PROPOSED AGENDA
REGULAR MEETING OF THE CHARLOTTE CITY COUNCIL
111 E. Lawrence Ave, Charlotte, MI 48813 (517) 543-2750
7:00 P.M. Monday, August 25, 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/81090642670
One tap mobile: +16465588656,,81090642670#
Telephone: (312) 626-6799 Webinar ID: 810 9064 2670

1. **Call to Order**

2. **Roll Call**

3. **Invocation – Andy Shaver, Real Life Church**

4. **Pledge of Allegiance**

5. **Approval of Minutes**
    a. August 11, 2025 Regular Council Meeting Minutes

6. **Absence of Council Members**

7. **Public Hearing**
    a. Development Plan and Tax Increment Financing Plan of the Charlotte Downtown Development Authority (DDA) and Expansion of the DDA District

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 $424,422.15

b. Approval of Resolution 2025-40 To acknowledge Councilman Jeffrey A. Christensen's disclosure regarding his Chill Grant application.
c. Approval of Council Policy 2025-03 Keeping of Chickens on Residential Lots
d. Approval of Council Policy 2025-04 Freedom of Information Act Requests (FOIA)
e. Approval of Cooperative Mutual Fire Control Agreement with Michigan DNR

12. Business Agenda

a. Consider approval of the Development Plan and Tax Increment Financing Plan of the Charlotte Downtown Development Authority (DDA) and Expansion of the DDA District
b. Consider approval of DDA ByLaws
c. Special Assessment District and Budget Reductions Review
d. Approval of Resolution 2025-39 To amend the operating and capital budget appropriation of funds fiscal year 2024-2025
e. Consider approval of sealed bid contract with Garage Doors Unlimited, Inc. for CFD Overhead door, track and motor in the amount of $21,328.00
f. Consider approval of Cooperative Purchasing through MiDEAL for three Water/Sewer Department Trucks in the amount of $152,949.00
g. Consider approval of sealed bid contract with Nick Anderson Construction for bleacher demolition at Mac Gobel Field in the amount of $10,750.00
h. Consider approval of sealed bid contract with Trojan Technologies Corp for UV 3000+07 Disinfection System Upgrade in the amount of $39,671.38
i. Consider approval of sealed bid contract with Moore+Bruggink Consulting Engineers for replacement of Tertiary Filters in the amount of $85,300.00

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.
August 11, 2025

CALL TO ORDER:

By Mayor Lewis on Monday, August 11, 2025 at 7:00 p.m.

ROLL CALL:

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

City staff in attendance; City Clerk LaRocque and City Attorney Revore. In the audience Community Development Director Benavidez and Police Chief Brentar

INVOCATION:

Pastor Gary Wales, Charlotte Evangelical Churches

PLEDGE OF ALLEGIANCE:

Led by Lewis

APPROVAL OF MINUTES:

a. July 28, 2025 Regular Council Meeting Minutes

Duweck asked for a name correction "Eating Meat" to "Eaton Meat" and Christensen asked for correction of "Hut" to "Hutt".

Motion by Scott supported by Chin to approve July 28, 2025 Regular Council Meeting Minutes with noted amendments. Carried; Yea 7; Nay 0; Absent 0

ABSENCE OF COUNCIL MEMBERS:

All members are present

PUBLIC HEARING:

a. Michigan Community Development Block Grant (CDBG) Funding for Homeowner Rehabilitation Project

The Mayor opened the public hearing on the Michigan Community Development Block Grant (CDBG) funding for homeowner rehabilitation project at 7:03 and closed it at 7:04 p.m. with no public comments.

PUBLIC COMMENT:

No public comments given

APPROVAL OF AGENDA:

Mayor requested that business agenda item d (Consider approval of DDA By-Laws) be removed from the agenda at the request of Mr. Hillard who needed to discuss some issues with council. Council member Fullerton requested that Consent agenda item c (Approval of Administrative Policy 2025-02 City of Charlotte Employee Travel Reimbursement Policy) be moved to the Business agenda as item e.

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

SPECIAL PRESENTATION:

a. CharlotteRising

Representatives from CharlotteRising presented to Council:

- Melissa Randall, President
- Cooper Frost, Economic Vitality team
- Elena Reed, Vice President

Melissa Randall expressed her love for Charlotte and appreciation for the community members who volunteer their time to help with events. She highlighted CharlotteRising's accomplishments including launching the Social District, hosting events with the Charlotte Rotary Club, wine walks, pub crawls, and preparing for upcoming events like Fall Fest and holiday window decorations. She mentioned the downtown façade grant received through the LEAP program that helped businesses like TCAP's Tavern and Bees Flora (among other) improve their storefronts.

Randall acknowledged the elimination of their executive director position was a challenge, but they were regrouping and sharing responsibilities. She discussed their new Locable platform which will provide a central place for community calendars and local business information. She asked council members what they thought the community needed to see from them beyond their formal duties, suggesting more presence at events and working together with local organizations.

Elena Reed explained the Locable platform will allow businesses to claim their listings, post events and specials, and connect with the community through one spot. She requested assistance in getting information about all city organizations to include in the platform.

Cooper Frost described the Strong Towns initiative, explaining it's an international nonprofit organization focused on helping communities become more financially resilient. He noted that Charlotte was fortunate to join the program early and now has access to resources that 1,300 other communities are waiting to receive. He outlined several projects including the Charlotte Street Tree program and mentioned Strong Towns' five focus campaigns: transparent local accounting, ending highway expansion, safe and productive streets, incremental housing, and ending parking mandates and subsidies. He invited council members to get involved by attending meetings or helping with tree planting.

Council member Christensen commended CharlotteRising for their work on the Social District, stating they had changed his mind about it and he now supported it. In response to his question about measuring its success, Randall noted there had been increasing demand for cups over the past 90 days. Council member Scott suggested tying a Social District promotion to Thursday’s Farmers Market events.

COMMUNICATIONS AND COMMITTEE REPORTS:

a. City Attorney report

City Attorney Revore provided updates on several ongoing projects:

- Working closely with the City Manager on prioritizing projects
- Continuing work on ordinance updates, including recently approved domestic animals and fowl updates
- Working with the Community Development Director on zoning articles
- Collaborating with Chief Brentar on animal control ordinance
- Working with the fire department on 2021 updates
- Addressing code enforcement challenges with staff
- Continuing work on DDA documents and Brownfield bylaws
- Ongoing review of personnel policies and FOIA procedures
- Managing a tax foreclosure case which is now in discovery

b. City Manager Report

Council member Chin suggested holding a council study session to review the City Manager's framework and prioritize items, noting there were numerous initiatives listed. Council agreed to schedule this for early September when the City Manager returns.

c. Council member committee reports

Council member Christensen reported that Camp Francis would meet August 12th at the cabin at 6:30 PM. He also mentioned he would provide details regarding the August 5th Planning Commission meeting at a later date.

Chin reported that EATRAN and its Personnel Committee was meeting this coming Wednesday. A key issue is determining what to do regarding the Directors dual role as his assignment to do both CADA and EATRAN ends September 30th.

Council member Scott announced the first CARC meeting in several months would be held Thursday at 5:30 PM.

CONSENT AGENDA:

a. Approval of Claims and Expenditures totaling $517,068.96

b. Approval of Resolution 2025-37 To authorize street closures, public resource support, and special event permissions for the 2025 Charlotte Frontier Days Festival.

c. ~~Approval of Administrative Policy 2025-02 City of Charlotte Employee Travel Reimbursement policy~~ – moved to business e – Fullerton

d. Approval and authorization to execute MDOT block grant contract – airport design and tree removal reimbursement.

Motion by Chin supported by Christensen to approve Consent Agenda items a, b and d. Carried; Yea 7; Nay 0; Absent 0

BUSINESS AGENDA:

a. Consider approval of Cooperative purchasing contract renewal with AXON.

An overview was given on the contract renewal with AXON, which would provide a comprehensive package of hardware, software, and services. It was noted that the city has been paying approximately $48,000 over the past five years, while the proposed 10-year option would cost $80,000, reflecting a significant increase. Although the higher cost was acknowledged, it was emphasized that the system remains essential and necessary.

Motion by Duweck supported by Chin to approve cooperative purchasing contract renewal with AXON. Carried by roll call vote; Yea 7; Nay 0; Absent 0

b. Consider approval of Resolution 2025-38 to Reauthorize CDBG Application

Motion by Fullerton supported by Christensen to approve resolution 2023-38 to reauthorize CDBG application. Carried; Yea 7; Nay 0; Absent 0

c. Consider approval of Council Policy 2025-02 – Retiree Health Insurance

Motion by Scott supported by Fullerton to approve Council Policy 2025-02 – Retiree Health Insurance. Carried; Yea 7; Nay 0; Absent 0

d. Consider approval of DDA Bylaws

Motion by Lewis supported by Christensen to table the approval of the DDA Bylaws until August 25th. Carried; Yea 6; Nay 1 (Rodriguez); Absent 0

e. Approval of Administrative Policy 2025-02 City of Charlotte Employee Travel Reimbursement policy

Discussion focused on proposed revisions to the travel policy. Concerns were raised that requiring both department head and city manager approval and therefore a change was suggested to allow approval from either the department head or the city manager.

Motion by Fullerton, seconded by Scott, to amend section 3 of Administrative Policy 2025-02 to change "and city manager" to "or city manager." Carried; Yea 7; Nay 0; Absent 0

The council also briefly discussed a written public comment received from resident Michael Armitage regarding using GSA guidelines for per diem rates, but ultimately decided not to incorporate this language to retain flexibility.

Motion by Fullerton supported by Christensen to approve Administrative Policy 2025-02 City of Charlotte Employee Travel Reimbursement Policy, as amended. Carried by roll call vote: Yea 5 – Lewis, Fullerton, Scott, Christensen, Duweck; Nay 2 – Chin, Rodriguez; Absent 0

PUBLIC COMMENT:

No public comment

STAFF COMMENTS:

Chief Brentar reported that there had been zero complaints about the Social District since its implementation, indicating it was going well.

MAYOR AND COUNCIL COMMENTS:

Christensen explained that recent health issues have affected his ability to respond to emails and phone calls promptly, but he assured residents that he will follow up with everyone.

Scott (jokingly) mentioned that despite making multiple trips to Portland for “city business”, he had never submitted expense reports because he was visiting family there.

Chin provided an update on the state budget, highlighting ongoing advocacy efforts related to revenue sharing, Open Meetings Act reforms, and housing initiatives, with particular attention to parking regulations in zoning laws. He also offered to share again the volunteer list he had compiled during his time on the CharlotteRising Communications Committee, so the current director could make use of it.

Rodriguez shared his thoughts about housing initiatives for first-time homebuyers, noting concerns about affordability relative to local income levels. He also stated he was reconsidering his support for providing funding to CharlotteRising, suggesting he might prefer directing those funds to the DDA instead.

No further comments offered by Duweck, Fullerton and Lewis.

ADJOURN:

Motion by Christensen supported by Chin to adjourn the meeting at 8:07 p.m. Carried; Yea 7; Nay 0; Absent 0

Respectfully submitted,
Mary LaRocque MiPMC, CMC
City Clerk

THE CITY OF CHARLOTTE MICHIGAN

Memo

To: City Council
From: Salena Benavidez, Community Development Director
Date: August 25, 2025
Re: Downtown Development Authority Development Plan and Tax Increment Financing Plan

Background

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

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

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

The DDA passed the Development Plan and Tax Increment Financing Plan 2025 Resolution on June 17, 2025. To proceed following the public hearing, the City Council must adopt the ordinance, which, by reference, approves the amended Plan.

Recommendation

Make a motion to approve the ordinance for Downtown Development Authority Development Plan and Tax Increment Financing Plan.

Development Plan and Tax Increment Financing Plan
2025

City of Charlotte
Eaton County, Michigan
Downtown Development Authority

City of Charlotte
Eaton County, Michigan
Downtown Development Authority

DEVELOPMENT PLAN and TAX INCREMENT FINANCING PLAN

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

Technical Assistance Provided By

B R i
Beckett&Raeder

TABLE OF CONTENTS

MAPS/GRAPHIC

TABLES

EXHIBITS

DEVELOPMENT PLAN

Purpose Of The Downtown Development Authority Act

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

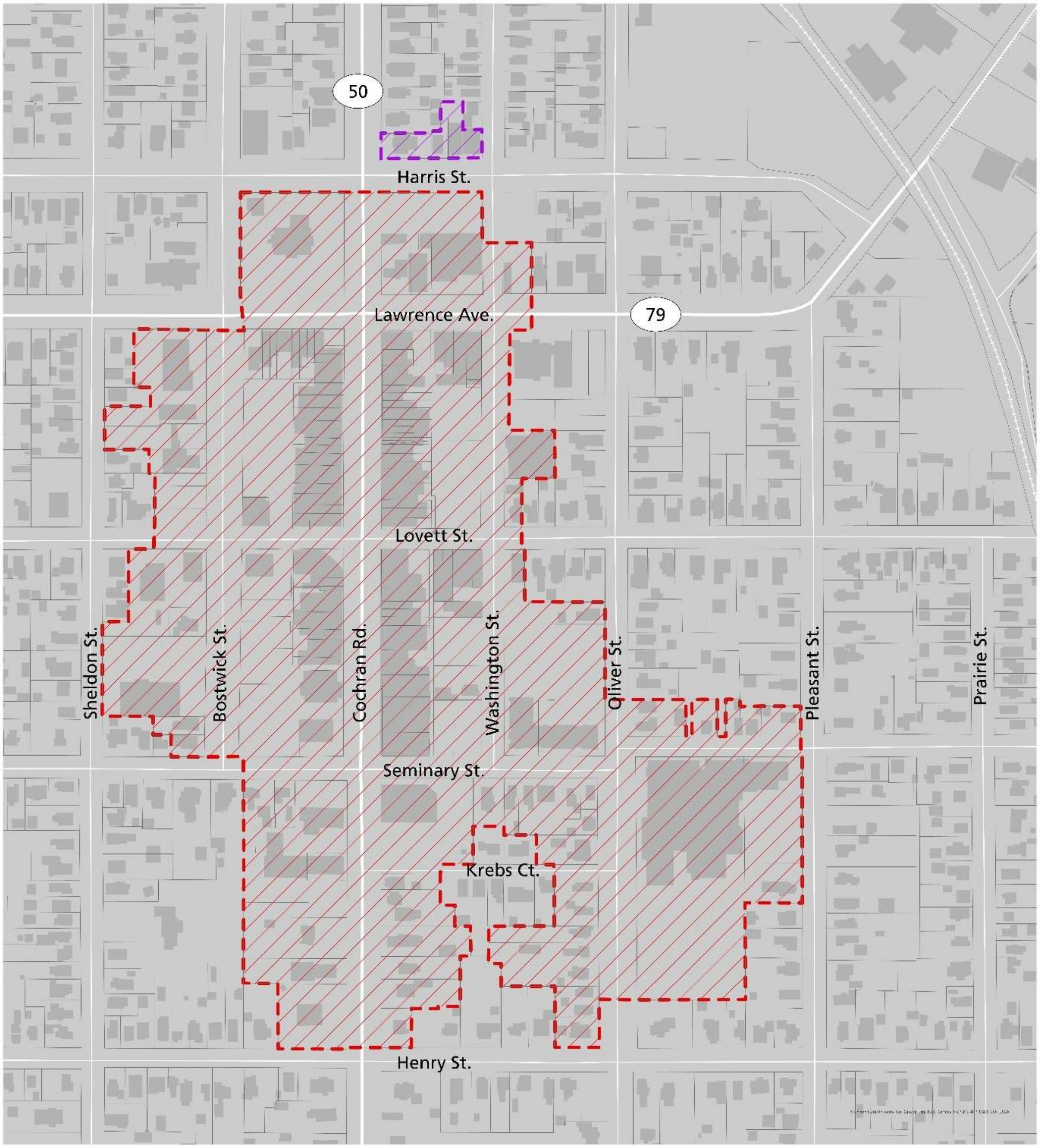
The Act aims to address problems of urban decline, strengthen existing areas, and encourage new private developments in Michigan's downtowns. It accomplishes this goal by providing communities with the legal, monetary, and organizational tools to revitalize economically distressed areas through public-initiated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

Creation of the Downtown Development Authority

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

Basis for the Development Plan

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



City of Charlotte DDA Parcels

January 23, 2025

500 Feet

Beckett & Raeder, Inc.

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

Boundary of DDA Parcels

2025 DDA District Expansion

GENERAL DEVELOPMENT PLAN

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

The General Development Plan referenced herein suggests the following:

- Continued redevelopment of the commercial area within the district by encouraging the reinvestment of public and private funds,

- Efforts to integrate the commercial, residential, and mixed-use properties within the development area,

- Efforts to create development opportunities for new commercial and residential developments,

- Installation of pedestrian improvements that would support and strengthen the business district, such as streetscape improvements, linkages with public and private facilities, and

- Integration of transportation enhancements, improving circulation and traffic in and around the downtown area, including a road diet for Cochran Avenue (M-50) through the downtown district to reduce the traffic lanes from four to three.

DEVELOPMENT PLAN

1. Designation of Boundaries of the Development Area

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

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

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

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

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

Street Right-of-Way: Existing Boundary

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

Street Right-of-Way: Expansion Boundary

Street	Approximate Limits	
Harris Street	Cochran Avenue	Washington Street

Private Land Uses

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

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

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

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

4. Legal Description of the Development Area

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

Existing Boundary

Beginning at the northwest corner of the Courthouse Block, O.P., Village (now City) of Charlotte, Eaton County, Michigan; thence easterly along the south right-of-way of Harris Avenue to the northeast corner of Lot 2, Block 19, O.P. of Charlotte; thence southerly along the east line of Lot 2, 130.0 feet to the northeast corner of Lot 11, Block 19; thence westerly along the north line of Lot 11, 20.0 feet; thence southerly parallel with the east line of Lot 11, 230.0 feet to a point on the north line, Block 22, O.P. of Charlotte, said point lying 60.0 feet easterly along said north line from the northwest corner of Block 22; thence easterly along the north line of Block 22 to the northeast corner of Lot 4; thence southerly along the east line of Lot 4 extended, 180.0 feet to the south line of Lot 7, Block 22; thence westerly along said south line of Lot 7, 40.0 feet to the southwest corner of said lot; thence southerly along the west line of Lot 7 extended, 200.0 feet to the northeast corner of Lot 20, Block 22; thence westerly along the north line of Lot 20, 84.0 feet; thence southerly parallel to the west line of Block 22, 180 feet to the south right-of-way line of Lovett Street; thence easterly along said right-of-way line to the northeast corner of Lot 1, Cummings Subdivision; thence southerly along the east line of said Lot 1 to the north line of Lot 7, Cummings Subdivision; thence easterly along the north line of Lot 7 to the northeast corner of Lot 6, Cummings Subdivision; thence southerly along the east line of Cummings Subdivision to the southeast corner of Lot 20; thence westerly along the north right-of-way line of Seminary Street to a point on the south line of Lot 23, Block 30, O.P. of Charlotte, said point 88.0 feet westerly from the southeast corner of Lot 23; thence northerly parallel with the east line of Lot 23, 52.0 feet; thence westerly parallel with the north line of Lot 23 to the west line of Lot 22, Block 30, O.P. of Charlotte; thence northerly along said west line to the southeast corner of Lot 20; thence westerly along the south line of Lot 20 to the southwest corner of said lot; thence northerly along the west line of Block 0, O.P. of Charlotte to the northwest corner of Lot 12, Block 30; thence easterly along the north line of Lot 12 to a point 35.0 feet easterly of the northeast corner of Lot 12; thence northerly parallel with the west line of Block 30, O.P. of Charlotte to the north line of Lot 2; thence northwesterly to the southwest corner of Lot 23, Block 25, O.P. of Charlotte; thence northerly along the west line of Lot 23 extended, Block 25, O.P. of Charlotte, 140.0 feet; thence westerly parallel with the south line of Block 25, 15.0 feet; thence northerly parallel with the west line of Block 25, 60.0 feet to the south line of Lot 13, Block 25, O.P. of Charlotte; thence westerly along said south line to the southwest corner of Lot 13; thence northerly along the west line of Block 25, 60.0 feet; thence easterly parallel to the north line of Lot 13 to the west line of Lot 11, Block 25, O.P. of Charlotte; thence northerly along the west line of Lot 11 extended to the southeast corner of Lot 3, Block 25, O.P. of Charlotte; thence westerly along the south line of Lot 3 to the southwest corner of said lot; thence northerly along the west line of Lot 3 to the northwest corner of said lot, said point being on the south right-of-way of Lawrence Avenue; thence easterly along the south right of-way line of Lawrence Avenue to the northwest corner of Block 24, O.P. of Charlotte; thence northerly along the east right-of-way of Bostwick Street to the point of beginning.

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

Lot 10 except the S 5 feet for street of Gales addition, also Lots 11, 12, 25, 26, 27, and N 14 feet of Lot 28. Also commencing at the SE corner of Lot 22, Block 34 of the original plat of Charlotte, thence W on the N line of Seminary Street 42 feet, N 97 feet, E 32 feet, S 19.5 feet, E 10 feet to E Line of Block 34, S 77.5 feet to beginning. Also commencing 50 feet N and 165 feet E of the SW corner of Block 34, N 97 feet, E 66 feet, S to the N line of Seminary Street, W 66 feet to the beginning. Also commencing 50 feet N of SW corner of Block 34 on N line of Seminary Street, E 150 feet, N 50 feet, W 150 feet, S 50 feet to beginning and also commencing 100 feet N of SW corner of Block 34, N 47 feet, E to a point 128 feet W of E line of Block 34, S 47 feet, W to beginning. Also commencing at the NE corner of Lot 8 of Lawrence's addition of out lots, thence S to the N line of Henry Street, W to the SW corner of Lot 17, N to the NW corner of Lot 16, W 137.5 feet, N 60 feet, W 32 feet to the W line of Lot 15, N to the NW corner of Lot 12, E to the SW corner of Lot 11, N to the N line of Krebs Court, W along N line of Krebs Court to the W line of Lot 9, N to the NW corner of said Lot 9, W to the E line of Lot 6, N along E line of Lot 6 to a point 120.75 feet S of the NW corner of Lot 6, W to the E line of alley which is adjacent to the W line of Lot 4, N to the S line of Seminary Street, E along Seminary to the point of beginning.
(Note: Legal description from Charlotte City Code posted on American Legal Publishing website - https://codelibrary.amlegal.com/codes/charlotte/latest/charlotte_mi/0-0-0-14426)

Proposed 2025 Boundary Expansion

Properties on the north side of Harris Street between Washington Street and Cochran Avenue (M-50).
(Note: Description from Beckett & Raeder, Inc.)

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

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

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

DESIGN ORIENTED PROJECTS

Accessibility

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

At-Grade Demaracted Zebra Crossings

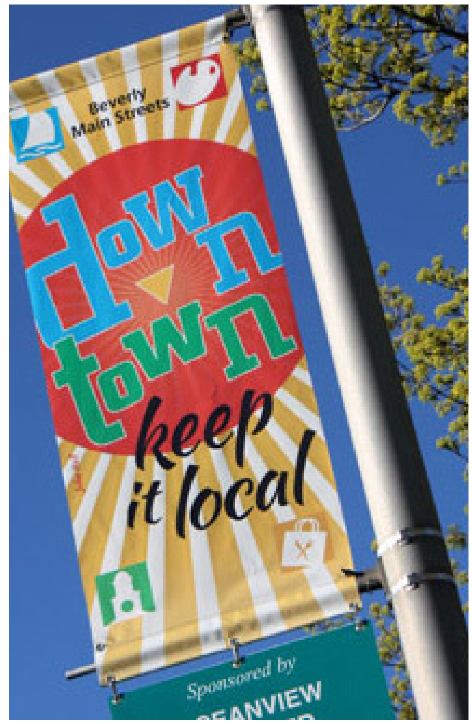
Banner Program

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

Road Diet for Cochran Avenue (M-50)

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

Community-Specific Banner Program



Community-Specific Banner Program

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

ECONOMIC DEVELOPMENT PROJECTS

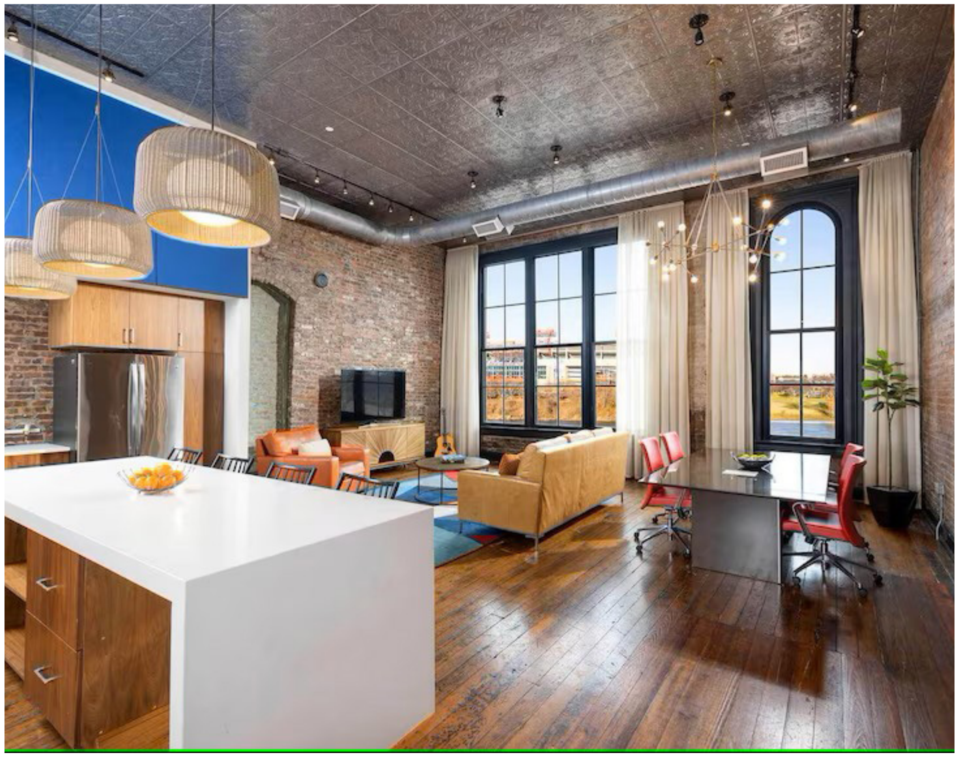
Façade Grants
Administer a program that offers façade grants to property owners in the Charlotte Central Historic District to renovate their buildings according to the National Register of Historic Places guidelines.

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

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

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

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



Example - Upper Story Loft Apartment

Example - Muskegon Retail Pop-Up

INFRASTRUCTURE PROJECTS

Charging Stations
Strategically locate electric charging stations in public parking facilities.

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

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

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

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

Electric Vehicle Charging Station

Waste Collection Facility Enclosure

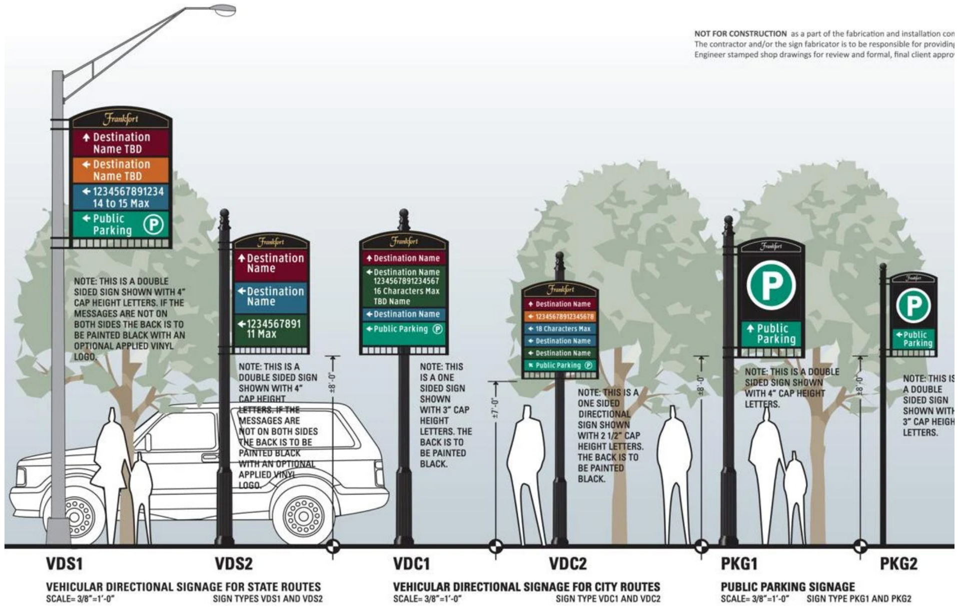
INFRASTRUCTURE PROJECTS

Wayfinding

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

Wireless/Sound/Security System

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



Example - Wayfinding Signage System

Wireless, Sound and Security System,

MARKETING

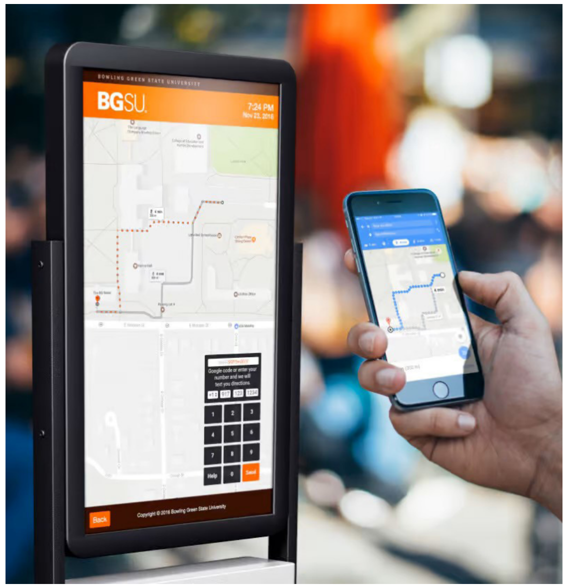
Business Directory
Coordinate with the Chamber the design and development of a changeable business directory sign.

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

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

Downtown Food & Drink Week
Coordinate with downtown restaurants and pubs, a week-long promotion of their respective offerings.

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



Example - Digital Directory Board with App

Example - Downtown App

MAINTENANCE

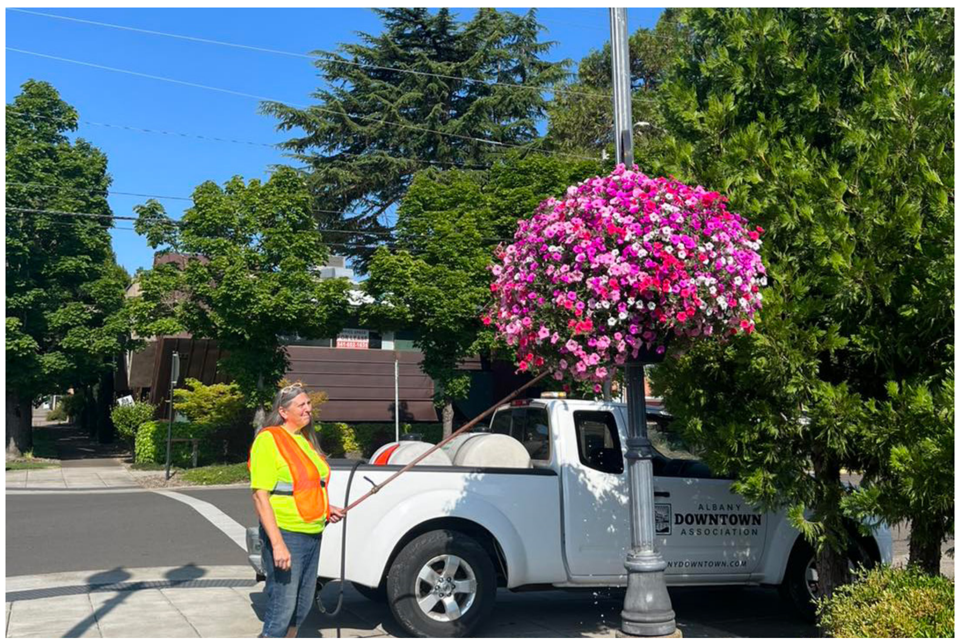
Downtown Maintenance
Coordinate with the City a seasonal downtown maintenance program that includes options for street sweeping, sidewalk sweeping, snow removal, refuse pickup, landscaping watering, and periodic painting of public fixtures and furnishings.

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

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

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

Example - Sidewalk Sweeper



Example - Watering Truck

PLACEMAKING

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

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

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

Holiday Decorations and Special Event Lighting
Coordinate the design and implementation of holiday decorations and special event lighting with the ultimate goal of ownership.

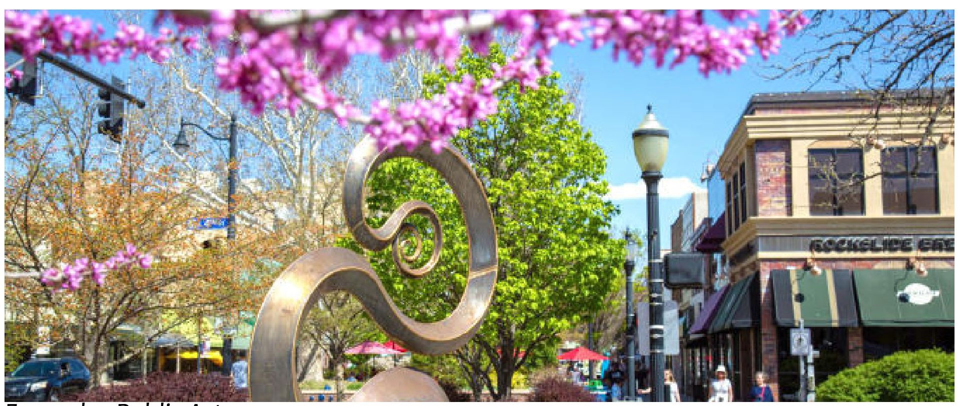
Landscaping
Evaluate locations for hanging baskets, large pots with plant materials, and other affordable landscaping techniques to add color to the downtown.

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

Beach Market - Downtown Charlotte

Example - Large Landscape Pots

Example - Light Pole Hanging Baskets



Example - Public Art

Example - Public Murals

Table 1 – Downtown Development Authority Projects and Programs

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

TAX INCREMENT FINANCING PLAN

1. Definitions as Used in This Plan.

a. "Captured assessed value" means the amount in any 1 year by which the current assessed value of the project area, including the assessed value of property for which specific local taxes are paid in lieu of property taxes as determined in subdivision (c), exceeds the initial assessed value. The state tax commission shall prescribe the method for calculating captured assessed value.

b. "Initial assessed value" means the assessed value, as equalized, of all the taxable property within the boundaries of the development area at the time the ordinance establishing the tax increment financing plan is approved, as shown by the most recent assessment roll of the municipality for which equalization has been completed at the time the resolution is adopted. Property exempt from taxation at the time of the determination of the initial assessed value shall be included as zero. For the purpose of determining initial assessed value, property for which a specific local tax is paid in lieu of a property tax shall not be considered to be property that is exempt from taxation. The initial assessed value of property for which a specific local tax was paid in lieu of a property tax shall be determined as provided in subdivision “c” below; Specific Local Tax.

c. "Specific local tax" means a tax levied under 1974 PA 198, MCL 207.551 to 207.572, the commercial redevelopment act, 1978 PA 255, MCL 207.651 to 207.668, the technology park development act, 1984 PA 385, MCL 207.701 to 207.718, and 1953 PA 189, MCL 211.181 to 211.182. The initial assessed value or current assessed value of property subject to a specific local tax shall be the quotient of the specific local tax paid divided by the ad valorem millage rate. However, after 1993, the state tax commission shall prescribe the method for calculating the initial assessed value and current assessed value of property for which a specific local tax was paid in lieu of a property tax.

d. "Tax increment revenues" means the amount of ad valorem property taxes and specific local taxes attributable to the application of the levy of all taxing jurisdictions upon the captured assessed value of real and personal property in the development area, subject to the following requirements:
   - (i) Tax increment revenues include ad valorem property taxes and specific local taxes attributable to the application of the levy of all taxing jurisdictions other than the state under the state education tax act, 1993 PA 331, MCL 211.901 to 211.906, and local or intermediate school districts upon the captured assessed value of real and personal property in the development area for any purpose authorized by this act.
   - (ii) Tax increment revenues include ad valorem property taxes and specific local taxes attributable to the application of the levy of the state under the state education tax act, 1993 PA 331, MCL 211.901 to 211.906, and local or intermediate school districts upon the captured assessed value of real and personal property in the development area in an amount equal to the amount necessary, without regard to subparagraph (i), to repay eligible advances, eligible obligations, and other protected obligations.
   - (iii) Tax increment revenues do not include any of the following:
     - (A) Ad valorem property taxes attributable either to a portion of the captured assessed value shared with taxing jurisdictions within the jurisdictional area of the authority or to a portion of the value of property that may be excluded from captured assessed value or specific local taxes attributable to such ad valorem property taxes.
     - (B) Ad valorem property taxes are excluded by the tax increment financing plan of the authority from the determination of the amount of tax increment revenues to be transmitted to the authority or specific local taxes attributable to such ad valorem property taxes.
     - (C) Ad valorem property taxes are exempted from capture under section 3(3) or specific local taxes attributable to such ad valorem property taxes.
     - (D) Ad valorem property taxes levied under one or more of the following, or specific local taxes attributable to those ad valorem taxes:
       - The Zoological Authorities Act, 2008 PA 49, MCL 123.1161 to 123.1183.
       - ii. The Art Institute Authorities Act, 2010 PA 296, MCL 123.1201 to 123.1229.

2. Purpose of the Tax Increment Financing Plan

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

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

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

3. Explanation of the Tax Increment Procedure

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

a. In order to provide a Downtown Development Authority with the means of financing development proposals, the Act allows undertaking tax increment financing of development programs. These programs must be identified in a tax increment financing plan, which has been approved by the governing body of a municipality. Tax increment financing permits the Authority to capture incremental tax revenues attributable to increases in the value of real and personal property located within an approved development area. The increases in property value may be attributable to new construction, rehabilitation, remodeling, alterations, additions or any other factors that cause growth in value.

b. At the time the resolution or ordinance establishing a tax increment financing plan is adopted, the sum of the most recently taxable values, as equalized, of those taxable properties located within the development area is established as the "Initial Taxable Value" (the "ITV). Property exempt from taxation at the time of determination of the Initial Taxable value is included as zero. In each subsequent year, the total real and personal property within the district, including abated property on separate rolls, is established as the "Current Taxable value."

c. The amount by which the total taxable value exceeds the ITV is the Captured Taxable Value (the "CTV"). During the period in which a tax increment financing plan is in effect, local taxing jurisdictions continue to receive ad valorem taxes based on the ITV. Property taxes paid on a predetermined portion of the CTV in years subsequent to the adoption of tax increment financing plan, however, are payable to an authority for the purposes established in the tax increment financing plan.

4. Taxing Jurisdiction Agreements.

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

5. Property Valuations and Captured Revenue.

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

a. The Initial Assessed Valuation for the 2025 tax increment financing district ("TIF #1") was established based on the 2024 state taxable valuations on real property and on all non-exempt parcels within that portion of the Development Area as of December 31, 2024. The Initial Taxable Valuation which will be the base year is $9,311,202.00.

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

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

c. A more detailed depiction of the Captured Taxable Valuations can be found in Table 4 and Table 5.

d. The DDA will receive that portion of the tax levy of all taxing jurisdictions paid each year on the Captured Taxable Value of the eligible property included in the Development Area. The Authority may use the revenues for any legal purpose as is established under the Act including the payment of principal and interest on bonds, if any.

Table 3

Anticipated Captured Taxable Valuation

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

Table 4
Anticipated Captured Revenue

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

6. Maximum Indebtedness.

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

7. Use of Captured Revenues

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

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

Table 5
Anticipated Millage to be Captured

Local Unit of Government		
City of Charlotte		17.0177
Allocated	*14.08600*	
Voted	*2.93170*	
Eaton County		9.5819
Allocated	*5.20960*	
Voted	*4.37230*	
Total Millage Rate		26.5996

8. Duration of the Program

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

9. Plan Impact on Local Taxing Jurisdictions

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

Table 6
Forecasted Revenue by Source for TIF

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

10. Release of Captured Revenues After Completion of the Plan

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

11. Assumptions of Tax Increment Financing Plan.

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

A. Real property is based on an annual growth rate of 3.00% for the year 2025-26, 2.50% for the year 2026-27, 2.00% for the year 2027-28, and then increasing to 1.50% thereafter.

B. Personal property valuations are not factored into the forecast due to the Personal Property Tax reform (Proposal 14-1) and the $80,000 per business exemption.

C. Costs provided for the various development projects enumerated in Table 1 are estimated costs in 2025 dollars. Final costs are determined after the Authority authorizes the final designs and will vary depending on the year authorized.

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

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

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

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

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

14. Relationship to Community Master Plan

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

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

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

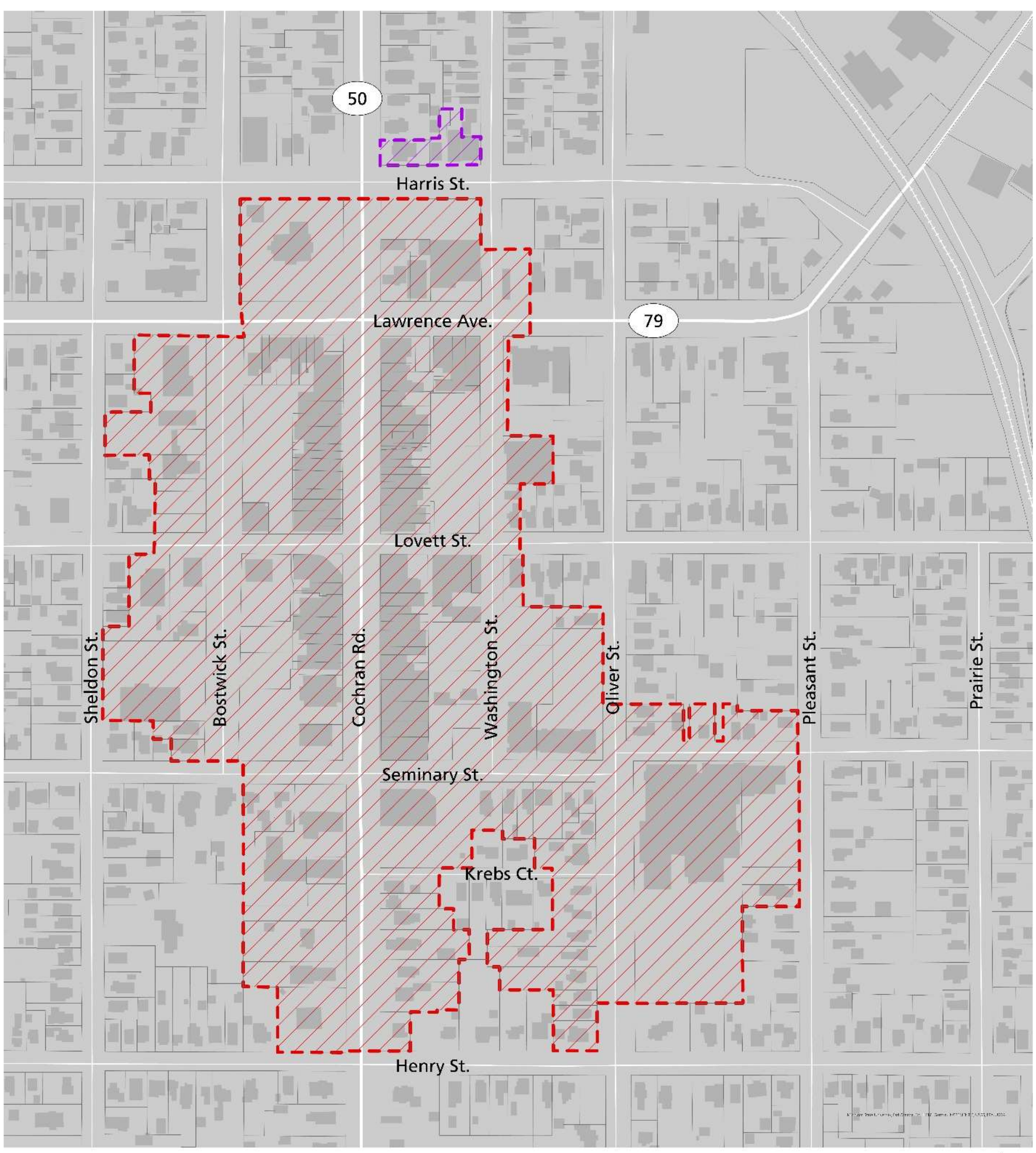
City of Charlotte
County of Eaton, Michigan

NOTICE OF PUBLIC HEARING
DEVELOPMENT PLAN AND
TAX INCREMENT FINANCING PLAN OF THE
CHARLOTTE DOWNTOWN DEVELOPMENT AUTHORITY
and
EXPANSION OF THE DDA DISTRICT

TO ALL INTERESTED PERSONS IN THE CITY OF CHARLOTTE:

PLEASE TAKE NOTICE that the City Council of the City of Charlotte, County of Eaton, Michigan, will hold a public hearing on **Monday, the 25th day of August, 2025, at 7:00, p.m.,** Eastern Standard Time, at City Hall, located at 111 E. Lawrence Avenue, Charlotte, Michigan, to consider an ordinance to enact and adopt a Development Plan and Tax Increment Financing Plan ("the Plan") for the Charlotte Downtown Development Authority under Act 57 of the Public Acts of Michigan of 2018, and to expand the DDA District to include properties on the north side of Harris Street between Wahington Street and N. Cochran Avenue. *(highlighted in purple on the map below)*

The boundaries of the development area to which the Plan applies are highlighted as dashed lines on the map below.



Copies of the Development Plan and Tax Increment Financing Plan, maps, plats, etc. are on file for inspection at the office of the City Clerk located at at 111 E. Lawrence Avenue, Charlotte, Michigan.

At the public hearing, all interested persons desiring to address the City Council will be allowed to be heard regarding the approval of the Development Plan and Tax Increment Financing Plan and the expansion of the DDA district.

PERSONS REQUIRING REASONABLE ACCOMMODATION TO DISABILITIES SO THAT THE HEARING BE ACCESSIBLE TO THEM ARE REQUESTED TO NOTIFY THE CITY CLERK NO LATER THAN 5 BUSINESS DAYS BEFORE THE DATE OF THE HEARING OF SUCH DISABILITY.

FURTHER INFORMATION may be obtained from the City Clerk.

This notice is given by order of the City Council of the City of Charlotte, County of Eaton, Michigan.

Mary LaRocque, City Clerk
517-543-8843

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

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

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

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

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

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

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

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

1. It is hereby determined that it is in the best interest of the public to approve the Plan as proposed to enable the Authority to carry out its purposes more effectively.

2. The Secretary of the Authority is hereby directed to transmit a copy of the Plan, together with a certified copy of this resolution, to the City Council for further action as contemplated by Act 57, Part 2, and to request the Board to call a public hearing on the Plan,

3. Prior to the public hearing to be held by the City Council with respect to the Plan, the Authority shall fully inform members of the County Board of Commissioners of the County of Eaton and members of any other taxing authority in which any portion of the Development Area described in the Plan is located of the fiscal and economic implications of the Plan.

4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution shall be, and the same hereby are, rescinded, but only to the extent of such conflict.

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

NAYS: (0)

ABSENT: (3) Lewis, Howe, Pray

RESOLUTION DECLARED ADOPTED.

Salena Benavidez, MPA
Community Development Director

I hereby certify that the foregoing is a true and complete copy of the resolution adopted by the Downtown Development Authority of the City of Charlotte, County of Eaton, State of Michigan at a Regular Meeting held on June 17, 2025 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Salem Berand

Administrator of the City of Charlotte DDA

THE CITY OF
CHARLOTTE
MICHIGAN

To: Honorable Mayor Lewis and City Council Members
From: Robert Hillard, City Manager
Date: August 22, 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.

<u>"The Framework" 2025 - 2026 Update</u>
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
Budget Review (Finance) (City Services)
FOIA Requests Policy Review (Clerk) (City Services)
Truck Purchase Review (Public Works) (City Services)
UV System Upgrade Review (Public Works) (City Services)
Tertiary Filter Replacement Review (Public Works) (City Services)
Tirrell Pump Replacement Review (Public Works) (City Services)
Recycling Center Operation Review (Public Works) (City Services)
Downtown Sidewalk Snow Removal Review (Public Works) (City Services)
Downtown Special Assessment Service Review (Finance) (City Services)
Building Construction Program Review (Community Development) (City Services)
Health Insurance Review (Clerk) (City Services)
Contractor/Organization Insurance & Risk Management Policy Review (Clerk) (City Services)
Notary Public Services Review (Clerk) (City Services)
HCSP - POLC Retirement Policy Review (Clerk) (City Services)
Defined Benefit Retirement Program Review (Clerk) (City Services)
Rural Fire Association Agreement Review (Fire) (City Services)
Carmel Township Fire Agreement Review (Fire) (City Services)
Fire Code Review (Fire) (City Services)
Fire Gear Review (Fire) (City Services)
Animal Control Ordinance Review (Police) (City Services)
Municipal Building Improvements Review (Fire) (City Services)
Tree Maintenance Ordinance Review (Public Works) (City Services)
Information Technology Vendor Review (Public Works) (City Services)
City-Wide Special Assessment Service Review (Finance) (City Services)
City Property Farm Lease Review (Public Works) (City Services)
Public Works Roof Repair Review (Public Works) (City Services)
Brush/Leaf Removal Review (Public Works) (City Services)

Polling Location Accessibility Review (Clerk) (City Services)
Fiduciary Policy for City-Affiliated Boards and Commissions Review (Finance) (City Services)
Grant Accountability and Administrative Policy Review (Finance) (City Services)
Travel Policy Review (Finance) (City Services)
Police Vehicle Review (Police) (City Services)
Fitness Stipend Review (Police) (City Services)
Police Body Cameras/In-Car Cameras/Interview Room Cameras Review (Police) (City Services)

Community Development
Downtown Strategic Plan Review (Community Development) (Community Development)
DDA By-Laws Review (Community Development) (Community Development)
Zoning Ordinance Review (Community Development) (Community Development)
Combs Industrial Improvements Review (Public Works) (Community Development)
Sustainability Towns Program Review (Community Development) (Community Development)
Airport Fuel Contract Review (Public Works) (Community Development)
Airport Farm Field Lease Review (Public Works) (Community Development)

Neighborhood Enrichment
Oak Park Improvements Review (Public Works) (Neighborhood Enrichment)
Horatio Avenue Improvements Review (Public Works) (Neighborhood Enrichment)
Bennett Park Improvements Review (Public Works) (Neighborhood Enrichment)
Lincoln Street Improvements Review (Public Works) (Neighborhood Enrichment)
Domestic Fowl Ordinance Review (Community Development) (Neighborhood Enrichment)
CDBG Housing Funding Review (Community Development) (Neighborhood Enrichment)

Memo

To: City Council
From: Salena Benavidez, Community Development Director
Date: August 25, 2025
Re: Community Development Monthly Activity Report

Downtown Development Authority

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

The DDA hosted an informational session on Monday, July 21, 2025 at 7 pm at Beach Market. The meeting highlighted the DDA's goals, direction, and upcoming projects. The public shared ideas and feedback on what they would like to see in the downtown area, including a story walk, mood lighting, more benches/seating, wayfinding maps and guidance, and more marketing for the downtown district. This feedback will be used to help guide the development and investments from the DDA.

The DDA elected to set up a Community Development subcommittee at the August meeting. The subcommittee will help bridge gaps within the community by connecting and collaborating with local businesses and community organizations. In addition, the committee will write short articles for the County Journal to share updates on the DDA, community projects, and events happening in the downtown area.

CHILL Grant

The City of Charlotte was awarded $200,000 by the Michigan State Housing Development Authority (MSHDA) to provide eligible homeowners in the City with much needed health- and safety-related repairs to their homes. This is a great opportunity for the City to provide additional assistance to homeowners in the community. The following memorandum provides a status update on the grant activities that have been completed as of August 25, 2025.

The following activities have been completed as of August 25, 2025:

- Elected to close applications for the CHILL Program. The funding and needs of applicants were evaluated and in turn, we increased the amount available from $10,000 to $20,000 for home repairs. At this point, we have enough qualified applicants to offer $20,000 each. The applications may reopen if not all of the qualified applicants use the $20,000.
- Begun the Tier II Environmental Review process for six qualified applicants. McKenna is waiting for reports from the State Historic Preservation Office to complete these Tier II Environmental Reviews.
- Created a bid package for applicants and contractors of the CHILL Grant Program.

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

1. Continue to receive and review applications until all funding has been allocated.
2. Submit application documentation to MSHDA.
3. Continue to coordinate with qualified applicants on the pre-inspection and Tier II Environmental Review process.
4. Review estimates for qualified applicants once received.
5. Coordinate by weekly calls with MSHDA to continue to pave the way forward and troubleshoot any issues that may arise.

Zoning Ordinance Review

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

- Article 4: Overlay Districts
- Article 7: Supplemental Use Standards

Domestic Fowl Ordinance Review

In coordination with Code Enforcement, Zoning, and the City Attorney, the Backyard Chicken Ordinance policy and application have been updated to reflect the increase in allowable number of chickens and permits in the City. Policy 2025-03 has been developed to implement the provisions of Ordinance No. 2016-04, as amended by Ordinance No. 2025-07 and Resolution 2025-36, which regulate the keeping of chickens on residential lots.

Lansing Street/Road District

Independent Bank held a grand re-opening and ribbon cutting ceremony on Tuesday, August 19, 2025. I attended on behalf of the City to support our Lansing Road Businesses. This was a fantastic opportunity to network with people deeply interested in Charlotte's growth and see the excitement for a local community anchor. Moreover, I intend to continue outreach to connect with the business community on Lansing Road.

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UCR TITLE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	2024	%	WARRANTS	ARRESTS
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							1						1	1	-100%		
PARENTAL KIDNAPPING													0	0	0%		
SEX. ASSAULT-ALL	3	2	6	1	1		3						16	11	45%	5	1
ROBBERY				1									1	3	-67%		
NON-AGG ASSAULT	4	10	7	14	9	10	12						66	96	-31%	2	21
AGGRAVATED ASSAULT	1	2	3	2	2	3	5						18	14	29%	1	5
INTIMIDATION/STALKING	14	20	12	17	14	10	10						97	86	13%	1	8
PROPERTY CRIMES																	
ARSON													0	0	0%		
EXTORTION				1			1						2	3	-33%		
BURGLARY-FORCED	1				2	3	1						7	12	-42%	2	2
BURGLARY-W/O FORCE													0	0	0%		
BURGLARY-ILLEGAL ENTRY	1			1	1		2						5	11	-55%		
POSS BURGLARY TOOLS	1												1	0	100%		
LARCENY	5	3	6	7	5	9	7						42	82	-49%		1
MOTOR VEHICLE THEFT		1	1	1	3	1	2						9	10	-10%		
Part II Crimes																	
STOLEN PROPERTY-MOTOR VEHICLE				1									1	4	-75%		
FORGERY/COUNTERFEITING				1		1							2	5	-60%		1
FRAUDULENT ACTIVITY	3	6	7	10	8	6	5						45	49	-8%		1
EMBEZZLEMENT													0	2	-200%	1	1
REC/CONCEALING STOLEN PROPERTY	1	1		3	9	2	3						19	2	850%		2
DESTRUCTION OF PROPERTY	2	3	4	2	5	7	2						25	44	-43%		2
RETAIL FRAUD-ALL	5	10	9	7	12	13	6						62	70	-11%	12	5
UCR TITLE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	LAST YEAR	%	WARRANTS	ARRESTS
MORALS/DECENCY CRIMES																	
V.C.S.A.	1	1	1	6	5	1	1						16	26	-38%	4	9
SEX OFFENSE	1	1	2	3	2		1						10	8	25%	4	
OBSCENITY	1												1	0	100%		
FAMILY ABUSE/NEGLECT	2	5	9	7	7	5							35	24	46%		1
FAMILY-NON SUPPORT													0	0	0%		1
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		1						3	6	-50%		
PUBLIC ORDER CRIMES																	
OBSTRUCTING POLICE	2	1	2	1	1	1	4						12	12	0%	2	7
ESCAPE-CORRECTIONAL INSTITUTION													0	0	0%		
ESCAPE-MENTAL INST.													0	0	0%		

0

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	3						21	11	91%	33	52
BRIBERY													0	0	0%		
WEAPONS-CONCEALED					1								1	4	-75%	1	1
WEAPONS-EXPLOSIVE													0	0	0%		
WEAPONS-OTHER	1			1	3	1	2						8	5	60%		
PUBLIC PEACE	6	8	10	17	26	21	15						103	118	-13%		3
TRAFFIC-HIT AND RUN	2	5	4	1	6	5	3						26	32	-19%		
TRAFFIC-O.U.I.L./O.U.I.D	5	4	3	6		4	4						26	16	63%	1	7
TRAFFIC-MISD	1	3		7	3	2	2						18	28	-36%	1	4
HEALTH/SAFETY VIOLATION	1	2	5	4	12	10	5						39	32	22%		
CIVIL RIGHTS													0	0	0%		
TRESPASS/PRIVACY		4	10	7	3	6	5						35	47	-26%		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	6						21	22	-5%		
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		3						31	71	-56%		
RUNAWAY		5	5		3		3						16	29	-45%		
CIVIL-NON CRIMINAL																	
DIVORCE/SUPPORT													0	0	0%		
INCAPACITATION	1	1	2			1	1						6	7	-14%		
INSANITY	15	12	15	8	13	20	10						93	97	-4%		
TRAFFIC																	
CRASH-PD-PUBLIC ST.	14	17	13	13	23	13	10						103	115	-10%		
CRASH-PI-PUBLIC ST	4		2	4	3	5	5						23	16	44%		
CRASH-FATAL-PUBLIC ST													0	0	0%		
CRASH-PD-PRIVATE	3	3	6	4	7	1	5						29	25	16%		
CRASH-PI-PRIVATE		2		1									3	1	200%		
CRASH-FATAL-PRIVATE PROPERTY													0	0	0%		
CIVIL INFRACTION	30	20	25	23	18	19	8						143	187	-24%		
PARKING VIOLATION	4	2	2	4	6	5	1						24	23	4%		
Park. Tickets- 524-2021, 356-2023	48	59	48	2	1								158	75	111%		
ABANDONED VEHICLE	1	3	2	5	2	10	5						28	32	-13%		
TRAFFIC HAZARD INVES	9	5	5	3	10	10	9						51	55	-7%		
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	13						78	106	-26%		
ALARM-MALFUNCTION													0	3	-300%		

0

UCR TITLE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	2024	%	WARRANTS	ARRESTS
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	4						9	10	-10%	Fireworks	
FIRE REQULATION VIOL													0	0	0%		
ASSIST BUILDING DEPT	3			3			1						7	2	250%		
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	14						92	186	-51%		
INSPECT-RESIDENCE	16	15	20	11	5	3	2						72	62	16%		
INSPECT-HANDGUN	18	12	14	18	20	6	9						97	78	24%		
INSPECT LIQUOR LICENSE	7	2	1										10	8	25%		
INSPECT-OTHER/SOR CHECK	9	8	9	13	8	8	8						63	66	-5%		
INSPECT-CCW APPLIC													0	0	0%		
DOMESTIC DISPUTES	9	8	17	19	20	25	18						116	124	-6%		
CIVIL DISPUTE	13	8	10	15	7	26	24						103	116	-11%		
SUSPICIOUS SITUATION	74	59	86	66	95	114	113						607	671	-10%		
FIELD INTERROGATION CARD													0	0	0%		
HAZARDOUS SITUATION													0	0	0%		
SUSPECTED NARCOTIC ACTIVITY	1	1	2	1	2	2	3						12	20	-40%		
ABANDONED/RECOVERED PROPERTY	5	2	6	6	9	11	5						44	40	10%		
DRUG OVERDOSE	1	1	1	2	1								6	13	-54%		
BOMB THREAT													0	0	0%		
MISC. INCIDENTS																	
MISC/P.B.T.													0	0	0%		
SUICIDE													0	5	-500%		
SUICIDE ATTEMPT	5	3	2	6	6	6	4						32	26	23%		
DEATH-NATURAL		1	4	6	2	2	3						18	9	100%		
DEATH-UNDETERMINED													0	1	0%		
MISSING PERSON			2	3	4		3						12	12	0%		
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																	

0

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	53						382	390	-2%		
ASSIST MOTORIST	5	1	7	17		13	7						50	42	19%		
ASSIST POLICE AGENCY	15	14	10	16	11	18	10						94	81	16%		
ASSIST OTHER AGENCY	8	11	4	1	7	6	5						42	69	-39%		
ASSIST D.P.W.	1	5											6	12	-50%		
ESCORT-FUNERAL													0	0	0%		
ESCORT-MONEY													0	0	0%		
ESCORT-OTHER													0	0	0%		
TRANSPORT-PRISONER	19	16	7	12	15	14	19						102	124	-18%		
TRANSPORT-PAPERWORK	1	7	8	5	1	7	6						35	21	67%		
TRANSPORT-OTHER													0	0	0%		
LOCKOUT		1	1		1	2							5	10	-500%		
SUBPOENA SERVICE	7	3	1	9	1								21	24	-13%		
PERMISSION TO PARK	5	1	5	3	4	6	5						29	13	123%		
PATROL-FOUND DOOR OPEN	2	3	2	5	9	4	2						27	27	0%		
PATROL-FOUND OPEN WINDOW													0	1	-100%		
PATROL-FOUND B&E													0	0	0%		
ASSIST E.C.S.D.-	7	6	13	13	5	4	1						49	53	-8%		
GENERAL NON CRIMINAL																	
JUVENILE SAFETY VIOL													0	0	0%		
ANIMAL CONTROL	4	4		6	16	28	15						73	73	0%		
ZONING ORD VIOLATION			4		1								5	3	67%		
TOTALS	526	504	572	550	583	605	519	0	0	0	0	0	3859	4188	-8%		

	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	2024	%
TRAFFIC STOPS	117	74	95	78	65	67	102						598	586	2%
OFFICER TRAINING HOURS	98.5	185	50	132.5	153	27	88						734	560.5	31%
COMMUNITY HOURS	18.5	60	2.5	9	3.5	43	9						145.5	210.5	-31%
PAPERWORK HOURS	422	395.5	344.5	380.5	326.5	310.5	333						2512.5	2598.5	-3%

SRO STATS

The School Resource Officer was not assisgned to the Charlotte Public Schools for July

VCSA STATS

During the month of July, the Charlotte Police Department dealt with 4 VCSA incidents. They are the follows:

1-Meth, 1- Marijuana, Other:2

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

Charlotte Police Department

111. E. Lawrence Ave., Charlotte, MI 48813
Phone: 517-543-1552 Fax: 517-543-8396
Paul Brentar, Chief of Police

July 2025 Monthly Report

Monthly Statistics:

- See attached report.

Training:

- Officers continued with online training through Virtual Academy.
- Officers attended our annual emergency vehicle operations training at the High School.
- Chief Brentar & Captain Brooks assisted with Rescue Team Refresher training on 07-22 & 07-24.
- Officers completed their annual CJIS training online.

Staffing:

- Staffing has been reduced 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:

- The new contract approved by council has been signed and submitted. We expected the new equipment to arrive within about 60-90 days.

Flock Camera Program Review:

- This service is scheduled to end in January of 2026.
- Use of the Flock Cameras identified a recent assault suspect's vehicle, within 3 minutes of the call, which we would not have had without the cameras.

Animal Control Ordinance:

- The City Attorney continues to work on this ordinance.

Outreach/Public Events:

- Chief Brentar, Captain Brooks, Sgt. McDaniel, & Officers Callahan & Gardner assisted the Eaton Rapids Police Department with their 4th of July activities.

Respectfully,

Chief of Police

THE CITY OF
CHARLOTTE
MICHIGAN

Memo

To: Honorable Mayor Lewis; City Council
From: Mary LaRocque, City Clerk
Date: August 20, 2025
Re: Claims and Expenditures for Council approval on August 25, 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 August 11, 2025	$ 550.21
HRA Insurance claims week of August 18, 2025	$ 1,877.09
Payroll paid August 22, 2025	$280,978.40
Invoiced claims as of August 20, 2025	$141,016.45
Total	**$424,422.15**

Suggested Motion

Motion to approve Claims and Expenditures in the amount of **$424,422.15**

Vendor Code	Vendor Name / Invoice	Description	Amount
01982	ALS GROUP USA, CORP		
	3313HN35045	WET TEST- QUARTERLY	945.00
TOTAL FOR: ALS GROUP USA, CORP			945.00
01764	AMAZON CAPITAL SERVICES		
	1NL3-HRPM-31WT	ACCOUNT # A264N6SLCWDWHU (FIRE) WALL MOUNT LOCKBOX	11.99
	1NLJ-6PNJ-LVTL	ACCOUNT # A264N6SLCWDWHU (FINANCE) TREASURER COMPUTER MONITOR	89.97
	1QCQ-6G97-911J	ACCOUNT # A264N6SLCWDWHU (FIRE) CUSTODIAN CLEANING SUPPLIES	127.97
	1TC1-LYCM-CYVG	ACCOUNT # A264N6SLCWDWHU (FIRE) RUBBER SEAL STRIP	52.93
	1TTD-46F4-LWTN	ACCOUNT # A264N6SLCWDWHU (FIRE)	27.57
TOTAL FOR: AMAZON CAPITAL SERVICES			310.43
01915	APEX SEPTIC & EXCAVATING, INC.		
	2004	SERVICE FOR 419 PRAIRIE ST	5,544.34
	2005	SERVICE FOR 433 PRAIRIE ST	5,544.34
TOTAL FOR: APEX SEPTIC & EXCAVATING, INC.			11,088.68
02207	AT & T MOBILITY		
	287354111767X080	JUNE 28 - JULY 27	271.25
TOTAL FOR: AT & T MOBILITY			271.25
01632	AT&T		
	4246449014	PUMPHOUSE & AIRPORT	280.21
TOTAL FOR: AT&T			280.21
01635	AT&T LONG DISTANCE		
	JUNE 27 - JULY 2	CITY HALL MAIN LINE - JUNE 27 - JULY 26	69.88
TOTAL FOR: AT&T LONG DISTANCE			69.88
01555	BYRUM ACE HARDWARE		
	399421	(CARA) WASP & HORNET KILLER	4.00
	402644	(CARE) UTILITY BLADE	2.79
	415186	(DPW) WORK BENCH HARDWARE	4.40
	430115	(WWTP) PLUMBING SUPPLIES	22.99
	431403	(DPW) PAINTERS TAPE	38.97
	433847	(DPW) PAINT SUPPLIES	43.32
	45974	(DPW) GRAFFITTI REMOVER, SPRAYPAINT	27.97
	462467	(DPW) FASTENERS	26.59
	462510	(DPW) ROUNDUP AND WEED KILLER	53.98
	462532	(DPW) 20 LB LP FILL	20.00
	466708	(DPW) PAINT ROLLER, PAINT TRAY SET	28.57
	467250	(DPW) ROUNDUP WEED & GRASS KILLER	55.98
	467557	(FIRE) GARDEN HOSE	114.98
	467681	(DPW) ADAPTER	8.17
	467684	(DPW) HILLMAN FASTENERS	20.72
	467713	(DPW) SHARKBITE CONNECTOR, HEX BUSH,SHARKBITE COUPLER	77.55
	467744	(DPW) STAIN BRUSHES	17.98
	467758	(DPW) HILLMAN FASTENERS	9.96
	468134	(FIRE) DRILL BIT FOR RESCUE BOAT	13.99
	468584	(DPW) MARKING PAINT, PAINT TRAY	25.95
	468722	(FIRE) FASTENERS FOR ESCUE BOAT	133.24
TOTAL FOR: BYRUM ACE HARDWARE			752.10

Vendor Code	Vendor Name / Invoice	Description	Amount
01547	CANON FINANCIAL SERVICES, INC		
	41658404	MONTHLY COPIER CHARGES	197.54
TOTAL FOR: CANON FINANCIAL SERVICES, INC			197.54
01519	CITY OF CHARLOTTE - PETTY CASH		
	08.12.2025	PETTY CASH RECONCILIATION 6/03/2025 TO 8/12/2025	203.83
TOTAL FOR: CITY OF CHARLOTTE - PETTY CASH			203.83
02216	COMMERCIAL LIGHTING		
	1252912	CITY HALL LIGHTS	580.49
TOTAL FOR: COMMERCIAL LIGHTING			580.49

Vendor Code	Vendor Name / Invoice	Description	Amount
01471	CONSUMERS ENERGY		
	201276120411	1005 PAINE DR	112.25
	201365101747	076 - 12 TRAFFIC LIGHTS	478.19
	201365101748	076 - 12 TRAFFIC LIGHTS	567.91
	201365101749	076 - 2 TRAFFIC LIGHTS	3.14
	201365101750	065 & 068 -460 STREETLIGHTS	4,294.39
	201365101751	TULLY BROWN DR (AREA LIGHTING)	127.94
	201543032422	108 E LAWRENCE AVE	55.31
	201543032423	108 E LAWRENCE AVE	74.36
	201721019019	1310 S COCHRAN AVE	190.87
	201721031244	245 S COCHRAN AVE	21.05
	201898996426	1152 S COCHRAN AVE CAMP FRANCIS	64.63
	201898996428	301 TIRRELL RD	415.58
	201988007222	1225 S COCHRAN AVE	176.08
	202077007292	911 W SHEPHERD ST FIRE DEPT 2	3,365.87
	202432966277	526 W STODDARD ST	38.28
	202610941778	1005 PAINE DR. FRNT GEN CHARLOTTE	24.91
	202966872676	1213 S COCHRAN AVE	68.04
	202966872677	1216 S COCHRAN AVE	27.15
	202966872678	1216 1/2 S COCHRAN AVE	18.00
	202966872679	1216 S COCHRAN AVE	36.30
	203055866826	103 VAN LIEU ST	44.50
	203144872286	301 TIRRELL RD R2	281.46
	203144872287	301 TIRRELL RD MAINTENANCE	37.21
	203411859259	1325 ISLAND HWY #C	109.45
	203678837871	1325 ISLAND HWY GATE-AIRPORT	36.23
	203945782511	508 N. SHELDON ST.	70.93
	204212770830	201 HALL ST (AREA LIGHTING)	95.95
	204301753375	111 E LAWRENCE AVE	309.01
	204390744733	619 W SHEPHERD ST	80.26
	204390744734	620 W SHEPHERD ST	116.96
	204657690550	1167 E CLINTON TRAIL	93.64
	204657690929	811 CHADS WAY	19.83
	204835669321	700 LANSING RD	37.36
	204924663425	811 CHADS WAY	119.22
	205102606221	1800 PACKARD HWY	44.31
	205458556295	1064 NORTHWAY	49.58
	205547540776	112 1/2 S COCHRAN	28.69
	205725510668	203 HALL ST	73.86
	206081425400	201 HALL ST	65.19
	206348205990	1104 MIKESELL ST	299.61
	206348205994	544 LANSING ST/WWTP LIFT STATION	28.07
	206348205995	544 LANSING ST	764.47
	206348205996	700 E. SHEPHERD ST.	159.28
	206348206001	1075 INDEPENDENCE BLVD	288.16
	206348206004	1305 S COCHRAN AVE	39.96
	206348206033	1216 S COCHRAN AVE	2,540.12
	206348206067	111 E LAWRENCE AVE	5,120.12
	206348206467	620 W SHEPHERD ST	18.00
	206704019691	1325 ISLAND HWY	554.26
	206704019692	1329 1/2 ISLAND HWY	40.36
	206792977736	1005 PAINE DR	12,502.49
	207148051083	1227 S COCHRAN AVE	5,571.23
TOTAL FOR: CONSUMERS ENERGY			39,800.02
01467	CORRPRO COMPANIES		
	796282	CATHODIC SYSTEM INSPECTIONS	1,950.00
TOTAL FOR: CORRPRO COMPANIES			1,950.00

Vendor Code	Vendor Name / Invoice	Description	Amount
02095	CSI EMERGENCY APPARATUS, LLC		
	72381	SAFETY LIGHT	155.00
TOTAL FOR: CSI EMERGENCY APPARATUS, LLC			155.00
01838	CULLIGAN WATER CONDITIONING		
	41470TO	SOFTENER SALT DELIVERY (07/23/25)	27.56
TOTAL FOR: CULLIGAN WATER CONDITIONING			27.56
00882	DARRELL SLAUGHTER		
	08.18.2025	MILEAGE FOR TRAINING CLASS (PISTOL FUNDAMENTALS & PERFORMANCE)	198.80
TOTAL FOR: DARRELL SLAUGHTER			198.80
02215	DEERE & COMPANY AG & TURF SABD GOV.		
	117799359	LAWNMOWER	6,527.04
TOTAL FOR: DEERE & COMPANY AG & TURF SABD GOV.			6,527.04
01414	DORNBOS SIGN & SAFETY INC.		
	INV82713	SLOW CHILDREN AT PLAY	25.90
TOTAL FOR: DORNBOS SIGN & SAFETY INC.			25.90
01398	EATON COUNTY-TREASURER		
	2025-00000150	TR-2024 PRE CHANGE	4.00
	2025-00000166	TR-2024 TAX YEAR	11.55
TOTAL FOR: EATON COUNTY-TREASURER			15.55
01957	EGANIX		
	24668	F.O.G. TREATMENT	2,370.00
TOTAL FOR: EGANIX			2,370.00
01375	ELHORN ENGINEERING COMPANY		
	307770	CHEMICAL PUMP ACC	225.57
TOTAL FOR: ELHORN ENGINEERING COMPANY			225.57
02178	ENG. INC		
	0019119	MATERIALS TESTING	218.50
	0019124	BIDDING AND DOCUMENTS ASSISTANCE	3,167.50
TOTAL FOR: ENG. INC			3,386.00
01365	ETNA SUPPLY		
	S106380542.001	ELKAY BI-LEVEL PEDESTAL	5,595.00
TOTAL FOR: ETNA SUPPLY			5,595.00
01322	GALE BRIGGS, INC.		
	M3000	CONCRETE	327.00
	M3019	CONCRETE, LIMESTONE IN CONCRETE	555.00
TOTAL FOR: GALE BRIGGS, INC.			882.00
01308	GRAINGER PRODUCTS		
	9600392915	UV BUILDING FAN	521.52
TOTAL FOR: GRAINGER PRODUCTS			521.52
01438	HASSEL FREE FUELS		
	CFSI-12366	ACCOUNT # 010109 (FIRE) FUEL	1,054.38
TOTAL FOR: HASSEL FREE FUELS			1,054.38

Vendor Code	Vendor Name / Invoice	Description	Amount
01252	INDEPENDENT BANK		
	5867-07.15.2025	JULY 2025	8,314.82
TOTAL FOR: INDEPENDENT BANK			8,314.82
01250	INSTY PRINTS		
	98855	BUSINESS CARDS (HILLARD)	114.80
	98887	BUISNESS CARDS (BRANDON YOUNGS)	96.50
TOTAL FOR: INSTY PRINTS			211.30
01883	KENYON AND SONS LLC		
	#16-08/09/2025	MOWING WEEK - 08/03/ TO 08/09	4,090.00
	#17-08/16/2025	MOWING- 08/10 TO 08/16	3,125.00
TOTAL FOR: KENYON AND SONS LLC			7,215.00
02179	LANSING REAL GREEN LAWN CARE INC.		
	73500	LAWN MOWING PER CODE ENFORCEMENT (915 N COCHRAN)	140.00
	73501	LAWN MOWING PER CODE ENFORCEMENT (704 N COCHRAN)	35.00
	73502	LAWN MOWING PER CODE ENFORCEMENT (230 N COCHRAN)	35.00
	73503	LAWN MOWING PER CODE ENFORCEMENT (318 N COCHRAN)	35.00
	73505	LAWN MOWING PER CODE ENFORCEMENT (102 LANSING ST, LARGE WEEDS GROWING AROUND BUILDING)	35.00
	73507	LAWN MOWING PER CODE ENFORCEMENT (202 E SHEPHERD)	70.00
TOTAL FOR: LANSING REAL GREEN LAWN CARE INC.			350.00
01182	LANSING UNIFORM CO.		
	107609-A	UNIFORM SHIRTS & PANTS	639.75
TOTAL FOR: LANSING UNIFORM CO.			639.75
01684	LEXISNEXIS RISK SOLUTIONS		
	1100165310	JUNE 2025	200.00
	1100177710	JULY 2025	200.00
TOTAL FOR: LEXISNEXIS RISK SOLUTIONS			400.00
02054	LIBERTY PLUMBING LLC		
	I8424	PLUMBING REPAIR CLERKS BATHROOM	4,100.00
TOTAL FOR: LIBERTY PLUMBING LLC			4,100.00
02175	MATRIX CONSULTING ENGINEERS, INC		
	18248	CITY HALL HVAC UPGRADES	9,600.00
	18249	CHARLOTTE CITY HALL UPGRADES- ELECTRICAL SCOPE	3,600.00
TOTAL FOR: MATRIX CONSULTING ENGINEERS, INC			13,200.00
01532	MATT CASTLE		
	08.18.2025	MILEAGE FOR CLASS (PISTOL FUNDAMENTALS AND PERFORMANCE)	198.80
TOTAL FOR: MATT CASTLE			198.80

Vendor Code	Vendor Name / Invoice	Description	Amount
01303	MATT D. GRIFFITH		
	08.13.2025	MILEAGE REINBURSEMENT (WATER & WASTEWATER CONVENTION IN OHIO)	350.00
TOTAL FOR: MATT D. GRIFFITH			350.00
02146	MICROTECH SERVICES, INC		
	36566	IT SERVICES CONTRACT 12/16/2024-12/15/2025	5,183.50
	36567	MACHINE INSTALLING UPDATES PEFORMANCE ISSUE CAUSED DELAYS	200.00
	36568	DOWNLOADING LATEST LAPTOPS WITH WINDOWS 11	350.00
	36569	EVALUATE OFFICE LOCATION POSSIBLE ANTENNA CONNECTION LOCATIONS	100.00
TOTAL FOR: MICROTECH SERVICES, INC			5,833.50
01536	NAPA AUTO PARTS		
	282635	R-134A REFRIGERANT, DESICCANT BAG KIT,	339.63
	283765	SYNTHETIC 5W30 OIL, OIL FILTERS	633.62
	283798	55 GAL DRUM 5W30 OIL	799.99
TOTAL FOR: NAPA AUTO PARTS			1,773.24
01022	NORTHERN PUMP & WELL		
	25-J3115	ANNUAL PUMP TESTS	750.00
TOTAL FOR: NORTHERN PUMP & WELL			750.00
01009	O'LEARY PAINT CO		
	6DEQS	PAINT FOR HYDRANTS	84.98
	ND99M	ACRYLIC WHITE TRAFFFIC PAINT	1,205.00
	QPMUE	PAINT FOR HYDRANT	253.05
	UV4P8	ACRYLIC YELLOW TRAFIC PAINT	241.00
TOTAL FOR: O'LEARY PAINT CO			1,784.03
01007	O'REILLY AUTO PARTS		
	4651-480943	HAZMAT SUPPLIES- OIL DRY	19.99
TOTAL FOR: O'REILLY AUTO PARTS			19.99
02121	PIVOT POINT PARTNERS LLC		
	2458	ASSESSING SOFTWARE (08.01.2025 - 08.01-2026)	1,229.20
TOTAL FOR: PIVOT POINT PARTNERS LLC			1,229.20
01030	QUADIENT FINANCE USA, INC.		
	00000031264377	POSTAGE	500.00
TOTAL FOR: QUADIENT FINANCE USA, INC.			500.00
02217	R & R FIRE TRUCK REPAIR		
	70993	REPLACE PUMP PACKING ON SNORKEL	8,807.93
TOTAL FOR: R & R FIRE TRUCK REPAIR			8,807.93
02129	RICOH USA, INC		
	109370112	COPIER LEASE (60 MONTHS) FOR CURRENT YEAR	207.82
TOTAL FOR: RICOH USA, INC			207.82
01657	ROBERT ANTCLIFF		
	08.14.2025	MILEAGE FOR TRAINING CLASS (PISTOL FUNDAMENTALS & PERFORMANCE)	198.80
TOTAL FOR: ROBERT ANTCLIFF			198.80

Vendor Code	Vendor Name / Invoice	Description	Amount
02214	SCOTT, CURTIS		
	08.07.2025	REIMBURSEMENT MILEAGE & HOTEL FOR ELECTED OFFICIALS ACADEMY CORE SUMMIT	297.00
TOTAL FOR: SCOTT, CURTIS			297.00
00904	SERVPRO OF EATON COUNTY		
	EA-07-25-4467-TM	CLEANUP AFTER PLUMBING REPAIRS	1,063.55
TOTAL FOR: SERVPRO OF EATON COUNTY			1,063.55
00901	SHARE CORPORATION		
	312193	WEEDKILLER	279.21
TOTAL FOR: SHARE CORPORATION			279.21
02021	STAPLES		
	6038875041	OFFICE SUPPLIES	793.43
	6039255942	SUPPLIES	110.97
TOTAL FOR: STAPLES			904.40
02186	STATE OF MICHIGAN		
	551-661203	SOR REGISTRATION	30.00
TOTAL FOR: STATE OF MICHIGAN			30.00
00820	TRACE ANALYTICAL LABORATORIES		
	5080511	WATER ANALYSIS	130.50
TOTAL FOR: TRACE ANALYTICAL LABORATORIES			130.50
02151	TROJAN TECHNOLOGIES CORP		
	200/50004084	UV-MODULE BOARD	657.30
TOTAL FOR: TROJAN TECHNOLOGIES CORP			657.30
00871	UM HEALTH -SPARROW OCCUPATIONAL HEA		
	00081563-00	DOT PHYSICAL (SPRAGUE)	95.00
TOTAL FOR: UM HEALTH -SPARROW OCCUPATIONAL HEA			95.00
00785	VERIZON WIRELESS		
	6119991680	BILLING PERIOD JULY 2 - AUG 1, 2025	1,553.29
TOTAL FOR: VERIZON WIRELESS			1,553.29
02149	VITAL RECORDS CONTROL		
	5291950	SHRED BINS	25.00
TOTAL FOR: VITAL RECORDS CONTROL			25.00
00774	WASTE MANAGEMENT OF MICHIGAN, INC		
	7460140-1846-7	REFUSE PICKUP : LINCOLN PARK	149.88
	8524134-1710-0	REFUSE PICKUP : 08/01/25 - 08/31/25	2,263.40
TOTAL FOR: WASTE MANAGEMENT OF MICHIGAN, INC			2,413.28
02013	WOW! BUSINESS		
	08/11 TO 09/10	GARAGE INTERNET	49.99
TOTAL FOR: WOW! BUSINESS			49.99

TOTAL - ALL VENDORS	141,016.45
PAYMENT TYPE TOTAI	
Paper Check	92,831.73
EFT Transfer	48,184.72

COMMERCIAL CREDIT CARD STATEMENT

July, 2025

	DATE	VENDOR	DESCRIPTION	ACCOUNT #	AMOUNT
Griffith, M	06/12/202	Wm SuperCenter	Printer/Scanner	510-550.000-731.000	$ 239.00
	06/24/202	BIGGBY Coffee	Science Camp	101-751.000-757.000	$ 24.19
	06/24/202	Quality Dairy	Science Camp	101-751.000-757.000	$ 16.99
	06/24/202	Meijer Store	Science Camp	101-751.000-757.000	$ 23.94
	06/25/202	Jimmy Johns	Science Camp	101-751.000-757.000	$ 129.95
	06/25/202	BIGGBY Coffee	Science Camp	101-751.000-757.000	$ 24.19
	06/25/202	Quality Dairy	Science Camp	101-751.000-757.000	$ 21.47
	06/26/202	BIGGBY Coffee	Science Camp	101-751.000-757.000	$ 22.19
	06/26/202	Quality Dairy	Science Camp	101-751.000-757.000	$ 16.99
	06/26/202	Meijer Store	Science Camp	101-751.000-757.000	$ 96.54
	07/14/202	Industrial Storm Water	Construction Storm Water Cert. Rene	202-520.000-965.000	$ 96.90
				Subtotal	**$712.35**
Brentar, P	6/22/2025	Shanty Creek Resort	MacP Conference (Brentar Breakfast)	101-301.000-965.000	$ 21.06
	6/23/2025	Shorts Brewing C Bellaire	MACP Conference (Brentar Dinner)	101-301.000-965.000	$ 23.61
	6/24/2025	Shanty Creek Resort	MACP Conference (Brentar Breakfast	101-301.000-965.000	$ 24.26
	6/24/2025	Shorts Brewing C Bellaire	MACP Conference (Brentar Dinner)	101-301.000-965.000	$ 18.37
	6/25/2025	Shanty Creek Resort	MACP Conference (Brentar Hotel)	101-301.000-965.000	$ 603.97
	6/27/2025	SP GOAXIL.COM	Ear Protection for Range	101-301.000-731.000	$ 212.21
				Subtotal	**$ 903.48**
Smith, A	6/11/2025	Menard's Lansing	Whirlpool Refrig.	285-751.000-731.000	$ 728.00
	6/12/2025	ELDT.com	Class A Theory Video	203-520.000-965.000	$ 77.63
				Subtotal	**$ 805.63**
Perry, S	6/15/2025	Mountain Grd Lodge	MI Water Environment Conference	510-537.000-965.000	$ 362.97
	6/24/2025	Subway	Science Camp Lunch	101-751-000-757.000	$ 100.26
				Subtotal	**$ 463.23**
Fullerton, T	6/28/2025	Lindenmeyr Munroe	Code Enforcement Supplies (Return)	101-703.000-731.000	$ (99.75)
	6/12/2025	Exotic Automation &Supp	O-Ring Kit	206-336.000-740.000	$ 172.40
	6/16/2025	Side Street Deli	Fire Hose Testing - Food for help	206-336.000-963.000	$ 310.50
	6/18/2025	SP Partscounter Inc.	2.5 Gallon Water Extinguishers	206-336.000-974.000	$ 283.08
	6/26/2025	CVS Pharmacy	Blood test strips	206-336.000-730.000	$ 31.77
	7/14/2025	USPS PO	Air compressor sample test - shipping	206-336.000-732.000	$ 13.20
				Subtotal	**$ 711.20**
Larocque, M	6/22/2025	Web Network Solutions	Web Forwarding - .org to .gov	666-228.000-810.000	$ 2.25
	6/23/2025	Michigan Municipal Leagu	Chin,Duweck,Christensen 2025 MML Convention	101-101.000-965.000	$ 1,995.00
	7/1/2025	GOOGLE G Suite	Google	666-228.000-810.000	$ 1,139.96 monthly
	7/7/2025	Clerkminutes Starter	Clerk Minutes Subscription	101-215.000-960.000	$ 1,188.00
	7/8/2025	Openai CHATGPT Subscr	ChatGPT Team workspace	101-215.000-731.000	$ 60.00
	7/10/2025	MI Corporations Div	2025 Non Profit Corp. Annual Report	285-751.000-963.000	$ 20.00
				Subtotal	**$ 4,405.21**
Whitney, S	6/18/2025	Meijer Store	Water	101-441.000-731.000	$ 23.97
	7/10/2025	OPENAI CHATGPT	GHATGPT	101-441.000-960.000	$ 20.00
				Subtotal	**$ 43.97**
Benavidez, S	7/7/0205	PAY Pal	PAY Pal RotaryClub	101-703.000-960.000	$ 269.75
				Subtotal	**$ 269.75**
				Total	**$ 8,314.82**

THE CITY OF CHARLOTTE MICHIGAN

Mary LaRocque <mlarocque@charlottemi.org>

Re: Claims and Expenditures

Christina Horton <chorton@charlottemi.org> Fri, Aug 22, 2025 at 8:47 AM
To: Joseph Chin Jr <jchin@charlottemi.org>
Cc: Mary LaRocque <mlarocque@charlottemi.org>

Good morning Councilmember Chin,

In response to your inquiries for the August 25th claims and expenditures:

DEERE & COMPANY AG & TURF SABD GOV. 02215 6,527.04 LAWNMOWER
What dept. is this for?
The Deere & Company invoice was received from the Department of Public Works.

ETNA SUPPLY 01365 5,595.00 ELKAY BI-LEVEL PEDESTAL
What is this?
The Etna Supply invoice is for a drinking fountain received from the Parks and Recreation Department.

On the credit card detail, it has a number of charges for "science camp". What is this and who puts this together?
Science camp is a hands-on fun experience for students entering 4th – 6th grades to get fired up about science. The event is open to students throughout Eaton County, hosted by the City (Parks and Rec) in collaboration with Eaton Conservation District.

Please let me know if you have any further questions.

Respectfully,

CHRISTINA HORTON
Finance Director/Treasurer
City of Charlotte
111 E. Lawrence Ave.
Charlotte, MI 48813
517-543-8875 *(phone)*
517-543-8845 *(fax)*
chorton@charlottemi.org *(email)*
www.charlottemi.gov *(website)*

From: Joseph Chin Jr <jchin@charlottemi.org>
Sent: Thursday, August 21, 2025 7:41 PM
To: Christina Horton <chorton@charlottemi.org>
Subject: Claims and Expenditures

DEERE & COMPANY AG & TURF SABD GOV. 02215 6,527.04 LAWNMOWER
What dept. is this for?

ETNA SUPPLY 01365 5,595.00 ELKAY BI-LEVEL PEDESTAL
What is this?

On the credit card detail it has a number of charges for "science camp". What is this and who puts this together?

Thank you
--
Joseph Chin, Jr., Council Member
City of Charlotte
517-449-2338
jchin@charlottemi.org

THE CITY OF CHARLOTTE MICHIGAN

Memo

To: City Manager Hillard; Honorable Mayor Lewis; City Council
From: City Clerk, LaRocque
Date: August 25, 2025
Subject: Disclosure of Potential Conflict of Interest – CHILL Grant Application and approval of Resolution 2025-40

Background
Councilman Jeffrey A. Christensen, representing District 1, has submitted an application for funding under the City-administered Community Development Block Grant (CDBG) CHILL program. Councilman Christensen voluntarily disclosed his application to ensure transparency and adherence to ethical standards.

The City's designated Community Development Officer is responsible for administering all CHILL grant applications, including review, selection, and distribution of funds. Councilman Christensen has not participated in, influenced, or attempted to influence any part of the grant process.

The potential conflict is being publicly disclosed during the August 25, 2025 City Council meeting and will be recorded in the official minutes. The application followed standard procedures applicable to all applicants, and independent oversight, including review by the Michigan State Housing Development Authority (MSHDA), ensures compliance and impartiality.

Recommendation
Staff recommends that the City Council acknowledge the disclosure and approve Councilman Christensen's continued eligibility for the CHILL grant application, noting that the City has taken appropriate steps to maintain transparency and impartiality.

This action is formalized in **Resolution 2025-40**, which is included in this agenda for Council consideration and approval.

Financial Impacts
Approval of this disclosure has no direct financial impact on the City's budget. Grant funding, if awarded, would be administered according to the established CHILL program rules and does not provide any special financial benefit to the City beyond the grant's intended purpose.

Proposed Motion
I move that the Charlotte City Council acknowledge Councilman Jeffrey A. Christensen's disclosure regarding his CHILL grant application and confirm that appropriate measures have been taken to ensure transparency and impartiality in accordance with City procedures and applicable ethical standards, as outlined in Resolution 2025-40.

CITY OF CHARLOTTE
RESOLUTION 2025-40

TO ACKNOWLEDGE COUNCILMAN JEFFREY A. CHRISTENSEN'S DISCLOSURE REGARDING HIS CHILL GRANT APPLICATION

WHEREAS, Councilman Jeffrey A. Christensen, representing District 1, has applied for the City-administered Community Development Block Grant (CDBG) Housing Improving Local Livability (CHILL) program; and

WHEREAS, Councilman Christensen has disclosed his applicant status and confirmed that he has no role in reviewing, approving, or distributing funds under the CHILL program; and

WHEREAS, Councilman Christensen publicly disclosed this information during the City Council meeting on August 25, 2025, and the application is subject to independent oversight by the Michigan State Housing Development Authority (MSHDA); and

WHEREAS, the City Council has reviewed the disclosure and finds that the steps taken ensure transparency and impartiality in the grant process;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of Charlotte hereby acknowledges the disclosure made by Councilman Jeffrey A. Christensen, and confirms that appropriate measures have been taken to maintain transparency and impartiality, allowing him to remain eligible to participate in the CDBG CHILL program, provided he continues to refrain from participation in any decision-making or influence regarding the program.

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

CERTIFICATION

I, Mary LaRocque, City Clerk for the City of Charlotte, County of Eaton, State of Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution duly adopted by the City Council of the City of Charlotte during its regular meeting held on August 25, 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

Memo

To: City Council
From: Salena Benavidez, Community Development Director
Date: August 25, 2025
Re: Keeping of Chickens on Residential Lots Policy Update

The City of Charlotte recently approved the resolution and ordinance to increase both the number of chicken permits and number of allowable chickens. In turn, the purpose of this policy is to implement provisions of Ordinance No. 2016-04, adopted on April 25, 2016, as amended by the new ordinance, adopted on July 28, 2025, which regulates the keeping of chickens on residential lots.

The policy outlines critical components necessary for effective implementation, including:

- Application documents
- Application procedure
- Review of by the City Manager or Community Development Director
- Acceptance and Renewal processes.

This policy update is essential to ensure ongoing compliance with zoning requirements and ordinances related to domestic fowl. It provides a clear and consistent framework for residents while supporting responsible backyard poultry keeping in Charlotte.

I recommend making a motion to approve the updated Council Policy regarding the Keeping of Chickens on Residential Lots within the City of Charlotte

CITY OF CHARLOTTE

COUNCIL POLICY

SUBJECT	POLICY NO.	APP. DATE	PAGE
KEEPING OF CHICKENS ON RESIDENTIAL LOTS	**2025-03**	**08/25/2024**	**1 of 3**

1. PURPOSE

The purpose of this policy is to implement the provisions of Ordinance No. 2016-04, as amended by Ordinance No. 2025-07 and Resolution 2025-36, which regulate the keeping of chickens on residential lots. This policy establishes the procedures for permitting, application requirements, compliance review, and limitations related to the number of chickens and permits.

As of Resolution 2025-36, the City Council has authorized up to fifty (50) total permits citywide, with a maximum of ten (10) chickens per permit. These limits may be amended by future resolution.

2. AUTHORITY

This policy is adopted pursuant to Section 10-4(D)(10) of the Code of Ordinances.

3. APPLICATION DOCUMENTS AND PROCEDURE

Any individual who wishes to keep chickens on their property must complete the following steps:

1. Obtain and complete the official application form, which is available on the City of Charlotte website: https://www.charlottemi.gov/205/Forms
2. Prepare a property sketch in accordance with Section 5 of this policy.
3. Submit the completed application and property sketch to:

   CITY OF CHARLOTTE
   Community Development Office
   911 W. Shepherd Street
   Charlotte, MI 48813

4. Include the application fee as outlined in Section 4 at the time of submission.

4. APPLICATION FEE

Fees established by City Council resolution shall be paid by the applicant upon the submission of the application for keeping chickens on their property.

- The amount of the fee is subject to change by City Council resolution.

5. SKETCH REQUIREMENTS

The required sketch must accurately represent the applicant's property and proposed chicken-keeping area and must include:

- Outline of the property;
- Locations of abutting streets;
- Property dimensions in feet;
- Location of the proposed chicken coop and fenced enclosure;
- Distance (in feet) from the coop/enclosure to all property lines (minimum 15 feet required);
- Compliance with zoning requirements for accessory structures, including lot coverage.

6. REVIEW BY COMMUNITY DEVELOPMENT DIRECTOR

The Community Development Director or designee shall review each application to determine compliance with:

- Ordinance No. 2025-07;
- All other applicable zoning and city ordinances;
- Maximum permit and chicken limits as defined by City Council resolution;
- The 15-foot minimum setback and zoning requirements;
- Acknowledgment of private restrictions (see Section 10-4(D)(5)).

Applications not in compliance will be returned with the reason for denial.

7. ACCEPTANCE BY THE CITY OF CHARLOTTE

If the application is complete and complies with all requirements:

- The date and time of acceptance will be noted and initialed by the reviewer;
- The date of acceptance becomes the effective date of the permit;
- Permits will expire two years from the date of issuance.

If fewer than 50 permits are outstanding, the application will be approved, an official permit will be issued and mailed to the applicant.

If no permits are available:

- The applicant's check will be returned;
- The application will be retained on file for one year;
- If a permit becomes available, priority will be determined based on the original date and time of application submission**,** and the applicant will be notified and given ten (10) days to submit payment to secure the permit.

8. RENEWAL APPLICATION PROCESS

Permit renewals must follow the same process outlined in Section 3.

- No fee is required if renewal is submitted before permit expiration.
- Renewal applications will not be accepted more than 45 days before or after the expiration date.
- All renewal applications must comply with the current ordinance and policy in effect at the time of renewal.

9. ADDITIONAL INFORMATION REQUIRED OF PERMIT HOLDERS

Permit holders must notify the Community Development Director if they:

- Move from the permitted address; or
- Discontinue keeping chickens on the property.

Permit holders shall ensure that the number of chickens kept on their property does not exceed the maximum allowed per permit as established by City Council resolution (**currently 10**).

10. POLICY SUPERSEDED.

This policy supersedes Council Policy 2016-04

11. EFFECTIVE DATE

This policy shall be effective upon its approval by the City Council

THE CITY OF CHARLOTTE MICHIGAN

Memo

To: City Manager Hillard; Honorable Mayor Lewis; City Council
From: City Clerk LaRocque
Date: August 25, 2025
Subject: Update to the City of Charlotte FOIA Policy

Background

The City's current Freedom of Information Act (FOIA) policy was last updated in 2015. Over time, the policy has become cumbersome, overly wordy, and in some sections redundant with statutory language. Since then, Michigan's FOIA law (Public Act 442 of 1976, as amended) has also been updated. To ensure continued compliance and improve clarity for both the public and staff, a revised FOIA Policy has been drafted.

The new policy simplifies and streamlines language while retaining all key provisions required under Michigan law. It consolidates sections, eliminates unnecessary detail, and provides a clearer framework for handling requests. It also specifically includes procedures for Police Department records to ensure compliance with privacy laws and law enforcement exemptions.

The City Attorney has reviewed the revised FOIA Policy and confirmed that it complies with current statutory requirements and best practices.

Recommendation

Adopt the revised FOIA Policy as presented. This will replace Council Policy 2015-02 and bring the City's procedures into alignment with current state law while making the policy more accessible to both staff and the public.

Financial Impacts

There are no direct financial impacts associated with the adoption of the updated FOIA Policy.

Suggested Motion

I move to approve Council Policy 2025-04 Freedom of Information Act Requests (FOIA), effective immediately, superseding Council Policy 2015-02 and any prior FOIA policies.

CITY OF CHARLOTTE

COUNCIL POLICY

SUBJECT	POLICY NO.	APP. DATE	PAGE
FREEDOM OF INFORMATION ACT REQUESTS	**2025-04**	**08/25/2025**	**1 of 15**

1. Purpose

This Policy establishes procedures and guidelines to implement the Michigan Freedom of Information Act (FOIA), MCL 15.231 et seq., ensuring public access to City records while protecting certain exempt information.

2. Authority

This Policy is adopted pursuant to the authority in MCL 15.234.

3. References

Michigan Freedom of Information Act, Public Act 442 of 1976, as amended (MCL 15.231 et seq.).

4. Protection of Records

Public records shall be protected from loss, unauthorized alteration, or destruction in accordance with State law.

5. General Policies

- The City Council designates the City Clerk as the FOIA Coordinator, who may delegate duties to other City staff.
- Written requests may be submitted by mail, hand delivery, facsimile, or email.
    - Requests via mail and hand delivery should be made to: City Clerk, 111 E. Lawrence Avenue, Charlotte, MI 48813.
    - Requests via facsimile should be made to: 517-543-8851
    - Requests via email should be made to: foia@charlottemi.org.
- Requests by fax or email are deemed received on the next business day.
- Requests sent to spam/junk folders are deemed received one business day after the City becomes aware of them; the FOIA log shall reflect both the delivery date to spam and the date of discovery.
- The FOIA Coordinator may adopt administrative rules consistent with this Policy and State law.
- The City is not required to create new records, summaries, or answer questions.
- The FOIA Coordinator shall retain a copy of each FOIA request for at least one year.

- Requests for records maintained by the Charlotte Police Department are subject to additional review to ensure compliance with applicable privacy laws, exemptions under FOIA, and law enforcement record confidentiality.

6. Requesting a Public Record

Requests must be in writing and sufficiently describe the public record to enable identification. Requests must include the requester's name, address, and either a valid phone number or valid email address. If the request is made by a person other than an individual, then the request must include the complete name, address, and contact information of the person's agent.

A person may subscribe to future issuances of public records created, issued, or disseminated by the City on a regular basis, such as notices of Council meetings. A subscription is valid for up to 6 months and may be renewed by the subscriber.

7. Processing a Request

The City shall respond within five business days of receipt, with a possible ten-business-day extension. Responses must either grant the request, deny the request, grant the request in part/deny the request in part, or provide notice that the City is extending its response period by not more than 10 business days.

If a requestor asks for information that is available on the City's website, the City will notify the requestor in its response where the records may be found on its website. Paper copies of public records available on the City's website will be made available upon request, but a fee may be charged.

8. Fee Deposits

A good faith deposit of up to 50% of the estimated fee may be required if the total fee exceeds $50 or if the requester has outstanding FOIA fees.

9. Calculation of Fees

Fees shall be calculated in accordance with MCL 15.234 and may include:

- Labor costs for searching, reviewing, redacting, and copying.

- Costs of copies or digital media.
- Mailing costs.
- Costs for contracted labor, if applicable.

10. Waiver of Fees

Fees shall be waived or reduced if the requester is indigent as defined by FOIA or represents certain nonprofit organizations, or at the discretion of the FOIA Coordinator as permitted by law.

11. Appeal of a Denial

A requester may submit a written appeal to the City Council or file an action in circuit court if a request is denied in whole or in part.

12. Appeal of an Excessive FOIA Fee

A requester may appeal an excessive fee to the City Council or file an action in circuit court.

13. Conflicting Policies and Procedures

If any City policies, procedures, or guidelines conflict with this FOIA Policy or FOIA law, this Policy and FOIA shall control.

14. Forms

The FOIA Coordinator shall maintain standard forms for general FOIA requests and specialized forms as needed, including a Request for Public Records from the Charlotte Police Department, which includes specific instructions and consent options for processing law enforcement records.

- FOIA requests
- FOIA requests - Police
- Appeal of denial form
- FOIA fee itemization form
- Appeals of excessive fee form

15. Policy Superseded

This Policy supersedes Council Policy 2015-02 and any other prior FOIA policies.

16. Effective Date

This Policy shall become effective upon its adoption by the City Council.

City: Keep original and provide copy of both sides, along with Public Summary, to requestor at no charge.

City of Charlotte

111 E. Lawrence Avenue, Charlotte, MI 48813
Phone: 517-543-2750; Fax: 517-543-8845
foia@charlottemi.org

Request Form
Note: Requestors are not required to use this form. The City may complete one for recordkeeping if not used.

FOIA Request for Public Records

Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, *et seq*.

Request No.: __________ Date Received: ___________ Check if received via: ☐ Email ☐ Fax ☐ Other Electronic Method
Date delivered to junk/spam folder: _______________
Date discovered in junk/spam folder: _______________

(Please Print or Type)

Name		Phone
Firm/Organization		Fax
Street		Email
City	State	Zip

Request for: ☐ Copy ☐ Certified copy ☐ Record inspection ☐ Subscription to record issued on regular basis

Delivery Method: ☐ Will pick up ☐ Mail to address above ☐ Email to address above
☐ Deliver on digital media provided by the City: ____

Note: *The City is not required to provide records in a digital format or on digital media if the City does not already have the technological capability to do so.*

Describe the public record(s) as specifically as possible. You may use this form or attach additional sheets:

Consent to Non-Statutory Extension of City's Response Time

I have requested a copy of records or a subscription to records or the opportunity to inspect records, pursuant to the Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, *et seq*. I understand that the City must respond to this request within five (5) business days after receiving it, and that response may include taking a 10-business day extension. However, I hereby agree and stipulate to extend the City's response time for this request until: ________________ (*month, day, year*).

Requestor's Signature	**Date**

(Complete next page)

Records Located on Website

If the City directly or indirectly administers or maintains an official internet presence, any public records available to the general public on that internet site at the time the request is made are exempt from any labor charges to redact (*separate exempt information from non-exempt information*).

If the FOIA coordinator knows or has reason to know that all or a portion of the requested information is available on its website, the City must notify the requestor in its written response that all or a portion of the requested information is available on its website. The written response, to the degree practicable in the specific instance, must include a specific webpage address where the requested information is available. On the detailed cost itemization form, the City must separate the requested public records that are available on its website from those that are not available on the website and must inform the requestor of the additional charge to receive copies of the public records that are available on its website.

If the City has included the website address for a record in its written response to the requestor and the requestor thereafter stipulates that the public record be provided to him or her in a paper format or other form, including digital media, the City must provide the public records in the specified format (if the City has the technological capability) but may use a fringe benefit multiplier greater than the 50%, not to exceed the actual costs of providing the information in the specified format.

Request for Copies/Duplication of Records on City Website

I hereby stipulate that, even if some or all of the records are located on a City website, I am requesting that the City make copies of those records on the website and deliver them to me in the format I have requested above. I understand that some FOIA fees may apply.

Requestor's Signature	Date

Overtime Labor Costs

Overtime wages shall not be included in the calculation of labor costs unless overtime is specifically stipulated by the requestor and clearly noted on the detailed cost itemization form.

Consent to Overtime Labor Costs

I hereby agree and stipulate to the City using overtime wages in calculating the following labor costs as itemized in the following categories:

1. ☐ Labor to copy/duplicate **2.** ☐ Labor to locate **3a.** ☐ Labor to redact **3b.** ☐ Contract labor to redact
6b. ☐ Labor to copy/duplicate records already on City's website

Requestor's Signature	Date

Request for Discount: Indigence

A public record search **must** be made and a copy of a public record **must** be furnished **without charge for the first $20.00 of the fee** for each request by an individual who is entitled to information under this act and who:

1) Submits an affidavit stating that the individual is indigent and receiving specific public assistance, **OR**
2) If not receiving public assistance, stating facts showing inability to pay the cost because of indigence.

If a requestor is ineligible for the discount, the public body shall inform the requestor specifically of the reason for ineligibility in the public body's written response. An individual is ineligible for this fee reduction if **ANY** of the following apply:

(i) The individual has previously received discounted copies of public records from the same public body twice during that calendar year,
(ii) The individual requests the information in conjunction with outside parties who are offering or providing payment or other remuneration to the individual to make the request. A public body may require a statement by the requestor in the affidavit that the request is not being made in conjunction with outside parties in exchange for payment or other remuneration.

Office Use: ☐ Affidavit Received ☐ Eligible for Discount ☐ Ineligible for Discount

I am submitting an affidavit and requesting that I receive the discount for indigence for this FOIA request: Requestor's Signature:	Date:

Request for Discount: Nonprofit Organization

A public record search **must** be made and a copy of a public record **must** be furnished **without charge for the first $20.00 of the fee** for each request by a nonprofit organization formally designated by the state to carry out activities under subtitle C of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 and the Protection and Advocacy for Individuals with Mental Illness Act, if the request meets **ALL** of the following requirements:

(i) Is made directly on behalf of the organization or its clients.
(ii) Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Mental Health Code, 1974 PA 258, MCL 330.1931.
(iii) Is accompanied by documentation of its designation by the state, if requested by the City.

Office Use: ☐ Documentation of State Designation Received ☐ Eligible for Discount ☐ Ineligible for Discount

I stipulate that I am a designated agent for the nonprofit organization making this FOIA request and that this request is made directly on behalf of the organization or its clients and is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the Mental Health Code, 1974 PA 258, MCL 330.1931: Requestor's Signature:	Date:

CHARLOTTE POLICE DEPARTMENT

foia@charlottemi.org
111 E. LAWRENCE AVENUE
CHARLOTTE, MI 48813

REQUEST FOR PUBLIC RECORDS

MICHIGAN FREEDOM OF INFORMATION ACT, Public Act 442 of 1976, MCL 15.231, *et seq*

(Print or Type Your Request)

TO BE COMPLETED BY REQUESTOR		**METHOD OF ACCESS TO RECORD**		
NAME OF PERSON MAKING REQUEST		COPY:	INSPECTION:	
COMPANY REPRESENTING		RECEIVED BY:		
STREET ADDRESS		STREET ADDRESS		
CITY		CITY	STATE	ZIP
STATE	ZIP			
PHONE NO. ( )		SIGNATURE OF PERSON RECEIVING RECORDS		DATE
EMAIL:		**WORK UNIT USE ONLY- METHOD RECEIVED**		
SIGNATURE OF REQUESTOR (At time of request)		OFFICIAL RECEIVING REQUEST		
TYPE OF REPORT REQUESTED		DATE DELIVERED TO JUNK/SPAM FOLDER:	DATE RECEIVED/DISCOVERED	
☐ INCIDENT REPORT #______________________ ☐ PHOTOS-ON DIGITAL MEDIA ☐ STATEMENTS ☐ OTHER (Describe below) ______________________ ______________________ ______________________		___ **EMAIL** ____ **FAX** ____ **LETTER** ____ **TX** ____ **IN PERSON** **ACTION TAKEN** ☐ DOCUMENTS REVIEWED ON SITE ☐ COPY OF REQUESTED RECORDS PROVIDED ☐ REQUESTED RECORDS UNAVAILABLE AT WORK SITE REQUEST FORWARDED TO:______________ ☐ OTHER ______________ ______________		
NAME REFERRED TO IN RECORD				
SID NUMBER	FBI NUMBER	**SUPERVISING OFFICER'S RECOMMENDATIONS**		
DATE OF BIRTH	DRIVER'S LICENSE NUMBER	☐ RELEASE ☐ EXEMPT / DENY		
SOCIAL SECURITY NUMBER *(voluntary)		______________________ COMMAND SIGNATURE		DATE
PRISON NUMBER (If Any)				
DATE OF EVENT (Month/Day/Year)		**Delivery Method:** _______ **Will Pick Up** _______ **Mail to address above** _______ **Email to address above**		
LOCATION OF EVENT (Street/ City/Zip)				
SPECIFIC EVENT TO WHICH RECORD REFERS ______________________ ______________________ ______________________				

AUTHORITY: Act 442, P.A. OF 1976 COMPLIANCE: VOLUNTARY

* This information is confidential. Disclosure of confidential information is protected by the Federal Privacy Act.

INSTRUCTION FOR REQUESTING PUBLIC RECORDS

FROM THE CHARLOTTE POLICE DEPARTMENT

1. If you are requesting a copy of a record, fill out the Request for Public Records form. Give accurate and specific information concerning the records you desire. Failure to provide sufficient information will cause delays in getting copies for you, or may result in our not being able to locate the records you want. Return the completed form to the Charlotte Police Department. The address is listed at the bottom of this page.

2. Because the records which you are requesting must be located, reviewed and exempt material separated from nonexempt material at the department's Information Section, the department has by law up to **5 days**, not including the day of request, holidays and weekends to fill or answer the request. The department may make further requests for up to **10 days** to complete the request and will state the reason for the extension.

3. After the records have been located and reviewed, there will be a fee for preparing them. The fee for providing copies of certain records is set by statute. If you submit an affidavit stating you are receiving public assistance, stating facts showing inability to pay because of indigence, a copy of the public record will be furnished without charge for the first $20.00 of the fee for each request. If records requested incur a fee of $50.00 or more, half of fee will be required up front when requested.

Consent to Non-Statutory Extension of City's Response Time

I have requested a copy of records or a subscription to records or the opportunity to inspect records, pursuant to the Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq. I understand that the City must respond to this request within five (5) business days after receiving it, and that response may include taking a 10-business day extension. However, I hereby agree and stipulate to extend the City's response time for this request until: ____ (month, day, year).

Requestor's Signature: ____*Date:* __________________

CIty: Keep original and provide copy, along with Public Summary, to requestor at no charge.

Extension Form

City of Charlotte

111 E. Lawrence Avenue, Charlotte, MI 48813

Phone: 517-543-2750; Fax: 517-543-8845

foia@charlottemi.org

FOIA Appeal Form—To Appeal a Denial of Records

Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, *et seq*.

Request No.: __________ Date Received: ___________ Check if received via: ☐ Email ☐ Fax ☐ Other Electronic Method

Date of This Notice: _________________ Date delivered to junk/spam folder: _______________

(Please Print or Type) Date discovered in junk/spam folder: _______________

Name		Phone
Firm/Organization		Fax
Street		Email
City	State	Zip

Request for: ☐ Copy ☐ Certified copy ☐ Record inspection ☐ Subscription to record issued on regular basis

Delivery Method: ☐ Will pick up ☐ Will make own copies onsite ☐ Mail to address above ☐ Email to address above

☐ Deliver on digital media provided by the City: ____

Record(s) You Requested: *(Listed here or see attached copy of original request)* ____________________________________

____

____

Reason(s) for Appeal:

The appeal must identify the reason(s) for the denial. You may use this form or attach additional sheets:

____

____

____

Requestor's Signature: ____**Date:** _____________

City Response:

The City must provide a response within 10 business days after receiving this appeal, including a determination or taking one 10-day extension.

City Extension: We are extending the date to respond to your FOIA fee appeal for no more than 10 business days, until ________________ (*month, day, year*). Only one extension may be taken per FOIA appeal.

Unusual circumstances warranting extension: ____

____

If you have any questions regarding this extension, contact: ____

City Determination:

☐ Denial Reversed ☐ Denial Upheld ☐ Denial Reversed in Part and Upheld in Part

The following previously denied records will be released: ____

____

____

____

Notice of Requestor's Right to Seek Judicial Review

You are entitled under Section 10 of the Michigan Freedom of Information Act, MCL 15.240, to appeal this denial to the City Council or to commence an action in the Circuit Court to compel disclosure of the requested records if you believe they were wrongfully withheld from disclosure. If, after judicial review, the court determines that the City has not complied with MCL 15.235 in making this denial and orders disclosure of all or a portion of a public record, you have the right to receive attorneys' fees and damages as provided in MCL 15.240. (*See page 2 of this form for additional information on your rights*.)

Signature of FOIA Coordinator: **Date:**

FREEDOM OF INFORMATION ACT (EXCERPT)
Act 442 of 1976

15.240.amended Options by requesting person; appeal; actions by public body; receipt of written appeal; judicial review; civil action; venue; de novo proceeding; burden of proof; private view of public record; contempt; assignment of action or appeal for hearing, trial, or argument; attorneys' fees, costs, and disbursements; assessment of award; damages.

Sec. 10.

(1) If a public body makes a final determination to deny all or a portion of a request, the requesting person may do 1 of the following at his or her option:

(a) Submit to the head of the public body a written appeal that specifically states the word "appeal" and identifies the reason or reasons for reversal of the denial.

(b) Commence a civil action in the circuit court, or if the decision of a state public body is at issue, the court of claims, to compel the public body's disclosure of the public records within 180 days after a public body's final determination to deny a request.

(2) Within 10 business days after receiving a written appeal pursuant to subsection (1)(a), the head of a public body shall do 1 of the following:

(a) Reverse the disclosure denial.

(b) Issue a written notice to the requesting person upholding the disclosure denial.

(c) Reverse the disclosure denial in part and issue a written notice to the requesting person upholding the disclosure denial in part.

(d) Under unusual circumstances, issue a notice extending for not more than 10 business days the period during which the head of the public body shall respond to the written appeal. The head of a public body shall not issue more than 1 notice of extension for a particular written appeal.

(3) A board or commission that is the head of a public body is not considered to have received a written appeal under subsection (2) until the first regularly scheduled meeting of that board or commission following submission of the written appeal under subsection (1)(a). If the head of the public body fails to respond to a written appeal pursuant to subsection (2), or if the head of the public body upholds all or a portion of the disclosure denial that is the subject of the written appeal, the requesting person may seek judicial review of the nondisclosure by commencing a civil action under subsection (1)(b).

(4) In an action commenced under subsection (1)(b), a court that determines a public record is not exempt from disclosure shall order the public body to cease withholding or to produce all or a portion of a public record wrongfully withheld, regardless of the location of the public record. Venue for an action against a local public body is proper in the circuit court for the county in which the public record or an office of the public body is located has venue over the action. The court shall determine the matter de novo and the burden is on the public body to sustain its denial. The court, on its own motion, may view the public record in controversy in private before reaching a decision. Failure to comply with an order of the court may be punished as contempt of court.

(5) An action commenced under this section and an appeal from an action commenced under this section shall be assigned for hearing and trial or for argument at the earliest practicable date and expedited in every way.

(6) If a person asserting the right to inspect, copy, or receive a copy of all or a portion of a public record prevails in an action commenced under this section, the court shall award reasonable attorneys' fees, costs, and disbursements. If the person or public body prevails in part, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements. The award shall be assessed against the public body liable for damages under subsection (7).

(7) If the court determines in an action commenced under this section that the public body has arbitrarily and capriciously violated this act by refusal or delay in disclosing or providing copies of a public record, the court shall order the public body to pay a civil fine of $1,000.00, which shall be deposited into the general fund of the state treasury. The court shall award, in addition to any actual or compensatory damages, punitive damages in the amount of $1,000.00 to the person seeking the right to inspect or receive a copy of a public record. The damages shall not be assessed against an individual, but shall be assessed against the next succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.

History: 1976, Act 442, Eff. Apr. 13, 1977 ;-- Am. 1978, Act 329, Imd. Eff. July 11, 1978 ;-- Am. 1996, Act 553, Eff. Mar. 31, 1997 ;-- Am. 2014, Act 563, Eff. July 1, 2015.

CIty: Keep original and provide copy, along with Public Summary, to requestor at no charge.

City of Charlotte

111 E. Lawrence Avenue, Charlotte, MI 48813
Phone: 517-543-2750; Fax: 517-543-8845
foia@charlottemi.org

Detailed FOIA Fee Itemization Form

Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, et seq.

Component	Cost Calculations	Total
1. Labor Costs – Search, Location ,and Examination of Records*	Enter the hourly wage of lowest paid employee capable of performing the search, location and examination $______ per hour Multiply the wage by the fringe benefit multiplier (maximum of 50% of the hourly wage); OR, if the requested information is available online and the requestor request the documents to be provided in another format, the fringe benefit multiplier may exceed 50% (not to exceed actual cost) _____% Multiply the hourly wage times the fringe benefit multiplier $_______ x 1.____ = $_______ If stipulated by the requestor, add the hourly overtime wage increment (but do not include in the calculation of fringe benefit costs) $_______ + _______ = $_______ Divide the resulting hourly wage by four (4) to determine the charge per fifteen (15) minute increment $_______ / 4 = $_______	
	Number of 15 minute increments (partial time increments must be rounded down) multiplied by the permitted rate _______ x $_______ = $_________	**$**_________
2. Employee Labor Costs – Redaction*	If performed by the public body's employee: Enter the hourly wage of lowest paid employee capable of performing the redaction $______ per hour Multiply the wage by the fringe benefit multiplier (maximum of 50% of the hourly wage); OR, if the requested information is available online and the requestor request the documents to be provided in another format, the fringe benefit multiplier may exceed 50% (not to exceed actual cost) _____% Multiply the hourly wage times the fringe benefit multiplier $_______ x 1.____ = $_______ If stipulated by the requestor, add the hourly overtime wage increment (but do not include in the calculation of fringe benefit costs) $_______ + _______ = $_______ Divide the resulting hourly wage by four (4) to determine the charge per fifteen (15) minute increment	

	$_______ / 4 = $_______	
	Number of 15 minute increments (partial time increments must be rounded down) multiplied by the permitted rate _______ x $_______ = $_________	**$**_________
2. Contracted Labor Costs – Redaction*	If performed by Contracted Labor (Only permitted if the public body does not employ a person capable of redacting the records as determined by the FOIA Coordinator): Name of person or firm contracted: ____________________________________ Enter the hourly rate charged by the contractor (may not exceed six (6) times the State minimum wage (i.e. $8.15x6=$48.90) $______ per hour Divide the hourly rate by four (4) to determine the charge per fifteen (15) minute increment $_______ / 4 = $_______	
	Number of 15 minute increments (partial time increments must be rounded down) multiplied by the permitted rate _______ x $_______ = $_________	**$**_________
3. Non-Paper Physical Media	Actual and most reasonably economical cost of: Flash Drives $_____ x number used _____ = $_______ Computer Discs $______ x number used _____ = $________ Other Media $_______ x number used _____ = $________	**$**________
4. Paper Copies	Actual total incremental cost of duplication (not including labor) up to a <u>maximum of 10 cents per page</u>: Letter paper (8 ½” x 11”) number of sheets ___ x $0.__ = $_____ Legal paper (8 ½” x 14”) number of sheets ___ x $0.__ = $_____ Actual cost of other types of paper: Type of Paper: ____________________ number of sheets ___ x $______ = $_____ Type of Paper: ____________________ number of sheets ___ x $______ = $_____ (**<u>NOTE</u>**: Must print double-sided if available and costs less.)	**$**________
5. Labor Cost – Duplication Copying, and transferring records to	Enter the hourly wage of lowest paid employee capable of performing the duplication, copying, or transferring digital records to non-paper physical media $______ per hour	

non-paper physical media	Multiply the wage by the fringe benefit multiplier (maximum of 50% of the hourly wage); OR, if the requested information is available online and the requestor request the documents to be provided in another format, the fringe benefit multiplier may exceed 50% (not to exceed actual cost) _____% Multiply the hourly wage times the fringe benefit multiplier $_______ x 1.____ = $_______ If stipulated by the requestor, add the hourly overtime wage increment (but do not include in the calculation of fringe benefit costs) $_______ + _______ = $_______ Divide the resulting hourly wage by _______ to determine the charge per ________ (__) minute increment $_______ / 4 = $_______ (**<u>NOTE</u>**: May use any time increment for this category)	
	Number of __ minute increments (partial time increments must be rounded down) multiplied by the permitted rate _______ x $_______ = $_________	**$**_________
6. Mailing	Actual cost of mailing records in a reasonable and economical manner: Cost of mailing: $_______ Cost of least expensive form of postal delivery confirmation: $_________ Cost of expedited shipping or insurance only if specifically stipulated by the requestor: $_______	**$**________
	Subtotal	$_________
Waivers and Reductions	Subtract any Fee Waiver or Reduction: $20.00 for indigency or nonprofit organization as further described in the Public Body's procedures and guidelines. Any amount determined by the Public Body due to the search and furnishing of the Public Record determined to be in the public interest. $________ The reduction amount due to the late response of the Public Body. 5% of fee x ____ days late = ______% reduction (maximum reduction is 50%)	-$_______
Deposit	Subtract any good-faith deposit received: $_________	-$_______
	Total Due	$________

*Note: Labor costs for search, location, examination and redaction (categories 1 and 2 on the itemization form) <u>may not be charged</u> unless the failure to charge a fee would result in <u>unreasonably high costs</u> to the public body <u>because of the nature of the request in the particular instance</u>, and the public body specifically identifies the nature of these unreasonably high costs.

The Court of Appeals has interpreted this provision to require that the determination be made relative to the usual or typical costs incurred by the public body in responding to FOIA requests. The key factor in determining whether the costs are "unreasonably high" is the extent to which the particular request differs from the usual request. *Bloch v Davison Cmty Schools,* (Mich.App. Apr. 26, 2011), 2011 WL 1564645.

City: Keep original and provide copy of both sides, along with Public Summary, to requestor at no charge.

Fee Appeal Form

City of Charlotte
111 E. Lawrence Avenue, Charlotte, MI 48813
Phone: 517-543-2750; Fax: 517-543-8845
foia@charlottemi.org

FOIA Appeal Form—To Appeal an Excess Fee

Michigan Freedom of Information Act, Public Act 442 of 1976, MCL 15.231, *et seq*.

Request No.: __________ Date Received: ___________ Check if received via: ☐ Email ☐ Fax ☐ Other Electronic Method
Date of This Notice: _________________ Date delivered to junk/spam folder: _______________
(Please Print or Type) Date discovered in junk/spam folder: _______________

Name		Phone
Firm/Organization		Fax
Street		Email
City	State	Zip

Request for: ☐ Copy ☐ Certified copy ☐ Record inspection ☐ Subscription to record issued on regular basis
Delivery Method: ☐ Will pick up ☐ Will make own copies onsite ☐ Mail to address above ☐ Email to address above
☐ Deliver on digital media provided by the City: ____

Record(s) You Requested: *(Listed here or see attached copy of original request)* ____________________________________
____
____

Reason(s) for Appeal:

The appeal must specifically identify how the required fee(s) exceed the amount permitted. You may use this form or attach additional sheets:
____
____
____

Requestor's Signature: ____**Date:** _____________

City Response:

The City must provide a response within 10 business days after receiving this appeal, including a determination or taking one 10-day extension.

City Extension: We are extending the date to respond to your FOIA fee appeal for no more than 10 business days, until _______________ (*month, day, year*). Only one extension may be taken per FOIA appeal.
Unusual circumstances warranting extension: ____
____
If you have any questions regarding this extension, contact: _____________________________________

City Determination: ☐ Fee Waived ☐ Fee Reduced ☐ Fee Upheld

Written basis for City determination: ____
____
____

Notice of Requestor's Right to Seek Judicial Review

You are entitled under Section 10a of the Michigan Freedom of Information Act, MCL 15.240a, to appeal a FOIA fee that you believe exceeds the amount permitted under the City's written Procedures and Guidelines to the City Council or to commence an action in the Circuit Court for a fee reduction within 45 days after receiving the notice of the required fee or a determination of an appeal to the City Council. If a civil action is commenced in court, the City is not obligated to compete processing the request until the court resolves the fee dispute. If the court determines that the City required a fee that exceeded the permitted amount, the court shall reduce the fee to a permissible amount. (*See page 2 of this form for additional information on your rights*.)

Signature of FOIA Coordinator: **Date:**

FREEDOM OF INFORMATION ACT (EXCERPT)
Act 442 of 1976

15.240a.added Fee in excess of amount permitted under procedures and guidelines or MCL 15.234.
Sec. 10a.

(1) If a public body requires a fee that exceeds the amount permitted under its publicly available procedures and guidelines or section 4, the requesting person may do any of the following:

(a) If the public body provides for fee appeals to the head of the public body in its publicly available procedures and guidelines, submit to the head of the public body a written appeal for a fee reduction that specifically states the word "appeal" and identifies how the required fee exceeds the amount permitted under the public body's available procedures and guidelines or section 4.

(b) Commence a civil action in the circuit court, or if the decision of a state public body is at issue, in the court of claims, for a fee reduction. The action must be filed within 45 days after receiving the notice of the required fee or a determination of an appeal to the head of a public body. If a civil action is commenced against the public body under this subdivision, the public body is not obligated to complete the processing of the written request for the public record at issue until the court resolves the fee dispute. An action shall not be filed under this subdivision unless 1 of the following applies:

(i) The public body does not provide for appeals under subdivision (a).

(ii) The head of the public body failed to respond to a written appeal as required under subsection (2).

(iii) The head of the public body issued a determination to a written appeal as required under subsection (2).

(2) Within 10 business days after receiving a written appeal under subsection (1)(a), the head of a public body shall do 1 of the following:

(a) Waive the fee.

(b) Reduce the fee and issue a written determination to the requesting person indicating the specific basis under section 4 that supports the remaining fee. The determination shall include a certification from the head of the public body that the statements in the determination are accurate and that the reduced fee amount complies with its publicly available procedures and guidelines and section 4.

(c) Uphold the fee and issue a written determination to the requesting person indicating the specific basis under section 4 that supports the required fee. The determination shall include a certification from the head of the public body that the statements in the determination are accurate and that the fee amount complies with the public body's publicly available procedures and guidelines and section 4.

(d) Issue a notice extending for not more than 10 business days the period during which the head of the public body must respond to the written appeal. The notice of extension shall include a detailed reason or reasons why the extension is necessary. The head of a public body shall not issue more than 1 notice of extension for a particular written appeal.

(3) A board or commission that is the head of a public body is not considered to have received a written appeal under subsection (2) until the first regularly scheduled meeting of that board or commission following submission of the written appeal under subsection (1)(a).

(4) In an action commenced under subsection (1)(b), a court that determines the public body required a fee that exceeds the amount permitted under its publicly available procedures and guidelines or section 4 shall reduce the fee to a permissible amount. Venue for an action against a local public body is proper in the circuit court for the county in which the public record or an office of the public body is located. The court shall determine the matter de novo, and the burden is on the public body to establish that the required fee complies with its publicly available procedures and guidelines and section 4. Failure to comply with an order of the court may be punished as contempt of court.

(5) An action commenced under this section and an appeal from an action commenced under this section shall be assigned for hearing and trial or for argument at the earliest practicable date and expedited in every way.

(6) If the requesting person prevails in an action commenced under this section by receiving a reduction of 50% or more of the total fee, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements. The award shall be assessed against the public body liable for damages under subsection (7).

(7) If the court determines in an action commenced under this section that the public body has arbitrarily and capriciously violated this act by charging an excessive fee, the court shall order the public body to pay a civil fine of $500.00, which shall be deposited in the general fund of the state treasury. The court may also award, in addition to any actual or compensatory damages, punitive damages in the amount of $500.00 to the person seeking the fee reduction. The fine and any damages shall not be assessed against an individual, but shall be assessed against the next succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.

(8) As used in this section, "fee" means the total fee or any component of the total fee calculated under section 4, including any deposit.

History: Add. 2014, Act 563, Eff. July 1, 2015

CHARLOTTE FIRE DEPARTMENT & RURAL FIRE ASSOCIATION
Fire Chief – Kevin Christiansen
111 E. Lawrence Ave., Charlotte MI 48813
Ph. 517-543-0241

To: City Manager Hillard

Date: August 18, 2025
Subject: Renewal of Cooperative Mutual Fire Control Agreement with Michigan DNR

We have received correspondence from the Michigan Department of Natural Resources (DNR) requesting that we renew our *Cooperative Mutual Fire Control Agreement*, which is currently overdue. This agreement must be updated and resubmitted every five years to remain active.

The Cooperative Mutual Fire Control Program is designed to strengthen fire response capabilities across the state by fostering cooperation between local fire departments and the DNR. One of the key benefits of participating in this program is access to excess federal property, such as fire engines, tankers, utility vehicles, generators, pumps, tools, and other critical firefighting and emergency response equipment. The equipment is made available at no cost through the Federal Excess Property and Firefighter Property programs administered by the DNR. Departments are only responsible for the cost of refurbishing or outfitting the equipment for local use.

Participation in this program is open to certified volunteer, municipal, and city fire departments. While we do not currently have any government-issued equipment through the program, maintaining an active agreement allows us to request and receive equipment in the future as it becomes available. This helps ensure we can equip our firefighters with the tools they need to protect lives and property while providing substantial cost savings to the community.

Beyond equipment access, the agreement also promotes collaboration on wildfire suppression and mutual aid support between local departments and the DNR, further enhancing public safety.

We recommend that the City Council approve the renewal of the Cooperative Mutual Fire Control Agreement with the Michigan Department of Natural Resources. This program provides a valuable opportunity to enhance our emergency response capabilities while being fiscally responsible.

Please let us know if you need any further information.

Tyger Fullerton
Assistant Fire Chief
Charlotte Fire Department

Michigan Department of Natural Resources – Forest Resources Division

COOPERATIVE MUTUAL AID FIRE CONTROL AGREEMENT

This Agreement is authorized 1967 PA 7, and Part 515 of Act 451 of 1994, as amended

Charlotte Fire Department Name of Fire Organization	38-6004528 Federal ID #
111 E. Lawrence Ave Address	Charlotte City Council Governing Unit or Board
Charlotte, MI 48813 City, State and Zip Code	517-543-0241 Telephone
Eaton County	2303 Fire Department Number

tfullerton@charlottemi.org
E-mail Address

This Cooperative Agreement made this ____________________ day of ____________________________ by and between ____ . (Governing Agency Unit or Board), hereinafter referred to as the Cooperator; and the Michigan Department of Natural Resources (DNR), Forest Resources Division (FRD), hereinafter referred to as the DNR, is entered into for the purpose of:

(1) Placing Federal Excess Personal Property (FEPP) for local fire department's use.

(2) Placing Department of Defense (DoD) Firefighter Program Property for local fire department's use.

(3) Providing the closest possible cooperation on mutual objectives.

(4) Lending effective support when either organization is committed to or beyond its capacity.

(5) Defining purposes and responsibilities of the respective organization.

(6) Providing purchase authority to the Cooperator through the Federal Defense Logistics Agency (DLA) Fire Equipment catalog.

WITNESSETH:

WHEREAS: The control of timber, grass, and wildland fires is essential to an effective wildland fire control program.

WHEREAS: The Cooperator is actively engaged in the prevention and suppression of all fires.

WHEREAS: It has been determined to be advantageous to the DNR, in the proper discharge of its responsibilities, to make certain equipment available to the Cooperator for rural fire control.

PART I – FEDERAL EXCESS PERSONNEL PROPERTY

NOW THEREFORE, the parties to this Agreement do hereby agree as follows:

THE DNR AGREES:

(1) To assist the Cooperator in providing reasonable basic protection from uncontrolled fires occurring in natural cover fuels and to conduct a prevention program to reduce the number of such fires.

(2) To dispatch equipment and personnel to fires when available, and upon request from the Cooperator.

(3) To immediately advise the Cooperator when the DNR becomes aware of any burning or threatened structure within the Cooperator's protection area.

(4) The title to all accessories, tools, equipment, and sirens provided by the Cooperator which are added to FEPP equipment provided by the DNR will remain with the Cooperator and the Cooperator may remove same prior to returning the equipment to the DNR.

(5) To extend benefits of the Federal-State "Cooperative Fire Control Agreement" to enable the Cooperator to purchase firefighting equipment and supplies through the DLA Fire Equipment Catalog.

THE COOPERATOR AGREES:

(1) To dispatch a crew with equipment when available, and upon request of the DNR, to any fire within their protection area, defined as the area within which the Cooperator is responsible for providing fire protection services, not to include mutual aid response to other fire departments.

(2) Pay all invoices for equipment purchased through DLA. The DNR may require the Cooperator to send a copy of purchase orders for audit purposes.

(3) The Cooperator, having equipment under the Federal Excess Personnel Property Program, must provide **personal liability and property damage insurance covering vehicles on loan to the Cooperator (required under the agreement with the federal government)**. Insurance coverage by the Cooperator will begin on the date the vehicle is received by the Cooperator. A copy of the current insurance certificate must be kept in the vehicle for inspection purposes. The Cooperator must notify the DNR immediately, in writing, of all damages, vandalism or theft of the federal excess property vehicle on loan under this agreement. The Cooperator must also report stolen federal excess property upon discovery to the DNR in writing and to local Law Enforcement authorities. If the Cooperator does not provide insurance on the vehicle, the vehicle MUST be returned to the DNR within thirty (30) days.

(4) To make the equipment available for inspection, when requested, by a representative of the DNR.

(5) The Cooperator cannot remove parts without written permission from the DNR.

(6) The equipment may not be sold, junked, traded, or otherwise disposed of, but must be returned BY THE COOPERATOR to one of the DNR, FRD Repair Shops (Marquette in the Upper Peninsula, Gaylord in the Northern Lower Peninsula, or Rose Lake in the Southern Lower Peninsula), when a vehicle becomes surplus to the fire department's needs. Written notice is to be given to the local forest fire officer before the vehicle is returned.

(7) Any vehicle provided will not be loaded beyond the manufacturer's recommended load capacity, and comply with the Michigan vehicle code.

(8) All vehicles provided will be equipped and operated in compliance with the Michigan Vehicle Code and Occupational Standards applicable to their use.

(9) All vehicles provided will be housed and under the direct control of the fire department, and used for rural and wildland fire protection.

(10) The Cooperator will notify the DNR immediately in writing in the event of an accident or death involving a vehicle on loan to the Cooperator.

(11) A State of Michigan license plate will continue to be used on the equipment requiring a license.

(12) The equipment will be painted DNR red to correspond with the Cooperator's fire equipment and marked with both the Cooperator's identifying decals, and a decal furnished by the DNR.

(13) The equipment must be converted for use for fire control and placed in fire service within twelve (12) months from date of issue to the Cooperator.

(14) To train their personnel in proper operation of any equipment provided.

IT IS MUTUALLY AGREED:

(1) Suppression. When both agencies are represented at the same fire, the over-all supervisory responsibility shall lie with the agency concerned most directly with the object **actually on fire**. If both types of objects, i.e., structures and vegetation, are on fire simultaneously, each agency shall attend its normal responsibility, and/or play a supporting role to the other, based on a judgment decision as to the values involved or threatened. If immediate action is required, neither agency shall be limited because of the type of object which is burning.

(2) Training. Each agency agrees to attend/participate/assist. in those portions of the other agency's training programs which have a bearing on the individual agency's efficiency to the extent personnel are available.

(3) Personal Protection. DNR employees are not trained nor certified to wear self-contained breathing apparatus. DNR personnel must be advised by the Cooperator when atmospheric conditions are unsafe. DNR employees may work in support of the Cooperator under restricted conditions such as, but not limited to, up wind from the incident or in supply and transport.

(4) DNR tractors are not intended to be used for purposes other than wildland fire suppressions.

(5) Other. Each agency agrees to lend its support to programs of the other agency which will increase the public awareness of the hazard and destruction of fire and/or make the objectives of this Agreement possible.

(6) Employee Compensation. Each entity is responsible for the compensation of its own employees.

(7) This agreement constitutes the complete and exclusive agreement and understanding of the parties as it relates to this transaction. This agreement supersedes all other prior agreements, and all other communications between the parties relating to this transaction.

(8) Each provision of this agreement is severable from all other provisions of this agreement and if one or more provisions of this agreement are declared invalid, the remaining provisions of this agreement remain in full force and effect.

Failure to comply with any part of the Agreement will result in the forfeiture of said equipment.

This Agreement is authorized under 1967 PA 7, Part 515 of Act 451 of 1994, as amended; the Federal Cooperative Forestry Assistance Act of 1978; and the Federal Property and Administrative Services Act of 1949.

PART II – DEPARTMENT of DEFENSE FIREFIGHTER PROGRAM PROPERTY

NOW THEREFORE, the parties to this agreement, in reference to DEPARTMENT of DEFENSE FIREFIGHTER PROGRAM PROPERTY TRANSFERRED UNDER 10 U.S.C §2576(b), ADMINISTERED BY THE UNITED STATES DEPARTMENT OF AGRICULTURE (USDA) - FOREST SERVICE.

THE COOPERATOR AGREES TO:

(1) Request for transfer only DoD firefighting property that can be effectively made usable and put into service for fire fighting or emergency services.

(2) Convert the equipment into acceptable fire control or emergency response unit within twelve (12) months from the time of acquisition.

(3) Use the aforementioned equipment only for the suppression of wildfire and/or for other emergencies which threaten the loss of life or property.

(4) Provide adequate storage and maintenance for the equipment and responsible for all operational cost and repairs.

(5) Provide access to and the right to examine all records, books papers, or documents relating to the DoD Firefighting Property to the Forest Service, DoD Office of Inspector General, the Comptroller General of the United States, or his authorized representative, and the USDA, including its Office of Inspector General, or authorized representatives.

(6) Maintain the equipment in the Cooperator's inventory, as well as maintain property records on the equipment for a minimum of five (5) years after acquisition of said property (i.e. registration, insurance, final disposal). Written permission from the DNR is required to dispose of property retained for less than five (5) years.

(7) Make available the said equipment for periodic inspection by a duly authorized representative of the DNR until title has been transferred to the Cooperator.

(8) Maintain the equipment in full readiness at all times.

(9) Obtain and maintain liability insurance coverage for any vehicles in this agreement.

(10) The equipment will be painted DNR Red, or to correspond with the Cooperator's fire equipment, and will have all of the Cooperator's identifying decals.

(11) All vehicles must comply with all State and Federal regulations, as well as vehicle manufacturers loading restrictions.

(12) Owners of Firefighter Program property will cooperate with Federal and State parties to ensure compliance in State and Federal regulations and program and property management requirements.

(13) Accept title of said property in the Agency name, not an individual member of the agency.

(14) Properly register the vehicle to the Cooperator, and provide appropriate license plate, once title has been transferred to the Cooperator.

THE DNR AGREES TO:

The State of Michigan will provide the Cooperator with documentation to transfer title of the above equipment, upon completion of conversion, with proof that the equipment has been placed into emergency service, and is properly insured.

This Agreement will be effective from the date of execution by the DNR – FRD, and will continue in force unless terminated by either party by thirty days (30) written notice to the other, provided, however, all of the provisions herein are complied with.

IN WITNESS WHEREOF, the parties by and through their duly qualified and acting officials have hereunto set their hands.

____ _______________

Cooperator – Governing Unit Signature Date

____

Cooperator – Governing Unit (Print Name)

____ _______________

Fire Chief Signature Date

____

Fire Chief (Print Name)

____ _______________

Michigan Department of Natural Resources Forest Resources Division Date

THE CITY OF
CHARLOTTE
MICHIGAN

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 office 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.

To: Mayor Lewis and City Councilmembers
From: Robert Hillard, City Manager
Date: August 22, 2025
Re: Special Assessment Districts and Budget Reductions

Background
On May 12, 2025, the City of Charlotte City Council approved a motion that the City Manager be directed to find options to eliminate or severely reduce the Fire Special Assessment and present these options to the City Council before January 15, 2026, and further that the City Manager be directed to meet with all departments who are funded through the general fund, fully or partly, and obtain ideas on how to save dollars and or produce more income in the 2025/2026 budget and to present those ideas to the Council for consideration in the next three months and that all capital purchases in the 2025/2026 budget be delayed until this review takes place.

Regarding the Special Assessment District, I do not believe the City can responsibly eliminate a future special assessment district for services in the near term. This conclusion is made after a review of the budget, comments from Department Heads and key staff, and feedback over the last year regarding present staffing, pension liability, and street conditions. So eliminating the special assessment would severely limit the ability to uphold the provisions of the Charter.

The following are options to address future funding of the Special Assessment District as required by the motion made by City Council on May 12, 2025. All options would include two universal components. First, the Special Assessment District should be authorized with a three fiscal year expectation. This will allow the organization to adapt over a period of time and allow City Council to reevaluate based on financial goals. Secondly, the Special Assessment District should be directed to offset a portion of the costs of the Public Works Department and Police Department instead of the Fire Department.

The first option is to reduce the existing Special Assessment District from <u>$1,104,960 to $470,300</u> annually. For this to be successful, we would need to freeze all hiring beyond the existing staff, provide only Cost of Living Adjustments to non-union employees, freeze or reduce employee benefits, <u>Reduce non-personnel costs, and General Fund transfers to Airport, Local Street and Fire Funds as identified</u> (Fire Fund transfer would need to be recalculated based on the financial model), and <u>Reduce General Fund Capital Outlay as identified</u>. This option would <u>prevent</u> increased pension liability contributions beyond existing levels. Further, it would <u>prevent</u> General Fund contributions for street improvements.

The second option is to reduce the existing Special Assessment District from $1,104,960 to $779,400 annually. For this to be successful, we would need to freeze all hiring beyond the existing staff, provide only Cost of Living Adjustments to non-union employees, freeze or reduce employee benefits, and Reduce General Fund Capital Outlay as identified. We would Keep General Fund Non-Personnel costs and General Fund Transfers to Airport, Local Street, and Fire Funds as identified (Fire Fund transfers would need to be recalculated based on the new financial model). However, it would prevent increased pension liability contributions beyond existing levels. Further, it would prevent General Fund contributions from the General Fund for street improvements.

The third option is to reduce the existing Special Assessment District from $1,104,960 to $795,860 annually. We would still freeze all hiring beyond the existing staff, provide only Cost of Living Adjustments to non-union employees, freeze or reduce employee benefits, Reduce non-personnel costs, and General Fund transfers to Airport, Local Street and Fire Funds as identified (Fire Fund transfers would need to be recalculated based on the financial model). This option would substantially Keep General Fund Capital Outlay as identified. The option would prevent increased pension liability contributions beyond existing levels. Further, it would prevent contributions from the General Fund for street improvements.

The fourth option is to maintain the existing Special Assessment District at $1,104,960 annually. We would still seek out a strategy that would include freezing all hiring beyond the existing staff, providing only Cost of Living Adjustments to non-union employees, freeze or reduce employee benefits, Reduce non-personnel costs, and General Fund transfers to Airport, Local Street and Fire Funds as identified (Fire Fund transfers would need to be recalculated based on the financial model), and Reduce General Fund Capital Outlay as identified. This option would allow us to increase pension liability and street improvement contributions.

We will continue to evaluate enhanced revenue strategies as well. For example, the Finance Department will look to see if we can maximize interest gained by investments. The Clerk's Office will look toward options related to employee health insurance. The Fire Department will look at fees for a variety of services including rental inspections and zoning permits, as well through a Carmel Township Fire Service Agreement. The Community Development Department will look to bring back building inspection services. The Public Works Department will look at fees including yard waste services. The Police Department will look at citations and permits.

Regarding reducing the 2025/2026 Fiscal Budget, we continue to implement the adopted budget. Staff is working diligently to become more effective in leading their departments. They continue to invest in unresolved issues, which requires budget allocations that were identified through the previous budget process. Further, we continue to organize the budget in a way that hopefully will reduce expenditures by increased awareness and careful monitoring.

Recommendation

I would recommend the Special Assessment District to offset certain Public Works and Police expenses for three years in the amount of $1,104,960 annually. This option would allow us to increase pension liability and street improvement contributions. The rationale for the recommendation is quite simple. Over the term of the Special Assessment District, the City has increased positions to provide critical services, provided increased wages for both Union and Non-Union employees, increased pension contributions, and adjusted budgets to address increased costs. Further the City Council has clearly expressed major concerns over pension liability and street conditions. Without fully funding the Special Assessment District as indicated, the City will not be successful in addressing these issues in the future. My hope is implementing budget strategies and refocusing funding efforts as outlined will assist the City Council in options to reduce or eliminate the Special Assessment District. Further, redirecting the assessment to partially funding the Public Works Department and Police Department will better focus the City-wide strategy on broader operations.

Also, I would recommend continuing the implementation of the adopted 2025/2026 General Fund Budget. This will allow continued investment in grant supported projects, essential services, and emergency purchases. Further, we continue to focus budget strategies over this fiscal year that addresses the concerns related to the Special Assessment District.

Proposed General Fund Budget Reductions

Non-Personnel Operational (General Fund)			
City Council	3,500		
Clerk	1,000		
Elections	500		
Finance & Treasury	3,800		
City Manager	1,300		
Assessing	1,100		
City Hall Building/Grounds	23,500		
Police	96,900		
Public Works Administration	37,500		
Parking Lots	10,000		
Leaf Collection	36,500		
Tree Work	8,500		
Community Development	46,650		
Code Enforcement	7,500		
		278,250	
Local Street Fund (General Fund)		15,000	
Airport Fund Transfer (General Fund)		3,500	
Fire Fund Transfer (General Fund)		12,350	
Capital Outlay (General Fund)		325,560	
Total Proposed Budget Reductions (General Fund)			634,660

Non-Personnel Operational General Fund Budget Reductions

(By Activity)

Clerk

Initial Suggested Budget Reductions by City Manager

Mayor, City Council & Boards	
Materials and Supplies	5000
Dues & Subscriptions	6500
Conferences and Trainings	2000
City Clerk	
Miscellaneous	500
Conferences and Trainings	1500
Elections	
Professional Services	2000
Mileage	500

Response by Clerk LaRocque

Department	Current Budget	G/L #	Attributable expenses	Impact to reduce or eliminate
Mayor				
Materials & Supplies'	**$ 5,000.00**	101-101.000-731.000	Nameplates, business cards, office supplies, Christmas cards	A reduction could limit the City's ability to produce professional materials for public meetings, recognize community members, or accommodate meeting logistics, particularly for boards and commissions
Dues & Subscriptions	**$ 6,500.00**	101-101.000-960.000	MML Membership	Eliminating or reducing this item would isolate Council from legislative trends, networking, and educational resources essential to effective governance.
Conferences & Training	**$ 2,000.00**	101-101.000-965.000	MML, CEDAM conferences	Reduction may limit Council's engagement with external stakeholders and awareness of legislative or regulatory changes affecting the City.
Clerk				
Miscellaneous	**$ 500.00**	101-215.000-963.000	This expense has been transferred to the Elections department budget	A future expense will likely get plugged into another line item
Conferences & Training	**$ 1,500.00**	101-215.000-965.000	MAMC and IIMC Certification	Clerk certifications now complete, however it is important to keep up with legislative or regulatory changes and move into certifications for purchasing and H/R are now being looked at
Elections				
Professional Services	**$ 2,000.00**	101-262.000-801.000	Eaton County, HART	Eaton County provides various election support, including hosting early voting for which we have a contract.
Mileage Allowance	**$ 500.00**	101-262.000-861.000	City staff	This covers staff travel to polling locations, training, or election-related coordination. While modest, a cut may limit staff's ability to attend required off-site meetings or deliver time-sensitive election materials.

Final City Manager Recommendation (Council/Clerk/Elections)

Mayor, City Council & Boards		
Materials and Supplies	500	
Dues & Subscriptions	---	
Conferences and Trainings	3000	
Total		3500
City Clerk		
Miscellaneous	—	
Conferences and Trainings	1000	
Total		1000
Elections		
Professional Services	500	
Mileage	—	
Total		500

Finance & Treasury

Initial Suggested Budget Reductions by City Manager

Materials and Supplies	1400
Contractual Services	1500
Printing and Publishing	1500
Dues & Subscriptions	1800
Conferences and Trainings	2500

Response by Finance Director Horton

	Approved Budget	Manager Suggestion	Department Suggestion	Reduction	
Materials & Supplies	3,000	1,600	1,400	1,600	Includes paper, envelopes, time cards, and basic office supplies; I will try to stay within the suggested budget by not purchasing any non-essential items
Contractual Services	1,500	0	0	1,500	BS&A Training - Cloud conversion/will provide training per contract
Printing and Publishing	2,500	1,000	1,800	1,800	Tax bill printing and publishing; $795 for summer 2025 mailing (I assume similar for winter) I can reduce to $1,800 and monitor.

Dues & Subscriptions	2,000	200	880	1,120	I would like to retain 2 memberships already associated with: MMTA Membership $99/yr (x2), MGFOA (Michigan Government Finance Officers Association) $140/yr (x2). Would like to join Association of Public Treasurers of the US & Canada for a future certification (must be a member 24 yrs prior to ability to certify) $199/yr; they also offer online courses for additional fees
Conferences & Training	4,000	1,500	3,500	500	Basic Institute (3-year program) is $599 (x2) for registration. Annual Treasurer conference $399 (x2) for registration. This does not include the hotel cost. It would be a struggle to reduce this line.
Total	13,000			$6,520	

Final City Manager Recommendation (Finance & Treasury)

Materials and Supplies	1600
Contractual Services	—
Printing and Publishing	700
Dues & Subscriptions	1000
Conferences and Trainings	500

Total 3800

City Manager

Initial Suggested Budget Reductions by City Manager

City Manager	
Materials and Supplies	300
Dues & Subscriptions	1000

Response by City Manager Hillard

The Activity can accept these recommendations

Final City Manager Recommendation (City Manager)

Materials and Supplies 300
Dues & Subscriptions 1,000

Total	1300

Assessing

Initial Suggested Budget Reductions by City Manager

Assessing	
Materials and Supplies	900
Printing and Publishing	1,200
Conferences and Trainings	900

Response by Assessor Meyaard

I have looked at our budget for non-personnel related items and I just don't see where we can cut anything.

Materials & Supplies	$	1,000	General Material
Printing & Publishing	$	1,500	Assessment Change Notices
Conference & Training	$	1,200	Training for Sandy Which She Needs To Maintain Her Certification

Final City Manager Recommendation (Assessing)

Materials and Supplies	—	
Printing and Publishing	500	
Conferences and Trainings	600	
Total		1100

City Hall/Grounds

Initial Suggested Budget Reductions by City Manager

Materials and Supplies	3000
Operating Supplies	7500
Maintenance	10000
Contractual Services	18500
Miscellaneous	500

Response by Fire Chief Christiansen

- City Hall Building & Grounds
  - Materials and Supplies – a reduction from $10,000.00 to $3,000 is not recommended.
    - We have a custodian that purchases cleaning materials for the building.
    - Last year we spent about $11,000 which was mostly buying start up supplies. I would think we can reduce the budget to $7,000.
    - Reduction of too much of this GL could increase the cost in the future if we do not maintain our building and grounds.
  - Operating Supplies – We budgeted $7,500 for the custodian cleaning equipment.
    - We will take a look at what else needs to be purchased and possibly reduce the budget from $7,500 down to $4,000.
    - Between the Materials & Supplies GL and the Operating Supplies GL I believe we can reduce this GL to $4,000
    - Reduction of this GL could reduce the cleanliness of the City Hall Building.
  - Maintenance – there was no money established last year for this GL.
    - We budgeted $10,000 this year and used $3,141 last year so I do believe we can trim this GL.
    - Maybe a reduction to $8,000 may be a good option.
    - Reduction of too much of this GL could increase the cost in the future if we do not maintain the already aged City Hall building.
  - Contractual Services – a reduction from $63,500 to $18,500
    - Elevator Service contract is $8,000 instead of $9,000
    - We discontinued the contract with TRUGREEN which will save about $1,500
    - Trash Service is $3,600
    - Keep the HVAC labor to $40,000
    - Recommend reduction to $61,600
    - Reduction of this GL would put more tasks on City personnel to keep up the downtown building and area.
  - Miscellaneous – We used $0 for the last 2 years so I don't know if we need this.
    - Minor, will not affect much
    - Reduction to this GL is very minimal and will not affect us.

Final City Manager Recommendation (City Hall/Grounds)

Materials and Supplies	1500
Operating Supplies	4000
Maintenance	4000
Contractual Services	13500
Miscellaneous	500

Total

Police

Initial Suggested Budget Reductions by City Manager

Police	
Safety Supplies	4500
Materials and Supplies	40000
Vehicle Maintenance	10000
Professional Services	11000
Contractual Services	30000
Mileage Allowance	800
Printing and Publishing	1400
Dues & Subscriptions	800
Conferences and Trainings	22000

Response By Chief Brentar

As requested, the Police Department has reviewed the proposed budget reduction scenarios. Below is a summary of the anticipated impacts of each reduction area. While we understand the need for budgetary constraint, several of these cuts would directly affect officer readiness, departmental operations, and public safety outcomes.

1. Safety Supplies – $4,500 Reduction

This would significantly reduce ammunition availability for firearms training and limit the replacement of essential safety equipment, posing officer safety risks.

2. Materials and Supplies – $40,000 Reduction

Of the amount budgeted, $34,000 supports the Officer Purchase Program (only $11,319 committed to date). The line also now covers increased parking permit costs. While a reduction may be feasible, further cuts would impair our ability to procure operational necessities. This line could be reduced to $31,500, of which $20,000 is needed for operations.

3. Vehicle Maintenance – $10,000 Reduction

Given that $20,000 was spent in the last fiscal year on vehicle upkeep, this cut would severely undermine fleet maintenance, affecting patrol vehicle availability.

4. Professional Services – $11,000 Reduction

This supports legal fees for city prosecutions and psychological evaluations for recruits. As county resources diminish, the city attorney's role becomes more critical. A reduction would risk unprosecuted cases and missed mental health screenings.

5. Contractual Services – $30,000 Reduction

This would eliminate the Flock Safety Camera system, which has already yielded positive results, and suspend services like lawn maintenance and the Employee Assistance Program. Remaining services are essential to operations and cannot be removed without disruption.

6. Mileage Allowance – $800 Reduction

This would restrict officer participation in off-site professional training and development, weakening our capacity to meet evolving community safety demands.

7. Printing and Publishing – $1,400 Reduction

Eliminating this would end evidence barcoding, increasing manual workload and inefficiencies in the property room.

8. Dues and Subscriptions – $800 Reduction

This cut would hinder professional development and succession planning—key to leadership continuity and future readiness.

9. Conferences and Training – $22,000 Reduction

This would prevent sponsoring a recruit through the police academy and significantly restrict department-wide professional development. This directly affects recruitment and service delivery during a time of increasing community needs.

Conclusion

The Police Department recognizes the importance of fiscal discipline; however, many of these proposed reductions carry significant operational, safety, and service-level consequences. We respectfully request that the most impactful cuts be reconsidered to ensure we maintain a high standard of public safety and department functionality.

Final City Manager Recommendation (Police)

Safety Supplies	4500	
Materials and Supplies	31500	
Vehicle Maintenance	10000	
Professional Services	9000	
Contractual Services	28000	
Mileage Allowance	500	
Printing and Publishing	1000	
Dues & Subscriptions	400	
Conferences and Trainings	12000	
Total		96900

Public Works Administration

Initial Suggested Budget Reductions by City Manager

Safety Supplies	3,000
Materials and Supplies	1300
Maintenance	20000
Professional Services	500
Contractual Services	3000
Dues & Subscriptions	500
Miscellaneous	500
Conferences and Trainings	10000

Response By Public Works Director Whitney

~~Safety Supplies 3,000~~ - We can get rid of this.
Materials and Supplies 1,300 – This is needed for office supplies (paper, printer ink, etc.)
Maintenance 20,000 – $11,000 should be moved to DDA and $7400 to parking lots (snow removal)
~~Professional Services 500~~ – We can get rid of this.
Contractual Services 3,000 – $3,700 can be moved between major and local for MISS DIG and AMBS.
Dues & Subscriptions 500 - $1261 can be moved between major, local and water/sewer.
~~Miscellaneous 500~~ – We can get rid of this.
Conferences and Training 10,000 - $1100 should stay for CPR but the rest can be moved to major, local and water/sewer.

Final City Manager Recommendation (Public Works Administration)

Safety Supplies	3000
Materials and Supplies	—--
Maintenance	20000
Professional Services	500
Contractual Services	3,000
Dues & Subscriptions	500
Miscellaneous	500
Conferences and Trainings	10000

Total 37500

Parking Lots

Initial Suggested Budget Reductions by City Manager

Materials and Supplies 2,500

Contractual Services 11,500

Response By Public Works Director Whitney

Materials and Supplies 2,500 – This needs to stay. Parking lot paint and mulch.
Contractual Services 11,500 - $2420 needs to stay for mowing but the rest can be moved to local and major streets.

Final City Manager Recommendation (Public Works Administration)

Materials and Supplies —-

Contractual Services 10000

Total 10000

Leaf Collection

Initial Suggested Budget Reductions by City Manager

Materials and Supplies 500

Contractual Services 36000

Response by Public Works Director Whitney

Materials and Supplies 500 – This is funded by a millage and needs to stay. Safety equipment purchases.

Contractual Services 36,000 – This is funded by a millage and needs to stay. Will have a better idea of pricing next year.

Materials and Supplies 2,200 – This needs to stay (grass seed, safety equipment, PPE, etc.)

Professional Services 13,500 – This can be reduced to $5000.00

Conferences and Trainings 5,000 – This needs to stay (bucket truck & electrical hazard training)

Final City Manager Recommendation (Leaf Collection)

Materials and Supplies 500

Contractual Services 36000

Total 36500

Tree Work

Initial Suggested Budget Reductions by City Manager

Materials and Supplies	2200
Professional Services	13500
Conferences and Trainings	5000

Response by Public Works Director Whitney

Tree Work
Materials and Supplies 2,200 – This needs to stay (grass seed, safety equipment, PPE, etc.)
Professional Services 13,500 – This can be reduced to $5000.00
Conferences and Trainings 5,000 – This needs to stay (bucket truck & electrical hazard training)

Final City Manager Recommendation (Tree Work)

Materials and Supplies	—-
Professional Services	8500
Conferences and Trainings	—-
Total	8500

Community Development

Initial Suggested Budget Reductions by City Manager

Postage	650
Professional Services	20000
Contractual Services	20000
Millage Allowance	500
Printing and Publishing	500
Special Purpose	1500
Dues & Subscriptions	3500
Miscellaneous	500
Conferences and Trainings	1500

Response By Community Development Director Benavidez

I am okay with these reductions.

Final City Manager Recommendation (Community Development)

Postage	650	
Professional Services	20000	
Contractual Services	20000	
Printing and Publishing	500	
Special Purpose	1500	
Dues & Subscriptions	3500	
Miscellaneous	500	
Total		46650

Code Enforcement

Initial Suggested Budget Reductions by City Manager

Materials and Supplies	—--
Operating Supplies	1500
Professional Services	23000
Contractual Services	28500
Printing and Publishing	1500
Dues & Subscriptions	1000
Miscellaneous	500
Conferences and Trainings	3000

Response By Assistant Fire Chief Fullerton

- Materials and Supplies – $4,000
  - Need the supplies to do the work, printer paper etc.,
  - This amount is recovered in the fees.
- Operating Supplies – a reduction from $4,000 to $1,500
  - We may be able to reduce a little yet some of the cost gets recovered in fees.
  - We can look at what we can reduce without derogating our services to the community.
- Professional Services – $23,000
  - We did not budget for IT services
  - City attorney fees come out of this GL
  - All items in this GL need to be kept so no reduction is recommended
- Contractual Services – a reduction to $28,500
  - Most all of the cost in this GL are recovered or put onto the tax roll
- Printing and Publishing – a reduction from $2,000 to $1,500
  - Must send out letters and print site plans, with the new BS&A, we may cut some of our printing requirements.
- Dues & Subscriptions – $1,000
  - Dues and memberships for our employees
  - Reduction to this GL could reduce
- Miscellaneous – a reduction to $500
  - Minor, will not affect much
  - Reduction to this GL is very minimal and will not affect us
- Conferences and Training – $3000
  - Training for officers, if we cut part-time officers, we can reduce training needs.

Final City Manager Recommendation (Code Enforcement)

Materials and Supplies	4000	
Operating Supplies	1500	
Professional Services	—--	
Contractual Services	—--	
Printing and Publishing	—---	
Dues & Subscriptions	—---	
Miscellaneous	500	
Conferences and Trainings	1500	
Total		7500

Fire Fund Budget Review

Initial Suggested Budget Reductions by City Manager

Safety Supplies	10000
Materials and Supplies	3000
Operating Supplies	42000
Haz-Mat Supplies	2500
Vehicle Maintenance	7000
Maintenance	15000
Dues and Subscriptions	16000
Miscellaneous	700
Conferences and Trainings	10000

Response by Fire Chief Christiansen

- Safety Supplies – $10,000 with a possible reduction to $3,000 is not feasible.
    - We spent $3,784.19 last year on medical supplies. We would propose a reduction to $6,000 since we are making more medical calls, have a better relationship with EAEMS and a better re-stock of supplies with Eaton Area than we expected.
    - These items are used for medical equipment for EMS runs
    - Reduction of this GL could potentially leave us without medical equipment for our citizens if we do not continue the relationship with EAEMS.
- Materials and Supplies (Office/building, Supplies) – $10,250.00 a reduction of $3,000 is not recommended, we moved other supplies into this area, more classes in the community room, more cleaning supplies used.
    - We will ask for reimbursement from the fire school of $1,000 next year.
    - Reduction of this GL could potentially leave us with fewer department supplies such as office and building supplies.
- Operating Supplies – a reduction from $53,000 to $42,000 is not recommended, if we get the FEMA grant for gear, we may spend a little more, but this would take care of 85% of gear for the next 10 years.
    - If we don't receive the grant, we would spend around 10k less than budgeted.
    - Updated Turnout Gear is mandatory and should not be reduced to ensure firefighter safety.
    - Class A/B foam used during firefighting operations.
    - Reduction of this GL could leave us short of crucial firefighter supplies and reduce the safety of our firefighters.

- HAZMAT Supplies – a reduction from $5,000 to $2,500 is not reduction, 3,000 is in cost recovery. Leaving 2000 for normal operation.
    - As these items get recovered through cost recovery through the HAZMAT Revenue GL 206-000.000-630.000
    - Reduction of this GL could leave us without proper supplies to handle minor HAZMAT incidents.
- Vehicle Maintenance – a reduction from $40,000 by $7,000 is not recommended.
    - This is low but we are doing many repairs in house and have a deal with REV (Spartan Motors). No reduction recommended.
    - Reduction of this GL would not help us keep the longevity of our vehicles and could cost more in the future with repairs.
- MAINTENANCE - EQ/BLDG/GRNDS -(WSFS) – a reduction from $34,000 to $15,000 would put the yard sign out and bring us back to the $20,000 last year.
    - I feel we cannot reduce the normal maintenance of $15,000
    - We have not heard if we are still getting the sign for free from the school, if we do, we will do the work ourselves to install, saving a few thousand. If we do not receive the sign, we will cut the project and save $15,000.
    - The restroom hand dryer can be reduced yet it would raise our Material & Supplies GL.
    - Reduction of too much of this GL could increase the cost in the future if we do not maintain our building and grounds.
- Dues and Subscriptions – a reduction from $18,050.00 to $16,000 is not feasible or recommended.
    - We are taking away the Scheduling Software of $3,500. We are adding a pre-plan software for $2,800 annual fee, that will reduce our cost by $700. All other reductions will reduce our capabilities to operate effectively.
    - We have lowered this cost as much as possible, as cost increases, all normal operating and membership dues that are required.
    - Reduction of this GL would put some of our licensing and certification in jeopardy.
- Miscellaneous – a reduction from $1,000.00 to $700 is a feasible option
    - Minor, will not affect much
    - Reduction to this GL is very minimal and will not affect us.
- Conferences and Training – a reduction from $13,000 to $10,000 is somewhat feasible.
    - The cost of last year's Conferences and Training was $10,586.68; we now have every full-time person trained as Basic EMT's. I would propose we cut to $11,000.
    - Training Costs have increased, we do much of our training in-house saving a significant amount.
    - Too much of a reduction of this GL may increase Workman's Comp as if we are getting the training that we need, it could reduce safety and increase injury.

Final City Manager Recommendation (Fire)

Safety Supplies	4000	
Materials and Supplies	1000	
Operating Supplies	—--	
Haz-Mat Supplies	2000	
Vehicle Maintenance	—--	
Maintenance	12000	
Dues and Subscriptions	—---	
Miscellaneous	700	
Conferences and Trainings	5000	
Total		24700

50/50 non-personnel reduction between the City of Charlotte and the Rural Fire Association is 12350

Airport Fund Budget Review

Initial Suggested Budget Reductions by City Manager

Materials and Supplies	5500
Gasoline and Oil	28000
Maintenance	1000
Professional Services	14000
Miscellaneous	3100

Response by Public Works Director Whitney

Materials and Supplies 5,500 – This can be reduced to $3500.
Gasoline and Oil 28,000 – This needs to stay. This is offset by fuel sales. We make money on this.
Professional Services 14,000 – This needs to stay (airport manager fees, hangar management fees, fuel master maintenance).
Miscellaneous 3,100 – This needs to stay (annual stormwater fee, airport license fee & groundwater annual permit)

Final City Manager Recommendation (Airport)

Materials and Supplies	3500
Gasoline and Oil	—
Maintenance	—
Professional Services	—
Miscellaneous	—

Total		3500

Capital Outlay General Fund Budget Reductions

(By Activity)

City Clerk	57000	
City Assessor	1560	
Elections	1000	
City Hall Building and Grounds	100000	
Police	82500	
Community Development	1000	
Code Enforcement	2500	
Parks & Recreation	80000	
		325560

THE CITY OF CHARLOTTE MICHIGAN

Memo

To: Honorable Mayor Lewis; City Council
From: Christina Horton
Date: August 20, 2025
Re: Budget Amendments

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

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

Attached please find the recommended budget amendment resolution and detail for the meeting of August 25, 2025.

Specifically, the requested budget amendments will allow the following:

General Fund

Leaf Collection – Leaf and brush haul-away for accumulation at the DPW garage to maintain operational efficiency and comply with environmental standards; amount requested is in addition to budgeted amount $40,000 to cover sole bid received.
Amend Leaf Collection budget to add $18,582 (101-443.000-810.000)

City Hall Building & Grounds – Fire Department overhead door repair (see department memo)
Amend City Hall Building & Grounds budget to add $25,034 (101-265.000-963.000)

Police – Core Technology services for records management that had been paid for through the IT pooled fund in prior years. Department-specific items are being budgeted through the department directly benefited.
Amend Police Department budget to add $9,642 (101-301.000-810.000)

Public Works Administration – Spalding Dedecker invoices from FY 2024-25 paid from FY 2025-26 budget
Amend Public Works Administration budget to add $4,731 (101-441.000-801.000)

Parks & Recreation – upgrades for ADA drinking fountain, purchase cleaning supplies and weed killer, asphalt sealer.

Amend Parks and Recreation budget to add $10,000 for materials and supplies (101-751.000-731.000)

West-side Fire Station – interior doors necessary to for enclosing department offices within west-side fire station, approximate cost is $11,000 as RFP is currently open. The cost will be split between the Fire Department, Community Development, and Code Enforcement.

Amend Community Development budget to add $$3,667 (101-703.000-971.000)
Amend Code Enforcement budget to add $3,667 (101-704.000-971.000)

<u>Local Streets</u>

Walnut Street non-grant related engineering costs for Walnut Street repaving from FY 2024-25 paid in current FY budget.

Amend Street Maintenance budget to add $9,063 (203-460.000-801.000)

<u>Federal & State Grants</u>

MSHDA Grant – appropriation of budget for reimbursable grant.

Amend Federal & State Grants Fund budget to add $36,000 for professional services (286-729.000-801.000) and $200,000 for contractual services (286-729.000-810.000). Amend revenue to include $236,000 in reimbursements.

<u>Water & Sewer Fund</u>

Tertiary Filter Replacement Design (see department memo)

Amend Sewer Maintenance budget to add $33,300 (510-540.000-801.000)

Vehicles (see department memo)

Amend W.W.T.P. Operations budget to add $93,442 (510-555.000-973.000)
Amend Sewer Administration budget to add $59,507 (510-537.000-973.000)

Telephone & Internet – Pumphouse phone and internet that was not included in adopted budget.

Amend Water Administration budget to add $4,850 (510-555.000-850.000)

Professional Services – AC/Heat unit for Tirrell pump station and computer software/monitoring and alarm system required updates.

Amend Sewer Lift Stations budget to add $25,372 (510-545.000-801.000)

<u>Charlotte Area Rec Co-op</u>

Contribution to others (ADA compliant bathroom, Gazebo, Community Forestry grant match). Expenditures were approved during 2024-25 FY, invoices paid in current FY.

Amend Charlotte Area Rec Co-op budget to add $36,254 (800-751.000-7855.000)

Recommendation:

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

Financial Impacts

	Revenues	Expenditures
General Fund (Fund 101) July 31, 2025 fund balance: 3,558,902	-	75,323
Local Streets (Fund 203) July 31, 2025 fund balance: 1,135,573	-	9,063
Federal & State Grants Fund (Fund 286)	236,000	236,000
Water & Sewer Fund (Fund 510) July 31, 2025 fund balance: 5,210,682	-	216,471
Charlotte Area Rec Co-op (Fund 800) July 31, 2025 fund balance: 52,409	-	36,254

Suggested Motion

City Council moves to approve the fiscal year 2025-26 budget amendments for the year ending 6/30/26.

STATE OF MICHIGAN
CITY OF CHARLOTTE
EATON COUNTY

A RESOLUTION AMENDING THE OPERATING AND CAPITAL BUDGET APPROPRIATION OF FUNDS FISCAL YEAR 2024-2025
RESOLUTION 2025-39

At a regular meeting of the City of Charlotte City Council, Eaton County, Michigan, held in City Council Chambers of Charlotte City Hall, at 111 E. Lawrence Avenue, Charlotte, Michigan, 48813, on the 25th day of August, 2025 at 7:00 p.m.

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

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

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

NOW, THEREFORE BE IT RESOLVED, that the general appropriations of the City of Charlotte for the fiscal year beginning July 1, 2025 and ending June 30, 2026, complies with the balanced budget requirements and the following fund appropriations are therefore amended and approved as attached hereto:

	Revenues	**Expenditures**
General Fund (Fund 101)	-	75,323
Local Streets (203)	-	9,063
Federal & State Grants (Fund 286)	236,000	236,000
Water & Sewer Fund (Fund 510)	-	216,471
Charlotte Area Rec Co-op (Fund 800)	-	36,254

Motion to approve Resolution was offered by ______ and seconded by ______.
Roll Call: Aye: _____ Nays: ____ Absent: ____

RESOLUTION DECLARED ADOPTED. ____
Rob Hillard, City Manager

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

____
Mary LaRocque, City of Charlotte Clerk

CHARLOTTE FIRE DEPARTMENT & RURAL FIRE ASSOCIATION
Fire Chief – Kevin Christiansen
111 E. Lawrence Ave., Charlotte MI 48813
Ph. 517-543-0241

To: Mayor Timothy Lewis, City Council,
Mr. Hillard, City Manager

Re: Sealed Bid Approval Overhead Door Downtown Fire Station

On July 21, 2025, fire personnel were returning to the downtown station and came across a vehicle parked in front of the station. Fire personnel made contact with the driver of the vehicle and attempted to provide medical treatment. The driver of the vehicle accelerated in reverse, driving through the closed overhead door, resulting in significant damage to the door. The driver fled the scene but was later assisted by the Charlotte Police Department and EMS and provided medical care.

Fire Department personnel, in coordination with the Charlotte Police Department and the Department of Public Works, responded to clean up the scene. SERVPRO was contacted to secure the building and stabilize the overhead door to prevent further damage.

The following day, we contacted the company responsible for the installation and annual maintenance of the fire station doors. They reconfigured the damaged door and installed plexiglass, allowing it to operate safely on a temporary basis.

Given the cost of a full replacement, we solicited sealed bids for the replacement of the door, track, and motor. Garage Doors Unlimited was the sole bidder at **$21,328.00**. We are requesting City Council approval to proceed with this bid.

We have been working closely with City Clerk Mary LaRocque to ensure all expenditures related to this incident are reimbursed through our insurance provider. The cost associated with this incident totals around $25,000.

Respectfully,

Dan Daly
Captain
Charlotte Fire Department

THE CITY OF CHARLOTTE MICHIGAN

Memo

To: City Council
From: Stephanie Whitney - Director of Public Works
Date: August 13, 2025
Re: Approval of Water/Sewer Department Truck Purchases

Background:
The City of Charlotte's Department of Public Works has identified the urgent need to replace three aging vehicles in the Water and Sewer Division fleet. The current vehicles slated for replacement are 12, 16, and 22 years old, respectively. They have far exceeded their expected service life and are in extremely poor condition, with severe rust, deteriorated bodies, failing mechanical components, and escalating maintenance needs that have rendered them unreliable for daily operations.

These vehicles are critical for water and sewer utility maintenance, seasonal snow response, and emergency service calls. Their poor condition poses a risk to both operational efficiency and staff safety. Photos illustrating their condition will be provided as an attachment to this memo.

Proposal:
Staff recommends the purchase of the following vehicles through the State of Michigan MiDEAL purchasing program:

- **One (1) 2026 Ford F-150 + lift gate**
- **One (1) 2026 Ford F-250 equipped with a plow + lift gate**
- **One (1) 2026 Ford F-250 4WD Regular Cab XL**

These replacements will restore reliability to our fleet, reduce ongoing repair costs, and ensure the department can meet operational demands year-round.

Financial Impact
The total purchase cost is **$152,949.00**, to be funded as follows:

- **$93,442.00** from **GL# 510-555.000-973.000**
- **$59,507.00** from **GL# 510-537.000-973.000**

These allocations are reflected in the approved budget amendment. No General Fund dollars will be used for this purchase.

Recommendation
It is respectfully recommended that City Council authorize the purchase of the three vehicles listed above through the State of Michigan's MiDEAL program, in the total amount of **$152,949.00**.

THE CITY OF CHARLOTTE MICHIGAN

Memo

To: City Council
From: Stephanie Whitney - Director of Public Works
Date: August 13, 2025
Re: Award of Contract – Mac Gobel Field Bleacher Demolition

Background:

Both the home and away bleachers at **Mac Gobel Field** are in extremely poor condition and currently present safety concerns. Sections of the seating have been caution taped off to prevent public use. This has been a long-standing issue, and with the football season beginning **September 10, 2025**, it is imperative that the bleachers be addressed before the start of the season.

Project Scope

- **Away Side:** The away bleachers will be demolished before the start of the season. Charlotte Junior Orioles (CJO) will rent and pay for temporary bleachers to be placed on the away side for spectator seating.
- **Home Side:** The home bleachers and press box will be demolished in the fall after the season concludes. CJO will fund and construct a new press box. Temporary bleachers will continue to be rented until the city can purchase permanent replacements.

Rationale for Immediate Action

- Both home and away bleachers are unsafe and unusable in their current condition.
- Timely demolition and installation of temporary seating are necessary to accommodate the upcoming football season.
- Addressing this now resolves a long-needed facility improvement and ensures safety for spectators.

Bidding

Two bids were received for the demolition work:

- **Nick Anderson Construction** – $10,750.00
- **Ranck Electric** – $31,952.00

Funding

The project will be funded from **GL# 101-751.000-801.000**. Funds will be transferred from **GL# 101-751.000-974.000** as outlined in the budget amendment.

Requested Action

Authorize the award of the contract for bleacher demolition at Mac Gobel Field to **Nick Anderson Construction** in the amount of $10,750.00.

Charlotte Junior Orioles Youth Football
1149 S. Cochran Ave.
Charlotte, MI 48813
P.O. Box 94
CJOfootball22@gmail.com
8/13/2025

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

Subject: Request for Approval to Remove Bleachers on Bennett Park/Gobel Field Property

Dear Members of the Charlotte City Council,

On behalf of the Charlotte Junior Orioles Youth Football program, I am writing to request formal approval and assistance with removing the existing bleachers located on the Bennett Park/Gobel Field property, which we currently lease from the City of Charlotte.

Over the past several seasons, the bleachers have become increasingly deteriorated, creating both a safety concern for spectators and an obstacle to maintaining the field area in good condition. Our program is committed to providing a safe, welcoming environment for players, families, and community members, and we believe removing the bleachers is the most practical next step to avoid liability. We have had the current structure inspected and the city's inspector deemed the structure safe, however, no contractor will touch the project due to liability. We know this from consulting with several different contractors. The current bids for removal and installation of an entirely new set of bleachers similar to the existing structures have come in at the $300,000 range and are not feasible for the City or Charlotte Junior Orioles at this time from a cost perspective.

We believe the best course of action, after consulting and consideration of many different options is to remove the existing bleachers (lowest bid total cost $10,750), and replace them with rented bleachers at this time. We would like to conduct this project in phases, with the initial phase occurring before our first home game this fall.

Phase 1: Visitor Bleachers
City- Pay for removal (Total cost: $10,750) immediately following the vote on August 25, 2025

Charlotte DPW- provide gravel base on visitors side by 9/1/2025
CJO- pay AIS to deliver and install rented bleachers (2 sets of 40' approved bleachers- total cost for fall $4900 + $300 delivery fee), to be completed by 9/7/2025

Phase 2-Home bleachers tear down
Contractor will tear down immediately follow the end of the fall season in October/November)
Charlotte DPW- provide gravel base on home side
CJO- will pay to have a licensed contractor build a new press box and pay for rental bleachers every year going forward ($6500/year)

We understand that Bennett Park and Gobel Field are valued community assets, and we will ensure that the removal process is conducted responsibly and in a manner that leaves the property in safe, usable condition. We appreciate Rob Hilliard's (City Manager) assistance in reaching this point in the project.

We respectfully ask for the Council's consideration and approval so that we can proceed with the removal in a timely manner, ideally before the start of our next football season.

Thank you for your time, attention, and continued support of youth athletics in Charlotte. We believe these changes are necessary and will provide our community with relief, as this project has been a long time coming for Charlotte.

We look forward to your response and remain available to answer any questions or provide additional information.

Sincerely,
Laura Bensinger
Commissioner
Charlotte Junior Orioles Youth Football

Memo

To: City Council
From: Stephanie Whitney - Director of Public Works
Date: August 5, 2025
Re: Award of Design Contract – Tertiary Filter Replacement Project

Background:
The City of Charlotte issued a **Request for Proposals (RFP)** for the **design of the Tertiary Filter Replacement Project** at the Wastewater Treatment Plant. This project includes engineering design services for:

- Replacement of the existing Tertiary Filter system with a **Leopold (Xylem) system**
- Replacement of associated **butterfly valves with actuators** in the filter basement
- Application of **protective coatings** to the internal tank structures

Recommendation
While only one bid was received, staff finds that Moore+Bruggink Consulting Engineers is qualified to perform the work and that the proposed cost is consistent with similar design services for projects of this scope.

Funding for this work will be provided from the Wastewater Fund GL# 510-540.000-801.000. These allocations are reflected in the approved budget amendment. No General Fund dollars will be used for this purchase.

Requested Council Action:
Award the design contract for the Tertiary Filter Replacement Project to **Moore+Bruggink Consulting Engineers** in the amount of **$85,300.00**.

THE CITY OF
CHARLOTTE
MICHIGAN

Memo

To: City Council
From: Stephanie Whitney - Director of Public Works
Date: August 13, 2025
Re: Award of Contract – UV 3000+ Disinfection System PLC/HMI Upgrade

Background:
On July 21, 2025, the City of Charlotte issued a Request for Proposals (RFP) for the upgrade of the UV 3000+07 Disinfection System at the Charlotte Wastewater Treatment Plant. The scope of work includes replacing the Programmable Logic Controller (PLC) with an L33er Control Logix Processor, upgrading the Human Machine Interface (HMI) to a Panelview Plus 7-700 Upgrade Kit, and completing all necessary mechanical and electrical work to ensure proper operation.

Bids were due August 1, 2025. The City received **one** proposal in response to this RFP.

Recommendation
While only one bid was received, Trojan Technologies Corp is the original manufacturer of the existing system and has extensive expertise with this specialized equipment, making them uniquely qualified to perform the upgrade.

Funding for this work was budgeted in the **Water/Sewer Fund** under **GL# 510-550.000-731.000**. No General Fund dollars will be used for this project.

Requested Council Action
Staff respectfully recommends that City Council **award the UV 3000+ Disinfection System PLC/HMI Upgrade contract** to **Trojan Technologies Corp** in the amount of **$39,671.38**.