



PROPOSED AGENDA
REGULAR MEETING OF THE CHARLOTTE CITY COUNCIL
111 E. Lawrence Ave, Charlotte, MI 48813 (517) 543-2750
7:00 P.M. Monday, August 26, 2024

Interested persons can participate in-person or via Zoom
Connect to Zoom from your computer, tablet, or smartphone
Website: <https://us02web.zoom.us/j/86580836033>
One tap mobile: +16465588656,,86580836033#
Telephone: (312) 626-6799 Webinar ID: 865 8083 6033

- 1. Call to Order**
- 2. Roll Call**
- 3. Invocation – Dwight Ezop, St. Mary’s Catholic Church**
- 4. Pledge of Allegiance**
- 5. Approval of Minutes**
 - a. August 12, 2024 Workshop Council Meeting 6:30 p
 - b. August 12, 2024 Regular Council Meeting 7:00 p
- 6. Absence of Council Members**
- 7. Public Hearing**
 - a. Ordinance 2024-01, To amend City Code Section 38-2 “Alcoholic Beverages”, Section 6-3, “Consumption in Public”, and Section 6-4, “Uncapped Containers” to allow for alcoholic beverages in areas designated in the social district as permitted under state law and the city social district plan and to provide an effective date hereof.
- 8. Public Comment** - Limit presentation to five (5) minutes. Attendees desiring to address council who are participating with ZOOM may raise your hand now or if attending via a phone call, press *9 (star nine) on your keypad
- 9. Approval of Agenda**
- 10. Communications and Committee Reports**
 - a. City Manager Report
 - b. Letter to the Council from resident Alena Reed
 - c. Councilmember Committee Reports
- 11. Consent Agenda**
 - a. Approval of Claims and Expenditures totaling \$848,185.24

12. Business Agenda

- a. 2nd Reading and consider approval of Ordinance 2024-01 “Alcoholic Beverages”
- b. Consider Resolution 2024-28 Recommending the Distribution of the City of Charlotte Community Master Plan
- c. Consider approval of Resolution 2024-29 To support a fixed tax limitation millage for Eaton County in the November 5, 2024 Election
- d. Consider approval of Resolution 2024-30 To regulate the establishment of Outdoor Cafés in the Central Business District
- e. Consider approval of CharlotteRising Service contract
- f. Consider approval of the Social District Sign Design, Sign Locations, and Social District Map
- g. Consider approval of annual purchases authorization for Windemuller
- h. Consider approval of Airport Capital Improvement Program
- i. Consider approval of annual purchases authorization for AVFuel

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

14. Staff Comments

15. Mayor and Council Comments

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
August 12, 2024 6:30 p.m.

CALL TO ORDER:

By Mayor Lewis on Monday August 12, 2024 at 6:30 p.m.

ROLL CALL:

Council members in attendance; Mayor Lewis, Mayor Pro-Tem Duweck, Council members Scott, Chin, Christensen, and Fullerton. A quorum was met.

City staff in attendance; City Clerk LaRocque and Via Zoom Finance Director Karen Lancaster (Saline) and City Manager Robert Hillard (Potterville)

PLEDGE OF ALLEGIANCE:

Led by Mayor Lewis

ABSENCE OF COUNCIL MEMBERS:

Motion by Chin supported by Scott to excuse Council member Rodriguez. Carried; Yea 6; Nay 0; Absent 1

PUBLIC COMMENT:

No comments

APPROVE AGENDA:

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

DISCUSSION ITEMS:

a. MERS DB Pension Review

Council aims to manage retirement costs for the City and discussed alternatives to current retirement plans. Lancaster proposed requesting MERS to conduct several scenarios to gather relevant data.

Motion by Chin supported by Duweck to task City Manager Hillard with conducting a study and presenting recommendations to Council aimed at controlling city

employee retirement plan costs. Carried; Yea 6; Nay 0; Absent 1

b. Special Assessment District discussion

Due to time constraints, Lewis requested that the Special Assessment District discussion be moved to the agenda of the upcoming regular council meeting immediately following this session.

PUBLIC COMMENT:

Jodee Pruden, resident, expressed support for exploring alternative retirement plans for City employees and pointed out that other organizations have less generous plans.

MAYOR AND COUNCIL COMMENTS:

No comments

ADJOURNMENT:

Motion by Christensen supported by Duweck to adjourn at 6:54 p.m. Carried; Yea 6; Nay 0; Absent 1

Respectfully submitted by
Mary LaRocque, City Clerk

CITY OF CHARLOTTE COUNCIL PROCEEDINGS
111 E. Lawrence Ave., Charlotte, MI 48813 (517) 543-2750
Regular Council Meeting 7:00 p.m.
August 12, 2024

CALL TO ORDER:

By Mayor Lewis on Monday August 12, 2024 at 7:00 p.m.

ROLL CALL:

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

City staff in attendance; City Clerk LaRocque, and via Zoom City Manager Robert Hillard (Potterville).

INVOCATION:

Daniel Longden – First Lutheran Church

PLEDGE OF ALLEGIANCE:

Led by Lewis

APPROVAL OF MINUTES:

- a. July 22, 2024 Regular Council Meeting Minutes

Motion by Duweck supported by Chin to approve the July 22, 2024 Regular Council Meeting Minutes. Carried; Yea 7; Nay 0; Absent 0

- b. July 29, 2024 Workshop Council Meeting Minutes

Motion by Chin supported by Duweck to approve the July 29, 2024 Workshop Council Meeting Minutes. Carried; Yea 7; Nay 0; Absent 0

ABSENCE OF COUNCIL MEMBERS:

All present

PUBLIC COMMENT:

JoDee Pruden, resident. Had questions about self-funded healthcare, specifics on insurance claims from the claims and expenditure report, the poverty exemption, activities within the Social District, the services provided by CharlotteRising, and the self-sufficiency status of the Airport.

Doug Lloyd, Eaton County Prosecutor, He voiced his support for Council's Resolution 2024-25 endorsing the County's millage proposal slated for November. He underscored the importance of County departments and services for city residents, emphasizing potential impacts if the proposal does not pass. He also noted that around 57 out of the County's 400 employees live within the city.

Joey Pray, resident and Airport Advisory Board Chairperson, He expressed strong support for the Airport Manager and urged the Council to approve his contract renewal. Additionally, he encouraged Council to approve the tree clearing change order contracts that are on the agenda for this evening's meeting.

APPROVAL OF AGENDA:

Lewis requested to add item k Special Assessment District Discussion to the Business agenda.

Duweck requested that item c on the Consent Agenda be moved to item l on the Business Agenda.

Motion by Christensen supported by Scott to approve the agenda as amended. Carried; Yea 7; Nay 0; Absent 0

SPECIAL PRESENTATION

- a. Proclamation to recognize the Helping Hands Food Pantry and to declare the month of September as Hunger Action Month

Mayor Lewis presented the following proclamation to Amanda Thompson, Executive Director of Helping Hands and to her team of volunteers who were present for the event.

**CITY OF CHARLOTTE
PROCLAMATION RECOGNIZING THE MONTH OF SEPTEMBER AS
“HUNGER ACTION MONTH”**

Whereas, Helping Hands Food Pantry is a nonprofit organization that engages Charlotte and surrounding communities in a commitment to feed our hungry neighbors since 1982; and

Whereas, Helping Hands Food Pantry provides over 700,000 pounds of food and personal care items every year to low income households in Eaton County; and

Whereas, Helping Hands Food Pantry, which is almost entirely operated by volunteers, who donate thousands of hours every year to make their mission become reality; and

Whereas, Helping Hands Food Pantry returns over 90% of total donations back to the communities that they serve and to those who truly need the assistance during tough times; and

Whereas, September is “Hunger Action Month”, where food pantries across the country host awareness campaigns and events to bring attention to and take action for the cause of hunger; and

Whereas, Sunday, September 15 2024 is Helping Hands Food Pantry “Go Orange Day”.

Now, therefore, be it resolved that through the power vested in me as Mayor of the City of Charlotte Michigan, let all who do, have and will reside and work in the City of Charlotte, Michigan know that our City joins the Helping Hands Food Pantry in proclaiming September 2024, and all years forward be known as “**Hunger Action Month**” in the City of Charlotte Michigan.

IN WITNESS THEREOF, I have hereunto set my hand and caused the Seal of the City to be affixed this 12th day of the August, 2024



Tim Lewis, Mayor

COMMUNICATIONS AND COMMITTEE REPORTS:

- a. City Attorney Report

Received

- b. Councilmember Committee Reports

Master Planning Steering Committee – Duweck – Final draft is expected to be presented to the steering committee tomorrow.

Library Board – Scott – he is no longer a voting member of the Library Board (a result of the passing of the ballot measures this past August) and is available for other duties.

CONSENT AGENDA:

- a. Approval of Claims and Expenditures totaling \$900,613.39
- b. Approval of Mayoral Appointments
- c. ~~Consider approval of Resolution 2024-24 To approve 2024 Guidelines for Poverty Exemptions~~ – moved to business l
- d. Approval of Resolution 2024-27 To approve changes to signatories for Independent Bank accounts.

Motion by Duweck and supported by Fullerton to approve the consent agenda items a, b and d. Carried; Yea 7 Nay 0; Absent 0

BUSINESS AGENDA:

- a. First reading and set a date for the public hearing to consider Ordinance 2024-01 An ordinance to amend city code section 38-2 “Alcoholic Beverages”

Motion by Duweck supported by Scott to approve advancing Ordinance 2024-01 for a public hearing and second reading to

consider for approval on August 26, 2024. Carried by roll call vote; Yea 6; Nay 1 (Chin); Absent 0

- b. Consider approval of Resolution 2024-23 To approve street closures and provide other assistance for the Charlotte Frontier Days Festival held September 4 to 8, 2024

Motion by Chin supported by Scott to approve Resolution 2024-23 To approve street closures and provide other assistance for the Charlotte Frontier Days Festival held September 4 to 8, 2024. Carried. Yea 7; Nay 0; Absent 0

- c. Consider approval of Resolution 2024-25 To support a fixed tax limitation millage for Eaton County in the November 5, 2024 election

Motion by Chin, died for lack of a second

- d. Consider approval of contract for supplemental community and economic development services with CharlotteRising.

Motion by Scott supported by Duweck to approve contract for supplemental community and economic development services with CharlotteRising, was **Tabled** by Chin supported by Fullerton. The attorney is directed to review the contract to ensure compliance in regards to the proper use of public funds. Tabled by roll call vote; Yea 6; Nay 1 (Rodriguez) Absent 0

- e. Review of CharlotteRising Social District map, signage design and signage location

Motion by Chin supported by Duweck to approve the Social District map, signage design and signage location. Carried by roll call vote; Yea 7; Nay 0; Absent 0

- f. Consider approval of Airport Manager contract renewal

Motion by Fullerton supported by Christensen to approve the Airport Manager contract renewal. Carried; Yea 7; Nay 0; Absent 0

- g. Consider approval of change order requests for tree clearing contracts with New Life Arboricultural Services and Prien & Newhof

Motion by Duweck supported by Scott to approve the change order requests for tree clearing contracts with New Life Arboricultural Services and Prien & Newhof. Carried; Yea 7; Nay 0; Absent 0

- h. Consider approval of Airport Capital Improvement Program

Motion by Fullerton supported by Duweck to approve the Airport Capital Improvement Program was **Tabled** by Chin supported by Fullerton. Administration was asked to reorder the airport projects, moving the construction of additional airport hangars earlier on the timeline, tabled by roll call vote; Yea 6; Nay 1 (Rodriguez) Absent 0

- i. Consider approval of Michigan Consultants Network contract

Motion by Chin supported by Scott to approve the Michigan Consultants Network contract. Carried; Yea 7; Nay 0; Absent 0

- j. Consider approval of Google Workspace annual renewal

Motion by Chin supported Duweck to approve the Google Workspace annual renewal. Carried; Yea 7; Nay 0; Absent 0

- k. Special Assessment District discussion

Discussion centered on placing the measure on a ballot proposal to be voted on.

- l. Consider approval of Resolution 2024-24 To approve 2024 Guidelines for Poverty Exemptions

Hillard will address questions posed in his City Manager report at the next council meeting

Motion by Christensen supported by Scott to approve Resolution 2024-24 To approve 2024 Guidelines for Poverty Exemptions. Carried; Yea 7; Nay 0; Absent 0

PUBLIC COMMENT:

JoDee Pruden, resident. She was happy to have learned more about the Airport. She believed that the Council should endorse the Eaton County millage proposal, particularly given the city's own issues such as tax exemptions, the rise in the Special Assessment District, and the necessity to control escalating costs of employee retirement benefits.

Doug Llyod, Eaton County Prosecutor. He conveyed to the Council the potential consequences of the ballot measure not passing and encouraged each council member to take the time to understand the facts. He emphasized how his department would be impacted and urged the Council not to stay silent on this matter.

Annie Williams, resident and CharlotteRising Executive Director. She expressed gratitude to the Council for progressing with the Time Piece Park Ordinance. She extended an invitation to Scott to join her team, thanked them for approving the Social District signs, and offered assistance with the contract to help secure Council approval.

Joey Pray, resident. He extended an invitation to JoDee Pruden to attend the next Airport Advisory Board meeting and expressed appreciation to the Council for approving the change orders. As the original and past president of CharlotteRising, he highlighted their designation as a Michigan Mainstreet partner and their significant contributions to the community. He encouraged Council support for their efforts.

William St. Amour, business owner and CharlotteRising board member. He clarified that CharlotteRising, among numerous other services, primarily focuses on enhancing economic vitality, design, and promotion within the City. They play a crucial role in supporting commercial interests in downtown properties, among various other initiatives that promote and benefit Charlotte

STAFF COMMENTS:

No comments

MAYOR AND COUNCIL COMMENTS:

Scott - holds "office hours" at Fay's Evelyn Bay Coffee every Tuesday from 10 am to noon.

Chin - provided Council with updates, including information about the MML hub for grant resources and a proposed change to the distribution of MSHDA funds. He joked about fearing Annie Williams after his tabling the CharlotteRising contract. Beginning in September, he will resume office hours in the Mayor's office on Tuesday mornings and Thursday afternoons during the week between Council meetings. He is actively working on issues related to the Edmond Senior Apartments and is advocating for a plan of action for funding for street repair and maintenance.

Rodriguez - expressed a desire for a Council policy to prevent the tabling of any item until all council members have had an opportunity to speak on it. He thanked Mr. Lloyd for his attendance, he will become an informed voter and trusts the public will also become informed voters in regards to the Eaton County millage proposal.

Christensen - noted that the boss of the Edmonds Senior Apartments from Indianapolis recently visited town. He emphasized the importance of informed decision-making

regarding the Eaton County millage proposal without pressuring city residents. He highlighted a retirement party hosted by Helping Hands for two volunteers who collectively served the organization for 71 years. He encouraged attendance at the "Go Orange Day" event by Helping Hands at Hidden Creek on September 15th. He wished Mr. Hillard a swift recovery and highlighted a voter turnout of 27% in Eaton County for the August State Primary, urging increased voter participation. He also urged support for the Eaton County Health Department's "Street Heart" event on August 16th and thanked all attendees.

Fullerton - mentioned that the contract with CharlotteRising is not a donation and supported Rodriguez's proposal to delay tabling items until all members have had a chance to speak. He believed that adjusting the language of the resolution could have garnered more support for the Eaton County millage. He underscored the potential consequences of losing funds from the Special Assessment District, warning that it could lead to significant cuts in city staff and services, similar to Eaton County's predicament.

Duweck - no comments.

Lewis - stated that he would discuss with City Manager Hillard the possibility of creating a Council policy regarding tabling items and promised to provide an update before the next meeting. He commended Rodriguez for his recent participation as a chosen top contender in a mixed martial arts competition where he achieved World Champion titles in two events.

ADJOURN:

Motion by Christensen supported by Duweck to adjourn the meeting at 8:54 p.m. Carried; Yea 7; Nay 0; Absent 0

Respectfully submitted,
Mary LaRocque, City Clerk

Introduced: August 12, 2024
Adopted: August 26, 2024
Effective: September 02, 2024

CITY OF CHARLOTTE
EATON COUNTY, MICHIGAN

ORDINANCE NO. 2024-01

AN ORDINANCE TO AMEND CITY CODE SECTION 38-2 “ALCOHOLIC BEVERAGES”, SECTION 6-3 “CONSUMPTION IN PUBLIC”, AND SECTION 6-4 “UNCAPPED CONTAINERS”, TO ALLOW FOR ALCOHOLIC BEVERAGES IN AREAS DESIGNATED IN THE SOCIAL DISTRICT AS PERMITTED UNDER STATE LAW AND CITY SOCIAL DISTRICT PLAN, AND TO PROVIDE AN EFFECTIVE DATE HEREOF.

Councilmember _____ moved the following:

THE CITY OF CHARLOTTE ORDAINS:

Section 1. Title And Purpose. The title of this ordinance shall be “*An ordinance to allow alcoholic beverages in designated and approved Social District’s Commons Area as permitted by law.*” The purpose of this ordinance is to protect the health, safety, and welfare of citizens and persons in the City of Charlotte while participating in the City’s Social District.

Section 2. Amendments To City Code. Amendments shall be and hereby as follows in bold:

§ 38-2 ALCOHOLIC BEVERAGES.

(A) No person shall bring into or drink in any city park, any alcoholic beverage, except in areas designated as the City’s Social District’ Commons Area and only during days and hours of operations as determined by City Council resolution in accordance with state law or provided in subsection (B).

(B) City Council may permit the sale and consumption of alcohol in designated areas of city parks in conjunction with events that are sponsored by nonprofit organizations.

§ 6-3 CONSUMPTION IN PUBLIC.

No alcoholic liquor shall be consumed on the public streets, parks or in any other public places, including any store or establishment doing business with the public not licensed to sell alcoholic liquor for consumption on the premises, except in areas designated as the City’s Social District’ Commons Area and only during

days and hours of operations as determined by City Council resolution in accordance with state law or as permitted pursuant to § 38-2(B).

§ 6-4 UNCAPPED CONTAINERS.

No person shall transport or possess any alcoholic liquor in a container which is open, uncapped or upon which the seal is broken, on the public streets, including any store or establishment doing business with the public not licensed to sell alcoholic liquor for consumption on the premises, **except in areas designated as the City's Social District' Commons Area and only during days and hours of operations as determined by City Council resolution in accordance with state law.**

Section 3. Savings Clause. All proceedings pending and all rights and liabilities existing or incurred at the time this amendatory Ordinance takes effect are saved and may be consummated according to the law enforced when they were commenced. This amendatory Ordinance shall not be construed to affect any prosecution pending or initiated before the effective date of this amendatory Ordinance for an offense committed before that date.

Section 4. Conflicting Ordinances Repealed. Except as to prosecution and legal actions pending and saved pursuant to Section 3 above, any City Ordinances or parts of Ordinances in conflict with or inconsistent with any of the provisions of this Ordinance are repealed.

Section 5. Severability. The provisions of this ordinance are severable, and if any section, sub-section, paragraph, sentence, clause, phrase, or portion of this ordinance is, for any reason, held invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of all remaining sections, sub-sections, paragraphs, sentences, clauses, phrases, or portions of this ordinance.

Section 6. Section Headings. The section headings used in this ordinance are for convenience only and are not a part of this ordinance.

Section 7. Effective Date. This ordinance shall take effect seven days after it has been adopted by the City Council.

Introduced by the Charlotte City Council this 12th day of August, 2024.

Motion by Duweck

Second by Scott

Ayes: 6 - Lewis, Fullerton, Rodriguez, Christensen, Scott,
Duweck

Nays: 1 - Chin

Absent: 0

Adopted by the Charlotte City Council this 26th day of August, 2024

Motion by
Second by

Ayes:
Nays:
Absent:

Approved:

Timothy Lewis, Mayor

I, Mary LaRocque, City Clerk, certify this is Ordinance No. 2024-01 adopted by the Charlotte City Council at a meeting held on the 26th day of August, 2024, a meeting held according to the Open Meetings Act, Public Act No. 267 of 1976, as amended. I further certify Ordinance No. 2024-01 was published in The County Journal, a newspaper of general circulation in the City of Charlotte, the 31st day of August, 2024, subsequent to its adoption.

Mary LaRocque, City Clerk

Introduced: August 12, 2024
Public Hearing: August 26, 2024
Adopted: August 26, 2024
Published: August 31, 2024
Effective: September 02, 2024



To: Honorable Mayor Lewis; City Council
From: Robert Hillard, City Manager
Re: City Manager's Report - August 26, 2024

Honorable Mayor Lewis and City Council,

The following is the latest City Manager's Report. This report is not intended to cover all activities of the City Manager, but will attempt to cover certain items relevant to City Council proceedings and citizen interest. Thank you and please give me a call at (517) 543-8850 or rhillard@cityofcharlottemi.org, if you have any questions.

City Manager Community Outreach Efforts

Since the last City Manager's Report provided to the City Council, I continue to meet with the Mayor, City Councilmembers, Department Heads, staff, and consulting services. However, I have attended a variety of meetings and events in the community. This is not a complete list of community outreach efforts, but provides a majority of the activity. City Council Workshop, Carmel Township Supervisor Steve Willard (2), Rural Fire Association Board, Chamber of Commerce Board, EMS Board, Downtown Development Authority, CharlotteRising Board, MSHDA CHILL Grant (2), CharlotteRising Executive Director Annie Williams (2), and the Community Master Plan Committee. I appreciate all that have assisted me in introductions to the community.

Poverty Exemption Policy - City Council Questions

From Sandy Osborn, Deputy Assessor: Three questions asked at the August 12, 2024 City Council meeting regarding the poverty exemption policy: 1) Does this exemption apply to all taxing agencies that we collect for? Yes, if we grant a poverty exemption for a qualified taxpayer, they are exempt for all millage based taxes. 2) What is the percentage of the population subjected to the poverty exemption in the City of Charlotte? .13% of the residential population (the past few years we have had 4 applicants each year that qualify for the poverty exemption. 3) What is the amount of revenue that the City is missing out on? In 2023 we lost approximately \$4090 at the City level, approximately \$6,600 for the combined millage as a whole which equates to approximately .05% of a loss in revenue for the City. We have only processed 2 applications so far in 2024 but I anticipate 2 more. Thank you for passing the current poverty exemption policy. By law each jurisdiction needs to pass a policy and update the income guidelines annually. We get a bulletin each year with the new Federal income guidelines. The City cannot lower the federal income guidelines but we could choose to raise the income guidelines. If you have any other questions, please contact me!

“The Framework” Update

Provided as an attachment to this report is the most recent version of “The Framework”. Every month the latest version of “The Framework” will be presented. Items added since the last version provided to City Council include City Services Area - Defined Benefit Review, Employee Retirement Health Care Review, and Council Chamber Room and Sound Review. Also, Community Development Area - Zoning Ordinance Review, Lansing Street/Road Business District Review, and Combs Industrial Park Utility and Street Review. Finally, Neighborhood Enrichment - Bennett Park Review and Code Enforcement/Rental Inspection Review.

Airport Advisory Board Update

The following is the latest update from the Airport Advisory Board meeting held on August 6, 2024.

Airport Manager’s Contract - Three Year Renewal Option. The Airport Advisory Board discussed the performance of Todd Cotter, Airport Manager, and expressed their appreciation of his service. The Board discussed their desire to provide more funding to Charlotte Air Services. The Advisory Board recommended a three year renewal option in the existing Airport Manager’s contract with Charlotte Air Services, LCC, with an understanding that the City Council consider more investments to the airport.

Airport Fuel Farm Repairs - The Airport Advisory Board was provided an update on the airport fuel farm repairs. Sealed bids were received after the meeting, and since the amount was under \$10,000, the City Manager authorized the repair.

Airport Tree Clearing Contracts - Jon Van Duinen, the Airport Consulting Engineering from Prein and Newhof, was present to provide an update related to the airport tree clearing project. He indicated that the City of Charlotte has pursued a tree trimming project at the Fitch H. Beach (FPK) Airport over the last couple years. The project should be completed after November 1, 2024. The City Council is being asked to approve a change order with New Life Arboricultural Services and Prein and Newhof. The change order with New Life Arboricultural Services is for the removal of additional trees that have grown within 10’ of the airport approach. The amount of the change order is \$19,500. The change order with Prein and Newhof is for additional construction phase services for easement and tree removal coordination in the amount of \$22,000. These expenditures are offset with a 95% grant from the Federal and State Government.

Airport Capital Improvement Plan - Jon Van Duinen, the Airport Consulting Engineering from Prein and Newhof, was present to provide an update related to the airport capital improvement program (CIP). The City of Charlotte annually prepares a CIP for the Fitch H. Beach (FPK) Airport. The majority of the previous tree clearing and easement acquisition project was authorized through this program. The CIP is intended to identify important projects that could potentially be funded by the Michigan Department of Transportation (MDOT) - Aeronautics Division. Generally, the identified projects are funded by Federal (90%), State (5%) and Local Matches (5%). The amount of funding is allocated to each eligible airport, including the Fitch H. Beach (FPK) Airport. A meeting is scheduled with MDOT for early September to discuss the CIP. The Airport Advisory Board recommended the CIP with the following projects for 2025: Design: Perimeter Fence Improvements \$16,000 Design: Parking Lot/Entrance Road Pavement Rehabilitation \$25,000 Access Road Pavement Rehabilitation \$164,850 Parking Lot Rehabilitation \$132,040 Perimeter Fence Improvements \$148,000 Design: Apron Rehab. (Remark, Crack Seal, and Joint Repair) \$24,000.

Downtown Development Authority Update

The following is the latest update from the Downtown Development Authority meeting held on August 20, 2024:

Downtown Strategic Plan - The DDA discussed the history of the DDA, and thoughts related to moving forward. It was stated the objective should be “Less Talk - More Action”. The DDA listed a variety of projects they would like to pursue and actions by individual members. 1) Banner Development - The DDA developed a design in the past for banners, and asked to pursue this project. The previous vendor was Kalamazoo Banner Works. Howe will gather the previous designs and locations discussed previously, and send them to the DDA members for review and recommendation at the next meeting. 2) DDA Expansion - The DDA discussed expanding the DDA to include properties along Harris Street. Chair Phillips will provide a legal description of the suggested expansion of the DDA, and the DDA will discuss and make a recommendation to the City Council at the next meeting. 3) Mission Statement - The DDA discussed the existing mission statement which is the following: “A downtown development authority is established, the purpose of which is to halt property value deterioration, increase property tax valuation, eliminate the cause of deterioration and promote economic growth within the downtown district.” The DDA is scheduled to review the mission statement at the next meeting to better understand the DDA mission and potentially make changes. 4) Amenities - The DDA discussed the review and placement of dog waste stations, benches, and historical gateway signs. Individual members will send information on these suggested amenities to the City Manager for evaluation and discussion at the next meeting. City Manager Hillard indicated that if individual maintenance issues are discovered downtown, that members can email him and he will see what can be done internally.

Downtown Parking - The DDA discussed Downtown Parking and the challenges that are present. They discussed the existing program, the focus on snow removal and overnight parking concerns, especially related to overnight stay facilities. The DDA indicated that they understand the City Council is reviewing the issue, and they are available to assist the City Council if requested.

Downtown Truck Traffic - Mayor Lewis indicated that he has created a subcommittee to discuss Truck Traffic Downtown. He will keep the DDA informed, and believes strongly that this issue should be addressed. He indicated it will likely take time, since it will involve working with MDOT and other entities.

DDA Financial Activity - City Manager Hillard reviewed the DDA Financial Activities presented for July.

City of Charlotte

“The Framework”

(8-26-2024)

City Services

Capital Improvement Plan
Emergency Response Plan
Communication - Transparency Plan
Street Maintenance Program Review
Budget/Finance Review
Public Works Organization Review
Information Technology Management Review
Council Chamber Room and Sound Review
Defined Benefit Review
Employee Retirement Health Care Review
Ambulance Service Review
Building Inspection Program Review
Finance/Clerk Office Review
Website Review
Fire Agreement - Carmel Township Review
Special Assessment District Review
Solid Waste Review
International Fire Code Review

Community Development

Community Master Plan
Airport Improvement Plan
Downtown Development Plan
Downtown Social District Review
Downtown Parking Review
Downtown Truck Traffic Review
Zoning Ordinance Review
Economic Development/Planning Organization Review
Lansing Street/Road Business District Review
Combs Industrial Park Utility and Street Review
City Gateway Enhancement Review

Neighborhood Enrichment

Parks Master Plan
Bennett Park Review
Code Enforcement/Rental Inspection Review
Street Light Program Review
Lincoln Street Traffic Review
High Street Traffic Review
Overnight Street Parking Review
Sidewalk Snow Removal Review
Housing Initiatives Review
Tree Policy Review

Charlotte Police Department

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

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

Paul Brentar, Chief of Police

July 2024 Monthly Report

Monthly Statistics:

- See attached report.

Training:

- Chief Brentar & Captain Brooks provided refresher Active Violence training on 07-24 & 07-25 to local first responders in preparation for the full-scale exercise on Aug. 1st 2024.
- All officers began online training with Virtual Academy in order to comply with the new Continuing Professional Education (CPE) requirements from MCOLES. We have received funding from MCOLES to assist in paying for this training.

Staffing:

- We have 2 officer vacancies currently. A conditional offer has been extended to a candidate who has accepted and will start on 09-30-2024. Another application was received and that candidate is in the background phase. Hopefully we'll be able to send this candidate to the academy in January.

Operational Highlights:

- On 07-02, officer assisted the Eaton County Sheriff's Office with transporting a female to the jail for Sparrow Eaton Hospital.
- On 07-03, officers were dispatched to a possible drunk driver. Officers were able to locate the vehicle and take the driver into custody. Preliminary results showed that the driver had a blood alcohol level over 3 times the legal limit.
- On 07-07, officers arrested a driver for OWI after they backed out of their own driveway and crashed into another vehicle.
- On 07-09, officer assisted the Michigan State Police with a suspicious subject who had warrants for his arrest.
- On 07-09, officers responded to a local business for a Retail Fraud complaint where two females were shoplifting. One female was released and charges will be requested, the other female was arrested on outstanding warrants and charges will be requested as well.
- On 07-11, officers responded to an assault call on Packard Hwy. Officers were able to locate the suspect and arrest him on aggravated assault charges.
- On 07-13, officers assisted the Eaton County Sheriff's Office with attempting to locate a suicidal subject who may be in Charlotte.
- On 07-14, officers assisted the Michigan State Police with an OWI arrest on Lansing Rd.
- On 07-15, officers assisted the Eaton Rapids Police Department with attempting to locate a juvenile runaway.

- On 07-18, officers assisted the DPW with traffic control at Cochran/Lawrence for a tree removal.
- On 07-18, officers responded to a Personal Injury crash on High St. The driver assaulted both officers and was transported to Sparrow Main in Lansing. Once medically cleared, he was lodged for Reckless Driving and Assaulting a Police Officer.
- On 07-18, officers responded to a Car vs Train crash on Clinton St. The driver got stuck on the tracks after turning where her GPS told her to turn.
- On 07-20, officers assisted EMS with an unresponsive subject. Officers administered one dose of Narcan. The subject was transported to the hospital.
- On 07-22, officers assisted Parole with arresting a subject and lodging them at the jail.
- On 07-24, officers assisted the Eaton County Sheriff's Office with an OWI arrest at Sparrow Eaton Hospital.
- On 07-30, officers responded to a Personal Injury Crash on Lansing St./I-69.
- On 07-31, officers responded to a Personal Injury Crash/Hit & Run on Lansing St./I-69 involving a Car vs Moped. The car left south on I-69. The moped driver was transported to the hospital with serious injuries. This investigation is on-going.

Outreach/Public Events:

- Officers provided security at the Eaton County Fair during fair week.
- Officer Carroll attended Meet Up & Eat Up at Oak Park with the assembly of God Church.
- Officers provided traffic control and PR for the ECHRS 5K on 07-27.

Respectfully,



Chief of Police

#DIV/0!	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	2023	%	WARRANTS	ARRESTS
UCR TITLE																	
STATE CRIMES																	
SOVEREIGNTY													0	0	0%		
MILITARY													0	0	0%		
IMMIGRATION													0	0	0%		
Part I Crimes																	
CRIMES AGAINST PERSONS																	
HOMICIDE-MURDER(ATTEMPT)													0	0	0%		
NEGLIGENT HOMICIDE													0	1	-100%		
KIDNAPPING					1								1	0	100%		
PARENTAL KIDNAPPING													0	0	0%		
SEX. ASSAULT-ALL				3	4	1	3						11	16	-31%		
ROBBERY		1	1	1									3	1	200%		
NON-AGG ASSAULT	18	11	15	10	17	14	11						96	86	12%	4	24
AGGRAVATED ASSAULT	2		1	2	3	3	3						14	17	-18%		7
INTIMIDATION/STALKING	9	14	12	10	11	15	15						86	92	-7%		3
PROPERTY CRIMES																	
ARSON													0	1	-100%		
EXTORTION	1		1		1								3	5	-40%		
BURGLARY-FORCED		1	2	1	4	2	2						12	15	-20%		2
BURGLARY-W/O FORCE													0	1	-100%		
BURGLARY-ILLEGAL ENTRY		2		4	1	3	1						11	5	120%	3	1
POSS BURGLARY TOOLS													0	0	0%		
LARCENY	20	14	6	10	15	10	7						82	139	-41%	4	
MOTOR VEHICLE THEFT	1	3	1	3		1	1						10	8	25%		2
Part II Crimes																	
STOLEN PROPERTY-MOTOR VEHICLE		1		1		1	1						4	5	-20%		
FORGERY/COUNTERFEIT-ING	1	1		2			1						5	12	-58%	2	
FRAUDULENT ACTIVITY	6	8	4	5	13	5	8						49	51	-4%	1	2
EMBEZZLEMENT					1	1							2	2	0%		
REC/CONCEALING STOLEN PROPERTY					2								2	10	-800%	1	1
DESTRUCTION OF PROPERTY	2	8	5	9	5	10	5						44	33	33%		
RETAIL FRAUD-ALL	6	5	14	10	17	12	6						70	44	59%	2	5
UCR TITLE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	LAST YEAR	%	WARRANTS	ARRESTS
MORALS/DECENCY CRIMES																	
V.C.S.A.	3	5	6	6	2	2	2						26	25	3%	1	6

#DIV/0!																	
UCR TITLE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	2023	%	WARRANTS	ARRESTS
SEX OFFENSE	1	1	1	1	2	2							8	12	-50%		
OBSCENITY													0	6	-100%		
FAMILY ABUSE/NEGLECT	6	5		1	7	3	2						24	32	-25%		3
FAMILY-NON SUPPORT													0	8	-100%		7
FAMILY-OTHER													0	0	0%		
GAMBLING													0	0	0%		
COMMERCIALIZED SEX OFFENSE													0	0	0%		
LIQUOR LICENSE VIOLATION					1								1	0	100%		
LIQUOR LAW VIOLATION		1	3		1		1						6	8	-33%		
PUBLIC ORDER CRIMES																	
OBSTRUCTING POLICE		3	1	3	1	2	2						12	12	0%	1	5
ESCAPE-CORRECTIONAL INSTITUTION													0	0	0%		
ESCAPE-MENTAL INST.													0	0	0%		
ESCAPE/FLIGHT													0	0	0%		
OBSTRUCTING JUSTICE	1	1	3		3	1	2						11	93	-88%	67	78
BRIBERY													0	0	0%		
WEAPONS-CONCEALED	1		1	1			1						4	5	-20%		1
WEAPONS-EXPLOSIVE													0	0	0%		
WEAPONS-OTHER		2		1		2							5	4	25%		
PUBLIC PEACE	17	19	26	18	17	15	6						118	156	-24%		5
TRAFFIC-HIT AND RUN	7	1	4	6	5	4	5						32	33	-3%		
TRAFFIC-O.U.I.L./O.U.I.D	2	2	6	2		2	2						16	36	-56%		10
TRAFFIC-MISD	5	4		2	5	6	6						28	28	0%	4	9
HEALTH/SAFETY VIOLATION	4	6	5	3	3	6	5						32	36	-11%		
CIVIL RIGHTS													0	0	0%		
TRESPASS/PRIVACY	2	6	11	5	9	5	9						47	69	-32%		2
SMUGGLING													0	0	0%		
ELECTION LAWS													0	0	0%		
ANTI-TRUST													0	0	0%		
TAX REVENUE													0	0	0%		
CONSERVATION	1		4										5	5	0%		
VAGRANCY	1	2	1	2	2	10	4						22	38	-23%		
MISC. CRIMINAL OFFENSE													0	1	-100%		
GRAND JURY INVESTIGATION													0	0	0%		
CONSPIRACY													0	1	-100%		

End of Part II Crimes

#DIV/0!	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	2023	%	WARRANTS	ARRESTS
UCR TITLE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	LAST YEAR	%	WARRANTS	ARRESTS
JUVENILE MINOR																	
DELINQUENT MINOR	6	26	14	7	6	7	5						71	103	-31%		
RUNAWAY	1	7	3	4	6	5	3						29	21	38%		
CIVIL-NON CRIMINAL																	
DIVORCE/SUPPORT													0	0	0%		
INCAPACITATION			1		1	1	4						7	17	-13%		
INSANITY	16	16	11	14	14	10	16						97	90	8%		
TRAFFIC																	
CRASH-PD-PUBLIC ST.	29	12	12	14	15	18	15						115	132	-13%		
CRASH-PI-PUBLIC ST	4	1	1	2	4	1	3						16	21	-24%		
CRASH-FATAL-PUBLIC ST													0	1	-100%		
CRASH-PD-PRIVATE	3	1	2	3	5	3	8						25	33	-24%		
CRASH-PI-PRIVATE						1							1	4	-3%		
CRASH-FATAL-PRIVATE PROPERTY													0	0	0%		
CIVIL INFRACTION	48	43	23	24	26	14	9						187	127	47%		
PARKING VIOLATION	3	7	2	1	4	3	3						23	54	-57%		
Park. Tickets- 524-2021, 356-2023	62	7					6						75	20	275%		
ABANDONED VEHICLE	3	2	5	6	3	3	10						32	40	-20%		
TRAFFIC HAZARD INVES	13	5	5	13	11	6	2						55	55	0%		
TRAFFIC DIRECTION	6	1	2	1	8	4							22	40	-45%		
TRAFFIC SAFETY PUBLIC APPEARANCE													0	0	0%		
BREATHALYSER TEST-													0	0	0%		
OTHER POLICE													0	0	0%		
ALARMS																	
ALARM-POLICE RESPONSE	9	19	16	11	21	7	23						106	74	43%		
ALARM-MALFUNCTION	1	1	1										3	1	200%		
ALARM-TEST	2	1	3										2	9	-7%		
ALARM-WATER & SEWER			1										0	0	0%		
FIRE																	
ACCIDENT-FIRE													0	0	0%		
ACCIDENT-EXPLOSION													0	0	0%		
ACCIDENT-CHEMICAL													0	0	0%		
HAZARDOUS FIRE COND.					2	2	6						10	10	0%	Fireworks	
FIRE REGULATION VIOL													0	0	0%		
ASSIST BUILDING DEPT					1		1						2	8	-75%		

#DIV/0!													TOTAL	2023	%	WARRANTS	ARRESTS
UCR TITLE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	LAST YEAR	%	WARRANTS	ARRESTS
ASSIST C.F.D.	3	1		1	1	5							11	16	-31%		
ACCIDENTS																	
ACCIDENT-AIRCRAFT													0	0	0%		
ACCIDENT-HUNTING													0	0	0%		
ACCIDENT-SHOOTING													0	0	0%		
ACCIDENT-BOATING													0	0	0%		
ACCIDENT-WATER													0	0	0%		
ACCIDENT-OTHER													0	0	0%		
INSPECTIONS- INVESTIGATIONS																	
INSPECT-BOAT													0	0	0%		
INSPECT-MOTOR VEHICLE	5	2	1	3	3	1							15	12	64%		
INSPECT-TRAFFIC CITATION													0	0	0%		
INSPECT-BUSINESS	35	34	8	26	29	25	29						186	325	-43%		
INSPECT-RESIDENCE	3	9	17	18	5	4	6						62	119	-48%		
INSPECT-HANDGUN	12	15	10	19	11		11						78	133	-41%		
INSPECT LIQUOR LICENSE		4		4									8	12	-33%		
INSPECT-OTHER/SOR CHECK	13	9	10	14	5	7	8						66	89	-26%		
INSPECT-CCW APPLIC													0	0	0%		
DOMESTIC DISPUTES	16	23	12	12	25	21	15						124	164	-24%		
CIVIL DISPUTE	8	16	14	19	20	20	19						116	127	-9%		
SUSPICIOUS SITUATION	82	81	82	95	100	111	120						671	789	-15%		
FIELD INTERROGATION CARD													0	0	0%		
HAZARDOUS SITUATION													0	0	0%		
SUSPECTED NARCOTIC ACTIVITY	1	6	1	4	3	3	2						20	12	67%		
ABANDONED/RECOVERED PROPERTY	5	3	11	2	8	7	4						40	57	-30%		
DRUG OVERDOSE	1	2	3			2	5						13	7	50%		
BOMB THREAT													0	0	0%		
MISC. INCIDENTS																	
MISC/P.B.T.													0	0	0%		
SUICIDE	2		1			1	1						5	0	4%		
SUICIDE ATTEMPT	6	4	4	2	6	3	1						26	57	-54%		
DEATH-NATURAL	2	2	1	1	1	2							9	1	200%		
DEATH-UNDETERMINED							1						1	1	0%		
MISSING PERSON	3	1	3	1	1	1	2						12	7	71%		

#DIV/0!

UCR TITLE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	2023	%	WARRANTS	ARRESTS	
NATURAL DISASTER													0	0	0%			
PUBLIC RELATIONS ACTIVITY													0	30	-100%			
PATROL INFORMATION	1				1								2	4	-50%			
UCR TITLE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	LAST YEAR	%	WARRANTS	ARRESTS	
GENERAL ASSISTANCE																		
ASSIST CITIZEN	44	56	53	56	62	47	72						390	557	-30%			
ASSIST MOTORIST	7	5	8	5	5	7	5						42	27	56%			
ASSIST POLICE AGENCY	9	11	10	17	11	7	16						81	78	4%			
ASSIST OTHER AGENCY	8	11	12	10	7	12	9						69	109	-37%			
ASSIST D.P.W.	4	1			1	2	4						12	12	0%			
ESCORT-FUNERAL													0	0	0%			
ESCORT-MONEY													0	0	0%			
ESCORT-OTHER													0	0	0%			
TRANSPORT-PRISONER	22	12	12	17	18	21	22						124	112	11%			
TRANSPORT-PAPERWORK	4	6	3	3	1	3	1						21	48	-56%			
TRANSPORT-OTHER													0	0	0%			
LOCKOUT		3	1	2	4								10	4	150%			
SUBPOENA SERVICE	4	2	2	4	5	5	2						24	16	50%			
PERMISSION TO PARK	2	3	1	2	4		1						13	10	2%			
PATROL-FOUND DOOR OPEN	8	5	4	4	3		3						27	31	-13%			
PATROL-FOUND OPEN WINDOW							1						1	0	100%			
PATROL-FOUND B&E													0	0	0%			
ASSIST E.C.S.D.-	9	5	6	8	8	8	9						53	64	-17%			
GENERAL NON CRIMINAL																		
JUVENILE SAFETY VIOL													0	0	0%			
ANIMAL CONTROL	10	10	8	9	11	18	7						73	57	28%			
ZONING ORD VIOLATION	2						1						3	2	50%			
TOTALS	654	618	534	580	639	566	602						4193	5109	-18%			
TRAFFIC STOPS	137	101	60	102	73	63	50						586	575	2%			
OFFICER TRAINING HOURS	13	182	24	141	65	97.5	38						560.5	579.5	-3%			
COMMUNITY HOURS	16	72.5	2	1.5	4.5	53	61						210.5	131.5	60%			
PAPERWORK HOURS	469.5	322.5	322	337	440	409.5	298						2598.5	2106	23%			

SRO STATS

#DIV/0!																	
UCR TITLE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	2023	%	WARRANTS	ARRESTS

The SRO had no school assignments for the month of July

VCSA STATS

During the month of July the Charlotte Police Department dealt with 9 VCSA incidents. They are the follows:

3-Meth, 2- Heroin, 2-Marijuana, 2-Unknown

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

August 13, 2024

To: The City of Charlotte

From: Chris and Elena Reed, City of Charlotte Residents

The letter is a formal request that a Stop Sign be placed on High Street, either at the corner of Amity and High Street or possibly Foote and High Street, Facing in the North and South directions.

This street is a residential 25 mph road with an Elementary School right in the middle between Lawrence and Beech. It is a route that many County employees utilize to get to the County Complex among others that also use it as a pass through to Beech to get over to Wheaton Rd.

We, and many neighbors, have witnessed countless vehicles going WAY above the speed limit on High Street. On July 18th our property was damaged when a vehicle heading Northbound was doing an estimated 60-70 MPH. The driver somehow lost control of his vehicle hitting a legally parked truck that proceeded to get turned on its side and eventually landed up right in my front yard, dumping gasoline and destroying a portion of our yard and completely demolishing our mailbox. Also totaling both vehicles.

This accident could have had serious and/or possible deadly consequences if school had been in session, or if someone had been walking by or we were going to get our mail at that moment in time.

My husband and I have also witnessed the Republic Garbage truck, which picks up the garbage from Washington School, exceed this speed limit more than once.

High Street is roughly a $\frac{3}{4}$ mile stretch of road with no Stop signs between Lawrence Hwy and Beech Street and it needs one or something that will deter speeders from going so fast down this road.

Thank you for your consideration of this Safety Concern

Chris and Elena Reed

[REDACTED]

[REDACTED]

[REDACTED]





THE CITY OF
CHARLOTTE
MICHIGAN

Memo

To: Honorable Mayor Lewis; City Council
From: Mary LaRocque, City Clerk
Date: August 21, 2024
Re: Claims and Expenditures for Council approval on Monday August 26, 2024

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 City Manager and answers resolved by the Friday preceding said council meeting. Claims and expenditures are budgeted items and/or larger purchases pre-approved by Council. While review is recommended, approval should not be hindered.

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

Financial Impacts

HRA Insurance claims week of August 12, 2024	\$ 205.09
HRA Insurance Claims week of August 19, 2024	\$ 1,436.37
Payroll paid Friday August 23, 2024	\$244,512.68
Invoiced claims as of August 21, 2024	<u>\$602,031.10</u>
Total	<u>\$848,185.24</u>

Suggested Motion

Motion to approve Claims and Expenditures in the amount of **\$848,185.24**

08/21/2024 02:10 PM
User: CKOENIG
DB: Charlotte

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF CHARLOTTE
INVOICE ENTRY DATES 08/08/2024 - 08/21/2024
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: POOL

Page: 1/8

Vendor Code	Vendor Name	Invoice	Description	Amount
01678	ADVANCE AUTO PARTS	5565421922576	EVC SPREADER	9.16
TOTAL FOR: ADVANCE AUTO PARTS				9.16
01764	AMAZON CAPITAL SERVICES	13VF-KRQJ-6XCL	ACCOUNT # A264N6SLCWDWHU (RETURN OF BED FRAME TO INVOICE #1TRX-1CWL-1FTW)	(42.89)
		1GVR-4HCG-C4QP	ACCOUNT # A264N6SLCWDWHU (GAS SPRING STRUT LIFT SUPPORT POCKETS	12.95
		1JVX-NDNG-33R1	ACCOUNT # A264N6SLCWDWHU (JUSTINS BOOTS)	112.70
		1NNW-JC1K-3NV6	ACCOUNT # A264N6SLCWDWHU	29.08
		1PG6-RKLR-6PC6	ACCOUNT # A264N6SLCWDWHU (COLORED PAPER)	17.45
		1QVL-L1C9-17J6	ACCOUNT # A264N6SLCWDWHU (MEDICAL SUPPLIES)	51.78
		1Y9M-6FM6-V761	ACCOUNT # A264N6SLCWDWHU (WRANGLER JEANS, OFFICE CHAIR WHEELS, STRETCHER BACKBOARD)	476.19
TOTAL FOR: AMAZON CAPITAL SERVICES				657.26
02036	AMAZON CAPITAL SERVICES	136P-RWV7-LW7H	ACCT # A1K517P63NLQUT(POLICE) COMPUTER SPEAKERS	50.97
		1394-CPNL-7V39	ACCT # A1K517P63NLQUT(POLICE) ETHERNET ADAPTER	304.28
		17XK-FG9F-M6DR	ACCT # A1K517P63NLQUT(POLICE) SAMSUNG GALAXY SCREEN PROTECTOR	19.98
		19PK-1TKN-7VGL	ACCT # A1K517P63NLQUT(POLICE) PATCHES	71.78
		1HNK-PC7K-T46G	ACCT # A1K517P63NLQUT(POLICE)	107.96
TOTAL FOR: AMAZON CAPITAL SERVICES				554.97
01635	AT&T LONG DISTANCE	131573146.8	AIRPORT INTERNET (CHARGES JULY 27 - AUG 26)	51.38
TOTAL FOR: AT&T LONG DISTANCE				51.38
01609	BARRY-EATON COUNTY HEALTH	08.08.2024	IMMUNIZATIONS (WELLS)	216.00
TOTAL FOR: BARRY-EATON COUNTY HEALTH				216.00
01608	BARYAMES CLEANERS	BN1616-08.01.202	DRYCLEANING POLICE UNIFORMS	142.45
TOTAL FOR: BARYAMES CLEANERS				142.45
01592	BEST BARRICADING, INC.	7040	RODE CLOSED BARRICADES (HALL STREET)	485.00
TOTAL FOR: BEST BARRICADING, INC.				485.00
01581	BLUE CARE NETWORK	242220012366	MEDICAL COVERAGE (RETIRED) COVERAGE PERIOD 09.01.2024 - 09.30.2024	2,361.17
		242220037969	MEDICAL COVERAGE COVERAGE PERIOD 09.01.2024 - 09.30.2024)	57,526.71
TOTAL FOR: BLUE CARE NETWORK				59,887.88
01561	BS&A SOFTWARE	154763	B GARFIELD TRAINING	1,500.00
		156175	PURCHASE ORDER PROGRAM	6,010.00
TOTAL FOR: BS&A SOFTWARE				7,510.00

08/21/2024 02:10 PM
User: CKOENIG
DB: Charlotte

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF CHARLOTTE
INVOICE ENTRY DATES 08/08/2024 - 08/21/2024
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: POOL

Page: 2/8

Vendor Code	Vendor Name		Amount
	Invoice	Description	
00669	BSB COMMUNICATIONS		
	183394	AUGUST 2024 SERVICES	2,731.70
TOTAL FOR: BSB COMMUNICATIONS			2,731.70
01555	BYRUM ACE HARDWARE		
	386400	MARKING PAINT (CARA)	9.99
	386891	PRESSURE GAUGE	23.99
	386999	VELCRO STRIP,MOUNTING TAPE	17.98
	387010	PAINT SUPPLIES	68.96
	387542	KEYS, PADLOCK, VACUUM CLEANER (AIRPORT)	147.88
	388113	STORAGE BOX	26.97
	388272	SPRAYPAINT	13.98
	388283	WASP & HORNET SPRAY, INSECT KILLER DUST	40.73
	388308	GREAT STUUF SEALER, PESTBLOCK	34.97
	388314	FASTENERS, TIE DOWNS, EYE BOLTS	49.08
	389010	FASTENERS	0.65
	389085	FASTENERS	6.74
	389086	WIRE BRUSH	4.59
	389258	GREAT STUFF INSULATION	21.98
	389459	TOOLS	26.56
TOTAL FOR: BYRUM ACE HARDWARE			495.05
00658	C & D HUGHES		
	2024-1	HMA PATCH, REPAIR EXISTING 12 INCH STORM SEWER	4,593.77
TOTAL FOR: C & D HUGHES			4,593.77
01553	C&C LANDFILL		
	5007-000020372	LOAD TO LANDFILL	194.96
TOTAL FOR: C&C LANDFILL			194.96
00849	CAPITAL ASPHALT		
	6252	COLD PATCH	1,534.50
TOTAL FOR: CAPITAL ASPHALT			1,534.50
00647	CDW GOVERNMENT, INC		
	SP52430	EMERGENCY PURCHASE-SERVER	16,389.48
	SQ10569	PART # P03178-B21	220.48
	SQ15642	PART FOR SERVER	184.75
TOTAL FOR: CDW GOVERNMENT, INC			16,794.71
01457	CHROUCH COMMUNICATIONS		
	12629900	SERVICE LABOR UNIT 405	37.50
	12630000	SERVICE CALL & LABOR	365.00
TOTAL FOR: CHROUCH COMMUNICATIONS			402.50
01489	CMP DISTRIBUTORS INC		
	016520	RIFLE BAG	10.16
TOTAL FOR: CMP DISTRIBUTORS INC			10.16
01486	CONSULTANTS ON CALL, LLC		
	2024-20323	MANAGED SERVICE FEES	2,800.00
TOTAL FOR: CONSULTANTS ON CALL, LLC			2,800.00

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INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF CHARLOTTE
INVOICE ENTRY DATES 08/08/2024 - 08/21/2024
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: POOL

Page: 3/8

Vendor Code	Vendor Name	Description	Amount
Invoice			
01471	CONSUMERS ENERGY		
	201275563050	620 W SHEPHERD ST	16.00
	201453494651	811 CHADS WAY	18.39
	201542478664	1225 S COCHRAN AVE	126.56
	201809458084	811 CHADS WAY	2,690.21
	201987453363	103 VAN LIEU ST	42.06
	202343413360	301 TIRRELL RD	319.47
	202343413361	301 TIRRELL RD R2	254.20
	202343413362	301 TIREELL RD MAINTENANCE	18.39
	202521389058	108 E LAWRENCE AVE	51.31
	202521389059	108 E LAWRENCE AVE	65.11
	202699361840	1325 ISLAND HWY #C	105.36
	202788341699	1152 S COCHRAN AVE CAMP FRANCIS	75.57
	203055316703	1213 S COCHRAN AVE	61.93
	203055316704	1216 S COCHRAN AVE	133.94
	203055316705	1216 1/2 S COCHRAN AVE	16.00
	203055316706	1216 S COCHRAN AVE	18.39
	203500294591	526 W STODDARD ST	33.48
	203856253882	1005 PAINE DR. FRNT GEN CHARLOTTE	30.48
	203945236657	619 W SHEPHERD ST	84.99
	203945236658	620 W SHEPHERD ST	111.08
	204212215535	508 N. SHELDON ST.	62.69
	204568164974	1064 NORTHWAY	44.25
	204746140030	1325 ISLAND HWY GATE-AIRPORT	35.49
	205102068112	811 CHADS WAY	103.66
	205191087783	1310 S COCHRAN AVE	166.13
	205280041059	1167 E CLINTON TRAIL	96.95
	205369042093	700 LANSING RD	31.62
	205547009310	201 HALL ST	58.93
	205813948371	1325 ISLAND HWY	503.38
	205813948372	1329 1/2 ISLAND HWY	39.70
	205813949197	112 1/2 S COCHRAN	28.77
	205813950224	1005 PAINE DR	31.94
	205991917943	111 E LAWRENCE AVE	165.67
	206080905063	203 HALL ST	69.15
	206169845948	1227 S COCHRAN AVE	5,402.22
	206347692359	1800 PACKARD HWY	42.23
	206525611029	201 HALL ST (AREA LIGHTING)	110.11
	206614601276	1005 PAINE DR	11,986.20
	206703530805	245 S COCHRAN AVE	23.80
	206970275973	076 - 12 TRAFFIC LIGHTS	464.58
	206970275974	AREA LIGHTING	656.52
	206970275975	076 - 2 TRAFFIC LIGHTS	3.12
	206970275976	065 & 068 -460 STREETLIGHTS	5,630.69
	206970275977	TULLY BROWN DR (AREA LIGHTING)	146.82
	207147601662	1104 MIKESELL ST	222.57
	207147601666	544 LANSING ST/WWTP LIFT STATION	23.18
	207147601667	544 LANSING ST	664.37
	207147601668	700 E. SHEPHERD ST.	146.53
	207147601673	1075 INDEPENDENCE BLVD	240.19
	207147601676	1305 S COCHRAN AVE	37.52
	207147601710	1216 S COCHRAN AVE	2,124.58
	207147601754	111 E LAWRENCE AVE	4,626.55
TOTAL FOR: CONSUMERS ENERGY			38,263.03
01909	CORRIGAN ENVIRONMENTAL SOLUTIONS		
	0006281-IN	DUST CONTROL BRINE	2,015.00
TOTAL FOR: CORRIGAN ENVIRONMENTAL SOLUTIONS			2,015.00

08/21/2024 02:10 PM
User: CKOENIG
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INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF CHARLOTTE
INVOICE ENTRY DATES 08/08/2024 - 08/21/2024
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: POOL

Page: 4/8

Vendor Code	Vendor Name	Invoice	Description	Amount
01397	COUNTY OF EATON	2024-00000258	TR- 2023 TAX YEAR	11.33
TOTAL FOR: COUNTY OF EATON				11.33
01431	DAVID CHAPMAN AGENCY INC	JULY 16, 2024	COMMERCIAL RENEWAL 2024-2025	2,797.00
TOTAL FOR: DAVID CHAPMAN AGENCY INC				2,797.00
01428	DELTA DENTAL PLAN OF MICHIGAN	RIS0005910058	DENTAL PREMIUMS (COVERAGE 09.01.2024 - 09.30.2024)	4,600.26
TOTAL FOR: DELTA DENTAL PLAN OF MICHIGAN				4,600.26
01414	DORNBOS SIGN & SAFETY INC.	INV77383	CUSTOM DECALS	38.60
TOTAL FOR: DORNBOS SIGN & SAFETY INC.				38.60
MISC	DUTCH BROTHERS DEVELOPMENT	08.20.2024	OVERPAYMENT ON RENTAL PROPERTY 403 LOVETT ST	100.00
TOTAL FOR: DUTCH BROTHERS DEVELOPMENT				100.00
01399	EATON COUNTY-ROAD COMMISSION	4340	MINERAL WELL BRINE FOR DUST CONTROL	169.96
TOTAL FOR: EATON COUNTY-ROAD COMMISSION				169.96
01957	EGANIX	21192	AUGUST F.O.G. TREATMENT	2,170.00
TOTAL FOR: EGANIX				2,170.00
02124	E-KIT TRAINING	101624-3-4	FIELD SEARCH SOFTWARE CERTIFICATION COURSE	1,190.00
TOTAL FOR: E-KIT TRAINING				1,190.00
01381	ELECTRICAL TERMINAL SERVICES	1723002-00	HEAVY DUTY CABLE TIES	308.34
TOTAL FOR: ELECTRICAL TERMINAL SERVICES				308.34
01375	ELHORN ENGINEERING COMPANY	303223	CHLORINE TABS	4,057.00
TOTAL FOR: ELHORN ENGINEERING COMPANY				4,057.00
01365	ETNA SUPPLY	S105812826.001	WALL CHARGER	110.00
TOTAL FOR: ETNA SUPPLY				110.00
01358	FAMILY FARM & HOME	1872/36	PAINT SUPPLIES	144.99
TOTAL FOR: FAMILY FARM & HOME				144.99
01322	GALE BRIGGS, INC.	84318	BIRDSEYE	741.00
TOTAL FOR: GALE BRIGGS, INC.				741.00

08/21/2024 02:10 PM
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DB: Charlotte

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INVOICE ENTRY DATES 08/08/2024 - 08/21/2024
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: POOL

Page: 5/8

Vendor Code	Vendor Name		Amount
	Invoice	Description	
01319	GARDENSCAPES LAWN & LANDSCAPE		
	01762	WEED CONTROL- MEMORIAL PARK JULY 2024	750.00
TOTAL FOR: GARDENSCAPES LAWN & LANDSCAPE			750.00
01308	GRAINGER PRODUCTS		
	9051391473	PRESSURE GAUGE	65.27
TOTAL FOR: GRAINGER PRODUCTS			65.27
01438	HASSEL FREE FUELS		
	CDSI-10989	ACCOUNT # 010109 (FIRE) FUEL	1,475.57
	CFSI-11040	ACCOUNT # 010109 (FIRE) FUEL	1,127.02
TOTAL FOR: HASSEL FREE FUELS			2,602.59
01277	HAVILAND		
	515018	FLOURIDE	1,415.00
TOTAL FOR: HAVILAND			1,415.00
01252	INDEPENDENT BANK		
	5867-07.15.2024	JULY 2024	6,875.81
TOTAL FOR: INDEPENDENT BANK			6,875.81
01928	INDIAN CREEK ACRES INC.		
	10510	FRONT TIRES FOR 311	685.18
TOTAL FOR: INDIAN CREEK ACRES INC.			685.18
01247	INTERNATIONAL MINUTE PRESS		
	37643	NAME PLATE (HILLARD)	26.00
TOTAL FOR: INTERNATIONAL MINUTE PRESS			26.00
02025	JOHN DEERE FINANCIAL		
	10514048	COOL GARD 1 GALLON 50/50	54.72
	10521608	SEAT FOR GATOR	378.88
TOTAL FOR: JOHN DEERE FINANCIAL			433.60
01976	KENT COMMUNICATIONS INC		
	338194	AUGUST UTILITY BILLS	1,118.30
TOTAL FOR: KENT COMMUNICATIONS INC			1,118.30
01200	KIESLER'S POLICE SUPPLY INC		
	IN243440	DUTY AMMUNITION	1,161.00
TOTAL FOR: KIESLER'S POLICE SUPPLY INC			1,161.00
01182	LANSING UNIFORM CO.		
	104002-A	ALTERATIONS, SHORT SLEEVE MARINE BLUE UNIFORM SHIRTS	178.90
	104007-A	SHORT SLEEVE UNIFORM SHIRTS	349.70
	104295-A	UNIFORM SHIRTS	478.45
TOTAL FOR: LANSING UNIFORM CO.			1,007.05
01173	LEA'S AUTO BODY		
	8651	REPLACE BATTERY IN PATROL VEHICLE	214.47
	8676	OIL CHANGE 2022 TAHOE	85.66
TOTAL FOR: LEA'S AUTO BODY			300.13

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INVOICE ENTRY DATES 08/08/2024 - 08/21/2024
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: POOL

Page: 6/8

Vendor Code	Vendor Name	Invoice	Description	Amount
01684	LEXISNEXIS RISK SOLUTIONS	1275544-20240731	JULY CHARGES	200.00
TOTAL FOR: LEXISNEXIS RISK SOLUTIONS				200.00
02016	MACQUEEN EMERGENCY	P03999	GAS INSTRUMENT CALIBRATION	50.00
TOTAL FOR: MACQUEEN EMERGENCY				50.00
01987	MAGLOCLIN, INC	10700	MEMBERSHIP USER FEES JULY 1,2024 TO JUNE30,2025	400.00
TOTAL FOR: MAGLOCLIN, INC				400.00
01134	MCMaster-CARR SUPPLY CO	31522488	FITTINGS	406.49
TOTAL FOR: MCMaster-CARR SUPPLY CO				406.49
00316	MICH ASSOC. CHIEFS OF POLICE	300011024	MEMBERSHIP	115.00
		300011049	ACTIVE (MEMBERSHIP RENEWAL)	100.00
TOTAL FOR: MICH ASSOC. CHIEFS OF POLICE				215.00
01082	MICHIGAN NETWORK CONSULTANTS	2024-20329	IT SERVICES	1,250.00
TOTAL FOR: MICHIGAN NETWORK CONSULTANTS				1,250.00
01078	MICHIGAN STATE POLICE	551-641086	DRY GAS	140.00
TOTAL FOR: MICHIGAN STATE POLICE				140.00
02116	MOHRE SOFT WATER	302980578	DIGESTER BUILDING WATER SOFTENER	2,299.00
TOTAL FOR: MOHRE SOFT WATER				2,299.00
01057	MOSS TELECOMM	INV18071	PROVIDED ONSITE SERVICE TO FIX SOUND DYSTEM	490.00
TOTAL FOR: MOSS TELECOMM				490.00
01040	NALCO CROSSBOW WATER	6602857115	LAB WATER SUPPLY	664.33
TOTAL FOR: NALCO CROSSBOW WATER				664.33
01536	NAPA MPEC	270250	100 AMP FUSE	8.99
		270335	FAN	82.71
		270534	STATION CLEANER	87.87
TOTAL FOR: NAPA MPEC				179.57
01022	NORTHERN PUMP & WELL	24-J2914	ANNUAL PUMP TEST	785.00
TOTAL FOR: NORTHERN PUMP & WELL				785.00
01009	O'LEARY PAINT CO	000527582	WHITE TRAFFIC PAINT	477.80
TOTAL FOR: O'LEARY PAINT CO				477.80

08/21/2024 02:10 PM
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INVOICE ENTRY DATES 08/08/2024 - 08/21/2024
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: POOL

Page: 7/8

Vendor Code	Vendor Name	Invoice	Description	Amount
02122	POWER WASH PLUS OF MICHIGAN, LLC	08.05.2024	CUSTOM ENGRAVED BRICKS (24 BRICKS)	1,080.00
TOTAL FOR: POWER WASH PLUS OF MICHIGAN, LLC				1,080.00
02009	PRECISE EXCAVATING, INC	24-2001	INSTALLED NEW WATER SERVICE 706 S BOSTWICK	3,035.00
TOTAL FOR: PRECISE EXCAVATING, INC				3,035.00
01030	QUADIENT FINANCE USA, INC.	4903-08.07.2024	POSTAGE	1,230.09
TOTAL FOR: QUADIENT FINANCE USA, INC.				1,230.09
00896	SHERWIN WILLIAMS 1263	3469-9	EXTERIOR CONCRETE PAINT	1,241.10
TOTAL FOR: SHERWIN WILLIAMS 1263				1,241.10
00873	SOUTH CENTRAL MI WTR ASSOC.	08.13.2024	SCMWA 2024 ANNUAL TRAP SHOOT	165.00
TOTAL FOR: SOUTH CENTRAL MI WTR ASSOC.				165.00
01829	SPECTRUM PRINTERS, INC.	81355	VOTE TEST DECKS FOR AUGUST 2024 ELECTION	400.00
TOTAL FOR: SPECTRUM PRINTERS, INC.				400.00
00865	SPENCER MANUFACTURING INC	18345	RESCUE / PUMPER REPLACEMENT FOR 314	360,000.00
TOTAL FOR: SPENCER MANUFACTURING INC				360,000.00
01995	STARK CONCRETE SOLUTIONS	1221	EPOXY FLOOR INSTALL @ WEST SIDE	2,850.00
TOTAL FOR: STARK CONCRETE SOLUTIONS				2,850.00
00848	SUPERFLEET MASTERCARD PROG.	FB749-08.01.2024	POLICE FUEL FROM 07.01.2024 - 07.31.2024	3,360.47
TOTAL FOR: SUPERFLEET MASTERCARD PROG.				3,360.47
01961	SWANSON MECHANICAL SERVICE, LLC	10034-2A	FAN MOTOR, FAN BLADE,PRESSURE SWITCH	1,051.90
TOTAL FOR: SWANSON MECHANICAL SERVICE, LLC				1,051.90
00843	SYSTEMS SPECIALTIES	62520	REPLACEMENT ACTUATOR	4,562.74
TOTAL FOR: SYSTEMS SPECIALTIES				4,562.74
01984	TARGET SOLUTIONS LEARNING	INV100441	SOFTWARE PROGRAM	2,574.00
TOTAL FOR: TARGET SOLUTIONS LEARNING				2,574.00
02004	THE RAPID GROUP, LLC	166032	SHRED CONTAINER	25.00
TOTAL FOR: THE RAPID GROUP, LLC				25.00
02085	THE WOODHILL GROUP, LLC	2297	JULY 2024	24,460.07
TOTAL FOR: THE WOODHILL GROUP, LLC				24,460.07

08/21/2024 02:10 PM
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INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF CHARLOTTE
INVOICE ENTRY DATES 08/08/2024 - 08/21/2024
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: POOL

Page: 8/8

Vendor Code	Vendor Name	Invoice	Description	Amount
00820	TRACE ANALYTICAL LABORATORIES			
		4080539	WATER QUALITY SAMPLES	116.00
		4080575	ADDITIONAL MONITORING	913.75
		4080576	ADDITIONAL MONITORING	888.75
TOTAL FOR: TRACE ANALYTICAL LABORATORIES				1,918.50
00810	TRUCK & TRAILER SPECIALTIES			
		DSO014902	OVAL LED BACKUP	59.45
TOTAL FOR: TRUCK & TRAILER SPECIALTIES				59.45
00791	USA BLUE BOOK			
		INV00448157	LAB SUPPLIES	2,866.41
TOTAL FOR: USA BLUE BOOK				2,866.41
00785	VERIZON WIRELESS			
		9970459459	JULY 02 - AUG 01 CHARGES	1,410.50
TOTAL FOR: VERIZON WIRELESS				1,410.50
00778	VISION SERVICE PLAN			
		821087294.9	2024 SEPTEMBER (SAFETY)	489.16
		821087306.9	2024 SEPTEMBER	783.27
TOTAL FOR: VISION SERVICE PLAN				1,272.43
00768	WEST MICHIGAN INTERNATIONAL LLC			
		X105066103:01	OIL PAN KIT, OIL GASKET SUCTION TUBE, HEX BOLT	1,208.31
TOTAL FOR: WEST MICHIGAN INTERNATIONAL LLC				1,208.31
00761	WILLIAMS FARM MACHINERY, INC.			
		100186	NAME TAGS	51.88
		26606	OIL, CHAIN	33.99
TOTAL FOR: WILLIAMS FARM MACHINERY, INC.				85.87
00758	WINDEMULLER			
		237617	CONTROL PANEL REBUILD	4,909.18
		237719	AUTOMATION SERVICES	2,480.00
TOTAL FOR: WINDEMULLER				7,389.18
TOTAL - ALL VENDORS				602,031.10
PAYMENT TYPE TOTAL				
Paper Check				489,131.88
EFT Transfer				112,899.22

COMMERCIAL CREDIT CARD STATEMENT 2024

July, 2024

	DATE	VENDOR	DESCRIPTION	ACCOUNT #	AMOUNT
Perry, S	6/21/2024	Menards	Plywood for Clarifiers Cover Up	510-550.000-731.000	\$ 296.40
	7/11/2024	TFS Thermoasheville	Thermo Cuppler For Muffle Furna	510-550.000-739.000	\$ 106.52
	Subtotal				\$ 402.92
City Manager	7/1/2024	Google Suite	Google Monthly Subscription	666-228.000-810.000	\$ 1,007.96
Subtotal				\$ 1,007.96	
Fullerton, T	6/20/2024	Honey Baked Hams	Hose Testing Lunch	206-336.000-965.000	\$ 250.00
	6/21/2024	USPS PO	Gas Monitor Postage	206-336.000-732.000	\$ 12.05
	6/29/2024	State of MI EMS	EMS License Renewal	206-336.000-960.000	\$ 25.00
	7/3/2024	Hammond Farms	Gran Mulch Fair Building	206-336.000-741.000	\$ 183.39
	Subtotal				\$ 470.44
	Subtotal				\$ -
Smith, A	6/17/2024	Bill Hartsuff Snap On	Swivel Gripper Filter Wrench	601-581.000-731.000	\$ 123.50
	6/20/2024	EGLE DW Training anc	Training & Certify	510-562.000-965.000	\$ 95.00
	6/28/2024	SP Langy	4 Pack Solar Street Lights	295-595.000-731.000	\$ 384.63
	Subtotal				\$ 603.13
Brentar, P	6/7/2024	Hilton Garden	Chiefs Conference	101-301.000-965.000	\$ 478.17
	6/7/2024	Hilton Garden	Chiefs Conference	101-301.000-965.000	\$ 478.17
	6/16/2024	Corner Bistro	Chiefs Conference (meals)	101-301.000-965.000	\$ 18.90
	6/18/2024	Shanty Creek	MI Assn of Chiefs of Police (meal	101-301.000-965.000	\$ 23.20
	6/19/2024	Shanty Creek	MI Assn of Chiefs of Police	101-301.000-965.000	\$ 383.83
	7/10/2024	Modern Spartan Syster	Gun Cleaning Supplies	101-301.000-731.000	\$ 82.45
	7/11/2024	Axon	Axon Taser-Holster Molle Adapter	101-301.000-731.000	\$ 53.50
	Subtotal				\$ 1,518.22
Larocque,M	6/13/2024	Apple.Com	Assessing Items/Pencil Pro	101-257.000-731.000	\$ 129.00
	6/13/2024	Apple.Com	11 inch Ipad Air	101-257.000-731.000	\$ 849.00
	6/22/2024	Grand Traverse Resort	MAMC 2024 Conference	101-215.000-965.000	\$ 978.12
	7/8/2024	Custom Ink	Election Workers Aprons	101-262.000-731.000	\$ 814.80
	Subtotal				\$ 2,770.92
Christiansen	6/14/2024	Amazon	ID Card Holders	206-336.000-815.000	\$ 41.32
	7/11/2024	USPS PO	Postage for Fire Inspector Vehicle	206-336.000-732.000	\$ 60.90
	Subtotal				\$ 102.22

Total \$ 6,875.81

Memo

To: Honorable Mayor Lewis; City Council
From: Beckett & Raeder, Inc. Master Planning Consulting Firm
Date: August 21, 2024
Re: Master Plan Status Report and Approval Process

Background

A complete draft of the updated Charlotte Master Plan was presented to the Steering Committee on July 23, 2024, after a planning process that utilized various opportunities for community engagement and input, analyses of quantitative and qualitative data, and iterative feedback and guidance from the plan's Steering Committee. On August 13, 2024, Charlotte's Planning Commission discussed the drafted Master Plan at their regular meeting and approved a motion to recommend its distribution to the City Council. The drafted Master Plan was completed with the following process:

- Community Engagement Events
 - Stakeholder Interviews (August 2023)
 - Community Survey (August – October 2023)
 - Community Open House (October 26, 2023)
 - Housing Open House (January 17, 2024)
 - Housing Survey (January – February 2024)
- 12 Steering Committee Meetings
 - Review of drafted chapters
 - Discussion of future engagements and planning priorities
- 2 Planning Commission Meetings
 - Master Plan Introduction (June 6, 2023)
 - Presentation of the drafted master plan (August 13, 2024)

At the Planning Commission's August 13 meeting, discussion of the plan's content included questions about the content covered within the plan's chapters as well as various requests to expand upon or to add additional information. Content and information that is within the scope of the master planning process have been incorporated into the plan's most recent draft as presented to City Council. These changes reflect the following:

- A longer profile on renter demographics, including length of residency, age, income, cost burden, and projected rental needs in the near future in comparison to surrounding communities.
- Best practices and recommendations that outline opportunities for infill housing development (or redevelopment) within existing neighborhoods, including historic areas.
- An implementation action item to amend Charlotte's zoning ordinance such that infill housing development is encouraged rather than hindered by current zoning standards.
- A nuanced look at socioeconomic characteristics of the City, including the percent of the student population that qualifies for free and reduced lunches as well as employment characteristics of various age groups, specifically residents between the ages of 16 and 25 years.

A PDF of the updated Master Plan draft can be accessed through this link: [City of Charlotte MP Report DRAFT 2024-08-22.pdf](#)

Recommendation

To continue to move towards the Master Plan's adoption, it is recommended that Charlotte's City Council pass a resolution to authorize the distribution of the drafted Master Plan.

Authorizing the plan's distribution begins the 63-day review period. During this time, the draft Master Plan will be available for public review on the City's and Master Plan's websites, along with instructions on how to submit comments, questions, and/or suggestions for revision. Beckett & Raeder, Inc. (BRI) will also mail 63-day review notices to all appropriate entities that were originally notified of the intent to plan as the beginning of the master planning process with instructions on how to review the plan and submit their comments.

At the conclusion of the 63-day review period, Charlotte's Planning Commission will hold a public hearing with BRI to take and record public comments about the Master Plan. It is important to note that there is still an opportunity to make changes to the plan after the 63-day review ends. BRI will provide the required notice of the public hearing for the City to coordinate publication in the newspaper at least 15 days prior to the meeting. Charlotte's Planning Commission will vote to recommend the plan's adoption after the public hearing, passing the plan to City Council for final approval and adoption.

Should City Council pass the resolution to distribute the Master Plan tonight, an estimation of the remainder of the approval process is outlined below:

- August 26, 2024: Distribution is approved, beginning 63-day review.
- October 28, 2024: 63-day review ends.
- November 2024 (*Planning Commission meeting date TBD based on election and City meeting schedule*): Planning Commission meeting with public hearing. Planning Commission votes to recommend the master plan's adoption by City Council (requires affirmative votes from two-thirds of all members).
- November 25, 2024: City Council meeting adopts the master plan by resolution.

**CITY OF CHARLOTTE
EATON COUNTY, MICHIGAN
RESOLUTION 2024-28 RECOMMENDING THE DISTRIBUTION OF THE
CITY OF CHARLOTTE COMMUNITY MASTER PLAN**

WHEREAS, the Michigan Planning Enabling Act (MPEA) authorizes municipal planning commissions to prepare a "master plan" pertinent to the future development of the municipality; and

WHEREAS, the Planning Commission has prepared a draft master plan for the municipality, to update and replace its previous community master plan; and

WHEREAS, the Planning Commission at its August 13, 2024 meeting approved by motion recommending that the City Council authorize distribution of the draft master plan pursuant to the Michigan Planning Enabling Act (MPEA),

WHEREAS, the City Council authorizes the distribution of the draft Community Master Plan to the general public and the various entities as required by the MPEA, for review and comment purposes; and

WHEREAS, once the distribution period has expired the Planning Commission will convene a public hearing;

NOW, THEREFORE BE IT RESOLVED, the City Council hereby authorizes distribution of the draft community master plan.

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 August 26, 2024, 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

City of Charlotte Community Master Plan
EXECUTIVE SUMMARY

I. COMMUNITY ENGAGEMENT SUMMARY

Phase 1: Stakeholder Interviews, Survey, & Open House

Phase 1 of the community engagement process utilized three strategies to gather community input on the core issues for Charlotte.

- **Stakeholder Interviews – August 2023**
 - These interviews consisted of 90-minute, conversation-based interview sessions. The Master Plan Steering Committee sent 50 invitations to community members, 14 of which accepted and attended.
 - At the interviews, guiding principles were provided to participants to gauge their level of concern for the varying aspects of the community. These guiding principles are listed below:
 - Maintain a balance between new development and the preservation of existing historic character.
 - Maintain safe and attractive housing.
 - Have safe, efficient pedestrian and bike connections between neighborhoods, downtown, and public facilities.
 - Become a destination of choice, offering a mix of retail, entertainment, and dining.
 - Attract good-paying, sustainable jobs to the city.
 - Provide accessible and attractive parks that offer something for everyone.
 - Encourage a variety of housing options at multiple prices to maintain housing affordability.
 - Provide effective and reliable public services to residents (water, sewer, etc.)
 - Protect the natural elements (trees, river, open spaces) in the city.
 - Preserve and celebrate the city's history through community events, cultural, markers, and historic preservation.
 - Participants expressed the greatest concern for issues relating to housing, economic development, public services, and transportation.
- **Community Survey – August 2023**
 - The survey prompted participants to rank items of concern and priority areas for Charlotte, offer their suggestions, and share demographic and socioeconomic characteristics of themselves and their households.
 - Some of the findings point to issues such as safety, blight, housing options, public services and utilities, and infrastructure as the most pressing in Charlotte.
 - Concerns and priorities specific to downtown Charlotte focused on business recruitment, building façade improvements, street and sidewalk maintenance, and traffic calming techniques.

- There were 272 respondents, which represented approximately 1,500 residents in the city.
- **Community Open House – October 2023**
 - The open house was advertised in community spaces and incentivized with gift cards to encourage attendance.
 - Attendees were able to share their perspectives on the current state of Charlotte. Additionally, they were given space to describe what they appreciated, found confusing, and/or thought was missing from the guiding principles introduced in the earlier stakeholder interviews.
 - The most prevalent themes from Open House discussions included housing (options, affordability, and preservation), parks and walkability, revitalizing downtown, and promoting more community engagement.

Phase 2: Housing Workshop & Survey

Phase 2 of the community engagement process aimed to more deeply explore the themes specific to housing and housing preferences that were uncovered in Phase 1.

- **Housing Workshop – January 2024**
 - Participants were given a presentation on Charlotte’s housing characteristics and, more broadly, housing terminologies and models.
 - Through an interactive activity, participants were asked to place their housing preferences (housing typologies) on a map of Charlotte, indicating where in the city they would approve of seeing various housing typologies.
 - Questions were posed to participants about their housing preferences on large posters. Participants could respond by leaving sticky notes with their opinions on poster boards.
 - Participants shared their sentiments on the current housing of the city and their concerns.
 - Questions about housing preferences were posed to participants and they could respond by leaving sticky notes with their opinions on poster boards.
 - There were over 40 residents in attendance.
- **Online Housing Survey – open from January to February 2024**
 - This online survey was used to gather a wider range of the community's perspective on Charlotte’s housing context.
 - Respondents were asked similar questions, such as their perception of Charlotte’s existing housing conditions, what they would change, and what they would like to see in the future, among other related topics.
 - The survey garnered 24 respondents, 8% of whom had also attended the housing workshop.

Phase 2 findings indicate that community members are open to seeing missing middle housing typologies in the form of cottage courts, side-by-side duplexes, and mixed-use housing.

II. COMMUNITY DESCRIPTION

- The number of people living in Charlotte has started to plateau and is estimated to decrease over the next decade.
- With a median age of 36 years old, Charlotte is one of the youngest communities in Eaton County.
- Of the senior population, 35% have ambulatory challenges (difficulty moving around).
- While levels of educational attainment in the City are lower than across the State, they have increased in recent years.
- The median household income in Charlotte was \$59,640 in 2021, roughly \$19,000 greater than median household incomes from the previous decade.
- Young households (18- to 24-years) earn more in the city than the county averages, the only age group where that is true.
- Roughly 11% of people in the city live below the poverty line, but an estimated 37% struggle to meet their basic needs.
- The minimum amount a single adult household needs to earn to meet all their basic needs in the City of Charlotte is \$27,888 (\$13.94 an hour).

III. HOUSING AND NEIGHBORHOODS

Housing Market & Trends

- One of the most pressing issues according to community members is the quality of existing housing and abandoned properties.
- Charlotte's most notable housing trends are listed below:
 - The city is a predominantly suburban community with single-family homes.
 - Nearly two-thirds of Charlotte's households are owner-occupied; however, this percentage has decreased in recent years.
 - More than half of Charlotte's homes were built prior to 1970, and only 2% of housing was built in the last decade. This may contribute to maintenance and blight-related issues in the housing market.
 - In 2020, nearly one-fifth of all homeowners and over one-third of renters lived in unaffordable housing units and spent more than 30% of their monthly income on housing costs.
 - Low- and moderate-income households are disadvantaged in finding affordable housing.

Community Housing Preferences

- Community preferences from the stakeholder interviews, surveys, and open house events suggest that community members are most concerned about the following:
 - Housing affordability, diversity, and quality
 - Property appearance, especially blight
 - New housing developments

- Community members did not agree as cohesively on topics concerning homeownership vs renting and single-family vs multi-family housing.

Recommended Housing Strategies

- It is recommended to consider the placement of various housing developments in strategic parts of the city:
 - Larger, 3-4 bedroom detached single-family homes close to schools, parks, and childcare facilities
 - Smaller, mixed-use units in and around the downtown area
 - Identify spots for senior living facilities
- Charlotte could also improve its housing by investing in missing middle typologies. Community members expressed interest in cottage courtyards, side-by-side duplexes, and mixed-use housing.
- Most Charlotte neighborhoods are single land use. There is a possibility to pursue “complete neighborhoods” which place housing, employment, schools, services, and amenities in close proximity to each other. These changes can have an impact while taking place incrementally.

IV. TRANSPORTATION AND MOBILITY

Evaluation

- Half of the stakeholders in stakeholder interviews mentioned, “safe, efficient connections between neighborhoods, downtown, and public facilities for pedestrians and bicyclists” as a high priority goal. This indicates community interest in bolstering Charlotte’s transportation networks.
- Charlotte’s principal arterial roads are Business 69, Upland Avenue, and Lansing Street. While there are also several minor arterial roads, the majority of the city’s roads are smaller, local connector streets.
- Many of Charlotte’s streets were evaluated to be in “fair” or “poor” condition with the PASER rating by TAMC with concentrations around the downtown area.
- Certain intersections in Charlotte are identified to be more hazardous than others, such as Cochran Avenue/Lawrence Avenue and Lansing Street/Lawrence Avenue.
- Public transportation is available through the Eaton County Transportation Authority (EATRAN)
 - There are curb-to-curb pick-up services, the Lansing Express bus, and the EATRAN Connector.
 - Community members expressed some frustrations with the timing and consistency of these services as well as a desire to address and/or improve them through the master planning process.
- Non-motorized transportation was identified as a planning priority in many community engagement opportunities with community members seeking greater connectivity for pedestrians and bicyclists in both recreational and non-recreational settings.

Recommendations

- Local roads are the responsibility of the City of Charlotte; however, many of the larger arterial roads are under the jurisdiction of MDOT or the County. This indicates that the city can improve these streets without having to go through MDOT or the County.
 - Charlotte could invest in projects for this through Capital Improvement Project (CIP) planning.
 - Numerous other opportunities for funding these projects include:
 - MDOT
 - School-related transportation projects
 - Air quality-related projects
 - Community development block grants
- The larger arterial roads are under the jurisdiction of Eaton County or MDOT and therefore cannot be directly improved by the city.
 - The City of Charlotte can engage in communication with the County and MDOT and bring attention to these roads. Further, seeking out and applying for grants
- Calming traffic on main streets is important for community safety.
 - Pop-up road diet can explore how to do this effectively and introduce the feasibility of incorporating bike lanes on central roads.
 - Lowering speed limits (which must be done in accordance with MDOT) and developing crosswalks are also beneficial traffic calming strategies that benefit all transportation modalities.
- A 2017 transportation study conducted by Beckett and Raeder focuses on Cochran Avenue and provides useful information for transportation-related developments. Its findings are still relevant to the City of Charlotte.

V. NATURAL FEATURES AND RESILIENCY

- Climate change may influence life in Charlotte through rising temperatures and more severe precipitation events in the coming years. This could affect industries such as the agriculture sector.
- Actions that Charlotte can take to mitigate the effects of climate change and support the natural features of the city are listed below:
 - Plant more trees along streets and public areas.
 - Restore and protect inland freshwater wetlands, as these are important for ecosystem biodiversity and water quality.
 - New development policies can more explicitly refer to wetlands as protected areas.
 - Keep Battle Creek River and Butternut Creek clean and safe.
 - Monitor the Kalamazoo and Thornapple River Watersheds and keep these areas clean. Pollutants in any watershed can be carried to nearby bodies of water during large precipitation events as runoff.

- Implement green infrastructure and low impact development that imitates or protects natural processes, such as allowing stormwater to sink into the ground instead of becoming runoff.
- Protect the water quality of groundwater wells.

VI. COMMUNITY FACILITIES

- **Community Functionality and Systems**
 - Water and wastewater treatments are overseen by the City of Charlotte Utility Division, and wastewater is treated at the Charlotte Wastewater Treatment Plant.
 - Disposing of solid waste is the responsibility of residents; however, there are drop-off locations for residents, such as the Charlotte Area Recycling Authority.
 - Public Safety measures include the Charlotte Fire Department, Charlotte Police Department, and health centers like the Sparrow Eaton Hospital.
 - There are 13 companies providing broadband to residents; most Charlotte residents experience good rates of connectivity.
- **Community Institutions**
 - Entities such as the Charlotte Community Library and Charlotte Public Schools are available to residents.
 - Various arts and culture amenities (such as the Eaton Theater, Charlotte Performing Arts Center, Charlotte Central Historic District, and festivals such as the Charlotte Bluegrass Festival and Eaton County Fair) promote cultural and social interactions.
 - Parks, such as Bennett Park, Lincoln Park, and Veterans Memorial Park offer natural amenities to residents. Additionally, smaller neighborhood parks offer residents access to green space in close proximity.

VII. ECONOMIC DEVELOPMENT

Charlotte is under the jurisdiction of the Tri-County Regional Planning Commission, allowing it to receive federal funding as an Economic Development District. Charlotte is also included in the region's Comprehensive Economic Development Strategy, a study conducted every five years to guide economic development in the region.

Employment Characteristics

- Nearly 60% of Charlotte's population over the age of 16 participates in the workforce. The unemployment rate is at 3.7%, which is nearly 2% lower than the national average
- Prominent sectors of employment include manufacturing; education, healthcare, and social assistance services; and retail trade.
- Most workers in Charlotte are full-time, year-round workers. The median annual income of full-time workers is nearly \$40,000.
- While many Charlotte residents are employed outside of Charlotte, the city attracts others from outside Charlotte to work within the city limits.

Sector Analysis

Input-output economic modeling tool IMPLAN was used to identify and analyze a variety of the region's economic characteristics, including areas of specialization and decline.

- In Eaton County, emerging industries are outperforming the mature industries.
 - The largest exporting sector is manufacturing, and some of the largest employers are insurance carriers, limited-service restaurants, and warehousing and storage.
 - Although Covid-19 set Eaton County back, its economy has regained its strength and now exceeds economic outputs from before the pandemic.
- For the ZIP code 48813 (the ZIP code that encompasses the City of Charlotte) there are some similarities and variations to the sector analysis of Eaton County.
 - Emerging and growth sectors account for much of the ZIP code's revenue, particularly regarding the timeline of the COVID-19 pandemic.
 - The largest exporting industry remains manufacturing in Charlotte. However, some of the most economically productive sectors are real estate and construction, which are relatively absent at the county level.
 - The top 5 sectors of the ZIP code employ nearly 30% of the area's employees and account for over 15% of the area's total economic output.

Development Opportunities

- Charlotte can utilize Tax Increment Financing (TIF) strategies to support infrastructure and public space projects.
 - The City of Charlotte Downtown Development Authority can resume TIF districts and take advantage of funding from millages to develop and improve Charlotte's central district.
 - The City of Charlotte Brownfield Redevelopment Authority can be supported by their endeavor to rehabilitate and remediate blighted properties.
- Community residents expressed interest in retail and entertainment options as well as high-paying jobs—these interests should be reflected in Charlotte's future developments.
- Survey respondents believe there should be well-paying, sustainable jobs in the city, but they perceive that the city is not actively working towards this goal. This discrepancy can and should be addressed.
- Over half of all community survey respondents supported prioritizing business recruitment for retail and other services.

Redevelopment Areas

- The following sites for future development are privately owned; however, they each have potential to address the expressed interests of community members. Site details are included in the chapter, and broad recommendations for possible developments in each area are included below:
 - **Courthouse Drive Sites:** residential and single-family homes
 - **Meadows Sites:** housing developments

- **Crandell-Sandstone Site:** single-family homes
- **West Lawrence Sites:** light industrial activity, mixed-use, solar farm
- **Fulton Lumber Sites:** apartment complexes (zoning change required for this)
- **Dionese Site:** mixed-use and multi-family housing developments
- **Lansing Road Sites:** varied developments
- **Pike Sites:** multi-family housing
- **South Cochran Churches Site:** single-family or built-to-rent homes (zoning change possibly required)

VIII. LAND USE

Land Use Categories

- The existing land use uses five broad categories, which are then broken down into either vacant or improved sites.
 - Residential is the largest land use category, making up 39% of the city's land area.
 - Vacant residential land parcels add up to 11% of Charlotte's land area.
 - Commercial land use makes up 23% of the city's land area.
 - 4% of Charlotte is vacant commercial land parcels.
 - There are smaller commercial developments downtown and larger developments along the heavily trafficked arteries on Charlotte's peripheries.
 - Industrial land use occupies 9% of the city land area.
 - Industrial land use is concentrated in the northeast and southwest regions.
 - These land parcels are often adjacent to residential parcels, which can be dangerous.
 - Exempt land use – the non-taxable public land – takes up 29% of the city area.
 - This land is used for services/amenities such as education, cemeteries, wastewater treatment, etc.

Land Use Strategies

- **Residential Land Use**
 - Identify areas to be residentially developed (with an emphasis on vacant properties).
- **Commercial Land Use**
 - Continue development along major thoroughfares and the downtown district.
 - Consider mixed-use development downtown.
 - Create TIF districts to propel economic and commercial development.
 - Consider using commercial districts as buffer zones between industrial and residential districts, as this may be safer and healthier for residents.
- **Industrial Land Use**
 - Continue to regulate these parcels to ensure that industrial districts are safe and cognizant of the nearby residential land parcels.
- **Exempt Land Use**

- Consider developing this land strategically as it does not generate tax revenue. Given that such a high percentage of Charlotte's land is exempt land use, this is an important consideration for the community.

IX. IMPLEMENTATION AND FUTURE LAND USE FRAMEWORK

Each domain of planning that was explored throughout the Master Plan is accompanied by a corresponding plan of action that describes concrete steps towards Charlotte's goals and vision for the future. These "steps" are captured by action items that encompass an element of the City's intentions for the future, each with relevant information to support their implementation.

Housing and Neighborhoods

Action Item	Responsible Party and Potential Partners	Timeframe
Pursue construction of larger (3-4 bedroom) detached single-family units in proximity to schools, parks, and childcare facilities.	City of Charlotte City Council; City of Charlotte Community Development Department Developers; MI State Housing Development Agency (MSHDA); U.S. Department of Agriculture (USDA)	Mid-Term
Incentivize infill housing development in historic neighborhoods to reduce blight and increase housing supply for Charlotte's low- to moderate-income population	City of Charlotte City Council; City of Charlotte Community Development Department Eaton County; Michigan Economic Development Corporation (MEDC)	Mid-Term
Channel new investment towards missing middle typologies to improve housing diversity and affordability for smaller households.	City of Charlotte City Council; City of Charlotte Community Development Department MSHDA	Mid-Term
Incentivize smaller-footprint mixed-use residential units in downtown neighborhoods to cater to the younger households in the city.	City of Charlotte City Council; City of Charlotte Community Development Department Eaton County; MEDC; MI Department of Environment, Great Lakes, and Energy (EGLE)	Mid-Term
Identify areas in the city in proximity to healthcare facilities, parks, and transportation amenities for developing senior living facilities to enable Charlotte's population to age in place.	City of Charlotte City Council; City of Charlotte Community Development Department Developers; USDA	Short-Term
Evaluate bringing building inspection responsibilities (in part or in full) from Eaton County.	City of Charlotte City Council; City of Charlotte Community Development Department Eaton County Building Department	Short-Term
Build partnerships with Community Economic Development Association of Michigan (CEDAM) and similar organizations to build capacity and better enable affordable housing and economic development.	City of Charlotte City Council; City of Charlotte Community Development Department Community Economic Development Association of Michigan (CEDAM)	Short-Term
Coordinate with the Eaton County Land Bank Authority to identify appropriate properties for an efficient return to the City's housing stock.	City of Charlotte City Council; City of Charlotte Community Development Department Eaton County Land Bank Association	Mid-Term

Transportation and Mobility

Action Item	Responsible Party/ Potential Partners	Timeframe
Implement traffic calming measures at the intersection of Cochran Avenue and Lawrence Avenue to improve safety for non-motorized transportation methods in the downtown area and reduce the frequency of crashes.	City of Charlotte City Council; City of Charlotte Community Development Department Michigan Department of Transportation (MDOT); USDA	Mid-Term
Conduct a traffic study on Lansing Street (from Lawrence Street to the on-ramp of I-69) to investigate avenues of traffic calming to promote greater safety for drivers and bicyclists that commonly use the corridor.	City of Charlotte City Council Transportation Asset Management Council (TAMC); Eaton County Road Commission; Transportation Consultant	Short-Term
Promote EATRAN by educating the public about recent and ongoing changes to services and routes.	City of Charlotte City Council Eaton County Transportation Authority (EATRAN); U.S. Department of Transportation (USDOT)	Short-Term
Establish a channel of communication between residents of Charlotte that use EATRAN services and EATRAN by allowing riders to submit responses and sharing concerns, comments, and suggestions with the authority.	City of Charlotte City Council EATRAN; USDOT	Short-Term
Continue to pursue recommendations provided in the 2013 Non-Motorized Transportation Plan, specifically infrastructure like sidewalks, bicycle lanes, and trails to support the community's pedestrians and bicyclists.	City of Charlotte City Council; City of Charlotte Community Development Department Eaton County Road Commission; MDOT; USDOT	Mid-Term
Evaluate the adoption of a complete streets policy or ordinance to formalize Michigan's Complete Streets legislation (2010 PA 135) and require the implementation of complete streets elements during roadway planning and design.	City of Charlotte City Council; City of Charlotte Planning Commission MDOT	Mid-Term
Coordinate with MDOT to implement a temporary road diet on Cochran Avenue to assess changes in the behaviors of pedestrians and car and truck drivers. Consider permanent implementation based on findings.	City of Charlotte City Council; City of Charlotte Planning Commission MDOT; Federal Housing Association (FHA); Office of Secure Transportation (OST)	Mid-Term
Coordinate with MDOT to pursue funding and implementation opportunities for 2017 Cochran Avenue and Downtown Framework Plans.	City of Charlotte City Council MDOT	Mid-Term
Coordinate with Eaton County Road Commission to implement a temporary road diet/bicycle lanes along Bostwick Street and/or Washington Street.	City of Charlotte City Council; City of Charlotte Planning Commission Eaton County Road Commission; MDOT; FHA; OST	Mid-Term
Identify sidewalk segments that most need repairs and prioritize their maintenance in concert with MDOT and the Eaton County Road Commission.	City of Charlotte City Council Eaton County Road Commission; MDOT; Safe Routes to Schools	Short-Term
Pursue additional wayfinding and signage in downtown Charlotte to direct visitors to parking plazas.	City of Charlotte City Council Eaton County Road Commission; MDOT	Short-Term
Perform a street and infrastructure condition evaluation to determine how underground conditions may impact future road repairs.	City of Charlotte City Council Engineering Team	Short-Term

Pursue road and infrastructure repair recommendations that result from the final condition evaluation report.	City of Charlotte City Council Eaton County Road Commission; MDOT; Engineering Team	Mid-Term
Select and convene the mayor's transportation committee to begin grassroots coordination on transportation matters.	City of Charlotte City Council; City of Charlotte's Mayoral Office	Short-Term
Update project inventory and match individual projects to appropriate grants provided at the state and federal level to prepare for application when allocation process begins.	City of Charlotte City Council; City of Charlotte Planning Commission; City of Charlotte Community Development Department	Short-Term

Natural Features and Resiliency

Action Item	Responsible Party/ Potential Partners	Timeframe
Continue to manage and plant trees on public rights-of-way and on public land.	City of Charlotte City Council State of Michigan; OST; FHA	Short-Term
Coordinate with the Arbor Day Foundation for a tree giveaway program to support private property owners in planting trees on their property.	City of Charlotte City Council Michigan Department of Natural Resources (MDNR); Arbor Day Foundation	Short-Term
Clarify zoning ordinance language such that 50-foot setbacks are required for all wetlands, not just those adjacent to a watercourse.	City of Charlotte City Council; City of Charlotte Planning Commission	Immediate
Amend zoning ordinance to require greenbelts adjacent to all wetlands to further shield pollutants from entering waterways.	City of Charlotte City Council; City of Charlotte Planning Commission	Immediate
Amend zoning ordinance to incorporate vegetative buffers and watercourse greenways to reduce pollutants that enter the environment through runoff.	City of Charlotte City Council; City of Charlotte Planning Commission	Immediate
Support native natural landscapes to serve as natural buffers for stormwater runoff within local watersheds, improving water quality and aquatic habitat health.	City of Charlotte City Council Kalamazoo River Watershed Council; Thornapple River Watershed Council	Short-Term
Incentivize the incorporation of green infrastructure/low-impact development by amending zoning ordinance to offer "bonuses" to property owners that install and maintain them.	City of Charlotte City Commission; City of Charlotte Planning Commission	Short-Term
Coordinate with the Eaton Conservation District to protect groundwater quality and land preservation around the wells; be mindful of Wellhead Protection Areas (especially concerning potentially hazardous land uses, like heavy industry).	City of Charlotte City Council EGLE; Eaton Conservation District; Charlotte Wellhead Protection Team	Short-Term
Prioritize sites for environmental cleanup efforts and pursue fundings to do so.	City of Charlotte City Council Lansing Regional Brownfields Coalition	Short-Term
Align actions in pursuit of climate resiliency with the recommendations and research outlined in the MI Healthy Climate Plan.	City of Charlotte City Council EGLE	Short-Term

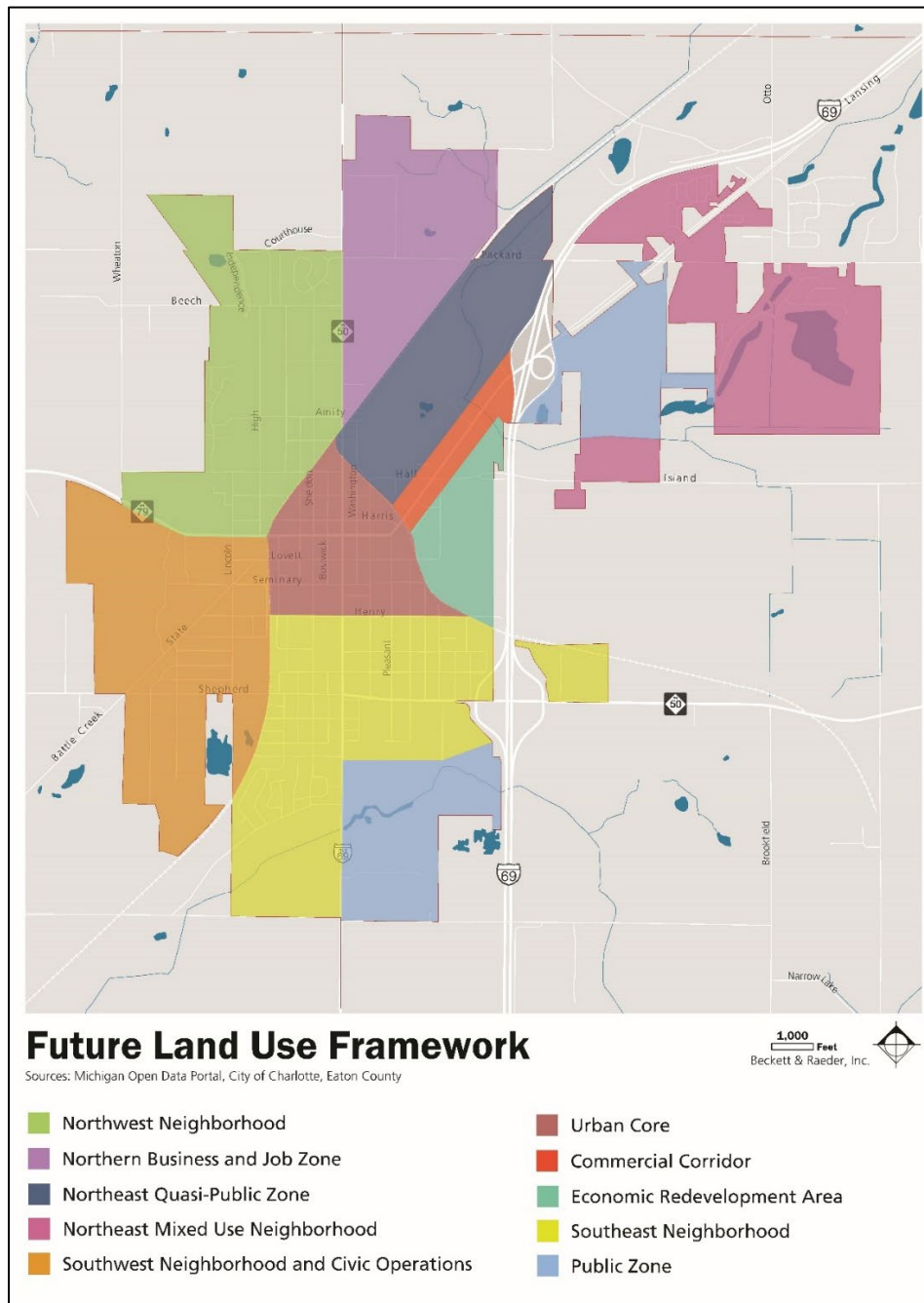
Preserve and/or restore wetland habitats to ensure environmentally healthy communities that benefit from their environmental benefits.	City of Charlotte City Council EGLE	Short-Term
Align actions related to the City's park and recreation system with the current Parks and Recreation Plan and through the pursuit of grant funding through Michigan's Department of Natural Resources.	City of Charlotte City Council; City of Charlotte Parks and Recreation Department MDNR	Ongoing

Economic Development

Action Item	Responsible Party	Timeframe
Work with current property owners of identified redevelopment sites as well as prospective developers to facilitate development processes that align with the Master Plan.	City of Charlotte City Council; City of Charlotte Community Development Department; City of Charlotte Planning Commission Lansing Regional Brownfields Coalition	Long-Term
Allow childcare facilities as a principally permitted use in the zoning districts that current permit them as a special use.	City of Charlotte City Council; City of Charlotte Planning Commission	Short-Term
Expand the zoning districts that permit childcare facilities as a principally or specially permitted use.	City of Charlotte City Council; City of Charlotte Planning Commission	Short-Term
Connect residents and local businesses to childcare services and mechanisms of support, including resources that subsidize the costs of childcare and/or support the licensure process at the state-level.	City of Charlotte City Council; City of Charlotte Community Development Department Michigan Department of Health and Human Services (MDHHS), Office of Child Development and Care (CDC)	Long-Term
Apply IMPLAN insights and analyses to workforce training initiatives to ensure that residents are prepared to work in viable industries.	City of Charlotte City Council; City of Charlotte Community Development Department MEDC; Tri-County Regional Planning Commission; MI Department of Labor and Economic Opportunity (LEO); Michigan Talent Connect	Ongoing
Justify the development of new, affordable housing by connecting these actions to the needs of the workforce and efforts to attract and retain workers.	City of Charlotte City Council; City of Charlotte Community Development Department; City of Charlotte Planning Commission Eaton County Community Development Department; MSHDA	Long-Term
Invest in façade improvements of existing buildings to increase the appeal of commercial storefronts in Downtown Charlotte.	City of Charlotte Downtown Development Authority (DDA); City of Charlotte City Council; City of Charlotte Community Development Department; City of Charlotte Planning Commission MEDC	Mid-Term
Identify the most appropriate business model to support pop-up retail in Charlotte.	City of Charlotte City Council; City of Charlotte DDA Charlotte Rising; Charlotte Chamber of Commerce	Short-Term

Inventory, consolidate, and present resources offered by local and regional organizations so that individuals seeking support with employment, job training, or employee retention can access available services.	City of Charlotte City Council; City of Charlotte Community Development Department CharlotteRising; Charlotte Chamber of Commerce; Michigan Works	Mid-Term
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Future Land Use Framework



A future land use framework is a community's guide for future development that considers public policy decisions, funding, and zoning, among other aspects of land use. The Future Land Use Framework aims to acknowledge community input, offer suggestions for Charlotte's continuing development, and support Charlotte's establishment as a desirable destination and community. The future land use map divides Charlotte into nine flexible "place types" that suggest primary and complementary land uses, development scales, character, and transportation form.

Zoning Plan

Place Type	Description	Applicable Zoning Districts	Description of Revisions
Northwest Neighborhood	Residential neighborhoods with single-family detached, multi-family housing, commercial, public (tax exempt), and institutional uses.	R-1, RM-1, RM-2, OS-1	Evaluate the consolidation of the R-1 and R-2 into one RN-1 (Residential Neighborhood) District with inclusion of duplexes as Special Land Use.
Southwest Neighborhood and Civic Operations	A variety of land uses are present, including public (tax exempt), residential, commercial along M-79, and industrial.	R-1, B-1, B-3, RM-1, RM-2, OS-1, I-1, I-2	Evaluate the consolidation of the RM-1 and RM-2 into one RM (Residential Multiple) District.
Southeast Neighborhood	Single-family residential neighborhoods, a multi-family structure, schools and education centers, churches and religious centers, offices, home occupations, undeveloped land, civic buildings (DPW maintenance garage and courthouse), neighborhood parks.	R-1, R-2, RM-1, RM-2, RT, B-1, OS-1	Evaluate the consolidation of the R-1 and R-2 into one RN (Residential Neighborhood) District, and the RM-1 and RM-2 into one RM District.
Public Zone	Parks and natural areas, schools, recreation fields, churches and religious institutions, county fairgrounds, one residential street with duplexes at the southern end of the area.	R-1, R-2, RT, B-3	Evaluate the consolidation of the R-1, R-2, and RT into a RN-2 (Residential Neighborhood) where duplexes are permitted by right.
Urban Core	Downtown/central business district mixed uses, office uses, one and two family residential, light and general industrial uses.	RT, OS-1, CBD, B-1, R-1	Remove parking requirements for upper story apartments. Remove drive-thru's.
Economic Redevelopment Area	Light industrial uses (such as trucking, equipment auctioning, and heating and ventilation), an elementary school, undeveloped land, and natural areas.	IRO, I-1, R-1, RM-2	Evaluate the consolidation of the IRO, I-1 and I-2 districts into a new IRO District.
Northern Business and Job Zone	Industrial, tax exempt, residential (including condominiums), and commercial.	I-1, I-2, IRO, RM-2	Evaluate the consolidation of the IRO, I-1 and I-2 districts into a new IRO District.
Northeast Quasi-Public Zone	Residential, cemetery (exempt), and golf course (commercial)	R-2, MH, RM-2, B-2, B-3, I-1, I-2	Establish a PQP (Public-Quasi Public) District that would include cemeteries, schools, churches, golf courses, and other institutional uses.
Northeast Mixed-Use Neighborhood	Mobile homes, single-family homes, offices, larger-format commercial retail, indoor recreation.	R-1, RM-1, B-3, MH	None.
Commercial Corridor	National franchise businesses, and dine in and drive thru restaurants that are dependently located on major arterials.	R-1, RM-2, B-3	Create a new district called CC (Corridor Commercial) in lieu of the mixture of B-2 and B-3. Include in the new district corridor design guidelines.

MASTER PLAN ADOPTION PROCESS

Per the Michigan Planning Enabling Act of 2008

B R 
Beckett & Raeder

1 Planning Commission Initiates Update ☐

The Planning Commission is the author of the master plan. It must review the master plan every 5 years and then decide whether to begin the process of amending the existing plan or adopting a new plan. The review findings must be recorded in the Planning Commission meeting minutes [MCL 125.3845(2)].

2 Intent to Plan Notifications ☐

BRI sends out Intent to Plan notifications via first class mail, inviting comment from recipients. Notifications go to all entities listed in [MCL 125.3839(2)] including: neighboring municipalities; regional and county planning commissions; public utility, railroad, and public transportation agencies; county road commissions, and the state transportation department.

3 Plan Submittal to Elected Body ☐

After preparing the master plan, the Planning Commission submits a request (via a motion) to the elected body for distribution of the proposed master plan to the same entities initially contacted for the Intent to Plan notifications [MCL 125.3841(1)].

4 Distribution Approval ☐

The elected body approves distribution of the proposed master plan (via formal resolution) for public and agency review, which sets the clock for the comment period: 63 days for a new plan or plan update [MCL 125.3841(3)] or 42 days for a minor plan amendment [MCL 125.3845 (1)(b)].

5 Master Plan Distribution ☐

BRI sends the proposed master plan by first class mail, personal delivery, or electronic delivery for public and agency review [MCL 125.3841(2)].

6 Review & Comment Period ☐

All entities that received notification may submit comments during the comment period. It is best practice to make the plan available for public review during this period [MCL 125.3841(3)].

7 Public Hearing & Notice ☐

The Planning Commission holds a public hearing on the proposed master plan at the end of the comment period. At least 15 days prior, the Planning Commission must give notice of the time and place of the public hearing to the general public via newspaper publication and to the entities that received a copy of the proposed master plan amendment [MCL 125.3843(1)].

8 Planning Commission Master Plan Approval ☐

The Planning Commission approves the master plan by resolution, with affirmative votes from at least 2/3 of its members for a city or village and a majority of its members for a township or county. [MCL 125.3843(2)]. Planning Commission approval of the proposed master plan is the final step in the adoption process, unless the elected body has asserted the right to approve or reject the master plan (see step 9). If this is the case, the Planning Commission recommends that the elected body adopts the plan [MCL 125.3843(3)].

9 Optional: Elected Body Master Plan Approval ☐

An elected body may, by resolution, assert the right to approve or reject the proposed master plan (the municipality's clerk is responsible for maintaining a record of resolutions). If this is the case, then the elected body adopts the master plan by resolution. [MCL 125.3843(3)].

CITY OF CHARLOTTE
RESOLUTION 2024-29
A RESOLUTION TO SUPPORT A FIXED TAX LIMITATION MILLAGE FOR EATON
COUNTY IN THE NOVEMBER 2024 ELECTION

WHEREAS, the Property Tax Limitation Act, being Public Act 62 of 1933 (MCL 211.201 *et seq*), allows for separate tax limitations; and

WHEREAS, the County faces long-term financial instability; and

WHEREAS, EATON COUNTY provides essential law enforcement backup for the City of Charlotte police department; and

WHEREAS, EATON COUNTY provides the jail facility that is utilized by the City of Charlotte police department; and

WHEREAS, EATON COUNTY provides the prosecuting attorneys to bring criminals to justice in our court system: and

WHEREAS, EATON COUNTY governmental complex is located within the City of Charlotte; and

WHEREAS, EATON COUNTY efficient and effective intergovernmental relations is a critical aspect of healthy local government

WHEREAS, EATON COUNTY has maintained a millage rate without an increase since 1978; and

WHEREAS, the County Advisory Tax Limitation Committee has met and has unanimously voted to recommend a fixed tax limitation millage rate for an indefinite period or until altered by the voters of Eaton County; and

WHEREAS, the Board of Commissioners voted unanimously to place the Tax Limitation Proposal on a ballot for public consideration.

THEREFORE, BE IT RESOLVED, that the City of Charlotte City Council sees the important role that the County Government and staff play in providing services and public safety to all residents and so **STRONGLY SUPPORT** the Tax Limitation Proposal on the ballot for the November 5, 2024 election.

The foregoing resolution was presented by Chin and supported by (no one) for approval.
Carried/Failed; 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 August 26, 2024, 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 meetings were kept and will be or have been made available as required by said Act.

Mary LaRocque, City Clerk



Memo

To: Mayor Lewis and City Councilmembers
From: Robert Hillard, City Manager
Date: August 23, 2024
Re: Outdoor Cafe in the Central Business District

Background

The City of Charlotte Zoning Ordinance, Section 82-404 (15), establishes the use of outdoor cafes in the Central Business Districts.

(15) Sidewalk or outdoor cafes. One-year permits must be obtained from the City Manager. Rules governing sidewalk or outdoor café permits shall be adopted by Council resolution.

The City Council is required to establish rules governing sidewalk or outdoor cafés. The resolution reflects the staff recommendation on these rules. These rules do not preclude the requirement that individuals must obtain a separate permit from the Michigan Department of Transportation for the establishment of sidewalk or outdoor cafés along the State Right-of-Way.

Financial Impact

There is no direct financial impact on the City of Charlotte related to this legislation.

Recommendation

Authorize the resolution presented to regulate the establishment of outdoor cafes in the Central Business District.

CITY OF CHARLOTTE
RESOLUTION 2024-30 TO REGULATE THE ESTABLISHMENT OF
OUTDOOR CAFÉS IN THE CENTRAL BUSINESS DISTRICT

WHEREAS, the City of Charlotte allows and encourages the establishment of outdoor dining areas and sidewalk cafés in the downtown area; and

WHEREAS, these cafés and dining areas are regulated by the City Zoning Ordinance.

THEREFORE, BE IT RESOLVED that the City Council of the City of Charlotte hereby provides the following rules regulating the establishment of outdoor cafés in the Central Business District:

1. Operators must obtain a permit from the City and the Michigan Department of Transportation before establishing an outdoor café. A Permit from MDOT is NOT required if the outdoor café is outside of the MDOT Right of Way. Café's intending to sell alcohol must adhere to applicable Liquor Control Commission and/or Social District guidelines.
2. Operators must submit their proposal for an outdoor café to the City of Charlotte Zoning Administrator, who will coordinate approvals with City departments. The operator must submit a sketch drawing of the café proposal. At a minimum, the sketch should include the location of the café, and also the location of its planned barrier (if applicable), tables, waste receptacle, as well as a statement indicating the intended hours of operation.
3. Once the operator has received approval from the City, they must complete a Michigan Department of Transportation Right-of-Way use application and receive a separate permit.
4. Once the operator has completed the above steps and received the MDOT permit, the City will inspect the café to assure compliance with the application materials and issue a local permit allowing the operation of an outdoor café.
5. Café shall not block the entrance to any building.
6. Café shall not unreasonably interfere with the view of, access to, or use of, adjacent properties.
7. Café shall not interfere with street cleaning or snow removal activities.
8. Café shall provide a clear area that shall be maintained for pedestrian traffic and to facilitate maintenance and/or transportation use activities in accordance with local, state, and federal law.
9. Café must maintain seven feet of unobstructed sidewalk, per MDOT guidelines.
10. Café shall not cause damage to the street or to sidewalks, trees, benches, landscaping or other objects lawfully located therein.
11. Café shall not cause a violation of any state or local laws.
12. Café shall not be used principally for off-premises advertising.
13. Café shall not be attached to or reduce the effectiveness of or access to any utility pole, sign or other traffic control device.

14. Café shall be enclosed by a suitable barrier in keeping with state Liquor Control Commission guidelines, with approval by the Chief of Police.
15. Café shall include adequate trash receptacles.
16. Café shall be in a location immediately adjacent to the operator's regular place of business, i.e. not located 'down the street' or in front of another business without the written permission of that property owner. If permission is obtained, please provide a copy of that with the submitted sketch drawing.
17. Operators will demonstrate adequate liability insurance coverage for the period of the permit; in an amount solely at the City's discretion. The operator indemnifies and holds harmless the City from all claims or damages by the construction and operation of a sidewalk or outdoor café.
18. Operator understands that the local café permit is subject to immediate revocation or suspension for any violation of this policy statement.
19. The sale of alcoholic beverages may be permitted in the outdoor café subject to any and all applicable State regulations, including those of the Michigan Department of Transportation and State Liquor Control Commission.
20. Café operators intending to sell alcoholic beverages must include a plan for monitoring sales outside their normal place of business, to ensure that alcohol is not being served or transferred to minors. The service area should be well defined and enclosed as described above, and sales must be limited to that area.
21. All café's shall limit their hours of operation to between 8 a.m. and 11 p.m.
22. The sidewalk café permit shall expire on December 31st of the year the permit is issued. The permit applicant shall renew annually by submitting all the necessary documents and a permit fee in accordance with the construction permit fee schedule.

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 August 26, 2024, 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



Memo

To: Honorable Mayor Lewis and City Councilmembers
From: Robert Hillard, City Manager
Date: August 22, 2024
Re: CharlotteRising Service Contract

Background

The City of Charlotte has identified Downtown Charlotte as a critical part of the overall economic development strategy. CharlotteRising was created exclusively to enhance Downtown Charlotte by focusing on the Four-Point Main Street approach. This approach is intended to improve the downtown through economic vitality and development, appearance, organization, and promotion of downtown.

In 2018, the City of Charlotte and CharlotteRising entered into a contract that in exchange for services provided by CharlotteRising, the City would provide \$25,000 annually. This has occurred ever since with the exception of 2022. This financial commitment by the City has totaled \$125,000. The last time the City paid CharlotteRising an annual fee was May 2023. The contract has since expired.

As a result, the City Council is being asked to renew a contract with CharlotteRising for services related to Downtown Charlotte and the Four-Point Main Street approach, but to also provide services as outlined in the Social District Management Agreement, as approved by City Council in April, 2024.

After review by the City Attorney, the agreement is permissible. A legal opinion is included as an attachment for your information.

Financial Impact

The City Council is being asked to reestablish a contract with CharlotteRising that includes a \$25,000 payment within 30 days of the agreed contract that reflects a retroactive payment for Fiscal Year for 2023/24, an additional payment of \$25,000 in January 2025, to reflect a payment for services in 2024/25, and a payment of \$25,000 in July 2025, for services in Fiscal Year 2025/26.

Recommendation

Approve authorizing the contract between the City of Charlotte and CharlotteRising as presented.

CONTRACT FOR SUPPLEMENTAL COMMUNITY AND ECONOMIC DEVELOPMENT SERVICES

THIS AGREEMENT ("Agreement") made on the ____ day of __, 2024, by the City of Charlotte, a home rule city organized under the laws of the State of Michigan, having its principal place of business at 111 E. Lawrence Avenue, Charlotte, Michigan 48813 ("City") and CharlotteRising, a non-profit organization, with its principal offices located at 105 S. Cochran Avenue, Charlotte, Michigan 48813 ("CharlotteRising")(collectively, the "parties").

WITNESSETH:

WHEREAS, the City recognizes a community need for increased economic development of the downtown Charlotte area; and

WHEREAS, the City recognizes the need for supplemental community and economic development services ("services") focused in and around the downtown Charlotte, Michigan area; and

WHEREAS, CharlotteRising is a local non-profit organization formed for the express purposes of providing community and economic development services in and around downtown Charlotte, Michigan; and

WHEREAS, the City recognizes the specific efforts of CharlotteRising as a contracted vendor to improve the economic vitality and development, appearance, organization, and promotion of downtown Charlotte, Michigan, as being the services it desires to obtain on behalf of Charlotte residents, businesses, and its downtown property owners; and

WHEREAS, CharlotteRising desires to provide these services through its staff, outside contractual services, and/or volunteers ("Agents").

NOW, THEREFORE, in consideration of the foregoing, and of the mutual covenants contained herein, the parties hereby warrant and agree as follows:

1. Purpose and Provision of Services. CharlotteRising shall provide supplemental community and economic development services focused on the downtown Charlotte, Michigan area. CharlotteRising's. Further, CharlotteRising shall provide services as outlined in the Social District Management Agreement between the City and CharlotteRising as approved by City Council on April 24, 2024. CharlotteRising services shall be conducted by its staff, outside contractual services, and/or volunteers ("Agents"). The CharlotteRising's Agents are neither employees nor agents of the City and shall not be entitled to any compensation or benefits that the City provides to its employees.
2. Term. July 1, 2024 – June 30, 2026.

3. Evaluation of Services. CharlotteRising shall, within 30 days of June 30, 2025, submit a written report to the City summarizing its activities for evaluation of said services. Thereafter, CharlotteRising shall, within 30 days of June 30, 2026, submit a written report to the City summarizing its activities for the provision of services so that the City may evaluate said services.
4. Compensation for Services. CharlotteRising shall provide an invoice to the City for services in the amount of \$25,000 for services within 30 days of the effective date of this Agreement for a period beginning July 1, 2024, and ending June 30, 2025.

CharlotteRising shall provide an invoice to the City for services in the amount of \$25,000 for services within 30 days of the effective date of this Agreement for a period beginning January 1, 2025, and ending June 30, 2025.

CharlotteRising shall provide an invoice to the City for services in the amount of \$25,000 within 30 days after July 1, 2025, for a period beginning July 1, 2025, and ending June 30, 2025.

5. Insurance. CharlotteRising shall obtain and maintain in force a general liability insurance policy of not less than one million dollars naming the City and its officials, employees, and agents as additional insureds.
6. Defend, Indemnify and Hold Harmless. CharlotteRising shall defend, indemnify and hold harmless the City, its officers, employees, and agents from all claims, damages, administrative hearings, lawsuits, costs, expenses, court costs and attorney fees resulting from any acts, omissions or negligence of the CharlotteRising, its employees, agents, or volunteers, that may be alleged or arise in the provision of services.
7. No Modifications or Amendments. Except as especially provided herein, any modifications or amendments to this Agreement shall be in writing, made by mutual agreement of the City and the CharlotteRising.
8. No Assignment or Transfer By CharlotteRising. CharlotteRising shall not assign or transfer any of its obligations under this Agreement without the written consent of the City. Notwithstanding, the City may, under its sole discretion, contract with other organizations for the provision of economic development services.
9. City Rights. No failure or delay on the part of the City in exercising any right, power or privilege under this Agreement shall operate as a waiver, nor shall a single or partial exercise of any right, power or privilege preclude any other or further exercise of any right, power or privilege.

10. Binding Agreement. This Agreement contains all the terms and conditions agreed upon by the parties and no other agreements, oral or otherwise, regarding the subject matter of this agreement or any part thereof shall have any validity or bind any of the parties.

IN WITNESS THEREOF, the City and CharlotteRising have executed this Agreement as of the date first written above.

Date_____, 2024

By_____

Tim Lewis, Mayor

By_____

Mary LaRocque, Clerk

Date_____, 2024

BY_____

Annie Williams, Director, CharlotteRising

CHARLOTTE SOCIAL DISTRICT SERVICE AGREEMENT

This Service Agreement (the “Agreement”) is made this _____ day of _____, 2024, by and between the City of Charlotte, a Michigan Municipal Corporation, whose address is 111 E. Lawrence Avenue, Charlotte, Michigan, 48813 (“City”), and CharlotteRising, a 501(c)3 Non-Profit Economic Corporation, whose address is 100 W. Lawrence, Suite A, Charlotte, Michigan 48813. (“CharlotteRising”), (individually a “Party”, collectively the “Parties”).

RECITALS

WHEREAS, the Parties desire a Social District, as permitted under Public Act 124 of 2020, MCL 436.1551, et seq., as amended, in an area of the City’s downtown with a designated Commons Area within the Social District; and

WHEREAS, CharlotteRising, has offered to assist the City in administering and maintaining certain aspects of the Social District to ensure the mutual success and economic development potential of the District; and

WHEREAS, the City encourages economic development and community participation, while in the interest of public health, safety and welfare.

NOW, THEREFORE, in consideration of the foregoing and the mutual promises set forth herein, the City and CharlotteRising agree as follows:

1. Social District Management and Maintenance Plan. The City will consider a Council resolution for the establishment of a Social District and Commons Area and Plan for the local management and maintenance of the District. If approved by the City, CharlotteRising will be responsible for implementing and maintaining certain requirements of said Plan.
2. Qualified Licensee. A qualified licensee, as defined by MCL 436.1551(7)(c), must apply to the Michigan Liquor Control Commission, MLCC, and be issued a Social District Permit to be able to participate in the Social District. Prior to application with the MLCC for a Social District Permit, a qualified licensee must obtain approval from the City of Charlotte and must agree to adherence to the City’s Social District Plan, terms and conditions of the Social District Permit, local and state law.
3. Education. CharlotteRising will be responsible for creating and implementing a plan to educate downtown businesses and residents regarding rules and potential penalties for violations.
4. Enforcement. Charlotte Police Department will be responsible for enforcement of Social District boundaries, hours of operation, and enforcement of local and state law.
5. Social District Branding. CharlotteRising will be responsible for the preparation, branding, and marketing materials, including required logos, beverage labeling, etc., subject to City administrative review and approval prior to use.
6. Social District Map, Common Area Boundaries and Signage. City administrative staff is responsible for Social District and Common Area Maps detailing the boundaries of the District and location of the Commons Areas. City Council is responsible for the final approval of the locations, boundaries, hours of operations, and signage.
7. Beverage Containers. All labeling stickers or other required demarcation materials for required beverage containers shall be initially distributed by CharlotteRising.
8. Other Marketing Materials. CharlotteRising may create other marketing materials, such as but not limited to branding identification for businesses participating in the Social District. All logos and

branding shall be in compliance with Act, as amended, and shall conform with City Council approved branding standards.

9. Communication. CharlotteRising will be responsible for required and optional communications regarding the Social District. This will include creating, and maintaining online informational materials, and any brochures, social media posts, printed news articles/press releases, or other communications (“media”). CharlotteRising will provide the City with links or copies, or otherwise share the communications and media. The City reserves the right to object to and cause any changes, revisions, restrictions, or deletions to the media not in the best interest and reputation of the City, at the sole discretion of the City.
10. Required Signage. The City shall approve, purchase, and maintain all signage. The City Department of Public Works shall install any required physical signage to mark the boundaries, hours, or other required information regarding the Social District.
11. Social District Permits. City administrative staff shall review and approve applications for Social District Permits as required under ACT, as amended. The City Council shall establish a fee for the permit application to defray the costs of required review.
12. Term of Agreement. This Agreement shall remain in effect until such time as: 1) The Social District may terminate by Council action, 2) Thereafter, within 30 days’ NOTICE to CharlotteRising of termination; or 3) CharlotteRising may terminate the Agreement with 90 days’ NOTICE. Any such termination shall be in writing and delivered to the parties’ last address via US Mail.
13. Assignment of Rights. The rights, assignment and responsibilities under this Agreement may not be assigned or transferred to any other person, firm, corporation, or other entity without the prior, express and written consent of the other party.
14. Entire Agreement. This Agreement shall constitute the entire agreement between the parties and any prior understanding of any kind preceding the date of this Agreement shall not be binding upon either party except to the extent incorporated into this agreement.
15. Modification of Agreement. Any modification of this Agreement of additional obligation assumed by either party in connection with this Agreement shall be binding only if evidenced in writing signed by each party of an authorized representative of each party.
16. Governing Law. It is agreed that this Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Michigan in the state courts of Eaton County.
17. Authorization. Each Party agrees and affirms that the Party’s representative who shall execute this Agreement has the authority to do so on behalf of the Party.

This Agreement shall be effective as of the date upon the final date and signature below.

Signed on behalf of:

CITY OF CHARLOTTE

DATED: _____

Timothy Lewis, Mayor

DATED: _____

Mary LaRocque, City Clerk

CHARLOTTERISING

DATED: _____

Annie Williams, Executive Director

CharlotteRising
A MICHIGAN MAIN STREET COMMUNITY

Strategic Vision 2028

March 31, 2023



 **School & Municipal**
Advisory Services, PC

Table of Contents

Certified Public Accountant’s Letter	p. 3
Strategic Plan Background & Overview	p. 4-7
Vision and Mission	p. 8
Strategic Goals	p. 9
Strategic Vision 2028	p. 10
Appendix - Environmental and Analytical Documents:	
Design Action Steps	
Promotion Action Steps	
TOWS Analysis Strategic Actions “Voting”	
TOWS Input and Analysis	
– Threats, Opportunities, Weaknesses and Strengths	
Current Environment	
Future Headlines	
Tows Analysis Explanation	
Main Street District Map	





March 31, 2023

CharlotteRising, A Michigan Main Street Community
Charlotte, Michigan

Strategic Vision 2028 Report

We have compiled the accompanying Strategic Vision 2028 for CharlotteRising, A Michigan Main Street Community, in cooperation with the organization and based upon information provided by its leadership and from published reports. This report is the result of a collaborative strategic planning process facilitated by us and based upon agreed-upon procedures.

Strategic planning is a comprehensive and systematic management tool designed to help organizations assess the current environment, anticipate and respond appropriately to changes in the environment, envision the future, increase effectiveness, develop commitment to the organization's mission and achieve consensus on strategies and objectives for achieving that mission. This definition is provided by Government Finance Officers Association (GFOA) which provided a framework for discussions.

Management's Responsibility

The CharlotteRising organization agreed that it will make any decisions which involve management functions related to the proposed services and accept full responsibility for such decisions. It also agreed to evaluate the adequacy of the proposed services performed and any findings that result.

Presentation by Certified Public Accountant

The purpose of this engagement was not to perform an audit in any form or capacity. Accordingly, we have no responsibility to express an opinion, or any other form of assurance on any aspects of the organization's activities, including financial statements, internal controls, or compliance. We did not audit any financial statements, forecasts, financial data, nor independently verify or express an opinion or any form of assurance on the financial data of the organization and thus, our report is subject to the validity and completeness of the underlying data available from the organization. We have no responsibility to identify and communicate significant deficiencies or material weaknesses in internal controls as a part of our services.

We thank you for permitting us to be of service to CharlotteRising.

Very truly yours,

A handwritten signature in black ink that reads "Donald Sovey, CPA".

Donald Sovey, CPA
Charlotte, Michigan

Donald Sovey, CPA, CFO | 106 Kensington Court | Charlotte, MI 48813
517.231.0563 | donsovey@gmail.com

CharlotteRising, A Michigan Main Street Community

Charlotte, Michigan

Strategic Vision 2028



Background and Overview. CharlotteRising of Charlotte, Michigan has enjoyed a highly successful history since becoming incorporated in September of 2016 and, through an application process, then earned selection into the Michigan Main Street program at the Select Level in Spring of 2017. Since incorporation, downtown Charlotte has enjoyed an upward trajectory of community pride, strong collaboration, and business success. Some of the visible points of pride include:

1. 100 percent business occupancy during the pandemic plus a waiting list of 5 businesses;
2. Downtown Charlotte lost no businesses during the pandemic according to the Michigan Small Business Development Center (Lansing, MI);
3. Strong collaboration between CharlotteRising, Charlotte Chamber of Commerce, and City of Charlotte on downtown matters and events;
4. Festivals grew from a total of 14 in 2019 to 28 in 2023, including a new large vibrant festival drawing 14,000 visitors with many of the festivals taking place in downtown Charlotte;
5. New entertainment facilities constructed include the First Congregational Church Commons and Beach Market, both open-air multipurpose spaces;
6. The downtown 1931 Eaton Theatre was completely renovated to today's theatre standards;
7. Twelve Summer Courthouse Square Community Concerts draw 4,000 to the downtown each summer;
8. Enrollment at Charlotte Public Schools remained stable for the last three years, bucking the declining enrollment trend statewide;
9. Courthouse Square is vibrant with strong rentals and a good sustainability plan.
10. Major renovations and updating occurred at the downtown main office of Eaton Community Bank;
11. New destination restaurants are thriving; and,
12. A growing sense of pride by residents and downtown businesses.

In the interest of good future planning, and under the leadership of the CharlotteRising and its Team Leader volunteers, the organization engaged with School & Municipal Advisory Services, PC, for the sum of \$1 to facilitate a strategic planning process beginning on February 8, 2023. Because of their previous work leading strategic planning for other organizations, community members Donald Sovey, CPA, and Maria Davis, PhD, volunteered to serve as facilitators for the process. Both pledged impartiality and recused themselves from giving input during the data collection phases of the work so that the voices represented in the information collected were those of the leadership of CharlotteRising.

Strategic Planning Committee. A Strategic Planning Committee was formed and comprised of all members of the CharlotteRising board and volunteer team leaders for the various action disciplines of Economic Vitality, Design, Promotions, and Organization. The role of the committee was to assist with interpretation, summarization, and presentation of data relative to the strategic planning process. It was a group that could see the future of what Downtown Charlotte could be and rally the community around that vision for the common good.

The Strategic Plan Committee members were Mayor Michael Armitage, Garrett Bensinger, Kalli Dempsey, Cooper Frost, Cindy Gaedert-wing, Keisha Alexis-Davee Howe, Julie Kimmer, Courtney Mead, Bryan Myrkle, Jonathan Potter, William SaintAmour, Brad Stark, Annie Williams, and Lance Williams. The participants represented the City of Charlotte, Charlotte Chamber of Commerce, Courthouse Square Association, The County Journal, and seven Charlotte Businesses. Many thanks to these individuals for all of their contributions throughout the strategic planning process. Photographer Vincent Brady graciously provided the photography for the main body of this report.

The strategic plan committee did remarkable work in a very short amount of time, generating the framework for the Vision 2028 Strategic Plan that is found on the following pages. The strategies were identified by the committee and the specific recommended actions were discussed with the facilitators, after a thorough review of all input received from the organization and outside entities.

Process Dates. Key dates in the strategic planning process were as follows:

- Feb 8 SP process approved by CharlotteRising Leadership
- Feb 9–13 Background and survey data collected
- Feb 13 SP Committee met regarding current downtown business environment, TOWS Input and Analysis, and Future Headlines anticipated by members

- Mar 9 Committee met to vote on strategic actions resulting from TOWS analysis, development of new Vision and Mission statements, and to sketch out Strategic Plan Pillars
- Mar 20 SP Committee met to review revised Mission and Vision, draft strategic plan format, and brainstorm draft actions for Design and Promotion Teams
- Mar 22 Draft report completed for board review
- Mar 31 Final report sent to board and SP process participants

Research Collected

Threats, Opportunities, Weaknesses and Strengths (TOWS). TOWS input is unlike a more typical SWOT analysis that looks at internal strengths and weaknesses and external opportunities and threats for an organization or project. A TOWS analysis expands on the SWOT framework by matching up strengths as ways to take advantage of opportunities and strengths as a means to reduce threats. The analysis can also help assess how opportunities can help remove or mitigate internal weaknesses and also help explore how internal weaknesses could enhance threats. The process allowed for deeper conversations and greater insight into the strategic planning results in this report.

Main Street America Winter 2022/2023 Trends Survey assisted in the understanding of other structures, programs, and challenges in other regions

A CharlotteRising Community meeting in 2022 including survey results analysis

City of Charlotte 2021 Community 360 Metrics Report by Cobalt Community Research compiled December 2021

Press Release – 2023 Charlotte Points of Pride are Impressive highlights Downtown and region progress based on strategic planning over the years

City of Charlotte Vision 2025 Strategic Plan dated April 30, 2020

CharlotteRising 2022 Program Assessment by Michigan Main Street, MEDC and Main Street America

Charlotte Rotary Club Strategic Vision 2025

First Congregational Church UCC Charlotte Strategic Vision 2025 (An organization in the Charlotte Main Street District)

Charlotte, MI Main Street District Map

Conclusion. This Strategic Plan is the result of input from strong and insightful community members and leadership that provided shared wisdom and vision for the future of CharlotteRising and downtown Charlotte. This remarkable input was shaped into the cohesive framework and action planning that you see represented in the following pages. Many thanks to all who contributed to the planning process, whether it be through research provided, TOWS input, or the meetings and conversations we have had over the past two months.

Now comes the real work! You will need to support and encourage each other along the way and find new unity and purpose in the CharlotteRising shared vision for the future, where those around you know that they can continue to enjoy great success in your downtown community.

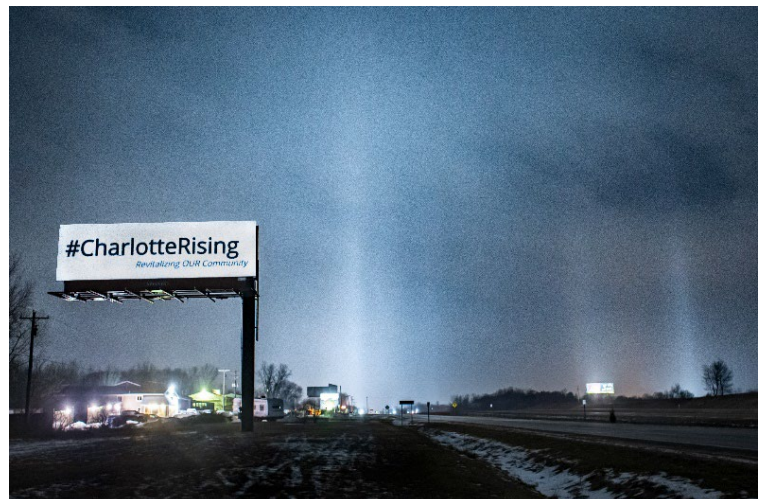
Our sincere hope is that this strategic plan will guide you on a path to unity, sustainability, and a continued success in downtown Charlotte.

Respectfully submitted,



Donald Sovey, CPA
Owner of School & Municipal Advisory Services PC
A Licensed Michigan CPA Firm

Maria Davis, PhD
Professor of Biology and Past Provost



CharlotteRising Strategic Vision 2028

March 20, 2023

Vision

Beautiful historic downtown Charlotte is the vibrant center of our community, serving as a strong foundation for commercial success, a regional hub for the promotion of creative social and recreational activities, an incubator where new businesses can flourish, and a welcoming destination for all.

Mission

Telling our shared story of cultivating a strong, creative, and diverse economy while investing in our future and preserving our historical appeal.

CharlotteRising Strategic Vision 2028

March 20, 2023

STRATEGIC GOALS

- 1. Unify the collaboration and communication among the City, CharlotteRising, Chamber and Service Organizations for project synergy and mutual support.***
- 2. Facilitate the creation and execution of a comprehensive approach to business and residential development in downtown Charlotte.***
- 3. In alignment with the CharlotteRising vision, continue to facilitate creative activities and design in Charlotte that connect to local social and recreational activities.***
- 4. Develop and execute an action plan to sustain Charlotte Rising into the future.***

OUR MISSION: *Telling our shared story of cultivating a strong, creative, and diverse economy while investing in our future and preserving our historical appeal.*

OUR VISION: *Beautiful historic downtown Charlotte is the vibrant center of our community, serving as a strong foundation for commercial success, a regional hub for the promotion of creative social and recreational activities, an incubator where new businesses can flourish, and a welcoming destination for all.*

STRATEGIC GOALS

1. Unify the collaboration and communication among the City, CharlotteRising, Chamber and Service Organizations for project synergy and mutual support.
2. Facilitate the creation and execution of a comprehensive approach to business and residential development in downtown Charlotte.
3. In alignment with the CharlotteRising vision, continue to facilitate creative activities and design in Charlotte that connect to local social and recreational activities.
4. Develop and execute an action plan to sustain CharlotteRising into the future.

ACTION TEAM ECONOMIC DEVELOPMENT APPROACH

ECONOMIC VITALITY	DESIGN	PROMOTIONS	ORGANIZATION
<i>Action Steps</i> <i>Business retention / vitality</i>	<i>Action Steps</i> <i>Aesthetic and physical aspects of downtown</i>	<i>Action Steps</i> <i>Community marketing / promotion</i>	<i>Action Steps</i> <i>Structure, personnel, management, and fundraising</i>
1. Utilize and support the new director to continue relationship building with downtown business owners. 2. Create a social district to help businesses connect to events. 3. Facilitate the creation of a holistic developer package in collaboration with stakeholders. 4. Coordinate resources to mitigate housing issues in Charlotte, downtown and elsewhere. 5. CharlotteRising leadership collaborates with the City to drive new development by pressing for modification of R1 zoning and improvements on building permit approval.	1. Encourage historical building appreciation, including promotion of the National Register historical signage program; provide historical documentation for buildings; seek funding for historic signage. 2. Improve walkability through tactical urbanism by creating safer crossings at Courthouse Square. 3. Redevelop the façade grant program to promote "upstairs" development. 4. Develop a mural festival competition with removeable murals that can be relocated and sold. 5. Establish an education campaign on maintenance responsibilities and resources / coordinate district beautification efforts and partnerships. 6. Design Team develops action items for Goal Statements by employing an annual review process.	1. Regularly inform the community about CharlotteRising accomplishments and future goals. 2. Use cohesive groups to address communication, personnel, resource, & knowledge issues among various groups in town. 3. Highlight business owners with testimonials to promote entrepreneurship. 4. Reestablish community branding campaign, with consistent imaging and messaging. 5. Promote alliances & partnerships with CharlotteRising focusing on downtown. 6. Overhaul social media & website. 7. Partner with organizations to build community and social media engagement. 8. Develop residential and business recruitment campaigns.	1. Use City/CharlotteRising/Chamber/Service Organizations to address communication, personnel, resource, & knowledge issues among various groups in town. 2. Develop Board and Team succession and volunteer recruitment plans. 3. Prepare solicitation letters for annual release. 4. Clearly communicate the fiduciary responsibilities of the board during board orientation and thereafter. 5. Provide visible support for city policy decisions via a unified front by City/CharlotteRising/Chamber/Service Organizations. 6. Skilled leaders engage CharlotteRising to better support the structure of city council in the face of coming changes. 7. Work in collaboration with the City on an expanded tax district that would provide sustainable funding for Charlotte Rising, using CR's already visible results to sell the benefits. 8. Develop actionable diversity, equity, inclusion and access (DEIA) plans for broadening inclusivity of events, activities, and volunteers.



Memo

To: Honorable Mayor Lewis and City Councilmembers

From: Robert Hillard, City Manager

Date: August 22, 2024

Re: Social District Signage Design, Sign Locations, and Map of the District

Background

The City of Charlotte City Council authorized in the Spring the creation of a Social District in Downtown Charlotte. As part of this Social District, the City Council authorized an agreement between the City of Charlotte and CharlotteRising. CharlotteRising is responsible for recommending to City Council the sign designs and location placement. This was accomplished at the last City Council meeting, however, they requested a change. The amended signs and locations are provided in the attachment. Once decided by the City Council, the City is responsible for the purchase and installation of the signs.

Also, the City Council approved a Social District Map, as part of the State application on May 13, 2024. After a subsequent review by the State which occurred after the approval by City Council, amendments to the map were required. The City Council is being asked to approve the amended map. The two maps referenced are included in the attachment. The plan is to readdress the original map approved by the City Council, however, in order to establish the Social District as soon as possible, City Council is being asked to approve the map as approved by the State.

Financial Impact

The financial impact of this action includes the purchase of the signs at \$2,650.30, plus Public Works employees, equipment, and supplies to install.

Recommendation

Authorize the CharlotteRising sign design and location, as well as the State approved Social District Map, as presented.



CHARLOTTERISING

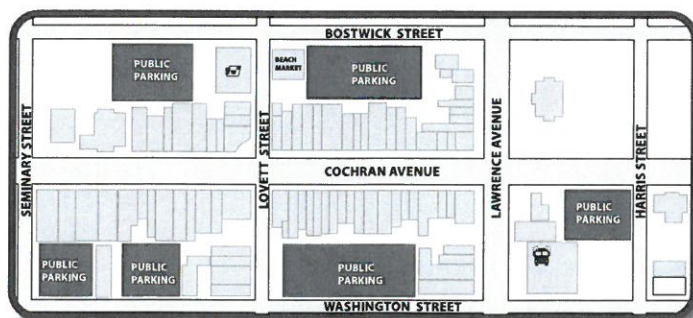
SOCIAL DISTRICT

EST. 2024

HOURS

Monday - Saturday
11 a.m. - 11 p.m.

Sunday
12-10 p.m.



CharlotteRising.com

RULES

- 1. Enter any participating pubs and restaurants & request your favorite adult beverage in a CharlotteRising Social District to-go cup.**
- 2. Exit the participating pubs and restaurants onto the designated walkways or into the back alley. Beverages must be purchased in CharlotteRising Social District cups to leave a pub or restaurant and cups must stay within the district's boundaries. Signage indicates those boundaries.**
- 3. Properly dispose of your CharlotteRising Social District cup when empty.**
- 4. Repeat! Drink responsibly and have fun!**

Welcome
TO THE



— CHARLOTTERISING —

**SOCIAL
DISTRICT**

Enjoy your stay! 

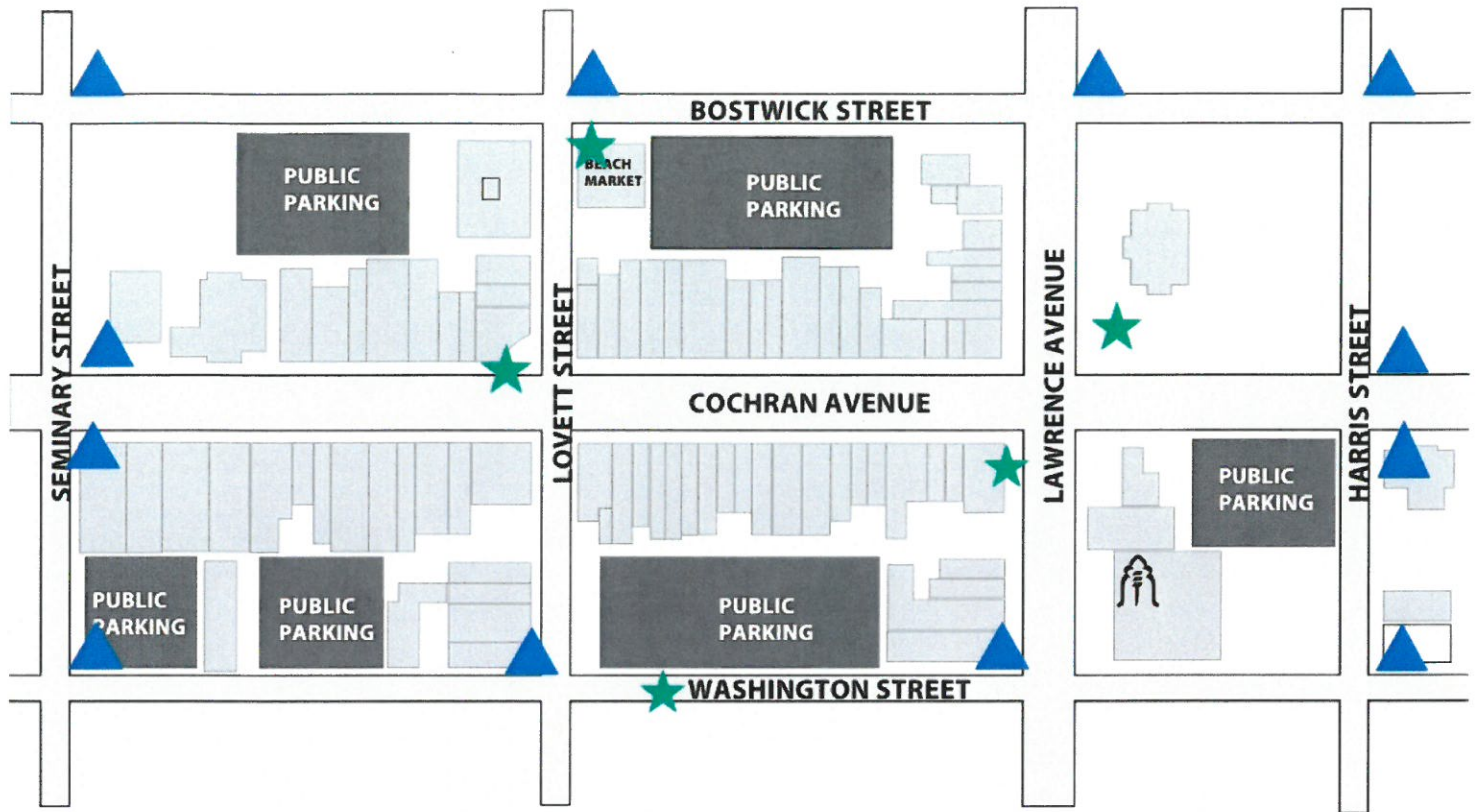
Now Leaving
THE



— CHARLOTTERISING —

**SOCIAL
DISTRICT**

Thank you
for visiting!



Legend:



Combination of Enter & Exit Signs



Welcome and Rules

CharlotteRising

A MICHIGAN MAIN STREET COMMUNITY

MEMORANDUM

TO: Charlotte City Council

FROM: Annie Williams, Executive Director - CharlotteRising

RE: Social District Signage

DATE: August 21, 2024

The following is a cost breakdown & description for social district signage:

1. Welcome with Rules - (example attached)
 - a. 24" x 24" Cutout style – white reflective background – multi color - digitally printed – UV laminate
 - b. Production time 6 weeks
2. Enter (example attached)
 - a. 18" x 24" - Cutout style – white reflective background – multi color - digitally printed – UV laminate
 - b. Production time 4 weeks
3. Exit (example attached)
 - a. 18" x 24" - Cutout style – white reflective background – multi color - digitally printed – UV laminate
 - b. Production time 4 weeks
4. Sign Poles
 - a. Standard - 12 ft – 2lb. – galvanized – bury depth 3 ft

Quantities Needed:

(5) Welcome with Rules @ \$135.00 ea = \$675.00

(12) Enter @\$50.50 ea = \$606.00

(12) Exit @ \$50.50 ea = \$606.00

(17) Sign Poles @ \$44.90 ea = \$763.30

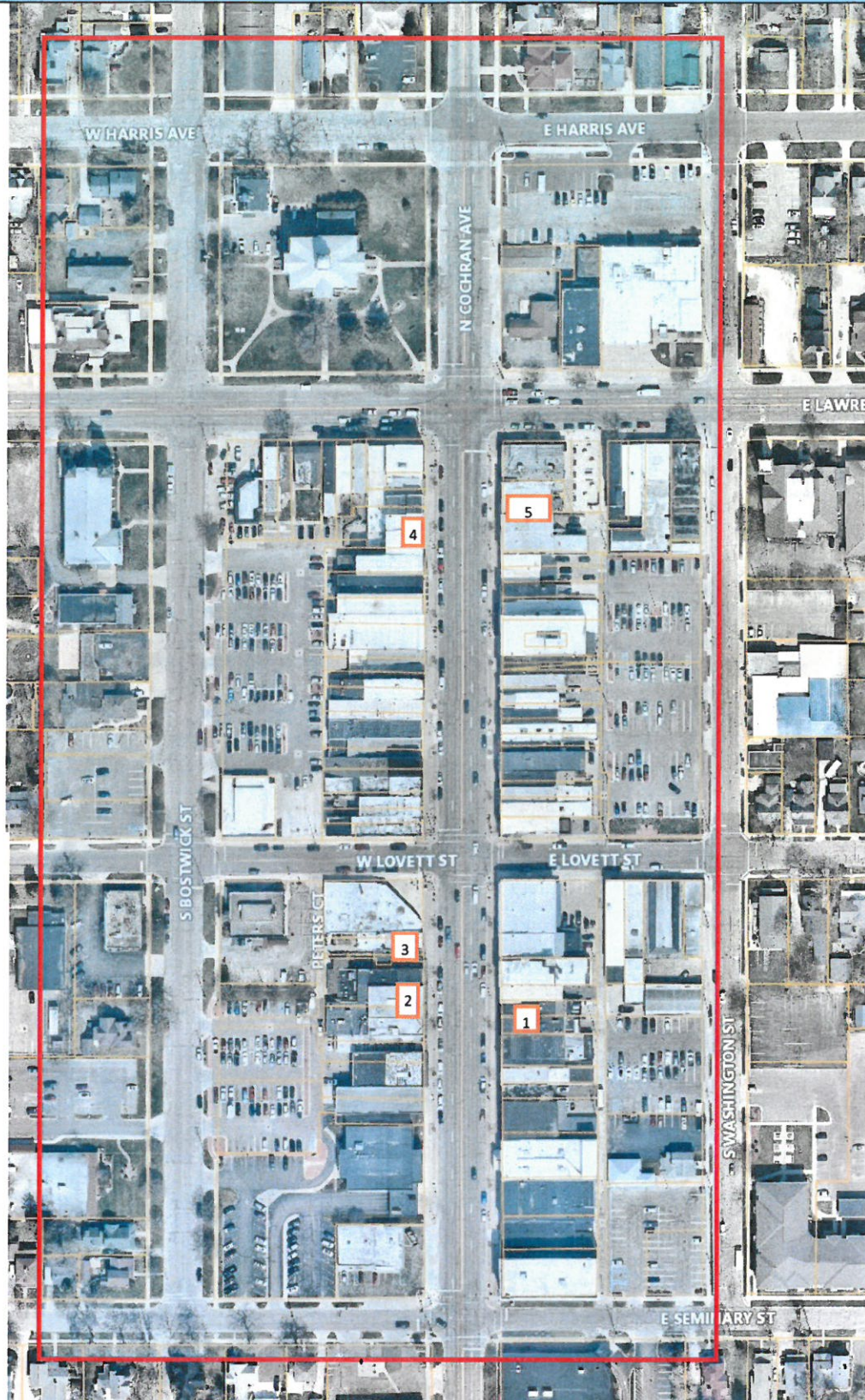
TOTAL EXTENDED AMOUNT = \$2,650.30

NOTES: Vector artwork required; graphic designer to send on thumb drive to Dornbos
Sign

AJW

Boundary Map — City of Charlotte Social District and Commons Area

City Council Approved
5-13-2024



Map ID	Business	Licensee	DBA	Address
1	3797	Riedy and Riedy, Inc.	Riedy's	219-221 S. Cochran Avenue, Charlotte, MI 48813-1550
2	208437	214 S. Cochran, LLC	Eaton Pub & Grille	214 S. Cochran Avenue, Charlotte, MI 48813-1551
3	250285	The Ramos Group, LLC	The Thirsty Bird Bar & Kitch-	208 S. Cochran Avenue, Charlotte, MI 48813-1551
4	0269513	Acapulco Mexican Grill #2,	Acapulco Mexican Grill	112 S. Cochran Avenue, Charlotte, MI 48813-1551
5	0282312	T-Caps Tavern LLC	T-Caps Tavern	107 S. Cochran Avenue, Charlotte, MI 48813-1551

Boundary Map — City of Charlotte Social District and Commons Area

State Approved



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5	0282312	T-Caps Tavern LLC	T-Caps Tavern	107 S. Cochran Avenue, Charlotte, MI 48813-1551



Memo

To: Robert Hillard, City Manager
From: Matt Griffith, Superintendent of Utilities
Date: August 20, 2024
Re: Windemuller annual purchases authorization

Background

I am recommending the City Council waive the bidding requirement, and provide an annual approval with Windemuller for electrical and automation services. The City of Charlotte has utilized this service since 2004, and it is a critical tool for Automation/Electrical services necessary within the City of Charlotte's Water & Wastewater processes. Based on the knowledge and experience that Windemuller has with our system it can be defined as a proprietary service and therefore would not be feasible to allow another electric / automation service provider to conduct work on our system.

Financial Impact

Windemuller charges as necessary, depending on type and quantity of services provided. Expenses incurred by services provided are billed as Professional Services. Although annual expenses can vary, they should not exceed \$30,000.00/year. Emergency authorization could possibly be necessary depending on circumstances.

Recommendation

Approve authorizing payment to Windemuller as necessary for providing electrical and automation services to the City of Charlotte Water & Wastewater Dept's.



Memo

To: Honorable Mayor Lewis and City Councilmembers

From: Robert Hillard, City Manager

Date: August 23, 2024

Re: Airport Capital Improvement Program

Background

The City of Charlotte annually prepares an Airport Capital Improvement Program (CIP) for the Fitch H. Beach (FPK) Airport. The majority of the previous tree clearing and easement acquisition project was authorized through this program. The CIP is intended to identify important projects that could potentially be funded by the Michigan Department of Transportation (MDOT) - Aeronautics Division. Generally, the identified projects are funded by Federal (90%), State (5%) and Local Matches (5%). The amount of funding is allocated to each eligible airport, including the Fitch H. Beach (FPK) Airport. A meeting is scheduled with MDOT for early September to discuss the CIP.

The Airport Advisory Board is recommending the enclosed CIP for the next seven years. The plan is based on identified priorities, but can be adjusted annually. For example in State Fiscal Year 2025, the following projects are identified:

Design: Perimeter Fence Improvements \$16,000

Design: Parking Lot/Entrance Road Pavement Rehabilitation \$25,000

Access Road Pavement Rehabilitation \$164,850

Parking Lot Rehabilitation \$132,040

Perimeter Fence Improvements \$148,000

Design: Apron Rehab. (Remark, Crack Seal, and Joint Repair) \$24,000

Based on questions from the City Council, I asked Jon Van Duinen, P.E. Prein&Newhof, Airport Consulting Engineer about moving up hangars on the CIP. The following is his response. "I reviewed the capital improvement plan for the airport to see if we can adjust the project priority to get the hangar constructed sooner. Unfortunately, before revenue generating projects, like the hangar, can be funded, FAA will require other safety and critical airport infrastructure be completed. The three projects listed before the hangar are the parking lot rehabilitation, perimeter fence improvements, and apron rehabilitation. Once these are completed the airport can start saving grant funds for a hangar project. The fence is in poor condition and access is not limited in some areas. The fencing improvements will increase safety by limiting pedestrian and vehicle access to the airfield. The apron Pavement Condition Index (PCI) was rated a 62 out of 100 in 2020 and is projected to be 55 by 2026. If this pavement is allowed to deteriorate much further a full reconstruction may be needed for this pavement. The parking

lot has been in poor condition for a long time and needs work done as soon as possible. It is not an airfield pavement, so the FAA does not include it in the PCI inspection, but I estimate it is around 45.

Financial Impact

The City Council is being asked to authorize staff to present the enclosed plan to the Michigan Department of Transportation - Aeronautics Division. The local share of the plan for State Fiscal Year 2025 is approximately \$43,495.

Recommendation

Authorize staff to present to MDOT the enclosed Airport Capital Improvement Program (CIP) for the Fitch H. Beach (FPK) Airport.

AIRPORT CAPITAL IMPROVEMENT PROGRAM (CIP)

Fitch H Beach - FPK

2025	Available Federal Grant Funds \$600,000 (\$300,000 Carryover)		
	Design: Perimeter Fence Improvements		\$16,000
	Design: Parking Lot/Entrance Road Pavement Rehabilitation		\$25,000
	Access Road Pavement Rehabilitation		\$164,850
	Parking Lot Rehabilitation		\$132,040
	Perimeter Fence Improvements		\$148,000
	Design: Apron Rehab. (Remark, Crack Seal, and Joint Repair)		\$24,000
	Carryover \$141,099	(Local Share \$43,495)	Total \$509,890
2026	Available Federal Grant Funds \$441,099		
	Apron Rehab. (Remark, Crack Seal, and Joint Repair)		\$241,900
	Carryover \$223,389	(Local Share \$12,095)	Total \$241,900
2027	Available Federal Grant Funds \$523,389		
	No project, Carryover Funds		
	Carryover \$523,389	(Local Share \$0)	Total \$0
2028	Available Federal Grant Funds \$673,389		
	Design: 8 Unit T-Hangar		\$45,000
	Carryover \$632,889	(Local Share \$2,250)	Total \$45,000
2029	Available Federal Grant Funds \$782,889		
	8 Unit T-Hangar		\$860,000
	Carryover \$8,889	(Local Share \$43,000)	Total \$860,000
2030	Available Federal Grant Funds \$158,889		
	No project, Carryover Funds		
	Carryover \$158,889	(Local Share \$0)	Total \$0
2031	Available Federal Grant Funds \$308,889		
	No project, Carryover Funds		
	Carryover \$308,889	(Local Share \$0)	Total \$0

Costs Include Federal Cost of 90%, State Cost of 5%, and Local Cost of 5%. "Additional" is listed when costs exceed available Federal Grant Funds and additional funding will be needed from Federal Apportionment, Federal Discretionary, or other funds.

*The cost to clear trees on existing easements will be local only funding. Grant funds can on be used on parcels previously cleared with other grant funds.



Memo

To: Robert Hillard, City Manager
From: Todd Cotter, Airport Manager
Date: August 23, 2024
Re: AVFuel Purchase - 2024/25

Background

The aviation fuel farm at the airport has two 5000 gallon above ground tanks connected to each other for a total of 10,000 gallon capacity.

The price break in aviation fuel starts with a minimum of an 8000 gallon purchase known as a full load purchase.

With that said I like to be below 500 gallons in each tank so we have expansion space in the tanks for safety reasons after a full load delivery of 8000 gallons.

For the past fifteen years when it was time to purchase fuel I would call AvFuel for pricing. With the pricing obtained I would contact Mr. Myrkle with that price per gallon and he would use the multipliers that he and a previous City Manager developed to cover the following cost per gallon expenses, the cost of the fuel, insurance, credit card fees from customers using their personal credit cards, bank fees, FBO handling fees of .15 per gallon then the City's profit margin. Once Mr. Myrkle computed the price they City was going to sell the fuel for per gallon he would authorize the purchase and the fuel was ordered, usually the same day or at a minimum within a 24 hour period as the fuel price index changed daily. Once the fuel was delivered the new sale price was applied.

The City owns the fuel that is in inventory that is then sold at a profit, so it is an investment with a payback two to three times a year. It is not a permanent cost as in the other City departments that need to purchase fuel for City owned vehicles.

Once the price per gallon was computed Mr. Myrkle would go into the Fuel Master program and set the new price per gallon and then we would post that price on the fuel pump. I receive calls and emails weekly from multiple aviation fuel apps to provide the current price per gallon. The fuel prices are provided on flight planning apps that flight crews can see and make their flight plan based on fuel cost. But not all pilots consider just the cost of fuel to plan their stops. There are basically four providers of aviation fuel in the tri state area, AvFuel, Arrow Energy, Epic and Titan Fuels. A vast amount of pilots, especially pilots flying higher performance aircraft, prefer AvFuel as I

do myself based on a long history of no fuel contamination and years of running AvFuel with no issues. AvFuel is the only provider of the four that have had their own delivery transportation trucking that only hauls their fuel products, either 100LL aviation fuel for piston powered aircraft or jet fuel. We only have the 100LL fuel here at the Charlotte Airport. With that said every AvFuel delivery driver that has delivered to the Charlotte airport in my 15 year tenure had at a minimum of 25 years' experience. We never have had any mishaps or fuel spills on all of the deliveries we have had the past 15 years with AvFuel here at the airport. About 10 years ago we went to another provider that made a delivery without any prior notice. During that delivery they had a 200 gallon fuel spill at the airport based on the driver being a contract delivery driver not having aviation fuel delivery experience. The results of the spill are still evident today.

Financial Impact

The City Council Is being asked to waive the bidding requirement, and approve for Fiscal Year 2024/25 the use of AVFuel at the Charlotte Airport for a not-to-exceed amount of \$90,000.

Recommendation

Approve authorizing the waiving of the bidding requirement, and approve for Fiscal Year 2024/25 the use of AVFuel for a not-to-exceed amount of \$90,000.