THE CITY OF CHARLOTTE MICHIGAN

PROPOSED AGENDA
REGULAR MEETING OF THE CHARLOTTE CITY COUNCIL
111 E. Lawrence Ave, Charlotte, MI 48813 (517) 543-2750
7:00 P.M. Monday, May 1, 2023

Interested persons can participate in-person or via Zoom
Connect to Zoom from your computer, tablet, or smartphone
Website: https://us02web.zoom.us/j/83126371404
One tap mobile: +16465588656,,83126371404#
Telephone: (312) 626-6799 Webinar ID: 831 2637 1404

1. **Call to Order**

2. **Roll Call**

3. **Invocation – Randy Royston - New Hope Community Church**

4. **Pledge of Allegiance**

5. **Approval of Minutes**
   a. April 12, 2023 Workshop Meeting
   b. April 17, 2023 Workshop Meeting
   c. April 17, 2023 Regular Council Meeting

6. **Absence of Council Members**

7. **Public Comment** - Limit presentation to five (5) minutes

8. **Approval of Agenda**

9. **Consent Agenda**
   a. Approval of Claims and Expenditures totaling $277,127.54
   b. Resolution 2023-14 authorizing City Manager to submit an application for the Protecting MI Pension Grant Program
   c. Resolution 2023-15 allocating remaining ARPA dollars to Major Streets for Hall/Washington/McClure road rehabilitation project
   d. Resolution 2023-16 To approve signatories for FAA ARPA grant
   e. Cancel May 10th Council Workshop meeting
   f. Confirm Mayoral Appointments to Boards/Committees

10. Business Agenda

a. Set Public Hearing for Monday, May 15 for FY 23/24 Budget
b. Approval of brush grinding contract to Hammond Farms
c. Approval of Steering Committee recommendation to select Beckett & Raeder as consultant for Master Plan and Zoning Ordinance Rewrite

11. Communications and Committee Reports

a. City Attorney Report
b. City Manager Report
c. Councilmember Committee Reports

12. Public Comment

13. Mayor and Council Comments

14. Recess to Closed Session

a. Attorney-Client Privileged Communication

15. Reconvene Open Session

16. Adjourn

~Mary LaRocque, 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
Workshop Meeting
April 12, 2023

CALL TO ORDER:

By Mayor Pro-Tem Weissenborn, on Wednesday, April 12, 2023 at 7:03 p.m.

ROLL CALL:

Mayor Pro-Tem Weissenborn, Council members Duweck, Chin, Rodriguez and Van Langevelde. A quorum was met.

City staff in attendance were City Manager LaPere, City Clerk LaRocque, Finance Director/Treasurer Smith, Community Development Director Myrkle, Acting Fire Chief Daly, Police Chief Brentar, and Public Works Director Gilson.

PLEDGE OF ALLEGIANCE

Led by Mayor Pro-Tem Weissenborn

EXCUSE ABSENT COUNCILMEMBERS:

Mayor Armitage and Dyer

Motion by Chin and supported by Duweck to excuse Mayor Armitage and Councilmember Dyer. Carried; Yea 5, Nay 0, Absent 2

PUBLIC COMMENT:

No comment

APPROVE AGENDA:

Motion by Van Langevelde and supported by Duweck to approve the agenda. Carried; Yea 5, Nay 0, Absent 2

Dyer arrived at the meeting at 7:06 after approval of the agenda.

DISCUSSION ITEMS:

a. Presentation and discussion on FY 23/24 Budget

Council was provided a copy of the draft budget at the April 3rd Council meeting for review and today's discussion started with LaPere's PowerPoint presentation that included an overview of the 23/24 proposed budget with projected revenues and expenses. It addresses Council priorities by being in conformance with the Fund Balance Policy, it provides for pension/OPEB funding, supplies funds for the airport tree removal project, includes the Master Plan update and addresses improving customer service with a new phone system.

Staff was available to answer various questions posed by the Council.

For the next budget discussion, the Council asked the administration to include the projected PILOT revenue, the projected expenses for another DPW employee and to allocate ARPA funds to Major Roads.

PUBLIC COMMENT:

No comment

MAYOR AND COUNCIL COMMENTS:

Van Langevelde – Thanked Erin for presenting the budget in a very understandable way and for making progress to build a better community and she thanked administrative staff.

Rodriguez – This budget was easier than the last. He would like to see budget meetings throughout the year and to seek out increasing revenues without an additional SAD or raising taxes. Would like to see a 5-year capital expense plan which includes parks.

Chin – Thanks for answering his "rookie" questions. He would like a long-term plan developed for facility and infrastructure maintenance and a sign at the west side fire station.

Duweck – Thanked administrative staff. He would like to see the projected PILOT revenue represented in this budget.

Dyer – Thanked administrative staff and fellow Council members. He reminded everyone of the workshop planned for Monday April 17th from 6 to 7 p.m. to discuss the marihuana ordinance. This is an hour before the regular meeting that same night.

Weissenborn – Thanked Council members and administrative staff. This is her 4th budget. She is happy about the gains and moving (the city budget) in the right direction. Reminded citizens of the Leaf and Brush pick up dates Monday April 10 through April 13, 2023 and May 1 through May 4, 2023.

ADJOURNMENT:

Motion by Van Langevelde supported by Duweck to adjourn at 9:34 p.m. Carried. Yea 6; Nay 0; Absent 1

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Michael Armitage, Mayor

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Mary LaRocque, City Clerk

CITY OF CHARLOTTE COUNCIL PROCEEDINGS
111 E. Lawrence Ave., Charlotte, MI 48813 (517) 543-2750
Workshop Meeting
April 17, 2023

CALL TO ORDER:

By Mayor Armitage on Monday, April 17, 2023 at 6:00 p.m.

ROLL CALL:

Mayor Armitage, Council members Duweck, Dyer, andChin. Van Langevelde arrived at 6:07. A quorum was met. City staff in attendance were City Manager LaPere, Community Development Director Myrkle, City Clerk LaRocque and City Attorney Revore.

Mayor Pro-Tem Weissenborn was absent

APPROVE AGENDA:

Motion by Chin supported by Dyer to approve the agenda. Carried; Yea 7, Nay 0, Absent 1

DISCUSSION ITEMS:

a. Discussion on commercial marihuana licensing program

Attorney Revore presented a PowerPoint created by Myrkle featuring proposed zones within the city for various marihuana licensing businesses. The proposed zones are Combs Industrial Park, and commercial areas near Walmart, Meijer and Lansing Rd. from Hall St. to Butternut Dr.

Council explored what licenses to permit where to permit them.

Council agreed to add this to the regular meeting agenda immediately following this workshop meeting to continue the discussion.

PUBLIC COMMENT:

Mitch Maltz – resident. He supports the opportunity for local business owners and suggested expanding the Lansing Rd. zone area to allow for more retail opportunities.

ADJOURNMENT:

Motion by Van Langevelde supported by Dyer to adjourn at 6:59 p.m. Carried. Yea 6; Nay 0; Absent 1

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Michael Armitage, Mayor

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Mary LaRocque, City Clerk

CITY OF CHARLOTTE COUNCIL PROCEEDINGS
111 E. Lawrence Ave., Charlotte, MI 48813 (517) 543-2750
Regular Council Meeting
April 17, 2023

CALL TO ORDER:

By Mayor Armitage on Monday April 17, 2023, **7**:03 p.m.

ROLL CALL:

Mayor Armitage, Mayor Pro-Tem Weissenborn, Council members Chin, Duweck, Rodriguez, Van Langevelde and Dyer. A quorum was met. City staff in attendance were City Manager LaPere, and City Clerk LaRocque.

In the audience was Acting Fire Chief Daly and Fire Lt. Fullerton

By phone (Lansing, MI) Attorney Hitch

INVOCATION:

Chuck Jensen – West Carmel Church

PLEDGE OF ALLEGIANCE:

Led by Mayor Armitage

APPROVAL OF MINUTES:

a. April 03, 2023 Regular Council Meeting Minutes

Motion by Duweck supported by Dyer to approve the meeting minutes. Carried; Yea 7; Nay 0; Absent 0

EXCUSE ABSENT MEMBERS:

All present

PUBLIC HEARING:

a. Ordinance 2023-04 to amend Chapter 30 to update the City Fire Code

Public hearing comments opened at 7:05 and closed at 7:06 with no comments received from the public.

PUBLIC COMMENT:

No comments received.

APPROVAL OF AGENDA:

Chin requested item a and Rodriguez requested item b of the consent agenda to be moved to the business agenda. Armitage requested adding a discussion item for the marihuana licensing program to the end of the business agenda.

Motion by Van Langevelde supported by Weissenborn to approve the agenda with the requested changes. Carried. Yea 7; Nay 0; Absent 0

CONSENT AGENDA:

a. ~~Approval of Claims and Expenditures totaling $394,761.10~~ – *moved to business (Chin)*

b. ~~Arbor Day Proclamation 2023-01~~ – *moved to business (Rodriguez)*

c. Approval of Resolution 2023-10 receive and schedule public hearing on Fire Special Assessment Roll

d. Approval of Resolution 2023-11 receive and schedule public hearing on Nuisance Special Assessment Roll

e. Approval of Resolution 2023-12 Authorizing Charlotte Celebrates street closures June 15-17, 2023

f. Approval of Resolution 2023-13 Authorizing street closure and use of public right of way near Oak Park for the Pray Funeral Home Centennial Celebration.

g. Confirmation of Mayoral Appointments to Boards/Committees

Motion by Duweck supported by Dyer to approve the consent agenda items c, d, e, f and g. Carried; Yea 7; Nay 0; Absent 0

BUSINESS AGENDA:

a. Approval of Claims and Expenditures totaling $394,761.10

LaPere answered Chin's questions about (Lead Service) excavation expenses.

Motion by Van Langevelde supported by Dyer to approve Carried; Yea 7; Nay 0; Absent 0

b. Arbor Day Proclamation 2023-01

Rodriguez requested the statement "and spiritual renewal" be removed from the proclamation.

Motion by Dyer supported by Van Langevelde to approve removing the statement "and spiritual renewal". Carried; Yea 7; Nay 0; Absent 0

Motion by Van Langevelde supported by Weissenborn to approve Arbor Day Proclamation 2023-01 as corrected. Carried; Yea 7; Nay 0; Absent 0

c. Approval of Resolution 2023-07 to modify city elections to even years.

Motion by Van Langevelde supported by Dyer to approve modifying city elections to even years. Carried; Yea 7; Nay 0; Absent 0

d. Adoption of Council Policy 2023-02 establishing a Pension Funding Policy

Motion Tabled by Chin supported by Van Langevelde to revisit the discussion of this policy after the *Protecting MI Pension* grant funds are received. Carried; Yea 7; Nay 0; Absent 0

e. Second reading and adoption of Ordinance 2023-04 to amend Chapter 30 to update the City Fire Code

Motion by Dyer supported by Van Langevelde to approve Carried; Yea 7; Nay 0; Absent 0

f. Amendment to lease with the Eaton County 4-H Agricultural Society (Fair Board)

Motion by Dyer supported by Duweck to approve the lease amendment with Eaton County 4-H Agricultural Society (Fair Board). Carried; Yea 7; Nay 0; Absent 0

g. Approval of bid of $749,673 for purchase of fire truck to replace #314

Motion by Dyer supported by Duweck to approve the bid of $749,673 for a fire truck. Carried; Yea 7; Nay 0; Absent 0

h. Discussion on addition of DPW Position in FY 23/24 Budget

Motion by Dyer supported by Chin to modify the draft FY 23/24 budget to hire a DPW Laborer. Carried; Yea 7; Nay 0; Absent 0

i. Discussion of commercial marihuana licensing program

Motion by Chin supported by Dyer to direct administration to draft a marihuana ordinance allowing retail, testing, processing and transport licenses as appropriate to the designated zones. Carried; Yea 7; Nay 0; Absent 0

COMMUNICATIONS AND COMMITTEE REPORTS:

a. City Attorney report was received

Council discussed that going forward, attorney agreements will be satisfactory to Council and adhered to.

b. City Manager report was received

c. Charlotte Police Dept. March 2023 report was received

d. Charlotte Fire Dept. March 2023 report was received

e. Council member Committee Reports

Chin – Evaluation Committee - a meeting with LaPere to review and discuss the newly drafted employee evaluation document will be set.

Dyer – EATRAN - hired 4 new drivers with anticipation to return service in Delta Twp. back to pre-covid services.

Van Langevelde – Parks Advisory Board – Arbor Day Resolution and the Pray Funeral Home Centennial Celebration was discussed via email. She mentioned upcoming spring clean-up projects and looking for organizations interested in participating.

PUBLIC COMMENT:

Martin Fabrik – non-Resident - President of the Eaton County Agricultural Society (Fair Board) thanked the Council for their support and for the kind comments received tonight.

Cooper Frost – resident – representing Strong Towns, an organization who is working to plant street trees in Charlotte and currently looking for residents who want trees. Planning begins in May for June plantings. Visit charlottestreettrees.com for more information.

MAYOR AND COUNCIL COMMENTS:

Chin – the Eaton County Expo begins this weekend. He will be attending an MML conference the next two days and mentioned wanting to view the DPW facilities Stud, he will attend the Chamber of Commerce Board breakfast tomorrow morning. and noted the labor attorney Kluck contract should be updated with his new firm.

Duweck – thanked all meeting audience attendees.

Dyer – reminder that (Federal) taxes are due tomorrow and he will be occupying the library booth at the Eaton County Expo this weekend and invited listeners to come visit. Armitage mentioned landscaping project at the library

Weissenborn – reminder of the upcoming DPW leaf pick-up dates May 1 to 4, Monday through Thursday

Rodriguez – would like a discussion with Council about possible revenue generating sources other than special assessments or raising tax.

Van Langevelde – a crime rights vigil at the State Capital will be held on Wednesday and next week is crime victims' rights week. Thanked SIREN and the prosecutor's office who are advocates for and providers of resources for crime victims.

Armitage – announced he will not seek re-election this November so he can focus on his family. He is proud of the accomplishments made since joining the Council in 2018 including reversing a multi-year overspending trend, addressing the unfunded pension liability, improving E. Harris St and upcoming Hall/McClure/Washington Streets and the Island Rd. projects; allocating ARPA funds to improve public safety and roads. He appreciates the team effort of Council and not just rubber stamping decisions. He is honored to have served the City of Charlotte and will continue to fight for the City until his term ends this November.

RECESS TO CLOSED SESSION:

Motion by Chin supported by Weissenborn to recess to closed session at 9:40 p.m. pursuant to MCL 15.268 (d) to discuss real estate acquisitions related to airport easements. Requiring a 2/3 vote; Carried by roll call; Yea 7; Nay 0; Absent 0

RECONVENE OPEN SESSION

Motion by Chin supported by Dyer to reconvene open session at 10:10 p.m. Carried; Yea 7; Nay 0; Absent 0

ADJOURN:

Motion by Dyer supported by Duweck to adjourn the meeting at 10:10 p.m. Carried; Yea 7; Nay 0; Absent 0

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Mayor Michael Armitage

_____
Mary LaRocque, City Clerk

THE CITY OF CHARLOTTE MICHIGAN

Memo

To: Honorable Mayor Armitage, City Council
From: Mary LaRocque, City Clerk
Date: April 26, 2023
Re: Claims and Expenditures for Council approval on May 01, 2023

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 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.

Financial Impacts

Insurance claims week of April 17 2023	$ 950.20
Insurance claims week of April 24, 2023	$ 1,546.46
Payroll paid Friday April 21, 2023	$ 96,237.51
Invoiced claims as of April 26, 2023	$178,393.37
Total	**$277,127.54**

Suggested Motion

Motion to approve Claims and Expenditures in the amount of **$277,127.54**

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF CHARLOTTE
INVOICE ENTRY DATES 04/13/2023 - 04/26/2023
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: POOL

Vendor Code	Vendor Name / Invoice	Description	Amount
01691	1ST AYD CORPORATION		
	PSI607072	CLEANING SUPPLIES	311.78
TOTAL FOR: 1ST AYD CORPORATION			311.78
01695	ACE HARDWARE & LUMBER CO.		
	50013	CP-4 ENCLOSURE	182.03
	50147	DECKING SCREWS, FASTENERS, 2X4-8', 2X4-10 BOARDS	115.10
TOTAL FOR: ACE HARDWARE & LUMBER CO.			297.13
01764	AMAZON CAPITAL SERVICES		
	14TM-1C1Q-J93L	ACCOUNT # A264N6SLCWDWHU- BROTHER ALL IN ONE PRINTER FOR GARAGE	469.99
	17N1-YQVR-3XM9	INK CARTRIDGE REPLACEMENT, BLACK TONER	153.82
	197M-YDNP-7Y1G	PAPER TOWEL, PLATES, CUPS, 2 PLY PAPER TOWELS	453.03
	1J1V-19MV-4Q3K	LUMINEX LIGHT BARS	294.20
	1P9G-JT3L-1KD6	BIG LEAGUE FIELD DRAG	539.95
	1TFT-47KX-11HN	AJC BATTERY	149.64
TOTAL FOR: AMAZON CAPITAL SERVICES			2,060.63
02036	AMAZON CAPITAL SERVICES		
	136V-H36L-KCKW	ACCT # A1K517P63NLQUT (POLICE)- LASKO HIGH VELOCITY FAN	62.99
TOTAL FOR: AMAZON CAPITAL SERVICES			62.99
01635	AT&T LONG DISTANCE		
	517543228804	CITY HALL MAIN LINE	161.62
	517543887404	DPW CALLOUT	50.80
TOTAL FOR: AT&T LONG DISTANCE			212.42
01630	AUTO GEM DISTRIBUTING		
	10038	VEHICLE SOAPS	238.22
TOTAL FOR: AUTO GEM DISTRIBUTING			238.22
01629	AVERY OIL & PROPANE, INC		
	855532	PROPANE/ AIRPORT	1,325.07
TOTAL FOR: AVERY OIL & PROPANE, INC			1,325.07
01608	BARYAMES CLEANERS		
	BN1615-04.17.202	DRY CLEANING UNIFORMS FOR FIRE	318.95
TOTAL FOR: BARYAMES CLEANERS			318.95
01578	BOBCAT OF LANSING		
	P62072	SPRING, BOBTACH KIT	105.40
TOTAL FOR: BOBCAT OF LANSING			105.40
01561	BS&A SOFTWARE		
	145754	FIELD INSPECTION TRAINING 03/02/2023 1/2 DAY	500.00
	146180	PAYROLL SYSTEM ANNUAL SERVICE, TIME SHEETS SYSTEM, BSA EMPLOYEE PORTAL SOFTWARE	5,249.00
TOTAL FOR: BS&A SOFTWARE			5,749.00

Vendor Code	Vendor Name / Invoice	Description	Amount
01555	BYRUM ACE HARDWARE		
	270177	GARDEN HOSE	10.99
	270725	MEASURING WHEEL	79.99
	271004	CONCRETE MIX, WOOD STAKES	79.02
	271351	TARP	89.99
	272310	32 GALLON TRASH CANS	141.94
	272323	FASTENERS	10.58
	272345	32 GALLON TRASH CAN	68.97
	272368	UTILITY PUMP KIT	79.58
	272446	FASTENERS	11.56
	272536	CONCRETE MIX, GARDEN HOSE	294.59
	272697	PVC CONDUIT, PVC ADAPTER, RIGID STRAP	44.75
	273619	FASTENERS, BOLTS	11.34
	273625	HILLMAN FASTENERS	15.12
TOTAL FOR: BYRUM ACE HARDWARE			938.42
01882	CALEDONIA FARMERS ELEVATOR		
	434308	TIRE AND TIRE LABOR	429.58
	4752915	24575 R17 TIRES	1,189.04
	4755978	TIRE LABOR & CT10 BOOT	23.00
	4756006	LABOR FOR A TIRE PATCH	17.75
TOTAL FOR: CALEDONIA FARMERS ELEVATOR			1,659.37
01547	CANON FINANCIAL SERVICES, IN		
	30316860	CONTRACT CHARGE 04/01/2023 - 04/30/2023	253.73
TOTAL FOR: CANON FINANCIAL SERVICES, IN			253.73
01511	CHARLOTTE RISING		
	APRIL 2023	JULY 1, 2021- JUNE 30TH 2022	25,000.00
TOTAL FOR: CHARLOTTE RISING			25,000.00
01816	CITY OF MARSHALL		
	000477	MICROBIOLOGY TESTING	1,650.00
TOTAL FOR: CITY OF MARSHALL			1,650.00
01486	CONSULTANTS ON CALL, LLC		
	2022-23252	MANAGED SERVICE FEES	187.50
TOTAL FOR: CONSULTANTS ON CALL, LLC			187.50
00604	CONWAY SHIELD		
	0505651	CHAPLAIN HELMET SHIELD	81.98
TOTAL FOR: CONWAY SHIELD			81.98
01397	COUNTY OF EATON		
	2023-00000003	2023 MTT MCDONALDS CHARGEBACK	4,494.15
TOTAL FOR: COUNTY OF EATON			4,494.15
01439	D & K TRUCK COMPANY		
	1144729	SNORKLE PARTS HOSE	110.97
TOTAL FOR: D & K TRUCK COMPANY			110.97
01429	DELAU FIRE & SAFETY INC		
	369470	ANNUAL INSPECTION FOR RIRE EXTINGUISHERS (CHARLOTTE ARMORY)	270.50
	369473	ANNUAL FIRE EXTINGUISHER INSPECTION	206.00
	369902	ANNUAL INSPECTION OF FIRE EXTINGUISHERS	80.00
TOTAL FOR: DELAU FIRE & SAFETY INC			556.50

Vendor Code	Vendor Name / Invoice	Description	Amount
02017	DINGES FIRE COMPANY		
	38885	FIRE HOSE ADAPTORS	228.37
TOTAL FOR: DINGES FIRE COMPANY			228.37
01392	EATON CUSTOM SEWING		
	1495	TURN OUT GEAR REPAIRS	402.00
TOTAL FOR: EATON CUSTOM SEWING			402.00
01380	EDWARDS INDUSTRIAL SALES		
	3374651	RELAYS FOR T FILTERS CP-4	95.30
TOTAL FOR: EDWARDS INDUSTRIAL SALES			95.30
01375	ELHORN ENGINEERING COMPANY		
	296877	PHOSPHATE	4,390.00
TOTAL FOR: ELHORN ENGINEERING COMPANY			4,390.00
01965	ESRI		
	94463243	ARCGIS DESKTOP STANDARD CONCURRENT USE PRIMARY MAINTENANCE	2,860.00
TOTAL FOR: ESRI			2,860.00
01365	ETNA SUPPLY		
	S105043040.001	CURB BOX	3,252.00
	S105060602.001	3/4 X 1 COUPLINGS, ELBOWS, 3/4 JOINT COUPLINGS	3,258.00
	S105060602.002	168 FT PVC SEWER PIPE	564.48
TOTAL FOR: ETNA SUPPLY			7,074.48
01113	FERGUSON WATER WORKS FKA		
	0165221	3/4 X 3/4 COUPLERS	960.00
	0174257	BUSHINGS AND VALVES	920.00
	0174642	BRASS BUSHINGS AND VALVES	920.00
TOTAL FOR: FERGUSON WATER WORKS FKA			2,800.00
01346	FIRE SUPPRESSION PRODUCTS		
	16424	FIRE FOAM 55 GALLONS	1,600.00
TOTAL FOR: FIRE SUPPRESSION PRODUCTS			1,600.00
01339	FLEETPRIDE		
	106961514	SNORKLE PARTS	141.61
TOTAL FOR: FLEETPRIDE			141.61
01321	GALLOUP		
	S112852420.001	PLUMBING SUPPLIES	161.80
TOTAL FOR: GALLOUP			161.80
01301	GUNTHORPE MECHANICAL		
	24634	REPLACED UNIT HEATERS @ TIRRELL	5,960.00
TOTAL FOR: GUNTHORPE MECHANICAL			5,960.00
01438	HASSEL FREE FUELS		
	CFSI-8914	ACCT 010109 - FUEL FIRE	770.35
TOTAL FOR: HASSEL FREE FUELS			770.35

Vendor Code	Vendor Name / Invoice	Description	Amount
02037	HASSEL FREE FUELS		
	CFSI-8859	ACCT# 010107 DPW/WWTP	925.18
TOTAL FOR: HASSEL FREE FUELS			925.18
01970	HOPKINS MECHANICAL SERVICES, LLC		
	H22427	SERVICED CONDENSATE TANK BECUSE OF OVERFLOWING WITH WATER	2,205.00
	H23133	PERFORMED A BOILER INSPECTION AT ARMORY	1,092.00
TOTAL FOR: HOPKINS MECHANICAL SERVICES, LLC			3,297.00
02038	HOWE EQUIPMENT		
	983	DARK HORSE 7X16 TRAILER	3,375.00
TOTAL FOR: HOWE EQUIPMENT			3,375.00
01252	INDEPENDENT BANK		
	5867-04.13.2023	APRIL 2023	5,994.58
TOTAL FOR: INDEPENDENT BANK			5,994.58
01247	INTERNATIONAL MINUTE PRESS		
	32520	ENVELOPES	102.96
	32659	ENVELOPES FOR MAILING CROSS CONNECTION LETTERS	110.33
TOTAL FOR: INTERNATIONAL MINUTE PRESS			213.29
00838	IRON HORSE EXCAVATION LLC.		
	23-762	232 BOSTWICK ST	4,161.53
	23-863	414 PEARL ST	4,054.00
TOTAL FOR: IRON HORSE EXCAVATION LLC.			8,215.53
01195	KONICA MINOLTA BUSINESS		
	286535851	MAINTENANCE AGREEMENT 03/17/2023 - 04/16/2023	76.97
	286546478	MONTHLY INVOICE MAINTENANCE AGREEMENT FOR BILLING PERIOD 04/17/2023 - 05/16/2023	50.40
TOTAL FOR: KONICA MINOLTA BUSINESS			127.37
01166	LIFELOC TECHNOLOGIES INC		
	66030	FIRMWARE	121.52
TOTAL FOR: LIFELOC TECHNOLOGIES INC			121.52
01926	LOOMIS, EWERT, PARSLEY, DAVIS & GOT		
	200775	SERVICES RENDERED THROUGH 04/15/2023	11,654.52
TOTAL FOR: LOOMIS, EWERT, PARSLEY, DAVIS & GOT			11,654.52
00187	MATTHEW PRUDEN		
	00058845	REINBURSEMENT MATT PRUDEN FOR EMS LICENSE	175.00
TOTAL FOR: MATTHEW PRUDEN			175.00
01141	MAXI MUFFLER		
	47263	MODIFICATIONS TO TRUCK 317	5,732.95
TOTAL FOR: MAXI MUFFLER			5,732.95
01129	MICHIGAN DEPT OF TRANS.		
	591-11095580	AIRPORT WEATHER OBSERVATION AND DATA DISSEMINATION SYSTEM	434.18
TOTAL FOR: MICHIGAN DEPT OF TRANS.			434.18

Vendor Code	Vendor Name / Invoice	Description	Amount
01082	MICHIGAN NETWORK CONSULTANTS		
	2022-23251	IT SERVICES- 2ND HALF OF MONTH	3,175.00
TOTAL FOR: MICHIGAN NETWORK CONSULTANTS			3,175.00
01048	MUNICIPAL SUPPLY COMPANY		
	INV80641	FLUORESCENT MARKING PAINT	180.00
TOTAL FOR: MUNICIPAL SUPPLY COMPANY			180.00
01835	NORTH CENTRAL LABORATORIES		
	485918	AMMONIA	37.00
TOTAL FOR: NORTH CENTRAL LABORATORIES			37.00
01021	NORTHERN SAFETY CO., INC.		
	905411728/102761	TWO TONE VESTS, MITRILE GLOVES	361.98
TOTAL FOR: NORTHERN SAFETY CO., INC.			361.98
02009	PRECISE EXCAVTING, INC		
	23-2169	WATER SERVICE @ 761 PEARL ST	2,406.75
	23-2183	RESTORATION	4,651.47
TOTAL FOR: PRECISE EXCAVTING, INC			7,058.22
00166	ROAD EQUIPMENT PARTS CENTER		
	KL609222	TAIL LIGHT, TURN SIGNAL LIGHTS	187.96
TOTAL FOR: ROAD EQUIPMENT PARTS CENTER			187.96
00935	ROCHESTER CREATIONS		
	3921	UNIFORMS	43.00
TOTAL FOR: ROCHESTER CREATIONS			43.00
00865	SPENCER MANUFACTURING INC		
	16695	REPLACE BROKEN TANK LEVEL GAUGES	512.53
	16710	FIRE HOSE	834.20
TOTAL FOR: SPENCER MANUFACTURING INC			1,346.73
01947	STRYKER SALES, LLC		
	10608607	LUCAS 3 CHEST COMPRESSION SYSTEM, NON RECHARGEABLE BATTERY	25,504.45
	10676105	PREOWNED 2020	22,000.00
TOTAL FOR: STRYKER SALES, LLC			47,504.45
00847	SWANSON ELECTRIC		
	1548.44	ELECTRICAL TROUBLESHOOTING	282.50
TOTAL FOR: SWANSON ELECTRIC			282.50
01536	THE PARTS PLACE		
	247312	SPARK PLUG	6.22
	247313	FUEL FILTER	3.18
	247779	TRUCK ANTIFREEZE	68.94
	247932	HYDRAULIC FLUID FOR TRUCK 316	134.99
	248035	NAPA 18 MONTH COMMERCIAL VEHICLE BATTERY	308.12
TOTAL FOR: THE PARTS PLACE			521.45
00872	THE SHYFT GROUP, INC		
	SVA0002597	TRUCK 314 - ANNUAL MAINTENANCE	412.33
TOTAL FOR: THE SHYFT GROUP, INC			412.33

Vendor Code	Vendor Name / Invoice	Description	Amount
00820	TRACE ANALYTICAL LABORATORIES		
	3040683	WATER TESTING	432.00
	3040734	WATER TESTING	98.25
TOTAL FOR: TRACE ANALYTICAL LABORATORIES			530.25
00808	TSC TRACTOR SUPPLY		
	575184	TRAILER PART	6.78
TOTAL FOR: TSC TRACTOR SUPPLY			6.78
00791	USA BLUE BOOK		
	327290	LAB SUPPLIES	937.55
	328486	LAB SUPPLIES	457.14
TOTAL FOR: USA BLUE BOOK			1,394.69
00785	VERIZON WIRELESS		
	9932051088	MAR 10 - APR 09	(14.99)
TOTAL FOR: VERIZON WIRELESS			(14.99)
00782	VICTORIAN GARDENS		
	4.18.2023	CHAINSAW/EHAP TRAINING	450.00
TOTAL FOR: VICTORIAN GARDENS			450.00
00777	WALDRON FUELS		
	4937	FUEL	552.18
	5007	FUEL	775.53
TOTAL FOR: WALDRON FUELS			1,327.71
00774	WASTE MANAGEMENT-		
	8449843-1710-8	REFUSE PICKUP	1,244.07
TOTAL FOR: WASTE MANAGEMENT-			1,244.07
02013	WOW! BUSINESS		
	020130258	INTERNET GARAGE	(20.00)
TOTAL FOR: WOW! BUSINESS			(20.00)
TOTAL - ALL VENDORS			178,393.37

PAYMENT TYPE TOTAL

Paper Check	172,186.37
EFT Transfer	6,207.00

COMMERCIAL CREDIT CARD STATEMENT 2023

April, 2023

	DATE	VENDOR	DESCRIPTION	ACCOUNT #	AMOUNT
Perry, S	3/24/2023	Amsoil	oil for bull gear box	510-631-731-000	$ 250.98
				Subtotal	**$ 250.98**
Fullerton, T	3/23/2023	Soaring Eagle Hotel	Credit - sales tax	206-350.000-748.000	$ (18.54)
	3/14/2023	Paypal - MFIS	Fire Inspect Conf. - Fullerton	206-350.000-748.000	$ 195.25
	3/22/2023	Soaring Eagle Hotel	Fullerton - Fire Inspect. Conference	206-350.000-748.000	$ 352.53
	3/24/2023	Charlotte Shoe Repair	Returned Ram mount 319	206-350.000-732.000	$ 30.92
	3/24/2023	Wal-mart	Replaced broken MCT tv's	666-228.000-865.000	$ 446.94
	3/28/2023	Capital City Scuba	SCBA Repairs	206-350.000-741.000	$ 100.80
	4/1/2023	Galls	Derrick V. shirts	206-350.000-733.000	$ 160.94
	3/31/2023	Charlotte Shoe Repair	316 oil test	206-350.000-740.000	$ 18.79
				Subtotal	**$ 1,287.63**
Griffith, M	3/27/2023	Industrial Storm Water	Chris Miller Certification	510-610.000.735.000	$ 30.60
	4/11/2023	Charlotte Shoe Repair	Fed Ex - Meter Shipment	510-610.000.732.000	$ 34.94
	4/12/2023	Oden Training	Matt Mitschke - Training	510-631.000.748.000	$ 250.00
				Subtotal	**$ 315.54**
Brentar, P	3/27/2023	EasyID Solution	Daniel Glidden	101-300.000-731.000	$ 25.00
	4/4/2023	Fedex	Sgt. Tests Mailed	101-300.000-732.000	$ 34.86
	4/4/2023	GunMag Warehouse	9mm magazines	101-300.000-730.000	$ 1,429.64
	4/6/2023	SmartSign	Vinyl Parking Permits	260-800.000-737.000	$ 141.83
	4/11/2023	Warrior Poet Society	Medical Supplies	101-300.000-731.000	$ 107.60
				Subtotal	**$ 1,738.93**
Smith, E	3/19/2023	Comfort Inn & Suites	M. Larocque Clerk Conf.	101-200.000-748.000	$ 504.00
				Subtotal	**$ 504.00**
Lapere, E	3/17/2023	Zoom	Zoom subscription	666-228.000-749	$ 549.90
	3/21/2023	Michigan Municipal League	Duweck/Chin Conference	101-100.000-748.00	$ 450.00
	4/1/2023	Google LLC	Google workspace - monthly	666-228.000-749	$ 480.00
				Subtotal	**$ 1,479.90**
Antcliff, R					$ -
				Subtotal	**$ -**
Gilson, A	4/5/2023	Eaton Register of Deeds	Card Fee	510-623.000-749.00	$ 2.60
	4/5/2023	Eaton Register of Deeds	Resolution Filing	202-524.000-749.00	$ 30.00
	4/5/2023	Eaton Register of Deeds	Resolution Filing	203-524.000-749.00	$ 30.00
	4/5/2023	Eaton Register of Deeds	Easement Filing	510-623.000-749.00	$ 30.00
	4/11/2023	Michigan APWA	GLX Conference Attendee	510-640.000-748.00	$ 325.00
				Subtotal	**$ 417.60**
				Total	**$ 5,994.58**

CITY OF CHARLOTTE

CITY COUNCIL RESOLUTION 2023-14

A RESOLUTION TO AUTHORIZE AN APPLICATION TO THE PROTECTING MI PENSION GRANT PROGRAM

WHEREAS, the City of Charlotte is eligible to apply for grant funding as our qualified retirement system has a funded ratio of 54.99% based on the last report filed as required by Section 5 of the Protecting Local Government Retirement and Benefits Act, Public Act 202 of 2017, MCL 38.2805, as of December 31, 2021, the Retirement System Annual Report (Form 5572).; and

WHEREAS, the City of Charlotte would request the maximum allowable grant funding award to increase our funding ratio to 60% as of December 31, 2021 which results in a request for $1.2mill grant funding with this application; and

WHEREAS, the City of Charlotte desires to participate in this grant program, and the Michigan Department of Treasury requires that the application be signed by Chief Administrative Officer (City Manager) and notarized by Notary Public; and

WHEREAS, a local government governing body resolution authorizing the Chief Administrative Officer to file a claim for a grant payment for the Protecting MI Pension Grant Program must be submitted with the application; and

WHEREAS, the City of Charlotte will comply with the future expectations for the Protecting MI Pension Grant Program by completing and submitting a notarized copy of the Protecting MI Pension Grant Affidavit (Form 5887) attesting to the requirements listed in in Public Act 166 of 2022, Section 979a(2)(a-f) upon receipt of the grant award.

THEREFORE, BE IT RESOLVED that the City Council of the City of Charlotte hereby authorizes the City Manager to file a claim for a grant payment for the Protecting MI Pension Grant Program..

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

CERTIFICATION

I, Mary LaRocque, 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 May 1, 2023.

_____

Mary LaRocque, City Clerk

RESOLUTION NO. 2023-15
A RESOLUTION TO ALLOCATE FUNDS UNDER AMERICAN RESCUE PLAN ACT

WHEREAS, on March 11, 2021, President Biden signed the U.S. Senate amended H.R. 1319 (P.L. 117-2) known as the American Rescue Plan Act "ARPA"; and

WHEREAS, on April 1, 2022, the Final Rule issued by the U.S. Treasury took effect to implement ARPA in Title 31, Part 35 of the Code of Federal Regulations "CFR"; and

WHEREAS, under the Final Rule, recipients may use Coronavirus State and Local Fiscal Recovery Funds "CSLFRF" to provide general government services to reflect revenues lost during the COVID-19 public health emergency up to a total of $10 million; and

WHEREAS, the City of Charlotte was awarded $955,256.46 in total funds under this program; and

WHEREAS, City Council allocated one-time premium pay to Essential Workers in the amount of $57,283.13; purchase of LUCAS device in the amount of $17,571.93; replacement of City Hall Roof in the amount of $159,283.00; replacement of City Hall Boilers in the amount of $35,650.00; and replacement of Lansing Lift Pump in the amount of $12,248.22, for a total of $282,036.28 in eligible expenditures to-date; and

WHEREAS, City Council will allocate the remainder of $673,220.18 to Major Street Fund to defray a portion of the costs for replacement of road-way for the Hall, Washington, McClure infrastructure project, in accordance with the City Charter, Ordinances, and other applicable agreements; and

NOW, THEREFORE, BE IT RESOLVED that the City Council does hereby allocate the remainder of the ARPA funds received to the Major Street Fund to be expended in FY23/24 on the Hall/Washington/McClure project.

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

CERTIFICATION

I, Mary LaRocque, 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 May 1, 2023.

_____

Mary LaRocque, City Clerk

THE CITY OF CHARLOTTE MICHIGAN

Memo

To: Honorable Mayor Armitage; City Council
From: Bryan Myrkle, Community Development Director
Date: April 28, 2023
Re: Staff report on resolution authorizing signatures

Background
As a result of the Covid-19 pandemic, the Fitch H. Beach Municipal Airport was authorized to receive certain funds under the American Rescue Plan Act, including a $32,000 grant to reimburse the airport for certain operational expenses.

While this grant was previously accepted by the City, I made a paperwork omission and failed to return a resolution specifically authorizing the signatories.

Recommendation
Approve resolution authorizing signatories so the city can receive the grant funds.

Financial Impacts
Will result in $32,000 in revenue for the airport.

Suggested Motion
City Council approves resolution authorizing signatories for grant agreement.

RESOLUTION NO. 2023-16

A RESOLUTION TO APPROVE SIGNATORIES FOR

FAA ARPA Grant No. 3-26-SBGP-132-2022

WHEREAS, the City of Charlotte is entering into an agreement with the Michigan Department of Transportation and Federal Aviation Administration for reimbursement of previous expenditures; and

WHEREAS, this agreement is known as FAA ARPA Grant No. 3-26-SBGP-132-2022; and

THEREFORE, BE IT RESOLVED that City of Charlotte Mayor Michael Armitage and City of Charlotte Clerk Mary LaRocque are hereby authorized by the City Council of the City of Charlotte to act as signatories for this agreement.

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

CERTIFICATION

I, Mary LaRocque, 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 May 01, 2023, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being 1976 P.A. 267, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

_____

Mary LaRocque, City Clerk

THE CITY OF CHARLOTTE MICHIGAN

Memo

To: Honorable Mayor Armitage; City Council

From: City Manager LaPere, MPAP

Date: April 28, 2023

Re: May Workshop Meeting

Background
At the end of 2022, City Council established a meeting schedule for the 2023 calendar year wherein monthly workshops were scheduled for the Wednesday in-between regular Council meetings. The workshop meeting scheduled for May 10, 2023 has no discussion topic at this time. Unless the City Council has a matter that it wishes to discuss in-depth, I recommend we cancel the meeting.

Recommendation
That City Council cancels the workshop meeting scheduled for May 10, 2023.

Financial Impacts
None.

Suggested Motion
City Council moves to cancel the workshop scheduled for May 10, 2023 and will reconvene at its regular meeting to be held on May 15, 2023.

eel

THE CITY OF CHARLOTTE MICHIGAN

Memo

To: Honorable Mayor Armitage; City Council
From: Mary LaRocque, City Clerk
Date: April 28, 2023
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
Michael Armitage, Mayor	Attorney Contract Review Subcommittee	n/a
Adrianne Van Langevelde, Council member	Attorney Contract Review Subcommittee	n/a
Michael Duweck, Council member	Attorney Contract Review Subcommittee	n/a
Erin LaPere, City Manager	Attorney Contract Review Subcommittee	n/a

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.

THE CITY OF CHARLOTTE MICHIGAN

Memo

To: Honorable Mayor Armitage; City Council

From: City Manager LaPere, MPAP

Date: April 28, 2023

Re: Schedule Public Hearing for FY 23/24 Budget

Background
The City Manager has prepared a draft budget for the fiscal year that begins July 1, 2023 and has submitted the document to the City Council in accordance with City Charter. On April 12, 2023 the Council held a workshop meeting to discuss the budget proposal, and further discussion was held on April 17, 2023 at the regular meeting of Council. A revised budget proposal incorporating the following changes has been prepared for Council to review and consider:

- added PILOT revenue estimates to General Fund
- eliminated proposed expenditure for AEDs from Police (purchased in current FY)
- added costs associated with hiring additional DPW Laborer position
- amended contractor service amounts in Motor Vehicle Pool Fund
- allocated ARPA revenues into Major Street Fund
- amended DDA funds to include professional services to update expired TIF Plan
- allocated General Fund dollars to DDA Fund to defray costs to update expired TIFF Plan
- updated charts in Budget presentation to clearly label all areas
- updated current FY projections, as needed

Prior to the adoption of the budget, the City Council is required to afford the public an opportunity to provide comments concerning the proposed budget via Public Hearing. Further, City Charter requires that the budget proposal must be available for not less than one-week for public review and inspection prior to adoption.

The City Charter requires a budget to be adopted by Council at a regular meeting, not later than the second Monday in June; however, should Council fail to adopt a budget before the fiscal year end, the City Manager budget proposal shall be the de facto budget for the City until such time Council has adopted a budget.

Recommendation
We are recommending City Council hold a public hearing on May 15, 2023 and consider adoption of the FY 23/24 Budget at that time. The budget proposal will be available for public review in-person at the City Clerk's office and online at www.charlottemi.org.

Financial Impacts
Adoption of the annual budget is a required action; financial impacts are costs associated with required public notices and staff time spent preparing such budget.

Suggested Motion
City Council moves to schedule a Public Hearing on May 15, 2023 and authorizes the City Clerk to provide notice of the public hearing in accordance with legal requirements.

eel

THE CITY OF CHARLOTTE MICHIGAN

Memo

To: Honorable Mayor Armitage; City Council
From: Amy E. Gilson, PE - Director of Public Works
Date: April 24, 2023
Re: Staff report on Brush Grinding

Background
The Department of Public Works collects leaves and brush throughout the year and contracts for its grinding and removal each Spring. We are required by the Department of Environment, Great Lakes, and Energy (EGLE) to remove the material annually. The last time we had a formal request for bids for this service was in 2017 There were only two bidders due to the specialized equipment required. We continue to request quotes from several companies, but as of 2021, Hammond Farms is the only company that has responded. They have been the low bidder since 2015. Due to the time and cost of preparing and advertising the formal bids, DPW has been requesting bids via phone each year.

For this year's grinding, DPW again requested quotes from the few companies who own the massive equipment necessary to provide this service. There was only one bid turned in again this year. It is the same sole bidder from last year, Hammond Farms, inc. They have provided good service in the past. It is anticipated that this year's grinding will be completed in the current fiscal year.

Recommendation
Award the contract for the grinding, hauling, and composting of the brush pile to Hammond Farms, Inc. in the amount of $23,355.00.

Financial Impacts
This work is budgeted in the General Fund, but is offset by the yard waste millage. There was $19,000 budgeted for the work based on last year's cost. I have been provided the following information:

Projected yard waste millage revenue: $44,335
Projected leaf collection expenditures: $50,825 (including 23k for brush grinding)

The difference to be made up by General Fund is $6,490. If you up projected costs to include the actual bid amount of $23,355, then it's a difference of 6,845, and that may vary further up or down based on labor/other costs associated with the program.

We are projected to have general fund balance available to make up the difference.

Suggested Motion
City Council approves the quote from Hammond Farms, Inc in the amount of $23,355.00 with funds from the General Fund.

April 10, 2023

City of Charlotte
Attn: Mr. Tom Archer

Re: Grinding and hauling brush

Good afternoon Tom,

Thank you for contacting us regarding the grinding, hauling and composting of Charlotte's brush pile. Hammond Farms owns and operates a licensed and insured compost facility. Our production department has measured the pile and compiled the following bid.

Hammond Farms proposes to:

Grind, haul away, and compost the brush pile located at 301 Tirrell Hwy - $23,355.00

Pricing above includes transportation, set up, all equipment, labor and fuel to complete this work in a safe and efficient manner. We are available to complete the above quoted work before June 15, 2023.

This quote is valid for 30 days.

Thank you, again, for the opportunity to quote this work. Please don't hesitate to contact me directly at (517) 719-7844 or Lee@hammondfarms.com with any questions or concerns regarding this proposal.

Sincerely,

Lee Hammond II

Lee Hammond
Hammond Farms, Inc.

THE CITY OF CHARLOTTE MICHIGAN

Memo

To: City Council
From: Bryan Myrkle, Community Development Director
Date: April 27, 2023
Re: Consultant selection – Master Plan and Zoning Code rewrite

Background
The City of Charlotte recently released a Request for Proposals for professional planning services related to the proposed rewrite of the city's Community Master Plan and Zoning Ordinance. This is a significant project that is expected to take 18-24 months to complete and will span up to three fiscal years.

Both of these documents in Charlotte are quite dated. The current master plan was originally written 15 years ago, and the zoning code nearly 50 years ago with the most significant updates in the early 1990s. They need to be completely rethought and rewritten. In Michigan, zoning regulations are required to be based on planning, and the two documents work best when they are closely tied together. In Charlotte, the two have diverged from one another over time and no longer guide our decision making as effectively as they should.

Development planning and zoning regulations have a profound effect on local economic growth and community progress. Because of Charlotte's infrequent history of local plan and code updates, rewriting them together now represents a rare opportunity for the City of Charlotte to completely reinvent its planning and zoning, and through that also its economic and community development processes. Therefore, the careful selection of a consulting firm is very important.

The City Council recently appointed a steering committee for this project that consists of two City Councilmembers, four Planning Commissioners, our Main Street Director, City Manager LaPere and myself. Three well-qualified firms responded to our Request for Proposals, and the steering committee chose to conduct in-person interviews with them all. These interviews took place on Monday, April 24 and Wednesday, April 26.

Each of the responding firms has previously worked in Charlotte and seemed very interested in taking on this project. After meeting and interviewing the project teams from each firm, the steering committee discussed the strengths and weaknesses of each one and identified a clear favorite in Beckett & Raeder.

Beckett & Raeder has a long history of award-winning work in this field that is detailed in their proposal and included with your Council packet. The steering committee identified particular strengths that will make them the best fit for this project. These strengths include a very robust community outreach and data gathering process to ensure the new documents reflect the actual desires of the community. This process would include data sampling and community surveying using methods that allow anyone to participate while maintaining statistical validity.

Other highlights include a project work plan that features regular in-person meetings with elected and appointed officials, community development partners, individual and organizational stakeholders, and a youth engagement plan that includes in-school participation from local high school students. Their proposal also addresses the need for a realistic implementation strategy that is vetted for community support prior to adoption; a 'vision' document that presents the plan and zoning code in a magazine-style format that is easy for lay-people to understand and use; a project website where community members can participate and track project progress at the times and places that are convenient for them; and a reliance on maps and graphics to help ensure that planning concepts and zoning regulations are presented in ways that make sense for everyone.

The Beckett & Raeder team also talked about the plans they create being flexible enough to handle a variety of development scenarios from minor to significant; and including specific 'in-plan' economic development tools to help ensure the documents work as intended. Another important aspect of Beckett & Raeder, as a firm, is that they one of two firms that provide Redevelopment Ready Communities technical assistance, and RRC certification is a long-standing goal of the City of Charlotte. The firm's relationship with RRC planners at the Michigan Economic Development Corporation may make it easier to tap into technical assistance funding that could help defray some of the costs of this project.

Financial Impacts

The cost of the three proposals were similar, with prices ranging from $111,600 at the low end, to $146,097 at the high end, depending on what project alternatives are chosen. Beckett & Raeder's proposal is in the middle at $114,625, not to exceed $122,597. The two optional services identified could add $23,500 and would be presented to Council for approval if the Steering Committee identifies a need or value for those add-ons. The City would spread these costs over three fiscal years, beginning in the current fiscal year. The cost of the project is included in the current budget and the FY23-24 budget proposal you received in April. The City is also evaluating the opportunity to obtain additional grant funds for this project from the MEDC.

Recommendation

The Master Plan Steering Committee recommends accepting the proposal from Beckett & Raeder for the rewrite of both the City's Community Master Plan and Zoning Ordinance.

Suggested Motion

City Council approves the recommendation of the Master Plan Steering Committee and authorizes staff to negotiate a formal agreement with Beckett & Raeder for its services.

Original Copy

B R i
Beckett&Raeder

Landscape Architecture
Planning, Engineering &
Environmental Services

The City of Charlotte Master Plan & Zoning Ordinance

Proposal for Professional Services

March 30, 2023



Maumee Streetscape, Maumee Ohio

innovative

Letter of Interest 3

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B R i
Beckett&Raeder

Landscape Architecture
Planning, Engineering &
Environmental Services

March 30, 2023

Bryan Myrkle | Community Development Director
City of Charlotte
111 E Lawrence Ave
Charlotte, Michigan 48813

Regarding: Proposal for Master Plan and Zoning Ordinance Update

i initiative

Bryan Myrkle,

I am pleased to submit for your consideration a proposal for professional planning services to prepare a Master Plan and Zoning Ordinance for the City of Charlotte. We feel our team at Beckett & Raeder, Inc. (BRI) is expertly equipped with the planning skills, resources, and experience needed to successfully serve the city. BRI works statewide but specializes in master planning for small mature rural communities. Our emphasis on visual storytelling creates compelling plans that are accessible and provide a clear roadmap for the future.

BRI has had the pleasure of working with the city on the 2017 Strategic Communications Plan, 2017 Economic Development Strategy, and 2017 Downtown Framework Plan. Over the last ten years, our team has won more Daniel Burnham Awards for a Comprehensive Plan from the Michigan Chapter of the American Planning Association than all other planning firms in the state combined, and it's because we take great pride in crafting unique documents that speak directly to the communities they serve. Because we serve as technical consultants to the Michigan Economic Development Corporation's RRC® program, we are attuned to the best practices for leveraging development and redevelopment that achieve a high degree of alignment with recent planning endeavors and that generate predictable outcomes.

We prepared a Scope of Work that complies with the requirements of PA 33 of 2008, the Michigan Planning Enabling Act (MPEA) and the requirements of PA 110 of 2006, the Michigan Zoning Enabling Act (MZEA), and meets your plan objectives for clear direction on how to develop in the short- and long-term, using data and community input.

If you have any questions, please feel free to contact me at 734.663.2622 or jri@bria2.com.

Sincerely,

John Iacoangeli, PCP, FAICP, LEED AP, CNU-A
Partner

Beckett & Raeder, Inc.
535 West William
Suite 101
Ann Arbor, MI 48103

734.663.2622 ph
734.663.6759 fx

Petoskey Office
113 Howard Street
Petoskey, MI 49770

231.347.2523 ph
231.347.2524 fx

Traverse City Office
148 East Front Street
Suite 207
Traverse City, MI 49684

231.933.8400 ph
231.944.1709 fx

Grand Rapids Office
5211 Cascade Road SE
Suite 300
Grand Rapids, MI 49546

616.585.1295 ph

innovative

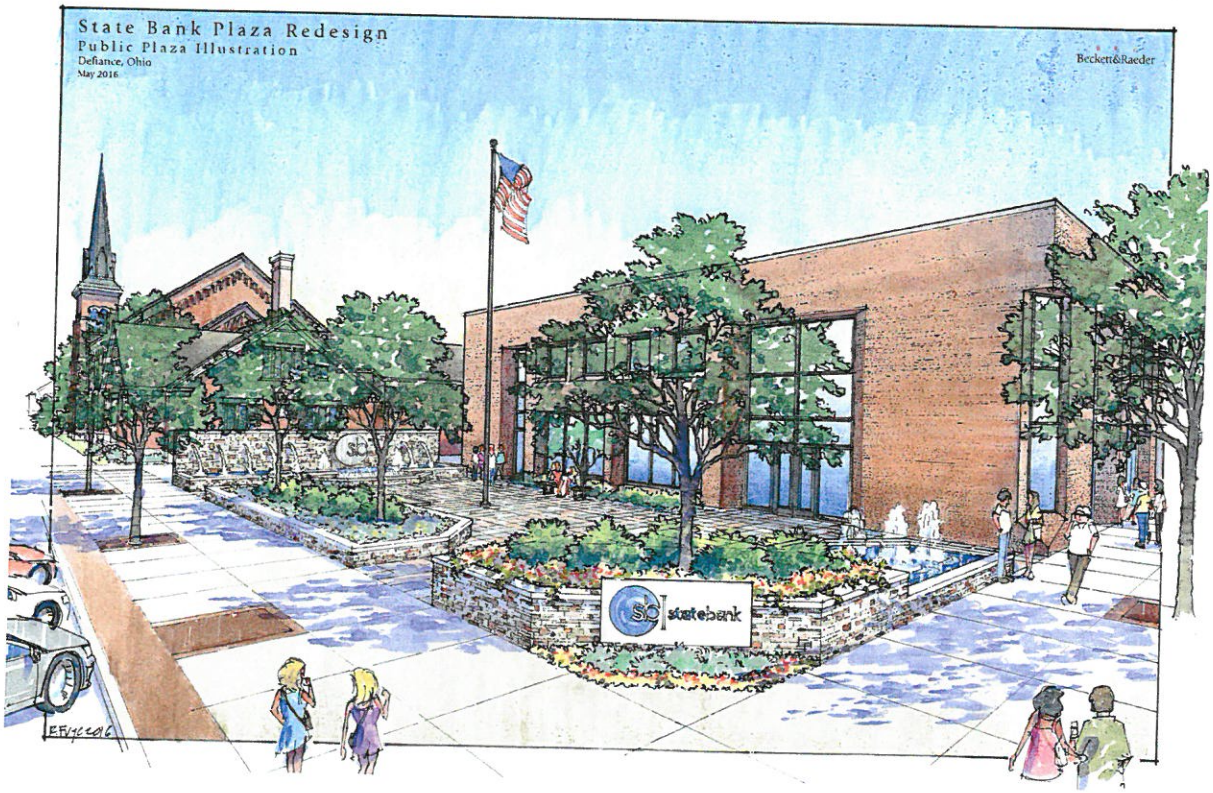
OUR CORE VALUES

The Beckett & Raeder, Inc. team firmly believes and employs the following set of core values, which actively drive each professional throughout the duration of any project and contract. As a team, we strive to be:

- Responsive
- Exceeding Expectations
- Creative
- Passionate
- Dedicated

It is fundamental that each client receives services and expertise from Beckett & Raeder, Inc. while strictly adhering to the core values.


B R I
Beckett&Raeder


State Bank Plaza Redesign
Public Plaza Illustration
Defiance, Ohio
May 2016
Beckett&Raeder
statebank

i.

Business Introduction



Seminole and Henry Corridor Redevelopment | Norton Shores, Michigan

Beckett & Raeder, Inc. is a Michigan Corporation headquartered in Ann Arbor with additional offices in Petoskey, Traverse City, and Grand Rapids, Michigan. The firm includes landscape architects, planners, civil engineers, LEED accredited professionals, and support staff maintaining registrations in the States of Michigan, Ohio, Indiana, and Illinois and certification at the national level.

HISTORY

Beckett & Raeder, Inc. was established as a Michigan corporation in 1966 with its corporate office in Ann Arbor, Michigan. BRI is also licensed to operate in the State of Ohio.

SERVICES

Major areas of practice and scope of services include sustainable design, land use programming and analysis, master planning, campus planning, placemaking, site planning and civil engineering, site development, municipal engineering, storm water management, downtown revitalization and redevelopment, community planning and urban design, economic development, public/private development services, and environmental services.

PARTNERS, PRINCIPALS, AND/OR OFFICERS

Deborah Cooper, President & Partner
John Iacoangeli, Executive V.P., Treasurer & Partner
Christy Summers, Secretary & Partner
Brian Barrick, Partner
Kristofer Enlow, Partner
Christopher DeGood, Partner
John Beckett, Partner Emeritus
Tim Knutsen, Principal

PHILOSOPHY

All commissions accepted by the firm are accomplished under the direct supervision of one of the firm's seven Partners. Principals, Senior Associates, Associates, Project Landscape Architects, Planners, and Engineers are assigned to projects in accordance with their individual expertise and the requirements of the project. In keeping with the philosophy of the office, the project team is involved in all aspects of the work through its entire duration. The firm routinely engages other consultants, as the work plan requires.

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Fax: 734.663.6759

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Petoskey, MI 49770
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Our Services



Michigan Recreation and Park Association (mParks), Outstanding Park Design Award, 2018, Petoskey Downtown Greenway, South Segment | Petoskey, Michigan

INFRASTRUCTURE

Storm Water Management
Water Distribution Systems
Sanitary Sewer Systems
Capacity Analysis
Capital Improvement Program
Wellhead Design & Protection
Pavement Evaluation
Streets and Roads
Onsite Sewage Treatment
Utility Marking
Parking

COMMUNITY PLANNING & ZONING

Comprehensive Master Plans
Brownfield Redevelopment
Zoning Ordinance /Codes
Specialized Zoning Ordinance
Provisions Development Standards and Guidelines Site Plan Review
Strategic Planning
Expert Witness Zoning Testimony
Community Development
Greenway Planning
New Urbanism

ENVIRONMENTAL SERVICES

Site Evaluation & Analysis
Low Impact, Conservation Design
Wetland Delineation
Constructed Wetland Design & Installation
Wetland Restoration
Storm Water Management

ANALYSIS & EVALUATION

Site Analysis
Feasibility Studies
Site Selection Studies
Buildout Analysis
Market Analysis
Demographics
Natural Features Interpretive Studies

PROJECT CONSTRUCTION

Construction Administration
Field Inspection
Storm Water Operator
Bridge Inspection
Specification Writing
Project Cost Estimating
Construction Drawings



2016 Honor Award, Michigan Chapter, Landscape Architectural Sustainability Marshbank Park |West Bloomfield Township, Michigan

DOWNTOWN & ECONOMIC DEVELOPMENT

Brownfield Redevelopment
Grant Writing
Downtown Management
Downtown Master Plans
Special Finance Districts
Adaptive Reuse Studies
Retail Market Analysis
Strategic Planning/Visioning Workshops
Physical Design Plans
Streetscape Design & Implementation
Wayfinding & Signage
Tax Increment Financing & Development Plans
DDA Creation

SITE DESIGN

Planting Design
Irrigation Design
Grading Plans
Utility Plans
Pavement Design
Lighting Design
Site Design Guidelines
Park Design
URBAN DESIGN
Corridor Design & Planning
Streetscape Design
Waterfront Design

FACILITY DESIGN

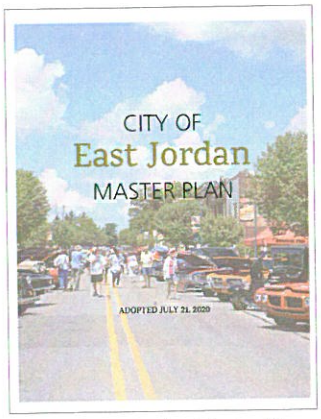
Marina Design
Playground Design
Athletic Facility Design
K-12 Site Development
Subdivision Design
Campgrounds
Parks Design
Higher Education

MASTER PLANNING

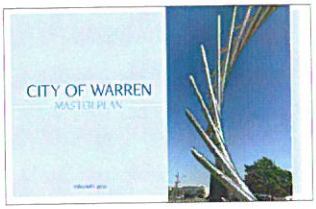
Campus Planning
Traditional Neighborhood & Small Town Design
Community Master Planning
Watershed Planning
Recreation Master Planning
Park Master Planning
Rural Land Planning Services
Land Use Planning

MAP Daniel Burnham Award for a Comprehensive Plan

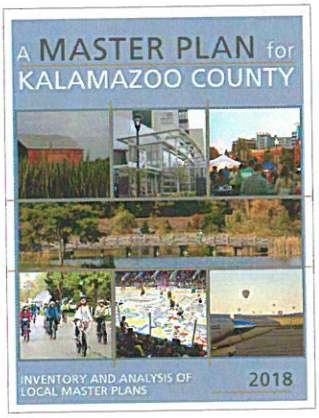




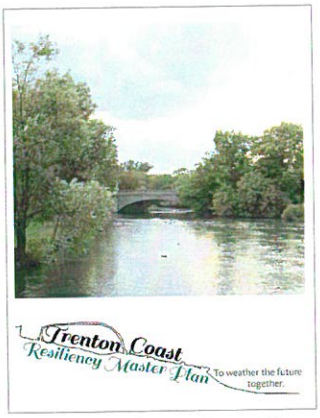
City of East Jordan Master Plan
East Jordan, MI | 2022



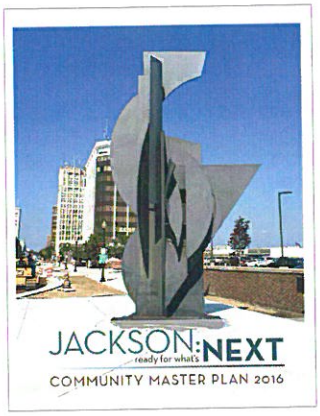
City of Warren Master Plan
Warren, MI | 2021



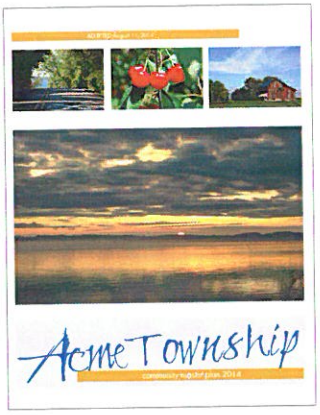
Kalamazoo County Master Plan
Kalamazoo, MI | 2019



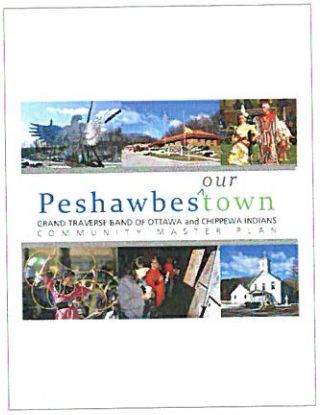
Trenton Resiliency Master Plan
Trenton, MI | 2017



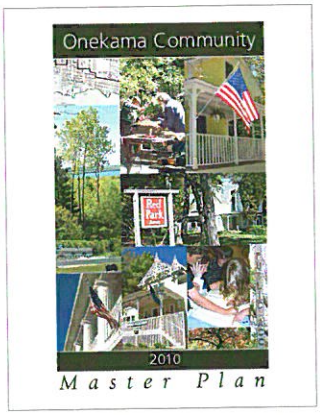
Jackson Community Master Plan
Jackson, MI | 2016



Acme Township Master Plan
Acme, MI | 2015

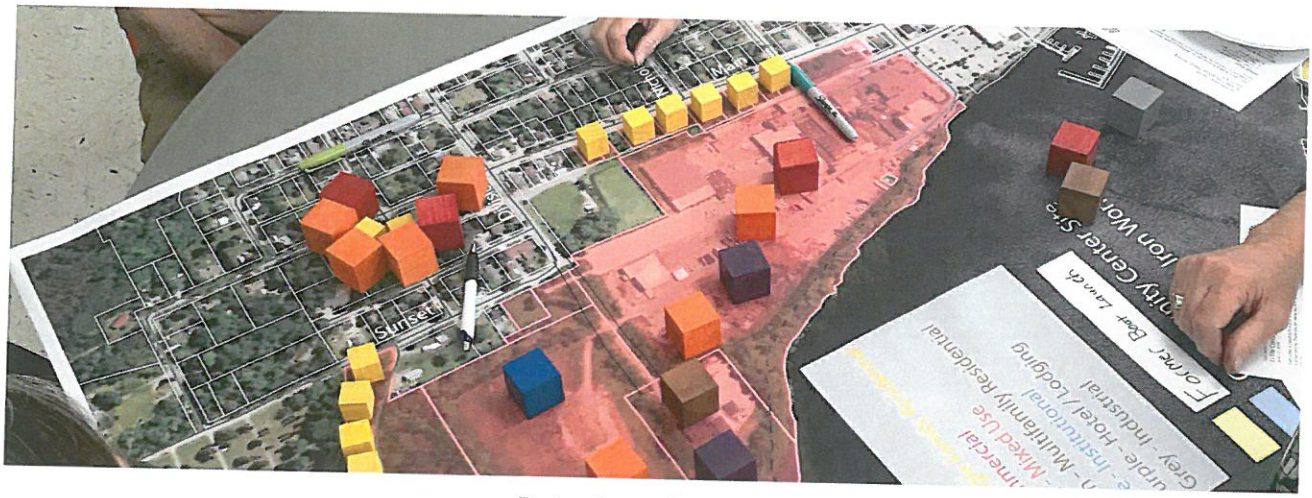


Peshawbestown Master Plan
Grand Traverse Band of Ottawa &
Chippewa Indians | 2013



Onekama Community Master Plan
Onekama, MI | 2010

Other Michigan Association of Planning Awards



Design charette for City of East Jordan Master Plan | City of East Jordan, Michigan

PLANNING EXCELLENCE AWARDS

Economic Development & Planning, 2021
Comstock Center Place Plan for Redevelopment and Prosperity
Township of Comstock, MI

Public Outreach, 2021
City of East Jordan Master Plan
East Jordan, MI

Public Outreach, 2020
Sturgis Community Master Plan
Sturgis, MI

Economic Planning & Development, 2018
Project Rising Tide

URBAN DESIGN AWARDS

Urban Design, 2018
Jackson Downtown Streetscape
Jackson, MI

Urban Design, 2017
Jackson Blackman Park Expansion
Jackson, MI

HONOR AWARDS

Honor Award
Monroe Coastal Zone Management Plan
Monroe, MI

Honor Award
River Raisin Esplanade
Monroe, MI

Honor Award
"Michigan Social Erosion and Sedimentation Control Guidebook"
State of Michigan

Honor Award
"Housing for the Elderly Development Process"
Michigan State Development Authority

OTHER AWARDS

Best Practice Award, 2018
Planning for Resiliency in Michigan: A Comprehensive Handbook

Implementation Award, 2016
Bear River Valley Recreation Area
Petoskey, MI

Innovation in Economic Planning & Development, 2015
Lakes to Land Regional Initiative: Food and Farm System Assessment

Innovation in Regional Planning, 2014
Lakes to Land Regional Planning Initiative

Onekama Joint Master Plan, 2012
Onekama, MI

Selected Recent Awards



River Raisin Heritage Corridor | Monroe, Michigan

MICHIGAN ASSOCIATION OF PLANNING

Daniel Burnham Award for a Comprehensive Plan, 2021
City of Warren Master Plan
Warren, MI

Planning Excellence Award for Economic Development and Planning, 2021
Comstock Center Place Plan for Redevelopment and Prosperity
Township of Comstock, MI

Planning Excellence Award for Public Outreach, 2021
City of East Jordan Master Plan
East Jordan, MI

Planning Excellence Award for Public Outreach, 2020
Sturgis Community Master Plan
Sturgis, MI

Daniel Burnham Award for a Comprehensive Plan, 2019
Kalamazoo County Master Plan
Kalamazoo, MI

Economic Planning and Development Award, 2018
Project Rising Tide

Urban Design Award, 2018
Jackson Downtown Streetscape
Jackson, MI

Best Practice Award, 2018
Planning for Resiliency in Michigan: A Comprehensive Handbook

Urban Design Award, 2017
Jackson Blackman Park Expansion
Jackson, MI

Daniel Burnham Award for a Comprehensive Plan, 2016
Jackson Community Master Plan
Jackson, MI

Implementation Award, 2016
Bear River Valley Recreation Area
Petoskey, Michigan

Daniel Burnham Award for a Comprehensive Plan, 2015
Acme Township Master Plan
Acme, MI

Innovation in Economic Planning & Development, 2015
Lakes to Land Regional Initiative: Food and Farm System Assessment

Innovation in Regional Planning, 2014
Lakes to Land Regional Planning Initiative

Daniel Burnham Award for a Comprehensive Plan, 2013
Peshawbestown Master Plan
Grand Traverse Band of Ottawa and Chippewa Indians

Daniel Burnham Award for a Comprehensive Plan, 2010
Onekama Community Master Plan
Onekama, Michigan

AMERICAN SOCIETY OF LANDSCAPE ARCHITECTS

Merit Award, Michigan Chapter, 2017, General Design
Chicago Drive Corridor
Grandville, Michigan

Merit Award, Michigan Chapter, 2017, Planning & Analysis
Peshawbestown Community Master Plan
Peshawbestown, Michigan

Selected Recent Awards

Merit Award, Michigan Chapter, 2016, Landscape Architectural Design
Jackson Blackman Park Expansion,
Jackson, Michigan

Merit Award, Michigan Chapter, 2016, Landscape Architectural Sustainability
Wall Street East Parking Structure,
Ann Arbor, Michigan

Honor Award, Michigan Chapter, 2016, Landscape Architectural Sustainability
Marshbank Park
West Bloomfield Township,
Michigan

Merit Award, Michigan Chapter, 2015, Landscape Architectural Design
Munger Graduate Residences,
University of Michigan
Ann Arbor, Michigan

Merit Award, Michigan Chapter, 2014, Historic Significance
Petoskey Bayfront Park
Petoskey, Michigan

Merit Award, Michigan Chapter, 2013, Planning & Analysis
River Raisin Heritage Corridor
East Master Plan
Monroe, Michigan

Merit Award, Michigan Chapter, 2010
Outdoor Learning Center
Central Michigan University
Mt. Pleasant, Michigan

MICHIGAN RECREATION & PARK ASSOCIATION

Design Award, Outstanding Facility 2017
Silver Lake State Park
Mears, Michigan

Landscape Design Award, 2014
White Lake Bloomer Park
White Lake Charter Township,
Michigan

Outstanding Park Design Award, 2013
Argo Cascades
Ann Arbor, Michigan

Design Award, Landscape Design, 2011
Bear River Valley Recreation Area
City of Petoskey, Michigan

Landscape Design Award, 2011
Marshbank Park
West Bloomfield Township,
Michigan

Landscape Design Award, 2010
Outdoor Learning Center
Central Michigan University
Mount Pleasant, Michigan

IMAGIN (Improving Michigan's Access to Geographic Information Networks)

Innovation Award, 2018
Acme Township, Michigan

EDUCATION DESIGN SHOWCASE

Project of Distinction, 2017 Outstanding Design and Architecture
Lasch Family Golf Center,
Michigan State University
East Lansing, Michigan

NATIONAL TRUST FOR HISTORIC PRESERVATION

Richard H. Driehaus National Preservation Honor Award, 2014
McGregor Pool
Wayne State University
Detroit, Michigan

MICHIGAN HISTORIC PRESERVATION NETWORK

Government/Institution Award, 2016
River Raisin Heritage Corridor,
East Master Plan
Monroe, Michigan

Cultural Landscape Award, 2014
McGregor Memorial
Conference Center Reflecting
Pool and Sculpture Garden
for Contribution to Historic
Preservation in Michigan
Wayne State University
Detroit, Michigan

GREAT LAKES PARK TRAINING INSTITUTE

Great Lakes Park, Facility, & Recreation Program Award, 2013
Marshbank Park
West Bloomfield Township,
Michigan

WASHTENAW CONTRACTORS ASSOCIATION

Pyramid Award, 2018
University of Michigan Art &
Architecture A. Alfred Taubman
Wing
Ann Arbor, Michigan

OAKLAND COUNTY

Oak Land Award, 2012
Marshbank Park
West Bloomfield Township,
Michigan

Professional Affiliations & Organizations



Jackson Streetscape Master Plan | Jackson, Michigan

Beckett & Raeder, Inc. is staffed by registered professional engineers, landscape architects, community planners, and environmental and ecological professionals and has specialized training and maintains professional affiliation with the following:

ACCREDITATIONS

U.S. Green Building Council LEED Accredited Professionals
Form Based Code Institute (FBCI)
Congress for the New Urbanism Accreditation (CNU-A)

CERTIFICATIONS

Michigan Economic Development Association Certified Economic Development Professional
Certified Stormwater Operator
Housing Development Finance Professional (HDFP)
Project Management Boot Camp
PASER Road Rating
Planning and Zoning Instructor (MAP)
Certificate of Real Estate
Certified Playground Safety Inspector (CPSI)
American Institute of Certified Planners (AICP)
National Charette Institute Certification (NCI)

REGISTRATIONS

Professional Registered Engineers
- State of Michigan (PE)
- State of Ohio (PE)

Professional Landscape Architects
- State of Michigan (PLA)
- State of Ohio (PLA)
- State of Illinois (PLA)
- State of Indiana (PLA)
- Council of Landscape Architects Registration Boards

Residential Builder License
- State of Michigan

SPECIALIZED TRAINING

EPA Brownfield Redevelopment
People, Places and Placemaking
Economics of Place
Neighborhoods, Streets and Connections
Form Planning and Regulation
Collaborative Public Involvement
Applied Placemaking
Complete Streets
Geographic Information Systems
FEMA ICS-100, IS-00029, EFS 15
FEMA ICS-200, IS-00700 (NIMS)
Green Roof Design
Charette System Training (NCI)

Professional Affiliations & Organizations

MEMBERSHIPS

- American Planning Association (APA)
- American Society of Landscape Architects (ASLA)
- American Society of Civil Engineers (ASCE)
- American Public Works Association (APWA)
- Congress for the New Urbanism
- Detroit Association of Planners
- Heritage Ohio (Ohio Main Street)
- Improving Michigan's Access to Geographic Information Networks (IMAGIN)
- Institute of Transportation Engineers (ITE)
- Michigan Association of Physical Plant Administrators (MIAPPA)
- Michigan Association of Planning (MAP)
- MAP Planners in Private Practice
- Michigan Complete Streets
- Michigan Downtown Association (MDA)
- Michigan Economic Development Association (MEDA)
- Michigan Historic Preservation Network
- Michigan Municipal League (MML)
- Michigan Recreation and Parks Association
- Michigan Rural Network
- Michigan Society of Professional Engineers
- Michigan School Business Officials (MSBO)
- National Complete Streets
- National Main Street Center
- National Society of Professional Engineers
- National Trust for Historic Preservation
- Preservation Detroit
- Society of Marking Professional Services (SMPS)
- Society of College and University Professionals (SCUP)
- South Oakland County Municipal Engineers (SOCME)
- Southern Michigan Water and Sewer Utilities Association (SMW & SUA)
- Toledo Metropolitan Area of Council of Governments (TMACOG)
- Urban Land Institute
- Urban and Regional Information Systems Association (URISA)

ii.

Work Program

TASK 1: MASTER PLAN PROJECT INITIATION

Host a kickoff meeting with the Planning Commission to discuss the final work plan, any special considerations in the planning process, and identify steering committee members. The kickoff meeting will also include a community tour with city staff prior to the Planning Commission Meeting.

Task 2: Community Engagement

2.1 Joint Planning Commission and City Council Meetings

BRI will provide regular updates to the planning commission and city council (see project timeline) to keep them informed about the project process. If possible, BRI recommends holding a joint meeting of both bodies to provide the update during one meeting. If a joint meeting is not possible BRI will provide written updates to both bodies but attend only one of the meetings of either the planning commission or city council, alternating attendance of each body.

2.2 Steering Committee Meetings

BRI will use a steering committee to guide the Master Plan and Zoning Ordinance process. The Master Plan steering committee is recommended to comprise of members of the planning commission, city council, DDA, staff, and community representatives. Meetings with the steering committee will be held roughly once per month (see project timeline). After the conclusion of the Master Plan, it is intended that the steering committee will change slightly to include more people who work with the zoning ordinance on a regular basis, such as zoning board of appeals members and zoning staff. However, continuity between the two steering committees is important because the projects will overlap, especially in gathering community feedback.

2.3 Stakeholder Meetings incl. City Staff

During project initiation BRI will work with city staff and planning commission members to identify key community stakeholders. These stakeholders will be engaged via guided listening sessions at three (3) key points during the planning process. City staff will have a dedicated listening session each time the stakeholders are convened.

The first listening sessions will be held during the initial stages of the Master Plan. This session will focus on identifying key issues and trends that will influence Charlotte over the next 10 – 20 years. Stakeholders will also be asked to provide feedback on the guiding principles described in task 3.1.

The second listening session will be held during the final stages of the Master Plan. This session will focus on implementation and stakeholders will be asked to review the action items in the Master Plan and identify if any of the action plans align with the goals and directions of their organizations. This step is critical as it is key to the actual implementation of the Master Plan, if no stakeholders agree on an action plan it is unlikely to be realized and that action item will be reevaluated.

The third listening session will be held during the initial stages of the zoning ordinance. Stakeholders will be asked to provide input on what elements of the zoning ordinance are working well and what is not working well. It is anticipated that not all stakeholders from the first two session will be familiar with the zoning ordinance, so the stakeholder list may change slightly for the third session.

2.4 Community Surveys

BRI will distribute surveys throughout the project. One (1) primary survey will be conducted during the initial stages of the Master Plan to gather feedback on what issues community members see as the most pressing to address during the project. The survey will be designed to be high-level and brief, attempting to gather as much input as possible. Survey postcards will be mailed to all of those living and/or who own property in the city.

OPTIONAL: Cobalt360 will conduct a statistically valid sampling survey of the city in place of the survey described above. The survey will be mailed to a random selection of city residents to ensure statistical validity. For those who do not receive a direct mailing an identical survey will be available but reported separately from the statistically valid responses.

Work Program

More granular engagement opportunities will be tailored to the open house and design charette format. Surveys will also be created for distribution following the proposed open houses and design charettes to provide an opportunity for community members to engage if they are unable to attend the in-person open houses or design charettes.

2.5 Community Open Houses

BRI proposes three (3) open houses to be held at key moments during the project. The first open house will be held during the initial stages of the Master Plan. The open house will cover broad issues and trends and ask for high level feedback on key project topics. This open house will also help form the guiding principles described in task 3.1.

The second open house will be held during the 63-day public review period of Master Plan Adoption. The open house will cover major findings, implementation, and next steps (the zoning ordinance). Participants will be given an opportunity to provide feedback which will be compiled and read during the public hearing of the Master Plan.

The final open house will be held during the adoption of the zoning ordinance. The open house will invite the public to view the major highlights to the revised zoning ordinance. The major changes will also be displayed at City Hall so that the pubic can learn the rationale behind the changes and comment on any modifications they would like to see. The comments will be compiled and considered for the final draft. All open houses will be paired with an online survey that covers the open house content. The surveys will be open for 1-2 weeks after the open houses so that those who were unable to attend can still participate.

2.6 Design Charettes

BRI will hold three (3) design focused charettes to support the Master Plan and Zoning Ordinance. The charettes are intended to provide a more hands on engagement opportunity that allows participants to provide specific and directive feedback.

The first design charette will focus on transportation and mobility, gathering feedback on challenging areas of the city to walk, drive, and bike. Participants will also be asked to consider complete street elements and their applicability for various streets in Charlotte.

The second design charette will be infill/development/redevelopment focused. Per RRC guidelines a Master Plan is required to identify at least three redevelopment sites. During the Master Plan BRI will work with the steering committee to identify the three redevelopment sites. The second charette will ask the community to envision what type of infill/development/redevelopment they would like to see at each of the site.

OPTIONAL: High-quality illustrative renderings will be generated for each redevelopment site to illustrate the community's vision for each site. (Please review Projects Sheets for Cadillac M-115 and East Jordan as examples).

The final design charette will occur during the zoning ordinance process. This charette will focus on the design and form of the built environment to inform the zoning ordinance. Exercises will ask the community to think through how building should be oriented in relationship to the street, to other buildings, and to the surrounding area with the intention to inform the development of a hybrid form-based code zoning ordinance.

2.7 Youth Engagement

Younger community members are often one of the most challenging groups to engage during the planning process. BRI will work with the Charlotte Public Schools to identify a day/time to attend a high school class period(s) and conduct the infill/development/redevelopment design charette. The youth engagement sessions will also include an overview of planning, equity, and why community engagement is important during the planning process.

2.8 Project Website

A community website will be developed for the entirety of the project, it is intended to be linked to the city's website. The website will provide background information on the project and the planning process, members of the steering committee, community engagement schedule, and

an email list. The email list will be used to notify community members of community engagement opportunities, send quarterly project updates, and link to the draft documents of both the Master Plan and Zoning Ordinance.

TASK 3: MASTER PLAN DEVELOPMENT

3.1 Background and Regional Trends

To provide context to the Master Plan, the document will begin with an overview of the planning process and regional trends that will influence Charlotte over the next 10-20 years. Cobalt360 will provide a benchmarking analysis to be used in this section and throughout the Master Plan, where relevant. This section will also include 5 – 6 guiding principles. The guiding principles will developed through community engagement and are intended to direct the development of the Master Plan. The guiding principles are analogous to overarching goal statements. All action items will relate back to one or more of the guiding principles.

3.2 Community Engagement Summary

A summary of community engagement will be the second section of the Master Plan, providing context to plan narrative and action steps. The summary will be a "living-document" throughout the Master Plan process and will only be finalized until after the public hearing of the 63-day public review period to ensure that all community feedback provided during the planning process is included in the Master Plan. Community comments will be provided in full in an appendix of the Master Plan.

3.3 Demographics

Demographic analysis is vital to ensuring that future planning strategies align with the needs of the community. BRI will use census data and other sources to provide a summary of Charlotte's population and compare Charlotte's demographics to the demographics of other communities in the region. The section will be graphic and illustrative to present a data heavy section in a pleasing and accessible manner.

3.4 Housing and Neighborhoods

Housing is one of the most pressing issues facing communities nationwide. This section will provide a discussion of existing housing conditions and how shifting demographics may impact housing needs of the community. Action strategies will focus on maintaining and improving housing conditions, creating opportunities for contextual housing development, and modernizing the zoning ordinance to support housing. Additionally, this section will include a discussion of "complete neighborhoods" and how the existing residential areas of Charlotte could be enhanced to increase livability and sense of place.

3.5 Transportation and Mobility

This section will include an overview of existing transportation systems in the city and discuss potential street treatments. Suggestions will be rooted in complete streets elements and based on the community feedback received during the second design charette. This section will focus equally on motorized and non-motorized systems.

3.6 Natural Features and Resiliency

The existing natural systems in Charlotte will be inventoried including wetlands, streams, tree canopy, and city parks and recreational assets. This section will discuss strategies for preserving and enhancing the natural systems in the city through regulatory and non-regulatory mechanisms. Additionally, this section will include a thorough discussion of the health and usage of the Battle Creek River.

3.7 Economic Development

The BRI team will utilize IMPLAN, an economic modeling software that details industry specific economic trends and can evaluate the economic impact of changing industries, investment, and public policies. For the Charlotte Master Plan the IMPLAN model will be coupled with an economic base analysis to provide a detailed understanding of how growth and emerging sectors influence other economic dynamics. The analysis will highlight which sectors have the greatest impact on the economy and how land use policy influences that impact. Additionally, this section will include a discussion of the three redevelopment sites and community direction for the sites, as described in task 2.7.

3.8 Land Use

A Master Plan is a document intended to guide land use, this section will discuss the existing land use pattern, existing zoning, and future land use. The development of this section will be vital in guiding the development of the Zoning Ordinance.

3.9 Implementation and Zoning Plan

The Master Plan will conclude with implementation and zoning plan. All of the action items discussed throughout the Master Plan will be compiled into one large table that identifies timeframe, responsible party, potential partners, and possible funding sources for each action item. Some of these action items may not be applicable to the zoning ordinance so a separate zoning plan will be created directing specific changes to the zoning ordinance.

3.10 Vision for Charlotte

BRI understands that a large Master Plan can be daunting for community members to read and digest. Therefore, BRI will create a 20 page "Vision of Charlotte" that provides a brief summary of the Master Plan. The Vision for Charlotte will be a magazine style document with engaging and illustrative graphics that focuses on the guiding principles, future land use, and implementation.

TASK 4: ADOPTION OF THE MASTER PLAN

BRI will assist city staff in the adoption of the Master Plan. BRI will attend the Planning Commission meeting where the draft plan is presented prior to 63-day public review and give brief presentation on the Master Plan. BRI will also attend the public hearing held at the conclusion of 63-day public review and give a summary of public comment received during the 63-day public review period.

TASK 5: ZONING ORDINANCE PROJECT INITIATION

This first Steering Committee meeting of the Zoning Ordinance will also establish project expectations, define what a "hybrid" Zoning Ordinance looks like, the Steering Committee members' roles, major areas for concern, set time frames for each task, and report priorities relative to the final deliverable.

TASK 6: ANNOTATED SUMMARY

6.1 Major, Minor, and No Revisions

An assessment and summary of recommended revisions will be presented based on BRI's professional judgment and the Master Plan's Zoning Plan. This document will present the proposed organization and structure of the Zoning Ordinance, highlighting areas for intense, moderate, and minor revision. The Zoning Map revisions will be based on the Future Land Use Map and discussed in the Annotated Summary. A revised version will be circulated to the Steering Committee after this meeting.

TASK 7: DRAFT ZONING ORDINANCE AND MAP

7.1 Structure

It is our experience that the interrelated nature of a Zoning Ordinance means that a draft has to be written carefully in sections that make sense to review in groups. BRI will prepare 3-4 sections of the draft at a time to share with the Steering Committee (not necessarily in the order seen below). Up to 20 conceptual graphics will be created to elucidate the meaning of harder-to-visualize standards. Any more graphics that are requested will be produced at cost. It is expected that the structure of the Zoning Ordinance will be organized in the following way:

I. Title and Purpose
II. General Provisions
III. Zoning Districts and Map
IV. Overlay Districts
V. Site Development Standards
VI. Supplemental Use Standards
VII. Site Plan Review
VIII. Special Land Uses
IX. Land Development Options
X. Nonconformities
XI. Zoning Board of Appeals
XII. Administration, Enforcement, & Violations
XIII. Amendments & Severability
XIV. Definitions

7.2 Final Draft

BRI will compile the draft into a format that is accessible, logical, and attractive. Graphics will be finalized and integrated; headings, tabs, and

footers will be developed as needed for navigation. Definitions, related provisions, and the table of contents will be hyperlinked. In order to provide the best user experience, and due to the graphic-heavy nature and extensive tables that will be used to present the new zoning standards, the Zoning Ordinance will be laid out using Adobe InDesign, unless the city prefers to keep the document in Word. The drafts will be reviewed in Word with the Steering Committee.

TASK 8: ADOPTION OF THE ZONING ORDINANCE

8.1 Final Zoning Ordinance

In this step, the full Zoning Ordinance update package will be finalized and assembled. Comments from all parties will have been incorporated; graphics and tables will be fully integrated; links will be functional. A "cheat sheet" of how section numbers changed from the original Zoning Ordinance to the new version will also be included for the public hearing attendees.

Task 9: Deliverables

- 6 bound and printed versions of the Master Plan
- 12 printed copies of the Vision for Charlotte
- 6 bound and printed versions of the Zoning Ordinance
- GIS data and shapefiles, one large printed copy of the zoning map
- Digital versions of Master Plan and Zoning Ordinance
- Digital versions of all graphics and images generated
- Progress reports and "cheat sheet" of changes to the zoning ordinance

iii.

Experience & Qualifications

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Landscape Architecture
Planning, Engineering &
Environmental Services

Fremont Community Joint Comprehensive & Growth Management Plan

City of Fremont, Michigan | Dayton Township, Michigan | Sheridan Charter Township, Michigan





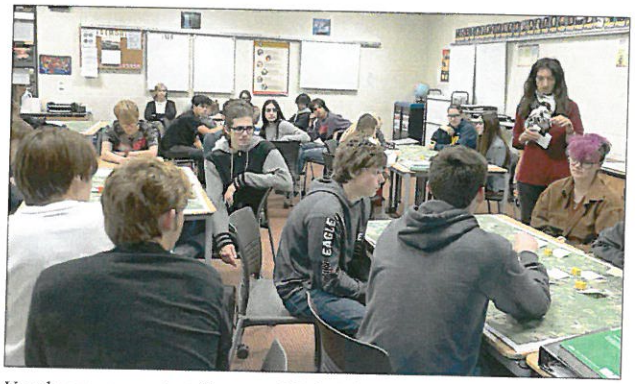
Left: Existing Missing Middle housing in the City of Fremont. Right: Duplex typology example.

The Fremont Community Joint Comprehensive and Growth Management Plan is a unique collaboration amongst Dayton Township, the City of Fremont, and Sheridan Charter Township. Most jurisdictions pursue their Comprehensive Plans independently, resulting in a patchwork of planning policy and land use decisions. Regional planning, where multiple jurisdictions collaborate on planning efforts, allows jurisdictions to share resources and ideas, and it reduces planning conflicts. Additionally, natural systems such as water, wetlands, and air traverse jurisdictional boundaries; therefore, regional collaboration is essential in planning for natural systems. The collaboration amongst the three jurisdictions also speaks to the "Fremont Community" mindset, where residents who may live in any of the three jurisdictions identify as Fremont residents.

Besides the uniqueness of the Community's regional planning, the Fremont Community project included several distinctive aspects. The project boasted a robust community engagement program which was three-fold: 1) an online survey; 2) youth engagement at Fremont High School; and 3) a community input session. The combination of these three elements guided the implementation section of the Plan. Furthermore, increasing housing options in the Fremont Community was a key topic. The Plan includes extensive information about Missing Middle housing typologies as well as recommendations for both type and location of future housing development.



Agricultural operation in Sheridan Charter Township.



Youth engagement at Fremont High School.

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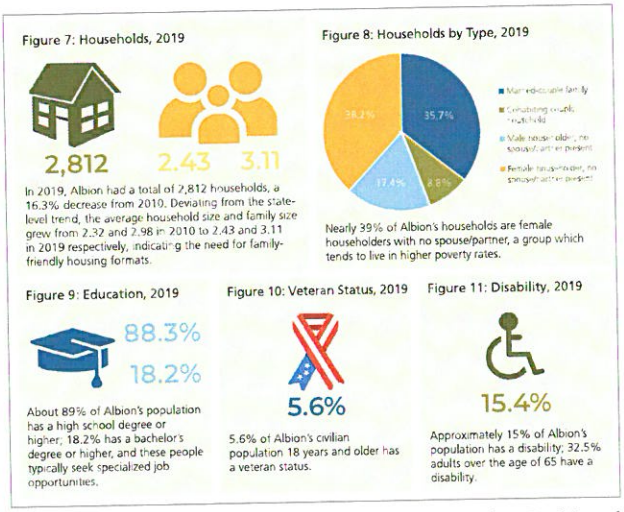
Albion Comprehensive Plan

City of Albion, Michigan



Beckett & Raeder, Inc. (BRI) assisted the City of Albion in updating its Comprehensive Plan using a new format – in place of a verbose and lengthy plan, the updated Comprehensive Plan is graphic and visual. The first several chapters outline the existing conditions of the City such as demographics, housing, natural features, etc., describing and showing the facts. The Implementation section is the crux of the Plan that distills the existing conditions and community engagement results into actionable items to achieve the City's desired future.

One of the key components of this Comprehensive Plan update was a robust, four-pronged community engagement program: 1) an online survey; 2) youth engagement with Albion College students; 3) stakeholder surveys; and 4) a community input session. The combination of these four elements guided the implementation and Future Land Use sections of the Plan.



Above Image: Demographic Dashboard
Center Image: Albion College Youth Engagement

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Environmental Services

Jackson Master Plan

Jackson, Michigan
2016 Daniel Burnham Master Plan Award

When the City of Jackson decided to write a new master plan after several updates to the previous plan, the community wanted a bold, forward-thinking document that would support the considerable investment already taking place, and capitalize on the momentum from that investment to create transformational change in this mid-sized urban core community. To accomplish this successful transformation, Beckett & Raeder designed the master plan around the community-based, form-driven Placemaking process.

A series of community workshops organized by the City's electoral wards provided both a broad picture of the desired change as well as a specific and extensive list of citizen-generated priorities and strategies. A physical survey of the entire jurisdiction was conducted to delineate and characterize eight distinct districts and 32 unique neighborhoods within the City. Beckett & Raeder then performed economic and built form analyses on each of these geographies in order to determine areas of relative need and strength.

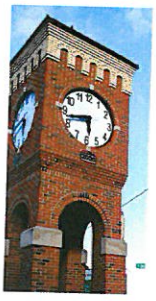
The resulting recommendations reflect the citizens' vision and present a sequential, actionable, data-justified series of steps to achieve it. Projects are geographically concentrated by phase in order to offer opportunities for synergy as well as to build community confidence by showcasing these successes.

















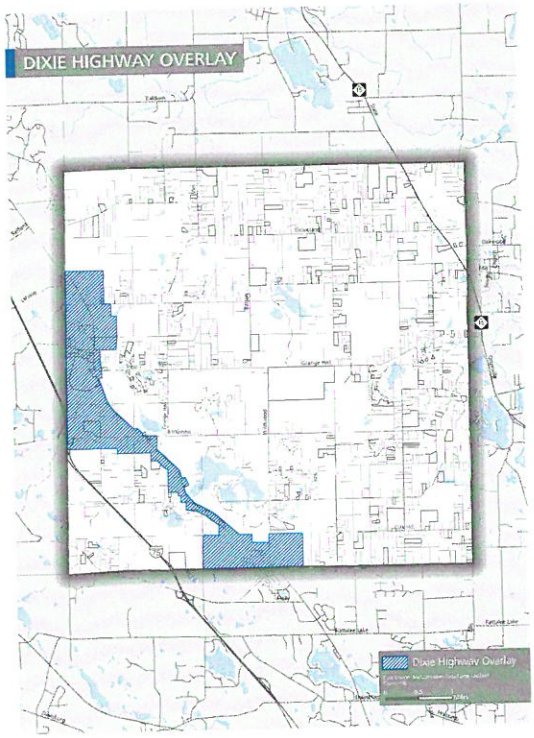
B R i
Beckett&Raeder

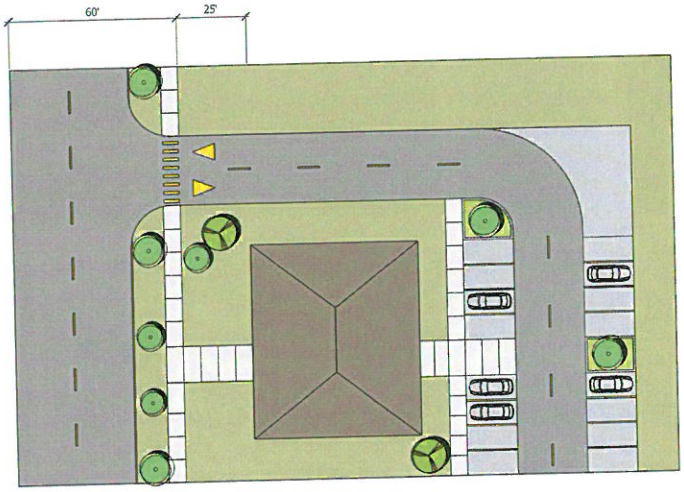
Landscape Architecture
Planning, Engineering &
Environmental Services

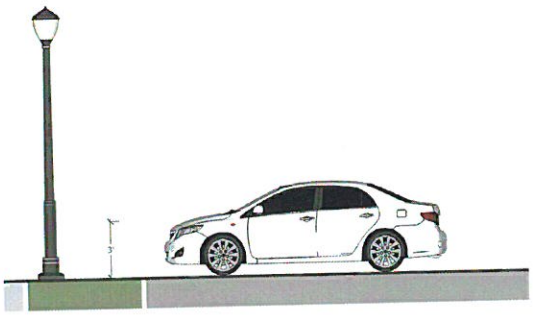
Groveland Township Master Plan

Groveland Township, Michigan

Groveland Township is a semi rural Township in northwestern Oakland County. During the master plan process, the community's priority was to restrict any new commercial development to its main corridors to avoid sprawling into the Township's rustic surroundings. In a Township where over 30% of it is owned by county and state parks, planning is limited primarily to two corridors. The Master Plan's main focus was on preserving the Dixie Highway's heritage. As its name suggests, this highway connects to the south and remains rural in many parts and therefore necessitate attention on land use and design that tie into this aesthetic. Along this corridor, nodes for growth were identified and design guidelines favored that promoted minimal access points, vegetation and buffering, pastoral architectural features, and community amenities.







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Acme Township Master Plan

Acme Township, Grand Traverse County, MI
2015 Daniel Burnham Master Plan Award

The Acme Township Community Master builds upon several years of active community engagement revolving around the previous amendment to the 1999 Community Master Plan, revised in 2009; community efforts focused on the acquisition and redevelopment of the East Bay shoreline and waterfront as presented in the US-31 Placemaking Plan; and the recently adopted Acme Township Five-Year Parks and Recreation Master Plan. In order to define key community initiatives and strategies, the Acme Township Community Master Plan uses information gleaned from the placemaking plan, a community-wide mail survey conducted by Northwestern Michigan College, and meetings with regional agencies and stakeholders from the agricultural and business communities. Some of the key ideas advanced in the Acme Township Community Master Plan include:

- Focus on Infrastructure Improvement as means of directing planned growth to the existing business district along US-31 and M-72.
- The plan calls for the expansion and connection of local and regional non-motorized trails in response to community input and recommendations embedded in the Parks and Recreation Master Plan.
- There is a long term vision to reconfigure US-31 and M-72 to be safer and more convenient for business patrons, consumers, and residents.
- The plan deliberately focuses commercial and residential development in areas that already have development or vested development rights.
- Water quality is a high priority.
- The acquisition of properties along East Bay has positioned Acme Township to take advantage of recreation-based tourism as part of its economic development strategy.
- The plan supports the continuation and expansion of agricultural operations and the preservation of farmland, defining characteristics of Acme Township.
- The Community Master Plan balances policies and strategies with an eye toward creating a community that is attractive to all age groups.









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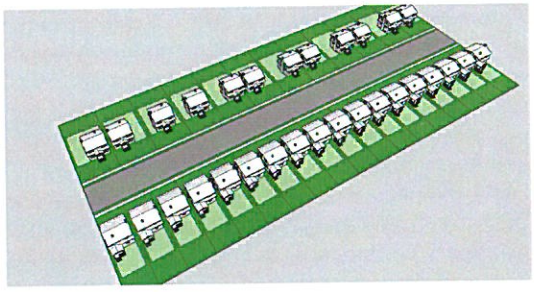
Landscape Architecture
Planning, Engineering &
Environmental Services

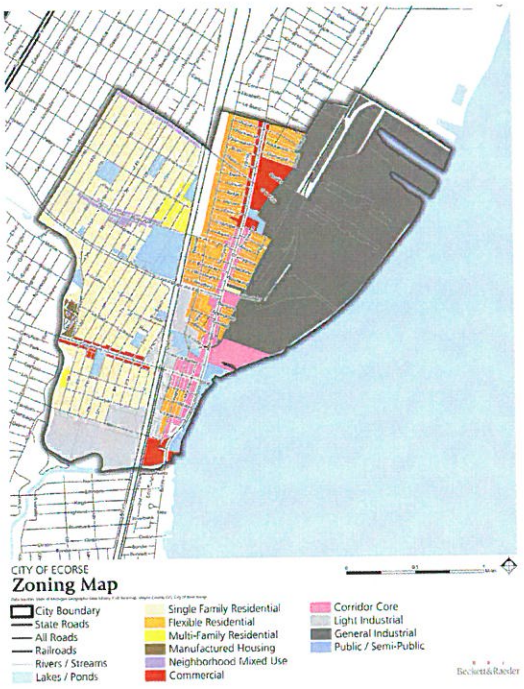
Ecorse Zoning Ordinance

Ecorse, Michigan

The city of Ecorse sought assistance to update its Zoning Ordinance to align with MEDC's Redevelopment Ready Communities' best pratices. During this update, several changes were accomplished. The Zoning Map was re-imagined to create more mixed-use nodes throughout the city and restrict auto-related uses outside of the commercial core. In the same vein, a "flexible residential" zone was established to permit greater housing diversity closer to West Jefferson. Land along the waterfront was preserved for public/semi-public uses.

As land uses were updated to reflect modern businesses, definitions were updated. and the site plan review process was streamlined. Together, those changes were designed to make it easier for applicants to develop in the city.







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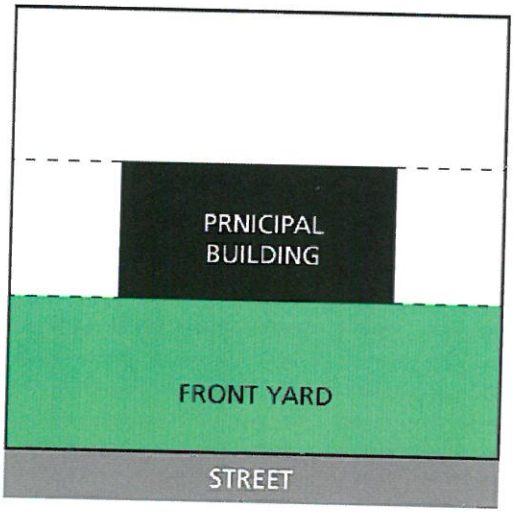
B R i
Beckett&Raeder

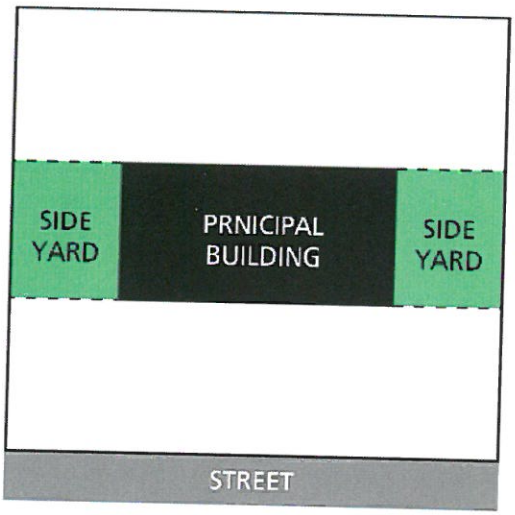
Landscape Architecture
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Environmental Services

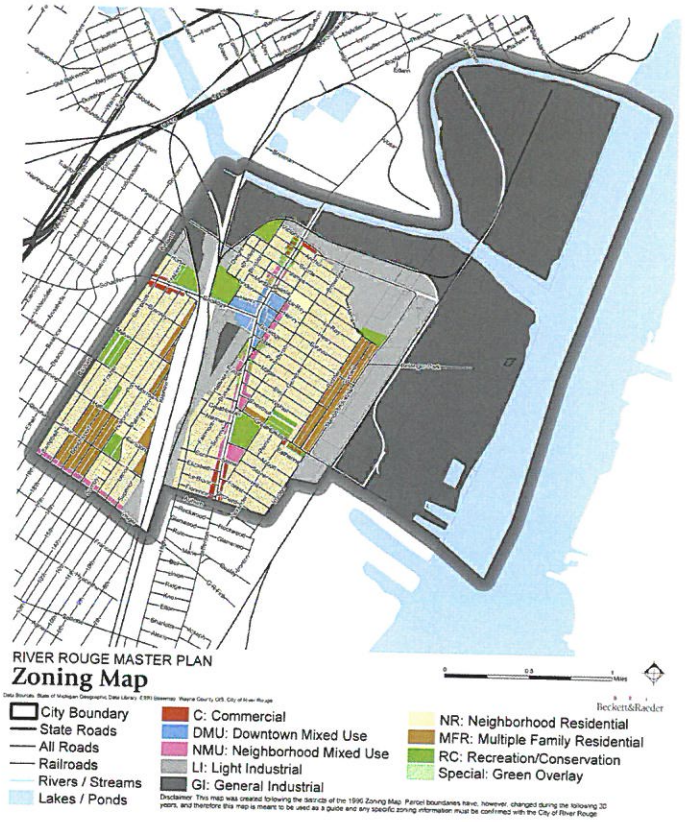
River Rouge Zoning Ordinance

River Rouge, Michigan

After completing its Master Plan in 2018, the city of River Rouge embarked on a Zoning Ordinance update with the goal of aligning with MEDC's Redevelopment Ready Communities best practices. The Zoning Ordinance update included some much needed updates, for example, a dedicated downtown district with design standards that complied the recommendations in West Jefferson Corridor Plan. The Zoning Ordinance was reorganized to be more user-friendly with tables to summarize information and graphics to clarify technical language. The new Zoning Ordinance also includes a "Special Green Overlay" to permit adult use marihuana uses in carefully selected areas of the city.







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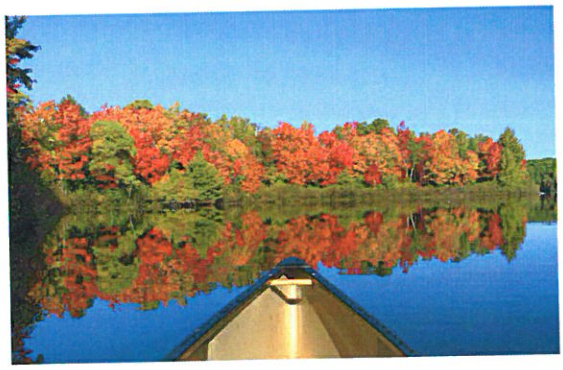
Lake City Master Plan & Zoning Ordinance

Lake City, Michigan

Lake City is a vibrant community located in the northwest portion of Michigan's lower peninsula, uniquely positioned along the eastern edge of Lake Missaukee. The City's surrounding environment is composed of beautiful natural features with access to freshwater lakes, granting the location an attractive destination within the region. Beckett & Raeder Inc. was commissioned to update the Master Plan to help showcase the community's prominent vison for the future.

The plan accommodated four primary goals, which include Destination Economy, Basic Services, Transformational Redevelopment and Governance and Collaboration. Afterwards, Lake City re-engaged BRI to write an updated Zoning Ordinance to help implement those goals. The ordinance also included restructuring to provide a more user-friendly document, presenting information in a tabular and illustrative form, as well as satisfying the criteria prescribed in the MEDC's Redevelopment Ready Communities (RRC) Best Practices.







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State Street Business and Neighborhood District

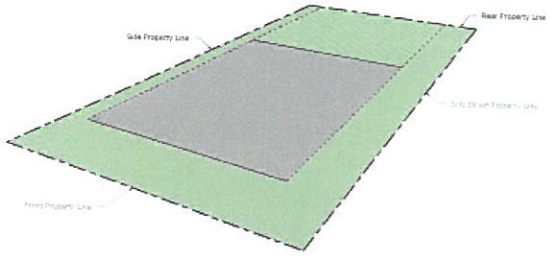
Oscoda Township, Michigan

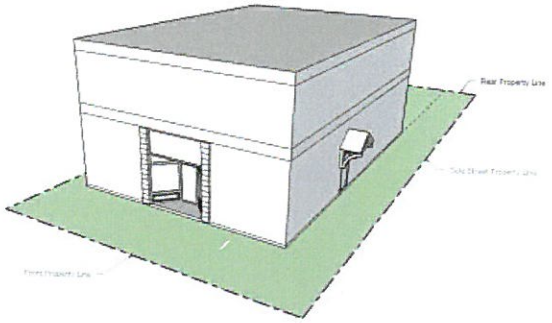
Oscoda Township was settled in the mid-1800's as a lumber town tapping the vast virgin forests along the Lake Huron shoreline and the AuSable watershed. Its development closely patterned similar new settlements designed on a grid pattern of streets and blocks with relatively small commercial lots that fronted along State Street (now US-23) and the various side streets that made up the unincorporated village.

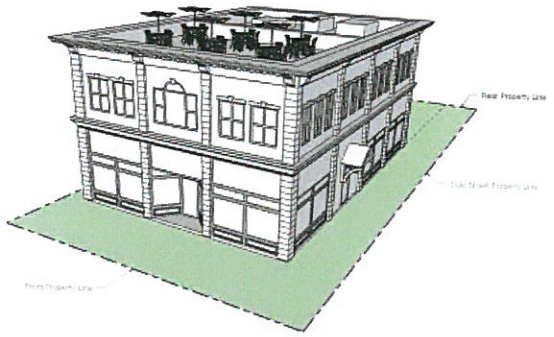
Today, the South State neighborhood is comprised on small commercial buildings, several public facilities and parks, and adjacent residential neighborhoods. The Oscoda Township Planning Commission desired to create a mixed-use neighborhood based on a shared community vision and zoning standards that reflected the historic development pattern of this specific location in the Township. As a result, they decided to prepare a form based code that would address both the type and scale of development, as well as, providing property owners with redevelopment options.

Beckett & Raeder was commissioned by the Township to lead this process and assist the Planning Commission with the preparation of the code that eventually became known as the State Street Business and Neighborhood District. Components of this process included an educational program on Form Based Codes and a structured community engagement session. The community engagement session focused on creating a long term vision on how the district should be developed, the scale and context of the buildings and pedestrian areas, and how to deal with vehicular parking and accessibility.

As a result of these efforts the code was developed that allowed for an increase in building height, density, regulated uses, building materials, and off-street parking requirements. It encourage mixed-use development, outdoor and rooftop dining, a variety of residential unit types, and created a greater connection between the business district, adjacent neighborhoods, and the Lake Huron lakefront.









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iv.

References



M-115 and M-55 Corridor Redevelopment | Cadillac, Michigan

CITY OF TRENTON

2800 3rd Street
Trenton, MI 48183

Jim Wagner
Economic Development Consultant (Former City Administrator)
734.552.3026
jimwags@gmail.com

CITY OF WARREN

1 City Square
Warren, MI 48093

Ronald Weurth
Planning Director
586.574.4687
rweurth@cityofwarren.org

MICHIGAN ECONOMIC DEVELOPMENT CORPORATION

300 N. Washington Sq.
Lansing, MI 48913

Michelle Parkkonen
Managing Director, Technical Assistance Programs
Community Development
517.599.8796
parkkonenm@michigan.org

CITY OF EAST JORDAN

201 Main Street.
East Jordan, MI 49727

Tom Cannon
City Manager
231.536.3381
tcannon@eastjordancity.org

CITY OF TRAVERSE CITY

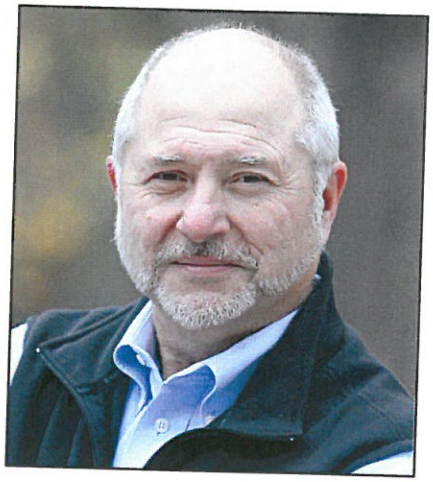
400 Boardman Avenue
Traverse City, MI 49684

Shawn Winter, AICP
Directoir of Planning
231.922.4700
swinter@traversecitymi.gov

v.

Consultant Personnel

B R i
Beckett&Raeder



John Iacoangeli, FAICP, PCP, LEED AP, CNU-A, FBCI

Partner, Planner

John joined Beckett & Raeder in 1991 and is a Professional Certified Planner and a member of the College of Fellows of the American Institute of Certified Planners. John has over thirty-five years experience working with public and private sector clients on a variety of community and economic development based projects. He has been involved in the preparation and implementation of community master plans and zoning ordinances, downtown and neighborhood revitalization, community development, economic development, historic preservation, and natural resource-based projects for numerous communities throughout the Midwest. His area of specialization is project implementation involving federal and state grants, local municipal financing, special authority financing, and public-private partnerships. He serves as an advisor-consultant to planning commissions and a variety of redevelopment authorities (DDA, CIA, BRA) and is a frequent instructor for the Michigan Association of Planning and the MIPlace program.

EDUCATION

Master of Public Administration, Northern Michigan University, Marquette, MI

Bachelor of Science, Resource Management, University of Michigan, Ann Arbor, MI

CERTIFICATIONS

American Institute of Certified Planners

Professional Community Planner (PCP) State of Michigan

Certificate of Real Estate, University of Michigan and Michigan Association of Realtors

Congress for New Urbanism Accreditation (CNU-A)

Form Based Code Institute Certification

LEED Accredited Professional (BD+C)

FEMA
ICS-100, IS-00029, EFS 15.
ICS-200, IS-00700 (NIMS)

RECOGNITION

College of Fellows, American Institute of Certified Planners (FAICP)

SELECTED EXPERIENCE

Lakes to Land Regional Initiative
Collaborative Master Plan for sixteen communities
Benzie and Manistee Counties
Innovation in Regional Planning Award – Michigan Association of Planning, 2014

Acme Township Placemaking & Master Plan
Acme Township, MI
Daniel Burnham Award for a Comprehensive Plan – Michigan Association of Planning, 2015

River Raisin Heritage Corridor East Master Plan
Monroe County Historical Society, National Park Service, City of Monroe
Monroe, MI
Merit Award – Michigan Chapter of American Society of Landscape Architects, 2013
Honor Award – Michigan Historic Preservation Network, 2016

Peshawbestown Master Plan, Grand Traverse Band of Chippewa and Ottawa Indians
Peshawbestown, MI
Daniel Burnham Award for a Comprehensive Plan – Michigan Association of Planning, 2012

City of Marquette Master Plan, Historic Waterfront and Lower Harbor Master Plan, Redevelopment Plan
Marquette, MI

Lakes to Land Farm and Food System Assessment
Innovation in Economic Planning and Development – Michigan Association of Planning, 2015

Project Rising Tide, State of Michigan, Michigan Economic Development Corporation for twenty-one selected communities throughout the State
Economic Planning and Development Award - Michigan Association of Planning, 2018

B R Beckett&Raeder



Rowan Brady, AICP

Associate, Planner & Urban Technology - Project Lead

Rowan joined Beckett & Raeder as an Intern in 2018. After finishing his undergraduate degree in the Spring of 2019, Rowan remained at Beckett & Raeder, Inc. while completing his Master's degree in Urban and Regional Planning at the University of Michigan-Ann Arbor. Rowan is a Geographic Information System (GIS) specialist and contributes data input, analysis, and mapping to many of BRI's community planning projects.

EDUCATION

Master of Urban and Regional Planning, University of Michigan, Ann Arbor, MI

Bachelor of Arts, Environmental Science
Minors: Urban Studies
University of Michigan, Ann Arbor, MI

CERTIFICATIONS

American Institute of Certified Planners

AFFILIATIONS

Michigan Association of Planning

PUBLICATIONS & PRESENTATIONS

Tapping into Economic Potential: The Impact of Microbreweries in Michigan
Outstanding Graduate Student Project – Michigan Association of Planning, 2021

Shoreline Planning - Michigan Association of Planning Conference Presentation, 2021

SELECTED EXPERIENCE

City of Warren Master Plan
Warren, MI
Daniel Burnham Award for a Comprehensive Plan – Michigan Association of Planning, 2021

City of East Jordan Master Plan
East Jordan, MI
Excellence Award in Community Outreach – Michigan Association of Planning, 2021
Daniel Burnham Award for a Comprehensive Plan – Michigan Association of Planning, 2022

City of Sturgis Master Plan
Sturgis, MI
Excellence Award in Community Outreach – Michigan Association of Planning, 2020

City of Lincoln Park Master Plan
Lincoln Park, MI

Clam Lake Township Master Plan
Clam Lake Township, MI

Banks Township Master Plan
Banks Township, MI

Clam Lake Township Zoning Ordinance
Clam Lake, MI

Village of Kalkaska Zoning Ordinance
Village of Kalkaska, MI

Sugar Island Township Zoning Ordinance
Sugar Island Township, MI

Village of Calumet Zoning Ordinance
Calumet, MI

City of Eaton Rapids Zoning Ordinance
Eaton Rapids, MI - in progress

Hayes Township Zoning Ordinance
Hayes Township, MI

Village of Elberta Zoning Ordinance
Elberta, MI - in progress

Groveland Township Zoning Ordinance
Groveland Township, MI

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Sara A. Kopriva, AICP

Senior Associate, Planner

Sara is an experienced community planner and zoning administrator with a focus on northwest Michigan communities. Her educational background is soundly focused on local government with a Bachelors of Science degree in urban and regional planning and a Masters of Science in Public Administration. Her certification from the American Institute of Certified Planners (AICP) denotes her education, experience, and application of planning principles and best practices. Sara excels in collaborating with planning commissions through the decision-making process. Her involvement as a Township and County Planning Commissioner gives her a unique perspective on the planning process and the roles of the professional planner and the Planning Commission.

EDUCATION

Master of Science in Administration, Concentration in Public Administration, Central Michigan University, Mount Pleasant, MI

Bachelor of Science, Urban and Regional Planning, Michigan State University, East Lansing, MI

CERTIFICATIONS

American Institute of Certified Planners

AFFILIATIONS

Michigan Association of Planning

SELECTED EXPERIENCE

Village of Calumet Zoning Ordinance
Calumet, MI

Lake City Zoning Ordinance
Lake City, MI

Pennfield Zoning Ordinance
Eaton Rapids, MI

Roseville Zoning Ordinance
Roseville, MI

Torch Lake Township Zoning Ordinance
Eastport, MI

City of Traverse City Master Plan
Traverse City, MI

Hudson Township Master Plan
Elmira, MI

Leelanau Township Master Plan
Northport, MI

Milton Township Master Plan
Kewadin, MI

Hatton Township Master Plan
Clare, MI

Calumet Master Plan Update
Calumet, MI

Leelanau Township Park and Recreation Plan
Northport, MI

Burt Township Park and Recreation Plan
Cheboygan, MI

Village of Kalkaska Park and Recreation Plan
Kalkaska, MI

Acme Township Planning Services
Williamsburg, MI

Bay Township Planning Services
Boyne City, MI

East Bay Township Planning Services
Traverse City, MI

Hayes Township Planning Services
Charlevoix, MI

B R Beckett&Raeder



Liz Gunden, AICP

Associate, Planner

Liz comes to Beckett & Raeder with a wealth of knowledge in urban and regional planning as well as a background in Graphic Design. She has a diverse skillset and is involved in many projects including, community master plans, park & recreation plans, zoning ordinances, community engagement strategies, downtown development plans, pattern books, data analysis, and report design. She also provides planning services, such as site plan review and analyzing zoning requests, all of which builds from Liz's previous experience of serving as a County Planner. Her combined planning and graphic design skills provide unique products that suitably serve their distinct communities.

EDUCATION

Master of Urban and Regional Planning, University of Michigan, Ann Arbor, MI

Bachelor of Arts, Art
Minors: Graphic Design & Spanish
Goshen College, Goshen, IN

CERTIFICATIONS

American Institute of Certified Planners

AFFILIATIONS

American Planning Association

Michigan Association of Planning

TEACHING EXPERIENCE

Planning Representation & Communication
Adjunct Professor, University of Michigan

Architecture, Sustainability, & the City and U.S. Planning Institutions & Law
Graduate Student Instructor, University of Michigan

SELECTED EXPERIENCE

City of Warren Master Plan
Warren, MI
Daniel Burnham Award for a Comprehensive Plan – Michigan Association of Planning, 2021

City of Sturgis Master Plan
Sturgis, MI
Excellence Award in Community Outreach – Michigan Association of Planning, 2020

City of Rochester Master Plan
Rochester, MI

Fremont Community Joint Comprehensive & Growth Management Plan
City of Fremont, MI
Dayton Township, MI
Sheridan Charter Township, MI

City of Albion Comprehensive Plan
Albion, MI

Leelanau Township Master Plan
Leelanau Township, MI - in progress

Negaunee Township Master Plan
Negaunee Township, MI - in progress

City of Traverse City Master Plan
Traverse City, MI - in progress

City of Marquette Master Plan
Marquette, MI - in progress

Groveland Township Zoning Ordinance
Groveland Township, MI - in progress

City of Iron River Zoning Ordinance
Iron River, MI - in progress

City of Trenton Zoning Ordinance
Trenton, MI - in progress

City of River Rouge Zoning Ordinance
River Rouge, MI

New Buffalo Township Zoning Ordinance
New Buffalo Township, MI

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Kelly Humes

Project Professional, Planner

Kelly is a community planner with Beckett and Raeder, Inc. A recent graduate of the Masters of Urban and Regional Planning program from Michigan State University with a focus on environmental planning and resiliency, she is experienced in resiliency planning, federal funding, and environmental planning. Kelly excels in communication and collaboration, working with communities and organizations such as the City of Detroit, The Michigan Municipal League, and Michigan State University Extension.

EDUCATION

Master of Urban and Regional Planning, Michigan State University, East Lansing, MI

Bachelor of Science in Urban and Regional Planning, Michigan State University, East Lansing, MI

SELECTED EXPERIENCE

City of Marquette Masterplan Update – In progress
Marquette, MI

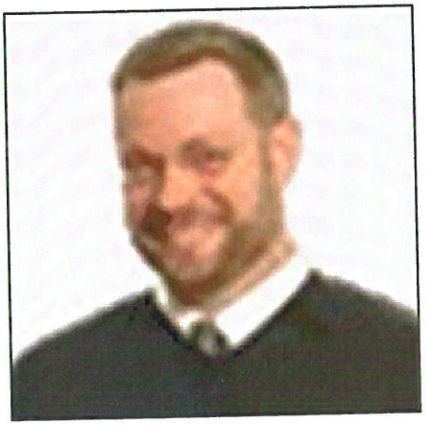
Village of Kalkaska Planning Services – In progress
Kalkaska, MI

City of Detroit Federal Funding Aide
Detroit, MI

Michigan Municipal League Federal Funding Tracker
Ann Arbor, MI

Van Buren County Parks and Recreation Feasibility Study
Paw Paw, MI

COBALT360



William SaintAmour
Executive Director/CEO

William serves as Executive Director of Cobalt Community Research. He also has served as the Agency Services Operations Director in the State of Michigan Department of Management and Budget, Senior Executive Assistant for Policy and Public Affairs in the State of Michigan Department of Management and Budget, the Board, Legislative and Legal Affairs Business Process Owner in the Michigan Office of Retirement Services, the Research Director in the Municipal Employees' Retirement System of Michigan, and ADP. He has worked in the research and communications fields over 30 years.

Mr. SaintAmour earned an executive leadership certificate from the University of Michigan Ross Business School, a master's from Michigan State University, and a bachelor's from the University of Michigan in Dearborn. He has Certificates of Achievement in Public Plan Policy in employee health and employee pensions and received the Professional Researcher Certificate from the Marketing Research Association. Mr. SaintAmour also holds a Master Planner Certificate from Michigan State University and serves on the Charlotte Rising Main Street Board and on the organization's Economic Vitality Committee.

EDUCATION

Master of Urban and Regional Planning, Michigan State University, East Lansing, MI

Bachelor of Science in Urban and Regional Planning, Michigan State University, East Lansing, MI

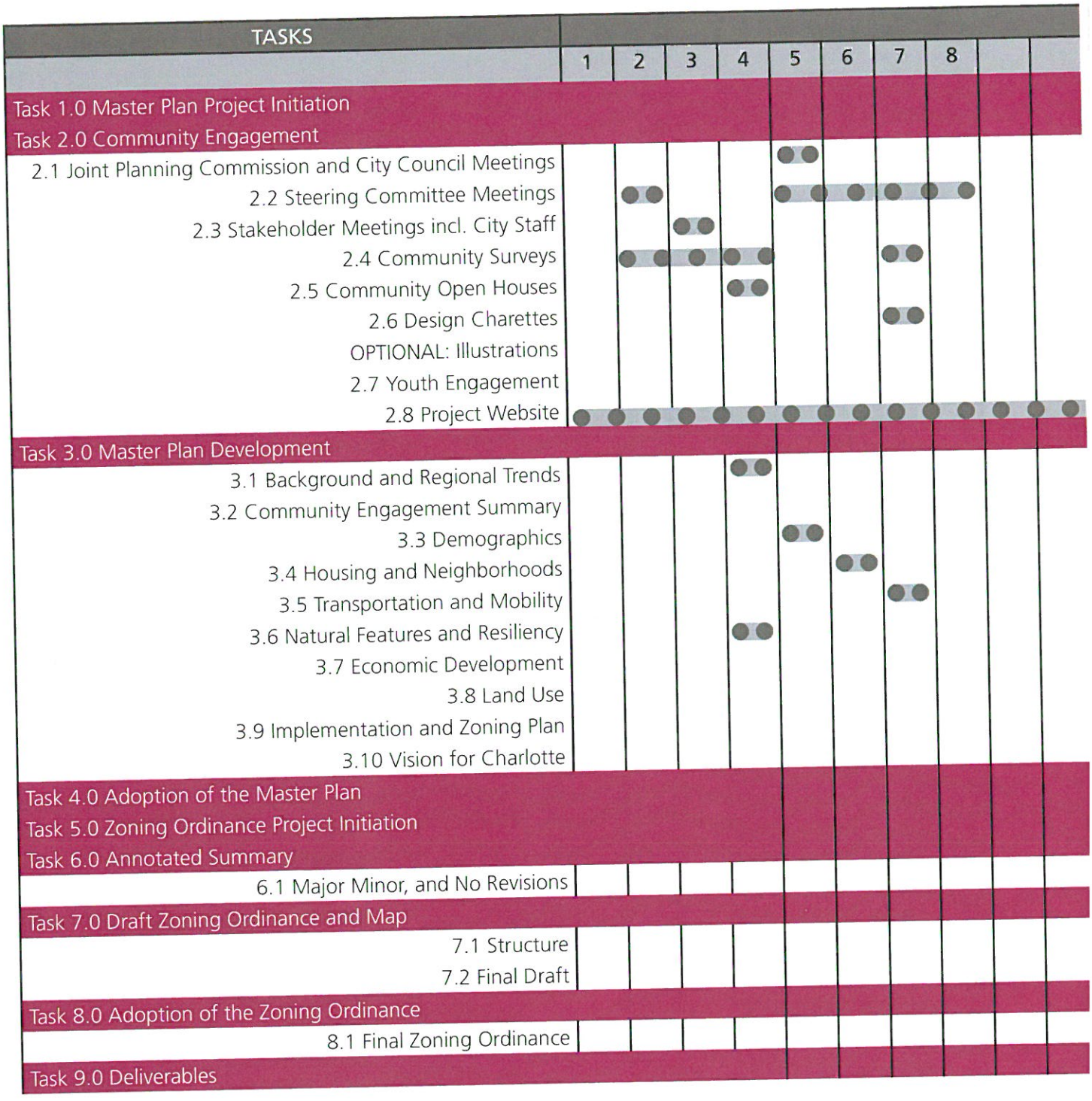
AFFILIATIONS

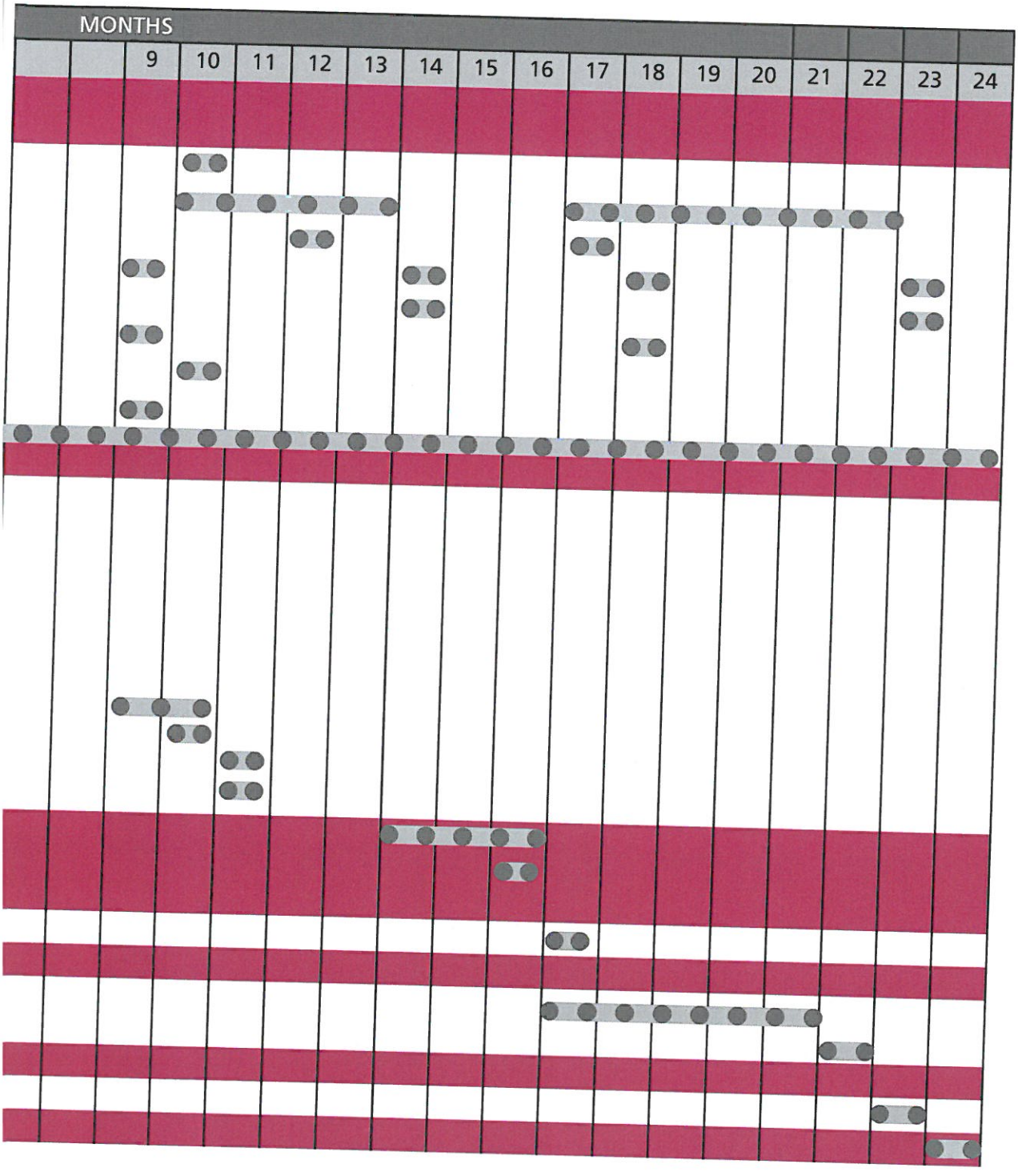
Michigan Planning Association
National Main Street
Board of Directors, Charlotte Rising Main Street (also serves on Economic Vitality Team)
Vice Chair, Nordic Fire (Local Non-profit Festival Organization)
Rotary International

vi.

Timeframe Diagram

Timeframe Diagram




MONTHS
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vii.

Cost Proposal

Task	Expense	Hours	Fee
TASK 1.0 MASTER PLAN PROJECT INITIATION	**$108**	**19**	**$2,245**
TASK 2.0 COMMUNITY ENGAGEMENT	**$6,167**	**368**	**$45,690**
2.1 Joint Planning Commission and City Council Meetings	$161	14	$1,820
2.2 Steering Committee Meetings (14)	$1,125	98	$12,740
2.3 Stakeholder Meetings incl. City Staff (3)	$241	21	$2,730
2.4 Community Surveys (7)	$1,500	40	$4,450
OPTIONAL Cobalt360 Survey	$12,000	-	-
2.5 Community Open Houses (3)	$1,315	84	$10,545
2.7 Design Charettes (3)	$1,225	75	$9,375
OPTIONAL: Illustrations	$11,500	0	$0
2.8 Youth Engagement		16	$1,930
2.9 Project Website	$600	20	$2,100
TASK 3.0 MASTER PLAN DEVELOPMENT	**$1,375**	**314**	**$35,770**
3.1 Background and Regional Trends	$975	17	$1,910
3.2 Community Engagement Summary		93	$10,590
3.3 Demographics		23	$2,590
3.4 Housing and Neighborhoods		27	$3,010
3.5 Transportation and Mobility		27	$3,010
3.6 Natural Features and Resiliency		21	$2,380
3.7 Economic Development	$400	27	$3,110
3.8 Land Use		19	$2,170
3.9 Implementation and Zoning Plan		13	$1,490
3.10 Vision for Charlotte		47	$5,510
TASK 4.0 ADOPTION OF THE MASTER PLAN	**$161**	**16**	**$2,080**
TASK 5.0 ZONING ORDINANCE PROJECT INITIATION	**$80**	**10**	**$1,300**
TASK 6.0 ANNOTATED SUMMARY	**$0**	**15**	**$1,980**
6.1 Major, Minor, and No Revisions		15	$1,980
TASK 7.0 DRAFT ZONING ORDINANCE AND MAP	**$0**	**165**	**$21,700**
7.1 Structure		120	$15,800
7.2 Final Draft		45	$5,900
TASK 8.0 ADOPTION OF THE ZONING ORDINANCE	**$80**	**20**	**$2,600**
8.1 Final Zoning Ordinance	$80	20	$2,600
TASK 9.0 DELIVERABLES		**12**	**$1,260**
Project Subtotals (excluding optional items)	$7,972	1821	$114,625
Project Not-to-Exceed (excluding optional items)			$122,597
Project Budget Summary			
Community Engagement*			$51,857
Master Plan			$41,739
Zoning Ordinance			$27,741
Deliverables			$1,260
Optional Items			$23,500
			$146,097

*Based on requested items in RFP, BRI is willing to tailor the approach and budget if selected

viii.

Insurance

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 07/20/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Cyndi Armstrong
Moore Insurance Services, Inc. 67 N. Howell P.O. Box 207 Hillsdale MI 49242	PHONE (A/C, No, Ext): (517) 439-9345 FAX (A/C, No): (517) 439-5536 E-MAIL ADDRESS: carmstrong@mooreinsuranceservices.com

INSURED	INSURER(S) AFFORDING COVERAGE	NAIC #
Beckett and Raeder, Inc. 535 West William Street Suite 101 Ann Arbor MI 48103	INSURER A: RLI Insurance Company	13056
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** CL2272003763 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PRO-JECT ☐ LOC ☐ OTHER:			PSB0001668	08/01/2022	08/01/2023	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 2,000,000 $ 1,000,000 $ 10,000 $ 2,000,000 $ 4,000,000 $ 4,000,000
A	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY			PSA0001303	08/01/2022	08/01/2023	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) PIP-Basic	$ 1,000,000 $ $ $ $
A	☐ UMBRELLA LIAB ☒ OCCUR ☒ EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION $			PSE0001408	08/01/2022	08/01/2023	EACH OCCURRENCE AGGREGATE	$ 5,000,000 $
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N: N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		PSW0001523	08/01/2022	08/01/2023	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ $ 500,000 $ 500,000 $ 500,000
A	Professional Liability w/ Pollution Incident			RDP0047805	08/01/2022	08/01/2023	Per Claim Aggregate	$2,000,000 $2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

FOR INFORMATIONAL PURPOSES ONLY

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Eric A Moore

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ix.

Required Forms

Appendix A
BID FORM
RFP 2023-01A
Master Plan and Zoning Ordinance Update

The Undersigned hereby offers and agrees to furnish the service in compliance with all terms, scope of work, conditions, specifications, and addenda in the RFP.

Addenda: The Undersigned has read and understands the RFP with all exhibits thereto, together with any written addendum issued in connection with any of the above. The Undersigned hereby acknowledges receipt of the following addenda:

None

(write "none" or "n/a" if none)

Company Name: Beckett & Raeder, Inc.

Street Address: 535 W. William Street | Suite 101

City: Ann Arbor **State:** MI **Zip Code:** 48103

Contact Name: John Iacoangeli

Office Phone: 231.348.2523 **Cell/Alternate Phone:** 734.646.6901

Email: jri@bria2.com

The Undersigned, by submission of this proposal, hereby agrees to be obligated, if selected to provide the stated services to the City, for the term stated herein, and to enter into an Agreement with the City in accordance with RFP and any written addenda as specified above.

The Undersigned hereby accepts all administrative requirements of the RFP and will be in compliance with these requirements, and if awarded a contract, the respondent is currently and will remain in compliance with applicable provisions of the City's Charter and Code of Ordinances.

I certify, under penalty of perjury, that I have the legal authorization to bind the firm hereunder:

Authorized Signature: [signature] **Date:** 3.21.2023

Printed Name/Title: John Iacoangeli, Partner

APPENDIX B
CONTRACTOR'S LIABILITY INSURANCE

The Contractor shall purchase and maintain such insurance as will protect him from claims as set forth below, which may arise out of or result from the contractor's operations under the Contract, whether such operations be by himself or any subcontractor or by anyone employed by any of them or anyone for whose acts the Contractor may be liable:

1. claims under workmen's compensation, disability benefit and other similar employee benefit acts;
2. claims for damages because of bodily injury, occupational sickness or disease, or death of his employees;
3. claims for damages because of bodily injury, sickness or disease, or death of any person other than his employees;
4. claims for damages insured by usual personal injury liability coverage which are sustained (1) by any person as a result of an offense directly or indirectly related to the employment of such person by the Contractor, or (2) by any other person; and
5. claims for damages because of injury to or destruction of tangible property, including loss of use resulting therefrom.

Certificates of Insurance acceptable to the City shall be filed with the City prior to commencement of the work. The City must be named and included as an additional insured under the Contractor's general liability insurance. Proof that the City has been named as an additional insured on the Contractor's general liability insurance must be provided in the form of an additional insured rider to said policy, or by other proof acceptable to the City Attorney.

The Contractor's Comprehensive General Liability Insurance and Automobile Insurance shall be in an amount not less than One Million Dollars ($1,000,000) for injuries, including accidental death, to any one person and subject to the same limit for each person, and in an amount not less than One Million Dollars ($1,000,000) on account of one occurrence. The Contractor's Property Damage Liability Insurance shall be in an amount not less than One Million Dollars ($1,000,000). The Contractor shall require his subcontractor's to procure and to maintain during the life of his subcontract Comprehensive General Liability, Automobile Liability, and Property Damage Liability Insurance of the type and in the same amounts as specified hereinabove. The Contractor's and his subcontractors' Liability Insurance shall include adequate protection against the following special hazards:

Bodily Injury and Property Damage – completed job operation and/or products liability at before mentioned limits with $1,000,000 for bodily injury and $1,000,000 aggregate for operations, protection, contractual and products and/or completed job operations. Property Damage shall be on the broad form and shall include coverage for explosion, collapse and underground damages.

The above insurance is not, and shall not be construed as, a limitation upon Contractor's obligation to indemnify the City.

HOLD HARMLESS

The Contractor shall, to the fullest extent permitted by law, at all times indemnify and save harmless the City of Charlotte from and against any and all claims and demands whatsoever, including costs, litigation expenses, counsel fees and liabilities in connection therewith arising out of injury to or death of any person whomsoever or damage to any property of any kind by whomsoever, to the extent caused in whole or in part, directly or indirectly, by the negligent acts or omissions of the Contractor, any person employed by the Contractor, or anyone for whom the Contractor is liable, while engaged in the work hereunder. This clause shall not be construed to limit, or otherwise impair, other rights or obligations of indemnity which exist in law, or in equity, for the benefit of the City.

IN WITNESS WHEREOF, the CONTRACTOR has set its hand this 21 day of March, 2023 ~~2022.~~

SIGNATURE

John Iacoangeli, Partner

PRINTED NAME & TITLE

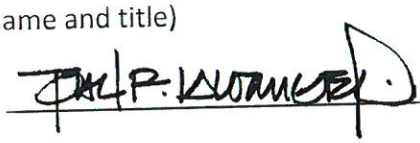
APPENDIX C
NON-IRAN LINKED BUSINESS CERTIFICATION

Pursuant to Michigan law (Iran Economic Sanctions Act, Michigan PA 517 of 2012), before accepting any bid or proposal or entering into any contract for goods and services with any prospective vendor, City of Charlotte must obtain certification from the vendor that it is not an "Iran-Linked Business."

By signing below, I certify and agree on behalf of the company submitting this form and myself the following: (1) that I am duly authorized to legally bind the company submitting this proposal; (2) that the company submitting this proposal is not an "Iran-Linked Business," as that term is defined in Section 2(e) of the Iran Economic Sanctions Act, Michigan PA 517 of 2012; and (3) that I and the company submitting this proposal will immediately comply with any further certifications or information submissions requested by the county in this regard.

Company Name Beckett & Raeder, Inc.

Authorized Representative John Iacoangeli, Partner
(printed name and title)

Signature  Date 3.21.2023

VENDOR INFORMATION FOR THE CITY OF CHARLOTTE (optional)

Please complete the following information for the City of Charlotte to track vendor applicant information and for the City's purchasing process.

Business Name Beckett & Raeder, Inc.

Address 535 W. William Street | Suite 101 | Ann Arbor, MI 48103

Business Type (Sole Proprietorship, Corporation, LLC, etc.) Corporation

Is your business a Disadvantaged Business Enterprise (DBE)? **Yes** **No**

Is your business a Minority and Women-Owned Business Enterprise (MWBE)? **Yes** **No**

Does your business have a small business status? **Yes** **No**

Any other business status, please provide information: _____

Provide the name of the Certifying Entity (ties): _____

Have you conducted business with the City before? **Yes** **No**

If the answer to the above question is NO, please provide your Federal ID Number and attach a copy of your W-9 Form. FEIN # : 38-2166513

How did you discover this Bid opportunity? Bidnet Direct

Do you use the MITN Purchasing Group Website (BidNet)? **Yes** **No**

If Yes, do you find it useful (explain) or if No, why? Yes, easy to navigate.

Completing the above information does not change your chances of being awarded a contract. The information collected will NOT be sold and will not be used to contact you. Thank you.

x.

Required Questions

a) Describe your experience in creating Master Plans for rural communities.

For over 55 years Beckett & Raeder, Inc. (BRI) has specialized in working with small rural communities. Our expertise in working with rural communities, including our prior history with Charlotte, makes us well positioned to facilitate this pivotal project for the city. Rural communities have a unique sense of place that is ingrained into the local culture of residents and the surrounding region. Often community members have lived in the community for generations and see the story of their families in the built environment. Our Master Plans tell a story of the community, the past, present, and future and enhance and strengthen residents' cultural ties to the community through an emphasis on rehabilitation and adaptive reuse which preserve the cultural legacy but provide a path to moving forward.

b) Describe your experience creating Master Plans that rely more on the reuse and redevelopment of existing sites and infrastructure vs. open space and greenfield development.

Recently Beckett & Raeder, Inc. completed the City of East Jordan's Master Plan. A key question arising out of this process was the future use of the East Jordan Iron Works Factory. The decommissioned factory was located on the shore of Lake Charlevoix within walking distance of downtown. Through the Master Plan process, BRI facilitated an iterative design process to identify a collective community vision for the use of the site (see below). The final community vision was a mix of residential, retail, and hospitality space that prioritized access to the waterfront. In summer of 2022, BRI worked with the City of East Jordan to begin the process of soliciting a developer for the site, following through on the vision set forth in the Master Plan. As a result of BRI's work in East Jordan, the City of East Jordan Master Plan was awarded the Danial Burnham Comprehensive Plan Excellence Award from the Michigan Association of Planning in the fall of 2022.

c) Describe your experience creating Zoning Ordinances for mature, slower-growing communities.

We have worked on a number of zoning ordinance for a variety of communities ranging in size from less than a thousand to over one-hundred thousand. Older communities deserve added attention in order to respect their historic development patterns and how they interface of modern zoning practices. As a result, older communities require a combination of zoning ordinance best practices, urban design, and historic awareness.

d) Describe your experience creating Zoning Ordinances that promote, allow and/or incentivize historic preservation opportunities while also encouraging compatible and efficient modern design and construction.

Over the years we have crafted in conjunction with our community partners zoning codes that embrace the historic development patterns of a community and its built form. Charlotte is a historic community established in 1863. The core downtown district and adjacent neighborhoods reflect the historic evolution of the community. Our approach is to determine the patterns of development on a district and neighborhood basis and then craft the code to mirror that pattern. In some instances, this means creating a historic overlay district that will regulate the dimensional requirements for new construction and significant renovations based on the historic development patterns. Recent zoning trends focused on reducing minimum lot size, allowing duplexes by right in single family zoning districts, integrating "missing middle" housing into a residential block, and accessory dwelling units (ADU's) all require discussion to determine their acceptance in the code. The code should encourage construction that reflects the prevalent design pattern of the respective neighborhood. For example, older, historic neighborhoods in the city should have different dimensional requirements and standards than a neighborhood with 1950 or 1970 style housing patterns. Incentivizing compatible new construction and significant renovations can be accomplished by linking the zoning ordinance and master plan to tax incentives, such as, the Neighborhood Enterprise Zone and Act 237 of 2020; Residential Housing Facilities Act.

Thank You.

John Iacoangeli, PCP, FAICP, LEED AP, CNU-A

734.663.2622 | jri@bria2.com

B R i

Beckett&Raeder

McGINTY, HITCH, PERSON, ANDERSON & REVORE, P.C.

MEMORANDUM

TO: Charlotte City Council

FROM: Thomas M. Hitch, City Attorney

RE: CITY ATTORNEY REPORT

DATE: April 27, 2023

The following is my report to the City Council on issues in which our office has been engaged since the last Council meeting:

1. Charlotte Estates. I continue to work with City staff and staff at MDOT regarding investigating historical documentation relating to the airport protection areas that are established by the Aeronautics Commission. This information will be extremely useful in my discussions with counsel for the owners of Charlotte Estates.

2. ACLU Letter. Several of the Councilmembers, as I understand, received copies of a letter from the ACLU regarding certain District Court proceedings relating to problems of certain property owned by Tommie Fullerton. Our office has determined that the City no longer has any issues relating to this residence, as the individual that was creating the "nuisance" has vacated the premises. The young woman who instituted the complaint with the ACLU is not on the lease, and the landlord is proceeding to evict her, as she has no lawful interest in staying on the property.

3. Conversations with the City Manager. From time to time, I continue to have conversations with the City Manager regarding a variety of City matters.

TMH:cf

THE CITY OF CHARLOTTE MICHIGAN

Manager's Report
May 1st 2023 Council Meeting

May Communications
The May editions of City Beat and Charlotte Chronicles are available now! Interested persons can learn more about construction projects starting in May, the November City Election, volunteer opportunities, city codes, spring events around town, and review the 2022 Water Quality Report, and more! Check it out today at Charlotte Chronicles or City Beat.

Archived editions of both publications can be found on the city's website here: Charlotte Chronicles Archives or City Beat Archives

Downtown Parking Permits
Reminder: Parking permits expired on April 30th, please make sure to complete an application online at www.charlottemi.org to get your updated 6m permit (May through October). Please call the police non-emergency line at 517-543-1552 with any questions on parking permits.

Public Hearing – 2023 Fire Special Assessment Roll
On Monday, May 15th the City will hold the public hearing on the special assessment roll for the 2023 tax year. Notices have been sent to affected property owners and should be received anytime over the next 7-9 days. A copy of the roll is available at City Hall and online here: https://charlottemi.gov/fire-protection-fund-information/

Volunteer Opportunities
The City has open opportunities for citizens to participate in their local government. We are seeking volunteers to serve on the Camp Frances Board, Downtown Development Authority, and the Board of Review. Interested persons can fill out an application to serve here: https://www.charlottemi.org/councilboards/boards-commissions/board-and-commission-application/

Lead Service Line Replacements
The City of Charlotte Department of Public Works (DPW) is verifying the material of water service lines throughout the City as a requirement of the 2018 Michigan Lead and Copper Rule. EGLE is requiring a complete inventory of the water service lines by January 1, 2025. The inventory must include material verification at 3 locations along the service line, including inside the home where the water service comes into the house. The City received a Grant from EGLE to help with the material verification. The City has hired Fishbeck to help complete the in-

home inspections.

We ask that you contact Fishbeck at (517) 882-0383 or by filling out this form https://forms.gle/JbbSFVnGsGU74SJC9 to set up an appointment for the material identification. The inspections require Fishbeck or DPW staff to enter your home for a brief period to identify water service material where your water service enters your home. All personnel associated with the verification will have identification verifying they are either a Fishbeck or DPW employee.

In place of an in-home inspection, an online survey is available to residents to complete which includes taking a picture of the water service line at the in-home water meter. Scan the QR code below to complete the self-survey of your home's water service.

2023 Construction Updates

The City is gearing up for three major projects this construction season. Safe Routes to Schools program will install sidewalks through $1.8mill grant funding in partnership with Charlotte Public Schools; Hall/Washington/McClure streets will be completely reconstructed, including underground utilities; and Island Hwy will be reconstructed in partnership with the Eaton County Drain Commissioner's Office. Want to keep up-to-date on the latest construction news? Check out the city's website here: www.charlottemi.org/construction-updates-2023/

Safe Routes to School – The City has sent notices to affected property owners for the Safe Routes to Schools program. The target for start date for construction is after Memorial Day. We will continue to post information throughout the project. Interested persons can sign up for email alerts by sending a request to webmaster@charlottemi.org with "SRTS" as subject line.

Hall/Washington/McClure – The City has sent notices to all property owners along the construction route with more details about the project. Construction will tentatively commence the week of May 22nd. We will continue to post information throughout the project. Interested persons can sign up for email alerts by sending a request to webmaster@charlottemi.org with "Hall Street Project" as subject line.

Island Hwy – This project is being managed by Eaton County Drain Commissioner's Office. They have bid the work and are in progress for finalizing details, including construction dates. We will update as we get information from their Office on the project but we expect construction to commence in May or June.

City Projects Update

Website Redesign – The new website has launched! Check it out today at www.charlottemi.org. We have received a number of amazing entries to our contest to add citizen photographs to the main page. The review team will be announcing the winners the week of May 1st.

Keyless Entry Project – After lengthy delays due to supply chain issues, the vendor is scheduled to return to begin final phase of this project on Monday, May 1st.

Council Chambers A/V Project – The IT team is finalizing the upgrades to the Council Chambers with new cameras and media display. We anticipate this being fully completed in the next month.

Email Utility Billing Feature Now Available

Interested persons can now sign up for emailed billing of their quarterly utility bill. Please complete the form on the backside of your utility bill and return it to City Hall, in-person or drop-box, or you can sign up online at www.charlottemi.org/email-utility-bill-form/ Any person with questions or who needs to update their utility billing account, please contact UB Clerk Mikayla by phone at 517-543-8841 or email mdensmore@charlottemi.org.

General information about utility billing can be found on the city's website here: http://www.charlottemi.org/serviceadministration/finance/utility-information/ and you can check your utility billing information anytime online here: www.bsaonline.com

RAVE Alerts

The City participates in RAVE Alerts which provides alert notifications to participants via voice, email, text, and posts to social media. We have expanded the service options to include targeted text and email messaging for quarterly utility billing. We will send out a notice to registered users when we send out the bills for their cycle area. This alert will notify them the bill has been mailed and provide other billing related information. If you're already registered for alerts, make sure your address information is up-to-date. There are several ways to register: Text CHARLOTTE to 67283; Download the Smart911 app; or Register for a free and secure safety profile online at Smart911.com.

Assistance Programs

For persons who may be facing financial difficulties with utilities, mortgage/rent, or other hardships, there are a number of assistance programs available. More information can be found on the city's website: https://www.charlottemi.org/assistance-programs-available/

Persons who are struggling can also dial 9-8-8 for crises and mental health support counseling services.