CITY OF CHARLOTTE COUNCIL PROCEEDINGS
111 E. Lawrence Ave., Charlotte, MI 48813 (517) 543-2750
Regular Council Meeting 7:00 p.m.
October 13, 2025

CALL TO ORDER:

By Mayor Lewis on Monday, October 13, 2025 at 7:00 p.m.

ROLL CALL:

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

City staff in attendance; City Manager Hillard, and City Clerk LaRocque. In the audience Public Works Director Whitney, Captain/Fire Inspector Daly and Fire Chief Christiansen;

INVOCATION:

Pete Kroll First Baptist Church

PLEDGE OF ALLEGIANCE:

Led by Lewis

APPROVAL OF MINUTES:

Rodriguez provided Clerk LaRocque (via email) his written changes regarding his council comments for both the September 22, 2025 Regular Council meeting minutes and October 01, 2025 Special Council meeting minutes and asked for the changes to be implemented.

a. September 22, 2025 Regular Council Meeting Minutes

Motion by Chin supported by Fullerton to approve September 22, 2025 Regular Council Meeting Minutes, ***as amended.*** Carried; Yea 7; Nay 0; Absent 0

b. October 01, 2025 Special Council Meeting Minutes

Motion by Chin supported by Scott to approve October 01, 2025 Special Council Meeting Minutes, ***as amended.*** Carried; Yea 7; Nay 0; Absent 0

ABSENCE OF COUNCIL MEMBERS:

All in attendance

PUBLIC COMMENT:

John Laupp, resident - speaking as the chair for the DDA, commented on consent agenda item 10b regarding the Michigan Downtown Association conference. He explained that the Michigan Downtown Association has been around for over 40 years, and the DDA became members in May. He stated that they would be considering at their next board meeting to send Nicole Christiansen to the conference as well. This would allow for networking and information gathering, with the financial benefit of only needing one hotel room since both attendees could share accommodations.

JoDee Pruden, resident – via ZOOM - inquired about the bid for (downtown sidewalk) snow removal with Eric Rogers, LLC, asking if the (downtown snow) removal would go all the way to the curb to ensure safe access to sidewalks.

APPROVAL OF AGENDA:

Mayor Lewis requested adding item d to the consent agenda – to appoint the Mayor and Scott to a legal ad hoc committee. The committee would work with City Manager Hillard to identify and review potential legal firms for the city. City Attorney Revore has notified the Mayor he is leaving his position at the end of December. Revore has also offered to assist in a replacement.

Motion by Lewis, supported by Rodriguez to add item d Approval of Mayor Lewis and Scott to service on the ad hoc legal committee to the consent agenda. Carried; Yea 7; Nay 0; Absent 0

Motion by Scott, supported by Christensen, 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 updates on several ongoing initiatives and meetings. He noted that more details on the Framework 2025/2026 would be discussed later in the meeting. He recently met with Eaton County administration to discuss the building construction inspection program and recycling center review. Hillard also attended a meeting with the Ways and Means Committee, along with Councilmember Christensen and John Laupp, to discuss the DDA TIF Plan, noting that the county may opt out of the extended area of the DDA. A follow-up meeting is scheduled for Wednesday at 6 PM.

Additionally, Hillard met with Councilmember Fullerton and (Carmel Township Supervisor) Don Ramsey to review Carmel Township's proposed changes to the emergency services agreement, including service levels and cost recovery. Discussions are ongoing, with an update expected next month. He also discussed small urban street federal funding with DPW Director Whitney, confirming a Harris Street project is scheduled for 2027, with matching funds to be included in the 2026–2031 Capital Improvement Plan. Lastly, Hillard reported the city was not rewarded a recent grant application for Bennett Park or the downtown municipal building; however, the Parks Commission plans to pursue a DNR grant in April, and engineering proposals for the municipal building will be reviewed by Council in November.

b. Council member committee reports

Chin reported on the EATRAN board meeting. Delta Township is pursuing a transportation millage, with polling showing 67% support. Charlotte's millage renewal is due next year, raising broader concerns about millage viability in Eaton County. EATRAN's general manager contract was extended through year-end.

Christensen announced that Camp Francis will meet tomorrow at 6:30 PM at the cabin.

Duweck shared that the Housing Committee is meeting weekly to prepare for a November 6th forum with housing stakeholders. A brownfield board meeting is scheduled for November 20th, with legal training planned. Two entities are interested in the Sumter Street project; the committee will engage once one is selected. Councilmember Chen will attend a MISHDA homelessness summit in Lansing on the committee's behalf.

Scott noted that information from a similar Delta Township housing forum was shared with the (Housing) committee and plans to contact them for insights and resources.

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

d. Approval of Mayor Lewis and Scott to serve on the ad hoc legal committee

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. Consider approval to authorize the Charlotte Fire Department to accept the FEMA AFG Reginal Grant Award in the amount of $218,181.81, and to proceed with procurement of the turnout gear.

Motion by Chin, supported by Christensen to authorize the Charlotte Fire Department to accept the FEMA AFG Reginal Grant Award in the amount of $218,181.81, and to proceed with procurement of the turnout gear. Carried; Yea 7; Nay 0; Absent 0

b. Consider approval of a sealed bid contract with Eric Rogers LLC for Downtown Sidewalk Snow Removal int the amount of $24,800 per year, covering five winter seasons from November 15, 2025 through April 15, 2030

Motion by Christensen, supported by Scott to approval of a sealed bid contract with Eric Rogers LLC for Downtown Sidewalk Snow Removal int the amount of $24,800 per year, covering five winter seasons from November 15, 2025 through April 15, 2030. Carried; Yea 7; Nay 0; Absent 0

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.

Motion by Fullerton supported by Scott 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. Carried by roll call vote; Yea 7; Nay 0; Absent 0

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

Motion by Christensen, seconded by Scott 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. Carried; Yea 7; Nay 0; Absent 0

e. "The Framework" – City Councl 2025/2026 Goals and Objectives

Council acknowledged the importance of formalizing the framework while noting that it may be updated and expanded as circumstances and ideas evolve throughout the year.

Motion by Scott supported by Duweck to approve the Framework, as presented. Carried; Yea 7; Nay 0; Absent 0

PUBLIC COMMENT:

John Laupp, resident - commented on the recently accepted FEMA AFG grant, highlighting that the fire department has secured nearly $4 million in grants since 2021. He noted that without these funds, the $1.1 million special assessment district would have been significantly more burdensome.

STAFF COMMENTS:

No staff comments

MAYOR AND COUNCIL COMMENTS:

Christensen thanked attendees and noted growing positive public engagement. He highlighted the fire department's grant success and suggested the potential value of a dedicated grant writer. He mentioned recent community events, reminded everyone about Shadow season activities, and reported on a proposed discussion at the upcoming county public safety committee regarding a towing rotation system aimed at fairness for local businesses.

Fullerton observed high use of the new football field parking lot and raised concerns about the special assessment project continuing amid the city attorney's departure. The Mayor and City Manager assured him the attorney would complete current work.

Scott shared a positive anecdote about Bennett Park from visiting family, calling it peaceful and scenic.

Chin asked about the code enforcement appeal process and timelines. Staff explained efforts focus on compliance, with minimal ticketing and a willingness to work with residents when contacted.

Rodriguez inquired about a property delayed by zoning matters and discussed his framework goals and objectives related to increasing tax revenue, supporting housing and downtown redevelopment, pursuing shared services with other townships to reduce costs such as IT, reviewing user and cost recovery fees, and evaluating annual utility billing increases.

Lewis shared positive resident feedback about city staff and noted discussions with Deputy Assessor Osborn and members of the Board of Review about updating the council chambers, including painting, rearranging portraits, adding the City logo signage and preserving historical elements.

ADJOURN:

Motion by Christensen supported by Chin to adjourn the meeting at 8:14 p.m. Carried; Yea 7; Nay 0; Absent 0

Respectfully submitted,
Mary LaRocque MiPMC, CMC
City Clerk