



PROPOSED AGENDA
REGULAR MEETING OF THE CHARLOTTE CITY COUNCIL
111 E. Lawrence Ave, Charlotte, MI 48813 (517) 543-2750
7:00 P.M. Monday, October 13, 2025

Interested persons can participate in-person or via Zoom
Connect to Zoom from your computer, tablet, or smartphone
Website: <https://us02web.zoom.us/j/82791423938>
One tap mobile: +16465588656,,82791423938#
Telephone: (312) 626-6799 Webinar ID: 827 9142 3938

- 1. Call to Order**
- 2. Roll Call**
- 3. Invocation – Pete Kroll, First Baptist Church**
- 4. Pledge of Allegiance**
- 5. Approval of Minutes**
 - a. September 22, 2025 Regular Council Meeting Minutes
 - b. October 01, 2025 Special Council Meeting Minutes
- 6. Absence of Council Members**
- 7. Public Comment** - Limit presentation to five (5) minutes. Attendees desiring to address council who are participating with ZOOM may raise your hand now or if attending via a phone call, press *9 (star nine) on your keypad
- 8. Approval of Agenda**
- 9. Communications and Committee Reports**
 - a. Manager Report
 - b. Councilmember Committee Reports
- 10. Consent Agenda**
 - a. Approval of Claims and Expenditures totaling \$915,710.39
 - b. Approval of Attendance Request – Michigan Downtown Association Annual Conference
 - c. Approve Councilman Chin to be our Legislative Liaison

11. Business Agenda

- a. Consider approval to authorize the Charlotte Fire Department to accept the FEMA AFG Regional Grant Award in the amount of \$218,181.81, and to proceed with procurement of the turnout gear
- b. Consider approval of a sealed bid contract with Eric Rogers LLC for Downtown Sidewalk Snow Removal in the amount of \$24,800 per year, covering five winter seasons from November 15, 2025, through April 15, 2030
- c. Consider approval to waive the City's purchasing policy requirement for sealed bids for the Oak Park Renovation project, and to approve a contract with Sinclair Recreation in the amount of \$112,707.44 for playground removal and installation, and a contract with T&D Concrete in the amount of \$25,602.50 for sidewalk removal/installation and the concrete pad for the gazebo; and to authorize the City Manager to execute the agreements and any necessary change orders within the approved budget
- d. Consider approval to authorize the cooperative purchase (through the State of Michigan's MiDEAL program) of three 2026 Chevrolet Trailblazers to replace the existing Code Enforcement, Rental Inspection, and Wastewater Treatment Plant vehicles, with an estimated cost of \$64,284.00 and review of proposed 3-year fleet replacement plan for cost-efficient vehicle lifecycle management
- e. "The Framework" - City Council 2025/2026 Goals and Objectives

12. Public Comment - Limit presentation to five (5) minutes. Attendees desiring to address council who are participating with ZOOM may raise your hand now or if attending via a phone call, press *9 (star nine) on your keypad

13. Staff Comments

14. Mayor and Council Comments

15. Adjourn

~Mary LaRocque, City Clerk

ADDRESSING THE CITY COUNCIL

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

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

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

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

Comments shall be directed to the Mayor and Council members.

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

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

CITY OF CHARLOTTE COUNCIL PROCEEDINGS
111 E. Lawrence Ave., Charlotte, MI 48813 (517) 543-2750
Regular Council Meeting 7:00 p.m.
September 22, 2025

CALL TO ORDER:

By Mayor Lewis on Monday, September 22, 2025 at 7:00 p.m.

ROLL CALL:

Mayor Lewis, Mayor Pro-Tem Duweck, Council members, Fullerton, Christensen, Scott, and Chin. *Rodriguez arrived at 7:07 p.m.* A quorum was met

City staff in attendance; City Manager Hillard, City Attorney Revore and City Clerk LaRocque. In the audience Finance Director/Treasurer Horton, Public Works Director Whitney, Community Development Director Benavidez.

INVOCATION:

Chuck Jensen, West Carmel Church

PLEDGE OF ALLEGIANCE:

Led by Lewis

APPROVAL OF MINUTES:

- a. September 08, 2025 Regular Council Meeting Minutes

Motion by Chin supported by Scott to approve September 08, 2025 Regular Council Meeting Minutes. Carried; Yea 6; Nay 0; Absent 1 (Rodriguez - tardy)

- b. September 16, 2025 Special Council Meeting Minutes

Duweck noted a name correction for City Manager Hillard

Motion by Fullerton supported by Chin to approve September 16, 2025 Special Council Meeting Minutes, as amended. Carried; Yea 6; Nay 0; Absent 1 (Rodriguez - tardy)

ABSENCE OF COUNCIL MEMBERS:

Mayor Lewis reported that Council member Rodriguez will be arriving approximately 10-15 minutes late

PUBLIC HEARING:

- a. Ordinance 2025-08 To amend City Code Article II, Division 2, Development Plan and Tax Increment Financing Plan, and to provide an effective date hereof

Mayor Lewis opened the public hearing at 7:02 pm and closed at 7:03 pm with no comments received

PUBLIC COMMENT:

Owen Whitkopf, resident, praised the Department of Public Works for improving the town's appearance but raised concerns about poor communication of city codes. He suggested sharing code information through local media and real estate agents to improve community awareness and support for code enforcement.

Nicole Christiansen, resident, promoted the upcoming Woof Stock event on September 27, organized by Friends of Eaton County Animals. The event will include free microchipping, low-cost pet services, activities, and vendors. She emphasized safety guidelines for attending dogs.

APPROVAL OF AGENDA:

Mayor Lewis reported a request to remove item e from the Business agenda.

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

COMMUNICATIONS AND COMMITTEE REPORTS:

a. City Manager report

City Manager Hillard provided an overview of agenda items within the city's strategic framework, noting upcoming discussions on downtown services, utility and infrastructure reviews, sidewalk snow removal, and agreements scheduled for October. He highlighted community development topics including the downtown strategic plan, Mikesell Street resurfacing, and an anticipated Congressional decision on the Combs Industrial Improvement Review. Neighborhood enrichment items included Bennett Park improvements and fall street resurfacing projects. Hillard also reported completion of evaluations for all six department heads, with a more detailed review of police, fire, and public works due to their size and scope

b. Council member committee reports

Scott reported that CARC held a productive meeting prior to the Council session, where discussions centered on diversifying investments and exploring partnerships with local organizations, including downtown groups and the Chamber of Commerce, with opportunities extending beyond baseball.

Christensen announced that the next Camp Francis meeting would take place on October 14 at 6:30 PM at the cabin, and noted that there would be no Planning Commission meeting in October.

Fullerton reported on the Park Board meeting, highlighting the completion of the Oak Park sign, preparation of ground for a five-year tree nursery project involving potential school participation, and discussions on Bennett Park, where the Board recommended a \$10,000–\$20,000 survey to support future grant

applications. He also noted concerns about Oak Park project delays related to Consumers Power, with the grant expiring in June.

Duweck provided an update on the Housing Committee, which meets biweekly and continues to advance initiatives such as returning building inspection services to the city and finalizing zoning code revisions. He also emphasized the importance of the Brownfield authority board and bylaw updates on the agenda, as a pending multi-unit housing project depends on their establishment.

Chin reported on the EATRAN board meeting, underscoring the importance of the upcoming millage renewal in Delta Township for maintaining routes to Charlotte and Grand Ledge. He encouraged outreach to support the measure and noted personnel policy updates to align with MDOT and federal requirements, as well as MDOT's recent certification of the transportation system for another three years following a successful evaluation.

CONSENT AGENDA:

- a. Approval of Claims and Expenditures totaling \$544,339.22
- b. Approval of Resolution 2025-42 To authorize street closure and no parking areas for the Lighted Holiday Parade and Tree Lighting event to be held November 29, 2025 from 3:00 p.m. to 9:00 p.m.
- c. Approval of Resolution 2025-43 To approve the street closure and no parking areas for the "Charloween" downtown trick or treating event to be held October 27, 2025 from 4:00 p.m. to 7:30 p.m.
- d. Approval of Resolution 2025-44 To repeal paragraph No. 2 of resolution dated August 9, 2004; to reestablish

and appoint Brownfield Redevelopment Board; To recommend by laws and effective date thereof

Mayor Lewis noted that the Brownfield Redevelopment Board would include Council members Duweck, Chin, and Scott, former Mayor Michael Armitage, and Richard Bearup.

Motion by Christensen supported by Chin to approve Consent Agenda items a, b, c and d. Carried; Yea 7; Nay 0; Absent 0

BUSINESS AGENDA:

- a. Second reading and consider approval of Ordinance 2025-08 To amend City Code Article II, Division 2, Development Plan and Tax Increment Financing Plan and to provide an effective date hereof.

Motion by Christensen, seconded by Rodriguez to approve of Ordinance 2025-08 To amend City Code Article II, Division 2, Development Plan and Tax Increment Financing Plan and to provide an effective date hereof. Carried; Yea 7; Nay 0; Absent 0

- b. Consider approval of proclamation naming the month of November, 2025 Family Court Awareness Month

Mayor Lewis and Council member Chin read a proclamation recognizing Family Court Awareness Month, highlighting the importance of prioritizing child safety in custody decisions. The proclamation cited statistics on domestic abuse and child fatalities during visitation, acknowledged advocacy efforts such as Rowan's Act and Kent County's specialized domestic violence court, and emphasized the need for judicial education and evidence-based practices. No formal vote was required.

- c. Consider approval of CharlotteRising invoice in the amount of \$25,000.00

The Council discussed a \$25,000 payment to CharlotteRising as part of a three-year agreement. Concerns were raised about potential overlap with the newly formed Downtown Development Authority (DDA), the organization's compliance with legal requirements for city funding, and current budget constraints. Suggestions were made to redirect funds to other priorities, such as infrastructure.

The City Attorney clarified that the contract did not provide discretion to withhold payment based on service evaluation and that the arrangement was legally sound, as CharlotteRising was providing economic development services that the city could legally outsource.

It was confirmed that this payment would be the final installment under the existing agreement. While some members expressed reservations, others emphasized honoring the original contract and noted that CharlotteRising had adjusted operations to better focus on managing the social district. The importance of continued economic development efforts and collaboration among organizations was also highlighted.

Motion by Scott, seconded by Duweck to approve the CharlotteRising invoice in the amount of \$25,000.00. Carried by roll call vote; Yea 6; Nay 1 (Chin); Absent 0

- d. Consider approval of Resolution 2025-46 Declaration to create a Special Assessment District – Downtown Sidewalk Snow Removal for the 2026-2030 winter seasons – resolution No. 1

Motion by Fullerton, seconded by Scott to approve Resolution 2025-46 Declaration to create a Special Assessment District – Downtown Sidewalk Snow Removal for the 2026-2030 winter seasons – resolution No. 1. Carried; Yea 7; Nay 0; Absent 0

- ~~e. Consider approval of Resolution 2025-47 Order a public hearing regarding the establishment of Special Assessment District Downtown Sidewalk Snow Removal for the 2026-2030 winter seasons resolution No. 2~~

Item e – Resolution 2025-47 was removed from the agenda

- f. Consider approval of a sealed bid contract with Kennedy Industries for the Tirrell Pump Replacement project, in the amount of \$146,818

Rodriguez inquired about Kennedy Industries' prior work with the city, and the City Manager and Council member Christensen confirmed the company had completed several past projects satisfactorily.

Motion by Scott, seconded by Christensen to approve contract with Kennedy Industries for the Tirrell Pump Replacement project, in the amount of \$146,818. Carried by roll call vote; Yea 7; Nay 0; Absent 0

- g. Consider approval of adding Mikesell St. resurfacing in the amount of \$170,000 and Bennett Park driveway replacement in the amount of \$500 to the Horatio, Lincoln, and Seminar St. contract with Reith-Riley

Motion by Christensen, seconded by Fullerton to approve adding Mikesell St. resurfacing in the amount of \$170,000 and Bennett Park driveway replacement in the amount of \$500 to the Horatio, Lincoln, and Seminar St. contract with Reith-Riley. Carried; Yea 7; Nay 0; Absent 0

- h. Consider approval of MDOT IJA Agreement No 2025-0697/FAA Grant No 3-26-0018-22525 to secure grant funding; and contract amendment No. 1 with Prein &

Newhoff regarding the airport parking lot and entrance road reconstruction project, in the amount of \$34,000

Motion by Duweck, seconded by Christensen to approve MDOT IJA Agreement No 2025-0697/FAA Grant No 3-26-0018-22525 to secure grant funding; and contract amendment No. 1 with Prein & Newhoff regarding the airport parking lot and entrance road reconstruction project, in the amount of \$34,000 Carried; Yea 7; Nay 0; Absent 0

- i. Consider approval of cooperative purchasing contract (Sourcewell) with Clear Heights Construction, LLC for the purchase and construction of a new salt shed, in the amount of \$297,926.00

Jake Dykstra of Clear Heights Construction presented a proposal for a 48' x 60' salt storage building with a capacity of 600 tons. Dykstra highlighted the company's extensive experience constructing similar facilities for municipalities and road commissions across Michigan. In response to Council member Chin's question, he confirmed Sourcewell is a government agency that streamlines the procurement process for public projects, ensuring compliance with competitive bidding requirements.

Councilmember Rodriguez inquired about the condition of the existing structure. The DPW Director noted that the current salt shed, dating from the 1960s, has been in poor condition for approximately 20 years. Dykstra added that the proposed structure features a pre-engineered galvanized steel frame and a polyethylene roof, offering high resistance to corrosion, a 25-year warranty, and an expected roof lifespan of 25–30 years.

Motion by Christensen, seconded by Fullerton to approve contract with Clear Heights Construction, LLC for the purchase and construction of a new salt shed, in the amount of \$297,926.00 Carried; Yea 6; Nay 1 (Chin); Absent 0

- j. Approval of Resolution 2025-45 To amend the operating and capital budget appropriation of funds fiscal year 2025-26

The Council discussed the budget amendment request for three vehicles. Two would replace aging code enforcement Tahoe's with smaller, lower-cost models such as Chevy Trax, expected to reduce maintenance costs and have better resale value. The third would serve the wastewater department for transporting staff to training and well sites. It was clarified that the Council was approving the budget amendment rather than specific vehicle purchases.

Motion by Scott, seconded by Duweck to approve Resolution 2025-45 To amend the operating and capital budget appropriation of funds fiscal year 2025-26. Carried; Yea 7; Nay 0; Absent 0

- k. Consider sole source purchase contract with ETNA Supply Company for the purchase and implementation of the Sensus AMI FlexNet Meter System in the amount of \$1,080,255

The Council discussed the proposed purchase of the Sensus AMI system, with the City Manager noting urgency due to upcoming tariff increases that would raise the cost by approximately \$23,000 if not approved before September 30. It was explained that the system is necessary to communicate with the city's existing Sensus iPearl meters and justified as a sole source purchase, since switching systems would require replacing all meters at roughly double the cost. The Finance Director emphasized that current meters cannot communicate issues such as bypasses or battery failures, resulting in unbilled water usage and significant revenue loss.

Motion by Christensen, seconded by Fullerton to approve contract with ETNA Supply Company, in substantial form, for the purchase and implementation of the Sensus AMI FlexNet Meter System in the amount of \$1,080,255. Carried by roll call vote; Yea 7; Nay 0; Absent 0

PUBLIC COMMENT:

Elena Reed, resident, CharlotteRising, Vice President: Thanked the Council for continued funding; reported the social district is operating well and should be "fantastic" with another year; noted she's been delivering cups; highlighted their website where businesses can claim pages; and announced Fall Fest and Shadow Season are posted.

John Laupp resident, DDA member: Announced his election as DDA Board Chair replacing Bob Phillips; thanked Phillips for his leadership; expressed the DDA's interest in increased collaboration with the city and other groups.

JoDee Pruden, resident, (via Zoom): Voiced concerns about Charlotte Rising's social district metrics (three participants, ~1,000 cups sold) relative to the \$75,000/three-year investment and requested stronger reporting for future funding; praised city transparency on spending; raised issues with snow banks between parking and sidewalks; and suggested evaluating in-house downtown snow removal versus fixed-price contracting.

STAFF COMMENTS:

No staff comments

MAYOR AND COUNCIL COMMENTS:

Scott: Had no further comments.

Chin: Reported on the MML conference, where he moderated a session on tree species selection for urban areas and shared legislative updates, including proposals to eliminate August

elections, state budget concerns, and revenue sharing changes. He noted Senate efforts to create a revenue sharing trust fund and discussions on hazardous waste disposal. He also announced his three-year appointment to the MML board beginning in January, where he will oversee the pension program and represent Charlotte.

Rodriguez: Addressed downtown snow removal, suggesting businesses assist in keeping walkways clear. He inquired about a housing project, which was described as 6–8 buildings with 60–80 units on land accessible from Sumter Street. He emphasized the need for a Council work session to clarify priorities for the City Manager and expressed pride in progress on street repairs and overall accomplishments with support from staff and department heads.

Christensen: Thanked attendees and online viewers, and reported on the MML convention, describing it as a valuable opportunity to learn from other cities. He highlighted a downtown revitalization project.

ADJOURN:

Motion by Christensen supported by Duweck to adjourn the meeting at 8:29 p.m. Carried; Yea 7; Nay 0; Absent 0

Respectfully submitted,
Mary LaRocque MiPMC, CMC
City Clerk

CITY OF CHARLOTTE COUNCIL PROCEEDINGS
111 E. Lawrence Ave., Charlotte, MI 48813 (517) 543-2750
Special Meeting – 11:00 A.M.
October 01, 2025

CALL TO ORDER:

By Mayor Lewis on Wednesday October 01, 2025 at 11:00 a.m.

ROLL CALL:

Council members in attendance; Mayor Lewis, Mayor Pro-Tem Duweck, Chin, Fullerton, Rodriguez, Scott and Christensen. A quorum was met.

City staff in attendance; City Clerk LaRocque, City Attorney Revore and City Manager Hillard

In the audience were staff members Finance Director Horton, Director of Public Works Whitney, Police Chief Brentar, Fire Chief Christiansen, Assistant Fire Chief Fullerton, and Captain/Fire Inspector Daly.

PLEDGE OF ALLEGIANCE:

Led by Lewis

ABSENCE OF COUNCIL MEMBERS:

All members are present

PUBLIC COMMENT:

No comments

APPROVAL OF AGENDA:

Motion by Christensen supported by Chin to approve the agenda as presented. Carried. Yea 7; Nay 0; Absent 0

AGENDA ITEMS:

- a. Consider approval of a sealed bid contract with Eng, Inc. for Construction Engineering – Fall Street Improvements, in the amount of \$25,357.50

During discussion of a proposed contract, a question was raised about whether any alternative bids had been considered, as no

related materials were provided. Staff confirmed that the project was put out for sealed bids and that one additional bid was received from Spaulding D Decker, which was approximately \$30,000 to \$32,000.

Motion by Chin supported by Christensen to approve contract with Eng, Inc. for Construction Engineering – Fall Street Improvements, in the amount of \$25,357.50. Carried by roll call vote; Yea 7; Nay 0; Absent 0

- b. Consider approval of Resolution 2025-47 To schedule a public hearing for the Downtown Sidewalk Snow Removal Special Assessment District

A question was raised about whether the proposal would alter the existing process. Staff clarified that there would be no changes; the process remains the same, with the assessment continuing to be charged based on front footage, consistent with previous contract structures.

Motion by Chin supported by Scott to approve Resolution 2025-47 to schedule a public hearing for the Downtown Sidewalk Snow Removal Special Assessment District. Carried by roll call vote; Yea 7; Nay 0; Absent 0

- c. Consider the Creation of a Special Assessment District to support emergency vehicle and services expenses for three years in the amount of approximately \$1,104,960 annually

The city council discussed restructuring the current fire services special assessment into a broader “emergency vehicle and service expenses fund.” This change was described as both a continuation and renaming of the existing assessment, with funding levels remaining consistent. A long-term vehicle replacement plan is expected to be developed during the next

budget cycle, with input from department heads. The revised fund would focus spending on police, fire, and ambulance services, with implementation targeted for July 2026 following a public hearing in May.

Legal guidance clarified that creating a new special assessment district would require full compliance with Public Act 33 of 1951, including proper notices and public hearings. The proposal received support from department heads, who highlighted the benefits for planning and budget stability. An amendment was introduced and approved to remove a proposed three-year expiration clause, aiming to avoid the need for repeated reauthorization of the assessment.

Motion by Chin supported by Scott to remove the three-year expiration clause to avoid the need for reauthorization. Carried by roll call vote; Yea 5; Nay 2 Lewis, Rodriguez; Absent 0

Motion by Duweck supported by Scott to direct the City Manager to prepare for City Council consideration a Special Assessment District to support emergency vehicle and service expenses as outlined in the memo, in the amount of approximately \$1,104,960. Carried by roll call vote; Yea 6; Nay 1 (Rodriguez); Absent 0

d. City Council Prioritization List

A draft prioritization list was presented, organized into three categories: city services, community development, and neighborhood enrichment. The list included reviews of programs and infrastructure such as retirement funding, utility systems, building inspections, downtown streets, industrial areas, the airport, housing, parks, and street planning.

Council discussion focused on refining the approach and providing strategic input. Suggestions included evaluating the impact of state funding on retirement obligations, developing a

capital improvement plan based on identified needs rather than available funds, and reviewing streetlight costs with an eye toward renewable energy options. A color-coded system was also proposed to help categorize priorities by type. Feedback will be incorporated into a formalized document to be presented for future approval.

PUBLIC COMMENT:

No Comments

STAFF COMMENTS:

No Comments

MAYOR AND COUNCIL COMMENTS:

Scott expressed appreciation for the discussion.

Rodriguez noted he felt the core issue was the need for a special assessment itself, not how it was presented, and questioned whether changing the existing structure was necessary.

Christensen shared observations from a recent county commissioners convention, noting widespread uncertainty and significant budget cuts at the county level.

Duweck thanked City Manager Hillard and the leadership team, emphasizing that strong council support would help sustain momentum. He also highlighted the value of leadership stability, noting that the council has remained consistent for 3.5 years, contributing to the city's progress.

No further comments by Chin, Fullerton and Lewis

ADJOURN:

Motion by Christensen supported by Rodriguez to adjourn at 1:02 p.m. Carried. Yea 74; Nay 0; Absent 0

Respectfully submitted,
Mary LaRocque, City Clerk



To: Honorable Mayor Lewis and City Council Members
From: Robert Hillard, City Manager
Date: October 10, 2025
RE: City Manager's Report

The following is the latest City Manager's Report. Thank you and please give me a call at (517) 543-8850 or rhillard@charlottemi.org, if you have any questions.

"The Framework" 2025 - 2026 Goals and Objectives Update

This is "The Framework" 2025 - 2026 Goals and Objectives Update. This document is the main planning tool to organize projects and programs identified for completion by the City of Charlotte. The Goals are City Services, Community Development, and Neighborhood Enrichment. The other items listed below are the Objectives. Items will be removed from the report when the City Council has completed their portion of the objectives. However, I have asked Department Heads to continue submitting updates on past and present items as part of the monthly department reports.

City Services

Capital Improvement Plan Review
Defined Benefit Retirement Program Review
Building Construction Inspection Program Review
City Council Chamber Sound and Video Review
Municipal Building Improvements Review
Recycling Center Review
Street Light Review
Energy Review

Community Development

Economic Development Plan Review
Combs Industrial Park Improvements Review
Downtown Street Improvement Review
Airport Hangar Review

Neighborhood Enrichment

Housing Strategy Review
Street Plan Review
Bennett Park Improvements Review

Communication with Eaton County Administration

I initiated a meeting with Eaton County Administration to discuss on-going budget issues and specific services that are impacted. Topics included as examples are the Building Construction Inspection Program Review and Recycling Center Review. I informed them the City Council will have future meetings regarding these and other subjects that impact City services. The meeting was very helpful in better understanding each other's viewpoints.

Carmel Township Emergency Services Agreement

I attended with Councilmember Kevin Fulterton a meeting with Carmel Township Supervisor Don Ramsey to discuss the proposed Carmel Township Emergency Services Agreement. Carmel Township will be proposing adjustments to the agreement related to services and cost recovery, and the City of Charlotte will continue to evaluate proposed fees.

Small Urban Street Federal Funding Update

I attended with the Director of Public Works Stephanie Whitney a meeting with officials from the Michigan Department of Transportation, Tri-County Planning Commission, the City of Pottsville, Eaton County Road Commission, and EATRAN to discuss the future distribution of Small Urban Federal Funds for street improvements. The City has secured funding for a future street improvement project for Harris Street for 2027. It was discovered that depending on the cost of the project, we may be able to expand the project to adjacent streets. The scope of the project will be represented in the 2026 - 2031 Capital Improvement Plan (CIP).

State Grant Updates

I received a call from State Senator Anthony's Office and they indicated the City did not receive the grants as submitted within the 2025/2026 State Budget. These grants were intended to improve Bennett Park and the Downtown Municipal Building. I expressed our appreciation for the effort. We will continue to work on plans to move these projects forward as opportunities present themselves.



CHARLOTTE FIRE DEPARTMENT & RURAL FIRE ASSOCIATION

Fire Chief

111 E. Lawrence Ave., Charlotte MI 48813

Ph. 517-543-0241



CFD Monthly Report

DATE: October, 2025

SUBJECT: CFD Monthly Report

To: City Manager Rob Hillard, Honorable Mayor Lewis, and City Council

Item: Fire Department activities:

- September 2025: 197 Runs – 1505 Runs YTD (On average, one run every 4.4 hours)
- We hired 4 volunteer trainee firefighters to make our roster completely full
- Monthly Volunteer Training conducted
- Working with multiple groups on upcoming Halloween events and fire-related inspections
- CFD is continuing to work with Eaton County and the Eaton County Fire Training Committee for construction of a Live Burn Training Facility in Charlotte.

Item: Zoning/Code Administration/Rental Inspections

- October PC meeting canceled; no business scheduled.
- Zoning Code review still in progress, zoning map being updated to reflect district changes, will be presented at the November PC meeting for “work session review”.
- Meet with the City Attorney to move forward with the district court and circuit court as it relates to code enforcement.
- Final cannabis certificate completed for 2025.
- Processing influx of new Chicken applications, all permits are now logged into BS&A.

EATON COUNTY 911

Events by Nature Code by Agency

Agency: CFD, Event date/Time range: 09/01/2025 00:00:00 - 09/30/2025 23:59:59

Agency Code	Nature Code	Rpt Only	Self Init	CFS	Total	% Total	Avg Disp Time	Avg Resp Time	Avg Scene Time	Total Call Time	Avg Call Time
CFD	AUTOMATIC CRASH NOTIFICATION	0	0	4	4	2%	0:00:24	0:08:10	0:01:17	0:28:02	0:07:01
	BRUSH FIRE	0	0	4	4	2%	0:01:08	0:05:49	0:21:00	1:13:51	0:18:28
	CARDIAC OR RESP ARREST	0	0	2	2	1%	0:00:20	0:11:33	0:13:59	0:51:43	0:25:52
	COMMERCIAL FIRE ALARM	0	0	4	4	2%	0:01:19	0:04:25	0:17:13	1:31:47	0:22:57
	COMPLAINT FIRE INVESTIGATION	0	5	3	8	4%	0:01:33	0:05:45	0:12:41	2:16:25	0:17:03
	MEDICAL ASSIST	0	2	139	141	72%	0:00:08	0:05:24	0:15:53	49:28:30	0:21:03
	MISCELLANEOUS FIRE RUN	0	4	5	9	5%	0:01:02	0:05:14	0:36:00	6:05:53	0:40:39
	ODOR INVESTIGATION	0	1	4	5	3%	0:01:36	0:05:53	0:41:19	4:02:25	0:48:29
	PERSONAL INJURY CRASH	0	0	11	11	6%	0:00:27	0:04:42	0:19:06	4:12:54	0:22:59
	RESIDENTIAL FIRE ALARM	0	0	2	2	1%	0:02:08	0:04:54	0:07:38	0:29:20	0:14:40
	VEHICLE FIRE	0	0	2	2	1%	0:00:41	0:05:36	0:38:28	1:28:50	0:44:25
	WIRES DOWN	0	2	3	5	3%	0:01:37	0:04:43	0:26:45	2:43:50	0:32:46
Subtotals for No Summary Code		0	14	183	197	100%	0:01:02	0:06:01	0:20:57	74:53:30	0:26:22
Subtotals for CFD		0	14	183	197	100%	0:01:02	0:06:01	0:20:57	74:53:30	0:26:22



CHARLOTTE FIRE DEPARTMENT & RURAL FIRE ASSOCIATION

Fire Chief

111 E. Lawrence Ave., Charlotte MI 48813

Ph. 517-543-0241



CFD Monthly Report



Charlotte Fire Department Certificate Totals Report

Certificate Type	Status	Totals
Commercial Cannabis		1
	Certified	1
Fire		17
	Certified	17
Rental		2
	Certified	2
All Certificates		20

Permit Category Totals

10/07/2025

Permit.DateIssued Between
9/1/2025 12:00:00 AM AND
9/30/2025 11:59:59 PM

	Construction Value	Permit Fees	Number of Permits
Food Truck	\$0	\$500.00	2
Indoor/Outdoor Event	\$0	\$175.00	1
Outdoor Event	\$0	\$150.00	1
Res Fence	\$0	\$40.00	2
Wall Sign	\$0	\$100.00	1
Grand Totals	\$0	\$965.00	7



CHARLOTTE FIRE DEPARTMENT & RURAL FIRE ASSOCIATION

Fire Chief

111 E. Lawrence Ave., Charlotte MI 48813

Ph. 517-543-0241



CFD Monthly Report



**Charlotte Fire Department
Inspection Total Report
September 2025**

Certificate Type	Inspection Type	Totals
Enforcement Inspection		
	1st Reinspection	81
	2nd Reinspection	12
	CUP Compliance 2025	1
	Final	1
	Fire Safety	2
	Initial	53
	Inspection	6
	MFVU Application Review	1
	MFVU Inspection	2
	Municipal Civil Infraction	1
	Red Tag Monitoring Inspection	2
Commercial Cannabis		
	Com Cannabis Annual	1



CHARLOTTE FIRE DEPARTMENT & RURAL FIRE ASSOCIATION

Fire Chief

111 E. Lawrence Ave., Charlotte MI 48813

Ph. 517-543-0241



CFD Monthly Report

Fire - Annual

Fire Annual 19

Inspection.DateTimeCompleted Between
9/1/2025 12:00:00 AM AND 9/30/2025 11:59:59
PM

Fire Annual Reinspection 3

Rental

Initial 8

Re-Inspection 13

All Inspections 206



Enforcement Totals Report
September 2025

Enforcement Category	Inspection Total	Case Total
Citizen Complaint	1	1
City Right of Way Violation	56	30
Miscellaneous Code Violations	27	12
Rental Property Violation	7	3
Tall Grass/Weed Violation	13	6
Zoning Violation	2	1
All Enforcements	106	53



CHARLOTTE FIRE DEPARTMENT & RURAL FIRE ASSOCIATION

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CFD Monthly Report

Fire Department Framework

Municipal Building Improvements Review (Fire) (City Services)

- Working HVAC upgrades, bids out for engineering

Rural Fire Association Agreement Review (Fire) (City Services)

- Agreement in the final stages of completion

Carmel Township Fire Agreement Review (Fire) (City Services)

- City working this agreement with Carmel Twp. officials

Fire Gear Review (Fire) (City Services)

- Received a grant for Firefighting gear, memo sent to City Council

Fire Code Review (Fire) (City Services)

- Working with City Attorney, expected completion end of October

Kevin Christiansen

Fire Chief

Station 517-543-0241

Cell 517-243-8332

www.charlottemi.org

City of Charlotte Fire Department

111 E Lawrence Ave.

Charlotte, MI 48813



To: City Manager Hillard; Honorable Mayor Lewis; City Council
From: Mary LaRocque, City Clerk
Date: October 13, 2025
Re: City Clerk Department Report

The Framework

- **Health Insurance Review** - I've met with members of the Manquen Vance team to review plan options that align with the language in our collective bargaining agreements (CBAs). Last year we opted out of the PA 152, and I'm reviewing whether this will make sense for us again this year. We are also reviewing the cost-effectiveness of increasing our 'payment in lieu' option, which allows employees to decline health insurance coverage if they have alternative coverage elsewhere. Currently, this payment is set at \$3,000 per year. Increasing it to \$4,000 could still result in overall savings, as it would only take one additional employee opting out for the change to be cost-neutral—or even cost-saving. I will meet again with Manquen Vance to further review their analysis and keep Council abreast of developments.

- **Defined Benefit Retirement Program Review** – future project

- **Contractor Insurance Policy Review** – future project

- **HCSP - POLC Retirement Policy Review** – future project

Polling Location Accessibility Review

MAMC has confirmed that our grant agreement has been accepted and is officially moving into the funding stage. Our project was included in the Michigan Economic Development Corporation's (MEDC) most recent funding request, which MAMC submitted on September 22.

As MAMC is permitted to submit one funding request per quarter, our submission is now in the hands of MEDC for processing and approval. Once approved, funds will be distributed to MAMC and then disbursed to individual grantees—including the City of Charlotte. MAMC has committed to advancing the process as efficiently as possible and will continue to provide updates as they receive additional information from MEDC.

In the meantime, DPW Director Whitney is working with Anderson Construction to establish a timeline for project completion.

Access to Council Resolutions

I will continue adding more throughout the coming months. 2025 Resolutions will be posted after the end of the calendar year.

Upcoming Election Update – November 4, 2025 Special Election

Permanent ballot voter ballots have been mailed. Any person wishing to vote absentee who is not signed up as a permanent ballot voter may apply for an absentee ballot online at [Michigan.gov/Vote – Absentee Voting](https://Michigan.gov/Vote-Absentee-Voting) or contact the Clerk's office at (517) 543-8841 to request an application.

Absentee Ballot Deadlines:

- **Applications** for an absentee ballot must be received by the Clerk's office no later than 5:00 p.m. on Friday, October 31, 2025 (the Friday before Election Day).
- Completed absentee ballots must be returned to the Clerk's office by **8:00 p.m. on Election Day, November 4, 2025** to be counted.

In-Person Voting on Election Day (November 4):

- **D-1 City Hall** – 111 E. Lawrence Ave., Charlotte, MI (Community Room – lower level)
- **D-2 West Side Fire Station** – 911 W. Shepherd St., Charlotte, MI (Community Room)

Polls will be open from 7:00 a.m. to 8:00 p.m.

The Secretary of State has recently implemented **The Electronic Delivery and Return Portal (EDARP) system**. It is a new system that allows Uniformed and Overseas Citizens Absentee Voting Act voters (UOCAVA voters) to securely receive their absentee ballots by email, and in certain cases, return them electronically. Only active-duty military members with a Department of Defense Common Access Card (CAC) are eligible to return their ballots online; all other UOCAVA voters must return by mail. UOCAVA voters apply through Michigan's online system or by using federal forms, and if they select email delivery and meet the criteria, they are automatically enrolled in EDARP. The system speeds up ballot access, improves security, and provides automatic notifications to local clerks when ballots are sent or received.

Public Transparency

As part of our continuing efforts to improve civic engagement and ensure residents have easy access to timely information, we have expanded use of the City's website alerts system. In addition to promoting sign-ups through recurring ads in *The County Journal*, I have asked each department to provide regular updates to my office so they can be posted to the CivicPlus alerts feed.

This will allow residents to receive real-time notices about meetings, city programs and events, public works updates, service interruptions, and other important announcements by email or text. By streamlining how information is shared, we are strengthening transparency and ensuring residents who may not use social media still have reliable access to official city communications.

Codification of ordinances

American Legal Publishing is working on codifying our most recent ordinances. Once codified, these ordinances will be integrated into the Code and removed from the "Recent Ordinances" section of our website.

Both the City Code and the list of Recent Ordinances can be accessed on our website at charlottemi.gov by placing the cursor over the **Government** tab, on the drop-down menu, find

City Code, and then clicking on either “**City Code of Ordinances and Charter**” or “**Recent Ordinances**.”



Memo

To: Honorable Mayor Lewis; City Council
From: Mary LaRocque, City Clerk
Date: October 08, 2025
Re: Claims and Expenditures for Council approval on October 13, 2025

Background

Section 7.7(B) of the City Charter requires Council approval for the expenditure of city funds.

Recommendation

A report of claims is provided to council for review on the Wednesday preceding a council meeting at which the claims are approved. Questions about these claims should be directed to the Finance Director/Treasurer and answers resolved by the Friday preceding said council meeting. Claims and expenditures are budgeted items and/or larger purchases pre-approved by Council. While review is recommended, approval should not be hindered.

Answers to Council inquiries, if any, are included in the meeting packet.

Financial Impacts

HRA Insurance claims week of September 22, 2025	\$ 1,609.23
HRA Insurance claims week of September 29, 2025	\$ 1,503.34
HRA Insurance claims week of October 06, 2025	\$ 161.92
Payroll paid October 03, 2025	\$300,660.49
Invoiced claims as of October 08, 2025	\$611,775.41

Total	<u>\$915,710.39</u>
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Suggested Motion

Motion to approve Claims and Expenditures in the amount of **\$915,710.39**

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DB: Charlotte

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF CHARLOTTE
EXP CHECK RUN DATES 10/14/2025 - 10/14/2025
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Vendor Code	Vendor Name		Amount
	Invoice	Description	
01691	1ST AYD CORPORATION		
	PSI815321	CLEANING SUPPLIES	417.10
TOTAL FOR: 1ST AYD CORPORATION			417.10
01683	ACD.NET		
	81518-299	OCTOBER 2025	699.00
	91177-151	(WASTE TREATMENT) OCTOBER 2025	565.84
TOTAL FOR: ACD.NET			1,264.84
02015	ADVANTAGE FLEET, LLC		
	RA101004938:01	ANNUAL PUMP TEST, SERICE PUMP	446.84
TOTAL FOR: ADVANTAGE FLEET, LLC			446.84
01667	ALTOGAS		
	900218	PROPANE REFILL FOR RECYCLING CENTER	26.40
TOTAL FOR: ALTOGAS			26.40

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Vendor Code	Vendor Name	Invoice	Description	Amount
01764	AMAZON CAPITAL SERVICES			
		11C9-6VTC-G966	ACCOUNT # A264N6SLCWDWHU (FIRE) UNIFORM BELT BUCKLE	39.90
		11WY-TD33-F7WM	ACCOUNT # A264N6SLCWDWHU (FIRE) COMPUTER EQUIPMENT	174.98
		13NJ-1JLJ-1Y19	ACCOUNT # A264N6SLCWDWHU (FIRE) HVAC CONDENSATE PUMP 09/23/2025	109.12
		14N9-CTT1-6YQV	ACCOUNT # A264N6SLCWDWHU (DPW) HEAVY DUTY TRUCK SCANNER	424.99
		16CJ-M4NY-JD6X	ACCOUNT # A264N6SLCWDWHU (FIRE) ETHERNET SWITCH, ETHERNET CABLE, DRYWALL ANCHORS	65.76
		16JJ-RHHP-94YM	ACCOUNT # A264N6SLCWDWHU (WWTP) FANS FOR CHLORINATE AT WELLS	88.00
		1C6R-7RNT-FVHC	ACCOUNT # A264N6SLCWDWHU (CLERK) SPIRAL WRIST COIL KEY HOLDER	6.99
		1CHC-MK7M-3YGC	ACCOUNT # A264N6SLCWDWHU (FIRE) CUSTODIAN CLEANING SUPPLIES	92.66
		1FR6-JNHN-6T7N	ACCOUNT # A264N6SLCWDWHU (FIRE) T5 FLUORESCENT COOL WHITE UNDER COUNTER LIGHT BULBS	23.48
		1GNR-LDXW-61NW	ACCOUNT # A264N6SLCWDWHU (DPW) OVAL NERF BAR SIDE STEPS 09/18/2025	169.00
		1GYN-HFMX-4T9G	ACCOUNT # A264N6SLCWDWHU (FIRE) CONTRACTOR TRASH BAGS 09/18/2025	386.89
		1J6C-3KX3-C7CG	ACCOUNT # A264N6SLCWDWHU (FIRE) 3 RING BINDERS	29.88
		1JF7-1XGY-LCNH	ACCOUNT # A264N6SLCWDWHU (DPW) DOCUMENT SCANNER	119.87
		1JFK-NRM7-4FLF	ACCOUNT # A264N6SLCWDWHU (FIRE) INTEX SNORKEL BUDDIES (HAZMAT SUPPLIES)	77.94
		1JMP-GV4C-PMPF	ACCOUNT # A264N6SLCWDWHU (COMMUNITY DEVELOPMENT) NAME TAGS, EASEL PADS	31.92
		1MVM-QYCW-H6DT	ACCOUNT # A264N6SLCWDWHU (FIRE) COMPUTER EQUIPMENT	215.50
		1PN4-RF1G-1KL4	ACCOUNT # A264N6SLCWDWHU (WWTP) CHARGER	7.99
		1PNQ-JYD9-6JQK	ACCOUNT # A264N6SLCWDWHU (FIRE) SCREEN PROTECTORS	8.99
		1QK3-7P4D-6KPN	ACCOUNT # A264N6SLCWDWHU (FIRE) EXTERNAL HARD DRIVE CABLE	9.99
		1QV7-4KXY-6FPY	ACCOUNT # A264N6SLCWDWHU (DPW) WIRE COILED EXTENSION CORD	77.97
		1T44-4MWC-4NFQ	ACCOUNT # A264N6SLCWDWHU (FIRE) STEERING WHEEL COVER	14.06
		1VT4-N9QM-73WR	ACCOUNT # A264N6SLCWDWHU (DPW) REPLACEMENT PULL STARTER, RECHARGEABLE SPOTLIGHT	149.08
		1VXJ-KXTV-CRMY	ACCOUNT # A264N6SLCWDWHU (FIRE) 9 VOLT BATTERIES	117.21
		1WHP-JF7N-4DVC	ACCOUNT # A264N6SLCWDWHU (CLERK) DOUBLE SIDED MOUNTING TAPE, PLASTIC SILVERWARE, BATTERIES	85.01
		1XXW-CVWL-499W	ACCOUNT # A264N6SLCWDWHU (WWTP) INK CARTRIDGES FOR COPY MACHINE	238.87
TOTAL FOR: AMAZON CAPITAL SERVICES				2,766.05
02036	AMAZON CAPITAL SERVICES			
		19XC-RHF4-49P9	ACCT # A1K517P63NLQUT (POLICE) SUPPLIES	77.10
TOTAL FOR: AMAZON CAPITAL SERVICES				77.10
01665	AMBS MESSAGE CENTER INC.			
		250901097	ANSWERING SERVICE (10/01/2025 TO 10/31/2025)	124.00
TOTAL FOR: AMBS MESSAGE CENTER INC.				124.00

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Vendor Code	Vendor Name	Invoice	Description	Amount
01663	AMERICAN LEGAL PUBLISHING	45078	INTERNET RENEWAL PERIOD (10/21/2025-10/21/2026)	550.00
TOTAL FOR: AMERICAN LEGAL PUBLISHING				550.00
02108	ASSESSING SOLUTIONS INC.	OCTOBER 2025	ASSESSOR CONTRACT 5/25 - 4/26 -	3,866.25
TOTAL FOR: ASSESSING SOLUTIONS INC.				3,866.25
01632	AT&T	5720601112	PUMPHOUSE & AIRPORT	282.16
TOTAL FOR: AT&T				282.16
01635	AT&T LONG DISTANCE	517543887709	AUG 14 SEPT 13, 2025	130.37
		AUG 14 SEPT 13,	DPW CALLOUT	55.82
TOTAL FOR: AT&T LONG DISTANCE				186.19
01608	BARYAMES CLEANERS	BN1615-10.01.202	(FIRE) UNIFORM CLEANING	311.19
		BN1616-10.01.202	(POLICE) UNIFORM CLEANING	115.70
TOTAL FOR: BARYAMES CLEANERS				426.89
01600	BECKETT & RAEDER	2025995	2023044 MASTER PLAN & ZONING ORDINANCE	1,530.00
TOTAL FOR: BECKETT & RAEDER				1,530.00
01594	BESCO WATER TREATMENT	923068503	RENTAL OF SOFTENER (AIRPORT)	55.00
TOTAL FOR: BESCO WATER TREATMENT				55.00
01581	BLUE CARE NETWORK	252520078745	MEDICAL COVERAGE (RETIRED) COVERAGE PERIOD 10/01/2025 TO 10/31/2025	2,586.45
		252520084810	MEDICAL COVERAGE COVERAGE PERIOD 10/01/2025 TO 10/31/2025	65,836.93
TOTAL FOR: BLUE CARE NETWORK				68,423.38
01578	BOBCAT OF LANSING	P76942	CONNECTOR FOR ATTACHMENT	143.85
TOTAL FOR: BOBCAT OF LANSING				143.85

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Vendor Code	Vendor Name	Invoice	Description	Amount
01555	BYRUM ACE HARDWARE			
		435817	(DPW) INTERIOR PAINT	44.99
		451974	(DPW) SPRAYPAINT, GRAFFITI REMOVER	27.97
		476164	(DPW) ACETONE, AIR COUPLER	45.97
		476180	(DPW) PAINT SUPPLIES	151.88
		477027	LIGHTING WELLS	31.98
		477335	(DPW) PAINTERS TOOL, PUTTY KNIFE, GOO GONE	65.94
		477451	(WWTP) ELECTRIC CONNECTOR	9.99
		477761	(DPW) SPRAY PAINT, RESPIRATOR, SAWZAL BLADE, ROTARY TOOL KIT 09/19/2025	252.91
		477801	(DPW) KEY KWICKSET 09/19/2025	23.94
		477892	(FIRE) HILLMAN FASTENERS	19.37
		478399	(DPW) PAINTER TAPE, BONDO, SPRAY PAINT 09/22/2025	79.54
		478424	(DPW) MULIT-MIX CONTAINER QT	8.97
		478597	(WWTP) PLUMBING SUPPLIES	64.54
		478742	(WWTP) BATTERIES	17.99
		478746	(WWTP) LIGHTING	31.98
		479130	(DPW) SHARKBITE CONNECTOR, SHARKBITE COUPLER, PIPE	117.32
		479174	(WWTP) ELECTRICAL SUPPLIES	70.68
		479847	(WWTP) MAINTENANCE SUPPLIES	109.95
		480113	(AIRPORT) PAINT SUPPLIES	44.75
		480213	(AIRPORT) MULTI PURPOSE PAIL	34.36
		480580	(FIRE) CFL/LED DIMMER	29.99
		480747	(FIRE) GARMET HOOK, SPACKLING	17.98
TOTAL FOR: BYRUM ACE HARDWARE				1,302.99
01882	CALEDONIA FARMERS ELEVATOR			
		477956	TIRE PATCH AND TIRE LABOR	17.75
		478163	TIRE LABOR	37.75
		478387	TIRE SENSOR AND LABOR	65.00
TOTAL FOR: CALEDONIA FARMERS ELEVATOR				120.50
01547	CANON FINANCIAL SERVICES, INC			
		41823511	MONTHLY CHARGES 08/01/2025 - 08/31/2025	232.19
TOTAL FOR: CANON FINANCIAL SERVICES, INC				232.19
00849	CAPITAL ASPHALT			
		6945	COLD PATCH	2,387.55
		7093	COLD PATCH	2,031.15
		7094	4 EL	1,908.83
TOTAL FOR: CAPITAL ASPHALT				6,327.53
01512	CHARLOTTE LITHOGRAPH			
		131531	BLANK CFD MEDICAL REPORTS	262.00
TOTAL FOR: CHARLOTTE LITHOGRAPH				262.00

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Vendor Code	Vendor Name	Invoice	Description	Amount
02044	CHIN, JOSEPH JR			
		10.07.2025	CEDAM HOUSING DEVEOPERS FORUM - MILEAGE AND PARKING	42.02
		10.07.25	MML CAP CON (MILEAGE AND PARKING REIMBURSEMENT	87.76
		10/07/2025	MML ELECTED OFFICIALS ACADEMY -MILEAGE AND HOTEL	298.40
		10-14-25	MML CONVENTION - MILEAGE & PARKING	107.78
		OCTOBER 7	CEDAM CONFERENCE 2025 COMMUNITY CHAMPIONS SUMMIT-MILEAGE & PARKING	80.04
TOTAL FOR: CHIN, JOSEPH JR				616.00
02224	CHRISTENSEN, JEFFREY			
		09.22.2025	MML CONVENTION 2025	211.14
TOTAL FOR: CHRISTENSEN, JEFFREY				211.14
01520	CITY OF CHARLOTTE			
		10281-08.27.2025	1310 S. COCHRAN AVE.	356.41
		11516-09.27.2025	301 TIRRELL HWY	382.69
		11517-09.27.2025	301 TIRRELL HWY DPW	391.15
		11518-09.27.2022	313 TIRRELL REAR	4,319.23
		11519-09.27.2025	313 TIRREL HWY SCRE	5,733.37
		14288-09.27.2025	911 W. SHEPHERD ST.	1,585.59
		14995-08.27.2025	1225 S. COCHRAN AVE.	445.61
		15517-09.27.2025	620 W. SHEPHERD ST.	384.58
TOTAL FOR: CITY OF CHARLOTTE				13,598.63
02225	CLEAR HEIGHTS CONSTRUCTION, LLC			
		8282-1	NEW SALT BARN	104,274.10
TOTAL FOR: CLEAR HEIGHTS CONSTRUCTION, LLC				104,274.10
01465	COUNTY JOURNAL, THE			
		293166	STAY INFORMED WITH CITY ALERTS	43.80
		294750	SEALED BIDS HVAC ENGINEERING DESIGN SERVICES	70.70
		294752	REQUEST FOR SEALED BIDS DOWNTOWN SNOW REMOVAL	61.10
		294753	REQUEST FOR SEALED BIDS CARPET REMOVAL AND INSTALLATION	70.70
		294782	ADD FOR 22ND ANNUAL RIVER CONVERSATION SAY	173.80
		294783	22ND ANNUAL RIVER CONSERVATION DAY	173.80
		294801	NOTICE OF PUBLIC HEARING ORDINANCE	109.10
		294966	ASSISTANT TO DPW DIRECTOR	58.60
		294967	ASSISTANT TO DPW DIRECTOR	58.60
		294998	SEALED BIDS FOR CONSTRUCTION ENGINEERING AND INSPECTION SERVICES	80.30
		295039	REQUEST FOR PROPOSALS FOR MEMBERSHIP OF FIANCE DIRECTOR/TREASURER AND STAFF	70.70
TOTAL FOR: COUNTY JOURNAL, THE				971.20
01838	CULLIGAN WATER CONDITIONING			
		46036TO	SALT DELIVERY (09/03/2025)	27.56
TOTAL FOR: CULLIGAN WATER CONDITIONING				27.56
01446	CUSTOM TRUCK ONE SOURCE			
		2025007226346	FOUND GEL COAT DAMAGE ON THE UPPER BOOM, AND REPAIRED THE DAMAGE,PERFORM ANNUAL INSPECTION	1,853.41
TOTAL FOR: CUSTOM TRUCK ONE SOURCE				1,853.41

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01429	DELAU FIRE & SAFETY INC			
		380530	ANNUAL INSPECTION OF HAND PORTABLE FIRE EXTINGUISHERS	53.00
		381376	SERVICE CALL , FIRE EXTINGUISHER	178.00
TOTAL FOR: DELAU FIRE & SAFETY INC				231.00
01428	DELTA DENTAL PLAN OF MICHIGAN			
		RIS0006598860	BILLING PERIOD 10/01/2025 THRU 10/31/2025	4,620.10
TOTAL FOR: DELTA DENTAL PLAN OF MICHIGAN				4,620.10
02017	DINGES FIRE COMPANY			
		71601	HELMET SHIELD	40.66
TOTAL FOR: DINGES FIRE COMPANY				40.66
01414	DORNBOS SIGN & SAFETY INC.			
		INV83510	RESERVED HANDICAP	87.00
TOTAL FOR: DORNBOS SIGN & SAFETY INC.				87.00
02026	DUWECK, MICHAEL			
		09.29.2025	MML CONVENTION 2025	149.14
TOTAL FOR: DUWECK, MICHAEL				149.14
01957	EGANIX			
		25260	F.O.G. TREATMENT	2,370.00
TOTAL FOR: EGANIX				2,370.00
01375	ELHORN ENGINEERING COMPANY			
		308433	METER REPAIR-REPLACEMENT	960.00
TOTAL FOR: ELHORN ENGINEERING COMPANY				960.00
01365	ETNA SUPPLY			
		S106065353.001	SENSUS OMNI GAL MEASURING CHAMBER ASSEMBLY	4,820.00
		S106065353.002	CHAMBER ASSEMBLY WATER METER	1,180.00
TOTAL FOR: ETNA SUPPLY				6,000.00
01358	FAMILY FARM & HOME			
		2060/36	TARPS	79.90
TOTAL FOR: FAMILY FARM & HOME				79.90
MISC	FRAZIER, LAURA			
		09.18.2025	REFUND CAMP FRANCES RENTAL (FAMILY EMERGENCY)	120.00
TOTAL FOR: FRAZIER, LAURA				120.00
01322	GALE BRIGGS, INC.			
		85547	CRUSHED STONE	165.20
		M3254	CONCRETE, LIMESTONE IN CONCRETE	324.00
		M3274	PACKING SAND	41.00
TOTAL FOR: GALE BRIGGS, INC.				530.20
01321	GALLOUP			
		S115959607.001	PLUMBING SUPPLIES	11.78
TOTAL FOR: GALLOUP				11.78

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Vendor Code	Vendor Name		Amount
	Invoice	Description	
01308	GRAINGER PRODUCTS		
	9649410413	WHITE LITHIUM GREASE	117.96
TOTAL FOR: GRAINGER PRODUCTS			117.96
01438	HASSEL FREE FUELS		
	CFSI-12478	ACCOUNT # 010109 (FIRE) FUEL	824.71
	CFSI-12534	ACCOUNT # 010109 (FIRE) FUEL	859.83
TOTAL FOR: HASSEL FREE FUELS			1,684.54
01252	INDEPENDENT BANK		
	SEPTEMBER 2025	SEPTEMBER 2025 08/15/2025 TO 09/15/2025	15,818.80
TOTAL FOR: INDEPENDENT BANK			15,818.80
01226	JOHNSON'S PICTURE FRAMING		
	18854	PICTURE FRAMES	125.00
	18892	PICTURE FRAMES	923.00
TOTAL FOR: JOHNSON'S PICTURE FRAMING			1,048.00
01215	KANE HEATING & VENTILATING CO.		
	94363	PIPE FOR VENT IN UV ROOM	287.95
TOTAL FOR: KANE HEATING & VENTILATING CO.			287.95
01207	KENNEDY INDUSTRIES INC.		
	648376	T.F. TROUBLE SHOOT PUMP #2	1,437.50
TOTAL FOR: KENNEDY INDUSTRIES INC.			1,437.50
01976	KENT COMMUNICATIONS INC		
	351015	OCTOBER UTILITY BILLS	1,125.23
TOTAL FOR: KENT COMMUNICATIONS INC			1,125.23
01883	KENYON AND SONS LLC		
	#22-09/20/2025	WEEKLY LAWN MOWING -09/14 TO 09/20	2,030.00
	#23-09/27/2025	MOWING 09/21 TO 09/27	3,860.00
	#24 10/04/2025	MOWING 09/28 TO 10/04	4,355.00
TOTAL FOR: KENYON AND SONS LLC			10,245.00
00781	KNIGHT WATCH, INC.		
	IN8973	ARMORY- RMR MONITORING	123.00
TOTAL FOR: KNIGHT WATCH, INC.			123.00
01195	KONICA MINOLTA BUSINESS		
	504140526	BILLING PERIOD 09/17/2025 - 10/16/2025	60.98
TOTAL FOR: KONICA MINOLTA BUSINESS			60.98
02125	LAFONTAINE AUTOMOTIVE GROUP		
	FOCS129425	BATTERY FOR #311	310.60
TOTAL FOR: LAFONTAINE AUTOMOTIVE GROUP			310.60
01182	LANSING UNIFORM CO.		
	108099-A	UNIFORMS	829.45
	108203-A	HAFNER-3 UNIFORMS	601.20
TOTAL FOR: LANSING UNIFORM CO.			1,430.65

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Vendor Code	Vendor Name	Invoice	Description	Amount
01173	LEA'S AUTO BODY			
		10163	REPLACE BRAKE PADS & ROTORS ALL AROUND, MOUNT & BALANCE FOUR TIRES UNIT #410	1,307.21
		10180	OIL CHANGE UNIT#412	93.49
		10189	OIL CHANGE, BRAKE PADS AND ROTORS UNIT # 413	1,278.50
TOTAL FOR: LEA'S AUTO BODY				2,679.20
01684	LEXISNEXIS RISK SOLUTIONS			
		1100204443	SEPTEMBER 2025	200.00
TOTAL FOR: LEXISNEXIS RISK SOLUTIONS				200.00
02054	LIBERTY PLUMBING LLC			
		18675	REPAIR CPD BATHROOM VALVE, UNCLOG CFD KITCHEN SINK	1,130.00
TOTAL FOR: LIBERTY PLUMBING LLC				1,130.00
02023	LUNGHAMER FORD			
		1F001	WATER/SEWER TRUCK PURCHASES	101,452.00
TOTAL FOR: LUNGHAMER FORD				101,452.00
01156	LYNN PEAVEY COMPANY			
		421017	TAPE, MASKS	193.22
TOTAL FOR: LYNN PEAVEY COMPANY				193.22
02016	MACQUEEN EMERGENCY			
		P31597	DIRT SHOE AND SCRAPER	199.36
TOTAL FOR: MACQUEEN EMERGENCY				199.36
02144	MANNIK & SMITH GROUP, INC., THE			
		136382	PROJECT 401.2401467.000	791.00
TOTAL FOR: MANNIK & SMITH GROUP, INC., THE				791.00
01778	MAXSON, KEVIN			
		09/24/2025	BOOTS PER SEIU CONTRACT	239.95
TOTAL FOR: MAXSON, KEVIN				239.95
02154	MCKENNA ASSOC. INC.			
		25-003-6	CHILL GRANT ADMINISTRATION	2,590.00
TOTAL FOR: MCKENNA ASSOC. INC.				2,590.00
02145	MGT IMPACT SOLUTIONS, LLC			
		65226	COST ALLOCATION STUDY	8,325.00
TOTAL FOR: MGT IMPACT SOLUTIONS, LLC				8,325.00
01917	MICHIGAN CHAMBER SERVICES, INC.			
		107169	MICHIGAN STATE & FEDERAL LABOR LAW POSTERS	337.00
TOTAL FOR: MICHIGAN CHAMBER SERVICES, INC.				337.00
02146	MICROTECH SERVICES, INC			
		36625	NEW COMPUTER SERVER PROGRAMS	1,050.00
		36627	LABOR, REPLACE COMPUTERS INSTALL PROGRAMS, PRINTERS	1,050.00
		36658	IT SERVICES CONTRACT 12/16/2024-12/15/2025	5,656.00
TOTAL FOR: MICROTECH SERVICES, INC				7,756.00

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Vendor Code	Vendor Name	Invoice	Description	Amount
01086	MILLER, CHRIS			
		09.19.2025	MILEAGE REIMBURSEMENT FOR IPP SEMINAR ON 09/18/2025	44.80
		10.03.2025	BOOT ALLOWANCE PER SEIU CONTRACT	163.44
TOTAL FOR: MILLER, CHRIS				208.24
01757	MLP DOORS, LLC			
		3008	6 KEYS CUT	150.00
TOTAL FOR: MLP DOORS, LLC				150.00
01073	MML UNEMPLOYMENT FUND			
		10.08.2025	QUARTERLY CONTRIBUTION REPORT	24.38
TOTAL FOR: MML UNEMPLOYMENT FUND				24.38
01071	MMLLPP			
		CARRIER BOWERMAN	RESTITUTION PAYMENTS FOR CARRIE BOWERMAN 06/20/25 TO 9/30/2025	600.00
TOTAL FOR: MMLLPP				600.00
01070	MMTA			
		12820	MEMBERSHIP RENEWAL- MUNICIPALITY (THROUGH DECEMBER 31, 2026)	198.00
TOTAL FOR: MMTA				198.00
01536	NAPA AUTO PARTS			
		285110	CONNECTORS	25.48
		285477	O2 OXYGEN SENSOR, WINDSHIELD WASHER SOLEVENT	163.35
		285484	PART EXCHANGE FROM INVOICE 285477 (O2 SENSOR)	14.03
		285577	WIPERS FOR TRUCK #317	47.98
TOTAL FOR: NAPA AUTO PARTS				250.84
01027	NEW PIG CORPORATION			
		24789105-00	HAZMAT SUPPLIES	1,072.26
TOTAL FOR: NEW PIG CORPORATION				1,072.26
01021	NORTHERN SAFETY CO., INC.			
		907144172	RUBBER GLOVES & DISPOSABLE GLOVES	236.16
		907147153	WELDING GLOVES	43.71
TOTAL FOR: NORTHERN SAFETY CO., INC.				279.87
01012	OFFICE DEPOT INC			
		440613651-1	BATTERIES	26.80
TOTAL FOR: OFFICE DEPOT INC				26.80
01007	O'REILLY AUTO PARTS			
		4651-847423	OIL FILTER , MOTOROIL	27.91
TOTAL FOR: O'REILLY AUTO PARTS				27.91
02229	PLUNKETT COONEY			
		10961526	PROFESSIONAL SERVICES	600.00
TOTAL FOR: PLUNKETT COONEY				600.00
00976	POLLY PRODUCTS LLC			
		211833	BENCH	1,489.20
TOTAL FOR: POLLY PRODUCTS LLC				1,489.20

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Vendor Code	Vendor Name	Invoice	Description	Amount
01030	QUADIANT FINANCE USA, INC.	790044417194903	POSTAGE -SEPTEMBER 2025	1,039.00
TOTAL FOR: QUADIANT FINANCE USA, INC.				1,039.00
01418	REINALT-THOMAS CORPORATION	6570426	REPLACE TIRES ON 2021 TAHOE	1,166.22
TOTAL FOR: REINALT-THOMAS CORPORATION				1,166.22
02129	RICOH USA, INC	109438981	COPIER LEASE (60 MONTHS) FOR CURRENT YEAR	207.82
		109512748	COPIER LEASE (60 MONTHS) FOR CURRENT YEAR	207.82
TOTAL FOR: RICOH USA, INC				415.64
00935	ROCHESTER CREATIONS	4088	UNIFORM POLO'S FOR FULL TIME EMPLOYEE'S	354.00
TOTAL FOR: ROCHESTER CREATIONS				354.00
00927	ROSEACRE GREENHOUSE	09/09/2025	11 EXTRA LARGE MUMS DOWNTOWN	495.00
		10.03.2025	MUM PLANTS FOR DOWNTOWN	40.00
TOTAL FOR: ROSEACRE GREENHOUSE				535.00
01989	ROTARY MULTIFORMS, INC.	0193799	TICKET BOOKS FOR CODE ENFORCEMENT	91.00
TOTAL FOR: ROTARY MULTIFORMS, INC.				91.00
02212	SCANSOURCE, INC	5500018335	SEPTEMBER 2025	2,042.24
TOTAL FOR: SCANSOURCE, INC				2,042.24
00904	SERVPRO OF FENTON & NW GENESEE	09.26.2025	RESIDENTIAL RESTORATION RECONSTRUCTION - ADAM POTTER 118 AMITY ST	14,287.41
		09.29.2025	RESIDENTIAL RESTORATION RECONSTRUCTION - ADAM POTTER 118 AMITY ST	6,333.18
TOTAL FOR: SERVPRO OF FENTON & NW GENESEE				20,620.59
01829	SPECTRUM PRINTERS, INC.	86713	AV SECRECY ENVELOPES	91.15
TOTAL FOR: SPECTRUM PRINTERS, INC.				91.15
00867	SPEED-TECH EQUIPMENT	1159196	SERVICE TO THE CARDBOARD BAILER @ CHARLOTTE AREA RECYCLING	375.00
TOTAL FOR: SPEED-TECH EQUIPMENT				375.00
00861	STANDARD LIFE INSURANCE CO	2025 OCTOBER	OCTOBER 2025	1,762.97
TOTAL FOR: STANDARD LIFE INSURANCE CO				1,762.97
01108	STATE OF MICHIGAN	591-11342960	AIRPORT LICENSE FEE	50.00
TOTAL FOR: STATE OF MICHIGAN				50.00

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Vendor Code	Vendor Name	Invoice	Description	Amount
00848	SUPERFLEET MASTERCARD PROG.			
		FB749-10.01.2025	(POLICE) FUEL	3,625.81
TOTAL FOR: SUPERFLEET MASTERCARD PROG.				3,625.81
00847	SWANSON ELECTRIC			
		1548.66	TROUBLE SHOOT STAIRWELL (LIGHT OUT)	125.00
TOTAL FOR: SWANSON ELECTRIC				125.00
01750	TOTAL ENERGY SYSTEMS, LLC			
		INV147656	ANNUAL GENERATOR MAINTENANCE	1,943.35
TOTAL FOR: TOTAL ENERGY SYSTEMS, LLC				1,943.35
00820	TRACE ANALYTICAL LABORATORIES			
		5090842	WATER ANALYSIS	255.75
		5090936	WATER ANALYSIS- PFAS	442.00
		5090945	WATER ANALYSIS	130.50
TOTAL FOR: TRACE ANALYTICAL LABORATORIES				828.25
00808	TSC TRACTOR SUPPLY			
		789700	SOFTENER SALT	358.50
TOTAL FOR: TSC TRACTOR SUPPLY				358.50
00871	UM HEALTH -SPARROW OCCUPATIONAL HEA			
		00082336-00	NEW HIRE SCREENINGS	568.00
		00083080-00	DOT PHYSICAL (MCLOUTH)	95.00
TOTAL FOR: UM HEALTH -SPARROW OCCUPATIONAL HEA				663.00
00791	USA BLUE BOOK			
		INV00838753	LAB SUPPLIES	498.57
		INV00845198	CHART RECORDER	79.62
TOTAL FOR: USA BLUE BOOK				578.19
01984	VECTOR SOLUTIONS			
		INV124248	FIRE DEPARTMENT SCHEDULING SOFTWARE	1,864.34
TOTAL FOR: VECTOR SOLUTIONS				1,864.34
02015	VEHICLE ALLIANCE			
		XA201000305:01	EXTRICATION GLOVES	50.00
		XA201000327:01	FIRE GLOVES	150.00
		XA201000329:01	FIRE HOSE	372.52
TOTAL FOR: VEHICLE ALLIANCE				572.52
00778	VISION SERVICE PLAN			
		2025 OCTOBER	2025 OCTOBER	984.06
		OCTOBER 2025	OCTOBER 2025 (SAFETY)	254.13
TOTAL FOR: VISION SERVICE PLAN				1,238.19
02149	VITAL RECORDS CONTROL			
		5495438	SHRED CONTAINER	25.38
TOTAL FOR: VITAL RECORDS CONTROL				25.38
00777	WALDRON FUELS LLC			
		09033	FUEL	1,238.26
TOTAL FOR: WALDRON FUELS LLC				1,238.26

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Vendor Code	Vendor Name		Amount
	Invoice	Description	
00774	WASTE MANAGEMENT OF MICHIGAN, INC		
	7474292-1846-0	REFUSE PICKUP (10/01/2025 - 10/31/2025)	153.99
TOTAL FOR: WASTE MANAGEMENT OF MICHIGAN, INC			153.99
01798	WEILER EXCAVATION LLC		
	2444	REPLACE WATER SERVICE 415 PRAIRIE ST	2,820.00
TOTAL FOR: WEILER EXCAVATION LLC			2,820.00
02090	WELLS, DAN		
	09.16.2025	MILEAGE REIMBURSEMENT FOR TRAINING CLASS	102.34
TOTAL FOR: WELLS, DAN			102.34
02226	WESTECH ENGINEERING, LLC		
	S-INV104786	TRICKLING FILTER BEARING AND SEAL REPLACEMENT	166,860.00
TOTAL FOR: WESTECH ENGINEERING, LLC			166,860.00
00761	WILLIAMS FARM MACHINERY, INC.		
	41707	CHAIN, FLAT FILE	91.97
TOTAL FOR: WILLIAMS FARM MACHINERY, INC.			91.97
00758	WINDEMULLER		
	245796	GROOV CELLULAR MODEM PLATFORM/SCADA	10,000.00
TOTAL FOR: WINDEMULLER			10,000.00
02013	WOW! BUSINESS		
	09/11/2025 TO 10	INTERNET AT GARAGE	49.99
TOTAL FOR: WOW! BUSINESS			49.99
TOTAL - ALL VENDORS			611,775.41
PAYMENT TYPE TOTAL			
Paper Check			506,381.28
EFT Transfer			105,394.13

COMMERCIAL CREDIT CARD STATEMENT

September, 2025

	DATE	VENDOR	DESCRIPTION	ACCOUNT #	AMOUNT
Griffith, M	08/19/2025	BIGGBY Coffee	MWEA Training @ Westside Fire	510-537.000-965.000	\$ 45.38
	08/19/2025	Meijer Store	MWEA Training @ Westside Fire	510-537.000-965.000	\$ 12.98
	08/19/2025	Municipal Wastewater	Waste Water Training for (Singh)	510-550.000-965.000	\$ 71.40
	08/21/2025	Michigan Rural Water	S3 and S4 Review (Maxson)	510-562.000-965.000	\$ 380.00
	09/03/2025	EGLE DW Trainin & Cert	Exam Appointment (Maxson)	510-562.000-965.000	\$ 70.00
	09/04/2025	Michigan Rural Water	WW-training for (Singh)	510-550.000-965.000	\$ 380.00
	09/08/2025	Hotelsone	Hotel for S3 and S4 review	510-562.000-965.000	\$ 712.26
Subtotal					\$1,672.02
Smith, A	8/15/2025	Plumberbestsupply	Hydrant Washer Repair Kit	510-560.000-731.000	\$ 137.13
	8/15/2025	Eric Rogers	Asphalt Sealer Tennis Courts	101-751.000-731.000	\$ 700.00
	8/26/2025	Menards Lansing West	Supplies to build shed for fuel tank(gar	601-582.000-731.000	\$ 784.70
	8/26/2025	Menards Lansing West	Treated Wood	601-582.000-731.000	\$ 45.96
	9/4/2025	Menards Lansing West	Supplies to build Shed	601-582.000-731.000	\$ 253.40
Subtotal					\$1,921.19
Perry, S	9/5/2025	Benchmark	Autoclave Shelves	510-550.000-739.000	\$ 149.33
	Subtotal				\$ 149.33
Christiansen, K	9/11/2025	Michigan Fire Inspect	Fire Inspector (Houghtaling)	206-336.000-965.000	\$1,025.00
	9/11/2025	Michigan Fire Inspect	Fire Inspector (Pruden)	206-336.000-965.000	\$1,025.00
Subtotal					\$2,050.00
Fullerton, T	8/18/2025	Rays Pager	Fire Pager Clips	206-336.000-738.000	\$ 301.56
	8/19/2025	MI Fire Inspectors	M. Burger Fire Insp. Confrence	206-366.000-965.000	\$ 354.25
	8/20/2025	FirePenny	Kussmaul Charger - Unit 315	206-366.000-740.000	\$1,127.60
	8/22/2025	ChatGPT	ChatGPT Services	101-704.000-960.000	\$ 20.00
	8/25/2025	State Of MI EMS	D. Viane EMS license Renewal	206-366.000-960.000	\$ 25.00
	8/26/2025	Menards Lansing West	Versa Tube Building	518-760.000-731.000	\$1,543.37
	8/28/2025	Maceo	Code officers - Online Training	101-704.000-965.000	\$ 40.00
	8/28/2025	BADGEANDWALLET.Com	FD Uniform Brass	206-366.000-815.000	\$ 369.60
Subtotal					\$3,781.38
Larocque, M	8/22/2025	WEB NetworkSolutions	Web orwarding charlottemi.org	666-228.000-810.000	\$ 2.25
	9/1/2025	Google GSuite	Google	666-228.000-810.000	\$1,257.64
	9/8/2025	OPENAI CHATGPT	CHAT GPT	101-215.000-731.000	\$ 90.00
Subtotal					\$1,349.89
Whitney, S	8/26/2025	Menards Lansing West	Car Port Building	518-760.000-731.000	\$4,859.99
	9/10/2025	OPENAI CHATGPT	CHAT GPT	101-441.000-960.000	\$ 20.00
Subtotal					\$4,879.99
Benavidez,S	8/13/2025	North Grand Ramp Lansing	Parking for Cedam Conference	101-703.000-965.000	\$ 15.00
	Subtotal				\$ 15.00

Total \$15,818.80



Memo

To: Honorable Mayor Lewis; City Council
From: City Clerk LaRocque
Date: October 13, 2025

RE: Attendance Request – Michigan Downtown Association Annual Conference

Background

Council Member Christensen has expressed interest in attending the **Michigan Downtown Association (MDA) Annual Conference**, taking place **November 5–7, 2025**, in **Downtown Rochester, Michigan**.

The 2025 MDA Annual Conference, themed **“Don’t Stop Believing: Keeping the Faith in Strong Michigan Downtowns,”** will highlight how Michigan’s downtowns thrive when strong relationships are built, innovation is embraced, and public spaces are activated with creativity and purpose. The conference will offer a dynamic mix of sessions, speakers, and networking opportunities designed to provide attendees with tools, ideas, and connections to shape thriving, resilient communities.

Topics covered typically include Tax Increment Financing (TIF) plan updates, business recruitment strategies, walkability, placemaking, streetscape design, and other issues relevant to urban planning and local economic development.

While the City is not a direct member of the Michigan Downtown Association, attendance is open to non-members.

It is important to note that the City’s Downtown Development Authority (DDA) is a registered member of the MDA and may separately approve attendance for its board members. However, Council Member Christensen is not a member of the DDA Board and would be attending in his capacity as a City Council Member.

A detailed agenda is included for your review.

Recommendation

It is recommended that City Council authorize attendance and associated costs for Council Member Christensen, as the conference content may provide valuable insights into strategies that align with the City’s goals for downtown revitalization and economic development.

Attendance would be funded through the **City Council conferences and training budget 101-101.000-965.000**, not the DDA budget, as the Council Member is not serving in a DDA capacity. The available balance in this account is approximately **\$967**, after reimbursing a few pending expenses on your current claims and expenditure report.

Financial Impact

Estimated costs include:

- **Conference Registration:**
 - \$225 (early bird, non-member rate before Oct. 28)
 - \$245 (standard rate after Oct. 28)
- **Lodging:**
 - **\$189/night + tax and fees**
(Executive King room at the Royal Park Hotel, group rate for attendees)
- **Travel & Per Diem:**
 - Subject to City Council's reimbursement policy for mileage, meals, and incidental expenses

Total estimated cost: Approximately **\$600–\$800**, depending on registration date and travel arrangements.

Proposed Motion

Motion to approve registration and associated expenses for Council Member Christensen to attend the **Michigan Downtown Association Annual Conference in Rochester, Michigan, from November 5–7, 2025**, in accordance with the City Council's reimbursement policy.

Session Eight: Data-Driven Downtowns:

Turning Information into Action

Effective downtown revitalization starts with good data. Our panel will explore how their communities use tools like building and business inventories, census data, market analysis, and social media analytics to guide planning and attract investment. More advanced methods, like Pacer.ai and mobile data, will also be discussed. With cost often a barrier, practical, lower-cost alternatives to help any community make informed, strategic decisions will be highlighted.

This session is available for NADPO credit.

Parlor Room BC

Kerri Vetrano, Director of Planning, SEMCOG
Jennifer Finney, Marketing Strategist and Owner, JGF Creative Edge
Cindy Wilcock, Executive Director, Main Street Grosse Pointe
Mary Dettling, Executive Director, Main Street Soline
Moderated by Leigh Young, AICP, Senior Main Street Specialist, MEDC

Parlor Room DE

Bill Tremont, Promotions Specialist, Michigan Main Street, MEDC
Snacks provided and sponsored by Lake Trust Credit Union

Parlor Room DE

Dana Walker, Director, Michigan Downtown Association

Parlor Room DE

Dana Walker, Director, Michigan Downtown Association

12:25 - 1:25 pm

Partner Presentation

Storytelling: Marketing Your Downtown with Purpose & Power

Every downtown has a story, but it can be challenging to tell that story in a way that inspires action, investment, and connection. In this session, we'll reimagine what marketing can be: not just promotion, but a powerful tool for shaping how people see, feel, and believe in the future of your place - all through the story you tell. We'll explore storytelling techniques that resonate, uncover the unique value your downtown offers, and learn how to attract visitors. You'll leave with the confidence and clarity to market smarter, not louder, and a toolkit you can adapt to your community's goals.

1:25 - 1:50 pm

Don't Stop Believing: Hold on to That Feeling!

We'll wrap up the Annual Conference with an interactive and energizing session that brings everyone's voice into the conversation. Using real-time audience input, we'll map out the collective strengths, challenges, and opportunities facing Michigan's downtowns today. This fast-paced, fun session will highlight the shared experiences of downtown leaders and remind us all why downtown management is economic development. You'll leave feeling inspired, connected—and ready to keep believing in the power of thriving, resilient communities.

1:50 pm

Closing Comments & Raffle Drawing

Special hotel room rate
of \$189 (plus tax and fees)
is available at the
Royal Park Hotel,
please call the hotel
at 248-652-2600
and mention the MDA
or click [here](#).

MICHIGAN
DOWNTOWN
ASSOCIATION

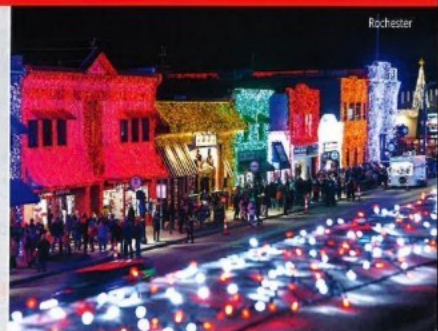


ANNUAL STATEWIDE CONFERENCE 2025

Rochester, MI
November 5-7, 2025

In-person & Virtual Attendance Option

Don't Stop Believing
Keeping the Faith in Strong
Michigan Downtowns



Registration Form: Annual Statewide Michigan Downtowns Conference 2025

Each attendee must provide the following information as unique login or registration information will be sent to each attendee via the email listed below. Registrant's information may be changed prior to the Annual Conference by contacting Dana Walker at the MDA, director@michigandowntowns.com or 248-838-9711.

Name _____
Organization _____
Phone _____ Email _____

Registration Fees (use registration form or register online at www.michigandowntowns.com):

Early Bird Rate (Now through 10/26):	MDA Members: \$275	Non-Members: \$295	Students: \$150
Regular Registration & At the Door (After 10/26):	MDA Members: \$295	Non-Members: \$315	Students: \$160
One Day Rate (either November 6 or November 7):	\$150		

Virtual Format price is the same.

- ☐ Yes, I will attend the \$35 ticketed Downtown Mobile Tour of Pontiac & Networking Event on Wednesday, November 5.
☐ Yes, I will attend the \$20 ticketed networking event only on Wednesday, November 5. (Trolley and Walking Tour not included).
☐ Yes, I will attend the complimentary Meet and Greet, Thursday, November 6, at the Roxy.
TOTAL AMOUNT DUE _____

Please return form with payment to MDA by Oct. 26, 2025. Once payment has been received, all registrants will receive unique login or registration information for the Annual Conference.

Make checks payable to:
Michigan Downtown Association P.O. Box 3591 North Branch, MI 48461
Credit card payment available at www.michigandowntowns.com or call the MDA at 248-838-9711.
Sorry, no refunds will be offered.

Visa MC Dis Amex Card No. _____ Exp. Date _____ Sec. Code _____
Name on Card: _____ Signature: _____
Zip Code: _____

AICP and AIA credits are available on a self-reporting basis.

2025 11 11

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Annual Conference - Don't Stop Believing Keeping the Faith in Strong Michigan Townships

Michigan's townships thrive when strong relationships are built, innovation is embraced, and public spaces are brought to life with creativity and purpose. Join fellow downtown champions at the 2025 Michigan Township Association Annual Conference in vibrant downtown Rochester! This year's event will feature a dynamic mix of sessions, speakers, and networking opportunities designed to equip stakeholders with the tools, ideas, and connections needed to shape thriving, resilient communities. From practical resources to inspiring success stories, the conference offers something for everyone committed to downtown vitality. Come be inspired, share your vision, and keep believing in the power of strong Michigan Townships!

Wednesday November 5

3:30 pm Mobile Tour of Downtown Pontiac

Join us as we hit the road via trolley and travel to neighboring Downtown Pontiac. The tour will leave the Royal Park Hotel, 600 E University Dr., Rochester, MI, at 3:30 pm. Wear your walking shoes as we will stroll the sidewalks and hear how Downtown Pontiac is poised for a major resurgence and return as the seat and focal point of Oakland County with massive public and private investment already unfolding. Our tour will conclude with a networking event at Fillmore 13 Brewery, 7 North Saginaw Street, downtown Pontiac, with a cash bar and complimentary appetizers. The trolley tour is a ticketed event with only 30 trolley seats sold. The ticket price is NOT included in the Conference registration fee and is an additional \$35 or \$20 to attend just the 5-6:30 pm networking event.

Thursday November 6 - Royal Park Hotel

600 E University Dr., Rochester, MI

Parlor Room DE

Parlor Room BC

Parlor Room BC

Kelly Allen, Partner, Addison, Need, Allen & Bentrap, PLLC
Chris Towner, Associate, Addison, Need, Allen & Bentrap, PLLC
Matt Gibb, Executive Director, Lake Orion DDA
Theresa Dubiel, EVP/Chief Experience Officer, Lake Trust Credit Union
Nichole Paine, Business Development Manager, Lake Trust Credit Union

Parlor Room DE
Cristina Sheppard-Decius, Chair, Michigan Downtown Association

Parlor Room DE
Erik Nordin, Artist & Partner, Detroit Design Center
Israel Nordin, Artist & Partner, Detroit Design Center

Parlor Room DE
Lunch Generously Sponsored by Catalyst Media Factory

Parlor Room DE
Arthur F. Miller, AICP, Professional Planner & Presentation Planner, Wade Trim
Brian Mack, Executive Director, Berkeley DDA & Main Street
James Alt, Executive Director, Lapeer DDA & Main Street

Parlor Room BC
Vic Veda, Vice President, Communications, Michigan Retailers Association

9:00 - 11:00 am Registration Vendor Expo & Continental Breakfast

9:30 - 10:00 am Coffee and Conversation

Participants of the MDA Professional Development Certificate Program (MPPDM) are encouraged to join us for a pre-Conference networking opportunity.

10:00 - 10:50 am Bonus Session - 3 Round Tables, 15 Minutes, 100 Ideas

Get a jump start on the Conference by joining us for this quick paced Bonus Session! Topics to be covered at three tables include Liquor Control and Downtowns, Working With Council to Approve Budgets, & Credit Unions, the Resource You Didn't Know You Had.

11:00 am 2025 MDA Annual Meeting & Welcome Introductions of Vendors

Keynote
Sculpting Identity: Public Art and the Power of Place
Erik and Israel Nordin of the Detroit Design Center — known collectively as the Nordin Brothers — will share their journey transforming public space through monumental sculpture and artistic place-making. Drawing on over two decades of work across Michigan and beyond, they will explore how public art can foster identity, vibrancy, and civic pride in downtown communities. This talk will unpack the creative process, community engagement strategies, and how bold design choices can help redefine a city's narrative. The Nordin Brothers will also discuss the practical realities of funding, fabrication, and navigating public-private partnerships.

12:55 - 2:10 pm Lunch Annual Awards MPPDM Ceremony

2:15 - 3:05 pm Concurrent Sessions

Session One: Updating a TIF Plan

Development Plans are critical to the operation of Michigan's Downtown Development Authorities (DDAs). These plans are required for the collection of Tax Incremental Financing (TIF) revenues, and any future TIF-funded DDA initiatives must be included within an approved Development Plan. Michigan's enabling legislation outlines specific, detailed requirements for adopting, modifying, or extending these plans. Join us to hear from two communities that recently updated their Development Plans. One community amended its plan in-house, while the other hired a consultant to guide the preparation and adoption process. Learn from their experiences and gain insights into the challenges and opportunities involved in updating a DDA Development Plan.

Session Two: The State of Retail: Why Buying Nearby Matters

Get informed about the state of Michigan's retail industry and learn about the impact of supporting locally-owned businesses. Vic Veda, VP of Communications at Michigan Retailers Association, will share a recap of the 2025 Michigan Retail Index surveys, details and statistics from the annual Buy Nearby Economic Impact Study, and an overview of what retailers are up against in 2026. Learn what issues are impacting retailers most and how to better support their changing needs.

3:15 - 4:25 pm

Concurrent Sessions

Session Three: The Future is Now, AI and Downtown Management

How can Artificial Intelligence help downtowns thrive—both in everyday operations and in shaping future policy? Our speakers will highlight the public policy landscape including opportunities and challenges that local governments should consider as AI adoption grows. Practical applications of AI that DDAs can use right now, including ways to improve communication, streamline routine work, and support downtown growth will also be discussed. Together, the session provides both practical tools for today and context for the road ahead.

Session Four: Destination Marketing-Trends, Tools & Activation

Discover how to build impactful regional destination brands through place-based tourism, immersive experiences, and data-driven strategies. This session also explores real downtown marketing activations, special events, social media campaigns, community input techniques, and smart data collection—all aimed at promoting your downtown and its image and local economy. This session is available for MPPDM credit.

4:40 - 5:40 pm Walking Tour of Downtown Rochester

The tour will begin at the Royal Park Hotel and conclude at The Roxy.

5:30 - 7:30 pm Meet & Greet

The Roxy
Join us as we enjoy complimentary appetizers, a cash bar, and lively conversation.

Friday November 7

8:30 am

Registration Vendor Expo and Coffee

9:00 - 9:50 am

Concurrent Sessions

Session Five: Zoning for Small Business Success

Unlock the power of zoning to grow your local small business landscape! In this interactive session, planners from McKenna will share why zoning matters for microbusinesses, and how the right strategies can turn red tape into real opportunity. Learn how to spot common zoning barriers, explore innovative tactics that support small-scale entrepreneurs, and discover fresh ideas to make your community more business-friendly. Participants will walk away with practical tools to help your community audit your zoning ordinance through a small business lens.

Session Six: Guidebook to Public Involvement on Community Projects

During the past few years, there has been significant local community opposition to economic development projects for various reasons. As such, these projects have been delayed, reduced in size/scope, or abandoned altogether due in large part to the community's obstruction and lack of planning for such public resistance. Even well-intentioned projects can fail if the population of the target community is not engaged and understood. In this session, hear the best practices for community engagement and how to collaboratively work with and through groups of people to address issues affecting their community.

9:50 - 10:30 am

Brunch & Networking

10:35 - 11:05 am

A (Legislative) Review of 2025, What's Ahead, and Building Your Relationships

Phew! What a year! Our friends from Midwest Strategy Group will highlight key 2025 legislative developments that impacted Michigan's downtowns: what passed, what stalled, and what it all means for communities across the state. A preview of the future policy landscape and what members should watch for in 2026 will also be discussed. Finally, the team will share practical strategies and real-world examples for building relationships and effectively engaging with elected officials to advance legislative priorities.

11:15 - 12:15 pm

Concurrent Sessions

Session Seven: Director Contracts, Sealing the Deal

This session explores the nuances of employment and service arrangements for Downtown Development Authority (DDA) directors and staff—whether hired directly by a municipality or engaged as independent contractors. Attendees will gain valuable insight into the advantages and challenges of each model, key considerations when negotiating contracts, and the often complex but essential relationship between a DDA director and the municipal government. The session will include practical case studies, real-world examples, and actionable negotiation strategies to help participants make informed decisions tailored to the needs of their own communities.

Parlor Room DE

Anthony Maggo, Finance Director & Treasurer, City of Rochester
Richard Murphy, AICP, Senior Program Manager, Policy Research Labs, Michigan Municipal League

Parlor Room BC

Kristi Trevarrow, Executive Director, Rochester DDA & Main Street
Nur Asri, AICP, Founder, Think Place Agency

Generously sponsored by Lumecon

Parlor Room DE

Parlor Room DE

Jane Dixon, AICP, NCI, Principal Planner, McKenna Associates
Ashley Janicowski, AICP, Associate Planner, McKenna Associates

Parlor Room BC

Meghan Swain, Executive Director, Michigan Economic Developers Association

Parlor Room DE

Generously sponsored by Lake Trust Credit Union

Parlor Room DE

Katie Fuller, Government Relations/PAC Manager, Midwest Strategy Group
Mike Campagnoni, Government Relations, Midwest Strategy Group

Parlor Room DE

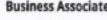
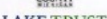
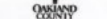
Cristina Sheppard-Decius, Owner, POW! Strategies
Tim Whitebort, Attorney, Howard and Howard PLLC

Thank you
Annual Conference
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CHARLOTTE FIRE DEPARTMENT & RURAL FIRE ASSOCIATION

Fire Chief – Kevin Christiansen

111 E. Lawrence Ave., Charlotte MI 48813

Ph. 517-543-0241



September 25, 2025

TO: Honorable Mayor Lewis; City Council, and City Manager

SUBJECT: FEMA AFG Regional Grant Award – Turnout Gear

In early 2025, the Charlotte Fire Department, in partnership with the Vermontville Fire Department, submitted a regional FEMA Assistance to Firefighters Grant (AFG) application to purchase 50 new sets of firefighter turnout gear. The Charlotte Fire Department served as the host department for this regional grant, similar to the successful 2023 AFG award that funded new SCBA air packs.

Turnout gear is a critical component of firefighter safety. Both departments have several firefighters currently using aging gear, and the rising costs of equipment have made it increasingly difficult to fund replacements. This grant will ensure that both departments can provide their personnel with the protection required to safely perform their duties.

Award Notification

On September 24, 2025, we were notified that our grant application was approved. This award is vital for both departments, as it will allow us to replace outdated gear and ensure compliance with NFPA and MIOSHA standards.

The award provides funding for:

- **38 sets of turnout gear** for the Charlotte Fire Department
- **12 sets of turnout gear** for the Vermontville Fire Department

Financial Impact

This is a cost-sharing grant requiring a 10% non-federal contribution.

- **Total Award Amount:** \$240,000.00
- **Federal Grant Money:** \$218,181.19
- **Minimum Non-Federal Match (10%):** \$21,818.19
 - **Charlotte** \$16,581.87
 - **Vermontville** \$5,236.32

Charlotte Fire, as the host department, will manage procurement of the turnout gear. Vermontville Fire's share of the cost will be billed back to them following procurement in accordance with the grant agreement.

No budget amendment will be needed, as this grant award was anticipated during the budgeting process.

Request for Council Action

We are requesting City Council approval to:

1. Accept the FEMA AFG Regional Grant Award in the amount of \$218,181.81.
2. Authorize the Fire Department to proceed with procurement of the turnout gear in compliance with the City of Charlotte Purchasing Policy and Grant Policy 2025-01.

Since 2021, the Charlotte Fire Department has received or benefited from **over** \$4 million in grant funding. This funding has been essential to the growth and sustainability of the department as the demand for emergency services continues to rise. We will continue to pursue every available avenue to secure grant funding that benefits not only the Charlotte Fire Department, but also the City of Charlotte and our neighboring emergency response partners.

Respectfully

Dan Daly
Captain
Charlotte Fire Department



CHARLOTTE FIRE DEPARTMENT

111 E. LAWRENCE AVE., CHARLOTTE, MI 48813
(517) 543-0241

Charlotte Fire Department Grant Details Since 2021

Successful Grants

1. Firehouse Subs Safety Foundation. **\$34,531.00** Hurst Extrication Tools.
 - a. Awarded January 7, 2022
 - b. Funded: 100%
 - c. Cost to the city: \$0.00
2. MIOSHA MIWISH. **\$5,000.00** Firefighter Turnout Gear.
 - a. Awarded November 8, 2021.
 - b. Matching Grant up to \$5,000
 - c. Cost to city: \$5,000.00
3. MDHHS. **\$3,900.00**. 156 COVID tests.
 - a. Awarded January 25, 2022
 - b. Funded: 100%.
 - c. Cost to the city: \$0.00
4. FM Global: **\$1,700.00** Two (2) iPads for fire prevention.
 - a. December 2022
 - b. Funded: 100%
 - c. Cost to the city: \$0.00.
5. State of Michigan Economic allocated state budget money: **\$1,000,000**
 - a. September 2022
 - b. Funded 100%
 - c. Cost to City: \$0.00
6. FEMA AFG Regional Grant: **\$714,843.18** SCBA
 - a. Awarded 8-11-2023
 - b. Total Grant amount \$797,565.00
 - c. Funded: 90%
 - d. Cost Shared with 6 departments Total for City & Rural \$35,035.51
7. FEMA SAFER: **\$1,170,091.32** Fund three (3) Firefighters for three (3) years.
 - a. Awarded September 1st, 2023
 - b. Funded: 100%
 - c. Cost to the city: \$0.00.



CHARLOTTE FIRE DEPARTMENT

111 E. LAWRENCE AVE., CHARLOTTE, MI 48813
(517) 543-0241

8. State of Michigan Fire Equipment Grant: **\$50,000.00**
 - a. Awarded September 8th, 2023
 - b. Funded 100%
 - c. Cost to City \$0
9. MIOSHA MIWISH. **\$5,000.00** Firefighter Turnout Gear.
 - a. Awarded November 8, 2023.
 - b. Matching Grant up to \$5,000.00
 - c. Cost to city: \$5,000.00
10. State Turnout Gear Full-Time Fire Fighters **\$21,000.00**
 - a. Awarded September 2024
 - b. Funded 100%
 - c. Cost to City: \$0
11. MIOSHA MIWISH. **\$5,000.00** Firefighter Turnout Gear.
 - a. Awarded January 31st, 2025.
 - b. Matching Grant Up to \$5,000.00
 - c. Cost to city: \$5,000.00
12. State of Michigan Allocated Budget Funding Live Fire Training Building
 - a. Funding Awarded to Eaton County Fire Training Committee
 - b. Charlotte Fire Fighters Receive the biggest benefit
 - c. **\$700,000 award**
 - d. Eaton County is responsible for handling the funds
13. FEMA AFG Regional Turnout Gear Grant **\$218,181.81**
 - a. Awarded 9-24-2025
 - b. Total grant amount \$240,000.00
 - c. Funded: 90%
 - d. Cost Shared with 2 departments, Charlotte & Vermontville \$21,818.19

Total Grant Amount Awarded Since 2021 to Benefit Charlotte Fire

\$3,964,347.31



CHARLOTTE FIRE DEPARTMENT

111 E. LAWRENCE AVE., CHARLOTTE, MI 48813
(517) 543-0241

Waiting on Award Notification

1. Firehouse Subs Safety Foundation. \$40,000 Hurst Extrication Tools.
 - a. Funded: 100%
 - b. Cost to City \$0



Memo

To: City Council
From: Stephanie Whitney - Director of Public Works
Date: October 3, 2025
Re: Award – Downtown Snow & Ice Removal Services (Nov. 15, 2025 – Apr. 15, 2030)

Dear City Council Members,

On **September 26, 2025**, the city received sealed bids for Downtown Snow Removal covering five winter seasons from **November 15, 2025 through April 15, 2030**. Work includes plowing, sidewalk/ADA ramp clearing, and de-icing in the downtown special assessment district.

Three bids were received:

- **TMG USA, LLC (Virginia)**
 - \$65/hour – hand shovel
 - \$65/hour – snow blower
 - \$160/cubic yard – salt/ice melt
- **Eric Rodgers, LLC** – \$24,800 per year
- **Lansing Real Green Lawn Care & Landscape** – \$29,100 per year

DPW staff reviewed all bids for completeness, pricing, and ability to provide timely service. TMG USA, LLC's bid was based on hourly and per-unit pricing, making seasonal costs less predictable. Both Eric Rodgers, LLC and Lansing Real Green Lawn Care & Landscape submitted flat annual pricing.

Evaluation

After evaluation, **staff recommends awarding the contract to Eric Rodgers, LLC in the amount of \$24,800 per year (estimated \$124,000 total over five seasons)**. Eric Rodgers, LLC is the lowest responsive and responsible bidder, with prior experience and ability to deliver consistent, reliable service at a predictable cost.



Memo

To: City Council
From: Stephanie Whitney - Director of Public Works
Date: October 3, 2025
Re: Award – Oak Park Renovation Project (Playground & Site Improvements)

Dear City Council Members,

The city is moving forward with the **Oak Park Renovation Project**, which includes new playground equipment, sidewalk improvements, and a gazebo installation with concrete pad. Normally, projects exceeding \$20,000 are required to be sent out for sealed bids under the City's purchasing policy.

After consultation with the project engineer, it was determined that packaging the entire project under a single general contractor would significantly increase costs and likely exceed available funding. To ensure affordability within the Eaton County Parks grant and matching contributions, the project was divided into two scopes—**playground installation** and **concrete/site work**—with direct contractor solicitations for each.

The following bids were received:

1. **Playground Removal & Installation**

- Sinclair Recreation – \$112,707.44
- Penchura – \$135,183.60
- We Build Fun – \$151,384.14

Staff recommends award to **Sinclair Recreation** in the amount of **\$112,707.44** as the lowest responsive and responsible bidder.

2. **Sidewalk Removal/Installation & Concrete Pad for Gazebo**

- T&D Concrete – \$25,602.50
- Eastlund Concrete – \$30,775.00

Staff recommends award to **T&D Concrete** in the amount of **\$25,602.50** as the lowest responsive and responsible bidder.

While this process did not follow the sealed bid requirement outlined in the City's purchasing policy, staff is requesting that City Council **formally waive the policy** for this project in order to accept the

recommended bids. This approach was taken to maximize grant dollars, incorporate outside contributions, and ensure the project could be delivered within the available budget.

Fiscal Impact

The Oak Park Renovation Project is supported by multiple funding sources:

- **Charlotte Area Recreation Cooperative (CARC) donation:** \$30,000 for the gazebo
- **City contribution:** \$20,000
- **Eaton County Parks Grant:** \$100,000

This provides **\$150,000 in available funding**. The recommended awards total **\$138,309.94**, which falls within the available project budget.

Recommendation

Award the Oak Park Playground contract to **Sinclair Recreation** for **\$112,707.44** and the Sidewalk/Concrete contract to **T&D Concrete** for **\$25,602.50**, and waive the sealed bid requirement in accordance with the City's purchasing policy due to the unique project funding constraints.

Proposed Motion

Motion to waive the City's purchasing policy requirement for sealed bids for the Oak Park Renovation Project, and to approve a contract with **Sinclair Recreation** in the amount of **\$112,707.44** for playground removal and installation, and a contract with **T&D Concrete** in the amount of **\$25,602.50** for sidewalk removal/installation and the concrete pad for the gazebo; and to authorize the City Manager to execute the agreements and any necessary change orders within the approved budget.



October 8, 2025

Charlotte City Council
City of Charlotte
111 E. Lawrence Avenue
Charlotte, MI 48813

RE: Oak Park Letter of Recommendation

Dear Charlotte City Council Members,

It has been our pleasure to assist the City of Charlotte with the public engagement and redesign of the City of Charlotte's Oak Park. As you know, the city has been awarded two grants as well as earning the support of this City Council to complete the project with a budget of \$150,000. The last few months, we have been assisting the city in acquiring quotes for the renovation project. Three (3) quotes were received for each of the two (2) park improvement components. 1. Playground Equipment & Gazebo improvements, 2. Concrete installation & site work.

It was discussed and recommended that the city not build a full bid package for the Oak Park renovation project but rather seek quotes for the previously mentioned project components. This is a more efficient and resourceful way of completing the project as to maximize the funding available.

1. The building of a full bid-package would have been an added professional services expense.
2. A formal bidding process would likely retrieve bids from a General Contractor (GC) therefore bringing in bids that would be at least 10% higher than direct solicitation quotes.

With that said, it is our recommendation that the City of Charlotte City Council waive the bidding requirement of the financial policy and award the two project components to Sinclair Recreation and T&D Concrete Construction, LLC.

Sincerely,

Mike Hoffmeister, CPRP
Senior Municipal Manager



Memo

To: City Council
From: Stephanie Whitney - Director of Public Works
Date: October 3, 2025
Re: Request for Replacement Vehicles – 2026 Chevrolet Trailblazers

The Department of Public Works is requesting approval to replace three aging vehicles currently in use by Code Enforcement, Rental Inspection, and the Wastewater Treatment Plant. These vehicles are essential for daily operations, compliance inspections, regional travel, and departmental reliability.

The proposed replacement vehicles are **2026 Chevrolet Trailblazers**, which will provide safe, reliable, and efficient transportation for staff.

Code Enforcement & Rental Inspection Vehicles

- **Current Fleet:**
 - *2019 Chevrolet Tahoe* (Code Enforcement)
 - *2018 Chevrolet Tahoe* (Rental Inspection)
- **Background:**

Both vehicles were originally assigned to the Charlotte Police Department and later transitioned to our divisions once they were no longer viable for police use.
- **Condition:**

Since reassignment, both vehicles have experienced recurring mechanical issues and required multiple repair shop visits. At present, each requires significant work to remain operational and safe.
- **Operational Needs:**

These vehicles are used daily within the City of Charlotte for inspections, enforcement, and rental compliance, as well as outside city limits for regional trainings, conferences, and required travel. Reliable and safe transportation is critical for these functions.

Wastewater Treatment Plant Vehicle

- **Current Fleet:**
 - *2016 Ford Explorer* (retired from Police Department use)
- **Condition:**

This vehicle has severe mechanical issues and is no longer safe for highway use, a significant limitation for staff who must travel outside Charlotte.

- **Operational Needs:**

A replacement vehicle is needed to:

- Transport multiple staff members for trainings and classes.
- Carry samples to testing facilities in Muskegon and Marshall.
- Support daily lift station inspections.
- Transport parts and equipment as needed.
- Conduct Industrial Pretreatment Program (IPP) inspections at non-domestic locations.

Funding Source

The purchase of these vehicles will be made through the **City's Motor Vehicle Pool Fund**, which was established specifically for the replacement of departmental fleet vehicles.

Request

The Department requests authorization to purchase **three 2026 Chevrolet Trailblazers** through the State of Michigan's MiDEAL program to replace the existing Code Enforcement, Rental Inspection, and Wastewater Treatment Plant vehicles.

- **Estimated Cost:** \$64,284.00

Replacing these vehicles will ensure safe, reliable, and efficient operations across the departments while reducing costly downtime from repeated repairs.

Fleet Replacement Plan – 3-Year Lifecycle Program

To support the proposed vehicle replacements and ensure long-term sustainability of the City’s fleet, the Department of Public Works is recommending implementation of a **structured 3-year replacement cycle** for administrative and inspection vehicles. This approach aligns with warranty coverage, maximizes resale value, and provides predictable budgeting through the Motor Vehicle Pool Fund.

Program Overview

The city will replace each administrative/inspection vehicle every **three years** or approximately **36,000 miles**, whichever occurs first. Vehicles will be sold by **private sale or sealed bid**, as permitted under the City’s purchasing policy, to achieve the highest possible return on investment. All three 2026 Chevrolet Trailblazers (Code Enforcement, Rental Inspection, and Wastewater Treatment Plant) will remain under full warranty coverage during their entire service life.

Department	Vehicle	Purchase Price	Estimated Resale Value (2029)	Net Cost per Vehicle (3 Years)
Code Enforcement	2026 Chevrolet Trailblazer	\$21,428	\$16,000	\$5,428
Rental Inspection	2026 Chevrolet Trailblazer	\$21,428	\$16,000	\$5,428
Wastewater Treatment Plant	2026 Chevrolet Trailblazer	\$21,428	\$15,500	\$5,928
Totals	—	\$64,284	\$47,500	\$16,784 (3-year total)

Average Annual Cost per Vehicle: ≈ \$1,865

Average Ownership Period: 3 years

Replacement Interval: 2026 → 2029 → 2032 → ongoing

Key Benefits

- **Full Warranty Coverage:** All vehicles remain under the 3-year/36,000-mile bumper-to-bumper and 5-year/60,000-mile powertrain warranty during their use.
- **High Resale Return:** Private sale or sealed bid disposal expected to recover approximately 70–75% of original purchase value.
- **Reduced Repair Costs:** Eliminates exposure to major repairs and mechanical failures beyond warranty.

- **Predictable Budgeting:** Replacement costs can be planned within the Motor Vehicle Pool Fund using predictable 3-year reserve contributions.
- **Professional Image:** Maintains a clean, reliable, and modern fleet for departments with high public visibility and frequent regional travel.

Summary

Implementing this 3-year replacement program provides the city with a **disciplined, cost-effective fleet management strategy**. The program minimizes repair costs, maximizes resale returns, and ensures the city maintains dependable, efficient, and professional vehicles for daily operations.

DRAFT
“The Framework”
City Council
2025/2026
Goals and Objectives

City Services

Capital Improvement Plan Review
Defined Benefit Retirement Program Review
Building Construction Inspection Program Review
City Council Chamber Sound and Video Review
Municipal Building Improvements Review
Recycling Center Review
Street Light Review
Energy Review

Community Development

Economic Development Plan Review
Combs Industrial Park Improvements Review
Downtown Street Improvement Review
Airport Hangar Review

Neighborhood Enrichment

Housing Strategy Review
Street Plan Review
Bennett Park Improvements Review

Goals

Long Term Objectives
Medium Term Objectives
Short Term Objectives