



PROPOSED AGENDA
REGULAR MEETING OF THE CHARLOTTE CITY COUNCIL
111 E. Lawrence Ave, Charlotte, MI 48813 (517) 543-2750
7:00 P.M. July 28, 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/82956782041>
One tap mobile: +16465588656,,829 5678 2041#
Telephone: (312) 626-6799 Webinar ID: 829 5678 2041

- 1. Call to Order**
- 2. Roll Call**
- 3. Invocation – Pete Kroll, First Baptist Church**
- 4. Pledge of Allegiance**
- 5. Approval of Minutes**
 - a. July 14, 2025 Regular Council Meeting Minutes
- 6. Absence of Council Members**
- 7. Public Hearing**
 - a. Ordinance 2025-07 Domestic Animal and Fowl
- 8. Public Comment** - Limit presentation to five (5) minutes. Attendees desiring to address council who are participating with ZOOM may raise your hand now or if attending via a phone call, press *9 (star nine) on your keypad
- 9. Approval of Agenda**
- 10. Communications and Committee Reports**
 - a. Manager Report
 - b. Councilmember Committee Reports
- 11. Consent Agenda**
 - a. Approval of Claims and Expenditures totaling \$462,906.28
 - b. Approval of Resolution 2025-35 To authorize the application of the ADA Infrastructure Grant for Polling Location Accessibility

- c. Approval of Physical Fitness Stipends - LOU's for POLC Sup and Non-Sup

12. Business Agenda

- a. Second reading and consider approval of ordinance 2025-07 Domestic Animal and Fowl
- b. Consider approval of Resolution 2025-36 To Establish the Number of Permits and Number of Chickens Per Permit regarding the Domestic Animals and Fowl Ordinance Amendment
- c. Consider approval of DDA Bylaws (Salena)
- d. Consider setting public hearing on August 11, 2025 for CDBG
- e. Consider authorizing administration to move forward with plans to transfer the Building Department Services from Eaton County back to the City
- f. Designation of Voting Delegate – Michigan Municipal League Annual Meeting, September 17–19, 2025

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

14. Staff Comments

15. Mayor and Council Comments

16. Adjourn

~Mary LaRocque, City Clerk

ADDRESSING THE CITY COUNCIL

*Comments shall be made only during times set aside for that purpose.
Each citizen may speak for up to 5 minutes during each public hearing and comments period.
Comments made during public hearings shall be relevant to the subject of the public hearing.
Comments shall be made from the podium unless otherwise directed by the Mayor.
Comments shall be directed to the Mayor and Council members.
Speakers shall begin by stating their name and indicate if they are a resident or non-resident of the City.
Speakers shall refrain from using vulgarity, hate speech or "fighting words."*

CITY OF CHARLOTTE COUNCIL PROCEEDINGS
111 E. Lawrence Ave., Charlotte, MI 48813 (517) 543-2750
Regular Council Meeting 7:00 p.m.
July 14, 2025

CALL TO ORDER:

By Mayor Lewis on Monday, July 14, 2025 at 7:00 p.m.

ROLL CALL:

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

City staff in attendance; City Clerk LaRocque, City Attorney Revore, and City Manager Hillard. In the audience were Finance Director/Treasurer Horton and Community Development Director Benavidez

INVOCATION:

Pastor Chuck Jenson – West Carmel Church, provided the invocation, stepping in for Randy Royston. He offered a prayer thanking God for blessings and asking for guidance for the council. He also prayed for those affected by floods in Texas, Mexico, Oklahoma, and North Carolina.

PLEDGE OF ALLEGIANCE:

Led by Lewis

APPROVAL OF MINUTES:

- a. June 23, 2025 Regular Council Meeting Minutes

Motion by Chin supported by Scott to approve June 23, 2025 Regular Council Meeting Minutes. Carried; Yea 7; Nay 0; Absent 0

ABSENCE OF COUNCIL MEMBERS:

All members are in attendance

PUBLIC COMMENT:

Jodee Pruden, via ZOOM, expressed concern about negotiating with Carmel Township again for fire service, noting past issues with Steve Willard. She suggested going through the rural association instead to avoid potential "shenanigans" from Carmel Township.

APPROVAL OF AGENDA:

During discussion, Council member Chin requested to move item B from the consent agenda (Resolution 2025-31 to amend the operating and capital budget appropriation of funds fiscal year 2024-2025) to the business agenda as item F.

Council member Rodriguez asked if it would be acceptable to ask questions about consent agenda items without pulling them completely. Mayor Lewis agreed this could be done when they reach the consent agenda.

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

COMMUNICATIONS AND COMMITTEE REPORTS:

- a. Manager Report

City Manager Hillard provided updates on several items. For the Budget Review Update, he reviewed non-personnel line items in the general fund and asked department directors to review for potential reductions. He also suspended all general fund capital purchases for the fiscal year, except for essential emergency and grant-supported purchases, and paused the transfer of general fund dollars to the MVP and IT fund budgets pending review.

In the Framework 2024–25 Final Update, he highlighted accomplishments over the past year. And in the Framework 25-26 Update: he presented new goals and projects for the upcoming year.

Council members asked for clarification on the budget review process and timeline. There was extensive discussion about the motion from May to reduce or eliminate the special assessment district (SAD). Council members expressed differing views on the timeline and approach for addressing the SAD, with some emphasizing the need for a strategic, gradual approach and others pushing for more immediate action.

City Manager Hillard acknowledged the complexity of the task and the need for clear direction from the council. He committed to continuing to work towards reducing or eliminating the SAD while seeking guidance from the council on specific steps and timelines.

b. Council member committee reports

Chin provided EATRAN updates, the main issue was the contract for the general manager, which is shared between CADA and EATRAN. The contract is set to expire, and they are looking at options for extending or restructuring the arrangement. Ridership has increased, with Charlotte seeing a significant increase in passengers.

Christensen noted no July Camp Francis committee meeting and no July planning commission meetings. The Traffic Calming Committee met with MDOT, who provided input on the timing and sequencing of various projects to achieve the ultimate traffic configuration goals

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 ***MOVED TO BUSINESS F - CHIN***
- 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.

During discussion, Council member Rodriguez asked about the DPW garage roof replacement bid, noting surprise at the relatively low cost. City Manager Hillard explained that the Public Works Director was comfortable with the bid given the size of the building and required improvements.

Council member Christensen emphasized the need for improvements at the DPW yard, mentioning other issues such as a building with a wall at risk of falling down and a salt shed with structural concerns.

Motion by Rodriguez supported by Christensen to approve Consent Agenda items a, c, d, e, and f. Carried; Yea 7; Nay 0; Absent 0

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

During discussion, Council member Rodriguez asked for clarification on some strikeouts in the ordinance document. City Attorney Revore explained that most of the strikeouts were unintentional formatting issues, and the only intended strikeouts were related to the number of chickens allowed and the number of permits that could be outstanding. Revore clarified that the council would decide on these numbers at the next meeting during the public hearing.

Motion by Christensen supported by Scott to approve Resolution 2025-33. Carried; Yea 7; Nay 0; Absent 0

- b. Consider approval of Resolution 2025-34 to participate in the University of Michigan Sustainable Towns Program

Motion by Chin supported by Christensen to approve Resolution 2024-34. Carried; Yea 7; Nay 0; Absent 0

- 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

Motion by Christensen supported by Scott to approve scheduling 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. Carried; Yea 7; Nay 0; Absent 0

- d. Consider authorizing the City Manager to begin contract negotiations with Carmel Township for a renewed fire service agreement

Council member Christensen expressed support for the negotiations as long as the fire department is comfortable with it

and the rural fire association is involved. He emphasized the importance of getting the agreement right this time, considering past issues.

Motion by Rodriguez supported by Fullerton to authorize City Manager to begin contract negotiations with Carmel Township for a renewed fire service agreement. Carried; Yea 7; Nay 0; Absent 0

- e. Consider renewing the motion for approval of Police Vehicle Purchases

This item sparked extensive discussion among council members:

Council member Chin shared his experience from a recent ride-along with the police department, emphasizing the need for larger vehicles due to the amount of equipment carried and safety considerations.

Council member Christensen argued for considering smaller, more cost-effective vehicles, noting that other departments use various vehicle types.

Council member Rodriguez proposed an amendment to purchase only one vehicle instead of two, citing budget concerns and the need to show progress on reducing expenses. The amendment passed with a 4-3 vote.

Motion by Rodriguez supported by Christensen to amend the motion to approve the purchase of one police vehicle instead of two. Carried by roll call vote; Yea 4 – Rodriguez, Fullerton, Scott, Christensen; Nay 3 – Lewis, Duweck, Chin. Absent 0

The amended main motion to purchase one police vehicle then passed with a 4-3 vote.

Motion by Scott supported by Christensen to approve the police vehicle purchase, as amended. Carried by roll call vote; Yea 4 - Rodriguez, Fullerton, Scott, Christensen; Nay 3 – Lewis, Duweck, Chin; Absent 0

- f. Approval of Resolution 2025-31 To amend the operating and capital budget appropriation of funds fiscal year 2024-2025

City Manager Hillard and Finance Director Horton provided explanations for various budget amendments, including: A \$720,000 COPS grant, adjustments to the Charlotte Area Recreation Co-op (CARC) budget, and changes in ambulance service costs.

Council members asked questions about specific line items and the overall impact on the city's fund balance. There was discussion about improving budget processes and communication with affiliated boards and commissions.

Motion by Chin supported by Fullerton to approve Resolution 2025-31. Carried; Yea 7; Nay 0; Absent 0

PUBLIC COMMENT:

Jodee Pruden, via ZOOM, raised concerns about whether the Flock camera system is connected to a grant, and the potential negative impact discontinuing the program could have on our ability to secure future grant funding.

John Laupp, a resident, provided comments on the earlier discussion about reducing the special assessment district. He clarified the exact wording of the motion from the May 27th meeting, emphasizing that it did not specifically mention "cuts" but rather finding options to eliminate or severely reduce the fire special assessment. He suggested focusing on efficiency and growth rather than immediate cuts, and cautioned against making hasty decisions that could negatively impact city services.

STAFF COMMENTS:

City Attorney Revore informed the council that he would not be present at the next meeting due to travel and will therefore submit his city attorney report at the first meeting in August.

MAYOR AND COUNCIL COMMENTS:

Council member Scott expressed appreciation for the DDA and upcoming plans.

Council member Chin that Michigan Municipal League offers most of their education programs online now. He attended a town hall with Senator Sarah Anthony, he shown his appreciation to officer Leach for his recent ride-along and to the Clerk for making Resolutions available on the website.

Council member Rodriguez discussed the difficulty of the task given to the city manager regarding the special assessment district.

Council member Christensen provided updates on Charlotte Rising, discussed code enforcement issues, and an upcoming cornhole tournament.

Council member Duweck provided an update on the Housing Committee's activities, including plans for a housing forum in September and efforts to revitalize the Brownfield Redevelopment Authority.

No further comments were offered from Fullerton or Lewis

ADJOURN:

Motion by Christensen supported by Scott to adjourn the meeting at 8:55 p.m. Carried; Yea 7; Nay 0; Absent 0

Respectfully submitted,
Mary LaRocque MiPMC, CMC
City Clerk



Memo

To: City Council
From: Salena Benavidez, Community Development Director
Date: July 28, 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.

The ordinance is to amend Section 10-4 Domestic Animals and Fowl 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.

Recommendation

Make a motion to establish the number of permits and chickens allowed and the penalty for violation in the City of Charlotte by resolution.

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 Christensen

Second by Scott

Ayes: Lewis, Scott, Christensen, Duweck, Chin, Fullerton,
Rodriguez

Nays: 0

Absent: 0

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 County Journal, a newspaper of general circulation in the City of Charlotte, the _____ day of _____, 2025, subsequent to its adoption.

Mary LaRocque, MiPMC, CMC
City Clerk

Introduced: July 14, 2025

Public Hearing: July 28, 2025

Adopted:

Published:

Effective:

Approval of Ordinance 2025-07 with a question

mable1002000@aol.com <mable1002000@aol.com>

Mon, Jul 21, 2025 at 6:02 PM

To: Mary LaRocque <mlarocque@charlottemi.org>, Tyger Fullerton <tfullerton@charlottemi.org>, Stephanie Whitney <swhitney@charlottemi.org>, Construction Code <constructioncode@eatoncounty.org>, Jon Woodhams <woodhamsco@yahoo.com>

Cc: mable1002000@aol.com, Curtis Scott <cscott@charlottemi.org>, Tim Lewis <tlewis@charlottemi.org>, Tom Lewis <tlewis@eatoncounty.org>, Anthony Rodriguez <arodriguez@charlottemi.org>, "Jeffrey A. Christensen (Charlotte City Council)" <jchristensen@charlottemi.org>, Joseph Chin Jr <jchin@charlottemi.org>

From:

Frederick Lyle Morris
120 E. 3rd. St.
Charlotte, MI 48813

Subject: Ordinance No. 2025-07

Reply: Approve – I am for everyone being able to decide for themselves. No limits on the number of people/permits.

1. I gather Ordinance No. 2025-07 addresses the sunset of Ordinance 2016-04 but am not sure as the website and the article in the newspaper isn't clear either.

Ordinance 2016-04 – paragraph 11, "This Section 10-4 – Domestic Animals and Fowl – shall be null, void and of no force and effect as of May 29, 2020." *****

2. Since there has been no Ordinance regulating this issue since May 29, 2020, is there a grandfathering for those who have chickens since May 30th 2020 to the present date?

3. Will a grandfather clause, covering at least 35 individuals, who currently have chickens in the city of Charlotte, be granted a waiver, so they can apply for a permit without retaliation or recourse?

4. Paragraphs 8, 9, and 10, need editing, removing the police threat, and over-reach of government. The police are not hired to fulfill the obligations of the City Code. The police, are only allowed on one's private property with a warrant. These three paragraphs set up a hostile police environment throughout Charlotte and appear racist in nature and discrimination at best. The intent of this ordinance appears to be control, misusing police to round up the chicken muggers. And waste the taxpayer's money.

Surely, the use of City tax dollars can be used in area's that actually impact the community.

Overall, these paragraphs are threatening, without merit, and imply illegal use of chickens or the henhouse.

I moved to Charlotte to get away from these useless, racist, discrimination ordinances, setup as lawless cowboy power grabs to control the people, I request the be reworded and/or removed.

Have a great day,

Morris

Disabled American Veteran; Author; Rev. Morris St. Elisabeth's Church; Mid-South Artist Gallery, Director St. Elisabeths Andrews Guild; Director, St. Tabitha's <https://frederick-lyle-morris.pixels.com/> mable1002000@alo.com; 901-409-8705

Approve ordinance 2025-07

3 messages

frederickmorris1@aol.com <frederickmorris1@aol.com>

Tue, Jul 22, 2025 at 10:09 AM

To: "mlarocque@charlottemi.org" <mlarocque@charlottemi.org>, "mable1002000@aol.com" <mable1002000@aol.com>

approve ordinance 202507, paragraphs 8,9,10 are way to harsh, involving the police seems a waste of tax dollars. This isn't Nazi Germany hunting down run away chickens for heavens sakes. Next you'll try telling us what we can and can't plant in the garden.

Have a great day

Frederick Von Thrauthemburg Morris | [President St. Elisabeth's Andrews Guild](#) | EIN: 83-1336712 | [www.stelisabethsandrewsguild.com/](#) Director: Mid-South Artist Gallery <https://mid-southartist-gallery.pixels.com>, AKOUN.com, [art.com](#), Artpal.com, [frederick-lyle-morris.pixels.com](#), Artmajeur.com, Mearto.com, <http://www.Fredericklylemorris.com>, <http://mable1002000.artmajeur.com> <https://fineartamerica.com/profiles/mid-southartist-gallery>, <https://frederick-morris.com/>

Mary LaRocque <mlarocque@charlottemi.org>

Tue, Jul 22, 2025 at 10:39 AM

To: "frederickmorris1@aol.com" <frederickmorris1@aol.com>

Received, your reply will be included in the citizen response for the public hearing July 28th.

Thank you

Mary LaRocque, MiPMC, CMC

City Clerk

mlarocque@charlottemi.org

www.charlottemi.gov

Phone: 517-543-8843

FAX: 517-543-8851

City of Charlotte

111 E. Lawrence Ave.

Charlotte, MI 48813



[Quoted text hidden]

FREDERICK MORRIS <frederickmorris1@aol.com>

Tue, Jul 22, 2025 at 11:18 AM

To: Mary LaRocque <mlarocque@charlottemi.org>

Thank you

Sent from my iPhone

On Jul 22, 2025, at 10:40 AM, Mary LaRocque <mlarocque@charlottemi.org> wrote:

[Quoted text hidden]



To: Honorable Mayor Lewis and City Council Members
From: Robert Hillard, City Manager
Date: July 25, 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.

"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. The three focus areas included in "The Framework" are City Services, Community Development, and Neighborhood Enrichment. 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 Services

FOIA Requests Policy Review (Clerk) (City Services)
Insurance Requirements Policy Review (Clerk) (City Services)
Polling Location Accessibility Review (Clerk) (City Services)
Notary Public Services Review (Clerk) (City Services)
Travel Policy Review (Finance) (City Services)
Fitness Stipend Review (Police) (City Services)
Building Construction Program Review (Community Development) (City Services)
Police Body Cameras/In-Car Cameras/Interview Room Cameras Review (Police) (City Services)
UV System Upgrade Review (Public Works) (City Services)
Tirrell Pump Replacement Review (Public Works) (City Services)
Tertiary Filter Replacement Review (Public Works) (City Services)
Health Insurance Review (Clerk) (City Services)
Budget Review (Finance) (City Services)
Recycling Center Operation Review (Public Works) (City Services)
Well Cleaning Review (Public Works) (City Services)
Airport Fuel Contract Review (Public Works) (City Services)
Downtown Special Service Assessment Review (Public Works) (City Services)
Rural Fire Association Agreement Review (Fire) (City Services)
Defined Benefit Retirement Program Review (Clerk) (City Services)
HCSP - POLC Retirement Policy Review (Clerk) (City Services)
Carmel Township Fire Agreement Review (Fire) (City Services)
Fire Code Review (Fire) (City Services)
Fire Gear Review (Fire) (City Services)
Municipal Building Improvements Review (Fire) (City Services)
Animal Control Ordinance Review (Police) (City Services)
Employee Policy Manual Review (Clerk) (City Services)
Downtown Sidewalk Snow Removal Review (Public Works) (City Services)

Zoning Ordinance Review (Community Development) (City Services)
Information Technology Vendor Review (Public Works) (City Services)
Tree Maintenance Ordinance Review (Public Works) (City Services)
City Property Farm Lease Review (Public Works) (City Services)
Airport Farm Field Lease Review (Public Works) (City Services)
Public Works Roof Repair Review (Public Works) (City Services)
Brush/Leaf Removal Review (Public Works) (City Services)
Fiduciary Policy for City-Affiliated Boards and Commissions Review (Finance) (City Services)
Grant Accountability and Administrative Policy Review (Finance) (City Services)
Police Vehicle Review (Police) (City Services)

Community Development

DDA By-Laws Review (Community Development) (Community Development)
Downtown Strategic Plan Review (Community Development) (Community Development)
Combs Industrial Improvements Review (Public Works) (Community Development)
Sustainability Towns Program Review (Community Development) (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)
Bennett Park Improvements Review (Public Works) (Neighborhood Enrichment)

Building Construction Program Review Update

In our efforts to return the Building Construction Program back to the City of Charlotte from Eaton County, I have directed the relocation of the Community Development Department to the West Side Fire Station. This means that Salena Benavidez, Community Development Director, will be relocated to an office in this location. She will be the program manager and lead researcher in determining if returning the Building Construction Program back to the City from the County is viable. She will also continue her duties in a number of areas, and this move will support stronger communication between the zoning and housing officials. The Fire Department has expressed support for this move, and I look forward to this change enhancing our efforts in the area of Neighborhood Enrichment.

Downtown Strategic Plan Review Update

The DDA held a town hall meeting on Monday July 21, 2025, at Beach Market. I attended and thought the outreach was important. I heard some important feedback, and appreciate those that contributed.

Rural Fire Association Agreement Review Update

A meeting was held with Mayor Lewis, Councilmember Fullerton, Fire Chief Christiansen, Assistant Fire Chief Tyger Fullerton, and myself to discuss the proposed Rural Fire Association Agreement with the City of Charlotte. We discussed the latest version of the proposed agreement, including comments from the City Attorney. I also met with Rural Fire Association President David Roberts and Assistant Fire Chief Tyger Fullerton to discuss the proposed changes to the agreement. He will be reviewing the comments with the Association's Attorney, and board members. My hope is to receive comments soon for City Council review.

Carmel Township Fire Agreement Review Update

A meeting was held with Mayor Lewis, Councilmember Fullerton, Fire Chief Christiansen, Assistant Fire Chief Tyger Fullerton, and myself to discuss important points related to a fire service agreement between Carmel Township and the City of Charlotte. This meeting led to a follow-up meeting with Fire Chief Christiansen and Assistant Fire Chief Fullerton to incorporate certain non-economic provisions from the proposed Rural Fire Association agreement, and make other adjustments to the existing Carmel Township agreement to create clarity in service expectations. Also, economic issues are being discussed to assure fairness between the City of Charlotte and Carmel Township. Once a draft is complete, the City Attorney will be asked to review, and a future meeting will be scheduled with Carmel Township. I have already spoken with Carmel Township Supervisor Don Ramsey to make sure he is updated on the progress.

Charlotte Police Department

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

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

Paul Brentar, Chief of Police

June 2025 Monthly Report

Monthly Statistics:

- See attached report.

Training:

- Officers continued with online training through Virtual Academy.
- Officer Callahan, Sgt. McDaniel, Captain Brooks, & Chief Brentar attended the North American Active Assailant Conference in Troy partially funded on a grant from the Eaton County Emergency Management Office. Captain Brooks & Chief Brentar also presented at two sessions at the conference as well.
- Officers continued their online drive training with on Q safety training.

Staffing:

- The open position has been eliminated reducing staffing to 16 officers.

Police Vehicle Review:

- The recently approved purchase of 1 vehicle has been submitted to the dealer for purchase. Expected delivery isn't until September or later.

Police Body Cameras/In-car Cameras/Interview Room Cameras/Tasers Review:

- This contract ends in September of 2025. We are working on renewal options.

Flock Camera Program Review:

- This service is scheduled to end in January of 2026.

Animal Control Ordinance:

- I'm still waiting for a draft from the City Attorney.

Outreach/Public Events:

- Officers Leach & Callahan participated in the Dunk a Cop event at Walmart as part of a fundraiser for the Children's Miracle Network.

Respectfully,

A handwritten signature in black ink, appearing to be 'R. B. D.', written in a cursive style.

Chief of Police



-1													TOTAL	2024	%	WARRANTS	ARRESTS
UCR TITLE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC					
STATE CRIMES																	
SOVEREIGNTY													0	0	0%		
MILITARY													0	0	0%		
IMMIGRATION													0	0	0%		
Part I Crimes													0				
CRIMES AGAINST PERSONS																	
HOMICIDE-MURDER(ATTEMPT)													0	0	0%		
NEGLIGENT HOMICIDE													0	0	0%		
KIDNAPPING													0	1	-100%		
PARENTAL KIDNAPPING													0	0	0%		
SEX. ASSAULT-ALL	3	2	6	1	1								13	8	63%	5	1
ROBBERY				1									1	3	-67%		
NON-AGG ASSAULT	4	10	7	14	9	10							54	85	-36%	2	18
AGGRAVATED ASSAULT	1	2	3	2	2	3							13	11	18%	1	3
INTIMIDATION/STALKING	14	20	12	17	14	10							87	71	23%	1	7
PROPERTY CRIMES																	
ARSON													0	0	0%		
EXTORTION				1									1	3	-67%		
BURGLARY-FORCED	1				2	3							6	10	-40%	2	2
BURGLARY-W/O FORCE													0	0	0%		
BURGLARY-ILLEGAL ENTRY	1			1	1								3	10	-70%		
POSS BURGLARY TOOLS	1												1	0	100%		
LARCENY	5	3	6	7	5	9							35	75	-53%		1
MOTOR VEHICLE THEFT		1	1	1	3	1							7	9	-22%		
Part II Crimes																	
STOLEN PROPERTY-MOTOR VEHICLE				1									1	3	-67%		
FORGERY/COUNTERFEITING				1		1							2	4	-50%		1
FRAUDULENT ACTIVITY	3	6	7	10	8	6							40	41	-2%		1
EMBEZZLEMENT													0	2	-200%	1	1
REC/CONCEALING STOLEN PROPERTY	1	1		3	9	2							16	2	700%		2
DESTRUCTION OF PROPERTY	2	3	4	2	5	7							23	39	-41%		2
RETAIL FRAUD-ALL	5	10	9	7	12	13							56	64	-13%	11	3
UCR TITLE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	LAST YEAR	%	WARRANTS	ARRESTS
MORALS/DECENCY CRIMES																	
V.C.S.A.	1	1	1	6	5	1							15	24	-38%	4	7
SEX OFFENSE	1	1	2	3	2								9	8	13%	2	
OBSCENITY	1												1	0	100%		
FAMILY ABUSE/NEGLECT	2	5	9	7	7	5							35	22	59%		1
FAMILY-NON SUPPORT													0	0	0%		
FAMILY-OTHER													0	0	0%		
GAMBLING													0	0	0%		
COMMERCIALIZED SEX OFFENSE													0	0	0%		
LIQUOR LICENSE VIOLATION													0	1	-100%		
LIQUOR LAW VIOLATION				1	1								2	5	-60%		
PUBLIC ORDER CRIMES																	
OBSTRUCTING POLICE	2	1	2	1	1	1							8	10	-20%	2	5
ESCAPE-CORRECTIONAL INSTITUTION													0	0	0%		
ESCAPE-MENTAL INST.													0	0	0%		

-1

UCR TITLE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	2024	%	WARRANTS	ARRESTS
ESCAPE/FLIGHT													0	0	0%		
OBSTRUCTING JUSTICE	3	2	3	5	3	2							18	9	100%	23	46
BRIBERY													0	0	0%		
WEAPONS-CONCEALED					1								1	3	-67%	1	1
WEAPONS-EXPLOSIVE													0	0	0%		
WEAPONS-OTHER	1			1	3	1							6	5	20%		
PUBLIC PEACE	6	8	10	17	26	21							88	112	-21%		3
TRAFFIC-HIT AND RUN	2	5	4	1	6	5							23	27	-15%		
TRAFFIC-O.U.I.L./O.U.I.D	5	4	3	6		4							22	14	57%	1	4
TRAFFIC-MISD	1	3		7	3	2							16	22	-27%	1	4
HEALTH/SAFETY VIOLATION	1	2	5	4	12	10							34	27	26%		
CIVIL RIGHTS													0	0	0%		
TRESPASS/PRIVACY		4	10	7	3	6							30	38	-21%		1
SMUGGLING													0	0	0%		
ELECTION LAWS													0	0	0%		
ANTI-TRUST													0	0	0%		
TAX REVENUE													0	0	0%		
CONSERVATION	1	2		2		1							6	5	20%		
VAGRANCY		3	3	4	1	4							15	18	-17%		
MISC. CRIMINAL OFFENSE													0	0	0%	1	
GRAND JURY INVESTIGATION													0	0	0%		
CONSPIRACY													0	0	0%		

End of Part II Crimes

UCR TITLE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	LAST YEAR	%	WARRANTS	ARRESTS
JUVENILE MINOR																	
DELINQUENT MINOR	5	4	7	5	7								28	66	-58%		
RUNAWAY		5	5		3								13	26	-50%		
CIVIL-NON CRIMINAL																	
DIVORCE/SUPPORT													0	0	0%		
INCAPACITATION	1	1	2			1							5	3	67%		
INSANITY	15	12	15	8	13	20							83	81	2%		
TRAFFIC																	
CRASH-PD-PUBLIC ST.	14	17	13	13	23	13							93	100	-7%		
CRASH-PI-PUBLIC ST	4		2	4	3	5							18	13	38%		
CRASH-FATAL-PUBLIC ST													0	0	0%		
CRASH-PD-PRIVATE	3	3	6	4	7	1							24	17	41%		
CRASH-PI-PRIVATE		2		1									3	1	200%		
CRASH-FATAL-PRIVATE PROPERTY													0	0	0%		
CIVIL INFRACTION	30	20	25	23	18	19							135	178	-24%		
PARKING VIOLATION	4	2	2	4	6	5							23	20	15%		
Park. Tickets- 524-2021, 356-2023	48	59	48	2	1								158	69	129%		
ABANDONED VEHICLE	1	3	2	5	2	10							23	22	5%		
TRAFFIC HAZARD INVES	9	5	5	3	10	10							42	53	-21%		
TRAFFIC DIRECTION	4		4	2	7	5							22	22	0%		
TRAFFIC SAFETY PUBLIC APPEARANCE			3										3	0	300%		
BREATHALYSER TEST-													0	0	0%		
OTHER POLICE													0	0	0%		
ALARMS																	
ALARM-POLICE RESPONSE	14	12	9	3	14	13							65	83	-22%		
ALARM-MALFUNCTION													0	3	-300%		

-1													TOTAL	2024	%	WARRANTS	ARRESTS
UCR TITLE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC					
ALARM-TEST	3		4										7	2	250%		
ALARM-WATER & SEWER													0	0	0%		
FIRE																	
ACCIDENT-FIRE													0	0	0%		
ACCIDENT-EXPLOSION													0	0	0%		
ACCIDENT-CHEMICAL													0	0	0%		
HAZARDOUS FIRE COND.	1				1	3							5	4	25%	Fireworks	
FIRE REGULATION VIOL													0	0	0%		
ASSIST BUILDING DEPT	3			3									6	1	500%		
ASSIST C.F.D.		3	3			2							8	11	-27%		
UCR TITLE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	LAST YEAR	%	WARRANTS	ARRESTS
ACCIDENTS																	
ACCIDENT-AIRCRAFT													0	0	0%		
ACCIDENT-HUNTING													0	0	0%		
ACCIDENT-SHOOTING													0	0	0%		
ACCIDENT-BOATING													0	0	0%		
ACCIDENT-WATER													0	0	0%		
ACCIDENT-OTHER													0	0	0%		
INSPECTIONS- INVESTIGATIONS																	
INSPECT-BOAT													0	0	0%		
INSPECT-MOTOR VEHICLE		1	1	4	1	1							8	15	-47%		
INSPECT-TRAFFIC CITATION													0	0	0%		
INSPECT-BUSINESS	18	18	10	14	12	6							78	157	-50%		
INSPECT-RESIDENCE	16	15	20	11	5	3							70	56	25%		
INSPECT-HANDGUN	18	12	14	18	20	6							88	67	31%		
INSPECT LIQUOR LICENSE	7	2	1										10	8	25%		
INSPECT-OTHER/SOR CHECK	9	8	9	13	8	8							55	58	-5%		
INSPECT-CCW APPLIC													0	0	0%		
DOMESTIC DISPUTES	9	8	17	19	20	25							98	109	-10%		
CIVIL DISPUTE	13	8	10	15	7	26							79	97	-19%		
SUSPICIOUS SITUATION	74	59	86	66	95	114							494	551	-10%		
FIELD INTERROGATION CARD													0	0	0%		
HAZARDOUS SITUATION													0	0	0%		
SUSPECTED NARCOTIC ACTIVITY	1	1	2	1	2	2							9	18	-50%		
ABANDONED/RECOVERED PROPERTY	5	2	6	6	9	11							39	36	8%		
DRUG OVERDOSE	1	1	1	2	1								6	8	-25%		
BOMB THREAT													0	0	0%		
MISC. INCIDENTS																	
MISC/P.B.T.													0	0	0%		
SUICIDE													0	4	-400%		
SUICIDE ATTEMPT	5	3	2	6	6	6							28	25	12%		
DEATH-NATURAL		1	4	6	2	2							15	9	67%		
DEATH-UNDETERMINED													0	0	0%		
MISSING PERSON			2	3	4								9	10	-10%		
NATURAL DISASTER													0	0	0%		
PUBLIC RELATIONS ACTIVITY				3									3	0	300%		
PATROL INFORMATION			1			1							2	2	0%		
UCR TITLE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	LAST YEAR	%	WARRANTS	ARRESTS
GENERAL ASSISTANCE																	

UCR TITLE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	2024	%	WARRANTS	ARRESTS
ASSIST CITIZEN	49	46	62	55	60	57							329	318	3%		
ASSIST MOTORIST	5	1	7	17		13							43	37	16%		
ASSIST POLICE AGENCY	15	14	10	16	11	18							84	65	29%		
ASSIST OTHER AGENCY	8	11	4	1	7	6							37	60	-38%		
ASSIST D.P.W.	1	5											6	8	-25%		
ESCORT-FUNERAL													0	0	0%		
ESCORT-MONEY													0	0	0%		
ESCORT-OTHER													0	0	0%		
TRANSPORT-PRISONER	19	16	7	12	15	14							83	102	-19%		
TRANSPORT-PAPERWORK	1	7	8	5	1	7							29	20	45%		
TRANSPORT-OTHER													0	0	0%		
LOCKOUT		1	1		1	2							5	10	-500%		
SUBPOENA SERVICE	7	3	1	9	1								21	22	-5%		
PERMISSION TO PARK	5	1	5	3	4	6							24	12	100%		
PATROL-FOUND DOOR OPEN	2	3	2	5	9	4							25	24	4%		
PATROL-FOUND OPEN WINDOW													0	0	0%		
PATROL-FOUND B&E													0	0	0%		
ASSIST E.C.S.D.-	7	6	13	13	5	4							48	44	9%		
GENERAL NON CRIMINAL																	
JUVENILE SAFETY VIOL													0	0	0%		
ANIMAL CONTROL	4	4		6	16	28							58	66	-12%		
ZONING ORD VIOLATION			4		1								5	2	150%		
TOTALS	526	504	572	550	583	605	0	0	0	0	0	0	3340	3586	-7%		
TRAFFIC STOPS	117	74	95	78	65	67							496	536	-8%		
OFFICER TRAINING HOURS	98.5	185	50	132.5	153	27							646	522.5	24%		
COMMUNITY HOURS	18.5	60	2.5	9	3.5	43							136.5	149.5	-9%		
PAPERWORK HOURS	422	395.5	344.5	380.5	326.5	310.5							2179.5	2300.5	-5%		

SRO STATS

The School Resource Officer handled 7 calls for service for the Charlotte Public Schools in June
The SRO's calls include: 3- Non-Agg Assault, 1-Intimidation/Threats, 1- Obstructing Police, 2- Public Peace

VCSA STATS

During the month of June, the Charlotte Police Department dealt with 3 VCSA incidents. They are the follows:
2-Meth, 1- Marijuana
(This includes the VCSA, Suspected Narcotics Activity, and Drug Overdose Categories)

City of Charlotte

Department of Public Works

Monthly Summary – July 2025

Submitted by: Stephanie Whitney, Director of Public Works

Overview

The Department of Public Works maintained strong momentum throughout July, delivering essential services, advancing major infrastructure planning efforts, and supporting community engagement. Staff continued to provide high-quality maintenance across the water, wastewater, streets, and parks divisions, while several capital projects progressed into the bidding phase. Seasonal tasks such as gravel street grading, festival support, and ongoing parks work also remained a focus during this active summer period.

Highlights by Division

Public Works

- **Parks**
 - Continued mulching around playground equipment with support from the park rangers
 - Advanced work on the Bennett Park entrance sign
 - Replaced grass between the old tennis courts and the adjacent parking lot with millings from the Washington Street project to create a smoother surface
- **Festivals & Events**
 - Provided detour signage and barricades downtown for Celebrate Charlotte
 - Supported The Charlotte Bluegrass Festival with barricades around the fairgrounds
 - Participated in Touch-A-Truck with a dump truck and backhoe for children to explore
- **Street Maintenance**
 - Completed quarterly preventative maintenance sewer jetting in known problem areas
 - Patched potholes citywide throughout the month
 - Graded gravel streets and began adding new gravel to restore proper base and surface conditions
- **Airport**
 - Removed a section of chain link fence and a wooden pole near the main building to improve site conditions
- **Lead Service Line Verification**
 - Continued verification of water service line materials on streets scheduled for resurfacing

- **Parking Lots**
 - Began weeding around city-owned downtown parking lots and adding mulch where needed; early improvements are noticeable, with more work planned

Water Department

- Performed monthly maintenance tasks including chlorinator cleaning and chemical pump servicing
- Submitted the Monthly Operating Report to EGLE
- Completed annual pump tests with Northern Pump & Well
- NTEC completed inspections on both the North and South water towers, including the South Tower's warranty inspection
- CorrPro performed the annual inspection of corrosion control systems on both towers
- Continued bacteriological and water quality sampling
- Continued delivering notices and conducting in-home inspections for the Lead Service Line Inventory
- ETNA continues to support planning for the new AMI water meter reading system

Wastewater Department (WWTP)

- Completed and submitted the Monthly Operating Report and the Study 45 Laboratory DMR
- Continued annual maintenance of process equipment
- Issued bid requests for three major projects:
 - Tertiary Filter Replacement
 - Tirrell Pump Station Improvements
 - UV Disinfection System Upgrade
- Completed quarterly sampling at the WWTP and within the Collection System
- Issued discharge permit to Michigan Can Lines
- Submitted a draft permit renewal to EGLE for the WWTP; awaiting approval
- Chris Miller was promoted to Industrial Pretreatment Program Coordinator; recruitment underway for his replacement as WWTP Operator
- Completed monthly maintenance tasks including fire extinguisher inspections, DO probe calibration, eyewash and safety shower checks, and stormwater inspections
- Continued regional collaboration with the City of Marshall and City of Olivet to update promotional materials for "Kano the Kazoo"

Conclusion

July marked continued operational progress across all divisions of the Department of Public Works. In addition to delivering day-to-day maintenance and public services, staff advanced several capital improvement projects to the bidding stage and supported community events. The department remains focused on maintaining essential infrastructure and providing dependable, high-quality service to the residents of Charlotte.

The Framework: FY 2025/26 Project Update

As requested by the City Manager, the following provides a monthly update on key Public Works initiatives.

City Services

- **Airport Farm Field Lease Review**
The lease has been extended for one year to James Droscha. The lease will be put out to bid next year.
- **Airport Fuel Contract Review**
Preliminary review of current fuel contract terms is underway. Meeting to be scheduled with Finance and Airport operations.
- **Downtown Special Service Assessment Review**
No update at this time.
- **Downtown Sidewalk Snow Removal Review**
Internal review process has begun. Staff are evaluating cost, scope, and potential service models for downtown sidewalk snow removal ahead of the winter season.
- **Tree Maintenance Ordinance Review**
A meeting is being scheduled for next month to begin formal review of the ordinance and potential updates.
- **Information Technology Vendor Review**
No update at this time.
- **Recycling Center Operation Review**
Operational review in progress. Staff are evaluating improvements including the potential construction of a lean-to and long-term operational needs.
- **Tirrell Pump Replacement Review**
A bid package for the pump replacement project is out.
- **UV System Upgrade Review**
A bid package for the UV system upgrade is out.
- **Tertiary Filter Media Development Review**
An RFP is currently out.
- **Water/Sewer Reliability Study Review**
Early coordination underway with engineering team. This project will support long-term planning related to meter upgrades and system redundancy.

Community Development

- **Combs Industrial Improvements Review**

The City is awaiting results of the FY25 Community Grant application submitted through Senator Barrett's office. Further project activity is pending funding notification.

Neighborhood Enrichment

- **Lincoln Street Improvements Review**

Bid documents are being prepared.

- **Horatio Avenue Improvements Review**

Bid documents are being prepared.

- **Oak Park Improvements Review**

The project engineer is currently developing the bid package and coordinating with Consumers Energy on utility considerations.

- **Bennett Park Improvements Review**

Signage upgrades and mulch replenishment have been completed. The Parks Advisory Board has begun initial design planning.

- **Junior Charlotte Orioles Agreement Review**

Agreement currently under internal review. Plan to meet with CJO representatives in late summer.

- **Camp Frances By-Laws Review**

The by-laws are under review and currently being coordinated with legal counsel for revision.

THE CITY OF
CHARLOTTE
MICHIGAN

Memo

To: Honorable Mayor Lewis; City Council
From: Mary LaRocque, City Clerk
Date: July 23, 2025
Re: Claims and Expenditures for Council approval on July 28, 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 July 14, 2025	\$ 2,114.49
HRA Insurance claims week of July 21, 2025	\$ 1,029.80
Payroll paid July 25, 2025	\$318,005.17
Invoiced claims as of July 23, 2025	\$141,756.82

Total	<u>\$462,906.28</u>
--------------	----------------------------

Suggested Motion

Motion to approve Claims and Expenditures in the amount of **\$462,906.28**

07/23/2025 04:31 PM
User: CKOENIG
DB: Charlotte

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF CHARLOTTE
INVOICE ENTRY DATES 07/10/2025 - 07/23/2025
BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID
BANK CODE: POOL

Page: 1/8

Vendor Code	Vendor Name	Description	Amount
	Invoice		
01683	ACD.NET		
	81518-296	(CITY HALL) JULY 2025	699.00
	91177-148	(WASTE TREATMENT) JULY2025	565.84
TOTAL FOR: ACD.NET			1,264.84
01695	ACE HARDWARE & LUMBER CO.		
	65688	TREATED PLYWOOD, WOOD PROTECTOR	794.23
TOTAL FOR: ACE HARDWARE & LUMBER CO.			794.23
02015	ADVANTAGE FLEET, LLC		
	EP201000108:21	FIRE HOSE NOZZLE	587.67
	EP201000222:01	TURNOUT GEAR & SOAP CLEANER	305.00
	EP201000295:01	TURN OUT GEAR SUSPENDERS	173.17
	RA101004933:01	NFPA ANNUAL PUMP TEST, PREVENTATIVE MAINTENANCE TRUCK 312	446.84
	XA201000211:01	50' 5" HOSE	1,728.27
TOTAL FOR: ADVANTAGE FLEET, LLC			3,240.95
01764	AMAZON CAPITAL SERVICES		
	14KG-HRGL-PYGL	ACCOUNT # A264N6SLCWDWHU (FIRE) RETURN OF SYLUS ON INVOICE (1WVX-R46F-MR47)	(23.97)
	14KG-HRGL-PYGL.1	ACCOUNT # A264N6SLCWDWHU (FIRE) STYLUS PEN RETURN FOR INVOICE (1WVX-R46F-MR47)	(7.99)
	1666-WVHC-47RX	ACCOUNT # A264N6SLCWDWHU (FIRE) BATTERIES, NAME PLATE HOLDER	79.38
	16NM-YV6H-PK7F	ACCOUNT # A264N6SLCWDWHU (FIRE) LAUNDRY SOAP, TOILET PAPER, DRYER SHEETS, SANDWICH BAGS	352.02
	17J9-4HQ4-VVFG	ACCOUNT # A264N6SLCWDWHU (FIRE) MEDICAL PEN	9.67
	19WP-VCGR-F971	ACCOUNT # A264N6SLCWDWHU (DPW) AIR CONDITIONING TOOLS	621.05
	1C4R-WNQF-1C3D	ACCOUNT # A264N6SLCWDWHU (FIRE) IRONTON STEEL PNEUMATIC HAND TRUCK DOLLY	45.11
	1CRY-PFPP-GW1W	ACCOUNT # A264N6SLCWDWHU (DPW) HEAVY DUTY TRASH BAGS	149.97
	1DYC-WLHN-C66V	ACCOUNT # A264N6SLCWDWHU (TREASURER) COLOR CARDSTOCK PAPER, WEBCAM	45.59
	1FTLL-T3RL-PNL6	ACCOUNT # A264N6SLCWDWHU (FIRE) LED LIGHT BULBS , BADGE HOLDERS, TENT REPAIR ADHESIVE	599.52
	1GCY-DM9X-GWPP	ACCOUNT # A264N6SLCWDWHU (DPW) TOOLS	97.95
	1HGL-H4YK-NFCM	ACCOUNT # A264N6SLCWDWHU (FIRE) STATION SUPPLIES	645.34
	1K3C-QKRM-RRT7	ACCOUNT # A264N6SLCWDWHU (FIRE) BELTS	282.00
	1N91-MMVQ-PYVQ	ACCOUNT # A264N6SLCWDWHU (FIRE) BATHROOM CLEANER, COMM. DEVELOPMENT COMP. EQUIPMENT	267.24
	1PWV-DY3F-JGP4	ACCOUNT # A264N6SLCWDWHU (FIRE) CUSTODIAN SUPPLIES	254.36
	1WF9-3GJG-XN7P	ACCOUNT # A264N6SLCWDWHU (FIRE) BATTERIES	163.96
	1X4C-1MN4-47JJ	ACCOUNT # A264N6SLCWDWHU (FIRE) TRASH BAGS	48.54
TOTAL FOR: AMAZON CAPITAL SERVICES			3,629.74
02036	AMAZON CAPITAL SERVICES		
	1T7Y-GH3F-DTMR	ACCT # A1K517P63NLQUT (POLICE) ACTIVE SHOOTER INFORMATION	25.98
TOTAL FOR: AMAZON CAPITAL SERVICES			25.98

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Vendor Code	Vendor Name	Invoice	Description	Amount
02207	AT & T MOBILITY	287354111767X070	MAY 28 - JUNE 27	271.25
TOTAL FOR: AT & T MOBILITY				271.25
01635	AT&T LONG DISTANCE	25263	AIRPORT INTERNET	51.38
		517543887707	JUN 14 - JUL 13, 2025	320.51
		JUNE 14 - JUL 13	DPW CALLOUT- JUNE 14 -JUN 13, 2025	51.46
TOTAL FOR: AT&T LONG DISTANCE				423.35
01629	AVERY OIL & PROPANE, INC	1136289	AIRPORT- ACCOUNT #12290746	5,916.80
TOTAL FOR: AVERY OIL & PROPANE, INC				5,916.80
02209	BADGE & WALLET.COM	748273	UNIFORM BADGES	2,348.20
TOTAL FOR: BADGE & WALLET.COM				2,348.20
01608	BARYAMES CLEANERS	BN16160-7.01.202	POLICE DEPARTMENT UNIFORM CLEANING	208.50
TOTAL FOR: BARYAMES CLEANERS				208.50
01602	BEAVER RESEARCH COMPANY	0385612-IN	AIR FRESHENER	142.00
TOTAL FOR: BEAVER RESEARCH COMPANY				142.00
01600	BECKETT & RAEDER	2025594	2023044 CHARLOTTE MASTER PLAN & ZONING ORDINANCE	680.00
		38-2166513	DDA DEVELOPMENT PLAN AND TIF PLAN CONTRACT	1,288.75
TOTAL FOR: BECKETT & RAEDER				1,968.75
01576	BOUND TREE	85841448	MEDICAL EQUIPMENT	107.14
TOTAL FOR: BOUND TREE				107.14
01694	BRYNER'S SEPTIC SERVICE, LLC	7/14/2025	2 PORTABLE POTTIES JUNE AND JULY	480.00
TOTAL FOR: BRYNER'S SEPTIC SERVICE, LLC				480.00
01561	BS&A SOFTWARE	161817	PURCHASE ORDER SYSTEM ANNUAL SERVICE/SUPPORT FEE	4,520.00
TOTAL FOR: BS&A SOFTWARE				4,520.00

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Vendor Code	Vendor Name	Invoice	Description	Amount
01555	BYRUM ACE HARDWARE			
		459285	ANT BAIT TRAP, ANT & ROACH KILLER	10.18
		460243	LAWN AND WEED KILLER	31.99
		460444	(DPW) PLUMBING PARTS	22.57
		460465	(DPW) PLUMBING PARTS	35.31
		460707	(DPW) MOBILE USB CHARGE, LIGHTNING USB CHARGE	33.98
		460733	(WWTP) SEAL AND BRUSHES FOR CLARIFIER COVERS	38.98
		460970	(DPW) SPRAYPAINT, PAINT PRIMER, WEED KILLER	53.75
		461401	(FIRE)BUILDING MAINTENANCE SUPPLIES	20.77
		461636	(DPW) DROPCLOTHS	17.98
		461765	(DPW) CONCRETE MIX	75.90
		461833	(FIRE) HOT WATER HOSE, HILLMAN FASTENERS	48.95
		462050	(DPW) WEED KILLER	17.99
		462079	(DPW) STEEL ROD	19.98
		462324	(DPW) WOODEN MOP HANDLE	19.99
		462679	(WWTP) WRENCH FOR WWTP	44.99
		462686	SPRAY BOTTLES	23.95
		462864	(FIRE) PARTS FOR TRUCK # 313	57.71
		463417	(POLICE) BLACK CABLE TIES	12.58
TOTAL FOR: BYRUM ACE HARDWARE				587.55
01547	CANON FINANCIAL SERVICES, INC			
		41490682	MONTHLY PRINTER FEE WEST SIDE	243.41
TOTAL FOR: CANON FINANCIAL SERVICES, INC				243.41
01513	CHARLOTTE INSURANCE AGENCY			
		INV00001634	INSURANCE PREMIUM FOR VOLUNTEERS	1,830.00
TOTAL FOR: CHARLOTTE INSURANCE AGENCY				1,830.00
02156	CONSORT DISPLAY GROUP			
		QTE0106830	BANNERS	8,095.60
TOTAL FOR: CONSORT DISPLAY GROUP				8,095.60

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Vendor Code	Vendor Name	Invoice	Description	Amount
01471	CONSUMERS ENERGY			
		201098130699	1325 ISLAND HWY #C	108.53
		201187095009	1213 S COCHRAN AVE	60.90
		201187095010	1216 S COCHRAN AVE	33.86
		201187095011	1216 1/2 S COCHRAN AVE	18.00
		201187095012	1216 S COCHRAN AVE	56.28
		201276085141	076 - 2 TRAFFIC LIGHTS	3.16
		201276085142	065 & 068 -460 STREETLIGHTS	4,363.74
		201276085143	TULLY BROWN DR (AREA LIGHTING)	129.76
		201542983230	1325 ISLAND HWY GATE-AIRPORT	34.91
		201542996256	076 - 12 TRAFFIC LIGHTS	488.98
		201542996257	AREA LIGHTING	576.76
		201542996284	201 HALL ST (AREA LIGHTING)	97.31
		201631991993	245 S COCHRAN AVE	21.27
		201809962574	1310 S COCHRAN AVE	197.49
		202076957920	1005 PAINE DR. FRNT GEN CHARLOTTE	25.03
		202254937932	1225 S COCHRAN AVE	137.74
		202788845636	1152 S COCHRAN AVE CAMP FRANCIS	51.01
		202788845638	301 TIRRELL RD	334.97
		202877840981	301 TIRRELL RD R2	384.07
		202877840982	301 TIRRELL RD MAINTENANCE	45.07
		203055821130	103 VAN LIEU ST	41.94
		203678791582	811 CHADS WAY	19.87
		203856753065	1800 PACKARD HWY	41.79
		203945738016	526 W STODDARD ST	32.54
		204123718897	508 N. SHELDON ST.	71.11
		204390699909	1325 ISLAND HWY	441.38
		204390699910	1329 1/2 ISLAND HWY	37.41
		204390700330	620 W SHEPHERD ST	18.00
		204568661717	111 E LAWRENCE AVE	279.58
		204568663005	108 E LAWRENCE AVE	52.43
		204568663006	108 E LAWRENCE AVE	122.99
		204657646453	811 CHADS WAY	113.07
		204746632729	1167 E CLINTON TRAIL	83.87
		205013609744	1005 PAINE DR	12,584.02
		205102562691	1227 S COCHRAN AVE	5,352.20
		205458511453	700 LANSING RD	34.91
		205725466158	1064 NORTHWAY	45.63
		205992395694	201 HALL ST	56.78
		206348162995	203 HALL ST	82.36
		206348163498	112 1/2 S COCHRAN	28.69
		206526065079	1104 MIKESELL ST	254.59
		206526065083	544 LANSING ST/WWTP LIFT STATION	28.27
		206526065084	544 LANSING ST	644.83
		206526065085	700 E. SHEPHERD ST.	157.33
		206526065090	1075 INDEPENDENCE BLVD	275.94
		206526065093	1305 S COCHRAN AVE	60.94
		206526065123	1216 S COCHRAN AVE	2,132.94
		206526065157	111 E LAWRENCE AVE	3,921.38
		206615059105	1005 PAINE DR	51.61
		206881813615	619 W SHEPHERD ST	107.53
		206881813616	620 W SHEPHERD ST	101.49
		601013970424	911 W SHEPHERD ST FIRE DEPT 2	3,606.52
TOTAL FOR: CONSUMERS ENERGY				38,052.78
02210	CUMMINGS, AIDEN			
		7.16.2025	BOOT ALLOWANCE PER SEIU CONTRACT	233.19
TOTAL FOR: CUMMINGS, AIDEN				233.19

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02211	D & H FIRE INSPECTION	25263	CO2 EXTINGUISHER & WATER CAN	413.66
TOTAL FOR: D & H FIRE INSPECTION				413.66
01439	D & K TRUCK COMPANY	1307830	WATERWAY FITTING SNORKEL	30.83
TOTAL FOR: D & K TRUCK COMPANY				30.83
00882	DARRELL SLAUGHTER	07.22.2025	REIMBURSEMENT FOR MEALS & MILEAGE CONFERENCE JULY 14 TH - JULY 16 TH (TRAUMA'S OF LAW ENFORCEMENT)	212.52
TOTAL FOR: DARRELL SLAUGHTER				212.52
01391	EATON CONSERVATION DISTRICT	JULY 21, 2025	GRANT MATCH (FY 25 COMMUNITY FORESTRY GRANT \$5000 LESS \$720 MOWING)	4,280.00
TOTAL FOR: EATON CONSERVATION DISTRICT				4,280.00
01375	ELHORN ENGINEERING COMPANY	307289	PUMP PARTS	216.86
TOTAL FOR: ELHORN ENGINEERING COMPANY				216.86
01372	ENCOMPASS EAP, LLC	1001	EMPLOYEE ASSISTANCE 07/01/2025 - 06/30/2026	2,148.64
TOTAL FOR: ENCOMPASS EAP, LLC				2,148.64
02178	ENG. INC	0019073	CONSTRUCTION ADMINISTRATION, PROJECT MANAGEMENT	1,142.50
		0019084	NUCLEAR DENSITY TESTING, CONCRETE TESTING, PROJECT MANAGEMENT (WALNUT STREET)	3,205.00
TOTAL FOR: ENG. INC				4,347.50
01756	HARMON AUTO GLASS	4280-918947	REPLACEMENT WINDSHIELD 2020 CHEVROLET TAHOE	345.00
TOTAL FOR: HARMON AUTO GLASS				345.00
01438	HASSEL FREE FUELS	CFSI-12256	ACCOUNT # 010109 (FIRE) FUEL	1,143.46
TOTAL FOR: HASSEL FREE FUELS				1,143.46
02037	HASSEL FREE FUELS	CFSI-12208	ACCNT #010107 (DPW/WWTP) FUEL	908.46
TOTAL FOR: HASSEL FREE FUELS				908.46
01277	HAVILAND	543794	FLUORIDE	1,635.00
TOTAL FOR: HAVILAND				1,635.00
01252	INDEPENDENT BANK	5867-06.12.2025	JUNE 2025	10,311.18
TOTAL FOR: INDEPENDENT BANK				10,311.18

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Vendor Code	Vendor Name	Description	Amount
Invoice			
01250	INSTY PRINTS		
98802		MAILING ENVELOPES	1,058.06
TOTAL FOR: INSTY PRINTS			1,058.06
01235	JETT PUMP & VALVE		
26019		VALVE REPLACEMENT	1,201.00
TOTAL FOR: JETT PUMP & VALVE			1,201.00
02141	JR BADGES		
20753		JR POLICE BADGES	300.00
TOTAL FOR: JR BADGES			300.00
01216	KALAMAZOO RIVER WATERSHED		
2020-143		TMDL-ANNUAL DUES	728.00
TOTAL FOR: KALAMAZOO RIVER WATERSHED			728.00
01883	KENYON AND SONS LLC		
#12-07/12/2025		WEEKLY LAWN MOWING - 07/06 TO 07/12	4,380.00
#13-07/19/2025		WEEKLY LAWN MOWING - 07/13 TO 07/19	4,500.00
TOTAL FOR: KENYON AND SONS LLC			8,880.00
01450	KIMBERLY CURRAN		
07.22.2025		JULY BOARD OF REVIEW	17.50
TOTAL FOR: KIMBERLY CURRAN			17.50
01195	KONICA MINOLTA BUSINESS		
503139467		MAINTENANCE AGREEMENT COLOR METER (BILLING PERIOD 06/17/2025 - 07/16/2025)	26.78
TOTAL FOR: KONICA MINOLTA BUSINESS			26.78
02179	LANSING REAL GREEN LAWN CARE INC.		
72910		LAWN MOWING PER CODE ENFORCEMENT- 412 MERRITT ST	105.00
72911		LAWN MOWING PER CODE ENFORCEMENT - 817 W LAWRENCE	35.00
72913		LAWN MOWING PER CODE ENFORCEMENT- 528 PLEASANT ST	35.00
TOTAL FOR: LANSING REAL GREEN LAWN CARE INC.			175.00
01987	MAGLOCLN, INC		
12314		MEMBERSHIP USER FEE JULY 1, 2025 TO JUNE 30, 2026	400.00
TOTAL FOR: MAGLOCLN, INC			400.00
02072	MANER COSTERISAN		
70974		BILLING FOR 2025 AUDIT PLANNING & FIELDWORK	500.00
TOTAL FOR: MANER COSTERISAN			500.00
02103	MUNIVATE LLC		
1224		PDF APPLICATION DESIGN	675.00
TOTAL FOR: MUNIVATE LLC			675.00

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Vendor Code	Vendor Name	Invoice	Description	Amount
01536	NAPA AUTO PARTS			
		282633	BATTERY	39.86
		282653	AIR CONDITIONING SEAL KIT	27.58
TOTAL FOR: NAPA AUTO PARTS				67.44
01032	NELSON TANK & ENGINEERING			
		2967	TOWER INSPECTIONS	5,400.00
TOTAL FOR: NELSON TANK & ENGINEERING				5,400.00
01009	O'LEARY PAINT CO			
		VF284	PAINT SUPPLIES	330.40
TOTAL FOR: O'LEARY PAINT CO				330.40
01004	OTIS ELEVATOR, INC.			
		100401967133	MAINTENANCE SERVICE FROM 07/01/25 TO 6/30/26	8,884.32
TOTAL FOR: OTIS ELEVATOR, INC.				8,884.32
02093	POWERS, CHRISTYNE			
		07.22.2025	JULY BOARD OF REVIEW	17.50
TOTAL FOR: POWERS, CHRISTYNE				17.50
01030	QUADIENT FINANCE USA, INC.			
		7900044417194903	POSTAGE	61.93
TOTAL FOR: QUADIENT FINANCE USA, INC.				61.93
01210	REBECCA KENDALL			
		07.22.2025	JULY BOARD OF REVIEW	17.50
TOTAL FOR: REBECCA KENDALL				17.50
00987	ROBERT PHILLIPS			
		7.22.2025	JULY BOARD OF REVIEW	17.50
TOTAL FOR: ROBERT PHILLIPS				17.50
00935	ROCHESTER CREATIONS			
		4074	VOLUNTEER COATS	420.00
TOTAL FOR: ROCHESTER CREATIONS				420.00
02190	SME			
		164760	WALNUT STREET HMA PLANT TESTING	2,724.35
TOTAL FOR: SME				2,724.35
02135	SPALDING DEDECKER ASSOCIATES, INC.			
		00103088	WALNUT STREET PAVING FROM SHEPHERD ST. TO L LINCOLN ST.	2,629.00
		00104269	PUBLIC WORKS DIRECTOR SERVICES	238.00
TOTAL FOR: SPALDING DEDECKER ASSOCIATES, INC.				2,867.00
02021	STAPLES			
		6035569594	SUPPLIES	222.35
		6035569595	RESTROOM SUPPLIES	7.03
		6035646356	REPLACEABLE TONER CARTRIDGES & DRUM UNIT	507.25
TOTAL FOR: STAPLES				736.63

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Vendor Code	Vendor Name	Description	Amount
	Invoice		
01108	STATE OF MICHIGAN		
	591-11338361	AIRPORT WEATHER OBS DATA SYSTEM	520.89
TOTAL FOR: STATE OF MICHIGAN			520.89
01984	TARGET SOLUTIONS LEARNING		
	INV120542	VGS-GTEPMS - GUARDIAN TRACKING	1,131.86
TOTAL FOR: TARGET SOLUTIONS LEARNING			1,131.86
00199	TOM POTTER		
	07.22.2025	JULY BOARD OF REVIEW	17.50
TOTAL FOR: TOM POTTER			17.50
00820	TRACE ANALYTICAL LABORATORIES		
	5070530	WATER ANALYSIS	396.00
	5070694	WATER ANALYSIS	102.00
TOTAL FOR: TRACE ANALYTICAL LABORATORIES			498.00
00809	TRUGREEN #2801		
	212208603	VEGETATION CONTROL AT CITY HALL	48.07
TOTAL FOR: TRUGREEN #2801			48.07
00791	USA BLUE BOOK		
	INV00760703	LAB SUPPLES	549.03
	INV00767258	MAN HOLE COVER LIFTING DEVICE	1,091.06
	INV00767324	POWER CORD FOR METER IN LAB	240.00
TOTAL FOR: USA BLUE BOOK			1,880.09
00785	VERIZON WIRELESS		
	6117474255	JUNE 2,2025 THRU JULY 1, 2025	1,458.14
TOTAL FOR: VERIZON WIRELESS			1,458.14
02090	WELLS, DAN		
	07,17,2025	BOOT ALLOWANCE PER SEIU CONTRACT	159.00
TOTAL FOR: WELLS, DAN			159.00
00753	WOLVERINE PEST SERVICE		
	127901	MONTHLY PREVENTION (DPW GARAGE)	50.00
	127904	CHECK & FILL BAIT STATIONS (CAMP FRANCES)	50.00
TOTAL FOR: WOLVERINE PEST SERVICE			100.00
02013	WOW! BUSINESS		
	JULY 11- AUG 10	GARAGE INTERNET (07/11 - 08/10)	59.99
TOTAL FOR: WOW! BUSINESS			59.99
TOTAL - ALL VENDORS			141,756.82
PAYMENT TYPE TOTAL			
Paper Check			92,969.51
EFT Transfer			48,787.31

COMMERCIAL CREDIT CARD STATEMENT

June, 2025

	DATE	VENDOR	DESCRIPTION	ACCOUNT #	AMOUNT
Griffith, M	05/30/2025	Wal-Mart	Supplies for Conservation Carnival	510-574.000-731.000	\$ 102.35
	06/05/2025	Wal-Mart	SCADA Computer Monitor	510-573.000-731.000	\$ 114.00
			Subtotal		\$216.35
Antcliff, R	5/13/2025	Marriott/Ypsilanti	Carroll/Leach Training Meals	101-301.000-965.000	\$ 40.28
	5/14/2025	Jimmy Johns/Ypsilanti	Carroll/Leach Training Meals	101-301.000-965.000	\$ 24.67
	5/14/2025	Marriott /Ypsilanti	Carroll/Leach Training	101-301.000-965.000	\$ 185.10
			Subtotal		\$ 250.05
Brentar, P	6/5/2025	Yard House	Dinner NAAAC Conf.	101-301.000-965.000	\$ 99.14
	6/6/2025	TST Condado Tacos	Dinner NAAAC Conf.	101-301.000-965.000	\$ 75.62
			Subtotal		\$ 174.76
Smith,A	5/28/2025	BATCOINC.COM	Utility Locating Seminar	510-562.000-965.000	\$ 450.00
	6/11/2025	The Flower Garden	Flowers fot Cities Parks	101-751.000-731.000	\$ 500.72
	6/10/2025	ELDT.COM		202-520.000-965.000	\$ 77.63
			Subtotal		\$ 1,028.35
Perry, S	5/29/2025	ELMDOR Stoneman Manufacturir	Yard Hydrant	510-550.000-738.000	\$ 3,037.11
			Subtotal		\$ 3,037.11
Brooks, S	6/6/2025	Hilton Garden Inn	Brentar & Brooks NAAAC Conf.	101-301.000-965.000	\$ 601.34
	6/6/2025	Hilton Garden Inn	Callahan & McDaniel NAAAC Conf.	101-301.000-965.000	\$ 601.34
			Subtotal		\$ 1,202.68
Fullerton, T	5/23/2025	UPS	Gas Monitor Calibration Shipping	206-336.000-732.000	\$ 18.12
	5/28/2025	State of MI EMS	D. Curtis EMS Licence Renewal	206-336.000-960.000	\$ 25.00
	6/2/2025	State of MI EMS	D. Daly EMS Licence Renewal	206-336.000-960.000	\$ 25.00
	6/8/2025	SpeedTech Lights	LED Light pucks for new 314	206-336.000-974.000	\$ 271.98
	6/10/2025	Uline Ship Supplies	Ice Bags 10lb & 20lb	206-336.000-731.000	\$ 333.94
			Subtotal		\$ 674.04
Larocque, M	5/17/2025	CourtYard by Marriott	Elected Official Training (Bay City)	101-101.000-965.000	\$ 129.00
	5/19/2025	CEDAM	Community Champions Summit 2025 (Chin)	101-101.000-965.000	\$ 200.00
	5/21/2025	CEDAM	Community Champions Summit 2025 (Duweck)	101-101.000-965.000	\$ 200.00
	5/22/2025	Web Network Solutions	Web Forwarding	666-228.000-810.000	\$ 1.99
	5/27/2025	MAMC	MAMC Summer 2025 Conference	101-215-000-965.000	\$ 20.00
	6/3/2025	USPS	Mail Package	101-215.000-732.000	\$ 10.05
	6/1/2025	Google	Google GSuite	666-228.000-810.000	\$ 1,139.96
	6/4/25	TST Lake Effect Bistro	MAMC Summer 2025 Conference	101-215-000-965.000	\$ 18.84
	6/4/2025	Shorline INN and Conf.	MAMC Summer 2025 Conference	101-215-000-965.000	\$ 477.42
			Subtotal		\$ 2,197.26
Whitney, S	5/19/2025	GTR-Food & Bev	Meal for 2025 APWA Conference	101-441.000-965.000	\$ 32.50
	5/20/2025	Bayview Inn	Meal for 2025 APWA Conference	101-441.000-965.000	\$ 21.63
	5/20/2025	Bob Evans Rest	Breakfast for 2025 APWA Conference	101-441.000-965.000	\$ 23.03
	5/22/2025	Grand Traverse Resort	Lodging for 2025 APWA Conference	101-441.000-965.000	\$ 470.60
	5/27/2025	Wal-Mart	Perennials for Parks	101-751.000-731.000	\$ 212.82
	6/10/2025	Openai-CHATGPT Subscript	ChatGPT	101-441.000-960.000	\$ 20.00
			Subtotal		\$ 780.58
Benavidez,S	5/16/2025	MSU Payment	Conference for Economice Growth	244-728.000-965.000	\$ 150.00
	5/16/2025	PayPam MDA	Membership Dues City of Charlotte DDA	248-748.000-810.000	\$ 250.00
	6/4/2025	Michigan E INV-6279	Membershi Dues (MEDA)	101-703.000-960.000	\$ 350.00
			Subtotal		\$ 750.00
Total					\$10,311.18



Memo

To: Honorable Mayor Lewis; City Council
From: Mary LaRocque, City Clerk
Date: July 18, 2025
Subject: ADA Infrastructure Grant Application for Polling Location Accessibility

Background:

The Michigan Association of Municipal Clerks (MAMC) is offering ADA Infrastructure Grants to help municipalities improve accessibility at election precincts and early voting sites. The grant is aimed at supporting projects that will enhance ADA compliance for voters with disabilities. The City of Charlotte is eligible to apply for a grant of up to \$10,000 to improve accessibility at the polling location at City Hall. The proposed project involves installing a sidewalk across the street from City Hall, connecting the handicap parking area in the lot to the polling location. This sidewalk will provide a direct, safe, and accessible route for voters with disabilities, enhancing the ease of access for all voters and ensuring compliance with ADA standards. This grant opportunity would allow us to make these necessary improvements at minimal cost to the city. As part of the procurement process, two quotes were obtained for the work:

- Eric Rogers: \$12,900
- Anderson Construction Concrete LLC: \$11,400

DPW Director Whitney assisted in obtaining these quotes, and based on the review, it is recommended to move forward with Anderson Construction Concrete LLC, as they provided the lower bid of \$11,400. Both DPW Director Whitney and City Manager Hillard have reviewed and approved moving forward with this project, contingent upon the receipt of the grant award.

Recommendation:

It is recommended that the City Council authorize staff to apply for the MAMC ADA Infrastructure Grant to fund the installation of the sidewalk connecting the handicap parking area to City Hall's polling location. The grant will cover up to \$10,000 of the project cost, which is expected to be \$11,400. The remaining balance of the project cost will be paid using the available balance in the Major Street Fund Sidewalk Maintenance account 202-446.000-801.000 (as provided by Whitney). This project will directly enhance accessibility for voters with disabilities and ensure the continued compliance of our polling site with ADA regulations.

Financial Impacts:

The total estimated cost for the project is \$11,400, and the MAMC ADA Infrastructure Grant will provide up to \$10,000 of funding. The remaining project cost will be covered by the available balance in the Sidewalk budget. The grant will cover a substantial portion of the costs.

Suggested Motion:

Please see resolution 2025-35

**CITY OF CHARLOTTE
RESOLUTION 2025-35**

**TO AUTHORIZE THE CITY CLERK TO APPLY FOR THE MICHIGAN
ASSOCIATION OF MUNICIPAL CLERKS (MAMC) ADA INFRASTRUCTURE
GRANT**

WHEREAS, the Michigan Association of Municipal Clerks (MAMC) is offering an ADA Infrastructure Grant to enhance accessibility at election precincts and early voting sites; and

WHEREAS, the City Clerk has identified a need for improving accessibility to the City Hall polling location by installing a mid-street sidewalk connecting the handicap parking area across the street to the polling site; and

WHEREAS, two quotes were obtained for the work:

- Eric Rogers: \$12,900
- Anderson Construction Concrete LLC: \$11,400

It is recommended that the City move forward with Anderson Construction Concrete LLC, which provided the lower bid of \$11,400; and

WHEREAS, the estimated cost for the project is \$11,400, and the City may be eligible for a grant of up to \$10,000 from the MAMC to fund the project; and

WHEREAS, the remainder of the project cost, as applicable, will be paid through the available balance in the Sidewalk budget; and

WHEREAS, the City Council supports the proposed project and is committed to improving accessibility for all voters, including those with disabilities, to ensure compliance with the Americans with Disabilities Act (ADA); and

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

1. The City Clerk is hereby authorized to submit an application for the MAMC ADA Infrastructure Grant in the amount of up to \$10,000 for the installation of a sidewalk connecting the handicap parking area to the polling location at City Hall.
2. The City Clerk is authorized to take all necessary actions to facilitate the grant application and, if awarded, the execution of any required documents to accept and administer the grant funds.
3. The City Clerk is further authorized to enter into agreements, as necessary, with Anderson Construction Concrete LLC for the completion of the project, ensuring compliance with all applicable policies and procedures, and reporting requirements as stipulated by the MAMC and the City's grant policy.

BE IT FURTHER RESOLVED, that the City Council acknowledges and approves the expenditure of grant funds, if awarded, and any necessary matching funds or other financial requirements as specified in the grant, with the remaining balance to be paid from the available Sidewalk budget.

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 28, 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, MiPMC, CMC
City Clerk

MAMC ADA GRANT APPLICATION

About the MAMC ADA Infrastructure Grant Program

As a result of our diligent advocacy on behalf of our Members, MAMC has successfully secured \$1,000,000 in MEDC ADA Grants for Municipal Clerks. The MAMC ADA Infrastructure Grant Program is designed to assist local municipal clerks in improving accessibility at election precincts and early vote sites. By ensuring compliance with the Americans with Disabilities Act (ADA), this program aims to make the voting process accessible to all.

Purpose

The primary goal of the MAMC ADA Infrastructure Grant Program is to provide financial support to local municipal clerks for the installation or renovation of infrastructure that enhances accessibility. This initiative helps create welcoming, ADA-compliant environments at voting locations throughout Michigan.

Eligibility

- The applicant must be a local municipal clerk responsible for administering elections.
- The applicant must be a member of the Michigan Association of Municipal Clerks (MAMC).
- The proposed project must be an ADA-related infrastructure improvement that benefits one or more precinct or early vote sites within the jurisdiction.
- Total grant amount per jurisdiction cannot exceed \$10,000, regardless of the number of precincts or early vote sites served.
- All projects must adhere to ADA compliance standards.

Funding Availability

- Maximum grant amount available: \$10,000 total per jurisdiction (not per precinct).
- Grants will be awarded on a first-come, first-use basis until all funds are fully allocated.



Memo

To: Honorable Mayor Lewis; City Council
From: Paul Brentar, Chief of Police
Date: July 22, 2025
Re: Physical Fitness Stipend

Background

The Charlotte Police Department has a General Order as it relates to fitness (GO#56) established in 2007. Officers have been allowed to do a fitness test bi-annually voluntarily every year since if they choose, with a maximum payment of \$500/year. The Sergeants and Officers are allowed to participate in a physical fitness evaluation using the MCOLES pre-employment physical fitness standards. The standards are used in four events including vertical jump, sit-ups, push-ups and ½ mile shuttle run.

The policy was revised in May of 2025 primarily to change the order as it relates to who can proctor the evaluation. Previously the evaluation was to be supervised by the Charlotte Public Schools Athletic Department. With that being said, it has been a couple years at least since they have done a fitness evaluation and officers are wanting to start participating again.

A physical fitness test was run on June 14, 2025 and June 21, 2025. Only four department members participated. Three completed all of the tests that per the order would entitle them to a \$250 stipend each. One employee passed 2 of the 4 tests for a \$100 dollar stipend. The total cost for this evaluation would be \$850.00

Recommendation

General Order #56 is not in the contract and the city has asked for letters of understanding from the non-supervisory unit and the command unit before the stipends are paid out. Both letters have been provided to City Manager Hillard and will now be presented to the council.

We are asking that Council approve the letters of understanding and allow the city to proceed with the payments of this past fitness test and future payments until this be incorporated into the contract pending the agreement of both sides.

Financial Impacts

The city would be paying out \$850 for the evaluation of the four employees who participated in the fitness test in June. The Police Department is currently fully staffed at 16. If all 16 employees participated bi-annually and all 16 passed all four tests, it would be a maximum of \$8000 a year. Only four people participated in June so I am not expecting us to come anywhere near \$8000 a year.

Suggested Motion

The Police Department is asking the Council to accept the letter of understanding from both unions to allow for the stipends consistent with General Order #56 for the length of the current union contracts.

**CHARLOTTE POLICE DEPARTMENT
GENERAL ORDERS**

General Order No. 56

SUBJECT: Fitness

DATE: 11-6-2007

REVISED: 05/06/25

PURPOSE

The purpose of this policy is to promote Health and Fitness among departmental employees through the establishment of a voluntary fitness standard coupled with positive reinforcement incentives.

POLICY

The Charlotte Police Department will utilize the current MCOLES pre-employment physical fitness standards in determining employee fitness with regard to fitness incentives. These standards consist of four separate events: vertical jump, sit-ups, push-ups, and a ½ mile shuttle run. The minimum performance standards as indicated in the table below represent the “cut score” or “pass/fail” point for each event.

MALE				
AGE GROUP	VERTICLE JUMP (in inches)	SIT-UPS	PUSH-UPS	½-MILE SHUTTLE RUN
18-29	17.5	32	30	4:29.6
30-39	16.0	30	30	4:38.2
40+	15.0	30	28	4:54.7
FEMALE				
18-29	11.0	28	7	5:35.4
30-30	9.0	19	7	5:59.1
40+	8.0	18	7	6:13.3

56.1 Upon successful completion of each event (passing score) an employee will qualify for a bi-annual fitness incentive of \$50.00 for each event completed (passing score). An employee who completes four events within the above standards will qualify for an additional \$50.00 incentive for a total of \$250.00 and a “Certificate of Fitness” from the department. Incentive is payable the first pay period after testing is complete. After five consecutive years of physical fitness under these standards, a “Fitness Award Plaque” shall be awarded.

56.2 Fitness level testing will be conducted bi-annually. Thirty (30) days' notice will be given employees prior to the testing date for preparation; however, a continuous health and exercise regimen is recommended.

56.3 To participate in this fitness testing, employees must bring the following items:

- A. A signed Physician's Health Screen Form (Section 56.8)
 - 1. Form must have been obtained within the previous 12 months to be valid.
- B. Gym shorts and T-shirt or sweat suit
- C. Gym Shoes
- D. Athletic supporter (males), or bra (females)
- E. Department Issue I.D.

56.4 Testing will be conducted at a suitable location and supervised by Charlotte Police Department Personnel.

56.5 All departmental employees are invited to participate on a voluntary basis; however, no employees shall receive overtime for their participation.

56.7 Event descriptions attached as follows:

- Event #1.....Vertical Jump
- Event #2.....Sit-Ups
- Event #3.....Push-Ups
- Event #4.....One-Half Mile Shuttle Run

A ten (10) minute rest period between each event will be allowed.

56.8 Physician's Health Screen Form (attached)

Paul M. Brentar

Chief of Police

LETTER OF UNDERSTANDING FOR PHYSICAL FITNESS INCENTIVE
BETWEEN THE CITY OF CHARLOTTE AND
POLICE OFFICERS LABOR COUNCIL, CHARLOTTE NON-SUPERVISORY UNIT

WHEREAS, the City of Charlotte (hereinafter referred to as the "City"), and the Police Officers Labor Council - Charlotte Police Non-Supervisory Unit, (hereinafter referred to as the "Union,") (Collectively the "Parties") are signatories to a Collective Bargaining Agreement that is effective from July 1, 2024 through June 30, 2027.

WHEREAS, the City and Union recognize that physical fitness is beneficial for law enforcement services and even required by the State of Michigan MCOLES prior to initial law enforcement employment.

THEREFORE, the Parties agree to amend Article 27. MISCELLANEOUS to add: "Section 10 Physical Fitness Incentive" as follows:

Section 10: Physical Fitness Incentive.

The Employer may offer a Physical Fitness Incentive for voluntary fitness tests offered bi-annually where upon successful completion the employee may receive up to \$250.00 for each successful completion for a total of \$500.00 yearly, subject to state and federal taxation and other applicable local, state, and federal withholdings.

The voluntary fitness tests' format, requirements, and administration are at the sole discretion of the Employer.

Except as modified by this Letter of Understanding, all other terms and conditions of the 2024-2027 Collective Bargaining Agreement shall remain in full force and effect.

This Letter of Understanding will become effective when ratified and approved by both Parties.

FOR THE CITY:

Rob Hillard

City Manager

Dated: _____

FOR THE UNION

Jonathan Fullerton

President

POLC Non-Supervisory Unit

Dated: 7-8-25

Scott Eager

POLC Labor Representative

Dated: 7/2/25

LETTER OF UNDERSTANDING FOR PHYSICAL FITNESS INCENTIVE
BETWEEN THE CITY OF CHARLOTTE AND
POLICE OFFICERS LABOR COUNCIL, CHARLOTTE SUPERVISORY UNIT

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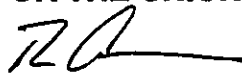
FOR THE CITY:

Rob Hillard

City Manager

Dated: _____

FOR THE UNION



Rob Antcliff

President

POLC Supervisory Unit

Dated: 7/18/2025



POLC Labor Representative

Dated: 07/15/25

**CITY OF CHARLOTTE
RESOLUTION 2025-36**

**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 28th 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 Council desires to regulate the number of chicken permits and number of chickens per permit by City Council Resolution.
2. The City of Charlotte adopted 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 28th day of July, 2025.

Mary LaRocque, MiPMC, CMMC
City Clerk

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 28th day 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, MiPMC, CMMC
City Clerk



Memo

To: City Council
From: Salena Benavidez, Community Development Director
Date: July 28, 2025
Re: Downtown Development Authority Bylaws

Background

In Michigan, Downtown Development Authorities (DDAs) are established under Act 197 of 1975. This act outlines the powers, duties, and responsibilities of DDAs, which are essentially public bodies created to promote economic growth and development within a designated downtown district. The act allows for various funding mechanisms, including tax increment financing, to support public improvements and address issues like property value decline.

The proposed Charlotte DDA bylaws are written to align with the state statute and help advance the goals of the board. The rules of procedure or the bylaws of the authority provide guidance on the operation of the DDA. Key articles of the bylaws define the appointment process for the board, term lengths, and committee structure. Furthermore, the bylaws provide an overview of how the bylaws can be amended.

The bylaws have been reviewed and updated based on the City's attorney recommendations. The DDA has approved the changes and are ready to adhere to the operational guidelines pending the approval of City Council.

Recommendation

Make a motion to approve the Charlotte Downtown Development Authority Bylaws.

DOWNTOWN DEVELOPMENT AUTHORITY CITY OF CHARLOTTE, MICHIGAN BYLAWS

ARTICLE I. PURPOSES AND POWERS

The purpose or purposes for which the Authority is organized are as follows:

To act as a Downtown Development Authority in accordance with Public Act 57 of 2018, as amended, including, but not limited to: correct and prevent deterioration in the Downtown Development District, to encourage historic preservation, to create and implement development plans, and to promote economic growth. In furtherance of these purposes, the Authority shall have all of the powers which now or hereafter may be conferred by law on Authorities organized under Public Act 57 of 2018; Act 227, Public Acts of 1972; Act 149, Public acts of 1911; Act 94, Public Acts of 1933; Act 344, Public Acts of 1945, **Act 34, Public Acts of 2001**, as amended; and Public Law 91-646, being the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970.

- (a) Prepare an analysis of economic changes taking place in the downtown district.
- (b) Study and analyze the impact of metropolitan growth upon the downtown district.
- (c) Plan and propose the construction, the renovation, repair, remodeling, rehabilitation, restoration, preservation, or reconstruction of a public facility, an existing building, or a multiple-family dwelling unit which may be necessary or appropriate to the execution of a plan which, in the opinion of the Board, aids in the economic growth of the downtown district.
- (d) Develop long-range plans, in cooperation with the agency which is chiefly responsible for planning the City of Charlotte, designed to halt the deterioration of property values in the downtown district, and take such steps as may be necessary to persuade property owners to implement the plans to the fullest extent possible.
- (e) Implement any plan of development in the downtown district necessary to achieve the purposes of this act, in accordance with the powers of the Authority as granted by this act.
- (f) Make and enter into contracts necessary or incidental to the exercise of its powers and the performance of its duties.
- (g) Acquire by purchase or otherwise, on terms and conditions and in a manner the Authority deems proper or own, convey, or otherwise dispose of, or lease as lessor or lessee, land or other property, real or personal, or rights of interests therein, which the Authority determines is reasonably necessary to achieve the purposes of this act, and to grant or acquire licenses, easements, and options with respect thereto.
- (h) Improve land and construct, reconstruct, rehabilitate, restore and preserve, equip, improve, maintain, repair, and operate any building, including multiple-family dwellings, and any necessary or desirable appurtenances thereto, within the downtown district for the use in whole or in part, of any public or private person or corporation or a combination thereof.
- (i) Fix, charge, and collect fees, rents, and charges for the use of any building or property under its control or any part thereof, or facility therein, and pledge the fees, rents, and charges for the payment of revenue bonds issued by the Authority.
- (j) Lease any building or property under its control or any part thereof.
- (k) Accept grants and donations of property, labor or other things of value from a public or private source.
- (l) Acquire and construct public facilities.
- (m) Create, operate, and fund marketing initiatives that benefit only retail and general marketing of the downtown district.**

ARTICLE II. BOARD

Section 1. General Powers

The Authority shall be under the supervision and control of a Board.

Section 2. Number, Tenure and Qualifications

The Downtown Development Authority shall consist of 9 persons, consisting of the Mayor, and eight members.

The members shall be appointed for a term of four years. A member shall hold office until the member's successor is appointed. An appointment to fill a vacancy shall be made by the Mayor for the unexpired term only.

At least five of the members shall be persons having an interest in property located in the downtown district and at least 1 member **shall** be a resident of the Downtown District.

Section 3. Selection of Members

Members will be appointed by the Mayor subject to the approval of the City Council. Before assuming the duties of office, a member shall qualify by taking and subscribing to the constitutional oath of office.

Section 4. Compensation of Members

Members of the Authority shall serve without compensation, but shall be reimbursed for actual and necessary expenses.

Section 5. Removal

Pursuant to proper notice and an opportunity to be heard, a member of the Downtown Development Authority may be removed for cause by the City Council. The DDA Executive Committee, composed of the Chairperson, Vice Chairperson, and Mayor, shall review the status of any Board member who fails to attend three Board and/or committee meetings within a fiscal year. At its discretion, the Executive Committee shall make a recommendation to the DDA Board for removal of a Board member, based upon its review and subject to an opportunity for the Board member to be heard by the committee. Upon agreement within the Authority, the DDA Board shall make a recommendation to the City Council for removal from the Board.

Section 6. Disclosure of Interest

A Board member who has a direct interest in any matter before the Authority shall disclose his/her interest prior to the Authority taking any action with respect to the matter which disclosure shall become a part of the record of the Authority's official proceedings. Further, any member making such disclosure shall then refrain from participating in the Authority's decision-making process relative to such matter.

ARTICLE III. OFFICERS

Section 1. Officers

The officers of the Authority shall be a Chairperson and Vice Chairperson. **The Mayor shall not serve as the Chairperson nor Vice Chairperson.**

Section 2. Removal of Officers

An officer may be removed by the Board **for cause** whenever in its judgment the best interest of the Authority would be served.

Section 3. Filling of Vacancies

A vacancy may be filled by the Board of the unexpired portion of the term.

Section 4. Chairperson

The Chairperson shall preside at all meetings of the Board and shall discharge the duties of a presiding officer.

Section 5. Vice Chairperson

In the absence of the Chairperson or in the event of his/her inability or refusal to act, the Vice Chairperson shall perform the duties of the Chairperson and when so acting shall have all the powers and be subject to all restrictions of the Chairperson.

ARTICLE IV. MEETINGS

Section 1. Annual Meeting

The annual meeting shall be held on the third Tuesday of June at the hour of 6:30 p.m. in City Hall. The election of officers to one year terms shall occur at the annual organizational meeting. If the election of officers should not occur on the day designated, or any adjournment thereof, the Board shall cause the election to be held at a regular or special meeting of the Board within ninety days of the annual meeting.

Section 2. Regular Meetings

Regular meetings of the Board shall be held at 6:30 p.m. on the third Tuesday of each month in City Hall. In the event the meeting day shall fall on a holiday, the meeting will occur on the following day. On the third Tuesday of each month at its regular meeting, all expense items of the Authority shall be publicized. The financial records shall always be open to the Authority and shall be publicized. The financial records shall always be open to the public. Five members shall constitute a quorum for the transaction of any business. Any regularly scheduled meeting may be canceled for lack of quorum.

Section 3. Special Meetings

Special meetings of the Board may be called by the Chairperson, by the Vice Chairperson in the absence of the Chairperson, by any three members, or by the City Council by giving twenty-four hours notice of the meeting stating the purpose of the meeting and by posting the notice eighteen hours prior to the meeting.

Section 4. Informational Meetings

Pursuant to Public Act 57 of 2018, two informational meetings shall be held each year, where no policy, budget, or operational matters are voted on and where information regarding the goals, direction, and projects of the Authority is shared.

Section 5. Notice of Meeting

All meetings shall be preceded by public notice posted eighteen hours prior to the meeting in accordance with the **Open Meetings Act**, Act 267 of the Public Acts of 1976, as amended.

Section 6. Agenda

The Chairperson may direct the Community Development Director to prepare the agendas for all meetings and send them to the Authority members at least twenty-four hours prior to a meeting. Any member of the Authority may request any item to be placed upon the agenda.

Section 7. Quorum and Voting

Five members shall constitute a quorum for the transaction of any business. A majority of five members shall constitute the action of the Board unless the vote of a larger number is required by statute or elsewhere in these rules. In the event that effective membership is reduced because of disclosure of interest (**Article II, Section 6**), a majority of the remaining members eligible to vote shall constitute the action of the Board.

Section 8. Rules of Order

The Board process for taking action will generally be guided by the latest revised version of Robert's Rules of Order. However, a meeting need not become unduly cumbersome due to strict adherence to Robert's Rules of Order.

ARTICLE V. EMPLOYMENT OF PERSONNEL

Section 1. Director

The Board may employ and fix the compensation of a director, subject to the approval of the City Council. The director shall serve at the pleasure of the Board. A member of the Board is not eligible to hold the position of director. Before entering upon the duties of the office, the director shall take and subscribe to the constitutional oath and furnish bond by posting a bond in the penal sum determined in the resolution establishing the Authority, payable to the Authority for use and benefit of the Authority, approved by the Board, and filed with the Charlotte City Clerk. The premium on the bond shall be considered an operating expense of the Authority, payable from funds available to the Authority for expenses of operation. The director shall be the chief executive officer of the Authority. Subject to the approval of the Board, the director shall supervise and be responsible for the preparation of plans and the performance of the functions of the Authority in the manner authorized by Public Act 57 of 2018, as amended. The director shall attend the meetings of the Board and shall render to the Board and to the governing body a regular report covering the activities and financial condition of the Authority. If the director is absent or disabled, the Board may designate a qualified person as acting director to perform the duties of the office. Before entering upon the duties of the office, the acting director shall take and subscribe to the constitutional oath and furnish bond as required of the director. The director shall furnish the Board with information or reports governing the operation of the Authority as the Board requires.

Section 2. Treasurer

The Board may appoint or employ and fix the compensation of a treasurer who shall keep the financial records of the Authority, and who, together with the director, if a director is appointed, shall approve all vouchers for the expenditure of funds of the Authority. The treasurer shall perform such other duties as may be delegated by the Board and shall furnish bond in an amount as prescribed by the Board.

Section 3. Secretary

The Board may appoint or employ and fix the compensation of a secretary, who shall maintain custody of the official seal and of records, books, documents, or other papers not required to be maintained by the treasurer. The secretary shall attend meetings of the Board and keep a record of its proceedings and shall perform such other duties as may be delegated by the Board.

Section 4. Legal Counsel

The Board may retain legal counsel to advise the Board in the proper performance of its duties. The legal counsel shall represent the Authority in actions brought by or against the Authority.

Section 5. Other Personnel

The Board may employ other personnel deemed necessary by the Board.

ARTICLE VI. COMMITTEES AND ADVISORY BOARDS

Section 1. Committee Structure

The DDA shall have standing committees as the Board determines necessary to carry out the business of the Authority. No fewer than three (3) individuals shall serve on each committee/advisory board. The maximum number of individuals allowed to serve on each committee/advisory board shall be at the discretion of the individual committee/advisory board's Chairperson. Each committee shall contain at 1-4 Board members of the DDA. The DDA Executive Director shall act as a permanent consultant to each committee/advisory board without needing to be in attendance at all meetings. The committee/advisory boards shall include outside consultants, residents of the city and business people of the DDA district. Committee/advisory board members are appointed by vote of the City of Charlotte DDA Board of Directors. A majority of the members present at a meeting at which a quorum is present shall be the act of the committee/advisory board.

Section 2. Term of Office

A committee/advisory board member may be removed at any time, with or without cause, by a vote of the City of Charlotte DDA Board of Directors. Subject to the foregoing, each member of each standing committee/advisory board shall continue as such until the next election of the City of Charlotte DDA Board Officers, unless the committee/advisory board is terminated, or unless such member be removed from such committee/advisory board, or unless such member shall cease to qualify as a member thereof.

Section 3. Responsibility and Authority

Unless otherwise directed by the City of Charlotte DDA Board, standing committee/advisory boards shall determine and schedule their meeting times, dates and locations and notify the Executive Director and Chairperson; consult with outside sources; interface with other city-appointed Boards and Commissions for an exchange of ideas that would then be presented to the City of Charlotte DDA Board prior to any action of the City of Charlotte DDA Board. Standing committee/advisory boards do not have the authority to take action without the approval of the Board; make decisions without the approval of the Board; act on proposed plans without approval from the Board; make recommendations between committee/advisory boards without Board approval; or enter into contracts or purchase agreements. Written minutes of each meeting shall be taken and filed with the Executive Director. Monthly committee/advisory board reports shall be presented at the Board's regular meetings. Committees shall act in the best interest of the Board at all times.

ARTICLE VII. CONTRACTS AND FUNDS

Section 1. Contracts

The Board may authorize the Executive Director or an agent or agents of the Authority to enter into any contract or execute and deliver any instrument on behalf of the Authority within the limits authorized by Public Act 57 of 2018, as amended. The authorization may be general or confined to specific instances.

Section 2. Funds

All checks, drafts, or orders for the payment of money, notes, or other evidence of indebtedness issued in the name of the Authority shall be authorized by any two of the Authority's Chairperson, Vice Chairperson, Treasurer, Secretary, or Executive Director. All funds of the Authority shall be held by the City of Charlotte. All accounting processes should follow the Authority approved Accounting Policy.

Section 3. Contributions of Gifts

The Board may accept on behalf of the Authority any contribution, gift, bequest or device for the general purposes or for any special purpose of the Authority.

ARTICLE VIII. BOOKS AND RECORDS

Section 1. Books and Records

The Authority shall keep correct and complete records of books and accounts and minutes of the meetings. The records shall be kept at the principal office of the Authority, which will have a record of the names and addresses of the members of the Authority. All books and records of the Authority shall be open to the public. An annual audit by an independent certified public accountant will be conducted.

Section 2. Fiscal Year

The fiscal year of the Authority shall begin on the first day of July and end on the last day of June each year.

ARTICLE IX. RAISING OF FUNDS

Section 1. Ad Valorem Tax

The Authority with the approval of the City Council may levy an ad valorem tax on the real and tangible property not exempt by law and as finally equalized in the downtown district. The tax shall be not more than two mills. The tax shall be collected by the City of Charlotte. The City shall collect the tax at the same time and in the same manner as it collects its other ad valorem taxes. The tax shall be paid to the Treasurer of the Authority and credited to the general fund of the Authority for purposes of the Authority.

Section 2. Borrowing Money Prior to Collection of Tax

The City Council may at the request of the Authority borrow money and issue its notes under the revised municipal finance act, 2001 PA 34, MCL 141.2101 to 141.2821, in anticipation of collection of the ad valorem tax authorized in this section.

Section 3. Revenue Bonds

The Authority may borrow money and issue its negotiable revenue bonds therefore pursuant to Act 94 of the Public Acts of 1933, as amended, being sections 141.101 to 141.140 of the Michigan Compiled Laws. Revenue bonds issued by the Authority shall not, except as hereinafter provided, be deemed a debt of the City of Charlotte or the State of Michigan. The City Council by a majority vote of the members may pledge its full faith and credit to support the Authority's revenue bonds.

Section 4. Tax Increment Financing

When the Authority determines that it is necessary for the achievement of purposes of Public Act 57 of 2018, the Authority shall prepare and submit a tax increment financing plan to the City Council. The plan shall include a development plan as provided in Public Act 57 of 2018, a detailed explanation of the tax increment procedure, the amount of bonded indebtedness to be incurred, the duration of the program, and shall be in compliance with all necessary provisions of that Act. The plan shall contain a statement of the estimated impact of tax increment financing on the assessed values of all taxing jurisdictions in which the development area is located. The plan may provide for the use of part or all of the captured assessed value, but the portion intended to be used by the Authority shall be clearly stated in the tax increment financing plan.

ARTICLE X. DISTRICT BOUNDARIES

The Authority shall exercise its powers within the following area of the downtown district of the City of Charlotte:

SEE ATTACHMENT "A" for District boundaries

ARTICLE XI. AMENDMENT TO RULES

These rules may be altered, amended, or replaced, and new rules adopted, by a majority of the members present at any regular meeting.

ARTICLE XII. REPEAL OF PRIOR RULES

The Authority expressly repeals all prior rules upon enactment of these rules.



Memo

To: City Council
From: Salena Benavidez, Community Development Director
Date: July 28, 2025
Re: CDBG Public Hearing Request

Background

The Michigan State Housing Development Authority (MSHDA) approved the City of Charlotte's letter of intent for the Community Development Block Grant (CDBG) requesting \$358,720 for Homeowner Rehabilitation and grant administration. If awarded, this grant would bring \$304,000 to the community to be re-granted to local residents for home repairs. It would also provide \$54,720 to procure the services of a third-party grant administrator.

As City Council members know, Charlotte is a community with older housing stock where there is visible evidence of neglect and deferred maintenance in many neighborhoods. The owner-occupants of these houses would likely meet the low-to-moderate income guidelines the grant is intended to benefit. All activities will be taken for the purpose of providing and/or improving permanent residential structures, which upon completion will be occupied by low- or moderate-income households.

MSHDA requires all applicants to hold a public hearing to ensure public awareness and input regarding proposed CDBG-funded activities. The public hearing intends to:

- Inform citizens of project objectives, activities, locations, and funding allocations.
- Provide the opportunity for public review and comments on the application.
- Include the anticipated application submission date and entails on where and when the application can be reviewed.

Recommendation

Establish a public hearing to ensure public awareness of the CDBG Homeowner Rehabilitation Grant application on Monday, Aug 11, 2025 at 7 pm.

CITY OF CHARLOTTE
NOTICE OF PUBLIC HEARING
FOR MICHIGAN COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
FUNDING FOR HOMEOWNER REHABILITATION PROJECT

The City of Charlotte will conduct a public hearing at 7 P.M. on the 11th day of August, 2025, in the City Council Chambers, second floor of Charlotte City Hall, 111 E. Lawrence Avenue, Charlotte, MI 48813, in the City of Charlotte for the purpose of affording citizens an opportunity to examine and submit comments on the proposed application for a CDBG grant.

The City of Charlotte proposes to use CDBG grant funds in the amount of \$358,720 for Homeowner Rehabilitation and grant administration. All activities, upon completion, will benefit low- to moderate-income households. No persons will be displaced as a result of the proposed activities.

Further information, including a copy of the City of Charlotte's community development plan and CDBG application is available for review. To inspect the documents, please contact Salena Benavidez, Community Development Director, (517) 543-8853 or review at 111 E. Lawrence Ave., Charlotte, MI 48813. Comments may be submitted in writing through the 8th day of August, 2025, or made in person at the public hearing.

In 2024, the City of Charlotte was awarded \$236,000 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 opportunity for the City provided additional assistance to homeowners in the community.

Citizen views and comments on the proposed application are welcome.

The City of Charlotte
Mary LaRocque, City Clerk
(517) 543-8843



Memo

To: City Council
From: Salena Benavidez, Community Development Director
Date: July 28, 2025
Re: Building Department Services

Background

In 2021, the City met with Eaton County representatives to finalize details on the transition of building department services. City Council unanimously voted for Ordinance 2021-03: An Ordinance to Amend Chapter 14 - State Construction Code - of the Code of the City of Charlotte by Amending Article II to Rescind the City's Authority to Enforce the State Construction Code. The transition to County-level Building Department Services became effective as of May 1, 2021.

The City has expressed a renewed interest in having the Building Department Services at the city level. This is due in part to the rising cost of the fee schedule at the Eaton County Department of Construction Codes & Planning and Zoning. Additionally, by bringing these services back to the city-level, Code Enforcement, Zoning, and the Community Development departments can work collaboratively with the Building Department services for more streamlined services and development in the City of Charlotte.

To proceed with this transfer, the City needs to amend the ordinance to allow the City's authority to enforce the State construction code. In addition, the City will also need to acquire staff to implement the building department services. The City has the option to initiate the process to put this out for bid to select a contractor to administer the building department services.



Memo

To: Honorable Mayor Lewis; City Council
From: Mary LaRocque, City Clerk
Date: July 18, 2025

RE: Designation of Voting Delegate – Michigan Municipal League Annual Meeting, September 17–19, 2025

Background

The Michigan Municipal League (MML) has issued a formal notice regarding its upcoming Annual Meeting, which will take place in Grand Rapids, Michigan, from September 17–19, 2025. The official business session is scheduled for 4:30 PM on Wednesday, September 17, in the Pantlind Ballroom at the Amway Grand Plaza Hotel.

The Annual Meeting agenda includes:

- Election of Trustees: Five members will be elected to the MML Board of Trustees for four-year terms.
- Policy Considerations: Members will vote on the Core Legislative Principles document and any resolutions submitted by member municipalities by August 17, 2025.
- Other Business: The transaction of any other business that may come before the meeting.

In accordance with the League's bylaws, each member municipality must designate one voting delegate and, if possible, one alternate, to cast votes on behalf of the municipality. This designation must be submitted online to the League by August 17, 2025.

It is noted that Council Members Duweck, Chin, and Christensen are already registered attendees of the Annual Meeting and will be present in Grand Rapids for the event.

Recommendation

It is recommended that the City Council formally designate one Council Member as the official voting delegate and, if desired, another as an alternate delegate, from among the registered attendees.

Financial Impact

There is no direct financial impact associated with the delegate designation itself. Travel and registration costs for the three Council Members who are already registered has been accounted for in the approved FY 2025–26 Council training and travel budget.

Suggested Motion

"I move to designate [Name of Delegate] as the official voting delegate, and [Name of Alternate, if any] as the alternate voting delegate, for the Michigan Municipal League Annual Meeting scheduled for September 17–19, 2025, in Grand Rapids, Michigan."

June 27, 2025

Michigan Municipal League Annual Meeting Notice

(Please present at the next Council, Commission or Board Meeting)

Dear Official:

The Michigan Municipal League Annual Convention will be held in Grand Rapids, September 17-19, 2025. The League's **"Annual Meeting"** is scheduled for 4:30 pm on Wednesday, September 17 in the Pantlind Ballroom at the Amway Grand Plaza Hotel. The meeting will be held for the following purposes:

1. **Election of Trustees.** To elect five members of the Board of Trustees for terms of four years each (see #1 on page 2).
2. **Policy.** A) **To vote on the Core Legislative Principles document.**

In regard to the proposed League Core Legislative Principles, the document is available on the League website at <https://mml.org/resources-research/delegate/>. If you would like to receive a copy of the proposed principles by fax, please call Monica Drukis at the League at 800-653-2483.

B) If the League Board of Trustees has presented any resolutions to the membership, they also will be voted on. (See #2 on page 2.)

In regard to resolutions, member municipalities planning on submitting resolutions for consideration by the League Trustees are reminded that under the Bylaws, they must be submitted to the Trustees for their review by **August 17, 2025.**

3. **Other Business.** To transact such other business as may properly come before the meeting.

Designation of Voting Delegates

Pursuant to the provisions of the League Bylaws, you are requested to designate by action of your governing body one of your officials who will be in attendance at the Convention as your official representative to cast the vote of the municipality at the Annual Meeting, and, if possible, to designate one other official to serve as alternate. Please submit this information through the League website by visiting <https://mml.org/resources-research/delegate/> **no later than August 17, 2025.**

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Regarding the designation of an official representative of the member to the annual meeting, please note the following section of the League Bylaws:

“Section 4.4 - Votes of Members. Each member shall be equally privileged with all other members in its voice and vote in the election of officers and upon any proposition presented for discussion or decision at any meeting of the members. Honorary Members shall be entitled to participate in the discussion of any question, but such members shall not be entitled to vote. The vote of each member shall be cast by its official representative attending the meeting at which an election of officers or a decision on any proposition shall take place. Each member shall, by action of its governing body prior to the annual meeting or any special meeting, appoint one official of such member as its principal official representative to cast the vote of the member at such meeting, and may appoint one official as its alternate official representative to serve in the absence or inability to act of the principal representative.”

1. Election of Trustees

Regarding election of Trustees, under Section 5.3 of the League Bylaws, five members of the Board of Trustees will be elected at the annual meeting for a term of four years. The regulations of the Board of Trustees require the Nominations Committee to complete its recommendations and post the names of the nominees for the Board of Trustees on a board at the registration desk at least four hours before the hour of the business meeting.

2. Statements of Policy and Resolutions

Regarding consideration of resolutions and statements of policy, under Section 4.5 of the League Bylaws, the Board of Trustees acts as the Resolutions Committee, and “no resolution or motion, except procedural and incidental matters having to do with business properly before the annual meeting or pertaining to the conduct of the meeting, shall be considered at the annual meeting unless it is either (1) submitted to the meeting by the Board of Trustees, or (2) submitted in writing to the Board of Trustees by resolution of the governing body of a member at least thirty (30) days preceding the date of the annual meeting.” Thus, the deadline this year for the League to receive resolutions is **August 17, 2025**. Please submit resolutions to the attention of Daniel P. Gilmartin, Executive Director/CEO at 1675 Green Rd., Ann Arbor, MI 48105. **Any resolution submitted by a member municipality will go to the League Board of Trustees, serving as the resolutions committee under the Bylaws, which may present it to the membership at the Annual Meeting or refer it to the appropriate policy committee for additional action.**

Further, “Every proposed resolution submitted to the Board of Trustees by a member shall be stated in clear and concise language and shall be accompanied by a statement setting forth the reasons for recommending the proposed resolution. The Board shall consider the proposal at a Board meeting prior to the next annual meeting and, after consideration, shall make a recommendation as to the advisability of adopting each such resolution or a modification thereof.

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3. Posting of Proposed Resolutions and Core Legislative Principles

The proposed Michigan Municipal League Core Legislative Principles and any new proposed Resolutions recommended by the Board of Trustees for adoption by the membership will be available on the League website, or at the League registration desk to permit governing bodies of member communities to have an opportunity to review such proposals and delegate to their voting representative the responsibility for expressing the official point of view of the member at the Annual Meeting.

The Board of Trustees will meet on Tuesday, September 16, 2025, at the Amway Grand Hotel for the purpose of considering such other matters as may be requested by the membership, in addition to other agenda items.

Sincerely,



Donald Gerrie
President
Mayor, Sault Sainte Marie



Daniel P. Gilmartin
Executive Director & CEO

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