



AGENDA
CITY OF CHARLEVOIX CITY COUNCIL REGULAR MEETING
Monday, February 1, 2021- 6:00 PM
Virtually via Zoom (instructions included)

1. Pledge of Allegiance

- A. Zoom Log-In Instructions

2. Roll Call

3. Presentations

4. Inquiry Regarding Conflicts of Interest

5. Consent Agenda

- A. City Council Meeting Minutes - January 18, 2021
- B. Accounts Payable and Payroll Check Registers
- C. Right-of-Way Usage Permit Fees

6. Public Hearings and Actions Requiring Public Hearings

- A. Set Budget Public Hearing for FY 2022 and FY 2021 Amendment
Mark L. Heydlauff, City Manager

7. All Other Actions and Requests

- A. Historic District Commission Appointment
Janet Kalbfell, Council Member
- B. City Charter Review
Mark L. Heydlauff, City Manager

8. Reports and Communications

- A. Public Comment
- B. City Manager's Comments
- C. Mayor and Council Comments

9. Other Council Business

- A. Closed Session: Consider the Purchase of Real Property MCL 15.268(d)

10. Adjourn

The City of Charlevoix will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting upon one weeks' notice to the City of Charlevoix. Individuals with disabilities requiring auxiliary aids or services should contact the City of Charlevoix Clerk's Office in writing or calling the following: City Clerk, 210 State Street, Charlevoix, MI 49720 (231) 547-3250.

CHARLEVOIX CITY COUNCIL

Pledge of Allegiance

TITLE: Zoom Log-In Instructions

DATE: February 1, 2021

BACKGROUND:

Due to the pandemic restrictions imposed by the Michigan Department of Health and Human Services, the City Council Meeting will be held via Zoom in compliance with the Open Meetings Act.

Topic: Charlevoix City Council Meeting

Time: Feb 2, 2021 06:00 PM America/Detroit

Join Zoom Meeting

Meeting ID: 918 7031 3014

Passcode: 431290

Dial by your location

+1 312 626 6799 US (Chicago)

Meeting ID: 918 7031 3014

Passcode: 431290

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: City Council Meeting Minutes - January 18, 2021

DATE: February 1, 2021

RECOMMENDATION:

Motion to approve City Council minutes.

ATTACHMENTS:

- ▣ Draft Council Minutes

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, January 18, 2021 – 6:00 p.m.
210 State Street, Charlevoix, MI

The virtual meeting was called to order at 6:00 p.m. by Mayor Kurtz.

1. Pledge of Allegiance

2. Roll Call

Mayor: Luther Kurtz (from Charlevoix)
Members Present: Greg Bryan, Aaron Hagen, Janet Kalbfell, Mark Knapp, Phil Parr, Brian Slater (all members participating from Charlevoix)
Members Absent: None
City Manager: Mark L. Heydlauff
City Clerk: Joyce Golding

3. Presentations

A. Staff Introductions

City Manager Heydlauff and Chief Doan introduced recently hired staff to Council: Electric Department Director John Griffith, Deputy Police Chief Rob Scholey, Patrol Officer Morgan Stewart and Patrol Officer Tieler Schick.

4. Inquiry Regarding Conflicts of Interest

Kalbfell stated she would recuse herself from Item 7.A. Knapp disclosed that he wrote a letter of recommendation for Walstrom Marine but did not feel that he had a conflict; Council concurred.

5. Consent Agenda

All items listed under Consent Agenda are considered routine and will be enacted by one motion. There will be no separate discussion of these items. If discussion of an item is required, it will be removed from the Consent Agenda and considered separately.

- A. City Council Meeting Minutes – January 4, 2021
- B. Accounts Payable and Payroll Check Registers
 - a. Regular Accounts Payable Check Register – January 19, 2021
 - b. ACH Payments – January 4, 2021 to January 11, 2021
 - c. Payroll Check Register – January 8, 2021
 - d. Payroll Transmittal – January 8, 2021
 - e. Tax Disbursement – January 19, 2021
- C. Electric Department Trailer: Ditch Witch for \$19,889.98
- D. Appointment of Michigan Public Power Agency Commissioners

CITY OF CHARLEVOIX
RESOLUTION NO. 2021-01-01
APPOINTMENT OF MICHIGAN PUBLIC POWER AGENCY COMMISSIONERS

WHEREAS, the City of Charlevoix is a member of the Board of Commissioners for the Michigan Public Power Agency; and

WHEREAS, the City of Charlevoix needs to be represented by an authorized voting delegate at MPPA meetings.

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix City Council hereby appoints Electric Department Director John Griffith as its Commissioner and City Manager Mark Heydlauff as its Alternate Commissioner.

RESOLVED this 18th day of January, 2021 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas: Hagen, Bryan, Kalbfell, Parr, Slater, Knapp
Nays: None

E. Assignment of MPPA Authorized Representative

CITY OF CHARLEVOIX
RESOLUTION NO. 2021-01-02
RESOLUTION APPROVING THE APPOINTMENT OF AUTHORIZED REPRESENTATIVE

WHEREAS, the City of Charlevoix is a member municipality of the Michigan Public Power Agency ("MPPA"), a joint action agency organized and existent pursuant to Act 448 of the Michigan Public Acts of 1976, as amended; and

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WHEREAS, *MPPA has created the Energy Services Project and Project Committee pursuant to its Bylaws to allow participating MPPA members to obtain energy services to meet their customers' needs; and*

WHEREAS, *the City of Charlevoix believes it is in the best interest of the City and its customers for the City to control the risks associated with the transactions conducted through the MPPA's Energy Services Project; and*

WHEREAS, *the City of Charlevoix must appoint an Authorized Representative to follow the rules of the City of Charlevoix Power Supply Risk Management Policy when approving authorized transactions through the MPPA Energy Services Project.*

NOW THEREFORE BE IT RESOLVED, *by the City Council of the City of Charlevoix appoints the Charlevoix Electric Department Director as the Authorized Representative under the MPPA Power Supply Risk Management Policy and authorizes this individual to approve energy, capacity, transmission and related transactions that have a length of up to one year.*

RESOLVED this 18th day of January, 2021 A.D.

Resolution was adopted by the following yeas and nays vote:

Yeas: Hagen, Bryan, Kalbfell, Parr, Slater, Knapp

Nays: None

Motion by Kalbfell, second by Parr to approve the Consent Agenda.

Yeas: Hagen, Bryan, Kalbfell, Parr, Slater, Knapp

Nays: None

6. Public Hearings & Actions Requiring Public Hearings

A. Charlevoix Tomorrow 2021

City Manager Heydlauff stated that the City Charter and state law require an updated capital improvements plan or capital budget. The Charter requires that this plan be submitted to Council by February 15 of the given year and that Council adopt it no later than October 15 with or without amendment.

Mayor Kurtz opened the item to public comment and none was heard.

Motion by Parr, second by Hagen to set a public hearing on the proposed capital budget for February 15, 2021 at 6pm in the manner the Council may then be meeting.

7. All Other Actions & Requests

A. City Marina Commercial RFP

Kalbfell recused herself. Recreation Director Knorr stated that the City has the opportunity to fill the third of three commercial slips. He recalled that the Commercial Dockage RFP was reissued, and we received two responses. Walstrom Marine proposed use of the space to show various vessels that would be available for sale to clients as well as partnering with local realtors to show properties by water, but this proposal did not include a bid amount. Boyne Watersports proposed rental of 8 jet skis at the Marina using a floating dock system in a 65-foot slip for \$6,420.

Harbormaster Klooster expressed concern on the size of the slip requested by Boyne Watersports which is at a premium and answered questions from Council. Both bidders explained their proposals and answered questions from Council.

Mayor Kurtz opened the item to public comment and two were heard who were not in favor of a third commercial slip.

Council generally agreed to continue this discussion in a month after the Harbormaster and Recreation Director work with the bidders to determine more specific details.

B. City Charter Review

Kalbfell returned to the meeting. City Manager Heydlauff stated that potential changes to the City Charter was included for January in the recently adopted City Council Annual Calendar. Council agreed to discuss the substantive changes to the Charter that were determined back in 2019 but not put on the ballot. Council consented to further discussion.

Mayor Kurtz opened the item to public comment and one was heard.

C. Mayoral Appointment

Motion by Hagen, second by Parr to appoint Cole Oosthuizen to the Recreation Advisory Committee, term expiring December 2023.

Yeas: Hagen, Bryan, Kalbfell, Parr, Slater, Knapp

Nays: None

8. Reports & Communications

A. Public Comments

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- Shirley Gibson shared history regarding the Waterways Commission and the marina

B. City Manager Comments

- Toured the Public Services Facility last week and noted that local contractors are working on the project

C. Mayor & Council Comments

- Kalbfell welcomed the new City employees
- Parr supported the appointment of Mr. Oosthuizen to the Recreation Advisory Committee

9. **Other Council Business**

10. **Adjourn**

The Mayor adjourned the meeting at 7:28 p.m.

Joyce M. Golding	City Clerk	Luther Kurtz	Mayor
Regular Accounts Payable – 01/19/2021			
ACCUMED GROUP, THE	3,243.68	LEELANAU COFFEE ROASTING CO INC	116.95
ACE HARDWARE	2,872.69	MASIMO AMERICAS INC	9.00
ALL-PHASE ELECTRIC	184.59	MATT LAFONTAINE FORD	1,007.22
AMERICAN LEGAL PUBLISHING CORP	1,030.00	MEDLINE INDUSTRIES INC	333.00
AMERICAN WASTE INC.	1,090.00	METAL HEAD WELDING LLC	1,101.37
APX INC.	32.58	MICHIGAN FARMERS MARKET ASSOC	250.00
AT YOUR SERVICE PLUS INC	250.00	MICHIGAN MUNICIPAL LEAGUE	1,256.57
AUTO VALUE	545.92	MOSES, ERICA	129.87
AVFUEL CORPORATION	26,743.32	MUNSON HEALTHCARE CHX HOSPITAL	509.95
AZZOPARDI, ANTHONY J.	50.00	NAVIA BENEFIT SOLUTIONS	50.00
BARNES, LINDA	75.00	NEXVORTEX INC	99.45
BEHAN WINDOW CLEANING	170.00	NORTHERN MICHIGAN REVIEW INC.	56.25
CHARLEVOIX COUNTY TREASURER	318.84	NORTHERN SAFETY CO INC	743.33
CHARLEVOIX ROD & GUN CLUB	195.00	NW MI COG	24,345.00
CHARLEVOIX SCREEN MASTERS INC	1,414.00	OLESON'S FOOD STORES	8.89
CHARLEVOIX SEWER & DRAIN	185.00	OLSON BZDOK & HOWARD	1,488.00
CHARLEVOIX TOWNSHIP	29.31	O'REILLY AUTOMOTIVE INC	269.87
CINTAS CORPORATION	64.18	OTEC	300.00
CITY OF CHARLEVOIX - UTILITIES	31,407.25	PHYSICIAN'S CLINIC OF CHARLEVOIX	150.00
CONWAY PROFESSIONAL SERVICES	355.00	PLUNKETT & COONEY	160.00
CRYSTAL FLASH ENERGY	562.55	POWER LINE SUPPLY	4,359.22
DIGITAL DOLPHIN	259.90	PREIN & NEWHOF	1,005.00
DROST LANDSCAPE INC.	3,960.00	PURITY CYLINDER GASES INC	297.01
ELLSWORTH FARMER'S EXCHANGE	1,049.12	QUILL CORP	344.88
FAMILY FARM & HOME	547.57	R & R PRODUCTS INC	822.50
FASTENAL COMPANY	97.52	R L DEPPMANN CO	7,179.20
FREEDOM MAILING SERVICES INC.	2,248.61	RADAR ENGINEERS	354.07
GALLS AN ARAMARK COMPANY	669.79	RCL CONSTRUCTION CO INC	313,090.74
GREAT LAKES ELEVATOR LLC	429.38	STATE OF MICHIGAN	250.00
GRIFFITH, JOHN J	50.00	SYSTEMS SPECIALISTS INC	1,870.00
GROSS, JOHN	51.21	TAYLOR 12501 LLC	4,417.50
HACH COMPANY	2,054.44	TELNET WORLDWIDE	228.01
HARRELL'S	496.02	TRUCK & TRAILER SPECIALTIES	1,656.42
HYDRO CORP	539.50	UNIFIRST CORPORATION	841.58
JOHN E. GREEN COMPANY	1,707.75	USA BLUE BOOK	1,050.72
JONES & JONES GARAGE DOOR SVCS	130.00	ZIXCORP	112.50
KSS ENTERPRISES	367.34	TOTAL	456,511.13
LAMAR COMPANIES	770.00		
ACH Payments – 01/04/2021 to 01/11/2021			
AMG PAYMENT SOLUTIONS	26.25	VANTAGEPOINT (457 ICMA PLAN)	21,803.76
MI PUBLIC POWER AGENCY	18,658.03	VANTAGEPOINT (ROTH IRA)	1,280.76
PAYMENT SERVICES NETWORK	267.90	MI PUBLIC POWER AGENCY	15,017.65
DTE ENERGY	6,790.24	STATE OF MI (SALES TAX)	17,295.51
IRS (PAYROLL TAX DEPOSIT)	47,199.81	TOTAL	136,421.47
ALERUS FINANCIAL (HCSP)	350.00		
STATE OF MI (WITHHOLDING TAX)	6,819.48		
VANTAGEPOINT (401 ICMA PLAN)	912.08		
Payroll Net Pay – Check Date 01/08/2021			
KURTZ, LUTHER J.	851.92	HAGEN, AARON W.	489.45

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KALBFELL, JANET P.	454.82	LEITNER, RYAN S.	1,821.97
BRYAN JR, GREGORY T.	356.81	FERGUSON, ROYCE L.	2,066.06
SLATER, JOHN B.	290.72	KNORR, KENT J.	1,965.65
PARR, PHILIP M.	146.57	ANZELL, BETH A.	1,320.37
KNAPP, MARK D.	146.57	BOSS, SHERRY M.	461.94
FLANDERS, FRANCIS B.	44.04	PORATH, JACOB P.	196.72
BRYAN, BRENDA L.	46.17	HAGEN, MADISON L.	82.89
HEYDLAUFF, MARK L.	3,175.97	WHITE III, MARCUS W.	206.54
GOLDING, JOYCE M.	2,101.82	FOSTER, WILLIAM P.	303.98
DEROSIA, PATRICIA E.	1,029.58	MATTACK, JEFFREY C.	1,002.86
DOTSON, LINDSEY J.	1,423.59	MATTACK, ANNE E.	413.37
KLOOSTER, ALIDA K.	2,748.44	MAY, MEREDITH A.	51.53
GOLOVICH, KAREN J.	982.15	BOSS, BEAU J.	1,162.05
BARNEVELD, RICHELLE L.	1,175.21	CULBERTSON, CRISTIN E.	355.39
EDWARDS, MACKENZIE R.	1,711.59	WYMAN, MATTHEW A.	2,769.14
MILLER, FAITH G.	19.97	MILLER, WILLIAM S.	1,362.82
MCGINN, KELLY A.	2,074.77	DOUGLAS, MARK	1,020.09
DOAN, GERARD P.	2,416.02	FRATRICK, JOSEPH W.	785.03
SCHOLEY, ROBERT W.	1,617.61	CARSON, SAWYER J.	854.99
UMULIS, MATTHEW T.	1,034.22	MCMULLEN, DONALD R.	3,040.89
HANKINS, SCOTT A.	1,693.77	SILVA, JESSE L.A.	2,038.93
ORBAN, BARBARA K.	1,787.89	JOHNSON, MELISSA A.	1,660.30
RILEY, DENISE M.	460.03	STEPHENS, LYON G.	1,643.96
MUNK, CHRISTOPHER J.	1,917.99	TRAVERS, MANUEL J.	3,555.36
SCHICK, TIELER R.	1,764.59	FAULKNER, CHRISTOPHER J.	3,443.09
STEWART, MORGAN J.	1,893.89	STEVENS, JEFFREY W.	232.51
MATELSKI, KRISTEN L.	1,358.74	RILEY, CASEY W.	369.91
WURST, RANDALL W.	1,990.42	JONES, LARRY M.	190.96
MAYER, SHELLEY L.	1,500.37	MATZ, EMILY S.	117.17
HILLING, NICHOLAS A.	1,765.05	LEPIRD, KATIE A.	1,475.37
MEIER III, CHARLES A.	1,412.15	WHEELER, MICHAEL W.	1,585.04
ZACHARIAS, STEVEN B.	1,430.16	MISHLER, MICHAEL. J.	868.68
NEWMAN, MARK J.	1,306.34	AZZOPARDI, ANTHONY J.	1,592.76
SWEM, DONALD L.	3,092.04	PECK, JARICA L.	642.54
EATON, BRAD A.	2,557.71	DIETZ, AMANDA M.	1,298.89
WILSON, TIMOTHY J.	3,220.34	WELLS, JANINNA J.	43.13
LAVOIE, RICHARD L.	2,334.14	MOYER, NATHAN I.	1,494.33
STEVENS, BRANDON C.	2,747.19	TIMMS, ROBERT N.	46.17
DRAVES, MARTIN J.	2,238.73	WHITLEY, ANDREW T.	2,761.73
ANDERSON, ELIZABETH A.	1,234.96	MORRISON, KEVIN P.	1,772.81
KENWABIKISE, DAVID L.	1,106.38	BOSS JR, DALE E.	1,560.25
ELLIOTT, PATRICK M.	2,741.55	HILLIGAN, ABIGAIL B.	335.25
SCHWARTZFISHER, JOSEPH	1,320.99	MATTER, DAWSON K.	161.76
BRADLEY, KELLY R.	1,268.63	HOLM, ARTHUR R.	1,202.78
HART II, DELBERT W.	2,101.36	WILLSON, BRENDA R.	107.84
JONES, ROBERT F.	1,571.08	TOTAL	126,541.35
FARRELL, MITCHELL L.	1,325.41		
THORP JR, WILLIAM D.	1,615.64		

Payroll Transmittal – 01/08/2021

4FRONT CREDIT UNION	1,018.00	DISCOVER BANK	312.08
AMERICAN FAMILY LIFE	540.72	MI STATE DISBURSEMENT UNIT	209.65
CHAR EM UNITED WAY	90.00	MONEY LIFE INSURANCE	393.87
CHARLEVOIX STATE BANK	1,992.00	POLICE OFFICERS LABOR COUNCIL	201.00
CHARLEVOIX STATE BANK	992.00	PRIORITY HEALTH	1,513.63
COMMUNICATION WORKERS OF AMER	675.02	TOTAL	7,937.97

Tax Disbursement – 01/19/2021

CHARLEVOIX COUNTY TREASURER	402.48	CHARLEVOIX-EMMET ISD	215,231.39
CHARLEVOIX COUNTY TREASURER	143,983.84	CITY OF CHARLEVOIX - TAXES DUE	69,349.31
CHARLEVOIX DISTRICT LIBRARY	90,191.49	CORELOGIC	2,997.66
CHARLEVOIX PUBLIC SCHOOLS	13,764.82	D'ANNA, ANTHONY	300.00
CHARLEVOIX PUBLIC SCHOOLS	488.27	RECREATIONAL AUTHORITY	17,475.71
CHARLEVOIX PUBLIC SCHOOLS	341.75	TOTAL	555,151.66
CHARLEVOIX PUBLIC SCHOOLS	146.44		
CHARLEVOIX PUBLIC SCHOOLS	478.50		

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Accounts Payable and Payroll Check Registers

DATE: February 1, 2021

ATTACHMENTS:

- ▣ Accounts Payable and Payroll Check Registers

Check Number	Payee	Amount
01/21/2021		
132548	AT&T	2,318.32
132549	CHARLEVOIX STATE BANK	6,186.06
132550	CHARTER COMMUNICATIONS	1,905.32
132551	DELTA DENTAL	3,551.36
132552	GREAT LAKES ENERGY	224.19
132553	HOLIDAY COMPANIES	6,531.98
132554	MONY LIFE INSURANCE	445.34
132555	NEXVORTEX INC	214.45
132556	PRIORITY HEALTH	43,067.26
132557	RANGE TELECOMMUNICATIONS	238.95
132558	STANDARD INSURANCE CO	2,757.06
132559	VERIZON WIRELESS	88.27
132560	VSP INSURANCE CO. (CT)	574.16
132561	WEX BANK	1,156.62
Total 01/21/2021:		69,259.34
Grand Totals:		69,259.34

Summary of Check Registers & ACH Payments**HUNTINGTON NATIONAL BANK - CHECKS ISSUED**

01/21/21	Special Accounts Payable Run	\$ 69,259.34
01/22/21	Payroll (net pay)	\$ 148,405.79
01/22/21	Payroll Transmittal Checks	\$ 5,983.05
02/02/21	Regular Accounts Payable	\$ 118,267.39

Checks Sub-Total: \$ 341,915.57

HUNTINGTON NATIONAL BANK - ACH/WIRE PAYMENTS

01/14/21	Proximity Space Inc	\$ 99.00
01/19/21	MI Public Power Agency	\$ 22,060.11
01/22/21	IRS (Payroll Tax Deposit)	\$ 54,522.53
01/22/21	Alerus Financial (HCSP)	\$ 350.00
01/22/21	State of MI (Withholding Tax)	\$ 7,948.37
01/22/21	Vantagepoint (401 ICMA Plan)	\$ 912.08
01/22/21	Vantagepoint (457 ICMA Plan)	\$ 21,275.04
01/22/21	Vantagepoint (Roth IRA)	\$ 1,280.76
01/22/21	MERS (Defined Benefit Plan)	\$ 51,984.33
01/25/21	MI Public Power Agency	\$ 244,396.58
01/25/21	MI Public Power Agency	\$ 10,445.62

ACH Sub-Total: \$ 415,274.42

Huntington National Bank Total: \$ 757,189.99

CHARLEVOIX STATE BANK - CHECKS ISSUED

(PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES)

02/02/21	Tax Disbursement	\$ 241,251.12
Charlevoix State Bank Total:		\$ 241,251.12

Grand Total: \$ 998,441.11

APPROVED:


CITY MANAGER

CITY TREASURER


CITY CLERK

M = Manual Check, V = Void Check

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
01/16/2021	PC	01/22/2021	32401	HEYDLAUFF, MARK L.	102		2,887.53
01/16/2021	PC	01/22/2021	32402	GOLDING, JOYCE M.	106		1,714.63
01/16/2021	PC	01/22/2021	32403	DEROSIA, PATRICIA E.	107		1,094.85
01/16/2021	PC	01/22/2021	32404	DOTSON, LINDSEY J.	109		1,423.60
01/16/2021	PC	01/22/2021	32405	KLOOSTER, ALIDA K.	121		1,756.59
01/16/2021	PC	01/22/2021	32406	GOLOVICH, KAREN J.	122		982.16
01/16/2021	PC	01/22/2021	32407	BARNEVELD, RICHELLE	123		1,163.84
01/16/2021	PC	01/22/2021	32408	EDWARDS, MACKENZIE	124		1,438.80
01/16/2021	PC	01/22/2021	32409	MILLER, FAITH G.	142		47.41
01/16/2021	PC	01/22/2021	32410	MCGINN, KELLY A.	146		1,628.06
01/16/2021	PC	01/22/2021	32411	DOAN, GERARD P.	201		2,416.02
01/16/2021	PC	01/22/2021	32412	SCHOLEY, ROBERT W.	204		1,870.34
01/16/2021	PC	01/22/2021	32413	UMULIS, MATTHEW T.	205		790.87
01/16/2021	PC	01/22/2021	32414	HANKINS, SCOTT A.	208		5,381.62
01/16/2021	PC	01/22/2021	32415	ORBAN, BARBARA K.	209		1,181.01
01/16/2021	PC	01/22/2021	32416	RILEY, DENISE M.	213		460.04
01/16/2021	PC	01/22/2021	32417	MUNK, CHRISTOPHER J.	215		1,270.06
01/16/2021	PC	01/22/2021	32418	SCHICK, TIELER R.	216		1,381.89
01/16/2021	PC	01/22/2021	32419	STEWART, MORGAN J.	217		1,354.22
01/16/2021	PC	01/22/2021	32420	MATELSKI, KRISTEN L.	230		1,358.73
01/16/2021	PC	01/22/2021	32421	WURST, RANDALL W.	411		1,163.87
01/16/2021	PC	01/22/2021	32422	MAYER, SHELLEY L.	412		1,507.42
01/16/2021	PC	01/22/2021	32423	HILLING, NICHOLAS A.	413		1,901.64
01/16/2021	PC	01/22/2021	32424	MEIER III, CHARLES A.	421		1,462.27
01/16/2021	PC	01/22/2021	32425	ZACHARIAS, STEVEN B.	422		1,308.70
01/16/2021	PC	01/22/2021	32426	NEWMAN, MARK J.	424		911.99
01/16/2021	PC	01/22/2021	32427	GRIFFITH, JOHN J.	500		11,186.48
01/16/2021	PC	01/22/2021	32428	SWEM, DONALD L.	512		3,201.20
01/16/2021	PC	01/22/2021	32429	EATON, BRAD A.	515		2,503.85
01/16/2021	PC	01/22/2021	32430	WILSON, TIMOTHY J.	516		2,674.86
01/16/2021	PC	01/22/2021	32431	LAVOIE, RICHARD L.	519		2,274.39
01/16/2021	PC	01/22/2021	32432	STEVENS, BRANDON C.	521		2,969.07
01/16/2021	PC	01/22/2021	32433	DRAVES, MARTIN J.	523		2,302.36
01/16/2021	PC	01/22/2021	32434	ANDERSON, ELIZABETH	526		1,234.96
01/16/2021	PC	01/22/2021	32435	KENWABIKISE, DAVID L.	528		1,106.38
01/16/2021	PC	01/22/2021	32436	ELLIOTT, PATRICK M.	600		2,741.55
01/16/2021	PC	01/22/2021	32437	SCHWARTZFISHER, JOS	603		1,218.56
01/16/2021	PC	01/22/2021	32438	BRADLEY, KELLY R.	614		1,320.97
01/16/2021	PC	01/22/2021	32439	HART II, DELBERT W.	616		1,798.52
01/16/2021	PC	01/22/2021	32440	JONES, ROBERT F.	618		1,377.53
01/16/2021	PC	01/22/2021	32441	FARRELL, MITCHELL L.	622		1,360.98
01/16/2021	PC	01/22/2021	32442	THORP JR, WILLIAM D.	623		1,294.41
01/16/2021	PC	01/22/2021	32443	LEITNER, RYAN S.	624		1,339.34
01/16/2021	PC	01/22/2021	32444	FERGUSON, ROYCE L.	625		1,325.45
01/16/2021	PC	01/22/2021	32445	KNORR, KENT J.	700		1,965.65
01/16/2021	PC	01/22/2021	32446	ANZELL, BETH A.	702		1,320.37
01/16/2021	PC	01/22/2021	32447	BOSS, SHERRY M.	730		361.57
01/16/2021	PC	01/22/2021	32448	DOE-NIMPHE, SETH K.	738		258.16
01/16/2021	PC	01/22/2021	32449	REDMAN, SEAN M.	739		258.16
01/16/2021	PC	01/22/2021	32450	PORATH, JACOB P.	741		291.07
01/16/2021	PC	01/22/2021	32451	WHITLEY, NICHOLAS J	742		215.67
01/16/2021	PC	01/22/2021	32452	HAGEN, MADISON L.	752		310.85
01/16/2021	PC	01/22/2021	32453	BERTINELLI, DAVID P.	764		336.97
01/16/2021	PC	01/22/2021	32454	FOSTER, WILLIAM P.	765		443.10
01/16/2021	PC	01/22/2021	32455	MATTACK, JEFFREY C.	767		811.67
01/16/2021	PC	01/22/2021	32456	MATTACK, ANNE E.	768		668.28
01/16/2021	PC	01/22/2021	32457	MAY, MEREDITH A.	771		91.18

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
01/16/2021	PC	01/22/2021	32458	BOSS, BEAU J.	788		1,162.05
01/16/2021	PC	01/22/2021	32459	BEMIS, GARRETTSON G.	797		91.42
01/16/2021	PC	01/22/2021	32460	COFFEY, JASON J.	798		306.58
01/16/2021	PC	01/22/2021	32461	WYMAN, MATTHEW A.	927		1,649.54
01/16/2021	PC	01/22/2021	32462	MILLER, WILLIAM S.	933		916.12
01/16/2021	PC	01/22/2021	32463	DOUGLAS, MARK	935		880.06
01/16/2021	PC	01/22/2021	32464	FRATRICK, JOSEPH W.	940		498.98
01/16/2021	PC	01/22/2021	32465	CARSON, SAWYER J.	941		717.98
01/16/2021	PC	01/22/2021	32466	MCMULLEN, DONALD R.	1000		1,804.72
01/16/2021	PC	01/22/2021	32467	SILVA, JESSE L.A.	1001		1,683.26
01/16/2021	PC	01/22/2021	32468	JOHNSON, MELISSA A.	1004		1,233.00
01/16/2021	PC	01/22/2021	32469	STEPHENS, LYON G.	1005		1,307.66
01/16/2021	PC	01/22/2021	32470	TRAVERS, MANUEL J.	1006		1,432.73
01/16/2021	PC	01/22/2021	32471	FAULKNER, CHRISTOPH	1007		1,875.99
01/16/2021	PC	01/22/2021	32472	STEVENS, JEFFREY W.	1028		558.93
01/16/2021	PC	01/22/2021	32473	RILEY, CASEY W.	1052		386.50
01/16/2021	PC	01/22/2021	32474	JONES, LARRY M.	1057		270.23
01/16/2021	PC	01/22/2021	32475	LEPIRD, KATIE A.	1061		1,137.59
01/16/2021	PC	01/22/2021	32476	CORNELL, BRITTA J.	1106		152.38
01/16/2021	PC	01/22/2021	32477	MISHLER, MICHAEL. J.	1107		762.02
01/16/2021	PC	01/22/2021	32478	AZZOPARDI, ANTHONY J.	1108		1,376.70
01/16/2021	PC	01/22/2021	32479	PECK, JARICA L.	1114		369.80
01/16/2021	PC	01/22/2021	32480	DIETZ, AMANDA M.	1115		1,011.37
01/16/2021	PC	01/22/2021	32481	WELLS, JANINNA J.	1117		183.32
01/16/2021	PC	01/22/2021	32482	MOYER, NATHAN I.	1118		1,154.37
01/16/2021	PC	01/22/2021	32483	HOSLER, ERIK R.	1122		158.58
01/16/2021	PC	01/22/2021	32484	CULBERTSON, CRISTIN	999294		385.43
01/16/2021	PC	01/22/2021	132505	HEYDLAUFF, MARK L.	102	2020 Sick Leave Payout	1,944.40
01/16/2021	PC	01/22/2021	132506	GOLDING, JOYCE M.	106	2020 Sick Leave Payout	810.07
01/16/2021	PC	01/22/2021	132507	KLOOSTER, ALIDA K.	121	2020 Sick Leave Payout	1,166.18
01/16/2021	PC	01/22/2021	132508	GOLOVICH, KAREN J.	122	2020 Sick Leave Payout	178.24
01/16/2021	PC	01/22/2021	132509	MCGINN, KELLY A.	146	2020 Sick Leave Payout	1,154.63
01/16/2021	PC	01/22/2021	132510	DOAN, GERARD P.	201	2020 Sick Leave Payout	1,617.51
01/16/2021	PC	01/22/2021	132511	UMULIS, MATTHEW T.	205	2020 Sick Leave Payout	604.64
01/16/2021	PC	01/22/2021	132512	HANKINS, SCOTT A.	208	Sick Payouts Due at Retirement	4,782.39
01/16/2021	PC	01/22/2021	132513	ORBAN, BARBARA K.	209	2020 Sick Leave Payout	984.13
01/16/2021	PC	01/22/2021	132514	WURST, RANDALL W.	411	2020 Sick Leave Payout	1,183.61
01/16/2021	PC	01/22/2021	132515	MAYER, SHELLEY L.	412	2020 Sick Leave Payout	957.20
01/16/2021	PC	01/22/2021	132516	HILLING, NICHOLAS A.	413	2020 Sick Leave Payout	755.87
01/16/2021	PC	01/22/2021	132517	MEIER III, CHARLES A.	421	2020 Sick Leave Payout	1,041.53
01/16/2021	PC	01/22/2021	132518	ZACHARIAS, STEVEN B.	422	2020 Sick Leave Payout	960.27
01/16/2021	PC	01/22/2021	132519	NEWMAN, MARK J.	424	2020 Sick Leave Payout	911.32
01/16/2021	PC	01/22/2021	132520	EATON, BRAD A.	515	2020 Sick Leave Payout	1,508.93
01/16/2021	PC	01/22/2021	132521	WHITLEY, ANDREW T.	522		2,144.11
01/16/2021	PC	01/22/2021	132522	ELLIOTT, PATRICK M.	600	2020 Sick Leave Payout	1,677.08
01/16/2021	PC	01/22/2021	132523	MORRISON, KEVIN P.	601	2020 Sick Leave Payout	594.44
01/16/2021	PC	01/22/2021	132524	MORRISON, KEVIN P.	601		1,120.43
01/16/2021	PC	01/22/2021	132525	BRADLEY, KELLY R.	614	2020 Sick Leave Payout	741.12
01/16/2021	PC	01/22/2021	132526	FARRELL, MITCHELL L.	622	2020 Sick Leave Payout	823.98
01/16/2021	PC	01/22/2021	132527	KNORR, KENT J.	700	2020 Sick Leave Payout	1,016.47
01/16/2021	PC	01/22/2021	132528	BOSS JR, DALE E.	701		1,560.25
01/16/2021	PC	01/22/2021	132529	HILLIGAN, ABIGAIL B.	769		445.17
01/16/2021	PC	01/22/2021	132530	MATTER, DAWSON K.	786		150.98
01/16/2021	PC	01/22/2021	132531	HOLM, ARTHUR R.	791		1,202.78
01/16/2021	PC	01/22/2021	132532	WILLSON, BRENDA R.	799		129.40
01/16/2021	PC	01/22/2021	132533	WYMAN, MATTHEW A.	927	2020 Sick Leave Payout	1,023.15
01/16/2021	PC	01/22/2021	132534	MILLER, WILLIAM S.	933	2020 Sick Leave Payout	581.46

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
01/16/2021	PC	01/22/2021	132535	DOUGLAS, MARK	935	2020 Sick Leave Payout	347.13
01/16/2021	PC	01/22/2021	132536	MCMULLEN, DONALD R.	1000	2020 Sick Leave Payout	316.82
01/16/2021	PC	01/22/2021	132537	SILVA, JESSE L.A.	1001	2020 Sick Leave Payout	81.07
Grand Totals:			117				148,405.79

Report Criteria:

Computed checks included
Manual checks included
Supplemental checks included
Termination checks included
Void checks included



Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
01/16/2021	01/22/2021	132538	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	1,018.00
01/16/2021	01/22/2021	132539	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST T	86.90
01/16/2021	01/22/2021	132539	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	453.82
01/16/2021	01/22/2021	132540	CHAR EM UNITED WAY	9009	UNITED WAY Pay Period: 1/16/2	90.00
01/16/2021	01/22/2021	132541	CHARLEVOIX STATE BAN	9017	HSA - EMPLOYEE CONTRIB - C	992.00
01/16/2021	01/22/2021	132542	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	675.02
01/16/2021	01/22/2021	132543	DISCOVER BANK	9032	Garnishment: WWR File #040038	415.76
01/16/2021	01/22/2021	132544	MI STATE DISBURSEMEN	9012	FRIEND OF THE COURT Pay Pe	209.65
01/16/2021	01/22/2021	132545	MONEY LIFE INSURANCE	9008	LIFE - VOLUNTARY Pay Period:	285.24
01/16/2021	01/22/2021	132545	MONEY LIFE INSURANCE	9008	SPOUSE LIFE Pay Period: 1/16/	54.01
01/16/2021	01/22/2021	132545	MONEY LIFE INSURANCE	9008	CHILD LIFE Pay Period: 1/16/20	4.40
01/16/2021	01/22/2021	132545	MONEY LIFE INSURANCE	9008	AD&D - VOLUNTARY Pay Period	40.35
01/16/2021	01/22/2021	132545	MONEY LIFE INSURANCE	9008	SPOUSE AD&D Pay Period: 1/16	6.91
01/16/2021	01/22/2021	132545	MONEY LIFE INSURANCE	9008	CHILD AD&D Pay Period: 1/16/2	2.96
01/16/2021	01/22/2021	132546	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,648.03
Grand Totals:		15				5,983.05



Check Number	Payee	Amount
02/02/2021		
132562	AIRGAS USA LLC	71.15
132563	ALL-PHASE ELECTRIC	1,851.60
132564	AMERICAN PUBLIC WORKS ASSN	410.00
132565	ANDERSON, ELIZABETH A.	50.00
132566	ANZELL, BETH A.	50.00
132567	AZZOPARDI, ANTHONY J.	50.00
132568	BILL'S FARM MARKET	2,496.60
132569	BRADFORD'S	97.00
132570	CDW GOVERNMENT INC.	222.68
132571	CHARLEVOIX AUTO	272.29
132572	CHARLEVOIX SCREEN MASTERS INC	914.85
132573	CIVIC SYSTEMS	9,451.00
132574	CIVICPLUS	3,150.00
132575	COACHING SYSTEMS LLC	124.75
132576	CONWAY PROFESSIONAL SERVICES	1,155.00
132577	DeROSIA, PATRICIA E.	50.00
132578	DIGITAL DOLPHIN	129.95
132579	DITCH WITCH SALES OF MICHIGAN	167.27
132580	DOAN, GERARD P.	50.00
132581	DOTSON, LINDSEY J.	50.00
132582	ELLIOTT, PATRICK M.	50.00
132583	ELLSWORTH FARMER'S EXCHANGE	45.00
132584	FASTENAL COMPANY	30.00
132585	FAULKNER, CHRISTOPHER	50.00
132586	GINOP SALES INC	77.11
132587	GOLDING, JOYCE M.	50.00
132588	GRIFFITH, JOHN J	50.00
132589	GROUP 31 SUPPLY	131.88
132590	HAGGARD'S INC	150.00
132591	HEYDLAUFF, MARK L.	50.00
132592	IDEXX DISTRIBUTION INC.	1,260.89
132593	JENNY LLC	252.92
132594	JOHN E. GREEN COMPANY	764.97
132595	KIWANIS CLUB OF CHARLEVOIX	40.00
132596	KLOOSTER, ALIDA K.	50.00
132597	KLOOSTER, PATRICK H.	50.00
132598	KNORR, KENT J.	50.00
132599	KSS ENTERPRISES	695.09
132600	LAKESHORE TIRE & AUTO SERVICE	40.00
132601	MASIMO AMERICAS INC	3,405.00
132602	MATT LAFONTAINE FORD	1,903.88
132603	MAYER, SHELLEY L.	50.00
132604	McGINN, KELLY A.	50.00
132605	MCMULLEN, DONALD R.	354.20
132606	MDC CONTRACTING LLC	19.80
132607	MICHIGAN MUNICIPAL ELECTRIC	9,510.00
132608	MICHIGAN OFFICEWAYS INC	897.23
132609	MICHIGAN WATER ENV ASSOC	140.00

Check Number	Payee	Amount
132610	MILLER, WILLIAM S.	50.00
132611	MINERAL MASTERS	2,902.50
132612	MUNSON HEALTHCARE CHARLEVOIX	540.00
132613	NORTHERN CREDIT SERVICES	124.98
132614	NORTHERN PUMP SERVICE INC.	2,180.00
132615	OTEC	140.00
132616	PAUL'S METER TESTING LLC	2,834.55
132617	PENINSULA FIBER NETWORK LLC	470.00
132618	PERFORMANCE ENGINEERS INC	674.00
132619	POWER LINE SUPPLY	4,912.82
132620	PRODUCTIVITY PLUS ACCOUNT	448.59
132621	PURITY CYLINDER GASES INC	99.65
132622	QUALITY CAR & TRUCK REPAIR INC	961.54
132623	RICK-BIDDICK, MICHELLE	642.50
132624	S&W HEALTHCARE CORPORATION	244.34
132625	SCHOLEY, ROBERT W.	50.00
132626	SILVA, JESSE L.A.	50.00
132627	SPOK INC	15.89
132628	STATE AND MASON LLC	1,000.00
132629	STATE OF MICHIGAN	678.97
132630	STEPHENS, LYON G.	50.00
132631	STRICKER'S OUTDOOR POWER EQUI	72.75
132632	SUN BADGE CO.	108.75
132633	THE CHARLES MACHINE WORKS INC	51,245.70
132634	TRAVERS, MANUEL J.	50.00
132635	UP NORTH ASSESSING INC	5,100.00
132636	VILLAGE GRAPHICS INC.	1,392.75
132637	WOJAN PLUMBING & HEATING	95.00
132638	WURST, RANDALL W.	50.00
132639	WYMAN, MATTHEW A.	50.00
Total 02/02/2021:		118,267.39
Grand Totals:		118,267.39

Check Number	Payee	Amount
01/14/2021		
11421001	PROXIMITY SPACE INC.	99.00
Total 01/14/2021:		99.00
Grand Totals:		99.00

Check Number	Payee	Amount
01/19/2021		
11921001	MICHIGAN PUBLIC POWER AGENCY	22,060.11
Total 01/19/2021:		22,060.11
Grand Totals:		22,060.11

Check Issue Date	Check Number	Payee	Amount
12221001			
01/22/2021	12221001	**EFTPS* Payroll Taxes	13,726.68
01/22/2021	12221001	**EFTPS* Payroll Taxes	13,726.68
01/22/2021	12221001	**EFTPS* Payroll Taxes	3,210.27
01/22/2021	12221001	**EFTPS* Payroll Taxes	3,210.27
01/22/2021	12221001	**EFTPS* Payroll Taxes	20,648.63
Total 12221001:			
	5		54,522.53
12221002			
01/22/2021	12221002	Alerus Financial	350.00
Total 12221002:			
	1		350.00
12221003			
01/22/2021	12221003	STATE OF MICHIGAN	7,948.37
Total 12221003:			
	1		7,948.37
12221004			
01/22/2021	12221004	Vantagepoint - 401 Plan 109153	912.08
Total 12221004:			
	1		912.08
12221005			
01/22/2021	12221005	Vantagepoint - 457 Plan 300959	5,927.92
01/22/2021	12221005	Vantagepoint - 457 Plan 300959	2,237.88
01/22/2021	12221005	Vantagepoint - 457 Plan 300959	4,449.51
01/22/2021	12221005	Vantagepoint - 457 Plan 300959	8,659.73
Total 12221005:			
	4		21,275.04
12221006			
01/22/2021	12221006	Vantagepoint - Roth IRA 706117	1,280.76
Total 12221006:			
	1		1,280.76
Grand Totals:			
	13		86,288.78



Check Number	Payee	Amount
01/22/2021		
12221007	MERS	51,984.33
Total 01/22/2021:		51,984.33
Grand Totals:		51,984.33

Check Number	Payee	Amount
01/25/2021		
12521001	MICHIGAN PUBLIC POWER AGENCY	244,396.58
12521002	MICHIGAN PUBLIC POWER AGENCY	10,445.62
Total 01/25/2021:		254,842.20
Grand Totals:		254,842.20

Check Number	Payee	Amount
02/02/2021		
3564	CHARLEVOIX COUNTY TREASURER	62,916.88
3565	CHARLEVOIX DISTRICT LIBRARY	42,172.97
3566	CHARLEVOIX PUBLIC SCHOOLS	301.20
3567	CHARLEVOIX PUBLIC SCHOOLS	8.37
3568	CHARLEVOIX PUBLIC SCHOOLS	5.85
3569	CHARLEVOIX PUBLIC SCHOOLS	2.51
3570	CHARLEVOIX PUBLIC SCHOOLS	8.19
3571	CHARLEVOIX-EMMET ISD	100,640.50
3572	CITY OF CHARLEVOIX - TAXES DUE	27,023.00
3573	RECREATIONAL AUTHORITY	8,171.65
Total 02/02/2021:		241,251.12
Grand Totals:		241,251.12

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Right-of-Way Usage Permit Fees

DATE: February 1, 2021

BACKGROUND:

Pursuant to Charlevoix City Code 151.22, the following fees for permits shall be charged:

- A dumpster or container (including non-containerized substances excluding brush and grass clippings) placed on public property
 - \$10 per day (excluding parking spaces in the DDA District)
- Housing Moving or similar activity
 - \$250 plus expenses per ordinance
- The blocking of parking spaces in the DDA District (per space)
 - \$25 per day (May 15-October 31)
 - \$5 per day (November 1-May 14)

RECOMMENDATION:

Motion to approve Resolution 2021-02-01 to set the permit fees for right-of-way usage.

ATTACHMENTS:

- ▢ Resolution

CITY OF CHARLEVOIX
RESOLUTION NO. 2021-02-01
RATES, FEES & CHARGES ASSOCIATED WITH RIGHT-OF-WAY USAGE

WHEREAS, the City of Charlevoix assumes the adoption of rates, fees and charges for various services they provide in order to pay for those services in whole or in part as proposed in their annual budget; and

WHEREAS, the City of Charlevoix defines these amounts in the *Schedule of Rates, Fees & Charges*; and

WHEREAS, the Charlevoix City Council wishes to incorporate in one Resolution all amendments to fees, rates and charges with regards to right-of-way usage.

NOW THEREFORE BE IT RESOLVED that pursuant to Charlevoix City Code 151.22, the Charlevoix City Council hereby establishes the following amendment to the *Schedule of Rates, Fees & Charges*, to be implemented immediately:

- A dumpster or container (including non-containerized substances excluding brush and grass clippings) placed on public property
 - \$10 per day (excluding parking spaces in the DDA District)
- Housing Moving or similar activity
 - \$250 plus expenses per ordinance
- The blocking of parking spaces in the DDA District (per space)
 - \$25 per day (May 15 – October 31)
 - \$5 per day (November 1 – May 14)

RESOLVED, this 1st day of February, 2021 A.D.

Resolution adopted by the following yeas and nays vote:

Yeas:

Nays:

CHARLEVOIX CITY COUNCIL

Public Hearings and Actions Requiring Public Hearings

TITLE: Set Budget Public Hearing for FY 2022 and FY 2021 Amendment

DATE: February 1, 2021

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

The Annual Budget is adopted as an ordinance. Ordinances take 30 days to become effective. As such, presented for you now is a draft ordinance to be published so that a public hearing can be held on February 15, 2021. This will allow time for the adoption and the ordinance to become effective before the new fiscal year begins on April 1, 2021.

The budget assumes no change is made in the operation of EMS though we are in active discussions with our township colleagues on the prospect of creating an EMS Authority for our area. If this is created and the voters approve a millage to fund the authority, we would reduce some portion of the appropriation projected for EMS this year and bring to zero the amount budgeted in the years ahead. Secondly, we are still waiting to learn the outcome of a FEMA request we made for EMS operations this past spring during the peak of COVID. If this request is funded, we will see a financial improvement not included in the budget.

Elsewhere, we are recommending modest rate adjustments for fees include 3.9% increases for water and sewer rates and 4.9% for electric service. Slight adjustments have been made across the board to ensure our rates keep up with costs over time rather than large, one-time increases.

The budget contemplates development toward the Northside Trail though most of the expenditures and grant revenue may come in FY 2023. We'll be finishing work on the Palmer Parking Lot and also finalizing construction and occupancy of the new Public Services Facility. Also included in the budget is money to demolish and level the current DPW site on Ferry Avenue.

Also on February 15, Council needs to consider an ordinance to amend the fiscal year budget we are soon ending to bring it into compliance with the performance of the year.

RECOMMENDATION:

Motion to set a Public Hearing on Ordinance 824 and Ordinance 825 for February 15, 2021 at 6pm via Zoom and direct staff to make all necessary public notices to comply with the Charter and the Truth in Taxation Act.

ATTACHMENTS:

- ❑ FY 22 Draft Budget
- ❑ FY 21 Budget Amendment Ordinance 824
- ❑ FY 2022 Budget Ordinance 825
- ❑ Draft Fee Schedule for 2021

**CITY OF CHARLEVOIX
GENERAL FUND
2021-22 BUDGET**

	2019-20 Actual	2020-21 Budget	2020-21 Est. Actual	2021-22 Budget
REVENUES				
Taxes	2,477,459	2,609,000	2,650,278	2,640,700
Licenses & Permits	7,720	7,400	25,600	47,900
Federal Grants	693	-	100,629	-
State Grants & Revenue	268,108	271,000	267,193	262,400
Local Grants & Contributions	50,578	5,200	78,000	5,500
Charges for Services	460,757	279,200	296,861	302,600
Fines & Forfeits	18,023	1,400	2,300	1,400
Interest & Rents	192,912	212,400	233,362	236,600
Other	40,902	35,000	67,547	49,600
Fund Transfers	2,500	-	-	-
TOTAL REVENUES	\$ 3,519,653	\$ 3,420,600	\$ 3,721,770	\$ 3,546,700
EXPENSES				
Legislative	67,899	59,000	53,258	59,300
General Government	686,733	646,650	647,280	644,750
Public Safety	1,129,736	1,137,100	1,152,888	1,175,600
Public Works	258,983	249,200	371,159	333,200
Health & Welfare	79,081	61,200	181,495	178,000
Recreation & Culture	1,236,022	1,214,550	1,307,320	1,337,150
Other	21,940	17,100	97,314	17,300
Fund Transfers	100,000	35,000	66,000	52,000
TOTAL EXPENSES	\$ 3,580,395	\$ 3,419,800	\$ 3,876,714	\$ 3,797,300
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ (60,742)	\$ 800	\$ (154,943)	\$ (250,600)
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	1,212,534	1,096,442	1,151,792	996,849
NET CHANGE IN FUND BALANCE	(60,742)	800	(154,943)	(250,600)
FUND BALANCE	\$ 1,151,792	\$ 1,097,242	\$ 996,849	\$ 746,249
CASH & INVESTMENTS	\$ 1,227,349	\$ 821,222	\$ 1,072,406	\$ 821,806
FUND BALANCE AS % OF TOTAL EXPENSES	32%	32%	26%	20%

CITY OF CHARLEVOIX
GENERAL FUND REVENUE DETAIL
2021-22 BUDGET

	2019-20 Actual	2020-21 Budget	2020-21 Est. Actual	2021-22 Budget
TAXES				
CURRENT PROPERTY TAX LEVY	2,078,504	2,220,400	2,245,392	2,245,400
REFUSE TAX	229,662	236,800	240,082	240,100
PAYMENT IN LIEU OF TAXES	7,379	13,200	13,200	13,200
DELINQUENT TAXES - CITY OPERATING	44,868	30,000	30,000	30,000
DELINQUENT TAXES - REFUSE	4,958	3,000	3,000	3,000
IFT / CFT TAXES	7,672	5,000	8,000	8,000
LOCAL STABILIZATION REVENUE	73,908	68,600	79,604	70,000
INTEREST & DELINQUENT - TAXES	6,788	8,000	7,000	7,000
TAX ADMINISTRATION FEES	23,720	24,000	24,000	24,000
TOTAL TAXES	\$ 2,477,459	\$ 2,609,000	\$ 2,650,278	\$ 2,640,700
LICENSES & PERMITS				
LICENSES & PERMITS	7,720	7,400	7,900	7,900
LICENSES & PERMITS - SHORT TERM RENTALS	-	-	17,700	40,000
TOTAL LICENSES & PERMITS	\$ 7,720	\$ 7,400	\$ 25,600	\$ 47,900
FEDERAL GRANTS				
FEDERAL GRANTS - OTHER	-	-	100,629	-
FEDERAL GRANTS	693	-	-	-
TOTAL FEDERAL GRANTS	\$ 693	\$ -	\$ 100,629	\$ -
STATE GRANTS & REVENUE				
STATE GRANTS - PUBLIC SAFETY	1,180	1,500	1,500	1,500
STATE GRANTS - ELECTIONS	-	-	3,804	-
STATE GRANTS - OTHER	-	-	-	-
STATE SHARED REVENUE	244,604.00	246,500.00	238,855.96	238,900.00
STATE SHARED REVENUE - LIQUOR LICENSES	10,463	11,000	9,927	10,000
STATE SHARED REVENUE - METRO ACT	11,861	12,000	13,106	12,000
TOTAL STATE GRANTS & REVENUE	\$ 268,108	\$ 271,000	\$ 267,193	\$ 262,400
LOCAL GRANTS & CONTRIBUTIONS				
CONTRIBUTION - CHARLEVOIX TWP	-	-	-	-
CONTRIBUTION - HAYES TWP	-	-	-	-
CONTRIBUTION - NORWOOD TWP	-	-	-	-
GRANTS - CVX COUNTY COMMUNITY FOUNDATION	10,000	1,000	1,000	1,000
GRANTS - OTHER	28,428	-	70,000	-
GRANTS - FREY FOUNDATION	-	-	-	-
GRANTS - GRAND TRAVERSE BAND	11,200	3,500	6,000	3,500
GRANTS - FARMERS MARKET	950	700	1,000	1,000
TOTAL LOCAL GRANTS & CONTRIBUTIONS	\$ 50,578	\$ 5,200	\$ 78,000	\$ 5,500
CHARGES FOR SERVICES				
FIRE RUNS & PROTECTION	-	-	-	-
FIRE CONTRIBUTION - FIRE ACADEMY	-	-	-	-
AMBULANCE RUNS	(8,892)	-	-	-
AMBULANCE CONTRACTS	162,575	0	0	0
CHARGES FOR SERVICES - OTHER	581	700	800	700
CEMETERY - LOTS, FOUND & OPENING	27,589	35,000	35,000	35,000
PAVILLION RESERVATION FEE	5,500	6,000	4,000	5,500
SKATE PARK RENTAL EQUIPMENT	-	-	-	-
SKATE PARK CONCESSION	-	-	-	-

**CITY OF CHARLEVOIX
GENERAL FUND REVENUE DETAIL
2021-22 BUDGET**

	2019-20 Actual	2020-21 Budget	2020-21 Est. Actual	2021-22 Budget
GOLF - NINE AND DINE	-	-	-	-
GOLF - NON TAXABLE ITEMS	1,883	1,700	1,206	1,700
GOLF - TAXABLE ITEMS	2,376	1,700	1,662	1,700
RECREATION - NON TAXABLE ITEMS	-	-	-	-
FARMERS MARKET SALES	19,206	18,000	22,500	23,000
USE & ADMISSIONS - GREEN FEES	95,060	96,000	120,353	120,000
USE & ADMISSIONS - SUMMER SPORTS	5,238	5,200	85	4,000
USE & ADMISSIONS - DAY CAMP	45,495	45,900	39,738	39,700
USE & ADMISSIONS - SKI HILL	54,274	55,000	55,000	55,000
USE & ADMISSIONS - BASKETBALL	-	-	-	-
USE & ADMISSIONS - VOLLEYBALL	-	500	-	500
USE & ADMISSIONS - BEACH CLEANING	3,067	1,500	2,300	2,300
USE & ADMISSIONS - SKATE PARK	969	1,000	1,717	1,000
USE & ADMISSIONS - SKATING RINK	330	500	500	500
USE & ADMISSIONS - FARMERS MKT BOOTH	11,615	10,000	11,500	11,500
USE & ADMISSIONS - YOGA IN PARK	477	500	500	500
PARKING FEES	33,416	-	-	-
ALARM RESPONSE FEES	-	-	-	-
TOTAL CHARGES FOR SERVICES	\$ 460,757	\$ 279,200	\$ 296,861	\$ 302,600
FINES & FORFEITS				
FINES AND FORFEITS	17,595	-	-	-
ORDINANCE FINES - COUNTY	383	500	1,400	500
NSF CHECK CHARGES	45	300	300	300
CIVIL INFRACTION FINES	-	600	600	600
TOTAL FINES & FORFEITS	\$ 18,023	\$ 1,400	\$ 2,300	\$ 1,400
INTEREST & RENTS				
INTEREST EARNINGS	13,808	5,000	5,000	5,000
RENTS - DOCKING	-	-	-	-
RENTS AIRPORT	-	-	-	-
RENTS - CITY HALL	151,700	176,100	197,061	200,300
RENTS - ELECTIONS	-	2,600	2,600	2,600
RENTS - FERRY BOAT LAUNCH	27,403	28,700	28,700	28,700
RENTS - ROAD RIGHT OF WAY	-	-	-	-
RENTS - TOWER LEASE	-	-	-	-
RENTS - GOLF	-	-	-	-
RENTS - HARBOR BUILDING	1	-	1	-
TOTAL INTEREST & RENTS	\$ 192,912	\$ 212,400	\$ 233,362	\$ 236,600
OTHER				
SALE OF FIXED ASSETS	-	500	500	500
DONATIONS - PRIVATE SOURCES	2,484	-	-	-
CONTRIBUTIONS & DONATIONS - RESTRICTED POLICE	700	-	500	500
DONATIONS - SKATE PARK	1,400	1,500	1,500	1,500
DONATIONS - TREES	-	-	-	-
CONTRIBUTIONS & DONATIONS - DRUG FORFEITURES	41	-	-	-
DONATIONS - DISC GOLF	-	-	-	-
DAY CAMP SCHOLARSHIPS	1,427	6,500	6,500	6,500
CONTRIBUTIONS - VOLUNTEER FIRE	-	-	-	-
SKI HILL SCHOLARSHIPS	2,735	5,000	5,000	5,000
DONATIONS - BRICKS	200	300	700	700

**CITY OF CHARLEVOIX
GENERAL FUND REVENUE DETAIL
2021-22 BUDGET**

	2019-20 Actual	2020-21 Budget	2020-21 Est. Actual	2021-22 Budget
CONTRIBUTIONS & DONATIONS - EMS	-	-	-	-
CONTRIBUTIONS PRIVATE - BENCHES	(70)	2,000	2,000	2,000
DONATIONS-MCSAUBA CANDLE HIKE	188	1,500	1,500	1,500
SPONSOR/DONATION - FARMERS MKT	1,500	4,500	4,500	4,500
DONATION - DAY CAMP EDUCATE	-	-	-	-
DONATION - ICE RINK	-	1,000	1,000	1,000
DONATION - BALL FIELD IMPROVEMENT	-	-	-	-
DONATION - KAYAK LAUNCH-FERRY	-	-	12,248	13,000
REFUNDS & REBATES	6	2,000	1,000	1,000
REFUNDS & REBATES - INSURANCE	1,895	100	18,715	100
APPROPRIATIONS FROM SURPLUS	-	-	-	-
MISCELLANEOUS	28,376	10,100	11,744	11,700
MISCELLANEOUS - FARMERS MARKET	21	-	140	100
TOTAL OTHER	\$ 40,902	\$ 35,000	\$ 67,547	\$ 49,600
FUND TRANSFERS				
CONTRIBUTIONS FROM OTHER FUNDS	2,500	-	-	-
CONTRIBUTIONS FROM OTHER FUNDS - PI 6	-	-	-	-
TOTAL FUND TRANSFERS	\$ 2,500	\$ -	\$ -	\$ -
TOTAL REVENUES	\$ 3,519,653	\$ 3,420,600	\$ 3,721,770	\$ 3,546,700

**CITY OF CHARLEVOIX
GENERAL FUND EXPENSES SUMMARY
2021-22 BUDGET**

	2019-20 Actual	2020-21 Budget	2020-21 Est. Actual	2021-22 Budget
LEGISLATIVE				
Common Council	67,899	59,000	53,258	59,300
TOTAL LEGISLATIVE	\$ 67,899	\$ 59,000	\$ 53,258	\$ 59,300
GENERAL GOVERNMENT				
Mayor	7,429	9,300	5,966	9,600
City Manager	124,781	108,250	106,021	114,150
Elections	25,344	37,000	31,060	39,100
Assessor	70,558	79,200	63,624	43,200
City Attorney	43,126	29,400	29,400	33,400
City Clerk	40,337	39,600	38,753	39,900
City Treasurer	71,002	75,600	82,373	78,100
City Hall & Grounds	190,368	178,700	189,138	191,300
Cemetery	113,789	89,600	100,944	96,000
TOTAL GENERAL GOVERNMENT	\$ 686,733	\$ 646,650	\$ 647,280	\$ 644,750
PUBLIC SAFETY				
Police Department	847,574	866,900	888,071	907,000
Parking Enforcement	9,723	-	-	-
Fire Department	201,217	213,700	215,612	217,600
Planning	71,222	56,500	49,205	51,000
TOTAL PUBLIC SAFETY	\$ 1,129,736	\$ 1,137,100	\$ 1,152,888	\$ 1,175,600
PUBLIC WORKS				
Highways & Streets	-	300	300	300
Leaf Pickup	171,385	183,300	203,935	191,700
Spring Cleanup	46,766	14,000	72,663	59,200
Brush Pickup	40,832	51,600	94,262	82,000
TOTAL PUBLIC WORKS	\$ 258,983	\$ 249,200	\$ 371,159	\$ 333,200
HEALTH & WELFARE				
Ambulance	79,081	61,200	181,495	178,000
TOTAL HEALTH & WELFARE	\$ 79,081	\$ 61,200	\$ 181,495	\$ 178,000
RECREATION & CULTURE				
Parks Department	555,098	518,200	553,954	562,000
Recreation Administration	178,373	176,100	203,990	202,700
City Beaches	34,645	7,350	16,524	52,350
Ball Fields	13,664	19,400	19,527	20,000
Day Camp	56,505	71,300	71,128	72,600
Ice Rink	5,416	10,100	10,131	10,100
Mt. McSauba Ski Hill	146,094	145,500	161,636	148,700
Recreational Sports	2,605	4,200	4,200	4,200
Skate Park	6,295	6,700	7,392	6,800
Golf Course	188,084	208,600	213,056	210,600
Boat Launch	32,919	33,700	34,908	33,700
Community Promotion	16,324	13,400	10,875	13,400
TOTAL RECREATION & CULTURE	\$ 1,236,022	\$ 1,214,550	\$ 1,307,320	\$ 1,337,150
MISCELLANEOUS				
OTHER	21,940	17,100	97,314	17,300
FUND TRANSFERS	100,000	35,000	66,000	52,000
TOTAL MISCELLANEOUS	\$ 121,940	\$ 52,100	\$ 163,314	\$ 69,300
TOTAL EXPENSES	\$ 3,580,395	\$ 3,419,800	\$ 3,876,714	\$ 3,797,300

**CITY OF CHARLEVOIX
GENERAL FUND EXPENSES DETAIL
2021-22 BUDGET**

	2019-20 Actual	2020-21 Budget	2020-21 Est. Actual	2021-22 Budget
COMMON COUNCIL				
EMPLOYEE FRINGE BENEFITS	6,435	8,300	7,838	8,300
FEES & PER DIEM	13,039	14,700	13,770	14,700
OFFICE SUPPLIES	1,862	2,500	2,500	2,500
PROFESSIONAL SERVICES	29,215	11,800	11,800	11,800
CONFERENCE & TRAVEL	1,273	6,200	1,000	6,200
PRINTING & PUBLISHING	6,496	5,500	5,850	5,800
MEMBERSHIPS & DUES	1,980	2,200	2,400	2,200
MISCELLANEOUS	7,600	7,800	8,100	7,800
TOTAL COMMON COUNCIL	\$ 67,899	\$ 59,000	\$ 53,258	\$ 59,300

MAYOR				
EMPLOYEE FRINGE BENEFITS	574	700	726	800
FEES & PER DIEM	3,228	4,200	4,240	4,400
OFFICE SUPPLIES	-	200	200	200
CONFERENCE & TRAVEL	3,027	3,500	100	3,500
CAR ALLOWANCE	600	600	600	600
MISC. (MEMBERSHIPS & DUES)	-	100	100	100
TOTAL MAYOR	\$ 7,429	\$ 9,300	\$ 5,966	\$ 9,600

CITY MANAGER				
SALARIES & WAGES	38,622	33,200	33,218	34,000
WAGES (ICMA)	5,758	5,300	5,315	5,500
SALARIES & WAGES - TEMPORARY	7,475	4,100	4,117	4,200
EMPLOYEE FRINGE BENEFITS	35,459	30,700	30,739	31,400
OFFICE SUPPLIES	7,960	7,900	7,900	7,900
CONTRACTUAL SERVICES	4,843	5,000	7,606	10,000
TELEPHONE	10,287	7,400	7,400	5,000
CONFERENCE & TRAVEL	7,190	6,300	1,000	7,600
CAR ALLOWANCE	5,400	5,400	5,400	5,400
BOOKS, MAGAZINES & PERIODICALS	200	350	355	350
MEMBERSHIPS & DUES	1,499	1,600	1,670	1,800
MISCELLANEOUS	87	500	500	500
OFFICE EQUIPMENT	-	500	800	500
TOTAL CITY MANAGER	\$ 124,781	\$ 108,250	\$ 106,021	\$ 114,150

ELECTIONS				
SALARIES & WAGES	7,677	9,400	9,350	9,500
WAGES (ICMA)	756	1,000	982	1,000
SALARIES & WAGES - TEMPORARY	3,653	10,700	6,900	8,300
EMPLOYEE FRINGE BENEFITS	6,536	8,900	8,328	8,700
FEES & PER DIEM	-	-	-	-
OFFICE SUPPLIES	4,238	2,300	2,300	2,700
PRINTING & PUBLISHING	2,484	500	500	3,500
EQUIPMENT MAINTENANCE	-	4,200	2,700	5,400
TOTAL ELECTIONS	\$ 25,344	\$ 37,000	\$ 31,060	\$ 39,100

ASSESSOR				
SALARIES & WAGES	34,796	36,700	20,853	-
WAGES (ICMA)	3,535	3,900	2,371	-
SALARIES & WAGES	-	-	-	-
EMPLOYEE FRINGE BENEFITS	27,268	28,900	16,491	200

**CITY OF CHARLEVOIX
GENERAL FUND EXPENSES DETAIL
2021-22 BUDGET**

	2019-20 Actual	2020-21 Budget	2020-21 Est. Actual	2021-22 Budget
FEES & PER DIEM	850	1,500	1,500	1,500
OFFICE SUPPLIES	168	200	200	200
CONTRACTUAL SERVICES	55	-	15,300	37,000
TELEPHONE	600	1,700	1,453	1,200
CONFERENCE & TRAVEL	355	1,100	2,400	-
PRINTING & PUBLISHING	1,407	3,300	1,500	1,500
EQUIPMENT MAINTENANCE	1,425	1,400	1,457	1,500
OFFICE EQUIPMENT	99	500	100	100
TOTAL ASSESSOR	\$ 70,558	\$ 79,200	\$ 63,624	\$ 43,200

CITY ATTORNEY				
LEGAL FEES	42,811	29,000	29,000	33,000
MISC. (DUES & PERIODICALS)	314	400	400	400
TOTAL CITY ATTORNEY	\$ 43,126	\$ 29,400	\$ 29,400	\$ 33,400

CITY CLERK				
SALARIES & WAGES	15,353	14,300	14,277	14,500
WAGES (ICMA)	1,512	1,500	1,499	1,500
SALARIES & WAGES - TEMPORARY	1,608	2,200	2,207	2,300
EMPLOYEE FRINGE BENEFITS	12,217	11,500	11,467	11,700
OFFICE SUPPLIES	3,121	2,100	2,700	2,100
CONTRACTUAL SERVICES	639	700	1,800	1,000
TELEPHONE	4,997	3,700	3,700	3,700
CONFERENCE & TRAVEL	222	1,900	-	2,000
INSURANCE & BONDS	98	100	102	100
EQUIPMENT MAINTENANCE	450	1,300	800	800
MISC. (MEMBERSHIPS & DUES)	120	300	200	200
OFFICE EQUIPMENT	-	-	-	-
TOTAL CITY CLERK	\$ 40,337	\$ 39,600	\$ 38,753	\$ 39,900

CITY TREASURER				
SALARIES & WAGES	25,840	28,500	28,442	28,900
WAGES (ICMA)	2,594	3,000	2,986	3,000
EMPLOYEE FRINGE BENEFITS	20,155	22,200	22,185	22,500
OFFICE SUPPLIES	6,095	5,000	6,000	6,300
PROFESSIONAL SERVICES	2,186	1,900	3,150	2,900
TELEPHONE	5,786	4,500	4,500	3,400
CONFERENCE & TRAVEL	827	1,400	460	1,400
PRINTING & PUBLISHING	2,014	2,600	2,600	2,600
INSURANCE & BONDS	250	300	300	300
EQUIPMENT MAINTENANCE	4,233	4,500	5,050	5,100
MISC. (MEMBERSHIPS & DUES)	1,023	1,100	1,100	1,100
MISCELLANEOUS (BANK FEES)	-	300	300	300
OFFICE EQUIPMENT	-	300	5,300	300
TOTAL CITY TREASURER	\$ 71,002	\$ 75,600	\$ 82,373	\$ 78,100

CITY HALL & GROUNDS				
SALARIES & WAGES	17,506	19,900	19,860	20,300
WAGES (ICMA)	1,800	2,100	2,085	2,100
SALARIES & WAGES - TEMPORARY	13,401	12,600	12,611	12,900
EMPLOYEE FRINGE BENEFITS	15,665	17,400	17,383	17,800
REPAIRS & MAINTENANCE SUPPLIES	18,654	16,000	16,000	16,000

**CITY OF CHARLEVOIX
GENERAL FUND EXPENSES DETAIL
2021-22 BUDGET**

	2019-20 Actual	2020-21 Budget	2020-21 Est. Actual	2021-22 Budget
PROFESSIONAL SERVICES	40,439	23,600	23,600	23,600
CONTRACTUAL SERVICES	5,084	-	10,500	10,000
LEGAL FEES	-	-	-	-
TELEPHONE	6,926	4,500	4,500	2,800
UTILITIES	68,032	64,800	64,800	68,000
BUILDING MAINTENANCE	304	16,000	16,000	16,000
MISCELLANEOUS	2,557	1,800	1,800	1,800
BUILDING - CAPITAL OUTLAY	-	-	-	-
TOTAL CITY HALL & GROUNDS	\$ 190,368	\$ 178,700	\$ 189,138	\$ 191,300

CEMETERY				
SALARIES & WAGES	19,085	11,200	13,816	13,400
WAGES (ICMA)	1,900	1,200	1,451	1,400
SALARIES & WAGES - TEMPORARY	38,896	34,400	39,400	36,400
EMPLOYEE FRINGE BENEFITS	20,721	13,900	16,686	15,900
OPERATING SUPPLIES	13,122	13,500	13,512	13,500
TELEPHONE	1,985	1,900	1,860	1,600
UTILITIES	9,713	6,000	6,000	6,000
BUILDING MAINTENANCE	-	-	-	-
EQUIPMENT RENTAL	3,202	2,500	2,820	2,600
MISCELLANEOUS	134	-	400	200
MACHINERY & EQUIPMENT	5,032	5,000	5,000	5,000
TOTAL CEMETERY	\$ 113,789	\$ 89,600	\$ 100,944	\$ 96,000

POLICE DEPARTMENT				
SALARIES & WAGES	382,423	391,500	400,979	410,900
WAGES (ICMA)	37,997	41,100	42,103	43,100
SALARIES & WAGES - TEMPORARY	14,464	17,900	17,920	17,900
EMPLOYEE FRINGE BENEFITS	300,460	308,100	315,451	323,200
OFFICE SUPPLIES	8,854	6,500	6,500	6,500
OPERATING SUPPLIES	403	2,000	2,000	2,000
UNIFORMS PURCHASED	5,232	4,900	5,200	5,200
CONTRACTUAL SERVICES	7,369	6,000	7,876	7,900
TELEPHONE	6,242	4,400	4,400	3,200
CONFERENCE & TRAVEL	2,104	5,500	5,500	5,500
INSURANCE & BONDS	9,429	9,800	9,800	10,000
EQUIPMENT RENTAL	61,530	61,700	62,842	64,100
MISCELLANEOUS	1,325	2,500	2,500	2,500
EQUIPMENT	9,742	5,000	5,000	5,000
TOTAL POLICE DEPARTMENT	\$ 847,574	\$ 866,900	\$ 888,071	\$ 907,000

PARKING ENFORCEMENT				
SALARIES & WAGES	954	-	-	-
WAGES (ICMA)	100	-	-	-
SALARIES & WAGES - TEMPORARY	5,733	-	-	-
EMPLOYEE FRINGE BENEFITS	1,604	-	-	-
EQUIPMENT RENTAL	498	-	-	-
MACHINERY & EQUIPMENT	835	-	-	-
TOTAL PARKING ENFORCEMENT	\$ 9,723	\$ -	\$ -	\$ -

FIRE DEPARTMENT				
SALARIES & WAGES	-	-	-	-

**CITY OF CHARLEVOIX
GENERAL FUND EXPENSES DETAIL
2021-22 BUDGET**

	2019-20 Actual	2020-21 Budget	2020-21 Est. Actual	2021-22 Budget
WAGES (ICMA)	-	-	-	-
SALARIES & WAGES - TEMPORARY	-	-	-	-
EMPLOYEE FRINGE BENEFITS	-	-	-	-
FEES & PER DIEM	-	-	-	-
OPERATING SUPPLIES	-	1,700	1,700	1,700
CONTRACTUAL SERVICES	133,672	134,400	134,400	134,400
TELEPHONE	-	-	-	-
CONFERENCE & TRAVEL	-	-	-	-
INSURANCE & BONDS	11,015	11,800	11,820	12,000
EQUIPMENT MAINTENANCE	9,833	16,000	17,000	17,000
EQUIPMENT RENTAL	46,697	46,800	47,692	49,500
MISC. (DUES & PERIODICALS)	-	-	-	-
MACHINERY & EQUIPMENT	-	3,000	3,000	3,000
TOTAL FIRE DEPARTMENT	\$ 201,217	\$ 213,700	\$ 215,612	\$ 217,600

PLANNING				
SALARIES & WAGES	-	-	-	-
WAGES (ICMA)	-	-	-	-
SALARIES & WAGES - TEMPORARY	3,620	7,900	-	-
EMPLOYEE FRINGE BENEFITS	543	1,200	-	-
OFFICE SUPPLIES	3,008	2,500	2,500	2,500
PROFESSIONAL SERVICES	57,165	38,000	38,000	42,000
CONTRACTUAL SERVICES	55	100	1,100	700
TELEPHONE	3,284	2,800	2,805	2,300
CONFERENCE & TRAVEL	466	1,000	200	500
PRINTING & PUBLISHING	2,406	1,800	1,800	1,800
MEMBERSHIPS & DUES	675	200	200	200
MISCELLANEOUS	-	500	500	500
OFFICE EQUIPMENT	-	500	2,100	500
TOTAL PLANNING	\$ 71,222	\$ 56,500	\$ 49,205	\$ 51,000

HIGHWAYS & STREETS				
PROFESSIONAL SERVICES	-	-	-	-
UTILITIES	-	300	300	300
TOTAL HIGHWAYS & STREETS	\$ -	\$ 300	\$ 300	\$ 300

LEAF PICKUP				
SALARIES & WAGES	21,552	29,300	40,327	34,000
WAGES (ICMA)	1,921	3,500	4,299	3,600
SALARIES & WAGES - TEMPORARY	22,265	23,500	23,520	23,500
EMPLOYEE FRINGE BENEFITS	20,872	26,400	34,983	30,000
OPERATING SUPPLIES	2,156	2,200	2,200	2,200
CONTRACTUAL SERVICES	2,400	4,500	6,500	4,500
EQUIPMENT RENTAL	100,219	93,900	92,105	93,900
TOTAL LEAF PICKUP	\$ 171,385	\$ 183,300	\$ 203,935	\$ 191,700

SPRING CLEANUP				
CONTRACTUAL SERVICES	46,766	14,000	72,663	59,200
TOTAL SPRING CLEANUP	\$ 46,766	\$ 14,000	\$ 72,663	\$ 59,200

BRUSH PICKUP				
SALARIES & WAGES	7,480	9,900	9,924	10,100

**CITY OF CHARLEVOIX
GENERAL FUND EXPENSES DETAIL
2021-22 BUDGET**

	2019-20 Actual	2020-21 Budget	2020-21 Est. Actual	2021-22 Budget
WAGES (ICMA)	733	1,000	1,042	1,100
SALARIES & WAGES - TEMPORARY	8,588	10,100	20,571	8,700
EMPLOYEE FRINGE BENEFITS	7,123	9,200	10,827	9,200
EQUIPMENT RENTAL	16,908	21,400	51,898	52,900
TOTAL BRUSH PICKUP	\$ 40,832	\$ 51,600	\$ 94,262	\$ 82,000

AMBULANCE

SALARIES & WAGES	-	-	-	-
WAGES (ICMA)	-	-	-	-
SALARIES & WAGES - TEMPORARY	-	-	-	-
EMPLOYEE FRINGE BENEFITS	-	-	-	-
FEES & PER DIEM	-	-	-	-
OPERATING SUPPLIES	-	-	-	-
CONTRACTUAL SERVICES	18,363	61,200	162,775	178,000
CONFERENCE & TRAVEL	-	-	-	-
INSURANCE & BONDS	-	-	-	-
EQUIPMENT MAINTENANCE	993	-	-	-
EQUIPMENT RENTAL	-	-	-	-
MISCELLANEOUS	-	-	-	-
EDUCATION & TRAINING	-	-	-	-
BAD DEBT EXPENSE	59,725	-	18,720	-
MACHINERY & EQUIPMENT	-	-	-	-
TOTAL AMBULANCE	\$ 79,081	\$ 61,200	\$ 181,495	\$ 178,000

PARKS DEPARTMENT

SALARIES & WAGES	101,017	108,800	110,515	113,900
WAGES (ICMA)	9,980	11,400	11,604	12,000
SALARIES & WAGES (IWF)	-	-	-	-
SALARIES & WAGES - TEMPORARY	94,375	62,400	77,392	63,600
EMPLOYEE FRINGE BENEFITS	92,950	94,200	97,810	98,400
OPERATING SUPPLIES	53,331	48,400	48,410	48,400
REPAIRS & MAINTENANCE SUPPLIES	2,826	-	-	-
IWF MAINTENANCE	200	1,400	1,400	1,400
PROFESSIONAL SERVICES	-	-	-	-
CONTRACTUAL SERVICES	85,761	92,600	92,600	107,100
CONTRACTUAL SERVICE-BIKE SHARE	2,484	-	400	-
UTILITIES	48,989	40,200	55,000	57,800
BUILDING MAINTENANCE	-	1,500	1,500	1,500
EQUIPMENT RENTAL	56,126	52,800	52,823	53,400
MACHINERY & EQUIPMENT	7,060	4,500	4,500	4,500
TOTAL PARKS DEPARTMENT	\$ 555,098	\$ 518,200	\$ 553,954	\$ 562,000

RECREATION ADMINISTRATION

SALARIES & WAGES	72,579	71,500	79,677	81,200
WAGES (ICMA)	7,494	7,500	8,366	8,500
SALARIES & WAGES - TEMPORARY	516	-	1,000	1,000
EMPLOYEE FRINGE BENEFITS	56,689	55,800	62,298	63,500
OFFICE SUPPLIES	1,201	2,000	2,000	2,000
OPERATING SUPPLIES	1,978	3,000	3,000	3,000
OPERATING SUPPLIES-FARMERS MKT	2,836	2,000	2,000	2,000
PROFESSIONAL SERVICES-FARM MKT	20,662	15,000	22,500	22,500
CONTRACTUAL SERVICES	6,517	6,000	6,000	6,000

**CITY OF CHARLEVOIX
GENERAL FUND EXPENSES DETAIL
2021-22 BUDGET**

	2019-20 Actual	2020-21 Budget	2020-21 Est. Actual	2021-22 Budget
TELEPHONE	3,873	2,800	3,800	2,400
CONFERENCE & TRAVEL	2,612	3,000	3,000	3,000
MISCELLANEOUS	1,166	6,500	6,500	6,500
MISCELLANEOUS - FARMERS MARKET	250	-	350	100
REFUNDS & REBATES	-	1,000	3,500	1,000
TOTAL RECREATION ADMINISTRATION	\$ 178,373	\$ 176,100	\$ 203,990	\$ 202,700

CITY BEACHES				
SALARIES & WAGES	-	300	329	300
WAGES (ICMA)	-	-	35	-
SALARIES & WAGES - TEMPORARY	-	-	-	-
EMPLOYEE FRINGE BENEFITS	-	200	256	200
OPERATING SUPPLIES	3,623	5,000	5,000	5,000
CONTRACTUAL SERVICES	1,084	1,500	10,554	46,500
TELEPHONE	596	200	200	200
EQUIPMENT RENTAL	-	150	150	150
MACHINERY & EQUIPMENT	29,341	-	-	-
TOTAL CITY BEACHES	\$ 34,645	\$ 7,350	\$ 16,524	\$ 52,350

BALL FIELDS				
SALARIES & WAGES - TEMPORARY	1,834	5,000	5,040	5,000
EMPLOYEE FRINGE BENEFITS	275	800	756	800
OPERATING SUPPLIES	1,257	1,800	1,800	1,800
CONTRACTUAL SERVICES	297	200	200	200
TELEPHONE	170	100	100	100
UTILITIES	4,198	4,600	4,620	4,900
BUILDING MAINTENANCE	138	500	500	500
EQUIPMENT MAINTENANCE	-	-	-	-
EQUIPMENT RENTAL	5,494	6,400	6,511	6,700
TOTAL BALL FIELDS	\$ 13,664	\$ 19,400	\$ 19,527	\$ 20,000

DAY CAMP				
SALARIES & WAGES	22	700	658	700
WAGES (ICMA)	2	100	69	100
SALARIES & WAGES - TEMPORARY	36,230	44,100	44,077	45,000
EMPLOYEE FRINGE BENEFITS	5,434	7,200	7,124	7,300
OPERATING SUPPLIES	8,404	8,500	8,500	8,600
CONTRACTUAL SERVICES	3,045	5,000	5,000	5,000
TELEPHONE	907	1,200	1,200	1,200
UTILITIES	2,393	4,200	4,200	4,400
EQUIPMENT RENTAL	67	300	300	300
TOTAL DAY CAMP	\$ 56,505	\$ 71,300	\$ 71,128	\$ 72,600

ICE RINK				
SALARIES & WAGES - TEMPORARY	2,469	5,900	5,940	5,900
EMPLOYEE FRINGE BENEFITS	370	900	891	900
OPERATING SUPPLIES	1,223	1,900	1,900	1,900
CONTRACTUAL SERVICES	826	1,100	1,100	1,100
UTILITIES	528	300	300	300
EQUIPMENT RENTAL	-	-	-	-
TOTAL ICE RINK	\$ 5,416	\$ 10,100	\$ 10,131	\$ 10,100

**CITY OF CHARLEVOIX
GENERAL FUND EXPENSES DETAIL
2021-22 BUDGET**

	2019-20 Actual	2020-21 Budget	2020-21 Est. Actual	2021-22 Budget
MT. McSAUBA SKI HILL				
SALARIES & WAGES	23	2,300	2,260	2,300
WAGES (ICMA)	3	200	237	200
SALARIES & WAGES - TEMPORARY	77,797	71,500	71,498	73,300
EMPLOYEE FRINGE BENEFITS	11,687	12,500	12,488	12,800
OPERATING SUPPLIES	13,035	18,000	18,000	18,000
CONTRACTUAL SERVICES	12,058	7,700	14,000	7,700
TELEPHONE	1,150	800	800	500
INSURANCE & BONDS	841	900	900	900
UTILITIES	21,732	22,600	22,600	23,700
BUILDING MAINTENANCE	397	1,000	1,000	1,000
EQUIPMENT MAINTENANCE	1,815	2,500	2,500	2,500
EQUIPMENT RENTAL	5,558	5,500	5,611	5,800
MACHINERY & EQUIPMENT	-	-	9,742	-
TOTAL MT. McSAUBA SKI HILL	\$ 146,094	\$ 145,500	\$ 161,636	\$ 148,700
RECREATIONAL SPORTS				
ATHLETIC EQUIPMENT	458	2,000	2,000	2,000
CONTRACTUAL SERVICES	2,147	2,200	2,200	2,200
TOTAL RECREATIONAL SPORTS	\$ 2,605	\$ 4,200	\$ 4,200	\$ 4,200
SKATE PARK				
SALARIES & WAGES - TEMPORARY	4,666	5,000	4,984	5,000
EMPLOYEE FRINGE BENEFITS	700	800	748	800
OPERATING SUPPLIES	146	200	900	200
UTILITIES	784	700	760	800
TOTAL SKATE PARK	\$ 6,295	\$ 6,700	\$ 7,392	\$ 6,800
GOLF COURSE				
SALARIES & WAGES	-	-	-	-
WAGES (ICMA)	-	-	-	-
SALARIES & WAGES - TEMPORARY	94,428	103,400	103,434	104,700
EMPLOYEE FRINGE BENEFITS	16,078	15,500	17,015	15,700
OFFICE SUPPLIES	1,626	3,000	3,025	3,000
GOLF MERCHANDISE FOR SALE	3,071	3,000	3,000	3,000
OPERATING SUPPLIES	2,659	2,300	2,500	2,300
GASOLINE, OIL, ETC.	3,425	5,000	5,000	5,000
CONTRACTUAL SERVICES	20,878	28,300	28,300	28,500
TELEPHONE	2,433	2,800	2,800	2,800
CONFERENCE & TRAVEL	719	900	900	900
UTILITIES	8,092	9,500	9,500	9,500
BUILDING MAINTENANCE	803	1,500	1,500	1,500
EQUIPMENT MAINTENANCE	5,616	6,500	6,500	6,500
COURSE MAINTENANCE	16,991	17,300	18,900	17,300
IRRIGATION MAINTENANCE	2,893	2,200	2,200	2,200
EQUIPMENT RENTAL	5,494	5,500	5,612	5,800
MISCELLANEOUS	2,879	1,900	2,870	1,900
MACHINERY & EQUIPMENT	-	-	-	-
TOTAL GOLF COURSE	\$ 188,084	\$ 208,600	\$ 213,056	\$ 210,600
BOAT LAUNCH				
SALARIES & WAGES - TEMPORARY	16,027	17,900	17,920	17,900

**CITY OF CHARLEVOIX
GENERAL FUND EXPENSES DETAIL
2021-22 BUDGET**

	2019-20 Actual	2020-21 Budget	2020-21 Est. Actual	2021-22 Budget
EMPLOYEE FRINGE BENEFITS	2,404	2,700	2,688	2,700
OPERATING SUPPLIES	978	1,500	1,500	1,500
CONTRACTUAL SERVICES	12,483	10,500	11,800	10,500
UTILITIES	1,028	1,100	1,000	1,100
TOTAL BOAT LAUNCH	\$ 32,919	\$ 33,700	\$ 34,908	\$ 33,700
COMMUNITY PROMOTION				
COMMUNITY PROMOTION	16,324	13,400	10,875	13,400
TOTAL COMMUNITY PROMOTION	\$ 16,324	\$ 13,400	\$ 10,875	\$ 13,400
MISCELLANEOUS				
CONTRACTUAL-INTERNET/FIBER	(34)	-	-	-
INSURANCE & BONDS	10,604	11,400	11,357	11,600
INSURANCE CLAIMS-CITY SHARE	-	200	200	200
CONTINGENCIES	-	-	-	-
MISCELLANEOUS	11,270	3,500	83,756	3,500
REFUNDS & REBATES	100	1,000	1,000	1,000
BAD DEBT EXPENSE	-	1,000	1,000	1,000
TRANSFER TO OTHER FUND	100,000	35,000	66,000	52,000
TRANSFER TO LOCAL STREET	-	-	-	-
TOTAL MISCELLANEOUS	\$ 121,940	\$ 52,100	\$ 163,314	\$ 69,300
TOTAL EXPENSES	\$ 3,580,395	\$ 3,419,800	\$ 3,876,714	\$ 3,797,300

**CITY OF CHARLEVOIX
MAJOR STREET FUND
2021-22 BUDGET**

	2019-20 Actual	2020-21 Budget	2020-21 Est. Actual	2021-22 Budget
REVENUES				
GAS & WEIGHT TAX	325,810	328,784	354,287	360,179
INTEREST EARNINGS	925	300	300	300
STATE REVENUE - OTHER	-	6,000	-	-
STATE TRUNKLINE REIMBURSEMENT	69,553	90,000	75,632	79,025
OTHER	-	-	600	-
TRANSFER FROM INFRASTRUCTURE	20,000	-	-	-
TRANSFER FROM STREET IMPROVEMENT	-	-	-	-
TRANSFER FROM GENERAL	-	-	-	-
CONTRIBUTION FROM PRIVATE SOURCES	-	-	-	-
TOTAL REVENUES	\$ 416,287	\$ 425,084	\$ 430,819	\$ 439,504

EXPENSES				
ENGINEERING	1,400	-	2,712	100,000
CONTRACTUAL SERVICES	-	-	-	-
ROUTINE MAINTENANCE	16,261	14,300	15,015	14,900
SWEEPING & FLUSHING	16,627	15,800	15,980	16,200
TREES & SHRUBS	73,755	36,500	44,233	38,200
DRAINAGE	8,330	8,900	10,484	10,900
PAVEMENT MARKING	22,979	23,900	23,883	25,900
TRAFFIC CONTROL	17,681	20,600	20,535	20,800
WINTER MAINTENANCE	140,254	128,000	151,597	154,000
ADMINISTRATION	12,867	11,500	12,604	13,800
SURFACE MAINTENANCE-TRK	403	11,300	11,206	11,400
SWEEPING & FLUSHING-TRK	4,253	8,200	8,188	8,500
TREES & SHRUBS-TRK	373	2,000	2,175	2,000
DRAINAGE-TRK	106	3,000	2,951	3,000
TRAFFIC SIGN/SIGNAL-TRK	3,363	4,700	4,720	4,700
PAVEMENT MARKING-TRK	-	900	883	900
WINTER MAINTENANCE-TRK	54,249	49,900	49,749	50,800
GUARD RAILS-TRK	-	-	-	-
ROADWAY INSPECTION-TRK	913	954	1,079	1,270
TOTAL EXPENSES	\$ 373,812	\$ 340,454	\$ 377,994	\$ 477,270

EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 42,475	\$ 84,630	\$ 52,825	\$ (37,766)
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YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	258,770	289,994	301,245	354,070
NET CHANGE IN FUND BALANCE	42,475	84,630	52,825	(37,766)
FUND BALANCE	\$ 301,245	\$ 374,624	\$ 354,070	\$ 316,303

CASH & INVESTMENTS	\$ 223,246	\$ 277,782	\$ 276,071	\$ 238,304
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**CITY OF CHARLEVOIX
LOCAL STREET FUND
2021-22 BUDGET**

	2019-20 Actual	2020-21 Budget	2020-21 Est. Actual	2021-22 Budget
REVENUES				
GAS & WEIGHT TAX	151,520	136,651	164,752	172,151
STATE GRANTS - OTHER	-	5,000	5,000	5,000
INTEREST EARNINGS	21	30	30	30
MISCELLANEOUS INCOME	-	-	-	-
CONTRIBUTION - GENERAL FUND	-	-	-	-
CONTRIBUTION - INFRASTRUCTURE	52,838	-	-	-
CONTRIBUTION - PRIVATE SOURCES	-	-	-	-
CONTRIBUTION - STREET IMPROVEMENT	-	-	-	-
TOTAL REVENUES	\$ 204,379	\$ 141,681	\$ 169,782	\$ 177,181
EXPENSES				
ENGINEERING	-	-	-	-
CONTRACTUAL SERVICES	-	-	-	-
ROUTINE MAINTENANCE	4,569	9,400	9,922	10,000
SWEEPING & FLUSHING	7,354	10,900	11,774	11,000
TREES & SHRUBS	34,089	29,000	30,498	29,700
DRAINAGE	1,586	3,300	3,439	3,700
TRAFFIC CONTROL	5,112	3,100	4,066	4,200
WINTER MAINTENANCE	131,325	71,700	71,639	72,100
ADMINISTRATION	9,310	9,400	10,459	11,500
TOTAL EXPENSES	\$ 193,346	\$ 136,800	\$ 141,796	\$ 142,200
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 11,033	\$ 4,881	\$ 27,986	\$ 34,981
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	10,021	13,601	21,054	49,041
NET CHANGE IN FUND BALANCE	11,033	4,881	27,986	34,981
FUND BALANCE	\$ 21,054	\$ 18,482	\$ 49,041	\$ 84,022
CASH & INVESTMENTS	\$ -	\$ 8,460	\$ 27,986	\$ 62,967

CITY OF CHARLEVOIX
PI #7 STREET IMPROVEMENT FUND
2021-22 BUDGET

	2019-20 Actual	2020-21 Budget	2020-21 Est. Actual	2021-22 Budget
REVENUES				
COUNTY ROAD TAX	220,417	236,800	240,082	240,100
PAYMENT IN LIEU OF TAXES	704	3,000	3,000	3,000
DELINQUENT TAXES	12,392	9,000	9,000	9,000
IFT TAX	-	-	-	-
INTEREST EARNINGS	342	200	200	200
TOTAL REVENUES	\$ 233,856	\$ 249,000	\$ 252,282	\$ 252,300
EXPENSES				
PROFESSIONAL SERVICES	-	-	-	-
CONTRACTUAL SERVICES	-	-	-	-
TRANSFER TO MAJOR STREET	-	-	-	-
TRANSFER TO LOCAL STREET	-	-	-	-
TRANSFER TO GENERAL DEBT SERVICE	200,000	200,000	200,000	200,000
TRANSFER TO WATER	-	-	-	-
TRANSFER TO INFRASTRUCTURE	-	-	-	-
REFUNDS & REBATES / MISCELLANEOUS	-	-	-	-
TOTAL EXPENSES	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 33,856	\$ 49,000	\$ 52,282	\$ 52,300
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	132,573	181,548	166,429	218,711
NET CHANGE IN FUND BALANCE	33,856	49,000	52,282	52,300
FUND BALANCE	\$ 166,429	\$ 230,548	\$ 218,711	\$ 271,011
CASH & INVESTMENTS	\$ 153,849	\$ 219,837	\$ 206,131	\$ 258,431

**CITY OF CHARLEVOIX
DOWNTOWN DEVELOPMENT AUTHORITY FUND
2021-22 BUDGET**

	2019-20 Actual	2020-21 Budget	2020-21 Est. Actual	2021-22 Budget
REVENUES				
CURRENT PROPERTY TAX	38,469	40,000	40,328	40,300
PROPERTY TAX - CAPTURE LOCAL	431,796	431,800	436,507	436,400
DELINQUENT PROPERTY TAX COLLECTED	1,547	-	-	-
PENALTY - PROPERTY TAX	168	100	100	100
FEDERAL / STATE / OTHER GRANTS	43,296	12,200	69,764	14,200
INTEREST EARNINGS	2,731	1,000	1,000	1,000
RENTS & ROYALTIES - SUNSHINE	1,000	1,000	1,000	1,000
RENTS & ROYALTIES - BIBCO LEASE	30,070	31,200	31,215	32,400
RENTS & ROYALTIES - ROUND LAKE GROUP	14,580	12,000	-	15,300
RENTS & ROYALTIES - LC BREWERS	4,552	5,200	-	-
MISCELLANEOUS - THE VAULT	15,196	18,000	18,000	18,000
MISCELLANEOUS & IWF REIMBURSEMENT	139	-	9,260	9,300
CONTRIBUTION - OTHER SOURCES	-	-	8,620	-
CONTRIBUTION - MAIN STREET	15,468	15,000	35,900	-
CONTRIBUTION - PERFORMANCE PAVILION	6,200	6,000	2,500	6,000
TRANSFER FROM OTHER FUNDS	-	-	-	-
TOTAL REVENUES	\$ 605,213	\$ 573,500	\$ 654,193	\$ 574,000

EXPENSES				
SALARIES & WAGES	37,206	47,600	47,578	48,500
WAGES - ICMA	3,858	5,000	4,996	5,100
SALARIES & WAGES - TEMPORARY	77	-	-	-
EMPLOYEE FRINGE BENEFITS	29,032	37,100	37,111	37,800
OPERATING SUPPLIES	10,504	8,100	9,930	9,200
OPERATING SUPPLIES - THE VAULT	22,201	23,000	23,000	17,000
IWF MAINTENANCE	8,452	6,000	6,000	6,000
MARKETING & PROMOTIONAL SERVICES	66,359	25,700	15,700	35,000
PROMOTION COMMITTEE EXPENSES	10,992	10,000	10,000	15,300
ORGANIZATION COMMITTEE	606	500	500	500
BUSINESS RECRUITMENT/RETENTION	-	-	71,000	-
CONTRACTUAL SERVICES	36,875	35,700	35,700	28,700
DESIGN COMMITTEE	33,240	5,100	5,836	15,600
DESIGN CAPITAL IMPROVEMENTS	-	-	-	-
LEGAL SERVICES	3,553	500	5,000	500
TELEPHONE	3,623	2,000	3,000	2,100
CONFERENCE & TRAVEL	4,716	3,000	1,500	1,000
PRINTING & PUBLISHING	1,920	1,500	1,500	-
INSURANCE & BONDS	1,502	1,500	1,500	1,500
REFUNDS - PROPERTY TAX & TIFA	8,101	6,000	6,000	6,000
MAINTENANCE - BRIDGE PARK BUILDING	12,708	5,000	10,300	5,000
MISCELLANEOUS	20,898	-	3,630	100
MISCELLANEOUS - MAIN STREET	26,500	300	3,500	500
LIBRARY CONTRIBUTION	30,000	30,000	30,000	30,000
TRANSFER TO OTHER FUNDS (MARINA)	334,600	335,700	335,700	336,200
TOTAL EXPENSES	\$ 707,524	\$ 589,300	\$ 668,980	\$ 601,600

EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ (102,311)	\$ (15,800)	\$ (14,787)	\$ (27,600)
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YEAR END BALANCES				
FUND BALANCE / NET POSITION BEGINNING OF YEAR	3,670,899	3,733,487	3,568,588	3,553,801
CHANGE IN FUND BALANCE / NET POSITION	(102,311)	(15,800)	(14,787)	(27,600)
FUND BALANCE / NET POSITION	\$ 3,568,588	\$ 3,717,687	\$ 3,553,801	\$ 3,526,201

CASH & INVESTMENTS	\$ 355,789	\$ 366,896	\$ 341,003	\$ 313,403
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* Note: Includes \$305,789 cash & \$50,000 investment

**CITY OF CHARLEVOIX
MARINA FUND
2021-22 BUDGET**

	2019-20 Actual	2020-21 Budget	2020-21 Est. Actual	2021-22 Budget
REVENUES				
STATE GRANTS	-	-	-	-
LAUNDRY REVENUE	1,810	1,730	1,730	1,730
SALE OF MERCHANDISE - TAXABLE	41	-	-	-
RENTS & ROYALTIES - DOCKING SEASONAL	75,344	83,600	72,000	73,440
RENTS & ROYALTIES - DOCKING RESERV SYSTEM	356,123	392,700	405,000	413,100
RENTS & ROYALTIES - DOCKING TRANSIENT	11,401	29,000	13,000	14,000
RENTS & ROYALTIES - SUNSHINE	4,000	4,000	4,000	4,000
RENTS & ROYALTIES - LITTLE TRAVERSE CHARTE	4,100	4,100	6,150	8,000
INTEREST INCOME	2,566	600	600	600
REFUNDS and REBATES	9,038	-	-	-
FUND TRANSFERS FROM DDA - DEBT SVC	334,600	335,700	335,700	336,200
ADVANCE FROM OTHER FUNDS	100,000	25,000	50,000	36,000
SALE OF FIXED ASSETS	-	-	-	-
MISCELLANEOUS-OTHER REVENUE	100	-	100	-
TOTAL REVENUES	\$ 899,122	\$ 876,430	\$ 888,280	\$ 887,070

EXPENSES				
SALARIES & WAGES - FULL TIME	34,214	33,000	34,716	36,800
WAGES - ICMA	4,042	4,000	4,167	4,400
SALARIES & WAGES - TEMPORARY	96,136	83,500	69,202	83,900
EMPLOYEE FRINGE BENEFITS	61,394	38,300	37,459	41,300
OFFICE SUPPLIES	267	100	365	100
OPERATING SUPPLIES	12,685	6,900	3,000	6,900
PROFESSIONAL SERVICES	1,916	5,300	3,000	3,000
CONTRACTUAL SERVICES	26,800	11,800	11,750	11,800
STATE CRS COMMISSION FEES	10,468	14,300	14,300	15,700
STATE CRS RESERVATION FEES	9,334	10,700	10,700	11,800
LEGAL FEES	-	-	4	-
TELEPHONE	2,958	2,400	2,400	2,400
CONFERENCE/TRAVEL/TRAINING	150	900	-	1,200
INSURANCE & BONDS	2,862	3,000	3,000	3,100
UTILITIES	71,951	71,400	71,400	65,000
BUILDING & DOCK MAINTENANCE	18,039	18,100	18,100	18,400
EQUIPMENT RENTAL	861	700	700	700
MISCELLANEOUS	1,776	2,200	4,200	4,100
CREDIT CARD PROCESSING FEES	7,173	7,600	8,100	8,100
REFUNDS & REBATES	-	-	1,200	-
AMORTIZATION EXPENSE	-	-	-	-
DEPRECIATION	653,143	658,000	658,000	658,000
MACHINERY & EQUIPMENT	2,483	300	300	300
INTEREST EXPENSE	5,430	4,900	4,930	3,900
TRANSFER TO ELECTRIC - ADVANCE REIMBUSE	-	100,000	100,000	100,000
TRANSFER TO OTHER FUNDS	-	-	-	-
DEBT SERVICE - PRINCIPAL	-	355,000	355,000	370,000
DEBT SERVICE - INTEREST	95,488	105,700	105,700	91,200
BOND ISSUANCE COSTS	-	-	-	-
DEBT SERVICE - PAYING AGENT FEES	250	500	500	500
TOTAL EXPENSES	\$ 1,119,821	\$ 1,538,600	\$ 1,522,193	\$ 1,542,600

EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ (220,699)	\$ (662,170)	\$ (633,913)	\$ (655,530)
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YEAR END BALANCES				
NET POSITION BEGINNING OF YEAR	2,334,140	1,743,041	2,113,441	1,479,528
CHANGE IN NET POSITION	(220,699)	(662,170)	(633,913)	(655,530)
NET POSITION	\$ 2,113,441	\$ 1,080,871	\$ 1,479,528	\$ 823,998

CASH AT PAYING AGENT	56,400	100,000	100,000	100,000
UNRESTRICTED	242,271	156,770	222,758	225,228
CASH & INVESTMENTS	\$ 298,671	\$ 256,770	\$ 322,758	\$ 325,228

Less Charter Reserve	75,000	75,000	75,000	75,000
Less AP/Accrued Liabilities/Cust Dep	231,912	236,550	241,281	246,107
Plus AR/Interest Rec/prepays	308	314	320	327
Deficit	-7,933	-54,466	6,797	4,448
Assumption 2% increase in AP & AR				

**CITY OF CHARLEVOIX
AIRPORT FUND
2021-22 BUDGET**

	2019-20 Actual	2020-21 Budget	2020-21 Est. Actual	2021-22 Budget
REVENUES				
INTEREST EARNINGS	678	525	525	536
FEDERAL GRANTS	-	-	30,000	-
RENTS & ROYALTIES - AIRPORT PERMITS	15,537	21,224	21,224	21,648
RENTS & ROYALTIES - HANGAR RENTS	40,808	57,000	57,000	57,000
LAND LEASES	-	-	34,000	34,680
STATE GRANTS	-	-	-	-
PARKING FEES	55,784	60,364	62,204	63,448
FUEL, CONTRACT, RETAIL, FLOWAGE, SALES	1,036,321	1,103,838	798,100	995,627
INTO WING FEES	139,865	150,739	161,760	129,746
AFTER HOURS CALLOUT FEES	17,450	20,000	33,000	33,000
THRU-PUT FEES	-	15	15	15
LANDING, RAMP, LAVATORY, GROUND FEES	121,694	135,130	163,000	163,140
DISCOUNTS - AIRPORT SALES TAX	121	151	151	154
CONTRIBUTED CAPITAL	514,549	475,000	475,000	123,500
SALE OF FIXED ASSETS	-	-	-	-
REFUNDS & REBATES - INSURANCE	5,167	8,489	8,489	8,659
TRANSFER FROM OTHER FUNDS	-	-	-	-
TAXABLE MERCHANDISE	608	636	700	714
VENDING MACHINE PROCEEDS	1,509	2,081	2,081	2,123
MISCELLANEOUS	9,951	1,561	3,000	3,000
TOTAL REVENUES	\$ 1,960,042	\$ 2,036,754	\$ 1,850,249	\$ 1,636,990
EXPENSES				
SALARIES & WAGES - FULL TIME	172,432	161,300	161,315	164,600
WAGES - ICMA	17,109	17,700	17,721	18,100
SALARIES & WAGES - TEMPORARY	24,221	31,100	29,876	40,800
EMPLOYEE FRINGE BENEFITS	234,746	130,500	130,307	134,500
OFFICE SUPPLIES	3,757	2,500	2,700	3,500
CLEANING SUPPLY - TERMINAL	1,198	1,300	1,500	1,300
ICE/COFFEE SUPPLY	507	700	700	700
VENDING MACHINE SUPPLY	507	600	700	700
MAINT. REPAIR EQUIPMENT, SUPPLIES	13,109	10,100	9,900	9,700
UNIFORMS & PPE	2,830	2,300	2,500	2,300
AVIATION FUEL	855,733	834,500	650,000	747,100
DIESEL FUEL	4,945	6,500	5,000	6,500
FUEL - HOLIDAY GAS STATION	984	1,000	1,000	1,000
FUEL TRUCK LEASE	19,750	21,000	7,000	7,000
FUEL MASTER PUMP, TRUCK, FARM REPAIRS	15,315	14,700	13,700	16,200
PROFESSIONAL SERVICES	2,777	2,300	2,320	2,300
CONTRACTUAL SERVICES	8,248	8,600	10,100	8,600
LEGAL FEES	341	1,000	1,000	1,000
TELEPHONE	4,306	3,700	3,700	2,800
CONFERENCE & TRAVEL	235	500	100	500
INSURANCE & BONDS	10,731	11,200	11,200	10,400
HANGAR REPAIRS	1,242	1,800	1,800	1,800
UTILITIES	30,367	33,100	33,100	33,100
TERMINAL BLDG REPAIR & GROUNDS	1,533	5,000	5,600	2,000
SRE BLDG & HANGERS REPAIR & MAINT	919	2,200	2,200	2,200
TRASH REMOVAL	608	600	600	600
EQUIPMENT RENTAL	222	500	500	500
DUES & MEMBERSHIPS	250	700	250	300
PRINTING & PUBLISHING	259	1,000	800	1,000
MISCELLANEOUS	3,193	2,000	6,500	4,500
CREDIT CARD PROCESSING FEE	15,473	15,000	15,000	15,000
REFUNDS & REBATES	-	-	-	-
MACHINERY & EQUIPMENT	1,848	1,500	2,000	2,500
CAPITAL OUTLAY Engineering	-	-	-	-
CAPITAL OUTLAY - Multi Projects	-	25,000	25,000	6,500
DEBT SERVICE - PRINCIPAL (MDOT, Act99)	-	-	-	-
DEBT SERVICE - INTEREST (MDOT, Act99, Elect Loz	650	-	-	-
GRANT MATCH TO STATE	-	-	-	-
DEPRECIATION	508,602	510,000	510,000	515,100
TRANSFER TO ELECTRIC	-	-	-	-
TOTAL EXPENSES	\$ 1,958,947	\$ 1,861,500	\$ 1,665,688	\$ 1,764,700
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 1,095	\$ 175,254	\$ 184,561	\$ (127,710)
YEAR END BALANCES				
NET POSITION BEGINNING OF YEAR	8,490,240	8,512,903	8,491,335	8,675,896
CHANGE IN NET POSITION	1,095	175,254	184,561	(127,710)
NET POSITION	\$ 8,491,335	\$ 8,688,157	\$ 8,675,896	\$ 8,548,186
CASH & INVESTMENTS	\$ 24,296	\$ 308,336	\$ 243,857	\$ 507,747

CITY OF CHARLEVOIX
PI #6 INFRASTRUCTURE IMPROVEMENTS FUND
2021-22 BUDGET

	2019-20 Actual	2020-21 Budget	2020-21 Est. Actual	2021-22 Budget
REVENUES				
CURRENT PROPERTY TAX	459,925	396,600	408,140	408,100
PAYMENT IN LIEU OF TAXES	1,172	800	800	800
IFT TAXES	1,529	900	900	900
TAXES COLLECTED - DELINQUENT	11,181	4,200	4,200	4,200
STATE GRANTS	-	-	-	-
INTEREST EARNINGS	2,962	2,600	2,600	2,400
MISCELLANEOUS	-	-	-	-
PROCEEDS FROM BONDS	-	-	-	-
CONTRIBUTION FROM OTHER FUNDS	-	-	-	-
TOTAL REVENUES	\$ 476,768	\$ 405,100	\$ 416,640	\$ 416,400

EXPENSES				
PROFESSIONAL SERVICES	15,738	-	58,193	15,000
PROFESSIONAL SERVICES	-	-	-	-
CONTRACTUAL SERVICES	35,784	250,000	521,675	308,000
REFUNDS & REBATES / MISCELLANEOUS	-	-	500	-
BOND ISSUANCE COSTS	-	-	-	-
TRANSFER TO GENERAL FUND	-	-	-	-
TRANSFER TO MAJOR STREET	20,000	-	-	-
TRANSFER TO LOCAL STREET	52,838	-	-	-
TRANSFER TO AIRPORT	-	-	-	-
TRANSFER TO GENERAL DEBT OBLIGATIO	121,400	123,400	123,400	125,000
TRANSFER TO TRAIL DEVELOPMENT FUN	-	-	-	200,000
TRANSFER TO ELECTRIC	-	-	-	-
TRANSFER TO SEWER	-	-	-	-
TRANSFER TO WATER	-	-	-	-
TOTAL EXPENSES	\$ 245,759	\$ 373,400	\$ 703,768	\$ 648,000

EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 231,009	\$ 31,700	\$ (287,129)	\$ (231,600)
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YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	509,481	741,452	740,490	453,361
NET CHANGE IN FUND BALANCE	231,009	31,700	(287,129)	(231,600)
FUND BALANCE	\$ 740,490	\$ 773,152	\$ 453,361	\$ 221,761

CASH & INVESTMENTS	\$ 742,389	\$ 771,927	\$ 455,260	\$ 223,660
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**CITY OF CHARLEVOIX
ELECTRIC FUND
2021-22 BUDGET**

	2019-20 Actual	2020-21 Budget	2020-21 Est. Actual	2021-22 Budget
REVENUES				
ELECTRIC SERVICES	112,896	35,700	86,700	35,700
POWER SALES	5,375,570	6,096,900	6,100,800	6,399,700
POWER COST ADJ REVENUES	467,155	1,170,921	1,170,921	1,176,775
FINES & FORFEITS	24,393	35,000	36,020	35,000
INTEREST & RENTS	62,566	18,730	18,730	18,730
OTHER	47,430	3,500	22,000	18,500
TRANSFER FROM OTHER FUNDS	-	100,000	100,000	100,000
TOTAL REVENUES	\$ 6,090,011	\$ 7,460,751	\$ 7,535,171	\$ 7,784,405
EXPENSES				
TRANSMISSION / DISTRIBUTION	1,670,707	1,976,500	2,107,609	1,980,900
ACCOUNTING & ADMIN	711,407	782,000	769,713	783,600
PURCHASED POWER	3,495,564	3,691,300	4,225,888	4,110,900
CAPITAL IMPROVEMENTS	23,520	1,535,000	510,000	1,765,000
DEPRECIATION	466,632	500,000	500,000	510,000
FUND TRANSFERS	186,940	695,700	697,700	392,900
DEBT SERVICE	-	-	-	-
TOTAL EXPENSES	\$ 6,554,769	\$ 9,180,500	\$ 8,810,910	\$ 9,543,300
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ (464,760)	\$ (1,719,749)	\$ (1,275,739)	\$ (1,758,895)
YEAR END BALANCES				
NET POSITION BEGINNING OF YEAR	10,392,879	10,230,949	9,928,119	8,652,380
CHANGE IN NET POSITION	(464,760)	(1,719,749)	(1,275,739)	(1,758,895)
NET POSITION	\$ 9,928,119	\$ 8,511,200	\$ 8,652,380	\$ 6,893,485
RESERVE FOR DEPOSITS	85,000	85,000	85,000	85,000
CHARTER RESERVE	75,000	75,000	75,000	75,000
UNRESTRICTED	6,044,450	5,260,467	5,268,711	4,019,816
CASH & INVESTMENTS	\$ 6,204,450	\$ 5,420,467	\$ 5,428,711	\$ 4,179,816

**CITY OF CHARLEVOIX
WATER FUND
2021-22 BUDGET**

	2019-20 Actual	2020-21 Budget	2020-21 Est. Actual	2021-22 Budget
REVENUES				
STATE & FEDERAL GRANTS	-	-	-	-
FEDERAL GRANT	-	-	-	-
WATER SERVICES-TAP INS	15,299	5,000	7,400	5,000
WATER SERVICES-READ-O-MATIC	680	1,200	3,100	1,200
WATER SERVICES-MISC	3,024	3,000	85,255	3,000
WATER SALES	1,610,989	1,649,600	1,649,600	1,713,900
INTEREST EARNINGS	7,039	200	200	200
DISCOUNTS FORFEITED	7,367	6,000	6,000	6,000
TRANSFER FROM DPW	-	-	-	-
TRANSFER FROM MOTOR POOL	-	-	-	-
TRANSFER FROM INFRASTRUCTURE	-	-	-	-
TRANSFER FROM STREET IMPROVEMENT	-	-	-	-
MISCELLANEOUS	13,967	18,200	18,200	18,200
TOTAL REVENUES	\$ 1,658,364	\$ 1,683,200	\$ 1,769,755	\$ 1,747,500
EXPENSES				
TRANSMISSION & DISTRIBUTION	369,907	418,500	419,481	407,400
ACCOUNTING & ADMIN	204,049	214,300	218,303	212,600
WATER TREATMENT PLANT	375,048	459,700	476,923	468,200
CAPITAL IMPROVEMENTS	7,289	77,000	304,366	256,000
DEPRECIATION	299,722	310,000	310,000	310,000
FUND TRANSFERS	44,250	83,700	85,710	76,800
DEBT SERVICE	-	-	-	-
TOTAL EXPENSES	\$ 1,300,265	\$ 1,563,200	\$ 1,814,783	\$ 1,731,000
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 358,098	\$ 120,000	\$ (45,028)	\$ 16,500
YEAR END BALANCES				
NET POSITION BEGINNING OF YEAR	5,439,783	4,942,955	5,797,881	5,752,853
CHANGE IN NET POSITION	358,098	120,000	(45,028)	16,500
NET POSITION	\$ 5,797,881	\$ 5,062,955	\$ 5,752,853	\$ 5,769,353
CHARTER RESERVE	75,000	75,000	75,000	75,000
UNRESTRICTED	875,599	937,928	1,140,571	1,467,071
CASH & INVESTMENTS	\$ 950,599	\$ 1,012,928	\$ 1,215,571	\$ 1,542,071

**CITY OF CHARLEVOIX
SEWER FUND*
2021-22 BUDGET**

	2019-20 Actual	2020-21 Budget	2020-21 Est. Actual	2021-22 Budget
REVENUES				
OPERATIONS				
STATE GRANTS	-	-	-	-
SEWER SERVICES - MISCELLANEOUS	7,302	-	900	-
SEWER SALES	2,354,977	2,410,500	2,410,500	2,504,500
DISCOUNTS FORFEITED	9,223	8,500	8,500	8,500
INTEREST EARNINGS - OPERATIONS	21,182	6,000	6,000	6,000
OTHER & PASS THRU'S	6,108	5,600	5,600	5,600
SALE OF FIXED ASSETS	-	-	-	-
PROCEEDS FROM BOND SALE / SRF LOAN	-	-	-	-
TRANSFER FROM OTHER FUNDS	-	-	-	-
TRANSFER FROM INFRASTRUCTURE	-	-	-	-
CAPTIAL IMPROVEMENT FUND				
SEWER SERVICES-TAP INS	27,000	15,000	15,000	15,000
INTEREST EARNINGS - CAPITAL RESERVE	561	100	100	80
TRANSFER FROM OTHER FUNDS PI #2	-	-	-	-
NORTHSIDE SEWER				
NORTHSIDE SEWER FEES	2,000	4,000	4,000	4,000
INTEREST EARNINGS - NORTHSIDE SEWER	1,452	850	850	500
MISC INCOME - PASS THRU PAYMENTS	-	-	-	-
SOUTHSIDE SEWER AREA				
SEWER SERVICES-TAP INS	-	-	-	-
SEWER CONSTRUCTION FEES	-	-	-	-
INTEREST EARNINGS - OVERSIZING	-	-	-	-
TRANSFER FROM OTHER FUNDS	-	-	-	-
TOTAL REVENUES	\$ 2,429,807	\$2,450,550	\$ 2,451,450	\$ 2,544,180
EXPENSES				
OPERATIONS				
WASTEWATER TREATMENT PLANT	701,807	710,600	727,809	733,300
SEWER LINES	195,529	178,300	205,438	202,900
ACCOUNTING & ADMIN	293,343	315,600	316,332	313,600
LIFT STATIONS	92,989	136,500	136,710	138,800
CAPITAL IMPROVEMENTS	7,663	1,065,000	657,155	1,152,000
DEPRECIATION	582,016	590,000	590,000	590,000
DEBT SERVICE	207,614	607,600	607,614	607,400
FUND TRANSFERS	54,300	97,200	99,245	88,800
CAPTIAL IMPROVEMENT FUND				
FUND TRANSFERS	-	-	-	-
NORTHSIDE SEWER				
NORTHSIDE SEWER LEGAL / PROF FEES	-	-	-	-
CAPITAL IMPROVEMENTS	-	-	-	-
TOTAL EXPENSES	\$ 2,135,262	\$ 3,700,800	\$ 3,340,304	\$ 3,826,800
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 294,545	\$ (1,250,250)	\$ (888,854)	\$ (1,282,620)
YEAR END BALANCES				
NET POSITION BEGINNING OF YEAR	10,451,769	9,423,181	10,746,314	9,857,460
CHANGE IN NET POSITION	294,545	(1,250,250)	(888,854)	(1,282,620)
NET POSITION	\$ 10,746,314	\$ 8,172,931	\$ 9,857,460	\$ 8,574,840
CHARTER RESERVE	75,000	75,000	75,000	75,000
BOND DEBT SERVICE REQUIREMENTS	750,000	750,000	750,000	750,000
CASH PI #2 RESERVE FOR CAPITAL	130,422	145,372	145,522	160,602
CASH PI #5 NORTHSIDE SEWER RESERVE	328,629	-	335,479	339,979
UNRESTRICTED	3,394,338	2,105,698	3,073,534	2,361,334
CASH & INVESTMENTS	\$ 4,678,389	\$ 3,076,070	\$ 4,379,535	\$ 3,686,915

* Includes Capital Reserve Fund (402), Northside Sewer Fund (405) and Sewer Fund (590)

CITY OF CHARLEVOIX
PI #2 SEWER CAPITAL FUND-TAP INS*
2021-22 BUDGET

	2019-20 Actual	2020-21 Budget	2020-21 Est. Actual	2021-22 Budget
REVENUES				
INTEREST EARNINGS	561	100	100	80
SEWER TAP INS	27,000	15,000	15,000	15,000
CONTRIBUTIONS FROM OTHER FUNDS	-	-	-	-
TOTAL REVENUES	\$ 27,561	\$ 15,100	\$ 15,100	\$ 15,080
EXPENSES				
CAPITAL OUTLAY	-	-	-	-
TRANSFER TO SEWER FUND	-	-	-	-
TOTAL EXPENSES	\$ -	\$ -	\$ -	\$ -
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 27,561	\$ 15,100	\$ 15,100	\$ 15,080
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	102,907	130,312	130,468	145,568
NET CHANGE IN FUND BALANCE	27,561	15,100	15,100	15,080
FUND BALANCE	\$ 130,468	\$ 145,412	\$ 145,568	\$ 160,648
CASH & INVESTMENTS	\$ 130,422	\$ 145,372	\$ 145,522	\$ 160,602

* This fund is part of the Sewer Fund and is shown here for internal accounting purposes only.

CITY OF CHARLEVOIX
PI #5 SEWER CAPITAL FUND - NORTHSIDE / SOUTHSIDE SEWER*
2021-22 BUDGET

	2019-20 Actual	2020-21 Budget	2020-21 Est. Actual	2021-22 Budget
REVENUES				
INTEREST EARNINGS	1,452	850	850	500
COLLECTION & CONSTRUCTION FEES:				
CHARLEVOIX CC	-	2,000	2,000	2,000
NORTH POINTE WOODS	-	-	-	-
WHIPPOORWILL	2,000	-	-	-
PINE POINT	2,000	2,000	2,000	2,000
BIG FISH	-	-	-	-
OTHER	-	-	2,000	-
TOTAL REVENUES	\$ 5,452	\$ 4,850	\$ 6,850	\$ 4,500
EXPENSES				
LEGAL & PROFESSIONAL FEES	-	-	-	-
TRANSFER TO SEWER FUND	-	-	-	-
TOTAL EXPENSES	\$ -	\$ -	\$ -	\$ -
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 5,452	\$ 4,850	\$ 6,850	\$ 4,500
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	285,643	292,707	291,095	297,945
NET CHANGE IN FUND BALANCE	5,452	4,850	6,850	4,500
FUND BALANCE	\$ 291,095	\$ 297,557	\$ 297,945	\$ 302,445
CASH & INVESTMENTS	\$ 328,629	\$ 335,081	\$ 335,479	\$ 339,979

* This fund is part of the Sewer Fund and is shown here for internal accounting purposes only.

**CITY OF CHARLEVOIX
EMS FUND
2021-22 BUDGET**

	2019-20 Actual	2020-21 Budget	2020-21 Est. Actual	2021-22 Budget
REVENUES				
FEDERAL GRANT - OTHER	-	-	23,000	-
STATE GRANTS	-	-	-	-
GRANTS - OTHER	-	-	20,633	-
AMBULANCE RUNS - INSURANCE	839,125	1,294,900	840,000	840,000
AMBULANCE RUNS - PRIVATE PAY	5,759	5,000	22,000	15,000
AMBULANCE CONTRACTS - TOWNSHIP	498,269	185,400	454,017	468,500
INTEREST EARNINGS	14	-	-	-
SALE OF FIXED ASSETS OVER \$5000	12,700	5,000	-	-
CONTRIB & DONAAT - PRIVATE SRCS	-	2,000	1,000	2,000
REFUNDS & REBATES INSURANCE	7,578	7,600	2,136	-
MISC - EQUIP SALES LESS THAN \$5000	365	-	200	-

TOTAL REVENUES	\$ 1,363,810	\$ 1,499,900	\$ 1,362,986	\$ 1,325,500
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EXPENSES				
SALARIES & WAGES	252,001	361,900	320,415	376,700
WAGES (ICMA)	19,068	38,000	33,644	39,600
SALARIES & WAGES - TEMPORARY	6,534	1,600	1,647	1,700
EMPLOYEE FRINGE BENEFITS	260,751	325,400	306,420	339,100
SALARIES & WAGES -PAID ON CALL	421,400	286,000	375,000	300,000
OFFICE SUPPLIES	9,745	5,000	4,200	4,000
OPERATING SUPPLIES	51,680	50,000	27,000	28,000
LICENSES & STATE FEES	3,931	5,000	3,000	3,500
UNIFORMS PURCHASED	8,618	8,300	6,500	3,000
FUEL	25,599	48,000	28,000	30,000
CONTRACTUAL SERVICES	65,357	64,700	55,000	49,100
TELEPHONE	8,901	8,500	9,000	7,000
CONFERENCE & TRAVEL	5,459	8,800	1,000	2,000
INSURANCE & BONDS	5,819	6,000	6,000	6,100
APPARATUS MAINTENANCE & REPAIR	46,275	25,000	24,000	25,000
BUILDING RENT	-	22,700	42,661	42,700
EQUIPMENT RENT	-	-	-	-
MISCELLANEOUS	4,926	8,500	2,000	2,000
EDUCATION & TRAINING	9,046	15,000	17,000	7,500
BAD DEBT EXPENSE	32,968	42,500	59,000	46,500
MACHINERY & EQUIPMENT	57,222	48,000	20,000	10,000
TRANS TO PI-13 - EQUIPMENT	114,000	114,000	20,500	-
TOTAL EXPENSES	\$ 1,409,299	\$ 1,492,900	\$ 1,361,986	\$ 1,323,500

EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ (45,490)	\$ 7,000	\$ 1,000	\$ 2,000
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YEAR END BALANCES				
NET POSITION BEGINNING OF YEAR	-	29,799	(45,490)	(44,490)
CHANGE IN NET POSITION	(45,490)	7,000	1,000	2,000
NET POSITION	\$ (45,490)	\$ 36,799	\$ (44,490)	\$ (42,490)

CASH & INVESTMENTS	\$ -	\$ 36,799	\$ 1,000	\$ 3,000
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CITY OF CHARLEVOIX
PI #13 AMBULANCE REPLACEMENT FUND
2021-22 BUDGET

	2019-20 Actual	2020-21 Budget	2020-21 Est. Actual	2021-22 Budget
REVENUES				
GRANTS	22,935	-	-	-
INTEREST EARNINGS	223	-	-	-
SALE OF FIXED ASSETS	-	-	-	-
CONTRIBUTION FROM EMS BUDGET	114,000	114,000	20,500	-
TOTAL REVENUES	\$ 137,158	\$ 114,000	\$ 20,500	\$ -
EXPENSES				
MACHINERY & EQUIPMENT-AMBULANC	22,935	-	33,712	-
TOTAL EXPENSES	\$ 22,935	\$ -	\$ 33,712	\$ -
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 114,223	\$ 114,000	\$ (13,212)	\$ -
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	-	114,085	114,223	101,012
NET CHANGE IN FUND BALANCE	114,223	114,000	(13,212)	-
FUND BALANCE	\$ 114,223	\$ 228,085	\$ 101,012	\$ 101,012
CASH & INVESTMENTS	\$ 137,109	\$ 228,085	\$ 123,897	\$ 123,897

**231 PARKING SERVICES FUND
2021-22 BUDGET**

	2019-20 Actual	2020-21 Budget	2020-21 Est. Actual	2021-22 Budget
REVENUES				
PARKING FEES	-	70,400	19,600	40,100
FINES AND FORFEITS	-	16,200	2,300	15,000
INTEREST EARNINGS	-	-	-	-
MISCELLANEOUS INCOME	-	-	-	-
TRANSFERS FROM OTHER FUNDS	-	-	33,500	34,000
TOTAL REVENUES	\$ -	\$ 86,600	\$ 55,400	\$ 89,100
EXPENSES				
SALARIES & WAGES	-	12,900	2,853	13,200
WAGES (ICMA)	-	1,400	300	1,400
SALARIES & WAGES - TEMPORARY	-	5,700	1,115	5,900
EMPLOYEE FRINGE BENEFITS	-	10,900	2,392	11,200
MATERIALS & SUPPLIES	-	1,000	2,279	3,000
EQUIPMENT RENTAL	-	10,500	650	10,500
CREDIT CARD PROCESSING FEES	-	-	5,406	12,000
REFUNDS & REBATES	-	-	1	-
MACHINERY & EQUIPMENT	-	35,300	40,200	31,900
TOTAL EXPENSES	\$ -	\$ 77,700	\$ 55,195	\$ 89,100
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ -	\$ 8,900	\$ 205	\$ -
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	-	-	-	205
NET CHANGE IN FUND BALANCE	-	8,900	205	-
FUND BALANCE	\$ -	\$ 8,900	\$ 205	\$ 205
CASH & INVESTMENTS	\$ -	\$ -	\$ 205	\$ 205

**CITY OF CHARLEVOIX
245 HOUSING INITIATIVES FUND
2021-22 BUDGET**

	2019-20 Actual	2020-21 Budget	2020-21 Est. Actual	2021-22 Budget
REVENUES				
GRANTS - OTHER	-	-	-	-
INTEREST EARNINGS	-	-	0	-
DONATIONS - PRIVATE SOURCES	-	-	-	-
MISCELLANEOUS	-	-	5,200	-
CONTRIBUTIONS FROM OTHER FUNDS	-	10,000	16,000	16,000
TOTAL REVENUES	\$ -	\$ 10,000	\$ 21,200	\$ 16,000

EXPENSES				
PROFESSIONAL SERVICES	-	-	-	-
CONTRACTUAL SERVICES	-	-	1,500	-
MISCELLANEOUS	-	-	-	-

TOTAL EXPENSES	\$ -	\$ -	\$ 1,500	\$ -
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EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ -	\$ 10,000	\$ 19,700	\$ 16,000
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YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	-	-	-	19,700
NET CHANGE IN FUND BALANCE	-	10,000	19,700	16,000
FUND BALANCE	\$ -	\$ 10,000	\$ 19,700	\$ 35,700

CASH & INVESTMENTS	\$ -	\$ 10,000	\$ 19,700	\$ 35,700
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**CITY OF CHARLEVOIX
PI #9 BUSINESS PARK FUND
2021-22 BUDGET**

	2019-20 Actual	2020-21 Budget	2020-21 Est. Actual	2021-22 Budget
REVENUES				
FEDERAL REVENUES	-	-	-	-
STATE GRANT	-	-	-	-
INTEREST EARNINGS	114	70	70	70
TAP IN FEES - SS SEWER @ MARION CTR	-	-	-	-
CONTRIBUTIONS FROM OTHER FUNDS	-	7,500	7,500	7,500
TOTAL REVENUES	\$ 114	\$ 7,570	\$ 7,570	\$ 7,570
EXPENSES				
OTHER FUNCTIONS	3,500	3,500	8,500	3,500
CAPITAL OUTLAY	750	-	1,500	-
TRANSFER TO ELECTRIC	-	-	-	-
TOTAL EXPENSES	\$ 4,250	\$ 3,500	\$ 10,000	\$ 3,500
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ (4,136)	\$ 4,070	\$ (2,430)	\$ 4,070
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	28,836	24,671	24,700	22,270
NET CHANGE IN FUND BALANCE	(4,136)	4,070	(2,430)	4,070
FUND BALANCE	\$ 24,700	\$ 28,741	\$ 22,270	\$ 26,340
CASH & INVESTMENTS	\$ 24,691	\$ 28,729	\$ 22,261	\$ 26,331

CITY OF CHARLEVOIX
PI #12 MT. MCSAUBA RECREATION IMPROVEMENT FUND
2021-22 BUDGET

	2019-20 Actual	2020-21 Budget	2020-21 Est. Actual	2021-22 Budget
REVENUES				
INTEREST EARNINGS	120	20	20	20
GRANTS	-	-	-	-
RENTS & ROYALTIES-TOWER LEASES	7,409	7,000	7,000	7,000
CONTRIBUTIONS	-	-	-	-
TOTAL REVENUES	\$ 7,529	\$ 7,020	\$ 7,020	\$ 7,020
EXPENSES				
CONTRACTUAL SERVICES	12,237	-	-	-
MACHINERY AND EQUIPMENT	2,297	-	-	-
TRANSFER TO MOTOR POOL	(3,800)	-	-	-
TRANSFER TO GENERAL FUND	-	-	-	-
TOTAL EXPENSES	\$ 10,734	\$ -	\$ -	\$ -
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ (3,205)	\$ 7,020	\$ 7,020	\$ 7,020
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	25,854	21,196	22,649	29,669
NET CHANGE IN FUND BALANCE	(3,205)	7,020	7,020	7,020
FUND BALANCE	\$ 22,649	\$ 28,216	\$ 29,669	\$ 36,689
CASH & INVESTMENTS	\$ 23,897	\$ 28,202	\$ 30,917	\$ 37,937

CITY OF CHARLEVOIX
PI #14 Public Services Facility FUND
2021-22 BUDGET

	2019-20 Actual	2020-21 Budget	2020-21 Est. Actual	2021-22 Budget
REVENUES				
INTEREST EARNINGS	12,629	-	620	-
BOND PROCEEDS	8,847,853	-	-	-
CONTRIBUTION FROM OTHER FUNDS	-	-	-	600,000
TOTAL REVENUES	\$ 8,860,482	\$ -	\$ 620	\$ 600,000
EXPENSES				
PROFESSIONAL SERVICES	-	-	-	-
CONTRACTUAL SERVICES	1,283,818	6,500,000	7,426,215	500,000
LEGAL FEES	45,600	-	-	-
MISCELLANEOUS	87,350	-	-	-
TOTAL EXPENSES	\$ 1,416,768	\$ 6,500,000	\$ 7,426,215	\$ 500,000
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 7,443,713	\$ (6,500,000)	\$ (7,425,595)	\$ 100,000
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	-	-	7,443,713	18,118
NET CHANGE IN FUND BALANCE	7,443,713	(6,500,000)	(7,425,595)	100,000
FUND BALANCE	\$ 7,443,713	\$ (6,500,000)	\$ 18,118	\$ 118,118
CASH & INVESTMENTS	\$ 8,050,549	\$ -	\$ 624,954	\$ 724,954

CITY OF CHARLEVOIX
PI #15 TRAIL DEVELOPMENT-IMPROVEMENT FUND
2021-22 BUDGET

	2019-20 Actual	2020-21 Budget	2020-21 Est. Actual	2021-22 Budget
REVENUES				
STATE GRANT	-	-	-	800,000
TRAIL GRANTS	-	-	-	150,000
CONTRIBUTIONS/DONATIONS PRIVATE SRCS	-	-	-	5,000
CONTRIBUTIONS FROM OTHER FUNDS	-	-	-	200,000
TOTAL REVENUES	\$ -	\$ -	\$ -	\$ 1,155,000
EXPENSES				
PROFESSIONAL SERVICES	-	-	-	150,000
CONTRACTUAL SERVICES	-	-	-	1,000,000
LEGAL FEES	-	-	-	1,000
PRINTING AND PUBLISHING	-	-	-	500
TOTAL EXPENSES	\$ -	\$ -	\$ -	\$ 1,151,500
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ -	\$ -	\$ -	\$ 3,500
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	-	-	-	-
NET CHANGE IN FUND BALANCE	-	-	-	3,500
FUND BALANCE	\$ -	\$ -	\$ -	\$ 3,500
CASH & INVESTMENTS	\$ -	\$ -	\$ -	\$ 3,500

**CITY OF CHARLEVOIX
EMPLOYEE FRINGE BENEFIT FUND
2021-22 BUDGET**

	2019-20 Actual	2020-21 Budget	2020-21 Est. Actual	2021-22 Budget
REVENUES				
EFB-GENERAL FUND	662,323	678,000	695,178	682,800
EFB-EMS	260,516	325,400	306,420	339,100
EFB-PARKING SERVICES	-	10,900	1,115	5,900
EFB-MAJOR STREET	47,946	54,300	58,021	56,900
EFB-LOCAL STREET	28,867	18,300	19,684	20,100
EFB-AIRPORT	138,138	130,500	130,307	134,500
EFB-ELECTRIC	598,189	659,200	676,388	680,100
EFB-SEWER	277,233	292,500	296,724	297,500
EFB-WATER	238,041	259,300	260,872	257,800
EFB-MARINA	41,112	38,300	37,459	41,300
EFB-MOTOR VEHICLE	95,298	77,000	79,988	84,000
EFB-EFB	348,488	365,500	413,089	373,200
EFB-DDA	29,083	37,100	37,111	37,800
REFUND & REBATES-INSURANCE	-	-	-	-
INTEREST EARNINGS	3,446	1,400	1,400	1,400
MISC INCOME - WELLNESS	11	-	-	-
TRANSFER FROM OTHER FUNDS	-	-	-	-
TOTAL REVENUES	\$ 2,768,690	\$ 2,947,700	\$ 3,013,755	\$ 3,012,400

EXPENSES				
WAGES (ICMA)	45,395	49,200	55,560	50,200
FRINGE BENEFITS	348,488	365,500	413,089	373,200
WORKERS COMPENSATION	90,446	84,800	87,558	93,400
SOCIAL SECURITY	353,992	365,800	373,271	380,700
HEALTHCARE PREMIIUMS	544,490	548,000	555,159	566,300
HEALTHCARE - OPT OUT	65,829	68,800	70,924	73,100
EMPLOYER SHARE HSA	87,420	91,000	95,872	95,900
WELLNESS COMMITTEE	-	-	-	-
WELLNESS INCENTIVES FOR HSA ACCOUNT	-	-	-	-
STD & LTD INSURANCE	30,946	31,100	32,670	33,300
LIFE INSURANCE	6,431	6,900	6,000	6,100
RETIREMENT FUND CONTRIB.	909,609	966,900	884,922	843,400
HOLIDAY PAY	103,251	105,500	109,375	111,500
SICK PAY	99,147	115,100	157,719	115,000
SICK LEAVE/CITY S&A	-	-	-	-
SICK LEAVE - PMLA OF 2018	4,054	-	5,000	5,000
VACATION PAY	173,002	194,500	200,446	189,000
UNEMPLOYMENT COMPENSATION	23,693	22,000	22,000	22,000
PERSONAL LEAVE	32,853	35,300	36,000	36,300
JURY DUTY/FUNERAL LEAVE	8,502	5,000	5,000	5,000
LONGEVITY	11,700	12,300	11,700	12,300
COMP TIME USED	19,336	20,500	28,300	28,900
PROFESSIONAL SERVICES	2,370	2,300	2,360	2,300
CONFERENCE & TRAVEL	1,269	1,500	1,270	1,500
MISCELLANEOUS	5,025	5,000	5,000	5,000
TOTAL EXPENSES	\$ 2,967,249	\$ 3,097,000	\$ 3,159,194	\$ 3,049,400

EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ (198,559)	\$ (149,300)	\$ (145,439)	\$ (37,000)
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YEAR END BALANCES				
NET POSITION BEGINNING OF YEAR	441,258	278,522	242,699	97,259
CHANGE IN NET POSITION	(198,559)	(149,300)	(145,439)	(37,000)
NET POSITION	\$ 242,699	\$ 129,222	\$ 97,259	\$ 60,259

CASH & INVESTMENTS	\$ 350,120	\$ 244,224	\$ 204,681	\$ 167,681
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**CITY OF CHARLEVOIX
MOTOR POOL FUND
2021-22 BUDGET**

	2019-20 Actual	2020-21 Budget	2020-21 Est. Actual	2021-22 Budget
REVENUES				
INTEREST AND RENTS	4,659	3,000	3,000	3,000
EQUIPMENT RENTAL	936,932	901,050	979,762	1,000,250
SALE OF FIXED ASSETS	4,149	5,000	8,200	5,000
OTHER	3,013	900	4,200	900
CONTRIBUTIONS FROM OTHER FUNDS	-	466,842	467,692	194,524
TOTAL REVENUES	\$ 948,752	\$ 1,376,792	\$ 1,462,855	\$ 1,203,674
EXPENSES				
MOTOR POOL	452,692	392,500	410,414	399,800
CAPITAL EXPENDITURES	13,232	697,000	697,000	411,000
DEPRECIATION	282,457	330,000	300,000	300,000
FUND TRANSFERS	86,947	141,600	142,437	133,800
TOTAL EXPENSES	\$ 835,329	\$ 1,561,100	\$ 1,549,852	\$ 1,244,600
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 113,424	\$ (184,308)	\$ (86,997)	\$ (40,926)
YEAR END BALANCES				
NET POSITION BEGINNING OF YEAR	1,248,954	1,143,361	1,362,378	1,275,380
CHANGE IN NET POSITION	113,424	(184,308)	(86,997)	(40,926)
NET POSITION	\$ 1,362,378	\$ 959,053	\$ 1,275,380	\$ 1,234,454
CASH & INVESTMENTS	\$ 649,881	\$ 981,083	\$ 862,884	\$ 1,121,958

**CITY OF CHARLEVOIX
SERVICES FACILITY FUND
2021-22 BUDGET**

	2019-20 Actual	2020-21 Budget	2020-21 Est. Actual	2021-22 Budget
REVENUES				
INTEREST EARNINGS	16,279	2,441	2,441	-
CONTRIBUTION-MOTOR POOL	22,482	-	-	-
CONTRIBUTION-ELECTRIC	144,532	-	-	-
CONTRIBUTION-WATER	32,278	-	-	-
CONTRIBUTION-SEWER	40,332	-	-	-
CONTRIBUTION-OTHER	-	-	-	-
TOTAL REVENUES	\$ 255,903	\$ 2,441	\$ 2,441	\$ -

EXPENSES				
PROFESSIONAL SERVICES	-	-	3,600	-
CONTRACTUAL SERVICES	348	1,524,300	24,300	300,000
LEGAL FEES	-	-	1,256	-
DEPRECIATION	3,035	3,200	3,200	-
TRANSFER TO BOND PAYMENT	1,000	1,000	1,000	1,000

TOTAL EXPENSES	\$ 4,383	\$ 1,528,500	\$ 33,356	\$ 301,000
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EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 251,520	\$ (1,526,059)	\$ (30,915)	\$ (301,000)
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YEAR END BALANCES				
NET POSITION BEGINNING OF YEAR	2,084,163	2,168,780	2,335,683	2,304,768
CHANGE IN NET POSITION	251,520	(1,526,059)	(30,915)	(301,000)
NET POSITION	\$ 2,335,683	\$ 642,721	\$ 2,304,768	\$ 2,003,768

CASH & INVESTMENTS	\$ 1,639,619	\$ 147,725	\$ 1,611,904	\$ 1,310,904
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**CITY OF CHARLEVOIX
PERPETUAL CARE TRUST FUND
2021-22 BUDGET**

	2019-20 Actual	2020-21 Budget	2020-21 Est. Actual	2021-22 Budget
REVENUES				
CHARGES FOR SERVICES	2,535	4,000	4,000	4,000
INTEREST EARNINGS	6,649	2,000	2,000	2,000
TOTAL REVENUES	\$ 9,184	\$ 6,000	\$ 6,000	\$ 6,000
EXPENSES				
PERPETUAL CARE EXPENDITURES	-	-	48,656	-
TOTAL EXPENSES	\$ -	\$ -	\$ 48,656	\$ -
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 9,184	\$ 6,000	\$ (42,656)	\$ 6,000
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	436,035	442,035	445,219	402,563
NET CHANGE IN FUND BALANCE	9,184	6,000	(42,656)	6,000
FUND BALANCE	\$ 445,219	\$ 448,035	\$ 402,563	\$ 408,563
CASH & INVESTMENTS	\$ 443,582	\$ 445,092	\$ 400,926	\$ 406,926

CITY OF CHARLEVOIX
PI #1 FIRE REPLACEMENT FUND
2021-22 BUDGET

	2019-20 Actual	2020-21 Budget	2020-21 Est. Actual	2021-22 Budget
REVENUES				
INTEREST EARNINGS	446	500	400	500
SALE OF FIXED ASSETS	5,011	-	50,000	-
CONTRIBUTION FROM MOTOR POOL	46,697	46,842	47,692	49,524
TOTAL REVENUES	\$ 52,154	\$ 47,342	\$ 98,092	\$ 50,024
EXPENSES				
CAPITAL OUTLAY - PUBLIC SAFETY	-	-	-	-
MACHINERY & EQUIPMENT - FIRE	58,318	-	-	-
MACHINERY & EQUIPMENT-AMBULANC	262,325	-	-	-
TOTAL EXPENSES	\$ 320,643	\$ -	\$ -	\$ -
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ (268,489)	\$ 47,342	\$ 98,092	\$ 50,024
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	343,239	73,875	74,750	172,842
NET CHANGE IN FUND BALANCE	(268,489)	47,342	98,092	50,024
FUND BALANCE	\$ 74,750	\$ 121,217	\$ 172,842	\$ 222,866
CASH & INVESTMENTS	\$ 76,131	\$ 122,507	\$ 174,223	\$ 224,247

CITY OF CHARLEVOIX
GENERAL DEBT SERVICE FUND - NEW SERVICES FACILITY
2021-22 BUDGET

	2019-20 Actual	2020-21 Budget	2020-21 Est. Actual	2021-22 Budget
REVENUES				
CONTRIBUTION-MOTOR POOL	13,968	94,745	94,745	84,315
CONTRIBUTION-ELECTRIC	39,908	270,700	270,700	240,900
CONTRIBUTION-WATER	11,972	81,210	81,210	72,270
CONTRIBUTION-SEWER	13,968	94,745	94,745	84,315
CONTRIBUTION-DPW	1,000	1,000	1,000	1,000
TOTAL REVENUES	\$ 80,816	\$ 542,400	\$ 542,400	\$ 482,800
EXPENSES				
BOND PRINCIPAL	-	265,000	265,000	215,000
BOND INTEREST	-	276,400	276,400	266,800
PAYING AGENT FEES	125	500	875	900
TOTAL EXPENSES	\$ 125	\$ 541,900	\$ 542,275	\$ 482,700
REVENUES OVER EXPENSES	\$ 80,691	\$ 500	\$ 125	\$ 100
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	-	-	80,691	80,816
NET CHANGE IN FUND BALANCE	80,691	500	125	100
FUND BALANCE	\$ 80,691	\$ 500	\$ 80,816	\$ 80,916
CASH & INVESTMENTS	\$ 501	\$ -	\$ 626	\$ 726

**CITY OF CHARLEVOIX
GENERAL DEBT SERVICE FUND
2021-22 BUDGET**

	2019-20 Actual	2020-21 Budget	2020-21 Est. Actual	2021-22 Budget
REVENUES				
INTEREST EARNINGS	176	-	-	-
MISCELLANEOUS	-	-	-	-
CONTRIBUTIONS FROM OTHER FUNDS	-	-	-	-
CONTRIBUTIONS FROM OTHER FUNDS PI6	121,400	123,400	123,400	125,000
CONTRIBUTIONS FROM OTHER FUNDS PI7	200,000	200,000	200,000	200,000
TOTAL REVENUES	\$ 321,576	\$ 323,400	\$ 323,400	\$ 325,000
EXPENSES				
BOND PRINCIPAL	200,000	210,000	210,000	220,000
BOND INTEREST	121,400	113,400	113,400	105,000
PAYING AGENT FEES	250	300	300	300
TOTAL EXPENSES	\$ 321,650	\$ 323,700	\$ 323,700	\$ 325,300
REVENUES OVER EXPENSES	\$ (74)	\$ (300)	\$ (300)	\$ (300)
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	69,426	69,227	69,352	69,052
NET CHANGE IN FUND BALANCE	(74)	(300)	(300)	(300)
FUND BALANCE	\$ 69,352	\$ 68,927	\$ 69,052	\$ 68,752
CASH & INVESTMENTS	\$ 12,668	\$ 8,244	\$ 12,368	\$ 12,068

**CITY OF CHARLEVOIX
ORDINANCE NO. 824 OF 2021
2020-2021 BUDGET AMENDMENT #1**

The Budget for the fiscal year beginning April 1, 2020 shall be amended for operating the City of Charlevoix. Ordinance 814 of 2020 Budget Appropriation Act of 2020-2021, is hereby amended as follows:

			Original Budget	Amended Budget	Net Change
General Fund	RV Total		3,420,600	3,721,770	301,170
- Legislative	EX Total		59,000	53,258	(5,743)
- General Government	EX Total		646,650	647,280	630
- Public Safety	EX Total		1,137,100	1,152,888	15,788
- Public Works	EX Total		249,200	371,159	121,959
- Health and Welfare	EX Total		61,200	181,495	120,295
- Recreation & Culture	EX Total		1,214,550	1,307,320	92,770
- Other	EX Total		17,100	97,314	80,214
- Fund Transfers	EX Total		35,000	66,000	31,000
Major Street Fund	RV Total		425,084	430,819	5,735
	EX Total		340,454	377,994	37,540
Local Street Fund	RV Total		141,681	169,782	28,102
	EX Total		136,800	141,796	4,996
EMS Fund	RV Total		1,499,900	1,362,986	(136,914)
	EX Total		1,492,900	1,361,986	(130,914)
Parking Services Fund	RV Total		86,600	55,400	(31,200)
	EX Total		77,700	55,195	(22,505)
Housing Initiatives Fund	RV Total		10,000	21,200	11,200
	EX Total		0	1,500	1,500
DDA Fund	RV Total		573,500	654,193	80,693
	EX Total		589,300	668,980	79,680
Public Services Facility Debt Service Fund	EX Total		541,900	542,275	375
Airport Fund	RV Total		2,036,754	1,850,249	(186,505)
	EX Total		1,861,500	1,665,688	(195,812)
P#1 - Fire Replacement Fund	RV Total		47,342	98,092	50,750
P#5 - Sewer Capital Fund - Northside Fund	RV Total		4,850	6,850	2,000
P#6 - Infrastructure Improvements Fund	RV Total		405,100	416,640	11,540
	EX Total		373,400	703,768	330,368
P#7 - Street Improvements	RV Total		249,000	252,282	3,282
P#9 - Industrial Park Fund	EX Total		3,500	10,000	6,500
P#13 - Ambulance Replacement Fund	RV Total		114,000	20,500	(93,500)
	EX Total		0	33,712	33,712
P#14 - Public Services Facility Fund	RV Total		0	620	620
	EX Total		6,500,000	7,426,215	926,215
Electric Fund	RV Total		7,460,751	7,535,171	74,420
	EX Total		9,180,500	8,810,910	(369,590)
Sewer Fund	RV Total		2,450,550	2,451,450	900
	EX Total		3,700,800	3,340,304	(360,496)
Water Fund	RV Total		1,683,200	1,769,755	86,555
	EX Total		1,563,200	1,814,783	251,583
Marina Fund	RV Total		876,430	888,280	11,850
	EX Total		1,538,600	1,522,193	(16,407)
DPW Site Fund	EX Total		1,528,500	33,356	(1,495,144)
Employee Fringe Benefit Fund	RV Total		2,947,700	3,013,755	66,055
	EX Total		3,097,000	3,159,194	62,194
Motor Pool Fund	RV Total		1,376,792	1,462,855	86,062
	EX Total		1,561,100	1,549,852	(11,248)
Perpetual Care Trust Fund	EX Total		0	48,656	48,656
<u>Bad Debt Write-Offs</u>					
General Fund/EMS	225,642	ambulance			
DDA	2				
Airport	967				
General Misc	1,994				
Electric Fund	10,612				
Water Fund	2,191				
Sewer Fund	3,254				
2019-2020 TOTAL:	244,662				
2019-20	\$164,129				
2018-19	\$40,680				
2017-18	\$47,070				
2016-17	\$40,120				
2015-16	\$35,724				
2014-15	\$55,724				
2013-14	\$45,663				
2012-13	\$76,613				
2011-12	\$31,720				

This Ordinance shall become effective thirty (30) days after its enactment.

Ordinance No. 824 was adopted on the 15th day of February, 2021 A.D., by the Charlevoix City Council as follows:

Motion by:

Seconded by:

Yeas:

Nays:

Absent:

State of Michigan }
City of Charlevoix } §

Joyce M. Golding

Clerk

Luther Kurtz

Mayor

CITY OF CHARLEVOIX
ORDINANCE NO. 825 of 2021
BUDGET APPROPRIATION ACT

THE CITY OF CHARLEVOIX ORDAINS:

WHEREAS, the City Council of the City of Charlevoix did give notice of the time and place when a public hearing would be held in conformity with provisions of Section 7.8, Article VII of the City Charter, which Public Hearing was duly held pursuant to said notice and in conformity therewith.

THEREFORE, BE IT RESOLVED, that the revenues and expenditures for the fiscal year commencing on April 1, 2021 and ending March 31, 2022 are hereby appropriated on a fund level basis (a detailed breakdown by activity level can be found in the Budget Details document) as summarized by the following:

GENERAL FUND

TOTAL REVENUES: \$3,797,300

TOTAL EXPENSE: \$3,797,300

BE IT FURTHER RESOLVED, that the City Council of the City of Charlevoix does hereby levy 11.0526 mills (9.3526 mills operating and 1.7000 mills infrastructure) for the period of April 1, 2021 through March 31, 2022 on all real and eligible personal property in the City of Charlevoix according to the valuation of the same. This tax is levied for the purpose of defraying the general expense and liability of the City of Charlevoix and for infrastructure improvements, and is levied pursuant to Section 8.1, Article VIII of the City Charter; and

BE IT FURTHER RESOLVED, that the City Council does hereby levy a tax not to exceed 1.3556 mills for the period April 1, 2021 through March 31, 2022 on all real and eligible personal property in the Downtown Development District, according to the valuation of the same within the district; and

BE IT FURTHER RESOLVED, that the City Council does hereby levy a tax not to exceed 1 mill for the period April 1, 2021 through March 31, 2022 on all real and eligible personal property in the City of Charlevoix, according to the valuation of the same. This tax is levied for the purpose of defraying the cost of rubbish collection and other related services provided citizens allowed by the act, and is levied pursuant to Michigan Public Act 213 of 1969; and

BE IT FURTHER RESOLVED, that the City Council does hereby approve the following budgets for the period April 1, 2021 through March 31, 2022 in the amounts set forth below by fund:

<u>FUND</u>	<u>REVENUE</u>	<u>EXPENSE</u>
Major Street Fund	\$ 477,270	\$ 477,270
Local Street Fund	177,181	142,200
Parking Services	89,100	89,100
Housing Initiatives	16,000	0
EMS	1,325,500	1,323,500
Electric Fund	9,543,300	9,543,300
Sewer Fund	3,826,800	3,826,800
Water Fund	1,747,500	1,731,000
Marina Fund	1,542,600	1,542,600
Airport Fund	1,764,700	1,764,700
Downtown Development Authority	601,600	601,600
Employee Fringe Benefit	3,049,400	3,049,400
Motor Vehicle Fund	1,244,600	1,244,600
Perpetual Care Trust Fund	6,000	0
General Debt Service Fund	325,300	325,300
General Debt Service Fund – New Services Facility	482,800	482,700
Fire Fund	50,024	0
Sewer Tap-in Fund*	15,080	0
Northside/Southside Sewer Fund*	4,500	0
Infrastructure Improvement	648,000	648,000
Road Improvements	252,300	200,000
Industrial Park Fund	7,570	3,500
Mt. McSaubia Recreation Fund	7,020	0

FUND	REVENUE	EXPENSE
Ambulance Fund	0	0
Services Facility Fund	600,000	500,000
Trail Development-Improvement Fund	1,155,000	1,151,500
Public Works Service Facility Fund	0	301,000

* These funds are part of the Sewer Fund

This Ordinance shall become effective thirty (30) days after its enactment.

Ordinance No. 825 was adopted on the 15th day of February, 2021 A.D., by the Charlevoix City Council as follows:

Motion by:

Seconded by:

Yeas:

Nays:

Absent:

State of Michigan } §
City of Charlevoix

Joyce M. Golding

Clerk

Luther Kurtz

Mayor



CITY OF CHARLEVOIX

Proposed changes for 2021-22 – See those that are highlighted
in yellow

Please Note that Utility Rates have not been updated yet.

Schedule of Rates, Fees & Charges

Unless otherwise noted, all of the following rates, fees, and charges are currently effective.

Airport

Aircraft Landing & Ramp Fees

- Landing fee waived for one day with a qualifying minimum purchase of fuel.
- Annual landing pass covers all landing fees for one year.
- Landing fees are waived for aircraft that land as a result of an in-flight emergency, doing touch-and-goes, are based at Charlevoix Airport, or are owned by the military, state or federal government. Medical flights are not exempt from landing fees.

		Min. Fuel Purchase
Single Engine		
Landing Fee	\$0.00	N/A
Ramp Fee (overnight)	10.00	
Weekly Ramp Fee	40.00	
Annual Ramp Fee	300.00	
Piston Twin		
Landing Fee	25.00	30 gallons
Ramp Fee (overnight)	20.00	
Weekly Ramp Fee	75.00	
Single Turbo Prop (including Meridan, TBM & Eclipse Jet)		
Landing Fee	55.00	50 gallons
Ramp Fee (overnight)	35.00	
Weekly Ramp Fee	175.00	
Twin Turbo Prop (including Pilatus & Caravan singles)		
Landing Fee	110.00	100 gallons
Ramp Fee (overnight)	60.00	
Weekly Ramp Fee	275.00	
Type I Jet (up to 20,000 lbs)		New 2021-22
Landing Fee	~~\$110.00~~	125.00 100 gallons
Ramp Fee (overnight)	60.00	
Weekly Ramp Fee	300.00	
Type II Jet (20,000 - 40,000 lbs)		
Landing Fee	155.00	225 gallons
Ramp Fee (overnight)	75.00	
Weekly Ramp Fee	375.00	

Type III Jet (over 40,000 lbs)

Landing Fee	185.00	275 gallons
Ramp Fee (overnight)	100.00	
Weekly Ramp Fee	500.00	

Hangar and Access Rates

Hangar Rental Rates* (per month)		New 2021-22
Units 1, 2, 3, 8, 9 & 10	~~172.20~~	176.15
Units 4, 5 & 7	~~177.59~~	181.14
Unit 6	~~236.78~~	241.52
Box B	~~252.92~~	257.98
Box C	~~452.03~~	461.07
Box D	~~199.11~~	203.09

* Rates are not effective until current leases expire.

Land Lease Rates (per month, per square foot) \$0.30

Access Rate for Through-the-Fence Operations (per square foot) 0.35

Fuel Rates and Ground Services

100LL Contract Fuel into Plane Fee (per gallon) 0.35

After Hours Call Out Fee (1st hour) 175.00

Additional Hours ~~100.00~~ 125.00

Ground Power Unit (GPU) Connection (per ½ hour) 85.00

~~Ground Handling Fee~~ Facility Fee ~~35.00~~ 40.00

Lav Cart Fee ~~85.00~~ 90.00

Vehicle Parking Fees

Daily No Charge

Overnight 5.00

Weekly 20.00

Monthly 60.00

6 Months 100.00

6 Months - Premium 200.00

Annual 175.00

Annual - Premium 365.00

Commercial Operations

On-Airport Rental Car Service (per year)	Set by contract
Aircraft Servicing, Maintaining & Repairing (per year)	2,000.00
Catering Service	2,000.00
Part 135 Operator (per year)	2,000.00
Parachuting & Jump Schools (per year)	2,000.00
Rental Car Parking (Per space)	175.00

Ambulance Fees

ALS Emergency	\$ 810.00
ALS II Emergency	1,300.00
ALS Non-Emergency	675.00
BLS Emergency	675.00
BLS Non-Emergency	675.00
LALS Emergency	810.00
Mileage	16.75
Oxygen	50.00
Lift Assist	225.00
BLS Transfer	675.00
ALS Transfer	810.00
Treatment/NO Transport	485.00

Cemetery

2021-22 Change

<u>Service/Charge</u>		<u>Resident</u>	<u>Non-resident</u>	
Adult Lots	440.00	~~\$425.00~~	~~\$640.00~~	665.00
Baby Lots	225.00	~~215.00~~	~~320.00~~	330.00
Adult Opening	330.00	~~320.00~~	~~485.00~~	500.00
Baby Opening	165.00	~~160.00~~	~~245.00~~	255.00
Winter Opening	665.00	~~640.00~~	~~960.00~~	1000.00
Adult Exhumation	665.00	~~640.00~~	~~960.00~~	1000.00
Cremation Opening	195.00	~~190.00~~	~~295.00~~	305.00
Cremation Exhumation	225.00	~~215.00~~	~~320.00~~	330.00
Winter Storage: City Cemetery	115.00	~~110.00~~	~~110.00~~	115.00
Winter Storage: Other Cemetery	170.00	~~160.00~~	~~160.00~~	170.00

Monument Foundation: Single or Double (price per square inch)	.27	~~0.26~~	~~0.26~~	.27
Replacement Deed	17.00	~~16.00~~	~~16.00~~	17.00
Deed Transfers: One to Four (1-4) (price each)	27.00	~~26.00~~	~~26.00~~	27.00
Deed Transfers: More than Four (4+)	At Cost		At Cost	
Perpetual Care	195.00	~~190.00~~	~~290.00~~	300.00
Seeding / Topseeding / Leveling	Cost		Cost	
Full Setup	115.00	~~110.00~~	~~110.00~~	115.00
Partial Setup	55.00	~~53.00~~	~~53.00~~	55.00
Saturday / Sunday / Holiday	Double		Double	

Charlevoix Municipal Marina

Transient Boater Daily Fee	DNR Tier H
Transient Boater Discount - Open to May 31 and Labor Day to Close – Rent one day get one day Free	
Daily Dingy Fee	\$6.00
Seasonal Slips	DNR Tier E for 156 days
Seasonal Dingy (individual)	\$550.00
Seasonal Dingy (commercial)	650.00
Burns Street Dock	(was 49.00 changed in November 2020) 50.00 per foot

Parking Fees & Fines

Unless otherwise noted, “resident” means a resident of the City of Charlevoix. Resident: Must meet one of the following criteria: 1) Taxpayer in the City of Charlevoix (including business or personal property), 2) Renter in the City of Charlevoix and registered to vote in the City of Charlevoix or 3) a dependent of an adult resident, claimed by the adult on their income taxes as a legal dependent and under the age of 18. A senior citizen must be 55 or over.

<u>Violations</u>	<u>Fine</u>
Non-metered parking violation (paid within 72 hours)	\$15.00
Non-metered parking violation (paid beyond 72 hours)	30.00
Metered parking violation (paid within 24 hours)	10.00
Metered parking violation (paid after 24 hours)	30.00

Meter and Pay Station Parking Rates (Changed header from Annual to Meter Parking Rates)

Hourly Rate at Meter and Pay Stations	\$1.00/hour	Missing - Added
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<u>Boat Launch Parking</u>	<u>Resident</u>	<u>Non-Resident</u>
Seasonal	\$20.00	40.00
Daily Car and/or Car with Trailer	5.00	8.00
Commercial*	1,200	1,500
10-punch (any commercial, limit one)*	500.00	750.00

*Resident commercial rate for business with a City of Charlevoix tax bill in the name of the business.

Planning & Zoning

Level A Site Plan Review	\$135.00
Level B Site Plan Review	275.00 +actual expenses
Rezoning Application	325.00+actual expenses
Variance - Zoning Board of Appeals	350.00 +actual expenses
Construction Hours Waiver Fee	350.00
Zoning Permit	45.00
Zoning Appeals	300.00 +actual expenses
Special Use Permit	300.00 +actual expenses
Parcel Division	125.00
Sign Permit (per sign)	30.00
Sign Variance	300.00
Alley Abandonment	1000.00+actual expenses
Sidewalk Café (Annual Fee)	50.00
Outdoor Dining Fee	50.00

*Additional actual expenses shall not exceed \$500 except where permitted by ordinance.

Short Term Rental Fees – Added – Missing

Annual License	\$300.00
Registration (with inspection)	300.00
Registration (without inspection)	150.00
Waiting list deposit (when required)	50.00
Violation Administration Fee	100.00

Freedom of Information Act (FOIA) Requests

Copies (per page)	\$0.10
Blueprints (each)	Minimum \$3 or Cost
CDs (each)	3.00
Flash Drives (each)	Actual Cost

Postage

Cost of labor to locate, examine, redact, copy and/or transfer records (Cost is calculated by rounding down to the nearest quarter hour)

Actual Cost

Hourly Wage plus 50% fringe benefit
Factor of the least paid employee
capable of performing the work

Recreation

Unless otherwise noted, "resident" means a resident of the City of Charlevoix. Resident: Must meet one of the following criteria: 1) Taxpayer in the City of Charlevoix (including business or personal property), 2) Renter in the City of Charlevoix and registered to vote in the City of Charlevoix or 3) a dependent of an adult resident, claimed by the adult on their income taxes as a legal dependent and under the age of 18. A senior citizen must be 55 or over.

<u>Pavilion Reservation</u>	<u>Resident</u>	<u>Non-Resident</u>		
Picnic Pavilion Rental - Weekday	\$35.00	\$60.00		
Picnic Pavilion Rental - Weekend or Holiday	55.00	85.00		
Picnic Pavilion Rental - Non-Profit	No charge	No Charge		
Performance Pavilion Rental (case by case)	50.00	100.00		
Use of Public Property (case by case basis) (must be approved)	200.00	750.00		
Wedding on Public Property (must be approved)	200.00	750.00		
<u>Sports Fees</u>				
Team Fees (Basketball, Volleyball, Softball) (per team)	150.00	175.00		
Youth Sport (per person)	25.00	30.00		
<u>Skate Park (Carpenter Avenue)</u>	<u>2021-22 Change</u>			
Daily Pass	~~3.00~~	4.00	~~5.00~~	6.00
Seven Day Punch Card	~~15.00~~	20.00	~~20.00~~	25.00
Summer Pass	~~30.00~~	40.00	~~40.00~~	60.00

Mt. McSauba

For all activities at Mt. McSauba, Charlevoix Township residents will be given the same rate as City residents. A "resident" must be one of the following criteria: 1) Taxpayer in the City of Charlevoix or Charlevoix Township (including business or residential property), 2) Renter in the City of Charlevoix or Charlevoix Township and registered to vote in the City of Charlevoix or Charlevoix Township or 3) a dependent of an adult resident, claimed by the adult on their income taxes as a legal dependent and under the age of 18.

<u>Day Camp</u>	<u>Resident</u>	<u>Non-Resident</u>
Mt. McSauba Day Camp (per person per week)	110.00	130.00
Camp CHILL (Before/After Camp)	25.00	25.00
<u>Mt. McSauba Ski Hill</u>		
Weeknight Daily	\$12.00	\$17.00

Weekend Daily	15.00	20.00
Season Pass: 1 Person	150.00	230.00
Each Additional Family Member	80.00	90.00

Equipment Rental

Downhill Skis or Snowboard	11.00	13.00
Cross Country Skis or Snowshoes (8 hour rental)	6.00	10.00
Cross Country Skis or Snowshoes (24 hour rental)	11.00	14.00

Lessons

Group Ski or Snowboard Lessons (per person)	50.00	60.00
Group Ski or Snowboard Lessons with Rental (per person)	60.00	70.00
Individual Ski or Snowboard Lessons with Rental (1/2 hour)	30.00	35.00
Individual Ski or Snowboard Lessons with Rental (1 hour)	40.00	50.00

Skating Rink

Daily Fee	2.00	2.00
Season Pass	30.00	30.00
Ice Skate Rental	1.00	1.00

Mt. McSaubia Area Rental Fee

Initial Rate (Two hours)	155.00	260.00
Additional rate per hour	110.00	110.00
Supervisor fee per hour (Required)	28.00	28.00

Charlevoix Golf Club

Daily Rates

9 Holes	\$17.00 or \$20.00/all day play
4 Holes (Holes 1, 7, 8 and 9)	8.00
9 Holes Senior Platinum Card	12.00
9 Hole Youth (With "Youth on Course Membership")	5.00
9 Hole Youth (Without "Youth on Course Membership")	12.00

The Recreation Director is authorized to offer sales, specials, and other inducements to account for seasonality and market competitiveness beyond the rates set above.

5-play punch card (Before Memorial Day)	60.00
5-play punch card (After Memorial Day)	70.00

Pull Cart Rental	3.00	5.00
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Upper Locker Rental	35.00
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Lower Locker Rental	45.00
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Golf Club Rental	10.00
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Season Pass

Single	340.00
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Double (+\$130.00 per additional family member)	470.00
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Senior Citizen - Single	275.00
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Senior Citizen - Double	405.00
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Utility Rates

Water Rates	2021-22 increase 3.9%
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<u>Service Charge - Meter Size</u>	<u>City</u>	<u>Non-City</u>
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3/4 " or Smaller	\$28.00	\$51.25
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1"	36.50	66.75
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1 1/2"	57.25	104.75
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2"	81.25	148.75
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3"	135.25	247.50
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4"	260.00	475.75
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6"	483.50	884.75
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Sprinkling Meter	5.25	9.50
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Commodity Charge

1st 2,000 Gallons	4.35	7.96
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3rd-50th 1,000 Gallons	4.35	7.96
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51st 1,000 Gallons and Over	4.35	7.96
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Water Usage Minimum (Gallons)	2,000 gal.	2,000 gal.
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Water Minimum Charge	26.90	53.80
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Privilege Fees

New User Cost per REU, Prepaid	1,000.00	1,500.00
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Turn On Fee - Water	175.00	300.00
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Turn On / Off Fee - Water (Seasonal)	35.00	45.00
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Turn On Fee - Sprinkler	35.00	45.00
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Water Tap Fees

3/4" Line	\$250.00
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1" Line	320.00
Larger Than 1" Line	At cost

Other Fees

Service Upgrade*	1,500.00
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*Remove old galvanized pipe from Main to Curb if owner has copper or PVC otherwise additional charges may be warranted.

Bacteriological Tests	20.00 / sample
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Sewer Rates 2021-22 increase 3.9%

Service Charge – (Based on Water Meter Size)

3/4 " or Smaller	\$39.50	\$59.25
1"	56.00	84.00
1 1/2"	91.50	137.25
2"	133.00	199.50
3"	251.50	377.25
4"	426.00	639.00
6"	N/A	650.50

Commodity Charge

Commodity Rate per 1,000 Gallons	6.55	9.83
Sewer Minimum Charge	50.50	75.76

Privilege Fees

New User Cost per REU, Prepaid	2,000.00	3,000.00
Turn On Fee - Water & Sewer	500.00	750.00

Electric Rates 2021-22 increase 4.9%

	Rate / kWh	Charge	PCA*
Residential - In City	\$0.0780	\$10.75	\$0.01023
Residential - In Senior	0.0780	10.75	0.01023
Residential - Rural	0.0890	12.50	0.01023
Residential - Rural Senior	0.0890	12.50	0.01023
Commercial - In City (GS-C)	0.0918	25.00	0.01023
Commercial - Out (GS-R)	0.0983	25.00	0.01023
Commercial – Demand	0.0497	62.00	0.01023
Industrial & Charity Demand	0.0394	294.50	0.01023
Demand KW	11.50 / KW		

* PCA changes twice a year (in April & October) (PCA = Power Cost Adjustment)

Renewable Credits

These credits are available for approved renewable generation:	Credit Rate/kWH
Solar	\$0.0844
Wind	0.0504

Services

Disconnect / Reconnect - Regular	No charge
Disconnect / Reconnect - After Hours	150.00
Disconnect / Reconnect - Regular (Without 24 Hour Notice)	50.00
Disconnect / Reconnect - Seasonal**	115.00
Disconnect / Reconnect - Seasonal After Hours**	167.00

** Disconnected from the system for longer than one billing cycle

Reconnect - Non Payment	30.00
Reconnect - Non Payment (After Hours)	150.00
Trenching for All Underground Residential Services 200 amps & Under	3.00 Per Foot
Meter Test	25.00
Additional meter test at the same location	5.00

Security Lights

	City	Non-City
70 Watt	5.28	5.60

100 Watt	6.60	7.08
150 Watt	8.92	9.23
250 Watt	14.11	15.24
400 Watt	20.79	22.60
105 Watt LED (400 W equivalent)	9.70	10.23
1000 Watt	47.37	51.90

Miscellaneous Fees

Tax Abatement Application Fee (IFT, CFEC, etc)	~~\$210.00~~	220.00
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Temporary / Seasonal Business Fees

Solicitor's License	\$54.00/day; \$110/week; \$165/month	~~-\$52.00/day; \$105/week; \$158/month~~
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Roadside Stand / Temporary Business (per season)	~~\$105.00~~	110.00
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Transient Merchant (per season)	~~\$210.00~~	220.00
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Mayor Performed Marriage Ceremony	\$42.00	Missing - Added
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NSF Fees

NSF / Returned Check Charge (per occurrence)	\$45.00
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ACH NSF Charge (per occurrence)	35.00
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Police Bad Check Processing Fee (per request)	45.00
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Public Safety Fees

Mass Gathering Permit	~~105.00~~	110.00
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Public safety services for events (applies to for-profit organizations only) 1,000.00

Standby for Fireworks (Equipment & Personnel) (per hour)	500.00
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Police Escort Fee (per occurrence)	100.00
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Liquor License (Standard license)	~~105.00~~	110.00
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Redevelopment Liquor License	~~210.00~~	220.00
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Copy/Fax/Report Charges

General Copies (per copy)	~~0.26~~	0.29
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Accident Report (per report)	2.00
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Garden Plots (per plot)	~~37.00~~	38.00
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Notary Service	~~5.00~~	10.00
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Farmers Market Spaces

5' Space per Season	\$150.00
10' Space per Season	300.00
20' Space per Season	600.00
10' Space – Daily Fee	30.00
Monday Night Booth 10' Space	100.00

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Historic District Commission Appointment

DATE: February 1, 2021

PRESENTED BY: Janet Kalbfell, Council Member

BACKGROUND:

Frank Campi submitted an application to fill a vacancy on the Historic District Commission. This is a Council appointment, term expiring June 2022.

RECOMMENDATION:

Motion to appoint Frank Campi to the Historic District Commission, term expiring June 2022.

ATTACHMENTS:

- ▣ Application

Volunteer Boards and Committees Application - Submission #841

Date Submitted: 1/25/2021

Thank you for your interest in serving on a volunteer board, commission or committee. The purpose of this form is to provide the Mayor and City Council members with some information about residents considered for appointment. Your application will be kept active for six months and you will be contacted if you are chosen to serve.

Committees and Boards to Apply For

- | | | | |
|--|--|--|--|
| ☐ Board of Review | ☒ Historic District Commission | ☐ Recreation Advisory Committee | ☐ No Preference |
| ☐ Compensation Commission | ☐ Housing Commission | ☐ Shade Tree & Park Commission | ☐ Other |
| ☐ DDA / Main Street Board | ☐ Planning Commission | ☐ Zoning Board of Appeals | |

Other

Name

Frank S Campi

Email Address

frank_campi@yahoo.com

Address

404 Michigan Ave

Home Phone

Cell Phone

8438222175

Are you a registered voter in the City?

- ☒ Yes
☐ No

How long have you lived in the City?

15 months, 10 years in the township

Educational Background

BA Business Management

Professional Qualifications and / or Work Experience

Background in Fast Moving Consumer Products. I have held Sales, Sales Management, Marketing, Marketing Management, and Strategic Development positions in my career.

Community Activities and / or Other Experience

None

Have you served on a board / committee or held a civic position in the past?

- ☐ Yes
☒ No

If yes, please explain.

Do you foresee any potential conflicts of interest while executing the duties of this position?

- ☐ Yes
☒ No

If yes, please explain.

Reason(s) You Wish to Serve

We moved into the city from the township a little over a year ago. I'm looking to get more involved in the city functions

Have you reviewed the current meeting schedule of the board / committee and can commit to regular meeting attendance?

- ☒ Yes
☐ No

Electronic Signature Agreement

By checking the "I agree" box below, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.

☒ I agree.

Electronic Signature

Frank S. Campi

Date

1/25/2021

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: City Charter Review

DATE: February 1, 2021

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

At your last meeting, Council asked that I bring back some of the "house keeping" Charter amendments discussed in the past. You'll recall back in 2019, Council drafted an extensive list of possible amendments and from this list, I recommend Council consider the following:

- Publication of Council Minutes- remove section 2.15g of the Charter which requires synopsis of minutes be published in the newspaper. Since full text minutes are available readily on our website, this does not reduce transparency but does reduce expenses. This is in keeping with the amendment approved by voters in November that eliminated the requirement of full-text ordinances being published in a newspaper; that amendment kept a requirement that a summary of the ordinance be published in the newspaper. Taken together, this would still have ordinance action appear in a newspaper while even more detail can be found on our website.
- Council Control of Operations- 2.18 be rewritten to bring up to current operating procedure and ensure appropriate roles for the City Manager and City Council in management of the City. As currently written, section 2.18 is outdated for other changes that have taken place in the administration of the City (including the seating of Council Members) and is not reflective of trends in management.
- City Manager Appointment- Sections 3.3 and 3.4 Appointment and Removal of the City Manager. This amendment would combine two sections of the charter and eliminate a rather lengthy appeal and due process requirement for the termination of the City Manager's contract. In lieu of this untimely process (during which the City would be obligated to pay the Manager who is not working), the Council would need to approve a termination by a 2/3 vote. Further it would remove the limitation of a three year contract for the Manager and still require the Council make the appointment on the basis of professional ability and education.
- Acting City Manager- Sections 3.5 and 3.6 combined and modified to improve the ability of an Acting City Manager be appointed. Currently the Charter requires Council appoint a Manager within six months following a vacancy being created. In reality, this is a rather short time frame to do an effective search and for the selected candidate to give notice to a current employer and then move. This amendment would also modify the current requirement that the City Manager name one or more persons who shall act in their absence or incapacitation.
- Assessment Notices- Section 8.8 revise in compliance with state law. Currently, the Charter sets a standard for the mailing of change notices that is different from state law; this amendment would bring the language into conformity.

The resolutions drafted back in 2019 for these amendments are attached for your detailed review.

The following amendments have also been discussed in the past:

- Eliminate the three month rule for severance payments
- Modify the requirements of the Budget Public Hearing to bring into compliance with state law
- Modify the requirement that Council be compensated bi-weekly and change to quarterly
- Modify requirements for notifying Council of Special Meetings to reflect the use of email and internet noticing

- Allow the Council to meet once monthly as they may deem appropriate
- Amend the time and date of the City Council Organizational Meeting to comply with the time and manner of current meeting schedules
- Indicate Council shall return City property to the City Clerk upon the expiration of their term
- Require Council requests for expense reimbursement be delivered to the City Clerk
- Change the noticing requirement of Special Meetings to be in compliance with Michigan Law
- Eliminate the original ward boundary language from the Charter and reference that three wards shall exist and be modified by ordinance following each census
- Council terms changed to 4 years and elections occur in even years

The City Council might also consider whether it is still necessary to have a primary provision for Council elections. Because the Charter requires the prospect of a primary, Council filing dates for the November election are much earlier than would otherwise be required. Currently one needs to file in April for November election rather than file in August if a primary were not required.

If Council desires to amend the Charter, you must pass a resolution with the proposed language and then the City Clerk sends this to both the Attorney General and the Governor for their review. This review must be complete before the ballot deadline; I would advise targeting any changes for the November election.

GOALS:

Provide strong stewardship of public resources and promote good governance

RECOMMENDATION:

Council discussion and direction.

ATTACHMENTS:

- ▣ Charter Resolution 2.15g
- ▣ Charter Resolution 2.18
- ▣ Charter Resolution 3.3 and 3.4
- ▣ Charter Resolution 3.5 and 3.6
- ▣ Charter Resolution 8.8

The Charlevoix City Council met on Monday, August 5, 2019 with Mayor Luther Kurtz presiding. All Council members were present. The following is an excerpt from the official records of said meeting:

Motion by Perron, second by Kalbfell, to adopt Resolution 2019-08-03, as follows:

CITY OF CHARLEVOIX
RESOLUTION NO. 2019-08-03
COUNCIL - MEETINGS - MINUTES AND NOTICES THEREOF SECTION 2.15G BALLOT LANGUAGE

WHEREAS, the City of Charlevoix City Council desires to amend the existing city charter; and

WHEREAS, under state law, an amendment to an existing city charter may be proposed by the legislative body of a city on a 3/5 vote of the members-elect; and

WHEREAS, state law requires that if the amendment is proposed by the legislative body of the city, the amendment shall be submitted to the electors of the city at the next regular municipal or general state election, or at a special election, held not less than 60 days after the proposal of the amendment; and

WHEREAS, state law requires that the proposed charter amendments to be submitted to the electors shall be published in full with existing charter provisions that would be altered or abrogated by the proposed charter amendment; and,

WHEREAS, state law requires the purpose of the proposed charter amendment to be designated on the ballot in not more than 100 words; and

WHEREAS, state law requires that the form in which a proposed charter amendment shall appear on the ballot shall be determined by resolution of the legislative body; and

WHEREAS, state law requires that a proposed charter amendment shall be confined to 1 subject, but may include more than 1 related proposition if each proposition is separately stated to afford an opportunity for an elector to vote for or against each proposition;

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix City Council hereby adopts the following ballot language for the potential amendment of the City Charter and directs the Clerk to take appropriate action to put the proposed amendment on the ballot for the November 2019 general election:

Shall Article II Section 2.15g Council - Meetings - Minutes and Notices Thereof of the City Charter be amended to delete the entire paragraph and thereby remove the requirement to publish Council proceedings, showing the substance of each separate action of Council, in a newspaper of general circulation within ten days after each meeting of the Council?

RESOLVED this 5th day of August, 2019 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas: Perron, Hagen, Oleksy, Kalbfell, Cole, Bryan

Nays: None

Absent: None

CERTIFICATION

I, the undersigned, the City Clerk of the City of Charlevoix, Charlevoix County, Michigan, do hereby certify that the foregoing is a true and complete copy of Resolution No. 2019-08-03 adopted by the City Council of the City of Charlevoix, County of Charlevoix, State of Michigan, at a regular meeting held on August 5, 2019, the original of which is on file in the Clerk's office and available to the public. Public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267 of the Michigan Public Acts of 1976.

Dated: 08/06/2019

Joyce M. Golding, City Clerk

The Charlevoix City Council met on Monday, August 5, 2019 with Mayor Luther Kurtz presiding. All Council members were present. The following is an excerpt from the official records of said meeting:

Motion by Kalbfell, second by Hagen, to adopt Resolution 2019-08-05, as follows:

CITY OF CHARLEVOIX
RESOLUTION NO. 2019-08-05
COUNCIL - OVERALL CONTROL OF MUNICIPAL OPERATIONS SECTION 2.18 BALLOT LANGUAGE

WHEREAS, the City of Charlevoix City Council desires to amend the existing city charter; and

WHEREAS, under state law, an amendment to an existing city charter may be proposed by the legislative body of a city on a 3/5 vote of the members-elect; and

WHEREAS, state law requires that if the amendment is proposed by the legislative body of the city, the amendment shall be submitted to the electors of the city at the next regular municipal or general state election, or at a special election, held not less than 60 days after the proposal of the amendment; and

WHEREAS, state law requires that the proposed charter amendments to be submitted to the electors shall be published in full with existing charter provisions that would be altered or abrogated by the proposed charter amendment; and,

WHEREAS, state law requires the purpose of the proposed charter amendment to be designated on the ballot in not more than 100 words; and

WHEREAS, state law requires that the form in which a proposed charter amendment shall appear on the ballot shall be determined by resolution of the legislative body; and

WHEREAS, state law requires that a proposed charter amendment shall be confined to 1 subject, but may include more than 1 related proposition if each proposition is separately stated to afford an opportunity for an elector to vote for or against each proposition;

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix City Council hereby adopts the following ballot language for the potential amendment of the City Charter and directs the Clerk to take appropriate action to put the proposed amendment on the ballot for the November 2019 general election:

Shall Article II Section 2.18 Council - Overall Control of Municipal Operations of the City Charter be amended to direct the Council effect management by way of setting compensation and number of staff in the annual budget and other directives the Council may give to the City Manager from time to time, and to require the City Manager to promptly report to the Council, at the Council's request, on management affairs including but not limited to: the organizational structure of the government; job descriptions; employee benefits; and, employee compensation?

RESOLVED this 5th day of August, 2019 A.D.

Resolution was adopted by the following ye and nay vote:

Yeas: Perron, Hagen, Oleksy, Kalbfell, Cole, Bryan

Nays: None

Absent: None

CERTIFICATION

I, the undersigned, the City Clerk of the City of Charlevoix, Charlevoix County, Michigan, do hereby certify that the foregoing is a true and complete copy of Resolution No. 2019-08-05 adopted by the City Council of the City of Charlevoix, County of Charlevoix, State of Michigan, at a regular meeting held on August 5, 2019, the original of which is on file in the Clerk's office and available to the public. Public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267 of the Michigan Public Acts of 1976.

Dated: 08/06/2019

Joyce M. Golding, City Clerk

The Charlevoix City Council met on Monday, August 5, 2019 with Mayor Luther Kurtz presiding. All Council members were present. The following is an excerpt from the official records of said meeting:

Motion by Cole, second by Kalbfell, to adopt Resolution 2019-08-06, as follows:

**CITY OF CHARLEVOIX
RESOLUTION NO. 2019-08-06**

CITY MANAGER - APPOINTMENT SECTION 3.3 AND CITY MANAGER – REMOVAL SECTION 3.4 BALLOT LANGUAGE

WHEREAS, the City of Charlevoix City Council desires to amend the existing city charter; and

WHEREAS, under state law, an amendment to an existing city charter may be proposed by the legislative body of a city on a 3/5 vote of the members-elect; and

WHEREAS, state law requires that if the amendment is proposed by the legislative body of the city, the amendment shall be submitted to the electors of the city at the next regular municipal or general state election, or at a special election, held not less than 60 days after the proposal of the amendment; and

WHEREAS, state law requires that the proposed charter amendments to be submitted to the electors shall be published in full with existing charter provisions that would be altered or abrogated by the proposed charter amendment; and,

WHEREAS, state law requires the purpose of the proposed charter amendment to be designated on the ballot in not more than 100 words; and

WHEREAS, state law requires that the form in which a proposed charter amendment shall appear on the ballot shall be determined by resolution of the legislative body; and

WHEREAS, state law requires that a proposed charter amendment shall be confined to 1 subject, but may include more than 1 related proposition if each proposition is separately stated to afford an opportunity for an elector to vote for or against each proposition;

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix City Council hereby adopts the following ballot language for the potential amendment of the City Charter and directs the Clerk to take appropriate action to put the proposed amendment on the ballot for the November 2019 general election:

Shall Article III Sections 3.3 City Manager - Appointment and 3.4 City Manager -- Removal of the City Charter be combined and amended to provide for the appointment of a City Manager solely on the basis of professional merit and ability by majority vote of the entire Council, to provide that the Council may enter into a contract with the City Manager, and to provide that the Council may terminate the City Manager's contract upon its expiration or with a vote of not less than 2/3 of the entire Council?

RESOLVED this 5th day of August, 2019 A.D.

Resolution was adopted by the following yeas and nays vote:

Yeas: Perron, Hagen, Oleksy, Kalbfell, Cole, Bryan

Nays: None

Absent: None

CERTIFICATION

I, the undersigned, the City Clerk of the City of Charlevoix, Charlevoix County, Michigan, do hereby certify that the foregoing is a true and complete copy of Resolution No. 2019-08-06 adopted by the City Council of the City of Charlevoix, County of Charlevoix, State of Michigan, at a regular meeting held on August 5, 2019, the original of which is on file in the Clerk's office and available to the public. Public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267 of the Michigan Public Acts of 1976.

Dated: 08/06/2019

Joyce M. Golding, City Clerk

CITY OF CHARLEVOIX
RESOLUTION NO. 2019-08-15
CITY MANAGER - FILLING VACANCY SECTIONS 3.5 AND 3.6 BALLOT LANGUAGE

WHEREAS, the City of Charlevoix City Council desires to amend the existing city charter; and

WHEREAS, under state law, an amendment to an existing city charter may be proposed by the legislative body of a city on a 3/5 vote of the members-elect; and

WHEREAS, state law requires that if the amendment is proposed by the legislative body of the city, the amendment shall be submitted to the electors of the city at the next regular municipal or general state election, or at a special election, held not less than 60 days after the proposal of the amendment; and

WHEREAS, state law requires that the proposed charter amendments to be submitted to the electors shall be published in full with existing charter provisions that would be altered or abrogated by the proposed charter amendment; and,

WHEREAS, state law requires the purpose of the proposed charter amendment to be designated on the ballot in not more than 100 words; and

WHEREAS, state law requires that the form in which a proposed charter amendment shall appear on the ballot shall be determined by resolution of the legislative body; and

WHEREAS, state law requires that a proposed charter amendment shall be confined to 1 subject, but may include more than 1 related proposition if each proposition is separately stated to afford an opportunity for an elector to vote for or against each proposition;

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix City Council hereby adopts the following ballot language for the potential amendment of the City Charter and directs the Clerk to take appropriate action to put the proposed amendment on the ballot for the November 2019 general election:

Shall Article III Sections 3.5 City Manager - Filling Vacancy and 3.6 City Manager – Temporary Absence of the City Charter be amended to combine the sections, to change the title of the section to "Acting City Manager," to require the City Manager to designate one or more members of the City staff to act in his or her absence or incapacitation, and to require the Council to appoint a qualified individual to exercise the duties of the office for up to one year upon vacancy of the office or removal of the City Manager?

RESOLVED this 5th day of August, 2019 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas:

Nays:

Absent:

CITY OF CHARLEVOIX
RESOLUTION NO. 2019-08-20
ASSESSMENT NOTICE SECTION 8.8 BALLOT LANGUAGE

WHEREAS, the City of Charlevoix City Council desires to amend the existing city charter; and

WHEREAS, under state law, an amendment to an existing city charter may be proposed by the legislative body of a city on a 3/5 vote of the members-elect; and

WHEREAS, state law requires that if the amendment is proposed by the legislative body of the city, the amendment shall be submitted to the electors of the city at the next regular municipal or general state election, or at a special election, held not less than 60 days after the proposal of the amendment; and

WHEREAS, state law requires that the proposed charter amendments to be submitted to the electors shall be published in full with existing charter provisions that would be altered or abrogated by the proposed charter amendment; and,

WHEREAS, state law requires the purpose of the proposed charter amendment to be designated on the ballot in not more than 100 words; and

WHEREAS, state law requires that the form in which a proposed charter amendment shall appear on the ballot shall be determined by resolution of the legislative body; and

WHEREAS, state law requires that a proposed charter amendment shall be confined to 1 subject, but may include more than 1 related proposition if each proposition is separately stated to afford an opportunity for an elector to vote for or against each proposition;

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix City Council hereby adopts the following ballot language for the potential amendment of the City Charter and directs the Clerk to take appropriate action to put the proposed amendment on the ballot for the November 2019 general election:

Shall Article VIII Section 8.8 Assessment - Notice of Change to Owners of the City Charter be amended to provide that notice of changes in assessment shall be delivered to property owners in the form and manner prescribed by State law, and that the failure of property owners to receive notice shall not invalidate an assessment roll or an assessment on property?

RESOLVED this 5th day of August, 2019 A.D.

Resolution was adopted by the following yeas and nays vote:

Yeas:

Nays:

Absent:

CHARLEVOIX CITY COUNCIL

Reports and Communications

TITLE: City Manager's Comments

DATE: February 1, 2021

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

A. Ferry Avenue DPW Site

Last year, we retained OHM Advisors to study the current DPW site on Ferry Avenue and develop a plan and bid specs for hazardous material removal and remediation and ultimate demolition with final grading of the site. We currently project likely moving out of this facility later in the spring. As such, we plan later this month to release the specs for bidding. I anticipate bringing a recommendation to you in April for the selection of necessary contractors. If all goes as planned, I expect the site will be substantially clear and demolished by mid-summer. I have also included an appropriation to cover this cost in the budget draft for 2021-2022.

B. Joint Meeting Planning

The Planning Commission passed a resolution to pursue a joint meeting with other development-related boards and commissions when safe to do so. Holding a joint meeting is a priority of the Planning Commission in their 2021 priority setting session and a requirement of the Redevelopment Ready Communities program. More information regarding content and date will be discussed in a future Planning Commission meeting--presumably when in-person meetings are safe to hold. Potential meeting topics include housing and solid waste.

C. Downtown Snow Removal

We again did not receive any bids for this service.

ATTACHMENTS:

- ▢ Housing 2021 Memo



MEMO

TO: The Honorable Mayor Kurtz and the Charlevoix City Council
Chair Waddell and the Charlevoix Planning Commission
Chair Owens and the Downtown Development Authority Board

FROM: Mark L. Heydlauff, City Manager

RE: Housing 2021

Cc: Jennifer Neal, Community Planner; Jonathan Scheel, Zoning Administrator; Sarah Hagen, Charlevoix Chamber of Commerce; Steve Schnell, Housing North; Lindsey Dotson, Charlevoix Main Street; Dean Martin, Community Development Fellow

DATE: January 28, 2021

As we begin a new year, I wanted to summarize the actions various entities in our community have taken and are taking on the topic of housing and set a vision for continued collaboration in the future.

Most notably for housing in 2020, our community had a robust dialogue around a proposal to build housing at the Golf Course. The proposal was rejected by voters in the election but I would suggest there were three key lessons from this proposal and the outcome:

1. Many of those who spoke at City Council meetings on the topic felt housing is important and a subject worthy of continued public work.
 - a. Housing is a balance between ensuring the current stock of housing is used for permanent, year-round housing and the construction of new units.
 - b. The development of new housing will require the cooperation of many entities and units of government in our area.
 - c. The natural market for housing in our area is currently challenging. Construction costs are high; tradespersons are limited. The demand for second homes continues to grow here and this crowds out folks who would live and work here year-round.
2. The public wants to engage further on housing designs and opportunities. Housing proposed void of a design, is harder to conceptualize.
3. Location matters. The combination of the golf course as a recreational asset and the native American history on the site both made this specific location unacceptable for public approval. I would suggest, however, this is not emblematic of a rejection to public land as a choice for housing since many of those opposing the golf course location returned to the City's leaf and brush dump site as a potential fall back choice. This warrants more consideration if a suitable alternative site can be identified.

Two other developments toward housing in 2020 were more productive and supported: deed restrictions and the incented reuse of space.

In May, Council approved a conditional rezone request of a challenging parcel that featured three, deed-restricted housing units. This development will improve the neighborhood and add housing—a win-win

for the community. In December, the DDA Board moved forward with an incentive program to encourage the reuse of upper floors in the downtown for year-round housing. More people living downtown encourages vibrancy and increases property values—another win-win. Taken together, these programs identify a market driven approach to look at existing structures and how they can solve the housing challenges we already identify. Furthermore, they note the fact we need housing at a variety of price points.

The Planning Commission has addressed the concept of home conversions and accessory dwelling units. Together, these concepts increase the density of housing in the existing neighborhoods. Moving forward, these concepts might well be best tied to some degree of owner occupancy and year-round housing. The Council is interested in expanding this into the R-1 Zone but to ensure continued efforts toward year-round housing, the implementation should be tailored to the use of the housing rather than simply its creation.

As we move forward, I would highlight the following ideas to continue advancing housing in Charlevoix:

- The Planning Commission will be updating the Master Plan this year and I encourage them to develop a chapter dedicated to the housing needs of the community. There are myriad data resources available to quantify our housing needs and the Master Plan is a good way to contemplate how and where we can see this in our town. This process will also allow the Planning Commission to continue gathering public input.
- The DDA will continue reviewing implementation of their upper-floor housing incentive and other ways to make the downtown more accessible and welcoming for housing. This can be aided by making overnight parking easier for residents.
- Continuing the use of deed restrictions is a way to convert existing structures to the year-round housing we seek.
- There are many other detailed solutions and ideas that have been presented by the Zoning Administrator. I encourage the Council and Planning Commission to continue review of these and continually review the Zoning Code to ensure it encourages the housing we want versus simply focused on rejecting the things we want to avoid.
- Later this spring or early summer, we'd like to have a joint meeting of the Council, Planning Commission, and DDA to continue cooperative discussion of these topics.
- The Council should continue looking at opportunities to partner with our neighbors to create housing options where the extension of City utilities is an effective incentive. I would strongly suggest this be limited to areas where a PA 425 agreement can be executed.
- Many of these initiatives continue to have an open question of funding. Land acquisition, infrastructure extension, deed restriction purchases, and housing incentives are all great plans but they come with a price tag for which no clear and abundant funding source is currently available. The rest of the ideas here should not be contemplated in a vacuum without addressing the funding component.

Sustainable growth for our community will be built around those who live and work here. The definition of this is changing as folks realize the opportunity to live up north and work remotely. The more people who actually live here, the stronger our businesses will be and the more our neighborhoods will return to sustainable, vibrant communities.

CHARLEVOIX CITY COUNCIL

Other Council Business

TITLE: Closed Session: Consider the Purchase of Real Property MCL 15.268(d)

DATE: February 1, 2021

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

The Michigan Open Meetings Act permits the Council to enter a closed session upon a motion and 2/3 vote for the purpose of discussing the lease or purchase of real property. I would request Council enter closed session for this purpose.

RECOMMENDATION:

Motion to enter Closed Session pursuant to MCL 15.268(d) to consider the purchase of real property.