



PROPOSED AGENDA
REGULAR MEETING OF THE CHARLOTTE CITY COUNCIL
111 E. Lawrence Ave, Charlotte, MI 48813 (517) 543-2750
7:00 P.M. Monday, May 2, 2022

Interested persons can participate in-person or via Zoom
Connect to Zoom from your computer, tablet, or smartphone
Website: <https://us02web.zoom.us/j/88647095242>
One tap mobile: +16465588656,,88647095242#
Telephone: (312) 626-6799 Webinar ID: 886 4709 5242

- 1. Call to Order**
- 2. Roll Call**
- 3. Invocation – Daniel Longden, First Lutheran Church**
- 4. Pledge of Allegiance**
- 5. Approval of Minutes**
 - a. April 18, 2022 Regular Council Meeting
 - b. April 21, 2022 Workshop Meeting
- 6. Absence of Council Members**
- 7. Public Hearing**
 - a. CDBG grant application for water related infrastructure
- 8. Public Comment - Limit presentation to five (5) minutes**
- 9. Approval of Agenda**
- 10. Consent Agenda**
 - a. Approval of Claims and Expenditures totaling \$524,190.98
 - b. Approval of Resolution 2022-06 Charlotte Celebrates Street Closure
- 11. Business Agenda**
 - a. Approval of Resolution 2022-05 to authorize CDBG grant application for water related infrastructure

- b. Approval of participation agreement with Eaton County Drain Commissioner for Island Highway reconstruction project
- c. Discussion on proposed changes to draft FY22-23 Budget
- d. Approval of bid proposal from Grantsmanship Consulting LLC

12. Communications and Committee Reports

- a. City Attorney Report
- b. City Manager Report
- c. Councilmember Committee Reports

13. Public Comment

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
April 18, 2022

CALL TO ORDER:

By Mayor Armitage on Monday April 18, 2022 at 7:00 p.m.

ROLL CALL:

Mayor Armitage, Council members Dyer, Rodriguez, Van Langevelde, Horvath and Lake. A quorum was met. Also in attendance were Attorney Hitch, City Manager LaPere, and City Clerk LaRocque. In the audience; DPW Director Gilson and LRE Engineering president Pete Buurstra.

INVOCATION:

None

PLEDGE OF ALLEGIANCE:

Led by Mayor Armitage

APPROVAL OF MINUTES:

April 04, 2022 Regular Meeting Minutes

Motion by Lake supported by Van Langevelde to approve the April 04, 2022 regular meeting minutes. Carried; Yea 6; Nay 0; Absent 1

EXCUSE ABSENT MEMBERS:

Mayor Pro-Tem Weissenborn

Motion by Van Langevelde supported by Dyer to excuse council member Weissenborn. Carried; Yea 6; Nay 0; Absent 1

PUBLIC COMMENT:

No comments

APPROVAL OF AGENDA

It was agreed to remove items A and F from the Consent agenda and place them as items G and F of the Business agenda.

Motion by Dyer supported by Lake to approve the agenda with the noted changes. Carried; Yea 6; Nay 0; Absent 1

CONSENT AGENDA:

- a. Item moved to business agenda f (request by Horvath)
- b. Mayoral appointments to Boards and Commissions
- c. Adopt Council Policy 2022-01 Property Transfer Affidavit Penalty Waiver
- d. Adopt Council Policy 2022-02 Letter Appeals to the Board of Review
- e. Adopt Council Policy 2022-03 Auditing of Status of Tax-Exempt Properties
- f. Item moved to business agenda g (request by Rodriguez)

Motion by Dyer supported by Van Langevelde to approve the Consent agenda items B through E. Carried; Yea 6; Nay 0; Absent 1

BUSINESS AGENDA:

- a. Approval of participation agreement with Eaton County Drain Commissioner for Island Highway reconstruction project

Motion to approve full project by Van Langevelde supported by Dyer was withdrawn. Motion to postpone discussion and decision until May 2, 2022 regular Council Meeting by Dyer

supported by Van Langevelde. Carried with the following roll call vote; Yea 4 (Horvath, Rodriguez, Dyer, Lake); Nay 2 (Armitage, Van Langevelde); Absent 1

- b. Approval of contract for combined proposal for water treatment options and water reliability study from Fishbeck

Motion to approve a proposal for water treatment options study from Fishbeck by Dyer supported by Lake. Failed with the following roll call vote; Yea 2 (Dyer, Van Langevelde); Nay 4 (Horvath, Armitage, Lake, Rodriguez); Absent 1

Motion to approve water reliability study from Fishbeck by Dyer supported by Lake. Carried. Yea 6; Nay 0; Absent 0

- c. Approval of contract for OPEB actuarial

Motion to approve OPEB Actuarial contract by Dyer supported by Van Langevelde. Carried; Yea 6; Nay 0; Absent 1

- d. Consider grant consultation service proposals

Council asked LaPere to write up an approval request for The Grantsmanship Consulting LLC and present it at the next regular Council meeting on May 2, 2022.

- e. Discussion on ARPA public input plan

The next discussion to be scheduled on the June 9, 2022 Council Workshop meeting agenda. Time is needed for a public survey to be published, collected and the data reviewed.

- f. Approval of Claims and Expenditures totaling \$437,741.13

Motion to approve claims and expenditures of \$437,741.13 by Dyer, supported by Rodriguez. Carried; Yea 5; Nay 1 (Horvath); Absent 1

- g. Adopt Council Policy 2022-04 Investment of Surplus Funds

Motion to approve the adoption of Council Policy 2022-04 by Dyer supported by Van Langevelde; Carried; Yea 6; Nay 0; Absent 1

COMMUNICATIONS AND COMMITTEE REPORTS:

- a. City Attorney report was received. Hitch distributed his written opinion to be referenced during the closed session discussions and offered to answer questions on the FOIA response reply letters issued to each council member by the Clerk.
- b. City Manager report was received. Topics include April communications update, water shut off resumes, programs available to individuals needing assistance; spring hydrant flushing; code enforcement and rental inspection updates, March revenue and expense report; fuel tank inspections; more State assistance available to residents and Rave alerts.

- c. Council member Committee Reports.

Parks Advisory by Van Langevelde. Discussions on obtaining grant funding and business and community donations for park projects. For Arbor Day they plan to

plant a willow tree at the disc golf course and reported property damage at the disc golf course.

Planning Commission by Lake. Working still on the language for the sign ordinance, Meijer's has delayed their add-on project at the Charlotte location and the firework tent permit at the Meijer parking lot has been approved.

EATRAN by Dyer. An audit was completed and they have an (employment) posting for an Executive Director as the current director is leaving.

PUBLIC COMMENTS:

Resident Jim offered his compliment to the Code Enforcement Officer (Cheri Cummings) as she worked quickly to resolve a complaint. Mentioned trash overflow at Bennet Park trash cans.

MAYOR AND COUNCIL COMMENTS:

Horvath; Calls for council approval before staff consults the attorney, feels that the City Manager and Mayor should pay for certain attorney fees and they should resign.

Dyer; No comment.

Rodriguez; Thanked Pete Buurstra for his input. He stated (in reference to a water treatment plant) that his "No" doesn't mean never and is concerned about the ongoing costs to the city for such a plant and suggests that individuals can resolve (their own water treatment issues) better, and cheaper on their own. He thanked the citizens for their generosity shown to each other.

Van Langevelde; She has a phone conference with State Rep. Witwer on Thursday to discuss State and grant funds available to Charlotte. She congratulated Officer Justin Bahm on his

recent graduation from accident construction school and she thanked all the police officers for their work.

Lake; Called for citizens to participate more by attending council meetings and to be involved in their community.

Armitage; No comments, issued a 5-minute recess at 8:52 p.m. before going to the closed session.

RECESS TO CLOSED SESSION

Motion by Dyer supported by Lake to recess into closed session at 8:57 p.m. Carried by roll call vote. Yea 6; Nay 0; Absent 1.

RECONVENE OPEN SESSION

No action to be taken from closed session discussion. Horvath left the meeting during closed session.

ADJOURNMENT:

Motion by Dyer supported by Lake to adjourn the meeting at 9:46 p.m. Carried; Yea 5; Nay 0; Absent 2.

Mayor Michael Armitage

Mary LaRocque, City Clerk

CITY OF CHARLOTTE COUNCIL PROCEEDINGS
Workshop Meeting
111 E. Lawrence Ave., Charlotte, MI 48813 (517) 543-2750
APRIL 21, 2022

CALL TO ORDER:

By Mayor Armitage on Thursday April 21, 2022 at 7:00 p.m.

ROLL CALL:

Mayor Armitage, Mayor Pro-Tem Weissenborn, Council members, Van Langevelde, Dyer and Horvath. Quorum was met. Also in attendance were the City Manager LaPere, City Finance Director/Treasurer Smith, City Clerk LaRocque, Community Development Director Myrkle, Assessor Jewell (Zoom), Police Chief Brentar, Public Works Director Gilson and Fire Chief Jordan.

APPROVE AGENDA:

Motion by Weissenborn, supported by Van Langevelde to approve the agenda. Carried Yea 5, Nay 0, Absent 2 (Rodriguez, Lake)

EXCUSE ABSENT COUNCIL MEMBERS:

Rodriguez and Lake

Motion by Dyer supported by Weissenborn to excuse Rodriguez and Lake. Carried Yea 5; Nay 0, Absent 2 (Rodriguez, Lake)

PUBLIC COMMENT:

(Council member Lake arrived at this time)

Resident Heather Bodell owns rental property in the city and is having difficult issues with her tenants. She is frustrated because she feels that, just as rental owners have ordinance requirements, she feels there should be the same for tenants.

DISCUSSION ITEMS:

1. Presentation and discussion of FY 22-23 Budget

The budget proposed is in compliance with the corrective action plan the City has with the State of Michigan. The action plan was developed to 1. Increase fund balance to 17% of expenditures (\$996k) (Council policy 2021-06); 2. Increase unfunded pension liability to the State minimum requirement of 60%; 3. Increase revenue through the special assessment district. If followed faithfully, the plan is projected to reach the desired results in 5 years for the fund balance and the unfunded pension should reach 60% by 2030 and be fully funded by 2040.

An example was given if the special assessment district were to be eliminated resulting in negative revenue of \$600k. An example was given of a reduction or elimination of services to accommodate for the revenue shortfall. It must be noted that the special assessment district is part of the corrective action plan with the State and an elimination of the special assessment district would require a revision of those plans with the State and the revision may or may not be accepted.

Discussions to add two full time positions in the DWP and Police departments and for a grant writer contract were explored and it was requested to have a budget proposal presented which includes the addition of those three items for the next budget discussion.

DPW Director Gilson presented to Councilman Horvath a written history of over 100 grants applied for by, and awarded to, the DPW. It reports a cumulative total of \$8,345,072.51 in grant funding received over a period of years. Amounts received

specifically by inter-department are as follows; Trees \$34,138.00; Parks \$595,932.06; Streets \$6,515,329.83; Lighting \$60,662.65; Consumers Energy Rebates \$17,663.00; Wellhead Protection \$28,337.97; Water System \$374,774.00; CARA \$718,235.00.

Horvath left the meeting around 8:30 p.m.

PUBLIC COMMENT:

No comments

MAYOR AND COUNCIL COMMENTS:

Lake; Announced officially his immediate resignation from the City Council. He is moving out of district. He is saddened to go but must proceed in the best interest of his growing family.

Mayor; Thanked Lake for his service, willingness to learn, wished him the best and agreed that family comes first.

Van Langevelde; Thanked Lake and noted what a pleasure it was working with him. Noted next week is Crime Victims' Rights Week and encourages any crime victims to seek help, that their rights matter!

Weissenborn; Commended Lake on his insight, thought processes and his different perspectives that were a benefit to council and encouraged him to stay involved somehow in his community.

Dyer; Inquired about process for replacing a Council member after a resignation. (City Charter Sections 3.9; 3.10; and 3.13 address the issue and provide the procedural process).

ADJOURNMENT:

Motion by Dyer supported by Van Langevelde to adjourn the meeting at 9:41 p.m. Carried. Yea 5; Nay 0; Absent 2 (Rodriguez, Horvath)

Mayor Armitage

Mary LaRocque, City Clerk

— THE CITY OF —
CHARLOTTE
— MICHIGAN —

Memo

To: Honorable Mayor Armitage, City Council
From: Mary LaRocque, City Clerk
Date: April 27, 2022
Re: Claims and expenditures for Council Meeting May 2, 2022

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 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.

Financial Impacts

Insurance claims week of April 18, 2022	\$ 0.00
Insurance claims week of April 25, 2022	\$ 6,660.65
Payroll paid Friday April 22, 2022	\$ 89,966.48
Invoiced claims as of April 27, 2022	<u>\$427,563.85</u>
Total	<u>\$524,190.98</u>

Suggested Motion

City Council approves Claims and Expenditures in the amount of **\$524,190.98**

User: CKOENIG

INVOICE ENTRY DATES 04/14/2022 - 04/27/2022

DB: Charlotte

BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID

BANK CODE: POOL

Vendor Code	Vendor Name		Amount
	Invoice	Description	
01691	1ST AYD CORPORATION		
	PSI525003	5 MIL BLACK NITRILE GLOVES	329.04
TOTAL FOR: 1ST AYD CORPORATION			329.04
01678	ADVANCE AUTO PARTS		
	5565210556405	OIL SEAL	21.69
	5565210556406	THRED REPAIR KIT	22.99
TOTAL FOR: ADVANCE AUTO PARTS			44.68
01669	ALRO STEEL CORPORATION		
	CDF6975GR	3 LNG 1/4 X 1 1/4 304/304L SS S & E	255.54
TOTAL FOR: ALRO STEEL CORPORATION			255.54
01764	AMAZON CAPITAL SERVICES		
	1CW6-VT4N-61VM	CUTLERY SET	29.34
	1H9X=YYDD-GCRX	LOGITECH WIRELESS KEYBOARD & MOUSE COMBO, BATTE	538.43
	1M4W-1YMG-XYQL	PAPER PLATES AND DIXIE CUPS	175.29
	1MVN-KCN9-HKLV	CARD READER	29.05
	1WLX-T1F1-L7P6	GREEN SUCTION HOSE	39.99
	1XC3-6TMQ-H6T1	DRAG MAT FOR CARC	189.55
	1YLF-YRHM-4P3L	FIREFIGHTER FIREMAN QUADVENT TURNOUT BAG	67.98
TOTAL FOR: AMAZON CAPITAL SERVICES			1,069.63
01655	APOLLO FIRE EQUIPMENT		
	108668	5" STORZ CAP	106.75
TOTAL FOR: APOLLO FIRE EQUIPMENT			106.75
01635	AT&T LONG DISTANCE		
	MARCH 2022	INTERNET CITY HALL MAIN LINE	56.52
TOTAL FOR: AT&T LONG DISTANCE			56.52
01630	AUTO GEM DISTRIBUTING		
	7839	CLEANING SUPPLIES FOR FIRE TRUCKS	390.15
TOTAL FOR: AUTO GEM DISTRIBUTING			390.15
01622	AXON ENTERPRISE INC		
	INUS068598	BODY CAMERA'S, IN CAR CAMERA'S, INTERVIEW ROOM	12,000.00
	INUS068599	TASER	11,040.00
TOTAL FOR: AXON ENTERPRISE INC			23,040.00
01608	BARYAMES CLEANERS		
	BN1615-04/15/202	UNIFORM CLEANING FIREMAN	226.95
	BN1616-04/15/202	UNIFORM CLEANING	281.73
TOTAL FOR: BARYAMES CLEANERS			508.68
01581	BLUE CARE NETWORK		
	220980010481	05/01/2022 TO 05/31/2022	46,854.29
	220980010527	05/01/2022 TO 05/31/2022	3,803.99
TOTAL FOR: BLUE CARE NETWORK			50,658.28
01561	BS&A SOFTWARE		
	139923	SOFTWARE	4,865.00
TOTAL FOR: BS&A SOFTWARE			4,865.00

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INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF CHARLOTTE
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BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: POOL

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Vendor Code	Vendor Name	Invoice	Description	Amount
01555	BYRUM ACE HARDWARE			
		181592	SURGE PROTECT	31.98
		181734	FASTENERS	7.16
		181834	KICKDOWN DOOR HOLD 4"SN, HANDLE	32.96
		182253	SHIMS	2.39
		182474	WOTER SOFTNER PELLET #40	71.88
		182731	EXTRACTOR,HILLMAN FASTENERS	10.93
		183246	SANDPAPER,	12.98
TOTAL FOR: BYRUM ACE HARDWARE				170.28
01882	CALEDONIA FARMERS ELEVATOR			
		425865	TIRE PATCH TIRE LABOR	18.50
TOTAL FOR: CALEDONIA FARMERS ELEVATOR				18.50
01547	CANON FINANCIAL SERVICES, IN			
		28399227	CONTRACT CHARGE, PERIOD 04/01/2022 - 04/30/202	253.73
TOTAL FOR: CANON FINANCIAL SERVICES, IN				253.73
00849	CAPITAL ASPHALT			
		4151	COLD PATCH	1,953.45
TOTAL FOR: CAPITAL ASPHALT				1,953.45
01457	CHROUCH COMMUNICATIONS			
		11880800	S/O:00100150312 DATE 04/20/2022 TECH 153 TOLEN	295.00
		11880900	S/O:00100150311	411.69
TOTAL FOR: CHROUCH COMMUNICATIONS				706.69
01519	CITY OF CHAR-CLERKS PETTY CASH			
		04/27/2022	PETTY CASH	930.62
TOTAL FOR: CITY OF CHAR-CLERKS PETTY CASH				930.62
01520	CITY OF CHARLOTTE			
		01869-02.01.2022	111 E LAWRENCE	1,763.02
		03389-02.01.2022	201 HALL ST	145.82
		07445-02.01.2022	1005 PAINE DR	146.45
		07446-02.01.2022	1005 PAINE DR	270.13
		07447-02.01.2022	PAINE 2	2,954.69
		07448-02.01.2022	1005 PAINE DR 3	730.00
		10281-01.06.2022	1310 S. COCHRAN AVE.	241.02
		10281-04/01/2022	1310 S. COCHRAN AVE.	278.49
		11516-01.06.2022	301 TIRRELL HWY	246.51
		11516-04.01.2022	301 TIRRELL HWY	296.77
		11517-01.06.2022	301 TIRRELL HWY DPW	263.87
		11517-04.01.2022	301 TIRRELL HWY DPW	270.28
		11518-01.06.2022	313 TIRRELL REAR	267.38
		11518-04.01.2022	313 TIRRELL REAR	352.39
		11519-01.06.2022	313 TIRREL HWY SCRE	3,140.09
		11519-04.01.2022	313 TIRREL HWY SCRE	4,259.73
		14288-01.06.2022	911 W. SHEPHERD ST.	1,013.34
		14288-04.01.2022	911 W. SHEPHERD ST.	995.06
		14995-01.06.2022	1225 S COCHRAN AVE	265.70
		14995-04.01.2022	1225 S COCHRAN AVE	220.00
		15517-01.06.2022	301 TIRRELL HWY DPW	440.27
		15517-04.01.2022	301 TIRRELL HWY DPW	227.31
TOTAL FOR: CITY OF CHARLOTTE				18,788.32

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Vendor Code	Vendor Name		
	Invoice	Description	Amount
01489	CMP DISTRIBUTORS INC		
	70702	CONCEALABLE BALLISTIC VEST	704.00
TOTAL FOR: CMP DISTRIBUTORS INC			704.00
01486	CONSULTANTS ON CALL, LLC		
	2022-22976	MANAGED SERVICE FEES	187.50
TOTAL FOR: CONSULTANTS ON CALL, LLC			187.50

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Vendor Code	Vendor Name	Description	Amount
Invoice			
01471	CONSUMERS ENERGY		
	201541200405	1225 S COCHRAN AVE	58.05
	202342133558	620 W SHEPHERD ST	82.07
	202520110646	1310 S COCHRAN AVE	1,674.30
	202698094795	245 S COCHRAN AVE	14.77
	202787063787	1325 ISLAND HWY	35.55
	203054044784	112 1/2 S COCHRAN	29.36
	203143045362	526 W STODDARD ST	29.36
	203232061208	203 HALL ST	63.10
	203321030430	811 CHADS WAY	16.56
	203321042596	076 - 12 TRAFFIC LIGHTS	408.14
	203321042597	AREA LIGHTING	372.77
	203321042598	076 - 2 TRAFFIC LIGHTS	2.99
	203321042599	065 & 068 -460 STREETLIGHTS	4,752.60
	203321042600	TULLY BROWN DR (AREA LIGHTING)	85.55
	203499031106	1005 PAINE DR	9,987.37
	203854984124	619 W SHEPHERD ST	234.37
	203854984125	620 W SHEPHERD ST	192.05
	203854995990	201 HALL ST (AREA LIGHTING)	64.16
	203943971143	1213 S COCHRAN AVE	80.55
	203943971144	1216 S COCHRAN AVE	341.57
	203943971145	1216 1/2 S COCHRAN AVE	15.00
	203943971146	1216 S COCHRAN AVE	259.19
	204032958495	1152 S COCHRAN AVE CAMP FRANCIS	60.58
	204032958497	301 TIRRELL RD	378.51
	204121956091	301 TIRRELL RD R2	3,068.91
	204121956092	301 TIREELL RD #NEW	1,147.47
	204121959011	911 W SHEPHERD ST	4,364.60
	204299947624	108 E LAWRENCE AVE	50.30
	204299947625	108 E LAWRENCE AVE	50.63
	204655894469	103 VAN LIEU ST	41.18
	205100823703	1005 PAINE DR. FRNT GEN CHARLOTTE	20.86
	205456786875	508 N. SHELDON ST.	138.30
	205545777622	1064 NORTHWAY	45.52
	205990695260	700 LANSING RD	29.36
	206079690597	1167 E CLINTON TRAIL	129.90
	206257612430	201 HALL ST	107.32
	206346501357	1005 PAINE DR	1,058.59
	206435440162	111 E LAWRENCE AVE	4,617.15
	206613419885	1800 PACKARD HWY	41.31
	206613420320	811 CHADS WAY	270.79
	206702355377	1325 ISLAND HWY #C	140.58
	206791326987	1325 ISLAND HWY	595.90
	206791326988	1329 1/2 ISLAND HWY	67.88
	206969160510	1227 S COCHRAN AVE	5,314.44
	207146576506	1104 MIKESELL ST	298.13
	207146576510	544 LANSING ST	121.90
	207146576511	544 LANSING ST	665.16
	207146576512	700 E. SHEPHERD ST.	262.31
	207146576517	1075 INDEPENDENCE BLVD	257.80
	207146576520	1305 S COCHRAN AVE	708.43
	207146576554	1216 S COCHRAN AVE	2,118.10
	207146576600	111 E LAWRENCE AVE	2,652.64
	601012905230	CHRISTMAS LIGHTS, NOVEMBER 26, 2021 THRU JANUA	305.25
TOTAL FOR: CONSUMERS ENERGY			47,929.23
01884	DAN DALY		
	04222022	PLAN EXAM TEST ON 04/13/2022	30.13
TOTAL FOR: DAN DALY			30.13

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Vendor Code	Vendor Name	Invoice	Description	Amount
01429	DELAU FIRE & SAFETY INC			
		363272	ANNUAL INPSECTION HAND FIRE EXTINGUISHERS	487.00
		363274	ANNUAL INSPECTION	40.00
		363276	ANNUAL INSPECTION PORTABLE FIRE EXTINGUSHERS	356.00
		363277	ANNUAL INSPECTIONS OF HANDHELD EXTINGUISHER	236.50
		363429	INSPECTION OF 14 HANDHELD FIRE EXTINGUISHERS	381.00
		363430	ANNUAL INSPECTIONS OF HAND PORTABLE EXTINGUISH	176.50
TOTAL FOR: DELAU FIRE & SAFETY INC				1,677.00
01428	DELTA DENTAL PLAN OF MICHIGAN			
		05/01/2022	MAY 2022	4,230.34
TOTAL FOR: DELTA DENTAL PLAN OF MICHIGAN				4,230.34
01414	DORNBOS SIGN & SAFETY INC.			
		INV61778	24X24 MULTICOLOR SIGN-WELLHEAD GRANT	1,414.80
		INV61779	SIGN POSTS	690.00
TOTAL FOR: DORNBOS SIGN & SAFETY INC.				2,104.80
01385	EATON THEATER			
		1208	ADVERTISING ON SCREENS	420.00
TOTAL FOR: EATON THEATER				420.00
01381	ELECTRICAL TERMINAL SERVICES			
		753495-00	LED LIGHT	28.09
TOTAL FOR: ELECTRICAL TERMINAL SERVICES				28.09
01373	EMPCO INC			
		5216	OFF THE SHELF EXAM-SEGEANT, V 5202-22	370.00
TOTAL FOR: EMPCO INC				370.00
01365	ETNA SUPPLY			
		S104348007.001	CERTIFIED METER TEST	450.00
		S10450891.001	4 SDR35 TEE GXGXG, 4 SDR35 GASKETED CAP	1,015.20
		S104511880.001	METER WIRE3-22-3SOLRBG 3/22	600.00
		S104522208.001	1X60 FT COP K SOFT COIL	4,979.20
		S104526292.001	3/4 IPERL METERS	2,240.00
TOTAL FOR: ETNA SUPPLY				9,284.40
00538	EXOTIC AUTOMATION & SUPPLY			
		I1275236	EXOTIC HOSE ASSEMBLY	51.67
TOTAL FOR: EXOTIC AUTOMATION & SUPPLY				51.67
01346	FIRE SUPPRESSION PRODUCTS			
		16206	5 GAL FIRE CAP PLUS FIRE SUPPRESSION AGENT,55	1,335.00
TOTAL FOR: FIRE SUPPRESSION PRODUCTS				1,335.00
01711	FLEET SERVICES INC.			
		2477	REPAIR WIRES UNDER KICK PANEL AND REPLACE FUSE	321.50
TOTAL FOR: FLEET SERVICES INC.				321.50
01283	HARMON GLASS			
		4280-767449	REPLACE WINDSHIELD 2016 FORD EXPLORER	415.00
TOTAL FOR: HARMON GLASS				415.00

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01438	HASSEL FREE FUELS			
		CFSI-7077	FUEL	1,901.98
		CFSI-7120	FUEL	743.94
TOTAL FOR: HASSEL FREE FUELS				2,645.92
01250	INSTY PRINTS			
		91883	BUISNESS CARDS	56.00
TOTAL FOR: INSTY PRINTS				56.00
01247	INTERNATIONAL MINUTE PRESS			
		28857	ENVELOPES FOR UTILITY BILL, ENVELOPES FOR ACCO	612.46
TOTAL FOR: INTERNATIONAL MINUTE PRESS				612.46
00838	IRON HORSE EXCAVATION LLC.			
		21-522	PROJECT, 518 N WASHINGTON	2,586.59
		22-537	PROJECT-MULTIPLE LOCATIONS OF TOPSOIL	2,984.00
		22-538	PROJECT 618 W LAWRENCE ST	3,696.10
TOTAL FOR: IRON HORSE EXCAVATION LLC.				9,266.69
01618	JUSTIN BAHM			
		04.20.2022	TECHNICAL TRAFFIC CRASH INVESTIGATION APRIL 4	144.49
		04.20.2022B	TECHNICAL TRAFFIC INVESTIGATION TRAINING APRI	173.45
TOTAL FOR: JUSTIN BAHM				317.94
01216	KALAMAZOO RIVER WATERSHED			
		2020-75	CONTRACT FEE, TMDL FEE	703.00
TOTAL FOR: KALAMAZOO RIVER WATERSHED				703.00
01209	KENDALL ELECTRIC INC.			
		S111462615.001	135A21/TS/8M/SS-130V SYL 135 W 130	222.17
TOTAL FOR: KENDALL ELECTRIC INC.				222.17
01199	KIMBALL MIDWEST			
		9822053	HAND PAD, CLOTH ROLL	61.57
TOTAL FOR: KIMBALL MIDWEST				61.57
01968	KNAPHEIDE TRUCK EQUIPMENT CENTER			
		1117666	SPINNER ASSEMBLY, MOTOR HYD 2.8 CIR 4B W/CH	731.09
TOTAL FOR: KNAPHEIDE TRUCK EQUIPMENT CENTER				731.09
01173	LEA'S AUTO BODY			
		5340	MOUNT AND BALANCE 4 TIRES	76.00
		5344	CHANGE 3 TIRES AND REPLACE TIRES	52.00
		5358	REPLACE FRONT PADS AND ROTORS	534.12
		5359	REPLACE FRONT PADS AND ROTORS	602.05
TOTAL FOR: LEA'S AUTO BODY				1,264.17
01926	LOOMIS, EWERT, PARSLEY, DAVIS & GOT			
		197406	SERVICES THROUGH 04/15/2022	851.00
TOTAL FOR: LOOMIS, EWERT, PARSLEY, DAVIS & GOT				851.00
01156	LYNN PEAVEY COMPANY			
		388841	75# 1/6 KR EV, 60# #12 KR EVID, SK 60# 25 KR E	161.47
TOTAL FOR: LYNN PEAVEY COMPANY				161.47

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01958	MARY LAROCQUE	04192022	REINBURSEMENT FOR MAMC INSTITUTE MARCH 20-25,2	106.60
TOTAL FOR: MARY LAROCQUE				106.60
01714	MATTHEW MITSCHKE	04222022	LIMITED TREATMENT CONFERENCE	98.90
TOTAL FOR: MATTHEW MITSCHKE				98.90
01127	MEADOWBROOK INC.	9541	STORAGE TANK POLLUTION LIABILITY	1,610.05
TOTAL FOR: MEADOWBROOK INC.				1,610.05
01967	MICHIGAN ASSOCIATION OF PLANNING	36892	TRAINING,MILEAGE, BOOKS	1,572.96
TOTAL FOR: MICHIGAN ASSOCIATION OF PLANNING				1,572.96
01129	MICHIGAN DEPT OF TRANS.	04.06.2022	E HARRISE ST . PROJECT	61,100.39
		591-11005098	WEATHER OBSERVATION AND DATA DISSEMINATION SYS	495.55
TOTAL FOR: MICHIGAN DEPT OF TRANS.				61,595.94
01082	MICHIGAN NETWORK CONSULTANTS	2022-22975	IT SERVICES	3,175.00
TOTAL FOR: MICHIGAN NETWORK CONSULTANTS				3,175.00
01074	MML LIABILITY INSURANCE	5452206	04/24/2022 TO 04/24/2023	127,173.00
TOTAL FOR: MML LIABILITY INSURANCE				127,173.00
01027	NEW PIG CORPORATION	23614074-00	CREDIT AGAINST INVOICE # 23600621	(91.73)
TOTAL FOR: NEW PIG CORPORATION				(91.73)
00964	QUILL CORP.	24261750	OFFICE SUPPLIES	357.88
		24407592	OFFICE SUPPLIES	4.19
		24419033	OFFICE SUPPLIES	273.02
TOTAL FOR: QUILL CORP.				635.09
01418	REINALT-THOMAS CORPORATION	6432855	TIRES	2,732.24
TOTAL FOR: REINALT-THOMAS CORPORATION				2,732.24
01945	RICHARDS APPLIANCES	A0-004241	PART FOR WESTSIDE DISHWASHER	6.88
TOTAL FOR: RICHARDS APPLIANCES				6.88
MISC	RITA SKIDMORE	01142022	REFUND CAMP FRANCES RESERVATION	70.00
TOTAL FOR: RITA SKIDMORE				70.00
00926	ROWE PROFESSIONAL SERVICES CO	0102734	PROJECT 21W0064 HALL STREET RECONSTRUCTION	12,120.00
TOTAL FOR: ROWE PROFESSIONAL SERVICES CO				12,120.00

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Invoice			
00861	STANDARD LIFE INSURANCE CO		
2022 MAY	MAY 1,2022 TO MAY 31,2022		1,423.44
TOTAL FOR: STANDARD LIFE INSURANCE CO			1,423.44
01947	STRYKER SALES, LLC		
3731243M	LUCAS 3 DEVICE		15,763.93
3732269	2 YEAR MAINTENANCE AGREEMENT FOR LUCAS 3 DEVIC		770.00
TOTAL FOR: STRYKER SALES, LLC			16,533.93
01536	THE PARTS PLACE		
227901	OXYGEN SENSOR		107.19
228115	BULBS		11.19
228341	NAPA EXT LIFE GAL		101.94
228441	NAPAGOLD AIR FILTER, AIR FILTER		258.95
228494	ALARM		75.98
228500	BELT - ALTENATOR, NAPA NON -DETER 30 QT 150.96		207.94
228503	OIL FILTER		21.98
22887	EVOLUTION BLADE		35.98
5565210434354	BRAKE TOOL		12.87
5565210434373	GLASS CLEANER, BRUSH TRI LVL		16.81
5565210868574	WASHER FLUID		33.06
5565211068637	PENZOIL OIL,		66.22
TOTAL FOR: THE PARTS PLACE			950.11
00872	THE SHYFT GROUP, INC		
IN04035195	TRUCK 315- DESICCANT CARTRIGE, FILTER,		449.92
IN04035196	OIL FILTER, FUEL FILTER, AIR CLEANERTRANSMISSI		612.31
TOTAL FOR: THE SHYFT GROUP, INC			1,062.23
00820	TRACE ANALYTICAL LABORATORIES		
2040354	QUARTERLY SAMPLES INFLUENT/EFFLUENT		523.00
TOTAL FOR: TRACE ANALYTICAL LABORATORIES			523.00
00809	TRUGREEN #2801		
155382866	LAWN SERVICE		35.96
TOTAL FOR: TRUGREEN #2801			35.96
00808	TSC TRACTOR SUPPLY		
490045	JL MAGNETIC DIGITAL ANGLE LOCATOR		39.99
TOTAL FOR: TSC TRACTOR SUPPLY			39.99
01944	ULTIMATE TRAINING MUNITIONS		
213934	GLOCK 19/456 GEN 5MMR MOS KIT		2,467.88
TOTAL FOR: ULTIMATE TRAINING MUNITIONS			2,467.88
00785	VERIZON WIRELESS		
9901415271	FEBRUARY 10 - MARCH 9		1,184.58
9903736186	MARCH 10 - APRIL 09		1,088.92
TOTAL FOR: VERIZON WIRELESS			2,273.50
00778	VISION SERVICE PLAN		
814929517	MAY 2022		362.97
814929587	2022 MAY		755.04
TOTAL FOR: VISION SERVICE PLAN			1,118.01

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	Invoice		
00761	WILLIAMS FARM MACHINERY, INC.		
	PC02413	BAR OIL,	81.92
TOTAL FOR: WILLIAMS FARM MACHINERY, INC.			81.92
00750	WYRICK COMPANY		
	003905	BROOM, BOTTLES, PUMP SPRAY BOTTLE,, HANDLES	120.95
TOTAL FOR: WYRICK COMPANY			120.95
TOTAL - ALL VENDORS			427,563.85
PAYMENT TYPE TOTAL			
Paper Check			361,095.03
EFT Transfer			66,468.82

RESOLUTION NO. 2022 –06

AUTHORIZING CHARLOTTE CELEBRATES STREET CLOSURES JUNE 16-18, 2022

WHEREAS, Charlotte Celebrates is a community-based, organized event that is to be held June 16 to 18, 2022; and,

WHEREAS, the Charlotte Celebrates committee is responsible for organizing these events that contribute to community-wide fellowship, benevolence, and welfare; and

WHEREAS, the Committee in conjunction with City Administration, have planned events that require the use and closure of certain public facilities, streets and right of ways; and

WHEREAS, the Committee has requested that the Charlotte City Council approve the following requests and conditions, including assistance with street closures:

1. Closure of the 100 block of South Cochran Avenue to through traffic from 4 p.m. to 8 p.m. on Thursday, June 16, 2022 for Touch-A-Truck.
2. Closure of South Cochran Avenue in the 100, 200 and 300 blocks, and East & West Lovett Streets in the 100 blocks to through traffic from 4:00 p.m. to 9:30 p.m. on Friday, June 17, 2022 for the Charlotte Celebrates Car Show.
3. Closure of the 100 block of North Bostwick Avenue from 5 p.m. to 9 p.m. on Saturday, June 18, 2022 for the Charlotte Celebrates 3-on-3 basketball tournament.
4. Authorization for the city to supply whatever closing signs and barricades it has available for the street closures. Other signs will be the responsibility of the event committee.
5. Authorization for the city Department of Public Works to place the required barricades as needed and designated by the Charlotte Police Department.
6. Authorization for the Charlotte Police Department to provide assistance for traffic diversion as necessary for the above-mentioned events.

WHEREAS, the City Council of the City of Charlotte determines these temporary street closings and other conditions are in the best interests of the community.

NOW, THEREFORE, BE IT RESOLVED, that these street closures at the specified times be granted and carried out in accordance with those permissions issued by the Michigan Department of Transportation; and,

BE IT ALSO RESOLVED, that the city Department of Public Works and Charlotte Police Department provide the authorized assistance as outlined above.

RESOLUTION NO. 2022 –06

The foregoing resolution was presented by _____ and supported by _____ for approval with the following roll call vote; Yea () ; Nay () ; Absent () . Carried/Failed

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 May 02, 2022

Mary LaRocque, City Clerk

RESOLUTION NO. 2022-05

A RESOLUTION TO AUTHORIZE A WATER RELATED INFRASTRUCTURE GRANT APPLICATION WITH CDBG

WHEREAS, the Michigan Strategic Fund has invited Units of General Local Government to apply for its Water-Related Infrastructure (WRI) Competitive Funding Round; and

WHEREAS, the City of Charlotte desires to request \$1,767,488 in CDBG (Community Development Block Grant - HUD) funds to make improvements to the city's water system along Lansing Street from Hall Street to Butternut Drive; and

WHEREAS, the City of Charlotte commits local funds from its Water and Sewer Funds in the amount of \$218,453; and

WHEREAS, the proposed project is consistent with the local Community Development Plan as described in the Application; and

WHEREAS, the proposed project will benefit all residents of the project area and 51.76% percent of the residents of the City of Charlotte are low and moderate income persons as determined by an income survey approved by the Michigan Economic Development Corporation; and

WHEREAS, local funds and any other funds to be invested in the project have not been obligated/incurred and will not be obligated/incurred prior to a formal grant award, completion of the environmental review procedures and a formal written authorization to obligate/incur costs from the Michigan Economic Development Corporation.

NOW, THEREFORE, BE IT RESOLVED that the City of Charlotte hereby designates the Public Works Director as the Environmental Review Certifying Officer, the person authorized to certify the Michigan CDBG Application, the person authorized to sign the Grant Agreement and payment requests, and the person authorized to execute any additional documents required to carry out and complete the grant.

The foregoing resolution was presented by – and supported by – for approval with the following vote; Yea () ; Nay () ; Absent () . Carried.

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 May 2, 2022.

Mary LaRocque, City Clerk



Memo

To: Honorable Mayor Armitage; City Council
From: Amy E. Gilson, PE - Director of Public Works
Date: April 12, 2022
Re: Staff report on Island Highway Reconstruction

Background

Island Highway from Lansing Road to the I-69 bridge approach is a Major Street maintained by the City. The Eaton County Drain Commissioner is in the process of replacing the Cummings Drain that runs along Island Highway for approximately 600 feet. As part of that project, they will be replacing approximately 75% of those 600 feet of the road. They have approached us about participating in the additional 25% of that road so the entire width of the road can be reconstructed. They also asked if we would be interested in reconstructing the entire portion of Island Highway as part of their project. The limits would be from Lansing Road to the approach to the I-69 bridge, approximately 1,500 linear feet. The last PASER rating on that road was a 2, which is at the bottom of the 1-10 scale used to rate roads.

All of the work would be done by the consultant in charge of the project for the Drain Commissioner, LRE Engineers and Surveyors. Attached is a boiler plate agreement allowing them to perform this work for us through the Drain Office. Please note that these costs represent the City's supplemental benefit amount and not the total cost of the project. Cost estimates for the City's road benefits are attached.

Estimated Construction Cost

600-foot section: \$ 81,100.00

Entire Section: \$ 490,000.00

Recommendation

Island Highway is one of the gateways to the City and gives visitors a first impression of Charlotte. After reviewing the cost estimates, I am recommending that the City move forward with the reconstruction of the entire section of Island Highway under City jurisdiction at an estimated cost of \$ 490,000.00, with the understanding that the final cost will be based on actual unit prices and quantities constructed.

Financial Impacts

The project would be paid for out of the Major Street Fund and will have no effect on the General Fund. It has not in the current budget, but a budget amendment can be processed for the work. Additionally, ARPA funds can be used for this project.

Suggested Motion

City Council approves the contract with LRE and the Drain Commissioner for the reconstruction of City's portion of Island Highway pending attorney approval of the contract.

**AGREEMENT
CUMMINGS DRAIN**

THIS AGREEMENT, made and entered this _____ day of _____, 20__, by and between the Cummings Drain Drainage District ("Drainage District") under the jurisdiction of the Eaton County Drain Commissioner ("Drain Commissioner"), and the City of Charlotte, Michigan ("City").

WHEREAS, the Drainage District is an established body corporate in the County of Eaton, State of Michigan, pursuant to Act 40 of the Public Acts of 1956 of the State of Michigan, as amended ("Drain Code"); and

WHEREAS, the Cummings Drain ("Drain") is being maintained and improved pursuant to the Drain Code ("Project"); and

WHEREAS, the City desires that the Project be expanded to include additional pavement/road replacement work as described and depicted in **Exhibit A** ("Road Replacement").

WHEREAS, pursuant to Section 281 of the Drain Code, MCL 280.281, the City agrees to pay the additional costs related to Road Replacement, consistent with the final cost terms described in the attached **Exhibit A** ("Supplemental Assessment Amount"), in addition to its at large assessment for public health and City road benefits for the Project.

NOW, THEREFORE, the parties hereto agree as follows:

1. The Drainage District shall include the additional Road Replacement as a part of the Project to maintain and improve the Drain pursuant to the Drain Code.
2. City agrees to pay the Supplemental Assessment Amount, in addition to its at large assessment for public health and City road benefits for the Project.
3. An estimate of the Supplemental Assessment Amount is included in **Exhibit A**. However, the finalized Supplemental Assessment Amount shall be determined after the Project's bid letting occurs. The finalized Supplemental Assessment Amount shall be based on applying the final cost terms contained in **Exhibit A** to the applicable bid totals of the Drainage District's accepted bid for Project.
4. After the Project is bid and the finalized Supplemental Assessment Amount is determined, consistent with the cost sharing terms set forth in **Exhibit A**, the Drainage District shall submit a final accounting of said costs to the City.
5. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, with the same effect as if the signatures thereto and hereto were upon the same instrument.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by the duly authorized officers as of the day and year first above written.

**CUMMINGS DRAIN
DRAINAGE DISTRICT**

Dated: _____

Richard Wagner
Eaton County Drain Commissioner

CITY OF CHARLOTTE

Dated: _____

By: Michael Armitage
Its: Mayor

EXHIBIT A

EXHIBIT A

ESTIMATE OF ISLAND HWY RECONSTRUCTION

Cummings Drain Improvements

Date: December 9, 2021



Item	Description	Qty.	Unit	Price	Amount
1	Mobilization, Max 5%	1	LS	\$ 22,000.00	\$ 22,000.00
2	Traffic Control	1	LS	\$ 20,000.00	\$ 20,000.00
3	Roadway Grading	17	Sta	\$ 1,000.00	\$ 17,000.00
4	Cold Milling HMA Surface	6,400	Syd	\$ 3.50	\$ 22,400.00
5	12 inch Subbase, CIP (MDOT CL II)	2,200	Cyd	\$ 12.00	\$ 26,400.00
6	8" Aggregate Base (MDOT 22A)	6,400	Syd	\$ 13.00	\$ 83,200.00
7	Shoulder, CI II, 6 inch	1,200	Syd	\$ 15.00	\$ 18,000.00
8	HMA, 13A (6" total)	1,900	Ton	\$ 80.00	\$ 152,000.00
9	HMA Approach	300	Ton	\$ 110.00	\$ 33,000.00
10	Structure Adjustment	2	EA	\$ 250.00	\$ 500.00
11	Pavt Mrkg, Waterborne, 4 inch, Yellow	3,800	FT	\$ 0.50	\$ 1,900.00
12	Pavt Mrkg, Waterborne, 6 inch, White	3,800	FT	\$ 0.50	\$ 1,900.00
13	Underdrain, Subgrade, 6 inch	3,800	FT	\$ 6.00	\$ 22,800.00
14	Underdrain Outlet, 6 inch	300	FT	\$ 15.00	\$ 4,500.00
15	Underdrain Outlet Ending, 6 inch	12	Ea	\$ 200.00	\$ 2,400.00
16	Slope Restoration	4,000	Syd	\$ 4.25	\$ 17,000.00

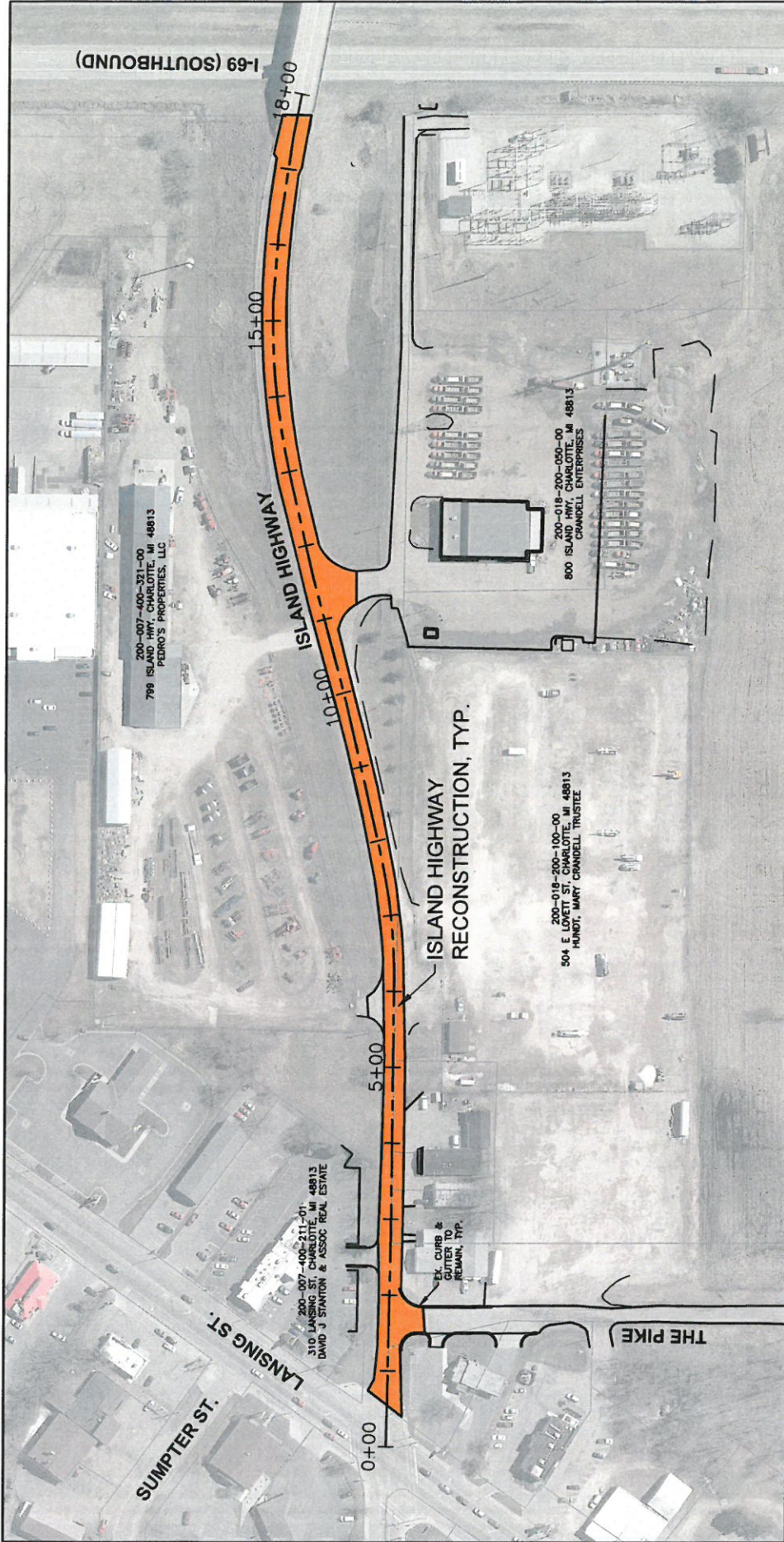
Sub-total \$ 445,000.00

Estimated Engineering, Survey, Testing and Inspection Costs (~10%) \$ 45,000.00

Estimate of Construction Costs \$ 490,000.00

Final Cost Terms

1. The City shall be responsible for and pay for all costs associated with the Road Replacement (Island Highway reconstruction) as described and depicted in this exhibit and consistent with final design plans developed and approved by the Eaton County Drain Commissioner.
2. Final costs shall be based on selected contractor's unit price bid and as accepted by the Eaton County Drain Commissioner, in his sole discretion



ISLAND HIGHWAY RECONSTRUCTION INCLUDES FULL DEPTH HMA RECONSTRUCTION, HMA SHOULDERS, AS NEEDED HMA APPROACH, PAVEMENT MARKINGS, UNDERDRAIN & SLOPE RESTORATION WITHIN HIGHLIGHTED AREA ABOVE. (APPROXIMATELY 1,700 LF)



2121 3 Mile Rd. NW
Walker, MI 49544
Ph: 616-301-7888
www.LREMI.com

EXHIBIT A - CUMMINGS DRAIN

PROJECT NUMBER: 19-084	DATE: 4/2022
DESIGNED BY: MPB	SHEET NUMBER: 1 of 1
DRAFTED BY: NDJ	

ESTIMATE OF ISLAND HWY RECONSTRUCTION

Cummings Drain Improvements

Date: February 22, 2022



Item	Description	Qty.	Unit	Price	Amount
1	Mobilization, Max 5%	1	LS	\$ 22,000.00	\$ 22,000.00
2	Traffic Control	1	LS	\$ 20,000.00	\$ 20,000.00
3	Roadway Grading	10	Sta	\$ 1,000.00	\$ 10,000.00
4	Sawcut Bit. Pavement	350	LF	\$ 2.00	\$ 700.00
5	Cold Milling HMA Surface	3,100	Syd	\$ 3.50	\$ 10,850.00
6	Stockpile Millings	600	Cyd	\$ 3.00	\$ 1,800.00
7	12 inch Subbase, CIP (MDOT CL II)	1,050	Cyd	\$ 12.00	\$ 12,600.00
8	8" Aggregate Base (MDOT 22A)	3,100	Syd	\$ 13.00	\$ 40,300.00
9	Shoulder, CI II, 6 inch	450	Syd	\$ 15.00	\$ 6,750.00
10	HMA, 13A (6" total)	1,000	Ton	\$ 90.00	\$ 90,000.00
11	HMA Approach	65	Ton	\$ 110.00	\$ 7,150.00
12	Place and Shape Millings	1,200	Syd	\$ 10.00	\$ 12,000.00
13	Structure Adjustment	2	EA	\$ 250.00	\$ 500.00
14	Pavt Mrkg, Waterborne, 4 inch, Yellow	900	FT	\$ 0.50	\$ 450.00
15	Pavt Mrkg, Waterborne, 6 inch, White	1,800	FT	\$ 0.50	\$ 900.00
16	Underdrain, Subgrade, 6 inch	1,800	FT	\$ 6.00	\$ 10,800.00
17	Underdrain Outlet, 6 inch	200	FT	\$ 15.00	\$ 3,000.00
18	Underdrain Outlet Ending, 6 inch	8	Ea	\$ 200.00	\$ 1,600.00
19	Slope Restoration	2,000	Syd	\$ 4.00	\$ 8,000.00

Sub-total \$ 259,400.00

Contingency (~15%) \$ 39,000.00

Estimated Engineering, Survey, Testing and Inspection Costs (~10%) \$ 26,000.00

Estimate of Construction Costs \$ 324,400.00

City of Charlotte Contribution (25%) \$ 81,100.00

*Note - Final Costs shall be based on Contractor's unit prices

Easterly limits of Drain project



Westerly limits of Drain project



East of Drain project limits – pavement to remain





Memo

To: Honorable Mayor Armitage; City Council
From: City Manager, LaPere, MPAP
Date: April 29, 2022
Re: Staff report on Island Hwy

City Council has a copy of the items provided at the last meeting regarding the approval of the City's participation in the Island Hwy project with the Eaton County Drain Commissioner's office. In addition, the consultant for the Drain Commissioner has provided a rendering which depicts their area of work alone. This image may help Council visualize the impact of not expanding the reconstruction work to include the entire roadway as well as the current condition of the road.

Administration has included \$81k towards this project in the FY22/23 draft budget. If Council would like to move forward with the entire roadway (\$490k), we would revise the draft budget accordingly to include the additional \$409k required. Funding the entire amount would require use of fund reserves or ARPA funds or a combination. The Major Streets Fund has a fund balance of approximately \$1.3mill as of June 30, 2021.

eel



Memo

To: Honorable Mayor Armitage; City Council

From: City Manager, LaPere, MPAP

Date: April 29, 2022

Re: Staff report on draft FY22-23 Budget – proposed additions

Background

At the workshop meeting held April 21, 2022 the draft budget for FY22-23 was discussed by City Council. The Council requested additional information on the budgetary impacts of adding three staff roles: hiring grant writer (contract), hiring DPW Secretary, and hiring second-in-command for Police Department. When the DPW Director reviewed the water and sewer budget to analyze the impacts of the DPW Secretary role, she realized that the estimated costs of replacing utilities associated with the Hall/Washington/McClure road project planned for 2023 were not included in the draft budget she submitted. The DPW Director has provided those figures and removed other projects to adjust the draft budget. The DPW Director also removed one project from the proposed MVP Fund budget to minimize the fund balance utilized in this upcoming fiscal year. The revised amounts are what is shown below for further discussion on the proposed addition of a DPW Secretary. We have also made minor adjustments to the general and fire funds to account for updated information on state revenue sharing, SAD assessment figures, and estimated contribution from the RFA as we now have more accurate figures available which reduced the surplus by approximately \$54k.

Grant Writer

The City has issued an RFP to request proposals from a contractor to provide grant research and writing assistance to city staff. A detailed memo discussing the proposed contract providers is provided in the packet for further discussion at the May 2nd Council meeting. At the workshop meeting, Council discussed capping this amount at \$25,000.

DPW Secretary

The position of DPW Secretary has been vacant since early 2021 when the individual was promoted to Deputy City Clerk. Due to staffing shortages from COVID-19 pandemic, from 2020-2021 the DPW Secretary was serving in a dual role of providing assistance to the Clerk/Treasurer's Office as well as providing administrative support to the DPW Director. As detailed in the Operational and Fiscal Analysis provided to the City in 2020, the administrative offices are understaffed and the addition of several administrative roles were recommended. The DPW Secretary wages/benefits are split between the General Fund (5%), Major Streets (10%), Local Streets (10%), Water & Sewer Fund (70%), and Motor Vehicle Pool (5%) as that role provides administrative support to those various areas. The total costs for wages and benefits for an entry level position in this role is \$67,500.

Police Second-in Command

The role of second-in-command would be a new role for the City and provide an additional layer of administration in the otherwise flat command structure of the police department. This would alleviate some of the administrative burdens currently placed on the four Sergeants and was a recommended change by the consultants in the Operational and Fiscal Analysis, once the city's financial position was improved. The total cost included is \$145,000 for the first year. This includes the wage and benefits for this role estimated at \$105,000; onetime costs of \$10k for outfitting and \$10k for office remodel; \$10k additional benefits for internal promotion; and \$10k for outfitting to backfill patrol officer for internal promotion.

Financial Impacts

Below details the impacts of the addition of all three roles on the various funds.

General Fund

Draft Budget (as revised)	Surplus of \$285,750
Less grant writer	\$ 25,000
Less DPW (5\$)	\$ 3,375
Less Police Dept	\$ 145,000

Remainder \$112,375 surplus

This leaves the General Fund with the minimal surplus to replenish fund reserves in 5-years as required under Council Policy, and nothing to address the underfunded pension liability.

Major Street

draft budget	utilizing \$61,650 fund reserves
DPW Sect (10%)	\$6,750

Requires utilizing \$68,400 fund reserves (fund balance \$1.3 mill as of June 30, 2021).

Local Street

draft budget	utilizing \$34,575 fund reserves
DPW Sect (10%)	\$6,750

Requires utilizing \$41,325 fund reserves (fund balance \$300k as of June 30, 2021).

Water & Sewer Fund

draft budget (revised)	utilizing \$542,325 fund reserves
DPW Sect (70%)	\$47,250

Requires utilizing \$589,575 fund reserves (\$14.5mill total, \$450 unrestricted, available as of June 30, 2021).

Motor Vehicle Pool

draft budget (revised)	utilizing \$173,640 fund reserves
DPW Sect (10%)	\$3,375

Requires utilizing \$177,015 fund reserves (\$1.3mill total, \$300k unrestricted, available as of June 30, 2021).

Fund balance for Major and Local Streets, Water & Sewer Fund, and Motor Vehicle Pool at end of current fiscal year (June 30th) is projected to be similar or improved as of last year end. The unrestricted fund balance in water and sewer and motor vehicle pool funds will be limited moving forward as the funds are capital asset heavy; however, the major expenditures planned for this year are capital assets which will be subject to amortization and depreciation.

Recommendation

At the workshop meeting, there was consensus among Council to review the impacts of allocating not more than \$25,000 from the General Fund towards grant writing services, the addition of police second-in-command, and filling of DPW Secretary role. For the police role, some of the costs associated with the addition are one-time modifications to the offices; however, the salary and benefits represent the majority of the costs. To be as conservative as possible, we included costs associated with an internal promotion as the benefits package may increase because the person could bring paid time off and other benefits not currently available to new employees. For the DPW Secretary role, the significant impacts to the water and sewer fund due to the infrastructure projects planned for next year make this a difficult year to propose an additional ongoing cost. The street funds have the fund reserves available to offset the proposed costs but it will be important to maintain a long-term view of the potential impacts of continuing to draw on fund reserves. Regarding the grant writer contract, that matter is on the agenda for further discussion. If Council decides to move forward, I agree with capping the allocation to ensure the contractor has clear parameters within which to operate and provide services.

Overall, the City remains financially constrained by the need to replenish fund reserves in its General Fund and address the underfunded pension liability. Addition of new/replacement staffing limits the ability for the city to utilize the projected surplus funds for addressing those financial needs. Therefore, I recommend we first replenish the fund reserves and create a dedicated plan towards funding pension liabilities, then begin looking at opportunities to address the staffing shortfalls. There is a need to add staffing; however, the current funding constraints will be alleviated quicker if we wait to fill those roles.

Next Steps

Upon consensus of Council as to whether to move forward with any/all of these changes, administration will provide Council with a revised draft budget for FY22-23. Procedurally, the City Council must hold a public hearing and the draft budget must be available for public review at least one-week prior to adoption. Therefore, I recommend City Council hold a public hearing and consider adoption of the draft budget at the June 6th Council meeting.

The City Council must also hold a public hearing on the Special Assessment District, including the estimated costs and expenditures, and the distribution of the levy. I recommend Council hold the public hearing on the same day, June 6th, to hear public comments.

eel



Memo

To: Honorable Mayor Armitage; City Council

From: City Manager LaPere, MPAP

Date: April 15, 2022

Re: Staff report on Grant Consulting proposals

Background

At City Council's request, administration put forth a request for proposals (RFP) for grant consultant services to solicit proposals from grant writing professionals to assist the City in researching and obtaining grant funding. The scope of work requested included researching grant funding opportunities based on the city's eligibility and needs, writing grant proposals for the city, and providing grant administration as needed. We received three responses to the RFP, see bid tab below:

Company Name	Rate per Hour	Base Services Included per Month	Extra Costs	Annual Cost
G&G Municipal Consulting and Grant Writing	n/a	- Unlimited grant research - Unlimited number of grants written, up to 50h each month per grant - Monthly meetings	- Grant administration not covered by grant at \$145/h upon request - any service not covered under scope of work \$145/h	\$39,900 per year
Lance Consultants, LLC	\$93.45/h administrative \$114.60/h grant research \$48.56/h grant writing	- max of 67.5 hours per month on all meetings, grant writing, and research	n/a	Variable based on hours worked
Grantsmanship Consulting, LLC	\$75 per hour	- 10 hours per month for grant research - 25-40 hours per grant project	- All hours worked billed at \$75/h, minimum 10h per month	\$9,000 per year base plus variable for grant writing

The firms who responded all proposed slightly different funding models. The Council asked for more details regarding the third firm, Grantsmanship Consulting, LLC. This is a local, Michigan-based provider and they have provided a number of successful grant projects funded demonstrating their experience in this area. They are proposing a flat fee per hour, with a base retainer of 10 hours per month to be used for grant funding research/consulting with variable hours spent on grant writing per month (25-40). If we assume one grant written per month, at average of 32.5 hours per grant, their monthly fee would be

approximately \$3,200 (including research hours). A sample invoice was provided in their bid proposal detailing a grant project that required 25-hours of writing. A copy of the bid proposal is attached for Council's review.

As a point of reference, the city staff currently averages approximately 12-15 grant applications per year. Administration has a history of seeking out grant funding opportunities, especially when the grant programs align with the city's planned projects and ability to provide match funding. Another factor staff uses to evaluate grant funding opportunities is the city's ability to complete the administration of the grant, including reporting requirements, incurring additional costs associated with implementing new processes/procedures required of the grant, and operating and maintenance costs beyond the grant program.

Financial Impacts

At the rates provided, the City could expect to pay as much as \$30-40k per year for any of the consultants to provide grant research and writing services at the current staff application level. The addition of these consulting services before June 30th would necessitate a budget amendment. Depending on the services provided and consultant selected, this could be less than two-thousand dollars or as much as ten-thousand. At this time, the city's General Fund is projected to end the year with a surplus of \$258k; however, the city is still faced with requirements to rebuild its unassigned fund reserves and to reduce its unfunded pension liability.

As mentioned in previous discussions, Council passed a policy to maintain unassigned fund reserves in the General Fund to 17% of expenditures. At the end of FY21 (June 30th) those fund reserves were at 6% of expenditures. Related to that policy, there were three equally ranked goals of the current (FY22) budget. First was to address the structural deficient wherein expenditures were exceeding revenues year-to-year, second was to allocate additional funding into our pension system to address our unfunded pension liability of approximately \$11 million, and third was to set aside monies into those general fund unassigned reserves in accordance with the adopted policy. Utilizing that surplus for hiring a firm to provide grant consulting services leaves the City with less available to accomplish those tasks. Alternatively, the Council can consider this service for funding beginning next FY (July 1) and this topic has been part of the budget discussions.

Recommendation

If Council wishes to move forward with engaging with any of these firms for grant consulting services, I recommend City Council award the contract to Grantsmanship Consulting, LLC. Of the three firms, they have the most experience in this area while also being locally based. Given the current financial position, I would concur with the Council discussion that spending for this service be capped at a not-to-exceed amount to ensure the city is maintaining a cost-control over the program.

In implementing this program, I would recommend Council consider outlining metrics to be used to evaluate the success of the program after a certain timeframe. For example, is the goal to increase the number of grants written? Relieve administrative burden by shifting grant writing to a contractor? Is the goal to strategically apply for grants which are likely to be funded and ensure high ROI? Are there specific projects or programs that Council would like to see move forward with grant funding? It will be important for Council to have clear objectives to ensure a satisfactory return on investment and for staff to provide clear direction to the consultant.

eel

attachment

CITY OF CHARLOTTE
RFP 2022-02A
GRANT CONSULTANT SERVICES



Date of Submittal:

4.14.2022

Company Name:

Grantsmanship Consulting LLC

Contact:

James Hissong, Owner
James@grant-man.com
269.599.2559

Address:

2324 Skyline Dr., Kalamazoo, MI 49006

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JAMES HISSONG

GRANT PROFESSIONAL

ABOUT

James Hissong, owner of Grantsmanship Consulting LLC, has worked with nonprofits, foundations, K-12 schools, institutions of higher education, and local government entities to secure millions of dollars in competitive grant funding.

EDUCATION

Western Michigan University
Master of Public
Administration - Nonprofit
Leadership, 2011-2014

Western Michigan University
B.A., Art Education
2004-2008

CONTACT

 2324 Skyline Dr.
Kalamazoo, MI
49006

 James@grant-man.com

 269.599.2559

 /jameshissong

WORK EXPERIENCE

Grantsmanship Consulting LLC, Owner

JUN 2018 - PRESENT

- Grantsmanship Consulting LLC provides support for all phases of the grant life-cycle. Grantsmanship Consulting LLC clients include nonprofits, K-12 schools, foundations, and local government entities.

Grant Writer, City of Three Rivers

OCT 2019 - DEC 2020

- Served as a shared grant for the City of Three Rivers and the City of Sturgis, supporting both cities and the respective community foundations.

Grants & Development Coord., Kent Intermediate School District

JUL 2017 - OCT 2019

- Provided grant writing support for the district. Worked closely with school leadership to secure funding and provide technical assistance to local school districts in Kent Co.

Community Development Coord., St. Joseph County

AUG 2015 - JUL 2017

- Served as a shared grant writer for St. Joseph County (employer of record), City of Three Rivers, City of Sturgis, Park Township, and the Village of Centreville.

MEMBERSHIP

- Board Member, St. Joseph County Brownfield Redevelopment Authority (2020 - Present)
- Member, Grant Professionals Association (2015 - Present)

Tricia Meyer

P.O. Box 171, Three Rivers, Michigan 49093 269.506.6789

tricia@grant-man.com

Relevant Work Experience:

Grantsmanship Consulting LLC (Consultant) 2022 – Present

- Supports community development initiatives with a focus on downtown development, placemaking, arts and culture, and parks and recreation projects.
- Consults with communities on community/public engagement and project planning.

Three Rivers DDA/Main Street (Executive Director) 2018 – 2022

- Responsible for coordinating downtown revitalization activities in the City of Three Rivers using the Main Street Four-Point Approach: Design, Promotion, Economic Restructuring and Organization.
- Oversight of Redevelopment Ready Community Certification process.
- Participation in Master Plan for City, Parks and Rec, and DDA/TIF Plans.

All About Travel of Three Rivers (Owner/Travel Planner) 2012 - 2019

Education:

Colon High School - Class of 1991 - High School Diploma

Glen Oaks Community College - Class of 1993 - Associate of Arts

Kalamazoo Valley Community College - Certificate of Paralegal Studies (1993)

Volunteer Positions:

Three Rivers Downtown Development Authority Board Member (2013 - 2018)

Key/Relevant Skills:

Excellent communication and people skills

Creative approach to problem solving

Ability to work under pressure, multi-task and juggle projects/deadlines

Impeccable organization skills and high-level attention to detail

Extremely self-motivated

Extensive background in event planning

Ability to oversee and lead teams and value relationship building

Experience with strategic planning and branding

Research, draft and submit grant proposals

Extensive knowledge of local government operations

List of 5 Recent Grant Awards / Projects:

- **FY22 Federal Congressionally Directed Spending Requests (Earmarks) -**
In 2022, Congress once again began accepting proposals for congressionally directed spending requests, commonly known as earmarks. In 2022, Grantsmanship Consulting LLC worked on behalf of its clients to secure the inclusion of \$2,550,000 for local projects in federal discretionary spending appropriations bills. City of Three Rivers (\$750,000 - Sen. Gary Peters), Glen Oaks Community College (\$900,000 - Rep. Fred Upton), and the Kent Intermediate School District (\$900,000 - Rep. Peter Meijer). Federal earmarks can be used to support a variety of projects including water infrastructure, local transportation projects, and economic development opportunities.
- **Sturgis Splash Pad -** Often, it takes more than one single grant to fund a project. This was true with the Sturgis Splash Pad initiative. In 2021/2022, Grantsmanship Consulting LLC assisted the City of Sturgis secure a \$150,000 grant through the MI Department of Natural Resources Recreation Passport Program, over \$200,000 from the Sturgis Area Community Foundation, and over \$100,000 through the Michigan Economic Development Corporation's Public Spaces Community Places program.
- **Community Development Block Grant (CDBG) Business Development -**
The CDBG program is an important tool for community and economic development projects. However, for smaller non-entitlement communities, such as the City of Charlotte, navigating this program can be complicated and time consuming. Grantsmanship Consulting LLC has experience securing CDBG, CRP, and other sources of funding for projects through the Michigan Economic Development Corporation and assisting communities through the process until they can engage with a grant administrator. In 2021, Grantsmanship Consulting LLC helped the City of Three Rivers secure \$2,000,000 in CDBG funding to help their largest employer expand operations.
- **Byrne JAG, Michigan State Police -** Grantsmanship Consulting LLC is experienced in supporting local law enforcement and first responder grant applications. In 2021 and 2022, we assisted St. Joseph County to secure over \$80,000 annually to hire a jail diversion specialist to ensure offenders with substance abuse and mental health needs were able to access needed treatment, reducing sentencing and recidivism rates.

- Hillsdale County Family Treatment Court - Competitive federal grants can be difficult to pursue due to the amount of time and energy needed to complete the application. Grantsmanship Consulting is experienced in navigating federal grant portals (SAM.gov, Grants.gov, JustGrants, HealthSolutions, EHB, etc.) to help simplify the process for clients. In 2021, we assisted Hillsdale County secure over \$990,000 for its Family Treatment Court program through the Dept. of Justice, Office of Juvenile Justice and Delinquency Prevention.

Grant Funding Research:

Grantsmanship Consulting LLC is experienced in conducting grant research for municipal entities in Michigan. There are two approaches we use to alert our clients to available funding opportunities.

Customized Grant Searches:

Grantsmanship Consulting LLC will meet with staff and community stakeholders of the client's choosing to identify grant needs. These needs can be "wish list" items, projects, or key community priorities that have not been able to be addressed through the typical budgeting process. From this list, Grantsmanship Consulting LLC will conduct grant prospect research reviews to identify potential funding sources. These reviews use a variety of tools dependent on the nature of the project. For instance, federal and state funding opportunities will be assessed using publicly available data on applicable grant programs. Opportunities for private, corporate, or other forms of community funding will be assessed using industry-standard grant research tools.

The price for our consultant's use of these tools is included in our service rate and does not result in an additional cost to our clients beyond the time it takes to conduct the research. Grantsmanship Consulting uses the Foundation Center Online Directory and the GrantStation Database to conduct research. For private foundation sources, we use Inside Philanthropy and GuideStar/Candid to review organizational tax filings (990s) which include valuable information on funding patterns and giving priorities. If purchasing these tools separately, these subscriptions would cost a client nearly \$2,000 annually.

Proactive Grant Alerts:

In addition to custom funding searches, we also acknowledge that the world of grant funding can be opportunistic in nature. It is common for competitive grant opportunities to be announced via a Request for Proposal (RFP) or similar announcement. Due to the high volume of grant opportunities, it can be difficult for clients to stay current with available funding opportunities, or clients often find themselves responding to grant opportunities at the last minute due to not being notified of the grant with enough time to develop a quality application. In response to these challenges, Grantsmanship Consulting LLC has developed a local government grant alert newsletter that is sent out to our clients. Clients are able to identify up to 10 staff members to receive grant alerts. This newsletter is specific to local government entities in the state of Michigan. Newsletter frequency can vary depending on the timing of grant announcements, but typically, there are two newsletters / grant alerts sent out each month. An example of this newsletter can be found [here](#).

Methodology:

We believe that in order to be successful, our consultants must work collaboratively with our clients to develop a high-quality grant proposal. We view ourselves as subject matter experts in the world of grants and we consider ourselves fortunate to work alongside our clients who have the expertise in the specific project identified. Our goal is to help clients understand and navigate the grant process and put their best foot forward to compete for funding. While all grants vary in their requirements and thus will vary in how work needs to be done, the following page serves as a standard process for grant development work. This is based on an ideal timeline of starting a grant application approximately 45 days before the due date. Modifications are required for shorter timeframes.

(Attachment - SAMPLE GRANT TIMELINE)

SAMPLE GRANT TIMELINE

Six Weeks	Five Weeks	Four Weeks	Three Weeks	Two Weeks	One Week & Submission
Review Request for Proposal (RFP)	Select and invite potential partners	Draft need statement for the project	Obtain review of budget by Finance staff	Make narrative revisions based on feedback	Compile final narrative and all attachments
Create RFP summary	Create Request for Info (RFI) for partners	Develop measurable goals and objectives	Send job descriptions and salary requests to HR staff for approval	Collect letters of commitment	Have forms signed by authorized official
Schedule meeting about grant requirements	Prepare sample letter of commitment	Draft evaluation plan	Compile draft narrative for 1st review	Compile required attachments for review	Make copies of completed proposal (one extra for filing)
Go/no-go decision, pull together grant team	Create shared Google folder for collaboration	Draft timeline / management plan	Prepare roles and responsibilities chart	Complete program abstract	Submit proposal to funding agency
Develop proposal work plan	Present outline for approval by admin / board (if needed)	Draft budget narrative	Start online application, if applicable		Send final proposal to grant team
Schedule follow up meetings with staff	Meet with potential partners	Collect resumes and job descriptions for key staff			Verify receipt of proposal
Prepare proposal outline/template	Draft preliminary scope of work and budget				

References:

Teresa Doehring
St. Joseph County Administrator/Controller
DoehringT@stjosephcountymi.org
(269) 467-5675

Michael Hughes
City of Sturgis, City Manager
mhughes@sturgismi.gov
269-659-7223

Joe Bippus
City of Three Rivers, City Manager
jbippus@threeriversmi.org
269-506-3883

Additional References Available Upon Request

Pricing:

Grantsmanship Consulting LLC has developed a grant services model for local governments that combines a basic retainer-style contract to provide on-going consultation and grant research with the ability to authorize additional hours to assist with grant applications when they arise. We propose using this same structure to support the City of Charlotte but are open to other models as well.

Monthly retainer: Grantsmanship Consulting LLC will charge \$750 per month to retain consultant services to advise and conduct research on available grant opportunities. This rate is based on \$75 per hour for an estimated commitment of 10 hours per month. In the event that Grantsmanship Consulting LLC does not utilize 10 hours in a given month, unused hours will rollover for one subsequent month. The intent of these hours is to assist with grant research, developing a strategic plan for pursuing grant opportunities, and to gain a better understanding of the needs of the community. This fee also includes the cost of the grant alert newsletters. In the event that a grant

opportunity arises that will exceed the budgeted hours in a given month, Grantsmanship Consulting LLC will submit a request for additional hours prior to incurring additional costs.

Estimated Cost for Grant Applications: Most grant applications will exceed the 10 hours per month budgeted for the base level of consultation. While the specific amount of time will vary depending on the grant requirements, a typical state-level grant can range from 25 - 40 hours. Federal grants may require additional time. Prior to starting a project, Grantsmanship Consulting LLC will provide a not to exceed estimate for the project based on the grant requirements. All work will be based on the same hourly rate of \$75 per hour.

Example monthly scenario:

Grant Research / Consultation: \$750 (10 hours)

Project XYZ Grant Application: 25 hours at \$75 per hour = \$1,875

Total Month Invoice: \$2,625

Certification:

I hereby certify that the statements contained in this proposal are true and correct to the best of my knowledge. Grantsmanship Consulting LLC has no exceptions to the City's scope of work.

A handwritten signature in black ink, appearing to read 'James Hissong', is written over a horizontal line.

James Hissong, Owner

4.14.2022

Bonus Information:

In addition to the sample grant news alert included for your review, we would also like to highlight the communication tools we use to ensure that our clients have access to the support they need. Grantsmanship Consulting LLC provides our clients with a link to a scheduling tool that allows staff to access our calendars directly to schedule calls or meetings at their convenience. This scheduling tool (Calendly) is included in the signature line of the consultants you will be working with directly.

(Attachment - Sample Grant Alert)

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GRANT ALERTS

Schedule a meeting with us to discuss a grant opportunity!

[Schedule a Meeting](#)

Grant News:

Late last night, Michigan lawmakers passed a large supplemental spending bill, allocating federal COVID-19 relief dollars. Read a summary below:

[Whitmer, lawmakers agree on sweeping \\$4.7 billion water and infrastructure deal](#)

Open Grant Opportunities:



2022 Buy Nearby Grant Program

Due Date: 4/1/2022

Michigan Retailers Association
(MRA) through its on-going public



Small-Scale Housing Rental Pilot Program (SHRP)

Due Date: 4/22/2022

Up to \$600,000 (\$200,000 per unit)

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program to help promote the Buy Nearby message in your local community. We will award \$7,500 (one per quarter) to four (4) Michigan communities.

[Link to Program Website](#)

utilizing the Neighborhood Stabilization Program – Program Income (NSP-PI) as a financing mechanism within the Neighborhood Housing Initiatives Division to make available small-scale rental development units in rural areas. Small-scale development can have a significant impact in smaller rural communities, which is where the pilot funding will be focused.

[Link to Program Website](#)



Rural Surface Transportation Grant Program

Due 5/23/2022

The Rural Surface Transportation Grant Program (RURAL) was created in the Bipartisan Infrastructure Law and will support projects to improve and expand the surface transportation infrastructure in rural areas to increase connectivity, improve the safety and reliability of the movement of people and freight, and generate regional economic growth and improve quality of life. Eligible projects for



Michigan Arts and Culture Council - Project Support Grants

Due Date: 6/1/2022

Up to \$30,000

Project Support is a competitive grant program that provides support for the production, presentation and creation of arts and culture that promotes public engagement, diverse and excellent art, lifelong

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freight, safety, and provide or increase access to an agricultural, commercial, energy, or transportation facilities that support the economy of a rural area. This year alone, DOT will award up to \$300 million in grants through the rural program—part of the \$2 billion included in the Bipartisan Infrastructure Law over five years.

[Link to Program Website](#)



Infrastructure for Rebuilding America (INFRA)

Due: 5/23/2022

The Infrastructure for Rebuilding America (INFRA) program is an existing competitive program that will see a more than 50 percent increase in this year's funding due to the Bipartisan Infrastructure Law. These grants advance the Administration's priorities of rebuilding America's infrastructure and creating jobs by funding highway, multimodal freight and rail projects that position America to win the 21st century. Projects will improve safety, generate economic benefits, reduce

communities through the arts. Open to colleges/universities, municipality or non-arts related nonprofit organizations.

[Link to Program Website](#)



National Infrastructure Project Assistance (MEGA)

Due: 5/23/2022

The National Infrastructure Project Assistance (MEGA) program was created in the Bipartisan Infrastructure Law to fund major projects that are too large or complex for traditional funding programs. The program will provide grants on a competitive basis to support multijurisdictional or regional projects of significance that may also cut across multiple modes of transportation. Eligible projects could include highway, bridge, freight, port,

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eliminate supply chain bottlenecks and improve critical freight movements.

[Link to Program Website](#)

and regional significance. These could be bridges or tunnels connecting two states; new rail and transit lines that improve equity and reduce emissions; and freight hubs integrating ship, train and truck traffic while improving environmental justice.

[Link to Program Website](#)

Other Grant News We're Following:

[Department of State announces \\$8 million in grants for local election officials](#)

[LaSata plan encourages collaboration, broadband investment in Michigan](#)

[Michigan gets \\$211 million for earmarked projects from Congress: Here's the list](#)

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You can update your preferences or unsubscribe from this list.

MEMORANDUM

TO: Charlotte City Council

FROM: Thomas M. Hitch, City Attorney

RE: CITY ATTORNEY REPORT

DATE: April 27, 2022

The following is my report to the City Council on issues in which our office has been engaged since the last Council meeting:

1. Charter Amendments. I have draft amendments which the City Manager and I will be reviewing. If they are not ready for this Council meeting, they will be provided at the next Council meeting.
2. Conversations with the City Manager. From time to time, I continue to have conversations with the City Manager regarding a variety of City matters.

TMH:cf



Manager's Report May 2nd Council Meeting

Curbside Leaf and Yard Waste Collection

The Department of Public Works will be conducting the second spring leaf and brush curbside collection the week of May 2nd through May 5th. Please place leaves in brown, yard waste bags and stack any brush in neat piles at the curb. We cannot collect leaves in plastic bags. Please do not place dirt, rocks, or similar materials in yard waste bags. We cannot collect non-compostable materials. You may take your yard waste to the DPW Garage, Monday through Friday from 8am to 4pm. Saturday drop-off hours will resume on May 7th from 8am-11:30am.

Election Information: May 3rd election

Polls will be open from 7:00 am to 8:00 pm for in person voting. Walk-in absentee ballots must be received by Monday, May 2nd at 4:00 pm. You may contact the City Clerk's Office by emailing clerk@charlottemi.org or by phone at 517-543-2750 for more information.

Voters can find more information on their current registration status, view ballot information, and more by visiting the State of Michigan website page:

<https://mVIC.sos.state.mi.us/Home/RegisterToVote#how>

Volunteer Opportunities

The City has several opportunities for citizens to participate in their local government. City Council, District 1—partial term appointment; Downtown Development Authority; Charlotte Area Recreation Co-Op; and Ad Hoc Water Treatment Committee. Interested persons can find more information here: <https://www.charlottemi.org/volunteers-wanted/>

Recycling Events

Eaton County Resource Recovery is hosting a number of recycling events in the spring and summer: Spring Cleanup, May 7th in Delta Twp; Recycling Fever, June 18th in Charlotte; and Recycle-Palooza, August 13th in Charlotte. Check out their website for more information at www.eatoncounty.org/913

ARPA Townhall and Survey

The City has approximately \$877,000 available for funding projects from federal American Rescue Plan Act funds. We are asking for feedback on how to invest these one-time federal dollars. [Click here to complete the survey.](#)

Join us on Thursday, June 9th at 7pm in the Council Chambers to give your feedback. More

111 E. Lawrence Hwy., Charlotte, MI 48813
T: 517-543-2750 www.charlottemi.org

information is available at www.charlottemi.org/ARPA/

May Communications

The monthly editions of City Beat (backside of water bills) and Charlotte Chronicles (monthly e-newsletter) are available online. Interested persons can see the current and past editions here: <https://www.charlottemi.org/about/city-beat/> and here: <https://www.charlottemi.org/charlotte-chronicles/>

Water Shut Off Program

The Council directed administration to resume the procedures outlined in City Ordinance to discontinue water service to customers due to non-payment in 2022. The City has included notices in city communications (e.g. city beat) and sent out a mailing to those customers who would be subject to shut off earlier this year. This was done to provide those customers with ample notice to contact the city, or other agencies if needed, for information and assistance in resolving the outstanding balance. Beginning with the April billing cycle, customers who do not pay their bill as required will be subject to shut-off for nonpayment. They will receive a second notice the first week of May. If payment is not made a final notice will be posted at their property 10 days later and shut off will occur 5 days following the final notice posting.

Anyone who is struggling to pay their past due balance should contact the city at 517-543-2750, call 2-1-1, or visit our website for programs that may be available:

<https://www.charlottemi.org/assistance-programs-available/>.

Assistance Programs

The State has announced another fund for assistance, the Michigan Homeowner Assistance Fund (MIHAF). The Homeowner Assistance Fund was established under section 3206 of the American Rescue Plan Act of 2021 (the ARP) to mitigate hardships associated with the coronavirus pandemic by providing funds to prevent homeowner mortgage delinquencies, defaults, foreclosure, loss of utilities or home energy services and displacements of homeowners experiencing financial hardship on or after January 21, 2020 or for those homeowners who experience a coronavirus pandemic financial hardship that began before January 21, 2020 but continued after that date. For more information, visit MSHDA site here:

<https://www.michigan.gov/mshda/Homeownership/mihaf-homeowner-assistance>

For persons who may be facing financial difficulties with utilities, mortgage/rent, or other hardships, there are a number of assistance programs available. More information can be found on the city's website: <https://www.charlottemi.org/assistance-programs-available/>

Safe Routes to Schools

In 2019, a partnership of Charlotte Public Schools, Sparrow Hospital formerly Hayes Green Beach), CanDo!, Barry Eaton Health Department, the Eaton County Road Commission, and the

City, applied for funds through MDOT from the Safe Routes to School grant program to construct certain infrastructure projects throughout the City, including sidewalks, crosswalks, and signage to enable and encourage children to safely walk and bike to school. In 2021, we received conditional approval of the \$1.3 million in grant funding and we are working on the pre-construction stage of this project. The documents have been sent to MDOT for bidding and we expect construction to begin in June or July. This project will take place over this summer and summer 2023 for completion.

RAVE Alerts

The City participates in RAVE Alerts which provides alert notifications to participants via voice, email, text, and posts to social media. There are several ways to register: Text CHARLOTTE to 67283; Download the Smart911 app; Register for a free and secure safety profile online at Smart911.com.