



PROPOSED AGENDA
REGULAR MEETING OF THE CHARLOTTE CITY COUNCIL
111 E. Lawrence Ave, Charlotte, MI 48813 (517) 543-2750
7:00 P.M. Monday, April 14, 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/83061501207>
One tap mobile: +16465588656,,83061501207#
Telephone: (312) 626-6799 Webinar ID:830 6150 1207

- 1. Call to Order**
- 2. Roll Call**
- 3. Invocation – Andy Shaver - Real Life Church**
- 4. Pledge of Allegiance**
- 5. Approval of Minutes**
 - a. March 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 \$1,062,570.05
 - b. Approval of Employee Sick Time Act (ESTA) Policy
 - c. Approval of Administrative Policy 2025-01 - Current City Employee - Volunteer Fire Fighter Response
 - d. Approval of sealed bid contract with Real Green Lawn Care & Landscaping for code enforcement related mowing, trimming and weed abatement services
 - e. Approval of Resolution 2025-10a For designation of Street Administrator for MDOT Act 51
 - f. Approval of Resolution 2025-10b For decertification of W. McClure St. and W. Foote St. from the Act 51 Street Certification

- g. Approval of Resolution 2025-11 a resolution of the City Council of Charlotte, Eaton County Michigan, approving participation in the Eaton County Parks Community Grant Program and authorizing the submission of a grant application for the Camp Frances renovations
- h. Approval of Resolution 2025-12 a resolution of the City Council of Charlotte, Eaton County Michigan, approving participation in the Eaton County Parks Community Grant Program and authorizing the submission of a grant application for the Oak Park engineering and renovation project
- i. Approval of Mayoral appointments

11. Business Agenda

- a. First reading and consider approval to set a public hearing and second reading on April 28, 2025 for proposed ordinance 2025-03 an ordinance to amend section 68-172 - Prohibited Discharges - of Chapter 68 - Utilities, Article IV Sewers, Division 4 Public Sewer Use - of the code of the City of Charlotte by changing the permissible discharges of aluminum concentrations from 2.1 MG/L to 34.2 MG/L within the City of Charlotte
- b. Consider approval of Resolution 2025-13 to approve the creation of 2025 SAD - Fire Protection and set a date for the public hearing on May 12, 2025
- c. Consider approval of Resolution 2025-14 a resolution affirming the City Council of Charlotte's interest in traffic calming measures and requesting a meeting with the Michigan Department of Transportation to address 18-wheel truck activity in downtown Charlotte
- d. Consider approval to authorize city staff to apply to the MDOT Transportation Economic Development Fund (TEDF) category F grant program
- e. Consider approval of submission for Combs industrial park road extension project to the FY 2026 Community Project Funding Request
- f. Consider approval of the 2025 Local Officers Compensation Commission policy
- g. Discussion - MML September 17-19th Convention
- h. Discussion - set a date for a budget workshop at 10 a.m. on either April 23 or 24, 2025

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.
March 24, 2025

CALL TO ORDER:

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

ROLL CALL:

Mayor Lewis, 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:

Chuck Jenson – West Carmel Church

PLEDGE OF ALLEGIANCE:

Led by Lewis

APPROVAL OF MINUTES:

- a. March 10, 2025 Regular Council Meeting Minutes

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

ABSENCE OF COUNCIL MEMBERS:

Mayor Pro-Tem Duweck

Motion by Christensen supported by Chin to approve the absence of Mayor Pro-Tem Duweck. Carried; Yea 6; Nay 0; Absent 1

PUBLIC COMMENT:

John Laupp, resident. RR Quiet Zone meeting update; housing initiatives = 34 acres on N. side of Hall St. – what is proposed use? Downtown parking policy suggestions; Praised new Community Development Director Salena Benavidez.

Cooper Frost, resident. Provided update on activities of the Charlotte Street Trees campaign and invited community participation.

JoDee Pruden, (Zoom) resident. Thanked the DPW for their help removing a tree limb and brush from the recent wind storm.

APPROVAL OF AGENDA:

Motion by Rodriguez supported by Fullerton to approve the agenda as printed. Carried; Yea 6; Nay 0; Absent 1

SPECIAL PRESENTATION:

- a. Proclamation 2025-02 Arbor Day

Motion by Christensen supported by Scott to proclaim Friday April 25, 2025 as Arbor Day in the City of Charlotte. Carried by roll call vote; Yea 6; Nay 0; Absent 1 (Duweck)

COMMUNICATIONS AND COMMITTEE REPORTS:

- a. City Attorney Report

The attorney's report was received, and a summary of the key items was provided.

- b. City Manager Report

The manager's report was received, and a summary of the key items was provided. Discussion with the council resulted in support for two proposed main street projects; crush and shape

on Oliver St. and mill and fill on Washington St. which will be planned for this spring.

c. Council member Committee Reports

Chin: Provided updates on the EATRAN board meeting, noting that a millage proposal will be coming next year. For the Youth Advisory Council, plans are underway and expect to kick off the program in the fall with the new school year.

Scott: Reported that the CARC meeting was successful. A request was received from the CJO Football program, and the Oak Park project was discussed. He, along with Chin and Duweck attended the CEDAM conference, where they learned about housing and its financing. The area N. of Hall St. mentioned by Laupp has a brownfield designation.

Fullerton: The Park Board reported that all new signs are being planned by the DPW Director. The brownfield area, located at North of Hall Street, was previously the site of the city's former dump and is not suitable for development.

Christensen: Announced the upcoming Planning Commission meeting on April 1st at 7 p.m. Regarding Camp Frances, there's consideration to shift maintenance responsibility away from the board to allow more focus on programs. The Downtown Traffic Quieting ad hoc committee had a positive meeting with Rep. Witwer and Sen. Anthony and expects support at the state, federal, and local levels for these projects.

Lewis: Shared that the Downtown Traffic Quieting ad hoc committee met with Rep. Witwer and Sen. Anthony, who were very receptive to the ideas proposed and noted that both representatives were very engaged and appreciative of the local issue. There have been discussions with MDOT and the Marshall City Manager. Lewis emphasized the need for strong support from the Council, businesses, and citizens to make progress with MDOT.

Rodriguez: Sought clarification on the Youth Advisory and Housing ad hoc committees, suggesting a focus on entry-level housing. Chin responded that they are currently in the information-gathering stage and emphasized the importance of aligning with the Master Plan.

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

Motion by Chin supported by Scott to approve consent agenda items a through d. Carried by roll call vote; Yea 6 Nay 0; Absent 1 (Duweck)

BUSINESS AGENDA:

- a. Consider approval of 2025 Liability & Property Pool Insurance Policy

Diane Jones, Account Executive at Meadowbrook, provided the Council with a concise overview of the policy and its offerings, including a summary of the City's longstanding relationship with MML. She highlighted MML's dividend returns to its members, noting that the City has received over \$142,000 in dividends since 2012 and anticipates an additional \$10,000 upon renewal of this policy, which we will receive sometime in May.

Motion by Chin supported by Scott to approve 2025 Liability & Property Pool Insurance Policy. Carried by roll call vote; Yea 6; Nay 0; Absent 1 (Duweck)

- b. Consider approval of amendment to Downtown Dwelling Overnight Parking Program

Motion by Christensen supported by Scott to approve the amendment to Downtown Dwelling Overnight Parking Program. Carried by roll vote; Yea 6; Nay 0; Absent 1 (Duweck)

- c. Discussion – Oak Park Plan Review

Mike Hoffmeister, CPRP Project Manager from The Mannik & Smith Group, Inc., the firm contracted by the City for design development and construction management services on the Oak Park Plan, presented an overview of the project to the Council. The report, available in the packet, includes a project synopsis, cost projections, and a rendering of the proposed design.

Motion by Fullerton supported by Scott 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. Carried by roll call vote; Yea 6; Nay 0; Absent 1 (Duweck)

PUBLIC COMMENT:

Nicole Christensen, resident and District 12 Eaton County Commissioner: Serves on the Eaton County Parks Community Grant Program and expressed her support for the City's grant application. Additionally, she requested support for a proposed change to code enforcement that would allow large furniture items to be placed curbside for a designated period to facilitate community pick-up.

Cooper Frost, resident: Noted that the energy in the room has improved since his last visit. As the Rotary Interactive Advisor leader, he offered to serve as a connection for Council member Chin for his Youth Advisory Council. Expressed support for

rerouting downtown truck traffic and provided recommendations and resources for the Housing Ad Hoc Committee.

Zack Story, (Zoom) resident and Parks Board Chairperson: Thanked the Council, City Manager Hillard, Council Member Fullerton, Mike Hoffmeister from Mannik Smith Group, and his fellow board members for the work on Oak Park project. Expressed pride and enthusiasm for the ongoing parks project and highlighted additional upcoming projects at Bennett Park.

STAFF COMMENTS:

No comments

MAYOR AND COUNCIL COMMENTS:

Scott: Welcomed John Laupp to the housing discussion and expressed appreciation for his input.

Chin: Requested an update on the (Carmel) Township fire services contract. Reported on his participation in the Cap-Con conference through MML, where he engaged with State representatives and senators. Announced that he has earned Level 1 certification in the MML Elected Officials Academy and is nearing completion of Level 2.

Christensen: Thanked all attendees for their participation. Expressed interest in the City contracting with an arborist and updating the tree policy. Provided an update on discussions with the owner of the old middle school regarding recent reported issues and noted plans to meet with him to discuss future developments for the property. Attended the Cap-Con conference, where he connected with representatives from other communities and expressed a commitment to developing skills in lobbying.

Rodriguez: No comment.

Lewis: No comment.

Fullerton: No comment.

ADJOURN:

Motion by Christensen supported by Scott to adjourn the meeting at 8:32 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: April 11, 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, Planning Commission, Carmel Township Supervisor Don Ramsey, Rural Fire Association President David Roberts, Shyft Group, Lansing Economic Area Partnership, Michigan Economic Development Corporation, Charlotte Housing Initiative Council Subcommittee, and Tri-County Planning Commission.

Fire Agreement Review Update

I have attended a number of Rural Fire Association meetings over the past ten months. This included individual meetings with the President of the Association. I also had numerous meetings with Carmel Township, specifically the Township Supervisors to discuss the future of Fire Services. Most recently, I worked with the Fire Department and presented some proposed changes to the agreement between the City and the Rural Fire Association that I believe creates a stronger partnership. These changes clarified some existing practices and suggested some improvements that I believe could provide a stronger partnership with the Rural Fire Association. The suggested changes will likely be discussed at a Rural Fire Association meeting soon.

Downtown City Role Review Update

Over the last ten months, I have been observing the roles of the City of Charlotte, the Downtown Development Authority, Charlotte Rising, and other non-profits as it relates to Downtown Charlotte. This was an intentional effort to provide the City Council a recommendation on the role the City should take in supporting a successful downtown. When I arrived in Charlotte, I was very excited to learn that Charlotte had a Downtown Development Authority and Charlotte Rising was the leader of the Main Street program. However, I soon learned the Downtown Development Authority Tax Increment Finance Plan was not renewed and Charlotte Rising did not receive an annual \$25,000 fee for over a year by the City. I put my initial efforts toward reestablishing Downtown Development Authority Tax Increment Finance Plan and creating a two year contract with Charlotte Rising. I attended meetings with the Charlotte Rising Executive Director, Charlotte Rising Board of Directors, Love For Charlotte Businesses, Charlotte Chamber of Commerce Executive Director, Charlotte Chamber of Commerce Board of Directors, visited many of the downtown businesses, and attended a variety of events in Downtown Charlotte. I have been very impressed with the commitment to Charlotte by the many groups and individuals. However, it has been reported that efforts to coordinate downtown groups and activities have been extremely difficult. And most recently the Charlotte Rising

Board expressed to me that based on the present funding, they can not afford to maintain an Executive Director. They also declared through their research that without a financially successful Downtown Development Authority, the success of Charlotte Rising being a certified Main Street program was not likely. My conclusion on the City's appropriate role in downtown is that the City should assist the efforts of downtown as outlined. This includes providing excellent maintenance downtown, including trash pick-up, sweeping, snow removal and infrastructure repair. Also, this should include enhancing a sense of place throughout downtown by maintaining banners, holiday decorations, flowers, and other beautification efforts. The Public Works Department is now positioned to be successful in this area. Further, I believe the City can work closely with the Michigan State Housing Development Authority and Michigan Economic Development Corporation on downtown housing and direct business grants for space redevelopment. State agencies have grant resources, and the City can be successful in this area. Also, the City should continue to provide the basic administration of the Downtown Development Authority. This strategy will allow the Community Development Department to manage these tasks successfully, along with a variety of other strategies to assist downtown markets that include housing, industries, and business corridors. In the area of parades and events, the City should continue to provide public safety support by providing barricades and managing road closures. But I would not recommend providing funding to non-profits for the social district and event management. As I review budget and staffing decisions moving forward, this will be my basis for decision making and recommendations. The Charlotte Rising contract still has an additional contract year, so the full implementation of this strategy may take up to a year.

“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

Clerk

City Council Compensation Review

Earned Sick Time Policy Revisions Review

Employee Funded Retirement Policy Review

Health Care Savings Policy Review

Website Review

Council Chamber Communication Review

Liability Insurance Review

City Funded Retirement Program Review

Health Insurance Review

Clerk’s Department Review

Community Development

Downtown Semi-Truck Traffic Review
Downtown City Role Review
Downtown Development Authority/Tax Increment Finance Plan Review
Zoning Ordinance Review
Eaton County 4-H Agricultural Society Property Review
Communication Review
Lansing Street/Road Business District Review
Housing Initiative Review
Community Master Plan Review
Downtown Social District Review
Community Development Department Review

Finance

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

Fire

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

Police

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

Public Works

Oak Park Plan Review
Combs Industrial Park Review
Bennett Park Bleacher Review
Lincoln Street Truck Traffic Review
Street Maintenance Program Review

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



To: City Manager Hillard; Honorable Mayor Lewis; City Council
From: Mary LaRocque, City Clerk
Date: April 14, 2025
Re: City Clerk Department

Website Design and Audio/Visual Upgrades in the Council Chambers

I am actively collaborating with the CivicPlus team in the content development and design phase, working closely to ensure the site meets our goals and expectations. Once the design is finalized, we will move into the website reveal and group training phase.

Regarding the audio/visual upgrades in the Council Chambers, the company originally enlisted to develop a finalized plan has withdrawn from the project. As a result, I am currently re-evaluating our approach and exploring alternative solutions. Progress updates on both projects will continue to be shared as developments occur.

Local Officers Compensation Committee (LOCC) Meeting

A meeting was held April 3, 2025 and the proposed 2025 policy is part of your meeting packet for consideration today.

May 6, 2025 Special Election

All ballots for permanent absentee voters have been mailed beginning March 27, 2025 through April 4th, 2025. If you are not on the permanent absentee ballot list but wish to vote absentee, you must submit an absentee ballot application to your me in order to receive a ballot. You may also apply online by visiting the [Michigan Voter Information Center](#).

Where to Vote on Election Day

 District 1, Precinct 1

Location: Community Room (Basement), City Hall – 111 E. Lawrence Ave.

Hours: Polls are open from 7:00 a.m. to 8:00 p.m.

 District 2, Precinct 1

Location: Community Room, West Side Fire Station – 911 W. Shepherd St.

Hours: Polls are open from 7:00 a.m. to 8:00 p.m.

 Just a reminder: No campaigning is allowed within 100 feet of the entrance to any polling place. This includes signs, shirts, buttons, or vehicles with campaign materials. Look for posted signs at each location—this rule will be strictly enforced. If your car has campaign signs or decals, please make sure to park outside the marked zone.

Thanks for helping keep things fair and smooth on Election Day!



Memo

To: Honorable Mayor Lewis; City Council
From: Mary LaRocque, City Clerk
Date: April 09, 2025
Re: Claims and Expenditures for Council approval on Monday April 14, 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 24, 2025	\$ 2,476.58
HRA Insurance claims week of March 31, 2025	\$ 6,240.67
HRA Insurance claims week of April 07, 2025	\$ 6,926.46
Payroll paid Friday April 04, 2025	\$ 283,043.05
Invoiced claims as of April 09, 2025	\$ 763,883.29
Total	<u>\$1,062,570.05</u>

Suggested Motion

Motion to approve Claims and Expenditures in the amount of **\$1,062,570.05**

COMMERCIAL CREDIT CARD STATEMENT 2025

March, 2025

Griffith, M	2/19/2025	Wal-Mart	Office Supplies	510-550.000-731.000	\$ 83.76
	3/3/2025	State Egle Events	2025 Brownfield Workshops	101-441.000-960.000	\$ 30.00
	3/5/2025	Egle DW Train Cert	Drinking Water Operator Training	510-562.000-965.000	\$ 70.00
	3/6/2005	Municipal Wastewater	License Renewal (Arras)	510-537.000-960.000	\$ 96.90
			Subtotal		\$280.66
Brentar, P	2/21/2025	Federal Processing Re	System for Award Management	101-253.000-801.000	\$ 1,999.00
	2/22/2025	Zoom	Zoom Workplace 2/22/25-2/21/26	101-301.000-810.000	\$ 158.89
	3/6/2025	SP CustomPins	Custom Enamel Pins	101-301.000-963.000	\$ 216.00
	3/11/2025	Arby's	Lunch Brentar ICS 400 Class	101-301.000-965.000	\$ 13.03
	3/12/2025	Culvers of Lansing	Lunch Brentar ICS 400 Class	101-301.000-965.000	\$ 14.56
			Subtotal		\$ 2,401.48
Christiansen	2/15/2025	Wal-Mart	Custodian Uniform Pants	101-265.000-731.000	\$ 29.68
	2/15/2025	Wal-mart	Custodian Uniform Shirts	101-265.000-731.000	\$ 126.95
	2/19/2025	Wal-mart	Custodian Pants	101-265.000-731.000	\$ 52.96
	2/19/2025	Amazon Mark	Custodian Supplies	101-265.000-731.000	\$ 79.12
	2/20/2025	Amazon Mark	Custodian Supplies	101-265.000-731.000	\$ 16.95
	2/25/2025	Amazon Mark	Water Hook Up Kit	101-265.000-731.000	\$ 25.43
	02/25/2025	Amazon Mktpl	Heavy Duty floor stripper	101-265.000-731.000	\$ 198.16
	2/27/2025	Amazon Mark	Painters tape, Absorbent spill pac	101-265.000-731.000	\$ 54.00
	3/4/2025	Amazon Mark	Fire Chief Protective phone case	206-336.000-731.000	\$ 21.19
	3/6/2025	Amazon Mark	Nylon scour Pads	101-265.000-731.000	\$ 13.77
			Subtotal		\$ 618.21
Fullerton, T	2/14/2025	CVS Pharmacy	Blood Sugar Test strips	206-336.000-730.000	\$ 25.96
	2/14/2025	CVS Pharmacy	Blood Sugar Test strips	206-336.000-730.000	\$ 10.91
	2/19/2025	Wal-Mart	Station MCT display	206-336.000-741.000	\$ 262.00
	2/20/2025	Federal Processing	SAM.gov regitration	101-703.000-810.000	\$ 599.00
	2/28/2025	Airgas North	Regulator - Air bags	206-336.000-974.000	\$ 534.74
	2/28/2025	PS Exams	D. Curtis - UAG Test	206-336.000-965.000	\$ 175.00
	3/3/2025	USPS	Shipping - Fire Gear repair	206-336.000-732.000	\$ 35.90
	3/4/2025	IAAI	D. Daly Annual Membership	206-336-.000-960.000	\$ 103.00
	3/11/2025	LINDENMEYR	Code Violation - Notice paper	101-704.000-731.000	\$ 234.30
	3/12/2025	LINDENMEYR	Code Violation - Notice paper	101-704.000-731.000	\$ 24.51
	3/12/2025	UPS	Shipping - 4 Gas mon. repair	206-336.000-732.000	\$ 14.25
			Subtotal		\$ 2,019.57
Larocque, M	03/01/2025	Google	GSuite Monthly Subscription	666-228.000-810.000	\$ 1,139.96
	3/03//2025	American Water Works	Water Works Assoc. Dues	101-441.000-960.000	\$ 431.00
	3/3/2025	www.APWA.NET	Michigan Individual & Chapter Du	101-441.000-960.000	\$ 270.00
	3/11/2025	Michigan Municipal Lee	Elected Officials Academy	101-101.000-965.000	\$ 780.00
			Subtotal		\$ 2,620.96
Horton, C	3/4/2025	MMTA	2025 Basic Institute Conf.(Horton)	101-253.000-965.000	\$ 599.00
	3/7/2025	MMTA	2025 Basic Institute Conf. (Brand	101-253.000-965.000	\$ 599.00
	3/7/2025	MMTA	Municipality Membership (thru 12	101-253.000-960.000	\$ 99.00
			Subtotal		\$ 1,297.00

Total \$ 9,237.88

04/09/2025 02:53 PM
User: CKOENIG
DB: Charlotte

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF CHARLOTTE
INVOICE ENTRY DATES 03/20/2025 - 04/09/2025
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: POOL

Page: 1/10

Vendor Code	Vendor Name	Invoice	Description	Amount
01687	ABC FASTENER GROUP INC	A580434	NUT/BOLT RESTOCK	221.58
TOTAL FOR: ABC FASTENER GROUP INC				221.58
01683	ACD.NET	81518-293	APRIL 2025 CHARGES	699.00
		91177-145	APRIL 2025 CHARGES (WASTE TREATMENT)	565.84
TOTAL FOR: ACD.NET				1,264.84
01673	ALEXANDER CHEMICAL CO	92735	FERRIC CHLORIDE	11,099.10
TOTAL FOR: ALEXANDER CHEMICAL CO				11,099.10
02173	ALPHA VIDEO & COMPUTER SERVICES LLC	10131	VIDEO CONVERSION	245.25
TOTAL FOR: ALPHA VIDEO & COMPUTER SERVICES LLC				245.25
01764	AMAZON CAPITAL SERVICES	14HY-9PND-QCYT	ACCOUNT # A264N6SLCWDWHU (DPW) VACUUM	237.49
		17Y6-W1G1-4WRN	ACCOUNT # A264N6SLCWDWHU (DPW) CHAIR LEGS WITH FELT PADS	79.96
		19PH-WG6T-MV9F	ACCOUNT # A264N6SLCWDWHU (FIRE) AVI GEAR	14.99
		1CMX-RDLQ-4GDV	ACCOUNT # A264N6SLCWDWHU (FIRE) CREDIT MEMO FOR INVOICE- 1PNC-6L69-Q6FD STEAM MACHINE	(99.00)
		1F14-DGD4-HTYG	ACCOUNT # A264N6SLCWDWHU (TREASURER) DUAL COMPUTER MONITOR ARM MOUNT	29.99
		1J1J-R4TM-NYVD	ACCOUNT # A264N6SLCWDWHU (DPW) REPLACEMENT KEYS	8.99
		1JGM-X1XY-WVCG	ACCOUNT # A264N6SLCWDWHU (FIRE) L SHAPED STANDING DESKS (COMM. DEVELOPMENT DIRECTOR)	697.96
		1KRR-DHP4-6HWW	ACCOUNT # A264N6SLCWDWHU (FIRE) VEHICLE MAINTENANCE, CODE ENFORCEMENT SUPPLIES	529.57
		1L6W-R1QY-CMJG	ACCOUNT # A264N6SLCWDWHU (FIRE) XL COLORED LABELS	108.79
		1PLH-4VKV-CPKQ	ACCOUNT # A264N6SLCWDWHU (FIRE) CUSTODIAN SUPPLIES	203.07
		1R7V-PH3W-K419	ACCOUNT # A264N6SLCWDWHU (FIRE) COMPUTER EQUIPMENT	40.96
		1T4J-JXF7-JY4W	ACCOUNT # A264N6SLCWDWHU (WWTP) VISE FOR NEW TRUCK #75	181.89
		1WYQ-41KR-N1PV	ACCOUNT # A264N6SLCWDWHU (FIRE) STATION SUPPLIES	510.14
		1XG7-RRQP-1F1H	ACCOUNT # A264N6SLCWDWHU (FIRE) DUAL MONITOR DESK MOUNT STAND, WIRELESS MOUSE & KEYBOARD	129.97
		1YDQ-DVJJ-PQLR	ACCOUNT # A264N6SLCWDWHU (DPW) OFFICE CHAIR CASTERS	19.78
TOTAL FOR: AMAZON CAPITAL SERVICES				2,694.55
02036	AMAZON CAPITAL SERVICES	1DMQ-WVVV-3NX3	ACCT # A1K517P63NLQUT(POLICE) 30 REAMS COPY PAPER	116.97
		1PTX-FQ6Y-KQVR	ACCT # A1K517P63NLQUT(POLICE) HEAVY DUTY 3 RING BINDERS	50.84
		1Q4W-PCND-XTGN	ACCT # A1K517P63NLQUT(POLICE) SPIRAL PADS, LEGAL PADS, GEL PENS	76.84
TOTAL FOR: AMAZON CAPITAL SERVICES				244.65

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01665	AMBS MESSAGE CENTER INC.	250301117	ANSWERING SERVICE (USAGE PERIOD 03.01.2025 - 03.31.2025)	118.84
TOTAL FOR: AMBS MESSAGE CENTER INC.				118.84
01915	APEX SEPTIC & EXCAVATING, INC.	1874	SERVICE FOR 332 NORTH SHELDON ST	3,452.13
		1879	WATER SERVICE FOR 215 N WASHINGTON ST	7,300.00
TOTAL FOR: APEX SEPTIC & EXCAVATING, INC.				10,752.13
02108	ASSESSING SOLUTIONS INC.	APRIL 2025	ASSESSING SERVICES FOR FISCAL YEAR 2025	3,750.00
TOTAL FOR: ASSESSING SOLUTIONS INC.				3,750.00
01635	AT&T LONG DISTANCE	FEB 14 - MAR 13	AIRPORT MODEM LINE - FEB 14 - MAR 13, 2025	182.29
		FEB 14 - MAR 13	DPW CALLOUT- MAR 13, 2025	50.41
		FEB 14 - MARCH 13	CITY HALL MAIN LINE- FEB 14 - MARCH 13, 2025	231.78
		MAR 27 - APR 26	AIRPORT INTERNET (MAR 27 - APR 26)	51.38
TOTAL FOR: AT&T LONG DISTANCE				515.86
01630	AUTO GEM DISTRIBUTING	13762	TRUCK WASH SOAP-5 GAL.	130.35
TOTAL FOR: AUTO GEM DISTRIBUTING				130.35
01622	AXON ENTERPRISE INC	INUS336333	TASER 7 CERTIFICATION BUNDLE	11,040.00
TOTAL FOR: AXON ENTERPRISE INC				11,040.00
01608	BARYAMES CLEANERS	BN1615-04.01.202	UNIFORM CLEANING FOR FIRE	515.65
		BN1616-03.16.202	POLICE UNIFORM CLEANING	151.45
		BN1616-04.01.202	POLICE UNIFORM DRY CLEANING	168.65
TOTAL FOR: BARYAMES CLEANERS				835.75
01602	BEAVER RESEARCH COMPANY	0382095-IN	GLASS CLEANER, LUBRICANT, NUTLESS WONDER TOWELS	668.75
TOTAL FOR: BEAVER RESEARCH COMPANY				668.75
01600	BECKETT & RAEDER	2025255	2023044 CHARLOTTE MASTER PLAN AND ZONING ORDINANCE	1,105.45
TOTAL FOR: BECKETT & RAEDER				1,105.45
01594	BESCO WATER TREATMENT	4519499	WATER SOFTENER SALT AIRPORT	55.00
TOTAL FOR: BESCO WATER TREATMENT				55.00
01584	BIOTECH AGRONOMICS	4197	BIOSOLIDS FECAL ANALYSIS	395.00
TOTAL FOR: BIOTECH AGRONOMICS				395.00

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01581	BLUE CARE NETWORK			
		250660014258	(SUBGGROUP 2) COVERAGE PERIOD 04/01/2025 - 04/30/2025	2,586.45
		250660032503	COVERAGE PERIOD 04/01/2025 - 04/30/2025 (SUBGROUP 1)	67,600.43
TOTAL FOR: BLUE CARE NETWORK				70,186.88
01576	BOUND TREE			
		85722994	MEDICAL SUPPLIES	231.64
TOTAL FOR: BOUND TREE				231.64
01571	BRINK WOOD PRODUCTS			
		140571	PLAYGROUND MULCH	2,658.40
TOTAL FOR: BRINK WOOD PRODUCTS				2,658.40
00669	BSB COMMUNICATIONS			
		188920	LOA AND SUBMIT FOFR PORT OF POLICE FAX, SERVICE	375.00
TOTAL FOR: BSB COMMUNICATIONS				375.00
01555	BYRUM ACE HARDWARE			
		432475	(DPW) STRIPPING PAD, MOP ROLLERS, REFILLABLE MOP ROLLER	82.51
		432727	(DPW) BALL VALVES, HILLMAN FASTENERS, FELT PAD	77.29
		432838	(WWTP) STEEL	5.99
		432856	(FIRE) SUPPLIES FOR WALL REPAIRS	24.29
		432963	LITHIUM BATTERIES	13.99
		433037	(DPW) BLADE SCRAPER, GOO GONE	12.98
		433118	(WWTP) FLOOR REPAIR SUPPLIES	84.36
		433785	(WWTP) FLOOR REPAIR	55.57
		433804	TIE DOWN STRAPS (12'/4PK)	39.99
		433940	(DPW) PAINT EDGER, PAINT PAD CORNER EDGER	20.57
		434190	(DPW) QUART OF PAINT	9.99
		434201	(DPW) PAINT SUPPLIES, QUART OF WOOD STAIN	46.97
		434301	(DPW) WOOD STAIN	19.99
		435419	(DPW) MAILBOX LOCKS	19.98
		435428	9V BATTERIES	12.99
		435727	(WWTP) MYALOX WIRE CUP	14.99
		435740	(FIRE) PARTS FOR TRUCK 311	3.56
		435921	(DPW) PVC PIPE & COVER	24.98
		435937	MAINTENANCE SUPPLIES-FISH TAPE, CABLE TIE	44.98
		435950	(DPW) ANTIFREEZE & CAULK	57.91
		436179	PAINT SUPPLIES	31.44
		436841	(WWTP) PLUMBING SUPPLIES	46.95
		436853	BLACK VELCRO	13.99
TOTAL FOR: BYRUM ACE HARDWARE				766.26
01547	CANON FINANCIAL SERVICES, IN			
		39355166	MONTHLY PRINTER CONTRACT (02/01/2025 - 02.28.2025)	186.94
TOTAL FOR: CANON FINANCIAL SERVICES, IN				186.94
00849	CAPITAL ASPHALT			
		6581	COLD PATCH	2,230.80
		6646	COLD PATCH	1,884.30
TOTAL FOR: CAPITAL ASPHALT				4,115.10

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	Invoice		
MISC	CATHY BOGNER		
	03/27/2025	MOUSE TRAPS FOR CAMP FRANCES	15.99
TOTAL FOR: CATHY BOGNER			15.99
01522	CHARLOTTE AIR SERVICES LLC		
	FEBRUARY 2025	HANGAR MANAGEMENT 2025, FUEL SALES	391.05
	MARCH 2025	HANGAR MANAGEMENT MARCH 2025, FUEL SALES	475.35
		MARCH- APRIL	
TOTAL FOR: CHARLOTTE AIR SERVICES LLC			866.40
01512	CHARLOTTE LITHOGRAPH		
	131265	CITY OF CHARLOTTE ENVELOPES	153.00
	131281	ENVELOPES	180.00
TOTAL FOR: CHARLOTTE LITHOGRAPH			333.00
01086	CHRIS MILLER		
	04.03.2025	MILEAGE REIMBURSEMENT FOR OPERATOR WATER TRAINING	68.12
TOTAL FOR: CHRIS MILLER			68.12
01520	CITY OF CHARLOTTE		
	03/25/2025	PAYMENT TO CITY FOR PORTION OF TRAILER PARK TAXES COLLECTED	574.00
TOTAL FOR: CITY OF CHARLOTTE			574.00
00604	CONWAY SHIELD		
	0534517	MIOSHA GRANT- WASHER & DRYER	10,476.02
TOTAL FOR: CONWAY SHIELD			10,476.02
01465	COUNTY JOURNAL, THE		
	288617	2025 BOARD OF REVIEW NOTICE	147.50
	288618	2025 BOARD OF REVIEW NOTICE	147.50
	288900	NOTICE OF ORDINANCE OPERATION, ORDINANCE NO. 2025-01	70.70
	288901	NOTICE OF ORDINANCE ADOPTION, ORDINANCE NO. 2025-02	80.30
	289052	PLANNING COMMISSION HEARING NOTICE	89.90
	289053	CONDITIONAL USE PERMIT 122 S. LINCOLN ST	89.90
	289054	PLANNING COMMISSION HEARING NOTICE TEMPORARY USE PERMIT 1167 E CLINTON TRAIL	89.90
	289102	PLANNING COMMISSION HEARING NOTICE REZONING REQUEST NE CORNER OF W LAWRENCEAVE/WHEATON RD	128.30
	289103	SEALED BIDS FOR CODE ENFORCEMENT RELATED MOWING, TRIMMING & WEED ABATEMENT SERVICES	688.14
	289254	2024 WATER QUALITY REPORT	77.80
	289255	PARK RANGER POSITION	77.80
	289256	PARK RANGER POSITION	77.80
TOTAL FOR: COUNTY JOURNAL, THE			1,765.54
01838	CULLIGAN WATER CONDITIONING		
	26337TO	WATER SOFTENER SALT DELIVERY AT WEST SIDE	55.12
TOTAL FOR: CULLIGAN WATER CONDITIONING			55.12
01428	DELTA DENTAL PLAN OF MICHIGAN		
	RIS0006298243	BILLING PERIOD 04/01/2025 THRU 04/30/2025	5,252.63
TOTAL FOR: DELTA DENTAL PLAN OF MICHIGAN			5,252.63

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01929	DUSTIN REARDON	03/26/2025	BOOT ALLOWANCE PER SEIU CONTRACT	200.33
TOTAL FOR: DUSTIN REARDON				200.33
01398	EATON COUNTY-TREASURER	03.25.2025	PERIODIC TRAILER TAX PAYMENT TO EATON COUNTY	2,870.00
TOTAL FOR: EATON COUNTY-TREASURER				2,870.00
01392	EATON CUSTOM SEWING	1902	REPAIRS TO WET SUIT, SNORKLE FLAG STRAP	72.50
		1910	36 MASK HANGERS W/SNAPS	540.00
TOTAL FOR: EATON CUSTOM SEWING				612.50
01957	EGANIX	23526	F.O.G. TREATMENT	2,370.00
TOTAL FOR: EGANIX				2,370.00
01375	ELHORN ENGINEERING COMPANY	305940	PHOSPHATE	5,110.00
TOTAL FOR: ELHORN ENGINEERING COMPANY				5,110.00
00932	ERIC ROGERS LLC	34986	AIRPORT SNOW REMOVAL SERVICES (9 OF 10 PAYMENTS)	4,250.00
		34987	DDA SNOW REMOVAL	1,840.00
		34988	DDA SNOW REMOVAL (10 OF 10 PAYMENTS)	1,840.00
		34989	AIRPORT SNOW REMOVAL SERVICES (10 OF 10 PAYMENTS)	4,250.00
TOTAL FOR: ERIC ROGERS LLC				12,180.00
01365	ETNA SUPPLY	S106182468.001	1X60 FT COP K SOFT COIL	4,368.00
TOTAL FOR: ETNA SUPPLY				4,368.00
01358	FAMILY FARM & HOME	001975/C	POWER WASHER, GLASS SCRAPER	603.98
		001976/C	TOWING PINTLE HOOK TOWING RECEIVER 2 IN. SQUARE FORGED	119.99
TOTAL FOR: FAMILY FARM & HOME				723.97
01322	GALE BRIGGS, INC.	M2429	CRUSHED ASPHALT	768.92
TOTAL FOR: GALE BRIGGS, INC.				768.92
01308	GRAINGER PRODUCTS	9452223036	CREDIT MEMO FOR INVOICE # 9438246978 RETURNED 25 LED BULBS	(420.50)
		9452611917	LINEAR LED BULB X25	395.75
		9453743073	BOLT- ON RECEIVER TUBE	96.83
TOTAL FOR: GRAINGER PRODUCTS				72.08
01297	H2O COMPLIANCE SERVICES INC	00009965	CROSS CONNECTION /BACKFLOW	1,328.40
TOTAL FOR: H2O COMPLIANCE SERVICES INC				1,328.40

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01438	HASSEL FREE FUELS		
	CFSI-11876	ACCOUNT # 010109 (FIRE) FUEL	810.09
TOTAL FOR: HASSEL FREE FUELS			810.09
02037	HASSEL FREE FUELS		
	CFSI-11834	ACCNT #010107 (DPW/WWTP) FUEL	1,532.72
TOTAL FOR: HASSEL FREE FUELS			1,532.72
01252	INDEPENDENT BANK		
	5867-03/13/2025	MARCH 2025	9,237.88
TOTAL FOR: INDEPENDENT BANK			9,237.88
01250	INSTY PRINTS		
	97995	BUISNESS CARDS FOR SALINA	96.50
TOTAL FOR: INSTY PRINTS			96.50
01976	KENT COMMUNICATIONS INC		
	346106	APRIL UTILITY BILLS	1,012.06
TOTAL FOR: KENT COMMUNICATIONS INC			1,012.06
02171	KENT COUNTY DEPT OF PUBLIC WORKS		
	39250	EVIDENCE DISPOSAL	90.00
TOTAL FOR: KENT COUNTY DEPT OF PUBLIC WORKS			90.00
00781	KNIGHT WATCH, INC.		
	IN3874	ARMORY ALARM	123.00
TOTAL FOR: KNIGHT WATCH, INC.			123.00
01195	KONICA MINOLTA BUSINESS		
	501049197	PRINTER/COPIER MAINTENANCE AGREEMENT BILLING	17.99
		PERIOD 02/17/2025 - 03/16/2025	
	501059105	PRINTER/COPIER MONTHLY CONTRACT- COVERAGE	60.98
		03.17.2025 - 04.16.2025	
TOTAL FOR: KONICA MINOLTA BUSINESS			78.97
01182	LANSING UNIFORM CO.		
	104250-D	UNIFORM CLOTHING	832.20
	106278-A	BREAST BADGES FOR CHIEF, CAPTAIN	730.10
		, SEARGENT, OFFICER	
	106314-A	COMM.BARS MEDAL OF VALOR, COMM BARS POLICE	570.50
		CITATION, COMM. BARS POLICE COMMENDATION	
TOTAL FOR: LANSING UNIFORM CO.			2,132.80
01173	LEA'S AUTO BODY		
	9493	OIL CHANGE 2023 TAHOE, UNIT 411	90.84
	9505	OIL CHANGE 2019 POLICE INTERCEPTOR	74.43
TOTAL FOR: LEA'S AUTO BODY			165.27
02172	LETICON, INC		
	4958	DEFENSIVE DRIVING COURSE, EVOC POLICE	1,152.00
TOTAL FOR: LETICON, INC			1,152.00
01684	LEXISNEXIS RISK SOLUTIONS		
	1100118249	MARCH 2025	200.00
TOTAL FOR: LEXISNEXIS RISK SOLUTIONS			200.00

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02174	LINDENMEYR MUNROE	2025001239938	CODE ENFORCEMENT PAPER	78.10
TOTAL FOR: LINDENMEYR MUNROE				78.10
02016	MACQUEEN EMERGENCY	W00019	POLICE OUTFITTING OF 2 PATROL VEHICLES	15,251.96
		W00219	SERVICE TO UNIT 411	428.40
		W00224	SERVICE TO UNIT 410	432.65
TOTAL FOR: MACQUEEN EMERGENCY				16,113.01
01137	MCGINTY, HITCH, PERSON, ANDE., P.C.	MARCH 31, 2025	FY25 ATTORNEY SERVICES	15,108.80
TOTAL FOR: MCGINTY, HITCH, PERSON, ANDE., P.C.				15,108.80
02154	MCKENNA ASSOC. INC.	25-011-1	PLANNING ADVISORY SERVICES (FEBRUARY 1, 2025 TO FEBRUARY 28, 2025)	1,500.00
TOTAL FOR: MCKENNA ASSOC. INC.				1,500.00
01134	MCMASTER-CARR SUPPLY CO	42603871	VIBRATION-DAMPING SANDWICH MOUNT WITH STUDS	57.32
TOTAL FOR: MCMASTER-CARR SUPPLY CO				57.32
01120	MERS	00165856-1	VOLUNTARY CONTRIBUTION	150,000.00
TOTAL FOR: MERS				150,000.00
01102	MICHIGAN COMPANY, INC.	0000298-915131	CLEANING SUPPLIES	511.38
TOTAL FOR: MICHIGAN COMPANY, INC.				511.38
01078	MICHIGAN STATE POLICE	551-655574	SEX OFFENDER REGISTRATION ENDING 3/31/2025	180.00
TOTAL FOR: MICHIGAN STATE POLICE				180.00
02146	MICROTECH SERVICES, INC	36328	WASTEWATER- TROUBLE SHOOT & LABOR	457.69
		36329	DEPT OF PUBLIC WORKS- HPE INSTANT ON 1830 24G 12P 195W SWITCH - 24 PORTS, ONSITE LABOR	457.69
		36330	IT SERVICES/NEW POLICE SERVER UPDATING INFRASTRUCTURE	13,319.69
		36331	IT SERVICES/UPDATING INFRASTRUCTURE IN SERVER ROOM AT CITY HALL	4,808.42
		36332	IT SERVICES/LAPTOP REPLACING INFRASTRUCTURE	1,091.57
		36334	IT SERVICES/NEW LAPTOP FOR DPW ADMIN	1,091.57
		36380	IT SERVICES CONTRACT 12/16/2024-12/15/2025 (CITY HALL SEWER UPGRADES)	4,862.75
TOTAL FOR: MICROTECH SERVICES, INC				26,089.38
01074	MML LIABILITY INSURANCE	4958207	MML LIAB & PROP POOL POLICY RENEWAL (POLICY TERM 04/24/2025 04/24-2026)	131,577.00
TOTAL FOR: MML LIABILITY INSURANCE				131,577.00

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01073	MML UNEMPLOYMENT COMP		
04.07.2025		QUARTER ENDING 03/31/2025	323.28
TOTAL FOR: MML UNEMPLOYMENT COMP			323.28
02164	MOMAR, INC		
PSI608145		FLOOR WAX	493.78
TOTAL FOR: MOMAR, INC			493.78
02103	MUNIVATE LLC		
1176		APPLICATIONS FOR CITY PERMITS	1,020.77
TOTAL FOR: MUNIVATE LLC			1,020.77
01155	MWEA		
E35476		MWEA/WEF MEMBER ? ANNUAL WASTEWATER ADMINISTRATORS CONFERENCE	395.00
TOTAL FOR: MWEA			395.00
01536	NAPA MPEC		
278702		REPLACEMENT BATTERY	229.50
278881		EQUIPMENT MAINTENANCE	152.39
278882		EQUIPMENT MAINTENANCE	144.63
TOTAL FOR: NAPA MPEC			526.52
01747	NEUMANN SAFETY		
118		BUCKET TRUCK & AERIAL LIFT TRAINING, ELECTRICAL HAZARDS & LOTO TRAINING, CHAIN SAW SAFETY OPERATIONS	3,000.00
TOTAL FOR: NEUMANN SAFETY			3,000.00
01997	POTTERVILLA APPLIED TECHNOLOGY		
32000		WEBSITE DEVELOPMENT 3.18/2025 - 3/27/2025 (MARY REQUESTED WEBSITE ANALYTICS FOR CHARLOTTEMI.GOV)	187.50
TOTAL FOR: POTTERVILLA APPLIED TECHNOLOGY			187.50
02009	PRECISE EXCAVATING, INC		
25-1023		NEW WATER SERVICE FOR 719 S COCHRAN	4,594.31
TOTAL FOR: PRECISE EXCAVATING, INC			4,594.31
00972	PRO-TECH SECURITY SALES		
INV4854		NEW VESTS (POORTVLIET AND GARDNER)	3,218.00
TOTAL FOR: PRO-TECH SECURITY SALES			3,218.00
02129	RICOH USA, INC		
109080919		60 MONTH LEASE AUGUST 2024 TO JULY 2029	207.82
TOTAL FOR: RICOH USA, INC			207.82
00935	ROCHESTER CREATIONS		
4063		UNIFORM COATS (VOLUNTEERS)	2,114.00
4065		UNIFORM POLOS	45.00
TOTAL FOR: ROCHESTER CREATIONS			2,159.00

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02170	SHAUL HEATING & AIR CONDITIONING		
2403		FURNACE REPAIR AT AIRPORT	1,302.00
2404		DIAGNOSE FIREPLACE NOT WORKING, FIREPLACE REPAIR , PILOT ASSEMBLY	1,160.00
TOTAL FOR: SHAUL HEATING & AIR CONDITIONING			2,462.00
MISC	SHELLEY HAGMAN		
3.31.2025		RENTAL FEE CHARGED, HOME IS NO LONGER A RENTAL (819 N SHELDON)	100.00
TOTAL FOR: SHELLEY HAGMAN			100.00
01829	SPECTRUM PRINTERS, INC.		
84818		INNER, OUTER AV ENVELOPES, VOTER ID CARDS	1,697.30
84894		E3 AV SECRECY ENVELOPE	124.55
TOTAL FOR: SPECTRUM PRINTERS, INC.			1,821.85
00861	STANDARD LIFE INSURANCE CO		
00 646882 01		2025 APRIL	1,445.33
TOTAL FOR: STANDARD LIFE INSURANCE CO			1,445.33
02021	STAPLES		
6026649207		ELECTION SUPPLIES	72.82
TOTAL FOR: STAPLES			72.82
00848	SUPERFLEET MASTERCARD PROG.		
FB749-04.01.2025		POLICE FUEL	3,489.84
TOTAL FOR: SUPERFLEET MASTERCARD PROG.			3,489.84
00847	SWANSON ELECTRIC		
1548.57		SYLVANIA 48" (X25) AND 96" (X20) LED LAMPS FOR FIRE DEPARTMENT	1,473.00
TOTAL FOR: SWANSON ELECTRIC			1,473.00
02144	THE MANNIK & SMITH GROUP, INC.		
131099		OAK PARK DESIGN SERVICES PROJECT 401.2401467.000	5,319.00
TOTAL FOR: THE MANNIK & SMITH GROUP, INC.			5,319.00
00872	THE SHYFT GROUP, INC		
SVA0031065		SERVICE ON TRUCK # 315	457.04
SVA0031066		SERVICE ON TRUCK #315	365.43
SVA0031067		SERVICE FOR TRUCK #313	248.12
SVA0031395		LED TURN SIGNAL BULB, AXLE LUBE FILTER FOR TRUCK 316	99.20
SVA0031651		SERVICE FOR TRUCK #316	239.62
TOTAL FOR: THE SHYFT GROUP, INC			1,409.41
01466	TODD COTTER		
FEBRUARY 2025		AIRPORT MANAGEMENT FEBRUARY 2025	833.33
MARCH 2025		AIRPORT MANAGEMENT MARCH 2025	833.33
TOTAL FOR: TODD COTTER			1,666.66
00820	TRACE ANALYTICAL LABORATORIES		
5030864		WATER ANALYSIS	130.50
TOTAL FOR: TRACE ANALYTICAL LABORATORIES			130.50

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00804	ULINE	190489021	DPW BUILDING CARPET MATS	2,599.81
TOTAL FOR: ULINE				2,599.81
00871	UM HEALTH -SPARROW OCCUPATIONAL HEA	00078178-00	DOT SCREENING	87.00
TOTAL FOR: UM HEALTH -SPARROW OCCUPATIONAL HEA				87.00
00794	US BANK ST. PAUL	2832946	UNLIMITED TAX REFUND BONDS, SERIES 2017	184,350.00
TOTAL FOR: US BANK ST. PAUL				184,350.00
00791	USA BLUE BOOK	INV00655006	FLOW CHARTS	114.14
		INV00663120	LAB SUPPLIES	1,234.02
		INV00666441	FLOW CHARTS	48.95
TOTAL FOR: USA BLUE BOOK				1,397.11
00778	VISION SERVICE PLAN	822487442	2025 APRIL (SAFETY)	483.24
		822487460	2025 APRIL	894.23
TOTAL FOR: VISION SERVICE PLAN				1,377.47
02149	VITAL RECORDS CONTROL	4842435	DESTRUCTION BIN 96 GALLON MONTHLY	25.00
TOTAL FOR: VITAL RECORDS CONTROL				25.00
00777	WALDRON FUELS	18557	FUEL	1,132.13
		18626	FUEL	450.21
TOTAL FOR: WALDRON FUELS				1,582.34
00774	WASTE MANAGEMENT-	8512832-1710-3	REFUSE PICKUP	1,658.33
		8515010-1710-3	REFUSE PICKUP	1,836.01
TOTAL FOR: WASTE MANAGEMENT-				3,494.34
00761	WILLIAMS FARM MACHINERY, INC.	33795	SAW CHAINS	249.76
		33800	SAW PARTS	7.71
TOTAL FOR: WILLIAMS FARM MACHINERY, INC.				257.47
00752	WOLVERINE POWER SYSTEMS	0288587-IN	GENERATOR REPAIR	1,621.75
TOTAL FOR: WOLVERINE POWER SYSTEMS				1,621.75
02013	WOW! BUSINESS	020130258M	03/11/2025 - 04/10/2025	59.99
TOTAL FOR: WOW! BUSINESS				59.99
TOTAL - ALL VENDORS				763,883.29
PAYMENT TYPE TOTAL				
Paper Check				675,867.24
EFT Transfer				88,016.05



Memo

To: Honorable Mayor Lewis; City Council
From: Mary LaRocque, City Clerk
Date: April 8, 2025
RE: Adoption of Revised Employee Sick Time and Disability Policy in Compliance with the Michigan Earned Sick Time Act (PA 2 of 2025)

Background:

The Michigan Earned Sick Time Act (Public Act 2 of 2025, or ESTA) was recently enacted to ensure that all employees—including full-time, part-time, seasonal, and temporary workers—accrue paid sick time under standardized conditions. This policy also reflects the permissible uses of sick time as outlined in the new legislation.

Under ESTA, part-time, seasonal, and temporary employees must accrue paid sick time at a rate of one hour for every 30 hours worked, effective February 21, 2025. This represents a change from the City's current policy, which provides one hour of paid sick time for every 35 hours worked for these employee categories.

The accrual rates for non-union full-time and exempt employees will remain unchanged. As permitted under the Earned Sick Time Act, no changes are required to existing collective bargaining agreements prior to their expiration. It is worth noting that the City's current policies—for non-union full-time, exempt, and union employees—already provide more generous sick time benefits than those required by the new law.

Recommendation:

It is recommended that the City Council approve the proposed revisions to the City's Employee Sick Time and Disability Policy to bring it into alignment with the requirements of the Michigan Earned Sick Time Act (PA 2 of 2025). These changes are necessary to ensure compliance with state law and to promote fairness and consistency in the administration of sick time across all employee classifications, including non-union, exempt, and part-time workers.

Financial Impact:

The financial impact is expected to be minimal. The City already accommodates paid sick time within its current budget allocations.

Proposed Motion:

Motion to approve the updated Employee Sick Time and Disability Policy revisions to ensure compliance with the Michigan Earned Sick Time Act (PA 2 of 2025), and to authorize implementation of the revised policy effective February 21, 2025.

Date: April 14, 2025

To: Robert Hillard and all employees

From: Mary LaRocque, Clerk

RE: Policy Revisions - Earned Sick Time Act, PA 2 of 2025 (ESTA)

Non-union, exempt, and part-time
Sick Time and Disability

Recently enacted PA 2 of 2025 (“Act”) requires that all employees, including full-time, part-time, seasonal, and temporary workers, not already receiving or accruing paid sick time are eligible to accrue paid sick time under certain terms and conditions. Employee does not include election inspectors and volunteer firefighters receiving a stipend based on emergency responses. Employers may provide greater sick time benefits by policy, manual or collective bargaining agreement, than is required under the Act.

Employee-Earned Paid Sick/Disability Time – Non-Exempt Employees: Eligible non-exempt employees accumulate Paid Sick time based on this policy or the number of hours they work in accordance with the Earned Sick Time Act, PA 2 of 2025. Beginning on February 21, 2025, eligible part-time, seasonal, and temporary employees accrue 1 hour of sick time per 30 hours actually worked, not including hours used as paid time off. Regular full-time employees not covered under a collective bargaining agreement accrue Paid Sick Time hours of 6.667 for each completed month of service, except that No Paid Sick/Disability Time credit is earned during an unpaid time of absence except when it is required to comply with applicable federal, state, or local law.

Employee-Earned Paid Sick/Disability Time – Exempt Employees: Eligible exempt employees shall be entitled to Paid Sick Time credit of 6.667 hours for each completed month of service, except that No Paid Sick/Disability Time credit is earned during an unpaid time of absence except when it is required to comply with applicable federal, state, or local law. Eligible employees begin accruing sick time on their start date.

General Procedures:

Employees can use earned sick time for any of the following reasons:

- (a) The employee’s mental or physical illness, injury or health condition; medical diagnosis, care or treatment of the employee’s mental or physical illness, injury, or health condition; or preventative medical care for the employee.
- (b) For the employee’s family member’s mental or physical illness, injury, or health condition; medical diagnosis, care or treatment of the employee’s family members’ mental or physical illness, injury or health condition; or preventive medical care for a family member of the employee.

- (c) If the employee or the employee's family member is a victim of domestic violence or sexual assault, for medical care or psychological or other counseling for physical or psychological injury or disability; to obtain services from a victim services organization; to relocate due to domestic violence or sexual assault; to obtain legal services; or to participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault.
- (d) For meetings at a child's school or place of care related to the child's health or disability, or the effects of domestic violence or sexual assault on the child.
- (e) For the closure of the employee's place of business by order of a public official due to a public health emergency; for an employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency; or when it has been determined by the health authorities having jurisdiction or by a health care provider that the employee's or employee's family member's presence in the community would jeopardize the health of others because of the employee's or family member's exposure to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease.

For the purposes of this policy, "family member" includes all the following:

- (a) Biological, adopted or foster child, stepchild, or legal ward, a child of a domestic partner, or a child to whom the employee stands in loco parentis.
- (b) Biological parent, foster parent, stepparent, or adoptive parent or a legal guardian of an employee or an employee's spouse or domestic partner or a person who stood in loco parentis when the employee was a minor child.
- (c) A person to whom the employee is legally married under the laws of any state or a domestic partner.
- (d) A grandparent.
- (e) A grandchild.
- (f) A biological, foster or adopted sibling.
- (g) Any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

Employees will not be penalized or retaliated against in any way for requesting or using accrued paid sick time for the purposes designated above.

Employees must provide notice if the need to use sick time is foreseeable, not to exceed 7 days before the date the earned sick time is to begin. If the employee's need for the earned sick time is not foreseeable, the employee must give notice as soon as practicable. A Payroll Change and Request form for Paid Sick Time shall be filled out as soon as practicable and signed by the employee (when possible) and submitted to the Department Head, or Clerk, in his/her absence.

Earned sick time may be used in 1-hour or more increments. The amount of sick time charged to an employee during any absence shall be equal to the number of regularly scheduled hours the employee would have worked during such absence. Sick time will not be allowed in advance of being accrued.

For use of earned sick time of more than 3 consecutive days, the City may require reasonable documentation that the earned sick time has been used for a purpose described in this policy or under section 4 of the Act. The employee must provide the documentation to the City not more than 15 days after the City's request.

An employee injured during any gainful employment other than with the City, which is covered by Workers' Compensation or other disability, shall not be eligible for Paid Sick Time or disability benefits.

An employee may accumulate earned Paid Sick Time in an amount not to exceed four hundred eighty (480) hours; provided, however, an employee hired prior to July 1, 2010, may retain sick time accumulated as of June 30, 2010, up to seven hundred twenty (720) hours which amount shall be that employee's maximum allowed accumulation. An employee's maximum allowed accumulation shall be reduced by the number of hours of Paid Sick Time used in each year (July 1 to June 30) in excess of the amount earned in said year, if any. If an employee's actual accumulation is less than four hundred eighty (480) hours, earned sick time shall be accumulated up to four hundred eighty (480) hours. If an employee hired before July 1, 2010 uses time that results in a total accumulation less than four hundred eighty (480) hours, then the maximum allowed accumulation will become capped at four hundred eighty (480) hours starting on the date that the accumulation falls below four hundred eighty (480) hours.

Payment of Unused Employee-earned Sick/Disability Time: For eligible fulltime employees, payment of unused employee-earned Paid Sick Time, not to exceed the maximum allowed accumulation, shall be made payable to the employee upon retirement with the Municipal Employees Retirement System or to his/her beneficiary upon death. The amount of this will be verified by the City Finance and Clerk's office before and at retirement. Part-time, seasonal, and temporary employees may not receive payment of unused Paid Sick Time at the end of the year nor at separation from employment service.

For eligible fulltime employees, payment of one-half (1/2) of the unused employee-earned Paid Sick Time/Disability Time accumulation will be paid to the employee upon leaving employment after ten (10) full years of employment with the City.

Those employees whose Paid Sick Time accumulation reaches the maximum allowed accumulation authorized herein shall be paid annually at the rate of one-half (1/2) of the

employee's regular hourly rate of pay for each hour of sick time earned and unused in excess of the maximum accumulation as of June 30 in each year. Payment shall be made by July 31 of each year based on the regular hourly rate of pay in effect on June 30.

Union Contracts

In accordance with the Michigan Earned Sick Time Act, section 12, the Act applies beginning on the stated expiration date in the collective bargaining agreement, notwithstanding any statement in the agreement that it continues in force until a future date or event or the execution of a new collective bargaining agreement.

A copy of the Earned Sick Time Act (ESTA) Legislation, PA 2 of 2025, is on file in the Clerk's Office. A copy of the State of Michigan Department of Labor & Economic Opportunity, Wage and Hour Division, general requirements – earned sick time act is posted in the workplace and attached to this policy.



CHARLOTTE FIRE DEPARTMENT & RURAL FIRE ASSOCIATION

Fire Chief – Kevin Christiansen

111 E. Lawrence Ave., Charlotte MI 48813

Ph. 517-543-0241



4/8/2025

To: City Manager Hillard

RE: Volunteer Fire Fighter Response – Administrative Policy

As you are aware, the Fire Department has requested changes to the current administrative policy governing full-time city staff (non-fire department employees) responding to emergency calls as volunteer firefighters. Currently, the existing policy does allow for employees to respond to emergency calls, but it imposes certain limitations that have led to confusion and, in some cases, prevent employees from acting in the best interest of the citizens we serve in the Charlotte community.

The existing policy has caused confusion and hesitation among employees. Specifically, there have been instances where employees refrained from responding to emergencies due to fear that their participation might be held against them by administration. Additionally, employees have used their earned time off when they were unable to report to work in specific amount of time after responding to an emergency. In one case, a city employee spent over 12 hours on a major fire response, which affected their ability to report to work on time, and they were given the option to use "vacation time" or receive "no pay" for that day.

This policy is particularly impactful on the Department of Public Works (DPW), where we currently have 4 volunteer firefighters employed full-time. In collaboration with Director Stephanie Whitney, we have worked on a revised policy that aims to give city employees the discretion to prioritize both their public safety duties and their work responsibilities, without fear of penalty or conflict. As well as clear direction as it pertains to communication with direct supervisors when responding.

The revised policy would: Allow city employees to use their judgment in responding to emergency calls while balancing their city responsibilities. Remove the fear of negative consequences for employees who choose to act in the interest of public safety. Provide clarity regarding communication along all employees and departments, and offer employees the flexibility to participate without negatively impacting their earned time off.

We have confirmed with the Human Resources department that this revised policy will not conflict with any union contracts or other employment agreements. This ensures that the changes will be in full compliance with all applicable labor regulations.



CHARLOTTE FIRE DEPARTMENT & RURAL FIRE ASSOCIATION

Fire Chief – Kevin Christiansen

111 E. Lawrence Ave., Charlotte MI 48813

Ph. 517-543-0241



We recommend that City Council approve the proposed administrative policy 2025-01. This change will enable our city employees to more effectively balance their role as public servants and their responsibilities as city employees, ensuring a safer and more efficient response to emergencies.

Thank you,

Tyger Fullerton
Assistant Fire Chief
Charlotte Fire Department

CITY OF CHARLOTTE

ADMINISTRATIVE POLICY

SUBJECT	POLICY NO.	DATE	PAGE
Current City Employee - Volunteer Fire Fighter Response	2025-01	3/28/2025	1 of 2

1. PURPOSE

This policy recognizes the importance of City of Charlotte employees who also serve as members of the Charlotte Volunteer Fire Department. It ensures clear communication and understanding between City departments and the Fire Department, while providing guidelines for employees in balancing their service to the community with their responsibilities as City employees.

2. AUTHORITY

This Policy is adopted pursuant to Articles 6.3(C)(4) and (9) of the Charter of the City of Charlotte.

3. PROCEDURE

The City of Charlotte recognizes that employees who serve as volunteer firefighters play a critical role in providing emergency services to the community. This policy establishes the framework for communication, accountability, and procedures for City employees serving as members of the Volunteer Fire Department, particularly when responding to emergency calls during working hours.

Notification of Active Service:

When a City employee is placed in active service as a member of the Volunteer Fire Department, the Fire Chief shall promptly notify the department head or direct supervisor of the employee's respected department. The notification will include the date and time the employee is placed on active service.

Notification of Volunteer Status:

The Fire Chief shall notify the department head or direct supervisor if an employee resigns from the Volunteer Fire Department or is found to be in "not in good standing" with the department.

Employee Response on Fire Runs:

Employees shall have the discretion to decide which fire runs they respond to. However, employees are encouraged to prioritize both their public safety duties and work responsibilities as reasonably as possible. Employees must

CITY OF CHARLOTTE

ADMINISTRATIVE POLICY

SUBJECT	POLICY NO.	DATE	PAGE
Current City Employee - Volunteer Fire Fighter Response	2025-01	3/28/2025	2 of 2

communicate with their direct supervisor when a fire run response occurs during work hours.

Employee Responsibility for Work Absences:

If an employee is unable to report to work or will be late due to responding to a fire run, it is the employee's responsibility to notify their direct supervisor or department head as soon as possible. An employee will be paid regular time and will not be required to use leave time for any absence of normal work hours.

Confirmation of Fire Response:

If there is any doubt or concern regarding an employee's absence or tardiness due to a fire response, the department head or supervisor may contact the Fire Chief for confirmation that the employee was responding to an active fire call.

4. CANCELLATION OF PREVIOUS POLICY

This policy hereby cancels and replaces the City's previous policy dated August 14th, 2005, "Volunteer Firefighter Response Policy"

5. ADOPTION BY THE CITY COUNCIL

[Date]



CHARLOTTE FIRE DEPARTMENT & RURAL FIRE ASSOCIATION

Fire Chief – Kevin Christiansen

111 E. Lawrence Ave., Charlotte MI 48813

Ph. 517-543-0241



4/10/2025

To: City Manager Hillard

Subject: Recommendation to Award Contract for Weed/Tall Grass Abatement Services

The Code Enforcement Department recently solicited sealed bids for complaint-based weed and tall grass abatement services. These services are utilized when a property is inspected by city staff and found to be in violation of city codes, specifically related to overgrown vegetation. After a violation notice is issued and the property owner fails to comply within the given timeframe, the City proceeds with abatement through a contracted service provider.

We received two sealed bids for the requested services. Upon review, **Real Green Lawn Care & Landscaping** submitted the lowest and most reasonable bid. The cost of these services, when utilized, is billed back to the property owner by the City.

In our follow-up communications with Real Green Lawn Care & Landscaping, we have confirmed that they have relevant experience providing similar services for other municipalities. Based on their bid proposal and the information obtained regarding their qualifications and reliability, we believe awarding the contract to Real Green is in the best interest of the City and the property owners who may be subject to these services.

We respectfully request approval to award the contract for weed and tall grass abatement services to Real Green Lawn Care & Landscaping.

Please let us know if any additional information is needed regarding this request.

Thank You,

Tyger Fullerton
Assistant Fire Chief
Zoning / Code Administrator
Charlotte Fire Department



Memo

To: Robert Hillard – City Manager
From: Stephanie Whitney - Director of Public Works
Date: March 28, 2025
Re: Staff Report on Act 51 Street Certification

Purpose:

The purpose of this report is to inform you about an issue regarding the City's current Act 51 street certification and to outline the necessary steps for addressing the decertification of two street segments, W McClure St and W Foote St, which are no longer open to public traffic.

Background:

The Michigan Department of Transportation (MDOT) has raised concerns regarding two street segments in the City of Charlotte that are currently certified under Act 51 as public streets open to public traffic. Specifically, these street segments are:

1. **W McClure St**, across the railroad tracks
2. **W Foote St**, from N Sheldon St west across the railroad tracks

MDOT has informed the city that these segments may no longer be open to public traffic and may be blocked at both ends. This conclusion is supported by available aerial photography and Streetview images.

Issue:

Upon further review, it appears that both W McClure St and W Foote St are no longer accessible for public traffic due to being blocked at either end. As a result, these street segments should be decertified from the City's Act 51 mileage total, as they no longer meet the criteria for public streets under the Act.

Action Required:

In order to remain compliant with Act 51, the city needs to take the following steps:

1. **Decertification Resolution:**
The City must pass a formal resolution to decertify the above-mentioned street segments from the Act 51 mileage total. This will involve updating the City's Act 51 map to reflect the change.
2. **Resolution Submission to MDOT:**
Once the resolution is passed by the City Council, the updated map reflecting the decertification will need to be submitted to MDOT for review and approval.

3. **Assistance from MDOT:**

MDOT has provided a form to officially designate the City's Street Administrator, which is a required step in the certification and decertification process. I recommend completing this form as soon as possible and submitting it to MDOT for processing.

Recommendation:

I recommend that the city proceed with the following actions:

1. **Pass the Decertification Resolution** to remove W McClure St and W Foote St from the City's Act 51 mileage total.
2. **Update the Act 51 Map** to reflect these changes.
3. **Submit the Decertified Map and Resolution** to MDOT.
4. **Designate the City's Street Administrator** to ensure proper handling of future Act 51 updates and certifications.

These actions will ensure the City complies with the provisions of Act 51 and prevent any potential withholding of funds from MDOT.

Financial Impact:

There will be no direct financial impact from the decertification process, as the affected street segments are no longer usable for public traffic. The city should be aware that decertification will reduce the amount of Act 51 funding allocated based on the street mileage (267 ft). With the decertification of these roads, the city will lose \$252.00 a year in funding. This adjustment will ensure that only streets that meet the criteria for public traffic are considered in the City's Act 51 mileage total.

Conclusion:

It is essential that the city promptly address the decertification of W McClure St and W Foote St to remain in compliance with Act 51. I recommend that we proceed with the steps outlined above and work with MDOT to finalize the changes to our Act 51 map.

Michigan Department
of Transportation
2012 (08/19)

RESOLUTION FOR DESIGNATION OF STREET ADMINISTRATOR

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

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

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

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

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

Therefore, be it resolved, that this Honorable Body designate _____
_____ as the single Street Administrator for the City or Village of
_____ in all transactions with the State Transportation Department
as provided in Section 13 of the Act.

Supported by the Councilperson or Commissioner _____

Yeas _____

Nays _____

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

CITY OR VILLAGE CLERK (SIGNATURE)	E-MAIL ADDRESS	DATE
STREET ADMINISTRATOR (SIGNATURE)	E-MAIL ADDRESS	DATE
ADDRESS OF CITY OR VILLAGE OFFICE		P.O. BOX
CITY OR VILLAGE	ZIP CODE	PHONE NUMBER

**CITY OF CHARLOTTE
RESOLUTION 2025-10b**

**RESOLUTION TO DECERTIFY STREET SEGMENTS FROM THE
MUNICIPAL STREET SYSTEM**

WHEREAS, the City of Charlotte is responsible for certifying and maintaining an accurate inventory of all public streets under its jurisdiction; and

WHEREAS, certain segments of public streets are no longer maintained or accessible as public roadways due to physical barriers or lack of use; and

WHEREAS, the Michigan Department of Transportation (MDOT) requires local units of government to annually update their street certification records in accordance with Act 51 of 1951, as amended;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Charlotte does hereby request that the Michigan Department of Transportation decertify the following street segments from the municipal certified street system:

1. W. McClure Street – From the current certified end west across the railroad tracks to the physical end of the street.
2. W. Foote Street – From N. Sheldon Street west across the railroad tracks to the physical end of the street.

BE IT FURTHER RESOLVED, that the Street Administrator is authorized to notify MDOT of this action and submit any necessary documentation or mapping required for the official update of the certified street inventory.

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 **Month Day**, 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.

LaRocque, City Clerk

Mary



Memo

To: Robert Hillard – City Manager
From: Stephanie Whitney - Director of Public Works
Date: March 28, 2025
Re: Staff report on Eaton County Parks Grant Program for Camp Francis

Background

Camp Francis, located in Eaton County, is a popular recreational area that serves a diverse range of visitors, including families, outdoor enthusiasts, and individuals with mobility challenges. The current infrastructure of the park, specifically the pathways and parking areas, does not meet modern accessibility standards and requires significant improvements to enhance user experience and safety.

To address these issues, The Camp Francis Board intends to apply for the Eaton County Parks Community Grant Program, which aims to support the development and enhancement of local parks. The funding will be used to make the following key improvements at Camp Francis:

1. **Installation of Concrete Pathway:**

A concrete pathway will be constructed from the cabin to the fire pit, as well as a new pathway connecting the cabin to the parking lot. These pathways will be designed to meet ADA standards, ensuring accessibility for all visitors, including those with mobility challenges or in wheelchairs.

2. **Resurfacing of the Parking Lot:**

The parking lot will be resurfaced to create a smoother and more durable surface, eliminating existing potholes and improving overall safety for all park visitors. The resurfacing will also include designated accessible parking spaces in line with ADA requirements.

3. **Benches Along the Pathway:**

To further improve accessibility and comfort, benches will be placed along the newly constructed pathways. These benches will offer visitors resting spots, making the park more enjoyable for individuals of all ages and abilities.

Financial Impact

The Camp Francis Board has committed to contributing \$5,000 in funding. To cover the remaining cost, the city will be applying for a grant of \$23,000 from the Eaton County Parks Community Grant Program. This combined funding from the Camp Francis Board and the grant application will support the installation of ADA-compliant concrete pathways, resurfacing the parking lot, and adding benches along the pathways. This funding structure ensures the successful implementation of the project, improving accessibility, safety, and comfort for all park visitors, while minimizing the financial impact on the Camp Francis budget.

Recommendation

It is recommended that the City Council support the submission of a funding application to the Eaton County Parks Community Grant Program for the renovation of Camp Francis. The proposed project includes the installation of ADA-compliant concrete pathways, resurfacing of the parking lot, and the addition of benches along the pathways to improve accessibility, safety, and comfort for all visitors. These improvements will enhance the park's infrastructure, ensuring long-term durability and providing an inclusive environment for all park users, including those with mobility challenges.

**CITY OF CHARLOTTE
RESOLUTION 2025-11**

**A RESOLUTION OF THE CITY COUNCIL OF CHARLOTTE, EATON COUNTY,
MICHIGAN, APPROVING PARTICIPATION IN THE EATON COUNTY PARKS
COMMUNITY GRANT PROGRAM AND AUTHORIZING THE SUBMISSION OF A
GRANT APPLICATION TO FUND CAMP FRANCES RENOVATIONS**

WHEREAS, the Eaton County Parks and Recreation Millage was passed by voters on November 8, 2022, and a portion of the funds generated through this millage is allocated to competitive grant programs to support acquisition, improvements, and development of parks and open spaces within Eaton County, Michigan; and

WHEREAS, the Eaton County Parks Community Grant Program was created to assist cities, villages, and townships in Eaton County with planning, purchasing, preliminary engineering/design, and construction costs directly related to park and open space projects located within Eaton County; and

WHEREAS, the total funding available for the 2025/2026 grant cycle is up to \$400,000, and the City of Charlotte is eligible to apply for funding for park and open space-related improvements within the city's boundaries; and

WHEREAS, the City Council of Charlotte desires to submit an application for the Eaton County Parks Community Grant Program to fund Camp Francis Renovations. The project involves the installation of a concrete pathway from the cabin to the fire pit, a new concrete pathway connecting the cabin to the parking lot, and resurfacing the parking lot. The improvements will enhance accessibility and safety by providing ADA-compliant pathways and smoother surfaces for all visitors, including those with mobility challenges. Additionally, benches will be placed along the pathways to offer rest areas, further improving the park experience. These upgrades will ensure long-term durability, safety, and comfort for all park users; and

WHEREAS, the City Council of Charlotte acknowledges the eligibility criteria for the grant program, including that the proposed project is located within the boundaries of Eaton County and is not a project in a County-owned or operated park, and that the grant application will meet the required guidelines and criteria as outlined by the Eaton County Parks & Recreation Department; and

WHEREAS, the City Council of Charlotte affirms that the grant application will be submitted with the necessary supporting documentation, including but not limited to a project description, maps, site plans, public engagement summary, and any required documentation regarding match funding if applicable; and

WHEREAS, the City Council of Charlotte agrees to comply with all requirements set forth by Eaton County for the administration of the grant program, including but not limited to maintaining the project long-term and prominently displaying the Eaton County Parks recognition sign at the project site as required for all funded projects;

NOW, THEREFORE, BE IT RESOLVED by the City Council of Charlotte, Eaton County, Michigan, as follows:

1. The City of Charlotte is hereby authorized to submit a grant application for the Eaton County Parks Community Grant Program to fund Camp Francis Renovations. The project involves the installation of a concrete pathway from the cabin to the fire pit, a new concrete pathway connecting the cabin to the parking lot, and resurfacing the parking lot. The improvements will enhance accessibility and safety by providing ADA-compliant pathways and smoother surfaces for all visitors, including those with mobility challenges. Additionally, benches will be placed along the pathways to offer rest areas, further improving the park experience. These upgrades will ensure long-term durability, safety, and comfort for all park users.
2. The City Manager or their designee is hereby authorized to execute any necessary documents to apply for and administer the grant on behalf of the City.
3. The City Council supports the application and acknowledges that this resolution will be included as part of the grant application submission to Eaton County Parks & Recreation.
4. The City of Charlotte agrees to comply with all terms and conditions of the Eaton County Parks Community Grant Program, including the use of any awarded funds solely for the purposes of the approved project, and the maintenance of the project after completion.
5. A certified copy of this resolution shall be included with the grant application submission to Eaton County Parks & Recreation.

BE IT FURTHER RESOLVED, that the City Council of Charlotte hereby the City administration to take all necessary actions to ensure the timely submission of the grant application and all required documentation, including the public engagement requirements and community partnerships.

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 **Month Day**, 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.

LaRocque, City Clerk

Mary



Memo

To: Robert Hillard – City Manager
From: Stephanie Whitney - Director of Public Works
Date: March 28, 2025
Re: Staff Report on Eaton County Parks Grant Program for Oak Park

Background

Oak Park is an important community space in Charlotte and Eaton County, providing recreational opportunities and a location for social gatherings. However, the current park infrastructure does not adequately address the needs of individuals with mobility challenges and falls short of providing a fully accessible environment for all park visitors. The proposed renovations aim to improve the park's accessibility, safety, and overall user experience by incorporating features that cater to individuals of all abilities.

The proposed improvements include a new 6-foot sidewalk to enhance pedestrian access, the addition of benches and picnic tables for socializing and resting, an ADA-compliant gazebo for sheltered gatherings, and updated ADA-accessible swings for inclusive playground experiences. The addition of new playground equipment will also ensure that children of all abilities have the opportunity to engage in fun, safe, and stimulating activities.

Impact and Benefits:

The Oak Park Design & Renovation project will have several positive impacts on the community:

- **Improved Accessibility:** The new sidewalk, ADA-compliant gazebo, and updated swings will provide greater access for individuals with mobility challenges, allowing all park visitors to fully enjoy the park's offerings.
- **Enhanced Safety:** The improved infrastructure will create safer, smoother surfaces for walking and playing, reducing the risk of accidents and improving the overall safety of the park.
- **Inclusive Recreation:** The new playground equipment, designed for children of various abilities, will foster inclusivity and ensure that every child can play and interact with others in a safe, fun environment.
- **Community Engagement:** With the addition of picnic tables, benches, and a new gazebo, Oak Park will offer more opportunities for social gatherings, community events, and relaxation, further enhancing the park's role as a vital community space.

Financial Impact

The City of Charlotte has committed to contributing \$20,000 toward the project, while the Charlotte Area Recreation Cooperative (CARC) is providing \$30,000 in funding. To complete the remaining funding requirements, the city will be applying for a grant in the amount of \$100,000. This combined funding from the city, CARC, and the grant application will cover the costs of the proposed improvements, including the sidewalk installation, ADA-compliant gazebo, updated swings and new playground

equipment. This funding structure ensures the successful implementation of the project while minimizing the financial burden on the City of Charlotte's budget.

Recommendation

It is recommended that the City Council approve the submission of a funding application to support the Oak Park Design & Renovation project. The proposed improvements include the installation of a new 6-foot sidewalk, the addition of picnic tables and benches, the construction of an ADA-compliant gazebo, the installation of updated ADA-accessible swings, and new playground equipment.

**CITY OF CHARLOTTE
RESOLUTION 2025-12**

**A RESOLUTION OF THE CITY COUNCIL OF CHARLOTTE, EATON COUNTY,
MICHIGAN, APPROVING PARTICIPATION IN THE EATON COUNTY PARKS
COMMUNITY GRANT PROGRAM AND AUTHORIZING THE SUBMISSION OF A
GRANT APPLICATION FOR THE OAK PARK DESIGN & RENOVATION
PROJECT**

WHEREAS, the Eaton County Parks and Recreation Millage was passed by voters on November 8, 2022, and a portion of the funds generated through this millage is allocated to competitive grant programs to support acquisition, improvements, and development of parks and open spaces within Eaton County, Michigan; and

WHEREAS, the Eaton County Parks Community Grant Program was created to assist cities, villages, and townships in Eaton County with planning, purchasing, preliminary engineering/design, and construction costs directly related to park and open space projects located within Eaton County; and

WHEREAS, the total funding available for the 2025/2026 grant cycle is up to \$400,000, and the City of Charlotte is eligible to apply for funding for park and open space-related improvements within the city's boundaries; and

WHEREAS, the City Council of Charlotte desires to submit an application for the Eaton County Parks Community Grant Program to fund the Oak Park Design & Renovation to improve the park's accessibility, safety, and overall enjoyment for all residents. Proposed improvements include the installation of a new 6-foot sidewalk, the addition of picnic tables and benches, and the construction of an ADA-compliant gazebo. The renovation will also feature updated swings with ADA accessibility, along with various new playground equipment to ensure a fun and inclusive environment for children of all abilities. These upgrades will make Oak Park a more welcoming and accessible space for the entire community and enhance recreational opportunities for the residents of Charlotte and Eaton County; and

WHEREAS, the City Council of Charlotte acknowledges the eligibility criteria for the grant program, including that the proposed project is located within the boundaries of Eaton County and is not a project in a County-owned or operated park, and that the grant application will meet the required guidelines and criteria as outlined by the Eaton County Parks & Recreation Department; and

WHEREAS, the City Council of Charlotte affirms that the grant application will be submitted with the necessary supporting documentation, including but not limited to a project description, maps, site plans, public engagement summary, and any required documentation regarding match funding if applicable; and

WHEREAS, the City Council of Charlotte agrees to comply with all requirements set forth by Eaton County for the administration of the grant program, including but not limited to maintaining the project long-term and prominently displaying the Eaton County Parks recognition sign at the project site as required for all funded projects;

NOW, THEREFORE, BE IT RESOLVED by the City Council of Charlotte, Eaton County, Michigan, as follows:

1. The City of Charlotte is hereby authorized to submit a grant application for the Eaton County Parks Community Grant Program to fund the Oak Park Design & Renovation to improve the park's accessibility, safety, and overall enjoyment for all residents. Proposed improvements include the installation of a new 6-foot sidewalk, the addition of picnic tables and benches, and the construction of an ADA-compliant gazebo. The renovation will also feature updated swings with ADA accessibility, along with various new playground equipment to ensure a fun and inclusive environment for children of all abilities. These upgrades will make Oak Park a more welcoming and accessible space for the entire community.
2. The City Manager or their designee is hereby authorized to execute any necessary documents to apply for and administer the grant on behalf of the City.
3. The City Council supports the application and acknowledges that this resolution will be included as part of the grant application submission to Eaton County Parks & Recreation.
4. The City of Charlotte agrees to comply with all terms and conditions of the Eaton County Parks Community Grant Program, including the use of any awarded funds solely for the purposes of the approved project, and the maintenance of the project after completion.
5. A certified copy of this resolution shall be included with the grant application submission to Eaton County Parks & Recreation.

BE IT FURTHER RESOLVED, that the City Council of Charlotte hereby the City administration to take all necessary actions to ensure the timely submission of the grant application and all required documentation, including the public engagement requirements and community partnerships.

The foregoing resolution was presented by _____ and supported by _____ for adoption.
Carried by roll call vote; 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 April 14, 2025, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being 1976 P.A. 267, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Mary LaRocque, City Clerk



Memo

To: Honorable Mayor Lewis; City Council
From: Mary LaRocque, City Clerk
Date: April 14, 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
Amy Ramos	Downtown Development Authority	3/15/2026
Anthony Caporali	Downtown Development Authority	3/15/2026
Tyler Pray	Downtown Development Authority	3/15/2028

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.



Memo

To: Honorable Mayor Lewis; City Council

From: Matt Griffith, Superintendent of Utilities

Date: April 4, 2025

First Reading and Approval to Set a Public Hearing and Second Reading for Proposed Ordinance 2025-03

An Ordinance to Amend Section 68-172 – Prohibited Discharges – of Chapter 68 – Utilities, Article IV – Sewers, Division 4 – Public Sewer Use – of the Code of the City of Charlotte by Changing the Permissible Discharges of Aluminum Concentrations from 2.1 mg/L to 34.2 mg/L within the City of Charlotte

The proposed ordinance provides for a revision to the Industrial Discharge Limit for aluminum as listed in the City of Charlotte's Sewer Use Ordinance (SUO), by increasing the allowable concentration from 2.1 mg/L to 34.2 mg/L.

Background

A Local Limit study was conducted to re-evaluate the existing discharge limit for aluminum, as outlined in Section 68-172 of the City's SUO. The study determined that the current limit of 2.1 mg/L is not reflective of actual system conditions. The Michigan Department of Environment, Great Lakes, and Energy (EGLE) has reviewed and approved an updated limit of 34.2 mg/L. This revised concentration is now recommended for adoption and incorporation into the SUO.

Recommendation

It is recommended that City Council approve the first reading of Ordinance 2025-03 and authorize scheduling a public hearing and second reading. The proposed amendment will update the SUO to reflect the newly approved aluminum concentration limit of 34.2 mg/L.

Suggested Motion

Motion to approve the first reading of Ordinance 2025-03 and authorize scheduling a public hearing and second reading to amend Division 4, Section 68-172 of the City of Charlotte Code to revise the allowable aluminum concentration in industrial discharges from 2.1 mg/L to 34.2 mg/L, consistent with the findings of the Local Limit study and approval by EGLE.

Introduced: April 14, 2025
Adopted:
Effective:

**CITY OF CHARLOTTE
ORDINANCE NO. 2025-03**

**AN ORDINANCE TO AMEND SECTION 68-172 - PROHIBITED DISCHARGES - OF
CHAPTER 68 - UTILITIES, ARTICLE IV SEWERS, DIVISION 4 PUBLIC SEWER
USE- OF THE CODE OF THE CITY OF CHARLOTTE BY CHANGING THE
PERMISSIBLE DISCHARGES OF ALUMINUM CONCENTRATIONS FROM 2.1
MG/L TO 34.2 MG/L WITHIN THE CITY OF CHARLOTTE.**

Councilmember _____ moved the following:

THE CITY OF CHARLOTTE ORDAINS:

Section 68-172 of Chapter 68 - Utilities - of the Code of the City of Charlotte is hereby amended to read as follows:

§ 68-172 PROHIBITED DISCHARGES.

The following discharges to the public sewer system shall be prohibited.

(1) Any liquid or vapor having a temperature higher than 150 degrees Fahrenheit or of a temperature which causes the influent to the treatment plant to exceed 104 degrees Fahrenheit, whichever is lower.

(2) Any gasoline, benzene, naphtha, fuel oil, petroleum oil, non-biodegradable cutting oil products or mineral oil in amounts that would cause interference or pass through, or other flammable or explosive liquid, solid or gas.

(3) Any garbage that has not been properly shredded.

(4) Any ashes, cinders, sand, mud, straw, shavings, metal, glass, rags, feathers, tar, plastics, woods, paunch manure or any other solid or viscous substance capable of causing obstruction to flow in sewers or other interference with the proper operation of the sewage works.

(5) Discharges greater than the following concentrations of specific pollutants:

<i>Daily Maximum (24 hour composite) - unless otherwise specified below</i>	
BOD (biochemical oxygen demand)	1600 mg/l
Total suspended solids	2200 mg/l
Total phosphorus	30 mg/l
Fats, total (grab)	250 mg/l*
Fats, non-polar (grab)	50 mg/l
Phosphorus	30 mg/l

Ammonia-N	22 mg/l
pH (grab)	Lower than 6.0 or higher than 9.0*

<i>Inorganics</i>	
Aluminum	34.2 mg/l
Arsenic	0.26 mg/l
Beryllium	0.01 mg/l
Cadmium	0.032 mg/l
Chromium	1.2 mg/l
Copper	0.9 mg/l
Available cyanide ¹ (grab)	0.03 mg/l*
Lead	0.16 mg/l
Total mercury ³	Non-detect
Molybdenum	0.18 mg/l
Nickel	0.25 mg/l
Selenium	0.09 mg/l
Silver	0.014 mg/l
Zinc	1.4 mg/l

Notes:

1 Nondetectible per U.S. EPA method 245.

2 Nondetectible per U.S. EPA method 608.

3 Nondetectible per U.S. EPA method 245.1 at a detection level of 0.2 :g/l.

* Based on daily mean calculated from a minimum of 4 appropriately spaced grab samples in lieu of 24-hour composite.

A user shall comply with all categorical pretreatment standards and any other pretreatment requirements established under §§ 307(b), 307(c), or 402(b)(8) of the Act (33 U.S.C. 1347) that are applicable to that user. If a categorical pretreatment standard and another limit contained in this article regulate any same pollutant, then the more restrictive of the two shall apply.

Future conditions imposed on the city by government agencies with proper jurisdiction may require subsequent amendment of this subsection by the city. Where federal or state promulgated pretreatment standards require limits on parameters not covered in this subsection or limits more stringent than those specified in this subsection, the state or federal limits shall have precedence and take effect with respect to the applicable user on the later of: (i) their promulgation date, or (ii) the date specified for compliance with such standards.

(6) Any waters or wastes containing suspended solids of such character and quantity that unusual attention or expense is required to handle such materials at the sewage treatment plant.

(7) Any pollutants to the POTW that result in toxic gases, vapors, and fumes in quantities that might cause worker health and safety problems, or any malodorous gas or liquid substances capable of creating a public nuisance.

(8) No industrial waste that may cause a deviation from the NPDES permit requirements, pretreatment standards and all other state and federal regulations.

(9) Any waters or wastes having a pH lower than 6.0 or higher than 9.0 or having any other corrosive properties capable of causing damage or hazard to structures, equipment and personnel of the wastewater system.

(10) Any wastewater containing any radioactive wastes or isotopes of such halflife or concentration as may exceed limits established by the city in compliance with the applicable state or federal regulations.

(11) Any discharge to the sewer which will result in a nuisance or contamination or pollution of receiving waters.

(12) Any discharge which would violate any statute, rule, EPA regulation or ordinance of any public agency.

(13) Any pollutants with a closed cup flash point of less than 140 degrees Fahrenheit.

(14) Any trucked or hauled wastes to POTWs, except at discharge points designated by the POTW. Any truck waste which is targeted for discharge into the POTW system must receive written permission from the city prior to discharge. A report must be prepared indicating what type of waste is going to be discharged and in what condition the pollutant will be.

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

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

Dated:

Timothy M. Lewis, Mayor

Mary LaRocque, Clerk



Memo

To: Honorable Mayor Lewis; City Council
From: Rob Hillard, City Manager
Date: April 14, 2025
Re: Special Assessment District - Fire Protection - Setting a date for the Public Hearing

Background

In 2021, the City of Charlotte established a citywide special assessment district under the authority of Michigan Public Act 33 of 1951, as amended, to defray a portion of the costs associated with providing fire protection services. This action was taken to address increasing service demands and operational expenses associated with maintaining adequate fire protection.

The special assessment district includes all parcels within the city limits and is reassessed annually based on a cost estimate provided by the City Manager and an assessment roll prepared by the City Assessor. The upcoming fiscal year (beginning July 1, 2025) will mark the fifth year of this special assessment.

Pursuant to Chapter 54 of the Charlotte City Code and applicable state law, a public hearing is required each year prior to confirming the assessment roll. The purpose of the public hearing is to allow property owners an opportunity to comment on the estimated costs and the distribution of the levy.

Recommendation

Staff recommends setting a public hearing for May 12, 2025, at 7:00 p.m. in the City Hall Council Chambers to consider the estimated costs and proposed levy for fire protection services for Fiscal Year 2025-26. Following the public hearing, Council will have the opportunity to confirm the assessment roll and authorize the levy for the upcoming year.

Financial Impacts

The special assessment helps offset the City's general fund expenditures for fire protection. For Fiscal Year 2025-26, the City Manager has prepared an updated cost estimate based on projected personnel, equipment, and operational needs. Without the special assessment, these costs would be borne entirely by the general fund, potentially impacting other essential services.

The special assessment amount for each parcel will be proportionally based on the methodology previously established and confirmed by the Council.

Proposed Motion

Motion to approve Resolution 2025-13, a resolution to set a public hearing for May 12, 2025, at 7:00 p.m. to consider the estimated costs and special assessment roll for fire protection services for Fiscal Year 2025-26.

**CITY OF CHARLOTTE
RESOLUTION 2025-13**

**A RESOLUTION TO SET DATE FOR A PUBLIC HEARING ON
THE ESTIMATED COSTS AND CONTINUATION OF
A SPECIAL ASSESSMENT DISTRICT FOR FIRE PROTECTION SERVICES**

WHEREAS, the City Manager has prepared an estimate of the annual costs to provide fire protection services for the fiscal year beginning July 1, 2025, and has submitted this estimate to the City Council; and

WHEREAS, the City Council has previously established a special assessment district through the passing of Resolution 2021-057 on April 26, 2021, encompassing all lots and parcels within the city limits to defray a portion of these fire protection costs, as authorized by Michigan Public Act 33 of 1951, as amended; and

WHEREAS, the upcoming fiscal year marks the fifth year of this special assessment district's operation; and

WHEREAS, pursuant to Section 54-7 of the Charlotte City Code, the Assessor is required to prepare a special assessment roll assessing each parcel within the district its proportionate share of the costs; and

WHEREAS, prior to confirming the special assessment roll for the upcoming fiscal year, the City Council is required to hold a public hearing to provide property owners an opportunity to participate and express any objections;

NOW, THEREFORE, BE IT RESOLVED that the City Council does hereby schedule a public hearing to consider the estimated costs and the proposed special assessment roll to defray the costs of fire protection services for the fiscal year beginning July 1, 2025. This public hearing is set for May 12, 2025, at 7:00 p.m., to be held in the City Hall Council Chambers, 111 E. Lawrence Ave., Charlotte, Michigan; and

BE IT FURTHER RESOLVED that the City Clerk is hereby directed to provide notice of this public hearing in accordance with the requirements set forth in Michigan Public Act 33 of 1951, as amended, and any other applicable legal requirements.

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 **Month Day**, 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.

LaRocque, City Clerk

Mary

**CITY OF CHARLOTTE
RESOLUTION 2025-14**

A Resolution Affirming the City Council of Charlotte's Interest in Traffic Calming Measures and Requesting a Meeting with the Michigan Department of Transportation to Address 18-Wheel Truck Activity in Downtown Charlotte.

WHEREAS, the City of Charlotte is committed to fostering a safe, accessible, and pleasant environment for residents, businesses, and visitors in our downtown area; and

WHEREAS, the increasing presence of 18-wheel trucks in downtown Charlotte has contributed to elevated noise levels, safety concerns, and disruptions to pedestrian and local traffic; and

WHEREAS, traffic calming measures can enhance the quality of life for residents and create a more sustainable and pedestrian-friendly urban environment; and

WHEREAS, the Michigan Department of Transportation (MDOT) provides resources and expertise in transportation management and safety initiatives;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of Charlotte expresses its interest in pursuing traffic calming solutions to address the impact of 18-wheel truck activity in the downtown area; and

BE IT FURTHER RESOLVED, that the City Council formally requests a meeting with the Michigan Department of Transportation to explore collaborative strategies and potential solutions, including but not limited to truck route adjustments, noise mitigation strategies, and other traffic calming techniques; and

BE IT FINALLY RESOLVED, that the City Council directs the City Manager to coordinate with MDOT representatives to arrange the requested meeting and provide a report on the outcomes to the Council.

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

CERTIFICATION

I, Mary LaRocque, City Clerk for the City of Charlotte, County of Eaton, State of Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution duly adopted by the

City Council of the City of Charlotte during its regular meeting held on **Month Day**, 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.

LaRocque, City Clerk

Mary



Memo

To: Robert Hillard – City Manager
From: Stephanie Whitney - Director of Public Works
Date: March 28, 2025
Re: Staff Report on TEDF Category F Grant Funding

I am writing to request that the City Council consider authorizing an application to the Michigan Department of Transportation's Transportation Economic Development Fund (TEDF), Category F grant program.

Category F provides funding assistance for the improvement of city and village streets that support commercial traffic, with an emphasis on roadways that connect to the state trunkline system. These grants can cover up to 80% of eligible construction costs, and present an excellent opportunity to leverage state funding for needed local infrastructure improvements.

After reviewing the eligibility criteria and potential projects within the City of Charlotte, I believe we have a strong case for submitting an application during this year's cycle. If approved by Council, I will begin the application process in accordance with MDOT's program guidelines and timelines.

I respectfully request that this item be added to the April 14, 2025 City Council agenda for consideration and approval.



To: Honorable Mayor Tim Lewis and City Council Members

From: Stephanie Whitney, Director of Public Works

Date: April 8, 2025

Re: Fiscal Year 2026 Community Project

Background:

Congressman Tom Barrett has announced the opening of the application process for Community Project Funding requests for Fiscal Year 2026. The application deadline is 5:00 pm on Friday, April 18th, 2025. Congressman Barrett's office will be considering requests for inclusion in the House's appropriations bills for the upcoming fiscal year. Projects will be evaluated based on the guidelines set forth by the U.S. House Appropriations Committee.

The Combs Industrial Park project is included in the "Framework" and is a strategic initiative aimed at fostering business development within the city. The proposed project involves adding a road connecting the current dead end of Parkland Drive to Packard Highway, along with the necessary water, storm sewer and sanitary sewer infrastructure. This road extension is intended to open up more land for commercial development, making it easier to sell land and attract new businesses to the area.

Project Details:

- **Project Name:** Combs Industrial Park Road Extension
- **Scope of Work:** The project will involve constructing a road from the current dead end of Parkland Drive to Packard Highway. Additionally, the extension will include the installation of storm sewer and sanitary sewer systems to support future development.
- **Community Impact:** This road extension will provide improved access to the industrial park, allowing for increased commercial and industrial development in the area. By adding infrastructure, we will be able to sell adjacent land, which could attract new businesses to the city and help drive economic growth.
- **Alignment with Guidelines:** This project aligns with the criteria set by Congressman Barrett's office, including the focus on economic development, infrastructure improvements, and the ability to match funding locally.

Financial Impact:

If selected for funding, the project would benefit from the Community Project Funding request, with the expected grant amount potentially covering the majority of the road construction and infrastructure installation costs. The local match will be \$1,000,000 from the Local Development Finance Authority.

Recommendation:

It is recommended that the City Council approve the submission of the Combs Industrial Park Road Extension project for consideration as part of Congressman Tom Barrett's Fiscal Year 2026 Community Project Funding Request. The deadline for submission is April 18th, and it is crucial that we submit this request promptly to ensure the city can access potential federal funding for this critical infrastructure project.



Memo

To: Honorable Mayor Lewis; City Council
From: Mary LaRocque, City Clerk
Date: April 03, 2025
Re: 2025 Local Officers Compensation Commission (LOCC) recommendation

Background

Pursuant to Section 2-113 of the City of Charlotte Code of Ordinances, the Local Officers Compensation Commission (LOCC) is required to meet every odd-numbered year to determine the compensation of elected City Council members.

The LOCC convened on Thursday, April 3, 2025, at 5:30 p.m. to review and update the existing 2023 compensation policy.

Recommendations

At the April 2025 meeting, the LOCC proposed the following updates to the compensation policy:

- Increase the Mayor's base rate from \$55 to \$75 per meeting, and increase the annual stipend from \$2,000 to \$2,600
- Increase the Council member base rate from \$50 to \$70 per meeting
- Add reimbursement for attendance at online training courses to the travel reimbursement policy
- Eliminate the \$10.00 per hour stipend for Board and Commission service

Under the 2025 proposal:

- The Mayor's annual compensation would be calculated as $(75 \times 36 \text{ meetings}) + \$2,600 = \text{\$5,300}$
- Each Council member's annual compensation would be calculated as $(70 \times 36 \text{ meetings}) = \text{\$2,520}$
- All 2025 policy changes would take effect retroactively to **January 1, 2025**

Suggested Council Action

As set forth in City ordinance, the City Council may not amend the LOCC's recommendation. Therefore, the Council must take one of the following actions:

1. **Motion to accept and file** the 2025 LOCC recommendation with the City Clerk, allowing the policy to take effect retroactively to January 1, 2025; or
2. **Motion to reject** the 2025 LOCC recommendation (requires a two-thirds vote of Council). If rejected, the existing 2023 policy shall remain in effect until the LOCC next convenes in 2027.

— THE CITY OF —
CHARLOTTE
 — MICHIGAN —

**2025 Council Compensation Policy
 Reimbursement Request**

Conference/workshop attendance and meals and mileage reimbursements must be requested by the council member with proper receipts:

- \$50.00 per ½ day (1 to 4 hours) conference/workshop
- \$100 per full day (4 to 8) conference/workshop
- Meals and mileage (current IRS rate) for out-of-town conference/workshop

Please submit copies of your receipts with a copy of this completed document to the City Clerk

Council/Workshop attendance reimbursement request			
First and Last Name			Phone #
Function attended (file separate forms for each function)			
Today's date			Was this online or out-of-town?
Reimbursable Item	Expense Amount	Date attended	
1/2 day	\$50.00	Office only notes: Total Payroll: _____ Date of Payroll: _____ Total A/P: _____ Date of A/P: _____	
Full Day	\$100.00		
Meal			
Meal			
Meal			
Parking			
Mileage			
Other			