



**PROPOSED AGENDA**  
**REGULAR MEETING OF THE CHARLOTTE CITY COUNCIL**  
**111 E. Lawrence Ave, Charlotte, MI 48813 (517) 543-2750**  
**7:00 P.M. Monday, February 9, 2026**

Interested persons can participate in-person or via Zoom  
Connect to Zoom from your computer, tablet, or smartphone  
Website: <https://us02web.zoom.us/j/89407068124>  
One tap mobile: +16465588656,, 894 0706 8124#  
Telephone: (312) 626-6799 Webinar ID: 894 0706 8124

- 1. Call to Order**
- 2. Roll Call**
- 3. Invocation – Pete Kroll, First Baptist Church**
- 4. Pledge of Allegiance**
- 5. Approval of Minutes**
  - a. January 26, 2026 Regular Council Meeting Minutes
- 6. Absence of Council Members**
- 7. Public Comment** - Limit presentation to five (5) minutes. Attendees desiring to address council who are participating with ZOOM may raise your hand now or if attending via a phone call, press \*9 (star nine) on your keypad
- 8. Approval of Agenda**
- 9. Communications and Committee Reports**
  - a. Manager Report
  - b. Staff Report
  - c. Councilmember Committee Reports
- 10. Consent Agenda**
  - a. Approve Claims and Expenditures totaling \$791,434.65
  - b. Approve Ferric Chloride Supplier; Haviland Products Company
  - c. Approve Mayoral Appointments
  - d. Approve Resolution 2026-05 to approve authorized signers for Independent Bank

**11. Business Agenda**

- a. Consider approval of resolution 2026-04 for FY 2026 Build Grant Application and proposed voluntary local contribution
- b. Consider approval of Rural Fire Association Compensation for Vehicles & Equipment
- c. Discuss 2026-27 Budget Calendar Draft

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

**13. Staff Comments**

**14. Mayor and Council Comments**

**15. Adjourn**

*~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.**  
**January 26, 2026**

**CALL TO ORDER:**

By Mayor Fullerton on Monday, January 26, 2026, at 7:00 p.m.

**ROLL CALL:**

Mayor Fullerton, Mayor Pro Tem Rodriguez, Council members Brummette, Neumann, Scott, and Chin. A quorum was met

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

**INVOCATION:**

Pastor Sean Esterline from First Lutheran Church led the invocation.

**PLEDGE OF ALLEGIANCE:**

Led by Fullerton

**APPROVAL OF MINUTES:**

- a. December 29, 2025, Special Council Meeting Minutes

Mayor Fullerton explained that these minutes were tabled at the last meeting and required a motion to take them from the table before they could be discussed.

**Motion** by Scott supported by Rodriguez to approve to take the minutes from the table. Carried; Yea 6; Nay 0; Absent 1

Councilmember Rodriguez proposed amendments to the minutes. Mayor Fullerton explained that each amendment would need to be voted on separately since they involved more than simple corrections of names or dates.

Councilmember Rodriguez proposed his first amendment to add language reflecting his comment about Mr. Hillard's thoughts during his entire time in Charlotte.

**Motion** by Rodriguez supported by Chin to amend the minutes by adding "Mr. Rodriguez sees this list as representing Mr. Hillard's thoughts during his entire time in Charlotte and not just the weeks leading up to his resignation." Motion failed. Carried; Yea 2; Nay 4; Absent 1

Councilmember Brummette shared that he had recently attended training through the Michigan Municipal League regarding the Open Meetings Act, which specified that minutes should be concise per state law. He noted that he saw no benefit in questioning what the clerk recorded in the minutes according to legal definition.

Councilmember Chen agreed that requiring the clerk to record every detail from council members would not be beneficial. He noted the clerk knows the requirements for minutes and has followed them.

Councilmember Neumann also referenced the same MML training, confirming that by law, only limited information is required in minutes, such as date, attendance, motions, and high points of discussion.

Councilmember Rodriguez clarified that in his four years on council, this was the first time he had moved to change minutes, and he was doing so because it was an important meeting where he felt key information was missing.

After the amendment failed, the original minutes were approved with Councilmember Rodriguez voting against.

**Motion** to approve the December 29, 2025 Special Council Meeting Minutes as written. Motion carried with Councilmember Rodriguez voting no.

Carried; Yea 1; Nay 5; Absent 1

b. January 12, 2026, Regular Council Meeting Minutes

**Motion** by Chin supported by Scott to approve January 12, 2026, Regular Council Meeting Minutes, as printed. Carried; Yea 6; Nay 0; Absent 1

c. January 20, 2026, Special Council Meeting Minutes

**Motion** by Scott supported by Chin to approve January 20, 2026, Special Council Meeting Minutes, as printed. Carried; Yea 6; Nay 0; Absent 1

**ABSENCE OF COUNCIL MEMBERS:**

Council Member Christensen.

**Motion** by Brummette supported by Scott to approve Council Member Christensen's absence. Carried; Yea 6; Nay 0; Absent 1

**PUBLIC COMMENT:**

Councilmember Christensen, participating remotely, expressed greetings from Zimmerman, Minnesota, thanked Mikayla for her work running the meeting technology, and indicated he would return in a few days.

Jody Pruden commented that there have been instances where important information was missing from meeting minutes. She

understood that capturing everything is difficult, but felt that after this issue was raised previously, the minutes had improved somewhat.

**APPROVAL OF AGENDA:**

**Motion** by Chin supported by Brummette, to approve the agenda. Carried; Yea 6; Nay 0; Absent 1

**COMMUNICATIONS AND COMMITTEE REPORTS:**

a. City Manager report

City Manager Hillard reviewed the goals and objectives listed in his report. He highlighted the streetlight review update, sharing that he had met with Tanya Martin from Consumers Energy. Converting normal lighting to LED would cost approximately \$438,565, with annual operational savings of \$23,265, resulting in a 19-year payback period. He noted that streetlights are a sensitive topic for neighborhoods, similar to trees and sidewalks, and recommended that if council pursues this, dedicated staff should work on it with proper neighborhood communication.

b. Staff Report

Councilmember Chin thanked the fire and police departments for their detailed yearly reports. He expressed concern about the significant increase in fire department calls, from approximately 600 runs in 2024 to 2,069 in 2025.

Fire Chief explained that beginning in March of the previous year, the department started responding to all priority medical

calls within their coverage area, which caused the increase from approximately 70 runs per month to nearly 200. He noted that while most calls are handled by full-time personnel, they rely on volunteers when multiple calls occur simultaneously.

Councilmember Chin commended the police department for overall reductions in crime categories and thanked the Department of Public Works staff for their work during the cold weather. He also noted increased activity reflected in the Community Development report.

The Police Chief pointed out that the statistics for receiving/concealing stolen property increased by 383% as a direct result of the Flock camera system finding stolen cars and plates.

The Fire Chief added that despite the increased number of runs, the department's fuel costs remained in line with historical spending, and medical supplies expenses were controlled because Eaton Air EMS reimburses them for supplies used on their calls. He emphasized that the increased workload has resulted in lives being saved and better treatment for residents.

Councilmember Chin requested that future budget reports indicate whether anticipated amendments would result in increases or decreases rather than just noting that amendments would be needed. He also questioned why Brownfield redevelopment authority fund tax capture increased from a budgeted \$100,000 to an actual \$229,400.

**CONSENT AGENDA:**

- a. Approval of Claims and Expenditures totaling \$397,432.92

- b. Approve the six month extension with MicroTech Services Inc. for information technology services.
- c. Approve the three year contract with BioTech Agronomics, Inc. for the Bio-Solids Land Application Contract.
- d. Approve the Harris Hog Farm lease for farming on Industrial Park property.
- e. Approve the Droscha Family Dairy lease for farming on Airport Property.
- f. Approve Mayoral Appointments.

**Motion** by Chin supported by Scott to approve Consent Agenda items a - e. Carried; Yea 6; Nay 0; Absent 1

**BUSINESS AGENDA:**

- a. Consider approval to direct staff to prepare the establishment of the Proposed Emergency Vehicle and Service Special Assessment Fund

Mayor Fullerton explained that the proposal would rename and expand the scope of the current assessment fund beyond just fire service to include police and potentially other emergency services. He noted that the assessment details would be clearly specified so residents would know exactly what they're paying for.

Councilmember Chin supported the concept but requested a five-year asset management plan that would detail equipment needs across all city departments.

Councilmember Rodriguez stated he would support the assessment, noting that the city needs money to pay for services, but expressed concern that some previous issues hadn't been resolved.

Mayor Fullerton noted that the revised fund would allow for police vehicles to be purchased with pre-approved funds, avoiding delays during the purchasing process.

The Fire Chief clarified that the fire department numbers in the proposal were precise because they represented only the city's portion, with the rural area's percentage already deducted.

**Motion** by Chin, supported by Scott member, to approve and direct staff to prepare the establishment of the proposed Emergency Vehicle and Service Special Assessment Fund as presented. Motion carried unanimously by roll call vote.

- b. Consider approval to award McKenna Proposal for Building Inspection Services

Councilmember Chin, as a member of the housing committee, strongly supported this proposal. He noted that residents paid approximately \$151,000 annually to the county for building inspection services that were widely criticized for poor customer service and inefficiency. Through negotiations by the fire chief and deputy chief, the city secured favorable terms with McKenna.

Councilmember Rodriguez questioned what would change in the 1-2 years mentioned in the proposal that would transform this from a cost to the city into a benefit.

The Fire Chief explained that they anticipate increased permit fees and more building activity within the city as a result of improved service. He added that the two main issues they've heard were people not wanting to build in Charlotte due to the difficulty of working with the county, and people doing work without permits due to the same reasons.

Community Development Director Selena stated that within her first week, she heard from numerous developers and housing organizations that the county's building services were the biggest barrier to development in Charlotte. She explained that bringing services in-house with excellent customer service would encourage developers to continue working in Charlotte and help residents properly improve their properties.

Sam Woodrick, Director of Building Services at McKenna, explained that counties often don't require permits for roofing and siding not because they don't care about safety but because they lack the manpower for inspections. He noted that non-local entities also tend to put less emphasis on enforcement of unpermitted work. He stated that initial contracts typically run for two years with flexible renewal terms.

Councilmember Newman shared his personal experience with both city and county building inspection services, noting that a project that should have taken three weeks with the county took 8-9 weeks, costing thousands in additional expenses. He cited the county's policy of not being required to explain code violations as particularly problematic.

Woodrick confirmed that McKenna inspectors would clearly explain violations and cite specific codes while still avoiding acting as design professionals.

**Motion** by Chin supported by Scott to approve the award of the McKenna proposal for Building Inspection Services. Carried; Yea 6; Nay 0; Absent 1

- c. Consider approval of the Carmel Township Interlocal Fire Agreement

Councilmember Rodriguez noted that the new agreement contained specific information about cost recovery for special equipment and hazardous materials incidents that wasn't in the previous agreement. He pointed out that the new amount of \$202,460 was significantly higher than the previous \$146,000.

The Fire Chief confirmed that the agreement had been thoroughly reviewed by the fire department and that they were in favor of it. He explained that this six-year contract includes a two-year termination notice provision, and that the city would receive half the revenue (about \$101,000) from this agreement and bear half the expenses, with the Rural Fire Association receiving the other half.

Mayor Fullerton mentioned that a separate negotiation regarding fire trucks would come before council soon, noting that they had negotiated the rate down from a potential \$45,000 per year (\$90,000 total) to approximately \$32,000.

**Motion** by Chin supported by Neumann to approve the Carmel Township Interlocal Fire Agreement.

vote; Yea 6; Nay 0; Absent 1

- d. Consider approval to amend the Eaton County 4-H Agricultural Society Lease

City Manager Hillard explained that this amendment would add to the permitted uses of the fairgrounds to include "educational, recreational, and economic development for the benefit of the fairgrounds as approved by the city council in writing." The change would clarify that city council approval is required for such uses. He noted that this was part of a 75-year lease originally approved in 1990, and while broader lease improvements might be needed in the future, this amendment would address the immediate issue. He mentioned that a separate agreement between SHIFT and the fairgrounds would come before council later.

**Motion** by Scott supported by Chinto approve the amendment to the Eaton County 4-H Agricultural Society Lease

vote; Yea 6; Nay 0; Absent 1

- e. Consider approval of the 2026 Eaton County Fair Event List

The council reviewed the fair schedule which included events from January 19 to December 21, 2026. Councilmember Brummette noted that the fairgrounds were heavily utilized with some events overlapping.

**Motion** by Scott supported by Chin to approve the 2026 Eaton County Fair Event List

vote; Yea 6; Nay 0; Absent 1

- f. Consider approval to Eaton County Fairgrounds for the removal of two dead trees

Councilmember Brummette disclosed that his company might be involved in the tree removal and would therefore abstain from voting.

**Motion** by Chin supported by Rodriguez to approve the removal of two dead trees from the Eaton County Fairgrounds. Motion carried with Councilmember Brummette abstaining vote; Yea 5; Nay 0; Absent 1

g. Consider the approval of the Interim City Manager Contract with Great Lakes Municipal Consulting LLC (Vincent Pastue)

The council considered the contract with no discussion

**Motion** by Chin supported by Scott to approve the Interim City Manager Contract with Great Lakes Municipal Consulting LLC (Vincent Pastue). vote; Yea 5; Nay 0; Absent 1

**PUBLIC COMMENT:**

John Laupp thanked City Manager Hillard for the path he had put the city on and offered advice about retirement, suggesting he "do what you want, when you want, for as long as you want."

Jody Pruden commented that the business agenda items showed how much had been accomplished by the council and staff. She expressed appreciation for the decision to bring building inspection services to the city, sharing her negative experiences with the county building department. She thanked Mr. Hillard for his service and expressed hope that someone good would fill his shoes.

**STAFF COMMENTS:**

The Fire Chief thanked the Fair Board for their care of city property, appreciated council including staff in the interim manager search, and thanked Manager Hillard for attending volunteer meetings and addressing issues.

City Manager Hillard congratulated the council on the thorough process for selecting Vincent Pastue as interim manager. He introduced Alicia Smith, the new clerk, and expressed his honor in serving as Charlotte's city manager. He noted that the agenda items represented solutions to issues the council had been working to solve, and thanked the council and staff for their dedication to the city.

**MAYOR AND COUNCIL COMMENTS:**

Councilmembers individually thanked Manager Hillard for his service and expressed confidence in the incoming interim manager.

Councilmember Chin mentioned that he had participated in Michigan Municipal League training and that there were bills in process related to food trucks that might affect local ordinances. He also noted that Michigan ranks 44th out of 52 states for 4th-grade reading achievement, and that E-Tran would be posting for an executive director position in February.

Councilmember Rodriguez clarified that the charter does not designate the mayor as the person who should handle media relations, though he believed it was good practice to have the mayor speak to the media. He shared his positive experience working with Manager Hillard during his week as acting mayor.

Councilmember Brummette commented on the productive meeting and the value of the Michigan Municipal League

training. He noted that the minutes reflect what is officially said, but recordings capture everything that is said.

Mayor Fullerton thanked Hillard for his work getting things done and mentioned their humorous phone interactions. He expressed confidence in the incoming interim manager.

**ADJOURN:**

**Motion** by Brummette supported by Rodriguez to adjourn the meeting at 8:46 p.m. Carried; Yea 6; Nay 0; Absent 1

Respectfully submitted,  
Alicia Smith  
City Clerk



## MEMORANDUM

**TO:** Mayor Fullerton and City Council

**FROM:** Vincent Pastue, Interim City Manager

**DATE:** February 5, 2026

**SUBJECT:** City Manager Update

**FOR THE AGENDA OF:** February 9, 2026

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1. First Week – I didn't officially start as Interim Manager until late Tuesday afternoon. As with any new employment engagement, it is spent mostly getting to know people, software systems, internal processes. It should be noted that former manager Rob Hillard did a wonderful job providing me with background on a number of on-going projects and issues. Given time is of the essence, Finance Director Christina Horton and I are starting the budget process to have a recommended budget to the Council for the first meeting in April.

2. Manager Search Proposals – The due date for consultants to submit proposals to facilitate the City Manager search process is 2:00 p.m. on Tuesday, February 24, 2026. Proposals are to be submitted to the City Clerk's Office. It is my understanding the Council formed a committee that will review the proposals, schedule interviews, and make a recommendation to the City Council to retain a consultant. The target would be to have Council approve a consultant at the March 9 regular meeting. The Clerk's Office and Interim City Manager will work with the search committee related to logistical details.

3. "The Framework" 2025-2026 Goals and Objectives – Mr. Hilliard would report regularly regarding the progress of the Council's goals and objectives. He did mention to me that there wasn't a process for removing items once they have been addressed. To that extent, I am recommending that I present a resolution (motion) that an item can be removed from the list. For example, *City Council Chamber Sound and Video system*, as well as the *Street Light Review*.

Part of this approach is that City Council has a full plate over the next few months. I will work with City staff mapping out projects and business items that will come before City Council with the intent of managing its flow the best that I can.



# 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:** February 5th, 2026  
**SUBJECT:** CFD Monthly Report

### Fire Department Activities

- January 2026: 196 total runs – 196 runs YTD (on average, one run every 3.8 hours)

Notes: 6 Confirmed Structure Fires, 3 voided calls, over 77 hours spent at scenes

EATON COUNTY 911											
Events by Nature Code by Agency											
Agency: CFD, Event date/Time range: 01/01/2026 00:00:00 - 01/31/2026 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	1	1	1%	0:00:20	0:00:00	0:00:00	0:09:16	0:09:16
	CARDIAC OR RESP ARREST	0	0	5	5	3%	0:00:14	0:08:33	0:25:35	2:51:46	0:34:21
	COMMERCIAL FIRE ALARM	0	0	3	3	2%	0:01:22	0:04:42	0:13:21	0:58:17	0:19:26
	COMMERCIAL STRUCTURE FIRE	0	0	3	3	2%	0:01:14	0:03:16	0:18:54	0:56:52	0:18:57
	HAZARDOUS MATERIALS	0	0	1	1	1%	0:02:33	0:06:37	0:18:48	0:27:58	0:27:58
	MEDICAL ASSIST	0	0	135	135	70%	0:00:07	0:06:23	0:15:55	48:26:46	0:21:32
	MISCELLANEOUS FIRE RUN	0	7	2	9	5%	0:00:14	0:03:22	0:17:17	2:57:40	0:19:44
	ODOR INVESTIGATION	0	2	6	8	4%	0:01:08	0:05:53	0:25:51	4:22:57	0:32:52
	PERSONAL INJURY CRASH	0	1	12	13	7%	0:00:23	0:05:22	0:20:56	5:26:49	0:25:08
	RESIDENTIAL FIRE ALARM	0	0	1	1	1%	0:00:40	0:09:05	0:16:00	0:25:45	0:25:45
	SPECIAL RESCUE	0	0	1	1	1%	0:00:06	0:04:47	1:03:57	1:08:50	1:08:50
	STRUCTURE FIRE LARGE	0	0	9	9	5%	0:01:12	0:05:57	0:53:07	8:04:55	0:53:53
	WIRES DOWN	0	1	3	4	2%	0:02:13	0:09:56	0:12:20	1:35:44	0:23:56
<b>Subtotals for No Summary Code</b>		<b>0</b>	<b>11</b>	<b>182</b>	<b>193</b>	<b>100%</b>	<b>0:00:54</b>	<b>0:06:09</b>	<b>0:25:10</b>	<b>77:53:35</b>	<b>0:29:21</b>
<b>Subtotals for CFD</b>		<b>0</b>	<b>11</b>	<b>182</b>	<b>193</b>	<b>100%</b>	<b>0:00:54</b>	<b>0:06:09</b>	<b>0:25:10</b>	<b>77:53:35</b>	<b>0:29:21</b>

- Conducted monthly volunteer training for department members.
- Held Annual year-end Awards & Christmas party
- Continued coordination with Eaton County and the Eaton County Fire Training Committee on the construction of a Live Burn Training Facility in Charlotte.
  - Waiting for a response from the State of Michigan on funding.
- Ongoing work on City Hall HVAC upgrades and Council Chambers remodel.
- AFG grant – Fire Gear on order (6-8weeks delivery)



# 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

- The January Planning Commission meeting was held as a work session, proposed zoning ordinance was reviewed.
- Continued collaboration with the City Attorney and Eaton County District Court on code-enforcement-related matters.
  - Active efforts are ongoing to bring several non-compliant properties into compliance with City Code.
- Code Enforcement Officers are focusing on sidewalk snow ordinance enforcement and ROW violations.
- Working with McKenna on Building Inspection services timeline and needed documents for transition of inspection services.

#### Fire - Annual

Certificate #	Address	Issued	Expires	Status
CFA260002	1642 E PACKARD HWY	01/27/2026		Cancelled
CFA250074	1662 PACKARD HWY C	01/12/2026	08/14/2027	Issued
CFA250072	1662 PACKARD HWY A	01/14/2026	08/01/2027	Issued
CFA240040	1642 E PACKARD HWY	01/27/2026	12/01/2026	Issued

**Fire - Annual Certificate Totals: 4**

#### LIFE SAFETY FIRE

Certificate #	Address	Issued	Expires	Status
CFA260001	605 W LOVETT ST	01/02/2026	01/01/2028	Issued

**LIFE SAFETY FIRE Certificate Totals: 1**

#### Rental

Certificate #	Address	Issued	Expires	Status
CR260862	541 LANSING RD	01/21/2026	03/20/2029	Closed
CR260853	340 HORATIO ST	01/13/2026	01/13/2028	Issued
CR250823	539 LANSING RD	01/21/2026	09/01/2027	Issued
CR250779	435 S COCHRAN AVE	01/20/2026	04/04/2027	Issued
CR250775	541 LANSING RD	01/21/2026	09/01/2027	Issued
CR240694	763 W SHEPHERD ST	01/29/2026	01/01/2027	Issued
CR240693	751 W SHEPHERD ST	01/29/2026	01/01/2027	Issued
CR240692	745 W SHEPHERD ST	01/29/2026	01/01/2027	Issued
CR240577	757 W SHEPHERD ST	01/29/2026	01/01/2027	Issued

**Rental Certificate Totals: 9**

**Total Certificates Issued: 14**

#### Inspection Totals

02/02/2026  
1/1

1st Reinspection	8
2nd Reinspection	6
56th District Court	2
Fire Annual Reinspection	4
Initial	37
LIFE SAFETY FIRE INSPECTION	1
Pre Inspection	2
Re-Inspection	19

**Total # of Inspections: 79**

#### Enforcement Category Totals

02/02/2026  
1/1

CITIZEN COMPLAINT	Total Entries: 3
CITY RIGHT OF WAY VIOLATION	Total Entries: 29
EXTERIOR PROPERTY MAINTENANCE	Total Entries: 2
RENTAL PROPERTY VIOLATION	Total Entries: 1
SIDEWALK SNOW REMOVAL	Total Entries: 1
UNAUTHORIZED PARKING VIOLATION	Total Entries: 2

**Total Records: 38**



**Memo**

To: Honorable Mayor Fullerton; City Council  
From: Alicia Smith  
Date: February 6, 2026  
Re: Claims and Expenditures for Council approval on February 09, 2026

**Background**

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

**Recommendation**

A report of claims is provided to council for review on the Wednesday preceding a council meeting at which the claims are approved. Questions about these claims should be directed to the Finance Director/Treasurer and answers resolved by the Friday preceding said council meeting. Claims and expenditures are budgeted items and/or larger purchases pre-approved by Council. While review is recommended, approval should not be hindered.

Answers to Council inquiries, if any, are included in the meeting packet.

**Financial Impacts**

HRA Insurance claims week of January 25, 2026	\$5,744.24
HRA Insurance claims week of February 01, 2026	\$2,579.20
Payroll paid February 06, 2026	\$146,477.28
Invoiced claims as of February 04, 2026	\$636,633.93

**Total** **\$791,434.65**

**Suggested Motion**

Motion to approve Claims and Expenditures in the amount of **\$791,434.65**

**INVOICE APPROVAL (BY INVOICE) FOR CHARLOTTE CITY**

INVOICE ENTRY DATES 01/21/2026 - 02/05/2026

POSTED AND UNPOSTED OPEN

BANK ACCOUNTS: POOL - INDEPENDENT BANK GENERAL ACT

Invoice Number	Bank Account	Description	Amount
<b>02260 ABC FASTENER GROUP, INC</b>			
A609254	POOL	BOLTS	101.36
A609255	POOL	RETURNED BOLTS	(87.05)
A610270	POOL	ELECTRICAL CONNECTOR KIT	175.00
Total For: ABC FASTENER GROUP, INC			<u>189.31</u>
<b>01943 ADRIAN &amp; BLISSFIELD RAILROAD CO.</b>			
90-FTI000091	POOL	USDOT#543706X - LOVETT STREET - F1	1,622.79
Total For: ADRIAN & BLISSFIELD RAILROAD CO.			<u>1,622.79</u>
<b>01764 AMAZON CAPITAL SERVICES</b>			
11PR-V6W4-YMNF	POOL	ACCOUNT # A264N6SLCWDWHU (FIRE) TV MOUNTS FOR FIRE &	185.44
11TH-P9JD-DD39	POOL	ACCOUNT # A264N6SLCWDWHU (FIRE) SAFETY GLASSES	80.03
13C4-GLGL-D6K3	POOL	ACCOUNT # A264N6SLCWDWHU (FIRE) JANITOR SUPPLIES	74.68
13MX-FP3D-7NDM	POOL	ACCOUNT # A264N6SLCWDWHU	292.10
13MX-FP3D-7XPK	POOL	ACCOUNT # A264N6SLCWDWHU (FIRE) KEYBOARD PARTS COMPUT	7.99
17Q7-VKM6-GC1P	POOL	ACCOUNT # A264N6SLCWDWHU (FINANCE0 SELF INKING CUSTOM	44.85
1CX7-KC9G-QDG6	POOL	ACCOUNT # A264N6SLCWDWHU (FIRE) TRAILER PLUG FOR FIRE	14.92
1DVN-HCY3-1TC1	POOL	ACCOUNT # A264N6SLCWDWHU	70.98
1DYG-RHQW-XK1Q	POOL	ACCOUNT # A264N6SLCWDWHU	210.98
1H37-G9L3-T774	POOL	ACCOUNT # A264N6SLCWDWHU FLOOR MATS	89.99
1JFK-137Q-1XRV	POOL	ACCOUNT # A264N6SLCWDWHU (FIRE) COUNCIL CHAMBER IT EQ	224.34
1JXN-HL4Y-CK4G	POOL	ACCOUNT # A264N6SLCWDWHU	82.18
1LFQ-P9PK-4YWQ	POOL	ACCOUNT # A264N6SLCWDWHU (FIRE) DRY ERASE BOARD	113.99
1NVW-F9CK-TT3H	POOL	ACCOUNT # A264N6SLCWDWHU (FIRE) PICTURE BOX,CORNER PR	34.84
1QMP-Q1MF-HT1T	POOL	ACCOUNT # A264N6SLCWDWHU (FIRE) ID BADGE HOLDERS	36.98
1QX7-CLQ7-HNK4	POOL	ACCOUNT # A264N6SLCWDWHU (FIRE) COUNCIL CHAMBER VIDEO	174.62
1QX7-CLQ7-JNMV	POOL	ACCOUNT # A264N6SLCWDWHU	346.48
1RL3-HDMJ-GG41	POOL	ACCOUNT # A264N6SLCWDWHU (WWTP) FILTER FOR BLOWER	56.64
1TPF-XMQK-319M	POOL	ACCOUNT # A264N6SLCWDWHU (FIRE) DISHWASHER SOAP, PLAT	57.78
1TY6-JX31-DRTC	POOL	ACCOUNT # A264N6SLCWDWHU (FIRE) UNIFORM CHERI & JOE	58.94
1XCL-W1WT-NDGF	POOL	ACCOUNT # A264N6SLCWDWHU (FIRE) COUNCIL CHAMBER CABIN	69.99
1XKC-Y3GG-VCR7	POOL	ACCOUNT # A264N6SLCWDWHU (DPW ADMIN) EMPLOYEE TIME CA	46.92
1XKC-Y3GG-XR3Y	POOL	ACCOUNT # A264N6SLCWDWHU	91.39
1XMV-4VDL-7NRH	POOL	ACCOUNT # A264N6SLCWDWHU (FIRE) DOOR DTOPS	59.00
1Y9Q-PVY7-QLMG	POOL	ACCOUNT # A264N6SLCWDWHU (FIRE) SNOW SHOE MAT	69.99
Total For: AMAZON CAPITAL SERVICES			<u>2,596.04</u>
<b>02036 AMAZON CAPITAL SERVICES</b>			
1L77-HTXG-7NFJ	POOL	ACCT # A1K517P63NLQUT( POLICE) TRASH BAGS	115.58
1VPT-XXL3-DM4Q	POOL	ACCT # A1K517P63NLQUT( POLICE) GEL PENS, Z GRIP RETRA	77.74
Total For: AMAZON CAPITAL SERVICES			<u>193.32</u>
<b>01663 AMERICAN LEGAL PUBLISHING</b>			
47730	POOL	2025 S-18 SUPPLEMENT PAGES	2,017.35
47933	POOL	2025 S-18 ONLINE CODE SUPPLIMENT PAGES	128.70
Total For: AMERICAN LEGAL PUBLISHING			<u>2,146.05</u>
<b>01652 AMERICAN PUBLIC WORKS ASSOCIATION</b>			
000915878	POOL	CHAPTER DUES, INDIVIDUAL MEMBERSHIP	277.00
Total For: AMERICAN PUBLIC WORKS ASSOCIATION			<u>277.00</u>
<b>01915 APEX SEPTIC &amp; EXCAVATING, INC.</b>			
2117	POOL	LSL REPLACEMENT	5,544.34
Total For: APEX SEPTIC & EXCAVATING, INC.			<u>5,544.34</u>
<b>02108 ASSESSING SOLUTIONS INC.</b>			
CHARLOTTE26-02	POOL	ASSESSOR CONTRACT 5/25 - 4/26	3,866.25
Total For: ASSESSING SOLUTIONS INC.			<u>3,866.25</u>
<b>01632 AT&amp;T</b>			
7241201116	POOL	PUMPHOUSE & AIRPORT	471.11
Total For: AT&T			<u>471.11</u>
<b>02250 AXES &amp; IRONS</b>			
EP201000631	POOL	TURNOUT GEAR FD 2024 AFG GRANT FEMA	156,041.00
EP201000732	POOL	TURNOUT GEAR FD 2024 AFG GRANT FEMA	64,980.00
Total For: AXES & IRONS			<u>221,021.00</u>

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INVOICE ENTRY DATES 01/21/2026 - 02/05/2026

POSTED AND UNPOSTED OPEN

BANK ACCOUNTS: POOL - INDEPENDENT BANK GENERAL ACT

Invoice Number	Bank Account	Description	Amount
<b>01607 BASIC</b>			
IN3663790	POOL	FGSA PLAN RENEWAL FEE	1,032.20
IN3663812	POOL	HRA ANNUAL RENEWAL FEE	628.00
Total For: BASIC			<u>1,660.20</u>
<b>01600 BECKETT &amp; RAEDER</b>			
2026013	POOL	2023044 CHARLOTTE MASTER PLAN & ZONING	340.00
Total For: BECKETT & RAEDER			<u>340.00</u>
<b>01581 BLUE CARE NETWORK</b>			
253430074268	POOL	JANUARY 2026	69,397.71
260100056015	POOL	FEBRUARY 2026	763.72
260100069812	POOL	FEBRUARY 2026	68,795.30
Total For: BLUE CARE NETWORK			<u>138,956.73</u>
<b>01576 BOUND TREE MEDICAL LLC</b>			
86079608	POOL	MEDICAL BAG	414.99
Total For: BOUND TREE MEDICAL LLC			<u>414.99</u>
<b>01558 BULLSEYE PEST DEFENSE</b>			
109849	POOL	PEST CONTROL (DT/ AIRPORT)	50.00
Total For: BULLSEYE PEST DEFENSE			<u>50.00</u>
<b>01555 BYRUM ACE HARDWARE</b>			
504258	POOL	PACKAGING SUPPLIES	107.96
505148	POOL	(FIRE) HOSE ENDS FOR BUILDING MAINTENANCE	8.99
505312	POOL	(FIRE) HILMAN FASTENERS	15.92
505373	POOL	(FIRE) FASTENERS, MAT	23.46
505518	POOL	(WWTP) PLUMBING SUPPLIES	36.97
505651	POOL	(WWTP) TOOLS FOR UV REPAIR	11.99
505726	POOL	BATTERIES	16.99
505743	POOL	( WWTP) PRESS GAUGE	12.99
506011	POOL	DRILL DRIVER SET	27.99
506611	POOL	PARTS FOR LIGHTS DOWNTOWN	80.96
Total For: BYRUM ACE HARDWARE			<u>344.22</u>
<b>01547 CANON FINANCIAL SERVICES, INC</b>			
42505143	POOL	WESTSIDE PRINTER	241.89
Total For: CANON FINANCIAL SERVICES, INC			<u>241.89</u>
<b>01608 CHARLOTTE BARYAMES LLC</b>			
BN161502.01.2026	POOL	JANUARY DRY CLEANING (FIRE)	646.70
Total For: CHARLOTTE BARYAMES LLC			<u>646.70</u>
<b>02270 CINTAS</b>			
5315109307	POOL	FIRST AID REFILL	12.92
9355954890	POOL	FIRST AID KIT FOR THE SHOP	641.10
9355983712	POOL	VEHICLE FIRST AID KITS	1,200.00
Total For: CINTAS			<u>1,854.02</u>
<b>01519 CITY OF CHARLOTTE</b>			
02.02.2026	POOL	PETTY CASH RECONCILIATION 10/01/2025 - 01/31.2026	85.51
Total For: CITY OF CHARLOTTE			<u>85.51</u>
<b>01465 COUNTY JOURNAL, THE</b>			
293168	POOL	CITY ALERTS - STAY INFORMED	43.80
299310	POOL	SEEKING INTERM MGR	97.00
299677	POOL	PART TIME RECYCLING GEN LABOR	97.00
300067	POOL	RECRUITMENT FIRM FOR CITY MGR SELECTION	99.50
Total For: COUNTY JOURNAL, THE			<u>337.30</u>
<b>01448 CUSTOM HOME INTERIORS</b>			
CG601166	POOL	PAYMENT 1 OF 2 (POLICE CARPET CITY HALL)	3,805.74
Total For: CUSTOM HOME INTERIORS			<u>3,805.74</u>
<b>01429 DELAU FIRE &amp; SAFETY INC</b>			
76009	POOL	FIRE EXTINGUISHER REFILL	430.00
Total For: DELAU FIRE & SAFETY INC			<u>430.00</u>
<b>01428 DELTA DENTAL PLAN OF MICHIGAN</b>			
RIS0006801144	POOL	FEBRUARY 2026	5,661.26
Total For: DELTA DENTAL PLAN OF MICHIGAN			<u>5,661.26</u>

**INVOICE APPROVAL (BY INVOICE) FOR CHARLOTTE CITY**

INVOICE ENTRY DATES 01/21/2026 - 02/05/2026

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BANK ACCOUNTS: POOL - INDEPENDENT BANK GENERAL ACT

Invoice Number	Bank Account	Description	Amount
<b>01423 DETROIT SALT</b>			
SI26-35354	POOL	SALT	6,354.69
SI26-35442	POOL	SALT	3,209.66
SI26-35462	POOL	SALT	3,221.59
SI26-36148	POOL	SALT	6,210.37
Total For: DETROIT SALT			<u>18,996.31</u>
<b>01414 DORNBOS SIGN &amp; SAFETY INC.</b>			
INV85025	POOL	SIGN BOLTS AND NUTS	100.00
Total For: DORNBOS SIGN & SAFETY INC.			<u>100.00</u>
<b>01406 DUPERON CORPORATION</b>			
27256	POOL	COMPACTOR HOUSING	5,250.00
Total For: DUPERON CORPORATION			<u>5,250.00</u>
<b>01380 EDWARDS INDUSTRIAL SALES</b>			
3441711	POOL	BELT REPLACEMENT	104.64
3441712	POOL	BELT REPLACEMENT	91.68
Total For: EDWARDS INDUSTRIAL SALES			<u>196.32</u>
<b>01375 ELHORN ENGINEERING COMPANY</b>			
309647	POOL	PHOSPHATE	5,110.00
Total For: ELHORN ENGINEERING COMPANY			<u>5,110.00</u>
<b>01372 ENCOMPASS EAP</b>			
ENC-IN-101133	POOL	JAN-DEC 2026 EAP	2,103.24
Total For: ENCOMPASS EAP			<u>2,103.24</u>
<b>00932 ERIC ROGERS LLC</b>			
36652	POOL	DOWNTOWN SNOW & ICE REMOVAL (6 OF 10 PAYMENT)	2,480.00
Total For: ERIC ROGERS LLC			<u>2,480.00</u>
<b>01365 ETNA SUPPLY</b>			
S106591656.002	POOL	METER TOUCHPADS	400.00
S106591656.003	POOL	METER TOUCHPADS	527.00
Total For: ETNA SUPPLY			<u>927.00</u>
<b>01358 FAMILY FARM &amp; HOME</b>			
002121/C	POOL	CLEANING SUPPLIES	62.73
002122/C	POOL	CLEANING SUPPLIES	1.60
Total For: FAMILY FARM & HOME			<u>64.33</u>
<b>01354 FEDERAL SUPPLY, INC</b>			
107658	POOL	TREE LIGHTS DOWNTOWN TREES	109.90
109032	POOL	TREE LIGHTS DOWNTOWN TREES	95.92
109034	POOL	LIGHTS FOR TREES DOWNTOWN	772.91
Total For: FEDERAL SUPPLY, INC			<u>978.73</u>
<b>01320 GARAGE DOORS UNLIMITED INC</b>			
26-01191	POOL	OVERHEAD DOOR REPAIR WESTSIDE	315.00
Total For: GARAGE DOORS UNLIMITED INC			<u>315.00</u>
<b>01320 GARAGE DOORS UNLIMITED, INCORPORATED</b>			
25-07363	POOL	DOWNTOWN FIRE STATION OVERHEAD DOOR	18,063.00
Total For: GARAGE DOORS UNLIMITED, INCORPORATED			<u>18,063.00</u>
<b>01303 GRIFFITH ,MATT</b>			
01.30.2026	POOL	MILEAGE REIMBURSEMENT FOR MWEA CONFERENCE	146.45
Total For: GRIFFITH ,MATT			<u>146.45</u>
<b>01297 H2O COMPLIANCE SERVICES INC</b>			
00010579	POOL	CROSS CONNECTION PROGRAM	1,600.41
Total For: H2O COMPLIANCE SERVICES INC			<u>1,600.41</u>
<b>02037 HASSEL FREE FUELS</b>			
CFSI-12906	POOL	ACCNT #010107 (DPW/WWTP) FUEL	3,447.31
Total For: HASSEL FREE FUELS			<u>3,447.31</u>
<b>01438 HASSEL FREE FUELS</b>			
CFSI-12899	POOL	ACCOUNT # 010109 (FIRE) FUEL	586.35
CFSI-12943	POOL	ACCOUNT # 010109 (FIRE) FUEL	1,010.30
Total For: HASSEL FREE FUELS			<u>1,596.65</u>

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INVOICE ENTRY DATES 01/21/2026 - 02/05/2026

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BANK ACCOUNTS: POOL - INDEPENDENT BANK GENERAL ACT

Invoice Number	Bank Account	Description	Amount
<b>02281 HATT, TRACY</b> 443742	POOL	REIMBURSEMENT FOR REPAIRS TO PIPES IN THE ROW @217 C	5,450.00
Total For: HATT, TRACY			<u>5,450.00</u>
<b>01970 HOPKINS MECHANICAL SERVICES, LLC</b> H25830	POOL	HVAC MAINTENANCE CITY HALL	842.00
Total For: HOPKINS MECHANICAL SERVICES, LLC			<u>842.00</u>
<b>01226 JOHNSON'S PICTURE FRAMING</b> 19,102	POOL	FRAMING PICTURES FOR COUNCIL CHAMBERS	800.00
Total For: JOHNSON'S PICTURE FRAMING			<u>800.00</u>
<b>01207 KENNEDY INDUSTRIES INC.</b> 649701	POOL	REYNOLDS LIFT STATION PUMP REPLACEMENT	15,919.00
Total For: KENNEDY INDUSTRIES INC.			<u>15,919.00</u>
<b>01976 KENT COMMUNICATIONS INC</b> 355058	POOL	FEBRUARY UTILITY BILLS	1,104.12
Total For: KENT COMMUNICATIONS INC			<u>1,104.12</u>
<b>01195 KONICA MINOLTA BUSINESS SOLUTIONS</b> 506228599	POOL	MAINTENANCE AGREEMENT FOR COLOR PRINTER	161.04
506234596	POOL	MAINTENANCE AGREEMENT 01/17/2026 - 02/16/2026	67.08
Total For: KONICA MINOLTA BUSINESS SOLUTIONS			<u>228.12</u>
<b>02282 LAUPP, JOHN</b> 02.05.2026	POOL	DDA REIMBURSEMENT FOR RIBBONS ON DOWNTOWN POLES	160.68
Total For: LAUPP, JOHN			<u>160.68</u>
<b>02072 MANER COSTERISAN</b> 77784	POOL	2025 STATE REPORTING, FINAL BILLING FOR COMPLETION AN	4,500.00
Total For: MANER COSTERISAN			<u>4,500.00</u>
<b>01137 MCGINTY, HITCH, PERSON, ANDE., P.C.</b> DECEMBER 2025	POOL	FY26 ATTORNEY SERVICES (DECEMBER 2025)	15,242.00
Total For: MCGINTY, HITCH, PERSON, ANDE., P.C.			<u>15,242.00</u>
<b>02154 MCKENNA ASSOC. INC.</b> 25-003-10	POOL	CHILL GRANT ADMINISTRATION	1,197.50
Total For: MCKENNA ASSOC. INC.			<u>1,197.50</u>
<b>02146 MICROTECH SERVICES, INC</b> 36810	POOL	INSTALL SOFTWARE AND VERIFY APP FROM ORIGINAL DESKTOP	200.00
36811	POOL	22" MONITOR	71.58
36812	POOL	ONSITE LABOR	100.00
36813	POOL	WIFI AND STORM PRODUCTS NEED TO BE RETESTED	100.00
36814	POOL	GRANTED ACCESS TO H DRIVE ( WASTEWATER NEEDED ACCESS	150.00
36815	POOL	RESTART SERVER DUE TO LOCK UP	250.00
36816	POOL	OLYMPUS AS-2400 TRANSCRIPTION KIT	211.11
36841	POOL	IT SERVICES CONTRACT 12/16/2024-12/15/2025	5,666.00
Total For: MICROTECH SERVICES, INC			<u>6,748.69</u>
<b>01075 MML</b> 0008152	POOL	NEWLY ELECTED OFFICIALS TRAINING - BRUMMETTE	110.00
0008153	POOL	NEWLY ELECTED OFFICIALS TRAINING - NEUMANN	110.00
0008387	POOL	2026 EOA WINTER ADVANCED SUMMIT - CHRISTENSEN & CHIN	310.00
0008389	POOL	2026 CAPCON - SCOTT	385.00
0008390	POOL	2026 EOA SPRING SUMMIT ADVANCED - CHRISTENSEN	300.00
0008391	POOL	2026 CAPCON - CHIN	385.00
0008395	POOL	2026 CAPCON - CHRISTENSEN	385.00
Total For: MML			<u>1,985.00</u>
<b>01063 MOORE &amp; BRUGGINK INC</b> 210204.2-4	POOL	TERTIARY FILTERS-DESIGN PHASE	4,708.20
Total For: MOORE & BRUGGINK INC			<u>4,708.20</u>
<b>02255 NAPA AUTO PARTS</b> 289442	POOL	WINDSHIELD WASHER FLUID	26.94
289467	POOL	BRAKE CLEAN	187.99
289475	POOL	ATF FOR RECYLING	58.44
289489	POOL	ATF FOR RECYCLING	116.88
Total For: NAPA AUTO PARTS			<u>390.25</u>

**INVOICE APPROVAL (BY INVOICE) FOR CHARLOTTE CITY**

INVOICE ENTRY DATES 01/21/2026 - 02/05/2026

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BANK ACCOUNTS: POOL - INDEPENDENT BANK GENERAL ACT

Invoice Number	Bank Account	Description	Amount
<b>01835 NCL OF WISCONSIN, INC</b> 530495	POOL	LAB SUPPLIES	79.02
Total For: NCL OF WISCONSIN, INC			<u>79.02</u>
<b>01007 O'REILLY AUTO PARTS</b> 4651-100588	POOL	WIPER BLADES	44.40
4651-499405	POOL	SNORKEL PUMP OIL	13.48
Total For: O'REILLY AUTO PARTS			<u>57.88</u>
<b>01936 PHOENIX SAFETY OUTFITTERS</b> SI-163744	POOL	AIR COMPRESSOR ANNUAL MAINTENANCE	803.44
Total For: PHOENIX SAFETY OUTFITTERS			<u>803.44</u>
<b>02212 SCANSOURCE, INC</b> 5500020384	POOL	INTERMEDIA SUBSCRIPTION AND FEES	2,039.99
Total For: SCANSOURCE, INC			<u>2,039.99</u>
<b>00872 SHYFT GROUP, INC, THE</b> FY 2023	POOL	BROWNFIELD EXPENSE TAX REIMBURSEMENT	90,811.68
SVA0043119	POOL	ANNUAL MAINTENANCE TRUCK #316	606.34
SVA0043120	POOL	ANNUAL MAINTENANCE TRUCK 324	484.65
SVA0043121	POOL	ANNUAL MAINTENANCE TRUCK 315	445.83
SVA0043122	POOL	ANNUAL MAINTENANCE TRUCK 314	430.43
SVA0043123	POOL	ANNUAL MAINTENANCE TRUCK 313	362.63
SVA0043233	POOL	REPAIR TO AIR COMPRESSOR TRUCK 313	236.18
Total For: SHYFT GROUP, INC, THE			<u>93,377.74</u>
<b>00861 STANDARD LIFE INSURANCE CO</b> 00 646882 0001	POOL	2026 FEB	1,759.12
Total For: STANDARD LIFE INSURANCE CO			<u>1,759.12</u>
<b>02186 STATE OF MICHIGAN</b> 551-670822	POOL	SOR REREGISTRATION	150.00
Total For: STATE OF MICHIGAN			<u>150.00</u>
<b>01094 STATE OF MICHIGAN</b> MIDEAL ID #2	POOL	MIDEAL JANUARY 1, 2026- DECEMBER 31, 2026	180.00
Total For: STATE OF MICHIGAN			<u>180.00</u>
<b>02242 SUPERFLEET MASTERCARD PROGRAM</b> FB749-02.01.2026	POOL	FUEL (POLICE)	3,182.40
Total For: SUPERFLEET MASTERCARD PROGRAM			<u>3,182.40</u>
<b>00847 SWANSON ELECTRIC</b> 1548.72	POOL	ELECTRICAL WORK COUNCIL CHAMBERS	1,607.00
1548.73	POOL	WW ELECTRICAL REPAIR	2,815.00
Total For: SWANSON ELECTRIC			<u>4,422.00</u>
<b>00820 TRACE ANALYTICAL LABORATORIES, INC.</b> 6011032	POOL	WATER ANALYSIS	164.01
Total For: TRACE ANALYTICAL LABORATORIES, INC.			<u>164.01</u>
<b>00820 TRACE ANALYTICAL LABORATORIES</b> 6010504	POOL	WATER ANALYSIS	530.04
6010621	POOL	SYSTEM MERCURY SAMPLING	176.84
Total For: TRACE ANALYTICAL LABORATORIES			<u>706.88</u>
<b>02151 TROJAN TECHNOLOGIES CORP</b> 200/50010269	POOL	UV PARTS	4,224.13
Total For: TROJAN TECHNOLOGIES CORP			<u>4,224.13</u>
<b>00804 ULINE</b> 203122763	POOL	RUGS CITY HALL	499.86
Total For: ULINE			<u>499.86</u>
<b>02187 UNCONVENTIONAL SOLUTIONS, INC.</b> 29882	POOL	PIPE REPAIR KIT	1,635.56
Total For: UNCONVENTIONAL SOLUTIONS, INC.			<u>1,635.56</u>
<b>00791 USA BLUE BOOK</b> INV00948371	POOL	WW-LAB SUPPLIES	3,818.42
Total For: USA BLUE BOOK			<u>3,818.42</u>

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INVOICE ENTRY DATES 01/21/2026 - 02/05/2026

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Invoice Number	Bank Account	Description	Amount
<b>02277 VERIZON COMMUNICATIONS INC</b>			
362000080024	POOL	GPS	223.20
Total For: VERIZON COMMUNICATIONS INC			<u>223.20</u>
<b>02280 VINCENT BRADY</b>			
0102	POOL	ART FOR COUNCIL CHAMBERS	1,404.06
Total For: VINCENT BRADY			<u>1,404.06</u>
<b>00778 VISION SERVICE PLAN</b>			
824058606	POOL	2026 JANUARY	926.17
824254532	POOL	2026 JANUARY	440.21
Total For: VISION SERVICE PLAN			<u>1,366.38</u>
<b>00777 WALDRON, JEFFREY A.</b>			
09718	POOL	FUEL	641.42
Total For: WALDRON, JEFFREY A.			<u>641.42</u>
<b>00761 WILLIAMS FARM MACHINERY, INC.</b>			
45544	POOL	HYDRAULIC HOSES	120.34
Total For: WILLIAMS FARM MACHINERY, INC.			<u>120.34</u>
<b>00758 WINDEMULLER</b>			
247767 (INVOICE #4)	POOL	SCADA AUTOMATION	855.00
247904	POOL	TRICKLING FILTER DRIVE	645.00
248145	POOL	IR-SCANS/REPAIR	872.00
Total For: WINDEMULLER			<u>2,372.00</u>
Report Total:			<u>636,633.93</u>



## **Memo**

To: Honorable Mayor Fullerton; City Council

From: Matt Griffith, Superintendent of Utilities

Date: February 3, 2026

Re: Ferric Chloride Supplier

### **Background**

The City of Charlotte Wastewater Treatment Facility utilizes Ferric Chloride for the reduction of phosphorus within the treatment process. Bids are requested on an annual basis from ferric chloride suppliers. Bids were required to be submitted by February 2, 2026. Funds were budgeted in FY 26/27 budget.

### **Recommendation**

Haviland submitted the low bid. Approve authorizing a 1-year contract (April 1, 2026 through March 31, 2027) with Haviland for supplying the City of Charlotte with ferric chloride.

### **Suggested Motion**

City Council authorizes Haviland to supply the City of Charlotte Wastewater Treatment Plant with Ferric Chloride from April 1, 2026 through March 31, 2027.

1/15/2026

City of Charlotte

Delivered to the WWTP

Ferric Chloride Bid

4/1/26-3/31/27

Ferric Chloride

45,000/lbs. per delivery (4,000 gallons)

\$1,158.00/Dry Ton

Lead time 3-4 days

Thank you

Darlene Devereaux

517-719-1140

Haviland Products Company

421 Ann Street NW

Grand Rapids, MI 49504

**CITY OF CHARLOTTE  
ADVERTISEMENT FOR BIDS FOR  
BULK FERRIC CHLORIDE**

The City of Charlotte, Michigan is seeking sealed bids for the purchase and delivery of 38% Solution Ferric Chloride for the Charlotte Wastewater Treatment Plant (WWTP). The WWTP uses approximately 24,000 gallons per year, and the average delivery will be 4,000 – 5,000 gallons throughout the year. Quotes shall remain in effect for one year (April 1, 2026 – March 31, 2027). Bids shall be based per dry ton. Bids shall include April 1<sup>st</sup> 2026 through March 31, 2027. Please submit sealed bids to Mikayla Middaugh, Deputy City Clerk, City of Charlotte, Michigan, 111 E. Lawrence Avenue, by 4:00pm on February 2<sup>nd</sup>, 2026.

Any questions regarding the purchase and delivery of Ferric Chloride can be directed to Matt Griffith – Superintendent of Utilities at (517)231-2324 or [mgriffith@charlottemi.org](mailto:mgriffith@charlottemi.org).

The City of Charlotte, Michigan reserves the right to request clarification on bids deemed non-comparable. Alternatively, the City Manager may reject all bids and seek new sealed, competitive bids solely at the discretion of the City of Charlotte, Michigan.

**HAVILAND PRODUCTS COMPANY  
SAFETY DATA SHEET**



Certified to  
NSF/ANSI/CAN 60

**Section 1: Identification**

Product Name: Ferric Chloride    Product Code:H000200

Haviland Products Company  
421 Ann Street NW  
Grand Rapids, MI 49504  
(616) 361-6691

**Emergency Phone**  
CHEMTREC: Canada and USA -  
(800) 424-9300  
CHEMTREC: In Mexico -  
01-800-681-9531

Product Use: Water treatment chemical  
Not recommended for: No data available

**Section 2: Hazard(s) Identification**

**GHS Ratings:**

Corrosive to metals	1	Corrosive to metals
Oral Toxicity	Acute Tox. 4	Oral>300+<=2000mg/kg
Skin corrosive	2	Reversible adverse effects in dermal tissue, Draize score: >= 2.3 < 4.0 or persistent inflammation
Eye corrosive	1	Serious eye damage: Irreversible damage 21 days after exposure, Draize score: Corneal opacity >= 3, Iritis > 1.5
Aquatic toxicity	A1	Acute toxicity <= 1.00 mg/l

**GHS Hazards**

H290	May be corrosive to metals
H302	Harmful if swallowed
H315	Causes skin irritation
H318	Causes serious eye damage
H400	Very toxic to aquatic life

**GHS Precautions**

P234	Keep only in original container
P264	Wash face, hands, and any exposed skin thoroughly after handling
P270	Do not eat, drink or smoke when using this product
P273	Avoid release to the environment
P280	Wear protective gloves/protective clothing/eye protection/face protection
P310	Immediately call a POISON CENTER or doctor/physician
P321	Specific treatment (see first aid treatment on SDS)
P330	Rinse mouth
P362	Take off contaminated clothing and wash before reuse
P390	Absorb spillage to prevent material damage
P391	Collect spillage
P301+P312	IF SWALLOWED: Call a POISON CENTER or doctor/physician if you feel unwell
P302+P352	IF ON SKIN: Wash with soap and water

P305+P351+P338 IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses if present and easy to do – continue rinsing

P332+P313 If skin irritation occurs: Get medical advice/attention

P406 Store in a corrosive resistant container with a resistant inner liner

P501 Dispose of contents/container in accordance with local/regional/national/international regulations

**Danger**



**Section 3: Composition/Information on Ingredients**

Chemical Name / CAS No.	OSHA Exposure Limits	ACGIH Exposure Limits	Other Exposure Limits
Iron trichloride 7705-08-0 30 to 40%			
Hydrogen chloride 7647-01-0 1 to 5%		2 ppm Ceiling	NIOSH: 5 ppm Ceiling; 7 mg/m3 Ceiling

**Section 4: First-aid Measures**

**Inhalation**

Rescuers should put on appropriate protective gear. Remove from area of exposure. If not breathing, give artificial respiration. If breathing is difficult, give oxygen. Keep victim warm. Get immediate medical attention. To prevent aspiration, keep head below knees.

**Eye Contact**

Immediately flush eyes with water. Flush eyes with water for a minimum of 15 minutes, occasionally lifting and lowering upper lids. Get medical attention promptly.

**Skin Contact**

Remove contaminated clothing. Wash skin with soap and water. Get medical attention. Wash clothing separately and clean shoes before reuse.

**Ingestion**

If swallowed, do NOT induce vomiting. Give victim a glass of water. Call a physician or poison control center immediately. Never give anything by mouth to an unconscious person.

**Section 5: Fire-fighting Measures**

**Extinguishing Media**

Use media suitable for the surrounding fires.

**Specific Hazards Arising from the Chemical**

Reacts with most metals, especially when dilute: Hydrogen gas release (Extremely flammable, explosive).

**Special Protective Equipment and Precautions for Firefighters**

**Special Information:** As in any fire, wear self-contained breathing apparatus pressure-demand (MSHA/NIOSH approved or equivalent) and full protective gear.

**Section 6: Accidental Release Measures**

**Spill and Leak Procedures**

Wear adequate personal protective equipment. Prevent entry into sewers and confined areas. Dike if possible. Keep unnecessary people away, isolate hazard area and deny entry. Absorb spill with sand or non-combustible dry material and collect in appropriate container for disposal. Flush area with water.

**Section 7: Handling and Storage**

**Handling Procedures**

Use with adequate ventilation. Avoid breathing dusts, mists, and vapors. Do not get in eyes, on skin, or on clothing. Wear eye protection and protective clothing. Wash thoroughly after handling.

**Storage Requirements**

Keep away from heat, sparks, and flame. Store containers in a cool, well ventilated place. Keep container closed when not in use. Protect from direct sunlight.

**Section 8: Exposure Control/Personal Protection**

Chemical Name / CAS No.	OSHA Exposure Limits	ACGIH Exposure Limits	Other Exposure Limits
Iron trichloride 7705-08-0			
Hydrogen chloride 7647-01-0		2 ppm Ceiling	NIOSH: 5 ppm Ceiling; 7 mg/m3 Ceiling

**ENGINEERING CONTROLS:** Provide ventilation sufficient to maintain exposure below the recommended limits.

**RESPIRATORY PROTECTION:** A respiratory protection program that meets OSHA 1910.134 and ANSI Z88.2 requirements must be followed whenever workplace conditions warrant the use of a respirator.

**SKIN PROTECTION:** Wear impervious protective gloves. Wear protective gear as needed - apron, suit, boots.

**EYE PROTECTION:** Wear safety glasses with side shields (or goggles) and a face shield.

**OTHER PROTECTIVE EQUIPMENT:** Facilities storing or utilizing this material should be equipped with an eyewash facility and a safety shower.

**HYGIENIC PRACTICES:** Do not eat, drink, or smoke in areas where this material is used. Avoid breathing vapors. Remove contaminated clothing and wash before reuse. Wash thoroughly after handling. Wash hands before eating.

**Section 9: Physical and Chemical Properties**

Vapor Density: Unknown Density: Unknown Freezing point: Unknown Boiling range: 106°C (223°F) Evaporation rate: Unknown Explosive Limits: Unknown Autoignition temperature: Unknown	pH: Less than 1 Melting point: Unknown Solubility: 100% Flash point: Unknown Flammability: Unknown Specific Gravity 1.47 Decomposition temperature: Unknown
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<b>Viscosity: Unknown</b> <b>Appearance: Red-brown liquid</b> <b>Vapor Pressure: 40 mm Hg @ 20°C</b>	<b>Grams VOC less water: Unknown</b> <b>Odor: Slightly acidic odor</b> <b>Odor threshold: Unknown</b>
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**Section 10: Stability and Reactivity**

**Chemical Stability:**

STABLE

**Incompatible Materials**

Metals, bases, halocarbons, acids, and combustible materials.

**Conditions to Avoid**

Excessive heat and sources of ignition.

**Hazardous Decomposition Products**

Thermal decomposition: hydrochloric acid. Contact with metals may evolve flammable hydrogen gas.

**Hazardous Polymerization**

Hazardous polymerization will not occur.

**Section 11: Toxicology Information**

**Mixture Toxicity**

Oral Toxicity LD50: 979mg/kg

Inhalation Toxicity LC50: 56mg/L

**Component Toxicity**

**Health Effects**

Inhalation causes irritation to mucous membranes, difficulty breathing. Eye or skin contact causes irritation and possibly burns. Ingestion causes irritation of the mouth and stomach.

**Routes of Entry:**

Inhalation

Ingestion

Skin contact

Eye contact

**Target Organs**

Eyes

Skin

Respiratory System

**Effects of Overexposure**

Corrosive! Inhalation, ingestion or skin contact with material may cause severe injury or death.

Causes eye damage and skin burns. Mist and vapor causes respiratory tract and mucous membrane burns. Harmful if inhaled. Harmful or fatal if swallowed.

**GHS: CARCINOGENICITY:**

Not classified as a carcinogen per GHS criteria. This product is not classified as a carcinogen by NTP, IARC, or OSHA.

CAS Number

Description

% Weight

Carcinogen Rating

**Section 12: Ecological Information**

**Component Ecotoxicity**

Iron trichloride

96 Hr LC50 *Lepomis macrochirus*: 20.26 mg/L [semi-static]; 96 Hr LC50  
*Pimephales promelas*: 20.95 - 22.56 mg/L [semi-static]  
48 Hr EC50 *Daphnia magna*: 27.9 mg/L; 48 Hr EC50 *Daphnia magna*: 9.6 mg/L  
[Static]

**Section 13: Disposal Considerations**

Dispose of in accordance with local, state and federal regulations.

**Section 14: Transportation Information**

UN: 2582

DOT Name: Ferric Chloride Solution Shipping

Hazard Class: 8

Package Group: III

**Section 15: Regulatory Information**

**CERCLA/SARA Hazardous Substances**

7647-01-0 Hydrogen chloride

7705-08-0 Iron trichloride

**DEA List I and II Chemicals**

7647-01-0 Hydrogen chloride

**OSHA Process Safety Management Highly Hazardous Chemicals**

7647-01-0 Hydrogen chloride

**U.S. Clean Air Act Toxic and Flammable Substances**

7647-01-0 Hydrogen chloride

**SARA 313**

7647-01-0 Hydrogen chloride

**TSCA 8(b) Inventory**

7647-01-0 Hydrogen chloride

7705-08-0 Iron trichloride

**Country**

**Regulation**

**All Components Listed**

**Section 16: Other Information**

Changes Made: Updated NSF Logo - 7/24/24

Date Prepared: 7/24/2024

**Disclaimer**

The information herein is believed to be correct, but does not claim to be all inclusive and should be used only as a guide. Neither the above named supplier nor any of its affiliates or subsidiaries assumes any liability whatsoever for the accuracy or completeness of the information contained herein. Final determination of suitability of any material is the sole responsibility of the user. All chemical reagents must be handled with the recognition that their chemical, physiological, toxicological, and hazardous properties have not been fully investigated or determined. All chemical reagents should be handled only by individuals who are familiar with their potential hazards and who have been fully trained in proper safety, laboratory, and chemical handling procedures. Although certain hazards are described herein, we can not guarantee that these are the only hazards which exist. Our SDS are based only on data available at the time of shipping and are subject to change without notice as new information is obtained. Avoid long storage periods since the product is subject to degradation with age and may become more dangerous or hazardous. It is the responsibility of the user to request updated SDS for products that are stored for extended periods. Disposal of unused product must be undertaken by qualified personnel who are knowledgeable in all applicable regulations and follow all pertinent safety precautions including the use of appropriate protective equipment (e.g. protective goggles, protective clothing, breathing equipment, face mask, fume hood). For proper handling and disposal, always comply with federal, state and local regulations.

# BID TABULATION SHEET

## CITY OF CHARLOTTE

PROJECT NAME:	Ferric Chloride
PROJECT NO:	
BID ISSUES DATE:	11/19/2025
BID OPENING DATE/TIME:	February 2, 2026 at 4pm

NAME/ADDRESS OF BIDDER	TOTAL BID AMOUNT	RATED
PVS Technologies, Inc. 10900 Harper Ave, Detroit MI 48213	\$1,185.00/ per dry ton	
Haviland Products Co. 421 Ann St. N.W. Grand Rapids MI 49504	\$1,158.00/ per dry ton	X
Aleander Chemical Corporation 75693 S. First Rd. LaPorte, IN 46350	\$1,175.03/ Per dry ton	

— THE CITY OF —  
**CHARLOTTE**  
— MICHIGAN —

**Memo**

To: Honorable Mayor Fullerton; City Council  
From: Alicia Smith, City Clerk  
Date: January 29, 2026  
Re: Staff report on Mayoral appointments to boards and commissions.

**Background**

In accordance with Section 4.4 (7) of the City Charter, the Mayor shall make appointments of members to the boards and commissions of the city which are authorized by law or direction of the Council.

**Recommendation**

It is recommended that Council approves the following Mayoral appointment(s);

<b>NAME</b>	<b>BOARD/COMMISSION</b>	<b>EXPIRATION OF TERM</b>
Tom Potter	Board of Review	12/31/2030

**Financial Impacts**

No financial impact

**Suggested Motion**

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

**RESOLUTION NO. 2026-05**

**A RESOLUTION TO APPROVE AUTHORIZED SIGNERS FOR VARIOUS  
INDEPENDENT BANK ACCOUNTS AND CERTIFICATES OF DEPOSIT**

**WHEREAS**, pursuant to Section 7.7(B) of the City of Charlotte Charter, the City Council has the authority to designate authorized signers for city bank accounts;

**NOW, THEREFORE, BE IT RESOLVED** that the Charlotte City Council does hereby authorize City Clerk as a signer to Independent Bank accounts and certificates of deposit.

**CERTIFICATION**

I, Alicia 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 February 19, 2026.

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Alicia Smith  
City Clerk



## Memo

To: City Council  
From: Stephanie Whitney - Director of Public Works  
Date: January 27, 2026  
Re: FY 2026 BUILD Grant Application – Cochran Avenue Downtown Safety, Multimodal, and Infrastructure Reconstruction Project (RESTORE-C)

### Background

The U.S. Department of Transportation has released the Notice of Funding Opportunity (NOFO) for the FY 2026 BUILD Grant Program. BUILD is a competitive federal infrastructure program that supports capital transportation projects which improve safety, state of good repair, mobility, and quality of life. The city has been awarded grant-writing assistance through the Michigan Infrastructure Office Technical Assistance Center (MIO TAC). Grant writers provided through MIO TAC have been working with City staff to prepare the BUILD application, including refining the project scope, budget, and supporting documentation. The proposed project includes roadway reconfiguration, pedestrian and cyclist safety improvements, sidewalk reconstruction and widening, and upgrades to underlying infrastructure. Improvements are being coordinated with planned Michigan Department of Transportation (MDOT) investments to ensure long-term safety, operational efficiency, and cost effectiveness.

### Preliminary Project Budget (Year of Expenditure Dollars)

2026: \$298,700  
2027: \$307,661  
2028: \$4,365,180  
2029: \$4,496,135  
Total Estimated Project Cost: \$9,467,676

### Grant Funding and Voluntary Local Contribution

The BUILD Grant Program does not require a local funding match. However, to strengthen the City's competitiveness, the application is being prepared with a **proposed voluntary local contribution of up to approximately \$950,000 (10%)** for planning purposes only.

This proposed voluntary contribution is anticipated to consist of:

- An **intended City of Charlotte contribution of up to approximately \$475,000 (5%)**, and
- A **potential contribution of up to approximately \$475,000 (5%)** from the Michigan Infrastructure Office (MIO) or other state sources, if available.

### Conclusion

Approval of Appendix A and the accompanying resolution will allow the City to pursue a significant federal funding opportunity with the assistance of MIO TAC-provided grant writers. Staff recommends Council approval to authorize submission of the FY 2026 BUILD Grant application. Any future funding commitments will be brought to Council for consideration once full project and funding details are finalized.

**CITY OF CHARLOTTE  
RESOLUTION NO. 2026-04**

**A RESOLUTION AUTHORIZING SUBMISSION OF A FY 2026 BUILD GRANT  
APPLICATION AND ACKNOWLEDGING A PROPOSED VOLUNTARY LOCAL  
CONTRIBUTION FOR THE COCHRAN AVENUE DOWNTOWN SAFETY,  
MULTIMODAL, AND INFRASTRUCTURE RECONSTRUCTION PROJECT (RESTORE-  
C)**

**WHEREAS**, the U.S. Department of Transportation has released the Notice of Funding Opportunity for the FY 2026 Better Utilizing Investments to Leverage Development (BUILD) Grant Program; and

**WHEREAS**, the BUILD Grant Program does not require a local funding match, but allows applicants to propose a voluntary local contribution to enhance competitiveness; and

**WHEREAS**, the City of Charlotte seeks to submit an application for the **Cochran Avenue Downtown Safety, Multimodal, and Infrastructure Reconstruction Project (RESTORE-C)**; and

**WHEREAS**, the City has been awarded grant-writing assistance through the Michigan Infrastructure Office Technical Assistance Center (MIO TAC) to support preparation of the BUILD grant application; and

**WHEREAS**, the total **estimated project cost** is **\$9,467,676**, based on Year of Expenditure (YOE) dollars; and

**WHEREAS**, for application purposes only, the City proposes a **voluntary local contribution of up to approximately \$950,000 (10%)**, consisting of:

- an **intended City of Charlotte contribution of up to approximately \$475,000 (5%)**; and
- a **potential contribution of up to approximately \$475,000 (5%)** from the Michigan Infrastructure Office (MIO) or other state sources, if available; and

**WHEREAS**, the proposed voluntary local contribution is not required by the BUILD Grant Program and is subject to availability of funds and subsequent City Council approval;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Charlotte that:

1. The City Council hereby authorizes submission of a FY 2026 BUILD Grant application to the U.S. Department of Transportation for the **Cochran Avenue Downtown Safety, Multimodal, and Infrastructure Reconstruction Project (RESTORE-C)**.
2. The City Council acknowledges a **proposed voluntary local contribution of up to approximately \$950,000**, for application purposes only.
3. Acceptance of any BUILD grant award, confirmation of final project costs, and approval of any local or state funding contributions shall require **subsequent City Council approval by resolution**.

Adopted this \_\_\_ day of \_\_\_\_\_, 2026.



# CHARLOTTE FIRE DEPARTMENT

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## RURAL FIRE ASSOCIATION

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Fire Chief - Tyger Fullerton

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

**TO:** City Manager Pastue

**DATE:** February 5<sup>th</sup>, 2026

**RE:** Rural Fire Association Compensation for Vehicles & Equipment

In July 2023, the City of Charlotte entered into a fire services agreement with Carmel Township under which the Charlotte Fire Department provides fire protection services to the township. Previous administration and contract negotiators did not account for the fact that fire trucks and certain equipment used by the Charlotte Fire Department are jointly owned, with 50 percent ownership held by a separate legal governmental entity, the Rural Fire Association.

Over the past several months, the current fire department leadership has collaborated with the Rural Fire Association to review the agreement and assess vehicle and equipment usage. As a result of these discussions, the Rural Fire Association has sent an invoice to the City of Charlotte for \$65,000, representing 2 years of shared fire apparatus and equipment use attributable to services provided under the Carmel Township agreement. The city manager and fire department have reviewed this invoice and agree with the amount.

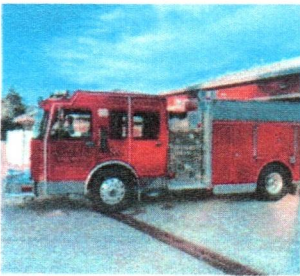
The new fire services contract between the City of Charlotte and Carmel Township addresses this issue by explicitly recognizing the joint ownership structure between the City and the Rural Fire Association. The \$65,000 payment to the Rural Fire Association is a one-time payment intended to resolve past use of jointly owned equipment and does not establish an ongoing or recurring financial obligation.

**Tyger Fullerton**  
**Fire Chief**  
**Charlotte Fire Department**

A blue ink signature of Tyger Fullerton, written in a cursive style.

**Dan Daly**  
**Assistant Fire Chief**  
**Charlotte Fire Department**

A blue ink signature of Dan Daly, written in a cursive style.



# Invoice

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## RURAL FIRE ASSOCIATION

**To:** City of Charlotte  
111 E. Lawrence Avenue  
Charlotte, MI 48813

**Date:** 1/14/26

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## DESCRIPTION

## AMOUNT

2 Year Equipment Rent on Fire Trucks

\$65,000.00

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## TERMS & CONDITIONS

Make check payable to:

**Rural Fire Association**  
Helene Larson, Secretary/Treasurer  
4380 E. Bellevue Hwy.

Eaton Rapids, MI 48827-9540



**Staff Report**

**TO:** Mayor Fullerton and City Council  
**FROM:** Vincent Pastue, Interim City Manager  
**DATE:** February 5, 2026  
**SUBJECT:** Discussion - Draft 2026-2027 Budget Calendar  
**FOR THE AGENDA OF:** February 9, 2026

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Attached is a draft budget calendar for Fiscal Year 2026-27. There are two important dates in the draft budget calendar. First, the Section 7.2 of the City Charter requires the City Manager to submit a proposed budget no later than the first regular meeting in April. The draft calendar complies with this Charter requirement. The second important date is holding the public hearing and adopting the budget at the June 8<sup>th</sup> regular meeting – the first regular meeting in June. While the Charter allows the budget to be adopted no later than the second meeting in June, which would be June 22, it would not leave the Assessor's Office enough time to prepare the tax roll for July 1. Hence, the recommendation to adopt the budget and millage at the June 8<sup>th</sup> meeting.

**Other Considerations**

1. At the meeting, I would like to discuss the extent of City Council's desired engagement in the budget process.
2. The Manager's proposed budget will be submitted at the same time the City Council will be reviewing City Manager applications and conducting interviews. April and May will be a busy two months for the City Council.

**Action Required**

No action is required; this is a discussion item.

**CITY OF CHARLOTTE**

**FISCAL YEAR 2026-27 BUDGET CALENDAR**

Week of February 9	Department Directors Meet to Discuss Budget/CIP with Finance Director and Interim City Manager
	<ol style="list-style-type: none"><li>1. Wages and Fringe Benefits</li><li>2. Personnel – New Request/Vacancies</li><li>3. Capital Improvement Plan</li><li>4. Account structure changes</li><li>5. Budget request entry into BS&amp;A</li></ol>
Date to TBD	Interim City Manager meets with City Council to discuss the budget process, level of Council engagement, and expectations
March 6, 2026	Department Budget Request is Due in BS&A
Week of March 9	Finance Director and Interim City Manager review department budget requests
Week of March 16	Finance Director and Interim City Manager meet with department directors
March 19 – April 3	Finance Director and Interim City Manager finalize budget and prepare document and presentations for City Council and public.
April 13, 2026	City Manager proposed budget formally presented to City Council pursuant to City Charter
Special Meeting TBD	Detailed presentation to City Council by Interim City Manager and Finance Director
April 27, 2026	Public Hearing – Emergency Vehicle and Services Special Assessment
May 11, 2026	Council sets public hearing for budget/millage adoption
June 8, 2026	Council holds public hearing and adopts budget/millage
July 1, 2026	New fiscal year begins