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 22, 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/88017846383
One tap mobile: +16465588656,,88017846383#
Telephone: (312) 626-6799 Webinar ID: 880 1784 6383

1. **Call to Order**

2. **Roll Call**

3. **Invocation – Chuck Jenson, West Carmel Church**

4. **Pledge of Allegiance**

5. **Approval of Minutes**
   a. September 08, 2025 Regular Council Meeting Minutes
   b. September 16, 2025 Special Council Meeting Minutes

6. **Absence of Council Members**

7. **Public Hearing**
   a. Ordinance 2025-08 To amend City Code Article II, Division 2, Development Plan and Tax Increment Financing Plan, and to provide an effective date hereof

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

9. **Approval of Agenda**

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

11. **Consent Agenda**
    a. Approval of Claims and Expenditures totaling $544,339.22
    b. Approval of Resolution 2025-42 To authorize street closure and no parking areas for the Lighted Holiday Parade and Tree Lighting event to be held November 29, 2025 from 3:00 p.m. to 9:00 p.m.
    c. Approval of Resolution 2025-43 To approve the street closure and no parking areas for the "Charloween" downtown trick or treating event to be held October 27, 2025 from 4:00 p.m. to 7:30 p.m.

d. Approval of Resolution 2025-44 to repeal paragraph No. 2 of resolution dated August 9, 2004; to reestablish and appoint Brownfield Redevelopment Board; To recommend bylaws and effective date thereof.

12. Business Agenda

a. Second reading and consider approval of Ordinance 2025-08 To amend City Code Article II, Division 2, Development Plan and Tax Increment Financing Plan and to provide an effective date hereof.
b. Consider approval of proclamation naming the month of November, 2025 Family Court Awareness Month
c. Consider approval of CharlotteRising invoice in the amount of $25,000.00
d. Consider approval of Resolution 2025-46 Declaration to create a Special Assessment District - Downtown Sidewalk Snow Removal for the 2026-2030 winter seasons - resolution No. 1
e. Consider approval of Resolution 2025-47 Order a public hearing regarding the establishment of Special Assessment District Downtown Sidewalk Snow Removal for the 2026-2030 winter seasons - resolution No. 2
f. Consider approval of a sealed bid contract with Kennedy Industries for the Tirrell Pump Replacement project, in the amount of $146,818
g. Consider approval of adding Mikesell St. resurfacing in the amount of $170,000 and Bennett Park driveway replacement in the amount of $500 to the Horatio, Lincoln, and Seminary Street contract with Reith-Riley
h. Consider approval of MDOT IIJA Agreement No 2025-0697/FAA Grant No 3-26-0018-22525 to secure grant funding; and contract amendment No. 1 with Prein & Newhoff regarding the airport parking lot and entrance road reconstruction project, in the amount of $34,000.
i. Consider approval of a cooperative purchasing contract (Sourcewell) with Clear Heights Construction, LLC for the purchase and construction of a new salt shed, in the amount of $297,926.00
j. Approval of Resolution 2025-45 To amend the operating and capital budget appropriation of funds fiscal year 2025-2026
k. Consider sole source purchase contract with ETNA Supply Company for the purchase and implementation of the Sensus AMI FlexNet Meter System in the amount of $1,080,255

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.
September 08, 2025

CALL TO ORDER:

By Mayor Lewis on Monday, September 08, 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 and Deputy City Clerk Middaugh. In the audience Police Captain Brooks and Public Works Director Whitney.

INVOCATION:

Sean Esterline, First Lutheran Church, present and filling in for Pastor Randy Royston, New Hope Community Church who was not able to attend

PLEDGE OF ALLEGIANCE:

Led by Lewis

APPROVAL OF MINUTES:

a. August 25, 2025 Regular Council Meeting Minutes

Motion by Chin supported by Scott to approve August 25, 2025 Regular Council Meeting Minutes. Carried; Yea 7; Nay 0; Absent 0

ABSENCE OF COUNCIL MEMBERS:

All members are present

PUBLIC COMMENT:

Nicole Christianson (Charlotte resident; Eaton County Commissioner, District 12): Announced the Eaton County budget public hearing scheduled tomorrow at 6:00 PM at the county building. Promoted “Wolf stock” on September 27 (10:00 AM–4:00 PM) at the old courthouse lawn, featuring a low-cost vaccination clinic for Eaton County residents, free microchipping, heartworm testing, doggy kissing booth, painting with paws, dog costume contest, and additional activities.

Steven Briggs (resident/local concrete supplier): Spoke on upcoming street improvements; praised city crews for doing much with limited resources. Urged the City to keep tax dollars local when feasible. Proposed concrete for Lincoln St. (Seminary → Shepherd), noting estimates ~35% higher than asphalt but asserting 2–3× longer lifespan; stated he could offer discounted materials.

Jodee Pruden (via ZOOM) Thanked staff for reports from Stephanie and Mary, citing improved transparency; also finds the attorney’s report informative. Asked about the status of animal control within the City and referenced a draft ordinance in progress.

APPROVAL OF AGENDA:

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

SPECIAL PRESENTATION:

a. Mayoral Proclamation – To Declare September 08, 2025 as “Travis Hicks Day” in the City of Charlotte

Special Presentation – Mayoral Proclamation Honoring Travis Hicks:

Mayor Lewis presented a proclamation declaring September 8, 2025, as "Travis Hicks Day" in the City of Charlotte. The proclamation recognized Hicks, Fox 47's neighborhood reporter, for his positive journalism, which built community trust and highlighted Charlotte's progress, challenges, and people with fairness and respect. His reporting included coverage of the Charlotte downtown social district, support from local nonprofits, and neighbors helping neighbors in difficult times.

Council member Christensen thanked Hicks for his dedication to the community, commitment to honest storytelling, and for giving Charlotte residents a voice, wishing him well as he relocates to Cincinnati.

Travis Hicks expressed gratitude, noting the past two years never felt like work. He appreciated the trust and patience shown despite his lack of prior news experience, emphasized the collaborative nature of his work, and said he was humbled by the honor.

COMMUNICATIONS AND COMMITTEE REPORTS:

a. City Attorney report

Mayor Lewis noted receipt of the Attorney's report and noted they should email him should they have questions.

b. City Manager report

Reminded council of a special meeting/workshop on September 16, 2025, at 11:00 AM in the council chambers to review utility meter systems, budget matters, and citywide special assessment district options. Reported that fire district agreements had been presented to the Rural Fire Association (awaiting comments) and to Carmel Township (separate fire services agreement). Noted updates to the city's notary service process as part of service improvements. Highlighted the Downtown Development Authority's comprehensive downtown strategic plan and expressed enthusiasm for the new street paving program covering Horatio Avenue, Lincoln Street, and Seminary Street.

c. Council member committee reports

Chin reported that the EATRAN meeting is scheduled for Wednesday. The personnel committee will discuss the new drug and alcohol policy for EATRAN and the executive director's contract extension. The manager's evaluation committee agreed on review factors, which will be used beginning one month before the manager's contract renewal in May; copies were distributed to council.

Fullerton reported that the park board met with the DPW director and staff at the armory to identify an area for a tree nursery project. The initiative could grow approximately 250 trees over five years (50 annually), potentially saving the city money on tree purchases.

Christensen reported that the Planning Commission will not meet in September. Announced the Camp Francis meeting scheduled for the following evening at 6:30 PM at the cabin.

Scott announced the Charlotte Area Recreational Coop meeting on Thursday at 5:30 PM in the annex to discuss spending for the upcoming year.

Duweck reported that the housing committee continues to meet biweekly and recently met with a developer who toured the city earlier this year. The developer has hired staff and is beginning to assess properties. The Brownfield update is nearly ready for council review, possibly at the next meeting. The zoning ordinance revamp is likely one to two months away from presentation. The committee is also planning a housing forum for late October or early November with builders, developers, financiers, and real estate professionals to gather feedback on recent challenges.

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

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

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

Motion by Duweck supported by Scott to approve resolution 2025-41 and to order a public hearing and second reading on September 22, 2025. Carried; Yea 7; Nay 0; Absent 0

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

Council discussed bids for upcoming road improvements, noting they came in lower than expected due to asphalt pricing. The option of using concrete on Lincoln Street was considered but not recommended given higher costs and other major project priorities. The project will proceed with asphalt resurfacing on Lincoln, Seminary, and Horatio streets, including necessary curb, gutter, and ADA upgrades. Asphalt is expected to last 20–30 years with maintenance, while concrete could last longer, but council members agreed to follow staff's recommendation.

Motion by Chin, seconded by Scott to approve the sealed bid contract with Reith-Riley for Horatio Ave., Seminary St., and Lincoln St. improvements project, in the amount of $791,000.18 Carried unanimously by roll call vote; Yea 7; Nay 0; Absent 0

PUBLIC COMMENT:

Steven Briggs acknowledged the council's decision and urged that future projects prioritize long-term, durable solutions over short-term fixes to ensure tax dollars are spent for longevity.

STAFF COMMENTS:

No staff comments

MAYOR AND COUNCIL COMMENTS:

Scott thanked everyone for attending and praised the quality, clarity, and focus of the staff reports.

Chin reported on legislative matters, including House Bill 4597, which would shift speed limit authority from the state to local governments. He outlined the Michigan Home program, investing $160 million annually for five years to accelerate housing construction, rehabilitation, and zoning updates. He also noted ongoing state budget negotiations that may reduce local revenue sharing while increasing road and public safety funding, and mentioned programs for replacing older diesel vehicles and funding EV charging stations. He thanked the police department for hosting a barbecue after the Frontier Days parade.

Rodriguez praised Frontier Days for its success and community participation, emphasizing the event's importance for small businesses, and requested a list of grants received by the city over the past three years from the finance director.

Christensen thanked attendees in person and online, apologizing for technical issues with the live Facebook feed. He congratulated the Festival Audit Committee and Frontier Days board for their successful events and thanked the Charlotte Police Department for both event coverage and the community barbecue.

Fullerton and Duweck had no further comments

Mayor Lewis echoed praise for Frontier Days and staff reports, congratulating Art Luna Jr., chairman of the administration committee, for his leadership. He highlighted teamwork during Saturday's events, noting the efforts of public works and fire departments in road closures and the police department's collaboration with officers from Eaton Rapids, Potterville, and Grand Ledge. He also commended Police Chief Brenda, Stephanie, and the fire department for their joint efforts to ensure public safety.

ADJOURN:

Motion by Christensen supported by Chin to adjourn the meeting at 7:45 p.m. Carried; Yea 7; Nay 0; Absent 0

Respectfully submitted,
Mikayla Middaugh
Deputy City Clerk

CITY OF CHARLOTTE COUNCIL PROCEEDINGS
111 E. Lawrence Ave., Charlotte, MI 48813 (517) 543-2750
Special Meeting – 11:00 A.M.
September 16, 2025

CALL TO ORDER:

By Mayor Pro-Tem Duweck on Tuesday September 16, 2025 at 11:00 a.m.

ROLL CALL:

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

City staff in attendance; City Clerk LaRocque, and Manager Hillard

In the audience were staff members Finance Director Horton, Director of Public Works Whitney; WWTP Supervisor Griffith, Police Chief Brentar, Fire Chief Christiansen, Police Captain Brooks.

PLEDGE OF ALLEGIANCE:

Led by Duweck

ABSENCE OF COUNCIL MEMBERS:

Scott is out of town and Mayor Lewis is attending to an urgent personal matter.

Motion by Chin supported by Christensen to excuse Mayor Lewis and Council member Scott. Carried; Yea 5; Nay 0; Absent 2

Christensen left the meeting early at 12:36 p.m. due to a prior commitment. A quorum was retained with 4 members present and therefore the meeting continued. The motions will reflect absent 3 where applicable.

PUBLIC COMMENT:

No comments

APPROVAL OF AGENDA:

Motion by Chin supported by Christensen to approve the agenda as presented. Carried. Yea 5; Nay 2; Absent 0

DISCUSSION ITEMS:

a. Sensus AMI Meter System

The Council received a presentation on the proposed Sensus AMI FlexNet water meter system, which would replace aging meters, improve billing accuracy, enable near real-time monitoring, and reduce water loss. The system offers high-accuracy smart meters with two-way communication, long-range interference-free connections, a 20-year warranty, and compatibility with approximately 60% of existing meters. Council discussed costs, system upgradability, battery life, data security, revenue impacts from unread meters, and implementation challenges. Staff noted that exact revenue loss is unknown, the remaining 40% of meters would need replacement over time, and the system would free up staff currently performing manual meter readings.

b. Special Assessment District Review

The Council reviewed a memo on the Special Assessment District (SAD), summarizing options and potential reductions. Discussion highlighted that fully eliminating the $1,140,000 assessment was not feasible in the near term, though department heads identified $117,260 in possible cuts. Alternative proposals included creating a targeted assessment for emergency services vehicles and equipment, which could reduce the assessment to approximately $700,000–$800,000 while maintaining transparency. City Manager Miller noted the importance of timely direction for budgeting and operational decisions. Following discussion, the Council **unanimously voted to table further consideration of the SAD until a future study session with full attendance**.

c. City Council Prioritization List

This agenda item was **tabled by unanimous vote** along with the previous item on the Special Assessment District Review.

PUBLIC COMMENT:

No Comments

STAFF COMMENTS:

No Comments

MAYOR AND COUNCIL COMMENTS:

Chin thanked the fire department for their golf dinner event, which he had been attending for three years. He noted Councilmember Fullerton had won a "longest drive" award.

Rodriguez expressed appreciation for the work session format and suggested returning to regular monthly work sessions. He noted how intertwined the topics were and emphasized the need for another session soon.

Duweck thanked the staff for their participation and wished Mayor Lewis's wife a speedy recovery.

ADJOURN:

Motion by Chin supported by Fullerton to adjourn at 1:46 p.m. Carried. Yea 4; Nay 0; Absent 3

Respectfully submitted,
Mary LaRocque, City Clerk

THE CITY OF CHARLOTTE MICHIGAN

Memo

To: City Council
From: Salena Benavidez, Community Development Director
Date: September 22, 2025
Re: 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
Make a motion to approve and adopt the Downtown Development Authority Development Plan and Tax Increment Financing Plan Ordinance.

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 Duweck

Second by Scott

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

Nays: 0

Absent: 0

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

Motion by

Second by

Ayes:

Nays:

Absent:

Approved:

____

Timothy Lewis, Mayor

I, Mary LaRocque, City Clerk, certify this is Ordinance No. 2025-08 adopted by the Charlotte City Council at a meeting held on the 22nd day of September, 2025, a meeting held according to the Open Meetings Act, Public Act No. 267 of 1976, as amended. I further certify Ordinance No. 2025-08 was published in The County Journal a newspaper of general circulation in the City of Charlotte, the 27th day of September, 2025, subsequent to its adoption.

____

Mary LaRocque, City Clerk

Introduced: September 8, 2025

Public Hearing: September 22, 2025

Adopted:

Published:

Effective:

THE CITY OF CHARLOTTE MICHIGAN

To: Honorable Mayor Lewis and City Council Members
From: Robert Hillard, City Manager
Date: September 19, 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".

<u>City Services</u>
Downtown Special Assessment Service Review (Finance) (City Services)
Tirrell Pump Replacement Review (Public Works) (City Services)
Salt Barn Review (Public Works) (City Services)
Utility Meter System Improvement Review (Public Works) (City Services)
Downtown Sidewalk Snow Removal Review (Public Works) (City Services)
Municipal Building Improvements Review (Fire) (City Services)
Rural Fire Association Agreement Review (Fire) (City Services)
Health Insurance Review (Clerk) (City Services)
Contractor/Organization Insurance & Risk Management Policy Review (Clerk) (City Services)
Carmel Township Fire Agreement Review (Fire) (City Services)
Recycling Center Review (Public Works) (City Services)
HCSP - POLC Retirement Policy Review (Clerk) (City Services)
City Council Chamber Sound and Video Review (Clerk) (City Services)
Building Construction Inspection Program Review (Community Development) (City Services)
City-Wide Special Assessment District Service Review (Finance) (City Services)
Fire Gear Review (Fire) (City Services)
Fire Code Review (Fire) (City Services)
Information Technology Vendor Review (Public Works) (City Services)
Tree Maintenance Ordinance Review (Public Works) (City Services)
City Property Farm Lease Review (Public Works) (City Services)
Public Works Roof Repair Review (Public Works) (City Services)
Brush/Leaf Removal Review (Public Works) (City Services)
Utility Truck Purchase Review (Public Works) (City Services)
UV System Upgrade Review (Public Works) (City Services)
Tertiary Filter Replacement Review (Public Works) (City Services)
Polling Location Accessibility Review (Clerk) (City Services)
FOIA Requests Policy Review (Clerk) (City Services)

Notary Public Services 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)

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

Neighborhood Enrichment
Bennett Park Improvements Review (Public Works) (Neighborhood Enrichment)
Oak Park Improvements Review (Public Works) (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)
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)

2024/2025 Performance Evaluations of Department Heads

The City Manager has completed the 2024/2025 Annual Evaluations for all the Department Heads. The basis of the evaluation included a review of the following categories: Department Management Effectiveness (Including Personnel), Communications (Internal and External Organization), Finance (Expenditure Reductions and Revenue Enhancements), City Services Tasks, Community Development Tasks, Neighborhood Enrichment Tasks, and Additional Information. For the Police Chief, Fire Chief, and Public Works Director, I interviewed certain department employees to get a sense of how the Department Head and employees are progressing. I chose these Department Heads for additional evaluation based on the amount of employees and budget impact they have with the organization. I believe the use of evaluations are the key to a productive city and appreciate everyone's support during this initiative.

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

CFD Monthly Report

DATE: September 3, 2025
SUBJECT: CFD Monthly Report
To: City Manager Rob Hillard, Honorable Mayor Lewis, and City Council

Item: Fire Department activities:

- August 2025: 205 Runs – 1308 Runs YTD (On average, one run every 3.6 hours)
- 0 Volunteer FF applications on waiting list
- 6 of 8 candidate applications were interviewed for 4 trainee positions. Candidates to be scheduled for interviews with Fire Chief. Currently CFD has a full roster.
- Water Rescue / Boat operations Training completed at Crandell Lake
- Working with multiple groups on upcoming special events and fire-related inspections
- CFD is continuing to work with Eaton County Fire Training Committee for construction of a Live Burn Training Facility in Charlotte.

Item: Zoning/Code Administration/Rental Inspections

- October PC meeting canceled; no business scheduled.
- Zoning Code review still in progress, zoning map being updated to reflect district changes, will be presented at the November PC meeting for “work session review”.
- Held meetings with the community development director, DPW and members from LEAP. Discussing options for a business to stay in the City limits of Charlotte vs building a new building in Eaton Township.
- Code Enforcement is focusing on Grass & Weed Complaints, Items in the ROW & Corner Clearance requirements.
- One final cannabis certificate outstanding. Working with the owner on their annual recertification.
- Processing influx of new Chicken applications, all permits are now logged into BS&A.
- Working with the city attorney on district court tickets for code enforcement issues and unsafe structures.

EATON COUNTY 911

Events by Nature Code by Agency

Agency: CFD, Event date/Time range: 08/01/2025 00:00:00 - 08/31/2025 23:59:59

Agency Code	Nature Code	Rpt Only	Self Init	CFS	Total	% Total	Avg Disp Time	Avg Resp Time	Avg Scene Time	Total Call Time	Avg Call Time
CFD	AUTOMATIC CRASH NOTIFICATION	0	0	1	1	0%	0:00:28	0:00:00	0:00:00	0:06:53	0:06:53
	BRUSH FIRE	0	0	1	1	0%	0:05:47	0:09:54	0:02:41	0:18:22	0:18:22
	COMMERCIAL FIRE ALARM	0	0	7	7	3%	0:01:23	0:03:37	0:16:31	1:55:34	0:16:31
	COMPLAINT FIRE INVESTIGATION	0	4	1	5	2%	0:00:39	0:07:24	0:12:27	1:26:23	0:17:17
	HAZARDOUS MATERIALS	0	0	1	1	0%	0:00:12	0:03:42	0:35:06	0:39:00	0:39:00
	MEDICAL ASSIST	0	4	153	157	77%	0:00:07	0:06:02	0:15:44	55:45:21	0:21:18
	MISCELLANEOUS FIRE RUN	0	3	2	5	2%	0:01:00	0:06:03	0:19:02	2:08:25	0:25:41
	ODOR INVESTIGATION	0	2	2	4	2%	0:00:43	0:05:40	0:37:44	2:50:04	0:42:31
	PERSONAL INJURY CRASH	0	0	16	16	8%	0:00:25	0:07:30	0:26:31	9:03:35	0:33:58
	STRUCTURE FIRE LARGE	0	0	3	3	1%	0:00:44	0:08:51	0:55:35	3:14:47	1:04:56
	VEHICLE FIRE	0	0	1	1	0%	0:01:29	0:06:49	0:25:16	0:33:34	0:33:34
	WIRES DOWN	0	1	3	4	2%	0:02:31	0:04:04	0:15:59	1:23:42	0:20:56
Subtotals for No Summary Code		**0**	**14**	**191**	**205**	**100%**	**0:01:17**	**0:06:20**	**0:23:52**	**79:25:40**	**0:28:25**
Subtotals for CFD		**0**	**14**	**191**	**205**	**100%**	**0:01:17**	**0:06:20**	**0:23:52**	**79:25:40**	**0:28:25**

CHARLOTTE FIRE DEPARTMENT & RURAL FIRE ASSOCIATION
<u>Fire Chief</u>
111 E. Lawrence Ave., Charlotte MI 48813
Ph. 517-543-0241

CFD Monthly Report

Charlotte Fire Department
Enforcement Totals Report
August 2025

Enforcement Category	Inspection Total	Case Total
Citizen Complaint	2	2
City Right of Way Violation	42	32
Driveway Corner Clearence	7	3
Exterior Property Maintenance	10	6
Fire Code Violations	0	1
Intersection Corner Cleamence	1	1
Miscellaneous Code Violations	35	16
Rental Property Violation	2	1
Tall Grass/Weed Violation	181	91
Zoning Violation	4	2
All Enforcements	284	155

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

CFD Monthly Report

Charlotte Fire Department
Certificate Totals Report

Certificate Type	Status	Totals
Chicken		**7**
	Certified	7
Commercial Cannabis		**1**
	Certified	1
Fire		**12**
	Certified	10
	Expired	1
	Suspended	1
Rental		**10**
	Certified	9
	Suspended	1
	All Certificates	30

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

CFD Monthly Report

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

THE CITY OF CHARLOTTE MICHIGAN

Memo

To: City Council
From: Salena Benavidez, Community Development Director
Date: September 22, 2025
Re: Community Development Monthly Activity Report

Downtown Development Authority

The Downtown Development Authority (DDA) elected a new Chairperson at their September 16th meeting. John Laupp was nominated by the current Chairperson, Robert Phillips. All were in favor of this change. Phillips noted Laupp is an excellent candidate due to his diligence, analytical approaches, and passion for Downtown Charlotte. Moreover, they tabled the election for the Vice Chair position for their October meeting.

The DDA approved the purchase of 11 large mums plants from Rose Acres for the downtown planters. The General Federation of Women's Club of Charlotte volunteers planted the flowers downtown. The flowers help to create vibrant, welcoming public spaces that improve community well-being in Downtown Charlotte.

CHILL Grant

The City of Charlotte was awarded $200,000 by the Michigan State Housing Development Authority (MSHDA) to provide eligible homeowners in the City with much needed health- and safety-related repairs to their homes. This is a great opportunity for the City to provide additional assistance to homeowners in the community. The following memorandum provides a status update on the grant activities that have been completed as of September 22, 2025.

The following activities have been completed as of September 22, 2025:

- Begun the Tier II Environmental Review process for four qualified applicants. McKenna is waiting for reports from the State Historic Preservation Office to complete these Tier II Environmental Reviews.
- Four applicants are at the bidding stage to find contractors for the CHILL Grant Program.

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

1. Continue to receive and review applications until all funding has been allocated.

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

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

The application for MI Neighborhood CDBG funding was completed and submitted earlier this month to MSHDA. Next steps for this process include the grant contract execution and placing a request for proposals to identify a third party administrator to oversee the grant administration.

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

- Article I: Title and Purpose
- Article 2: Establishment of Districts and Official Zoning Map

The committee did an initial review of the revised zoning map. Code Enforcement and Zoning will do an additional independent review to share any additional revisions. The revised zoning map will go before the Planning Commission in November for additional review.

Domestic Fowl Ordinance Review
The City actively has 20 issued permits for backyard chickens. Zoning and Code Enforcement continue to work in conjunction with Community Development to ensure permits are up to code.

Lansing Street/Road District
The leadership team composed of Community Development, Zoning, and Code Enforcement plan to meet with representatives from Lansing Economic Area Partnership (LEAP) and the Michigan Department of Environment, Great Lakes, and Energy (EGLE) this month. The goal is to discuss competitive funds, site assessment grants, and brownfield funding opportunities for the Lansing Road district.

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UCR TITLE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	2024	%	WARRANTS	ARRESTS
STATE CRIMES																	
SOVEREIGNTY													0	0	0%		
MILITARY													0	0	0%		
IMMIGRATION													0	0	0%		
Part I Crimes													0				
CRIMES AGAINST PERSONS																	
HOMICIDE-MURDER(ATTEMPT)													0	0	0%		
NEGLIGENT HOMICIDE													0	0	0%		
KIDNAPPING							1						1	1	-100%		
PARENTAL KIDNAPPING													0	0	0%		
SEX. ASSAULT-ALL	3	2	6	1	1		3	2					18	14	29%	5	1
ROBBERY				1									1	3	-67%		
NON-AGG ASSAULT	4	10	7	14	9	10	12	11					77	104	-26%	3	23
AGGRAVATED ASSAULT	1	2	3	2	2	3	5	6					24	18	33%	1	6
INTIMIDATION/STALKING	14	20	12	17	14	10	10						97	98	-1%	1	8
PROPERTY CRIMES																	
ARSON													0	0	0%		
EXTORTION				1			1						2	3	-33%		
BURGLARY-FORCED	1				2	3	1						7	14	-50%	2	2
BURGLARY-W/O FORCE													0	0	0%		
BURGLARY-ILLEGAL ENTRY	1			1	1		2	1					6	12	-50%		
POSS BURGLARY TOOLS	1												1	0	100%		
LARCENY	5	3	6	7	5	9	7	9					51	91	-44%		2
MOTOR VEHICLE THEFT		1	1	1	3	1	2						9	12	-25%		
Part II Crimes																	
STOLEN PROPERTY-MOTOR VEHICLE				1									1	4	-75%		
FORGERY/COUNTERFEITING				1		1							2	7	-71%		1
FRAUDULENT ACTIVITY	3	6	7	10	8	6	5	8					53	61	-13%		1
EMBEZZLEMENT													0	2	-200%	1	1
REC/CONCEALING STOLEN PROPERTY	1	1		3	9	2	3	1					20	3	567%		3
DESTRUCTION OF PROPERTY	2	3	4	2	5	7	2	2					27	50	-46%		2
RETAIL FRAUD-ALL	5	10	9	7	12	13	6	13					75	90	-17%	13	6
UCR TITLE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	LAST YEAR	%	WARRANTS	ARRESTS
MORALS/DECENCY CRIMES																	
V.C.S.A.	1	1	1	6	5	1	1	2					18	28	-36%	4	9
SEX OFFENSE	1	1	2	3	2		1	1					11	9	22%	4	
OBSCENITY	1												1	0	100%		
FAMILY ABUSE/NEGLECT	2	5	9	7	7	5		2					37	24	54%		1
FAMILY-NON SUPPORT													0	0	0%		1
FAMILY-OTHER													0	0	0%		
GAMBLING													0	0	0%		
COMMERCIALIZED SEX OFFENSE													0	0	0%		
LIQUOR LICENSE VIOLATION													0	1	-100%		
LIQUOR LAW VIOLATION				1	1		1						3	10	-70%		
PUBLIC ORDER CRIMES																	
OBSTRUCTING POLICE	2	1	2	1	1	1	4	4					16	14	14%	2	9
ESCAPE-CORRECTIONAL INSTITUTION													0	0	0%		
ESCAPE-MENTAL INST.													0	0	0%		

0

UCR TITLE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	2024	%	WARRANTS	ARRESTS
ESCAPE/FLIGHT													0	0	0%		
OBSTRUCTING JUSTICE	3	2	3	5	3	2	3	3					24	18	33%	35	58
BRIBERY													0	0	0%		
WEAPONS-CONCEALED					1								1	4	-75%	1	1
WEAPONS-EXPLOSIVE													0	0	0%		
WEAPONS-OTHER	1			1	3	1	2	2					10	6	67%		
PUBLIC PEACE	6	8	10	17	26	21	15	24					127	132	-4%		3
TRAFFIC-HIT AND RUN	2	5	4	1	6	5	3	3					29	38	-24%		
TRAFFIC-O.U.I.L./O.U.I.D	5	4	3	6		4	4	3					29	21	38%	1	8
TRAFFIC-MISD	1	3		7	3	2	2	3					21	28	-25%	1	5
HEALTH/SAFETY VIOLATION	1	2	5	4	12	10	5	9					48	40	20%		
CIVIL RIGHTS													0	0	0%		
TRESPASS/PRIVACY		4	10	7	3	6	5	6					41	55	-25%		1
SMUGGLING													0	0	0%		
ELECTION LAWS													0	0	0%		
ANTI-TRUST													0	0	0%		
TAX REVENUE													0	0	0%		
CONSERVATION	1	2		2		1		2					8	7	14%		
VAGRANCY		3	3	4	1	4	6	4					25	30	-17%		
MISC. CRIMINAL OFFENSE													0	0	0%	1	
GRAND JURY INVESTIGATION													0	0	0%		
CONSPIRACY													0	0	0%		

End of Part II Crimes

UCR TITLE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	LAST YEAR	%	WARRANTS	ARRESTS
JUVENILE MINOR																	
DELINQUENT MINOR	5	4	7	5	7		3	16					47	82	-43%		
RUNAWAY		5	5		3		3	1					17	35	-51%		
CIVIL-NON CRIMINAL																	
DIVORCE/SUPPORT													0	0	0%		
INCAPACITATION	1	1	2			1	1	1					7	9	-22%		
INSANITY	15	12	15	8	13	20	10	10					103	110	-6%		
TRAFFIC																	
CRASH-PD-PUBLIC ST.	14	17	13	13	23	13	10	15					118	133	-11%		
CRASH-PI-PUBLIC ST	4		2	4	3	5	5	4					27	22	23%		
CRASH-FATAL-PUBLIC ST													0	0	0%		
CRASH-PD-PRIVATE	3	3	6	4	7	1	5	5					34	27	26%		
CRASH-PI-PRIVATE		2		1									3	1	200%		
CRASH-FATAL-PRIVATE PROPERTY													0	0	0%		
CIVIL INFRACTION	30	20	25	23	18	19	8	12					155	198	-22%		
PARKING VIOLATION	4	2	2	4	6	5	1	11					35	27	30%		
Park. Tickets- 524-2021, 356-2023	48	59	48	2	1								158	79	100%		
ABANDONED VEHICLE	1	3	2	5	2	10	5						28	39	-28%		
TRAFFIC HAZARD INVES	9	5	5	3	10	10	9	9					60	63	-5%		
TRAFFIC DIRECTION	4		4	2	7	5		6					28	22	27%		
TRAFFIC SAFETY PUBLIC APPEARANCE			3										3	0	300%		
BREATHALYSER TEST-													0	0	0%		
OTHER POLICE													0	0	0%		
ALARMS																	
ALARM-POLICE RESPONSE	14	12	9	3	14	13	13	10					88	115	-23%		
ALARM-MALFUNCTION													0	3	-300%		

0

UCR TITLE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	2024	%	WARRANTS	ARRESTS
ALARM-TEST	3		4					1					8	2	300%		
ALARM-WATER & SEWER													0	0	0%		
FIRE																	
ACCIDENT-FIRE													0	0	0%		
ACCIDENT-EXPLOSION													0	0	0%		
ACCIDENT-CHEMICAL													0	0	0%		
HAZARDOUS FIRE COND.	1				1	3	4	1					10	11	-9%	Fireworks	
FIRE REQULATION VIOL													0	0	0%		
ASSIST BUILDING DEPT	3			3			1	2					9	2	350%		
ASSIST C.F.D.		3	3			2							8	11	-27%		
UCR TITLE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	LAST YEAR	%	WARRANTS	ARRESTS
ACCIDENTS																	
ACCIDENT-AIRCRAFT													0	0	0%		
ACCIDENT-HUNTING													0	0	0%		
ACCIDENT-SHOOTING													0	0	0%		
ACCIDENT-BOATING													0	0	0%		
ACCIDENT-WATER													0	0	0%		
ACCIDENT-OTHER													0	0	0%		
INSPECTIONS-INVESTIGATIONS																	
INSPECT-BOAT													0	0	0%		
INSPECT-MOTOR VEHICLE		1	1	4	1	1		3					11	15	-27%		
INSPECT-TRAFFIC CITATION													0	0	0%		
INSPECT-BUSINESS	18	18	10	14	12	6	14	14					106	203	-48%		
INSPECT-RESIDENCE	16	15	20	11	5	3	2	1					73	69	6%		
INSPECT-HANDGUN	18	12	14	18	20	6	9	6					103	87	18%		
INSPECT LIQUOR LICENSE	7	2	1										10	8	25%		
INSPECT-OTHER/SOR CHECK	9	8	9	13	8	8	8	8					71	73	-3%		
INSPECT-CCW APPLIC													0	0	0%		
DOMESTIC DISPUTES	9	8	17	19	20	25	18	18					134	142	-6%		
CIVIL DISPUTE	13	8	10	15	7	26	24	17					120	128	-6%		
SUSPICIOUS SITUATION	74	59	86	66	95	114	113	127					734	761	-4%		
FIELD INTERROGATION CARD													0	0	0%		
HAZARDOUS SITUATION													0	0	0%		
SUSPECTED NARCOTIC ACTIVITY	1	1	2	1	2	2	3						12	22	-45%		
ABANDONED/RECOVERED PROPERTY	5	2	6	6	9	11	5	7					51	46	11%		
DRUG OVERDOSE	1	1	1	2	1			2					8	16	-50%		
BOMB THREAT													0	0	0%		
MISC. INCIDENTS																	
MISC/P.B.T.													0	0	0%		
SUICIDE								1					1	5	-400%		
SUICIDE ATTEMPT	5	3	2	6	6	6	4	3					35	28	25%		
DEATH-NATURAL		1	4	6	2	2	3	1					19	9	111%		
DEATH-UNDETERMINED													0	1	0%		
MISSING PERSON			2	3	4		3	3					15	14	7%		
NATURAL DISASTER													0	0	0%		
PUBLIC RELATIONS ACTIVITY				3				2					5	0	500%		
PATROL INFORMATION			1			1							2	3	-33%		
UCR TITLE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	LAST YEAR	%	WARRANTS	ARRESTS
GENERAL ASSISTANCE																	

0

UCR TITLE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	TOTAL	2024	%	WARRANTS	ARRESTS
ASSIST CITIZEN	49	46	62	55	60	57	53	78					460	475	-3%		
ASSIST MOTORIST	5	1	7	17		13	7	9					59	47	26%		
ASSIST POLICE AGENCY	15	14	10	16	11	18	10	16					110	86	28%		
ASSIST OTHER AGENCY	8	11	4	1	7	6	5	11					53	79	-33%		
ASSIST D.P.W.	1	5											6	12	-50%		
ESCORT-FUNERAL													0	0	0%		
ESCORT-MONEY													0	0	0%		
ESCORT-OTHER													0	0	0%		
TRANSPORT-PRISONER	19	16	7	12	15	14	19	11					113	153	-26%		
TRANSPORT-PAPERWORK	1	7	8	5	1	7	6	2					37	23	61%		
TRANSPORT-OTHER													0	0	0%		
LOCKOUT		1	1		1	2		1					6	11	-500%		
SUBPOENA SERVICE	7	3	1	9	1			15					36	36	0%		
PERMISSION TO PARK	5	1	5	3	4	6	5	4					33	15	120%		
PATROL-FOUND DOOR OPEN	2	3	2	5	9	4	2						27	30	-10%		
PATROL-FOUND OPEN WINDOW													0	1	-100%		
PATROL-FOUND B&E													0	0	0%		
ASSIST E.C.S.D.-	7	6	13	13	5	4	1	6					55	58	-5%		
GENERAL NON CRIMINAL																	
JUVENILE SAFETY VIOL													0	0	0%		
ANIMAL CONTROL	4	4		6	16	28	15	19					92	85	8%		
ZONING ORD VIOLATION			4		1								5	3	67%		
TOTALS	**526**	**504**	**572**	**550**	**583**	**605**	519	**610**	**0**	**0**	**0**	**0**	**4469**	4787	**-7%**		

	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	TOTAL	2024	%
TRAFFIC STOPS	117	74	95	78	65	67	102	51	649	644	1%
OFFICER TRAINING HOURS	98.5	185	50	132.5	153	27	88	72	806	735.5	10%
COMMUNITY HOURS	18.5	60	2.5	9	3.5	43	9	2	147.5	212.5	-31%
PAPERWORK HOURS	422	395.5	344.5	380.5	326.5	310.5	333	327	2839.5	2932.5	-3%

SRO STATS

The School Resource Officer handle 22 calls at the Charlotte Public Schools for August. They Include:

1- NonAggravated Assault, 1- VCSA, 1- Obstructing Police, 7- Public Peace, 5- Delinquent Minor

1- Alarm Test, 2- Suspicious Situation, 3- Assist Citizen, 1- Assist Other Agency

VCSA STATS

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

1-Meth, 1- Pills, 2- Marijuana

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

Charlotte Police Department

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

August 2025 Monthly Report

Monthly Statistics:

- See attached report.

Training:

- Officers continued with online training through Virtual Academy.
- Officers participated in the Full-Scale Active Violence training day in Mason on 8-5-25.
- Firearms instructors attended a 2-day Red Dot Pistol course in Holland.
- Captain Brooks & Officer Gardner went through pistol Red Dot training.

Staffing:

- Staffing has been reduced to 16 officers.

Police Vehicle Review:

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

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

- The new contract approved by council has been signed and submitted. We have taken delivery of the body cameras and have put them in-service. In-car cameras are set to be installed at the end of September. Tasers have arrived but have not been put into service yet as our instructors need to attend their recertification in September. Training will be scheduled after they return.

Flock Camera Program Review:

- This service is scheduled to end in January of 2026.
- Use of the Flock Cameras identified a suspect in a stolen gun case from Quality Dairy.
- Use of the Flock Cameras identified suspects in a stolen lottery tickets case here in Charlotte that is also statewide to include Ohio as well.
- Use of the Flock Cameras led to the arrest a suspect wanted here in Charlotte for Breaking & Entering along with Home Invasion.

Outreach/Public Events:

- Chief Brentar & Captain Brooks, along with Fire Department members, provided stop the bleed training to all of the Charlotte Public Schools staff.
- Chief Brentar & Captain Brooks attended State Rep. Whitwer's Coffee Hour here at City Hall.

- Chief Brentar provided Active Violence Training at St. Regis Culvert for their employees.
- Officers provided traffic control and PR for the Oddities Festival.

Respectfully,

Chief of Police

THE CITY OF CHARLOTTE MICHIGAN

Memo

To: City Manager Rob Hilard; Honorable Mayor Lewis; City Council
From: Christina Horton, Finance Director/Treasurer
Date: September 17, 2025
Re: Finance/Treasury Department Update

City Manager Framework Directives:

Budget Review
Budgets are reviewed monthly in their entirety, with specific line items examined as part of each expenditure report provided to Council.

City-Wide Special Assessment Service Review
Michigan's Act 33 of 1951, also known as the Emergency Services Financing Act, allows cities, villages, and townships to establish and fund police and fire services in a fair and transparent manner.

Key Provisions:

- Local governments may create police, fire, or combined public safety departments.
- Funding may be provided through a special assessment (added to property tax bills) or a voted property tax levy.
- Costs are shared by property owners who directly benefit from the service.
- Funds raised may only be used for police and/or fire services (including salaries, equipment, and facilities).
- Public hearings are required before new assessments or levies are adopted.
- Citizens have the right to provide input or object before assessments are finalized.

In short, Act 33 provides communities with a reliable tool to ensure proper funding of essential public safety services. I will continue to collaborate with City Manager Hillard on assessing special assessment needs for the upcoming year.

I ask that Council consider the importance of maintaining a consistent tax rate when evaluating the need for a special assessment district going forward. Keeping the millage stable benefits residents as they manage their household budgets. Frequent reductions and increases from year to year can create challenges for citizens in planning around property tax costs and may also cause difficulties for mortgage lenders in maintaining stable escrow accounts, further impacting residents' financial planning.

Capital Improvement Plan Review
Pending.

Fiduciary Policy for City-Affiliated Boards and Commissions Review

The review is complete. However, it will be revisited as needed. Thank you to Council for supporting the Finance Director/Treasurer role and approving the resolution establishing this fiduciary policy.

Grant Accountability and Administrative Policy Review

Council recently approved an amended grant accountability policy, which added language for subrecipient reporting in response to a previous audit finding. A further review with department heads is necessary to address the current requirement for Council approval prior to submitting grant applications. This restriction can, at times, prevent timely filing and reduce eligibility for grant opportunities. I will follow up on this at a later date.

Travel Policy Review

The travel policy has been developed and approved by Council. Thank you again for your support.

Additional Finance Director/Treasurer Comments

At the beginning of my tenure, the training provided did not fully prepare me to meet all statutory and operational requirements. To address this, I plan to seek bids for professional mentoring to assist with:

- Recognizing and meeting statutory obligations
- Reviewing system programming
- Providing general guidance and support

A budget amendment will likely be required to support this request, and I will bring forward additional details for Council's consideration at a later date.

THE CITY OF CHARLOTTE MICHIGAN

Memo

To: Honorable Mayor Lewis; City Council
From: Mary LaRocque, City Clerk
Date: September 17, 2025
Re: Claims and Expenditures for Council approval on September 22, 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 September 08, 2025	$ 1,637.91
HRA Insurance claims week of September 15, 2025	$ 460.29
Payroll paid September 19, 2025	$315,223.12
Invoiced claims as of September 17, 2025	$227,017.90
Total	**$544,339.22**

Suggested Motion

Motion to approve Claims and Expenditures in the amount of **$544,339.22**

Vendor Code	Vendor Name / Invoice	Description	Amount
01683	ACD.NET		
	81518-298	SEPTEMBER 2025 CHARGES	699.00
	91177-150	SEPTEMBER 2025 CHARGES (WASTE TREATMENT)	565.84
TOTAL FOR: ACD.NET			1,264.84
01764	AMAZON CAPITAL SERVICES		
	13NT-VDYL-6K3L	ACCOUNT # A264N6SLCWDWHU (FIRE) COMPUTER EQUIPMENT	3,362.88
	1474-PMLJ-L9VX	ACCOUNT # A264N6SLCWDWHU (FIRE) CUSTODIAN SUPPLIES	222.74
	161G-CGLL-771J	ACCOUNT # A264N6SLCWDWHU (DPW) STORAGE BINS WITH LIDS	329.85
	1CR1-H67H-4XM9	ACCOUNT # A264N6SLCWDWHU (FIRE) USB EXTENSION CABLE	105.17
	1CW9-M1HV-7T6K	ACCOUNT # A264N6SLCWDWHU (TREASURER) HAMMERMILL PRINTER PAPER	106.99
	1FQN-K4V4-W96H	ACCOUNT # A264N6SLCWDWHU (FIRE) CEILING TILE	142.48
	1FV3-1PNK-VW9J	ACCOUNT # A264N6SLCWDWHU (WWTP) BULBS FOR CONTROL PANELS	139.95
	1L3L-DQTL-9WNT	ACCOUNT # A264N6SLCWDWHU (COMMUNITY DEVELOPMENT) MONITOR STAND & MONITOR	238.93
	1MDG-L1V3-9PDX	ACCOUNT # A264N6SLCWDWHU (CODE ENFORCEMENT) 3 DRAWER FILE CABINET , OFFICE MAILBOX)	203.97
	1MF7-MLM6-6P7C	ACCOUNT # A264N6SLCWDWHU (FIRE) LT OFFICER CHAIR	154.61
	1MK3-QJMD-MM7T	ACCOUNT # A264N6SLCWDWHU (FIRE) SURGE PROTECTORS	42.51
	1MPP-FKPD-9K7D	ACCOUNT # A264N6SLCWDWHU (FIRE) DISLAY CABLE	22.78
	1PHJ-T7PL-4PLG	ACCOUNT # A264N6SLCWDWHU (FIRE) OFFICE SUPPLIES	113.60
	1PWR-RLPL-Y3XX	ACCOUNT # A264N6SLCWDWHU (FIRE) FLOOR STRIPPING SHOES FOR CUSTODIAN	109.95
	1R9Q-FKN4-JYXV	ACCOUNT # A264N6SLCWDWHU (FIRE) MEDICAL SUPPLIES	264.33
	1RGR-CT3P-VM4C	ACCOUNT # A264N6SLCWDWHU (WWTP) TONER CARTRIDGES FOR PRINTER	60.52
	1RWR-L1MY-YVHT	ACCOUNT # A264N6SLCWDWHU (FIRE) SUPPLIES FOR CODE ENFORCEMENT	49.98
	1RX7-X19P-6M93	ACCOUNT # A264N6SLCWDWHU (DPW ADMIN) I PHONE CASE	6.88
	1T7P-DFHV-NFRJ	ACCOUNT # A264N6SLCWDWHU (FIRE) HDMI ADAPTER	19.32
	1VDF-JYPR-VW1P	ACCOUNT # A264N6SLCWDWHU(FIRE) WEST SIDE SERVER ROOM	2,403.10
	1XD6-RVDK-7MRJ	ACCOUNT # A264N6SLCWDWHU(FIRE) DOCKING STATION, MONITOR STAND	370.11
	1Y7J-QKFQ-TTJM	ACCOUNT # A264N6SLCWDWHU (DPW) A/C FLUSH SOLEVENT, AC FLUSH TOOL	51.00
TOTAL FOR: AMAZON CAPITAL SERVICES			8,521.65
02036	AMAZON CAPITAL SERVICES		
	14CL-NPTJ-FD7L	ACCT # A1K517P63NLQUT(POLICE) HAND TOWELS, HAND SOAP	98.90
TOTAL FOR: AMAZON CAPITAL SERVICES			98.90
01665	AMBS MESSAGE CENTER INC.		
	250800202	ANSWERING SERVICE (09.01.2025 - 09/30/2025)	117.22
TOTAL FOR: AMBS MESSAGE CENTER INC.			117.22

Vendor Code	Vendor Name / Invoice	Description	Amount
02108	ASSESSING SOLUTIONS INC.		
	ASSESSING SEPTEM	ASSESSOR CONTRACT 5/25 - 4/26 (ASSESSING SEPTEMBER)	3,866.25
	AUGUST EQUALIZAT	ASSESSOR CONTRACT 5/25 - 4/26	3,866.25
TOTAL FOR: ASSESSING SOLUTIONS INC.			7,732.50
02207	AT & T MOBILITY		
	287354111767X090	JULY 28 - AUG 27	271.25
TOTAL FOR: AT & T MOBILITY			271.25
01635	AT&T		
	AUG 27 - SEP 26	AIRPORT INTERNET	61.66
TOTAL FOR: AT&T			61.66
01608	BARYAMES CLEANERS		
	BN1615-09.01.202	UNIFORM CLEANING FOR FIRE	263.50
	BN1616-09.01.202	(POLICE) UNIFORM CLEANING	190.55
TOTAL FOR: BARYAMES CLEANERS			454.05
01600	BECKETT & RAEDER		
	2025811	2023044 CHARLOTTE MASTER PLAN & ZONING ORDINANCE	700.95
TOTAL FOR: BECKETT & RAEDER			700.95
01993	BERGER CHEVROLET		
	391632	1 2025 POLICE TAHOE PATROL VEHICLE	53,871.00
	391632.	TITLE FEE 2025 TAHOE	15.00
TOTAL FOR: BERGER CHEVROLET			53,886.00
01594	BESCO WATER TREATMENT		
	920840298	RENTAL OF SOFTENER	55.00
TOTAL FOR: BESCO WATER TREATMENT			55.00
01576	BOUND TREE		
	85910087	MEDICAL SUPPLIES	258.46
	85912027	MEDICAL SUPPLIES	5.29
TOTAL FOR: BOUND TREE			263.75
02220	BRIGHTLY SOFTWARE, INC		
	INV-287782	SOFTWARE FOR VEHICLE POOL MANAGEMENT	4,911.11
TOTAL FOR: BRIGHTLY SOFTWARE, INC			4,911.11
02142	BRONNER'S COMMERCIAL DISPLAY		
	INV57361	LIGHTS FOR DISPLAY	2,639.13
TOTAL FOR: BRONNER'S COMMERCIAL DISPLAY			2,639.13

Vendor Code	Vendor Name / Invoice	Description	Amount
01555	BYRUM ACE HARDWARE		
	472304	CONCRETE MIX FOR MAILBOX	7.59
	472628	(FIRE) TAPE MONTING, FINE POINT MARKERS	6.98
	472681	(DPW) POWER AUGER	36.99
	472883	(DPW) CHALK REEL	213.96
	472886	(DPW) NAILS	64.99
	473496	(FIRE) PARTS FOR TRAINING FACILITY	42.84
	473860	(FIRE) WIRING CONNECTORS	25.98
	473957	(DPW) CONCRETE MIX	30.36
	473974	BLUE CHALK POWDER	4.59
	474087	MARKING SPRAY	14.99
	474266	HILLMAN FASTENERS & PUSHBROOM	47.84
	474404	(DPW) GARBAGE GRIPPERS, DAWN DISH SOAP	17.16
	474806	(FIRE) DRAIN CLEANER	32.99
	475091	(FIRE)PLASTIC AUGER TO FIX BROKEN SINK	19.99
	475197	(FIRE) SINK STRAINER	23.99
	476116	(WWTP) COMMODE REPAIR KIT, FASTENERS	26.39
	476423	(FIRE) BUILDING SUPPLIES	47.14
	476849	BLOW OFF DUSTER	29.98
TOTAL FOR: BYRUM ACE HARDWARE			694.75
01882	CALEDONIA FARMERS ELEVATOR		
	453767	TIRE FIXES ON TRUCK #318	29.65
	477443	VALVE STEM	93.59
	477576	VALVE STEM REPAIR	6.00
TOTAL FOR: CALEDONIA FARMERS ELEVATOR			129.24
01541	CAPITAL CAR WASH HOLDING LLC		
	983222	TOKENS FOR PATROL CARS	270.00
TOTAL FOR: CAPITAL CAR WASH HOLDING LLC			270.00
01489	CMP DISTRIBUTORS INC		
	023108	POLICE, TACTICAL PANTS	224.97
TOTAL FOR: CMP DISTRIBUTORS INC			224.97
02156	CONSORT DISPLAY GROUP		
	PS-INV127629	CREDIT FOR RETURN OF BRACKETS (WRONG SIZE)	(2,819.20)
	PS-INV128908	REORDER WRONG ARM LENGTHS ON BRACKETS	2,935.01
TOTAL FOR: CONSORT DISPLAY GROUP			115.81

Vendor Code	Vendor Name / Invoice	Description	Amount
01471	CONSUMERS ENERGY		
	201365137249	108 E LAWRENCE AVE	53.36
	201365137250	108 E LAWRENCE AVE	24.80
	201721078376	245 S COCHRAN AVE	21.13
	201899043412	1225 S COCHRAN AVE	168.13
	202344011362	1213 S COCHRAN AVE	65.48
	202344011363	1216 S COCHRAN AVE	24.29
	202344011364	1216 1/2 S COCHRAN AVE	18.00
	202344011365	1216 S COCHRAN AVE	18.00
	202521987272	1152 S COCHRAN AVE CAMP FRANCIS	121.51
	202521987652	1005 PAINE DR. FRNT GEN CHARLOTTE	26.70
	202610988036	301 TIRRELL RD	561.11
	202610988037	301 TIRRELL RD R2	290.76
	202610988038	301 TIRRELL RD MAINTENANCE	18.00
	202610989074	1310 S COCHRAN AVE	152.54
	203233934505	911 W SHEPHERD ST FIRE DEPT 2	3,594.30
	203322895370	103 VAN LIEU ST	43.23
	203500890719	526 W STODDARD ST	35.49
	204034819882	1325 ISLAND HWY #C	97.74
	204123807289	619 W SHEPHERD ST	68.32
	204123807290	620 W SHEPHERD ST	110.95
	204212803512	1325 ISLAND HWY GATE-AIRPORT	34.73
	204479755904	508 N. SHELDON ST.	66.82
	204746722431	1167 E CLINTON TRAIL	82.63
	205013689109	620 W SHEPHERD ST	18.00
	205102651391	111 E LAWRENCE AVE	173.12
	205102651676	811 CHADS WAY	95.87
	205191666937	811 CHADS WAY	20.69
	205280618519	1064 NORTHWAY	48.12
	205280620168	1227 S COCHRAN AVE	6,235.79
	205547583384	1800 PACKARD HWY	43.60
	205725552894	700 LANSING RD	36.80
	205725553355	203 HALL ST	73.96
	205903540502	112 1/2 S COCHRAN	28.69
	205992482356	201 HALL ST	62.17
	206081470664	1005 PAINE DR	39.59
	206615141236	1325 ISLAND HWY	583.28
	206615141237	1329 1/2 ISLAND HWY	40.39
	207059576739	1104 MIKESELL ST	241.53
	207059576743	544 LANSING ST/WWTP LIFT STATION	26.09
	207059576744	544 LANSING ST	780.81
	207059576745	700 E. SHEPHERD ST.	149.45
	207059576750	1075 INDEPENDENCE BLVD	277.59
	207059576753	1305 S COCHRAN AVE	23.40
	207059576782	1216 S COCHRAN AVE	2,316.33
	207059576817	111 E LAWRENCE AVE	5,822.04
	207059586329	1005 PAINE DR	12,559.72
	207148098033	076 - 12 TRAFFIC LIGHTS	479.98
	207148098034	AREA LIGHTING	571.64
	207148098035	076 - 2 TRAFFIC LIGHTS	3.14
	207148098036	065 & 068 -460 STREETLIGHTS	4,312.99
	207148098037	TULLY BROWN DR (AREA LIGHTING)	128.70
	207148098126	201 HALL ST (AREA LIGHTING)	96.51
TOTAL FOR: CONSUMERS ENERGY			40,988.01
01909	CORRIGAN ENVIRONMENTAL SOLUTIONS		
	0008734-IN	DUST CONTROL BRINE BIULK	1,705.00
TOTAL FOR: CORRIGAN ENVIRONMENTAL SOLUTIONS			1,705.00

Vendor Code	Vendor Name / Invoice	Description	Amount
01838	CULLIGAN WATER CONDITIONING		
	42979TO	SALT DELIVERY DOWNTOWN (08/06/2025)	26.00
	44543TO	SALT DELIVERY 08/20/25 @ WEST SIDE	27.56
TOTAL FOR: CULLIGAN WATER CONDITIONING			53.56
01439	D & K TRUCK COMPANY		
	1328503	PARTS FOR SNORKEL	336.20
TOTAL FOR: D & K TRUCK COMPANY			336.20
02221	DISCOUNTCELL LLC		
	INV-00001559	MICROSOFT SURFACE PRO10 5G WINDOWS PLATINUM	3,798.10
TOTAL FOR: DISCOUNTCELL LLC			3,798.10
01414	DORNBOS SIGN & SAFETY INC.		
	INV83257	CUSTOM SIGN	34.60
	INV83258	CUSTOM SIGN - DO NOT ENTER	172.75
	INV83369	CUSTOM SIGNS	765.85
TOTAL FOR: DORNBOS SIGN & SAFETY INC.			973.20
01392	EATON CUSTOM SEWING		
	2006	FLAG STRAP FOR SNORKLE	42.50
TOTAL FOR: EATON CUSTOM SEWING			42.50
02222	EATON LUBRICANTS LLC		
	09.08.2025	GREASE FOR EQUIPMENT	85.33
TOTAL FOR: EATON LUBRICANTS LLC			85.33
02178	ENG. INC		
	0019219	PROJECT 25029.00 - HORATIO AVE & LINCOLN ST IMPROVEMENTS	322.50
TOTAL FOR: ENG. INC			322.50
01358	FAMILY FARM & HOME		
	00201	HYDRANT MAINTENANCE SUPPLIES	32.48
	002056/C	KENTUCKY GRASS SEED	159.98
TOTAL FOR: FAMILY FARM & HOME			192.46
01322	GALE BRIGGS, INC.		
	85472	HAULING FILL DIRT	3,962.00
	M3122	CONCRETE, 6AA LIMESTONE IN CONCRETE	228.00
	M3145	CONCRETE, LIMESTONE IN CONCRETE, CHLORIDE	1,092.41
	M3176	HAUL OUT FILL DIRT	1,680.00
	M3191	CONCRETE & LIMESTONE IN CONCRRETE	993.10
TOTAL FOR: GALE BRIGGS, INC.			7,955.51
01321	GALLOUP		
	S115901289.001	VALVE REPLACEMENT	292.28
TOTAL FOR: GALLOUP			292.28
01308	GRAINGER PRODUCTS		
	9628606577	FILTER	25.20
	9629023186	COMPRESSOR OIL	43.62
TOTAL FOR: GRAINGER PRODUCTS			68.82

Vendor Code	Vendor Name / Invoice	Description	Amount
02219	GREAT LAKES WILDERNESS EMERGENCY RE		
	09.10.2025	EMS IC REGISTRATION FOR DERRICK VIANE	1,900.00
TOTAL FOR: GREAT LAKES WILDERNESS EMERGENCY RE			1,900.00
01438	HASSEL FREE FUELS		
	CFSI-12425	ACCOUNT # 010109 (FIRE) FUEL	1,050.44
TOTAL FOR: HASSEL FREE FUELS			1,050.44
02037	HASSEL FREE FUELS		
	CFSI-12380	ACCNT #010107 (DPW/WWTP) FUEL	1,584.38
TOTAL FOR: HASSEL FREE FUELS			1,584.38
01268	HOEKSTRA TRUCK EQUIPMENT CO		
	R301018128:01	STRAIGHT BLADE PLOW, INSTALL PLOW WIRING, MOUNTING PLOW BLADE	7,075.00
	R301018129:01	DPW TRUCK CHASSIS OUTFITTING	10,763.20
TOTAL FOR: HOEKSTRA TRUCK EQUIPMENT CO			17,838.20
01252	INDEPENDENT BANK		
	5867-08.14.2025	AUGUST 2025	4,755.79
TOTAL FOR: INDEPENDENT BANK			4,755.79
01294	JEREMY HAFNER		
	09.11.2025	BOOTS PER CONTRACT	400.00
TOTAL FOR: JEREMY HAFNER			400.00
01976	KENT COMMUNICATIONS INC		
	350078	SEPTEMBER UTILITY BILLS	1,226.88
TOTAL FOR: KENT COMMUNICATIONS INC			1,226.88
01883	KENYON AND SONS LLC		
	#20-09/06/2025	MOWING 08/31 TO 09/06	2,505.00
	#21-09/13/2025	MOWING - 09/07/2025 TO 09/13/2025	4,500.00
TOTAL FOR: KENYON AND SONS LLC			7,005.00
02125	LAFONTAINE AUTOMOTIVE GROUP		
	FOCS128374	BRAKES TRUCK #311	1,446.17
TOTAL FOR: LAFONTAINE AUTOMOTIVE GROUP			1,446.17

Vendor Code	Vendor Name / Invoice	Description	Amount
02179	LANSING REAL GREEN LAWN CARE INC.		
	73910	LAWN MOWING PER CODE ENFORCEMENT (120 CANTERBURY DR)	35.00
	73911	LAWN MOWING PER CODE ENFORCEMENT (418 AMITY ST)	35.00
	73912	LAWN MOWING PER CODE ENFORCEMENT (915 N COCHRAN)	35.00
	73913	LAWN MOWING PER CODE ENFORCEMENT (318 N COCHRAN)	35.00
	73914	LAWN MOWING PER CODE ENFORCEMENT - (761 PEARL ST)	35.00
	73915	LAWN MOWING PER CODE ENFORCEMENT (531 S SHELDON ST)	35.00
	73916	LAWN MOWING PER CODE ENFORCEMENT (329 PEARL ST)	35.00
	73917	LAWN MOWING PER CODE ENFORCEMENT (202 E SHEPHERD)	35.00
	73918	LAWN MOWING PER CODE ENFORCEMENT (423 WARREN)	35.00
	73919	LAWN MOWING PER CODE ENFORCEMENT (412 MERRITT ST)	35.00
TOTAL FOR: LANSING REAL GREEN LAWN CARE INC.			350.00
01182	LANSING UNIFORM CO.		
	107610-A	UNIFORMS	948.40
	107872-A	UNIFORMS	431.80
TOTAL FOR: LANSING UNIFORM CO.			1,380.20
01173	LEA'S AUTO BODY		
	10083	OIL CHANGE , EMOVE & REPLACE WINDOW WASHER RESERVOIR FOR UNIT #407	243.81
	10127	CHANGE OIL IN UNIT #410	93.49
	9503	REPLACE ALL 4 TIRES ON POLICE TRAILER	512.00
TOTAL FOR: LEA'S AUTO BODY			849.30
01684	LEXISNEXIS RISK SOLUTIONS		
	1100192301	AUGUST 2025	200.00
TOTAL FOR: LEXISNEXIS RISK SOLUTIONS			200.00
02054	LIBERTY PLUMBING LLC		
	I8603	POLICE RESSTROOM	6,900.00
TOTAL FOR: LIBERTY PLUMBING LLC			6,900.00
02016	MACQUEEN EMERGENCY		
	P31334	WIPER ARM, WIPER BLADES, WINDSHIELD WIPER MOTOR ASSEMBLY	989.48
TOTAL FOR: MACQUEEN EMERGENCY			989.48
01714	MATTHEW MITSCHKE		
	08/28/2025	REIMBURSEMENT FOR WATER CERTIFICATION TEST	70.00
TOTAL FOR: MATTHEW MITSCHKE			70.00
02154	MCKENNA ASSOC. INC.		
	25-011-7	PLANNING ADVISORY SERVICES (AUGUST 1, 2025 - AUGUST 31, 2025)	1,500.00
TOTAL FOR: MCKENNA ASSOC. INC.			1,500.00

Vendor Code	Vendor Name / Invoice	Description	Amount
02026	MICHAEL DUWECK		
	08/28/2025	MILEAGE REIMBURSEMENT FOR CEDAM COMMUNITY CHAMPIONS SUMMIT CLASS	64.40
TOTAL FOR: MICHAEL DUWECK			64.40
02146	MICROTECH SERVICES, INC		
	36584	RESET CAMERAS AT PARKS	100.00
	36587	VERIFY LAPTOP IS CONNECTING TO CORRECT VLAN, INSTALL PRINTER FIRE DEPARTMENT	381.00
	36588	MEETING WITH TYGER & DAN ABOUT COMPUTER CONFIGURATIONS	150.00
	36618	IT SERVICES CONTRACT 12/16/2024-12/15/2025	5,183.50
TOTAL FOR: MICROTECH SERVICES, INC			5,814.50
01047	MWEA LOCAL #7		
	08.28.2025	MWEA SETION 7 - LUNCH MEETING	105.00
TOTAL FOR: MWEA LOCAL #7			105.00
01536	NAPA AUTO PARTS		
	284541	WINDSHIELD WASHER SOLEVANT	26.94
	284611	NAPA AIR FILTER	102.89
	284825	SYNTHETIC OIL 5W30	148.30
TOTAL FOR: NAPA AUTO PARTS			278.13
01021	NORTHERN SAFETY CO., INC.		
	907110187/982436	WELDING GLOVES	43.71
TOTAL FOR: NORTHERN SAFETY CO., INC.			43.71
01009	O'LEARY PAINT CO		
	5A6D8	PAINT FOR HYDRANT PAINTING	119.30
	RKX8J	ACRYLIC WHITE TRAFFIC PAINT	602.50
TOTAL FOR: O'LEARY PAINT CO			721.80
01007	O'REILLY AUTO PARTS		
	4651-482831	WIRING TERMINAL	19.99
TOTAL FOR: O'REILLY AUTO PARTS			19.99
02009	PRECISE EXCAVATING, INC		
	25-1121	NEW WATER SERVICE 239 PLEASANT ST	5,368.00
TOTAL FOR: PRECISE EXCAVATING, INC			5,368.00
MISC	RAVEN PAGE		
	09.08.2025	REFUND PER CANCELLATION OF RESERVATION	170.00
TOTAL FOR: RAVEN PAGE			170.00
00912	SCHELB & ASSOCIATES LLC		
	360	ACCOUNTS PAYABLE CHECKS	538.77
TOTAL FOR: SCHELB & ASSOCIATES LLC			538.77
00904	SERVPRO OF EATON COUNTY		
	20391	WATER RESTORATION / CLEANUP IN BASEMENT	590.41
TOTAL FOR: SERVPRO OF EATON COUNTY			590.41

Vendor Code	Vendor Name / Invoice	Description	Amount
02186	STATE OF MICHIGAN		
	551-662736	DUNS #805340247 (TOKEN FEE FROM 07.01.2025 TO 09/30/2025)	231.00
TOTAL FOR: STATE OF MICHIGAN			231.00
00847	SWANSON ELECTRIC		
	1548.64	UPS OUTLET IT CLOSET	750.00
	1548.65	CHAD LIFT STATION ELECTRIC REPAIR	1,814.00
TOTAL FOR: SWANSON ELECTRIC			2,564.00
02157	TERMINAL SUPPLY INC		
	55083-00	SAIT PREMIUM ZIRCONIUM, SAIT DEPRESSED CENTER	95.19
TOTAL FOR: TERMINAL SUPPLY INC			95.19
00820	TRACE ANALYTICAL LABORATORIES		
	5090230	WATER ANALYSIS	130.50
	5090431	WATER ANALYSIS	130.50
TOTAL FOR: TRACE ANALYTICAL LABORATORIES			261.00
00809	TRUGREEN #2801		
	215168041	VEGETATION CONTROL @ CITY HALL	48.07
	215244270	LAWN SERVICE @ CITY HALL	41.21
TOTAL FOR: TRUGREEN #2801			89.28
00794	US BANK ST. PAUL		
	3002243	INTEREST EXPENSE	16,875.00
TOTAL FOR: US BANK ST. PAUL			16,875.00
02015	VEHICLE ALLIANCE		
	XA201000282:01	NAME TAPE FOR TURN OUT COAT	59.94
TOTAL FOR: VEHICLE ALLIANCE			59.94
00785	VERIZON WIRELESS		
	6122478145	AUGUST 2 - SEPT 1, 2025	1,474.94
TOTAL FOR: VERIZON WIRELESS			1,474.94
02149	VITAL RECORDS CONTROL		
	5385616	SHRED BINS	25.38
TOTAL FOR: VITAL RECORDS CONTROL			25.38
00777	WALDRON FUELS LLC		
	09028	FUEL	284.63
TOTAL FOR: WALDRON FUELS LLC			284.63
00774	WASTE MANAGEMENT OF MICHIGAN, INC		
	7467234-1846-1	REFUSE PICKUP (09/01/25 - 09/30/25)	148.76
	8526362-1710-5	REFUSE PICKUP (09/01/2025 - 09/30/2025)	2,205.30
TOTAL FOR: WASTE MANAGEMENT OF MICHIGAN, INC			2,354.06
00761	WILLIAMS FARM MACHINERY, INC.		
	40506	CHAIN SAW CHAIN SHARPENED	18.00
	40851	SUPPLIES FOR HOSE ON TRUCK #315	27.26
	40867	HOSE	23.88
	41182	BEARING, WASHER, CHAIN, CIRCLIP	147.54
TOTAL FOR: WILLIAMS FARM MACHINERY, INC.			216.68

Vendor Code	Vendor Name / Invoice	Description	Amount
00753	WOLVERINE PEST SERVICE		
	128006	MONTHLY PREVENTION @ DPW GARAGE	50.00
	128007	MONTHLY CHECK & FILL BAIT STATIONS @ CAMP FRANCES	50.00
TOTAL FOR: WOLVERINE PEST SERVICE			100.00
TOTAL - ALL VENDORS			227,017.90

PAYMENT TYPE TOTAL

Paper Check	181,212.44
EFT Transfer	45,805.46

Independent

COMMERCIAL CREDIT CARD STATEMENT

August, 2025

	DATE	VENDOR	DESCRIPTION	ACCOUNT #	AMOUNT
Griffith, M	07/17/2025	State of MI Egle MI Envivronmen	NPDES Renewal Fee return	510-537.000-960.000	$ (400.00)
	07/16/2025	Michigan Water Environment	Chris Miller -IPP Training	510-550-000.965.000	$ 185.00
	07/22/2025	WM SuperCenter	Office Supplies	510-550.000-731.000	$ 37.19
	07/23/2025	Michigan Rural Water	MRWA Training (Dan, Colby)	510-562.000-965.000	$ 330.00
	07/24/2025	Michigan Rural Water	MRWA Training (Matt, Jim)	510-562.000-965.000	$ 320.00
				Subtotal	**$472.19**
Perry, S	7/16/2025	Safety Services Incorp	Calibration on 2 gas Meters	510-550.000-738.000	$ 184.82
				Subtotal	**$ 184.82**
Brooks,S	7/16/2025	Courtyard By Marriott, Dearborn	SGT Slaughter (class for mental ttrauma)	232-303.000-965.000	$ 508.44
	7/21/2025	FEDEX Office, Lansing	Mail Promotional Test	101-301.000-732.000	$ 10.95
				Subtotal	**$ 519.39**
Fullerton, T	7/16/2025	Burns Controls Co	WSFS overhead door(s) parts	206-336.000-741.000	$ 89.40
	7/22/2025	MI Fire Inspectors	T. Fullerton Fire Inspectors Fall Conf.	206-336.000-965.000	$ 179.88
	7/22/2025	MI Fire Inspectors	D. Daly Fire Inspectors Fall Conf.	206-336.000-965.000	$ 179.88
	7/24/2025	USPS	Shipping - Return of Truck Valve	206-336.000-732.000	$ 63.20
	8/7/2025	CVS/Pharmacy	Blood Glucose Meter	206-336.000-730.000	$ 18.54
	8/7/2025	CVS/Pharmacy	Glucose Test Strips	206-336.000-730.000	$ 10.59
				Subtotal	**$ 541.49**
Larocque, M	7/22/2025	WEB NEtwork Solutions	Web Forwarding	666-228.000-810.000	$ 2.25
	8/1/2025	Google GSuite	Google	666-228.000-810.000	$ 1,139.96
	8/8/2025	OPENAI Chat GPT SUBSCR	CHAT GPT	101-215.000-731.000	$ 119.82
	8/8/2025	ADOBE	Adobe Pro LIcense Renewal	666-228.000-731.000	$ 137.24
	8/8/2025	ADOBE	Adobe Pro LIcense Renewal	666-228.000-810.000	$ 137.24
				Subtotal	**$ 1,536.51**
Whitney,S	7/15/2025	Construction Storm Water	Construction Storm Water Renewal	101-441.000-960.000	$ 96.90
	7/22/2025	OPENAI Chat GPT	Chat GPT (Aug 10- Sep 10, 2025	101-441.000-960.000	$ 20.00
	7/22/2025	LE Tourneau Plastics	Airport Runway cones	295-595.000-731.000	$ 1,071.20
				Subtotal	**$ 1,188.10**
Benavidez, S	7/21/2025	USPS	DDA TIF CERT. Mail	248-728.000-731.000	$ 24.32
	7/22/2025	PY CEDAM	Community Dev. Housing Conference	101-703.000-965.000	$ 250.00
	08/06//2025	MEIJER	Water	101-441.000-731.000	$ 23.97
	8/12/2025	North Grand Parking Ramp	for Cedam Conference	101-703.000-965.000	$ 15.00
				Subtotal	**$ 313.29**
				TOTAL	**$ 4,755.79**

CITY OF CHARLOTTE
RESOLUTION 2025-42

TO APPROVE THE STREET CLOSURES, NO PARKING ZONES AND AUTHORIZED ASSISTANCE FOR THE ANNUAL LIGHTED HOLIDAY PARADE AND TREE LIGHTING EVENT TO BE HELD
NOVEMBER 29, 2025 FROM 3:00 P.M. TO 9:00 P.M.

WHEREAS, the annual downtown business/organization outreach event, titled as "The Annual Lighted Holiday Parade and Tree Lighting", is scheduled to take place on November 29th, 2025,from 6:00 p.m. to 7:00 p.m., with street closure planned from 3:00 p.m. to 9:00 p.m.; and

WHEREAS the Charlotte Chamber of Commerce is committed to fostering community-wide fellowship, benevolence, and welfare through its organized events; and

WHEREAS, in collaboration with the Chief of Police, the Chamber has coordinated the closure of certain public streets and designated no parking areas for the event; and

WHEREAS, the Charlotte Chamber of Commerce has submitted requests to the Charlotte CityCouncil for approval of the following measures:

1. Closure of Streets:

- Closure of Cochran Ave from Harris St. to Seminary St. to through traffic from 5:30 p.m. to 7:30 p.m. on November 29th, 2025:
- Closure of Harris St. from Cochran Ave. to Bostwick St. to through traffic from 3:00 p.m. to 9:00 p.m. on November 29th, 2025:
- Closure of Bostwick St. from Lawrence Ave. to Harris St. to through traffic from 3:00 p.m. to 9:00 p.m. on November 29th, 2025:
- Closure of Lawrence Ave from Cochran Ave. to Bostwick St. to through traffic from 5:30 p.m. to 7:30 p.m. on November 29th, 2025:

2. No Parking signs:

The Department of Public Works shall install; NO PARKING; signs by 3:00 p.m., November 29th, 2025, as follows:

- on both sides of Cochran Ave from Lawrence Ave. to Seminary Street, and
- on the Eastern (Cochran Ave.) and Southern (Lawrence Ave.) sides of the streets immediately bordering the 1885 Courthouse Museum**.**

NOW, THEREFORE BE IT RESOLVED, the Charlotte City Council approves the requests and conditions as presented by the Charlotte Chamber of Commerce for the successful organization and execution of the annual downtown business/organization outreach event on November 29th, 2025.

BE IT FURTHER RESOLVED, that the Charlotte Department of Public Works and Charlotte Police Department provide the authorized assistance to include obtaining necessary permits, placement of barricades and no parking signs and the issuance of a Traffic Control Order as may be necessary.

BE IT FURTHER RESOLVED, that this authorization is subject to Council Policy 2012-01 Cost Reimbursement, and the sponsoring organization shall be billed accordingly for eligible costs incurred by the City, except as may be waived by the City Council pursuant to said policy.

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

CERTIFICATION

I, Mary LaRocque, City Clerk for the City of Charlotte, County of Eaton, State of Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution duly adopted by the City Council of the City of Charlotte during its regular meeting held on September 22, 2025, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being 1976 P.A. 267, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

____

Mary LaRocque, MiPMC, CMC
City Clerk

CITY OF CHARLOTTE
RESOLUTION 2025-43

TO APPROVE THE STREET CLOSURE AND NO PARKING AREAS FOR THE "CHARLOWEEN" DOWNTOWN TRICK OR TREATING EVENT TO BE HELD OCTOBER 27, 2025 FROM 4:00 P.M. TO 7:30 P.M.

WHEREAS, the annual downtown business/organization outreach event, titled as "Charloween Downtown Trick or Treating", organized by the Charlotte Chamber of Commerce, is scheduled to take place on October 27th, 2025, from 5:00 p.m. to 7:00 p.m., with street closure planned from 4:00 p.m. to 7:30 p.m.; and

WHEREAS, the Charlotte Chamber of Commerce is committed to fostering community-wide fellowship, benevolence, and welfare through its organized events; and

WHEREAS, in collaboration with the Chief of Police, the Chamber has coordinated the closure of certain public streets and designated no parking areas for the aforementioned event; and

WHEREAS, the Charlotte Chamber of Commerce has submitted requests to the Charlotte City Council for approval of the following measures:

Closure of Streets:

- Closure of Cochran Ave. from Lawrence Ave. to Seminary St. to through traffic from 4:00 p.m. to 7:30 p.m. on October 27th, 2025.

No Parking Signs:
The Department of Public Works shall install "NO PARKING" signs by 3:00 p.m., October 27th, 2025, as follows:

- On both sides of Cochran Ave. from Lawrence Ave. to Seminary St.; and
- On the Eastern (Cochran Ave.) and Southern (Lawrence Ave.) sides of the streets immediately bordering the 1885 Courthouse Museum.

NOW, **THEREFORE**, **BE IT RESOLVED**, the Charlotte City Council approves the requests and conditions as presented by the Charlotte Chamber of Commerce for the successful organization and execution of the annual downtown business/organization outreach event on October 27th, 2025.

BE IT FURTHER RESOLVED, that the Charlotte Department of Public Works and Charlotte Police Department provide the authorized assistance to include obtaining necessary permits, placement of barricades and no parking signs, and the issuance of a Traffic Control Order as may be necessary.

BE IT FURTHER RESOLVED, that this authorization is subject to Council Policy 2012-01 Cost Reimbursement, and the sponsoring organization shall be billed accordingly for eligible costs incurred by the City, except as may be waived by the City Council pursuant to said policy.

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

CERTIFICATION

I, Mary LaRocque, City Clerk for the City of Charlotte, County of Eaton, State of Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution duly adopted by the City Council of the City of Charlotte during its regular meeting held on September 08, 2025, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being 1976 P.A. 267, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

____

Mary LaRocque, MiPMC, CMC
City Clerk

THE CITY OF
CHARLOTTE
MICHIGAN

Memo

To: City Council
From: Salena Benavidez, Community Development Director
Date: September 22, 2025
Re: Brownfield Redevelopment Board Resolution and Appointments

The City of Charlotte's Brownfield Redevelopment Authority has not met since 2017. The BRA is essential to the City of Charlotte to help redevelop contaminated or blighted properties. In the 2023 Michigan legislative amendment, houses and certain housing development activities are now eligible for Brownfield Redevelopment funds. The change aims to encourage affordable housing development if requirements are met.This aligns with the goals of the Master Plan to support both housing and economic development.

The current bylaws assign the Downtown Development Authority (DDA) to the BRA. It is crucial that the council passes the proposed resolution to repeal the assignment of the DDA and approve the Mayoral Appointments of new BRA board members. These motions will help transform brownfields into productive and beneficial spaces, addressing both economic and environmental challenges in the City of Charlotte.

The board can have a minimum of five members and a maximum of nine members.The suggested members include:

- Michael Duweck
- Joseph Chin Jr
- Curtis Scott
- Michael Armitage
- Richard Bearup

Recommendation
Make a motion to approve the proposed resolution and appoint the new members for the board. Once appointed, board members will attend Michigan Department of Environment, Great Lakes, and Energy (EGLE) Brownfields 101 training to improve knowledge.

CITY OF CHARLOTTE
RESOLUTION 2025-44

A RESOLUTION TO REPEAL PARAGRAPH NO. 2 OF RESOLUTION DATED AUGUST 9, 2004; TO REESTABLISH A BROWNFIELD REDEVELOPMENT BOARD; TO RECOMMEND BYLAWS; AND EFFECTIVE DATE THEREOF.

The City of Charlotte, Eaton County, Michigan (hereinafter, "Charlotte City" or "City Council") states:

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 22nd day of September, 2025, at 7:00 o'clock in the PM.

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

Present: ____

Absent: ____

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

WHEREAS:

1. The City Council of the City of Charlotte established a Brownfield Redevelopment Authority by way of Resolution dated August 9, 2004, that included the Supervision of the Charlotte Brownfield Redevelopment Authority by trustees of the Downtown Development Authority.

2. The City Council recognizes that the Charlotte Brownfield Redevelopment Authority has duties, responsibilities, and boundaries outside and apart from the Downtown Development Authority and a separate Brownfield Redevelopment Authority Board of Trustees will allow such board to focus on brownfield areas and those duties and responsibilities under the Brownfield Redevelopment Financing Act, Public Act 381 of 1996 (the "Act"), as amended.

3. The City Council desires to repeal paragraph No. 2, of Resolution Dated August 9, 2004, and to Reestablish a Brownfield Redevelopment Board, as provided under Section 5 of the Act. MCL 125.2655(1)(e).

4. The City Council desires to recommend for adoption by the Brownfield Redevelopment Authority Board of Trustees Bylaws.

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

A. The City Council recognizes that the Charlotte Brownfield Redevelopment Authority has duties, responsibilities, and boundaries outside and apart from the Downtown Development Authority and a separate Brownfield Redevelopment Authority Board of Trustees will allow such board to focus on brownfield areas and those duties and responsibilities under the Brownfield Redevelopment Financing Act, Public Act 381 of 1996 (the "Act"), as amended.

B. The City Council repeals paragraph No. 2, of Resolution Dated August 9, 2004, and to Reestablish a Brownfield Redevelopment Board, as provided under Section 5 of the Act. MCL 125.2655(1)(e).

C. Pursuant to Section 5, subsection (1)(e), of the Act, the Honorable Timothy Lewis, Mayor of the City of Charlotte, hereby appoints, and the City Council approves the following people as the Board of Trustees of the Charlotte Brownfield Redevelopment Authority, subject to the following periods of appointment:

Mike Armitage	1-year term
Curtis Scott	2-year term
Joseph Chin Jr	3-year term
Michael Duweck	3-year term
Richard Bearup	3-year term

D. The City Council recommends for the Board's adoption the Brownfield Redevelopment Authority Bylaws, attached as Exhibit A.

E. 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 and effective this 22nd 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 22nd 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

BYLAWS
OF THE BROWNFIELD REDEVELOPMENT AUTHORITY
OF THE CITY OF CHARLOTTE

ARTICLE I - NAME AND ADDRESS

Section 1. **Name.** The name of the Authority is the City of Charlotte Brownfield Redevelopment Authority (hereinafter referred to as the "Authority"). The address of the Authority is 111 E. Lawrence Avenue, Charlotte, Michigan 48813.

ARTICLE II - PURPOSE

Section 1. **Purpose.** The purpose of the Charlotte Brownfield Development Authority is to carry out those purposes and exercise those powers as conferred upon it by the Brownfield Redevelopment Financing Act, (the "Act"), 1996 PA 381, as amended. The Authority shall have all of the powers and authority as a public body corporate which now or hereafter may be conferred by law on an Authority organized under the Act.

ARTICLE III - BOARD OF DIRECTORS

Section 1. **General Powers**. The business and affairs of the Authority shall be managed by its Board, except as otherwise provided by statute or by these Bylaws.

Section 2. **Board of Directors**. The Board of Directors (hereinafter referred to as the "Board") of the Authority shall consist of not less than five (5) persons and not more than nine (9) persons.

Section 3. Appointment of Board of Directors. Directors to the Board shall be appointed by the Mayor. The initial directors of the Board shall be appointed for terms of 1, 2, and 3 years, appointed as near as practicable in an equal number.

Section 4. **Conflict of Interest**. A director who has a direct conflict of interest of more than a de minimis nature as defined by MCL 15.322 and 15.323 or the City Code of Ethics, Article 6 of Chapter 3 of the City Code, in any matter before the Board shall disclose that interest prior to the Authority taking any action with respect to the matter. This disclosure shall become part of the record of the Board's official proceedings. Any member making such disclosure shall, with the approval of the board, refrain from participating in the Board's decision making process, to include all discussions, motions made and votes taken, relative to such matters, unless required by law.

Section 5. **Attendance at Meetings.** A Director's nonattendance at three (3) regularly scheduled consecutive board meetings shall be cause for removal unless a Director is excused by a majority vote of the other Board members.

ARTICLE IV - MEETINGS

Section 1. **Organizational Meeting and Election of Officers**. Officers shall be elected at the first organizational meeting of the Board after the adoption of the Bylaws, and then shall be appointed thereafter pursuant to Section 2.

Section 2. **Annual Meeting**. An annual meeting shall be held at the first regular meeting in January at a time and place to be set by the Board. The election of officers shall occur at the annual meeting. If the election of officers does not occur on the day designated or any adjournment thereof, the Board shall cause the election to be held at a regular or special meeting of the Board within 90 days of the annual meeting.

Section 3. **Regular Meeting**. Regular meetings of the Board shall be held at a time and place to be set by the Board at its annual meeting. Notice of the schedule of regular meetings shall be published following the annual meeting. The Board records and minutes shall be open to the public.

Section 4. **Special Meetings**. Special meetings of the Board may be called by or at the request of the Chairperson, the Vice-Chairperson in the absence of the Chairperson, or by any three directors by giving twenty four hours written notice of the meeting, stating the purpose of the meeting, and by posting a notice thereof, eighteen hours prior to the meeting in the lobby of City Hall and on the City website.

Section 5. **Notice of Meeting**. All notices of any meetings other than regularly scheduled meetings shall be given in accordance with the Open Meetings Act (Act No. 267 of the Public Acts of 1976), as amended.

Section 6. **Agenda**. The recording secretary shall prepare the agendas for all meetings and send them to the Board members at least 24 hours prior to the meeting. Any member of the Board may request any item to be placed on the agenda.

Section 7. **Quorum and Voting**. A majority of the Directors appointed and serving shall constitute a quorum for the transaction of business at any meeting of the Board, provided that a majority of the Board present may adjourn the meeting from time to time without further notice. The vote of the majority of the Directors present at a meeting at which a quorum is present constitutes the action of the Board, unless the vote of a larger number is required by statute or by these Bylaws.

Section 8. **Rules of Order**. Robert’s Rules of Order will govern the conduct of all meetings.

Section 9. **Open and Closed Meetings**. All regular and special meetings of the Board shall be open to the public. Closed meetings are subject to 1976 PA 267, as amended.

ARTICLE V - BOARD COMMITTEES

Section 1. **Advisory Committees.** The Board, by resolution, may designate and appoint one or more committees to advise the Board. All advisory committees shall include at least one member of the Board. The chairperson of the Board shall appoint the members and select the chairperson of the advisory committees. Advisory committees may be evaluated, reappointed or dissolved at any time. A majority of the committee will constitute a quorum. A majority of the members present at the meeting at which a quorum is present shall be the action of the committee.

ARTICLE VI - OFFICERS

Section 1. **Officers.** The officers of the Board shall be a chairperson, a vice chairperson, a treasurer, and a recording secretary. The chairperson and vice chairperson shall be elected by the Board's membership and all other officers may be appointed, unless otherwise provided by these Bylaws. All officers shall be members of the Board, with the exception of the recording secretary who need not be a member of the Board.

Section 2. **Removal of Officers.** After notice and an opportunity to be heard, an officer may be removed by the Board whenever in its judgment the best interest of the Board will be served. Removal of a member is subject to review by the Eaton County Circuit Court.

Section 3. **Chairperson.** The Chairperson shall preside at all meetings of the Board and shall discharge the duties as a presiding officer.

Section 4. **Vice Chairperson.** In the absence of the chairperson or in the event of inability to serve as chairperson, the Vice Chairperson shall perform the duties of the Chairperson and when so acting, shall have all the powers and be subject to all the restrictions of the Chairperson.

Section 5. **Treasurer.** The Treasurer shall prepare, with the assistance of appropriate City officials, an annual financial report covering the fiscal year of the Authority. The fiscal year of the Authority shall be the same as that of the City - July 1 to June 30. An annual audit will be made each year as part of the regular City audit. The Treasurer shall provide a bond in the amount proscribed by the Board.

Section 6. **Recording Secretary.** The Recording Secretary shall be the City Manager of the City of Charlotte or their designee. The Recording Secretary shall attend all meetings of the Board and record all votes and the minutes of all proceedings in a book to be kept for that purpose. The Recording Secretary shall give, or cause to be given, notice of all meetings of the Board of Directors and shall perform such other duties as may be prescribed by the Board. The Recording Secretary shall, when authorized by the Board, attest by signature to actions of the Board, and shall maintain custody of the official seal, and of the records, books and all documents of the Authority.

Section 7. **Delegation of Duties of Officers.** In the absence of any officer of the corporation, the Authority may delegate the powers and duties of any officer to any director provided a majority of the Authority then in office concurs therein.

Section 8. **Election of Officers.** Nomination shall be made from the floor at the annual meeting in January. The terms of office shall be for three years and begin at the close of the annual meeting at which they are elected, or until his or her successor shall be elected and qualified. No person shall hold more than one office at a time.

ARTICLE VII - EXECUTIVE COMMITTEE

Section 1. **Executive Committee.** The officers of the Board, including chairperson, vice Chairperson, Treasurer and Recording Secretary, shall constitute the executive committee. The executive committee may fix the hours and place of meetings, make recommendations to the Board, and shall perform such other duties as specified in these Bylaws or as may be specified by the Board.

ARTICLE VIII - CONTRACTS, LOANS, CHECKS AND DEPOSITS

Section 1. **Contracts.** The Board may authorize any officer or officers, agent or agents, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Authority, and such authority may be general or confined to specific instances.

Section 2. **Loans/Grants.** No grant or loan shall be contracted on behalf of the Authority and no evidence of indebtedness shall be issued in its name unless authorized by a resolution of the Board. Such authority may be general or confined to specific instances. The City of Charlotte shall not be liable on bonds or notes issued by the Authority and the bonds and notes shall not be a debt of the City unless specifically provided otherwise by a majority vote of the City Council.

Section 3. **Checks, Drafts, Etc.** All checks, drafts, or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Authority, shall be signed by such officer or officers, agent or agents of the Authority and in such manner as shall from time to time be determined by resolution of the Board.

Section 4. **Deposits.** All funds of the Authority not otherwise employed shall be deposited from time to time to the credit of the Authority in such banks, trust companies or other depositories as the Board may select.

ARTICLE IX - MISCELLANEOUS

Section 1. **Seal.** The Board shall provide a corporate seal which shall be the official seal of the Authority.

ARTICLE X - AMENDMENTS

Section 1. **Amendments.** These Bylaws may be altered, amended, by the affirmative vote of a majority of the Board then in office at any regular or special meeting called for that purpose provided that the amendment has been submitted in writing at a previous meeting. All amendments shall be approved by the City Council.

CITY OF CHARLOTTE

RESOLUTION ESTABLISHING A BROWNFIELD REDEVELOPMENT AUTHORITY FOR THE CITY OF CHARLOTTE AND APPOINTING MEMBRES PURSUANT TO AND IN ACCORDANCE WITH THEH PROVISIONS OF ACT 381 OF THE PUBLIC ACTS OF THE STATE OF MICHIGAN OF 1996, AS AMENDED.

At a regular meeting of the City Council of the City of Charlotte Eaton County, held in the Council Chambers, on the 9th day of August, 2004, at 7:00 p.m.

Present: Mayor Wirt, Councilmembers Class, Raymond, Manning, Burley, Vanderstelt, and Shaughnessy.
Absent: None
Motion By: Raymond
Supported By: Shaughnessy

WHEREAS, the City Council of the City of Charlotte, by resolution adopted on June 28, 2004, ("the Resolution of Intent"), determined that it is in the best interest of the public to facilitate the implementation of plans relating to the identification and treatment of eligible properties within the City which are environmentally distressed, blighted, or functionally obsolete as defined by Section 2 of 1996 PA 381, as amended, and to promote revitalization of such properties and the areas contiguous or adjacent thereto as described in the resolution of intent, and declared its intention to provide for the operation of a Brownfield Redevelopment Authority for the City of Charlotte (the "Authority") pursuant to and in accordance with the provisions of the Brownfield Redevelopment Financing Act, being Act 381 of the Public Acts of the State of Michigan of 1996, as amended, MCL 125.2651, *et seq*, (the "Act"); and

WHEREAS, on the 9th day of August, 2004, pursuant to and in accordance with the Act and the Resolution of Intent, the City Council held a public hearing, notice of which was given as required by Section 4(2) of the Act, on the adoption of a resolution creating the Authority and designating the area of the City within which the Authority shall exercise its powers; and

WHEREAS, all citizens, taxpayers and property owners of the City of Charlotte and officials of the affected taxing jurisdictions had the right and opportunity to be heard at the public hearing on the establishment of the authority; and

WHEREAS, the City Council desires to proceed with the establishment of the Authority, the designation of the area of the City within which the Authority shall exercise its powers and to designate the authority Board members, all pursuant to and in accordance with the Act.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. **Authority Created.** Pursuant to the authority vested in the City by the Act, the Authority is hereby established and shall be known as the City of Charlotte Brownfield Redevelopment Authority.

2. **Supervision of the Authority.** The Authority shall be under the supervision and control of a board (the "Board"). The Board shall consist of those members appointed and serving as trustees of the Board of the Charlotte Downtown Development Authority established under 1975 PA 197, MCL 125.1651 to 125.1681.

3. **Brownfield Redevelopment Zone.** The Authority shall exercise its powers within the entire area of the City of Charlotte.

4. **Powers and Duties of the Authority.** The Authority shall be a public body corporate and shall have the powers and duties to the full extent provided by and in accordance with the Act. Among other matters, in the exercise of its powers, the Board may prepare and implement a brownfield plan for one or more parcels of eligible property pursuant to Section 13 of the Act and submit the plan to the City Council for consideration pursuant to Section 14 of the Act.

5. **Bylaws and Rules of the Authority.** The Authority shall elect officers and adopt bylaws and rules governing its procedures and the holding of its meetings, all in accordance with Sections 5(3) and 5(5) of the Act, and shall immediately forward a copy of the bylaws and rules after adoption by the Board to the City in care of the Clerk of the City of Charlotte. The Authority's bylaws and rules shall be subject to the approval of the City Council; provided, however, that if the City Council fails to either approve or disapprove the Authority's bylaws and rules at its next regular meeting after receipt of a copy thereof by the Clerk, the Authority's bylaws and rules shall be deemed to have been approved by the City Council for all purposes.

6. **Form of Approvals.** Except as may otherwise be provided by the Act or other applicable law, approvals by the City Council of all matters pertaining to the Authority or its Board shall be by resolution.

7. **Severability.** Should any section, clause or phrase of this resolution be declared by the courts to be invalid, the same shall not affect the validity of this Resolution as a whole nor any part thereof other than the part so declared to be invalid.

8. **Repeals.** All resolutions or parts of resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

9. **Publication.** The Clerk is hereby directed to file a true and complete copy of this resolution with the Secretary of State of the State of Michigan promptly after adoption and to take all other actions incident upon such adoption pursuant to applicable charter or other provisions.

The foregoing Resolution was moved for adoption by Council member Raymond and supported by Council member Shaughnessy and declared adopted by the following vote.

AYES: -7-
NAYES: -0-
ABSENT: -0-

RESOLUTION DECLARED ADOPTED:

STATE OF MICHIGAN)
:ss.
COUNTY OF EATON)

I, the undersigned, the duly qualified and acting Clerk of the City of Charlotte, County of Eaton, State of Michigan, do hereby certify that the foregoing is a true and complete copy of a resolutions adopted by the City Council of the City of Charlotte at a regularly scheduled meeting held on Monday, August 9, 2004, relevant to the Michigan Open Meetings Act, the original of which is on is on file in my office as part of the council minutes.

IN WITNESS WHEREOF, I have hereunto set my official signature, this 9th day of August, 2004.

Deborah L. Granger, City Clerk
City of Charlotte
Eaton County, Michigan

Dear Mayor Tim Lewis,

November marks Family Court Awareness Month, a time for us to focus on the critical importance of a family court system that prioritizes child safety and the best interests of children. We respectfully request that Charlotte, MI officially recognizes this month by proclaiming November 2025 as Family Court Awareness Month.

Michigan has been making progress in promoting safety for children in Family Court. Rowan's Act has passed in the House of Representatives. This bill would allow Amber Alerts for a child not returned to a custodial parent if danger is suspected.

We will continue our goal of highlighting the need for proper training on Domestic Abuse among family court professionals. Every day, these professionals make crucial decisions about cases involving domestic violence, child sexual abuse, physical and emotional abuse, trauma, and coercive control. Unfortunately, many states, including Michigan, do not require mandatory continuing education training in these areas, which can lead to rulings that put children at risk.

Organizations such as The National Family Violence Law Center are committed to raising awareness about the estimated 58,000 children each year who are placed in unsupervised contact with abusive parents. This oversight has resulted in countless tragedies, including the deaths of children. **In Michigan alone, 39 children have been killed during custody or divorce disputes since 2008.**

I in 3 Michigan families are affected by Domestic Violence. Many of these families in our own communities are enduring the silent struggle of navigating a court system that does not always prioritize child safety. It is our hope that through education and awareness, we can try to prevent further tragedies and honor the memory of those who have been lost.

Thank you for considering this proclamation. Your support would send a powerful message that Charlotte, MI stands with families and children in advocating for a safer, more informed family court system.

Below is the proposed wording for the proclamation, which incorporates Michigan-specific details to enhance education and awareness. However, we can also offer a more general nationwide version as some communities prefer a broader approach. Let us know if you'd like us to send the alternative version. Additionally, feel free to make any changes or adjustments to either version as needed. If you would like to have Family Court Awareness Month proclaimed annually in your community, please indicate that on the proclamation and we will continue to try to have a volunteer discuss FCAM and give updates during public comments at your community meetings in the future.

If you or your staff have any questions, please do not hesitate to call me or respond to this email. As always, we appreciate your support. Thank you for considering this very important request.

Sincerely,
Geralyn Morris
Protective Parents Michigan
734-863-5242

Mayoral Proclamation

To recognize November 2025 as Family Court Awareness Month

WHEREAS, the mission of Family Court Awareness Month (FCAM) is to highlight the need to prioritize child safety in family court, as 1 in 3 families in Michigan are exposed to domestic abuse;

WHEREAS, an estimated 58,000 children in the U.S. are ordered into unsupervised contact with abusive parents each year, resulting in almost 1000 children in the United States murdered during visitation with an abusive parent since 2008. In Michigan, 39 children have been murdered by a parent since 2008 during divorce or custody disputes, including 6-year-old Rowan Morey-Pols of Caledonia, Michigan in 2024 and 3-year-old Dylan Thebo of Kent County in 2021;

WHEREAS, Rowan's and Dylan's families have been working to increase awareness of child safety issues by promoting Family Court Awareness Month and have been honoring their children's legacy by introducing legislation to improve the safety of missing children in Michigan and helping improve Kent County's response to domestic violence;

Rowan's Act was introduced in the Michigan House of Representatives this year by Angela Rigas who represents portions of Allegan, Kent, and Barry counties. This amendment would allow a faster response for Amber Alerts to be issued if Police believe a missing child to be in danger;

Kent County, Michigan recognized the need for a specialized Domestic Violence Court, following six domestic violence-related homicides within three months in 2021. This court, staffed by individuals knowledgeable about the intricacies of domestic violence, aims to support victims and families, hold offenders accountable, and prevent further homicides;

WHEREAS, Washtenaw County hopes to improve safety and outcomes for families exposed to domestic violence by having law enforcement change the way it responds to domestic violence calls by using 'Lethality Assessments' in all domestic violence cases;

WHEREAS, the mission of Family Court Awareness Month (FCAM) is to promote judicial education that would include training on domestic violence, child abuse, childhood trauma, coercive control, and post-separation abuse for all professionals involved in family court cases;

WHEREAS, Family Court Awareness Month recognizes the need to incorporate evidence-based research into the court's decisions. This includes the Adverse Childhood Experiences (ACEs) Study. This research highlights long term effects of exposure to abuse in childhood and emphasizes the need for research-informed and impartial decision-making to protect children's well-being;

WHEREAS, Family Court Awareness Month aims to encourage collaboration among legislators, advocates, professionals, and the community to improve family court practices, ensuring they are guided by evidence-based research and prioritize the safety and best interests of children;

NOW, **THEREFORE**, I, Tim Lewis, hereby declare the Month of NOVEMBER 2025 to be FAMILY COURT AWARENESS MONTH.

THE CITY OF
CHARLOTTE
MICHIGAN

Memo

To: City Council
From: Salena Benavidez, Community Development Director
Date: September 22, 2025
Re: CharlotteRising Report and Reimbursement

The City of Charlotte and CharlotteRising entered into a formal agreement in 2024 for supplemental community and economic development services. CharlotteRising recently submitted a written report to the City summarizing its activities. The report addresses:

- Social District
- Organizational challenges
- Financial update
- Facade Grant Program
- Economic Vitality Committee.

With the report now submitted, the City of Charlotte is in a position to conduct a thorough evaluation of the services delivered by CharlotteRising. This evaluation will help determine the effectiveness of the partnership, identify areas for improvement, and guide future investments in community and economic development initiatives.

Recommendation
Consider approval for reimbursement for the CharlotteRising invoice.

City Council Report

Prepared by: CharlotteRising
Date: 08-15-2025

Introduction

On behalf of CharlotteRising,I would like to acknowledge that this report is being presented later than intended. Over the past several months, our organization has been undergoing a transition from being staff-led by an executive director to being managed fully by the board. This shift has required us to reorganize responsibilities, consolidate information, and locate historical records that were not always readily available and required many hours of relocating and establishing information.

While this process has taken more time than we anticipated, it has also given us the opportunity to take a closer look at how we track, measure, and report the progress of both the Social District and the Facade Grant Program as well as our other initiatives. We are now in a stronger position to provide the council with accurate updates, clear data, and a consistent plan for reporting going forward.

We appreciate the council's patience and support during this period of transition, and we are confident the systems we are putting in place now will ensure timely and thorough reporting moving ahead.

1. Social District Overview

The Social District was created to increase activity and engagement downtown by allowing patrons to enjoy beverages within designated boundaries. The program has supported local businesses, encouraged community gathering, and enhanced the overall downtown experience.

2. Data & Usage

Cups/Lids

Total purchased: 1000

Total distributed: 950

Remaining inventory:50

Participating Restaurants

Current participants: Acapulco Mexican Grill, T Capp's Tavern, Reidy's,

Supporting Data
We are currently working with participating restaurants to gather additional information as well as exact number of cups along with sales figures, traffic increases, and customer feedback. This will allow us to better evaluate the economic and social impact of the district. We will provide an updated reconciliation once the information is collected.

Graphs: See attached a recent graph provided by Cobalt Research showing us recent visits of 7+ Minutes to our downtown area

Positive Outcomes:
Increased foot traffic in downtown

Stronger visibility and marketing for local restaurants and shops

Positive visitor feedback and community engagement during events

Strengthened partnerships with businesses participating in the program

4. Challenges

Collecting consistent data from businesses on impact for Social District

Tracking cup/lid usage more efficiently

Maintaining Social Media communication during organizational transition:

5. Financials

Invoice to City: $25,000 for July 2025- Management Agreement available upon request, but I believe the City has a copy.
See attached Invoice:

CharlotteRising Financials will be submitted following our Monthly meeting on August 28th.

6. Facade Grant Program Update

The Facade Grant Program continues to support improvements and beautification of downtown businesses. Some of these businesses have completed their improvements and some are still in the process of improvements.

Grants awarded: 8
T Capp's Tavern
B's Floral
Comer Properties LLC
Cobalt Community Research
Charlotte Brewery Company
113. W Lawrence Ave LLC
Cut & Tease Salon

Positive Impacts:

Improved appearance of downtown buildings

Enhanced customer experience and business visibility

Demonstrated investment in downtown revitalization

7. Economic Vitality Committee updates:
EV is helping to coordinate the Community Housing Workshop to improve housing quality, quantity and access.
Ev is also actively working with Tri County Hospital and County to convert the rail segment from Whistle Pig to Crandell Lake. This will significantly increase foot and bicycle traffic throughout Charlotte; the project is currently conducting the appraisal to wrap up the purchasing process and release the state funds.

8. Next Steps

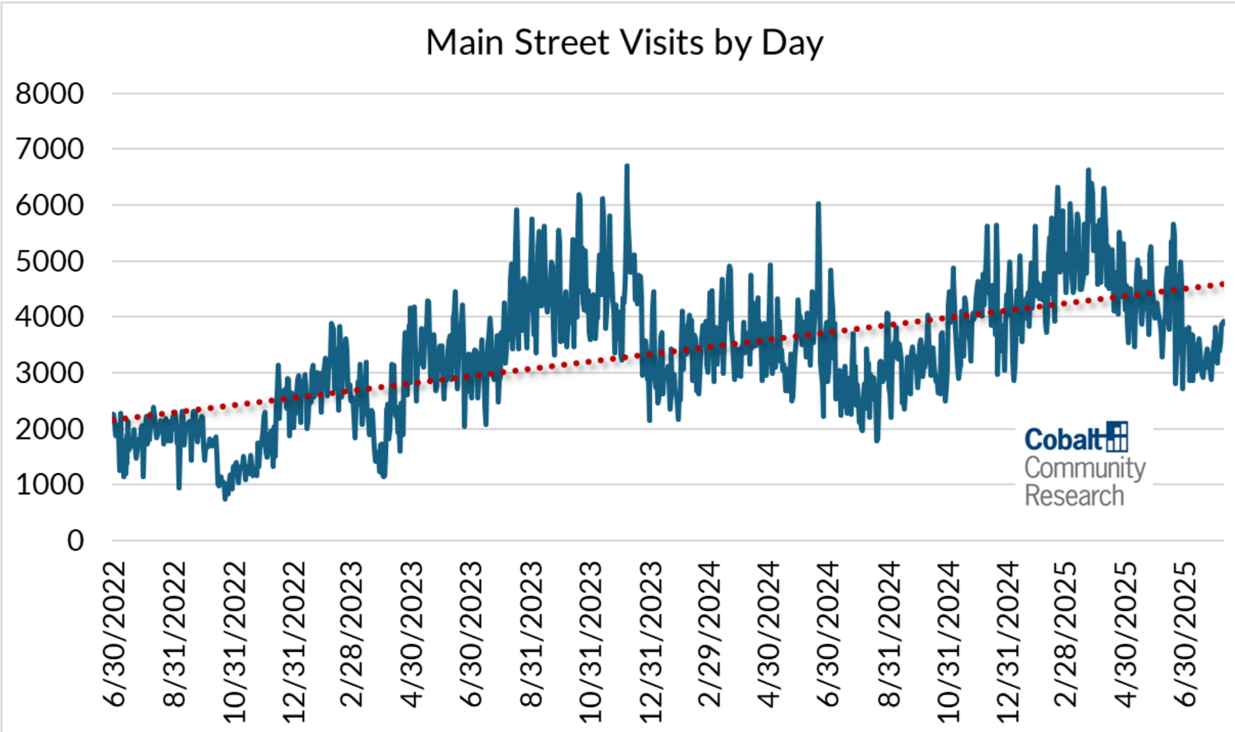
Finalize data collection from restaurants for stronger reporting

Continue monitoring cup inventory and distribution

Establish quarterly reporting schedule for council updates

Collaboration with DDA

Respectfully submitted,
Melissa Randall
On behalf of the Board of CharlotteRising



Main Street Visits by Day
8000
7000
6000
5000
4000
3000
2000
1000
0
6/30/2022
8/31/2022
10/31/2022
12/31/2022
2/28/2023
4/30/2023
6/30/2023
8/31/2023
10/31/2023
12/31/2023
2/29/2024
4/30/2024
6/30/2024
8/31/2024
10/31/2024
12/31/2024
2/28/2025
4/30/2025
6/30/2025
Cobalt
Community
Research

CharlotteRising
A MICHIGAN MAIN STREET COMMUNITY

PO Box 427
Charlotte, MI 48813

City of Charlotte
114 E Lawrence Ave
Charlotte, MI 48813

BALANCE DUE
September 10, 2025
$25,000.00

Notes:

Item	Qty	Unit Cost	Total
Social District Management 2025	1	$25,000.00	25,000.00
		Subtotal	$25,000.00
		Tax - 0%	$0.00
		TOTAL	**$25,000.00**

It is through generous contributions such as yours by which we can move closer to accomplishing our mission – and for that, we thank you sincerely.

CharlotteRising
114 E Lawrence Suite 150 • PO Box 427 • Charlotte, MI 48813

CONTRACT FOR SUPPLEMENTAL COMMUNITY AND ECONOMIC DEVELOPMENT SERVICES

THIS AGREEMENT ("Agreement") made on the 26 day of august, 2024, by the City of Charlotte, a home rule city organized under the laws of the State of Michigan, having its principal place of business at 111 E. Lawrence Avenue, Charlotte, Michigan 48813 ("City") and CharlotteRising, a non-profit organization, with its principal offices located at 105 S. Cochran Avenue, Charlotte, Michigan 48813 ("CharlotteRising")(collectively, the "parties").

WITNESSETH:

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

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

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

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

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

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

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

2. Term. July 1, 2024 – June 30, 2026.

3. Evaluation of Services. CharlotteRising shall, within 30 days of June 30, 2025, submit a written report to the City summarizing its activities for evaluation of said services. Thereafter, CharlotteRising shall, within 30 days of June 30, 2026, submit a written report to the City summarizing its activities for the provision of services so that the City may evaluate said services.

4. Compensation for Services. CharlotteRising shall provide an invoice to the City for services in the amount of $25,000 for services within 30 days of the effective date of this Agreement for a period beginning July 1, 2023, and ending June 30, 2024.

   CharlotteRising shall provide an invoice to the City for services in the amount of $25,000 for services within 30 days of the effective date of this Agreement for a period beginning July 1, 2024, and ending June 30, 2025.

   CharlotteRising shall provide an invoice to the City for services in the amount of $25,000 within 30 days after July 1, 2025, for a period beginning July 1, 2025, and ending June 30, 2026.

5. Insurance. CharlotteRising shall obtain and maintain in force a general liability insurance policy of not less than one million dollars naming the City and its officials, employees, and agents as additional insureds.

6. Defend, Indemnify and Hold Harmless. CharlotteRising shall defend, indemnify and hold harmless the City, its officers, employees, and agents from all claims, damages, administrative hearings, lawsuits, costs, expenses, court costs and attorney fees resulting from any acts, omissions or negligence of the CharlotteRising, its employees, agents, or volunteers, that may be alleged or arise in the provision of services.

7. No Modifications or Amendments. Except as especially provided herein, any modifications or amendments to this Agreement shall be in writing, made by mutual agreement of the City and the CharlotteRising.

8. No Assignment or Transfer By CharlotteRising. CharlotteRising shall not assign or transfer any of its obligations under this Agreement without the written consent of the City. Notwithstanding, the City may, under its sole discretion, contract with other organizations for the provision of economic development services.

9. City Rights. No failure or delay on the part of the City in exercising any right, power or privilege under this Agreement shall operate as a waiver, nor shall a single or partial exercise of any right, power or privilege preclude any other or further exercise of any right, power or privilege.

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

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

Date 9-9, 2024 By [signature] Tim Lewis, Mayor

By [signature]
Mary LaRosque, Clerk

Date 9/11/24 2024 BY Annie Williams Annie Williams, Director, CharlotteRising

To: City Manager Rob Hillard; Honorable Mayor Lewis; City Council
From: Christina Horton, Finance Director/Treasurer
Date: September 18, 2025
Re: City of Charlotte – Downtown Sidewalk Snow Removal SAD (2026–2030 Renewal)

The purpose of this memorandum is to advise the City Council on the renewal of the Downtown Sidewalk Snow Removal Special Assessment District (SAD) for the 2026–2030 winter seasons. Based on legal counsel's review, the renewal process must follow the requirements of Chapter 54 of the City Code in addition to the framework previously used under Chapter 58. This memo summarizes the updated legal procedure, outlines the required steps, and provides recommendations for Council action.

Legal & Policy Framework

- City Ordinance No. 2021-01 amended Chapter 58, exempting properties within a SAD from the general sidewalk snow removal requirement. However, the ordinance does not itself provide the process for creating or renewing a SAD.
- City Code, Chapter 54: Establishes the procedure for Special Assessment Districts, including report preparation, notices, hearings, and confirmation of the assessment roll. This chapter governs the SAD renewal process.
- Michigan Law: The General Law and Home Rule City Acts authorize municipalities to levy special assessments, provided due process is observed.
- Past Practice: Charlotte has operated a Downtown SAD since at least 2009, renewed for 2016–2020 and 2021–2025 cycles.

Renewal Process (Chapter 54 Requirements)

The renewal process must begin with a *Resolution directing the City Manager to prepare a report* on the SAD. This report will:

- Estimate the cost of snow removal for one year and over the five-year renewal period.
- Describe the boundaries of the SAD.
- Provide sufficient detail to enable the Assessor to generate property identification numbers for benefited parcels.

Once the City Manager's report is completed, Council will proceed with the following steps:

1. Resolution of Report Acceptance and Tentative Necessity – Council reviews the City Manager's report and tentatively determines the necessity of the SAD.
2. Public Hearing on Necessity – Council holds a public hearing to hear property owner objections regarding the need for the district. Notice must be mailed and published at least 10 days before the hearing.
3. Resolution to Proceed & Direct Assessor to Prepare Roll – If Council determines to proceed, the Assessor prepares the special assessment roll.
4. Public Hearing on the Roll – Council holds a second public hearing on the proposed roll. Notice by mail and publication is again required.
5. Resolution Confirming the Roll – After hearing objections, Council may adopt a resolution confirming the assessment roll, which will govern collections for the 2026–2030 cycle.

Timing Considerations

Because of statutory notice requirements, Council may not be able to adopt all resolutions at regularly scheduled meetings. Special meetings may be necessary to ensure compliance with publication and mailing deadlines.

To remain on schedule for the 2025–2026 winter season, it is recommended that Council adopt the initial resolution directing the City Manager to prepare a report at the September 22, 2025 meeting. This will allow time for report preparation, notices, public hearings, and confirmation of the roll before winter begins.

Recommended Motion

Motion to adopt the "Resolution Directing the City Manager to Prepare a Report" at the September 22, 2025 meeting.

CITY OF CHARLOTTE

RESOLUTION NO. 2025-46

SPECIAL ASSESSMENT PROJECT –
DOWNTOWN SIDEWALK SNOW REMOVAL

RESOLUTION NO. 1

WHEREAS, the City Council of the City of Charlotte finds it necessary for the public health, safety, and welfare of the residents, businesses, and visitors of the City to provide for the removal of snow and ice from certain sidewalks in the downtown area; and

WHEREAS, the City Code (Chapter 58, Section 58-116) recognizes the establishment of special assessment districts for the purpose of funding sidewalk snow and ice removal services; and

WHEREAS, the City has previously established a Downtown Sidewalk Snow Removal Special Assessment District for the period 2021–2025, which is now set to expire; and

WHEREAS, the City Code provides the procedure for establishing a special assessment district; and

WHEREAS, at Section 54-4 of the City Code, the City Manager must prepare a report to City Council regarding cost and the like as provided in said Section.

NOW, THEREFORE, BE IT RESOLVED, the City Council hereby directs the City Manager to prepare a report as specified in Section 54-4 of the City Code in order to renew the Downtown Sidewalk Snow Removal Special Assessment District for the 2026–2030 winter seasons.

The foregoing Resolution was moved for adoption by Council Member and seconded by Council Member and declared adopted by the following vote:

AYES:

NAYES:

ABSENT:

RESOLUTION DECLARED ADOPTED.

STATE OF MICHIGAN)
:ss.
COUNTY OF EATON)

I, the undersigned, the duly qualified Clerk of the City of Charlotte, County of Eaton, State of Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Charlotte at a regularly scheduled meeting held on Monday, September 22, 2025, relevant to the Michigan Open Meetings Act, the original of which is on file in my office as part of the council minutes.

IN WITNESS WHEREOF, I have hereunto set my official signature, this 22nd day of September, 2025.

____

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

Approved as to form:

____

Thomas M. Hitch (P25558)
Charlotte City Attorney

RESOLUTION NO. 2025-47
TO ORDER A PUBLIC HEARING ON OCTOBER 13, 2025 FOR THE CREATION OF THE SPECIAL ASSESSMENT DISTRICT DOWNTOWN SIDEWALK SNOW REMOVAL FOR THE 2026-2030 WINTER SEASONS
RESOLUTION NO. 2

WHEREAS, the City Council of the City of Charlotte has declared its intent to proceed with the Downtown Sidewalk Snow Removal Special Assessment District for the 2026–2030 winter seasons; and

WHEREAS, it is necessary to hold a public hearing to hear all interested persons regarding the proposed project and the creation of the district;

NOW, **THEREFORE**, **BE IT RESOLVED**, that the City Council shall hold a public hearing on October 13, 2025 in the Council Chambers of Charlotte City Hall to hear all interested persons on the question of creating the Downtown Sidewalk Snow Removal Special Assessment District; and

BE IT FURTHER RESOLVED, that the City Clerk shall give notice of such hearing by publication at least once in a newspaper of general circulation in the City and by mailing notice to each property owner proposed to be assessed, not less than 10 days before the date of the hearing.

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

CERTIFICATION

I, Mary LaRocque, City Clerk for the City of Charlotte, County of Eaton, State of Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution duly adopted by the City Council of the City of Charlotte during its regular meeting held on September 22, 2025, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being 1976 P.A. 267, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

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

THE CITY OF CHARLOTTE MICHIGAN

Memo

To: City Council
From: Stephanie Whitney - Director of Public Works
Date: September 16, 2025
Re: Award of Contract – Tirrell Pump Replacement

Dear City Council Members,

Background

The Charlotte Wastewater Treatment Plant relies on three main sewage pumps located within the Tirrell Pump Station. These pumps are at the end of their useful life and require replacement to ensure reliable operation of the City's wastewater system. Reliable pumping capacity is critical to protecting public health and maintaining compliance with environmental regulations. This project represents a key investment in the City's infrastructure, ensuring that core wastewater operations remain dependable for years to come.

Bids for the Tirrell Pump Replacement Project were opened on **September 15, 2025**. Six proposals were received:

- Kennedy Industries – **$146,818.00**
- Kerr Pump & Supply – $156,540.00
- Detroit Pump – $171,229.00
- JGM Valve Corporation – $177,252.00
- JK of Michigan – $179,938.28
- Velocity Pump & Controls – $208,188.00

Proposal

Kennedy Industries submitted the **lowest responsible bid** in the amount of **$146,818.00**. Staff has reviewed the bid and finds it responsive to the RFP requirements.

Fiscal Impact

Funding for this project is budgeted in the Water & Sewer Fund under GL #510-550.000-971.000.

Recommendation

It is recommended that City Council award the Tirrell Pump Replacement Project to **Kennedy Industries** in the amount of **$146,818.00**. This award will allow the City to address critical wastewater infrastructure needs and maintain reliable service for the community.

THE CITY OF
CHARLOTTE
MICHIGAN

Memo

To: City Council
From: Stephanie Whitney - Director of Public Works
Date: September 15, 2025
Re: Request to Add Street and Park Improvements to Approved 2025 Street Upgrades

Dear City Council Members,

City Council recently approved the 2025 street upgrade projects on Horatio, Lincoln, and Seminary Streets. Following the bid opening, it became clear that hot mix asphalt (HMA) pricing is significantly lower than what we have seen in recent years. In fact, these unit prices are the lowest we have encountered in more than five years.

Proposed Additions

Using Reith-Riley's bid items, I prepared estimates for the following additional work:

1. **Mikesell Street (Shepherd to the dead end):** Approximately **$170,000**
2. **Bennett Park Driveway (between the two parking lots):** Approximately **$500**

Rationale

- **Cost Efficiency:** The city has a unique opportunity to capitalize on historically low asphalt prices, stretching our infrastructure dollars further.
- **Maintenance Need:** Both Mikesell Street and the Bennett Park driveway are in poor condition and were identified for future improvements. Advancing them now will reduce long-term maintenance costs.
- **Resident Benefit:** Completing this work as part of the 2025 program minimizes disruption, maximizes contractor efficiency, and provides immediate improvements to both neighborhood access and a heavily used public park.

Recommendation

I respectfully request Council approval to amend the current 2025 street upgrades contract with Reith-Riley to include:

- Mikesell Street (Shepherd to the dead end) resurfacing for approximately $170,000.
- Bennett Park driveway replacement for approximately $500.

These additions will allow us to take advantage of favorable pricing while addressing critical infrastructure needs in both our roadway and park systems.

THE CITY OF CHARLOTTE MICHIGAN

Memo

To: City Council
From: Stephanie Whitney - Director of Public Works
Date: August 26, 2025
Re: MDOT IIJA Agreement No. 2025-0697 / FAA Grant No. 3-26-0018-22525 and Contract Amendment No. 1 – Prein&Newhof

Background:

Earlier this year, City Council awarded the **Airport Parking Lot and Entrance Road Reconstruction Project** to Rieth-Riley Construction in the amount of $187,686.50. This project includes reconstruction of the non-revenue parking lot and access road, reconstruction of the non-revenue terminal parking lot, and improvements to the airport entrance road.

The total project cost is estimated at **$248,188**, with funding provided entirely through the Federal Aviation Administration's State Block Grant Program administered by the Michigan Department of Transportation (MDOT), under the Infrastructure Investment and Jobs Act (IIJA):

- 95% Federal Aviation Administration (FAA)
- 5% Michigan Department of Transportation (MDOT)
- 0% City of Charlotte (no local share required)

MDOT/FAA Agreement

To secure this funding, the City must execute **MDOT IIJA Agreement No. 2025-0697 / FAA Grant No. 3-26-0018-22525**. Although the construction award has already been made to maintain project schedule, signing this agreement is required to access the grant funds.

Prein&Newhof Amendment No. 1

In addition, the City must approve **Amendment No. 1 to the Professional Engineering Services Agreement** with Prein&Newhof. This amendment establishes fees for **construction administration services** associated with the project. The fixed fee for these services is **$34,000**, as detailed in the amendment.

Next Steps

- Staff will proceed with execution of the **MDOT IIJA Agreement** to secure grant funding.
- Council authorization is requested to approve and execute **Amendment No. 1 with Prein&Newhof** in the amount of $34,000 for construction administration.

THE CITY OF
CHARLOTTE
MICHIGAN

Memo

To: Robert Hillard – City Manager
From: Stephanie Whitney - Director of Public Works
Date: May 9, 2025
Re: Staff report on Airport Parking Lot and Entrance Road Reconstruction

Dear City Council Members,

I am writing to recommend the award of the **Airport Parking Lot and Entrance Road Reconstruction** project for the **City of Charlotte**, the lowest responsive bidder was Rieth-Riley Construction, for the amount of **$187,686.50**.

Bids for the project were opened on **Wednesday, February 26, 2025**, and three bids were received:

- **Rieth-Riley Construction**: $187,686.50
- **CL Trucking & Excavating**: $195,609.00
- **Michigan Paving and Materials Company**: $208,346.00

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 $192,588.00, demonstrating a competitive and cost-effective proposal for the project.

The funding for this project will come from a BIL grant. The local share of the project will be 0% (95% Fed and 5% State).

Recommendation
I recommend that City Council approve the award of this project to **Rieth-Riley Construction** for the amount of **$187,686.50**.

AMENDMENT NO. 1

TO: Agreement for Professional Engineering Service Dated 11/27/2024

BETWEEN: City of Charlotte

AND

Prein&Newhof

LOCATION: Charlotte, MI

Project: Parking Lot and Access Road Reconstruction

PURPOSE: Establish fees for supplemental design services and construction phase services for the project. Scope of work for this amendment shall include Elements 1.20 through 1.29 and 2.21 through 2.22 from the above referenced agreement as amended by Attachment E to this Amendment. The fixed fee for construction phase services shall be thirty-four thousand dollars ($34,000.00). A breakdown of the fee (for informational purposes) is included as Attachment C to this Amendment.

ACCEPTED BY SPONSOR

Authorized Representative Date Signature of Witness

ACCEPTED BY CONSULTANT

Christopher Cruickshank, Corporate Secretary Date Signature of Witness

ATTACHMENT “E”

Scope of Work/Services
Parking Lot and Access Road Reconstruction
Construction Phase Services
Fitch H. Beach Airport

General

The project includes Construction Phase (2) services listed in Article 1of the Contract as amended in “Construction Phase Scope of Work”.

Construction Phase Scope of Work

Professional services fees are based on a construction schedule of 21 calendar days as stated in the contract documents as well as additional coordination and administration of the project. Fees are further based on the following:

Task 1 – Administration
1. General project administration & contract document processing
2. Shop Drawing & Mix Design Review
3. Quantity tracking and applications for payment
4. Certified Payroll Coordination
5. Review Inspector Daily Reports (IDRs).
6. Grant Administration

Task 2 – Meetings
1. Attend and conduct pre-construction and final inspection meeting.
2. Attend and conduct one progress meeting.

Task 3 – Construction Staking
1. Provide control.
2. No AGIS required

Task 4 – Materials Testing / Field Testing
1. Testing subgrade and HMA. Testing provided by subconsultant.

Task 5 – Office Coordination
1. Contractor coordination
2. Processing of requests for information and submittals.

Task 6 – Field Observation (1 staff part time – Construction Inspector)
1. Consultant will provide part time field observation for 6 days of work.
2. Consultant shall complete IDRs

Task 7 – Supplemental Services
1. None

Task 8 – Project Closeout

1. Preparation of electronic final submission report as described in MDOT Project Final Closeout Checklist distributed by email on March 11, 2015
2. Submittal of electronic copy record plans to MDOT and Sponsor

Prein&Newhof
Engineers ▪ Surveyors ▪ Environmental ▪ Laboratory

ATTACHMENT "C"
ESTIMATED MAN HOUR ASSIGNMENTS AND COSTS

P&N No: 2240771

Fitch H. Beach Airport
CHARLOTTE, MICHIGAN
MDOT Concept No.125581, 201736
FAA Project X-26-XXXX-XXXX
Parking Lot and Access Road Reconstruction - Construction Administration

	SR. PROJECT MANAGER I	SR ELEC ENGINEER	AIRPORT PLANNER	SR ENGINEER II	ENGINEER	SURVEYOR	CONST OBSERVER	OFFICE TECHNICIAN	TOTAL	EXPENSES	AMOUNT PERSONNEL	TOTAL AMOUNT BY TASK
TASK I Administration	6				6				12	$ -	$ 555.00	$ 1,789.67
TASK II Meetings	15				12			3	30	$ 852.71	$ 1,375.50	$ 5,288.18
TASK III Construction Staking						4			4	$ 81.22	$ 160.00	$ 597.16
TASK IV Materials Testing	4				4				8	$ 11,240.60	$ 370.00	$ 12,433.71
TASK V Office Coordination	12								12	$ -	$ 684.00	$ 2,205.64
TASK VI Field Observation							72		72	$ 1,330.98	$ 2,520.00	$ 9,457.03
TASK VII Supplemental Services							1		1	$ -	$ 35.00	$ 112.86
TASK VIII Project Closeout	4				8			4	16	$ 58.44	$ 638.00	$ 2,115.75
TASK IX										$ -	$ -	$ -
TASK X										$ -	$ -	$ -
TOTALS -	41				30	4	73	7	155	$ 13,563.95	$ 6,337.50	$ 34,000.00

	SR. PROJECT MANAGER I	SR ELEC ENGINEER	AIRPORT PLANNER	SR ENGINEER II	ENGINEER	SURVEYOR	CONST OBSERVER	OFFICE TECHNICIAN	TOTAL
HOURLY RATES	$ 57.00	$ 52.50	$ 48.00	$ 47.00	$ 35.50	$ 40.00	$ 35.00	$ 31.50	
AMOUNT PERSONNEL	$ 2,337.00	$ -	$ -	$ -	$ 1,065.00	$ 160.00	$ 2,555.00	$ 220.50	$ 6,337.50
OVERHEAD 189.84%	$ 4,436.56	$ -	$ -	$ -	$ 2,021.80	$ 303.74	$ 4,850.41	$ 418.60	$ 12,031.11
PROFIT 11%	$ 745.09	$ -	$ -	$ -	$ 339.55	$ 51.01	$ 814.60	$ 70.30	$ 2,020.55
FACILITIES CAPITAL COST OF MONEY 0.74%	$ 17.29	$ -	$ -	$ -	$ 7.88	$ 1.18	$ 18.91	$ 1.63	$ 46.90
TOTAL PERSONNEL CHARGES 321.7%	$ 7,535.94	$ -	$ -	$ -	$ 3,434.23	$ 515.93	$ 8,238.92	$ 711.03	$ 20,436.05

TOTAL CONTRACT = $ 34,000.00

OUT OF POCKET EXPENSES

	ITEM I	ITEM II	ITEM III	ITEM IV	ITEM V	ITEM VI	ITEM VII	ITEM VIII	ITEM IX	ITEM X		Total Expenses
COMMERCIAL CARRIER	$ -		$ -	$ -	$ -	$ -	$ -	$ -				$ -
VEHICLE MILES		882	124			1,116						
MILES X $0.655	$ -	$ 577.71	$ 81.22	$ -	$ -	$ 730.98	$ -	$ -				$ 1,389.91
NUMBER OF PEOPLE DAYS		1.5				3.0						
PEOPLE DAYS X $150.00	$ -	$ 225.00	$ -	$ -	$ -	$ 450.00	$ -	$ -				$ 675.00
MATERIALS & SUPPLIES	$ -	$ -	$ -	$ -	$ -	$ 150.00	$ -	$ -				$ 150.00
PRINTING/SHIPPING		$ 50.00	$ -	$ -	$ -	$ -	$ -	$ 58.44				$ 108.44
Testing Sub - Somat				$ 11,240.60								$ 11,240.60
												$ -
												$ -
TOTAL	**$ -**	**$ 852.71**	**$ 81.22**	**$ 11,240.60**	**$ -**	**$ 1,330.98**	**$ -**	**$ 58.44**	**$ -**	**$ -**	TOTAL EXPENSES	$ 13,563.95

Somat Engineering, INCORPORATED

January 31, 2025
P250022A

Mr. Jon Van Duinen, PE
Project Manager
Prein & Newhof
3355 Evergreen Drive NE
Grand Rapids, Michigan 49525

RE: Proposal to Provide Quality Assurance Construction Material Testing Services
Fitch H. Beach Airport
Parking Lot and Entrance Road Reconstruction
Charlotte, Michigan

Dear Mr. Van Duinen:

Somat Engineering, Inc. (Somat) is pleased to submit this cost proposal to provide Quality Assurance (QA) construction material testing services associated with the Fitch H. Beach Airport – Parking Lot and Entrance Road Reconstruction project located in Charlotte, Michigan. We have received and reviewed the Request for Proposal (RFP) emailed on January 24, 2025, which included the Project Understanding, Testing Requirements, Testing Frequencies, and Scope of Services. The major items of work associated with this project include:

- Subgrade density testing,
- HMA lab and density testing.

From these documents, Prein & Newhof has requested a cost proposal from us to provide QA material testing services on this project. The project is expected to be completed in the summer of 2025. We understand that the QA material testing services shall be performed per the specifications referenced in the proposal.

Therefore, we have prepared our cost proposal to include unit pricing, as well as the reporting unit rates as outlined herein based on our understanding of the project requirements; anticipated testing schedule and frequencies; and the durations provided in the RFP (Basis of Remuneration).

The testing services outlined in the RFP scope document will be completed by MDOT-certified technicians in compliance with MDOT, FAA, AASHTO, and ASTM guidelines and standards. The following cost breakdown is based on criteria listed in the project documents emailed to us on January 24, 2025, including the estimated quantities; specified frequencies for density testing, HMA testing, and the project reporting requirements:

4039 40th Street SE, Suite 4, Grand Rapids, Michigan 49512 web: www.somateng.com phone: (616) 575-9230

BASIS OF REMUNERATION				
WORK ELEMENT	**UNITS**	**QUANTITY**	**UNIT COST**	**TOTAL COST**
Proctor				
Standard – ASTM D698	Each	1	$ 1,180.60	$ 1,180.60
Density Testing				
Subgrade	Day *	1	$ 1,202.80	$ 1,202.80
HMA Testing				
Laboratory Testing	Day **	2	$ 2,113.00	$ 4,226.00
Field Density Testing	Day ***	2	$ 1,669.00	$ 3,338.00
Management / Reporting				
Reporting	Each	1	$ 1,293.20	$1,293.20
TOTAL ESTIMATED COST			**TOTAL:**	**$ 11,240.60**

* Day includes up to 8 hours on-site, weekday business hours.
** Day includes up to 12 hours at lab, weekday business hours.
*** Day includes up to 12 hours on-site, weekday business hours.

The total estimated service budget to provide QA construction material testing services for this project is $11,240.60.

The budget costs listed above are based on criteria outlined in your RFP email and will involve **field/sample collection days,** including travel time costs to/from the project site (portal to portal) from our Grand Rapids facility; as well as the necessary field time; laboratory time; sample collection; transportation; clerical, management; and reporting requirements. Density testing, Asphalt testing, and reporting will be billed on a Cost-Plus-Fixed Fee of 11% (CPFF) basis for actual work performed (**up to the total approved service budget**).

At this time, no additional services are expected beyond those listed in this proposal. However, if Prein & Newhof requires QA consulting services beyond the scope and units outlined herein, we propose to invoice these services under a mutually agreed upon Contract Amendment using the rates presented in the referenced basis or remuneration.

GENERAL
We appreciate the opportunity to submit our proposal for your review and consideration, and we look forward to providing QA construction material testing services to you on this project. Should you have any questions or require additional information, please call us at 616-575-9230.

Sincerely,
Somat Engineering, Inc.

Matthew Richardson
Manager of Aviation Construction Services

Mitchell Simmons, PMP
Construction Services Manager

Jonathan Zaremski, P.E.
Vice President

MR/MS/nf

THE CITY OF
CHARLOTTE
MICHIGAN

Memo

To: City Council
From: Stephanie Whitney - Director of Public Works
Date: September 17, 2025
Re: Authorization to Purchase and Construct New Salt Shed – Clear Heights Construction, LLC

Background:
As part of the DPW Space Needs Assessment, the Siddock Group identified several structural deficiencies in the City's salt shed, including failed center posts, cracked rafters, broken knee braces, and a west concrete wall out-of-plumb. While some of these issues could be addressed through repair, staff does not recommend this approach.

Even with significant repair investment, the existing salt shed would remain undersized for operational needs, is not tall enough to allow for efficient loading/unloading, and is located in an area that does not align with the long-term DPW site plan. For these reasons, replacement rather than repair is the most cost-effective and sustainable solution. A new shed will provide safe, reliable, and long-term salt storage to support winter maintenance of streets, parks, and municipal facilities.

Proposed Project

Staff recommends moving forward with the purchase and installation of a new salt shed from **Clear Heights Construction, LLC**, an approved vendor through the **Sourcewell Cooperative Purchasing Program**. This procurement process ensures competitive pricing while streamlining delivery and compliance.

The proposed cost for the new salt shed is **$297,926.00**.

Funding Plan

To reflect the citywide benefit of the salt shed, the project cost will be shared across multiple funds as follows:

- **General Fund (Parks):** 5% – $14,897.00
- **Major Streets Fund:** 40% – $119,170.00
- **Local Streets Fund:** 45% – $134,067.00
- **Water/Sewer Fund:** 10% – $29,792.00

Recommendation

It is recommended that City Council authorize the purchase and construction of a new salt shed from **Clear Heights Construction, LLC** in the amount of **$297,926.00**, with costs allocated as outlined above.

Photograph S-23: West Concrete Wall slightly Out-of-Plumb

Photograph S-24: Center Column Cracked / Failed Above Barrier Wall

Photograph S-26: Typical Cracked / Split Roof Rafters

Photograph S-27: Cracked / Broken Rafters at Gable End (Open End*)*

Photograph S-28: Typical Broken / Failed Knee-Bracing

Photograph S-29: Typical Broken / Failed Knee-Bracing

THE CITY OF CHARLOTTE MICHIGAN

Memo

To: Honorable Mayor Lewis; City Council
From: Christina Horton
Date: September 12, 2025
Re: Budget Amendments

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

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

Attached please find the recommended budget amendment resolution and detail for the meeting of October 13, 2025.

Specifically, the requested budget amendments will allow the following:

General Fund (101)

Community Development & Code Enforcement – sharing the cost of office doors for west side fire station offices estimated at $11,000

Amend Community Development budget to add $5,500 (101-703.000-971.000)
Amend Code Enforcement budget to add $5,500 (101-704.000-971.000)

The cost of a Salt storage building ($297,926) will be shared between the Major Streets Fund, Local Streets Fund, Parks Department, and Water & Sewer Fund based on use of the salt contained within.

Amend Parks Department budget to add 5% of salt storage building cost $14,897 (101-704.000-971.000)

Major Streets Fund (202)

40% of salt storage building cost

Amend Major Streets/Street Administration budget to add $119,170 (202-520.000-971.000)

Local Streets Fund (203)

45% of salt storage building cost

Amend Local Streets/Street Administration budget to add $134,067
(203-520.000-971.000)

<u>Water & Sewer Fund (510)</u>

10% of salt storage building cost $29,794

Amend Water & Sewer/Sewer Administration budget to add $14,897 (5%)
(510-537.000-971.000)

Amend Water & Sewer/Water Administration budget to add $14,897 (5%)
(510-555.000-971.000)

The recommended bid for the Tirrell pump replacement exceeds the budget by $36,818.

Amend Water & Sewer/W.W.T.P. Operations budget to add $36,818
(510-550.000-971.000)

Sensus AMI FlexNet Meter System base station installation/setup, smart points, smart point installation (cost split based on water/sewer use)

Amend Water & Sewer/Capital Outlay budget to add:
Water capital outlay 37%: $401,064
Sewer capital outlay 63%: $679,191

<u>Motor Vehicle Pool (601)</u>

Total of three vehicles through MiDeal (cooperative purchase); 1 vehicle for Code Enforcement, 1 for Fire use, 1 for WWTP.

Amend MVP Equipment Maintenance budget to add $70,000 (601-581.000-973.000)

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

Financial Impacts

	Revenues	**Expenditures**
General Fund (Fund 101) August 31, 2025 fund balance: 3,978,089	-	25,897
Major Streets (Fund 202) August 31, 2025 fund balance: 2,454,606	-	119,170
Local Streets (Fund 203) August 31, 2025 fund balance: 1,019,261	-	134,067
Water & Sewer Fund (Fund 510) August 31, 2025 fund balance: 5,092,349	-	1,146,867
Motor Vehicle Pool (601) August 31, 2025 fund balance: 387,766	-	70,000

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

CITY OF CHARLOTTE
RESOLUTION 2025-45

A RESOLUTION AMENDING THE OPERATING AND CAPITAL BUDGET APPROPRIATION OF FUNDS FISCAL YEAR 2025-2026

At a regular meeting of the City of Charlotte City Council, Eaton County, Michigan, held in City Council Chambers of Charlotte City Hall, at 111 E. Lawrence Avenue, Charlotte, Michigan, 48813, on the 22nd day of September, 2025 at 7:00 p.m.

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

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

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

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

	Revenues	**Expenditures**
General Fund (Fund 101)	-	25,897
Major Streets (Fund 202)	-	119,170
Local Streets (Fund 203)	-	134,067
Water & Sewer Fund (Fund 510)	-	1,146,867
Motor Vehicle Pool (510)	-	70,000

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

RESOLUTION DECLARED ADOPTED. ____
Mary LaRocque, City Clerk

CERTIFICATE
I, Mary LaRocque, the acting Clerk of the City of Charlotte, hereby certify that the foregoing resolution was adopted by the City Council, as presented at a meeting on September 22, 2025 at which meeting a quorum was present by a roll call vote of said members as herein set forth; that said resolution was ordered to take immediate effect.

____
Mary LaRocque, City of Charlotte Clerk

THE CITY OF CHARLOTTE MICHIGAN

Memo

To: City Manager Rob Hillard; Honorable Mayor Lewis; City Council
From: Stephanie Whitney, DPW Director; Christina Horton, Finance Director/Treasurer
Date: September 18, 2025
Re: Sensus AMI FlexNet Meter System—Stopping Known Losses, Protecting Residents

Executive Summary

The City is incurring avoidable financial losses because we lack real-time visibility into water usage. Missed reads, accounts using water without an active bill, and leaks that go undetected for an entire quarter create both revenue loss and resident hardship. After careful consideration, the Sensus AMI FlexNet system is the most cost-effective system as it will integrate with most meters we are currently using and stocking. Sensus AMI FlexNet system provides continuous, two-way monitoring over a reliable, private (FCC-licensed) network, enabling accurate billing, rapid leak/abnormal-flow detection, and exception alerts when usage occurs without an active billing record. We recommend Council approve purchase and implementation of Sensus AMI FlexNet.

Documented Losses & Risks (recent examples for this year alone)

- Unbilled apartment building: First bill for water/sewer usage (base rates had been billed) of over $5,000 after 16 months with no prior usage billing. Total estimated loss of approximately $20,000.
- Commercial building (3 businesses): No readings since construction/occupancy in 2022; first reading totaled $3,058 in water/sewer usage. Aggregate recent loss: approximately $40,000 in billable water/sewer revenue. On advice of legal counsel, we did not estimate or back-bill, so this revenue is permanently lost while production/treatment costs remained.
- Additional units/residences: Further accounts have been discovered as improperly billed; not yet fully quantified. Based on recent findings, the exposure is plausibly tens of thousands of dollars more.
- Quarterly billing + no real-time alerts: Residents can accumulate three months of leak charges before discovery, causing bill shock and disputes.
- Operational strain: Manual/estimated reads, follow-ups, and truck rolls consume staff time and fuel without addressing root causes.

These are not hypothetical; they are recurring and preventable with modern metering and monitoring.

Key Benefits to the City

- Revenue Protection & Cost Savings
- Accurate, automated reads reduce under-registration and eliminate unbilled consumption tied to missed or unlinked accounts.
- Integration with billing reduces manual work and estimated bills.

Operational Efficiency

- Real-time exception alerts (continuous flow, backflow, zero-read anomalies) speed investigation and resolution.
- Staff time shifts from route reading and re-reads to proactive system management.
- Longevity & Reliability
- Long-life endpoints and warranty support sustained accuracy.
- Licensed spectrum (FlexNet) improves coverage and reduces interference compared to drive-by/manual methods.

Benefits to Residents

- Fewer leak shocks: Early detection curbs three-month surprises between quarterly bills.
- Fair, transparent billing: Precise usage data means residents pay for what they actually use and can track consumption.
- Faster service: Data-driven dispatch improves response times and reduces repeat site visits.

Financial Considerations

The proposal includes one-time infrastructure/equipment/installation costs and clearly defined annual hosting/maintenance. Even excluding leak-related savings and operational efficiencies, preventing unbilled accounts at our recently observed rate represents a material, recurring loss that AMI can prevent going forward. Over the system's 20-year life, revenue protection plus operational savings supports a positive return.

Timing: To avoid the 2.75% tariff surcharge, staff recommends completing the order before September 30, 2025.

Recommendation

We recommend Council approve the Sensus AMI FlexNet purchase and implementation as the fiscally responsible control to stop known losses, protect residents from bill shocks, and modernize the City's water utility.

Suggested Motion

"I move to approve the purchase and implementation of the Sensus AMI FlexNet Meter System and authorize the City Manager to execute all necessary agreements and budget amendments, with the intent to complete the order before September 30, 2025 to avoid the 2.75% tariff surcharge."