



PROPOSED AGENDA
REGULAR MEETING OF THE CHARLOTTE CITY COUNCIL
111 E. Lawrence Ave, Charlotte, MI 48813 (517) 543-2750
7:00 P.M. Monday, December 08, 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/83049315273>
One tap mobile: +16465588656,,83049315273#
Telephone: (312) 626-6799 Webinar ID: 830 4931 5273

- 1. Call to Order**
- 2. Roll Call**
- 3. Invocation – Randy Royston, New Hope Community Church**
- 4. Pledge of Allegiance**
- 5. Approval of Minutes**
 - a. November 24, 2025 Regular Council Meeting Minutes
 - b. November 24, 2025 Closed Session Minutes
 - c. December 2, 2025 Special Council Meeting Minutes
- 6. Absence of Council Members**
- 7. Public Comment** - Limit presentation to five (5) minutes. Attendees desiring to address council who are participating with ZOOM may raise your hand now or if attending via a phone call, press *9 (star nine) on your keypad
- 8. Approval of Agenda**
- 9. Special Presentation**
 - a. State Senator Anthony - State Budget Update
- 10. Communications and Committee Reports**
 - a. Manager Report
 - b. Councilmember Committee Reports
 - c. Staff Reports
- 11. Consent Agenda**

- a. Approval of Claims and Expenditures totaling \$588,880.48
- b. Approval of Resolution 2025-56 To establish the meeting dates for the 2026 Calendar Year
- c. Consider approval of City Council Purchase Memo
- d. Approval of Waiver of Conflict of Interest - City of Charlotte and Carmel Township.
- e. Approval of Well #6 - Pump Repair & Re-Installation
- f. Consider approval of authorization for MDOT Permit for Banner Poles on Lansing Street
- g. Approval of Resolution #5a 2025-58 Special Assessment District - Downtown Sidewalk Snow Removal

12. Business Agenda

- a. Consider approval of contract for Flock Cameras
- b. Consider approval of FEMA Assistance to Firefighters Grant (AFG) - Turnout Gear Purchase
- c. Consider approval of Resolution 2025-57 to introduce the IFC 2021 Edition (Fire Code) Ordinance 2025-09 and set a public hearing for January 12, 2026
- d. Consider a motion to rescind the action taken by the City Council on December 2, 2025, to hire the PIVOT Group for a City Manager Search

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. 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 24, 2025

CALL TO ORDER:

By Mayor Lewis on Monday, November 24, 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 Deputy City Clerk Middaugh.

PLEDGE OF ALLEGIANCE:

Led by Lewis

APPROVAL OF MINUTES:

- a. November 10, 2025, Regular Council Meeting Minutes

Motion by Chin supported by Scott to approve November 10, 2025, Regular Council Meeting Minutes, as printed. Carried; Yea 7; Nay 0; Absent 0

- b. November 17, 2025, Special Council Meeting Minutes

Motion by Duweck supported by Christensen to approve November 17, 2025, Special Council Meeting Minutes, with amendments. Carried; Yea 7; Nay 0; Absent 0

ABSENCE OF COUNCIL MEMBERS:

All members present.

PUBLIC HEARING:

215 W. Harris St., homeowner wanted to contest why he was getting assessed on the special assessment district when he doesn't feel he should be included.

City Manager Hillard indicated he would speak with the resident privately to investigate why his residential property was included in the assessment when neighboring properties were not.

PUBLIC COMMENT:

None

APPROVAL OF AGENDA:

Chin requested consent agenda item b to be moved to business agenda g

Motion by Duweck supported by Chin, 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. Capital Improvement Plan Review - He has instructed department staff to begin gathering their 5-year project lists with prioritization and cost estimates.
2. Streetlight Review - He has had conversations with Consumers Energy about cost-saving opportunities that might be implemented in the next 30-60 days.
3. Airport Hangar Review - He contracted with John Van Dyne from Prine and New Hall for a small amount to help with a hangar study, expected to be completed in 60-90 days.

Council Member Rodriguez mentioned a citizen concern about streetlights flickering on and off in some neighborhoods. Manager Hilliard advised that residents should contact him directly about such issues.

Rodriguez also requested a comprehensive update from the Housing Committee on specific changes being considered to address the housing crisis, preferably well in advance of any vote. Hilliard confirmed that Community Development Director Selina Benavidez is planning a presentation for either December or January.

b. City Attorney Report

City Attorney Revore reported on several tasks he and his firm are working on currently.

c. Council member committee reports

Council members reported on several boards and committees:

Housing Committee:

They resumed work after their recent forum, focusing on renewing CEDIM membership, updating the city's housing site inventory, discussing possible 425 agreements with townships, planning site visits to manufactured housing facilities, working on short-term rental policy, expanding outreach lists, and preparing a presentation for Council in December. The Brownfield Development Authority is also active again, with former Mayor Armitage as chair and Planning Commission member Lewis as vice chair.

Recreation Advisory Board:

They discussed Carmel Township joining the board and considered new recreation options such as axe throwing.

E-Tran:

The system is adjusting after Delta Township's withdrawal by planning service cuts, finding a new general manager, appointing the finance director temporarily, moving a major drop-off point back to the Lansing Mall, and preparing for next year's county millage renewal. State Senator Sarah Anthony will present on the state budget on December 8.

Downtown Development Authority:

The board postponed discussion of the Michigan Downtown conference and is working on filling vacant seats with a slate of candidates for Council.

Ambulance Committee:

Reports show nearly 2,000 runs in Q3 (70% ALS), an average response time of 7.8 minutes, full staffing, rising transport numbers, hospital expansion plans, newer ambulances with two older units needing replacement, and new EMT training programs with free tuition for firefighters.

Planning Commission:

Upcoming meetings are scheduled for December 2 (regular commission) and December 9 (Camp Francis).

CONSENT AGENDA:

- a. Approval of Claims and Expenditures totaling \$942,144.72
- b. ~~Approval to Change Order Request DPW Roof Replacement~~ – moved to business g (Chin)
- 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.

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

BUSINESS AGENDA:

- a. Consider approval of Resolution #5 2025-54 Special Assessment District - Downtown Sidewalk Snow Removal.

Council Member Fullerton questioned how to handle the resident's property that may have been erroneously included in the assessment.

City Attorney Revore clarified that if it's a jurisdictional issue (the property shouldn't have been included), it can be corrected administratively. If the protest is about the cost rather than inclusion, the owner could appeal to the Michigan Tax Tribunal if Council finds the cost proportionate to the benefit.

Motion by Chin supported by Duweck to approve Resolution#5 2025-54 Special Assessment District – Downtown Sidewalk Snow Removal. Carried by roll call vote; Yea 7; Nay 0; Absent 0;

- b. Consider approval of sole source request for Flock Camera

Motion by Scott supported by Christensen to approve sole source request for Flock. Carried. Yea 7; Nay 0; Absent 0

- c. Consider approval of the Eaton County Law Enforcement Mutual Assistance Agreement

Council Member Chin expressed concern about the impact of the eliminated Eaton County Sheriff road patrol on Charlotte, asking if the Police Department tracks mutual assistance requests by agency. Chief Brentar confirmed they track overall

assistance numbers but don't typically break them down by agency. He offered to provide more detailed tracking if requested but cautioned that the "assist police agency" statistics include various types of assistance beyond emergency response.

Motion by Chin supported by Scott to approve the Eaton County Law Enforcement Mutual Assistance Agreement. Carried by roll call vote; Yea 7; Nay 0; Absent 0

- d. Consider approval of authorization for Three-Year Aviation Fuel Purchase - AvFuel Corporation

Motion by Christensen supported by Chin to approve the three year aviation fuel purchase – AvFuel Corporation. Carried by roll call vote; Yea 7; Nay 0; Absent 0

- e. Consider approval of Resolution 2025-55 Contract with H2O Compliance Services, Inc. for Cross Connection Control services.

Council Member Chin asked for an explanation of cross-connection control services. WWTP Superintendent Griffith explained that the program is required by the state (EGLE) to prevent backflow into the water system. The service inspects businesses and industrial users to ensure water used in their processes cannot flow back into the public water supply. The program is also being expanded to residential customers with sprinkler systems and similar equipment.

Motion by Chin supported by Fullerton to approve Resolution 2025-55 Contract with H2O Compliance Services, Inc. Carried by roll call vote; Yea 7; Nay 0; Absent 0

- f. Consider approval of City Attorney Agreement Second Amendment with Schedule 2.0.

Motion by Chin supported by Scott to approve the City Attorney Agreement Second Amendment with Schedule 2.0. Carried by roll call vote; yea 7; Nay 0; Absent 0

g. Consider approval of Change Order Request - DPW Roof Replacement

Council Member Chin explained that he requested this item be moved from the consent agenda to suggest a policy change. Based on his experience in construction and as a city inspector, he recommended establishing a policy that would give the City Manager authority to approve change orders up to a certain percentage (suggesting 10%) or dollar amount without requiring Council approval. This would avoid bringing minor changes (like this \$250 item) to Council and save administrative time.

Motion by Chin supported by Scott to approve the change order request. Carried; Yea 7; Nay 0; Absent 0

PUBLIC COMMENT:

John Laupp, 114 E. Lovett, wished everyone a happy Thanksgiving and announced Small Business Saturday events in Charlotte, including activities at the courthouse, fire trucks for photos, and Santa's parade. He encouraged everyone to support local businesses.

Jodee Pruden, wished everyone a happy Thanksgiving and expressed support for maintaining the Flock cameras, especially given the county's reduction in road patrol services. She emphasized the importance of supporting the police department to ensure community safety, stating she would prioritize police funding over reducing special assessment taxes.

STAFF COMMENTS:

No Comments

MAYOR AND COUNCIL COMMENTS:

Council Member Christensen thanked those who attended and those watching online. He announced he and his wife Nicole

would be serving Thanksgiving dinner at the Eaton Area Senior Center from 11:00 AM to 1:00 PM. He encouraged attendance at Small Business Saturday, noting he would be playing music and announcing the parade. He requested volunteers for Helping Hands on December 23rd from noon to 5:30 PM to help with food distribution and Christmas basket preparation, mentioning they currently distribute about 6,500 pounds of food daily.

Council Member Scott expressed gratitude for an effective year on City Council, noting it had been his busiest in ten years, and wished everyone happy holidays.

Council Member Chin reported attending a meeting that morning about recruiting citizens for boards and commissions. He shared that he distributed information about city committees to other organizations to help generate interest. He suggested Council members could help promote their respective committees to encourage citizen participation.

Council Member Rodriguez wished everyone a safe Thanksgiving. He clarified the Council's process for handling public comments, noting that while they don't engage in back-and-forth dialogue during meetings, Council members are accessible outside of meetings via phone or email for anyone with questions or concerns.

CLOSED SESSION:

Motion by Duweck supported by Chin to move into closed session at 8:17 p.m. Carried; Yea 7; Nay 0; Absent 0

ADJOURN:

Motion by Scott supported by Duweck to adjourn the meeting at 9:31 p.m. Carried; Yea 7; Nay 0; Absent 0

Respectfully submitted,
Mikayla Middaugh
Deputy City Clerk

CITY OF CHARLOTTE COUNCIL PROCEEDINGS
111 E. Lawrence Ave., Charlotte, MI 48813 (517) 543-2750
Special Meeting – 10:00 A.M.
December 2, 2025

CALL TO ORDER:

By Mayor Lewis on Tuesday December 2, 2025 at 10:00 a.m.

ROLL CALL:

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

City staff in attendance; Deputy City Clerk Middaugh, City Attorney Revore

PLEDGE OF ALLEGIANCE:

Led by Lewis

ABSENCE OF COUNCIL MEMBERS:

All Council Members were present

PUBLIC COMMENT:

Jodee Pruden -

DISCUSSION ITEMS:

a. Recruitment of New City Manager

After City Manager Hillard submitted his resignation on November 25, 2025, Mayor Lewis called a special meeting to begin the recruitment process, asking Mayor Pro Tem Duweck to help lead it as he had in the previous search. Duweck contacted James Freed of the Pivot Group—the recruiter used last time—and confirmed that Freed was available, would honor last year’s rates, and already had potential candidates in mind. He shared prior search documents with the council.

Council then held a lengthy discussion that revealed a clear divide.

A few council members in favor of hiring the PIVOT Group immediately to move quickly before Mr. Hillard’s February 3rd

departure, citing the firm’s past performance, competitive cost, and the need to maintain city momentum.

While the other few members urged slowing down, expressing concern about the process feeling rushed or handled outside public meetings, wanting to review more options, and raising questions about recurring turnover in the city manager role.

Motion by Christensen supported by Rodriguez to table to the motion of hiring PIVOT Group to assist in the search for a new City Manager. Carried; Yea 3; Nay 4; Absent 0

Motion by Duweck supported by Scott to hiring PIVOT Group to assist in the search for a new City Manager. Carried; Yea 4; Nay 3; Absent 0

PUBLIC COMMENT:

No Comments

STAFF COMMENTS:

No Comments

MAYOR AND COUNCIL COMMENTS:

Council member Chin shared there will be service reductions at Eaton County Transportation Authority beginning January 12, 2026

A few council members expressed concerns about the reasons the City Manager is resigning.

Mayor Lewis mentioned he will be setting up a meeting in two weeks to discuss internal council policies to address some of the operational concerns raised by council members regarding how the council works together.

ADJOURN:

Motion by Christensen supported by Chin to adjourn at 11:15 a.m. Carried. Yea 7; Nay 0; Absent 0

Respectfully submitted,
Mikayla Middaugh, Deputy City Clerk



To: Honorable Mayor Lewis and City Council Members
From: Robert Hillard, City Manager
Date: December 5, 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

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

Community Development

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

Neighborhood Enrichment

Housing Strategy Review
Street Plan Review
Bennett Park Improvements Review

Recycling Center Review Update

The City Manager met with Quinn Underwood, Charlotte Recycling Coordinator, and discussed recycling and the decision of the County to eliminate the previous solid waste grant program. Other municipalities in Eaton County are either closing or eliminating the option to service township residents for recycling services. We believe there may be an opportunity to collect more recycling material and potentially gain financially as a result. We will continue to monitor the recycling budget to determine whether this is the case, and develop a recommendation on future decisions related to the recycling center.

Defined Benefit Program Review Update

The City Manager has been in contact with Marne Daggett, Regional Relationship Manager, Municipal Employees' Retirement System of Michigan (MERS), to discuss the Charlotte Employee Retirement Program. As a result, I asked the Finance Department to process the \$150,000 contribution included in the 2025/2026 Fiscal Budget so this can be counted toward the Calendar Year 2025 MERS Evaluation for the City of Charlotte. This should assure that the recalculated expected funded ratio for Charlotte should stay above 60% which is the State limit to stay in compliance. Further, I reviewed the latest evaluation in order to see what options are available to reduce employee retirement liability for the City. If the City wants to move all the employees presently in the hybrid category to a defined compensation program similar to the City Manager, we have the potential to save an estimated \$120,000 annually. The City Council can make this change for non-union employees through an employee policy amendment. For union employees, this could be addressed in the upcoming union contracts which are scheduled in the next two to four years.

City Council Chamber Sound and Video Review Update

The Fire Department has scheduled an IT company and a carpet contractor from December 24th through January 9th for improvements to the Council Chambers. There could be potential disruptions related to broadcasting and room capability during this time. If the City Council or other groups desire to hold meetings in the Council Chambers during this time, please contact the Fire Department to make sure the room is available.

Economic Development Plan Review Update

Salena Benavidez, Community Development Director, is preparing a PowerPoint presentation to review Economic Development items from the Charlotte Master Plan. This should provide an advanced review of the efforts the City is pursuing related to this subject. Economic Development is an identified objective in "The Framework". I anticipate this presentation will be scheduled during the Winter of 2026 with the City Council.



CHARLOTTE FIRE DEPARTMENT & RURAL FIRE ASSOCIATION

Tyger Fullerton - Fire Chief

111 E. Lawrence Ave., Charlotte MI 48813

Ph. 517-543-0241



CFD Monthly Report

TO: City Manager Hillard
FROM: Tyger Fullerton
DATE: December 5th, 2025
SUBJECT: CFD Monthly Report

Fire Department Activities

- November 2025: 185 total runs – 1,872 runs YTD (on average, one run every 3.9 hours)
- Conducted monthly volunteer training for department members.
- Partnered with the Department of Public Works to decorate the community Christmas Tree, participated in the Lighted Parade, and brought Santa to the City.
- Continued coordination with Eaton County and the Eaton County Fire Training Committee on the construction of a Live Burn Training Facility in Charlotte.
 - The MOU with Eaton County for construction is currently in process.
 - Tentative goal: order the Live Burn Facility by the end of the year (awaiting final liability insurance; an agreement with the City of Charlotte will follow).
- Ongoing work on City Hall HVAC upgrades and Council Chambers remodel.
- AFG grant award bids were received and recommendation sent to City Council for approval.
- The new Rural Fire Agreement has been signed by both parties and is now in effect.
- Carmel Township Agreement discussions are progressing positively; the goal is to have the agreement finalized by early January 2026.
- We have stated taking information for the Christmas Kiddies Program, anyone that needs assistance proving gifts for kids (Within the CFD coverage area) – Call the fire station at 517-543-0241.

Zoning / Code Administration / Rental Inspections

- The December Planning Commission meeting was held. The Revised Zoning Ordinance was presented for review, with a work session planned for January 2026.
- Continued collaboration with the City Attorney and Eaton County District Court on code-enforcement-related matters.
 - Active efforts are ongoing to bring several non-compliant properties into compliance with City Code.
- Code Enforcement Officers are focusing on sidewalk snow ordinance enforcement and learning the new BS&A Cloud System.
- Transition to BS&A Cloud:
 - Several days of staff training completed.
 - No standard monthly reports were generated due to the transition process.
- RFP for Building Department Services has been received. Staff are currently reviewing responses and preparing a recommendation for presentation by January 2026.



Memo

To: Honorable Mayor Lewis; City Council
From: Mikayla Middaugh, Deputy City Clerk
Date: December 3, 2025
Re: Claims and Expenditures for Council approval on December 8, 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 23, 2025	\$1,616.16
HRA Insurance claims week of November 30, 2025	\$404.30
Payroll paid November 28, 2025	\$332,286.15
Invoiced claims as of December 3, 2025	\$254,573.87

Total	<u>\$588,880.48</u>
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Suggested Motion

Motion to approve Claims and Expenditures in the amount of **\$588,880.48**

INVOICE APPROVAL (BY INVOICE) FOR CHARLOTTE CITY

INVOICE ENTRY DATES 11/20/2025 - 12/04/2025

POSTED AND UNPOSTED OPEN

BANK ACCOUNTS: POOL - INDEPENDENT BANK GENERAL ACT

Invoice Number	Bank Account	Description	Amount
01673 ALEXANDER CHEMICAL CORPORATION			
100280	POOL	FLUORIDE	64.00
101527	POOL	FLUORIDE	60.00
102515	POOL	FLUORIDE	54.00
99784	POOL	FERRIC CHLORIDE 4/1/25 - 3/31/26	10,700.74
Total For: ALEXANDER CHEMICAL CORPORATION			10,878.74
01764 AMAZON CAPITAL SERVICES			
117G-H173-Q7N7	POOL	ACCOUNT # A264N6SLCWDWHU (FIRE) CLEANING SUPPLIES CIT	196.60
171X-R3RF-N6RK	POOL	ACCOUNT # A264N6SLCWDWHU (FIRE) 3 RING BINDERS	35.96
1C6F-XQVQ-PGDV	POOL	ACCOUNT # A264N6SLCWDWHU (FIRE) ZIP TIES	53.98
1C9V-GWV7-FQ6D	POOL	ACCOUNT # A264N6SLCWDWHU (DPW) PULL START RECOIOL STA	14.95
1CCP-PTH1-HJXH	POOL	ACCOUNT # A264N6SLCWDWHU (FIRE) DRIVEWAY MARKERS	74.99
1D7Y-HJQ9-GKDN	POOL	ACCOUNT # A264N6SLCWDWHU (FIRE)	109.97
1DK6-Y93X-1R4J	POOL	ACCOUNT # A264N6SLCWDWHU (FIRE) KITCHEN APPLIANCE REP	57.60
1L7H-H4WF-G4YW	POOL	ACCOUNT # A264N6SLCWDWHU (DPW) EXTENSION CABLE, WEBCA	64.80
1L91-PMTX-L14C	POOL	ACCOUNT # A264N6SLCWDWHU (DPW ADMIN) CHRISTMAS LIGHTS	197.89
1QCQ-LLJY-JXYR	POOL	ACCOUNT # A264N6SLCWDWHU (FIRE) SANDER & SAND PAPER	129.11
1TR7-LP77-9DQ3	POOL	ACCOUNT # A264N6SLCWDWHU (DPW) SUPERGLUE	7.99
1V1R-JGGQ-6XWQ	POOL	ACCOUNT # A264N6SLCWDWHU (FIRE) SPEAKER MOUNT WEST SI	77.58
1XYX-9XNM-9CHK	POOL	ACCOUNT # A264N6SLCWDWHU (DPW) PAPER	27.04
Total For: AMAZON CAPITAL SERVICES			1,048.46
02036 AMAZON CAPITAL SERVICES			
1XF7-LJ3K-PPNR	POOL	ACCT # A1K517P63NLQUT(POLICE) COTTON SWABS	16.18
1YYR-LMXQ-JGCC	POOL	ACCT # A1K517P63NLQUT(POLICE) TACTICAL RAIL MOUNTED	15.29
Total For: AMAZON CAPITAL SERVICES			31.47
01665 AMBS CALL CENTER			
251100253	POOL	12/01/2025 TO 12/31/2025	143.54
Total For: AMBS CALL CENTER			143.54
02108 ASSESSING SOLUTIONS INC.			
CHARLOTTECITY25-12	POOL	ASSESSOR CONTRACT 5/25 - 4/26	3,866.25
Total For: ASSESSING SOLUTIONS INC.			3,866.25
01635 AT&T LONG DISTANCE			
517543887711	POOL	OCT 14 - NOV 13, 2025	65.29
OCT 14- NOV 13	POOL	DPW CALLOUT	56.08
Total For: AT&T LONG DISTANCE			121.37
01632 AT&T			
4085722118	POOL	PUMPHOUSE & AIRPORT	284.94
Total For: AT&T			284.94
01630 AUTO GEM DISTRIBUTING			
15224	POOL	SPRAY CLEANER	87.50
Total For: AUTO GEM DISTRIBUTING			87.50
01608 BARYAMES CLEANERS, INC			
BN1615-12.01.2025	POOL	FIRE DEPARTMENT DRY CLEANING	228.60
Total For: BARYAMES CLEANERS, INC			228.60
01600 BECKETT & RAEDER			
20251209	POOL	CHARLOTTE MASTER PLAN	3,479.85
20251211	POOL	DDA DEVELOPMENT PLAN AND TIF PLAN CONTRACT	549.00
Total For: BECKETT & RAEDER			4,028.85
01594 BESCO WATER TREATMENT			
931738350	POOL	AIRPORT 30 DF SOFTENER	55.00
Total For: BESCO WATER TREATMENT			55.00
02265 BROWNELL, CHRISTINA			
11.20.2025	POOL	CANCELLATION OF CAMP FRANCES- REIMBURSEMENT	70.00
Total For: BROWNELL, CHRISTINA			70.00

INVOICE APPROVAL (BY INVOICE) FOR CHARLOTTE CITY

INVOICE ENTRY DATES 11/20/2025 - 12/04/2025

POSTED AND UNPOSTED OPEN

BANK ACCOUNTS: POOL - INDEPENDENT BANK GENERAL ACT

Invoice Number	Bank Account	Description	Amount
01555 BYRUM ACE HARDWARE			
490086	POOL	(DPW) BATHROOM PAINT	27.96
490221	POOL	(DPW) STEEL WOOL, CABLE TIES	34.56
490316	POOL	(DPW) HOOKS, CLAMPS, FUNNEL	51.51
491177	POOL	(DPW) SANDPAPER, PAINT BRUSH, SPRAY PAINT, DROPCLOTH	72.10
491568	POOL	(DPW) SPARKPLUG	3.99
491577	POOL	LIGHTS TO SHINE ON SANTA	44.97
491781	POOL	(DPW) FASTENERS, SUPERGLUE, GORILLA GLUE, USB CHARGER	87.30
491930	POOL	(DPW) ELECTRICAL TAPE	4.77
491937	POOL	(DPW) PAINT ROLLER, RESPIRATOR	48.98
491998	POOL	(DPW) LED BULBS	30.97
492087	POOL	(DPW) WALLPLATE	3.59
492507	POOL	(CARA) EXTENSION CORDS	26.98
492612	POOL	(DPW) PAINT SCRAPER, SPRAY PAINT	52.96
492746	POOL	(FIRE) BONDO	11.99
492839	POOL	RETURN PRODUCT INVOICE #492507	(10.00)
492955	POOL	(FIRE) ROPE	13.99
492960	POOL	(POLICE) CABLE TIES	9.99
492971	POOL	(DPW) PAINT SUPPLIES	115.96
493219	POOL	(DPW) SPARK PLUGS, CABLE TIES, PAINT TRAY, WIRE BRUSH	54.52
Total For: BYRUM ACE HARDWARE			687.09
02264 CALLAHAN, BRIAN M			
11.20.2025	POOL	BOOTS (BALD & TORN)	138.32
Total For: CALLAHAN, BRIAN M			138.32
02224 CHRISTENSEN, JEFFREY			
12.9.2025	POOL	MICHIGAN DOWNTOWN ASSOC. ANNUAL CONVENTION	162.40
Total For: CHRISTENSEN, JEFFREY			162.40
01465 COUNTY JOURNAL, THE			
293167	POOL	STAY INFORMED WITH CITY ALERTS	43.80
296322	POOL	JOB POSTING - POLICE SECRETARY	97.00
296323	POOL	JOB POSTING - POLICE SECRETARY	97.00
296324	POOL	JOB POSTING - CITY CLERK	68.20
296325	POOL	JOB POSTING - CITY CLERK	68.20
296484	POOL	RFP SEALED BIDS - COMPLETE BUILDING & TRADE INSPECTIO	80.30
296581	POOL	NOTICE OF PUBLIC HEARING - SNOW REMOVAL ASSESSMENT PA	688.14
296582	POOL	NOTICE OF PUBLIC HEARING - SNOW REMOVAL ASSESSMENT PA	419.95
296816	POOL	SEALED BID - TURNOUT FIREFIGHTING GEAR & EQUIPMENT	89.90
296822	POOL	JOB POSTING - CITY CLERK	68.20
296993	POOL	SEALED BIDS - IT MANAGED SERVICES	89.90
296994	POOL	SEALED BID - BIO-SOLIDS SOIL INJECTION	80.30
296995	POOL	SEALED BIDS - BULK FERRIC CHLORIDE	89.90
Total For: COUNTY JOURNAL, THE			1,980.79
01429 DELAU FIRE & SAFETY INC			
384309	POOL	ANNUAL AIRPORT FIRE EXTINGUISHERS TESTING	600.00
Total For: DELAU FIRE & SAFETY INC			600.00
01414 DORNBOS SIGN & SAFETY INC.			
INV84336	POOL	STREET SIGNS	69.20
INV84431	POOL	OAK PARK SIGN	249.00
SO179944	POOL	COUNCIL CHAMBER SIGNS	431.00
Total For: DORNBOS SIGN & SAFETY INC.			749.20
01381 ELECTRICAL TERMINAL SERVICES			
2406083-00	POOL	HEAVY DUTY CABLE TIES	32.87
Total For: ELECTRICAL TERMINAL SERVICES			32.87
01375 ELHORN ENGINEERING COMPANY			
309020	POOL	PHOSPHATE	5,110.00
Total For: ELHORN ENGINEERING COMPANY			5,110.00
01371 ENERCO			
INV025654	POOL	CHEMICAL WATER TREATMENT & SERVICES FOR STEAM BOILER	2,100.00
Total For: ENERCO			2,100.00
01358 FAMILY FARM & HOME			
002090/C	POOL	TARPS	137.99
Total For: FAMILY FARM & HOME			137.99

INVOICE APPROVAL (BY INVOICE) FOR CHARLOTTE CITY

INVOICE ENTRY DATES 11/20/2025 - 12/04/2025

POSTED AND UNPOSTED OPEN

BANK ACCOUNTS: POOL - INDEPENDENT BANK GENERAL ACT

Invoice Number	Bank Account	Description	Amount
01322 GALE BRIGGS, INC. M3640	POOL	CONCRETE, CHLORIDE	347.75
Total For: GALE BRIGGS, INC.			347.75
02248 GRAINGER 9715444858	POOL	ELECTROMECHANICAL TIMER	92.76
9722890507	POOL	INLINE STRAINER	28.39
Total For: GRAINGER			121.15
01297 H2O COMPLIANCE SERVICES INC 00010532	POOL	CROSS CONNECTION PROGRAM	1,328.40
Total For: H2O COMPLIANCE SERVICES INC			1,328.40
02037 HASSEL FREE FUEL, INC CFSI-12713	POOL	ACCNT #010107 (DPW/WWTP) FUEL	3,290.48
Total For: HASSEL FREE FUEL, INC			3,290.48
01970 HOPKINS MECHANICAL SERVICES, LLC H25310.2	POOL	DOWNTOWN RADIANT HEATER REPAIR	3,610.00
Total For: HOPKINS MECHANICAL SERVICES, LLC			3,610.00
01195 KONICA MINOLTA BUSINESS 505204636	POOL	11/17/2025 - 12/16/2025	67.08
Total For: KONICA MINOLTA BUSINESS			67.08
01182 LANSING UNIFORM COMPANY 108695-A	POOL	UNIFORM PATCHES	375.00
Total For: LANSING UNIFORM COMPANY			375.00
01988 LANSING WELDING, INC. 6712	POOL	PARTS FOR PLOW	486.00
Total For: LANSING WELDING, INC.			486.00
01173 LEA'S AUTO BODY 10394	POOL	OIL CHANGE ON UNIT #410	93.49
Total For: LEA'S AUTO BODY			93.49
02249 MACQUEEN P32495	POOL	BEARINGS, LOWER ROLLER	620.66
Total For: MACQUEEN			620.66
02072 MANER COSTERISAN 75513	POOL	MENTORSHIP AND ACCOUNT SUPPPORT, PROGRESS BILLING FO	17,100.00
Total For: MANER COSTERISAN			17,100.00
02144 MANNIK & SMITH GROUP, INC., THE 137941	POOL	PROJECT 401.2401467.000	791.00
Total For: MANNIK & SMITH GROUP, INC., THE			791.00
01047 MATT GRIFFITH, MWEA LOCAL #7 12.02.2025	POOL	CHRISTMAS LUNCHEON	160.00
Total For: MATT GRIFFITH, MWEA LOCAL #7			160.00
01120 MERS 00173513-1	POOL	MERS WAGES	150,000.00
Total For: MERS			150,000.00
02146 MICROTECH SERVICES, INC 36673	POOL	LENOVO GEN 5 DESKTOP COMPUTER	1,266.05
36716	POOL	ON SITE BRITTANY WORKSTATION	125.00
36717	POOL	REPLACED USB HUB MARY'S DESK, BACKUP BRITTANY'S MACHIN	275.00
36718	POOL	LENOVO GEN 2 LAPTOP	1,044.08
36722	POOL	INSTALL COMPUTERS IN SQUAD ROOM	300.00
36723	POOL	ONSITE LABOR AT AIRPORT	200.00
36725	POOL	INSTALL 12 WORKSTATIONS ON DOMAIN	250.00
36726	POOL	PRINTER SET UP WEST SIDE	100.00
36727	POOL	DETERMINE VM SETTINGS & INSTALL HORIZON (POLICE DEPAR	75.00
Total For: MICROTECH SERVICES, INC			3,635.13
01063 MOORE & BRUGGINK INC 210204.2-2	POOL	TERTIARY FILTERS-DESIGN PHASE	9,290.03
Total For: MOORE & BRUGGINK INC			9,290.03

INVOICE APPROVAL (BY INVOICE) FOR CHARLOTTE CITY

INVOICE ENTRY DATES 11/20/2025 - 12/04/2025

POSTED AND UNPOSTED OPEN

BANK ACCOUNTS: POOL - INDEPENDENT BANK GENERAL ACT

Invoice Number	Bank Account	Description	Amount
02255 NAPA AUTO PARTS			
287228	POOL	BATTERY & CORE	128.89
287653	POOL	TURN SIGNAL LAMP	5.15
Total For: NAPA AUTO PARTS			134.04
02263 NDS PAINTING			
11.21.2025	POOL	PAINTING COUNCIL CHAMBERS	2,500.00
Total For: NDS PAINTING			2,500.00
01908 QUADIENT LEASING USA, INC.			
Q2103384	POOL	SEPT 15, 2025 TO DEC 14, 2025	539.79
Total For: QUADIENT LEASING USA, INC.			539.79
00935 ROCHESTER CREATIONS			
5003	POOL	CHERI C UNIFORM	55.00
Total For: ROCHESTER CREATIONS			55.00
00913 SANBORN SIGNCRAFTERS			
51550	POOL	TRAILER AND 314 DECALS	3,600.00
Total For: SANBORN SIGNCRAFTERS			3,600.00
02212 SCANSOURCE, INC			
5500019324	POOL	NOV. 2025	2,044.99
Total For: SCANSOURCE, INC			2,044.99
00879 SMITH, ADAM			
2571376	POOL	BOOT ALLOWANCE	250.00
Total For: SMITH, ADAM			250.00
01424 STATE OF MICHIGAN			
11378346	POOL	NPDES ANNUAL PERMIT FEE MUNICIPAL MAJOR	5,500.00
Total For: STATE OF MICHIGAN			5,500.00
02242 SUPERFLEET MASTER CARD PROGRAM			
FB749-12.01.2025	POOL	POLICE FUEL	3,750.47
Total For: SUPERFLEET MASTER CARD PROGRAM			3,750.47
00847 SWANSON ELECTRIC			
1548.67	POOL	REPAIRS TO SIGNAGE & POST LIGHTS	413.00
Total For: SWANSON ELECTRIC			413.00
00820 TRACE ANALYTICAL LABORATORIES			
5100791	POOL	2025 ANNUAL TESTING (CHARLOTTE ANODIZING)	914.75
5110750	POOL	WATER ANALYSIS	156.00
Total For: TRACE ANALYTICAL LABORATORIES			1,070.75
00808 TSC TRACTOR SUPPLY			
70346	POOL	SOFTENER SALT	358.50
Total For: TSC TRACTOR SUPPLY			358.50
00791 USA BLUE BOOK			
INV00893046	POOL	LAB SUPPLIES	4,327.62
INV00894059	POOL	SLUDGE METER	474.68
Total For: USA BLUE BOOK			4,802.30
00777 WALDRON FUELS LLC			
09377	POOL	FUEL	1,183.24
Total For: WALDRON FUELS LLC			1,183.24
02226 WESTECH ENGINEERING, LLC			
PS-INV107971	POOL	TRICKLING FILTER DRIVE	1,182.12
Total For: WESTECH ENGINEERING, LLC			1,182.12
00761 WILLIAMS FARM MACHINERY, INC.			
44061	POOL	CHAIN SAW CHAINS	40.00
44132	POOL	SPARK PLUGS	14.63
44280	POOL	319 PLOW PARTS	11.04
Total For: WILLIAMS FARM MACHINERY, INC.			65.67
00758 WINDEMULLER			
246945	POOL	TROUBLESHOOT CONTROLS	1,240.00
Total For: WINDEMULLER			1,240.00

INVOICE APPROVAL (BY INVOICE) FOR CHARLOTTE CITY

INVOICE ENTRY DATES 11/20/2025 - 12/04/2025

POSTED AND UNPOSTED OPEN

BANK ACCOUNTS: POOL - INDEPENDENT BANK GENERAL ACT

Invoice Number	Bank Account	Description	Amount
00774 WMCORPORATE SERVICES, INC 7488273-1846-4	POOL	REFUSE PICKUP	52.01
Total For: WMCORPORATE SERVICES, INC			52.01
02013 WOW! BUSINESS 11/11/25 TO 12/10/2	POOL	INTERNET GARAGE	49.99
Total For: WOW! BUSINESS			49.99
00749 YOUNGS, BRANDON 2671611	POOL	BOOT ALLOWANCE PER CONTRACT	228.95
Total For: YOUNGS, BRANDON			228.95
02262 Z FLAG STORE 0625-035	POOL	MEMORIAL MARKERS FD	1,693.50
Total For: Z FLAG STORE			1,693.50
Report Total:			254,573.87
PAYMENT TYPE TOTALS:			
EFT Transfer		121.37	
Paper Check		254,452.50	

CITY OF CHARLOTTE
RESOLUTION 2025-56
TO ESTABLISH THE MEETING DATES FOR THE 2026 CALENDAR YEAR

WHEREAS, pursuant to Public Act 267 of 1976 and the City Ordinance, it is required that the City Council establish and publish a schedule of regular meeting dates; and

WHEREAS, pursuant to City Charter, regular meetings of the City Council shall be held in the established Council chamber in the City Hall on the second and fourth Monday of each calendar month at 7:00 p.m.; and

WHEREAS, the Planning Commission regular meetings are held on the 1st Tuesday of each calendar month at 7:00 p.m. in Council chambers; and

WHEREAS, the Downtown Development Authority meetings are held on the 3rd Tuesday of each calendar month at 6:30 p.m. in Council chambers; and

WHEREAS, the Parks Advisory meetings are held on the 3rd Tuesday of each calendar month at 7:00 p.m. in the Community room on the basement floor at City Hall; and

WHEREAS, The Airport Authority meetings are held on the 3rd Monday of the calendar months January, April, July, and October at 8:00 a.m. in the Fitch H. Beach airport terminal; and

WHEREAS, due to conflicts with the city's observed holiday schedule, the City Council meeting that falls on Memorial Day, Monday, May 25, will be held on Tuesday, May 26, 2026; and

WHEREAS, similarly, the Airport Advisory meeting that falls on Presidents Day, Monday, January 19, 2026, will be held on Monday, January 26, 2026; and

WHEREAS, similarly, the Planning Commission meetings that fall on Election Day August 4, 2026 and November 3, 2026 will be held on August 11, 2026 and October 27, 2026, respectively;

NOW, THEREFORE, BE IT RESOLVED, that the following meeting dates for the City Council and affiliated Boards and Commissions of the City of Charlotte for the 2026 calendar year are hereby established:

CITY OF CHARLOTTE					
2026 CITY MEETING DATES					
	CITY COUNCIL 7 PM	PLANNING COMMISSION 7 PM	DOWNTOWN DEV. AUTH. 6:30 PM	PARKS ADVISORY 7 PM	AIRPORT ADVISORY 8 AM
JANUARY	12 & 26	6	20	20	26*
FEBRUARY	9 & 23	3	17	17	
MARCH	9 & 23	3	17	17	
APRIL	13 & 27	7	21	21	20
MAY	11 & 26*	5	19	19	
JUNE	8 & 22	2	16	16	
JULY	13 & 27	7	21	21	20
AUGUST	10 & 24	11*	18	18	
SEPTEMBER	14 & 28	1	15	15	
OCTOBER	12 & 26	6	20	20	19
NOVEMBER	9 & 23	Oct. 27*	17	17	
DECEMBER	14 & 28	1	15	15	
LOCATION	A	A	A	B	C
*noted date change A - Council Chambers - City Hall 111 E. Lawrence Ave. - Top floor B - Community Room - West Side Fire Station 911 W. Shepherd St. C - Airport Terminal - Fitch H. Beach Airport - 1325 Island Hwy.					

(insert picture of the calendar here)

BE IT FURTHER RESOLVED, that the City Clerk is hereby directed to publish the 2026 meeting schedule in *The County Journal* and post a copy of the schedule at City Hall.

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

CERTIFICATION

I, Mikayla Middaugh, Deputy City Clerk for the City of Charlotte, County of Eaton, State of Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution duly adopted by the City Council of the City of Charlotte during its regular meeting held on December 8, 2025, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being 1976 P.A. 267, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

**CITY OF CHARLOTTE
RESOLUTION 2025-56**

Middaugh, Deputy City Clerk

Mikayla

**CITY OF CHARLOTTE
RESOLUTION 2025-56**

**Memo**

To: Honorable Mayor Lewis and City Councilmembers

From: Robert Hillard, City Manager

Date: December 5, 2025

Re: City Council Purchase Recommendation

Background

The City Council requested the City Manager provide a recommendation on vendor contracts that reflect final costs above City Council approval. The primary purpose of the recommendation is how to address these circumstances. Presently, the City Council is required to approve purchases over \$20,000. All other purchases are handled either directly through the City Manager (\$10,001 - \$20,000) or Department Head (\$0.00 - 10,000). The City Manager would recommend that any previously approved purchases by the City Council be authorized by the City Manager if it does not exceed 10% up to \$20,000 of the original approval. All other amounts above this parameter would need to be authorized by the City Council.

Financial Impact

This recommendation will reduce administration costs of the City.

Motion

Motion to authorize the City Manager to approve all previously authorized purchases by the City Council if the additional amount does not exceed 10% up to \$20,000 of the original approval. All other amounts above these parameters are required to be authorized by the City Council.

Lansing

313 S. Washington Square
Lansing MI 48933

Detroit

333 W. Fort Street – Suite 1400
Detroit MI 48226

Walter S. Foster
1878-1961
Richard B. Foster
1908-1996
Theodore W. Swift
1928-2000
John L. Collins
1926-2001
Webb A. Smith
1938-2025

Charles A. Janssen
Charles E. Barbieri
Scott L. Mandel
Michael D. Sanders
Brent A. Titus
Brian G. Goodenough
Matt G. Hrebec
Deanna Swisher

Thomas R. Meagher
Douglas A. Mielock
Scott A. Chernich
Paul J. Millenbach
Dirk H. Beckwith
Brian J. Renaud
Lynwood P. VandenBosch
Lawrence Korolewicz
James B. Doezeema
Anne M. Seurnyck
Michael D. Homier
Scott H. Hogan
Benjamin J. Price
Michael R. Blum
Jonathan J. David
Andrew C. Vredenburg
Julie I. Fershtman
Todd W. Hoppe
Jennifer B. Van Regenmorter

Thomas R. TerMaat
Frederick D. Dilley
David R. Russell
Joel C. Farrar
Laura J. Genovitch
Karl W. Butterer, Jr.
Mindi M. Johnson
Ray H. Littleton, II
Anna K. Gibson
Nicholas M. Oertel
Alicia W. Birach
Adam A. Fadly
Michael J. Liddane
Ryan E. Lamb
Clifford L. Hammond
Matthew S. Fedor
Andrea Badalucco
Stefania Gismondi
Leslie A. Abdoo

Julie L. Hamlet
Michael C. Zahrt
Mark T. Koerner
Warren H. Krueger, III
Taylor A. Gast
Thomas K. Dillon
Robert A. Hamor
Jacquelyn A. Dupler
Dora A. Brantley
James F. Anderton, V
Sara L. Cunningham
Michael A. Cassar
Alexander S. Rusek
Amanda J. Dernovshek
Brandon M. H. Schumacher
Bryan Cermak
Kevin J. Roragen
Allison M. Collins
Steven J. Tjapkes

Erica E.L. Huddas
Jennifer L. Montasir
Mikhail Murshak
Courtney G. Agrusa
Benjamin M. Williams
Rachael Kuilema Klein
Michael R. Kluck
Gabrielle C. Lawrence
Kelly Reed Lucas
Paula K. Manis
Michael G. Oliva
Jeffrey S. Theuer
Lino A. Taormina
Jeffrey G. Schultz
Amanda S. Marinkovski
Alaina M. Nelson
Anthony M. Dalimonte
Nicholas J. Stock, II
Keith T. Brown

Grand Rapids

1700 E. Beltline NE – Suite 200
Grand Rapids MI 49525

Mallory E. Reader
Dina D. Kashat
Danielle N. Herman
Lindsey M. Mead
Destiny R. Hughes
Samantha L. Diamond
McKenna S. Rivers
Melanie A. Assad
Matthew C. Murray
Mackenzie M. Almossian
Patrick E. Quinn
James A. Ryan
Charles R. Sarchet
Rachel A. Conner
Olivia K. Reid
Allison N. Shudark
Badri Yono, Jr.
Lisa V. Gallagher

Writer's Direct Phone: 616.726.2238

Fax: 616.726.6813

Reply To: Grand Rapids

Email: LGenovitch@fosterswift.com

December 2, 2025

Via Email: rhillard@charlottemi.org

Robert Hillard – City Manager
City of Charlotte City Council
111 E. Lawrence Ave.
Charlotte, MI 48813

Re: Waiver of Conflict of Interest – Fire Protection Services Contract with Carmel Township

Dear Charlotte City Council:

Our firm represents Carmel Township (“Township”) and has been asked to review a Fire Protection Services Contract with the City of Charlotte (“City”) that would provide fire protection services in the Township. Because Foster, Swift, Collins & Smith previously represented the City in other unrelated matters, our acceptance of the Township’s request for representation could, without your consent, present an ethical conflict under Michigan Rule of Professional Conduct 1.7.

Under the applicable rule, a lawyer who has formerly represented a client in a matter shall not thereafter represent another person in the same or a substantially related matter in which that person's interests are materially adverse to the interests of the former client unless the former client consents after consultation. The lawyer also must not use information relating to the representation to the disadvantage of the former client or reveal information relating to the representation except as otherwise allowed under the rules.

While the City’s consent is not strictly required under Rule 1.9, we are writing to request that the City agree to waive the potential conflict and consent to our representation on this matter. Carmel Township has already signed a conflict waiver.

Robert Hillard – City Manager

December 2, 2025

Page 2

If you have any questions concerning any potential conflict, please do not hesitate to contact me or consult with your own separate counsel concerning the matters discussed in this letter. If our firm's representation of the Township on this matter is acceptable, please sign below and return a copy to me.

ACCEPTANCE AND CONSENT:

The undersigned consents and agrees to the representation of Carmel Township by Foster, Swift, Collins & Smith, PC in connection with the potential Fire Protection Services Contract with the City. The undersigned further agrees to waive any conflict arising from such representation and waives any claims, causes of action, or damages against Foster, Swift, Collins & Smith, PC and/or its attorneys relative to such conflict of interest or representation.

CITY OF CHARLOTTE

By: _____

Robert Hillard

Its: Manager

Dated: _____, 2025

Very truly yours,

FOSTER SWIFT COLLINS & SMITH PC

/s/ Laura J. Genovich

Laura J. Genovich

LJG:jrf



Memo

To: City Council
From: Stephanie Whitney - Director of Public Works
Date: December 04, 2025
Re: Well #6 – Emergency Pump Repair & Re-Installation

Dear City Council Members,

Well #6 is one of the three wells that supply drinking water to the City of Charlotte. During this year's annual pump testing, well #6 showed a substantial loss in capacity. Because the cause of the issue was unknown and the well is essential to maintaining reliable water service, staff proceeded with an **emergency removal and inspection** by Peerless Midwest.

A video inspection revealed significant buildup in the well casing and screen, requiring immediate cleaning. After cleaning, a second inspection confirmed that the casing and screen were restored to operational condition.

Peerless Midwest's evaluation determined that two 21-foot sections of drop pipe, pitless O-rings, the check valve, wear rings, and the bowl shaft required replacement, and the impeller hubs needed trimming. **Due to the need to return the well to service quickly, these repairs were completed immediately as an emergency purchase.**

This project was budgeted for FY 25/26 under **GL 510-562.000-810.000**, with **\$140,000.00** allocated.

Financial Impact & Recommendation

The total cost for the removal, cleaning, repairs, and re-installation of Well #6 is **\$50,472.26**, which is within the approved FY 25/26 budget allocation.

Staff recommends that City Council **acknowledge the emergency nature of the work and authorize payment to Peerless Midwest, Inc.** for the completed repairs and re-installation, ensuring continued reliable drinking-water service.



Memo

To: City Council
From: Stephanie Whitney - Director of Public Works
Date: December 04, 2025
Re: Authorization Needed for MDOT Permit – Banner Poles on Lansing Street

Dear City Council Members,

The City intends to install **two sets of poles on Lansing Street (from Harris to the I-69 interchange) to string banners across the roadway.**

Because this section of Lansing Street is within **MDOT highway right-of-way**, MDOT requires the City to complete its **Context Sensitive Solutions (CSS)** stakeholder-engagement process and submit a signed certification form before a permit can be issued.

Requested Action:

Council approval to:

1. Allow staff to conduct the required MDOT stakeholder notifications; and
2. **Authorize the DPW Director to sign MDOT's CSS certification form** on behalf of the City.

This authorization will allow us to proceed with the permit application for the banner-pole installation.

If you require assistance accessing this information or require it in an alternative format, contact the Michigan Department of Transportation's (MDOT) Americans with Disabilities Act (ADA) coordinator at www.Michigan.gov/MDOT-ADA.

Michigan Department
of Transportation
0525A (09/21)

Clear Form

CONTEXT SENSITIVE SOLUTIONS For Alternative Use of Highway Right-of-Way

In 2005, The Michigan State Transportation Commission formally adopted a Context Sensitive Solutions (CSS) process as an integrated part of the Michigan Department of Transportation (MDOT) mission to provide the highest quality integrated transportation services for economic benefit and improved quality of life. Under CSS, MDOT requests stakeholder dialogue to ensure that interchanges, bridges, other transportation projects, and alternative uses (Ex: aesthetic enhancements etc.) align with community goals, objectives and vision, and respect the scenic, aesthetic, historic, economic, and environmental character of the community.

Therefore, when an Eligible Entity is requesting an Alternative Use of the MDOT Highway Right-of-Way, the Eligible Entity must follow the CSS process by notifying and engaging stakeholders of the proposed alternative use prior to the submittal of a permit application to MDOT.

CSS Engagement Requirements

Due to the potential implications of allowing the Alternative Use within highway right-of-way, CSS engagement notifications should be made and comments solicited from the following public and stakeholder groups, as applicable:

- Regional recognized group¹
- Local government agencies, elected/appointed officials, and road commissions
- Adjoining landowners
- Native American Tribal Sovereign Nations
- U.S. Forest Service (USFS)
- General public and other groups

Note: Please provide a copy of this CSS Engagement notification to MDOT (not for comment purposes).

The Eligible Entity shall compile and provide all comments to MDOT from this CSS Engagement. Please note the above list is not all inclusive and other stakeholder groups may be applicable.

I HEREBY CERTIFY that the undersigned has solicited comments from all required stakeholders. A summary of the CSS Engagement comments is attached.

By the _____
(Name of Board, etc.)

of the _____ of _____
(Name of Eligible Entity) (County)

NAME (Print or Type Name)	TITLE	
SIGNATURE		DATE

¹ Regional recognized group - These groups must be acknowledged and recognized by the Eligible Entity having jurisdiction and a role that sets them apart from the Eligible Entity. They have common grounds of understanding and perspectives regarding rules and regulations to be followed when relating with one another.



Memo

To: City Manager Rob Hilard; Honorable Mayor Lewis; City Council
From: Christina Horton, Finance Director/Treasurer
Date: December 5, 2025
Re: Summary of Resolution No. 5a – Amendment to Downtown Sidewalk Snow Removal Special Assessment District

BACKGROUND

Resolution No. 5a addresses the Downtown Sidewalk Snow Removal Special Assessment District established under City Code Chapter 58, Section 58-116.

Following adoption of Resolution No. 5 on November 24, 2025, property owners Leo and Carol Morehouse of 212 Harris Street submitted a timely protest regarding their inclusion in the district. After review, City Manager Hilard determined the protest to be meritorious and that the boundaries of the district should be realigned. Resolution No. 5a amends the district to remove Parcel ID 200-000-019-030-01 (212 Harris Street) from the assessment roll.

RECOMMENDATION

Approve Resolution No. 5a to amend the Snow Removal Special Assessment District and update the special assessment roll to exclude the parcel at 212 Harris Street. This action aligns the district boundaries appropriately and reflects the Council's determination regarding the submitted protest.

FINANCIAL IMPACTS

The excluded parcel was originally assessed \$143.16 for the 2025–26 snow removal season. With removal of the parcel from the district, the City will now be responsible for covering this amount within the snow removal program budget.

SUGGESTED MOTION

“I move to approve Resolution No. 5a amending the Downtown Sidewalk Snow Removal Special Assessment District to exclude parcel 200-000-019-030-01 (212 Harris Street) and to confirm the amended special assessment roll as presented.”

RESOLUTION NO. 2025-58
SPECIAL ASSESSMENT PROJECT –
DOWNTOWN SIDEWALK SNOW REMOVAL

RESOLUTION NO. 5a

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, on November 24, 2025, the City Council adopted Special Assessment Project - Downtown Sidewalk Snow Removal Resolution No. 5, designating a special assessment roll, designating a district and confirming the tax roll; and

WHEREAS, Leo and Carol Morehouse, who reside at 212 Harris Street, timely protested their assessment as provided in the notice of hearing; and

WHEREAS, the City Council, after due consideration, determines that the protest is meritorious, and that it more properly realigns the district boundaries; and

WHEREAS, the Treasurer has not yet collected the tax, so that this resolution is timely and proper.

NOW, THEREFORE, BE IT RESOLVED that:

1. Said Snow Removal Special Assessment District shall be, and is hereby, amended to exclude the following parcel commonly known as 212 Harris Street, and legally identified and described below as follows:

PIN 200-000-019-030-01

Brief legal: LOT 3, BLOCK 19, O.P. CITY OF CHARLOTTE

2. The tax roll, as amended, shall be and 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.



Memo

To: Honorable Mayor Lewis; City Council
From: Paul Brentar, Chief of Police
Date: 12-04-2025
Re: Staff report on Flock Safety Cameras

Background

During the FY 24-25 budget, the council approved a one-year contract for the lease of 8 Flock cameras which were then installed. Since installation, the system has read over 950K vehicle plates and we are connected to 176 other systems throughout Michigan, Illinois, Indiana, & Ohio. Some of the highlighted alerts that we have received from the system are as follows:

- Wanted Persons- 64
- Stolen Plates- 39
- Stolen Vehicles- 24
- Missing Person- 1

We would have never known about this number of wanted persons or stolen vehicles/plates without the system.

Some highlights from the successes that we have had are as follows:

- Missing Elderly subject found at Meijer from Clinton County.
- Stolen firearm recovered after locating the suspect vehicle through Flock.
- Breaking and Entering/Home Invasion suspect located and arrested.
- Assault suspect located and arrested after identification through Flock.
- Recovery of Stolen Vehicles and Plates. Up 350% for 2025 compared to 2024.
- Missing Elderly/Alzheimer's subject from Eaton County located in Lansing 9 minutes after we searched for him and locating him on Lansing's cameras.
- Locating a vehicle used by a subject who was violating a Personal Protection Order.
- Locating suspects in Retail Fraud investigations.

We have conducted 139 searches of the system for various crimes. This ability drastically cuts down on the investigation time when trying to locate or identify suspects, as you can see from some of the highlights above.

The Flock cameras have proven to be an invaluable tool to the Police Department in assisting us in making the community safer overall.

Flock has provided a 5-year contract for your review at \$24K/year for a total of \$120,000 for the 8 cameras that we currently have.

Recommendation

I'm recommending that City Council approve the 5-year proposed contract from Flock.

Financial Impacts

\$24,000 per year for the next 5 years for a total of \$120,000.

Suggested Motion

City Council approves the 5-year proposed contract with Flock Safety in the amount of \$24,000 per year for a total of \$120,000, with funds available in GL # 101-301.000-810.000, Contractual Services.

Flock Safety + MI - Charlotte PD

Flock Group Inc.
1170 Howell Mill Rd, Suite 210
Atlanta, GA 30318

MAIN CONTACT:
Gena Hatch
gena.hatch@flocksafety.com

Created Date: 12/02/2025
Expiration Date: 01/01/2026
Quote Number: Q-176781
PO Number:



Quote

This document is for informational purposes only. Pricing is subject to change.

Bill To: 111 E Lawrence Ave Charlotte, Michigan 48813

Ship To: 111 E Lawrence Ave Charlotte, Michigan 48813

Billing Company Name: MI - Charlotte PD

Billing Contact Name:

Billing Email Address:

Billing Phone:

Subscription Term: 60 Months

Renewal Term:

Payment Terms: Net 30

Billing Frequency: Annual - First Year at Signing.

Hardware and Software Products

Annual recurring amounts over subscription term

Item	Cost	Quantity	Total
Flock Safety Platform			\$24,000.00
Flock Safety LPR Products			
Flock Safety LPR, fka Falcon	Included	8	Included

Professional Services and One Time Purchases

Item	Cost	Quantity	Total
One Time Fees			

Subtotal Year 1: \$24,000.00

Annual Recurring Subtotal: \$24,000.00

Discounts: -\$101,123.20

Estimated Tax: \$0.00

Contract Total: \$120,000.00

Taxes shown above are provided as an estimate. Actual taxes are the responsibility of the Customer. This is not an invoice – this document is a non-binding proposal for informational purposes only. Pricing is subject to change.

Discounts Applied	Amount (USD)
Flock Safety Platform	-\$101,123.20
Flock Safety Add-ons	\$0.00
Flock Safety Professional Services	\$0.00

Product and Services Description

Flock Safety Platform Items	Product Description
One-Time Fees	Service Description
Installation on existing infrastructure	One-time Professional Services engagement. Includes site & safety assessment, camera setup & testing, and shipping & handling in accordance with the Flock Safety Advanced Implementation Service Brief.
Professional Services - Standard Implementation Fee	One-time Professional Services engagement. Includes site and safety assessment, camera setup and testing, and shipping and handling in accordance with the Flock Safety Standard Implementation Service Brief.
Professional Services - Advanced Implementation Fee	One-time Professional Services engagement. Includes site & safety assessment, camera setup & testing, and shipping & handling in accordance with the Flock Safety Advanced Implementation Service Brief.

FlockOS Features & Description

FlockOS Features	Description
Community Network Access	The ability to request direct access to feeds from privately owned Flock Safety LPR cameras located in neighborhoods, schools, and businesses in your community, significantly increasing actionable evidence that clears cases.
Unlimited Users	Unlimited users for FlockOS
State Network (License Plate Lookup Only)	Allows agencies to look up license plates on all cameras opted into the Flock Safety network within your state.
Nationwide Network (License Plate Lookup Only)	With the vast Flock Safety sharing network, law enforcement agencies no longer have to rely on just their devices alone. Agencies can leverage a nationwide system boasting 10 billion additional plate reads per month to amplify the potential to collect vital evidence in otherwise dead-end investigations.
Law Enforcement Network Access	The ability to request direct access to evidence detection devices from Law Enforcement agencies outside of your jurisdiction.
Time & Location Based Search	Search full, partial, and temporary plates by time at particular device locations
License Plate Lookup	Look up specific license plate location history captured on Flock devices
Vehicle Fingerprint Search	Search footage using Vehicle Fingerprint™ technology. Access vehicle type, make, color, license plate state, missing / covered plates, and other unique features like bumper stickers, decals, and roof racks.
Insights & Analytics	Reporting tool to help administrators manage their LPR program with device performance data, user and network audits, plate read reports, hot list alert reports, event logs, and outcome reports.
Real-Time NCIC Alerts on Flock ALPR Cameras	Receive automated alerts when vehicles entered into established databases for missing and wanted persons are detected, including the FBI's National Crime Information Center (NCIC) and National Center for Missing & Exploited Children (NCMEC) databases.
Unlimited Custom Hot Lists	Ability to add a suspect's license plate to a custom list and get alerted when it passes by a Flock camera



CHARLOTTE FIRE DEPARTMENT & RURAL FIRE ASSOCIATION

Fire Chief – Tyger Fullerton

911 W. Shepherd St. Charlotte, MI 48813

Ph. 517-543-0241



TO: City Manager Hillard

FROM: Tyger Fullerton – Fire Chief

DATE: 12/4/2025

SUBJECT: FEMA Assistance to Firefighters Grant (AFG) – Turnout Gear Purchase

Background

During the October 13th City Council meeting, Council voted to authorize the Charlotte Fire Department to accept a FEMA Assistance to Firefighters Grant (AFG) award in the amount of \$218,181.19. As outlined in the memorandum provided to Council at that time, the City of Charlotte is required to contribute a 10% match totaling \$21,818.81, bringing the total project cost to minimum of \$240,000.00.

Bid Process

Following the acceptance, the Fire Department solicited sealed bids for the purchase of structural firefighting turnout gear and other PPE. Three vendors submitted proposals:

- **Axes and Irons** – \$230,002.00
- **Municipal Emergency Services (MES)** – \$229,165.00
- **PHOENIX Safety Outfitters** – \$3,000 per turnout set, plus \$15,012.74 for boots, no other equipment was priced

After review, the Fire Department recommends awarding the bid to Axes and Irons for the following reasons:

- The specifications for their turnout gear matched 100% of the requested criteria and will align with our existing gear sets.
- Axes and Irons is the department's current authorized dealer for this brand and model of gear, ensuring compatibility, consistency, and simplified warranty service.
- The department has maintained a strong working relationship with Axes and Irons over the past three years, with little to no issues in terms of product quality, delivery timelines, or customer support.

Vendor Coordination & Match Requirement

To satisfy the required 10% local contribution, the Fire Department has coordinated with Axes and Irons, who have agreed to provide additional gloves, helmets, and turnout gear at the same unit pricing as specified in their sealed bid. This ensures full compliance with FEMA's cost-share requirements while maximizing the total equipment received under the grant.

Collaborating Department

This FEMA award is a regional grant shared between the **Charlotte Fire Department** and the **Vermontville Fire Department**. Vermontville has also selected Axes and Irons as their preferred vendor. Their portion of the total project cost is estimated at \$60,000.00. Upon completion, Vermontville will be invoiced for their 10% local match following receipt of the final vendor invoice.

Financial Impact

This expenditure has already been budgeted and accounted for in the current fiscal year under:
GL Account: 206-336.000-738.000

During the budget process, the Fire Department budgeted **\$20,000** for fire gear replacement during the current year. In anticipation of this grant, the department held all turnout gear replacements, ensuring that the required 10% match is fully available within the existing budget.

With the successful acquisition of this FEMA AFG grant, the department will be able to significantly reduce future gear replacement costs over the next 5–10 years, providing long-term financial relief and improved equipment sustainability.

Recommendation

It is respectfully recommended that City Council approve the sealed bid from Axes and Irons and authorize the Fire Department to purchase turnout gear and related equipment at a cost not to exceed \$242,000.00 for the total project. Meaning, after the grant funds and Vermontville 10% contribution, Charlotte will be responsible for approximately \$18,000.00 or less.

This approval will allow the department to proceed with fulfillment of the FEMA AFG award requirements and ensure timely acquisition of the safety equipment for our personnel at a very low cost to our overall budget.

Please contact me with any questions.

Respectfully,

A handwritten signature in black ink, appearing to read "Tyger Fullerton", with a stylized flourish at the end.

Tyger Fullerton
Fire Chief
Charlotte Fire Department



CHARLOTTE FIRE DEPARTMENT & RURAL FIRE ASSOCIATION

Fire Chief – Tyger Fullerton

911 W. Shepherd St. Charlotte, MI 48813

Ph. 517-543-0241



TO:

City Manager Hillard

FROM:

Tyger Fullerton -Fire Chief & Dan Daly- Asst Chief.

DATE:

December 5, 2025

SUBJECT:

Adoption of the 2021 International Fire Code

Overview

Over the past year, the Charlotte Fire Department has worked closely with the City Attorney's Office to review, update, and prepare the 2021 International Fire Code (IFC) for formal adoption by the City of Charlotte. During this process, minor revisions were incorporated to align the code with existing City ordinances, operational practices, and established enforcement procedures. These updates ensure the new code reflects the City's best interests while maintaining consistency with current standards and implementation processes.

Background

The City previously adopted the 2021 International Property Maintenance Code (IPMC), which sets minimum standards for property conditions, life safety, and ongoing maintenance. The IFC and IPMC are designed to work in coordination, providing a unified and consistent framework for building safety, fire prevention, and hazard mitigation across all occupancies.

The 2021 IFC also includes comprehensive updates addressing modern technologies and emerging hazards, such as electric vehicles, battery energy storage systems, and renewable energy installations. These areas are more thoroughly covered in the IFC than in the NFPA provisions, providing improved guidance and enhanced safety for both the public and emergency responders.

Integration with Existing Standards

Adoption of the 2021 IFC will not replace or nullify existing National Fire Protection Association (NFPA) standards currently in effect. Both code sets will remain active and complementary. The NFPA codes will continue to guide equipment specifications and system maintenance, while the IFC provides the administrative, enforcement, and permitting framework at the local level. Together, these standards establish a robust and modern regulatory system that ensures consistency and clarity in fire safety and prevention practices.

Benefits of Adoption

- Establishes consistency between the City's adopted Property Maintenance and Fire Codes.
 - Enhances the City's ability to address contemporary fire safety issues such as energy storage, hazardous materials, and vehicle charging systems.
 - Strengthens enforcement and permitting provisions for greater operational efficiency.
 - Aligns the City with current State and national model code standards, reducing liability and improving coordination across departments.
 - Provides a foundation for improved code enforcement, plan review, and inspection processes.
 - Aligns the City's Fire Code with the same model code family as the Building Code, ensuring full compatibility between fire and building standards moving forward.
-

Recommendation

The Department recommends that City Council pass the first reading of the 2021 International Fire Code at the December 8, 2025, Council meeting and set a public hearing for a future meeting, at which time final adoption of the ordinance can be recommended.

This action will modernize the City's fire safety framework, enhance interdepartmental consistency with both the Property Maintenance and Building Codes, and ensure Charlotte remains aligned with national best practices in fire prevention, construction safety, and community risk reduction.

Respectfully,



Tyger Fullerton
Fire Chief
Charlotte Fire Department

CITY OF CHARLOTTE
RESOLUTION No. R2025-57
RESOLUTION TO INTRODUCE
ORDINANCE NO. 2025-09

The City of Charlotte City of Charlotte:

Introduction of the "Fire Code of the City of Charlotte" ordinance.

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

At a regular meeting of the Charlotte City Council held at City Hall, in the City of Charlotte, in the County of Eaton, State of Michigan, on the 8th day of December, 2025, at 7:00 o'clock in the PM.

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

Present: _____

Absent: _____

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

WHEREAS:

1. The City of Charlotte adopted the International Property Maintenance Code, 2021 Edition, as amended, by Ordinance No. 2025-06.
2. The International Fire Codes coordinate with the International Property Maintenance Codes.
3. The City of Charlotte desires to introduce and establish a public hearing for the adoption of the International Fire Code, 2021 Edition, as amended, by proposed Ordinance No. 2025-09.

NOW, THEREFORE BE IT RESOLVED that the City Council of Charlotte, resolves as follows:

- A. The City Council introduces and sets a public hearing for Ordinance 2025-09, as may be amended, to be heard on January 12, 2026, as may be amended.
- B. All resolutions and parts of resolutions in conflict herein are hereby repealed.

Upon a call of the roll, the vote was:

AYES: _____

NAYES: _____

ABSENT: _____

Resolution declared adopted this 8th day of December, 2025.

Mikayla Middaugh, Deputy City Clerk, City of
Charlotte

The undersigned duly qualified and Deputy Clerk of the City of Charlotte, hereby certifies that the foregoing is a true and complete copy of a Resolution adopted by the City Council at a Regular meeting held on the 8th of December, 2025, the original of which is a part of the City's minutes and further certifies that notice of the meeting was given to the public pursuant to the provisions of the Open Meetings Act, 1976 PA 267, as amended.

Mikayla Middaugh, Deputy City Clerk, City of
Charlotte

Introduced: _____, 2025
Adopted:
Effective:

CITY OF CHARLOTTE
EATON COUNTY, MICHIGAN
ORDINANCE NO. 2025-09

PREAMBLE

AN ORDINANCE TO AMEND THE CITY OF CHARLOTTE CODE OF ORDINANCES, PURSUANT TO THE AUTHORIZATION SET FORTH IN SECTION 3(K) OF THE MICHIGAN HOME RULE CITIES ACT (MCL 117.3), ADOPTS THE INTERNATIONAL FIRE CODE, 2021 EDITION PUBLISHED BY THE INTERNATIONAL CODE COUNCIL AS A FIRE CODE FOR THE CITY OF CHARLOTTE.

THE CITY OF CHARLOTTE ORDAINS:

SECTION 1 [CODE SEC. 30-1]. TILE AND PURPOSE. The title of this ordinance shall be the "Fire Code of the City of Charlotte". The purpose of the ordinance is to amend City ordinance and code Section 30-1, *et seq.*, regarding the adoption of the International Fire Code 2021, and to provide for the public health, safety, and welfare of the City and persons within the City; and to establish violation penalties, and to repeal any conflicting codes, and to establish an effective date.

SECTION 2 [CODE SEC. 30-2]. ADOPTION OF INTERNATIONAL FIRE CODE OF 2021 (IFC). Code Section 30-2 is and shall be amended as follows:

- A. Pursuant to the authorization set forth in Section 3(k) of the Michigan Home Rule Cities Act (MCL 117.3), the City of Charlotte does hereby adopt the International Fire Code of 2021 (the "Code") prepared by the International Code Council, Inc., as the Fire Code of the City of Charlotte, as amended herein, including the Appendices as specifically identified and hereby adopted.
- B. The adopted code shall be known as the "Fire Code of the City of Charlotte" and shall replace the existing "Charlotte Fire Prevention Code" previously adopted which is hereby repealed. Whenever the words "authority having jurisdiction" are used in the Fire Prevention Code, it shall mean the Fire Chief and his or her designees. Whenever the words "governing authority" are used, it shall mean the City of Charlotte.
- C. That said Code, including its Appendices, three (3) copies of which shall at all times be available for public inspection, one copy at the office of the City Clerk, and two copies at the Fire Department, together with all amendments marked and identified appendices, designated as the International Fire Code, 2021 Edition, published by

the International Code Council shall be and is hereby adopted by the City of Charlotte. That said Code is adopted and made a part hereof by reference except as amended by and within this Ordinance. In accordance with the Authorization Set Forth In Section 3(K) of the Michigan Home Rule Cities Act (MCL 117.3), the City Clerk shall make available copies of the ordinance in the Clerk's office together with amendments which shall be available for distribution to members of the public at large at a charge to be established by the City Council.

- D. That said adoption of the Code being for the purpose of regulation of conditions and conduct hazardous to life and property related to fire or explosion within the city, which code, including the following appendices (B—Fire-Flow Requirements for Buildings; C—Fire Hydrant Locations and Distribution; D—Fire Apparatus Access Roads; E—Hazard Categories; F—Hazard Ranking; G—Cryogenic Fluids, Weight and Volume Equivalents, H-Hazardous Materials Management Plan (HMMP) and Hazardous Materials Inventory Statement (HMIS) Instructions; I—Fire Protection Systems – Noncompliant Conditions; J—Building Information Sign; K—Construction Requirements for Existing Ambulatory Care Facilities; L—Requirements for Fire Fighter Air Replenishment Systems), shall be and are hereby adopted as the fire code of the City. Appendices A, M, and N are not adopted.
- E. The International Fire Code 2021 Ed. shall be incorporated into the Charlotte City Code Sec. 30-1, *et seq.*, as amended.
- F. N.F.P.A. Basic Fire Prevention Code, 2018 Edition, as amended, may be cited as determined by the Fire Chief or enforcement official, as applicable.

SECTION 3. [CODE SEC. 30-3] AMENDMENTS TO 2021 INTERNATIONAL FIRE CODE. The 2021 INTERNATIONAL FIRE CODE shall be amended as follows:

The International Fire Code 2021 and the sections set forth below are hereby amended as follows:

Section 101.1 Title. These regulations shall be known as the "Fire Code of the City of Charlotte" and shall hereinafter be referred to as "this Code."

Section 104.1 Authority. The Fire Chief, Assistant or Deputy Fire Chief, Fire Marshal, fire code official, or approved personnel have the specific authority to enforce the provisions of this Ordinance, the provisions of this Ordinance and its amendments, and the International Fire Code, by the issuance of civil citations, district court appearance tickets and/or legal process, as permitted by law. The Fire Chief is hereby authorized to render interpretations of this code and to adopt policies, procedures, rules and regulations in order to clarify the application of its provisions. Such interpretations, policies, procedures, rules, and regulations shall be in compliance with the intent and purpose of this code. Such policies, procedures, rules and regulations shall not have the effect of waiving requirements specifically provided for in this code.

Section 105.5.34. Open Burning, the Exception: "*Recreational fires*" is hereby deleted.

Section 111.4 Failure to Comply. Any person who shall continue any work after having been served with a stop work order, except that work which the person is directed to perform to remove a violation or unsafe condition, shall be subject to fines as adopted by the jurisdiction having jurisdiction.

Section 112, Violations.

Section 112.1 Unlawful Acts. It shall be unlawful for a person, firm, or corporation to erect, construct, alter, repair, remove, demolish or utilize a building, occupancy, premises or system regulated by this Code, or cause same to be done, in conflict with or in violation of any of the provisions of this Code.

Section 112.2. Owner/occupant responsibility. Correction and abatement of violations of this Code shall be the responsibility of the owner or the owner's authorized agent. Where an occupant creates, or allows to be created, hazardous conditions in violation of this Code, the occupant shall be held responsible for the violation/abatement of such hazardous conditions.

Section 112.4. Violation Penalties, Misdemeanor. Any person, partnership, firm, association or corporation who shall violate, neglect or refuse to comply with any of the provisions of this Ordinance shall, upon violation of this Ordinance, be guilty of a misdemeanor, unless such violation is designated as a civil infraction. For all violations not designated as civil infractions, penalties may be imposed of up to ninety (90) days incarceration in the county jail and/or fines not to exceed five hundred dollars (\$500.00).

Section 112.4.1 Abatement of Violation. In addition to the imposition of the penalties herein described, the fire code official is authorized to institute appropriate legal action to prevent unlawful construction or to restrain, correct or abate a violation; or to prevent illegal occupancy of a structure or premises; or to stop an illegal act, conduct of business or occupancy of a structure on or about any premises.

Section 112.4.2 Penalties; Civil Infraction. Civil - Penalties may be imposed for violations designated as civil infractions by a fine not to exceed five hundred dollars (\$500.00) plus court costs, which costs may include all expenses, direct or indirect, which the City has incurred in connection with the infraction. Penalties may be subject to specific Code sections. The court or magistrate may also impose any and all other remedies applicable to municipal civil infractions provided for under state law. Each day of such violation, whether designated a civil infraction or misdemeanor, shall constitute a separate offense.

Section 112.4.3 Modification of Fines and Penalties. All fines and changes levied hereunder, including charges levied in connection with the issuance of a permit, may be amended from time to time by Resolution of the City Council or by amendatory ordinance.

Section 112.5 Other Civil Remedies; Abatement of Violation. In the discretion of the City, appropriate legal action may be instituted to prevent further violation hereof

and/or to abate existing violations by pursuit of equitable relief, such as issuance of mandatory injunctions and restraining orders.

Section 202 General Definitions. The following definitions for the purpose in this code shall be added or revised as follows:

Burn or burning. The ignition or combustion of material where smoke and other emissions are released directly into the air.

Garbage. Rejected organic waste including waste from the accumulation of animal, fruit, or vegetable matter used or intended for the use in the preparation, use, cooking, processing or storing of meat, fish, fowl, fruit, vegetable or other food; accumulations of leaves, branches, cut grass or other vegetation.

Litter. Rubbish, refuse, garbage, trash, debris and waste material of any kind.

Mop-up. Defined as "extinguishing or removing burning material near control lines, felling snags, and trenching logs to prevent rolling after an area has burned, to make a fire safe, or to reduce residual smoke."

Open Burning. The burning of materials wherein products of combustion are emitted directly into the ambient air without passing through a stack or chimney from an enclosed chamber. Open burning does not include road flares, smudgepots, and similar devices associated with safety or occupational uses typically considered open flames, recreational fires or use of portable outdoor fireplaces. For the purpose of this definition, a chamber shall be regarded as enclosed when, during the time combustion occurs, only apertures, ducts, stacks, flues or chimneys necessary to provide combustion air and permit the escape of exhaust gas are open. (See Section 307 for restrictions.)

Owner means:

- (a) Every person or entity holding legal or equitable title to a property or to real improvements on a property solely, jointly, by the entireties, in common, or as land contract vendee; or
- (b) Every person or entity who in fact has been empowered to act on behalf of, or receive process for, or as agent of the owner; or
- (c) Every person or entity who has, or exercises, care, custody, dominion or control over any property; or
- (d) Every person or entity who is a record owner as demonstrated by a deed or other document of title recorded at the office of the Register of Deeds or otherwise substantiated; or
- (e) Every person or entity listed as the taxpayer by assessor's records.

Prescription burn. Defined as "the burning, in compliance with a prescription and to meet planned fire or land management objectives, of a continuous cover of fuels."

Prescription. Defined as "a written plan establishing the criteria necessary for starting, controlling, and extinguishing a burn."

Section 302.1 Definitions. See Section 202 General Definitions. The following words and terms shall, for the purposes of this section and as used elsewhere in this Code, have the meanings as shown herein:

Open Burning. Open burning should comply with sections 202 and 307 of the code. Under certain conditions, the fire chief or his designee may allow the burning of brush by permit.

Recreational Fire. Fuel used for a recreational fire shall be untreated dry-season wood or charcoal. The total area for the fire shall not exceed 3 FT in diameter and 2 FT in height. Owners of 5 or more acres may be allowed the burning of brush with the approval of the fire chief or authorized code official.

Section 307. OPEN BURNING, RECREATIONAL FIRES, PRESCRIBED BURNS AND PORTABLE OUTDOOR FIREPLACES. Section 307 is and shall be amended as follows:

See definitions Section 202 and Section 307.

Section 307.1.1 Prohibited open burning. *Open burning* shall be prohibited when atmospheric conditions or local circumstances make such fires hazardous. Open burning of grass clippings, leaves, and construction materials are prohibited.

Section 307.4.2 Recreational Fire (see definitions Section 202, as amended herein) shall be and is hereby amended to read as follows: Recreational fires shall not be conducted within 25 feet of a building, structure or combustible material and at least 15 feet from any property line. Conditions that could cause a fire to spread within 25 feet of a structure shall be eliminated prior to ignition. Restrictions as follows:

1. Limited to single-family dwellings.
2. The wind speed shall be 15 mph or less.
3. The fire area or pit shall not exceed three feet in diameter.
4. Only seasoned firewood, charcoal, compressed wood logs, compressed wood bricks or compressed wood barbecue pellets may be used in the fire.
5. The fire area must be supervised at all times by a person at least 18 years of age.
6. A water supply, such as a garden hose, shall be readily available to suppress the fire.
7. The duration of the fire shall not exceed four hours.
8. The fire shall be fully extinguished before it is left unattended.
9. The Fire Chief or designee, may prohibit recreational fires when atmospheric conditions or other circumstances are such that a fire would constitute a fire hazard or would endanger the health or property of any person.
10. Shall comply with the International Fire Code.

Section 307.7.1 Burning Prohibited I. No person shall burn paper, garbage, litter, trees, leaves, stumps, brush, refuse, household waste, commercial waste, building

materials or debris, construction materials or debris, demolition waste or debris, remodeling waste or debris, tires, furniture or any other wanted or unwanted material, except as otherwise provided herein. A person who violates this section is responsible for a municipal civil infraction.

Section 307.7.2 Burning Prohibited II. No owner shall knowingly permit a person to burn paper, garbage, litter, trees, leaves, stumps, brush, refuse, household waste, commercial waste, building materials or debris, construction materials or debris, demolition waste or debris, remodeling waste or debris, tires, furniture or any other wanted or unwanted material on their property, or on property occupied by them or under their control, including the gutter or curb area adjacent to the property, except as otherwise provided herein. A person who violates this section is responsible for a municipal civil infraction.

Section 307.7.3 Burning Prohibited III. For buildings or structures other than one and two-family dwellings, no person shall use barbecue grills, char broilers, smokers, deep fryers, and similar cooking or heat generating devices or appliances on balconies, decks, under any overhanging portion of a structure or within ten feet of any structure, nor shall any person store said items on a balcony or deck. A person who violates this section is responsible for a municipal civil infraction.

Section 307.8 Additional requirements. May be instituted by fire department personnel and complied with prior to burning.

Section 307.9 Penalties; Civil Infraction. A person who violates Section 307 is responsible for a municipal civil infraction, subject to the following fine, or as established by City Council Resolution. Within a 12-month period:

1. For a first offense, a fine of \$100.00.
2. For a second offense, a fine of \$300.00.
3. For a third or subsequent offense, a fine of \$500.00.

Section 316.4.1 Hidden Rooftop HVAC Equipment. On all buildings wherein rooftop heating, ventilation or other mechanical equipment is provided on the roof, a plain sign with the letters "HVAC" in six (6) inch high red letters on a white background shall be installed which will be in plain view to arriving fire units.

Section 503 phrase "Fire Apparatus Access Roads" in the 2021 International Fire Code is hereby deleted and amended to read as follows:

Section 503 Fire Apparatus Access Roads/Fire Lanes.

Section 503 is hereby amended to add the following provisions (1)-(9) before Section 503.1 of the 2021 International Fire Code:

- (1) *Purpose.* This section is to be interpreted as the standard of care necessary to protect both people and property in case of a fire or similar emergency in any of those establishments herein defined through the use of controlled fire

lanes.

- (2) *Authority.* The fire code official shall be responsible for establishing fire lanes on both public and private property. The following criteria shall be used in determining the necessity of fire lanes:
 - (a) Fire lanes shall be established as deemed necessary.
 - (b) The necessity of access from public thoroughfares shall be considered when establishing fire lanes.
 - (c) The necessity of traffic lanes that are free from parked vehicles, both to and around affected establishments, and that are capable of handling City fire vehicles, shall also be considered.
 - (d) This determination shall be made whenever the fire code official deems that such lanes are necessary for the safety of occupants and property of such establishments or when, after being petitioned by a private landowner to have fire lanes established on his or her property, the fire code official declares fire lanes necessary thereon in accordance with the above criteria. The Fire Chief or his or her designee shall notify the landowner of any such property whereon fire lanes are established, by mailing notice of the same to the address of the owner as identified in the records of the City Assessor.
- (3) *Records.* The Fire Department shall keep an accurate up to date record of all fire lanes established within the City.
- (4) *Signs.* All fire lanes shall be conspicuously posted with uniform fire lane signs prescribed by the Fire Chief or his or her designee and erected not more than 100 feet apart in all areas designated as fire lanes. The erection and maintenance of such signs shall be the responsibility of the property owner. Any owner who, upon notification that a fire lane has been established on his or her property and within thirty days thereof, fails to erect uniform fire lane signs, shall be in violation of this section and subject to the penalty provided in Section [1610.99](#) of the Codified Ordinances of the City. Further, when such signs are not erected within 30 days of notification, Council may direct such signs to be erected and the cost thereof assessed against the property on the next general assessment roll of the City.
- (5) *Permitted parking.* The Fire Chief or his or her designee may grant permission for parking of certain vehicles, objects or trailers in designated fire lanes for limited periods where such parking will not interfere with the use of the fire lane by emergency vehicles. Whenever such permission is granted, a record of the same shall be kept by the Fire Department. In conjunction with such permission, the Fire Department shall furnish a sign to be posted conspicuously on the vehicle, object or trailer stating that permission to so park has been granted and stating the duration that it may remain so parked.
- (6) *Guidelines for fire lanes at construction sites.* The Fire Chief or his or her designee shall establish guidelines for use by the Building Safety Division in determining the need for fire lanes at all new construction sites and at sites where existing structures are being modified. These guidelines shall include minimum dimensions for such fire lanes so as to provide adequate maneuverability for City fire vehicles. The Fire Department shall make a final check of all plans for such building or alteration upon submission of the same by the Building Safety Division. The Fire Department shall either approve or reject such plans within 20 days of such submission and, if rejected, shall state

the reasons for the same. After rejection, such plans may be resubmitted for approval after the necessary changes have been made.

- (7) *Removal of vehicles, etc., from fire lanes.* When any member of the Fire department or the Police Department observes any vehicle, trailer or other object parked in a fire lane as herein established, and such vehicle, trailer or other object is not in such fire lane under authority of subsection (4) hereof, he or she shall remove such vehicle, trailer or other object or cause the same to be removed at the expense of the owner. If any vehicle, trailer or other object is so located within a fire lane at a time the Fire Department is responding to an alarm which necessitates use of such fire lane, then any member of the Police Department or the Fire Department may move such vehicle, trailer or other object or cause the same to be moved by any means possible without liability for damage.
- (8) *Prohibited parking; citations.*
 - (a) No person shall stop, stand or park a vehicle, except when necessary to avoid conflict with other traffic or in compliance with the directions of a law enforcement officer, fire-fighter or traffic control device, within 15 feet of a fire hydrant.
 - (b) No person shall stop, stand or park a vehicle, whether occupied or not, in an area designated as a fire lane, on public or private property, except when necessary to avoid conflict with other traffic or at the direction of a law enforcement officer, fire-fighter or traffic control device.
 - (c) The Fire Marshal and other members of the Fire Department shall have the power and authority of a police officer to issue uniform traffic citations for a violation of any of the provisions of this section.
- (9) *Appeals.* Notwithstanding the provisions of section 111 of this code, the following shall be the method of appeal from any decision of the Building Board of Appeals as it may pertain to this section:

If any land owner is aggrieved by any decision as to the establishment of fire lanes, he or she shall, within 30 days of the date of mailing of the fire lane establishment notice as provided for in subsection (c) hereof, or within 30 days of the denial of a petition to establish a fire lane, file with the Board of Appeals a written exception to such decision, together with his or her reasons for the same.

During the next scheduled meeting of the Board of Appeals, or a special meeting set for hearing the exception, it shall, after consideration of the reasons for the exception, affirm, modify or rescind its original decision.

Section 503.7 Permitted parking. The fire code official may grant permission for parking of certain vehicles, objects or trailers in designated fire lanes for limited periods where such parking will not interfere with the use of the fire lane by emergency vehicles. Whenever such permission is granted, a record of the same shall be kept by the Fire Department. In conjunction with such permission, the Department shall furnish a sign to be posted conspicuously on the vehicle, object or trailer stating that permission to so park has been granted and stating the duration that it may remain so parked.

Section 503.7.1 Violation. A person who violates Section 503 is responsible for

a municipal civil infraction, subject to the following fine, or as established by City Council Resolution. Within a 12-month period:

1. For a first offense, a fine of \$100.00.
2. For a second offense, a fine of \$300.00.
3. For a third or subsequent offense, a fine of \$500.00.

SECTION 4. ALL OTHER INTERNATIONAL FIRE CODE PROVISIONS.

All other provisions of the International Fire Code not specifically amended herein shall remain as printed in said Code.

SECTION 5. SAVINGS CLAUSE.

All proceedings pending and all rights and liabilities existing or incurred at the time this amendatory Ordinance takes effect are saved and may be consummated according to the law enforced when they were commenced. This amendatory Ordinance shall not be construed to affect any prosecution pending or initiated before the effective date of this amendatory Ordinance for an offense committed before that date.

SECTION 6. CONFLICTING ORDINANCES REPEALED.

Except as to prosecution and legal actions pending and saved pursuant to Section 5 above, any Charlotte City Ordinances or parts of Ordinances, including but not limited to Code Sections 30-26, 30-27, 30-28, and 30-29 in conflict with or inconsistent with any of the provisions of this Ordinance and prior editions of the International Fire Code, as amended hereby, are repealed.

SECTION 7. SEVERABILITY.

If any section, paragraph, clause, phrase or part of this Ordinance is held invalid by any court of competent jurisdiction or any agency, department or commission empowered by statute for such purposes, such decision shall not affect the validity of the remaining provisions of this Ordinance, and the application of those provisions to any person or circumstance shall not be affected thereby.

SECTION 8. EFFECTIVE DATE.

This Ordinance shall become effective twenty (20) days after its adoption by the Charlotte City Council.

SECTION 9. CODE EDITS.

The editors of the Charlotte City Code are hereby authorized, subject to approval of the City Manager, or designee, to update and revise code section numbers to effectuate the provisions of this Ordinance.

Introduced by the Charlotte City Council this _____, 2025.

Motion by

Second by

Ayes:

Nays:

Absent:

Adopted by the Charlotte City Council this _____ day of _____, 2025.

Motion by

Second by

Ayes:

Nays:

Absent:

Approved:

Timothy Lewis, Mayor

I, Mikayla Middaugh, Deputy City Clerk, certify this is Ordinance No. 2025-09 adopted by the Charlotte City Council at a meeting held on the _____ day of _____, 2025, a meeting held according to the Open Meetings Act, Public Act No. 267 of 1976, as amended. I further certify Ordinance No. 2025-09 was published in the _____, a newspaper of general circulation in the City of Charlotte, the _____ day of _____, 2025, subsequent to its adoption.

Mikayla Middaugh, Deputy City Clerk

Introduced: _____, 2025

Public Hearing:

Adopted:

Published:

Effective:

City Clerk

City of Charlotte MI 48813

We request that the following be placed on the December 8th 2025 agenda.

“ a motion to rescind the action taken by the City Council on December 2nd 2025 to hire the Pivot Group for a city manager search “

Today's date December 4th 2025

A handwritten signature in black ink, appearing to read 'Kevin Fullerton', with a large, stylized loop at the end.

Kevin Fullerton

Councilman

A handwritten signature in black ink, appearing to read 'Jeff Christensen', with a long, horizontal stroke extending to the right.

Jeff Christensen

Councilman