



**THE DOWNTOWN DEVELOPMENT AUTHORITY
MEETING AGENDA**

111 E. Lawrence Ave, Charlotte, MI 48813 (517) 543-2750
6:30 P.M. Tuesday, March 17, 2026

1. Call to Order
2. Roll Call
3. Approval of the Previous Meeting Minutes
4. Public Comments
5. Agenda Items
 - a. Veteran banners
 - b. Flowers and watering downtown planters
 - c. Chamber Summer Concert Series sponsor
 - d. 2026/27 Budget discussion
 - e. Finance report
6. Board Member Comment
7. Next Meeting Agenda Discussion
8. Adjournment



**THE DOWNTOWN DEVELOPMENT AUTHORITY
MEETING AGENDA**

111 E. Lawrence Ave, Charlotte, MI 48813 (517) 543-2750
6:30 P.M. Tuesday, February 17, 2026

1. **Call to Order** - 6:34 pm
2. **Roll Call** - Amy Ramos, Anthony Caporali, Anthony Rodriguez, Nicole Christensen, John Laup, Salena Benavidez, William SaintAmour, Jeff Christensen, Interim City Manager Vince Pastue
3. **Approval of the Previous Meeting Minutes** - Christensen motion, Ramos seconded - All in favor
4. **Public Comments** - William SaintAmour is very excited about the axe throwing establishment opening in our downtown
5. **Agenda Items**
 - a. **Charlotte Regional Outreach Alliance - Marketing Plan through CharlotteRising discussion**

SaintAmour gave the background on how the marketing plan came to. He acknowledged that the city has great events, but marketing falls short. A steering committee is being put together of local community group members to help guide this initiative. Other groups interested are the chamber, festival alliance, lions club, cpac/schools, nordic fire fest. Speaking to rotary/evening rotary, love for , womens group

- i. Christensen asked if there would be community calendar - SaintAmour noted a community calendar is being built, but Locable has this option as well.
- ii. Laupp noted that if the DDA decided not to fund this, the businesses in our district would still be able to be represented, but the DDA would not have an input.
- iii. Motion - Rodriguez moved DDA be on the steering committee and approve a member to represent the DDA, seconded by Christensen. All in favor.

- iv. Motion - Rodriquez moved to nominate Laupp, seconded by Caporali. All in favor. Laupp accepts the nomination.
- v. SaintAmour suggested a dollar for dollar match to help encourage other entities involvement.

Quorum lost due to Caporali leaving the meeting at 7:15 PM. Official meeting ended due to lack of quorum.

Budget Code	Budget Description	26/27 Proposed Budget	% Used	Notes
248-728.000-731.000	MATERIALS & SUPPLIES	\$10,000	17%	Veteran Banners Halloween/Shadow Season decorations Christmas decorations Rose Acres Marketing
248-728.000-810.000	CONTRACTUAL SERVICES	\$47,000	80%	Summer Concert Series Sponsor
248-728.000-900.000	PRINTING & PUBLISHING	\$500	1%	Informational meeting notices
248-728.000-960.000	DUES & SUBSCRIPTIONS	\$500	1%	Michigan Downtown Association membership Michigan Downtown Association conference
248-728.000-965.000	CONFERENCES & TRAINING	\$1,000	2%	and events
		\$59,000	100%	

REVENUE AND EXPENDITURE REPORT FOR CHARLOTTE CITY

Balance As of 03/31/2026

*NOTE: Available Balance / Pct Budget does not reflect amounts encumbered.

GL Number	Description	25-26 Amended Budget	YTD Balance 03/31/2026 Normal (Abnormal)	Activity For 03/31/2026 Increase (Decrease)	Available Balance 03/31/2026 Normal (Abnormal)	% Bdgt Used
Fund: 248 DOWNTOWN DEVELOPMENT AUTHORITY						
Account Category: Revenues						
Department: 000.000						
248-000.000-402.000	CURRENT PROPERTY TAXES	13,000.00	11,539.35	0.00	1,460.65	88.76
248-000.000-569.003	STATE GRANT - OTHER	0.00	235.70	0.00	(235.70)	100.00
248-000.000-665.000	INTEREST INCOME	2,000.00	353.36	0.00	1,646.64	17.67
248-000.000-692.002	CONTRIBUTIONS FROM OTHERS	0.00	200.00	0.00	(200.00)	100.00
Total Dept 000.000		15,000.00	12,328.41	0.00	2,671.59	82.19
Revenues		15,000.00	12,328.41	0.00	2,671.59	82.19
Account Category: Expenditures						
Department: 728.000 ECONOMIC DEVELOPMENT						
248-728.000-731.000	MATERIALS & SUPPLIES	22,000.00	14,240.80	0.00	7,759.20	64.73
248-728.000-810.000	CONTRACTUAL SERVICES	20,000.00	8,304.38	0.00	11,695.62	41.52
248-728.000-900.000	PRINTING & PUBLISHING	350.00	294.62	0.00	55.38	84.18
248-728.000-941.000	MVP EQUIPMENT RENTAL	701.00	0.00	0.00	701.00	0.00
248-728.000-960.000	DUES & SUBSCRIPTIONS	500.00	0.00	0.00	500.00	0.00
248-728.000-965.000	CONFERENCES & TRAINING	4,299.00	593.48	0.00	3,705.52	13.81
Total Dept 728.000 - ECONOMIC DEVELOPMENT		47,850.00	23,433.28	0.00	24,416.72	48.97
Expenditures		47,850.00	23,433.28	0.00	24,416.72	48.97
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:						
TOTAL REVENUES		15,000.00	12,328.41	0.00	2,671.59	82.19
TOTAL EXPENDITURES		47,850.00	23,433.28	0.00	24,416.72	48.97
NET OF REVENUES & EXPENDITURES:		(32,850.00)	(11,104.87)	0.00	(21,745.13)	