



PROPOSED AGENDA
REGULAR MEETING OF THE CHARLOTTE CITY COUNCIL
111 E. Lawrence Ave, Charlotte, MI 48813 (517) 543-2750
7:00 P.M. Monday, September 19, 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/88579693091>
One tap mobile: +16465588656,,88579693091#
Telephone: (312) 626-6799 Webinar ID: 885 7969 3091

- 1. Call to Order**
- 2. Roll Call**
- 3. Invocation – Victor Williams - New Hope Community Church**
- 4. Pledge of Allegiance**
- 5. Approval of Minutes**
 - a. September 6, 2022 Regular Council Meeting
 - b. September 8, 2022 Workshop Meeting
- 6. Absence of Council Members**
- 7. Public Comment - Limit presentation to five (5) minutes**
- 8. Approval of Agenda**
- 9. Consent Agenda**
 - a. Approve Claims and Expenditures totaling \$182,478.23
 - b. Approve fireworks display for Charlotte Public Schools on October 21, 2022
 - c. Approve street closure request for Michigan Mead Night event
 - d. Mayoral Board and Commission appointment
- 10. Business Agenda**
 - a. Approve settlement agreement with JRRS Investments, LLC for acquisition of easement at 1671 Lansing Road

- b. Consider proposed Council Policy 2022-05 regarding acceptance of postmarks for property taxes
- c. Consider waiver of penalty for winter 2021 property taxes at 851 Chads Way.
- d. First reading and set public hearing for proposed amendment to Chapter 82, Sections 82-465 Fences, Residential and 82-466 Fences, Industrial

11. Communications and Committee Reports

- a. City Attorney Report
- b. City Manager Report
- c. Monthly Police Activity Report
- d. Councilmember Committee Reports

12. Public Comment

13. Mayor and Council Comments

14. 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
DRAFT - September 06, 2022

CALL TO ORDER:

By Mayor Armitage on Tuesday September 06, 2022 7:00 p.m.

ROLL CALL:

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

City staff in the audience; Community Development Director Myrkle.

INVOCATION:

Daniel Longden – First Lutheran Church

PLEDGE OF ALLEGIANCE:

Led by Mayor Armitage

APPROVAL OF MINUTES:

- a. August 11, 2022 Council Workshop Meeting Minutes
- b. August 15, 2022 Regular Council Meeting Minutes

Motion by Weissenborn supported by Van Langevelde to approve the meeting minutes as presented. Carried; Yea 7; Nay 0; Absent 0.

EXCUSE ABSENT MEMBERS:

No absences

PUBLIC HEARING:

- a. Variance for 243 State St. to MX-1 mixed use overlay

Andrew Linn, owner of 243 State St. made himself available for questions the Council had and gave some detail about his plans for the use of the building

PUBLIC COMMENT:

No comments

APPROVAL OF AGENDA:

Motion by Weissenborn supported by Van Langevelde to approve agenda after moving Consent Agenda items a, b, c and d to the Business Agenda. Carried. Yea 7; Nay 0; Absent 0.

CONSENT AGENDA:

- a. ~~Approval of Claims and Expenditures totaling \$432,605.22 (Chin)~~
- b. ~~Resolution 2022-22 to disband the Ad Hoc Water Treatment Committee (Van Langevelde)~~
- c. ~~Approval of delegate for 2022 MML Annual Convention (Chin)~~
- d. ~~Approval of an amendment to the agreement with Charlotte Junior Orioles to extend their existing lease agreement for use of Gooble Field (Rodriguez, Chin)~~
- e. Resolution 2022-23 Amend HCSP Participation Agreement

Motion by Van Langevelde supported by Dyer to approve the Consent Agenda item e. Carried. Yea 7; Nay 0; Absent 0.

BUSINESS AGENDA:

- a. Approval of Claims and Expenditures totaling \$432,605.22

Motion by Van Langevelde supported by Weissenborn to approve the Claims and Expenditures totaling \$432,605.22. Carried by roll call vote; Yea 7; Nay 0, Absent 0.

- b. Resolution 2022-22 to disband the Ad Hoc Water Treatment Committee

Motion by Dyer supported by Weissenborn to approve the disbanding of the Ad Hoc Water Treatment Committee. Carried; Yea 7; Nay 0, Absent 0.

- c. Approval of delegate for 2022 MML Annual Convention

Motion by Dyer supported by Duweck to approve the attendance of Dyer as Delegate with Duweck as alternative to the 2022 MML Annual Convention. Carried; Yea 7; Nay 0, Absent 0.

- d. Approval of an amendment to the agreement with Charlotte Junior Orioles to extend their existing lease agreement for use of Goeble Field

Council will extend the lease 3 (three) months until December 31, 2022 and would like a new lease amendment drafted to increase the insurance liability requirement, obtain a schedule of events from CJO, apply a shorter lease term, and determine if sub-letting is occurring which is in violation of the lease.

Motion by Dyer supported by Weissenborn to approve the lease agreement with CJO amending the proposed term through December 31, 2022. Carried by roll call vote; Yea 7; Nay 0, Absent 0.

- e. Consider approval of variance property located at 243 State St. to permit rezoning to MX-1 Mixed Use Overlay

Motion by Van Langevelde supported by Dyer to approve the zoning variance to the property located at 243 State St to MX-1

Mixed Use Overlay. Carried by roll call vote; Yea 7; Nay 0, Absent 0.

- f. Second reading and adoption of Ordinance 2022-05 Amending the Zoning Map to rezone property located at 243 State St. to MX-1 mixed use overlay

Motion by Van Langevelde and supported by Weissenborn to approve Ordinance 2022-05. Carried. Yea 7; Nay 0; Absent 0.

- g. Consider approval of a contract with Municipal Analytics for water rate study

Motion by Dyer supported by Duweck to approve the contract with Municipal Analytics. Carried. Yea 7, Nay 0; Absent 0.

- h. Consider approval of an agreement with PotterVilla for website redesign

Motion by Dyer supported by Duweck to approve the agreement with PotterVilla was withdrawn as the project cost does did not meet the criteria required for Council action. Thereby Council directed LaPere to carry out the steps necessary to secure the agreement with PotterVilla and begin the project

- i. Consider approval of contract with Knight Watch for keyless entry upgrades at City Hall

Motion by Dyer supported by Van Langevelde to approve the contract with Knight Watch for keyless entry upgrades at City Hall. Carried Yea 7; Nay 0; Absent 0.

COMMUNICATIONS AND COMMITTEE REPORTS:

- a. City Attorney report was received

- b. City Manager report was received

Noted by the Mayor that Fire Chief Jordan is resigning due to personal reasons and Weissenborn thanked LaPere for including

an update about the Code Enforcement and Rental Inspection programs

c. Councilmember Committee Reports

Van Langevelde - Park's meeting being held tonight, will follow up with details at next regular Council meeting

Weissenborn planning to attend Thursday's CARC meeting

d. Constituent correspondence: Eric Johnson, 851 Chads Way

Mr. Johnson addressed Council stating his case for a policy change to allow for the waiving of late fees on property tax.

Council asked LaPere to prepare a policy to allow for waiving late fees

Motion by Rodriguez supported by Van Langevelde to waive the late fee issued to Eric Johnson. The Motion was tabled by the following vote Yea 4 (Van Langevelde, Duweck, Chin, Weissenborn); Nay 3 (Dyer, Rodriguez, Armitage); Absent 0

e. Constituent correspondence: Todd Celtrick, 746 Linden St.

f. Emergency Purchase memo Drain #1 Sewer Pump

PUBLIC COMMENTS:

Eric Johnson thanked Council for their directive for a new policy and reiterated some points.

MAYOR AND COUNCIL COMMENTS:

Chin – Sorry to hear about Chief Jordan and would like to see an ad hoc committee for young citizens formed, he also inquired about any violations for the long-term placement of a porta-potty on a property being rehabbed on Henry St.

Rodriguez – His reason for supporting the Keyless Entry Project is based on his respect and trust of Police Chief Brentar.

Van Langevelde – Thanked Chief Jordan and wishes him the best, he is an asset to the City and appreciates him continuing in an administrative role until a replacement is found. She wishes the community a safe and happy Frontier Day weekend.

Armitage – Thanked Council for productive, civil dialogue they have as a group. Hats off to Frontier Day participants, it's a great event that showcases our community.

No comments were offered by Duweck, Dyer and Weissenborn.

ADJOURN:

Motion by Dyer supported by Van Langevelde to adjourn the meeting at 10:06 p.m. Carried; Yea 7; Nay 0; Absent 0.

Mayor Michael Armitage

Mary LaRocque, City Clerk

CITY OF CHARLOTTE COUNCIL PROCEEDINGS
111 E. Lawrence Ave., Charlotte, MI 48813 (517) 543-2750
Workshop Meeting
September 08, 2022

CALL TO ORDER:

By Mayor Armitage on Thursday September 08, 2022 at 7:04 p.m.

ROLL CALL:

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

PLEDGE OF ALLEGIANCE

Led by Mayor Armitage

APPROVE AGENDA:

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

EXCUSE ABSENT COUNCILMEMBERS:

Motion by Van Langevelde supported by Rodriguez to excuse councilmember Dyer. Carried; Yea 6; Nay 0; Absent 1

PUBLIC COMMENT:

No comment

DISCUSSION ITEMS:

- a. Discussion on Purchasing Policy and Purchasing Ordinance

Council directed LaPere to begin process of drafting an amendment to the Purchasing Ordinance and updating the Purchasing Policy

PUBLIC COMMENT:

No comment

MAYOR AND COUNCIL COMMENTS:

Van Langevelde – Thanked all the Frontier Days workers and a thank you to Amy (DPW Director) and Eric (Treasurer/Finance Director) for their hard work and for the burden they carry with the lack of staffing.

Rodriguez – Thanked Council for the discussion, shared knowledge and he learned a lot

Duweck – He has been on many councils and is pleased to be a member of this council which takes a positive approach and he is appreciative to be a part of it.

Chin – Wondering about the situation with the EMS? LaPere mentioned the hospital is being very tight lipped about any discussions but threw out a few possibilities of it becoming privatized and wondered about all the surrounding community stakeholders who have contributed financially and how that may come to play in the decision making. Armitage assured the public that whatever the outcome, we will not be without EMS coverage. LaPere will send a copy of the contract the city currently has in place with EMS services.

ADJOURNMENT:

Motion by Van Langevelde supported by Weissenborn to adjourn the meeting at 8:26 p.m. Carried. Yea 6; Nay 0; Absent 1

Michael Armitage, Mayor

Mary LaRocque, City Clerk

— THE CITY OF —
CHARLOTTE
— MICHIGAN —

Memo

To: Honorable Mayor Armitage, City Council
From: Mary LaRocque, City Clerk
Date: September 14, 2022
Re: Claims and Expenditures for Council approval on September 19, 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 September 05, 2022	\$ 0.00
Insurance claims week of September 12, 2022	\$ 2,630.76
Payroll paid Friday September 09, 2022	\$ 90,147.26
Invoiced claims as of September 14, 2022	<u>\$ 89,700.21</u>
Total	<u>\$182,478.23</u>

Suggested Motion

City Council approves Claims and Expenditures in the amount of **\$182,478.23**

09/14/2022 03:44 PM
User: CKOENIG
DB: Charlotte

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF CHARLOTTE
INVOICE ENTRY DATES 09/01/2022 - 09/14/2022
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: POOL

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Vendor Code	Vendor Name	Invoice	Description	Amount
01691	1ST AYD CORPORATION			
		PSI555650	BLACK NITRILE GLOVES,CLEAR POLYLINER,CASCADE C	833.33
		PSI556244	AIRGAS D6398704506	253.57
TOTAL FOR: 1ST AYD CORPORATION				1,086.90
01687	ABC FASTENER GROUP INC			
		A478732	DRILL SET, NITRILE GLOVES,	160.08
TOTAL FOR: ABC FASTENER GROUP INC				160.08
01683	ACD.NET			
		81518-262	SEPTEMBER 2022 CHARGES	797.40
TOTAL FOR: ACD.NET				797.40
01674	AIS CONSTRUCTION EQUIPMENT			
		X04282	SERVICE CALL AND REPAIR	3,390.93
TOTAL FOR: AIS CONSTRUCTION EQUIPMENT				3,390.93
01764	AMAZON CAPITAL SERVICES			
		1133-6FF7-K4FP	POSTER BOARD-WATERPROOF,SPORTS TRAINING CONE,P	257.83
		13FP-RVCK-6CCC	MEAD SPIRAL 3X5 IN TABLETS	28.89
		14W6-M3XF-6RP7	LYSOL ALL-PURPOSE CLEANER, SANITIZING AND DISI	36.86
		1CFG-VQW1-349X	RAPIDAIR 3/4 VALVE SHUTOFF	40.95
		1MHD-QCVJ-P3GC	BATTERIES,WIRELESS MOUSE,LABLE TAPE	179.03
		1V6X-PF6Q-1MLN	YOTOO HYBRID HOSE	54.98
TOTAL FOR: AMAZON CAPITAL SERVICES				598.54
01635	AT&T LONG DISTANCE			
		131573146	CITY HALL MAIN LINE	56.52
TOTAL FOR: AT&T LONG DISTANCE				56.52
01602	BEAVER RESEARCH COMPANY			
		0347788-IN	CITRA-KWIK,TERP-A-KLEAN,NUTLESS WONDER TOWELS	210.73
TOTAL FOR: BEAVER RESEARCH COMPANY				210.73
01555	BYRUM ACE HARDWARE			
		219650	HILLMAN FASTENER	6.36
		220003	TANK LEVER EURO CHROME,	19.98
		221333	SPRAYPAINT	15.98
		221420	FASTENERS	1.20
		221659	PVC PRESSURE PIPE2"X10'	171.87
		221913	TOOL BOX, HILLMAN FASTENERS	132.24
		221936	ELBOW 90 1/2" SCH40 10PK	6.59
		221945	BRUSH SWEEP 36X2.25" VNL	18.99
		222158	MARKING SPRAY RED,BLUE,BLACK GREEN	76.92
		222793	FASTENERS	4.58
		222822	PVC ELBOW,PVC PRESSURE PIPE, FLEX COUPLER	112.33
		223433	INSERT FOAM	22.99
TOTAL FOR: BYRUM ACE HARDWARE				590.03
01548	CANDY FORD, INC.			
		28587	2012 FORD REPAIR	220.00
TOTAL FOR: CANDY FORD, INC.				220.00
01541	CAPITAL CAR WASH			
		946735	CAR WASH TOKENS	210.00
TOTAL FOR: CAPITAL CAR WASH				210.00

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01534	CARROT-TOP IND. INC.	INV108295	NYLON LOYAL DUTY FIREMAN FLAG	309.19
TOTAL FOR: CARROT-TOP IND. INC.				309.19
01525	CCS OPERATING CO	1428	CLARIFYER	350.00
TOTAL FOR: CCS OPERATING CO				350.00
01816	CITY OF MARSHALL	000002770	MICROBIOLOGY TEST	1,600.00
TOTAL FOR: CITY OF MARSHALL				1,600.00
01486	CONSULTANTS ON CALL, LLC	2022-23083	MANAGED SERVICE FEES	2,800.00
TOTAL FOR: CONSULTANTS ON CALL, LLC				2,800.00
01397	COUNTY OF EATON	2022-00000102	TAX CHARGEBACKS	145.47
TOTAL FOR: COUNTY OF EATON				145.47
01439	D & K TRUCK COMPANY	1098554	KIT, WATER	208.86
TOTAL FOR: D & K TRUCK COMPANY				208.86
01894	DAILY DISPATCH EMPLOYMENT AD	002992	EMPLOYMENT ADD FOR FIRE CHIEF	280.00
TOTAL FOR: DAILY DISPATCH EMPLOYMENT AD				280.00
01429	DELAU FIRE & SAFETY INC	366012	10# ABC RECHARGE, O-RING, VALVE STEM, ABC POWDE	137.00
TOTAL FOR: DELAU FIRE & SAFETY INC				137.00
01957	EGANIX	14469	HF TAB INSTALLATION DIRRECTLY INTO SEWER LINES	1,400.00
TOTAL FOR: EGANIX				1,400.00
00932	ERIC ROGERS LLC	29046	WEEKLY LAWN MOWING	1,140.00
		29289	WEEKLY LAWN MOWING	1,963.00
		29367	WEEKLY LAWN MOWING	1,728.00
TOTAL FOR: ERIC ROGERS LLC				4,831.00
01964	FERGUSON ENTERPRISES, LLC # 2000	WW000987	4 CLAY X4 CI PVC COUP,	191.18
TOTAL FOR: FERGUSON ENTERPRISES, LLC # 2000				191.18
01330	FISHBECK, THOMPSON, CARR	415138	RELIABILITY STUDY	6,240.00
TOTAL FOR: FISHBECK, THOMPSON, CARR				6,240.00
01711	FLEET SERVICES INC.	102117091	BREEZE STD SPRING T-BOLT	20.68
TOTAL FOR: FLEET SERVICES INC.				20.68

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Vendor Code	Vendor Name	Invoice	Description	Amount
01322	GALE BRIGGS, INC.			
		81057	CONCRETE	335.00
		81688	CONCRETE, LIME STONE IN CONCRETE	189.00
TOTAL FOR: GALE BRIGGS, INC.				524.00
01308	GRAINGER PRODUCTS			
		9422059841	RESCUE SELF-RETRACTING LIFELINE	3,334.57
TOTAL FOR: GRAINGER PRODUCTS				3,334.57
01979	GREAT LAKES STRUCTURES LLC			
		31-00732	FINAL PAYMENT FOR BUILDING	4,521.80
TOTAL FOR: GREAT LAKES STRUCTURES LLC				4,521.80
01296	HACH COMPANY			
		13217087	AMONIA, TNT+, HR	156.46
TOTAL FOR: HACH COMPANY				156.46
01281	HART INTERCIVIC			
		089906	CABLE	22.00
TOTAL FOR: HART INTERCIVIC				22.00
01438	HASSEL FREE FUELS			
		CFSI-7783	FUEL	1,783.26
TOTAL FOR: HASSEL FREE FUELS				1,783.26
01265	HOME TOWN RENTAL			
		9104	MINI SKID LOADER W/TRENCHER ATTACHMENT	215.00
TOTAL FOR: HOME TOWN RENTAL				215.00
00838	IRON HORSE EXCAVATION LLC.			
		22-636	EXCAVATION- DAMAGE CLAIM- REINBURSED BY CONSUM	23,900.00
TOTAL FOR: IRON HORSE EXCAVATION LLC.				23,900.00
01242	JACK DOHNEY COMPANIES, INC			
		172166	SOLID BLEEDER PLUG	87.28
TOTAL FOR: JACK DOHNEY COMPANIES, INC				87.28
01976	KENT COMMUNICATIONS INC			
		313977	UTILITY BILLS	950.02
TOTAL FOR: KENT COMMUNICATIONS INC				950.02
01182	LANSING UNIFORM CO.			
		95082-A	BREAST BADGE	149.00
		95193-A	PER RANK BRASS COLLAR, NAME TAGS	30.50
TOTAL FOR: LANSING UNIFORM CO.				179.50
01173	LEA'S AUTO BODY			
		5912	REMOVE & REPLACE RADIATOR VIN#LR240646	200.88
		5937	OIL CHANGE VIN #MR339903	69.47
		7338	REPLACE AND PAINT HOOD & GRILL	2,853.20
TOTAL FOR: LEA'S AUTO BODY				3,123.55
01684	LEXISNEXIS RISK SOLUTIONS			
		1275544-20220831	AUGUST 2022 MINIMUM COMMITMENT	150.00
TOTAL FOR: LEXISNEXIS RISK SOLUTIONS				150.00

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01495	MARY JANE CLARK	09.08.2022	WORK HOURS FOR AUGUST ELECTION	297.00
TOTAL FOR: MARY JANE CLARK				297.00
01082	MICHIGAN NETWORK CONSULTANTS	2022-23087	IT SERVICES	3,150.00
TOTAL FOR: MICHIGAN NETWORK CONSULTANTS				3,150.00
01078	MICHIGAN STATE POLICE	551-605241	DUNS # 805340247	387.00
TOTAL FOR: MICHIGAN STATE POLICE				387.00
01054	MOTION INDUSTRIES, INC.	MI06-00528293	POPULAR 200&300 SER B. BRG	1,421.43
TOTAL FOR: MOTION INDUSTRIES, INC.				1,421.43
01997	POTTERVILLA APPLIED TECHNOLOGY	23919	ADVANCED WEBSITE	1,500.00
TOTAL FOR: POTTERVILLA APPLIED TECHNOLOGY				1,500.00
00964	QUILL CORP.	27300319	SUPPLIES	245.99
TOTAL FOR: QUILL CORP.				245.99
00166	ROAD EQUIPMENT PARTS CENTER	762990	RETURN FOR INVOICE # KL594003- 7 WAY RECEPTACL	(11.81)
		KL594964	BOLT CLAMPS	17.29
TOTAL FOR: ROAD EQUIPMENT PARTS CENTER				5.48
01996	SCOTT PERRY	117790	BOOT ALLOWANCE REINBURSEMENT	181.25
TOTAL FOR: SCOTT PERRY				181.25
00870	SPARTAN FIRE LLC	IN00074179	CABLE CLAMP, 2" U BLADE, 3 INCH U BLADE , 3" P-	594.42
TOTAL FOR: SPARTAN FIRE LLC				594.42
00869	SPARTAN TOOL	IN00073262	MODEL 1065, FREIGHT CHARGE	4,045.00
TOTAL FOR: SPARTAN TOOL				4,045.00
00848	SUPERFLEET MASTERCARD PROG.	FB749-08.01.2022	FUEL	3,412.76
TOTAL FOR: SUPERFLEET MASTERCARD PROG.				3,412.76
01465	THE COUNTY JOURNAL	250832	NOTICE OF ORDINANCE ADOPTION, ORDINANCE NO 202	72.20
		250833	NOTICE OF ORDINANCE ADOPTION NO 2022-03	72.20
		250950	HELP WANTED-DPW LABORER	125.80
		250951	HELP WANTED TCJ	106.00
		250952	EMPLOYMENT/HELP WANTED PAGE FAN , 2X4 CENTER S	76.00
		251322	NOTICE OF ORDINANCE ADOPTION, ORDINANCE NO 202	80.30
		251323	ZONING BOARD OF APPEALS HEARING NOTICE, 243 ST	99.50
		251555	PLANNING COMMISSION NOTICE OF CONSIDRATION, 43	147.50
TOTAL FOR: THE COUNTY JOURNAL				779.50

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Vendor Code	Vendor Name		Amount
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01536	THE PARTS PLACE		
	237211	TIRE CARE KIT	20.58
	237400	HD 50/50 AF 1 GAL	137.88
TOTAL FOR: THE PARTS PLACE			158.46
01750	TOTAL ENERGY SYSTEMS, LLC		
	INV86506	LOAD BANK TEST,MAINTENNCE,COOLANT TEST KIT, OI	1,943.35
TOTAL FOR: TOTAL ENERGY SYSTEMS, LLC			1,943.35
00820	TRACE ANALYTICAL LABORATORIES		
	2090233	WATER QUALITY SAMPLES	118.25
TOTAL FOR: TRACE ANALYTICAL LABORATORIES			118.25
00809	TRUGREEN #2801		
	164808626	LAWN SERVICE	35.96
	165096582	VEGETATION CONTTROL	41.95
TOTAL FOR: TRUGREEN #2801			77.91
00791	USA BLUE BOOK		
	089477	PALL M-FC BROTH W/ROSOLIC ACID PLASTIC AMPOULE	755.60
	089478	PALL M-FC BROTH W/ROSOLIC	188.90
	089867	TNT832 HR AMONIA REAGENT,TNT AMONIA TESTS, EYE	1,239.68
TOTAL FOR: USA BLUE BOOK			2,184.18
00777	WALDRON FUELS		
	4222	FUEL	1,297.25
TOTAL FOR: WALDRON FUELS			1,297.25
00774	WASTE MANAGEMENT-		
	8441921-1710-0	REFUSE PICKUP	1,838.45
TOTAL FOR: WASTE MANAGEMENT-			1,838.45
00768	WEST MICHIGAN INTERNATIONAL LLC		
	X105041676:01	FITTING OIL COOLER INTAKE, PIPE AIR CAC HOT SI	656.38
	X105041783:01	SEAL FRT DOOR	558.76
TOTAL FOR: WEST MICHIGAN INTERNATIONAL LLC			1,215.14
01983	WEX BANK		
	83455228	FUEL FOR CODE ENFORCEMENT	65.44
TOTAL FOR: WEX BANK			65.44
TOTAL - ALL VENDORS			89,700.21
PAYMENT TYPE TOTAL			
Paper Check			89,643.69
EFT Transfer			56.52



Memo

To: Honorable Mayor Armitage; City Council
From: Manager LaPere, MPAP
Date: September 16, 2022
Re: CPS request for approval of fireworks display

Background

Each year in October, the Charlotte Public Schools puts on a fireworks display. The Fire Department has reviewed and approved the request, and personnel will be available that evening. Attached is the permit application information and certificate of insurance, as required.

Suggested Motion

City Council approves the request for fireworks display at the CHS Football Stadium on Friday, October 21, 2022.

eel

attachments

FOR USE BY LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD ONLY
DATE PERMIT(S) EXPIRE:

The **LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD** will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this Legislative Body of City, Village or Township Board.

BFS-417 (Rev 01/21)

2022 Permit for Fireworks Other than Consumer or Low Impact

Authority: 2011 PA 256	The LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability, or political beliefs. If you need assistance with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this Legislative Body of City, Village or Township Board.
------------------------	--

This permit is not transferable. Possession of this permit authorizes the herein named person to possess, transport and display fireworks in the amounts, for the purpose of and at the place listed below only through permit expiration date.

TYPE OF PERMIT(S) (Select all applicable boxes) ☐ Agricultural or Wildlife Fireworks ☐ Articles Pyrotechnic ☒ Display Fireworks ☐ Public Display ☒ Private Display ☐ Special Effects Manufactured for Outdoor Pest Control or Agricultural Purposes	FOR USE BY LEGISLATIVE BODY OF CITY, VILLAGE OR TOWNSHIP BOARD ONLY. PERMIT(S) EXPIRATION DATE (ENTER DATE OF EXPIRATION)	
NAME OF PERSON PERMIT ISSUED TO Matt Jenca		
ADDRESS OF PERSON PERMIT ISSUED TO 9700 Burmeister Rd Saline, MI 48176		
NAME OF ORGANIZATION, GROUP, FIRM OR CORPORATION ACE Pyro, LLC		
ADDRESS 9700 Burmeister Rd Saline, MI 48176		
NUMBER AND TYPES OF FIREWORKS (Please attach additional pages if necessary) approx. 500 - Assorted Aerial Display Shells Ranging From 1" to 6" 3-5 - Display Cakes		
EXACT LOCATION OF DISPLAY OR USE Charlotte High School 378 State St. Charlotte, MI 48813		
CITY, VILLAGE, TOWNSHIP Charlotte, MI	DATE 10/21/2022	TIME TBD
BOND OR INSURANCE FILED ☒ YES ☐ NO		AMOUNT \$10,000,000

Issued by action of the Legislative Body of a ☐ City ☐ Village ☐ Township of _____ on the _____ day of _____ 2022 (Signature and Title of Legislative Body Representative)	
---	--

THIS FORM IS VALID UNTIL THE DATE OF EXPIRATION OF PERMIT



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/14/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER The Partners Group Ltd 11225 SE 6th St., Suite 110 Bellevue WA 98004	CONTACT NAME: Janet Nau PHONE (A/C, No, Ext): 425-455-5640 E-MAIL ADDRESS: jnau@tpgrp.com	FAX (A/C, No): 425-455-6727
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A : James River Insurance Co		12203
INSURER B : Everest Denali Insurance Company		16044
INSURER C : AXIS Surplus Lines Insurance Company		26620
INSURER D : Arch Specialty Insurance Company		21199
INSURER E :		
INSURER F :		

COVERAGES

CERTIFICATE NUMBER: 2102881667

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY ☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PRO-JECT ☐ LOC	Y		001236810	11/1/2021	11/1/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 5,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ ALL OWNED AUTOS ☒ HIRED AUTOS ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS			SI8CA00266211	11/1/2021	11/1/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	UMBRELLA LIAB ☒ OCCUR ☒ EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$			P0010083992001	3/8/2022	11/1/2022	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N ☐	N / A				WC STATU-TORY LIMITS E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
D	Excess Liability - Occurrence			UXP104824700	3/8/2022	11/1/2022	Each Occurrence \$5,000,000 Aggregate \$5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

The following are included as Additional Insured on General Liability as their interest may appear as respects operations performed by or on behalf of the Named Insured, as required by written contract:
Additional Insured: Charlotte Public Schools and their affiliates and members.
Display Location: Baseball Field at 378 State St Charlotte, MI
Display Date: October 21, 2022

CERTIFICATE HOLDER**CANCELLATION**

Charlotte Public Schools
378 State St.
Charlotte, MI 48813

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Memo

To: Honorable Mayor Armitage; City Council
From: Bryan Myrkle, Community Development Director
Date: September 16, 2022
Re: Street closure request – Lovett St for Michigan Mead Night

Background

Michigan Mead Night is a new event planned by the Michigan Nordic Fire Festival committee for Beach Market and the Congregational Commons in downtown Charlotte. The event is intended to showcase the growing Michigan mead industry at an event that will also benefit the downtown district. Mead is wine made from honey.

The event will feature mead tasting from a wide variety of Michigan meaderies, as well as games and prizes, vendors and live entertainment. Event goers will be encouraged to eat at local restaurants downtown. If successful, this is intended to become an annual event.

The closure of Lovett St is requested specifically for vendor space. Games will take place at the Congregational Commons. All mead consumption would take place in a controlled, access-restricted space in and around Beach Market.

Recommendation

Authorize temporary closure of Lovett Street for the Michigan Mead Night.

Financial Impacts

There will be a modest expense associated with placing and retrieving the barricades.

Suggested Motion

I move to approve the Council Resolution authorizing the temporary closure of Lovett Street for Michigan Mead Night.

RESOLUTION NO. 2022 –

**AUTHORIZING MICHIGAN MEAD NIGHT
STREET CLOSURE OCTOBER 22, 2022**

WHEREAS, Michigan Mead Night is a community-based, organized event sponsored locally by Nordic Fire, Inc., a Michigan non-profit organization; and

WHEREAS, the festival committee is responsible for organizing the event that contributes to community-wide fellowship, benevolence, and welfare; and

WHEREAS, the festival committee in conjunction with City Administration, have planned events that require the use and closure of an adjacent street; and

WHEREAS, the Committee has requested that the Charlotte City Council approve the following request, and to assist with the street closure:

1. Closure of the 100 block of West Lovett Street from Noon to 11 p.m. on Saturday, October 22, 2022.

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

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

BE IT ALSO RESOLVED, that the Charlotte Department of Public Works and Charlotte Police Department provide the authorized assistance to include placement of barricades and the issuance of a Traffic Control Order as may be necessary.



Memo

To: Honorable Mayor Armitage; City Council
From: Mary LaRocque, City Clerk
Date: September 16, 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
Karen Perry	Camp Frances Director	05/15/2025

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: Bryan Myrkle, Community Development Director
Date: September 16, 2022
Re: Staff report on easement acquisitions for Beach Airport obstruction removal

Background

As City Council members know, the City is engaged in a process to acquire easements over several properties located in proximity to the Charlotte airport. The purpose is to enable the removal of trees that threaten the airport approach.

The city's representative in this process, Tim Davis of 4DAcquisitions, has negotiated the purchase of the next of these easements, with the owners of parcel E20 (1671 Lansing Road), JRRS Investments. The purchase of easement plus closing costs \$31,118.00. If approved at your meeting on September 19, the close would be scheduled for September 27.

This represents the second of 4 parcels necessary to complete the project.

Recommendation

It is my recommendation the City of Charlotte move forward with the acquisition of this aviation easement as negotiated on our behalf by Time Davis and 4DAcquisitions.

Financial Impacts

The financial impact of these easement acquisitions will be limited to 5% of their total cost, including not just purchase, but also title work, negotiation and consultation. The balance of the expense will be borne by the state and federal government. The funds used will not be available for other projects at the airport. However, this is unlikely to result in the City taking on these projects at its own expense; rather, it will result in any other projects being delayed until there are sufficient state and federal funds in place again.

Suggested Motion

See Resolution

CITY COUNCIL RESOLUTION NO. 2022-

**A RESOLUTION TO AUTHORIZE THE PURCHASE OF AN AVIGATION
EASEMENT THAT WOULD ALLOW FOR THE REMOVAL OF OBSTRUCTIONS IN
THE FITCH H BEACH MUNICIPAL AIRPORT RUNWAY APPROACH AREA**

WHEREAS, The City of Charlotte is the owner and sponsor of the Fitch H. Beach Municipal Airport; and

WHEREAS, The City of Charlotte has made assurances to the Michigan Department of Transportation Bureau of Aeronautics and Federal Aviation Administration that it will maintain the airport in safe and operable condition; and

WHEREAS, The City of Charlotte's areas of responsibility for the airport extend beyond the boundaries of the airfield into approach areas; and

WHEREAS, trees and other vegetation have grown into certain approach areas, becoming hazardous obstacles that require removal; and

WHEREAS, The City of Charlotte must establish rights to remove these obstructions through the acquisition of permanent avigation easements that include the affected airspace; and

WHEREAS, Tim Davis and 4DAcquisitions have represented the City of Charlotte in its negotiations toward purchasing these easements; and

WHEREAS, the owner of a portion of the affected airspace has agreed to terms for the purchase of the necessary and permanent airspace rights by the City of Charlotte; and

WHEREAS, this airspace is associated with the physical street addresses of 1671 Lansing Road, Charlotte, Michigan, more specifically described in other documents associated with the acquisition; and

WHEREAS, the City of Charlotte City Council understands that 95 percent of the cost of this real estate transaction will be reimbursed by the state and federal government.

THEREFORE, the City Council of the City of Charlotte hereby authorizes the purchase of an avigation easement from JRRS Investments, LLC, in the amount of \$30,000.

BE IT FURTHER RESOLVED that the City Council of the City of Charlotte also intends to pay other fees and taxes associated with the acquisition in the amount of \$1,118.00.

BE IT FURTHER RESOLVED that the City Council of the City of Charlotte hereby authorizes City of Charlotte staff, as well as Mayor Michael Armitage and City Clerk Mary LaRocque to review and execute those documents necessary to complete the purchase and acquisition of this avigation easement.



Lighthouse Title Agency
Thornapple River, LLC
136 E. State Street, Suite A
Hastings, MI 49058
Phone: (269)945-9770
Fax: (269)945-9771

DISCLOSURE AND ACKNOWLEDGMENT

Order No.: HA22-08541430
Date: September 27, 2022
Reference: The City of Charlotte, a Michigan municipal corporation/JRRS Investments, LLC, a Michigan limited liability company
Property Address: 1671 Lansing Rd, Charlotte, MI 48813

By signing this statement the undersigned acknowledge the following:

1. That all closing documents prepared by Lighthouse Title Agency - Thornapple River, LLC are prepared at the discretion and request of the parties to the transaction, their real estate agent(s)/broker(s) or attorney(s);
2. That Lighthouse Title Agency - Thornapple River, LLC is not acting as our agent, attorney, representative or fiduciary, at this real estate closing;
3. That Lighthouse Title Agency - Thornapple River, LLC's employee who has attended this closing represents only Lighthouse Title Agency - Thornapple River, LLC;
4. That Lighthouse Title Agency - Thornapple River, LLC's employee has identified certain documents to us and offered NO legal advice as to the meaning or effect of the documents. We understand that any of Lighthouse Title Agency - Thornapple River, LLC's employee's statements about the documents are not legal advice to us. If we have an attorney, that attorney is our only attorney in this transaction;
5. That we have either read all of the closing documents or are responsible for our own failure to have read them. We understand that Lighthouse Title Agency - Thornapple River, LLC is not responsible for explaining to us the effect of the documents we have signed;
6. That the title policy, when issued, will contain all of the exceptions noted on the commitment, unless such exceptions are removed to the satisfaction of Lighthouse Title Agency - Thornapple River, LLC;
7. That we have read this statement and understand it.

Borrower(s):

The City of Charlotte, a Michigan municipal corporation

BY: _____
Michael Armitage
Mayor

BY: _____
Mary LaRocque
City Clerk

Seller(s):

JRRS Investments, LLC, a Michigan limited liability company

BY: _____
Rita Salmo
Sole Member

Disclosure And Acknowledgment

(Continued)



Lighthouse Title Agency
Thornapple River, LLC
136 E. State Street, Suite A
Hastings, MI 49058
Phone: (269)945-9770
Fax: (269)945-9771

ACKNOWLEDGMENT OF WAIVER OF INSPECTIONS

DATE: September 27, 2022

HA22-08541430

PROPERTY: 1671 Lansing Rd
Charlotte, MI 48813

SELLER(S): JRRS Investments, LLC, a Michigan limited liability company

PURCHASER(S): The City of Charlotte, a Michigan municipal corporation

The undersigned purchasers and sellers of the above referenced property hereby acknowledge that they have been advised by the selling broker and/or listing broker and agents of same to obtain inspections on the above-referenced property as noted below:

WAIVED

	YES	NO
Water/Septic Inspection	☐	☐
Termite Inspection	☐	☐
Electrical, Plumbing, Heating Inspections	☐	☐
Structural Inspection	☐	☐
Survey	☐	☐

Purchasers and sellers hereby acknowledge and agree that they have chosen not to obtain the inspections as noted above and hereby release the selling broker and/or the listing broker and agents, Fidelity National Title Insurance Company, and Lighthouse Title Agency - Thornapple River, LLC and employees from any and all responsibility and/or liability concerning or pertaining to such matters that may or may not have been determined as the result of any inspections noted above.

Purchaser(s):

The City of Charlotte, a Michigan municipal corporation

BY: _____
Michael Armitage
Mayor

BY: _____
Mary LaRocque
City Clerk



Lighthouse Title Agency
Thornapple River, LLC
136 E. State Street, Suite A
Hastings, MI 49058
Phone: (269)945-9770
Fax: (269)945-9771

CLOSING AGREEMENT

Order No: HA22-08541430
Date: September 27, 2022
Reference: The City of Charlotte, a Michigan municipal corporation / JRRS Investments, LLC, a Michigan limited liability company
Property Address: 1671 Lansing Rd, Charlotte, MI 48813

It is agreed, between the Purchaser(s) and Seller(s) of this property that all contingencies and addendums to the Offer to Purchase thereto, dated August 8, 2022 have been met or are hereby resolved or removed to the satisfaction of the parties concerned.

Purchaser(s) understand and acknowledge that he/she/they are buying the property "As Is" condition and that neither the Seller(s) nor Realtor(s) make any warranties as to the land and structure purchased or the condition thereof.

Purchaser(s):

The City of Charlotte, a Michigan municipal corporation

BY: _____
Michael Armitage
Mayor

BY: _____
Mary LaRocque
City Clerk

Seller(s):

JRRS Investments, LLC, a Michigan limited liability company

BY: _____
Rita Salmo
Sole Member

Buyer's Settlement Statement

Lighthouse Title Agency - Thornapple River, LLC
136 E. State Street
Suite A
Hastings, MI 49058
Phone: (269)945-9770 Fax: (269)945-9771

Settlement Date: 09/27/2022
Escrow officer/Closer: Becky Olmstead
Order Number: HA22-08541430
Buyer: The City of Charlotte, a Michigan municipal corporation
Seller: JRRS Investments, LLC, a Michigan limited liability company
1671 Lansing Rd
Charlotte, MI 48813

Property location: 1671 Lansing Rd
Charlotte, MI 48813

	Debit	Buyer Credit
Financial Consideration		
Sale Price of Property	30,000.00	
Escrow/Title Charges		
Title - Closing Fee (1/2 charged/Credit for Search Paid) to Lighthouse Title Agency - Thornapple River, LLC	275.00	
Title - Owner's Title Insurance to Lighthouse Title Agency - Thornapple River, LLC	550.00	
Coverage: 30,000.00	550.00	
Version: ALTA Owners Policy (2006)		
Recording Charges		
Recording Fees to Eaton County Register of Deeds	35.00	
Transfer Tax to Eaton County Register of Deeds	258.00	
Subtotals	31,118.00	
Balance Due FROM Borrower		31,118.00
TOTALS	31,118.00	31,118.00

Acknowledgement

We/I have carefully reviewed the Settlement Statement and find it to be a true and accurate statement of all receipts and disbursements made on my account or by me in this transaction and further certify that I have received a copy of the Settlement Statement. We/I authorize the funds to be disbursed in accordance with this statement.

Buyer

The City of Charlotte, a Michigan municipal corporation

BY: _____
Michael Armitage
Mayor

BY: _____
Mary LaRocque
City Clerk

Lighthouse Title Agency - Thornapple River, LLC
Settlement Agent

PURCHASE OF EASEMENT AGREEMENT ADDENDUM

The undersigned parties to the Purchase Agreement dated August 8, 2022 on the property known as 1671 Lansing Rd, Charlotte, MI 48813, legally described as:

Township of Eaton, County of Eaton, State of Michigan:

The Southwesterly 115 feet in width of the following described parcel: That part of the Southwest 1/4 of the Southeast 1/4 of Section 5, Town 2 North, Range 4 West, Eaton Township, Eaton County, Michigan, described as: Commencing at the intersection of the Northwestern line of Highway US-27 and the East and West 1/8 line of said Southwest 1/4; thence Southwesterly along said Northwestern line of said Highway, 515 feet; thence Northwesternly at right angles to said highway to said East and West 1/8 line; thence East to place of beginning.

also known as Property Address: 1671 Lansing Rd, Charlotte, MI 48813

PIN: 23-110-005-400-140-00

hereby mutually agree to amend said contract as follows:

BUYER WILL PAY ALL FEES ASSOCIATED WITH THE TRANSACTION. SELLER WILL NET FULL CONTRACT PRICE.

All other conditions of the Purchase Agreement to remain the same.

Dated: September 13, 2022

Seller(s):

JRRS Investments, LLC, a Michigan limited liability company

BY: _____
Rita Salmo
Sole Member

Buyer(s):

The City of Charlotte, a Michigan municipal corporation

BY: _____
Michael Armitage
Mayor

BY: _____
Mary LaRocque
City Clerk

August 13, 2022

Erin LaPere, MPAP
City Manager
City of Charlotte
111 E. Lawrence Avenue
Charlotte, MI 48813

Subject: Request for Closing Document Signatures and Acquisition Funds
Project: Charlotte Airport
Parcel #E20 – JRRS Investments, LLC
Property address: 1671 Lansing Road (easement)

Dear Ms. Moore

Enclosed you please find closing statements for the property referenced above. The Lighthouse Title Agency company has arranged a closing date of September 27th. To accomplish the closing the title company requires receipt of the signed closing documents and of the funds for the purchase. The request for acquisition is:

➤ Purchase Price:	\$30,000
➤ Closing Costs:	\$ 1,118
➤ TOTAL to be transferred:	\$31,118

When possible, please have the attached documents signed and returned to me for distribution to the title company. Please also commence the wire (or check) to issue funds to Lighthouse.

If you have any questions, please contact me at 517-673-0053 or tim.davis@4Dacquisition.com.

Sincerely,



Tim Davis

Attachments: Buyer's closing statements

Cc: Bryan Myrkle
Jon VanDuinen



Memo

Date: September 16, 2022
To: Honorable Mayor Armitage; City Council
From: Manager LaPere, MPAP
Re: Proposed Council Policy 2022-05

Background

At the City Council meeting held September 6th, Council directed administration to draft a policy regarding acceptance of postmarks for proof of timely payment for property tax payments. At that meeting, discussion was held regarding also providing for failure to receive a tax statement in a timely manner as another provision by which late payments would not apply. In discussion with the City Attorney, he has advised we are not authorized to include such a provision as there is language in the state tax act which explicitly disallows non-receipt as justification for failure to pay. He also concurred with Attorney Gillies' statements at that meeting when she noted this topic has been considered on many occasions by the courts who have upheld that taxpayers have an obligation to pay their property taxes timely irrespective of receipt of a tax statement. Therefore, the policy for drafted for consideration only includes provisions related to, and in compliance with, the provisions of the state tax act.

Recommendation

I have spoken with city staff, including the city's Treasurer, and we have concerns about the implementation and administration of such a policy. At this time, we have limited staffing capacity and the manual process of reviewing and determining postmarks will further burden the administration of tax payments. During tax season, on any given day we can receive 100+ tax payments in the mail and drop-boxes. In fact, this was the city's policy many years ago and it was disbanded. I also have concerns about the potential for dispute if the postmark is not clear, or appears to be altered. Further, the seven-day receipt requirement per the state statute opens the possibility for confusion if the persons postmark is on or before the due date but is not received in the required timeframe.

This process also opens potential confusion and disparate treatment of taxpayers who prefer to make their payments in-person or have utilized the drop-box but would not be afforded this same grace period for consideration of timely payment. In consideration of including the seven-day grace period to in-person and/or drop-box payments merely has the effect of changing the due date of the taxes.

Frankly, there will always be circumstances by which a person, often through no fault of their own, may find their taxes are paid late regardless of any policies we may enact. It is my opinion that the simplest, fairest, and most transparent policy is the current policy in which we have a specific due date that payments must be received by, and anything received afterwards is considered late. The current policy offers clear requirements for the taxpayers, equal treatment regardless of preferred payment method, and is efficient to administer.

eel

attachment

CITY OF CHARLOTTE

COUNCIL POLICY

SUBJECT	POLICY NO.	APP. DATE	PAGE
PROPERTY TAX PAYMENT POSTMARK ACCEPTANCE	2022-05	[DATE]	1 of 1

1. PURPOSE

The purpose of this policy is to establish compliance with the provisions of state statute requiring action by the governing body to accept postmarks as proof of timely payment for property tax payments.

2. AUTHORITY

This policy is adopted pursuant to the provisions of MCL 211.44(b).

3. BACKGROUND

City Council was presented with a concern regarding the delays in delivery by the post office and timely payment of property tax payments. The state tax act does provide for a municipality to consider a postmark as proof of timely payment if that payment is also received within seven calendar days of the due date.

4. WAIVER OF PENALTY

Pursuant to the provisions of MCL 211.44(b), the date received shall include a post mark of not more than seven calendar days prior to the date of actual receipt. Should a payment be postmarked on or before the due date and received within seven calendar days of such postmarked date, it shall be considered on time and not subject to late payment fees or penalties.

5. EFFECTIVE DATE

This policy shall become effective upon its approval by the City Council.

McGinty, Hitch, Person, Anderson & Revore, P.C.

MEMORANDUM

TO: CHARLOTTE CITY COUNCIL

FROM: THOMAS M. HITCH, CITY ATTORNEY

RE: **PENALTIES AND INTEREST ASSESSED AGAINST
ERIC JOHNSON AT 851 CHADS WAY, CHARLOTTE, MI**

DATE: September 16, 2022

The purpose of this memorandum is to discuss the legal issues as it relates to the request by Eric Johnson to waive the late penalties and interest charges related to the payment of his 2021 winter tax bill. The tax bill included the taxes assessed by each taxing unit, along with any special assessments also levied by the taxing units. Mr. Johnson has stated that the tax payment was mailed a number of days in advance of the due date but due to the delay in the delivery by the U.S. Postal Service, it was not received until after the due date. As the Council is aware, Mr. Johnson is requesting a waiver of his late fees, making the request pursuant to MCL 211.44(4), which provides that the governing body of a local property tax collecting unit may waive all or part of the property tax administration fee or the late penalty charge, or both.

The late fee assessed was authorized and provided for in the above-cited statute, MCL 211.44. The City has, for many years, imposed the penalty which provides for a 3% penalty. At MCL 211.44(3), the statute provides that the local property tax collecting unit (i.e. Charlotte) shall add a property tax administration fee of not more than 1% of the total tax bill per parcel, and a late penalty charge equal to 3% of the tax, if those taxes are "returned as delinquent", as provided under MCL 211.78(a)(2).

In determining when a delinquency occurs by the City, it is not based upon the mailing date, such as Federal income taxes, but upon whether the tax was received by the due date. At MCL 211.78(a)(2), it provides in pertinent part:

"On March 1 in each year, taxes levied in the immediately preceding year that remain unpaid shall be returned as delinquent for collection."

These provisions are applied uniformly, to all properties for which the tax payments have not been made by March 1 of each year. The tax roll of delinquent property taxes, with the assessed

Page Two
September 16, 2022

late fees, is sent back to the County Treasurer for collection. Further, the City can no longer receive payments for a year in which the taxes are determined to be delinquent, and all payments must be made to the County Treasurer. This prohibition is set forth in the property card for 851 Chads Way (Exhibit 1).

As a background, and something for which is little understood, under the General Property Tax Act, the County makes good (i.e. funds to the local taxing unit) all taxes returned as delinquent. Counties throughout the State have what is known as a "County revolving fund" in which the County bonds in order to fund the unpaid delinquent real property taxes returned by the local treasurers to the County (personal property taxes are not part of this process). The County then collects the payments made by the delinquent taxpayer, but more importantly, pays the City the amount of delinquent taxes assessed.

The other point to recognize, is that, like all manner of collection of penalties and interest, those penalties and interest are collected first before the delinquent taxes. For each parcel, the County Treasurer makes an accounting to the City Treasurer regarding each individual parcel, showing the application of the payment, when received.

In this case, the payment was received after March 1 and it was so reflected by the County Treasurer. Attached to this email is the accounting prepared by the County and submitted to the City. (Exhibit 2). The City collects taxes as a general proposition on July 1 (summer taxes). In this case, however, because of the City fire assessment, a portion of that winter tax payment did go to the City. In the attachment, you will see what was billed to Mr. Johnson and what was paid. You will note that for City fire assessment, the City is still owed \$6.06. That represents its portion of the remaining tax that is uncollected. After adding up the shortfall for all of the taxing units, there remains \$41.42 in taxes that are unpaid as it pertains to 851 Chads Way. That small amount continues to incur a 1% penalty per month.

Thus, it can be seen, that there is no tax penalty to waive. It has already been collected by the City and the shortfall, while in the amount of the late fee, is the tax that remains unpaid. Given that, the City is in no position whatsoever to waive the \$41.42 balance owing by Mr. Johnson. That amount is the tax unpaid, of which \$35.36 of it belongs to the other taxing jurisdictions for which the City collects taxes. It is not, and has not been, a "City late fee" since the delinquent tax roll was returned to the County Treasurer.

It is therefore my opinion that the City can take no action whatsoever relative to this late fee collected on March 1, 2022.

As a final point, the question remains whether the City should consider waiving late fees for all taxpayers or whether it should try to operate on a postmark date system. Tax Code does provide for the use of the postmark date as the date of payment at MCL 211.44(b), which provides in pertinent part:

"Sec. 44b. For purposes of determining the date payment of the tax is received

under this act, the date of a United States postal service postmark may be considered the date of receipt. However, a tax payment shall not be considered received prior to 7 calendar days before the date of actual receipt.”

Even this, though, is not a true postmark system. A tax payment shall not be considered “received” prior to 7 days before actual receipt of the payment. It usually turns out to be a 7 day grace period.

In researching this issue, I conferred with Sandra Osborn, the Assistant City Assessor, who advised that a number of years ago, the City tried to handle tax payments using the postmark, rather than the date the tax was actually received. She advised that it was a disaster. The problems of hand-sorting were unduly burdensome, but the biggest issue was what was evidenced in this case. That is, the tax roll is set as of March 1 in each year, based upon the State-mandated deadline of tax payments paid before that date. It is extremely difficult, for a variety of reasons regarding fairness and insuring integrity in tax collection, to change the tax roll. It is not permitted, under law, to modify the tax rolls unless fitting into specific provisions for the summer and December Boards of Review, or as ordered by the Michigan Tax Tribunal. City Treasurers have no authority to modify the tax roll, once the tax roll is turned over to the County.

Mr. Johnson was free to challenge this late fee payment by taking the appeal to the Michigan Tax Tribunal. The time period for filing tax appeals is very short (35 days) and that option is long passed. The start date to take an appeal would be the date in which the County issued the initial delinquent tax statement to Mr. Johnson. Mr. Johnson had an avenue in which to challenge the validity of the late fee, but apparently did not do so.

I strongly recommend that the City not waive its late fees. Those late fees help offset the costs associated with the City’s obligation as a collecting tax unit to maintain tax records for all of the taxing authorities within the City. I further recommend it not use the postmark for determining the timeliness of the payment.

I will be present at the City Council meeting to discuss these issues.

TMH:cf



Memo

To: Honorable Mayor Armitage; City Council
From: Bryan Myrkle, Community Development Director
Date: September 16, 2022
Re: Staff report on revised fenced ordinance

Background

The Charlotte City Council recently charged the Planning Commission with making changes to the City's fence regulations to better accommodate residents who live on corner lots. My review of fence regulations in numerous other communities established that Charlotte's current regulations are substantially similar to regulations found elsewhere. In fact, I did not find a single ordinance that treated corner lots much differently than Charlotte does.

Furthermore, my review of actual corner lots in the community showed that the specific physical conditions of these sites vary widely from parcel to parcel, making it difficult to find a single policy that will work for all corner properties.

Therefore, I proposed a solution that would allow 'exceptions' to the basic regulations if a review of a proposed fence plan did not obstruct sightlines in the vicinity of driveways and intersections, and do not have a negative effect on neighboring properties. The review would be conducted by the Planning Commission. These exceptions would be fundamentally different from a variance, in that the property owner would not have to demonstrate the existence of a hardship or a unique property condition.

The Planning Commission's work on the fence ordinance also provided the opportunity to address other deficiencies with the City's existing fence regulations. After working with the Planning Commission to consider the various options, we have created a draft that we believe will better serve our citizens if adopted.

Aside from problems on corner lots, the new ordinance would provide a measure of relief for several other common problems our residents face. These include situations that are commonplace, but not addressed in our ordinance, like access issues in areas with shared driveways, uncertainty about property line location, non-conforming fences, fence orientation.

I have provided a draft of the ordinance for your review, but will also make a presentation regarding the proposed ordinance at your meeting on Monday night.

You are asked to consider approving the first reading of the proposed ordinance and to set a public hearing before the Planning Commission in October. You would then get a chance to consider a final reading and adoption of the new ordinance your first meeting after that.

Recommendation

Approve the first reading of the proposed fence ordinance and set a public hearing for the October 4 Planning Commission meeting.

Financial Impacts

There is no direct financial impact to the City for this proposal.

Suggested Motion

I move that the City Council approves the first reading of this ordinance and sets a public hearing for October 4 before the Charlotte Planning Commission.

Introduced: September 19, 2022
Adopted:
Effective:

CITY OF CHARLOTTE
ORDINANCE NO. 2022-06

AN ORDINANCE TO AMEND CHAPTER 82 - ZONING - OF
THE CODE OF THE CITY OF CHARLOTTE BY AMENDING
SECTION 82-465 FENCES, RESIDENTIAL AND DELETING
SECTION 82-466 FENCES, INDUSTRIAL TO UPDATE
FENCING REGULATIONS FOR RESIDENTIAL,
COMMERCIAL, AND INDUSTRIAL PROPERTIES.

Councilmember _____ moved that the following ordinance be read and presented to Planning Commission for a public hearing and recommendation:

Section 1. Regulations related to fencing, being part of Chapter 82 - Zoning, of the Code of the City of Charlotte, Section 82-465 is hereby deleted and replaced in its entirety as follows:

82-465 FENCES

(1) PURPOSE.

It is in the best interest of all city residents to ensure attractive and safe neighborhoods. Fence regulations help preserve the aesthetic quality of the city's neighborhoods while protecting the health, safety and welfare of all residents.

(2) DEFINITIONS.

(A) The following definitions shall be used in interpretation and enforcement of this chapter. If a term is not defined herein, the definition stated in the city's subdivision or zoning regulations shall be used.

(B) If the term is not defined in the subdivision or zoning regulations, the common meaning of the term, as stated in a generally accepted dictionary, shall be used.

(C) For the purpose of this subchapter, the following definitions apply unless the context clearly indicates or requires a different meaning.

BUILDING CODE. The current building code adopted and enforced by the city or its designee.

CLEAR-VIEW TRIANGLE (CVT). The triangular area near driveways openings and street intersections intended to provide the required corner clearance, as described in 82-463 Corner Clearance.

FENCE. A structure serving as an enclosure, barrier or boundary, usually made of posts, boards, chain link, masonry, wire, vinyl or rails, with a height of at least 24 inches.

FENCE, ORNAMENTAL. A manmade structure, the surface area of which is more than 50% open. Ornamental fences do not include chain link fences or fences of wire construction.

FINISHED SIDE. The side of a fence that covers the posts and support structures.

FRONT YARD. The setback area required by the zoning ordinance for the zoning district in which the property is located, or the area between the property line and the principal structure on a parcel, whichever is less. A corner property has FRONT YARD areas along both street frontages.

HEIGHT. The vertical distance from the adjacent grade to the highest portion of a fence.

REAR YARD. The area of a parcel from the required front yard area or front of a structure to the back property boundary, and excluding defined side yard areas.

RIGHT-OF-WAY (ROW). Land dedicated to the public for public use as streets, utility areas, sidewalks, alleys or pedestrian ways.

SIDE YARD. The setback area between structures on a parcel and the side property lines as required by the zoning ordinance for the zoning district in which the property is located.

(3) PERMITTED FENCE MATERIALS.

(A) (1) All fences shall be constructed in a workman-like manner, and of generally accepted fencing materials such as painted or treated wood, chain link, brick, stone, vinyl and wrought iron.

(2) Other material that is generally acceptable for fencing shall be considered as well. The City of Charlotte Zoning Official shall make the determination as to whether a proposed material is appropriate.

(B) No fence shall constitute a blighting influence, nuisance or hazard.

(C) Barbed wire shall not be permitted in a residential zoning district, and shall be a minimum of six feet high on security fencing in commercial and industrial areas.

(D) Chain link fences must be constructed so as to have the barbed end at the bottom of the fence.

(4) RESIDENTIAL ZONING DISTRICTS.

(A) Residential uses in residential zoning districts shall be permitted fencing as follows.

- (1) Front yard. Ornamental fencing, not exceeding 42 inches in height as measured from the established sidewalk or curb grade may be located within a front yard. Ornamental fences shall be faced decorative side outward. Front yard fencing shall not intrude or interfere with any CVT area, as described in this chapter.
- (2) Side yard. Fencing shall not exceed six feet, six inches in height in any side yard area.
- (3) Rear yard. Fencing shall not exceed six feet, six inches in height in any rear yard areas.
- (4) Recorded lots having a lot area in excess of 2 acres and a frontage of at least 200 feet are excluded from these regulations.

(B) No fence that obstructs view of an intersection or creates a visual safety hazard shall be permitted. In those cases where a determination is required, the City of Charlotte Chief of Police or designee shall make such determination.

- (1) A CVT shall be required at all intersections and driveways.
- (2) No fencing shall be permitted in the CVT area.

(C) No fence shall be erected where it would unreasonably obstruct the continued use of, or safe access to any abutting property.

(D) In those cases where a fence has an identifiable finished side, the fence shall be installed so that the finished side faces outward.

(5) COMMERCIAL, BUSINESS AND INDUSTRIAL ZONING DISTRICTS.

(A) All fencing shall meet the requirements of the Building Code.

(B) No fence that obstructs view of an intersection or creates a visual safety hazard shall be permitted.

- (1) A CVT shall be required at all intersections and driveways.
- (2) No fencing shall be permitted in the CVT area.

(C) No fence shall be erected where it would unreasonably obstruct the continued use of, or safe access to any abutting property.

(D) In those cases where a fence has an identifiable finished side, the fence shall be installed so that the finished side faces outward.

(E) In those cases where screening is required between land uses, the standards of 82-467 shall be followed.

(6) SWIMMING POOLS.

All swimming pool fencing shall comply with state statutory and Building Code requirements.

(7) TEMPORARY FENCES.

Temporary fences, including the use of wood or plastic snow fences to limit the drifting of snow between November 1 and April 1, chain link fences to protect construction and excavation sites, and fences to protect plants and/or landscaping during construction projects, shall be permitted without a permit; provided, the fence is not more than five feet in height.

(8) EXCEPTIONS TO HEIGHT AND MATERIALS.

Limits on heights and materials permitted by this chapter may be changed or exceeded upon issuance of a conditional use permit by the City of Charlotte Planning Commission provided that:

(A) The increase in height or change in material will not obstruct vision at street intersections, driveways, sidewalks and other traffic areas;

(B) A detailed drawing shall be submitted with the application for review and approval by the city;

(C) The fence shall be set back from the property line an adequate distance to provide for clear vision of street intersections and driveway openings, and to maintain an attractive relationship to the fence's external appearance;

(D) The fence shall not have a negative impact on adjacent properties or create a blighting influence on the neighborhood in which it is located;

(E) Additional landscaping may be required by the City of Charlotte Planning Commission in cases where a height or material exception is requested.

(9) PROPERTY LINES AND EASEMENT AREAS.

(A) Property lines.

(1) Property owners are responsible for locating property boundaries.

(2) A fence may be allowed on a property boundary if written permission is received from the abutting property owner, and submitted to the city with the fence permit application.

(3) The applicant is responsible for fence maintenance of a fence on a property boundary. In those cases where the original applicant no longer owns a property, the current owner of the applicant property will be responsible for fence maintenance.

(4) If written permission is not obtained from the neighboring property owner, the fence shall be placed a minimum of one foot from the property boundary.

(5) If a neighboring property owner disputes the proposed fence location due to unknown property boundaries, or if the City of Charlotte Zoning Official requires one, a certificate of survey from a state-registered land surveyor shall be required prior to issuance of a fence permit.

(6) City staff may attempt to assist a property owner in locating known property boundaries, but this does not constitute a survey if the boundary is disputed by an abutting property owner.

(B) Easement areas.

(1) Fencing proposed for easement areas shall be reviewed on a case-by-case basis to determine its impact on the easement areas.

(2) Even if the fence is approved for an easement area by the city, it shall be the responsibility of the property owner to remove and replace the fence should access or maintenance of the easement area be necessary.

(3) A fence proposed for an easement area may be denied if it will obstruct drainage or negatively affect the easement area. A permit may be issued if the applicant has the written permission of the easement holder.

(10) MAINTENANCE.

(A) All fences shall be maintained in an upright, vertical condition and shall not create a blighting influence on the surrounding neighborhood or area.

(B) Maintenance must be done on a regular basis to prevent the fence from being in a state of disrepair.

(C) Failure to maintain or repair a fence, once notified by the city that maintenance or repairs are necessary, shall constitute a violation of this chapter.

(11) PERMIT REQUIREMENTS AND FEE.

(A) Permit requirements.

(1) A permit is required when constructing a new fence or extending an existing fence.

(2) A permit is also required when reconstructing more than half of the linear length of an entire fence.

(3) A site plan or plot drawing shall be required before issuance of a fence permit.

(a) The plan or drawing shall show the location and dimension of the fence, location of property line and distance to all structures on the property.

(b) The fence height and material shall also be noted on the site plan, drawing and/or application form.

(B) Fee.

(1) A fence permit application fee set by City Council from time to time shall also be required with the fence permit application.

(2) This fee shall help cover costs of review of the fence permit application and is not refundable, even if the fence permit is not approved.

(12) NONCONFORMING FENCES.

(A) Any nonconforming fence may be repaired like-for-like in height, location and material, up to 50% of the overall linear footage of the nonconforming section. In no case shall a nonconforming fence be enlarged or extended, and shall not be replaced except in a conforming manner. City of Charlotte staff can approve repair to a nonconforming fence under these criteria.

(13) VARIANCES.

(A) Conditions of variances. Where there are practical difficulties or unnecessary hardships in carrying out the strict letter of the provisions of this chapter, a variance may be granted; provided that, all the following conditions are true.

(1) The particular physical surroundings, shape or topographical conditions of the specific parcel of land involved cause a particular hardship to the owner, as distinguished from a mere inconvenience, if the strict letter of this chapter were to be carried out.

(2) The conditions upon which a petition for a variation is based are unique to the parcel of land for which the variance is sought, and are not generally applicable to other property within the same zoning classification.

(3) The alleged difficulty or hardship must be caused by this chapter and not by any person presently having an interest in the parcel of land.

(4) The granting of the variance will not be detrimental to the public welfare or injurious to other land or improvements in the neighborhood in which the parcel of land is located.

(5) The proposed variance will not impair an adequate supply of light and air to adjacent properties, will not increase the congestion of the public streets, will not endanger the public safety, or will not diminish or impair property values within the neighborhood.

(B) Variance procedures.

(1) A person desiring to secure a variance from any provisions of this chapter shall fill out and submit to the Zoning Administrator a variance form, together with the required filing fee as set by the City Council.

(2) The fee for the variance application shall be the same as the fee set by the City Council for a variance from the Zoning Ordinance.

(3) Notice of the variance proceedings shall be mailed to adjacent property owners within 300 feet of the property seeking the variance at least fifteen days prior to the variance being heard.

(4) The request for variance shall be heard and determined by the City of Charlotte Zoning Board of Appeals following the required public hearing.

Section 2. That the entirety of Section 82-46 Fences, Industrial is hereby rescinded.

Section 3. This amendment shall be designated as Ordinance No. 2022-06 and the City Clerk shall record this amendment and the date of the adoption thereof and shall maintain a file containing a copy of this ordinance.

Section 4. This ordinance shall become effective upon 20 days after the date of its publication.

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

Dated:

Mary LaRocque, City Clerk

MEMORANDUM

TO: Charlotte City Council

FROM: Thomas M. Hitch, City Attorney 

RE: CITY ATTORNEY REPORT

DATE: September 16, 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. Airport Easements. The attorneys for the City and the land owner, Charlotte Estates, LLC (and The Meadows, LLC) have met and have planned to meet further. We are presently setting up a meeting with representatives of the Aeronautics Bureau with whom we need to obtain further guidance regarding settlement with the owner and the terms of the easement.

I have advised the attorney that we would take no action earlier than the first meeting in October before I would involve the City in the initiation of the condemnation process. After we meet with MDOT, the parties will meet again. We will keep the Council apprised.

2. Late Interest Penalty on Property Taxes. Elsewhere in this packet, I have prepared a memorandum regarding the request by Eric Johnson, who resides at 851 Chads Way, to retroactively waive the late penalty. As set forth in the memorandum, that is no longer a possibility. As I understand it, the Council is also considering potentially waiving all penalties. I have addressed that in my memorandum as well. I will be in attendance to confer with Council on this matter.

3. 713 Henry St. After consultation with the City Manager, I have prepared Deed Restrictions which hopefully address the property split issue at 713 Henry St.

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 September 19th Council Meeting

Goeble Field Lease

The City has inquired with CJO regarding the questions raised by City Council and their representatives are getting information to provide back to Council. I have also reached out to the city's insurer who provided some information and advice regarding this matter. We are working on providing a thorough response to those outstanding items and a proposed lease agreement for future Council discussion.

City Hall Projects

The City Hall roof replacement project is tentatively scheduled for end of September, or first week of October. I will provide the exact start date once it is known. The project will take approximately 10 working days, and total project time will be weather-dependent. A dumpster will be located on the sidewalk along Washington for the duration of the project.

The keyless entry upgrades are also slated to begin in the next few weeks, pending equipment and contractor schedule. The police garage is having concrete work done at the end of September to repair areas where there had been prior underground pipe repair. We are preparing bid specs for the boiler project.

I have contacted the representatives on the website redesign project, they have assured me that the site will be ADA compliant, and that they have robust security features and routine updates to ensure the platform used is secure. We have a kickoff meeting for the water rate study next week, and will be working to provide the necessary information for the consultant to begin his review.

Purchasing Policy/Ordinance

Following the discussion at the Council workshop on September 8th I have been in contact with Attorney Hitch on the proposed updates to the city's purchasing ordinance and policy. I will have a draft available for further discussion by Council in October.

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.

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

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 Board of Review. Interested persons can find more information here: <https://www.charlottemi.org/volunteer-opportunities/>

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/>

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					20	23	-13%	1	
ROBBERY							1						1	0	100%		1
NON-AGG ASSAULT	7	12	12	14	15	20	19	13					112	41	173%	3	14
AGGRAVATED ASSAULT	3	4	6		6	1	4	5					29	7	314%		6
INTIMIDATION/STALKING	11	17	22	18	22	13	14	17					134	42	219%	2	3
PROPERTY CRIMES																	
ARSON													0		0%		
EXTORTION					3								3	1	200%		
BURGLARY-FORCED	2	1	2		2	1	2	2					12	11	9%		
BURGLARY-W/O FORCE				1									1		100%		
BURGLARY-ILLEGAL ENTRY		1											1	7	-86%		
POSS BURGLARY TOOLS													0	1	-100%		
LARCENY	10	9	15	51	24	32	27	121					289	21	1276%	4	2
MOTOR VEHICLE THEFT						1	2	1					4	16	-75%		
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					12	1	1100%	2	2
FRAUDULENT ACTIVITY	11	13	12	10	12	7	15	13					93	27	244%	7	12
EMBEZZLEMENT			1			1	1						3	1	200%		1
REC/CONCEALING STOLEN PROPERTY		1	1		1			3					9	3	200%	2	3
DESTRUCTION OF PROPERTY	5	3	3	8	6	11	7	10					53	17	212%		1
RETAIL FRAUD-ALL	3	6	7	6	7	4		1					34	22	55%	19	6
MORALS/DECENCY CRIMES																	
V.C.S.A.	3	4	9	2	8	7	4	2					39	29	34%	7	16

CHARLOTTE POLICE DEPARTMENT ACTIVITY SUMMARY 2022

SEX OFFENSE		1	4	3	1	3	2	2								16	1	1500%		
OBSCENITY																0	0	0%		
FAMILY ABUSE/NEGLECT	1	1	7	2	8	9	5	4								37	6	517%		4
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													3	1	200%		1
PUBLIC ORDER CRIMES																				
OBSTRUCTING POLICE	1	3	3	3	1	4	3	1								19	2	850%		7
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								110	42	162%	41	80
BRIBERY																0	0	0%		
WEAPONS-CONCEALED			2													2	3	-33%	1	1
WEAPONS-EXPLOSIVE																0	0	0%		
WEAPONS-OTHER	1		1	1	4		2									9	2	350%	1	
PUBLIC PEACE	17	20	20	21	16	29	21	29								173	57	204%	4	3
TRAFFIC-HIT AND RUN	2	3	11	5	3	4	4	4								36	18	100%		
TRAFFIC-O.U.I.L. / O.U.I.D.	3	6	5	6	10	11	4	9								54	17	218%	3	22
TRAFFIC-MISD	6	12	11	9	13	5	8	12								76	48	58%	15	12
HEALTH/SAFETY VIOLATION		5	7	5	4	6	5	6								38	4	3400%		
CIVIL RIGHTS																0	0	0%		
TRESPASS/PRIVACY	13	13	6	9	11	6	14	11								83	37	124%		3
SMUGGLING																0	0	0%		
ELECTION LAWS																0	0	0%		
ANTI-TRUST																0	0	0%		
TAX REVENUE																0	0	0%		
CONSERVATION																0	0	0%		
VAGRANCY	1	1		2	2	1	2	2								10	0	1000%		1
MISC. CRIMINAL OFFENSE		1	5	6	3	3	3	4								25	0	2500%		
GRAND JURY INVESTIGATION			2		1	6	1	1								11	6	83%	2	2
CONSPIRACY																0	0	0%		
																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

[illegible]

CHARLOTTE POLICE DEPARTMENT ACTIVITY SUMMARY 2022

	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	LAST YEAR	%	WARRANTS	ARRESTS
UCR TITLE GENERAL ASSISTANCE																	
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					8	3	167%		
INSPECT-Traffic CITATION													0	0	0%		
INSPECT-BUSINESS	14	38	35	69	48	46	45	41					336	109	208%		
INSPECT-RESIDENCE	12	20	26	16	9	6	8	15					112	44	155%		
INSPECT-HANDGUN	11	9	13	9	5	32	15						94	23	309%		
INSPECT LIQUOR LICENSE	3	1											4	0	400%		
INSPECT-OTHER/SOR CHECK	24	13	14	16	12	9	16	11					115	23	400%		
INSPECT-CCW APPLIC													0	0	0%		
DOMESTIC DISPUTES	25	26	26	23	29	30	25	36					220	61	261%		
CIVIL DISPUTE	17	17	23	9	21	27	28	37					179	38	371%		
SUSPICIOUS SITUATION	92	70	81	79	111	94	103	112					742	300	147%		
FIELD INTERROGATION CARD													0	0	0%		
HAZARDOUS SITUATION													0	0	0%		
SUSPECTED NARCOTIC ACTIVITY	10	9	1	3	4	7	3	3					40	13	208%		
ABANDONED/RECOVERED PROPERTY	4	4	6	3	8	11	6	5					47	25	88%		
DRUG OVERDOSE	2	1	2	5		2	2	2					16	10	60%		
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					70	28	150%		
DEATH-NATURAL	3			1		3	1	1					9	4	125%		
DEATH-UNDETERMINED		1		2									3	4	-25%		
MISSING PERSON	2	2	3	2	2	1	1						13	4	225%		
NATURAL DISASTER													0	0	0%		
PUBLIC RELATIONS ACTIVITY	4	5	4	2	3	6	3	5					32	9	256%		
PATROL INFORMATION													11	0	1100%		

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