THE CITY OF
CHARLOTTE
MICHIGAN

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 24, 2025

Interested persons can participate in-person or via Zoom
Connect to Zoom from your computer, tablet, or smartphone
Website: https://us02web.zoom.us/j/82027351761
One tap mobile: +16465588656,,82027351761#
Telephone: (312) 626-6799 Webinar ID:820 2735 1761

1. **Call to Order**

2. **Roll Call**

3. **Invocation – Chuck Jenson - West Carmel Church**

4. **Pledge of Allegiance**

5. **Approval of Minutes**
   a. March 10, 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. **Special Presentation**
   a. Proclamation 2025-02 Arbor Day

10. **Communications and Committee Reports**
    a. City Attorney Report
    b. City Manager Report
    c. Councilmember Committee Reports

11. **Consent Agenda**
    a. Approval of Claims and Expenditures totaling $511,048.12
    b. Approval of Mayoral Appointments

c. Approval of the release of escrow funds for Charlotte Estates/The Meadows for tree trimming
d. Police patrol vehicle outfitting - updated staff report

12. Business Agenda

a. Consider approval of 2025 Liability & Property Pool Insurance Policy
b. Consider approval of amendment to Downtown Dwelling Overnight Parking Program
c. Discussion - Oak Park Plan Review

13. 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

14. Staff Comments

15. Mayor and Council Comments

16. 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.
March 10, 2025

CALL TO ORDER:

By Mayor Lewis on Monday March 10, 2025 at 7:00 p.m.

ROLL CALL:

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

City staff in attendance; City Clerk LaRocque, City Attorney Revore, and City Manager Hillard. DPW Director Whitney was in the audience

INVOCATION:

Victor Williams – New Hope Community Church - absent

PLEDGE OF ALLEGIANCE:

Led by Lewis

APPROVAL OF MINUTES:

a. February 24, 2025 Regular Council Meeting Minutes

Motion by Chin supported by Scott approve the February 10, 2025 Regular Council Meeting Minutes; Carried; Yea 7; Nay 0; Absent 0

ABSENCE OF COUNCIL MEMBERS:

All present

PUBLIC COMMENT:

Don Sovey, resident, spoke in support of the Eaton County Public Safety Millage. He provided the Council with a handout and urged them to support the measure.

Jordan Schilling, resident, expressed support for increasing the number of allowable chicken permits within the city.

Lindsey Miller, non-resident, spoke in favor of expanding the chicken permit program and shared concerns with the Council regarding issues her tenant has experienced with utility bills.

Jodee Pruden, resident (via Zoom), voiced support for the Eaton County Public Safety Millage and expressed hope that the city will expand the number of available chicken permits.

Nathan Anderson, resident (via Zoom), spoke in favor of increasing the number of allowable chicken permits within the city.

APPROVAL OF AGENDA:

Lewis – requested addition of item g Resolution 2025-09 To authorize signatories for MDOT Contract 25-5153 to the business agenda

Motion by Duweck supported by Scott to approve the agenda, with the addition of item g Resolution 2025-09 To authorize signatories for MDOT Contract 25-5153 to the business agenda. Carried; Yea 7; Nay 0; Absent 0

COMMUNICATIONS AND COMMITTEE REPORTS:

a. City Manager Report

b. Council member Committee Reports

Chin – EATRAN meets this Wednesday

Duweck – The Ad Hoc Housing Committee is awaiting the arrival of the Community Development Director to begin meetings and planning.

Fullerton – The Parks Board met last week with the Oak Park design consultant. A special meeting has been scheduled for March 18th at 6:00 PM at Pray Funeral Home to review the proposal. The renovation budget is expected to be around $150,000, and funding sources, including grants, donations, and city contributions, are being explored.

Christensen – The Planning Commission did not meet due to a lack of quorum. Camp Frances is scheduled to meet tomorrow night at 6:30 PM. The Ad Hoc Downtown Traffic Committee has strong community support and is reviewing the City of Marshall's recently approved program. A meeting with MDOT is expected soon.

Scott – CARC is currently in a teaching phase and will be discussing Oak Park as a discussion item at its upcoming meeting on Thursday at 5:30 PM at First Congregational Church.

Rodriguez – The Communications Committee met, I will be working on an informational pamphlet. The city website is expected to address many of the communication needs discussed in the recent meeting. The committee's work is complete at this time.

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

Motion by Chin supported by Rodriguez to approve consent agenda items a through f. Carried; Yea 7 Nay 0; Absent 0

BUSINESS AGENDA:

a. Consider approval of a sealed bid contract with Reigh-Riley Construction Co. for Walnut Street Resurfacing in the amount of $285,283.90 and authorize the Clerk to execute the Notice of Award.

Motion by Scott supported by Fullerton to approve the 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. Carried; Yea 7; Nay 0; Absent 0

b. Consider approval of the 2026 State Budget Direct Grant Request

Items submitted include $50,000 grant match for Bennet Park Improvements and $100,000 grant match for Police Station and Central Fire Station improvements.

Motion by Scott supported by Duweck to approve the 2026 State Budget Direct Grant Request. Carried by roll call vote; Yea 7; Nay 0; Absent 0

c. Discussion – 2025 Elected Officials Academy Spring Advanced Summit

Council members wishing to attend should notify the clerk by email

d. Discussion – BEAD Funding Letters

Motion by Fullerton supported by Chin to take no action on the BEAD funding letter. Carried; Yea 7; Nay 0; Absent 0

e. Discussion – Domestic and Animal Foul Ordinance (Backyard Chicken Permits)

The Council directed administration to research and review and to bring back to the Council a proposed ordinance change.

f. Discussion – Downtown Overnight Parking

Motion by Christensen supported by Fullerton to require the placement of the permit to hang from the rear-view mirror; Carried; Yea 7; Nay 0; Absent 0

Motion by Chin supported by Christensen to allow the owners parking permits to be transferrable to a guest or tenant. Carried by roll-call vote; Yea 7; Nay 0; Absent 0

g. Consider approval of Resolution 2025-09 To authorize signatories for MDOT Contract 25-5153

Motion by Duweck supported by Christensen to approve Resolution 2025-09 To authorize signatories for MDOT Contract 25-5153; Yea 7; Nay 0; Absent 0

PUBLIC COMMENT:

Rachel Loveland, resident, sought to discuss her utility bill with the Council. She was advised to provide a copy to City Manager Hillard, who will follow up with staff.

Lindsey Miller, non-resident, shared thoughts on parking passes chicken permits, and utility billing.

STAFF COMMENTS:

No comments

MAYOR AND COUNCIL COMMENTS:

Scott – Announced that CARC will hold a meeting this Thursday at 5:30 PM at the First Congregational Church and extended an open invitation to the public.

Chin – Provided updates on the state budget, including news on revenue sharing. Shared insights from recent environmental training and expressed interest in the City exploring solar power options.

Rodriguez – Stated that he would need more information before supporting a solar power initiative. Expressed confidence that the City Manager will address the utility billing issue.

Christensen – Thanked all attendees. Noted that the County Inspection Office may close if the millage proposal fails, though some townships have offered to contribute funding. Expressed confidence that the utility billing issue will be resolved. Clarified that the Michigan State Board of Education has sole authority over the middle school roof leak issue. Mentioned that while the county has invested in solar panels, the lack of battery storage has led to inconsistent power on bad weather days. Also attended the Eaton County Farm Bureau Saturday breakfast.

Fullerton – Expressed confidence that the utility billing issue will be resolved under the City Manager's leadership. Noted that Mr. Hillard has a significant workload and emphasized that the city remains in crisis, requiring time and space for him to address both visible and unseen challenges.

Duweck – Extended compliments and appreciation to Ms. Miller and thanked all attendees.

Lewis – Agreed with Fullerton regarding Mr. Hillard's demanding workload and expressed appreciation for his efforts, stating that the city is fortunate to have him. Clarified why the Council does not engage in direct conversation with individuals during public comments.

ADJOURN:

Motion by Christensen supported by Scott to adjourn the meeting at 8:50 p.m. Carried; Yea 7; Nay 0; Absent 0

Respectfully submitted,
Mary LaRocque MiPMC, CMC
City Clerk

CITY OF CHARLOTTE
2025-02 PROCLAMATION
2025 ARBOR DAY PROCLAMATION

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

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 trees around the city of Charlotte; and

NOW THEREFORE, the City Council of the City of Charlotte, Michigan does hereby proclaim **Friday, April 25, 2025** 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 wellbeing of this and future generations.

Motion by ________________ supported by ________________ to approve the 2025 Arbor Day Proclamation and moved its adoption: Carried; Yea__; Nay __; Absent __.

____
Tim Lewis, Mayor

McGinty, Hitch, Person, Anderson & Revore, P.C.
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LANSING, MICHIGAN 48911
TELEPHONE (517) 351-0280
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MEMORANDUM

TO: Charlotte City Council

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

RE: CITY ATTORNEY REPORT – February 21, 2025 through March 20, 2025

DATE: March 20, 2025

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

1. Ordinance Updates**.**
   a. Mobile food vending ordinance.
   b. Amendment to the International Property Maintenance Code, 2021 Ed.
   c. Ongoing review of Amendment to Article II. Fire Prevention Code to adopt 2021 International Fire Code to coordinate with the City's adoption of the 2021 International Property Maintenance Code.

2. Eaton County 4-H Agricultural Society Lease Review.

3. District Court. Prosecute misdemeanor offenses.

4. Code Enforcement/Fire Department. Work with Tyger Fullerton and Dan Daly regarding Code Enforcement and the proposed Fire Training Facility.

5. Contract Review.
   a. Communication with Stephanie Whitney in review of WWTP Trickling Repair and Filter contract.
   b. Charlotte and Markdom Agreement revisions.

6. Personnel Policy. Policy Revisions - Earned Sick Time Act, PA 2 of 2025 (ESTA)

7. Labor & Employment payment / benefit issues.

8. Airport. Settling the matter regarding tree trimming at Charlotte Estates/The Meadows. An item is on this meeting's Consent Agenda regarding the release of escrow funds.

9. Communications. Mayor, City Manager, Police, Clerk and Fire Department officials.

DMR:cf

THE CITY OF CHARLOTTE MICHIGAN

To: Honorable Mayor Lewis and City Council
From: Robert Hillard, City Manager
Date: March 21, 2025
RE: City Manager's Report - "The Framework"

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

City Manager Community Outreach Update

I continue to meet with the Mayor, City Councilmembers, Department Heads, staff, and consulting services. Also, I have attended a variety of meetings and events in the community since the last report: City Council, Charlotte Rising Economic Vitality, Charlotte Rising Executive Director Annie Williams, Downtown Development Authority, Eaton County Resource Recovery, and Charlotte Area Recreational Cooperative.

Street Maintenance Program Review - Oliver and Washington Streets

From Public Works Director Stephanie Whitney: In Spring/Summer 2025, the City is planning on addressing the maintenance of two streets. Washington Street will undergo a mill and fill process from Hall Street to East Seminary Street. Oliver Street will be subject to a crush and shape treatment from Hall Street to East Lawrence Avenue. In addition, seven concrete ADA ramps will be upgraded to meet current accessibility standards. These streets were specifically chosen due to their State classification as Major Streets, which allows us to utilize the appropriate funding. They also represent the most viable option for upgrades with the least number of lead service lines, which is a key consideration for completing the work within a short time frame. Other streets identified in the previous identified plan presentation to City Council this Winter have significant numbers of lead services that would require more extensive work and extended timelines. Washington Street has a surface consisting of 3 inches of asphalt above 6 inches of concrete, making it more suitable for a mill and fill approach. This method involves milling off the top layer of asphalt and replacing it with new material, ensuring a smooth, durable surface without disturbing the underlying concrete base. Oliver Street, on the other hand, has 3.5 inches of asphalt above 6 inches of gravel, which is ideal for a crush and shape process. This method will allow the existing asphalt and gravel layers to be crushed, reshaped, and compacted to create a solid base for the new road surface, improving overall durability and cost-effectiveness. The decision to upgrade Washington and Oliver Streets was made after careful consideration of Major Streets. Performing upgrades on entire stretches of road, rather than one block at a time, ensures better long-term results and easier future maintenance. Washington and Oliver Streets are the only two Major Streets that allow for consecutive block upgrades, making them the most suitable candidates for this phase of improvements. This project will not only improve road conditions but will also enhance accessibility for pedestrians, making the City more inclusive for all residents. The upgrade of the ADA ramps is an essential step toward meeting Federal and State accessibility requirements. A budget of $500,000 is available through the Major Fund for this project.

EATRAN Transit Shelter Review

From Public Works Director Stephanie Whitney: As identified in "The Framework", a new project will be taking place at the Court House Square Museum on N. Bostwick. The City is planning to install a new concrete pad and sidewalk in preparation for a new EATRAN shelter. The total cost for the concrete work is $6,000, which will cover the removal of the existing concrete, placement of the new concrete pad, and turf establishment around the area. This will provide a solid foundation for the shelter. EATRAN will supply the shelter, including a bench, and will be responsible for the services required to assemble and install it. We plan to have the concrete pad installed by April 10th. Once the pad is in place, EATRAN will have the shelter ready for installation at a time that works for us. Please let me know if you have any questions.

"The Framework" Update

Included in 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
(3-21-2025)

Clerk

Liability Insurance Review
Earned Sick Time Policy Revisions Review
Employee Funded Retirement Policy Review
Health Care Savings Policy Review
City Council Compensation Review
Website Review
Council Chamber Communication Review
City Funded Retirement Program Review
Health Insurance Review
Clerk's Department Review

Community Development

Housing Initiative Review
Downtown Operations Review
Downtown Development Authority/Tax Increment Finance Plan Review
Downtown Semi-Truck Traffic Review
Combs Industrial Park Review
Lansing Street/Road Business District Review
Eaton County 4-H Agricultural Society Property Review
Zoning Ordinance Review
Food Truck Review
Domestic and Animal Foul Ordinance - Backyard Chicken Regulations Review
Communication Review
Community Master Plan Review
Downtown Social District Review
Community Development Department Review

Finance
Finance/Budget Review
Capital Improvement Plan Review
Fire Special Assessment District Review
Downtown Special Assessment District Review
Downtown Millage Review
Yard Waste Collection Millage Review
Recycling Center Operating Millage Review
Facility & Site Bond Millage Review
Water/Sewer Rate Review
Purchase Policy Review
Finance Department Review

Fire
Fire Agreement Review
Fire Code Review
Municipal Building Improvement Review
Ambulance Service Review
Building Inspection Program Review
Rental Inspection Review
Code Enforcement Review
Sidewalk Snow Removal Review

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

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

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UCR TITLE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	2024	%	WARRANTS	ARRESTS
STATE CRIMES																	
SOVEREIGNTY													0	0	0%		
MILITARY													0	0	0%		
IMMIGRATION													0	0	0%		
Part I Crimes													0				
CRIMES AGAINST PERSONS																	
HOMICIDE-MURDER(ATTEMPT)													0	0	0%		
NEGLIGENT HOMICIDE													0	0	0%		
KIDNAPPING													0	0	0		
PARENTAL KIDNAPPING													0	0	0%		
SEX. ASSAULT-ALL	3	2											5	0	500%		1
ROBBERY													0	1	-100%		
NON-AGG ASSAULT	4	10											14	29	-52%		6
AGGRAVATED ASSAULT	1	2											3	2	50%		
INTIMIDATION/STALKING	14	20											34	23	48%		3
PROPERTY CRIMES																	
ARSON													0	0	0%		
EXTORTION													0	1	-100%		
BURGLARY-FORCED	1												1	1	0%		2
BURGLARY-W/O FORCE													0	0	0%		
BURGLARY-ILLEGAL ENTRY	1												1	2	-100%		
POSS BURGLARY TOOLS	1												1	0	100%		
LARCENY	5	3											8	34	-76%		1
MOTOR VEHICLE THEFT		1											1	4	-75%		
Part II Crimes																	
STOLEN PROPERTY-MOTOR VEHICLE													0	1	-100%		
FORGERY/COUNTERFEIT-ING													0	2	-100%		
FRAUDULENT ACTIVITY	3	6											9	14	-36%		
EMBEZZLEMENT													0	0	0%		
REC/CONCEALING STOLEN PROPERTY	1	1											2	0	200%		1
DESTRUCTION OF PROPERTY	2	3											5	10	-50%		1
RETAIL FRAUD-ALL	5	10											15	11	36%		1
UCR TITLE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	LAST YEAR	%	WARRANTS	ARRESTS
MORALS/DECENCY CRIMES																	
V.C.S.A.	1	1											2	8	-75%		3

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UCR TITLE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	2024	%	WARRANTS	ARRESTS
SEX OFFENSE	1	1											2	2	0%		
OBSCENITY	1												1	0	100%		
FAMILY ABUSE/NEGLECT	2	5											7	11	-36%		1
FAMILY-NON SUPPORT													0	0	0%		
FAMILY-OTHER													0	0	0%		
GAMBLING													0	0	0%		
COMMERCIALIZED SEX OFFENSE													0	0	0%		
LIQUOR LICENSE VIOLATION													0	0	0%		
LIQUOR LAW VIOLATION													0	1	-100%		
PUBLIC ORDER CRIMES																	
OBSTRUCTING POLICE	2	1											3	3	0%		2
ESCAPE-CORRECTIONAL INSTITUTION													0	0	0%		
ESCAPE-MENTAL INST.													0	0	0%		
ESCAPE/FLIGHT													0	0	0%		
OBSTRUCTING JUSTICE	3	2											5	2	150%		16
BRIBERY													0	0	0%		
WEAPONS-CONCEALED													0	1	-100%		
WEAPONS-EXPLOSIVE													0	0	0%		
WEAPONS-OTHER	1												1	2	-100%		
PUBLIC PEACE	6	8											14	36	-61%		
TRAFFIC-HIT AND RUN	2	5											7	8	-13%		
TRAFFIC-O.U.I.L./O.U.I.D	5	4											9	4	125%		1
TRAFFIC-MISD	1	3											4	9	-56%		3
HEALTH/SAFETY VIOLATION	1	2											3	10	-70%		
CIVIL RIGHTS													0	0	0%		
TRESPASS/PRIVACY		4											4	8	-50%		
SMUGGLING													0	0	0%		
ELECTION LAWS													0	0	0%		
ANTI-TRUST													0	0	0%		
TAX REVENUE													0	0	0%		
CONSERVATION	1	2											3	1	200%		
VAGRANCY		3											3	3	0%		
MISC. CRIMINAL OFFENSE													0	0	0%		
GRAND JURY INVESTIGATION													0	0	0%		
CONSPIRACY													0	0	0%		

End of Part II Crimes

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UCR TITLE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	2024	%	WARRANTS	ARRESTS
UCR TITLE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	LAST YEAR	%	WARRANTS	ARRESTS
JUVENILE MINOR																	
DELINQUENT MINOR	5	4											9	32	-72%		
RUNAWAY		5											5	8	-38%		
CIVIL-NON CRIMINAL																	
DIVORCE/SUPPORT													0	0	0%		
INCAPACITATION	1	1											2	0	200%		
INSANITY	15	12											27	32	-16%		
TRAFFIC																	
CRASH-PD-PUBLIC ST.	14	17											31	41	-24%		
CRASH-PI-PUBLIC ST	4												4	5	-20%		
CRASH-FATAL-PUBLIC ST													0	0	0%		
CRASH-PD-PRIVATE	3	3											6	4	50%		
CRASH-PI-PRIVATE		2											2	0	200%		
CRASH-FATAL-PRIVATE PROPERTY													0	0	0%		
CIVIL INFRACTION	30	20											50	91	-45%		
PARKING VIOLATION	4	2											6	10	-40%		
Park. Tickets- 524-2021, 356-2023	48	59											107	69			
ABANDONED VEHICLE	1	3											4	5	-20%		
TRAFFIC HAZARD INVES	9	5											14	18	-22%		
TRAFFIC DIRECTION	4												4	7	-43%		
TRAFFIC SAFETY PUBLIC APPEARANCE													0	0	0%		
BREATHALYSER TEST-													0	0	0%		
OTHER POLICE													0	0	0%		
ALARMS																	
ALARM-POLICE RESPONSE	14	12											26	28	-7%		
ALARM-MALFUNCTION													0	2	-200%		
ALARM-TEST	3												3	2	50%		
ALARM-WATER & SEWER													0	0	0%		
FIRE																	
ACCIDENT-FIRE													0	0	0%		
ACCIDENT-EXPLOSION													0	0	0%		
ACCIDENT-CHEMICAL													0	0	0%		
HAZARDOUS FIRE COND.	1												1	0	100%	Fireworks	
FIRE REQULATION VIOL													0	0	0%		
ASSIST BUILDING DEPT	3												3	0	300%		

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UCR TITLE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	2024	%	WARRANTS	ARRESTS
ASSIST C.F.D.		3											3	4	-25%		

UCR TITLE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	LAST YEAR	%	WARRANTS	ARRESTS
ACCIDENTS																	
ACCIDENT-AIRCRAFT													0	0	0%		
ACCIDENT-HUNTING													0	0	0%		
ACCIDENT-SHOOTING													0	0	0%		
ACCIDENT-BOATING													0	0	0%		
ACCIDENT-WATER													0	0	0%		
ACCIDENT-OTHER													0	0	0%		
INSPECTIONS-INVESTIGATIONS																	
INSPECT-BOAT													0	0	0%		
INSPECT-MOTOR VEHICLE		1											1	7	-86%		
INSPECT-TRAFFIC CITATION													0	0	0%		
INSPECT-BUSINESS	18	18											36	69	-48%		
INSPECT-RESIDENCE	16	15											31	12	158%		
INSPECT-HANDGUN	18	12											30	27	11%		
INSPECT LIQUOR LICENSE	7	2											9	4	500%		
INSPECT-OTHER/SOR CHECK	9	8											17	22	-23%		
INSPECT-CCW APPLIC													0	0	0%		
DOMESTIC DISPUTES	9	8											17	39	-56%		
CIVIL DISPUTE	13	8											21	24	-13%		
SUSPICIOUS SITUATION	74	59											133	163	-18%		
FIELD INTERROGATION CARD													0	0	0%		
HAZARDOUS SITUATION													0	0	0%		
SUSPECTED NARCOTIC ACTIVITY	1	1											2	7	-71%		
ABANDONED/RECOVERED PROPERTY	5	2											7	8	-13%		
DRUG OVERDOSE	1	1											2	3	-33%		
BOMB THREAT													0	0	0%		
MISC. INCIDENTS																	
MISC/P.B.T.													0	0	0%		
SUICIDE													0	2	-200%		
SUICIDE ATTEMPT	5	3											8	10	-20%		
DEATH-NATURAL		1											1	4	-75%		
DEATH-UNDETERMINED													0	0	0%		
MISSING PERSON													0	4	-100%		

#DIV/0!

UCR TITLE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	2024	%	WARRANTS	ARRESTS
NATURAL DISASTER													0	0	0%		
PUBLIC RELATIONS ACTIVITY													0	0	0%		
PATROL INFORMATION													0	1	-100%		

UCR TITLE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	LAST YEAR	%	WARRANTS	ARRESTS
GENERAL ASSISTANCE																	
ASSIST CITIZEN	49	46											95	100	-5%		
ASSIST MOTORIST	5	1											6	12	-50%		
ASSIST POLICE AGENCY	15	14											29	20	45%		
ASSIST OTHER AGENCY	8	11											19	19	0%		
ASSIST D.P.W.	1	5											6	5	20%		
ESCORT-FUNERAL													0	0	0%		
ESCORT-MONEY													0	0	0%		
ESCORT-OTHER													0	0	0%		
TRANSPORT-PRISONER	19	16											35	34	3%		
TRANSPORT-PAPERWORK	1	7											8	10	-20%		
TRANSPORT-OTHER													0	0	0%		
LOCKOUT		1											1	3	-200%		
SUBPOENA SERVICE	7	3											10	6	67%		
PERMISSION TO PARK	5	1											6	5	20%		
PATROL-FOUND DOOR OPEN	2	3											5	13	-62%		
PATROL-FOUND OPEN WINDOW													0	0	0%		
PATROL-FOUND B&E													0	0	0%		
ASSIST E.C.S.D.-	7	6											13	14	-7%		
GENERAL NON CRIMINAL																	
JUVENILE SAFETY VIOL													0	0	0%		
ANIMAL CONTROL	4	4											8	20	-60%		
ZONING ORD VIOLATION													0	2	-100%		
TOTALS	**526**	**504**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**1030**	1271	**-19%**		

	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	LAST YEAR	%
TRAFFIC STOPS	117	74											191	238	0%
OFFICER TRAINING HOURS	98.5	185											283.5	195	45%
COMMUNITY HOURS	18.5	60											78.5	88.5	-11%
PAPERWORK HOURS	422	395.5											817.5	792	3%

SRO STATS

#DIV/0!

UCR TITLE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	2024	%	WARRANTS	ARRESTS

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

The SRO's calls include:3- Non-Agg. Assualy, 6- Intimidation/Threats, 1- Public Peace, 1-Trespass, 2- Delinquent Minor

2- Suspicious Situation, 2- Assist Citizen, 1-Assist Other Agency,1-Fraudulent Activity

VCSA STATS

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

1-Meth,1- Cocaine, 2-Pills,

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

Charlotte Police Department

111. E. Lawrence Ave., Charlotte, MI 48813
Phone: 517-543-1552 Fax: 517-543-8396
Paul Brentar, Chief of Police

February 2025 Monthly Report

Monthly Statistics:

- See attached report.

Training:

- Officers continued with online training through Virtual Academy.
- All Officer's completed our annual training on various topics.
- Chief Brentar, Captain Brooks, Sgt. Antcliff, & Sgt, Slaughter attended the winter Chief's conference in Grand Rapids.
- Chief Brentar and Captain Brooks assisted in presenting a first line supervisory class for active violence response.

Staffing:

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

Operational Highlights:

- On 02-04, officers assisted the Civil Division of the Sheriff's Office with an eviction on Shepherd St.
- On 02-04, officers responded to a personal injury crash at Cochran/Henry for a car vs. pedestrian crash. The pedestrian was transported to the hospital with minor injuries.
- On 02-05, officers assisted EMS at Murphy's Gas Station with a subject who had a medical issue after taking pills.
- On 02-07, officers assisted the Michigan State Police with locating a suspect wanted for an assault. The subject was taken into custody without incident.
- On 02-08, officers assisted the Michigan State Police with an intoxicated driver who crashed just outside the city limits. The driver was found to be over the legal limit and was turned over to MSP.
- On 02-11, officers located a vehicle with a stolen plate after being indicated by the Flock cameras. The driver of the vehicle was lodged at the jail on possession of stolen property.
- On 02-11, officers took a report of a fraud where an elderly resident was scammed out of $8000. The investigation is on-going.
- On 02-15, officers assisted the Michigan State Police at Sparrow/Eaton with an uncooperative OWI driver.
- On 02-16, officers responded to a personal injury crash on Packard Hwy near Walmart.

- On 02-19, officers responded to a stolen vehicle complaint at a local business. It was determined that a subject left a stolen vehicle there and then stole a vehicle from this business. The investigation is on-going.
- On 02-19, officers assisted the St. John's Police Department with attempting to locate a wanted subject. The subject has moved and no longer lives in Charlotte.
- On 02-19, officers assisted the Potterville Police Department with a vehicle pursuit that came into the city. The suspect vehicle was not able to be stopped and left the city.
- On 02-22, officers conducted a traffic stop for speed and determined that the driver was intoxicated. The driver was arrested for OWI, 2^{nd} offense, and lodged at the jail.

Outreach/Public Events:

- Chief Brentar and Captain Brooks attended the mid-year school safety meeting at Eaton RESA.
- Chief Brentar and Captain Brooks, along with other LE officers put together the medical bags for patrol cars from the recent grant and distributed them throughout Eaton, Ingham, & Clinton counties.

Respectfully,

Chief of Police

THE CITY OF CHARLOTTE MICHIGAN

Memo

To: Honorable Mayor Lewis; City Council
From: Mary LaRocque, City Clerk
Date: March 19, 2025
Re: Claims and Expenditures for Council approval on Monday March 24, 2025

Background

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

Recommendation

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

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

Financial Impacts

HRA Insurance claims week of March 10, 2025	$ 4,572.34
HRA Insurance Claims week of March 17, 2025	$ 4,844.98
Payroll paid Friday March 21, 2025	$278,521.71
Invoiced claims as of March 19, 2025	$223,109.09
Total	**$511,048.12**

Suggested Motion

Motion to approve Claims and Expenditures in the amount of **$511,048.12**

Vendor Code	Vendor Name / Invoice	Description	Amount
01691	1ST AYD CORPORATION		
	PSI767721	WWTP SUPPLIES	493.70
TOTAL FOR: 1ST AYD CORPORATION			493.70
01683	ACD.NET		
	81518-292	MARCH 2025	699.00
	91177-144	MARCH 2025 (WASTE TREATMENT)	565.84
TOTAL FOR: ACD.NET			1,264.84
01675	AIRGAS USA LLC		
	9158575901	TARON & WELDING GAS	511.97
TOTAL FOR: AIRGAS USA LLC			511.97
01667	ALTOGAS		
	819524	PPROPANE CYLINDER REFILL	26.40
	845592	CYCLINDER REFILL FOR CARA	22.41
TOTAL FOR: ALTOGAS			48.81
01764	AMAZON CAPITAL SERVICES		
	1617-NTNJ-9NDC	ACCOUNT # A264N6SLCWDWHU (FIRE) LABEL MAKER	16.14
	16XY-FQR7-7YMJ	ACCOUNT # A264N6SLCWDWHU (FIRE) AC UNIT FOE IT ROOM COUNCIL CHAMBERS	249.00
	19JL-N9X6-6G7W	ACCOUNT # A264N6SLCWDWHU (FIRE) LED WALL CLOCK	83.99
	1CMX-RDLQ-Y14V	ACCOUNT # A264N6SLCWDWHU (FIRE) WALL CLOCK , & UNIFORM PANTS	120.28
	1DXX-DF6P-JRP3	ACCOUNT # A264N6SLCWDWHU (FIRE) HYDRAULIC GAUGE TRUCK #316	18.57
	1F7X-Y3YN-F3TK	ACCOUNT # A264N6SLCWDWHU (FIRE) 12V 1A CLASS 2 POWER SUPPLY	41.98
	1JR7-D16T-WX4F	ACCOUNT # A264N6SLCWDWHU (FIRE) SPEAKER FOR TRUCK 300	12.74
	1LHP-W4FM-FPQ3	ACCOUNT # A264N6SLCWDWHU (FIRE) DISHWASHER DETERGENT,AUTOMATIC TOILET FLUSHER	202.57
	1R1J-MXF7-4Q6Q	ACCOUNT # A264N6SLCWDWHU (DPW) BURNER CONTROLLER	258.91
	1T9T-G4K3-7PFH	ACCOUNT # A264N6SLCWDWHU (DPW) 48 INCH DIGITAL TECH LEVEL AND CASE	325.50
	1TYV-FGTV-LP9Q	ACCOUNT # A264N6SLCWDWHU (FIRE) HAND SANITIZER	78.50
	1V17-QJ1Q-9PTP	ACCOUNT # A264N6SLCWDWHU (FIRE) BUILDING MAINTENANCE SUPPLIES	79.96
TOTAL FOR: AMAZON CAPITAL SERVICES			1,488.14
02036	AMAZON CAPITAL SERVICES		
	1VQF-4FY1-3N36	ACCT # A1K517P63NLQUT(POLICE) BLACL ASSORTED KEYCHAIN RINGS	15.98
	1X6C-D699-3MC4	ACCT # A1K517P63NLQUT(POLICE) THERMAL PRINTER	699.99
	1X73-44GD-T14N	ACCT # A1K517P63NLQUT(POLICE) BATTERY	56.99
TOTAL FOR: AMAZON CAPITAL SERVICES			772.96
01665	AMBS MESSAGE CENTER INC.		
	250210191	USAGE PERIOD 002.01.2025 - 02.28.2025	116.80
TOTAL FOR: AMBS MESSAGE CENTER INC.			116.80

Vendor Code	Vendor Name / Invoice	Description	Amount
01660	AMERICAN LEGION FLAG & EMBLEM		
	2157521	5X8 US FLAG, 3X5 US FLAGS AND OUTDOOR FLAGS	208.90
TOTAL FOR: AMERICAN LEGION FLAG & EMBLEM			208.90
01662	AMERICAN TEST CENTER		
	2250416	LADDER TESTING	3,354.00
TOTAL FOR: AMERICAN TEST CENTER			3,354.00
01635	AT&T LONG DISTANCE		
	FEB 27 - MAR 26	AIRPORT MODEM LINE (FEB 27 - MAR 26)	51.38
TOTAL FOR: AT&T LONG DISTANCE			51.38
01629	AVERY OIL & PROPANE, INC		
	1094219	AIRPORT- ACCOUNT #12290746 (PROPANE AIRPORT)	1,259.82
TOTAL FOR: AVERY OIL & PROPANE, INC			1,259.82
01576	BOUND TREE		
	85698714	MEDICAL SUPPLIES	309.37
TOTAL FOR: BOUND TREE			309.37
01925	BRIAN NEUMANN		
	116	CONFINED SPACE TRAINING & EXCAVATION & TRENCH SAFETY TRAINING (DPW 11 EMPLOYEES)	2,200.00
	117	ANNUAL TRAINING FOR CONFINE SPACE (WASTEWATER)	700.00
TOTAL FOR: BRIAN NEUMANN			2,900.00
01555	BYRUM ACE HARDWARE		
	429778	(DPW) CONCRETE BOLTS	13.16
	429816	(WWTP) SHARKBITE CONNECTOR,	16.58
	429840	(FIRE) BUILDING MAINTENANCE SUPPLIES	66.55
	429842	(DPW) FUSE CART	27.99
	429895	(WWTP) MISC SUPPLIES	15.99
	429958	(DPW) CONCRETE BOLTS	13.16
	429975	(WWTP)TIRE VALVE REPAIR	7.18
	430125	(DPW) PLUMBING SUPPLIES- VALVE	4.00
	430303	COMPIND SPACKLING, ZIP IT KIT	31.27
	430470	(FIRE) JOINT COMPUND, O RING KIT, FASTENERS	21.25
	431018	(FIRE) BRACKET SHELFS, FASTENER	70.96
	431099	PLUMBING SUPPLIES	15.99
	431172	(DPW) BALL VALVE	64.99
	431261	(DPW) SOCKET & ADAPTERS, TAPE MEASURERS	108.56
	431402	(FIRE) 317 NEW BUMPER PARTS	42.23
	431614	(DPW) FLEX SEAL	14.99
	431635	(FIRE) TOUCH UP PAINT	34.99
	432255	(WWTP) PLUMBING SUPPLIES	15.17
	432256	(WWTP) PVC PIPE	17.91
	432537	(WWTP) CLEANING SUPPLIES	29.98
TOTAL FOR: BYRUM ACE HARDWARE			632.90
01548	CANDY FORD, INC.		
	142862	TRANSMISSION LINES & FILTER	288.08
TOTAL FOR: CANDY FORD, INC.			288.08
00849	CAPITAL ASPHALT		
	6521	COLD PATCH	2,207.70
TOTAL FOR: CAPITAL ASPHALT			2,207.70

Vendor Code	Vendor Name / Invoice	Description	Amount
01791	CARLETON EQUIPMENT COMPANY		
	01-700223	STUMP GRINDER CONE	1,052.54
TOTAL FOR: CARLETON EQUIPMENT COMPANY			1,052.54
01513	CHARLOTTE INSURANCE		
	396143	RENEWAL POLICY AIRPORT 03/17/2025 - 03/17/2026	7,345.00
TOTAL FOR: CHARLOTTE INSURANCE			7,345.00
01519	CITY OF CHAR-CLERKS PETTY CASH		
	03.12.2025	PETTY CASH RECONCILIATION 5/26/2022 - 02/28/2025	472.04
TOTAL FOR: CITY OF CHAR-CLERKS PETTY CASH			472.04
02168	CITY OF LANSING		
	2520148308	CPR TRAINING CARDS	357.50
TOTAL FOR: CITY OF LANSING			357.50
02161	CIVICPLUS LLC		
	329197	Q-90400	7,945.99
TOTAL FOR: CIVICPLUS LLC			7,945.99
01489	CMP DISTRIBUTORS INC		
	019793	ARMOR EXPRESS ID TAGS, ARMOR EXPRESS DRESS VEST CARRIER	324.95
TOTAL FOR: CMP DISTRIBUTORS INC			324.95

Vendor Code	Vendor Name / Invoice	Description	Amount
01471	CONSUMERS ENERGY		
	201097946662	1310 S COCHRAN AVE	2,299.21
	201364856579	1005 PAINE DR. FRNT GEN CHARLOTTE	25.87
	201542800904	1213 S COCHRAN AVE	68.95
	201542800905	1216 S COCHRAN AVE	154.32
	201542800906	1216 1/2 S COCHRAN AVE	18.00
	201542800907	1216 S COCHRAN AVE	224.10
	201542801425	620 W SHEPHERD ST	90.97
	202432733132	1225 S COCHRAN AVE	139.47
	202432736033	911 W SHEPHERD ST FIRE DEPT 2	4,173.00
	202521712106	1152 S COCHRAN AVE CAMP FRANCIS	65.94
	202788662389	301 TIRRELL RD	322.33
	202788662390	301 TIRRELL RD R2	1,484.01
	202788662391	301 TIREELL RD MAINTENANCE	828.74
	203322620460	103 VAN LIEU ST	42.32
	203322620774	811 CHADS WAY	20.40
	203500616283	526 W STODDARD ST	29.33
	203945556161	619 W SHEPHERD ST	247.56
	203945556162	620 W SHEPHERD ST	113.49
	204123537466	508 N. SHELDON ST.	131.80
	204212532114	1325 ISLAND HWY GATE-AIRPORT	35.50
	204568479426	1064 NORTHWAY	59.12
	204746454687	112 1/2 S COCHRAN	28.69
	204924439062	811 CHADS WAY	255.33
	205280354907	108 E LAWRENCE AVE	61.26
	205280354908	108 E LAWRENCE AVE	18.00
	205369356021	1325 ISLAND HWY #C	180.67
	205458334757	1329 1/2 ISLAND HWY	49.45
	20548334756	1325 ISLAND HWY	752.64
	205547322015	1005 PAINE DR	689.20
	205636277076	700 LANSING RD	33.75
	205725290983	1800 PACKARD HWY	42.64
	205725291149	1167 E CLINTON TRAIL	88.28
	205992223378	111 E LAWRENCE AVE	2,899.89
	206259134141	245 S COCHRAN AVE	24.40
	206525894770	203 HALL ST	104.77
	206525911175	076 - 12 TRAFFIC LIGHTS	474.88
	206525911176	AREA LIGHTING	652.91
	206525911177	076 - 2 TRAFFIC LIGHTS	3.15
	206525911178	065 & 068 -460 STREETLIGHTS	5,169.90
	206525911179	TULLY BROWN DR (AREA LIGHTING)	151.43
	206792759660	201 HALL ST	113.05
	206881652794	1227 S COCHRAN AVE	4,805.10
	206970554006	201 HALL ST (AREA LIGHTING)	113.58
	207059339802	1104 MIKESELL ST	262.80
	207059339806	544 LANSING ST/WWTP LIFT STATION	115.03
	207059339807	544 LANSING ST	610.07
	207059339808	700 E. SHEPHERD ST.	197.02
	207059339813	1075 INDEPENDENCE BLVD	266.32
	207059339816	1305 S COCHRAN AVE	496.75
	207059339850	1216 S COCHRAN AVE	2,309.96
	207059339894	111 E LAWRENCE AVE	3,024.84
	207147868655	1005 PAINE DR	11,875.81
TOTAL FOR: CONSUMERS ENERGY			46,446.00
01838	CULLIGAN WATER CONDITIONING		
	23258TO	WATER SOFTENER SALT DELIVERY @ WEST SIDE	55.12
TOTAL FOR: CULLIGAN WATER CONDITIONING			55.12

Vendor Code	Vendor Name / Invoice	Description	Amount
01138	CURTIS MCDANIEL		
	03.17.2025	CONFERENCE FOR FORCE ENCOUNTERS ON 3/04/2025 AND 03/05/2025	80.66
TOTAL FOR: CURTIS MCDANIEL			80.66
01423	DETROIT SALT		
	SI25-30955	ROAD SALT 2024/2025 WINTER SEASON	3,040.80
	SI25-30970	ROAD SALT 2024/2025 WINTER SEASON	3,057.49
TOTAL FOR: DETROIT SALT			6,098.29
01414	DORNBOS SIGN & SAFETY INC.		
	INV80610	DECALS RENTAL INSPECTION VEHICLE	93.60
TOTAL FOR: DORNBOS SIGN & SAFETY INC.			93.60
01957	EGANIX		
	23231	F.O.G. APPLICATION	2,170.00
TOTAL FOR: EGANIX			2,170.00
01375	ELHORN ENGINEERING COMPANY		
	305706	WELLS- CHLORINE	4,370.00
	305800	TERT. FILTERS - CHLORINE	1,340.00
TOTAL FOR: ELHORN ENGINEERING COMPANY			5,710.00
00932	ERIC ROGERS LLC		
	34748	AIRPORT SNOW REMOVAL SERVICES	4,250.00
	34749	DDA SNOW REMOVAL 8 OF 10 PAYMENTS	1,840.00
TOTAL FOR: ERIC ROGERS LLC			6,090.00
01322	GALE BRIGGS, INC.		
	M2412	PEASTONE	268.64
TOTAL FOR: GALE BRIGGS, INC.			268.64
01320	GARAGE DOORS UNLIMITED INC		
	25-02195	ANNUAL PM & WESTSIDE OVERHEAD DOORS	1,100.00
TOTAL FOR: GARAGE DOORS UNLIMITED INC			1,100.00
01308	GRAINGER PRODUCTS		
	9430243866	10 AMP FUSE	97.60
	9438246978	U-BEND LED BULBS,FIRE HOSE ADAPTER, LED 15.5 W BULB	702.45
	9440321819	RETURNED PRODUCT FOR INVOICE #9438246978	(175.00)
TOTAL FOR: GRAINGER PRODUCTS			625.05
01301	GUNTHORPE MECHANICAL		
	26527	ANNUAL CSD - 1 TESTING	990.00
TOTAL FOR: GUNTHORPE MECHANICAL			990.00
MISC	HANKS, TONYA		
	03/07/2025	UB refund for account: 16633 *UB refund for account: 16633	48.46
TOTAL FOR: HANKS, TONYA			48.46
01438	HASSEL FREE FUELS		
	CFSI-11828	ACCOUNT # 010109 (FIRE) FUEL	748.53
TOTAL FOR: HASSEL FREE FUELS			748.53

Vendor Code	Vendor Name / Invoice	Description	Amount
02037	HASSEL FREE FUELS		
	CFSI-11788	ACCNT #010107 (DPW/WWTP) FUEL	1,251.97
TOTAL FOR: HASSEL FREE FUELS			1,251.97
01277	HAVILAND		
	532158	BLEACH GRANULES TO CLEAN FILTERS	1,895.00
TOTAL FOR: HAVILAND			1,895.00
02167	HOL- MAC CORPORATION		
	100604	BUMPER FOR TRUCK 317	2,096.30
TOTAL FOR: HOL- MAC CORPORATION			2,096.30
01252	INDEPENDENT BANK		
	5867-02.13.2025	FEBRUARY 2025	17,403.02
TOTAL FOR: INDEPENDENT BANK			17,403.02
01247	INTERNATIONAL MINUTE PRESS		
	39756	(JOB 82689) PAYROLL CHANGE AND REQUEST FORM	517.78
TOTAL FOR: INTERNATIONAL MINUTE PRESS			517.78
00838	IRON HORSE EXCAVATION LLC.		
	24-129	LAWRENCE & LINCOLN WATERMAIN 2/20/2025	9,143.25
TOTAL FOR: IRON HORSE EXCAVATION LLC.			9,143.25
01165	JOHN LIGHTNER		
	0002255	ARMORY	102.00
TOTAL FOR: JOHN LIGHTNER			102.00
01209	KENDALL ELECTRIC INC.		
	S115277709.001	POWER BOX	88.54
	S115277709.002	POWER BOX	177.09
	S115277709.003	POWER BOXES	177.09
TOTAL FOR: KENDALL ELECTRIC INC.			442.72
01976	KENT COMMUNICATIONS INC		
	345181	MARCH UTILITY BILLS	1,006.87
	345273	AV APPLICATION MAILING	1,032.01
TOTAL FOR: KENT COMMUNICATIONS INC			2,038.88
01450	KIMBERLY CURRAN		
	03/11/2025	ORGANIZATIONAL HEARINGS ON MARCH 10 AND MARCH 11	87.50
TOTAL FOR: KIMBERLY CURRAN			87.50
01173	LEA'S AUTO BODY		
	9275	REPLACE RIGHT FRONT DOOR, REPLACE RUNNING BOARD	2,830.44
	9435	OIL CHANGE 2024 TAHOE UNIT # 412	89.50
TOTAL FOR: LEA'S AUTO BODY			2,919.94
01684	LEXISNEXIS RISK SOLUTIONS		
	1100098540	FEBRUARY 2025 CHARGES	200.00
TOTAL FOR: LEXISNEXIS RISK SOLUTIONS			200.00

Vendor Code	Vendor Name / Invoice	Description	Amount
01958	MARY LAROCQUE		
	03.07.2025	NOV. 5, 2024 SUPPLIES FOR ELECTION WORKERS	54.29
TOTAL FOR: MARY LAROCQUE			54.29
02154	MCKENNA ASSOC. INC.		
	25-003-2	CHILL GRANT ADMINISTRATION	5,855.00
TOTAL FOR: MCKENNA ASSOC. INC.			5,855.00
02145	MGT IMPACT SOLUTIONS, LLC		
	63711	COST ALLOCATION STUDY	925.00
TOTAL FOR: MGT IMPACT SOLUTIONS, LLC			925.00
01078	MICHIGAN STATE POLICE		
	551-653525	SOR REGISTRATION	60.00
	551-654384	TOKEN FEE 01/01/2025 TO 3/31/2025	231.00
TOTAL FOR: MICHIGAN STATE POLICE			291.00
02164	MOMAR, INC		
	PSI605407	CLEANING SUPPLIES	77.39
TOTAL FOR: MOMAR, INC			77.39
01536	NAPA MPEC		
	277622	FUEL FILTERS	41.70
	277667	10W30 OIL	24.99
	277806	(WWTP) DRIVE BELTS	32.64
	277807	TRANSMISSION FLUID	104.99
	277979	WASHER FLUID	53.91
	278041	WINDSHIELD WASHER FLUID, LUBRICANT	46.15
TOTAL FOR: NAPA MPEC			304.38
01021	NORTHERN SAFETY CO., INC.		
	906730395/103244	CHAINSAW CHAPS, WIPERS, SAFETY GLOVES	766.54
	906733567/103244	ORANGE DISPOSABLE NITRILE GLOVES	109.36
TOTAL FOR: NORTHERN SAFETY CO., INC.			875.90
02147	ORCHARD, HILTZ & MCCLIMENT. INC		
	86067	COMBS INDUSTRIAL PARK ENGINEERING SERVICES	3,936.25
TOTAL FOR: ORCHARD, HILTZ & MCCLIMENT. INC			3,936.25
01007	O'REILLY AUTOMOTIVE INC		
	4651-459885	SERVICE ON GATOR	83.39
	4651-460402	COPPER SPARK PLUGS	13.86
TOTAL FOR: O'REILLY AUTOMOTIVE INC			97.25
02093	POWERS, CHRISTYNE		
	03/11/2025	ORGANIZATIONAL HEARINGS ON MARCH 10 AND MARCH 11	87.50
TOTAL FOR: POWERS, CHRISTYNE			87.50

Vendor Code	Vendor Name / Invoice	Description	Amount
00973	PREIN & NEWHOF, P.C.		
	86565	BILLING PERIOD 12/01/2024 - 12/28/2024 - PROJECT 2240953 LOT & ROAD REHAB	5,589.51
	87248	BILLING PERIOD 12/29/2024 - 1/31/2025- PROJECT 2240953 LOT & ROAD REHAB	12,296.23
	87582	BILLING PERIOD 02/01/2025- 02/28/2025 - PROJECT 2240953 LOT & ROAD REHAB	1,726.45
TOTAL FOR: PREIN & NEWHOF, P.C.			19,612.19
01030	QUADIENT FINANCE USA, INC.		
	03.17.2025	POSTAGE FUNDING	2,061.61
TOTAL FOR: QUADIENT FINANCE USA, INC.			2,061.61
01210	REBECCA KENDALL		
	03.11.2025	ORGANIZATIONAL HEARINGS ON MARCH 10 AND MARCH 11	87.50
TOTAL FOR: REBECCA KENDALL			87.50
02129	RICOH USA, INC		
	109005975	60 MONTH LEASE AUGUST 2024 TO JULY 2029	207.82
TOTAL FOR: RICOH USA, INC			207.82
00987	ROBERT PHILLIPS		
	3/11/2025	ORGANIZATIONAL HEARINGS ON MARCH 10 AND MARCH 11	87.50
TOTAL FOR: ROBERT PHILLIPS			87.50
00913	SANBORN SIGNCRAFTERS		
	51275	REPAIR LETTERING/GRAPHICS CHARLOTTE POLICE TAHOE #411	235.00
TOTAL FOR: SANBORN SIGNCRAFTERS			235.00
01006	SANDRA OSBORN		
	03.11.2025	LUNCH AND SNACKS FOR BOARD OF REVIEW ON MARCH 10 AND MARCH 11	186.99
	3/11/2025	PAYMENT FOR STC UPDATES CLASS	40.00
TOTAL FOR: SANDRA OSBORN			226.99
02135	SPALDING DEDECKER ASSOCIATES, INC.		
	00102442	PUBLIC WORKS DIRECTOR SERVICES	11,103.00
	00102567	WALNUT STREET PAVING FROM SHEPHERD ST. TO L LINCOLN ST.(SERVICES 01/27/2025 - 02/23/2025)	7,832.00
	00102568	PUBLIC WORKS DIRECTOR SERVICES	18,541.00
TOTAL FOR: SPALDING DEDECKER ASSOCIATES, INC.			37,476.00
02021	STAPLES		
	6026378043	OFFICE SUPPLIES	255.52
TOTAL FOR: STAPLES			255.52
00872	THE SHYFT GROUP, INC		
	SVA0030279	HOSE	62.88
TOTAL FOR: THE SHYFT GROUP, INC			62.88

Vendor Code	Vendor Name / Invoice	Description	Amount
00199	TOM POTTER		
	3/11/2025	ORGANIZATIONAL HEARINGS ON MARCH 10 AND MARCH 11	87.50
TOTAL FOR: TOM POTTER			87.50
00820	TRACE ANALYTICAL LABORATORIES		
	5030058	NITRATE ANALYSIS	32.50
	5030077	SYSTEM MERCURY ANALYSIS	168.00
	5030277	WATER QUALITY ANALYSIS	130.50
TOTAL FOR: TRACE ANALYTICAL LABORATORIES			331.00
00810	TRUCK & TRAILER SPECIALTIES		
	DJO005560	REMOVE COMPONENTS FROM OLDER TRUCK TO NEW TRUCK	3,344.00
TOTAL FOR: TRUCK & TRAILER SPECIALTIES			3,344.00
00791	USA BLUE BOOK		
	INV00593555	LAB SUPPLIES	349.70
	INV00593711	LAB SUPPLIES	388.80
	INV00597055	LAB SUPPLIES	683.42
TOTAL FOR: USA BLUE BOOK			1,421.92
00785	VERIZON WIRELESS		
	6107462155	FEBRUARY 02 - MARCH 01	1,513.30
TOTAL FOR: VERIZON WIRELESS			1,513.30
02149	VITAL RECORDS CONTROL		
	4788417	SHREDDING PER POUND FEES	58.23
TOTAL FOR: VITAL RECORDS CONTROL			58.23
00774	WASTE MANAGEMENT-		
	8510384-1710-7	REFUSE PICKUP SERVICE PERIOD 02.01.2025 - 02.28.2025	1,447.63
TOTAL FOR: WASTE MANAGEMENT-			1,447.63
00761	WILLIAMS FARM MACHINERY, INC.		
	33132	316 CHAINSAW REPAIR	8.44
TOTAL FOR: WILLIAMS FARM MACHINERY, INC.			8.44
00753	WOLVERINE PEST SERVICE		
	128415	MONTHLY MAINTENANCE PREVENTION	50.00
TOTAL FOR: WOLVERINE PEST SERVICE			50.00
TOTAL - ALL VENDORS			223,109.09

PAYMENT TYPE TOTAI

Paper Check	159,208.69
EFT Transfer	63,900.40

COMMERCIAL CREDIT CARD STATEMENT 2025

February, 2025

	DATE	VENDOR	DESCRIPTION	ACCOUNT #	AMOUNT
Antcliff,R	2/5/2025	Cinco DE Mayo Monr	MACP LUNCH(Brentar,Brooks,Ar	101-301.000-965.000	$ 60.72
	2/7/2025	Amway Grand Plaza	MACP Conf (Lodging Antcliff, Sla	101-301.000-965.000	$ 474.80
	2/11/2025	Subway	Annual Training Lunch	101-301.000-731.000	$ 31.68
				Subtotal	**$567.20**
Griffith, M	1/14/2025	Shell Oil	Materials	510-550.000-731.000	$ 42.00
	1/24/2025	Bavarian INN Lodge	Waste Water Conference	510-537.000-965.000	$ 122.51
	1/28/2025	Industrial Storm Water	Industrial Storm H2O License Re	510-537.000-960.000	$ 96.90
	1/28/2025	Michigan Water Enviro	Training (Maxon)	510-550.000-965.000	$ 160.00
	2/6/2025	EGLE DW Train	Drinking Water Training	510-550.000-965.000	$ 70.00
				Subtotal	**$ 491.41**
Christiansen	1/30/2025	Amazon	Custodian Supplies	101-265.000-731.000	$ 28.58
	1/29/2025	CleanFreak. CO	Floor Buffer,Wet Push Vacuum,Fl	101-265.000-974.000	$ 1,830.93
	1/29/2025	Amazon	Zeo Floor Cleaner	101-265.000-731.000	$ 30.48
	1/30/2025	Amazon	Vacuum,Janitor Cart & supplies	101-265.000-731.000	$ 715.40
	1/30/2025	Amazon	Custodian Supplies	101-265.000-731.000	$ 26.99
	2/5/2025	Amazon	Custodian Supplies	101-265.000-731.000	$ 52.93
	02/05/2025	Amazon	Custodian Supplies	101-265.000-731.000	$ 452.58
	2/4/2025	Amazon	Custodian Supplies	101-265.000-731.000	$ 158.55
	2/4/2025	Amazon	Custodian Supplies	101-265.000-731.000	$ 144.10
	2/4/2025	Amazon	Custodian Supplies	101-265.000-731.000	$ 33.37
	2/5/2025	The Home Depot	City Hall Maintenance Supplies	101-265.000-731.000	$ 264.90
	2/10/2025	Amazon	Custodian Supplies	101-265.000-731.000	$ 75.87
	2/10/2025	Amazon	Custodian Supplies	101-265.000-731.000	$ 100.36
	2/11/2025	Amazon	Cable Ties, Organizer Strips	206-336.000-731.000	$ 26.47
	2/11/2025	Amazon	Custodian Supplies	101-265.000-731.000	$ 148.26
				Subtotal	**$ 4,089.77**
Fullerton, T	1/15/2025	Eventbtite	Code Enfor. Training CC & JJ	101-703.000-965.000	$ 1,202.30
	1/16/2025	Stopthesnirt	Door seal - WSFS	206-336.000-741.000	$ 1,676.38
	1/16/2025	Michigan Association	T. Fullerton MAP membership	101-703.000-960.000	$ 95.00
	1/16/2025	Michigan Association	T. Fullerton Zoning Workshop	101-703.000-965.000	$ 75.00
	2/5/2025	State of Mi Ems	CFD Agency EMS Licence	206-336.000-960.000	$ 175.00
	2/7/2025	US Postal Service	Shipping- Fire Gear Repair	206-336.000-732.000	$ 17.85
	2/10/2025	Michigan State Fireme	D.Daly MSFA Membership	206-336.000-960.000	$ 40.00
	2/10/2025	US Postal Service	Shipping- Fire Gear Repair	206-336.000-732.000	$ 13.00
	2/12/2025	Michigan Association	M. Bliven - PC workshop	101-703.000-965.000	$ 125.00
	2/12/2025	Michigan Association	M. Packowski - PC Workshop	101-703.000-965.000	$ 125.00
	2/13/2025	State of Mi Egle Mien.	FD Agency Medical Waste	206-336.000-960.000	$ 76.50
				Subtotal	**$ 3,621.03**
Perry,S	1/23/2025	FED EX	Heads Shipped	510-555.000-732.000	$ 219.53
				Subtotal	**$ 219.53**
Smith, A	1/14/2025	Spartan Distributors	Returned V-Belt	601-581.000-731.000	$ (229.53)
				Subtotal	**$ (229.53)**
Brentar, P	1/27/2025	SP Modern Samurai	2 day Pistols Fundamental Traini	101-301.000-965.000	$ 600.00
	1/27/2025	SP Modern Samurai	2 day Pistols Fundamental Traini	101-301.000-965.000	$ 600.00
	1/27/2025	SP Modern Samurai	2 day Pistols Fundamental Traini	101-301.000-965.000	$ 600.00
	1/27/2025	SP Modern Samurai	2 day Pistols Fundamental Traini	101-301.000-965.000	$ 540.00
	2/3/2025	Elavon (serv. fee)	Service Fee	101-301.000-740.000	$ 0.54
	2/3/2025	Sec. of State	Plate Renewals	101-301.000-740.000	$ 26.00
	2/5/2025	Amway Grand Plaza	MACP Conf. Breakfast(Brentar,B	101-301.000-965.000	$ 52.42
	2/5/2025	Uccellos Downtown	MACP Conf. Dinner (Brentar,Bro	101-301.000-965.000	$ 85.44
	2/6/2025	Z's Bar & Restaraunt	MACP Conf. Dinner (Brentar,Bro	101-301.000-965.000	$ 47.93
	2/6/2025	Amway Grand Plaza	MACP Conf. Breakfast(Brentar,B	101-301.000-965.000	$ 34.42
	2/7/2025	Barrio	MACP Conf Lunch(Brentar,Brook	101-301.000-965.000	$ 103.02
	2/7/2025	Amway Grand Hotel	MACP Conf (Brentar,Brooks)	101-301.000-965.000	$ 787.20
	2/11/2024	Crown Awards	Office of the Year Awards	101-301.000-731.000	$ 131.80
				Subtotal	**$ 3,608.77**
Larocque,M	2/4/2025	Adobe	refund for taxes charged	666-228.000-731.000	$ (190.00)
	2/6/2025	Adobe	refund for taxes charged	666-228.000-731.000	$ (17.27)
	1/22/2025	IIMC	Civic Plus	101-215.000-960.000	$ 195.00
	1/27/2025	YOUR MEMBERSHIP	Job Posting (Deputy Treasurer)	101-215.000-900.000	$ 150.00
	1/29/2025	ADOBE	Annual License Renewal (11 Lice	666-228.000-731.000	$ 3,356.68
	1/29/2025	ADOBE	Adobe Annual License Renewal	666-228.000-731.000	$ 305.15
	2/1/2025	Google	GSuite monthly subscription	666-228.000-810.000	$ 1,130.28
	2/11/2025	PY CEDAM	Event Registration(2025 Housing	101-101.000-965.000	$ 105.00
				Subtotal	**$ 5,034.84**
				Subtotal	**$ -**
				Total	**$ 17,403.02**

THE CITY OF CHARLOTTE MICHIGAN

Memo

To: Honorable Mayor Lewis; City Council
From: Mary LaRocque, City Clerk
Date: March 24, 2025
Re: Staff report on Mayoral appointments to boards and commissions.

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

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

NAME	BOARD/COMMISSION	EXPIRATION OF TERM
Jeff Wildern	Airport Advisory Board	04/01/2028
Richard Deer	Airport Advisory Board	04/01/2028
David Huva	Airport Advisory Board	04/01/2028

Financial Impacts
No financial impact

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

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

MEMORANDUM

TO: Charlotte City Council

FROM: Thomas M. Hitch, City Attorney

RE: **APPROVAL OF THE RELEASE OF ESCROW FUNDS FOR CHARLOTTE ESTATES/THE MEADOWS FOR TREE TRIMMING**

DATE: March 21, 2025

The purpose of this memorandum is to briefly update the City Council regarding a matter involving the airport in which some of the Councilmembers may not be aware. It is the obligation of the airport, as imposed by the FAA and Michigan Aeronautics Commission, to regulate and maintain the safety of airspace surrounding the airport in what are called Approach Protection Areas. The obligation includes compelling landowners to permit the removal or topping of trees on property located within the Approach Protection Areas. Those two agencies have required that the City take action to remove and top trees and have imposed restrictions upon the airport regarding instrument flight related take-offs and landings (including night time) which has reduced the activity at the airport.

The Approach Protection Area covers Charlotte Estates/The Meadows. The City and Charlotte Estates/The Meadows came to an agreement regarding the compensation to be paid regarding the removal and topping of trees. The tree topping and removal has now been completed. Attached to this memorandum is a letter from the City's engineer certifying that the tree topping and removal meets the requirements of both the FAA and the Michigan Aeronautics Commission.

As part of the settlement, the City held in escrow in my firm's trust account $40,000 to make sure upon final inspections that the trees met the above-stated requirements.

The owner is now requesting that this money be released from escrow. I am asking for the Council's approval to release those funds. No formal resolution is necessary as this is a ministerial act as provided for under the terms of a settlement agreement reached with Charlotte Estates/The Meadows.

Therefore, I am requesting that the City Council authorize my law firm to close out the escrow which will finalize this matter.

TMH:cf
Enc.

Prein&Newhof
Engineers ▪ Surveyors ▪ Environmental ▪ Laboratory

March 19, 2025
2230877

Thomas M. Hitch, Esq.
McGinty, Hitch, Person, Anderson & Revore, P.C.
3410 Belle Chase Way, Suite 600
Lansing, MI 48911

RE: Escrow Release for Airport Tree Clearing

Dear Mr. Hitch:

When the easements for the airport was purchased from the Meadows, an amount was held in escrow until tree clearing was completed on the properties. Based on survey we had done, all tree clearing that is required to be removed at this time has been completed and the escrow can be released.

Sincerely,

Prein&Newhof

Jon Van Duinen

cc: Rob Goodman, Stephanie Whitney

DELETE PAGE, if not used

THE CITY OF CHARLOTTE MICHIGAN

Memo

To: Honorable Mayor Lewis; City Council
From: Paul Brentar, Chief of Police
Date: 03-13-2025
Re: UPDATED staff report on Police Patrol Vehicle Outfitting

Background
As you will recall, I presented a staff report to you on 10-10-2024 in reference to the outfitting of two Police Patrol Vehicles in this current budget. Within that report you will see that I noted that these bids all highlighted that if old equipment could not be reused, that new equipment would have to be purchased in order to put these vehicles into service.

That has happened with this project and an additional $4027.07 is needed for completion. I have spoken with the finance director and the police department has the additional money within its budget to cover this additional cost. No additional money is being requested to be put into the police department's budget.

Recommendation
Approve the additional increase of $4027.07 for the outfitting of two police vehicles.

Financial Impacts
None, money within the police department's budget will cover this cost.

Suggested Motion
City Council approves the increase of $4027.07 with funds available within the police department budget.

THE CITY OF CHARLOTTE MICHIGAN

Memo

To: Honorable Mayor Lewis; City Council
From: Mary LaRocque MiPMC, CMMC, City Clerk
Date: March 24, 2025
Re: 2025 Liability & Property Pool Insurance Policy Renewal

Background
The City's Liability & Property Pool insurance policy is set for its annual renewal on April 24, 2025. The policy, provided by the Michigan Municipal League (MML) and brokered through Meadowbrook, has been in place since 2018, and we have maintained a strong and positive relationship with MML, which is marked by excellent customer service.

At the request of the Council, a Request for Proposal (RFP) was issued for this year's insurance renewal. MML was the sole respondent, quoting a premium of $131,577—an improvement over last year's premium of $133,296. Additionally, MML offers a dividend return of $10,766, which brings the net cost to $120,811.

MML Account Executive, Diane Jones, CPCU, is expected to attend this meeting to introduce herself and answer any questions the Council may have.

Recommendation
It is recommended that the City Council approve the renewal of the Liability & Property insurance policy with MML for the coverage period from April 24, 2025, to April 24, 2026, at a premium of $131,577. A dividend return of $10,766 is also anticipated.

Financial Impacts
The annual premium of $131,577 is budgeted, and adequate funds are available for payment. The City is expected to receive the $10,766 dividend return from MML in May.

Suggested Motion
It is proposed that the City Council approve and direct the City Clerk to execute the renewal of the MML Liability & Property insurance policy for the period of April 24, 2025, to April 24, 2026, at the quoted premium of $131,577. The required funds for this expenditure are available in the Insurance & Bonds accounts of the following funds: Fund 101 (General), Fund 280 (Airport), Fund 500 (Recycling), Fund 510 (Water & Sewer), and Fund 601 (Motor Vehicle). Upon receiving the $10,766 dividend, the corresponding adjustments will be made to the expenses of these funds.

michigan municipal league

Liability & Property Pool

Renewal Proposal – revised

for the

City of Charlotte

Presented By:

Diane Jones
MML Liability & Property Pool
(616) 304-0739

March 17, 2025

Table of Contents

This proposal is intended to be only a summary of coverages and services. For specific details on coverage terms and conditions, please refer to the Michigan Municipal League Liability and Property Pool coverage document.

Executive Overview

The Michigan Municipal League Liability and Property Pool has been a stable source of comprehensive municipal insurance and risk management services since 1982. It is financially secure and positioned for long-term stability.

The **City of Charlotte** has been a Pool member since **2012**. The Pool staff is made up of municipal insurance experts. Municipal risk management is our only business, and we're proud of it!

The Pool provides insurance coverage designed specifically for Michigan municipal exposures, combined with a package of loss control programs, claims administration, legal defense and membership services that you won't find anywhere else in Michigan. This quotation is based on the limits of coverage requested by the **City of Charlotte.** Higher limits may be available, subject to underwriting review by Pool Management. Please submit requests for higher limits in writing to your Account Executive. Your request will be considered by Pool Management.

The insurance and related services described more fully in this proposal are being offered to the **City of Charlotte** for an annual premium of **$131,577 (the dividend is $10,766) therefore, after dividend the final cost is $120,811.** When compared to last year's premium cost of $133,296, it represents a premium decrease of $1,719. Higher cyber limits are available for an additional premium, after we receive a completed cyber application. **The following exposure, rate, and coverage limit changes are reflected in this renewal quote:**

- $90 Michigan Catastrophic Claims Assessment (MCCA) per vehicle (was $122/vehicle for 2024)
- A slight increase in property and liability rates
- Police vehicles that qualify for agreed amount increased from $55,000 to $80,000 as requested by the City of Charlotte.
- Pollution extension for fire department and hazardous response team activities $1,000,000
- Four additional automobiles (51 - 2024 to 55 – 2025)
- $778,587 total increase in payroll for the City of Charlotte ($3,477,202 - 2024 to $4,255,789 - 2025)
- The experience modifier is .91, which is under 1.0 resulting in a lower premium
- $638,157 increase in total property values as requested by the City of Charlotte ($38,910,636 - 2024 to $39,584,793 - 2025)

In addition, the MML Liability & Property Pool Board of Trustees voted to return another post-renewal dividend for Members renewing in 2025. **The City of Charlotte's portion of the dividend return is $10,766.** The City of Charlotte will receive this dividend in the month following payment of your 2025 renewal premium.

Thank you for being a Pool member. We look forward to servicing your risk management program for many years to come.

Our Mission

To be a long-term, stable, cost-effective risk management alternative for members of the Michigan Municipal League Liability and Property Pool.

Introduction

What You Can Expect Of Us

- ✓ A commitment to learn, understand and respond to your insurance needs;
- ✓ Continuous planning and innovation in product development and service delivery;
- ✓ Products that meet your needs in terms of price, coverage and service;
- ✓ Prompt, accurate, and courteous response to your questions, problems and claims; and
- ✓ Knowledgeable and professional staff serving your needs consistently and with integrity.

Your Pool Insures More Than . . .

- ✓ 452 Public Entity Members
- ✓ 145 Fire Departments
- ✓ 185 Law Enforcement Agencies
- ✓ 2,295 Police Officers
- ✓ 7,694 Vehicles
- ✓ 18 Electric Utilities
- ✓ 173 Water Utilities
- ✓ 243 Sewer Utilities
- ✓ 16 Municipal Marinas
- ✓ $6.7 Billion of Property Values
- ✓ 21 Dams

Coverage and Cost Summary
City Of Charlotte

Effective 04-24-2025 to 04-24-2026

Coverages	Limit of Liability	Aggregate Limit	Per Occurrence Deductible
Municipal General Liability (Coverage A)	$5,000,000	N/A	$2,500
Pollution Extension for Fire Department and Hazardous Response Team Activities	$1,000,000	$1,000,000	$0
Sewer Back-Up Sublimit	$100,000	$100,000	$0
Personal Injury Liability (Coverage B)	$5,000,000	N/A	$2,500
Medical Payments (Coverage C)	$10,000	N/A	N/A
Public Officials Liability (Coverage D)	$5,000,000	N/A	$2,500
Law Enforcement Liability (Coverages A, B, and D)	$5,000,000	N/A	$2,500
Employee Benefit Liability	$1,000,000	$1,000,000	$2,500
Fire Legal Liability	$100,000	N/A	N/A
Cyber Liability & Data Breach Response	$100,000	$100,000	See Declaration
Dam Liability	No Coverage	N/A	N/A
Marina Operator Liability	No Coverage	N/A	N/A
Uninsured/Underinsured Motorists Coverage	$100,000	N/A	$0
Automobile Liability (Coverages A and B)	$5,000,000	N/A	$0

# Vehicles	Comp	Coll
55	$1,000	$1,000

Agreed Amount, if applicable 20 Vehicles for a total of $5,178,098

Coverages A, B, and D are provided with a combined single limit of liability. The most the Pool will pay for any one occurrence is $5,000,000 regardless of the number of coverages involved in the occurrence.

Property	Limit of Liability	Aggregate Limit	Per Occurrence Deductible
Property - Blanket Basis	$39,584,793	N/A	$500
Boiler and Machinery	Included	N/A	$500
Building(s)	Included	N/A	$500
Contents	Included	N/A	$500
Property in the Open	Included	N/A	$500
Protection & Preservation	Included	N/A	N/A
Property - Actual Cash Value	N/A	N/A	N/A
Property - Limited Replacement Cost	See Schedule	N/A	$500
Property - No Coverage	N/A	N/A	N/A
Property - Replacement Cost	See Schedule	N/A	$500
Accounts Receivable	$100,000	N/A	$250
Automated Weather Observation System [AWOS]	$175,000	N/A	$250

michigan municipal league
Liability & Property Pool

Coverage and Cost Summary
City Of Charlotte

Effective 04-24-2025 to 04-24-2026

Coverages	Limit of Liability	Aggregate Limit	Per Occurrence Deductible
Boat, Trailer used by Fire Dept.	$4,000	N/A	$250
Bronner Santa, In Town Square at Christmas	$30,000	N/A	$250
Consequential Damage	$100,000	N/A	N/A
Contractors Equipment	$1,401,750	N/A	$250
Debris Removal - the lesser of 25% of physical damage loss cr	$5,000,000	$5,000,000	N/A
Demolition & Increased Costs of Construction Limit	$100,000	N/A	N/A
Earth Movement	$2,000,000	$2,000,000	$5,000
Election Equipment	$69,400	N/A	$250
Electronic Data Processing Equip	$500,000	$500,000	$250
Expediting Expense	$100,000	N/A	N/A
Extra Expense	$100,000	N/A	N/A
Fine Arts	$100,000	N/A	$250
Fire Equipment	$476,000	N/A	$250
Flood (Except for Members located in Flood Zone A, AO, AH, A1-A999, AE, or AR)	$1,000,000	$1,000,000	$5,000
Fungal Pathogens	$25,000	$25,000	$250
Loss of Income	$100,000	N/A	N/A
Loss of Rents	$100,000	N/A	N/A
Ornamental Trees, Shrubs, Plants or Lawn	$5,000	$10,000	$250
Personal Effects & Property of Others	$500	$2,500	$250
Police Equipment	$160,000	N/A	$250
Trailers, under 2,000 lbs	$50,000	N/A	$250
Valuable Papers	$100,000	N/A	$250
Comprehensive Crime Coverage			
Employee Dishonesty Blanket/Faithful Performance	$100,000	N/A	N/A
Computer Fraud	$100,000	N/A	N/A
Depositors Forgery	$100,000	N/A	N/A
Funds Transfer Fraud	$100,000	N/A	N/A
Impersonation Fraud	$100,000	N/A	N/A
Money and Securities Inside	$100,000	N/A	N/A
Money and Securities Outside	$100,000	N/A	N/A
Money Orders and Counterfeit Paper	$100,000	N/A	N/A
Bonds			
Bond #: A Treasurer	$100,000	N/A	N/A

michigan municipal league
Liability & Property Pool

Coverage and Cost Summary
City Of Charlotte

Effective 04-24-2025 to 04-24-2026

Coverages		Limit of Liability	Aggregate Limit	Per Occurrence Deductible
Bond #: B	Deputy Treasurer	$100,000	N/A	N/A
Bond #: C	Manager	$100,000	N/A	N/A
Bond #: D	Deputy Clerk	$100,000	N/A	N/A
Bond #: E	Clerk	$100,000	N/A	N/A
Bond #: F	2nd Deputy Treasurer	$100,000	N/A	N/A

Only one deductible applies to claims involving two or more property coverages.

The Michigan Municipal League Liability and Property Pool is pleased to offer all coverages and services described in this proposal for an annual premium of $131,577.

Cyber Coverage

TOWER 1 Limit	**POLICY AGGREGATE LIMIT OF LIABILITY**	$100,000	For all Damages, Claims Expenses, Penalties and PCI Fines, Expenses and Costs
	Information Security and Privacy Sublimit	$100,000	each Claim and in the Aggregate
	Regulatory Defense and Penalties Aggregate Sublimit:	$20,000	each Claim and in the Aggregate
	Website Media and Content Liability Aggregate Sublimit:	$100,000	each Claim and in the Aggregate
	PCI Fines, Expenses and Costs Aggregate Sublimit:	$10,000	each Claim and in the Aggregate
	Cyber Extortion Aggregate Sublimit:	$25,000	each Claim and in the Aggregate
	First Party Data Protection Aggregate Sublimit:	$25,000	each Claim and in the Aggregate
	First Party Network Business Interruption Aggregate Sublimit:	$25,000	each Claim and in the Aggregate
	Note: The above Sublimits are part of, and not in addition to, the overall Policy Aggregate Limit of Liability		
	Liability Retention Per Claim:		
TOWER 1 Retention	All other coverages Retention:	$0	each Claim
	Cyber Extortion:	$5,000	each Extortion Threat
	First Party Data Protection:	$5,000	each Data Protection Loss
	First Party Network Business Interruption:	$5,000	each Business Interuption Loss Waiting Period: 12 hours
	Limits of Coverage - Privacy Breach Response Services		
TOWER 2 Limit	Legal Services/Computer Expert Services/Public Relations and Crisis Management Expenses Aggregate Sublimit:	$50,000	per Incident and in the Aggregate
TOWER 3 Limit	Notified Individuals:	10,000	Notified Individuals in the Aggregate
	A sublimit of up to 10% of Notified Individuals residing outside the United States, which is part of and not in addition to the Notified Individuals Aggregate Limit of Coverage		
	Note: The Privacy Breach Response Services Limits of Coverage are separate from and in addi		
	Privacy Breach Response Services Threshold/Retention (Each Incident):		
TOWER 2 Retention	Legal Services/Computer Expert Services/Public Relations and Crisis Management Expenses Retention:	$0	each Incident
TOWER 3 Retention	Notification Services/Call Center Services/Breach Resolution and Mitigation Services Threshold:	0	each Incident

Your Team of Experts

Diane Jones
Account Executive
(616) 304-0739

Michael J. Forster
Pool Administrator
(734) 669-6340

Katelyn Petracca
248-204-6160
Alpha Split: (Le – Z)

Joan Opett
248-204-8579
(A – La)

Customer Service Representatives

Christopher Flechsig
Liability Claims Supervisor
(810) 844-8146

Matt Heins
Loss Control Supervisor
Law Enforcement Action Forum Coordinator
(248) 791-4371

Benefits of Pooling with the MML

- ✓ Proven long-term availability and stability
- ✓ Broad coverage document written specifically for Michigan municipalities
- ✓ Services tailored to unique needs of Michigan municipalities
- ✓ Member assets controlled by an elected Board of municipal officials
- ✓ Equitable rating based on Pool experience in Michigan
- ✓ Aggressive defense strategy – positive impact on case law
- ✓ Professional, dedicated, and experienced local management, oversight and service
- ✓ Decisions made and problems resolved by a group of your peers
- ✓ Investment income and underwriting surplus used to benefit members
- ✓ Lower expenses through tax-exempt and non-profit status
- ✓ Special loss avoidance training sessions including:
- ✓ Safety aspects of emergency vehicle operations
- ✓ Accident investigation for supervisors
- ✓ Confined spaces training

The advantages of pooling can be summarized by:

Service + Control + Value

City of Charlotte Has . . .

- ✓ $4,255,789 Annual Payroll
- ✓ 17 Law enforcement officers
- ✓ 55 Vehicles
- ✓ 20 Vehicles with agreed values totaling $5,178,098

Increased Liability Limits

We cannot guarantee the adequacy of any limit of liability. Due to the following factors, it may be prudent to consider higher limits:

- ✓ Increased jury awards in your jurisdiction
- ✓ Increased litigation trends
- ✓ Protection of tax base against judgments in excess of your policy limits

If you are interested in increasing your liability limits, please contact your Account Executive.

Highlights of Coverages Provided

Who Is Insured?

The Pool member entity, elected and appointed officials, employees and authorized volunteers, and any person officially appointed to a Board or Commission

General Liability

In addition to standard liability coverages (bodily injury, property damage, products and completed operations) the Pool provides coverages that municipalities need on an ***occurrence* basis with *no aggregate liability limits***:

- ✓ Liability resulting from mutual aid agreements
- ✓ Premises medical payments
- ✓ Host liquor liability
- ✓ Watercraft liability, owned less than 26' and non-owned less than 50'
- ✓ Special events ***excluding*** -
  •Fireworks (unless endorsed) •Liquor Liability • Mechanical Amusement Rides
- ✓ Fire legal liability for real property
- ✓ Ambulance and EMT malpractice

Fireworks Coverage Options: (Fireworks application must be completed before coverage is endorsed)

1. The MML Liability & Property Pool is primary (the Member is not added as an additional insured on a pyrotechnician's coverage):

Annual Aggregate Sublimit	Additional Premium
$500,000	Yes
$1,000,000	Yes

2. The MML Liability & Property Pool is excess (the Member is added as an additional insured on a pyrotechnician's coverage):

   NO ADDITIONAL PREMIUM

- ✓ Athletic participation liability
- ✓ Employee benefit liability
- ✓ Cemetery operations coverage
- ✓ Marina Operators coverage available
- ✓ Up to $10 million in liability limits available
- ✓ Pollution coverage for Hazardous Response Teams
- ✓ Cyber Liability and Data Breach Response Coverage – as described on MMLCYD (09/17)

General Liability Exclusions . . .

The following is a partial list of general liability coverage exclusions. Consult the coverage document for the complete listing:

- ✓ Pollution (except for Hazmat operations).
- ✓ Nuclear energy / nuclear material hazards
- ✓ Expected or intended injury
- ✓ Breach of contract
- ✓ Failure of dams (unless endorsed)
- ✓ Contractual Liability
- ✓ Failure to supply utilities
- ✓ Electromagnetic radiation
- ✓ Medical malpractice for doctors and physicians
- ✓ Criminal activity--Intentional acts w/knowledge of wrongdoing
- ✓ Backup of Sewers and Drains (**exception -- $100,000 Annual Aggregate Sublimit for Sewer and Drain Liability)**
- ✓ Aircraft Liability – (Unless Endorsed -- Limited Coverage for Unmanned Aircraft—MML236)

Cyber Liability and Data Breach Response Coverage

- ✓ Information Security and Privacy Liability
- ✓ Privacy Breach Response Services
- ✓ Regulatory Defense and Penalties
- ✓ Website Media Content Liability
- ✓ PCI Fines, Expenses and Costs
- ✓ Cyber Extortion
- ✓ First Party Data Protection
- ✓ First Party Business Interruption

Public Officials Liability Coverage

"Wrongful Acts", including intentional acts, defined as any actual or alleged error, misstatement, act of omission, neglect or breach of duty including:

- ✓ Neglect of duty
- ✓ Zoning defense and land use litigation
- ✓ Malfeasance
- ✓ Violation of civil rights
- ✓ Discrimination
- ✓ Employment practices
- ✓ Misfeasance
- ✓ Cable TV broadcasting

Public Officials Liability Exclusions

The following is a partial list of public officials' liability coverage exclusions. Consult the coverage document for the complete listing:

- ✓ Pollution and Nuclear Energy
- ✓ Fraud, dishonesty, intentional and criminal acts
- ✓ Failure to purchase coverage or adequate coverage
- ✓ Return of governmental grants or subsidies
- ✓ Intentional acts with knowledge of wrongdoing
- ✓ Eminent domain / takings
- ✓ Illegal profit
- ✓ Labor union actions
- ✓ ERISA violations
- ✓ Backup of Sewers and Drains

Personal Injury & Advertising / Broadcasters Liability Coverage

- ✓ Mental anguish and stress
- ✓ Libel, slander or defamation of character; violation of an individual's right of privacy
- ✓ Proactive services for non-monetary damage claims

Police Professional Liability Coverage

Police Professional Liability coverage is contained within the General Liability and Public Official Liability Coverage Parts

- ✓ Discrimination
- ✓ Violation of civil rights
- ✓ Jail operations
- ✓ Assault or battery
- ✓ Improper service of suit
- ✓ Coverage assumes officers act with intent
- ✓ False arrest, detention or imprisonment, or malicious prosecution
- ✓ Wrongful entry or eviction or other invasion of the right of private occupancy

Property Coverage

In addition to covering buildings, contents and personal property, the Pool provides:

- ✓ Blanket coverage -- All member-owned property insured (unless specifically excluded)
- ✓ Coverage based on ownership rather than on a "schedule on file" avoids coverage gaps due to errors or oversight
- ✓ Property of others in custody of the Member for which the Member has an obligation to provide coverage
- ✓ Boiler & Machinery coverage, including Boiler certification inspections
- ✓ Replacement Cost or Actual Cash Value available
- ✓ Fungal Pathogens (Mold) Limited Coverage
- ✓ Demolition/increased cost of construction
- ✓ No coinsurance
- ✓ Valuable papers
- ✓ Loss of Rents
- ✓ Property in the open
- ✓ Extra expense
- ✓ Expediting expense

Property Exclusions

The following is a partial list of property coverage exclusions. Consult the coverage document for the complete listing:

- ✓ Nuclear reaction/ contamination
- ✓ War
- ✓ Cyber Risk
- ✓ Fungal Pathogens (Mold) excess of sub-limit
- ✓ Failure to supply utilities
- ✓ Transmission Lines and Poles
- ✓ Dishonest acts
- ✓ Acts of Terrorism excess of Pool's Aggregate Sublimit -- MMLC TR (9/1/10)
- ✓ Wear and tear
- ✓ Computer failures/ viruses

Only <u>one</u> deductible applies to claims involving two or more property coverages.

Comprehensive Crime Coverage

- ✓ Employee Dishonesty/ Faithful Performance of Duty coverage provided on a blanket basis
- ✓ Loss Inside the Premises
- ✓ Loss Outside the Premises
- ✓ Money Orders/ Counterfeit Currency
- ✓ Depositors Forgery
- ✓ Position Fidelity Bonds
- ✓ Computer Fraud
- ✓ Funds Transfer Fraud

Automobile Coverage Highlights

What Is Covered?

Coverage is afforded while operating land motor vehicles, trailers or semi-trailers designed for travel on public roads.

Auto Coverages Provided

- ✓ Michigan No-Fault Coverage, includes mini-tort coverage for no extra charge
- ✓ Excess protection for use of personal automobile for municipal business
- ✓ Uninsured motorist for municipally owned vehicles
- ✓ Underinsured motorists
- ✓ Non-owned and hired auto
- ✓ Comprehensive - actual cash value basis
- ✓ Collision - actual cash value basis
- ✓ Volunteer firefighter auto accident liability coverage
- ✓ Agreed value coverage for emergency vehicles is available
- ✓ Fire or Rescue Vehicle Rental Reimbursement Coverage

Pool Risk Management Services

- ✓ Review and service of all municipal insurance matters
- ✓ Public entity experts address various liability issues
- ✓ Aggressive, member-oriented defense strategy
- ✓ Former police officials address law enforcement risks
- ✓ Physical inspection by municipal loss control consultants
- ✓ Law enforcement risk control programs (LEAF and LERC)
- ✓ Property appraisal services available

Online Services

www.mml.org (click on the *Insurance* button) – offers Pool members an outstanding resource for municipal risk management information and self-help tools in one attractive, simple-to-navigate location. File a claim online. Download your renewal application. Request a loss control service visit. E-mail us a question. Other services available online:

- ✓ Online Forms (including Sewer Backup Sample Documents)
- ✓ Risk Resources:
  - ✓ Risk Control Solutions
  - ✓ Safety & Health Manual
  - ✓ Risk Management is Good Management Program
  - ✓ Law Enforcement Newsletters
  - ✓ Access to Lezage – online training system, 24/7 access, no additional charge
- ✓ MML Pool Audited Financial Statements
- ✓ Intergovernmental Contract
- ✓ Board of Directors, Pool Administrator and Staff Profiles and Contact Information

Membership Responsibilities

Membership in the Michigan Municipal League Liability and Property Pool provides numerous benefits. Likewise, individual members have certain responsibilities to the other members, which are detailed in the Intergovernmental Contract. The following is a summary of the membership responsibilities. Please refer to the Intergovernmental Contract, Articles 5 and 6, for more information.

- ✓ If a Member intends to leave the Pool, the Member must send a written notice to the Pool at least 60 days prior to its next renewal date.

- ✓ A Member must pay its premium when due. The Pool must give each member 20 days written notice of intent to terminate membership for nonpayment of premium. Payment of premium before the 20 days notice is effective will entitle the Member to reinstatement.

- ✓ Members must maintain membership or associate membership status in the Michigan Municipal League.

- ✓ A Member will allow attorneys employed by the Pool to represent the Member in defense of any claim made against the Member within the scope of coverage provided by the Pool. A Member will cooperate with the assigned attorneys, claims adjusters, service company or other agents of the Pool relating to the defense of claims for which the Pool is providing coverage.

- ✓ A Member will follow loss reduction and prevention measures established by the Pool.

- ✓ A Member will report to the Pool as promptly as possible all incidents that the Member reasonably believes may result in a claim against the Member.

DOWNTOWN RESIDENTIAL DWELLING 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 front window ~~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

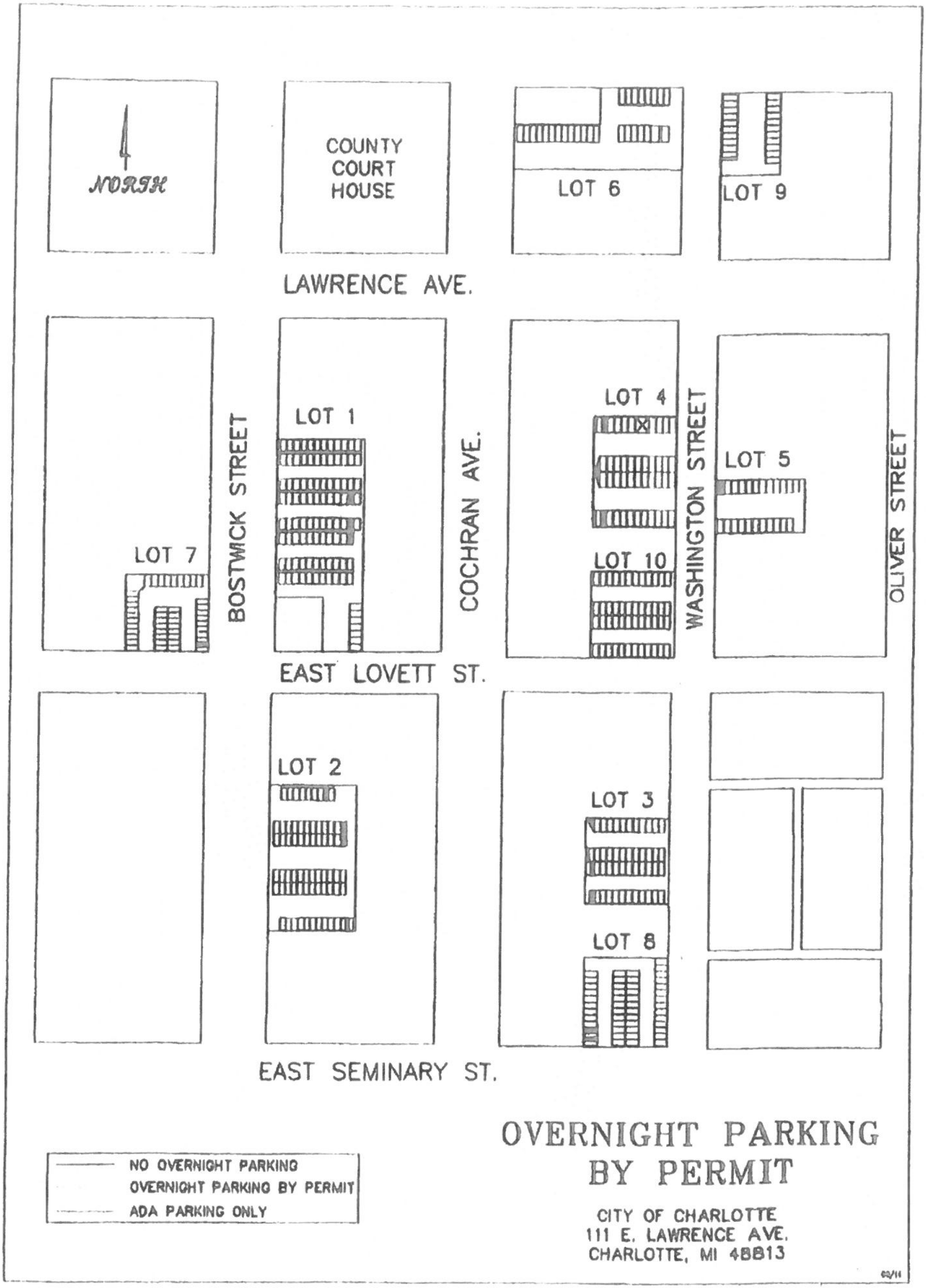
- Downtown residential overnight permit holders are encouraged to share our City with their visitors.
- One visitor permit is available per dwelling ~~apartment.~~
- The fees and expiration dates for the visitor pass are the same as the resident parking pass. The permits are transferable, including the 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.**


NORTH
COUNTY COURT HOUSE
LOT 6
LOT 9
LAWRENCE AVE.
LOT 1
LOT 4
LOT 5
LOT 7
LOT 10
BOSTWICK STREET
COCHRAN AVE.
WASHINGTON STREET
OLIVER STREET
EAST LOVETT ST.
LOT 2
LOT 3
LOT 8
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

2193 Association Drive, Suite 200, Okemos, Michigan 48864 Tel: 517.316.9232 / 517.316.9233
www.MannikSmithGroup.com

March 24, 2025

City Council
City of Charlotte
111 E. Lawrence Avenue
Charlotte, MI 48813

RE: Oak Park Design & Renovation

Dear Charlotte City Council:

Over the last several months, I have had the pleasure of working with the Charlotte Parks Advisory Board to discuss and explore options to renovate Oak Park. Several public meetings were held where members of the Parks Advisory Board and the public were asked to provide feedback about the priorities for Oak Park.

Priorities identified during the community engagement and planning process are:

1. Renovation of play equipment
2. Renovation of sidewalks through the park
3. Renovation of the gazebo

Included in your packets are the updated concept rendering of Oak Park as well as the draft cost estimates for the park renovation project. The estimated project cost is $150,000. At the most recent Parks Advisory Board meeting on March 18, 2025, which took place at Oak Park, they made a motion with a recommendation to the Charlotte City Council to proceed with the renovation of Oak Park and to apply for two grants to help subsidize the project costs. Those grants are the Charlotte Area Recreation Authority Grant ($30,000) and the Eaton County Parks Community Grant Program ($100,000). Additionally, this request includes partial funding by the City of Charlotte for $20,000

Tonight, we ask the Charlotte City Council to "*Approve the Oak Park concept rendering and to allocate $20,000 in City funds, authorize staff to draft grant applications for the Charlotte Area Recreation Authority Grant and the Eaton County Parks Community Grant Program and to return to the City Council at a future date for formal approval through resolution.*"

Sincerely,

Mike Hoffmeister, CPRP
Senior Municipal Manager
The Mannik & Smith Group

Charlotte Parks Advisory Board

Oak Park Cost Estimate

Park Amenity	Line Item	Price Estimate
Sidewalk		
	Removal of 630' of existing	$1,200.00
	Installation of new	$17,500.00
Playground		**Penchura**
	Swings/Accsssible - #3341	$5,200.00
	Swings/Toddler - #3339	$4,185.00
	Spinner - #3039	$11,900.00
	Four Seat Seesaw - #1228	$4,690.00
	Cozy Dome - #2700	$6,040.00
	Slide - #1079	$7,900.00
	Existing Removal	$8,250.00
	New Install	$11,500.00
	Freight	$2,300.00
	Engineered Wood Fiber	$5,746.00
Gazebo		**Playground Pros**
	New 20' Octoganal Gazebo	$15,658.00
	Shipping	$3,200.00
	Gazebo Installation	$12,777.00
	22' Concrete Pad	$8,800.00
Site Amenities		
	Picnic Tables	$3,000.00
	Recycled Material Benches	$3,000.00
Professional Services		
	Grant Administration	$2,500.00
	Bid Assistance	$3,000.00
	Contingency at 10%	$12,000.00
	TOTAL	**$150,346.00**

Oak Park - Concept 2