



PROPOSED AGENDA
REGULAR MEETING OF THE CHARLOTTE CITY COUNCIL
111 E. Lawrence Ave, Charlotte, MI 48813 (517) 543-2750
7:00 P.M. Monday, July 14, 2025

Interested persons can participate in-person or via Zoom
Connect to Zoom from your computer, tablet, or smartphone
Website: <https://us02web.zoom.us/j/87853677805>
One tap mobile: +16465588656,,87853677805#
Telephone: (312) 626-6799 Webinar ID: 878 5367 7805

- 1. Call to Order**
- 2. Roll Call**
- 3. Invocation – Randy Royston, New Hope Community Church**
- 4. Pledge of Allegiance**
- 5. Approval of Minutes**
 - a. June 23, 2025 Regular Council Meeting Minutes
- 6. Absence of Council Members**
- 7. Public Comment** - Limit presentation to five (5) minutes. Attendees desiring to address council who are participating with ZOOM may raise your hand now or if attending via a phone call, press *9 (star nine) on your keypad
- 8. Approval of Agenda**
- 9. Communications and Committee Reports**
 - a. Manager Report
 - b. Councilmember Committee Reports
- 10. Consent Agenda**
 - a. Approval of Claims and Expenditures totaling \$1,278,645.38
 - b. Approval of Resolution 2025-31 To amend the operating and capital budget appropriation of funds fiscal year 2024-2025
 - c. Approval of Resolution 2025-32 to adopt a Fiduciary Policy for City-Affiliated Boards and Commissions
 - d. Adoption of Council Policy 2025-01 Grant Accounting and Administration Policy

- e. Consider approval of a sealed bid contract with R&L Exteriors for DPW Garage Roof Replacement in the amount of \$36,300 and authorize the DPW Director to execute the contract.
- f. Consider approval of a sealed bid contract with Hammond Farms Landscape Supply in the amount of \$58,582.00 for DPW brush and leaf haul away and authorize the DPW Director to execute the contract.

11. Business Agenda

- a. First reading and consider approval of Resolution 2025-33 to schedule a public hearing on July 28, 2025 and second reading of Ordinance 2025-07 Domestic Animals and Fowl
- b. Consider approval of Resolution 2025-34 to participate in the University of Michigan Sustainable Towns Program
- c. Consider approval to schedule a public hearing on August 25, 2025 for Development Plan and Tax Increment Financing Plan of the Charlotte Downtown Development Authority and Expansion of the DDA District
- d. Consider authorizing the City Manager to begin contract negotiations with Carmel Township for a renewed fire service agreement
- e. Consider renewing the motion for approval of Police Vehicle Purchases

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

13. Staff Comments

14. Mayor and Council Comments

15. Adjourn

~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
Regular Council Meeting 7:00 p.m.
June 23, 2025

CALL TO ORDER:

By Mayor Lewis on Monday, June 23, 2025 at 7:00 p.m.

ROLL CALL:

Mayor Lewis, Mayor Pro-Tem Duweck, Council members, Fullerton, Christensen, Rodriguez, and Chin. A quorum was met City staff in attendance; City Clerk LaRocque, City Attorney Revore, and City Manager Hillard. In the audience were DPW Director Whitney, Assistant Fire Chief Fullerton, and Fire Inspector/Captain Daly

INVOCATION:

Andy Shaver – Real Life Church. Prayed for protection from the heat, blessings for farmers and crops, prosperity for the city, wisdom for leaders, and guidance for the meeting.

PLEDGE OF ALLEGIANCE:

Led by Lewis

APPROVAL OF MINUTES:

- a. June 09, 2025 Regular Council Meeting Minutes

Motion by Chin supported by Duweck to approve June 09, 2025 Regular Council Meeting Minutes. Carried; Yea 6; Nay 0; Absent 1

ABSENCE OF COUNCIL MEMBERS:

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

PUBLIC HEARING:

- a. Ordinance 2025-05 Mobile Food Vending

Mayor Lewis opened the public hearing on Ordinance 2025-05 regarding mobile food vending at 7:02 p.m.

Samantha Davis, one of the owners of The Eaton Place and The Eaton Pub and Grill, addressed the council. She raised several questions and concerns regarding food trucks in the city. She asked whether there would be a limit on the number of permits allowed, if they could operate on private business property, and what taxes they would be subject to beyond permit fees. She also inquired about standards for cleanliness and appearance, as well as trash management. Additionally, she questioned whether food trucks would be permitted to serve alcohol and what licenses would be needed. She emphasized the investments made by existing brick-and-mortar restaurants and questioned the need for food trucks given the current dining options in Charlotte. Davis emphasized that while she is not afraid of competition, she is concerned about the potential impact on existing businesses that have invested significantly in the community.

PUBLIC COMMENT:

No comments

APPROVAL OF AGENDA:

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

COMMUNICATIONS AND COMMITTEE REPORTS:

- a. City Attorney Report

City Attorney Revoir provided updates on several projects, including work on ordinances such as mobile food vending and potential updates to the domestic animals and fowl ordinance. He discussed ongoing reviews of the Camp Francis articles and bylaws, continued duties as the city's municipal prosecutor, code enforcement efforts, and review of feedback from the state on the Markdom resolution. He is also involved in personnel policy reviews and a case with the Michigan Tax Tribunal concerning a mislabeled petition.

b. Manager Report

City Manager Hillard noted that staff reports were included in the agenda packet and that staff members were present to answer any questions.

c. Council member committee reports

Chin reported on the EATRAN Committee. A review and complete rewrite of the personnel policy due to new sick time provisions and other changes is underway. He noted that the current director's role, which combines EATRAN and CADA responsibilities, ends on September 30th. Ridership for EATRAN is up 12% across the district through the end of May, with Charlotte's new route growing from 269 riders in its first month to 355 in May. He also highlighted the importance of Delta Township's millage approval for EATRAN's future.

Christensen shared updates from several committees. The Traffic Calming Committee is planning a second MDOT Zoom meeting on Wednesday, June 25th. The Planning Commission approved a firework stand at 116 Lansing for the Charlotte Eagles, discussed multi-year permits for recurring events, and noted a major expansion at Markdom in the Combs Industrial Park. The Camp Francis Committee has been meeting to review bylaws and consider restructuring its relationship with the city.

Fullerton reported on the Parks Board. The Oak Park grant was accepted by the council. Landscaping at Dean Park is complete, mulch has been laid, and playground equipment pressure washed at all parks. Cameras are being installed to monitor activity outside park bathrooms, and a long-standing drainage issue at the disc golf course will be addressed. Concerns were also raised about community access to the high school tennis courts.

Rodriguez reported on the Downtown Development Authority (DDA). The group discussed adding clearer signage for parking areas, reviewed the budget and expenditures, and considered ways to streamline small project expenses. A public informational meeting is scheduled for July 21st at 7 PM at Beach Market to engage the community and gather input.

CONSENT AGENDA:

- a. Approval of Claims and Expenditures totaling \$1,244,976.93

Councilman Chin mentioned he had requested further information on a \$331,959.54 expenditure for a paving project on Oliver, Washington, and Stoddard St's.

Motion by Rodriguez supported by Fullerton to approve Consent Agenda item a. Carried; Yea 6; Nay 0; Absent 1

BUSINESS AGENDA:

- a. Second reading and consider approval of ordinance 2025-05 Mobile Food Vending

City Attorney Revore confirmed the ordinance included the previous amendment prohibiting vending on the 100 and 200 blocks of South Cochrane. Councilman Chin shared concerns from local restaurant owners about the impact of food trucks. Councilman Rodriguez asked for clarification on several points,

including that there is no limit on the number of food trucks, vending is prohibited on certain downtown blocks, city-owned lots require permission, and alcohol sales are not allowed.

Motion by Christensen supported by Rodriguez to further amend the ordinance to restrict vending on the 100 and 200 blocks of Washington and Bostwick streets. Failed in a tie vote; Yea (3) Lewis, Chin, Rodriguez; Nay (3) Fullerton, Christensen, Duweck; Absent (1) Scott.

Motion by Christensen supported by Chin to amend the ordinance to prohibit food trucks in the parking lots directly behind the 100 and 200 blocks of Cochrane. Carried by roll call vote; Yea (6) Lewis, Chin, Rodriguez, Fullerton, Christensen, Duweck; Absent (1) Scott.

Motion by Duweck supported by Fullerton to approve Ordinance 2025-05 as amended. Carried; Yea (5) Lewis, Chin, Fullerton, Christensen, Duweck; Nay (1) Rodriguez; Absent (1) Scott

- b. Consider approval of Resolution 2025-29 Fee Schedule effective July 13, 2025

Council discussed Resolution 2025-29 regarding the updated fee schedule. Councilman Christensen proposed increasing mobile food vending permit fees, suggesting the annual permit rise from \$250 to \$1,000, the 15-day permit from \$100 to \$250, while keeping the daily permit at \$50. Captain Daly provided input, noting how these fees compare to those in other communities.

Motion by Rodriguez supported by Fullerton to amend the fee schedule as proposed by Christensen. Failed; Yea (1) Christensen; Nay (5) Lewis, Chin, Fullerton, Rodriguez, Duweck; Absent (1) Scott

Motion by Duweck supported by Fullerton to approve Resolution 2025-29 Fee Schedule. Carried; Yea (5) Lewis, Chin, Fullerton, Rodriguez, Duweck; Nay (1) Christensen; Absent (1) Scott

- c. Consider approval of two (2) 2025 Chevrolet Police Tahoe's through Berger Chevrolet, in the amount of \$107,742.00

Discussion ensued regarding the timing of the purchase, potential price increases, and the impact on the department's vehicle rotation. Concerns were raised about adhering to the council's previous directive to freeze capital purchases.

Motion by Rodriguez supported by Fullerton to purchase only one vehicle instead of two. Failed by tie vote; Yea (3) Fullerton, Christensen, Rodriguez; Nay (3) Lewis, Duweck, Chin, Absent (1) Scott

Motion by Duweck supported by Lewis to approve the purchase of two (2) 2025 Chevrolet Police Tahoe's through Berger Chevrolet, in the amount of \$107,742.00. Failed by tie vote; Yea (3) Lewis, Duweck, Chin; Nay (3) Fullerton, Christensen, Rodriguez, Absent (1) Scott

- d. Consider approval of transition from BS&A.Net version to BS&A Cloud platform, in the amount of \$118,300

Motion by Duweck supported by Rodriguez to approve transition from BS&A.Net version to BS&A Cloud platform, in the amount of \$118,300 Carried; Yea 6; Nay 0; Absent 1

- e. Resolution 2025-30 To authorize the acceptance and adoption of the Multi-Hazard Mitigation Plan (MHMP) update

Councilman Chin proposed tabling the motion to allow for further review and questions about the plan. Later he approved

of the plan after further discussion and explanations from Councilman Fullerton.

Motion by Chin supported by Rodriguez to table Resolution 2025-30. Failed by tie vote; Yea (3) Lewis, Duweck, Chin; Nay (3) Rodriguez, Fullerton, Christensen; Absent (1) Scott

Motion by Fullerton supported by Christensen to approve resolution 2025-30 To authorize the acceptance and adoption of the Multi-Hazard Mitigation Plan (MHMP) update. Carried; Yea 6; Nay 0; Absent 1

- f. Consider approval of LOU – Update to SEIU Union Appendix A; Service Truck Operator Premium

Motion by Chin supported by Fullerton to approve LOU – update to SEIU Union Appendix A; Service Truck Operator Premium. Carried; Yea 6; Nay 0; Absent 1

- g. Consider approval of LOU – Update to SEIU Union Appendix A: Environmental Service Coordinator

Motion by Chin supported by Christensen to approve LOU – update to SEIU Union Appendix A; Environmental Service Coordinator. Carried; Yea 6; Nay 0; Absent 1

PUBLIC COMMENT:

Kent McDonald, resident and general manager of Big Boy, expressed concerns about poor audio quality in the council chambers, the council's focus on downtown over other business areas, the challenges of operating within thin profit margins in the restaurant industry, and the potential negative impact of food trucks on existing businesses. He urged the council to consider the broader business district, not just downtown.

Samantha Davis suggested the ordinance include clearer standards for food truck inspections, storage and cleanliness,

noise regulations, and the potential to designate specific areas for food trucks.

Jodee Pruden, resident speaking via Zoom, raised concerns about noise from food truck generators in residential areas, emissions, and the cost of food truck permits at events.

STAFF COMMENTS:

No comments

MAYOR AND COUNCIL COMMENTS:

Christensen emphasized the need to address infrastructure problems on Lansing Street, expressed concerns about Charlotte Rising's effectiveness in promoting the social district, called for better coordination among city organizations for event planning, and noted ongoing issues with loud vehicles in the city.

Chin expressed appreciation for the Department of Public Works' efforts at Dean Park, highlighted the effectiveness of new license plate cameras, requested updates to city documents such as the purchasing manual and resolutions, and sought clarification on the policy regarding council members speaking to the press.

Rodriguez pointed out a perceived lack of attention to businesses on Lansing Street and encouraged local businesses to organize and actively engage with the council.

RECESS TO CLOSED SESSION:

- a. Pursuant to MCL 15.268(a) of the Michigan Open Meeting Act (PA 267 of 1976, as amended), for the purpose of conducting a periodic personnel evaluation of the City Manager, as requested by the City Manager.

Motion by Duweck, supported by Christensen to enter into closed session Pursuant to MCL 15.268(a) of the Michigan Open

Meeting Act (PA 267 of 1976, as amended), for the purpose of conducting a periodic personnel evaluation of the City Manager, as requested by the City Manager. Carried; Yea (6) Lewis, Fullerton, Christensen, Duweck, Chin, Rodriguez; Nay 0; Absent (1) Scott

RECONVENE OPEN SESSION:

Upon reconvening in open session, two motions were made:

Motion by Chin supported by Duweck to adopt the recommendation of the committee on evaluation for City Manager Hillard. Carried; Yea 6; Nay 0; Absent 1

Motion by Duweck supported by Chin to adjust the City Manager's salary by \$14,000, retroactive to his anniversary (May 28). Carried; Yea 6; Nay 0; Absent 1

ADJOURN:

Motion by Chin supported by Fullerton to adjourn the meeting at 10:17 p.m. Carried; Yea 6; Nay 0; Absent 1

Respectfully submitted,
Mary LaRocque MiPMC, CMC
City Clerk



To: Honorable Mayor Lewis and City Council Members
From: Robert Hillard, City Manager
Date: July 11, 2025
RE: City Manager's Report

The following is the latest City Manager's Report. Thank you and please give me a call at (517) 543-8850 or rhillard@charlottemi.org, if you have any questions.

Budget Review Update

I have sent individual emails to each Department Director and key staff in order to evaluate non-personnel budget line items related to potential reductions. I have asked them to consider the impact of reducing suggested non-personnel expenses, and to provide written statements by July 18, 2025, on how these reductions would impact the various departments. Also, I am suspending most of the General Fund Capital purchases this fiscal year. Exceptions to this directive primarily include essential, emergency, and grant supported purchases. Further, I have directed the Finance Director to not transfer General Fund funds to either MVP and Information Technology Funds. This will assist in my evaluation of these funds and its direct impact to the General Fund.

"The Framework" 2024 - 2025 Final Update

Included is the final version of "The Framework" for Fiscal Year 2024 - 2025. This document is the main planning tool to organize projects and programs identified for completion by the City of Charlotte.

City of Charlotte "The Framework" 2024 - 2025 FINAL

City Services

Website Review (City Services) (Clerk)
City Council Compensation Review (City Services) (Clerk)
Communication Plan Review (City Services) (Clerk)
Earned Sick Time Policy Revisions Review (City Services) (Clerk)
Workers Compensation Review (City Services) (Clerk)
Liability Insurance Review (City Services) (Clerk)
Finance/Budget Review (City Services) (Finance)
Fire Special Assessment District Review (City Services) (Finance)
Purchase Policy Review (City Services) (Finance)
Mobile Food Vending Ordinance Review (City Services) (Fire)
Code Enforcement Review (City Services) (Fire)
Rental Inspection Review (City Services) (Fire)
Ambulance Service Review (City Services) (Fire)
Sidewalk Snow Removal Review (City Services) (Fire)
Overnight Street Parking Ordinance Review (City Services) (Police)
Police Towing Procedures Review (City Services) (Police)

Airport Improvements Review (City Services) (Public Works)
Street Maintenance Program Review (City Services) (Public Works)
Information Technology Organizational Review (City Services) (Public Works)
Downtown Sidewalk Snow Removal Review (City Services) (Public Works)
Street Light Program Review (City Services) (Public Works)

Community Development

Brownfield Redevelopment Review (Community Development) (Community Development)
Eaton County Fair Lease Review (Community Development) (Community Development)
Downtown City Role Review (Community Development) (Community Development)
Downtown Social District Review (Community Development) (Community Development)
Community Master Plan Review (Community Development) (Community Development)
Downtown Parking Program Review (Community Development) (Police)
Downtown Semi-Truck Traffic Review (Community Development) (Public Works)
Combs Industrial Park Review (Community Development) (Public Works)
Washington Street Improvements Review (Community Development) (Public Works)

Neighborhood Enrichment

CHILL Grant Review (Neighborhood Enrichment) (Community Development)
High Street Traffic Review (Neighborhood Enrichment) (Police)
Multi-Use Path Connector Review (Neighborhood Enrichment) (Public Works)
Safe Routes to School Review (Neighborhood Enrichment) (Public Works)
Charlotte Recreation Cooperative Lease Review (Neighborhood Enrichment) (Public Works)
Camp Frances Review (Neighborhood Enrichment) (Public Works)
Oak Park Plan Review (Neighborhood Enrichment) (Public Works)
Bennett Park Review (Neighborhood Enrichment) (Public Works)
Parks Master Plan Review (Neighborhood Enrichment) (Public Works)
Oliver Street Improvements Review (Neighborhood Enrichment) (Public Works)
Stoddard Street Improvements Review (Neighborhood Enrichment) (Public Works)
Walnut Street Improvement Review (Neighborhood Enrichment) (Public Works)
Washington Street Improvements Review (Neighborhood Enrichment) (Public Works)

“The Framework” 2025 - 2026 Update

Included is the latest version of “The Framework” 2025 - 2026. This document is the main planning tool to organize projects and programs identified for completion by the City of Charlotte. I have asked Department Heads and key staff to submit progress reports on relevant tasks in their monthly reports. This will keep the City Council up to speed on progress of “The Framework”.

City of Charlotte
“The Framework”
2025 - 2026
(7-11-2025)

City Services

Fiduciary Policy for City-Affiliated Boards and Commissions Review (Finance) (City Services)
Public Works Roof Repair Review (Public Works) (City Services)
Brush/Leaf Removal Review (Public Works) (City Services)
Carmel Township Fire Agreement Review (Fire) (City Services)
Budget Review (Finance) (City Services)
Rural Fire Association Agreement Review (Fire) (City Services)
FOIA Requests Policy Review (Clerk) (City Services)

Insurance Requirements Policy Review (Clerk) (City Services)
Recycling Center Operation Review (Public Works) (City Services)
Downtown Special Service Assessment Review (Public Works) (City Services)
Airport Fuel Contract Review (Public Works) (City Services)
Police Body Cameras/In-Car Cameras/Interview Room Cameras Review (Police) (City Services)
Defined Benefit Retirement Program Review (Clerk) (City Services)
HCSP - POLC Retirement Policy Review (Clerk) (City Services)
Tertiary Filter Replacement Review (Public Works) (City Services)
Municipal Building Improvements Review (Fire) (City Services)
Health Insurance Review (Clerk) (City Services)
Employee Policy Manual Review (Clerk) (City Services)
Vacation Policy Review (Clerk) (City Services)
Travel Policy Review (Clerk) (City Services)
Fire Code Review (Fire) (City Services)
Fire Gear Review (Fire) (City Services)
Animal Control Ordinance Review (Police) (City Services)
Airport Farm Field Lease Review (Public Works) (City Services)
Downtown Sidewalk Snow Removal Review (Public Works) (City Services)
Tree Maintenance Ordinance Review (Public Works) (City Services)
Tirrell Pump Replacement Review (Public Works) (City Services)
UV System Upgrade Review (Public Works) (City Services)
Information Technology Vendor Review (Public Works) (City Services)

Community Development

Green Communities Challenge Review (Community Development) (Community Development)
Downtown Strategic Plan Review (Community Development) (Community Development)
Building Construction Program Review (City Services) (Community Development)
Combs Industrial Improvements Review (Public Works) (Community Development)
Lansing Street/Road District Review (Community Development) (Community Development)
Zoning Ordinance Review (City Services) (Community Development)

Neighborhood Enrichment

Domestic Fowl Ordinance Review (Community Development) (Neighborhood Enrichment)
CDBG Housing Funding Review (Community Development) (Neighborhood Enrichment)
Lincoln Street Improvements Review (Public Works) (Neighborhood Enrichment)
Horatio Avenue Improvements Review (Public Works) (Neighborhood Enrichment)
Oak Park Improvements Review (Public Works) (Neighborhood Enrichment)
Camp Frances By-Laws Review (Public Works) (Neighborhood Enrichment)
Junior Charlotte Orioles Lease Agreement Review (Public Works) ((Neighborhood Enrichment)
Bennett Park Improvements Review (Public Works) (Neighborhood Enrichment)



CHARLOTTE FIRE DEPARTMENT & RURAL FIRE ASSOCIATION

Fire Chief

111 E. Lawrence Ave., Charlotte MI 48813

Ph. 517-543-0241



CFD Monthly Report

DATE: July 2, 2025

SUBJECT: CFD Monthly Report

To: City Manager Rob Hillard, Honorable Mayor Lewis, and City Council

Item: Fire Department activities:

- June 2025: 194 Runs – 916 Runs YTD (On average, one run every 3.7 hours)
- Eaton County Training Committee has finished the MFFTC Firefighter I & II HAZMAT OPS course at the Westside Station. All three CFD volunteer firefighters passed the course. The three firefighters are; Alex Preston, Spencer Schultz, and Trace Taylor.
- 8 Volunteer FF applications on waiting list – Hiring Committee to be formed to conduct interviews for 4 open roster positions.
- Conducted Pre-Plan Fire Training – The training was at the Fair grounds and included Apparatus Placement, fire attack on the Grandstands, Water Supply, with pumping and aerial operations.
- Working with multiple groups on upcoming special events and fire-related inspections
- New unit 314 is in service.

Item: Zoning/Code Administration/Rental Inspections

- June Planning Commission meeting: 1 – Temporary Use, 1 – Site Plan
- July Meeting canceled – no business
- Review of the zoning code in progress; also met with the housing committee.
- Worked with the city attorney on a mobile food vending ordinance & Fee Schedule.
- Code Enforcement is focusing on Grass & Weed Complaints, Items in the ROW & Corner Clearance requirements.
- Working on 2 of 3 commercial cannabis license renewal.

EATON COUNTY 911

Events by Nature Code by Agency

Agency: CFD, Event date/Time range: 06/01/2025 00:00:00 - 06/30/2025 23:59:59

Agency Code	Nature Code	Rpt Only	Self Init	CFS	Total	% Total	Avg Disp Time	Avg Resp Time	Avg Scene Time	Total Call Time	Avg Call Time
CFD	AUTOMATIC CRASH NOTIFICATION	0	0	1	1	1%	0:00:12	0:04:03	0:04:06	0:08:21	0:08:21
	BRUSH FIRE	0	0	4	4	2%	0:01:13	0:06:04	0:22:34	1:59:26	0:29:52
	CARDIAC OR RESP ARREST	0	0	4	4	2%	0:00:14	0:05:03	0:21:33	1:47:18	0:26:50
	CO ALARM WITH MEDICAL SYMPTOMS	0	0	1	1	1%	0:01:29	0:03:52	0:11:00	0:16:21	0:16:21
	COMMERCIAL FIRE ALARM	0	0	2	2	1%	0:01:48	0:02:59	0:31:18	1:12:11	0:36:06
	COMMERCIAL STRUCTURE FIRE	0	0	4	4	2%	0:01:12	0:04:05	0:42:32	2:30:09	0:37:32
	COMPLAINT FIRE INVESTIGATION	0	3	1	4	2%	0:00:34	0:10:05	0:07:15	0:50:55	0:12:44
	MEDICAL ASSIST	0	1	131	132	69%	0:00:07	0:05:05	0:16:35	47:20:30	0:21:31
	MISCELLANEOUS FIRE RUN	2	5	5	12	6%	0:02:13	0:05:34	0:38:46	7:27:57	0:40:43
	ODOR INVESTIGATION	0	1	1	2	1%	0:02:30	0:09:56	0:10:47	0:43:55	0:21:58
	PERSONAL INJURY CRASH	0	0	10	10	5%	0:00:22	0:04:37	0:44:17	8:12:41	0:49:16
	RESIDENTIAL FIRE ALARM	0	0	2	2	1%	0:01:38	0:05:02	0:02:54	0:15:21	0:07:41
	STRUCTURE FIRE LARGE	0	0	2	2	1%	0:01:04	0:04:41	0:39:06	1:29:42	0:44:51
	WIRES DOWN	0	2	9	11	6%	0:01:50	0:05:42	0:27:59	6:27:13	0:35:12
Subtotals for No Summary Code		2	12	177	191	100%	0:01:10	0:05:29	0:22:54	80:42:00	0:27:47
Subtotals for CFD		2	12	177	191	100%	0:01:10	0:05:29	0:22:54	80:42:00	0:27:47



CHARLOTTE FIRE DEPARTMENT & RURAL FIRE ASSOCIATION

Fire Chief

111 E. Lawrence Ave., Charlotte MI 48813

Ph. 517-543-0241



CFD Monthly Report



Charlotte Fire Department Enforcement Totals Report June 2025

Enforcement Category	Inspection Total	Case Total
Citizen Complaint	2	1
City Right of Way Violation	38	30
Exterior Property Maintenance	4	2
Miscellaneous Code Violations	25	10
Rental Property Violation	3	1
Tall Grass/Weed Violation	157	88
Unauthorized Parking Violation	2	1
Zoning	2	1
Zoning Violation	1	1

Enforcement.DateFiled Between 6/1/2025
12:00:00 AM AND 6/30/2025 11:59:59 PM

All Enforcements

234

135

Kevin Christiansen
Fire Chief
City of Charlotte Fire Department
111 E Lawrence Ave.
Charlotte, MI 48813
Station 517-543-0241
Cell 517-243-8332
www.charlottemi.org



To: City Manager Hillard; Honorable Mayor Lewis; City Council
From: Mary LaRocque, City Clerk
Date: July 02, 2025
Re: City Clerk Department

Access to Council Resolutions

A new page has been added to the City's website where you can now find Council resolutions from 2021 to 2024. You'll find **Resolutions** under the **Government** tab, in the **Clerk** section. Older year's resolutions will be added over time, and those from the current year will be uploaded at year-end.

Health Insurance Review

We previously surveyed staff about their health coverage, and the message was clear—they'd like to keep their current plan but pay less for it. I am issuing an RFP for outside consulting services to help the City evaluate our healthcare benefits strategy.

Employee Policy Manual

We're continuing to work through updates to the employee manual. Right now, we're reviewing administrative policies related to travel and vacation time. A draft of proposed changes is currently under review.

Employee Retirement Policy – HCSP/POLC

We found a couple of areas where the language in the retirement plan and our labor agreements don't quite match up. We'll need to make some corrections to keep everything aligned and accurate.

City-Funded Legacy Retirement Plan

We're looking at ways to reduce our long-term costs for the closed legacy pension plans. While we can't make changes for those already retired, there may be room to adjust what counts as "eligible compensation" for current employees still in the plan—such as excluding overtime and other extra pay. This would likely require union negotiations and changes through MERS, but it could result in significant savings over time.

Other policies I am working on:

- Council Policy – Freedom of Information Act Requests (FOIA) (update)
- Council Policy - Retiree Health Insurance (update)
- Council Policy - Bulk Tax Data Requests (creation)
- Council Policy - Environmental Record Request (creation)

Other projects:

I recently learned about the Michigan Association of Municipal Clerks' \$10,000 ADA Infrastructure Grant, exclusively available to MAMC members. This grant is designated for enhancing ADA compliance within voting precincts. I've identified a need for an ADA-compliant sidewalk to be inserted mid-street, connecting the parking lot opposite City Hall (adjacent to N. Washington and West Harris). In coordination with DPW Director Whitney, we are in the process of obtaining the necessary quotes and defining the project scope. I look forward to providing you with further updates as the project progresses.



Memo

To: City Council
From: Salena Benavidez, Community Development Director
Date: July 14, 2025
Re: Community Development Monthly Activity Report

Downtown Development Authority

The Downtown Development Authority (DDA) is working diligently to update their bylaws as well as establish a Development Plan and Tax Increment Financing (TIF) Plan. The updated bylaws will set a precedent to define the role and responsibilities of the Charlotte DDA, including the appointment process for the board, term lengths, and committee structure. Furthermore, the Development Plan and TIF will be monumental to help prevent deterioration in the Downtown District while preserving its historical character and promoting economic growth.

The DDA will also host an informational session Monday, July 21, 2025 at 7 pm at Beach Market. The meeting will delve into the DDA's goals, direction, and upcoming projects. The public, especially those located in the Downtown District, are encouraged to attend to get to know the board members and ask questions.

CHILL Grant

The City of Charlotte was awarded \$200,000 by the Michigan State Housing Development Authority (MSHDA) to provide eligible homeowners in the City with much needed health- and safety-related repairs to their homes. This is a great opportunity for the City to provide additional assistance to homeowners in the community. The following memorandum provides a status update on the grant activities that have been completed as of June 30, 2025.

The following activities have been completed as of June 30, 2025:

- Received six new applications for the CHILL Program. Two of those applicants submitted complete documentation and were determined to be qualified for the program. McKenna and the Community Development Director are working with the other four applicants to complete their application.
- Begun the Tier II Environmental Review process for four new qualified applicants. McKenna is waiting for reports from the State Historic Preservation Office to complete these Tier II Environmental Reviews.

- Created an informational handout for contractors on the CHILL Grant Program.

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

1. Continue to receive and review applications until all funding has been allocated.
2. Submit application documentation to MSHDA.
3. Continue to coordinate with qualified applicants on the pre-inspection and Tier II Environmental Review process.
4. Review estimates for qualified applicants once received.

Zoning Ordinance Review

The Zoning Committee worked with Beckett & Raeder to review and update the following articles of the current zoning ordinance:

- Article 9: Special Land Use Approvals
- Article 12: Zoning Board of Appeals
- Article 13: Administration & Enforcement
- Article 14: Amendments & Severability.

Domestic Fowl Ordinance Review

In coordination with Code Enforcement, Zoning, and the City Attorney, the Backyard Chicken Ordinance was reviewed to increase the allowable number of chickens in the City. A Resolution to Introduce Ordinance No. 2025-06 to amend Section 10-4 Domestic Animals and Fowl Ordinance and set a public hearing has been developed for council's action.

Lansing Street/Road District

The Lansing Road Business District is a key feature of the city. It is important that the owners and businesses are adequately supported by the City and its officials. Bearing in mind, I intend to spend some time over the next month doing outreach and connecting with the business community on Lansing Road.

City of Charlotte

Department of Public Works

Monthly Summary – June 2025

Submitted by: Stephanie Whitney, Director of Public Works

Overview

The Department of Public Works delivered a productive month in June, supporting community events, maintaining parks and roadways, and completing essential water and wastewater system inspections and maintenance. Coordination with outside agencies and long-term planning projects also continued to advance, keeping infrastructure safe, reliable, and prepared for future needs.

Highlights by Division

Public Works

- **Parks:**
 - Mulched playground areas with support from the park rangers
 - Continued work on the Bennett Park entrance sign
 - Replaced grass between the old tennis courts and the parking lot at Bennett Park with millings from the Washington Street project to create a smoother transition
 - Began weeding and adding mulch in downtown city-owned parking lots; early results look much improved
- **Festivals & Events:**
 - Supported Celebrate Charlotte with detour signs and barricades
 - Provided barricades for the Charlotte Bluegrass Festival at the fairgrounds
 - Participated in Touch-A-Truck with a dump truck and backhoe for kids to explore
- **Street Maintenance:**
 - Patched potholes citywide as needed
 - Completed quarterly preventative maintenance sewer jetting in problem areas
 - Graded gravel streets and began adding gravel to restore proper surfaces
- **Airport:**
 - Removed a section of chain link fence and a wooden pole near the main building to improve safety and site conditions
- **Lead Service Line Verification:**

- Verified water service line materials along streets scheduled for resurfacing to support compliance and accurate records
- **Fleet:**
 - The department will transition its truck fleet from orange to white. White trucks are more affordable at purchase and hold higher resale value; each department will be marked on the tailgate with color-coded chevron stickers for clear identification.

Water Department

- Normal well operations continued throughout the month
- Completed May water meter readings and ongoing re-reads where needed
- Continued bacteriological and water quality sampling, submitting results for lab analysis
- Continued Lead Service Line Inventory, scheduling in-home verifications
- Completed and submitted the Monthly Operating Report to EGLE
- EGLE performed the Sanitary Survey of the City's water system and expressed positive feedback about program efforts
- Met with ETNA Supply to discuss updates to the water meter reading and billing system
- Scheduled ROV maintenance inspection for the North Water Tower and warranty inspection of the South Tower following its 2024 repainting
- Corr-Pro conducted cathodic protection inspections on both water towers, with positive results

Wastewater Department (WWTP)

- Normal operations and lab activities continued
- Annual maintenance work on primary clarifiers and other equipment was performed
- PFAS samples collected from biosolids for laboratory analysis
- Completed and submitted the Monthly Operating Report to EGLE
- Updated discharge permits for Linn Products and Charlotte Anodizing, and issued a new permit to Michigan Can Lines
- Distributed flyers for the Science Adventure Camp, which was a success with 35 children and multiple presenters
- Completed weekly inspections at all lift stations
- Conducted stormwater inspections at the WWTP and the airport
- Replaced the HVAC unit at the Tirrell Main Pump Station
- Cleaned and maintained tertiary filters for quarterly maintenance
- Managed failure of the tertiary system's backwash flow meter; interim controls are in place with Windemuller's help until the new replacement arrives
- Continued work on the Annual Asset Management Plan required by EGLE
- Hosted a CPR class for water and wastewater staff
- Received a Ferric Chloride delivery for phosphorus removal

Other Notable Items

- **Consumers Energy Project Planning:**
Consumers Energy notified the city it plans to replace and upgrade its entire standard pressure gas system from cast iron/steel to plastic in 2028. The work will likely take one to one and a half years to complete, covering the entire city. DPW will coordinate closely to help minimize disruptions.

Conclusion

June was highlighted by steady progress on routine maintenance, preparation for future infrastructure projects, and successful support of community activities. The department remains focused on high-quality service, safety, and efficient operations as we move into the peak of summer activity.

THE CITY OF
CHARLOTTE
MICHIGAN

Memo

To: Honorable Mayor Lewis; City Council
From: Mary LaRocque, City Clerk
Date: July 09, 2025
Re: Claims and Expenditures for Council approval on July 14, 2025

Background

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

Recommendation

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

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

Financial Impacts

HRA Insurance claims week of June 23, 2025	\$ 4,943.75
HRA Insurance claims week of June 30, 2025	\$ 2,219.59
HRA Insurance claims week of July 07, 2025	\$ 477.84
Payroll paid Friday June 27, 2025	\$278,736.57
Payroll paid July 11, 2025	\$327,027.34
Invoiced claims as of July 09, 2025	\$665,240.29

Total	<u>\$1,278,645.38</u>
--------------	------------------------------

Suggested Motion

Motion to approve Claims and Expenditures in the amount of **\$1,278,645.38**

User: CKOENIG

INVOICE ENTRY DATES 06/19/2025 - 07/09/2025

DB: Charlotte

BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID

BANK CODE: POOL

Vendor Code	Vendor Name		Amount
	Invoice	Description	
01691	1ST AYD CORPORATION		
	PSI794816	SUPPLIES	518.60
TOTAL FOR: 1ST AYD CORPORATION			518.60
01687	ABC FASTENER GROUP INC		
	A590372	BLUE TEFLON TAPE, BLUE MONSTER PIPE	223.45
TOTAL FOR: ABC FASTENER GROUP INC			223.45
01943	ADRIAN & BLISSFIELD RAILROAD CO.		
	301700	RAILROAD CROSSING ACTIVE TRAFFIC DEVICES (COVERAGE PERIOD 01/01/25 - 01/01/26)	1,521.75
TOTAL FOR: ADRIAN & BLISSFIELD RAILROAD CO.			1,521.75
02015	ADVANTAGE FLEET, LLC		
	0004	50X50 SNAP TITE HOSE TRUCK # 314	877.68
	0006	NOZZLES FOR TRUCK #314	2,412.12
	0007	FITTINGS FOR NEW TRUCK #314	2,870.00
	0008	5" FITTING NEW TRUCK #314	825.00
	0014	FIRE GEAR- SUSPENDERS	173.17
	RA101005846	JOB # 1 099 PUMP TESTING	200.75
	XA201000203:01	HOSE CONNECTION FOR TRUCK #314	2,700.00
TOTAL FOR: ADVANTAGE FLEET, LLC			10,058.72
01764	AMAZON CAPITAL SERVICES		
	1C6K-6GCK-H7LC	ACCOUNT # A264N6SLCWDWHU (DPW) 8500 WALL MOUNT GARAGE DOOR OPENER PACKAGE	679.00
	1FLF-33K1-RWVX	ACCOUNT # A264N6SLCWDWHU (FIRE) FOOT PEGS	16.14
	1FM3-49GN-K9QY	ACCOUNT # A264N6SLCWDWHU (DPW) RECHARGEABLE FLASHLIGHTS, TRASH PICKER GRABBER, HOOK SET	319.12
	1FRH-6VNW-HHHG	ACCOUNT # A264N6SLCWDWHU (DPW) WEBCAM WITH MICROPHONE	21.99
	1GLN-GVQH-4GRF	ACCOUNT # A264N6SLCWDWHU (DPW) TOOLS	112.27
	1GLN-GVQH-937N	ACCOUNT # A264N6SLCWDWHU (DPW) SCREEN PROTECTOR, OTTERBOX CASE	40.73
	1HX4-VTKC-NXVX	ACCOUNT # A264N6SLCWDWHU (DPW) LED WORK LIGHTS FOR TRUCK	48.39
	1VH1-XTPT-49DL	ACCOUNT # A264N6SLCWDWHU (DPW) INDUSTRIAL SOAP DISPENSERS	193.00
	1X7P-L1RK-P7N4	ACCOUNT # A264N6SLCWDWHU (DPW) METER GASKETS	63.95
	1YVN-KNHK-9L17	ACCOUNT # A264N6SLCWDWHU (DPW) CONCRETE DYE, QUICKRETE LIQUID CEMENT COLOR	59.70
TOTAL FOR: AMAZON CAPITAL SERVICES			1,554.29
01665	AMBS MESSAGE CENTER INC.		
	250600276	ANSWERING SERVICE (DPW)	126.28
TOTAL FOR: AMBS MESSAGE CENTER INC.			126.28
02108	ASSESSING SOLUTIONS INC.		
	JULY ASSESSING	ASSESSOR CONTRACT 5/25 - 4/26 (JULY 2025)	11,366.25
TOTAL FOR: ASSESSING SOLUTIONS INC.			11,366.25
01635	AT&T LONG DISTANCE		
	MAY 14 - JUN 13,	DPW CALLOUT -MAY 14 - JUN 13, 2025	47.66
TOTAL FOR: AT&T LONG DISTANCE			47.66

07/09/2025 02:59 PM
User: CKOENIG
DB: Charlotte

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF CHARLOTTE
INVOICE ENTRY DATES 06/19/2025 - 07/09/2025
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: POOL

Page: 2/12

Vendor Code	Vendor Name		Amount
	Invoice	Description	
01630	AUTO GEM DISTRIBUTING		
	14390	CLEANING SUPPLIES FOR THE FIRE ENGINES	123.35
TOTAL FOR: AUTO GEM DISTRIBUTING			123.35
01608	BARYAMES CLEANERS		
	BN1615-07.01.202	(FIRE) DRYCLEANING	267.90
TOTAL FOR: BARYAMES CLEANERS			267.90
01594	BESCO WATER TREATMENT		
	883796004	FITCH BEACH AIRPORT WATER DISPENSOR	55.00
	894084590	FITCH BEACH AIRPORT WATER DISPENSOR	55.00
TOTAL FOR: BESCO WATER TREATMENT			110.00
01581	BLUE CARE NETWORK		
	251570023768	SUBGROUP 2/RETIRED (COVERAGE PERIOD 07/01/2025 - 07/31/2025)	2,586.45
	25170038566	MEDICAL COVERAGE/ SUB GROUP 1 (COVERAGE PERIOD 07.01.2025 - 07.31.2025)	75,359.78
TOTAL FOR: BLUE CARE NETWORK			77,946.23
02206	BLUE-WATER SOLUTIONS, LLC		
	279150	BEDGER E- SERIES G2 METER	1,244.30
TOTAL FOR: BLUE-WATER SOLUTIONS, LLC			1,244.30
01576	BOUND TREE		
	85805764	(FIRE) MEDICAL SUPPLIES	672.56
TOTAL FOR: BOUND TREE			672.56
01561	BS&A SOFTWARE		
	INV-0728	BS&A CLOUD TRANSITION FROM .NET	35,705.00
TOTAL FOR: BS&A SOFTWARE			35,705.00
01558	BULLSEYE PEST DEFENSE		
	103346	DOWNTOWN FIRE DEPT AND AIPTORT (MAY)	75.00
	99088	DOWNTOWN FIRE DEPARTMENT & AIRPORT (JUNE)	50.00
TOTAL FOR: BULLSEYE PEST DEFENSE			125.00
02048	BUTLER HEATING & AIR CONDITIONING		
	3435	AC/HEAT UNIT @ TIRRELL PUMP STATION	8,486.95
TOTAL FOR: BUTLER HEATING & AIR CONDITIONING			8,486.95

07/09/2025 02:59 PM
User: CKOENIG
DB: Charlotte

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF CHARLOTTE
INVOICE ENTRY DATES 06/19/2025 - 07/09/2025
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: POOL

Page: 3/12

Vendor Code	Vendor Name	Invoice	Description	Amount
01555	BYRUM ACE HARDWARE			
		452968	(FIRE) SPRAY PAINT	13.99
		453322	(DPW) HILLMAN FASTENERS, TAP PLUG	29.05
		454549	(DPW) BAG GROUT, POINTING TROWEL, GAUGING TROWEL	36.15
		454560	(DPW) TOILET AUGER & PLUNGER	34.98
		455257	(DPW) PAINT SUPPLIES	79.67
		455395	(DPW) EXTERIOR PAINT	99.98
		456440	(WWTP) FLOOR FANS, BALL VALVE, COMPRESSION CONNECTOR	179.53
		456449	(FIRE) SPRINKLERS FOR COOLING A/C PUMPS	40.97
		456451	(FIRE) HOSE CONNECTOR FOR COOLING A/C PUMPS	9.99
		456505	(WWTP) FASTENERS	0.80
		456916	(DPW) WEEDER TOOLS	35.17
		457051	(DPW) DEHUMIDIFIER	359.99
		457154	(WWTP) FASTENERS	5.87
		457286	(DPW) ELECTRICAL OUTLETS	79.40
		458453	(DPW) TAPE MEASUR	24.99
		458603	(DPW) BLACK MOUNTING TAPE	26.99
		459105	(WWTP) WASP SPRAY	24.95
		459175	(DPW) MORTAR MIX	28.77
		459889	(WWTP) BATTERIES	55.97
		460009	(DPW) SCRUB PADS,	9.58
TOTAL FOR: BYRUM ACE HARDWARE				1,176.79
01882	CALEDONIA FARMERS ELEVATOR			
		474634	TIRE LABOR	34.00
		474771	TIRE REPAIR	29.00
TOTAL FOR: CALEDONIA FARMERS ELEVATOR				63.00
01548	CANDY FORD, INC.			
		143555	PULLEY, CLUTCH ASSEMBLY	277.89
TOTAL FOR: CANDY FORD, INC.				277.89
01547	CANON FINANCIAL SERVICES, INC			
		41248170	MONTHLY PRINTER CHARGES (WESTSIDE)	252.81
TOTAL FOR: CANON FINANCIAL SERVICES, INC				252.81
01910	CGS, INC.			
		5672	CPR CERTIFICATION	1,201.40
TOTAL FOR: CGS, INC.				1,201.40
02203	CHANNEL EXCHANGE			
		BSB15100-0001	CITY OF CHARLOTTE LAND LINES	2,063.17
TOTAL FOR: CHANNEL EXCHANGE				2,063.17
01520	CITY OF CHARLOTTE			
		07.03.2025	20" OCTAGONAL GAZEBO	30,000.00
		10281-07.01.2025	1310 S. COCHRAN AVE.	379.88
		11516-07.01.2025	301 TIRRELL HWY	374.24
		11517-07.01.2025	301 TIRRELL HWY DPW	400.54
		11518-07.01.2025	313 TIRRELL REAR	5,051.65
		11519-07.01.2025	313 TIRREL HWY SCRE	7,658.32
		14288-07.01.2025	911 W SHEPHERD ST	1,604.37
		14995-07.01.2025	1225 S. COCHRAN AVE.	371.43
		1517-07.01.2025	620 W. SHEPHERD ST.	372.37
TOTAL FOR: CITY OF CHARLOTTE				46,212.80

07/09/2025 02:59 PM
User: CKOENIG
DB: Charlotte

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF CHARLOTTE
INVOICE ENTRY DATES 06/19/2025 - 07/09/2025
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: POOL

Page: 4/12

Vendor Code	Vendor Name	Invoice	Description	Amount
01816	CITY OF MARSHALL	0000003927	BACTI ANALYSIS	2,575.00
TOTAL FOR: CITY OF MARSHALL				2,575.00
01489	CMP DISTRIBUTORS INC	021790	HANDGUN SIGHTS	728.00
TOTAL FOR: CMP DISTRIBUTORS INC				728.00
02156	CONSORT DISPLAY GROUP	QTE0106153	BRACKETS	5,465.20
TOTAL FOR: CONSORT DISPLAY GROUP				5,465.20
01909	CORRIGAN ENVIRONMENTAL SOLUTIONS	0008276-IN	BULK DUST CONTROL BRINE	2,015.00
TOTAL FOR: CORRIGAN ENVIRONMENTAL SOLUTIONS				2,015.00
01465	COUNTY JOURNAL, THE	291717	SCIENCE ADVENTURE CAMP	145.00
		292183	HEARING NOTICE JUNE 23, 2025 ORDINANCE NO 2025-05	109.10
		292209	DPW MECHANIC	77.80
		292210	DPW MECHANIC	77.80
		292211	DPW MECHANIC	77.80
		292351	PROPOSALS ROOF REPLACEMENT	54.50
		292352	PROPOSALS BRUSH AND LEAF HAUL AWAY SERVICES	54.50
		292726	NOTICE OF ORDINANCE ADOPTION 2025-05 MOBILE FOOD VENDING	80.30
TOTAL FOR: COUNTY JOURNAL, THE				676.80
02205	COURT-SIDE INC	24211	TMDL- EVENT	177.00
TOTAL FOR: COURT-SIDE INC				177.00
01838	CULLIGAN WATER CONDITIONING	38440TO	SALT DELIVERY WEST SIDE (06/25/2025)	27.56
TOTAL FOR: CULLIGAN WATER CONDITIONING				27.56
01429	DELAU FIRE & SAFETY INC	380300	ANNUAL INSPECTION OF HAND PORTABLE FIRE EXTINGUISHERS	160.50
		380528	ANNUAL INSPECTION FIRE EXTINGUISHERS (DOWNTOWN FIRE DEPT)	63.00
		380532	ANNUAL INSPECTION OF EXTINGUISHERS (DPW GARAGE)	473.00
		380958	ANNUAL INSPECTION OF HAND PORTABLE FIRE EXTINGUISHERS	80.00
TOTAL FOR: DELAU FIRE & SAFETY INC				776.50
01428	DELTA DENTAL PLAN OF MICHIGAN	RIS0006437118	BILLING PERIOD 07.01.2025 THRU 07.31.2025	5,651.43
TOTAL FOR: DELTA DENTAL PLAN OF MICHIGAN				5,651.43
02017	DINGES FIRE COMPANY	69239	FIRE BOOTS	179.65
TOTAL FOR: DINGES FIRE COMPANY				179.65

07/09/2025 02:59 PM
User: CKOENIG
DB: Charlotte

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF CHARLOTTE
INVOICE ENTRY DATES 06/19/2025 - 07/09/2025
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: POOL

Page: 5/12

Vendor Code	Vendor Name	Invoice	Description	Amount
01392	EATON CUSTOM SEWING			
		1962	HOSE & EXTINGUISHER HARNESS FOR TRUCK #314	150.00
		1974	FIRE DEPT REPAIRS	196.50
TOTAL FOR: EATON CUSTOM SEWING				346.50
01384	EATON TOWNSHIP TREASURER			
		06.26.2025	JULY - DEC 2024 AND JAN -APR 2025 REVENUE SHARING	11,780.00
		7.02.2025	ADA-COMPLIANT BATHROOM	21,974.00
TOTAL FOR: EATON TOWNSHIP TREASURER				33,754.00
01375	ELHORN ENGINEERING COMPANY			
		307195	HYPOCHLORITE	985.00
		307196	PHOSPHATE	8,506.04
TOTAL FOR: ELHORN ENGINEERING COMPANY				9,491.04
MISC	ESCAMILLA, RAUL			
		06/27/2025	UB refund for account: 01347	44.55
			*UB refund for account: 01347	
TOTAL FOR: ESCAMILLA, RAUL				44.55
00538	EXOTIC AUTOMATION & SUPPLY			
		I1828865	VEHICLE MAINTANCE- O-RING	172.40
TOTAL FOR: EXOTIC AUTOMATION & SUPPLY				172.40
01358	FAMILY FARM & HOME			
		002019/C	CHAIN CONNECTOR LINK,CHAIN OFFSET LINK	25.46
		002021/C	RATCHET STRAPS	39.98
TOTAL FOR: FAMILY FARM & HOME				65.44
01113	FERGUSON WATER WORKS FKA			
		0216191-1	CURB STOPS	807.84
		0223953	1"COPPER	4,410.00
TOTAL FOR: FERGUSON WATER WORKS FKA				5,217.84
01981	FIRE CATT, LLC			
		16248	FIRE HOSE TESTING	4,193.75
TOTAL FOR: FIRE CATT, LLC				4,193.75
01346	FIRE SUPPRESSION PRODUCTS			
		16638	FIRE SUPPRESSION AGENT, FIRE PLUS AR-AFFF FOAM, TURNOUT GEAR CLEANER	109.00
TOTAL FOR: FIRE SUPPRESSION PRODUCTS				109.00
01330	FISHBECK, THOMPSON, CARR			
		000000452828	NPDES PERMIT ASSISTANCE	5,000.00
TOTAL FOR: FISHBECK, THOMPSON, CARR				5,000.00
01322	GALE BRIGGS, INC.			
		84921	CONCRETE,LIMESTONE AND CHLORIDE (NORTH OLIVER ST)	896.63
		85130	CONCRETE, LIMESTONE IN CONCRETE	322.00
		85166	LANDSCAPING STONE	156.74
		M2688	MORTAR SAND, SCREENED TOPSOIL	830.00
		M2741	LANDSCAPING STONE	136.68
TOTAL FOR: GALE BRIGGS, INC.				2,342.05

07/09/2025 02:59 PM
User: CKOENIG
DB: Charlotte

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF CHARLOTTE
INVOICE ENTRY DATES 06/19/2025 - 07/09/2025
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: POOL

Page: 6/12

Vendor Code	Vendor Name	Description	Amount
	Invoice		
01321	GALLOUP		
	S115669123.001	REPAIR TERT FILTER	118.08
TOTAL FOR: GALLOUP			118.08
01308	GRAINGER PRODUCTS		
	9541766490	4 BOLT FLNG, RADIAL BALL	85.14
	9543316005	MOTOR ATART CAPACITOR	7.79
	9543665021	ASPHALT SQUEEGE,	149.23
	9546149007	BATTERY	51.64
	9556439876	55 GALLON ASHPHALT SEALER	2,275.49
	9561107328	DRINKING FOUNTAIN WITH BOTTLE FILLER	1,553.91
TOTAL FOR: GRAINGER PRODUCTS			4,123.20
MISC	GREATER LANSING TITLE & ESCROW		
	07/08/2025	UB REFUND FOR ACCOUNT: 16370 (SAMANTHA TROUTNER 319 JOHNSON) *UB refund for account: 16370	120.47
TOTAL FOR: GREATER LANSING TITLE & ESCROW			120.47
01301	GUNTHORPE MECHANICAL		
	26551	WEST SIDE BACKFLOW PREVENTER	385.00
TOTAL FOR: GUNTHORPE MECHANICAL			385.00
01297	H2O COMPLIANCE SERVICES INC		
	00010246	CROSS CONNECTION PROGRAM	1,328.40
TOTAL FOR: H2O COMPLIANCE SERVICES INC			1,328.40
01438	HASSEL FREE FUELS		
	CFSI-12203	ACCOUNT # 010109 (FIRE) FUEL	699.74
TOTAL FOR: HASSEL FREE FUELS			699.74
02037	HASSEL FREE FUELS		
	CFSI-12094	ACCNT #010107 (DPW/WWTP) FUEL	908.94
	CFSI-12155	ACCNT #010107 (DPW/WWTP) FUEL	1,489.46
TOTAL FOR: HASSEL FREE FUELS			2,398.40
01263	HULL LIFT TRUCK INC		
	PSI-0483596	4500 LB CUSHION TIRE	6,215.00
TOTAL FOR: HULL LIFT TRUCK INC			6,215.00
MISC	JEFFREY CHRISTENSEN		
	06.24.2025	MILEAGE REIMBURSEMENT FOR MML ELECTED OFFICIALS ACADEMY SPRING ADVANCED SUMMIT JUNE 16. & JUNE 17	171.50
TOTAL FOR: JEFFREY CHRISTENSEN			171.50
00915	JIM R. SALDANA		
	06.23.2025	BOOT ALLOWANCE PER SEIU CONTRACT	250.00
TOTAL FOR: JIM R. SALDANA			250.00
01976	KENT COMMUNICATIONS INC		
	348001	JULY UTILITY BILLS	1,014.96
	348483	SUMMER 2025 TAX BILLS	7.72
TOTAL FOR: KENT COMMUNICATIONS INC			1,022.68

07/09/2025 02:59 PM
User: CKOENIG
DB: Charlotte

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF CHARLOTTE
INVOICE ENTRY DATES 06/19/2025 - 07/09/2025
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: POOL

Page: 7/12

Vendor Code	Vendor Name	Invoice	Description	Amount
01883	KENYON AND SONS LLC			
		#09-06/21/2025	MOWING 06/15 TO 06/21	4,500.00
		#10-06/28/2025	MOWING- 06/22 - 06/28	4,280.00
		#11-07/05/2025	MOWING- 06/29/25 - 07/05/25	4,500.00
TOTAL FOR: KENYON AND SONS LLC				13,280.00
01199	KIMBALL MIDWEST			
		103179420	PLIER, HOSE REMOVE, WIRE	344.09
TOTAL FOR: KIMBALL MIDWEST				344.09
00781	KNIGHT WATCH, INC.			
		IN6545	RMR MONITORING (ARMORY)	123.00
TOTAL FOR: KNIGHT WATCH, INC.				123.00
01195	KONICA MINOLTA BUSINESS			
		502601950	MONTH MAINTENANCE AGREEMENT COLOR METER (BILLING PERIOD 5/17/2025 - 06/16/2025)	43.27
		502615661	MONTHLY MAINTENANCE AGREEMENT BILLING PERIOD 6/17/2025 -07/16/2025	60.98
TOTAL FOR: KONICA MINOLTA BUSINESS				104.25
02179	LANSING REAL GREEN LAWN CARE INC.			
		72504	LAWN MOWING PER CODE ENFORCEMENT (102 LANSING RD)	35.00
		72505	LAWN MOWING PER CODE ENFORCEMENT (202 E SHEPERD)	70.00
		72506	LAWN MOWING PER CODE ENFORCEMENT (329 PEARL ST)	35.00
		72507	LAWN MOWING PER CODE ENFORCEMENT (317 PEARL ST)	70.00
		72508	LAWN MOWING PER CODE ENFORCEMENT (455 N COCHRAN)	35.00
		72509	LAWN MOWING PER CODE ENFORCEMENT (318 N COCHRAN)	35.00
		72510	LAWN MOWING PER CODE ENFORCEMENT (531 S SHELDON)	35.00
TOTAL FOR: LANSING REAL GREEN LAWN CARE INC.				315.00
01182	LANSING UNIFORM CO.			
		107178-A	BOOTS (PRUDEN)	150.00
TOTAL FOR: LANSING UNIFORM CO.				150.00
01173	LEA'S AUTO BODY			
		9800	BATTERY & OIL CHANGE UNIT # 410	214.47
		9801	OIL CHANGE UNIT #412	92.79
		9828	OIL CHANGE ON UNIT #408	90.89
		9835	REPLACE WINDSHIELD WASHER PUMP ON 2022 TAHOE	126.84
TOTAL FOR: LEA'S AUTO BODY				524.99
02016	MACQUEEN EMERGENCY			
		P30168	STRIP BROOM, GUTTER BROOM,BALL VALVE, ANGLE SCRAPERHYDRAULIC FILTER KIT,CONVEYOR WELD	3,234.31
		P30280	RETURN CONVEYOR WELD FROM INVOICE P30168	(409.37)
		P30281	LOWER CONVEYER ROLSHELF, LOWER CONVEYER ROLL	1,247.24
TOTAL FOR: MACQUEEN EMERGENCY				4,072.18

07/09/2025 02:59 PM
User: CKOENIG
DB: Charlotte

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF CHARLOTTE
INVOICE ENTRY DATES 06/19/2025 - 07/09/2025
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: POOL

Page: 8/12

Vendor Code	Vendor Name	Description	Amount
Invoice			
02072	MANER COSTERISAN		
69898		PROGRESS BILLING FOR 2025 AUDIT FIELDWORKN& PLANNING	3,700.00
TOTAL FOR: MANER COSTERISAN			3,700.00
01137	MCGINTY, HITCH, PERSON, ANDE., P.C.		
JUNE 2025		JUNE CHARGES	12,072.70
TOTAL FOR: MCGINTY, HITCH, PERSON, ANDE., P.C.			12,072.70
02154	MCKENNA ASSOC. INC.		
25-003-3		CHILL GRANT ADMINISTRATION	5,415.00
25-011-4		PLANNING ADVISORY SERVICES	1,500.00
TOTAL FOR: MCKENNA ASSOC. INC.			6,915.00
01933	MES SERVICE COMPANY LLC		
IN2290413		MULTIGAS PREVENTATIVE MAINTENANCE, RECALIBRATION GAS CHARGE, OXYGEN, O-RINGS, FILTERS	820.77
IN2291908		AIR PACK REPAIR	24.26
TOTAL FOR: MES SERVICE COMPANY LLC			845.03
02159	MICHAEL PARROTT		
6387		CLERK'S OFFICE RESTROOM REMODEL	3,000.00
TOTAL FOR: MICHAEL PARROTT			3,000.00
02204	MICHAEL SPRAGUE		
07.01.2025		BOOT ALLOWANCE PER SEIU CONTRACT	222.55
TOTAL FOR: MICHAEL SPRAGUE			222.55
01102	MICHIGAN COMPANY, INC.		
0000298-916574		TOP FLIGHT CLEANER (4 GALLONS)	78.65
TOTAL FOR: MICHIGAN COMPANY, INC.			78.65
01098	MICHIGAN RURAL WATER ASSOC.		
2020-14377		ANNUAL MRWA DUES	850.00
TOTAL FOR: MICHIGAN RURAL WATER ASSOC.			850.00
02146	MICROTECH SERVICES, INC		
36479		WEBSITE ARCHIVING RECOVER AND DOWNLOAD WEB FILES	100.00
36518		IT SERVICES CONTRACT 12/16/2024-12/15/2025	5,041.75
TOTAL FOR: MICROTECH SERVICES, INC			5,141.75
01073	MML UNEMPLOYMENT FUND		
06.30.2025		QUARTER ENDING 06.30.2025	32.00
TOTAL FOR: MML UNEMPLOYMENT FUND			32.00
01071	MMLLPP		
BOWERMAN		RESTITUTION PAYMENS FOR BOWERMAN FROM 02/29/25 - 06/19/25	400.00
TOTAL FOR: MMLLPP			400.00
01070	MMTA		
12301		TREASURER TO TREASURER JULY 9, 2025	15.00
TOTAL FOR: MMTA			15.00

07/09/2025 02:59 PM
User: CKOENIG
DB: Charlotte

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF CHARLOTTE
INVOICE ENTRY DATES 06/19/2025 - 07/09/2025
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: POOL

Page: 9/12

Vendor Code	Vendor Name	Invoice	Description	Amount
01536	NAPA AUTO PARTS			
		278932	AIR FILTERS	159.89
		281885	SALES TAX ERFUND FOR INVOICE #278932	(9.05)
		281907	FILTERS	356.84
		282234	HEATER HOSE, HEATER HOSE CONNECTOR	215.72
		282331	BELT TENSIONER, BELT PULLEY, SURPENTINE BELT	222.71
		282416	AIR CONDITIONING COMPRESSOR	367.68
TOTAL FOR: NAPA AUTO PARTS				1,313.79
01021	NORTHERN SAFETY CO., INC.			
		906923515/982407	OATED GLOVES, CLEAR LENS	47.58
		906926375/982407	NITRILE GLOVES, CLASS 2 TOW TONE SAFETY VESTS	474.77
		906926376/982408	FIRST AID SUPPLIES FOR GARAGE	77.28
TOTAL FOR: NORTHERN SAFETY CO., INC.				599.63
01007	O'REILLY AUTO PARTS			
		4651-472741	55 GAL DRUM BLUE DEF FOR FUEL	378.00
		4651-475578	GASKET PUMP TRUCK#312	9.44
TOTAL FOR: O'REILLY AUTO PARTS				387.44
02009	PRECISE EXCAVATING, INC			
		25-1087	209 E HENRY ST	560.00
TOTAL FOR: PRECISE EXCAVATING, INC				560.00
01030	QUADIENIT FINANCE USA, INC.			
		4903-06.06.2025	POSTAGE	1,500.00
TOTAL FOR: QUADIENIT FINANCE USA, INC.				1,500.00
02166	RCR SOLUTIONS			
		INV-000198	REPLACE CONCRETE BY LARGE BACK ENTRY DOOR	8,900.00
TOTAL FOR: RCR SOLUTIONS				8,900.00
02129	RICOH USA, INC			
		109299200	60 MONTH LEASE AUGUST 2024 TO JULY 2029	207.82
TOTAL FOR: RICOH USA, INC				207.82
02202	RIETH-RILEY CONSTRUCTION CO.,INC			
		CT24-002 RESURFA	WALNUT STREET	25,969.01
		PROJECT-CT24-002	WALNUT STREET	233,251.68
TOTAL FOR: RIETH-RILEY CONSTRUCTION CO.,INC				259,220.69
00927	ROSEACRE GREENHOUSE			
		JUNE 2025	GRASSES,ASSORTED PLANTS SOIL FOR POTS DOWNTOWN	710.00
TOTAL FOR: ROSEACRE GREENHOUSE				710.00
01996	SCOTT PERRY			
		06.15.2025	MILEAGE REIMBURSEMENT FOR ANNUAL CONFERENCE (BOYNE MOUNTAIN)	369.60
TOTAL FOR: SCOTT PERRY				369.60
00904	SERVPRO OF EATON COUNTY			
		06.262025	HOUSE BOARDING PER CODE ENFORCEMENT	662.47
TOTAL FOR: SERVPRO OF EATON COUNTY				662.47

07/09/2025 02:59 PM
User: CKOENIG
DB: Charlotte

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF CHARLOTTE
INVOICE ENTRY DATES 06/19/2025 - 07/09/2025
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: POOL

Page: 10/12

Vendor Code	Vendor Name	Description	Amount
	Invoice		
00901	SHARE CORP.		
	308102	TOOLS	137.90
TOTAL FOR: SHARE CORP.			137.90
02198	SHILA KIANDE		
	7.08.2025	CONTINUING EDUCATION BASIC REVIEW OF LAND TABLES IN BS&A	25.00
TOTAL FOR: SHILA KIANDE			25.00
00887	SILK SCREEN STUFF PLUS		
	2543	SCIENCE CAMP SHIRTS	654.75
TOTAL FOR: SILK SCREEN STUFF PLUS			654.75
02190	SME		
	163936	WALNUT STREET HMA PLANT TESTING	1,464.05
	163973	LAB TESTING AND ENGINEER REPORT /N OLIVER STREET RECONSTRUCTION LAWRENCE AVE TO HALL (	4,140.00
TOTAL FOR: SME			5,604.05
02135	SPALDING DEDECKER ASSOCIATES, INC.		
	00103832	PROFESSIONAL SERVICES FOR DPW DIRECTOR	4,492.50
TOTAL FOR: SPALDING DEDECKER ASSOCIATES, INC.			4,492.50
00865	SPENCER MANUFACTURING INC		
	19489	REPAIRS FOR TRUCK 315	1,121.86
TOTAL FOR: SPENCER MANUFACTURING INC			1,121.86
00861	STANDARD LIFE INSURANCE CO		
	2025 JULY	JULY 2025	2,786.36
TOTAL FOR: STANDARD LIFE INSURANCE CO			2,786.36
01108	STATE OF MICHIGAN		
	212776CON	HALL ST	4,812.04
TOTAL FOR: STATE OF MICHIGAN			4,812.04
00848	SUPERFLEET MASTERCARD PROG.		
	FB749-07.01.2025	(POLICE) FUEL	3,858.12
TOTAL FOR: SUPERFLEET MASTERCARD PROG.			3,858.12
00847	SWANSON ELECTRIC		
	1548.62	FLOOD LIGHTS FITCH BEACH AIRPORT, REPLACE LIGHTS AT GATE AND POLE AT APRON	2,502.00
TOTAL FOR: SWANSON ELECTRIC			2,502.00
02085	THE WOODHILL GROUP, LLC		
	2549	CHRISTINA AND MATT HORNING RECON SETTLEMENT	250.00
TOTAL FOR: THE WOODHILL GROUP, LLC			250.00
00820	TRACE ANALYTICAL LABORATORIES		
	5060744	WATER QUALITY ANALYSIS	130.50
	5061232	BIOSOLIDS-PFAS ANALYSIS	492.00
	5070044	WATER QUALITY ANALYSIS	130.50
TOTAL FOR: TRACE ANALYTICAL LABORATORIES			753.00

07/09/2025 02:59 PM
User: CKOENIG
DB: Charlotte

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF CHARLOTTE
INVOICE ENTRY DATES 06/19/2025 - 07/09/2025
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: POOL

Page: 11/12

Vendor Code	Vendor Name	Invoice	Description	Amount
00809	TRUGREEN #2801			
		210422186	VEGETATION CONTROL CITY HALL	41.21
		210843055	VEGETATION CONTROL AT CITY HALL	48.07
TOTAL FOR: TRUGREEN #2801				89.28
00808	TSC TRACTOR SUPPLY			
		771514	BD JACK CASTER WHEEL	47.99
TOTAL FOR: TSC TRACTOR SUPPLY				47.99
00871	UM HEALTH -SPARROW OCCUPATIONAL HEA			
		00080812-00	DOT PHYSICAL	95.00
TOTAL FOR: UM HEALTH -SPARROW OCCUPATIONAL HEA				95.00
00795	UNITED PARCEL SERVICE			
		0000X3942R235	YEARLY PICKUP FEE	139.87
TOTAL FOR: UNITED PARCEL SERVICE				139.87
00799	UNITED STATES TREASURY			
		FORM 720 JULY 20	PCORI FEE-JULY 2023	180.00
		FORM 720 JULY 20	PCORI FEE - JULY 2024	208.20
TOTAL FOR: UNITED STATES TREASURY				388.20
00791	USA BLUE BOOK			
		INV00744569	SAFETY SUPPLIES	186.17
		INV00748233	LAB SUPPLIES	2,895.76
TOTAL FOR: USA BLUE BOOK				3,081.93
02118	VIRTUAL ACADEMY			
		VA14951	VITUAL ACADEMY TRAINING RENEWAL (CONTRACT DATE 07/18/25 - 07/18/26)	1,275.00
TOTAL FOR: VIRTUAL ACADEMY				1,275.00
00778	VISION SERVICE PLAN			
		2025 JULY	JULY 2025	956.48
		JULY 2025	SAFETY 2025 JULY	455.41
TOTAL FOR: VISION SERVICE PLAN				1,411.89
02149	VITAL RECORDS CONTROL			
		5203106	SHRED BIN	25.38
TOTAL FOR: VITAL RECORDS CONTROL				25.38
00777	WALDRON FUELS LLC			
		18643	FUEL	629.48
TOTAL FOR: WALDRON FUELS LLC				629.48
00774	WASTE MANAGEMENT OF MICHIGAN, INC			
		7453406-1846-1	REFUSE PICKUP (LINCOLN PARK)	381.49
		8521873-1710-6	REFUSE PICKUP - 07/01/2025 - 07/31/2025	2,718.29
TOTAL FOR: WASTE MANAGEMENT OF MICHIGAN, INC				3,099.78
00761	WILLIAMS FARM MACHINERY, INC.			
		35723	LEAF BLOWER	456.00
		38569	TRIMMER, BAR OIL, PULL CORD	457.96
TOTAL FOR: WILLIAMS FARM MACHINERY, INC.				913.96

07/09/2025 02:59 PM
User: CKOENIG
DB: Charlotte

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF CHARLOTTE
INVOICE ENTRY DATES 06/19/2025 - 07/09/2025
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: POOL

Page: 12/12

Vendor Code	Vendor Name		Amount
	Invoice	Description	
00758	WINDEMULLER		
	244018	SCADA UPDATES	1,240.00
TOTAL FOR: WINDEMULLER			1,240.00
00753	WOLVERINE PEST SERVICE		
	127891	SEASONAL SPRAY AT PARK & TRAIL FOR MOSQUITOES & TICKS (BENNETT PARK)	500.00
	127892	SEASONAL SPRAY FOR MOSQUITOS & TICKS (DEAN PARK)	300.00
	127893	SEASONAL SPRAY FOR MOSQUITOES & TICKS (OAK PARK)	300.00
	127894	SEASONAL SPRAY FOR MOSQUITOES & TICKS (LINCOLN PARK)	300.00
	127895	SEASONAL SPRAY FOR MOSQUITOES & TICKS (SOUTH RIDGE PARK)	150.00
	127896	SEASONAL SPRAY FOR MOSQUITOES & TICKS (CAMP FRANCES)	300.00
	128401	MONTHLY PREVENTION (GARAGE)	50.00
	128402	MONTHLY PREVENTION (CAMP FRANCES)	50.00
TOTAL FOR: WOLVERINE PEST SERVICE			1,950.00
02013	WOW! BUSINESS		
	06/11 - 07/10	DPW GARAGE	49.99
TOTAL FOR: WOW! BUSINESS			49.99
TOTAL - ALL VENDORS			665,240.29
PAYMENT TYPE TOTAL			
Paper Check			561,183.92
EFT Transfer			104,056.37



Memo

To: Honorable Mayor Lewis; City Council
From: Chirstina Horton, Finance Director/Treasurer
Date: July 11, 2025
Re: 4th Quarter 2024-25 Budget Amendments

Introduction

The Uniform Budget and Accounting Act of 1968, as amended, requires the City to make amendments to the budget when appropriations exceed the current budget. These amendments must be approved by the City Council.

In the General Fund, the City Council adopts a budget for each department, so the amendments address any budget needs by department, rather than by fund total. For all non-General Funds, a budget amendment is only necessary if the Council finds the total fund appropriation will exceed the budget adopted by the Council.

Attached please find the recommended budget amendment resolution and detail for the fourth quarter of 2024-25.

There is still budget work to do, but this amendment is necessary to finalize the expenditures that have exceeded the budget throughout the year.

Recommendation:

City staff recommends the City Council approve the budget amendment resolution.

Financial Impacts

As listed in the attached detail.

Suggested Motion

City Council moves to approve the fiscal year 2024-25 budget amendments for the year ending 6/30/25.

General Fund	Increase	Decrease	Total Increase
Mayor, City Council & Boards	699		
City Manager		7,431	
City Clerk	49,150		
Finance & Treasury	71,454		
City Assessor	5,369		
Elections		15,663	
City Hall Building & Grounds		23,047	
**** Police Department	855,004		
Public Works Administration	177,730		
Parking Lots		49,608	
Leaf Collection		43,239	
Parking Services/Winter Maintenance	13,354		
Tree Work		53,594	
Community Development	15,585		
Parks & Recreation	25,694		
Total for General Fund	1,214,039	192,582	1,021,457
**** COPS Technology and Equipment Program Grant \$720,000			

Fire Fund	Increase	Decrease
Staff Overtime	30,965	
Holiday Compensation	9,033	
City Labor DPW	123	
Other Compensation	11,300	
Marijuana Oversight	710	
Compensated Absences	61,546	
Health Reimbursement	3,000	
FICA	3,216	
Life, Work Comp, Unemployment	11,216	
Medical Claims Deduct.	20,102	
Retirement Health Benefits	2,801	
Dental & Health Benefits	65,428	
Retirement Plans	92,542	
Retirement Health Savings	8,185	
Materials & Supplies	1,251	
Vehicle Maintenance	13,005	
Maintenance - Eq/Bldg/Grnds	1,384	
Contractual Services	2,071	
Uniform & Cleaning	702	
Eaton Area EMS	368	
Telephone & Internet	1,224	
Insurance & Bonds	12,471	
Dues & Subscriptions	1,210	
Capital Outlay - Equipment	6,104	
Cap. Outlay Computer Equipment	140	
Interest Expense	113	

All other expenditures		147,978	
Total for Fire Fund	360,210	147,978	212,232

**** Includes SAFER Grant payroll expenses

Brownfield Redevelopment Authority	Increase	Decrease	
Tax Expenditures	8,760		
Total for Brownfield Red. Auth.	8,760	0	8,760

Economic Development Fund	Increase	Decrease	
City Labor - DPW	440		
FICA	34		
Dental & Health	12		
Retirement	125		
Contractual Services	3,574		
MPV Equipment Rental	585		
All other expenditures		29	
Total for Economic Development	4,770	29	4,741

Downtown Development Authority	Increase	Decrease	
Staff Overtime	1,436		
Materials & Supplies	3,087		
Printing & Publishing	816		
MVP Equipment Rental	6,623		
All other expenditures		6,889	
Total for Economic Development	11,962	6,889	5,073

Airport Fund	Increase	Decrease	
City Labor - DPW	3,249		
FICA	244		
Dental & Health	374		
Retirement	922		
Materials & Supplies	79		
Maintenance - Eq/Bldg/Grnds	7,629		
**** Professional Services	134,470		
Contractual Services	23,494		
Utilities	1,544		
MVP Equipment Rental	1,589		
Insurance & Bonds	1,294		
Miscellaneous	1,078		
All other expenditures		68,155	
Total for Economic Development	175,966	68,155	107,811

**** Runway 21 Obstruction Removal Grant expected reimbursement \$80,175

Motor Vehicle Pool	Increase	Decrease
MVP Administration	25,662	
MVP Equipment Maintenance	22,190	
DPW Garage Bldg & Grounds	9,028	

Total for Motor Vehicle Pool	56,880	0	56,880
-------------------------------------	---------------	----------	---------------

Information Technology Pool Fund	Increase	Decrease	
Materials & Supplies	1,624		
Contractual Services	42,345		
Telephone & Internet	19,362		
All other expenditures		56,266	
Total for Economic Development	63,331	56,266	7,065

Charlotte Area Rec. Co-op	Increase	Decrease	
Contributions to Others	20,590		
Professional Services	1,575		
Contractual Services	3,160		
Insurance & Bonds	83		
All other expenditures		651	
Total for Economic Development	25,408	651	24,757

**CITY OF CHARLOTTE
RESOLUTION 2025-31**

**TO AMEND THE OPERATING AND CAPITAL BUDGET APPROPRIATION OF
FUNDS FISCAL YEAR 2024-2025**

At a regular meeting of the City of Charlotte City Council, Eaton County, Michigan, held in City Council Chambers of Charlotte City Hall, at 111 E. Lawrence Avenue, Charlotte, Michigan, 48813, on the 28th day of October 2024 at 7:00 p.m.

WHEREAS, pursuant to the Uniform Budgeting and Accounting Act of 1968, as amended, the legislative body shall adopt a balanced budget including all supplemental appropriation approvals; and

WHEREAS, pursuant to the Uniform Budgeting and Accounting Act of 1968, as amended, a balanced budget is defined as estimated total expenditures including an accrued deficit shall not exceed estimated total revenues including a surplus; and

WHEREAS, the City Council has the sole authority to adopt and amend the budget;

NOW, THEREFORE BE IT RESOLVED, that the general appropriations of the City of Charlotte for the fiscal year beginning July 1, 2024 and ending June 30, 2025, complies with the balanced budget requirements and the following fund appropriations are therefore amended and approved as attached hereto:

	Expenditures
General Fund (Fund 101)	1,021,452
Brownfield Redevelopment Authority Fund (Fund 243)	8,760
Economic Development Fund (Fund 244)	4,741
Downtown Development Authority (Fund 248)	5,073
Airport Fund (Fund 295)	107,811
Motor Vehicle Pool (Fund 601)	56,880
Information Technology Pool Fund (Fund 666)	7,065
Charlotte Area Recreational Co-op (Fund 800)	24,757

Motion to approve Resolution was offered by _____ and seconded by _____.

Roll Call: Aye: _____ Nays: _____ Absent: _____

RESOLUTION DECLARED ADOPTED. _____
Rob Hillard, City Manager

CERTIFICATE

I, Mary LaRocque, the acting Clerk of the City of Charlotte, hereby certify that the foregoing resolution was adopted by the City Council, as presented at a meeting on October 28, 2024 at which meeting a quorum was present by a roll call vote of said members as herein set forth; that said resolution was ordered to take immediate effect.

Mary LaRocque, City of Charlotte Clerk



MEMO

To: City Manager Rob Hilard; Honorable Mayor Lewis; City Council
From: Christina Horton, Finance Director/Treasurer
Date: July 9, 2025
Re: Support for Adoption of a Fiduciary Policy for City-Affiliated Boards and Commissions

BACKGROUND

The City of Charlotte acts as fiduciary agent for several boards, commissions, and authorities—including, but not limited to, the Downtown Development Authority (DDA), Local Development Finance Authority (LDFA), Charlotte Area Recreation Cooperative (CARC), Brownfield Redevelopment Authority (BRA), and Camp Frances.

Currently, there is no standardized process these bodies are required to follow when submitting financial claims for City payment. As a result, procedures can vary between boards, creating administrative challenges for staff, unnecessary confusion for board members, and increased opportunity for human error in processing and monitoring payments.

Additionally, inconsistent practices can undermine transparency and accountability in City financial operations, making it more difficult to ensure claims meet City Council's expectations and comply with the City's Purchasing Policy.

The proposed Fiduciary Policy establishes a uniform, clear, and transparent process for these financial transactions, aligning all City-affiliated boards and commissions with the City's purchasing and payment requirements.

RECOMMENDATION

I recommend the City Council adopt the proposed Fiduciary Policy for City-Affiliated Boards and Commissions.

Key elements of this policy include:

- A Standard Claims Approval Form to document, certify, and accompany all payment requests.
- A requirement that expenditures be approved by vote at a properly noticed public meeting.
- Mandatory compliance with the City of Charlotte Purchasing Policy, including bidding thresholds and documentation requirements.
- Council review and approval of claims prior to payment issuance.
- Provisions allowing noncompliant claims to be delayed or denied by the Finance Director or City Manager.

This policy will improve consistency, accountability, and efficiency in processing payments on behalf of City-affiliated boards and commissions.

FISCAL IMPACTS

There is no direct fiscal cost to adopting this policy. However, the policy is expected to:

- Reduce staff time currently spent tracking down incomplete or improperly documented claims.
- Minimize the risk of payment errors or duplicate payments.
- Strengthen financial oversight and reduce the potential for inappropriate or unauthorized expenditures.

By standardizing the approval process, the City will achieve operational efficiencies and improved financial controls at no additional cost.

SUGGESTED MOTION

“I move that the City Council adopt Resolution 2025-32, a Resolution to Adopt a Fiduciary Policy for City-Affiliated Boards and Commissions, as presented.”

**CITY OF CHARLOTTE
RESOLUTION 2025-32**

**A RESOLUTION TO ADOPT A FIDUCIARY POLICY
FOR CITY-AFFILIATED BOARDS AND COMMISSIONS**

WHEREAS, the City of Charlotte serves as the fiduciary agent for several boards, commissions, and authorities, including but not limited to the Downtown Development Authority (DDA), Local Development Finance Authority (LDFA), Charlotte Area Recreation Cooperative (CARC), Brownfield Redevelopment Authority (BRA), Camp Frances; and

WHEREAS, the City Council recognizes the need for a consistent and transparent process for the approval, submission, and payment of financial claims originating from these bodies; and

WHEREAS, the City Council desires to ensure that all boards and commissions operate in alignment with the City's financial oversight standards and the City of Charlotte Purchasing Policy Manual;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Charlotte hereby adopts the Fiduciary Policy for City-Affiliated Boards and Commissions as follows:

1. Purpose

The purpose of this policy is to establish a standardized process for managing financial claims submitted by boards, commissions, and authorities for which the City of Charlotte serves as fiduciary, ensuring alignment with the City's Purchasing Policy and Council approval requirements.

2. Applicability

This policy shall apply to all boards, commissions, and authorities for which the City processes financial transactions, including but not limited to the Downtown Development Authority (DDA), Local Development Finance Authority (LDFA), Charlotte Area Recreation Cooperative (CARC), Brownfield Redevelopment Authority (BRA), Camp Frances.

3. Standardized Claims Approval Process

- a. Each board or commission shall complete a Standard Claims Approval Form, listing all expenditures and signed by the Chair or designated officer.
- b. The form shall certify that the expenses were approved by a vote of the board or commission at a properly noticed public meeting.
- c. The completed form and supporting documentation shall be submitted to the City's Finance Department.
- d. Claims will be presented to the Charlotte City Council for review and approval prior to payment issuance.

4. Purchasing Policy Compliance

All expenditures made by any board or commission subject to this policy must comply with the City of Charlotte Purchasing Policy, including competitive bidding thresholds, documentation requirements, and applicable authorization limits.

5. Noncompliance

Any financial claims that do not adhere to this policy or the City's Purchasing Policy may be delayed or denied at the discretion of the Finance Director or City Manager.

6. Policy Amendments

The City Council may amend this policy by resolution. All relevant boards and commissions shall be notified of any changes.

BE IT FURTHER RESOLVED that the Standard Claims Approval Form attached as Exhibit A is hereby adopted as part of this policy and shall be used by all applicable boards, commissions, and authorities.

The foregoing resolution offered by [Insert Councilmember Name], supported by [Insert Supporter Name]. Carried. Yea ____; Nay ____; Absent ____.

CERTIFICATION

I, the undersigned, the duly qualified and acting Clerk of the City of Charlotte, County of Eaton, State of Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City of Charlotte at a regularly scheduled meeting held on Monday, _____, 2025, relevant to the Michigan Open Meetings Act, the original of which is on file in my office as part of council minutes.

IN WITNESS WHEREOF, I have hereunto set my official signature this _____ day of _____, 2025.

Mary LaRocque, City Clerk, MiPMC, CMC
City of Charlotte
Eaton County, Michigan

EXHIBIT A



STANDARD CLAIMS APPROVAL FORM

Name of Board/Commission/Authority _____

Meeting Date of Approval _____ Quorum Present? ☐ Yes ☐ No

Location of Meeting _____

SECTION I – CLAIMS DETAIL

Payee/Vendor	Description of Expense	Invoice # or Date	Amount	GL Code

Attach all supporting documentation (invoices, receipts, contracts, etc.).

SECTION II – BOARD APPROVAL CERTIFICATION

By signing below, the undersigned certifies that:

- The above claims were reviewed and approved by a majority vote of the board/commission/authority at a duly noticed public meeting;
- The expenditures comply with the City of Charlotte Purchasing Policy;

EXHIBIT A

- Supporting documentation is attached for all claims.

Approved by Board/Commission on (date): _____

Chair or Authorized Officer Signature: _____

Printed Name: _____ Title: _____

SECTION III – CITY REVIEW (to be completed by Finance Department)

Documentation verified ☐ Yes ☐ No Date: _____ Initial: _____

Claim(s) approved for processing ☐ Yes ☐ No Date: _____ Initial: _____

Returned for clarification ☐ Yes ☐ No Date: _____ Initial: _____

Finance Department notes:



Memo

To: City Manager Rob Hilard; Honorable Mayor Lewis; City Council
From: Christina Horton, Finance Director/Treasurer
Date: July 10, 2025
Re: Adoption of Council Policy 2025-01 Grant Accounting and Administration Policy

BACKGROUND

During the City's most recent audit, Finding 2024-002 was issued regarding the City's grant monitoring practices under federal grant programs. This audit finding specifically noted the need for formal written policies and procedures consistent with 2 CFR Part 200 – Uniform Guidance to ensure proper oversight of subawards when the City acts as a pass-through entity.

In response, the City submitted a Corrective Action Plan to FEMA and other relevant grantor agencies committing to adopt a written policy for subrecipient monitoring.

Although a grant policy was adopted in 2024, it lacked subrecipient grant monitoring procedures. The revised Grant Accounting and Administration Policy fulfills this commitment. It preserves the City's existing grant management procedures while adding a new Section F on Subrecipient Monitoring and an Appendix D providing a practical, scaled risk assessment checklist for staff. This revision ensures the City is compliant with federal grant requirements and improves overall internal controls for the administration of all federal, state, and large local grants.

RECOMMENDATION

The Finance Director recommends that City Council adopt the revised Grant Accounting and Administration Policy, dated July 14, 2025, including the new subrecipient monitoring provisions.

The policy update is consistent with federal Uniform Guidance requirements, Michigan grant administration expectations, and the City's Purchasing Policy thresholds. It provides clear, practical procedures for staff to ensure accountability and compliance when administering grants that involve pass-through funding to other organizations.

FINANCIAL IMPACT

There is no direct cost associated with adopting this policy. However, improved subrecipient monitoring may reduce the risk of audit findings, repayment demands, or grant disallowances in the future, protecting City financial resources. ***Adoption of this policy is also a required corrective action to maintain eligibility for current and future federal grant funding.***

SUGGESTED MOTION

"I move to approve the revised Council Policy 2025-01 Grant Accounting and Administration Policy, as presented, including the addition of subrecipient monitoring in fulfillment of the City's corrective action plan for Audit Finding 2024-002"

CITY OF CHARLOTTE

COUNCIL POLICY

SUBJECT	POLICY NO.	APP. DATE	PAGE
Grant Accounting and Administration Policy	2025-01	07/14/2025	1 of 11

1. PURPOSE

To outline guidelines for the submittal of grant applications and the acceptance of grant awards (Federal, State or Local) or any non-grant Federal funding on behalf of the City of Charlotte.

2. APPLICABILITY

This policy applies to grants over \$10,000 and ALL federal grants.

3. AUTHORITY

The municipality will maintain grant information and accounting to facilitate the annual audit and compliance with federal and state grant requirements.

4. PROCEDURES

- A. **Application for Grants** – All grant applications must be approved by the City Council before submission for the grant. Contact the Finance Director for assistance in determining appropriate wording for the resolution as well as to discuss grant matches or other potential grant requirements. See Appendix A for required information for grant applications.
- B. **City Council Approval of the Award** - The resolution should authorize the acceptance and administration of the grant and confirm either that the grant award and conditions are not substantially changed from the application or note any changes from the application. The resolution must also establish the appropriate expenditure accounts and appropriate any funds required.
- C. **Internal Controls over Federal Grant Awards** – After the grant is awarded, review the grant award documentation with the Finance Director. ***No funds will be expended until all internal documentation has been completed.*** In this meeting, the Finance Director, or designee, will review the Grant Project Checklist (see Appendix C) with the grant administrator. The Checklist gathers information prior to the grant being set up in the financial system or any procurement activities/other incurred direct costs. Periodically, throughout the life cycle of the grant, the Finance Director will meet with the grant administrator to ensure compliance with the grant agreement. Areas of internal controls that will be reviewed include:
 1. Procurement of good and services

CITY OF CHARLOTTE

COUNCIL POLICY

SUBJECT	POLICY NO.	APP. DATE	PAGE
Grant Accounting and Administration Policy	2025-01	07/14/2025	2 of 11

2. Allowability of Costs – Documentation of costs charged to the grant must demonstrate the allowability under the grant agreement. The grant administrator is solely responsible for understanding the costs allowed under the grant.
3. Payroll and Fringes – Documentation of charges for payroll and fringes charged.
4. Cash Management – Cash draws must be made timely in accordance with the grant agreement. Draws should be requested no later than 30 days after the end of the quarter. All draws must be reviewed by the Finance Director, or their designee, prior to requesting Federal money. No other staff is authorized to draw down funds on behalf of the City of Charlotte without Finance Director approval.
5. Indirect Costs – Under no circumstances, should the City of Charlotte apply for an indirect cost rate when applying for a grant, or accept reimbursement for indirect costs without discussing the implications with the Finance Director.
6. Authorization, Approvals and Documentation- For each transaction charged to the grant, the grant administrator is certifying the cost is allowable under the grant when the request for reimbursement is given to the Finance Director. Documentation to support the request must match the financial system and all related backup must be attached to the grant request including invoices, receipts, time and attendance reports and other related documentation.

For more information on the Uniform Grant Guidance requirements, please visit: <https://www.federalregister.gov/articles/2013/12/26/2013-30465/uniform-administrative-requirements-cost-principles-and-audit-requirements-for-federal-awards>

D. Grant Award Information Required for the Annual Audit – The grant administrator will provide the Finance Director with the following information (if applicable) (*See Appendix B – for the Summary of Grant Information Form to attach with contract & resolution*):

1. Grant name and program description.
2. A copy of the grant application.
3. A copy of the City Council resolution approving the grant
4. Funding agency. (If the funding agency is a State agency, the grant administrator must note whether the funds are pass-through funds from the Federal government.)
5. Catalog of Federal Domestic Assistance number, if grant award is Federal
6. Grant number.
7. Program amount requested.
8. Grant administrator contact person (name, title, and phone-number).
9. Financing Information
 - i. Source of funds (grantor, amount)
 - ii. Use of funds (type of expenditure, amount)

CITY OF CHARLOTTE

COUNCIL POLICY

SUBJECT	POLICY NO.	APP. DATE	PAGE
Grant Accounting and Administration Policy	2025-01	07/14/2025	3 of 11

- iii. Grant expiration (length of time account will be needed)
- iv. Relationship to other grants/projects

For example only, if the City Council approved a grant contract for a consultant study of land use, with total funding of \$100,000 (Federal grant, \$80,000; State grant, \$15,000; local grant match of City funds of \$5,000), see the financial information furnished to the Finance Director below:

<u>Source of Funds</u>	
Federal Funds	\$80,000
State grant	\$15,000
Municipality Funds	<u>\$ 5,000</u>
Total	\$100,000
<u>Use of Funds</u>	
Consultant services	<u>\$100,000</u>
Total	\$100,000

The grant administrator in consultation with the Finance Director would then set up the grant in the financial system using specific general ledger account numbers.

- E. **Grant Close Out Documents** – After the terms of the grant have been satisfied, all necessary documents to close out the grant shall be prepared on a timely basis. Copies of all grants close-out documents (final reports) should be provided to the Finance Director after the final reimbursement is requested.
- F. **Subrecipient Monitoring** – When the City of Charlotte acts as a pass-through entity and provides grant funding to a subrecipient, the following procedures shall apply to ensure compliance with federal and state grant requirements, including 2 CFR Part 200, Subpart D:
 - 1. Determination
 - a. Departments must evaluate whether the partner is a subrecipient (carrying out part of a program) or a vendor (providing goods/services).
 - b. Staff should document this determination in the Grant Project Checklist (Appendix C).

CITY OF CHARLOTTE

COUNCIL POLICY

SUBJECT	POLICY NO.	APP. DATE	PAGE
Grant Accounting and Administration Policy	2025-01	07/14/2025	4 of 11

2. Pre-Award Risk Assessment
 - a. Departments should complete a simple risk assessment before finalizing a subaward.
 - b. This assessment can be as basic as a one-page checklist and should consider:
 - i. Prior grant experience
 - ii. Financial and staffing capacity
 - iii. Audit findings (if any)
 - iv. Familiarity with federal requirementsThe goal is to identify potential risks so monitoring can be tailored appropriately.
3. Written Subaward Agreement
 - a. Required for all subrecipients
 - b. Should include:
 - i. Scope of work and budget
 - ii. Reporting expectations (frequency and format)
 - iii. Audit and access requirements
 - iv. Remedies for noncompliance
 - c. Must be approved by the City Manager and follow the Purchasing Policy thresholds.
4. Monitoring Activities
 - a. Should be scaled to the risk level (higher-risk subrecipients may need more frequent reviews).
 - b. Examples include:
 - i. Checking periodic reports
 - ii. Holding check-in calls or meetings
 - iii. Reviewing invoices or supporting documentation
 - iv. Providing guidance or technical assistance
 - c. All monitoring activities should be documented in their grant file.
5. Reporting and Oversight
 - a. Subrecipients must provide reports as outlined in their agreement.
 - b. Departments should verify reports align with grant requirements before approving payments.
 - c. The Finance Director will review and sign off on reimbursement requests.
6. Remedies for Noncompliance
 - a. The City may use corrective actions if issues arise, such as:
 - i. Written notices
 - ii. Withholding payments
 - iii. Requirement improvement plans
 - iv. Terminating the agreement if necessary

CITY OF CHARLOTTE

COUNCIL POLICY

SUBJECT	POLICY NO.	APP. DATE	PAGE
Grant Accounting and Administration Policy	2025-01	07/14/2025	5 of 11

7. Record Retention

- a. All risk assessments, agreements, reports, and monitoring notes must be kept according to federal requirements and the City's Record Retention Policy

CITY OF CHARLOTTE

COUNCIL POLICY

SUBJECT	POLICY NO.	APP. DATE	PAGE
Grant Accounting and Administration Policy	2025-01	07/14/2025	6 of 11

Appendix A
Summary of Grant Application for Review and Approval

Funding agency (if a State agency, it is also important to note if these are pass-through funds):

Grant name and program description and Project Name/File Number (if applicable):

Catalog of Federal Domestic Assistance Number/UEI: _____

Program award amount: \$ _____

Grant Administrator: _____

Name Title

Phone Email

	Yes	No	N/A
Does the grant require matching funds? If yes, how much?			
Does the grant require a budget adjustment from the City Council?			
If the grant funds FTEs, is there a requirement to retain those employees for a certain period of time? If yes, how many years?			
If the grant funds capital outlay, is there a requirement to track the equipment for a certain number of years after the grant award? If yes, how many?			
If the grant has special reporting requirements, have those been discussed with Finance?			
If the grant has special banking requirements to receive funding, have those been discussed with the Treasurer?			
Are there other commitments that the City of Charlotte will be making if this grant is awarded?			

CITY OF CHARLOTTE

COUNCIL POLICY

SUBJECT	POLICY NO.	APP. DATE	PAGE
Grant Accounting and Administration Policy	2025-01	07/14/2025	7 of 11

Funding agency (if a State agency, it is also important to note if these are pass-through funds)

Grant name and program description and Project Name/File Number (if applicable):

Catalog of Federal Domestic Assistance Number/UEI:

Grant Number: Program Award Amount: \$

Accounting information:

GL Accounts:

Grant Administrator:

Name

Title

Phone

Email

Please attach copies of the following:

- ☐ grant application
- ☐ approved resolution
- ☐ grant award letter/contract
- ☐ grant closeout documents (if applicable)

Submitted by: Date:

Finance Director approval: Date:

Return completed form to the Finance Director after all approvals are obtained.

CITY OF CHARLOTTE

COUNCIL POLICY

SUBJECT	POLICY NO.	APP. DATE	PAGE
Grant Accounting and Administration Policy	2025-01	07/14/2025	8 of 11

Appendix B
Grant Checklist

- ☐ Are you a direct recipient or a pass-through entity? (200.330) _____
- ☐ Are you passing through funding to other agencies? (200.331) _____
- ☐ Have you received your Federal Award Identification Information? If so, provide a copy to the Finance Director. If not, obtain your information and bring it to the Finance Director.
- ☐ Is your grant construction related? If yes, discuss specific construction requirements here:

- ☐ Does your grant award include a grant match (200.306)?
If so, how much and what is the source of the match? _____
- ☐ Does your grant generate any program income (200.307)? _____
- ☐ What is your period of performance (200.309)? _____
- ☐ Does your grant involve the purchase of real property (200.311)? _____
- ☐ Does your grant involve the purchase of equipment (200.313)? _____
- ☐ Does your grant involve the purchase of supplies (200.314)? _____
- ☐ Does your grant involve the purchase of intangible property (200.315)? _____
- ☐ Does your grant allow for indirect costs (200.416)? _____
- ☐ Does this Grantor Agency have specific additional requirements above Uniform Grant Guidance?
If so, summarize here:

CITY OF CHARLOTTE

COUNCIL POLICY

SUBJECT	POLICY NO.	APP. DATE	PAGE
Grant Accounting and Administration Policy	2025-01	07/14/2025	9 of 11

Appendix C
Procurement (200.318 to 200.326)

Prior to Bidding

- ☐ Notify Finance that bid/proposal has Federal grant funding
- ☐ Does your Grantor agency require a review of your bid/proposal specifications?
If so, date review was complete: _____
- ☐ Demonstrate bid avoids purchasing unnecessary or duplicative items
- ☐ Demonstrate consideration of intergovernmental procurement agreements
- ☐ Demonstrate consideration of Federal excess and surplus property
- ☐ Demonstrate compliance with the recycled/recovered content per the EPA guidelines
- ☐ Demonstrate steps were taken to contract with small and minority businesses, women's business enterprises, and labor surplus area firms
- ☐ Include Federal Funding Reference in project solicitation
- ☐ Include Required Bid and Contract Documents Packet in bid packet
- ☐ Demonstrate compliance with the City's purchasing policy

During Project Bidding Process

- ☐ Bid advertisement date: _____
- ☐ Pre-bid meeting date (if applicable): _____
- ☐ Confirm no mandatory meetings were required: _____

After Bid Opening

- ☐ Provide analysis to the Finance Director of economical purchases (i.e. lease vs. buy, consolidation of procurements, use of surplus property.)
- ☐ Provide the Finance Director with a copy of the bid tabulation/proposal scoring for grant file
- ☐ Date Conflict of Interest was received _____
- ☐ Provide the Finance Director evidence of review of Federal Debarment List located at www.sam.gov before contract award

CITY OF CHARLOTTE

COUNCIL POLICY

SUBJECT	POLICY NO.	APP. DATE	PAGE
Grant Accounting and Administration Policy	2025-01	07/14/2025	10 of 11

Award Period

- ☐ Provide the Finance Director with a copy of the contract award letter and City Council resolution.
- ☐ Provide the Finance Director with how contractor oversight will be maintained.
- ☐ Provide the Finance Director with a copy of the Performance Bond (if required).
- ☐ For Quarterly/Semi-Annual Financial Reporting, were your reports filed in a timely manner? (200.327)

Dates filed: _____

- ☐ For Annual Financial Reporting, was your report filed in a timely manner? (200.327)

Dates filed: _____

- ☐ For monitoring and reporting program performance, were your reports filed at the interval required by the Grantor agency with 90 days after the reporting period? (200.328)

Dates filed: _____

- ☐ Submit a completed Reimbursement Request Form with the following information attached:
 - ☐ Copy of invoice
 - ☐ Copy of proof of payment
 - ☐ Any other relevant backup documentation (if applicable) or ☐ N/A

Post-Award Closeout (200.343-200.345)

- ☐ Closeout submitted within 90 days of the end of the performance period

CITY OF CHARLOTTE

COUNCIL POLICY

SUBJECT	POLICY NO.	APP. DATE	PAGE
Grant Accounting and Administration Policy	2025-01	07/14/2025	11 of 11

Appendix D Subrecipient Risk Assessment Checklist

For any planned subaward, complete this form and keep it in the grant file. Use it to determine appropriate monitoring.

Grant name: _____

Funding source (Federal/State): _____

Subrecipient Name: _____

Date of Assessment: _____

Experience

Has the organization managed similar grants before? ☐ Yes ☐ No

If yes, explain: _____

Financial Capacity

Adequate financial staff or systems in place? ☐ Yes ☐ No

If no, note mitigation plan: _____

Staffing/Resources

Sufficient staff to manage program? ☐ Yes ☐ No

If no, note mitigation plan: _____

Prior audit findings

Any recent findings relevant to grant management? ☐ Yes ☐ No

If yes, explain: _____

Familiarity with Federal Requirements

Has subrecipient managed federal funds before? ☐ Yes ☐ No (consider providing assistance)

Overall Risk Rating: ☐ Low ☐ Moderate ☐ High

Planned Monitoring Level: ☐ Basic (occasional check-ins, reports review)
 ☐ Moderate (regular reporting, phone/virtual reviews)
 ☐ Enhanced (site visits, detailed reviews)



Memo

To: City Council
From: Stephanie Whitney - Director of Public Works
Date: June 30, 2025
Re: DPW Garage Roof Replacement – Bid Award Recommendation

Dear City Council Members,

The Department of Public Works solicited bids to replace the existing asphalt shingle roof on the DPW garage with a new standing seam metal roofing system. The existing roof has developed multiple leaks and shows significant deterioration, which is compromising the integrity of the structure and impacting operations. The standing seam metal roof was specified in order to provide improved durability, longer service life, and reduced long-term maintenance costs.

A single bid was received for this project from J&L Exteriors in the amount of **\$36,300**. Staff has reviewed the bid for completeness, compliance with specifications, and contractor qualifications. While J&L Exteriors has not previously performed work directly for the city, they have completed numerous projects within the community and have demonstrated a positive track record for quality workmanship and reliability.

Given the urgent need to address the leaking roof and the advantages of transitioning to a standing seam metal system, I recommend awarding the contract to J&L Exteriors in the amount of \$36,300 for the DPW garage roof replacement.

If you have any questions or would like additional details about the bidding process or project scope, please let me know.

J&L Exteriors inc
1745 miller hwy
Olivet mi 49076

QUOTE

Dpw
Stephanie Whitney, Director of Public Works
swhitney@charlottemi.org

Quote # 0061474
Quote Date 03/20/2025

Item	Description	Unit Price	Quantity	Amount
Service	Remove old roof	550.00	66.00	36,300.00
	Inspect roof deck			
	Install new ice water shield 6ft on all eve edges			
	Install I've water 2 corse on all valleys or walls			
	Install new synthetic underlayment on rest of roof deck			
	Install new metal drip edge on all eves and rakes			
	Install new metal roof			
	Install new ridge vent and cap			
	Replace vents and covers			
	Clean and remove all roof related trash			
Service	Standing seam metal option would be a 26 gauge standing seam hidden fastner metal roof system. metal roof will be roll formed on site starting 2nd week of august 2025			
		Subtotal		36,300.00
		Total		36,300.00
		Amount Paid		0.00
		Quote		\$36,300.00



Memo

To: City Council
From: Stephanie Whitney - Director of Public Works
Date: June 30, 2025
Re: DPW Leaf and Brush Haul Away – Bid Award Recommendation

Dear City Council Members,

The Department of Public Works recently solicited proposals for the haul-away of accumulated brush and leaf material stored at the DPW facility. Only one proposal was received—from Hammond Farm, a certified compost facility—in the amount of **\$58,582.00**. Hammond Farm’s certification ensures that all materials will be managed and processed in accordance with Michigan EGLE guidelines for environmentally responsible disposal.

Background

- The brush pile was last removed in 2024 at a cost of **\$25,292.50**.
- The leaf piles have not been removed in approximately two years.
- While leaf accumulation has remained within typical seasonal volumes, removal is necessary to:
 - Maintain operational storage capacity at the DPW yard
 - Reduce potential fire hazards associated with long-term organic material storage

To reduce future hauling costs, **DPW employees have recently been trained on the safe and effective operation of the City’s chipper**. This investment in internal capacity is expected to significantly reduce the volume of brush requiring off-site disposal in future years.

Recommendation

Given the current operational need to clear accumulated material and maintain capacity at the DPW facility, I recommend that Council approve awarding the contract to **Hammond Farm in the amount of \$58,582.00** for the removal and proper disposal of brush and leaf piles.



Memo

To: City Council
From: Salena Benavidez, Community Development Director
Date: July 14, 2025
Re: Backyard Chicken Ordinance

Background

The City of Charlotte adheres to the zoning ordinance 10-4 Domestic Animals and Fowl. This ordinance currently allows no more than 10 permits at any time for chickens in the city. Permits expire and become invalid two years after the date of issuance. Any person who keeps chickens must have a covered enclosure and keep the chickens within the enclosure or a fence.

Following the June City Council meeting, Code Enforcement, Zoning, and the Community Development departments have coordinated with the City Attorney to update the Backyard Chicken Ordinance. The purpose of the ordinance is to amend city ordinance and code Section 10-4 regarding the number of fowl permits and the number of chickens per permit to determine such regulation by City Council Resolution, and to establish penalty for violation; and to provide for the public health, safety, and welfare of the City and persons within the City. A Resolution to Introduce Ordinance No. 2025-07 to amend Section 10-4 Domestic Animals and Fowl Ordinance and set a public hearing has been developed for council's action.

Recommendation

Make a motion to schedule a public hearing for 10-4 Domestic Animals and Fowl Ordinance at the next City Council meeting scheduled for Monday, July 28th, 2025.

CITY OF CHARLOTTE
RESOLUTION 2025-33
RESOLUTION TO INTRODUCE
ORDINANCE NO. 2025-07

City of Charlotte City of Charlotte “Domestic Animals and Fowl Ordinance” amendment.
City of Charlotte, Eaton County, Michigan (hereinafter, “Charlotte City” or “City Council”).

At a regular meeting of the Charlotte City Council held at City Hall, in the City of Charlotte, in the County of Eaton, State of Michigan, on the 14th day of July, 2025, at 7:00 o'clock in the PM.

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

Present: _____

Absent: _____

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

WHEREAS:

1. The City of Charlotte through Section 10-4 regulates domestic animals and fowl.
2. Persons may keep chickens under certain regulations.
3. Currently, the City issues up to ten permits and six chickens per permit.
4. The City Council desires to establish the number of chicken permits and number of chickens per permit by City Council Resolution.
5. The City Council desires to introduce Ordinance No. 2025-07 to amend Code Section 10-4 to regulate the number of chicken permits and number of chickens per permit by City Council Resolution.

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

- A. The City Council introduces Ordinance 2025-07 to regulate the number of chicken permits and number of chickens per permit by City Council Resolution.
- B. The City Council sets a public hearing for Ordinance 2025-07 to be heard on July 28, 2025, as may be amended.

C. All resolutions and parts of resolutions in conflict herein are hereby repealed.

Upon a call of the roll, the vote was:

AYES: _____
NAYES: _____
ABSENT: _____

Resolution declared adopted this 14th day of July, 2025.

Mary LaRocque, Clerk, City of Charlotte

The undersigned duly qualified and acting Clerk of the City of Charlotte, hereby certifies that the foregoing is a true and complete copy of a Resolution adopted by the City Council at a Regular meeting held on the 14th of July, 2025, the original of which is a part of the City's minutes and further certifies that notice of the meeting was given to the public pursuant to the provisions of the Open Meetings Act, 1976 PA 267, as amended.

Mary LaRocque, Clerk, City of Charlotte

Introduced: July 14, 2025
Adopted:
Effective:

CITY OF CHARLOTTE
EATON COUNTY, MICHIGAN
ORDINANCE NO. 2025-07

AN ORDINANCE TO AMEND CITY CODE CHAPTER 10
TO AMEND SECTION 10-4 DOMESTIC ANIMALS AND
FOWL TO DETERMINE THE NUMBER OF PERMITS AND
CHICKENS PER PERMIT BY CITY COUNCIL
RESOLUTION AND TO PROVIDE FOR PENALTY FOR
VIOLATION OF SECTION 10-4, 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 the “*City of Charlotte Domestic Animals and Fowl Ordinance*”. The purpose of the ordinance is to amend city ordinance and code Section 10-4 regarding the number of fowl permits and the number of chickens per permit to determine such regulation by City Council Resolution, and to establish penalty for violation; and to provide for the public health, safety, and welfare of the City and persons within the City.

Section 2. Amendment To City Code Chapter 10, Section 10-4 Domestic Animals and Fowl. Amendments shall be indicated in ~~striketrough~~ for deleted language and new language as indicated in **bold font**, hereby as follows:

§ 10-4. Domestic Animals and Fowl

- (A) Except as provided in this section, no person shall keep or house any animals or fowl within the city.
- (B) Dogs, cats, birds and animals commonly classified as household pets may be kept within the city.
- (C) Ponies, cattle and horses may be kept on premises constituting a farm, as defined in the zoning chapter of this Code.
- (D) Persons may keep chickens if done so in conformity with all of the following:
 - (1) Any person who keeps chickens in the city shall obtain a permit from the city prior to acquiring the chickens. Application shall be made to the City Clerk with a fee as determined by Council resolution;
 - ~~(2) The number of permits shall be determined by City Council Resolution; No more than ten permits may be outstanding at any time;~~

- ~~(3)~~ Permits may be revoked at any time if the applicant fails to comply with all applicable ordinances, rules and regulations;
- ~~(4)~~ Permits expire and become invalid two years after the date of issuance. A person who wishes to continue keeping chickens shall obtain a new permit on or before the expiration date of the previous permit. Application for a new permit shall be pursuant to the procedures and requirements that are applicable at the time the person applies for a new permit;
- ~~(5)~~ Notwithstanding the issuance of a permit by the city, private restrictions on the use of property shall remain enforceable and take precedence over a permit. Private restrictions include but are not limited to deed restrictions, condominium master deed restrictions, neighborhood association by-laws, and covenant deeds. A permit issued to a person whose property is subject to private restrictions that prohibit the keeping of chickens is void. The interpretation and enforcement of the private restriction is the sole responsibility of the private parties involved;
- ~~(6)~~ A person who keeps or houses chickens on his or her property shall comply with all of the following requirements:
 - (a) Have been issued the permit required under division (D)(1) of this section;
 - ~~(b)~~ **The number of chickens shall be determined by City Council Resolution; Keep no more than six chickens;**
 - ~~(c)~~ The principal use of the person's property is for a single-family dwelling;
 - ~~(d)~~ No person shall keep any rooster;
 - ~~(e)~~ No person shall slaughter any chickens outdoors;
 - ~~(f)~~ The chickens shall be provided with a covered enclosure and must be kept in the covered enclosure or an adjoining fenced enclosure at all times;
 - ~~(g)~~ A person shall not keep chickens in any location on the property other than in the backyard as defined by the Zoning Code;
 - ~~(h)~~ All enclosures for the keeping of chickens shall be so constructed or repaired as to prevent rats, mice, or other rodents from being harbored underneath, within, or within the walls of the enclosure;
 - ~~(i)~~ All feed and other items associated with the keeping of chickens that are likely to attract or to become infested with or infected by rats, mice, or other rodents shall be protected so as to prevent rats, mice, or other rodents from gaining access to or coming into contact with them;
 - ~~(j)~~ The coop and fenced enclosure may not be located nearer than 15 feet to any property line; and
 - ~~(k)~~ The coop and enclosures must comply with all zoning ordinance requirements for accessory structures and use, including lot coverage requirements.

- (7) The city may initiate prosecution for a civil infraction violation for any violation of this section. Each day a violation exists shall constitute a separate offense.
- (8) A person who has been issued a permit shall submit it for examination upon demand by any Police Officer or Code Enforcement Officer;
- (9) This section shall not regulate the keeping of chickens on a farm, as defined at § 82-4 of the City Code, which is located outside the boundaries of either a proprietary or supervisor's plat and having an area of not less than five acres, and where the raising of poultry is a permitted principal use when conducted in compliance with the Michigan Right to Farm Act and the Generally Accepted Agricultural and Management Practices promulgated thereunder; and
- (10) The Council may adopt additional rules and regulations as necessary to implement the ordinance codified herein.
- (11) **Violation of this section shall be a civil infraction issued under either municipal citation payable at the City Municipal Bureau, or district court citation in the district courts of Eaton County. Municipal fines shall be established by City Council Resolution and subject to amendment.**

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 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

Section 4. Conflicting Ordinances Repealed. Except as to prosecution and legal actions pending and saved pursuant to Section 3, 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. Headings. The section headings used in this ordinance are for convenience only and are not a part of this ordinance.

Section 7. Code Edits. The editors of the Charlotte City Code are hereby authorized, subject to approval of the City Manager, or designee, to update and revise code section numbers to effectuate the provisions of this Ordinance and Code.

Section 8. Effective Date. This ordinance shall take effect twenty days after it has been adopted by the City Council.

Introduced by the Charlotte City Council this 14th day of July, 2025.

Motion by

Second by

Ayes:

Nays:

Absent

:

Adopted by the Charlotte City Council this ____ day of _____, 2025.

Motion by

Second by

Ayes:

Nays:

Absent:

Approved:

Timothy Lewis, Mayor

I, Mary LaRocque, City Clerk, certify this is Ordinance No. 2025-07 adopted by the Charlotte City Council at a meeting held on the ____ day of _____, 2025, a meeting held according to the Open Meetings Act, Public Act No. 267 of 1976, as amended. I further certify Ordinance No. 2025-06 was published in the _____, a newspaper of general circulation in the City of _____, the ____ day of _____, 2025, subsequent to its adoption.

Mary LaRocque, City Clerk

Introduced: July 14, 2025

Public Hearing:

Adopted:

Published:

Effective:

DRAFT
CITY OF CHARLOTTE
RESOLUTION 2025-__

To Establish the Number of Permits and Chickens Per Permit Under the
“Domestic Animals and Fowl Ordinance” amendment.

City of Charlotte, Eaton County, Michigan (hereinafter, “Charlotte City” or “City Council”).

At a regular meeting of the Charlotte City Council held at City Hall, in the City of Charlotte, in the County of Eaton, State of Michigan, on the ____ day of ____, 2025, at 7:00 o'clock in the PM.

The meeting was called to order at _____ o'clock in the PM by _____.

Present: _____

Absent: _____

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

WHEREAS:

1. The City Council desires to regulate the number of chicken permits and number of chickens per permit by City Council Resolution.
2. The City of Charlotte adopts Ordinance No. 2025-07 to amend Section 10-4 to establish the number of chicken permits and the number of chickens per permit by City Council Resolution.

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

- A. The City Council regulates the total number of chicken permits to one permit per parcel and no more than _____ may be issued City-wide.
- B. The City Council regulates the total number of chickens per permit to no more than _____.
- C. All resolutions and parts of resolutions in conflict herein are hereby repealed.

Upon a call of the roll, the vote was:

AYES: _____

NAYES: _____

ABSENT: _____

Resolution declared adopted this _____ day of _____, 2025.

Mary LaRocque, Clerk, City of Charlotte

The undersigned duly qualified and acting Clerk of the City of Charlotte, hereby certifies that the foregoing is a true and complete copy of a Resolution adopted by the City Council at a Regular meeting held on the _____ of _____, 2025, the original of which is a part of the City's minutes and further certifies that notice of the meeting was given to the public pursuant to the provisions of the Open Meetings Act, 1976 PA 267, as amended.

Mary LaRocque, Clerk, City of Charlotte



Memo

To: City Council
From: Salena Benavidez, Community Development Director
Date: July 14, 2025
Re: Sustainable Towns

Background

The Sustainable Towns program connects Michigan local governments with University of Michigan (U-M) students to expand their office's capacity and elevate community sustainability efforts. In the fall semester, students will conduct a sustainability assessment for the City of Charlotte using the Michigan Green Communities Challenge as a guide, identify goals, and develop short-term work plans. In the spring semester, student teams implement these plans. The goal is for local governments to achieve at least a Bronze certification in the Challenge, providing access to additional technical assistance from the Michigan Department of Environment, Great Lakes, and Energy (EGLE) Catalyst Communities Initiative. The program aims for minimal local government participation burden, with no hosting requirements or fees, as students earn course credit.

Local Government Requirements:

- Pass an official resolution to ensure commitment.
- Designate two contacts (primary and secondary) for communication.
- Engage regularly in meetings, provide feedback, and review student deliverables.
- Share relevant data and systems access as needed.
- Complete a program evaluation form each semester.

Recommendation

Make a motion to approve the Resolution 2025-34 to participate in the University of Michigan Sustainable Towns Program.

**CITY OF CHARLOTTE
RESOLUTION 2025-34**

**TO AUTHORIZE THE PARTICIPATION IN THE UNIVERSITY OF MICHIGAN
SUSTAINABLE TOWNS PROGRAM**

WHEREAS, the City of Charlotte wishes to further develop its sustainability goals and efforts to improve the quality of life for its residents and visitors.

WHEREAS, the City of Charlotte wishes to engage with the State of Michigan Department of Environment, Great Lakes, and Energy (EGLE) Catalyst Communities Initiative and Michigan Green Communities (MGC) Challenge, which provide education, training, planning and technical resources to local governments as they work toward their sustainability goals.

WHEREAS, the University of Michigan Graham Sustainability Institute and Program in the Environment (PitE) has worked with EGLE to create the Sustainable Towns program to help local governments develop and amplify community sustainability efforts.

WHEREAS, City of Charlotte is hereby making a commitment to participate in the Sustainable Towns program, engaging with University of Michigan students, the Graham Sustainability Institute, and PitE to further develop and refine our sustainability efforts for future participation in EGLE’s Catalyst Communities Initiative and MGC Challenge.

NOW, THEREFORE, IT IS RESOLVED AS FOLLOWS:

1. The City of Charlotte is willing to participate in the Sustainable Towns program in its entirety, including increased interaction and partnership with the Graham Sustainability Institute and PitE.
2. It is the intention of the City of Charlotte to utilize best practices and projects developed during the program to participate in the MGC Challenge and expand our sustainability efforts.
3. City of Charlotte staff are hereby authorized to proceed toward implementation of the recommendations necessary to receive MGC Challenge certification.

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 July 14, 2025, 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

Local Government Partner Guide

Program Summary

This exciting program connects Michigan local governments with University of Michigan (U-M) students to expand their office's capacity and elevate community sustainability efforts. Selected local government partners (LGPs), will be paired with two small teams of students who will lead them through a sustainability assessment using the [Michigan Green Communities Challenge](#) as a guide. Once students establish a community's sustainability baseline in the fall semester, they will then help LGPs identify their goals for the future and develop short-term work plans. During the spring semester, student teams will work towards implementing those plans. By the program's end, each LGP should be well-positioned to officially submit to the Challenge and receive at least a Bronze certification (see a short list of potential actions [here](#)), making available additional technical assistance opportunities through EGLE's Catalyst Communities Initiative.

Student coursework, project structure, training, and mentorship will be provided by the university's Program in the Environment (PitE) class on Sustainable Towns, the Graham Sustainability Institute, and EGLE. These administrators aim to make LGP participation as light of a lift as possible to help build local government capacity. There are no physical hosting requirements or fees for participating as students will earn course credit for their work at U-M.

LGP Requirements

- **Pass a resolution:** Ensure commitment by passing an official resolution (sample to be provided).
- **Provide contacts:** Designate two contacts for ongoing communication. One will be the primary contact, while the second will support the primary contact and be ready to assist students if the primary is unavailable.
- **Engage regularly:** Participate in meetings (often virtual), provide feedback, and review student deliverables. Regular communication with student teams is vital to program success.
- **Share data:** Supply relevant data and systems access when/if needed, allowing students to complete their work plans (e.g. utility bills for energy benchmarking).
- **Provide feedback:** Complete a program evaluation form each semester.

Additional Information

- [LGP Engagement Timeline](#)
- [Michigan Green Communities Challenge action items](#)

About the Admin Team

[Program in the Environment \(PitE\)](#) curriculum focuses on the complex interactions of human beings and their environment. PitE students develop a multidisciplinary perspective integrating the methods and approaches of the natural sciences, social sciences, and humanities. Through the Sustainable Towns course taught by Dr. Kim Smith, students focus on what sustainable development looks like in smaller, rural communities. Kim is responsible for the course curriculum, grades, and student learning outcomes.

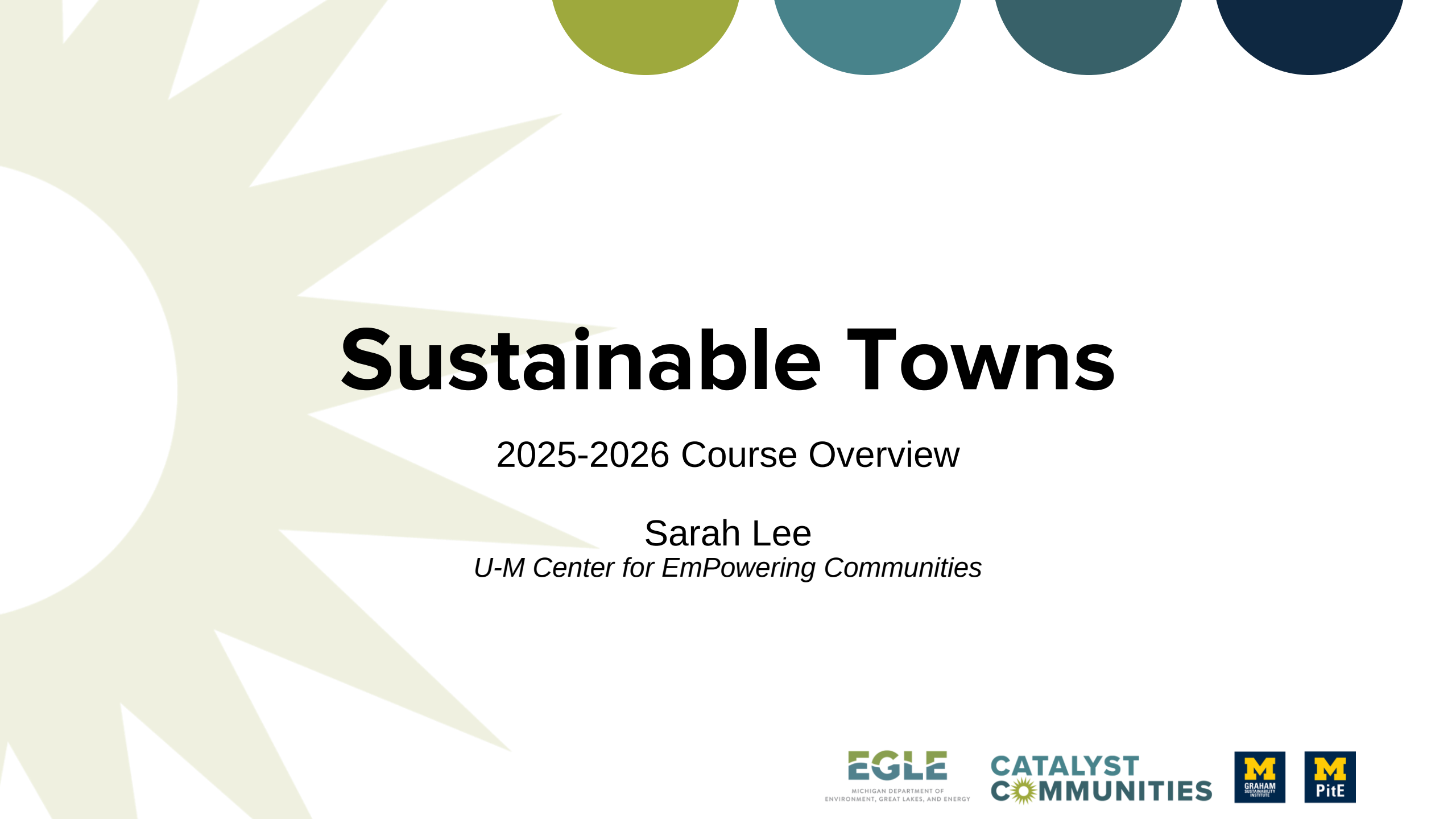
Contact: Kim Smith, ksmith@umich.edu

[Graham Sustainability Institute's Center for EmPowering Communities \(EPC\)](#) integrates leading-edge social science research with technology design, community engagement, and policymaking to foster decarbonization solutions that advance community goals. Through a partnership with EGLE, EPC's Sarah Lee supports local governments to advance their community's sustainability goals through cohorts, technical assistance, and resource development/curation. Sarah is responsible for overseeing student-LGP engagement and project support.

Contact: Sarah Lee, sarle@umich.edu

[EGLE's Catalyst Communities Initiative](#) is a comprehensive program to provide education, training, planning and technical resources to local governments as they work toward their sustainability goals. It offers an array of resources on various environmental, social, and economic topics to support communities across Michigan. The Catalyst Communities Initiative supplies a range of options to meet communities wherever they are, regardless of geography, population size, or pre-existing knowledge. By participating in the Michigan Green Communities Challenge, local governments are eligible to join [cohorts](#) (such as the Catalyst Leadership Circle and Accelerator Cohort) and receive additional technical assistance under Catalyst Communities.

Contact: Danielle Beard, dbeard@mml.org | Julie Staveland, stavelandj@michigan.gov



Sustainable Towns

2025-2026 Course Overview

Sarah Lee

U-M Center for EmPowering Communities

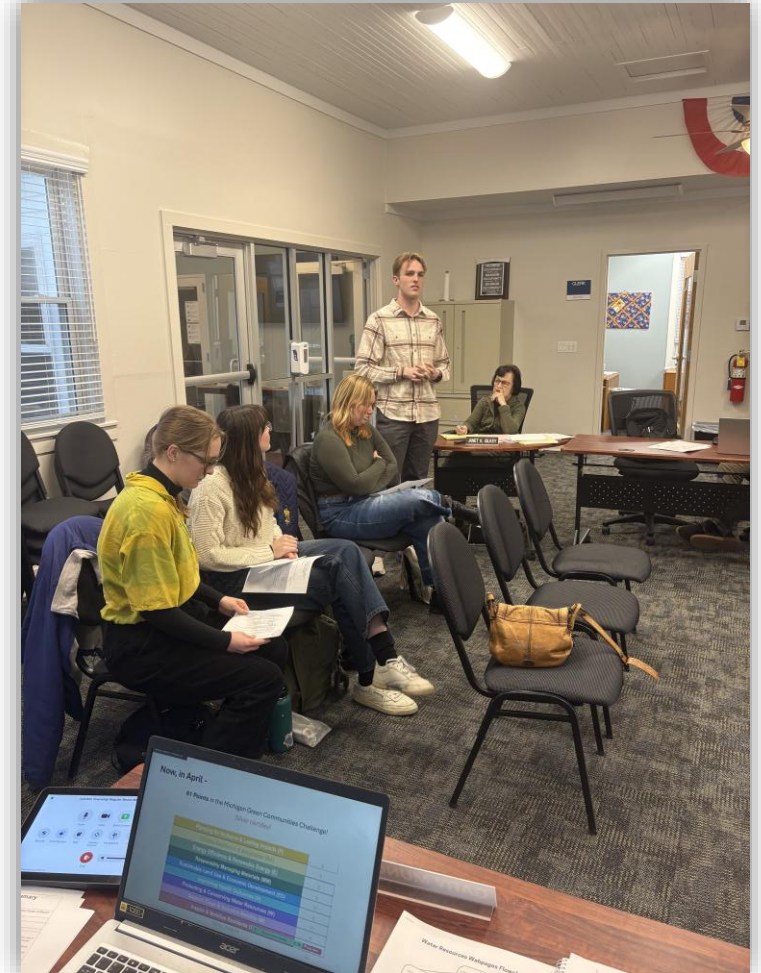
Hi, I'm Sarah Lee!

- I work at the University of Michigan Graham Sustainability Institute as part of the [Center for EmPowering Communities](#) (EPC).
- Drawing upon leading-edge science, EPC empowers communities by providing the tools and resources they need to leverage sustainability opportunities that advance community goals and enhance quality of life.



What is Sustainable Towns?

- A course in U-M's Program in the Environment (PitE) taught by [Kim Smith](#)
- A partnership to expand your office capacity, elevate your community's sustainability efforts, and ideally, open the door to additional technical assistance opportunities available through EGLE's Catalyst Communities Initiative



CATALYST COMMUNITIES INITIATIVE

Multi-tiered approach to providing communities with the resources and actions local governments can take as they work towards their sustainability goals.



- Online Resources, local examples
- Webinars, live and recorded
- Workshops and pre-conferences
- **Cohorts**

www.Michigan.gov/CatalystCommunities



MICHIGAN **GREEN** COMMUNITIES



What is MGC?



A sustainability benchmarking & technical assistance program for municipalities & counties



Accelerate environmentally sustainable actions by communities **to enhance Michigan's livability & economic competitiveness** in the 21st century global green economy

Benefits to Participating

- Free technical assistance
- Access to a peer network
- Easily create a roadmap of sustainability actions that work for your community – *Sustainable Towns helps here*

Earning 20 points gets you to Bronze!



MICHIGAN **GREEN** COMMUNITIES

www.migreencommunities.com

All 3 programs work together to help support Michigan communities in their sustainability efforts!

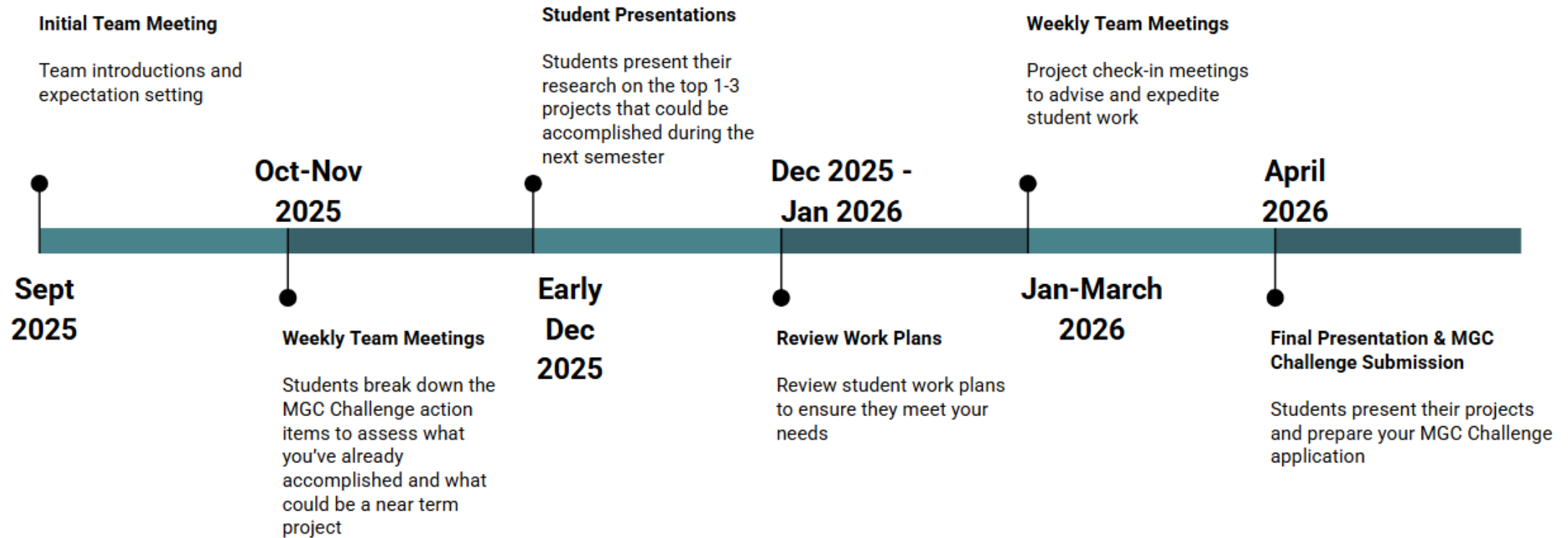


What does participation in STs look like?

- During semester 1, student teams will use the MGC Challenge action items to complete a sustainability baseline assessment of your local government, identifying potential project areas.
- They will collaborate with you to identify a few potential projects to work towards over the next few months and write work plans for each.
- During semester 2, students will carry out those work plans advancing your community's sustainability efforts and setting you up for an official submission to the Challenge (and additional free technical assistance!).
- All free, no hosting requirements or participation fees!

Engagement Timeline

Full course: August 25, 2025 – April 21, 2026



Potential Projects

- Track local energy and water use for all municipal buildings
- Develop a plan to upgrade/retrofit municipal buildings to improve energy efficiency
- Establish an internal or external sustainability team
- Participate in the MGC Network and share your community's successes/lessons learned
- Create an inventory of municipal owned street lighting
- Train relevant municipal staff on the principles of sustainability
- Adopt a policy for the municipal purchase of local goods and services as practicable
- Implement a “buy local” campaign that educates residents about the social, economic, and environmental impacts of buying local
- Create a sustainability action website and/or social media page
- Implement a community outreach/education campaign around sustainability initiatives

For the complete list, visit:

<https://migreencommunities.com/challenge-action-items>

How do I participate?

- Verbal agreement to participate ASAP
- Pass a resolution to help ensure your community's commitment to the program and sign a participation agreement by mid-August
- Designate 2 contacts for ongoing communication
 - One will be the primary contact, participating in regular team meetings to help point students in the right direction and provide relevant information
 - The second is the backup for the first in case they become unavailable
- During the program, provide regular feedback to Sarah and Kim
- *Concerns with any of the above?*
Please let me know!



Other Considerations

- Projects aim for a high level of professionalism, but are done by students in a learning environment and may not be right the first time
 - Sarah & Kim will help here!
- Students are not office interns
- The goal is to earn you enough MGC points for a Bronze certification, but it's not guaranteed
- Limited time frame - students can complete small projects or work towards big ones
 - You may need to provide students with data/systems access for project work. It won't be used for anything else.
- Bonus opportunities:
 - Student visits
 - 2 Free Michigan Sustainability Conference (MISCON) registrations





I hope that you participate!
Please reach out with any
questions.

Sarah Lee

734-764-3746
sarle@umich.edu



Memo

To: City Council
From: Salena Benavidez, Community Development Director
Date: July 14, 2025
Re: Downtown Development Authority Development Plan and Tax Increment Financing Plan Public Hearing

Background

The Charlotte Downtown Development Authority District was established under the ordinance to prevent deterioration in the Downtown District while preserving its historical character and promoting economic growth. To halt property tax value deterioration, increase property tax valuations, and facilitate the overall economic growth of its business district, it was deemed beneficial to and necessary to create and provide for the operation of a Downtown Development Authority in the City under the provisions of Act 57.

The purpose of the tax increments financing plan is to produce revenues sufficient to pay the principal, interest, paying agent fees and accounting cost for the bond issues which is proposed to finance the Development Plan and have funds available to pay for projects that do not require bond finance, typically referred to as “pay-as-you-go” projects.

The Act 57 authorizes the DDA to prepare a Tax Increment Financing Plan, which includes the Development Plan, a detailed explanation of the tax increment procedure, the maximum amount of bonded indebtedness to be incurred or reimbursed duration of the program, the impact of tax increment financing on the taxable values of all taxing jurisdictions in which the development area is located, and a statement of the portion of the captured table value to be used by the DDA. The benefit of using tax increment financing as a method to finance district improvements is that all local units of government levying taxes within the City of Charlotte contribute to the revitalization of the business district. The previous Development Plan and Tax Increment Financing Plan expired on December 31, 2023, the City of Charlotte DDA has determined that a new plan is in order to meet the needs of the downtown, city, and immediate region.

The DDA passed the Development Plan and Tax Increment Financing Plan 2025 Resolution on June 17, 2025. To proceed with the implementation, the City Council must host a public hearing to adopt the ordinance. The date, time, location, and general description of the purpose will be advertised in the local newspaper, on posters throughout the downtown district, and through direct mail to all property owners in the downtown district.

Recommendation

Establish a public hearing to review and adopt the amended Downtown Development Authority Development Plan and Tax Increment Financing Plan at the upcoming August 25, 2025 city council meeting.

Development Plan and Tax Increment Financing Plan 2025

City of Charlotte
Eaton County, Michigan
Downtown Development Authority

City of Charlotte
Eaton County, Michigan
Downtown Development Authority

DEVELOPMENT PLAN and TAX INCREMENT FINANCING PLAN

Adopted XX-XX-2025
Published XX-XX-2025
Effective XX-XX-2025

CITY COUNCIL

Tim Lewis, Mayor
Michael Duweck, Mayor Pro Tem
Anthony Rodriguez
Curtis Scott
Jeffery Christensen
Kevin Fullerton
Joseph Chin, Jr.

Robert Hillard, City Manager
Salena Benavidez, Community Development Director

CHARLOTTE DOWNTOWN DEVELOPMENT AUTHORITY

Robert Phillips, Chairperson
Amy Ramos
Anthony Caporali
Anthony Rodriguez
Courtney Mead
John Laupp
Joseph Tyler Pray
Keisha Howe
Nicole Christensen
Tim Lewis

Technical Assistance Provided By

B R 
Beckett & Raeder

TABLE OF CONTENTS

BACKGROUND AND PURPOSE

Purpose of the Tax Increment Financing Authority	1
Creation of the Tax Increment Financing Authority	1
Basis for the Development Plan	1
Charlotte Market Overview	3

GENERAL DEVELOPMENT PLAN

General Development Plan	3
--------------------------	---

DEVELOPMENT PLAN

1	Designation of Boundaries of the Development Area	3
2A	Location and Extent of Existing Street and Other Public Facilities	3
2B	Location, Character, and Extent of Existing Public and Private Land Uses	4
3	Location and Extent of Proposed Public and Private Land Uses	4
4	Legal Description of the Development Area – Existing Boundary	4
4	Legal Description of the Development Area – Expansion Boundary	6
5	The Location, Extent, Character, and Estimated Cost of Improvements	6
	Project Descriptions – Design Oriented Projects	7
	Project Descriptions – Economic Development Projects	8
	Project Descriptions – Infrastructure Projects	9
	Project Descriptions – Marketing	11
	Project Descriptions – Maintenance	12
	Project Descriptions – Placemaking	13
6	A Statement of the Construction or Stages of Construction Planned	15
7	Parts of the Development Area to be left as Open Space	15
8	Portions of the Development Area which the Authority Desires to Sell or Lease	15
9	Desired Zoning Changes and Changes in Streets, Street Levels, and Intersections	15
10	An Estimate of the Cost of the Development, Proposed Method of Financing	15
11	Designation of Person or Persons, Natural or Corporate, regarding Property Disposition	16
12	The Procedures for Bidding for the Leasing, Purchasing, or Conveying Property	16
13	Estimate of the Number of Persons residing in the Development Area	16
14	A Plan for Establishing a Priority for the Relocation of Persons	16
15	Provision for the Costs of Relocating Persons Displaced by the Development	16
16	A Plan for Compliance with the Federal Uniform Relocation Assistance	17

TAX INCREMENT FINANCING PLAN

1	Definitions as Used in the Plan	18
2	Purpose of the Tax Increment Financing Plan	19
3	Explanation of the Tax Increment Procedures	19
4	Taxing Jurisdiction Agreements	19
5	Property Valuations and Captured Revenue	20
6	Maximum Indebtedness	22
7	Use of Captured Tax Increment Revenues	22
8	Duration of the Program	23
9	Plan Impact on Local Taxing Jurisdictions	23
10	Release of Captured Revenues After Completion of Plan	23
11	Assumptions of Tax Increment Financing Plan	24
12	Operating Agreement Between DDA and Local Unit of Government	24

13	Relationship of Tax Increment Financing Plan with Other Funding Programs	24
14	Relationship to Community Master Plan	24
15	Submission of an Annual Report to the Governing Body and State Tax Commission	24

MAPS/GRAPHIC

1	Charlotte Downtown Development Authority District	2
---	---	---

TABLES

1	Downtown Development Authority Projects and Programs	14
2	Downtown Development Authority Projects and Programs by Estimated Timeframe	15
3	Anticipated Captured Taxable Valuations	21
4	Anticipated Captured Revenue	22
5	Anticipated Millage to Be Captured	23
6	Impact on Local Taxing Jurisdictions	23

EXHIBITS

DDA Parcel Information	25-28
------------------------	-------

DEVELOPMENT PLAN

Purpose Of The Downtown Development Authority Act

Part 2 of Act 57 of Public Acts of 2018, commonly referred to as the Downtown Development Authority was created in part to correct and prevent deterioration within business districts to promote economic growth and revitalization; to encourage commercial revitalization and historic preservation; to authorize the acquisition and disposal of interests in real and personal property; to authorize the creation of a downtown development authority board; to authorize the levy and collection of taxes, the issuance of bonds and the use of tax increment financing in the accomplishment of specific development activities contained in locally-adopted development plans.

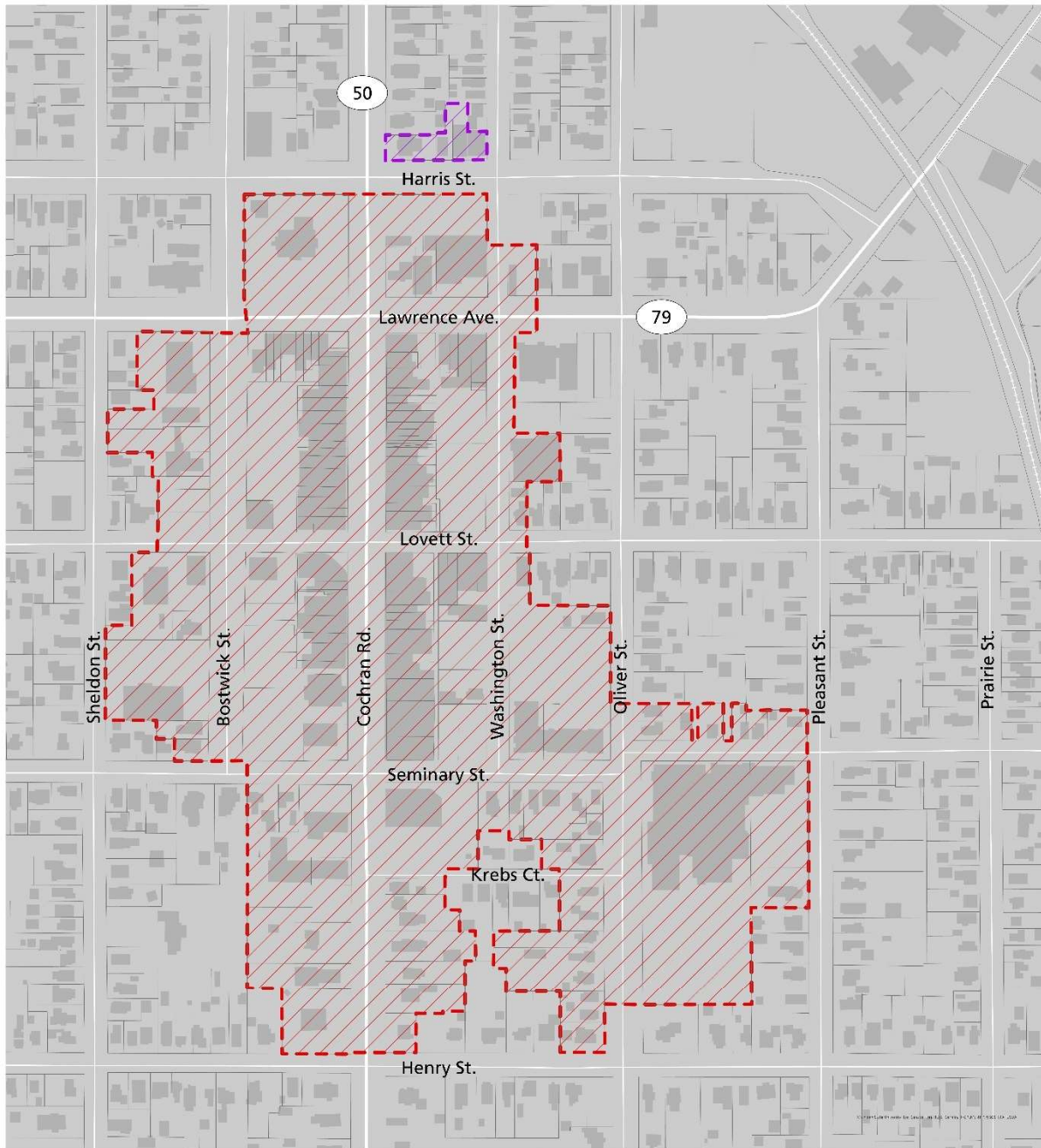
The Act aims to address problems of urban decline, strengthen existing areas, and encourage new private developments in Michigan's downtowns. It accomplishes this goal by providing communities with the legal, monetary, and organizational tools to revitalize economically distressed areas through public-initiated or privately motivated development projects. How downtown development authorities choose to use these tools depends on the problems and opportunities facing each redevelopment area and the development priorities the community and board seek to revitalize their area.

Creation of the Downtown Development Authority

On April 23, 1991, the City Council of the City of Charlotte adopted an Ordinance creating a Downtown Development Authority under Public Act 179 of 1975 and designating the boundaries of the Authority district within which the Authority will exercise its powers. In subsequent years, the Downtown Development Authority's original district was expanded, and several tax increment financing plans were approved.

Basis for the Development Plan

The Downtown Development Authority Act provides the legal mechanism for local officials to address the need for economic development in the redevelopment district. The prior Development Plan and Tax Increment Financing Plan expired at the end of 2023 and, unfortunately, were not amended and restated to continue collecting tax increment revenues and implementing projects described in the development plan. Currently, the Charlotte Downtown Development Authority continues to collect revenue resulting from a 2-mill levy authorized by the statute.



City of Charlotte DDA Parcels

January 23, 2025

Sources: Michigan Open Data Portal, City of Charlotte, Eaton County

-  Boundary of DDA Parcels
-  2025 DDA District Expansion



GENERAL DEVELOPMENT PLAN

The need for establishing the Development District (referred to as "Development Area") is founded on the basis that the future success of Charlotte's current effort to revitalize its business districts will depend, in considerable measure, on the readiness and ability of its public sector to initiate general improvements that strengthen the business districts and to encourage and participate where feasible in the development of new private uses that demonstrate the creation of new jobs, the attraction of new business, and the generation of additional tax revenues.

The General Development Plan referenced herein suggests the following:

- Continued redevelopment of the commercial area within the district by encouraging the reinvestment of public and private funds,
- Efforts to integrate the commercial, residential, and mixed-use properties within the development area,
- Efforts to create development opportunities for new commercial and residential developments,
- Installation of pedestrian improvements that would support and strengthen the business district, such as streetscape improvements, linkages with public and private facilities, and
- Integration of transportation enhancements, improving circulation and traffic in and around the downtown area, including a road diet for Cochran Avenue (M-50) through the downtown district to reduce the traffic lanes from four to three.

DEVELOPMENT PLAN

1. Designation of Boundaries of the Development Area

The Development Area boundary is within the jurisdictional limits of the City of Charlotte and the City of Charlotte Downtown Development Authority. The City of Charlotte established the Downtown Development Authority under Act 57 of 2018, as amended, through the adoption and publication of City Council Ordinance, adopted on April 23, 1991, with subsequent expansions. The Development Area boundary is contiguous with the DDA District boundary.

A proposed expansion of the DDA District is currently being contemplated. The proposed district expansion includes four properties on the north side of Harris Street between Washington Street and Cochran Avenue, as shown on the purple DDA District map.

2A. Location and Extent of Existing Streets and Other Public Facilities

Public rights-of-way along Harris, Lawrence, Lovett, Seminary, Krebs Ct., Pleasant, Oliver, Washington, Cochran, Bostwick, and Sheldon under the jurisdiction of the City of Charlotte and the State of Michigan. Public facilities within the development area include the Charlotte City Hall and Police Department, the U.S. Post Office, the Charlotte Community Library, and various public parking lots and plazas.

2B. Location, Character, and Extent of Existing Public and Private Land Uses within the Development Area

Street Right-of-Way: Existing Boundary

Street	Approximate Limits	
Lawrence	Bostwick Street	Washington Street
Lovett Street	Sheldon Street	Washington Street
Seminary Street	Bostwick Street	Pleasant Street
Krebs Ct.	Cochran Avenue	Oliver Street
Henry Street		
Sheldon Street	Lawrence Avenue	Seminary Street
Bostwick Street	Lawrence Avenue	Seminary Street
Cochran Ave	Harris Street	Henry Street
Washington	Lawrence Avenue	Seminary Street
Oliver Street	Seminary Street	Henry Street

Street Right-of-Way: Expansion Boundary

Street	Approximate Limits	
Harris Street	Cochran Avenue	Washington Street

Private Land Uses

- Residential – There are approximately 31 residential classified properties within the DDA district based on 2024 equalization records.
- Commercial – Commercial properties are located throughout the DDA district. However, the greatest concentration of commercial establishments is along Cochran Avenue between Seminary Street and Lawrence Avenue.
- Industrial – There are no industrial properties in the DDA district.
- Transportation—There are no daily private transportation facilities within the Development Area, such as railroad lines and/or truck terminals.

Private land uses include various commercial, professional offices, and residential properties.

3. Location and Extent of Proposed Public and Private Land Uses.

Currently, no public or private developments or redevelopments are proposed within the DDA district.

4. Legal Description of the Development Area

The boundaries of the Downtown Development Authority shall be as set forth on that map attached hereto and made a part hereof by reference and as described as follows:

Existing Boundary

Beginning at the northwest corner of the Courthouse Block, O.P., Village (now City) of Charlotte, Eaton County, Michigan; thence easterly along the south right-of-way of Harris Avenue to the northeast corner of Lot 2, Block 19, O.P. of Charlotte; thence southerly along the east line of Lot 2, 130.0 feet to the northeast corner of Lot 11, Block 19; thence westerly along the north line of Lot 11, 20.0 feet; thence southerly parallel with the east line of Lot 11, 230.0 feet to a point on the north line, Block 22, O.P. of Charlotte, said point lying 60.0 feet easterly along said north line from the northwest corner of Block 22; thence easterly along the north line of Block 22 to the northeast corner of Lot 4; thence southerly along the east line of Lot 4 extended, 180.0 feet to the south line of Lot 7, Block 22; thence westerly along said south line of Lot 7, 40.0 feet to the southwest corner of said lot; thence

southerly along the west line of Lot 7 extended, 200.0 feet to the northeast corner of Lot 20, Block 22; thence westerly along the north line of Lot 20, 84.0 feet; thence southerly parallel to the west line of Block 22, 180 feet to the south right-of-way line of Lovett Street; thence easterly along said right-of-way line to the northeast corner of Lot 1, Cummings Subdivision; thence southerly along the east line of said Lot 1 to the north line of Lot 7, Cummings Subdivision; thence easterly along the north line of Lot 7 to the northeast corner of Lot 6, Cummings Subdivision; thence southerly along the east line of Cummings Subdivision to the southeast corner of Lot 20; thence westerly along the north right-of-way line of Seminary Street to a point on the south line of Lot 23, Block 30, O.P. of Charlotte, said point 88.0 feet westerly from the southeast corner of Lot 23; thence northerly parallel with the east line of Lot 23, 52.0 feet; thence westerly parallel with the north line of Lot 23 to the west line of Lot 22, Block 30, O.P. of Charlotte; thence northerly along said west line to the southeast corner of Lot 20; thence westerly along the south line of Lot 20 to the southwest corner of said lot; thence northerly along the west line of Block 0, O.P. of Charlotte to the northwest corner of Lot 12, Block 30; thence easterly along the north line of Lot 12 to a point 35.0 feet easterly of the northeast corner of Lot 12; thence northerly parallel with the west line of Block 30, O.P. of Charlotte to the north line of Lot 2; thence northwesterly to the southwest corner of Lot 23, Block 25, O.P. of Charlotte; thence northerly along the west line of Lot 23 extended, Block 25, O.P. of Charlotte, 140.0 feet; thence westerly parallel with the south line of Block 25, 15.0 feet; thence northerly parallel with the west line of Block 25, 60.0 feet to the south line of Lot 13, Block 25, O.P. of Charlotte; thence westerly along said south line to the southwest corner of Lot 13; thence northerly along the west line of Block 25, 60.0 feet; thence easterly parallel to the north line of Lot 13 to the west line of Lot 11, Block 25, O.P. of Charlotte; thence northerly along the west line of Lot 11 extended to the southeast corner of Lot 3, Block 25, O.P. of Charlotte; thence westerly along the south line of Lot 3 to the southwest corner of said lot; thence northerly along the west line of Lot 3 to the northwest corner of said lot, said point being on the south right-of-way of Lawrence Avenue; thence easterly along the south right of-way line of Lawrence Avenue to the northwest corner of Block 24, O.P. of Charlotte; thence northerly along the east right-of-way of Bostwick Street to the point of beginning.

Commencing 165'E of the NW corner of Lot 1 of Lawrences Subdivision of Outlots, thence S to the SE corner Lot 2 of Krebs Subdivision, E 41.18', S to the N line of Lot 13 of Lawrences Subdivision of Outlots, thence E to a point that is 237.8'E of the NW corner of said Lot 13, S to S line of said Lot 13, W 29', S to a point 105.31'N of N line of E Henry St, W 57', S 5.31', W 58.8', S 100' to N line of W Henry St, thence W along N line of W Henry to a point 174'; W of SE corner of Lot y of Brooks Addition, N 159', W 90', N to S line of W Seminary St, E to beginning.

Lot 10 except the S 5 feet for street of Gales addition, also Lots 11, 12, 25, 26, 27, and N 14 feet of Lot 28. Also commencing at the SE corner of Lot 22, Block 34 of the original plat of Charlotte, thence W on the N line of Seminary Street 42 feet, N 97 feet, E 32 feet, S 19.5 feet, E 10 feet to E Line of Block 34, S 77.5 feet to beginning. Also commencing 50 feet N and 165 feet E of the SW corner of Block 34, N 97 feet, E 66 feet, S to the N line of Seminary Street, W 66 feet to the beginning. Also commencing 50 feet N of SW corner of Block 34 on N line of Seminary Street, E 150 feet, N 50 feet, W 150 feet, S 50 feet to beginning and also commencing 100 feet N of SW corner of Block 34, N 47 feet, E to a point 128 feet W of E line of Block 34, S 47 feet, W to beginning. Also commencing at the NE corner of Lot 8 of Lawrence's addition of out lots, thence S to the N line of Henry Street, W to the SW corner of Lot 17, N to the NW corner of Lot 16, W 137.5 feet, N 60 feet, W 32 feet to the W line of Lot 15, N to the NW corner of Lot 12, E to the SW corner of Lot 11, N to the N line of Krebs Court, W along N line of Krebs Court to the W line of Lot 9, N to the NW corner of said Lot 9, W to the E line of Lot 6, N along E line of Lot 6 to a point 120.75 feet S of the NW corner of Lot 6, W to the E line of alley which is adjacent to the W line of Lot 4, N to the S line of Seminary Street, E along Seminary to the point of beginning.

(Note: Legal description from Charlotte City Code posted on American Legal Publishing website - https://codelibrary.amlegal.com/codes/charlotte/latest/charlotte_mi/0-0-0-14426)

Proposed 2025 Boundary Expansion

Properties on the north side of Harris Street between Washington Street and Cochran Avenue (M-50).

(Note: Description from Beckett & Raeder, Inc.)

5. The Location, Extent, Character, and Estimated Cost of Improvements, including Rehabilitation for the Development Area and an Estimate of Time Required for Completion.

Projects proposed for implementation in the development area delineate various public improvements confined to the public right-of-way. Cost estimates listed in Table 1 are estimated costs and will be refined as design plans are completed for individual projects. Funding for the public improvement is proposed from various sources, including tax increment revenues, Federal and State authorities, and other additional sources, depending on the scope and location of the project.

The cost estimates are based on similar projects of similar size, and the timeframes for potential completion are based on the DDA Board's ranking survey response. The DDA can adjust the project timing, as needed, based on funding availability and other considerations.

DESIGN ORIENTED PROJECTS

Accessibility

Incorporate ADA features when reconstructing public infrastructure to accommodate the elderly and children.

Banner Program

Institute a seasonal and special banner program for downtown light standards and a system that allows horizontal banners to be displayed across the street.

Road Diet for Cochran Avenue (M-50)

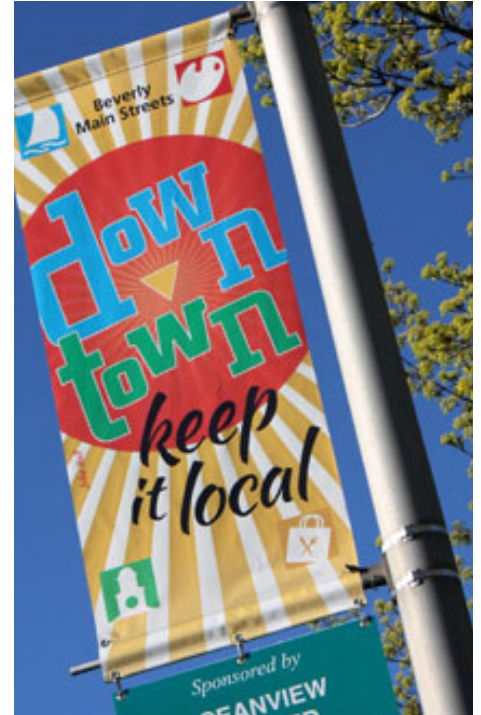
Advance a plan to MDOT that reduces the lane configuration on Cochran Avenue to 3-lanes. Options include reconstruction of the street width to three lanes with larger sidewalks or the simple re-stripping of the street to include the three lanes.



At-Grade Demaracted Zebra Crossings



Community-Specific Banner Program



Community-Specific Banner Program



Example of a 4-Lane to a 3-Lane Road Diet

ECONOMIC DEVELOPMENT PROJECTS

Façade Grants

Administer a program that offers façade grants to property owners in the Charlotte Central Historic District to renovate their buildings according to the National Register of Historic Places guidelines.

Upper Story Use Inventory

Conduct an inventory of downtown upper stories to determine their feasibility for conversion to residential apartments/lofts.

Pop-Up Retail Space

Evaluate the feasibility, costs, and location for a pop-up retail facility in the downtown area. This would provide opportunities for retail start-ups and serve as a business incubator. A regional example, is the Muskegon downtown pop-retail facility located on a previous vacant lot.

Business Retention

Business retention starts with thoroughly knowing every business so that you can assess the district's needs and, in turn, be proactive in meeting those needs.

Building and Land Acquisition

From time to time, the Downtown Development Authority may need to acquire land or buildings to facilitate public improvements or private investment in the development area.



Example - Upper Story Loft Apartment



Example - Muskegon Retail Pop-Up

INFRASTRUCTURE PROJECTS

Charging Stations

Strategically locate electric charging stations in public parking facilities.

Downtown Restrooms

Determine an appropriate location to construct public downtown restrooms; especially for special events.

Parking Lot Improvements

Evaluate the condition of public parking facilities and develop a schedule for annual and long-term maintenance.

Parking Study

Retain the services of a parking consultant to ascertain the demand and supply for off-street and in-street parking facilities in the downtown.

Waste Collection Facilities

Conduct an inventory to identify waste removal requirements for downtown businesses by block, and design a waste collection facility that multiple businesses can use. These facilities would be screened and have access to sanitary and water service for periodic cleaning.



Electric Vehicle Charging Station



Waste Collection Facility Enclosure

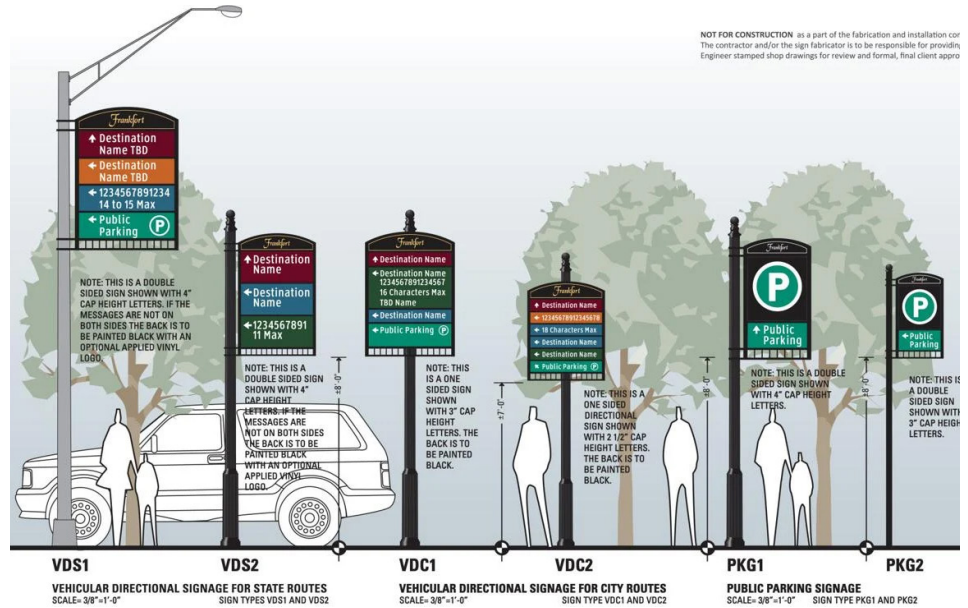
INFRASTRUCTURE PROJECTS

Wayfinding

Design and implement a coordinated wayfinding system for downtown and the overall community. Depending on sign locations, the DDA could initiate the design and the city jointly implement it.

Wireless/Sound/Security System

In conjunction with overall streetscape improvements, consider the installation of a wireless/sound/security system for the downtown area.



Example - Wayfinding Signage System



Wireless, Sound and Security System,

MARKETING

Business Directory

Coordinate with the Chamber the design and development of a changeable business directory sign.

City Branding

Pursue design and implementation of a city branding program that would components for Charlotte Rising and City.

Downtown App

Create a downtown Charlotte App that would contain a business directory, calendar of events, business specials and promotions, and rewards opportunities.

Downtown Food & Drink Week

Coordinate with downtown restaurants and pubs, a week-long promotion of their respective offerings.

Business Recruitment

Business recruitment strategies are essential to the success of a comprehensive revitalization plan. One of the most effective recruitment tools a downtown district can have is an effective program to assist existing businesses in remaining downtown or expanding their businesses within the downtown. Through this process, you will strengthen your businesses, and they, in turn, will become your most excellent recruitment tool. Once your business retention program is solidly underway, you should prepare for a comprehensive business recruitment strategy.



Example - Digital Directory Board with App



Example - Downtown App

MAINTENANCE

Downtown Maintenance

Coordinate with the City a seasonal downtown maintenance program that includes options for street sweeping, sidewalk sweeping, snow removal, refuse pickup, landscaping watering, and periodic painting of public fixtures and furnishings.

Parking Lot Improvements

Allocate funds to maintain, improve, and reconstruct the District's City/DDA parking facilities.

Snow Removal - Parking Lots

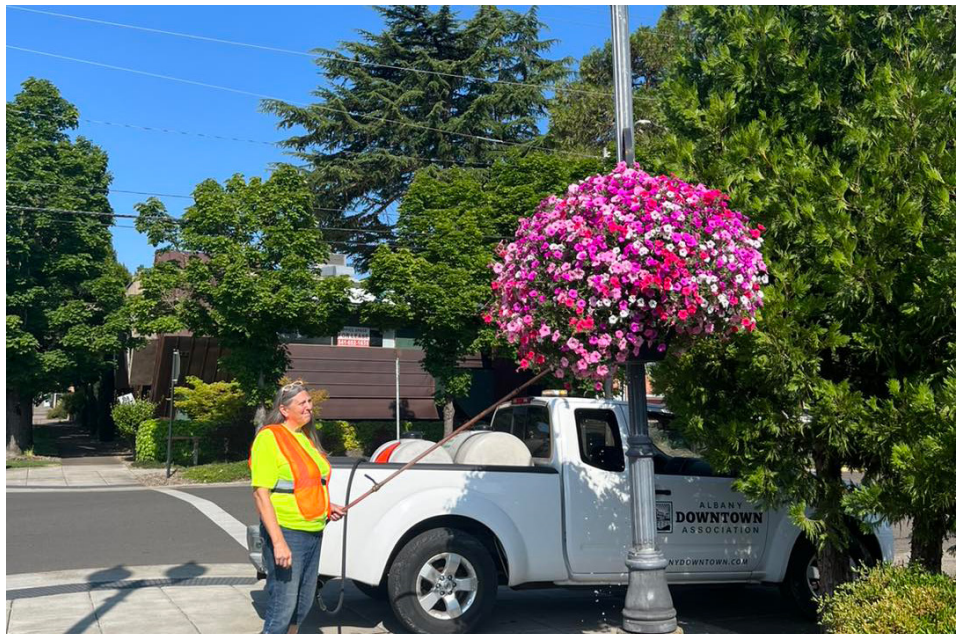
Annual budget item to reimburse, if necessary, the City of Charlotte DPW for snow removal services in downtown public parking lots.

Snow Removal - Sidewalks

Continue to evaluate with the City the downtown-wide snow removal program.



Example - Sidewalk Sweeper



Example - Watering Truck

PLACEMAKING

Courthouse Gathering Event Place

Collaborate with the owners on the opportunity to create an enhanced public gathering event space on the former County Courthouse property.

Beach Market

Provide support, when needed, for the Beach Market facility.

Gateway Enhancements

Design and implement physical gateways to the downtown at Cochran and Upland/Shepherd, Harris and Lawrence, and Cochran and Amity intersections.

Holiday Decorations and Special Event Lighting

Coordinate the design and implementation of holiday decorations and special event lighting with the ultimate goal of ownership.

Landscaping

Evaluate locations for hanging baskets, large pots with plant materials, and other affordable landscaping techniques to add color to the downtown.

Public Art, Murals and Interactive Engagement

Commission public art and/or murals and install in plazas or areas/buildings with high visibility. In addition, incorporate into the public art opportunities for customer and resident interaction and entertainment.



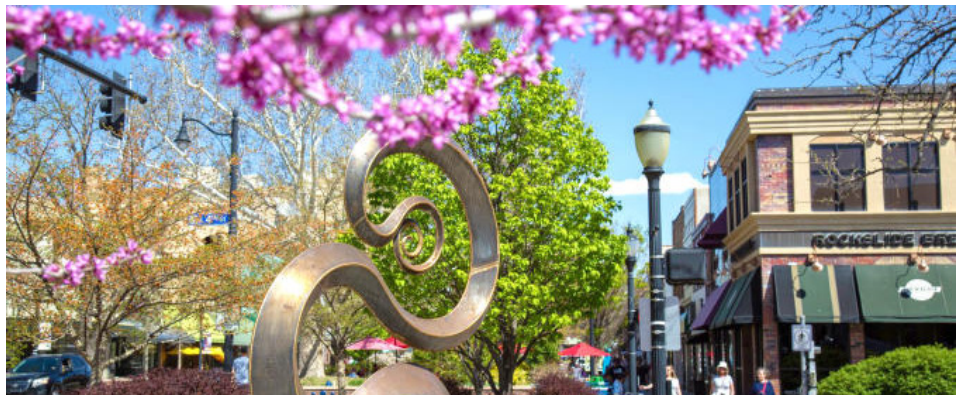
Beach Market - Downtown Charlotte



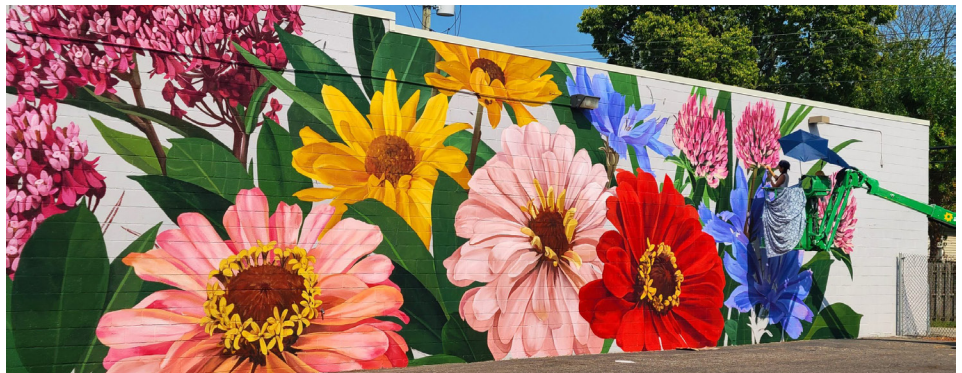
Example - Large Landscape Pots



Example - Light Pole Hanging Baskets



Example - Public Art



Example - Public Murals

Table 1 – Downtown Development Authority Projects and Programs

		Foecasted Cost (30-Year)	Activity Timeframe
DESIGN ORIENTED PROJECTS			
	Accessibility	\$ 35,000	7-15 Years
	Banner Program	\$ 25,000	1-6 Years
	Road Diet for Cochrance Avenue	MDOT	1-6 Years
ECONOMIC DEVELOPMENT PROJECTS			
	Façade Grants	\$ 350,000	1-6 Years
	Upper Story Use Inventory	\$ 10,000	7-15 Years
	Pop-Up Retail	\$ 150,000	7-15 Years
INFRASTRUCTURE PROJECT			
	Charging Stations (Level 2 - DC Fast Chargers)	\$ 40,000	7-15 Years
	Downtown Restrooms	\$ 575,000	7-15 Years
	Parking Lot Improvements	\$ 715,000	1-6 Years
	Parking Study	\$ 42,000	1-6 Years
	Waste Collection Facilities (6)	\$ 190,000	7-15 Years
	Wayfinding	\$ 45,000	1-6 Years
	Wireless/Sound/Security System	\$ 125,000	7-15 Years
MARKETING			
	Business Directory-Digital	\$ 5,000	7-15 Years
	City/DDA Branding	\$ 38,000	1-6 Years
	Downtown App	\$ 5,000	7-15 Years
	Downtown Food & Drink Week	\$ 7,500	1-6 Years
MAINTENANCE			
	Sidewalk Sweeper	\$ 37,500	7-15 Years
	Landscape Watering Trailer	\$ 6,000	7-15 Years
	Snow Removal - Sidewalks	Annual	Annual
	Snow Removal - Parking Lot	Annual	Annual
PLACEMAKING			
	Courthouse Gathering Event Space	\$ 475,000	1-6 Years
	Beach Market	\$ 300,000	7-15 Years
	Gateway Enhancements-Design	\$ 22,000	1-6 Years
	Holiday Decorations and Special event Lighting	\$ 45,000	7-15 Years
	Landscaping Pots and Flowers	\$ 7,500	1-6 Years
	Public Art and Murals	\$ 300,000	7-15 Years
	Pop-Up Retail	\$ 250,000	1-6 Years
		\$ 3,800,500	

Note: The scope and cost of the project may vary depending on the final design of each component. Project descriptions reflect the overall scope of the projects envisioned by Charlotte DDA. The DDA recognizes that market forces, private investment, future public-private partnerships, and legislative amendments may result in changes to the final design, cost, and prioritization of the projects consistent with overall concepts embodied in this Development Plan and Tax Increment Financing Plan.

6. A Statement of the Construction or Stages of Construction Planned and the Estimated Time of Completion.

The schedule for the construction of the public improvement program for projects enumerated in the Development Plan would occur over the next thirty (30) years. It would be contingent on the availability of other funding sources to leverage forecasted tax increment revenues. Improvements proposed in the amended plan are considered public-private initiatives and involve close coordination with the City of Charlotte, state and federal agencies, and private developers.

Table 2 – Downtown Development Authority Projects and Programs by Estimated Timeframe

Project/Program	1 to 6	7 to 15	16 or more	Total
Type	Years	Years	Years	Cost
Design	\$ 25,000	\$ 35,000	\$ -	\$ 60,000
Economic Development	\$ 350,000	\$ 160,000	\$ -	\$ 510,000
Infrastructure	\$ 45,000	\$ 1,330,000	\$ 357,000	\$ 1,732,000
Maintenance	\$ -	\$ 43,500	\$ -	\$ 43,500
Marketing	\$ 38,000	\$ 10,000	\$ 7,500	\$ 55,500
Placemaking	\$ 272,000	\$ 352,500	\$ 775,000	\$ 1,399,500
	\$ 730,000	\$ 1,931,000	\$ 1,139,500	\$ 3,800,500

7. Parts of the Development Area to be Left as Open Space and Contemplated Use.

Much of the development area district is devoted to buildings, parking lots, and public rights-of-way. There are no definable areas within the development area district reserved as public open space, with the exception of a small pocket park on the south side of Lawrence Avenue across the street from Charlotte City Hall and the Police Department.

8. Portions of the Development Area which the Authority Desires to Sell, Donate, Exchange, or Lease to or From the Municipality and the Proposed Terms.

Currently, the Downtown Development Authority owns a public parking lot, which may be transferred to the City of Charlotte.

9. Desired Zoning Changes in Streets, Street Levels, Intersections, and Utilities.

No zoning changes affecting land use are needed to encourage or accommodate the level of redevelopment and development envisioned by this Development Plan. However, modifications to the zoning ordinance suggested in the 2024 Community Master Plan will influence the scope and extent of the district's redevelopment and revitalization efforts.

10. An Estimate of the Cost of the Development, Proposed Method of Financing, and Ability of the Authority to Arrange the Financing.

Financing for the public improvement projects outlined in Section 6 would be provided through funds generated by the Tax Increment Financing Plan resulting from the annual increase in property valuations from natural growth and new construction within the Development Area. Further, the Downtown Development Authority may request the City to sponsor a general obligation bond using the proceeds of the tax increments as debt service payments to finance the improvements. In addition, funds may be sought for Community Development Block Grant (CDBG) program funds, monies

through the Michigan Economic Development Corporation ("MEDC"), and any other funding programs that the Authority and City of Charlotte deem beneficial.

11. Designation of Person or Persons, Natural or Corporate, to whom all or a portion of the Development is to be Leased, Sold, or Conveyed in any manner and for whose benefit the Project is being undertaken, if that information is available to the Authority.

The public improvements undertaken in the Development Plan will remain in public ownership for the public's benefit. Although components of the projects outlined (e.g., lighting, and landscaping) benefit adjacent commercial property owners, they are public assets to be managed by the municipality.

12. The Procedures for Bidding for the Leasing, Purchasing, or Conveying of all or a portion of the Development upon its completion, if there is no expressed or implied Agreement between the Authority and Persons, Natural or Corporate, that all or a portion of the Development will be Leased, Sold, or Conveyed to those Persons.

Currently, there are no agreements for property conveyance between the City of Charlotte, Charlotte Downtown Development Authority, or any person(s), natural or corporate, for properties within that portion of the Development Area covered by the Development Plan. All land acquisitions, if any, would be done by mutual agreement between the seller and the Authority as property becomes available. The Downtown Development Authority shall conduct any such sale, lease, or exchange under requirements specified in Act 57 of 2018, as amended, with the consent of the City of Charlotte. According to applicable City policy and Michigan state law, more detailed procedures will be developed if needed before the transactions are executed.

13. Estimates of the Number of Persons Residing in the Development Area and the Number of Families and Individuals to be Displaced.

Based on a review of the properties within the Downtown Development Authority District and Development Area, less than 100 individuals are estimated to reside within the Development Area. As a result, the City of Charlotte will not need to establish an Area Development Citizens Council under Section 221 (MCL 125.4221) of Act No. 57 of 2018, as amended. This information was derived from a review of assessment data, which enumerated thirty-one (31) improved residential properties within the district. Based on an average household size of 2.51 from the U.S. Census Bureau, this would equate to an estimated 78 individuals.

The Development Plan does not require the acquisition and clearance of occupied residential property or the displacement of individuals and families within that portion of the Development Area covered by the Development Plan.

14. A Plan for Establishing Priority for the Relocation of Persons Displaced by the Development in any New Housing in the Development Area.

There is no plan to condemn property in conjunction with the Development Plan, so this section is inapplicable.

15. Provision for the Costs of Relocating Persons Displaced by the Development, and Financial Assistance and Reimbursement of Expenses, including Litigation expenses and expenses incident to the Transfer of Title per the Standards and Provisions of the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970.

There is no plan to condemn property in conjunction with the Development Plan, so this section is inapplicable.

16. A Plan for compliance with the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and Act 227 of the Public Acts of 1972.

There is no plan to condemn property in conjunction with the Development Plan, so this section is inapplicable.

TAX INCREMENT FINANCING PLAN

1. Definitions as Used in This Plan.

- a. "Captured assessed value" means the amount in any 1 year by which the current assessed value of the project area, including the assessed value of property for which specific local taxes are paid in lieu of property taxes as determined in subdivision (c), exceeds the initial assessed value. The state tax commission shall prescribe the method for calculating captured assessed value.
- b. "Initial assessed value" means the assessed value, as equalized, of all the taxable property within the boundaries of the development area at the time the ordinance establishing the tax increment financing plan is approved, as shown by the most recent assessment roll of the municipality for which equalization has been completed at the time the resolution is adopted. Property exempt from taxation at the time of the determination of the initial assessed value shall be included as zero. For the purpose of determining initial assessed value, property for which a specific local tax is paid in lieu of a property tax shall not be considered to be property that is exempt from taxation. The initial assessed value of property for which a specific local tax was paid in lieu of a property tax shall be determined as provided in subdivision "c" below; Specific Local Tax.
- c. "Specific local tax" means a tax levied under 1974 PA 198, MCL 207.551 to 207.572, the commercial redevelopment act, 1978 PA 255, MCL 207.651 to 207.668, the technology park development act, 1984 PA 385, MCL 207.701 to 207.718, and 1953 PA 189, MCL 211.181 to 211.182. The initial assessed value or current assessed value of property subject to a specific local tax shall be the quotient of the specific local tax paid divided by the ad valorem millage rate. However, after 1993, the state tax commission shall prescribe the method for calculating the initial assessed value and current assessed value of property for which a specific local tax was paid in lieu of a property tax.
- d. "Tax increment revenues" means the amount of ad valorem property taxes and specific local taxes attributable to the application of the levy of all taxing jurisdictions upon the captured assessed value of real and personal property in the development area, subject to the following requirements:
 - (i) Tax increment revenues include ad valorem property taxes and specific local taxes attributable to the application of the levy of all taxing jurisdictions other than the state under the state education tax act, 1993 PA 331, MCL 211.901 to 211.906, and local or intermediate school districts upon the captured assessed value of real and personal property in the development area for any purpose authorized by this act.
 - (ii) Tax increment revenues include ad valorem property taxes and specific local taxes attributable to the application of the levy of the state under the state education tax act, 1993 PA 331, MCL 211.901 to 211.906, and local or intermediate school districts upon the captured assessed value of real and personal property in the development area in an amount equal to the amount necessary, without regard to subparagraph (i), to repay eligible advances, eligible obligations, and other protected obligations.
 - (iii) Tax increment revenues do not include any of the following:
 - (A) Ad valorem property taxes attributable either to a portion of the captured assessed value shared with taxing jurisdictions within the jurisdictional area of the authority or to a portion of the value of property that may be excluded from captured assessed value or specific local taxes attributable to such ad valorem property taxes.
 - (B) Ad valorem property taxes are excluded by the tax increment financing plan of the authority from the determination of the amount of tax increment revenues to be transmitted to the authority or specific local taxes attributable to such ad valorem property taxes.
 - (C) Ad valorem property taxes are exempted from capture under section 3(3) or specific local taxes attributable to such ad valorem property taxes.
 - (D) Ad valorem property taxes levied under one or more of the following, or specific local taxes attributable to those ad valorem taxes:
 - The Zoological Authorities Act, 2008 PA 49, MCL 123.1161 to 123.1183.
 - ii. The Art Institute Authorities Act, 2010 PA 296, MCL 123.1201 to 123.1229.

2. Purpose of the Tax Increment Financing Plan

The Charlotte Downtown Development Authority District was established under ordinance to prevent deterioration in the Downtown District while preserving its historical character and promoting economic growth. To halt property tax value deterioration, increase property tax valuations, and facilitate the overall economic growth of its business district, it was deemed beneficial and necessary to create and provide for the operation of a Downtown Development Authority in the City under the provisions of Act 57.

The purpose of the tax increment financing plan is to produce revenues sufficient to pay the principal, interest, paying agent fees and accounting costs for the bond issue which is proposed to finance the Development Plan and have funds available to pay for projects that do not require bond financing; typically referred to "pay-as-you-go" projects.

The Act 57 authorizes the DDA to prepare a Tax Increment Financing Plan (the "Plan"), which includes the Development Plan, a detailed explanation of the tax increment procedure, the maximum amount of bonded indebtedness to be incurred or reimbursed, duration of the program, the impact of tax increment financing on the taxable values of all taxing jurisdictions in which the development area is located, and a statement of the portion of the captured taxable value to be used by the DDA. The benefit of using tax increment financing as a method to finance district improvements is that all local units of government levying taxes within the City of Charlotte contribute to the revitalization of the business district. Prior to legislative authorization of tax increment financing only the municipality provided tax revenues for revitalization activities while the other taxing authorities shared in the benefits of the revitalization efforts. Although the previous Development Plan and Tax Increment Financing Plan expired on December 31, 2023, the City of Charlotte DDA has determined that a new plan is in order to meet the needs of the downtown, city, and immediate region.

3. Explanation of the Tax Increment Procedure

The theory of tax increment financing holds that investment in necessary capital improvements in a designated area within a municipality will result in greater property tax revenues from that area than would otherwise occur if no special development were undertaken. This section is intended to explain the tax increment procedure.

- a. In order to provide a Downtown Development Authority with the means of financing development proposals, the Act allows undertaking tax increment financing of development programs. These programs must be identified in a tax increment financing plan, which has been approved by the governing body of a municipality. Tax increment financing permits the Authority to capture incremental tax revenues attributable to increases in the value of real and personal property located within an approved development area. The increases in property value may be attributable to new construction, rehabilitation, remodeling, alterations, additions or any other factors that cause growth in value.
- b. At the time the resolution or ordinance establishing a tax increment financing plan is adopted, the sum of the most recently taxable values, as equalized, of those taxable properties located within the development area is established as the "Initial Taxable Value" (the "ITV"). Property exempt from taxation at the time of determination of the Initial Taxable value is included as zero. In each subsequent year, the total real and personal property within the district, including abated property on separate rolls, is established as the "Current Taxable value."
- c. The amount by which the total taxable value exceeds the ITV is the Captured Taxable Value (the "CTV"). During the period in which a tax increment financing plan is in effect, local taxing jurisdictions continue to receive ad valorem taxes based on the ITV. Property taxes paid on a predetermined portion of the CTV in years subsequent to the adoption of tax increment financing plan, however, are payable to an authority for the purposes established in the tax increment financing plan.

4. Taxing Jurisdiction Agreements.

Tax increment revenues for the DDA result from the application of the general tax rates of the incorporated municipalities and all other political subdivisions, which levy taxes in the development area to the captured taxable value. Currently the Charlotte DDA has no taxing jurisdiction agreements.

5. Property Valuations and Captured Revenue.

The property valuation on which tax increment revenues will be captured is the difference between the Initial Assessed Valuation and the Current Assessed Valuation. The purpose of this section is to set forth the Initial Assessed Valuation, the projected Captured Assessed Valuation and the anticipated increment revenues to be received by the Authority from the local taxing jurisdictions including the City of Charlotte, Eaton County and any other authorities or special tax districts that may be eligible to levy property taxes within the boundaries of the DDA, herein collectively referred to as the "Local Taxing Jurisdictions."

- a. The Initial Assessed Valuation for the 2025 tax increment financing district ("TIF #1") was established based on the 2024 state taxable valuations on real property and on all non-exempt parcels within that portion of the Development Area as of December 31, 2024. The Initial Taxable Valuation which will be the base year is \$9,311,202.00.
- b. The anticipated Captured Taxable Value (CTV) is equivalent to the annual total taxable value within the Development Area boundaries less the Initial Taxable value as described above. The tax increment revenues are then the product of all millages levied by all taxing units in the Development Area on the CTV. The CTV is projected based on a number of factors including historical growth patterns, construction trends, economic indicators and the impact of certain development projects anticipated to be undertaken by the DDA. Due to the lack major reinvestment in the DDA district the annual valuation increases are forecasted at 3.00% for year 2025-26, 2.50% for year 2026-27, 2.00% for year 2027-28, and then 1.50% thereafter. In the future, when buildings are sold the taxable valuation is uncapped which will increase the property valuations leading to higher CAV for the district. For projection purposes, the annual growth rate is forecasted at:

Fiscal Year	Growth Rates
2025 - 2026	3.00%
2026 - 2027	2.50%
2027 - 2028	2.00%
2028 - 2055	1.50%

- c. A more detailed depiction of the Captured Taxable Valuations can be found in Table 4 and Table 5.
- d. The DDA will receive that portion of the tax levy of all taxing jurisdictions paid each year on the Captured Taxable Value of the eligible property included in the Development Area. The Authority may use the revenues for any legal purpose as is established under the Act including the payment of principal and interest on bonds, if any.

Table 3
Anticipated Captured Taxable Valuation

	Fiscal Year Jan-Dec	Tax Roll Assessment Date	TIF District				
			Annual Valuation	Annual Taxable Growth (+ / -)	Total Valuation	Taxable Valuation <i>Annual Growth</i>	Captured Valuation
	2024 - 2025	12-31-2024	\$ 9,311,202		\$ 9,311,202		
1	2025 - 26	12-31-23	\$ 9,311,202	3.00%	\$ 9,590,538	\$ 279,336	\$ 279,336
2	2026 - 27	12-31-24	\$ 9,590,538	2.50%	\$ 9,830,302	\$ 239,763	\$ 519,100
3	2027 - 28	12-31-25	\$ 9,830,302	2.00%	\$ 10,026,908	\$ 196,606	\$ 715,706
4	2028 - 29	12-31-16	\$ 10,026,908	1.50%	\$ 10,177,311	\$ 150,404	\$ 866,109
5	2029 - 30	12-31-27	\$ 10,177,311	1.50%	\$ 10,329,971	\$ 152,660	\$ 1,018,769
6	2030 - 31	12-31-28	\$ 10,329,971	1.50%	\$ 10,484,920	\$ 154,950	\$ 1,173,718
7	2031 - 32	12-31-29	\$ 10,484,920	1.50%	\$ 10,642,194	\$ 157,274	\$ 1,330,992
8	2032 - 33	12-31-30	\$ 10,642,194	1.50%	\$ 10,801,827	\$ 159,633	\$ 1,490,625
9	2033 - 34	12-31-31	\$ 10,801,827	1.50%	\$ 10,963,855	\$ 162,027	\$ 1,652,653
10	2034 - 35	12-31-32	\$ 10,963,855	1.50%	\$ 11,128,312	\$ 164,458	\$ 1,817,110
11	2035 - 36	12-31-33	\$ 11,128,312	1.50%	\$ 11,295,237	\$ 166,925	\$ 1,984,035
12	2036 - 37	12-31-34	\$ 11,295,237	1.50%	\$ 11,464,666	\$ 169,429	\$ 2,153,464
13	2037 - 38	12-31-35	\$ 11,464,666	1.50%	\$ 11,636,636	\$ 171,970	\$ 2,325,434
14	2038 - 39	12-31-36	\$ 11,636,636	1.50%	\$ 11,811,185	\$ 174,550	\$ 2,499,983
15	2039 - 40	12-31-37	\$ 11,811,185	1.50%	\$ 11,988,353	\$ 177,168	\$ 2,677,151
16	2040 - 41	12-31-38	\$ 11,988,353	1.50%	\$ 12,168,178	\$ 179,825	\$ 2,856,976
17	2041 - 42	12-31-39	\$ 12,168,178	1.50%	\$ 12,350,701	\$ 182,523	\$ 3,039,499
18	2042 - 43	12-31-40	\$ 12,350,701	1.50%	\$ 12,535,961	\$ 185,261	\$ 3,224,759
19	2043 - 44	12-31-41	\$ 12,535,961	1.50%	\$ 12,724,001	\$ 188,039	\$ 3,412,799
20	2044 - 45	12-31-42	\$ 12,724,001	1.50%	\$ 12,914,861	\$ 190,860	\$ 3,603,659
21	2045 - 46	12-31-43	\$ 12,914,861	1.50%	\$ 13,108,584	\$ 193,723	\$ 3,797,382
22	2046 - 47	12-31-44	\$ 13,108,584	1.50%	\$ 13,305,212	\$ 196,629	\$ 3,994,010
23	2047 - 48	12-31-45	\$ 13,305,212	1.50%	\$ 13,504,791	\$ 199,578	\$ 4,193,589
24	2048 - 49	12-31-46	\$ 13,504,791	1.50%	\$ 13,707,362	\$ 202,572	\$ 4,396,160
25	2049 - 50	12-31-47	\$ 13,707,362	1.50%	\$ 13,912,973	\$ 205,610	\$ 4,601,771
26	2050 - 51	12-31-48	\$ 13,912,973	1.50%	\$ 14,121,668	\$ 208,695	\$ 4,810,466
27	2051 52	12-31-49	\$ 14,121,668	1.50%	\$ 14,333,493	\$ 211,825	\$ 5,022,291
28	2052 53	12-31-50	\$ 14,333,493	1.50%	\$ 14,548,495	\$ 215,002	\$ 5,237,293
29	2053 54	12-31-51	\$ 14,548,495	1.50%	\$ 14,766,722	\$ 218,227	\$ 5,455,520
30	2054 55	12-31-52	\$ 14,766,722	1.50%	\$ 14,988,223	\$ 221,501	\$ 5,677,021

Table 4
Anticipated Captured Revenue

		City of Charlotte	Eaton County	
Fiscal Year		Total	Total	Captured Revenue
Jan-Dec		17.0177	9.5819	26.5996
2024 - 2025				
1	2025 - 26	\$ 4,754	\$ 2,677	\$ 7,430
2	2026 - 27	\$ 8,834	\$ 4,974	\$ 13,808
3	2027 - 28	\$ 12,180	\$ 6,858	\$ 19,037
4	2028 - 29	\$ 14,739	\$ 8,299	\$ 23,038
5	2029 - 30	\$ 17,337	\$ 9,762	\$ 27,099
6	2030 - 31	\$ 19,974	\$ 11,246	\$ 31,220
7	2031 - 32	\$ 22,650	\$ 12,753	\$ 35,404
8	2032 - 33	\$ 25,367	\$ 14,283	\$ 39,650
9	2033 - 34	\$ 28,124	\$ 15,836	\$ 43,960
10	2034 - 35	\$ 30,923	\$ 17,411	\$ 48,334
11	2035 - 36	\$ 33,764	\$ 19,011	\$ 52,775
12	2036 - 37	\$ 36,647	\$ 20,634	\$ 57,281
13	2037 - 38	\$ 39,574	\$ 22,282	\$ 61,856
14	2038 - 39	\$ 42,544	\$ 23,955	\$ 66,499
15	2039 - 40	\$ 45,559	\$ 25,652	\$ 71,211
16	2040 - 41	\$ 48,619	\$ 27,375	\$ 75,994
17	2041 - 42	\$ 51,725	\$ 29,124	\$ 80,849
18	2042 - 43	\$ 54,878	\$ 30,899	\$ 85,777
19	2043 - 44	\$ 58,078	\$ 32,701	\$ 90,779
20	2044 - 45	\$ 61,326	\$ 34,530	\$ 95,856
21	2045 - 46	\$ 64,623	\$ 36,386	\$ 101,009
22	2046 - 47	\$ 67,969	\$ 38,270	\$ 106,239
23	2047 - 48	\$ 71,365	\$ 40,183	\$ 111,548
24	2048 - 49	\$ 74,813	\$ 42,124	\$ 116,936
25	2049 - 50	\$ 78,312	\$ 44,094	\$ 122,405
26	2050 - 51	\$ 81,863	\$ 46,093	\$ 127,956
27	2051 - 52	\$ 85,468	\$ 48,123	\$ 133,591
28	2052 - 53	\$ 89,127	\$ 50,183	\$ 139,310
29	2053 - 54	\$ 92,840	\$ 52,274	\$ 145,115
30	2054 - 55	\$ 96,610	\$ 54,397	\$ 151,006
		\$ 1,460,585	\$ 822,389	\$ 2,282,974
		63.98%	36.02%	100%

6. Maximum Indebtedness.

The maximum amount of indebtedness to be incurred by the DDA under this 2025 Development and Tax Increment Financing Plan will be limited to only those projects and programs identified in the Development Plan and will be limited by the annual revenues available to DDA for bond interest and principal payments. The exact amount of a bond, if needed, is determined by the availability of revenues and approval by the Charlotte City Council.

7. Use of Captured Revenues

Revenues captured through this Tax Increment Plan will be used to finance those improvements and projects outlined in Table 2 of the Development Plan in accordance with procedures specified in this Plan. Further, captured revenues can be used to finance current financial obligations of DDA, to pay for costs incurred by the City/DDA in implementing both the Development Plan and the Tax Increment Financing Plan, marketing and promotions costs, to pay for costs associated with the administration and operation of the Development and Tax Increment Plan and its associated projects and programs. In addition, the Development Plan encourages the use of Tax Increment Financing Plan revenues to support public improvements associated with private redevelopment and new development projects.

The amount available for capital improvements will increase as the district's valuations increase above the forecasted assumptions and with the implementation of new developments not incorporated in the forecast. For every \$1,000,000 of added valuation, the tax increment revenues will increase by \$26,600.

Table 5

Anticipated Millage to be Captured

Local Unit of Government

City of Charlotte		17.0177
<i>Allocated</i>	<i>14.08600</i>	
<i>Voted</i>	<i>2.93170</i>	
Eaton County		9.5819
<i>Allocated</i>	<i>5.20960</i>	
<i>Voted</i>	<i>4.37230</i>	
Total Millage Rate		26.5996

8. Duration of the Program

The 2025 Development and Tax Increment Financing Plan shall extend the Tax Increment Financing Plan until such time that all projects and programs identified in the Development Plan have been implemented but in any event not beyond December 31, 2055, or until all of the projects and programs included in the Development Plan are accomplished, whichever is later. This Development and Tax Increment Financing Plan shall not be abolished before the principal of and interest on any outstanding bonds have been paid in full, or funds enough for such payoff have been segregated, if applicable.

9. Plan Impact on Local Taxing Jurisdictions

The Authority recognizes that future development and continued enhancements in the DDA business area are unlikely in the absence of tax increment financing. The Authority also recognizes that enhancing the value of nearby property will indirectly benefit all local governmental units included in this plan. It is expected that the affected local taxing jurisdictions will experience a gain in property tax revenues from improvements made in the Development Area during the plan's duration and should realize increased property tax revenues thereafter as a result of activities financed by the plan. Such future benefits cannot be accurately quantified at this time. However, based on the tax increment revenue forecast, the City of Charlotte and other taxing authorities would contribute the following percentage of revenues.

Table 6

Forecasted Revenue by Source for TIF

	Amount	Percent
City of Charlotte	\$ 1,460,585	64%
Eaton County	\$ 822,389	36%
Total Aggregate Revenue	\$ 2,282,974	100%

10. Release of Captured Revenues After Completion of the Plan

When the Development and Tax Increment Financing Plans have been accomplished, the captured revenue is proportionately distributed to the respective taxing jurisdictions, and the local taxing jurisdictions receive all the taxes levied from that point on.

11. Assumptions of Tax Increment Financing Plan.

The following assumptions were considered in the formulation of the Tax Increment Financing Plan:

- A. Real property is based on an annual growth rate of 3.00% for the year 2025-26, 2.50% for the year 2026-27, 2.00% for the year 2027-28, and then increasing to 1.50% thereafter.
- B. Personal property valuations are not factored into the forecast due to the Personal Property Tax reform (Proposal 14-1) and the \$80,000 per business exemption.
- C. Costs provided for the various development projects enumerated in Table 1 are estimated costs in 2025 dollars. Final costs are determined after the Authority authorizes the final designs and will vary depending on the year authorized.

12. Operating Agreement between Downtown Development Authority and Local Unit of Government Regarding Use of Tax Increment Revenues.

The DDA will not spend any funds outside of those annually approved through the budget process and shall not commit to any loans, leases, or purchases without sufficient evidence of an adequate revenue source to support the proposal. The annual budget and use of loans and bonds are subject to City Council approval.

Nothing in this Development Plan shall prevent the DDA and the City of Charlotte from entering into agreements for cost-sharing of administrative and maintenance services, such as audit review and preparation, staffing, and maintenance, over and above that usually provided by the City in the Development Area.

13. Relationship of the Tax Increment Financing Plan with Other Funding Programs.

As discussed in the Development Plan, the revitalization of the downtown business district will include tax increment financing and other forms of intergovernmental financing such as grants, special assessments, and loans. It is strongly recommended that tax increment financing revenues be used to leverage public funds and private financing in order to implement the planned program.

14. Relationship to Community Master Plan

The Development Plan indicates the need to revitalize the business areas of the community, which is an integral component of the community's redevelopment program and master plan. The projects and programs that are consistent with goals and objectives addressed in the Charlotte Master Plan, and those of CharlotteRising.

15. Submission of an Annual Report to Governing Body and State Tax Commission.

Annually the DDA shall submit to the City of Charlotte and the State Tax Commission a report on the status of the tax increment financing account. The report shall include those items enumerated in Part 9 of PA 57 of 2018. Further, the report shall be published in a newspaper of general circulation.

RESOLUTION OF THE BOARD OF THE
CITY OF CHARLOTTE DOWNTOWN DEVELOPMENT AUTHORITY
APPROVING THE DEVELOPMENT PLAN
AND TAX INCREMENT FINANCING PLAN

Minutes of a Regular meeting of the Board of the City of Charlotte Downtown Development Authority, City of Charlotte, County of Eaton, Michigan, held on the 17th day of June, 2025, at 6:30 p.m., Eastern Daylight Time.

The following preamble and resolution were offered by Member Ramos and support by Member Laupp.

WHEREAS, the City of Charlotte, County of Eaton, Michigan (the "City") is authorized by the provisions of Act 57, Public Acts of Michigan, 2018, as amended ("Act 57"), to create a downtown development authority and a downtown development district; and

WHEREAS, the City Council duly established the City of Charlotte Downtown Development Authority (the "Authority") on April 23, 1991, which exercises its powers within the Downtown District (the "District") designated by the City; and

WHEREAS, the Authority proposes to implement certain projects outlined in the City of Charlotte Downtown Development Authority Development Plan and Tax Increment Financing Plan (the "Plan"); and

WHEREAS, in order to proceed with these projects, it is necessary to submit the Plan in the form attached hereto as Exhibit A to the City Council for approval following a public hearing; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE AUTHORITY THAT:

1. It is hereby determined that it is in the best interest of the public to approve the Plan as proposed to enable the Authority to carry out its purposes more effectively.
2. The Secretary of the Authority is hereby directed to transmit a copy of the Plan, together with a certified copy of this resolution, to the City Council for further action as contemplated by Act 57, Part 2, and to request the Board to call a public hearing on the Plan,

3. Prior to the public hearing to be held by the City Council with respect to the Plan, the Authority shall fully inform members of the County Board of Commissioners of the County of Eaton and members of any other taxing authority in which any portion of the Development Area described in the Plan is located of the fiscal and economic implications of the Plan.
4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution shall be, and the same hereby are, rescinded, but only to the extent of such conflict.

AYES: (7) Phillips, Ramos, Laupp, Caporali, Christensen, Mead, Rodriquez

NAYS: (0)

ABSENT: (3) Lewis, Howe, Pray

RESOLUTION DECLARED ADOPTED.


Salena Benavidez, MPA
Community Development Director

I hereby certify that the foregoing is a true and complete copy of the resolution adopted by the Downtown Development Authority of the City of Charlotte, County of Eaton, State of Michigan at a Regular Meeting held on June 17, 2025 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 Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.


Administrator of the City of Charlotte DDA



Memo

To: Mayor Lewis and City Councilmembers
From: Robert Hillard, City Manager
Date: July 11, 2025
Re: Negotiations with Carmel Township - Fire Services

Background

The City has provided fire services to Carmel Township for a number of years, whether through the Rural Fire Association or separate contract. In April 2024, the City provided notice to Carmel Township that we would no longer provide fire services, with the end of service dated June 30, 2026.

Because of renewed interest in providing fire services to Carmel Township, I am requesting formal approval to begin contract negotiations between the City of Charlotte and Carmel Township for a renewed fire service agreement. I would utilize others for guidance to assure we stay on point and are transparent. The objective is to provide a recommendation for City Council approval.

Financial Impact

The financial impact of this action could provide additional revenue to support fire services. The amount will depend on the negotiated contract.

Recommendation

Authorize the City Manager to begin contract negotiations with Carmel Township for a renewed fire service agreement.



Memo

To: Honorable Mayor Lewis; City Council
From: Paul Brentar, Chief of Police
Date: 06-03-2025
Re: Staff report on Police Vehicle Purchases

Background

As you recall during the budget discussions for FY 25-26, the City Manager's budget approved replacing two of our patrol vehicles. In preparation for the purchasing of these vehicles I have found that the dealership with the State of Michigan bid does have the ability to order 2 of these vehicles (model year 2025) that meets our specifications.

The bid is from Berger Chevrolet in the amount of \$53,871.00 for each vehicle (model year 2025). These vehicles are built from orders for police use and have added features (better suspensions, brakes, etc.) as compared to civilian models. These vehicles are set to be built in July sometime with delivery expected to be taken mid to late September. If we don't order these vehicles now, every other municipality that is in the market is going to be placing orders after July 1st, and there stands a good chance that we may not be able to find vehicles anywhere to purchase.

Also, if we don't order soon, we would then be looking at having to buy model year 2026 vehicles which will be more expensive. The dealership for Ford that has the state contract cannot give me an accurate price as the deadline for ordering 2025 Ford's has passed and Ford has not released their 2026 pricing yet. Furthermore, switching models will also have additional costs associated with doing so and less expensive vehicles may not save much money overall. A very limited amount of equipment may be able to be reused in a different model vehicle but the more expensive equipment (light bars, consoles, cages, push bumpers, MCT mounts, etc.) will still need to be purchased.

I understand that you have placed a temporary pause on Capital Purchases but if these vehicles aren't ordered soon, we may not be able to replace vehicles at 2025 prices.

Failing to replace police vehicles can hamper our ability to respond to emergencies and will likely drive our maintenance costs up and will take vehicles out of service for longer periods of time for repair. It would also increase the risks to our officer's safety with increased demands on vehicles that should be replaced. Both Union contracts have clauses that state that "the City shall use best efforts to secure automobiles and equipment of quality, design, and construction commensurate with the function and responsibility to be performed and reasonably related to the safety of the Officer involved." We want our officers to be able to respond quickly and efficiently to emergencies with vehicles that are dependable and reliable.

I have looked back at records to show how many vehicles have been purchased over the years. They are as follows:

2009- 2
2010- 2
2011- 2
2012- 1
2013- 2
2014- 1
2015- 2
2016- 0
2017- 0
2018- 2
2019- 2
2020- 2
2021- 1
2022- 2
2023- 2
2024- 2

I have highlighted below some examples of repairs that have had to be done recently to our fleet:

Unit #409 (2022)- Fuel pump, water pump, alternator, blower motor, alternator, transmission.

Units #410 & #411 (2023)- Engine lifters replaced, batteries and wiring replaced after major electrical issue.

Over 3 months of out-of-service time for these repairs alone, not counting other minor/routine repairs. At one point this year we were down to only 2 patrol cars on the road; the rest were in for repairs.

When it comes to the lifecycle of patrol cars, you cannot just look at the mileage alone, you have to consider the number of hours on the engine (just like heavy equipment does). Additionally, these vehicles are driven by numerous officers who all drive differently which wears out the cars faster than a personal vehicle. Below are the engine hours for our current patrol fleet, by model year, as of 06-01-2025. After researching engine hours equivalent to miles, I have found that you need to multiply engine hours by 27.5 on the low end to 60 on the high end. I have done the calculations and put those in red as a comparison.

	Approx. Mileage- <u>Hours x 27.5</u>	<u>Hours x 60</u>
Unit #409 (2022)- 10,348 hrs. (current mileage- 28,798)	284,570	620,880
Unit #410 (2023)- 7496 hrs. (current mileage- 22,512)	206,140	449,760
Unit #411 (2023)- 8758 hrs. (current mileage- 25,640)	240,845	525,480
Unit #412 (2024)- 2243 hrs. (current mileage- 4927)	61,682	134,580
Unit #413 (2024)- 1546 hrs. (current mileage- 4412)	42,515	92,760

As far as which vehicles get replaced, we look at the engine hours, mileage, repairs that have been made along with problems we have had with each of the vehicles. Once all of those are looked at, we make the best determination as to which vehicles to keep and which ones to replace. The vehicles go through a rotation of being the main patrol vehicles, to secondary ones, to the school resource officer's use, to finally utility (trailer pulling & special events). Recently, the vehicles that we have removed from our fleet have been given to Code Enforcement and then trickled down to Wastewater and City Hall for their use. Normally, these vehicles are sold at auction with the proceeds being put back in the General Fund. This has not occurred for the past 2 years as we have assisted other departments with their needs.

Recommendation

I am recommending that the City Council consider removing the temporary freeze on Capital Outlay purchases and approve the purchase of these patrol vehicles. Not only is this important for us to deliver emergency services in the most efficient way possible but long term I believe this will be less expensive for the city.

Financial Impacts

These vehicles have been budgeted in FY 25-26 in the police department's budget. Some emergency equipment (lights, siren, cages, etc.) may still need to be purchased and installed and are budgeted for as well.

Suggested Motion

City Council approves the purchase of two (2) Chevrolet Police Tahoe's (model year 2025) in the amount of \$107,742.00 from Berger Chevrolet with funds available in Capital Outlay- Motor Vehicles, 101-301.000-973.000.