



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 22, 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/86238546061>
One tap mobile: +16465588656,,86238546061#
Telephone: (312) 626-6799 Webinar ID: 862 3854 6061

- 1. Call to Order**
- 2. Roll Call**
- 3. Invocation – Chuck Jenson, West Carmel Church**
- 4. Pledge of Allegiance**
- 5. Approval of Minutes**
 - a. December 08, 2025 Regular Council Meeting Minutes
- 6. Absence of Council Members**
- 7. Public Comment** - Limit presentation to five (5) minutes. Attendees desiring to address council who are participating with ZOOM may raise your hand now or if attending via a phone call, press *9 (star nine) on your keypad
- 8. Approval of Agenda**
- 9. Communications and Committee Reports**
 - a. Manager Report
 - b. Staff Reports
 - c. Councilmember Committee Reports

10. Consent Agenda

- a. Approval of Claims and Expenditures totaling \$1,135,916.46
- b. Approval of Resolution 2025-59 to approve the request to MDOT for Converting M-79 from 4 To 3 Traffic Lanes
- c. Approval of Support for a Fisheries Habitat Grant on behalf of the Eaton County Parks Department

11. Business Agenda

- a. Confirm process for Selecting City Council and Mayoral Appointments
- b. Interview City Council Candidates
- c. Consider Appointment of a City Council Member
- d. Consider Appointment of the Mayor
- e. Consider Appointment of a City Council Member
- f. Consider Appointment of the Mayor Pro-Tem (if needed)
- g. Discuss rescheduling the Special City Council Meeting previously set for December 16, 2025 related to “Discuss City Council and City Manager Relations/Retention”

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

13. Staff Comments

14. Mayor and Council Comments

15. Adjourn

~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.
December 8, 2025

CALL TO ORDER:

By Mayor Lewis on Monday, December 08, 2025, at 7:00 p.m.

ROLL CALL:

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

City staff in attendance; City Manager Hillard, and Deputy City Clerk Middaugh.

PLEDGE OF ALLEGIANCE:

Led by Lewis

APPROVAL OF MINUTES:

- a. November 24, 2025, Regular Council Meeting Minutes

Motion by Christensen supported by Chin to approve November 24, 2025, Regular Council Meeting Minutes, as amended. Carried; Yea 6; Nay 0; Absent 0

- b. November 24, 2025, Closed Session Meeting Minutes

Motion by Scott supported by Christensen to approve November 24, 2025, Closed Session Meeting Minutes, as printed. Carried; Yea 6; Nay 0; Absent 0

- c. December 2, 2025, Special Council Meeting Minutes

Motion by Chin supported by Christensen to approve December 2, 2025, Special Council Meeting Minutes, with amendments. Carried; Yea 6; Nay 0; Absent 0

ABSENCE OF COUNCIL MEMBERS:

All members present.

PUBLIC COMMENT:

Justin Brummette, 340 High St., Charlotte resident, suggested that Council meetings should be required to be recorded rather than just done as a courtesy. He expressed concern about parliamentary procedure not being followed at meetings and noted that some council members spoke over others. He expressed disappointment in Mr. Dewick's resignation but stated he believed Mr. Dewick had difficulty "staying in his lane." He suggested Councilmember Rodriguez would be qualified to chair a committee to find a new city manager.

Jody Pruden, 309 East Shepherd, expressed concern about the current turmoil and emphasized the importance of maintaining the Flock camera system. She noted the meeting minutes were inadequate and suggested a parliamentarian might help address some of the procedural issues. She expressed trust in the mayor and hoped the Council could get back on track.

John Laupp, 114 East Lovett, spoke positively about City Manager Hillard's contributions, noting that while his departure was disappointing, he had provided the city with a good foundation to move forward. He highlighted the success of Small Business Saturday despite the snow and complimented DPW Director Stephanie Whitney and her crews for their excellent work on snow removal, particularly the removal of snow piled at curbs.

Kristine Haley, 125 Vansickle Dr., commended City Manager Hillard on a job well done in the time he has been with the City and sends well wishes on his next venture.

APPROVAL OF AGENDA:

Mayor Lewis requested to add item e to the business agenda to form a committee to conduct city manager search and item f to appoint a new Mayor Pro Tem.

Motion by Chin supported by Scott, to approve the agenda, as amended. Carried; Yea 6; Nay 0; Absent 0

SPECIAL PRESENTATION:

State Senator Anthony provided an update on the state budget process. She thanked the Council for their service and highlighted that this year's budget was developed through a bipartisan process due to divided government. Senator Anthony emphasized investments in education, public safety, and road funding as key accomplishments. She expressed disappointment that revenue sharing for local governments was not better funded. Senator Anthony also described her work to improve transparency in the legislative earmark process, requiring all legislators to publicly put their names on projects they support.

COMMUNICATIONS AND COMMITTEE REPORTS:

a. City Manager report

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

1. Recycling Center Review - He recommended pausing on major decisions as other township recycling centers are closing, which may result in an influx of materials to Charlotte's center.
2. Defined Benefit Program Review - The city is continuing to make contributions to stay above the state's 60% funding requirement.
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4. Economic Development Plan - Work is ongoing with Community Development Director Selena Benavidez to create a presentation based on the Charlotte Master Plan.

Mr. Hillard thanked everyone for their support during this difficult time following his resignation announcement.

City Attorney Report

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

b. Council member committee reports

Council Member Christensen reported that Camp Francis will meet the following night at 6:30 PM, and that the Planning Commission met on December 2 to discuss possible zoning changes to better align with the new master plan.

Council Member Chin reported that the Eattran Board is focused on hiring a new executive director and announced significant reductions to transportation services due to funding limits. The regular bus route from Charlotte to Delta Township will be eliminated and replaced with a route running from the county courthouse to Myers in Delta Township. Saturday service will be discontinued entirely, while call-in service will continue but may be limited. The service previously averaged about 300 riders per month, many relying on it for work and medical appointments.

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

Motion by Chin supported by Scott to approve Consent Agenda items a - g. Carried; Yea 6; Nay 0; Absent 0

BUSINESS AGENDA:

- a. Consider approval of contract for Flock Cameras

Council Member Christensen spoke in support of the Flock camera system, noting it helps prevent dangerous high-speed chases by allowing tracking of vehicles without pursuit and improves public safety.

Motion by Chin supported by Christensen to approve the contract for Flock Cameras. Carried by roll call vote; Yea 5; Nay 1; Absent 0;

- b. Consider approval of FEMA Assistance to Firefighters Grant (AFG) - Turnout Gear Purchase

Motion by Fullerton supported by Chin to approve the FEMA Assistance to Firefighters Grant (AFG) for turnout gear purchase. Carried. Yea 6; Nay 0; Absent 0

- 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

Motion by Fullerton supported by Scott to approve Resolution 2025-57 to introduce the IFC 2021 Edition (Fire Code) Ordinance 2025-09 and set a public hearing for January 12, 2026. Carried by roll call vote; Yea 6; Nay 0; Absent 0

- 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

Councilmember Fullerton explained that he and Councilmember Christianson had requested this item be placed on the agenda because the original motion was improper. He noted it did not include a written quote or dollar amount to be spent, and after research, he found the city's purchasing policy requires three written quotes for purchases over \$10,000.

Councilmember Fullerton expressed concern that the motion violated the city's purchasing policy, which could potentially open the door for civil or criminal action. He emphasized that rescinding the motion would allow the Council to move forward properly with the city manager search.

Councilmember Scott, who had originally voted for hiring PIVOT Group, stated he would vote to rescind because the process was poorly done and would lead to a negative outcome.

Motion by Fullerton supported by Christensen to rescind the action taken by the City Council on December 2, 2025, to hire the PIVOT Group for a City Manager Search. Carried by roll call vote; Yea 6; Nay 0; Absent 0

- e. Consider approval to form committee to conduct City Manager Search

Mayor Lewis explained that he had previously asked Council members to email him if they were interested in serving on the search committee, and one member had responded. He requested additional volunteers to form a committee of three members.

Councilmember Rodriguez volunteered but requested that the Council clearly define the parameters and authority of the committee, preferring that most decisions be made by the full Council in open meetings.

Motion by Fullerton supported by Chin to establish a City Manager Search Committee consisting of Council Members Christensen, Rodriguez, and Scott. Carried by roll call vote; Yea 6; Nay 0; Absent 0

- f. Consider approval to appoint a new Mayor Pro Tem

Due to the resignation of Councilmember Duweck, a new Mayor Pro Tem needed to be selected.

Mayor Lewis opened nominations. Councilmember Christianson nominated Councilmember Rodriguez. Councilmember Scott nominated Councilmember Chin, who declined the nomination.

Motion by Christensen to appoint Rodriguez as Mayor Pro-Tem. Carried by roll call vote; yea 4; Nay 2; Absent 0, with Mayor Lewis and Council Member Chin voting no.

PUBLIC COMMENT:

Jody Pruden thanked the Council for a well-behaved meeting and noted the improvement in sidewalk snow clearing. She expressed concern about James Freed from the PIVOT Group being a full-time city manager in Port Huron while also serving as a search consultant, questioning if he would have adequate time to conduct Charlotte's search effectively.

Justin Brummett complimented the Council on how well the meeting was conducted. He thanked Mayor Lewis for taking the reins and expressed confidence in Councilmember Rodriguez as the new Mayor Pro Tem. He suggested the committee to select the next city manager would face challenges but could handle them without spending taxpayer money on an outside consultant.

STAFF COMMENTS:

Fire Chief Fullerton reported a fatal fire on November 26, 2025, which was caused by smoking while using oxygen. He noted that concentrated oxygen makes materials burn more easily, and the resident received burns and later passed away in the hospital. The Chief stated that similar incidents had been responsible for 4-5 fire deaths in the last decade, and encouraged awareness about not smoking while using oxygen.

MAYOR AND COUNCIL COMMENTS:

Council Member Christensen thanked the public, supported recording and posting all meetings online, asked for patience during the city manager search, emphasized the importance of a thorough process, and praised the Small Business Saturday event despite the snow.

Council Member Scott shared that he holds office hours on Tuesdays from 10–11 AM, highlighted his interest in housing, ethics, and government issues, and wished everyone happy holidays.

Council Member Chin reviewed the history of recent city manager hiring efforts, clarified that the current Council has worked with only one city manager, outlined past search timelines, noted that the Council often approves payments of \$10,000–\$20,000 without formal quotes, and addressed a

comment attributed to Councilmember Christianson, who later clarified his wording.

Council Member Rodriguez expressed a desire for the search committee to bring major decisions to the full Council and committed to beginning work with committee members immediately.

Mayor Lewis explained he would not serve on the hiring committee to avoid Open Meetings Act issues, described the process for filling the vacant Council seat, and stated that interviews and voting would occur in a public meeting.

Council Member Fullerton asked about the timeline for filling the vacancy, and the Mayor confirmed the Council has 30 days to appoint a replacement.

ADJOURN:

Motion by Christensen supported by Rodriguez to adjourn the meeting at 8:42 p.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 19, 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

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

Community Development

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

Neighborhood Enrichment

Street Plan Review
Housing Strategy Review
Bennett Park Improvements Review

Downtown Street Improvement Review Update

Stephanie Whitney, Public Works Director, in order to address the "Downtown Street Improvement Review" objective of the City Council was successful in securing grant writing support from the Michigan Infrastructure Office Technical Center to write a FY 26 Better Utilizing Investments to Leverage Development (BUILD) grant. The grant will go towards the total reconstruction of downtown from Harris to Krebs. The grant submittal request will total approximately \$5,500,000, with a grant match anticipated at \$550,000 or 10% of the project cost. The grant will be submitted by February 24, 2026. We will continue to keep the City Council informed as progress is made on the grant submission.

Combs Industrial Park Improvements Review Update

The City is still waiting on the result of the Combs Industrial Park Improvements Grant request through Congressman Barrett's Office. It is understood that the final decision will be announced after the Federal Government Fiscal Year 2026 Continuing Resolution (CR) approval which is scheduled to be finalized by the end of January 2026.

Street Plan Review Update

Stephanie Whitney, Public Works Director, in order to address the Street Plan Review objective of the City Council has applied to the Michigan Infrastructure Office Technical Center to write a Pre-Development Accelerator PILOT Application grant in the amount of \$50,000 for the development of a Street Plan.

Charlotte Police Department

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

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

Paul Brentar, Chief of Police

November 2025 Monthly Report

Monthly Statistics:

- See attached report.

Training:

- Officers continued online training through Virtual Academy.
- Officers completed their annual night firearms qualifications and training.
- Sgt.'s Antcliff & Slaughter, along with Officers Castle & Glidden, completed their Virtual Reality training for Axon in order to be able to train the rest of the department on our Tasers.
- All Officers completed their Taser training and certification.

Staffing:

- Staffing has been reduced to 16 officers.

Police Vehicle Review:

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

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

- All new equipment from Axon has been put into service. Taser training took place in November.

Flock Camera Program Review:

- No update.

Outreach/Public Events:

- Officers provided traffic control and conducted public relations for the Holiday Parade.
- Officer Fullerton conducted public relations at TSC for their Touch a Truck event.

Respectfully,



Chief of Police

1

ESCAPE-CORRECTIONAL INSTITUTION													0	0	0%		
ESCAPE-MENTAL INST.													0	0	0%		
ESCAPE/FLIGHT													0	0	0%		
OBSTRUCTING JUSTICE	3	2	3	5	3	2	3	3		3	4		31	28	11%	41	87
BRIBERY													0	0	0%		
WEAPONS-CONCEALED					1					1	1		3	5	-40%	1	2
WEAPONS-EXPLOSIVE													0	0	0%		
WEAPONS-OTHER	1			1	3	1	2	2	1	1	2		14	8	75%	1	
PUBLIC PEACE	6	8	10	17	26	21	15	24	19	12	15		173	186	-7%		3
TRAFFIC-HIT AND RUN	2	5	4	1	6	5	3	3	4	1	7		41	47	-13%		
TRAFFIC-O.U.L.L./O.U.I.D	5	4	3	6		4	4	3	3	2	1		35	35	0%	2	12
TRAFFIC-MISD	1	3		7	3	2	2	3		7			28	44	-36%	2	6
HEALTH/SAFETY VIOLATION	1	2	5	4	12	10	5	9	6	9	11		74	52	42%		
CIVIL RIGHTS													0	0	0%		
TRESPASS/PRIVACY		4	10	7	3	6	5	6	7	3	5		56	71	-21%		5
SMUGGLING													0	0	0%		
ELECTION LAWS													0	0	0%		
ANTI-TRUST													0	0	0%		
TAX REVENUE													0	0	0%		
CONSERVATION	1	2		2		1		2	1				9	10	-10%		
VAGRANCY		3	3	4	1	4	6	4	5	2	7		39	46	-15%		
MISC. CRIMINAL OFFENSE													0	0	0%	1	
GRAND JURY INVESTIGATION													0	0	0%		
CONSPIRACY													0	0	0%		

End of Part II Crimes

UCR TITLE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	LAST YEAR	%	WARRANTS	ARRESTS
JUVENILE MINOR																	
DELINQUENT MINOR	5	4	7	5	7		3	16	5	2			54	115	-53%		
RUNAWAY		5	5		3		3	1	6	7	7		37	49	-24%		
CIVIL-NON CRIMINAL																	
DIVORCE/SUPPORT													0	0	0%		
INCAPACITATION	1	1	2			1	1	1	1				8	13	-38%		
INSANITY	15	12	15	8	13	20	10	10	13	11	14		141	154	-8%		
TRAFFIC																	
CRASH-PD-PUBLIC ST.	14	17	13	13	23	13	10	15	14	25	26		183	175	5%		
CRASH-PI-PUBLIC ST	4		2	4	3	5	5	4	4	4	3		38	33	15%		
CRASH-FATAL-PUBLIC ST													0	0	0%		
CRASH-PD-PRIVATE	3	3	6	4	7	1	5	5	4	1	3		42	37	14%		
CRASH-PI-PRIVATE		2		1					1				4	1	300%		
CRASH-FATAL-PRIVATE													0	0	0%		
CIVIL INFRACTION	30	20	25	23	18	19	8	12	11	30	28		224	267	-16%		
PARKING VIOLATION	4	2	2	4	6	5	1	11	1	9	5		50	35	43%		
Park. Tickets- 524-2021, 356-2023	48	59	48	2	1					8			166	314	-47%		
ABANDONED VEHICLE	1	3	2	5	2	10	5		5	13	4		50	51	-2%		
TRAFFIC HAZARD INVES	9	5	5	3	10	10	9	9	7	2	8		77	79	-3%		
TRAFFIC DIRECTION	4		4	2	7	5		6	9		13		50	42	19%		
TRAFFIC SAFETY PUBLIC APPEARANCE			3										3	0	300%		
BREATHALYSER TEST-													0	0	0%		
OTHER POLICE													0	0	0%		

ALARMS																
ALARM-POLICE RESPONSE	14	12	9	3	14	13	13	10	12	19	12		131	149	-12%	
ALARM-MALFUNCTION													0	3	-300%	
ALARM-TEST	3		4					1	2	4	1		15	15	0%	
ALARM-WATER & SEWER													0	0	0%	
FIRE																
ACCIDENT-FIRE													0	0	0%	
ACCIDENT-EXPLOSION													0	0	0%	
ACCIDENT-CHEMICAL													0	0	0%	
HAZARDOUS FIRE COND.	1				1	3	4	1			2		12	15	-20%	Fireworks
FIRE REGULATION VIOL													0	0	0%	
ASSIST BUILDING DEPT	3			3			1	2	1				10	5	100%	
ASSIST C.F.D.		3	3			2			2		6		16	11	45%	
UCR TITLE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	LAST YEAR	%	WARRANTS ARRESTS
ACCIDENTS																
ACCIDENT-AIRCRAFT													0	0	0%	
ACCIDENT-HUNTING													0	0	0%	
ACCIDENT-SHOOTING													0	0	0%	
ACCIDENT-BOATING													0	0	0%	
ACCIDENT-WATER													0	0	0%	
ACCIDENT-OTHER													0	1	-100%	
INSPECTIONS-																
INVESTIGATIONS																
INSPECT-BOAT													0	0	0%	
INSPECT-MOTOR VEHICLE		1	1	4	1	1		3	2	1	1		15	16	-6%	
INSPECT-TRAFFIC CITATION													0	0	0%	
INSPECT-BUSINESS	18	18	10	14	12	6	14	14	19	22	14		161	245	-34%	
INSPECT-RESIDENCE	16	15	20	11	5	3	2	1	5	2	3		83	96	-14%	
INSPECT-HANDGUN	18	12	14	18	20	6	9	6	9	30	17		159	127	25%	
INSPECT LIQUOR LICENSE	7	2	1										10	17	-41%	
INSPECT-OTHER/SOR CHECK	9	8	9	13	8	8	8	8	9	11	6		97	97	0%	
INSPECT-CCW APPLIC													0	0	0%	
DOMESTIC DISPUTES	9	8	17	19	20	25	18	18	26	23	22		205	205	0%	
CIVIL DISPUTE	13	8	10	15	7	26	24	17	22	18	12		172	162	6%	
SUSPICIOUS SITUATION	74	59	86	66	95	114	113	127	106	135	65		1040	1065	-2%	
FIELD INTERROGATION CARD													0	0	0%	
HAZARDOUS SITUATION													0	0	0%	
SUSPECTED NARCOTIC ACTIVITY	1	1	2	1	2	2	3		3	1	3		19	29	-34%	
ABANDONED/RECOVERED PROPERTY	5	2	6	6	9	11	5	7	7	3	7		68	65	5%	
DRUG OVERDOSE	1	1	1	2	1			2	1		3		12	20	-40%	
BOMB THREAT													0	0	0%	
MISC. INCIDENTS																
MISC/P.B.T.													0	0	0%	
SUICIDE								1					1	5	-400%	
SUICIDE ATTEMPT	5	3	2	6	6	6	4	3	1	10	5		51	43	19%	
DEATH-NATURAL		1	4	6	2	2	3	1			1		20	13	54%	
DEATH-UNDETERMINED													0	2	0%	
MISSING PERSON			2	3	4		3	3	3	3	2		23	24	-4%	
NATURAL DISASTER													0	0	0%	

PUBLIC RELATIONS ACTIVITY				3				2		5	1			11	0	1100%		
PATROL INFORMATION			1			1				1				3	3	0%		
UCR TITLE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	LAST YEAR	%	WARRANTS	ARRESTS	
GENERAL ASSISTANCE																		
ASSIST CITIZEN	49	46	62	55	60	57	53	78	76	91	57		684	655	4%			
ASSIST MOTORIST	5	1	7	17		13	7	9	2	8	5		74	56	32%			
ASSIST POLICE AGENCY	15	14	10	16	11	18	10	16	12	16	12		150	116	29%			
ASSIST OTHER AGENCY	8	11	4	1	7	6	5	11	11	11	12		87	115	-24%			
ASSIST D.P.W.	1	5								2			8	14	-43%			
ESCORT-FUNERAL													0	0	0%			
ESCORT-MONEY													0	1	-100%			
ESCORT-OTHER													0	0	0%			
TRANSPORT-PRISONER	19	16	7	12	15	14	19	11	20	22	16		171	209	-18%			
TRANSPORT-PAPERWORK	1	7	8	5	1	7	6	2	5	6	6		54	32	69%			
TRANSPORT-OTHER													0	0	0%			
LOCKOUT		1	1		1	2		1					6	14	-800%			
SUBPOENA SERVICE	7	3	1	9	1			15	4		1		41	44	-7%			
PERMISSION TO PARK	5	1	5	3	4	6	5	4	2	2	1		38	34	12%			
PATROL-FOUND DOOR OPEN	2	3	2	5	9	4	2			5	2		34	33	3%			
PATROL-FOUND OPEN WINDOW													0	1	-100%			
PATROL-FOUND B&E													0	0	0%			
ASSIST E.C.S.D.-	7	6	13	13	5	4	1	6	2	3	1		61	79	-23%			
GENERAL NON CRIMINAL																		
JUVENILE SAFETY VIOL													0	0	0%			
ANIMAL CONTROL	4	4		6	16	28	15	19	4	15	12		123	118	4%			
ZONING ORD VIOLATION			4		1								5	4	25%			
TOTALS	526	504	572	550	583	605	519	610	574	722	532	0	6297	6766	-7%			
TRAFFIC STOPS	117	74	95	78	65	67	102	51	87	128	151		1015	847	19%			
OFFICER TRAINING HOURS	98.5	185	50	132.5	153	27	88	72	118	129	228.5		1281.5	880.5	46%			
COMMUNITY HOURS	18.5	60	2.5	9	3.5	43	9	2	55	70	35		307.5	378.5	-19%			
PAPERWORK HOURS	422	395.5	344.5	380.5	326.5	310.5	333	327	276.5	318	460.5		3894.5	3549	10%			

SRO STATS

The School Resource Officer handle 17 calls at the Charlotte Public Schools for November. They Include:

1- NonAggravated Assault, 3- Intimidation/Threats, 1- VCSA, 1- Weapon-Other, 1- Public Peace, 2- Health/Safety Violation

1- Delinquent Minor, 1- Alarm Test, 1- Suspicious Situation, 4- Assist Citizen, 1-Assist Other Agency.

VCSA STATS

During the month of November the Charlotte Police Department dealt with 7 VCSA incidents. They are the follows:

2-Pills, 2- Marijuana. 3- Hallucinogen

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

Assist Police Agency breakdown

Eaton County-Delta Township: 1

Michigan State Police: 9

Calhoun County: 2

Potawatomi: 1

City of Charlotte

Department of Public Works

Monthly Summary – November 2025

Submitted by: Stephanie Whitney, Director of Public Works

Overview

November was a transition-focused and productive month for the Department of Public Works. Crews completed seasonal preparations, continued maintaining essential City services, and advanced long-term infrastructure planning. Significant progress was also made in external funding efforts, with multiple grant applications moving into active development following the award of Technical Assistance Center (TAC) support.

Highlights by Division

Public Works (DPW)

- Winterized bathrooms and drinking fountains at **Bennett Park** and **Dean Park**.
- Continued blowing, sweeping, and collecting leaves in parks and throughout the city.
- Performed ongoing **street sweeping** and **leaf bag pickup** operations.
- Swept downtown this fall twice to remove leaf accumulation from sidewalks.
- Installed winter banners and assisted with downtown holiday preparations, including:
 - Setting up **Santa and his Elves**
 - Decorating small trees along Cochran Avenue
 - Coordinating with the Fire Department to decorate the large community Christmas tree
- Decorated two DPW trucks with lights for the **Lighted Christmas Parade**.
- Continued **cold patching** potholes as weather allowed.
- Assisted the Water Department with organizing parts at the Armory, valve turning, and early planning for upcoming meter upgrades.

Water Department

- Completed monthly chlorinator cleaning and chemical pump maintenance.
- **Peerless Midwest** pulled and cleaned **Well #6**; pump repairs are pending completion.
- Installed and activated **spill containment scales** at well sites in compliance with EGLE requirements.
- Submitted the **Monthly Water Report** to EGLE.
- Collected and analyzed routine bacteriological and water quality samples.
- Continued delivering notices and conducting **in-house plumbing inspections**.
- Continued development of a **valve-turning program** in partnership with DPW.

- Read water meters and completed meter-related work orders.
- **H2O Compliance** continued administering the City's Cross Connection / Backflow Prevention Program.
- Anissa assisted with water service line notification efforts.

Wastewater Department (WWTP)

- Continued work on the **Capital Improvement Plan**.
- Submitted the **Monthly WWTP Report** to EGLE.
- Continued annual cleaning and preventative maintenance of process equipment.
- **Windemuller Electric** completed annual **infrared (IR) scans**.
- **Trojan Technologies** scheduled UV system upgrades for **February 2026**.
- **Moore & Bruggink** continued engineering and design work for the **tertiary filter rehabilitation project**.
- Completed monthly inspections of fire extinguishers, stormwater systems, DO probes, eyewash stations, and safety showers.
- Awaiting **Biotech** scheduling for biosolids land application.
- Completed cleanouts of the **Supernatant Tank** and **Equalization Tanks**.

Fleet & Facilities

Fleet

- Completed scheduled maintenance on vehicles and equipment.
- Performed minor repairs as needed.
- Prepared **snowplows and salters** for winter operations.
- Continued entering fleet and equipment data into the **asset management system**.

DPW Facility

- Excavated footings for the **new salt barn**.
- Installed new **gas and electric services** in preparation for demolition of the existing structure.
- DPW Roof was completed.

Armory

- Performed boiler maintenance and replaced **six steam traps**, improving system efficiency.

Recycling Center (CARA)

- Completed routine site maintenance to ensure safety and accessibility for winter operations.
- Reorganized storage areas to improve workflow and maximize space.

- Coordinated with DPW to address drainage concerns and strengthen site durability.
- Continued baling operations to improve material handling efficiency.
- Assisted residents with recycling guidance during the busy holiday season.
- Began accepting **string lights** for the annual holiday collection event.
- Collected **\$520.00** in trash fees.
- Received **\$594.56** in community donations.

Airport (Fitch H. Beach Airport)

- City management oversight transitioned from **Stephanie Whitney** to **Rob Hillard**.
- **Runway 21 PAPI lights** went out of service and were repaired by **Swanson Electric**.
- The **terminal building furnace** failed; repair parts are on order and repairs will be completed upon arrival.

Grant Funding Efforts – November 2025

Grant Program	Project / Purpose	Amount Requested	Match	Status
FY26 Community Project Funding	Combs Industrial Park – New Road Construction	\$4,300,210.75	\$1,000,000	Awaiting award
Rural & Tribal Assistance Pilot Program	Downtown Corridor Design (Harris → Krebs)	\$280,000	—	Awaiting award
FY26 BUILD (formerly RAISE)	Full Reconstruction of Downtown (Harris → Krebs)	\$5,500,000 (anticipated)	10% local match	TAC awarded; grant writing in progress. Due 2/24/2026
RECOVER-MI Challenge	Water & Wastewater Infrastructure Resilience Improvements (DR-4757)	\$10,726,554	\$1,000,000	Awaiting TAC support
Airport Terminal Program	New Airport Terminal Building	\$1,100,000	5% local match	TAC awarded; grant writing in progress. Due 1/15/2026
EGLE Recycling Center Infrastructure Grant	CARA Infrastructure Improvements	TBD	TBD	Application to be developed. Due 1/28/2026

The Framework: FY 2025/26 Project Update

City Services

- **Salt Barn Review** – Footings completed; gas and electric installed. Preparing for demolition of the existing structure and continuation of construction.
- **Water/Sewer Meter System Improvement Review** – Contract continues under review by the City Attorney.
- **Tirrell Pump Replacement Review** – Contract previously awarded; coordination ongoing.
- **Downtown Sidewalk Snow Removal Review** – Contract awarded to **Eric Rodgers**; seasonal operations underway.
- **Recycling Center Review** – Deferred at this time per direction from the City Manager.
- **Public Works Roof Repair Review** – Work Completed.
- **Brush/Leaf Removal Review** – Active leaf collection, street sweeping, and park cleanup operations ongoing.
- **Truck Purchase Review** – New trucks received earlier in the fiscal year; fleet tracking and asset management data entry ongoing.
- **UV System Upgrade Review** – UV system upgrades scheduled for **February 2026**.
- **Tertiary Filter Replacement Review** – Engineering and design work ongoing with **Moore & Bruggink**.

Community Development

- **Airport Terminal Review** – TAC support awarded; grant writing underway for construction of a **new airport terminal building** (application due **January 15, 2026**).
- **Combs Industrial Improvements Review** – Community Project Funding request submitted; awaiting award decision.
- **Downtown Corridor Improvements Review** –
 - Downtown corridor design grant submitted through the **Rural & Tribal Assistance Pilot Program**; awaiting award.
 - **FY26 BUILD (formerly RAISE)** grant: TAC support awarded; grant writing underway (application due **February 24, 2026**).

Neighborhood Enrichment

- **Oak Park Improvements Review** – Project planning and bid package development continue.
- **Bennett Park Improvements Review** – Surveying underway; bathrooms winterized for the season.
- **Mac Gobel Bleacher Project Review** – Project remains in progress.
- **Horatio Avenue Improvements Review** – Construction complete.
- **Lincoln Street Improvements Review** – Construction complete.

- **Seminary Street Improvements Review** – Construction complete.
- **Mikesell Street Improvements Review** – Construction complete.

Conclusion

November reflected continued coordination, seasonal readiness, and forward momentum across all Public Works divisions. With winter operations underway and multiple major grant applications now in active development, the Department remains focused on maintaining reliable services while advancing critical infrastructure investments for the City of Charlotte.



Memo

To: City Council
From: Salena Benavidez, Community Development Director
Date: December 22, 2025
Re: Community Development Monthly Activity Report

Downtown Development Authority

The Downtown Development Authority (DDA) met with CharlotteRising to hear their approach for marketing in Charlotte. The DDA is considering a partnership to expand their marketing as it aligns with the recently approved Development & TIF Plan. The board did not have a quorum so no action was taken in December.

CHILL Grant

The City of Charlotte was awarded \$200,000 by the Michigan State Housing Development Authority (MSHDA) to provide eligible homeowners in the City with much needed health- and safety-related repairs to their homes. This is a great opportunity for the City to provide additional assistance to homeowners in the community. The following memorandum provides a status update on the grant activities that have been completed as of December 22, 2025.

Grant Activities Update

The following activities have been completed:

- Increased the maximum amount of funding available from \$10,000 to \$20,000. Applicants interested in receiving more than \$10,000 are required to enter into a second mortgage agreement with MSHDA. Worked with already approved applicants who were interested in the increased grant amount on the mortgage process.
- Completed preinspections to confirm the scope of work identified in each application and determine if other repairs outside of those identified in the application need to be made.
- Received estimates from several applicants for approved projects. McKenna staff and inspectors are currently reviewing these estimates and corresponding with these contractors to clarify questions and get required documentation.

Next Steps

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

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

MI Neighborhood Program CDBG

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

The MI Neighborhood CDBG Grant Agreement was signed and returned to MSHDA earlier this month. The City is currently awaiting the next steps for the process, including the grant contract execution and placing a request for proposals to identify a third party administrator to oversee the grant administration.

Zoning Ordinance Review

The Zoning Ordinance Review Committee completed their comprehensive review of the complete Zoning Ordinance and proposed zoning map. Physical copies of the Zoning Ordinance draft were distributed to the Planning Commission at their December meeting. The Planning Commission is independently reviewing the draft ordinance at this time. Commissioners have been directed to send any questions about the draft ordinance to the Community Development Director, Code Enforcement Administrator, and Zoning Administrator prior to the meeting. A special meeting for a workshop is scheduled for January 6, 2025. At this meeting, commissioners will have the opportunity to share feedback with Beckett & Raeder on the draft ordinance.

Domestic Fowl Ordinance Review

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

Neighborhood Enrichment - Housing

The Housing Committee continues to meet regularly to explore opportunities for development in Charlotte. In the past month, the committee has been able to connect interested developers together to support their vision for affordable housing. Furthermore, we have continued our efforts to compile a list of properties from the Master Plan and public databases to share with

developers. We are working to add an additional tab to this document with a compiled list of funding resources.

Brownfield Redevelopment Authority

The newly restored Brownfield Redevelopment Authority is planning to meet in January 2026. The authority has invited Michigan Economic Development Corporation (MEDC) to present on their Brownfield Programs, This presentation will help further the education of the board to help revitalization in Charlotte.

The Brownfield Board is composing a brief article for the County Journal to promote the newly reformed board. This article will outline the goals of a BRA in hopes to attract more volunteers to sit on the board.



Memo

To: Honorable Mayor Pro Tem Rodriguez; City Council
From: Mikayla Middaugh
Date: December 17, 2025
Re: Claims and Expenditures for Council approval on December 22, 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 December 08, 2025	\$5,927.60
HRA Insurance claims week of December 15, 2025	\$682.16
Payroll paid December 12, 2025	\$153,790.58
Invoiced claims as of December 17, 2025	\$975,516.12

Total	<u>\$1,135,916.46</u>
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Suggested Motion

Motion to approve Claims and Expenditures in the amount of **\$1,135,916.46**

INVOICE APPROVAL (BY INVOICE) FOR CHARLOTTE CITY

INVOICE ENTRY DATES 12/04/2025 - 12/19/2025

POSTED AND UNPOSTED OPEN

BANK ACCOUNTS: POOL - INDEPENDENT BANK GENERAL ACT

Invoice Number	Bank Account	Description	Amount
02260 ABC FASTENER GROUP, INC			
A606227	POOL	PLOW BOLTS	612.36
Total For: ABC FASTENER GROUP, INC			612.36
01683 ACD.NET			
81518-301	POOL	DECEMBER 2025	699.00
91177-153	POOL	DECEMBER 2025 (WASTE TREATMENT)	565.84
Total For: ACD.NET			1,264.84
02079 ADVANTAGE FLEET,			
RA140000148:01	POOL	311 AIR COMPRESSOR REPAIR	1,780.59
Total For: ADVANTAGE FLEET,			1,780.59
01764 AMAZON CAPITAL SERVICES			
16JN-N76G-7XNQ	POOL	ACCOUNT # A264N6SLCWDWHU (COMMUNITY DEVELOPMENT) SATI	132.90
1DM6-C49J-DKV6	POOL	ACCOUNT # A264N6SLCWDWHU WALL CALENDARS	19.60
1DM6-C49J-Y6QG	POOL	ACCOUNT # A264N6SLCWDWHU (FIRE) POWER SUPPLY MICS COU	15.19
1H3Q-W3M7-74MY	POOL	ACCOUNT # A264N6SLCWDWHU (TABLE & DESK COUNCIL CHAMBE	407.13
1PVY-HXFC-FWKH	POOL	ACCOUNT # A264N6SLCWDWHU	16.24
1TQQ-LMGR-7D9T	POOL	ACCOUNT # A264N6SLCWDWHU TAPE FOR DOOR TAGS	11.49
1VNX-7L9F-39CL	POOL	ACCOUNT # A264N6SLCWDWHU (DPW ADMIN) PLANTS , COUNT	297.51
1VQJ-33H6-WDHC	POOL	ACCOUNT # A264N6SLCWDWHU (FIRE) SIGN PARTS	24.14
1W7Q-GTXV-GHPD	POOL	ACCOUNT # A264N6SLCWDWHU (FIRE) SUPPLIES FIRE STATION	289.48
1WXQ-PM4H-4RFH	POOL	ACCOUNT # A264N6SLCWDWHU (FIRE) LED LIGHTS COUNCIL CH	11.83
Total For: AMAZON CAPITAL SERVICES			1,225.51
02108 ASSESSING SOLUTIONS INC.			
04012024	POOL	ASSESSING SERVICES	3,750.00
Total For: ASSESSING SOLUTIONS INC.			3,750.00
02207 AT & T MOBILITY			
287354111767X120520	POOL	OCTOBER 28 - NOV 27	271.25
Total For: AT & T MOBILITY			271.25
01632 AT&T			
4186629015	POOL	AIRPORT & PUMPHOUSE	283.40
Total For: AT&T			283.40
02030 AVERY OIL & PROPANE, INC			
1183044	POOL	AIRPORT-12290746	1,298.55
12.10.2025	POOL	CAMP FRANCES- ACCT# 12041178	77.26
Total For: AVERY OIL & PROPANE, INC			1,375.81
01602 BEAVER RESEARCH COMPANY			
0391266-IN	POOL	SUPPLIES	499.15
Total For: BEAVER RESEARCH COMPANY			499.15
01576 BOUND TREE			
86011209	POOL	MEDICAL SUPPLIES (FIRE)	203.22
Total For: BOUND TREE			203.22
02251 BRIGHTLY SOFTWARE, INC			
INV-294068	POOL	ASSET ESSENTIALS IMPLEMENTATION	1,649.20
Total For: BRIGHTLY SOFTWARE, INC			1,649.20
02268 BRUNETTE ROOFING & SIDING, INC			
25-0920	POOL	CHILL GRANT - 704 CHERRY ST	9,895.00
Total For: BRUNETTE ROOFING & SIDING, INC			9,895.00
01561 BS&A SOFTWARE			
164778	POOL	BS&A CLOUD TRANSITION FROM .NET	28,300.00
Total For: BS&A SOFTWARE			28,300.00

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BANK ACCOUNTS: POOL - INDEPENDENT BANK GENERAL ACT

Invoice Number	Bank Account	Description	Amount
01555 BYRUM ACE HARDWARE			
494123	POOL	(FIRE) PIPE	15.98
494171	POOL	(DPW) FASTENERS	13.86
494429	POOL	(WWTP) HOSE BIBB	29.76
494511	POOL	SPIGOT REPAIR	14.16
494594	POOL	SNOW SHOVELS	119.98
494619	POOL	HILLMAN FASTENERS	15.04
494851	POOL	(FIRE) HEX BIT DRIVERS	9.99
494947	POOL	(FIRE) VARNISH	45.96
495072	POOL	ANTIFREEZE	41.53
495085	POOL	QUICK CONNECT PLUGS REFUND	(0.60)
495094	POOL	QUICK CONNECT PLUGS	27.56
495102	POOL	PLUMBING SUPPLIES	11.58
495705	POOL	PAINT FOR PARKS	21.97
495751	POOL	HEAT TAPE/ CABLE	49.58
495763	POOL	PROPANE REFILL	20.00
496232	POOL	(DPW) PICTURE HANGERS	9.79
496351	POOL	(POLICE) DH CHARGER, ENGINE CORD BLOCK HEATER	51.99
496366	POOL	(DPW) PRESSURE WASHER GUN, NOZZLE, QUICK CONNECT, SNO	512.91
496398	POOL	FASTENERS	7.20
496429	POOL	POWER WASHER PARTS	18.98
496458	POOL	SNAP RINGS	29.14
496679	POOL	(FIRE) GARDEN HOSE	42.97
496680	POOL	FUSES FOR DOWNTOWN TREES	23.99
496798	POOL	(FIRE) JOINT COMPOUND	15.99
Total For: BYRUM ACE HARDWARE			1,149.31
01882 CALEDONIA FARMERS ELEVATOR			
439597	POOL	REAR TIRES 311& 312	2,491.60
456239	POOL	TIRES FOR # 4	2,272.48
Total For: CALEDONIA FARMERS ELEVATOR			4,764.08
01511 CHARLOTTE RISING			
SEPTEMBER 10, 2025	POOL	SUPPLEMENTAL COMMUNITY AND ECONOMIC DEVELOPMENT SERVI	25,000.00
Total For: CHARLOTTE RISING			25,000.00
02270 CINTAS			
5306151805	POOL	SUPPLIES	31.32
Total For: CINTAS			31.32
02161 CIVICPLUS LLC			
358188	POOL	ANNUAL MUNICIPAL WEBSITE CENTRAL RENEWAL	6,243.30
Total For: CIVICPLUS LLC			6,243.30
02225 CLEAR HEIGHTS CONSTRUCTION, LLC			
8282-2	POOL	NEW SALT BARN	104,274.10
Total For: CLEAR HEIGHTS CONSTRUCTION, LLC			104,274.10

INVOICE APPROVAL (BY INVOICE) FOR CHARLOTTE CITY

INVOICE ENTRY DATES 12/04/2025 - 12/19/2025

POSTED AND UNPOSTED OPEN

BANK ACCOUNTS: POOL - INDEPENDENT BANK GENERAL ACT

Invoice Number	Bank Account	Description	Amount
01471 CONSUMERS ENERGY			
201187329299	POOL	1325 ISLAND HWY GATE-AIRPORT	35.75
201365277380	POOL	1325 ISLAND HWY #C	96.03
201365295206	POOL	245 S COCHRAN AVE	21.45
201721206130	POOL	1310 S COCHRAN AVE	147.59
201810192449	POOL	620 W SHEPHERD ST	18.00
201810193274	POOL	108 E LAWRENCE AVE	57.67
201810193275	POOL	108 E LAWRENCE AVE	18.00
202166158648	POOL	1104 MIKESELL ST	232.64
202166158652	POOL	544 LANSING ST/WWTP LIFT STATION	25.76
202166158653	POOL	544 LANSING ST	634.00
202166158654	POOL	700 E. SHEPHERD ST.	149.47
202166158659	POOL	1075 INDEPENDENCE BLVD	255.43
202166158662	POOL	1305 S COCHRAN AVE	55.10
202166158690	POOL	1216 S COCHRAN AVE	1,928.48
202166158727	POOL	111 E LAWRENCE AVE	3,690.64
202166159239	POOL	1005 PAINE DR. FRNT GEN CHARLOTTE	26.39
202255170083	POOL	526 W STODDARD ST	38.69
202344150919	POOL	112 1/2 S COCHRAN	29.07
202433152103	POOL	1152 S COCHRAN AVE CAMP FRANCIS	107.61
202433168510	POOL	076 - 12 TRAFFIC LIGHTS	469.98
202433168511	POOL	AREA LIGHTING	583.77
202433168512	POOL	076 - 2 TRAFFIC LIGHTS	3.12
202433168513	POOL	065 & 068 -460 STREETLIGHTS	3,139.45
202433168514	POOL	TULLY BROWN DR (AREA LIGHTING)	131.18
202878069401	POOL	508 N. SHELDON ST.	68.51
202967057607	POOL	1064 NORTHWAY	44.71
203056047714	POOL	203 HALL ST	68.17
203501043211	POOL	201 HALL ST (AREA LIGHTING)	98.38
203590013981	POOL	911 W SHEPHERD ST FIRE DEPT 2	2,674.95
203767976129	POOL	1227 S COCHRAN AVE	5,572.31
203856978314	POOL	1225 S COCHRAN AVE	140.34
203856989931	POOL	1005 PAINE DR	11,107.92
204479891374	POOL	619 W SHEPHERD ST	65.90
204479891375	POOL	620 W SHEPHERD ST	292.35
204568886686	POOL	811 CHADS WAY	111.50
204924841877	POOL	700 LANSING RD	36.89
205102784096	POOL	1800 PACKARD HWY	41.45
205280751158	POOL	1167 E CLINTON TRAIL	83.80
205280751253	POOL	1213 S COCHRAN AVE	60.03
205280751254	POOL	1216 S COCHRAN AVE	24.90
205280751255	POOL	1216 1/2 S COCHRAN AVE	18.00
205280751256	POOL	1216 S COCHRAN AVE	30.09
205369752638	POOL	103 VAN LIEU ST	41.95
205369754768	POOL	1005 PAINE DR	37.83
205636678496	POOL	201 HALL ST	66.85
205725685239	POOL	1325 ISLAND HWY	431.87
205725685240	POOL	1329 1/2 ISLAND HWY	57.75
205903668957	POOL	111 E LAWRENCE AVE	247.68
205903669123	POOL	301 TIRRELL RD	328.94
205903669124	POOL	301 TIRRELL RD R2	281.86
205903669125	POOL	301 TIRRELL RD MAINTENANCE	51.66
206348376882	POOL	811 CHADS WAY	20.58
Total For: CONSUMERS ENERGY			34,002.44
01476 CONTRACTORS CONNECTION INC.			
7199145	POOL	MARKING PAINT FOR LINES	785.00
Total For: CONTRACTORS CONNECTION INC.			785.00
01838 CULLIGAN WATER CONDITIONING			
53625TO	POOL	WATER SOFTENER SALT	27.56
55163TO	POOL	WATER SOFTENER SALT CITY HALL	26.00
Total For: CULLIGAN WATER CONDITIONING			53.56
02267 DEBACK, SUSIE			
1698-NONPROFIT NETW POOL		NON PROFIT NETWORK MEMBERSHIP FEE	70.00
Total For: DEBACK, SUSIE			70.00

INVOICE APPROVAL (BY INVOICE) FOR CHARLOTTE CITY

INVOICE ENTRY DATES 12/04/2025 - 12/19/2025

POSTED AND UNPOSTED OPEN

BANK ACCOUNTS: POOL - INDEPENDENT BANK GENERAL ACT

Invoice Number	Bank Account	Description	Amount
01428 DELTA DENTAL PLAN OF MICHIGAN			
RIS0006716545	POOL	12/01/2025 - 12/31/2025 (DECEMBER 2025)	5,578.04
Total For: DELTA DENTAL PLAN OF MICHIGAN			5,578.04
01414 DORNBOS SIGN & SAFETY INC.			
84626	POOL	TRUCK DECALS	87.20
INV84537	POOL	COUNCIL CHAMBER SIGNS	315.50
Total For: DORNBOS SIGN & SAFETY INC.			402.70
01394 EATON COUNTY TRAINING COMMITTEE			
1014	POOL	FIRE SCHOOL 6 NEW VOLUNTEERS	3,660.00
Total For: EATON COUNTY TRAINING COMMITTEE			3,660.00
01399 EATON COUNTY-ROAD COMMISSION			
4419	POOL	2025 PAVEMENT MARKING	1,090.99
Total For: EATON COUNTY-ROAD COMMISSION			1,090.99
01384 EATON TOWNSHIP TREASURER			
12.16.2025	POOL	ANNEXATION AGREEMENT TAX YEAR 2025	50,043.17
REVENUE SHARING	POOL	MAY- AUGUST 2025 REVENUE SHARING	5,131.00
Total For: EATON TOWNSHIP TREASURER			55,174.17
01957 EGANIX			
25899	POOL	F.O.G TREATMENT	2,370.00
Total For: EGANIX			2,370.00
01402 EJ USA INC			
1102500095943	POOL	MANHOLE LIDS	3,386.34
Total For: EJ USA INC			3,386.34
02178 ENG. INC			
0019462	POOL	CONSTRUCTION ENGINEERING- LINC, HOR, SEM, MIKE	8,785.00
0019463	POOL	BENNETT PARK SURVEY	9,457.50
Total For: ENG. INC			18,242.50
00932 ERIC ROGERS LLC			
36360	POOL	DOWNTOWN SNOW & ICE REMOVAL (PAYMENT 1 OF 10)	2,480.00
36361	POOL	DOWNTOWN SNOW & ICE REMOVAL (PAYMENT 3 OF 10)	2,480.00
36362	POOL	DOWNTOWN SNOW & ICE REMOVAL (PAYMENT 2 OF 10)	2,480.00
36769	POOL	SIDEWALK SNOW CLEARING PER CODE ENFORCEMENT	795.25
Total For: ERIC ROGERS LLC			8,235.25
01358 FAMILY FARM & HOME			
002096	POOL	AIRPORT HEATERS AND SOFTENER SALT	274.72
002100	POOL	SIGN BOLTS	33.88
Total For: FAMILY FARM & HOME			308.60
01167 FIRST ADVANTAGE LNS OCC HEALTH			
2502312511	POOL	CLINIC COLLECTION	209.45
Total For: FIRST ADVANTAGE LNS OCC HEALTH			209.45
01322 GALE BRIGGS, INC.			
M3653	POOL	FILL DIRT	3,934.00
Total For: GALE BRIGGS, INC.			3,934.00
01321 GALLOUP/FORBERG SMITH/MERLO			
S116197564.001	POOL	PLUMBING SUPPLIES	190.34
Total For: GALLOUP/FORBERG SMITH/MERLO			190.34
01281 HART INTERCIVIC			
INV004607	POOL	LICENSE AND SUPPORT RENEWAL	3,728.00
Total For: HART INTERCIVIC			3,728.00
02037 HASSEL FREE FUELS			
CFSI-12761	POOL	ACCNT #010107 (DPW/WWTP) FUEL	2,452.74
Total For: HASSEL FREE FUELS			2,452.74
01970 HOPKINS MECHANICAL SERVICES, LLC			
H25610	POOL	HEATER REPAIR ARMORY	3,385.00
H25676	POOL	BOILER WORK AT THE ARMORY	4,300.00
Total For: HOPKINS MECHANICAL SERVICES, LLC			7,685.00

INVOICE APPROVAL (BY INVOICE) FOR CHARLOTTE CITY

INVOICE ENTRY DATES 12/04/2025 - 12/19/2025

POSTED AND UNPOSTED OPEN

BANK ACCOUNTS: POOL - INDEPENDENT BANK GENERAL ACT

Invoice Number	Bank Account	Description	Amount
02068 IMAGE TREND			
PS-INV1202	POOL	FIRE DEPARTMENT REPORTING SOFTWARE	9,731.65
Total For: IMAGE TREND			9,731.65
01252 INDEPENDENT BANK			
5867-11/14/2025	POOL	NOVEMBER 2025	10,820.28
Total For: INDEPENDENT BANK			10,820.28
01250 INSTY PRINTS			
99702	POOL	WINDOW ENVELOPES	528.88
Total For: INSTY PRINTS			528.88
01578 INTERSTATE BILLING SERVICE			
P78105	POOL	KICKSTAND	42.65
Total For: INTERSTATE BILLING SERVICE			42.65
02266 JENSEN ENVIRONMENTAL MANAGEMENT, INC			
J25-165	POOL	PRE- DEMOLITION BUILDING INSPECTION	1,000.00
Total For: JENSEN ENVIRONMENTAL MANAGEMENT, INC			1,000.00
02025 JOHN DEERE FINANCIAL			
11109804	POOL	SNOW BLOWER CABLE	24.95
Total For: JOHN DEERE FINANCIAL			24.95
01209 KENDALL ELECTRIC INC.			
S116197095.001	POOL	BATTERY STREAM LIGHT	119.56
Total For: KENDALL ELECTRIC INC.			119.56
01207 KENNEDY INDUSTRIES INC.			
649156	POOL	ANNUAL PREVENTATIVE PUMP MAINTENANCE - LANSING PUMPS	1,500.00
Total For: KENNEDY INDUSTRIES INC.			1,500.00
01976 KENT COMMUNICATIONS INC			
353557	POOL	DECEMBER UTILITY BILLS	1,108.52
Total For: KENT COMMUNICATIONS INC			1,108.52
01182 LANSING UNIFORM COMPANY			
108763-A	POOL	SHORT SLEEVE & LONG SLEEVE SHIRTS	309.70
Total For: LANSING UNIFORM COMPANY			309.70
01790 LEAP			
2721	POOL	MUNICIPALITY MEMBERSHIP FOR 2026	3,000.00
Total For: LEAP			3,000.00
01173 LEA'S AUTO BODY			
10433	POOL	OIL CHANGE 2022 CHEVY TAHOE	93.49
Total For: LEA'S AUTO BODY			93.49
01684 LEXISNEXIS RISK DATA MANAGEMENT LLC			
1100237086	POOL	NOVEMBER 2025	200.00
Total For: LEXISNEXIS RISK DATA MANAGEMENT LLC			200.00
02144 MANNIK & SMITH GROUP, INC., THE			
138342	POOL	OAK PARK PROJECT 401.240.1467.000	791.00
Total For: MANNIK & SMITH GROUP, INC., THE			791.00
01047 MATT GRIFFITH -MWEA LOCAL #7			
12.12.2025	POOL	MWEA LUNCHEON /DPW	120.00
Total For: MATT GRIFFITH -MWEA LOCAL #7			120.00
01137 MCGINTY, HITCH, PERSON, ANDE., P.C.			
NOVEMBER 2025	POOL	FY26 ATTORNEY SERVICES	11,946.30
Total For: MCGINTY, HITCH, PERSON, ANDE., P.C.			11,946.30
02154 MCKENNA ASSOC. INC.			
25-003-8	POOL	CHILL GRANT ADMINISTRATION	2,172.50
25-011-9	POOL	PLANNING ADVISORY SERVICES	1,500.00
Total For: MCKENNA ASSOC. INC.			3,672.50
00316 MICH ASSOC. CHIEFS OF POLICE			
200015648	POOL	WIN 26 FULL CONFERENCE	280.00
300012714	POOL	ACTIVE(SWORN LE PERSONNEL) (SLAUGHTER)	100.00
300012715	POOL	ACTIVE (SWORN LE PERSONNEL) MCDANIEL	100.00
300012901	POOL	ACTIVE (SWORN LE PERSONNEL) (HAFNER)	100.00
Total For: MICH ASSOC. CHIEFS OF POLICE			580.00

INVOICE APPROVAL (BY INVOICE) FOR CHARLOTTE CITY

INVOICE ENTRY DATES 12/04/2025 - 12/19/2025

POSTED AND UNPOSTED OPEN

BANK ACCOUNTS: POOL - INDEPENDENT BANK GENERAL ACT

Invoice Number	Bank Account	Description	Amount
02146 MICROTECH SERVICES, INC			
36750	POOL	MONTHLY MANAGED SERVICES	5,656.00
Total For: MICROTECH SERVICES, INC			5,656.00
01714 MITSCHKE, MATTHEW			
12.8.2025	POOL	BOOT ALLOWANCE PER SEIU CONTRACT	250.00
Total For: MITSCHKE, MATTHEW			250.00
01070 MMTA			
13713	POOL	2026 WINTER WORKSHOP	199.00
Total For: MMTA			199.00
02255 NAPA AUTO PARTS			
287743	POOL	OIL AND FILTER	58.70
288095	POOL	TAIL LIGHT	10.84
Total For: NAPA AUTO PARTS			69.54
01007 O'REILLY AUTO PARTS			
4651-495382	POOL	WIPES	14.98
Total For: O'REILLY AUTO PARTS			14.98
02189 OVERWATCH EMERGENCY			
5545	POOL	OUTFITTING OF ONE PATROL VEHICLE	19,842.98
Total For: OVERWATCH EMERGENCY			19,842.98
02269 PUBLIC AGENCY TRAINING COUNCIL			
13562	POOL	TRAINING CLASSES (FULLERTON AND GLIDDEN)	1,350.00
Total For: PUBLIC AGENCY TRAINING COUNCIL			1,350.00
02129 RICOH USA, INC			
109651988	POOL	COPIER LEASE (60 MONTHS) FOR CURRENT YEAR	415.64
Total For: RICOH USA, INC			415.64
02202 RIETH-RILEY CONSTRUCTION CO.,INC			
BENNETT PARK	POOL	STREET IMPROVEMENTS-HOR, LINC, SEM, MIKESELL	430.65
HORATIO AVE	POOL	STREET IMPROVEMENTS-HOR, LINC, SEM, MIKESELL	133,564.02
LINCOLN STREET	POOL	STREET IMPROVEMENTS-HOR, LINC, SEM, MIKESELL	313,688.86
MIKESELL ST	POOL	STREET IMPROVEMENTS-HOR, LINC, SEM, MIKESELL	50,739.97
SEMINARY STREET	POOL	STREET IMPROVEMENTS-HOR, LINC, SEM, MIKESELL	43,424.00
Total For: RIETH-RILEY CONSTRUCTION CO.,INC			541,847.50
00935 ROCHESTER CREATIONS			
4099	POOL	CHERI & JOE UNIFORMS	127.00
5005	POOL	DAN & TYGER UNIFORM	56.00
Total For: ROCHESTER CREATIONS			183.00
00861 STANDARD LIFE INSURANCE CO			
DECEMBER 2025	POOL	2025 DECEMBER	1,759.12
Total For: STANDARD LIFE INSURANCE CO			1,759.12
02186 STATE OF MICHIGAN			
551-667248	POOL	SOR REGISTRATION ENDING 11/30/2025	30.00
Total For: STATE OF MICHIGAN			30.00
01424 STATE OF MICHIGAN			
11380932	POOL	ANNUAL BIOSOLIDS LAND APPLICATION FEE	1,922.62
Total For: STATE OF MICHIGAN			1,922.62
00847 SWANSON ELECTRIC			
1548.70	POOL	LIGHT BULBS CITY HALL	1,440.00
1548.71	POOL	AIRPORT -TROUBLESHOT AND REPAIRED THE PAPI LIGHTS	95.00
Total For: SWANSON ELECTRIC			1,535.00
00820 TRACE ANALYTICAL LABORATORIES			
5120408	POOL	WATER ANALYSIS	156.00
Total For: TRACE ANALYTICAL LABORATORIES			156.00
00804 ULINE			
200476556	POOL	SPILL CONTAINMENT	398.81
201091859	POOL	MESH TASK CHAIRS, 68X22 STORAGE CREDENZA	2,333.76
Total For: ULINE			2,732.57

INVOICE APPROVAL (BY INVOICE) FOR CHARLOTTE CITY

INVOICE ENTRY DATES 12/04/2025 - 12/19/2025

POSTED AND UNPOSTED OPEN

BANK ACCOUNTS: POOL - INDEPENDENT BANK GENERAL ACT

Invoice Number	Bank Account	Description	Amount
00791 USA BLUE BOOK			
INV00896001	POOL	LAB SUPPLIES	65.36
INV00897616	POOL	BENCH LINER(LAB)	679.50
INV00904950	POOL	LAB SUPPLIES	195.52
INV00907315	POOL	LAB SUPPLIES	129.53
Total For: USA BLUE BOOK			1,069.91
00785 VERIZON WIRELESS			
6129953156	POOL	PHONE BILL	1,678.17
Total For: VERIZON WIRELESS			1,678.17
00778 VISION SERVICE PLAN			
2025 DECEMBER	POOL	VISION PLAN	958.82
DECEMBER 2025	POOL	VISION PLAN (SAFETY)	456.63
Total For: VISION SERVICE PLAN			1,415.45
00758 WINDEMULLER			
247184	POOL	ANNUAL IR SCANS	1,774.00
Total For: WINDEMULLER			1,774.00
00774 WM CORPORATE SERVICES, INC.			
8532827-1710-9	POOL	REFUSE PICKUP	1,793.60
Total For: WM CORPORATE SERVICES, INC.			1,793.60
00753 WOLVERINE PEST SERVICE			
128033	POOL	PEST CONTROL FOR CAMP FRANCES	50.00
128050	POOL	MONTHLY PERVENTION AT GARAGE	50.00
Total For: WOLVERINE PEST SERVICE			100.00
Report Total:			975,516.12
PAYMENT TYPE TOTALS:			
EFT Transfer		53,575.33	
Paper Check		921,940.79	

COMMERCIAL CREDIT CARD STATEMENT

November 2025

	DATE	VENDOR	DESCRIPTION	ACCOUNT #	AMOUNT
Griffith, M	10/29/2025	Michigan Water Environm	P Singh -MWEA Membership	510-537.000-960.000	\$ 100.00
	10/29/2025	Michigan Water Environm	Lab Seminar (Saldana, Singh)	510-550.000-965.000	\$ 390.00
	10/30/2025	Municipal Wastewater	Matt G. License Renewal	510-537.000-960.000	\$ 96.90
	11/07/2025	Wal-Mart	Office Supplies	510-550.000-731.000	\$ 71.91
	Subtotal				\$658.81
Brentar, P	10/15/2025	AXON	Taser Holster	101-301.000-731.000	\$ 100.00
	10/21/2025	Jersey Mikes	High Risk Unified Command Class	101-301.000-965.000	\$ 46.56
	10/22/2025	Elavon Service Fee	Plate Tab Service Fee	101-301.000-731.000	\$ 0.27
	10/22/2025	Sec of Sate Branch	Plate Tab Renewal Fee	101-301.000-731.000	\$ 13.00
	Subtotal				\$ 159.83
Smith, A	10/21/2025	ELDT.COM	CDL Testing (T, Dewaters)	203-520.000-965.000	\$ 150.07
	10/27/2025	ELDT.COM	CDL Testing (D,Johnson)	203-520.000-965.000	\$ 165.60
	11/7/2025	Eaton County Building	Planning review for salt Shed	601-582.000-810.000	\$ 245.52
	11/13/2025	Eaton County Building	Building Permit for Salt Shed	601-582.000-810.000	\$1,756.83
	Subtotal				\$2,318.02
Brooks, S	10/22/2025	WM SuperCenter	Halloween Candy	101-301.000-731.000	\$ 254.24
					\$ 254.24
Fullerton, T	10/20/2025	Full Compass	Council Chambers IT upgrade	101-265.000-971.000	\$1,977.40
	10/22/2025	WM Supercenter	Candy for Holloween Events	206-336.000-731.000	\$ 390.78
	10/22/2025	Wa-Mart	Council Chambers IT upgrade	101-265.000-971.000	\$ 78.00
	10/22/2025	CHATGPT	ChatGPT Services	101-704.000-960.000	\$ 20.00
	10/23/2025	MACEO	Code meeting -Cummings/Jenson	101-704.000-965.000	\$ 40.00
	10/27/2025	NFPA National Fire Protect	NFPA online code link	206-366.000-960.000	\$ 129.99
	10/29/2025	The Home Depopt	Office Door - City Hall Building	101-265.000-741.000	\$ 246.00
	11/9/2025	BadgeWallet.Com	Fire Dept. Uniform Brass	206-336.000-815.000	\$ 836.45
	11/13/2025	CVS/Pharmacy	Glucose Test Strips	206-336.000-730.000	\$ 21.18
	Subtotal				\$3,739.80
Horton, C	11/10/2025	FSP MGFOA	Advanced Forecasting & Budgeting Cor	101-253.000-965.000	\$ 125.00
	Subtotal				\$ 125.00
Larocque, M	10/21/2025	Expedia	Lodging for DDA & Council Annual Con	248-728.000-965.000	\$ 298.48
			Lodging for DDA & Council Annual Cor	101-101.000-965.000	\$ 298.47
	10/22/2025	WEB NetworkSolutions	Web Forwarding	666-228.000-810.000	\$ 2.25
	10/22/2025	SQ Michigan Downtown	Christensen J.(Michigan Downtown As	101-101.000-965.000	\$ 295.00
			Christensen N. (Michigan Downtown As	248-728.000-965.000	\$ 295.00
	11/1/2025	Google GSUITE	Google	666-228.000-810.000	\$1,485.19
	11/3/2025	Wal-Mart	November 4th election inspector food	101-215.000-731.000	\$ 20.94
	11/3/2025	MS Careers	City Clerk Advertisement	101-215.000-900.000	\$ 199.00
	11/4/2025	SUBWAY	November 4th election inspector food	101-215.000-731.000	\$ 84.91
	11/4/2025	North End Party Store	November 4th election inspector food	101-215.000-731.000	\$ 122.80
	11/4/2025	EXXON Quality Dairy	November 4th election inspector food	101-262.000-731.000	\$ 71.96
	11/6/2025	Quadient INC Oracle	Postage Meter ink	101-215.000-731.000	\$ 280.25
	Subtotal				\$3,454.25
Whitney, S	10/30/2025	Meijer	Water upstairs	101-441.000-963.000	\$ 23.97
	11/10/2025	CHAT GPT	Chat GPT	101-441.000-960.000	\$ 20.00
	Subtotal				\$ 43.97
Benavidez, S	11/6/2025	BJS Wholesale	Housing Forum meeting	101-703.000-963.000	\$ 23.98
	11/6/2025	BIGGBY Coffee	Housing Forum Meeting	101-703.000-963.000	\$ 42.38
	Subtotal				\$ 66.36

Total \$10,820.28

CITY OF CHARLOTTE

RESOLUTION NO. 2025-59

**APPROVE THE SUBMITTAL OF A REQUEST TO
MICHIGAN DEPARTMENT OF TRANSPORTATION FOR
CONVERTING M-79 (LAWRENCE AVENUE) FROM 4 TO 3 TRAFFIC LANES**

RESOLUTION

WHEREAS, the Michigan Department of Transportation (MDOT) is the maintaining agency with jurisdiction for M-79 (Lawrence Avenue),

WHEREAS, M-79 (Lawrence Avenue) currently has four (4) vehicular lanes,

WHEREAS, the Michigan Department of Transportation and the City hosted a Public Open House on October 29, 2025, to answer questions and examine project plans,

WHEREAS, for the lane conversion, Michigan Department of Transportation requires a City of Charlotte Council Resolution requesting the 4 to 3 lane conversion,

THEREFORE, BE IT RESOLVED, that with this Resolution the City of Charlotte Council states its support for the 4 to 3 traffic lane conversion on M-79 (Lawrence Avenue), and

BE IT FURTHER RESOLVED, that the City of Charlotte Council authorizes the City staff to forward this Resolution to Michigan Department of Transportation (MDOT) as the City of Charlotte Council's formal request for the above lane conversion from four (4) vehicular lanes to three (3) vehicular lanes.

Mikayla Middaugh, Charlotte Deputy City Clerk

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

AYES:

NAYES:

ABSENT:

RESOLUTION DECLARED ADOPTED.

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

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

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

To: Charlotte Mayor and City Council Members

From: Robert Hillard, City Manager

Date: December 19, 2025

RE: Fisheries Habitat Grant Support

Background

The Eaton County Parks Department has requested a letter of support for a Fisheries Habitat Grant. They have been invited to submit a full proposal, and would appreciate a letter of support from the City of Charlotte. This project aims to enhance habitat complexity within Crandell Lake, improve the littoral zones on the north and south ends of the lake, and stabilize the banks along the riparian areas. Achieving these objectives will help promote the overall health and sustainability of Crandell Lake's fishery, ensuring the department's ability to maintain it as a public fishing resource. Currently, the Parks Department does not have a catch-and-release policy; as long as fish are within legal limits, the public is permitted to harvest them. They intend to preserve this practice. Supporting this initiative will aid in preserving and enhancing the natural environment accessible to the surrounding communities. Crandell Park encompasses 432 acres, with approximately 160 acres comprising Crandell Lake. It is the largest public lake in Eaton County and one of the few available in the area. They are requesting a \$90,000 grant with a 10% match from the Parks Department (\$100,000 total). If funding is received, this project will take place over the next three years.

Fiscal Impact

This request will have no direct financial impact on the City of Charlotte

Recommended Motion

The City Council approves the letter of support as included.



To Whom It May Concern,

On behalf of the City of Charlotte, I am writing to express our strong support for Eaton County Parks' full proposal submission for the **Fisheries Habitat Grant** to improve habitat conditions at **Crandell Lake** within Crandell Park.

Crandell Lake is the largest public lake in Eaton County and one of the few readily accessible fishing and recreational resources available to residents and visitors in the surrounding communities. The proposed project—focused on enhancing habitat complexity, improving the littoral zones on the north and south ends of the lake, and stabilizing riparian shorelines—represents a thoughtful, science-based approach to sustaining the long-term health of this important public fishery.

We recognize the value of maintaining Crandell Lake as a public fishing resource that continues to allow legal harvest, while also ensuring the ecological integrity of the lake for future generations. The proposed improvements will help promote a resilient aquatic ecosystem, enhance recreational opportunities, and preserve a natural asset that contributes to the environmental and economic vitality of the region.

We commend Eaton County Parks for its commitment to stewardship and for investing matching funds toward this project. The requested grant funding of \$90,000, paired with the department's 10% match, will enable meaningful improvements over the next three years that benefit both the natural environment and the public who rely on it.

The City of Charlotte fully supports this project and encourages favorable consideration of Eaton County Parks' Fisheries Habitat Grant proposal. We appreciate the opportunity to partner in efforts that protect and enhance shared natural resources.

Please feel free to contact me should you require any additional information.

Sincerely,

Rob Hillard, City Manager



Memo

To: Honorable Mayor Pro Tem; City Council

From: Deputy City Clerk Middaugh

Date: December 19, 2025

Re: Staff report on appointment of Council member to fill vacancies REVISED

Background

Councilmember Duweck submitted his resignation from City Council December 8, 2025. He was elected in November 2023 to serve At Large, term ending 2028. Per City Charter, Section 3.13 Council is to fill the vacancy in elected office by appointment within 30 days of the vacancy, for a term ending on the Monday following the next regular city election. Therefore, this appointment will be for a term to end November 2026. This seat will be on the ballot in November 2026 for election for the remainder of the term length.

The City has received applications from the following individuals interested in being appointed to this office. A copy of those applications has been provided to Council. The City Clerk has confirmed these individuals meet required qualifications per the City Charter to be eligible to be appointed.

- Bliven, Mikaela
- Boerma, Lucas
- Brummette, Justin
- Frost, Jonathan
- Karns, Nicholas
- Neumann, Brian
- Rhoades, William

Recommendation

When filling an elected officer vacancy in the past, Council has provided individuals an opportunity to address the Council prior to voting on the appointment. I recommend continuing that practice and allowing a set time for those who wish to address Council, in alphabetical order, prior to making a motion to appoint. Consistent with Roberts Rules of Order, the process of appointment could begin with a motion to appoint, discussion, and conclude with a vote. Should the motion fail, a subsequent motion to appoint a different person would continue the process until an appointment is approved.

Financial Impacts

None.

Suggested Motion

City Council appoints _____ to the elective office of Councilmember, At Large, with a term to end on the Monday following the next regular city election in November 2026.

eel