



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 24, 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/82420716331>
One tap mobile: +16465588656,,82420716331#
Telephone: (312) 626-6799 Webinar ID: 824 2071 6331

- 1. Call to Order**
- 2. Roll Call**
- 3. Invocation – Gary Wales, Charlotte Evangelical Churches**
- 4. Pledge of Allegiance**
- 5. Approval of Minutes**
 - a. November 10, 2025 Regular Council Meeting Minutes
 - b. November 17, 2025 Special Council Meeting Minutes
- 6. Absence of Council Members**
- 7. Public Hearing**
 - a. Special Assessment District - Downtown Sidewalk Snow Removal
- 8. 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
- 9. Approval of Agenda**
- 10. Communications and Committee Reports**
 - a. Manager Report
 - b. City Attorney Report
 - c. Councilmember Committee Reports
 - d. Staff Reports
- 11. Consent Agenda**

- a. Approval of Claims and Expenditures totaling \$942,144.72
- b. Approval of Change Order Request - DPW Roof Replacement
- c. Approval of Contract Amendment No. 1 for additional Construction Engineering and Inspection (CEI) Services for Horatio Ave., Lincoln St., Seminary St., Mikesell St., and Bennett Park

12. Business Agenda

- a. Consider approval of Resolution #5 2025-54 Special Assessment District - Downtown Sidewalk Snow Removal
- b. Consider approval of sole source request for Flock Camera
- c. Consider approval of the Eaton County Law Enforcement Mutual Assistance Agreement
- d. Consider approval of authorization for Three-Year Aviation Fuel Purchase - AvFuel Corporation
- e. Consider approval of Resolution 2025-55 Contract with H2O Compliance Services, Inc. for Cross Connection Control services.
- f. Consider approval of City Attorney Agreement Second Amendment with Schedule 2.0.

13. 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

14. Staff Comments

15. Mayor and Council Comments

16.17. Recess to Closed Session

a. Closed Session: Pursuant to section 8(h) of the Open Meetings Act, to consider material exempt from disclosure by state statute, section 13(1)(g) of the Freedom of Information Act, which exempts from public disclosure “information or records subject to the attorney-client privilege” being Confidential Attorney-Client Written Privileged Communication dated November 24, 2025, regarding City Property.

17. Reconvene Open Session

18. Adjourn

~Mikayla Middaugh, Deputy 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.
November 10, 2025

CALL TO ORDER:

By Mayor Lewis on Monday, November 10, 2025, at 7:00 p.m.

ROLL CALL:

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

City staff in attendance; City Manager Hillard, City Attorney Revore, and City Clerk LaRocque. In the audience Fitch H. Beach Airport Manager Cotter, DPW Director Whitney, Assistant Fire Chief Fullerton and Fire Inspector/Captain Daly.

INVOCATION:

~~Andy~~ Emily Shaver, Real Life Church

PLEDGE OF ALLEGIANCE:

Led by Lewis

APPROVAL OF MINUTES:

- a. October 27, 2025, Regular Council Meeting Minutes

Motion by Chin supported by Scott to approve October 27, 2025, Regular Council Meeting Minutes, as printed. Carried; Yea 7; Nay 0; Absent 0

ABSENCE OF COUNCIL MEMBERS:

All members present.

PUBLIC COMMENT:

Nicole Christensen, Charlotte resident and President of Friends of Eaton County Animals, announced that on Saturday,

November 29th from 11:00 a.m. to 2:00 p.m., her organization would be providing free microchipping for dogs and cats at The Groomery downtown on Lovett Street. She also expressed her support for the appointment of Tyger Fullerton as Fire Chief, citing his 18+ years of experience, his role in the zoning department, and his support of fellow firefighters.

John Laupp, resident, also expressed support for Tyger Fullerton's appointment as Fire Chief. He stated that from his interactions with Fullerton on committees and professionally, he found him to be forthright and personable with phenomenal interactions with others. He also commented positively on the new council chairs

APPROVAL OF AGENDA:

Scott requested consent agenda item b to be moved to business agenda h

Motion by Christensen supported by Rodriguez t, to approve the agenda, as amended. Carried; Yea 7; Nay 0; Absent 0

COMMUNICATIONS AND COMMITTEE REPORTS:

- a. City Manager report

City Manager Hillard presented his report highlighting progress on several framework items:

1. Municipal Building Improvements and Energy Review
2. City Council Chamber Sound and Video Review - A memo prepared by Fire Captain Dan Daly was included in the packet detailing progress on audio and digital

system upgrades, control and server room optimization, equipment reductions, and plans for painting and carpeting installation.

3. Building Construction Inspection Program - The city has put out a bid for the program and is planning to take recommendations through the housing subcommittee.
4. Downtown Street Improvement Review - The City Manager attended an MDOT meeting on October 29th to discuss upcoming projects.
5. Housing Strategic Review - The housing subcommittee held a productive meeting on November 6th. The city will receive \$358,720 from MSHDA as part of a Community Development Block Grant for homeowner rehabilitation and grant administration.
6. Carmel Township Emergency Services Agreement - Councilmember Fullerton and the City Manager met with Don Ramsey regarding this agreement.

City Manager Hillard concluded by thanking City Clerk Mary LaRocque, noting this was her last meeting, and expressing appreciation for her support during difficult times.

b. Council member committee reports

Christensen reported that he was unable to attend the Planning Commission meeting last week as he was at the MDA conference. He mentioned the Camp Francis Committee meeting is scheduled for tomorrow night at 6:30 p.m. at the cabin.

Chin reported on EATRAN matters, noting that the recent transportation millage failure in Delta would impact service significantly, likely resulting in the loss of the route from

Charlotte to Delta Township. He also mentioned that he is working with four University of Michigan students on a sustainable towns program to analyze rider data and create toolkits on how to use the bus system.

Scott announced that the CARC meeting would be held on Thursday at 5:30 p.m. in the annex of the First Congregational Church, with Carmel Township's desire to leave being a major topic of discussion.

Duweck reported on the Housing Committee forum held the previous Thursday evening. The forum was attended by representatives from Habitat for Humanity, MSHDA, the Home Builders Association of Greater Lansing, Capital Area Housing Partnership, realtors, developers, and financial institutions. He noted this was the first public roll-out of what the committee had been working on for a year and emphasized that the city is serious about moving forward on housing after being passive for a long time.

CONSENT AGENDA:

- a. Approval of Claims and Expenditures totaling \$565,357.77
- b. ~~Approval of CJO sublease agreement~~ – moved to business h (Scott)
- c. Approval of Resolution 2025-53 To approve changes to signatories for Independent Bank accounts.

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

BUSINESS AGENDA:

- a. Consider approval of Resolution 2025-50 To acknowledge Councilman Jeffrey Christensen's disclosure regarding his CHILL grant application.

Councilmember Christensen announced he would abstain from this vote as the resolution and grant affects his personal residence.

Motion by Chin supported by Scott to approve Resolution 2025-50 To acknowledge Councilman Jeffrey Christensen's disclosure regarding his CHILL grant application. Carried by roll call vote; Yea 6; Nay 0; Absent 0; Abstain 1 (Christensen)

- b. Consider approval of Administrative Policy 2025-04 Employee Health Insurance Opt-out

Motion by Scott supported by Christensen to approve Administrative Policy 2025-04 Employee Health Insurance Opt-out. Carried. Yea 7; Nay 0; Absent 0

- 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

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

- d. Consider approval of Resolution 2025-52 to approve the appointment of Tyger Fullerton as Fire Chief

Motion by Chin supported by Duweck to approve Resolution 2025-52 to approve the appointment of Tyger Fullerton as Fire Chief. Carried by roll call vote; Yea 7; Nay 0; Absent 0

- e. Consider approval of the revised agreement between the City of Charlotte and the Rural Fire Association

Staff clarified for Council that certain costs, like tornado siren computers, are unshared because they benefit only the city. Grant-funded and capital expenses are divided 50/50 between the city and the association, with purchases over \$20,000 requiring joint approval. The new agreement also allows the city and Rural Fire Association to jointly contract with outside areas for fire services and share resulting revenues.

Motion by Fullerton supported by Christensen to approve the revised agreement between the City of Charlotte and the Rural Fire Association. Carried by roll call vote; Yea 7; Nay 0; Absent 0

- 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

Motion by Christensen supported by Chin to approve the contract with MATRIX Consulting Engineers, Inc. for city hall HVAC engineering services, in the amount of \$64,800.00. Carried by roll call vote; yea 7; Nay 0; Absent 0

- g. Consider approval of AV Fuel as the sole-source provider of aviation fuel for Charlotte Airport

Motion by Christensen supported by Scott to approve AV Fuel as the sole-source provide of aviation fuel for Charlotte Airport. Carried; Yea 6; Nay 1 (Chin); Absent 0

- h. Consider approval of CJO sublease agreement

Councilmembers raised several concerns about the CJO sublease agreement. One member supported the concept but sought clarification on legal, insurance, and tax issues, leading to a friendly amendment to include the city assessor's input. Another member expressed broader concerns about the number of trucks already in the park and potential overuse of the area. The mayor confirmed that legal questions remained to be resolved

Motion by Duweck, supported by Christensen, to postpone this matter to the next council meeting on November 24th, with assistance from the city attorney and city assessor to develop an appropriate legal solution and address related legal and tax implications. Carried by roll call vote; Yea 7; Nay 0; Absent 0

PUBLIC COMMENT:

No comments

STAFF COMMENTS:

Acting Fire Chief Fullerton reported that the Planning Commission approved the site plan for the storage building and reviewed the proposed zoning map. The zoning committee will meet once more before final review. He thanked outgoing clerk LaRocque for her collaborative work with the Fire Department over the years.

The city attorney thanked clerk LaRocque for her collaboration and service over the past three years.

City clerk LaRocque thanked the council and staff, saying she had enjoyed working with them and will be watching to see all the new growth and changes planned for the city yet to come.

MAYOR AND COUNCIL COMMENTS:

Scott thanked the clerk and all attendees

Councilmember Chin announced his completion of the Michigan Infrastructure Council certification, attendance at several educational programs, and meetings on electronic signs and housing initiatives.

Rodriguez asked attorney Revore to keep council apprized of any questions submitted in regards to the CJO review. Thanked Clerk LaRocque

Councilmember Christensen thanked attendees, honored veterans, and shared updates on local business activity, project completions, and rapid progress at the industrial park. He praised the Lincoln Street paving.

Councilmember Fullerton raised concerns about (Shyft) trucks currently parked at the fairgrounds, legal issues, and the need to bring the building department back to the city.

Councilmember Duweck supported postponing the CJO discussion and thanked the clerk for her efficiency and institutional knowledge.

Mayor Lewis shared positive feedback from Shyft about improved road access, praised the clerk's service, and commended the Housing Committee for building community trust.

ADJOURN:

Motion by Christensen supported by Chin to adjourn the meeting at 8:16 p.m. Carried; Yea 7; Nay 0; Absent 0

Respectfully submitted,
Mary LaRocque MiPMC, CMC
City Clerk

CITY OF CHARLOTTE COUNCIL PROCEEDINGS
111 E. Lawrence Ave., Charlotte, MI 48813 (517) 543-2750
Special Meeting – 10:00 A.M.
October 17, 2025

CALL TO ORDER:

By Mayor Lewis on Monday October 17, 2025 at 10:00 a.m.

ROLL CALL:

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

City staff in attendance; Deputy City Clerk Middaugh

PLEDGE OF ALLEGIANCE:

Led by Lewis

ABSENCE OF COUNCIL MEMBERS:

Council member Rodriguez

Motion by Duweck supported by Chin to excuse Council member Rodriguez. Carried; Yea 6; Nay 0; Absent 1

PUBLIC COMMENT:

No comments

DISCUSSION ITEMS:

a. City Attorney Options

Mayor Lewis called for the special meeting to discuss options following City Attorney Revore's resignation letter. A committee of Lewis, Duweck, and Scott reviewed alternatives and recommended retaining Mr. Revore with updated compensation. It was echoed throughout all committee members that Mr. Revore's requested fee increases were reasonable compared to surrounding municipalities and necessary given the City's workload. They emphasized his effectiveness, institutional knowledge, and the challenges of transitioning to a new attorney.

Mayor Lewis noted that Mr. Revore requested raising the monthly retainer from \$5,000 to \$6,000 and the hourly rate to \$200. Fullerton highlighted cost savings from Mr. Revore performing labor-attorney duties previously outsourced at higher rates.

Council member Chin requested a complete proposal outlining all fees and contract details before final approval.

The Council estimated that setting the hourly rate at \$250 would increase annual legal costs by about \$18,000 and agreed this was acceptable. Duweck

Motion by Duweck supported by Fullerton to authorize the committee to offer Mr. Revore a \$250/hour rate and request a full draft contract with a detailed fee schedule. Carried; Yea 6; Nay 0; Absent 1

PUBLIC COMMENT:

No Comments

STAFF COMMENTS:

No Comments

MAYOR AND COUNCIL COMMENTS:

No Comments

ADJOURN:

Motion by Scott supported by Christensen to adjourn at 10:55 a.m. Carried. Yea 6; Nay 0; Absent 1

Respectfully submitted,
Mikayla Middaugh, Deputy City Clerk



To: Honorable Mayor Lewis and City Council Members
From: Robert Hillard, City Manager
Date: November 21, 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. Per the City Manager's evaluation criteria, items will not be considered accomplished unless agreed upon by the City Council.

City Services

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

Community Development

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

Neighborhood Enrichment

Housing Strategy Review
Street Plan Review
Bennett Park Improvements Review

Organizational Changes

The City Manager will be the administrator of the Airport, Recycling, Motor Vehicle Pool, and Airport Operations. The City Manager will also be directly responsible for purchasing determinations, and Capital Improvement Plan and City-Wide Special Assessment District Service development. These changes should assist in providing more efficiency to the City of Charlotte operation and the accomplishment of the City Council Goals and Objectives.

Capital Improvement Plan Review Update

As part of the upcoming budget process, the City will be preparing a Five-Year Capital Improvement Plan. The first step is for each department to submit a list of projects to see completed in the next five years. The Department Heads are scheduled to submit a list of these projects, based on priority and provide the estimated cost. These projects are due January 9, 2026. Once received, the City Manager will organize and review based on available revenue.

Street Light Review Update

The City Manager spoke with Tanya Martin, Streetlighting - Senior Project Coordinator for Consumers Energy. We reviewed a map and spreadsheet related to the Street Lighting program for the City Charlotte. She provided a number of options related to the program. I will be reviewing these options based on a cost savings approach to the City.

Airport Hangar Review Update

The City Manager reviewed the Airport Hangar project with Jon Van Duinen, Prein and Newhof. He indicated that the project is scheduled for FY 2027. I asked him to provide the following to enhance the City of Charlotte evaluation of this project: 1) Review and analyze the existing rates and fees for hangars at the airport. This will include a survey surrounding airports to determine the standard rates for various hangars. 2) Provide an updated cost estimate for construction of both a 6 unit and 8 unit t-hangar along with associated sitework. 3) Review available grant funding to determine the overall local cost for design and construction of the new t-hangar.

McGINTY, HITCH, PERSON, ANDERSON & REVORE, P.C.
ATTORNEYS AT LAW
3410 BELLE CHASE WAY, SUITE 600
LANSING, MICHIGAN 48911
TELEPHONE (517) 351-0280
FAX (517) 351-3583
www.mcgintylaw.com

MEMORANDUM

TO: Charlotte City Council

FROM: David M. Revore and Thomas M. Hitch, City Attorneys

RE: **CITY ATTORNEY REPORT – October 23, 2025 through November 20, 2025**

DATE: November 20, 2025

The following serves as our report to the City Council on issues in which our office has been engaged since the last report:

1. Ordinance Updates and Review.
 - a. Continue Fire Prevention Code to adopt 2021 International Fire Code to coordinate with the City's adoption of the 2021 International Property Maintenance Code.
2. Camp Frances. Continue Bylaws' revisions.
3. District Court. Prosecute misdemeanor offenses.
4. Code Enforcement/Fire Department. Work with Tyger Fullerton and Dan Daly regarding Code Enforcement.
5. Administrative Policy Reviews. Fire Insurance Withholding Program.
6. Labor & Employment. Attend meetings regarding personnel, Employee Work Rules, and SEIU union grievances.
7. Tax Tribunal. *Ilie Popa v. County of Eaton*, No. 25-000557-TT. Conversation with Petitioner regarding discovery response and possible settlement.
8. Special Assessment District. Continue work with Finance Director on Special Assessment District – Snow Removal.
9. Research City Properties.
10. Research Conflicts of Interest.
11. Communications. Mayor, City Manager, Police, Clerk, DPS and Fire Department officials.

DMR/TMH:cf

Charlotte Police Department

111. E. Lawrence Ave., Charlotte, MI 48813

Phone: 517-543-1552 Fax: 517-543-8396

Paul Brentar, Chief of Police

October 2025 Monthly Report

Monthly Statistics:

- See attached report.

Training:

- Officers continued online training through Virtual Academy.
- Officers attended Animal Control training put on by the Ingham County Animal Control Office at no cost.
- Det. Poortvliet, along with Officers Carroll, Callahan & Fullerton, attended an interview class at MSU.
- Chief Brentar, Captain Brooks, and Sgt.'s Antcliff & Slaughter attended High Risk Unified Command training at MSU.
- Sgt. McDaniel re-certified as an instructor in Gracie Survival Training.
- Sgt. McDaniel began vehicle extraction training for all officers this month.
- Chief Brentar, Captain Brooks, along with Sgt.'s Antcliff & McDaniel, re-certified as ALERRT Level I instructors.

Staffing:

- Staffing has been reduced to 16 officers.

Police Vehicle Review:

- We have taken delivery of the new patrol vehicle. Outfitting is expected to start in November. I anticipate this vehicle being put into service in December.

Police Body Cameras/In-car Cameras/Interview Room Cameras/Tasers Review:

- All new equipment from Axon has been put into service for use except for the new Tasers. That training is scheduled for November.

Flock Camera Program Review:

- This service is scheduled to end in January of 2026.
- Use of the Flock Cameras identified a vehicle involved in a Retail Fraud.
- Officers used the Flock Cameras to try and locate a stolen vehicle.

Outreach/Public Events:

- Officers provided traffic control and conducted public relations for the Homecoming Parade.
- Officers provided traffic control and conducted public relations for Candy Crawl downtown.

- Officers conducted public relations at the Trunk or Treat Event at Walmart.
- Officer Gardner instructed a 10-hour Hunter Safety Class for youth. This was done a volunteer basis by Officer Gardner.
- Officers participated in the city sponsored Halloween Night 5K at Bennett Park.

Respectfully,

A handwritten signature in black ink, appearing to be "R. B. D.", is placed over a white rectangular box.

Chief of Police



0														TOTAL	2024	%	WARRANTS	ARRESTS
UCR TITLE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	2024	%	WARRANTS	ARRESTS	
STATE CRIMES																		
SOVEREIGNTY													0	0	0%			
MILITARY													0	0	0%			
IMMIGRATION													0	0	0%			
Part I Crimes														0				
CRIMES AGAINST PERSONS																		
HOMICIDE-MURDER(ATTEMPT)													0	0	0%			
NEGLIGENT HOMICIDE													0	0	0%			
KIDNAPPING							1						1	1	-100%			
PARENTAL KIDNAPPING													0	0	0%			
SEX. ASSAULT-ALL	3	2	6	1	1		3	2	4	3			25	15	67%	5	1	
ROBBERY				1									1	3	-67%			
NON-AGG ASSAULT	4	10	7	14	9	10	12	11	8	13			98	120	-18%	3	28	
AGGRAVATED ASSAULT	1	2	3	2	2	3	5	6	4	2			30	21	43%	2	6	
INTIMIDATION/STALKING	14	20	12	17	14	10	10		17	19			133	134	-1%	1	8	
PROPERTY CRIMES																		
ARSON													0	0	0%			
EXTORTION				1			1						2	3	-33%			
BURGLARY-FORCED	1				2	3	1		2	3			12	16	-25%	2	3	
BURGLARY-W/O FORCE													0	0	0%			
BURGLARY-ILLEGAL ENTRY	1			1	1		2	1	2				8	13	-38%			
POSS BURGLARY TOOLS	1												1	0	100%			
LARCENY	5	3	6	7	5	9	7	9	6	9			66	114	-42%		2	
MOTOR VEHICLE THEFT		1	1	1	3	1	2						9	14	-36%			
Part II Crimes																		
STOLEN PROPERTY-MOTOR VEHICLE				1									1	4	-75%			
FORGERY/COUNTERFEITING				1		1							2	7	-71%		1	
FRAUDULENT ACTIVITY	3	6	7	10	8	6	5	8	3	5			61	71	-14%		1	
EMBEZZLEMENT													0	3	-300%	1	1	
REC/CONCEALING STOLEN PROPERTY	1	1		3	9	2	3	1	3	4			27	6	350%		4	
DESTRUCTION OF PROPERTY	2	3	4	2	5	7	2	2	6	3			36	61	-41%		2	
RETAIL FRAUD-ALL	5	10	9	7	12	13	6	13	10	26			111	112	-1%	18	6	
UCR TITLE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	LAST YEAR	%	WARRANTS	ARRESTS	
MORALS/DECENCY CRIMES																		
V.C.S.A.	1	1	1	6	5	1	1	2	5	5			28	33	-15%	4	12	
SEX OFFENSE	1	1	2	3	2		1	1	2	1			14	14	0%	4		
OBSCENITY	1												1	0	100%			
FAMILY ABUSE/NEGLECT	2	5	9	7	7	5		2		3			40	31	29%		1	
FAMILY-NON SUPPORT									3				3	0	300%		1	
FAMILY-OTHER													0	0	0%			
GAMBLING													0	0	0%			
COMMERCIALIZED SEX OFFENSE													0	0	0%			
LIQUOR LICENSE VIOLATION													0	1	-100%			
LIQUOR LAW VIOLATION				1	1		1		1				4	15	-73%			
PUBLIC ORDER CRIMES																		
OBSTRUCTING POLICE	2	1	2	1	1	1	4	4	3	4			23	16	44%	3	14	

ESCAPE-CORRECTIONAL INSTITUTION													0	0	0%		
ESCAPE-MENTAL INST.													0	0	0%		
ESCAPE/FLIGHT													0	0	0%		
OBSTRUCTING JUSTICE	3	2	3	5	3	2	3	3					27	25	8%	37	81
BRIBERY													0	0	0%		
WEAPONS-CONCEALED					1								2	5	-60%	1	1
WEAPONS-EXPLOSIVE													0	0	0%		
WEAPONS-OTHER	1			1	3	1	2	2	1	1			12	7	71%	1	
PUBLIC PEACE	6	8	10	17	26	21	15	24	19	12			158	174	-9%		3
TRAFFIC-HIT AND RUN	2	5	4	1	6	5	3	3	4	1			34	45	-24%		
TRAFFIC-O.U.I.L./O.U.I.D	5	4	3	6		4	4	3	3	2			34	32	6%	2	11
TRAFFIC-MISD	1	3		7	3	2	2	3		7			28	41	-32%	2	6
HEALTH/SAFETY VIOLATION	1	2	5	4	12	10	5	9	6	9			63	51	24%		
CIVIL RIGHTS													0	0	0%		
TRESPASS/PRIVACY		4	10	7	3	6	5	6	7	3			51	66	-23%		4
SMUGGLING													0	0	0%		
ELECTION LAWS													0	0	0%		
ANTI-TRUST													0	0	0%		
TAX REVENUE													0	0	0%		
CONSERVATION	1	2		2		1		2	1				9	10	-10%		
VAGRANCY		3	3	4	1	4	6	4	5	2			32	43	-26%		
MISC. CRIMINAL OFFENSE													0	0	0%	1	
GRAND JURY INVESTIGATION													0	0	0%		
CONSPIRACY													0	0	0%		

End of Part II Crimes

UCR TITLE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	LAST YEAR	%	WARRANTS	ARRESTS
JUVENILE MINOR																	
DELINQUENT MINOR	5	4	7	5	7		3	16	5	2			54	105	-49%		
RUNAWAY		5	5		3		3	1	6	7			30	45	-33%		
CIVIL-NON CRIMINAL																	
DIVORCE/SUPPORT													0	0	0%		
INCAPACITATION	1	1	2			1	1	1	1				8	13	-38%		
INSANITY	15	12	15	8	13	20	10	10	13	11			127	143	-11%		
TRAFFIC																	
CRASH-PD-PUBLIC ST.	14	17	13	13	23	13	10	15	14	25			157	165	-5%		
CRASH-PI-PUBLIC ST	4		2	4	3	5	5	4	4	4			35	30	17%		
CRASH-FATAL-PUBLIC ST													0	0	0%		
CRASH-PD-PRIVATE	3	3	6	4	7	1	5	5	4	1			39	35	11%		
CRASH-PI-PRIVATE		2		1					1				4	1	300%		
CRASH-FATAL-PRIVATE													0	0	0%		
CIVIL INFRACTION	30	20	25	23	18	19	8	12	11	30			196	249	-21%		
PARKING VIOLATION	4	2	2	4	6	5	1	11	1	9			45	32	41%		
Park. Tickets- 524-2021, 356-2023	48	59	48	2	1					8			166	149	11%		
ABANDONED VEHICLE	1	3	2	5	2	10	5		5	13			46	48	-4%		
TRAFFIC HAZARD INVES	9	5	5	3	10	10	9	9	7	2			69	75	-8%		
TRAFFIC DIRECTION	4		4	2	7	5		6	9				37	40	-8%		
TRAFFIC SAFETY PUBLIC APPEARANCE			3										3	0	300%		
BREATHALYSER TEST-													0	0	0%		
OTHER POLICE													0	0	0%		

ALARMS																
ALARM-POLICE RESPONSE	14	12	9	3	14	13	13	10	12	19			119	132	-10%	
ALARM-MALFUNCTION													0	3	-300%	
ALARM-TEST	3		4					1	2	4			14	2	600%	
ALARM-WATER & SEWER													0	0	0%	
FIRE																
ACCIDENT-FIRE													0	0	0%	
ACCIDENT-EXPLOSION													0	0	0%	
ACCIDENT-CHEMICAL													0	0	0%	
HAZARDOUS FIRE COND.	1				1	3	4	1					10	14	-29%	Fireworks
FIRE REGULATION VIOL													0	0	0%	
ASSIST BUILDING DEPT	3			3			1	2	1				10	3	233%	
ASSIST C.F.D.		3	3			2			2				10	11	-9%	
UCR TITLE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	LAST YEAR	%	WARRANTS ARRESTS
ACCIDENTS																
ACCIDENT-AIRCRAFT													0	0	0%	
ACCIDENT-HUNTING													0	0	0%	
ACCIDENT-SHOOTING													0	0	0%	
ACCIDENT-BOATING													0	0	0%	
ACCIDENT-WATER													0	0	0%	
ACCIDENT-OTHER													0	1	-100%	
INSPECTIONS- INVESTIGATIONS																
INSPECT-BOAT													0	0	0%	
INSPECT-MOTOR VEHICLE		1	1	4	1	1		3	2	1			14	16	-13%	
INSPECT-TRAFFIC CITATION													0	0	0%	
INSPECT-BUSINESS	18	18	10	14	12	6	14	14	19	22			147	236	-38%	
INSPECT-RESIDENCE	16	15	20	11	5	3	2	1	5	2			80	88	-9%	
INSPECT-HANDGUN	18	12	14	18	20	6	9	6	9	30			142	116	22%	
INSPECT LIQUOR LICENSE	7	2	1										10	12	-17%	
INSPECT-OTHER/SOR CHECK	9	8	9	13	8	8	8	8	9	11			91	91	0%	
INSPECT-CCW APPLIC													0	0	0%	
DOMESTIC DISPUTES	9	8	17	19	20	25	18	18	26	23			183	181	1%	
CIVIL DISPUTE	13	8	10	15	7	26	24	17	22	18			160	153	5%	
SUSPICIOUS SITUATION	74	59	86	66	95	114	113	127	106	135			975	968	1%	
FIELD INTERROGATION CARD													0	0	0%	
HAZARDOUS SITUATION													0	0	0%	
SUSPECTED NARCOTIC ACTIVITY	1	1	2	1	2	2	3		3	1			16	28	-43%	
ABANDONED/RECOVERED PROPERTY	5	2	6	6	9	11	5	7	7	3			61	61	0%	
DRUG OVERDOSE	1	1	1	2	1			2	1				9	17	-47%	
BOMB THREAT													0	0	0%	
MISC. INCIDENTS																
MISC/P.B.T.													0	0	0%	
SUICIDE								1					1	5	-400%	
SUICIDE ATTEMPT	5	3	2	6	6	6	4	3	1	10			46	36	28%	
DEATH-NATURAL		1	4	6	2	2	3	1					19	12	58%	
DEATH-UNDETERMINED													0	2	0%	
MISSING PERSON			2	3	4		3	3	3	3			21	22	-5%	
NATURAL DISASTER													0	0	0%	

(This includes the VCSA, Suspected Narcotics Activity, and Drug Overdose Categories)

City of Charlotte

Department of Public Works

Monthly Summary – October 2025

Submitted by: Stephanie Whitney, Director of Public Works

Overview

October was a productive and forward-moving month for the Department of Public Works. Significant paving projects were underway, seasonal operations ramped up, and critical progress continued across water, wastewater, fleet, facilities, CARA, and airport operations. Departments also advanced major capital projects while supporting community events and ensuring reliable City services as winter approaches.

Highlights by Division

Public Works

- Started paving projects on **Seminary Street, Horatio Avenue, Lincoln Street, and Mikesell Street.**
- Participated in Michigan Concrete Association training on proper concrete road repair and patching.
- Continued cold patching potholes throughout the city.
- Conducted near-daily **street sweeping** as leaf fall increased.
- Swept leaves in city parks; completed first **leaf bag pickup** of the season.
- Two employees passed their **CDL Class A** exams; two more are completing their online CDL training components.
- Assisted the Water Department with valve turning, hydrant repairs, and organization of the new Armory water room.

Water Department

- Completed monthly maintenance: chlorinator cleaning and chemical pump servicing.
- Collected and analyzed routine bacteriological and water quality samples.
- **Peerless Midwest** pulled and evaluated the pump at **Well #6** and conducted a camera inspection of the well screen.
- Ordered spill containment scales for all wells as required by EGLE.
- Purchased backup pressure transmitters for both water towers.
- Delivered notices and performed in-house plumbing inspections.
- Read water meters and completed meter-related work orders.
- Continued developing a proactive **valve-turning program** in partnership with DPW.
- Completed sidewalk repairs at the **Well 6 Pump House.**

Wastewater Department (WWTP)

- Operator **Prem Singh (“Kefi”)** continues to excel in operations and has begun laboratory training.
- Completed annual lab PM and calibration of all equipment.
- Submitted the Monthly WWTP Report to EGLE.
- Continued annual cleaning and maintenance of process equipment.
- Completed monthly inspections of fire extinguishers, stormwater systems, DO probes, eyewash stations, and safety showers.
- Trojan Technologies scheduled to begin **UV system upgrades** in early November.
- Moore & Bruggink continued the engineering and design phase for the **tertiary filter rehabilitation**.
- Awaiting Biotech’s biosolids land application schedule.
- Participated in the **Haunted Blood Moon 5k**.
- Hosted **River Conservation Day** on October 4, with approximately 30 participants collecting trash across Bennett Park and along the Battle Creek River.

Fleet & Facilities

- Performed scheduled fleet maintenance and minor equipment repairs.
- Received two of the three new trucks.
- Continued cleanup and grading at the new **leaf dump area**.
- Coordinated with the County on approvals for the salt storage building; zoning approved and awaiting final County approval.
- Began **site preparation** for new salt barn construction.
- At the Armory, completed and passed the boiler inspection, started the boiler system, and continued organizing the water fittings inventory.

Recycling Center (CARA)

- Paper Products: 58.26 tons
- Glass: 17.19 tons
- Metals: 17.13 tons
- Plastics: 11.99 tons
- Other Materials: 5.89 tons
- Continued site improvements and facility upgrades despite limited resources and multiple operational changes.
- Special thanks extended to DPW Director Stephanie Whitney, DPW Superintendent Brandon Youngs, and the DPW crew for their ongoing support.
- Completed the **final battery collection pickup** through ECRR. CARA is unable to assume the program independently due to cost constraints.
- Continued bottle and can fundraiser efforts to support operations.
- CARA manager Quinn Underwood continues exploring new funding opportunities following the elimination of ECRR’s SWAG grant.

Airport (Fitch H. Beach)

- Worked with **Prein & Newhof** and **Reith-Riley Construction** to ensure all Federal, State, and City contract requirements were met for the entrance road and parking lot rehabilitation.
- Completed the **Michigan Department of Aeronautics annual inspection** on 10/23/2025.
 - **Runway 33/15 centerline monuments missing** → Located and resolved same day (10/23/2025).
 - **Runway 33/15 Part 77 tree obstructions** → Two trees identified. Coordinating with Prein & Newhof, MDOT Aero, and the State for removal. Trees are in the State's right-of-way.
- Continued weekly airport inspections.
- Working with AT&T and the City to improve airport phone and internet connectivity.
- All other airport systems are operating in compliance with Federal and State regulations.
- Airport Advisory Board continues developing ideas for future fly-in events.

Conclusion

October marked a month of major progress across the Department of Public Works. Infrastructure improvements, paving accomplishments, capital project advancement, and strong community participation highlighted the dedication of staff throughout all divisions. As the City transitions into winter operations, the department remains committed to reliability, preparedness, and high-quality service for the residents of Charlotte.

The Framework: FY 2025/26 Project Update

City Services

- Salt Barn Review – Passed zoning approval; awaiting Eaton County approval.
- Water/Sewer Meter System Improvement Review – Contract under review with city attorney.
- Tirrell Pump Replacement Review – Contract awarded; schedule forthcoming.
- Downtown Sidewalk Snow Removal Review – Project awarded to **Eric Rodgers**.
- Recycling Center Review – Continued reorganization and operational updates.
- IT Vendor Review – No update.
- Tree Maintenance Ordinance Review – No update.
- City Property Farm Lease Review – No update.
- Public Works Roof Repair Review – Contractor has started roof repairs.
- Brush/Leaf Removal Review – Continuing chipping to reduce haul-away costs.
- Truck Purchase Review – Two trucks received; developing 5-year CIP.

- UV System Upgrade Review – Scheduled to begin in November.
- Tertiary Filter Replacement Review – Engineering/design phase ongoing.

Community Development

- Airport Hangar Review – Hangar improvements underway; ensuring all documents and compliance items are current.
- Airport Farm Field Lease Review – One-year lease extension in place; project to be bid next year.
- Combs Industrial Improvements Review – Awaiting FY25 Community Grant and applying for **MDOT Category A** funding.

Neighborhood Enrichment

- Oak Park Improvements Review – Awarded to Sinclair and T&D. Awaiting for construction start date.
- Bennett Park Improvements Review – Surveying underway and preparing for bathroom shutdowns.
- Mac Gobel Bleacher Project Review – Project in process.
- Horatio Avenue Improvements Review – Construction ongoing; **final completion expected early November.**
- Lincoln Street Improvements Review – Construction ongoing; **final completion expected early November.**
- Seminary Street Improvements Review – Construction ongoing; **final completion expected early November.**
- Mikesell Street Improvements Review – Construction ongoing; **final completion expected early November.**



Memo

To: City Council
From: Salena Benavidez, Community Development Director
Date: November 24, 2025
Re: Community Development Monthly Activity Report

Downtown Development Authority

The Downtown Development Authority (DDA) narrowed down their focus for upcoming projects from their recently adopted Downtown Development and TIF Plan:

- The Beach Market Plaza Improvement Plan
- Downtown Food and Drink Week.

The goal of the Beach Market Improvement committee is to purchase chairs, tables, and games to help revitalize the space. Moreover, the Downtown Food and Drink Week plans to work with local restaurants to offer special menus and drinks to showcase the local dining scene and encourage more foot traffic. They created two subcommittees to focus on the development and marketing of these projects.

The DDA also discussed their plan to coordinate a strategy session for local civic groups. Chairman John Laupp noted they are in the early stages of planning and creating a detailed list with all local civic groups and nonprofit organizations. The DDA's goal is to break down the silos and pool together resources to accomplish similar goals and build stronger relationships in the community.

CHILL Grant

The City of Charlotte was awarded \$200,000 by the Michigan State Housing Development Authority (MSHDA) to provide eligible homeowners in the City with much needed health- and safety-related repairs to their homes. This is a great opportunity for the City to provide additional assistance to homeowners in the community. The following memorandum provides a status update on the grant activities that have been completed as of November 24, 2025.

Grant Activities Update

The following activities have been completed:

- Increased the maximum amount of funding available from \$10,000 to \$20,000.
Applicants interested in receiving more than \$10,000 are required to enter into a second

mortgage agreement with MSHDA. Worked with already approved applicants who were interested in the increased grant amount on the mortgage process.

- Completed preinspections to confirm the scope of work identified in each application and determine if other repairs outside of those identified in the application need to be made.
- Created five bid packages for applicants with completed Tier 2 Environmental Reviews and preinspections providing the qualified scope of work and instructions for submitting estimates.
- Received estimates from several applicants for approved projects. McKenna staff and inspectors are currently reviewing these estimates and corresponding with these contractors to clarify questions and get required documentation.
- Signed a construction contract for electrical work for one applicant.
- Confirmed completion of construction for a roof replacement for one applicant. The applicant is in the inspection stage of the process.

Next Steps

In collaboration with the City and MSHDA, McKenna will continue with the following next steps:

- Continue to receive and review applications until all funding has been allocated.
- Submit application documentation to MSHDA.
- Continue to coordinate with qualified applicants on the pre-inspection and Tier II Environmental Review process.
- Review estimates for qualified applicants once received.
- Draw construction contracts once a contractor is determined to be qualified and selected by the homeowner.

MI Neighborhood Program CDBG

The Michigan State Housing Development Authority (MSHDA) approved the City of Charlotte's letter of intent for the Community Development Block Grant (CDBG) requesting \$\$358,720 for Homeowner Rehabilitation and grant administration. If awarded, this grant would bring \$304,000 to the community to be re-granted to local residents for home repairs. It would also provide \$54,720 to procure the services of a third-party grant administrator.

The MI Neighborhood CDBG Reservation Memorandum was signed by the honorable Mayor and returned to MSHDA earlier this month. The memorandum acknowledges the funding reservation and formally agrees to the terms and conditions specified in the grant agreement. In addition, the agency specific Annual Profile Review was completed.

The City is currently awaiting the next steps for the process, including the grant contract execution and placing a request for proposals to identify a third party administrator to oversee the grant administration.

Zoning Ordinance Review

The Zoning Committee has reviewed and updated the following articles with Beckett & Raeder:

- Article II: Districts
- Article III: Regulated Uses

The committee did an initial review of the revised zoning map in September. Code Enforcement and Zoning completed an additional independent review to share any revisions. The revised zoning map went before the Planning Commission in November for review.

The Zoning Ordinance Review Committee completed its review of the complete Zoning Ordinance and proposed zoning map. Beckett & Raeder is preparing the draft and will send physical copies to distribute to the Planning Commission at their December meeting. The Planning Commission will have time to independently review the draft ordinance and then a special meeting for a workshop will be scheduled in January to provide their feedback.

Domestic Fowl Ordinance Review

The City actively has 20 issued permits for backyard chickens. Zoning and Code Enforcement continue to work in conjunction with Community Development to ensure permits are up to code.

Neighborhood Enrichment - Housing

The Housing Committee successfully held The City of Charlotte Housing Forum on Thursday, November 6, 2025. The event brought together developers, real estate professionals, finance representatives, nonprofit leaders, and City staff and representatives to help shape and increase housing stock. Representatives from MSHDA, Habitat for Humanity Capital Region, Home Builder Association of Greater Lansing, Emerald Realty & Development LLC, LAFCU, and other organizations provided compelling information on the current challenges in our community.

Brownfield Redevelopment Authority

The newly restored Brownfield Redevelopment Authority met for the first time on Thursday, November 20th at 6 pm in Council Chambers. Michigan's Department of Environment, Great Lakes, and Energy (EGLE) representative, Sarah Venner, presented their Brownfield's 101 training and answered questions from the board. EGLE's Brownfield Program collaborates within communities to create economic opportunities by putting contaminated properties back into productive use while protecting human health and the environment.



Memo

To: Honorable Mayor Lewis; City Council
From: Mikayla Middaugh, Deputy City Clerk
Date: November 19, 2025
Re: Claims and Expenditures for Council approval on November 24, 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 November 10, 2025	\$410.03
HRA Insurance claims week of November 17, 2025	\$552.62
Payroll paid November 14, 2025	\$298,691.64
Invoiced claims as of November 19, 2025	\$642,490.43

Total	<u>\$942,144.72</u>
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Suggested Motion

Motion to approve Claims and Expenditures in the amount of **\$942,144.72**



Memo

To: City Council
From: Stephanie Whitney - Director of Public Works
Date: November 12, 2025
Re: Request for Contract Amendment No. 1 – CEI Services for Horatio Ave, Lincoln St, Seminary St, Mikesell St, and Bennett Park

Dear City Council Members,

I am requesting approval for **Contract Amendment No. 1** for additional Construction Engineering and Inspection (CEI) services for the referenced project.

The CEI contract was originally awarded through the **sealed bid process** in the amount of **\$25,357.50**, based on an estimated **4-week construction schedule**. The contractor began work on **Monday, October 13, 2025**, and is now scheduled to complete the project on **Friday, November 21, 2025**, extending the construction duration to **6 weeks**.

Due to this extended timeline, the originally approved CEI budget has been fully utilized, and additional engineering oversight is required to complete the project. Engineering is requesting **2 additional weeks of CEI services** for a **not-to-exceed amount of \$7,190.00**.

The **total requested amount for Contract Amendment No. 1 is \$7,190.00**. If this request meets with Council's approval, please authorize issuance of the amendment.

11/21/2025 08:35 AM
User: BSIPL
DB: Charlotte

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF CHARLOTTE
INVOICE ENTRY DATES 11/06/2025 - 11/19/2025
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

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Vendor Code	Vendor Name	Invoice	Description	Amount
01687	ABC FASTENER GROUP INC	A603022	BOLTS	86.63
TOTAL FOR: ABC FASTENER GROUP INC				86.63
01683	ACD.NET	81518-300	INTERNET	699.00
		91177-152	INTERNET	565.84
TOTAL FOR: ACD.NET				1,264.84
02106	ACME SPORTS, INC	45927	FIREARMS FOR OFFICER PURCHASE PROGRAM	9,990.00
TOTAL FOR: ACME SPORTS, INC				9,990.00
01673	ALEXANDER CHEMICAL CO	101614	FERRIC CHLORIDE 4/1/25 - 3/31/26	10,681.71
TOTAL FOR: ALEXANDER CHEMICAL CO				10,681.71
01672	ALL AUTOMOTIVE EQUIPMENT INC	18207	LIFTING SYSTEM AND INSPECTION FOR GROUND VEHIC	360.00
TOTAL FOR: ALL AUTOMOTIVE EQUIPMENT INC				360.00
01982	ALS GROUP USA, CORP	3313HN45360	TOXICITY TEST	945.00
TOTAL FOR: ALS GROUP USA, CORP				945.00
01667	ALTOGAS	912650	PROPANE FOR THE RECYCLING CENTER	26.40
TOTAL FOR: ALTOGAS				26.40
01764	AMAZON CAPITAL SERVICES	11G3-WR3L-34V7	ACCOUNT # A264N6SLCWDWHU (FIRE) HYDRAULIC FILT	35.05
		13W4-RVDT-4YFL	ACCOUNT # A264N6SLCWDWHU (FIRE) WESTSIDE MAIL B	256.97
		1C7L-1PK6-D43D	ACCOUNT # A264N6SLCWDWHU- DPW ADMIN- SPEAKERS	25.69
		1CY6-9CYG-6XHP	ACCOUNT # A264N6SLCWDWHU- HDMI TO DVI ADPATER	337.14
		1J3P-NXRQ-7D1Q	ACCOUNT # A264N6SLCWDWHU (WWTP) SUPPLIES /PRINT	221.23
		1KR4-D66N-63CK	ACCOUNT # A264N6SLCWDWHU (DPW) L40 CLOTHS EXTR	102.07
		1MDF-P6RG-LCHW	ACCOUNT # A264N6SLCWDWHU (FIRE) TOLIET PAPER	7.99
		1P1K-P13D-7XPJ	ACCOUNT # A264N6SLCWDWHU (DPW ADMIN) DESKTOP SC	234.99
		1P1Q-QVKF-CNMN	ACCOUNT # A264N6SLCWDWHU (FIRE) SOAP DISPENSER	9.95
		1T7T-3NKF-GH9H	ACCOUNT # A264N6SLCWDWHU- COUNCIL CHAMBERS CHA	2,659.10
		1TVM-46RP-6MVW	ACCOUNT # A264N6SLCWDWHU (DPW) EXTENSION CORD	75.90
		1YFW-9K9L-4F16	ACCOUNT # A264N6SLCWDWHU (FIRE) TOILET PAPER	165.03
TOTAL FOR: AMAZON CAPITAL SERVICES				4,131.11
02036	AMAZON CAPITAL SERVICES	1QTW-YRMV-4W4V	ACCT # A1K517P63NLQUT(POLICE)-LOGITECH KEYBO	33.84
		1W1G-9W73-7FN6	ACCT # A1K517P63NLQUT(POLICE) NOTEBOOKS AND	43.60
TOTAL FOR: AMAZON CAPITAL SERVICES				77.44
01665	AMBS MESSAGE CENTER INC.	251000199	ANSWERING SERIVCE	116.80
TOTAL FOR: AMBS MESSAGE CENTER INC.				116.80
02049	ANDERSON CONSTRUCTION & CONCRETE,LL	1605	INSTALL ADA RAMP AT CITY HALL	11,400.00
TOTAL FOR: ANDERSON CONSTRUCTION & CONCRETE,LL				11,400.00

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Vendor Code	Vendor Name	Invoice	Description	Amount
01656	APEX SOFTWARE	332008	APEX SKETCHING SOFTWARE	1,040.00
TOTAL FOR: APEX SOFTWARE				1,040.00
02207	AT & T MOBILITY	287354111767X110	(SEPT 28 - OCT 27) AIRPORT &PUMPHOUSE	271.25
TOTAL FOR: AT & T MOBILITY				271.25
01609	BARRY-EATON COUNTY HEALTH DEPARTMEN	11.04.2025	IMMUNIZATIONS	1,113.00
TOTAL FOR: BARRY-EATON COUNTY HEALTH DEPARTMEN				1,113.00
01608	BARYAMES CLEANERS	BN1615-11.01.202	DRYCLEANING UNIFORMS (FIRE)	151.50
TOTAL FOR: BARYAMES CLEANERS				151.50
01602	BEAVER RESEARCH COMPANY	0389482-IN	PARADOX LUBE	240.02
TOTAL FOR: BEAVER RESEARCH COMPANY				240.02
01594	BESCO WATER TREATMENT	929737761	WATER SOFTNER RENTAL AT THE AIRPORT	55.00
TOTAL FOR: BESCO WATER TREATMENT				55.00
01581	BLUE CARE NETWORK	253120030169	HEALTH INSURANCE	68,070.69
		253120082209	HEALTH INSURANCE	(1,645.92)
TOTAL FOR: BLUE CARE NETWORK				66,424.77
01576	BOUND TREE	85987340	GLOVES	335.80
TOTAL FOR: BOUND TREE				335.80
02251	BRIGHTLY SOFTWARE, INC	INV-292146	ASSET ESSENTIALS ENTERPRISE	1,574.14
TOTAL FOR: BRIGHTLY SOFTWARE, INC				1,574.14
01561	BS&A SOFTWARE	164773	BS&A CLOUD TRANSITION FROM .NET	39,742.00
TOTAL FOR: BS&A SOFTWARE				39,742.00

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Vendor Code	Vendor Name	Invoice	Description	Amount
01555	BYRUM ACE HARDWARE			
		486568	(DPW) DUST MASKS, GARBAGE GRIPPER, SANDPAPER	25.14
		487041	RAZOR BLADES AND HOOKS	61.91
		487215	PADLOCK	31.99
		487222	SPRAY PAINT	21.98
		488439	PIPE WRENCH AND SCREWS	62.10
		488572	HILLMAN FASTENERS	13.56
		488633	MAGNETIC SWEEPER	59.99
		488660	DOOR SEAL	9.18
		488703	PB BLASTER	17.37
		488789	PAINT BRUSHES AND ROLLERS	38.97
		488892	DECORATIVE COLOR BAG	39.98
		488899	METAL CUT OFF DISC	17.98
		489133	BUTANE & A HAMMER	24.98
		489490	RESPIRATOR & CLEARANCE	42.99
		489637	TRASH CAN	176.88
		490091	PAINT SUPPLIES	64.32
		490215	PAINT AND PAINT BRUSHES	269.50
		490261	SANDING BOCK AND PAPER	57.95
		490823	311 HOSE BED TARP	51.47
		491470	BATTERIES	19.99
TOTAL FOR: BYRUM ACE HARDWARE				1,108.23
01882	CALEDONIA FARMERS ELEVATOR			
		455548	TIRE AND TIRE LABOR	33.00
TOTAL FOR: CALEDONIA FARMERS ELEVATOR				33.00
01547	CANON FINANCIAL SERVICES, INC			
		42169577	COLOR COPIER	246.85
TOTAL FOR: CANON FINANCIAL SERVICES, INC				246.85
01537	CARMEL TOWNSHIP TREASURER			
		886	TAX YEAR 2025 425 ANNEXATION AGREEMENT	8,452.16
TOTAL FOR: CARMEL TOWNSHIP TREASURER				8,452.16
01512	CHARLOTTE LITHOGRAPH			
		131572	J. FULLERTON BUSINESS CARDS	55.00
TOTAL FOR: CHARLOTTE LITHOGRAPH				55.00

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Vendor Code	Vendor Name	Description	Amount
Invoice			
01471	CONSUMERS ENERGY		
	201009593468	1064 NORTHWAY	48.00
	201276258035	111 E LAWRENCE AVE	175.96
	201276273539	245 S COCHRAN AVE	21.36
	201543185605	076 - 12 TRAFFIC LIGHTS	475.48
	201543185606	AREA LIGHTING	579.73
	201543185607	076 - 2 TRAFFIC LIGHTS	3.13
	201543185608	065 & 068 -460 STREETLIGHTS	4,169.68
	201543185609	TULLY BROWN DR (AREA LIGHTING)	130.34
	201543185639	201 HALL ST (AREA LIGHTING)	97.76
	201721157761	1800 PACKARD HWY	44.64
	201899137332	1325 ISLAND HWY GATE-AIRPORT	36.59
	202077142667	1167 E CLINTON TRAIL	92.86
	202255123270	620 W SHEPHERD ST	18.00
	202522079420	301 TIRRELL RD	379.72
	202522079421	301 TIRRELL RD R2	281.06
	202522079422	301 TIRRELL RD MAINTENANCE	20.60
	202611080652	1325 ISLAND HWY #C	115.93
	202789029271	1005 PAINE DR. FRNT GEN CHARLOTTE	46.72
	202967010468	700 LANSING RD	39.76
	203056005053	911 W SHEPHERD ST FIRE DEPT 2	3,260.82
	203234023373	201 HALL ST	71.62
	203234023526	1325 ISLAND HWY	422.62
	203234023527	1329 1/2 ISLAND HWY	60.03
	203500981281	811 CHADS WAY	124.18
	204301890706	1310 S COCHRAN AVE	319.83
	204924797198	1213 S COCHRAN AVE	69.59
	204924797199	1216 S COCHRAN AVE	22.35
	204924797200	1216 1/2 S COCHRAN AVE	18.00
	204924797201	1216 S COCHRAN AVE	20.60
	205102740818	1225 S COCHRAN AVE	169.77
	205191756684	1227 S COCHRAN AVE	5,696.85
	205547671056	526 W STODDARD ST	43.15
	205636631942	1152 S COCHRAN AVE CAMP FRANCIS	102.41
	205903628217	108 E LAWRENCE AVE	57.59
	205903628218	108 E LAWRENCE AVE	18.00
	206348334149	103 VAN LIEU ST	44.32
	206348334312	203 HALL ST	74.09
	206348334815	112 1/2 S COCHRAN	29.07
	206615225583	619 W SHEPHERD ST	69.23
	206615225584	620 W SHEPHERD ST	157.74
	206881977667	811 CHADS WAY	19.74
	206970860516	508 N. SHELDON ST.	69.49
	206970869790	1005 PAINE DR	10,977.53
	207059658142	1104 MIKESELL ST	245.86
	207059658146	544 LANSING ST/WWTP LIFT STATION	25.82
	207059658147	544 LANSING ST	773.10
	207059658148	700 E. SHEPHERD ST.	153.32
	207059658153	1075 INDEPENDENCE BLVD	283.18
	207059658156	1305 S COCHRAN AVE	43.21
	207059658185	1216 S COCHRAN AVE	2,343.59
	207059658220	111 E LAWRENCE AVE	4,974.86
	207148167269	1005 PAINE DR	34.52
TOTAL FOR: CONSUMERS ENERGY			37,573.40
01838	CULLIGAN WATER CONDITIONING		
	49052TO	SOFTNER SALT	55.12
TOTAL FOR: CULLIGAN WATER CONDITIONING			55.12

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Vendor Code	Vendor Name	Invoice	Description	Amount
02230	CUMMINGS, CHERI	11.12.2025	MACEO MONTHLY MEETING (MILEAGE REIMBURSEMENT)	186.20
TOTAL FOR: CUMMINGS, CHERI				186.20
01448	CUSTOM HOME INTERIORS. INC	ES501439	COUNCIL CHAMBERS CARPET 1 OF 2 PAYMENTS	4,252.43
TOTAL FOR: CUSTOM HOME INTERIORS. INC				4,252.43
01416	DOMBOS SIGN & SAFETY	INV83932	NO PARKING SIGN	59.10
		INV84004	CITY OF CHARLOTTE SIGN	106.80
		INV84005	REDUCED SPEED SIGN	51.20
		INV84035	GREEN U-CHANNEL POST	316.50
		INV84285	DPW EXIT	69.20
TOTAL FOR: DOMBOS SIGN & SAFETY				602.80
01414	DORNBOS SIGN & SAFETY INC.	INV84286	DPW EXIT	38.25
		SO180275	SPEED LIMIT	38.80
TOTAL FOR: DORNBOS SIGN & SAFETY INC.				77.05
01410	DR LAB SERVICES LLC	1415	THER	2,580.00
TOTAL FOR: DR LAB SERVICES LLC				2,580.00
01406	DUPERON CORPORATION	27057	GUIDES FOR FLEX RAKE	240.00
		27064	TECH SUPPORT	1,600.00
TOTAL FOR: DUPERON CORPORATION				1,840.00
01396	EATON CO. DRAIN COMMISSIONER	2025-200	DARIN ASSESSMENT LEVIES-2025	31,193.18
		2025-200R	DARIN ASSESSMENT LEVIES 2025	8,426.81
TOTAL FOR: EATON CO. DRAIN COMMISSIONER				39,619.99
01398	EATON COUNTY-TREASURER	2026-00000001	2024 CHARGEBACK	496.00
TOTAL FOR: EATON COUNTY-TREASURER				496.00
01392	EATON CUSTOM SEWING	2042	SEWING FIRE DEPT	170.00
TOTAL FOR: EATON CUSTOM SEWING				170.00
01957	EGANIX	25614	MONTHLY HF TABS AND LIFT STATION SERVICE	2,370.00
TOTAL FOR: EGANIX				2,370.00
01402	EJ USA INC	110250086990	CATCH BASINS	2,803.80
		110250087647	HYDRANT GASKETS	73.20
		110250087723	HYDRANT PARTS	569.20
TOTAL FOR: EJ USA INC				3,446.20
01375	ELHORN ENGINEERING COMPANY	308734	CHLORINE	1,250.00
TOTAL FOR: ELHORN ENGINEERING COMPANY				1,250.00

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Vendor Code	Vendor Name	Invoice	Description	Amount
02178	ENG. INC	0019321	CONSTRUCTION ENGINEERING- LINC, HOR, SEM, MIKE	23,685.00
TOTAL FOR: ENG. INC				23,685.00
01365	ETNA SUPPLY	S106525566.001	16" REPAIR CLAMP	3,111.00
TOTAL FOR: ETNA SUPPLY				3,111.00
02254	FERGUSON WATERWORKS #3386	0229899	HYDRANT PARTS	134.99
TOTAL FOR: FERGUSON WATERWORKS #3386				134.99
02248	GRAINGER	9674199915	FIRE EXTINGUISHER	229.27
		9683282348	PLASTIC SHELFBIN	82.92
TOTAL FOR: GRAINGER				312.19
01438	HASSEL FREE FUELS	CFSI-12650	ACCOUNT # 010109 (FIRE) FUEL	789.45
		CFSI-12699	ACCOUNT # 010109 (FIRE) FUEL	2,035.84
TOTAL FOR: HASSEL FREE FUELS				2,825.29
02037	HASSEL FREE FUELS	13/25A	ACCNT #010107 (DPW/WWTP) FUEL	156.05
		CFSI-12601	ACCNT #010107 (DPW/WWTP) FUEL	1,334.23
TOTAL FOR: HASSEL FREE FUELS				1,490.28
01277	HAVILAND	544253	FLUORIDE BARREL RETURN FROM 12/24/24 AND 7/15/	(490.00)
TOTAL FOR: HAVILAND				(490.00)
01970	HOPKINS MECHANICAL SERVICES, LLC	H25637	BACKFOLD DEVICE REPAIR	524.00
TOTAL FOR: HOPKINS MECHANICAL SERVICES, LLC				524.00
02228	J & L EXTERIORS INC	0718262	DPW ROOF REPLACEMENT	36,300.00
TOTAL FOR: J & L EXTERIORS INC				36,300.00
00915	JIM R. SALDANA	TRAVEL	TRAVEL REIMBURSEMENT TO MWEA ANNUAL LAB PRACTI	42.00
TOTAL FOR: JIM R. SALDANA				42.00
01207	KENNEDY INDUSTRIES INC.	648887	REYNOLDS FIELD SERVICE	1,396.50
TOTAL FOR: KENNEDY INDUSTRIES INC.				1,396.50
01976	KENT COMMUNICATIONS INC	352085	NOVEMBER UTILITY BILLS	1,135.00
TOTAL FOR: KENT COMMUNICATIONS INC				1,135.00
01883	KENYON AND SONS LLC	28-11/08/2025	SERVICE WEEK 11/02 TO 11/08	5,000.00
TOTAL FOR: KENYON AND SONS LLC				5,000.00

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Vendor Code	Vendor Name	Invoice	Description	Amount
02247	KIMBALL MIDWEST	103844080	PINS & CAP SCREWS	87.22
TOTAL FOR: KIMBALL MIDWEST				87.22
01182	LANSING UNIFORM COMPANY	108159-A	FIRE UNIFORMS	56.95
		108333-A	FIRE UNIFORMS	154.95
		108543-A	FIRE UNIFORMS	329.90
TOTAL FOR: LANSING UNIFORM COMPANY				541.80
01173	LEA'S AUTO BODY	10335	OIL CHNAGE FOR POLICE #413	93.49
		10350	OIL CHANGE FOR POLICE	93.49
		10357	BRAKE PADS AND ROTORS	1,199.38
TOTAL FOR: LEA'S AUTO BODY				1,386.36
01684	LEXISNEXIS RISK SOLUTIONS	1100221935	BACKGROUND CHECKS	200.00
TOTAL FOR: LEXISNEXIS RISK SOLUTIONS				200.00
02016	MACQUEEN EMERGENCY	P32170	GUTTER BROOM 4 SHIPPER	1,298.55
TOTAL FOR: MACQUEEN EMERGENCY				1,298.55
02249	MACQUEEN EQUIPMENT, LLC	W00212	REMOVE OLD MODEM / INSTALL NEW	671.50
		W00217	REMOVE OLD MODEM/ INSTALL NEW	470.90
		W00227	PUSH BUMPER REPLACED	271.42
TOTAL FOR: MACQUEEN EQUIPMENT, LLC				1,413.82
01137	MCGINTY, HITCH, PERSON, ANDE., P.C.	10602	LAWYER	12,099.50
TOTAL FOR: MCGINTY, HITCH, PERSON, ANDE., P.C.				12,099.50
02246	MES LIFE SAFETY LLC	INV2374371	MULITGAS PREVENTATIVE MAINTENANCE	301.16
		SO2190174	GAS MONITOR RECALIBRATION	303.20
TOTAL FOR: MES LIFE SAFETY LLC				604.36
01076	MICHIGAN MUNICIPAL EXECUTIVES	0006773	CDL DRIVERS FEE	600.00
TOTAL FOR: MICHIGAN MUNICIPAL EXECUTIVES				600.00
02146	MICROTECH SERVICES, INC	36702	IT SERVICES CONTRACT 12/16/2024-12/15/2025	5,656.00
		36711	DESKTOP COMPUTER AND PHONE JACK INSTALL	2,745.49
		36712	COMPUTER MONITORS- POLICE	188.24
TOTAL FOR: MICROTECH SERVICES, INC				8,589.73
01070	MMTA	13542	REGISTRATION FEE -TREASURER TOOL KIT (3 SESSIO	199.00
TOTAL FOR: MMTA				199.00

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Vendor Code	Vendor Name	Invoice	Description	Amount
02255	NAPA AUTO PARTS			
		286776	BATTERY AND CORE FOR #3	174.38
		286907	RADIATOR CAP AND TIRE REPAIR KIT	46.17
		287011	GROTE LIGHT RED	58.64
TOTAL FOR: NAPA AUTO PARTS				279.19
01009	O'LEARY PAINT CO			
		CRJHJ	COUNCIL CHAMBER PAINT	313.06
TOTAL FOR: O'LEARY PAINT CO				313.06
01007	O'REILLY AUTO PARTS			
		4651-490941	WASHER FLUID	17.04
		4651-492006	BONDO DOOR FRAMES FOR WEST SIDE DOORS	38.67
TOTAL FOR: O'REILLY AUTO PARTS				55.71
02229	PLUNKETT COONEY			
		10965266	PROFESSIONAL SERVICES	5,430.00
TOTAL FOR: PLUNKETT COONEY				5,430.00
01030	QUADIENT FINANCE USA, INC.			
		7900044417194903	POSTAGE FUNDING	1,000.00
TOTAL FOR: QUADIENT FINANCE USA, INC.				1,000.00
MISC	REHMAN, KENT			
		11.4.2025	REFUND CAMP FRANCES RENTAL (WEATHER)	120.00
TOTAL FOR: REHMAN, KENT				120.00
01418	REINALT-THOMAS CORPORATION			
		6572142	TIRES-POLICE	1,166.22
TOTAL FOR: REINALT-THOMAS CORPORATION				1,166.22
01945	RICHARDS APPLIANCE & BEDDING			
		143272	THERMOSTAT -WELL BUILDING	28.61
TOTAL FOR: RICHARDS APPLIANCE & BEDDING				28.61
02129	RICOH USA, INC			
		109583725	COPIER LEASE (60 MONTHS) FOR CURRENT YEAR	207.82
		5072265851	COPIER	44.71
TOTAL FOR: RICOH USA, INC				252.53
02202	RIETH-RILEY CONSTRUCTION CO., INC			
		HORATIO	STREET IMPROVEMENTS-HOR, LINC, SEM, MIKESELL	85,225.91
		LINCOLN	STREET IMPROVEMENTS-HOR, LINC, SEM, MIKESELL	40,859.68
		MIKESELL	STREET IMPROVEMENTS-HOR, LINC, SEM, MIKESELL	104,097.18
		SEMINARY	STREET IMPROVEMENTS-HOR, LINC, SEM, MIKESELL	14,908.18
TOTAL FOR: RIETH-RILEY CONSTRUCTION CO., INC				245,090.95
00946	ROBERT RICH			
		BOOTS	BOOT ALLOW	169.58
TOTAL FOR: ROBERT RICH				169.58
00935	ROCHESTER CREATIONS			
		4097	UNIFORM SHIRTS	236.00
TOTAL FOR: ROCHESTER CREATIONS				236.00

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Vendor Code	Vendor Name	Description	Amount
	Invoice		
02021	STAPLES		
	6047053854	COLOR COPIER INK	453.80
	7912586284	PRINTER INK FOR DEPUTY TREASURER	296.28
TOTAL FOR: STAPLES			750.08
01108	STATE OF MICHIGAN		
	MDOT00122	DEPT OF TRANSPORTATION	5,522.93
TOTAL FOR: STATE OF MICHIGAN			5,522.93
00847	SWANSON ELECTRIC		
	1548.68	BENNETT PARK LIGHTS	885.00
	1548.69	REPLACEMENT OF PHOTO EYES AT THE AIRPORT	147.00
TOTAL FOR: SWANSON ELECTRIC			1,032.00
02157	TERMINAL SUPPLY INC		
	68090-00	COPPER LUGS	117.21
TOTAL FOR: TERMINAL SUPPLY INC			117.21
00820	TRACE ANALYTICAL LABORATORIES		
	5110106	WWTP CHEMICALS	498.00
	5110258	WASTEWATER ISOTOPE DILUTION REPORT	1,291.25
	5110660	WW-ANALYSIS	332.00
TOTAL FOR: TRACE ANALYTICAL LABORATORIES			2,121.25
00871	UM HEALTH -SPARROW OCCUPATIONAL HEA		
	00084674-00	DOT PHYSICAL (SPRAGUE)	95.00
TOTAL FOR: UM HEALTH -SPARROW OCCUPATIONAL HEA			95.00
00791	USA BLUE BOOK		
	INV00879058	PHOSPATE SCALES - WATER DEPARTMENT	15,964.66
	INV00886375	LAB SUPPLIES	223.17
TOTAL FOR: USA BLUE BOOK			16,187.83
00785	VERIZON WIRELESS		
	6127450501	PHONE BILL	1,576.73
TOTAL FOR: VERIZON WIRELESS			1,576.73
02149	VITAL RECORDS CONTROL		
	5599228	PAPER SHRED	125.38
TOTAL FOR: VITAL RECORDS CONTROL			125.38
00777	WALDRON FUELS LLC		
	09229	FUEL	1,184.17
TOTAL FOR: WALDRON FUELS LLC			1,184.17
00774	WASTE MANAGEMENT OF MICHIGAN, INC		
	7481382-1846-0	REFUSE PICKUP	148.72
TOTAL FOR: WASTE MANAGEMENT OF MICHIGAN, INC			148.72
00761	WILLIAMS FARM MACHINERY, INC.		
	41840	CHAINS	137.99
TOTAL FOR: WILLIAMS FARM MACHINERY, INC.			137.99

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Vendor Code	Vendor Name		
	Invoice	Description	Amount
00774	WM CORPORATE SERVICES, INS		
	8530609-1710-3	REFUSE PICKUP	2,420.86
TOTAL FOR: WM CORPORATE SERVICES, INS			2,420.86
TOTAL - ALL VENDORS			642,490.43

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 Cc	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		\$ 171.00
Scott, P	9/17/2025	Benchmark	Rack Holder	510-550.000-739.000	\$ 132.43
			Subtotal		\$ 132.43
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 Restaurantsupply. 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 Certif	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		\$ 350.00

Total \$13,112.57



Mikayla Middaugh <mdensmore@charlottemi.org>

Nov. 24, 2025 Accounts Payable Invoice Detail

Joseph Chin Jr <jchin@charlottemi.org>

Fri, Nov 21, 2025 at 4:44 AM

To: Mikayla Middaugh <mdensmore@charlottemi.org>, Christina Horton <chorton@charlottemi.org>

Detail for Independent Bank credit card not attached.

ENG, INC CONSTRUCTION ENGINEERING 23,685.00

WHAT IS THIS FOR? WHEN APPROVED (CITY COUNCIL MEETING DATE?)

KENYON AND SONS LLC

#27-10/25/2025 WEEKLY LAWN MOWING- 10/19 TO 10/25 2,000.00

28-11/08/2025 SERVICE WEEK 11/02 TO 11/08 5,000.00

WHAT IS THE DIFFERENCE BETWEEN WEEKLY LAWN MOWING (2,000) AND SERVICE WEEK (5,000)

LIBERTY PLUMBING LLC

I8763 CITY HALL EMERGENCY PLUMBING REPAIR 18,960.00

WHAT OCCURRED? WHEN?

02229 PLUNKETT COONEY, PROFESSINAL SERVICES 5,430.00

WHAT IS THIS FOR?

[Quoted text hidden]

--

*Joseph Chin, Jr., Council Member
City of Charlotte
517-449-2338*

jchin@charlottemi.org



Mikayla Middaugh <mdensmore@charlottemi.org>

Nov. 24, 2025 Accounts Payable Invoice Detail

Christina Horton <chorton@charlottemi.org>

Fri, Nov 21, 2025 at 12:34 PM

To: Joseph Chin Jr <jchin@charlottemi.org>, Mikayla Middaugh <mdensmore@charlottemi.org>

Good afternoon Councilmember Chin,

Please accept the following responses to your questions:

1. The contract approval for Eng. Inc. took place at the October 1 meeting. This contract covers engineering (inspection) services for Horatio Avenue, Lincoln Street, Seminary Street, Mikesell Street and Bennet Park Driveway.
2. The difference in the Kenyon & Sons invoices are only that fewer mowings were charged on the \$2,000 invoice than on the \$5,000 invoice.
3. The Liberty Plumbing invoice lists a variety of items, I have attached the invoice for your review. It includes disconnecting and rerouting plumbing, replacing a toilet and sink, installing a washer box, installing a mop sink and faucet, a garbage disposal, washing machine drain, and drainpipe evaluation.
4. The Plunkett Cooney invoice is for attorney fees regarding an ongoing legal matter.

Respectfully,

CHRISTINA HORTON*Finance Director/Treasurer*

City of Charlotte

111 E. Lawrence Ave.

Charlotte, MI 48813

517-543-8875 (phone)

517-543-8845 (fax)

chorton@charlottemi.org (email)www.charlottemi.gov (website)

From: Joseph Chin Jr <jchin@charlottemi.org>**Sent:** Friday, November 21, 2025 4:44 AM**To:** Mikayla Middaugh <mdensmore@charlottemi.org>; Christina Horton <chorton@charlottemi.org>**Subject:** Re: Nov. 24, 2025 Accounts Payable Invoice Detail

[Quoted text hidden]

**Liberty Plumbing Invoice.pdf**

1150K



Liberty Plumbing
7853 Draper Rd
Jackson, MI 49201

Phone: (517) 937-8274
info@libertyplumbingllc.com
Libertyplumbingllc.com

Bill to
Charlotte City Hall
111 East Lawrence Ave
Charlotte, MI 48813

Ship to
Charlotte City Hall
111 East Lawrence Ave
Charlotte, MI 48813

Email Address: ddaly@charlottemi.org

Phone Number: (517) 525-8972

Work Order #: 7704

Transaction Date: 10/21/2025

Terms: Due on receipt

Invoice #: i8763

Item	Description	Quantity	Price	Amount
Materials & Labor	Replumbing cast iron drains: Remove drywall as needed in sally port ceiling to access compromised cast iron drains. Dispose of drywall debris. Disconnect and remove cast iron drains from locker room bathrooms and upstairs kitchen, dispose of debris. Supply and install new Sch. 40 PVC piping and fittings. Reroute sanitary drain lines as needed to install into existing stack for upstairs kitchen and locker room. Remove existing toilets, sink and urinals as directed by staff. Replace toilet as directed by staff. Remove sinks and replace with vanity and new sink. Install washer box in locker room bathroom. Install new mop sink and faucet in locker room bathroom, install FRP waterproof board behind and right of	1	\$18,960.00	\$18,960.00

P.O. # 26-600098
City Hall Plumbing
Repair
101-265.000 - 741.000
D. D. O.
12/29/25



Liberty Plumbing
7853 Draper Rd
Jackson, MI 49201

Phone: (517) 937-8274
info@libertyplumbingllc.com
Libertyplumbingllc.com

Item	Description	Quantity	Price	Amount
	mop sink for splash back.			
	Install Badger 5 Garbage Disposal in Community kitchen.			
	Install new 36" vanity with countertop with Kohler bathroom faucet in locker room bathroom.			
	Install new drain for washing machine in sally port.			
	Evaluate branch lines after main line is replaced by utilizing camera.			
	Test for leaks and proper operation.			
	Replace drywall once plumbing is complete in sally port Mud, tape, bed, and sand ready to prime and painting.			
	Prime and paint ceiling in sally port.			
	Material and Labor: \$18,960			

Subtotal: \$18,960.00

Tax: \$0.00

Total: \$18,960.00

Payments: \$0.00

Balance Due: \$18,960.00



Memo

To: City Council
From: Stephanie Whitney - Director of Public Works
Date: November 20, 2025
Re: Request for Additional Funds for DPW Roof Replacement

Dear City Council Members,

I am requesting an additional **\$250.00** to cover unforeseen costs associated with the DPW roof replacement project. The council previously approved **\$36,300.00** for this work.

During construction, the contractor discovered that several sections of roof plywood had been damaged due to ongoing leakage. This material was not part of the original scope, and replacement was necessary to ensure the structural integrity and longevity of the new roof. The additional \$250 reflects the cost of the replacement plywood and associated labor.

I respectfully request council approval to increase the project budget to **\$36,550.00** to cover these required repairs.



Memo

To: City Council
From: Stephanie Whitney - Director of Public Works
Date: November 12, 2025
Re: Request for Contract Amendment No. 1 – CEI Services for Horatio Ave, Lincoln St, Seminary St, Mikesell St, and Bennett Park

Dear City Council Members,

I am requesting approval for **Contract Amendment No. 1** for additional Construction Engineering and Inspection (CEI) services for the referenced project.

The CEI contract was originally awarded through the **sealed bid process** in the amount of **\$25,357.50**, based on an estimated **4-week construction schedule**. The contractor began work on **Monday, October 13, 2025**, and is now scheduled to complete the project on **Friday, November 21, 2025**, extending the construction duration to **6 weeks**.

Due to this extended timeline, the originally approved CEI budget has been fully utilized, and additional engineering oversight is required to complete the project. Engineering is requesting **2 additional weeks of CEI services** for a **not-to-exceed amount of \$7,190.00**.

The **total requested amount for Contract Amendment No. 1 is \$7,190.00**. If this request meets with Council's approval, please authorize issuance of the amendment.



Memo

To: City Manager Rob Hilard; Honorable Mayor Lewis; City Council
From: Christina Horton, Finance Director/Treasurer
Date: November 21, 2025
Re: Finance/Treasury Department Update

Resolution No. 5 – Snow Removal Special Assessment District No. II

- Designates Snow Removal Special Assessment District No. II
- Declares cost associated with the snow removal district
- Orders and directs the special assessment be collected by the Treasurer
- Establishes collections for the December 1, 2025 tax roll with an expiration of the district in 2030

Summary

Consider the resolution to establish the snow removal district and collect taxes associated with the district.

Suggested Motion

I move to approve the resolution adopting a Special Assessment Project for downtown sidewalk snow removal.

RESOLUTION NO. 2025-54
SPECIAL ASSESSMENT PROJECT –
DOWNTOWN SIDEWALK SNOW REMOVAL

RESOLUTION NO. 5

WHEREAS, the City Council of the City of Charlotte finds it necessary for the public health, safety, and welfare of the residents, businesses, and visitors of the City to provide for the removal of snow and ice from certain sidewalks in the downtown area; and

WHEREAS, the City Code (Chapter 58, Section 58-116) recognizes the establishment of special assessment districts for the purpose of funding sidewalk snow and ice removal services; and

WHEREAS, the City has previously established a Downtown Sidewalk Snow Removal special assessment district for the period 2021–2025, which is now set to expire; and

WHEREAS, the City Code provides the procedure for establishing a special assessment district; and

WHEREAS, at Section 54-4 of the City Code, the City Manager must prepare a report to City Council regarding cost and the like as provided in said Section.

WHEREAS, the City Council determines that uncleared snow or icy sidewalks pose a concern for public safety and the convenience of the property owners and persons who otherwise live, shop, and frequent the downtown area; and

WHEREAS, the City Council has been presented with costs to make the public improvements as described as follows:

Snow removal at the identified properties in
downtown Charlotte for the winter seasons 2026 –
2030

WHEREAS, the estimated amount to be collected in the first year is Twenty-Four Thousand Eight Hundred and 00/100 Dollars (\$24,800.00); and

WHEREAS, after due and legal notice, the City Council met on October 27, 2025 to determine necessity, and on November 24, 2025 to hear objections to the tax roll prepared to cover the costs of the public improvements identified above.

NOW, THEREFORE, BE IT RESOLVED that:

1. Said special assessment roll shall be designated "Snow Removal Special Assessment Roll No. II," and the district against which it is spread shall be designated "Snow Removal Special Assessment District No. II."
2. Said Snow Removal Special Assessment Roll No. II, in the amount of Twenty-Four Thousand Eight Hundred and 00/100 Dollars (\$24,800.00), as prepared and reported to the City Council by the Treasurer, shall be and the same is hereby confirmed.

3. The assessments made in the special assessment roll are hereby ordered and directed to be collected, and the Clerk shall deliver said special assessment roll to the Treasurer, with her warrants attached, commanding the Treasurer to collect the assessments therein in accordance with the directions of the City Council as set forth herein, and the Treasurer is directed to collect the amounts assessed as the same become due.
4. Said Snow Removal Assessment Roll No. II shall be collected on the December 1, 2025 tax roll, and each December tax roll thereafter, pursuant to notice given each year regarding the amount necessary to fund the snow removal for said year to the affected landowners until this district expires in 2030.
5. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same hereby are rescinded.

The foregoing Resolution was moved for adoption by Council Member _____ and seconded by Council Member _____ and declared adopted by the following vote:

AYES:

NAYES:

ABSENT:

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN)

:ss.

COUNTY OF EATON)

I, the undersigned, the duly qualified Clerk of the City of Charlotte, County of Eaton, State of Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Charlotte at a regularly scheduled meeting held on Monday, _____, 2025, relevant to the Michigan Open Meetings Act, the original of which is on file in my office as part of the council minutes.

IN WITNESS WHEREOF, I have hereunto set my official signature, this _____ day of _____ 2025.

Mikayla Middaugh, City Clerk
City of Charlotte
Eaton County, Michigan

Approved as to form:

Thomas M. Hitch (P25558)
Charlotte City Attorney



Memo

To: Honorable Mayor Lewis; City Council
From: Paul Brentar, Chief of Police
Date: 11-12-2025
Re: Staff report on Sole Source request for Flock Cameras

Background

The Charlotte Police Department has utilized the Flock camera system since August 2024. Funding for these cameras was approved by the City Manager during the FY 25-26 budget. This is a sole source request to continue the process of working with Flock to provide a contract for review. Some of the distinctive features that make Flock a sole source vendor for the police department are as follows:

- Vehicle Fingerprint Technology® – patented image analysis identifying vehicles by type, color, and unique features even without a license plate.
- Integrated Cloud Platform – wireless, solar-powered cameras processing up to 30,000 vehicles daily, with encrypted storage in a CJIS-compliant U.S. cloud environment.
- Transparency Portal – public-facing dashboard supporting accountability and transparency in system use.
- FlockOS® Situational Awareness Suite – integration of video, LPR, audio detection, CAD, and AVL data for real-time intelligence and response coordination.
- National Network Access – shared data network enabling collaboration with other municipalities and agencies across jurisdictions.
- Lifetime Support and Partnerships – inclusive maintenance and exclusive integrations with Prepared911 and FirstTwo for enhanced situational awareness.
- Current System- Since we are currently using the Flock system, going to another system will incur additional set up costs, etc.

I have also attached a letter from Flock outlining justification for Flock to be considered as a sole source vendor.

The City Manager also asked the Finance Director to submit a sole source memo for your review as well.

Recommendation

I am recommending that the City Council approve Flock as a sole source vendor. If approved, I will then work with Flock to present a contract to the City Council for review.

Financial Impacts

None at this time.

Suggested Motion

City Council approves Flock as a sole source vendor.



2025 Sole Source Letter for Flock Safety® Public Safety Solutions

October 30, 2025

MI - Charlotte PD
111 E Lawrence Ave
Charlotte, MI, 48813

Dear Chief Paul Brentar,

This letter serves to confirm that Flock Group Inc. d/b/a Flock Safety is the sole provider of our proprietary public safety technology solution specifically designed for use by law enforcement, communities, and private entities to increase safety and reduce crime. Flock Safety's unique system integrates hardware and cloud-based software to enable real-time data processing and secure data sharing capabilities that are unavailable through other providers.

As the sole developer and provider of this proprietary technology, Flock Safety retains exclusive rights to manufacture, license, and support the products and software we offer. Our solutions include cutting-edge features such as machine learning analytics, CJIS-compliant data storage, and a centralized system that facilitates collaboration across multiple jurisdictions, supporting a more robust and efficient public safety network. Specifically, Flock Safety provides the ability to access additional cameras from Flock customers, including: N/A, at no additional cost.

No other vendor offers the specific combination of hardware and cloud-based features, CJIS-compliant data handling, or the national network capabilities that Flock Safety provides. For these reasons, Flock Safety is the only source available for these services.

Thank you,

A handwritten signature in black ink, appearing to read "G. Langley".

Garrett Langley CEO, Flock Safety®



Flock Safety® LPR Cameras (Patent No. US 10,795,933 B1)

Flock Safety® is the sole manufacturer, developer, and distributor of Flock Safety® LPR Camera, Flock Safety® Long-Range LPR, Flock Safety® Short-Range LPR, Flock Safety® Flex LPR Camera, Flock Safety® LPR Camera for Neighborhoods, and Flock Safety® LPR Video Integration.

Flock Safety® LPR Camera

- Fixed, infrastructure-free license plate recognition (“LPR”) cameras suitable for capturing two (2+) lanes of traffic simultaneously with a single camera from a vertical mass
- Includes Flock Safety® solar LPR camera option (next-gen platform standard range), which may cover up to three (3) lanes of traffic simultaneously

Flock Safety® Long-Range LPR

- Fixed, infrastructure-free long-range (“LR”) LPR, suitable for capturing three (3+) lanes of traffic simultaneously with a single camera from a vertical mass
- Includes Flock Safety® solar LR LPR option (next-gen platform LR)

Flock Safety® Short-Range LPR

- Fixed, infrastructure-free short-range (“SR”) LPR with solar power capability, suitable for wide angle capture (i.e., parking lots or garages)

Flock Safety® Flex LPR Camera

- Location-flexible, infrastructure-free self-installation LPR camera with solar power option
- Ties seamlessly into the Flock Safety® ecosystem with a small and lightweight camera
- Ability to read up to 30,000 license plates and vehicle attributes on a single battery charge

Flock Safety® LPR Camera for Neighborhoods

- Infrastructure- and maintenance-free LPR for 24/7 neighborhood security

Flock Safety® LPR Video Integration

- Integrates third-party LPR and video cameras into FlockOS® utilizing existing camera infrastructures

The Flock Safety® LPR cameras listed above are the only Law Enforcement Grade LPR cameras to offer the following combination of proprietary features:

- **Vehicle Fingerprint Technology®**
 - Patented proprietary machine vision to analyze vehicle license plate, state recognition, and vehicle attributes such as color, type, make and objects (roof rack, bumper stickers, etc.) based on image analytics (not car registration data)
 - Machine vision to capture and identify characteristics of vehicles with a paper license plate and vehicles with the absence of a license plate
 - Ability to “Save Search” based on description of vehicles using Flock’s patented Vehicle Fingerprint Technology® without the need for a license plate, and set

flock safety

- up alerts based on vehicle description
 - Only LPR provider with “Visual Search,” which can transform digital images from any source into an investigative lead by finding matching vehicles based on the vehicle attributes in the uploaded photo
 - **Integrated Cloud-Software & Hardware Platform**
 - Best in class ability to capture and process up to 30,000 vehicles per day with a single camera powered exclusively by solar power
 - Wireless deployment of solar powered license plate reading cameras with integrated cellular communication weighing less than 5lbs and able to be powered solely by a solar panel of 65W or less
 - Web based footage retrieval tool with filtering capabilities such as vehicle color, vehicle type, vehicle manufacturer, partial or full license plate, state of license plate, and object detection
 - Utilizes motion trigger to start and stop recording without the need for a reflective plate
 - Motion detection allows for unique vehicle cases such as bicycle capture, ATV, motorcycle, etc.
 - On device machine processing to limit LTE bandwidth consumption
 - All images and metadata is encrypted throughout its entire lifecycle from on-device to storage in Flock’s US-based CJIS-compliant cloud
 - Covert industrial design for minimizing visual pollution
 - **Transparency & Ethical Product Design**
 - One-of-a-kind “Transparency Portal,” a public-facing dashboard that details the customer’s policies, as well as automatically updates metrics from the Flock Safety® system
 - Built-in integration with National Center for Missing & Exploited Children (“NCMEC”) to receive AMBER Alerts to find missing children
 - Privacy controls to enable certain vehicles to “opt-out” of being captured
 - **Integrated Audio Detection**
 - Ability to pair with Flock Safety® audio detection device, which has natively integrated audio detection capabilities utilizing machine learning to recognize audio signatures typical of crimes in progress (e.g., audios)
 - **Live Video Integration**
 - Ability to apply computer vision to third-party cameras using the Flock Safety® LPR video integration, transforming them into evidence capture devices using the same Vehicle Fingerprint® technology offered on the Flock Safety® LPR cameras
 - Flock Safety® video integration livestream integrates live stream traffic cameras, publicly or privately owned livestream security cameras into one cloud-based situational awareness dashboard to increase response time in mission-critical incidents
 - Manage various government intelligence including LPR, livestream cameras, computer-aided dispatch (“CAD”), automatic vehicle location (“AVL”) on Flock Safety® video integration suite
-



- **Situational Awareness**

- FlockOS® is the world's first and only public safety operating system compatible with Flock Safety® LPR video cameras, including live streaming fixed and pan-tilt-zoom ("PTZ") video cameras, and the Flock Safety® audio detection device, while seamlessly integrating first and third-party data across video, LPR, and audio to deliver real-time intelligence and retroactive crime solving in a single-pane real-time crime center
- Ability to enhance situational awareness capacity by layering all intelligence streams onto the FlockOS® ESRI-based map
- FlockOS® features Flock Safety® unique Real-Time Routing feature that analyzes various data sources to determine where a suspect vehicle has been and its direction of travel, providing users with possible outcomes based on a confidence threshold

- **Warranty & Service**

- Lifetime maintenance and support included in subscription price
- Flock Safety® is the only fully integrated LPR one-stop solution from production of the devices to delivery and installation
- Performance monitoring software to predict potential failures, obstructions, tilts, and other critical or minor issues

- **Partnerships**

- Flock Safety® is the only LPR provider to officially partner with Prepared911 to distribute 911 call audio and transcripts to law enforcement agencies
- Through FlockOS®, Flock Safety® is the only LPR provider to officially partner with FirstTwo to enable clicking anywhere on a display map to display the relevant information from FirstTwo
- Access to additional cameras purchased by Flock's HOA and private business partners, means an ever-increasing amount of cameras and data at no additional cost



Memo

To: City Manager Rob Hilard; Honorable Mayor Lewis; City Council
From: Christina Horton, Finance Director/Treasurer
Date: November 3, 2025
Re: Sole Source Justification – Flock Safety Public Safety Solutions

Background

The Charlotte Police Department utilizes the Flock Safety public safety platform for license plate recognition (LPR) and related applications. This system supports real-time identification of vehicles involved in criminal activity and assists in investigations across jurisdictions.

In preparation for system continuation and to ensure compliance with the City's purchasing policies, the Finance Department has reviewed Flock Group Inc.'s documentation verifying its status as the sole source provider of its proprietary LPR products and associated cloud-based software. Additional research was conducted to evaluate comparable products available in the public safety technology market.

Vendor Exclusivity

Flock Group Inc. (d/b/a Flock Safety) is the exclusive developer, manufacturer, and distributor of the Flock Safety suite of products, including its FlockOS® Public Safety Operating System and Flock Safety® LPR camera lines. All related hardware and software are proprietary and function exclusively within the Flock Safety ecosystem.

The company retains full ownership of its intellectual property, patents, and CJIS-compliant cloud-based software infrastructure. Its technology integrates hardware, analytics, and data management tools to support real-time image processing, encrypted data storage, and secure interagency data sharing.

Market Comparison

A review of available LPR/ALPR (Automatic License Plate Reader) solutions indicates that while several other products exist, none offer the complete combination of features, cloud architecture, and national network integration that define the Flock Safety platform.

Alternative vendors and systems identified in the marketplace include:

- *Motorola Solutions – Vigilant VehicleManager and L5Q LPR Camera*: Provides advanced analytics and cloud storage, but operates on a closed data-sharing network not integrated with the Flock database.
- *Rekor Systems – PlateRanger*: Mobile and fixed ALPR solutions capable of vehicle make/model/color recognition, though lacking Flock's "Vehicle Fingerprint Technology®" and broad interagency camera-sharing network.
- *Axis Communications, Bosch, and Linovision LPR Cameras*: Offer high-resolution imaging and plate capture capabilities but require third-party software for data analytics, do not include integrated national data-sharing features, and lack CJIS-certified cloud environments.

Based on these comparisons, Flock Safety remains the only provider offering a fully integrated, CJIS-compliant, and nationally networked public safety system combining both hardware and proprietary machine-learning analytics.

Distinctive Features

Key capabilities unique to the Flock Safety platform include:

- Vehicle Fingerprint Technology® – patented image analysis identifying vehicles by type, color, and unique features even without a license plate.
- Integrated Cloud Platform – wireless, solar-powered cameras processing up to 30,000 vehicles daily, with encrypted storage in a CJIS-compliant U.S. cloud environment.
- Transparency Portal – public-facing dashboard supporting accountability and transparency in system use.
- FlockOS® Situational Awareness Suite – integration of video, LPR, audio detection, CAD, and AVL data for real-time intelligence and response coordination.
- National Network Access – shared data network enabling collaboration with other municipalities and agencies across jurisdictions.
- Lifetime Support and Partnerships – inclusive maintenance and exclusive integrations with Prepared911 and FirstTwo for enhanced situational awareness.

Findings and Justification

The Finance Department's market review confirms that while other vendors produce LPR hardware, none provide the same combination of patented analytics, real-time cloud integration, CJIS compliance, and interjurisdictional data sharing found in the Flock Safety ecosystem.

Therefore, Flock Safety remains uniquely qualified as the sole source provider for this technology under the City's purchasing policy. Procuring this system from another vendor would require extensive integration work, loss of network connectivity, and reduced investigative interoperability.

Recommendation

Based on the vendor's formal certification dated October 30, 2025, and the supporting market analysis, it is recommended that the City Council:

- Recognize Flock Group Inc. (d/b/a Flock Safety) as the sole source provider for the City's public safety license plate recognition and related technology solutions; and
- Authorize the continuation of services and procurement of Flock Safety products as necessary to maintain and enhance the City's public safety operations.



Memo

To: Honorable Mayor Lewis; City Council
From: Paul Brentar, Chief of Police
Date: 11-13-2025
Re: Staff report on Mutual Aid Agreement

Background

In your packet you will find an updated Eaton County Law Enforcement Mutual Assistance Agreement between all of the police agencies within the county. This agreement hasn't been updated in many years and all of the local Chief's have approved of this agreement after consulting with their legal counsel. City Attorney Revore has reviewed this document and has also given his approval. Your approval will then allow me to sign the agreement, along with the Mayor and City Clerk.

Recommendation

City Council approve the updated Eaton County Law Enforcement Mutual Assistance Agreement.

Financial Impacts

None

Suggested Motion

City Council approves the updated Eaton County Law Enforcement Mutual Assistance Agreement.

EATON COUNTY LAW ENFORCEMENT MUTUAL ASSISTANCE AGREEMENT

I. PARTIES AND AUTHORITY

This Agreement (“Agreement”) is made and entered into by and among the municipalities of Bellevue, Charlotte, Eaton Rapids, Grand Ledge, Olivet, Pottersville and the Eaton County Sheriff’s Office (individually, a “party”, collectively, the “parties”). The parties are authorized to enter into this Agreement under the provisions of the Michigan Constitution of 1963, Article VII, Section 28, Act 236 of the Michigan Public Acts of 1967 (Mutual Police Assistance Agreements); Act 278 of the Michigan Public Acts of 1909 (Home Rule Village Act); Act 279 of the Michigan Public Acts of 1909 (Home Rule City Act); Act 7 of the Public Acts of 1967 (Urban Cooperation Act, MCL 124.501 et. seq.); Act 120 of 1990 (Public Safety Officers Act); the Intergovernmental Contracts Between Municipal Corporations Act, MCL 124.1 et. seq.; and the respective charters of the parties.

It is mutually understood and agreed that each of the parties and their officers, agents and employees, in carrying out this Agreement, are engaged in a governmental function as provided for in Act 170 of the Michigan Public Acts of 1964 (Governmental Liability for Negligence), as amended, and are acting pursuant to these statutes, and are thus entitled to all immunities under Michigan law.

It is agreed by the parties that Michigan Commission on Law Enforcement Standards (MCOLES) certified police officers (under MCL 28.609) in the employ of each of the parties shall, during on-duty hours when carrying out this Agreement, have the same state law enforcement authority, powers, duties, privileges and immunities as are conferred upon them as police officers in their own jurisdiction, in the jurisdiction of each of the parties when acting on an emergent need or special police need. An emergent need shall not require a request for aid pursuant to Section 4.

Written procedures for responding to specific types of emergent needs and special police needs will be developed as needed and included as addenda to this Agreement. Adoption of these procedures may become effective with the signature of the Chief Law Enforcement officer of each of the parties.

II. PURPOSE

The parties to this Agreement are located in proximity to each other in the County of Eaton, State of Michigan. The parties recognize the mutual advantage and benefit in rendering to each other supplemental law enforcement services in the event of emergent need, or a special police need of the magnitude that has developed, appears to be developing, or is anticipated, where the emergent need, or a special police need is beyond the capabilities of a single police department and therefore requires the assistance of one or more of the other agencies.

III. DEFINITIONS

Parties – higher level, legally authorized governmental units.

Agencies – refers to the law enforcement department of a governmental unit.

Emergent Need – any situation which a senior officer reasonably believes may be a threat to public safety.

Requesting Agency – the law enforcement agency of the governmental entity in which an emergent or special need exists and who requests aid pursuant to this Agreement.

Responding Agency – the law enforcement agency of the governmental entity which sends personnel and/or equipment to a requesting agency pursuant to this Agreement.

Senior Officer – the highest ranking on-duty police officer in the governmental unit who has the authority and the responsibility for directing the law enforcement agency of one of the parties at the time of an emergent or special police need, and with the actual authority to approve a request or response pursuant to this Agreement.

Special Police Need – the circumstance or combination of circumstances requiring a response or action for which additional police resources are needed for public safety or which are beyond the immediate and available capability of the requesting party, or an activation of the Eaton County Major Crimes Task Force. Examples include, but are not limited to; assistance by a specialized unit or capability (e.g. canine, bomb disposal, etc.), assistance to respond to an urgent or emergency incident such as crime or disorder, a special event (e.g. parade, dignitary protection visit, sporting event, etc.), a joint task force or collaborative investigation (e.g. involving on-going investigation of a specific crime event, group of related crimes, or a specialized type of crime), disaster (e.g. tornado, ice storm, etc.), or a critical incident of extended duration (e.g. civil disorder or riot, barricaded suspect, etc.)

Unified Incident Command – the command structure, involving representatives from the requesting and all responding agencies.

IV. REQUEST FOR ASSISTANCE

The Senior Officer of the requesting agency shall be responsible for determining and declaring that a special police need exists within the municipality.

Upon such a determination, the Senior Officer of the requesting agency shall make a request for aid to the Senior Officer of the participating agencies that possess the apparent resources to respond.

A request for assistance may be transmitted in person, by electronic mail, telephone, radio or through the appropriate communications center or dispatch center. The request shall specify the nature of the special police need, type of response requested, location and safe route(s) to the scene of the incident and staging area, and communication, i.e. radio frequencies, radio talk groups, telephone numbers, etc.

V. RESPONSE TO REQUEST

The Senior Officer of the responding agency must evaluate each request and determine within their sole discretion whether assistance may be provided.

If the request is granted, the nature and extent of the response shall be determined in the sole discretion of the Senior Officer of the responding agency. In that event, the responding agency shall immediately inform the requesting agency of the nature and extent of the response and shall immediately make available such personnel, equipment, aid or assistance as is requested and available to meet the special police need without jeopardizing the safety of the responding agency's jurisdiction.

The Senior Officer of the responding agency may decline the request for aid in his/her sole discretion. In that event, the Senior Officer of the responding party shall immediately notify the requesting party that the request has been declined.

No party to this Agreement shall be subject to any civil liability for declining to respond to an emergent need or a request for assistance to a special police need.

VI. COMMAND AND CONTROL

The person in charge of general direction of police operations at the scene of a special police need should be the Senior Officer of the requesting agency.

Depending upon the duration, magnitude, or nature of the special police need incident, a unified incident command may be established by the Senior Officer of the requesting agency. Representatives of each of the responding agencies will participate in the unified command, providing expertise, information and intelligence, and input to decision-making.

However, all personnel and equipment of a responding agency shall remain under the direction of the Senior Officer of that responding agency throughout the emergent or special police need response, except as may be otherwise agreed by the Senior Officer to meet the specific requirements of the emergent or special police need incident and response.

VII. WITHDRAWAL OF PERSONNEL AND EQUIPMENT

The personnel and equipment from a responding agency will be released and returned for duty in its own jurisdiction as soon as the emergent or special police need is concluded or comes within the capability of the requesting agency to satisfactorily handle it within its own resources, or as necessary to immediately respond to their jurisdiction for an in-progress critical incident.

Notwithstanding the above paragraph, the personnel, equipment, aid and assistance of a responding agency may be withdrawn at any time, without liability, in the sole discretion of the Senior Officer of the responding party. However, such withdrawal should only occur after notification of the Senior Officer of the requesting agency and a reasonable opportunity to make other accommodations as practical.

It is mutually understood and agreed that this Agreement does not relieve any of the participating agencies hereto from providing police protection within their own jurisdictions.

VIII. CRITIQUE AND EVALUATION

Within thirty (30) days of a request for assistance as defined within this Agreement, the Chief law enforcement officer of either the requesting or a responding agency should request a meeting to discuss and evaluate the effectiveness of the response.

IX. LIABILITY

It is the intent of this Agreement that each participating governmental entity shall bear the sole responsibility for the acts and/or omissions of its personnel in any activity entered into pursuant to this Agreement, including, but not limited to; providing a response to an emergent need or a special police need.

Nothing contained herein shall be intended to provide third-party beneficiary rights to any persons or to create a cause of action in favor of such persons. Nothing contained herein shall be construed as a waiver or governmental immunity or other defenses to liability of any party.

A responding agency shall, to the extent permitted by law, indemnify and save the requesting agency harmless from all claims, demands, costs or damages (including attorney fees) for bodily injury, including death, or property damage to any person or legal entity arising out of the acts or omissions of personnel of the responding agency which are not specifically directed or ordered by the Senior Office of the requesting agency.

X. COMPENSATION

Any and all costs to a responding agency related to compensation, incomes taxes, and disability payments, retirement and furlough payments; and all charges incurred for damage or to loss of equipment occurring as a result of, and pursuant to this Agreement, shall be borne exclusively by the responding agency.

No party to this Agreement shall be required to pay any compensation to any other party to this Agreement for services rendered; the mutual advantages and protections afforded by this Agreement being considered adequate consideration to all of the parties.

However, the requesting agency or its parent governmental entity, when seeking reimbursement of the cost for emergency operations from a non-party, shall seek such funds on behalf of any responding agencies which will be equitably distributed among the responding agencies. Each agency shall maintain appropriate records to support such application.

This Agreement does not exclude any mutually agreed upon compensation for special events.

XI. JOINT TRAINING

The agencies and parties to this Agreement may, from time to time, participate in joint planning and training activities to prepare for known and unknown emergency situations, emergent, or special police needs.

Each party to this Agreement shall release, indemnify and hold harmless the other parties, from and against all claims, demands, costs or damages (including attorney's fees) for bodily injury, including death, or property damage to any person, participant or entity arising out of the acts or omissions of participants and/or personnel of the party conducting any joint training programs or exercise unless the party conducting any such program or exercise was grossly negligent.

XII. USE OF INTERVIEW ROOMS AND RECORDING EQUIPMENT

Each of the agencies herein may utilize available interview rooms at each other's facilities for the purpose of conducting interviews, interrogations, or other official law enforcement duties.

Agencies utilizing another's interview room shall comply with the hosting agency's policies and procedures.

Requests for use of interview rooms should be made in advance whenever possible to ensure availability.

Any recordings made in the interview room shall comply with the Michigan Commission on Law Enforcement Standards (MCOLES) Audio and Visual Recording Standard, as required by Public Act 479 of 2012.

The hosting agency shall assist in setting up and labelling the recordings, ensuring they are properly identified with the Requesting Agency's case or complaint number and labeled as a department assist.

All recordings shall be retained in compliance with the Michigan Audio-Visual Recording Standard and will be securely stored. A digital link for retrieval will be provided to the requesting agency allowing a minimum of thirty (30) days to download the file.

If a digital link is unavailable, the hosting agency shall assist in providing a copy of the recording on an approved digital media source of sufficient capacity to store the recording. The requesting agency is responsible for providing the approved storage device.

XIII. AGENCY MUTUAL AID RESOURCES

**Bellevue Police Department
Charlotte Police Department
Eaton County Sheriff's Office
Eaton Rapids Police Department
Grand Ledge Police Department
Olivet Police Department
Pottersville Police Department**

XIV. PRIOR POLICE MUTUAL AID AGREEMENTS

This Agreement cancels, supersedes, nullifies and renders void, prior police mutual aid agreements, extensions, or amendments between and among these member parties.

XV. APPROVAL BY PARTICIPANTS

A governmental entity may agree to participate in this Agreement by adoption of a resolution authorizing the appropriate official(s) to execute the Agreement.

The Clerk of each participating government entity shall furnish a certified copy of the resolution approving participation in this Agreement to each of the other parties. The agreement shall become effective upon execution of the Agreement and approval of the respective resolutions.

Other municipal corporations and government entities may be added to this Agreement upon ratification of the legislative bodies of all current parties, the exchange of resolutions as stated above, and execution of the Agreement.

XVI. AGREEMENT COMPLETENESS

This Agreement contains all the terms and conditions agreed upon by the governmental units who are parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement or any part thereof, shall have any validity or bind any of the parties hereto.

If any provision of this Agreement is held to be invalid, it shall be considered to be deleted and the remainder of this Agreement shall not be affected thereby. Where the deletion of the invalid provision would result in the illegality and/or unenforceability of this Agreement, this Agreement shall be considered to have terminated as of the date in which the provision was declared invalid.

This Agreement may be amended, modified, or revised at any time by mutual written consent of the Parties. All changes must be reduced to writing, signed by the authorized representatives of each Party, and attached to this Agreement. Such amendments shall have the same force and effect as the original Agreement.

XVII. TERMINATION

An agency may withdraw from the Agreement by providing the chief law enforcement officer of each party-agency to this agreement with written notice of its intent to withdraw no less than thirty (30) days prior to the date the agency will cease to participate in the Agreement.

The withdraw of any party shall not terminate or have an effect on the applicability of this Agreement to the remaining parties or to events that occurred prior to a parties withdraw.

XVIII. EXECUTION IN COUNTERPARTS

This Agreement may be executed by the participating agencies via the execution of multiple counterparts. Said counterparts shall form a single Agreement. The parties shall circulate fully executed copies once all the participating agencies have executed this Agreement.

XIX. NO EMPLOYMENT OR AGENT RELATIONSHIP

Nothing in this Agreement shall be construed to create an employee or agent relationship between the parties or a requesting agency and a responding agency.

XX. ACCEPTANCE AND EXECUTION

IN WITNESS WHEREOF, the parties have executed this Agreement, as authorized by these respective governing bodies, this _____ day of _____, 2025.

THE COUNTY OF EATON

By: _____
Jim Mott, Chairperson
Eaton County Board of Commissioners

By: _____
Thomas Reich
Eaton County Sheriff

ATTEST: _____
Diana Bosworth, Eaton County Clerk

THE VILLAGE OF BELLEVUE

By: _____
Brandon Balkema, President

ATTEST: _____
Lisa Lawitzke, Clerk

Tim Griffin, Chief of Police

THE CITY OF CHARLOTTE

By: _____
Tim Lewis, Mayor

ATTEST: _____
Mary LaRocque, Clerk

By: _____
Paul Brentar, Chief of Police

THE CITY OF EATON RAPIDS

By: _____ ATTEST: _____
Pamela Colestock, Mayor Robin Webb, Clerk

By: _____
Larry Joe Weeks, Chief of Police

THE CITY OF GRAND LEDGE

By: _____ ATTEST: _____
Keith Mulder, Mayor Gregory Newman, Clerk

By: _____
Ron Erickson, Chief of Police

THE CITY OF OLIVET

By: _____ ATTEST: _____
Laura Barlund Maas, Mayor Amy Huepenbecker, Clerk

By: _____
Johnny Lopez, Chief of Police

THE CITY OF POTTERVILLE

By: _____ ATTEST: _____
Jennifer Lenneman, Mayor Becky Dolman, Clerk

By: _____
Richard Barry, Chief of Police



Memo

To: City Council
From: Stephanie Whitney - Director of Public Works
Date: November 12, 2025
Re: Authorization for Three-Year Aviation Fuel Purchase – AvFuel Corporation

Dear City Council Members,

The Department of Public Works, in coordination with the Airport Manager, is requesting authorization to purchase aviation fuel for Fitch H. Beach Airport through AvFuel Corporation, the City's established aviation fuel provider.

Each year, the city purchases aviation fuel in bulk to maintain a reliable supply for airport users and visiting aircraft. To streamline procurement and ensure price stability, staff recommends authorizing aviation fuel purchases from AvFuel Corporation for a **three-year period**. This continued partnership supports consistent service levels, competitive pricing, and brand recognition for airport users. AvFuel is also the product advertised on the City's airport webpage.

At its most recent meeting, City Council **approved AvFuel Corporation as the sole source provider** for aviation fuel at Fitch H. Beach Airport. This authorization request therefore pertains only to the **multi-year purchase period and funding limit**.

Purchase Details

- **Vendor:** AvFuel Corporation
- **Quantity:** Approximately 90,000 gallons total (estimated 30,000 gallons per year)
- **Estimated Total Cost:** \$450,000.00 (over three years)
- **Funding Source:** Airport Fund
- **Procurement Method:** Sole Source (previously approved)

This authorization will allow staff to maintain operational continuity without returning annually for separate approvals.

Recommendation

It is recommended that City Council authorize the purchase of aviation fuel from AvFuel Corporation for a **three-year period**, at an estimated total cost of **\$450,000.00**, with funds to be expended from the Airport Fund.



Memo

To: City Council
From: Stephanie Whitney - Director of Public Works
Date: November 21, 2025
Re: Recommendation to Award Cross-Connection Control Program Contract

Dear City Council Members,

Purpose

The purpose of this memo is to recommend award of the City's Cross-Connection Control Program contract following the Request for Proposals and competitive bid process.

Background

The City issued an RFP for professional services to administer and manage the Cross-Connection Control Program, with bids due November 18, 2025. Two proposals were received.

The bid tabulation shows the following total proposal amounts:

- **H2O Compliance Services, Inc. – \$57,615.00**
- **HydroCorp – \$57,862.04**

Proposal Review

Staff evaluated the submitted proposal from H2O Compliance Services. Key components of their submission include:

- A complete Cross-Connection Control Program for the City of Charlotte, as described in their proposal (see pages 3–12). This includes inspections, data management, customer notifications, annual program reporting, and compliance support.
- A program fee structure totaling **\$57,615.00** over the three-year inspection cycle (2026–2028), with an optional additional year at \$19,205.00 (page 12).
- Project team qualifications, including licensed plumbing professionals with decades of experience (pages 3–6).
- Use of XC2® Backflow Prevention Management Software for data collection, inspection records, compliance reporting, and State of Michigan EGLE reporting requirements (page 10).

Based on review of the proposal, H2O Compliance demonstrates the required qualifications, program capabilities, and experience performing cross-connection work for other Michigan municipalities.

Recommendation

Staff recommends that City Council award the Cross-Connection Control Program contract to **H2O Compliance Services, Inc.** in the amount of **\$57,615.00**, with the option to renew for an additional fourth year at the City's discretion.

RESOLUTION NO. 2025-55

A RESOLUTION TO AUTHORIZE A CONTRACT WITH H2O COMPLIANCE SERVICES, INC. FOR SERVICES RELATED TO CROSS CONNECTION CONTROL

WHEREAS, a water cross connection is a connection between potable drinking water pipe and a non-potable source; and

WHEREAS, the Michigan Department of Environment, Great Lakes & Energy requires an approved Cross Connection Program from municipalities that include on-site surveys and addressing potential cross connections; and

WHEREAS, the DPW's Water Division has been working with H2O Compliance on inspections for the last three years, however additional assistance and expertise is still necessary due to an increase in staff responsibilities which have been focusing on new State and Federal mandates and lack of support staff; and

WHEREAS, H2O Compliance was the lowest cost of the two proposals in 2025 for completing the required inspections and managing the database for approximately 500 sites over a three-year period and has been performing the work satisfactorily, and

WHEREAS, H2O Compliance Services, Inc. of Owosso presented the fee proposal of \$57,615.00 for a three-year contract extension, and

WHEREAS, the \$ 19,205.00 annual fee has been budgeted and will be billed to the water and sewer budget.

THEREFORE, BE IT RESOLVED that the City Council enter into a contract with H2O Compliance Services, Inc. of Owosso to provide the above mentioned services and that the Mayor or Clerk be directed to sign said contract.

SECOND AMENDMENT TO AGREEMENT FOR LEGAL SERVICES

THIS SECOND AMENDMENT TO AGREEMENT FOR LEGAL SERVICES ("Second Amendment" or "Amendment") is made between the CITY COUNCIL OF THE CITY OF CHARLOTTE, whose address is 111 East Lawrence Ave., Charlotte, MI 48813-1554 (the "Council") and the Law Firm of McGINTY, HITCH, PERSON, ANDERSON & REVORE, P.C., (the "Law Firm"), whose address is 3410 Belle Chase Way, Suite 600, Lansing, Michigan 48911 (hereinafter "the City Attorney" and also collectively as the "Law Firm")

RECITALS

WHEREAS, the City of Charlotte is a home rule city organized by Charter, which provides at §6.6 for the office of City Attorney who shall be retained by the City Council by written contract to perform the duties and responsibilities described at §6.6 of the Charter; and

WHEREAS, the City Council makes this SECOND AMENDMENT to the AGREEMENT TO LEGAL SERVICES agreement on June 13, 2023, and April, 2, 2024, for the purpose of amending said Agreements according to the terms and conditions herein.

THE PARTIES THEREFORE AGREE:

Part I

The purpose of the Second Amendment to the Agreement is to amend Schedule 1.5 to **Schedule 2.0**.

Schedule 1.5 is hereby deleted and shall be replaced by Schedule 2.0. Where Schedule 1 appears in the Agreement, such shall be **Schedule 2.0**.

Part II

The Second Amendment to the Agreement, as provided herein, is bold indicating new language.

2.0 COMPENSATION FOR SERVICES.

2.1 Compensation shall be by fees for services as set forth in **Schedule 2.0, incorporated** into this Agreement, payable to the Law Firm. No additional compensation shall be due to the City Attorney and Assistant City Attorneys by virtue of their appointment made pursuant to this Agreement.

2.3 The fees to be paid to the Law Firm are set forth in **Schedule 2.0**

3.0 TERM AND TERMINATION.

- 3.1 The City Attorneys serve "at the will" of the City Council and may be terminated with 30 days' notice.

- 3.3 The City Attorneys and Law Firm reserve the right to terminate this Agreement at any time, subject to 30 days' notice. The parties agree that there will be a transition period during which time the City Attorney shall be paid according to **Schedule 2.0**.

4.0 DESCRIPTION OF SERVICES; COMPENSATION.

4.1 SERVICES TO BE INCLUDED IN THE GENERAL AND DISTRICT COURT RETAINER.

- 4.1.1 Attendance at all regular and special City Council meetings (as attorney calendar permits) as requested by the City Manager or Council.
- 4.1.2 Attendance at the City's Boards and Commission (as attorney calendar permits) as requested by the City Manager.

- 4.1.4 Appearance in court for the prosecution of those ordinance violations, including civil infractions and enforcement of City ordinances as described under City Prosecutor in **Schedule 2.0**.
- 4.1.5 In addition, City Attorneys and Law Firm agree to provide services of Labor Attorney, to include labor negotiations, arbitration (as attorney calendar permits), and advice on labor relations and personnel matters, as requested by the City Manager or Mayor.

4.2 SERVICES TO BE COMPENSATED IN ADDITION TO THE RETAINER

- 4.2.1 Representation of the City in all cases before all courts and before all legally constituted tribunals or administrative agencies on behalf of and representing the City or one of its authorities, agencies, or employees. As stated above, the Law Firm shall bill at its applicable hourly rate set forth in **Schedule 2.0**, or retainer, for the time spent in attending hearings, discovery proceedings, or investigations in connection with controversies before any court, tribunal, or administrative agency.

- 5.4 **EXPENSES.** Expenses set forth in **Schedule 2.0** shall be separately charged.

- 5.5 **BILLINGS AND COMPENSATION.** Payment of compensation shall generally be made monthly. Billings for the General Counsel, prosecution, litigation services, and other funded services shall be rendered promptly and monthly in form and

substance as set forth in **Schedule 2.0**. Billings for litigation services charged on an hourly basis will be itemized by date, time, subject matter, and attorney performing services. Billings for expenses shall also be rendered monthly. The Attorneys shall maintain records of time and services, which shall be available for inspection by the City Manager and/or the Council at reasonable times.

- 5.6 **CITY OFFICERS.** The City Attorneys and any Assistant City Attorneys appointed by the City Attorney are City Officers under the Charter subject to this Agreement and **Schedule 2.0**. The City Attorney and members of the Law Firm are not employees of the City. They are determined to be independent legal counsel and independent contractors.

This Agreement shall be effective as of the date upon the final date and signature below.

Signed on behalf of:

CITY OF CHARLOTTE

DATED: _____

Timothy Lewis, Mayor

DATED: _____

_____, Acting City Clerk

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

DATED: _____

David M. Revore, Attorney

SCHEDULE 2.0

MONTHLY RETAINER

Legal service is provided under a non-refundable flat fee/hourly rate hybrid model at \$11,000.00 per month based upon approximately 30 hours of General Counsel legal service at \$200.00 per hour and Prosecution legal service shall continue to be invoiced as a flat fee retainer in the amount of \$5,000.00, as part of the retainer amount.

For additional legal service time over the 30-hour General Counsel retainer amount, time will be invoiced at an hourly rate of \$250.00 per hour (billed in minimum .10-hour increments). Any invoiced time over the stated retainer amount is Attorney discretionary. Attorneys reserve the right to reduce the amount invoiced with no expectation nor request to seek the reduced amount at a later date.

In addition to the foregoing Retainer, Client agrees to pay all "out-of-pocket" costs of the Law Firm directly related to the representation of the Client including, among other items, fax and copy costs at the rate of \$.10 cents per copy; mileage at the currently reimbursable rate in accordance with IRS guidelines and travel time shall be billed at 1/2 the normal hourly rate, and actual costs for legal research through computer/internet search programs.