THE CITY OF
CHARLOTTE
MICHIGAN

PROPOSED AGENDA
REGULAR MEETING OF THE CHARLOTTE CITY COUNCIL
111 E. Lawrence Ave, Charlotte, MI 48813 (517) 543-2750
7:00 P.M. Monday, September 08, 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/86257588991
One tap mobile: +16465588656,,86257588991#
Telephone: (312) 626-6799 Webinar ID: 862 5758 8991

1. **Call to Order**

2. **Roll Call**

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

4. **Pledge of Allegiance**

5. **Approval of Minutes**
    a. August 25, 2025 Regular Council Meeting Minutes

6. **Absence of Council Members**

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

8. **Approval of Agenda**

9. **Special Presentation**
    a. Mayoral Proclamation - To Declare September 08, 2025 as "Travis Hicks Day" in the City of Charlotte

10. **Communications and Committee Reports**
    a. City Attorney Report
    b. Manager Report
    c. Councilmember Committee Reports

11. **Consent Agenda**
    a. Approval of Claims and Expenditures totaling $525,924.06
    b. Approval of Mayoral appointments - Camp Frances Directors
    c. Approval of Administrative Policy 2025-03 Notary Public Services

12. Business Agenda

a. Resolution 2025-41 to consider first reading of ordinance 2025-08 DDA and to order a public hearing and second reading on September 22, 2025
b. Consider approval of sealed bid contract with Reith-Riley for the Horatio Ave., Seminary St., and Lincoln St. improvements project, in the amount of $791,000.18

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 25, 2025

CALL TO ORDER:

By Mayor Lewis on Monday, August 25, 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 Manager Hillard, City Clerk LaRocque and City Attorney Revore. In the audience Community Development Director Benavidez, Police Chief Brentar, Public Works Director Whitney, Finance Director/Treasurer Horton, Wastewater Treatment Plant Supervisor Griffith, Assistant Fire Chief/Zoning and Code Administrator Fullerton, and Captain/Fire Inspector Daly.

INVOCATION:

Andy Shaver, Real Life Church, absent

PLEDGE OF ALLEGIANCE:

Led by Lewis

APPROVAL OF MINUTES:

a. August 11, 2025 Regular Council Meeting Minutes

Chin asked for a name correction CADA to CATA in his committee report.

Motion by Chin supported by Duweck to approve August 11, 2025 Regular Council Meeting Minutes with noted amendment. Carried; Yea 7; Nay 0; Absent 0

ABSENCE OF COUNCIL MEMBERS:

All members are present

PUBLIC HEARING:

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

Mayor Lewis opened the hearing at 7:01 p.m.

John Laupp, DDA board member and resident, spoke in support of the development plan and TIF, noting minimal county impact $2,677 in year 1; 0.1% of the county's current budget by year 30. He estimated the DDA would receive $22,500 in year 1 $15,000 millage; $7,500 TIF and contrasted Charlotte's funding with larger DDAs in Eaton Rapids and Grand Ledge.

Claudine Williams, Eaton County Director of Intergovernmental Affairs and Development, stated the county has not held formal discussions, noted varied past positions on DDAs/TIFs, expressed personal support for economic development, and welcomed further conversation.

Mayor Lewis closed the hearing at 7:07 p.m.

PUBLIC COMMENT:

Nicole Christensen, resident, County Commissioner (District 12), and organizer for Friends of Eaton County Animal Control: Announced the upcoming "Woof-Stock" fundraising event on September 27 at the courthouse lawn, described planned activities, and noted that the group is expanding its committee and pursuing 501(c)(3) status.

Dan Daly, non-resident: Spoke in support of business item g (Mac Gobel Field Bleachers), thanked city staff for their efforts, highlighted the scale of the CGO football program and anticipated visitors, and expressed appreciation for recent improvements and interest in continued collaboration.

APPROVAL OF AGENDA:

Mayor Lewis called for a motion to approve the agenda with the two amendments: moving item c under the consent agenda to item j under the business agenda, and removing business agenda item a for consideration at a future meeting.

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

COMMUNICATIONS AND COMMITTEE REPORTS:

a. City Manager report

Reported progress on the 2025–26 framework, highlighting agenda items related to city services. Noted upcoming meetings on recycling operations, sidewalk snow removal, and the fire agreement with Carmel Township. Provided updates on community development, including DDA bylaws, and on neighborhood enrichment, with street bids received and Oak Park bids expected this fall. Thanked staff for various projects, including park and downtown improvements, and acknowledged the Clerk for serving as acting manager during his absence. Also thanked the council evaluation committee for their work.

b. Council member committee reports

Christensen – Reported that the Planning Commission will not meet in September. Regarding Camp Francis, he chose not to attend the last meeting to allow independent decision-making by the committee; the next meeting is scheduled for September 9 at 6:30 PM at the cabin.

Chin – Reported that EATRAN extended the agreement to share the CEO with CATA, pending board approval, through at least the November election when a Delta Township millage will be decided. Also noted that the evaluation committee (Chin, Duweck, and Scott) held a productive session with the City Manager and is preparing evaluations for council distribution.

Scott – Reported that CARC met with quorum but still needs Carmel Township representation. Encouraged citizens to present recreational needs to CARC, noting funding is often available for playgrounds and related projects.

Fullerton – Reported on the August 19 Park Board meeting. Discussion included a potential tree nursery near the armory, public access to school tennis courts, and the board’s desire for council support to pursue a Bennett Park layout study for grant readiness. He also noted seal coating of old tennis courts, a new sign at Snell Park, plans for additional signage, and that Oak Park construction may be delayed until spring due to a Consumers Energy issue.

Rodriguez – Reported on the DDA meeting, highlighting progress on downtown projects. Items included a recap of an informational meeting, Rotary’s moonlighting project, a business map by Love for Charlotte, and place-making activities. A subcommittee was formed to strengthen connections with businesses and community leaders, chaired by

John Laupp. Seasonal and Christmas event planning is also underway.

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~~ – moved to business j – Lewis

d. Approval of Council Policy 2025-04 Freedom of Information Act Requests (FOIA)

e. Approval of Cooperative Mutual Fire Control Agreement with Michigan DNR

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

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~~

Item was removed from agenda

b. Consider approval of DDA Bylaws

The item was initially tabled and needed to be removed from the table for discussion.

Motion by Fullerton seconded by Duweck, to remove the DDA bylaws from the table for discussion. Carried; Yea 7; Nay 0; Absent 0

Council discussed the motion regarding DDA bylaws. The City Manager noted efforts to provide stronger support for the DDA through broader funding sources rather than charging small operational costs, emphasizing the value of maintaining momentum downtown. Council sought clarification on the bylaw update process, and Attorney Revore explained the need for council oversight as the host government. He further advised against dissolving the DDA, citing its unique authority under state law to undertake improvements not available to the city itself.

Council considered several proposed amendments to the bylaws. Four amendments were adopted, two failed for lack of a second, and the bylaws were ultimately approved as amended.

1. **Section 3 – Vacancies**: All vacancies will be filled by the mayor for the unexpired portion of the term. ***Motion** by Rodriguez, seconded by Chin. Carried 7–0.*
2. **Section 4 – Chairperson**: The chairperson shall be appointed by the board. ***Motion** by Rodriguez. No second. Motion failed.*
3. **Section 5 – Vice Chairperson**: The vice chairperson shall be appointed by the board. ***Motio**n by Rodriguez. No second. Motion failed.*
4. **Section 2 – Treasurer**: The board may appoint or employ and fix the compensation of the treasurer, subject to City Council approval. ***Motion** by Rodriguez, seconded by Fullerton. Carried 7–0.*

5. **Section 3 – Secretary**: The board may appoint or employ and fix the compensation of the secretary, subject to City Council approval. ***Motion** by Rodriguez, seconded by Duweck. Carried 7–0.*
6. **Section 5 – Other Personnel**: The board may recommend to council the employment of other personnel deemed necessary by the board. ***Motion** by Rodriguez, seconded by Christensen. Carried 7–0.*

Motion by Rodriguez, seconded by Christensen to approve the DDA Bylaws, as amended. Carried by roll call vote; Yea 7; Nay 0; Absent 0.

c. Special Assessment District and Budget Reductions Review

Council reviewed the City Manager's comprehensive memo regarding the special assessment district. It was noted that past assessment funds supported a range of city expenses, not solely the fire department, and that some form of assessment remains critical for financial stability. Members discussed scheduling a special meeting to review the report in detail, clarifying the status of the capital purchase pause, and distinguishing current budgeted capital outlays from future priorities. Additional discussion included long-term financial planning and exploring opportunities for cost savings such as energy efficiency measures.

d. Consider approval of Resolution 2025-39 To amend the operating and capital budget appropriation of funds fiscal year 2024-2025

Motion by Duweck supported by Fullerton to approve Resolution 2025-39 To amend the operating and capital budget appropriation of funds fiscal year 2024-2025. Carried; Yea 7; Nay 0; Absent 0

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

Council was informed that the purchase will be reimbursed by the city's insurance provider.

Motion by Fullerton, seconded by Chin to approve the sealed bid contract with Garage Doors Unlimited, Inc. for CFD overhead door, track and motor in the amount of $21,328.00 Carried; Yea 7; Nay 0; Absent 0

f. Consider approval of Cooperative Purchasing through MiDeal for three water/sewer department trucks in the amount of $152,949.00

Council discussed the replacement of DPW vehicles. It was noted that funds are available in the current budget, and staff highlighted the poor condition of the existing trucks. Council also reviewed the need for a long-term vehicle replacement plan and considered funding options. Whitney provided Council with an explanation on vehicle color and marking choices, as well as plans to reinstate a regular replacement schedule.

Motion by Duweck supported by Scott to approve cooperative purchasing through MiDeal for three water/sewer department trucks in the amount of $152,949.00. Carried by roll call vote; Yea 7; Nay 0; Absent 0.

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

Council discussed demolition and replacement of field bleachers. It was clarified that the project is for demolition, not maintenance, and will occur in two phases with temporary seating provided. CGO will fund and construct a new press box, and has begun pursuing grant funding for equipment.

Motion by Scott supported by Fullerton to approve the contract with Nick Anderson Construction for bleacher demolition at Mac Gobel Field in the amount of $10,750.00 Carried by roll call vote; Yea 7; Nay 0; Absent 0.

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

Councilmembers reported on their tour of the wastewater treatment plant, commending staff for their maintenance and care of the facility. They noted the plant's longevity with proper upkeep, the importance of maintaining sufficient fund balances to address potential failures, and the need for a long-term capital improvement plan.

Motion by Christensen supported by Chin to approve the contract with Trojan Technologies Corp for UV 3000+07 disinfection system upgrade in the amount of $39,671.38. Carried; Yea 7; Nay 0; Absent 0

i. Consider approval of sealed bid contract with Moore Bruggink Consulting Engineers for replacement of Tertiary Filters in the amount of $85,300.00

Motion by Chin supported by Scott to approve the contract with Moore Bruggink Consulting Engineers for replacement of Tertiary Filters in the amount of $85,300.00. Carried; Yea 7; Nay 0; Absent 0

j. Consider approval of Council Policy 2025-03 Keeping of Chickens on Residential Lots

Councilmembers noted ongoing issues with roosters in town and thanked staff for addressing neighborhood disturbances.

Motion by Christensen supported by Scott to approve Council Policy 2025-03 Keeping of Chickens on Residential Lots. Carried by roll call vote; Yea 6; Nay 1 (Lewis); Absent 0

PUBLIC COMMENT:

John Laupp, resident, thanked the council for their input regarding the DDA bylaws. He noted that much research had gone into creating the bylaws, and the language on hiring came directly from state statute. He pointed out that Article 4, Section 1 of the bylaws specifies that officers are elected to one-year terms at the annual organizational meeting held on the third Tuesday of June.

STAFF COMMENTS:

City Attorney Revore noted that he would not be present at the next city council meeting as he would be traveling out of the area. He anticipated submitting a city attorney report and would be available via cell phone 24/7 for the council and staff.

MAYOR AND COUNCIL COMMENTS:

Scott – Thanked staff for their work and appreciated public attendance.

Chin – Reported on county discussions regarding proposed mental health budget cuts, stressing the impact on state funding and rising local mental health calls. He also addressed funding concerns with the fire training facility and emphasized its importance for countywide training.

Rodriguez – Thanked John Laupp for his DDA efforts and encouraged councilmembers to engage more with downtown businesses and organizations.

Christensen – Thanked attendees and those watching online. Acknowledged the county's financial challenges and the need for difficult budget cuts, including to mental health services. Expressed hope that mental health funding will be restored if possible and committed to continuing advocacy with commissioners.

Duweck– Thanked Matt (Griffith) and Stephanie (Whitney) for the wastewater treatment plant tour and expressed appreciation to the public for attending.

No further comments from Lewis and Fullerton

ADJOURN:

Motion by Christensen supported by Fullerton to adjourn the meeting at 8:27 p.m. Carried; Yea 7; Nay 0; Absent 0

Respectfully submitted,
Mary LaRocque MiPMC, CMC
City Clerk

City of Charlotte, Michigan

Mayoral Proclamation

Declaring September 8, 2025

"Travis Hicks Day"

WHEREAS, positive journalism builds community trust, lifts up neighborly values, and reflects the best of our City; and

WHEREAS, *Travis Hicks* has distinguished himself through neighborhood reporting with FOX 47 News, consistently shining a light on Charlotte's progress, challenges, and people with fairness and respect; and

WHEREAS, his coverage has highlighted important community moments, including the launch of Charlotte's Downtown Social District, support from local nonprofits such as the Charlotte Food Pantry and Clothing Center, and the generosity of neighbors helping neighbors during times of challenge; and

WHEREAS, Charlotte residents and City officials alike recognize that Travis has earned their trust through his integrity, kindness, and dedication;

NOW, THEREFORE, I, Tim Lewis, Mayor of the City of Charlotte, Michigan, do hereby proclaim Monday September 8, 2025 as **"TRAVIS HICKS DAY"** in the City of Charlotte and urge all residents to join in honoring Travis Hicks' lasting impact on our community.

IN WITNESS WHEREOF, I hereunto set my hand and cause the Seal of the City of Charlotte to be affixed this 8th day of September, 2025

CITY OF CHARLOTTE SEAL EATON COUNTY, MI

Tim Lewis

Tim Lewis
Mayor, City of Charlotte

McGinty, Hitch, Person, Anderson & Revore, P.C.
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MEMORANDUM

TO: Charlotte City Council

FROM: David M. Revore and Thomas M. Hitch, City Attorneys

RE: **CITY ATTORNEY REPORT – August 9 through September 4, 2025**

DATE: September 4, 2025

The following serves as our report to the City Council on issues in which our office has been engaged since the last report:

1. Ordinance Updates and Review**.**
   a. Downtown Development Authority: Resolution and Ordinance 2025 Downtown Development and Tax Increment Financing Plan Ordinance.
   b. Animal Control Ordinance
   c. Fire Prevention Code to adopt 2021 International Fire Code to coordinate with the City's adoption of the 2021 International Property Maintenance Code.

2. Brownfield Redevelopment Authority (BRA). Review City documents and Public Acts' review.

3. Camp Frances. Articles and related documents review for revisions. Meetings with Director regarding same.

4. District Court. Prosecute misdemeanor offenses.

5. Code Enforcement/Fire Department. Work with Tyger Fullerton and Dan Daly regarding Code Enforcement. Rural Fire Association Agreement and Carmel Township Agreement Review.

6. Administrative Policy Reviews. FOIA and Notary.

7. Labor & Employment. Attend meetings regarding personnel matters.

8. Tax Tribunal. *Ilie Popa v. County of Eaton*, No. 25-000557-TT. Prepare and serve Respondent's Discovery requests and file Proof of Service with Tax Tribunal.

9. Communications. Mayor, City Manager, Police, Clerk, DPS and Fire Department officials.

DMR:cf

To: Honorable Mayor Lewis and City Council Members
From: Robert Hillard, City Manager
Date: September 5, 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

Water/Sewer Meter System Improvement Review (Public Works) (City Services)
Budget Review (Finance) (City Services)
City-Wide Special Assessment Service Review (Finance) (City Services)
Tirrell Pump Replacement Review (Public Works) (City Services)
Municipal Building Improvements Review (Fire) (City Services)
Downtown Sidewalk Snow Removal Review (Public Works) (City Services)
Building Construction Inspection Program Review (Community Development) (City Services)
Health Insurance Review (Clerk) (City Services)
Rural Fire Association Agreement Review (Fire) (City Services)
Carmel Township Fire Agreement Review (Fire) (City Services)
Combs Industrial Improvements Review (Public Works) (Community Development)
Defined Benefit Retirement Program 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)
Airport Farm Field Lease Review (Public Works) (Community Development)
Capital Improvement Plan Review (Finance) (City Services)
Fire Gear Review (Fire) (City Services)
Recycling Center Review (Public Works) (City Services)
Information Technology Vendor Review (Public Works) (City Services)
Tree Maintenance Ordinance Review (Public Works) (City Services)
Communications Plan Review (Community Development) (City Services)
City Property Farm Lease Review (Public Works) (City Services)
Polling Location Accessibility Review (Clerk) (City Services)
FOIA Requests Policy 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)
Cooperative Mutual Fire Control Agreement with Michigan DNR (Fire) (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)
Public Works Roof Repair Review (Public Works) (City Services)
Brush/Leaf Removal Review (Public Works) (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)

Community Development
Downtown Strategic Plan Review (Community Development) (Community Development)
Zoning Ordinance Review (Community Development) (Community Development)
Combs Industrial Improvements Review (Public Works) (Community Development)
Airport Farm Field Lease Review (Public Works) (Community Development)
Sustainability Towns Program Review (Community Development) (Community Development)

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

THE CITY OF
CHARLOTTE
MICHIGAN

To: City Manager Hillard; Honorable Mayor Lewis; City Council
From: Mary LaRocque, City Clerk
Date: September 08, 2025
Re: City Clerk Department Report

The Framework

🎬 **Health Insurance Review -** Update September 08, 2025: We are awaiting the proposal from Manquen Vance

🎬 **Defined Benefit Retirement Program Review -** Targeted for review in Q3 or 4. The City will evaluate MERS DB provisions for current employees to determine if there are opportunities for cost savings. This supports the City's goal to fully fund DB pensions by 2040.

🎬 **Contractor/Organization Insurance & Risk Management Policy Review -** Targeted for draft development in Q2 or 3. This is a review of Council Policy 2009-04 "Insurance Requirements," The policy aims to protect the City from liability while ensuring contractors and event organizers maintain appropriate insurance coverage.

🎬 **Notary Public Services Review –** Administrative policy 2025-03 is on the agenda September 08, 2025 for your consideration and approval. This policy establishes procedures and limitations regarding notary services provided by the City Clerk's Office. It has been written to ensure compliance with Michigan's Notary Public Act (Public Act 238 of 2003, as amended), maintain professional standards, limit liability, and clarify services available to the public.

🎬 **HCSP - POLC Retirement Policy Review -** Targeted for review in Q3 or 4. A review of the HCSP provisions and current collective bargaining agreement language is planned. Any policy changes will depend on the outcome of that review.

🎬 **Polling Location Accessibility Review -** I am pleased to report that our ADA Infrastructure Grant application has been approved by the Michigan Association of Municipal Clerks (MAMC). The project has met all established criteria, and we have executed the Grant Agreement. We are now awaiting the receipt of grant funds.

As part of preparing for implementation, I have worked with DPW Director Whitney to secure the quote from Anderson to ensure pricing remains valid. This positions us to move forward promptly once the grant funds are released.

🎬 **FOIA Requests Policy Review –** Completed 8/25/2025

Access to Council Resolutions

City of Charlotte Council Resolutions for the year 2016 have been added to the website. I will continue adding more throughout the coming months. 2025 Resolutions will be posted after the end of the calendar year.

Upcoming Election Update – November 4, 2025 Special Election

Charlotte Public Schools (CPS) will hold a Special Election on November 4, 2025, regarding a school operating millage renewal. The ballot will include the following proposal:

> **Official Ballot Language:**
> Shall the currently authorized millage rate limitation of 19.9480 mills ($19.9480 on each $1,000 of taxable valuation) on the amount of taxes which may be assessed against all property, except principal residence and other property exempted by law, in Charlotte Public Schools, Eaton County, Michigan, be renewed for a period of 10 years, 2027 to 2036, inclusive, to provide funds for operating purposes; the estimate of the revenue the school district will collect if the millage is approved and 18 mills are levied in 2027 is approximately $3,720,000 (this is a renewal of millage that will expire with the 2026 tax levy)?
>
> **[ ] Yes**
> **[ ] No**

Please contact Charlotte Public Schools (CPS) directly with any questions regarding this proposal.

We are currently awaiting the arrival of ballots, at which point preliminary testing will be conducted.

- MOVE ballots are scheduled to be mailed by September 20th.
- Permanent ballot voters will begin receiving their ballots the following week.

Please ensure your voter registration is up to date and watch for your ballot in the mail.

Public Transparency
As part of our continuing efforts to improve civic engagement and ensure residents have easy access to timely information, we have expanded use of the City's website alerts system. In addition to promoting sign-ups through recurring ads in *The County Journal*, I have asked each department to provide regular updates to my office so they can be posted to the CivicPlus alerts feed.

This will allow residents to receive real-time notices about meetings, city programs and events, public works updates, service interruptions, and other important announcements by email or text. By streamlining how information is shared, we are strengthening transparency and ensuring residents who may not use social media still have reliable access to official city communications.

Codification of ordinances

I have initiated the codification process with American Legal Publishing by forwarding our most recent ordinances for review. Codification is the process of incorporating newly adopted ordinances into the City Code so the Code remains current and easy to reference. Once codified, these ordinances will be integrated into the Code and removed from the "Recent Ordinances" section of our website.

Both the City Code and the list of Recent Ordinances can be accessed on our website at charlottemi.gov by placing the cursor over the **Government** tab, on the drop-down menu, find **City Code**, and then clicking on either "**City Code of Ordinances and Charter**" or "**Recent Ordinances**." We are awaiting an estimate of cost and turnaround time before proceeding further.

City of Charlotte
Department of Public Works

Monthly Summary – August 2025
Submitted by: Stephanie Whitney, Director of Public Works

Overview

The Department of Public Works continued to make steady progress in August, balancing seasonal maintenance tasks with long-term capital planning and community support. Crews advanced improvements in parks, streets, water, wastewater, and recycling operations while preparing for upcoming projects and fall activities. Key highlights included the onboarding of a new wastewater operator, preparations for major wastewater infrastructure upgrades, hydrant flushing and service line work in the water system, and ongoing improvements at the Charlotte Area Recycling Authority (CARA). The department also supported Frontier Days preparations downtown and addressed tree, sidewalk, and park needs during the busy summer season.

Highlights by Division

Public Works

- **Parks**
  - Mulched several overgrown areas across city parks.
  - Seal-coated the tennis courts.
- **Street Maintenance**
  - Patched potholes throughout the month.
  - Swept downtown streets in preparation for Frontier Days.
  - Removed several dead and dying trees.
- **Sidewalks**
  - Formed and poured replacement sidewalk in locations with trip hazards and areas disturbed by lead service line replacements.

Water Department

- Replaced iron service lines.
- Repaired multiple hydrant issues discovered during hydrant flushing.
- Performed monthly maintenance (chlorinator cleaning, chemical pump servicing).
- Collected and analyzed bacteriological and water quality samples.
- Continued delivery of notices and conducting in-home inspections for the Lead Service Line Inventory.
- Prepared for hydrant flushing, scheduled September 22–23.
- Northern Pump & Well determined Well #6 will require inspection due to deficiencies in pump performance.

Wastewater Department (WWTP)

- Hired **Prem Singh (Kefi)** as the newest wastewater operator.
- Continued annual cleaning and maintenance of process equipment.
- Preparing purchase orders for:
  - **Trojan** for UV disinfection system upgrades.
  - **Moore & Bruggink** for engineering design of tertiary filter rehabilitation.
- Completed quarterly sampling at the WWTP and throughout the collection system.
- Michigan Can Lines issued permit to discharge; adjustments ongoing with pretreatment system.
- Annual sampling and inspections for SIUs scheduled for September–October.
- Drafted wastewater permit renewal submitted to EGLE; awaiting approval.
- Monthly maintenance completed: fire extinguishers, stormwater inspections, DO probe calibration, eyewash and safety shower checks.
- Continued partnership with Marshall and Olivet for **Kanoe the Kazoo** scheduled September 13 (~25 participants).
- Preparing for **River Conservation Day** scheduled for October 4.

Recycling Center (CARA)

- Cleared out old trailers for removal and tidied site to improve safety and appearance.
- Filled potholes with leftover millings provided by DPW.
- Partnered with DPW to reorganize collection layouts for smoother flow and operations.
- Coordinated delivery of a new portable loading ramp to improve efficiency for "live loads."
- Worked with DPW to place millings where trailers were removed, creating new storage space.
- Continued baling efforts to streamline recyclable material handling.
- Reported **$595.00** collected in trash fees and **$610.30** in donations.
- Successfully diverted **34.67 tons** of recyclable waste from the landfill.

Conclusion

August was a month of preparation and progress across all divisions of the Department of Public Works. From completing critical infrastructure tasks in the water and wastewater systems to advancing operational improvements at CARA and addressing parks, sidewalk, and street needs, the department remained focused on delivering high-quality service to Charlotte residents. Looking ahead, staff are preparing for the fall season with hydrant flushing, industrial user inspections, and continued capital project development.

Grant Application Update

A memo has been included with this report to inform City Council of the City's application to the **U.S. Department of Transportation's Rural and Tribal Assistance (RTA) Pilot Program**. The request seeks **$280,000 in technical services funding** to support the Downtown Street and Infrastructure Reconstruction Project. No local match is required. Please see the attached memorandum for full details.

The Framework: FY 2025/26 Project Update

City Services

- **Salt Barn Review** – Ongoing review of siting and funding options.
- **Water/Sewer Meter System Improvement Review** – September, 16th workshop set up with city council.
- **Tirrell Pump Replacement Review** – Bid package out; preparing for contract execution.
- **Downtown Sidewalk Snow Removal Review** – Internal review process underway; evaluating cost, scope, and service models.
- **Recycling Center Review** – Site reorganization and trailer removal completed; portable ramp delivered.
- **Information Technology Vendor Review** – No update at this time.
- **Tree Maintenance Ordinance Review** – No update at this time.
- **City Property Farm Lease Review** – No update at this time.
- **Public Works Roof Repair Review** – Contractor to start in October.
- **Brush/Leaf Removal Review** – Training completed on chipper; reduction in future haul-away anticipated.
- **Truck Purchase Review** – Trucks have been purchased. Working on 5-year CIP plan.
- **UV System Upgrade Review** – P.O. in progress with Trojan to begin upgrades.
- **Tertiary Filter Replacement Review** – P.O. in progress with Moore & Bruggink for engineering design.

Community Development

- **Airport Hangar Review** – No update at this time.
- **Airport Farm Field Lease Review** – Lease extended one year to James Droscha; project to be bid next year.
- **Combs Industrial Improvements Review** – Awaiting results of FY25 Community Grant application through Senator Barrett's office.

Neighborhood Enrichment

- **Oak Park Improvements Review** – Bid package in development; coordination ongoing with Consumers Energy.

- **Bennett Park Improvements Review** – Signage upgrades and mulch replenishment completed; Parks Advisory Board beginning design planning.
- **Mac Gobel Bleacher Project Review** – Project in process.
- **Horatio Avenue Improvements Review** – P.O. in progress with Rieth-Riley
- **Lincoln Street Improvements Review** – P.O. in progress with Rieth-Riley
- **Seminary Street Improvements Review** – P.O. in progress with Rieth-Riley

THE CITY OF
CHARLOTTE
MICHIGAN

Memo

To: Mayor and City Council
From: Stephanie Whitney - Director of Public Works
Date: September 3, 2025
Re: Application for Rural and Tribal Assistance Pilot Program

Dear City Council Members,

I am writing to inform you that the Department of Public Works is preparing and submitting an application to the U.S. Department of Transportation's **Rural and Tribal Assistance (RTA) Pilot Program**.

The City's application will seek funding for **technical services to support the Downtown Street and Infrastructure Reconstruction Project**. Requested activities include preliminary engineering, survey, geotechnical investigations, environmental review, traffic study, design development, permitting, and public engagement. These services are essential to advance the project to a "shovel-ready" stage and will position Charlotte to compete for future federal and state construction funding opportunities.

The application requests **$280,000 in RTA funds**, with **no local match required**. This investment would directly support the development of final plans, specifications, and estimates (PS&E), as well as required permits and stakeholder coordination.

This memo is for informational purposes only, and no Council action is required at this time. I will keep you updated on the status of the application and notify you if additional approvals or commitments become necessary.

Please let me know if you have any questions.

THE CITY OF CHARLOTTE MICHIGAN

Memo

To: Honorable Mayor Lewis; City Council
From: Mary LaRocque, City Clerk
Date: September 03, 2025
Re: Claims and Expenditures for Council approval on September 08, 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 25, 2025	$ 1,982.55
HRA Insurance claims week of September 01, 2025	$ 0.00
Payroll paid September 05, 2025	$284,905.00
Invoiced claims as of September 03, 2025	$239,036.51
Total	**$525,924.06**

Suggested Motion

Motion to approve Claims and Expenditures in the amount of **$525,924.06**

Vendor Code	Vendor Name / Invoice	Description	Amount
01687	ABC FASTENER GROUP INC		
	A595557	(80) HEX NUTS	134.17
TOTAL FOR: ABC FASTENER GROUP INC			134.17
01764	AMAZON CAPITAL SERVICES		
	113P-LCRQ-1J9R	ACCOUNT # A264N6SLCWDWHU (FIRE) BATTERIES	15.15
	16L1-Q4QV-MLTL	ACCOUNT # A264N6SLCWDWHU (DERRICK EMS TRAINING)	50.37
	179P-NC7H-TP6X	ACCOUNT # A264N6SLCWDWHU (FIRE) HAZMAT SUPPLIES	307.72
	1CJJ-3TH3-VMVN	ACCOUNT # A264N6SLCWDWHU (FIRE) EMS 1 C COURSE BOOK	34.95
	1CX9-X3KX-61MF	ACCOUNT # A264N6SLCWDWHU (FIRE) HIGH SPEED BURNISHER, CARPET EXTRACTOR	1,078.16
	1JJF-33M6-1XV9	ACCOUNT # A264N6SLCWDWHU (DPW) STORAGE SHELVES UNIT	177.99
	1K1N-RJNK-VFK1	ACCOUNT # A264N6SLCWDWHU (LIGHT BAR FOR CODE ENFORCEMENT VEHICLE)	37.78
	1NQT-P6M7-7YCJ	ACCOUNT # A264N6SLCWDWHU (DPW) GASKET MATERIALS	121.14
	1NTK-4WHW-TDR3	ACCOUNT # A264N6SLCWDWHU (TREASURER) COMPUTER SCREEN TREASURER	97.97
	1NYT-QCRH-KVTJ	ACCOUNT # A264N6SLCWDWHU (DPW) HYDRANT PARKING	176.45
	1PPX-GH46-1WF3	ACCOUNT # A264N6SLCWDWHU (DPW) JUMBO IMPACT SOCKET	69.99
	1WXG-GVR9-1NCH	ACCOUNT # A264N6SLCWDWHU (DPW) IMPACT DRIVE SET	68.99
TOTAL FOR: AMAZON CAPITAL SERVICES			2,236.66
02036	AMAZON CAPITAL SERVICES		
	113P-LCRQ-7LCC	ACCT # A1K517P63NLQUT(POLICE) WALL CALENDAR, BRAIN BASE ANALYSIS OF TACTICAL TRAINING	82.08
	1JN3-JG3J-3163	ACCT # A1K517P63NLQUT(POLICE) LEGAL PADS, COPY PAPER,, BINDER CLIPS, REPLACEMENT TONER	192.44
	1YHJ-L6CM-7WQR	ACCT # A1K517P63NLQUT(POLICE) RUBBER DOOR STOPPER WEDGES, BRASS WIRE	58.43
TOTAL FOR: AMAZON CAPITAL SERVICES			332.95
01915	APEX SEPTIC & EXCAVATING, INC.		
	2020	SERVICE AT 444 HORATIO ST	5,544.34
TOTAL FOR: APEX SEPTIC & EXCAVATING, INC.			5,544.34
01635	AT&T LONG DISTANCE		
	517543887708	JULY 14 - AUG 13, 2025	64.38
	JULY 14- AUG 13,	DPW CALLOUT- JULY 14 - AUG 13, 2025	49.51
TOTAL FOR: AT&T LONG DISTANCE			113.89
01630	AUTO GEM DISTRIBUTING		
	14736	CLEANING SUPPLIES FOR FIRE ENGINES	87.50
TOTAL FOR: AUTO GEM DISTRIBUTING			87.50
01584	BIOTECH AGRONOMICS		
	4403	BIOSOLIDS TESTING	395.00
TOTAL FOR: BIOTECH AGRONOMICS			395.00

Vendor Code	Vendor Name / Invoice	Description	Amount
01581	BLUE CARE NETWORK		
	252200006544	MEDICAL COVERAGE (09/01/2025 TO 09/30/2025)	66,542.34
	252200026434	MEDICAL COVERAGE (RETIRED) (09/01/2025 TO 09/30/2025)	2,586.45
TOTAL FOR: BLUE CARE NETWORK			69,128.79
01576	BOUND TREE		
	85893674	MEDICAL SUPPLIES	250.94
TOTAL FOR: BOUND TREE			250.94
01555	BYRUM ACE HARDWARE		
	469162	(DPW) PUSHBROOM	83.97
	469533	(FIRE) SUPPLIES FOR BUILDING MAINTENANCE	30.88
	469581	(DPW) EYE BOLTS	11.96
	470239	(DPW) LYSOL CLEANER , LAWN & WEED KILLER, BOWL CLEANER	73.51
	470499	(WWTP) BLOW BAGS	91.96
	470565	SUPPLIES FOR DOWNTOWN FLOWERS	28.49
	471014	(FIRE) TAPE SCRAPER	4.59
	471154	(DPW) PIPE JOINT COMPOUND, BALL VALVE	53.58
	471190	(DPW) MORTAR MIX	57.54
TOTAL FOR: BYRUM ACE HARDWARE			436.48
01512	CHARLOTTE LITHOGRAPH		
	131465	WINDOW ENVELOPES	385.00
TOTAL FOR: CHARLOTTE LITHOGRAPH			385.00
01520	CITY OF CHARLOTTE		
	14996-07.25.2025	DEAN PARK 526 W. STODDARD ST.	157.58
TOTAL FOR: CITY OF CHARLOTTE			157.58
02156	CONSORT DISPLAY GROUP		
	ORD0115132	DOWN TOWN BANNERS	5,688.14
TOTAL FOR: CONSORT DISPLAY GROUP			5,688.14
01916	CORE TECHNOLOGY CORPORATION		
	CORMN0002400	ANNUAL CORE TECHNOLOGY MAINTENANCE SUPPORT	9,641.50
TOTAL FOR: CORE TECHNOLOGY CORPORATION			9,641.50
01465	COUNTY JOURNAL, THE		
	293198	DDA PUBLIC HEARING NOTICE	294.62
	293486	NOTICE OF ORDINANCE ADOPTION 20205-07	80.30
	293487	PUBLIC HEARINGMICHIGAN COMMUNITY BLOCK GRANT FUNDING FOR HOMEOWNER REHABILITATION PROJECT	137.90
	293774	TMDL-KANOE THE KAZOO	125.80
	293775	TMDL-KANOE THE KAZOO	125.80
	293805	ORDINANCE BIDS CFD OVERHEAD DOOR, TRACK 7 MOTOR	61.10
	294079	SEALED BID NOTICE FOR THE PURCHASE AND INSTALLATION OF COMMERCIAL INTERIOR DOORS	109.10
TOTAL FOR: COUNTY JOURNAL, THE			934.62
01431	DAVID CHAPMAN AGENCY INC		
	09.02.2025	25/26 INSURANCE	2,928.00
TOTAL FOR: DAVID CHAPMAN AGENCY INC			2,928.00

Vendor Code	Vendor Name / Invoice	Description	Amount
01428	DELTA DENTAL PLAN OF MICHIGAN		
	RIS0006548789	PERIOD 09/01/2025 TO 09/30/2025	5,579.87
TOTAL FOR: DELTA DENTAL PLAN OF MICHIGAN			5,579.87
01414	DORNBOS SIGN & SAFETY INC.		
	INV82930	SIGN	34.60
TOTAL FOR: DORNBOS SIGN & SAFETY INC.			34.60
01392	EATON CUSTOM SEWING		
	1999	SLOAN PPE REPAIR	297.61
TOTAL FOR: EATON CUSTOM SEWING			297.61
01375	ELHORN ENGINEERING COMPANY		
	307988	PHOSPHATE & CHLORINE	9,405.00
	307989	30 GAL. DRUM CHLORINE	1,255.00
TOTAL FOR: ELHORN ENGINEERING COMPANY			10,660.00
01308	GRAINGER PRODUCTS		
	9606062504	50 FT CHAIN	45.03
TOTAL FOR: GRAINGER PRODUCTS			45.03
01297	H2O COMPLIANCE SERVICES INC		
	00010392	CROSS CONNECTION PROGRAM	1,328.40
TOTAL FOR: H2O COMPLIANCE SERVICES INC			1,328.40
01287	HAMMOND FARMS SOUTH		
	1-395820	DPW BRUSH AND LEAF HAUL AWAY	56,579.25
TOTAL FOR: HAMMOND FARMS SOUTH			56,579.25
01883	KENYON AND SONS LLC		
	#18-08/22/2025	MOWING - 08/17 TO 08/23	4,630.00
	#19-08/30/2025	MOWING- 08/24 TO 08/30	4,380.00
TOTAL FOR: KENYON AND SONS LLC			9,010.00
01195	KONICA MINOLTA BUSINESS		
	503625085	MONTHLY INVOICE FOR MAINTENANCE BILLING PERIOD 07/17/2025 - 0816/2025	2.24
	503631915	MONTHLY MAINTENANCE PER AGREEMENT 08/17/25 - 9/16/25	60.98
TOTAL FOR: KONICA MINOLTA BUSINESS			63.22
01182	LANSING UNIFORM CO.		
	106669-A	BREAST BADGES PE RANK	54.95
TOTAL FOR: LANSING UNIFORM CO.			54.95
01173	LEA'S AUTO BODY		
	10033	OIL CHANGE 2022 CHEVROLET TAHOE	93.12
	10034	OIL CHANGE 2023 CHEVROLET TAHOE UNIT #411	91.43
	10039	OIL CHANGE 2024 CHEVROLET TAHOE UNIT #413	93.49
TOTAL FOR: LEA'S AUTO BODY			278.04
02144	MANNIK & SMITH GROUP, INC., THE		
	135696	OAK PARK DESIGN SERVICES	791.00
TOTAL FOR: MANNIK & SMITH GROUP, INC., THE			791.00

Vendor Code	Vendor Name / Invoice	Description	Amount
02218	MARSH 'N MEADOW OUTDOORS, LLC		
	08.01.2025	SPRAY/PREP FOR WILD PRAIRIE	1,235.00
TOTAL FOR: MARSH 'N MEADOW OUTDOORS, LLC			1,235.00
01911	MATT MCLOUTH		
	08.26.2025	BOOT ALLOWANCE PER SEIU	214.64
TOTAL FOR: MATT MCLOUTH			214.64
01137	MCGINTY, HITCH, PERSON, ANDE., P.C.		
	AUGUST 2025	FY25 ATTORNEY SERVICES	11,897.70
TOTAL FOR: MCGINTY, HITCH, PERSON, ANDE., P.C.			11,897.70
02154	MCKENNA ASSOC. INC.		
	25-011-6.	PLANNING ADVISORY SERVICES	1,500.00
TOTAL FOR: MCKENNA ASSOC. INC.			1,500.00
00316	MICH ASSOC. CHIEFS OF POLICE		
	300012462	ACTIVE VOTING (CHIEF DIRECTOR)	115.00
TOTAL FOR: MICH ASSOC. CHIEFS OF POLICE			115.00
01102	MICHIGAN COMPANY, INC.		
	0000298-919389	BATHROOM CLEANER, WHITE PAPER TOWELS	384.49
TOTAL FOR: MICHIGAN COMPANY, INC.			384.49
02146	MICROTECH SERVICES, INC		
	36577	COMPUTERS FOR FINANCE	4,942.72
	36578	DEPUTY CLERK SCANNER	421.11
	36579	COMPUTERS FOR POLICE	7,826.58
	36582	DOMAIN RENEWAL FOR CHARLOTTEMI.GOV, INSTALLED SOFTWARE ON SCANNER ERROR MESSAGE	325.00
	36583	POLICE DEPARTMENT VIDEO SERVER WAS IN A "LOCKED UP" STATE	200.00
TOTAL FOR: MICROTECH SERVICES, INC			13,715.41
01536	NAPA AUTO PARTS		
	284043	OIL DRY	730.08
	284125	BATTERY	147.65
TOTAL FOR: NAPA AUTO PARTS			877.73
01007	O'REILLY AUTO PARTS		
	4651-481427	HAZMAT SUPPLIES	367.50
TOTAL FOR: O'REILLY AUTO PARTS			367.50
MISC	PAM SAVALA		
	08.20.2025	REIMBURSEMENT OF CAMP FRANCES RENTAL	70.00
TOTAL FOR: PAM SAVALA			70.00
00977	POLLARD WATER		
	0294127	HYDRANT GASKETS	118.61
	0294128	GASKETS	35.30
TOTAL FOR: POLLARD WATER			153.91
00935	ROCHESTER CREATIONS		
	4081	UNIFORM SHIRTS	254.00
TOTAL FOR: ROCHESTER CREATIONS			254.00

Vendor Code	Vendor Name / Invoice	Description	Amount
02212	SCANSOURCE, INC		
	5500017805	CITY LAND LINES (AUGUST 2025)	2,042.24
TOTAL FOR: SCANSOURCE, INC			2,042.24
00887	SILK SCREEN STUFF PLUS		
	2567	KANOE THE KAZOO- 2025 SHIRTS	519.50
TOTAL FOR: SILK SCREEN STUFF PLUS			519.50
02190	SME		
	166051	HORATIO AVENUE REHABILITATION SHEPHERD ST TO HENRY ST	5,850.00
TOTAL FOR: SME			5,850.00
00861	STANDARD LIFE INSURANCE CO		
	00 646882 001 SE	SEPTEMBER 2025	1,677.22
TOTAL FOR: STANDARD LIFE INSURANCE CO			1,677.22
00848	SUPERFLEET MASTERCARD PROG.		
	FB749-09.01.2025	POLICE FUEL	3,511.46
TOTAL FOR: SUPERFLEET MASTERCARD PROG.			3,511.46
01704	SYNTECH SYSTEMS INC.		
	320607	FUELMASTER LIMITED MAINTENANCE (09/11/2025 TO 09/11/2026)	583.00
TOTAL FOR: SYNTECH SYSTEMS INC.			583.00
00791	USA BLUE BOOK		
	INV00688939	LAB SUPPLIES	2,053.16
	INV00802708	LAB SUPPLIES	2,891.82
	INV00811352	LAB SUPPLIES	49.15
TOTAL FOR: USA BLUE BOOK			4,994.13
00778	VISION SERVICE PLAN		
	823456868	SEPTEMBER 2025 (SAFETY)	455.41
	823456893	SEPTEMBER 2025	939.45
TOTAL FOR: VISION SERVICE PLAN			1,394.86
00774	WASTE MANAGEMENT OF MICHIGAN, INC		
	7466154-1846-2	REFUSE PICKUP -08.01.2025 - 08.15.2025	1,406.99
TOTAL FOR: WASTE MANAGEMENT OF MICHIGAN, INC			1,406.99
01798	WEILER EXCAVATION LLC		
	2441	REPLACE WATER SERVICE 424 JOHNSON ST	2,860.00
TOTAL FOR: WEILER EXCAVATION LLC			2,860.00
02090	WELLS, DAN		
	08.27.2025	MILEAGE REIMBURSEMENT CLASS(BASIC DRINKING WATER DISTRIBUTION SYSTEM CLASS)	144.20
TOTAL FOR: WELLS, DAN			144.20
00753	WOLVERINE PEST SERVICE		
	127955	BEE REMOVAL IN WELLS	150.00
TOTAL FOR: WOLVERINE PEST SERVICE			150.00
TOTAL - ALL VENDORS			239,036.51

Vendor Code / Invoice	Vendor Name / Description	Amount
PAYMENT TYPE TOTAL		
Paper Check		160,984.30
EFT Transfer		78,052.21

THE CITY OF CHARLOTTE MICHIGAN

Memo

To: Honorable Mayor Lewis; City Council
From: Mary LaRocque, City Clerk
Date: September 08, 2025
Re: Staff report on Mayoral appointments to boards and commissions.

Background
In accordance with Section 4.4 (7) of the City Charter, the Mayor shall make appointments of members to the boards and commissions of the city which are authorized by law or direction of the Council.

Recommendation
It is recommended that Council approves the following Mayoral appointment(s);

NAME	BOARD/COMMISSION	EXPIRATION OF TERM
Anne Watson	Camp Frances Director	10/27/2027
Cathy Bogner	Camp Frances Director	10/29/2028
Karen Perry	Camp Frances Director	10/29/2028

Financial Impacts
No financial impact

Suggested Motion
Motion to approve the Mayoral appointment(s) as outlined herein to their respective board or commission for the term of expiration given.

THE CITY OF
CHARLOTTE
MICHIGAN

Memo

To: City Manager Hillard, Honorable Mayor Lewis; City Council
From: City Clerk, LaRocque
Date: September 08, 2025
RE: Adoption Administrative Policy 2025-03 Notary Public Services

Background

The City Clerk's Office provides notary public services to residents and staff as part of its routine functions. While these services have been offered informally and in compliance with applicable law, the City has not previously adopted a formal policy governing the scope, procedures, and limitations of these services.

To provide consistent guidance to staff and clear expectations to the public, the City Clerk's Office has developed Administrative Policy 2025-03 Notary Public Services.. This policy aligns with the Michigan Notary Public Act (Public Act 238 of 2003, as amended) and outlines acceptable forms of identification, types of documents eligible for notarization, service limitations, and associated fees. It also affirms that City staff will not provide legal advice or interpret documents, ensuring appropriate professional boundaries are maintained.

The policy has been reviewed, edited and approved by the City Attorney and is now presented for formal adoption by the City Council.

Recommendation

Staff recommends that the City Council adopt Administrative Policy 2025-03 Notary Public Services to formalize current practices, support consistent service delivery by Clerk's Office staff, and provide clear public-facing guidance regarding available notary services.

Financial Impact

There is no new financial impact associated with this policy. The City of Charlotte currently charges $10.00 per notarial act, in accordance with Michigan law (MCL 55.285) and the City's approved Fee Schedule. A convenience fee applies to credit card payments. At the discretion of the City Clerk, fees may be waived for documents related to official City business.

Proposed Motion

Motion to adopt Administrative Policy 2025-03 Notary Public Services as presented, effective immediately upon approval.

CITY OF CHARLOTTE

ADMINISTRATIVE POLICY

SUBJECT	POLICY NO.	DATE	PAGE
Notary Public Services	**2025-03**	09/08/2025	**1 of 3**

1. PURPOSE

The purpose of this policy is to establish procedures and limitations regarding notary public services provided by the City of Charlotte through the City Clerk's Office. These procedures ensure compliance with Michigan's Notary Public Act (Public Act 238 of 2003, as amended), while maintaining professional standards, limiting liability, and clarifying services provided to the public.

2. AUTHORITY

This policy is adopted pursuant to the City Manager and City Clerk's authority to administer services provided by City staff, and in accordance with Public Act 238 of 2003 (MCL 55.261 et seq.), governing notarial acts in Michigan.

3. REFERENCES TO THE MICHIGAN NOTARY PUBLIC ACT

The Michigan Notary Public Act governs the conduct of notarial services provided by City staff. Nothing in this policy shall supersede or contradict any requirement of the Act. Where discretion is allowed under the law, the City may adopt service limits and conditions consistent with best practices and risk management.

4. GENERAL POLICIES

4.1. Notary services shall be provided during regular business hours by appointment or walk-in, subject to staff availability.

4.2. All notarial acts must be performed **in person** with the signer physically present and presenting valid, government-issued identification that includes the signer's signature and photograph. Acceptable identification includes:

- Michigan driver's license or state ID
- Driver's license from another U.S. state
- U.S. passport
- U.S. military ID (with photo and signature)
- Tribal Identification Card (federally recognized tribes)

Expired, altered, or non-government issued IDs (e.g., student IDs, employee IDs, credit/debit cards, Social Security cards, birth certificates) are **not acceptable**.

4.3. Documents must be:

- Fully completed (no blanks),
- Written in English (foreign language documents will not be notarized, even if accompanied by a translation); and
- Accompanied by the appropriate notarial certificate or clear indication of the type of notarization required (e.g., acknowledgment, jurat, signature witnessing). **City staff will not provide notarial wording or determine the type of notarization required.**

4.4. The City Clerk or designee may refuse to perform a notarization at their discretion if:

- The document appears incomplete, fraudulent, or suspicious.
- The signer cannot be properly identified.
- The signer appears unwilling or coerced or incapable of understanding the document.
- The notary believes they are not legally permitted to perform the notarization.

4.5. Notary services are limited to the execution of standard notarial acts and shall not include legal advice, document preparation, or interpretation of document content.

4.6. The signer is solely responsible for determining:

- Whether the document requires notarization,
- The appropriate type of notarial act, and
- Whether a notarial certificate or stamp is needed.

If the signer is unsure, they will be referred to the document originator, an attorney, or another appropriate source before returning for notarial service.

5. SERVICES NOT PROVIDED

City staff will not notarize the following:

- Wills, trusts, or estate-related documents.
- Deeds, mortgages, real estate closing documents, or land contracts.
- Immigration or citizenship documents (e.g., I-9 forms).
- Documents requiring certification of a true copy (e.g., passports, vital records).

- Personal agreements written between individuals (e.g., IOU's, informal contracts, and bills of sale (e.g., for automobiles or other property).
- Documents involving the notary's own signature or those of close relatives (as defined under MCL 55.291).
- Documents in which the notary has a direct financial or beneficial interest.
- Documents in which the notary is a party to the transaction.
- Blank or incomplete documents.
- Any document that could create a conflict of interest or liability for the City.

6. FEES

Fees for notarial services shall be set in accordance with Michigan law (MCL 55.285). The City of Charlotte charges $10.00 per notarial act, consistent with the maximum amount permitted by state statute and as approved by the City Council through its Fee Schedule Resolution. A convenience fee will apply to credit card payments. This fee may be waived for documents related to official City business at the discretion of the City Clerk.

7. RECORDKEEPING AND DISCRETION

7.1. A record of notarial services may be maintained for administrative purposes.

7.2. The City Clerk may adopt additional administrative rules consistent with this policy and applicable law to manage notary services.

8. EFFECTIVE DATE

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

THE CITY OF
CHARLOTTE
MICHIGAN

Memo

To: City Council
From: Salena Benavidez, Community Development Director
Date: September 8, 2025
Re: First Reading of the Downtown Development Authority Development Plan and Tax Increment Financing Plan Ordinance

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
Schedule the public hearing and second reading for September 25, 2025, concerning the Downtown Development Authority Development Plan and Tax Increment Financing Plan Ordinance.

CITY OF CHARLOTTE

RESOLUTION No. 2025-41

RESOLUTION TO INTRODUCE

ORDINANCE NO. 2025-08

The City of Charlotte City of Charlotte:

Introduction of the "2025 City of Charlotte Downtown Development and Tax Increment Financing Plan Ordinance".

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

At a regular meeting of the Charlotte City Council held at City Hall, in the City of Charlotte, in the County of Eaton, State of Michigan, on the 8th day of September, 2025, at 7:00 o'clock in the PM.

The meeting was called to order at ________________o'clock in the PM by ____.

Present: ____

Absent: ____

The following preamble and resolution were offered by ________________ and supported by __________________________:

WHEREAS:

1. The City of Charlotte has established a Downtown Development Authority, the purpose of which is to halt property value deterioration, increase property tax valuation, eliminate the cause of deterioration and promote economic growth within the downtown district in accordance with Public Act 197 of 1975, being M.C.L.A. §§ 125.1651 through 125.1680, as amended and recodified by PA 57 of 2018.

2. On June 17th, 2025, the Downtown Development Authority passed a resolution to adopt the Tax Increment Financing Plan (the "Plan") prepared by the Downtown Development Authority, City of Charlotte.

3. The City of Charlotte, City Council, held a public hearing on August 25, 2025, on the Development Plan and Tax Increment Financing Plan (the "Plan") prepared by the Downtown Development Authority, and now desires to introduce and set a public hearing for Ordinance No. 2025-08, to adopt the City of Charlotte Development Plan and Tax Increment Financing Plan in the City of Charlotte, Eaton County, Michigan.

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

A. The City Council introduces and sets a public hearing for Ordinance 2025-08, as may be amended, to be heard on September 22, 2025, as may be amended.

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

Upon a call of the roll, the vote was:

AYES: ___________
NAYES: ___________
ABSENT: ___________

Resolution declared adopted this 8th day of September, 2025.

____
Mary LaRocque, MiPMC, CMC
Clerk, City of Charlotte

The undersigned duly qualified and acting Clerk of the City of Charlotte, hereby certifies that the foregoing is a true and complete copy of a Resolution adopted by the City Council at a Regular meeting held on the 8th of September, 2025, the original of which is a part of the City's minutes and further certifies that notice of the meeting was given to the public pursuant to the provisions of the Open Meetings Act, 1976 PA 267, as amended.

____
Mary LaRocque, MiPMC, CMC
Clerk, City of Charlotte

Introduced: September 8, 2025
Adopted:
Effective:

CITY OF CHARLOTTE

EATON COUNTY, MICHIGAN

ORDINANCE NO. 2025-08

AN ORDINANCE TO AMEND CITY CODE ARTICLE II, DIVISION 2, DEVELOPMENT PLAN AND TAX INCREMENT FINANCING PLAN, AND TO PROVIDE AN EFFECTIVE DATE HEREOF.

Councilmember _______________ moved the following:

THE CITY OF CHARLOTTE ORDAINS:

Section 1. Tile and Purpose. The title of this ordinance shall be the *"2025 City of Charlotte Downtown Development and Tax Increment Financing Plan Ordinance"*.

The purpose of the ordinance is to amend city ordinance and Code Article II, Division 2, to adopt the Downtown Development Authority Development Plan and the Tax Increment Financing Plan, and to provide an effective date thereof.

Section 2. Determination of Necessity; Public Purpose.

The City Council hereby determines after having held a public hearing on August 25, 2025, on the Development Plan and Tax Increment Financing Plan (collectively, the "Plan") prepared by the Downtown Development Authority, attached hereto as Exhibit A, and incorporated herein by reference, that it is necessary and in the best interest of the public to adopt the Downtown Development Authority Development Plan and Tax Increment Financing Plan, both constituting a public purpose, so that the Downtown Development Authority can operate more effectively to halt property value deterioration, eliminate the causes of that deterioration, increase property tax valuation where possible in the business district of the city, and promote economic growth, pursuant to Public Act 57 of 2018, as amended.

This determination and adoption are based on the following considerations:

A. The Plan meets the requirements set forth in Section 217(2) of the Recodified Tax Increment Financing Act, Michigan Public Act 57 of 2018.

B. The Plan includes a proposed method of financing the development that is feasible, and the Downtown Development Authority has the ability to arrange the financing.

C. The development described in the Plan is reasonable and necessary to carry out the purpose of the Act.

D. Any land within the Development Area that may be acquired by the Downtown Development Authority under the Plan will be reasonably necessary to carry out the purpose of the Plan and the Act in an efficient and economically satisfactory manner.

E. The Plan is in reasonable accord with the City of Charlotte's Master Plan.

F. Public services, such as fire and police protection and utilities, are or will be adequate to service the project area; and

G. Any changes in zoning, streets, street levels, intersections, and utilities are reasonably necessary for the project and for the City of Charlotte.

Section 3. Adoption of Plans. The Development Plan and Tax Increment Financing Plan, incorporated in this Ordinance as Exhibit A, and on file in the office of the City Clerk, as submitted by the Downtown Development Authority, are hereby approved and adopted by the City Council. Any amendments to the approved Development Plan and Tax Increment Financing Plan must be submitted by the Authority to the City Council for approval or rejection.

Section 4. Savings Clause. All proceedings pending and all rights and liabilities existing or incurred at the time this amendatory Ordinance takes effect are saved and may be consummated according to the law enforced when they were commenced. This Ordinance shall not be construed to affect any prosecution pending or initiated before the effective date of this amendatory Ordinance for an offense committed before that effective date.

Section 5. Conflicting Ordinances Repealed. Except as to prosecution and legal actions pending and saved pursuant to Section 4, any City Ordinances or parts of Ordinances in conflict with or inconsistent with any of the provisions of this Ordinance are repealed.

Section 6. Severability. The provisions of this ordinance are severable, and if any section, sub-section, paragraph, sentence, clause, phrase, or portion of this ordinance is, for any reason, held invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of all remaining sections, sub-sections, paragraphs, sentences, clauses, phrases, or portions of this ordinance.

Section 7. Headings. The section headings used in this ordinance are for convenience only and are not a part of this ordinance.

Section 8. Code Edits. The editors of the Charlotte City Code are hereby authorized, subject to approval of the City Manager, or designee, to update and revise code section numbers to effectuate the provisions of this Ordinance and Code.

Section 9. Effective Date. This ordinance shall take effect twenty days after it has been adopted by the City Council and published.

Introduced by the Charlotte City Council this 8th day of September, 2025.

Motion by

Second by

Ayes:

Nays:

Absent:

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

Motion by

Second by

Ayes:

Nays:

Absent:

Approved:

____

Timothy Lewis, Mayor

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

____

Mary LaRocque, City Clerk

Introduced: September 8, 2025

Public Hearing:

Adopted:

Published:

Effective:

EXHIBIT - A

Development Plan and Tax Increment Financing Plan
2025

City of Charlotte
Eaton County, Michigan
Downtown Development Authority

City of Charlotte
Eaton County, Michigan
Downtown Development Authority

DEVELOPMENT PLAN and TAX INCREMENT FINANCING PLAN

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

CITY COUNCIL

CHARLOTTE DOWNTOWN DEVELOPMENT AUTHORITY

Technical Assistance Provided By

Beckett&Raeder

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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.

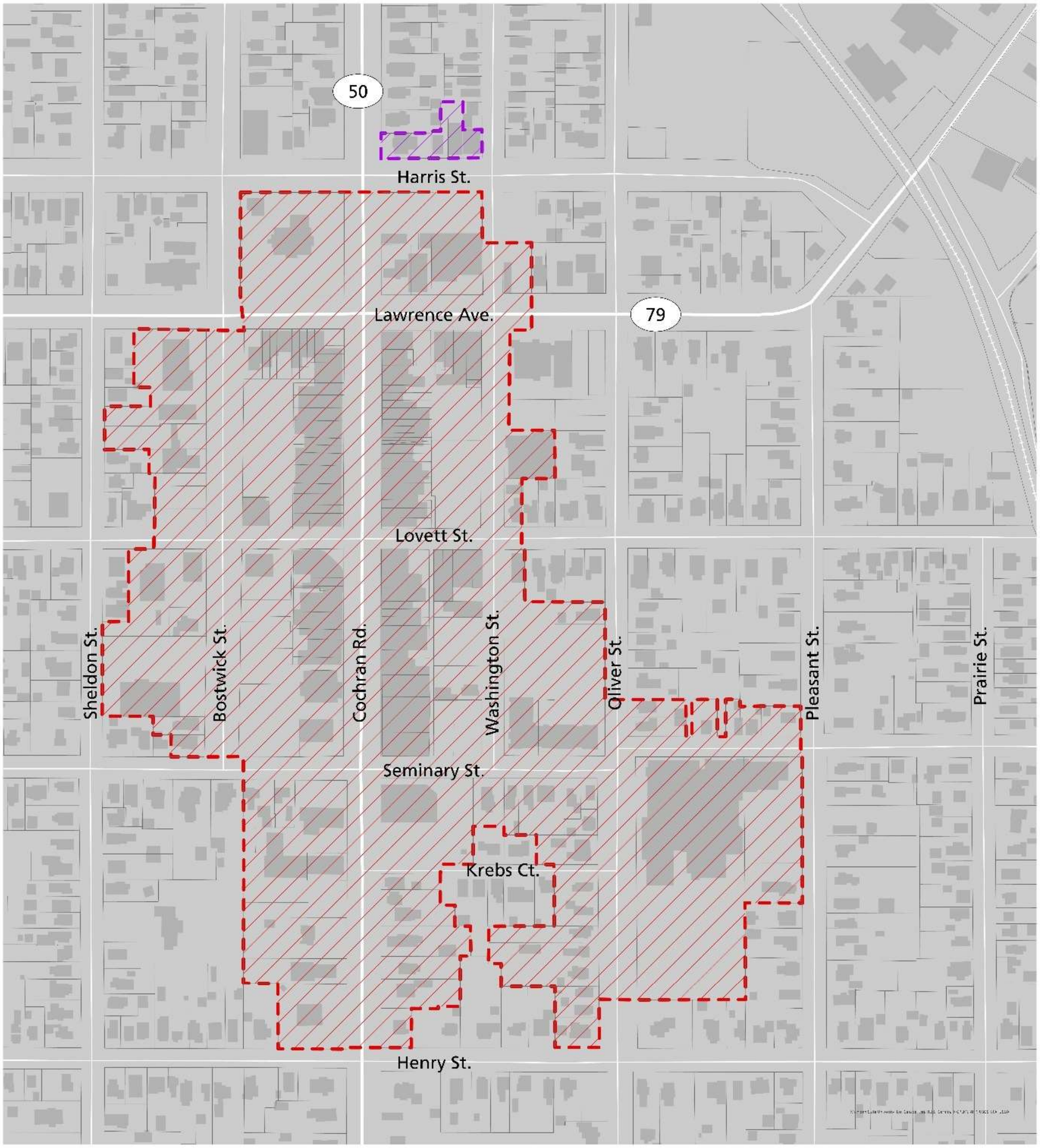
The Act aims to address problems of urban decline, strengthen existing areas, and encourage new private developments in Michigan's downtowns. It accomplishes this goal by providing communities with the legal, monetary, and organizational tools to revitalize economically distressed areas through public-initiated 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

500 Feet

Beckett & Raeder, Inc.

January 23, 2025

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

Boundary of DDA Parcels

2025 DDA District Expansion

GENERAL DEVELOPMENT PLAN

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

The General Development Plan referenced herein suggests the following:

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

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

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

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

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

DEVELOPMENT PLAN

1. Designation of Boundaries of the Development Area

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

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

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

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

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

Street Right-of-Way: Existing Boundary

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

Street Right-of-Way: Expansion Boundary

Street	Approximate Limits	
Harris Street	Cochran Avenue	Washington Street

Private Land Uses

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

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

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

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

4. Legal Description of the Development Area

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

Existing Boundary

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

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

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

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

Proposed 2025 Boundary Expansion

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

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

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

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

DESIGN ORIENTED PROJECTS

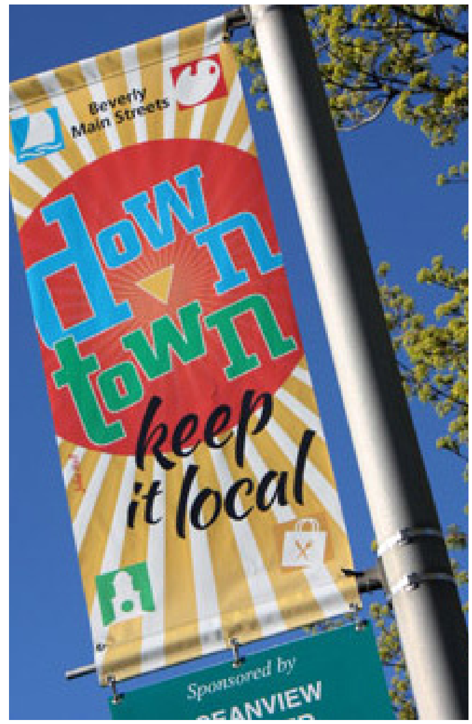
Accessibility
Incorporate ADA features when reconstructing public infrastructure to accommodate the elderly and children.

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

Road Diet for Cochran Avenue (M-50)
Advance a plan to MDOT that reduces the lane configuration on Cochran Avenue to 3-lanes. Options include reconstruction of the street width to three lanes with larger sidewalks or the simple re-stripping of the street to include the three lanes.

At-Grade Demaracted Zebra Crossings

Community-Specific Banner Program



Community-Specific Banner Program

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

ECONOMIC DEVELOPMENT PROJECTS

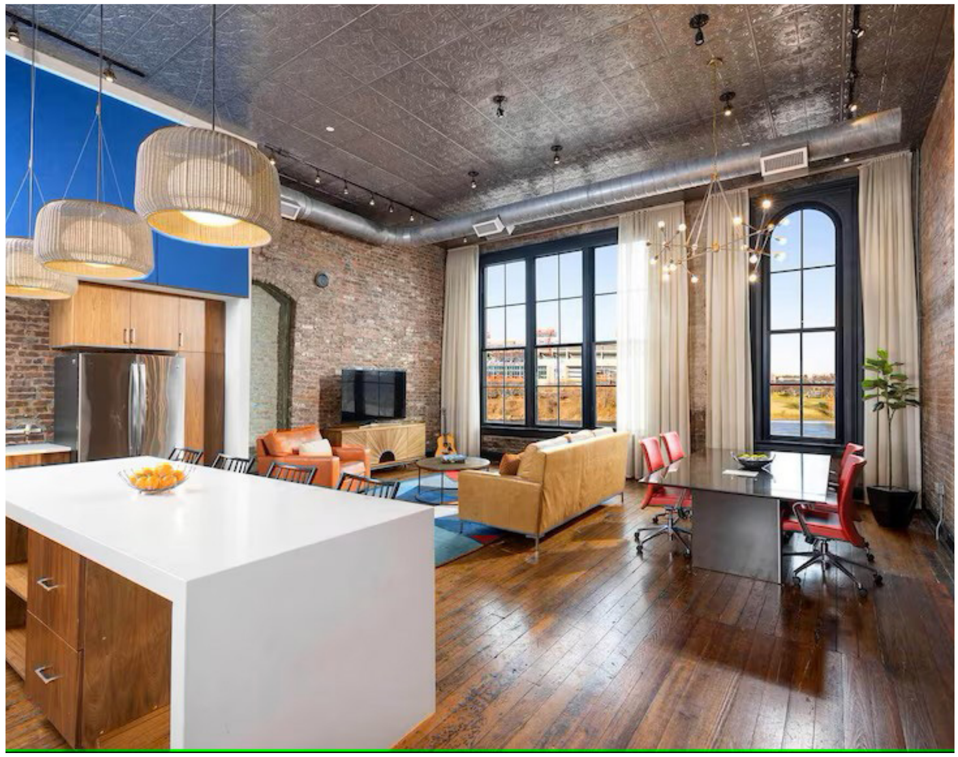
Façade Grants
Administer a program that offers façade grants to property owners in the Charlotte Central Historic District to renovate their buildings according to the National Register of Historic Places guidelines.

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

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

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

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



Example - Upper Story Loft Apartment

Example - Muskegon Retail Pop-Up

INFRASTRUCTURE PROJECTS

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

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

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

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

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

Electric Vehicle Charging Station

Waste Collection Facility Enclosure

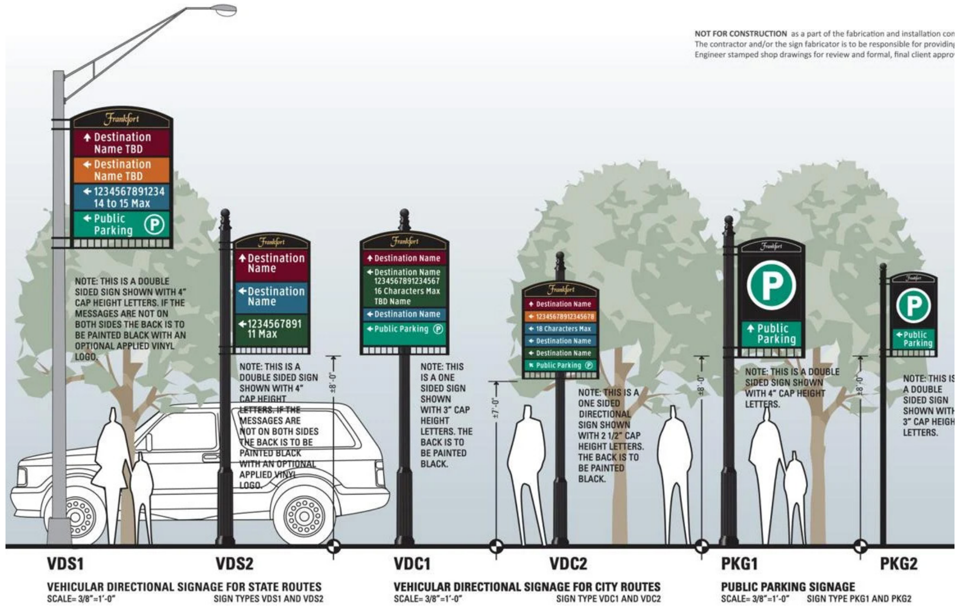
INFRASTRUCTURE PROJECTS

Wayfinding

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

Wireless/Sound/Security System

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



Example - Wayfinding Signage System

Wireless, Sound and Security System,

MARKETING

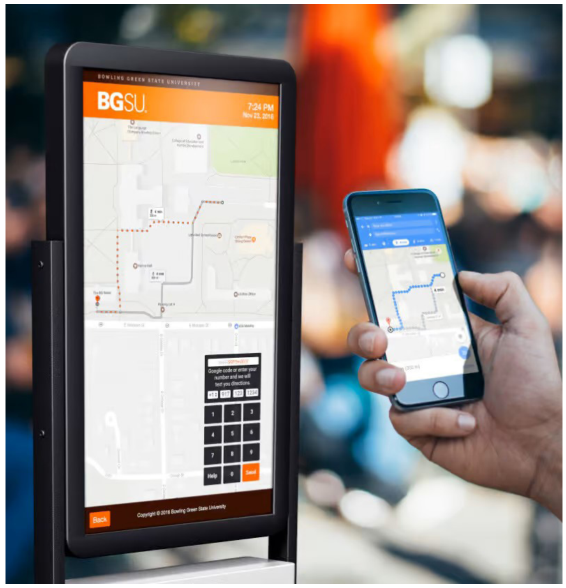
Business Directory
Coordinate with the Chamber the design and development of a changeable business directory sign.

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

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

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

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



Example - Digital Directory Board with App

Example - Downtown App

MAINTENANCE

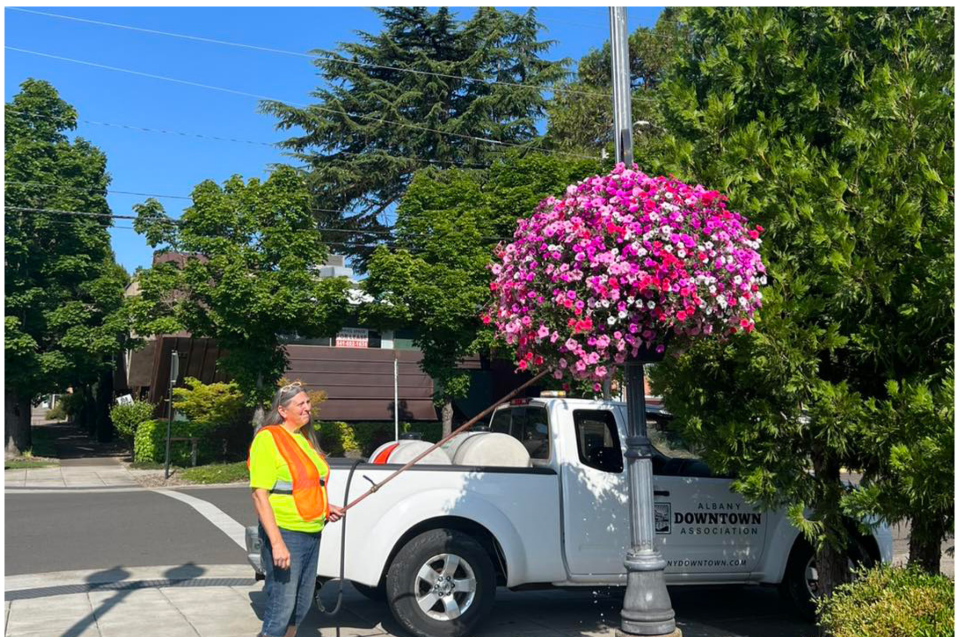
Downtown Maintenance
Coordinate with the City a seasonal downtown maintenance program that includes options for street sweeping, sidewalk sweeping, snow removal, refuse pickup, landscaping watering, and periodic painting of public fixtures and furnishings.

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

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

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

Example - Sidewalk Sweeper



Example - Watering Truck

PLACEMAKING

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

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

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

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

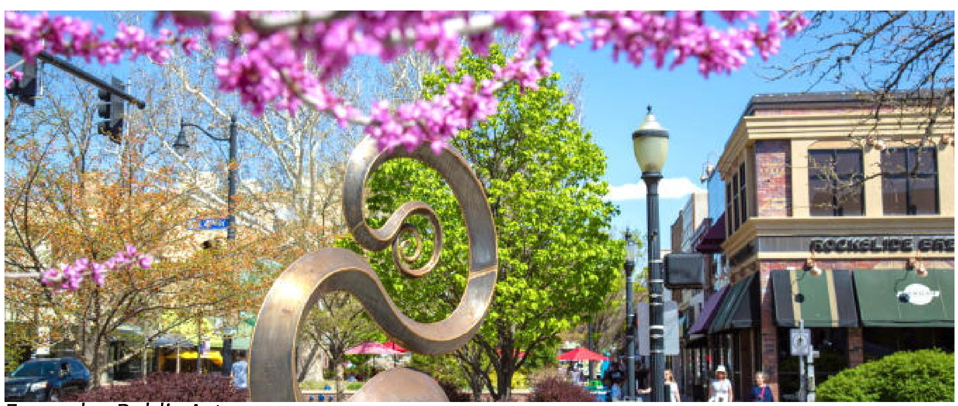
Landscaping
Evaluate locations for hanging baskets, large pots with plant materials, and other affordable landscaping techniques to add color to the downtown.

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

Beach Market - Downtown Charlotte

Example - Large Landscape Pots

Example - Light Pole Hanging Baskets



Example - Public Art

Example - Public Murals

Table 1 – Downtown Development Authority Projects and Programs

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

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

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

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

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

Project/Program 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.

THE CITY OF
CHARLOTTE
MICHIGAN

Memo

To: Robert Hillard – City Manager
From: Stephanie Whitney - Director of Public Works
Date: August 26, 2025
Re: Horatio Avenue, Seminary Street and Lincoln Street Improvements

Dear City Council Members,

I am writing to recommend the award of the **Horatio Avenue, Seminary Street and Lincoln Street Improvements** project for the **City of Charlotte**, the lowest responsive bidder was Rieth-Riley Construction, for the amount of **$791,000.18**.

Bids for the project were opened on **Wednesday, August 20, 2025**, and four bids were received:

- **Rieth-Riley Construction**: $791,000.18
- **C&D Hughes Inc.**: $929,107.24
- **Leavitt and Stark Excavating, Inc.**: $957,903.54
- **Michigan Paving and Materials Company**: $1,014,404.61

After a thorough review of the bid documentation, it was determined that **Rieth-Riley Construction** is fully responsive to the bid requirements. Their bid is below the engineer's estimate of $1,178,154.19, demonstrating a competitive and cost-effective proposal for the project.

Recommendation
I recommend that City Council approve the award of this project to **Rieth-Riley Construction** for the amount of **$791,**000.18.