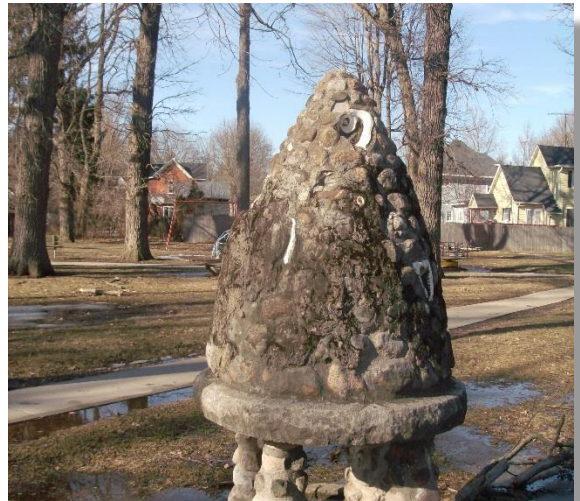


# CHARLOTTE AREA

## FIVE YEAR PARKS & RECREATION PLAN 2019-2023



Prepared by:



ROWE PROFESSIONAL  
SERVICES COMPANY

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## **Charlotte Area**

### **Five Year Parks and Recreation Plan**

2019 – 2023

#### **Charlotte Area Recreation Cooperative Members:**

Dave Bankhead – Chairman (Eaton Township)

Emily Williamson – Member (Eaton Township)

Deb Montgomery – Member (Carmel Township)

Vicki Montgomery – Member (Carmel Township)

Dan Christian – Member (City of Charlotte)

Yvonne Ridge – Member (City of Charlotte)

Julie O’Neill – Member-At-Large

#### **City of Charlotte:**

Tim Lewis – Mayor

Gregg Guetschow – City Manager

Ginger Terpstra – City Clerk

Amy Gilson – Director of Public Works

Bryan Myrkle – Community Development Director

#### **Carmel Township:**

Steven Willard – Supervisor

Laura Goostrey – Clerk

Michele Wise – Treasurer

#### **Eaton Township:**

David Roberts – Supervisor

Charamy Cleary – Clerk

Beck Dolman - Treasurer

## Background

This Five-Year Parks and Recreation Plan was prepared by the Charlotte Area Recreation Cooperative (CARC) with assistance from ROWE Professional Services Company. The purpose is to direct the evaluation and decisions for future park improvements, development, land acquisition, or other issues regarding recreation opportunities for the City of Charlotte, Carmel Township, and Eaton Township.

The Charlotte Area Recreation Cooperative was developed in November 2009 for the purpose of providing an inter-local agreement to facilitate and support recreational opportunities for the citizens of the City of Charlotte, Eaton Township, and Carmel Township. The cooperative acts under the authority of Urban Cooperation Act, Act 7 of the Public Act of 1967, and Act 156 of Public Acts of 1917. Members of CARC, board members for Carmel Township and Eaton Township, along with the city council for Charlotte participated in the development of the plan.

The recreation plan is in accordance with the Michigan Department of Natural Resources (MDNR) requirements as stated in the “Guidelines for the Development of Community Park, Recreation, Open Space and Greenway Plans”. This document will allow for the pursuit of MDNR grants, as well as a basis for other funding opportunities. The plan is valid for five years from the date of resolution of adoption by each community.

The recreation plan for the Charlotte community provides a common direction for future development and enhancements to parks and other recreation opportunities for each municipality. The intent of this plan is to develop parks and recreational opportunities to provide safe, accessible facilities and more choices for healthier lifestyles and economic development.

This plan is divided into several separate sections that represent the planning process used in its development. In addition to this introduction, the plan contains:

- **Community Description** – An overview of the Charlotte community and current and projected social, physical, and economic characteristics.
- **Administrative Structure** – Identifies the entities responsible for administration of the park and recreation programs and facilities provided throughout the Charlotte Community.
- **Parks, Facility, and Program Inventory** – Describes the existing park facilities within the Charlotte community and programs provided in and around the community.
- **Planning Process** – Describes the participatory process by the community and other partners to prepare and adopt the plan.
- **Action Plan** – Summary of information collected that provides support for the suggestions and recommendations in accordance to the community’s specific community goals.

## Community Description

The Charlotte Area Recreation Cooperative is located in central Eaton County; roughly 23 miles southwest of Lansing and 63 miles southeast of Grand Rapids. The communities represented in the cooperative include Eaton Township, Carmel Township, and the City of Charlotte. The charter townships of Benton, Chester, Eaton Rapids, Brookfield, and Walton also surround the communities. Table 1 shows the population for the communities within the cooperatives as well as the population trend from 1990 until the recent population estimate in 2017 based on the U.S. Census data.



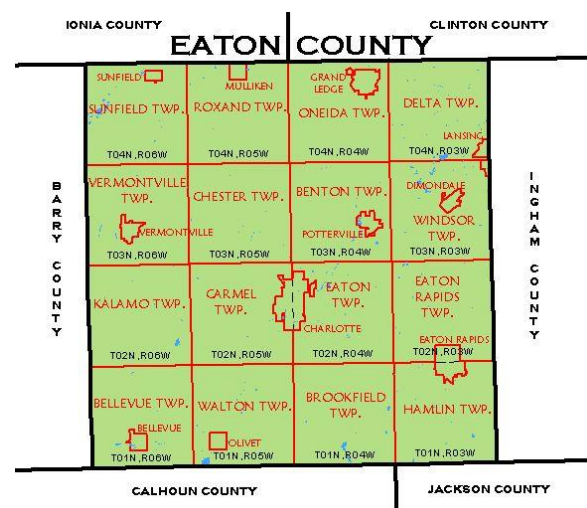
Table 1: Population			
Cities/Township	2000	2010	2017 (Est.)
Charlotte	8,389	9,074	9,062
Carmel Township	2,626	2,855	2,881
Eaton Township	4,278	4,073	4,083

Based on the U.S. Census data, the 2017 estimate for the communities shows a -0.13 percent change in population for the City of Charlotte, a 0.91 percent change in population for Carmel Township, and Eaton Township with a population change of 0.25 percent from 2010.

Table 2: Age Distribution (2017)					
Cities/Township	Under 19	20-24	25-44	45-64	65 and Over
Charlotte	2,356	618	2,456	2,144	1,488
Carmel Township	581	101	513	965	721
Eaton Township	1,172	181	835	1,160	735

The City of Charlotte is the county seat of Eaton County with numerous programs, activities, and entertainment that occurs in the city. The townships around Charlotte (including Carmel Township and Eaton Township) are rural agriculture with mixtures of retail trade and services. Commercial development and recreational activities are mostly contained within the City of Charlotte.

Primary transportation connections to the communities include I-69, BL-69, M-50, and M-79. I-69 runs east to west connecting the Fort Wayne to Lansing. Business Loop 69 (BL-69) is a 5-mile loop around the City of Charlotte. M-50 and M-79 are trunk line routes that connect to cities and communities on the west side of the state. There is an airfield located northeast of the central business district of Charlotte, Fitch H. Beach Airport for smaller aircraft; also, Capital Region



Map 1: Regional Location Map

International Airport is located nearby for passenger transportation. Public transportation in Eaton County is provided by EATRAN which provides curb-to-curb public transportation throughout the county.

The area is relatively flat with gently rolling prairies. The highest elevation in Charlotte is 909 feet. Current land uses include mostly agricultural/farmland, light industrial, and residential. The Charlotte community is geographically located near the Battle Creek River Watershed and the Thornapple River flood plain. Local natural resources include regulated wetland areas, forests, and wildlife.

### *Administrative Structure*

CARC is a “Michigan municipal corporation” that operates within the communities of Eaton Township, Carmel Township, and the City of Charlotte. This partnership has been in existence since November 2009 and provide park facilities in the community. Membership in CARC, or representation by the communities is done by a seven-member board composed of residents from the three communities. Two members each are appointed, by the township or city council boards, from Eaton Township, Carmel Township, and the City of Charlotte; with one member appointed by CARC board as an “at-large” position. CARC has a yearly budget that is passed by the board; however, budget amendments must be approved by the governing bodies represented through CARC.

The City of Charlotte is an incorporated city with a Council-Manager form of government, with an elected city council of seven individuals (including the Mayor). The City Council appoints the City Manager. The City of Charlotte also coordinates park maintenance, operating expenses, and utilities through the Department of Public Works (DPW).

Eaton Township is governed by a five-member elected Township Board consisting of a supervisor, clerk, treasurer, and two trustees. The supervisor is the head of government in the township.

Carmel Township also has a five-member elected Township Board with a supervisor, clerk, treasurer, and two trustees. Daily operations of the township are delegated to the Township Supervisor.

The City of Charlotte, Eaton Township, Carmel Township and CARC are four separate entities and each can apply for DNR grants for the respective communities. CARC grants are overseen by the City of Charlotte as the organization’s fiduciary agency. CARC works to provide the community with recreational opportunities for the residents to enjoy.

### *Parks and Recreation Budget*

Currently, funding for property maintenance are made available through the City of Charlotte and CARC. Attached to this section is the current budget for 2018-2019 for the City of Charlotte Parks and Recreation Fund as well as CARC Fiscal Year 2019-2020 revenue and expenses. Figure 2 and Figure 3 shows the budgets for CARC and the City of Charlotte. Eaton Township has previously allocated \$10,000 in the yearly budget for parks and recreation and Carmel Township also allocates \$5,000 to support CARC yearly.

### *Relationships with School District(s), Other Public Agencies or Private Organizations*

The City of Charlotte and the surrounding townships are serviced by the Charlotte Public Schools. The city, townships, and school district work independently to provide engaging programs for the residents of the community along with recreational opportunities for students and community members. At various intervals through collaborative partnerships exist to bring together the entities in the community for activities. Charlotte Public Schools opens its swimming pool to the community for a fee. The school district has also recently hired a youth recreation coordinator to provide additional recreational programming for area youth. Another partnership within the community exist between the cooperative and the Hayes Green Beach Hospital. The hospital, through Charlotte AL!VE, has implemented programs in the community to support healthy living and lifestyle choices. Some of these programs provided from AL!VE include fitness classes, health and wellness services, cooking demonstrations, rehabilitation, and therapy classes. These services are available to the residents for a user fee. Additionally, Eaton Area Senior Center services the senior population in Eaton County and is in the city. Some of the programs that are offered by the Eaton Area Senior Center include dances, car shows, and health clinics. The City of Charlotte previously has worked with the county and other organizations within the county to develop the non-motorized transportation plan in 2013. The non-motorized plan is in the appendix.

### *Programming*

CARC does not coordinate programming in the community. The main responsibilities of the cooperative are for facilities and operations. Programs in the community are coordinated through the Charlotte Public Schools, various church and volunteer groups, and the Hayes Green Beach (HGB) Hospital. The city also has Charlotte Rising, a Michigan Main Street organization, that promotes the community and its businesses through programs and events. Other festivals and functions occurring during the year include the Charlotte Bluegrass Festival in June, Charlotte Celebrates in mid-June, the Michigan Nordic Fire Festival in February/March, Eaton County Fair in July and Charlotte Frontier Days in September.

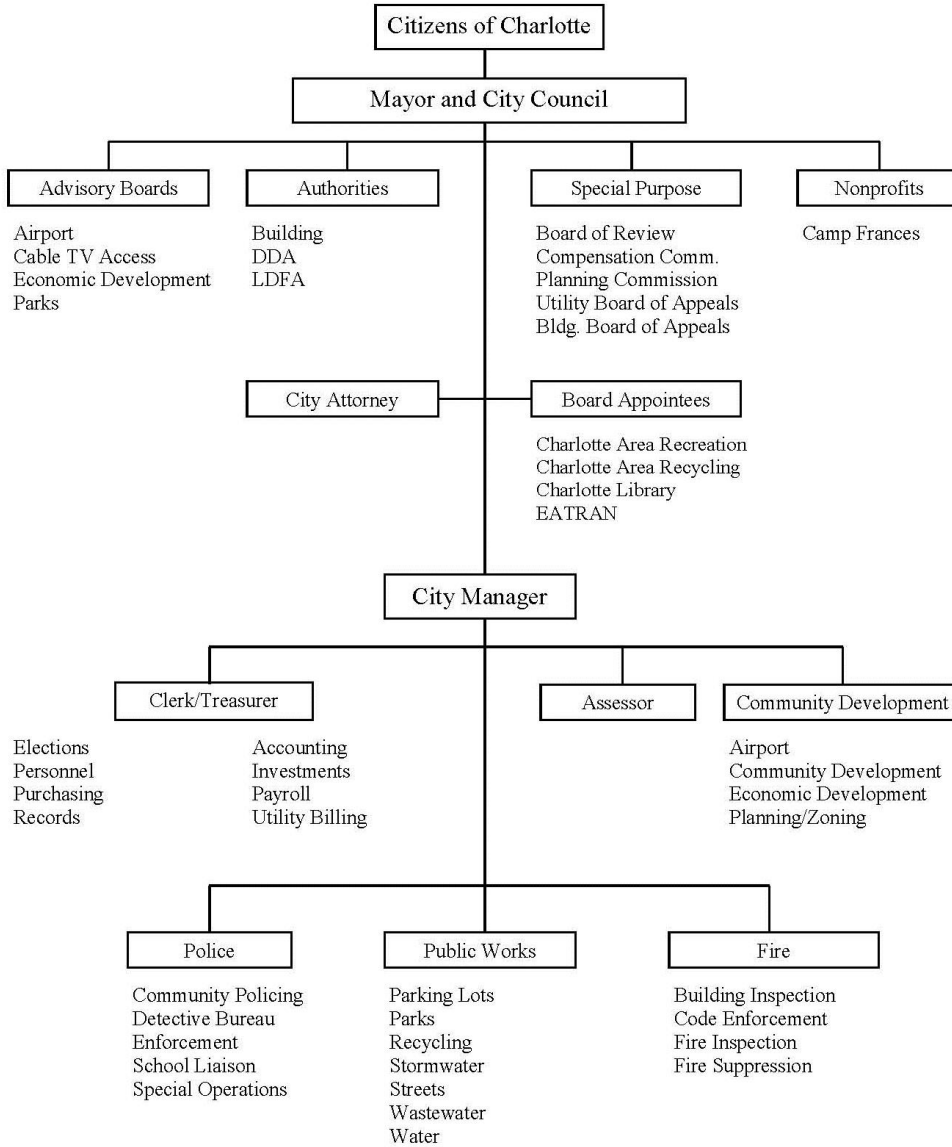
### *Role of Volunteers*

Volunteers are an extremely important part of the recreational and programming that provide activities for the residents in the community. Various church groups, the Rotary Club, Boy Scouts, and Girl Scout troops often partner with the community to provide services. The Charlotte Junior Orioles (CJO) is the largest volunteer organization in the community. They provide football, baseball, softball, basketball, and cheerleading programs for youth in the area. These programs are run by volunteers and are attended by community members. These programs and volunteer organizations work in cooperation with CARC, Eaton Township, Carmel Township, and the City of Charlotte.



**Figure 1: City of Charlotte Organization Chart**

## CITY OF CHARLOTTE ORGANIZATION CHART



### Current Funding History

The City of Charlotte has received funding by the Michigan Department of Natural Resources for the purpose of renovations and site improvements for the parks in Charlotte. The city also has acted as a grantee for CARC for the purpose of developing a 22.71-acre parcel into a recreational complex. Those projects include those listed in Figure 1 through Figure 3.

**Figure 1: City of Charlotte Grant Information:**

CITY OF CHARLOTTE PARKS AND RECREATION GRANT HISTORY				
YEAR	PROJECT NAME	DESCRIPTION	AMOUNT	STATUS
1994	Bennett Park Improvements 26-01556	Develop multi-use building, paved entrance road and parking with security lighting and restroom renovations.	\$39,685.58	Closed
2000	Bennett Park Trail 26-01562	Develop 3,500 LFT of paved 10' wide multi-use trail, interpretive signage, site furniture for accessibility to playgrounds, picnic area, and access to the Battle Creek River.	\$89,500.00	Withdrawn
2000	Bennett Park Trail CM00-049	Develop 3,500 LFT of paved 10' wide multi-use trail, interpretive signage, site furniture for accessibility to playgrounds, picnic area, and access to the Battle Creek River.	\$134,250.00	Closed
2002	Lincoln Park Stake Park 26-01595	Development of a skate park, walking trails, portable restrooms, utilities, and parking.	\$166,000.00	Closed
2015	Charlotte Area Rec. Complex Development Project 26-01760	First phase includes an access road, entry sign, accessible aggregate parking lot, ball diamond, accessible walkway from ball diamond to the parking lot.	\$75,000.00	Closed

**Figure 2: Charlotte Area Recreation Cooperative FY 19-20**

<b>FUND BALANCE</b>	
	<b>Fund Balance @ 6/30/17</b>
	<b>167,047</b>
+	YTD 17/18 Revenues
	40,749
-	YTD 17/18 Expenditures
	<u>(25,991)</u>
	<b>Fund Balance @ 6/30/18</b>
	<b>181,805</b>
+	Budgeted 18/19 Revenues
	105,200
-	Budgeted 18/19 Expenditures
	<u>(201,500)</u>
	<b>Projected Fund Balance @ 6/30/19</b>
	<b>85,505</b>
+	Budgeted 18/19 Revenues
	30,500
-	Budgeted 18/19 Expenditures
	<u>(30,000)</u>
	<b>Projected Fund Balance @ 6/30/20</b>
	<b>86,005</b>
<b>CASH ON HAND</b>	
	<b>Cash-on-hand @ 6/30/17</b>
	<b>167,047</b>
+	YTD 17/18 Revenues
	40,749
-	YTD 17/18 Expenditures
	<u>(25,991)</u>
	<b>Cash-on-hand @ 6/30/18</b>
	<b>181,805</b>
+	Budgeted 18/19 Revenues
	105,200
-	Budgeted 18/19 Expenditures
	<u>(201,500)</u>
	<b>Cash-on-hand @ 6/30/19</b>
	<b>85,505</b>
+	Budgeted 18/19 Revenues
	30,500
-	Budgeted 18/19 Expenditures
	<u>(30,000)</u>
	<b>Projected Cash-on-hand @ 6/30/20</b>
	<b>86,005</b>
<b>Professional Services</b>	
Legal	\$ 2,000
<b>Contractual Services</b>	
Grass Cutting	\$ 1,500
ECDC- Soil Erosion Permit	<u>500</u>
Total	\$ 2,000
<b>Contributions to Others</b>	
Special Projects	\$ 45,000
Misc	<u>500</u>
Total	\$ 45,500
<b>Capitla Outlay- Equipment</b>	
Misc	\$ 500
<b>Facility Development</b>	
Softball Field-Drainage Fixes	\$ 5,000

Figure 3: City of Charlotte Budget

		<u>Operating Needs</u>
<b>Department 825 - Parks &amp; Recreation</b>		
<b>Professional Services</b>		
5 Year Parks and Recreation Plan		\$ 13,000
River Bank Stabilization		<u>5,000</u>
	Total	\$ 18,000
<b>Contractual Services</b>		
Grass Cutting		\$ 10,000
Waste Removal		2,200
Eaton County Community Corrections Crew		1,800
Weed Control		1,000
Miscellaneous Services		<u>1,000</u>
	Total	\$ 16,000
<b>Special Purpose Expenses</b>		
Science Camp		\$ 3,000
<b>Contribution to Others</b>		
CARC Annual Contribution		\$ 15,000
<b>Capital Outlay - Equipment</b>		
Miscellaneous Equipment		\$ 7,000
<b>Capital Outlay -Bennett Park</b>		
River Bank Stabilization		\$ 20,000
<b>Capital Outlay - Dean Park</b>		
Repair Pavilion Soffit		\$ 4,000
<b>Capital Outlay - Pocket Park</b>		
Pocket Park Construction		\$ 200,000
Pocket Park Engineering		<u>15,000</u>
	Total	\$ 215,000

## Recreation and Resource Inventory

The Recreation and Resource Inventory was conducted during a site visit in late March. The following chart is a summary of the local recreation facilities available. They have been categorized by jurisdiction, as well as classification based on size and type of facility.

	Acreage (approx.)	Ball Diamonds	Tennis Courts	Picnic Area	Playground Equipment	Horseshoes	Shelter	Boat Launch	Nature Trails	Playfield (Open Space)	Restrooms	Basketball Court	Volleyball Courts	Natural Areas	Comments
<b>Charlotte Area Recreational Cooperative (CARC) Facilities</b>															
Charlotte Area Recreation Complex	22.71														City-owned, CARC has 25-year lease
<b>City of Charlotte Park Facilities</b>															
Bennett Park	117														Camp Frances included in the park property; 5.4 miles of hiking trails. 8 miles mtn bike trails.
Samuel A. Combs Park	4.3														Business/Industrial Park
Dean Park	2.52														
Gateway Memorial Park	0.2														Entrance sign to community
Lincoln Park	19														24-hole disc golf skate park, skating rink, sledding hill, and radio control car course
Oak Park	1.54														
Snell Park	0.31														Welcome sign and planting beds
Southridge Park	0.34														
Eaton County Fairgrounds Area	42														Leased by Eaton County Fair; owned by the city
<b>Local Public Facilities</b>															

	Acreage (approx.)	Ball Diamonds	Tennis Courts	Picnic Area	Playground Equipment	Horseshoes	Shelter	Boat Launch	Nature Trails	Playfield (Open Space)	Restrooms	Basketball Court	Volleyball Courts	Natural Areas	Comments
Charlotte Community Library															Meeting location
Eaton Area Senior Center															User fee for access to location; county senior center, meeting location
Eaton County Courthouse and Museum															Public and private events
<b>Schools</b>															
Charlotte Senior High School	111														Indoor swimming pool (Charlotte Aquatic Center), Charlotte Performing Arts Center, and football field
Charlotte Middle School	111														
Charlotte Upper Elementary School	111														
Galewood Elementary School	10														Playground equipment
Parkview Elementary School	33														
Washington Elementary School	10														
<b>Carmel Township Park Facilities</b>															
Township Property (Park)	24														Undeveloped
<b>Eaton Township Park Facilities</b>															
Township Property (Park)	6														Undeveloped

*Private Recreation:*

There are private recreational facilities that are located within the Charlotte community that provide recreational activities for residents. These facilities are privately operated and, in some cases, require a

user fee for admittance. They are included in the recreation analysis because they meet a specific need in the community. These private facilities include:

- **Bowling Alley:** Char Lanes
- **Dance:** Campbell Dance Studio, Brenda's Dance & Gymnastics Academy, Dance Conservatory
- **Golf Courses:** Maple Brook Golf Course, Sparks Broadway, Twin Brook Golf Club, Butternut Brook Creek Golf Course, Greenbriar Golf Club, Rolling Hills Golf Course, Arrowhead Golf Club
- **Fitness Clubs:** AL!VE, Snap Fitness Charlotte, Cheryl's Gymnastics
- **Martial Arts:** Watermans Tang Soo Do, Martinez ATA Martial Arts
- **Miscellaneous/Ballfields:** American Legion, Field of Dreams

## Parks, Facility, and Program Inventory

The Recreation Master Plan includes an inventory of recreation facilities programming and events that occur within Charlotte; as they provide information about the development of the action plan. Understanding the specific facilities and events available to the Charlotte community will aid decision making in the future. The following summaries address existing conditions and the accessibility of the park properties regarding compliance with the Americans with Disabilities Act Accessibility Guidelines (ADAAG). In general, all construction since 1991 was required to comply with these guidelines. A general ranking for each park was determined through site visits as follows:

- 1 = None of the facilities/park areas meet accessibility guidelines
- 2 = Some of the facilities/park areas meet accessibility guidelines
- 3 = Most of the facilities/park areas meet accessibility guidelines
- 4 = The entire park meets accessibility guidelines
- 5 = The entire park was developed/renovated using the principals of universal design.

The following is a summary of the current recreational properties in the **City of Charlotte**.

### ❖ **Bennett Park**

- *This also includes Veterans Memorial Park, Memorial Tree Park and Camp Francis.*

Size: 117 Acres

Age Groups Serve: All Ages

Location: 1305 Cochran Avenue – Charlotte, MI 48813

Facilities: Picnic facilities, hiking and nature trails, 6 horseshoe pits, 3 playground sites, restroom building, 8 miles of mountain bike trail, 5.4 miles of hiking trails, and paved parking.

Accessibility: (Accessibility Ranking – 2) There are some barrier-free facilities at this park and the site does have barrier-free parking but some of the amenities within the park need to be upgraded to provide for universal accessibility.



DNR Recreation Grants: 26-01556 (Bennett Park Improvements – 1994), 26-01562 (Bennet Park Trail – 2000), CM00-049 (Bennett Park Trail – 2000)

❖ **Samuel A. Combs Park**

Size: 4.3 Acres

Age Groups Serve: All Ages

Location: Parkland Drive – Charlotte, MI 48813

Facilities: Business/Industrial Park

Accessibility: (Accessibility Ranking – 1) The site is currently a part of an industrial park in the community that does not have any current playground equipment. No improvements have been done on the park.



❖ **Dean Park**

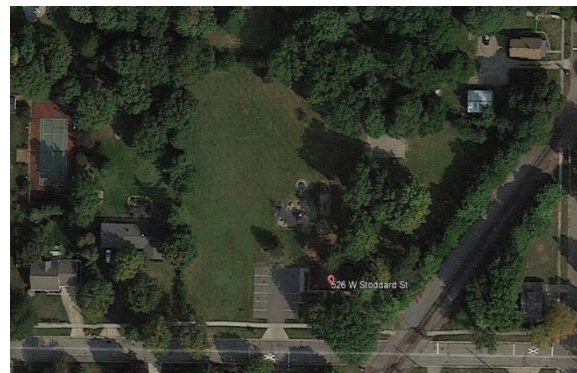
Size: 2.52 Acres

Age Groups Serve: All Ages

Location: 526 W. Stodard Street – Charlotte, MI 48813

Facilities: Pavilion, restroom facilities, play structures and equipment, basketball court, and green space for open area activities.

Accessibility: (Accessibility Ranking – 2) There are some barrier-free facilities at this park and the site does have barrier-free parking but some of the amenities within the park need to be upgraded to provide for universal accessibility. Playground equipment needs barrier-free safety surfacing and an accessible path to the basketball court could be constructed.



❖ **Gateway Memorial Park**

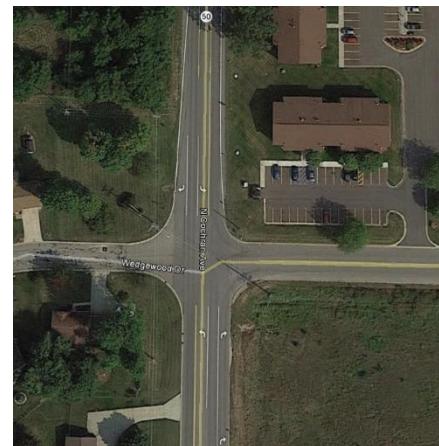
Size: 0.2 Acres

Age Groups Serve: All Ages

Location: N. of Cochran Avenue (at Packard Highway) – Charlotte, MI 48813

Facilities: Entrance signage

Accessibility: (Accessibility Ranking – 1) Site is currently where the entrance sign for the community is. There is no playground equipment and/or improvements at the site.





❖ **Lincoln Park**

Size: 19 Acres

Age Groups Serve: All Ages

Location: 714 S. Lincoln Street – Charlotte, MI 48813

Facilities: 13,000 SFT skate park, 24-hole disc golf course, pavilion, skating rink (roller blade and ice) sledding hill, radio control car course, and restroom facility.

Accessibility: (Accessibility Ranking – 3) Lincoln Park recently had some revisions done to the site that included the addition of a restroom facility; however, the site has gravel parking with no paved accessible spaces.

DNR Recreation Grants: 26-01595 (Lincoln Park Skate Park - 2002)



❖ **Oak Park**

Size: 1.54 Acres

Age Groups Serve: All Ages

Location: Seminary/Clinton Streets – Charlotte, MI 48813

Facilities: Playground structure, gazebo, “old stone fountain”, and open grass area.

Accessibility: (Accessibility Ranking – 2) The site has had some universal design components installed but the site still lacks universal access throughout the entire park.



❖ **Snell Park**

Size: 0.31 Acres

Age Groups Serve: All Ages

Location: 200-270 Upland Avenue – Charlotte, MI 48813

Facilities: Welcome sign and planting beds

Accessibility: (Accessibility Ranking – 1) Site is currently a pocket park used as one of the thoroughfares into the community.



❖ **Southridge Park**

Size: 0.34 Acres

Age Groups Serve: All Ages

Location: Clinton/Third Streets – Charlotte, MI 48813

Facilities: Play structures, basketball court, benches, and grills.

Accessibility: (Accessibility Ranking – 2) Site has had some renovations and improvements to the park to increase ADA/ universal design. Other amenities at the park such as the basketball court need to be renovated or repurposed to current park standards.



**Eaton Township** does not currently have any properties that are owned or operated by the township; the lone park facility within the township is Crandell Park which is under the authority of Eaton County Parks.

The following is a summary of the current properties in **Carmel Township**.

❖ **Undeveloped Land**

Size: 24 Acres

Age Groups Serve: All Ages

Location: Beech Street

Accessibility: (Accessibility Ranking – 1) Site is currently undeveloped; the township is gathering information from the township residents on potential plans for the site. The current location is also where the township hall is now.



**School Facilities:**

❖ **Charlotte Senior High/Middle School**

Size: 111 Acres

Age Groups Serve: All Ages

Location: 378 State Street – Charlotte, MI 48813



Facilities: 6 basketball courts, 3 soccer fields, 3 baseball fields, 3 softball fields, 2 soccer fields, competition lap pool exercise pool (Charlotte Aquatic Center), auxiliary gym, climbing wall, wrestling area, 2 – indoor gymnasiums, Charlotte Performing Arts Center, Football stadium (seating for 4,500), and track.

Accessibility: (Accessibility Ranking – 4) The High School and Middle School sites have recently been constructed. Minor improvements could be made to provide for added universal design with sidewalk connections and additional ADA parking.



❖ **Charlotte Upper Elementary School**

Size: 111 Acres

Age Groups Serve: All Ages

Location: 1068 Carlisle Highway – Charlotte, MI 48813

Facilities: 6 basketball courts, 3 soccer fields, 3 baseball fields, 3 softball fields, 2 soccer fields, competition lap pool exercise pool (Charlotte Aquatic Center), auxiliary gym, climbing wall, wrestling area, 2 indoor gymnasiums, Charlotte Performing Arts Center, football stadium (seating for 4,500), and track.

Accessibility: (Accessibility Ranking – 4) The Upper Elementary School site is included in the Middle/High School complex. Minor improvements could be made to provide for added universal design with sidewalk connections and additional ADA parking.

❖ **Galewood Elementary School**

Size: 10 Acres

Age Groups Serve: All Ages

Location: 512 E. Lovett – Charlotte, MI 48813

Facilities: 2 basketball courts, ballfield, soccer field, playground, and small indoor gymnasium

Accessibility: (Accessibility Ranking – 3) Currently the site is the Early Elementary building for the district. Improvements have been made to provide universal design and accessibility but additional improvements to the parking area could enhance universal access.



❖ **Parkview Elementary School**

Size: 33 Acres

Age Groups Serve: All Ages

Location: 301 E. Kalamo Street – Charlotte, MI 48813

Facilities: Basketball hoops, 2 ballfields, playground equipment and indoor gymnasium. Property also includes the Rotary Park which has 5 soccer fields and a storage facility.

Accessibility: (Accessibility Ranking – 3)

Site has had some improvements with accessibility with the parking lot connections to the building. Additional universal design components could be provided.



❖ **Washington Elementary School**

Size: 10 Acres

Age Groups Serve: All Ages

Location: 525 High Street – Charlotte, MI 48813

Facilities: Includes open field for soccer, playground, and indoor gymnasium.

Accessibility: (Accessibility Ranking – 3)

Significant renovation have been made over the years to provide universal design and access to the building. Improvements could be made to the parking lot.



**Regional Recreation Facilities and Park:**

Regional recreational facilities within the service area offer unique natural features that provide outdoor activities such as wildlife habitats, boating, hiking, and trails. Many of these amenities are readily available to the residents of the Charlotte community through Eaton County Parks, private regional recreational facilities, and through MDNR.



The City of Charlotte and CARC lies within Eaton County.

**a. Crandell Park – Eaton County Parks**

Size: 432 Acres

Age Groups Served: All Ages

Facilities: Undeveloped natural area, bird/wildlife watching, walking/running/hiking trails, fishing, canoeing, kayaking, non-motorized boating.



**b. Fitzgerald Park – City of Grand Ledge (Leased by Eaton County Parks)**

Size: 78 Acres

Age Groups Served: All Ages

Facilities: Parking area, restroom facilities, 4 picnic shelters, 2 picnic areas, playground, 2 ball fields, basketball court, sand volleyball court, horseshoe pit, 18-hole disk golf course, canoe landing and rental, fishing along the Grand River, trails for hiking and cross-country skiing, sledding hill, and nature center.

**c. Lincoln Brick Park – Eaton County Parks**

Size: 90 Acres

Age Groups Served: All Ages

Facilities: Parking area, 2 picnic shelters, playground, interpretive center/museum, and trails.

**d. Fox Memorial Park – Eaton County Parks**

Size: 160 Acres

Age Groups Served: All Ages

Facilities: Parking area, restroom facilities, 3 picnic shelters, playground areas, volleyball court, small lake with swimming beach, fishing dock, public observatory, and nature trails for hiking/cross-country skiing.

**e. Optimist Youth Camp – Eaton County Parks (Operated/Maintained by Charlotte Optimist Club)**

Size: 20 Acres

Age Groups Served: All Ages

Facilities: Parking area, tent camping, bunkhouse with wood stove and hand pump, restrooms, picnic shelter, nature trails, and a large wooded area (Groups Only).

**f. Duane Tirrell Roadside Park – Eaton County Parks**

Size: 0.5 Acres

Age Groups Served: All Ages

Facilities: An artesian well, picnic area, road shoulder parking lot.

**g. Butler Park Public Access – Eaton County Parks (Leased by City of Bellevue)**

Size: 0.5 Acres

Age Groups Served: All Ages

Facilities: Concrete boat ramp, picnic area, and parking lot.

**h. Dyer Kiln Historical Site – Eaton County Parks**

Size: 0.5 Acres

Age Groups Served: All Ages

Facilities: Historic kiln, gravel parking area, and picnic area.

**i. Keehne Environmental Area – Eaton County Parks**

Size: 17 Acres

Age Groups Served: All Ages

Facilities: Parking area, picnic areas, 2 ponds, boardwalk system, nature trails, and cross-country ski trails.

**Additional Parks in Eaton County:**

- Fulton Park (City of Lansing)
- Woodcreek Park (City of Lansing)
- Anderson Park (Delta Township)
- Delta Mills Park (Delta Township)
- Erickson Park (Delta Township)
- Grand Woods Park (Delta Township)
- Hawk Meadow Park (Delta Township)
- Hunter’s Orchard Park (Delta Township)
- Lake Delta (Delta Township)
- Leland Park (Delta Township)
- Lootens Park (Delta Township)
- Mount Hope Park (Delta Township)
- Player’s Club Park (Delta Township)
- Sharp Park (Delta Township)
- Colonial Park (City of Grand Ledge)
- Elaine Dible Memorial Park (City of Grand Ledge)
- Alliance Park (City of Potterville)
- Potterville City Park (City of Potterville)
- Veterans Memorial Park (City of Potterville)
- Sunset Hills Park (City of Potterville)
- Biggs Park (City of Eaton Rapids)
- Hall Street Park (City of Eaton Rapids)
- Howe Memorial Field (City of Eaton Rapids)
- G.A.R. Island Park (City of Eaton Rapids)
- J.B. Bradley Park (City of Eaton Rapids)
- McArthur River Park (City of Eaton Rapids)
- Memorial Park (City of Eaton Rapids)
- Scott Munn Riverwalk (City of Eaton Rapids)
- County Fairgrounds (City of Charlotte)
- Jefferson Park (City of Bellevue)
- Washington Park (City of Bellevue)
- Rotary Park (City of Olivet)
- Township Park No. 1 (Hamlin Township)
- Township Park No. 2 (Hamlin Township)
- Lions Community Park (Village of Dimondale)
- Danford Island Park (Village of Dimondale)
- Fitzgerald Field (City of Grand Ledge)
- Island Park (City of Grand Ledge)
- Jaycees Park (City of Grand Ledge)
- Oak Park (City of Grand Ledge)
- Sunfield Village/Van Buren Park (Village of Sunfield)

### **Private Schools in the Area:**

- Charlotte Seven Day Adventist School
- Maple Country Amish School
- St. Mary's Elementary School

### **Recreational Programming in the Charlotte Area:**

Programming in the Charlotte Area is primarily conducted through Charlotte Junior Orioles (CJO) and Charlotte Public Schools. Other volunteer groups in the community also provide recreational support that provides services for residents in the community.

### **Recreation Inventory Analysis:**

Based on the site visit by ROWE, the following needs were identified at various locations:

#### **City of Charlotte Park Facilities:**

**Bennett Park** improvements made to its pathway connections in the park. The current playground equipment should be updated. The existing tennis courts are owned by the city and are located to the northwest of the park. The courts need drainage improvements and resurfacing. Camp Frances is a rustic campground that would benefit from improved trail links to the park that are accessible from the parking lot. Veterans Memorial Park is a part of Bennett Park and shares a border with the Battle Creek River. Bennett Park also includes a 5.4-mile hiking trail and 8 miles of mountain bike trails. The site is currently undeveloped and is used as a memorial by the community. Memorial Tree Park is also contained within Bennett Park and is currently tended to by the city.

**Samuel Combs Industrial Park** is not a recreational park; but is used as an industrial park. There have been attempts previously to incorporate certain parts of the park as a recreational area; however due to the Combs Park Ordinance, no trees in the park can be removed. The city seeks to ensure that the ordinance is maintained and that the park remains in its natural form.

**Dean Park** is a smaller community park that has some accessible parking, but most of the park amenities are not accessible. The basketball court should be updated along with some of the playground equipment.

The City of Charlotte has two smaller parks that are not used for recreation; those parks are **Gateway Memorial Park** and **Snell Park**. The parks currently have no playground equipment or amenities on the sites. At Snell Park there are currently tables and grill areas for community members to utilize.

**Lincoln Park** has recently been renovated and has a new pavilion and restroom facilities but still has a gravel drive and parking lot. Accessible parking should be added. Connecting routes to the new restroom and pavilion areas will provide universal access. Across Shepherd Street is an extension to the park that includes a skating rink, sledding hill and RC-controlled cars track. This site can be updated to provide additional resources and amenities for the park facility.

**Oak Park** has had some amenities added to the site, however the playground equipment and connecting routes to the site need to be improved to allow for universal access. Most of the playground equipment does not have safety surface but rather has woodchips around them. This does not provide universal access to the amenities.

**Southridge Park** has had some improvements to some of the playground equipment to provide an ADA-accessible swing. The basketball court needs to be redeveloped due to the loss of a backboard. Additional elements of universal design can be incorporated into the site (i.e. safety surfacing around playground).

**Eaton Township Park Facilities:**

Eaton Township currently does not have dedicated park land that has park amenities on-site. The township has purchased 6 acres located behind the Dunham's Sports store on Lansing Road. Some of the benefits of the proposed site are the proximity to residential houses and the fact that a trail already exists across the site that connects the neighborhood to the sporting goods store. Some of the constraints include the location of the park behind an existing building. Access to the site can be provided from Kimberly Drive.

**Carmel Township Park Facilities:**

Carmel Township has recently acquired 24 acres of property behind the township offices on Beech Street. The site provides various opportunities for development and is relatively an open field. The township has been seeking input from the township residents as to the future development of the site.

**Charlotte Area Recreation Complex:**

The 22.71-acre site is in the Combs Industrial Park and is owned by the city but is leased to CARC on a 25-year lease. The site currently has a softball field, gravel drive, and parking lot. The site has universal design accommodations as well from the parking lot to the field. However, this was only Phase One of a multi-phase project with CARC. Other plans for the site include additional parking, softball fields, and lighting.

Partnerships with other organizations in the community (Charlotte Junior Orioles, Rotary Club), Boy Scout groups, and working with the Charlotte Public Schools are valuable to the continued success of providing recreational services to the area. Many of the additional recreational or programming opportunities exist through these partnerships. The Charlotte Aquatic Center and Charlotte Performing Arts Center are connected to the existing school facilities in Charlotte and are open to the community to use for various functions and programming.

As addressed in the survey results from the community, the respondents felt that the community needs to concentrate on making improvements and renovations to existing park facilities rather than acquiring new properties. The undeveloped properties that the communities have should be further discussed with residents about the specific needs of the area for specific recreational purposes. Based on those results, grant funds and fundraisers could be done to raise additional revenue to provide these improvements to existing facilities and expanding park opportunities in others.



**Standards for Need:**

The MDNR has adopted a set of standards to determine the need for certain recreational facilities based on the population of the communities. The following table compares the facilities located in the Charlotte community as identified in the Recreation Inventory to the state’s recreational standards.

<b>Charlotte Area Recreation Cooperative Inventory and State Recreation Standards</b>					
<b>Item</b>	<b>Public Facilities</b>	<b>School Facilities/Others</b>	<b>State Standards</b>	<b>Community Standards</b>	<b>Need 2019</b>
<b>Park Land (acres)</b>	145.2	164.0	10/1,000	160.3	Need
<b>Soccer Field</b>	-	6	1/20,000	1	Need
<b>Hiking Trail (mi.)</b>	5.4	-	1/5,000	3	Exceeds
<b>Playground</b>	4	4	1/3,000	5	Need
<b>Ball Fields</b>	-	5	1/3,000	5	Need
<b>Outdoor Basketball Court</b>	2	3	1/5,000	3	Need
<b>Ice Rink</b>	1	-	1/20,000	1	Meets
<b>Fishing Access (ft.)</b>	-	-	1,000/1,000	-	N/A
<b>Picnic Area (tables)</b>			1/200		
<b>Outdoor Swimming Pools</b>	-	-	1/40,000	-	N/A
<b>Swimming Beaches</b>	-	-	1/25,000	-	N/A
<b>Sledding Hills</b>	1	-	1/40,000	1	Need
<b>Bicycle Trails/Walkways (mi.)</b>	8	-	1/40,000	1	Exceeds
<b>Tennis Courts</b>	4	-	1/40,000	1	Exceeds

According to the information recorded during the initial site visit, there are certain amenities to park properties in the Greater Charlotte Community that need to be replaced or purchased to meet the state recreation standards. Some of these amenities include additional park land, public-owned soccer fields, and ball fields. Most of the deficiencies exist in areas where the school district currently provides these facilities for community recreation. Charlotte Public Schools has many of the park amenities such as ball fields, swimming facilities, and football/soccer fields on the sites of their schools.

Future development in Carmel and Eaton Township can also meet these needs. In addition to these categories, there is a lack of environmental education/nature-based facilities in the community. Additional recreational programming and amenities exist with the plan for Maple City Park in Charlotte. The site includes walking trails, dog park and restroom facilities. The Maple City Park plan is included in the appendix.

As noted, most of the amenities and facilities for recreational programming are in the city limits of Charlotte. To make up the deficiencies that exist in the area, the community must be proactive in providing these services and recreational activities that are accessible to all the residents.

### **Public Input and Planning Process**

The Planning process for the recreation plan started with a kick-off meeting that was held on March 13, 2019. During that meeting, the goals and objectives, action plan, and information regarding the plan were discussed with the community and stakeholders. The previous recreation plan was also made available to review and updated based on the current facilities that have been redeveloped or improved. For public input, an online survey was developed and made available during a Charlotte Rising event, through public schools, the library, and using various methods of social media platforms. The survey allowed the residents of the City of Charlotte, Eaton Township, and Carmel Township to respond about the community park facilities and potential improvements. The survey was conducted from April 15 until May 15, 2019 and was made available through QR codes through cellular devices and by an online website. Results from the survey were shared with members of CARC. The survey results are included in the appendix. The cooperative (along with the City of Charlotte) worked with ROWE Professional Services Company to develop the action plan and goals and objectives.

After the action plan, goals and objectives were developed, the plan was submitted back to the Charlotte Area Recreation Cooperative (CARC) and to the individual communities for their review. The plan was advertised with a public notice and made available for a 30-day period from \_\_\_\_\_, until \_\_\_\_\_, 2019 at the Charlotte Area Public Library, Charlotte City Hall, Eaton Township Hall, and Carmel Township Hall. Electronic versions of the recreation plan were also made available on the websites of the City of Charlotte, Carmel, and Eaton Township. After the public had time to review the recreation plan, CARC and the various municipalities advertised and held a joint public hearing for the plan on \_\_\_\_\_. The Charlotte Area Recreation Cooperative (CARC) approved the recreation plan on \_\_\_\_\_, 2019. The City of Charlotte approved the recreation plan on \_\_\_\_\_, 2019. Carmel Township approved the recreation plan on \_\_\_\_\_, 2019; and Eaton Township approved the recreation plan on \_\_\_\_\_, 2019.

The final copy of the plan was uploaded to the MDNR website with a transmittal letter noting that copies had been sent to the local and regional planning agency for acceptance.

## **Goals and Objectives**

An overall guide for the recreation goals for the Charlotte area will be to leverage development, programming, and maintenance of park facilities by pursuing partnerships, grant funding, and volunteer efforts when appropriate.

### ***Goal 1: Increase Non-Motorized Interconnections with Surrounding Communities.***

Continue the development of trails and non-motorized transportation alternatives that promote healthy living options. Work with the Eaton County Parks, Tri-County Regional Planning, and other communities to develop these routes that connect communities together by trails and pathways.

- » Increased pedestrian traffic that would promote businesses in the communities.
- » Propose potential internal walking routes around parks and local destinations to encourage additional use by residents.
- » Collaborate with volunteer groups that would support programs that encourage non-motorized transportation.

### ***Goal 2: Promote, Maintain, and Upgrade Existing Park Facilities.***

Based on the survey results collected from the residents in the Charlotte, Carmel Township and Eaton Township area, at least 50 percent of the respondents expressed a desire to upgrade the existing parks with another 22 percent that wanted to maintain existing parks and facilities. The responses speak to the fact that the community would rather see the parks improved and maintained than developing new facilities.

- » Coordinate with block clubs/volunteer groups to increase park use and support.
- » Conduct an inventory of existing equipment and create a priority list for repair or replacement.
- » Provide park amenities that provide recreational access for all ages and abilities.
- » Develop internal wayfinding in parks and upgrade existing signage.
- » Ensure ADA accessibility/universal design at all park properties.

### ***Goal 3: Pursue Grants, Partnerships, and Additional Funding Sources for Park Projects.***

With the increased cost of services in communities, additional resources are often sought to offset the cost of providing recreational services, maintenance, and operations. The Greater Charlotte community has many potential partnerships that would be useful in providing these additional resources to the community.

- » Continue applying for grants to develop and renovate park properties.
- » Developing recreational facilities based on sound fiscal policy, planning and sustainability.
- » Encourage improved design of recreational facilities and equipment to reduce on-going maintenance costs.
- » Continue partnerships with various organizations to assist with park clean-ups and potentially for handling minor improvements and renovations.

### ***Goal 4: Evaluate Potential New Park Development Throughout the Community.***

Within the Charlotte community, there are properties that have been identified for potentially being used for park amenities. These locations are in the City of Charlotte, Eaton Township, and Carmel Township.

The responses from the community were in favor of renovating and improving the current parks, so the intent of CARC should be not to acquire properties unless there is significant need expressed by the community.

- » Conduct surveys and resident public hearings on potential park development.
- » Work with various groups throughout the community to develop plans for recreational programming.
- » Identify community recreational needs as vacant properties/undeveloped sites become available (i.e. Maple City Park Master Plan).
- » Base new properties and opportunities on the ability to maintain the site and whether the achieved goal of recreational activities can be done.

## **Action Plan**

The Charlotte Area Recreation Cooperative, Eaton Township, Carmel Township, and City of Charlotte continue to offer quality recreational opportunities to support neighborhoods throughout the greater Charlotte community. Through the various park facilities, partnerships and volunteer organizations, residents have access to healthy lifestyle activities. The updated Parks and Recreation Plan will ensure preservation of recreational assets into the future and present new opportunities to improve the park systems.

The Action Plan is a framework for future decision making; the following recommendations are not listed in priority order. They are based on the goals and objectives listed within the plan:

- **Park-Specific Recommendations:** These include a listing of all potential projects for all the parks in the community.
- **System-Wide Initiatives:** Another important aspect of the planning process involves system-wide initiatives in order to accomplish objectives. These include projects such as ADA upgrades, and consistent enhancements.

### ***Bennett Park/Camp Frances/Memorial Tree Park/Veteran's Memorial Park***

While Bennett Park has many amenities that support a large recreational facility, there are some features that could be improved:

- Renovate tennis courts near Bennett Park
- Redevelop playground equipment for universal design and access
- Renovate Bennett Park Trail

Many of the amenities around the park are still in good condition; but proper maintenance should be done to ensure the continued usage of the equipment. Residents also expressed that Bennett Park is the most familiar park.

### ***Samuel A. Combs Park***

Combs Park has been listed as a business/industrial park. While there are open fields, an agreement between the former owner and the city stipulated that the tree stand in the center of the park remain natural with an ordinance protecting trees. Further options for the site include allowing the site to remain natural and use additional landscaping to highlight the natural features.

### ***Dean Park***

Dean Park is a community park that has seen some improvements to the parking lot area but other improvements for universal access and design need to be implemented.

- Renovate or replace playground equipment
- Renovate basketball court
- Provide connecting routes between playground equipment in the park
- Improve non-motorized routes (sidewalk connections) from the community

### ***Gateway Memorial Park***

The site could be important to the development of a trailhead location or for non-motorized connections to other locations throughout the area. Additional signage may also be included (along with plant material).

### ***Lincoln Park***

Lincoln Park has recently undergone some improvements that have provided modern restroom facilities along with pavilion and seating areas. However, the park could be used for additional recreational programming as well as improvements at of the skate park.

- Ensure universal design/accessibility by park amenities
- Install playground equipment on the site (ages 1-5 and 6-12)
- Adjust lighting at skate park

The park sits in the middle of a community; improving routes to the site would increase pedestrian traffic from the surrounding neighborhood.

### ***Oak Park***

Oak Park is located close to downtown and has been classified as a community park facility.

- Renovate playground equipment
- Installation of safety surfacing around playground equipment
- Construct/install restroom facilities on-site
- Gazebo needs renovation

### ***Snell Park***

Snell Park is a small pocket park located west of I-69 near M-50 and E. Shepherd Street. Snell Park is exactly ½ mile south of downtown; the development of a connecting route to the downtown area could be created at the park. Also, developing a gateway entrance for a potential trail would be a nice highlight for this site.

### ***Southridge Park***

Southridge Park has previously had some site work done that has provided additional amenities to provide ADA accessibility to equipment. Additional improvements to the park include:

- Ensure universal design for all playground equipment
- Repair basketball court and hoops or repurpose basketball court into pickleball court
- Improve sidewalk routes around the site

Minor improvements to Southridge Park could be coordinated through volunteer organizations to make the site more universally accessible and updating the playground equipment.

### ***Charlotte Area Recreation Complex***

Phase One of the complex was recently completed; however there are plans to add additional amenities to the site as well.

- Additional sports fields (i.e. Softball/Baseball)

- Installation of playground equipment
- Construction of restroom facilities
- Construct new pavilion on-site

### ***Undeveloped Properties in the Community***

CARC and the municipalities of Carmel Township, Eaton Township, and the City of Charlotte have properties that are undeveloped that could be used for park property. The property behind the township hall in Carmel Township, and the property in Eaton Township need to be discussed within the community. Community stakeholder meetings can be conducted to review the specific needs for recreational programming.

Eaton Township does not currently have any properties but are constantly reviewing new opportunities to expand parks and recreational opportunities for the residents. Crandell Park does provide some recreational opportunities for residents. Crandell Park currently is operated by Eaton County but it is in the township.

Carmel Township has been working on developing survey questions to dispense to the community for their input for the 24-acre site behind the township hall. Results from this survey should be available before the next plan review.

Charlotte also has vacant property that has been identified for future development. The proposed Maple City Park has been identified as a recreational site for the community to include walking trails, a dog park, and restroom facilities.

### ***System-Wide Initiatives***

For the future success of the recreational activities, there are some system-wide actions that must be accomplished for the parks system to be productive. Some of those items include programming, land acquisition, and safety.

#### **Programming:**

As discussed, CARC does not coordinate programs in the community and was developed to provide facilities. There are entities within the community that work with various programming and services that assist with healthy living and lifestyle choices. Most recreational programming is offered by the Charlotte Public Schools, HGB Hospital – AL!VE, and volunteer groups (Charlotte Junior Orioles and 4H). Some of these programs through Charlotte Public Schools include swimming, sports, and the performing arts. Programming can be accomplished by reviewing the trends of the community members and working with various organizations and volunteer organizations to discover which groups and organizations would be best qualified to provide specific programming.

#### **Land Acquisition:**

In the future, CARC and municipalities should seek to acquire properties based on need and a plan to provide recreational services that are currently not being provided. The survey responders expressed a desire to see more properties improved rather than other properties acquired without a set plan.

**Safety:**

To promote usage of park properties, the community can address maintenance items promptly, provide oversight and maintain clear visibility in all park properties and deterring vandalism in park properties. Working with neighborhood groups/watches and with the public safety (police department) in the community are essential to ensuring that all residents and community members are safe and secured while they are in the park properties.

***Programs***

To develop educational programs, the community should work with other groups (educational organizations) and others to acquire sources of funding, either through the MDNR or other philanthropic organizations, that could aid and maintain funding for improvements and various programs. These services of outdoor educational programming would best be served through the schools.

***Partnerships with School Districts***

While the Charlotte Public Schools and CARC have worked together previously, the relationship with the school district should continue and CARC should work to provide additional resources and opportunities for the district to work with the cooperative. The school district also has a lot of recreational field acreage (baseball and softball diamonds, swimming facilities, performing arts, football/soccer fields, and open fields). Charlotte Public Schools has created a position to handle community relations. Recently, CARC awarded a grant to the Charlotte Public Schools for the purchase of athletic equipment for the athletic program. CARC and the school district can cooperate on programs and use of public facilities.

***Recreational Trail Connections***

The Eaton County Parks and Recreation Five-Year Master Plan identifies the interest for developing county-wide pathway/trail systems. The intent is to work with the county planning commission, road commission, and various local organizations to lay out various trails that would promote county-wide access and transportation alternatives. Some of the amenities that would be located at these regional trailhead sites include trail maps, benches, mile markers, and interpretive signage with directional information. Along with regional trail connections, CARC also should investigate developing trail systems within the Charlotte area that promote healthy living and activity. The current sidewalk and pedestrian access in the community can be repaired and improved to ensure universal design and accessibility.



## Conclusion

CARC, the City of Charlotte, Eaton Township, and Carmel Township continue to provide recreational opportunities by creating community through people and parks. The potential for expanded services, park properties, and increased partnerships offer great opportunities for the community to continue to engage the residents. By implementing the changes outlined in the recreation plan, CARC and the various municipalities represented with the cooperative seek to promote active living and additional recreational programming within the community.

### *Funding*

#### *General Fund*

Continue to allow for re-investment in facilities to avoid future increased maintenance costs and ensure revenue streams when possible.

#### *User Fee*

Continue to charge reasonable fees to participants of recreation programs and key facilities. Evaluate the fees annually to ensure they are providing the appropriate amount of funding to allow the programs to continue.

#### *Special Millage*

A property tax millage can be used to finance specific park and recreation projects such as parkland improvements and facility upgrades. A millage is an effective method to divide costs over time among all the taxpayers in the community to provide matching grant funds or finance projects out-right. A millage allows more flexibility in how the money is used than a bond.

#### *Bonds*

Several bond programs can be used to finance construction of parks and recreation facilities. General Obligation Bonds are issued for specific community projects and may not be used for other purposes. These bonds are usually paid for with property tax revenues. Revenue bonds are issued for construction of public projects that generate revenues. The bonds are then retired using income generated by the project.

#### *Michigan Department of Transportation*

The **Transportation Alternatives Program (TAP)** provides funding for numerous types of projects that support the enhancement of transportation facilities and promote safe and efficient multi-modal transportation methods. This is a reimbursement program that originally comes from the federal level and is administered by Michigan Department of Transportation (MDOT). A minimum of 20% local match is required for proposed projects.

#### *Michigan Department of Natural Resources Grants*

The **Michigan Department of Natural Resources Trust Fund (MNRTF)** Grant provides funding assistance for state and local outdoor recreation needs, including land acquisition and development of recreation facilities. This assistance is directed at creating and improving outdoor recreational opportunities and providing protection to valuable natural resources. These are grants between \$15,000 and \$300,000

with a required minimum local match of 25 percent. Final engineering and construction services are covered at a maximum of 15%.

The **Land and Water Conservation Fund (LWCF)** provide grants to local units of government to acquire and develop land for outdoor recreation. At least 50 percent match on either acquisition or development projects is required from local government applicants. The Michigan Department of Natural Resources (DNR) makes recommendations to the National Park Service (NPS), which grants final approval.

The **Michigan Recreation Passport Grant** program is funded by sales of ‘passport’ opt in participation for those wishing to access or support Michigan parks as part of their license renewal. Eligible projects are targeted for renovation and improvement to existing parks. Grants range from \$7,500 to \$75,000 with a minimum 25% local match, with the anticipation that the maximum grant amount will increase as revenue from sales of the Recreation Passport also increases.

The **Michigan Invasive Species Grant** Program is funding that deals with the issues of prevention, detection, eradication and control for both terrestrial and aquatic invasive species in Michigan. The scope of the grant must prevent new invasive species from being introduced, strengthen state-wide invasive species early detection and response network, limit the dispersal of recently confirmed invasive species and manage and control widespread, long-established invasive species. These grants are between \$25,000, with a maximum grant amount between \$60,000 and \$400,000.

**State Water Trail Designation Program** is a new program that is under the direction of the MDNR that will classify certain water trails in communities as state water trails. Partnering groups and organizations would be vital in supporting the community in pursuing the grant. Funding sources are still being reviewed and analyzed; but funding is expected to be finalized in 2019.

Other DNR grants include specialized opportunities such as the **Urban and Community Forestry (UCF)** program, funded through the USDA Forest Service’s State and Private Forestry program and the Water Trail Designation Program. Local units of government, nonprofit organizations and schools are eligible to apply. Projects include street and park tree management and planning activities; urban forestry training and education events; tree plantings; and Arbor Day celebrations.

*Michigan Department of Environmental Quality (MDEQ) Grants:*

Funding sources in the MDEQ are available through the **Clean Michigan Initiative (CMI)** program. Funding is used to secure and provide protection for water and coastline areas to prevent contamination and erosion control. Some of the grants available include the **Waterfront Redevelopment Grant**, which deals with increasing public access to the waterfront and supporting economic development in areas. Another grant through the MDEQ are **Coastal and Estuarine Land Conservation Program (CELCP)** Grant which deals with coastal areas, protecting rare and threatened species and natural communities. Maximum grants are capped at \$1,500,000 with no minimum grant requirement. The **Coastal Zone Management (CZM) Grant** is available to those communities with direct Great Lakes access. The total grant funds available are not to exceed \$100,000; with an equal match from the community.

### *Community Development Block Grants (CDBG)*

Projects eligible for **CDBG** funding must be in a low-moderate income service area and/or provide access to the disabled to qualify. Investments using CDBG funds must provide a documented benefit to low-moderate income households. Projects eligible for funding include public infrastructure improvements and those that provide ADA accessibility.

### *MEDC Patronicity Crowd Funding*

The Michigan Economic Development Corporation (MEDC) has developed an additional way of securing funding for community development projects by using crowd-funding to support developments. Communities, non-profits, and municipalities can submit projects by applying to the Patronicity campaign. The projects that meet the programs parameters and successfully crowd-fund their goal will receive a matching grant from the MEDC of up to \$50,000.

### *Donations*

Businesses, corporations, private clubs, community organizations and individuals will often contribute to recreation and other improvement programs to benefit the communities in which they are located. Private sector contributions may be in the form of monetary contributions, the donation of land, the provision of volunteer services or the contribution of equipment or facilities.

### *Michigan Natural Resources Tree Planting Grants*

Through the Michigan Department of Natural Resources, there are three tree planting, grant programs that will assist in funding landscape enhancements at the park and reforestation projects. Applicants must provide at least 50% of the total project cost.

### *Conservation Easements*

A conservation easement is a method of preserving open space that is guaranteed through formal documentation. Rather than obtaining fee simple or complete ownership, an organization or community can purchase or acquire by gift an 'easement' to the property.

### *Public-Private or Public-Public Partnerships*

Reduced funding at the public and private sector has created a need for various partnerships between public and private entities, as well as between two or more public entities to accommodate specialized large-scale recreation demands.

### *Foundations*

A foundation is a special non-profit legal entity established as a mechanism through which land, cash and securities can be donated for the benefit of parks and recreation services. The assets are disbursed by the foundation Board of Directors according to a predetermined plan.

These grant funding opportunities can be accessed through the *Michigan Foundation Directory*.

The city has been successful demonstrating leveraging of these funds as match against other grant sources and demonstrating the ability to build capacity for long term economic stability.

## Appendix

# **Recreation Plan Charlotte Area Recreation Cooperative (CARC) Meeting Agenda**

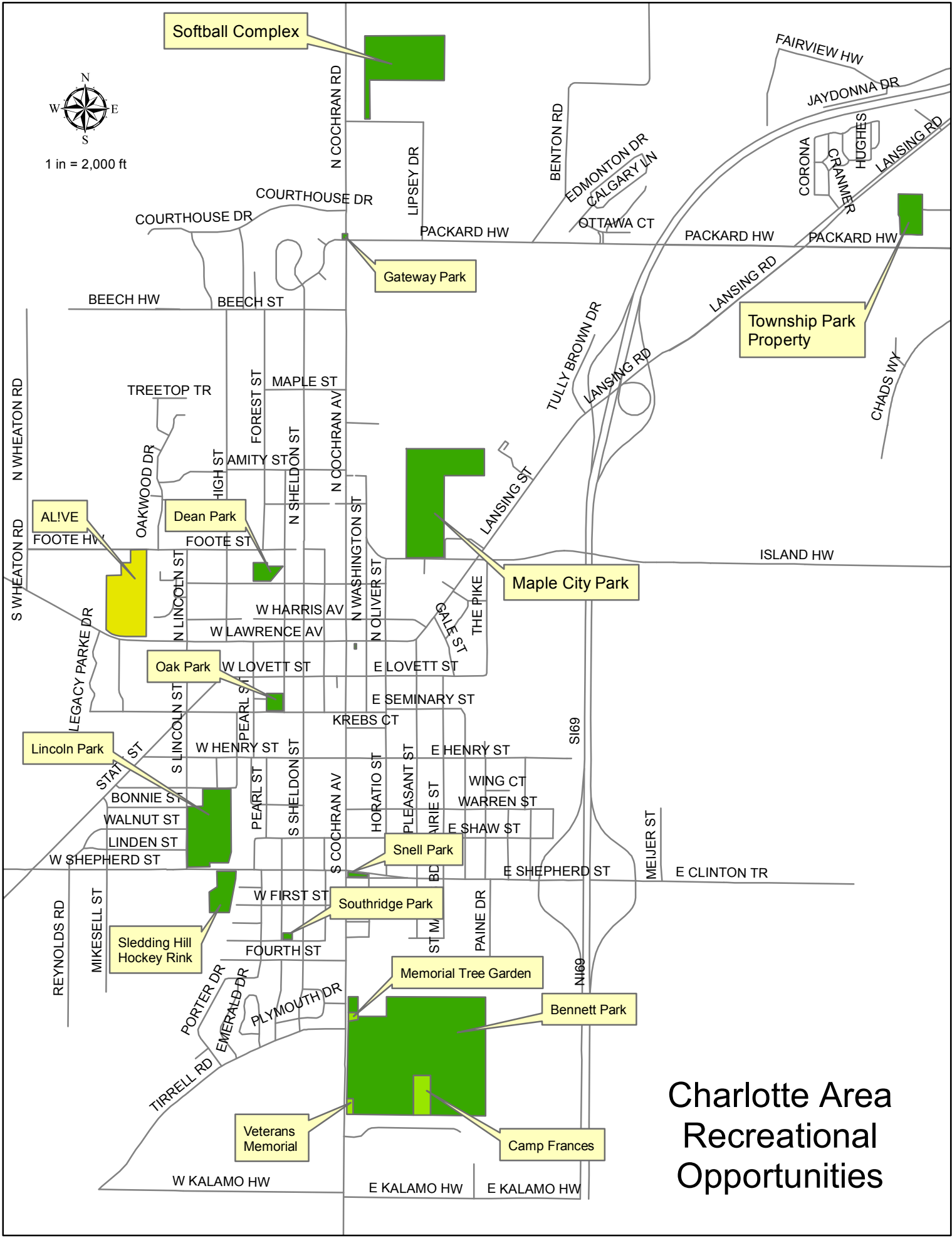
March 12, 2019 6pm Charlotte City Hall

1. Introductions
2. Review scope of work and schedule
3. Role of the committee
4. Describe function of the 5 Year Recreation Plan
5. Review changes / progress since last plan
6. Documentation needed from agencies
  - budget
  - changes in admin structure
  - changes in facilities
  - relevant master plan documents
  - post completion forms
  - mi-rec grant website
  - legal notices for public meetings, etc
  - signed checklist
7. Discuss public input process / survey questions
8. Intent to apply for MDNR grants in 2020?
9. Next steps





1 in = 2,000 ft



# Charlotte Area Recreational Opportunities

## **Interlocal Agreement for Charlotte Area Recreation Cooperative**

This Interlocal Agreement is effective on and after 20th day of November, 2009, provided it is approved by the City of Charlotte, a Michigan municipal corporation, whose address is 111 E. Lawrence Ave., Charlotte, Michigan 48813 (“Charlotte”); the Township of Eaton, a Michigan municipal corporation, whose address is 3981 E. Clinton Trail, Charlotte, Michigan 48813 (“Eaton”), and the Township of Carmel, a Michigan municipal corporation, whose address is 1959 W. Kalamo Hwy., Charlotte, Michigan 48813 (“Carmel”) (collectively, “the Parties”).

### **ARTICLE I – AUTHORITY AND PURPOSE**

#### **1. Authority**

- a. This Interlocal Agreement establishes a Recreation Cooperative under the authority of the Urban Cooperation Act, Act 7 of the Public Acts of 1967, as amended; Act 156 of the Public Acts of 1917, as amended; and Act 35 of the Public Acts of 1951, as amended.

#### **2. Purpose**

- a. The purpose of this Interlocal Agreement is to facilitate and support varied recreational opportunities principally for the residents of the City of Charlotte, the Township of Eaton, and the Township of Carmel. Resources allocated and/or generated through the establishment of this Agreement will be directed toward, but not limited to, the development and maintenance of facilities, fields, and spaces that enhance recreational and sport offerings.

### **ARTICLE II – RECREATION COOPERATIVE**

#### **1. Name**

The name of the body formed by way of this agreement is the Charlotte Area Recreation Cooperative (C.A.R.C.).

#### **2. Board**

- a. The CARC shall be governed by a Board composed of seven (7) members as follows:
  - i. Two (2) members appointed by the City of Charlotte Board and residing in Charlotte.
  - ii. Two (2) members appointed by the Eaton Township Board and residing in Eaton.
  - iii. Two (2) members appointed by the Carmel Township Board and residing in Carmel.
  - iv. One (1) citizen-at-large member appointed by the CARC Board and residing in one of the Parties’ territory.

### 3. Appointment and Removal

- a. The Parties shall appoint their respective CARC members, who shall serve at the pleasure of the respective appointing body. The Parties' governing bodies may remove their respective Board members by Resolution at any time, with or without cause.
- b. The Citizen-At-Large appointee must be a resident of one of the Parties. To ensure equal opportunity in representation, the appointment of the Citizen-At-Large will occur in a rotating fashion among the Parties in the following order: Eaton, Carmel, Charlotte. If the Board is unable to identify an interested candidate from the appropriate Party at the time of that Party's designated order in the rotation, the Board may appoint a citizen from the next Party in the order of rotation. An at-large member may be removed from the CARC Board for any reason at any time, with or without cause, by a 2/3 majority vote of the entire remaining membership of the CARC Board.

### 4. Terms of Office

- a. The Parties shall appoint their initial two (2) Board members such that one will serve a one year term and the second shall serve a two year term. All future Board members appointed by the Parties shall serve for a term of two years, or until their successors has been appointed and take office.
- b. The initial Citizen-At-Large appointment will occur within 30 days of the completion of the Parties' initial appointments. The initial Citizen-At-Large and all future appointed Citizens-At-Large shall serve a two year term.
- c. With the exception of the initial CARC appointments, Board member terms of office shall begin on July 1<sup>st</sup> each year.

### 5. Vacancies

- a. Any vacancy on the CARC Board arising for any reason shall be filled by appointment within thirty (30) days of the vacancy to serve the remainder of the unexpired term.

### 6. Compensation

- a. Members of the CARC shall not be paid by the CARC for attending meetings of the CARC or of the CARC Board.

### 7. Officers

- a. The CARC Board shall elect at its first meeting to occur after July 1<sup>st</sup> of each year, from its membership, a Chairperson, Vice Chairperson, and Secretary/Treasurer, who shall hold respective offices for terms of one year and/or until a successor is elected.



- b. Vacancies in any office shall be filled by the Board within thirty (30) days of the vacancy, for the remainder of the unexpired term.

#### 8. Officer Responsibilities

- a. The Chairperson shall preside at all meetings of the Board and shall have all privileges and duties of a Board Member.
- b. The Vice-Chairperson shall preside at all meetings of the Board at which the Chairperson is absent.
- c. The Secretary/Treasurer shall make and keep, all records, reports, and minutes required by this Agreement and applicable law and shall serve as the Board signatory for financial transactions.

#### 9. Meetings

- a. CARC shall meet no less than once per quarter. CARC, at its first meeting after July 1<sup>st</sup> of each year, shall establish a regular meeting schedule which shall be posted at the offices of the parties in similar form and within similar times as required by law for governmental meeting schedules.
- b. Special meetings of the CARC may be called by the Chairperson or, in the absence of the Chairperson, by the Vice Chairperson, with at least eighteen (18) hours prior notice provided to the members of the CARC Board.
- c. The Board shall comply with the requirements of the Michigan Open Meetings Act, Act 267 of the Public Acts of 1976, as amended.

#### 10. Quorum

- a. In order to conduct business a minimum of four (4) members of the CARC Board must be present.

#### 11. Voting

- a. Five affirmative votes shall be necessary for the CARC Board to take any official action at a regular or special meeting.

#### 12. Minutes

- a. Complete written minutes of all CARC meetings shall be kept in compliance with applicable provisions of the Michigan Open Meetings Act, with copies sent to all CARC members and the Clerks of the Parties as soon as reasonably possible after a CARC meeting.

#### 13. Rules

- a. The Board shall adopt rules to govern its meetings.

14. Registered office

- a. The registered office of the CARC shall be the office of the City of Charlotte, 111 E. Lawrence Ave, Charlotte, MI 48813. The CARC Board may designate another location as the registered office.

15. Records

- a. CARC shall comply with all provisions of the Michigan Freedom of Information Act, Act 442 of the Public Acts of 1976, as amended.

ARTICLE III – POWERS

1. General Powers

- a. The CARC shall have the following powers, authority and obligations:
  - i. Contract with any other governmental units, public agencies, or private persons or organizations as appropriate to carry out CARC functions or fulfill CARC obligations.
  - ii. Authorize user fees and accept funds, grants, voluntary work, or other assistance, to carry out CARC functions and obligations from any source, public or private, including, but not limited to, local governmental funding, user fees, state and federal grants, and private donations. Any application for grants or other public funding shall be communicated to the Parties.
  - iii. Conduct and carry out any program, activity or function which advances and directly relates to the purposes expressed in this Interlocal Agreement.
  - iv. Expend funds for the acquisition of real property and for construction, operation, and maintenance of recreational equipment and facilities when the property is available for and used for recreation. Approve and authorize purchases and expenditures.
  - v. Acquire and hold, by purchase, lease with or without option to purchase, grant, gift, devise, land contract, installment purchase contract, bequest, or other legal means, real and personal property inside or outside the territory of the Parties. The property may include franchises, easements, or rights of way on, under, or above any property.
  - vi. Provide for the maintenance of all of the real and personal property of the Cooperative.
  - vii. Exercise all powers and take such actions as are authorized by State law and this agreement.
  - viii. The authority to sue and be sued.

2. Limitations of Authority

- a. CARC shall be subject to the following limitations on its authority. Annually, by January 2 of each calendar year, the Board shall submit a budget to each of the Parties for approval, which shall identify the specific obligations, goals, and initiatives proposed to be carried on for the ensuing year, together with the projected costs for those obligations, goals, and initiatives. The CARC does not have the power or authority to levy any type of tax or to issue any type of bond in its name. CARC shall not or in any way indebted any of the parties except in accordance with a budget approved by the Parties.

3. Insurance

- a. The CARC shall obtain policies of insurance, as part of its budget, for comprehensive and other appropriate and necessary purposes. The CARC shall have the parties hereto named as “named insureds”, on the comprehensive liability and property damage insurance policy.

ARTICLE IV – FINANCE

1. Fiscal Year

- a. The fiscal year of the CARC shall be from July 1 through June 30 annually.

2. Funding

- a. Initial funding for the CARC shall be established by a contribution from the Parties in the amount equivalent to \$1.50 per resident, based on the most recent official population statistics for each party available from the United States Census Bureau, or the funds accrued by the respective entity for use on joint projects in fulfillment of the Interlocal Agreements established between and among the parties prior to the establishment of this agreement, whichever is greater.
- b. Annual funding for the CARC shall be established by an allocation of funds from the Parties in the amount equivalent to \$1.65 per resident, based on the most recent official population statistics for each party available from the United States Census Bureau, or 0.5 mill of the respective portion of tax revenue generated through the Interlocal Agreements established between and among the parties prior to the ratification of this Agreement, whichever is greater.

3. Additional Funding

- a. The Parties, individually or collectively, may, at any time, elect to allocate additional funds to the CARC.
- b. Funds for CARC may also be generated through user fees, grants and donations from any source, public or private, including, but not limited to, local governmental funding, individual users, state and federal grants, and private donations. Any application by CARC for grant funding or other public funding shall be communicated to the Parties prior to submission of application.

4. Annual Budget

- a. The CARC Board shall prepare budgets and appropriations acts in the manner provided by sections 14 to 19 of the Uniform Budgeting and Accounting Act, Act 2 of the Public Acts of 1968, as amended. The CARC Board shall annually prepare a proposed budget in such detail as required by Parties, which shall include all sums necessary to carry on obligations, goals and initiatives. The proposed budget shall be submitted to the Clerk of each Party by January 2 of each year. The governing bodies of each Party shall review and either approve as presented, or as modified, an annual budget, no later than May 30 of each year, and approval of the budget by the Parties must be unanimous.
- b. The Parties shall pay to the CARC their respective financial commitment on or before July 1 at the commencement of the fiscal year. The CARC treasurer shall invoice the parties annually.

- c. Approval of the Parties' governing bodies shall be required for any amendments or transfers of approved CARC budget line items that exceed \$500.

5. Fiscal Agent of CARC

- a. The Board shall appoint a Fiscal Agent for the CARC who shall have the responsibility of custody and control of all funds of the CARC.
- b. The Fiscal Agent shall make, or cause to be made, a full and complete financial report to the Board and to the governing bodies of each Party, of the CARC's financial transactions at the end of the fiscal year. Such report shall include an annual audit of CARC, and report on the audit and auditing procedures, in the manner provided by sections 6 to 13 of the Uniform Budgeting and Accounting Act, Act 2 of the Public Acts of 1968, as amended. The audit shall also be in accordance with generally accepted government auditing standards as promulgated by the United States general accounting office and shall satisfy federal regulations relating to federal grant compliance audit requirements.
- c. The funds received or set aside by the Fiscal Agent for the CARC shall be held in a separate fund and accounted for separately from the other funds of the Fiscal Agent

6. Administration

- a. The CARC Board shall administer the financial aspects of the CARC. All expenditures shall be approved by the Board prior to being paid by the Treasurer.
- b. The CARC is an independent corporate entity separate and distinct from the Parties. Administration of the financial aspects of CARC or any other acts done by any of the Parties in assistance or in cooperation with CARC shall not have any effect upon, nor change the status of CARC, nor create any legal responsibility by any of the Parties for acts or obligations of CARC.

ARTICLE V – TERMINATION AND DISSOLUTION

1. Termination of Participation

- a. A party may terminate its membership in CARC and its participation in this Interlocal Agreement as of June 30 in any year by written notice to the CARC Board and to the governing bodies of the other Parties no later than April 1<sup>st</sup> of the year in which such termination shall be effective. If notice of termination is given, that Party shall remain liable for all obligations incurred by CARC pursuant to this Interlocal Agreement prior to the actual termination and according to the budget approved for that fiscal year.
- b. A Party's participation in CARC by way of this agreement may be terminated or rescinded by a referendum of that Party's residents not more than 45 days after the approval of the agreement by the governing body of the local governmental unit.

2. Dissolution
  - a. When any of the parties terminates its participation under this Agreement, CARC shall be dissolved unless the remaining Parties deem it advantageous to continue CARC. If the CARC is terminated or dissolved, after meeting any and all obligations and debts of CARC, the real and personal property and assets owned by CARC shall be distributed to the Parties in kind or sold by agreement of the Parties, with each Party receiving an amount of property and assets in proportion to the respective contributions made by each Party to CARC. Any property, either real or personal, which was donated or provided by one of the Parties shall remain the property of said party.

## ARTICLE VI – MISCELLANEOUS PROVISIONS

1. Amendments
  - a. This Agreement may be amended, in whole or in part, by written agreement of all of the Parties.
2. Applicable Laws
  - a. The CARC Board shall fully comply with applicable local, Michigan, and federal laws, regulations, grant conditions and contract provisions.
3. Effective Date
  - a. This Interlocal Agreement shall be in full force and effect on the date first written above.
4. Duration
  - a. This Interlocal Agreement shall remain in effect and continue for a period of twenty (20) years, unless terminated at an earlier date in accordance with its terms.
5. Effect of Agreement
  - a. This Interlocal Agreement shall be binding upon and serve to the benefit of the Parties and their respective successors.
6. Severability
  - a. Should any section of this Interlocal Agreement be held by a court or arbitrator of competent jurisdiction to be invalid, illegal or unconstitutional, such holding shall not be construed as affecting or invalidating the remaining sections or parts of this agreement, which shall remain in full force and effect.
7. Notices
  - a. Any notice, demand or communication required, permitted, or desired to be given under this Interlocal Agreement shall be deemed effectively given when personally delivered or mailed by first class mail, addressed to the recipient Party at the addresses identified in the first paragraph above. Any changes to the above addresses shall be promptly communicated to the other Parties in the manner described above.
8. Governing Law
  - a. This Interlocal Agreement has been executed and delivered in and shall be interpreted, construed and enforced pursuant to and in accordance with the laws of the State of Michigan. All duties and obligations of the parties created hereunder are performable in Eaton County, Michigan and Eaton County, Michigan shall be the venue for any legal action between the Parties that may be

brought in connection with or arise out of or by reason of this Interlocal Agreement.

9. Assignment

- a. No assignment of this Interlocal Agreement or the rights and obligations there under shall be valid without the specific written consent of all the Parties, which shall not be unreasonably withheld.

10. Waiver of Breach

- a. The waiver by any Party of a breach or violation of any provision of this Interlocal Agreement shall not operate as, or be construed to be, a waiver of any subsequent breach of the same or other provision hereof..

11. Dispute Resolution

- a. All disputes between the parties under this Interlocal Agreement shall be initially submitted to facilitative mediation. The mediator shall be whomever the parties mutually agree upon within 15 days of written notice of a request for mediation. If the parties cannot agree, counsel for each of the parties will each select an attorney who practices in Eaton, Clinton or Ingham Counties, and those selected attorneys shall then select by mutual agreement an attorney who is on the Ingham County Circuit Court Contract Mediation Panel to act as the mediator. Unless the time limits are mutually waived, the facilitative mediation shall be heard within 30 days of the appointment of the mediator. Each party shall bear equally the costs of the facilitative mediator. If the dispute is not resolved by mediation, each party is free to exercise their rights as provided by law.

12. Gender and Number

- a. Whenever the context hereof requires, the gender of all words shall include the masculine, feminine and neuter, and the number of all words shall include the singular and plural.

13. Article and Other Headings

- a. The Article and other headings contained in this Interlocal Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Interlocal Agreement.

14. Entire Agreement


- a. This Interlocal Agreement supersedes all previous or contemporaneous contracts and constitutes the entire agreement between the parties. No Party shall be entitled to benefits other than those specified herein. No oral statements or prior contemporaneous written material not specifically incorporated herein shall be of any force and effect, and all the Parties specifically acknowledge, in entering into and executing this Interlocal Agreement, they rely solely on the representations and agreements contained in this Interlocal Agreement and no others.

15. Counterparts

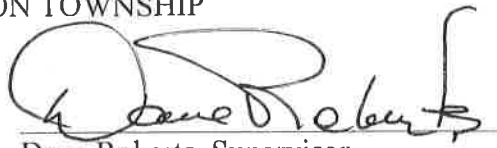
- a. This Agreement may be executed in any number of counterparts and each such counterpart shall be considered a valid original.

IN WITNESS WHEREOF, the Parties have executed this Interlocal Agreement as of the date first written above by authority of their respective governing bodies.

CITY OF CHARLOTTE

By:   
Deleski Smith, Mayor

EATON TOWNSHIP

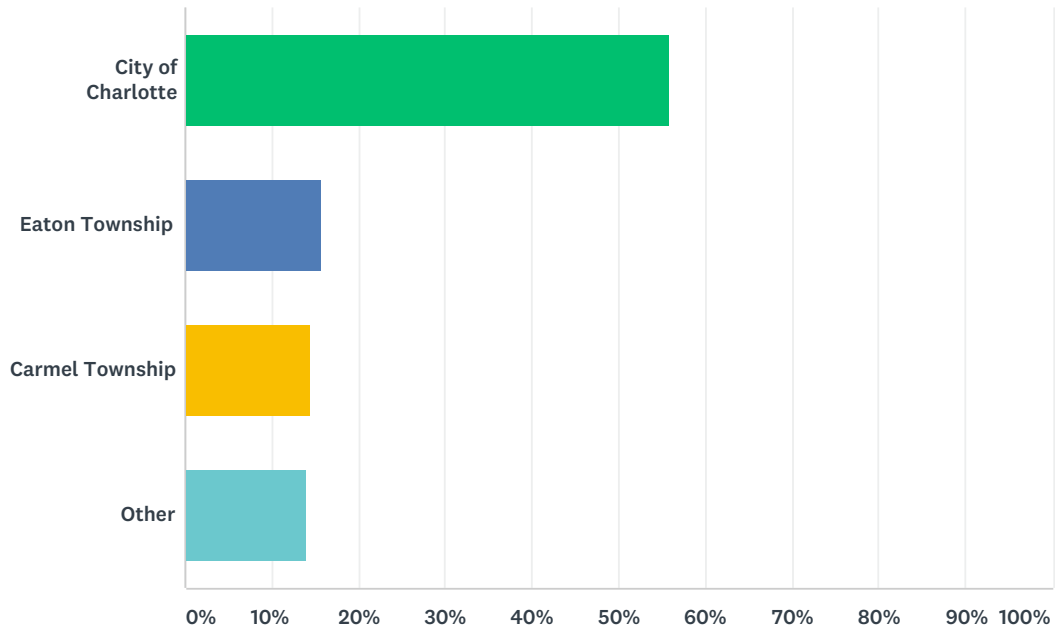
By:   
Dave Roberts, Supervisor

CARMEL TOWNSHIP

By:   
Steve Capps, Supervisor

### Q1 I am a resident of:

Answered: 299 Skipped: 0

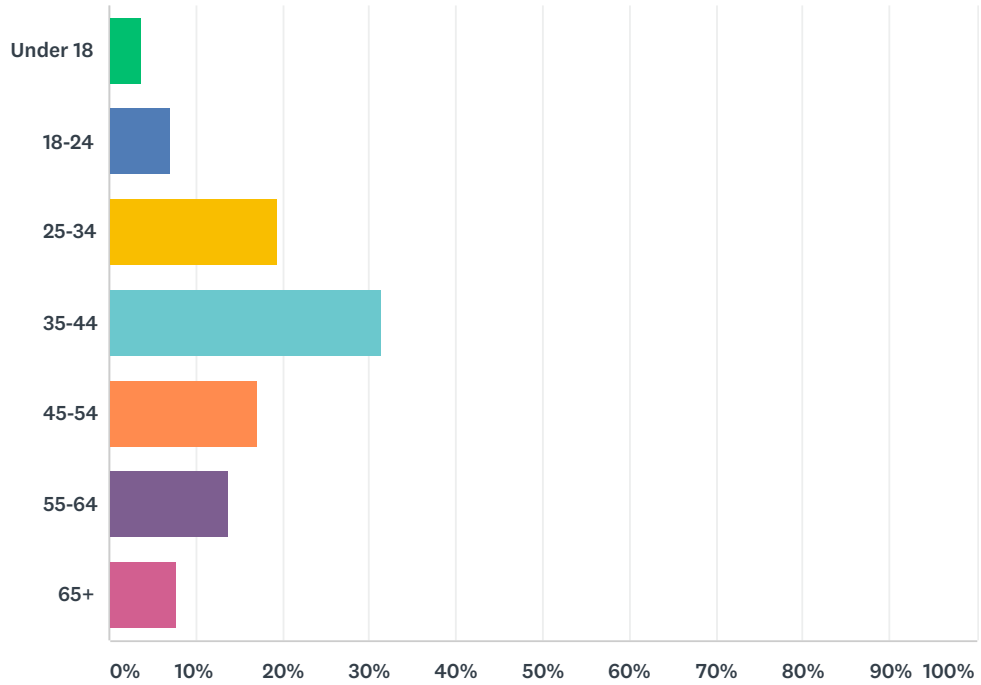


ANSWER CHOICES	RESPONSES
City of Charlotte	55.85% 167
Eaton Township	15.72% 47
Carmel Township	14.38% 43
Other	14.05% 42
TOTAL	299



## Q2 What is your age?

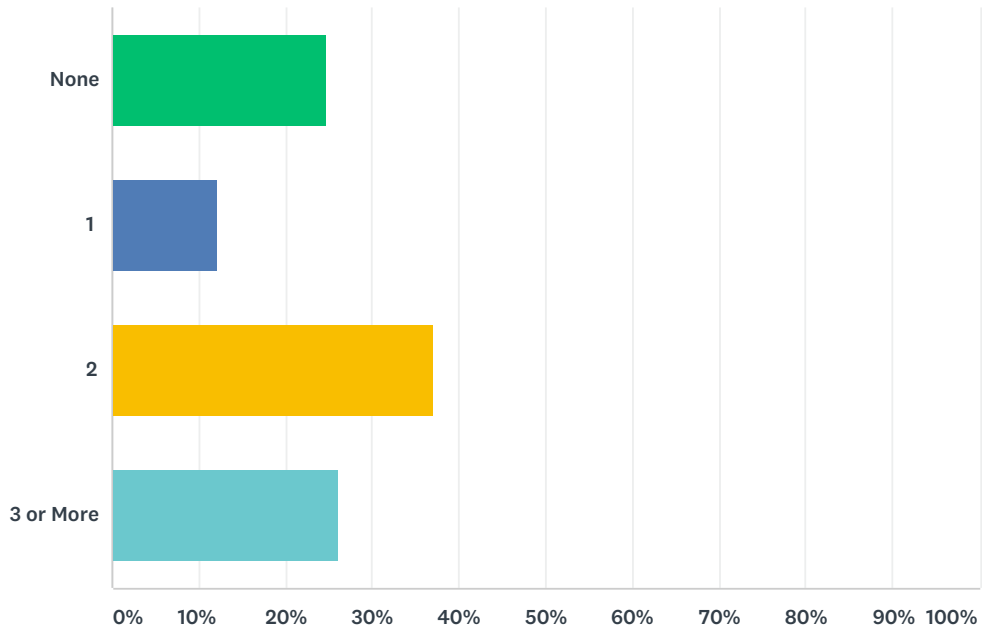
Answered: 299 Skipped: 0



ANSWER CHOICES	RESPONSES
Under 18	3.68% 11
18-24	7.02% 21
25-34	19.40% 58
35-44	31.44% 94
45-54	17.06% 51
55-64	13.71% 41
65+	7.69% 23
<b>TOTAL</b>	<b>299</b>

### Q3 How many children do you have

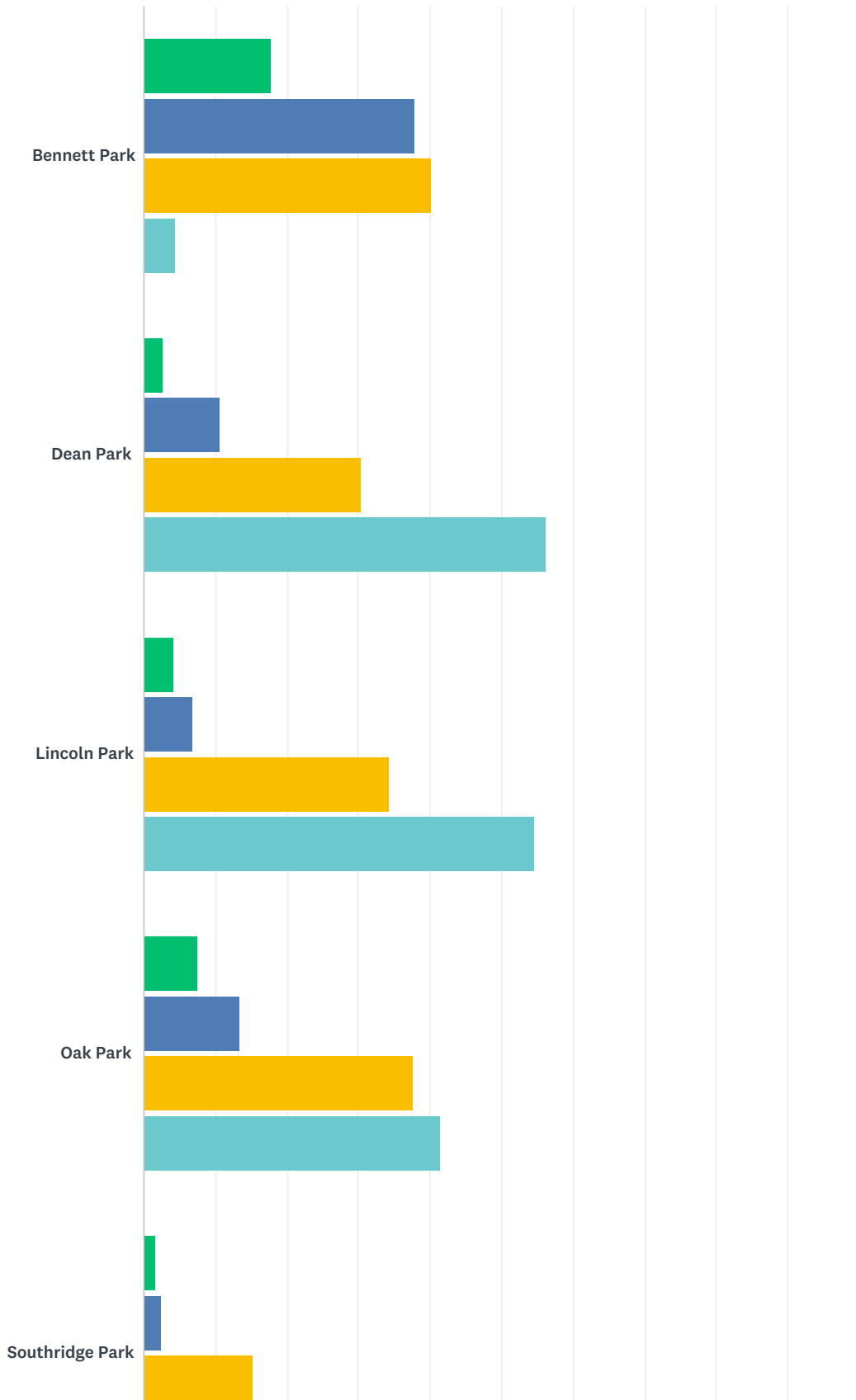
Answered: 299 Skipped: 0



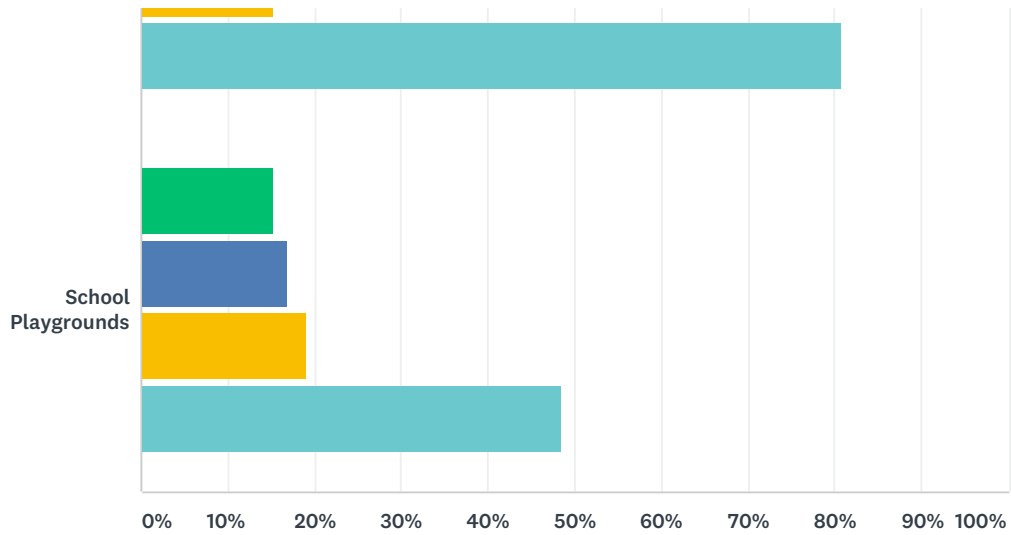
ANSWER CHOICES	RESPONSES	
None	24.75%	74
1	12.04%	36
2	37.12%	111
3 or More	26.09%	78
TOTAL		299

### Q4 How frequently do you visit the following parks?

Answered: 299 Skipped: 0



## Charlotte Community Parks and Recreation Survey

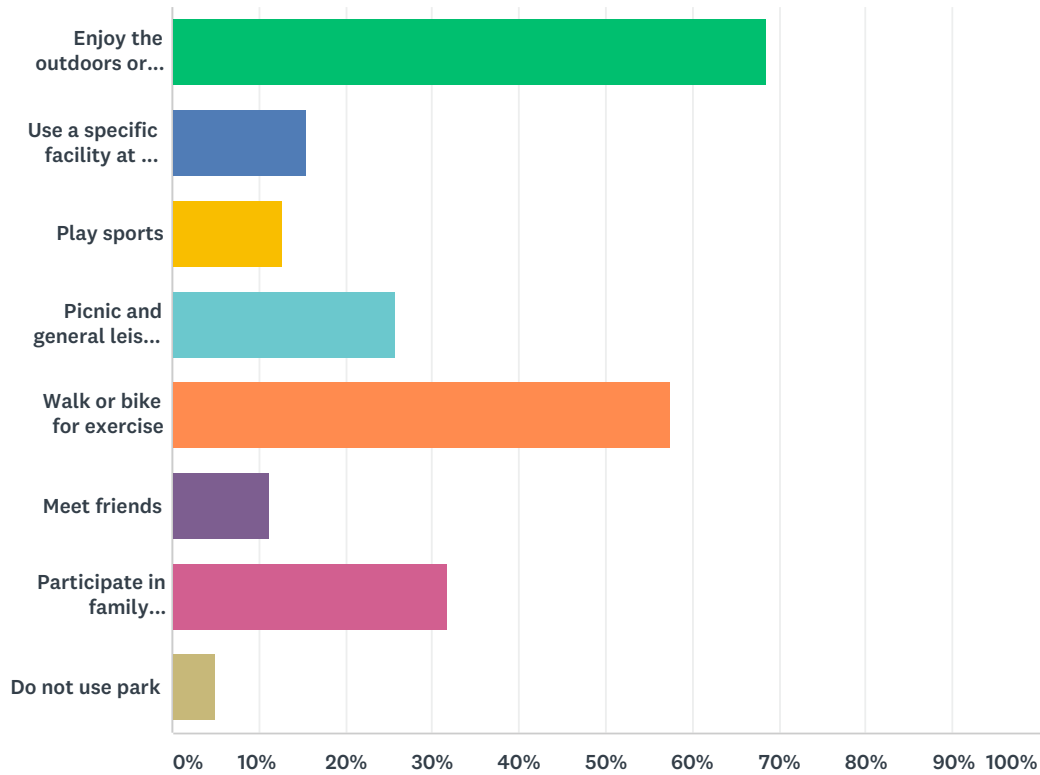


■ Frequently (Once a week or more)   
 ■ Sometimes (1-2 times a month)  
■ Rarely (less than 5 times a year)   
 ■ Never

	FREQUENTLY (ONCE A WEEK OR MORE)	SOMETIMES (1-2 TIMES A MONTH)	RARELY (LESS THAN 5 TIMES A YEAR)	NEVER	TOTAL
Bennett Park	17.73% 53	37.79% 113	40.13% 120	4.35% 13	299
Dean Park	2.75% 8	10.65% 31	30.24% 88	56.36% 164	291
Lincoln Park	4.12% 12	6.87% 20	34.36% 100	54.64% 159	291
Oak Park	7.53% 22	13.36% 39	37.67% 110	41.44% 121	292
Southridge Park	1.72% 5	2.41% 7	15.17% 44	80.69% 234	290
School Playgrounds	15.31% 45	17.01% 50	19.05% 56	48.64% 143	294

### Q5 What are the primary reasons you use the community parks? (Please select your top 2 choices)

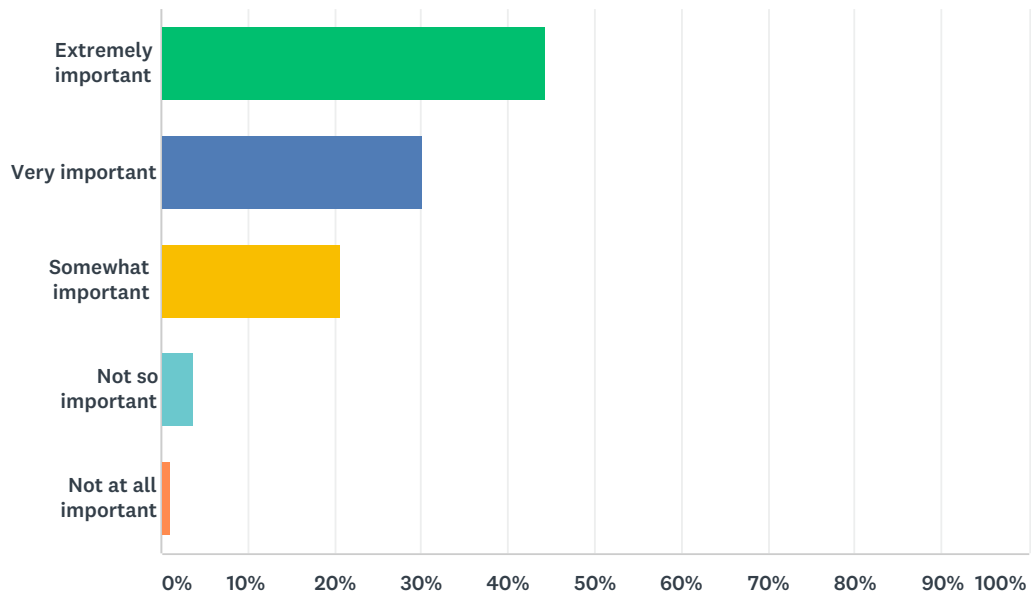
Answered: 299 Skipped: 0



ANSWER CHOICES	RESPONSES	
Enjoy the outdoors or nature	68.56%	205
Use a specific facility at a park	15.38%	46
Play sports	12.71%	38
Picnic and general leisure activities	25.75%	77
Walk or bike for exercise	57.53%	172
Meet friends	11.37%	34
Participate in family activities	31.77%	95
Do not use park	5.02%	15
Total Respondents: 299		

## Q6 How important do you feel public parks and recreation facilities are to your quality of life?

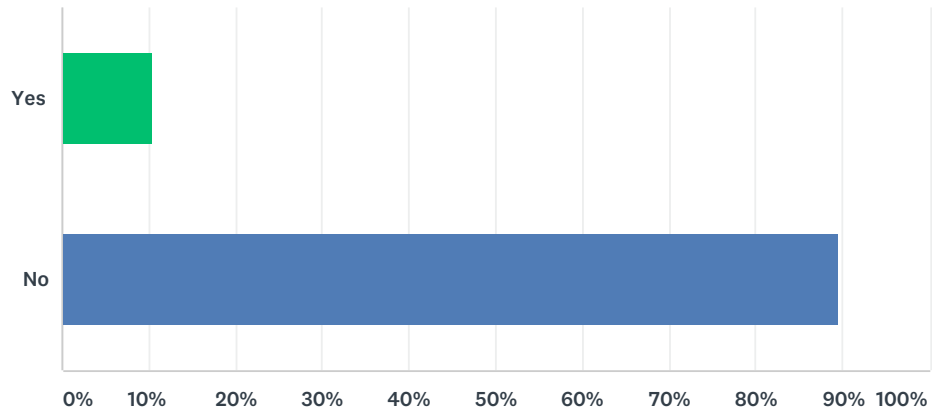
Answered: 298 Skipped: 1



ANSWER CHOICES	RESPONSES	
Extremely important	44.30%	132
Very important	30.20%	90
Somewhat important	20.81%	62
Not so important	3.69%	11
Not at all important	1.01%	3
TOTAL		298

### Q7 Do you or your family have need for ADA accessible facilities?

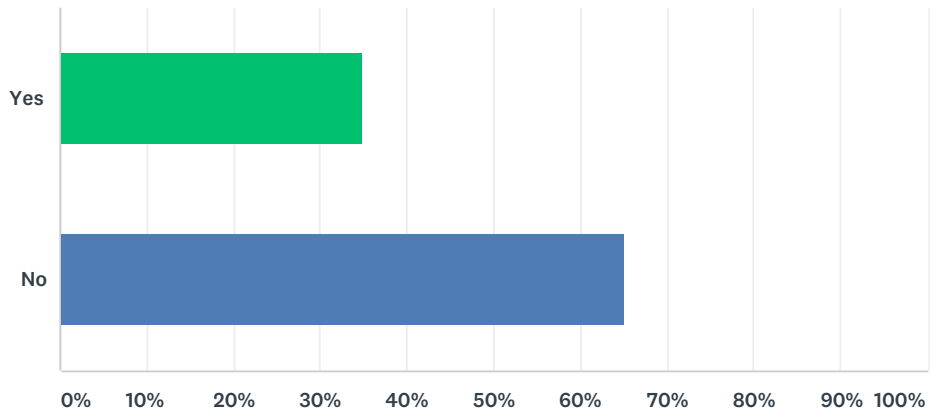
Answered: 297 Skipped: 2



ANSWER CHOICES	RESPONSES	
Yes	10.44%	31
No	89.56%	266
TOTAL		297

### Q8 If you answered yes in Question 7, do you feel there are adequate facilities/amenities in the community parks for those requiring ADA accessibility?

Answered: 183 Skipped: 116



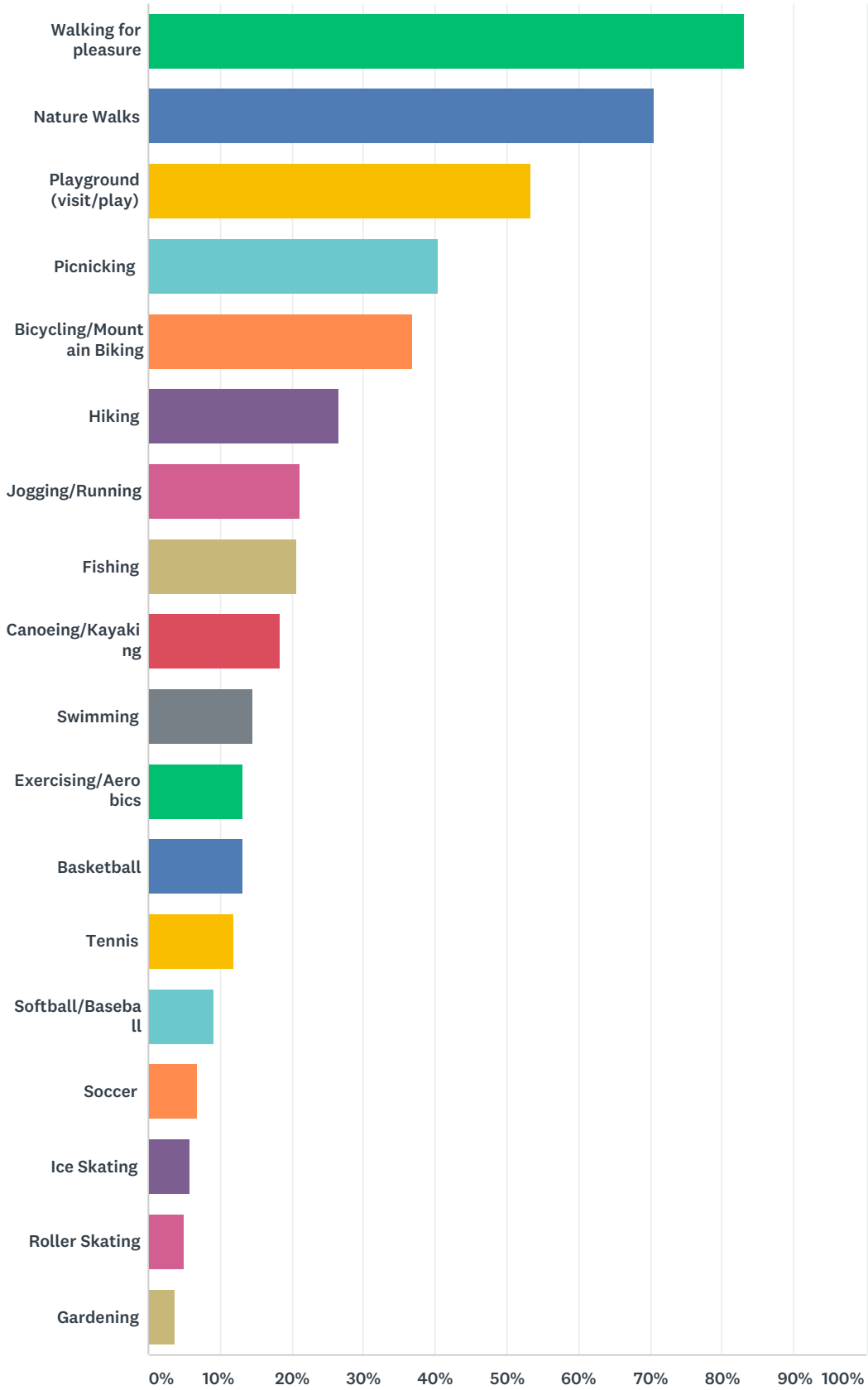
ANSWER CHOICES	RESPONSES	
Yes	34.97%	64
No	65.03%	119
TOTAL		183



**Q9 Select the 5 activities you like to do the most within the parks?**

Answered: 294 Skipped: 5

## Charlotte Community Parks and Recreation Survey



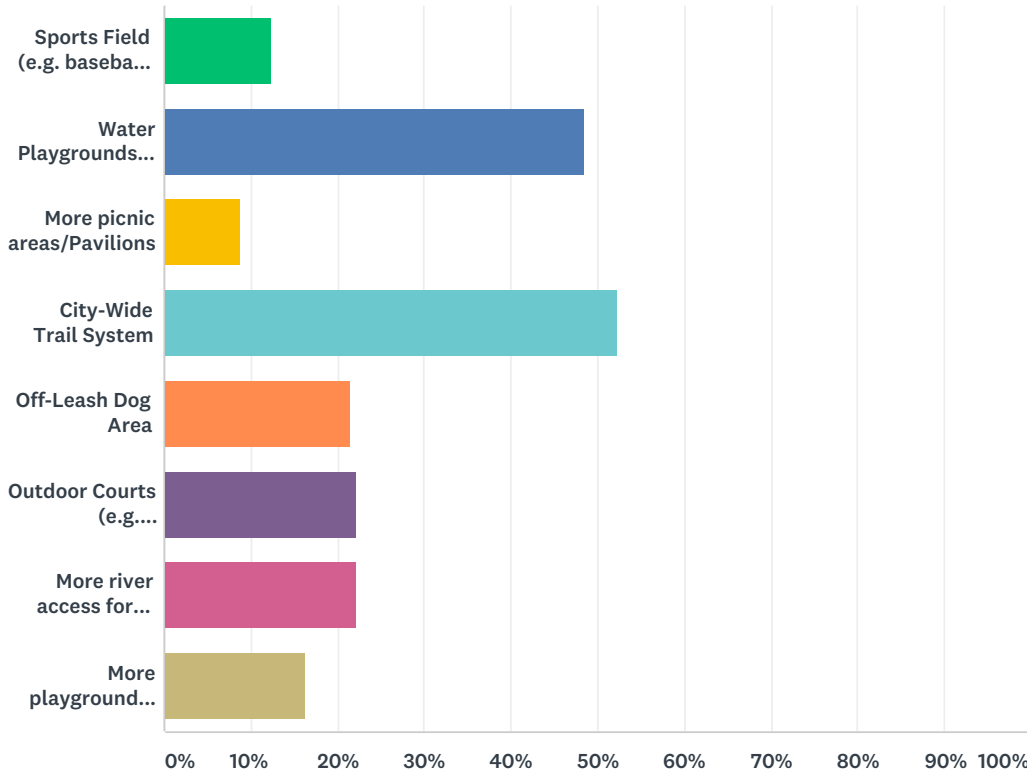
ANSWER CHOICES	RESPONSES
Walking for pleasure	82.99% <span style="float: right;">244</span>

## Charlotte Community Parks and Recreation Survey

Nature Walks	70.41%	207
Playground (visit/play)	53.40%	157
Picnicking	40.48%	119
Bicycling/Mountain Biking	36.73%	108
Hiking	26.53%	78
Jogging/Running	21.09%	62
Fishing	20.75%	61
Canoeing/Kayaking	18.37%	54
Swimming	14.63%	43
Exercising/Aerobics	13.27%	39
Basketball	13.27%	39
Tennis	11.90%	35
Softball/Baseball	9.18%	27
Soccer	6.80%	20
Ice Skating	5.78%	17
Roller Skating	5.10%	15
Gardening	3.74%	11
Total Respondents: 294		

Q10 If funding were available which of the following facilities should have the highest priority in the Charlotte Community (Please select your top 2 choices)

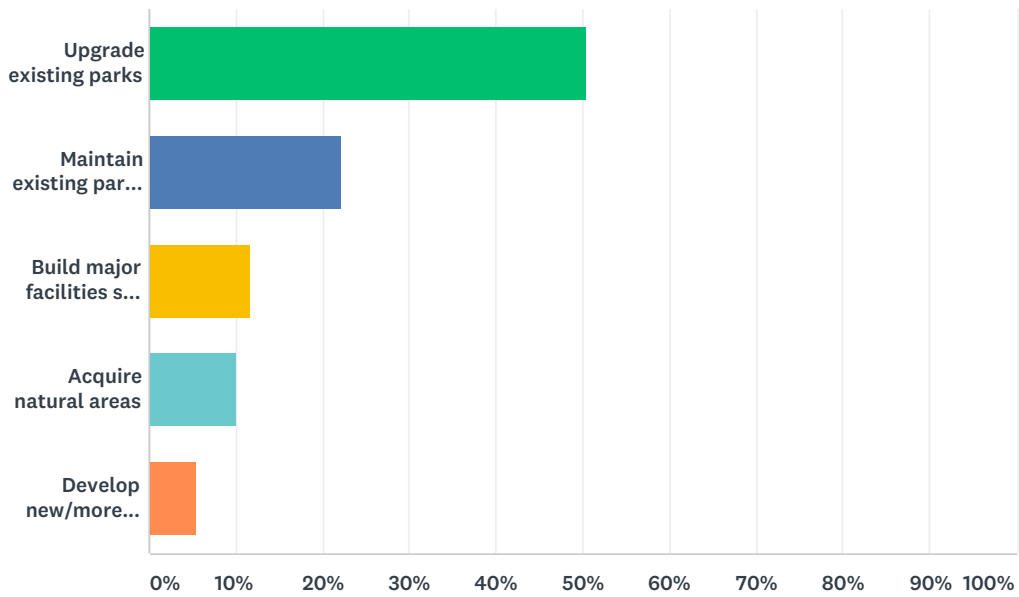
Answered: 293 Skipped: 6



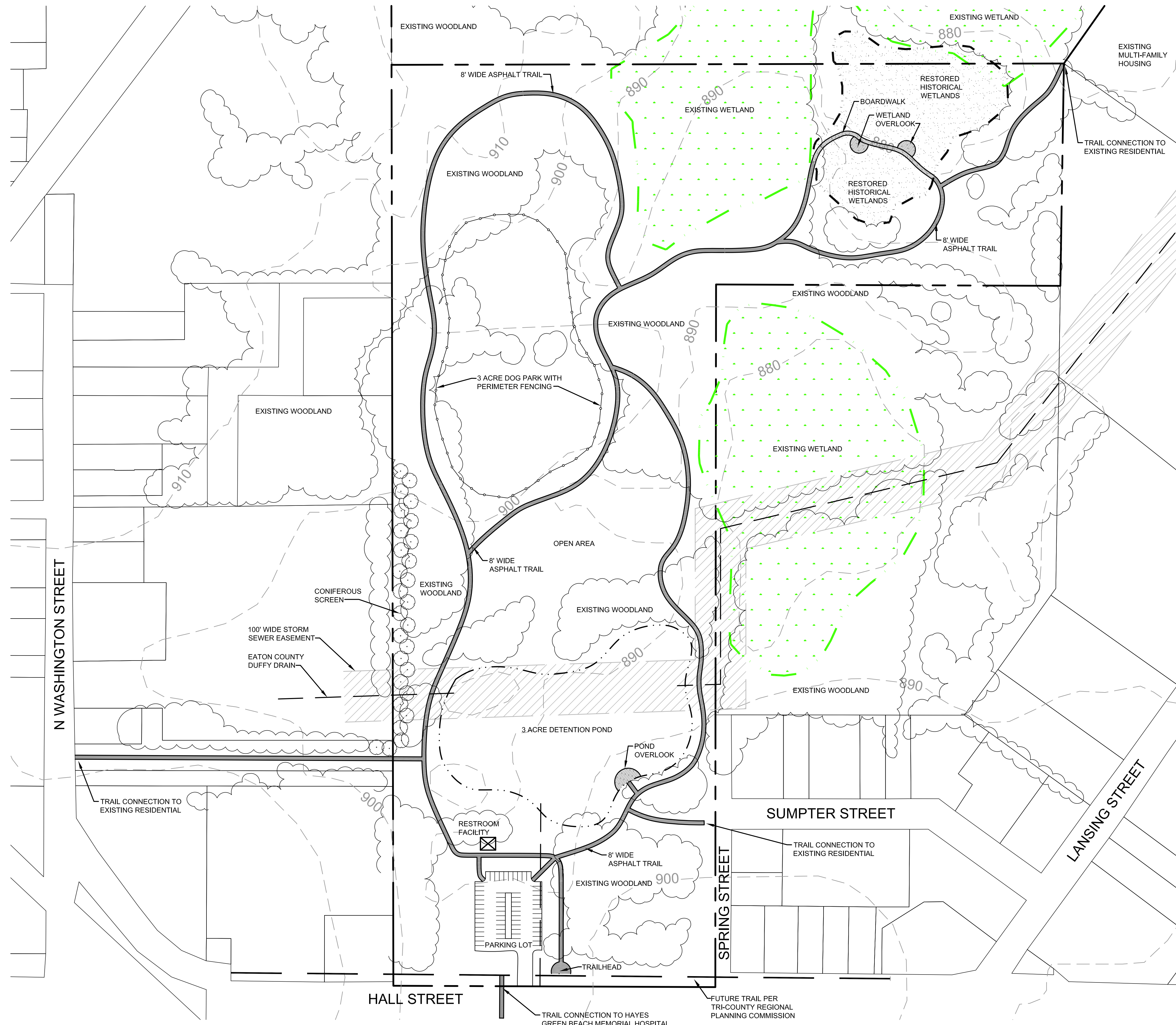
ANSWER CHOICES	RESPONSES	
Sports Field (e.g. baseball, softball, soccer)	12.29%	36
Water Playgrounds (e.g. splash pads, swimming pools)	48.46%	142
More picnic areas/Pavilions	8.87%	26
City-Wide Trail System	52.22%	153
Off-Leash Dog Area	21.50%	63
Outdoor Courts (e.g. basketball, tennis, pickleball, volleyball)	22.18%	65
More river access for boating/fishing	22.18%	65
More playground equipment	16.38%	48
Total Respondents: 293		

## Q11 How can the Charlotte Community improve the parks around the area?

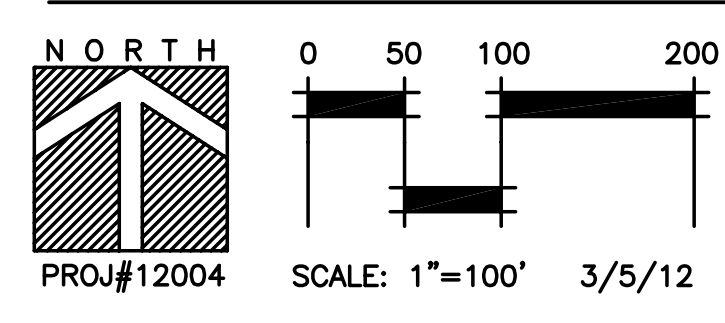
Answered: 297 Skipped: 2



ANSWER CHOICES	RESPONSES	
Upgrade existing parks	50.51%	150
Maintain existing parks and facilities	22.22%	66
Build major facilities such as sports fields/courts	11.78%	35
Acquire natural areas	10.10%	30
Develop new/more neighborhood parks	5.39%	16
<b>TOTAL</b>		<b>297</b>



- LEGEND:**
- EXISTING CONTOURS (10' INTERVAL)
  - EXISTING WETLAND
  - RESTORED HISTORICAL WETLAND
  - EXISTING STORM SEWER
  - EXISTING STORM SEWER EASEMENT
  - PROPOSED TRAIL
  - EXISTING TREES



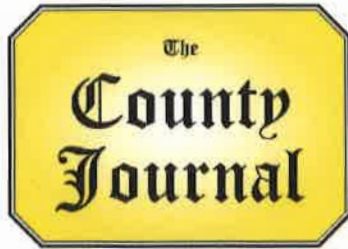
# MAPLE CITY PARK MASTER PLAN

HALL STREET ■ ■ ■ CHARLOTTE, MI 48813

**MASTER PLAN**

**FITZGERALD HENNE & ASSOCIATES, INC.**  
 engineering, surveying, landscape architecture & environmental services  
 4089 GRAND OAK DR • STE A108 • LANSING, MI 48911 • 313.887.1100

T:\Projects\Drawings\12004\12004\_MASTER\_PLAN.dwg, 3/5/2012, 4:27:23 PM, Adobe PDF (templmptn).pc3



**“Eaton County’s Advertising & News Journal”**

- 241 S. Cochran Ave. Suite #1 • Charlotte, MI 48813
- Telephone 517-543-1099 • Facsimile: 517-543-1993

October 7, 2019

City of Charlotte  
Clerk’s Office  
111 E. Lawrence Avenue  
Charlotte, MI 48813

The City of Charlotte ran the following legal public notice in the October 5, 2019 edition of The County Journal as per attached pages:

**CHARLOTTE AREA RECREATION CO-OP  
FIVE YEAR PARKS & RECREATION PLAN PUBLIC REVIEW**

The above named notice was published in its entirety.

Witnessed by Denise Denton, Public Notary for The County Journal,

Denise Denton  
Notary Public – STATE OF MICHIGAN  
COUNTY OF EATON  
My Commission Expires September 2, 2024  
Acting in the County of Eaton

**CHARLOTTE AREA  
RECREATION COOPERATIVE  
PUBLIC NOTICE  
FIVE-YEAR PARKS AND RECREATION  
PLAN PUBLIC REVIEW**

The Charlotte Area Recreation Cooperative, in cooperation with the City of Charlotte, Carmel Township and Eaton Township, is providing a draft version of the *Five-Year Parks and Recreation Plan* for public review for a 30-day period. The document is available for review during regular business hours from October 7, 2019 through November 8, 2019 at the following Charlotte-area locations:

- Charlotte City Hall, 111 E. Lawrence Avenue
- Carmel Township Hall, 661 Beach Highway
- Eaton Township Hall, 3981 E. Clinton Trail
- Charlotte Community Library, 226 S. Bostwick Street

An electronic version of the *Five-Year Parks and Recreation Plan* is also available on the City of Charlotte website at [charlottemi.org/parks-plan](http://charlottemi.org/parks-plan).

Written comments on the plan can be sent to Gregg Guetschow, City Manager, 111 E. Lawrence Avenue, Charlotte, MI 48813 or emailed to [gguetschow@charlottemi.org](mailto:gguetschow@charlottemi.org).

Comments can be submitted as well during a public hearing on the plan to be held on Tuesday, November 12, 2019 at 7:00 p.m. in the Charlotte City Hall Council Chambers, 2nd Floor, 111 E. Lawrence Avenue, Charlotte, MI.



**COUNCIL PROCEEDINGS**

**Regular Meeting  
November 12, 2019**

**CALL TO ORDER:** By Mayor Ridge on Tuesday, November 12, 2019 at 7:30 p.m.

**PRESENT:** Councilmembers Dyer, Christian, Baker, Weissenborn, Mayor Pro-Tem Armitage, Mayor Ridge, City Clerk Terpstra and City Manager Guetschow.

The invocation was offered by City Manager Guetschow followed by the Pledge of Allegiance.

**APPROVAL OF MINUTES FOR REGULAR MEETING OF October 28, 2019:** Council member Baker moved, supported by Dyer to approve the regular meeting minutes of October 28, 2019 as presented. Carried. 6 Yes. 0 No. 0 Absent.

**ABSENT:** None.

**PUBLIC HEARINGS:**

**PUBLIC HEARING ORDINANCE NO. 2019-08 TO AMEND CHAPTER 52-SECTION 52-73 OF ARTICLE II-NUISANCE ABATEMENT:**

**Public Hearing Opened: 7:31 p.m.**

No comment

**Public Hearing Closed: 7:31 p.m.**

**PUBLIC HEARING CHARLOTTE AREA RECREATION CO-OP FIVE YEAR PARKS AND RECREATION PLAN:**

Dave Bankhead, representing Charlotte Area Recreation Co-op gave an overview of the process that the board has taken to review and put together the five year plan. He explained that this is needed in order to apply for grants in the future.

**Public Hearing Opened: 7:36 p.m.**

No comment

**Public Hearing Closed: 7:36 p.m.**

**PUBLIC COMMENTS:** None.

**APPROVAL OF AGENDA:** Council member Baker moved, supported by Dyer to approve the agenda as presented. Carried. 6 Yes. 0 No.

**SPECIAL PRESENTATIONS:** None.

**EXPEDITED RESOLUTIONS AND ORDINANCES**

**A. CONSIDER APPROVAL OF RESOLUTION NO. 2019-109 TO RENEW ASSESSOR CONTRACT:**

**RESOLUTION NO. 2019-109**

**A RESOLUTION TO APPROVE A CONTRACT WITH RANDY JEWELL TO PROVIDE ASSESSING SERVICES**

**WHEREAS**, the City must provide for the assessing for property tax purposes pursuant to state statute and the City's charter; and

**WHEREAS**, Randy Jewell has provided assessing services for the City as an independent contractor for many years; and

**WHEREAS**, the contract for assessing services between the City and Mr. Jewell expired on June 30, 2019; and

**WHEREAS**, the City and Mr. Jewell desire to renew the contract for a four-year period of time in accordance with the terms and conditions in the proposed renewal contract;

**NOW, THEREFORE, BE IT RESOLVED** that the Charlotte City Council does hereby approve the contract for assessing services between the City and Randy Jewell and authorizes the Mayor and Clerk to execute the contract on behalf of the City.

Council member Dyer moved, supported by Baker to approve Resolution No. 2019-109 to renew Assessor contract as presented. Carried. 6 Yes. 0 No.

**B. CONSIDER APPROVAL OF RESOLUTION NO. 2019-110 REGARDING PAYMENT OF CLAIMS & ACCOUNTS:**

**RESOLUTION NO. 2019-110**

**A RESOLUTION TO APPROVE EXPENDITURES OF THE CITY**

**FOR NOVEMBER 12, 2019**

WHEREAS, Section 7.7 (B) of the City Charter requires Council approval for the expenditure of city funds; and

WHEREAS, the November 8, 2019 payroll totaled \$153,797.11;

WHEREAS, the November 12, 2019 claims total \$149,757.08;

WHEREAS, the October 28, 2019 insurance claims total \$3,341.41 and the November 4, 2019 insurance claims total \$375.01;

THEREFORE, BE IT RESOLVED that the City Council approves claims and accounts for November 12, 2019 in the amount of \$307,270.61.

**APPROVAL OF CLAIMS AND ACCOUNTS BY ROLL CALL**

**VOTE:** Council member Baker moved, supported by Christian to approve Resolution 2019-110 regarding payment of claims & accounts as presented. Carried. 6 Yes. 0 No.

**ACTION ITEMS – RESOLUTIONS AND ORDINANCES:**

**A. CONSIDER APPROVAL OF RESOLUTION NO. 2019-106 TO APPROVE CONSUMERS ENERGY STREET LIGHTING CONTRACTS:**

**RESOLUTION NO. 2019 –106**

**RESOLUTION FOR CHANGES TO CONSUMERS ENERGY STANDARD STREET LIGHTING CONTRACTS AND SIGNATORIES**

WHEREAS, Consumers Energy has made changes to the lighting service as provided in the Standard Lighting Contract with the City of Charlotte; and

WHEREAS, this relates to Consumers Energy Standard Lighting Contract Number 100000171411 and;

THEREFORE, BE IT RESOLVED, the City of Charlotte hereby designates Amy E. Gilson, Director of Public Works, and Ginger L. Terpstra, City Clerk, to sign the contract on behalf of the City for these changes.

Mayor Pro-Tem Armitage moved, supported by Dyer to approve Resolution No. 2019-106 to approve Consumers Energy Street lighting contracts as presented. Carried. 6 Yes. 0 No.

**B. CONSIDER APPROVAL OF ORDINANCE NO. 2019-08 TO AMEND CHAPTER 52 SECTION 52-73 OF ARTICLE II NUISANCE ABATEMENT:**

**CITY OF CHARLOTTE**

**ORDINANCE NO. 2019-08**

**AN ORDINANCE TO AMEND SECTION 52-73 OF ARTICLE II - NUISANCE ABATEMENT - OF CHAPTER 52 - PROPERTY MAINTENANCE & NUISANCE ABATEMENT OF THE CODE OF THE CITY OF CHARLOTTE BY ADDING AN EXCEPTION TO ALLOW LOUDSPEAKERS AND THE LIKE DURING AN EVENT APPROVED BY THE CITY.**

**THE CITY OF CHARLOTTE ORDAINS:**

Section 52-73 of Article II - Exceptions - is hereby amended to read as follows:

**§ 52-73 EXCEPTIONS.**

None of the terms or prohibitions of this article shall apply to or be enforced against the following.

(A) *Emergency vehicles.* Any police or fire vehicle or any ambulance, while engaged upon emergency business.

City Council Minutes 11-12-2019

(B) *Highway maintenance and construction.* Excavations or repairs of bridges, streets, or highways by or on behalf of the city, county or the state, during the night, when the public safety, welfare and convenience renders it impossible to perform such work during the day.

(C) *Loudspeakers at an approved event.* Using, operating or permitting to be played, used or operated any radio receiving set, musical instrument, phonograph, loudspeaker, sound amplifier or other machine or device for the producing or reproduction of sound, which is cast upon the public streets during an event that has received prior approval from the City Manager or designee when the event is sponsored by the City or a non-profit organization.

**Council member Baker moved, supported by Christian to approve Ordinance No. 2019-08 to amend Chapter 52 Section 52-73 of Article II-Nuisance Abatement as presented. Carried. 6 Yes. 0 No.**

**INTRODUCTION OF RESOLUTIONS AND ORDINANCES:**

**A. CONSIDER FIRST READING OF RESOLUTION NO. 2019-111 AGREEMENT WITH NEW HOPE COMMUNITY CHURCH FOR POLLING LOCATION DISTRICT 2 PRECINCT 1;**

**RESOLUTION NO. 2019-111**

**A RESOLUTION TO CHANGE THE POLLING PLACE LOCATION FOR DISTRICT 2 – PRECINCT 1**

**WHEREAS**, the polling location for District 2, Precinct 1 has been located at the West Side Fire Station since 2009 and then was relocated to Discovery Fellowship Church at 757 Cherry Street, Charlotte, MI; and

**WHEREAS**, it has come to our attention that Discovery Fellowship Church will no longer be available for our use as a polling location for District 1, Precinct 2; and

**WHEREAS**, the City Clerk has sought another location for District 2 Precinct 1 at New Hope Community Church, 436 W. Harris, Charlotte, MI;

**NOW, THEREFORE, BE IT RESOLVED** that District 2, Precinct 1 be moved to New Hope Community Church, 436 W. Harris Street, Charlotte, MI;

**AND BE IT FURTHER RESOLVED** that this change will become effective with the March 10, 2019 Presidential Primary election.

**Council member Dyer moved, supported by Weissenborn to approve first reading of Resolution No. 2019-111 agreement with New Hope Community Church for polling location District 2 Precinct 1 as presented. Carried. 6 Yes. 0 No.**

**B. CONSIDER FIRST READING OF RESOLUTION NO. 2020-01 CHARLOTTE AREA RECREATION CO-OP FIVE YEAR PARKS AND RECREATION PLAN: RESOLUTION NO. 2020-01**

**A RESOLUTION TO ADOPT THE CHARLOTTE AREA FIVE-YEAR PARKS & RECREATION PLAN 2020-2024**

**WHEREAS**, the City of Charlotte has undertaken a planning process to determine the recreation and natural resource conservation needs and desires of its residents during a five-year period covering the years 2020 through 2024; and

**WHEREAS**, the City of Charlotte has entered into this planning process in collaboration with the Township of Carmel and the Township of Eaton; and

**WHEREAS**, the combined area of the aforementioned local units of government constitutes the planning area; and

**WHEREAS**, the City of Charlotte is of the understanding that the governing bodies of the aforementioned local units of government intend to pass a similar resolution of adoption of the Charlotte Area Five-Year Parks & Recreation Plan 2020-2024; and

**WHEREAS**, the City of Charlotte, Township of Carmel and Township of Eaton began the process of developing a community recreation and natural resource conservation plan in accordance with the most recent guidelines developed by then Department of Natural Resources and made available to local communities; and

**WHEREAS**, residents of the planning area were provided with a well-advertised opportunity during the development of the draft plan to express opinions, ask questions, and discuss all aspects of the recreation and natural resource conservation plan; and

**WHEREAS**, the public was given a well-advertised opportunity and reasonable accommodations to review the final draft plan for a period of at least thirty days; and

**WHEREAS**, a public hearing was held on November 12, 2019 in the Charlotte City Hall Council Chambers to provide an opportunity for all residents of the planning area to express opinions, ask questions, and discuss all aspects of the Charlotte Area Five-Year Parks and Recreation Plan 2020-2024; and

**WHEREAS**, the City of Charlotte, Township of Carmel and Township of Eaton have developed the plan as a guideline for improving recreation and enhancing natural resource conservation for the Charlotte area;

**NOW, THEREFORE, BE IT RESOLVED** that the Charlotte City Council does hereby adopt the Charlotte Area Five-Year Parks and Recreation Plan 2020-2024.

**Council member Christian moved, supported by Baker to approve first reading of Ordinance No. 2020-01 Charlotte Area Recreation Co-op Five Year Parks and Recreation Plan. Carried. 6 Yes. 0 No.**

#### **COMMUNICATIONS AND COMMITTEE REPORTS**

**CITY ATTORNEY REPORT:** City Attorney Hitch was present and

explained to the council the basics of the Open Meetings Act. He congratulated the new members of council and explained the process in which he works with council and the Mayor.

**CITY MANAGER REPORT:** City Manager Guetschow stated that he had included a written report to council which he includes in each council packet. He explained that council should not delete any emails that are sent or that they correspond to per City policy.

#### **COUNCILMEMBER COMMITTEE REPORTS:**

No committee reports.

**PUBLIC COMMENT:** None.

#### **MAYOR AND COUNCIL COMMENTS:**

- Council member Christian reported that the Capital Area Athletic League Swim Finals were held in Charlotte last weekend and it was a great competition.
- Council member Dyer stated that he is excited to serve another term on council. He will be attending the Michigan Environmental Quality Sustainability Meeting soon.
- Council member Baker congratulated all the new members of council and Mayor Ridge.
- Council member Weissenborn stated that she is excited and proud to be serving the community.
- Mayor Pro-Tem Armitage thanked the Boy Scouts for their project to get the trees downtown lit up. He also thanked the Department of Public Works for their help with this and stated that they look nice all working. He thanked the Department of Public Works for cleaning the streets and Police and Fire for their hard work with all of the accidents. He thanked everyone for voting him as Mayor Pro-Tem. He introduced his mother Joyce.

- Mayor Ridge thanked Clerk Terpstra and staff for the smooth running of the election. She stated that the Wine Walk was well attended with 79 participants and that it was a great event on a very cold night. Hats off to Charlotte Rising for organizing that event. She thanked Dave Bankhead, Deb Montgomery and Steve Willard for the work with the five year park plan. She thanked Heather, Liz and Carrie for heading up the competition cheer tryouts tonight so that she could attend the meeting.

**Council member Baker moved, seconded by Dyer to adjourn at 8:06 P.M. Carried. 6 Yes. 0 No**

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Mayor Yvonne Ridge

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Ginger Terpstra, City Clerk, CMMC

**Carmel Township, County of Eaton, State of Michigan**

**Resolution: 2020-01**

**DATE:** January 16, 2020

**TITLE:** CHARLOTTE AREA FIVE-YEAR PARKS & RECREATION PLAN

**AUTHORITY:** Carmel Township Board of Trustees

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**A RESOLUTION TO ADOPT THE CHARLOTTE AREA FIVE-YEAR PARKS & RECREATION PLAN 2020-2024**

**WHEREAS,** the Carmel Township has undertaken a planning process to determine the recreation and natural resource conservation needs and desires of its residents during a five-year period covering the years 2020 through 2024; and

**WHEREAS,** the Carmel Township has entered into this planning process in collaboration with the Township of Carmel and the Township of Eaton; and

**WHEREAS,** the combined area of the aforementioned local units of government constitutes the planning area; and

**WHEREAS,** the Carmel Township is of the understanding that the governing bodies of the aforementioned local units of government intend to pass a similar resolution of adoption of the Charlotte Area Five-Year Parks & Recreation Plan 2020-2024; and

**WHEREAS,** the Township of Carmel, City of Charlotte and Township of Eaton began the process of developing a community recreation and natural resource conservation plan in accordance with the most recent guidelines developed by then Department of Natural Resources and made available to local communities; and

**WHEREAS,** residents of the planning area were provided with a well-advertised opportunity during the development of the draft plan to express opinions, ask questions, and discuss all aspects of the recreation and natural resource conservation plan; and

**WHEREAS,** the public was given a well-advertised opportunity and reasonable accommodations to review the final draft plan for a period of at least thirty days; and

**WHEREAS,** a public hearing was held on November 12, 2019 in the Charlotte City Hall Council Chambers to provide an opportunity for all residents of the planning area to express opinions, ask questions, and discuss all aspects of the Charlotte Area Five-Year Parks and Recreation Plan 2020-2024; and

**WHEREAS,** the Township of Carmel, City of Charlotte and Township of Eaton have developed the plan as a guideline for improving recreation and enhancing natural resource conservation for the Charlotte area;

**NOW, THEREFORE, BE IT RESOLVED** that the Township of Carmel does hereby adopt the Charlotte Area Five-Year Parks and Recreation Plan 2020-2024.

ALL RESOLUTIONS AND PARTS OF RESOLUTIONS INSOFAR AS THEY CONFLICT WITH THE PROVISIONS OF THIS RESOLUTION BE AND THE SAME ARE HEREBY RESCINDED, BUT ONLY TO THE EXTENT NECESSARY TO GIVE THIS RESOLUTION FULL FORCE AND EFFECT.

Adopted this date: January 16, 2020.

Moved by Trustee Montgomery, seconded by Treasurer Wise, approved \_\_5\_\_ yes and \_\_0\_\_ nays.

This 16th day of January, 2020.

YEAS: \_\_\_\_\_

NAYS: \_\_\_\_\_

The foregoing resolution was duly adopted at a meeting of the Carmel Township Board held on the 16th day of January, 2020.

[Signature] //ss [Signature] //ss  
Supervisor of Carmel Township Clerk of Carmel Township

I, Laura Goostrey, Clerk of Carmel Township, do hereby certify that the above is a true and exact copy of the resolution heretofore passed by the Township Board for Carmel Township, Eaton County, Michigan voted

[Signature] //ss  
Clerk of Carmel Township

Effective Date: This 16th day of January, 2020.

RESOLUTION approved on the 16th day of January, 2020.

TOWNSHIP OF CARMEL  
Seal Attest:

By: [Signature] //ss  
Laura Goostrey, Clerk



Laura Goostrey  
NOTARY PUBLIC - STATE OF MICHIGAN  
County of Eaton  
My Commission Expires 9/19/2020  
Acting in the County of Eaton

**RESOLUTION NO. 2020-01**

**A RESOLUTION TO ADOPT THE CHARLOTTE AREA FIVE-YEAR PARKS & RECREATION PLAN 2020-2024**

**WHEREAS**, the City of Charlotte has undertaken a planning process to determine the recreation and natural resource conservation needs and desires of its residents during a five-year period covering the years 2020 through 2024; and

**WHEREAS**, the City of Charlotte has entered into this planning process in collaboration with the Township of Carmel and the Township of Eaton; and

**WHEREAS**, the combined area of the aforementioned local units of government constitutes the planning area; and

**WHEREAS**, the City of Charlotte is of the understanding that the governing bodies of the aforementioned local units of government intend to pass a similar resolution of adoption of the Charlotte Area Five-Year Parks & Recreation Plan 2020-2024; and

**WHEREAS**, the City of Charlotte, Township of Carmel and Township of Eaton began the process of developing a community recreation and natural resource conservation plan in accordance with the most recent guidelines developed by then Department of Natural Resources and made available to local communities; and

**WHEREAS**, residents of the planning area were provided with a well-advertised opportunity during the development of the draft plan to express opinions, ask questions, and discuss all aspects of the recreation and natural resource conservation plan; and

**WHEREAS**, the public was given a well-advertised opportunity and reasonable accommodations to review the final draft plan for a period of at least thirty days; and

**WHEREAS**, a public hearing was held on November 12, 2019 in the Charlotte City Hall Council Chambers to provide an opportunity for all residents of the planning area to express opinions, ask questions, and discuss all aspects of the Charlotte Area Five-Year Parks and Recreation Plan 2020-2024; and

**WHEREAS**, the City of Charlotte, Township of Carmel and Township of Eaton have developed the plan as a guideline for improving recreation and enhancing natural resource conservation for the Charlotte area;


**NOW, THEREFORE, BE IT RESOLVED** that the Charlotte City Council does hereby adopt the Charlotte Area Five-Year Parks and Recreation Plan 2020-2024.

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 resolution adopted by the



City of Charlotte at a regularly scheduled meeting held on Monday, January 13, 2020, relevant to the Michigan Open Meetings Act, the original of which is on file in my office as part of council minutes.

IN WITNESS WHEREOF, I have hereunto set my official signature this 15th day of January 2020.

  
\_\_\_\_\_  
Ginger Terpstra, City Clerk, CMMC  
City of Charlotte  
Eaton County, Michigan



**A. CONSIDER APPROVAL OF RESOLUTION NO. 2020-01 TO APPROVE CHARLOTTE AREA RECREATION FIVE YEAR PLAN:**

**RESOLUTION NO. 2020-01**

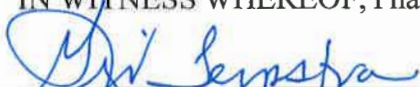
**A RESOLUTION TO ADOPT THE CHARLOTTE AREA FIVE-YEAR PARKS & RECREATION PLAN 2020-2024**

- WHEREAS**, the City of Charlotte has undertaken a planning process to determine the recreation and natural resource conservation needs and desires of its residents during a five-year period covering the years 2020 through 2024; and
- WHEREAS**, the City of Charlotte has entered into this planning process in collaboration with the Township of Carmel and the Township of Eaton; and
- WHEREAS**, the combined area of the aforementioned local units of government constitutes the planning area; and
- WHEREAS**, the City of Charlotte is of the understanding that the governing bodies of the aforementioned local units of government intend to pass a similar resolution of adoption of the Charlotte Area Five-Year Parks & Recreation Plan 2020-2024; and
- WHEREAS**, the City of Charlotte, Township of Carmel and Township of Eaton began the process of developing a community recreation and natural resource conservation plan in accordance with the most recent guidelines developed by then Department of Natural Resources and made available to local communities; and
- WHEREAS**, residents of the planning area were provided with a well-advertised opportunity during the development of the draft plan to express opinions, ask questions, and discuss all aspects of the recreation and natural resource conservation plan; and
- WHEREAS**, the public was given a well-advertised opportunity and reasonable accommodations to review the final draft plan for a period of at least thirty days; and
- WHEREAS**, a public hearing was held on November 12, 2019 in the Charlotte City Hall Council Chambers to provide an opportunity for all residents of the planning area to express opinions, ask questions, and discuss all aspects of the Charlotte Area Five-Year Parks and Recreation Plan 2020-2024; and
- WHEREAS**, the City of Charlotte, Township of Carmel and Township of Eaton have developed the plan as a guideline for improving recreation and enhancing natural resource conservation for the Charlotte area;
- NOW, THEREFORE, BE IT RESOLVED** that the Charlotte City Council does hereby adopt the Charlotte Area Five-Year Parks and Recreation Plan 2020-2024.

**Council member Dyer moved, supported by Weissenborn to approve Resolution No. 2020-01 Charlotte Area Recreation Five Year Plan as presented. 7 Yes. 0 No.**

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 an excerpt from the minutes from a regularly scheduled meeting held on Monday, January 13, 2020, relevant to the Michigan Open Meetings Act, the original of which is on file in my office as part of council minutes.

IN WITNESS WHEREOF, I have hereunto set my official signature this 25th day of January 2020.



Ginger Terpstra, City Clerk, CMMC  
City of Charlotte  
Eaton County, Michigan



**RESOLUTION NO. 2020-01**

**EATON TOWNSHIP**

**A RESOLUTION TO ADOPT THE CHARLOTTE AREA FIVE-YEAR PARKS &  
RECREATION PLAN 2020-2024**

**WHEREAS**, the Township of Eaton has undertaken a planning process to determine the recreation and natural resource conservation needs and desires of its residents during a five-year period covering the years 2020 through 2024; and

**WHEREAS**, the Township of Eaton has entered into this planning process in collaboration with the Township of Carmel and the City of Charlotte; and

**WHEREAS**, the combined area of the aforementioned local units of government constitutes the planning area; and

**WHEREAS**, the Township of Eaton is of the understanding that the governing bodies of the aforementioned local units of government intend to pass a similar resolution of adoption of the Charlotte Area Five-Year Parks & Recreation Plan 2020-2024; and

**WHEREAS**, the City of Charlotte, Township of Carmel and Township of Eaton began the process of developing a community recreation and natural resource conservation plan in accordance with the most recent guidelines developed by then Department of Natural Resources and made available to local communities; and

**WHEREAS**, residents of the planning area were provided with a well-advertised opportunity during the development of the draft plan to express opinions, ask questions, and discuss all aspects of the recreation and natural resource conservation plan; and

**WHEREAS**, the public was given a well-advertised opportunity and reasonable accommodations to review the final draft plan for a period of at least thirty days; and

**WHEREAS**, a public hearing was held on January 2, 2020 in the Eaton Township Hall to provide an opportunity for all residents of the planning area to express opinions, ask questions, and discuss all aspects of the Charlotte Area Five-Year Parks and Recreation Plan 2020-2024; and

**WHEREAS**, the City of Charlotte, Township of Carmel and Township of Eaton have developed the plan as a guideline for improving recreation and enhancing natural resource conservation for the Charlotte area;

**NOW, THEREFORE, BE IT RESOLVED** that the Township of Eaton does hereby adopt the Charlotte Area Five-Year Parks and Recreation Plan 2020-2024.

The foregoing resolution offered by Trustee Bankhead and supported by Trustee Droscha.

Upon roll call vote, the following voted  
"Aye": Bankhead, Dolman, Roberts, Patterson, Droscha  
"Nay":

The Supervisor declared the resolution adopted.

  
Eaton Township Clerk

I, Danielle Patterson, the duly appointed and acting Clerk of Eaton Township, hereby certify that the foregoing resolution was adopted by the township board of said township at the regular meeting of said board held on January 2, 2020, at which meeting a quorum was present by roll call vote of said members as hereinbefore set forth; that said resolution was ordered to take immediate effect.

  
Eaton Township Clerk



# ROWE PROFESSIONAL SERVICES COMPANY

*Large Firm Resources. Personal Attention. <sup>sm</sup>*

January 28, 2020

Tri-County Regional Planning Commission  
Planning Region 6 – Eaton, Ingham, and Clinton  
3135 Pine Tree Road, Suite 2C  
Lansing, MI 48911-4234

RE: Charlotte Area Five-Year Parks and Recreation Plan  
2019-2023

To Whom It May Concern:

On behalf of the City of Charlotte, Eaton Township, and Carmel Township, attached to this correspondence is the recently adopted Five-Year Recreation Plan for Charlotte, Carmel Township, and Eaton Township. The plan was approved by the City of Charlotte on January 13, 2020, by Eaton Township on January 2, 2020 and by Carmel Township on January 16, 2020.

The communities are submitting a final document to the Michigan Department of Natural Resources for acceptance. The plan was developed with our assistance and under the direction of the communities of Charlotte, Eaton Township, and Carmel Township; which also included various methods of public input.

Please contact me at (810) 341-7500 with any questions.

Sincerely,  
ROWE Professional Services Company

Blake D. Strozier  
Graduate Landscape Architect

Attachment

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# ROWE PROFESSIONAL SERVICES COMPANY

*Large Firm Resources. Personal Attention. <sup>sm</sup>*

January 28, 2020

Mr. Troy Stowell, Director  
Eaton County Parks  
133 Fitzgerald Park Drive  
Grand Ledge, MI 48837

RE: Charlotte Area Five-Year Parks and Recreation Plan  
2019-2023

Dear Mr. Stowell:

On behalf of the City of Charlotte, Eaton Township, and Carmel Township, attached to this correspondence is the recently adopted Five-Year Recreation Plan for Charlotte, Carmel Township, and Eaton Township. The plan was approved by the City of Charlotte on January 13, 2020, by Eaton Township on January 2, 2020 and by Carmel Township on January 16, 2020.

The communities are submitting a final document to the Michigan Department of Natural Resources for acceptance. The plan was developed with our assistance and under the direction of the communities of Charlotte, Eaton Township, and Carmel Township; which also included various methods of public input.

Please contact me at (810) 341-7500 with any questions.

Sincerely,  
ROWE Professional Services Company

Blake D. Strozier  
Graduate Landscape Architect

Attachment

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## Unapproved Minutes Carmel Township – January 16, 2020

1. Call to Order / Pledge of Allegiance - 7pm
2. Call of the Board - all present
3. Approve the agenda
4. Reports and Presentations
  - A. County Commissioner's Report – Wayne Ridge-
  - B. Eaton County Road Commission Report – Jerry Frazier
  - C. Sheriff's Report – ECSD – None
  - D. Treasurer's Report-
    - i. Financial statement of position- (*Balance Sheet*)
  - E. Clerk's Report – Laura Goostrey – Av Apps out/Inserter worked well
  - F. CARecreation Council – Debra Montgomery – None
  - G. Rural Fire Association– Steve – Meeting on Wed with budget
  - H. Cemetery Sexton's Report- Larry Cords /cemetery damage will be fixed after funeral damage
  - I. Park Advisory Report- – Deb Montgomery /Gary King-none
  - J. Audit Advisory Report – Gary King/Deb Montgomery-none
  - K. Supervisors Report to the Board- Highlights 2019-20
5. Call to the Public – Jerry Frazier – threats to Angela Wentworth over Brown Drain not from Carmel Township
6. Communications related to agenda Items - none
7. Minutes approval – Trustee Montgomery moved, Trustee King support carried
8. New Business
  - A. Presentation of Warrants – Treasurer Wise moved , Trustee Mont 2<sup>nd</sup>, carried
  - B. Tax Agency Funds Warrants -Treasurer Wise Moved, Trustee King 2<sup>nd</sup> carried
  - C. 2020-01 Resolution Adopting of Recreation Plan – Trustee Montgomery moved, Treasurer Wise 2<sup>nd</sup>, carried forward to City of Charlotte Greg G
  - D. 2020-02 Board of Trustee Dates 2020 Treasurer Wise moved to accept dates as per corrected, Trustee Montgomery 2<sup>nd</sup>, carried
  - E. 2020-03 Tri-County office on Aging – Treasurer Wise moved to pay Trustee Kind 2<sup>nd</sup> carried
9. Unfinished Business and General Orders - none
10. Call to the Public extended -Jerry Frazier congratulates for all accomplishments by the board
11. Board Discussion:
  - i. Budget 2020-2021
12. Gesticulation to adjourn – 8pm Treasurer Wise, Trustee Montgomery 2<sup>nd</sup> carried



**COUNCIL PROCEEDINGS**  
**Regular Meeting**  
**January 13, 2020**

**CALL TO ORDER:** By Mayor Ridge on Monday, January 13, 2020 at 7:06 p.m.

**PRESENT:** Councilmembers Dyer, Christian, Baker, Hoogstra, Weissenborn, Mayor Pro-Tem Armitage, Mayor Ridge, City Clerk Terpstra and City Manager Guetschow.

The invocation was offered by Pastor Randy Royston, New Hope Community Church followed by the Pledge of Allegiance.

**APPROVAL OF MINUTES FOR REGULAR MEETING OF DECEMBER 23, 2019:** Council member Baker moved, supported by Dyer to approve the regular meeting minutes of December 23, 2019 as presented. Carried. 7 Yes. 0 No. 0 Absent.

**ABSENT:** None.

**PUBLIC HEARINGS:** None.

**PUBLIC COMMENTS:** Justin Brummette, 340 High Street, thanked the council members for the great job that they do. He would like to see some changes made to the City's website. He believes that if the City were to list the roads that are to be fixed in the order that they will be fixed it would help the public to understand the process better.

**Ben Phlegar**, 425 Horatio, stated that he has concerns about 13(c) to change the zoning on 600 S. Cochran from residential to business district. He is concerned about the creeping of businesses into the residential areas.

**APPROVAL OF AGENDA:** Mayor Pro-Tem Armitage moved, supported by Dyer to approve agenda with the addition of 10c for discussion of Zoning Board of Appeals. Carried. 7 Yes. 0 No.

**SPECIAL PRESENTATIONS:**

**STREET PROGRAM: AMY GILSON**

Public Works Director Gilson gave a presentation on asset management for the roads and explained the process in determining the condition along with the priorities used for replacement of roads in the City. She explained that they try to spread the projects across all areas of the City when determining which ones to repair or resurface. It also depends on the infrastructure that needs to be done before the roads can be repaired.

Mayor Ridge recessed the meeting at 7:36 P.M.

Mayor Ridge reconvened the meeting at 7:42 P.M.

**PENSION AND OPEB CORRECTIVE ACTION PLAN:**

City Manager Guetschow explained that the OPEB relates to a small group of employees that were long serving department heads and this does not apply to any new employees going forward. There is \$200,000.00 that was set aside at the time this was set up in 1989. The City will be setting up a separate funding vehicle for this money in the near future.

The pension funding is a separate issue. The city is \$10 million in the hole for that currently. Several factors have contributed to that issue over the years. MERS is now making all municipalities come into compliance for 100% funding by they year 2040. Some decisions will need to be made as to how to move forward to accomplish this. Some of the options would be a millage or to implement a public safety special assessment.



**DISCUSSION ZONING BOARD OF APPEALS:**

Mayor Pro-Tem Armitage stated that he would like to see some direction given to staff on the issue of re-establishing a Zoning Board of Appeals.

Mayor Ridge stated that she would like to wait until after council has had a chance to meet with all the departments and looked at all boards as she is thinking that some other changes may need to be made and would like to do it all at once.

**EXPEDITED RESOLUTIONS AND ORDINANCES**

**A. CONSIDER APPROVAL OF RESOLUTION NO. 2020-02 STATEMENT OF DOING BUSINESS 2020:**

**RESOLUTION NO. 2020-02  
STATEMENT OF DOING BUSINESS WITH CITY OF  
CHARLOTTE 2020**

WHEREAS, Pursuant to the provisions of Section 15.4 of the City Charter, the undersigned, doing business in the City of Charlotte, hereby states that he/she intends to have business dealings with the City of the type that is on a continuing basis, involving more than one or a sequence of transactions. Such dealings will be as listed or similar transactions

- Bryan Myrkle – Cable Operator
- Julie Meyer – Cable Operator
- Mikayla Densmore – Cable Operator
- Tom Archer- Straw Sales
- Brandon Youngs- Straw Sales
- L. Daryl Baker-Insurance

**Council member Dyer moved, supported by Christian to approve Resolution 2020-02 Statement of Doing Business as presented. Carried. 7 Yes. 0 No.**

**B. CONSIDER APPROVAL OF RESOLUTION NO. 2020-03 TO APPROVE MAYOR PRO-TEM ARMITAGE ATTEND MML WEEKENDER FEBRUARY 28-29, 2020 BAVARIAN INN LODGE, FRANKENMUTH:**

**RESOLUTION NO. 2020-03  
A RESOLUTION TO APPROVE MAYOR PRO-TEM  
ARMITAGE’S ATTENDANCE AT THE 2020 MML CORE  
WEEKENDER**

**BE IT RESOLVED** that Mayor Pro-Tem Armitage is hereby authorized to attend the 2020 MML Core Weekender to be held in Frankenmuth and to incur reasonable and customary expenses for registration and meals.

**Council member Baker moved, supported by Dyer to approve Resolution 2020-03 for Mayor Pro-Tem Armitage attend MML Weekender February 28-29, 2020 Bavarian Inn Lodge, Frankenmuth as presented. Carried. 7 Yes. 0 No.**

**C. CONSIDER APPROVAL OF RESOLUTION NO. 2020-04 HCSP AGREEMENT – POORTVLIET:**

**RESOLUTION NO. 2020-04  
A RESOLUTION TO APPROVE  
HCSP PARTICIPATION AGREEMENT**

**WHEREAS**, the City of Charlotte allows for employees in the POLC Non-Supervisory Unit to participate in the MERS Health Care Savings Program on a voluntarily basis; and  
**WHEREAS**, Jeremy Poortvliet has requested to participate in this program; and  
**WHEREAS**, the City of Charlotte has to approve this agreement for each individual in this unit by hire date; and  
**THEREFORE, BE IT RESOLVED**, that this employee be allowed to participate in the MERS Health Care Savings Program as provided for by the guidelines of the POLC Non-Supervisory Unit contract.

Council member Dyer moved, supported by Armitage to approve Resolution 2020-04 HCSP Agreement - Poortvliet as presented. Carried. 7 Yes. 0 No.

**D. CONSIDER APPROVAL OF RESOLUTION NO. 2020-05 REGARDING PAYMENT OF CLAIMS & ACCOUNTS:**

**RESOLUTION NO. 2020-05**

**A RESOLUTION TO APPROVE EXPENDITURES OF THE CITY FOR JANUARY 13, 2020**

**WHEREAS**, Section 7.7 (B) of the City Charter requires Council approval for the expenditure of city funds; and  
**WHEREAS**, the January 3, 2020 payroll totaled \$182,504.75;  
**WHEREAS**, the January 13, 2020 claims total \$612,804.57;  
**WHEREAS**, the December 23, 2019 insurance claims total \$3,188.08; and the December 30, 2019 insurance Claims total \$106.70; and the January 6, 2020 Claims total \$640.74;  
**THEREFORE, BE IT RESOLVED** that the City Council approves claims and accounts for January 13, 2020 in the amount of \$799,244.84.

**APPROVAL OF CLAIMS AND ACCOUNTS BY ROLL CALL VOTE:** Council member Baker moved, supported by Weissenborn to approve Resolution 2020-05 regarding payment of claims & accounts as presented. Carried. 7 Yes. 0 No.

**ACTION ITEMS – RESOLUTIONS AND ORDINANCES:**

**A. CONSIDER APPROVAL OF RESOLUTION NO. 2019-119 TO APPROVE THE 2020-2025 STREET IMPROVEMENT PLAN:**

**RESOLUTION NO. 2019-119**

**A RESOLUTION TO APPROVE THE 2020-2025 STREET IMPROVEMENT PLAN**

**WHEREAS**, the City administration has prepared a program of street improvements that provides for the funding of reconstruction and rehabilitation projects for fiscal years from 2020 through 2025, which plan is outlined in the Major Street Fund Cash Flow Analysis dated December 5, 2019 and presented to Council on December 9, 2019; and

**WHEREAS**, the approval of the street improvement plan by City Council serves to guide planning for future projects, including the pursuit of grant funds for specific; and

**WHEREAS**, it is recognized that implementation of the street improvement plan will require additional City Council actions such as approving the streets that will be rehabilitated, awarding contracts for engineering and construction services, and entering into grant agreements with state agencies projects; and

**WHEREAS**, it is further recognized that the plan is subject to revision in the future based on changes in construction costs, funding availability and other factors; and

**WHEREAS**, Council members have reviewed the plan and have determined that it is in the public interest to undertake the projects identified in that the reconstruction and rehabilitation of streets protects the public health, safety and welfare, and that the plan represents a prudent use of public resources; and

**NOW, THEREFORE, BE IT RESOLVED** that the 2020-2025 Street Improvement Plan as outlined in the Major Street Fund Cash Flow Analysis dated December 5, 2019 is hereby approved.

Council member Baker moved, supported by Armitage to approve Resolution No. 2019-119 to approve the 2020-2025 Street Improvement Plan as presented. Carried. 7 Yes. 0 No.

**B. CONSIDER APPROVAL OF RESOLUTION NO. 2019-120 TO AUTHORIZE A CONTRACT WITH ROWE PSC FOR ENGINEERING SERVICES RELATED TO**

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**RECONSTRUCTION OF EAST HARRIS STREET  
FROM COCHRAN AVE. TO LANSING ROAD:**

**RESOLUTION NO. 2019-120**

**A RESOLUTION TO AUTHORIZE A CONTRACT WITH  
ROWE PSC FOR ENGINEERING SERVICES RELATED TO  
RECONSTRUCTION OF EAST HARRIS STREET FROM  
COCHRAN AVENUE TO LANSING ROAD**

**WHEREAS**, the City Council approved the reconstruction of East Harris Street from Cochran Avenue to Lansing Road at their meeting on January 13, 2020; and  
**WHEREAS**, the project is in the Michigan Department of Transportation's (MDOT) Local Agency Small Urban Program for 2021 construction; and  
**WHEREAS**, specific dates must be met to secure the maximum \$375,000 matching grant; and  
**WHEREAS**, Rowe PSC had provided road engineering services for the City and is familiar with both the MDOT LAP standards and requirements as well as those of the City; and  
**WHEREAS**, Rowe PSC has submitted a proposal for the design and construction engineering for an amount of \$160,000.00, and  
**WHEREAS**, funding for the professional services related to reconstruction of East Harris Street will be charged to the Major Street Fund.  
**THEREFORE, BE IT RESOLVED** that the City Council enter into a contract with Rowe PSC to provide the above mentioned services and that the Mayor or Clerk be directed to sign said contract on behalf of the City.

**Council member Dyer moved, supported by Hoogstra to approve Resolution No. 2019-120 to authorize a contract with Rowe PSC for engineering services related to reconstruction of East Harris Street from Cochran Ave. to Lansing Road as presented. Carried. 7 Yes. 0 No.**

**C. CONSIDER APPROVAL OF RESOLUTION NO. 2019-**

**121 TO AUTHORIZE A CONTRACT WITH ROWE  
PSC FOR ENGINEERING SERVICES RELATED TO  
RECONSTRUCTION OF INDEPENDENCE  
BOULEVARD FROM BEECH STREET TO  
COURTHOUSE DRIVE:**

**RESOLUTION NO. 2019-121**

**A RESOLUTION TO AUTHORIZE A CONTRACT WITH  
ROWE PSC FOR ENGINEERING SERVICES RELATED TO  
RECONSTRUCTION OF INDEPENDENCE BOULEVARD  
FROM BEECH STREET TO COURTHOUSE DRIVE**

**WHEREAS**, the City Council approved the reconstruction of Independence Boulevard from Beech Street to Courthouse Drive at their meeting on January 13, 2020; and  
**WHEREAS**, the project is to be built during the Spring of 2020; and  
**WHEREAS**, Rowe PSC had provided road engineering services for the City and is familiar with our standards and requirements which will expedite the design phase of the project rendering more favorable bids and construction timelines; and  
**WHEREAS**, Rowe PSC has submitted a proposal for the design and construction engineering for an amount of \$24,000.00, and  
**WHEREAS**, funding for the professional services related to reconstruction of Independence Boulevard will be charged to the Major Street Fund.  
**THEREFORE, BE IT RESOLVED** that the City Council enter into a contract with Rowe PSC to provide the above mentioned services and that the mayor or clerk be directed to sign said contract on behalf of the City.

**Council member Dyer moved, supported by Baker to approve Resolution No. 2019-121 to authorize a contract with Rowe PSC for engineering services related to reconstruction of Independence Boulevard from Beech Street to Courthouse Drive as presented. 7 Yes. 0 No.**

**D. CONSIDER APPROVAL OF RESOLUTION NO. 2020-01 TO APPROVE CHARLOTTE AREA RECREATION FIVE YEAR PLAN:**

**RESOLUTION NO. 2020-01**

**A RESOLUTION TO ADOPT THE CHARLOTTE AREA FIVE-YEAR PARKS & RECREATION PLAN 2020-2024**

- WHEREAS**, the City of Charlotte has undertaken a planning process to determine the recreation and natural resource conservation needs and desires of its residents during a five-year period covering the years 2020 through 2024; and
- WHEREAS**, the City of Charlotte has entered into this planning process in collaboration with the Township of Carmel and the Township of Eaton; and
- WHEREAS**, the combined area of the aforementioned local units of government constitutes the planning area; and
- WHEREAS**, the City of Charlotte is of the understanding that the governing bodies of the aforementioned local units of government intend to pass a similar resolution of adoption of the Charlotte Area Five-Year Parks & Recreation Plan 2020-2024; and
- WHEREAS**, the City of Charlotte, Township of Carmel and Township of Eaton began the process of developing a community recreation and natural resource conservation plan in accordance with the most recent guidelines developed by then Department of Natural Resources and made available to local communities; and
- WHEREAS**, residents of the planning area were provided with a well-advertised opportunity during the development of the draft plan to express opinions, ask questions, and discuss all aspects of the recreation and natural resource conservation plan; and
- WHEREAS**, the public was given a well-advertised opportunity and reasonable accommodations to review the final draft plan for a period of at least thirty days; and
- WHEREAS**, a public hearing was held on November 12, 2019 in the Charlotte City Hall Council Chambers to provide an

opportunity for all residents of the planning area to express opinions, ask questions, and discuss all aspects of the Charlotte Area Five-Year Parks and Recreation Plan 2020-2024; and

**WHEREAS**, the City of Charlotte, Township of Carmel and Township of Eaton have developed the plan as a guideline for improving recreation and enhancing natural resource conservation for the Charlotte area;

**NOW, THEREFORE, BE IT RESOLVED** that the Charlotte City Council does hereby adopt the Charlotte Area Five-Year Parks and Recreation Plan 2020-2024.

**Council member Dyer moved, supported by Weissenborn to approve Resolution No. 2020-01 Charlotte Area Recreation Five Year Plan as presented. 7 Yes. 0 No.**

**INTRODUCTION OF RESOLUTIONS AND ORDINANCES:**

**A. CONSIDER FIRST READING OF RESOLUTION NO. 2020-06 TO AUTHORIZE SALE OF ROAD GRADER:**

**RESOLUTION NO. 2020-06**

**A RESOLUTION TO AUTHORIZE A SALE OF ROAD GRADER**

- WHEREAS**, the Department of Public Works owns a 1998 Champion road grader that is no longer needed in the day to day operations of the Department; and
- WHEREAS**, a value of \$28,000 has been given by AIS Equipment in Lansing; and
- WHEREAS**, the Department would like to sell the grader through an online auction used by the Department for disposition of equipment with a minimum bid required of \$28,000; and
- WHEREAS**, if the minimum bid is not met, the DPW can sell the grader to AIS Construction Equipment of Lansing; and
- THEREFORE, BE IT RESOLVED** That the City Council authorizes the sale of the road grader through biddergy.com in accordance with City Ordinance 2-185; and

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**BE IT FURTHER RESOLVED**, that the DPW is authorized to sell the grader to AIS Equipment for \$28,000 if it is not sold through biddergy.com at a higher price.

**Council member Baker moved, supported by Hoogstra to approve first reading of Resolution No. 2020-06 to authorize sale of a road grader as presented. Carried. 7 Yes. 0 No.**

**B. CONSIDER FIRST READING OF RESOLUTION NO. 2020-07 TO AUTHORIZE SALE OF SEWER CAMERA:**  
**RESOLUTION NO. 2020-07**

**A RESOLUTION TO AUTHORIZE A SALE OF SEWER CAMERA AND SEWER CAMERA TRUCK**

**WHEREAS**, the Department of Public Works owns a 2000 mainline sewer camera with related equipment and a 1991 Ford ambulance used as a video truck that are no longer needed in the day to day operations of the Department; and

**WHEREAS**, parts for the camera are difficult to find and repairs are expensive; and

**WHEREAS**, the DPW has no other use for the ambulance which has also reached the end of its useful life; and

**WHEREAS**, the Department would like to sell these items through an online auction used by the Department for disposition of equipment; and

**WHEREAS**, a minimum bid will be set for each item.

**THEREFORE, BE IT RESOLVED** That the City Council authorizes the sale of the sewer camera and sewer camera truck through biddergy.com in accordance with City Ordinance 2-185.

**Council member Dyer moved, supported by Hoogstra to approve first reading of Resolution No. 2020-07 to authorize sale of a sewer camera as presented. Carried. 7 Yes. 0 No.**

**C. CONSIDER FIRST READING OF RESOLUTION NO. 2020-08 TO AUTHORIZE CONTRACT WITH DIXON ENGINEERING SERVICES FOR ENGINEERING RELATED TO REHABILITATION OF TWO DIGESTER COVERS:**

**RESOLUTION NO. 2020-08**

**A RESOLUTION TO AUTHORIZE A CONTRACT WITH DIXON ENGINEERING & INSPECTION SERVICES FOR ENGINEERING SERVICES RELATED TO THE REHABILITATION OF THE TWO DIGESTER COVERS**

**WHEREAS**, both of the fiberglass digester covers at the wastewater treatment plant (WWTP) are in need of maintenance including painting; and

**WHEREAS**, Dixon Engineering & Inspection Services (Dixon) has provided engineering services on the previous projects at the WWTP; and

**WHEREAS**, Dixon has submitted a proposal for the design and construction engineering for an amount of \$15,650.00, and

**WHEREAS**, this project will be paired with the Secondary Clarifier #3 Rehabilitation project in an attempt to secure more favorable bids, and

**WHEREAS**, funding for the professional services related to the digester cover rehabilitation project are in the FY 19-20 Budget and will be charged to the Water and Sewer Fund.

**THEREFORE, BE IT RESOLVED** that the City Council enter into a contract with Dixon to provide the above mentioned services and that the Mayor or Clerk be directed to sign said contract on behalf of the City pending the attorney's review of the contract.

**Council member Baker moved, supported by Weissenborn to approve first reading of Resolution No. 2020-08 to authorize contract with Dixon Engineering Services for engineering related to rehabilitation of two digester covers as presented. Carried. 7 Yes. 0 No.**

**D. CONSIDER FIRST READING OF RESOLUION NO. 2020-09 TO AUTHORIZE CONTRACT WITH DIXON ENGINEERING SERVICES RELATED TO REHABILITATION OF SECONDARY CLARIFIER #3:**

**RESOLUTION NO. 2020-09**

**A RESOLUTION TO AUTHORIZE A CONTRACT WITH DIXON ENGINEERING & INSPECTION SERVICES FOR ENGINEERING SERVICES RELATED TO THE REHABILITATION OF SECONDARY CLARIFIER #3**

**WHEREAS**, two of the three clarifiers the wastewater treatment plant (WWTP) have already had significant maintenance performed on them; and

**WHEREAS**, Dixon Engineering & Inspection Services (Dixon) has provided engineering services on the previous projects at the WWTP; and

**WHEREAS**, Dixon has submitted a proposal for the design and construction engineering for an amount of \$11,350.00, and

**WHEREAS**, this project will be paired with the Digester Covers Rehabilitation project in an attempt to secure more favorable bids, and

**WHEREAS**, funding for the professional services related to the clarifier rehabilitation project are in the FY 19-20 Budget and will be charged to the Water and Sewer Fund.

**THEREFORE, BE IT RESOLVED** that the City Council enter into a contract with Dixon to provide the above mentioned services and that the Mayor or Clerk be directed to sign said contract on behalf of the City pending the attorney's review of the contract.

**Council member Baker moved, supported by Dyer to approve first reading of Resolution No. 2020-09 to authorize contract with Dixon Engineering Services for engineering related to rehabilitation of secondary clarifier #3 covers as presented. Carried. 7 Yes. 0 No.**

**E. CONSIDER FIRST READING OF RESOLUTION NO. 2020-10 TO AUTHORIZE A CONTRACT WITH CONSUMERS ENERGY ES SERVICES FOR A PERMANENT GENERATOR AT THE DAY LIFT STATION:**

**RESOLUTION NO. 2020-10**

**A RESOLUTION TO AUTHORIZE A CONTRACT WITH CONSUMERS ENERGY ES SERVICES FOR A PERMANENT GENERATOR AT THE DAY LIFT STATION**

**WHEREAS**, the Day Lift Station does not have a permanently mounted generator; and

**WHEREAS**, the two portable generators from 1979 have required significant service to keep them operational and parts are becoming difficult to find; and

**WHEREAS**, a natural gas powered, permanent generator was programmed for the Day Lift Station in the FY 19/20 budget; and

**WHEREAS**, Consumers Energy ES Services has provided design/build services to the City for three lift stations and the wastewater plant backup generators with great success; and

**WHEREAS**, Consumers Energy ES Services has visited the site, performed preliminary load testing, and provided calculations for sizing the generator; and

**WHEREAS**, Consumers Energy ES Services has estimated that the project will cost \$52,300 including their fee, the purchase and installation of the generator and automatic transfer switch, and running the necessary electric and gas service for the generator; and

**WHEREAS**, funding for the project will come from the Water and Sewer account.

**THEREFORE, BE IT RESOLVED** That the City enter into a contract with Consumers Energy ES Services to provide the above mentioned services and that the Mayor or Clerk be directed to sign said contract on behalf of the City.

Council member Dyer moved, supported by Weissenborn to approve first reading of Resolution No. 2020-10 to authorize contract with Consumers Energy ES Services for a permanent generator at the Day Lift Station as presented. Carried. 7 Yes. 0 No.

**F. CONSIDER FIRST READING OF RESOLUTION NO. 2020-11 TO AUTHORIZE A CONTRACT WITH CONSUMERS ENERGY ES SERVICES FOR A PERMANENT GENERATOR AT THE COUNTY LIFT STATION:**

**RESOLUTION NO. 2020-11**

**A RESOLUTION TO AUTHORIZE A CONTRACT WITH CONSUMERS ENERGY ES SERVICES FOR A PERMANENT GENERATOR AT THE COUNTY LIFT STATION**

**WHEREAS**, the County Lift Station does not have a permanently mounted generator; and

**WHEREAS**, the two portable generators from 1979 have required significant service to keep them operational and parts are becoming difficult to find; and

**WHEREAS**, a natural gas powered, permanent generator was programmed for the County Lift Station in the FY 19/20 budget; and

**WHEREAS**, Consumers Energy ES Services has provided design/build services to the City for three lift stations and the wastewater plant backup generators with great success; and

**WHEREAS**, Consumers Energy ES Services has visited the site, performed preliminary load testing, and provided calculations for sizing the generator; and

**WHEREAS**, Consumers Energy ES Services has estimated that the project will cost \$52,300 including their fee, the purchase and installation of the generator and automatic transfer switch, and running the necessary electric and gas service for the generator; and

**WHEREAS**, funding for the project will come from the Water and Sewer account.

**THEREFORE, BE IT RESOLVED** That the City enter into a contract with Consumers Energy ES Services to provide the above mentioned services and that the Mayor or Clerk be directed to sign said contract on behalf of the City.

Council member Baker moved, supported by Dyer to approve first reading of Resolution No. 2020-11 to authorize contract with Consumers Energy ES Services for a permanent generator at the County Lift Station as presented. Carried. 7 Yes. 0 No.

**G. CONSIDER FIRST READING OF ORDINANCE NO. 2020-01 TO AMEND CHAPTER 82 BY AMENDING THE ZONING MAP TO CHANGE 600 S. COCHRAN FROM 4-1 SINGLE FAMILY RESIDENTIAL TO B-1 LOCAL BUSINESS DISTRICT AND SET PUBLIC HEARING FOR FEBRUARY 4, 2020 PLANNING COMMISSION:**

**CITY OF CHARLOTTE**

**ORDINANCE NO. 2020-01**

**AN ORDINANCE TO AMEND CHAPTER 82-ZONING BY AMENDING THE ZONING MAP TO CHANGE A CERTAIN DESCRIBED PARCEL FROM R-1 SINGLE FAMILY RESIDENTIAL DISTRICT TO B-1 LOCAL BUSINESS DISTRICT**

THE CITY OF CHARLOTTE ORDAINS:

Section 1. The Zoning District Map of the City of Charlotte, being part of Chapter 82 – Zoning of the Code of the City of Charlotte is hereby amended as follows:

That property described as:

E 82 feet of Lot 5, except S 42 feet. S. P. Jones'

Addition City of Charlotte

is hereby rezoned from R-1 Single Family Residential District to B-1 Local Business District.

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Section 2. That the City Clerk is hereby directed to make the necessary corrections evidencing this zoning change.

Section 3. The attached map evidencing this change shall be marked and designated as Ordinance No. 2020-01 and the City Clerk shall enter on the zoning map this ordinance number and the date of the adoption thereof and shall maintain and file containing a copy of this ordinance and map thereto attached.

Section 4. This ordinance shall become effective upon the date of its publication.

Discussion was held among council members on the process for changing the zoning map.

**Council member Dyer moved, supported by Baker to approve first reading of Ordinance No. 2020-01 to amend Chapter 82 by amending the zoning map to change 600 S. Cochran from R-1 Single Family residential to B-1 local business district and set a public hearing for February 4, 2020 Planning Commission as presented. Carried. 7 Yes. 0 No.**

#### **COMMUNICATIONS AND COMMITTEE REPORTS**

**CITY ATTORNEY REPORT:** City Attorney report included in the packet.

**CITY MANAGER REPORT:** City Manager Guetschow stated that the City now has an Instagram account. He also congratulated Clerk Terpstra on being appointed as President of the Capital Area Clerks Association and on forty-one years of service to the City of Charlotte.

**COUNCILMEMBER COMMITTEE REPORTS:** None.

**PUBLIC COMMENT:** Barb Vandermolen, 1550 Tina Lane, stated that she is the treasurer for Helping Hands. She spoke to the issue with rezoning of 600 S. Cochran. She stated that Helping Hands has a

limited number of buyers for the property due to the size of the lot and the parking situation there.

**Justin Brummette**, 340 High, thanked the City for their involvement with the care of the trees in town. He was happy to see a city employee attending the training on trees. He is always concerned with the multiple diseases that trees can get. He appreciates the City striving to be educated on trees.

#### **MAYOR AND COUNCIL COMMENTS:**

- Council member Christian stated that the second league championships for swimming will be held in Charlotte in the next month. He thanked Clerk Terpstra for her years of service.
- Council member Dyer thanked Clerk Terpstra for her years of service. He stated that he has been in contact with a Peckham employee who would like to invite council to take a tour of the facility and he will be in touch to give the details in the coming weeks.
- Council member Weissenborn congratulated Clerk Terpstra for her dedication to the City of Charlotte. She stated her appreciation for Cooper Julson who did an Eagle Scout project at Bennett Park by lighting the path with solar lights. She expressed her disappointment in hearing that some of the lights have already been vandalized.
- Council member Baker stated that he has known Clerk Terpstra for a long time. He expressed his appreciation for her loyalty to the City.
- Council member Hoogstra thanked Clerk Terpstra for her service to the City.
- Mayor Pro-Tem Armitage expressed his appreciation for the interactions that he has had with Clerk Terpstra and congratulated her on forty one years of service.



- Mayor Ridge stated she was pleased with the first work session with Planning Commission and Zoning Board of Appeals discussions. Tuesday, January 21<sup>st</sup> will be the next meeting with department heads to talk about goals and objectives. She congratulated Clerk Terpstra on her years of service to the city. She thanked citizens for coming and sharing their thoughts with the Council. She stated that the cheer team took first place at their meet in Brighton over the weekend. The cheer team is ranked third in the state at this time. They will be competing at Stoney Creek this Saturday. She invited everyone to come to the home meet on January 22<sup>nd</sup>. She thanked Bryan, Amy, Gregg and Justin for their presentations.

**Council member Baker moved, seconded by Weissenborn to adjourn at 9:00 P.M. Carried. 7 Yes. 0 No**

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Mayor Yvonne Ridge

  
Ginger Terpstra, City Clerk, CMMC

## EATON TOWNSHIP BOARD MEETING

January 2, 2020

Supervisor Roberts opened the regular January meeting with the pledge to the flag of our Country. Present were Supervisor Roberts, Clerk Patterson , Treasurer Dolman, Trustee Droscha, and Trustee Bankhead.

**The Eaton Twp Meeting was closed. Motion to close by Trustee Bankhead. Supported by Trustee Droscha.**

**A Public Meeting was opened.**

**Public comments were heard regarding the Park and Recreation Plan.**

**Trustee Bankhead reported on the Charlotte Parks & Recreation booklet regarding the goals of the plan to receive a resolution tonight.**

**Public meeting for Charlotte Rec Plan has been closed.**

**Eaton Twp meeting reopened by Supervisor Roberts.**

**Trustee Droscha moved to approve the January agenda. Clerk Patterson, Trustee Droscha supported. MOTION CARRIED.**

Clerk Patterson read the synopsis of the minutes from previous month's meeting. **Trustee Droscha moved to accept the Clerk's report. Trustee Bankhead supported. MOTION CARRIED.**

Treasurer Dolman presented the Treasurer's report in written form. **Trustee Droscha moved to accept the Treasurer's report as written. Motion and Second by Trustee Bankhead Supervisor Roberts supported. MOTION CARRIED.**

**Supervisor Roberts moved to pay current bills. Trustee Droscha supported. MOTION CARRIED.**

Sherriff Report: Sheriff Reich was present to report on the calls and stats of the department. The Governor signed to restore the budget for the department so there won't be any layoffs.

CORRESPONDENCE:

PUBLIC COMMENT: None

### NEW BUSINESS

Park and Recreation Plan

Resolution to adopt the Charlotte Area 5YR Plan

Motion to have a roll call vote supported by Droscha

- Roll Call Vote: Bankhead, Dolman, Roberts, Patterson, Droscha
  - “Aye”: 5
  - “Nay”:

### UNFINISHED BUSINESS

- Universal Fire Code

Trustee Bankhead made a recommendation to support the fire code because the department has already been operating under it. 4- Aye to 1- Nay. Motion supported by Trustee Droscha.

### REPORTS

County Commissioner: 1.7 million will be asked for in a millage for parks operations. He reported updates that need to be made at Crandell Park so it can be used for events.

Library: Mrs. Jo Jones reported that the Library Board did not meet in December. Book a Librarian is a resource that is offered that can be utilized up to 3 times a year for up to an hour at a time. The new security system has been installed and is being used to cut down on theft.

Rural Fire: None

CECC: Treasurer Dolman reported there was a nice turnout at the open house that was held.

Recreation Co-op: None

Assessing: No report

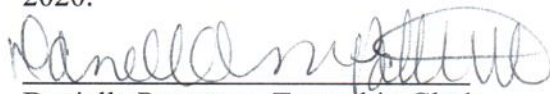
Tabled Items:

PUBLIC COMMENT:

**MEETING ADJOURNED: 8:08 P.M.**

I, the undersigned, the duly qualified and acting Clerk of Eaton Township, County of Eaton, State of Michigan, do hereby certify that the foregoing is a true and complete copy of the minutes from a regularly scheduled meeting held on Thursday, January 2, 2020, relevant to the Michigan Open Meeting Act, the original of which is on file in my office as part of council minutes.

IN WITNESS WHEREOF, I have hereunto set my official signature this 2<sup>nd</sup> day of January 2020.



Danielle Patterson, Township Clerk  
Eaton Township  
Eaton County, Michigan



PUBLIC OUTDOOR RECREATION GRANT
POST-COMPLETION SELF-CERTIFICATION REPORT

This information required under authority of Part 19, PA 451 of 1994, as amended; the Land and Water Conservation Fund Act of 1965, 78 Stat. 897 (1964); and Part 715, of PA 451 of 1994, as amended.

GRANT TYPE: [X] MICHIGAN NATURAL RESOURCES TRUST FUND [ ] CLEAN MICHIGAN INITIATIVE
(Please select one) [ ] LAND AND WATER CONSERVATION FUND [ ] RECREATION PASSPORT [ ] BOND FUND

GRANTEE: City of Charlotte - Eaton County

PROJECT NUMBER: 26-01556 PROJECT TYPE: Park Improvement

PROJECT TITLE: Bennett Park Improvements

PROJECT SCOPE: Multi-Use Building, Paving, Lighting and Restroom Upgrades

TO BE COMPLETED BY LOCAL GOVERNMENT AGENCY (GRANTEE)

Table with 3 columns: Name of Agency (Grantee), Contact Person, Title, Address, Telephone, City, State, ZIP, Email. Row 1: City of Charlotte - Eaton County, Amy Gilson, DPW Director, 111 E. Lawrence Avenue, 517-543-8858, Charlotte, Michigan 48813, agilson@charlottemi.org

SITE DEVELOPMENT

Any change(s) in the facility type, site layout, or recreation activities provided? If yes, please describe change(s). [ ] Yes [X] No

Has any portion of the project site been converted to a use other than outdoor recreation? If yes, please describe what portion and describe use. (This would include cell towers and any non-recreation buildings.) [ ] Yes [X] No

Are any of the facilities obsolete? If yes, please explain. [ ] Yes [X] No

SITE QUALITY

Is there a park entry sign which identifies the property or facility as a public recreation area? If yes, please provide a photograph of the sign. If no, please explain. [X] Yes [ ] No

Are the facilities and the site being properly maintained? If no, please explain. [X] Yes [ ] No

Is vandalism a problem at this site? If yes, explain the measures being taken to prevent or minimize vandalism. [ ] Yes [X] No

**POST COMPLETION SELF-CERTIFICATION REPORT - CONT'D**

Is maintenance scheduled on a regular basis? If yes, give schedule. If no, please explain. Yes No  
Maintenance is scheduled on a regular basis through the Department of Public Works and occurs weekly during spring through fall.

**GENERAL**

Is a Program Recognition plaque permanently displayed at the site? If yes, please provide a photograph. (Not required for Bond Fund Grants) Yes No N/A

Is any segment of the general public restricted from using the site or facilities? (i.e. resident only, league only, boaters only, etc.) If yes, please explain. Yes No

Is a fee charged for use of the site or facilities? If yes, please provide fee structure. Yes No

What are the hours and seasons for availability of the site?

Dawn to Dusk; year-round

**COMMENTS (ATTACH SEPARATE SHEET IF MORE SPACE IS NEEDED)**

**POST COMPLETION SELF-CERTIFICATION REPORT - CONT'D**

**CERTIFICATION**

*I do hereby certify that I am duly elected, appointed and/or authorized by the Grantee named above and that the information and answers provided herein are true and accurate to the best of my personal knowledge, information and belief.*

Amy E. Gilson  
Please print

[Signature]  
Grantee Authorized Signature

10-18-19  
Date

Mikayla Densmore  
Please print

[Signature]  
Witness Signature

10/18/19  
Date

Send completed report to: **POST COMPLETION GRANT INSPECTION REPORTS  
GRANTS MANAGEMENT  
MICHIGAN DEPARTMENT OF NATURAL RESOURCES  
PO BOX 30425  
LANSING MI 48909-7925**





PUBLIC OUTDOOR RECREATION GRANT
POST-COMPLETION SELF-CERTIFICATION REPORT

This information required under authority of Part 19, PA 451 of 1994, as amended; the Land and Water Conservation Fund Act of 1965, 78 Stat. 897 (1964); and Part 715, of PA 451 of 1994, as amended.

GRANT TYPE: [ ] MICHIGAN NATURAL RESOURCES TRUST FUND [ ] CLEAN MICHIGAN INITIATIVE
(Please select one) [X] LAND AND WATER CONSERVATION FUND [ ] RECREATION PASSPORT [ ] BOND FUND

GRANTEE: City of Charlotte - Eaton County

PROJECT NUMBER: 26-01595

PROJECT TYPE: Park Improvement

PROJECT TITLE: Lincoln Park Skate Park

PROJECT SCOPE: Development of a skate park, walking trails, restrooms, and parking

TO BE COMPLETED BY LOCAL GOVERNMENT AGENCY (GRANTEE)

Table with 3 columns: Name of Agency (Grantee), Contact Person, Title, Address, Telephone, City, State, ZIP, Email. Row 1: City of Charlotte - Eaton County, Amy Gilson, DPW Director, 111 E. Lawrence Avenue, 517-543-8858, Charlotte, Michigan 48813, agilson@charlottemi.org

SITE DEVELOPMENT

Any change(s) in the facility type, site layout, or recreation activities provided? If yes, please describe change(s). [ ] Yes [X] No

Has any portion of the project site been converted to a use other than outdoor recreation? If yes, please describe what portion and describe use. (This would include cell towers and any non-recreation buildings.) [ ] Yes [X] No

Are any of the facilities obsolete? If yes, please explain. [ ] Yes [X] No

SITE QUALITY

Is there a park entry sign which identifies the property or facility as a public recreation area? If yes, please provide a photograph of the sign. If no, please explain. [X] Yes [ ] No

Are the facilities and the site being properly maintained? If no, please explain. [X] Yes [ ] No

Is vandalism a problem at this site? If yes, explain the measures being taken to prevent or minimize vandalism. [X] Yes [ ] No

Minor graffiti exist at the site but the city takes initiative to remove it.



**POST COMPLETION SELF-CERTIFICATION REPORT - CONT'D**

Is maintenance scheduled on a regular basis? If yes, give schedule. If no, please explain. Yes No  
Maintenance is scheduled on a regular basis through the Department of Public Works and occurs weekly during spring through fall.

**GENERAL**

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Is a fee charged for use of the site or facilities? If yes, please provide fee structure. Yes No

What are the hours and seasons for availability of the site?

Dawn to Dusk; year-round

**COMMENTS (ATTACH SEPARATE SHEET IF MORE SPACE IS NEEDED)**

Large empty rectangular box for providing comments.

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*I do hereby certify that I am duly elected, appointed and/or authorized by the Grantee named above and that the information and answers provided herein are true and accurate to the best of my personal knowledge, information and belief.*

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Please print

  
Grantee Authorized Signature

10-18-19  
Date

Mikayla Densmore  
Please print

  
Witness Signature

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GRANTS MANAGEMENT  
MICHIGAN DEPARTMENT OF NATURAL RESOURCES  
PO BOX 30425  
LANSING MI 48909-7925**





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GRANT TYPE: [ ] MICHIGAN NATURAL RESOURCES TRUST FUND [X] CLEAN MICHIGAN INITIATIVE
(Please select one) [ ] LAND AND WATER CONSERVATION FUND [ ] RECREATION PASSPORT [ ] BOND FUND

GRANTEE: City of Charlotte - Eaton County

PROJECT NUMBER: 26-01760

PROJECT TYPE: Park Improvement

PROJECT TITLE: Charlotte Area Recreation Complex Development Project

PROJECT SCOPE: Access pathway, baseball/softball field, signage and stone parking.

TO BE COMPLETED BY LOCAL GOVERNMENT AGENCY (GRANTEE)

Table with 3 columns: Name of Agency (Grantee), Contact Person, Title, Address, Telephone, City, State, ZIP, Email. Row 1: City of Charlotte - Eaton County, Amy Gilson, DFW Director, 111 E. Lawrence Avenue, 517-543-8858, Charlotte, Michigan 48813, agilson@charlottemi.org

SITE DEVELOPMENT

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Is vandalism a problem at this site? If yes, explain the measures being taken to prevent or minimize vandalism. [ ] Yes [X] No

**POST COMPLETION SELF-CERTIFICATION REPORT - CONT'D**

Is maintenance scheduled on a regular basis? If yes, give schedule. If no, please explain. Yes No

The Charlotte Area Recreation Cooperative has contracted for mowing and fertilizing of field.

**GENERAL**

Is a Program Recognition plaque permanently displayed at the site? If yes, please provide a photograph. (Not required for Bond Fund Grants) Yes No N/A

Is any segment of the general public restricted from using the site or facilities? (i.e. resident only, league only, boaters only, etc.) If yes, please explain. Yes No

Is a fee charged for use of the site or facilities? If yes, please provide fee structure. Yes No

What are the hours and seasons for availability of the site?

Dawn to Dusk; year-round

**COMMENTS (ATTACH SEPARATE SHEET IF MORE SPACE IS NEEDED)**

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**CERTIFICATION**

*I do hereby certify that I am duly elected, appointed and/or authorized by the Grantee named above and that the information and answers provided herein are true and accurate to the best of my personal knowledge, information and belief.*

*Amy E. GILSON*

Please print

*[Signature]*

Grantee Authorized Signature

*10-18-19*

Date

*Mikayla Densmore*

Please print

*Mikayla Densmore*

Witness Signature

*10/18/19*

Date

Send completed report to:

**POST COMPLETION GRANT INSPECTION REPORTS  
GRANTS MANAGEMENT  
MICHIGAN DEPARTMENT OF NATURAL RESOURCES  
PO BOX 30425  
LANSING MI 48909-7925**

**CARC**



**carc**  
COMMUNITY AND  
RECREATION CENTER

**Recreation  
Complex**

**OPEN DAWN TO DUSK**





PUBLIC OUTDOOR RECREATION GRANT
POST-COMPLETION SELF-CERTIFICATION REPORT

This information required under authority of Part 19, PA 451 of 1994, as amended; the Land and Water Conservation Fund Act of 1965, 78 Stat. 897 (1964); and Part 715, of PA 451 of 1994, as amended.

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(Please select one) [ ] LAND AND WATER CONSERVATION FUND [ ] RECREATION PASSPORT [ ] BOND FUND

GRANTEE: City of Charlotte - Eaton County

PROJECT NUMBER: CM00-049 PROJECT TYPE: Park Improvement

PROJECT TITLE: Bennett Park Trail

PROJECT SCOPE: 3,500 LF (10' wide) trail with benches and signage

TO BE COMPLETED BY LOCAL GOVERNMENT AGENCY (GRANTEE)

Table with 3 columns: Name of Agency (Grantee), Contact Person, Title, Address, Telephone, City, State, ZIP, Email. Row 1: City of Charlotte - Eaton County, Amy Gilson, DPW Director, 111 E. Lawrence Avenue, 517-543-8858, Charlotte, Michigan 48813, agilson@charlottemi.org

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**POST COMPLETION SELF-CERTIFICATION REPORT - CONT'D**

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Maintenance is scheduled on a regular basis through the Department of Public Works and  
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**GENERAL**

Is a Program Recognition plaque permanently displayed at the site? If yes, please provide a photograph. (Not required for Bond Fund Grants) Yes No N/A

Is any segment of the general public restricted from using the site or facilities? (i.e. resident only, league only, boaters only, etc.) If yes, please explain. Yes No

Is a fee charged for use of the site or facilities? If yes, please provide fee structure. Yes No

What are the hours and seasons for availability of the site?

Dawn to Dusk; year-round

**COMMENTS (ATTACH SEPARATE SHEET IF MORE SPACE IS NEEDED)**







City of  
**CHARLOTTE**  
Michigan



**Charlotte**  
Step-by-Step



**Barry-Eaton**  
District  
Health  
Department

*Caring for the Community since the 1930's*



**TCRPC**



# Non-Motorized Transportation Plan

City of Charlotte, Eaton County  
Michigan

Prepared June 2013

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## Appendix

*Please be advised:*

*The adoption of this plan will be dependent on community interest and approval and that the development of one phase does not constitute approval for subsequent phases . The phases, as listed in the master plan, are not sequential and can occur bases on community interest and funding availability.*

# Introduction

This is the first non-motorized transportation plan (NMTP) prepared for the community. A resurgence of interest in non-motorized travel, spurred by desires for better health, transportation options, environmental quality, and access to the area's natural surroundings, provides a strong motivation for completing this plan.

The development of non-motorized transportation systems has become an important component of long term community planning throughout the State of Michigan. The significance of non-motorized trails has been realized in their capacity to integrate communities through multi-use pathways that connect neighborhoods, resources, and people, while placing equal priority on the safety and ease of access for all user groups.



*Blessed with scenic natural surroundings and generally flat or rolling terrain, the City of Charlotte is well-suited to accommodate non-motorized transportation that can be supported throughout four seasons. Many streets in Downtown Charlotte have sidewalks and short block lengths and short signal cycle lengths to promote the walkability of the area. A regional shared-use path system that extends throughout neighboring counties provides cyclists and pedestrians the opportunity to make longer trips through urban and rural areas and would be an ideal connection for the community of Charlotte.*

Recently, the State of Michigan adopted a Complete Streets Resolution. The resolution assures that future transportation projects consider all user groups including pedestrians, cyclists, transit riders, people in wheelchairs, and motor vehicles. Complete Streets feature bicycle lanes, connected sidewalks, pedestrian crosswalks, and attractive landscaping, all of which provide a range of benefits to communities and their residents. Some of the most notable benefits include the potential for improved public health through greater physical activity, a sustainable and integrated outlook on how to reduce motor vehicle and fuel dependence, and the opportunity to support economic development through streetscape and accessibility improvements.

Mid-Michigan has made great strides over the past decade to incorporate complete streets principals into many of its public and private redevelopment projects. The area has also been very progressive in promoting non-motorized transportation systems including regional trails, bicycle lane striping, connecting local neighborhoods, integrating the core downtown with the surrounding community, and linking Mid-Michigan communities together.

Planning for and maintaining a non-motorized transportation system helps to achieve the aforementioned goals by accommodating the various ways and means that people travel as a community grows and changes. The setting of the non-motorized transportation plan, the population density of the surrounding area, available right-of-ways, land uses and land cover, topography, traffic volume, and accessibility are some of the factors that determine the appropriateness and scale of a non-motorized transportation plan.

This plan will provide general descriptions of why the City of Charlotte would benefit from a non-motorized transportation system. The plan will address who will be utilizing the improved features of community mobility. Throughout the document the question of where specific projects are important will be answered. And finally, this plan offers a guideline as to how the community of Charlotte can begin to realize the development of a non-motorized transportation plan.

## **Benefits of a Non-Motorized Transportation Plan**

Transportation is the means by which people or goods travel from location to location. Non-motorized transportation consists of pedestrian and bicycle travel, and is unique in that it is the oldest form of transportation—physically moving from location to location with “human” power. As transportation technology evolved from human powered to industrially designed and mechanically powered, an increasing array of options for movement of people and goods have arose and non-motorized transportation has simply become one of many options.

Advances in transportation technology that prioritized efficiency, cheapness, and power shifted the emphasis away from human-powered transportation modes; pedestrian and bicycle transportation gradually switched from a utilitarian transportation mode to a recreational transportation mode for the majority of Americans. This is partly why transportation investments have been strongly focused on the continued development of roads for motor vehicles. Now as the benefits of non-motorized transportation are realized; from energy independence to personal health, increased attention is turned to enhancing and reintroducing the non-motorized transportation option. Many of the reasons for the resurging popularity in non-motorized transportation are described below. However, regardless of the reason, these types of facilities must be included in transportation plans in order to provide for the most efficient network possible.

*As transportation technology evolved from human powered to industrially designed and mechanically powered, an increasing array of options for movement of people and goods have arose and non-motorized transportation has simply become one of many options.*

## Transportation and Accessibility Options

Non-motorized facilities give people the option to walk, bike, or use public transit if they choose. A comprehensive non-motorized network is crucial to the mobility of all parts of the population, including the elderly, the disabled, and the disadvantaged. According to a summary in the Transit Technical Report of the MDOT State Long Range Transportation Plan 2005-2030, 36 million Americans were age 65 or older when the report was written in 2006. By 2030, this number is expected to double and one in five Americans will be 65 or older. The Michigan population is expected to grow 1.2 million (12%) between 2005 and 2030. Of that 1.2 million-increase, 1.16 million (96%) will be in the 65 and older age group. By 2030, seniors (age 65 and over) will represent over 20 percent of Michigan's population.<sup>1</sup> Many Americans will reach their adult years having relied on the automobile for their daily transportation. As these individuals age, driving may no longer be an option, and some who live in areas where mass transportation is not available will no longer be able to use their cars to shop, visit family and friends, or access health care. This is especially the case for small cities surrounded by rural communities such as Charlotte. Nearly one-third of Charlotte residents are over the age of 50 (30.7%). They may desire alternatives along with the rest of the active community in Charlotte.

*Many Americans will reach their adult years having relied on the automobile for their daily transportation. As these individuals age, driving may no longer be an option, and some who live in areas where mass transportation is not available will no longer be able to use their cars to shop, visit family and friends, or access health care.*

In addition to accommodating the elderly population, there is a need to address the social equity component of the provision of alternate forms of transportation. People with disabilities within the community are in dire need of pedestrian accommodation. According to the 2000 Census, there were 1,485 people with disabilities out of a total population of 8,389, or roughly 18%. If the necessary non-motorized infrastructure is provided, the accessibility options for people with disabilities and elderly populations would be greatly expanded. A more complete non-motorized network will increase the viability of pedestrian and bicycle transportation as options and provide links to health care, community services, and shopping for those that are unable or unwilling to use motorized vehicles.

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<sup>1</sup> Transit Technical Report, State Long Range Transportation Plan 2005-2030. Michigan Department of Transportation, 2006.



## Supports Transit

For people who choose to use transit as their preferred mode of travel and those for which it is the only option, non-motorized facilities support the transportation system by providing access to transit stops. Walking and biking facilities that tie into the transit network are critical for optimal efficiency of the transit system.

Locally, Charlotte is served by the Eaton County Transit Authority (EATRAN) door to door bus services and residents who use this service do not need nor would benefit from non-motorized trail connections. However, as public transit gains increased attention as a viable solution to achieving greater mobility and less auto dependence, it is likely that West Michigan will see growth in transit related development and funding. It is a long range goal of MDOT to fully integrate private multi-modal transportation (people and freight) into the planning, decision-making, implementation, and operation of the transportation system and to integrate a seamless, integrated multi-modal transportation system that is cross locality and cross-regional in nature.<sup>2</sup>

## Air Quality

Regional air quality is an issue for West Michigan, especially as the region has previously been in “nonattainment” with the Environmental Protection Agency (EPA) for ground-level ozone pollution. The majority of this ozone pollution is caused by motor vehicles, which account for 72% of nitrogen oxides.<sup>3</sup> Poor air quality due to motorized vehicle emissions contributes to respiratory problems, especially for the very young and elderly. An improved non-motorized system would give residents the opportunity to use a non-polluting form of transportation for some trips while simultaneously reducing the pollutants detrimental to human health. A recent Federal Highway Administration publication emphasizes the positive impacts of bicycle and pedestrian transportation: “It has been estimated that in the United States since 1991, bicycling and walking were equivalent to between 7.6 and 28.1 billion motor vehicle miles, saving between 370 million and 1.34 billion gallons of gasoline and 4.4 to 16.3 metric tons of exhaust emissions.” We can reduce greenhouse gas emissions, reduce our dependence on oil, save money, and improve regional air quality by using alternative forms of transportation such as bicycling and walking.”<sup>4</sup>

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<sup>2</sup> Michigan Department of Transportation. Transit Technical Report, State Long Range Transportation Plan 2005-2030 (Michigan, 2006).

<sup>3</sup> Grand Valley Metropolitan Council. Non- Motorized Transportation Plan, 2008-2009 (Grand Rapids, 2009).

<sup>4</sup> Grand Valley Metropolitan Council. Non- Motorized Transportation Plan, 2008-2009 (Grand Rapids, 2009).

## Economic Benefits

In a report published by the Federal Highway Administration in 2003, congestion in the top 85 U.S. urban areas caused 3.7 billion hours of travel delay and 2.3 billions of gallons of wasted fuel, for a total cost of \$63 billion.<sup>5</sup> Traffic highway congestion is increasing dramatically each year in extent, duration, and intensity. Every private automobile that is removed from the road reduces the overall traffic congestion for an area. While some trips are not suited to non-motorized transportation, many trips could be diverted to this mode.

The American Automobile Association (AAA), the nation's largest organization for motorists released a study in April 2013 stating that the cost of owning a vehicle has gone up, revealing a 1.96 percent increase in the cost to own and operate a sedan in the U.S. The report notes that the average cost rose 1.17 cents to 60.8 cents per mile, or \$9,122 per year, based upon 15,000 miles of annual driving. These cost estimates factored in maintenance, fuel, insurance, tire, and depreciation costs.<sup>6</sup> In addition, typically the cost of owning a vehicle accounts for more than 18% of a typical household's income. As fuel prices continue to increase, the cost of maintaining a personal vehicle will become increasingly expensive. The cost of owning and maintaining a bicycle if it is used as the primary mode of transportation would be significantly less than the expenses related to vehicle usage. A great deal of money could be saved by average citizens if non-motorized transportation was a viable alternative to driving. Aside from the personal cost savings, the infrastructure cost savings of building and maintaining non-motorized options as opposed to roads is impressive.

In West Michigan, constructing about 1 mile of M-6 urban freeway cost an average of \$25-35 million dollars. Comparatively, the M-6 trail in the same corridor cost about \$340,000. In Michigan, one mile of 4-foot wide concrete sidewalk costs approximately \$63,400 while one mile of 10-foot wide asphalt shared-use path costs about \$160,000. Materials for installing a bicycle lane on both sides of the street is \$1,700 per mile and four-foot wide asphalt wide shoulders on existing roads run about \$100,000 per mile.<sup>7</sup> As trails and bikeways become increasingly used for travel as opposed to roadways, less money is required for road infrastructure. Even if most trips are not currently diverted to non-motorized routes, the inclusion of bike lanes and shared use paths in the initial development and redevelopment of our road networks will save money in the long run by avoiding expensive retrofitting of these facilities.

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<sup>5</sup> <http://ops.fhwa.dot.gov/publications/congestionpricing/congestionpricing.pdf>

<sup>6</sup> <http://newsroom.aaa.com/2013/04/cost-of-owning-and-operating-vehicle-in-u-s-increases-nearly-two-percent-according-to-aaas-2013-your-driving-costs-study/>

<sup>7</sup> Grand Valley Metropolitan Council. Non- Motorized Transportation Plan, 2008-2009 (Grand Rapids, 2009).

## Economic Development

In addition to direct cost savings, non-motorized facilities can have economic development benefits as well. There is an economic development component to expanding non-motorized transportation that relates to the bicycle industry, as well as property value, tourism, and the overall quality of life of communities. Bicycling is a more than \$5.5 billion industry and a major contributor to the U.S. economy. Approximately 5,000 specialty bike dealers do business across the nation. These independent shops are community hubs, providing personalized service, sponsoring local events, and spearheading efforts to build bike facilities. Non-motorized transportation facilities have been used as a centerpiece to attract home buyers to subdivision developments. These housing preferences are translated to property values. Real estate market research has consistently shown that people are willing to pay more for homes and property within close proximity to recreational parks and facilities.



Research done for the 23 mile long Capital Connector Trail in Ingham County, Michigan revealed that trails are one of the top amenities considered when purchasing a home, based on a survey of 2,000 people in 2000.<sup>8</sup>

*Historic downtown areas, like downtown Charlotte, feature buildings developed along the street with on-street parallel parking. Now, businesses are set back from the road down long access roads in the middle of large parking lots.*

From a land use planning and design perspective, automobile usage has been allowed to shape how cities have been developed for much of the last half of the 20<sup>th</sup> century. Cars have had significant impact on street design, land uses and urban form, site development, and architectural styles. Communities have established parking regulations, in the form of off-street parking minimums. These regulations are meant



to address demand for parking that cannot be met by nearby on-street spaces, but they have also led to increased development costs, less flexibility for adaptive reuse of

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<sup>8</sup> <http://pk.ingham.org/ParksTrails/CapitalConnectorTrailSystem/TrailBenefits.aspx>

existing buildings, and unattractive architecture.<sup>9</sup> Before parking minimums, buildings in downtown areas could be built to the property line because parking wasn't a limitation. Now, developers must deal with building heights, setbacks for buildings, and parking regulations—all of which make it harder to develop walkable streetscapes. This is especially true at medium densities and lower building heights because it's harder to make parking garages or underground parking available for these smaller projects. By reducing automobile usage, communities can begin to turn the tide of automobile centered design, and begin focusing design, development, and functionality around people.

## Tourism

There are over 1,300 designated mountain bike and bicycle trails throughout Michigan, bolstering a great deal of tourism from recreational trail features<sup>10</sup>. While the purpose of a non-motorized transportation plan is primarily focused on non-motorized trails for transportation uses, recreational use of non-motorized facilities in our state is an important revenue generator for tourism. If Charlotte can become an access point for some of the established trail systems in southwest and south central Michigan, the city can be integrated into regional greenway and interurban connections. Above all; non-motorized options promote the connections and a sense of mobility that make a community more attractive to both business and residents.

## Health

According to a Community Health Needs Assessment and Action Plan completed in 2013 by Healthy! Capital Counties, 24% of the population in the Tri-County Area of Eaton, Clinton, and Ingham counties is obese.<sup>11</sup> Obesity is one of the most expensive health care costs, and it is widely preventable. Land use and transportation planning that encourages and supports physical activity can battle the inactivity associated with obesity and help offset these costs. By offering non-motorized transportation options, physical activity can be incorporated into everyday activities. The provision of a system of transportation not only connects people with destinations but also is a means of achieving a healthier lifestyle is paramount.

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<sup>9</sup> Grand Valley Metropolitan Council. Non- Motorized Transportation Plan, 2008-2009 (Grand Rapids, 2009).

<sup>10</sup> Grand Valley Metropolitan Council. Non- Motorized Transportation Plan, 2008-2009 (Grand Rapids, 2009).

<sup>11</sup> Hayes Green Beach Memorial Hospital. Community Health Needs Assessment and Action Plan. (City of Charlotte, 2013).

## Quality of Life

The benefits of a comprehensive non-motorized transportation system go beyond the direct benefits to users of the system and extend to the public as a whole. In addition to the air quality, health, and economic benefits, an improved non-motorized system reduces water and noise pollution associated with automobile use by shifting short trips from automobiles to pedestrian options. Also, more non-motorized transportation options could reduce the need for parking spaces, improve safety for current users— especially the young, old, and disabled, foster community connection and interaction, and reduce our dependence on fossil fuels. Non-motorized transportation, in addition to being an alternative to the automobile, indirectly enhances the quality of life for a community.

A key demographic that values transportation options as a quality of life indicator is young adults, comprised mainly of the Millennial generation. According to a recent study on commuter trends, the average annual number of vehicle miles traveled by young people (16 to 34-year-olds) in the U.S. decreased by 23 % between 2001 and 2009, falling from 10,300 miles per capita to just 7,900 miles per capita in 2009. In addition, the share of 14 to 34-year-olds without a driver's license increased by 5 percentage points, rising from 21% in 2000 to 26 percent in 2010, according to the Federal Highway Administration.<sup>12</sup> The study also noted that young people are increasingly using non-motorized transportation modes for travel. In 2009, 16 to 34-year-olds took 24 percent more bike trips than they took in 2001.<sup>13</sup> They walked to their destinations 16 % more often, while their passenger miles on transit jumped by 40%. This trend could be explained by a number of factors, including the current economic climate. However, the financial burden of owning a vehicle is not the only reason that young people are foregoing automobile travel. Millennials are willing to try other forms of transportation for personal, social, and environmental reasons, and want to live in places that accommodate their mode preferences. A 2011 Urban Land Institute survey found that nearly two-thirds of 18 to 32-year-olds polled preferred to live in walkable communities.<sup>14</sup> Planning a non-motorized transportation system will help to improve walkability and appeal to younger demographics.

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<sup>12</sup> <http://www.theatlanticcities.com/commute/2012/04/why-young-americans-are-driving-so-much-less-their-parents/1712/>

<sup>13</sup> <http://www.theatlanticcities.com/commute/2012/04/why-young-americans-are-driving-so-much-less-their-parents/1712/>

<sup>14</sup> <http://www.theatlanticcities.com/commute/2012/04/why-young-americans-are-driving-so-much-less-their-parents/1712/>

## Support and Barriers to Non-Motorized Transportation Planning

### Support

Non-Motorized Transportation networks are often constructed, maintained, and funded by several different entities, crossing jurisdictional boundaries, and serving multiple uses and user groups. In order to ensure that the network is functional and coordinated, a great deal of coordination must take place among the primary community where the network will serve, adjoining jurisdictions, and all municipalities in a region. In addition, key community liaisons are needed to help facilitate improvements to the network and be the ears and eyes of the community.

Municipal and State partners include:

- Cities, Villages, and Townships, and Engineering, Transportation, Planning, and Charlotte Parks and Recreation Department
- Charlotte Chamber of Commerce
- Charlotte Public Schools
- Eaton County Road Commission
- Eaton County Parks Department
- Eaton County Planning Department
- Eaton County Conservation Department
- Michigan Department of Transportation
- Michigan Department of Natural Resources
- Michigan Department of Labor and Economic Development
- Michigan State Police
- Thornapple Grand Conservation District
- Tri- County Regional Planning Commission

Non-profit Organizations and Advocacy Groups such as:

- Can Do! And Step-By-Step
- Michigan Trails and Greenways Alliance
- League of Michigan Bicyclists
- Disability Advocates
- Michigan Mountain Bicycling Association
- AL!VE of Hayes Green Beach Memorial Hospital
- Thornapple Trail Association

## Consensus Among Users

A major impediment to planning for non-motorized transportation is the lack of unified public consensus for a particular form of facility. Disparate groups each petition for their preferred type of non-motorized facility. Those in favor of recreational bike paths may be opposed to spending limited financial resources on bike paths throughout the downtown or sidewalks. Those who identify sidewalks as being a priority, on the other hand, may not be able to justify preferential spending on either bicycle lanes or recreational shared-use paths while there remains an incomplete sidewalk network. The variety of non-motorized forms demanded by different organizations can cause fragmentation and present challenges for municipalities as they choose where to prioritize limited resources.

## Lack of Adequate Facilities

A main deterrent to developing non-motorized transportation is the lack of existing adequate facilities. This includes such facilities as sidewalks, safe intersections, transit accessibility, bicycle lanes, bicycle parking and storage, and shared-use paths.<sup>15</sup> In particular, highways, freeways, access ramps and other limited-access thoroughfares are an impediment to safe mobility.

## Seasonal Weather

Living in Michigan poses another hurdle to non-motorized transportation as seasonal weather may hamper bicycling and pedestrian commutes. Cold weather, heat, humidity, rain, wind, and snow are impediments. However, people can and do elect to bicycle in the warmer months, walk in the winter, or utilize sidewalks to public transportation stops when the weather becomes inclement. Municipalities can make non-motorized options more appealing, especially in the winter months, with regular snow plowing and other weather-related maintenance initiatives.

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<sup>15</sup> Grand Valley Metropolitan Council. Non- Motorized Transportation Plan, 2008-2009 (Grand Rapids, 2009).

# Project Background

## Community Description

Charlotte is the county seat of Eaton County in the State of Michigan. Charlotte is in the central portion of the county, on the boundary between Eaton Township and Carmel Township. The City is situated on mainly gently rolling prairie and has a total area of 6.5 square miles, of which 6.45 square miles is land and 0.05 square miles is water. The Battle Creek River has its northern bend in the south part of the city, entering from the southeast and exiting to the southwest. The northern part of the city is part of the Thornapple River watershed.<sup>16</sup>

The City of Charlotte is primarily a service-related community (with limited mixed industrial), but has employment centers in Lansing, Jackson, and other surrounding communities. The work force of the city is mostly blue collar with some professionals, service industry employees, technicians and specialty workers.

Approximately 10% of the land in the city is used for agriculture and related uses. This includes being actively used for farm development. Forty percent is in residential use, including single family homes, rental units and manufactured home parks. Commercial and industrial uses account for 20%, 15% of the land area is for semipublic uses such as churches, cemetery, etc., 10% is in public parks, and 5% is in the I-69 right of way.

## People

As of the 2010 census, the city population was 9,074 which is a 2.7 percent increase from 2000. There are 3,661 households and 2,291 families residing in the city. The population density was 1,406.8 inhabitants per square mile in 2010. The median age in the city was 35.8 years. 26% of residents were under the age of 18; 8.8% were between the ages of 18 and 24; 27.5% were from 25 to 44; 23.6% were from 45 to 64; and 14% were 65 years of age or older. According to the Charlotte Area Recreation Cooperative, the City of Charlotte is primarily a service-related community (with limited mixed industrial), with employment hubs in Lansing and other surrounding communities. The work force of the city is mostly blue collar with some professional people, service industry, technicians and specialty workers. The Charlotte School District covers 85 square miles encompassing 2/3 of Eaton County. The Charlotte Public School District currently has 1,136 students registered as attending with a School District population of approximately 15,000.<sup>17</sup>

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<sup>16</sup> Charlotte Area Recreation Cooperative. Community 5 Year Recreation Plan for The City of Charlotte, Eaton Township, and Carmel Township (Eaton County, 2011)

<sup>17</sup> Charlotte Area Recreation Cooperative. Community 5 Year Recreation Plan for The City of Charlotte, Eaton Township, and Carmel Township (Eaton County, 2011)



## Transportation and Commuting

Interstate 69 serves the city, and connects it to the state capital of Lansing. It is located 21.5 miles (34.6 kilometers) from downtown Lansing. Charlotte was once serviced by the Grand Trunk Western Railroad & the Michigan Central Railroad. The original Michigan Central Railroad depot still stands on Cochran Avenue, and the track now serves the Charlotte Southern Railroad Dinner Train. Residents of Charlotte have the option to use public transit serviced by the Eaton County Transportation Authority, wherein EATRAN transit is able to provide open-door, curb-to-curb public transportation in Eaton County for all persons desiring that service. According to the US Census Bureau's 2007-2011 American Community Survey (ACS, Reference 1), 3.5% of residents walk to work, while 2.6% used other means of non-motorized transportation, and slightly less than .5% used public transportation. There are more pedestrian commuters in Charlotte than throughout Eaton County (1.3%), and the State (2.2%). The mean travel time to work was just under 22 minutes.

## Study Area

The study area was confirmed to include the Charlotte School District boundaries. Recommendations for the plan extend beyond the City of Charlotte and include regional and adjacent counties and cities.

# Project Description

In developing the City of Charlotte Non-Motorized Transportation Plan, the factors of community population, density, transportation structure, commuting patterns, existing conditions, and the study area all played key roles in determining the project scope and scale. The purpose of the Non-motorized Transportation Plan is three fold: economic growth, traffic calming, and community health. There are four types of networks that will be included in this plan: multi-use, on-street, and nature/mountain bike.

To help Charlotte to achieve its purpose in developing a complete non-motorized transportation system, this plan outlines policy, programmatic, and infrastructure improvements to: (1) increase the number of Charlotte area residents using non-motorized transportation and (2) improve the safety and comfort of those who already do. Full implementation of this plan will add approximately:

- 26.8 Miles to the Paul Henry Thornapple River Trail
- 16 Miles of Multi-Use Paved Trails
- 6.9 Miles of sidewalks
- 5.8 Miles of on-street Bike Lanes/Sharrows
- .25 Miles of nature/mountain bike trail

In addition to these infrastructure improvements, policy and program changes will help to create a more bicycle and pedestrian friendly culture with increased acceptance of these modes as viable forms of transportation and better understanding between motorized and non-motorized travelers, including:

Updating the Charlotte Five Year Parks and Recreation Plan and The City of Charlotte Community Master Plan to include this non-motorized transportation planning into its action plan.

Establishing a Sidewalk Repair and Replacement policy wherein the City of Charlotte will work to repair sections of sidewalk deemed unsafe or a potential trip hazard. These would generally include: a vertical displacement exceeding 1-1/2 inches or a crack that exceeds 1 inch in width

Requiring that sidewalks be built for all commercial development during site plan approval, and sidewalks be at least 4' feet wide (5' preferred). In addition the city will replace any non-conforming barrier-free curb ramps.

Address the community's concern for pedestrian crossing at the intersection of Pleasant and Lawrence due to the high volumes of traffic and it being a "semi-blind corner". This intersection should be studied for signalization and crosswalk improvements to improve safety and walkability.

Encourage the city to include a millage to provide a dedicated funding source for trails and parks.

This plan includes the following:

### **Existing Non-Motorized Transportation Network**

An inventory of non-motorized facilities that are currently on the ground were documented and mapped to aid in the identification of network deficiencies and opportunities for improvement.

### **Non-Motorized Transportation Improvements**

The Steering Committee and project consultants worked to develop a selection methodology and project list in order to provide a basis for future investment.

### **Non-Motorized Transportation Funding Sources**

Research into the various opportunities for non-motorized transportation funding was conducted as a resource to those striving to increase these types of transportation investments.

### **Study Recommendations**

In addition to funding options for non-motorized facilities, there exist related policy decisions that may enhance the accessibility and development of pedestrian and bicycle transportation options.

## Agency and Public Involvement

This plan is the result of collaboration across agencies and input from the general public. This outreach has been accomplished through:

- Steering Committee
- Community Leaders and Agency Staff Interviews
- Two public workshops
- Presentation to Charlotte Can-Do

## Public Workshops

In addition to the Steering Committee group meetings, the general public had the opportunity to learn about the proposed plan and provide input via two public workshops. Tour de Trails was held on Tuesday, September 25, 2012 at Alive Wellness Center and a second workshop was held on May 30, 2013 at Peckham. Each workshop was conducted in a general open house format where the public could view presentation boards and provide comments to the project team and staff. Feedback from each meeting was received through the general comments documented at the meetings and from specific maps used for drawing purposes at the meeting. Comments received from each workshop and summaries of the workshops can be viewed in the Appendix.

## Key Results of Public Input:

- M-50 and M-79 intersection signalization adjustments are necessary to allow adequate time for pedestrians to safely cross the street.

- Key attractions or anchor institutions that need to be connected via sidewalks or trails include Meijer, Wal-Mart and Al!ive and Crandell Lake.
- Preferred routes included connections to Lansing, Vermontville and Pottersville, as well as routes along M-50. Many people connected the future public park to Meijer, Lincoln Park and Bennett/Veterans Memorial Parks. Several people identified the existing rail bed as a place for future trails, traversing the City diagonally from southeast to northwest. Connecting Meijer to the Eaton County Complex was identified several times, as well as connecting Al!ve to the center of the City.
- Priorities for investments included regional trails and mountain bike courses. Nature trails and sidewalks were third and fourth, respectively.
- Participants believed that investing in more bike lanes, sidewalks and trails would result in greater use by residents.

Participants then identified that there are a number of existing barriers that prevented them from going to these destinations. These include railroads, I-69 which separates the City east from west, the highway interchanges, heavy traffic, and lack of non-motorized facilities.

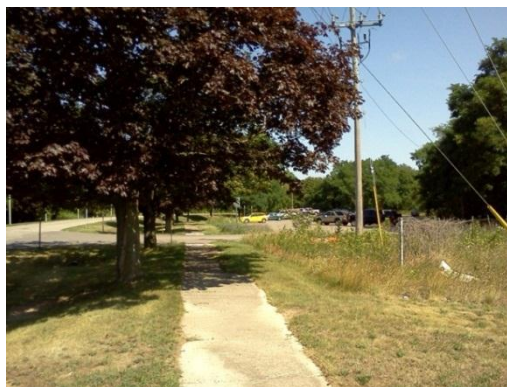
The group acknowledged that there were several opportunities including the regional trail network, and the fact that adjacent communities including Eaton Rapids, Nashville, and Bellview also are planning for non-motorized transportation. A relationship with the Eaton County Road Commission could be fostered through the process, and the rail lines could be utilized. The City also has cooperative development agreements.

# Existing Conditions

## Existing Non-Motorized Transportation Network

### Sidewalks

A sidewalk is a paved pathway paralleling a highway, road, or street and is intended for pedestrians. Sidewalks are typically four to six feet wide and made from concrete but may be up to eight feet wide and made of other materials, depending on their location. Sidewalks are most common in areas of higher land use densities, for example downtown Charlotte. The disabled population has a particular dependence on sidewalk resources as consistent, smooth routes to service centers and other destinations.<sup>18</sup>



*MDOT Park and Ride entrance and Maple Hill Cemetery located at Tully Brown Drive off of Lansing Road.*

Safe, convenient, accessible pedestrian sidewalks and access is important along all streets used for pedestrian access to schools, parks, shopping areas, and transit stops. Generally, pedestrian traffic and those using wheelchairs should be separated from vehicle traffic. Where complete separation of pedestrians from vehicles and bicycles is not possible, potential hazards can be minimized by using techniques such as special paving, pavement marking, signs, striping, bulb outs, refuge islands, traffic calming features, landscaping, lighting, or other means that clearly delineate pedestrian areas.

Sidewalk width is specified by each jurisdiction's design standards. However, both the Federal Highway Administration (FHWA) and the Institute of Transportation Engineers (ITE) recommend a minimum width of five feet for a sidewalk, which allows two people to pass comfortably or walk side-by-side. A buffer zone of four to six feet is desirable for separating pedestrians from the street. Parked cars or bicycle lanes can provide a buffer zone as well. Sidewalks should be constructed in accordance with the Americans with Disabilities (ADA) Accessibility Guidelines and special care given to assuring safe negotiation by those in wheelchairs.

Throughout the City-limits, sidewalks are provided, usually on both sides of the street. Sidewalks are typically five feet in in width. Two residential areas in the southern portion of the City are not served by sidewalks. These areas are indicated in yellow on the existing conditions field notes map on the following page. Additionally, the western portion of Lawrence, near Al!ve, is not connected via sidewalks to downtown Charlotte.

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<sup>18</sup> Grand Valley Metropolitan Council. Non- Motorized Transportation Plan, 2008-2009 (Grand Rapids, 2009).

## Bike Lanes/Sharrows

Bike lanes are intended to delineate the right-of-way assigned to bicyclists and motorists and to provide for predictable movements by each. The purpose should be to improve conditions for bicyclists on the streets. Bike lanes also help to increase the total capacities of highways carrying mixed bicycle and motor vehicle traffic. Bicycle lanes are established with appropriate pavement markings and signing along streets in corridors where significant bicycle demand exists and where there are distinct needs that can be served by such facilities.



*Lansing Road, southbound view. Wider shoulders allow for on street bicycling.*

An important reason for constructing bike lanes is to better accommodate bicyclists where insufficient space exists for comfortable bicycling on existing streets. This may be accomplished by reducing the width of vehicular lanes or prohibiting parking in order to delineate bike lanes. In addition to lane striping, other measures should be taken to ensure bicycle lanes are effective facilities. In particular, pavement surfaces should be smooth, and traffic signals should be responsive to bicyclists.



*Example of dedicated bike lane.*

Regular maintenance of bicycle lanes should be a top priority, as bicyclists find great difficulty trying to use a lane with potholes, debris, or broken glass. Bicycle lanes are established with appropriate pavement markings and signing to delineate the right-of-way assigned to bicyclists and to provide more predictable movements by both bicyclists and motorists.

Bike lanes are usually paired one-way facilities located on both sides of streets with moderate to heavy traffic volumes. Bicycle lane design at intersections must be treated carefully to minimize conflicts between bicycle and automobile movements. A dedicated lane for bicyclists decreases the chance of either motorists or bicyclists being slowed by the other. Bike lanes do, however, restrict the cyclist to a relatively narrow section of the roadway and channels them to the far right of through traffic, posing a potential hazard for left turning movements of both bicyclists and motor vehicles. Standard bicycle lane widths should be six feet; five feet is the minimum width adjacent to curbs and four feet is the minimum width when no curb exists. Dedicated bike lanes must be accompanied by both pavement markings and bike lane signs.

Bicycle lanes are one of the most useful alternatives for experienced bicyclists; however some users will be uncomfortable with this type of facility due to traffic congestion and other concerns.

In addition to the green bicycle route and yellow share the road signs, pavement markings called “sharrows” can be used to indicate bicycle routes. These markings are useful for indicating that a road is shared with motorists but not wide enough to accommodate both a traffic lane and a dedicated bicycle lane. They are especially useful in alerting a motorist that bicyclists are likely to be riding within the roadway, reducing the number of sidewalk riders, and in reducing the incidence of wrong-way bicycling.



*Example of an on-street sharrow which allows for on-street bicycling.*

Widened shoulders and lane markings have been added to portions of Cochran, Lawrence, and Lansing Streets when the City and MDOT reduced travel lanes from a 4-lane section to a 3-lane “Road Diet”. However, pavement graphics and signage should be added to conform to the requirements of a bike lane facility

### Regional Trails

Regional Trail Systems (RTS) are multi-use, off-road networks that feature both paved and unpaved pathways and provide greenway and park connectivity between communities. Typical uses include bicycling, running, hiking, walking. Some RTS paths allow for, cross country skiing.



*Mountain Bike Trail at Veteran’s Memorial Park.*

Typically, trails are lightly groomed and users are likely to encounter narrow sand trails, rough moguls, steep hills, stumps, rocks, brush, loose surfaces and other hazards.

Trails often follow regional greenway corridors, rail corridors, park systems, and waterways. Other trails, called non-motorized trails, are paved and at least 10’ wide.

The closest regional trails are located at least 10 miles from Charlotte. The Paul Henry Thornapple River Trail, which connects Nashville, Hastings, Middleville, Caledonia, and Grand Rapids is planned to connect to Charlotte and Eaton Rapids. Other South-Central Michigan trails are listed in **Figure 1.1** below. These trail systems are featured in **Map 1.1**.

Figure 1.1 Regional Trail Systems

Trail	Length (miles)	Status	Counties
Battle Creek Linear Park	22	Complete	Calhoun
Kal-Haven Trail	34.5	Complete	Kalamazoo, Van Buren
Kalamzaoo River Valley Trail	14 current, 35 total	Incomplete	Kalamazoo
Fred Meijer Flat River Trail	6.5	Complete	Montcalm
Paul Henry Thornapple Trail	42	Incomplete	Barry, Eaton, Kent
Lakeland Trails State Park	26	Complete	Ingham, Livingston, Washington
Clinton-Ionia-Shiawassee Trail	41	Incomplete	Clinton, Ionia, Shiawassee

Rail Rights-of-way

A right-of-way is a public or private space over a piece of land, usually to and from another piece of land. A right of way is a type of easement granted or reserved over the land for transportation purposes, such as for a footway, carriageway, trail, driveway, rail line or highway. A right-of-way is reserved for the purposes of maintenance or expansion of existing services with the right-of-way. In the case of an easement, it may revert to its original owners if the facility is abandoned.



*Rail line crossing at Packard Highway.*

In the United States, railroad rights-of-way are generally considered private property by the respective railroad owners and by applicable state laws. In the late 20<sup>th</sup> century, with most rail travel significantly reduced or nonexistent in places, an effort was made to conserve obsolete rail lines and repurpose them as non-motorized transportation paths. The growth and development of rail trails has exploded, and today, there are more than 1,600 preserved pathways that form the backbone of a growing trail system that connects parks, communities, regions, states and, the entire country.<sup>19</sup>

Charlotte is well-poised to accommodate future regional trail connections via abandoned rail corridors, which traverse the City from the northwest to the southeast. Portions of the rail corridor are developed, while other portions are privately owned, thus acquisition may take time as well as capital resources.

<sup>19</sup> <http://www.railstotrails.org/aboutUs/index.html>



## Pedestrian Bridges

Occasionally there are significant crossings in a non-motorized network over railroads, water features, or other roads and interstates, which can present major impediments to the system. While many obstacles can be overcome on existing road or bridge facilities, some older road bridge structures do not contain adequate shoulders or dedicated pedestrian areas for crossing. These narrow crossings may be unsafe for pedestrians and bicyclists who attempt to cross with motorized traffic and are often viewed as gaps in a non-motorized network, especially where competing facilities exist on either side of the bridge.<sup>20</sup>



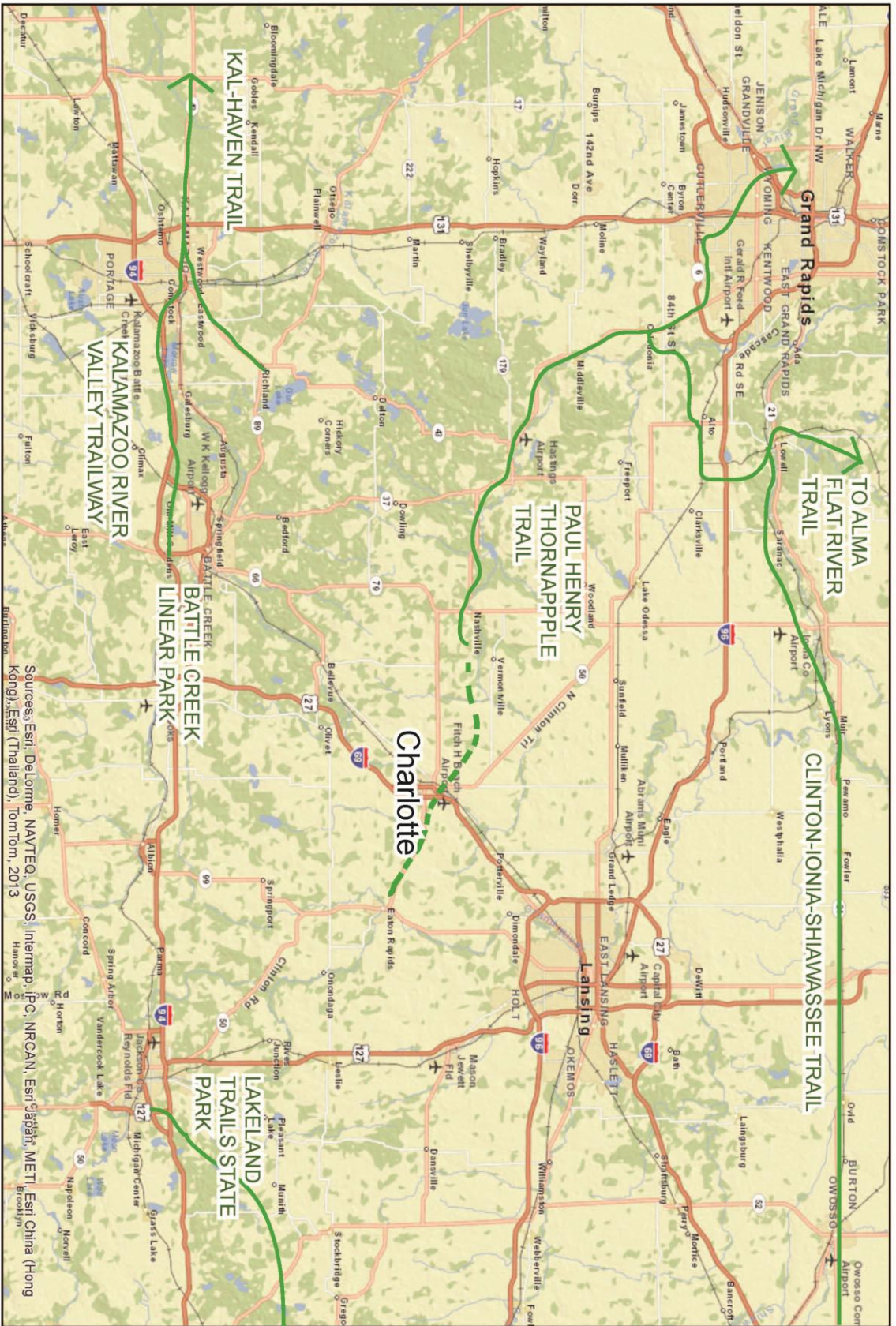
*I-69 Overpass at Packard Highway.*

There are several options for creating pedestrian access over obstacles like rivers and other roads. Generally the most ideal alternative is enhancing the current road bridge structure to include pedestrian access, for example the I-69 Overpass at Packard Highway. If bridge modification is unavailable or if the crossing does not follow an existing roadway, a dedicated pedestrian bridge can be constructed. It is important to note that the Michigan Department of Transportation takes into consideration pedestrian access in their bridge development and replacement plans, and as older road facilities are updated, road bridge access for pedestrians is a priority.

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<sup>20</sup> Grand Valley Metropolitan Council. Non-Motorized Transportation Plan, 2008-2009 (Grand Rapids, 2009).

Map 1.1 Regional Trail System  
 (Barry, Calhoun, Eaton, Ingham, Kent Counties)



**Regional Trails Map**  
 South West and South Central Michigan

Trail Head

Existing Trail

Proposed Trail Extension

0 5 10 20 30 40 Miles

1:800,000

1 in = 13 miles

N

# Study Recommendations

The Overall Network Plan and Network Phasing Plan provides a framework for moving forward with improvements that are recommended for the development of a Non-Motorized Transportation System throughout the Community of Charlotte. With this information and an understanding of the funding sources available, the next task is finding a variety of strategies to implement the plan. While the focus is transportation planning, some land use planning tools can be useful for finding solutions to the ever tightening rights-of-way and the spectrum of demands on our transportation system.

## The Overall Network

The Overall Network Plan for Charlotte was developed as a result of the project inventory and analysis and input from the steering committee, residents, local agencies, and community stakeholders (**Map 1.2**). The plan addresses the following issues in its design, function, and intended implementation:

**Barriers:** Determines and defines significant barriers to mobility and multi-modal transportation throughout the City of Charlotte, and providing solutions for eliminating or reducing those barriers.

**Safety:** Assesses and improves the quality of safety for all pedestrians, cyclists, motorists, and roadways users. The project design minimizes conflict points between vehicles, pedestrians, and bicycles.

**Routes:** Determines important routes and thoroughfares for residents, as well as outlining new and improved routes that provide better access, mobility, and safety.

**Mode Shift:** Proposes ways in which traffic congestion may be reduced by providing alternative transportation routes for commuter uses (versus recreational uses).

**Connectivity:** Provides regional connections and access to major employment, business, shopping, civic and education centers. The project is able to address missing links in a system and alleviate barriers that inhibit uses.

**Project Collaboration:** Determines if the project can coincide with other major projects, such as a road widening or land development projects, and suggesting how the plan will coordinate with other regional projects.

High Use: Quantifies the need for services and designing a plan that will address the likelihood of use by satisfying transportation demands and expanding existing uses.

Feasibility: Evaluates the feasibility of the project by providing phasing steps which can be activated by an implementation outline.

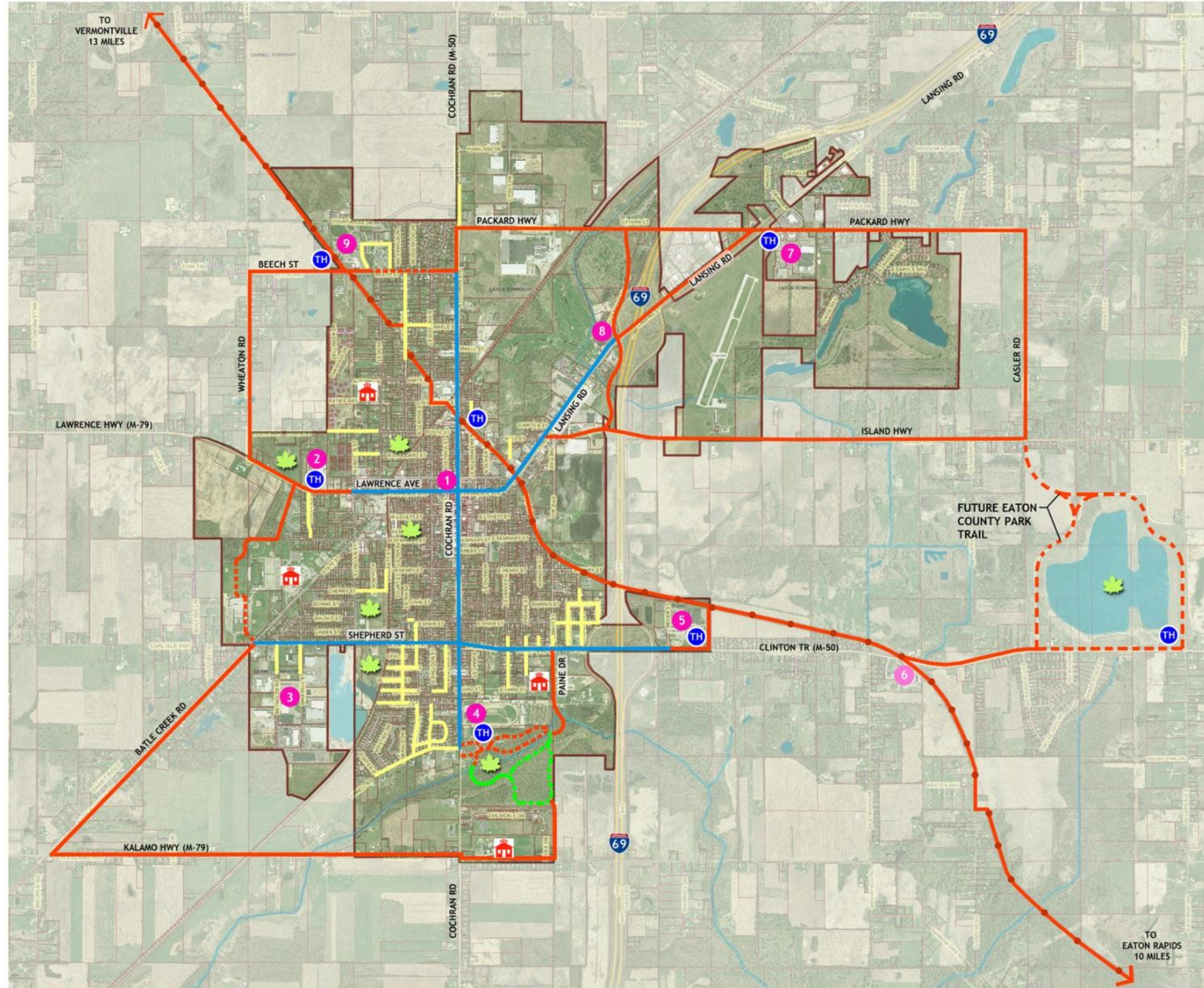
Cost Effectiveness: Assesses whether the project represents a good value for investment through accurate, yet flexible cost estimates.

ADA Access: Measures accessibility by providing improvements for persons with disabilities.

Aesthetics: The plan includes landscape features that compliment the historic quality of downtown Charlotte and also incorporate design features that add to the attraction of various access points.

## Map 1.2 Overall Network Plan

### City of Charlotte Non-Motorized Transportation Plan



### Plan Key

- PROPOSED MULTI-USE PAVED TRAIL (16 MILES)
- PROPOSED PAUL HENRY THORNAPPLE RIVER TRAIL PAVED RAIL TRAIL (26.8 MILES)
- - - EXISTING OR PLANNED PAVED TRAIL CONNECTOR
- PROPOSED ON-STREET BIKE LANE/SHARROW (5.8 MILES)
- PROPOSED SIDEWALK, 4' WIDE, MIN. (6.9 MILES)
- PROPOSED NATURE/MT. BIKE TRAIL (.25 MILES)
- - - EXISTING NATURE/MT. BIKE TRAIL CONNECTOR
- TH PROPOSED TRAIL HEAD PARKING / PICNIC
- EXISTING SCHOOL SITE
- EXISTING PARK/RECREATION AREA
- EXISTING LANDMARKS & DESTINATIONS
  1. COURTHOUSE SQUARE
  2. ALIVE
  3. SPARTAN MOTORS/PECKHAM
  4. EATON COUNTY FAIRGROUNDS
  5. MEIJER
  6. GRAIN ELEVATOR
  7. WALMART
  8. PARK & RIDE
  9. EATON COUNTY COMPLEX

## NON-MOTORIZED TRANSPORTATION MASTER PLAN

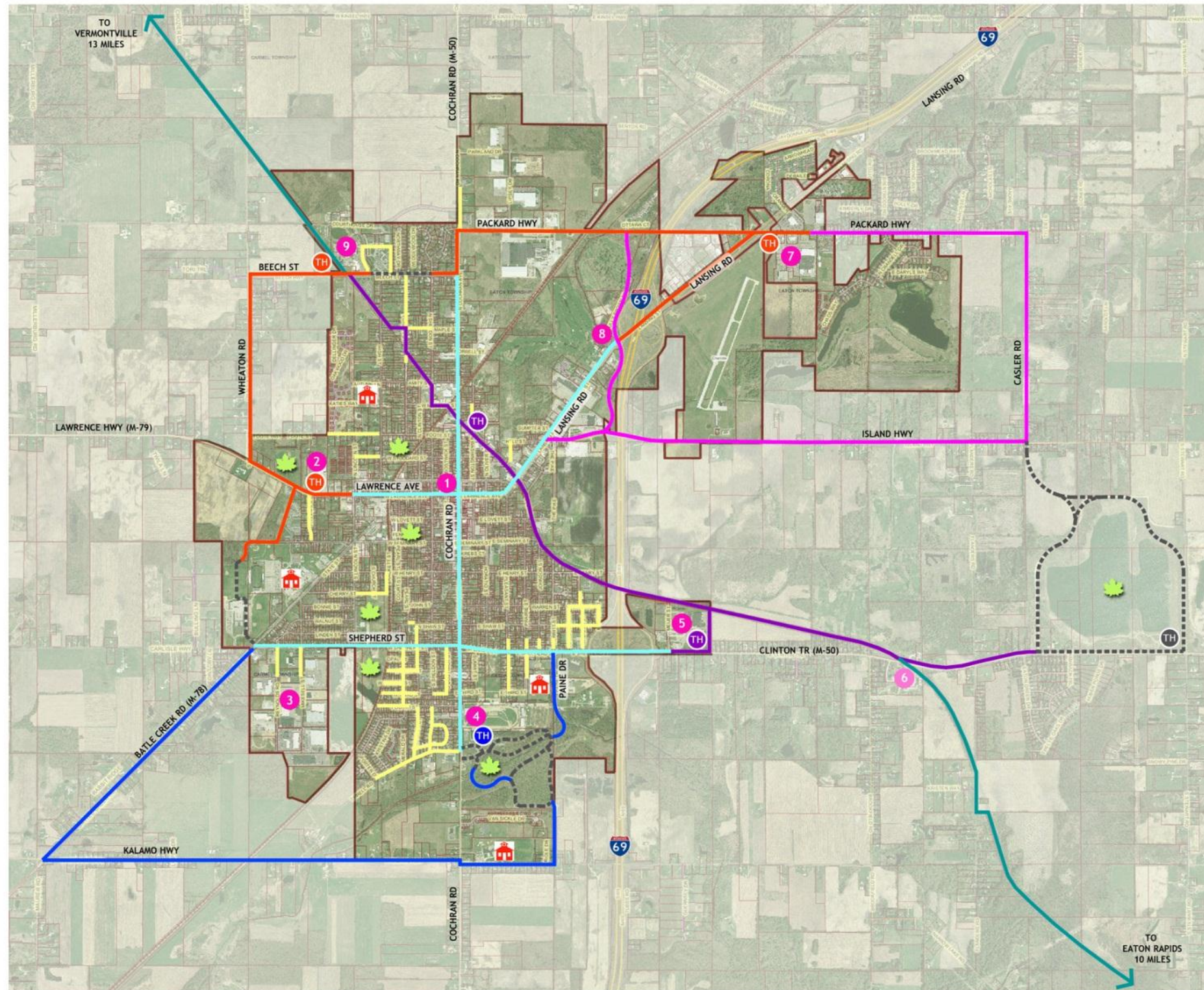
Charlotte Step-By-Step Committee

Overall Network Plan



# Map 1.3 Network Phasing Plan

## City of Charlotte Non-Motorized Transportation Plan



### Plan Key

- PHASE 1 (5.8 MILES)
- PHASE 2 (5.3 MILES)
- PHASE 3 (5.3 MILES)
- PHASE 4 (4.8 MILES)
- PHASE 5 (4.5 MILES)
- Phase 6+ (23 MILES)
- ANNUAL SIDEWALK CONSTRUCTION PROGRAM
- EXISTING OR PLANNED ROUTES
- TH TRAIL HEAD PARKING / PICNIC (BY PHASE)
- 🏠 SCHOOL SITE
- 🌿 PARK/RECREATION AREA
- LANDMARKS & DESTINATIONS
  1. COURTHOUSE SQUARE
  2. ALIVE
  3. SPARTAN MOTORS/PECKHAM
  4. EATON COUNTY FAIRGROUNDS
  5. MEIJER
  6. GRAIN ELEVATOR
  7. WALMART
  8. PARK & RIDE
  9. EATON COUNTY COMPLEX
- CITY LIMITS

## NON-MOTORIZED TRANSPORTATION MASTER PLAN

Charlotte Step-By-Step Committee

### Network Phasing Plan



## Network Phasing Plan

As a result of the project inventory and analysis and input from the steering committee, residents, local agencies, and community stakeholders, the following phases were developed. Phase descriptions are listed below, and cost estimate tables can be viewed in the Appendix. Each phase was developed based on the following criteria:

- Connectivity to residential areas and key community activity centers
- Ability to realize implementation
- Cost

### Phase 1 – City on-street network (5.8 miles):

Designate existing widened shoulders as bike lanes by use of bike lane pavement markings and signage:

- Cochran - from Beech Street to Bennett Park
- Lawrence/Lansing Road - from Cochran to MDOT park & ride (cemetery drive)
- Shepherd Street – from Cochran to Meijer grocery store

Designate bike lanes by use of sharrow pavement markings and signage:

- Lawrence - from Battle Creek Road to Cochran
- Shepherd Street – from Lincoln to Cochran

Note: Graphic symbols and signage per the Michigan Manual on Uniform Traffic Control Devices (MMUTCD).

Probable cost estimate for Phase 1: \$98,670.00

### Phase 2 – Multi-use paved trail (5.3 miles):

This phase includes a 10' wide paved trail route within road right-of-way except as noted:

- Lawrence Hwy from Wheaton Road to Lincoln Street, connecting to the proposed Al!ve trail head.
- Behind Legacy Park Apartment complex (easement required), connecting to Charlotte High School, Middle School, Weymouth Child development Center, Charlotte Aquatic Center, and The Charlotte Performing Arts Center.
- Wheaton Road, from Lawrence Hwy to Beech Street, connecting single-family residential.
- Beech Street from Wheaton to Cochran, connecting residential and the Eaton County Government Complex.
- Cochran Road from Beech to Packard Highway connecting single-family residential
- Packard Highway from Cochran to Wal-Mart, connecting residential, industrial, hospitality, and commercial uses.
- Lansing Road from I-69 overpass to Packard Highway, connecting commercial corridors.

Probable cost estimate for Phase 2: \$1,122,465.00

Phase 3 – Multi-use paved trail (5.3 miles):

Phase 3 includes a 10' wide paved trail route within road right-of-way except as noted:

- Packard Hwy from Wal-Mart east to Casler Road, south to Island Hwy, west to Lansing Road
- A north/south connection is proposed (easement required) from Island Highway, behind existing businesses, through the Butternut Creek Preserve to the MDOT Park & Ride.
- Another connection is proposed (easement required) from the MDOT Park & Ride north along the cemetery drive, through the woodlot connecting to Packard Highway.

\*\*Contingent upon private property approval, consideration should be made to allow a connection from the Island Highway section north into the Sandstone Estate subdivision.

Probable cost estimate for Phase 3: \$679,697.00

Phase 4– Multi-use paved and nature/Mountain Bike trails (4.8 miles):

Phase 4 includes a multi-use paved trail within road right-of way and public park trail sections:

- Paine Drive from Shepherd to existing Bennett Park trail, connecting St. Mary's School, Eaton County Fairgrounds and Bennett Park
- Nature trail connection from Veteran's Memorial Park to Bennett Park (Bridge required over Battle Creek River)
- Paved trail from Camp Frances south to Kalamo Highway (easement required), connecting Parkview School
- Paved trail along Kalamo Highway to Battle Creek Road, connecting single family residential.
- Paved trail along Battle Creek highway from Kalamo Highway to Shepherd Street, connecting to Charlotte Public Schools campus as well as Spartan Motors and Peckham.

Probable cost estimate for Phase 4: \$975,314.00

Phase 5– Multi-use paved trail (4.5 miles):

Phase 5 is a multi-use paved trail that required property acquisition from owner of the active rail lines (Mystery Dinner Train):

- Paved multi-use trail on rail corridor, connecting residential, governmental, commercial, and institutional uses that connects to the Paul Henry Thornapple River Trail
- Paved multi use trail from the grain elevator along Clinton Trail east to the proposed Eaton County Park (former Crandell property)

Probable cost estimate for Phase 5: \$814,791.00



Phase 6 – Multi-use paved rail trail, Paul Henry Thornapple River Trail (23 miles):

Phase 6 is the final connection of the regional trail and requires property acquisition/easements from owner of former rail bed:

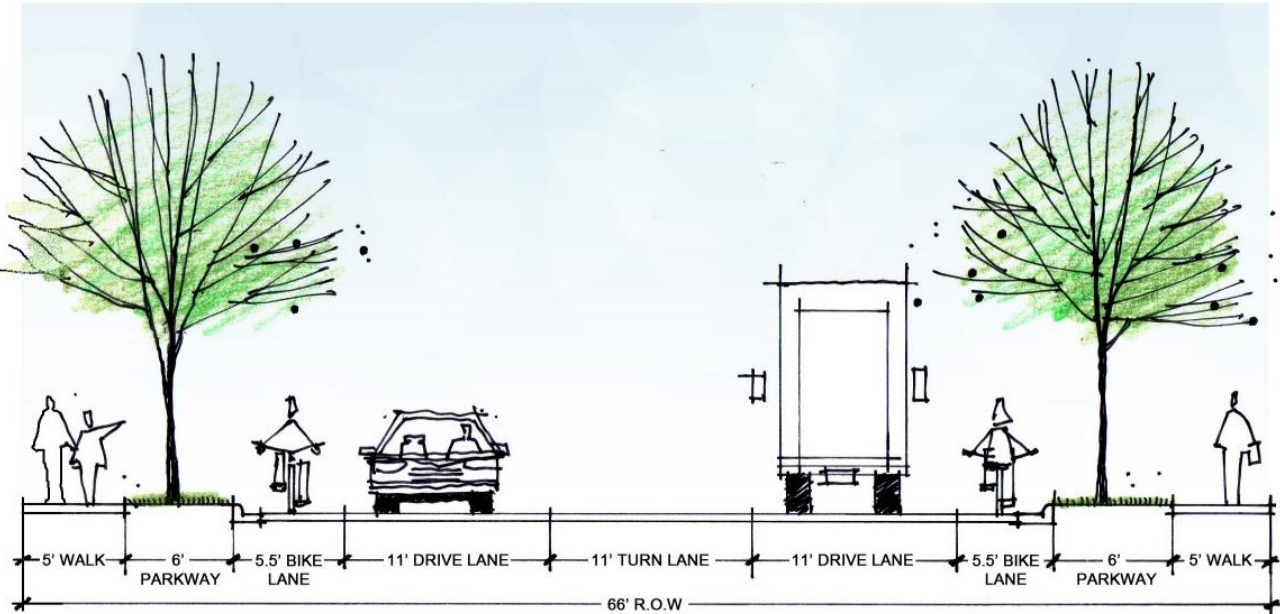
- Paved multi-use trail on rail corridor, connecting the City of Charlotte to Vermontville and Eaton Rapids.

Probable cost estimate for Phase 6: \$4,946,150.00

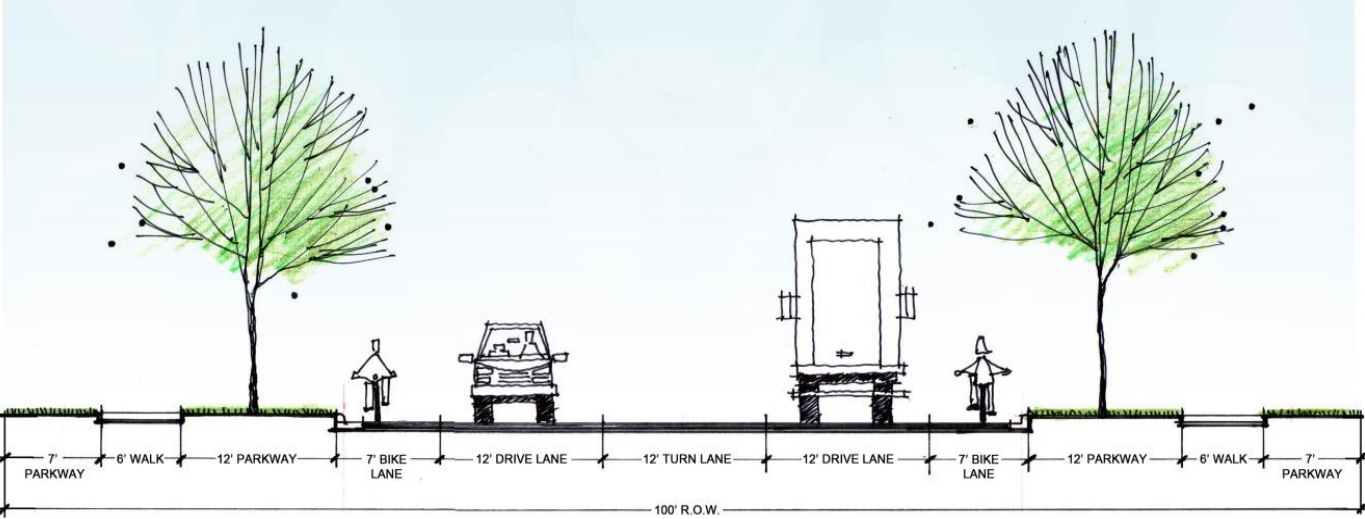
Sidewalks: \$510,04



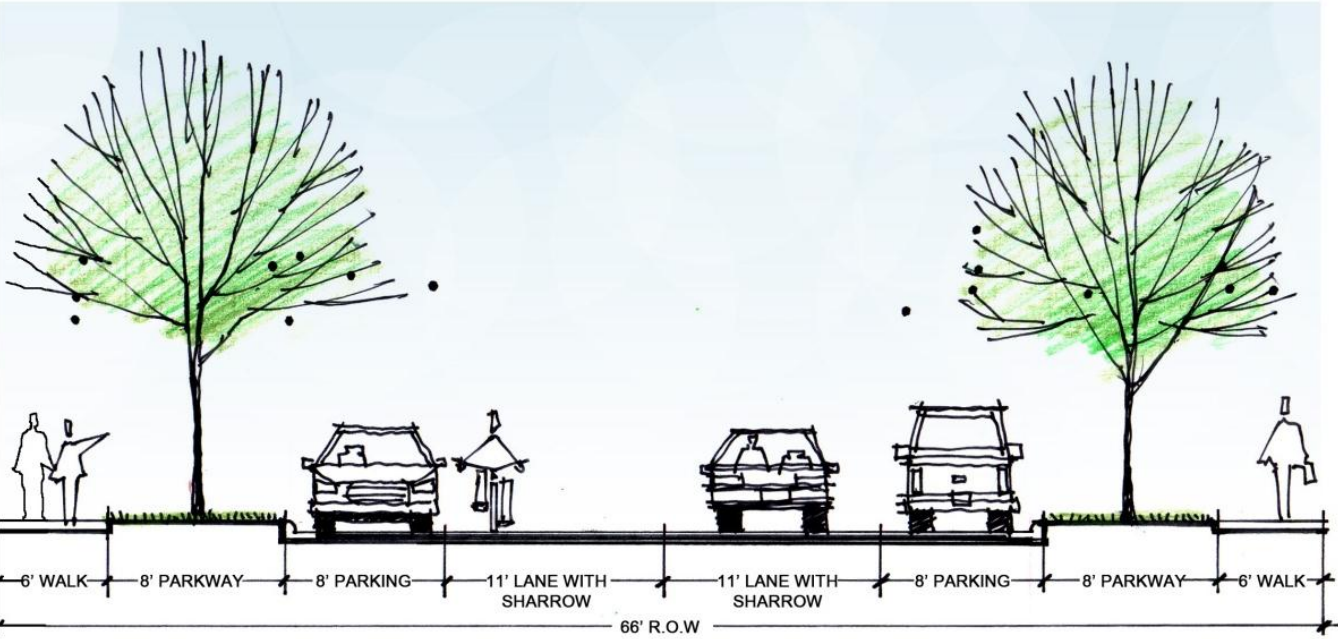
Streetview Cross Section Plans



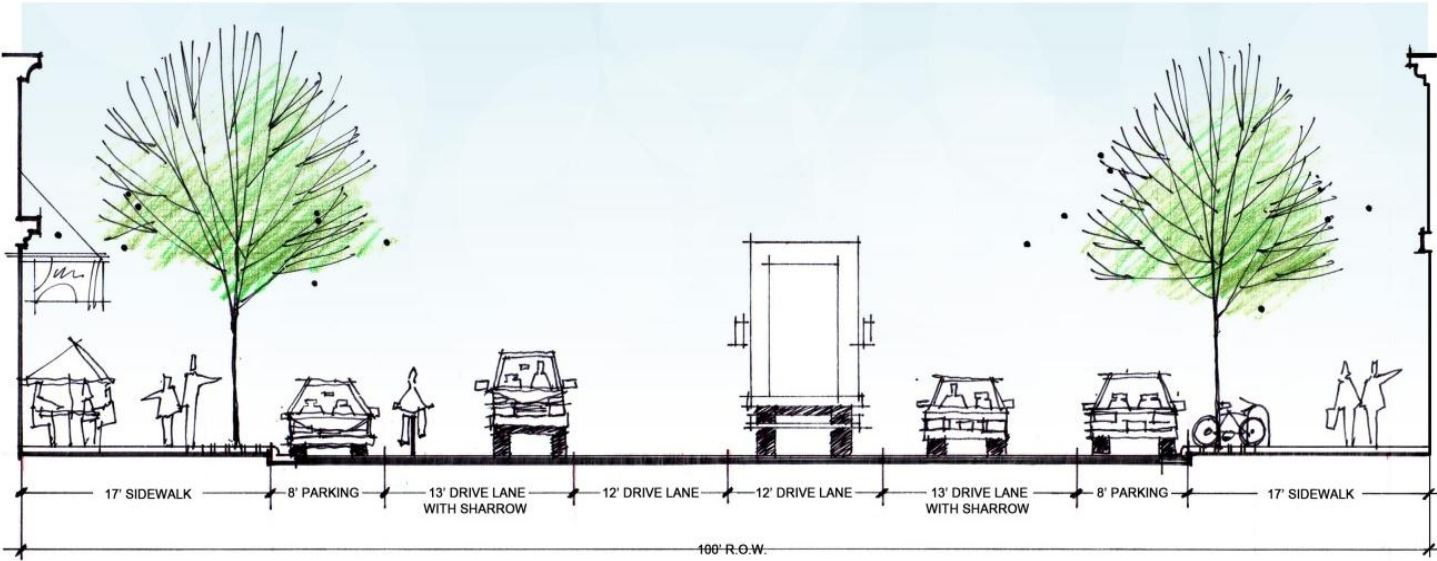
66' RIGHT-OF-WAY, NO PARKING, WITH LEFT TURN



100' RIGHT-OF-WAY, NO PARKING, WITH LEFT TURN



66' RIGHT-OF-WAY WITH PARKING



100' RIGHT-OF-WAY, WITH PARKING

## Funding Sources

### MDNR Trust Fund

- Up to \$300,000
- Requires minimum 25% match
- Does cover engineering.
- Must be in Rec Plan
- Must be Non-motorized Trail meeting AASHTO Guidelines
- Applications Due April 1
- Must be universally Accessible
- [http://www.michigan.gov/dnr/0,4570,7-153-58225\\_58301---,00.html](http://www.michigan.gov/dnr/0,4570,7-153-58225_58301---,00.html)

### MDOT Transportation Alternatives Program (TAP) – formerly *Trans Enhancement*

- Typically up to 50% - 65% of costs.
- Does not cover engineering.
- Must be Non-motorized Trail meeting AASHTO Guidelines
- Applications due each quarter
- Requires connection to regional trail system in order to be viable
- [http://www.michigan.gov/mdot/0,1607,7-151-9621\\_17216\\_18231---,00.html](http://www.michigan.gov/mdot/0,1607,7-151-9621_17216_18231---,00.html)

### Safe Routes to School

- Application must be from a school in conjunction with the City
- 100% grant for eligible portions
- Typical grant \$300,000 or less
- Can include sidewalks, non-motorized path, educational components
- Program take about a year to get through all the required steps
- <http://saferoutesmichigan.org/>

### Congestion Mitigation Air Quality

- Federal program through MDOT
- Must work Through your MPO - <http://www.mitrpc.org/index.htm>
- Goal to show reduced vehicle trips, thus reduced emissions
- Usually Non-motorized trail, or parallel 6 ft. wide sidewalks minimum.
- Connection to regional system preferred.
- [http://www.michigan.gov/mdot/0,4616,7-151-9621\\_11041\\_60661---,00.html](http://www.michigan.gov/mdot/0,4616,7-151-9621_11041_60661---,00.html)

### Community Development Block Grants

- Have used to fund projects low/moderate income areas to construct sidewalks/pathways. (Lowell via Kent County)
- Administered by the County.
- <http://www.eatoncounty.org/departments/community-development>

## Implementation Steps

These implementation steps represent the short term goals needed to achieve the longer term goals of the Overall Network Plan and Phasing Plan.

Implementation Step	Time Frame	Project Leads
Update Charlotte Five Year Parks and Recreation Plan to include this non-motorized transportation plan in its action plan.	Fall 2013	City of Charlotte
Hold open house with guest panel of non-motorized community groups located on or belonging to the Paul Henry Thornapple Trail Association. (Vermontville, Nashville, Hastings, Middleville, Caledonia)	Winter 2013/14	Step-by Step
Evaluate options to address community concerns at the intersection at Pleasant and Lawrence. The intersection be studied for signalization and crosswalk improvements.	Spring 2014	City of Charlotte Step-By-Step
Require that sidewalks be built for all commercial development during site plan approval, and sidewalks be at least 4' feet wide, 5' preferred.	Winter 2013/14	City of Charlotte/ Step-by Step
Marketing / Branding / Awareness campaign for non-motorized transportation initiative	Spring 2014	Step-by Step
Sidewalk installation from Lincoln Street to Allve	Spring 2014	City of Charlotte
Re-time intersections downtown to allow pedestrians adequate time to cross Cochran/M-50	Spring 2014	City of Charlotte
Form committees to address specific issues related to trails, streets, biking, accessibility, and other topics of non-motorized transportation planning.	Spring 2014	Step-by-Step
Establish a Sidewalk Repair and Replacement policy wherein the City of Charlotte will work to repair sections of sidewalk deemed unsafe or a potential trip hazard.	Spring 2014	City of Charlotte/ Step-by Step
Install bike racks at the park and ride (Lansing Road, next to the cemetery) and other strategic destinations	On-going	City of Charlotte/ Step-by Step

## Conclusion

To summarize, the City of Charlotte Non-Motorized Transportation Plan will establish a mobility network that serves all users through the reorganization of existing infrastructure, the development of new infrastructure, and the inclusion of people centered, community-based design principles. In doing this, the City of Charlotte will benefit from added non-motorized infrastructure including:

26.8	Miles to the Paul Henry Thornapple River Trail
16	Miles of Multi-Use Paved Trails
6.9	Miles of sidewalks
5.8	Miles of on-street Bike Lanes/Sharrows
.25	Miles of nature/mountain bike trail

In addition, policy implementations will ensure that this network is continually funded for long term initiatives, well-maintained through city services, and flexible to ensure that user demands and needs are being accommodated. The non-motorized network will link previously disconnected neighborhoods, businesses, and parks through safe and universally accessible features. This plan sets the groundwork for the establishment of a permanent non-motorized transportation plan that will be included in the city's parks and recreation plan to ensure the continuity and consistency of such a plan.



### COMMUNITY PARK AND RECREATION PLAN

### CERTIFICATION CHECKLIST

By Authority of Parts 19, 703 and 716 of Act 451, P.A. 1994, as amended, submission of this information is required for eligibility to apply for grants

**INSTRUCTIONS:** Complete, obtain certification signatures and submit this checklist with a locally adopted recreation plan.

All recreation plans are required to meet the content and local approval standards listed in this checklist and as outlined in the *Guidelines for the Development of Community Park and Recreation Plans* provided by the Michigan Department of Natural Resources (DNR). Plans must be submitted to the DNR through MiRecGrants **with** a completed checklist that has been signed by an authorized official(s) of the local unit of government(s) submitting the plan. Plans may be submitted at any time of the year, but no later than February 1 of the year the local unit of government is applying for grants.

Name of Plan: Charlotte Area Five Years Parks and Recreation Plan (2019-2023)		
List the community names (including school districts) that are covered under the plan and have passed a resolution adopting the plan.	County	Month and year plan adopted by the community's governing body
City of Charlotte	Eaton County	January 2020
Eaton Township	Eaton County	January 2020
Carmel Township	Eaton County	January 2020

**INSTRUCTIONS:** Please check each box to certify that the listed information is included in the final plan.

**1. COMMUNITY DESCRIPTION**

**2. ADMINISTRATIVE STRUCTURE**

- Roles of Commission(s) or Advisory Board(s)
- Department, Authority and/or Staff Description and Organizational Chart
- Annual and Projected Budgets for Operations, Maintenance, Capital Improvements and Recreation Programming
- Current Funding Sources
- Role of Volunteers
- Relationship(s) with School Districts, Other Public Agencies or Private Organizations

**Recreation Authorities or Trailway Commissions Only:**

- Description of the Relationship between the Authority or Commission and the Recreation Departments of Participating Communities
- Articles of Incorporation

**3. RECREATION INVENTORY**

- Description of Methods Used to Conduct the Inventory
- Inventory of all Community Owned Parks and Recreation Facilities
- Location Maps (site development plans recommended but not required)
- Accessibility Assessment
- Status Report for all Grant-Assisted Parks and Recreation Facilities
- Waterways Inventory (if applicable)

**4. RESOURCE INVENTORY (OPTIONAL)**

**5. DESCRIPTION OF THE PLANNING PROCESS**

**6. DESCRIPTION OF THE PUBLIC INPUT PROCESS**

- Description of the Method(s) Used to Solicit Public Input Before or During Preparation of the Plan, including a

Copy of the Survey or Meeting Agenda and a Summary of the Responses Received

Copy of the Notice of the Availability of the Draft Plan for Public Review and Comment

Date of the Notice October 5, 2019

Type of Notice Newspaper

Plan Location Charlotte City Hall; Charlotte Community Library

Duration of Draft Plan Public Review Period (Must be at Least 30 Days) 10/7/2019 - 11/8/2019

Copy of the Notice for the Public Meeting Held after the One Month Public Review Period and Before the Plan's Adoption by the Governing Body(ies)

Date of Notice October 5, 2019

Name of Newspaper The County Journal

Date of Meeting November 12, 2019

Copy of the Minutes from the Public Meeting

7. GOALS AND OBJECTIVES

8. ACTION PROGRAM

9. POST-COMPLETION SELF-CERTIFICATION REPORT(S)

**APPROVAL DOCUMENTATION:** For multi-jurisdictional plans, **each** local unit of government must pass a resolution adopting the plan. Prepare and attach a separate page for each unit of government included in the plan.

- 1. Official resolution of adoption by the governing body dated: January 13, 2020
- 2. Official resolution of the \_\_\_\_\_ Commission or Board, recommending adoption of the plan by the governing body, dated: \_\_\_\_\_
- 3. Copy of letter transmitting adopted plan to County Planning Agency dated: January 28, 2020
- 4. Copy of letter transmitting adopted plan to Regional Planning Agency dated: January 28, 2020

**NOTE:** For multi-jurisdictional plans, Overall Certification must include the signature of each local unit of government. Prepare and attach a separate signature page for each unit of government included in the plan.

*I hereby certify that the recreation plan for*

City of Charlotte, Michigan includes the required content, as indicated  
(Local Unit of Government)  
above and as set forth by the DNR.

[Signature] 1/27/2020  
Authorized Official for the Local Unit of Government Date

**This completed checklist must be uploaded in MiRecGrants.**





COMMUNITY PARK AND RECREATION PLAN

CERTIFICATION CHECKLIST

By Authority of Parts 19, 703 and 716 of Act 451, P.A. 1994, as amended, submission of this information is required for eligibility to apply for grants

INSTRUCTIONS: Complete, obtain certification signatures and submit this checklist with a locally adopted recreation plan.

All recreation plans are required to meet the content and local approval standards listed in this checklist and as outlined in the Guidelines for the Development of Community Park and Recreation Plans provided by the Michigan Department of Natural Resources (DNR). Plans must be submitted to the DNR through MiRecGrants with a completed checklist that has been signed by an authorized official(s) of the local unit of government(s) submitting the plan. Plans may be submitted at any time of the year, but no later than February 1 of the year the local unit of government is applying for grants.

Table with 3 columns: Name of Plan, List the community names (including school districts) that are covered under the plan and have passed a resolution adopting the plan, County, Month and year plan adopted by the community's governing body. Includes entries for City of Charlotte, Eaton Township, and Carmel Township, all in Eaton County, adopted in January 2020.

INSTRUCTIONS: Please check each box to certify that the listed information is included in the final plan.

[X] 1. COMMUNITY DESCRIPTION

[X] 2. ADMINISTRATIVE STRUCTURE

- [X] Roles of Commission(s) or Advisory Board(s)
[X] Department, Authority and/or Staff Description and Organizational Chart
[X] Annual and Projected Budgets for Operations, Maintenance, Capital Improvements and Recreation Programming
[X] Current Funding Sources
[X] Role of Volunteers
[X] Relationship(s) with School Districts, Other Public Agencies or Private Organizations

Recreation Authorities or Trailway Commissions Only:

- [ ] Description of the Relationship between the Authority or Commission and the Recreation Departments of Participating Communities
[ ] Articles of Incorporation

[X] 3. RECREATION INVENTORY

- [X] Description of Methods Used to Conduct the Inventory
[X] Inventory of all Community Owned Parks and Recreation Facilities
[X] Location Maps (site development plans recommended but not required)
[X] Accessibility Assessment
[X] Status Report for all Grant-Assisted Parks and Recreation Facilities
[ ] Waterways Inventory (if applicable)

[X] 4. RESOURCE INVENTORY (OPTIONAL)

[X] 5. DESCRIPTION OF THE PLANNING PROCESS

[X] 6. DESCRIPTION OF THE PUBLIC INPUT PROCESS

- [X] Description of the Method(s) Used to Solicit Public Input Before or During Preparation of the Plan, including a

Copy of the Survey or Meeting Agenda and a Summary of the Responses Received

Copy of the Notice of the Availability of the Draft Plan for Public Review and Comment

Date of the Notice October 5, 2019

Type of Notice Newspaper

Plan Location Eaton Township Hall

Duration of Draft Plan Public Review Period (Must be at Least 30 Days) October 7, 2019 - November 8, 2019

Copy of the Notice for the Public Meeting Held after the One Month Public Review Period and Before the Plan's Adoption by the Governing Body(ies)

Date of Notice October 5, 2019

Name of Newspaper The County Journal

Date of Meeting January 2, 2020

Copy of the Minutes from the Public Meeting

7. GOALS AND OBJECTIVES

8. ACTION PROGRAM

9. POST-COMPLETION SELF-CERTIFICATION REPORT(S)

**APPROVAL DOCUMENTATION:** For multi-jurisdictional plans, **each** local unit of government must pass a resolution adopting the plan. Prepare and attach a separate page for each unit of government included in the plan.

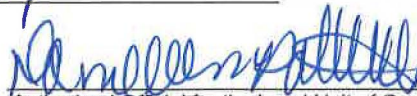
- 1. Official resolution of adoption by the governing body dated: January 2, 2020
- 2. Official resolution of the \_\_\_\_\_ Commission or Board, recommending adoption of the plan by the governing body, dated: \_\_\_\_\_
- 3. Copy of letter transmitting adopted plan to County Planning Agency dated: January 28, 2020
- 4. Copy of letter transmitting adopted plan to Regional Planning Agency dated: January 28, 2020

**NOTE:** For multi-jurisdictional plans, Overall Certification must include the signature of each local unit of government. Prepare and attach a separate signature page for each unit of government included in the plan.

*I hereby certify that the recreation plan for*

EATON TOWNSHIP, EATON COUNTY includes the required content, as indicated  
(Local Unit of Government)

above and as set forth by the DNR.



Authorized Official for the Local Unit of Government

1-27-2020

Date

**This completed checklist must be uploaded in MiRecGrants.**



COMMUNITY PARK AND RECREATION PLAN

CERTIFICATION CHECKLIST

By Authority of Parts 19, 703 and 716 of Act 451, P.A. 1994, as amended, submission of this information is required for eligibility to apply for grants

INSTRUCTIONS: Complete, obtain certification signatures and submit this checklist with a locally adopted recreation plan.

All recreation plans are required to meet the content and local approval standards listed in this checklist and as outlined in the Guidelines for the Development of Community Park and Recreation Plans provided by the Michigan Department of Natural Resources (DNR). Plans must be submitted to the DNR through MiRecGrants with a completed checklist that has been signed by an authorized official(s) of the local unit of government(s) submitting the plan. Plans may be submitted at any time of the year, but no later than February 1 of the year the local unit of government is applying for grants.

Table with 3 columns: Name of Plan, County, Month and year plan adopted by the community's governing body. Row 1: Charlotte Area Five Years Parks and Recreation Plan (2019-2023), Eaton County, January 2020. Row 2: City of Charlotte, Eaton County, January 2020. Row 3: Eaton Township, Eaton County, January 2020. Row 4: Carmel Township, Eaton County, January 2020.

INSTRUCTIONS: Please check each box to certify that the listed information is included in the final plan.

- 1. COMMUNITY DESCRIPTION
2. ADMINISTRATIVE STRUCTURE
3. RECREATION INVENTORY
4. RESOURCE INVENTORY (OPTIONAL)
5. DESCRIPTION OF THE PLANNING PROCESS
6. DESCRIPTION OF THE PUBLIC INPUT PROCESS

- Copy of the Survey or Meeting Agenda and a Summary of the Responses Received
- Copy of the Notice of the Availability of the Draft Plan for Public Review and Comment
  - Date of the Notice October 5, 2019
  - Type of Notice Newspaper
  - Plan Location Carmel Township Hall
  - Duration of Draft Plan Public Review Period (Must be at Least 30 Days) October 7 - November 8, 2019
- Copy of the Notice for the Public Meeting Held after the One Month Public Review Period and Before the Plan's Adoption by the Governing Body(ies)
  - Date of Notice October 5, 2019
  - Name of Newspaper The County Journal
  - Date of Meeting November 12, 2019
- Copy of the Minutes from the Public Meeting

- 7. GOALS AND OBJECTIVES
- 8. ACTION PROGRAM
- 9. POST-COMPLETION SELF-CERTIFICATION REPORT(S)

**APPROVAL DOCUMENTATION:** For multi-jurisdictional plans, **each** local unit of government must pass a resolution adopting the plan. Prepare and attach a separate page for each unit of government included in the plan.

- 1. Official resolution of adoption by the governing body dated: January 16, 2020
- 2. Official resolution of the \_\_\_\_\_ Commission or Board, recommending adoption of the plan by the governing body, dated: \_\_\_\_\_
- 3. Copy of letter transmitting adopted plan to County Planning Agency dated: January 28, 2020
- 4. Copy of letter transmitting adopted plan to Regional Planning Agency dated: January 28, 2020

**NOTE:** For multi-jurisdictional plans, Overall Certification must include the signature of each local unit of government. Prepare and attach a separate signature page for each unit of government included in the plan.

I hereby certify that the recreation plan for

Carmel Township, Eaton County includes the required content, as indicated  
 (Local Unit of Government)  
 above and as set forth by the DNR.

Laura Haastrey 1/27/20  
 Authorized Official for the Local Unit of Government Date

**This completed checklist must be uploaded in MiRecGrants.**