



**PROPOSED AGENDA**  
**REGULAR MEETING OF THE CHARLOTTE CITY COUNCIL**  
**111 E. Lawrence Ave, Charlotte, MI 48813 (517) 543-2750**  
**7:00 P.M. Monday, March 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/81570155888>  
One tap mobile: +16465588656,, 815 7015 5888#  
Telephone: (312) 626-6799 Webinar ID: 815 7015 5888

- 1. Call to Order**
- 2. Roll Call**
- 3. Invocation – Victor Williams, New Hope Community Church**
- 4. Pledge of Allegiance**
- 5. Approval of Minutes**
  - a. February 23, 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 their hands 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
    - i. Chill Grant Update
  - c. Councilmember Committee Reports
    - i. Planning Commission City Counsel Liaison Report
- 10. Consent Agenda**
  - a. Approve Claims and Expenditures totaling \$499,572.08
  - b. Approval of Mayoral Appointments to Boards and Commissions

- c. Consideration to Approve 2026 Arbor Day Proclamation

**11. Business Agenda**

- a. Consideration to Authorize the Charlotte Junior Orioles to Build a New Press Box
- b. Consideration to Approve Pivot Group to Facilitate City Manager Search
- c. Consideration to Approve Amendment to POLC Collective Bargaining Agreement
- d. Consideration to Authorize AMI Implementation – Required Meter Replacements
- e. Consideration to Authorize EDA Disaster Recovery Grant Application
- f. Consideration to Authorize the Application for MDARD and Rural Development Fair Capital Improvement Grant

**12. 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

**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.**  
**February 23, 2026**

**CALL TO ORDER:**

By Mayor Fullerton on Monday, February 23, 2026 at 7:00 p.m.

**ROLL CALL:**

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

City staff in attendance; Interim City Manager Pastue, and City Clerk Smith, DPW Director Stephanie Whitney

**INVOCATION:**

Dwight Ezop for St. Mary's Catholic Church led the invocation.

**PLEDGE OF ALLEGIANCE:**

Led by Mayor Fullerton.

**APPROVAL OF MINUTES:**

- a. Three corrections were identified. Council Member Chin noted that on page 2 of 5, the minutes incorrectly attributed a planning committee report to him; the correction was that the Brownfield Redevelopment Committee had no quorum, not the planning commission
- b. Council Member Neumann noted his last name was misspelled on page 3 of 5.
- c. Mayor Fullerton noted that page 4 contained several paragraphs of public comment from a December meeting that did not belong, as there was no public comment at the February 9th meeting.

**Motion** by Council Member Scott to approve the minutes as corrected. Seconded by Council Member Christensen. Motion Carried.

**ABSENCE OF COUNCIL MEMBERS:**

Mayor Fullerton reported that Council Member Brummette's father-in-law had passed away and he was attending visitation. Council Member Rodriguez had called to indicate he was delayed at work and would arrive approximately 10 to 15 minutes late.

**Motion** by Council Member Christensen to excuse both absent members. Seconded by Council Member Neumann. Motion carried.

**PUBLIC COMMENT:**

No public comment. The clerk was unable to confirm whether anyone was participating online.

**APPROVAL OF AGENDA:**

**Motion** by Council Member Neumann seconded by Council Member Scott, to approve the agenda. Motion Carried

**COMMUNICATIONS AND COMMITTEE REPORTS:**

- a. City Manager report

The Interim City Manager reported that the Brownfield Redevelopment Authority and Local Development Finance Authority need to be reactivated due to prior process

breakdowns, likely from staff turnover. He explained that a \$90,000+ payment to Shift Industries covered a 2023 obligation, with a similar payment expected at the end of the current tax season. After those payments, approximately \$150,000 is projected to remain in the Brownfield account, and he emphasized the need to reconcile the funds and restore committee operations to support studies, planning, and potential remediation efforts.

He also reported that city manager search proposals were due the next day and a review meeting may be held on Thursday. He noted that if additional council members attend, the meeting will be publicly posted in accordance with a State Supreme Court ruling requiring notice even when fewer than a quorum is present.

The Manager stated he plans to proceed with updating job descriptions and compensation for non-union department heads to ensure internal equity and market competitiveness. He estimated the study would cost \$15,000–\$20,000 and could be funded through savings in the manager’s budget.

He reported that a Title VI complaint received in December was completed under the old policy, but future complaints will be sent directly to MDOT and the Federal Highway Administration rather than handled internally, with a resolution to formalize the change planned for the next meeting. He also noted the City Attorney is finalizing the zoning update, with readings before Council and Planning Commission anticipated and adoption targeted by the end of April.

b. Staff Report

No staff report was presented separately.

c. Council member committee reports

Council Member Chin reported that the EATRAN board offered the interim manager a permanent position and will begin a search for a new finance director. He also noted the Brownfield Redevelopment Committee meeting was cancelled due to the state presenter’s absence and will be rescheduled.

**CONSENT AGENDA:**

The Consent Agenda included:

- a. approval of Claims and Expenditures totaling \$382,274.83
- b. approval of the renumbering of 2026 resolutions to correct a clerical error
- c. approval of a request to apply for a Body Camera Grant for the police department
- d. approval of Resolution 2026-09 to close the 100 block of East Harris Street for the Needful Things Anniversary event from May 8 to May 10, 2026.

**Motion** by Council Member Chin, seconded by Council Member Neumann. Motion carried.

**BUSINESS AGENDA:**

- a. Consider approval of Adoption of Community Development Block Grant Procurement Policy

Council Member Neumann commented that the policy read well and reflected the direction the city had been working

toward over the past year, describing it as moving in the correct direction.

**Motion** by Council Member Scott, seconded by Council Member Christensen. Motion Carried.

- b. Consider approval of Sole Source Authorization – Flow Monitoring and Hydraulic Modeling (Fishbeck)

Director of Public Works Stephanie detailed the project, noting the Lansing lift station services a growing area including new apartments, the industrial park, and Michigan Can Line. The study will assess the station's capacity for growth and guide upgrades, with costs not exceeding \$52,000. Council Member Rodriguez questioned the certainty of developments and the spending. Stephanie confirmed the study is necessary for any area's expansion. Council Member Scott highlighted developer interest, and Christensen emphasized, "If it won't flow, can't grow," supporting the study. Rodriguez worried about potential upgrade costs estimated at \$1,000,000, possibly covered by grants; otherwise, the water and sewer fund would be used. Scott mentioned benefits across systems, while Neumann defended Fishbeck as the lowest recent bidder and caretaker of the city's GIS system, thus favoring sole source. Chin backed the study but resisted the sole source, citing lower costs with competitive bidding. Public commenter Jody supported Fishbeck's seasoned expertise, noting they might be treated as a sole source due to lack of other bids.

**Motion** by Council Member Christensen, seconded by Neumann. Motion carried 5-1, with Council Member Chin voting no.

- c. Consider Approval of Requested Input for Councils Professional Development Budget

Mayor Fullerton noted the professional development budget was reduced to \$5,000 last year, spent, and required an additional \$1,900, with another \$2,000 needed. The Clerk will manage conference registration records, and by March 3, council members should submit training plans to establish next year's budget figures. Council Member Christensen shared his conference schedule, while Rodriguez questioned further spending without evidence of training's impact, preferring staff development over council training. Council Member Scott linked training to recent votes, and Chin supported the conference schedule, adding numerous free online sessions. Chin also agreed with reporting benefits post-conference.

Council members will share plans with the Clerk, with no motion needed.

- d. Discussion of FY 2026-27 Budget Priorities

The Interim City Manager summarized council-submitted budget priorities, highlighting infrastructure, financing, community place-making, housing, economic development, and organizational concerns. The General Fund has a \$2.75 million balance, exceeding both the 17% and 25% target minimums. About \$1 million could potentially be used for one-time expenses like an HVAC replacement. The Major Local Street Fund has a \$2.5 million balance, well above its target, allowing \$2-\$2.5 million for street work. Reith Riley might maintain current rates for spring. The city requires a maintenance plan due to worn parking lots. PA 425 agreements with townships dating to 1998-2000 are in place, but the city has lost the processing guide for new agreements. Revising lapsing agreements may be necessary. The Manager emphasized the difficulty of increasing millages due to the charter cap and Headlee Amendments. The city's pension and retiree health care funding goals include 60%

by 2030 for pensions—current funding almost reaches this—and 40% for retiree health care by 2031, with current funding in the low 20% range.

Council Member Chin suggested narrowing priorities, proposing a town hall or online survey for resident input. Council Member Scott supported this idea for increased public engagement. Council Member Rodriguez requested a proposed budget timeline. The Manager plans to develop the budget, bring decision items to the council, and incorporate public input through hearings.

**PUBLIC COMMENT:**

Jody commended Mikayla for her role during the clerk vacancy, praised the transparency of the city manager report, and inquired about whether storm and sanitary sewer systems are separate. Mayor Fullerton confirmed they are separate and explained the 1980s smoke-testing program used to detect and fix improper connections.

**STAFF COMMENTS:**

No staff comments were presented.

**MAYOR AND COUNCIL COMMENTS:**

Council Member Christensen attended the soft opening of Viking's Edge, noting a ribbon cutting for Friday at 4 PM, and encouraged attendance at the Nordic Fire Festival. He reported attending a pipeline safety program by MISS DIG 811, mentioning the requirement to call 811 before any digging.

Council Member Scott supported holding a town hall meeting outside City Hall to encourage broader participation, noting the council's rare interactions with the public outside formal meetings.

Council Member Chin announced State Senator Anthony's visit to discuss state budget matters and expressed concern over proposed state House bills shifting zoning authority away from local governments. He called for a review of the city's policy on Flock cameras and compliance with TIF agreements, requested an update on audit findings, noted the governor's budget impact, inquired about the Tom Barrett federal funding application, and suggested lowering the purchasing bid threshold.

Council Member Rodriguez shared concerns about TIF compliance, opposed Flock cameras without proper policy, and asked for a proposed budget timeline from the Manager.

**ADJOURN:**

**Motion** by Council Member Christensen to adjourn. Seconded by Council Member Neumann. Motion carried unanimously. The meeting was adjourned.

Adjourned at 8:43pm.

Respectfully submitted,

Alicia A. Smith  
City Clerk



## **MEMORANDUM**

**TO:** Mayor Fullerton and City Council

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

**DATE:** March 4, 2026

**SUBJECT:** City Manager Update

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

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1. Flock Camera Policy – As a follow-up to a question from City Council at the last meeting whether the City has a flock camera policy. The answer is yes. Chief Brentar provided me with concise 90 second explanation which Chief Brentar will to present to the City Council.
2. Who Monitors TIF (Tax Increment Finance) Activities – This is typically handled by the Community Development Director and/or City Manager, working in conjunction with TIF boards. This would be the following boards in Charlotte: Downtown Development Authority, Brownfield Redevelopment Authority, and Local Development Finance Authority (LDFA). Turnover has been a problem, particularly effecting the LDFA and Brownfield Authority; I am not as concerned with DDA given they recently adopted a new DDA Development and Tax Increment Financing Plan. I believe reports to the MEDC have not been filed in recent years to the MEDC which is required. More research is required on my part. I will try and put in place with the two boards and Community Development Director a process that includes monitoring. For example, a process in which the board approves/ratifies payments out the funds, and reviews statutory required filing with the MEDC. and pro-active policy decisions can take place.
3. Title VI Policy Change – I was hoping to have this on the City Council's March 9<sup>th</sup> agenda. I held off because I want to discuss further with the City Attorney.
4. Reith Riley Contract Extension – At the last meeting we discussed bringing to the City Council formal action extending their unit bid prices from 2025 for spring work. I was hoping to it on the March 9<sup>th</sup> agenda, but are waiting for final pricing based on the street improvements to be recommended by Director of Public Works Stephanie Whitney.

5. Water and Sewer Rates – This was an item that was mentioned regarding budget priorities. I found a 2023 Study prepared by Municipal Analytics which recommended a series of rate increases over the next several years. The City did not take any action on with these recommendations. The City is approximately 15% behind on the rates recommended in which for a \$4.7 Million Water and Sewer Budget is approximately \$700,000 per year. I am planning on a 7 to 10% proposed increase in the upcoming budget to start the catch up. I spoke with the owner of Municipal Analytics and he can update the rate analysis for \$7,000 for which I signed the proposal to proceed. Operating and construction costs have been increasing as well as the cost issuing debt. The update involves review of operating costs for the last three years and incorporate capital projects with updated costs into the rate projection. If you were to bid a new rate study it would cost you in excess of \$20,000. Below is the bid sheet from the City of Farmington which serves a comparable population but operationally is not nearly as complex as Charlotte.

**Bid Opening - City of Farmington  
Water Sewer Rate Study  
Date: May 27, 2025 - Time: 3:00 p.m.**

	<b>Contractor/Vendor</b>	<b>Time Received</b>	<b>Bid Bond</b> Yes/No	<b>Total Bid Amount</b>
	CROWE LLP	5/14/2025 1:33 pm		\$18-20K Base
	RAFTELIS	5/14/2025 9:38 PM		\$39,312
	STANTEC	5/14/2025 9:13 PM		\$78,470
	<b>MUNICIPAL ANALYTICS</b>	5/13/2025 5:21 PM		<b>\$21,375</b>
	BENDZINSKI & CO	5/7/2025 6:42 PM		\$23,000



## **Memo**

To: City Council  
From: Salena Benavidez, Community Development Director  
Date: March 9, 2026  
Re: CHILL Grant Updates

### **CHILL Grant**

The City of Charlotte was awarded \$200,000 by the Michigan State Housing Development Authority (MSHDA) to provide eligible homeowners in the City with much needed health- and safety-related repairs to their homes. This is a great opportunity for the City to provide additional assistance to homeowners in the community. The following memorandum provides a status update on the grant activities that have been completed as of March 9, 2026.

### **Grant Activities Update**

The following activities have been completed:

- Closed the application and updated the website to reflect the changes.
- Completed pre-inspections to confirm the scope of work identified in each application and determine if other repairs outside of those identified in the application need to be made.
- Received estimates from applicants for approved projects. McKenna staff and inspectors are currently reviewing these estimates and corresponding with these contractors to clarify questions and get required documentation.
- Completed two applicants' work and passed inspection.
- Completed three financial status reports and reimbursement requests submitted and approved by MSHDA.

### **Next Steps**

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

- Continue to coordinate with qualified applicants on the pre-inspection and Tier II Environmental Review process.
- Review estimates for qualified applicants once received.
- Draw construction contracts once a contractor is determined to be qualified and selected by the homeowner.

## **Charlotte Planning Commission City Council Liaison Report**

**Meeting was held on Tuesday, March 3 2026 @ 7:00 PM**

### **Meeting Highlights**

- 1) James McRae was elected as the new Chairperson via 8-0 vote.
- 2) Richard Bearup was elected as the new Vice Chairperson via 8-0 vote.
- 3) Kristy Snyder was elected as the new Secretary via 8-0 vote.
- 4) A temporary use permit was approved for TNT fireworks @ Meijer. It was noted by McRae to the commission members that this may be the last time that a fireworks temporary use permit comes before the Planning commission as the approval process is changing via new zoning ordinances.
- 5) Commonwealth Development Corporation, located in Madison WI was approved for their site plan for the apartment complex located at 440 Spring Street. CDC also has other developments in Michigan located in Grand Rapids and Manistee. They described their project as “workforce housing” that will be income based, but not Section 8. Rents will be based on income. 1 bedroom apartments will be available for incomes as low as \$21,000. 2 bedrooms will be available for incomes as low as \$48,000 and 3 bedrooms will be available for incomes from \$48,001 up to \$75,000. Rents are based off from 30-70% of median incomes. They will be filing their application to MSHDA on April 1 2026. Rents will include water, sewer and trash. Tenants will be responsible for electric and gas. All 1<sup>st</sup> floor units will be ADA accessible or have the ability to be converted into ADA accessible units. No ADA units will be available on 2<sup>nd</sup> or 3<sup>rd</sup> floors. The project consists of 4 buildings. A clubhouse, two 24 unit buildings and a 12 unit building. There will be no basements. A question was brought up as to who would be responsible to pay for the paving of the gravel portion of Spring Street? The developer stated that they would be open to pay for a portion of it if it was necessary. They will be leaving all of the existing trees that they can and will be adding all other necessary landscaping as required.

Respectfully submitted,

Jeffrey A. Christensen



**Memo**

To: Honorable Mayor Fullerton; City Council  
From: Alicia Smith  
Date: March 04, 2026  
Re: Claims and Expenditures for Council approval on March 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 February 22, 2026	\$4,700.64
HRA Insurance claims week of March 01, 2026	\$8,054.66
Payroll paid March 06, 2026	\$137,028.77
Invoiced claims as of March 04, 2026	\$349,788.01

**Total** **\$499,572.08**

**Suggested Motion**

Motion to approve Claims and Expenditures in the amount of **\$499,572.08**

INVOICE APPROVAL (BY INVOICE) FOR CHARLOTTE CITY  
 EXP CHECK RUN DATES 03/10/2026 - 03/10/2026  
 POSTED AND UNPOSTED  
 OPEN

Invoice Number	Bank Account	Description	Amount
<b>02260 ABC FASTENER GROUP, INC</b>			
A611762	POOL	BOLT BIN AND BOLTS	722.25
A613074	POOL	BOLT RETURN	(38.55)
A613203	POOL	BOLTS	223.88
A613644	POOL	TERMINALS	5.00
Total For: ABC FASTENER GROUP, INC			<u>912.58</u>
<b>02069 ACTIVE911, INC.</b>			
662285	POOL	ANNUAL SUBSCRIPTION FD	934.40
669253	POOL	ADDITIONAL LICENSE FD	15.66
Total For: ACTIVE911, INC.			<u>950.06</u>
<b>02274 ADVANCE CONTROLS, INC.</b>			
94947	POOL	REPLACEMENT MOTOR CONTROL DRIVE (VFD)	7,681.00
Total For: ADVANCE CONTROLS, INC.			<u>7,681.00</u>
<b>01669 ALRO STEEL CORPORATION</b>			
GBK7525LZ	POOL	ANGLE IRON	165.67
Total For: ALRO STEEL CORPORATION			<u>165.67</u>
<b>01764 AMAZON CAPITAL SERVICES</b>			
14NJ-RKDM-VJYV	POOL	ACCOUNT # A264N6SLCWDWHU	196.74
14WV-KCR7-M91W	POOL	ACCOUNT # A264N6SLCWDWHU(FIRE) RESCUE TRAILIER EQUIPM	103.26
14XN-QRXP-47GM	POOL	TIME CARDS	14.99
19VC-CH4K-NW7R	POOL	ACCOUNT # A264N6SLCWDWHU(FIRE) COAT HOOKS AND STEPS	86.65
1K3H-RPHV-PPCM	POOL	ACCOUNT # A264N6SLCWDWHU(FIRE) ZIPPER WAX	15.99
1KC3-9GW1-F3LL	POOL	ACCOUNT # A264N6SLCWDWHU (DPW OFFICE) LAMINATING POU	24.73
1NMN-VHNM-RM4C	POOL	ACCOUNT # A264N6SLCWDWHU	306.28
1NWN-3HY9-H63C	POOL	OFFICE SUPPLIES CABINET	359.46
1Q7Y-HFDP-4FCM	POOL	STATION SUPPLIES FD	32.48
1T7F-N1R1-X79C	POOL	ACCOUNT # A264N6SLCWDWHU	168.58
1W6C-H3RY-DV4P	POOL	ACCOUNT # A264N6SLCWDWHU GRINDING DISCS	98.79
1XJ7-YPQ3-7FRP	POOL	FILE FOLDERS	28.64
Total For: AMAZON CAPITAL SERVICES			<u>1,436.59</u>
<b>02036 AMAZON CAPITAL SERVICES</b>			
17YK-T7FW-6TLW	POOL	ACCT # A1K517P63NLQUT( POLICE) LAMINATING MACHINE	176.82
1QG4-767Y-LTV4	POOL	ACCT # A1K517P63NLQUT( POLICE) OFFICE CHAIR MATS	166.29
1VG6-GTQ7-RCHK	POOL	ACCT # A1K517P63NLQUT( POLICE) 3 PK SCREEN PROTECTORS	19.97
1VLQ-GMGH-6TCD	POOL	ACCT # A1K517P63NLQUT( POLICE) 2 TB EXTERNAL HARD DRI	285.94
Total For: AMAZON CAPITAL SERVICES			<u>649.02</u>
<b>01665 AMBS MESSAGE CENTER INC.</b>			
260200279	POOL	MARCH 2026 ANSWERING SERVICE	146.60
Total For: AMBS MESSAGE CENTER INC.			<u>146.60</u>
<b>01635 AT&amp;T LONG DISTANCE</b>			
517543887402	POOL	SERVICE FOR 01/14-02/13	50.27
Total For: AT&T LONG DISTANCE			<u>50.27</u>
<b>01632 AT&amp;T</b>			
8179382119	POOL	MONTHLY AT&T BILL	376.87
Total For: AT&T			<u>376.87</u>
<b>02250 AXES &amp; IRONS</b>			
XA201000509:01	POOL	GAS MONITORS	4,519.71
Total For: AXES & IRONS			<u>4,519.71</u>
<b>01602 BEAVER RESEARCH COMPANY</b>			
0392899-IN	POOL	ANTI SEIZE, GLASS CLEANER, HYDRANT LUBE	626.71
Total For: BEAVER RESEARCH COMPANY			<u>626.71</u>
<b>01600 BECKETT &amp; RAEDER</b>			
20251084	POOL	DDA DEVELOPMENT PLAN AND TIF PLAN CONTRACT	2,125.00
Total For: BECKETT & RAEDER			<u>2,125.00</u>
<b>01594 BESCO WATER TREATMENT</b>			
941743899	POOL	RENTAL PURA RO AND SOFTENER	55.00
Total For: BESCO WATER TREATMENT			<u>55.00</u>
<b>02272 BLACKOUT SEALCOAT SUPPLIES LLC</b>			
000750	POOL	PERMA PATCH	1,392.00
Total For: BLACKOUT SEALCOAT SUPPLIES LLC			<u>1,392.00</u>

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

EXP CHECK RUN DATES 03/10/2026 - 03/10/2026

POSTED AND UNPOSTED  
OPEN

Invoice Number	Bank Account	Description	Amount
<b>01581 BLUE CARE NETWORK</b> 260380210354	POOL	MARCH 2026 #1	73,373.64
Total For: BLUE CARE NETWORK			<u>73,373.64</u>
<b>01578 BOBCAT OF LANSING</b> P79648	POOL	WIRING HARNESS	315.96
Total For: BOBCAT OF LANSING			<u>315.96</u>
<b>01558 BULLSEYE PEST DEFENSE</b> 110722	POOL	PEST DEFENSE TRAINING FACILITY	25.00
Total For: BULLSEYE PEST DEFENSE			<u>25.00</u>
<b>01555 BYRUM ACE HARDWARE #3 INC.</b> 501	POOL	LADDER CITY HALL	149.99
508305	POOL	PROPANE TANK FITTINGS	56.15
509705	POOL	SHOVELS RESCUE TRAILER FD	71.98
510047	POOL	SUPPLIES ACE FD	38.97
510457	POOL	ODOR CONTROL REPAIR	19.16
510468	POOL	ODOR CONTROL REPAIR	32.55
510490	POOL	ODOR CONTROL REPAIR	20.14
510545	POOL	ODOR CONTROL REPAIR	4.69
510575	POOL	ODOR CONTROL REPAIR	43.99
510801	POOL	MOUNTING ANCHORS	17.52
510999	POOL	PLUMBING SUPPLIES	21.96
511611	POOL	PLUMBING SUPPLIES	36.99
Total For: BYRUM ACE HARDWARE #3 INC.			<u>514.09</u>
<b>01547 CANON FINANCIAL SERVICES, INC</b> 42680439	POOL	WEST SIDE PRINTER	262.23
Total For: CANON FINANCIAL SERVICES, INC			<u>262.23</u>
<b>01608 CHARLOTTE BARYAMES LLC</b> BN1615	POOL	FEBRUARY FD DRY CLEANING	311.40
Total For: CHARLOTTE BARYAMES LLC			<u>311.40</u>
<b>02270 CINTAS</b> 5320090306	POOL	FIRST AID REFILL	70.45
Total For: CINTAS			<u>70.45</u>
<b>01520 CITY OF CHARLOTTE</b> 14996-03.31.2026	POOL	DEAN PARK 526 W. STODDARD ST.	140.68
Total For: CITY OF CHARLOTTE			<u>140.68</u>
<b>02077 CLINTON COUNTY FIRE CHIEFS ASSOCIATION</b> 2026-1	POOL	RON SMITH FIRE OFFICER 1 CLASS	250.00
Total For: CLINTON COUNTY FIRE CHIEFS ASSOCIATION			<u>250.00</u>
<b>02275 COMMAND PRESENCE, LLC</b> 2848	POOL	COMMAND PRESENCE TRAINING	300.00
Total For: COMMAND PRESENCE, LLC			<u>300.00</u>
<b>02242 CORPAY INC</b> 03.01.2026	POOL	FEBRUARY FUEL CHARGES	2,702.09
Total For: CORPAY INC			<u>2,702.09</u>
<b>01397 COUNTY OF EATON</b> 2026-00000104	POOL	TR- 2022, 2023, 2024 TAX YEARS	33.23
2026-00000106	POOL	TR- 2024 TAX YEAR	9.58
Total For: COUNTY OF EATON			<u>42.81</u>
<b>01448 CUSTOM HOME INTERIORS</b> CG601166	POOL	PAYMENT 2 OF 2 POLICE CARPET CITY HALL	3,805.74
Total For: CUSTOM HOME INTERIORS			<u>3,805.74</u>
<b>01439 D &amp; K TRUCK COMPANY</b> 111377	POOL	REPLACE BULKHEAD CONTROL MODULE	3,120.40
1360783	POOL	AIR DRYER MOUNT SNORKLE	78.00
1362005	POOL	SNORKLE PARTS	184.26
1365010	POOL	STARTER FIRE TRUCK	383.90
Total For: D & K TRUCK COMPANY			<u>3,766.56</u>
<b>01742 DANIEL GLIDDEN</b> 02.04.2026	POOL	BOOT REIMBURSEMENT	304.80
Total For: DANIEL GLIDDEN			<u>304.80</u>

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

EXP CHECK RUN DATES 03/10/2026 - 03/10/2026

POSTED AND UNPOSTED

OPEN

Invoice Number	Bank Account	Description	Amount
<b>01428 DELTA DENTAL PLAN OF MICHIGAN</b> RIS0006862046	POOL	MARCH 2026	5,817.29
Total For: DELTA DENTAL PLAN OF MICHIGAN			<u>5,817.29</u>
<b>01414 DORNBOS SIGN &amp; SAFETY INC.</b> INV84336	POOL	STREET SIGNS	69.20
INV84431	POOL	OAK PARK SIGN	249.00
SO179944	POOL	COUNCIL CHAMBER SIGNS	431.00
Total For: DORNBOS SIGN & SAFETY INC.			<u>749.20</u>
<b>02291 EDDY, ETHAN R.</b> 2.24.2026	POOL	BOOT ALLOWANCE/REIMBURSEMENT	250.00
Total For: EDDY, ETHAN R.			<u>250.00</u>
<b>01380 EDWARDS INDUSTRIAL SALES, INC</b> 2477100	POOL	MOTOR BEARINGS	80.03
Total For: EDWARDS INDUSTRIAL SALES, INC			<u>80.03</u>
<b>01957 EGANIX</b> 26667	POOL	F.O.G. TREATMENT	2,370.00
Total For: EGANIX			<u>2,370.00</u>
<b>01375 ELHORN ENGINEERING COMPANY</b> 310000	POOL	WWTP-CHLORINE	1,340.00
Total For: ELHORN ENGINEERING COMPANY			<u>1,340.00</u>
<b>00932 ERIC ROGERS LLC</b> 37036	POOL	DOWNTOWN SNOW & ICE REMOVAL	2,480.00
Total For: ERIC ROGERS LLC			<u>2,480.00</u>
<b>01358 FAMILY FARM &amp; HOME</b> 2100/36	POOL	PINTLE HITCH	79.99
Total For: FAMILY FARM & HOME			<u>79.99</u>
<b>02043 GOOGLE</b> 5504608150	POOL	GOOGLE WORKSPACE-BILLING ID: 2404-7623-5739	1,317.60
Total For: GOOGLE			<u>1,317.60</u>
<b>02248 GRAINGER</b> 9797590818	POOL	HOSE FITTINGS	196.79
9804116474	POOL	BATTERY TERMINALS AND CAM LOCK FITTING	70.98
9804116482	POOL	BATTERY TERMINALS	33.32
Total For: GRAINGER			<u>301.09</u>
<b>01297 H2O COMPLIANCE SERVICES INC</b> 00010606	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-12953	POOL	ACCNT #010107 (DPW/WWTP) FUEL	1,231.34
CFSI-13009	POOL	ACCNT #010107 (DPW/WWTP) FUEL	1,210.17
Total For: HASSEL FREE FUELS			<u>2,441.51</u>
<b>01438 HASSEL FREE FUELS</b> CFSI-12995	POOL	ACCOUNT # 010109 (FIRE) FUEL	700.34
CFSI-13046	POOL	FD FUEL INVOICE	499.27
Total For: HASSEL FREE FUELS			<u>1,199.61</u>
<b>01273 HEIMAN INC.</b> 0951198-IN	POOL	ICE RESCUE EQUIPMENT	942.38
Total For: HEIMAN INC.			<u>942.38</u>
<b>02068 IMAGE TREND, LLC</b> PS-INV122817	POOL	REPORTING SOFTWARE FIRE	3,160.00
Total For: IMAGE TREND, LLC			<u>3,160.00</u>
<b>01252 INDEPENDENT BANK</b> 01/15-02/12	POOL	CREDIT CARD	17,455.80
Total For: INDEPENDENT BANK			<u>17,455.80</u>
<b>00915 JIM R. SALDANA</b> 02.11.2026	POOL	EXPO MWEA & CLASS TRAVEL REIMBURSEMENT	47.00
Total For: JIM R. SALDANA			<u>47.00</u>

**INVOICE APPROVAL (BY INVOICE) FOR CHARLOTTE CITY**  
 EXP CHECK RUN DATES 03/10/2026 - 03/10/2026  
 POSTED AND UNPOSTED  
 OPEN

Invoice Number	Bank Account	Description	Amount
<b>01976 KENT COMMUNICATIONS INC</b> 356351	POOL	MARCH UTILITY BILLS	1,083.45
Total For: KENT COMMUNICATIONS INC			1,083.45
<b>02198 KIANDER, SHILA</b> 02.11.2026	POOL	BOARD OF REVIEW TRAINING	90.00
Total For: KIANDER, SHILA			90.00
<b>01392 KING, MARIA L.</b> 2067	POOL	SMOKE TRAILER CURTAINS	299.64
Total For: KING, MARIA L.			299.64
<b>00781 KNIGHT WATCH, INC.</b> IN13315	POOL	DOOR LOCK REPAIR	360.00
Total For: KNIGHT WATCH, INC.			360.00
<b>01195 KONICA MINOLTA BUSINESS SOLUTIONS USA INC</b> 506723830	POOL	MONTHLY INVOICE FOR MAINTENANCE AGREEMENT COVERING TH	29.33
Total For: KONICA MINOLTA BUSINESS SOLUTIONS USA INC			29.33
<b>01182 LANSING UNIFORM COMPANY</b> 109545-A	POOL	BOOT REIMBURSEMENT (PRUDEN)	169.95
109636-A	POOL	BOOT REIMBURSEMENT-FULLERTON	164.95
Total For: LANSING UNIFORM COMPANY			334.90
<b>01247 LCR PRINTING</b> 43481	POOL	ASSESSMENT NOTICES	2,996.86
Total For: LCR PRINTING			2,996.86
<b>01173 LEA'S AUTO BODY</b> 10682	POOL	OIL CHANGE FOR POLICE TAHOE	93.62
9646	POOL	FRONT END REPAIR AND PAINT ON POLICE TAHOE	4,939.24
Total For: LEA'S AUTO BODY			5,032.86
<b>02289 MAGNUM ELECTRONICS, INC.</b> 50181323	POOL	WIRELESS HEADSETS/MIWISH GRANT FD 2026	3,802.76
Total For: MAGNUM ELECTRONICS, INC.			3,802.76
<b>02072 MANER COSTERISAN</b> 78843	POOL	CONSULTING SERVICES	4,146.02
Total For: MANER COSTERISAN			4,146.02
<b>01303 MATT D. GRIFFITH</b> 2.10.26	POOL	MWEA/AWWA-EXPO TRAVEL EXPENSE AND PARKING	48.93
Total For: MATT D. GRIFFITH			48.93
<b>01137 MCGINTY, HITCH, PERSON, ANDE., P.C.</b> FEBRUARY 2026	POOL	FY26 ATTORNEY SERVICES (JANUARY 2026)	12,460.90
Total For: MCGINTY, HITCH, PERSON, ANDE., P.C.			12,460.90
<b>01880 MICHIGAN FIRE INSPECTORS SOCIETY</b> CEV-00425	POOL	SPRING CONFRENCE MFIS TYGER	600.00
CM-01888	POOL	MFIS ANNUAL MEMBERSHIP TYGER	40.00
Total For: MICHIGAN FIRE INSPECTORS SOCIETY			640.00
<b>01075 MICHIGAN MUNICIPAL LEAGUE</b> 100AL2600031	POOL	2023 TAHOE	225.00
Total For: MICHIGAN MUNICIPAL LEAGUE			225.00
<b>01073 MICHIGAN MUNICIPAL LEAGUE</b> 12.31.25	POOL	QUATER 4 PAYMENT	19.32
Total For: MICHIGAN MUNICIPAL LEAGUE			19.32
<b>02146 MICROTECH SERVICES, INC</b> 36853	POOL	INSTALL WINDOWS 11 ON PRPERTY COMPUTER, INSTALL OFFIC	450.00
36854	POOL	DOOR ACCESS CONTROL SYSTEM	450.00
36882	POOL	IT MANAGEMENT	6,233.50
Total For: MICROTECH SERVICES, INC			7,133.50
<b>01077 MID-MICHI CHIEFS OF POLICE</b> 2026 CHEIFS DUES	POOL	BROOKS CHEIFS DUES	50.00
2026 DUES	POOL	ANNUAL POLICE CHEIFS DUES	50.00
Total For: MID-MICHI CHIEFS OF POLICE			100.00

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

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Invoice Number	Bank Account	Description	Amount
<b>01155 MWEA</b>			
2026	POOL	ANNUAL MEMBER FEE	50.00
Total For: MWEA			50.00
<b>02255 NAPA AUTO PARTS</b>			
289807	POOL	BATTERIES FOR ARROW BOARD	182.19
290332	POOL	OIL FILTERS	72.72
Total For: NAPA AUTO PARTS			254.91
<b>01385 OWEN-CONLEY ENTERTAINMENT LLC</b>			
1208.2026	POOL	YEARLY ADVERTISEMENT ON BOTH SCREENS AND LOBBY	420.00
Total For: OWEN-CONLEY ENTERTAINMENT LLC			420.00
<b>02034 PACE SYSTEMS, INC</b>			
IN00074896	POOL	PACE SHEDULER ANNUAL SUBSCRIPTION	1,680.00
Total For: PACE SYSTEMS, INC			1,680.00
<b>00993 PEERLESS MIDWEST INC</b>			
89818	POOL	WELL 6 PUMP - EMERGENCY PURCHASE	50,472.26
Total For: PEERLESS MIDWEST INC			50,472.26
<b>01908 QUADIENT LEASING USA, INC.</b>			
Q2221333	POOL	POSTAGE LEASE	539.79
Total For: QUADIENT LEASING USA, INC.			539.79
<b>01210 REBECCA KENDALL</b>			
02.26.2026	POOL	BOARD OF REVIEW TRAINING	30.00
Total For: REBECCA KENDALL			30.00
<b>00987 ROBERT PHILLIPS</b>			
02.26.2026	POOL	BOARD OF REVIEW TRAINING	30.00
Total For: ROBERT PHILLIPS			30.00
<b>02212 SCANSOURCE, INC</b>			
5500020963	POOL	FEBRUARY 2026	2,410.63
Total For: SCANSOURCE, INC			2,410.63
<b>01996 SCOTT PERRY</b>			
02.11.2026	POOL	EXPO MWEA & CLASS TRAVEL REIMBURSEMENT	47.00
Total For: SCOTT PERRY			47.00
<b>01829 SPECTRUM PRINTERS, INC.</b>			
INV090281	POOL	ELECTION SUPPLIES	869.17
Total For: SPECTRUM PRINTERS, INC.			869.17
<b>00861 STANDARD LIFE INSURANCE CO</b>			
MARCH 2026	POOL	2026 MARCH	1,759.12
Total For: STANDARD LIFE INSURANCE CO			1,759.12
<b>01947 STRYKER SALES, LLC</b>			
9211537509	POOL	LUCAS PM 312	475.00
9211560955	POOL	LUCAS BATTERIES 312	1,346.60
Total For: STRYKER SALES, LLC			1,821.60
<b>00847 SWANSON ELECTRIC</b>			
1548.74	POOL	DPW GARAGE ELECTRIC SERVICE RELOCATION FOR DEMO	6,515.00
Total For: SWANSON ELECTRIC			6,515.00
<b>00820 TRACE ANALYTICAL LABORATORIES, INC.</b>			
6020593	POOL	WATER ANALYSIS	105.00
6020849	POOL	WATER ANALYSIS	162.57
Total For: TRACE ANALYTICAL LABORATORIES, INC.			267.57
<b>02151 TROJAN TECHNOLOGIES CORP</b>			
200/50010964	POOL	U.V. UPGRADE INSTALLL	2,645.00
Total For: TROJAN TECHNOLOGIES CORP			2,645.00
<b>00086 TVH PARTS CO.</b>			
24432539	POOL	LIGHTS AND ARROW STICK	727.00
Total For: TVH PARTS CO.			727.00
<b>00804 ULINE, INC.</b>			
203122763	POOL	FLOOR MATS CITY HALL	499.86
203711551	POOL	FOLD DOWN BOLLARD	391.25
Total For: ULINE, INC.			891.11

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

EXP CHECK RUN DATES 03/10/2026 - 03/10/2026

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Invoice Number	Bank Account	Description	Amount
<b>01991 UMH-SPARROW EATON HOSPITAL</b> CHARLOTTE CITY 2026 POOL		JOINT AMBULANCE SERVICE AGREEMENT - JANUARY 2026 TO D	74,422.00
Total For: UMH-SPARROW EATON HOSPITAL			<u>74,422.00</u>
<b>02277 VERIZON COMMUNICATIONS INC</b> 384000087133 POOL		GPS	267.06
Total For: VERIZON COMMUNICATIONS INC			<u>267.06</u>
<b>00785 VERIZON WIRELESS</b> 6134974278 POOL		MONTHLY PHONE BILL	1,850.05
Total For: VERIZON WIRELESS			<u>1,850.05</u>
<b>02290 VINCENT PASTUE</b> FEBRUARY 2026 POOL		INTERIM CITY MANAGER	11,565.00
Total For: VINCENT PASTUE			<u>11,565.00</u>
<b>00777 WALDRON, JEFFREY A.</b> 09911 POOL		FUEL	976.37
Total For: WALDRON, JEFFREY A.			<u>976.37</u>
<b>02284 WEST BEND INSURANCE COMPANY</b> 2669269 POOL		B. SIPLE BOND	55.00
Total For: WEST BEND INSURANCE COMPANY			<u>55.00</u>
<b>00761 WILLIAMS FARM MACHINERY, INC.</b> 45815 POOL		MIX GAS OIL	125.98
45848 POOL		2 STROKE FUEL	18.49
Total For: WILLIAMS FARM MACHINERY, INC.			<u>144.47</u>
<b>00758 WINDEMULLER</b> 248572 POOL		SCADA TROUBLESHOOT AND REPAIR	1,320.00
Total For: WINDEMULLER			<u>1,320.00</u>
<b>02013 WOW! BUSINESS</b> 02/11-03/10 POOL		WOW SERVICE	49.99
Total For: WOW! BUSINESS			<u>49.99</u>
Report Total:			<u>349,788.01</u>

Whitney, S	Date	Vendor	Description	Account #	Amount
	16-Jan	Society of government	SGMP conference	101-441.000-965.000	\$ 125.00 x
	16-Jan	Bay Inn & Lodge	Hotel for school attendee	510-555.000-965.000	\$ 345.96 x
	16-Jan	Bay Inn & Lodge	Hotel for school attendee	510-555.000-965.000	\$ 345.96 x
	20-Jan	Michigan rural	Registration for MRWA license	510-555.000-965.000	\$ 600.00 x
	20-Jan	Michigan rural	MRWA water operators school	510-555.000-965.000	\$ 805.00 x
	20-Jan	Chat GPT	Chatgpt subscription for Feb 18-Mar 18	101-441.000-960.000	\$ 20.00 x
	23-Jan	Bay Inn & Lodge	Hotel for school attendee	510-555.000-965.000	\$ 345.96 x
	4-Feb	Delta Hotels	Hotel stay	101-441.000-965.000	\$ 38.30 x
	6-Feb	Delta Hotels	Hotel stay	101-441.000-965.000	\$ 239.80 x
	11-Feb	Chat GPT	Chatgpt subscription for Feb 10-Mar 10	101-441.000-960.000	\$ 20.00 x
					\$ 2,865.98
Daly, D					
	16-Jan	National fire protection	NFPA Test Day	206-336.000-965.000	\$ 249.00 x
	28-Jan	Charlotte Shoe repair/ UPS dno	Shipping picture	206-336.000-732.000	\$ 27.81 x
	30-Jan	WM Supercenter	Displays for DPW/Fire	101-441.000-731.000	\$ 300.00
				101-265.000-731.000	\$ 300.00 1200 x
				206-336.000-731.000	\$ 600.00
	3-Feb	Harbor Freight	Rescue trailer tool box	206-336.000-731.000	\$ 359.99 x
	3-Feb	State of MI EMS	Annual State EMS Lic	206-336.000-960.000	\$ 175.00 x
	9-Feb	Ace Hardware	Pine boards	206-336.000-731.000	\$ 23.96 x
	10-Feb	MFIS.org	Mark Burger Annual membership	206-336.000-960.000	\$ 42.89 x
	12-Feb	Del City	Electrical Repair for 311 & 312	206-336.000-740.000	\$ 177.51 x
					\$ 2,259.16
Smith A					
	4-Feb	Menards	PVC Trim	101-444.000-731.000	\$ 167.94 x
					\$ 167.94
Percy, S					
	15-Jan	Industrial Storm water	Renew storm water Cert	510-537.000-960.000	\$ 96.90 x
	29-Jan	USPS PO	Sent pump in for repair	510-537.000-732.000	\$ 45.05 x
	5-Feb	Mullarkey Associates	Rebuilt pump for Ferry	510-550.000-738.000	\$ 790.95 x
					\$ 932.90
Fullerton, T					
	20-Jan	Firepenny	Auto charger ejects 300&319	206-336.000-740.000	\$ 580.61 x
	23-Jan	Chat GPT	Monthly Chat subscription	206-336.000-960.000	\$ 20.00 x
	3-Feb	Woodlandmillsus	Chain sharpener-Saw chains	206-336.00-738.000	\$ 1,229.00 x
	11-Feb	Alro Steel	Steel for truck	206336.000-740.000	\$ 86.59 x
					\$ 1,916.20
Larocque, M					
	23-Jan	Web network solutions	Web forwarding from .com to .gov	666-228.000-810.000	\$ 2.25 x
	30-Jan	Adobe	Adobe yearly subscription	666-228.000-731.000	\$ 4,030.32 x
	2-Feb	Google workspace	Monthly google subscription	666.228.000-810.000	\$ 1,358.59 x
					\$ 5,391.16
Horton, C					
	21-Jan	Dollar Tree	Coucll Chambers	101-215.000-974.000	\$ 11.13 x
	5-Feb	MMTA	Full MMTA Conference	101-253.000-965.000	\$ 599.00 x
	5-Feb	MMTA	Full MMTA Conference	101-253.000-965.000	\$ 599.00 x
					\$ 1,209.19
Griffith, M					
	15-Jan	Industrial wastewater	Industrial waste water certification renewal	510-537.000-960.000	\$ 96.90 x
	22-Jan	Michigan Water Environ	Chris Arras training fro MWEA	510-550.000-965.000	\$ 160.00 x
	4-Feb	Michigan Water Environ	MWEA-Event	510-537.000-965.000	\$ 60.00 x
	5-Feb	Michigan Water Environ	Joint Expo training for MWEA	510-562.000-965.000	\$ 700.00 x
					\$ 1,016.90
Brentar, P					
	28-Jan	Elavon	Processing fee for the secretary of state	101-301.000-740.000	\$ 0.54 x
	28-Jan	Sec of State	Renewal of plate/tab for two cars	101-301.000-740.000	\$ 26.00 x
	5-Feb	Crown Awards	Employee of the year award	101-301.000-731.000	\$ 137.66 x
	6-Feb	Z's bar & restaurant	Brentar, Brooks & Mcdaniel lunch for the MACP Co	101-301.000-965.000	\$ 49.08 x
	6-Feb	Uccellos Downtown	Brentar, Brooks & Mcdaniel dinner for the MACP Co	101-301.000-965.000	\$ 52.08 x
	6-Feb	Barrio	Brentar & Mcdaniel Dinner for the MACP Conf	101-301.000-965.000	\$ 35.67 x
	9-Feb	Amway Grand Plaza	Brentar breakfast MACP Conf	101-301.000-965.000	\$ 18.81 x
	9-Feb	Amway Grand plaza hotel	Brentar Room MACP Conf	101-301.000-965.000	\$ 679.80 x
	9-Feb	Amway Grand Plaza hotel	Brooks & McDaniel Room MACP Conf	101-301.000-965.000	\$ 679.80 x
					\$ 1,679.44



**Memo**

To: Honorable Mayor Fullerton; City Council  
From: Alicia Smith, City Clerk  
Date: March 04, 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);

NAME	BOARD/COMMISSION	EXPIRATION OF TERM
Tony Caporali	Downtown Development Authority	03/15/2030
Renee Lester	Planning Commission	03/31/2029
Cooper Frost	Planning Commission	03/31/2029
John Laupp	Brownfield Development Authority	08/31/2029

**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.

**CITY OF CHARLOTTE  
RESOLUTION NO. 2026-10  
A RESOLUTION AUTHORIZING 2026 ARBOR DAY PROCLAMATION**

**WHEREAS**, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

**WHEREAS**, this holiday, called *Arbor Day*, was first observed with the planting of more than a million trees in Nebraska; and

**WHEREAS**, Arbor Day is now observed throughout the nation and the world; and

**WHEREAS**, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife; and

**WHEREAS**, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products; and

**WHEREAS**, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community; and

**WHEREAS**, trees wherever they are planted are a source of joy; and

**WHEREAS**, the City of Charlotte has been recognized as a Tree City USA by the National Arbor Foundation and desires to continue its tree planting practices. By planting trees around the City of Charlotte; and

**NOW, THEREFORE**, the City Council of the City of Charlotte, Michigan does hereby proclaim **Friday, April 24, 2026** as **ARBOR DAY** in the City of Charlotte and urges all citizens to celebrate Arbor Day; and

**FURTHER**, the City Council of the City of Charlotte, Michigan urges citizens to plant trees to gladden the heart and promote the wellbeing of this and future generations

Motion made by \_\_\_\_\_ supported by \_\_\_\_\_ to proclaim **Friday, April 24, 2026** as Arbor Day in the City of Charlotte and urge all citizens to celebrate Arbor Day. Resolution adopted by the City Council by following vote:

Yea \_\_\_; Nay \_\_\_; Absent \_\_\_.

\_\_\_\_\_  
Kevin Fullerton, Mayor



**Staff Report**

**TO:** Mayor Fullerton and City Council

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

**DATE:** March 4, 2026

**SUBJECT:** Consideration to Authorize the Charlotte Junior Orioles to Build a New Press Box

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

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**BACKGROUND**

Attached is a letter from the Megan Gleason, President of the Charlotte Junior Orioles, requesting authorization from the City Council to build a new press box at 1149 S. Cochran Avenue. The City leases this field to the Junior Orioles for their use. The letter from Ms. Gleason contains the dimensions and location of the press box, with the lower area used for storage. Furthermore, the project is will be fully funded by the Junior Orioles at no cost to the City. A representative from the Junior Orioles will be at the City Council meeting to answer any questions.

**ACTION REQUESTED**

Move to authorize the Charlotte Junior Orioles to construct a new press box on the field located at 1149 S. Cochran Avenue.



Megan Gleason, President  
Charlotte Junior Orioles  
PO Box 94  
Charlotte, MI 48813  
[CJOfootball22@gmail.com](mailto:CJOfootball22@gmail.com)

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

February 24, 2026

To whom it may concern.

I am writing on behalf of the Charlotte Junior Orioles to request approval to construct a new press box at the Charlotte Junior Orioles field located at 1149 S. Cochran Ave, Charlotte, MI 48813. Our organization is committed to maintaining and improving the facilities our youth and community rely on, and this project represents an important investment in both safety and functionality.

We propose to build a new press box structure approximately 20 feet wide by 24 feet high by 18 feet deep. The design includes an enclosed second-level press box, accessible via exterior stairs, to support game operations such as announcing, scorekeeping, and media needs. The lower level of the structure will serve as a secure storage area for field and program equipment, improving organization and access for coaches and volunteers.

The new press box will be very close to the same footprint as the original structure, along the north side of the field near the 50-yard line. This placement ensures continuity with existing infrastructure and maintains optimal sightlines for field activities.

Importantly, the entire project will be fully funded by the Charlotte Junior Orioles program, with no financial requirement from the City. We are committed to meeting all city building requirements, safety standards, and permitting processes.

We respectfully request permission to proceed with this improvement and would appreciate guidance on any next steps, including required approvals, documentation, or review processes. Thank you for your time and consideration. We value our partnership with the City and remain dedicated to enhancing community resources for Charlotte's youth.

Sincerely,  
Megan Gleason  
President  
Charlotte Junior Orioles

Below is an aerial map of the current field and previous bleachers and press box. The bleachers and press box have been removed, and our intention is to put a new press box in the original location and have rental/removable bleachers during the fall tackle season on either side.



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

**TO:** Mayor Fullerton and City Council

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

**DATE:** March 4, 2026

**SUBJECT:** Consideration to Select Consultant to Facilitate City Manager Search Process

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

---

**BACKGROUND**

The City solicited requests for proposals and qualifications to facilitate the City Manager search process. The City received four proposals from qualified firms on the due date of February 24. The Manager Search Subcommittee comprised of Mayor Pro Tem Anthony Rodriguez and councilmembers Curtis Scott and Jeff Christensen reviewed the proposals on Thursday, February 24.

All four firms were qualified to facilitate the search process. The Committee recommended that the City Council retain Pivot Group Municipal Services to facilitate the search process, which was the low responsive bidder. Below is cost proposal submitted for each of the four firms.

Pivot Group Municipal Services - \$9,600  
Vettraino Consulting - \$16,750 (lump sum)  
Yeo & Yeo (Amy Cell Talent) - \$25,500  
Hiring Solutions - 23% of salary mid-point range - \$32,000 (estimate) 140k)

**OTHER CONSIDERATIONS**

1. The City will incur the cost associated with advertising which is normal. The estimated cost is \$1,500.

2. The other potential cost would be travel and accommodations for candidates traveling a distance for the interview. This will be discussed with the search consultant on the front end of the process.

### **ACTION REQUESTED**

Move to retain Pivot Group Municipal Services to facilitate the City Manager Search Process, and authorize the Mayor to sign the proposal on behalf of the City.

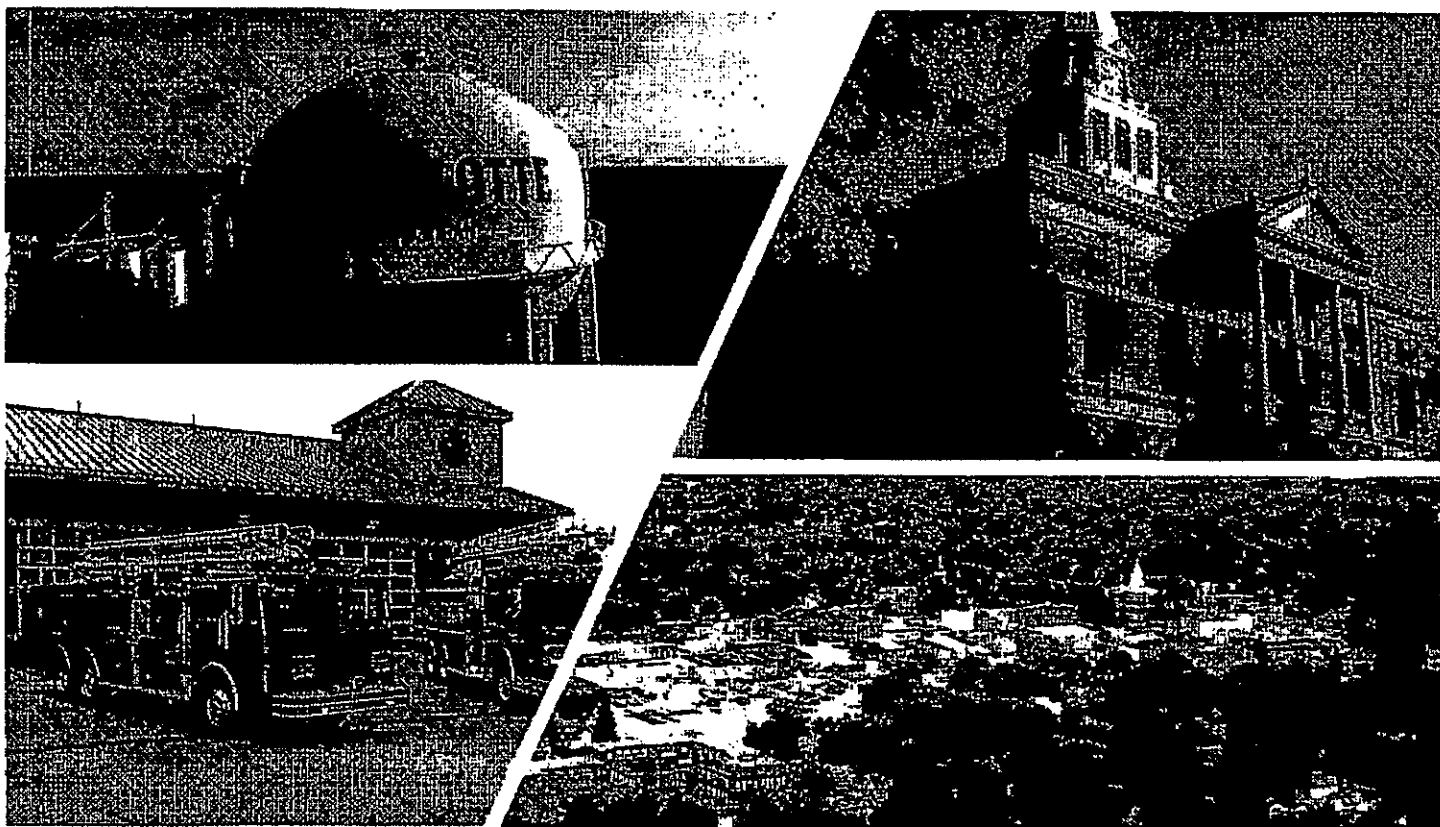
### **ATTACHMENTS**

1. Full Pivot Group proposal.
2. Other proposals are available for review in the City Manager's Office upon request.

# **DIVOT** group | **Municipal Services**

*City of Charlotte, Michigan*

**A proposal for Mayor Fullerton and the City Council**





440 South State Street, Suite 320, Zeeland, MI 49464  
(810) 300.7147 | [Info@ThinkAboutPivot.com](mailto:Info@ThinkAboutPivot.com)  
[www.PivotGroupMunicipalServices.com](http://www.PivotGroupMunicipalServices.com)

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

January 29, 2026

Re: Executive Recruitment, City Manager

Dear Mayor Fullerton and City Council,

Choosing Charlotte's next City Manager is one of the most important decisions you will make in the upcoming year. At Pivot Group Municipal Services, we take the process of recruiting, robustly vetting, and selecting the best candidate for such a critical position very seriously. With that in mind, we are proud to provide the City of Charlotte with the following proposal to conduct professional services during the search for your next City Manager.

Pivot Group will provide professional vetting of candidates and advocacy of the best possible choice for the City, soliciting candidates from the ranks of various professionals and public policy practitioners across our state and region. We will actively reach out and recruit candidates, bearing in mind that the qualified candidates you desire are not necessarily spending their days looking at job boards or classified ads. We know that Charlotte is a wonderful community, and we believe the opportunity to serve as your next City Manager will garner much interest among qualified professionals.

**We provide a one-year placement guarantee.** If for any reason the chosen candidate does not work out during their first year on the job, we will redo the search at no cost to the City.

We look forward to collaborating with you during this important process.

Respectfully,

A handwritten signature in black ink that reads "Kris D. Pence".

Kris Pence, Principal



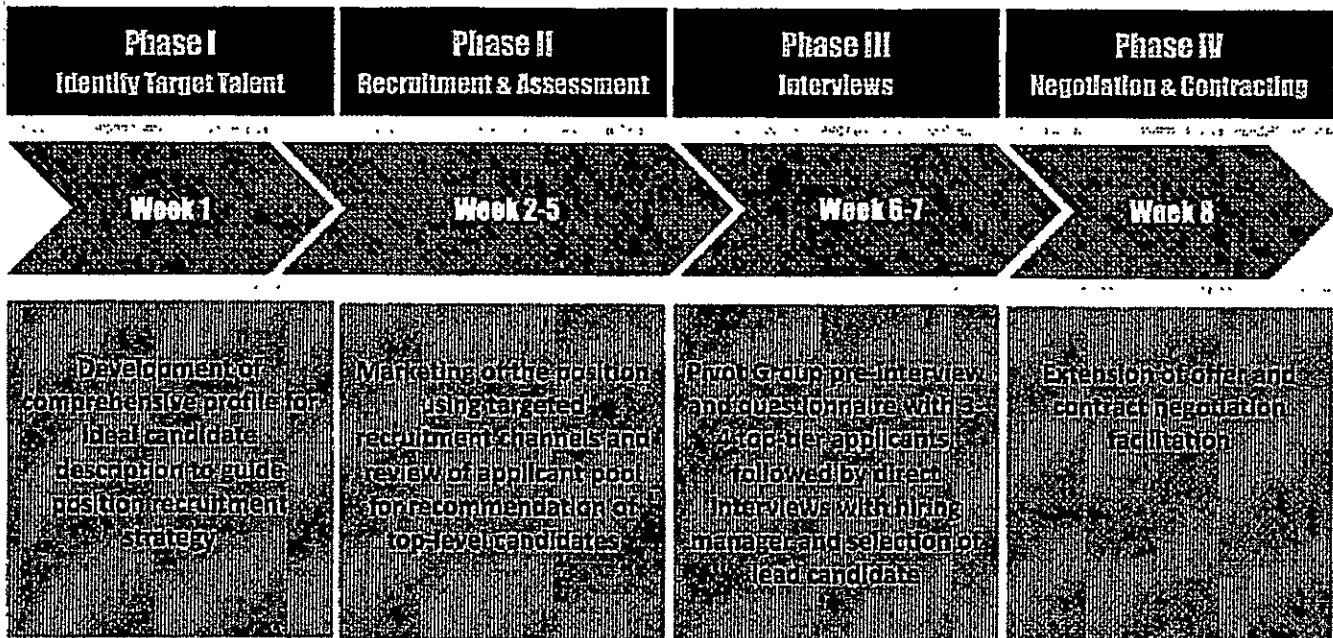
## Scope of Services

Pivot Group Municipal Services proposes to provide the following services to the City of Charlotte:

- Develop a public job posting based on consultation with the City of Charlotte and the job description as denoted by the City charter and ordinances.
- Advertise the job posting on the Michigan Municipal League, Michigan Municipal Executives and the International City/County Management Association websites.
- Market the position to select, top-notch potential candidates and advocate that they apply for the job.
- Pivot Group's principal and lead search members will review applicant résumés and provide a selection of recommended candidates for the Mayor and Council to review.
- Pivot Group will provide a deep dive into the work history and social media history of all applicants, as well as reference screenings for all applicants. We will also provide a formal criminal and financial background review of the lead candidate.
- Pivot Group will attend an in-person meeting to review candidates and provide guidance.
- Once the Mayor and Council have narrowed the applicant field to three or four candidates, Pivot Group will conduct pre-interview questionnaires with each top candidate.
- Selected candidates will be invited and scheduled for interviews with the Mayor and Council.
- Pivot Group will attend an in-person meeting to facilitate the candidate interviews.
- Upon identification of a lead candidate, Pivot Group can provide a criminal background check completed by a certified law enforcement officer in the State of Michigan.
- Pivot Group can facilitate the completion of an Everything DiSC® Management Profile questionnaire and offer professional feedback to the selected candidate.
- A sample contract will be provided for the Mayor, Council, and candidate to review.
- Aid in contract negotiation facilitation will also be provided as necessary.
- Onboarding and transition support services can be added at additional cost, pending individual and organizational need.
- Leader success check-in following six months of employment to aid in transition and performance review.

## Executive Search Work Plan

Pivot Group submits the following Executive Search Work Plan to outline a projected timeline for this recruitment proposal. This structured but flexible process is meant to be adapted as the needs of the City, stakeholders, and potential candidates are taken into consideration.



### **Phase I: Identify Target Talent**

Through in-depth listening assessments, we will learn the “must-have” and “ideal” experiences, traits, and behaviors you are looking for in a City Manager. We will start by interviewing stakeholders and staff members to understand the goals, skills, experiences, and behaviors that are critical and “ideal” for the position. We will also identify the key selling points of the position, organization, and community, which informs the marketing strategy that we will create to pursue a talent pool.

Based on stakeholder assessments, a comprehensive position profile will be prepared for approval. Additionally, we will research the existing compensation and benefits structure as compared to the market. The finalized position profile and compensation will be presented for approval prior to marketing the position.



## **Phase II: Market the Posting to the Right People, and Assess Applicants**

We will use social media and national job boards to promote the opportunity, as well as to promote the amazing aspects of living, working, and playing in and around the City of Charlotte. This will result in the largest possible number of qualified applicants. In addition to searches of executive and professional talent databases, we will perform direct targeted outreach to candidates who might not apply through social media platforms or who might not engage with Michigan Municipal League and other municipal websites. This targeted outreach will help create a deep, diverse pool of qualified and interested candidates.

Upon receipt of applications, we will thoroughly assess the qualifications and suitability of all candidates in an independent and objective manner. We will use a survey, video interview, phone interview, cyber review, reference checks, and background checks to thoroughly assess applicants. We will provide access to and summarize this data for review by relevant decision stakeholders. Select candidates will be recommended for further consideration and as potential interview candidates. Additional assessments can be coordinated, as needed, or directed by the Mayor and Council.

## **Phase III: Interviews**

We will coordinate an outstanding interview experience of the top three or four candidates, conducted by the City stakeholders, in compliance with current laws. Finalists will have an on-site interview, which can include a wide range of community engagement opportunities and tours. As directed by the Mayor and Council, we will coordinate schedules, manage candidate communications, and provide on-site logistic support during the on-site interviews. We will thoroughly prepare the Mayor and Council for the interviews by providing guidance, support, and interview questions customized to the qualities that emerged through the detailed position profile and ideal candidate assessment. We will also provide a comprehensive background review of the selected lead candidate.

## **Phase IV: Negotiation and Contract Development**

We will assist with the negotiation and contract development process, along with other administrative and legal parties. We can provide a sample contract for consideration. Our specific role will be directed by the Mayor and Council as it relates to an offer extension and the facilitation of contract negotiation. An Everything DiSC® Management Profile can be completed upon offer acceptance.

## **Optional Phase V: Onboarding and Transition Support**

For additional fees, candidate onboarding and support services can be arranged to aid in their successful transition into their new role. We offer a complimentary 360-degree feedback check-in after six months, and we will assist the hiring stakeholder(s) in determining performance expectations.

## Executive Search Team

### James R. Freed, Lead Search

James has more than 18 years of senior leadership experience in both the public and private sectors. In the private sector, James served as an executive working to grow businesses in southern Michigan. In the public sector, as City Manager of one of Michigan's larger core communities, he led one of the largest financial turnarounds in state history. James has also led executive recruitments for municipalities ranging in size from six employees to more than 400 employees. This gives him a unique perspective on local government, as well as the needs of the business community.

James holds a Bachelor of Science from Indiana Wesleyan University, with an emphasis in political science, as well as a Master of Business Administration from DeVos Graduate School at Northwood University.



James was among the *Crain's Detroit Business* "40 Under 40" winners in 2016. In 2017, the Port Huron NAACP awarded him the Martin Luther King "Honorable Mention" for his work on equity and inclusion. And in 2018, the Michigan Chamber Foundation and JCI Michigan included him on their list of Outstanding Young Michiganders.

James has previously served as a keynote speaker for the Michigan Municipal League, West Michigan Policy Forum, and several colleges and universities.

In addition to his formal education, James has proven experience in economic development, community development, government administration, human resources fiscal policy, grant writing, collective bargaining negotiations, project management, environmental protection, and constituent relations.

### Kris Pence, Principal

Kris Pence is an organizational development consultant, licensed professional counselor, and award-winning educator. He is passionate about human capital — aiding organizations in the retention of high-value employees and the attraction of new talent. Kris draws on more than a decade of experience teaching political science and public policy, and nearly as much time counselling/consulting with individuals, groups, and organizations.

Pivot Group was started when Kris began consulting with organizations to develop and strengthen their people and processes. He has designed and delivered learning strategies to meet the needs of everyone from frontline employees to members of the boardroom. As his engagement with leaders deepened, it provided opportunities to aid with hiring decisions and subsequently finding talent as well. He has also



assisted with generating organizational change by helping leaders clarify their goals, shift workplace cultures, close performance gaps, and achieve organizational objectives.

Kris holds a Bachelor of Science from Indiana Wesleyan University, with majors in political science, psychology, and history. He also holds a Master of Arts in political science from Miami University of Ohio, as well as a Master of Arts in clinical mental health counseling from Western Michigan University (WMU). He is in the final stages of his doctoral work in counselor education and supervision at WMU. He is a licensed professional counselor (License # 6401015448) and a licensed marriage and family therapist (License # 4151000160) in the State of Michigan.

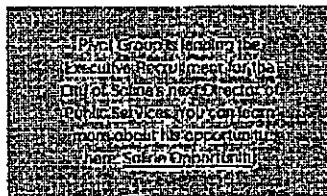
**Darin Dood, Lead Investigator**

Darin has spent 22 years working in Michigan law enforcement, 16 of those years as a chief of police. In addition to his experience in community policing and criminal investigations, Darin has also served as a Village Manager/DDA Director and chief administrative officer in our state. This gives him great perspective on what municipalities are looking for during an executive recruitment process.

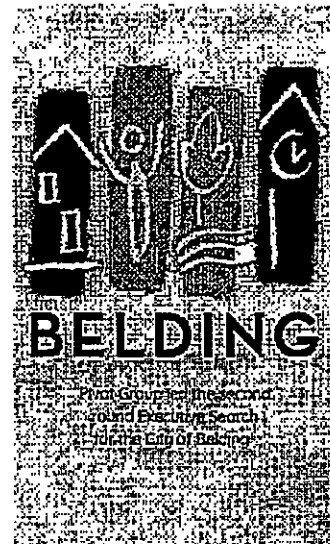
Darin is an expert in candidate vetting and background investigations. His deep dives into a candidate's history include criminal, financial, and social media reviews.

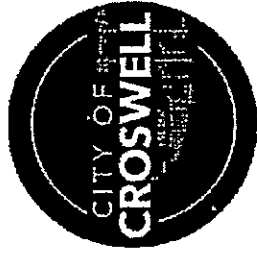


**Just a few of our recent comments**

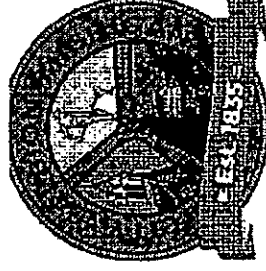


Pivot Group is leading the Executive Search for the Village of Birch Run's new Village Manager/DDA Director

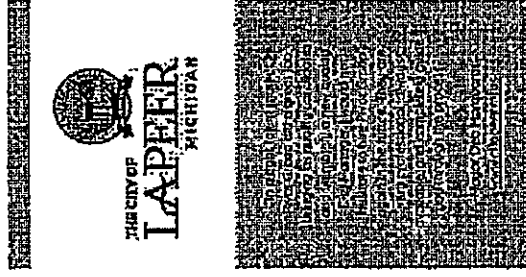
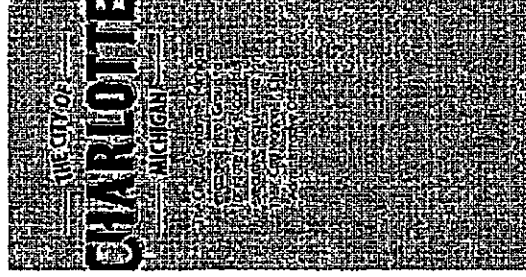
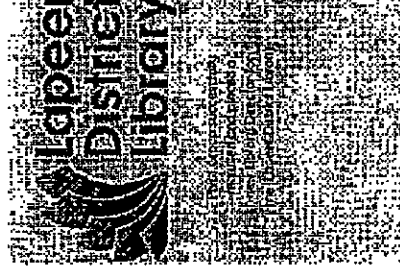
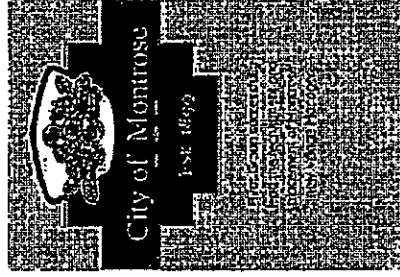




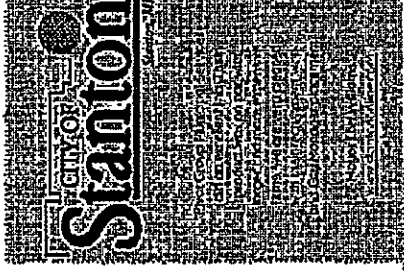
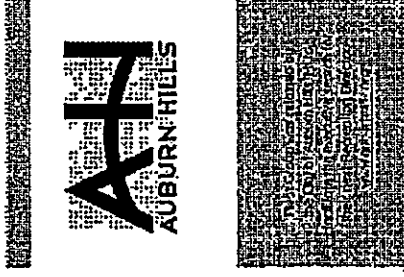
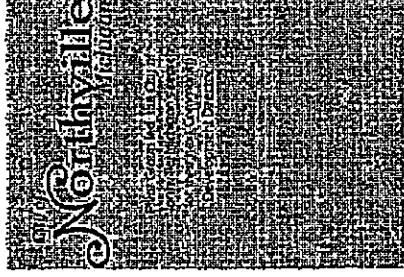
Print Group had processed the award for the new City Manager for Boyne City, Michigan.



Print Group has processed the award for the City of Cass, Michigan.



Print Group Municipal Services successfully placed the City Manager Director of Michigan and for the City of Cass, Michigan.





## Executive Recruitment – Price Proposal

Executive Recruitment Fee:	<b>\$9,600</b>
- Scope of Services & Executive Search Work Plan	
- Consultant Travel (up to 2 trips)	
<b>Total Recruitment Fee: \$9,600</b>	

The recruitment fee does not include advertising/publication costs, background review (up to \$1500), or travel/accommodations for candidates interviewed.

Consultant travel expenses, up to two trips, are included in the price proposal. Possible in-person meetings could include:

1. Stakeholder interviews for position profile and ideal candidate description.
2. Presentation of recommended candidates.
3. Interview process and lead candidate selection dialogue.

Any additional consultant visits requested by the client (beyond the two visits listed above) will be billed at \$150 per hour, \$400 for a half day, or \$750 for a full day. The travel expenses incurred for additional visits will also be billed to the client, including hotel accommodations, mileage, and per diem for meals.

### Payment for Fees and Services

Professional fees and expenses will be invoiced as follows:

<b>1<sup>st</sup> Invoice upon acceptance of proposal:</b>	<b>40% of the Recruitment Fee</b>
<b>2<sup>nd</sup> Invoice upon recommendation of candidates:</b>	<b>40% of the Recruitment Fee</b>
<b>Final Invoice upon completion:</b>	<b>20% of the Recruitment Fee plus all expenses</b>

Payment of invoices is due within 30 days of receipt (unless the client advises that its normal payment procedures require 60 days).



## Placement Guarantee

Pivot Group is dedicated and committed to assisting our clients until a candidate is appointed to the position. Therefore, no additional professional fee will be incurred if the client does not select from the initial group of recommended candidates and requests that additional candidates be developed for interview consideration. If additional advertising beyond Phase I is requested, the client will be billed for the actual advertising charges.

Upon appointment of a candidate, Pivot Group provides the following guarantee: Should the selected and appointed candidate, at the request of the client or the employee's own determination, leave the employ of the client within the first 12 months of appointment, we will (if desired) conduct one additional recruitment, with no recruitment fee and billing the client only for relevant costs related to candidate travel expenses, advertising/publication costs, and background review. This request must be made within one month of the employee's departure.

## Proposal Acceptance

We believe we have provided you with a comprehensive proposal; however, if you would like a service that you do not see in our proposal, please let us know. We can most likely accommodate your request.

This proposal will remain in effect for a period of six months from the date of the proposal. We look forward to working with you on this recruitment and selection process!

The City of Charlotte, Michigan, agrees to retain Pivot Group Municipal Services to conduct City Manager recruitment in accordance with the above proposal. The terms of the proposal are incorporated herein and shall become a part of this contract.

### **ACCEPTED:**

**City of Charlotte, Michigan**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Billing Contact: \_\_\_\_\_

Billing Contact Email: \_\_\_\_\_

**Pivot Group Municipal Services**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

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

**TO:** Mayor Fullerton and City Council  
**FROM:** Vincent Pastue, Interim City Manager *vp*  
**DATE:** March 4, 2026  
**SUBJECT:** Amendment to POLC Collective Bargaining Agreement  
**FOR THE AGENDA OF:** March 9, 2026

---

**BACKGROUND**

City Administration is requesting City Council approval to amend Article 10, Section 3 of the POLC collective bargaining agreement. The attached document shows the language to be added to this section of the collective bargaining agreement. The language is the result of a letter of understanding with the POLC to settle a grievance related to the payout of accrued vacation leave, in this circumstance, upon retirement. This contract language was not clear and the retiree was denied the payout for accrued vacation leave which led to the grievance. This had been an established practice but the retiree was not informed that he would be denied the accrued payout because of a new interpretation of this section. The language added is fair in that employees are posted vacation time on their employment anniversary date earned the preceding year.

**ACTION REQUESTED**

Move to approve an amendment to Article 10, Section 3 of the POLC Collective Bargaining Agreement pertaining to accrued vacation leave payout, as presented.

Attachment

February 13, 2026

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

Re: Settlement of Grievance – Detective Jeremy Poortvliet  
POLC Grievance Regarding Prorated Vacation Payout (P26-01)

To Whom It May Concern:

This letter memorializes the settlement agreement between the City of Charlotte (“Employer”) and the Police Officers Labor Council (“Union”) (collectively the “Parties”) regarding the grievance (P26-01) filed on behalf of Detective Jeremy Poortvliet concerning the payout of prorated vacation leave.

Pursuant to an LOA between the City and the Union, dated, \_\_\_\_\_, 2026, the parties agree to amend the collective bargaining agreement, Article 10. VACATION Section 3, depicted in red font as follows:

If an employee leaves the service of the City before completing one (1) year of work, he/she will receive no vacation pay. After the completion of (1) year of employment, an employee leaving the City for any reason, shall be paid for unused vacation, to include the pro-rated vacation time that accrues between the employee’s last anniversary date and the date of resignation, provided the employee fulfills his/her obligations under Article 27 Section 2 (Resignation) of this agreement. Terminated employees are not entitled to pay-out of pro-rated vacation time.

Detective Poortvliet worked from March 25, 2025 through January 2, 2026, totaling 284 days of service in the current anniversary year.

Employees with more than sixteen years of service earn 208 hours of vacation per year. Using daily proration, the earned vacation for this period is calculated as follows:

$$\frac{284}{365} \times 208 = 161.8 \text{ hours}$$

Detective Poortvliet’s last anniversary date was March 24, 2025. Based on the above calculation, the Employer agrees to compensate Detective Poortvliet for 161.8 hours of accrued vacation at his final regular hourly rate subject to all applicable taxes and withholdings. This payment will be processed through payroll and will be issued within 30 days following execution of this settlement agreement.

This agreement resolves the grievance in full and the PERA requires is hereby withdrawn.

Signature page to follow:

---

For the Employer: \_\_\_\_\_  
Date: \_\_\_\_\_

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For the Police Officers Labor Council: Scott Eager  
Date: 2/20/26

---

Jeremy Poortvliet: Jeremy Poortvliet  
Date: 2/18/26



**Memo**

**To:** City Manager Vince Pastue; Honorable Mayor Kevin Fullerton; City Council  
**From:** Stephanie Whitney, DPW Director; Christina Horton, Finance Director/Treasurer  
**Date:** 03/02/2026  
**Re:** AMI Implementation – Required Meter Replacements

**Background**

In September 2025, Council approved the purchase and implementation of the Sensus AMI FlexNet Meter System to improve revenue protection, operational efficiency, and customer service. Following Council approval and during detailed implementation planning, staff conducted a comprehensive review of the City’s existing meter inventory to confirm full system compatibility.

**Compatibility Issue Identified**

That review determined that approximately 2,200 of the City’s 4,111 water meters are not compatible with the new AMI system due to age and model limitations. These meters cannot support the required radio endpoints and will not function within the approved AMI network. Without replacement of these meters, approximately half of the City’s system would be unable to operate on the new AMI network, resulting in a partially implemented system with reduced operational and financial benefit. Failing to replace these meters would significantly limit the effectiveness and long-term return on investment of the AMI system previously approved by Council.

**Proposed Solution**

Staff obtained a quote from ETNA Supply Company for AMI-compatible replacement meters and radio endpoints, along with installation services.

**Cost Breakdown (per ETNA quote dated 12/23/2025 ):**

- Replacement Meters and Endpoints: **\$745,965**
- Installation (2,200 meter/radio replacements): **\$275,000**
- **Total Project Cost: \$1,020,965**

Utilizing a third-party contractor will allow the city to complete replacements efficiently, minimize disruption to residents, and avoid overextending city staff during system deployment.

**Financial Considerations**

Replacement of these aging meters ensures:

- Full functionality of the AMI system citywide
- Accurate consumption data and billing
- Elimination of obsolete meters prone to under-registration
- Protection of long-term water and sewer revenue
- Maximization of the City’s AMI investment

Completing this work in conjunction with AMI implementation is the most efficient and cost-effective approach.

**Recommendation**

Staff recommend Council approve the purchase of approximately 2,200 AMI-compatible water meters and authorize the Director of Public Works to execute the necessary agreements for materials and installation services in the amount of **\$1,020,965**.



## Memo

**To:** City Council

**From:** Stephanie Whitney, Director of Public Works

**Date:** 03/03/2026

**Re:** EDA Disaster Recovery Grant Application – Recovery to Resilience: Modernizing Wastewater Infrastructure

### Background

The U.S. Department of Commerce, Economic Development Administration (EDA) has made available Disaster Recovery funding to support infrastructure modernization and economic resilience in communities impacted by federally declared disasters. Staff is preparing an application for the project entitled: **“Recovery to Resilience: Modernizing Wastewater Infrastructure to Enhance Disaster Recovery and Power Sustainable Economic Growth.”** This project focuses on modernizing critical wastewater infrastructure to improve system reliability, strengthen disaster resilience, and support long-term economic growth within the City of Charlotte.

### Project Scope

The proposed project includes the following major components:

- **Industrial Park Road Extension**
- **Replacement of tertiary filters**
- **Replacement of trickling filter media**
- **Upgrades to the Lansing Lift Station**
- **Replacement of digester domes**

Collectively, these improvements will strengthen the City’s wastewater system, reduce vulnerability to system failures, and position the city to support future industrial and commercial growth.

### Project Cost and Required Match

The total estimated project cost is **\$14,138,054.20**. The EDA Disaster Recovery program requires a **20% local match** of total eligible project costs. For this project, the required match equals **\$2,827,610.84**.

The proposed local match will be funded as follows:

- **\$1,300,000** – Local Development Finance Authority (LDFA) Fund
- **\$1,027,610.84** – Water and Sewer Fund
- **\$500,000** – Michigan Infrastructure Office Technical Assistance Center (MIO TAC)

### Fiscal Impact

The City’s direct contribution totals **\$2,327,610.84**, supported by LDFA and Water/Sewer funds. The additional \$500,000 contribution from MIO TAC strengthens the competitiveness of the application. If awarded, the EDA grant would provide approximately **\$11,310,443.36** in federal funding toward modernization of the City’s wastewater infrastructure. Acceptance of any award and final project authorization will require subsequent City Council approval.

### Recommendation

Staff recommend approval of the attached resolution authorizing submission of the EDA Disaster Recovery Fund application and committing the required 20% local match.

**CITY OF CHARLOTTE  
RESOLUTION NO. 2026-11**

**A RESOLUTION AUTHORIZING SUBMISSION OF AN APPLICATION TO THE U.S.  
ECONOMIC DEVELOPMENT ADMINISTRATION (EDA) DISASTER RECOVERY  
FUND FOR  
“RECOVERY TO RESILIENCE: MODERNIZING WASTEWATER  
INFRASTRUCTURE TO ENHANCE DISASTER RECOVERY AND POWER  
SUSTAINABLE ECONOMIC GROWTH” AND COMMITTING THE REQUIRED  
LOCAL MATCH**

**WHEREAS**, the U.S. Department of Commerce, Economic Development Administration (EDA) has made available Disaster Recovery funding to support infrastructure modernization and economic resilience in communities impacted by federally declared disasters; and

**WHEREAS**, the EDA Disaster Recovery Fund requires a local match of twenty percent (20%) of total eligible project costs; and

**WHEREAS**, the City of Charlotte seeks to submit an application to the EDA Disaster Recovery Fund for the project entitled **“Recovery to Resilience: Modernizing Wastewater Infrastructure to Enhance Disaster Recovery and Power Sustainable Economic Growth”**; and

**WHEREAS**, the proposed project will modernize and strengthen the City’s wastewater infrastructure to improve system reliability, enhance disaster resilience, and support long-term sustainable economic growth; and

**WHEREAS**, the total estimated project cost is **\$14,138,054.20**; and

**WHEREAS**, the City will provide the required 20% local match in the total amount of **\$2,827,610.84**, consisting of:

- **\$1,300,000 from the City of Charlotte Local Development Finance Authority (LDFA) Fund;**
- **\$1,027,610.84 from the City of Charlotte Water and Sewer Fund; and**
- **\$500,000 from the Michigan Infrastructure Office Technical Assistance Center (MIO TAC); and**

**WHEREAS**, acceptance of any EDA award and confirmation of final project costs shall require 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 an application to the U.S. Economic Development Administration for Disaster Recovery funding for the project entitled

**“Recovery to Resilience: Modernizing Wastewater Infrastructure to Enhance Disaster Recovery and Power Sustainable Economic Growth.”**

2. The City Council hereby commits the required 20% local match in the amount of **\$2,827,610.84**, consisting of funding from the LDFA Fund, the Water and Sewer Fund, and the Michigan Infrastructure Office Technical Assistance Center.
3. Acceptance of any EDA Disaster Recovery award and confirmation of final project costs shall require subsequent City Council approval by resolution.

Adopted by the City Council of the City of Charlotte on this \_\_\_ day of \_\_\_\_\_, 2026.

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 \_\_\_\_\_ day of \_\_\_\_\_ 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 \_\_\_\_\_ day of \_\_\_\_\_ 2026.

\_\_\_\_\_  
Alicia A. Smith, City Clerk  
City of Charlotte  
Eaton County, Michigan

**CITY OF CHARLOTTE**  
**RESOLUTION NO. 2026-12**  
**A RESOLUTION SUPPORTING THE APPLICATION FOR THE MICHIGAN DEPARTMENT**  
**OF AGRICULTURE AND RURAL DEVELOPMENT COUNTY FAIR CAPITAL**  
**IMPROVEMENT GRANT FOR THE FAIRGROUNDS RESTROOM AND SHOWER HOUSE**  
**REMODEL PROJECT**

**WHEREAS**, the City of Charlotte is the owner of the property known as the Eaton County Fairgrounds, which property is leased to the Eaton County Agricultural Society; and

**WHEREAS**, the lease between the City and the Eaton County Agricultural Society provides, in part, that the Society must maintain the buildings and structures on the property; and

**WHEREAS**, the Eaton County Fairgrounds is an essential community asset that serves thousands of visitors annually, including those who attend animal shows, festivals, and other events such as the Charlotte Bluegrass Festival, Michigan Nordic Fire Festival, Charlotte Frontier Days, and the Magical Realm Fantasy Faire; and

**WHEREAS**, the Campground Restroom and Shower House at the Fairgrounds, which is a critical facility used throughout the year by campers, event attendees, and visitors, is over 30 years old and requires essential upgrades to maintain functionality, accessibility, and safety; and

**WHEREAS**, the proposed project will include the replacement of all mechanical components, restroom and shower fixtures, installation of energy-efficient lighting, hand dryers, and ventilation, as well as improvements to ADA-accessible restroom and shower stalls; and

**WHEREAS**, the Michigan Department of Agriculture and Rural Development (MDARD) offers the County Fair Capital Improvement Grant, which provides funding to defray the costs of improving buildings or other capital improvements at county fairgrounds to enhance the usefulness or productivity; and

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of Charlotte hereby supports the application for the MDARD County Fair Capital Improvement Grant for the remodeling of the Campground Restroom and Shower House at the Eaton County Fairgrounds; and

**BE IT FURTHER RESOLVED**, that the City Council expresses its full endorsement of this project, recognizing its positive impact on improving accessibility, efficiency, and the overall experience of Fairgrounds visitors and participants; and

**BE IT FINALLY RESOLVED**, that the City Council encourages the Michigan Department of Agriculture and Rural Development to consider this application favorably and provide the necessary funding for the proposed project.

Adopted by the City Council of the City of Charlotte on this \_\_\_ day of \_\_\_\_\_, 2026.

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 \_\_\_\_\_ day of \_\_\_\_\_ 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 \_\_\_\_\_ day of \_\_\_\_\_ 2026.

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