



PROPOSED AGENDA
REGULAR MEETING OF THE CHARLOTTE CITY COUNCIL
111 E. Lawrence Ave, Charlotte, MI 48813 (517) 543-2750
7:00 P.M. Monday, November 10, 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/81700971834>
One tap mobile: +16465588656,,81700971834#
Telephone: (312) 626-6799 Webinar ID: 817 0097 1834

- 1. Call to Order**
- 2. Roll Call**
- 3. Invocation – Andy Shaver, Real Life Church**
- 4. Pledge of Allegiance**
- 5. Approval of Minutes**
 - a. October 27, 2025 Regular 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 \$565,357.77
 - b. Approval of CJO sublease agreement
 - c. Approval of Resolution 2025-53 To approve changes to signatories for Independent bank accounts
- 11. Business Agenda**

- a. Consider approval of Resolution 2025-50 To acknowledge Councilman Jeffrey Christensen's disclosure regarding his CHILL grant application.
- b. Consider approval of Administrative Policy 2025-04 Employee Health Insurance Opt-out
- c. Consider approval of Resolution 2025-51 To exempt the City of Charlotte from the requirements of 2011 PA 152, the publicly funded health insurance contribution act, and to approve the 2026 employee health care plans for the plan year January 1, 2026 through December 31, 2026
- d. Consider approval of Resolution 2025-52 to approve the appointment of Tyger Fullerton as Fire Chief
- e. Consider approval of the revised agreement between the City of Charlotte and the Rural Fire Association
- f. Consider approval of sealed bid contract with MATRIX Consulting Engineers, Inc. for city hall HVAC engineering services, in the amount of \$64,800.00
- g. Consider approval of AVFuel as the sole-source provider of aviation fuel for the Charlotte Airport

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.
October 27, 2025

CALL TO ORDER:

By Mayor Lewis on Monday, October 27, 2025 at 7:00 p.m.

ROLL CALL:

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

City staff in attendance; City Manager Hillard, and City Clerk LaRocque. In the audience Finance Director/Treasurer Horton.

INVOCATION:

Victor Williams, New Hope Community Church, absent

PLEDGE OF ALLEGIANCE:

Led by Lewis

APPROVAL OF MINUTES:

- a. October 13, 2025 Regular Council Meeting Minutes

Motion by Chin supported by Scott to approve October 13, 2025 Regular Council Meeting Minutes. Carried; Yea 6; Nay 0; Absent 1

ABSENCE OF COUNCIL MEMBERS:

Motion by Scott supported by Chin to excuse the absence of Council member Rodriguez. Carried; Yea 6; Nay 0; Absent 1

PUBLIC HEARING:

- a. SAD – Downtown Sidewalk Snow Removal

Public hearing opened at 7:01 p.m. and closed at 7:02 with one comment as follows;

Ben, owner of Cut-N-Tease Salon at 229 South Cochran, stated that he doesn't have a problem paying for snow removal, even a bit more, if it's actually done correctly. He expressed concern that he often has to shovel a pathway himself for clients to get through, noting he could do a better job with a snow shovel than what has been done in the past.

PUBLIC COMMENT:

William Thrush, Charlotte – Spoke regarding Councilmember Christensen's social media post referencing protesters as "speed bumps." Urged the Councilmember's resignation or removal, stating such comments incite violence and misrepresent the community.

Kelly Thrush, Charlotte – Addressed Councilmember Christensen's social media conduct, noting that public officials' words carry weight. Emphasized the importance of civility and avoiding comments that could incite violence or be misinterpreted.

Joanne Galloway, Lansing – Introduced herself as Executive Director of Michigan Country, an organization promoting civic engagement and voter education. Invited Council to the "Understanding Extremism" event on Oct. 29 at 5:30 PM, Charlotte Community Library.

Stephanie Thai, Charlotte – Expressed concern over Councilmember Christensen’s Facebook posts, stating they do not reflect appropriate leadership or conduct expected of public officials.

Kathy Durda – Commented on the need for civility and constructive responses to local events. Referenced national discussions on polarization and commended Mayor Lewis’ statement distancing the Council from certain views.

Nicole Christensen, resident and member of Friends of Eaton County Animals Representative – Reported the “Woof stock” fundraiser raised over \$5,000 and announced a free dog microchip clinic at Superior Auto, Lansing Street, Oct. 29 from 5–7

APPROVAL OF AGENDA:

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

COMMUNICATIONS AND COMMITTEE REPORTS:

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

City Manager Hillard reported that MDOT will hold a public meeting on October 29 from 5–7 PM to review 2026 downtown street projects, including Lawrence Street and North Cochrane Avenue. The city has secured inclusion in the state airport plan for a hangar review to support future revenue, with potential reimbursement in 2029–30. He noted a productive meeting with Consumers Energy on streetlight costs and the exploration of solar-powered options. The city is also reviewing peak power strategies and planning an energy audit to address high utility expenses. Hillard announced the resignation of Fire Chief Kevin

Christensen, effective October 20. He added that staff are reviewing vendor use to expand available discounts, with Amazon discounts already active. Finally, he reported attending the October 16 pilot fly-in at the Charlotte Airport and recognized Public Works Director Stephanie Whitney as the airport liaison.

- c. Financial Report quarter one, ending September 30, 2025

City Manager Hillard noted this was the first quarterly financial report, which will be provided regularly going forward along with budget adjustments. Finance Director Horton indicated she would send a corrected version after council noted missing 2024 data.

- d. Council member committee reports

Christensen reported on Camp Frances, noting that the committee met on October 14 and discussed events to bring children to the camp and the organization’s nonprofit status. Cathy Bogner stepped down as president, and Susie DeBack was elected as the new president. The next meeting will be held November 11 at 6:30 PM at the cabin.

Fullerton reported on the Park Board, noting the board’s appreciation for the council’s approval of new playground equipment, which will be installed soon. A survey for Bennett Park is scheduled for January. The board decided to cancel its November and December meetings. Two new signs will be installed at Oak Park, one on Seminary Street and one on Clinton Street.

Scott reported that Carmel Township has withdrawn from CARC. A meeting is scheduled for the second Thursday of the month at 5:30 PM to discuss bylaw changes related to this withdrawal.

Chin reported on the state budget, noting an overall \$20,000 decrease in revenue sharing. The city will receive \$392,133 for the road fund in the coming year and an estimated \$605,835 in 2027. The legislature is considering allowing postmark dates to be valid for ballot submissions and requiring elected officials to take their oath of office within six days of an election. Additional police funding will be distributed based on crime rates. The legislature is also changing community project funding procedures, requiring specific projects to be identified before budget approval.

e. Camp Frances Annual Review

A written report was shared by the Camp Frances Board and Christensen summarized the annual review, noting that Camp Frances has been involved in more fundraising activities in town, including events at Applebee's. He mentioned their work on a memorial walkway and that Women Giving Together awarded them \$1,950. Their fund balance has increased by over \$5,000 in the past 12 months.

CONSENT AGENDA:

- a. Approval of Claims and Expenditures totaling \$510,791.52

Motion by Duweck supported by Scott to approve Consent Agenda item a. Carried; Yea 6; Nay 0; Absent 1

BUSINESS AGENDA:

- a. Consider approval of #3 SAD Downtown Sidewalk Snow Removal Resolution 2025-48

Motion by Duweck, supported by Scott, to approve #3 SAD Downtown Sidewalk Snow Removal Resolution 2025-48. Carried by roll call vote; Yea 6; Nay 0; Absent 1 (Rodriguez)

- b. Consider approval of #4 SAD Downtown Sidewalk Snow Removal Resolution 2025-49

Motion by Duweck, supported by Christensen to approve #4 SAD Downtown Sidewalk Snow Removal Resolution 2025-49. Carried by roll call vote; Yea 6; Nay 0; Absent 1 (Rodriguez)

PUBLIC COMMENT:

Kelly Thrush, resident. Highlighted that SNAP benefits for many residents would end on November 1st, noting the high rate of children receiving free or reduced lunch in Eaton County. She encouraged donations to the Siren Shelter, which currently needs feminine products, powdered milk, diapers, and baby formula.

John Laupp, resident. Speaking as Chair of the DDA reporting that the DDA recently set goals with timelines and that the county commission approved extending the DDA district to include four additional properties. He noted that the DDA passed its development plan and TIF in September and will soon select a project to pursue. He thanked attendees and encouraged community participation.

Joanne Galloway, Lansing. Reminded the public about the upcoming election, mentioning specific races and ballot issues in Eaton County and Eaton Rapids Schools. She encouraged everyone to vote and expressed appreciation for election clerks.

STAFF COMMENTS:

No staff comments

MAYOR AND COUNCIL COMMENTS:

Chin thanked attendees and expressed sadness over the city clerk's upcoming departure, praising her professionalism and assistance to council members. He also noted the strong turnout for downtown Halloween activities.

Scott no further comment

Christianson thanked attendees and echoed appreciation for the city clerk. He estimated around 3,000 participants in the downtown trick-or-treating event and reported on District 1 developments, including Horatio Street improvements and business updates. He also addressed concerns about his social media posts, clarifying that he keeps his personal and council Facebook pages separate, stating his comments were intended as safety warnings, and noting they were misrepresented by media coverage.

Fullerton no further comment

Duweck thanked attendees and expressed gratitude for the city clerk's service.

Lewis joined in thanking the city clerk, commending her professionalism, kindness, and effective management of elections.

ADJOURN:

Motion by Christensen supported by Duweck to adjourn the meeting at 7:52 p.m. Carried; Yea 6; Nay 0; Absent 1

Respectfully submitted,
Mary LaRocque MiPMC, CMC
City Clerk



To: Honorable Mayor Lewis and City Council Members
From: Robert Hillard, City Manager
Date: November 7, 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 Council. The goals are to improve efforts in City Services, Community Development, and Neighborhood Enrichment. The objectives are listed following the goals. I have shared the goals and objectives and assigned them to the relevant Department Head. They will submit updates on the progress of the objectives as part of their monthly department reports.

City Services

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

Community Development

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

Neighborhood Enrichment

Housing Strategy Review
Street Plan Review
Bennett Park Improvements Review

Building Construction Inspection Program Review Update

The City is now advertising for a vendor for the Building Construction Inspection Program Services. This is a critical part to the Housing Strategic Review and is intended to streamline the permitting process. The Housing Subcommittee consists of Mayor Pro-tem Michael Duweck, Councilmember Joseph Chin, and Councilmember Curtis Scott. The Housing Subcommittee will be making the recommendation to the City Council. Community Development Director Salena Benavidez is the liaison to the Housing Subcommittee.

Downtown Street Improvement Review Update

I attended the October 29, 2025, Michigan Department of Transportation (MDOT) open house regarding the 2026 Resurfacing and Operational Improvement Project on Lawrence and North Cochran. Over twenty individuals were in attendance. Mayor Tim Lewis and Councilmember Jeff Christensen are on the City Council Committee that has been involved with the project. Public Works Director Stephanie Whitney is the liaison.

Housing Strategic Review Update

On November 6, 2025, the City Council Subcommittee Housing Forum hosted a workshop to share information regarding the City's focus on housing development. They shared information regarding efforts to attract new housing and encourage redevelopment projects. The City Council Subcommittee membership consists of Mayor Pro-tem Michael Duweck, Councilmember Joseph Chin, and Councilmember Curtis Scott. The staff liaison for the Subcommittee is Community Development Director Salena Benevidez. Further, I received notification from the Michigan State Housing Development Authority (MSHDA) approved the City of Charlotte's grant for the Community Development Block Grant (CDBG) requesting \$358,720 for Homeowner Rehabilitation and Grant Administration. This grant would bring \$304,000 to the community to be re-granted to local residents for home repairs and \$54,720 to procure the services of a third-party grant administrator.

Carmel Township Emergency Services Agreement Update

On October 28, 2025, I attended a meeting with Mayor Lewis, Councilmember Kevin Fullerton, Fire Chief Kevin Christiansen, Assistant Fire Chief Tyger Fullerton regarding the Carmel Township Emergency Services Agreement. We discussed the City's position on economic and non-economic concerns expressed by Carmel Township. A follow-up meeting was held with Carmel Township Supervisor Don Ramsey, Councilmember Kevin Fullerton and myself on November 4, 2025.



To: City Manager Hillard; Honorable Mayor Lewis; City Council
From: Mary LaRocque, City Clerk
Date: November 10, 2025
Re: City Clerk Department Report

As this will be my final report to the City Council, I would like to take a moment to express my sincere appreciation to the Mayor, Council Members, City Manager Hillard and all City staff for the opportunity to serve the citizens of Charlotte. It has been an honor to work alongside such dedicated public servants who care deeply about this community and its future.

During my time as City Clerk, I have witnessed firsthand the pride and commitment that define Charlotte—whether through our elections, our public meetings, or the daily work that keeps the City running smoothly. I am deeply grateful for the trust placed in me to uphold the integrity of the Clerk's office.

To the staff, I extend my heartfelt thanks for your collaboration, support, and good humor through both routine and challenge. To the citizens of Charlotte, thank you for your engagement, patience, and belief in the importance of local government.

Although I am concluding my service in this role, my respect and affection for this community remain steadfast. Charlotte is in capable hands, and I am confident it will continue to thrive through the collective efforts of those who serve and those who participate.

The Framework

- **Health Insurance Review** – Please see your agenda and packet for the completion of this project
- **Defined Benefit Retirement Program Review** – future project
- **Contractor Insurance Policy Review** – future project
- **HCSP - POLC Retirement Policy Review** – future project

Polling Location Accessibility Review

Project completed. Anderson Construction provided excellent work and completed the project. We are in receipt of the grant funding of \$10k and I will work to finish the grant reporting in the coming days.

City of Charlotte – November 4, 2025 Election Results

The City of Charlotte conducted its scheduled election on November 4, 2025. In District 1, a total of 417 residents voted “Yes” and 244 voted “No,” including 103 in-person votes and 314 absentee votes in favor, and 60 in-person votes and 184 absentee votes against. In District 2, residents cast 474 votes in favor and 300 votes against, comprised of 124 in-person votes and 350 absentee votes for “Yes,” and 68 in-person votes and 232 absentee votes for “No.”

Across both Districts 1 and 2, the combined total was 891 votes for “Yes” and 544 votes for “No,” representing 1,435 ballots cast. Of the City’s 7,202 active registered voters, approximately 20% participated in this election.

These results demonstrate the continued engagement of Charlotte residents in local governance and reflect the importance of both in-person and absentee voting in ensuring broad access to the electoral process.

On behalf of the City Clerk’s Office, I would like to extend my sincere thanks to all residents who participated in this election, as well as to the poll workers, election inspectors, and staff whose dedication made the process smooth, transparent, and secure. Your involvement strengthens our community and upholds the democratic process that is at the heart of our City.

For full county-wide election results and further breakdowns, interested persons are encouraged to visit the Eaton County Clerk’s Office website at <https://www.eatoncounty.org/241/Election-Results>



CHARLOTTE FIRE DEPARTMENT & RURAL FIRE ASSOCIATION

Fire Chief – Kevin Christiansen

111 E. Lawrence Ave., Charlotte MI 48813

Ph. 517-543-0241



To: City Manager Hillard
From: Dan Daly - Captain
Date: November 6th, 2025

Subject: Ongoing Audio/Video Upgrades and Council Chambers Refresh

Over the past several weeks, we have increased our focus on upgrading the audio and video systems in the council chambers, along with giving the council chambers a more modern appearance. Lieutenant Smith from the Fire Department has made notable improvements in the control/server room, contributing to the overall efficiency of streaming meetings for the public to view. Below is a summary of the ongoing projects and upgrades:

Audio/Video System Upgrades

We reached out to several audio and video companies across Michigan to seek guidance on the best approach to upgrading our streaming system in the city of Charlotte. We are currently reviewing quotes and selecting the appropriate vendor.

Control/Server Room Optimization

- **Equipment Reduction:** Lieutenant Smith from the fire department has removed unnecessary cords and outdated equipment, reducing clutter in the control/server room. As of the date of this memo, we have removed a large box of wiring that is not needed.
- **Streamlined Operations:** The number of computers used to control meetings has been reduced, simplifying the process and improving efficiency.
- **Server Tower Organization:** The audio/video server tower has been thoroughly cleaned and reorganized, ensuring that all equipment is easier to manage and maintain. Old and outdated equipment has been removed and is pending sale in the next city surplus auction.

Painting Project

After review and consulting with the mayor, we have selected Muslin CC-110 by Benjamin Moore as the new wall color for the council chambers. All four walls will be painted in this color, while the existing wood trim and ceiling will remain unchanged.

The painting project is scheduled to be completed before the carpet installation, with an estimated completion timeline of late November to early December.

Carpet Installation

We solicited sealed bids for new carpet installation in the council chambers, but did not receive any responses. As a result, we reached out to a local company, Custom Home Interiors, to move the project forward. A carpet sample was provided to the Mayor for review and approval. We have since contacted Custom Home Interiors to schedule the installation, which is anticipated to take place during the second half of December.

Council Chamber Refresh

In addition to the technical improvements, we are working to update the overall look of the council chambers. These updates will provide a more modern and professional look for council meetings and public attendance. Sandy Osborn and her team of local volunteers have committed to decorating and providing historical items from around Charlotte to enhance the appearance of the room. Outdated zoning maps will be removed from the walls, and along the line of the mayor's photos will be relocated to the mayor's office.

These improvements are part of our ongoing effort to ensure that the council chambers continue to meet the needs of our community, providing a high-quality, efficient, and professional environment for all council activities. The goal of this project is to provide the public with the ability to be able to view any public meeting and provide transparency for all city meetings.

Respectfully,

Dan Daly
Captain / Fire Inspector
Charlotte Fire Department



Memo

To: City Manager Rob Hilard; Honorable Mayor Lewis; City Council
From: Christina Horton, Finance Director/Treasurer
Date: November 7, 2025
Re: Finance Department Staff Memo

Budget Review

To continue supporting the City Manager's efforts to identify cost savings, I met with the departments that most frequently utilize the local hardware store to explore the potential for a discount program. Although no formal discount program currently exists, the City has benefited from the strong relationships built with the store's staff and management. The Fire Department reported that discounts ranging from 20% to 50% are common, and that they are frequently notified when regularly purchased items go on sale or are marked down. In addition, Ace Hardware recently donated more than \$3,000 to the Fire Department Union in support of its annual golf outing—further demonstrating their ongoing partnership with the City.

At the City Manager's request, I also discussed with the Police Department the possibility of combining Amazon Business accounts. However, there are no additional discounts available through account consolidation, and doing so would likely cause unnecessary delays in orders if the account manager were out of the office. Further, combined orders would require additional time to unbox and sort items according to department, reducing efficiency.

While the use of a dedicated procurement specialist or centralized purchasing agent could help identify additional savings or discount programs, it is my opinion that the potential cost savings would not be significant enough to justify the added expense. I am pleased to report that City employees continue to be prudent and resourceful in seeking savings, treating the stewardship of taxpayer funds with the same care and conscientiousness as their own.

Capital Improvement Plan Review

Preparation for the upcoming budget year will include development of the Capital Improvement Plan with each department. This process is anticipated to begin prior to the end of the calendar year.

Utility Billing Procedures

A comprehensive review of utility billing procedures will be conducted following completion of the new meter installation.

Water/Sewer Rate Review

Not yet begun.

Utility Automated Meter Reading Review

This review will commence once the new meter installation is complete, to ensure accurate and efficient data integration.

BS&A Cloud Conversion

I will begin some more in-depth system reviews and permissions next November 11th with BS&A.

Other Activities

I released an RFP (request for proposals) for a mentorship program. I selected Maner Costerisan to do thorough training for myself and the Deputy Treasurer. So far, we are unraveling some bank reconciliations and preparing to send the winter tax bills.

I have been working with the audit team to prepare the annual comprehensive financial report. The report is scheduled to be presented in the December 22nd meeting.



CHARLOTTE FIRE DEPARTMENT & RURAL FIRE ASSOCIATION

Fire Chief

111 E. Lawrence Ave., Charlotte MI 48813

Ph. 517-543-0241



CFD Monthly Report

To: City Manager Rob Hillard
SUBJECT: CFD Monthly Report
DATE: November 2025

Item: Fire Department activities:

- October 2025: 178 Runs – 1686 Runs YTD (On average, one run every 4.2 hours)
- Monthly Volunteer Training conducted
- Attended several public relations events for Halloween and fire prevention week.
- CFD is continuing to work with Eaton County and the Eaton County Fire Training Committee for the construction of a Live Burn Training Facility in Charlotte. MOU with Eaton County for construction in process. Tentative ordering Live Burn facility by the end of the year.
- Working on City Hall HVAC upgrades, Council Chamber Remodel, Council Chamber audio/video, painting several offices, clerk's office carpet ordering, Christmas tree lights ordering, and preparing.
- Preparing and researching fire gear specs for sealed bid AFG grant award

Item: Zoning/Code Administration/Rental Inspections

- November planning commission meeting held. One site plan has been approved, and a review of the proposed zoning map.
- Zoning Code review still in progress, “final” draft has been prepared for review with the zoning committee.
- Working with the city attorney on code enforcement-related issues, along with the Eaton County district court. Working on trying to bring several properties into compliance with city code that fail to correct issues on their own.
- Completed all Cannabis-related recertifications
- Preparing to transition to the BS&A cloud system
- RFP for building department services.



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 Enforcement Totals Report October 2025

Enforcement Category	Inspection Total	Case Total
Citizen Complaint	5	3
City Right of Way Violation	62	34
Exterior Property Maintenance	2	1
Miscellaneous Code Violations	21	10
Rental Property Violation	2	1
Tall Grass/Weed Violation	67	33
All Enforcements	159	82

Permit Category Totals

11/06/2025

Permit.DateIssued Between
10/1/2025 12:00:00 AM AND
10/31/2025 11:59:59 PM

Construction Value	Permit Fees	Number of Permits
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Food Truck	\$0	\$250.00	1
Outdoor Event	\$0	\$0.00	1
Res Fence	\$0	\$150.00	3
Utility	\$0	\$200.00	1
Grand Totals	\$0	\$600.00	6



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
Chicken		1
	Certified	1
Fire		11
	Certified	10
	Suspended	1
Rental		4
	Certified	4
All Certificates		16



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

October 2025

Certificate Type	Inspection Type	Totals
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Enforcement Inspection

1st Reinspection	69
2nd Reinspection	4
56th District Court	4
Fire Safety	1
Initial	80
Inspection	2
MFVU Inspection	1
Municipal Civil Infraction	4
Red Tag Monitoring Inspection	3

Fire - Annual

Fire Annual	19
Fire Annual Reinspection	10

Rental

Initial	8
Re-Inspection	15

— THE CITY OF —
CHARLOTTE
— MICHIGAN —

Memo

To: Honorable Mayor Lewis; City Council
From: Mary LaRocque, City Clerk
Date: November 05, 2025
Re: Claims and Expenditures for Council approval on November 10, 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 October 27, 2025	\$ 223.23
HRA Insurance claims week of November 03, 2025	\$ 212.65
Payroll paid October 31, 2025	\$258,493.08
Invoiced claims as of November 05, 2025	\$306,428.81

Total	<u>\$565,357.77</u>
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Suggested Motion

Motion to approve Claims and Expenditures in the amount of **\$565,357.77**

COMMERCIAL CREDIT CARD STATEMENT

October, 2025

	DATE	VENDOR	DESCRIPTION	ACCOUNT #	AMOUNT
Griffith, M	09/15/2025	Egle DW Train and Cert	Cris Arras Cert. Renewal	510-537.000-960.000	\$ 95.00
	10/03/2025	Meijer Express	River Cleanup Supplies	510-574.000-731.000	\$ 8.58
	10/04/2025	Subway	Food (River clean Up)	510-574.000-731.000	\$ 184.43
	10/04/2025	Exxon Quality Dairy	BIGGBY Coffee (River Clean UP)	510-574.000-731.000	\$ 41.97
	10/04/2025	Biggby Coffee	River Cleanup Supplies	510-550.000-731.000	\$ 43.38
	10/08/2025	Grainger	Air Dryer	510-550.000-731.000	\$ 417.18
				Subtotal	\$790.54
Antcliff, R	09/23/2025	TST Klooz Brewz	Castle & Glidden Dinner (Taser inst Co	232-303.000-965.000	\$ 41.28
	9/24/2025	Penn Station	Castle & Glidden lunch (Taser instr Co	232-303.000-965.000	\$ 22.41
	9/25/2025	Hampton Inn & Suites	Castle & Glidden lunch (Taser instr Co	232-303.000-965.000	\$ 266.00
	9/25/2025	Penn Stations	Castle & Glidden lunch (Taser instr Co	232-303.000-965.000	\$ 32.97
				Subtotal	\$ 362.66
Barentar, P	9/26/2025	Walther Arms	FireArm	101-301.000-974.000	\$ 962.80
	9/29/2025	Charlotte Shoe Repair	(Shipping for Equipment Repair)	101-301.000-732.000	\$ 26.78
	9/30/2025	SIG SAUER Inc	Armorer Class (Castle)	101-301.000-965.100	\$ 575.00
	10/2/2025	Smartsign	Parking Permit Hangar	101-301.000-731.000	\$ 276.66
				Subtotal	\$1,841.24
Smith, A	9/22/2025	SP Reflective Inc.	Work Zone reflective Panels	601-581.000-731.000	\$ 171.00
					Subtotal
Scott, P	9/17/2025	Benchmark	Rack Holder	510-550.000-739.000	\$ 132.43
					Subtotal
Fullerton, T	9/17/2025	MACEO	C. Cummings Fall Code Conference	101-704.000-965.000	\$ 100.00
	9/22/2025	OPENAI Chat Gpt	D. Daly Chat GPT Subscription	206-336.000-960.000	\$ 20.00
	9/24/2025	SP Restaaurantsupply. CO	DTFS Kitchen Appliance Repair	101-265.000-731.000	\$ 134.94
	10/4/2025	USPS PO	Shipping- SCBA Compressor Air Test	206-336.000-732.000	\$ 13.20
	10/8/2025	Charlotte Shoe Repair	Shipping- Gas Monitor Repair	206-336.000-732.000	\$ 10.30
	10/8/2025	Charlotte Shoe Repair	Station Duty Boots	206-336.000-815.000	\$ 185.40
	10/9/2025	Michigan Fire Insp	D. Daly Fire Inspector2 Training	206-336.000-965.000	\$ 400.00
				Subtotal	\$ 863.84
Christiansen, K	9/26/2025	Ziebart of Lansing	Rust Protection	206-336.000-740.000	\$ 375.00
	10/4/2025	Michigan Association of Farr Fire Chief Membership		206-336.000-960.000	\$ 125.00
				Subtotal	\$ 500.00
Larocque, M	9/16/2025	BIGGBY COFFEE	Special Council Meeting (Beverages)	101-101.000-965.000	\$ 45.38
	9/16/2025	EXXON Quality Dairy	Special Council Meeting (Beverages)	101-101.000-965.000	\$ 25.41
	9/19/2025	Amway Grand Plaza	Hotel Stay	101-101.000-965.000	\$ 430.64
	9/19/2025	Amway Grand Plaza	Hotel Stay	101-101.000-965.000	\$ 410.64
	9/19/2025	Amway Grand Plaza	Hotel Stay	101-101.000-965.000	\$ 410.64
	9/22/2025	Web Network Solutions	Web Forwarding	666-228.000-810.000	\$ 2.25
	9/23/2025	SocietyforHumanResource	Certification Exam	101-215.000-801.000	\$ 520.00
	9/23/2025	SocietyforHumanResource	Professional Membership	101-215.000-960.000	\$ 299.00
	9/23/2025	SocietyforHumanResource	SHRM Learning System	101-215.000-965.000	\$1,414.79
	10/1/2025	Google gSuite	Google Subscription	666-228.000-810.000	\$1,635.76
	10/5/2025	vmo Vimeo.Com	Vimeo Video Platform	666-228.000-801.000	\$ 300.00
				Subtotal	\$5,494.51
Whitney, S	9/17/2025	WWW.APWA.Net	APWA Public Fleet Management Certifi	601-581.000-965.000	\$ 150.00
	9/18/2025	USPS	Package mailed	295-595.000-963.000	\$ 11.35
	9/19/2025	The D.S. Brown Compan	Patch for Concrete on Runway	295-595.000-731.000	\$2,425.00
	10/10/2025	OPENAI CHAT GPT	CHAT GPT	101-441.000-960.000	\$ 20.00
				Subtotal	\$2,606.35
Benavidez, S	9/29/2025	AMR Alliance	AMR Conference (Chin)	101-101.000-965.000	\$ 350.00
					Subtotal

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Vendor Code	Vendor Name	Invoice	Description	Amount
01764	AMAZON CAPITAL SERVICES			
		131L-MRGD-Q1KX	ACCOUNT # A264N6SLCWDWHU (FIRE) FELT TIP PENS	14.98
		16FP-T3GK-4N9H	ACCOUNT # A264N6SLCWDWHU (FIRE) COUNCIL CHAMBER COMPUTER RAM	124.99
		16NR-D3H4-49MQ	ACCOUNT # A264N6SLCWDWHU (CLERK) CHAIR FOR COUNCIL CHAMBERS	279.89
		173L-C6K3-4M3P	ACCOUNT # A264N6SLCWDWHU (FIRE) CITY COUNCIL AUDIO VIDEO UPGRADES	278.98
		19QL-4Q63-9HLP	ACCOUNT # A264N6SLCWDWHU (FIRE) LIGHT PUCKS	137.97
		1FJ1-GX3F-7H4R	ACCOUNT # A264N6SLCWDWHU (FIRE) COUNCIL CHAMBER AUDIO/VIDEO UPGRADES	1,142.95
		1G3Y-7Y93-4DWM	ACCOUNT # A264N6SLCWDWHU (FIRE) BATTERIES	22.50
		1GMH-QXLP-WD6K	ACCOUNT # A264N6SLCWDWHU (FIRE) TRAINING SNORKEL RACK	500.00
		1KFN-QJP9-7G9M	ACCOUNT # A264N6SLCWDWHU (DPW AD) ERGONOMIC HIGH BACK DESK CHAIR,KEYBOARD	268.68
		1LDX-K1JW-N9XR	ACCOUNT # A264N6SLCWDWHU (DPW) TRUCK TOOL BOXES (2)	1,216.36
		1P1N-K6RV-FVYQ	ACCOUNT # A264N6SLCWDWHU (VANITY LIGHTS)	49.50
		1RJD-P1HY-9N9H	ACCOUNT # A264N6SLCWDWHU (FIRE) COUNCIL CHAMBER VIDEO /AUDIO UPGRADES	84.14
		1TP3-1QFQ-4W7F	ACCOUNT # A264N6SLCWDWHU (FIRE) AUDIO/ VIDEO UPGRADES COUNCIL CHAMBERS	18.39
		1XVP-TWCD-4LWX	ACCOUNT # A264N6SLCWDWHU (FIRE) FIRE LINE TAPE	56.39
TOTAL FOR: AMAZON CAPITAL SERVICES				4,195.72
02036	AMAZON CAPITAL SERVICES			
		1PY4-LWPY-DDDK	ACCT # A1K517P63NLQUT(POLICE) BATTERIES, KLEENEX TISSUE, TONER CARTRIDGE	111.36
TOTAL FOR: AMAZON CAPITAL SERVICES				111.36
01622	AXON ENTERPRISE INC			
		INUS390689	BODY CAMERAS, FLEET CAMERAS, INTERVIEW ROOM CAMERA, TASERS	13,751.26
		INUS390690	BODY CAMERAS, FLEET CAMERAS, INTERVIEW ROOM CAMERA, TASERS	66,684.37
TOTAL FOR: AXON ENTERPRISE INC				80,435.63
01608	BARYAMES CLEANERS			
		BN1616-11.01.202	(POLICE) UNIFORM CLEANING	127.30
TOTAL FOR: BARYAMES CLEANERS				127.30
01600	BECKETT & RAEDER			
		20251089	DDA DEVELOPMENT PLAN AND TIF PLAN CONTRACT	163.75
TOTAL FOR: BECKETT & RAEDER				163.75
01581	BLUE CARE NETWORK			
		252800103754	MEDICAL COVERAGE- COVERAGE PERIOD (11/01/2025 TO 11/31/2025)	66,659.90
		252800104061	MEDICAL COVERAGE (RETIRED) COVERAGE PERIOD 11/01/2025 TO 11/30/2025	2,586.45
TOTAL FOR: BLUE CARE NETWORK				69,246.35
01558	BULLSEYE PEST DEFENSE			
		108849	PEST CONTROL	50.00
TOTAL FOR: BULLSEYE PEST DEFENSE				50.00

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01555	BYRUM ACE HARDWARE			
	484909		(DPW) SPRAY PAINT	83.88
	485042		(WWTP) VENT PARTS	36.99
	485114		(FIRE) ROLLER, & BRUSHES	32.97
	485155		(WWTP) UV BUILDING VENT	9.98
	485217		(WWTP) CLEANING SUPPLIES	38.76
	485681		(DPW) CLAMPS, EXTENSION CORDS, HEX BUSHING, SPRAY PAINT	180.06
	485687		(DPW) LED BULBS	27.96
	485690		(DPW) BLUE TARPS	45.98
	485704		(DPW) AIR COUPLER/ PLUG KIT	26.56
	486257		(WWTP) WATER FILTER	57.96
	486271		(FIRE) OFFICE PAINT	107.98
	486415		(FIRE) 2 SIDED TAPE	4.99
TOTAL FOR: BYRUM ACE HARDWARE				654.07
01522	CHARLOTTE AIR SERVICES LLC			
	10.1.2025		AIRPORT HANGAR MANAGEMENT FEE (JUNE, JULY ,AUGUST , SEPTEMBER 2025)	2,108.25
TOTAL FOR: CHARLOTTE AIR SERVICES LLC				2,108.25
01520	CITY OF CHARLOTTE			
	01869-10.31.2025	111 E LAWRENCE		2,514.03
	03389-09.25.2025	201 HALL ST		151.95
	07445-09.25.2025	1005 PAINE DR		109.51
	07446-09.25.2025	1005 PAINE DR		300.31
	07447-09.25.2025	PAINE 2		3,656.99
	07448-09.25.2025	1005 PAINE DR 3		139.53
TOTAL FOR: CITY OF CHARLOTTE				6,872.32
01466	COTTER, TODD			
	10/10/2025		AIRPORT MANAGEMENT FEES (JUNE, JULY, AUGUST, SEPTEMBER 2025)	3,333.32
TOTAL FOR: COTTER, TODD				3,333.32
01465	COUNTY JOURNAL, THE			
	295317		ORDINANCE ADOPTION NO. 2025-08	70.70
	295380		FALL LEAF PICK UP	145.00
	295381		FALL LEAF PICK UP	145.00
	295550		HEARING ON THE SNOW REMOVAL ASSESSMENT PROJECT BY CITY COUNCIL	157.10
	295758		PUBLIC ACCURACY TEST FOR NOVEMBER 4, 2025 SPECIAL ELECTION	80.30
	295770		HEARING ON TSNOW REMOVAL ASSESSMENT PROJECT	266.99
	295791		PUBLIC HEARING SITE PLAN REVIEW 301 TIRRELL ROAD	89.90
	295867		M79 AND M 50 RESURFACING	202.60
	295868		PROPOSALS FOR CROSS CONNECTION CONTROL PROGRAM	80.30
TOTAL FOR: COUNTY JOURNAL, THE				1,237.89
01448	CUSTOM HOME INTERIORS			
	CG501632		CARPET FOR CLERKS OFFICE AREA	6,091.77
TOTAL FOR: CUSTOM HOME INTERIORS				6,091.77
01428	DELTA DENTAL PLAN OF MICHIGAN			
	RIS0006643941		BILLING PERIOD (11/01/2025 TO 11/30/2025)	5,434.92
TOTAL FOR: DELTA DENTAL PLAN OF MICHIGAN				5,434.92

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Vendor Code	Vendor Name	Invoice	Description	Amount
01392	EATON CUSTOM SEWING	2031	BRAD S JACKET REPAIR, NAME PLATE	85.00
TOTAL FOR: EATON CUSTOM SEWING				85.00
01957	EGANIX	24976	F.O.G. TREATMENT	2,370.00
TOTAL FOR: EGANIX				2,370.00
01358	FAMILY FARM & HOME	002076/C	GOGGLES	42.98
		002078/C	SANDPAPER, LAVA BAR, HOME DEFENSE SPRAY, DEEP SOCKET	69.93
TOTAL FOR: FAMILY FARM & HOME				112.91
01322	GALE BRIGGS, INC.	M3448	1% NON CHLORIDE, & MD35SC	343.25
		M3481	SIDEWALK REPAIR	1,632.00
TOTAL FOR: GALE BRIGGS, INC.				1,975.25
01308	GRAINGER PRODUCTS	9684691380	PRESSURE TRANSMITTERS WATER TOWERS	914.82
TOTAL FOR: GRAINGER PRODUCTS				914.82
01297	H2O COMPLIANCE SERVICES INC	00010458	CROSS CONNECTION PROGRAM (SEPTEMBER 1-30, 2025)	1,328.40
		00010510	CROSS CONNECTION PROGRAM (OCTOBER 1-31, 2025)	1,328.40
TOTAL FOR: H2O COMPLIANCE SERVICES INC				2,656.80
01970	HOPKINS MECHANICAL SERVICES, LLC	H25310	DOWNTOWN RADIANT HEATER REPAIR	510.00
		H25572	FALL MAINTENANCE TO BOILERS	6,982.00
TOTAL FOR: HOPKINS MECHANICAL SERVICES, LLC				7,492.00
02236	HUMPHREY ENTERPRISES, INC	503876	CDL TRAINGING (D. JOHNSON)	1,700.00
		503877	CDL TRAINING (A. CUMMINGS)	1,700.00
TOTAL FOR: HUMPHREY ENTERPRISES, INC				3,400.00
01252	INDEPENDENT BANK	5867-10.15.2025	OCTOBER 2025	13,112.57
TOTAL FOR: INDEPENDENT BANK				13,112.57
01928	INDIAN CREEK ACRES INC.	14842	TIRE REPAIR	23.50
TOTAL FOR: INDIAN CREEK ACRES INC.				23.50
01250	INSTY PRINTS	99400	CITY OF CHARLOTTE ENVELOPES (10 BOXES)	479.39
TOTAL FOR: INSTY PRINTS				479.39
01207	KENNEDY INDUSTRIES INC.	648710	VALVE REPLACEMENT DIGESTER	1,864.00
TOTAL FOR: KENNEDY INDUSTRIES INC.				1,864.00

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Vendor Code	Vendor Name	Invoice	Description	Amount
01883	KENYON AND SONS LLC	#27-10/25/2025	WEEKLY LAWN MOWING- 10/19 TO 10/25	2,000.00
TOTAL FOR: KENYON AND SONS LLC				2,000.00
01200	KIESLER'S POLICE SUPPLY INC	IN269419	AMMUNITION	4,274.43
TOTAL FOR: KIESLER'S POLICE SUPPLY INC				4,274.43
00781	KNIGHT WATCH, INC.	IN10079	CHARLOTTE GALAXY SOFTWARE MAINTENANCE 2025 - 2026	571.20
TOTAL FOR: KNIGHT WATCH, INC.				571.20
01195	KONICA MINOLTA BUSINESS	504698928	BILLING PERIOD 09/17/2025 10/16/2025 COLOR METER	10.62
		504708322	MONTHLY MAINTENANCE AGREEMENT (10/17/2025 - 11/16/2025)	67.08
TOTAL FOR: KONICA MINOLTA BUSINESS				77.70
02179	LANSING REAL GREEN LAWN CARE INC.	74963	MOWING PER CODE ENFORCEMENT -500 MEIJER ST	190.00
		74964	MOWING PER CODE ENFORCEMENT - 416 PRAIRIE ST	35.00
		74966	MOWING PER CODE ENFORCEMENT - 202 E SHEPHERD ST	35.00
		74967	MOWING PER CODE ENFORCEMENT - 531 S SHELDON ST	35.00
		74968	MOWING PER CODE ENFORCEMENT- 739 WALNUT ST	35.00
		74969	MOWING PER CODE ENFORCEMENT - 713 W HENRY ST	35.00
		74970	MOWING PER CODE ENFORCEMENT- 312 N COCHRAN	35.00
		74972	MOWING PER CODE ENFORCEMENT - 120 CANTERBURY	35.00
TOTAL FOR: LANSING REAL GREEN LAWN CARE INC.				435.00
01182	LANSING UNIFORM CO.	108554-A	BOOTS (BRENTAR)	379.95
TOTAL FOR: LANSING UNIFORM CO.				379.95
02054	LIBERTY PLUMBING LLC	I8763	CITY HALL EMERGENCY PLUMBING REPAIR	18,960.00
TOTAL FOR: LIBERTY PLUMBING LLC				18,960.00
01166	LIFELOC TECHNOLOGIES INC	422135	EASY TAB MOOUTHPIECES	78.44
		422269	REFUND OF SALES TAX ON INVOICE 422135	(4.44)
TOTAL FOR: LIFELOC TECHNOLOGIES INC				74.00
02016	MACQUEEN EMERGENCY	P06616	INSPECTION & MAINTENANCE ON ALL HURST TOOLS	935.00
		P32073	VENTED BREATHHER MASK	79.36
TOTAL FOR: MACQUEEN EMERGENCY				1,014.36
02072	MANER COSTERISAN	74330	PROGRESS BILLING FOR 2025 AUDIT FIELDWORK AND REVIEW	14,453.00
TOTAL FOR: MANER COSTERISAN				14,453.00

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Vendor Code	Vendor Name		Amount
	Invoice	Description	
01933	MES SERVICE COMPANY LLC		
	IN2361542	MULTIGAS MONITOR CALIBRATION	29.96
TOTAL FOR: MES SERVICE COMPANY LLC			29.96
02241	METAL FRAMES INC		
	7168	OFFICE DOORS WEST SIDE	3,486.45
TOTAL FOR: METAL FRAMES INC			3,486.45
00316	MICH ASSOC. CHIEFS OF POLICE		
	300012489	ACTIVE MEMBERSHIP RENEWAL (ANTCLIFF)	100.00
	300012596	ACTIVE MEMBER RENEWAL (BROOKS)	100.00
TOTAL FOR: MICH ASSOC. CHIEFS OF POLICE			200.00
02146	MICROTECH SERVICES, INC		
	36672	DESKTOP COMPUTER WITH WINDOWS 11	1,304.43
TOTAL FOR: MICROTECH SERVICES, INC			1,304.43
01063	MOORE & BRUGGINK INC		
	210204.2-1	TERTIARY FILTERS-DESIGN PHASE (SEPTEMBER 15 THROUGH OCTOBER 24, 2025)	11,489.02
TOTAL FOR: MOORE & BRUGGINK INC			11,489.02
01058	MORRISON INDUSTRIAL EQUIP		
	W03045152-1	UPRIGHT SCISSOR LIFT REPAIR	451.14
	W03045184-1	REPLACE POTHOLE SPRING	548.34
TOTAL FOR: MORRISON INDUSTRIAL EQUIP			999.48
01040	NALCO CROSSBOW WATER		
	6660381865	LAB WATER SYSTEM	932.35
TOTAL FOR: NALCO CROSSBOW WATER			932.35
01007	O'REILLY AUTO PARTS		
	4651-489870	WATER PUMP REPLACEMENT	158.84
	4651-489882	WATER PUMP REPLACEMENT BOLTS	15.48
	4651-490137	FUSE HOLDER	8.99
TOTAL FOR: O'REILLY AUTO PARTS			183.31
02238	PFAUTH, DAVID		
	10.15.2025	BOOT ALLOWANCE PER CONTRACT	228.95
TOTAL FOR: PFAUTH, DAVID			228.95
00935	ROCHESTER CREATIONS		
	4094	MARK B. FLEECE UNIFORM	17.00
TOTAL FOR: ROCHESTER CREATIONS			17.00
02212	SCANSOURCE, INC		
	5500018806	OCTOBER 2025	2,041.05
TOTAL FOR: SCANSOURCE, INC			2,041.05
02170	SHAUL HEATING & AIR CONDITIONING		
	2853	FIREPLACE REPAIR	220.00
TOTAL FOR: SHAUL HEATING & AIR CONDITIONING			220.00

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Vendor Code	Vendor Name	Invoice	Description	Amount
00861	STANDARD LIFE INSURANCE CO	00 646882 001	NONOVEMBER 2025	1,545.92
TOTAL FOR: STANDARD LIFE INSURANCE CO				1,545.92
01108	STATE OF MICHIGAN	591-11376143	AIRPORT WEATHER OBS DATA SYSTEM	610.23
TOTAL FOR: STATE OF MICHIGAN				610.23
01424	STATE OF MICHIGAN	761-11360686	COMMUNITY PUBLIC WATER SUPPLY ANNUAL FEE	4,061.91
TOTAL FOR: STATE OF MICHIGAN				4,061.91
02242	SUPERFLEET MASTERCARD PROG	FB749-11.01.2025	POLICE FUEL	3,594.37
TOTAL FOR: SUPERFLEET MASTERCARD PROG				3,594.37
00837	TEAM ONE	394204	WATER PUMP REPAIR	73.98
TOTAL FOR: TEAM ONE				73.98
02243	THOMPSON LAWN CARE	15593	WEED APPLICATIONS FOR COMMUNITY BASEBALL FIELD	300.00
TOTAL FOR: THOMPSON LAWN CARE				300.00
00820	TRACE ANALYTICAL LABORATORIES	5100633	LINN PRODUCTS ANNUAL SAMPLE	914.75
		5100798	HG ANALYSIS	330.00
		5100799	WATER ANALYSIS	366.00
TOTAL FOR: TRACE ANALYTICAL LABORATORIES				1,610.75
02151	TROJAN TECHNOLOGIES CORP	50007122	U.V. MAINTENANCE SUPPLIES	933.89
TOTAL FOR: TROJAN TECHNOLOGIES CORP				933.89
00804	ULINE	199284671	OFFICE FURNITURE	3,368.43
TOTAL FOR: ULINE				3,368.43
00791	USA BLUE BOOK	INV00870920	LAB SUPPLIES	325.99
		INV00873010	LAB SUPPLIES	99.80
TOTAL FOR: USA BLUE BOOK				425.79
02015	VEHICLE ALLIANCE	XA201000329:02	MALE & FEMALE RIGID ROCKER LUG	96.12
TOTAL FOR: VEHICLE ALLIANCE				96.12
00778	VISION SERVICE PLAN	823865836	2025 NOVEMBER	456.63
		823865862	NOVEMBER 2025	924.76
TOTAL FOR: VISION SERVICE PLAN				1,381.39

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Vendor Code	Vendor Name		Amount
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01798	WEILER EXCAVATION LLC		
	2443	REPLACE WATER SERVICE AT 416 FOOTE	2,223.00
TOTAL FOR: WEILER EXCAVATION LLC			2,223.00
00761	WILLIAMS FARM MACHINERY, INC.		
	43300	CHAIN	20.00
TOTAL FOR: WILLIAMS FARM MACHINERY, INC.			20.00
00758	WINDEMULLER		
	246396	FLOW METER PROGRAMMING & CONFIGURE	4,262.50
	246397	GROOV CELLULAR MODEM PLATFORM/SCADA	4,000.00
TOTAL FOR: WINDEMULLER			8,262.50
TOTAL - ALL VENDORS			306,428.81
PAYMENT TYPE TOTAL			
Paper Check			208,835.34
EFT Transfer			97,593.47



Memo

To: City Council
From: Salena Benavidez, Community Development Director
Date: November 10, 2025
Re: Letter of Support for the Mac Gobel Football Field

Background

The Charlotte Junior Orioles Youth Football Program currently leases the Mac Gobel football field located at 1025 S. Cochran from the City of Charlotte. The program has been approached by Shyft Group about leasing a portion of the property during the off season for football for parking Isuzu vehicles. Shyft Group would park vehicles from mid November through the end of July. The opportunity would provide much needed additional revenue for the program.

The partnership via the lease offers a unique opportunity to expand community development within the City of Charlotte. Shyft Group, a cornerstone of the local economy, will have more capacity to store their vehicles. In turn, the youth football program will have more necessary funding to serve as a social hub, help children stay active, and encourage positive engagement. In all, the approval of the lease agreement would simultaneously support one of our major local employers and further create a welcoming community for children in Charlotte.

Recommendation

Make a motion to approve the lease for the arrangement between the Charlotte Junior Orioles Youth Football Program and Shyft Group.



Date: November 4, 2025

To Whom It May Concern,

On behalf of the CJO Football Board, I am respectfully requesting permission to lease a portion of the CJO leased property for the purpose of housing vehicles from November 2025 through July 2026. This initiative would allow us to generate additional funds through an agreement with The Shift Group.

The revenue generated from this effort will be directly reinvested into our youth football program, which proudly serves approximately 300 children annually through both flag and tackle football. Specifically, the funds will be used to enhance recreational facilities and construct a new press box in the spring of 2026, improving the experience for our athletes, families, and community supporters.

We believe this opportunity aligns with our mission to provide a safe, engaging, and enriching environment for youth sports in our community. We are committed to ensuring that any vehicle storage on the property will be managed responsibly and in accordance with the lease agreement.

Thank you for considering our request. We welcome the opportunity to discuss this proposal further and provide any additional information needed.

Sincerely,
Megan Gleason
President, CJO Football Board



**CITY OF CHARLOTTE
RESOLUTION NO. 2025-53
TO APPROVE CHANGES TO SIGNATORIES
FOR INDEPENDENT BANK ACCOUNTS**

WHEREAS, the City maintains its various bank accounts with Independent Bank whose branch is located at 129 Lansing Street in Charlotte; and

WHEREAS, certain City officers and employees are authorized to act on behalf of the City to make various transactions with regard to those accounts and, in this capacity, are designated as signatories on these accounts; and

WHEREAS, it is a requirement of Independent Bank to submit a Resolution by Council approving designated City personnel who are assigned as signatories on the bank accounts;

NOW, THEREFORE, BE IT RESOLVED that City Clerk Mary LaRocque shall be removed as a signatory effective 5:00 p.m. November 14, 2025.

The foregoing resolution was presented by _____ and supported by _____ for approval. Carried; Yea ; Nay ; Absent .

CERTIFICATION

I, Mary LaRocque, City Clerk for the City of Charlotte, County of Eaton, State of Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution duly adopted by the City Council of the City of Charlotte during its regular meeting held on November 10, 2025, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being 1976 P.A. 267, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Mary LaRocque, City Clerk



Memo

To: City Council
From: Salena Benavidez, Community Development Director
Date: November 10, 2025
Re: Councilman Jeffery Christensen's Disclosure Regarding the CHILL Grant

Background

Councilman Jeffrey A. Christensen, representing District 1, has submitted an application for funding under the City-administered Community Development Block Grant (CDBG) Housing Improving Local Livability (CHILL) program. Councilman Christensen is voluntarily disclosing his application to ensure transparency and adherence to ethical standards.

As the City's designated Community Development Director, I am responsible for administering all CHILL grant applications, including review, selection, and distribution of funds. Councilman Christensen has not participated in, influenced, or attempted to influence any part of the grant process. The application process has followed all established procedures identical to those required of all other applicants. In addition, this application is subject to an independent review process that included oversight from the Michigan State Housing Development Authority (MSHDA) to ensure compliance with all applicable policies and guidelines. The integrity of the process was preserved at every step, and no preferential treatment was requested or received.

Recommendation

Staff recommends that the City Council acknowledge the disclosure and approve Councilman Christensen's continued eligibility for the CHILL grant application, noting that the City has taken appropriate steps to maintain transparency and impartiality.

**CITY OF CHARLOTTE
RESOLUTION 2025-50**

**TO ACKNOWLEDGE COUNCILMAN JEFFREY A. CHRISTENSEN'S DISCLOSURES
REGARDING HIS CHILL GRANT APPLICATION**

City of Charlotte, Eaton County, Michigan (hereinafter, "Charlotte City" or "City Council").

At a regular meeting of the Charlotte City Council held at City Hall, in the City of Charlotte, in the County of Eaton, State of Michigan, on the 10th day of November, 2025, at 7:00 o'clock in the PM.

The meeting was called to order at _____ o'clock in the PM by _____.

Present: _____

Absent: _____

The following preamble and resolution were offered by _____ and supported by _____:

RECITALS

WHEREAS, Councilman Jeffrey A. Christensen, representing District 1, has applied for the City-administered Community Development Block Grant (CDBG) Housing Improving Local Livability (CHILL) program; and

WHEREAS, Councilman Christensen has previously disclosed his applicant status and confirmed that he has no role in reviewing, approving, or distributing funds under the CHILL program; and

WHEREAS, Councilman Christensen publicly disclosed this information during the City Council meeting on August 25, 2025, and the application is subject to independent oversight by the Michigan State Housing Development Authority (MSHDA); and

WHEREAS, Councilman Christensen, pursuant to Charlotte City Charter Section 15.4, under Sworn Affidavit dated October 21, 2025 (on file with the City Clerk's office), further disclosed and affirmed that he had no role in the selection, approval, or distribution of CHILL grant funds and that he has not participated in, influenced, or attempted to influence any decisions related to the CHILL Program or his application; and

WHEREAS, the City Council has reviewed the disclosures and finds that the steps have been taken to ensure transparency and impartiality in the grant process by including Councilman Christensen's Sworn Affidavit and rescinding the prior resolution; and

WHEREAS, the City Attorney's office has reviewed the provided CHILL Grant agreement, related federal regulations, the City Charter, Michigan State law, State Attorney General opinions, and Councilman Christensen's Sworn Affidavit, and has determined that if Councilman Christensen's disclosures are accepted by the City Council, he is eligible to participate in the CDBG CHILL program and such participation does not violate state or local law, provided he continues to refrain from participation in any decision-making or influence regarding the program.

NOW, THEREFORE, BE IT RESOLVED, that the

1. The above Recitals are hereby incorporated.
2. City Council of Charlotte hereby accepts the disclosures made by Councilman Jeffrey A. Christensen and confirms that appropriate measures have been taken to maintain transparency and impartiality, allowing him to remain eligible to participate in the CDBG CHILL program, provided he continues to refrain from participation in any decision-making or influence regarding the program.
3. All resolutions and parts of resolutions in conflict herein are hereby repealed. Resolution 2025-40 is rescinded in its entirety.

Upon a call of the roll, the vote was:

AYES: _____
NAYES: _____
ABSENT: _____

Resolution declared adopted this 10th day of November, 2025.

Mary LaRocque, Clerk, City of Charlotte

CERTIFICATION

I, Mary LaRocque, City Clerk for the City of Charlotte, County of Eaton, State of Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution duly adopted by the City Council of the City of Charlotte during its regular meeting held on November 10, 2025, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being 1976 P.A. 267, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Mary LaRocque, MiPMC, CMC
City Clerk

AFFIDAVIT OF DISCLOSURE

Pursuant to Charlotte City Charter Section 15.4

Regarding Business Dealings with the City of Charlotte, Michigan

STATE OF MICHIGAN

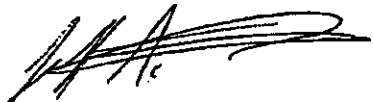
COUNTY OF EATON

I, Jeffrey A. Christensen, being duly sworn, depose and state as follows:

1. I am an elected official currently serving as City Councilman – District 1 for the City of Charlotte, Michigan.
2. I maintain a personal residence at 317 E. Shaw St., Charlotte, MI 48813.
3. I have submitted an application for financial assistance through the Community Development Block Grant (CDBG) Housing Improving Local Livability (CHILL) Program, which is administered by the City of Charlotte.
4. As an applicant to the CHILL Program, I may derive a direct financial benefit in the form of grant funds, if awarded.
5. I hereby declare, under oath, that:
 - o I have no role in the selection, approval, or distribution of CHILL grant funds;
 - o I have not participated in, influenced, or attempted to influence any decisions related to the CHILL Program or my application therein;
 - o I have publicly disclosed the existence of this potential conflict during a duly held City Council meeting on August 25, 2025, and the disclosure was officially recorded in the public meeting minutes;
 - o The application process for my CHILL grant was identical to that of all other applicants, and my application was subject to an independent review process, including oversight from the Michigan State Housing Development Authority (MSHDA);
 - o No preferential treatment was sought or received in connection with my application.
6. I submit this affidavit in accordance with Section 15.4 of the Charlotte City Charter, which requires that an officer or employee of the city who intends to have business dealings with the city must file a sworn statement with the City Clerk not less than ten (10) days prior to any action being taken by the City Council or other agency upon the matter involved.
7. I affirm that this affidavit is intended to fully disclose the nature of my business dealings with the City of Charlotte and to comply with all applicable local, state, and federal regulations pertaining to conflicts of interest.

FURTHER AFFIANT SAYETH NOT.

Dated: October 21, 2025
City of Charlotte, Michigan



Jeffrey A. Christensen
City Councilman – District 1
City of Charlotte



Subscribed and sworn to before me this 21st day of October, 2025.

Mikayla A. Densmore
Notary Public, State of Michigan
County of Eaton

My Commission Expires: April 12, 2028
Acting in the County of Eaton



Memo

To: Honorable Mayor Lewis, Charlotte City Council

From: Mary LaRocque, City Clerk and HR Director

Date: November 10, 2025

Subject: Approval of Administrative Policy 2025-04 Employee Health Insurance Opt-Out

Background

The City of Charlotte has offered employees the option to opt out of the City's health insurance plan since January 1999, with amendments approved in August 2004. Under the current policy, employees who opt out receive \$3,000 per year.

The City's Human Resources Department recommends increasing the annual cash incentive to \$4,000 to provide fair compensation to employees who maintain alternative health coverage and to encourage eligible employees to participate in the opt-out program.

The updated policy also formalizes administrative procedures for documenting opt-out elections:

- Annual Open Enrollment: Current employees complete an Opt-Out Waiver Form, including documentation of their current health insurance provider.
- New Employees: The Opt-Out Waiver Form will be included in onboarding documents and must be completed by those electing to waive coverage.

Financial Impact

The increased cash incentive provides a modest upfront cost; however, cost savings are realized even if only one additional employee opts out. Each additional participant produces further savings compared to paying full insurance premiums.

Estimated Savings – One Additional Employee Opt-Out

Coverage Tier	Annual City Cost Avoided	Annual Opt-Out Payment	Net City Savings
Single	\$7,238	\$4,000	\$3,238
2-Person	\$17,371	\$4,000	\$13,371
Family	\$21,713	\$4,000	\$17,713

Note: Savings increase proportionally with additional employees opting out, providing a predictable and cost-effective alternative to full premium payments.

Recommendation

It is recommended that City Council approve the updated Employee Health Insurance Opt-Out Policy, which includes:

- An annual cash incentive of \$4,000, paid in monthly installments
- Annual completion of the Opt-Out Waiver Form for current employees
- Inclusion of the Opt-Out Waiver Form in new employee onboarding
- Continuation of all existing eligibility, repayment, and compliance provisions

Proposed Motion

“I move that the Charlotte City Council approve the updated Employee Health Insurance Opt-Out Policy, including an annual cash incentive of \$4,000, the annual Opt-Out Waiver Form for current employees, inclusion of the waiver in new employee onboarding, and recognition of potential cost savings to the City.”

CITY OF CHARLOTTE

ADMINISTRATIVE POLICY

SUBJECT	POLICY NO.	DATE	PAGE
Employee Health Insurance Opt-out	2025-04	11/10/25	1 of 2

1. Purpose

The purpose of this policy is to provide eligible City of Charlotte employees with the option to waive participation in the City's health insurance plan and receive a cash incentive, while ensuring that employees maintain alternate health coverage.

2. Policy

Eligible employees may elect to opt out of the City's health insurance coverage and receive cash compensation of **\$4,000 per year**, paid in monthly installments of **\$333.33**, provided they meet the requirements outlined below.

3. Eligibility

3.1 To qualify for the opt-out incentive, an employee must provide proof of coverage under another health insurance program.

3.2 Employees who opt out may not rejoin the City's group plan until the next annual open enrollment period or upon a qualifying change in family status.

4. Administrative Procedure

4.1 Annual Open Enrollment:

- Current employees will receive an **Opt-Out Waiver Form** to complete if they wish to waive coverage.
- The form includes a section for the employee to record their **current health insurance provider** to verify eligibility.
- Completed forms must be submitted to the Human Resources Department by the end of the open enrollment period.

4.2 New Employees:

- All new employees will be offered the Opt-Out Waiver Form as part of their **onboarding documents**.
- Completion of the waiver is required if the employee wishes to opt out of coverage.

5. Payment

CITY OF CHARLOTTE

ADMINISTRATIVE POLICY

SUBJECT	POLICY NO.	DATE	PAGE
Employee Health Insurance Opt-out	2025-04	11/10/25	2 of 2

5.1 Cash compensation will be paid monthly in equal installments.

5.2 Payments are subject to applicable federal and state taxes.

5.3 If an employee terminates employment during the plan year, a prorated portion of the incentive will be paid for the period in which the employee was eligible.

6. Loss of Other Coverage

6.1 If an employee loses other coverage during the plan year, they may enroll in the City's health insurance plan if eligible.

6.2 Enrollment must occur **within 30 days** of the loss of coverage.

6.3 Any previously received opt-out payment attributable to the period of lost eligibility must be repaid to the City.

7. Change in Eligibility / Termination

7.1 If an employee experiences a change in status making them ineligible for the plan, takes unpaid leave, or terminates employment, any portion of the opt-out payment received for ineligible periods must be repaid.

7.2 Repayments may be withheld from wages or other amounts due, provided withholding does not reduce pay below minimum wage.

8. Administration

The Human Resources Department is responsible for verifying eligibility, administering payments, providing the Opt-Out Waiver Form, and monitoring compliance with this policy.

9. This Policy Replaces

This policy replaces:

- Employee Health Insurance Opt-Out Policy, **January 1999**
- Employee Health Insurance Opt-Out Policy, **Amended August 9, 2004**

All provisions of those previous policies are superseded by this updated policy.

THE CITY OF CHARLOTTE, MICHIGAN

FLEXIBLE BENEFITS PLAN

OPT-OUT BONUS PROGRAM

MEMO

To: City Employees
From: Deborah L. Granger, Clerk
Subject: Health Insurance Waiver
Date: August 16, 2004

On August 9, 2004, the Charlotte City Council approved an amendment to the City's policy that allows an employee to opt out of the Health Insurance coverage with the city. The rate that has been paid to employees who opted out, was \$1200 per year. The new cash compensation rate will be \$3000 per year paid in monthly installments of \$250.

As with the past policy, an employee must be able to prove that they are covered under another health insurance program in order to qualify. Our contract opening is August 28th, so if an employee wishes to opt out of the coverage, now is the time to do so. An employee who opts out now will not be able to rejoin the group policy until the annual contract opening in August or if there is a change in family status.

Attached are the new waiver forms. If you wish to participate in the program, please complete the form and return to us by August 28, 2004.

Thank you.

**WAIVER OF MEDICAL INSURANCE
ELECTION OF CASH PAYMENT IN LIEU OF INSURANCE**

Name _____ Social Security No. _____

Address: _____

I elect to receive cash in lieu of medical, insurance coverage under the Employer's Group Health Plan.

I certify that I am covered under the following group plan, and I am providing proof of coverage along with this election form:

Name of Insurance provider: _____

Address: _____

I and the City of Charlotte hereby agree that my cash compensation will be:

\$3000 per year, to be paid in monthly installments of \$250.

I understand that I am waiving the right to receive Employer-provided medical insurance coverage through the Employer's Group Health Plan and that should I desire to later health insurance coverage through the city, I may do so at the time of the contract opening in August or if there is a change in my family status.

Employee's Signature

Date

Return this form to:

City Clerk
111 E. Lawrence
Charlotte, Mi 48183

OPT-OUT BONUS PROGRAM

General. The Opt-Out Bonus Program allows you to waive coverage under the City's Medical Plan and receive instead a lump-sum cash bonus equal to \$100 per month for each month you have waived coverage, or \$1,200 for the entire Plan Year. This option is only available if you have coverage under another medical plan. Of course, money received as a cash bonus will be taxable income to you.

Should you elect and are eligible to receive an opt-out bonus, your bonus will be paid once annually in the month of August. The amount of your bonus will be \$100/month for each month you had waived coverage under the Medical Plan since the prior August. Thus, if you are covered under the Medical Plan and you waive coverage under the City's Medical Plan beginning the first day of the next Plan Year, you will be entitled to a \$700 bonus to be paid in August (for the months January-July), and if you waive coverage for the following Plan Year, you will be eligible for a \$1,200 bonus the following August. If you should terminate employment prior to August, the *pro-rata* portion of the opt-out bonus which you have earned since the prior August will be paid to you in your final paycheck, along with any vacation, sick leave, or other compensable time which you are owed.

Other Coverage Required. To waive medical coverage under the City's Medical Plan, you must have coverage under another medical benefit program. If you elect to receive the opt-out bonus, you are certifying that you have other medical coverage.

Loss Of Other Coverage. Should, during the course of the Plan Year during which you elected to opt-out on account of the existence of other coverage, you lose that other coverage (e.g., you chose to opt-out because you were covered under your spouse's medical plan but your spouse gets laid-off), you will be able to elect coverage under the City's Medical Plan if you are otherwise eligible. You must enroll, however, within 30 days of the event which caused you to lose that other coverage. Your loss of other coverage will be treated as due to an event which qualifies as a Change Event and the rules for re-establishing coverage will follow the rules governing coverage changes on account of a Change Event. See the General Provisions of the Flex Plan, pp. 3-4. If you do not enroll in the Medical Plan within 30 days of the event which led to the loss of your other coverage, you will not be able to do so until the next Open Enrollment Period. You must repay to the City any portion of the \$1,200 bonus you previously received, if any, attributable to that portion of the Plan Year for which you were eligible to receive coverage under the City's Medical Plan.

Termination Of Employment. If you terminate employment with the City during the Plan Year after receiving the full \$1,200 bonus, you must repay to the City a prorated amount for the remaining portion of the Plan Year for which you are not eligible for coverage.

Change Event. If you change to an ineligible status under the Flex Plan during the Plan Year, or if you take a leave of absence during which you are entitled to coverage under the Medical Plan (as described in the City's "Leave of Absence" policies), you must repay to the City that portion of the \$1,200 bonus you previously received, if any, attributable to that portion of the Plan Year for which you are not eligible for coverage under the Medical Plan.

Repayment Obligation. Any opt-out bonus amount you must repay to the City upon a Change Event, termination of employment or loss of eligibility will be withheld from any pay or other amounts owed to you by the City, to the extent the withholding does not reduce your pay below minimum wage.



Memo

TO: Mayor and City Council

FROM: Mary LaRocque, City Clerk / HR Director

DATE: November 10, 2025

SUBJECT: Resolution to Exempt the City of Charlotte from the Requirements of 2011 Public Act 152 and Approve the 2026 Employee Health Care Plans

Background

Public Act 152 of 2011, the Publicly Funded Health Insurance Contribution Act, limits the amount a public employer may contribute toward employee health care costs. The Act provides three options for compliance:

- Hard Cap (Section 3) – Limits the employer’s total contribution to annual dollar caps per coverage level set by the State.
- 80/20 Option (Section 4) – Requires employees to contribute at least 20% of total premium costs.
- Exemption (Section 8) – Allows a governing body to exempt itself from the Act for one year by a two-thirds vote.

The City of Charlotte has historically followed the Hard Cap option. However, as insurance premiums have grown faster than the State’s annual Hard Cap increases, employee premium contributions have continued to rise. This has placed additional financial strain on employees and created administrative challenges in calculating and applying caps across multiple coverage levels.

Financial Impacts

For the 2026 plan year, staff reviewed projected premiums for the City’s Blue Care Network (BCN) plan, which includes Health Reimbursement Arrangement (HRA) funding, along with Delta Dental and Vision Service Plan (VSP) coverage. The comparison below illustrates the financial effect of continuing under the Hard Cap versus adopting a 90% City / 10% Employee cost-sharing model under the Section 8 exemption.

Coverage Tier	Count	2026 BCN Monthly Rate + HRA	Monthly EE (Hard Cap)	City Net (Hard Cap)	Monthly EE (90/10)	City Net (90/10)
Single	15	\$723.17	\$120.02	\$603.15	\$72.32	\$650.85
2 Person	12	\$1,717.51	\$269.96	\$1,447.55	\$171.75	\$1,545.76
Family	27	\$2,153.82	\$344.38	\$1,809.44	\$215.38	\$1,938.44
Monthly Total	54	\$89,611	\$14,338	\$75,273	\$8,961	\$80,650
Annual Total		\$1,075,330	\$172,058	\$903,272	\$107,533	\$967,797

- Under the Hard Cap, the City's annual cost would be approximately \$903,272, with employees contributing \$172,058.
- Under the 90/10 cost-share, the City's annual cost would be approximately \$967,797, with employees contributing \$107,533.
- The additional cost to the City under the 90/10 model is approximately \$64,525 per year.

Dental and Vision

- Delta Dental Annual Total: \$58,736
- Vision Service Plan (VSP) Annual Total: \$20,235

Note: The PA 152 opt-out pertains only to BCN medical coverage and does not apply to vision or dental plans.

Fiscal Year Consideration: Because the City's fiscal year runs from July 1 to June 30, each calendar-year insurance plan overlaps two fiscal years:

- Half of the 2026 plan year cost will be incurred during the second half of the FY 2025–26 budget (January–June 2026).
- The remaining half will be incurred during the first half of FY 2026–27 (July–December 2026).

Therefore, the net increase to the City's cost under the 90/10 model will be distributed approximately 50% in the current fiscal year and 50% in the next, minimizing the single-year budget impact and allowing for appropriate planning in the upcoming budget cycle.

Recommendation

It is recommended that City Council approve the attached resolution to:

- Exempt the City of Charlotte from the requirements of Public Act 152 for the 2026 plan year (January 1–December 31, 2026); and
- Approve the continuation of the City's employee health care benefits through:
 - Blue Care Network (BCN) – Medical Coverage
 - Delta Dental – Dental Coverage
 - Vision Service Plan (VSP) – Vision Coverage

The 90% City / 10% Employee cost-sharing structure maintains a fair and sustainable balance between employee affordability and City financial responsibility while spreading the cost impact evenly across two fiscal years.

Proposed Motion

Motion to support and approve the resolution to exempt the City of Charlotte from the requirements of 2011 Public Act 152, the Publicly Funded Health Insurance Contribution Act, for the medical benefit plan coverage year beginning January 1, 2026, through December 31, 2026, and to approve participation in the City's 2026 employee health care plans, including Blue Care Network (BCN) medical coverage, Delta Dental, and

Vision Service Plan (VSP), with a 90% City / 10% Employee premium cost-sharing arrangement. The annual totals are as follows:

- BCN Medical: \$967,797
- Delta Dental: \$58,736
- Vision (VSP): \$20,235

**CITY OF CHARLOTTE
RESOLUTION 2025-51**

**TO EXEMPT THE CITY OF CHARLOTTE FROM THE REQUIREMENTS OF 2011
PUBLIC ACT 152, THE PUBLICLY FUNDED HEALTH INSURANCE
CONTRIBUTION ACT, AND TO APPROVE THE 2026 EMPLOYEE HEALTH CARE
PLANS FOR THE PLAN YEAR JANUARY 1, 2026 THROUGH DECEMBER 31, 2026**

WHEREAS, 2011 Public Act 152 (the "Act") was passed by the State Legislature and signed by the Governor on September 24, 2011; and

WHEREAS, the Act provides three options for public employers to comply with the requirements related to employee health care cost contributions:

- **Section 3 – “Hard Caps” Option**, which limits a public employer’s total annual health care costs based on coverage levels defined by the State;
- **Section 4 – “80%/20%” Option**, which limits a public employer’s share of total annual health care costs to not more than 80% and requires an annual majority vote of the governing body; and
- **Section 8 – “Exemption” Option**, which allows a local unit of government to exempt itself from the requirements of the Act by an annual **two-thirds (2/3) vote** of the governing body; and

WHEREAS, the City has previously followed the “Hard Cap” option based on the rates established by the Michigan Department of Treasury; and

WHEREAS, in recent years, the City’s health care costs have exceeded the State’s Hard Cap limits, shifting a growing portion of health insurance costs to employees, resulting in increased financial strain; and

WHEREAS, the Council of the City of Charlotte has determined that it is in the best interest of the City and its employees to exempt itself from the requirements of 2011 Public Act 152 for the medical benefit plan coverage year beginning **January 1, 2026 through December 31, 2026**; and

WHEREAS, the City’s premium cost-sharing arrangement for the 2026 plan year shall remain at **90% (City) / 10% (Employee)**, which maintains a fair and sustainable balance between City financial responsibility and employee contribution; and

WHEREAS, the City Council further desires to approve the continued participation in the following employee health care plans for the 2026 benefit year:

- **Blue Care Network (BCN)** – Health Care Plan
- **Delta Dental** – Dental Coverage
- **Vision Service Plan (VSP)** – Vision Coverage

NOW, THEREFORE, BE IT RESOLVED, that the Council of the City of Charlotte hereby **elects to exempt** the City of Charlotte from the requirements of 2011 Public Act 152, the Publicly Funded Health Insurance Contribution Act, pursuant to Section 8 of the Act, by a **two-thirds (2/3) vote** of the governing body for the coverage year **January 1, 2026 through December 31, 2026**; and

BE IT FURTHER RESOLVED, that the Council of the City of Charlotte hereby **approves participation** in the Blue Care Network (BCN), Delta Dental, and Vision Service Plan (VSP) employee health care plans for the 2026 benefit year, and authorizes the City Clerk to proceed with open enrollment for the upcoming plan year.

The foregoing resolution was presented by [insert presenting council member] and supported by [insert supporting council member] for approval.

ADOPTED by the following roll call vote:

Yeas: ____

Nays: ____

Absent: ____

CERTIFICATION

I, **Mary LaRocque**, City Clerk for the City of Charlotte, County of Eaton, State of Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution duly adopted by the City Council of the City of Charlotte during its regular meeting held on Monday, November 10, 2025, and that said meeting was conducted, and public notice given, pursuant to and in full compliance with the Open Meetings Act, being 1976 P.A. 267, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Mary LaRocque, MiPMC CMC
City Clerk



Memo

To: Honorable Mayor Lewis and City Councilmembers

From: Robert Hillard, City Manager

Date: November 7, 2025

Re: Fire Chief Appointment - Tyger Fullerton

Background

I recently received a resignation letter from Fire Chief Kevin Christiansen. The role of the Fire Chief is critical to ensuring the effective and efficient management of the Fire Department.

The Fire Chief reports directly to the City Manager and is responsible for the overall administration, leadership, and coordination of the Fire Department. Duties include, but are not limited to:

- Overseeing all fire suppression, rescue, and emergency medical response operations.
- Administering departmental budgets, staffing, training, and equipment maintenance.
- Ensuring compliance with applicable local, state, and federal laws, and departmental policies.
- Providing strategic leadership in planning, emergency preparedness, and public safety initiatives.
- Coordinating with other City departments and regional agencies to promote public safety and community engagement; and
- Serving as a key member of the City's management team, supporting City-wide goals and initiatives.is multi-faceted.

Under the City of Charlotte City Charter, the following applies to the hiring of the Fire Chief.

- Section 3.1(B) City Officers, and Section 6.1, the Fire Chief is an administrative officer.
- Section 6.2(A) "All administrative officers, except the City Attorney, shall be appointed by the City Manager, subject to the confirmation of the Council before any such appointment shall be final."
- Section 6.12(B), "Fire Department". "In making the appointment of Fire Chief, primary consideration shall be given to any recommendation made by the members of the Fire Department and the appointment of any person who is not recommended or approved by the members of the Department shall not be confirmed by the Council, except by the vote of five or more of its members."

Under the "Fire Service Agreement", dated 12/19/06, between the City and the Rural Fire Association (collectively, the Townships of Brookfield, ~~Carmel~~, Chester, Eaton, and Walton), section E(2), "Appointment of a New Chief", states "... if the Fire Department and the City of Charlotte agree on who to appoint as the new Fire Chief, the mutually agreed upon Fire Chief shall be appointed without the need for the creation of a Fire Chief Selection Committee." Accordingly, if the Fire Department and the City of Charlotte (i.e., City Manager) select a person as the next Fire Chief, then no Fire Chief Selection Committee is required to select a new Fire Chief.

After a thorough review of qualifications, experience, and suitability, I am recommending Tyger Fullerton for the role of Fire Chief. Mr. Fullerton possesses the necessary skills and expertise to fulfill the responsibilities of the position effectively. He has been an active leader in the Fire Department over the last decade. He has great relationships with the members of the Fire Department, and clearly has demonstrated his ability to lead this multifaceted department. This is demonstrated by the formal recommendation of the Charlotte Fire Department volunteers. I have full confidence in his leadership, professionalism, and dedication to both the department and the residents we serve. I am pleased to seek City Council confirmation of Tyger Fullerton as the next Fire Chief for the City of Charlotte, Michigan.

Financial Impact

The new Fire Chief salary will be \$115,500.00 maintaining his existing benefits.

Recommendation

Authorize the resolution confirming the appointment of Tyger Fullerton as the next Fire Chief for the City of Charlotte, Michigan.

**CITY OF CHARLOTTE
RESOLUTION 2025-52**

TO CONFIRM THE APPOINTMENT OF TYGER FULLERTON AS FIRE CHIEF

WHEREAS, Section 6.12 of the City Charter of the City of Charlotte provides that the administrative officers of the City, except the City Attorney, shall be appointed by the City Manager and confirmed by the City Council; and

WHEREAS, Section 6.12 further provides that primary consideration in the appointment of the Fire Chief shall be given to the recommendation made by the members of the Fire Department; and

WHEREAS, the City of Charlotte and the Rural Fire Association (RFA) jointly operate under an intergovernmental agreement for the provision of fire and emergency response services, which outlines a process for the recruitment and appointment of the Fire Chief, including the establishment of a Fire Chief Selection Committee; and

WHEREAS, the RFA Agreement also provides that when the City of Charlotte and the Fire Department mutually agree upon a candidate for appointment as Fire Chief, such appointment may be made without convening the formal Selection Committee process; and

WHEREAS, the outgoing Fire Chief, Kevin Christiansen, has recommended the promotion of Tyger Fullerton, a long-serving member of the Charlotte Fire Department, to the position of Fire Chief; and

WHEREAS, the Volunteer Fire Department has met and formally expressed its support for the promotion of Tyger Fullerton to Fire Chief, thereby fulfilling the conditions required under both the City Charter and the RFA Agreement for appointment by mutual agreement; and

WHEREAS, Tyger Fullerton has demonstrated exceptional leadership, commitment, and service to the Charlotte Fire Department and the greater community, and possesses the qualifications and experience necessary to successfully lead the Department in this role;

NOW, THEREFORE, BE IT RESOLVED, that the City Council hereby confirms the appointment of Tyger Fullerton as Acting Fire Chief, effective immediately upon Council approval, and as Fire Chief of the City of Charlotte, effective December 6, 2025, pursuant to Section 6.12 of the City Charter and the terms of the City's agreement with the Rural Fire Association; and

BE IT FURTHER RESOLVED, that the City Council extends its appreciation to Kevin Christiansen for his dedicated service and leadership to the Charlotte Fire Department and the community.

The foregoing resolution was presented by _____ and supported by _____ for approval.
Carried; Yea ; Nay ; Absent

CERTIFICATION

I, Mary LaRocque, City Clerk for the City of Charlotte, County of Eaton, State of Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution duly adopted by the City Council of the City of Charlotte during its regular meeting held on November 10, 2025, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being 1976 P.A. 267, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Mary LaRocque, MiPMC, CMC
City Clerk

CITY OF CHARLOTTE RESOLUTION 2025-xx

TO CONFIRM THE APPOINTMENT OF TYGER FULLERTON AS FIRE CHIEF



CHARLOTTE FIRE DEPARTMENT & RURAL FIRE ASSOCIATION

111 E. Lawrence Ave., Charlotte MI 48813

Ph. 517-543-0241



To: City Manager Hilliard

From: Tyger Fullerton – Assistant Fire Chief

Date: 11/5/2025

Subject: Recommendation for City Council Approval – Revised Agreement Between the City of Charlotte and the Rural Fire Association

Background

The Charlotte Fire Department currently operates under an agreement between the City of Charlotte and the Rural Fire Association. Over the past several years, many aspects of the department's operations, administrative processes, and funding practices have evolved. Recognizing the need for an updated document that accurately reflects current practices and anticipates future needs, members of the Fire Department, City staff, and the Rural Fire Association collaborated extensively to revise the agreement.

This revision was a joint effort over the last year+ to ensure the document remains a fair, transparent, and forward-thinking framework that strengthens the long-standing partnership between the City and the Rural Fire Association.

Summary of Revisions

Key updates to the agreement include:

- Clarified definitions and terminology to eliminate ambiguity.
- New general terms establishing clear deadlines for annual budget review.
- Quarterly financial reporting on budget expenditures.
- Definition of "Unshared Expenditures" for clearer cost allocation.
- Cost recovery provisions for hazardous materials supplies and incidents.
- Grant funding and expenditure section to ensure transparent collaboration and shared benefits from external funding sources.
- Updated termination and asset distribution clause to reflect modern standards.
- **Authorization to provide fire protection services to other municipalities, with equitable sharing of responsibilities and revenues.**
- Inclusion of modern legal and administrative language recommended by both parties' attorneys.

Historical Context and Relationship

The partnership between the City of Charlotte and the Rural Fire Association dates back to 1917. This century-long relationship has been instrumental in ensuring that the Charlotte Fire Department possesses some of the best fire and emergency equipment in the region. The City of Charlotte could not maintain a department of this quality without the support and partnership of the Rural Fire Association—and likewise, the Rural Fire Association could not have the same level of service, equipment, and capability without the city.

The mutual respect, cooperation, and dedication of both entities continue to be the foundation of exceptional public service and operational excellence. The effort and collaboration invested in this revised agreement underscores the shared commitment of the City of Charlotte and the Rural Fire Association to provide high-quality fire and emergency protection to the community.

Recommendation

It is recommended that the **City Council approve the revised agreement** between the City of Charlotte and the Rural Fire Association, thereby replacing the current agreement. This new agreement accurately represents existing operations and positions both parties for continued success to effectively serve the public.

Respectfully,

A handwritten signature in black ink, appearing to read "Tyger Fullerton", followed by a long horizontal line extending to the right.

Tyger Fullerton
Assistant Fire Chief / Zoning Administrator
Charlotte Fire Department

INTERLOCAL FIRE SERVICE AGREEMENT

This Agreement ("Agreement") is between the Rural Fire Association ("Association or "RFA"), a municipal corporation, and the City of Charlotte ("Charlotte"), a Michigan municipal corporation, located at 111 E. Lawrence Avenue, Charlotte MI, 48813, (individually a "Party") (collectively, the "Parties"). The Parties enter into this Agreement effective on the ____ day of October, 2025.

RECITALS

WHEREAS, on December 19, 2006, Charlotte and the Association executed the "Fire Service Agreement" under which Charlotte agreed to supply fire protection and emergency response service to the Rural Fire Association under specific terms and conditions.

WHEREAS, in 2008, Charlotte and the Association replaced the Fire Services Agreement with a new Agreement.

WHEREAS, under the Fire Services Agreement and its 2008 successor agreement, Charlotte and the Association purchased fire equipment, including fire apparatuses, which are currently titled jointly in both Parties' names.

WHEREAS, the Parties seek to enter into a new Agreement to facilitate Charlotte's provision of fire and emergency services to the Participating Municipalities, which will supersede the Fire Services Agreement.

WHEREAS, the Parties are authorized to enter into this agreement pursuant to Act 35 of 1951, under which municipal corporations can contract with each other for the provision of firefighting and emergency services.

NOW, THEREFORE, in exchange for the consideration in and referred to by this Agreement, the Parties agree as follows:

- A. Statement of Purpose.** To ensure fire protection and emergency response services, not including the provision of ambulance service, for the Participating Municipalities, the undersigned Parties agree that Charlotte shall provide such services through the Fire Department, in accordance with the terms, conditions, and procedures set forth in this Agreement.

Below is a list of calls for service and types of responses that the Fire Department may provide; however, the Fire Department may also respond to additional incidents not specifically listed in this Agreement, at the discretion of the Fire Chief or his/her designee, when deemed necessary to protect life, property, or the public interest or upon written approval of the Rural Fire Association.

- Emergency Response
- Hazard-related calls
- Fire Inspections
- Fire Code Enforcement
- Fire Investigation
- Burn Permits
- Community Outreach
- Assistance to citizens or other government agency

B. Term. This Agreement shall be for a term of 5 years, commencing on the effective date above and ending on June 30, 2030 (the Termination Date). Unless otherwise terminated by the parties pursuant to Section H below, this Agreement shall automatically renew for subsequent 5 year periods.

C. General Definitions:

1. Charlotte Runs. Circumstances where the Fire Department and/or other emergency response personnel are dispatched within the jurisdictional boundaries of Charlotte or a non-Participating Municipality that Charlotte has contracted with.
2. Runs and Calls for Service. Any circumstances where the Fire Department and/or personnel are dispatched for service.
3. Fire Chief. The highest-ranking member of the Fire Department, who is responsible for operating and managing the Department.
4. Fire Department. The Charlotte Fire Department. This includes full- time, part-time, and volunteer members.
5. Fire Department Budget. The portion of the Charlotte budget that sets forth the costs associated with operating the Fire Department for that year.
6. Mutual Aid Runs. Circumstances where the Fire Department and/or emergency response personnel are dispatched to respond to an Emergency or critical incident outside the jurisdictional boundaries of the City of Charlotte and Rural Fire Association. Mutual Aid Runs are equally dispersed (50/50) into the Rural Runs & City Runs.
7. Net Fire Department Budget. The gross costs listed on the Fire Department Budget less Unshared Expenditures.
8. Participating Municipality (or Participating Municipalities collectively). A

municipality that makes up the Rural Fire Association, including the Townships of Brookfield, Chester, and Eaton.

9. Percentage of Rural Runs. Number of Rural Runs, divided by the sum of the number of Rural Runs and Charlotte Runs, represented in the form of a percentage.
10. Rural Runs and Calls for Service. Circumstances where the Fire Department and/or other emergency response personnel are dispatched within the jurisdictional boundaries of a Participating Municipality.
11. Rural Fire Association. An entity consisting of the Townships of Brookfield, Chester, and Eaton created to provide fire services to the Participating Municipalities.
12. Unshared Expenditures. Costs listed on the Fire Department Budget that shall be excluded from the Net Fire Department Budget.
13. Volunteer Fire Department Association. The Charlotte Fire Department Volunteer Association, organized as a 501(c) organization.

D. Allocation of Costs.

1. Cost of Equipment. The cost of equipment (titled apparatus) purchased and utilized in conjunction with this Agreement shall be divided equally, at 50% each, between the Association and Charlotte. All purchases (All equipment and titled apparatus) that exceed \$20,000.00 or will cause a deficit in the quarterly budget for a particular fiscal year discussed in Subsection D(2) of this Agreement shall be approved by both Charlotte and the Association in advance of the purchase. Purchases shall be made by Charlotte. Once the equipment is received, Charlotte shall invoice the Rural Fire Association for its percentage of the cost of the equipment and payment shall be due within 60 days of the date the Association receives the invoice. All equipment purchased under this Agreement shall be titled in both the names of the Association and Charlotte.
2. Cost Sharing and Recovery. The Association shall reimburse Charlotte for Rural Fire Runs by contributing to the annual Fire Department Budget in accordance with the terms and conditions of this Agreement.
 - a. General Terms. Charlotte agrees to present an annual budget for the Fire Department to the Association no later than February 15th of each calendar year. Following budget review and approval by Charlotte, Charlotte shall issue an invoice to the Association by October 1st, reflecting the Association's proportionate share of the Net Fire

Department Budget. The Association shall remit full payment to Charlotte no later than December 31st of the same calendar year.

- b. Quarterly Report. The Charlotte City Manager shall prepare and submit a written report detailing Fire Department Budget expenditures related this Agreement to the Association within 30 days following the end of each fiscal quarter. This report shall include an itemized list of actual expenditures compared to the approved budget for the quarter, along with any relevant explanations for variances.
- c. Audit Reconciliation and Fund Adjustment. Following the completion of Charlotte's fiscal year-end audit, any remaining balance of unspent funds from the Fire Department Budget shall be credited to the Association in proportion to the percentage of the total budget the Association originally contributed. Conversely, if total expenditures exceed the budgeted amount and Rural Fire Association had provided any necessary approvals for purchases, the Rural Fire Association shall remit additional funds to Charlotte in accordance with the same contribution percentage.
- d. Cost Sharing Formula. The Rural Fire Association and Charlotte shall share the costs associated with operating the Fire Department by applying a Cost Sharing Formula. To calculate the Association's proportion of the costs, the Net Fire Department Budget must be calculated as follows:
 - Gross Costs associated with operating the Fire Department per the Fire Department Budget – Unshared Expenditures = Net Fire Department Budget

Once the Net Fire Department Budget is calculated, the amount owed by the Association is calculated as follows:

- Net Fire Department Budget x Percentage of Rural Runs = Amount owed by the Association to Charlotte.
- e. Charlotte shall be responsible for the remaining costs on the Fire Department Budget, which include, but are not limited to, the costs associated with all of the Charlotte Runs and the Unshared Expenditures.

The following is a nonexclusive list of items that constitute Unshared Expenditures:

- 75% of the employee wages assigned to fire inspection duties;
- 25% of the Fire Chief's wages;

- 25% of the Assistant Chief's wages;
- All costs related to zoning, rental inspections, and code enforcement; and
- Budget items that solely benefit Charlotte
- Grant-funded expenditures.
- One-time capital outlays;
- Non-recurring expenses.

E. Right to Review Budget. The Association shall have the right to review and provide feedback on the Fire Department Budget before final approval by Charlotte for each year. The Rural Fire Association's comments about the Fire Department Budget shall be submitted to Charlotte's City Manager by March 15 of each year, and those comments shall be taken into consideration in advance of final budget approval. A meeting may be requested with the City Manager and Fire Department to discuss the budget at any time, between February 15 and May 15. Any unresolved budget disputes, including those relating to the Net Fire Department Budget, between Charlotte and the Rural Fire Association that remain outstanding after 30 days shall be submitted for arbitration for resolution.

F. Appointment of a Fire Chief. If at any time, Charlotte seeks to hire, promote, or otherwise replace the Fire Chief, primary consideration shall be given to any recommendation made by the members of the Volunteer Fire Department Association.

G. Insurance. The City and Rural Fire Association shall each obtain and maintain a policy or policies of general liability insurance in a minimum coverage amount of \$5,000,000 per occurrence, with a \$5,000,000 aggregate limit and on which the parties shall be named as an additional insured and certificate holder. Such insurance shall provide that it may not be terminated or coverage limits changed without at least 30-days prior written notice to both Parties. Upon request, a Party shall provide the other Party copies of such policies and certificates showing premiums have been paid. The Parties for their employees shall obtain and maintain workers' disability compensation insurance as required by law.

H. Cost Recovery. Charlotte reserves the right to invoice the responsible party for all costs incurred in connection with hazardous materials (Hazmat) incidents or any other emergency situation deemed necessary for the protection of life or public safety, as determined by Fire Department personnel. Recoverable costs shall include, but are not limited to, direct expenses for personnel, services rendered, equipment usage, and supplies consumed during the mitigation of the incident.

Funds received from these billings shall be recorded in a designated revenue account and applied to offset the related expenditures appropriately, in accordance with applicable financial policies and procedures. If the responsible party does not pay the invoice within

90 days, the invoice shall be forwarded to the responsible jurisdiction (City or Township) for payment of the associated costs.

I. Grants.

1. **Joint Ownership:** All equipment, fire gear, fire apparatus, and any other Fire Department-related acquisitions made with federal, state, or local grant dollars shall be owned jointly between both parties.
2. **List of Assets:** The Fire Chief shall maintain a list of all assets purchased from a grant. The list shall include the cost of the asset, the VIN or serial number (if applicable), and the grant used to purchase the asset. The list shall be reviewed and updated annually or upon request by either Party.
3. **Disposition of Grant-Funded Equipment and Apparatus(es):** When the Fire Department deems that equipment, fire gear, or apparatus obtained through grants are no longer usable due to NFPA requirements, MIOSHA requirements, or is beyond its useful life, the equipment, fire gear, or apparatus shall be sold or disposed of upon agreement with both Charlotte and the Association.

- J. Termination.** Participation pursuant to this Agreement may be terminated by either Party, upon at least one year's written notice, to be provided to the Chief Executive Officer of the other Party, those being the President of the Rural Fire Association and Charlotte City Manager. Termination shall be effective June 30 of the following year (the "Termination Date"). For example, to effectuate a termination as of June 30, 2028, written notice must be delivered on or before June 29, 2027. Failure to provide timely notice shall result in automatic continuation of participation until the following year.

In the event Charlotte fails to fulfill any of its requirements set forth in this Agreement, the Association shall provide 30 days written notice of breach to Charlotte, which shall trigger a 30 day period in which Charlotte can cure the breach. Should Charlotte fail to remedy its breach during the cure period, Association shall have the right to terminate this Agreement immediately upon providing written notice to Charlotte.

- i. **Distribution of Assets.** Upon termination, either Party may elect to purchase equipment and apparatus jointly owned by the Parties for 50% of the fair market value of the equipment or apparatus. Fair market value shall be determined by appraisal of the equipment or apparatus, the cost of which shall be shared equally by the Parties. Agreement to sell equipment or an apparatus shall not unreasonably be withheld. Sale of the equipment or apparatus to the Association shall occur no more than 45 days after the Termination Date. Should the Parties be unable to agree on final ownership of a piece of equipment or apparatus, such equipment or apparatus shall be sold on the free market and the proceeds of the sale shall be divided equally between the Parties.

- K. Agreement for Fire Protection Services.** In the event that any municipality other than the Participating Municipalities petitions for fire protection services from the Charlotte Fire Department, whether by formal request or contractual agreement, such services may be considered and this Agreement amended accordingly. Any amendment of this Agreement to provide for the provision of services to another municipality must follow a recommendation by the Fire Chief affirming that the requested service can be reasonably provided. Upon approval, Charlotte and the Association shall agree to equitably share both the costs incurred and any revenues generated from the provision of services. This provision shall not be interpreted nor prohibit the City of Charlotte from providing services to non-Participating Municipalities. Should the City enter into an agreement to provide services to a non-Participating Municipality outside the scope of this Agreement, the parties shall renegotiate the Cost Sharing set forth above to reflect Charlotte's increased use.
- L. Adoption of Other Policies and Procedures.** The Parties agree and understand that standard operating policies and/or procedures which are adopted by the Fire Chief and/or Fire Department shall be adhered to in responding to emergencies.
- M. Disposition of Apparatus & Equipment.** Subject to sections I and J above, all apparatus and equipment titled in the name of Charlotte and the Association that are sold shall be disposed of in accordance with Charlotte's current purchasing and surplus property policies. Proceeds from each apparatus sale shall be divided equally, with 50% retained by Charlotte and the remaining 50% allocated to the Rural Fire Association. Charlotte shall remit the Association's share of the proceeds within 60 days of the sale.
- N. Entire Agreement and Binding Effect.** This Agreement may be executed in any number of counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same instrument. The Parties to this Agreement have authorized the signing and execution of this Agreement by the affixing of electronic signatures hereunto or photocopies, which electronic signatures or photocopies shall have the full force and effect as though handwritten hereon. This Agreement constitutes the full and entire understanding and agreement among the Parties with respect to the agreement herein contemplated and shall supersede all prior understandings, agreements, statements, and previous negotiations relating thereto, all of which are hereby declared to be null and void and of no further force and effect. No modification or amendment of this Agreement shall be valid or binding unless such modification or amendment is in writing, dated, and signed by both the Parties. The conditions of this Agreement extend to and bind the successors and assigns of the Parties.
- O. Severability and Validity.** The invalidity or unenforceability of any provision or part of

this Agreement shall not affect the validity or enforceability of any other part or provision of this Agreement.

P. Construction of Agreement. If any ambiguity in the language of this Agreement arises, such ambiguity shall not be construed against either Party. This Agreement has been and shall be construed as co-drafted between the Parties.

Q. No Waiver of Governmental Immunity. The Parties each retain all of the privileges and immunities from liability, and exemptions from laws, ordinances and rules which apply to the activity of officers, agents, and employees of the Party. No provision of this Agreement is intended to, nor shall any provision of the Agreement be construed as a waiver by any governmental entity, its agents, employees or officials, of any governmental immunity as provided by Public Act 170 of 1964, the "Governmental Immunity Act," as set forth in MCL 691.1401, et seq.

R. Third Party Beneficiaries. This Agreement confers no rights or remedies on any third party, other than the Parties to this Agreement and their respective successors and permitted assigns.

S. No Creation of Legal Entity. This is an agreement for services. The Parties do not intend to undertake or create, and nothing herein shall be construed as creating, a joint authority, joint venture, or joint enterprise between the Parties. No employee, agent, or volunteer of a Party shall be considered an employee, agent, or volunteer of the other Party.

T. Relationship of the Parties.

1. Charlotte and the Association are independent entities under this Agreement, sharing in the purpose of providing fire protection and services to the Participating Municipalities.
2. The Association, their respective personnel, employees, volunteers, and agents, are not employees of Charlotte, and are not entitled to any payment, compensation, or other benefits that Charlotte may provide to its employees, volunteers, and agents. Likewise, Charlotte, its respective personnel, employees, volunteers, and agents, are not employees of any of the Association, and are not entitled to any payment, compensation, or other benefits that any of the Rural Fire Association may provide to its employees, volunteers, and agents.
3. Unless otherwise agreed to by the parties, each Party shall bear its own legal fees and obtain its own counsel to answer, defend, or resolve any and all claims arising from the services being provided pursuant to this Agreement, including assignment and performance of their employees or agents designated to carry out the services under this Agreement.

These claims shall include, but shall not be limited to: proceedings before the Michigan Employment Relations Commission; the National Labor Relations Board; proceedings for unemployment compensation benefits; claims for workers' compensation disability benefits; claims of unlawful discrimination brought before any state or federal agency or court; claims or grievances for breach of Agreement; and any other claims of any kind or character arising from or which are attributable to the performance of services by employees or agents of the employing agency in connection with this Agreement.

All costs (including legal fees) incurred in connection with the defense of the foregoing matters and any judgments resulting there from shall be the sole and exclusive responsibility of the respective Party.

- U. Jurisdiction.** This Agreement shall be construed under the laws of the State of Michigan. Any action arising out of or relating to this Agreement shall be filed in a court of competent jurisdiction in Eaton County, Michigan.
- V. Legal Authority Upon Approval By Governing Bodies.** This Agreement shall not be in full force and effect unless and until approved by a resolution of the governing bodies of all the Participating Municipalities and Charlotte.

[Signatures on Following Page]

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CITY OF CHARLOTTE

By: _____

Timothy Lewis, Mayor

By: _____

Mary LaRocque, City Clerk

Dated : _____, 2025

RURAL FIRE ASSOCIATION

By: _____

Dave Roberts, President

Dated : _____, 2025

By: _____

_____, Secretary

Dated : _____, 2025



CHARLOTTE FIRE DEPARTMENT & RURAL FIRE ASSOCIATION

111 E. Lawrence Ave., Charlotte MI 48813

Ph. 517-543-0241



To: City Manager Hillard

From: Tyger Fullerton – Assistant Fire Chief

Date: 11/6/2025

Subject: City Hall HVAC Engineering Services Recommendation

Background

The original mechanical systems serving City Hall—including the air handler and control system, heating, air conditioning, and backup generator—have been in place or modified to operate with existing components since the building's construction in 1974. Over the past five decades, Fire Department personnel have worked closely with technicians and contractors to overcome significant challenges and keep the systems operational.

With the building now over 50 years old, the HVAC and mechanical infrastructure have reached the end of its effective service life. A comprehensive overhaul of these systems is necessary to ensure continued operation, occupant comfort, energy efficiency, and building functionality.

Project Approach

Due to the complexity of the project, our current mechanical contractor has assisted in identifying the appropriate first step—**professional engineering and design services**. Engineering is required to properly size and specify new systems, account for the age and layout of the building, and integrate modern technology and standards into the existing areas.

A Request for Sealed Bids was issued for mechanical engineering services. The city received three bids (see attached bid summary sheet). Following review and multiple site tours, **MATRIX Consulting Engineers, Inc.** demonstrated the most comprehensive understanding of the project's scope and requirements.

Recommendation

After review, we recommend awarding the engineering contract to **MATRIX Consulting Engineers, Inc.**, who also submitted the **lowest bid at \$64,800.00**. MATRIX will provide complete design and engineering services and will structure the resulting construction project into at least two financial phases to better spread the overall cost across multiple fiscal years in the coming budgets.

Request for Action

We respectfully request **City Council approval** of the sealed bid received from **MATRIX Consulting Engineers, Inc.** for City Hall HVAC Engineering Services in the amount of **\$64,800.00**.

Attachments:

- Bid Summary Sheet
- MATRIX Consulting Engineers, Inc. Proposal

Respectfully,

A handwritten signature in black ink, appearing to read "Tyger Fullerton", with a long horizontal line extending from the end of the signature.

Tyger Fullerton
Assistant Fire Chief
Charlotte Fire Department



CONSULTING ENGINEERS, INC.

544 CHERBOURG DRIVE, LANSING, MI 48917
PHONE: (517) 487-2511

Sent via email: kchristiansen@charlottemi.org

October 28, 2025

Kevin Christiansen
Fire Chief
City of Charlotte Fire Department and Rural Fire Association
111 E. Lawrence Ave
Charlotte, MI 48813
(517) 243-8332

**RE: Professional Services Proposal
Charlotte City Hall – HVAC Upgrades
111 E. Lawrence Ave
Charlotte, MI 48813
Matrix Proposal No. 250051.02**

Dear Kevin,

We are pleased to submit this proposal for Mechanical, Electrical, Architectural and Civil Engineering services in accordance with the information described below.

Project Description

Matrix will provide mechanical, electrical, architectural, and civil engineering services for the Charlotte City Hall HVAC upgrades project located in Charlotte, Michigan. Construction phases 300-700 are included in this proposal.

The mechanical design will consist of replacing the air-cooled condenser located on the roof, the air handler located in the basement, and upgrading the controls from pneumatic to direct digital control (DDC). Special considerations will be accounted for in determining the best method to remove and replace the new air handler in the basement due to its size. The facility intends to have the new air-cooled condenser relocated from the roof to the ground on the north side of the building for ease of service. The existing gas service and piping will be upgraded as needed for the new generator.

The electrical design will consist of upgrading the existing electrical service to make it code compliant, powering the new mechanical equipment, and replacing the existing generator. The existing generator is currently sized to serve some egress lights and police fictions. The new generator will be sized to serve the entire building.

The architectural scope will consist of tracing the existing building PDF drawings in AutoCAD for mechanical and electrical use, patching the roof where the condensing unit was removed, provide options for new DX piping routes, and removing the existing screening around the existing generator (being removed) and provide new screening around the new condensing unit and generator.

The civil scope will consist of modifying the existing sidewalk and parking lot design as required to relocate the new air-cooled condenser from the roof to the north side of the building. The anticipated location of the new air-cooled condenser is the sidewalk and parking lot island next to the existing generator. Rework of the existing sidewalk and coordination with the parking lot entrance drive will be required. Coordination with the architect to provide adequate screening for the new generator and air-cooled condensing unit to meet the local jurisdiction's screening ordinance will also be required. A complete Topographical survey will be completed for the site to assist in the design.

Scope of Services

Matrix will include the following:

- Field investigation
- Architectural design
- Mechanical design
- Electrical design
- Civil design
- Generator design
- (10) virtual design meetings (maximum)
- (3) in person meetings (field investigation, progress, and punchlist)
- Sheet or book specifications
- Sealed prints
- Submit to plan review
- Shop drawing review
- RFI Response
- Answer plan review questions

Not in Scope of Services

- Structural design
- Plumbing design
- Mechanical and electrical designs beyond the scope listed above (upgrading additional equipment, lighting, etc.)
- Verifying all existing mechanical equipment locations match the existing drawings (VAV's, fine tube, unit heaters, etc.)
- Field measure the entire building
- Security and IT design
- Submit to plan review
- Pay for plan review fees
- Breakup drawings into multiple construction phases
- More than ten (10) virtual design meetings
- More than three (3) in person meetings
- Commissioning/functional testing
- As-built drawings
- Construction administration beyond what is listed above

Professional Fees and Project-Related Cost

We will provide the above services for a fixed fee of:

Mechanical and Electrical design	\$44,500
Civil design.....	\$9,800
Architectural and Structural design.....	\$10,500
Total	\$64,800

Reimbursable Allowance

Topographic Survey Estimate\$5,000 (Not included in the above fee, should be lower)

In addition to professional fees, we would expect to be reimbursed for "out of pocket" expenses related to printing and photographic reproduction of documents other than for in-house coordination, permits and approvals secured on behalf of the owner, express mail and courier service, and any trips to the job site. "Out of pocket" expenses will be invoiced at a 1.10 multiplier.

We intend this letter will provide you with full information relative to our services and the fees associated with those services. If you have any questions or require additional information, please contact me at your convenience. Should this proposal meet with your approval, please indicate your acceptance by signing below and returning a copy to this office.

Sincerely,
Matrix Consulting Engineers, Inc.

Craig A. Trierweiler, P.E., LEED AP, CxA
President

Accepted by: _____

Date: _____



What we do.

With over 25 years of experience in Mechanical, Electrical, and Plumbing (MEP) engineering, we specialize in providing comprehensive solutions for projects of all sizes including new builds, large-scale renovations, Higher Education and K-12 projects, Healthcare Facilities, Municipal Public Safety Complexes and other Community Centers, as well as Multifamily complexes. Our team excels in managing complex systems and delivering results that exceed expectations.

We understand the unique challenges of large projects, from structural constraints to environmental considerations. Our experienced team delivers seamless, integrated MEP systems that enhance building performance and occupant comfort.

**Celebrating 25 Years of
Maximizing Efficiency,
Innovation, and Sustainability
for Your Complex Projects**

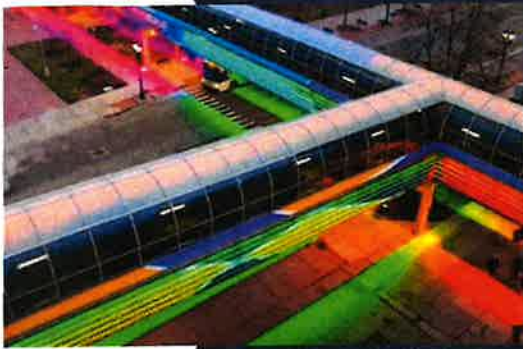
Contact Us:

(517) 487-2511

administrator@matrixceinc.com

544 Cherbourg Dr.
Lansing, MI 48917





Our Expertise Includes

- Federal, State and local government facilities
- Healthcare facilities
- Industrial complexes
- High-rise residential and commercial buildings
- Mixed-use developments
- Large commercial and industrial projects
- Religious Institutions
- Higher Education
- K-12 Educational Institutions
- As-needed service contracts
- Commercial headquarters
- Justice and correctional complexes
- Municipalities (Courthouses, Fire Stations, Safety and Community Complexes)

Professional Services

- HVAC, plumbing, and electrical design and systems integration
- Energy modeling and energy studies
- Sustainable and energy-efficient design
- LEED design
- Lighting and power distribution
- Fire safety systems and life safety systems
- Arc flash design and trainings
- BIM (Building Information Modeling)
- Commissioning & Retro-commissioning
- Project management and coordination
- Facility condition assessments

What sets us apart

- **Experience with Complex Projects:** With experience on successful multi-billion and million dollar projects our team is capable of handling challenging designs and unusual conditions.
- **Cost-Effective Solutions:** Providing innovative designs that balance cutting-edge technology with cost efficiency.
- **Timely Delivery:** We manage every project with precision, ensuring deadlines are met without compromising quality.

Licensed in 45 states



BID TABULATION SHEET

CITY OF CHARLOTTE

PROJECT NAME:	HVAC Engineering Design Services
PROJECT NO:	Charlotte City Hall
BID ISSUES DATE:	9/5/2025
BID OPENING DATE/TIME:	10/28/25 02:31 pm

NAME/ADDRESS OF BIDDER	TOTAL BID AMOUNT	RATED
Century A&E Facilities Design	\$ 188,036.00	
MATRIX Consulting Engineers, Inc.	\$ 64,800.00	
Spicer Group	\$ 86,000.00	



Memo

To: City Manager Rob Hilard; Honorable Mayor Lewis; City Council
From: Christina Horton, Finance Director/Treasurer
Date: October 30, 2025
Re: Recommendation for Aviation Fuel

Department of Public Works Director Whitney has requested that AVFuel be identified as the sole-source vendor for aviation fuel. While I understand AVFuel is not the sole **provider** of aviation fuel, there are compelling reasons to declare this a sole **source** for safety and operational reliability concerns:

1. **Proven Safety Record and Quality Control**

AVFuel has maintained a spotless 15-year history of fuel deliveries to the Charlotte Airport with **no contamination or spills**. Their drivers have an average of **25 years of aviation-specific experience** and use **dedicated company-owned trucks** that haul only AVFuel products. Competing suppliers, by contrast, often subcontract drivers who lack aviation handling experience — one such alternative vendor caused a **200-gallon fuel spill** roughly ten years ago, the effects of which remain visible today.

2. **Operational Efficiency and Price Management**

Aviation fuel pricing fluctuates **daily**, and purchases are typically made within **24 hours of price confirmation**. Introducing a formal bidding process would delay procurement and could result in **higher costs** due to rapid market changes. The airport purchases fuel as an **investment commodity**, reselling it at a margin two to three times per year — timeliness is therefore critical to maintaining profitability

3. **Established Vendor Relationship and Market Preference**

Among the four regional aviation fuel providers (AvFuel, Arrow Energy, Epic, and Titan Fuels), **AvFuel is the preferred choice of most pilots**, especially those operating high-performance aircraft. Maintaining brand consistency supports airport competitiveness and customer trust, as pilots often plan routes based on known, reputable fuel providers listed in flight-planning apps.

For these reasons, it is recommended that the City Council approve AVFuel as the sole-source vendor for aviation fuel to ensure continued safety, reliability, and operational efficiency at the Charlotte Airport.