



PROPOSED AGENDA
REGULAR MEETING OF THE CHARLOTTE CITY COUNCIL
111 E. Lawrence Ave, Charlotte, MI 48813 (517) 543-2750
7:00 P.M. Tuesday, September 06, 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/88610156302>
One tap mobile: +16465588656,,88610156302#
Telephone: (312) 626-6799 Webinar ID: 886 1015 6302

- 1. Call to Order**
- 2. Roll Call**
- 3. Invocation – Daniel Longden - First Lutheran Church**
- 4. Pledge of Allegiance**
- 5. Approval of Minutes**
 - a. August 11, 2022 Council Workshop Meeting
 - b. August 15, 2022 Regular Council Meeting
- 6. Absence of Council Members**
- 7. Public Hearing**
 - a. Variance for 243 State St. to MX-1 mixed use overlay
- 8. Public Comment - Limit presentation to five (5) minutes**
- 9. Approval of Agenda**
- 10. Consent Agenda**
 - a. Approval of Claims and Expenditures totaling \$432,605.22
 - b. Resolution 2022-22 to disband the Ad Hoc Water Treatment Committee
 - c. Approval of delegate for 2022 MML Annual Convention
 - d. Approval of an amendment to the agreement with Charlotte Junior Orioles to extend their existing lease agreement for use of Goeble Field.
 - e. Resolution 2022-23 Amend HCSP Participation Agreement

11. Business Agenda

- a. Consider approval of variance for property located at 243 State St. to permit rezoning to MX-1 mixed use overlay
- b. 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
- c. Consider approval of a contract with Municipal Analytics for water rate study
- d. Consider approval of an agreement with PotterVilla for website redesign
- e. Consider approval of a contract with Knight Watch for keyless entry upgrades at City Hall

12. Communications and Committee Reports

- a. City Attorney Report
- b. City Manager Report
- c. Councilmember Committee Reports
- d. Constituent correspondence: Eric Johnson, 851 Chads Way
- e. Constituent correspondence: Todd Celtrick, 746 Linden St
- f. Emergency Purchase memo Drain #1 Sewer Pump

13. Public Comment

14. Mayor and Council Comments

15. Adjourn

~Mary LaRocque, City Clerk

ADDRESSING THE CITY COUNCIL

Comments shall be made only during times set aside for that purpose.

Each citizen may speak for up to 5 minutes during each public hearing and comments period.

Comments made during public hearings shall be relevant to the subject of the public hearing.

Comments shall be made from the podium unless otherwise directed by the Mayor.

Comments shall be directed to the Mayor and Council members.

Speakers shall begin by stating their name and indicate if they are a resident or non-resident of the City.

Speakers shall refrain from using vulgarity, hate speech or "fighting words."

CITY OF CHARLOTTE COUNCIL PROCEEDINGS
111 E. Lawrence Ave., Charlotte, MI 48813 (517) 543-2750
Workshop Meeting
August 11, 2022

CALL TO ORDER:

By Mayor Armitage on Thursday August 11, 2022 at 7:00 p.m.

ROLL CALL:

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

Special guests who made presentations included Annie Williams – Executive Director of CharlotteRising; Courtney Mead – Executive Director of Charlotte Chamber of Commerce; William SaintAmour – Owner of Cobalt Community Research and CharlotteRising board member; and Cooper Frost – Chair of the CharlotteRising Economic Vitality Action Team. Other distinguished guests included Donald Sovey – Owner of School & Municipal Services; Keisha Howe – Owner of Reflections Boutique and CharlotteRising board member; Kalli Dempsey – Streetheart Neighborhood Coordinator, Sparrow Eaton Hospital employee and CharlotteRising board member; and Brad Stark – Owner of Stark Concrete Solutions and CharlotteRising board member.

PLEDGE OF ALLEGIANCE

Led by Mayor Armitage

APPROVE AGENDA:

Motion by Chin supported by Weissenborn to approve the agenda. Carried; Yea 7, Nay 0, Absent 0

EXCUSE ABSENT COUNCILMEMBERS:

All present

PUBLIC COMMENT:

Dave Lemon, resident, had a few questions about last year's City audit, voting on special assessments, and the handicap parking at the church located at 123 Stoddard Street.

DISCUSSION ITEMS:

- a. Presentation from Community Development Director and Economic Development Partners

The Council was introduced to several economic development partners working for the betterment of the City of Charlotte, in the downtown area and the larger area of the City. A wealth of ideas and data were presented that will be helpful when creating and updating the Master Plan.

Community attendance and involvement is encouraged at a "Community Reunion" gathering planned for Wednesday August 24 at 6:30 p.m. Beach Market 248 W. Lovett St. in Charlotte presented by CharlotteRising group.

Visit the CharlotteRising website at <https://www.charlotterising.com/> and the Charlotte Chamber of Commerce website at <http://www.micharlotte.org> to learn about the events and programs they offer and for more information about these organizations.

PUBLIC COMMENT:

No comments

MAYOR AND COUNCIL COMMENTS:

Dyer – Thanked everyone who attended the (Bennett) Park clean-up, including the DPW who moved sand and mulch

Mary LaRocque, City Clerk

Weissenborn – Thank you to Bennett Park clean-up attendees and today's meeting attendees

Van Langevelde – Thank you to all attendees today

Duweck – Thank you to all attendees and volunteers

Chin – Thank you to all attendees, it's exciting news.

Rodriguez – Requested a follow up on the corner lot fencing issue and parking on Stoddard St. In response to one of the tonight's presenters he is willing to host vendors at his business and he inquired about programs for youth entrepreneurship.

Armitage – He will not be attending the August 15th meeting; the September 6th meeting is a Tuesday and the September 8th Work Session that same week Thursday will be discussing the Purchasing Policy; the October 13th Work Session will be on ARPA.

ADJOURNMENT:

Motion by Dyer supported by Van Langevelde to adjourn the meeting at 9:22 p.m. Carried. Yea 7; Nay 0; Absent 0

Michael Armitage, Mayor

CITY OF CHARLOTTE COUNCIL PROCEEDINGS
111 E. Lawrence Ave., Charlotte, MI 48813 (517) 543-2750
Regular Council Meeting
August 15, 2022

CALL TO ORDER:

By Mayor Pro Tem Weissenborn on Monday August 15, 2022
7:01 p.m.

ROLL CALL:

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

City staff in the audience; Public Works Director Gilson and DPW Garage Foreman Tom Archer.

INVOCATION:

~~Randy Royston — New Hope Community Church (Absent)~~

PLEDGE OF ALLEGIANCE:

Led by Mayor Pro Tem Weissenborn.

APPROVAL OF MINUTES:

- a. August 1, 2022 Regular meeting minutes

Motion by Chin supported by Van Langevelde to approve the meeting minutes as presented. Carried; Yea 6; Nay 0; Absent 1.

EXCUSE ABSENT MEMBERS:

Motion by Dyer supported by Duweck to excuse the absence of Mayor Armitage. Carried; Yea 6; Nay 0; Absent 1.

PUBLIC COMMENT:

Julie Kimmer, resident, is available for questions, if any, when considering approval of the street closure on West Harris for the Oddities Festival September 3rd.

APPROVAL OF AGENDA:

Approved with the consent agenda.

CONSENT AGENDA:

- a. Approval of Claims and Expenditures totaling \$403,753.77.
- b. Approval of Resolution 2022-20 Authorizing a block party and street closure on Wedgewood Drive.
- c. Approval of Resolution 2022-21 Authorizing a street closure on West Harris.

Motion by Chin supported by Dyer to approve the Consent Agenda. Carried. Yea 6; Nay 0; Absent 1.

BUSINESS AGENDA:

- a. Second reading and adoption of Ordinance 2022-02 Amending Chapter 82, Section 82-107 Home Occupations.

Motion by Chin supported by Duweck to approve Ordinance 2022-02 eliminating the phrase 50% limit on the use of a detached garage. Carried; Yea 6; Nay 0, Absent 1.

- b. Consider approval of an agreement with Point & Pay for credit card processing.

Motion by Chin and supported by Van Langevelde to approve the Point and Pay agreement requesting a yearly progress report. Carried. Yea 6; Nay 0; Absent 1.

- c. Consider approval of purchase of dump truck and upfitting to replace Truck #6 from the DPW fleet.

Motion by Dyer supported by Duweck to approve purchase of replacement dump truck and upfitting. Carried. Yea 6, Nay 0; Absent 1.

- d. Consider approval of DPW Property Survey by Sidock.

Motion by Chin supported by Dyer to approve the Survey by Sidock. Carried Yea 6; Nay 0; Absent 1.

COMMUNICATIONS AND COMMITTEE REPORTS:

- a. City Attorney report was received.
- b. City Manager report was received.

LaPere noted key points; August 2nd Primary summary and unofficial results; CharlotteRising Community Reunion; Purchasing Policy/Ordinance; 2018 Corrective Action Plan Monitoring; Website Redesign Project; RAVE Alerts; Volunteer Opportunities; Assistance Programs.

- c. Police Dept. report was received.
- d. Fire Dept. report was received.
- e. Council member Committee Reports.

Van Langevelde – Parks Advisory Board next meeting is in September.

Weissenborn – Charlotte Area Recreation Authority meets Thursday.

Dyer – Library Board meets Thursday. EATRAN is working on a policy and contract to hire a joint CEO for CATA/EATRAN utilizing funding from a State grant.

PUBLIC COMMENTS:

Amy Gilson, resident and Public Works Director thanked the board for the approval of the Dump Truck and introduced the Council to Tom Archer, Foreman of the DPW Garage and thanked him for all his hard work.

MAYOR AND COUNCIL COMMENTS:

Van Langevelde – Thank you to (City Clerk) Mary and all the election workers for their work in the Primary election and training for the upcoming November General election. Thank you to Sgt. Jim Falk who is retiring from the Police Dept.

Rodriguez – Requested copy of the notice of being in compliance with the Pension corrective action plan.

Chin – Brought to DPW attention the large pothole that just opened up on Lincoln St. and mentioned the Chamber dinner is tomorrow night.

Duweck – Meetings go faster with Mayor Pro Tem Weissenborn running the show (laughter).

Dyer – Thank you to Jim Falk for his years of service.

Weissenborn – Please attend the CharlotteRising “Community Reunion” event on August 24 at 6:30 p.m. held at Beach Market.

ADJOURN:

Motion by Dyer supported by Van Langevelde to adjourn the meeting at 8:03 p.m. Carried; Yea 6; Nay 0; Absent 1.

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: August 31, 2022
Re: Claims and Expenditures for Council approval on September 06, 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 August 15, 2022	\$ 2,362.48
Insurance claims week of August 22, 2022	\$ 2,026.97
Insurance Claims week of August 29, 2022	\$ 3,110.66
Payroll paid Friday August 26, 2022	\$ 93,798.79
Invoiced claims as of August 31, 2022	<u>\$331,306.32</u>
Total	<u>\$432,605.22</u>

Suggested Motion

City Council approves Claims and Expenditures in the amount of **\$432.605.22**

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INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF CHARLOTTE
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Vendor Code	Vendor Name	Invoice	Description	Amount
01992	ABSOLUTE GALLERY	625	CUSTOM FRAMING OF RETIREMENT ACCOUTREMENTS	90.00
TOTAL FOR: ABSOLUTE GALLERY				90.00
01695	ACE HARDWARE & LUMBER CO.	44901	4X8-3/4 OSB T&G	81.50
TOTAL FOR: ACE HARDWARE & LUMBER CO.				81.50
00879	ADAM SMITH	82079	BOOT ALLOWANCE	200.00
TOTAL FOR: ADAM SMITH				200.00
01943	ADRIAN & BLISSFIELD RAILROAD CO.	08.31.2022	APPLICATION FEE	1,500.00
TOTAL FOR: ADRIAN & BLISSFIELD RAILROAD CO.				1,500.00
01982	ALS GROUP USA, CORP	4120-99362429	CHRONIC PIMEPHALES PROMELAS	945.00
TOTAL FOR: ALS GROUP USA, CORP				945.00
01667	ALTOGAS	08.15.2022	TANK FILLED	26.40
		560188	FINANCE CHARGE	0.40
TOTAL FOR: ALTOGAS				26.80
01764	AMAZON CAPITAL SERVICES	19M6-6P3W-VM63	INDOOR OUTDOOR VENTILATED SHELF	236.00
		1FT3-XDDQ-34VP	WALL CALENDAR	60.84
		1LTV-D9HT-9XPW	BATTERIES	103.07
		1RFD-TWQ3-1P3L	BROTHER COLOR LASER PRINTER	537.99
TOTAL FOR: AMAZON CAPITAL SERVICES				937.90
01655	APOLLO FIRE EQUIPMENT	109821	LETTER PATCH	52.98
TOTAL FOR: APOLLO FIRE EQUIPMENT				52.98
01635	AT&T LONG DISTANCE	517543228808	AIRPORT MODEM	165.43
		517543887408	DPW CALLOUT	51.96
TOTAL FOR: AT&T LONG DISTANCE				217.39
01630	AUTO GEM DISTRIBUTING	8641	DEGREASER , SPRAYER, QUART BOTTLE	62.40
TOTAL FOR: AUTO GEM DISTRIBUTING				62.40
01608	BARYAMES CLEANERS	BN1615-08.16.202	DRY CLEANING FIRE DEPARTMENT	180.00
		BN1616-08.16.202	UNIFORM CLEANING (POLICE)	144.00
TOTAL FOR: BARYAMES CLEANERS				324.00
01993	BERGER CHEVROLET	287431	2022 CHEVROLET TAHOE VIN #1GNSKLED9NR287431	39,694.00
TOTAL FOR: BERGER CHEVROLET				39,694.00

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Vendor Code	Vendor Name	Invoice	Description	Amount
01581	BLUE CARE NETWORK			
		222210023576	MEDICAL COVERAGE-09/01/2022 TO 09/30/2022	47,410.95
		222210023650	COVERAGE 09/01/2022 TO 09/30/2022	3,803.99
TOTAL FOR: BLUE CARE NETWORK				51,214.94
01578	BOBCAT OF LANSING			
		P57610	KITS	124.50
TOTAL FOR: BOBCAT OF LANSING				124.50
00669	BSB COMMUNICATIONS			
		160914	WORKKED ON STATIONS, FIXED NAMES AND VOICEMAIL	103.02
TOTAL FOR: BSB COMMUNICATIONS				103.02
01555	BYRUM ACE HARDWARE			
		214479	PROTECTOR LADDER TOPWAL	19.98
		214869	OUTDOOE ANGLER BROOM,ZERO-G PRO HOSE 3/4"X75'	117.97
		215189	COUPLING 4'	8.59
		215243	ALKALINE BATTERIES	11.99
		216346	LITHIUM BATTERIES	33.98
		216870	DRAWER DIVIDER, 3 DRAWER TOOLBOX	195.98
		217722	CM 13IN & 18IN BAG COMBO	24.99
		218359	WASP & HORNET KILLER	42.99
		219293	BRUSH,FLEX XTRAP,CABLE MC14-2 ALUM 25'	51.53
		219617	CD EXP COIL W/METAL CLIP	17.97
TOTAL FOR: BYRUM ACE HARDWARE				525.97
01882	CALEDONIA FARMERS ELEVATOR			
		451765	TIRE LABOR	23.00
TOTAL FOR: CALEDONIA FARMERS ELEVATOR				23.00
01547	CANON FINANCIAL SERVICES, IN			
		29028341	CONTRACT CHARGE	253.73
TOTAL FOR: CANON FINANCIAL SERVICES, IN				253.73
00849	CAPITAL ASPHALT			
		4468	LVSP, 4EML	2,553.96
TOTAL FOR: CAPITAL ASPHALT				2,553.96
01954	CAPITAL CITY JANITORIAL LLC			
		636	CONTRACTUAL CLEANING MONTH OF: AUGUST	710.00
TOTAL FOR: CAPITAL CITY JANITORIAL LLC				710.00
01537	CARMEL TOWNSHIP TREASURER			
		TAX YEAR 2022	TAX YEAR 2022 425 ANNEXATION AGREEMENT	7,380.06
TOTAL FOR: CARMEL TOWNSHIP TREASURER				7,380.06
01491	CLIA LABORATORY PROGRAM			
		23D2125433	CERTIFICATE FEE	180.00
TOTAL FOR: CLIA LABORATORY PROGRAM				180.00
01489	CMP DISTRIBUTORS INC			
		71935	AMERIGLO GL-429	48.00
TOTAL FOR: CMP DISTRIBUTORS INC				48.00

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Vendor Code	Vendor Name	Description	Amount
Invoice			
01486	CONSULTANTS ON CALL, LLC		
2022-23078	MANAGED SERVICE FEES		187.50
TOTAL FOR: CONSULTANTS ON CALL, LLC			187.50
01397	COUNTY OF EATON		
2022-00000031	TAX CHARGEBACKS		27.32
2022-00000060	TAX CHARGEBACKS		10.47
2022-00000065	TAX CHARGEBACKS		302.50
TOTAL FOR: COUNTY OF EATON			340.29
01464	COURTHOUSE SQUARE		
08.17.2022	CHARLOTTE RISING GRANT WORK, CONCERT HOSTI		8,000.00
TOTAL FOR: COURTHOUSE SQUARE			8,000.00
01414	DORNBOS SIGN & SAFETY INC.		
INV64388	DIRECTIONAL SIGNS		360.20
INV64396	YIELD, ONE WAY LEFT		262.40
INV64739	ELECTION SIGN		612.20
INV64777	ALLEN WRENCH		14.50
TOTAL FOR: DORNBOS SIGN & SAFETY INC.			1,249.30
01837	E.H. WACHS		
INV207511	LATCH PIN, SUCTION HOSE BUNGEE, SUCTION HOSE A		1,706.04
TOTAL FOR: E.H. WACHS			1,706.04
01897	EATON COUNTY- CONSTRUCTION CODE		
08.08.2022	INSPECTIONS SERVICES JULY 1 THROUGH JULY 31ST,		100.00
TOTAL FOR: EATON COUNTY- CONSTRUCTION CODE			100.00
01382	EATON COUNTY-CLERK		
2022-00000046	AUGUST 2, 2022 PRIMARY ELECTION		1,091.59
TOTAL FOR: EATON COUNTY-CLERK			1,091.59
01392	EATON CUSTOM SEWING		
1371	4 PATCHES PATCH EMBROIDERY		48.00
TOTAL FOR: EATON CUSTOM SEWING			48.00
01384	EATON TOWNSHIP TREASURER		
TAX YEAR 2022	TAX YEAR 2022 425 ANNEXATION AGREEMENT		43,783.06
TOTAL FOR: EATON TOWNSHIP TREASURER			43,783.06
01381	ELECTRICAL TERMINAL SERVICES		
879637-00	BLACK CABLE TIES, SILVER DUCT TAPE		106.53
TOTAL FOR: ELECTRICAL TERMINAL SERVICES			106.53
01375	ELHORN ENGINEERING COMPANY		
293702	CHLORINE 30 GAL DRUM,		702.50
293703	LIQUIFIED AQUADENE 30GAL,		4,862.50
293704	ACCU TABLETS 60 LB PAIL		3,840.00
TOTAL FOR: ELHORN ENGINEERING COMPANY			9,405.00
00932	ERIC ROGERS LLC		
29203	WEEKLY LAWN MOWING		2,058.00
29222	WEEKLY LAWN MOWING		1,868.00
29235	WEEKLY LAWN MOWING		1,728.00
TOTAL FOR: ERIC ROGERS LLC			5,654.00

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Vendor Code	Vendor Name	Invoice	Description	Amount
00538	EXOTIC AUTOMATION & SUPPLY			
		I1325397	CRIMP FTG, FJIC X HOSE	185.44
TOTAL FOR: EXOTIC AUTOMATION & SUPPLY				185.44
01358	FAMILY FARM & HOME			
		001392/C	MALE ADAPTER	31.96
		1392/36	CAP 1 1/2 FOR MALE ADAPTER	31.96
TOTAL FOR: FAMILY FARM & HOME				63.92
01964	FERGUSON ENTERPRISES, LLC # 2000			
		0150854	PARTS	4,962.50
TOTAL FOR: FERGUSON ENTERPRISES, LLC # 2000				4,962.50
01330	FISHBECK, THOMPSON, CARR			
		414047	221044- CHARLOTTE /WATER RELIABILITY STUDY	4,914.02
		414118	DWAM PROFESSIONAL SERVICES RENDERED THROUH 08/	45,920.25
TOTAL FOR: FISHBECK, THOMPSON, CARR				50,834.27
01322	GALE BRIGGS, INC.			
		81391	PEASTONE & MORTAR	1,069.91
		81429	MORTAR SAND	360.40
		81450	SAND	1,200.00
		81476	CRUSHED ASPHALT	459.27
		81580	CONCRETE, LIMESTONE	735.00
TOTAL FOR: GALE BRIGGS, INC.				3,824.58
01319	GARDENSCAPES LAWN & LANDSCAPE			
		01046	MOW & TRIM MEMORIAL PARK JULY 2022	160.00
TOTAL FOR: GARDENSCAPES LAWN & LANDSCAPE				160.00
01296	HACH COMPANY			
		320150597	AMONIA, TNT	363.14
TOTAL FOR: HACH COMPANY				363.14
01288	HAMMERSMITH EQUIPMENT CO.			
		521409	DRUM EDCO SCARIFIER CPU10	999.50
TOTAL FOR: HAMMERSMITH EQUIPMENT CO.				999.50
01756	HARMON AUTO GLASS			
		4280-783705	INSTALL GLASS ON SWEEPER	250.00
TOTAL FOR: HARMON AUTO GLASS				250.00
01438	HASSEL FREE FUELS			
		CFSI-7641	FUEL (FIRE)	833.00
		CFSI-7650	FUEL	1,151.78
TOTAL FOR: HASSEL FREE FUELS				1,984.78
01252	INDEPENDENT BANK			
		5867-06.13.2022	JUNE 2022	2,442.55
TOTAL FOR: INDEPENDENT BANK				2,442.55
01250	INSTY PRINTS			
		92728	RENTAL INSPECTION CERTIFICATION MAILER	66.63
TOTAL FOR: INSTY PRINTS				66.63

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Vendor Code	Vendor Name	Invoice	Description	Amount
01959	J. RANCK ELECTRIC, INC.	115829	BALANCE REMAINING ON POLE REPLACEMENT IN PARK	1,500.00
TOTAL FOR: J. RANCK ELECTRIC, INC.				1,500.00
01893	KELLY LEA	948299	REMAINING BALANCE FOR CEMENT PADS @ NEW BALLFI	1,800.00
TOTAL FOR: KELLY LEA				1,800.00
01209	KENDALL ELECTRIC INC.	S112006676.001	LPJ-40SP BUS FUSE 40 AMP, FRS R-15 BUS 600V	528.59
TOTAL FOR: KENDALL ELECTRIC INC.				528.59
01976	KENT COMMUNICATIONS	PA-Q221696	POSTAGE ADVANCE FOR PRINTING BILLS	1,638.00
TOTAL FOR: KENT COMMUNICATIONS				1,638.00
01173	LEA'S AUTO BODY	5870	2020 CHEVROLET TAHOE, REMOVE AND REPLACE HEATE	304.24
		7267	REPAIR TO 2015 FORD F 250	3,938.89
		7296	HEADLAMP FOR 2015 FORD F250	428.51
TOTAL FOR: LEA'S AUTO BODY				4,671.64
01926	LOOMIS, EWERT, PARSLEY, DAVIS & GOT	198449	SERVICES RENDERED THROUGH 08/12/2022	1,765.25
TOTAL FOR: LOOMIS, EWERT, PARSLEY, DAVIS & GOT				1,765.25
01102	MICHIGAN COMPANY	0000298-882000	PREM MF WHT TOWEL, 2 PLY TISSUE AIRPORT	392.85
		0000298-884123	SOAP DISPENSER, 2 PLY TISSUES, WINNING HANDS C	633.24
TOTAL FOR: MICHIGAN COMPANY				1,026.09
01082	MICHIGAN NETWORK CONSULTANTS	2022-23077	IT SERVICES	3,175.00
TOTAL FOR: MICHIGAN NETWORK CONSULTANTS				3,175.00
01912	MICHIGAN TOWNSHIPS ASSOCIATION	123321	CLASSIFIED ADD FOR DEPUTY TREASURER	105.00
TOTAL FOR: MICHIGAN TOWNSHIPS ASSOCIATION				105.00
01891	MID-STATES BOLT & SCREW CO.	32285031	BOLTS	82.37
TOTAL FOR: MID-STATES BOLT & SCREW CO.				82.37
00183	PVS TECHNOLOGIES INC	317101	FERRIC CHLORIDE SOLUTION	5,469.25
TOTAL FOR: PVS TECHNOLOGIES INC				5,469.25
01908	QUADIENT LEASING USA, INC.	N9538929	POSTAGE METER LEASE	948.84
TOTAL FOR: QUADIENT LEASING USA, INC.				948.84

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Invoice			
00964	QUILL CORP.		
26972811		SUPPLIES	365.95
26988157		PAPERPRO REDUCED EFFOR STAPLER	28.99
27105600		SUPPLIES	140.01
27120205		HAND SOAP	4.69
TOTAL FOR: QUILL CORP.			539.64
01234	RANDY JEWELL		
2022-08		ASSESSING SERVICES	10,542.00
TOTAL FOR: RANDY JEWELL			10,542.00
01418	REINALT-THOMAS CORPORATION		
6445363		TIRES FOR 2020 TAHOE	683.06
TOTAL FOR: REINALT-THOMAS CORPORATION			683.06
00166	ROAD EQUIPMENT PARTS CENTER		
KL594003		7 WAY RECEPTABLE	11.81
KL594524		NYLON TUBING FEE	170.28
KL594558		NYLON TUBING 5/8 BLACK	127.00
TOTAL FOR: ROAD EQUIPMENT PARTS CENTER			309.09
00926	ROWE PROFESSIONAL SERVICES CO		
0104758		HALL STREET RECONSTRUCTION	14,442.50
TOTAL FOR: ROWE PROFESSIONAL SERVICES CO			14,442.50
00912	SCHEL B & ASSOCIATES LLC		
322		OPERATING CHECKS FOR ACCOUNTS PAYABLE	475.27
TOTAL FOR: SCHEL B & ASSOCIATES LLC			475.27
00861	STANDARD LIFE INSURANCE CO		
646882		LIFE INSURANCE SEPTEMBER 2022	1,357.61
TOTAL FOR: STANDARD LIFE INSURANCE CO			1,357.61
01995	STARK CONCRETE SOLUTIONS		
08.31.2022		EPOXY CHIP SYSTEMS IN CRUISER BAYS	2,499.00
TOTAL FOR: STARK CONCRETE SOLUTIONS			2,499.00
01108	STATE OF MICHIGAN		
591-11014495		AIPORT WEATHER OBS DATA SYSTEM	617.13
TOTAL FOR: STATE OF MICHIGAN			617.13
00892	STERICYCLE, INC.		
8001804916		REGULAR SERVICE, TOTE-MEDIUM	185.92
8002000320		TOTE MEDIUM SHRED	185.92
TOTAL FOR: STERICYCLE, INC.			371.84
00848	SUPERFLEET MASTERCARD PROG.		
FB749-08.05.2022		ACTIVITY FROM 07/05/2022-08.04.2022	4,855.19
TOTAL FOR: SUPERFLEET MASTERCARD PROG.			4,855.19

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DB: Charlotte

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF CHARLOTTE
INVOICE ENTRY DATES 08/17/2022 - 08/31/2022
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: POOL

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Vendor Code	Vendor Name	Invoice	Description	Amount
01536	THE PARTS PLACE			
		235789	GAS FILLER	22.99
		235940	VALVOLINE PREMIUM	36.15
		235983	FILTER	71.38
		236495	HOS/CLMP	74.90
		236517	GROMMET, CONNECTOR	42.56
		236683	HOSE CLAMP	74.90
		236947	GLASS CLEANER, MI 20 WASH	45.12
TOTAL FOR: THE PARTS PLACE				368.00
00820	TRACE ANALYTICAL LABORATORIES			
		2060421	WATER QUALITY	89.25
		2060491	IPP PFAS ANALYSIS- 06/02/2022	811.50
		2060659	IPP PFAS ANALYSIS	811.50
		2080316	WATER QUALITY SAMPLES 08/03/2022	96.25
		2080717	INFLUENT-FULL SCAN	863.25
		2080977	DRINKING WATER LEAD AND COPPER SAMPLE	84.50
		2081043	WATER QUALITY SAMPLES 08/17/2022	295.00
TOTAL FOR: TRACE ANALYTICAL LABORATORIES				3,051.25
00818	TREES 'N SCAPES INC.			
		08.23.2022	BLUE FESCUE GRASS	106.50
TOTAL FOR: TREES 'N SCAPES INC.				106.50
01994	TRUMBLE TRUCKING & EXCAVATING INC			
		08.31.2022	115 S SHELDON REPLACE WATER SERVICE	2,727.00
TOTAL FOR: TRUMBLE TRUCKING & EXCAVATING INC				2,727.00
00808	TSC TRACTOR SUPPLY			
		523231	MIBRO FRAC TAP	10.99
TOTAL FOR: TSC TRACTOR SUPPLY				10.99
00804	ULINE			
		152076801	URINAL FLOOR MAT BLACK, ULINE RESPIRATOR WIPES	1,389.20
TOTAL FOR: ULINE				1,389.20
00791	USA BLUE BOOK			
		014266	MILLIPORE PETRI DISH W/PAD, VACU-GUARD DISPOSA	2,580.54
		063397	TNT + AMONIA	469.39
		065967	137 GPD 110 PSI FLEX-PRO A2 PUMP W/EXTERNAL SP	2,797.43
		070786	10X14 CAUTION SIGN	15.57
		074213	HACH DPD,AMONIA STANDARD	1,035.34
TOTAL FOR: USA BLUE BOOK				6,898.27
00785	VERIZON WIRELESS			
		9910686954	JUNE 10-JULY 09	1,173.79
		9913014487	JULY 10-AUG 09	1,884.39
TOTAL FOR: VERIZON WIRELESS				3,058.18
00778	VISION SERVICE PLAN			
		3422250	COVERAGE PERIOD SEPTEMBER 2022	687.85
		815628120	2022 AUGUST	417.04
		815628134	VISION PLAN- AUGUST 2022	687.85
		815853413	VISION PLAN 2022 SEPTEMBER	417.04
TOTAL FOR: VISION SERVICE PLAN				2,209.78

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DB: Charlotte

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF CHARLOTTE
INVOICE ENTRY DATES 08/17/2022 - 08/31/2022
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: POOL

Page: 8/8

Vendor Code	Vendor Name	Description	Amount
	Invoice		
00768	WEST MICHIGAN INTERNATIONAL LLC		
	9J163597	COOLER LINE ASSEMBLY,ADAPTERS	277.47
TOTAL FOR: WEST MICHIGAN INTERNATIONAL LLC			277.47
01983	WEX BANK		
	82768860	FUEL	48.57
TOTAL FOR: WEX BANK			48.57
00761	WILLIAMS FARM MACHINERY, INC.		
	PC08932	PART	35.99
TOTAL FOR: WILLIAMS FARM MACHINERY, INC.			35.99
00758	WINDEMULLER		
	222421	PROGRESSIVE INVOICE #10 FOR AUTOMATION SERVICE	2,460.50
	222461	EMERGENCY ELECTRICAL SERVICE CALL, MAIN BREAKER	2,408.00
	222547	AUTOMATION SERVICES PROVIDED TO WORK ON PROGRA	1,696.49
TOTAL FOR: WINDEMULLER			6,564.99
00753	WOLVERINE PEST SERVICE		
	127337	TREATED AND REMOVED A BALD FACE HORNETS NEST	100.00
TOTAL FOR: WOLVERINE PEST SERVICE			100.00
TOTAL - ALL VENDORS			331,306.32
PAYMENT TYPE TOTAL			
Paper Check			328,646.38
EFT Transfer			2,659.94

COMMERCIAL CREDIT CARD STATEMENT JUNE 2022

	DATE	VENDOR	DESCRIPTION	ACCOUNT #	AMOUNT
E Smith	6/9/2022	MRWA		101-410-000-737-000	\$ 49.00
			Subtotal		\$ 49.00
A Gilson	5/25/2022	Mountain Grd Lodge		510-640-000-748-000	\$ 85.09
			Subtotal		\$ 85.09
M Jordan					
	6/3/2022	Hungry Howes		206-350-000-738-000	\$ 86.25
	6/3/2022	CSR		206-350-000-733-000	\$ 95.00
	5/22/2022	potawatomi inn		206-000-000-014-000	\$ 167.99
	6/7/2022	potawatomi inn		206-000-000-014-000	\$ 167.99
			Subtotal		\$ 517.23
T Fullerton	05/22/22	Bureau of Ems		206-350-000-737-000	\$ 25.00
	5/22/2022	Bureau of EMS		206-350-000-737-000	\$ 25.00
	6/5/2022	Bureau of EMS		206-350-000-737-000	\$ 25.00
			Subtotal		\$ 75.00
M.Griffith	6/8/2022	Egle	M. Mitschke Cert.	510-610-000-735-000	\$ 95.00
			Subtotal		\$ 95.00
P. Brentar	6/2/2022	SP Tier 1 Concealed		230-301-000-731-000	\$ 236.77
	6/2/2022	Big Tex Outdoors		230-301-000-731-000	\$ 334.99
	6/2/2022	relic Wood		101-300-000-972-000	\$ 328.72
	6/3/2022	Nexbelt		101-300-000-733-000	\$ 60.03
	6/6/2022	Paragon		101-300-000-731-000	\$ 34.98
	6/9/2022	Safariland		101-300-000-731-000	\$ 212.80
			Subtotal		\$ 1,208.29
A. Smith	6/9/2022	Bailey International		601-712-000-731-000	\$ 412.94
			Subtotal		\$ 412.94
			Total		\$ 2,442.55

RESOLUTION NO. 2022-22

A RESOLUTION TO DISBAND AN AD HOC WATER TREATMENT COMMITTEE

WHEREAS, City Council established an Ad Hoc Water Treatment Committee in March 2022 to solicit public feedback regarding options to construct a water treatment system and issue a final written report of its findings and recommendations to the City Council not later December 5, 2022; and

WHEREAS, City Council has not received any volunteers to serve on the Committee;

NOW, THEREFORE, BE IT RESOLVED that the Ad Hoc Water Treatment Committee is hereby disbanded.

The foregoing resolution was presented by _____ and supported by _____ for approval.
Carried 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 September 06, 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

July 18, 2022

Michigan Municipal League Annual Meeting Notice

(Please present at the next Council, Commission or Board Meeting)

Dear Official:

The Michigan Municipal League Annual Convention will be held in Muskegon, October 19-21, 2022. The League's "Annual Meeting" is scheduled for 4:30 pm on Wednesday, October 19 in Section D meeting room at the VanDyk Mortgage Convention Center. The meeting will be held for the following purposes:

1. Policy. A) To vote on the Core Legislative Principles document.

In regard to the proposed League Core Legislative Principles, the document is available on the League website at <http://www.mml.org/delegate>. If you would like to receive a copy of the proposed principles by fax or email, please call Monica Drukis at the League at 800-653-2483.

B) If the League Board of Trustees has presented any resolutions to the membership, they also will be voted on. (See #1 on page 2.)

In regard to resolutions, member municipalities planning on submitting resolutions for consideration by the League Trustees are reminded that under the Bylaws, they must be submitted to the Trustees for their review by September 18, 2022.

2. Other Business. To transact such other business as may properly come before the meeting.

Designation of Voting Delegates

Pursuant to the provisions of the League Bylaws, you are requested to designate by action of your governing body one of your officials who will be in attendance at the Convention as your official representative to cast the vote of the municipality at the Annual Meeting, and, if possible, to designate one other official to serve as alternate. Please submit this information through the League website by visiting <http://www.mml.org/delegate> no later than September 18, 2022.



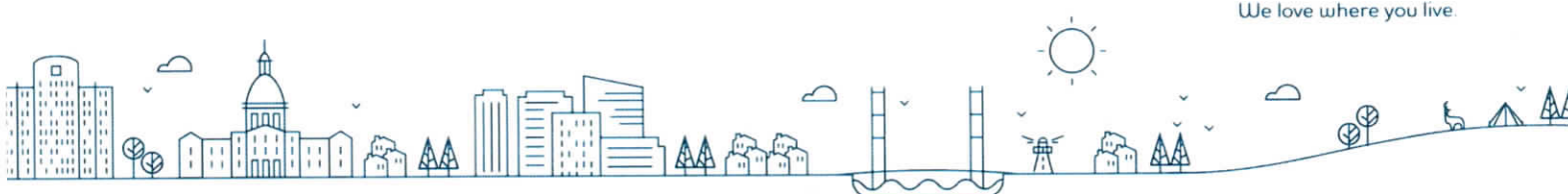
Regarding the designation of an official representative of the member to the annual meeting, please note the following section of the League Bylaws:

“Section 4.4 - Votes of Members. Each member shall be equally privileged with all other members in its voice and vote in the election of officers and upon any proposition presented for discussion or decision at any meeting of the members. Honorary members shall be entitled to participate in the discussion of any question, but such members shall not be entitled to vote. The vote of each member shall be cast by its official representative attending the meeting at which an election of officers or a decision on any proposition shall take place. Each member shall, by action of its governing body prior to the annual meeting or any special meeting, appoint one official of such member as its principal official representative to cast the vote of the member at such meeting, and may appoint one official as its alternate official representative to serve in the absence or inability to act of the principal representative.”

1. Statements of Policy and Resolutions

Regarding consideration of resolutions and statements of policy, under Section 4.5 of the League Bylaws, the Board of Trustees acts as the Resolutions Committee, and “no resolution or motion, except procedural and incidental matters having to do with business properly before the annual meeting or pertaining to the conduct of the meeting, shall be considered at the annual meeting unless it is either (1) submitted to the meeting by the Board of Trustees, or (2) submitted in writing to the Board of Trustees by resolution of the governing body of a member at least thirty (30) days preceding the date of the annual meeting.” Thus, the deadline this year for the League to receive resolutions is September 18, 2022. Please submit resolutions to the attention of Daniel P. Gilmartin, Executive Director/CEO at 1675 Green Rd., Ann Arbor, MI 48105. Any resolution submitted by a member municipality will go to the League Board of Trustees, serving as the resolutions committee under the Bylaws, which may present it to the membership at the Annual Meeting or refer it to the appropriate policy committee for additional action.

Further, “Every proposed resolution submitted by a member shall be stated in clear and concise language and shall be accompanied by a statement setting forth the reasons for recommending the proposed resolution. The Board shall consider the proposal at a Board meeting prior to the next annual meeting and, after consideration, shall make a recommendation as to the advisability of adopting each such resolution or modification thereof.”



2. Posting of Proposed Resolutions and Core Legislative Principles

The proposed Michigan Municipal League Core Legislative Principles and any new proposed Resolutions recommended by the Board of Trustees for adoption by the membership will be available on the League website, or at the League registration desk to permit governing bodies of member communities to have an opportunity to review such proposals and delegate to their voting representative the responsibility for expressing the official point of view of the member at the Annual Meeting.

The Board of Trustees will meet on Wednesday, October 19 at 4:30 pm in the Delta Hotel for the purpose of considering such other matters as may be requested by the membership, in addition to other agenda items.

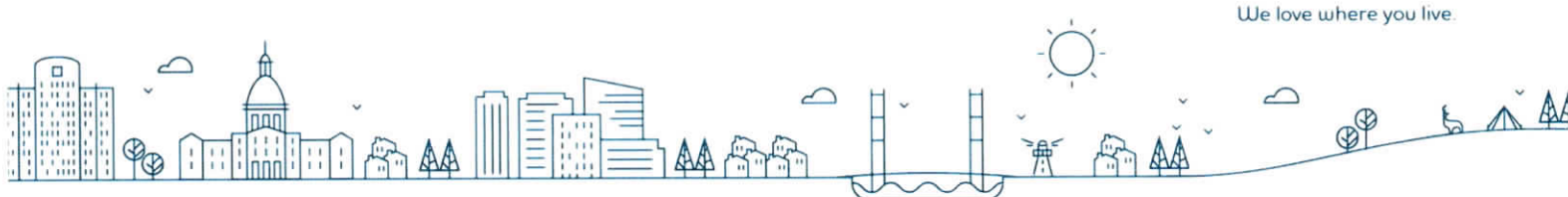
Sincerely,



Barbara Ziarko
President
City Council, Sterling Heights



Daniel P. Gilmartin Executive
Director & CEO





Memo

To: Honorable Mayor Armitage; City Council
From: Mary LaRocque, City Clerk
Date: September 01, 2022
Re: Goeble Field Lease Agreement

Background

On August 28, 2002 the City entered into a lease agreement with Charlotte Junior Orioles for the use of Goeble Field. Two previous amendments to extend the term of the lease have been approved and recorded. The current lease term expired August 29, 2022 and therefore, the need for a third amendment to extend the lease presents itself again. CJO Commissioner Mike Bialkowski is in agreement with the amended lease agreement.

Recommendation

Charlotte Junior Orioles have made good use of the field for many years and have been a good steward of the property. I recommend a ten (10) year lease extension expiring September 06, 2032.

Financial Impacts

N/A

Suggested Motion

The Council hereby approves the 3rd Amendment of the Goeble Field lease for another 10 year term expiring September 06, 2032.

GOEBLE FIELD LEASE - THIRD AMENDMENT

THIS AMENDMENT, entered into on the 6th day of September, 2022, by and between the CITY OF CHARLOTTE (Charlotte) and CHARLOTTE JUNIOR ORIOLES (CJO);

WITNESSETH:

WHEREAS, Charlotte and the CJO previously entered into a lease agreement dated August 28, 2002, which provided for the lease of Goeble Field within the city; and

WHEREAS, Charlotte and CJO amended the lease on October 23, 2003 and again, on April 28, 2014 to extend the terms of the lease agreement; and

WHEREAS, the parties desire to extend the terms of the lease a third time as set forth hereinafter;

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as follows:

1. Paragraph 21 of the lease shall be amended to read as follows:

21. Term and Expiration of Agreement: The term of lease shall Be ten (10) years, expiring on September 06, 2032. This agreement may be renewed for an additional period of time upon agreement of the City of Charlotte

2. Notwithstanding the foregoing, all other terms of the lease shall remain in full force and effect.

3. This amendment shall be attached to the Goeble Field lease agreement and shall become a part of that lease agreement as if originally included in it.

IN WITNESS WHEREOF, the parties have caused this amendment to be executed in Charlotte, Michigan, County of Eaton, State of Michigan, on the date first above written.

CITY OF CHARLOTTE

CHARLOTTE JUNIOR ORIOLES

By _____
Mayor, Michael Armitage

By _____
CJO Commissioner, Mike Bialkowski

By _____
City Clerk, Mary LaRocque



Memo

To: Honorable Mayor Armitage; City Council
From: Mary LaRocque, City Clerk
Date: August 31, 2022
Re: Resolution 2022-23 Amend HCSP Participation Agreement

Background

In January, 2020 Resolution 2020-04 was adopted to approve the opening of a HCSP for a particular employee. It was recently found this plan was never implemented and after research and review, MERS determined the language to the plan needed to be updated and that Council would again need to approve it. The amendments to HCSP division 300132 include these changes:

- City match up to \$1,000 per year
- Employee contribution \$40/pay
- Immediate vesting
- Division name- Division, 02 Police NSU hired 08/22/2005 - 07/01/2012

Recommendation

Council approve the amended HCSP as presented

Financial Impacts

No changes will result to the financial impact from old to new updated plan

Suggested Motion

The Council hereby approves the enclosed HCSP Participation Agreement modifications with the employee classification - Division, 02 Police NSU hired 08/22/2005 - 07/01/2012.

**RESOLUTION 2022-23
A RESOLUTION TO AMEND
HCSP PARTICIPATION AGREEMENT**

WHEREAS, Resolution 2020-04 - HCSP Participation agreement was approved January 15, 2020, and

WHEREAS, MERS has been thus far been unable to properly open the plan as intended, and

WHEREAS, After MERS performed a review of the current HCSP for Division -02 Police NSU hired 08/22/2005 - 07/01/2012 it was found the documents were outdated and needed to be updated, and approved by Council

THEREFORE, Be it resolved, the City Council hereby approves the enclosed HCSP Participation Agreement modifications with the employee classification - Division, 02 Police NSU hired 08/22/2005 - 07/01/2012.

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 September 06, 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

MERS Health Care Savings Program Participation Agreement



1134 Municipal Way Lansing, MI 48917 | 800.767.2308 | Fax 517.703.9707

www.mersmich.com

I. PARTICIPATING EMPLOYER

Employer Name: City of Charlotte
(Name of municipality or court)

Municipality Number: 2301 Division Number: 300132

II. EFFECTIVE DATE

1. If this is the initial Participation Agreement relating to the MERS Health Care Savings Program for this covered group, the effective date of the program here adopted shall be:

(Date)
2. If this is an amendment and restatement of an existing Participation Agreement relating to the MERS Health Care Savings Program for this covered group, the effective date of this amendment and restatement shall be effective: _____
(Date)

Note: You only need to mark **changes** to your plan throughout the remainder of this Agreement.



COVERED EMPLOYEE GROUPS

A participating Employer may cover all of its employee groups, bargaining units, or personnel/employee classifications ("Covered Group") in the same Health Care Savings Program plan. **Contributions shall be made on the same basis within each Covered Group according to the associated HCSP Contribution Addendum, remitted as directed by the Program Administrator.** This agreement encompasses the following group(s):

Div, 02 Police NSU hired 08/22/2005 - 07/01/2012

(Name/s of HCSP covered group/s)

Note: To maintain the tax-favored status of the employer's Health Care Savings Program and to comply with federal law, the Employer may not provide coverage or benefit levels to highly-compensated employees that are not provided to non highly-compensated employees.

IV. ELIGIBLE EMPLOYEES

Only Employees of a "municipality" may be covered by the Health Care Savings Program Participation Agreement. Independent contractors may not participate in the Health Care Savings Program.

The Employer shall provide MERS with the name, address, Social Security Number, and date of birth for each Eligible Employee, as defined by the Participation Agreement.

V. EMPLOYER CONTRIBUTIONS TO THE HEALTH CARE SAVINGS PROGRAM

The Participating Employer hereby elects to make contributions to the Trust. Contributions shall be made on the same basis within each Covered Group specified in this agreement, and remitted to MERS as directed by the employer, to be credited to the individual accounts of Eligible Employees according to the associated Contribution Addendum.

MERS Health Care Savings Program Participation Agreement

Vesting Cycle For Basic Employer Contributions Only. The employer contributions identified in this Participation Agreement are subject to the following vesting cycle (where vesting is different, separate participation agreement must be completed).

☒ **Immediate Vesting upon Participation**

☐ **Cliff Vesting:** The participant is 100% vested upon _____ year(s).
(Stated years)

☐ **Graded Vesting Percentage per year of service:** Employers can select the percentage of vesting with the corresponding years of service:

Years of Service	Percent Vested
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	100%

FORFEITURE PROVISION. Upon separation from service with the Employer prior to meeting the required vesting schedule set out above or in the event a Participant dies without Dependent(s) and/or a named Beneficiary, a Participant's account assets shall (where forfeiture is different, separate participation agreement must be completed):

Check only one:

- ☐ Remain in the HCSP sub-trust to be reallocated among all Plan participants equally
☐ Remain in the HCSP sub-trust to be used to offset future Employer Contributions
☐ Be transferred to the Retiree Health Funding Vehicle ("RHFV")

VI. MODIFICATION OF THE TERMS OF THE PARTICIPATION AGREEMENT

If a Participating Employer desires to amend any of its previous elections contained in this Participation Agreement, including attachments, the Governing Body by official action must adopt a new Participation Agreement and forward it to the Board for approval. The amendment of the new Participation Agreement is not effective until approved by the Board and other procedures required by the Trust Agreement and Plan Document have been implemented.

VII. APPOINTING MERS AS THE PROGRAM ADMINISTRATOR

The Employer hereby agrees to the provisions of the MERS Health Care Savings Program Plan Document ("Plan Document") and Trust Agreement and appoints MERS as the Program Administrator pursuant to the terms and conditions of the Plan Document and Trust Agreement. The Employer also agrees that in the event of any conflict between the Plan Document or the Trust Agreement and this Participation Agreement, the Plan Document and Trust Agreement control.

VIII. FEES AND EXPENSES

Employer acknowledges that investment selection and associated participant fees and operating expenses are established and charged by MERS as set forth in the Investment Fund and Fee Summary sheets available at www.mersofmich.com and may be amended by MERS.

MERS Health Care Savings Program Participation Agreement

IX. STATE LAW

To the extent not preempted by federal law, this agreement shall be interpreted in accordance with Michigan law.

X. TERMINATION OF THE PARTICIPATION AGREEMENT

This Participation Agreement may be terminated only in accordance with the Trust Agreement.

XI. EXECUTION BY GOVERNING BODY OF MUNICIPALITY

The foregoing Participation Agreement is hereby adopted and approved on

the ____ day of _____, 20____ at the official meeting held

by _____
City of Charlotte
(Name of approving employer)

Authorized Signature: _____

Name: _____

Title: _____

Received and Approved by the Municipal Employees' Retirement System of Michigan

Dated: _____, 20____

(Authorized MERS signatory)

Contribution Addendum for MERS Health Care Savings Program (HCSP)

- D. ☐ Mandatory Leave Conversion (Before-Tax) Contributions.** Before-tax Employer Contributions shall be made that represent a mandatory conversion of accrued leave including, but not limited to vacation, holiday, sick leave, or severance amounts otherwise paid out, to a cash contribution. These contributions may be calculated as a percentage of accrued leave or a specific dollar amount representing the accrued leave. Leave conversions may be made on an annual basis or at separation from service, or at such other time as the Employer indicates. *(Note: The leave conversion program shall not permit employees the option of receiving cash in lieu of the employer contribution.)*

- ☐ Check here if the covered employee group has the option to direct any/all of the leave conversion lump sum to an existing 457 program.

Check one or more:

- ☐ As of _____, _____ % of _____
Annual date or X weeks before termination Percentage Type of Leave Conversion (sick, vacation, etc.)
must be contributed to the HCSP.
- ☐ As of _____, _____ % of _____
Annual date or X weeks before termination Percentage Type of Leave Conversion (sick, vacation, etc.)
must be contributed to the HCSP.
- ☐ As of _____, _____ % of _____
Annual date or X weeks before termination Percentage Type of Leave Conversion (sick, vacation, etc.)
must be contributed to the HCSP.
- ☐ As of _____, _____ % of _____
Annual date or X weeks before termination Percentage Type of Leave Conversion (sick, vacation, etc.)
must be contributed to the HCSP.

Post-Tax Employee Contributions. Post-tax Employee Contributions made by Eligible Employees within the Covered Group(s) shall be remitted as directed by the Program Administrator, to be credited to the individual accounts of Eligible Employees. All Employee Contributions must be remitted to MERS along with the Participation Report.

Contribution Addendum for MERS Health Care Savings Program (HCSP)



1134 Municipal Way Lansing, MI 48917 | 800.767.2308 | Fax 517.703.9711

www.mersmi.com

This is an Addendum to the Participation Agreement completed by City of Charlotte
Name of Participating Employer
for Div, 02 Police NSU hired 08/22/2005 - 07/01/2012 of 300132
Covered Employee Group Division Code

The Addendum modifies the *MERS Health Care Savings Program Participation Agreement*. Please complete this addendum for each contribution structure associated with the covered employee group.

Check one or more (A or B, C and/or D):

- A. ☐ Employer Contributions for Retirees / Former Employees.** Employer contributions may be made according to any frequency. Identify below the contribution formula or amount that will apply to all in this covered group. *Note: If this contribution is selected, Sections B, C, and D do not apply.*

Contribution structure (specify \$ or %): _____

For active employees, please check one or more below (B, C, and/or D).

- B. ☒ Basic Employer (Before-Tax) Contributions.** Before-tax employer contributions may be made as a percentage of salary and/or by a specified dollar amount. Identify below the basic employer contribution formula to be applied to the covered groups within the Health Care Savings Program identified in this addendum.

Contribution structure (specify \$ or % and, if a %, include the basis for that contribution. For example: Employer will contribute 3% of base wages):

Matching Contributions up to \$1,000 per year

- C. ☒ Mandatory Salary Reduction (Before-Tax) Contributions.** Before-tax Employer Contributions shall be made that represent a mandatory salary reduction resulting from collective bargaining or the establishment of a personnel policy. These reductions may be made as a percentage of salary or a specific dollar amount.

Contribution structure (specify \$ or % and, if a %, include the basis for that contribution. For example: Employees will contribute 3% of base wages):

\$40/pay

A. CONSIDER APPROVAL OF RESOLUTION NO. 2020-04 HCSP AGREEMENT - POORTVLIET:

**RESOLUTION NO. 2020-04
A RESOLUTION TO APPROVE
HCSP PARTICIPATION AGREEMENT**

WHEREAS, the City of Charlotte allows for employees in the POLC Non-Supervisory Unit to participate in the MERS Health Care Savings Program on a voluntarily basis; and

WHEREAS, Jeremy Poortvliet has requested to participate in this program; and

WHEREAS, the City of Charlotte has to approve this agreement for each individual in this unit by hire date; and

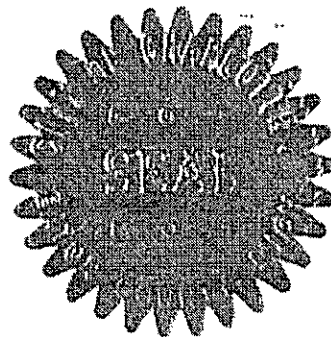
THEREFORE, BE IT RESOLVED, that this employee be allowed to participate in the MERS Health Care Savings Program as provided for by the guidelines of the POLC Non-Supervisory Unit contract.

Council member Dyer moved, supported by Armitage to approve Resolution 2020-04 HCSP Agreement - Poortvliet as presented. Carried. 7 Yes. 0 No.

I, the undersigned, the duly qualified and acting Clerk of 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 adopted by the City of Charlotte at a regularly scheduled meeting held on Monday, January 13, 2020, relevant to the Michigan Open Meetings Act, the original of which is on file in my office as part of council minutes.

IN WITNESS WHEREOF, I have hereunto set my official signature this 15th day of January 2020.


Ginger Terpstra, City Clerk, CMMC
City of Charlotte
Eaton County, Michigan



MERS Health Care Savings Program Participation Agreement

1134 Municipal Way Lansing, MI 48917 | 800.767.2308 | Fax 517.703.9707



I. PARTICIPATING EMPLOYER

Employer Name: City of Charlotte

(Name of municipality or court)

Municipality Number: 2301

Division Number: 300132

II. EFFECTIVE DATE

1. If this is the initial Participation Agreement relating to the MERS Health Care Savings Program for this covered group, the effective date of the program here adopted shall be:

January 1, 2020
(Date)

2. If this is an amendment and restatement of an existing Participation Agreement relating to the MERS Health Care Savings Program for this covered group, the effective date of this amendment and restatement shall be effective:

(Date)

Note: You only need to mark *changes* to your plan throughout the remainder of this Agreement.

III. COVERED EMPLOYEE GROUPS

A participating Employer may cover all of its employee groups, bargaining units or personnel/ employee classifications ("Covered Group"), in Health Care Savings Program. **Contributions shall be made on the same basis within each Covered Group identified by this agreement, and remitted as directed by the Program Administrator.** If the Employer has varying coverage or contribution structures between groups, a separate agreement will need to be completed for each covered group. This agreement encompasses the following group(s):

NSU hired between (03-24-2000) and July 1, 2012

(Name/s of HCSP covered group/s)

Note: To maintain the tax-favored status of the employer's Health Care Savings Program and to comply with federal law, the Employer may not provide coverage or benefit levels to highly-compensated employees that are not provided to non highly-compensated employees.

IV. ELIGIBLE EMPLOYEES

Only Employees of a "municipality" may be covered by the Health Care Savings Program Participation Agreement. Independent contractors may not participate in the Health Care Savings Program.

The Employer shall provide MERS with the name, address, Social Security Number, and date of birth for each Eligible Employee, as defined by the Participation Agreement.

V. EMPLOYER CONTRIBUTIONS TO THE HEALTH CARE SAVINGS PROGRAM

The Participating Employer hereby elects to make contributions to the Trust. Contributions shall be made on the same basis within each Covered Group specified in this agreement, and remitted to MERS as directed by the Employer, to be credited to the individual accounts of Eligible Employees as follows (next page):

MERS Health Care Savings Program Participation Agreement

Check one or more (A or B, C and/or D):

- A. ☐ Employer Contributions for Retirees / Former Employees.** Employer contributions may be made according to any frequency. Identify below the contribution formula or amount that will apply to all in this covered group. *Note: If this contribution is selected, Sections B, C, and D do not apply.*

Contribution structure (specify):

For active employees, please check one or more below (B, C, and/or D).

- B. ☒ Basic Employer (Before-Tax) Contributions.** Before-tax employer contributions may be made as a percentage of salary and/or by a specified dollar amount. Identify below the basic employer contribution formula to be applied to the covered groups within the Health Care Savings Program identified in this agreement.

Contribution structure (specify):

Employer will match bi-weekly contributions.

Employer will match up to \$1,000 annually.

Vesting Cycle For Basic Employer Contributions Only. The employer contributions identified in this Participation Agreement are subject to the following vesting cycle.

- ## Immediate Vesting upon Participation

- ☐ **Cliff Vesting:** The participant is 100% vested upon _____ year(s).
(Stated years)

- ☐ **Graded Vesting Percentage per year of service:** Employers can select the percentage of vesting with the corresponding years of service:

Years of Service

Years of Service	1975-1979	1980-1984
1-5	10	10
6-10	10	10
11-15	10	10
16-20	10	10
21-25	10	10
26-30	10	10
31-35	10	10
36-40	10	10
41-45	10	10
46-50	10	10
51-55	10	10
56-60	10	10
61-65	10	10
66-70	10	10
71-75	10	10
76-80	10	10
81-85	10	10
86-90	10	10
91-95	10	10
96-100	10	10

Percent Vested

Percent Vested	1975-1979	1980-1984
0-20	10	10
21-40	10	10
41-60	10	10
61-80	10	10
81-100	10	10

FORFEITURE PROVISION. Upon separation from service with the Employer prior to meeting the required vesting schedule set out above or in the event a Participant dies without Dependent(s) and/or a named Beneficiary, a Participant's account assets shall:

Check only one:

- ☐ Remain in the HCSP sub-trust to be reallocated among all Plan participants equally
- ☒ Remain in the HCSP sub-trust to be used to offset future Employer Contributions
- ☐ Be transferred to the Retiree Health Funding Vehicle ("RHFV")

MERS Health Care Savings Program Participation Agreement

- ☒ **Mandatory Salary Reduction (Before-Tax) Contributions.** Before-tax Employer Contributions to the Health Care Savings Program Sub-Trust shall be made that represent a mandatory salary reduction resulting from collective bargaining or the establishment of a personnel policy. These reductions may be made as a percentage of salary or a specific dollar amount.

Contribution structure (specify):

\$40.00/ pay

- ☐ **Mandatory Leave Conversion (Before-Tax) Contributions.** Before-tax Employer Contributions to the Health Care Savings Program Sub-Trust shall be made that represent a mandatory conversion of accrued leave including, but not limited to vacation, holiday, sick leave, or severance amounts otherwise paid out, to a cash contribution. These contributions may be calculated as a percentage of accrued leave or a specific dollar amount representing the accrued leave. Leave conversions may be made on an annual basis or at separation from service, or at such other time as the Employer indicates. (Note: The leave conversion program shall not permit employees the option of receiving cash in lieu of the employer contribution.)

- ☐ Check here if the covered employee group has the option to direct any/all of the leave conversion lump sum to an existing 457 program.

Check one or more:

- ☐ As of _____ % of _____
Annual date or X weeks before termination Percentage Type of Leave Conversion (sick, vacation, etc.)
must be contributed to the HCSP.
- ☐ As of _____ % of _____
Annual date or X weeks before termination Percentage Type of Leave Conversion (sick, vacation, etc.)
must be contributed to the HCSP.
- ☐ As of _____ % of _____
Annual date or X weeks before termination Percentage Type of Leave Conversion (sick, vacation, etc.)
must be contributed to the HCSP.
- ☐ As of _____ % of _____
Annual date or X weeks before termination Percentage Type of Leave Conversion (sick, vacation, etc.)
must be contributed to the HCSP.

MERS Health Care Savings Program Participation Agreement

Post-Tax Employee Contributions. Post-tax Employee Contributions made by Eligible Employees within the Covered Group(s) shall be remitted as directed by the Program Administrator, to be credited to the individual accounts of Eligible Employees. All Employee Contributions must be remitted to MERS along with the Participation Report.

VI. MODIFICATION OF THE TERMS OF THE PARTICIPATION AGREEMENT

If a Participating Employer desires to amend any of its previous elections contained in this Participation Agreement, including attachments, the Governing Body by official action must adopt a new Participation Agreement and forward it to the Board for approval. The amendment of the new Participation Agreement is not effective until approved by the Board and other procedures required by the Trust Agreement and Plan Document have been implemented.

VII. STATE LAW

To the extent not preempted by federal law, this agreement shall be interpreted in accordance with Michigan law.

VIII. TERMINATION OF THE PARTICIPATION AGREEMENT

This Participation Agreement may be terminated only in accordance with the Trust Agreement.

IX. EXECUTION BY GOVERNING BODY OF MUNICIPALITY

The foregoing Participation Agreement is hereby adopted and approved on the 26 day of June, 2020 at the official meeting held by City of Charlotte

(Name of approving employer)

Authorized Signature: _____

Name: _____

Title: _____

Received and Approved by the Municipal Employees' Retirement System of Michigan

Dated: _____, 20____

(Authorized MERS signatory)



Memo

To: Honorable Mayor Armitage; City Council
From: Bryan Myrkle, Community Development Director
Date: September 2, 2022
Re: Request for rezone – 243 State St., including need for variance

Background

As City Council members no doubt remember, a prospective purchaser of the property at 243 State St has requested the City consider rezoning the property from I-1 Light Industrial to MX-1 Mixed Use Overlay District. The purpose of the rezone would be to allow him to create a small residential apartment for himself within the building where he would also be conducting an auto repair business.

MX-1 is an overlay district, meaning that if MX-1 is applied to the parcel, use and development can proceed according to either the mixed-use designation, or the original, underlying industrial designation.

The MX-1 zoning designation was created in Charlotte in 2014, and has not been frequently used. While the primary purpose for the designation was to allow for mixed-use residential and commercial development outside the downtown district, a light industrial component was included at the time. Furthermore, the applicant has indicated that he would be able to comply with most or all of the other conditions of the ordinance.

The City of Charlotte Planning Commission held the required public hearing at its August meeting, and there were no comments received from the public on this issue. However, the Planning Commission did discuss the proposal extensively, and is unanimously recommending its adoption with a variance addressing those aspects of the building that deviate from the normal MX-1 zoning standards.

As previously discussed, because this building is not a downtown-style commercial storefront, it does not have certain site features that are assumed by the MX-1 ordinance. The building has fewer street-facing windows than technically required, as well as customer parking in the front instead of the rear, and only a single story rather than multiple stories.

The Planning Commission did not feel that these conditions warrant a denial of the request; and constitute a deficiency in a seldom-used part of our ordinance, rather than a problem with

the proposal. As all variances require justification for approval, city staff believes it is sufficient to note that it would be very impractical for this reuse to require the relocation of a parking lot, the construction of a second story and the installation of new storefront windows.

Overall, the Planning Commission was very supportive of this request and this proposed reuse of the property.

Recommendation

- 1.) Approve the second reading and adoption of the ordinance that would rezone 243 State Street from I-1 Light Industrial to MX-1 Mixed Use Overlay.
- 2.) Approve a variance to the required conditions of an MX-1 zoning classification, to include a reduction in the number of street-facing windows, the location of customer parking and the requirement that the building be 2 or more stories.

Financial Impacts

Other than the indirect impact associated by the reuse and redevelopment of an existing structure here in the City, there is no financial impact.

Suggested Motion

[I move that] City Council approve the second reading and adoption of Ordinance No. 2202-05.

[I move that] Zoning Board of Appeals approve a variance from MX-1 zoning standards in regard to the number of street-facing windows, the location of customer parking and multi-story construction at 243 State Street for the purposes of rezoning.

Introduced: August 01, 2022

Adopted:

Effective:

**CITY OF CHARLOTTE
ORDINANCE NO. 2022-05**

AN ORDINANCE TO AMEND CHAPTER 82 - ZONING, BY
AMENDING THE ZONING MAP TO CHANGE A CERTAIN
DESCRIBED PARCEL FROM I-1 LIGHT INDUSTRIAL TO
MX-1 MIXED USE OVERLAY.

Councilmember _____ moved the following:

THE CITY OF CHARLOTTE ORDAINS:

Section 1. The Zoning District Map of the City of Charlotte, being part of Chapter 82 - Zoning, of the Code of the City of Charlotte, is hereby amended as follows:

That property known as:

*243 State Street, Parcel No. 200-076-600-370-00, legally described as "COM AT
SW CORNER OF LOT 37, E 197.5 FT, N AT R/A 115 FT, N 66°48' W 65.12 FT
TO SE LINE OF STATE ROAD, SW ALONG STATE ST 196.47 FT M/L TO BEG.
RICE'S ADD, CITY OF CHARLOTTE*

is hereby rezoned from I-1 Light Industrial District to MX-1 Mixed Use Overlay District.

Section 2. That the City Clerk is hereby directed to make the necessary corrections evidencing this zoning change.

Section 3. The attached map evidencing this change shall be marked and designated as Ordinance No. _____ and the City Clerk shall enter on the zoning map this ordinance number and the date of the adoption thereof and shall maintain a file containing a copy of this ordinance and a map thereto attached.

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

Second, _____. Carried/Failed with the following roll call vote:

Yeas

Nays

Absent

Dated: _____

Michael Armitage, Mayor

Mary LaRocque, City Clerk

**CITY OF CHARLOTTE
ORDINANCE NO. 2022-05**



Memo

To: Honorable Mayor Armitage; City Council
From: City Manager LaPere, MPAP
Date: August 31, 2022
Re: Proposal from Municipal Analytics for water rate study

Background

Pursuant to City Code, Chapter 68, Article III, Sections 68-96 and 68-97, the city must annually review its water and sewer rates and fix rates which will adequately cover costs of service including the projected capital needs to maintain and improve the system. Further, the ordinance requires we base those rates on 5-year projections of costs. Periodically, it is recommended to have a third-party review the rate structure to ensure the allocation of costs is appropriate to meet the needs of a properly funded system based on the operation, maintenance, and capital costs. Accordingly, the city has budgeted \$24,000 in the FY22-23 budget to perform that independent analysis of our water and sewer rate, recommend potential updates to ordinances and rate structure, and to present their findings and recommendations to the City Council and to the general public.

The City issued an RFP to solicit proposals for this work. We received one response to our request, from Municipal Analytics, with a total bid amount of \$16,900. A copy of their proposal is attached. This project will also include providing the city with an excel rate model to use for annual rate-setting in future years. The firm has completed similar projects for a significant number of municipalities/utility operators of varying sizes and complexities. Municipal Analytics was a partner in the city's recent operational and fiscal analysis, and their familiarity with the city's finances and organizational structure will be a benefit to this project.

For future rate setting, the proposal offers two options: to have the firm create an excel model or to purchase specialized rate setting software. In discussions with the consultant, the representative outlined the benefits of the software; however, staff does not feel we have the personnel available to fully take advantage of those features to justify the ongoing expense of the software maintenance. Also, the City's Finance Director is very familiar with this type of analysis utilizing an excel model. Therefore, we are recommending we proceed with the study utilizing the excel model.

Recommendation

City Council accept the proposal from Municipal Analytics and authorize the City to enter into an agreement for the completion of a water rate study as described in the RFP and submitted proposal for a total cost not to exceed \$16,900 (\$16,400 study and \$500 project expenses estimate).

Financial Impacts

The city budgeted \$24,000 for this project. This proposal would result in the project being under budget by \$7,100. The budgeted funds for this project are in 510-610.000-746.00 (\$12,000) and 510-640.000—746.000 (\$12,000).

Suggested Motion

City Council hereby accepts the proposal from Municipal Analytics and authorizes the City to enter into an agreement for the completion of a water rate study as described in the RFP and submitted proposal for a total cost not to exceed \$16,900 (\$16,400 study and \$500 project expenses estimate).

eel

attachment

Proposal

for a **Water and Sanitary Sewer Rate Study**

Prepared for

**City of Charlotte,
Michigan**



Submitted

August 18, 2022

by **Municipal Analytics,**

John Kaczor, Principal
2075 West Stadium Blvd., #3895
Ann Arbor, MI 48106
734-623-8033
johnk@municipalanalytics.com



Insights and applications for better financial management

2075 West Stadium Blvd., #3895
Ann Arbor, MI 48106
734-623-8033



August 16, 2022

Erin LaPere, City Manager
Amy Gilson, Public Works Director
Eric Smith, Finance Director/Treasurer
City of Charlotte
111 East Lawrence Avenue
Charlotte, Michigan 48813

Dear City of Charlotte Selection Committee,

We are pleased to respond to your request for a proposal to assist Charlotte with an evaluation of its water and sewer rates. This proposal provides two strategies we can take to meet the City's needs. Each approach will achieve the project objectives; the difference between the methods lies with the tools we develop, and the time required at each step of the study.

Municipal Analytics has substantial experience evaluating utility finances and rates in Michigan, and we have developed dozens of rate models for small and mid-sized public utilities. We approach each project with the objective of fully understanding the utility's operations and finances to help identify the true costs of the utility and the revenue required from rates to fully fund the utility. This includes appropriate reserve levels, debt service obligations, capital investments, operations, maintenance, and replacement.

One of the strategies presented includes the use of **Waterworth** software. Waterworth can provide the City with a highly dynamic, interactive, and easy-to-use software solution to the persistent problem of cumbersome spreadsheets. By using Waterworth, we can significantly reduce the time and effort required to complete the study, and it provides the ability to quickly test multiple operating and capital investment strategies and rate options. Waterworth's data visualization makes it easy to understand immediate and long-term impacts of different rate structure and capital investment alternatives, and it provides effective tools for communicating with policymakers and the public. *See Appendix A for an overview of Waterworth.*

The strategies summarized in this proposal will provide Charlotte with rates that are appropriate for the City's needs, with a focus on equity and cost recovery sufficient to maintain sustainable utility operations.

We appreciate the opportunity to propose our services to assist you in this important project, and we are confident that we possess the expertise you require. If you have questions regarding this proposal, please do not hesitate to contact me at 734-277-4454 or johnk@municipalanalytics.com.

Very truly yours,

A handwritten signature in black ink, appearing to read "John Kaczor", is written over a light blue horizontal line.

John Kaczor, Principal
Municipal Analytics, LLC

City of Charlotte
Water and Sanitary Sewer Rate Study Proposal

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Our Understanding of the Project Objectives

The City of Charlotte owns and operates a public wastewater collection and treatment system, comprised of about 38 miles of collection mains, 8 lift stations and a wastewater treatment plant. Additionally, the City produces and distributes safe drinking water from 3 groundwater wells, 52 miles of mains and distribution lines, and 2 water towers. Charlotte's municipal water and sewer services are provided to approximately 4,400 customers.

The water and sewer utilities are operated as an enterprise fund, and rates and charges are expected to be sufficient to produce revenue sufficient to meet all financial needs of the utilities, including operations and maintenance, capital improvements, debt service, and cash reserves. The City is committed to maintaining rates as low as possible to meet the financial needs of the utilities.

Operating and maintaining public utilities requires regular investment in infrastructure and qualified employees to ensure the efficient and safe provision of utility services. As costs and operating demands change, it is essential that the utilities' rates be periodically evaluated and adjusted. Through this process, rate equity is assured, and the financial health of the enterprise fund can be monitored and maintained.

At present, the City's water and sewer rates consist of a uniform consumption charge based on metered water usage, and a base charge which varies based on the customer's water meter size. The City Ordinance requires the commodity rate produce 45% of the annual budgeted revenues of the system; the base charge should produce at least 50% of budgeted revenues. Additional charges and fees include a system equity charge (reserved for capital replacement and improvements), late fees, water turn-on fees, sewer cleaning fees, meter testing and rental charges, and other miscellaneous charges designed to recover the cost of providing services to specific customers.

In recognition of the importance of sufficient rates to fund the operations and capital needs of these vital community services, the City is interested in undertaking a water and sanitary sewer rate study to forecast longer-term operations, maintenance and replacement (OM&R) expenditures, capital and debt costs, identify cash reserve needs, and evaluate alternative rate designs. To this end, the rate study should include the following:

- Determine the true total cost of providing water and sewer services
- Evaluate the rate impacts of capital projects and financing alternatives
- Develop a long-term financial plan to ensure the utilities remain financially stable
- Develop a long-term rate track to smooth out rate adjustments and minimize rate impacts on customers
- Review and offer recommendations to improve the relevant City Ordinances that govern rate setting and utility financial management
- Evaluate alternative rate structures, in conformance with AWWA M1 manual and WEF M.O.P. #27 standards, as well as state statutes, case law and other applicable rules and best practices
- Estimate the impact of different rate designs on customers

Municipal Analytics is pleased to respond to the City's request for a cost proposal to undertake this important study.

Project Work Plan and Deliverables

In preparing this proposal, we considered two approaches we could take to meet the City's needs for this transitional study. In summary, the options are:

1. Develop a fully customized long-range rate model in **Excel** format. Upon completion of the study, the City would be provided a copy of the Excel file and oriented in its use. Future updates could be managed by City staff, or the City could engage Municipal Analytics to provide updates as needed.
2. Utilize **Waterworth** software to build a long-range financial model, test alternative rate designs, evaluate customer impacts, and provide effective data visualizations to communicate utility finances and rate impacts. Waterworth is a cloud-based subscription software that is supported by Municipal Analytics and Waterworth experts. The initial subscription is included in the project fee; future renewals would be charged annually. City staff would be trained in using the software, but they would also always have access to professional support. Waterworth enables continuous utility financial and rate monitoring and management, and is a more user-friendly application than an Excel file.

Regardless of the option selected, our approach to the project will realize each of the project objectives noted on the previous page. In all cases, **Municipal Analytics** will take the lead on project management, data collection, evaluation of rate structure alternatives, strategic analysis of utility finances, recommendation of financial policies, rate conformance with the City's ordinance, preparation of draft and final reports, and communication with City staff and City Council.

If using **Waterworth**, we will utilize their experts to support develop of the in-depth financial forecast and evaluate rate options. Each rate model option will include O&M costs, capital, debt, cash reserves, customer data and rate alternatives.

The steps involved with undertaking either of the study approaches are outlined below.

Throughout the project, we will maintain regular contact with City personnel, engineers, and other parties associated with the issues under consideration. Data requests will be submitted to the appropriate individual or organization to gather the necessary information required to successfully undertake this study. In a general sense, the tasks, which will comprise our work plan, can be summarized as follows:

TASK 1 ASSEMBLE FINANCIAL INFORMATION AND REVIEW RELEVANT REPORTS

- Meet with City staff to understand goals, needs, deliverables and timelines of the study
- Prepare and submit a request for financial and customer data and documents
 - Budgets
 - Capital plans
 - Audited financial statements
 - Debt service schedules
 - Customer data
 - Volume data related to water pumped and wastewater treated
 - Ordinances and policies related to utility rates and financial management
- Review current water and sewer rate model and methodology

- Review submitted information and reports; organize data for the project; follow-up with staff to clarify data as needed

TASK 2 DETERMINE POLICY PRIORITIES FOR UTILITY FINANCES

- Review City ordinances, resolutions, and formal and informal utility financial management policies and guidelines
- Offer suggestions to amend ordinances and expand or update financial policies governing rate calculations, equity and other components of rate setting and financial management
- Integrate policies into the rate analysis

TASK 3 REVIEW CASH RESERVES FOR WATER AND SEWER UTILITY FUNDS

- Review existing cash reserve policies and actual cash balances
- Offer suggestions to help the City comply with or improve its policies
- Ensure cash reserves comply with applicable statutory and legal requirements, as well as bond covenants and industry best practices

TASK 4 ANALYZE HISTORIC CUSTOMER BASE AND CONSUMPTION PATTERNS

- Review historic data related to the number of customers of various classes, water usage and water loss (e.g., billing records, volumes of water pumped and sold, etc.)
- Prepare a profile of customer composition, usage, and revenues generated by the various user classifications

TASK 5 DOCUMENT CURRENT DEBT REQUIREMENTS

- Document the debt service obligations of the utility funds
- Incorporate actual debt service schedules into the rate-setting model
- Identify any bond requirements governing rates, cash balances, and coverage ratios

TASK 6 REVIEW DEMOGRAPHIC AND GROWTH DATA

- Review, and incorporate within the analysis, available information concerning the future composition and population of the service area
- Develop assumptions regarding usage trends

TASK 7 IDENTIFY CAPITAL REQUIREMENTS

- Confer with City officials and engineers to determine any planned or anticipated capital outlays in the utility systems
- Establish a minimum average capital investment to ensure system integrity
- Test different levels of capital investment, funding sources, timing, and other variables
- Extend the capital planning horizon to at least 10 years to ensure large future capital investments are considered within the rate framework developed in the model

TASK 8 DEVELOP A COMPREHENSIVE FINANCIAL FORECAST AND RATE MODEL

- Include several years of historical O&M costs to identify trends
- Factor in capital needs; test various levels of investment over 10-year period
- Incorporate customer data and forecasted trends
- Option 1: fully customized new model built in Excel
- Option 2: utilize Waterworth software to create a custom model, including all budgetary, capital, debt service, customer data and rate alternatives

TASK 9 FORECAST FUTURE EXPENDITURES AND USAGE LEVELS

- We will develop assumptions to forecast future year O&M costs
- Future customer base and usage levels will also be forecasted based on the City's historical records, anticipated growth, and industry trends
- Incorporate debt service schedules and develop pro forma schedules for any potential new debt

TASK 10 ESTIMATE CASH RESERVES AND TARGET NET INCOME

- Based on existing policies and input from the City, as well as industry best practices, develop appropriate cash reserve targets for each utility
- Factor cash needs into the analysis of future revenue requirements from rates
- Determine appropriate uses of cash reserves to fund capital or smooth rate changes from year to year

TASK 11 ESTIMATE FUTURE REVENUE REQUIREMENTS FROM RATES

- Estimate future revenue potential from all sources other than rates, including late fees, current cash reserves, interest earnings, grants, connection charges, etc.
- The net difference between forecasted expenses and these other revenues will be the revenue required from rates

TASK 12 CONDUCT A SURVEY OF RATES AND CHARGES IN THE LOCAL MARKET

- Identify the public utilities that comprise the local market
- Survey the identified market for relevant rates and charges
- Convert rates and charges to a uniform basis for comparison across utilities
- Prepare a summary of market findings

TASK 13 REVIEW EXISTING RATE STRUCTURE AND EVALUATE ALTERNATIVE RATE OPTIONS

- Review the City's current rate structure and revenue generation from different customer classes
- Consider alternatives to the current rate structure, consistent with the policy priorities established in Task 2
- Evaluate different rate designs relative to equity between users, ease of administration, and conformity to the City's billing software

- Test rate alternatives to understand the impact on different user classes and customer profiles

TASK 14 DEVELOP RATE PROJECTIONS RELATED TO DIFFERING COST SCENARIOS

- Calculate the potential rate impacts of various expense levels associated with different capital improvement strategies
- Utilize the long-term rate model to smooth rate adjustments from year to year. This is particularly important within the context of commercial and industrial customers, who rely on rate predictability in business planning.

TASK 15 FORMULATE CONNECTION CHARGES FOR NEW CUSTOMERS

- Provide the City with a policy and financial framework to calculate system equity charges
- Offer ordinance language to codify the agree-upon policies related to system equity charge (in addition to ordinance recommendations noted in Task 2, above)

TASK 16 PREPARE AND SUBMIT PRELIMINARY RATE STRUCTURE

- Prepare and submit a preliminary rate structure for water and sewer, for review by the City
- Prepare a draft report summarizing the approach used in our analysis, the assumptions included in the calculations and the rationale for the selected rate structure. The report will include analysis related to the impact of the developed rates on different user classes.

TASK 17 REVIEW MULTI-YEAR RATE STRUCTURE WITH THE CITY

- Review the developed rate projection model with City staff to ensure understanding of rate calculation methodology
- Demonstrate how the model can be used on a regular basis to maintain financial and rate stability
- After reviewing the draft report and rate structure with the City, we will perform any additional research or analysis related to specific issue areas prior to development of a final report

TASK 18 PREPARE AND PRESENT FINAL REPORT DOCUMENT

- Prepare a comprehensive final report document specifying all findings and research methodologies
- Provide ten printed reports, an electronic copy of the report, and access to the developed rate calculation model
- Present the study findings and recommendations in 2-3 meetings with the City Council and public in a setting determined by the City

Time Requirements

Depending on the study approach chosen and the availability of data, we anticipate this project will require about 90-120 days to complete. Using the Waterworth model will enable us to reduce the effort and time required to build out the financial analysis and rate options for consideration by the City. Of course, timing of any project approach will be dependent upon availability of clean data and efficient communications.

Related Experience

Listed below are three recent/current client references, including two projects utilizing Waterworth software, and one using a custom Excel model.

- **City of Ithaca – Water & sewer rate study using **Waterworth** software (2021)**
Provided comprehensive rate study for this small system. Project involved redesign of three-tier water and sewer rate structures with minimum usage, to a simpler and more equitable structure. Significant effort was required to align the proposed rate structure with a 10-year service agreement with a major sewer customer. Multiple scenarios related to different levels of capital investment, grant funding, rate design and debt vs. cash funding were tested.
 - Project cost: \$11,832 (discounted Waterworth pricing for small systems)
 - Reference:
 - Barb Fandell, City Treasurer-Finance Director
 - bfandell@ithacami.com
 - (989) 875-3200 ext. 305
 - 129 W. Emerson Street, Ithaca, MI 48847-1017
- **City of Port Huron – Water & sewer rate study using **Waterworth** software (2021-2022)**
Municipal Analytics has supported Port Huron with rate analysis since 2014. In the past two years, we began using Waterworth to better manage the utilities' complex data and capital planning needs. Over the years, we have worked diligently to maintain the lowest possible rates to fund O&M, capital and a heavy debt load (due to court-ordered sewer separation projects).
 - Project cost (2022): \$10,815 (subscription renewal, plus added professional services)
 - Reference:
 - Ed Brennan, Director of Finance
 - brennane@porthuron.org
 - (810) 984-9727
 - 100 McMorran Blvd., Port Huron, MI 48060
- **City of Frankenmuth – Water & sewer rate study using **Excel** spreadsheet (2018-2022)**
This study involved integrating a previous wholesale rate model into a new retail rate model, and balancing the respective charges for city and township customers. A number of corrections and adjustments were made to the rate methodology to ensure more accurate calculations. Additionally, the rate model transitions over a ten-year period the meter differential charges from an outdated table of differentials to the standard AWWA meter ratios. Efforts were taken in developing the rate model to align the capital plan with expiring debt to minimize rate variability and ensure fiscal stability of the utility funds.
 - Project cost: \$16,500 (original 2018 study and custom rate model)
 - Reference:
 - Bridget Smith, City Manager

- bsmith@frankenmuthcity.com
- (989) 652-9901
- 240 W Genesee St, Frankenmuth, MI 48734

Local Knowledge

Municipal Analytics previously worked with the City of Charlotte as a subcontractor to Vettraino Consulting on a Management Consulting Services study of City operations and finances.

Our Firm and Qualifications

Municipal Analytics, LLC is a specialty management consulting firm incorporated as a limited liability corporation in the State of Michigan. The firm provides municipal clients with a broad range of financial analysis, fiscal forecasting, rate setting, cost allocation and feasibility study services, designed to improve local government fiscal management and understanding. As municipal specialists, we are able to provide our clients with the right information needed to make effective fiscal decisions.

Operating from our Ann Arbor office, Municipal Analytics provides professional consulting services to cities, villages, townships, counties and other public entities. Over the prior five-year period we have completed numerous projects focusing on:

- Evaluation of utility cash reserves
- Development of Cost of Service rate designs
- Financial analysis of utility capital improvement plans
- Analysis of pension funding options, including MERS and Act 345 systems
- Analysis of OPEB funding options
- Cost allocation and cost sharing models
- Operational efficiency analysis
- Multi-year financial forecasting
- Utility debt service funding
- Review of utility operations.

Waterworth is a technology solution company founded by water management and computer engineering professionals in 2012. The Waterworth software empowers users to stabilize water rates and save for infrastructure upgrades. The software is backed by live, professional support, which makes the process of updating and analyzing financial and customer data quick and easy. This approach helps users efficiently achieve financially sustainable water and wastewater systems.

Waterworth's data visualizations help to quickly evaluate different operations, maintenance, and capital expenditure scenarios. The impact on revenue requirements and rates can be seen immediately, without the need for complex and cumbersome spreadsheets. The graphical outputs of the software also enable effective communication and storytelling, so elected officials and the public can see how costs drive rates. The community's utility assets, water customer base, population, water demand forecasts and non-rate revenues are also integrated into the model and the rate analysis. *See Appendix A for more information on Waterworth. Please contact us if you would like a demonstration of the software before approving its use.*

Project Team

This project will require extensive experience and expertise in the evaluation of financial issues related to utility rate setting, as well as a familiarity with the complexities of public utilities, capital planning, debt financing and associated enterprise fund financial management. To assure the appropriate level of expertise, we propose the following personnel for this project:

John Kaczor | Principal

John will serve as project manager and lead project consultant. In this capacity he will be responsible for conducting research, evaluating data, developing assumptions, creating a custom Excel model or utilizing Waterworth software, interacting with the City, developing the final report, and making presentations as needed. Mr. Kaczor has developed numerous utility financial analyses and rate models for primarily small and medium-sized municipalities in Michigan, and he is familiar with the requirements of the *Bolt* decision, as well as the AWWA M1 manual and WEF MOP #27 standards. *See Mr. Kaczor's attached resume for more about his experience and qualifications.*

Joy Leung | Associate Consultant

Joy will conduct research, compile, and test financial data, and support the project as directed. She holds a master's degree in Urban Planning from Columbia University. Prior to joining Municipal Analytics, she worked for the New York City Department of City Planning.

JP Joly | Waterworth Co-Founder and CEO

For more than 15 years, JP has worked side-by-side with water suppliers, building models and providing expertise to help local governments with asset management, long-term financial planning and utility-rate setting. JP also has substantial experience in water conservation planning, drought management planning, and emergency management planning. JP holds an honors degree in computer engineering from the University of Waterloo. For more information about Waterworth, visit www.waterworth.net.



John F. Kaczor, MPP

Municipal Financial Strategist &
Analytics Specialist

Mr. Kaczor is a municipal management consultant with over 27 years of professional consulting experience. He is trained in utility financial management and ratemaking, public policy analysis, financial evaluation, budget forecasting model development and cost allocation, and he is experienced in working with local governments and public entities of all sizes. Motivated to find the most appropriate solution for the given problem, and to provide local managers with tools to improve analysis and decision-making on an on-going basis.

Areas of Consulting Expertise

Fiscal Management – Reviewed and recommended improvements to financial policies including budgeting, cash management, investments, financial controls and fund reserves. Evaluated and made recommendations for financial software and employee training to improve information reporting required by management and policy makers. Conducted indirect central service cost allocation studies, in compliance with Federal guidelines.

Financial Modeling – Developed numerous spreadsheet-based financial models for municipalities that simulate the interaction within and between a variety of governmental and proprietary funds. Produced comprehensive revenue and expenditure estimates for future years, and analyzed multi-year financial implications of various assumptions and economic conditions.

Utility Rate Setting – Calculated appropriate water and sewer rates for small and large utility systems. Estimated revenue requirements using the cash needs-basis and the utility-basis for ratemaking. Recommended rate structures, financial policies and implementation strategies. Created multi-year, interactive spreadsheets that simplify annual rate recalculations.

Economic and Tax Analysis – Conducted feasibility studies of local income tax and public safety funding options. Evaluated the impact of proposed major commercial developments on the local and state economies. Identified alternatives to traditional economic development approaches for municipalities. Educated elected officials and managers in the complexities of Michigan's property taxation system.

Employee Compensation and Human Resources – Performed comprehensive analyses of employee classifications and compensation systems. Evaluated the scope and value of employee benefits. Designed comprehensive compensation systems based on detailed analyses of the labor market and internal equity considerations. Developed employer-specific personnel policies manuals and workplace safety manuals.

Operational Reviews – Evaluated the structure and operations of municipal functions including public safety, human services, utility billing, motor pool, utility operations and public works. Developed recommendations for improved service provision, customer focus and operational efficiency. Researched appropriate benchmarks and measured performance of operations.

Data Collection and Analysis – Designed complex, project-specific data collection and analysis tools involving research methodology, statistical evaluation and data interpretation. Synthesized diverse information for management decision-making.

Summary of Consulting Expertise

- Financial Forecasting & Five-year Financial Models
- Utility Rate Setting Analysis
- City Income Tax Feasibility Studies
- Administrative Cost Allocation Plan Development
- Municipal Budget Analysis
- Personnel Cost Modeling & Forecasting
- Shared Services Feasibility Studies
- User Fee Studies
- Capital Improvement Planning
- Municipal Operational Analysis

Education

University of Michigan - Master of Public Policy Studies

Western Michigan University - Bachelor of Arts (Economics and Sociology)

Years of Relevant Experience: 27

Registrations and Certifications

American Water Works Association
Cost of Service Utility Ratemaking and Financial Management

Professional Affiliations

International City/County Management Association

American Water Works Association

Government Finance Officers Association

Water for People

Energy Reduction Coalition-CRM

Summary of Consulting of Expertise

- Research and analysis
- Geographic information systems data analysis and mapping
- City financial analysis; budget forecasting
- Master plan review and development support
- Planning and development studies
- Technical assistance with land use and zoning issues
- Municipal operations analysis and strategic redesign

Current Position

Joy serves as Associate Consultant with Municipal Analytics LLC.

Experience

Joy has almost ten years of experience in the public sector, in several capacities. Her primary focus is on planning, with a significant background in research, demographic analysis, geospatial mapping and quantitative analysis. She is also well versed in community outreach, public presentations, organizational analysis and survey design, administration and data synthesis.

Prior work experience includes serving as a City Planner with New York City, as a Senior Research Associate with the Institute for Children and Poverty, and as a Language Instructor in Fukushima, Japan.

Education

Joy holds a graduate degree in Urban Planning from the Columbia University Graduate School of Architecture. She also has bachelor's degrees in Architectural Design and Linguistics from the University of Toronto.

Personal Mission Statement

Joy is dedicated to understanding and improving the information needs of municipal leaders, to better serve residents, businesses, and visitors.

Summary of Relevant Experience

We have listed below a sampling of the prior experience of our proposed project manager in assisting municipalities in establishing public utility rates or other financial and service issues pertaining to municipal budget forecasting and/or utility system operations.

Utility Rate Analysis – Including Financial Forecast and Rate Development

Adrian Township	SAW Grant Financial Analysis & Rate Study
Bedford Township	SAW & SRF User Charge System Evaluation
Dalton Township	Sewer Rate Analysis
Charter Township of Pennfield	Water and Sewer Rate Study
Charter Township of Pittsfield	Water and Sewer Cost of Service Rate Study
Charter Township of Saginaw	Water and Sewer Cost of Service Rate Study
City of Buchanan	Water and Sewer Rate Study
City of Covington, LA	Water and Sewer Cost of Service Rate Study
City of Frankenmuth	Water and Sewer Cost of Service Rate Study
City of Hamtramck	Water and Sewer Cost of Service Rate Study
City of Hart	Sewer Rate Study/Evaluation of Capacity Allocation
City of Ithaca	Water and Sewer Rate Analysis
City of Marshall	Water and Sewer Cost of Service Rate Study
City of Marysville	Water and Sewer Cost of Service Rate Study
City of Port Huron	Water and Sewer Rate Analysis
City of St. Louis, MI	Water and Sewer Cost of Service Rate Study (SAW)
Kochville Township	Water and Sewer Rate Study
Muskegon County Regional Water System	Water Cost of Service Rate Study
Richland Township	SAW Grant Financial Analysis & Rate Study
South County Water-Monroe County	Evaluation of Water Rates and Capital Needs
Thomas Township	Water and Sewer Utilities Rate Study
Village of Akron	SAW Grant Financial Analysis & Rate Study
Village of Capac	SAW Grant Financial Analysis & Rate Study
Village of Dundee	Water and Sewer Rate Analysis
Village of Elkton	SAW Grant Financial Analysis & Rate Study
Village of Maple Rapids	SAW Grant Financial Analysis & Rate Study
Village of Mayville	SAW Grant Financial Analysis & Rate Study
Village of North Branch	SAW Grant Financial Analysis & Rate Study
Village of Peck	SAW Grant Financial Analysis & Rate Study
Village of Pigeon	SAW Grant Financial Analysis & Rate Study
Village of Quincy	Water and Sewer Cost of Service Rate Study
Village of Reese	SAW Grant Financial Analysis & Rate Study
Village of Romeo	Water and Sewer Rate Analysis
Village of South Rockwood	Water and Sewer Rate Analysis
Village of St. Charles	Water and Sewer Cost of Service Rate Study (SAW)
Ypsilanti Communities Utility Authority	Wholesale Rate Development using the Utility Basis Cost of Services Rate Approach

Additional Projects Focusing on Full Cost Allocation – A Vital Step in the Utility Rate Method

City of Clawson	User Fee Study and Cost Allocation
City of Dearborn	Shared Services Cost Analysis
City of Huntington Woods	User Fee Study and Cost Allocation
City of Novi	Shared Services Cost Analysis
City of Royal Oak	Full Cost Allocation Plan
Pittsfield Charter Township	Full Cost Allocation Plan
Shelby Charter Township	Full Cost Allocation Plan
Kent County Communities	Shared Services Cost Analysis
Washtenaw County	Shared Services Cost Analysis
Wayne County	Full Cost Allocation Plan

Multi-Year Financial Model Projects Involving Forecasting Revenues and Expenditures

Calhoun County	Five-year financial model
Cass County	Five-year financial model
Charter Township of Delta	Five-year financial model
Charter Township of Saginaw	20-year financial model
Charter Township of Shelby	Five-year financial model
City of Battle Creek	Five-year financial model
City of Clawson	Ten-year financial model
City of Ecorse	Seven-year financial model
City of Iron Mountain	Five-year financial model
City of Lathrup Village	Five-year financial model
City of Marysville	Five-year financial model
City of Milan	Five-year financial model
City of Montague	Five-year financial model
City of North Muskegon	Five-year financial model
City of Portage	Five-year quarterly cash flow model
City of Rochester Hills	Five-year financial model
City of Rochester	Five-year financial model
City of St. Johns	Five-year financial model
City of Sturgis	Five-year financial model
City of Wayland	Five-year financial model
City of Williamston	Five-year financial model
City of Wyoming	Five-year financial model
City of Ypsilanti	Five-year financial model
Benzie County	Five-year financial model & cash flow model
Calhoun County	Five-year financial model
Cass County	Five-year financial model
Livingston County	Five-year financial model & cash flow model
Midland County	Five-year financial model
Monroe County	Five-year financial model
Newaygo County	Five-year financial model & cash flow model
Saginaw County	Five-year financial model & cash flow model
Village of Chelsea	Five-year financial model
Village of Jonesville	Five-year financial model

Project Fees and Expenses

Professional fees to complete this study are summarized in the table below. Project-related travel expenses will be billed at actual cost, using the IRS standard rate for business travel.

Professional Services	New Excel Rate Model			Waterworth Software		
	Hours	Rate	Cost	Hours	Rate	Cost
Municipal Analytics Principal Hours	90	\$160	14,400	40	\$160	\$8,000
Municipal Analytics Associate Hours	40	\$50	2,000	30	\$50	1,500
Total Professional Hourly Fees			\$16,400			\$9,500
Waterworth Software			0			7,490
Total Professional Fees			\$16,400			\$16,990
Project Expenses (billed at actual)			\$500			\$500

The initial subscription cost for Waterworth is good for one year, and it includes the initial models for both utilities, alternative financial scenarios, training and rate analysis/recommendations. The City can renew its subscription annually to maintain the model. Included with the subscription is support from Municipal Analytics and Waterworth. The Excel model would also provide financial and rate analysis tools and training, but it does not come with support after the initial study is completed.

Note: in compliance with the requirements of the City's RFP, this offer is good for 60 days.

Additional Tasks

Should the City desire additional assistance beyond the scope of work outlined above, we would be happy to continue serving its needs related to utility rates. **The provision of services not included in the Tasks outlined above would be on an as needed basis and would be billed at a rate of \$175 per hour.**

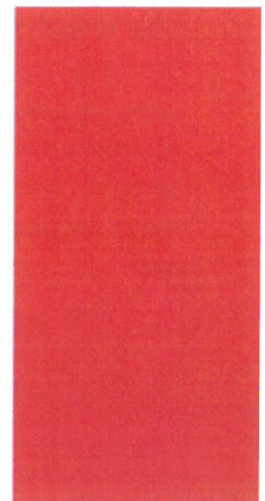
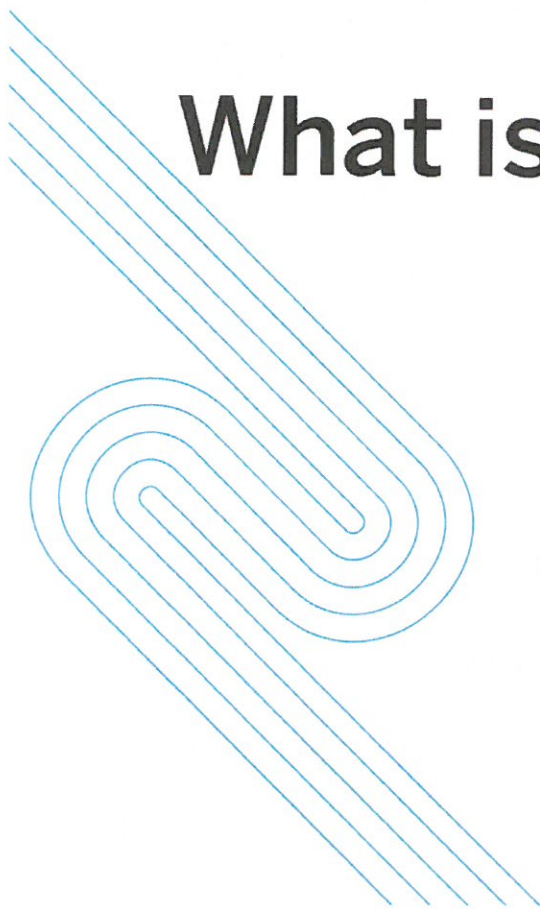
APPENDIX A: INTRODUCTION TO WATERWORTH

Waterworth is a web-based platform that empowers you to stabilize **water rates** and save for **infrastructure upgrades**, so that you can achieve **financially sustainable** water and wastewater systems.

Plus, it's backed by **professional support** when you need it.

What is Waterworth?

Water rate software



How can Waterworth help me?

Gain control of rates and meet revenue goals.

Design and test multiple rate structures to figure out which is best for your community. You can set rates based on cost-of-service, allocate them fairly among customer classes, and build your rate structures to meet long-term revenue, conservation, and community goals. No more guesswork.

Build funding — and stop borrowing — for capital expenditures.

Get a handle on capital replacement needs. Waterworth helps water and wastewater managers make a plan to ensure revenues are sufficient, rates are fair, and long-term goals - water conservation and revenue stability - are met. You'll also save money on consultants

Resolve a long-term public works impasse with a strong plan.

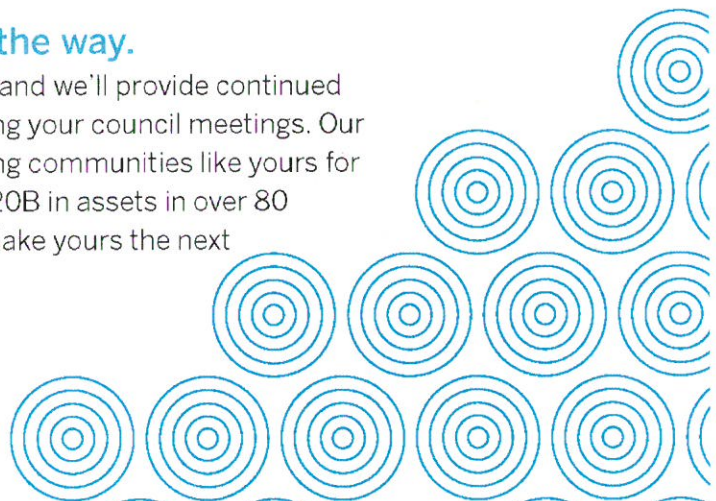
Take the drama out of rate increases while meeting your community's financial sustainability goals. Waterworth facilitates getting the entire community on board with sustainable service delivery. You'll be a hero.

Have more successful conversations with your elected officials.

Communicate capital spending, borrowing, and water rates needs to council members and the public using graphics that are easy to understand. Waterworth lets you model scenarios and create reports, then gives you the tools to present them graphically — and transparently. Everybody likes that.

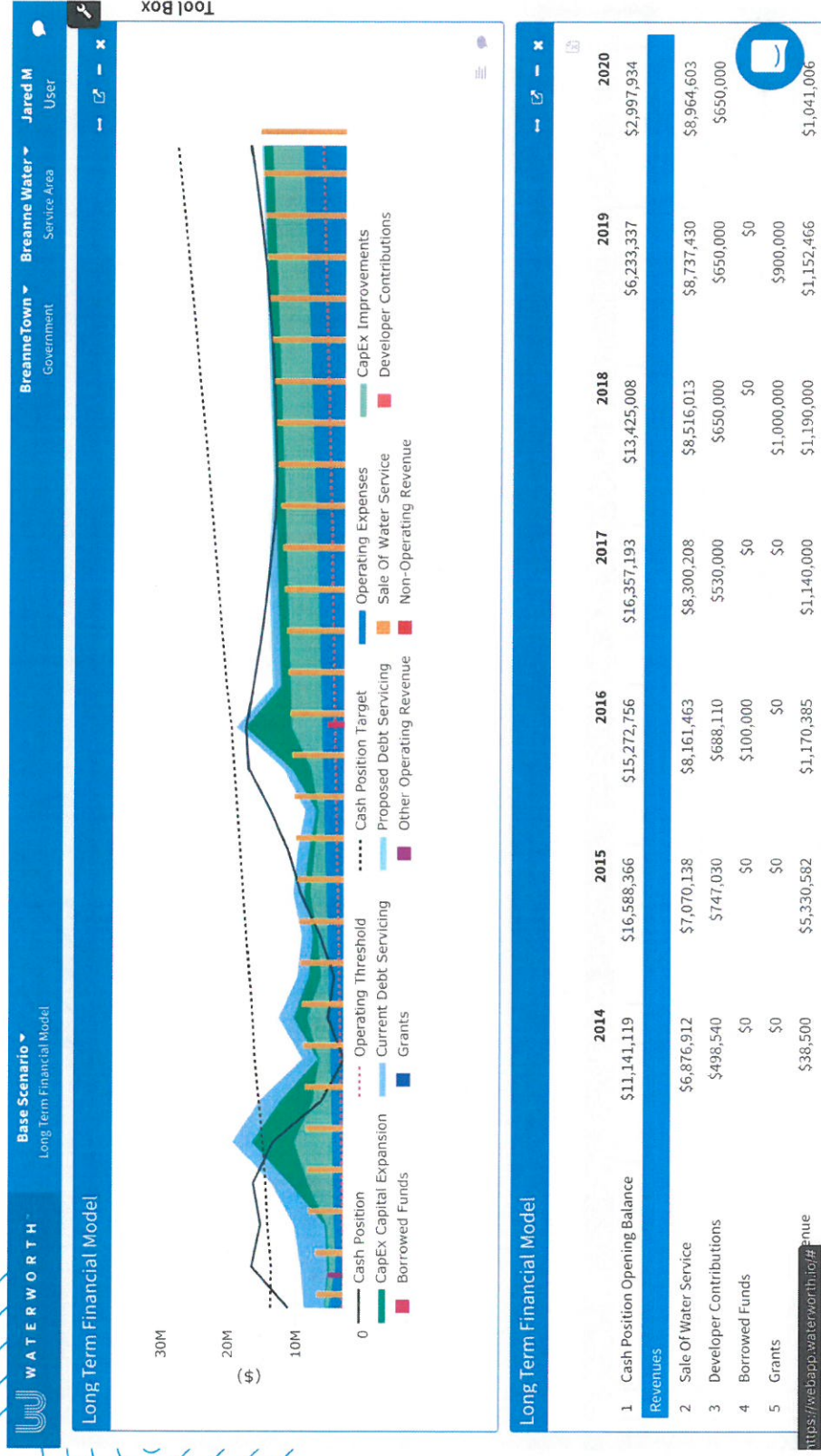
We'll help you every step of the way.

We'll help you onboard and get set up, and we'll provide continued support when you need it — even during your council meetings. Our founders, Kirk and JP, have been guiding communities like yours for 15 years. Waterworth helps manage \$20B in assets in over 80 communities across North America. Make yours the next one.



Tell a better story

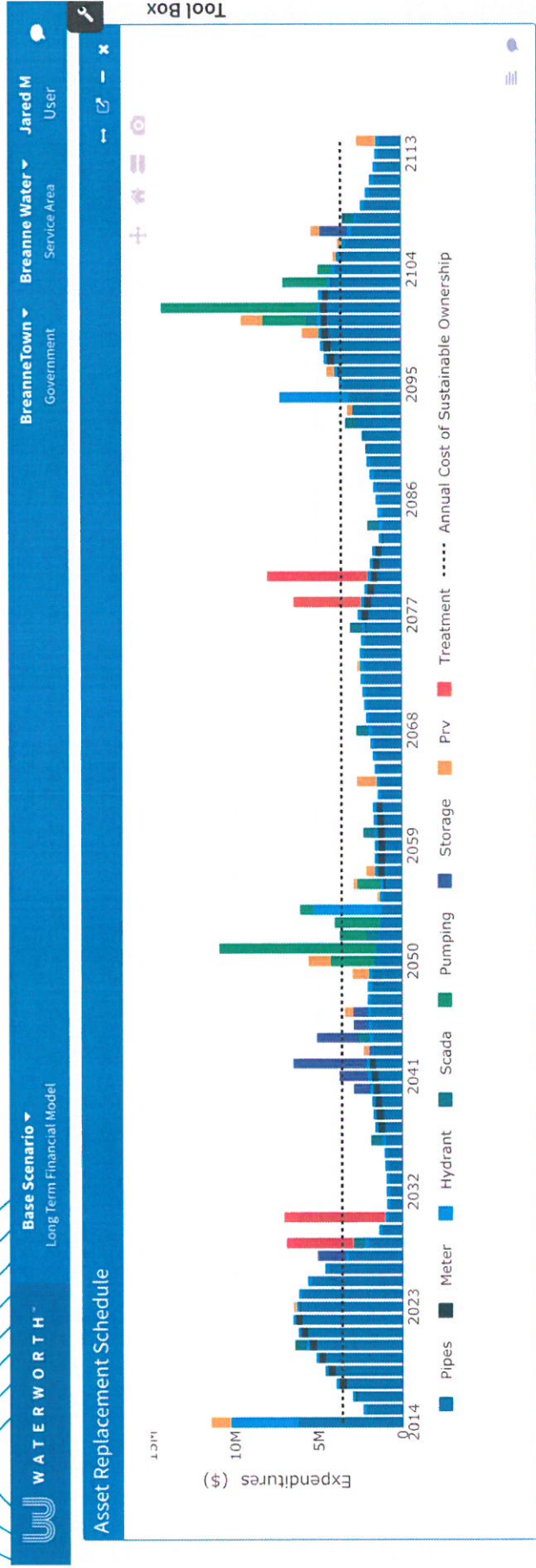
See the big picture with operating and capital costs, revenue and grants, all in one interactive dashboard.



"Waterworth was helpful in showing us what that future growth looks like and how much money needs to go into that." - Lisa Vollbrecht, Assistant Public Utilities Director, St. Cloud, MN

Use data to drive better decisions

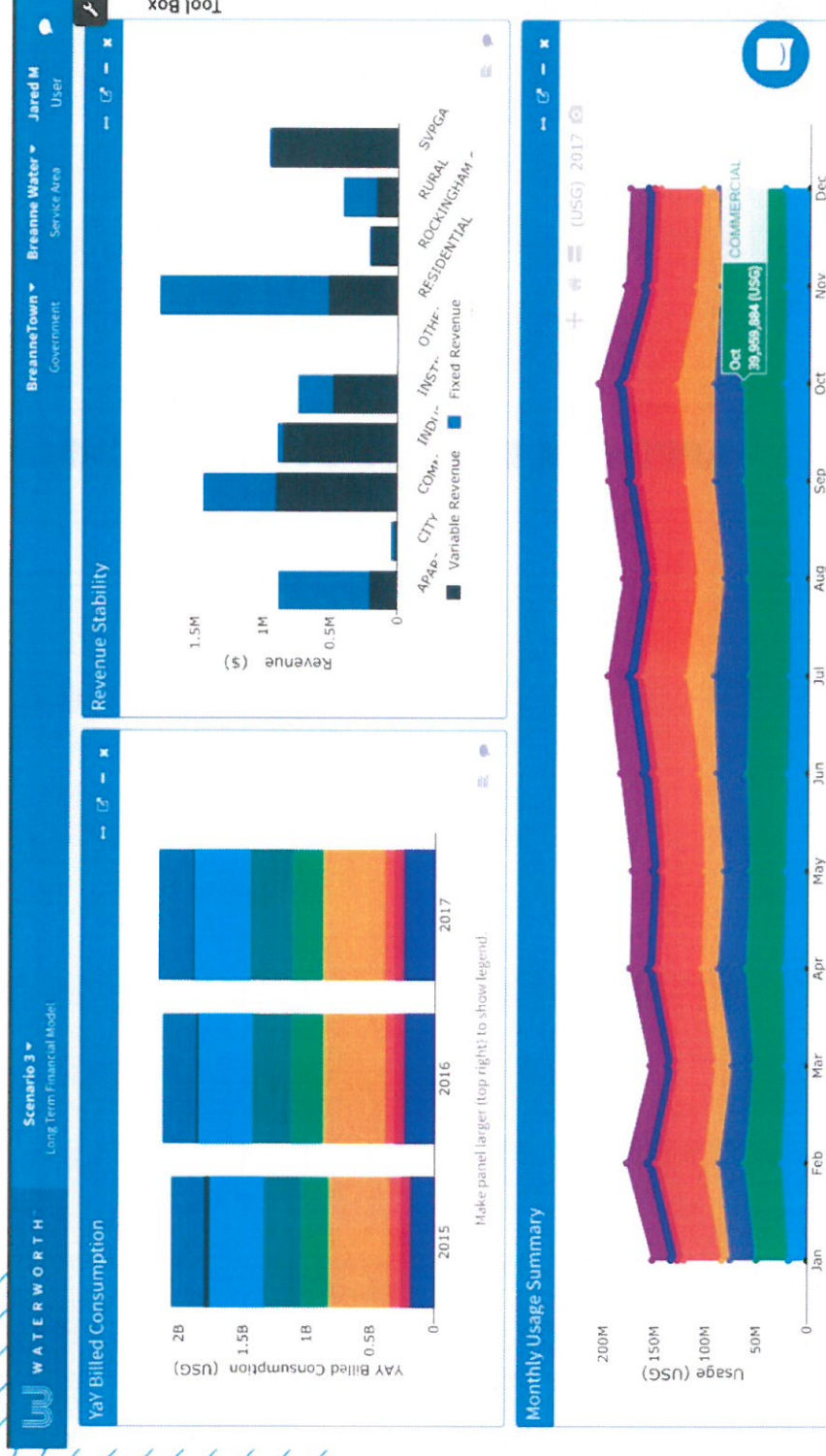
Prepare for future asset replacement today, to ensure intergenerational equity in the future.



"Because of Waterworth, we're able to more accurately account for what assets we have, what the value is, and what the replacement costs are." - Doug Bellatty, Water Superintendent, Granby, CO

Design your optimal rates

Easily model multiple rate scenarios, or see how adjustments to existing rates impact revenue.



"[Waterworth is] a financial forecasting tool rather than just a rate study tool." - Kristal Hughes, Finance Director, Madras, OR

APPENDIX B: REQUIRED CITY FORMS

BID FORM

RFP 2022-04A

Water and Sanitary Sewer Rate Study

Proposal Issued July 22, 2022

The Undersigned hereby offers and agrees to furnish the service in compliance with all terms, scope of work, conditions, specifications, and addenda in the RFP.

Addenda: The Undersigned has read and understands the RFP with all exhibits thereto, together with any written addendum issued in connection with any of the above. The Undersigned hereby acknowledges receipt of the following addenda:

N/A

(write "none" or "n/a" if none)

Company Name: MUNICIPAL ANALYTICS LLC

Street Address: 2075 W Stadium Blvd, #3895

City: ANN ARBOR State: MI Zip Code: 48106

Contact Name: JOHN KACZOR

Office Phone: 734-623-8033 Cell/Alternate Phone: 734-277-4454

Email: johnk@municipalanalytics.com

The Undersigned, by submission of this proposal, hereby agrees to be obligated, if selected to provide the stated services to the City, for the term stated herein, and to enter into an Agreement with the City in accordance with RFP and any written addenda as specified above.

The Undersigned hereby accepts all administrative requirements of the RFP and will be in compliance with these requirements, and if awarded a contract, the respondent is currently and will remain in compliance with applicable provisions of the City's Charter and Code of Ordinances.

I certify, under penalty of perjury, that I have the legal authorization to bind the firm hereunder:

Authorized Signature: John Kaczor Date: 8-16-2022

Printed Name/Title: Principal / John Kaczor

This Request for Proposals is not an offer of contract. Receipt of a proposal neither commits the City to award a contract to any party, even if all requirements stated in this proposal are met, nor limits the City's right to negotiate in its best interest. The City reserves the right to contract with a bidder whose proposal is determined to be in its best interests. The City reserves the right to reject any and all offers received. No proposals will be accepted from anyone who is in arrears for prior expenses or fees owed to the City.

Expenses incurred in the preparation of proposals in response to this Request for Proposals are the bidder's responsibility. No work performed by the selected contractor that is out of the scope as defined by the contractor's proposal will be reimbursed unless specifically authorized by the City in writing.

All proposals are subject to the Michigan Freedom of Information Act. Once bids are opened, the information contained therein becomes accessible by the public.

TAXES, TERMS, AND CONDITIONS

The City of Charlotte is exempt from Federal Excise, State Sales Tax, and Personal Property Tax.

If awarded the contract, the company will be required to perform the scope of work as described in this RFP and any written addendum, unless departure or substitution is clearly noted and described in the proposal. The City reserves the right to determine if a service being proposed is equal to the specified service requested.

In the case of default by the contractor, the City may procure services from other sources and hold the company responsible for any excess costs incurred. In case of error by the company, the City may, by discretion upon presentation of a written explanation by the company substantiating the error, reject the Contract and award to the next qualified company. Such error may be subject to default conditions.

QUESTIONS

Questions regarding this Request for Proposals shall be directed, in writing, to Erin LaPere, MPAP, City Manager, 111 East Lawrence Avenue, Charlotte MI 48813 or elapere@charlottemi.org not later than Friday, August 5th at 4:00 pm local time. All questions will be answered in writing, via email response to the sender, and posted as an addendum to the RFP.

The above insurance is not, and shall not be construed as, a limitation upon Contractor's obligation to indemnify the City.

HOLD HARMLESS

The Contractor shall, to the fullest extent permitted by law, at all times indemnify and save harmless the City of Charlotte from and against any and all claims and demands whatsoever, including costs, litigation expenses, counsel fees and liabilities in connection therewith arising out of injury to or death of any person whomsoever or damage to any property of any kind by whomsoever, to the extent caused in whole or in part, directly or indirectly, by the negligent acts or omissions of the Contractor, any person employed by the Contractor, or anyone for whom the Contractor is liable, while engaged in the work hereunder. This clause shall not be construed to limit, or otherwise impair, other rights or obligations of indemnity which exist in law, or in equity, for the benefit of the City.

IN WITNESS WHEREOF, the CONTRACTOR has set its hand this 16 day of August, 2022.



SIGNATURE

John Kaczor, Principal

PRINTED NAME & TITLE

Appendix C
NON-IRAN LINKED BUSINESS CERTIFICATION

Pursuant to Michigan law (Iran Economic Sanctions Act, Michigan PA 517 of 2012), before accepting any bid or proposal or entering into any contract for goods and services with any prospective vendor, City of Charlotte must obtain certification from the vendor that it is not an "Iran-Linked Business."

By signing below, I certify and agree on behalf of the company submitting this form and myself the following: (1) that I am duly authorized to legally bind the company submitting this proposal; (2) that the company submitting this proposal is not an "Iran-Linked Business," as that term is defined in Section 2(e) of the Iran Economic Sanctions Act, Michigan PA 517 of 2012; and (3) that I and the company submitting this proposal will immediately comply with any further certifications or information submissions requested by the county in this regard.

Company Name MUNICIPAL ANALYTICS LLC

Authorized Representative John Kaczor, Principal
(printed name and title)

Signature  Date 8-16-2022

VENDOR INFORMATION FOR THE CITY OF CHARLOTTE

Please complete the following information for the City of Charlotte to track vendor applicant information and for the City's purchasing process.

Business Name MUNICIPAL ANALYTICS LLC

Address 2075 W Stadium Blvd, #3895, Ann Arbor, MI
48106

Business Type (Sole Proprietorship, Corporation, LLC, etc.) LLC

Is your business a Disadvantaged Business Enterprise (DBE)? Yes ☒ No

Is your business a Minority and Women-Owned Business Enterprise (MWBE)? Yes ☒ No

Does your business have a small business status? ☒ Yes No

Any other business status, please provide information: N/A

Provide the name of the Certifying Entity (ties): _____

Have you conducted business with the City before? ☒ Yes No

- as a subcontractor

If the answer to the above question is NO, please provide your Federal ID Number and attach a copy of your W-9 Form. FEIN #: _____

How did you discover this Bid opportunity? email notification - BidNet

Do you use the MITN Purchasing Group Website (BidNet)?

☒ Yes No

If Yes, do you find it useful (explain) or if No, why? Yes - email notifications reduce effort to find bid opportunities

Completing the above information does not change your chances of being awarded a contract. The information collected will NOT be sold and will not be used to contact you.

Thank you.



Memo

To: Honorable Mayor Armitage; City Council
From: City Manager LaPere, MPAP
Date: August 31, 2022
Re: Agreement with PotterVilla for website redesign proposal

Background

The City of Charlotte website was originally created internally and over the years, various users have added content which has resulted in reports of difficulty to use by end-users, as well as inefficiencies for updating content by staff. City Council identified the redesign of the website to modernize the interface and appearance, and to improve content delivery as a goal for this calendar year. City staff requested recommendations from other municipalities who have recently engaged in a similar project and contacted all the companies that were provided. We met with representatives from six companies who responded to our inquiry to discuss our project goals, and be given a demonstration of what their company could provide the city, including the user and staff interfaces. The larger, nation-wide companies tend to provide a templated product whereas the smaller, one-office companies offered a complete custom redesign.

Quotes were provided by the six companies, with a variety of pricing models. Because certain costs associated with the website will be ongoing and the pricing models varied how the expenses were allocated over time, the table below outlines the year one, year three, and year five costs for each option. In addition to cost, we considered the end-user experience for ease of navigation, aesthetics, and ability to locate information. We considered the staff/content management aspects of efficient workflows and user settings, and project timelines. We also considered any additional services or added value each company could offer.

We are recommending the lowest cost option from PotterVilla. The City's purchasing policy does not require sealed bids for professional services; additionally, their proposal is also under the \$5,000 threshold. PotterVilla is a local, Charlotte-based company who can provide a custom redesign of our website along with ongoing support, as-needed. We also received a positive recommendation when contacting their references. I have included a copy of their proposal for Council's review. As part of this project, they will also assist the City with registration of a dot-gov domain and perform necessary work to ensure persons who enter either dot-org or dot-gov

address will be directed to the City's site. This is part of a nation-wide effort to move municipal websites to dot-gov addresses to ensure end-users have confidence it is the official government site/content. Staff is looking into whether this aspect of the project may be eligible for grant funding to defray the related expenses.

Company	Year one	Year three	Year five	Total first 5y
Civic Plus	4100 (standard)	4100/12300	4100/20,500	20,500
	4700 (custom)	4700/14100	4700/23,500	23,500
FlightPath Creative	14,250 (custom)	450/15,150	450/16,050	16,050
Granicus	15,300	4,815(2)+5,152.05(3)/25,267.05	5512.69(4)+5898.58(5)/36,678.32	36,678.32
Revise	5,700 (standard)	1,500/8,700	1,500/11,700	11,700
	10,500 (custom)	2,400/15,300	2,400/20,100	20,100
WebTech	13,300 (custom)	2,250/17,800	2,250/22,300	22,300
PotterVilla	3,288 (custom)	288/3,864	288/4,440	\$4,440
Current (in-house) fees	3,500	3,500/10,500	3,500/17,500	\$17,500 (current hosting/data backup costs)

Once approved, they estimate the project will take 2-4 months to complete. Our goal is to launch the newly redesigned website by the end of the calendar year.

Recommendation

Council approves the agreement with PotterVilla and authorizes the City Manager to sign the agreement and begin the project.

Financial Impacts

Funds for this project are budgeted in the IT Fund, GL# 666-228.000-746.00

Suggested Motion

The Council hereby approves the quote from PotterVilla to provide professional web design services and authorizes the City Manager to sign the agreement.



Alex Telloyan
PotterVilla Applied Technology
(517) 588-3030
alex@potterville.com
www.potterville.com

August 15th, 2022

Erin LaPere

Elapere@charlottemi.org
(517) 543-8850

Website Development Proposal

Hello Erin,

Enclosed is a quote to rebuild your website for CharlotteMI.gov. As discussed, we are looking at redesigning your website using the WordPress platform and the Divi theme. This will allow us to provide an easy to interact with site, find relevant information, and create a positive impression on both new and current city residents and businesses, all while giving the site a modern professional look.

This quote includes creating a new website with a custom design, taking inspiration from the wireframe sketch noted in the Website Development Form. The website will be constructed using WordPress as the base and Divi as the theme manager. Email addresses and email hosting is currently being hosted with Google. Because we would be handling domain registration, we will also need to ensure email addresses stay operational and create redirects from charlottemi.gov to emails ending with charlottemi.org. We also include 90 days of post-launch support to the site. An additional monthly option for ongoing support and updates is available or can be handled hourly as needed.

If you have any questions, concerns or revisions, let me know! I would consider it a privilege to serve your website needs.

All work done by PotterVilla Applied Technology includes my personal guarantee for your satisfaction and 90 days of complimentary phone and email support. This quote is valid through August 31st, 2022.

All the best,

Alex Telloyan
PotterVilla Applied Technology
alex@potterville.com
(517) 588-3030

Goals & Objectives:

The mission of this rebuild is to create your website into a professional look and platform that enables easy usability via WordPress and the Divi theme. Here are some specific benefits from doing this with us:

- Visual builder that allows easy changes to pages and beautiful new posts
- Fully responsive theme that handles mobile phones, tablets, laptops and desktop computers with equal visual components.
- Regularly updated theme with track record of not breaking sites on update.
- Compatibility with latest versions of PHP, JQuery and other hosting components.

This quote is limited to redesigning high-interest pages mentioned in the Website Development Form, and transferring post content from previous site.

Software Solution:

Your new website will have some things under the hood that you'll need to know about.

Hosting:

Every website needs to be hosted on a server somewhere—we recommend hosting with our Nexcess server. This hosting plan is available for \$24/month. In the meantime, we will set up a temporary development site to perform the build.

Domain Name Registration:

Your domain name lets people find you on the internet. We can have your domain CharlotteMI.org transferred to our registrar for \$15/year. Once you have obtained CharlotteMI.gov, we can launch the new website with that domain name, and have CharlotteMI.org redirect to the .gov address.

WordPress

This software is what lets you manage the website without knowing a programming language. It's extremely versatile and can create all kinds of different websites, but is also very simple to make updates and changes after the site is built. WordPress runs about 33% of websites on the internet and is what will power your new website.

Custom Forms

Gravity Forms is a premium plugin for WordPress that lets us create enhanced contact forms and landing pages. This will be helpful for the general build of the site, contact page, donations, etc., and gives us a lot of flexibility for connecting customers to you for the final sale.

Divi Theme

Divi is a market-leading framework theme for Wordpress from Elegant Themes—currently running several million websites across the internet. This level of usage helps ensure that your theme will be supported for a long time, and that extra care will be taken for backwards compatibility.

Mega Menu

Mega Menu adds a higher degree of quality and customization from the standard Wordpress menu system. Add custom flyouts, fullwidth widgets or detailed information all within Mega Menu!

A Mega Menu is the name given to a large panel of content which is displayed below a menu item when the user clicks or hovers over the menu item. Mega Menus can contain sub menu items and Widgets.

Rebuild Timeline

This quote is valid until September 15th, 2022. If you wish to accept this quote, please sign in the provided location and we will issue an invoice for the deposit. The quote is accepted when PotterVilla receives the funds of your deposit. After you approve the quote, here's how the development process moves through different stages:

1. Development site Hosting setup and WordPress installation.
This happens after your quote is accepted. It's the framework to build the rest of the site.
2. Design build, content & layout and plugin integration. With your input and approval for each sprint, we layout content and setup the look and feel of the site.
Particularly after the first draft is complete, we like to schedule a meeting or call for review.
3. Final proofing and launch: We'll go back over the site with a fine-tooth comb, and then on your approval, launch the site!
4. Post launch updates and support – 90 days.
Any in-scope additions or changes to the site within 90 days of launch are covered!

We use a sprint-based development system, which means a lot of progress can happen on your site in a short period of time, but there may be short delays between those bursts of development. This is normal for the progress of your site.

Timeline for this website development project would take anywhere from 8-16 weeks depending on your response, acts of God, and other workloads. We are currently experiencing a higher volume of web development requests, which may extend this timeline additionally.

For the CharlotteMI.gov website development project, we are quoting 8 development sprints.

Review, Feedback & Sprint System

As we progress through the development of the site, the first thing we'll send you is an initial draft of the homepage and a few of the sub-pages. These will be built based on the design direction as discussed and initial content you've provided.

After that initial draft build, we want you to go through the site and let us know what changes and additions need to be made. With a good change list from the first draft, we will complete another development sprint. Next, we'll have you review the 2nd draft, and help build a list of changes, updates, and new content for the next development sprint. These sprints are focused on content and design and are independent of backend feature development.

Once the site goes live, we'll include another series of post-launch sprints in the following 90 days after launching the site. We organize these sprints to streamline the development process, and maximize your opportunity to have input into the final product. Hopefully the whole process feels natural and seamless for you!



Development Fees:

Here is a summary of your financial obligations for the project:

Service / Item	Cost
Nexcess Website Hosting (1 st Year)	\$24/mo
Wordpress and Divi Theme website with new design 30 Development Hours - CharlotteMI.gov	\$3000
Recurring plugin costs	-
Domain Name Registration: .com, .net, .org (1 st year) charlottemi.org	\$15/yr
Total:	\$3000

Optional or additional services/items:

Additional Domain name registration (optional)	From \$15/year
Stock Images (as needed and pre-approved)	Actual cost
Additional out-of-scope development (anything not described in this quote)	\$100/hour

Terms and conditions:

- Payment terms: 50% due upon signing, with the remainder due upon launch.
- Upon full payment of the development fees, the client owns the website and rights to use all software and content pursuant to their various licenses.
- The client will hold harmless, protect and defend PotterVilla Applied Technology from any claim or suit arising from the use of any content provided by the client.
- PotterVilla retains the right to display graphics and other web content from this project as examples of our work, and retains a right to reuse any content furnished by us.
- This agreement becomes effective based on signature of both parties on the attached page.

Alex Telloyan
PotterVilla Applied Technology

(517) 588-3030
alex@potterville.com
www.potterville.com

Quote Approval

Sign below to authorize this project. Please scan and email to alex@potterville.com, hand deliver, or return a copy in the mail to:

PotterVilla Applied Technology
126 N. Bostwick St
Charlotte, MI 48813

If you'd like to expedite the approval process, you can include a check for **\$1500** made out to 'PVAT' with your signed form. We also accept digital and card-based payments for your convenience. After we receive your form, we'll sign the other half and return a copy to you.

I approve this quote, and agree to the project's terms and conditions:

X

Erin LaPere, elapere@charlottemi.org

Date

PotterVilla Applied Technology agrees to provide the items and services listed:

X

Alex Telloyan, PotterVilla Applied Technology

Date



Memo

To: Honorable Mayor Armitage; City Council
From: City Manager LaPere, MPAP
Date: August 31, 2022
Re: Contract with Knight Watch for keyless entry project

Background

The City of Charlotte has keyless entry on certain internal doors that provide access to secure areas utilized by the Police Department. In reviewing potential projects for use of ARPA funding, administration considered the opportunity to increase building security by expanding that system to provide keyless entry at multiple points in city hall to provide secure access to staff areas. The current method of securing employee-only areas is a combination of standard keys/locks, or code-punch entry. The downside of those systems is that the keys can be duplicated and codes can be shared with outside individuals. Furthermore, the cost to re-key doors is expensive if there is need for change in access. By utilizing a keyless entry (FOB method) of access to secure areas, the city can control who has access to certain areas of city hall, review who accessed areas at certain times if there is a need, and enable/disable access for individuals on-demand. Additionally, we would install keyless entry at the main building entrances which would provide confirmation of who is accessing the building after hours, and offers an opportunity for increase in efficiency because the system enables us to automatically lock/unlock the main doors at set times/days. Currently this is manually done by staff.

There are three primary security-related reasons to limit access to certain areas. First, is employee's physical safety. Second, is the physical materials and resources which are kept in certain areas. Third, is the access to our digital data through our server system.

- Employee safety: limiting physical access to employees is vital should there every be an incident where an employee's safety is threatened.
- Materials/resources: staff maintain physical records that contain personal information about residents/businesses such as bank account numbers, personnel records that include SSN and similar identifiable data, and other city-related documents which contain confidential or otherwise private information not intended for public disclosure. Ensuring those documents are secure is a responsibility of the city as a custodian of those records.

- Digital data: in addition to physical documents, staff workstations provide access to the city's server system. If compromised, the city could have a very serious security breach. Additionally, a savvy individual could install malware onto a workstation that could be used to compromise the city's records. Finally, our workstations are connected to the system via data ports which could be used to bypass security protocols to access the city's server system.

Limiting access to these areas is an important security measure that we can undertake to ensure we are protecting the city, its residents/businesses, and its staff.

The City issued an RFP to solicit bids for this work as the initial estimate for the project was \$90,000. We had four companies conduct a site-visit and three proposals were received. Bids ranged from \$72,545.89 to \$114,359, and a bid tab is attached to this memo. The low-bid was received from Knight Watch, a local company from Lansing. The City utilizes their services for our current keyless entry system and we have been satisfied with their product and service. We are confident that they can provide the system we are requesting. If this project is approved, they estimate the project will take approximately 2 months to complete.

The discussion on ARPA funding did not prioritize this project for use of that funding; however, the city's IT fund has a fund reserve of approximately \$225,000 as of June 30, 2022. This represents approximately 9 months of expenditures, or 75% fund balance which is well above the recommended 20% of unassigned fund reserves. We do not currently have another significant capital expense planned in the near term that would necessitate use of those funds. The low-bid on this RFP was \$72,545.89. By utilizing fund reserves for this project, the city would retain an unassigned fund reserve of approximately \$152,000 which leaves us with a 6 month or 50% fund balance in the IT fund.

Recommendation

Council approves the contract with Knight Watch to provide keyless entry at City Hall in the amount of \$72,545.89 utilizes unassigned fund reserves from the IT Fund.

Financial Impacts

Funds for this project are available in the unassigned fund reserves in the IT Fund.

Suggested Motion

The Council hereby approves the contract with Knight Watch to provide keyless entry at City Hall in the amount of \$72,545.89 and authorizes the Mayor or City Clerk to sign the contract.

eel
attachment

Attachment

Bid Tabulation: RFP 2022-05A; Opened Thursday, September 1 at 4:00 pm EDT

Company	Bid Amount – Lump Sum
Safety Systems, Lansing MI	114,359.00
Newkirk Electric Associates, Flint, MI	89,767.00
Knight Watch, Lansing, MI	72,545.89

KNIGHT WATCH

PROPOSAL

City of Charlotte Michigan

City of Charlotte Keyless Entry Project



City of
CHARLOTTE
Michigan

Prepared By: Martin Holmes

August 28, 2022

KALAMAZOO-HQ

3005 BUSINESS ONE DRIVE
KALAMAZOO, MI 49048

GRAND RAPIDS

859 W RIVER CENTER DRIVE NE
COMSTOCK PARK, MI 49321

LANSING

15559 OLD U.S. 27
LANSING, MI 48906

DETROIT

19 CLIFFORD ST
DETROIT, MI 48226

TROY

1260 RANKIN DRIVE, SUITE G
TROY, MI 48083

City of Charlotte Michigan

City of Charlotte Keyless Entry Project



Dear City of Charlotte,

It is our pleasure to present you with a proposal for the Keyless Entry Project RFP. We at Knight Watch appreciate the opportunity to submit a proposal for your consideration. Moreover, we would like to demonstrate why we believe our company is uniquely situated to provide the highest level of service and support.

OUR HISTORY:

Knight Watch began in 1994 by Eric and Aaron Lindsley in Battle Creek, Michigan. Due to our commitment to providing the best possible solutions and satisfying customers, we have continued to expand our operations. We now serve customers across the United States and in many countries. Knight Watch now has five offices in Kalamazoo, Grand Rapids, Troy, Detroit and Lansing: with over 100 employees.

Kalamazoo Office: 3005 Business One Drive Kalamazoo, MI 49048

Grand Rapids Office: 859 West River Center Dr. NE Comstock Park, MI 49321

Troy Office: 1260 Rankin Dr. Suite G Troy, MI

Detroit Office: 19 Clifford St. Detroit, MI 48226.

Lansing Office: 15559 Old U.S. 27, Lansing, MI 48906

WE SIMPLIFY COMPLEX BUILDINGS SO OUR CUSTOMERS CAN RESPOND FASTER AND GET HOME ON TIME.

When is the last time you downloaded an instruction manual for an app on your phone? That is our philosophy when designing systems – to integrate access control, video surveillance, security, HVAC Controls, power and more into one system that requires no training or instruction manuals. We believe everything users need to operate their facilities should be only 2 clicks away. Knight Watch developers make the above happen.

WE ARE A TURNKEY SOLUTIONS PROVIDER TO BETTER SERVICE OUR CUSTOMERS.

We are a one-stop-shop for solutions that make buildings more secure, efficient and comfortable. From design and planning to installation and service, we offer electricians and low voltage cabling to engineering, full stack software development, IT support, project management, programmers, and third-party commissioning

- | | | |
|----------------------|----------------------|-----------------------|
| • HVAC Controls | • Video Surveillance | • Security Systems |
| • Fire Systems | • Access Control | • Building Automation |
| • Lighting Controls | • Power Metering | • Data Center |
| • Visitor Management | • Patient Wander | • System Integration |

DISCLOSURES

August 28, 2022



The City of Charlotte Keyless Entry Project

- KWI will install 2 large Galaxy access control panels with battery backup to control all 31 doors. 100 key fobs included.
- KWI will install electrified door hardware for 31 doors including pulling control cables for each door from 1 of 2 planned Galaxy access control panels. 7 doors are in basement, 16 doors are on the 1st floor, and 8 doors on 2nd floor.
- KWI will Install door contacts for all 31 doors to notify the system when a door is open/closed.
- KWI will installing request-to-exit motion sensors on 3 doors (#5, #8, #31).
- KWI will install door closing hardware on 16 (#6, 10, 11, 13, 14, 15, 18, 19, 21, 24, 25, 26, 27, 28, 29, 30)
- KWI will install Galaxy access control management software on a server provided by the city that is connected to the network of the building. The IT department will need to provide remote access to the server during the install, programming, and training period.
- KWI will program a graphics overlay into the system for easy identification of controlled doors.
- KWI will install Galaxy client software for programming key fobs and schedules on exiting workstation.
- KWI will provide up to 2 hours of training during 1 training session to city staff.
- KWI warranties all labor for 12 months and all hardware for 24 months.

Exclusions

- Customer to provide wall space for Galaxy panels and provide power and network connection at panel locations.
- Customer to provide, Galaxy server and client workstation.
- Work to be completed during normal business hours Monday to Friday 7am to 6pm

PROPOSAL

YOUR PRIMARY TEAM



Knight Watch presents out comprehensive team with over 30 years of local and global experience.

The KWI team for this project is:



MARTY HOLMES
REGIONAL SALES MANAGER

Point of Contact
27 Years of Outside Sales Experience
Bachelors of Science in Finance



KELLY KLEM
PROJECT MANAGER

10+ Years Experience in Security
ACC (Avigilon) Certification
ACM (Avigilon) Certification



TYLER FENBY
SYSTEMS ENGINEER II

10+ Years Experience in Security
ACC (Avigilon) Certification
ACM (Avigilon) Certification
Lenel Certification
Genetec Certification



SHAUN PURVIS
GLOGAL ENGINEERING MANAGER
DESIGNER OF GVSU AVIGILON SYSTEM

20+ Years of Experience
Milestone Certification
Avigilon Certification



PAUL SEYMOUR
SENIOR INSTALLER

25+ Years Experience
ACC (Avigilon) Certification
ACM (Avigilon) Certification
Lenel Certification
Genetec Certification
Electronic Systems Technician II



ANDY PULLEN
SENIOR ENGINEER

15+ Years Experience
ACC (Avigilon) Certification
ACM (Avigilon) Certification
Verkada Certification



RYAN SLUSHER
FIELD TECHNICIAN

7 Years Experience in Security
ACC (Avigilon) Certification
ACM (Avigilon) Certification
Electronic Systems Technician II



HUMA NAEEM
SERVICE MANAGER

10+ Years Management Experience
NCT Video & Security Training

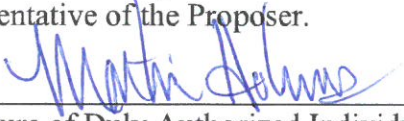
ATTACHMENT A
Keyless Entry Project
Tabulation Sheet

Keyless Entry Project

8 / 29 /2022

Lump Sum Price: \$ \$72,545.89
(attach line-item detail - required)

I have full authority to make such statements and to submit this proposal as the duly recognized representative of the Proposer.



Signature of Duly Authorized Individual

8 / 29 /2022

Printed Name: Martin Holmes

Title: Knight Watch, Regional Sales Manager

Address: 15559 Old U.S. 27, Lansing MI 48906

Phone Number: 517-927-1842

Email Address: marty.holmes@knightwatch.net



Proposal#EST008965

Proposal Date: 8/28/2022

Customer: POLICE DEPT
Project: City of Charlotte Keyless Entry Project
Work Site: 111 E. LAWRENCE AVE
CHARLOTTE, MI 48813

Prepared By: Holmes Marty
Bill To: CITY OF CHARLOTTE
111 E. LAWRENCE AVE
CHARLOTTE, MI 48813

Dear City of Charlotte,

Thank for the opportunity to provide a proposal for the Keyless Entry Project RFP.

Quantity	Description	Extended Price
1.00	SG Corporate Up to 32 Readers with first year soft	\$2,683.56
100.00	PSK-3: Prox Key Ring Tag (Max Secure)	\$396.00
2.00	Includes Large Controller Box; CPU; 8 DRMs & Power	\$9,209.48
1.00	600 Digital Input/Output Board (DIO).	\$475.72
2.00	AL1024ULXPD16 is a multi-output power supply/charger that converts a 115VAC, 60Hz input into sixteen	\$714.78
4.00	12v 7ah Rechargeable Sealed Lead Acid Battery	\$92.64
2.00	CAT6 - Patch Cable - Blue - 25'	\$15.74
32.00	P-500-HA: Alps Proximity Reader	\$2,634.88
32.00	3/4" recessed, 12" leads one closed loop alarm contact - brown - Fire rated (sold in package of 5)	\$460.48
3.00	The DS160 Series consists of the DS160 Detector (light gray) specifically designed for Request-to-ex	\$222.81
3.00	Light Grey Trim Plate for DS-150 & 160 Rex Motion Sensor	\$5.34
3.00	Electronic Strike - Surface Mount - Stainless Finish - 1/2" Throw Latchbolt - Includes 1/8" Spacer	\$984.33
1.00	Male Receptacle Wire Quick connect for top of Mullion	\$65.87
1.00	Female Receptacle Wire Quick connect for top of Mullion	\$56.11
23.00	Electronic Strike - No Cut - Complete Pack with (2) Faceplates - No Voltage Regulator	\$7,854.96
3.00	Electronic Strike - Complete Pack - Stainless Finish - Cylindrical - Mortise - Shallow Frame	\$417.15
1.00	Programmable Logic Module W/3 Relays, 12/24VAC/DC	\$85.39
16.00	Allegion LCN 4040XP Series Surface Closer	\$7,045.60
3,000.00	Composite - Roll - Plenum - Yellow - 22AWG/6C SH - 22AWG/2C - 22AWG/4C - 18AWG/4C - 1000'	\$2,370.00
500.00	Composite - Spool - Plenum - Yellow - 22AWG/6C SH - 22AWG/2C - 22AWG/4C - 18AWG/4C - 500'	\$395.00
200.00	22AWG / 6C - Roll - Shielded - Plenum - White - Stranded - 22/6 SH - 1000'	\$44.00
13.00	Rough-in Materials - Conduit, Back Boxes, Fire-Stop, Etc.	\$475.67
1.00	Project Materials, Installation Hardware and Consumables	\$1,707.72
1.00	Freight Charges	\$609.90

13.00	Engineering	\$1,268.54
26.00	Project Management	\$2,537.08
267.70	Installation	\$26,122.17
30.70	Programming	\$3,594.97

Sincerely,

Holmes Marty

Subtotal	\$72,545.89
Tax	\$0.00
Total	\$72,545.89

Acceptance by you as the owner or authorized representative and subsequent approval by our authorized representative will be required to validate this agreement.

Customer Signature: _____

Date: ____/____/____

**ATTACHMENT B
KEYLESS ENTRY PROJECT**

STATEMENT OF UNDERSTANDING OF PROPOSAL

Knight Watch, Inc.

Vendor name

15559 Old U.S. 27

Vendor's address

Lansing MI 48906

City

State

Zip Code

Martin Holmes, Regional Sales Manager

Contact person's name and position

517-927-1842

Vendor's Phone number

We have read City of Charlotte's Request for Proposals (RFP) for the Keyless Entry Project and fully understand its intent. We certify that we have adequate personnel, equipment, and license to perform said services. We understand our ability and fitness to perform shall be judged solely by the City of Charlotte. In addition, we certify that:

- a. Our proposal is not made in the interest or on behalf of any person not named therein.
- b. We have not directly or indirectly induced or solicited any person to submit a false or misleading proposal or to refrain from proposing.
- c. We have not in any manner sought by collusion to secure an advantage over any other vendor.
- d. We have thoroughly examined the RFP requirements, and our proposed fees cover all costs for service/equipment we have proposed; and
- e. We acknowledge and accept all the terms and conditions included in the RFP

Martin Holmes

Signature of vendor or vendor's Representative

8-29-2022

Date

ATTACHMENT C
Keyless Entry for City of Charlotte
Addendum Sheet

If Addendums exist for this project, please sign, date, and submit with Proposal).

The undersigned acknowledges receipt of the following addenda:

Addendum #1 _____ Initials _____

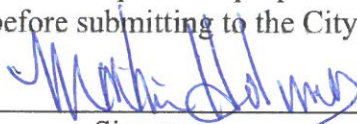
Addendum #2 _____ Initials _____

Addendum #3 _____ Initials _____

The undersigned agrees with the following statement:

I have examined and carefully prepared the response to proposal for the plans and specifications and have checked the same in detail before submitting to the City of Charlotte.

Name Martin Holmes


Signature

Date 8-29-2022

All vendors are responsible to check for addenda, posted on the City of Charlotte's posting on bidnet, from this project prior to the due date. No notification will be sent if addenda are posted unless there is an addendum within two (2) business days of RFP due date.

All vendors receiving initial notification of project will be notified by City of Charlotte of all addenda issued within two (2) business days prior to due date. If an RFP has already been submitted, vendor is required to acknowledge receipt of addendum via fax or email prior to due date. A new RFP response must be submitted by Vendor if addendum affects cost.

RFPs that do not acknowledge addendums may be rejected.

All RFPs submitted shall be sealed. Envelopes are to be clearly marked with required information. Sealed RFPs that are opened by mistake due to inadequate markings on the outside may be rejected and returned to vendor.

ATTACHMENT D

NON-IRAN LINKED BUSINESS CERTIFICATION

Pursuant to Michigan law (Iran Economic Sanctions Act, Michigan PA 517 of 2012), before accepting any bid or proposal or entering into any contract for goods and services with any prospective vendor, City of Charlotte must obtain certification from the vendor that it is not an "Iran-Linked Business."

By signing below, I certify and agree on behalf of the company submitting this form and myself the following: (1) that I am duly authorized to legally bind the company submitting this proposal; (2) that the company submitting this proposal is not an "Iran-Linked Business," as that term is defined in Section 2(e) of the Iran Economic Sanctions Act, Michigan PA 517 of 2012; and (3) that I and the company submitting this proposal will immediately comply with any further certifications or information submissions requested by the county in this regard.

Company Name Knight Watch, Inc.

Authorized Representative Martin Holmes, Regional Sales Manager

(printed name and title)

Signature



Date 8-29-2022



SYSTEM GALAXY SOFTWARE SOLUTIONS

Personal Card/Badge Settings Data Fields 1 Data Fields 2 Photo Badging Alarm Panel User / LCD Message Notes

Find Record Add New Edit Delete Apply Cancel

Loop: Main Building

Number: 1 Order by ID Order by Name

Name: Normal Access

Crisis Mode: Normal Access

Activation Date & Time: 1/1/2011 12:00:00 AM Access Group D

Expiration Date & Time: 11/59/59 PM

Access Privileges Elevator Floors Notes

Unauthorized for Readers

- Accounting Area
- IT / Server Room

Authorized for Readers

- Lobby Entrance
- Side Entrance
- Staff Parking
- Visitor Reception

Contact Information

Address 1: 1126 Sentinel Blvd.

Address 2: Suite 201

City: Renton

State: Washington

Zip Code: 98059

Home Phone: 800-845-6600

Main Photograph

Last Access Information

Lobby Entrance

1/5/2012 4:15:22 PM

Added Date

1/5/2012 3:42:06 PM

Last Modified

1/5/2012 4:18:15 PM

D.O.B.

11/4/1960

Inactive

Trace Enabled

Forward to Time Attendant

Has Physical Disability

✓ VIP

Has Vertigo

Data 1

Contract Coordinator

System Galaxy - Scheduler

File Configure Record Edit View Utilities Window Help

Alarm Events Subevents

Loop: Elevator Lobby

Number: 1 Order by ID Order by Name

Schedule Name: Lobby Doors

Sunday

SYSTEM GALAXY

System Galaxy is a complete, enterprise-class access control and security management solution that offers unsurpassed ability to satisfy the requirements of any credential management, access control, or security situation. With a user interface that's easy to operate and system features that deploy in any combination, Galaxy easily fits any customer.

Flexible • Scalable • Complete

Complete Solution: System Galaxy offers a complete selection of in-demand features that integrate with standard and emerging technologies. With System Galaxy you can deploy any combination of features; access control, alarm/event monitoring, intrusion detection, surveillance, elevator control, identification & credential management, photo imaging & badging, time & attendance, visitor management, reporting, and more.

Scalable Architecture: Whether you need a self-contained or distributed system, System Galaxy scales to any size, making it ideal for single or multi-site facilities, remote sites, campus settings, and multi-national organizations.

Flexible Platform: System Galaxy offers a solution that is appropriate for any organization, including business, commercial, industrial government, healthcare, education, transportation, and more.

Sustainable Future • Maximum Investment

Sustainable Future: Our forward-thinking design and commitment to sustainability means that allows Galaxy customers to meet today's challenges and expand as future needs arise. By maintaining long-term compatibility with existing technologies and keeping pace with rapid industry advancements, System Galaxy provides a continuous path forward.

Maximum Investment: System Galaxy is a single-platform solution that can secure an entire facility. Choose the features you want now and implement additional features as your needs change. With Galaxy, you are never locked into one decision and you don't need to discard major components when your system expands.

Access excellence offers peace of mind.



SECURITY SOLUTIONS

System Galaxy continues to offer the complete spectrum of interactive features and flexibility that customers expect. Monitor and command all access points and system devices from local or remote locations. Galaxy's well-rounded security solution includes interactive surveillance features and intrusion detection.

Monitor • Detect • Respond

Monitoring: System Galaxy makes it easy to monitor and evaluate situations with informative, color-coded messages, and prioritized alarm events. Operators can quickly respond to alarms and events. Galaxy's automated email notification feature sends selected events or alarms to appropriate personnel.

Door Commander: Control a single door or a group of doors with the click of a mouse. The operator can interactively override a lock- or unlock-schedule, disable and pulse doors from context menus.

Alarm point / Input Commander: Operators have point-and-click control of alarm partitions. Arm and disarm partitions, acknowledge and shunt incoming messages, and more.

Graphics: Display the location and real-time status of all doors and alarm points in your facility on a floor diagram. Intuitive icons dynamically change states to reflect the condition of the devices they represent. Operators can command doors and devices directly from the icons with point-and-click ease.

Device Status: Quickly determine the state of a device or door with dynamic text and graphic indicators. Command doors and devices through interactive command menus.

Email Notification: Selectively notify the appropriate personnel of alarms and activity.

Intrusion Detection: Monitor user-defined alarm points for security notification purposes.

Guard Tour: Track guard tour points by sequence, start/stop time, or by timed intervals.

Elevator Control: Call elevator cars and authorize access to selected floors, based on access privileges.

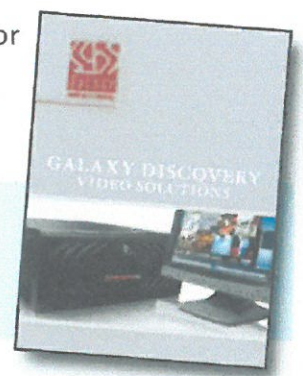
Who's In: This feature provides a real-time log of the cardholders in your facility or in a designated area. This provides a roll call report that is easily printed or viewed, helping you determine the status of persons.

Photo Verification: Automatically call up a stored photo of the person presenting credentials for direct comparison by the security operator, adding yet another level of security for your organization.

Integrated Live Video: Automatically call up Live Video based on valid access or alarm events. Cameras can be controlled by the operator. Galaxy's Video Viewer supports manual retrieval of both live and historical video. Galaxy integrates this feature with many leading third-party DVR solutions.

See our Galaxy Discovery DVR Brochure

Our Discovery series DVRs provide a high performance solution that allows you to optimize your monitoring capabilities.



ACCESS MANAGEMENT

System Galaxy's complete selection of access-control features and reports are essential to managing access. Selectively use the features you need and tailor them to suit any combination of simple or complex security situations. All access control features perform seamlessly inside System Galaxy's easy-to-use software environment.

Import • Schedule • Control

Import / Export: System Galaxy provides time-saving tools that simplify the task of importing people and cards into the Galaxy database. Galaxy can import and export data to and from personnel systems including SAP, PeopleSoft, and Man Power.

Cardholders: Galaxy offers extensive user-intuitive options for enrolling and managing cardholders and their credentials. You can enroll multiple cards and biometric credentials for each cardholder. You can independently control card behaviors and access privileges. It's easy to add the photographs, badges, and data that pertain to each cardholder and their role with your organization. System Galaxy provides numerous data types that make it simple to manage credentials and access privileges, as well as control report filtering.

Schedules: A click-and-drag interface with color-coded time intervals makes creating a time schedule easy to understand and do. Special days and holidays can be assigned to any schedule, and they can be uniquely configured with their own active/inactive times.

Access Rules: System Galaxy provides the ultimate flexibility in creating simple or complex access rules. Apply them to doors or personnel in a grouped or individual manner.

Personal Doors: Galaxy's 'Personal Doors' feature allows people to be independently assigned to doors when a unique set of privileges is needed. Use in combination with access groups and profiles to quickly add doors to an existing cardholder. Or use the feature by itself to provide the simplest access privilege. This feature includes a convenient filtering utility that lets the operator quickly locate the right door no matter how large your facility is.

Time & Attendance: Galaxy's time & attendance feature reports personnel attendance and hours worked in any size organization.

Reports: Track and analyze personnel and operator activity with Galaxy's extensive selection of reports. These include alarm, door and card activity, who's-in/roll-call, auditing and many more. Powerful utilities allow the administrator to query data selectively, configure and save unique report filters for future use. All reports can be quickly generated for fast online viewing and printing

System Operator Privileges

Galaxy offers a rich set of filters and privileges that can be assigned in any combination. You can easily control which screens and features each operator can see or use on an individual basis. This way can create unique boundaries for operators who serve different roles and ranks; like security officers, badging operators, and administrators. Also you can manage login and password renewals with finite control.

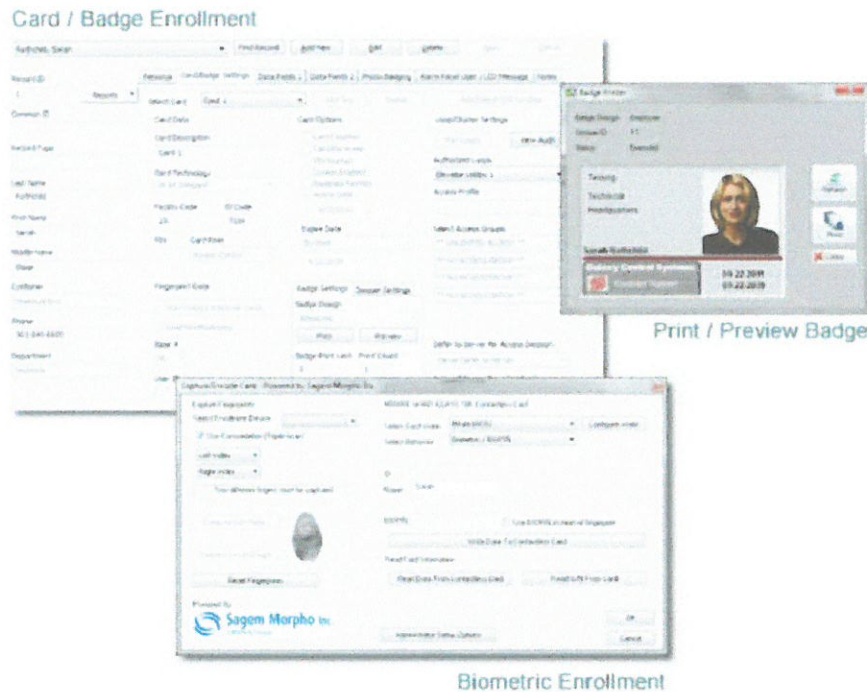
CREDENTIAL MANAGEMENT

System Galaxy offers a versatile credentialing solution that combines card enrollment, biometric identification, photo-capture & ID badging, and visitor management capabilities. Provide the added security and safety your organization desires by choosing from any combination of credentialing features.

Capture • Design • Identify

Card / Badge Enrollment: The operator performs card enrollment, credential management, and badge printing from the same screen.

Biometric Enrollment: Galaxy integrates fully with the foremost biometric technologies, providing the capability to capture, compare, encode and load finger templates within System Galaxy. And Galaxy provides any combination of identification (1:1) and authentication (1:n), and is able to store biometric data in the reader and/or on the smart card.



Supported Technologies Include:

STANDARD CARDS

- Proximity 125KHz
- Barcode
- Magnetic Stripe

SMART CARDS

- HID® iClass®
- MIFARE®
- MIFARE DESFire™
- MIFARE DESFire™ EVI

US GOVERNMENT COMPLIANT

- HSPD-12 & FIPS 201 Compliant
- FICAM Approved APL Certification Numbers: 10060, 10083, 10084, 10097, 10098
- PIV, PIV-II, TWIC cards
- CAC-Legacy, Transition, Endpoint
- DICAP Certification

System Galaxy supports credentials under one user record.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/30/2021

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 have ADDITIONAL INSURED provisions or 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 Gibson Insurance Agency, Inc. 202 S Michigan St, Suite 1400 South Bend IN 46601		CONTACT NAME: Danielle Hunt PHONE (A/C, No, Ext): (800) 814-2122 FAX (A/C, No): (800) 836-2122 E-MAIL ADDRESS: dhunt@thegibsonedge.com	
INSURED Knight Watch, Inc. 3005 Business One Dr Kalamazoo MI 49048		INSURER(S) AFFORDING COVERAGE INSURER A: Hartford Fire Ins Co INSURER B: Hartford Insurance Group INSURER C: Hartford Cas Ins Co INSURER D: SummitPoint Insurance Company INSURER E: INSURER F:	
		NAIC # 19682 29424 15136	

COVERAGES**CERTIFICATE NUMBER:** 1-1-22/23 Liability**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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ XCU ☒ Contractual Liability GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PRO-JECT ☐ LOC OTHER:			36UENOZ3451	01/01/2022	01/01/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO OWNED AUTOS ONLY HIRED AUTOS ONLY 19 ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS ONLY			36UENOZ3452	01/01/2022	01/01/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	☒ UMBRELLA LIAB ☒ OCCUR ☒ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 10,000			36HHUOZ3409	01/01/2022	01/01/2023	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
	☒ 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	N/A		WCS3006795	01/01/2022	01/01/2023	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

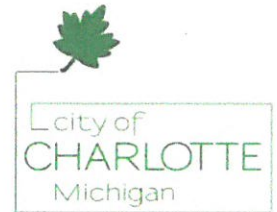
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

FOR PROOF OF COVERAGE ONLY PLEASE REQUEST SPECIFIC CERTIFICATE HOLDERS

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

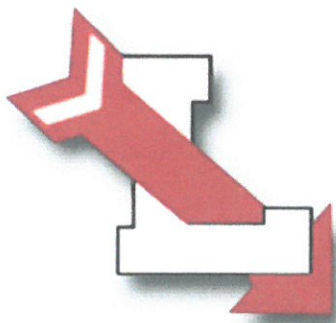
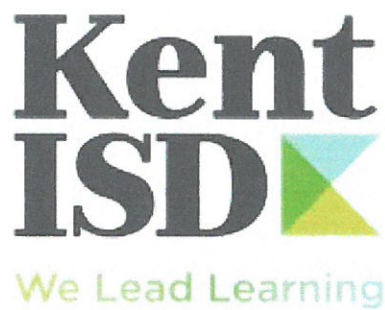
AUTHORIZED REPRESENTATIVE



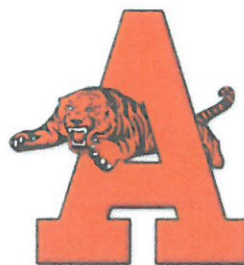
REFERENCES



**DOWNTOWN
MARKET
GRAND
RAPIDS**



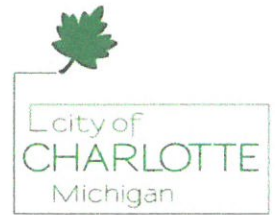
Lowell Area Schools



Allegan Public Schools



Niles Community Schools



WHY KNIGHT WATCH?

We Guarantee 4-Hour Service, so our customers have peace of mind

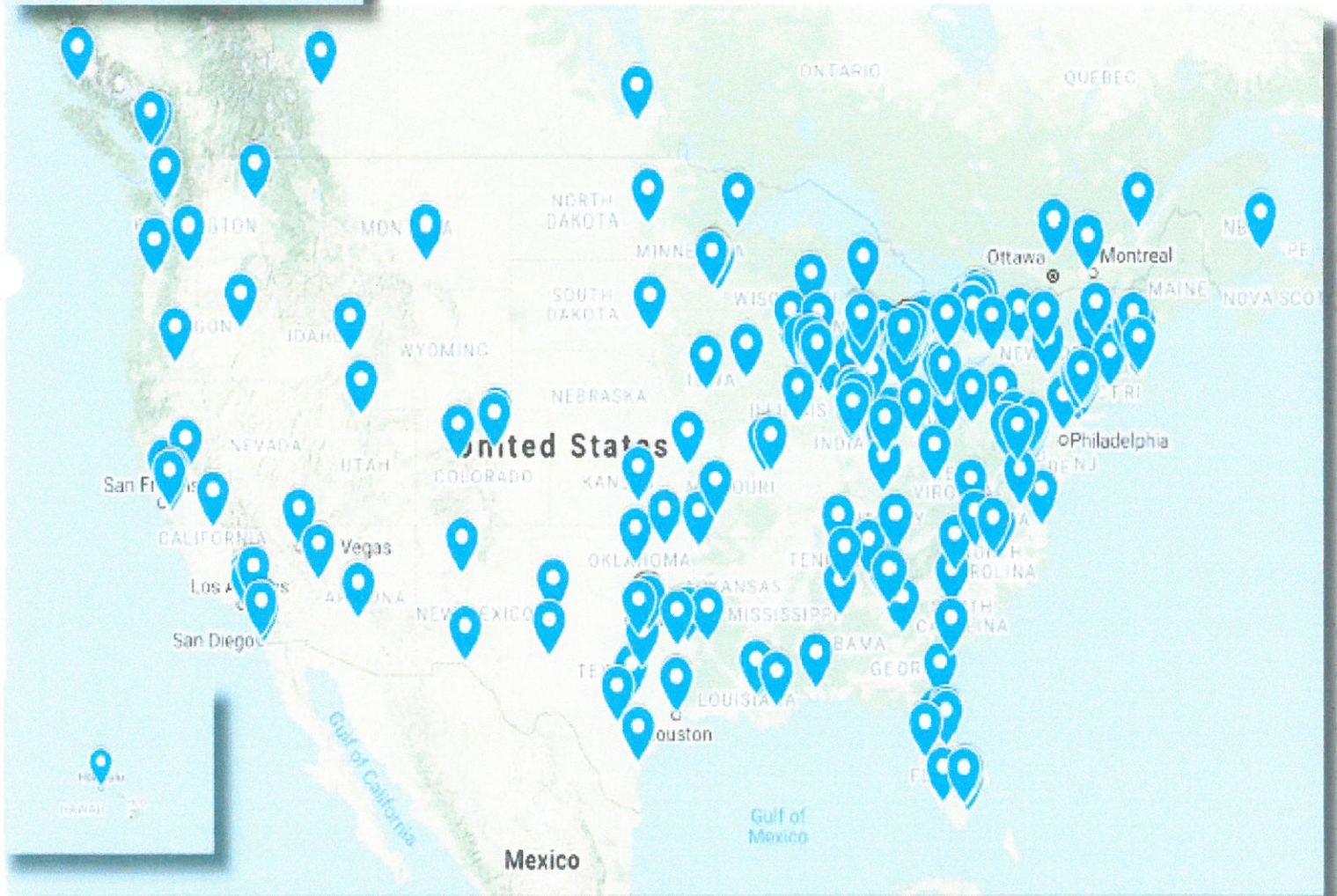
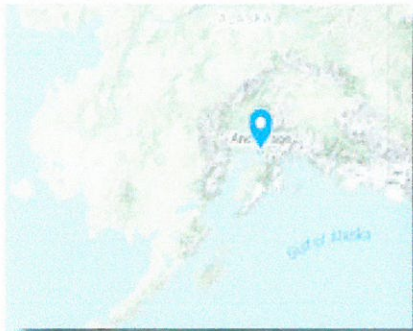
We understand the importance of quick response times and a service team that is reliable and passionate about helping others. That's why we offer a service department that is available 24/7/365 with a 4-hour service guarantee.

	Knight Watch	Competition
60+ In-House Technicians	X	?
3 Dedicated Service Departments	X	?
Turn-Key Installation In-House	X	?
Full Stack Developers On Staff	X	?
0% financing option	X	?
Available 4-Hour Service Guarantee 24 / 7 / 365	X	?
In-House CAD Department	X	?
Value Engineering Team	X	?
Local CEO	X	?
Financial Strength	X	?
Non-Proprietary Product Offerings	X	?
IoT Integration Availability	X	?
In-House IT Department	X	?

Nationwide



Knight Watch has experience delivering system integration projects across the country and around the globe. Our Partner network enables us to scale quickly regardless of project size or install location.



KEY



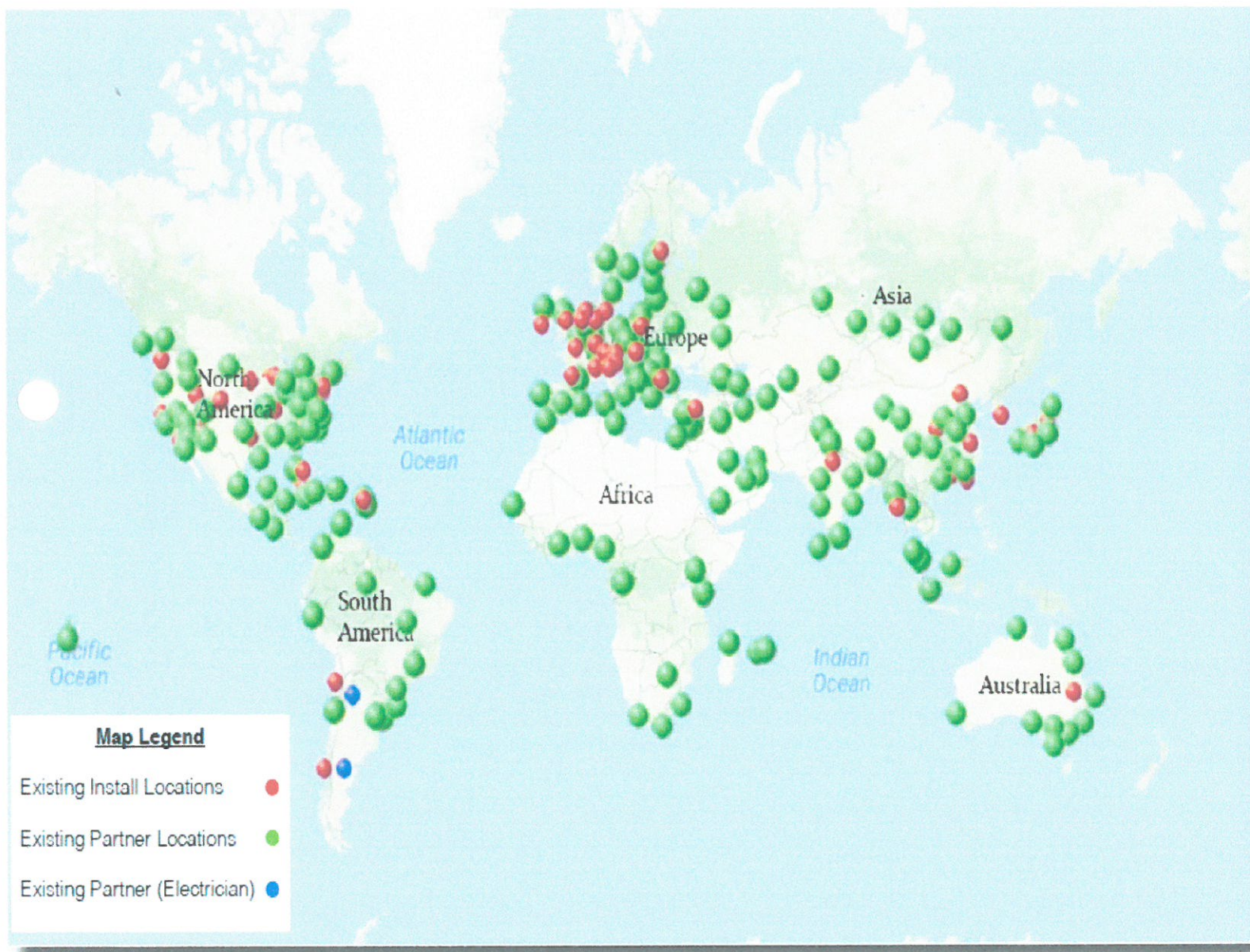
LOCATION OF CURRENT KWI
INSTALLATION AND SERVICE
PARTNERS.



Global



City of
CHARLOTTE
Michigan





City of
CHARLOTTE
Michigan



THANK YOU!

PRIVATE AND CONFIDENTIAL

MEMORANDUM

TO: Charlotte City Council

FROM: Thomas M. Hitch, City Attorney

RE: CITY ATTORNEY REPORT

DATE: August 30, 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 attorney for the remaining land owner, Charlotte Estates, LLC, and the City's representative, Timothy Davis, are hopefully in fruitful discussions that may result in a settlement of the avigation easement issue with this land owner. If the discussions are not successful, at the next Council meeting I will be presenting a Resolution of Necessity and a Declaration of Condemnation which need to be adopted by City Council, as the precursor of filing suit for condemnation of the airspace over the property. Mr. Davis and I will keep the City Administration and Council apprised.
2. Chuck's Chariots. Bryan Myrkle has made the final inspection of the property and has indicated that the terms of the Settlement Agreement have been met. The Stipulation to Dismiss and settle the case in its entirety has been submitted to Judge Maurer, the presiding Judge in this case. I believe this was a very good result for the City.
3. 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 6th Council Meeting

September Communications

The City's monthly communications are available online. City Beat is the monthly update printed on the backside of utility bills, and Charlotte Chronicles is the longer e-newsletter that is provided electronically via Rave Alerts, website, and social media. Current and archived versions are available online.

City Beat: www.charlottemi.org/about/city-beat/

Charlotte Chronicles: www.charlottemi.org/charlotte-chronicles/

Fire Chief

The Fire Chief has notified the City that he will be stepping down due to medical-related concerns. He will be able to continue to fulfill the administrative duties in the interim while we complete the recruitment process. We will begin the search for his replacement this month.

Code Enforcement and Rental Inspection Update

Code Enforcement: The Code Enforcement Officer has been busy following up on existing matters, and investigating new complaints. A few notes, we have deemed the house at 806 Pearl uninhabitable and boarded up the site to prohibit occupancy and the property at Chuck's Chariots has been compliant with our settlement agreement. We have issued several citations for those situations where we have not been able to achieve compliance. A copy of the current code enforcement activity is attached. For the June 1st through August 31st timeframe she filed 70 complaints and 9 have been resolved.

Rental Inspection: The Rental Inspection program implementation is progressing smoothly. We currently have 12 certificates on hold pending violation corrections, 224 certificates issued, 56 registered and pending inspection, and issued 139 final notices for failure to register. We also identified 8 properties which have not registered but ownership has changed, those individuals were sent initial notices to register.

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/>

Enforcement List

09/02/2022

Enforcement Number	Address/ Parcel Number	Category	Date Filed	Status	Next Action	Next Action Date	Date Closed
EN220106	WASHINGTON	Tall Grass/Weed Complai	06/02/2022	Open Complaint			
EN220107	WASHINGTON	Tall Grass/Weed Complai	06/02/2022	Open Complaint			
EN220108	SHAW	Tall Grass/Weed Complai	06/06/2022	Open Complaint			
EN220109	MAPLE	Tall Grass/Weed Complai	06/06/2022	Open Complaint			
EN220110	SHAW	Tall Grass/Weed Complai	06/06/2022	Open Complaint			
EN220111	PEARL	Tall Grass/Weed Complai	06/07/2022	Open Complaint			
EN220112	SHAW	Tall Grass/Weed Complai	06/07/2022	Open Complaint			
EN220113	SHELDON	Tall Grass/Weed Complai	06/07/2022	Open Complaint			
EN220114	4TH	Tall Grass/Weed Complai	06/07/2022	Open Complaint			
EN220115	1ST	Tall Grass/Weed Complai	06/07/2022	Letter Sent			06/07/2022
EN220116	3RD	Tall Grass/Weed Complai	06/07/2022	Open Complaint			
EN220117	LAWRENCE	Property Maint	06/09/2022	Open Complaint			
EN220118	COCHRAN	Tall Grass/Weed Complai	06/16/2022	Open Complaint			
EN220119	R.R.	Tall Grass/Weed Complai	06/20/2022	Open Complaint			
EN220120	PLEASANT	Tall Grass/Weed Complai	06/20/2022	Open Complaint			
EN220121	SHELDON	Property Maint	06/21/2022	Open Complaint			
EN220122	CHADS	Tall Grass/Weed Complai	06/21/2022	Open Complaint			

Enforcement List

09/02/2022

Enforcement Number	Address/ Parcel Number	Category	Date Filed	Status	Next Action	Next Action Date	Date Closed
EN220123	CANTERBURY	Tall Grass/Weed Complai	06/22/2022	Open Complaint			
EN220124	COCHRAN	Property Maint	06/23/2022	Letter Sent			06/24/2022
EN220125	LAWRENCE	Property Maint	06/23/2022	Open Complaint			07/25/2022
EN220126	PLEASANT	Tall Grass/Weed Complai	06/23/2022	Open Complaint			
EN220127	PRAIRIE	Tall Grass/Weed Complai	06/23/2022	Open Complaint			
EN220128	PRAIRIE	Property Maint	06/23/2022	Open Complaint			07/28/2022
EN220129	AMITY	Tall Grass/Weed Complai	06/28/2022	Open Complaint			
EN220130	FOOTE	Tall Grass/Weed Complai	06/28/2022	Open Complaint			
EN220131	SHELDON	Tall Grass/Weed Complai	06/28/2022	Open Complaint			
EN220132	SHAW	Tall Grass/Weed Complai	06/28/2022	Open Complaint			
EN220133	SHELDON	Tall Grass/Weed Complai	06/29/2022	Open Complaint			
EN220134	1ST	Tall Grass/Weed Complai	06/30/2022	Open Complaint			
EN220135	SHAW	Tall Grass/Weed Complai	06/30/2022	Open Complaint			
EN220136	SHAW	Property Maint	07/11/2022	Open Complaint			07/26/2022
EN220138	1ST	Tall Grass/Weed Complai	07/11/2022	Open Complaint			
EN220139	VANSICKLE	Tall Grass/Weed Complai	07/11/2022	Open Complaint			
EN220140	STODDARD	Tall Grass/Weed Complai	07/11/2022	Open Complaint			

Enforcement List

09/02/2022

Enforcement Number	Address/ Parcel Number	Category	Date Filed	Status	Next Action	Next Action Date	Date Closed
EN220141	WASHINGTON	Tall Grass/Weed Complai	07/11/2022	Open Complaint			
EN220142	LANSING	Property Maint	07/11/2022	Open Complaint			
EN220143	3RD	Tall Grass/Weed Complai	07/13/2022	Open Complaint			
EN220144	CLINTON	Tall Grass/Weed Complai	07/13/2022	Open Complaint			
EN220145	SHEPHERD	Tall Grass/Weed Complai	07/13/2022	Open Complaint			
EN220146	SHELDON	Tall Grass/Weed Complai	07/13/2022	Open Complaint			
EN220147	PEARL	Property Maint	07/14/2022	Open Complaint			
EN220148	HORATIO	Building Violation	07/19/2022	Open Complaint			
EN220149	CLINTON	Tall Grass/Weed Complai	07/20/2022	Open Complaint			
EN220150	COCHRAN	Tall Grass/Weed Complai	07/20/2022	Open Complaint			
EN220151	HENRY	Tall Grass/Weed Complai	07/21/2022	Open Complaint			07/27/2022
EN220152	LANSING	Tall Grass/Weed Complai	07/21/2022	Open Complaint			
EN220153	4TH	Tall Grass/Weed Complai	07/25/2022	Open Complaint			
EN220154	HIGH	Property Maint	07/26/2022	Open Complaint			
EN220155	COCHRAN	Tall Grass/Weed Complai	07/28/2022	Open Complaint			
EN220156	OLIVER	Tall Grass/Weed Complai	08/02/2022	Open Complaint			
EN220157	SHAW	Tall Grass/Weed Complai	08/04/2022	Open Complaint			

Enforcement List

09/02/2022

Enforcement Number	Address/ Parcel Number	Category	Date Filed	Status	Next Action	Next Action Date	Date Closed
EN220158	OPAL	Tall Grass/Weed Complai	08/09/2022	Open Complaint			
EN220159	VAN LIEU	Tall Grass/Weed Complai	08/09/2022	Open Complaint			
EN220160	MIKESELL	Tall Grass/Weed Complai	08/09/2022	Open Complaint			
EN220161	SHEPHERD	Property Maint	08/09/2022	Closed			08/10/2022
EN220162	PEARL	Property Maint	08/09/2022	Closed			08/10/2022
EN220163	LAWRENCE	Property Maint	08/10/2022	Open Complaint			08/22/2022
EN220164	MIKESELL	Tall Grass/Weed Complai	08/16/2022	Open Complaint			
EN220165	HIGH	Property Maint	08/17/2022	Open Complaint			
EN220166	BONNIE	Property Maint	08/17/2022	Open Complaint			
EN220167	WARREN	Property Maint	08/17/2022	DPW Sent			08/17/2022
EN220168	OLIVER	Tall Grass/Weed Complai	08/17/2022	Open Complaint			
EN220169	OLIVER	Tall Grass/Weed Complai	08/17/2022	Open Complaint			
EN220170	OLIVER	Tall Grass/Weed Complai	08/17/2022	Open Complaint			
EN220171	PEARL	Tall Grass/Weed Complai	08/18/2022	Open Complaint			
EN220172	CLINTON	Property Maint	08/23/2022	Open Complaint			
EN220173	SHAW	Property Maint	08/24/2022	Open Complaint			
EN220174	HORATIO	Tall Grass/Weed Complai	08/24/2022	Open Complaint			

Enforcement List

09/02/2022

Enforcement Number	Address/ Parcel Number	Category	Date Filed	Status	Next Action	Next Action Date	Date Closed
EN220175	OLIVER	Property Maint	08/25/2022	Open Complaint			
EN220176	WASHINGTON	Property Maint	08/31/2022	Open Complaint			

Records: 70

Population: All Records

Enforcement.DateFiled Between 6/1/2022 12:00:00 AM AND 8/31/2022 11:59:59 PM

New Entry: Contact Us

City of Charlotte, Michigan <bmyrkle@charlottemi.org>

Wed, Aug 31, 2022 at 10:31 AM

Reply-To: toddceltrick@yahoo.com

To: webmaster@charlottemi.org

Name

Todd Celtrick

Address

746 Linden ST.

Email

toddceltrick@yahoo.com

Comment or Message

Hello city of Charlotte, Mi. Council members and thank you for your time. My name is Todd Celtrick, I am a resident within Charlotte and I feel the decals that have been placed upon the police force vehicles, of the color muted and tattered U.S. flag, is an embarrassment and as a U.S. Army Veteran, it is disgraceful. I propose we raise funds and replace those decals with traditional and appropriate U.S. flags and create local policy to better direct on what appropriate use of imagery for the U.S. flag should be for public resources. I would like to assume your office holds the utmost respect for the U.S. flag, such as myself. I personally regard it as a sacred thing and have served honorably abroad in combat zones proudly wearing it on my shoulder sleeve. I sadly know fellow service members that are no longer with us, who also wore that flag with pride. When I saw the altered, muted and tattered U.S. flag on my local P.D. vehicles, it honestly hurt and I felt shame and embarrassment. What's wrong with the good 'ol stars and stripes and why change and pervert it? I hope we can come together to fix this issue and I am looking forward to speaking directly with you all if granted the opportunity. Once again, thank you all for your time in this matter.

Memo

To: City Council
From: Amy E. Gilson, P.E., Director of Public Works
Date: August 26, 2022
Re: Emergency Purchase



In accordance with Section 2-182 of the City Ordinances, this memo is to advise you of an emergency purchase for repairs to the Drain Pit #1 sewage pump.

The pump had been tripping the breaker when it was called to turn on. The pump was pulled, and after determining that the pump couldn't be repaired in house it was taken to Kennedy Industries who repairs several of our pump brands. In order to determine the issues, Kennedy needed to tear down the pump. They have isolated the problems and submitted a quote for \$9,995.00 to repair the pump. The cost of a new pump is approximately \$16,200.00 and is 14-16 weeks out. It is the consensus of the staff that we repair the pump which should give us at least another five years of service.

Because the estimated time to repair this pump is six weeks, it was necessary to approve the repairs as soon as possible.

Please let me know if you have any questions.

cc: Erin LaPere, City Manager

QUOTATION		
DATE	NUMBER	PAGE
8/25/2022	0048151	1 of 2

UN-APPROVED

B CHA300
I CITY OF CHARLOTTE
L 111 E. LAWRENCE AVENUE
T CHARLOTTE, MI 48813
O

Accepted By: _____

Date: _____

PO#: _____

Ship To: _____

ATTENTION:

MATT GRIFFITH

517-231-2324

mgriffith@charlottemi.org

WE ARE PLEASED TO PROPOSE THE FOLLOWING FOR YOUR CONSIDERATION:

CUSTOMER REF/PO#		JOB TITLE	SLP	SHIPPING TYPE
		WWTP, DRAIN PIT PUMP #1, FLYGT, PUMP, 3127.095-1450010, SEWAGE	REA/SPD	CUSTOMER PICKUP
QTY	DESCRIPTION			

THE FOLLOWING QUOTE IS FOR THE COST OF LABOR AND MATERIALS TO REPAIR THE ABOVE REFERENCED PUMP.

NEW PARTS REQUIRED:

- (1) UPPER MECHANICAL SEAL
- (1) LOWER MECHANICAL SEAL
- (1) UPPER BEARING
- (1) LOWER BEARING
- (1) O-RING KIT
- (1) LEAKAGE SENSOR
- (1) STATOR - FACTORY MUTUAL EXPLOSION PROOF
- (1) E.L. LEAD THROUGH UNIT
- (1) OIL HOUSING BOTTOM
- (1) SET OF FASTENERS
- (1) SLIDING BRACKET
- (1) GASKET
- (2) SEAL SLEEVES

LABOR REQUIRED:

PERFORM ALL ELECTRICAL TESTS AND TEST RUN.

DISASSEMBLE, SANDBLAST, CLEAN AND INSPECT COMPLETE PUMP.

CLEAN, BAKE AND TEST STATOR ASSEMBLY.

DIMENSIONALLY MEASURE ALL OPERATING CLEARANCES AND RECORD ON INSPECTION REPORT.

CERAMIC COAT VOLUTE DISCHARGE FLANGE.

ASSEMBLE ALL ROTATING PARTS ON SHAFT AND PLACE IN BALANCE MACHINE.

VERIFY TOTAL INDICATOR RUN OUTS THEN DYNAMICALLY BALANCE ROTOR TO ISO G2.5.

ASSEMBLE PUMP COMPLETE WITH NEW PARTS LISTED.

PRESSURE TEST SEAL CHAMBER TO ENSURE LEAK FREE.

INSTALL NEW OIL OR COOLANT IN SEAL CHAMBER.

PERFORM ALL ELECTRICAL TESTS AND TEST RUN.



KENNEDY
INDUSTRIES

INNOVATE
SOLVE
MONITOR
REPAIR

QUOTATION

DATE	NUMBER	PAGE
8/25/2022	0048151	2 of 2

QTY	DESCRIPTION
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PRESERVE, CRATE AND PREPARE FOR CUSTOMER PICKUP.

TOTAL REPAIR COST: \$9,995.00

DELIVERY: 6 WEEKS (AFTER RECEIPT OF ORDER)

PLEASE PROVIDE WRITTEN OR VERBAL AUTHORIZATION SO THAT WE MAY RESPOND TO YOUR REQUIREMENTS.

IF YOU HAVE ANY QUESTIONS, COMMENTS, OR ARE IN NEED OF ANY ADDITIONAL INFORMATION PLEASE FEEL FREE TO CONTACT ME AT (248) 684-1200.

SINCERELY,

MIKE HORN
MHORN@KENNEDYIND.COM
REPAIR CENTER MANAGER

SPD

This quote is subject to and incorporates by reference Kennedy Industries, Inc.'s ("Kennedy") Terms & Conditions (Rev'd 4/2019) and Customer Warranty available at www.kennedyind.com which will be provided by email upon written request. Kennedy reserves the right to change the Terms & Conditions and Customer Warranty for future orders. By accepting this quote and/or issuing a purchase order relative to this quote, buyer expressly agrees to the provisions set forth in the Terms & Conditions and Customer Warranty posted on Kennedy's website.

**QUOTE VALID FOR 30 DAYS. CREDIT CARD PAYMENTS ARE SUBJECT TO AN ADDITIONAL 3%
CHARGE NO TAXES OF ANY KIND ARE INCLUDED IN THIS PROPOSAL. PAYMENT TERMS: NET 30**

TOTAL: \$9,995.00

P.O. Box 930079 Wixom, MI 48393 - 4925 Holtz Drive Wixom, MI 48393 - Phone: 248-684-1200 - Fax: 248-684-6011

www.Kennedyind.com



August 25, 2022

Mr. Matt Griffith
1005 Paine Drive
Charlotte, MI 48813

RE: Flygt 3127.095 WWTP, Drain Pit #1 Sewage Pump
Serial Number: 1450010
Customer Reference Order #: N/A
Kennedy Industries #: 117055-001

Mr. Griffith:

Attached are photos with descriptions of the parts in need of repair or replacement. If you have any questions, please do not hesitate to contact us.

Sincerely,

Mike Horn

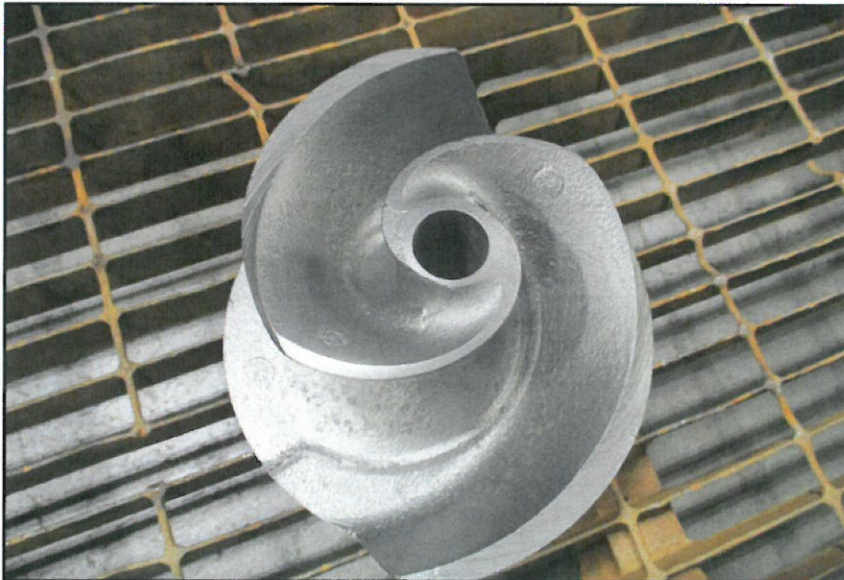
Repair Center Manager
KENNEDY INDUSTRIES, INC.

PUMP



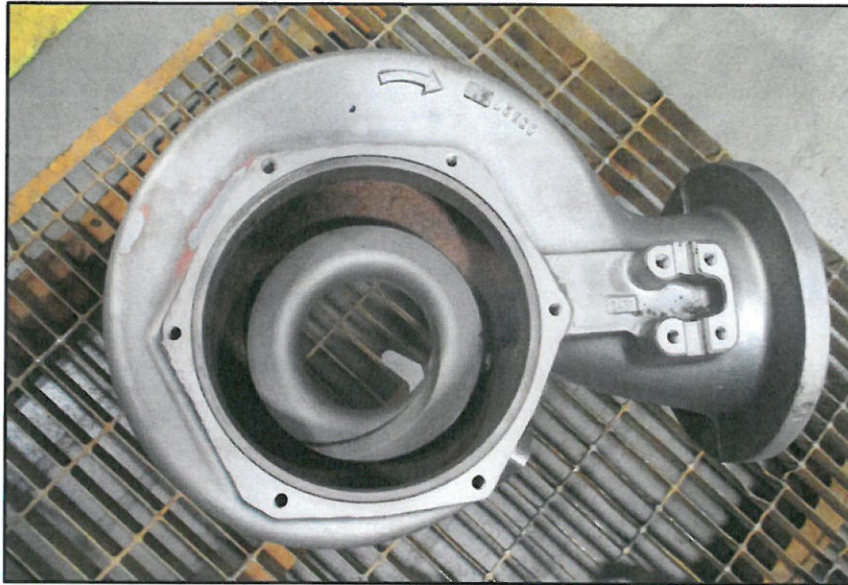
- Pump at disassembly.
- Pump spins freely by hand.
- Pump is 8 years old.
- Bearings, mechanical seal, and o-rings will be replaced with new.

IMPELLER



- Impeller bore clearance to shaft is 0.002" and within specification.
- Impeller is in good condition and will be reused.

VOLUTE / WEAR PLATE



- Impeller vane face clearance to wear plate is 0.016", specification is 0.008-0.020".
- Impeller ring OD clearance to case ring ID is 0.088" specification is 0.090-0.120".
- Parts will be reused, clearances will be restored to specification at assembly.

DISCHARGE FLANGE



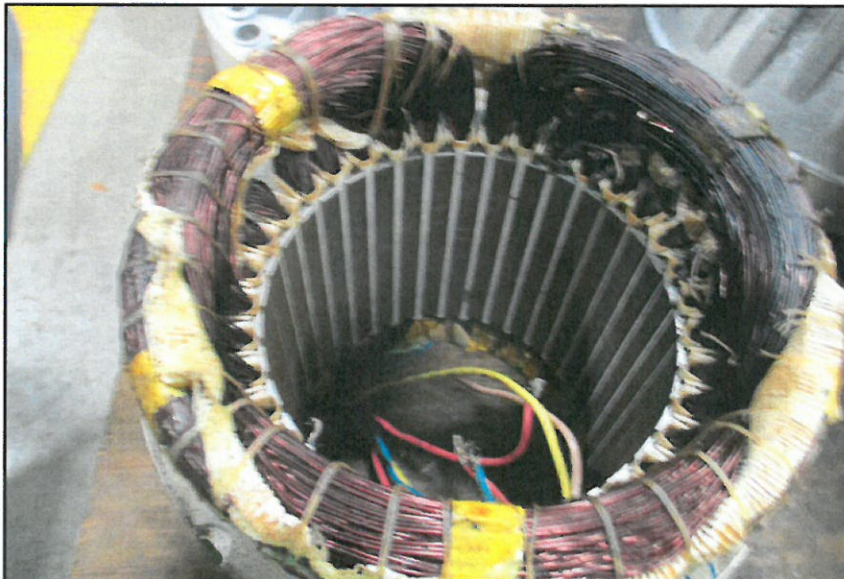
- Ceramic coat volute discharge flange to restore surface conditions and help reduce future wear.

ROTOR



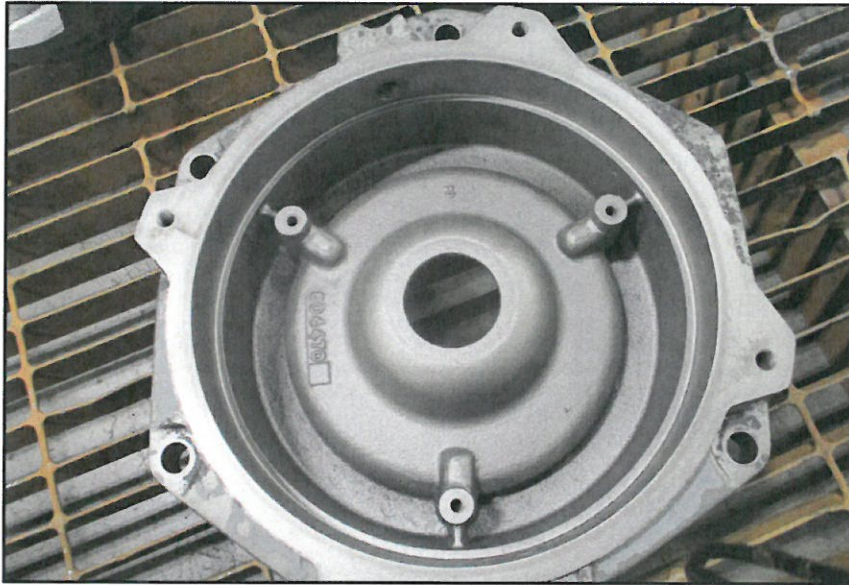
- Rotor T.I.R. is 0.001" and within specification.
- Rotor is in good condition and will be reused.

STATOR



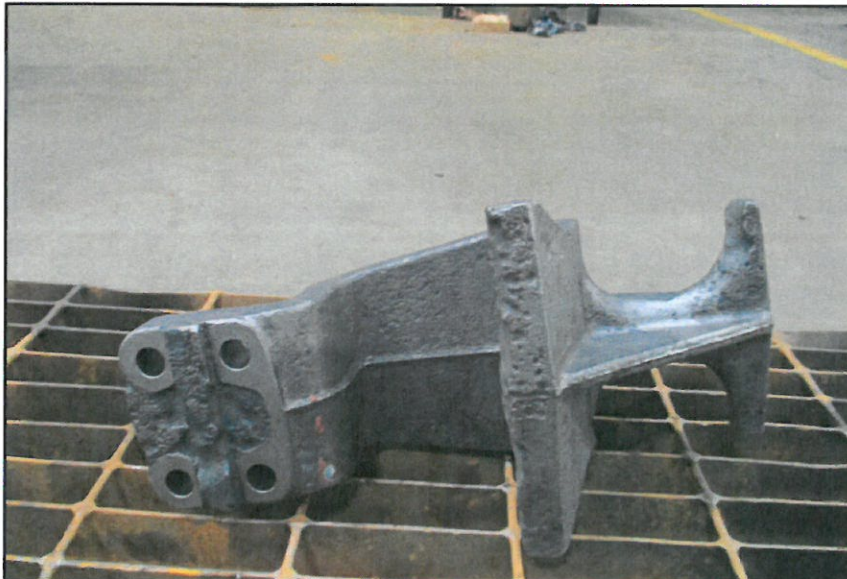
- Wash, bake, and electrical test stator.
- Stator failed all electrical testing.
- Stator will be replaced with new.

OIL HOUSING BOTTOM



- Oil housing bottom is worn at the mechanical seal fit.
- Oil housing bottom will be replaced with new.

GUIDE RAIL BRACKET



- Guide rail bracket is worn and corroded.
- Guide rail bracket will be replaced with new.