, the applicant having priority will be notified and given ten (10) days within which to submit the required application fee to secure the permit.

9. RENEWAL APPLICATION PROCESS

The permit may be renewed by the applicant by following the procedure described in paragraph 4 of this policy except that no additional fee shall be required. Renewal applications will not be accepted more than forty-five (45) days before the expiration of any currently valid permit nor after the expiration of the permit.

10. ADDITIONAL INFORMATION REQUIRED OF PERMIT HOLDERS

Any applicant to whom a permit has been issued shall notify the City Clerk if the applicant moves from the address shown on the address. Any applicant to whom a permit has been issued shall notify the City Clerk if he/she discontinues keeping chickens on his/her property.

11. POLICY SUPERSEDED.

This policy supersedes Council Policy 2012-02.

12. EFFECTIVE DATE; VALIDITY OF PERMITS

This policy shall be effective upon its approval by the City Council or the effective date of Ordinance No. 2016-04, whichever is later. This policy shall cease to be effective if the ordinance "sunsets." If the ordinance sunsets, permits issued pursuant to it shall be valid until their expiration date but no permits will be renewed.

Mayor Pro-Tem Sanders moved, supported by Mitchell to approve Resolution No. 2016-51 to adopt Council Policy No. 2016-01 for keeping Chickens on residential lots as presented. Carried. 7 Yes. 0 No.

D. CONSIDER APPROVAL OF RESOLUTION NO. 2016-48 REGARDING PAYMENT OF CLAIMS & ACCOUNTS:

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

WHEREAS, the April 29, 2016 payroll totaled \$139,109.00; and

WHEREAS, the May 9, 2016 claims total \$180,096.38;

THEREFORE, BE IT RESOLVED that the City Council approves claims and accounts for May 9, 2016 in the amount of \$319,205.80.

APPROVAL OF CLAIMS AND ACCOUNTS BY ROLL CALL
VOTE: Councilmember Ridge moved, supported by Mitchell to approve Resolution 2016-48 for expenditures of the City for May 9, 2016 as presented. Carried. 7 Yes. 0 No.

ACTION ITEMS- RESOLUTIONS AND ORDINANCES

A. CONSIDER SECOND READING AND ADOPTION
OF REZONE REQUEST 681 LANSING ST. FROM R-2
SINGLE FAMILY RESIDENTIAL TO B-3 GENERAL
BUSINESS:

THE CITY OF CHARLOTTE ORDAINS:

Section 1. The Zoning District Map of the City of Charlotte, being part of Chapter 82 - Zoning, of the Code of the City of Charlotte, is hereby amended as follows:

That property described as:

YET TO BE DESCRIBED PENDING SURVEY

is hereby rezoned from R-2 Single Family Residential to B-3 General Business District.

Section 2. That the City Clerk is hereby directed to make the necessary corrections evidencing this zoning change.

Section 3. The attached map evidencing this change shall be marked and designated as Ordinance No. and the City Clerk shall enter on the zoning map this ordinance number and the date of the adoption thereof and shall maintain a file containing a copy of this ordinance and a map thereto attached.

Section 4. This ordinance shall become effective upon the date of its publication.

Representatives from Speedway were present and presented the plan for the new Speedway station to councilmembers.

Councilmember Bahmer moved, supported by Russo to approve the second reading and adoption of rezoning request 681 Lansing Street from R-2 Single Family Residential to B-3 General Business as presented. Carried. 7 Yes. 0 No.

INTRODUCTION OF RESOLUTIONS AND ORDINANCES

A. CONSIDER FIRST OF RESOLUTION NO. 2016-52 STAIRWELL REMODEL PROJECT CITY HALL BUILDING:

Resolution No. 2016-52 was introduced as follows:

WHEREAS, The Charlotte City Hall Building was built in 1975 and the stairwells are in need of repair from leaks, damaged drywall and wallpaper and;

WHEREAS, The City budgeted a total of \$8,000.00 for the repair and remodel of one stairwell in the 2015/2016 fiscal year, and;

WHEREAS, The City has budgeted a proposed total of \$8,000.00 for the repair and remodel of the second stairwell in the 2016/2017 fiscal year, and;

WHEREAS, The amount budgeted is an estimated amount for the cost of the project and;

WHEREAS, The City bid out the project to have one stairwell completed by the end of the 2015/2016 Fiscal Year, June 30, 2016 and the other stairwell to be completed by August 31, 2016, within the 2016/2017 Fiscal Year, in order to have the total remodel completed simultaneously, and;

WHEREAS, there was only one bid received from Berkompas Home Improvement Solutions, LLC, 2206 E. Kinsel Hwy, Charlotte, MI in the total amount of \$16,800.00;

THEREFORE BE IT RESOLVED that the City of Charlotte City Council hereby authorize the low bid of Berkompas Home Improvement Solutions, LLC, be awarded the North & South stairwell project for the City Hall Building in the amount of \$16,800, and;

THEREFORE BE IT FURTHER RESOLVED that the South Stairwell part of the remodel be subject to the approval of the FY 2016/2017 Budget.

Mayor Pro-Tem Sanders moved, supported by Ridge to approve the first reading of Resolution No. 2016-52 Stairwell Remodel Project City Hall Building as presented. Carried. 7 Yes. 0 No.

**B. CONSIDER FIRST OF RESOLUTION NO. 2016-53
PUBLIC ART FOR COMMUNITIES GRANT
AGREEMENT:**

Resolution No. 2016-53 was introduced as follows:

WHEREAS, the City of Charlotte applied for, and received, a Public Art for Communities 2016 grant award; and

WHEREAS, successful completion of the grant project requires a formal agreement between the Lansing Economic Area Partnership (LEAP) and the City of Charlotte; and

WHEREAS, this agreement details the roles and responsibilities of the grantmaker (LEAP) and the recipient (City of Charlotte); **THEREFORE, BE IT RESOLVED** the representatives of the City of Charlotte be authorized to execute the Public Art for Communities 2016 Grant Program agreement.

Discussion was held regarding terms of the grant agreement.

Councilmember Ridge moved, supported by Sanders to approve the first reading of Resolution No. 2016-53 Public Art for Communities Grant Agreement as presented. Carried. 6 Yes. (Russo, Sanders, Johnston, Mitchell, Ridge, Lewis) 1 No. (Bahmer)

**C. CONSIDER FIRST OF RESOLUTION NO. 2016-54
CELEBRATE CHARLOTTE FESTIVAL:**

Resolution No. 2016-54 was introduced as follows:

WHEREAS, the Celebrate Charlotte Festival 2016 is a community-based, organized event that is to be held June 15 to 19, 2016; and,

WHEREAS, the Celebrate Charlotte Festival Committee is responsible for organizing these events that contribute to community-wide fellowship, benevolence, and welfare; and **WHEREAS**, the Committee in conjunction with City Administration, have planned events that require the use and closure of certain public facilities, streets and right of ways; and

WHEREAS, the Committee has requested that the Charlotte City Council approve the following requests and conditions, including assistance with street closures:

1. Closure of South Cochran Avenue in the 100 and 200 blocks, and East & West Lovett Streets in the 100 blocks to through traffic from 4 p.m. to 8:30 p.m. on Thursday, June 16, 2016 for Touch-A-Truck.
2. Closure of South Cochran Avenue in the 100, 200 and 300 blocks, and East & West Lovett Streets in the 100 blocks to through traffic from 5 p.m. to 10 p.m. on Friday, June 17, 2016 for the Celebrate Charlotte Cruise-In.
3. Temporary closures of portions of Vanlieu Street, Seminary Street, Lincoln Street, Shepherd Street, Cochran Avenue, Lovett Street, Bostwick Street, Pearl Street, and Lawrence Avenue for the United Way's Color's United 5K running event.
4. Authorization for the use of Fitch H. Beach Municipal Airport for the annual Father's Day Fly-In and Pancake Breakfast at the airport the morning of June 19.
5. Authorization for the use of Lincoln Park for the annual Skate & BMX event from 2 p.m. to 6 p.m. on Saturday, June 18.
6. Authorization for the closure of a portion of City Parking Lot #1, adjacent to Beach Market, on the evenings of Friday, June 17 and Saturday, June 18 in

conjunction with an entertainment and refreshment event at Beach Market.

7. Authorization for the city to supply whatever closing signs and barricades it has available for the street closures. Other signs will be the responsibility of the event committee.
8. Authorization for the city Department of Public Works to place the required barricades as needed and designated by the Charlotte Police Department.
9. Authorization for the Charlotte Police Department to provide assistance for traffic diversion as necessary for the above-mentioned events.

WHEREAS, the City Council of the City of Charlotte determines these temporary street closings and other conditions are in the best interests of the community.

NOW, THEREFORE, BE IT RESOLVED, that these street closures at the specified times be granted and carried out in accordance with those permissions issued by the Michigan Department of Transportation; and,

BE IT ALSO RESOLVED, that the city Department of Public Works and Charlotte Police Department provide the authorized assistance as outlined above.

Councilmember Bahmer moved, supported by Russo to approve the first reading of Resolution No. 2016-54 Celebrate Charlotte Festival as presented. Carried. 7 Yes. 0 No.

COMMUNICATIONS AND COMMITTEE REPORTS
CITY ATTORNEY REPORT: None.

CITY MANAGER REPORT: City Manager Guetschow reported that the process has begun for selecting a realtor to assist in the City listing and selling two residential parcels and one commercial parcel.

A tentative agreement to sell a small parcel of city property to an adjacent property owner is being prepared by the City attorney.

He stated that he and Community Development Director Myrtle attended the MEDC training session for the Redevelopment Ready Communities program.

Attorney Hitch will revisit the 2003 opinion regarding the City becoming a member of the Chamber of Commerce.

COUNCILMEMBER COMMITTEE REPORTS:

- Councilmember Bahmer reported on the Planning Commission meeting of May 3, 2016. There was three separate actions that all involved the Speedway Gas Station rebuild on Lansing Street. They were all approved. They also introduced and had a discussion on allowing food trucks to Charlotte. There will be more discussion on this topic before a decision is made.
- Councilmember Ridge reported that the Recreation Co-op that they are working on the five year Master Plan and will be presenting it to City Council in the near future. The next meeting is scheduled for May 12, 2016.

PUBLIC COMMENT: None.

MAYOR AND COUNCIL COMMENTS:

- Councilmember Ridge thanked everyone for coming. She stated that the Charlotte Rising Tide is making progress. She encouraged everyone to attend the Celebrate Charlotte Festival June 15-19, 2016.
- Councilmember Russo stated that the Chicken Ordinance was brought up over three meetings before passing. He would like to bring this up to the issue and concern that was raised at the last meeting.

- Mayor Lewis reminded everyone that the FY 2016/2017 Budget is on the City's website and available for viewing. He encouraged people to call either him or any of the councilmembers with their concerns. He reminded residents or business owners with concerns regarding the food truck issue to attend future Planning Commission and City Council meetings.

Councilmember Johnston moved, second by Mitchell to adjourn at 7:59 p.m. Carried. 7 Yes. 0 No

Mayor Tim Lewis

Ginger Terpstra, City Clerk, CMMC

Mr. Lewis, I request that the "Downtown Parking" discussion be placed back on the agenda for the first March meeting. This will allow council members to state their positions on record and provide clarity to Ms. Tracy, who is understandably frustrated by the lack of resolution. In my conversations with Ms. Tracy, she seems to believe that all of the council members are sympathetic to her issue and willing to change the parking policy. For clarity, we need people on the record stating what they believe.

Topics for discussion should include:

- * Unlimited overnight parking in the winter.
- * Allowing the two issued permits to be used by both residents and guests.
- * Changing the ordinance to reflect current parking enforcement practices during non-winter months.
- * Adding the option to transfer passes

Thank you for your attention to this matter.

Sincerely,
Councilmember Rodriguez

Downtown Parking Suggestions from Councilmember Chin (See Attached)

DOWNTOWN RESIDENTIAL OVERNIGHT PARKING PROGRAM

A. Welcome!

You're part of a unique group, and we're glad you've chosen downtown Charlotte as your home. Our goal is to make downtown overnight parking as convenient as possible for residents.

If you have any questions about the content of this brochure, please call the Charlotte City Hall at 517-543-2750 or if you have an enforcement concern, please contact the Police Department at 517-543-1552.

B. Overnight Parking

1. Downtown overnight parking registration must be completed at the Charlotte City Hall located at 111 E. Lawrence Avenue.

2. New applicants must provide:

- Proof of vehicle registration
- Proof of residence in downtown district
- Contact number for residence landlord

~~Permits are non-transferable.~~

- A permit is valid only for the dates indicated on the permit sticker

3. The permit sticker shall be displayed on the rear window of the registered vehicles in the lower corner of the driver's side.

4. A maximum of two permits allowed per dwelling ~~apartment~~

C. Designated Lot Areas

Between the hours of 2 a.m. and 5 a.m. permit holders must park their vehicles in designated residential parking spaces in the specified lots. For your convenience these spaces are reserved for permit holders only from 8 p.m. to 10 a.m.

D. Fees, Fines, & Enforcement

1. Fees

Fees for overnight parking are as follows:

- \$30 for a 6-month nonrefundable permit
- Permit stickers expire April 30 and October 31 each year.

~~Permits can be purchased at City Hall Monday through Friday from 9am-1pm and 2pm-4pm excluding holidays~~

2. Overnight Visitor Parking

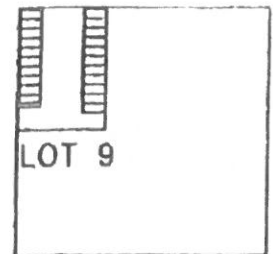
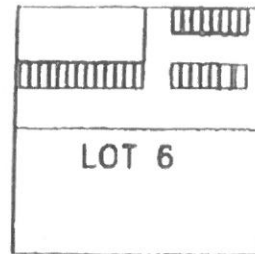
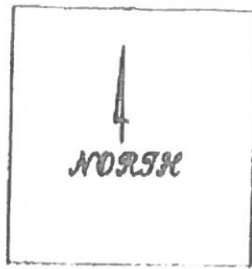
- Downtown residential overnight permit holders are encouraged to share our City with their visitors.
- ~~Two One-visitor permits are available per dwelling. apartment~~
- The fees and expiration dates for the visitor pass are the same as the resident parking pass. **The permits are transferable, including the resident pass if not being used by the resident**
- The pass enables your visitors to park in a designated public parking space in any of the specified lots.

3. Enforcement

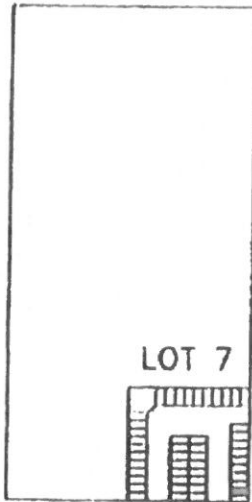
- The Charlotte Police Department will be responsible for enforcing these rules and regulations.
- All citation inquiries must be directed to the Charlotte Police Department at 111 East Lawrence Ave. or by telephone at 517- 543-1552
- Fines will be levied for private parking areas, handicap parking, or overnight parking in public parking lots.
- Any motor vehicle remaining in a parking space for 48 continuous hours may be deemed abandoned and subject to impoundment pursuant to City Ordinance.
- The City of Charlotte may deny renewal of a permit to an applicant for non-compliance with the provisions of the Code of Ordinances of the City of Charlotte.

E. Serving Our Downtown Residents

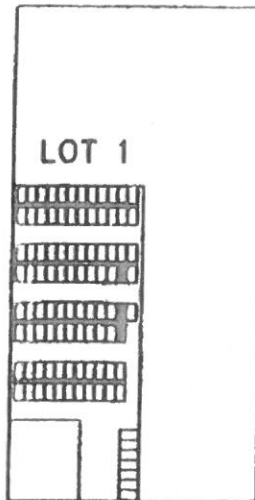
- Your cooperation and support are essential to the success of the overnight parking program.
- Our brochure map is easy to read and interpret, so please take a few minutes to familiarize yourself with the designated parking spaces. Again, thank you for making downtown your home. **This program is applicable to downtown residential dwellings only.**



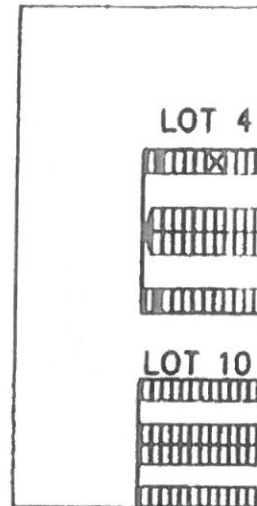
LAWRENCE AVE.



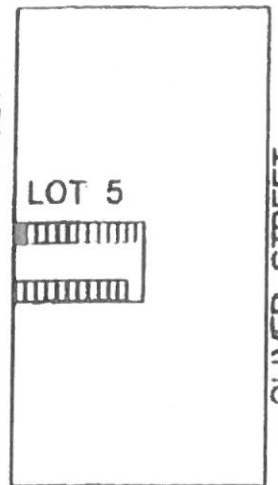
BOSTWICK STREET



COCHRAN AVE.

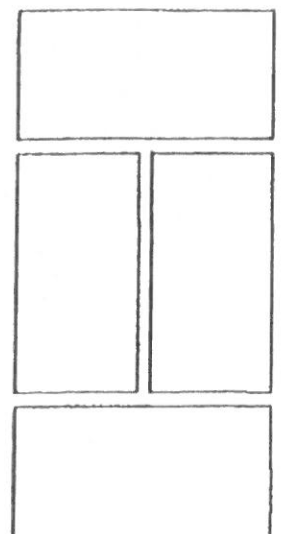
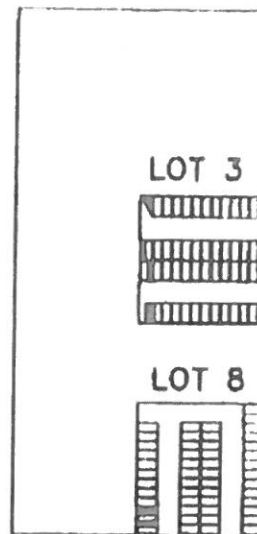
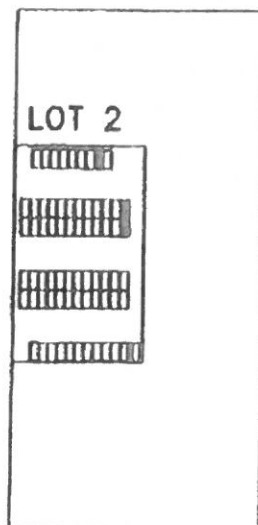


WASHINGTON STREET



OLIVER STREET

EAST LOVETT ST.



EAST SEMINARY ST.

	NO OVERNIGHT PARKING
	OVERNIGHT PARKING BY PERMIT
	ADA PARKING ONLY

OVERNIGHT PARKING BY PERMIT

CITY OF CHARLOTTE
111 E. LAWRENCE AVE.
CHARLOTTE, MI 48813

CITY OF CHARLOTTE
RESOLUTION NO. 2025-09
A RESOLUTION TO AUTHORIZE SIGNATORIES FOR MDOT CONTRACT 25-5153

WHEREAS, the City of Charlotte enters into contracts, grants and certifications through Federal and State programs, and

WHEREAS, Mayor Tim Lewis and City Clerk Mary LaRocque have the authority to execute contracts between the City of Charlotte and the State of Michigan Department of Transportation; and

WHEREAS, if the designated signer changes, the City of Charlotte will contact the State of Michigan Department of Transportation with the changes.

THEREFORE, BE IT RESOLVED, that Mayor Tim Lewis and City Clerk Mary LaRocque, be authorized and directed to execute contract 25-5153 with the State of Michigan Department of Transportation, on behalf of the City of Charlotte.

The foregoing resolution was presented by 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 March 10, 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

TED (B)
NON FED

	COM
Control Section	EDB 23000
Job Number	221181CON
Contract No.	25-5153

THIS CONTRACT is made by and between the MICHIGAN DEPARTMENT OF TRANSPORTATION, hereinafter referred to as the "DEPARTMENT;" and the CITY OF CHARLOTTE, a Michigan municipal corporation, hereinafter referred to as the "REQUESTING PARTY;" for the purpose of fixing the rights and obligations of the parties in agreeing to the following improvements, in Charlotte, Michigan, hereinafter referred to as the "PROJECT" and estimated in detail on EXHIBIT "I," dated February 19, 2025, attached hereto and made a part hereof:

Hot mix asphalt crushing, shaping and resurfacing along Walnut Street from Lincoln Street to Shepherd Street; including subgrade improvements, as needed concrete curb and gutter and curb ramps; and all together with necessary related work.

WITNESSETH:

WHEREAS, the State of Michigan is hereinafter referred to as the "State;" and

WHEREAS, the PROJECT has been approved for financing in part with funds from the State appropriated to the Transportation Economic Development Fund, hereinafter referred to as "TED FUNDS," qualifies for funding pursuant to PA 231, Section 9(1)(b); Public Act of 1987, as amended, and is categorized as:

CATEGORY "B" FUNDED PROJECT

WHEREAS, the parties hereto have reached an understanding with each other regarding the performance of the PROJECT work and desire to set forth this understanding in the form of a written contract.

NOW, THEREFORE, in consideration of the premises and of the mutual undertakings of the parties and in conformity with applicable law, it is agreed:

1. The parties hereto shall undertake and complete the PROJECT in accordance with the terms of this contract.
2. The term "PROJECT COST," as herein used, is hereby defined as the cost of the physical construction necessary for the completion of the PROJECT.

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The costs incurred by the REQUESTING PARTY for preliminary engineering, construction engineering and inspection, and right-of-way are excluded from the PROJECT COST as defined by this contract.

The Michigan Department of Environment, Great Lakes, and Energy has informed the DEPARTMENT that it adopted new administrative rules (R 325.10101, et. seq.) which prohibit any governmental agency from connecting and/or reconnecting lead and/or galvanized service lines to existing and/or new water main. Questions regarding these administrative rules should be directed to the Michigan Department of Environment, Great Lakes, and Energy. The cost associated with replacement of any lead and/or galvanized service lines, including but not limited to contractor claims, will be the sole responsibility of the REQUESTING PARTY.

3. The DEPARTMENT is authorized by the REQUESTING PARTY to perform, at no cost to the PROJECT, such administration of the PROJECT covered by this contract as is necessary to assist the REQUESTING PARTY to qualify for funding. Such administration may include performing such review, legal, financing, any other PROJECT related activities as are necessary to assist the REQUESTING PARTY in meeting applicable State requirements.

The DEPARTMENT shall provide the REQUESTING PARTY with a notice to proceed with the award of the construction contract for the PROJECT.

The DEPARTMENT may make a final acceptance inspection of the PROJECT as necessary to ensure the PROJECT meets State requirements. Failure to comply with State requirements may result in forfeiture of future distributions of the Michigan Transportation Fund as described in Section 5. No charges will be made by the DEPARTMENT to the PROJECT for any inspection work or construction engineering.

4. The REQUESTING PARTY, under the terms of this contract, shall advertise and award the PROJECT work in accordance with the following:

- A. The REQUESTING PARTY will, at no cost to the DEPARTMENT or the PROJECT, design, or cause to be designed, the PROJECT, and shall accept full responsibility for that design. Any review undertaken by the DEPARTMENT is for its own purposes and is not to nor does it relieve the REQUESTING PARTY of liability for any claims, causes of action or judgments arising out of the design of the PROJECT.
- B. The REQUESTING PARTY, hereby, certifies to the DEPARTMENT that the plans, specifications, and estimates for the PROJECT have been prepared in compliance with applicable State laws, standards, and regulations.

C. The REQUESTING PARTY, hereby, certifies to the DEPARTMENT that the contracting procedures to be followed by the REQUESTING PARTY in connection with the solicitation of the construction contract for the PROJECT shall be based on an open competitive bid process. It is understood that the proposal for the PROJECT shall be publicly advertised and the contract awarded on the basis of the lowest responsive and responsible bid in accordance with applicable State statutes and regulations.

(1) The REQUESTING PARTY shall not award the construction contract prior to receipt of a notice to proceed from the DEPARTMENT.

(2) Upon verification that contractor selection by the REQUESTING PARTY was made in accordance with the terms of this contract and upon receipt of the "Request for Payment" form from the REQUESTING PARTY, the DEPARTMENT will authorize payment to the REQUESTING PARTY for the eligible amount in accordance with Section 5.

D. The REQUESTING PARTY will, at no cost to the PROJECT or the DEPARTMENT, comply with all applicable State statutes and regulations, including, but not limited to, those specifically relating to construction contract administration and obtain all permits and approvals with railway companies, utilities, concerned State, Federal, and local agencies, etc., and give appropriate notifications as may be necessary for the performance of work required for the PROJECT.

The REQUESTING PARTY agrees to comply with all applicable requirements of Part 91, Soil Erosion and Sedimentation Control of the Natural Resources and Environmental Protection Act, 1994 PA 451 as amended by 1995 PA 60 and 1996 PA 173, MCL 324.9101 et. seq., for all PROJECT work performed under this contract, and the REQUESTING PARTY shall require its contractors and subcontractors to comply with the same.

E. All work in connection with the PROJECT shall be performed in conformance with the DEPARTMENT'S current Standard Specifications for Construction, special provisions, and the supplemental specifications and plans pertaining to the PROJECT. All materials furnished and used in the construction of the PROJECT shall conform to the aforesaid specifications. Any changes in the scope of work for the PROJECT will require approval by the DEPARTMENT.

- F. The REQUESTING PARTY shall, at no cost to the PROJECT or to the DEPARTMENT, appoint a project manager who shall administer the PROJECT and ensure that the plans and specifications are followed, and shall perform or cause to be performed the construction engineering and inspection services necessary for the completion of the PROJECT.

Should the REQUESTING PARTY elect to use consultants for construction engineering and inspection, the REQUESTING PARTY shall provide a full-time project manager employed by the REQUESTING PARTY who shall ensure that the plans and specifications are followed.

- G. The REQUESTING PARTY shall require the contractor who is awarded the contract for the construction of the PROJECT to provide, as a minimum, insurance in the amounts specified in and in accordance with the DEPARTMENT'S current Standard Specifications for Construction, and to:

- (1) Maintain bodily injury and property damage insurance for the duration of the PROJECT.
- (2) Provide owner's protective liability insurance naming as insureds the State of Michigan, the Michigan State Transportation Commission, the DEPARTMENT and its officials, agents and employees, the REQUESTING PARTY and any other party with jurisdiction for the roadway being constructed as the PROJECT, and their employees, for the duration of the PROJECT and to provide copies of certificates of insurance to the insureds. It is understood that the DEPARTMENT does not assume either ownership of any portion of the PROJECT or jurisdiction of any REQUESTING PARTY highway as a result of being named as an insured on the owner's protective liability insurance policy.
- (3) Comply with the requirements of notice of cancellation and reduction of insurance set forth in the current Standard Specifications for Construction and to provide copies of notices and reports prepared to those insured.

5. The PROJECT COST shall be met in part by contributions by TED FUNDS. TED FUNDS Category B shall be applied to the eligible items of the PROJECT COST up to an amount not to exceed the lesser of: (1) 50 percent of the approved and responsible low bid amount, or (2) \$148,000, the grant amount. The balance, if any, of the PROJECT COST, after deduction of TED FUNDS, is the sole responsibility of the REQUESTING PARTY.

The REQUESTING PARTY shall be responsible for the payment of all costs and expenses incurred in the performance of PROJECT work.

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Based upon the final cost of the PROJECT and/or a request by the REQUESTING PARTY, a payment adjustment may be initiated and/or authorized by the DEPARTMENT for eligible items of the PROJECT COST such that the total amount of TED FUNDS does not exceed the grant amount. The REQUESTING PARTY shall certify all actual costs incurred for work performed under this contract that are eligible for payment with TED FUNDS and will be required to repay any TED FUNDS it received in excess of 50 percent of the total of such costs.

6. The REQUESTING PARTY shall establish and maintain adequate records and accounts relative to the cost of the PROJECT. Said records shall be retained for a period of three (3) years after completion of construction of the PROJECT and shall be available for audit by the DEPARTMENT. In the event of a dispute with regard to allowable expenses or any other issue under this contract, the REQUESTING PARTY shall continue to maintain the records at least until that dispute has been finally decided and the time after all available challenges or appeals of that decision has expired.

The DEPARTMENT, or its representative, may inspect, copy, or audit the records at any reasonable time after giving reasonable notice.

The REQUESTING PARTY, within six (6) months of completion of the PROJECT and payment of all items of PROJECT COST related thereto, shall make a final reporting of construction costs to the DEPARTMENT and certify that the PROJECT has been constructed in accordance with the PROJECT plans, specifications, and construction contract.

In the event that an audit performed by or on behalf of the DEPARTMENT indicates an adjustment to the costs reported under this contract or questions the allowability of an item of expense, the DEPARTMENT shall promptly submit to the REQUESTING PARTY a Notice of Audit Results and a copy of the audit report which may supplement or modify any tentative findings verbally communicated to the REQUESTING PARTY at the completion of an audit.

Within sixty (60) days after the date of the Notice of Audit Results, the REQUESTING PARTY shall: (a) respond in writing to the responsible Bureau or the DEPARTMENT indicating whether or not it concurs with the audit report, (b) clearly explain the nature and basis for any disagreement as to a disallowed item of expense, and (c) submit to the DEPARTMENT a written explanation as to any questioned or no opinion expressed item of expense, hereinafter referred to as the "RESPONSE". The RESPONSE shall be clearly stated and provide any supporting documentation necessary to resolve any disagreement or questioned or no opinion expressed item of expense. Where the documentation is voluminous, the REQUESTING PARTY may supply appropriate excerpts and make alternate arrangements to conveniently and reasonably make that documentation available for review by the DEPARTMENT. The RESPONSE shall refer to and apply the language of the contract. The REQUESTING PARTY agrees that failure to submit a RESPONSE within the sixty (60) day period constitutes agreement with any disallowance of an item of expense and authorizes the DEPARTMENT to finally disallow any items of questioned or no opinion expressed cost.

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The DEPARTMENT shall make its decision with regard to any Notice of Audit Results and RESPONSE within one hundred twenty (120) days after the date of the Notice of Audit Results. If the DEPARTMENT determines that an overpayment has been made to the REQUESTING PARTY, the REQUESTING PARTY shall repay that amount to the DEPARTMENT or reach agreement with the DEPARTMENT on a repayment schedule within thirty (30) days after the date of an invoice from the DEPARTMENT. If the REQUESTING PARTY fails to repay the overpayment or reach agreement with the DEPARTMENT on a repayment schedule within the thirty (30) day period, the REQUESTING PARTY agrees that the DEPARTMENT shall deduct all or a portion of the overpayment from any funds then or thereafter payable by the DEPARTMENT to the REQUESTING PARTY under this contract or any other agreement, or payable to the REQUESTING PARTY under the terms of 1951 PA 51, as applicable. Interest will be assessed on any partial payments or repayment schedules based on the unpaid balance at the end of each month until the balance is paid in full. The rate of interest will be based on the Michigan Department of Treasury common cash funds interest earnings. The rate of interest will be reviewed annually by the DEPARTMENT and adjusted as necessary based on the Michigan Department of Treasury common cash funds interest earnings. The REQUESTING PARTY expressly consents to this withholding or offsetting of funds under those circumstances, reserving the right to file a lawsuit in the Court of Claims to contest the DEPARTMENT'S decision only as to any item of expense the disallowance of which was disputed by the REQUESTING PARTY in a timely filed RESPONSE.

The REQUESTING PARTY shall comply with the Single Audit Act of 1984, P.L. 998-502 and applicable State laws and regulations relative to audit requirements.

7. The REQUESTING PARTY certifies that a) it is a person under the Natural Resources and Environmental Protection Act, MCL 324.20101 et seq., as amended, (NREPA) and is not aware of and has no reason to believe that the property is a facility as defined in the NREPA; b) the REQUESTING PARTY further certifies that it has completed the tasks required by MCL 324.20126 (3)(h); c) it conducted a visual inspection of property within the existing right of way on which construction is to be performed to determine if any hazardous substances were present; and at sites on which historically were located businesses that involved hazardous substances, it performed a reasonable investigation to determine whether hazardous substances exist. This reasonable investigation should include, at a minimum, contact with local, State and federal environmental agencies to determine if the site has been identified as, or potentially as, a site containing hazardous substances; d) it did not cause or contribute to the release or threat of release of any hazardous substance found within the PROJECT limits.

The REQUESTING PARTY also certifies that, in addition to reporting the presence of any hazardous substances to the Michigan Department of Environment, Great Lakes, and Energy, it has advised the DEPARTMENT of the presence of any and all hazardous substances which the REQUESTING PARTY found within the PROJECT limits, as a result of performing the investigation and visual inspection required herein. The REQUESTING PARTY also certifies that it has been unable to identify any entity who may be liable for the cost of remediation. As a
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result, the REQUESTING PARTY has included all estimated costs of remediation of such hazardous substances in its estimated cost of construction of the PROJECT.

8. If, subsequent to execution of this contract, previously unknown hazardous substances are discovered within the PROJECT limits, which require environmental remediation pursuant to either State or federal law, the REQUESTING PARTY, in addition to reporting that fact to the Michigan Department of Environment, Great Lakes, and Energy , shall immediately notify the DEPARTMENT, both orally and in writing of such discovery. The DEPARTMENT shall consult with the REQUESTING PARTY to determine if it is willing to pay for the cost of remediation and to determine the eligibility, for reimbursement, of the remediation costs. The REQUESTING PARTY shall pay all costs associated with such remediation, including all delay costs of the contractor for the PROJECT. If the REQUESTING PARTY refuses to participate in the cost of remediation, the amount of TED FUNDS the REQUESTING PARTY received from Grant #619 shall be forfeited back to the DEPARTMENT.

9. If State funds administered by the DEPARTMENT are used to pay the cost of remediating any hazardous substances discovered after the execution of this contract and if there is a reasonable likelihood of recovery, the REQUESTING PARTY, in cooperation with the Michigan Department of Environment, Great Lakes, and Energy and the DEPARTMENT, shall make a diligent effort to recover such costs from all other possible entities. If recovery is made, the DEPARTMENT shall be reimbursed from such recovery for the proportionate share of the amount paid by the DEPARTMENT and the DEPARTMENT shall credit such sums to the appropriate funding source.

10. The DEPARTMENT'S sole reason for entering into this contract is to enable the REQUESTING PARTY to obtain and use funds provided by the State.

Any and all approvals of, reviews of, and recommendations regarding contracts, agreements, permits, plans, specifications, or documents, of any nature, or any inspections of work by the DEPARTMENT pursuant to the terms of this contract are done to assist the REQUESTING PARTY in meeting program guidelines in order to qualify for available funds. Such approvals, reviews, inspections and recommendations by the DEPARTMENT shall not relieve the REQUESTING PARTY and the local agencies, as applicable, of their ultimate control and shall not be construed as a warranty of their propriety or that the DEPARTMENT is assuming any liability, control or jurisdiction.

The providing of recommendations or advice by the DEPARTMENT does not relieve the REQUESTING PARTY and the local agencies, as applicable, of their exclusive jurisdiction of the highway and responsibility under MCL 691.1402 et seq., as amended.

When providing approvals, reviews and recommendations under this contract, the DEPARTMENT is performing a governmental function, as that term is defined in MCL 691.1401 et seq. as amended, which is incidental to the completion of the PROJECT.

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11. The DEPARTMENT, by executing this contract, and rendering services pursuant to this contract, has not and does not assume jurisdiction of the highway, described as the PROJECT for purposes of MCL 691.1402 et seq., as amended. Exclusive jurisdiction of such highway for the purposes of MCL 691.1402 et seq., as amended, rest with the REQUESTING PARTY and other local agencies having respective jurisdiction.

12. The REQUESTING PARTY shall approve all of the plans and specifications to be used on the PROJECT and shall be deemed to have approved all changes to the plans and specifications when put into effect. It is agreed that ultimate responsibility and control over the PROJECT rests with the REQUESTING PARTY and local agencies, as applicable. Any changes in the scope of work for the PROJECT will require approval by the DEPARTMENT.

13. The REQUESTING PARTY agrees that the costs reported to the DEPARTMENT for this contract will represent only those items that are properly chargeable in accordance with this contract. The REQUESTING PARTY also certifies that it has read the contract terms and has made itself aware of the applicable laws, regulations, and terms of this contract that apply to the reporting of costs incurred under the terms of this contract.

Upon completion of the PROJECT, the REQUESTING PARTY shall accept the facilities constructed as built to specifications within the contract documents. It is understood that the REQUESTING PARTY shall own the facilities and shall operate and maintain the facilities in accordance with all applicable Federal and State laws and regulations, including, but not limited to, Title II of the Americans with Disabilities Act (ADA), 42 USC 12131 et seq., and its associated regulations and standards, and DEPARTMENT Road and Bridge Standard Plans and the Standard Specifications for Construction.

14. Each party to this contract will remain responsible for any and all claims arising out of its own acts and/or omissions during the performance of the contract, as provided by this contract or by law. In addition, this is not intended to increase or decrease either party's liability for or immunity from tort claims. This contract is also not intended to nor will it be interpreted as giving either party a right of indemnification, either by contract or by law, for claims arising out of the performance of this contract.

15. In connection with the performance of PROJECT work under this contract the parties hereto (hereinafter in Appendix "A" referred to as the "contractor") agree to comply with the State of Michigan provisions for "Prohibition of Discrimination in State Contracts," as set forth in Appendix A, attached hereto and made a part hereof. The parties further covenant that they will comply with the Civil Rights Acts of 1964 being P.L. 88-352, 78 Stat. 241, as amended, being Title 42 U.S.C. Sections 1971, 1975a-1975d, and 2000a-2000h-6, and will require similar covenants on the part of any contractor or subcontractor employed in the performance of this contract.

16. This contract shall become binding on the parties hereto and of full force and effect upon the signing thereof by the duly authorized officials for the parties hereto and upon the adoption of the necessary resolution approving said contract and authorizing the signatures thereto of the respective officials of the REQUESTING PARTY, a certified copy of which resolution shall be attached to this contract.

IN WITNESS WHEREOF, the parties hereto have caused this contract to be executed as written below.

CITY OF CHARLOTTE

MICHIGAN DEPARTMENT
OF TRANSPORTATION

By _____
Title:

By _____
for Department Director MDOT

By _____
Title:



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February 19, 2025

EXHIBIT I

CONTROL SECTION	EDB 23000
JOB NUMBER	221181CON

ESTIMATED COST

Estimated PROJECT COST

Contracted Work	\$297,000
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ESTIMATED COST PARTICIPATION

GRAND TOTAL ESTIMATED COST	\$297,000
Less TED FUNDS*	<u>\$148,000</u>
BALANCE (REQUESTING PARTY'S SHARE)	\$149,000

NO DEPOSIT

*TED FUNDS for the PROJECT are limited to an amount as described in Section 5.

APPENDIX A
PROHIBITION OF DISCRIMINATION IN STATE CONTRACTS

In connection with the performance of work under this contract; the contractor agrees as follows:

1. In accordance with Public Act 453 of 1976 (Elliott-Larsen Civil Rights Act), the contractor shall not discriminate against an employee or applicant for employment with respect to hire, tenure, treatment, terms, conditions, or privileges of employment or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, height, weight, or marital status. A breach of this covenant will be regarded as a material breach of this contract. Further, in accordance with Public Act 220 of 1976 (Persons with Disabilities Civil Rights Act), as amended by Public Act 478 of 1980, the contractor shall not discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment or a matter directly or indirectly related to employment because of a disability that is unrelated to the individual's ability to perform the duties of a particular job or position. A breach of the above covenants will be regarded as a material breach of this contract.
2. The contractor hereby agrees that any and all subcontracts to this contract, whereby a portion of the work set forth in this contract is to be performed, shall contain a covenant the same as hereinabove set forth in Section 1 of this Appendix.
3. The contractor will take affirmative action to ensure that applicants for employment and employees are treated without regard to their race, color, religion, national origin, age, sex, height, weight, marital status, or any disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Such action shall include, but not be limited to, the following: employment; treatment; upgrading; demotion or transfer; recruitment; advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
4. The contractor shall, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, age, sex, height, weight, marital status, or disability that is unrelated to the individual's ability to perform the duties of a particular job or position.
5. The contractor or its collective bargaining representative shall send to each labor union or representative of workers with which the contractor has a collective bargaining agreement or other contract or understanding a notice advising such labor union or workers' representative of the contractor's commitments under this Appendix.
6. The contractor shall comply with all relevant published rules, regulations, directives, and orders of the Michigan Civil Rights Commission that may be in effect prior to the taking of bids for any individual state project.

7. The contractor shall furnish and file compliance reports within such time and upon such forms as provided by the Michigan Civil Rights Commission; said forms may also elicit information as to the practices, policies, program, and employment statistics of each subcontractor, as well as the contractor itself, and said contractor shall permit access to the contractor's books, records, and accounts by the Michigan Civil Rights Commission and/or its agent for the purposes of investigation to ascertain compliance under this contract and relevant rules, regulations, and orders of the Michigan Civil Rights Commission.
8. In the event that the Michigan Civil Rights Commission finds, after a hearing held pursuant to its rules, that a contractor has not complied with the contractual obligations under this contract, the Michigan Civil Rights Commission may, as a part of its order based upon such findings, certify said findings to the State Administrative Board of the State of Michigan, which State Administrative Board may order the cancellation of the contract found to have been violated and/or declare the contractor ineligible for future contracts with the state and its political and civil subdivisions, departments, and officers, including the governing boards of institutions of higher education, until the contractor complies with said order of the Michigan Civil Rights Commission. Notice of said declaration of future ineligibility may be given to any or all of the persons with whom the contractor is declared ineligible to contract as a contracting party in future contracts. In any case before the Michigan Civil Rights Commission in which cancellation of an existing contract is a possibility, the contracting agency shall be notified of such possible remedy and shall be given the option by the Michigan Civil Rights Commission to participate in such proceedings.
9. The contractor shall include or incorporate by reference, the provisions of the foregoing paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Michigan Civil Rights Commission; all subcontracts and purchase orders will also state that said provisions will be binding upon each subcontractor or supplier.

Revised June 2011

March 7, 2025

Letter to the Editor:

I took time last week to look at the facts about the Public Safety Millage for Eaton County on May 6. I am very concerned that our county is facing serious financial challenges, including potential bankruptcy, if citizen support does not come with a successful election result. I am a CPA and 47-year resident of the county.

Eaton County voters approved 5.5 mills for operations almost five decades ago and the world has changed significantly with respect to inflation, labor costs, county service demands, and population growth since that time. The needed revenue simply has not kept up with county expenditure needs.

To make things worse, the voter-approved 5.5 mills has been rolled back to 5.2096 mills because of Headlee legal requirements approved in 1978. The rollback means the County does not have \$500 thousand of previously approved revenue available to it annually. Proposal A, which was passed in 1994 created more revenue challenges. These two acts led to a cumulative \$23.2 million revenue loss for the County since passed.

The County has taken significant actions to live within its means including not filling fifty plus vacant positions, annually freezing employee wages over a four-year period, reduction of energy costs by 30% by using solar energy, deferred infrastructure maintenance, use of available grants, and hundreds of other detailed budget cuts.

Eaton County provides many benefits we have all come to take for granted including 911 Services, Law Enforcement and Jail Services, Prosecution and Victim Advocacy, Elections, Trial Courts and Specialty Treatment Courts, Emergency Management, Veteran Services, Land Records, Parks and Recreation, and Code Enforcement. When I look at this list, I am grateful we currently have dedicated public servants working to protect our interests.

A recent failed County millage proposal could have resulted in a 3.0 mill increase. This May 6 request is reduced to 2.0 mills.

This public safety millage focuses on several essential areas of service including maintaining and enhancing staffing in the Prosecutor's Office, protecting the current road patrols from cuts, maintaining and enhancing staffing at the Sheriff's Office, and providing animal control with needed facilities.

Eaton County has clearly stated there will still be more cuts even if this 2.0 millage proposal passes. This will not solve all budget issues but will help protect public safety.

Please visit the County website at EATONCOUNTY.ORG/1326 for FAQs, tax calculator, and more to learn about this critical issue.

Sincerely,

Donald Sovey, CPA, Charlotte, MI