



PROPOSED AGENDA
REGULAR MEETING OF THE CHARLOTTE CITY COUNCIL
111 E. Lawrence Ave, Charlotte, MI 48813 (517) 543-2750
7:00 P.M. Thursday November 10, 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/87684951466>
One tap mobile: +16465588656,,87684951466#
Telephone: (312) 626-6799 Webinar ID: 876 8495 1466

- 1. Call to Order**
- 2. Roll Call**
- 3. Invocation – Jack Conklin - Lawrence Ave. Methodist Church**
- 4. Pledge of Allegiance**
- 5. Approval of Minutes**
 - a. October 17, 2022 Regular Council Meeting
- 6. Absence of Council Members**
- 7. Public Hearing**
 - a. Proposed amendments to Ordinance 2022-07 amending Chapter 2 - Administration, Article V – Finance, Division 3 Purchasing, Contracting, and Selling Procedures
- 8. Public Comment - Limit presentation to five (5) minutes**
- 9. Approval of Agenda**
- 10. Consent Agenda**
 - a. Approval of Claims and Expenditures totaling \$575,761.59
 - b. Mayoral appointment to Fire Chief Selection Committee
 - c. Approval of change order for two mini-pumper trucks utilizing Michigan Community Enhancement Grant funds
 - d. Approval of Resolution 2022-27 authorizing submittal of MSHDA Grant Application to fund a Neighborhood Enhancement Program

- e. Set public hearings for November 21, 2022 and December 5, 2022 to consider establishing an Industrial Development District pursuant to the provisions of Act 198 of the Public Acts of 1974, MCL 207.554

11. Business Agenda

- a. Second reading and consider approval of Ordinance 2022-07 amending Chapter 2 - Administration, Article V – Finance, Division 3 Purchasing, Contracting, and Selling Procedures
- b. Approval of amendments to purchasing manual
- c. First reading Ordinance 2022-08 amending Chapters 32 and 34 to revoke provisions related to fortune telling and jostling, and to renumbering the fee schedule in accordance with state statute
- d. Approval of grant agreement amendment for Brownfield Redevelopment grant – 406 N. Sheldon St.

12. Communications and Committee Reports

- a. City Attorney Report
- b. City Manager Report
- c. Police Chief Report - Sept.
- d. Fire Dept Activity Report - October
- e. Councilmember Committee Reports

13. Public Comment

14. Mayor and Council Comments

15. Recess to Closed Session

16. Reconvene Open Session

17. 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
October 17, 2022

CALL TO ORDER:

By Mayor Armitage on Monday October 17, 2022 7:05 p.m.

ROLL CALL:

Mayor Armitage, Mayor Pro-Tem Weissenborn, Council members Rodriguez, Dyer, Duweck, Van Langevelde and Chin. A quorum was met. Also in attendance were Attorney Gillies, City Manager LaPere, and City Clerk LaRocque.

In the audience were DPW Director Gilson and Community Development Director Myrkle

INVOCATION:

Dennis Weeks – Chester Gospel

PLEDGE OF ALLEGIANCE:

Led by Mayor Armitage

APPROVAL OF MINUTES:

- a. October 03, 2022 Regular Council Meeting Minutes
- b. October 13, 2022 Council Workshop Meeting Minutes

Motion by Chin supported by Dyer to approve the meeting minutes as presented. Carried; Yea 7; Nay 0; Absent 0

EXCUSE ABSENT MEMBERS:

All present

PUBLIC COMMENT:

Dave Barnett, resident. Questioned the reasoning for the operational procedures relating to police car vehicles.

APPROVAL OF AGENDA:

Motion by Van Langevelde supported by Dyer to approve the agenda. Carried. Yea 7; Nay 0; Absent 0

CONSENT AGENDA:

- a. Approval of Claims and Expenditures totaling \$484,778.22
- b. Resolution 2022-26 approving November meeting date change

Motion by Duweck supported by Dyer to approve the consent agenda. Carried by roll call vote. Yea 7; Nay 0; Absent 0

BUSINESS AGENDA:

- a. Consider approval of the fourth amendment to the Goeble Field lease agreement (postponed from September 6, 2022).

Motion by Dyer supported by Van Langevelde to approve Goeble Field lease agreement. Carried. Yea 7; Nay 0; Absent 0

- b. First reading of Ordinance 2022-07 amending Chapter 2 – Administration, Article V – Finance, Division 3 Purchasing, Contracting, and Selling Procedures (postponed from October 3, 2022)

Motion by Dyer supported by Duweck to approve a public hearing and supported reading at the Nov. 10, 2022 regular Council meeting. Carried by roll call vote. Yea 7; Nay 0, Absent 0

- c. Second reading and consider approval of Ordinance 2022-06 amending Chapter 82 – Zoning - Fences

Motion by Duweck supported by Chin *to amend the motion to remove the exception clause*. Carried by roll call vote. Yea 4 (Chin, Duweck, Armitage, Weissenborn); Nay 3 (Dyer, Rodriguez, Van Langevelde); Absent 0

Motion by Dyer supported by Weissenborn to approve Ordinance 2022-06 *as amended*. Carried by roll call vote. Yea 6; Nay 1 (Dyer); Absent 0

- d. Consider approval of contract to Hopkins Mechanical Services LLC for replacement of boilers at City Hall for \$35,650.00

Motion by Dyer supported by Chin to approve contract with Hopkins Mechanical LLC for boiler replacement for \$35,650.00. Carried; Yea 7; Nay 0; Absent 0

- e. Consider approval to purchase water meters from ETNA supply for \$29,880.00

Motion by Dyer supported by Weissenborn to approve purchase of water meters from ETNA Supply for \$29,880.00. Carried. Yea 7; Nay 0; Absent 0

- f. Consider approval of contract to Peerless Midwest, Inc. for \$15,868.00 for cleaning and maintenance of Well #6

Motion by Dyer supported by Van Langevelde to approve the contract with Peerless Midwest, Inc. for cleaning and maintenance of Well #6 for \$15,868.00. Carried. Yea 7; Nay 0; absent 0

COMMUNICATIONS AND COMMITTEE REPORTS:

- a. City Attorney report was received
- b. City Manager report was received
- c. Council member Committee Reports

No reports

PUBLIC COMMENTS:

No Comments.

MAYOR AND COUNCIL COMMENTS:

Weissenborn – Asked for clarification on the code enforcement process in regards to ongoing issues at a city residence on Lincoln St. – Bryan Myrkle responded that it is number 1 top priority with the code enforcement officer and rental inspector.

Van Langevelde – It is domestic violence awareness month and encouraged those needing help to call the (crisis line 800-899-9997) Charlotte's Siren Shelter accepts donations of clothes, toys, food, diapers, wipes, etc.

Dyer – Siren shelter is hosting an open house Saturday October 22 from 11-6; Michigan Mead Night event at Beach Market on Saturday October 22 from 1 to 11 p.m. and the library will host a mead making program at 2:00 p.m. (From the Bug to the Jug)

Chin – October 18 Breakfast with the Board at 7:30 a.m. at Evelyn Bay with the Chamber of Commerce.

RECESS TO CLOSED SESSION:

- a. Airport easement acquisition

Motion by Dyer supported by Rodriguez to convene into closed session at 10:00 p.m. Carried by roll call vote. Yea 7; Nay 0; Absent 0

RECONVENE OPEN SESSION:

Open session resumed at 11:00 p.m.

ADJOURN:

Motion by Dyer supported by Van Langevelde to adjourn the meeting at 11:01 p.m. Carried; Yea 7; Nay 0; Absent 0

Mayor Michael Armitage

Mary LaRocque, City Clerk

— THE CITY OF —
CHARLOTTE
— MICHIGAN —

Memo

To: Honorable Mayor Armitage, City Council
From: Mary LaRocque, City Clerk
Date: November 02, 2022
Re: Claims and Expenditures for Council approval on November 10, 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 October 17, 2022	\$ 7,695.72
Insurance claims week of October 24, 2022	\$ 2,373.72
Insurance claims week of October 31, 2022	\$ 2,564.93
Payroll paid Friday October 21, 2022	\$ 88,554.48
Payroll paid Friday November 04, 2022	\$ 88,718.34
Invoiced claims as of October 12, 2022	<u>\$385,854.40</u>
Total	<u>\$575,761.59</u>

Suggested Motion

City Council approves Claims and Expenditures in the amount of **\$575,761.59**

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INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF CHARLOTTE

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INVOICE ENTRY DATES 10/13/2022 - 11/02/2022

DB: Charlotte

BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID

BANK CODE: POOL

Vendor Code	Vendor Name		Amount
	Invoice	Description	
01691	1ST AYD CORPORATION		
	PS1566816	KLEENEX, 2PLY TOILET TISSUE, WHITE C-FOLD TOWE	479.01
	PSI567489	DRC QUARTER FOLD WHITE WIPERS	194.50
TOTAL FOR: 1ST AYD CORPORATION			673.51
01687	ABC FASTENER GROUP INC		
	A484222	SCRAPER BLADE DOME HEAD, HEX NUTS, COPPER LUGS	418.61
TOTAL FOR: ABC FASTENER GROUP INC			418.61
01695	ACE HARDWARE & LUMBER CO.		
	45045	OSB BOARDS AND SCREWS TO BOARD UP 806 PEARL	422.74
TOTAL FOR: ACE HARDWARE & LUMBER CO.			422.74
01678	ADVANCE AUTO PARTS		
	5565227954785	FRAM ANTIFREEZE	64.56
TOTAL FOR: ADVANCE AUTO PARTS			64.56
01675	AIRGAS USA LLC		
	9131398755	WELDING GAS	87.25
TOTAL FOR: AIRGAS USA LLC			87.25
01672	ALL AUTOMOTIVE EQUIPMENT INC		
	16077	INSPECTION MOBILE COLUMN LIFTING STATION, INSP	345.00
TOTAL FOR: ALL AUTOMOTIVE EQUIPMENT INC			345.00
01764	AMAZON CAPITAL SERVICES		
	13GM-NR31-C3FD	WATERPROOF POLY TARP COVER	79.98
	13VC-9DRF-9H4H	SEMI GLOSS BLACK RUST PREVENTIVE PAINT	239.90
	149L-XTQJ-LNWX	SPOONS, BLACK TONER, BROTHER HIGH YIELD TONER C	228.22
	14D9-RT3G-JKCH	METALLIXITY 304 STAINLESS STEEL TUBE	9.99
	1D4V-YK16-FD7V	WINDSHIELD WASHER RESERVOIR TANK	16.40
	1F16-KJYN-DR9C	PAPER CLIPS	31.98
	1HXD-QV4D-KPW7	ARKON HEAVY-DUTY TABLET HOLDER-ADJUSTABLE ARM	123.78
	1LDY-JGMT-HMJD	PAPER PLATES, SCHLAGE FE595 CAM 626 KEYPAD ENT	200.18
	1LPV-H1GT-1QDM	WRANGLER MENS WRANCHER JEANS	44.00
	1NQN-D47M-3PLV	LONE HOWLER COYOTE DECOYS	257.04
	1VLD-CFFG-QR1P	AMERICAN FLAG FALK RETIREMENT	36.95
TOTAL FOR: AMAZON CAPITAL SERVICES			1,268.42
MISC	AMERICAN LEGION POST 42		
	10.26.2022	HARLEY DAVIDSON	8,265.00
TOTAL FOR: AMERICAN LEGION POST 42			8,265.00
01624	AMERICAN WATER WORKS ASSOC.		
	S07803	AWWA-DUES UTILITY 0-5K CUSTSVCS CON, AWWA MIC S	400.00
TOTAL FOR: AMERICAN WATER WORKS ASSOC.			400.00
01915	APEX SEPTIC & EXCAVATING, INC.		
	1365	PROJECT @804 WARREN	3,411.00
TOTAL FOR: APEX SEPTIC & EXCAVATING, INC.			3,411.00
01635	AT&T LONG DISTANCE		
	517543228810	AIRPORT MODEM LINE	160.56
	517543887410	CITY HALL MAIN LINE	54.67
TOTAL FOR: AT&T LONG DISTANCE			215.23

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	Invoice	Description	
01629	AVERY OIL & PROPANE, INC		
	777428	PROPANE	1,128.59
TOTAL FOR: AVERY OIL & PROPANE, INC			1,128.59
01627	AVFUEL CORPORATION		
	017549491	AVIATION GASOLINE	27,009.53
TOTAL FOR: AVFUEL CORPORATION			27,009.53
01622	AXON ENTERPRISE INC		
	INUS105330	TECH ASSURANCE PLAN BODY 3 CAMERA,TECH ASSURAN	37,333.33
TOTAL FOR: AXON ENTERPRISE INC			37,333.33
01602	BEAVER RESEARCH COMPANY		
	0333283-IN	LEMON GRASS RESCUE- UNDERPAID INVOICE0333283-	16.58
	0349878-IN	SLICK PTFE GEL,CLEER FOAMING GLASS CLEANER	138.12
TOTAL FOR: BEAVER RESEARCH COMPANY			154.70
01599	BELL EQUIPMENT		
	P09371	WINDSHIELD	1,344.53
	P09976	STRIP BROOM, GUTTER BROOM	1,130.00
TOTAL FOR: BELL EQUIPMENT			2,474.53
01581	BLUE CARE NETWORK		
	222800001565	MEDICAL COVERAGE 11/01/2022 THRU 11/30/2022	3,803.99
	222800037636	MEDICAL COVERAGE 11/01/2022 THRU 11/30/2022	47,410.95
TOTAL FOR: BLUE CARE NETWORK			51,214.94
01694	BRYNER'S SEPTIC SERVICE, LLC		
	10.26.2022	PORTABLE TOILETS FOR 2 MONTHS	240.00
TOTAL FOR: BRYNER'S SEPTIC SERVICE, LLC			240.00
01561	BS&A SOFTWARE		
	143549	TAX SYSTEM- ANNUAL SERVICE SUPPORT FEE	1,200.00
TOTAL FOR: BS&A SOFTWARE			1,200.00
00669	BSB COMMUNICATIONS		
	161648	PREPAID CONTRACT BILLING 10/31/2021-12/31/2022	2,500.00
TOTAL FOR: BSB COMMUNICATIONS			2,500.00
01558	BULLSEYE PEST DEFENSE		
	2065101022	CHECK BAIT STATIONS IN FIRE DEPT AND POLICE GA	125.00
TOTAL FOR: BULLSEYE PEST DEFENSE			125.00

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Vendor Code	Vendor Name	Description	Amount
Invoice			
01555	BYRUM ACE HARDWARE		
	1KXV-HFTJ-VWN3	BAND-AIDS, STORAGE BAGSLABEL MAKER	68.98
	228748	COUPLING, BALL VALVE	57.96
	230380	RECEP DCOR 15A WHT 10 PK	19.99
	230572	LIQUID NAIL, FLAT WHITE SPRAYPAINT	9.58
	230674	QUICK GRIP CLAMP	25.98
	230819	XL-PAN PHIL SMS 10X3/4 5	6.29
	230918	COPPER PIPE	26.99
	231259	EPOXY	9.99
	231453	ROUND BASE MAGNET	11.99
	231848	BRASS KEY REMADE	8.07
	231894	SPRY SATWHT 15OZ,RSTP SPRY GL WHT 15OZ	13.98
	231897	PAINT TRAY LINER, FLEXVOLT BATTERY	384.94
	231998	SILICONE,THREADLOCKER,AUTO THREADLOCKER	37.76
	232228	REPLACEMENT FUSES	31.08
	232250	LED LIGHT BULBS, BALL VALVE BRS FIP 3/4"	33.98
	232263	REDUCR SOCKT MOG/MED660W	4.99
	232588	UNIVERSAL COUPLER,13 IN & 18 IN BAG COMBO	211.97
	23288	PLUG DRAIN TEST	13.18
	233499	PARACORD BLACK, TOILET SEAT	45.96
	233551	WIRE STRIPPER, CLEANER ELECTRONIC, CABLE CUTTE	125.93
	233816	BIT TIP HOLDER,SW DRIVER BIT SET	29.98
	233951	FUSE TIME DELAY	17.99
	234102	COUPLERS	54.34
	235355	C+K INT EGG UWB 1G	83.98
	235544	KEY RACK, LOCKING PLIER	35.98
TOTAL FOR: BYRUM ACE HARDWARE			1,371.86
01547	CANON FINANCIAL SERVICES, IN		
	29340219	CONTRACT CHARGE 10/01/2022-10/31/2022	253.73
TOTAL FOR: CANON FINANCIAL SERVICES, IN			253.73
01954	CAPITAL CITY JANITORIAL LLC		
	728	CONTRACTUAL CLEANING MONTH OF:	835.00
TOTAL FOR: CAPITAL CITY JANITORIAL LLC			835.00
01520	CITY OF CHARLOTTE		
	1028110.01.2022	1310 S. COCHRAN AVE.	223.65
	1151610.01.2022	301 TIRRELL HWY	254.73
	1151710.01.2022	301 TIRRELL HWY DPW	270.28
	1151810.01.2022	313 TIRRELL REAR	300.28
	1151910.01.2022	313 TIRREL HWY SCRE	6,486.24
	1428810.01.2022	911 W. SHEPHERD ST.	1,141.30
	1499510.01.2022	1225 S. COCHRAN AVE.	323.28
	1551710.01.2022	620 W SHEPHERD ST	242.86
TOTAL FOR: CITY OF CHARLOTTE			9,242.62
01486	CONSULTANTS ON CALL, LLC		
	2022-23117	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		
	201185581722	1325 ISLAND HWY #C	82.13
	201986448283	911 W SHEPHERD ST	2,006.93
	202164415441	108 E LAWRENCE AVE	48.84
	202164415442	108 E LAWRENCE AVE	102.63
	202431401662	203 HALL ST	62.46
	202787338968	1225 S COCHRAN AVE	126.71
	203054318799	619 W SHEPHERD ST	76.45
	203054318800	620 W SHEPHERD ST	119.09
	203588286597	1213 S COCHRAN AVE	74.65
	203588286598	1216 S COCHRAN AVE	41.03
	203588286599	1216 1/2 S COCHRAN AVE	15.00
	203588286600	1216 S COCHRAN AVE	15.00
	203588287639	112 1/2 S COCHRAN	29.24
	203766246558	1152 S COCHRAN AVE CAMP FRANCIS	61.77
	203855254217	301 TIRRELL RD	405.33
	203855254218	301 TIRRELL RD R2	223.38
	203855254219	301 TIREELL RD #NEW	96.47
	204300218148	103 VAN LIEU ST	40.31
	204567180095	526 W STODDARD ST	31.59
	204656161582	1005 PAINE DR. FRNT GEN CHARLOTTE	22.16
	205101091097	508 N. SHELDON ST.	65.68
	205368068405	1064 NORTHWAY	42.53
	205635003501	1310 S COCHRAN AVE	116.38
	205902012111	700 LANSING RD	29.24
	205990955684	111 E LAWRENCE AVE	172.67
	205990956271	620 W SHEPHERD ST	15.00
	206079950676	811 CHADS WAY	137.03
	206079952359	1227 S COCHRAN AVE	5,755.45
	206168906231	076 - 12 TRAFFIC LIGHTS	408.91
	206168906232	AREA LIGHTING	426.11
	206168906233	076 - 2 TRAFFIC LIGHTS	2.99
	206168906234	TULLY BROWN DR (AREA LIGHTING)	96.73
	206168906277	201 HALL ST (AREA LIGHTING)	72.55
	206435693955	1005 PAINE DR	109.78
	206613669954	201 HALL ST	58.66
	206613670162	1325 ISLAND HWY	454.61
	206613670163	1329 1/2 ISLAND HWY	43.22
	206702602021	1325 ISLAND HWY	34.91
	206880470751	1800 PACKARD HWY	40.18
	206880470922	1167 E CLINTON TRAIL	50.70
	206969398592	1005 PAINE DR	10,843.36
	207146785004	1104 MIKESELL ST	210.54
	207146785008	544 LANSING ST	44.94
	207146785009	544 LANSING ST	613.88
	207146785010	700 E. SHEPHERD ST.	162.34
	207146785015	1075 INDEPENDENCE BLVD	242.79
	207146785018	1305 S COCHRAN AVE	115.82
	207146785053	1216 S COCHRAN AVE	2,068.80
	207146785100	111 E LAWRENCE AVE	3,835.64
	207146785372	811 CHADS WAY	16.97
	207146799506	245 S COCHRAN AVE	16.15
TOTAL FOR: CONSUMERS ENERGY			29,985.73
01459	CRB CRANE SERVICES		
	0058293-IN	ANNUAL OSHA COMPLIANT AND HOIST INSPECTION	420.00
TOTAL FOR: CRB CRANE SERVICES			420.00

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Vendor Code	Vendor Name	Invoice	Description	Amount
01446	CUSTOM TRUCK ONE SOURCE	2022007054419	SERVICE TOFORD F750	1,415.38
TOTAL FOR: CUSTOM TRUCK ONE SOURCE				1,415.38
01429	DELAU FIRE & SAFETY INC	367087	NEW 10# ABC FIRE EXTINGUISHER,2.5 GALLON WATER	549.00
TOTAL FOR: DELAU FIRE & SAFETY INC				549.00
01428	DELTA DENTAL PLAN OF MICHIGAN	RIS0004477134	11/01/2022-11/30/2022	4,096.48
TOTAL FOR: DELTA DENTAL PLAN OF MICHIGAN				4,096.48
01904	DOMINIC CURTIS	0003	REINBURSEMENT FOR PIZZA	78.39
TOTAL FOR: DOMINIC CURTIS				78.39
01409	DUBOIS COOPER ASSOCIATES INC	440337	GUIDE CLAW WITH HARDWARE AND NEW GASKET, POWER	12,248.22
TOTAL FOR: DUBOIS COOPER ASSOCIATES INC				12,248.22
01406	DUPERON CORPORATION	24230	AC TECH 3 PH, 1 HP, 480V,SMV VFD PREPROGRAMMED	3,416.36
TOTAL FOR: DUPERON CORPORATION				3,416.36
01392	EATON CUSTOM SEWING	1396	PATCH EMBROIDERY, PANT REPAIR	111.00
		1406	FIRE TRUCK TARP REPAIRS,PANT REPAIRS,SUSPENDER	312.25
		1412	FIRE TRUCK TARP REPAIRS-NEW TAIL & REINFORCEM	293.30
TOTAL FOR: EATON CUSTOM SEWING				716.55
01384	EATON TOWNSHIP TREASURER	2022 AUGUST/OCTO	AUGUST/OCTOBER REVENUE SHARING	5,170.00
TOTAL FOR: EATON TOWNSHIP TREASURER				5,170.00
01957	EGANIX	14779	HF TAB INSTALLATION DIRECTLY INTO SEWER LINES	1,400.00
TOTAL FOR: EGANIX				1,400.00
01381	ELECTRICAL TERMINAL SERVICES	93106-00	BLACK HEAVY DUTY CABLE TIES,	41.42
		944366-00	16-14 GA MALE HIGH TEMPERATURE Q	16.83
TOTAL FOR: ELECTRICAL TERMINAL SERVICES				58.25
01375	ELHORN ENGINEERING COMPANY	294120	ACCU TABS	180.00
		294592	LIQUIFIED AQUADENE 30 GAL	4,875.00
TOTAL FOR: ELHORN ENGINEERING COMPANY				5,055.00
01371	ENERCO CORPORATION	157742	ON SITE CONSULTING AND TESTING SERVICES FOR HO	450.00
TOTAL FOR: ENERCO CORPORATION				450.00

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Vendor Code	Vendor Name		Amount
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00932	ERIC ROGERS LLC		
	29290	WATER FLOWERS	855.00
	29556	WEEKLY LAWN MOWING	1,649.00
	29622	WEEKLY LAWN MOWING	2,293.00
	29643	WEEKLY LAWN MOWING	1,728.00
	29649	WEEKLY LAWN MOWING	1,868.00
TOTAL FOR: ERIC ROGERS LLC			8,393.00
01365	ETNA SUPPLY		
	S104797150.001	COUPLINGS	202.50
	S104797150.002	COUPLINGS	247.50
	S104797150.003	TYLER SB 30 TOP SECTION W LID, TYLER SB 39 BOT	6,504.00
TOTAL FOR: ETNA SUPPLY			6,954.00
01964	FERGUSON ENTERPRISES, LLC # 2000		
	0153362-1	LF 1 MIP X 3/4 CTS PJ COUP, LF 1 CTS X CTS BAL	1,466.30
	6621635	PARTS	209.73
TOTAL FOR: FERGUSON ENTERPRISES, LLC # 2000			1,676.03
02000	FOREMOST PROMOTIONS		
	706848	OHK325, OPEN HOUSE KIT	1,520.65
TOTAL FOR: FOREMOST PROMOTIONS			1,520.65
01901	GAEDERT LAWN CARE, LANDSCAPING, AND		
	2812	WEED PULLING, YARD CHIPS, LABOR	1,800.00
TOTAL FOR: GAEDERT LAWN CARE, LANDSCAPING, AND			1,800.00
01322	GALE BRIGGS, INC.		
	81826	CONCRETE ,LIMESTONE	189.00
	81827	CONCRETE, CHLORIDE,	1,017.50
	81985	CONCRETE, LIMESTONE	515.39
	82012	PEASTONE	406.06
	82014	BIRDS EYE	150.00
	82081	CONCRETE, LIMESTONE IN CONCRETE,	726.00
TOTAL FOR: GALE BRIGGS, INC.			3,003.95
01321	GALLOUP		
	S112172880.001	COUPLINGS, BUSHINGS,PRIMER,	111.87
	S112172880.002	PVC COUPLING,PVC BUSHING,	33.74
	S112175611.001	1- 1/2 3629-015 PVC BV TUTB SOC W/EPDM SPEARS	248.87
TOTAL FOR: GALLOUP			394.48
01319	GARDENSCAPES LAWN & LANDSCAPE		
	01146	MEMORIAL PARK , MOW AND TRIM FOR SEPTEMBER	160.00
TOTAL FOR: GARDENSCAPES LAWN & LANDSCAPE			160.00
01308	GRAINGER PRODUCTS		
	9474629970	BLACK, AERIAL BASKET HOOK, NYLON	46.76
	9484687216	ELECTRO-MECHANICAL HOUR METER	157.60
TOTAL FOR: GRAINGER PRODUCTS			204.36
01301	GUNTHORPE MECHANICAL		
	18030	CITY HALL FIRE STATION WATER HEATER HAS WATER	380.00
TOTAL FOR: GUNTHORPE MECHANICAL			380.00

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Vendor Code	Vendor Name	Invoice	Description	Amount
01297	H2O COMPLIANCE SERVICES INC			
		00008412	CROSS CONNECTION CONTROL PROGRAM MANAGEMENT/ O	1,217.70
TOTAL FOR: H2O COMPLIANCE SERVICES INC				1,217.70
01438	HASSEL FREE FUELS			
		CFSI-8050	FUEL	1,868.57
		CFSI-8109	FUEL FIRE	928.58
		CFSI-8118	FUEL-DPW/WWTP	1,372.69
		CFSI-8185	FUEL/FIRE	1,049.55
TOTAL FOR: HASSEL FREE FUELS				5,219.39
01265	HOME TOWN RENTAL			
		100822	PLATE COMPACTOR RENTAL	70.00
TOTAL FOR: HOME TOWN RENTAL				70.00
01259	HUNTINGTON NATIONAL BANK			
		10.18.2022	CHARLOTTE WATER SUPPLY, AND SEWAGE DISPOSAL SY	14,625.00
TOTAL FOR: HUNTINGTON NATIONAL BANK				14,625.00
01250	INSTY PRINTS			
		93127	BUISNESS CARDS FOR TAMERA PALODICHUK	82.50
TOTAL FOR: INSTY PRINTS				82.50
MISC	KEN FALLOWFIELD			
		10.17.2022	BOOT ALLOWANCE	200.00
TOTAL FOR: KEN FALLOWFIELD				200.00
01209	KENDALL ELECTRIC INC.			
		S112172559.001	SWITCH NON FUSE 60 AMP 120/240V	366.83
		S112242293.001	12 THHN STRD WJITE 500 SPOOL WIRE	104.15
TOTAL FOR: KENDALL ELECTRIC INC.				470.98
01207	KENNEDY INDUSTRIES INC.			
		633355	FLYGT, PUMP, 3127.095 S/N: 1450010 REPAIRED IN	9,995.00
TOTAL FOR: KENNEDY INDUSTRIES INC.				9,995.00
01976	KENT COMMUNICATIONS INC			
		10.26.2022	PREPAID POSTAGE FOR TAX BILLS	1,645.73
TOTAL FOR: KENT COMMUNICATIONS INC				1,645.73
01778	KEVIN MAXSON			
		10.11.2022	BOOT ALLOWANCE	190.80
TOTAL FOR: KEVIN MAXSON				190.80
01790	LANSING ECONOMIC AREA PARTNERSHIP			
		2233	SMALL MUNICIPALITY MEMBERSHIP	3,000.00
TOTAL FOR: LANSING ECONOMIC AREA PARTNERSHIP				3,000.00
01182	LANSING UNIFORM CO.			
		95359-A	S/S SHIRT WHITE, L/S SHIRT WHITE,PANTS	309.25
		95532-A	SHIRT, PANTS NAVY	167.90
		95543-A	L/S PULLOVER SHIRTS	222.35
TOTAL FOR: LANSING UNIFORM CO.				699.50

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	Invoice	Description	
01173	LEA'S AUTO BODY		
	6156	REPLACE ENGINE KNOCK SENSOR ON 2020 TAHOE	196.06
	6205	REPLACE PADS AND ROTORS, MOUNT AND BALANCE 4 T	1,524.40
	7385	REPAIR LT DOOR POST	225.00
TOTAL FOR: LEA'S AUTO BODY			1,945.46
MISC	LINDA HALL		
	10.31.2022	REFUND FOR PAYMENT APPLIED TO WRONG ACCOUNT	311.34
TOTAL FOR: LINDA HALL			311.34
01926	LOOMIS, EWERT, PARSLEY, DAVIS & GOT		
	198980	ATTORNEY BILL, SERVICES RENDERED THROUGH 10/15	1,358.25
TOTAL FOR: LOOMIS, EWERT, PARSLEY, DAVIS & GOT			1,358.25
00316	MICH ASSOC. CHIEFS OF POLICE		
	300008274	ACTIVE (SWORN LE PERSONNEL)	100.00
TOTAL FOR: MICH ASSOC. CHIEFS OF POLICE			100.00
01102	MICHIGAN COMPANY		
	0000298-886030	TOP FLITR CLEANER, TRIG BOTTLE, WET MOP	384.20
TOTAL FOR: MICHIGAN COMPANY			384.20
01076	MICHIGAN MUNICIPAL EXECUTIVES		
	25298	WEBSITE CLASSIFIED ADDS	59.52
TOTAL FOR: MICHIGAN MUNICIPAL EXECUTIVES			59.52
01082	MICHIGAN NETWORK CONSULTANTS		
	2022-23116	IT SERVICES	3,175.00
TOTAL FOR: MICHIGAN NETWORK CONSULTANTS			3,175.00
01054	MOTION INDUSTRIES, INC.		
	MI06-00527119	NP123902 NEEDLE SET 3MMX178MM	72.38
TOTAL FOR: MOTION INDUSTRIES, INC.			72.38
01048	MUNICIPAL SUPPLY COMPANY		
	INV80134	FLUORECENT MARKING PAINT, HYDRANT WRENCH	186.80
TOTAL FOR: MUNICIPAL SUPPLY COMPANY			186.80
01155	MWEA		
	21349	MEMBERSHIP DUES 12.21.2022 TO 12.21.2023	80.00
	E30726	IPP SEMINAR	150.00
TOTAL FOR: MWEA			230.00
01000	PAE PLUMBING LLC		
	27579	REMOVED BALL VALVE THAT WAS REPAIRED BECAUSE	435.27
TOTAL FOR: PAE PLUMBING LLC			435.27
02002	PARK WAREHOUSE LLC		
	15007481	ALUMINUM BLEACHERS	4,268.00
TOTAL FOR: PARK WAREHOUSE LLC			4,268.00
02003	PLANET TINT		
	0058	2 FRONT WINDOW INSTALL	80.00
TOTAL FOR: PLANET TINT			80.00

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Vendor Code	Vendor Name	Invoice	Description	Amount
00981	PLANTE & MORAN, PLLC	2202869	PROFESSIONAL SERVICES WITH JUNE 30, 2022 AUDIT	19,150.00
TOTAL FOR: PLANTE & MORAN, PLLC				19,150.00
01030	QUADIENIT FINANCE USA, INC.	7900044417194903	2022 OCTOBER	1,564.11
TOTAL FOR: QUADIENIT FINANCE USA, INC.				1,564.11
00964	QUILL CORP.	27977242	SUPPLIES	366.38
		28416243	SUPPLIES	152.86
		28475081	EVENT HOLDER CORD	26.99
TOTAL FOR: QUILL CORP.				546.23
01234	RANDY JEWELL	2022-10	ASSESSING SERVICES- OCTOBER	3,262.00
TOTAL FOR: RANDY JEWELL				3,262.00
02001	RAPIDS TOOL & ENGINEERING	25575	DRIVE COUPLER, REWORK COUPLERS	460.00
TOTAL FOR: RAPIDS TOOL & ENGINEERING				460.00
00935	ROCHESTER CREATIONS	3884	JACKETS, HAT	555.00
TOTAL FOR: ROCHESTER CREATIONS				555.00
00926	ROWE PROFESSIONAL SERVICES CO	0105589	HALL STREET RECONSTRUCTION	7,241.25
TOTAL FOR: ROWE PROFESSIONAL SERVICES CO				7,241.25
00909	S CENTRAL MI WATER ASSOC	11.01.2022	2023 MEMBERSHIP FEES	35.00
TOTAL FOR: S CENTRAL MI WATER ASSOC				35.00
00920	SAFARILAND, LLC	1010-459258	DRUG TEST KITS	129.84
TOTAL FOR: SAFARILAND, LLC				129.84
01973	SIDOCK GROUP, INC.	322255.A-5	SURVEY	8,800.00
		322255.A-6	NEEDS ASSESSMENT	1,228.00
TOTAL FOR: SIDOCK GROUP, INC.				10,028.00
00871	SPARROW OCCUPATIONAL HEALTH-LANSING	00050920-00	MEDICAL	90.00
TOTAL FOR: SPARROW OCCUPATIONAL HEALTH-LANSING				90.00
00869	SPARTAN TOOL	IN00080816	3/4 X 50 NC #4	808.88
TOTAL FOR: SPARTAN TOOL				808.88
01829	SPECTRUM PRINTERS, INC.	72445	VOTE TEST DECKS FOR NOVEMBER 8TH	180.00
TOTAL FOR: SPECTRUM PRINTERS, INC.				180.00

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Vendor Code	Vendor Name	Invoice	Description	Amount
00865	SPENCER MANUFACTURING INC	16292	R & R GAUGES, DIAGNOSE DECK GUN LEAK	116.00
TOTAL FOR: SPENCER MANUFACTURING INC				116.00
00861	STANDARD LIFE INSURANCE CO	646882	LIFE INSURANCE	1,819.94
TOTAL FOR: STANDARD LIFE INSURANCE CO				1,819.94
01108	STATE OF MICHIGAN	2022-10-11 CMD	0WIND SOCKS	80.00
TOTAL FOR: STATE OF MICHIGAN				80.00
01424	STATE OF MICHIGAN	761-11046523	WSSN: 01340 CHARLOTE CITY OF	3,614.60
TOTAL FOR: STATE OF MICHIGAN				3,614.60
00847	SWANSON ELECTRIC	1548.40	FURNISHED AND INSTALLED REPLACEMENT LED DRIVER	338.00
TOTAL FOR: SWANSON ELECTRIC				338.00
01892	TERESA MOSS	1	CLEANING CAMP FRANCIS	100.00
TOTAL FOR: TERESA MOSS				100.00
01465	THE COUNTY JOURNAL	252133	ORDINANCE ADOPTION ORDINANCE # 2022-05	70.70
		252368	HELP WANTED-DPW LABORER	70.12
		252369	HELP WANTED- DPW LABORER	70.12
		252370	HELP WANTED-DPW LABORER	53.63
		252371	DPW LABORER	53.63
		252637	PUBLIC HEARING FENCE ORDINANCE	133.10
TOTAL FOR: THE COUNTY JOURNAL				451.30
01536	THE PARTS PLACE	239035	SPARK PLUG	8.14
		239225	CAR BATTERIES AND CORE DEPOSIT	408.94
		239381	CORE DEPOSIT REFUND FOR BATTERIES	54.00
		239686	OIL DRY	80.24
		239986	BALL JOINTS, U JOINTS, NAPA OIL SEAL	475.98
		240134	SEAL	22.80
TOTAL FOR: THE PARTS PLACE				1,050.10
02004	THE RAPID GROUP, LLC	152457	SHRED DOCUMENTS-POLICE	25.00
TOTAL FOR: THE RAPID GROUP, LLC				25.00
00820	TRACE ANALYTICAL LABORATORIES	2070679	DRINKING WATER LEAD AND COPPER SAMPLES	793.00
		2070769	DRINKING WATER SAMPLES	248.00
		2080135	DRINKING WATER SAMPLES	84.50
		2100240	WATER QUALITY SAMPLES 09/28/2022	96.25
		2100568	WATER QUALITY SAMPLES 10/12/2022	96.25
TOTAL FOR: TRACE ANALYTICAL LABORATORIES				1,318.00

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Vendor Code	Vendor Name		Amount
	Invoice	Description	
00809	TRUGREEN #2801		
	167005984	VEGETATION CONTROL	41.95
TOTAL FOR: TRUGREEN #2801			41.95
01994	TRUMBLE TRUCKING & EXCAVATING INC		
	10.16.2022	REPLACE WATER SERVICE @ 202 E HENRY	3,765.00
	10.22.2022	REPLACE WATER SERVICE AT 122 E HENRY	2,880.00
TOTAL FOR: TRUMBLE TRUCKING & EXCAVATING INC			6,645.00
00808	TSC TRACTOR SUPPLY		
	536218	G5 BULK	7.88
	538080	SOFTNER PELLETS	304.64
TOTAL FOR: TSC TRACTOR SUPPLY			312.52
00794	US BANK ST. PAUL		
	2074070	TAX REFUND BOND INTEREST	24,000.00
TOTAL FOR: US BANK ST. PAUL			24,000.00
00791	USA BLUE BOOK		
	125715	TNT+AMONIA TESTS, TNT+ FLUORIDE TESTS	465.36
	130151	LIGHT SOLUTIONJ ORP STD 500 ML	118.44
	140769	TNT=AMONIA TESTS	704.09
TOTAL FOR: USA BLUE BOOK			1,287.89
00785	VERIZON WIRELESS		
	9917716589	SEPTEMBER 10- OCTOBER 9	1,629.33
TOTAL FOR: VERIZON WIRELESS			1,629.33
00778	VISION SERVICE PLAN		
	816303934	2022 NOVEMBER	417.04
	816303944	2022 NOVEMBER	697.88
TOTAL FOR: VISION SERVICE PLAN			1,114.92
00774	WASTE MANAGEMENT-		
	8442701-1710-5	REFUSE PICKUP	1,836.62
TOTAL FOR: WASTE MANAGEMENT-			1,836.62
01983	WEX BANK		
	84051210	FUEL SPEEDWAY CODE ENFORCEMENT	34.85
TOTAL FOR: WEX BANK			34.85
00761	WILLIAMS FARM MACHINERY, INC.		
	2369	SWITCH ASSEMBLY	111.28
	2520	EDGR BLADE	9.87
	2539	WASHER, SCREWS, RUBBER BUFF	37.76
	2828	MOTO MIX, CHAINS	79.58
TOTAL FOR: WILLIAMS FARM MACHINERY, INC.			238.49
00758	WINDEMULLER		
	221841	CHANGED OUT BAD CONTACTOR	1,024.00
	223843	TROUBLE SHOOT AND REPAIR WATER SYSTEM LOSS OF	2,317.23
TOTAL FOR: WINDEMULLER			3,341.23

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Vendor Code	Vendor Name		Amount
	Invoice	Description	
00753	WOLVERINE PEST SERVICE		
	0239720-IN	COOLANT LEAK RADIATOR	978.25
	127384	MONTHLY SPRAY	50.00
TOTAL FOR: WOLVERINE PEST SERVICE			1,028.25
00752	WOLVERINE POWER SYSTEMS		
	0238689-IN	SERVICE JOB 0696069 LEAK	968.80
TOTAL FOR: WOLVERINE POWER SYSTEMS			968.80
TOTAL - ALL VENDORS			385,854.40
PAYMENT TYPE TOTAL			
	Paper Check		346,410.82
	EFT Transfer		39,443.58



Memo

To: Honorable Mayor Armitage; City Council
From: Mary LaRocque, City Clerk
Date: November 04, 2022
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
Erin LaPere - City Manager	Fire Chief Selection Committee	Until candidate hired
Mary LaRocque - City Clerk	Fire Chief Selection Committee	Until candidate hired
Paul Brentar - Police Chief	Fire Chief Selection Committee	Until candidate hired
Deb Granger - RFA Rep	Fire Chief Selection Committee	Until candidate hired
Kevin Fullerton - Volunteer Rep	Fire Chief Selection Committee	Until candidate hired
Tom Potter - Citizen Rep	Fire Chief Selection Committee	Until candidate hired
Martin Erskine - Marshall Fire Chief	Fire Chief Selection Committee	Until candidate hired

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 Armitage; City Council
From: City Manager LaPere, MPAP
Date: November 3, 2022
Re: Change order for purchase of two mini-pumper fire trucks

Background

In July, the City received news that it was the recipient of a community enhancement grant through the state of Michigan, thanks to the support of Representative Witwer who helped secure the \$1mill in funding for the fire department to purchase equipment, including fire trucks. Chief Jordan spent considerable time over the summer evaluating the existing fleet and prepared bid specs to purchase two mini-pumper style trucks. The bid request was noticed in September, and the City received one bid from Fouts Bros through their dealer, Axes and Irons. At the meeting held October 3rd City Council awarded the bid to Fouts/Axes and Irons for a total cost of \$572,264, \$286,132 each, which left \$427,736 available for additional equipment, such as a command vehicle/truck, turnout gear, extrication tools, and other lifesaving equipment and protective gear for our firefighters.

At the end of October, City representatives met on-site for a partial-build inspection and discovered there are a few items which require minor adjustments from the bid specs to ensure functionality of the trucks. We have worked with the representatives from Axes and Irons to make those adjustments and they have prepared a change order in the amount of \$13,516.70 (\$6,758.35 per truck). The copies of the estimates are attached. This brings the total cost for both vehicles to \$585,780.70 with a remainder of \$414,219.30 for additional equipment needs.

Recommendation

I am recommending the City Council approve the change order for a total cost of \$13,516.70 to modify the two, mini-pumper fire trucks. This will not impact the proposed delivery date.

Financial Impacts

The City is funding this purchase entirely with grant funding from the state. The initial disbursement will cover the majority (\$500,000) of the purchase, we will request reimbursement for the balance.

Suggested Motion

City Council approves the modifications for a total cost of \$13,516.70 to complete the purchase of two, mini-pumper fire trucks.

eel

attachment

Estimate: 38567

11/1/2022



CUSTOMER MODIFICATIONS TO STOCK BUILD

Charlotte City Fire Department

Charlotte, MI
111 East Lawrence Avenue
Charlotte, MI 48813
firechief@charlottemi.org

Fleet Body Works - F164848

920 O'Malley Dr.
Coopersville, MI 49404
accounting@advfleet.com
6169970022

Purchase Order

Service Writer

Unit

Homik, Justyn

Unit: 1 VIN: 1FD0W5HT7NEE59624 2022 Ford F-550 Current Usage: 0 Miles

Description	Quantity	Rate	Amount
INSTALL ALUMINUM REAR DOOR ON BOX AND INSTALL GAS SHOCKS AND DOOR SEAL	5.00000	\$125.00	\$625.00
ALUMINUM DIAMOND PLATE - MISC	1	\$885.79	\$885.79
Subtotal			\$1,510.79
INSTALL 3 POINT LOCKING SYSTEM WITH D-RING STYLE LOCK	7.00000	\$125.00	\$875.00
Subtotal			\$875.00
REPOSITION BOX TO RIGHT SIDE AND CUT HOLE FOR HOSE	6.00000	\$125.00	\$750.00
Subtotal			\$750.00
INSTALL STOPPER ON BOTTOM LEFT OF CUBBY	2.00000	\$125.00	\$250.00
Subtotal			\$250.00
INSTALL PLATE BEHIND PUMP BOX	10.00000	\$125.00	\$1,250.00
Subtotal			\$1,250.00
CONVERT AEROBOARD SWITCH TO 1 SWITCH	1.00000	\$125.00	\$125.00
Subtotal			\$125.00
INSTALL DIAMOND PLATE PANELING ON BOTH SIDES OF BOX AND FRONT OF BOX	8.00000	\$125.00	\$1,000.00
Subtotal			\$1,000.00
Labels For Pre-Connects Change To Meet FD Requirements	3.00000	\$125.00	\$375.00
Labels Pre-Connects - Labels	24	\$2.19	\$52.56
Subtotal			\$427.56
Shop Supplies			\$570.00

Description	Quantity	Rate	Amount
		Labor	\$5,250.00
		Parts	\$938.35
		Subtotal	\$6,758.35
		Exempt, MI	\$0.00
		(0.0000% of \$1,508.35)	
		Total	\$6,758.35

*: Core charges not included in total. You will be charged for any core that is not in returnable condition. This charge may be applied on a separate invoice.

** A 2% charge will be added to the total invoice if over \$2500 when paying with credit/debit card.

Disclaimers of Warranties

Any warranties on the product sold hereby are those made by the manufacturer. The seller hereby expressly disclaims all warranties, either express or implied, including any implied warranty of merchantability or fitness for a particular purpose, and the seller neither assumes nor authorizes any other person to assume for it any liability in connections with the sale of said merchandise. Labor associated with any install of warrantable product is not warranted or assumed liability by installer for any defect in manufactured product.

Estimate: 38557

11/1/2022



CUSTOMER MODIFICATIONS TO STOCK BUILD

Charlotte City Fire Department

Charlotte, MI
111 East Lawrence Avenue
Charlotte, MI 48813
firechief@charlottemi.org

Fleet Body Works - F164848

920 O'Malley Dr.
Coopersville, MI 49404
accounting@advfleet.com
6169970022

Purchase Order

Service Writer

Unit

Homik, Justyn

Unit: 2 VIN: 1FD0W5HT8NEE51788 2022 Ford F-550 Current Usage: 0 Miles

Description	Quantity	Rate	Amount
INSTALL ALUMINUM REAR DOOR ON BOX AND INSTALL GAS SHOCKS AND DOOR SEAL	5.00000	\$125.00	\$625.00
ALUMINUM DIAMOND PLATE - MISC	1	\$885.79	\$885.79
		Subtotal	\$1,510.79
INSTALL 3 POINT LOCKING SYSTEM WITH D-RING STYLE LOCK	7.00000	\$125.00	\$875.00
		Subtotal	\$875.00
REPOSITION BOX TO RIGHT SIDE AND CUT HOLE FOR HOSE	6.00000	\$125.00	\$750.00
		Subtotal	\$750.00
INSTALL STOPPER ON BOTTOM LEFT OF CUBBY	2.00000	\$125.00	\$250.00
		Subtotal	\$250.00
INSTALL PLATE BEHIND PUMP BOX	10.00000	\$125.00	\$1,250.00
		Subtotal	\$1,250.00
CONVERT AEROBOARD SWITCH TO 1 SWITCH	1.00000	\$125.00	\$125.00
		Subtotal	\$125.00
INSTALL DIAMOND PLATE PANELING ON BOTH SIDES OF BOX AND FRONT OF BOX	8.00000	\$125.00	\$1,000.00
		Subtotal	\$1,000.00
Labels For Pre-Connects Change To Meet FD Requirements	3.00000	\$125.00	\$375.00
Labels Pre-Connects - Labels	24	\$2.19	\$52.56
		Subtotal	\$427.56
		Shop Supplies	\$570.00

Description	Quantity	Rate	Amount
		Labor	\$5,250.00
		Parts	\$938.35
		Subtotal	\$6,758.35
		Exempt, MI	\$0.00
		(0.0000% of \$1,508.35)	
		Total	\$6,758.35

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Memo

To: Honorable Mayor Armitage; City Council
From: Bryan Myrkle, Community Development Director
Date: November 3, 2022
Re: Staff report on application to MSHDA's Neighborhood Enhancement Program

Background

The Michigan State Housing Development Authority offers a grant program known as the Neighborhood Enhancement Program. It is intended to provide funding for activities that address housing-oriented needs in specific low- and moderate-income neighborhoods.

The City of Charlotte applied for this grant last year but was not funded. However, after consulting with MSHDA representatives, we believe it may be fruitful to apply again this year if we make a few tweaks to our application. These would include more closely targeting the specific neighborhood, focusing on exterior repairs, and also concentrating on owner-occupied housing rather than rentals.

Our intention would be to target the same neighborhood as the StreetHeart Initiative in order to support an area where there is innovative work being done to engage residents and facilitate change. This would more closely match MSHDA's own stated goals for the program.

Our local goal would still be to help homeowners secure additional funding for home repair and maintenance. The funding is limited to \$75,000, so the number of homeowners helped wouldn't be very many - 10 to 12 perhaps, but that is still a dozen families getting assistance with things like leaky roofs, drafty windows or crumbling foundations.

Recommendation

Authorize the City's application to MSHDA's Neighborhood Enhancement Program.

Financial Impacts

The City would be supporting these grant activities with staff time, which would be the primary financial impact. There is no cash match required by the City, however homeowners would be required to contribute their own funds to projects in addition to the grant funds.

Suggested Motion

See authorizing resolution.

CITY OF CHARLOTTE
CITY COUNCIL RESOLUTION 2022-27

**A RESOLUTION TO AUTHORIZE AN APPLICATION TO THE NEIGHBORHOOD
ENHANCEMENT PROGRAM**

WHEREAS, the City of Charlotte has implemented initiatives that support neighborhood quality improvement; and

WHEREAS, the City of Charlotte desires to assist property owners with improvements that may enhance and support these important efforts; and

WHEREAS, if approved, the Neighborhood Enhancement Program can help provide this assistance.

THEREFORE, BE IT RESOLVED that the City Council of the City of Charlotte hereby authorizes an application to the Neighborhood Enhancement Program for \$75,000 in grant assistance.

The foregoing resolution was presented by _____ and supported by _____ for approval. Carried/failed with the following 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 November 10, 2022, 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 Armitage; City Council
From: Bryan Myrkle, Community Development Director
Date: November 3, 2022
Re: Staff report on proposed public hearing dates for consideration of tax incentives related to a industrial development by the Shyft Group.

Background

The Shyft Group, Charlotte's largest private sector employer, is expected to announce a major expansion of its operations in Charlotte. The City of Charlotte is being asked to consider providing tax relief for this project in the form of an Industrial Facilities Tax Exemption (abatement). This is the standard tax incentive Charlotte has used for many years in support of industrial development.

Details of both the development proposal and the abatement request will be presented at the November 21 City Council meeting.

The IFT process includes both the creation of a special taxing district and the consideration/approval of the tax abatement itself. Because these two items have to be handled in a specific order, we will be asking the City Council to take action on the district creation November 21, and on the IFT request December 5.

Recommendation

I recommend that you set two public hearings, one for the creation of a new Industrial Development District and one for the consideration of a requested Industrial Facilities Tax Exemption for the November 21, 2022 and December 5, 2022 City Council meetings, respectively.

Financial Impacts

Scheduling these public hearings will not have any financial impact on the City; however, Shyft's proposed development, even with an Industrial Facilities Tax Exemption, would provide increased tax revenue to the City.

Suggested Motion

- 1.) I move to set a public hearing for the creation of an Industrial Development District in support of a proposed Shyft Group development for the November 21, 2022 meeting of the Charlotte City Council; and
- 2.) I move to set a public hearing for the consideration of an Industrial Facilities Tax Exemption as requested by the Shyft Group for the December 5, 2022 meeting of the Charlotte City Council.



Memo

To: Honorable Mayor Armitage; City Council
From: City Manager LaPere, MPAP
Date: November 4, 2022
Re: Proposed Amendments to Purchasing Ordinance

City Council has asked Administration to review the city's purchasing ordinance and manual for discussion on potential amendments. On September 8th, City Council held a workshop discussion on this matter. There were a number of items discussed, including the threshold for bids, threshold for approval of purchase, and other purchasing policies. On October 3, 2022 and October 17, 2022 Council held discussion and first reading on proposed amendments to the city's purchasing ordinance. A public hearing and second reading on proposed amendments is scheduled for the Council meeting of November 10th. Please find a clean copy of the ordinance and red-lined detail of the proposed amendments attached for your review.

City Attorney Hitch has reviewed the proposed amendments. He noted that the suggestion to add the language in Section 2-181 (c), which prohibits City Council and all other officers and employees of the city from doing business with the city, is in conflict with the City Charter, Section 15.4. He further noted that the state law referenced does permit such business dealings when properly disclosed, as is also required under City Charter. Therefore, he is recommending striking that addition from the proposed amendments.

With regard to proposed removal of Section 2-178, (E), (2), I will reiterate Administration's recommendation that language related to professional services remain as-is. The purpose of competitive bidding is to seek out the best price for a specific product, goods, or similar that is specific, when the deliverable product from vendor to vendor is readily comparable and equivalent. Price-based comparisons of professional services is difficult at best, as the services provided are not fungible. Further, these are typically agreements for an ongoing professional relationship wherein the assignment is both complex and varied. The base pricing for a professional service, such as an hourly attorney fee, does not provide a complete assessment of the value of the services provided. For example, it does not quantify the institutional knowledge being brought by an established relationship or the savings realized from the individual's expertise in both our community and in their field. The relationships the professionals have with others in their field brings value, along with the depth and breadth of expertise available within their firm. As stated previously, the current language says "may" not be required which still offers Council and Administration the discretion to seek out multiple vendors for those professional services when determined to be in the best interests of the City. When we've done so in the past, we

will typically post a request for qualifications (RFQ) when seeking professional services versus competitive bidding based primarily on pricing.

That being said, the draft presented tonight reflects the discussion at the October 17th meeting in which that provision was removed. The proposed amendments to the City's purchasing manual are on the agenda separately.

Motions for Consideration

City Council moves to remove Section 2-181 (c) Prohibitions, of Ordinance 2022-07.

and

City Council moves to adopt Ordinance 2022-07, as amended.

eel

attachments

DIVISION 3. PURCHASING, CONTRACTING AND SELLING PROCEDURES

§ 2-176 DEFINITIONS.

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning.

AGENT. The Clerk, Deputy Clerk or any other officer or employee designated by the ~~Council~~ City Manager to act as purchasing agent.

CONTRACT. Includes contracts for services, subject to the exclusion mentioned in this division, and shall include any type of service, leases for grounds, buildings, offices or maintenance of equipment, machinery and other city-owned personal property. ~~The term contract shall not include professional and other contract services which may be unique and not subject to competition.~~

LOWEST COMPETENT BIDDER. In determining the lowest competent bidder, and in addition to price, the purchasing agent shall consider the following, as applicable:

- The ability, capacity, and skill of the bidder to perform the contract or provide the service required;
- The ability to perform the contract or provide the service promptly, within the time specified;
- The character, integrity, reputation, judgement, experience, and efficiency of the bidder;
- The quality of performance of previous contracts or services;
- The compliance by the bidder with laws and ordinances related to the contract or service;
- Demonstration of financial resources sufficient to perform the contract or service;
- Quality and availability of the supplies or services;
- Ability of the bidder to provide future maintenance and service; and/or
- The number and scope of conditions of the bid.

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§ 2-177 PURCHASING AGENT.

The purchasing agent shall prepare rules concerning purchasing, the necessary forms therefor and a purchasing manual. Copies of the manual shall be issued to all departments of the city, to the members of the Council and to the Manager. The rules, forms and manual shall be in effect, except as and when amended by the majority vote of the Council.

§ 2-178 GENERAL PURCHASING POLICY.

(A) Competitive prices for all purchases and public improvements shall be obtained and the purchase made from or the contract awarded to the lowest competent bidder.

(B) Formal sealed bids shall be obtained in all transactions involving the expenditure of \$~~5~~10,000 or more or such other amount which may be established by the Council by resolution.

(C) When other considerations are equal, contracts shall be awarded to local vendors.

(D) If the lowest competent bids are for the same amount, the purchasing agent shall negotiate with the low bidders for a reduced bid and shall make or recommend purchase which shall appear to be to the advantage of the city.

(E) Competitive bidding may not be required in the following cases:

(1) Where the subject of the contract is other than a public work or improvement, ~~and the product, or material, or services~~ contracted for is not competitive in nature or no advantage to the city would result from requiring competitive bidding, and the Council, by resolution, authorizes execution of a contract without competitive bidding;

~~—(2) In the employment of professional services;~~

(3) Where the city elects to do, with city forces, work suitable for contracting, provided such work is authorized by the Council;

(4) In purchasing any type of insurance coverage.

§ 2-179 PURCHASES OR CONTRACTS UNDER \$~~5~~10,000.

(A) Purchases of supplies, materials or equipment, the cost of which is less than \$~~5~~10,000 or such other amount which may be established by the Council by resolution, may be made in the open market by the purchasing agent, but such purchase shall be based on competitive prices and shall be awarded to the lowest competent bidder, except as otherwise provided in this section.

(B) The agent ~~may shall~~ solicit prices ~~verbally, by telephone or by written communication, provided that where bids are solicited by written communication in accordance with the City's Purchasing Manual, a copy of such request for bids shall be posted in the City Hall.~~

(C) ~~In determining the competency of a bidder, the agent shall be guided by his judgment of the ability of the bidder to provide the required material or services in compliance with the specifications set forth.~~ If the purchase is not made from the lowest bidder, a statement of the reasons for placing the order with a higher bidder shall be prepared by the agent, provided that when the amount of the transaction shall be \$~~5002,500~~ or more or such other amount which may be established by the Council by resolution, the agent shall report such purchase to the Council with a copy of the required statement.

§ 2-180 PURCHASES OR CONTRACTS OVER \$510,000.

(A) Any expenditure for supplies, materials, services, equipment, construction projects or contracts obligating the city, where the amount of the city obligation is in excess of \$510,000 or such other amount which may be established by the Council by resolution, must be approved by the Council.

(B) Sealed bids shall be requested by the purchasing agent by electronically noticing the request, mailing a copy of the specifications or requirements to such qualified vendors as may be known to him, and by posting a copy of the request in the City Hall.

(C) Unless fixed by the Council, the agent with the concurrence of the Manager shall prescribe the amount of any security to be deposited with any bid and, in the case of construction contracts, the amount of labor and material or performance bonds to be required of the successful bidder. Such security shall be in the form of certified or cashier's check or bond written by a surety company authorized to do business in the state.

(D) Bids shall be opened in public at the time and place designated in the notice requesting bids. Bids shall be opened in the presence of the agent and at least 1 other city employee. Immediately following the opening, the bids shall be examined, tabulated and made available for inspection.

(E) The full tabulation of all bids shall be submitted to the meeting of the Council next following the opening of bids, together with the recommendation of the agent, department head or City Manager. The Council in its discretion may accept the low bid, reject all bids, or determine the low bid to be unsatisfactory and make the award to the lowest competent bidder.

(F) After the opening of the submitted bids, such bids may not be withdrawn without forfeiture of the bid deposit. Deposits of security accompanying the 3 low bids shall be retained until the contract is awarded and signed, other deposits shall be returned to the unsuccessful bidders immediately after the bids have been tabulated. If any successful bidder fails or refuses to enter into the contract awarded to him within 10 days after being notified of such an award or file any bond required within the same time, the deposit accompanying his bid shall be forfeited to the city, and the Council may, in its discretion, award the contract to the next lowest bidder or readvertise the project.

(G) At the time the contract of a construction project is executed by the contractor, he shall file a bond executed by a surety company authorized to do business in the state,

assuring payment of all just debts incurred in the performance of the contract, including wages and material bills, and shall file a performance bond when one is required in the bid specification. The contractor shall also file evidence of public liability insurance and workers' compensation insurance in an amount satisfactory to the Manager and shall also protect the city from loss or damage caused to any person or property by reason of negligence of the contractor or his employees.

(H) The Council shall reserve the right to accept or reject any or all bids as submitted if in the Council's discretion such action would be in the best interests of the city.

§ 2-181 PROHIBITIONS.

(A) No contract or purchase shall be subdivided to avoid the requirements of this division.

(B) The purchasing agent and every officer and employee of the city are expressly prohibited from accepting, directly or indirectly, from any person doing business or contemplating doing business with the city, any rebate, gift, money or anything of value.

(C) No member of the Council, the Manager, or any other officer or employee of the City, shall be personally interested in any contract with or for the City nor in the expenditures of any money on the part of the City.

§ 2-182. EMERGENCY PURCHASES.

In an emergency or an apparent emergency endangering the public peace, health or safety of the city, the purchasing agent, the Manager or any department head may purchase directly any supplies, materials or equipment which he deems immediately necessary upon approval by the City Manager. The ~~agent~~ Manager shall advise the Council of the purchase no later than the next regular meeting of the Council.

§ 2-183 INSPECTION OF MATERIALS.

The responsibility for the inspection and acceptance of all materials, supplies and equipment purchased under this division shall rest with the department head.

§ 2-184 SALE OF PERSONAL PROPERTY.

(A) Whenever any city personal property is no longer needed for corporate or public purposes, the property may be offered for sale in accordance with the restrictions established in Charter, § 15.2 and the adopted Purchasing Manual.

(B) The purchasing agent, City Manager, or designee shall have the authority to initiate the disposal of obsolete or excess materials or equipment.

(C) Sealed bids shall be taken if the estimated value of the materials or equipment is \$2,500 or more.

(D) Verbal bids may be taken if the estimated value of the materials or equipment is less than \$2,500.

(E) City Council approval is required prior to disposal if the estimated value of the materials or equipment is greater than \$10,000.

§ 2-185 SALE OF REAL PROPERTY.

Whenever any city real property or utility plant is no longer needed for corporate or public purposes, the property may be offered for sale in accordance with the restrictions established in Charter, § 8.24, 14.12, and 15.3 (B).

§ 2-186 COOPERATIVE PURCHASES.

The Council or purchasing agent shall have the power to enter into purchase contracts with and from other governmental agencies, should there be an opportunity for a saving to the city or where the Council determines that it would be in the best interests of the city. However, the Council shall give its prior approval to such purchases, and all such purchases shall be in compliance with the provisions of this division and the Charter.

§§ 2-187 -- 2-195 RESERVED.

Introduced: October 3, 2022
Adopted:
Effective:

CITY OF CHARLOTTE

ORDINANCE NO. 2022-

AN ORDINANCE TO AMEND CHAPTER 2 -
ADMINISTRATION - OF THE CODE OF THE CITY OF
CHARLOTTE BY AMENDING ARTICLE V – FINANCE,
DIVISION 3 PURCHASING, CONTRACTING AND SELLING
PROCEDURES.

Councilmember _____ moved that the following ordinance be adopted:

THE CITY OF CHARLOTTE ORDAINS:

SECTION 1. PURPOSE. The purpose of this ordinance is to update the provisions of the City Ordinance related to procurement.

SECTION 2. DIVISION 3. PURCHASING, CONTRACTING AND SELLING PROCEDURES of Article V of Chapter 2 shall be amended as follows:

§ 2-176 DEFINITIONS.

AGENT. The Clerk, Deputy Clerk or any other officer or employee designated by the City Manager to act as purchasing agent.

CONTRACT. Includes contracts for services, subject to the exclusion mentioned in this division, and shall include any type of service, leases for grounds, buildings, offices or maintenance of equipment, machinery and other city-owned personal property.

LOWEST COMPETENT BIDDER. In determining the lowest competent bidder, and in addition to price, the purchasing agent shall consider the following, as applicable:

- The ability, capacity, and skill of the bidder to perform the contract or provide the service required;
- The ability to perform the contract or provide the service promptly, within the time specified;
- The character, integrity, reputation, judgement, experience, and efficiency of the bidder;
- The quality of performance of previous contracts or services;
- The compliance by the bidder with laws and ordinances related to the contract or service;

- Demonstration of financial resources sufficient to perform the contract or service;
- Quality and availability of the supplies or services;
- Ability of the bidder to provide future maintenance and service; and/or
- The number and scope of conditions of the bid.

§ 2-178 GENERAL PURCHASING POLICY.

(B) Formal sealed bids shall be obtained in all transactions involving the expenditure of \$10,000 or more or such other amount which may be established by the Council by resolution.

(E) Competitive bidding may not be required in the following cases:

(1) Where the subject of the contract is other than a public work or improvement; the product, material, or services contracted for is not competitive in nature or no advantage to the city would result from requiring competitive bidding; and the Council authorizes execution of a contract without competitive bidding;

(2) Where the city elects to do, with city forces, work suitable for contracting, provided such work is authorized by the Council;

(3) In purchasing any type of insurance coverage.

§ 2-179 PURCHASES OR CONTRACTS UNDER \$10,000.

(A) Purchases of supplies, materials, services, or equipment, the cost of which is less than \$10,000 or such other amount which may be established by the Council by resolution, may be made in the open market by the purchasing agent, but such purchase shall be based on competitive prices and shall be awarded to the lowest competent bidder, except as otherwise provided in this section.

(B) The agent shall solicit prices in accordance with the City's Purchasing Manual.

(C) If the purchase is not made from the lowest bidder, a statement of the reasons for placing the order with a higher bidder shall be prepared by the agent, provided that when the amount of the transaction shall be \$2,500 or more or such other amount which may be established by the Council by resolution, the agent shall report such purchase to the Council with a copy of the required statement.

§ 2-180 PURCHASES OR CONTRACTS OVER \$10,000.

(A) Any expenditure for supplies, materials, services, equipment, construction projects or contracts obligating the city, where the amount of the city obligation is in

excess of \$10,000 or such other amount which may be established by the Council by resolution, must be approved by the Council.

(B) Sealed bids shall be requested by the purchasing agent by electronically noticing the request, mailing a copy of the specifications or requirements to such qualified vendors as may be known, and by posting a copy of the request in the City Hall.

§ 2-181 PROHIBITIONS.

(C) No member of the Council, the Manager, or any other officer or employee of the City, shall be personally interested in any contract with or for the City nor in the expenditures of any money on the part of the City.

§ 2-182. EMERGENCY PURCHASES.

In an emergency or an apparent emergency endangering the public peace, health or safety of the city, the purchasing agent, the Manager or any department head may purchase directly any supplies, materials or equipment which he deems immediately necessary upon approval by the City Manager. The Manager shall advise the Council of the purchase no later than the next regular meeting of the Council.

§ 2-184 SALE OF PERSONAL PROPERTY.

(A) Whenever any city personal property is no longer needed for corporate or public purposes, the property may be offered for sale in accordance with the restrictions established in Charter, § 15.2 and in accordance with the adopted Purchasing Manual.

(B) The purchasing agent, City Manager, or designee shall have the authority to initiate the disposal of obsolete or excess materials or equipment.

(E) City Council approval is required prior to disposal if the estimated value of the materials or equipment is greater than \$10,000.

§ 2-185 SALE OF REAL PROPERTY.

Whenever any city real property or utility plant is no longer needed for corporate or public purposes, the property may be offered for sale in accordance with the restrictions established in Charter, § 8.24, 14.12, and 15.3 (B)

SECTION 3. SEVERABILITY. If any section, clause or provision of this Ordinance shall be declared to be inconsistent with the Constitution and laws of the State of Michigan and voided by any court of competent jurisdiction, said section, clause or provision declared to be unconstitutional and void shall thereby cease to be a part of this Ordinance, but the remainder of this Ordinance shall stand and be in full force.

SECTION 4. SAVING CLAUSE. All proceedings pending and all rights and liabilities existing, acquired or incurred at the time this Ordinance takes effect are saved and may be consummated according to the law when they were commenced.

SECTION 5. REPEALER. Any Ordinance conflicting with this Ordinance be and the same is hereby repealed.

SECTION 6. EFFECTIVE DATE. This ordinance shall become effective 20 days after publication.

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



Memo

To: Honorable Mayor Armitage; City Council
From: City Manager LaPere, MPAP
Date: November 4, 2022
Re: Proposed Amendments to Purchasing Manual

City Council has asked Administration to review the city's purchasing ordinance and manual for discussion on potential amendments. On September 8th, City Council held a workshop discussion on this matter. On October 3, 2022 and October 17, 2022 Council held discussion and first reading on proposed amendments to the city's purchasing ordinance and manual. A public hearing and second reading on proposed amendments to the ordinance is scheduled for the Council meeting of November 10th. Please find a copy of the proposed purchasing manual for Council's review.

This manual will replace the existing purchasing manual for the City. The city's most recent purchasing manual was adopted in 1990, and in 2004 amendments were adopted in response to updated purchasing procedures in consultation of the city's auditors. The proposed amendments incorporate much of those existing policies and procedures with the addition of language reflecting the proposed amendments to the purchasing ordinance as outlined in Ordinance 2022-07.

Motions for Consideration

City Council moves to adopt the proposed Purchasing Manual as presented.

eel

attachments



**City Purchasing Policy Manual
Adopted [DATE] 2022**

Introduction

This policy establishes transparent and standard guidelines of the procurement and disposal of personal property and related purchases to support the operations of the City of Charlotte in coordination with

established governmental best practices and ensures the best overall value for the acquisition of goods and services. Adhering to the policy shall result in financial accountability and efficient use of funds. Policy utilization occurs for every expenditure by City regardless of the funding source. Purchasing shall be made in compliance with the Charlotte City Code, Article V, Division 3 Purchasing, Contracting, and Selling Procedures.

Section 1. Procurement of Personal Property

Principal procurement for the City requires that each department is responsible policy adherence and acquisition of goods and services. It is the expectation of the City Manager that all purchases are budgeted and properly documented. The procedure and documentation may vary depending upon the nature of the purchase as defined within this policy. All purchases are ultimately the responsibility of the City Manager and may be approved or disapproved by him/her or his/her designee, in accordance with the provision of this policy and limitation of the City budget. The interpretation of requirements contained herein and any revision to this policy shall be approved by the City Council.

		DOCUMENTATION			APPROVAL		
	Amount/Type	Sealed Bid	Written Quote	Verbal Quote	City Council	City Manager	Department Head
Purchases	\$0 - \$5,000			x			X
	\$5,001 - \$9,999		X			X	X
Competitive Purchases	\$10,000+	X			X	X	X
Exceptions	Cooperative Procurement		X		≥\$10,000	X	X
	Sole Source Vendor		X		≥\$10,000	X	X
	Emergency Purchase	At the sole discretion of the City Manager, per City Ordinance, Sec. 2-71. He/she shall notify City Council of these expenditures.					
	Budgeted Capital		X		≥\$10,000	X	X

PURCHASES

Less than \$5,000

Department Heads may make and authorize purchases not to exceed \$5,000 in consultation with the City Manager, but without prior approval of the City Council. All purchases over \$2,500 require prior written authorization by the Department Head. Lower limits may be established by the Department Head and City Manager as needed. Verbal or written quotes should be solicited from at least three vendors, if possible.

Between \$5,000 - \$10,000

The City Manager may make and authorize Department Heads to complete purchases up to, but not exceeding \$10,000 without prior approval of the City Council. Written authorization by the City Manager must be obtained before the purchase may commence. Written quotes should be solicited from at least three vendors, if possible.

COMPETITIVE PURCHASES

Between \$5,000 - \$10,000

Written quotes are required from vendors for products and services except when the purchase is for the acquisition from a sole-source vendor or in the use of cooperative purchasing. Quotes from prospective vendors may be requested in person, by telephone, and/or by written communication. Quote evaluation and approval will typically be executed by the City Manager with technical assistance/approval from the Department Head. A purchase shall be made from the lowest competent bidder. Applicable contracts shall be executed by the City Manager, unless otherwise approved by City Council.

Over \$10,000

Sealed competitive, written bids are required for all purchases and/or contracts over \$10,000, except when waived by City Council. Sealed bids/proposals shall be solicited from a reasonable number of known, qualified, prospective vendors by distributing electronic and/or written notices. The amount of each proposal, the vendor name, and relevant information shall be recorded and read aloud during bid opening. The City Manager and/or the appropriate Department Head may request clarification on bids if deemed non-comparable. Alternatively, the City Manager and/or the appropriate Department Head may reject all bids and seek new sealed, competitive bids. Applicable contracts shall be executed by the City Clerk and Mayor, unless otherwise approved by City Council.

When request for bids is required, draft shall be submitted to the City Clerk for formal bidding. Bids shall be let no later than the Tuesday prior to the subsequent City Council meeting unless approved by the City Manager. The City Clerk shall be responsible for receipt and tabulation of bid results. After City Council approval, the City Clerk shall notify the vendor who shall have 15 days to confirm the order or contract.

The responsibility for the inspection and acceptance of materials, supplies, and equipment purchased shall rest with the Department Head.

Applicable invoices for all purchases shall be reviewed by the appropriate Department Head and the Finance Director or City Manager.

EXCEPTIONS TO STANDARD PURCHASING PROCEDURE

Cooperative Purchase

City Council determines, based on the recommendation of the City Manager and/or Department Head, that the public interest and cost effectiveness will be best served by purchase from or joint purchase with another unit of government. Examples include: MiDeal and other governmental entities contracts offered as cooperative and of value to the City. The City Council may award a contract to a public entity or approved vendor of the cooperative contract. When applicable, an award will be made by complying with the terms of the stated cooperative contract. Applicable invoices shall be reviewed based on the cost of the purchase.

Sole Source Purchase

For purchases or contracts that the City Manager and/or appropriate Department Head determines in writing, after a good faith review of potential vendors, that there is only one vendor for the required product or service, especially when the procurement is for a product that is a part of a system in which

selection of an alternative brand would alter the ability of the using department to operate and/or maintain the system. Applicable invoices shall be reviewed based on the cost of purchase.

Emergency Purchase

In the sole discretion of the City Manager, immediate procurement action is required to prevent delays of City services that may adversely affect the life, health, or safety of the public or the security of City-owned assets. The City Manager shall notify City Council at times when immediate procurement action is required. Applicable invoices shall be reviewed based on the cost of service.

Budgeted Capital Purchase

For purchases of capital assets that are less than or equal to the amount presented in the City's Annual Budget, procurement may proceed with a request made to the City Manager in accordance with approval requirements above. Applicable invoices shall be reviewed based on cost of the purchase.

Local Vendor Negotiations

If all purchasing procedures have been met, the Purchasing Agent is authorized to negotiate with a local bidder to reduce their bid to that of the lowest competent bidder from a non-City of Charlotte taxpayer, if their bid is within 5% of the lowest bid. Negotiations is limited to purchases up to \$30,000.

CREDIT CARD PURCHASING PROCEDURE

Purchasing utilizing the city's commercial credit cards shall be made in accordance with the adopted policy.

Section 2. Surplus Property Disposition

Trash

Personal property which a reasonable person would feel no longer has any value, may be discarded as trash by any City official or employee. If anyone is interested in acquiring the property or retrieving it from the trash, then it cannot be assumed that it has no value.

Declaration

Each department head shall be responsible for identifying property within his or her department that is obsolete, surplus or salvage property. The department head shall estimate the fair market value of such property in "as is, where is" condition.

Disposition

For all such property, the department head will notify the City Manager, who will first attempt to find a use for the property in another department. Personal property which a reasonable person would feel is at the end of its useful life, but that the cost of sale or disposal exceeds any sales value, shall be considered of "nominal value" and may be sold, donated or discarded at the discretion of the City Manager. Personal property which a reasonable person would feel has remaining value in excess of the nominal value defined above shall be subject to disposition in any manner deemed by the City Manager to be in the City's best interest, including:

1. Trade-in for other equipment
2. Auction or sale on a first come-first served basis (public or online)
3. Solicitation of written bids
4. Negotiated sale to one or more designated buyers
5. Sale as scrap
6. Recycling, salvaging or junking
7. Transfer to another government or nonprofit organization

Substantial Value.

Disposition of any one item of personal property with an estimated value of \$10,000 or more must first be approved by the City Council.

Conflict of Interest

City elected officials and staff are prohibited from acquiring any personal property of the City if they participated in the disposition process described herein. The City Council may grant a written exemption to this prohibition, if they can verify the propriety of, and are not a party to, the disposition.

Penalty for Failure to Comply

Any official or employee of the City of Charlotte who violates the provisions of this policy may be subject to civil and/or criminal action. Employees responsible for violating this policy shall also be subject to disciplinary actions provided for by City policies and applicable laws, up to and including dismissal or discharge.

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

ATTORNEYS AT LAW

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P.O. BOX 2502

EAST LANSING, MICHIGAN 48826

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TERRY McKENNEY PERSON
MARK A. ANDERSON
DAVID M. REVORE
CAITLIN K. GILLIES

OF COUNSEL:
DENNIS E. McGINTY
THOMAS M. YEADON

MEMORANDUM

TO: Erin LaPere, City Manager; Charlotte City Councilmembers

FROM: Thomas M. Hitch City Attorney

RE: Ordinance Amendment To Remove Jostling & Fortunetelling; Airtight Containers

DATE: November 3, 2022

Background

The Charlotte City Counsel charged the Ad Hoc Code Enforcement Committee to review the City's current ordinances and make recommendations of areas for future review. Previously identified items assigned to the city attorney's office included Chapter 34 Jostling and Fortunetelling. It was my understanding that the Committee desired the city attorney to review Jostling and Fortunetelling and determine if these were necessary ordinances to keep on the books. In subsequent discussions, it was my understanding that Council desired to remove Jostling and Fortunetelling from the books.

Additionally, in the city attorney's review of the current ordinances, it was discovered that Chapter 34, Abandonment of Airtight Containers, is a civil infraction under our ordinance but it is actually a misdemeanor under state law. Pursuant to MCL 117.41(3), an ordinance shall not make an act or omission a municipal civil infraction if that act or omission constitutes a crime under the Michigan penal code (MCL 750.1 to 750.568). Charlotte's airtight container ordinance is § 34-291 and it is based on MCL 750.493d, a penal ordinance, which states that "any person who knowingly leaves, in a place accessible to children, any abandoned, unattended or discarded icebox, refrigerator or other container of a kind and size sufficient to permit the entrapment and suffocation of a child therein, without first removing the snap lock or other locking device from the lid or cover thereof, is guilty of a misdemeanor."

§ 34-291 is made a municipal civil infraction because it is placed on the Schedule of Civil Fines in § 32-6(A)(18) of the Charlotte City Code. To remedy the issue with § 34-291 outlined above, it is suggested that City Council simply removing § 34-291 from § 32-6 Schedule of Civil Fines Established.

CKG:TMH

Introduced:
Adopted:
Effective:

CITY OF CHARLOTTE

ORDINANCE NO. ____

AN ORDINANCE TO AMEND CHAPTER 34, "OFFENSES", ARTICLE I AND V OF THE CHARLOTTE CITY CODE BY REVOKING SECTIONS 34-188, "JOSTLING" AND 34-6 "FORTUNETELLING" AND AMENDING CHAPTER 32, MUNICIPAL CIVIL INFRACTIONS BY REMOVING SUBSECTION (18) OF SECTION 32-6 "SCHEDULE OF CIVIL FINES ESTABLISHED," AND RENUMBERING:

THE CITY OF CHARLOTTE ORDAINS:

1. Section 34-6 Fortunetelling is hereby revoked.
2. Section 34-188 Jostling is hereby revoked.
3. Section 32-6 of Chapter 32 – Schedule of Civil Fines Established – of the Code of the City of Charlotte is hereby amended to remove line item (18) and amended to read as follows:

§ 32-6 SCHEDULE OF CIVIL FINES ESTABLISHED.

(A) A schedule of civil fines payable to the Bureau for admissions or responsibility by persons served with municipal civil infraction notices is hereby established. The fines for the violations listed below shall be as follows:

First offense \$ 50

First repeat offense \$150

Second repeat offense \$300

- (1) Chapter 14 of the Charlotte City Code- Buildings and Building Regulations.
- (2) § 26-26 of Chapter 26 of the Charlotte City Code-Environment.
- (3) § 26-27 of Chapter 26 of the Charlotte City Code-Environment.
- (4) §§ 26-41 through 26-47 of Chapter 26 of the Charlotte City Code-Environment.
- (5) §§ 30-26 and 30-27 of Chapter 30 of the Charlotte City Code-Fire Prevention and Protection.
- (6) Chapter 50 of the Charlotte City Code- Solid Waste.
- (7) Chapter 58 of the Charlotte City Code- Streets, Sidewalks and Other Public Places.

- (8) Chapter 68 of the Charlotte City Code- Utilities.
 - (9) Chapter 70 of the Charlotte City Code- Vegetation.
 - (10) Chapter 82 of the Charlotte City Code - Zoning.
 - (11) §§ 26-71 of Chapter 26 of the Charlotte City Code - Environment.
 - (12) §§ 26-72(1) of Chapter 26 of the Charlotte City Code - Environment.
 - (13) §§ 26-72(3) of Chapter 26 of the Charlotte City Code - Environment.
 - (14) §§ 26-72(5) through (11) of Chapter 26 of the Charlotte City Code - Environment.
 - (15) § 34-8 of Chapter 34 of the Charlotte City Code - Offenses.
 - (16) §§ 34-10 and 34-11 of Chapter 34 of the Charlotte City Code - Offenses.
 - (17) § 34-14 of Chapter 34 of the Charlotte City Code - Offenses.
 - (18) § 34-322 of Chapter 34 of the Charlotte City Code - Offenses.
 - (19) Chapter 38 of the Charlotte City Code - Parks.
 - (20) Chapter 74 of the Charlotte City Code - Vehicles for Hire.
 - (21) § 10-5 of the Charlotte City Code - Removal of Dog and Cat Droppings.
 - (22) § 10-6 of the Charlotte City Code - Dogs on Leashes.
 - (23) § 52-1, §§ 52-26 through 52-99 of Chapter 52 of the Charlotte City Code - Property Maintenance and Nuisance Abatement.
- (B) A copy of the schedule, as amended from time to time, shall be posted at the Bureau.

This ordinance shall become effective 20 days after adoption.

Moves for first reading. _____, Second, _____. () Yeas. () Nays. () Absent.

Dated: _____

Moves for adoption. _____, Second, _____. () Yeas. () Nays. () Absent.

Dated: _____

Michael Armitage, Mayor

Mary LaRocque, Clerk



Memo

To: Honorable Mayor Armitage; City Council
From: Bryan Myrkle, Community Development Director
Date: November 4, 2022
Re: Grant amendment – Soymilk, LLC

Background

Last year, the City of Charlotte approved a local Brownfield Redevelopment Authority grant to Soymilk, LLC (Citizens Elevator) for its participation in a multi-agency effort to remove the industrial infrastructure and contamination from the site at 406 N. Sheldon St.

While the project is now complete, it took longer than expected. This was primarily due to the number of agencies involved, the time it took to dispose of all the materials and the sale of the company in the midst process. The former Citizens Elevator is now a part of Star of the West Milling Company.

Despite the delays, the project goals were successfully accomplished and a long-standing, dangerous public nuisance has been eliminated. Therefore, I ask the City Council to consider amending the grant agreement to allow payment of the grant as originally approved.

In addition to this memo, I am including the background information that I originally provided in support of the grant award.

Recommendation

Authorize an amendment to the grant agreement that would allow for payment of the previously authorized grant.

Financial Impacts

This would allow the expenditure of \$17,441 in discretionary funds from the city's Brownfield Redevelopment Authority account. This is not a part of the City 's general fund.

Suggested Motion

I move to approve the proposed grant agreement amendment extending the period of time for project completion.

City of Charlotte Brownfield Redevelopment Authority

Brownfield Improvement Grant – 2021 - 141

AGREEMENT

I/We, the undersigned, hereby accept the City of Charlotte Brownfield Redevelopment Authority Brownfield Redevelopment Grant FY 21/22 – 1 for the project “406 North Sheldon Street,” more specifically:

The project will help complete appropriate Brownfield site remediation for the State of Michigan Land Bank property at 406 North Sheldon Street for the purposes of returning the parcel to productive use and private ownership.

The site is a petroleum contaminated property abandoned by its previous private owners and which has become a long-term public nuisance and potential danger to the community.

The project elements this grant is intended to help incentivize include:

- Tree and stump removal
- Trucking and disposal of trees
- Dike and supporting tank structure excavation
- Dike and supporting tank structure trucking and disposal
- Tank removal / loading
- Crane for tank removal
- Tank removal trucking
- Removal of debris
- Disposal of liquid in the tanks
- Dumpsters

It is estimated that the cost of these activities may exceed the amount of the grant, which is intended to incentivize this project and leverage private investment.

I/We understand that this grant award is contingent upon the successful completion of the project as reviewed and recommended by the Community Development Department and approved by the Charlotte City Council.

Furthermore, the grant will be awarded as reimbursable only upon submitting to the City of Charlotte Community Development Director appropriate evidence of project completion. This project documentation may include paid receipts of work completed specifically related to the project, and/or photographic evidence of completed work, as may be appropriate, depending on the project element.

The total grant award is not to exceed \$20,000 of documented project expenses.

I/We will cooperate fully with City staff in all aspects of reviewing this project, and agree that this project will be completed no later than December 31, 2021. Any changes to the scope or timeline of the

project must be submitted in writing to the City of Charlotte Community Development Director for approval. The City of Charlotte reserves the right to inspect the project to ensure that it is completed in compliance with the original proposal.

Bob Mansfield, for Soymilk, LLC

Date

— THE CITY OF —
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TO: City Council

FROM: Bryan Myrkle, Community Development Director

SUBJECT: Brownfield Redevelopment grant – 406 N. Sheldon St.

DATE: September 16, 2021

In the early 2000s, the City of Charlotte created a Brownfield Redevelopment Authority district covering all properties within the city limits. The purpose of this district is to provide opportunities to help remediate properties with real or perceived issues with industrial contamination.

Charlotte has a long history of industry and manufacturing, and many of the older industrial areas are in the heart of the City, now surrounded by residential neighborhoods. Using Brownfield incentives to encourage the clean-up of old industrial or commercial sites makes them more attractive for redevelopment, and helps reduce or eliminate negative spill-over effects, such as blight, groundwater contamination, odor and related nuisances and hazards.

Shortly after creating the Brownfield district, the City of Charlotte obtained more than \$400,000 in grant funds from the United States Environmental Protection Agency to identify and study potentially contaminated sites in the City.

During that process, City officials identified and prioritized the site at 406 North Sheldon as an important contaminated site representing a significant public health and safety concern.

The site is an abandoned petroleum storage facility located along the railroad right-of-way, surrounded by residential homes and the Citizens Elevator complex. It contains both above-ground and in-ground petroleum storage tanks, some with aging petroleum product still in them. The above-ground tanks are supported by a steel framework wrapped with asbestos-like fire retardant material that is degraded, frayed and spreading throughout the property. Because the site is overgrown with trees, any activities there are hidden from view, and it has become a regular

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'hangout' and dumping ground, evidence of which is easily found during site inspections. There are food wrappers, beverage containers and other personal debris at the site, along with the debris and abandoned infrastructure related to the site's original use.

Because the property was abandoned, the State of Michigan foreclosed on the property due to back taxes owed, and it became property of the State Land Bank Authority, which has owned it since 2003. Aside from monitoring underground contamination, the State has not done anything in that time to improve site conditions.

However, in 2019 another outreach was made to the State by both the City of Charlotte and Citizens Elevator. Both parties have had an interest in seeing the site remediated. The City's mission is to protect the health, safety and welfare of the community, which this site is actively harming. Citizens Elevator is the premier exporter of food grade soybeans in Michigan and possibly the entire nation. In fact, on September 9th, it will be named the State of Michigan's Exporter of the Year, which is a great honor to have in our community. However, having an obvious health hazard at the immediate perimeter of a food-grade facility undermines its efforts to produce a high-quality exportable food product.

After receiving an application to obtain the property from Citizens Elevator, the State of Michigan Land Bank agreed to help remediate the site in partnership with the City of Charlotte; the Department of Environment Great Lakes, and Energy; and private environmental consultants, with the goal of returning the site to private ownership and eventual productive use. Once the petroleum storage tanks and related infrastructure is removed, the site can be cleaned-up and ownership transferred to Soymilk, LLC (a division of Citizens Elevator) for a nominal fee. Once remediated, the site can serve as a small buffer between the elevator site and surrounding residential properties. Eventually, it could be incorporated into Citizens larger operations if that becomes feasible, but removing the health and safety hazard is the immediate goal.

Through a Tax Increment Financing plan, the City has been slowly accumulating money in its Brownfield fund for local use through grants and loans. Each potential brownfield site is different, and a fitting incentive must be found for each one. In some cases where immediate, large scale

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development is planned, a special Tax Increment Plan could be written to reimburse a business for environmental work it undertakes; for smaller developments, a low-interest loan could be provided to help close funding gaps when environmental issues drive-up the cost of a project. In this case, the site is very small and there is no immediate development proposal that would generate enough taxes to fund a realistic TIF plan. Left undeveloped, it is anticipated the site will generate less than \$500 per year in total taxes, and only a portion of that would be captured by TIF.

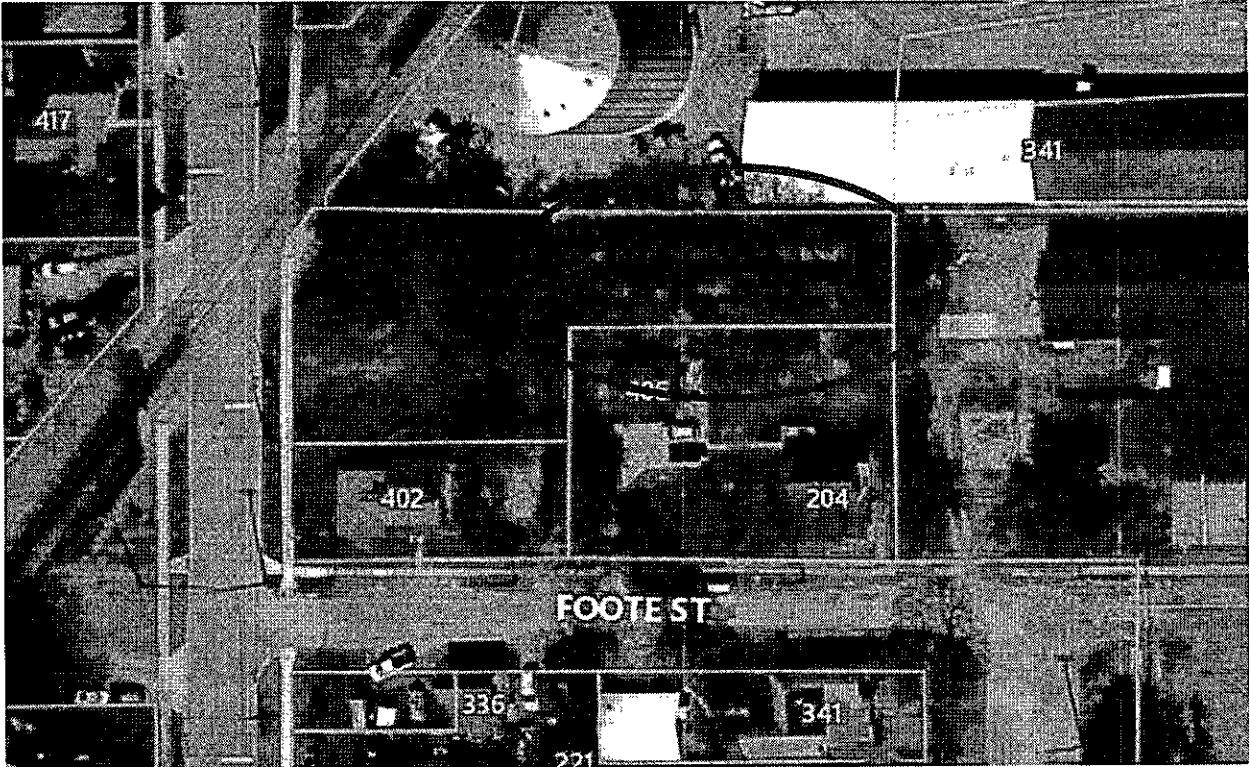
At the time this project was conceived, the City had approximately \$20,000 in available Brownfield funds that were not already dedicated to Brownfield loans or reimbursements. City Council members may recall discussions about using those dollars to fund CharlotteRising and/or other community marketing activities; however the launch of this remediation project was deemed a more appropriate use of the funds. The City committed to helping the clean-up effort at an amount not to exceed the \$20,000 it had on-hand at the time. The exact amount of funds necessary was not clear, due to many unknown site conditions (for example, the underground tanks had not been identified at the time, nor was the depth and extent of the cement foundational structures).

Over the past few months, quite a bit of work has been done at the site, with the removal of the underground tanks being the most dramatic. However, the work continues with the demolition and removal of the above-ground tanks and related infrastructure as well as years of site overgrowth. The State has completed its share of the work, and is prepared to transfer the property as long as the remaining site work will be completed. Soymilk (Citizens) will either complete the remaining work directly, or hire it done as may be necessary.

Because the remaining work is significant, there is a funding gap the City can help close with those available Brownfield funds. To that end, I have prepared a grant agreement with Soymilk, LLC that formalizes the City's commitment and outlines the eligible Brownfield work the grant would pay for. It covers nearly \$20,000 worth of the remaining work. It is anticipated that even more work at the site will have to be done to leave it in an acceptable condition for transfer to private ownership, but as the new owner Soymilk, LLC will be responsible for any additional costs. The City's commitment is limited to this single grant award.

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This project represents the successful completion of a long-term community development goal of the city, which began with the establishment of the Brownfield Redevelopment Authority District nearly 20 years ago. It improves the health and safety of our neighborhoods and supports the success and continued development of one of Charlotte's premier businesses.



MEMORANDUM

TO: Charlotte City Council

FROM: Thomas M. Hitch, City Attorney

RE: CITY ATTORNEY REPORT

DATE: November 3, 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. Charlotte Estates, LLC. I have had several conversations with the attorney representing Charlotte Estates. At this point, he is investigating the costs of tree removal, as I understand it. I have also advised him that given the terms of the avigation easement, his client is free to proceed with the project to add the additional homeowner pads.
2. Purchasing Ordinance. I am in the process of continuing review of the proposed changes to the purchasing ordinance. There is a concern that the restrictions proposed in the ordinance conflict with what is permitted under the City Charter at Section 15.4.
3. Shyft Group. I am working with Bryan Myrkle on language as it pertains to a contract between the City and Shyft Group, which is required in order for the Shyft Group to qualify for an Industrial Facilities Exemption Certificate. The Certificate is provided under Act 198 of the Public Acts of 1974, which encourages job growth and the investment in new facilities, and the rehabilitation of existing facilities.
4. 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 November 10th Council Meeting

City Hall Holiday Closures – November

City Hall will be closed on the following days in observance of Veterans Day and Thanksgiving:

- Friday, November 11th
- Thursday, November 24th and Friday, November 25th

Emergency services are always available: Police and Fire dial 9-1-1 or DPW dial 517-543-8874. Payments can be made via drop box at the front lobby or rear parking lot or online at www.charlottemi.org.

Email Utility Billing Feature Now Available

Interested persons can now sign up for emailed billing of their quarterly utility bill. Please complete the form on the backside of your utility bill and return it to City Hall, in-person or drop-box, or you can sign up online at www.charlottemi.org/email-utility-bill-form/. Any person with questions or who needs to update their utility billing account, please contact UB Clerk Mikayla by phone at 517-543-8841 or email mdensmore@charlottemi.org. General information about utility billing can be found on the city's website here: <http://www.charlottemi.org/serviceadministration/finance/utility-information/> and you can check your utility billing information anytime online here: www.bsaonline.com

Curbside Leaf Collection

The final week of curbside collection of bagged leaves will take place Monday, November 21st to Wednesday, November 23rd. Bags must be placed curbside, no plastic please. Please, leaves only. Brush will **not** be collected curbside but may be taken to drop-off site.

Spring through Fall, DPW garage drop-off hours are Monday through Friday, 8a to 4p and Saturday from 8a to 11:30a. Please note: Saturday, Nov 5th is final weekend for DPW garage drop-off until spring. Winter drop-off hours are Monday through Friday, 8a to 4p.

November Communications

The November editions of City Beat and Charlotte Chronicles are available now. Interested persons will find important election information, upcoming community events, assistance programs, recent City Council actions, and more.

Check it out here: <http://www.charlottemi.org/.../2022/10/November-2022.pdf> and here: <http://www.charlottemi.org/.../City-Beat-2022-November.pdf>

Prior issues can be found here: <https://www.charlottemi.org/about/city-beat/> and here: <https://www.charlottemi.org/charlotte-chronicles/>

Code Enforcement Report

The monthly Code Enforcement report is attached for Council's review. We had success in partial compliance with the property on Lincoln who has cleaned up the exterior debris. They still are working towards compliance on the interior issues.

RAVE Alerts – Water Utility Bill Notification Feature

The City participates in RAVE Alerts which provides alert notifications to participants via voice, email, text, and posts to social media. We have expanded the service options to include targeted text and email messaging for quarterly utility billing. We will send out a notice to registered users when we send out the bills for their cycle area. This alert will notify them the bill has been mailed and provide other billing related information. If you're already registered for alerts, make sure your address information is up-to-date. There are several ways to register: Text CHARLOTTE to 67283; Download the Smart911 app; or Register for a free and secure safety profile online at Smart911.com.

Volunteer Opportunities

The City has open opportunities for citizens to participate in their local government. We are seeking volunteers to serve on the Camp Frances Board and the Board of Review. Want to know more? Visit our website for more information on the Board of Review here:

<https://www.charlottemi.org/councilboards/board-of-review/> and Camp Frances here: <https://www.charlottemi.org/councilboards/camp-frances-board-of-directors/>

Interested persons can fill out an application to serve here:

<https://www.charlottemi.org/councilboards/boards-commissions/board-and-commission-application/>

Assistance Programs

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/>

Enforcement List

11/04/2022

Enforcement Number	Address/ Parcel Number	Category	Date Filed	Status	Next Action	Next Action Date	Date Closed
EN220197	LINCOLN	Property Maint	10/03/2022	Letter Sent			
EN220198	HARRIS	Property Maint	10/03/2022	Letter Sent			
EN220199	CLINTON	Property Maint	10/03/2022	Open Complaint			
EN220200	CHERRY	Property Maint	10/03/2022	Open Complaint			
EN220201	MAPLE	Property Maint	10/10/2022	DPW Sent			10/11/2022
EN220202	MAPLE	Property Maint	10/11/2022	Open Complaint			11/02/2022
EN220203	FOREST	Property Maint	10/11/2022	Open Complaint			
EN220204	PRAIRIE	Property Maint	10/12/2022	Letter Sent			
EN220205	PRAIRIE	Property Maint	10/12/2022	DPW Sent			10/12/2022
EN220206	COCHRAN	Property Maint	10/19/2022	Open Complaint			
EN220207	COCHRAN	Property Maint	10/24/2022	Open Complaint			
EN220208	OPAL	Property Maint	10/24/2022	Open Complaint			
EN220209	STATE	Property Maint	10/26/2022	Open Complaint			
EN220210	LINCOLN	Property Maint	10/26/2022	Open Complaint			
EN220211	LANSING	Property Maint	10/27/2022	Open Complaint			
EN220212	SEMINARY	Property Maint	10/31/2022	Open Complaint			

Enforcement List

11/04/2022

Enforcement Number	Address/ Parcel Number	Category	Date Filed	Status	Next Action	Next Action Date	Date Closed
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Records: 16

Population: All Records

Enforcement.DateFiled Between 10/1/2022 12:00:00 AM AND 10/31/2022 11:59:59 PM

CHARLOTTE POLICE DEPARTMENT ACTIVITY SUMMARY 2022

UCR TITLE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	2021	%	WARRANTS	ARRESTS
STATE CRIMES																	
SOVEREIGNTY													0	1	-100%		
MILITARY													0	0	0%		
IMMIGRATION													0	0	0%		
Part I Crimes																	
CRIMES AGAINST PERSONS																	
HOMICIDE-MURDER(ATTEMPT)													0	0	0%		
NEGLIGENT HOMICIDE													0	0	0%		
KIDNAPPING													0	0	0%		
PARENTAL KIDNAPPING													0	0	0%		
SEX. ASSAULT-ALL	3	2	3	3	3	3	1	2	3				23	23	0%	2	
ROBBERY							1		3				4	0	400%		1
NON-AGG ASSAULT	7	12	12	14	15	20	19	13	5				117	41	185%	3	15
AGGRAVATED ASSAULT	3	4	6		6	1	4	5	2				31	7	343%		6
INTIMIDATION/STALKING	11	17	22	18	22	13	14	17	23				157	42	274%	3	4
PROPERTY CRIMES																	
ARSON													0		0%		
EXTORTION					3								3	1	200%		
BURGLARY-FORCED	2	1	2		2	1	2	2	3				15	11	36%		
BURGLARY-W/O FORCE				1									1		100%		
BURGLARY-ILLEGAL ENTRY		1							1				2	7	-71%		
POSS BURGLARY TOOLS													0	1	-100%		
LARCENY	10	9	15	51	24	32	27	121	11				300	21	1329%	4	4
MOTOR VEHICLE THEFT						1	2	1	1				5	16	-69%		
Part II Crimes																	
STOLEN PROPERTY-MOTOR VEHICLE	3	1	1		2	3	1						11	7	57%	1	1
FORGERY/COUNTERFEIT-ING	5		1			3	1	2	4				16	1	1500%	2	5
FRAUDULENT ACTIVITY	11	13	12	10	12	7	15	13	7				100	27	270%	7	13
EMBEZZLEMENT			1			1	1		1				4	1	300%		1
REC/CONCEALING STOLEN PROPERTY		1	1	3	1			3					9	3	200%	2	3
DESTRUCTION OF PROPERTY	5	3	3	8	6	11	7	10	5				58	17	241%	1	1
RETAIL FRAUD-ALL	3	6	7	6	7	4		1	3				37	22	68%	19	7
UCR TITLE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	LAST YEAR	%	WARRANTS	ARRESTS
MORALS/DECENCY CRIMES																	
V.C.S.A.	3	4	9	2	8	7	4	2	7				46	29	59%	7	18

CHARLOTTE POLICE DEPARTMENT ACTIVITY SUMMARY 2022

SEX OFFENSE		1	4	3	1	3	2	2	2					18	1	1700%		1
OBSCENITY														0	0	0%		
FAMILY ABUSE/NEGLECT	1	1	7	2	8	9	5	4	1					38	6	533%		5
FAMILY-NON SUPPORT	2			1	1	2								6	1	500%		4
FAMILY-OTHER														0	1	-100%		
GAMBLING														0	0	0%		
COMMERCIALIZED SEX OFFENSE														0	0	0%		
LIQUOR LICENSE VIOLATION														0	0	0%	2	
LIQUOR LAW VIOLATION		1	2						2					5	1	400%		1
PUBLIC ORDER CRIMES																		
OBSTRUCTING POLICE	1	3	3	3	1	4	3	1	2					21	2	950%		9
ESCAPE-CORRECTIONAL INSTITUTION														0	0	0%		
ESCAPE-MENTAL INST.														0	0	0%		
ESCAPE/FLIGHT														0	0	0%		1
OBSTRUCTING JUSTICE	11	21	2	5	23	26	13	9	5					115	42	174%	46	86
BRIBERY														0	0	0%		
WEAPONS-CONCEALED			2											2	3	-33%	1	1
WEAPONS-EXPLOSIVE														0	0	0%		
WEAPONS-OTHER	1		1	1	4		2		1					10	2	400%	1	
PUBLIC PEACE	17	20	20	21	16	29	21	29	43					216	57	279%	4	6
TRAFFIC-HIT AND RUN	2	3	11	5	3	4	4	4	2					38	18	111%		
TRAFFIC-O.U.I.L. / O.U.I.D.	3	6	5	6	10	11	4	9	5					59	17	247%	3	23
TRAFFIC-MISD	6	12	11	9	13	5	8	12	2					78	48	63%	16	13
HEALTH/SAFETY VIOLATION		5	7	5	4	6	5	6	3					41	4	3700%		
CIVIL RIGHTS														0	0	0%		
TRESPASS/PRIVACY	13	13	6	9	11	6	14	11	19					102	37	176%	3	5
SMUGGLING														0	0	0%		
ELECTION LAWS														0	0	0%		
ANTI-TRUST														0	0	0%		
TAX REVENUE														0	0	0%		
CONSERVATION		1		2	2	1	2	2	1					11	0	1100%		1
VAGRANCY		1	5	6	3	3	3	4	2					27	0	2700%		
MISC. CRIMINAL OFFENSE			2		1	6	1	1						11	6	83%	2	2
GRAND JURY INVESTIGATION														0	0	0%		
CONSPIRACY														0	0	0%		
End of Part II Crimes																		
UCR TITLE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC		TOTAL	LAST YEAR	%	WARRANTS	ARRESTS

CHARLOTTE POLICE DEPARTMENT ACTIVITY SUMMARY 2022

JUVENILE MINOR																	
DELINQUENT MINOR	4	8	18	20	12	21	6	9	29					127	43	195%	
RUNAWAY		3	3	1	1	4	2	3	7					24	10	140%	
CIVIL-NON CRIMINAL																	
DIVORCE/SUPPORT														0	0	0%	
INCAPACITATION	1	2	3	1	1	2			3					13	3	333%	
INSANITY	7	11	21	10	26	21	22	13	4					135	24	463%	
TRAFFIC																	
CRASH-PD-PUBLIC ST.	14	22	18	19	24	23	22	29	21					192	62	210%	
CRASH-PI-PUBLIC ST	2	2	1	2	2	5	3	3	4					24	9	167%	
CRASH-FATAL-PUBLIC ST		1						1						2	0	200%	
CRASH-PD-PRIVATE	7	5	4	5	3	1	3	6	1					35	14	150%	
CRASH-PI-PRIVATE			4											4	0	400%	
CIVIL INFRACTION	15	33	36	33	37	22	18	28	18					240	92	161%	
PARKING VIOLATION	48	92	23	15	5	9	15	10	66					283	241	17%	
Park. Tickets- 524-2021, 356-2020																	
ABANDONED VEHICLE	4	4	7	4	3	8	4	6	6					46	42	10%	
TRAFFIC HAZARD INVES	10	15	8	10	18	11	11	16	11					110	54	104%	
TRAFFIC DIRECTION/	7	5	17	5	10	3	9	8	16					80	61	31%	
TRAFFIC SAFETY PUBLIC APPEARANCE														0	0	0%	
BREATHALYSER TEST-														0	0	0%	
OTHER POLICE														0	0	0%	
ALARMS																	
ALARM-POLICE RESPONSE	16	10	16	16	18	15	11	12	15					129	47	174%	
ALARM-MALFUNCTION														0	0	0%	
ALARM-TEST								1	9					0	0	0%	
ALARM-WATER & SEWER														0	0	0%	
FIRE																	
ACCIDENT-FIRE														0	0	0%	
ACCIDENT-EXPLOSION														0	0	0%	
ACCIDENT-CHEMICAL														0	0	0%	
HAZARDOUS FIRE COND.				1		4	8		2					15	0	1500%	Fireworks
FIRE REGULATION VIOL														0	0	0%	
ASSIST BUILDING DEPT							2	5						7	0	700%	
ASSIST C.F.D.	3	1	2	1	5	5	4	4	1					26	7	271%	
UCR TITLE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	LAST YEAR	%	WARRANTS	ARRESTS
ACCIDENTS																	
ACCIDENT-AIRCRAFT														0	0	0%	

CHARLOTTE POLICE DEPARTMENT ACTIVITY SUMMARY 2022

ACCIDENT-HUNTING														0	0	0%			
ACCIDENT-SHOOTING														0	0	0%			
ACCIDENT-BOATING														0	0	0%			
ACCIDENT-WATER														0	0	0%			
ACCIDENT-OTHER														0	1	-100%			
INSPECTIONS-																			
INVESTIGATIONS																			
INSPECT-BOAT														0	0	0%			
INSPECT-MOTOR VEHICLE		2		1	3	1		1	2					10	3	233%			
INSPECT-TRAFFIC CITATION														0	0	0%			
INSPECT-BUSINESS	14	38	35	69	48	46	45	41	44					380	109	249%			
INSPECT-RESIDENCE	12	20	26	16	9	6	8	15	9					121	44	175%			
INSPECT-HANDGUN	11	9	13	9	5	32	15		13					107	23	365%			
INSPECT LIQUOR LICENSE	3	1												4	0	400%			
INSPECT-OTHER/SOR CHECK	24	13	14	16	12	9	16	11	15					130	23	465%			
INSPECT-CCW APPLIC														0	0	0%			
DOMESTIC DISPUTES	25	26	26	23	29	30	25	36	32					252	61	313%			
CIVIL DISPUTE	17	17	23	9	21	27	28	37	42					221	38	482%			
SUSPICIOUS SITUATION	92	70	81	79	111	94	103	112	98					840	300	180%			
FIELD INTERROGATION CARD														0	0	0%			
HAZARDOUS SITUATION														0	0	0%			
SUSPECTED NARCOTIC ACTIVITY	10	9	1	3	4	7	3	3	5					45	13	246%			
ABANDONED/RECOVERED PROPERTY	4	4	6	3	8	11	6	5	10					57	25	128%			
DRUG OVERDOSE	2	1	2	5		2	2	2	6					22	10	120%			
BOMB THREAT														0	0	0%			
MISC. INCIDENTS																			
MISC/P.B.T.														0	0	0%			
SUICIDE				1	2	1		1						5	0	500%			
SUICIDE ATTEMPT	11	7	14	10	7	9	9	3	7					77	28	175%			
DEATH-NATURAL	3			1		3	1	1	3					12	4	200%			
DEATH-UNDETERMINED		1		2										3	4	-25%			
MISSING PERSON	2	2	3	2	2	1	1		4					17	4	325%			
NATURAL DISASTER														0	0	0%			
PUBLIC RELATIONS ACTIVITY	4	5	4	2	3	6	3	5	4					36	9	300%			
PATROL INFORMATION						5	5	1	4					15	0	1500%			
UCR TITLE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	LAST YEAR	%	WARRANTS	ARRESTS		
GENERAL ASSISTANCE																			

CHARLOTTE POLICE DEPARTMENT ACTIVITY SUMMARY 2022

ASSIST CITIZEN	50	67	82	75	101	75	82	76	109					717	147	388%		
ASSIST MOTORIST	8	12	6	8	14	7	8	6	3					72	43	67%		
ASSIST POLICE AGENCY	10	10	10	5	14	13	13	5	5					85	31	174%		
ASSIST OTHER AGENCY	14	14	20	14	26	24	17	17	17					163	31	426%		
ASSIST D.P.W.	1	1	4		3		2	2	1					14	3	367%		
ESCORT-FUNERAL														0	0	0%		
ESCORT-MONEY									1					1	0	100%		
ESCORT-OTHER														0	0	0%		
TRANSPORT-PRISONER		13	5	18	21	28	18	13	12					128	19	574%		
TRANSPORT-PAPERWORK	6	14	13	4	7	5	5	7	18					79	34	132%		
TRANSPORT-OTHER	2		1	1	5	3	1							13	12	8%		
LOCKOUT				2	2	1								5	2	150%		
SUBPOENA SERVICE	2	2	4	3	11		5	8	2					37	23	61%		
PERMISSION TO PARK		1	21	1		1								24	29	-17%		
PATROL-FOUND DOOR OPEN	3	9	8	2	2		4		1					29	2	1350%		
PATROL-FOUND OPEN WINDOW														0	0	0%		
PATROL-FOUND B&E														0	0	0%		
ASSIST E.C.S.D.-	20	18	16	7	11	11	14	13	7					117	26	350%		
GENERAL NON CRIMINAL																		
JUVENILE SAFETY VIOL														0	0	0%		
ANIMAL CONTROL	7	7	10	12	24	13	12	11	9					105	26	304%		
ZONING ORD VIOLATION		3	1		2	2								8	3	167%		
TOTALS	618	772	813	740	884	849	777	872	865	0	0	0		7190	2370	203%		
TRAFFIC STOPS	100	128	119	117	107	167	133	147	77					1095	339	223%		
OFFICER TRAINING HOURS	8	48	224	9	4	0	0	12	4.5					309.5	150	106%		
COMMUNITY HOURS	32	21.5	6	1	9	4	9	9	7					98.5	19	418%		
PAPERWORK HOURS	450.5	409	408.5	475	419	336.5	332.5	278	324					3433	1152	198%		
SRO STATS																		
During the month of September Officer McDaniel handled 82 incidents at the Charlotte Public Schools. The are the following: including: 1- Assault, 1- Felonious Assault, 20- Delinquent Minor																		
6- Intimidation/Threats, 1- Burglary-Forced Entry, 2- Civil Infraction, 1- Alarm, 1- Assist Eaton County Sheriff Dept, 6- Suspicious Situtation, 16- Assist Citizen, 10- Public Peace,																		
3- V.C.S.A, 2- Liquor Control Violation, 1- Obstructing Police, 6- Alarm Test, 1- Domestic Dispute, 1- Civil Dispute, 1- Suicide Attempted, 1- Public Relations Activity, 1- Assist Other Agency																		
VCSA STATS																		
During the moth of September 2022, the Charlotte Police Department dealt with 18 VCSA incidents. They are the follows:																		
6- Marijuana, 3-Meth, 1- Heroin, 2- Fentanyl, 4- Pills																		

CHARLOTTE POLICE DEPARTMENT ACTIVITY SUMMARY 2022

[illegible]

EATON COUNTY 911

Events by Nature Code by Agency

Agency: CFD, Event date/Time range: 10/01/2022 00:00:00 - 10/31/2022 23:59:59

Agency Code	Nature Code	Rpt Only	Self Init	CFS	Total	% Total	Avg Disp Time	Avg Resp Time	Avg Scene Time	Total Call Time	Avg Call Time
CFD	BRUSH FIRE	0	1	4	5	5%	0:00:53	0:05:44	0:30:09	3:03:02	0:36:36
	CARDIAC OR RESP ARREST	0	0	5	5	5%	0:00:14	0:04:46	0:12:05	1:25:26	0:17:05
	COMMERCIAL FIRE ALARM	0	0	4	4	4%	0:01:04	0:03:09	0:10:37	0:34:15	0:08:34
	COMMERCIAL STRUCTURE FIRE	0	0	2	2	2%	0:00:23	0:08:26	1:48:58	3:55:12	1:57:36
	COMPLAINT FIRE INVESTIGATION	0	6	5	11	12%	0:01:23	0:08:11	0:10:15	3:22:59	0:18:27
	FIRE INSPECTION	0	1	0	1	1%	0:00:01	0:01:58	1:02:43	1:04:42	1:04:42
	MEDICAL ASSIST	0	0	21	21	23%	0:00:08	0:03:53	0:12:39	4:53:46	0:13:59
	MISCELLANEOUS FIRE RUN	0	6	4	10	11%	0:00:26	0:04:00	0:16:43	3:26:44	0:20:40
	ODOR INVESTIGATION	0	4	1	5	5%	0:01:28	0:03:29	1:11:37	6:13:28	1:14:42
	PERSONAL INJURY CRASH	0	1	15	16	17%	0:00:34	0:04:44	0:28:19	8:57:13	0:33:35
	RESIDENTIAL FIRE ALARM	0	0	2	2	2%	0:01:27	0:04:22	0:00:35	0:10:40	0:05:20
	STRUCTURE FIRE LARGE	0	0	6	6	6%	0:02:16	0:08:01	0:52:22	6:11:26	1:01:54
	VEHICLE FIRE	0	0	2	2	2%	0:02:09	0:06:53	0:30:12	0:40:12	0:20:06
	WIRES DOWN	0	1	2	3	3%	0:01:25	0:03:55	0:07:14	0:36:19	0:12:06
	Subtotals for No Summary Code	0	20	73	93	100%	0:00:59	0:05:06	0:32:28	44:35:24	0:36:06
	Subtotals for CFD	0	20	73	93	100%	0:00:59	0:05:06	0:32:28	44:35:24	0:36:06