



PROPOSED AGENDA
REGULAR MEETING OF THE CHARLOTTE CITY COUNCIL
111 E. Lawrence Ave, Charlotte, MI 48813 (517) 543-2750
7:00 P.M. Monday June 8, 2026

Interested people can participate in-person or via Zoom
Connect to Zoom from your computer, tablet, or smartphone
Website: <https://us02web.zoom.us/j/87863535942>
One tap mobile: +16465588656, [878 6353 5942](tel:87863535942) #
Telephone: (312) 626-6799 Webinar ID: [878 6353 5942](tel:87863535942)

- 1. Call to Order**
- 2. Roll Call**
- 3. Absence of Council Members**
- 4. Invocation – Sean Esterline**
- 5. Pledge of Allegiance**
- 6. Approval of Minutes**
 - A. Approval of minutes - May 26, 2026 - Regular Council Meeting
- 7. Public Comment - Limit presentation to five (5) minutes.** Attendees desiring to address council who are participating with ZOOM may raise their hands now or if attending via a phone call, press *9 (star nine) on your keypad
- 8. Approval of Agenda**
- 9. Public Hearing**
 - A. Construction Code – Ordinance 2026-02
 - B. Administrative Board - Ordinance 2026-03
 - C. Fiscal Year 2026-27 Budget and Millage Levies
 - D. Presentation – Enterprise Fleet Management Program
- 10. Communications and Committee Reports**
 - A. Mayor Report
 - B. Staff Report
 - a) Fire Dept

11. Consent Agenda

- A. Approval of Claims and Expenditures \$252,108.14
- B. Approval of Mobile Food Vending at Bennett Park
- C. Approval of EES (Engage Employment Solutions) Professional Service Agreement
- D. Approval of Resolution 2026-38 approving a temporary street closure on N. Sheldon for a neighborhood block party
- E. Approval of Resolution 2026-39 approving a charitable gambling license application for Eaton County Outdoorsmen Alliance

12. Business Agenda

- A. Second reading and adoption of Construction Code Ordinance (Resolution 2026-34)
- B. Second Reading and adoption of Administrative Appeals Board Ordinance (Resolution 2026-35)
- C. Consideration to approve the 2026-27 Fee Schedule
- D. Consideration to approve Resolution to adopt FY 2026-27 Budget and Millage Levies
- E. Approval of employment agreement with Vester Davis

13. Mayoral Appointments

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

15. Mayor and Council Comments

16. Adjourn

~Alicia A. Smith, 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.
May 26, 2026

CALL TO ORDER:

By Mayor Fullerton on Tuesday, May 26, 2026, at 7:00 p.m.

ROLL CALL:

City Clerk conducted roll call with all council members present.
A quorum was met.

ABSENCE OF COUNCIL MEMBERS:

All council members were present.

INVOCATION:

Sean Esterline from First Lutheran Church

PLEDGE OF ALLEGIANCE:

Led by Mayor Fullerton.

APPROVAL OF MINUTES:

- a. Regular Meeting Minutes – May 11, 2026

Motion to approve by Chin, seconded by Scott.
Passed unanimously.

- b. Special Meeting Minutes – May 14, 2026

Motion to approve by Scott, seconded by Chin.
Passed unanimously.

PUBLIC COMMENT:

Public comment focused primarily on taxation, the proposed emergency services special assessment, transparency, and city spending. Several residents objected to the special assessment process, arguing that tax increases should be approved by voters and expressing concerns about affordability, government

spending, and accountability. Speakers also raised concerns regarding city operations, emergency response practices, rising property taxes, and impacts on seniors and homeowners. Additional comments addressed the city manager selection process and Memorial Day parade participation. The Mayor noted that further public hearing opportunities later in the meeting would allow for additional discussion on the obsolete property rehabilitation district and the emergency services/vehicles special assessment roll.

APPROVAL OF AGENDA:

Council amended the agenda before approval. The Mayor explained that due to notice timing issues, Public Hearing items 9(c) Public Hearing Construction Code and 9(d) Public Hearing Administrative Board Resolution were removed, as were Business Agenda items 12(d) Second Reading And Adoption Of Construction Code Ordinance and 12(e) Second Reading And Adoption Of Administrative Appeals Board Ordinance, to be rescheduled for June 8.

Councilmember Rodriguez moved to remove item 9(e), Presentation - ClearFlow Management Platform, from the agenda. Discussion followed.

Motion by Councilmember Rodriguez, seconded by Councilmember Michael Chin, to remove Item 9(e), Presentation - ClearFlow Management Platform, from the agenda failed by roll call vote.

Yea – Chin, Rodriguez

No – Fullerton, Scott, Brummette, Neumann, Christensen

Absent – 0

Councilmember Chin then requested that Consent Agenda item 11(a), Approval Of Claims And Expenditures Totaling \$503,018.56, be removed from the consent agenda and placed on the business agenda for separate discussion.

Motion by Councilmember Chin, seconded by Councilmember Scott to approve the agenda as amended—removing items 9(c), 9(d), 12(d), and 12(e), and moving item 11(a) to the Business Agenda—was approved.

PUBLIC HEARING:

- a. Public Hearing – Creation of an Obsolete Property Rehabilitation District

The Mayor opened the public hearing on creation of an obsolete property rehabilitation district for 217 S. Cochran. Ryan Smith, representing B's Floral LLC, explained the request would support rehabilitation of the building's unused second floor into residential units and assist with MEDC grant eligibility. Public comment included questions regarding the proposal and statements in support of the redevelopment effort and use of rehabilitation abatements. The public hearing was closed.

- b. Emergency Services and Vehicles Assessment Roll (Staff Report SAD Resolution #5)

The Mayor opened the public hearing on the emergency services and vehicles assessment roll. Public comment included

opposition to the assessment and concerns regarding taxes and affordability, as well as support for dedicating funds to police, fire, and ambulance services. Additional comments addressed emergency alert notifications and public safety communications. The public hearing was closed.

~~e. Public Hearing Construction Code no attachment~~
MOVED TO JUNE 8 COUNCIL MEETING

~~d. Public Hearing Administrative Board Resolution~~
~~no attachment~~ MOVED TO JUNE 8 COUNCIL MEETING

e. Presentation – ClearFlow Management Platform

(e)Mike Lewandowski, COO of ClearFlow, presented the company's GIS-integrated work order and asset management software for municipal operations. He explained that the platform could track infrastructure, work orders, maintenance history, equipment records, and related activity while integrating with the City's existing systems. Council asked questions regarding system integration, asset tracking, dashboards, transparency, and potential efficiency gains. No action was taken.

COMMUNICATIONS AND COMMITTEE REPORTS:

Mayor Report:

The Mayor reported that the Council's first-choice candidate for city manager had declined the position. He read a letter from the candidate explaining that, after reviewing the contract and weighing salary, housing costs, and retirement considerations, the position was not financially workable. The candidate expressed appreciation for the opportunity and regret in declining.

Motion by Councilmember Brummette, seconded by Councilmember Chin, to extend a conditional offer of employment to Vestor Davis for the city manager position, subject to successful contract negotiations and an acceptable background check, carried unanimously by voice vote.

Manager Report:

The interim city manager reported that he had no operational report beyond advising Council he would be out of town beginning Thursday and would return the following Tuesday.

Councilmember Chin asked who would serve as backup in the city manager's absence. The manager stated he would determine that after meeting with staff and would advise Council.

Staff Report:

Charlotte Police Dept report was included.

Council member Reports:

Councilmember Christensen reported that the Planning Commission voted not to eliminate minimum parking requirements from the zoning code. Councilmember Neumann provided updates on Friends of Bennett Park beautification efforts. Councilmember Scott reported on Brownfield committee activity and staffing. Councilmember Chin updated Council on EATRAN funding concerns and legislative discussions involving zoning, revenue sharing, public safety funding, and roads.

CONSENT AGENDA:

- a. ~~Approval of Claims and Expenditures totaling \$503,018.56~~ Moved to Business 1A

- b. Approval of Resolution 2026-30 Authorizing Street Closures for Oddities Festival to include Needful Things Participation
c. Approval of Resolution 2026-31 Authorizing Street Closures for Friends of Eaton County Animals' Celebration

Motion by Councilmember Chin to approve remaining items, seconded by Councilmember Scott. Motion carried.

BUSINESS AGENDA:

- 1A. Approval of Claims and Expenditures totaling \$503,18.56

Councilmember Chin asked about a roughly \$91,791 emergency purchase appearing in the claims. The city manager explained it related to replacement of a critical well pump and motor at the City's most productive well, including crane and contractor costs. He acknowledged he had not sent a separate notice to Council as had been done in other recent emergency matters and apologized.

Motion to approve claims and expenditures totaling \$503,018.56 was made by Councilmember Chin and seconded by Councilmember Neumann. The motion carried by roll call vote.

Ayes: 7; Nays: 0; Absent: 0

- a. Approval of Resolution 2026-32 to Authorize the Creation of Obsolete Property Rehabilitation District

Motion to by Councilmember Scott and seconded by Councilmember Neumann. Motion carried.

- b. Approval of Resolution 2026-33 to Create Special Assessment District Pursuant to Public Act 33 of 1953, as amended – Emergency Services and Vehicles (Resolution #5)

Council discussed the emergency services and vehicles assessment roll, addressing public concerns regarding taxation, pension liabilities, transparency, and emergency response operations. Several members emphasized that the revised language clarified the existing assessment's purpose and funding uses rather than creating a new tax. Discussion also included pension funding obligations, public safety operations, and the distinction between the City assessment and unrelated county millage proposals.

Motion to approve Resolution 2026-33 creating the special assessment district roll for emergency services and vehicles was made by Rodriguez and seconded by Neumann. The motion carried by roll call vote. Motion carried.

Ayes: Fullerton, Chin, Neumann, Rodriguez, Scott, Brummette
Nays: Christensen

- c. Approval of Assessing Solutions Agreement

Motion by Councilmember Chin, seconded by Councilmember Christensen to approve. Motion carried unanimously.

- d. ~~Second reading and adoption of Construction Code Ordinance (Resolution 2026-34)~~ MOVED TO JUNE 8 COUNCIL MEETING

- e. ~~Second Reading and adoption of Administrative Appeals Board Ordinance (Resolution 2026-35)~~ MOVED TO JUNE 8 COUNCIL MEETING

- f. Second Reading of Ordinance to Amend Zoning Code and Zoning Map, and to schedule Planning Commission Public Hearing

Fire Chief Fullerton summarized the amendments incorporated into the revised ordinance following the Planning Commission's special meeting. Notable changes included: a reduction of the Commercial Corridor District front yard setback from 30 to 25 feet; typographical corrections throughout; inclusion of the floodplain map in overlay district references; renaming of the Central Business District to "Commercial Downtown" (CBD to CD); and a revision to the parking requirements section that removed the terms "minimum" and "maximum," replacing them with the neutral term "parking requirements," along with removal of a line explicitly stating there are no minimum parking requirements. A clarification was also added permitting a city council member to serve on the ZBA. The planner noted that the last major revision to this ordinance was in 1990 or 1991, making this a substantial modernization.

Councilmember Rodriguez asked that future ordinance revisions be presented with side-by-side language and highlighted changes to facilitate council review of lengthy documents.

Councilmember Brummette voted in favor of the ordinance but registered a formal concern for the record regarding the treatment of accessory structure height regulations. He argued that the current ordinance does not adequately account for

properties where the dwelling sits at a different grade than a proposed outbuilding, which previously allowed for sensible height calculations relative to the primary structure. He encouraged the Planning Commission to revisit the issue and indicated this would be brought forward as an amendment in the future.

Motion by Councilmember Scott and seconded by Councilmember Neumann. The motion carried by roll call vote.

Ayes: 7

Nays: 0

g. Reconsideration of payment to The Rotary Club

Council discussed payment of Rotary dues incurred after the former city manager stopped participating. Members discussed whether the expense was an appropriate public expenditure, with some supporting payment because the City benefited from the membership and others opposing use of public funds for civic organization dues. Future city manager contract language was noted to include eligibility for one local civic organization membership.

Motion by Councilmember Neumann, seconded by Councilmember Scott. The motion carried by roll call vote.

Ayes: Fullerton, Christensen, Brummette, Scott, Rodriguez, Neumann

Nays: Chin

h. 26-27 Budget and Milage schedule public hearing

The city manager presented an overview of the proposed 2026-2027 budget, including staffing additions, continued economic development support, IT funding, and downtown rehabilitation grant funding. He also reviewed pension obligations, millage recommendations, and utility rate considerations. Council discussion included staffing capacity, permit and code enforcement revenue collection, and future water and sewer rate adjustments.

Motion: by Councilmember Chin, seconded by Councilmember Christensen. Motion carried unanimously.

MAYORAL APPOINTMENTS

Moved to June 8, 2026 Council Meeting

PUBLIC COMMENT:

Public comment included thanks for Council actions, support for the updated zoning ordinance and downtown rehabilitation efforts, and appreciation for improved meeting explanations and transparency. Several residents also raised concerns regarding the special assessment notice, communication, rising costs, taxes, and city spending, with requests for clearer explanations of complex agenda items in the future.

STAFF COMMENTS:

Fire Chief Tyger Fuller stated staff may provide a future presentation on fire department operations and response practices. He also noted the City's favorable fire protection rating and reminded residents that outdoor warning sirens are intended to alert people who are outside.

MAYOR AND COUNCIL COMMENTS:

Councilmembers commented on the importance of public participation, communication, and transparency regarding City operations and budgeting. Discussion also included housing and economic development efforts, public works efficiency, reliance on official information sources, and appreciation for Memorial Day event organizers and participants. The Mayor provided additional explanation regarding pension obligations and the purpose of the emergency services assessment revenue.

ADJOURN:

Motion: by Councilmember Scott, seconded by Councilmember Christense. Motion carried unanimously. Meeting adjourned.

Respectfully submitted,
Alicia A. Smith
City Clerk



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 Pastue
FROM: Tyger Fullerton
DATE: June 3rd, 2026
SUBJECT: CFD May 2026 Report

Fire Department Activities

- May 2026: 181 total runs (on average, one run every 4.1 hours)
- Year to Date: 937 total runs (on average, one run every 3.8 hours)

Notes: For March 26- CFD was 21.1% of Eaton County Fire Department incidents.

EATON COUNTY 911											
Events by Nature Code by Agency											
Agency: CFD, Event date/Time range: 05/01/2026 00:00:00 - 05/31/2026 23:59:59											
Agency Code	Nature Code	Rpt Only	Self Init	CFS	Total	% Total	Avg Disp Time	Avg Resp Time	Avg Scene Time	Total Call Time	Avg Call Time
CFD	AUTOMATIC CRASH NOTIFICATION	0	0	4	4	2%	0:00:31	0:06:49	0:32:25	1:31:10	0:22:48
	BRUSH FIRE	0	1	2	3	2%	0:00:48	0:08:16	0:26:32	1:45:13	0:35:04
	CARDIAC OR RESP ARREST	0	0	4	4	2%	0:00:17	0:05:11	0:29:47	2:21:00	0:35:15
	COMMERCIAL FIRE ALARM	0	0	3	3	2%	0:01:20	0:02:44	0:15:43	0:59:22	0:19:47
	COMMERCIAL STRUCTURE FIRE	0	0	1	1	1%	0:00:00	0:00:00	0:00:00	0:00:13	0:00:13
	COMPLAINT FIRE INVESTIGATION	0	1	4	5	3%	0:02:14	0:06:00	0:10:54	1:27:24	0:17:29
	LIGHT RESCUE	0	0	1	1	1%	0:00:45	0:07:23	0:22:56	0:31:04	0:31:04
	MEDICAL ASSIST	0	0	123	123	68%	0:00:07	0:06:10	0:15:30	43:16:46	0:21:07
	MISCELLANEOUS FIRE RUN	0	6	3	9	5%	0:00:30	0:05:07	0:08:18	1:45:36	0:11:44
	ODOR INVESTIGATION	0	4	0	4	2%	0:00:00	0:03:09	0:13:38	1:07:09	0:16:47
	PERSONAL INJURY CRASH	0	1	6	7	4%	0:00:19	0:05:30	0:17:39	2:44:19	0:23:28
	RESIDENTIAL FIRE ALARM	0	0	1	1	1%	0:02:27	0:05:48	0:14:50	0:23:05	0:23:05
	SMALL STRUCTURE FIRE	0	0	1	1	1%	0:00:48	0:03:03	1:06:03	1:09:54	1:09:54
	STRUCTURE FIRE LARGE	0	0	4	4	2%	0:00:30	0:10:03	1:31:02	6:46:22	1:41:36
	VEHICLE FIRE	0	1	1	2	1%	0:00:20	0:05:55	0:24:30	1:01:30	0:30:45
	WIRES DOWN	0	2	7	9	5%	0:01:28	0:07:22	0:30:28	5:53:40	0:39:18
Subtotals for No Summary Code		0	16	165	181	100%	0:00:53	0:05:54	0:28:01	72:43:47	0:31:13
Subtotals for CFD		0	16	165	181	100%	0:00:53	0:05:54	0:28:01	72:43:47	0:31:13



CHARLOTTE FIRE DEPARTMENT & RURAL FIRE ASSOCIATION

Tyger Fullerton - Fire Chief

111 E. Lawrence Ave., Charlotte MI 48813

Ph. 517-543-0241



CFD Monthly Report

Zoning / Code Administration / Rental Inspections / Building Dept.

Inspection Totals

06/01/2026

1/1

1st Reinspection	30
2nd Reinspection	2
56th District Court	1
Com Cannabis Annual	1
Final	1
Fire Annual	1
Fire Annual Reinspection	3
Follow-Up	2
Initial	63
Inspection	8
Life Safety Fire Inspection	7
Life Safety Fire Re-Inspection	1
Pre Inspection	26
Red Tag Inspection	3
Red Tag Monitoring Inspection	1
Re-Inspection	10

Total # of Inspections: 160



CHARLOTTE FIRE DEPARTMENT & RURAL FIRE ASSOCIATION

Tyger Fullerton - Fire Chief

111 E. Lawrence Ave., Charlotte MI 48813

Ph. 517-543-0241



CFD Monthly Report

Enforcement Category Totals

06/01/2026

1/1

CITIZEN COMPLAINT	Total Entries: 2
CITY RIGHT OF WAY VIOLATION	Total Entries: 4
EXTERIOR PROPERTY MAINTENANCE	Total Entries: 6
FIRE CODE VIOLATIONS	Total Entries: 2
MISCELLANEOUS CODE VIOLATIONS	Total Entries: 3
RED TAG MONITORING	Total Entries: 3
TALL GRASS/WEED COMPLAINT	Total Entries: 1
TALL GRASS/WEED VIOLATION	Total Entries: 33
UNAUTHORIZED PARKING VIOLATION	Total Entries: 3

Total Records: 57

Category Totals

06/01/2026

1/1

	Cons. Value	Billed	Total
CBD Sidewalk/parking area clo	\$0.00	\$0.00	1
City Department - Sign or Equ	\$0.00	\$0.00	1
Food Truck	\$0.00	\$300.00	2
Outdoor Event	\$0.00	\$175.00	1
Res - New Construction	\$0.00	\$3472.94	1
Res Fence	\$0.00	\$150.00	4
Wall Sign	\$0.00	\$100.00	2
Zoning Approval	\$0.00	\$50.00	1
Grand Totals:	\$0.00	\$4247.94	13



Memo

To: Honorable Mayor Fullerton; City Council
From: Alicia Smith
Date: June 3, 2026
Re: Claims and Expenditures for Council approval on June 8, 2026

Background

Section 7.7(B) of the City Charter requires Council approval for the expenditure of city funds.

Recommendation

A report on claims is provided to council for review on 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 May 24, 2026	\$ 0
HRA Insurance claims week of May 31, 2026	\$1,413.95
Payroll paid May 29, 2026	\$132,924.88
Invoiced claims as of June 02, 2026	\$ 117,769.31

Total	<u>\$ 252,108.14</u>
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Suggested Motion

Motion to approve Claims and Expenditures in the amount of **\$252,108.14**

INVOICE APPROVAL (BY INVOICE) FOR CHARLOTTE CITY

EXP CHECK RUN DATES 06/08/2026 - 06/10/2026

POSTED AND UNPOSTED
OPEN

Invoice Number	Bank Account	Description	Amount
01695 ACE HARDWARE & LUMBER CO.			
70143	POOL	MATERIALS/SUPPLIES	298.53
Total For: ACE HARDWARE & LUMBER CO.			298.53
02079 ADVANTAGE FLEET, LLC			
RA140000443:01	POOL	ANNUAL PUMP TEST CERTIFICATION FD	2,125.00
Total For: ADVANTAGE FLEET, LLC			2,125.00
01764 AMAZON CAPITAL SERVICES			
11YY-3PLH-161P	POOL	ACCOUNT # A264N6SLCWDWHU	237.98
13DC-R4XQ-131W	POOL	ACCOUNT # A264N6SLCWDWHU(FINANCE) FLOOR LAMP	149.00
13WK-CVY3-7RYD	POOL	ACCOUNT # A264N6SLCWDWHU	1,451.36
16RN-Q67T-61WY	POOL	ACCOUNT # A264N6SLCWDWHU	11.99
177V-YV1G-4DCL	POOL	ACCOUNT # A264N6SLCWDWHU(FINANCE) MONITOR WALL MOUNT)	132.99
1CFK-XMGK-9MPK	POOL	ACCOUNT # A264N6SLCWDWHU	74.99
1FWL-Y1HH-PX6M	POOL	ACCOUNT # A264N6SLCWDWHU OFFICE SUPPLIES	857.72
1FXP-CDR3-DKXT	POOL	ACCOUNT # A264N6SLCWDWHU(FINANCE) OFFICE FURNISHINGS	315.09
1GDW-R93K-99M1	POOL	ACCOUNT # A264N6SLCWDWHU(FINANCE) OULET COVERS	14.99
1J76-RDJV-6PTY	POOL	CODEN ENFORCEMENT SUPPLIES & BUILDING MAINTENANCE	246.63
1K4Q-CNGJ-9PVK	POOL	ACCOUNT # A264N6SLCWDWHU(FINANCE) COMMAND PICTURE HAN	67.99
1LQH-JWPJ-9QRD	POOL	ACCOUNT # A264N6SLCWDWHU CREDIT MEMO	(14.99)
1LVW-LD7D-NRQF	POOL	ACCOUNT # A264N6SLCWDWHU	209.98
1MVF-XQNW-4QG1	POOL	ACCOUNT # A264N6SLCWDWHU(UTILITY BILLING) RED TAG PAP	521.96
Total For: AMAZON CAPITAL SERVICES			4,277.68
01665 AMBS MESSAGE CENTER INC.			
260500269	POOL	ANSWERING SERIVCE FOR JUNE 2026	119.02
Total For: AMBS MESSAGE CENTER INC.			119.02
MISC ANGELA REMSING			
MAY 20, 2026	POOL	CAMP FRANCES DEPOSIT	100.00
Total For: ANGELA REMSING			100.00
01602 BEAVER RESEARCH COMPANY			
0396447-IN	POOL	BUG SPRAY	153.06
Total For: BEAVER RESEARCH COMPANY			153.06
01594 BESCO WATER TREATMENT			
972787087	POOL	AIRPORT RENTAL FOR WATER SOFTNER 4 JUNE	55.00
Total For: BESCO WATER TREATMENT			55.00
01555 BYRUM ACE HARDWARE #3 INC.			
527224	POOL	CLEARANCE PAINT	10.00
527454	POOL	TUBING CUTTER	59.99
527505	POOL	GARDEN HOSE	174.97
527511	POOL	HOSE ADAPTER	8.99
527594	POOL	PAINTING SUPPLIES	142.17
528878	POOL	WIRE WHEELS	13.98
529268	POOL	PAINT AND SUPPLIES	69.97
531663	POOL	PAINT SUPPLIES	29.16
532529	POOL	TOOLS/SUPPLIES	54.17
Total For: BYRUM ACE HARDWARE #3 INC.			563.40
01882 CALEDONIA FARMERS ELEVATOR			
486306	POOL	TRAILER TIRES	111.46
Total For: CALEDONIA FARMERS ELEVATOR			111.46
01512 CHARLOTTE LITHOGRAPH			
131781	POOL	POLICE BUSINESS CARDS	151.00
131808	POOL	TYGER FULLERTON BUSINESS CARDS	13.95
Total For: CHARLOTTE LITHOGRAPH			164.95
02044 CHIN, JOSEPH JR			
05.15.2025	POOL	MML SPRING SUMMIT-BAY CITY	293.50
Total For: CHIN, JOSEPH JR			293.50
MISC CHLOE GREEN			
MAY 23, 2026	POOL	CAMP FRANCES DEPOSIT RETURNED	100.00
Total For: CHLOE GREEN			100.00
02270 CINTAS			
5337390105	POOL	FIRST AID KIT RESTOCK	17.40
Total For: CINTAS			17.40

INVOICE APPROVAL (BY INVOICE) FOR CHARLOTTE CITY

EXP CHECK RUN DATES 06/08/2026 - 06/10/2026

POSTED AND UNPOSTED
OPEN

Invoice Number	Bank Account	Description	Amount
01489 CMP DISTRIBUTORS INC			
027142	POOL	SUPRESSOR	99.50
Total For: CMP DISTRIBUTORS INC			99.50
01471 CONSUMERS ENERGY			
100109193480- 05262	POOL	MAY ENERGY BILL	29.45
Total For: CONSUMERS ENERGY			29.45
02242 CORPAY INC			
05.01.26-05.31.26	POOL	POLICE FUEL CARD	5,653.74
Total For: CORPAY INC			5,653.74
01465 COUNTY JOURNAL, THE			
293169	POOL	STAY INFORMED WITH CITY ALERTS	43.80
293170	POOL	STAY INFORMED WITH CITY ALERTS	43.80
300176	POOL	2026 BOARD OF REVIEW NOTICE	133.10
300177	POOL	2026 BOARD OR REVIEW NOTICE	133.10
300178	POOL	2026 BOARD OF REVIEW NOTICE	133.10
302994	POOL	NOTICE OF PUBLIC HEARING FOR OPRA	77.80
303558	POOL	PUBLIC HEARING NOTICE ADMINISTRATIVE APPEALS BOARD OR	161.90
303559	POOL	PUBLIC HEARING NOTICE "CITY OF CHARLOTTE STATE CONSTR	147.50
3040000	POOL	PUBLIC HEARING NOTICE CITY OF CHARLOTTE 2026-2027 FIS	70.70
304017	POOL	PROPOSED ADOPTION OF ORDINANCE 2026-02	147.50
304018	POOL	PROPOSED ADOPTION OF ORDINANCE 2026-03	176.30
Total For: COUNTY JOURNAL, THE			1,268.60
MISC DAN WATSON			
JULY 26, 2026	POOL	CANCELLATION REFUND	170.00
Total For: DAN WATSON			170.00
01429 DELAU FIRE & SAFETY INC			
386784	POOL	CHARLOTTE AIRPORT ANNUAL INSPECTION	631.00
Total For: DELAU FIRE & SAFETY INC			631.00
01375 ELHORN ENGINEERING COMPANY			
311102	POOL	FERRIC-PUMP TUBES	588.00
Total For: ELHORN ENGINEERING COMPANY			588.00
01365 ETNA SUPPLY			
S106858823	POOL	METERS	4,158.41
Total For: ETNA SUPPLY			4,158.41
02254 FERGUSON WATERWORKS #3386			
0242771	POOL	COPPER PIPE FOR WATER SERVICE	4,403.00
Total For: FERGUSON WATERWORKS #3386			4,403.00
01936 FIRE ACQUISITION COMPANY, LLC			
SI-165486	POOL	ANNUAL AIR COMPRESSOR MAINTENANCE/CERTIFICATION	1,574.00
Total For: FIRE ACQUISITION COMPANY, LLC			1,574.00
01320 GARAGE DOORS UNLIMITED, INCORPORATED			
26-05237	POOL	POLICE DEPARTMENT OVERHEAD DOOR REPAIR	207.50
Total For: GARAGE DOORS UNLIMITED, INCORPORATED			207.50
01306 GRAND TRUNK WEST RAILROAD			
91774372	POOL	SIGNAL & GATE ANNUAL FEES	14,125.00
Total For: GRAND TRUNK WEST RAILROAD			14,125.00
01297 H2O COMPLIANCE SERVICES INC			
00010738	POOL	CROSS CONN PROGRAM	1,600.41
Total For: H2O COMPLIANCE SERVICES INC			1,600.41
02037 HASSEL FREE FUELS			
CFSI-13320	POOL	ACCNT #010107 (DPW/WWTP) FUEL	2,212.00
Total For: HASSEL FREE FUELS			2,212.00
01970 HOPKINS MECHANICAL SERVICES			
H26210	POOL	DIGESTER BOILER REPAIR	1,316.00
H26279	POOL	WEST SIDE BOILER ALARM REPAIR	711.00
H26344	POOL	DIGESTER BOILER REPAIR	3,405.00
Total For: HOPKINS MECHANICAL SERVICES			5,432.00

INVOICE APPROVAL (BY INVOICE) FOR CHARLOTTE CITY

EXP CHECK RUN DATES 06/08/2026 - 06/10/2026

POSTED AND UNPOSTED
OPEN

Invoice Number	Bank Account	Description	Amount
01252 INDEPENDENT BANK			
MAY CC	POOL	MAY CREDIT CARD STATMENT	12,415.77
Total For: INDEPENDENT BANK			12,415.77
01250 INSTY PRINTS			
100673	POOL	BUSINESS CARDS - COUNCILMEMBER J. CHRISTENSEN	81.50
Total For: INSTY PRINTS			81.50
MISC JOHN MESSNER			
MAY 24, 2026	POOL	CAMP FRANCES DEPOSIT RETURNED	100.00
Total For: JOHN MESSNER			100.00
01976 KENT COMMUNICATIONS INC			
358971	POOL	JUNE UTILITY BILLS	1,083.82
Total For: KENT COMMUNICATIONS INC			1,083.82
01883 KENYON, RANDY A.			
#07-5/30/2026 MOWIN	POOL	SERVICE WK 5/24-5/30/2026	4,040.00
#6-05/23/2026	POOL	SERVICE WEEK 05/17-05/23/2026	5,000.00
Total For: KENYON, RANDY A.			9,040.00
02103 KEYES, KEVIN J.			
1326	POOL	REPORTS & CERTIFICATES ADJUSTMENTS	629.00
1340	POOL	PDF FILLABLE FORMS AND INVOICE	1,017.50
Total For: KEYES, KEVIN J.			1,646.50
02198 KIANDER, SHILA			
5.27.26	POOL	2 CONTINUING ED CLASSES	70.00
Total For: KIANDER, SHILA			70.00
01195 KONICA MINOLTA BUSINESS SOLUTIONS USA INC			
508267181	POOL	BLACK & WHITE METER AND COLOR METER	59.40
508271189	POOL	MONTHLY INV FOR MAINTENANCE	67.08
Total For: KONICA MINOLTA BUSINESS SOLUTIONS USA INC			126.48
02179 LANSING REAL GREEN LAWN CARE INC.			
76386	POOL	LAWN MOWING 202 E. SHEPHERD ST MAY 9 PER CODE ENFORCE	140.00
76387	POOL	LAWN MOWING 412 MERRIT ST MAY 9TH 2026 PER CODE ENFOR	70.00
Total For: LANSING REAL GREEN LAWN CARE INC.			210.00
MISC LINDSAY RINGO-FELICE			
MAY 31, 2026	POOL	CAMP FRANCES DEPOSIT RETURNED	100.00
Total For: LINDSAY RINGO-FELICE			100.00
01156 LYNN PEAVEY COMPANY			
427450	POOL	EVIDENCE BAGS	32.75
Total For: LYNN PEAVEY COMPANY			32.75
02249 MACQUEEN EQUIPMENT, LLC			
P32172	POOL	HEADLIGHT	247.26
P34910	POOL	SWEEPER BROOMS	2,025.76
Total For: MACQUEEN EQUIPMENT, LLC			2,273.02
01129 MICHIGAN DEPT OF TRANS.			
591-11415605	POOL	AIRPORT WEATHER OBSVTN JAN- MARCH 2026	967.43
Total For: MICHIGAN DEPT OF TRANS.			967.43
01078 MICHIGAN STATE POLICE			
551-677087	POOL	SOR REGISTRATION 5/31/26	90.00
Total For: MICHIGAN STATE POLICE			90.00
02146 MICROTECH SERVICES, INC			
37017	POOL	POLICE MICROSOFT USERS AND SECURITY TRAINNING	2,263.20
37019	POOL	PUBLIC WORK FOR JUNE 2026	606.70
37020	POOL	COMPUTER/IT SERVICES	288.00
37025	POOL	ON SITE SERVICE	375.00
37026	POOL	ONSITE LABOR FOR CAM SERVER AND TV ISSUE	100.00
37029	POOL	ONSITE LABOR AT THE GARAGE	100.00
Total For: MICROTECH SERVICES, INC			3,732.90
02307 MILLER'S AMERICAN RENTALS, INC.			
247481	POOL	MAY 18-JUNE 18, 2026 CARC PORTA JOHN	148.00
Total For: MILLER'S AMERICAN RENTALS, INC.			148.00

INVOICE APPROVAL (BY INVOICE) FOR CHARLOTTE CITY

EXP CHECK RUN DATES 06/08/2026 - 06/10/2026

POSTED AND UNPOSTED
OPEN

Invoice Number	Bank Account	Description	Amount
MISC MITTEN HOME SOLUTIONS			
06/03/2026	POOL	UB refund for account: 16733	38.14
Total For: MITTEN HOME SOLUTIONS			38.14
01155 MWEA			
27158	POOL	CHRIS ARRAS ANNUAL MEMBERSHIP MWEA	115.00
27247	POOL	CHRIS MILLER ANNUAL MEMBERSHIP MWEA	115.00
Total For: MWEA			230.00
02255 NAPA AUTO PARTS			
293487	POOL	CLEANER SOAP	10.49
293627	POOL	MUDFLAPS	166.56
293758	POOL	BACK UP LIGHT	60.70
293831	POOL	CABIN AIR FILTER	27.82
293832	POOL	LIGHT	4.99
Total For: NAPA AUTO PARTS			270.56
01908 QUADIANT LEASING USA, INC.			
Q2365977	POOL	POSTAGE METER LEASING	539.79
Total For: QUADIANT LEASING USA, INC.			539.79
02315 SHERWIN INDUSTRIES, LLC			
SS111036	POOL	CRACK SEALING RUBBER	7,061.56
Total For: SHERWIN INDUSTRIES, LLC			7,061.56
00865 SPENCER MANUFACTURING INC			
20887	POOL	DOOR ADJAR MAGENT 316	109.94
Total For: SPENCER MANUFACTURING INC			109.94
MISC STEPHANIE FREINY			
MAY 30, 2026	POOL	CAMP FRANCES DEPOSIT RETURNED	100.00
Total For: STEPHANIE FREINY			100.00
00820 TRACE ANALYTICAL LABORATORIES, INC.			
6E00953	POOL	WATER ANALYSIS	75.00
Total For: TRACE ANALYTICAL LABORATORIES, INC.			75.00
00808 TSC TRACTOR SUPPLY			
852417	POOL	SOFTNER SALT	358.50
Total For: TSC TRACTOR SUPPLY			358.50
00791 USA BLUE BOOK			
INV01043346	POOL	REPL. MUFFLE FURNACE/LAB	2,371.50
INV01046074	POOL	LAB SUPPLIES	693.49
INV01049131	POOL	LAB SUPPLIES	2,700.12
INV01049228	POOL	LAB SUPPLIES-WATER	889.70
Total For: USA BLUE BOOK			6,654.81
02277 VERIZON COMMUNICATIONS INC			
362000082905	POOL	GPS SERVICE	223.79
619000080484	POOL	GPS SERVICE	223.79
Total For: VERIZON COMMUNICATIONS INC			447.58
02290 VINCENT PASTUE			
5.31.26	POOL	INTERIM CITY MANAGER	12,127.50
Total For: VINCENT PASTUE			12,127.50
00777 WALDRON, JEFFREY A.			
0266	POOL	FUEL	1,214.40
Total For: WALDRON, JEFFREY A.			1,214.40
00758 WINDEMULLER			
247767	POOL	SCADA AUTOMATION	5,831.76
Total For: WINDEMULLER			5,831.76
02013 WOW! BUSINESS			
5177495539- 0512202	POOL	5/11/2026-6/10/2026INTERNET 4 GARAGE	59.99
Total For: WOW! BUSINESS			59.99
Report Total:			117,769.31

CITY OF CHARLOTTE, MI

&

CHARLOTTE FIRE DEPARTMENT

Fire Chief – Tyger Fullerton

911 W. Shepherd St. Charlotte, MI 48813 Ph. 517-543-0241



To: City Manager Pastue

From: Dan Daly

Date: June 8th, 2026

Re: City Park Mobile Food Vending Authorization

Background

City staff has been contacted by the owners of Cole's Ice Cream Mobile Food Vending Unit requesting permission to utilize Bennett Park as part of their seasonal operations within the City of Charlotte. Cole's Ice Cream currently holds a valid City of Charlotte Mobile Food Vending Unit Certificate, Certificate No. PMFVU0007, and is authorized to operate within the City in accordance with applicable ordinances and regulations. As outline in ordinance 2025-05, 15-106 subsection (d), mobile food vending units are only permitted on public property when authorized by the city.

Staff Review

City staff discussed this request internally, including consultation with Stephanie Whitney, Director of Public Works, regarding the potential use of Bennett Park. Staff reviewed operational considerations including park usage, vehicle access, and impacts on park patrons.

Based on staff's review, no significant concerns were identified regarding the proposed operation. Staff believes the occasional presence of the mobile food vendor would provide an additional amenity for park users while minimizing impacts on normal park operations.

To ensure the use remains limited and compatible with other park activities, staff recommends restricting operations to one weekend per month and limiting the vendor's location to the rear parking lot of Bennett Park.

Staff Recommendation:

Staff recommends that City Council authorize Cole's Ice Cream, Mobile Food Vending Unit Certificate No. PMFVU0007, to operate at Bennett Park under the following conditions:

1. Operations shall be limited to one weekend per month.
2. The vendor shall operate only from the rear parking lot of Bennett Park.
3. The vendor shall maintain all required licenses, permits, and insurance coverage required by the City and other applicable agencies.
4. The City reserves the right to revoke or modify this authorization should operational issues arise.

Respectfully,

Dan Daly
Assistant Fire Chief – Fire Marshal
Charlotte Fire Department

A handwritten signature in blue ink that reads "Dan Daly". The signature is stylized, with the first name "Dan" and last name "Daly" clearly legible.

— THE CITY OF —
CHARLOTTE
— MICHIGAN —

Staff Report

TO: Mayor Fullerton and City Council
FROM: Vincent Pastue, Interim City Manager
DATE: June 4, 2026
SUBJECT: Consideration to Approve Independent Contractor Agreement with Engage Employment Solutions for Human Resource Services
FOR THE AGENDA OF: June 8, 2026

BACKGROUND

Earlier this year, the City Council recognized human resources as a budget priority. While Charlotte is too small to have a single full-time employee dedicated to organizational human resource needs, a more viable and cost-effective option is to contract for services. The Fiscal Year 2026-27 Budget has \$25,200 in the City Clerk's Budget for human resources support.

City Administration is recommending approval of a one-year agreement with Engage Employment Services (EES) to provide human resources services to the organization. There are a few factors associated with the recommendation which are detailed below.

1. The recommendation is based on positive past and current experience City staff has with EES. Earlier this year, EES performed an investigation regarding a Title VI complaint against the City. Currently, they are involved with an audit of the City's payroll and benefit administration.
2. EES is a small firm that has vast local government human resource experience along with law enforcement investigation experience which is beneficial when conducting an employee investigation.
3. The scope of work provides most of what you would find in a larger human resources department. They would provide 28 hours of service per month at an hourly rate of \$75. Hourly rate for additional hours would be \$150. This is a bargain for the level of professional knowledge and experience they provide.

ACTION REQUESTED

Move to approve a one-year agreement with Engage Employment Solutions to provide human resource services to the City, and authorize the Interim City Manager to sign the agreement on behalf of the City.

ATTACHMENTS

1. Agreement with Engage Employment Solutions, LLC.

INDEPENDENT CONTRACTOR AGREEMENT

BETWEEN:

City of Charlotte, 111 E. Lawrence Ave., Charlotte, MI 48813
(the "Client")

- AND -

Engage Employment Solutions, LLC, 381 Butler Ct., Marshall, MI 49068
(the "Contractor")

IN CONSIDERATION OF the matters described above, the Client and the Contractor (individually the "Party" and collectively the "Parties" to this Agreement) agree as follows:

Scope of Services to be Provided

The Client hereby agrees to engage the Contractor to provide the Client with the services as outlined on the Proposal for Fractional Human Resources Services as needed or requested:

- To be available for City of Charlotte's leadership team and employed members' HR, Security and Risk questions via text, phone calls, virtual meetings and on-site meetings (Prefer a two (2) day notice to schedule on-site meetings, however we will make every effort to be on-site for any emergency where HR services are needed)
- To provide HR Compliance Review to serve as a needs assessment for the municipality
- Serve as employee benefit administrator and assist with open enrollment activities
- To update, distribute and provide training on policies and employee handbook
- To write or update job descriptions
- To perform compensation studies
- To assist and provide employee performance assessments, coaching and document disciplinary actions
- To assist with employee terminations, whether it be involuntary discharge of employment or layoff, and to also offer outplacement services for exiting employees
- To provide talent acquisition services, including reviewing existing job descriptions, providing compensation studies, job posting, candidate sourcing, initial interviews, coordinate on-site interviews / competency testing, and assist with conditional job offers
- To provide pre-employment background and driver license verification
- To provide onboarding of new hires and set up introductory performance goals with new hire's supervisor
- To assist and investigate employee complaints
- To assist and investigate citizen complaints
- To provide employee, supervisory and Council training
- To provide facility security assessments
- To assist in people management and in business strategies

Term of Agreement

1. The term of this Agreement (the "Term") will begin on the date this Agreement is signed by the Client and received by the Contractor and will remain in full force and in effect until the earliest of: twelve-month (12) contract expires or upon thirty-day (30) written notice by either party. This Agreement may be extended with the written consent of both Parties.

Currency

2. Except as otherwise provided in this Agreement, all monetary amounts referred to in this Agreement are in USD (US Dollars).

Compensation

3. The Contractor will provide up to twenty eight (28) HR service hours per month for \$2,100 with additional service hours to be billed at \$150 per hour.
4. Invoices for any HR service hours exceeding the monthly limit will be sent to the Client at the specified hourly rate.
5. Payment for these invoices is required within thirty (30) days of receipt.

Expense Reimbursement

6. The Contractor will be reimbursed for reasonable and necessary expenses incurred by the Contractor in connection with providing the HR services such as travel time, when the Client requests such travel for an onsite visit or as required to complete the Client's deliverables. Travel time will be reimbursed in terms of HR service hour(s).
7. Cost of Talent Acquisition advertising and job boards to be reimbursed in terms of HR service hour(s).
8. Cost of background checks ordered through Engage Employment Solutions, LLC to be reimbursed in terms of HR service hour(s).

Late Payment

9. Any late payments will be assessed a 1.00% per month (12% annual) interest fee on the outstanding balance.

Confidentiality

10. Confidential information (the "Confidential Information") refers to any data or information relating to the Client, whether business or personal, which would reasonably be considered to be private or proprietary to the Client and that is not generally known and where the release of that Confidential Information could reasonably be expected to cause harm to the Client.
11. The Contractor agrees that they will not disclose, divulge, reveal, report or use, for any purpose, any confidential information which the Contractor has obtained, except as authorized by the Client or as required by law. The obligations of confidentiality will apply during the term of this Agreement and will survive indefinitely upon termination of this Agreement.

Ownership of Intellectual Property

12. All intellectual property and related material, including any trade secrets, moral rights, goodwill, relevant registrations or applications for registration, and rights in any patent, copyright, trademark, trade dress, industrial design and trade name (the "Intellectual Property") that is developed or produced under this Agreement, is a "work made for hire" and will be the sole property of the Client. The Contractor may not use the Intellectual Property for any purpose other than that contracted for in this Agreement except with the written consent of the Client.

Return of Property

13. Upon the expiration of this Agreement, the Contractor will return to the Client any property, documentation, records, or Confidential Information which is the property of the Client and is requested by the Client.
14. The Client is responsible for changing and securing its access to all electronic systems when the Contractor term is completed by expiration or termination of this Agreement.

Capacity/Independent Contractor

15. In providing the Services under this Agreement it is expressly agreed that the Contractor is acting as an independent contractor and not as an employee. The Contractor and the Client acknowledge that this Agreement does not create a partnership or joint venture between them and is exclusively a contract for service. The Client is not required to pay, or make any contributions to, any social security, local, state or federal tax, unemployment compensation, workers' compensation, insurance premium, profit-sharing, pension or any other employee benefit for the Contractor during the Term. The Contractor is responsible for paying, and complying with reporting requirements for, all local, state and federal taxes related to payments made to the Contractor under this Agreement.

Assignment

16. The Contractor will not voluntarily, or by operation of law, assign or otherwise transfer its obligations under this Agreement without the prior written consent of the Client.

Entire Agreement

17. It is agreed that there is no representation, warranty, collateral agreement or condition affecting this Agreement except as expressly provided in this Agreement.

Governing Law

18. This Agreement will be governed by and construed in accordance with the laws of the State of Michigan.

IN WITNESS WHEREOF the Parties have signed on this ____ day of April, 2026

Vince Pastue, City Manager
City of Charlotte, Michigan

Pam Schwartz

Pamela Schwartz, Owner & Principal Consultant
Engage Employment Solutions, LLC

RESOLUTION NO. 2026-38

**A RESOLUTION APPROVING A TEMPORARY STREET CLOSURE FOR A
NEIGHBORHOOD BLOCK PARTY ON N. SHELDON STREET**

At a regular meeting of the City Council of the City of Charlotte, held on the ____ day of _____, 2026.

WHEREAS, The City has received a request from Nathan Kelley to conduct a neighborhood block party on June 27, 2026; and

WHEREAS, the request includes the temporary closure of N. Sheldon Street between Harris Street and Stoddard Street for the purpose of hosting a family-friendly neighborhood gathering intended to encourage community connection and fellowship; and

WHEREAS, the applicant has indicated willingness to comply with all City requirements related to barricades, emergency vehicle access, cleanup, event hours, and neighborhood notification; and

WHEREAS, The City Council finds that temporary neighborhood events of this nature may provide a public community benefit when conducted in a safe and orderly manner.

WHEREAS, The City Council hereby approves the temporary closure of N. Sheldon Street between Harris Street and Stoddard Street on June 27, 2026, for the purpose of conducting a neighborhood block party.

The approved street closure hours shall be from approximately 12:00 p.m. until 5:00 p.m., unless otherwise approved by the City.

WHEREAS, the applicant shall comply with all applicable City ordinances, safety requirements, and any directives issued by the City, Police Department, Fire Department, or Department of Public Works, including but not limited to:

- Proper barricade placement;
- Always maintaining emergency vehicle access;
- Event cleanup and debris removal;
- Compliance with noise ordinances;
- Any required neighborhood notification.

WHEREAS, Approval of the street closure does not waive compliance with any additional permits, licenses, or approvals required under City ordinance or state law.

WHEREAS, any request for extended noise allowances or activities occurring outside approved block party hours shall require separate review and authorization in accordance with applicable City ordinances and policies.

THEREFORE, BE IT RESOLVED that the City authorize the request for street closure and that this Resolution shall take effect immediately upon adoption.

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

Yea; ____ Nay; ____ Absent; ____

RESOLUTION DECLARED ADOPTED.

I, the undersigned, the duly qualified City 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 regular scheduled meeting held on this 8th day of June 2026 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 8th day of June 2026.

Alicia A. Smith, City Clerk
City of Charlotte
County of Eaton

Charlotte City Council
City of Charlotte
111 E. Lawrence Avenue
Charlotte, MI 48813

May 20, 2026

Subject: Request for Permission to Hold a Block Party and Temporarily Close N. Sheldon Street

Dear Members of the Charlotte City Council,

I am writing to respectfully request permission to hold a neighborhood block party and to temporarily close N. Sheldon Street between Harris Street and Stoddard Street for the event. The purpose of the block party is to bring neighbors together for a safe, family-friendly gathering that encourages community connection and fellowship.

We understand the importance of public safety and access, and we will cooperate with any requirements the city may have regarding barricades, emergency vehicle access, cleanup, event hours, and neighborhood notification. We are committed to making sure the event is orderly, respectful, and minimally disruptive to surrounding residents.

I would greatly appreciate the City Council's consideration of this. We plan to host this on June 27th, 2026. I am happy to provide additional information and any other details required to support approval of the street closure and Block Party.

Thank you for your time and consideration.

Sincerely,

Nate Kelley
220 N. Sheldon St
Charlotte, MI 48813
517-231-0761
Nathan.kelley79@gmail.com

Nathan J. Kelley
Road Block Ing
Start Time 12 noon
End time 5 PM

also Requesting noise Permit up to 1 AM
for an adults Party at my Private Address
220 N Sheldon following the Block Party.

my house
Middle of Block
220 N Sheldon

Music
Tent

10 x 20
tent

Basket Ball

10 x 10
tent

cooking
fire

hot dogs
chips
food

Games



RESOLUTION NO. 2026-39

A RESOLUTION APPROVING A CHARITABLE GAMBLING LICENSE APPLICATION

At a regular meeting of the City Council of the City of Charlotte, Eaton County, Michigan, held on the 8th day of June, 2026.

WHEREAS, Eaton County Outdoorsmen Alliance is requesting approval and acknowledgment from the City Council as required by the Michigan Gaming Control Board for the purpose of conducting a charitable raffle event within the City; and

WHEREAS, the proposed raffle is intended to support charitable, civic, educational, recreational, or community-related activities conducted by the Organization; and

WHEREAS, The Organization is responsible for complying with all applicable federal, state, and local laws governing charitable gaming activities, licensing requirements, and public safety regulations; and

WHEREAS, The City Council finds that consideration of the request is appropriate provided all required licenses, approvals, and legal requirements are satisfied.

WHEREAS, The Organization shall obtain and maintain all required approvals from the Michigan Gaming Control Board and any other applicable regulatory agencies prior to conducting the raffle.

WHEREAS, The Organization shall be solely responsible for:

- Compliance with charitable gaming laws and regulations;
- Verification of participant eligibility and age requirements;
- Any required insurance, permits, or security arrangements.

WHEREAS, Approval of this Resolution does not waive any additional permits, inspections, approvals, or authorizations required by City ordinance or applicable law.

NOW, THEREFORE, BE IT RESOLVED THAT:

The City Council hereby acknowledges and approves the request by Eaton County Outdoorsmen Alliance to conduct a charitable gun raffle event, subject to all applicable laws, regulations, permits, and licensing requirements.

And that this Resolution shall take effect immediately upon adoption.

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

Yea; ____ Nay; ____ Absent; ____

RESOLUTION DECLARED ADOPTED.

I, the undersigned, the duly qualified City 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 regular scheduled meeting held on this 8th day of June 2026 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 8th day of June 2026.

Alicia A. Smith, City Clerk
City of Charlotte
County of Eaton



28326754



STATE OF MICHIGAN
CSCL/CD- 502 - ARTICLES OF INCORPORATION -
DOMESTIC NONPROFIT CORPORATION

Corporations Division Administrator

FILED

Entity #: 900173847

Filed Date: 3/2/2026

C0709-5674 03/01/2026 Received by Michigan Corporations Division

Articles of Incorporation

Pursuant to the provisions of Act 162, Public Acts of 1982, the undersigned executes the following Articles:

Article I- Michigan Nonprofit Corporation Name

Michigan Nonprofit Corporation Name

EATON COUNTY OUTDOORSMEN ALLIANCE

Article II

The purpose or purposes for which the corporation is formed are:

This Corporation is organized and shall be operated exclusively for charitable, educational, and conservation purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code and in accordance with the Michigan Nonprofit Corporation Act (Act 162 of 1982).

The purposes of the Corporation shall include promoting and preserving the traditions of ethical hunting, conservation, and responsible wildlife stewardship. The Corporation shall serve the community through its annual buck pole and by sponsoring youth hunting and outdoor education events. The Corporation shall promote quality deer hunting and sound habitat management practices, including the voluntary passing of younger whitetail bucks, in order to improve herd age structure and maintain a healthy, balanced whitetail deer population for present and future generations.

Article III

The corporation is formed on a Stock or Nonstock basis:

Nonstock

a. Real Property Assets:

none

b. Personal Property Assets:

none

c. The corporation is to be financed under the following general plan:

The corporation is generally financed through a combination of donations, grants from public and private sources, sponsorships, fundraising activities.

The corporation is formed on a Membership or Directorship basis:

Directorship

Article IV

The name of the resident agent at the registered office is:

Agent Name

CARL L CARTER

The street address of the location of the registered office is:

Street Address

860 E BUTTERFIELD HWY
CHARLOTTE, MI 48813

☒ I certify the above individual/company has agreed to serve as the Resident Agent for service of process for this entity.

Article V

The name and address of the incorporator/incorporators is/are as follows:

Name of individual or organization	Address
DUSTIN R BENSINGER	1092 GREGORY LANE CHARLOTTE, MI 48813
CARL L CARTER	860 E BUTTERFIELD HWY CHARLOTTE, MI 48813

Article VI

☒ Pursuant to Section 209(c) of the Act, a director or volunteer officer shall not be personally liable to the corporation, its shareholders, or its members for money damages for any action taken or any failure to take any action as a director or volunteer officer, except liability for any of the following: (i) The amount of a financial benefit received by a director or volunteer officer to which he or she is not entitled. (ii) Intentional infliction of harm on the corporation, its shareholders, or members. (iii) A violation of Section 551. (iv) An intentional criminal act. (v) A liability imposed under Section 497(a).

☒ Pursuant to Section 209(d) of the Act, the corporation assumes all liability to any person other than the corporation, its shareholders, or its members for all acts or omissions of a volunteer director occurring on or after January 1, 1988 incurred in the good faith performance of the volunteer director's duties.

☒ Pursuant to Section 209(e) of the Act, the corporation assumes the liability for all acts or omissions of a volunteer director, volunteer officer, or other volunteer occurring on or after the effective date of the provision if all of the following are met: (i) The volunteer was acting or reasonably believed he or she was acting within the scope of his or her authority. (ii) The volunteer was acting in good faith. (iii) The volunteer's conduct did not amount to gross negligence or willful and wanton misconduct. (iv) The volunteer's conduct was not an intentional tort. (v) The volunteer's conduct was not a tort arising out of the ownership, maintenance, or use of a motor vehicle for which tort liability may be imposed under section 3135 of the insurance code of 1956, 1956 PA 218, MCL 500.3135.

Filing Effective Date

The filing will be effective:

when filed by the Corporations Division Administrator.

Attestations

☒ I understand that the information I enter into the online system is public information and will appear online and on copy requests exactly as I enter it into the system.

☒ I have been authorized by the entity to file this document online.

☒ I, HEREBY SWEAR AND/OR AFFIRM, under penalty of law, including criminal prosecution, that the facts contained in this document are true. I certify that I am signing this document as the person(s) whose signature is required, or as an agent of the person(s) whose signature is required, who has authorized me to place his/her signature on this document.

Incorporator Signature(s)

<u>Self</u>	<u>Dustin R Bensinger</u>	<u>03/01/2026</u>
Signer's Capacity	DUSTIN R BENSINGER	Date
<u>Self</u>	<u>Carl L Carter</u>	<u>03/01/2026</u>
Signer's Capacity	CARL L CARTER	Date

— THE CITY OF —
CHARLOTTE
— MICHIGAN —

Staff Report

TO: Mayor Fullerton and City Council
FROM: Vincent Pastue, Interim City Manager
DATE: June 4, 2026
SUBJECT: Consideration to Approve Employment Agreement with Vester Davis for City Manager Position
FOR THE AGENDA OF: June 8, 2026

BACKGROUND

The City Council at their May 26, 2026 regular meeting unanimously adopted a motion to conditionally offer the City Manager position to Vester Davis subject to a satisfactory background check and negotiated employment agreement. A satisfactory background check has been completed by Pivot Group Municipal Services. An employment agreement has been negotiated which is presented for City Council approval. Below are notable elements of the agreement.

Start Date: July 1, 2026
Term: Evergreen, no end date - employee is at-will.
Compensation: Start - \$140,000 with annual adjustments based on CPI, \$500 minimum, not-to-exceed 3.5%
Paid Time Off: Twenty (20) days per year
Other Benefits: Same as other non-union personnel as provided in Personnel Manual.
Vehicle Allowance: \$400 per month
Cell Allowance: \$75 per month
Termination and
Severance Provisions – Six (6) severance compensation for involuntary separation.
Professional Development \$5,000 allowance for professional development and memberships
Defense and Indemnification Provisions – Section 10
General Terms of the Agreement – Section 11

ACTION REQUESTED

Move to approve employment agreement with Vester Davis for the City Manager position, and authorize City Clerk Alicia A. Smith to sign on behalf of the City.

ATTACHMENTS

1. Employment Agreement

CITY MANAGER EMPLOYMENT AGREEMENT

THIS AGREEMENT ("Agreement") is made and entered into this 1st day of July 2026, by and between the City of Charlotte, a State of Michigan Municipal Corporation (hereinafter referred to as "City") and Vester Davis (hereinafter referred to as "Employee").

WITNESETH:

WHEREAS, the City desires to employ Vester Davis as its City Manager as provided in Charlotte City Charter, under the terms and conditions of this Agreement, and the City Personnel Manual were not in conflict with the City Charter or this Agreement, and;

WHEREAS, Vester Davis desires employment as City Manager of the City;

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein set forth, the City and Employee do hereby agree as follows:

SECTION 1. Duties.

A. The City hereby agrees to employ Vester Davis as its City Manager to perform the functions and duties specified in this Agreement, the City Charter, and to perform such other legally permissible and proper duties and functions as the City Council shall from time to time direct or prescribe.

B. Employee agrees to comply with the Charlotte City Charter, this Agreement, City ordinances, policies, rules and regulations, and the City Personnel Manual where not in conflict with the City Charter or this Agreement.

C. Employee shall be responsible to the City Council for the efficient administration of all departments and operations of the City government.

D. The City Council and Employee will annually define such goals and objectives which they determine necessary for the proper operation of the City and shall prioritize those goals and objectives.

SECTION 2. Terms and Termination.

A. This Agreement shall commence from its date of execution and shall run until said termination is effected as hereinafter provided. The City shall allow limited outside employment by Employee with the understanding that such arrangements are subject to City Council disclosure and do not constitute interference or conflict with his responsibilities under this Agreement.

B. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the City to terminate the services of the Employee at any time, subject only to the provisions of this Agreement and the City Charter. It is specifically understood and agreed the City Council shall have the right and power to terminate the services of Employee at any time during the term of his employment for any reason. It is further understood and agreed in the event the services of the Employee are terminated for the reason that the Employee no longer serves at the City's pleasure, then the Employee shall be entitled to a severance payment as hereinafter provided under this Agreement.

C. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the Employee to resign at any time from his position with the City, subject to the provision set forth in Section 3, Paragraph D of this Agreement.

SECTION 3. Termination and Severance Pay.

A. In the event the Employee is terminated by the City for any reason (e.g., Employee no longer serves at the City's pleasure), not including cause or misconduct, then the City agrees to pay the Employee a severance payment equal to six (6) months' base salary at current salary, subject to any state and federal tax, and applicable state and federal withholding.

B. In the event the Employee is terminated by the City for conduct including, but not limited to, cause, or misconduct as identified herein, then said

Employee shall not be entitled to any severance payment nor continuation of benefits, except as required under COBRA. For purposes of cause or misconduct, such shall include, but not limited to, the following:

1. Violation of the City Charter, or any local, state or federal law related to or pertaining to the functions of City Manager.
2. Violation of Employee's fiduciary duty or violation of the City's Conflicts of Interest policies or financial policies.
3. Intentional or deceitful falsification of public records or misrepresentation to the City Council with intent to mislead or defraud the City Council.
4. Gross negligence.
5. Misappropriation or misuse of City property or City resources.
6. Insubordination or refusal to carry out or obey a lawful directive of the City Council.
7. Conviction of any felony, or conviction of any misdemeanor involving theft, violation of fiduciary duty or public trust; or conduct involving any crime of violence whether or not resulting in conviction.
8. Violation of Personnel Manual APPENDIX B – CODE OF CONDUCT GUIDELINES.

C. Removal of the City Manager shall be subject to a majority vote of the elected or appointed members of the City Council. Employee is entitled to a hearing before the City Council.

D. In the event the Employee voluntarily resigns or retires from his position with the City, then the Employee shall give the City at least thirty (30) days written notice of his intention to resign or retire prior to the submission of said resignation or notice of retirement. Less than thirty (30) days written notice of his resignation or notice of retirement may be given with City Council approval.

E. This Agreement may be terminated at any time by the mutual written consent of the parties. In the event of such a mutually agreeable termination, then the parties hereto shall immediately be released from all obligations hereunder and further shall give up and waive all rights, privileges and benefits hereunder.

SECTION 4. Salary and Employee's Employment Start Date.

The City agrees to pay Employee for his services rendered pursuant hereto an annual base salary of \$140,000 payable in installments at the same time as other employees of the City are paid during the term of his employment, starting on July 1, 2026. Thereafter, the Employee's salary shall be adjusted annually thereafter based on the Bureau of Labor Statistics consumer price index (CPI) seasonally adjusted annualized rate (SAAR) for the previous 12 months as of January each year, provided that a minimum annual increase shall be at least \$500 per fiscal year with a maximum raise of 3.5%. As an administrative and executive employee, Employee is not entitled to overtime compensation as defined in the Fair Labor Standards Act.

SECTION 5. Professional Development; Expenses, Dues, Subscriptions.

Employee may participate in the Michigan Municipal League, Michigan Municipal Executives, and other organizations related to the position of City Manager. The Employee may also participate in such other national, regional, state, and local associations and organizations as the City and the Employee may agree to for the continued professional growth and advancement of the Employee and for the good of the City. The City shall annually budget \$5,000 to pay the professional dues, subscriptions, travel, and subsistence expenses of the Employee necessary for participation in such approved organizations including annual conferences thereof. The Employee shall be reimbursed for out-of-pocket purchases and expenses pertaining to City business. The City will pay the cost of the Employee's membership in one local service club, or as determined by City Council. Employee shall not be entitled to any further educational or professional benefit under this Agreement or the Personnel Manual.

SECTION 6. Motor Vehicle.

In lieu of the purchase or lease of a municipal vehicle, Employee shall receive a monthly vehicle allowance during his employment as City Manager. The City agrees to pay, starting on the Employee's employment start date, to the Employee the sum of \$400.00 per month as a vehicle allowance subject to any state and federal tax, and applicable state and federal withholding, to be used to purchase, lease, or own, operate and maintain a vehicle. The Employee shall be responsible for paying for liability, property damage, and comprehensive insurance coverage upon such vehicle and shall further be responsible for all expenses attendant to the purchase, operation, maintenance, repair, and regular replacement of said vehicle.

SECTION 7. Computer and Cell Phone Stipend.

Employee shall be given and required to use, for work purposes only, an individual computer ("laptop") and a monthly cell phone stipend in the amount of \$75.00. Laptop and cell phone are subject to inspection at any time at the sole discretion of the City.

SECTION 8. Paid Time Off.

Upon the Employee's employment start date the Employee shall be credited with twenty (20) days of paid time off ("PTO") available to use during the first year of employment following three months of continued service. Employee shall be credited 20 days of PTO annually on the Employee's anniversary date of hire. Employee may "roll-over" any unused PTO to the following calendar year not to exceed a total of thirty (30) days aggregate. No other form of PTO, and no other vacation, sick, or personal leave time, in any form shall be accrued by Employee nor credited to Employee. At retirement, or separation of service for reasons not involving cause or misconduct, Employee may elect a cash transfer up to 100% of unused PTO, or less as required by law, into an HSA account established under a Plan for the benefit of City employees; or in the alternative, 100% of unused PTO, subject to state and federal taxation and federal withholding.

SECTION 9. Other Benefits, Terms, and Conditions of Employment.

A. Life Insurance. The City agrees to provide life insurance in an amount of \$100,000.

B. Retirement Contribution. City shall, starting on the Employee's employment start date, provide retirement benefits from the date of hire with any corresponding term vesting. The City will provide retirement benefits at the same level provided to any other full-time employees, according to the Personnel Manual, as may be amended.

C. Reduction in Salary or Benefits. The City shall not at any time during the term of the employment, reduce the salary, compensation or other financial benefits of the Employee, except to the degree of such a reduction across-the-board for all employees of the City not subject to a collective bargaining agreement.

D. Health Care Premiums. The City, starting on the Employee's employment start date, agrees to pay a percentage of monthly premiums for vision, dental, and comprehensive medical insurance for the Employee and his dependents under the same Plan and level provided to any other full-time employee of the City, as provided under the Personnel Manual, as may be amended (excluding those employees subject to collective bargaining agreements, as applicable). Employee shall be responsible for co-pay of monthly premiums as required under the Personnel Manual. Employee shall be responsible for any deductible under any applicable Plan document.

E. Work Schedule. It is recognized that the Employee must devote a great deal of time outside the normal office hours on business for the City, and to that end Employee shall be allowed to establish an appropriate work schedule. The Employee shall keep City staff informed regarding his whereabouts during normal working hours and shall be available by mobile communication during those portions of the normal working day when he is outside of the office. Employee shall be available during all times of absence from the office, use of PTO (see SECTION 8), and holidays by mobile communication during times as necessary to address emergencies or matters of imminent concern unless prior arrangements have been approved for alternate

administrative management during Employee's absence.

F. Holidays. The City agrees to provide holiday benefits to Employee, as other full-time employees of the City, as provided under the Personnel Manual, Section IV. Holidays.

G. Annual Work Performance Evaluation. The City shall review and evaluate the performance of Employee. Said review and evaluation shall be in accordance with specific criteria developed, established, or adopted by the City, with the input of the Manager. Said criteria may be added to or deleted from the review as the City may from time to time determine. The City will provide Employee with a summary statement and an opportunity for Employee to discuss the review and evaluation with the City.

SECTION 10. Defense and Indemnification.

To the extent permitted by law and applicable insurance coverage, except as provided herein, City shall defend, save harmless, and indemnify Employee against any and all claims or demands, whether groundless or otherwise, arising out of any alleged act or omission occurring in the performance of Employee's duties as City Manager, except as to those acts or omissions deemed to constitute gross negligence (which means conduct so reckless as to demonstrate a substantial lack of concern for whether or not any injury results), misconduct (as identified herein), and/or criminal acts. City shall provide, at no cost to Employee, the services of the City Attorney or other legal counsel to represent Employee. Except as provided herein, should Employee's employment be terminated, voluntarily or otherwise, while any such civil suit or claim is pending, in which Employee is a named party prior to termination of employment, City shall continue to provide such counsel and representation, on behalf of Employee, at City's sole expense, until such time as said claim or suit is settled, compromised, and/or adjudged, notwithstanding the termination of Employee's employment. City may compromise and settle any such claim or suit and shall pay the amount of any settlement or judgment rendered thereon. City shall indemnify Employee for any and all travel and/or lodging expenses which may be incurred by Employee

as a result of any such claims. Employee shall cooperate fully with City in the investigation, prosecution, and/or defense of such claims. The provisions of this Section shall survive the termination and/or expiration of this Agreement.

This section shall be deemed to apply to any civil suit or claim which may arise after the termination of Employee's employment, in which Employee is a named party in his capacity as an officer and/or employee of the City; provided, however, provided that such claim or suit does not allege any gross negligence, misconduct as identified above, and/or criminal act(s) by Employee.

SECTION 11. General Provisions.

A. City Authority. Employee agrees to observe and comply with the City Charter, City ordinances, policies, rules, and regulations of the City, as adopted by the City Council, either orally or in writing, and to carry out and to perform orders, directions and policies announced to Employee by the City Council or through its designee, from time to time, either orally or in writing. Employee specifically understands that the City Council shall have the final authority, the power to direct, control or supervise the manner and time of Employee's duties as is consistent with the City Charter, Personnel Manual, local regulation, rules and Council resolution, and laws of the State of Michigan.

B. Governing Law. In view of the fact that the City is a municipal corporation of the State of Michigan, it is understood and agreed that the construction and interpretation of this Agreement shall, at all times and in all respects, be governed by the laws of the State of Michigan, in the State Courts of Eaton County.

A. Entire Agreement. This Agreement contains the entire agreement and understanding by and between the City and Employee with respect to the employment of Vester Davis as City Manager, and no representations, promises, contracts or understandings, written or oral, not contained herein, shall be of any force or effect. Further, no elected or appointed official or employee of the City has the power or authority presently or hereafter to add to, waive, or modify any of the terms and conditions contained herein. No change

or modification of this Agreement shall be valid or binding unless it is in writing and signed by the party intending to be bound, which in the case of the City means the City Council acting pursuant to official City Council action. No waiver of any provisions of this Agreement shall be valid unless it is in writing and signed by the party against whom the waiver is sought to be enforced, which in the case of the City means the City Council acting pursuant to official Council action. No valid waiver of any provision of this Agreement, at any time, shall be deemed a waiver of any other provision of this Agreement at such time or at any other time.

B. Prohibition Against Assignment. Employee agrees on behalf of himself and his executors, administrators, heirs, legatees, distributes, and any other person or persons claiming any benefit under his by virtue of this Agreement, that this Agreement and the rights, interest and benefits hereunder shall not be assigned, transferred or pledged in any way.

C. Severability of Invalid Provision. The provisions of this Agreement shall be deemed severable; the invalidity or unenforceability of anyone or more of the provisions of this Agreement shall not affect the validity and enforceability of other provisions. This Agreement shall be construed in all respects as if such invalid or unenforceable provisions were omitted.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed on the day and year first above written.

CITY MANAGER,

Vester Davis,
Employee

Date: _____

CITY OF CHARLOTTE,

Alicia Smith,
Clerk

Date: _____

Introduced: May 11, 2026

Adopted: June 8, 2026

Effective: _____

CITY OF CHARLOTTE

EATON COUNTY, MICHIGAN

ORDINANCE NO. 2026-02

AN ORDINANCE TO AMEND CHAPTER 14, ARTICLE II, SECTION 14-26, ET. SEQ., to PROMOTE THE PUBLIC HEALTH, SAFETY, AND WELFARE OF THE RESIDENTS OF THE CITY OF CHARLOTTE, EATON COUNTY, MICHIGAN; TO PROVIDE FOR THE ADMINISTRATION AND ENFORCEMENT OF THE MICHIGAN STATE CONSTRUCTION CODE PURSUANT TO THE STILLE DEROSSETT-HALE SINGLE STATE CONSTRUCTION CODE ACT, ACT 230 OF 1972, MCL 125.1501 ET SEQ.; TO ADOPT AND ENFORCE APPLICABLE CONSTRUCTION CODES INCLUDING BUILDING, ELECTRICAL, MECHANICAL, AND PLUMBING CODES; TO PROVIDE FOR THE DESIGNATION OF A BUILDING OFFICIAL; TO PROVIDE FOR FEES, APPEALS, ENFORCEMENT, AND PENALTIES; AND TO REPEAL ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH.

Councilmember _____ moved the following:

THE CITY OF CHARLOTTE ORDAINS:

Section 1. Title. This Ordinance shall be known and may be cited as the “*City of Charlotte State Construction Code Ordinance*”.

Section 2. Intent; Purpose. It is the intent and purpose of the City of Charlotte to:

- (a) Adopt and enforce the Michigan State Construction Code as required under the Stille-DeRossett-Hale Single State Construction Code Act, Act 230 of 1972, MCL 125.1501 et seq.;
- (b) Provide for the administration, inspection, permitting, and enforcement of said codes within the City;
- (c) Protect the public health, safety, and general welfare of the residents and visitors of the City; and
- (d) Establish a uniform process for construction regulation within the City.

Section 3. Adoption and Enforcement of Construction Codes. Pursuant to Public Act 230 of 1972, as amended, MCL 125.1501 *et seq.*, the City hereby assumes responsibility for the administration and enforcement of the State Construction Codes within its jurisdiction.

Pursuant to Public Act 279 of 1909, as amended, MCL 117.3(k), the City hereby adopts, but not limited to, the following codes as adopted and amended by the State of Michigan:

- (a) Michigan Building Code;
- (b) Michigan Residential Code;
- (c) Michigan Mechanical Code;
- (d) Michigan Plumbing Code;
- (e) Michigan Electrical Code;
- (f) Michigan Uniform Energy Code;
- (g) Michigan Existing Building Code; and
- (h) Michigan rehabilitation code, including Michigan Part 8 Electrical Code Rule, Michigan Part 9A Mechanical Code Rule, Michigan Part 7 Plumbing Code Rule, Michigan Part 4 Building Code Rule, Michigan Rehabilitation Code Rule, Michigan Part 10a Commercial Energy Code Rule.

Collectively, these shall be referred to as the “State Construction Code.”

Section 4. Building Official.

- (a) Designation.

The City Council shall provide for the administration and enforcement of the State Construction Code and shall designate a Building Official for such purposes, as designated by Council Resolution, that may be amended from time to time.

- (b) Third-Party Services.

The Building Official may be an employee of the City or may be retained through a contract with a third-party vendor, professional services firm, or qualified individual, as authorized by the City Council pursuant to the City Charter.

- (c) Duties and Authorities.

The Building Official shall:

- (1) Administer and enforce the State Construction Code;
- (2) Review plans and specifications;
- (3) Issue permits and certificates;
- (4) Conduct inspections;
- (5) Participate in Code Enforcement activities; and
- (6) Perform all other duties required by law.

- (d) Contracts Authorized.

The City Council is authorized to enter into contracts for building department services, including inspections, plan review, and permit administration, consistent with the City Charter and applicable law.

Section 5. Permits and Fees. The City Council may, by resolution, establish a schedule of fees for permits, inspections, plan review, appeals, and other services related to administration of the State Construction Code.

Section 6. Appeals.

- (a) Administrative Appeals Board.

All appeals shall be submitted to the administrative appeals board.

- (b) Appeals.

Any person aggrieved by a decision may appeal by filing a written application. Appeals shall be based on claims that:

- (1) The State Construction Code was incorrectly interpreted;
- (2) The provisions do not apply; or
- (3) An equally good or better form of construction is proposed.

- (c) City Contact.

The Fire Chief, or his/her designee, shall serve as the primary City contact for the Administrative Board of Appeals and shall coordinate administrative functions, application intake, and communication.

Section 7. Enforcement and Violations. The following officials are authorized to enforce this Ordinance and issue municipal civil infractions:

- (a) Building Official;
- (b) Fire Chief or his/her designee;
- (c) Code Enforcement Officer;
- (d) Zoning Administrator; and
- (e) Any other official authorized by the City Council.

Section 8. Penalties.

- (a) Any person who violates this Ordinance shall be responsible for a municipal civil infraction.
- (b) Violations shall be punishable by a fine outlined in the City of Charlotte fee schedule by resolution of the City Council, plus costs. Each day a violation continues shall constitute a separate offense.

Section 9. Savings Clause. All proceedings pending and all rights and liabilities existing or incurred at the time this Ordinance takes effect are saved and may be consummated according to the law enforced when they were commenced. This Ordinance shall not be construed to affect any prosecution pending or initiated before the effective date of this Ordinance for an offense committed before that date.

Section 10. Conflicting Ordinances Repealed. Except as to prosecution and legal actions pending and saved pursuant to Section 9, any City Ordinances or parts of Ordinances in conflict with or inconsistent with any of the provisions of this Ordinance are repealed.

Section 11. Severability. The provisions of this ordinance are severable, and if any section, sub-section, paragraph, sentence, clause, phrase, or portion of this ordinance is, for any reason, held invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of all remaining sections, sub-sections, paragraphs, sentences, clauses, phrases, or portions of this ordinance.

Section 12. Section Headings. The section headings used in this ordinance are for convenience only and are not a part of this ordinance.

Section 13. 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 the code, including code section numbers to effectuate the provisions of this Ordinance and Code.

Section 14. Effective Date. This Ordinance shall take effect upon adoption and publication after twenty (20) days and in accordance with applicable law.

Introduced by the Charlotte City Council this 11th day of May, 2026.

Motion by

Second by

Ayes:

Nays:

Absent:

Adopted by the Charlotte City Council this 8th day of June 2026.

Motion by

Second by

Ayes:

Nays:

Absent:

Approved:

Kevin Fullerton, Mayor

I, Alicia Smith, City Clerk, City of Charlotte, certify this is Ordinance No. 2026-02 adopted by the Charlotte City Council at a regular meeting held on the 8th day of June, 2026, a meeting held according to the Open Meetings Act, Public Act No. 267 of 1976, as amended. I further certify Ordinance No. 2026-02 was published in the County Journal a newspaper of general circulation in the City of Charlotte, the 13th day of June 2026, subsequent to its adoption.

Alicia Smith, City Clerk, City of Charlotte

Introduced: May 11, 2026

Public Hearing: May 26, 2026

Adopted: June 8, 2026

Published:

Effective:

CITY OF CHARLOTTE

EATON COUNTY

RESOLUTION No. R2026-34

A RESOLUTION TO ADOPT AND ENACT

**ORDINANCE NO. 2026-02 “CITY OF CHARLOTTE STATE CONSTRUCTION CODE
ORDINANCE”.**

City of Charlotte, Eaton County, Michigan (hereinafter, “Charlotte City” or “City Council”), hereby resolves:

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 June 2026, at 7:00 o'clock in the PM.

The meeting was called to order at 7 o'clock in the PM by Mayor Fullerton.

Present: _____

Absent: _____

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

WHEREAS:

1. The City of Charlotte desires to assume responsibility for the administration and enforcement of the State Construction Codes within its jurisdiction.
2. The City of Charlotte desires to adopt, but not limited to, the following codes:
 - (a) Michigan Building Code;
 - (b) Michigan Residential Code;
 - (c) Michigan Mechanical Code;
 - (d) Michigan Plumbing Code;
 - (e) Michigan Electrical Code;
 - (f) Michigan Uniform Energy Code;
 - (g) Michigan Existing Building Code; and
 - (h) Michigan rehabilitation code, including Michigan Part 8 Electrical Code Rule, Michigan Part 9A Mechanical Code Rule, Michigan Part 7 Plumbing Code Rule, Michigan Part 4 Building Code Rule, Michigan Rehabilitation Code Rule, Michigan Part 10a Commercial Energy Code Rule.

Collectively, these shall be referred to as the “State Construction Code.”

3. The City Council desires to designate a Building Official by City Council Resolution, that may be amended from time to time, and to provide for permits and fees, appeals, enforcement, and penalties and other services related to administration of the State Construction Code.
4. On May 11, 2026, the City Council at City Hall introduced ORDINANCE NO. 2026-02 “CITY OF CHARLOTTE STATE CONSTRUCTION CODE ORDINANCE” and set a public hearing for June 8, 2026, to establish an Administrative Appeals Board, to adopt the aforementioned “State Construction Codes”, to designate a Building Official by City Council Resolution, and to provide for permits and fees, appeals, enforcement, and penalties and other services related to administration of the State Construction Code.
5. On June 8, 2026, after duly noticed, the City Council at City Hall held a public hearing regarding ORDINANCE NO. 2026-02 “CITY OF CHARLOTTE STATE CONSTRUCTION CODE ORDINANCE”.
6. On June 8, 2026, the City Council voted to adopt and enact Ordinance No. 2026-02.

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

- A. To adopt Resolution No. R2026-34.
- B. To adopt and enact Ordinance No. 2026-02, effective upon adoption and publication after twenty (20) days and in accordance with applicable law.
- C. The Ordinance shall be filed with the City Clerk.
- D. The City Clerk shall publish the Ordinance in a newspaper of general circulation in the City and post the Ordinance in the City Clerk's office and on the City's website and publish a Notice of Posting of Adopted Ordinance in a newspaper of general circulation in the City.
- E. Any and all resolutions that are in conflict with this Resolution are hereby repealed upon the effective date of the Ordinance, but only to the extent necessary to give this Resolution full force and effect.

Upon a call of the roll, the vote was:

AYES: _____
NAYES: _____
ABSENT: _____

Resolution declared adopted this 8th day of June, 2026.

Alicia Smith, City Clerk, City of Charlotte

The undersigned duly qualified and 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 June, 2026, 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.

Alicia Smith, City Clerk, City of Charlotte

CITY OF CHARLOTTE

EATON COUNTY

RESOLUTION No. R2026-35

A RESOLUTION TO ADOPT AND ENACT

**ORDINANCE NO. 2026-03 “CITY OF CHARLOTTE ADMINISTRATIVE APPEALS BOARD
ORDINANCE”.**

City of Charlotte, Eaton County, Michigan (hereinafter, “Charlotte City” or “City Council”), hereby resolves:

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 June 2026, at 7:00 o'clock in the PM.

The meeting was called to order at 7 o'clock in the PM by Mayor Fullerton.

Present: _____

Absent: _____

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

WHEREAS:

1. The City of Charlotte desires to create an Administrative Appeals Board to serve as the designated appeals body for administrative decisions relating to cannabis licensing, the adopted City of Charlotte fire code, the adopted International Property Maintenance Code, the City of Charlotte rental registration ordinance, and the adopted Michigan Construction Code, including building, electrical, mechanical, energy and plumbing codes.
2. On May 11, 2026, the City Council at City Hall introduced ORDINANCE NO. 2026-03 “CITY OF CHARLOTTE ADMINISTRATIVE APPEALS BOARD ORDINANCE” and set a public hearing for May 26, 2026, to provide for procedures relating to the establishment, organization, and administration of the Administrative Appeals Board, and appeals of administrative decisions and standard of review.
3. On May 26, 2026, after duly noticed, the City Council at City Hall held a public hearing regarding ORDINANCE NO. 2026-03 “CITY OF CHARLOTTE ADMINISTRATIVE APPEALS BOARD ORDINANCE”.
4. On May 26, 2026, the City Council voted to adopt and enact Ordinance No. 2026-03.

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

- A. To adopt Resolution No. R2026-35.
- B. To adopt and enact Ordinance No. 2026-03, effective upon adoption and publication after twenty (20) days and in accordance with applicable law.
- C. The Ordinance shall be filed with the City Clerk.
- D. The City Clerk shall publish the Ordinance in a newspaper of general circulation in the City and post the Ordinance in the City Clerk's office and on the City's website and publish a Notice of Posting of Adopted Ordinance in a newspaper of general circulation in the City.
- E. Any and all resolutions that are in conflict with this Resolution are hereby repealed upon the effective date of the Ordinance, but only to the extent necessary to give this Resolution full force and effect.

Upon a call of the roll, the vote was:

AYES: _____
NAYES: _____
ABSENT: _____

Resolution declared adopted this 8th day of June 2026.

Alicia Smith, City Clerk, City of Charlotte

The undersigned duly qualified and 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 June, 2026, 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.

Alicia Smith, City Clerk, City of Charlotte

Introduced: May 11, 2026

Adopted: June 8, 2026

Effective: _____

CITY OF CHARLOTTE

EATON COUNTY, MICHIGAN

ORDINANCE NO. 2026-03

AN ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE CITY OF CHARLOTTE BY ADDING ARTICLE V TO CHAPTER 2, ADMINISTRATION, TO ESTABLISH AN ADMINISTRATIVE APPEALS BOARD; TO PROVIDE FOR COMPOSITION, POWERS, AND DUTIES; TO ESTABLISH PROCEDURES FOR APPEALS RELATED TO CANNABIS LICENSING, THE INTERNATIONAL FIRE CODE, NATIONAL FIRE PROTECTION ASSOCIATION STANDARDS, THE INTERNATIONAL PROPERTY MAINTENANCE CODE, AND THE MICHIGAN CONSTRUCTION CODE; TO DESIGNATE THE ADMINISTRATIVE APPEALS BOARD AS THE CONSTRUCTION BOARD OF APPEALS; TO PROVIDE FOR COORDINATION WITH THE ZONING BOARD OF APPEALS; TO DESIGNATE THE FIRE CHIEF AS THE CITY CONTACT; TO PROVIDE FOR SEVERABILITY; TO REPEAL CONFLICTING ORDINANCES; AND TO PROVIDE AN EFFECTIVE DATE.

Councilmember _____ moved the following:

THE CITY OF CHARLOTTE ORDAINS:

Section 1. Title; Purpose. This Ordinance shall be known and may be cited as the “*City of Charlotte Administrative Appeals Board Ordinance*”. The purpose of the Ordinance is to establish an Administrative Appeals Board to serve as the designated appeals body for administrative decisions related to cannabis licensing, the adopted City of Charlotte fire code, the adopted International Property Maintenance Code, the City of Charlotte rental registration ordinance, and the adopted Michigan Construction Code, including building, electrical, mechanical, energy and plumbing codes.

Section 2. Amendment to Code. Chapter 2 of the Code of Ordinances of the City of Charlotte is hereby amended by adding Article V, Administrative Appeals Board, to read as follows:

Article V. Administrative Appeals Board

Section 2-____. ; Created; Purpose; Authority.

- (a) The Administrative Appeals Board (“Board”) is hereby created pursuant to Charter, § 6.15. The purpose of the Board shall be to perform its duties and exercise its powers as provided for in this Code and applicable laws of the State of Michigan, in such a way that the objectives of this Code shall be served, public health, safety, and welfare protected, and substantial justice done.
- (b) The Administrative Appeals Board shall serve as the designated appeals body for administrative decisions related to:
 - i. Cannabis licensing,
 - ii. City of Charlotte Fire Code, as adopted,
 - iii. International Property Maintenance Code, as adopted,
 - iv. City of Charlotte Rental Registration,
 - v. Utility Board of Appeals,
 - vi. City of Charlotte State Construction Codes, Michigan Construction Code, including building, electrical, mechanical, energy and plumbing codes.
- (c) Where the above boards are noted in the Charlotte Code, the Administrative Appeals Board is authorized and shall serve in such capacity.
- (d) The Administrative Appeals Board shall not replace nor have jurisdiction nor exercise any authority granted to the Zoning Board of Appeals under the Michigan Zoning Enabling Act.
- (e) The Administrative Appeals Board shall not have jurisdiction nor exercise any authority to hear or adjudicate any matter that is pending by issuance of municipal civil citation(s) subject to the City Municipal Bureau or pending in the District or the Circuit Courts of Eaton County.

Section 2-____. Composition; Terms of Office.

- (a) The Administrative Appeals Board shall consist of five (5) members and up to two (2) alternate members.
- (b) Members shall be appointed by the Mayor, subject to confirmation by the City Council.
- (c) Membership shall include one (1) member of the Planning Commission, one (1) member of the City Council, one (1) individual with experience in construction, fire service, code enforcement, or a related field, and two (2) members of the public at-large.

- (d) Members shall be selected from individuals who reside within the City, except where technical expertise is required.
- (e) Members of the Zoning Board of Appeals may be appointed to serve concurrently on the Administrative Appeals Board, provided that each board shall act independently within its respective authority.
- (f) Members shall be representative of the population distribution and various interests present in the City.
- (g) A member shall disqualify himself or herself from a vote in which the member has a conflict of interest. Failure of a member to disqualify himself or herself from a vote in which the member has a conflict of interest constitutes malfeasance in office.
- (h) Members shall serve three (3) year staggered terms. Two (2) of the members shall be appointed for one (1) year initially, two (2) members appointed for two (2) years initially, and one (1) member for three (3) years initially. Thereafter all members shall serve three (3) year terms.
- (i) Members may be removed for inefficiency, neglect of duty, or malfeasance in office after written charges have been filed with the City Clerk and a public hearing has been held by the City Council.
- (j) Vacancies shall be filled in the same manner as the original appointment for the remainder of the unexpired term.

Section 2-____. Alternates.

- (a) The Mayor may appoint, subject to confirmation by the City Council, not more than two (2) alternate members for the same term as regular members of the Administrative Appeals Board. One (1) alternate shall be appointed for one (1) year initially and one (1) alternate shall be appointed for three (3) years initially. Thereafter all alternates shall serve three (3) year terms.
- (b) Alternate members may serve in the absence of a regular member or in cases of conflict of interest and shall have the same voting rights when seated.

Section 2-____. Organization; Meetings.

- (a) The Administrative Appeals Board shall elect a Chair and Vice-Chair.
- (b) The Fire Chief, or their designee, is hereby designated as the primary City contact and administrative coordinator for the Administrative Appeals Board and shall coordinate the intake and routing of appeals, assist with scheduling and notice requirements in coordination with the City Clerk, assemble staff reports and technical reviews, and serve as liaison between City departments and the Board.
- (c) The City Clerk, or designee, shall serve as Secretary and maintain official records.
- (d) All meetings conducted by the Administrative Appeals Board shall be subject to the Open Meetings Act and open to the public. The Administrative Appeals Board shall keep minutes of its proceedings, showing the vote of each member

on each question, or, if absent or failing to vote, indicating such fact, and shall keep records of its hearings and other official actions.

- (e) Meetings shall be held at the call of the Chair.
- (f) A concurring vote of a majority of the total membership shall be necessary to render a decision.
- (g) A quorum of at least three (3) members shall be required to conduct business.
- (h) The Administrative Appeals Board may request reports from appropriate City officials or consultants, including but not limited to the Building Official, Fire Code Official, Code Enforcement Officer, and Zoning Administrator.
- (i) The Administrative Appeals Board shall have the power to subpoena and require the attendance of witnesses, administer oaths, compel testimony and the production of books, papers, files and other evidence pertinent to the matters before it.

Section 2-____. Appeals of Administrative Decisions.

- (a) The Administrative Appeals Board shall hear and decide appeals alleging error in any order, requirement, decision, or determination made by the enforcing authority under cannabis licensing ordinances, the International Fire Code and adopted National Fire Protection Association standards, the International Property Maintenance Code, and the Michigan Construction Code.
- (b) Applications for appeal shall be filed with the City Clerk and shall include the name and contact information of the applicant, identification of the decision being appealed, a statement of the grounds for appeal, supporting documentation, any additional information deemed necessary by the Administrative Appeals Board, and payment of a fee established by resolution of the City Council.
- (c) An appeal may be taken to the Administrative Appeals Board by any person, firm or corporation, or by an officer, department, board or bureau affected by the decision.
- (d) Appeals shall be filed within twenty-one (21) days of the decision unless otherwise required by law.
- (e) The Administrative Appeals Board shall select a reasonable time and place for the hearing of the appeal and give due notice thereof and shall render a decision on the appeal without unreasonable delay. Any person may appear and testify at the hearing, either in person or by a duly authorized agent or attorney.
- (f) The filing of an appeal shall not automatically stay enforcement proceedings; however, a stay may be granted where appropriate.

Section 2-____. Construction Board of Appeals.

- (a) The Administrative Appeals Board is hereby designated as the City's Construction Board of Appeals pursuant to Section 14 of Public Act 230 of 1972, being MCL §§ 125.1501 *et seq.*
- (b) The Administrative Appeals Board shall hear appeals involving the interpretation and application of building and trade codes.

- (c) Members shall be qualified by experience or training to consider construction-related matters.

Section 2-____. Standard of Review.

The Administrative Appeals Board shall reverse or modify a decision only upon finding that the decision was arbitrary or capricious, based upon an erroneous finding of fact, constituted an abuse of discretion, or was based upon an erroneous interpretation or application of applicable code or ordinance.

Section 3. Severability. The provisions of this ordinance are severable, and if any section, sub-section, paragraph, sentence, clause, phrase, or portion of this ordinance is, for any reason, held invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of all remaining sections, sub-sections, paragraphs, sentences, clauses, phrases, or portions of this ordinance.

Section 4. Conflicting Ordinances Repealed. Any City Ordinances or parts of Ordinances in conflict with or inconsistent with any of the provisions of this Ordinance are repealed.

Section 5. Section Headings. The section headings used in this ordinance are for convenience only and are not a part of this ordinance.

Section 6. 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 and Code.

Section 7. Effective Date. This Ordinance shall take effect upon adoption and publication after twenty (20) days and in accordance with applicable law.

Introduced by the Charlotte City Council this 11th day of May, 2026.

Motion by _____

Second by _____

Ayes:

Nays:

Absent:

Adopted by the Charlotte City Council this 8th day of June 2026.

Motion by _____

Second by _____

Ayes:

Nays:

Absent:

Approved:

Kevin Fullerton, Mayor

I, Alicia Smith, City Clerk, City of Charlotte, certify this is Ordinance No. 2026-03 adopted by the Charlotte City Council at a regular meeting held on the 8th day of June 2026, a meeting held according to the Open Meetings Act, Public Act No. 267 of 1976, as amended. I further certify Ordinance No. 2026-03 was published in the County Journal a newspaper of general circulation in the City of Charlotte, the 13th day of June 2026, subsequent to its adoption.

Alicia Smith, City Clerk, City of Charlotte

Introduced: May 11, 2026

Public Hearing: May 26, 2026

Adopted: June 8, 2026

Published:

Effective:

CITY OF CHARLOTTE, MI

&

CHARLOTTE FIRE DEPARTMENT

Fire Chief – Tyger Fullerton

911 W. Shepherd St. Charlotte, MI 48813 Ph. 517-543-0241



To: City Manager Pastue

From: Dan Daly

Date: June 8th, 2026

Re: City of Charlotte Fee Schedule

Background

In alignment with City Council's direction to administer and enforce the State of Michigan construction code regulations within the City of Charlotte, staff has been working through the tasks necessary to facilitate the transition from Eaton County to local code administration.

One of the required components of this transition is the establishment of a fee schedule for building department operations. The City of Charlotte currently maintains a consolidated fee schedule for permits, licenses, inspections, and services provided by various City departments. As part of this transition, staff has incorporated the proposed Building Department fee schedule into the existing City Fee Schedule document to create a single comprehensive fee schedule for all City services.

Fee Review

Staff has worked closely with McKenna, the City's contracted Building Official and code administration consultant, to review the proposed fees for building permits, plan reviews, inspections, certificates, and related construction code services. Following this review, staff agrees with the proposed fee amounts and believes they are reasonable and appropriate for the services being provided.

Under Michigan's Stille-DeRossett-Hale Single State Construction Code Act (Public Act 230 of 1972, as amended), fees charged by a local enforcing agency must bear a reasonable relationship to the cost of administering and enforcing the construction code. Construction code fees are intended to recover the costs associated with permit issuance, plan review, inspections, certificates of occupancy, administration, software, training, and other related operational expenses. State law does not permit construction code fees to be used as a general revenue source or to generate profits beyond the costs incurred by the enforcing agency.

The proposed fee schedule was developed with these statutory requirements in mind and is intended to recover the City's anticipated costs associated with operating the Building Department while remaining fair and reasonable to applicants, contractors, developers, and property owners.

Financial Impact

The proposed fees are designed to offset the costs associated with construction code administration, including contractual services, inspections, plan review, permit processing, software, administrative support, training, and associated overhead. The fee schedule is not intended to generate excess revenue beyond what is reasonably necessary to operate the enforcing agency.

Staff will continue to review the City's fee schedule on an ongoing basis to ensure fees remain consistent with the actual costs of providing services. As operational data becomes available following the transition to local construction code administration, staff will evaluate permit activity, inspection costs, administrative expenses, software costs, contractual service expenses, and other operational costs associated with the Building Department.

Should adjustments be necessary to maintain appropriate cost recovery and compliance with state law, staff will bring recommendations to City Council for consideration as part of future fee schedule updates. Staff routinely reviews fees across all City departments and will continue to do so to ensure the City is appropriately recovering the costs associated with providing services while maintaining fairness and transparency for residents, contractors, and businesses.

Staff Recommendation

Staff recommends that City Council approve the updated City of Charlotte Fee Schedule, including the Building Department fees as presented, effective July 1st 2026.

Dan Daly
Assistant Fire Chief – Fire Marshal
Charlotte Fire Department



CITY OF CHARLOTTE 2026-2027 FEE SCHEDULE

Departmental Fee Schedule

ADMINISTRATION

Item	Fee	GL Number	Unit/Notes
Copies	\$0.25		Per page
Notary services	\$10.00		Per document
Freedom of Information Act request (FOIA)	\$9.84		Per quarter hour; may incur other fees
NSF returned check fee	\$30.00		

CODE ENFORCEMENT

Item	Fee	GL Number	Unit/Notes
Weed / Tall Grass Cutting	Varies		Contract fee plus \$25 administrative fee
Sidewalk Snow Removal	Varies		Contract fee plus \$25 administrative fee
Red Tag Notice	\$500.00		
Red Tag Monitoring Inspections	\$150.00		Quarterly Inspections
Vacant Building Registration	\$250		Annual Fee

MUNICIPAL CIVIL INFRACTIONS

Item	Fee	GL Number	Unit/Notes
1st offense	\$100.00		
2nd offense	\$200.00		
3rd offense	\$300.00		
4th offense	\$500.00		

POLICE DEPARTMENT

Item	Fee	GL Number	Unit/Notes
Emergency response incidents involving DUI	Varies		
False alarm response – Residential	\$100.00		
False alarm response – Commercial	\$200.00		
Gun permit (notary fee)	\$10.00		
Downtown overnight parking permit	\$30.00		6-month, residents only
Police report	Varies		Copy fees calculated using FOIA itemization
Preliminary breath testing	\$5.00		Court ordered, city residents (conducted only on weekends/holidays at 6:00 a.m.)
Vehicle crash reports	Online only		Order online (policereports.lexisnexis.com)

FIRE DEPARTMENT

Item	Fee	GL Number	Unit/Notes
Building/structure fire	\$500.00		
False alarms – Residential	\$100.00		
False alarms – Commercial	\$200.00		
Vehicle accident	\$200.00		
Vehicle accident with extrication	\$500.00		
Vehicle fire	\$500.00		
Power line hazard / Gas leak standby – First hour	\$250.00		
Power line hazard / Gas leak standby – Each additional hour	\$50.00		
Fire department standby	\$150.00		Per hour
Fire report (non FOIA)	\$25.00		
Mobile food vending permit – Annual	\$250.00		Expires Dec 31
Mobile food vending permit – 15 Day	\$100.00		
Mobile food vending permit – Daily	\$50.00		
Life Safety Inspection	\$150.00		Per Hour
Re-Inspection Fee (Plus Per-Hour Inspection Rate)	\$75.00		
Special events – Special events (Over 1,000 people)	\$25.00		
Special events – Membrane structure/tents/canopies permit	\$25.00		Each Tent
Special events – Mobile food vending units (part of special event)	\$10.00		Each MFVU
Special events – Fireworks application	\$25.00		
Flow Testing Request	\$150.00		
Unauthorized Burning	\$250.00		
Hazmat Response	\$200.00		Per Hour

CITY OF CHARLOTTE 2026-2027 FEE SCHEDULE

Departmental Fee Schedule

DPW - WATER

Item	Fee	GL Number	Unit/Notes
Late payment fee (water/sewer bills)	10%		Calculated at 10% of unpaid balance
Water Turn On/Off (Seasonal)	\$40.00		
After Hours – Water Turn On/Off (Seasonal)	\$100.00		
Non-payment shut off	\$80.00		
Water Turn On/Off	\$50.00		
After Hours Water Turn On/Off	\$100.00		
Usage Investigation	\$50.00		Per visit
Meter check – meter found in error	\$0.00		No charge
Meter check – meter not found to be in error	Varies		
Water meter rental			Fee not listed in table (item present)
Meter deposit	\$500.00		Refundable, less any unpaid charges
0 to 5,000 gallons	\$50.00		Minimum fee
Over 5,000 gallons	\$100.00		
Water billed at 2x usage rate	Varies		
Frozen meter replacements	Varies		Labor, meter & copper horn: \$50.00 + meter/copper horn (varies)
Frozen meter in pit	Varies		Cost of meter (varies)
Frozen water service	Varies		Labor, equipment, material
Sprinkler meter	Varies		Labor, meter, copper horn: \$50.00 + meter/copper horn (varies)
Water permit	\$100.00		
Water inspection	\$100.00		
System equity charge	Varies		Based on size of connection
Water tap fee (residential)	Varies		Time & materials (varies based on size of service)
Administration tap fee	Varies		10% of water tap fee

DPW - SEWER

Item	Fee	GL Number	Unit/Notes
Sanitary sewer permit	\$100.00		
Sewer inspection	\$100.00		
Sanitary sewer connection (residential/commercial)	Varies		

DPW – STREETS & RIGHT OF WAY

Item	Fee	GL Number	Unit/Notes
Right of way permit (any work done in the ROW)	\$200.00		
Dumpster permit	\$50.00		Annually
Parking lot storage deposit	\$200.00		Cleanup/damages
Parking lot storage permit	\$200.00		
Parking lot storage weekly rent	\$25.00		Per space
Sidewalk permit & inspection	\$60.00		
Curb cut permit & inspection	\$110.00		
Replace or repair curb cut	\$100.00		Per linear ft.
Driveway approach permit & inspection (including sidewalk)	\$110.00		
Street cut permit & inspection	\$110.00		
Street cut repair	Varies		Time & materials
Lane closures (traffic control plan required for ALL closures) – Application fee	\$25.00		Local street
Lane closures – Daily fee	\$50.00		Local street
Lane closures – Application fee	\$50.00		Major street
Lane closures – Daily fee	\$100.00		Major street
Cleanup service charges – Brush cleanup minimum	\$200.00		Labor/equipment/contractual services
Cleanup service charges – Trash cleanup minimum	\$250.00		Labor/equipment/contractual services

CITY OF CHARLOTTE 2026-2027 FEE SCHEDULE

Departmental Fee Schedule

PLANNING & ZONING

Item	Fee	GL Number	Unit/Notes
Zoning Approval	\$50.00		
Residential Fence / Deck / Shed under 200 Sqft	\$50.00		
Residential 1 or 2 family Structure or Accessory building	\$50.00		
Chicken Permit (2 year) – Zoning Approval	\$50.00		
Residential Temporary Carport (2 year permit)	\$50.00		
Commercial Shed under 120 Sqft	\$75.00		
Commercial Accessory Building	\$100.00		
Commercial Signage – Temporary	\$50.00		
Commercial Signage – Permanent wall/ground/freestanding (per type)	\$100.00		
Replacement of sign face – no dimensional change	\$50.00		
Comprehensive sign plan review (addition to permanent sign fee)	\$100.00		
Commercial Plan Review – Administrative	\$150.00		
Commercial Plan Review – Planning Commission	\$250.00		
Commercial Temporary use permit	\$100.00		
Zoning Verification Letter (non-FOIA)	\$50.00		
Commercial Cannabis license	\$5,000.00		
Commercial Cannabis license – Annual renewal	\$5,000.00		
Act 425 agreement	\$1,000.00		
Rezoning	\$500.00		
Master Plan Change	\$500.00		
Board of Appeals hearing	\$400.00		
Site plans, including planned development districts	\$200.00		
Planning Commission – Condition Use Permit	\$400.00		
Outdoor Café Permit	\$150.00		
Special Land Use Application	\$250.00		

BUILDING DEPARTMENT - ALL PERMITS

Item	Fee	GL Number	Unit/Notes
Application Fee (Non-Refundable)	\$100.00		
Contractor Registration Fee	\$15.00		
Final Inspection (One Included)	Included		
Additional Inspections if Required	\$75.00		
Re-Inspection	\$55.00		
Re-Open Expired Permit (Expired Fewer Than 30 Days)	\$75.00		
Re-Open Expired Permit (Expired 31 or More Days)	65% original fee		

BUILDING DEPARTMENT - BUILDING / PLAN REVIEW / SIGNS

Item	Fee	GL Number	Unit/Notes
Valuation \$0 - \$50,000	\$12.75 per \$1,000		
Valuation \$50,001 - \$500,000	\$11.00 per \$1,000		
Valuation \$500,001 +	\$8.50 per \$1,000		
Residential Demolition	\$170.00		
Commercial Demolition	\$300.00		
Construction Cost \$0 to \$500,000	\$150.00 minimum; .002 x Value		Building Plan Review
Construction Cost \$500,001 +	\$500 + .0015 x Value		Building Plan Review
Third Party (Consultant) Review	Actual Invoiced Cost		
Zoning Review	\$250.00		Includes One (1) Planning Commission Visit
Ground / Monument / Pole Signs	\$150.00		
Wall Mounted Signs / Panel Changes	\$70.00		
Temporary Sign	\$20.00		
Temp Trailer / Portable Building / Etc.	\$100.00		For use during construction
Fence Plan Review & Permit	\$175.00		
Certificate of Occupancy (Re-Occupancy)	\$100.00		

CITY OF CHARLOTTE 2026-2027 FEE SCHEDULE

Departmental Fee Schedule

BUILDING DEPARTMENT - PLUMBING

Item	Fee	GL Number	Unit/Notes
Mobile Home Set-up	\$50.00		
Automatic Laundry Machine	\$50.00		First Machine
Automatic Laundry Machine	\$8.00		Each Additional
Medical Gas System	\$50.00		
Lawn Sprinkler Backflow	\$30.00		
Backflow Valve (Underground)	\$50.00		
Reduce Pressure Zone Backflow Preventer (RPZ)	\$30.00		
Hose Bibs	\$8.00		
All Fixtures, Floor Drains, Special Drains, Water Connected Appliances	\$8.00		
Sewage Ejectors / Sumps	\$8.00		
Stacks Soil / Waste / Vent	\$8.00		
Manholes / Catch Basins	\$8.00		
Miscellaneous Items Not Listed	\$60.00		
Grease Trap - Interior	\$40.00		
Grease Trap - Exterior	\$60.00		

BUILDING DEPARTMENT - MECHANICAL

Item	Fee	GL Number	Unit/Notes
Heating System: Up to 75,000 BTU	\$50.00		
Heating System: 75,001 to 500,000 BTU	\$60.00		
Heating System: 500,001 to 2,000,000 BTU	\$70.00		
Boiler - Residential	\$50.00		
Duct	\$30.00 minimum; \$0.10 per foot		
Heat Exchanger Replacement	\$40.00		
Gas Piping & Re-Piping	\$35.00		
Gas Pressure Test Only	\$30.00		
Heat Pumps: Residential	\$50.00		
Heat Pumps: Commercial	\$25.00		Pipe not included
Humidifiers / Air Cleaners / Bath Fans	\$15.00		
Mini Split / Fan Coil Vent with Evaporation Coil & Duct Work	\$55.00		
Chimney Liner	\$30.00		
Fuel-Fired Unit Heaters (Terminal Units)	\$15.00		
B-Vent	\$30.00		
Exhausters (Commercial)	\$15.00		
Water Heater	\$30.00		
Gas Fireplace	\$40.00		
Generator	\$90.00		
LP Above-Ground Connection	\$20.00		
LP Underground Connection	\$25.00		
A/C - up to 5 HP	\$40.00		
A/C - 6 HP to 15 HP	\$50.00		
A/C - 16 HP to 50 HP	\$65.00		
A/C - Over 50 HP	\$75.00		
Mobile Home Set-up	\$50.00		
Refrigeration Piping	\$0.05 per foot		
Commercial A/C Piping	\$0.05 per foot		
Walk-In Freezer / Cooler	\$50.00		
Ice Makers / Coolers (Self-Contained)	\$30.00		
Compressor / Condenser	\$30.00		
Underground Hydronic Piping	\$0.05 per foot		
Miscellaneous Items Not Listed	\$60.00		
Fire Suppression / Protection	\$50.00 minimum; \$0.75 per head		Includes piping
Commercial Hoods	\$20.00		

CITY OF CHARLOTTE 2026-2027 FEE SCHEDULE

Departmental Fee Schedule

BUILDING DEPARTMENT - SEWER / WATER DISTRIBUTION

Item	Fee	GL Number	Unit/Notes
Sewer Less than 6 inch	\$8.00		
Replacement 6 inch >	\$50.00		
Replacement 8 inch >	\$70.00		
Replacement 10 inch - 12 inch	\$90.00		
Replacement Above 12 inch	\$115.00		
Crock to Iron / Exterior Sewer Repair / Cleanout	\$50.00		
Water Distribution up to 2 inch	\$35.00		
Water Distribution 2 inch - 4 inch	\$50.00		
Water Distribution over 4 inch	\$60.00		

BUILDING DEPARTMENT - ELECTRICAL

Item	Fee	GL Number	Unit/Notes
Electrical Service - Up to 200 AMP	\$40.00		
Electrical Service - 200 AMP - 600 AMP	\$45.00		
Electrical Service - 601 AMP - 800 AMP	\$50.00		
Electrical Service - 800 AMP - 1,200 AMP	\$60.00		
Electrical Service - 1,200 AMP (GFI Only) - 1,600 AMP	\$75.00		
Electrical Service - Over 1,600 AMP	\$85.00		
Service Location (Plus Each Circuit)	\$35.00		
1st Circuit	\$25.00		
Each Additional Circuit	\$5.00		
Fire Alarm Circuit	\$45.00		
Fixtures / Outlets / Receptacles / Wired Smoke Detectors	\$30.00 minimum; \$6.00		Per 25
Mobile Home Setup	\$50.00		
Dishwasher, Microwave, Garbage Disposal	\$15.00		
Furnace - Unit Heater Connection	\$35.00		
A/C - New / Reconnect	\$35.00		
Power Outlets (Ranges, Dryers, Etc.)	\$15.00		
Miscellaneous Items Not Listed	\$60.00		
Generator - Up to 10 KW	\$20.00		
Generator - Up to 20 KVA or HP	\$25.00		
Generator - 21 - 50 KVA or HP	\$30.00		
Generator - Over 50 KVA or HP	\$35.00		
Solar Photovoltaic System	\$90.00 per panel		Total inverter generating capacity is less than 5,000 KW
Vehicle Charging Station	\$25.00		Per Station
Fire Alarm Systems (Not Smoke Detectors)	\$50.00		Up to 10 devices
Fire Alarm Systems (Not Smoke Detectors)	\$100.00		11 - 20 devices
Fire Alarm Systems (Not Smoke Detectors)	\$5.00		Over 20 devices (each)
Data / Telecommunication Outlets	\$5.00		1 - 9 devices
Data / Telecommunication Outlets	\$100.00		10 - 300 devices
Data / Telecommunication Outlets	\$300.00		Over 300 devices
Conduit Only / Grounding Only	\$45.00		
Sign - Unit Connection(s)	\$25.00		
Feeders - Bus Ducts, Etc.	\$50.00		First 100 feet
Feeders - Bus Ducts, Etc.	\$20.00		Each additional 50 feet



Staff Report

TO: Mayor Fullerton and City Council

FROM: Vincent Pastue, Interim City Manager

DATE: June 4, 2026

SUBJECT: Fiscal Year 2026-27 Budget and Millage Public Hearing

FOR THE AGENDA OF: June 8, 2026

BACKGROUND

The City Council scheduled a public hearing for June 8th to accept comments and questions related to the Fiscal Year 2026-27 Budget and Millage Rates. The budget reflects an on-going continuation of City operations. Resolution 2026-27 adopts the budget for all funds and the millage levies. The revenue budget for all funds is \$19,893,795 and expenditure budget of \$19,047,667. Below is a comparison of the millage levies for the current year, Headlee millage cap, and Fiscal Year 2026-27. Overall, there is a 0.2109 increase in the City-wide millage rate, which is mostly related to the levy for the recycling and leaf collection program which would now be self-supporting. The DDA millage would be set at the Headlee cap which has been its historical levy. There are no proposed changes in the water and sewer rates until after the rate study is completed.

	Current	Headlee	Proposed	Change
Operating	14.0606	13.9917	13.9900	
Debt	0.7086	N/A	0.5500	
Yard Waste	0.1715	N/A	0.0000	
Recycling	0.0878	N/A	0.0000	
Recycling/Leaf Collection	-0-		0.7000	
Emergency Services/Vehicles SAD	<u>3.9265</u>	N/A	<u>3.9259</u>	
Total	18.9550		19.1659	0.2109
DDA	1.2158	1.7611	1.7611	0.5453

**CITY OF CHARLOTTE
RESOLUTION NO. 2026-37**

**RESOLUTION TO APPROVE THE BUDGET FOR THE FISCAL YEAR
THAT BEGINS JULY 1, 2025, TO SET RATES OF TAXATION,
AND TO AUTHORIZE OTHER RELATED ACTIONS.**

WHEREAS, in accordance with the provisions of the City Charter and the State of Michigan Uniform Budgeting and Accounting Act (Public Act 2 of 1968, as amended), the City Manager submitted to Council a proposed budget for the fiscal year commencing July 1, 2026 and ending June 30, 2027; and

WHEREAS, Council members have reviewed the proposed budget and the Council has availed itself of opportunities to be informed about its contents, to discuss the spending plan for the City, to debate its implications and to offer amendments to the budget; and

WHEREAS, in accordance with legal requirements and after proper notice, a public hearing was held on the proposed budget on June 8, 2026;

NOW, THEREFORE, BE IT RESOLVED that the estimated revenues for the fiscal year are hereby accepted by the City Council as follows:

Fund #	Fund Name	Revenue Amount
101	General Fund	\$8,426,164
202	Maior Street Fund	\$1,591,800
203	Local Street Fund	\$961,116
207	Emergency Services/Vehicles SAD	\$1,264,250
230	Dru Enforcement	\$0
232	Act 302 Police Training Fund	\$5 000
243	Brownfield Redevelopment Fund	\$116,200
244	Economic Development Fund	\$2,700
248	DDA Fund	\$42,525
250	LDFA Fund	\$40,000
285	Camp Frances	\$5,500
286	Federal & State Grants Fund	\$350,000
295	Airport Fund	\$250,520
304	2008 Facility Building G.O. Bond Fund	\$171,900
249	Building Inspections Fund	\$276,990
510	Water and Sewer Fund	\$5,143,130
228	Leaf Collection/Recycling Fund	\$280,000
601	Motor Vehicle Pool Fund	\$661,000
666	Information Technology Pool Fund	\$305,000
	Total Revenue	\$19,893,795

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AND BE IT FURTHER RESOLVED, that expenditures for the fiscal year are hereby authorized for the various funds in the following amounts:

Fund #	Fund Name	Expenditure Amount
101	General Fund	\$8,389,078
202	Maior Street Fund	\$1,297,280
203	Local Street Fund	\$961,116
206	Emergency Services/Vehicles SAD	\$1,264,250
230	Drug Enforcement	\$0
232	Act 302 Police Training Fund	\$5,000
243	Brownfield Redevelopment Fund	\$125,000
244	Economic Development Fund	\$58,000
248	DDA Fund	\$39,000
250	LDFA Fund	\$27,000
285	Camp Frances	\$10,800
286	Federal & State Grants Fund	\$350,000
295	Airport Fund	\$244,760
304	2008 Facility Building G.O. Bond Fund	\$203,500
249	Building Inspection Fund	\$276,990
510	Water and Sewer Fund	\$4,502,817
228	Leaf Collection/Recycling Fund	\$276,682
601	Motor Vehicle Pool Fund	\$711,904
666	Information Technology Pool Fund	\$304,500
	Total Expenditures	\$19,047,677

AND BE IT FURTHER RESOLVED, that 13.9900 mills be levied on the taxable valuation as equalized for general operating requirements of the City;

AND BE IT FURTHER RESOLVED, that 0.7000 mills be levied on the taxable valuation as equalized, pursuant to Public Act 298 of 1917 as amended, for yard waste collection and recycling center operation requirements;

AND BE IT FURTHER RESOLVED, that 0.5500 mills be levied on the taxable valuation as equalized to cover the principal and interest payments of the General Obligation Unlimited Tax Refunding Bonds, Series 2017, which refunded the 2008 Building Facility & Site bonds approved by the electorate on November 6, 2007;

AND BE IT FURTHER RESOLVED, that 3.9259 mills be levied on the taxable valuation for real property as equalized for the Emergency Services and Vehicles Special Assessment District of 2026 to defray annual capital and operating costs in support of police, fire, and ambulance operations;

AND BE IT FURTHER RESOLVED, that 1.7611 mills be levied on the taxable valuation as equalized for parcels within the Downtown Development Authority (DDA) district, which taxes will be revenues of the DDA fund;

AND BE IT FURTHER RESOLVED, that all taxes and special assessments levied on the City tax roll shall be assessed a 1% property tax administration fee;

AND BE IT FURTHER RESOLVED, that the City Manager is hereby authorized to grant wage increases for non-union employees within authorized budget allowances;

AND BE IT FURTHER RESOLVED, that the City Manager is hereby authorized to make budgetary transfers within a fund or between funding centers within a fund, if such exist, and that all other transfers be approved only by further action of the Council pursuant to the provisions of the Michigan Uniform Budgeting and Accounting Act;

AND BE IT FURTHER RESOLVED, that the Mayor and City Clerk are hereby authorized to execute Michigan Department of Treasury Form L-4029 (Tax Rate Request), as required under MCL 211.24e and other applicable law, for submission to the County Equalization Director for the purpose of levying the millages authorized in this resolution.

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

CERTIFICATION

I, Alicia A. Smith, 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 June 08, 2026, 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.

Alicia A. Smith,
City Clerk



Memo

To: City Council
From: Alicia Smith, City Clerk & Dan Daly, Assistant Fire Chief
Date: May 20, 2026
Re: Staff report on appointments to boards/commissions

Recommendation

It is recommended that Council approves the following Board/Commission appointment(s);

NAME	BOARD/COMMISSION	EXPIRATION OF TERM
Kevin Fullerton	Zoning Board of Appeals	05/26/2027
Cooper Frost	Zoning Board of Appeals	5/26/2027
John Laupp	Zoning Board of Appeals	05/26/2029
Robert Evans	Zoning Board of Appeals	05/26/2028
Kevin Fullerton	Administrative Appeals Board	05/26/2027
Cooper Frost	Administrative Appeals Board	05/26/2027
John Laupp	Administrative Appeals Board	05/26/2029
Robert Evans	Administrative Appeals Board	05/26/2028
Collin Garn	Downtown Development Authority	03/15/2028

Financial Impacts

No financial impact

Suggested Motion

Motion to approve the appointment(s) as outlined herein to their respective board or commission for the term of expiration given.