



PROPOSED AGENDA
SPECIAL MEETING OF THE CHARLOTTE CITY COUNCIL
111 E. Lawrence Ave, Charlotte, MI 48813 (517) 543-2750
11:00 A.M. Wednesday October 01, 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/82141015422>

One tap mobile: +16465588656,,82141015422#

Telephone: (312) 626-6799 Webinar ID: 821 4101 5422

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Absence of Council Members**
- 5. 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
- 6. Approval of Agenda**
- 7. Agenda Items**
 - a. Consider approval of a sealed bid contract with Eng, Inc. for Construction Engineering - Fall Street Improvements, in the amount of \$25,357.50
 - b. Consider approval of Resolution 2025-47 To schedule a public hearing for the Downtown Sidewalk Snow Removal Special Assessment District
 - c. Consider the Creation of a Special Assessment District to support emergency vehicle and services expenses for three years in the amount of approximately \$1,104,960 annually
 - d. City Council Prioritization List
- 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

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."



9. Staff Comments

10. Mayor and Council Comments

11. Adjourn

~Mary LaRocque, City Clerk



Memo

To: City Council
From: Stephanie Whitney - Director of Public Works
Date: September 29, 2025
Re: Award of Contract – Construction Engineering & Inspection Services (Horatio, Lincoln, Seminary, Mikesell, Bennett Park Driveway)

Dear City Council Members,

On September 15, 2025, the City issued a Request for Proposals (RFP) for **construction engineering, inspection, and materials testing services** for the 2025 street program (Horatio Ave., Lincoln St., Seminary St., Mikesell St., and Bennett Park driveway).

Services include:

- Full-time inspection during construction (approx. 4 weeks).
- MDOT-compliant daily diaries, test reports, pay estimates, and project documentation.
- Nuclear density and concrete testing.
- Coordination with City staff, contractors, and stakeholders.

Construction is anticipated to begin in October and be completed by **November 14, 2025**.

Bids Received

The city received **two proposals** by the September 29, 2025 deadline:

- **Eng., Inc.** — \$25,357.50
- **Spalding DeDecker** — \$33,700.00

Both firms are qualified; however, **Eng., Inc.** submitted the **lowest responsible bid** and has prior MDOT-compliant experience on municipal roadway projects.

Recommendation

Award the contract for **Construction Engineering, Inspection, and Materials Testing Services** to **Eng., Inc.** in the amount of **\$25,357.50**.



To: Honorable Mayor Lewis and City Council Members
From: Robert Hillard, City Manager
Date: September 19, 2025
RE: City Manager's Report Pursuant to Section 54-4 of the Code of the City of Charlotte

As required by Resolution No. 2025 - 46, Special Assessment Project – Downtown Sidewalk Snow Removal, I, as City Manager, am directed to prepare a report setting forth the specifications for renewing the Special Assessment District for snow removal in the downtown business district. Based upon that directive, the following is my report:

1. **Specifications:** The purpose of this project is to fund the cost for snow removal in the downtown business district as described herein.
2. **Estimate of Cost:** The estimated cost is \$24,800 each year the assessment is in place.
3. **Life of the Improvement:** The Special Assessment is for the 2026-2030 winter seasons.
4. **Description of the Assessment District:** The Assessment District is within the boundaries of the Downtown Development Authority with the boundaries of the Downtown Development Authority. This information is available on file in the Clerk's office, including the identification of each parcel to be specifically benefitted.
5. **Development of Tax Roll:** The assessment will be based on the street frontage of each parcel, as it has been spread in the past.
6. **Assessment of City At-Large:** There will be no City At-Large assessment regarding this project.

CITY OF CHARLOTTE
RESOLUTION NO. 2025-47
SPECIAL ASSESSMENT PROJECT –
DOWNTOWN SIDEWALK SNOW REMOVAL

RESOLUTION NO. 2

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.

WHEREAS, the City Council determines that uncleared snow or icy sidewalks pose a concern for public safety and the convenience of the property owners and persons who otherwise live, shop, and frequent the downtown area; and

WHEREAS, the City Council has been presented with costs to make the public improvements as described as follows:

Snow removal at the identified properties in
downtown Charlotte for the winter seasons 2026 –
2030

WHEREAS, the City Council has caused the City Manager to prepare a report in order to renew the Downtown Sidewalk Snow Removal Special Assessment District for the 2026-2030 seasons; and

WHEREAS, the same has been received by the City Council; and

WHEREAS, the City Council desires to proceed further with the snow removal project.

NOW, THEREFORE, BE IT RESOLVED that:

1. The report describing the project thereof and the estimate of cost thereof shall be filed with the City Clerk and be made available for public examination.
2. The City Council tentatively declares its intention to proceed with the improvement project described in the notice set forth in paragraph 6 hereof.

3. There is hereby tentatively designated a special assessment district against which the cost of said snow removal project is to be assessed, consisting of the properties more particularly described in the notice set forth in paragraph 6 of this resolution.
4. The City Council shall meet at City Hall on October 27, 2025, at 7:00 p.m., at which time and place the City Council shall hear objections to the petition for the improvement project, the project itself, or the special assessment district therefore
5. The City Clerk is hereby ordered to cause notice of such hearing to be published once prior to said hearing in the *The County Journal*, Charlotte, Michigan, a newspaper of general circulation in the City, the first publication to be at least ten (10) full days before the time of hearing, and shall cause notice of said hearing to be mailed by first class mail to all owners of or persons in interest in property in the special assessment district as shown on the current assessment rolls of the City at least ten (10) full days before the date of said hearing.
6. Said notice shall be in substantially the following form:

NOTICE OF HEARING ON THE SNOW REMOVAL ASSESSMENT PROJECT
BY CHARLOTTE CITY COUNCIL

TO THE OWNERS OF THE PROPERTIES WITHIN THE CITY OF CHARLOTTE
AS DESCRIBED IN THE ATTACHED LIST:

TAKE NOTICE that pursuant to the provisions of Section 54-1 of the Charlotte City Code, the City Council initiated the process to make the following public improvements:

Snow removal at the identified properties in
downtown Charlotte for the winter seasons 2026 –
2030

TAKE FURTHER NOTICE that the City Council has tentatively declared its intention to make such a snow removal project and tentatively designated the above-described premises as a special assessment district against which the cost of said improvement is to be assessed.

TAKE FURTHER NOTICE that the City Council has caused to be prepared plans showing the snow removal project, the location thereof, and an estimate of the cost thereof which have been filed with the City, 111 E. Lawrence Ave., Charlotte, MI 48813, for public examination.

TAKE FURTHER NOTICE that appearance and protest at this hearing is required in order to appeal the amount of the special assessment to the State Tax Tribunal if an appeal should be desired. A property owner or party in interest, or his or her agent, may appear in person at the hearing to protest the special assessment or may file his or her appearance by letter delivered to the City Clerk by 7:00 p.m. on October 27, 2025, and his or her personal appearance shall not be required. The property owner or any person having interest in the property subject to the proposed special assessment may file a written appeal of the special assessment with the State

Tax Tribunal within 30 days after confirmation of the special assessment roll if that special assessment was protested at this hearing.

TAKE FURTHER NOTICE that if adopted, the first installment of the special assessment for the 2026 winter season will be assessed in the December 2025 tax roll and on the respective tax statements of the property owners within the district.

PUBLIC NOTICE IS HEREBY GIVEN that this City Council will meet on Monday, October 27, 2025, at 7 p.m. at City Hall at the above address to hear objections to the petition, to the improvement, and to the special assessment district therefor.

Mary LaRocque, Charlotte City Clerk

7. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

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 special meeting held on Wednesday, October 01, 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 _____
day of _____ 2025.

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

Approved as to form:

Thomas M. Hitch (P25558)
Charlotte City Attorney

Exhibit A

Parcel Number	Owner Name	Property Address Number	Property Address Street	Property Address State	Property Address Zip	Benefitted Street Frontage
200-000-018-020-01	CITY OF CHARLOTTE	111	LAWRENCE AVE	MI	48813	235.0
200-000-018-030-00	CHARLOTTE BARYAMES LLC	101	LAWRENCE AVE	MI	48813	79.5
200-000-018-035-00	RAC UPTOWN LLC	109	LAWRENCE AVE	MI	48813	50.0
200-000-018-040-00	MVS REALTY, LLC	110	COCHRAN AVE	MI	48813	24.0
200-000-019-010-01	CITY OF CHARLOTTE	0	HARRIS AVE	MI	48813	80.0
200-000-019-030-01	MOREHOUSE, LEO J & CAROL L ET AL	212	HARRIS AVE	MI	48813	40.0
200-000-019-111-00	MCNAMARA, ROSALBA	205	LAWRENCE AVE	MI	48813	60.0
200-000-022-090-00	CITY OF CHARLOTTE	115	WASHINGTON ST	MI	48813	80.0
200-000-022-130-00	LAHR, MICHAEL P & ARLETTA J TRUST	119	WASHINGTON ST	MI	48813	122.5
200-000-022-215-00	JAE PROPERTIES #1 LLC	141	WASHINGTON ST	MI	48813	46.0
200-000-023-010-00	NATIONAL CITY BANK OF MI\IL	101	COCHRAN AVE	MI	48813	50.0
200-000-023-015-00	PELLEGRINO, ARMAND A	105	COCHRAN AVE	MI	48813	20.5
200-000-023-020-00	CAPORALI, ANTHONY	107	COCHRAN AVE	MI	48813	20.0
200-000-023-026-00	JEWETT, ROBERT G JR	109	COCHRAN AVE	MI	48813	50.0
200-000-023-035-01	CITY OF CHARLOTTE	110	LAWRENCE AVE	MI	48813	36.0
200-000-023-045-00	PRECEDENT PROPERTIES, LLC	112	LAWRENCE AVE	MI	48813	22.0
200-000-023-050-00	DUTCH BROTHERS DEVELOPMENT GROU	114	LAWRENCE AVE	MI	48813	25.0
200-000-023-055-00	DEWATERS INVESTMENTS LLC	118	LAWRENCE AVE	MI	48813	31.7
200-000-023-060-00	ROLLE, ROBERT D P.C.	104	WASHINGTON ST	MI	48813	35.0
200-000-023-070-00	MCNAMARA, DAVID BRIAN	108	WASHINGTON ST	MI	48813	11.5
200-000-023-080-00	SHETENHELM RENTALS LLC	115	COCHRAN AVE	MI	48813	19.8
200-000-023-086-01	SHETENHELM RENTALS LLC	117	COCHRAN AVE	MI	48813	20.0
200-000-023-086-02	DUTCH BROTHERS DEVELOPMENT GROU	119	COCHRAN AVE	MI	48813	20.0
200-000-023-100-00	CITY OF CHARLOTTE	120	WASHINGTON ST	MI	48813	138.5
200-000-023-120-00	THE COCHRAN CENTER LLC (2ND & 3RD	123	COCHRAN AVE	MI	48813	0.0
200-000-023-126-00	CRANDALL, JAMES G TRUST	121	COCHRAN AVE	MI	48813	50.0
200-000-023-130-00	THE COCHRAN CENTER LLC	125	COCHRAN AVE	MI	48813	30.0
200-000-023-135-01	CLEVELAND, CANDICE	127	COCHRAN AVE	MI	48813	25.0
200-000-023-135-02	CLEVELAND, CANDICE (2nd Floor)	127	COCHRAN AVE	MI	48813	0.0
200-000-023-140-00	EQUITY TRUST COMPANY	129	COCHRAN AVE	MI	48813	25.0
200-000-023-160-00	POTTER 131 REAL ESTATE LLC	131	COCHRAN AVE	MI	48813	20.0
200-000-023-170-00	K.L.O. INVESTMENTS LLC	133	COCHRAN AVE	MI	48813	20.0
200-000-023-175-00	FORTE, JOHN	135	COCHRAN AVE	MI	48813	20.0
200-000-023-180-01	CITY OF CHARLOTTE DDA	0	WASHINGTON ST	MI	48813	220.0
200-000-023-200-00	RDR 137 LLC	137	COCHRAN AVE	MI	48813	15.5
200-000-023-206-03	MODERN EQUITIES, LLC	139	COCHRAN AVE	MI	48813	44.5
200-000-023-220-00	MODERN EQUITIES LLC	143	COCHRAN AVE	MI	48813	20.0
200-000-023-240-00	UNCLE COLLINS ENTERPRISE INC	145	COCHRAN AVE	MI	48813	20.0
200-000-023-245-00	LAD OF CHARLOTTE LLC	147	COCHRAN AVE	MI	48813	20.0
200-000-024-010-00	MAXI AUTO CENTERS INC	125	LAWRENCE AVE	MI	48813	52.0
200-000-024-020-00	THE DANCE CONSERVATORY	121	LAWRENCE AVE	MI	48813	22.0
200-000-024-030-00	THE DANCE CONSERVATORY	119	LAWRENCE AVE	MI	48813	16.0
200-000-024-040-00	115 BUILDING LLC	115	LAWRENCE AVE	MI	48813	40.0

Exhibit A

200-000-024-050-00	113 W LAWRENCE LLC	113 LAWRENCE AVE	MI	48813	20.0
200-000-024-055-01	FORTE, ANGELA	111 LAWRENCE AVE	MI	48813	20.0
200-000-024-060-02	OMAR'S REAL ESTATE LLC	107 LAWRENCE AVE	MI	48813	19.0
200-000-024-066-00	CROSSWALK TEEN CENTER, INC	103 LAWRENCE AVE	MI	48813	71.0
200-000-024-075-00	DELEEUW, MATTHEW D & JENNIFER	106 COCHRAN AVE	MI	48813	21.0
200-000-024-080-00	ALFCAR PROPERTIES LLC	108 COCHRAN AVE	MI	48813	24.5
200-000-024-086-01	ACAPULCO MEXICAN GRILL #2 INC	112 COCHRAN AVE	MI	48813	93.6
200-000-024-090-00	LEZELL BUILDING CO LLC	114 COCHRAN AVE	MI	48813	25.0
200-000-024-095-00	LATCHAW, MARTIN L & SUE E TRUST	116 COCHRAN AVE	MI	48813	25.0
200-000-024-100-01	CITY OF CHARLOTTE	125 BOSTWICK ST	MI	48813	380.0
200-000-024-120-00	LATCHAW, MARTIN L & SUE E TRUST	118 COCHRAN AVE	MI	48813	25.6
200-000-024-130-00	DOOLITTLE BUILDING LLC	122 COCHRAN AVE	MI	48813	44.9
200-000-024-160-00	RILEY TAX SERVICE NORTH INC	124 COCHRAN AVE	MI	48813	19.5
200-000-024-165-00	RILEY'S TAX SERVICE INC	126 COCHRAN AVE	MI	48813	20.0
200-000-024-170-00	DOUBLE D REAL ESTATE LLC	128 COCHRAN AVE	MI	48813	28.0
200-000-024-176-00	WIRT, KENNETH E	134 COCHRAN AVE	MI	48813	47.0
200-000-024-210-00	RIVER BIRCH INVESTMENTS LLC	136 COCHRAN AVE	MI	48813	25.0
200-000-024-215-00	TEFFTS INVESTMENTS LLC	138 COCHRAN AVE	MI	48813	25.0
200-000-024-240-00	HOORT, KENDRA L	140 COCHRAN AVE	MI	48813	25.0
200-000-024-251-00	RODRIGUEZ MARTIAL ARTS INC	142 COCHRAN AVE	MI	48813	24.7
200-000-024-254-00	SCHWALBACH, TRACEY L	106 LOVETT ST	MI	48813	39.6
200-000-024-256-00	MAD HOUSE REALTY LLC	144 COCHRAN AVE	MI	48813	25.3
200-000-024-262-00	FRIENDS OF BEACH MARKET INC	120 LOVETT ST	MI	48813	67.0
200-000-025-111-00	FIRST CONGREGATIONAL CHURCH UCC	128 BOSTWICK ST	MI	48813	63.0
200-000-025-150-00	DUTCH BROTHERS DEVELOPMENT GROU	134 BOSTWICK ST	MI	48813	60.0
200-000-025-180-00	CITY OF CHARLOTTE	138 BOSTWICK ST	MI	48813	35.0
200-000-025-190-00	CITY OF CHARLOTTE	142 BOSTWICK ST	MI	48813	58.0
200-000-025-230-00	CITY OF CHARLOTTE	146 BOSTWICK ST	MI	48813	177.0
200-000-030-020-00	P GADOLA PROPERTIES LLC	204 BOSTWICK ST	MI	48813	137.0
200-000-030-070-00	ARCHER, CHARLES & SUZANNE	218 BOSTWICK ST	MI	48813	63.0
200-000-031-010-00	U S POST OFFICE	117 LOVETT ST	MI	48813	130.0
200-000-031-020-00	BOSTWICK ONE -11, LLC	200 COCHRAN AVE	MI	48813	58.0
200-000-031-030-00	THE RAMOS GROUP LLC	208 COCHRAN AVE	MI	48813	22.0
200-000-031-060-01	DAVIS, BRUCE A & DEANNE S	214 COCHRAN AVE	MI	48813	54.0
200-000-031-070-02	HUGHES, MARK O & VALERIE K	210 COCHRAN AVE	MI	48813	15.0
200-000-031-076-00	218 S COCHRAN LLC	218 COCHRAN AVE	MI	48813	42.0
200-000-031-080-00	CITY OF CHARLOTTE	215 BOSTWICK ST	MI	48813	42.0
200-000-031-090-00	CITY OF CHARLOTTE	227 BOSTWICK ST	MI	48813	68.0
200-000-031-110-00	PRECEDENT PROPERTIES, LLC	224 COCHRAN AVE	MI	48813	40.0
200-000-031-115-00	FLAMINGO VENTURES LLC	222 COCHRAN AVE	MI	48813	20.0
200-000-031-130-00	CITY OF CHARLOTTE	229 BOSTWICK ST	MI	48813	80.0
200-000-031-141-00	COMER PROPERTIES LLC	228 COCHRAN AVE	MI	48813	30.5
200-000-031-152-01	EATON FEDERAL SAVINGS AND LOAN	236 COCHRAN AVE	MI	48813	218.5
200-000-031-230-00	SOMMER DEVELOPMENT CORPORATION	240 COCHRAN AVE	MI	48813	80.0
200-000-032-011-00	WILCO INVESTMENTS INC	201 COCHRAN AVE	MI	48813	100.5
200-000-032-016-00	LAUPP, JOHN A	114 LOVETT ST	MI	48813	24.0
200-000-032-018-00	C&L BLACK PROPERTIES LLC	116 LOVETT ST	MI	48813	25.0

Exhibit A

200-000-032-020-00	BEEBE, GARY M & MILDRED H	120 LOVETT ST	MI	48813	50.0
200-000-032-030-00	BEEBE, GARY M & MILDRED H	124 LOVETT ST	MI	48813	25.0
200-000-032-040-00	CHARLOTTE SHOE REPAIR LLC	215 COCHRAN AVE	MI	48813	34.3
200-000-032-070-00	C&L BLACK PROPERTIES LLC	218 WASHINGTON ST	MI	48813	40.0
200-000-032-080-00	B'S FLORAL, LLC	217 COCHRAN AVE	MI	48813	20.0
200-000-032-085-00	219-221 S COCHRAN LLC	219 COCHRAN AVE	MI	48813	20.0
200-000-032-090-00	219-221 S COCHRAN LLC	221 COCHRAN AVE	MI	48813	23.0
200-000-032-095-00	C & L BLACK PROPERTIES LLC	225 COCHRAN AVE	MI	48813	43.0
200-000-032-100-00	CITY OF CHARLOTTE	220 WASHINGTON ST	MI	48813	120.0
200-000-032-120-00	AIKEN, JERRY & KELLY	227 COCHRAN AVE	MI	48813	22.0
200-000-032-130-00	FRAZIER, VANBERT L III & LAURA L	229 COCHRAN AVE	MI	48813	20.0
200-000-032-135-00	SW DENTAL MANAGEMENT COMPANY	231 COCHRAN AVE	MI	48813	46.5
200-000-032-150-01	WILCO, INC.	234 WASHINGTON ST	MI	48813	80.0
200-000-032-155-00	OWEN-CONLEY ENTERTAINMENT LLC	235 COCHRAN AVE	MI	48813	52.0
200-000-032-161-00	239 S COCHRAN LLC	239 COCHRAN AVE	MI	48813	41.0
200-000-032-205-00	2 BP, LLC	241 COCHRAN AVE	MI	48813	48.0
200-000-032-210-00	POPA, ILIE & MARIA & GAVRAU, IOAN &	245 COCHRAN AVE	MI	48813	50.0
200-000-032-220-00	CITY OF CHARLOTTE	119 SEMINARY ST	MI	48813	124.0
200-000-032-230-00	CITY OF CHARLOTTE	121 SEMINARY ST	MI	48813	72.0
200-040-600-010-00	WALTERS-DIMMICK PETROLEUM INC	302 COCHRAN AVE	MI	48813	200.0
200-042-500-070-00	CHARLOTTE 354 HOLDINGS, LLC	354 COCHRAN AVE	MI	48813	159.0
200-042-500-085-00	REAL ESTATE WAREHOUSE	344 COCHRAN AVE	MI	48813	62.0
200-042-500-090-00	JNR PROPERTIES OF CHARLOTTE LLC	338 COCHRAN AVE	MI	48813	103.0
200-042-500-095-00	PARROT CAY PROPERTIES LLC	324 COCHRAN AVE	MI	48813	97.5
200-042-500-101-00	PARROT CAY PROPERTIES LLC	322 COCHRAN AVE	MI	48813	71.0
200-059-500-010-00	CALERO, LEONEL & MICHELLE	321 COCHRAN AVE	MI	48813	40.0
200-061-602-010-00	HOUSING SERVICES FOR EATON COUNTY	319 COCHRAN AVE	MI	48813	40.0
200-061-602-020-00	AIKEN, KELLY	329 COCHRAN AVE	MI	48813	52.0
200-061-604-010-00	GILBERTSON, ROY & NICHOLE	345 COCHRAN AVE	MI	48813	76.0
200-062-600-021-01	TAU MIDWEST LLC	301 COCHRAN AVE	MI	48813	224.8
200-062-600-130-00	DENNINGS, BENJAMIN	337 COCHRAN AVE	MI	48813	78.0
200-062-600-140-00	NM DJA PROPERTIES	343 COCHRAN AVE	MI	48813	60.0

To: Mayor Lewis and City Councilmembers
From: Robert Hillard, City Manager
Date: September 26, 2025
Re: 2026/2027 Proposed Special Assessment District Recommendation

I would recommend the creation of a Special Assessment District to support emergency vehicle and services expenses for three years in the amount of approximately \$1,104,960 annually. This would require an additional annual contribution from the General Fund of \$225,000 for future emergency vehicles and equipment. This contribution will be reflected in an amended Capital Improvement Plan. I would also recommend the establishment of an additional internal service fund to assure the funds are dedicated for this purpose. Redirecting the Special Assessment District as recommended will outline specific expenditures and enhance transparency. This will still require additional budget strategies to General Fund operations that will be reflected during the annual budget process.

Emergency Vehicle and Services Fund Expenses

Department	GL Account Name	Amount Annually
Fire	Fire Stipend	\$80,000
Fire	Safety Supplies	\$10,000
Fire	Diesel/Gasoline	\$22,000
Police	Gasoline	\$60,000
Fire	Operating Supplies	\$53,000
Fire	Haz-Mat Supplies	\$10,787
Fire	Vehicle Maintenance	\$40,000
Police	Vehicle Maintenance	\$30,000
Fire	Building Maintenance	\$34,000
Fire	Contractual	\$46,250
Police	Contractual	\$49,500
Fire	Uniform	\$12,000
Police	Uniform	\$24,000
Fire	Ambulance Expense	\$74,423
Fire	Utilities	\$40,000
Fire	Capital Outlay Equipment	\$49,000
Police	Capital Outlay Equipment	\$80,000
Fire	Vehicle Capital Outlay	\$225,000
Police	Vehicle Capital Outlay	\$165,000
		\$1,104,960

Recommended Motion

Direct the City Manager to prepare for City Council consideration a Special Assessment District to support emergency vehicle and services expenses as outlined in the memo for three years in the amount of approximately \$1,104,960 annually.

DRAFT

City Council Prioritization List

City Services

Defined Benefit Retirement Program Review (Clerk) (City Services)
Capital Improvement Plan Review (Finance) (City Services)
Utility Meter System Improvement Review (Public Works) (City Services)
Building Construction Inspection Program Review (Community Development) (City Services)
City Council Chamber Sound and Video Review (Clerk) (City Services)
Municipal Building Improvements Review (Fire) (City Services)
Recycling Center Review (Public Works) (City Services)

Community Development

Housing Strategy Review (Community Development) (Community Development)
Downtown Street Improvement Review (Community Development) (Community Development)
Combs Industrial Improvements Review (Public Works) (Community Development)
Airport Hangar Review (Public Works) (Community Development)

Neighborhood Enrichment

Street Plan Review (Public Works) (Neighborhood Enrichment)
Bennett Park Improvements Review (Public Works) (Neighborhood Enrichment)