



**AGENDA**  
**CITY OF CHARLEVOIX CITY COUNCIL REGULAR MEETING**  
**Monday, February 15, 2021- 6:00 PM**  
**Held remotely via Zoom (see log-in instructions)**

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**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 - February 1, 2021
- B. Accounts Payable and Payroll Check Registers
- C. Annual Poverty Exemption Resolution
- D. Charlevoix Historical Society Request for Charitable Gaming

**6. Public Hearings and Actions Requiring Public Hearings**

- A. Ordinance 824: Adoption of Amended 2020-2021 Budget  
Mark L. Heydlauff, City Manager
- B. Ordinance 825: Adoption of 2021-2022 Budget  
Mark L. Heydlauff, City Manager
- C. Capital Budget: Charlevoix Tomorrow 2021  
Mark L. Heydlauff, City Manager

**7. All Other Actions and Requests**

- A. Creation of the Lake Charlevoix Emergency Medical Services Authority  
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 15, 2021

### **BACKGROUND:**

Due to the ongoing restrictions on public gatherings from the Michigan Department of Health and Human Services, this meeting will be held remotely in accord with the Michigan Open Meetings Act as amended.

Topic: Charlevoix City Council for February 15, 2021

Time: Feb 15, 2021 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

Meeting ID: 923 9084 8592

Passcode: 973136

Dial by your location

+1 312 626 6799 US (Chicago)

Meeting ID: 923 9084 8592

Passcode: 973136

Find your local number: <https://zoom.us/j/ab66ltNOBC>

# CHARLEVOIX CITY COUNCIL

## Consent Agenda

**TITLE:** City Council Meeting Minutes - February 1, 2021

**DATE:** February 15, 2021

**RECOMMENDATION:**

Motion to approve City Council minutes.

**ATTACHMENTS:**

- ▣ Draft Council Minutes

**CITY OF CHARLEVOIX**  
**REGULAR CITY COUNCIL MEETING MINUTES**  
**Monday, February 1, 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 Hanalei, HI)  
Members Present: Greg Bryan (from Charlevoix), Aaron Hagen (from Boyne City), Janet Kalbfell (from Charlevoix), Mark Knapp (from Charlevoix), Phil Parr (from Charlevoix), Brian Slater (from Charlevoix)  
Members Absent: None  
City Manager: Mark L. Heydlauff  
City Clerk: Joyce Golding

**3. Presentations**

**4. Inquiry Regarding Conflicts of Interest**

**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 18, 2021
- B. Accounts Payable and Payroll Check Registers
  - a. Special Accounts Payable Check Register – January 21, 2021
  - b. Regular Accounts Payable Check Register – February 2, 2021
  - c. ACH Payments – January 14, 2021 to January 25, 2021
  - d. Payroll Check Register – January 22, 2021
  - e. Payroll Transmittal – January 22, 2021
  - f. Tax Disbursement – February 2, 2021
- C. Right-of-Way Usage Permit Fees – approve Resolution 2021-02-01

**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 yea and nay vote:*

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

Nays: *None*

**DRAFT**

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

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

Nays: None

Bryan requested that Council amend the agenda to discuss Other Council Business at this point in the meeting and Council concurred. Bryan stated that he wanted to discuss the third commercial slip and Kalbfell recused herself from this item.

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

Motion by Bryan, second by Knapp to not issue a lease to either of the businesses that have applied for the third commercial slip until we have further discussion and review the future marina usage.

Yeas: Parr, Slater, Knapp, Bryan, Hagen

Nays: None

Abstain: Kalbfell

## 6. Public Hearings & Actions Requiring Public Hearings

### A. Set Budget Public Hearing for FY 2022 and FY2021 Amendment

Kalbfell returned to the meeting. City Manager Heydlauff stated City Council needs to have a public hearing for the 2021-22 Budget, which sets the millage rates to support the budget. The public hearing also fulfills the Truth in Taxation hearing required to levy the tax millage each year. He stated the proposed budget amendment will keep the City's budget process in compliance with Public Act 202 and update the estimated year end budget for 2020-21 to our best estimate.

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

Motion by Parr, second by Kalbfell 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.

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

Nays: None

## 7. All Other Actions & Requests

### A. Historic District Commission Appointment

Motion by Kalbfell, second by Slater to appoint Frank Campi to the Historic District Commission, term expiring June 2022.

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

Nays: None

### B. City Charter Review

City Manager Heydlauff recalled that Council asked him to bring back some of the "housekeeping" Charter amendments discussed in 2019. He recommended Council consider the following:

- Publication of Council Minutes- remove section 2.15g of the Charter which requires a synopsis of minutes be published in the newspaper. Since full text minutes are available readily on our website, this reduces expenses. This is in keeping with the amendment approved by voters in November 2020 that eliminated the requirement of publishing full-text ordinances in lieu of an ordinance summary.
- 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 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, 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 to be appointed. Currently the Charter requires Council appoint a Manager within six months following a vacancy. In reality, this is a short timeframe for the executive hiring process. This amendment would also modify the current requirement that the City Manager name one or more persons who shall act in his/her 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.

Council discussed the merits of the five recommended amendments and concurred to move them forward in the Charter amendment process for the November 2021 election. They also briefly discussed the remaining proposed amendments addressed back in 2019 and agreed to revisit these in January of 2022.

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

Motion by Parr, second by Hagen, to adopt Resolution 2021-02-02.

**DRAFT**

**CITY OF CHARLEVOIX**  
**RESOLUTION NO. 2021-02-02**  
**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 2021 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 1st day of February, 2021 A.D.

Resolution was adopted by the following yea and nay vote:

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

Nays: None

Motion by Kalbfell, second by Hagen, to adopt Resolution 2021-02-03.

**CITY OF CHARLEVOIX**  
**RESOLUTION NO. 2021-02-03**  
**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;

**DRAFT**

**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 2021 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 1st day of February, 2021 A.D.

Resolution was adopted by the following yea and nay vote:

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

Nays: None

Motion by Kalbfell, second by Hagen, to adopt Resolution 2021-02-04.

**CITY OF CHARLEVOIX  
RESOLUTION NO. 2021-02-04**

**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 2021 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 1st day of February, 2021 A.D.

Resolution was adopted by the following yea and nay vote:

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

Nays: None

Motion by Parr, second by Kalbfell, to adopt Resolution 2021-02-05.

**CITY OF CHARLEVOIX  
RESOLUTION NO. 2021-02-05**

**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

**DRAFT**

**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 2021 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 1st day of February, 2021 A.D.

Resolution was adopted by the following yea and nay vote:

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

Nays: None

Motion by Slater, second by Hagen, to adopt Resolution 2021-02-06.

**CITY OF CHARLEVOIX  
RESOLUTION NO. 2021-02-06  
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 2021 general election:

**DRAFT**

*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 1st day of February, 2021 A.D.

Resolution was adopted by the following yea and nay vote:

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

Nays: None

## 8. Reports & Communications

### A. Public Comments

### B. City Manager Comments

- Included Housing memo in the agenda packet for Council's review

### C. Mayor & Council Comments

- Bryan and Mayor Kurtz were impressed with a tour of the Public Service Facility
- Parr suggested support of local restaurants during their reopening this week

## 9. Other Council Business

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

Motion by Kalbfell, second by Parr to enter Closed Session pursuant to MCL 15.268(d) to consider the purchase of real property.

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

Nays: None

Council moved into Closed Session at 7:14 p.m. Council resumed Open Session at 7:53 p.m.

## 10. Adjourn

The Mayor adjourned the meeting at 7:56 p.m.

| Joyce M. Golding                             | City Clerk | Luther Kurtz                  | Mayor            |
|----------------------------------------------|------------|-------------------------------|------------------|
| <b>Special Accounts Payable – 01/21/2021</b> |            |                               |                  |
| AT&T                                         | 2,318.32   | RANGE TELECOMMUNICATIONS      | 238.95           |
| CHARLEVOIX STATE BANK                        | 6,186.06   | STANDARD INSURANCE CO         | 2,757.06         |
| CHARTER COMMUNICATIONS                       | 1,905.32   | VERIZON WIRELESS              | 88.27            |
| DELTA DENTAL                                 | 3,551.36   | VSP INSURANCE CO. (CT)        | 574.16           |
| GREAT LAKES ENERGY                           | 224.19     | WEX BANK                      | 1,156.62         |
| HOLIDAY COMPANIES                            | 6,531.98   | <b>TOTAL</b>                  | <b>69,259.34</b> |
| MONEY LIFE INSURANCE                         | 445.34     |                               |                  |
| NEXVORTEX INC                                | 214.45     |                               |                  |
| PRIORITY HEALTH                              | 43,067.26  |                               |                  |
| <b>Regular Accounts Payable – 02/02/2021</b> |            |                               |                  |
| AIRGAS USA LLC                               | 71.15      | ELLIOTT, PATRICK M.           | 50.00            |
| ALL-PHASE ELECTRIC                           | 1,851.60   | ELLSWORTH FARMER'S EXCHANGE   | 45.00            |
| AMERICAN PUBLIC WORKS ASSN                   | 410.00     | FASTENAL COMPANY              | 30.00            |
| ANDERSON, ELIZABETH A.                       | 50.00      | FAULKNOR, CHRISTOPHER         | 50.00            |
| ANZELL, BETH A.                              | 50.00      | GINOP SALES INC               | 77.11            |
| AZZOPARDI, ANTHONY J.                        | 50.00      | GOLDING, JOYCE M.             | 50.00            |
| BILL'S FARM MARKET                           | 2,496.60   | GRIFFITH, JOHN J              | 50.00            |
| BRADFORD'S                                   | 97.00      | GROUP 31 SUPPLY               | 131.88           |
| CDW GOVERNMENT INC.                          | 222.68     | HAGGARD'S INC                 | 150.00           |
| CHARLEVOIX AUTO                              | 272.29     | HEYDLAUFF, MARK L.            | 50.00            |
| CHARLEVOIX SCREEN MASTERS INC                | 914.85     | IDEXX DISTRIBUTION INC.       | 1,260.89         |
| CIVIC SYSTEMS                                | 9,451.00   | JENNY LLC                     | 252.92           |
| CIVICPLUS                                    | 3,150.00   | JOHN E. GREEN COMPANY         | 764.97           |
| COACHING SYSTEMS LLC                         | 124.75     | KIWANIS CLUB OF CHARLEVOIX    | 40.00            |
| CONWAY PROFESSIONAL SERVICES                 | 1,155.00   | KLOOSTER, ALIDA K.            | 50.00            |
| DeROSIA, PATRICIA E.                         | 50.00      | KLOOSTER, PATRICK H.          | 50.00            |
| DIGITAL DOLPHIN                              | 129.95     | KNORR, KENT J.                | 50.00            |
| DITCH WITCH SALES OF MICHIGAN                | 167.27     | KSS ENTERPRISES               | 695.09           |
| DOAN, GERARD P.                              | 50.00      | LAKESHORE TIRE & AUTO SERVICE | 40.00            |
| DOTSON, LINDSEY J.                           | 50.00      | MASIMO AMERICAS INC           | 3,405.00         |

**DRAFT**

|                                |          |                                |                   |
|--------------------------------|----------|--------------------------------|-------------------|
| MATT LAFONTAINE FORD           | 1,903.88 | QUALITY CAR & TRUCK REPAIR INC | 961.54            |
| MAYER, SHELLEY L.              | 50.00    | RICK-BIDDICK, MICHELLE         | 642.50            |
| MCGINN, KELLY A.               | 50.00    | S&W HEALTHCARE CORPORATION     | 244.34            |
| MCMULLEN, DONALD R.            | 354.20   | SCHOLEY, ROBERT W.             | 50.00             |
| MDC CONTRACTING LLC            | 19.80    | SILVA, JESSE L.A.              | 50.00             |
| MICHIGAN MUNICIPAL ELECTRIC    | 9,510.00 | SPOK INC                       | 15.89             |
| MICHIGAN OFFICEWAYS INC        | 897.23   | STATE AND MASON LLC            | 1,000.00          |
| MICHIGAN WATER ENV ASSOC       | 140.00   | STATE OF MICHIGAN              | 678.97            |
| MILLER, WILLIAM S.             | 50.00    | STEPHENS, LYON G.              | 50.00             |
| MINERAL MASTERS                | 2,902.50 | STRICKER'S OUTDOOR POWER EQUIP | 72.75             |
| MUNSON HEALTHCARE CHX HOSPITAL | 540.00   | SUN BADGE CO.                  | 108.75            |
| NORTHERN CREDIT SERVICES       | 124.98   | THE CHARLES MACHINE WORKS INC  | 51,245.70         |
| NORTHERN PUMP SERVICE INC.     | 2,180.00 | TRAVERS, MANUEL J.             | 50.00             |
| OTEC                           | 140.00   | UP NORTH ASSESSING INC         | 5,100.00          |
| PAUL'S METER TESTING LLC       | 2,834.55 | VILLAGE GRAPHICS INC.          | 1,392.75          |
| PENINSULA FIBER NETWORK LLC    | 470.00   | WOJAN PLUMBING & HEATING       | 95.00             |
| PERFORMANCE ENGINEERS INC      | 674.00   | WURST, RANDALL W.              | 50.00             |
| POWER LINE SUPPLY              | 4,912.82 | WYMAN, MATTHEW A.              | 50.00             |
| PRODUCTIVITY PLUS ACCOUNT      | 448.59   | <b>TOTAL</b>                   | <b>118,267.39</b> |
| PURITY CYLINDER GASES INC      | 99.65    |                                |                   |

**ACH Payments – 01/14/2021 to 01/25/2021**

|                               |           |                             |                   |
|-------------------------------|-----------|-----------------------------|-------------------|
| PROXIMITY SPACE INC           | 99.00     | MERS (DEFINED BENEFIT PLAN) | 51,984.33         |
| MI PUBLIC POWER AGENCY        | 22,060.11 | MI PUBLIC POWER AGENCY      | 244,396.58        |
| IRS (PAYROLL TAX DEPOSIT)     | 54,522.53 | MI PUBLIC POWER AGENCY      | 10,445.62         |
| ALERUS FINANCIAL (HCSP)       | 350.00    | <b>TOTAL</b>                | <b>415,274.42</b> |
| STATE OF MI (WITHHOLDING TAX) | 7,948.37  |                             |                   |
| VANTAGEPOINT (401 ICMA PLAN)  | 912.08    |                             |                   |
| VANTAGEPOINT (457 ICMA PLAN)  | 21,275.04 |                             |                   |
| VANTAGEPOINT (ROTH IRA)       | 1,280.76  |                             |                   |

**Payroll Net Pay – Check Date 01/22/2021**

|                        |           |                         |          |
|------------------------|-----------|-------------------------|----------|
| HEYDLAUFF, MARK L.     | 2,887.53  | THORP JR, WILLIAM D.    | 1,294.41 |
| GOLDING, JOYCE M.      | 1,714.63  | LEITNER, RYAN S.        | 1,339.34 |
| DEROSIA, PATRICIA E.   | 1,094.85  | FERGUSON, ROYCE L.      | 1,325.45 |
| DOTSON, LINDSEY J.     | 1,423.60  | KNORR, KENT J.          | 1,965.65 |
| KLOOSTER, ALIDA K.     | 1,756.59  | ANZELL, BETH A.         | 1,320.37 |
| GOLOVICH, KAREN J.     | 982.16    | BOSS, SHERRY M.         | 361.57   |
| BARNEVELD, RICHELLE L. | 1,163.84  | DOE-NIMPHE, SETH K.     | 258.16   |
| EDWARDS, MACKENZIE R.  | 1,438.80  | REDMAN, SEAN M.         | 258.16   |
| MILLER, FAITH G.       | 47.41     | PORATH, JACOB P.        | 291.07   |
| MCGINN, KELLY A.       | 1,628.06  | WHITLEY, NICHOLAS J     | 215.67   |
| DOAN, GERARD P.        | 2,416.02  | HAGEN, MADISON L.       | 310.85   |
| SCHOLEY, ROBERT W.     | 1,870.34  | BERTINELLI, DAVID P.    | 336.97   |
| UMULIS, MATTHEW T.     | 790.87    | FOSTER, WILLIAM P.      | 443.10   |
| HANKINS, SCOTT A.      | 5,381.62  | MATTACK, JEFFREY C.     | 811.67   |
| ORBAN, BARBARA K.      | 1,181.01  | MATTACK, ANNE E.        | 668.28   |
| RILEY, DENISE M.       | 460.04    | MAY, MEREDITH A.        | 91.18    |
| MUNK, CHRISTOPHER J.   | 1,270.06  | BOSS, BEAU J.           | 1,162.05 |
| SCHICK, TIELER R.      | 1,381.89  | BEMIS, GARRETTSON G.    | 91.42    |
| STEWART, MORGAN J.     | 1,354.22  | COFFEY, JASON J.        | 306.58   |
| MATELSKI, KRISTEN L.   | 1,358.73  | WYMAN, MATTHEW A.       | 1,649.54 |
| WURST, RANDALL W.      | 1,163.87  | MILLER, WILLIAM S.      | 916.12   |
| MAYER, SHELLEY L.      | 1,507.42  | DOUGLAS, MARK           | 880.06   |
| HILLING, NICHOLAS A.   | 1,901.64  | FRATRICK, JOSEPH W.     | 498.98   |
| MEIER III, CHARLES A.  | 1,462.27  | CARSON, SAWYER J.       | 717.98   |
| ZACHARIAS, STEVEN B.   | 1,308.70  | MCMULLEN, DONALD R.     | 1,804.72 |
| NEWMAN, MARK J.        | 911.99    | SILVA, JESSE L.A.       | 1,683.26 |
| GRIFFITH, JOHN J.      | 11,186.48 | JOHNSON, MELISSA A.     | 1,233.00 |
| SWEM, DONALD L.        | 3,201.20  | STEPHENS, LYON G.       | 1,307.66 |
| EATON, BRAD A.         | 2,503.85  | TRAVERS, MANUEL J.      | 1,432.73 |
| WILSON, TIMOTHY J.     | 2,674.86  | FAULKOR, CHRISTOPHER J. | 1,875.99 |
| LAVOIE, RICHARD L.     | 2,274.39  | STEVENS, JEFFREY W.     | 558.93   |
| STEVENS, BRANDON C.    | 2,969.07  | RILEY, CASEY W.         | 386.50   |
| DRAVES, MARTIN J.      | 2,302.36  | JONES, LARRY M.         | 270.23   |
| ANDERSON, ELIZABETH A. | 1,234.96  | LEPIRD, KATIE A.        | 1,137.59 |
| KENWABIKISE, DAVID L.  | 1,106.38  | CORNELL, BRITTA J.      | 152.38   |
| ELLIOTT, PATRICK M.    | 2,741.55  | MISHLER, MICHAEL J.     | 762.02   |
| SCHWARTZFISHER, JOSEPH | 1,218.56  | AZZOPARDI, ANTHONY J.   | 1,376.70 |
| BRADLEY, KELLY R.      | 1,320.97  | PECK, JARICA L.         | 369.80   |
| HART II, DELBERT W.    | 1,798.52  | DIETZ, AMANDA M.        | 1,011.37 |
| JONES, ROBERT F.       | 1,377.53  | WELLS, JANINNA J.       | 183.32   |
| FARRELL, MITCHELL L.   | 1,360.98  | MOYER, NATHAN I.        | 1,154.37 |

**DRAFT**

|                        |          |                      |                   |
|------------------------|----------|----------------------|-------------------|
| HOSLER, ERIK R.        | 158.58   | ELLIOTT, PATRICK M.  | 1,677.08          |
| CULBERTSON, CRISTIN E. | 385.43   | MORRISON, KEVIN P.   | 594.44            |
| HEYDLAUFF, MARK L.     | 1,944.40 | MORRISON, KEVIN P.   | 1,120.43          |
| GOLDING, JOYCE M.      | 810.07   | BRADLEY, KELLY R.    | 741.12            |
| KLOOSTER, ALIDA K.     | 1,166.18 | FARRELL, MITCHELL L. | 823.98            |
| GOLOVICH, KAREN J.     | 178.24   | KNORR, KENT J.       | 1,016.47          |
| MCGINN, KELLY A.       | 1,154.63 | BOSS JR, DALE E.     | 1,560.25          |
| DOAN, GERARD P.        | 1,617.51 | HILLIGAN, ABIGAIL B. | 445.17            |
| UMULIS, MATTHEW T.     | 604.64   | MATTER, DAWSON K.    | 150.98            |
| HANKINS, SCOTT A.      | 4,782.39 | HOLM, ARTHUR R.      | 1,202.78          |
| ORBAN, BARBARA K.      | 984.13   | WILLSON, BRENDA R.   | 129.40            |
| WURST, RANDALL W.      | 1,183.61 | WYMAN, MATTHEW A.    | 1,023.15          |
| MAYER, SHELLEY L.      | 957.20   | MILLER, WILLIAM S.   | 581.46            |
| HILLING, NICHOLAS A.   | 755.87   | DOUGLAS, MARK        | 347.13            |
| MEIER III, CHARLES A.  | 1,041.53 | MCMULLEN, DONALD R.  | 316.82            |
| ZACHARIAS, STEVEN B.   | 960.27   | SILVA, JESSE L.A.    | 81.07             |
| NEWMAN, MARK J.        | 911.32   | <b>TOTAL</b>         | <b>148,405.79</b> |
| EATON, BRAD A.         | 1,508.93 |                      |                   |
| WHITLEY, ANDREW T.     | 2,144.11 |                      |                   |

**Payroll Transmittal – 01/22/2021**

|                               |          |                            |                 |
|-------------------------------|----------|----------------------------|-----------------|
| 4FRONT CREDIT UNION           | 1,018.00 | DISCOVER BANK              | 415.76          |
| AMERICAN FAMILY LIFE          | 540.72   | MI STATE DISBURSEMENT UNIT | 209.65          |
| CHAR EM UNITED WAY            | 90.00    | MONY LIFE INSURANCE        | 393.87          |
| CHARLEVOIX STATE BANK         | 992.00   | PRIORITY HEALTH            | 1,648.03        |
| COMMUNICATION WORKERS OF AMER | 675.02   | <b>TOTAL</b>               | <b>5,983.05</b> |

**Tax Disbursement – 02/02/2021**

|                             |           |                                |                   |
|-----------------------------|-----------|--------------------------------|-------------------|
| CHARLEVOIX COUNTY TREASURER | 62,916.88 | CHARLEVOIX PUBLIC SCHOOLS      | 8.19              |
| CHARLEVOIX DISTRICT LIBRARY | 42,172.97 | CHARLEVOIX-EMMET ISD           | 100,640.50        |
| CHARLEVOIX PUBLIC SCHOOLS   | 301.20    | CITY OF CHARLEVOIX - TAXES DUE | 27,023.00         |
| CHARLEVOIX PUBLIC SCHOOLS   | 8.37      | RECREATIONAL AUTHORITY         | 8,171.65          |
| CHARLEVOIX PUBLIC SCHOOLS   | 5.85      | <b>TOTAL</b>                   | <b>241,251.12</b> |
| CHARLEVOIX PUBLIC SCHOOLS   | 2.51      |                                |                   |

# **CHARLEVOIX CITY COUNCIL**

## **Consent Agenda**

**TITLE:** Accounts Payable and Payroll Check Registers

**DATE:** February 15, 2021

### **ATTACHMENTS:**

- ▣ Accounts Payable and Payroll Check Registers

| Pay Period Date | Check Issue Date | Check Number | Payee                | Emp ID | Description                    | Amount   |
|-----------------|------------------|--------------|----------------------|--------|--------------------------------|----------|
| 01/30/2021      | 02/05/2021       | 132647       | 4FRONT CREDIT UNION  | 9024   | HSA-EMPLOYEE CONTRIB-4FR       | 1,018.00 |
| 01/30/2021      | 02/05/2021       | 132648       | AMERICAN FAMILY LIFE | 9011   | AMERICAN FAMILY LIFE-POST T    | 86.90    |
| 01/30/2021      | 02/05/2021       | 132648       | AMERICAN FAMILY LIFE | 9011   | AMERICAN FAMILY LIFE-PRETA     | 453.82   |
| 01/30/2021      | 02/05/2021       | 132649       | CHAR EM UNITED WAY   | 9009   | UNITED WAY Pay Period: 1/30/2  | 90.00    |
| 01/30/2021      | 02/05/2021       | 132650       | CHARLEVOIX STATE BAN | 9017   | HSA - EMPLOYEE CONTRIB - C     | 867.00   |
| 01/30/2021      | 02/05/2021       | 132651       | COMMUNICATION WORK   | 9004   | CWA UNION DUES Pay Period:     | 675.02   |
| 01/30/2021      | 02/05/2021       | 132652       | DISCOVER BANK        | 9032   | Garnishment: WWR File #040038  | 264.60   |
| 01/30/2021      | 02/05/2021       | 132653       | MI STATE DISBURSEMEN | 9012   | FRIEND OF THE COURT Pay Pe     | 209.65   |
| 01/30/2021      | 02/05/2021       | 132654       | MONY LIFE INSURANCE  | 9008   | LIFE - VOLUNTARY Pay Period:   | 246.84   |
| 01/30/2021      | 02/05/2021       | 132654       | MONY LIFE INSURANCE  | 9008   | SPOUSE LIFE Pay Period: 1/30/  | 52.09    |
| 01/30/2021      | 02/05/2021       | 132654       | MONY LIFE INSURANCE  | 9008   | CHILD LIFE Pay Period: 1/30/20 | 4.40     |
| 01/30/2021      | 02/05/2021       | 132654       | MONY LIFE INSURANCE  | 9008   | AD&D - VOLUNTARY Pay Period    | 39.99    |
| 01/30/2021      | 02/05/2021       | 132654       | MONY LIFE INSURANCE  | 9008   | SPOUSE AD&D Pay Period: 1/30   | 6.84     |
| 01/30/2021      | 02/05/2021       | 132654       | MONY LIFE INSURANCE  | 9008   | CHILD AD&D Pay Period: 1/30/2  | 2.96     |
| 01/30/2021      | 02/05/2021       | 132655       | POLICE OFFICERS LABO | 9003   | POL UNION DUES Pay Period: 1   | 251.25   |
| 01/30/2021      | 02/05/2021       | 132656       | PRIORITY HEALTH      | 392358 | PRIORITY HEALTH Pay Period:    | 1,584.57 |
| Grand Totals:   |                  |              | 16                   |        |                                | 5,853.93 |

### Summary of Check Registers & ACH Payments

#### HUNTINGTON NATIONAL BANK - CHECKS ISSUED

|          |                            |    |            |
|----------|----------------------------|----|------------|
| 02/05/21 | Payroll Transmittal Checks | \$ | 5,853.93   |
| 02/05/21 | Payroll (net pay)          | \$ | 125,769.75 |
| 02/16/21 | Regular Accounts Payable   | \$ | 259,769.92 |

Checks Sub-Total: \$ 391,393.60

#### HUNTINGTON NATIONAL BANK - ACH/WIRE PAYMENTS

|          |                               |    |           |
|----------|-------------------------------|----|-----------|
| 02/01/21 | MI Public Power Agency        | \$ | 17,485.08 |
| 02/02/21 | Proximity Space Inc           | \$ | 99.00     |
| 02/03/21 | AMG Payment Solutions         | \$ | 25.33     |
| 02/04/21 | Payment Service Network Inc.  | \$ | 250.50    |
| 02/05/21 | IRS (Payroll Tax Deposit)     | \$ | 50,709.19 |
| 02/05/21 | Alerus Financial (HCSP)       | \$ | 350.00    |
| 02/05/21 | State of MI (Withholding Tax) | \$ | 6,995.72  |
| 02/05/21 | Vantagepoint (401 ICMA Plan)  | \$ | 912.08    |
| 02/05/21 | Vantagepoint (457 ICMA Plan)  | \$ | 22,156.16 |
| 02/05/21 | Vantagepoint (Roth IRA)       | \$ | 1,280.76  |
| 02/08/21 | MI Public Power Agency        | \$ | 15,299.00 |
| 02/09/21 | DTE Energy                    | \$ | 8,239.99  |
| 02/10/21 | State of MI (Sales Tax)       | \$ | 20,297.31 |

ACH Sub-Total: \$ 144,100.12

Huntington National Bank Total: \$ 535,493.72

#### CHARLEVOIX STATE BANK - CHECKS ISSUED

(PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES)

|                              |                  |    |            |
|------------------------------|------------------|----|------------|
| 02/16/21                     | Tax Disbursement | \$ | 392,268.99 |
| Charlevoix State Bank Total: |                  | \$ | 392,268.99 |

Grand Total: \$ 927,762.71

APPROVED:

  
CITY MANAGER

CITY TREASURER

  
CITY CLERK

| Pay Period<br>Date | Journal<br>Code | Check<br>Issue Date | Check<br>Number | Payee                 | Emp<br>ID | Description | Amount    |
|--------------------|-----------------|---------------------|-----------------|-----------------------|-----------|-------------|-----------|
| 01/30/2021         | PC              | 02/05/2021          | 32485           | HEYDLAUFF, MARK L.    | 102       |             | 3,175.97  |
| 01/30/2021         | PC              | 02/05/2021          | 32486           | GOLDING, JOYCE M.     | 106       |             | 2,161.34  |
| 01/30/2021         | PC              | 02/05/2021          | 32487           | DEROSIA, PATRICIA E.  | 107       |             | 1,391.07  |
| 01/30/2021         | PC              | 02/05/2021          | 32488           | DOTSON, LINDSEY J.    | 109       |             | 1,423.60  |
| 01/30/2021         | PC              | 02/05/2021          | 32489           | KLOOSTER, ALIDA K.    | 121       |             | 2,144.59  |
| 01/30/2021         | PC              | 02/05/2021          | 32490           | GOLOVICH, KAREN J.    | 122       |             | 982.16    |
| 01/30/2021         | PC              | 02/05/2021          | 32491           | BARNEVELD, RICHELLE   | 123       |             | 1,163.84  |
| 01/30/2021         | PC              | 02/05/2021          | 32492           | EDWARDS, MACKENZIE    | 124       |             | 1,795.01  |
| 01/30/2021         | PC              | 02/05/2021          | 32493           | MILLER, FAITH G.      | 142       |             | 19.97     |
| 01/30/2021         | PC              | 02/05/2021          | 32494           | MCGINN, KELLY A.      | 146       |             | 2,074.77  |
| 01/30/2021         | PC              | 02/05/2021          | 32495           | DOAN, GERARD P.       | 201       |             | 2,416.03  |
| 01/30/2021         | PC              | 02/05/2021          | 32496           | SCHOLEY, ROBERT W.    | 204       |             | 1,677.15  |
| 01/30/2021         | PC              | 02/05/2021          | 32497           | UMULIS, MATTHEW T.    | 205       |             | 891.78    |
| 01/30/2021         | PC              | 02/05/2021          | 32498           | ORBAN, BARBARA K.     | 209       |             | 1,158.13  |
| 01/30/2021         | PC              | 02/05/2021          | 32499           | RILEY, DENISE M.      | 213       |             | 464.61    |
| 01/30/2021         | PC              | 02/05/2021          | 32500           | MUNK, CHRISTOPHER J.  | 215       |             | 1,219.81  |
| 01/30/2021         | PC              | 02/05/2021          | 32501           | SCHICK, TIELER R.     | 216       |             | 1,252.78  |
| 01/30/2021         | PC              | 02/05/2021          | 32502           | STEWART, MORGAN J.    | 217       |             | 1,486.58  |
| 01/30/2021         | PC              | 02/05/2021          | 32503           | MATELSKI, KRISTEN L.  | 230       |             | 1,358.74  |
| 01/30/2021         | PC              | 02/05/2021          | 32504           | WURST, RANDALL W.     | 411       |             | 1,180.13  |
| 01/30/2021         | PC              | 02/05/2021          | 32505           | MAYER, SHELLEY L.     | 412       |             | 1,500.37  |
| 01/30/2021         | PC              | 02/05/2021          | 32506           | HILLING, NICHOLAS A.  | 413       |             | 1,425.78  |
| 01/30/2021         | PC              | 02/05/2021          | 32507           | MEIER III, CHARLES A. | 421       |             | 1,428.02  |
| 01/30/2021         | PC              | 02/05/2021          | 32508           | ZACHARIAS, STEVEN B.  | 422       |             | 1,639.53  |
| 01/30/2021         | PC              | 02/05/2021          | 32509           | NEWMAN, MARK J.       | 424       |             | 1,143.83  |
| 01/30/2021         | PC              | 02/05/2021          | 32510           | GRIFFITH, JOHN J.     | 500       |             | 2,937.40  |
| 01/30/2021         | PC              | 02/05/2021          | 32511           | SWEM, DONALD L.       | 512       |             | 16,381.30 |
| 01/30/2021         | PC              | 02/05/2021          | 32512           | EATON, BRAD A.        | 515       |             | 2,353.56  |
| 01/30/2021         | PC              | 02/05/2021          | 32513           | WILSON, TIMOTHY J.    | 516       |             | 3,054.81  |
| 01/30/2021         | PC              | 02/05/2021          | 32514           | LAVOIE, RICHARD L.    | 519       |             | 2,286.74  |
| 01/30/2021         | PC              | 02/05/2021          | 32515           | STEVENS, BRANDON C.   | 521       |             | 2,447.12  |
| 01/30/2021         | PC              | 02/05/2021          | 32516           | DRAVES, MARTIN J.     | 523       |             | 2,238.73  |
| 01/30/2021         | PC              | 02/05/2021          | 32517           | ANDERSON, ELIZABETH   | 526       |             | 1,234.96  |
| 01/30/2021         | PC              | 02/05/2021          | 32518           | KENWABIKISE, DAVID L. | 528       |             | 1,106.38  |
| 01/30/2021         | PC              | 02/05/2021          | 32519           | ELLIOTT, PATRICK M.   | 600       |             | 2,741.55  |
| 01/30/2021         | PC              | 02/05/2021          | 32520           | SCHWARTZFISHER, JOS   | 603       |             | 1,196.88  |
| 01/30/2021         | PC              | 02/05/2021          | 32521           | BRADLEY, KELLY R.     | 614       |             | 1,786.23  |
| 01/30/2021         | PC              | 02/05/2021          | 32522           | HART II, DELBERT W.   | 616       |             | 1,427.91  |
| 01/30/2021         | PC              | 02/05/2021          | 32523           | JONES, ROBERT F.      | 618       |             | 1,155.69  |
| 01/30/2021         | PC              | 02/05/2021          | 32524           | FARRELL, MITCHELL L.  | 622       |             | 1,372.84  |
| 01/30/2021         | PC              | 02/05/2021          | 32525           | THORP JR, WILLIAM D.  | 623       |             | 1,488.84  |
| 01/30/2021         | PC              | 02/05/2021          | 32526           | LEITNER, RYAN S.      | 624       |             | 1,278.46  |
| 01/30/2021         | PC              | 02/05/2021          | 32527           | FERGUSON, ROYCE L.    | 625       |             | 1,933.53  |
| 01/30/2021         | PC              | 02/05/2021          | 32528           | KNORR, KENT J.        | 700       |             | 1,965.65  |
| 01/30/2021         | PC              | 02/05/2021          | 32529           | ANZELL, BETH A.       | 702       |             | 1,320.37  |
| 01/30/2021         | PC              | 02/05/2021          | 32530           | BOSS, SHERRY M.       | 730       |             | 305.00    |
| 01/30/2021         | PC              | 02/05/2021          | 32531           | DOE-NIMPHIE, SETH K.  | 738       |             | 206.38    |
| 01/30/2021         | PC              | 02/05/2021          | 32532           | REDMAN, SEAN M.       | 739       |             | 206.38    |
| 01/30/2021         | PC              | 02/05/2021          | 32533           | PORATH, JACOB P.      | 741       |             | 234.46    |
| 01/30/2021         | PC              | 02/05/2021          | 32534           | WHITLEY, NICHOLAS J   | 742       |             | 287.56    |
| 01/30/2021         | PC              | 02/05/2021          | 32535           | HAGEN, MADISON L.     | 752       |             | 207.24    |
| 01/30/2021         | PC              | 02/05/2021          | 32536           | WHITE III, MARCUS W.  | 754       |             | 321.35    |
| 01/30/2021         | PC              | 02/05/2021          | 32537           | BERTINELLI, DAVID P.  | 764       |             | 269.58    |
| 01/30/2021         | PC              | 02/05/2021          | 32538           | FOSTER, WILLIAM P.    | 765       |             | 433.40    |
| 01/30/2021         | PC              | 02/05/2021          | 32539           | MATTACK, JEFFREY C.   | 767       |             | 716.09    |
| 01/30/2021         | PC              | 02/05/2021          | 32540           | MATTACK, ANNE E.      | 768       |             | 508.96    |
| 01/30/2021         | PC              | 02/05/2021          | 32541           | MAY, MEREDITH A.      | 771       |             | 47.57     |

| Pay Period Date | Journal Code | Check Issue Date | Check Number | Payee                 | Emp ID | Description | Amount     |
|-----------------|--------------|------------------|--------------|-----------------------|--------|-------------|------------|
| 01/30/2021      | PC           | 02/05/2021       | 32542        | BOSS, BEAU J.         | 788    |             | 1,162.05   |
| 01/30/2021      | PC           | 02/05/2021       | 32543        | BEMIS, GARRETTSON G.  | 797    |             | 407.77     |
| 01/30/2021      | PC           | 02/05/2021       | 32544        | COFFEY, JASON J.      | 798    |             | 488.75     |
| 01/30/2021      | PC           | 02/05/2021       | 32545        | WYMAN, MATTHEW A.     | 927    |             | 1,649.54   |
| 01/30/2021      | PC           | 02/05/2021       | 32546        | MILLER, WILLIAM S.    | 933    |             | 1,362.82   |
| 01/30/2021      | PC           | 02/05/2021       | 32547        | DOUGLAS, MARK         | 935    |             | 980.72     |
| 01/30/2021      | PC           | 02/05/2021       | 32548        | FRATRICK, JOSEPH W.   | 940    |             | 535.81     |
| 01/30/2021      | PC           | 02/05/2021       | 32549        | CARSON, SAWYER J.     | 941    |             | 835.33     |
| 01/30/2021      | PC           | 02/05/2021       | 32550        | MCMULLEN, DONALD R.   | 1000   |             | 1,804.72   |
| 01/30/2021      | PC           | 02/05/2021       | 32551        | SILVA, JESSE L.A.     | 1001   |             | 1,571.84   |
| 01/30/2021      | PC           | 02/05/2021       | 32552        | JOHNSON, MELISSA A.   | 1004   |             | 1,283.57   |
| 01/30/2021      | PC           | 02/05/2021       | 32553        | STEPHENS, LYON G.     | 1005   |             | 1,266.95   |
| 01/30/2021      | PC           | 02/05/2021       | 32554        | TRAVERS, MANUEL J.    | 1006   |             | 1,848.41   |
| 01/30/2021      | PC           | 02/05/2021       | 32555        | FAULKNOR, CHRISTOPH   | 1007   |             | 1,994.03   |
| 01/30/2021      | PC           | 02/05/2021       | 32556        | STEVENS, JEFFREY W.   | 1028   |             | 15.40      |
| 01/30/2021      | PC           | 02/05/2021       | 32557        | RILEY, CASEY W.       | 1052   |             | 596.71     |
| 01/30/2021      | PC           | 02/05/2021       | 32558        | JONES, LARRY M.       | 1057   |             | 326.56     |
| 01/30/2021      | PC           | 02/05/2021       | 32559        | LEPIRD, KATIE A.      | 1061   |             | 1,380.72   |
| 01/30/2021      | PC           | 02/05/2021       | 32560        | MOYER, DAVID T.       | 1073   |             | 492.70     |
| 01/30/2021      | PC           | 02/05/2021       | 32561        | CORNELL, BRITTA J.    | 1106   |             | 325.08     |
| 01/30/2021      | PC           | 02/05/2021       | 32562        | MISHLER, MICHAEL J.   | 1107   |             | 1,099.14   |
| 01/30/2021      | PC           | 02/05/2021       | 32563        | AZZOPARDI, ANTHONY J. | 1108   |             | 1,574.40   |
| 01/30/2021      | PC           | 02/05/2021       | 32564        | PECK, JARICA L.       | 1114   |             | 323.04     |
| 01/30/2021      | PC           | 02/05/2021       | 32565        | DIETZ, AMANDA M.      | 1115   |             | 827.84     |
| 01/30/2021      | PC           | 02/05/2021       | 32566        | WELLS, JANINNA J.     | 1117   |             | 215.67     |
| 01/30/2021      | PC           | 02/05/2021       | 32567        | MOYER, NATHAN I.      | 1118   |             | 1,245.41   |
| 01/30/2021      | PC           | 02/05/2021       | 32568        | HOSLER, ERIK R.       | 1122   |             | 621.91     |
| 01/30/2021      | PC           | 02/05/2021       | 32569        | BYRNE, RYAN M.        | 1123   |             | 124.67     |
| 01/30/2021      | PC           | 02/05/2021       | 32570        | CULBERTSON, CRISTIN   | 999294 |             | 90.43      |
| 01/30/2021      | PC           | 02/05/2021       | 132640       | WHITLEY, ANDREW T.    | 522    |             | 2,719.52   |
| 01/30/2021      | PC           | 02/05/2021       | 132641       | MORRISON, KEVIN P.    | 601    |             | 1,255.73   |
| 01/30/2021      | PC           | 02/05/2021       | 132642       | BOSS JR, DALE E.      | 701    |             | 1,560.25   |
| 01/30/2021      | PC           | 02/05/2021       | 132643       | HILLIGAN, ABIGAIL B.  | 769    |             | 313.72     |
| 01/30/2021      | PC           | 02/05/2021       | 132644       | MATTER, DAWSON K.     | 786    |             | 86.27      |
| 01/30/2021      | PC           | 02/05/2021       | 132645       | HOLM, ARTHUR R.       | 791    |             | 1,202.78   |
| 01/30/2021      | PC           | 02/05/2021       | 132646       | WILLSON, BRENDA R.    | 799    |             | 150.98     |
| Grand Totals:   |              |                  | 93           |                       |        |             | 125,769.75 |

## Report Criteria:

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

| Check Number      | Payee                          | Amount    |
|-------------------|--------------------------------|-----------|
| <b>02/16/2021</b> |                                |           |
| 132658            | ACCUMED GROUP, THE             | 4,485.76  |
| 132659            | ACE HARDWARE                   | 1,072.72  |
| 132660            | AMERICAN WASTE INC.            | 50.04     |
| 132661            | AT&T MOBILITY                  | 555.04    |
| 132662            | AUTO VALUE                     | 677.33    |
| 132663            | AVFUEL CORPORATION             | 520.00    |
| 132664            | BALLARD'S                      | 100.00    |
| 132665            | BEACON ATHLETICS               | 199.00    |
| 132666            | BELL EQUIPMENT COMPANY         | 881.05    |
| 132667            | BIGGERSTAFF, NICHOLE           | 75.00     |
| 132668            | BOATRIGHT, MARSENA             | 160.00    |
| 132669            | BOUND TREE MEDICAL LLC         | 197.56    |
| 132670            | CARQUEST OF CHARLEVOIX         | 3,974.63  |
| 132671            | CENTRAL DRUG STORE             | 120.66    |
| 132672            | CHARLEVOIX AUTO                | 285.44    |
| 132673            | CHARLEVOIX TOWNSHIP            | 33.16     |
| 132674            | CINTAS CORPORATION             | 116.92    |
| 132675            | CITY OF CHARLEVOIX - MISC      | 38,437.29 |
| 132676            | CITY OF CHARLEVOIX - UTILITIES | 39,864.26 |
| 132677            | CONWAY PROFESSIONAL SERVICES   | 370.00    |
| 132678            | CORPORATE SETTLEMENT SOLUTIO   | 84.99     |
| 132679            | CUMMINS BRIDGEWAY LLC          | 1,388.82  |
| 132680            | DELL MARKETING L P             | 795.08    |
| 132681            | DIGITAL DOLPHIN                | 339.90    |
| 132682            | DORNBOS SIGN INC.              | 311.79    |
| 132683            | DROST LANDSCAPE INC.           | 9,590.00  |
| 132684            | EDGEWATER RESOURCES LLC        | 1,135.00  |
| 132685            | ELLSWORTH FARMER'S EXCHANGE    | 1,125.19  |
| 132686            | ELMER'S CRANE & DOZER INC.     | 48,245.32 |
| 132687            | FAMILY FARM & HOME             | 404.39    |
| 132688            | FASTENAL COMPANY               | 62.85     |
| 132689            | FORRESTER, KEN                 | 35.00     |
| 132690            | FREEDOM MAILING SERVICES INC.  | 2,285.19  |
| 132691            | GRAND TRAVERSE DIESEL INC.     | 239.76    |
| 132692            | HAGGARD'S INC                  | 120.00    |
| 132693            | HALVERSON, DENNIS              | 225.00    |
| 132694            | HOLIDAY LIGHTING SERVICES INC. | 1,964.16  |
| 132695            | HYDE SERVICES LLC              | 49.40     |
| 132696            | HYDRO CORP                     | 539.50    |
| 132697            | INDEPENDENT DRAFTING SERVICES  | 1,960.00  |
| 132698            | KLINGBEIL, DENISE & BILL       | 300.00    |
| 132699            | KLOOSTER, KAREN                | 75.00     |
| 132700            | KSS ENTERPRISES                | 1,786.88  |
| 132701            | LAMAR COMPANIES                | 770.00    |
| 132702            | MCCARDEL CULLIGAN-PETOSKEY     | 101.00    |
| 132703            | MCMULLEN, DONALD R.            | 43.68     |
| 132704            | MDC CONTRACTING LLC            | 17,087.10 |
| 132705            | MICHAEL MURPHY IV PHOTOGRAPHY  | 495.00    |

| Check Number      | Payee                          | Amount     |
|-------------------|--------------------------------|------------|
| 132706            | MICHIGAN DEPT OF HEALTH & HUMA | 850.00     |
| 132707            | MICHIGAN MUNICIPAL LEAGUE      | 17,994.00  |
| 132708            | MICHIGAN OFFICEWAYS INC        | 1,003.76   |
| 132709            | NAVIA BENEFIT SOLUTIONS        | 50.00      |
| 132710            | NEXVORTEX INC                  | 116.27     |
| 132711            | NORTHERN MICHIGAN LAW ENFORC   | 150.00     |
| 132712            | NORTHWEST FIRE                 | 790.50     |
| 132713            | NYSTROM, JIM                   | 465.00     |
| 132714            | OLESON'S FOOD STORES           | 4.99       |
| 132715            | POWER LINE SUPPLY              | 37,681.84  |
| 132716            | POWERPLAN                      | 575.99     |
| 132717            | PREIN & NEWHOF                 | 340.00     |
| 132718            | PURITY CYLINDER GASES INC      | 64.37      |
| 132719            | QUALITY CAR & TRUCK REPAIR INC | 926.08     |
| 132720            | RECDESK LLC                    | 2,300.00   |
| 132721            | SCOTT, DIANE                   | 53.99      |
| 132722            | STATE OF MICHIGAN              | 70.00      |
| 132723            | STRICKER'S OUTDOOR POWER EQUI  | 726.18     |
| 132724            | SUMMIT COMPANIES               | 650.00     |
| 132725            | SUN BADGE CO.                  | 224.50     |
| 132726            | TAYLOR 12501 LLC               | 4,417.50   |
| 132727            | TELNET WORLDWIDE               | 227.11     |
| 132728            | TRUCK & TRAILER SPECIALTIES    | 20.20      |
| 132729            | UNIFIRST CORPORATION           | 1,190.26   |
| 132730            | USA BLUE BOOK                  | 362.91     |
| 132731            | VILLAGER PUB, THE              | 50.00      |
| 132732            | WHITLEY, KEN                   | 17.75      |
| 132733            | WILMOT ELECTRIC INC            | 3,886.50   |
| 132734            | WITMER PUBLIC SAFETY GROUP     | 462.93     |
| 132735            | XEROX FINANCIAL SERVICES       | 337.68     |
| 132736            | ZERBY, LINDA                   | 20.00      |
| 132737            | ZIXCORP                        | 3.75       |
| Total 02/16/2021: |                                | 259,769.92 |
| Grand Totals:     |                                | 259,769.92 |

| Check Number      | Payee                        | Amount    |
|-------------------|------------------------------|-----------|
| <b>02/01/2021</b> |                              |           |
| 20121001          | MICHIGAN PUBLIC POWER AGENCY | 17,485.08 |
| Total 02/01/2021: |                              | 17,485.08 |
| Grand Totals:     |                              | 17,485.08 |

| Check Number      | Payee                | Amount |
|-------------------|----------------------|--------|
| <b>02/02/2021</b> |                      |        |
| 20221001          | PROXIMITY SPACE INC. | 99.00  |
| Total 02/02/2021: |                      | 99.00  |
| Grand Totals:     |                      | 99.00  |

| Check Number      | Payee                 | Amount |
|-------------------|-----------------------|--------|
| <b>02/03/2021</b> |                       |        |
| 20321001          | AMG PAYMENT SOLUTIONS | 25.33  |
| Total 02/03/2021: |                       | 25.33  |
| Grand Totals:     |                       | 25.33  |

| Check Number      | Payee                        | Amount |
|-------------------|------------------------------|--------|
| <b>02/04/2021</b> |                              |        |
| 20421001          | PAYMENT SERVICE NETWORK INC. | 250.50 |
| Total 02/04/2021: |                              | 250.50 |
| Grand Totals:     |                              | 250.50 |

| Check<br>Issue Date | Check<br>Number | Payee                          | Amount    |
|---------------------|-----------------|--------------------------------|-----------|
| <b>20521001</b>     |                 |                                |           |
| 02/05/2021          | 20521001        | **EFTPS* Payroll Taxes         | 12,203.08 |
| 02/05/2021          | 20521001        | **EFTPS* Payroll Taxes         | 12,203.08 |
| 02/05/2021          | 20521001        | **EFTPS* Payroll Taxes         | 2,853.98  |
| 02/05/2021          | 20521001        | **EFTPS* Payroll Taxes         | 2,853.98  |
| 02/05/2021          | 20521001        | **EFTPS* Payroll Taxes         | 20,595.07 |
| Total 20521001:     |                 |                                |           |
|                     | 5               |                                | 50,709.19 |
| <b>20521002</b>     |                 |                                |           |
| 02/05/2021          | 20521002        | Alerus Financial               | 350.00    |
| Total 20521002:     |                 |                                |           |
|                     | 1               |                                | 350.00    |
| <b>20521003</b>     |                 |                                |           |
| 02/05/2021          | 20521003        | STATE OF MICHIGAN              | 6,995.72  |
| Total 20521003:     |                 |                                |           |
|                     | 1               |                                | 6,995.72  |
| <b>20521004</b>     |                 |                                |           |
| 02/05/2021          | 20521004        | Vantagepoint - 401 Plan 109153 | 912.08    |
| Total 20521004:     |                 |                                |           |
|                     | 1               |                                | 912.08    |
| <b>20521005</b>     |                 |                                |           |
| 02/05/2021          | 20521005        | Vantagepoint - 457 Plan 300959 | 5,927.92  |
| 02/05/2021          | 20521005        | Vantagepoint - 457 Plan 300959 | 2,420.43  |
| 02/05/2021          | 20521005        | Vantagepoint - 457 Plan 300959 | 4,516.81  |
| 02/05/2021          | 20521005        | Vantagepoint - 457 Plan 300959 | 9,291.00  |
| Total 20521005:     |                 |                                |           |
|                     | 4               |                                | 22,156.16 |
| <b>20521006</b>     |                 |                                |           |
| 02/05/2021          | 20521006        | Vantagepoint - Roth IRA 706117 | 1,280.76  |
| Total 20521006:     |                 |                                |           |
|                     | 1               |                                | 1,280.76  |
| Grand Totals:       |                 |                                |           |
|                     | 13              |                                | 82,403.91 |



| Check Number      | Payee                        | Amount    |
|-------------------|------------------------------|-----------|
| <b>02/08/2021</b> |                              |           |
| 20821001          | MICHIGAN PUBLIC POWER AGENCY | 15,299.00 |
| Total 02/08/2021: |                              | 15,299.00 |
| Grand Totals:     |                              | 15,299.00 |

| Check Number      | Payee      | Amount   |
|-------------------|------------|----------|
| <b>02/09/2021</b> |            |          |
| 20921001          | DTE ENERGY | 8,239.99 |
| Total 02/09/2021: |            | 8,239.99 |
| Grand Totals:     |            | 8,239.99 |

| Check Number      | Payee             | Amount    |
|-------------------|-------------------|-----------|
| <b>02/10/2021</b> |                   |           |
| 21021001          | STATE OF MICHIGAN | 20,297.31 |
| Total 02/10/2021: |                   | 20,297.31 |
| Grand Totals:     |                   | 20,297.31 |

| Check Number      | Payee                          | Amount     |
|-------------------|--------------------------------|------------|
| <b>02/16/2021</b> |                                |            |
| 3574              | CHARLEVOIX COUNTY TREASURER    | 102,095.47 |
| 3575              | CHARLEVOIX DISTRICT LIBRARY    | 65,728.98  |
| 3576              | CHARLEVOIX PUBLIC SCHOOLS      | 7,211.73   |
| 3577              | CHARLEVOIX PUBLIC SCHOOLS      | 206.02     |
| 3578              | CHARLEVOIX PUBLIC SCHOOLS      | 144.18     |
| 3579              | CHARLEVOIX PUBLIC SCHOOLS      | 61.74      |
| 3580              | CHARLEVOIX PUBLIC SCHOOLS      | 201.89     |
| 3581              | CHARLEVOIX-EMMET ISD           | 156,853.12 |
| 3582              | CITY OF CHARLEVOIX - TAXES DUE | 47,029.72  |
| 3583              | RECREATIONAL AUTHORITY         | 12,736.14  |
| Total 02/16/2021: |                                | 392,268.99 |
| Grand Totals:     |                                | 392,268.99 |

**CHECKS DRAWN ON CHARLEVOIX STATE BANK ACCOUNT**

# CHARLEVOIX CITY COUNCIL

## Consent Agenda

**TITLE:** Annual Poverty Exemption Resolution

**DATE:** February 15, 2021

### **BACKGROUND:**

MCL 211.7u provides for a property tax exemption in whole or part, for the principal residence of persons who, by reason of poverty, are unable to contribute to the public charge. State Tax Commission Bulletin 6 of 2017 requires that municipalities annually adopt guidelines via resolution which specify the total household income which will be used to approve or deny poverty exemptions, an asset test to determine the resources available that could be used to pay property taxes, an allowance for partial poverty exemptions and, an application with a written policy that details the process. The poverty guidelines are issued each year in the Federal Register by the Department of Health and Human Services using the Consumer Price Index.

### **RECOMMENDATION:**

Motion to approve Resolution 2021-02-07 adopting Poverty Exemption Guidelines.

### **ATTACHMENTS:**

- ▣ Resolution

**CITY OF CHARLEVOIX  
RESOLUTION NO. 2021-02-07**

**ESTABLISH POLICY AND GUIDELINES FOR USE BY THE BOARD OF REVIEW FOR GRANTING POVERTY EXEMPTIONS**

- WHEREAS,** MCL 211.7u and State Tax Commission Bulletin 6 of 2017 requires the Charlevoix City Council to annually adopt a policy, including an asset test, used to approve or deny poverty exemptions; and
- WHEREAS,** the principal residence of persons, who the City of Charlevoix Assessor and Board of Review determines by reason of poverty to be unable to contribute to the public charge, is eligible for exemption in whole or in part from taxation under Public Act 390 of 1994 (MCL 211.7u); and
- WHEREAS,** pursuant to PA 390 of 1994, the City of Charlevoix, Charlevoix County adopts the following guidelines for the Board of Review to implement. The guidelines shall include but not be limited to the specific income and asset levels of the claimant and all persons residing in the household, including any property tax credit returns, filed in the current or immediately preceding year;

To be eligible, a person shall do all the following on an annual basis:

1. Be an owner of and occupy as a principal residence the property for which an exemption is requested.
2. File a claim with the City Assessor or Board of Review, accompanied by federal and state income tax returns for all persons residing in the principal residence, including any property tax credit returns filed in the immediately preceding year or in the current year or a signed State Tax Commission Form 4988, *Poverty Exemption Affidavit*.
3. File a claim reporting that the combined assets of all persons (except those exempt from consideration as listed below) do not exceed one-half the current federal poverty income guidelines.
  - a. Assets exempt from consideration in determining eligibility for poverty exemption are the applicant's principal residence, one motor vehicle per working adult, essential household goods, personal assets of any nature with a total value up to one-half the annual federal poverty income guidelines listed below.
  - b. Assets the Board of Review can consider include but are not limited to, real estate other than the principal residence, personal property, motor vehicles other than one vehicle per working adult, recreational vehicles and equipment, certificates of deposit, savings accounts, checking accounts, stocks, bonds, life insurance, retirement funds, etc.
4. Produce a valid driver's license or other form of identification if requested.
5. Produce, if requested, a deed, land contract, or other evidence of ownership of the property for which an exemption is requested.
6. Meet the federal poverty income guidelines as defined and determined annually by the United States Department of Health and Human Services or alternative guidelines adopted by the governing body providing the alternative guidelines do not provide eligibility requirements less than the federal guidelines.
7. The application for an exemption shall be filed after January 1, but one day prior to the last day of the December Board of Review. The filing of this claim constitutes an appearance before the Board of Review for the purpose of preserving the right of appeal to the Michigan Tax Tribunal.

The following are the **2021** federal poverty income guidelines which are updated annually by the United States Department of Health and Human Services. The annual allowable income includes income for all persons residing in the principal residence.

**FEDERAL POVERTY GUIDELINES USED IN THE DETERMINATION OF POVERTY EXEMPTIONS**

| Number of Persons                                       | 2021 Income Limit |
|---------------------------------------------------------|-------------------|
| 1 (owner)                                               | \$12,880          |
| 2                                                       | \$17,420          |
| 3                                                       | \$21,960          |
| 4                                                       | \$26,500          |
| 5                                                       | \$31,040          |
| 6                                                       | \$35,580          |
| 7                                                       | \$40,120          |
| 8                                                       | \$44,660          |
| more than 8 persons, add \$4,540 each additional person |                   |

**NOW THEREFORE BE IT RESOLVED,** that the City Assessor and Board of Review shall follow the above stated policy and federal guidelines in granting or denying any exemption, unless the Board of Review determines there are substantial and compelling reasons why there should be a deviation from the policy and federal guidelines and these reasons are communicated in writing to the claimant.

**RESOLVED** this 15th day of February, 2021 A.D.

Resolution was adopted by the following yeas and nays vote:

Yeas:

Nays:

# CHARLEVOIX CITY COUNCIL

## Consent Agenda

**TITLE:** Charlevoix Historical Society Request for Charitable Gaming

**DATE:** February 15, 2021

### **BACKGROUND:**

The Charlevoix Historical Society wishes to apply for a state license to do a charitable raffle. In order to do so, the City Council needs to certify that the Society is a "recognized as a nonprofit organization operating in the community."

Approving the attached resolution grants this certification though the decision on the actual license remains with the State of Michigan.

### **RECOMMENDATION:**

Motion to approve Resolution #2021-02-10 to approve the recognition of the Charlevoix Historical Society as a local nonprofit organization.

### **ATTACHMENTS:**

- ▣ Resolution #2021-02-10



Charitable Gaming Division  
Box 30023, Lansing, MI 48909  
OVERNIGHT DELIVERY:  
101 E. Hillsdale, Lansing MI 48933  
(517) 335-5780  
www.michigan.gov/cg

## LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES

(Required by MCL 432.103(K)(ii))

At a \_\_\_\_\_ meeting of the \_\_\_\_\_  
REGULAR OR SPECIAL TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD

called to order by \_\_\_\_\_ on \_\_\_\_\_  
DATE

at \_\_\_\_\_ a.m./p.m. the following resolution was offered:  
TIME

Moved by \_\_\_\_\_ and supported by \_\_\_\_\_

that the request from \_\_\_\_\_ of \_\_\_\_\_  
NAME OF ORGANIZATION CITY

county of \_\_\_\_\_, asking that they be recognized as a  
COUNTY NAME

nonprofit organization operating in the community for the purpose of obtaining charitable

gaming licenses, be considered for \_\_\_\_\_  
APPROVAL/DISAPPROVAL

### APPROVAL

Yeas: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

### DISAPPROVAL

Yeas: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

I hereby certify that the foregoing is a true and complete copy of a resolution offered and  
adopted by the \_\_\_\_\_ at a \_\_\_\_\_  
TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD REGULAR OR SPECIAL

meeting held on \_\_\_\_\_  
DATE

SIGNED: \_\_\_\_\_  
TOWNSHIP, CITY, OR VILLAGE CLERK

PRINTED NAME AND TITLE

ADDRESS

COMPLETION: Required.  
PENALTY: Possible denial of application.

BSL-CG-1153(R6/09)

City Council Regular Meeting -



## LOCAL CIVIC ORGANIZATION QUALIFICATION REQUIREMENTS

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If the organization has never submitted qualifying information as a local civic organization, the following information shall be submitted in the name of the organization prior to being approved to conduct a bingo, raffle, or charity game. A previously qualified organization may be required to submit updated qualification information to assure its continued eligibility under the act.

1. A signed and dated copy of the organization's current bylaws or constitution, including membership criteria.
2. A complete copy of the organization's Articles of Incorporation that have been filed with the Corporations and Securities Bureau, if the organization is incorporated.
3. A copy of the letter from the IRS stating the organization is exempt from federal tax under IRS code 501(c) OR copies of one bank statement per year for the previous five years, excluding the current year.
4. A provision in the bylaws, constitution, or Articles of Incorporation that states should the organization dissolve, all assets, and real and personal property will revert to the benefit of the local government or another nonprofit organization.
5. A revenue and expense statement for the previous 12 month period to prove all assets are used for charitable purposes, i.e. 990's, treasurer's report, audit. Do not send check registers or cancelled checks. Explain the purpose of each expenditure made to an individual. Once the organization has conducted licensed gaming events, the Bureau may require the organization to provide additional proof that all assets are being used for charitable purposes.
6. A copy of a resolution passed by the local body of government stating the organization is a recognized nonprofit organization in the community (form attached).
7. A provision in the bylaws, constitution, or Articles of Incorporation indicating the organization will remain nonprofit forever.

Additional information may be requested after the initial documents submitted have been reviewed. If you have any questions or need further assistance, please call our office at (517) 335-5780.

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Act 382 of the Public Acts of 1972, as amended, defines "A local civic organization in this state that is organized not for pecuniary profit; that is not affiliated with a state or national organization; that is recognized by resolution adopted by the local governmental subdivision in which the organization conducts its principal activities; whose constitution, charter, articles of incorporation, or bylaws contain a provision for the perpetuation of the organization as a nonprofit organization; whose entire assets are used for charitable purposes; and whose constitution, charter, articles of incorporation, or bylaws contain a provision that all assets, real property, and personal property must revert to the benefit of the local governmental subdivision that granted the resolution or another nonprofit organization on dissolution of the organization."

# **CHARLEVOIX CITY COUNCIL**

## **Public Hearings and Actions Requiring Public Hearings**

**TITLE:** Ordinance 824: Adoption of Amended 2020-2021 Budget

**DATE:** February 15, 2021

**PRESENTED BY:** Mark L. Heydlauff, City Manager

### **BACKGROUND:**

Adopting this amendment brings the 2020-2021 Budget up to date for the changes that have occurred in revenue and spending over the past year. Some aspects of this are still likely to change but this should account for the bulk of changes.

### **RECOMMENDATION:**

Motion to approve Ordinance 824 of 2021 as presented.

### **ATTACHMENTS:**

- ▣ Budget Ordinance: 2020-2021 Budget Amendment

**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<br>Budget | Amended<br>Budget | Net<br>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          |           |                    |                   |               |
| <b>2019-2020 TOTAL:</b>                    | <b>244,662</b> |           |                    |                   |               |
| 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       |           |                    |                   |               |



# **CHARLEVOIX CITY COUNCIL**

## **Public Hearings and Actions Requiring Public Hearings**

**TITLE:** Ordinance 825: Adoption of 2021-2022 Budget

**DATE:** February 15, 2021

**PRESENTED BY:** Mark L. Heydlauff, City Manager

### **BACKGROUND:**

The attachment includes my letter of transmission, the formal Budget Ordinance (825 of 2021) and the actual budget itself. Additionally, the fee schedule is included in a format so you can see the modifications for the coming years. Upon your adoption of the budget and these documents, I'll reformat them to be more helpful and provide greater understanding for the public on our fiscal condition and operation but the numbers will not change.

### **GOALS:**

Provide strong stewardship of public resources and promote good governance

### **RECOMMENDATION:**

Motion to adopt Ordinance 825 of 2021 as presented.

Motion to adopt Resolution 2021-02-09 Rates & Fees associated with the 2021-22 budget as presented.

### **ATTACHMENTS:**

- ▣ Consolidated Budget Documents for Council Consideration
- ▣ Rates & Fees Resolution



February 15, 2021

The Honorable Mayor Kurtz and the Charlevoix City Council  
Charlevoix, Michigan

Dear Mayor Kurtz and Council Members:

Challenging times shape us and help direct our futures. Clear obstacles in the moment become an element that defines, rather than destroys, what comes next. The shoreline of our beloved waterways is evidence of this. The glacial geology of our area left beaches, sand dunes, lakes, creeks, hills, forests, and meadows behind. As the wind and waves have shaped this landscape, outcropping of rocks, trees and human construction have obstructed the natural flow of the currents and sweep of the wind. The course correction of a stream or the ancient oak holding firm on a shifting sand dune gives the landscape the beauty and character we appreciate today.

Even through change and uncertainty now, I trust we will look for the ways it shapes us and our community moving forward. Industries rise and fall. Trends change. Pandemics happen. The plans of 2020 will not be neatly replaced going forward but we will see a chance to learn from adversity and alter our future accordingly.

As we look forward in our community, we can see our priorities in how we spend the public's money. This is a solemn obligation; it helps shape our response to adversity and our preparation for the unknown. Therefore, in accord with the Charter of the City of Charlevoix, I present to you my recommendations for the budget of the fiscal year beginning April 1, 2021.

Infrastructure is the backbone supporting people and programming in a community. In the coming year, we will see completion of a water and street upgrade on Pine River Lane and the completion of a long-underutilized parking lot on Palmer Street. We anticipate that completion of both projects will be delayed this year as DTE Energy installs a new natural gas line under the channel; details are pending but this will add reliability to a non-City infrastructure element also. We plan to undertake the first steps at a full reconstruction of Antrim Street by beginning the engineering portion of the project.

Many projects rely on time and opportunity for funding. In the coming year, we will continue evaluating grant and funding options to complete walkability improvements along Park Avenue and design and eventual construction of a trail on the northside from the Northern Michigan Wheelway to Division Street. Recreational infrastructure will continue to be a priority as we complete a revision of our Recreation Master Plan and develop further plans for improvements at Ferry Beach Park, like the accessible kayak launch we hope to open this summer.

Another project long in the making and nearly complete is our Public Services Facility on Carpenter Avenue. We expect the DPW and Electric Departments will begin moving in later this spring. This facility is a safer place for our employees to work and a better way for us to store the equipment we use to deliver public services. The

complex will put our staff under one roof and create new opportunities for operational efficiency. Consolidating facilities to this site also creates potential for the current DPW site on Stover Road. We are finalizing demolition and clean-up specifications to demolish the buildings and grade the site back to bare ground. I have heard many opinions on the future of this site and I encourage the Council to undertake a deliberate and thoughtful public engagement process to solicit feedback on the future of this site and how it plays into the Ferry Beach corridor.

How we manage and deliver public services is also important. There are many things cities can do well and there are times to let certain services move into a new direction. I am excited we have developed a plan with our neighboring townships to launch the Lake Charlevoix Emergency Services Authority. Led by thoughtful leaders in Charlevoix and Hayes Townships, we have created a mechanism to assure the long-term fiscal viability of the ambulance service and continue to share the responsibility with all partners. Over the coming months, we will work to transition our city EMS department to the LCEMSA so the service and our employees continue to help people in their most desperate time of need.

Correctly, there has been a lot of praise over the past year for frontline workers. We have been grateful for healthcare workers, grocery store employees, and the many other folks who continue to work while many have the opportunity to stay home. I would like to note the importance of the frontline workers on our staff who go unseen to most of the public every day. Throughout closures, shutdowns and stay at home orders, our water and wastewater staff continued to work to ensure clean water and effective functioning of our sewer system. DPW staff continue to plow snow and maintain parks and cemeteries. Electric staff responded to calls and kept the lights on as many transitioned to a new routine. We also had staff working at City Hall throughout the year to answer phones, accept payments, and stay in touch with our residents. Without these staff and their dedication to public service, work from home culture would not be possible for everyone else.

For five years now, I have had the privilege of working with some terrific staff to deliver services to our residents. More so than ever, I appreciate their dedication to their jobs and our residents. Our department leaders deserve special thanks for their work in managing and planning for this budget. I thank the City Council for the continued opportunity to work with this fine team in Charlevoix.

Very truly yours,  
THE CITY OF CHARLEVOIX



Mark L. Heydlauff, MPA, ICMA-CM  
City Manager

## Charlevoix City Officials

**Luther Kurtz**  
Mayor

The City Council

**Aaron Hagen**, Deputy Mayor  
First Ward Council Member

**Brian Slater**  
Second Ward Council Member

**Greg Bryan**  
Third Ward Council Member

**Janet Kalbfell**  
First Ward Council Member

**Mark Knapp**  
Second Ward Council Member

**Phil Parr**  
Third Ward Council Member

City Staff

**Mark L. Heydlauff**  
City Manager

**Joyce M. Golding**  
City Clerk

**Gerard Doan**  
Chief of Police

**Scott Howard**  
City Attorney

**Lindsey J. Dotson**  
Charlevoix Main Street Executive Director

**John Griffith**  
Electric Department Director

**Shelley Mayer**  
Water Treatment Plant

**Kelly McGinn**  
City Treasurer

**Joe Lavender**  
Assessor/GIS Coordinator

**Matthew Wyman**  
Airport Manager

**Patty DeRosia**  
Human Resources Assistant

**Pat Elliott**  
Public Works Superintendent

**Randy Wurst**  
Wastewater Treatment Plant

**Kent Knorr**  
Recreation Director

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  
GENERAL FUND  
2021-22 BUDGET**

|                                                          | <b>2019-20<br/>Actual</b> | <b>2020-21<br/>Budget</b> | <b>2020-21<br/>Est. Actual</b> | <b>2021-22<br/>Budget</b> |
|----------------------------------------------------------|---------------------------|---------------------------|--------------------------------|---------------------------|
| <b>REVENUES</b>                                          |                           |                           |                                |                           |
| 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                     | -                         | -                              | -                         |
| <b>TOTAL REVENUES</b>                                    | <b>\$ 3,519,653</b>       | <b>\$ 3,420,600</b>       | <b>\$ 3,721,770</b>            | <b>\$ 3,546,700</b>       |
| <b>EXPENSES</b>                                          |                           |                           |                                |                           |
| 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                    |
| <b>TOTAL EXPENSES</b>                                    | <b>\$ 3,580,395</b>       | <b>\$ 3,419,800</b>       | <b>\$ 3,876,714</b>            | <b>\$ 3,797,300</b>       |
| <b>EXCESS (DEFICIENCY) OF<br/>REVENUES OVER EXPENSES</b> | <b>\$ (60,742)</b>        | <b>\$ 800</b>             | <b>\$ (154,943)</b>            | <b>\$ (250,600)</b>       |
| <b>YEAR END BALANCES</b>                                 |                           |                           |                                |                           |
| 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)                 |
| <b>FUND BALANCE</b>                                      | <b>\$ 1,151,792</b>       | <b>\$ 1,097,242</b>       | <b>\$ 996,849</b>              | <b>\$ 746,249</b>         |
| <b>CASH &amp; INVESTMENTS</b>                            | <b>\$ 1,227,349</b>       | <b>\$ 821,222</b>         | <b>\$ 1,072,406</b>            | <b>\$ 821,806</b>         |
| <b>FUND BALANCE AS<br/>% OF TOTAL EXPENSES</b>           | <b>32%</b>                | <b>32%</b>                | <b>26%</b>                     | <b>20%</b>                |

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

|                                               | 2019-20<br>Actual   | 2020-21<br>Budget   | 2020-21<br>Est. Actual | 2021-22<br>Budget   |
|-----------------------------------------------|---------------------|---------------------|------------------------|---------------------|
| <b>TAXES</b>                                  |                     |                     |                        |                     |
| 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              |
| <b>TOTAL TAXES</b>                            | <b>\$ 2,477,459</b> | <b>\$ 2,609,000</b> | <b>\$ 2,650,278</b>    | <b>\$ 2,640,700</b> |
| <b>LICENSES &amp; PERMITS</b>                 |                     |                     |                        |                     |
| LICENSES & PERMITS                            | 7,720               | 7,400               | 7,900                  | 7,900               |
| LICENSES & PERMITS - SHORT TERM RENTALS       | -                   | -                   | 17,700                 | 40,000              |
| <b>TOTAL LICENSES &amp; PERMITS</b>           | <b>\$ 7,720</b>     | <b>\$ 7,400</b>     | <b>\$ 25,600</b>       | <b>\$ 47,900</b>    |
| <b>FEDERAL GRANTS</b>                         |                     |                     |                        |                     |
| FEDERAL GRANTS - OTHER                        | -                   | -                   | 100,629                | -                   |
| FEDERAL GRANTS                                | 693                 | -                   | -                      | -                   |
| <b>TOTAL FEDERAL GRANTS</b>                   | <b>\$ 693</b>       | <b>\$ -</b>         | <b>\$ 100,629</b>      | <b>\$ -</b>         |
| <b>STATE GRANTS &amp; REVENUE</b>             |                     |                     |                        |                     |
| 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              |
| <b>TOTAL STATE GRANTS &amp; REVENUE</b>       | <b>\$ 268,108</b>   | <b>\$ 271,000</b>   | <b>\$ 267,193</b>      | <b>\$ 262,400</b>   |
| <b>LOCAL GRANTS &amp; CONTRIBUTIONS</b>       |                     |                     |                        |                     |
| 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               |
| <b>TOTAL LOCAL GRANTS &amp; CONTRIBUTIONS</b> | <b>\$ 50,578</b>    | <b>\$ 5,200</b>     | <b>\$ 78,000</b>       | <b>\$ 5,500</b>     |
| <b>CHARGES FOR SERVICES</b>                   |                     |                     |                        |                     |
| 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**

|                                               | <b>2019-20<br/>Actual</b> | <b>2020-21<br/>Budget</b> | <b>2020-21<br/>Est. Actual</b> | <b>2021-22<br/>Budget</b> |
|-----------------------------------------------|---------------------------|---------------------------|--------------------------------|---------------------------|
| 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                           | -                         | -                         | -                              | -                         |
| <b>TOTAL CHARGES FOR SERVICES</b>             | <b>\$ 460,757</b>         | <b>\$ 279,200</b>         | <b>\$ 296,861</b>              | <b>\$ 302,600</b>         |
| <b>FINES &amp; FORFEITS</b>                   |                           |                           |                                |                           |
| 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                       |
| <b>TOTAL FINES &amp; FORFEITS</b>             | <b>\$ 18,023</b>          | <b>\$ 1,400</b>           | <b>\$ 2,300</b>                | <b>\$ 1,400</b>           |
| <b>INTEREST &amp; RENTS</b>                   |                           |                           |                                |                           |
| 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                              | -                         |
| <b>TOTAL INTEREST &amp; RENTS</b>             | <b>\$ 192,912</b>         | <b>\$ 212,400</b>         | <b>\$ 233,362</b>              | <b>\$ 236,600</b>         |
| <b>OTHER</b>                                  |                           |                           |                                |                           |
| 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**

|                                       | <b>2019-20<br/>Actual</b> | <b>2020-21<br/>Budget</b> | <b>2020-21<br/>Est. Actual</b> | <b>2021-22<br/>Budget</b> |
|---------------------------------------|---------------------------|---------------------------|--------------------------------|---------------------------|
| 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                       |
| <b>TOTAL OTHER</b>                    | <b>\$ 40,902</b>          | <b>\$ 35,000</b>          | <b>\$ 67,547</b>               | <b>\$ 49,600</b>          |
| <b>FUND TRANSFERS</b>                 |                           |                           |                                |                           |
| CONTRIBUTIONS FROM OTHER FUNDS        | 2,500                     | -                         | -                              | -                         |
| CONTRIBUTIONS FROM OTHER FUNDS - PI 6 | -                         | -                         | -                              | -                         |
| <b>TOTAL FUND TRANSFERS</b>           | <b>\$ 2,500</b>           | <b>\$ -</b>               | <b>\$ -</b>                    | <b>\$ -</b>               |
| <b>TOTAL REVENUES</b>                 | <b>\$ 3,519,653</b>       | <b>\$ 3,420,600</b>       | <b>\$ 3,721,770</b>            | <b>\$ 3,546,700</b>       |

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

|                                       | 2019-20<br>Actual   | 2020-21<br>Budget   | 2020-21<br>Est. Actual | 2021-22<br>Budget   |
|---------------------------------------|---------------------|---------------------|------------------------|---------------------|
| <b>LEGISLATIVE</b>                    |                     |                     |                        |                     |
| Common Council                        | 67,899              | 59,000              | 53,258                 | 59,300              |
| <b>TOTAL LEGISLATIVE</b>              | <b>\$ 67,899</b>    | <b>\$ 59,000</b>    | <b>\$ 53,258</b>       | <b>\$ 59,300</b>    |
| <b>GENERAL GOVERNMENT</b>             |                     |                     |                        |                     |
| 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              |
| <b>TOTAL GENERAL GOVERNMENT</b>       | <b>\$ 686,733</b>   | <b>\$ 646,650</b>   | <b>\$ 647,280</b>      | <b>\$ 644,750</b>   |
| <b>PUBLIC SAFETY</b>                  |                     |                     |                        |                     |
| 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              |
| <b>TOTAL PUBLIC SAFETY</b>            | <b>\$ 1,129,736</b> | <b>\$ 1,137,100</b> | <b>\$ 1,152,888</b>    | <b>\$ 1,175,600</b> |
| <b>PUBLIC WORKS</b>                   |                     |                     |                        |                     |
| 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              |
| <b>TOTAL PUBLIC WORKS</b>             | <b>\$ 258,983</b>   | <b>\$ 249,200</b>   | <b>\$ 371,159</b>      | <b>\$ 333,200</b>   |
| <b>HEALTH &amp; WELFARE</b>           |                     |                     |                        |                     |
| Ambulance                             | 79,081              | 61,200              | 181,495                | 178,000             |
| <b>TOTAL HEALTH &amp; WELFARE</b>     | <b>\$ 79,081</b>    | <b>\$ 61,200</b>    | <b>\$ 181,495</b>      | <b>\$ 178,000</b>   |
| <b>RECREATION &amp; CULTURE</b>       |                     |                     |                        |                     |
| 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              |
| <b>TOTAL RECREATION &amp; CULTURE</b> | <b>\$ 1,236,022</b> | <b>\$ 1,214,550</b> | <b>\$ 1,307,320</b>    | <b>\$ 1,337,150</b> |
| <b>MISCELLANEOUS</b>                  |                     |                     |                        |                     |
| OTHER                                 | 21,940              | 17,100              | 97,314                 | 17,300              |
| FUND TRANSFERS                        | 100,000             | 35,000              | 66,000                 | 52,000              |
| <b>TOTAL MISCELLANEOUS</b>            | <b>\$ 121,940</b>   | <b>\$ 52,100</b>    | <b>\$ 163,314</b>      | <b>\$ 69,300</b>    |
| <b>TOTAL EXPENSES</b>                 | <b>\$ 3,580,395</b> | <b>\$ 3,419,800</b> | <b>\$ 3,876,714</b>    | <b>\$ 3,797,300</b> |

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

|                             | <b>2019-20<br/>Actual</b> | <b>2020-21<br/>Budget</b> | <b>2020-21<br/>Est. Actual</b> | <b>2021-22<br/>Budget</b> |
|-----------------------------|---------------------------|---------------------------|--------------------------------|---------------------------|
| <b>COMMON COUNCIL</b>       |                           |                           |                                |                           |
| 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                     |
| <b>TOTAL COMMON COUNCIL</b> | <b>\$ 67,899</b>          | <b>\$ 59,000</b>          | <b>\$ 53,258</b>               | <b>\$ 59,300</b>          |

|                            |                 |                 |                 |                 |
|----------------------------|-----------------|-----------------|-----------------|-----------------|
| <b>MAYOR</b>               |                 |                 |                 |                 |
| 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             |
| <b>TOTAL MAYOR</b>         | <b>\$ 7,429</b> | <b>\$ 9,300</b> | <b>\$ 5,966</b> | <b>\$ 9,600</b> |

|                                |                   |                   |                   |                   |
|--------------------------------|-------------------|-------------------|-------------------|-------------------|
| <b>CITY MANAGER</b>            |                   |                   |                   |                   |
| 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               |
| <b>TOTAL CITY MANAGER</b>      | <b>\$ 124,781</b> | <b>\$ 108,250</b> | <b>\$ 106,021</b> | <b>\$ 114,150</b> |

|                              |                  |                  |                  |                  |
|------------------------------|------------------|------------------|------------------|------------------|
| <b>ELECTIONS</b>             |                  |                  |                  |                  |
| 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            |
| <b>TOTAL ELECTIONS</b>       | <b>\$ 25,344</b> | <b>\$ 37,000</b> | <b>\$ 31,060</b> | <b>\$ 39,100</b> |

|                          |        |        |        |     |
|--------------------------|--------|--------|--------|-----|
| <b>ASSESSOR</b>          |        |        |        |     |
| 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**

|                       | <b>2019-20<br/>Actual</b> | <b>2020-21<br/>Budget</b> | <b>2020-21<br/>Est. Actual</b> | <b>2021-22<br/>Budget</b> |
|-----------------------|---------------------------|---------------------------|--------------------------------|---------------------------|
| 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                       |
| <b>TOTAL ASSESSOR</b> | <b>\$ 70,558</b>          | <b>\$ 79,200</b>          | <b>\$ 63,624</b>               | <b>\$ 43,200</b>          |

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

|                              |                  |                  |                  |                  |
|------------------------------|------------------|------------------|------------------|------------------|
| <b>CITY CLERK</b>            |                  |                  |                  |                  |
| 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             | -                | -                | -                | -                |
| <b>TOTAL CITY CLERK</b>      | <b>\$ 40,337</b> | <b>\$ 39,600</b> | <b>\$ 38,753</b> | <b>\$ 39,900</b> |

|                             |                  |                  |                  |                  |
|-----------------------------|------------------|------------------|------------------|------------------|
| <b>CITY TREASURER</b>       |                  |                  |                  |                  |
| 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              |
| <b>TOTAL CITY TREASURER</b> | <b>\$ 71,002</b> | <b>\$ 75,600</b> | <b>\$ 82,373</b> | <b>\$ 78,100</b> |

|                                |        |        |        |        |
|--------------------------------|--------|--------|--------|--------|
| <b>CITY HALL &amp; GROUNDS</b> |        |        |        |        |
| 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**

|                                      | <b>2019-20<br/>Actual</b> | <b>2020-21<br/>Budget</b> | <b>2020-21<br/>Est. Actual</b> | <b>2021-22<br/>Budget</b> |
|--------------------------------------|---------------------------|---------------------------|--------------------------------|---------------------------|
| 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            | -                         | -                         | -                              | -                         |
| <b>TOTAL CITY HALL &amp; GROUNDS</b> | <b>\$ 190,368</b>         | <b>\$ 178,700</b>         | <b>\$ 189,138</b>              | <b>\$ 191,300</b>         |

| <b>CEMETERY</b>              |                   |                  |                   |                  |
|------------------------------|-------------------|------------------|-------------------|------------------|
| 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            |
| <b>TOTAL CEMETERY</b>        | <b>\$ 113,789</b> | <b>\$ 89,600</b> | <b>\$ 100,944</b> | <b>\$ 96,000</b> |

| <b>POLICE DEPARTMENT</b>       |                   |                   |                   |                   |
|--------------------------------|-------------------|-------------------|-------------------|-------------------|
| 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             |
| <b>TOTAL POLICE DEPARTMENT</b> | <b>\$ 847,574</b> | <b>\$ 866,900</b> | <b>\$ 888,071</b> | <b>\$ 907,000</b> |

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

| <b>FIRE DEPARTMENT</b> |   |   |   |   |
|------------------------|---|---|---|---|
| SALARIES & WAGES       | - | - | - | - |

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

|                              | 2019-20<br>Actual | 2020-21<br>Budget | 2020-21<br>Est. Actual | 2021-22<br>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             |
| <b>TOTAL FIRE DEPARTMENT</b> | <b>\$ 201,217</b> | <b>\$ 213,700</b> | <b>\$ 215,612</b>      | <b>\$ 217,600</b> |

| <b>PLANNING</b>              |                  |                  |                  |                  |
|------------------------------|------------------|------------------|------------------|------------------|
| 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              |
| <b>TOTAL PLANNING</b>        | <b>\$ 71,222</b> | <b>\$ 56,500</b> | <b>\$ 49,205</b> | <b>\$ 51,000</b> |

| <b>HIGHWAYS &amp; STREETS</b>       |             |               |               |               |
|-------------------------------------|-------------|---------------|---------------|---------------|
| PROFESSIONAL SERVICES               | -           | -             | -             | -             |
| UTILITIES                           | -           | 300           | 300           | 300           |
| <b>TOTAL HIGHWAYS &amp; STREETS</b> | <b>\$ -</b> | <b>\$ 300</b> | <b>\$ 300</b> | <b>\$ 300</b> |

| <b>LEAF PICKUP</b>           |                   |                   |                   |                   |
|------------------------------|-------------------|-------------------|-------------------|-------------------|
| 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            |
| <b>TOTAL LEAF PICKUP</b>     | <b>\$ 171,385</b> | <b>\$ 183,300</b> | <b>\$ 203,935</b> | <b>\$ 191,700</b> |

| <b>SPRING CLEANUP</b>       |                  |                  |                  |                  |
|-----------------------------|------------------|------------------|------------------|------------------|
| CONTRACTUAL SERVICES        | 46,766           | 14,000           | 72,663           | 59,200           |
| <b>TOTAL SPRING CLEANUP</b> | <b>\$ 46,766</b> | <b>\$ 14,000</b> | <b>\$ 72,663</b> | <b>\$ 59,200</b> |

| <b>BRUSH PICKUP</b> |       |       |       |        |
|---------------------|-------|-------|-------|--------|
| SALARIES & WAGES    | 7,480 | 9,900 | 9,924 | 10,100 |

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

|                              | 2019-20<br>Actual | 2020-21<br>Budget | 2020-21<br>Est. Actual | 2021-22<br>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            |
| <b>TOTAL BRUSH PICKUP</b>    | <b>\$ 40,832</b>  | <b>\$ 51,600</b>  | <b>\$ 94,262</b>       | <b>\$ 82,000</b>  |

| <b>AMBULANCE</b>             |                  |                  |                   |                   |
|------------------------------|------------------|------------------|-------------------|-------------------|
| 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        | -                | -                | -                 | -                 |
| <b>TOTAL AMBULANCE</b>       | <b>\$ 79,081</b> | <b>\$ 61,200</b> | <b>\$ 181,495</b> | <b>\$ 178,000</b> |

| <b>PARKS DEPARTMENT</b>        |                   |                   |                   |                   |
|--------------------------------|-------------------|-------------------|-------------------|-------------------|
| 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             |
| <b>TOTAL PARKS DEPARTMENT</b>  | <b>\$ 555,098</b> | <b>\$ 518,200</b> | <b>\$ 553,954</b> | <b>\$ 562,000</b> |

| <b>RECREATION ADMINISTRATION</b> |        |        |        |        |
|----------------------------------|--------|--------|--------|--------|
| 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**

|                                        | <b>2019-20<br/>Actual</b> | <b>2020-21<br/>Budget</b> | <b>2020-21<br/>Est. Actual</b> | <b>2021-22<br/>Budget</b> |
|----------------------------------------|---------------------------|---------------------------|--------------------------------|---------------------------|
| 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                     |
| <b>TOTAL RECREATION ADMINISTRATION</b> | <b>\$ 178,373</b>         | <b>\$ 176,100</b>         | <b>\$ 203,990</b>              | <b>\$ 202,700</b>         |

| <b>CITY BEACHES</b>          |                  |                 |                  |                  |
|------------------------------|------------------|-----------------|------------------|------------------|
| 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           | -               | -                | -                |
| <b>TOTAL CITY BEACHES</b>    | <b>\$ 34,645</b> | <b>\$ 7,350</b> | <b>\$ 16,524</b> | <b>\$ 52,350</b> |

| <b>BALL FIELDS</b>           |                  |                  |                  |                  |
|------------------------------|------------------|------------------|------------------|------------------|
| 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            |
| <b>TOTAL BALL FIELDS</b>     | <b>\$ 13,664</b> | <b>\$ 19,400</b> | <b>\$ 19,527</b> | <b>\$ 20,000</b> |

| <b>DAY CAMP</b>              |                  |                  |                  |                  |
|------------------------------|------------------|------------------|------------------|------------------|
| 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              |
| <b>TOTAL DAY CAMP</b>        | <b>\$ 56,505</b> | <b>\$ 71,300</b> | <b>\$ 71,128</b> | <b>\$ 72,600</b> |

| <b>ICE RINK</b>              |                 |                  |                  |                  |
|------------------------------|-----------------|------------------|------------------|------------------|
| 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             | -               | -                | -                | -                |
| <b>TOTAL ICE RINK</b>        | <b>\$ 5,416</b> | <b>\$ 10,100</b> | <b>\$ 10,131</b> | <b>\$ 10,100</b> |

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

|                                   | 2019-20<br>Actual | 2020-21<br>Budget | 2020-21<br>Est. Actual | 2021-22<br>Budget |
|-----------------------------------|-------------------|-------------------|------------------------|-------------------|
| <b>MT. McSAUBA SKI HILL</b>       |                   |                   |                        |                   |
| 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                  | -                 |
| <b>TOTAL MT. McSAUBA SKI HILL</b> | <b>\$ 146,094</b> | <b>\$ 145,500</b> | <b>\$ 161,636</b>      | <b>\$ 148,700</b> |
| <b>RECREATIONAL SPORTS</b>        |                   |                   |                        |                   |
| ATHLETIC EQUIPMENT                | 458               | 2,000             | 2,000                  | 2,000             |
| CONTRACTUAL SERVICES              | 2,147             | 2,200             | 2,200                  | 2,200             |
| <b>TOTAL RECREATIONAL SPORTS</b>  | <b>\$ 2,605</b>   | <b>\$ 4,200</b>   | <b>\$ 4,200</b>        | <b>\$ 4,200</b>   |
| <b>SKATE PARK</b>                 |                   |                   |                        |                   |
| 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               |
| <b>TOTAL SKATE PARK</b>           | <b>\$ 6,295</b>   | <b>\$ 6,700</b>   | <b>\$ 7,392</b>        | <b>\$ 6,800</b>   |
| <b>GOLF COURSE</b>                |                   |                   |                        |                   |
| 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             | -                 | -                 | -                      | -                 |
| <b>TOTAL GOLF COURSE</b>          | <b>\$ 188,084</b> | <b>\$ 208,600</b> | <b>\$ 213,056</b>      | <b>\$ 210,600</b> |
| <b>BOAT LAUNCH</b>                |                   |                   |                        |                   |
| SALARIES & WAGES - TEMPORARY      | 16,027            | 17,900            | 17,920                 | 17,900            |

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

|                                  | <b>2019-20<br/>Actual</b> | <b>2020-21<br/>Budget</b> | <b>2020-21<br/>Est. Actual</b> | <b>2021-22<br/>Budget</b> |
|----------------------------------|---------------------------|---------------------------|--------------------------------|---------------------------|
| 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                     |
| <b>TOTAL BOAT LAUNCH</b>         | <b>\$ 32,919</b>          | <b>\$ 33,700</b>          | <b>\$ 34,908</b>               | <b>\$ 33,700</b>          |
| <b>COMMUNITY PROMOTION</b>       |                           |                           |                                |                           |
| COMMUNITY PROMOTION              | 16,324                    | 13,400                    | 10,875                         | 13,400                    |
| <b>TOTAL COMMUNITY PROMOTION</b> | <b>\$ 16,324</b>          | <b>\$ 13,400</b>          | <b>\$ 10,875</b>               | <b>\$ 13,400</b>          |
| <b>MISCELLANEOUS</b>             |                           |                           |                                |                           |
| 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         | -                         | -                         | -                              | -                         |
| <b>TOTAL MISCELLANEOUS</b>       | <b>\$ 121,940</b>         | <b>\$ 52,100</b>          | <b>\$ 163,314</b>              | <b>\$ 69,300</b>          |
| <b>TOTAL EXPENSES</b>            | <b>\$ 3,580,395</b>       | <b>\$ 3,419,800</b>       | <b>\$ 3,876,714</b>            | <b>\$ 3,797,300</b>       |

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

|                                   | <b>2019-20<br/>Actual</b> | <b>2020-21<br/>Budget</b> | <b>2020-21<br/>Est. Actual</b> | <b>2021-22<br/>Budget</b> |
|-----------------------------------|---------------------------|---------------------------|--------------------------------|---------------------------|
| <b>REVENUES</b>                   |                           |                           |                                |                           |
| 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 | -                         | -                         | -                              | -                         |
| <b>TOTAL REVENUES</b>             | <b>\$ 416,287</b>         | <b>\$ 425,084</b>         | <b>\$ 430,819</b>              | <b>\$ 439,504</b>         |

|                         |                   |                   |                   |                   |
|-------------------------|-------------------|-------------------|-------------------|-------------------|
| <b>EXPENSES</b>         |                   |                   |                   |                   |
| 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             |
| <b>TOTAL EXPENSES</b>   | <b>\$ 373,812</b> | <b>\$ 340,454</b> | <b>\$ 377,994</b> | <b>\$ 477,270</b> |

|                                                          |                  |                  |                  |                    |
|----------------------------------------------------------|------------------|------------------|------------------|--------------------|
| <b>EXCESS (DEFICIENCY) OF<br/>REVENUES OVER EXPENSES</b> | <b>\$ 42,475</b> | <b>\$ 84,630</b> | <b>\$ 52,825</b> | <b>\$ (37,766)</b> |
|----------------------------------------------------------|------------------|------------------|------------------|--------------------|

|                                |                   |                   |                   |                   |
|--------------------------------|-------------------|-------------------|-------------------|-------------------|
| <b>YEAR END BALANCES</b>       |                   |                   |                   |                   |
| 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)          |
| <b>FUND BALANCE</b>            | <b>\$ 301,245</b> | <b>\$ 374,624</b> | <b>\$ 354,070</b> | <b>\$ 316,303</b> |

|                               |                   |                   |                   |                   |
|-------------------------------|-------------------|-------------------|-------------------|-------------------|
| <b>CASH &amp; INVESTMENTS</b> | <b>\$ 223,246</b> | <b>\$ 277,782</b> | <b>\$ 276,071</b> | <b>\$ 238,304</b> |
|-------------------------------|-------------------|-------------------|-------------------|-------------------|

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

|                                                          | <b>2019-20<br/>Actual</b> | <b>2020-21<br/>Budget</b> | <b>2020-21<br/>Est. Actual</b> | <b>2021-22<br/>Budget</b> |
|----------------------------------------------------------|---------------------------|---------------------------|--------------------------------|---------------------------|
| <b>REVENUES</b>                                          |                           |                           |                                |                           |
| 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                        | -                         | -                         | -                              | -                         |
| <b>TOTAL REVENUES</b>                                    | <b>\$ 204,379</b>         | <b>\$ 141,681</b>         | <b>\$ 169,782</b>              | <b>\$ 177,181</b>         |
| <b>EXPENSES</b>                                          |                           |                           |                                |                           |
| 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                    |
| <b>TOTAL EXPENSES</b>                                    | <b>\$ 193,346</b>         | <b>\$ 136,800</b>         | <b>\$ 141,796</b>              | <b>\$ 142,200</b>         |
| <b>EXCESS (DEFICIENCY) OF<br/>REVENUES OVER EXPENSES</b> | <b>\$ 11,033</b>          | <b>\$ 4,881</b>           | <b>\$ 27,986</b>               | <b>\$ 34,981</b>          |
| <b>YEAR END BALANCES</b>                                 |                           |                           |                                |                           |
| 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                    |
| <b>FUND BALANCE</b>                                      | <b>\$ 21,054</b>          | <b>\$ 18,482</b>          | <b>\$ 49,041</b>               | <b>\$ 84,022</b>          |
| <b>CASH &amp; INVESTMENTS</b>                            | <b>\$ -</b>               | <b>\$ 8,460</b>           | <b>\$ 27,986</b>               | <b>\$ 62,967</b>          |

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

|                                                      | <b>2019-20</b>    | <b>2020-21</b>    | <b>2020-21</b>     | <b>2021-22</b>    |
|------------------------------------------------------|-------------------|-------------------|--------------------|-------------------|
|                                                      | <b>Actual</b>     | <b>Budget</b>     | <b>Est. Actual</b> | <b>Budget</b>     |
| <b>REVENUES</b>                                      |                   |                   |                    |                   |
| 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               |
| <b>TOTAL REVENUES</b>                                | <b>\$ 233,856</b> | <b>\$ 249,000</b> | <b>\$ 252,282</b>  | <b>\$ 252,300</b> |
| <b>EXPENSES</b>                                      |                   |                   |                    |                   |
| 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                    | -                 | -                 | -                  | -                 |
| <b>TOTAL EXPENSES</b>                                | <b>\$ 200,000</b> | <b>\$ 200,000</b> | <b>\$ 200,000</b>  | <b>\$ 200,000</b> |
| <b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES</b> | <b>\$ 33,856</b>  | <b>\$ 49,000</b>  | <b>\$ 52,282</b>   | <b>\$ 52,300</b>  |
| <b>YEAR END BALANCES</b>                             |                   |                   |                    |                   |
| 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            |
| <b>FUND BALANCE</b>                                  | <b>\$ 166,429</b> | <b>\$ 230,548</b> | <b>\$ 218,711</b>  | <b>\$ 271,011</b> |
| <b>CASH &amp; INVESTMENTS</b>                        | <b>\$ 153,849</b> | <b>\$ 219,837</b> | <b>\$ 206,131</b>  | <b>\$ 258,431</b> |

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

|                                      | 2019-20<br>Actual | 2020-21<br>Budget | 2020-21<br>Est. Actual | 2021-22<br>Budget |
|--------------------------------------|-------------------|-------------------|------------------------|-------------------|
| <b>REVENUES</b>                      |                   |                   |                        |                   |
| 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            | -                 | -                 | -                      | -                 |
| <b>TOTAL REVENUES</b>                | <b>\$ 605,213</b> | <b>\$ 573,500</b> | <b>\$ 654,193</b>      | <b>\$ 574,000</b> |

|                                    |                   |                   |                   |                   |
|------------------------------------|-------------------|-------------------|-------------------|-------------------|
| <b>EXPENSES</b>                    |                   |                   |                   |                   |
| 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           |
| <b>TOTAL EXPENSES</b>              | <b>\$ 707,524</b> | <b>\$ 589,300</b> | <b>\$ 668,980</b> | <b>\$ 601,600</b> |

|                                                          |                     |                    |                    |                    |
|----------------------------------------------------------|---------------------|--------------------|--------------------|--------------------|
| <b>EXCESS (DEFICIENCY) OF<br/>REVENUES OVER EXPENSES</b> | <b>\$ (102,311)</b> | <b>\$ (15,800)</b> | <b>\$ (14,787)</b> | <b>\$ (27,600)</b> |
|----------------------------------------------------------|---------------------|--------------------|--------------------|--------------------|

|                                               |                     |                     |                     |                     |
|-----------------------------------------------|---------------------|---------------------|---------------------|---------------------|
| <b>YEAR END BALANCES</b>                      |                     |                     |                     |                     |
| 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)            |
| <b>FUND BALANCE / NET POSITION</b>            | <b>\$ 3,568,588</b> | <b>\$ 3,717,687</b> | <b>\$ 3,553,801</b> | <b>\$ 3,526,201</b> |

|                               |                   |                   |                   |                   |
|-------------------------------|-------------------|-------------------|-------------------|-------------------|
| <b>CASH &amp; INVESTMENTS</b> | <b>\$ 355,789</b> | <b>\$ 366,896</b> | <b>\$ 341,003</b> | <b>\$ 313,403</b> |
|-------------------------------|-------------------|-------------------|-------------------|-------------------|

\* Note: Includes \$305,789 cash & \$50,000 investment

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

|                                             | 2019-20<br>Actual | 2020-21<br>Budget | 2020-21<br>Est. Actual | 2021-22<br>Budget |
|---------------------------------------------|-------------------|-------------------|------------------------|-------------------|
| <b>REVENUES</b>                             |                   |                   |                        |                   |
| 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 CHARTER | 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                    | -                 |
| <b>TOTAL REVENUES</b>                       | <b>\$ 899,122</b> | <b>\$ 876,430</b> | <b>\$ 888,280</b>      | <b>\$ 887,070</b> |

|                                         |                     |                     |                     |                     |
|-----------------------------------------|---------------------|---------------------|---------------------|---------------------|
| <b>EXPENSES</b>                         |                     |                     |                     |                     |
| 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                 |
| <b>TOTAL EXPENSES</b>                   | <b>\$ 1,119,821</b> | <b>\$ 1,538,600</b> | <b>\$ 1,522,193</b> | <b>\$ 1,542,600</b> |

|                                                          |                     |                     |                     |                     |
|----------------------------------------------------------|---------------------|---------------------|---------------------|---------------------|
| <b>EXCESS (DEFICIENCY) OF<br/>REVENUES OVER EXPENSES</b> | <b>\$ (220,699)</b> | <b>\$ (662,170)</b> | <b>\$ (633,913)</b> | <b>\$ (655,530)</b> |
|----------------------------------------------------------|---------------------|---------------------|---------------------|---------------------|

|                                |                     |                     |                     |                   |
|--------------------------------|---------------------|---------------------|---------------------|-------------------|
| <b>YEAR END BALANCES</b>       |                     |                     |                     |                   |
| 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)         |
| <b>NET POSITION</b>            | <b>\$ 2,113,441</b> | <b>\$ 1,080,871</b> | <b>\$ 1,479,528</b> | <b>\$ 823,998</b> |

|                               |                   |                   |                   |                   |
|-------------------------------|-------------------|-------------------|-------------------|-------------------|
| CASH AT PAYING AGENT          | 56,400            | 100,000           | 100,000           | 100,000           |
| UNRESTRICTED                  | 242,271           | 156,770           | 222,758           | 225,228           |
| <b>CASH &amp; INVESTMENTS</b> | <b>\$ 298,671</b> | <b>\$ 256,770</b> | <b>\$ 322,758</b> | <b>\$ 325,228</b> |

|                                      |               |                |              |              |
|--------------------------------------|---------------|----------------|--------------|--------------|
| 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          |
| <b>Deficit</b>                       | <b>-7,933</b> | <b>-54,466</b> | <b>6,797</b> | <b>4,448</b> |
| Assumption 2%<br>increase in AP & AR |               |                |              |              |

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

|                                                          | 2019-20<br>Actual   | 2020-21<br>Budget   | 2020-21<br>Est. Actual | 2021-22<br>Budget   |
|----------------------------------------------------------|---------------------|---------------------|------------------------|---------------------|
| <b>REVENUES</b>                                          |                     |                     |                        |                     |
| 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               |
| <b>TOTAL REVENUES</b>                                    | <b>\$ 1,960,042</b> | <b>\$ 2,036,754</b> | <b>\$ 1,850,249</b>    | <b>\$ 1,636,990</b> |
| <b>EXPENSES</b>                                          |                     |                     |                        |                     |
| 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                                     | -                   | -                   | -                      | -                   |
| <b>TOTAL EXPENSES</b>                                    | <b>\$ 1,958,947</b> | <b>\$ 1,861,500</b> | <b>\$ 1,665,688</b>    | <b>\$ 1,764,700</b> |
| <b>EXCESS (DEFICIENCY) OF<br/>REVENUES OVER EXPENSES</b> | <b>\$ 1,095</b>     | <b>\$ 175,254</b>   | <b>\$ 184,561</b>      | <b>\$ (127,710)</b> |
| <b>YEAR END BALANCES</b>                                 |                     |                     |                        |                     |
| 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)           |
| <b>NET POSITION</b>                                      | <b>\$ 8,491,335</b> | <b>\$ 8,688,157</b> | <b>\$ 8,675,896</b>    | <b>\$ 8,548,186</b> |
| <b>CASH &amp; INVESTMENTS</b>                            | <b>\$ 24,296</b>    | <b>\$ 308,336</b>   | <b>\$ 243,857</b>      | <b>\$ 507,747</b>   |

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

|                               | 2019-20<br>Actual | 2020-21<br>Budget | 2020-21<br>Est. Actual | 2021-22<br>Budget |
|-------------------------------|-------------------|-------------------|------------------------|-------------------|
| <b>REVENUES</b>               |                   |                   |                        |                   |
| 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 | -                 | -                 | -                      | -                 |
| <b>TOTAL REVENUES</b>         | <b>\$ 476,768</b> | <b>\$ 405,100</b> | <b>\$ 416,640</b>      | <b>\$ 416,400</b> |

|                                     |                   |                   |                   |                   |
|-------------------------------------|-------------------|-------------------|-------------------|-------------------|
| <b>EXPENSES</b>                     |                   |                   |                   |                   |
| 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 OBLIGATION | 121,400           | 123,400           | 123,400           | 125,000           |
| TRANSFER TO TRAIL DEVELOPMENT FUND  | -                 | -                 | -                 | 200,000           |
| TRANSFER TO ELECTRIC                | -                 | -                 | -                 | -                 |
| TRANSFER TO SEWER                   | -                 | -                 | -                 | -                 |
| TRANSFER TO WATER                   | -                 | -                 | -                 | -                 |
| <b>TOTAL EXPENSES</b>               | <b>\$ 245,759</b> | <b>\$ 373,400</b> | <b>\$ 703,768</b> | <b>\$ 648,000</b> |

|                                                          |                   |                  |                     |                     |
|----------------------------------------------------------|-------------------|------------------|---------------------|---------------------|
| <b>EXCESS (DEFICIENCY) OF<br/>REVENUES OVER EXPENSES</b> | <b>\$ 231,009</b> | <b>\$ 31,700</b> | <b>\$ (287,129)</b> | <b>\$ (231,600)</b> |
|----------------------------------------------------------|-------------------|------------------|---------------------|---------------------|

|                                |                   |                   |                   |                   |
|--------------------------------|-------------------|-------------------|-------------------|-------------------|
| <b>YEAR END BALANCES</b>       |                   |                   |                   |                   |
| 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)         |
| <b>FUND BALANCE</b>            | <b>\$ 740,490</b> | <b>\$ 773,152</b> | <b>\$ 453,361</b> | <b>\$ 221,761</b> |

|                               |                   |                   |                   |                   |
|-------------------------------|-------------------|-------------------|-------------------|-------------------|
| <b>CASH &amp; INVESTMENTS</b> | <b>\$ 742,389</b> | <b>\$ 771,927</b> | <b>\$ 455,260</b> | <b>\$ 223,660</b> |
|-------------------------------|-------------------|-------------------|-------------------|-------------------|

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

|                                                          | <b>2019-20<br/>Actual</b> | <b>2020-21<br/>Budget</b> | <b>2020-21<br/>Est. Actual</b> | <b>2021-22<br/>Budget</b> |
|----------------------------------------------------------|---------------------------|---------------------------|--------------------------------|---------------------------|
| <b>REVENUES</b>                                          |                           |                           |                                |                           |
| 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                   |
| <b>TOTAL REVENUES</b>                                    | <b>\$ 6,090,011</b>       | <b>\$ 7,460,751</b>       | <b>\$ 7,535,171</b>            | <b>\$ 7,784,405</b>       |
| <b>EXPENSES</b>                                          |                           |                           |                                |                           |
| 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                                             | -                         | -                         | -                              | -                         |
| <b>TOTAL EXPENSES</b>                                    | <b>\$ 6,554,769</b>       | <b>\$ 9,180,500</b>       | <b>\$ 8,810,910</b>            | <b>\$ 9,543,300</b>       |
| <b>EXCESS (DEFICIENCY) OF<br/>REVENUES OVER EXPENSES</b> | <b>\$ (464,760)</b>       | <b>\$ (1,719,749)</b>     | <b>\$ (1,275,739)</b>          | <b>\$ (1,758,895)</b>     |
| <b>YEAR END BALANCES</b>                                 |                           |                           |                                |                           |
| 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)               |
| <b>NET POSITION</b>                                      | <b>\$ 9,928,119</b>       | <b>\$ 8,511,200</b>       | <b>\$ 8,652,380</b>            | <b>\$ 6,893,485</b>       |
| 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                 |
| <b>CASH &amp; INVESTMENTS</b>                            | <b>\$ 6,204,450</b>       | <b>\$ 5,420,467</b>       | <b>\$ 5,428,711</b>            | <b>\$ 4,179,816</b>       |

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

|                                                          | <b>2019-20<br/>Actual</b> | <b>2020-21<br/>Budget</b> | <b>2020-21<br/>Est. Actual</b> | <b>2021-22<br/>Budget</b> |
|----------------------------------------------------------|---------------------------|---------------------------|--------------------------------|---------------------------|
| <b>REVENUES</b>                                          |                           |                           |                                |                           |
| 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                    |
| <b>TOTAL REVENUES</b>                                    | <b>\$ 1,658,364</b>       | <b>\$ 1,683,200</b>       | <b>\$ 1,769,755</b>            | <b>\$ 1,747,500</b>       |
| <b>EXPENSES</b>                                          |                           |                           |                                |                           |
| 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                                             | -                         | -                         | -                              | -                         |
| <b>TOTAL EXPENSES</b>                                    | <b>\$ 1,300,265</b>       | <b>\$ 1,563,200</b>       | <b>\$ 1,814,783</b>            | <b>\$ 1,731,000</b>       |
| <b>EXCESS (DEFICIENCY) OF<br/>REVENUES OVER EXPENSES</b> | <b>\$ 358,098</b>         | <b>\$ 120,000</b>         | <b>\$ (45,028)</b>             | <b>\$ 16,500</b>          |
| <b>YEAR END BALANCES</b>                                 |                           |                           |                                |                           |
| 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                    |
| <b>NET POSITION</b>                                      | <b>\$ 5,797,881</b>       | <b>\$ 5,062,955</b>       | <b>\$ 5,752,853</b>            | <b>\$ 5,769,353</b>       |
| CHARTER RESERVE                                          | 75,000                    | 75,000                    | 75,000                         | 75,000                    |
| UNRESTRICTED                                             | 875,599                   | 937,928                   | 1,140,571                      | 1,467,071                 |
| <b>CASH &amp; INVESTMENTS</b>                            | <b>\$ 950,599</b>         | <b>\$ 1,012,928</b>       | <b>\$ 1,215,571</b>            | <b>\$ 1,542,071</b>       |

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

|                                                          | 2019-20<br>Actual    | 2020-21<br>Budget     | 2020-21<br>Est. Actual | 2021-22<br>Budget     |
|----------------------------------------------------------|----------------------|-----------------------|------------------------|-----------------------|
| <b>REVENUES</b>                                          |                      |                       |                        |                       |
| <b>OPERATIONS</b>                                        |                      |                       |                        |                       |
| 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                             | -                    | -                     | -                      | -                     |
| <b>CAPTIAL IMPROVEMENT FUND</b>                          |                      |                       |                        |                       |
| 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                          | -                    | -                     | -                      | -                     |
| <b>NORTHSIDE SEWER</b>                                   |                      |                       |                        |                       |
| 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                         | -                    | -                     | -                      | -                     |
| <b>SOUTHSIDE SEWER AREA</b>                              |                      |                       |                        |                       |
| SEWER SERVICES-TAP INS                                   | -                    | -                     | -                      | -                     |
| SEWER CONSTRUCTION FEES                                  | -                    | -                     | -                      | -                     |
| INTEREST EARNINGS - OVERSIZING                           | -                    | -                     | -                      | -                     |
| TRANSFER FROM OTHER FUNDS                                | -                    | -                     | -                      | -                     |
| <b>TOTAL REVENUES</b>                                    | <b>\$ 2,429,807</b>  | <b>\$2,450,550</b>    | <b>\$ 2,451,450</b>    | <b>\$ 2,544,180</b>   |
| <b>EXPENSES</b>                                          |                      |                       |                        |                       |
| <b>OPERATIONS</b>                                        |                      |                       |                        |                       |
| 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                |
| <b>CAPTIAL IMPROVEMENT FUND</b>                          |                      |                       |                        |                       |
| FUND TRANSFERS                                           | -                    | -                     | -                      | -                     |
| <b>NORTHSIDE SEWER</b>                                   |                      |                       |                        |                       |
| NORTHSIDE SEWER LEGAL / PROF FEES                        | -                    | -                     | -                      | -                     |
| CAPITAL IMPROVEMENTS                                     | -                    | -                     | -                      | -                     |
| <b>TOTAL EXPENSES</b>                                    | <b>\$ 2,135,262</b>  | <b>\$ 3,700,800</b>   | <b>\$ 3,340,304</b>    | <b>\$ 3,826,800</b>   |
| <b>EXCESS (DEFICIENCY) OF<br/>REVENUES OVER EXPENSES</b> | <b>\$ 294,545</b>    | <b>\$ (1,250,250)</b> | <b>\$ (888,854)</b>    | <b>\$ (1,282,620)</b> |
| <b>YEAR END BALANCES</b>                                 |                      |                       |                        |                       |
| 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)           |
| <b>NET POSITION</b>                                      | <b>\$ 10,746,314</b> | <b>\$ 8,172,931</b>   | <b>\$ 9,857,460</b>    | <b>\$ 8,574,840</b>   |
| 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             |
| <b>CASH &amp; INVESTMENTS</b>                            | <b>\$ 4,678,389</b>  | <b>\$ 3,076,070</b>   | <b>\$ 4,379,535</b>    | <b>\$ 3,686,915</b>   |

\* 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<br>Actual | 2020-21<br>Budget | 2020-21<br>Est. Actual | 2021-22<br>Budget |
|----------------------------------------------------------|-------------------|-------------------|------------------------|-------------------|
| <b>REVENUES</b>                                          |                   |                   |                        |                   |
| INTEREST EARNINGS                                        | 561               | 100               | 100                    | 80                |
| SEWER TAP INS                                            | 27,000            | 15,000            | 15,000                 | 15,000            |
| CONTRIBUTIONS FROM OTHER FUNDS                           | -                 | -                 | -                      | -                 |
| <b>TOTAL REVENUES</b>                                    | <b>\$ 27,561</b>  | <b>\$ 15,100</b>  | <b>\$ 15,100</b>       | <b>\$ 15,080</b>  |
| <b>EXPENSES</b>                                          |                   |                   |                        |                   |
| CAPITAL OUTLAY                                           | -                 | -                 | -                      | -                 |
| TRANSFER TO SEWER FUND                                   | -                 | -                 | -                      | -                 |
| <b>TOTAL EXPENSES</b>                                    | <b>\$ -</b>       | <b>\$ -</b>       | <b>\$ -</b>            | <b>\$ -</b>       |
| <b>EXCESS (DEFICIENCY) OF<br/>REVENUES OVER EXPENSES</b> | <b>\$ 27,561</b>  | <b>\$ 15,100</b>  | <b>\$ 15,100</b>       | <b>\$ 15,080</b>  |
| <b>YEAR END BALANCES</b>                                 |                   |                   |                        |                   |
| 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            |
| <b>FUND BALANCE</b>                                      | <b>\$ 130,468</b> | <b>\$ 145,412</b> | <b>\$ 145,568</b>      | <b>\$ 160,648</b> |
| <b>CASH &amp; INVESTMENTS</b>                            | <b>\$ 130,422</b> | <b>\$ 145,372</b> | <b>\$ 145,522</b>      | <b>\$ 160,602</b> |

\* 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<br>Actual | 2020-21<br>Budget | 2020-21<br>Est. Actual | 2021-22<br>Budget |
|----------------------------------------------------------|-------------------|-------------------|------------------------|-------------------|
| <b>REVENUES</b>                                          |                   |                   |                        |                   |
| 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                  | -                 |
| <b>TOTAL REVENUES</b>                                    | <b>\$ 5,452</b>   | <b>\$ 4,850</b>   | <b>\$ 6,850</b>        | <b>\$ 4,500</b>   |
| <b>EXPENSES</b>                                          |                   |                   |                        |                   |
| LEGAL & PROFESSIONAL FEES                                | -                 | -                 | -                      | -                 |
| TRANSFER TO SEWER FUND                                   | -                 | -                 | -                      | -                 |
| <b>TOTAL EXPENSES</b>                                    | <b>\$ -</b>       | <b>\$ -</b>       | <b>\$ -</b>            | <b>\$ -</b>       |
| <b>EXCESS (DEFICIENCY) OF<br/>REVENUES OVER EXPENSES</b> | <b>\$ 5,452</b>   | <b>\$ 4,850</b>   | <b>\$ 6,850</b>        | <b>\$ 4,500</b>   |
| <b>YEAR END BALANCES</b>                                 |                   |                   |                        |                   |
| 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             |
| <b>FUND BALANCE</b>                                      | <b>\$ 291,095</b> | <b>\$ 297,557</b> | <b>\$ 297,945</b>      | <b>\$ 302,445</b> |
| <b>CASH &amp; INVESTMENTS</b>                            | <b>\$ 328,629</b> | <b>\$ 335,081</b> | <b>\$ 335,479</b>      | <b>\$ 339,979</b> |

\* 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**

|                                     | <b>2019-20<br/>Actual</b> | <b>2020-21<br/>Budget</b> | <b>2020-21<br/>Est. Actual</b> | <b>2021-22<br/>Budget</b> |
|-------------------------------------|---------------------------|---------------------------|--------------------------------|---------------------------|
| <b>REVENUES</b>                     |                           |                           |                                |                           |
| 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                            | -                         |

|                       |                     |                     |                     |                     |
|-----------------------|---------------------|---------------------|---------------------|---------------------|
| <b>TOTAL REVENUES</b> | <b>\$ 1,363,810</b> | <b>\$ 1,499,900</b> | <b>\$ 1,362,986</b> | <b>\$ 1,325,500</b> |
|-----------------------|---------------------|---------------------|---------------------|---------------------|

|                                |                     |                     |                     |                     |
|--------------------------------|---------------------|---------------------|---------------------|---------------------|
| <b>EXPENSES</b>                |                     |                     |                     |                     |
| 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              | -                   |
| <b>TOTAL EXPENSES</b>          | <b>\$ 1,409,299</b> | <b>\$ 1,492,900</b> | <b>\$ 1,361,986</b> | <b>\$ 1,323,500</b> |

|                                                          |                    |                 |                 |                 |
|----------------------------------------------------------|--------------------|-----------------|-----------------|-----------------|
| <b>EXCESS (DEFICIENCY) OF<br/>REVENUES OVER EXPENSES</b> | <b>\$ (45,490)</b> | <b>\$ 7,000</b> | <b>\$ 1,000</b> | <b>\$ 2,000</b> |
|----------------------------------------------------------|--------------------|-----------------|-----------------|-----------------|

|                                |                    |                  |                    |                    |
|--------------------------------|--------------------|------------------|--------------------|--------------------|
| <b>YEAR END BALANCES</b>       |                    |                  |                    |                    |
| NET POSITION BEGINNING OF YEAR | -                  | 29,799           | (45,490)           | (44,490)           |
| CHANGE IN NET POSITION         | (45,490)           | 7,000            | 1,000              | 2,000              |
| <b>NET POSITION</b>            | <b>\$ (45,490)</b> | <b>\$ 36,799</b> | <b>\$ (44,490)</b> | <b>\$ (42,490)</b> |

|                               |             |                  |                 |                 |
|-------------------------------|-------------|------------------|-----------------|-----------------|
| <b>CASH &amp; INVESTMENTS</b> | <b>\$ -</b> | <b>\$ 36,799</b> | <b>\$ 1,000</b> | <b>\$ 3,000</b> |
|-------------------------------|-------------|------------------|-----------------|-----------------|

**CITY OF CHARLEVOIX**  
**PI #13 AMBULANCE REPLACEMENT FUND**  
**2021-22 BUDGET**

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

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

|                                                          | <b>2019-20<br/>Actual</b> | <b>2020-21<br/>Budget</b> | <b>2020-21<br/>Est. Actual</b> | <b>2021-22<br/>Budget</b> |
|----------------------------------------------------------|---------------------------|---------------------------|--------------------------------|---------------------------|
| <b>REVENUES</b>                                          |                           |                           |                                |                           |
| 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                    |
| <b>TOTAL REVENUES</b>                                    | <b>\$ -</b>               | <b>\$ 86,600</b>          | <b>\$ 55,400</b>               | <b>\$ 89,100</b>          |
| <b>EXPENSES</b>                                          |                           |                           |                                |                           |
| 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                    |
| <b>TOTAL EXPENSES</b>                                    | <b>\$ -</b>               | <b>\$ 77,700</b>          | <b>\$ 55,195</b>               | <b>\$ 89,100</b>          |
| <b>EXCESS (DEFICIENCY) OF<br/>REVENUES OVER EXPENSES</b> | <b>\$ -</b>               | <b>\$ 8,900</b>           | <b>\$ 205</b>                  | <b>\$ -</b>               |
| <b>YEAR END BALANCES</b>                                 |                           |                           |                                |                           |
| FUND BALANCE BEGINNING OF YEAR                           | -                         | -                         | -                              | 205                       |
| NET CHANGE IN FUND BALANCE                               | -                         | 8,900                     | 205                            | -                         |
| <b>FUND BALANCE</b>                                      | <b>\$ -</b>               | <b>\$ 8,900</b>           | <b>\$ 205</b>                  | <b>\$ 205</b>             |
| <b>CASH &amp; INVESTMENTS</b>                            | <b>\$ -</b>               | <b>\$ -</b>               | <b>\$ 205</b>                  | <b>\$ 205</b>             |

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

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

|                       |   |   |       |   |
|-----------------------|---|---|-------|---|
| <b>EXPENSES</b>       |   |   |       |   |
| PROFESSIONAL SERVICES | - | - | -     | - |
| CONTRACTUAL SERVICES  | - | - | 1,500 | - |
| MISCELLANEOUS         | - | - | -     | - |

|                       |             |             |                 |             |
|-----------------------|-------------|-------------|-----------------|-------------|
| <b>TOTAL EXPENSES</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 1,500</b> | <b>\$ -</b> |
|-----------------------|-------------|-------------|-----------------|-------------|

|                                                          |             |                  |                  |                  |
|----------------------------------------------------------|-------------|------------------|------------------|------------------|
| <b>EXCESS (DEFICIENCY) OF<br/>REVENUES OVER EXPENSES</b> | <b>\$ -</b> | <b>\$ 10,000</b> | <b>\$ 19,700</b> | <b>\$ 16,000</b> |
|----------------------------------------------------------|-------------|------------------|------------------|------------------|

|                                |             |                  |                  |                  |
|--------------------------------|-------------|------------------|------------------|------------------|
| <b>YEAR END BALANCES</b>       |             |                  |                  |                  |
| FUND BALANCE BEGINNING OF YEAR | -           | -                | -                | 19,700           |
| NET CHANGE IN FUND BALANCE     | -           | 10,000           | 19,700           | 16,000           |
| <b>FUND BALANCE</b>            | <b>\$ -</b> | <b>\$ 10,000</b> | <b>\$ 19,700</b> | <b>\$ 35,700</b> |

|                               |             |                  |                  |                  |
|-------------------------------|-------------|------------------|------------------|------------------|
| <b>CASH &amp; INVESTMENTS</b> | <b>\$ -</b> | <b>\$ 10,000</b> | <b>\$ 19,700</b> | <b>\$ 35,700</b> |
|-------------------------------|-------------|------------------|------------------|------------------|

**CITY OF CHARLEVOIX**  
**PI #9 BUSINESS PARK FUND**  
**2021-22 BUDGET**

|                                                          | <b>2019-20<br/>Actual</b> | <b>2020-21<br/>Budget</b> | <b>2020-21<br/>Est. Actual</b> | <b>2021-22<br/>Budget</b> |
|----------------------------------------------------------|---------------------------|---------------------------|--------------------------------|---------------------------|
| <b>REVENUES</b>                                          |                           |                           |                                |                           |
| 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                     |
| <b>TOTAL REVENUES</b>                                    | <b>\$ 114</b>             | <b>\$ 7,570</b>           | <b>\$ 7,570</b>                | <b>\$ 7,570</b>           |
| <b>EXPENSES</b>                                          |                           |                           |                                |                           |
| OTHER FUNCTIONS                                          | 3,500                     | 3,500                     | 8,500                          | 3,500                     |
| CAPITAL OUTLAY                                           | 750                       | -                         | 1,500                          | -                         |
| TRANSFER TO ELECTRIC                                     | -                         | -                         | -                              | -                         |
| <b>TOTAL EXPENSES</b>                                    | <b>\$ 4,250</b>           | <b>\$ 3,500</b>           | <b>\$ 10,000</b>               | <b>\$ 3,500</b>           |
| <b>EXCESS (DEFICIENCY) OF<br/>REVENUES OVER EXPENSES</b> | <b>\$ (4,136)</b>         | <b>\$ 4,070</b>           | <b>\$ (2,430)</b>              | <b>\$ 4,070</b>           |
| <b>YEAR END BALANCES</b>                                 |                           |                           |                                |                           |
| 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                     |
| <b>FUND BALANCE</b>                                      | <b>\$ 24,700</b>          | <b>\$ 28,741</b>          | <b>\$ 22,270</b>               | <b>\$ 26,340</b>          |
| <b>CASH &amp; INVESTMENTS</b>                            | <b>\$ 24,691</b>          | <b>\$ 28,729</b>          | <b>\$ 22,261</b>               | <b>\$ 26,331</b>          |

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

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

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

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

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

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

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

|                            | 2019-20<br>Actual   | 2020-21<br>Budget   | 2020-21<br>Est. Actual | 2021-22<br>Budget   |
|----------------------------|---------------------|---------------------|------------------------|---------------------|
| <b>REVENUES</b>            |                     |                     |                        |                     |
| 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  | -                   | -                   | -                      | -                   |
| <b>TOTAL REVENUES</b>      | <b>\$ 2,768,690</b> | <b>\$ 2,947,700</b> | <b>\$ 3,013,755</b>    | <b>\$ 3,012,400</b> |

|                                     |                     |                     |                     |                     |
|-------------------------------------|---------------------|---------------------|---------------------|---------------------|
| <b>EXPENSES</b>                     |                     |                     |                     |                     |
| 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 PREMIUMS                 | 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               |
| <b>TOTAL EXPENSES</b>               | <b>\$ 2,967,249</b> | <b>\$ 3,097,000</b> | <b>\$ 3,159,194</b> | <b>\$ 3,049,400</b> |

|                                                          |                     |                     |                     |                    |
|----------------------------------------------------------|---------------------|---------------------|---------------------|--------------------|
| <b>EXCESS (DEFICIENCY) OF<br/>REVENUES OVER EXPENSES</b> | <b>\$ (198,559)</b> | <b>\$ (149,300)</b> | <b>\$ (145,439)</b> | <b>\$ (37,000)</b> |
|----------------------------------------------------------|---------------------|---------------------|---------------------|--------------------|

|                                |                   |                   |                  |                  |
|--------------------------------|-------------------|-------------------|------------------|------------------|
| <b>YEAR END BALANCES</b>       |                   |                   |                  |                  |
| 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)         |
| <b>NET POSITION</b>            | <b>\$ 242,699</b> | <b>\$ 129,222</b> | <b>\$ 97,259</b> | <b>\$ 60,259</b> |

|                               |                   |                   |                   |                   |
|-------------------------------|-------------------|-------------------|-------------------|-------------------|
| <b>CASH &amp; INVESTMENTS</b> | <b>\$ 350,120</b> | <b>\$ 244,224</b> | <b>\$ 204,681</b> | <b>\$ 167,681</b> |
|-------------------------------|-------------------|-------------------|-------------------|-------------------|

**CITY OF CHARLEVOIX  
MOTOR POOL FUND  
2021-22 BUDGET**

|                                                          | <b>2019-20<br/>Actual</b> | <b>2020-21<br/>Budget</b> | <b>2020-21<br/>Est. Actual</b> | <b>2021-22<br/>Budget</b> |
|----------------------------------------------------------|---------------------------|---------------------------|--------------------------------|---------------------------|
| <b>REVENUES</b>                                          |                           |                           |                                |                           |
| 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                   |
| <b>TOTAL REVENUES</b>                                    | <b>\$ 948,752</b>         | <b>\$ 1,376,792</b>       | <b>\$ 1,462,855</b>            | <b>\$ 1,203,674</b>       |
| <b>EXPENSES</b>                                          |                           |                           |                                |                           |
| 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                   |
| <b>TOTAL EXPENSES</b>                                    | <b>\$ 835,329</b>         | <b>\$ 1,561,100</b>       | <b>\$ 1,549,852</b>            | <b>\$ 1,244,600</b>       |
| <b>EXCESS (DEFICIENCY) OF<br/>REVENUES OVER EXPENSES</b> | <b>\$ 113,424</b>         | <b>\$ (184,308)</b>       | <b>\$ (86,997)</b>             | <b>\$ (40,926)</b>        |
| <b>YEAR END BALANCES</b>                                 |                           |                           |                                |                           |
| 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)                  |
| <b>NET POSITION</b>                                      | <b>\$ 1,362,378</b>       | <b>\$ 959,053</b>         | <b>\$ 1,275,380</b>            | <b>\$ 1,234,454</b>       |
| <b>CASH &amp; INVESTMENTS</b>                            | <b>\$ 649,881</b>         | <b>\$ 981,083</b>         | <b>\$ 862,884</b>              | <b>\$ 1,121,958</b>       |

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

|                         | <b>2019-20<br/>Actual</b> | <b>2020-21<br/>Budget</b> | <b>2020-21<br/>Est. Actual</b> | <b>2021-22<br/>Budget</b> |
|-------------------------|---------------------------|---------------------------|--------------------------------|---------------------------|
| <b>REVENUES</b>         |                           |                           |                                |                           |
| 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      | -                         | -                         | -                              | -                         |
| <b>TOTAL REVENUES</b>   | <b>\$ 255,903</b>         | <b>\$ 2,441</b>           | <b>\$ 2,441</b>                | <b>\$ -</b>               |

|                          |       |           |        |         |
|--------------------------|-------|-----------|--------|---------|
| <b>EXPENSES</b>          |       |           |        |         |
| 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   |

|                       |                 |                     |                  |                   |
|-----------------------|-----------------|---------------------|------------------|-------------------|
| <b>TOTAL EXPENSES</b> | <b>\$ 4,383</b> | <b>\$ 1,528,500</b> | <b>\$ 33,356</b> | <b>\$ 301,000</b> |
|-----------------------|-----------------|---------------------|------------------|-------------------|

|                                                          |                   |                       |                    |                     |
|----------------------------------------------------------|-------------------|-----------------------|--------------------|---------------------|
| <b>EXCESS (DEFICIENCY) OF<br/>REVENUES OVER EXPENSES</b> | <b>\$ 251,520</b> | <b>\$ (1,526,059)</b> | <b>\$ (30,915)</b> | <b>\$ (301,000)</b> |
|----------------------------------------------------------|-------------------|-----------------------|--------------------|---------------------|

|                                |                     |                   |                     |                     |
|--------------------------------|---------------------|-------------------|---------------------|---------------------|
| <b>YEAR END BALANCES</b>       |                     |                   |                     |                     |
| 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)           |
| <b>NET POSITION</b>            | <b>\$ 2,335,683</b> | <b>\$ 642,721</b> | <b>\$ 2,304,768</b> | <b>\$ 2,003,768</b> |

|                               |                     |                   |                     |                     |
|-------------------------------|---------------------|-------------------|---------------------|---------------------|
| <b>CASH &amp; INVESTMENTS</b> | <b>\$ 1,639,619</b> | <b>\$ 147,725</b> | <b>\$ 1,611,904</b> | <b>\$ 1,310,904</b> |
|-------------------------------|---------------------|-------------------|---------------------|---------------------|

**CITY OF CHARLEVOIX  
PERPETUAL CARE TRUST FUND  
2021-22 BUDGET**

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

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

|                                                          | 2019-20<br>Actual   | 2020-21<br>Budget | 2020-21<br>Est. Actual | 2021-22<br>Budget |
|----------------------------------------------------------|---------------------|-------------------|------------------------|-------------------|
| <b>REVENUES</b>                                          |                     |                   |                        |                   |
| 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            |
| <b>TOTAL REVENUES</b>                                    | <b>\$ 52,154</b>    | <b>\$ 47,342</b>  | <b>\$ 98,092</b>       | <b>\$ 50,024</b>  |
| <b>EXPENSES</b>                                          |                     |                   |                        |                   |
| CAPITAL OUTLAY - PUBLIC SAFETY                           | -                   | -                 | -                      | -                 |
| MACHINERY & EQUIPMENT - FIRE                             | 58,318              | -                 | -                      | -                 |
| MACHINERY & EQUIPMENT-AMBULANC                           | 262,325             | -                 | -                      | -                 |
| <b>TOTAL EXPENSES</b>                                    | <b>\$ 320,643</b>   | <b>\$ -</b>       | <b>\$ -</b>            | <b>\$ -</b>       |
| <b>EXCESS (DEFICIENCY) OF<br/>REVENUES OVER EXPENSES</b> | <b>\$ (268,489)</b> | <b>\$ 47,342</b>  | <b>\$ 98,092</b>       | <b>\$ 50,024</b>  |
| <b>YEAR END BALANCES</b>                                 |                     |                   |                        |                   |
| 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            |
| <b>FUND BALANCE</b>                                      | <b>\$ 74,750</b>    | <b>\$ 121,217</b> | <b>\$ 172,842</b>      | <b>\$ 222,866</b> |
| <b>CASH &amp; INVESTMENTS</b>                            | <b>\$ 76,131</b>    | <b>\$ 122,507</b> | <b>\$ 174,223</b>      | <b>\$ 224,247</b> |

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

|                                | 2019-20<br>Actual | 2020-21<br>Budget | 2020-21<br>Est. Actual | 2021-22<br>Budget |
|--------------------------------|-------------------|-------------------|------------------------|-------------------|
| <b>REVENUES</b>                |                   |                   |                        |                   |
| 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             |
| <b>TOTAL REVENUES</b>          | <b>\$ 80,816</b>  | <b>\$ 542,400</b> | <b>\$ 542,400</b>      | <b>\$ 482,800</b> |
| <b>EXPENSES</b>                |                   |                   |                        |                   |
| BOND PRINCIPAL                 | -                 | 265,000           | 265,000                | 215,000           |
| BOND INTEREST                  | -                 | 276,400           | 276,400                | 266,800           |
| PAYING AGENT FEES              | 125               | 500               | 875                    | 900               |
| <b>TOTAL EXPENSES</b>          | <b>\$ 125</b>     | <b>\$ 541,900</b> | <b>\$ 542,275</b>      | <b>\$ 482,700</b> |
| <b>REVENUES OVER EXPENSES</b>  | <b>\$ 80,691</b>  | <b>\$ 500</b>     | <b>\$ 125</b>          | <b>\$ 100</b>     |
| <b>YEAR END BALANCES</b>       |                   |                   |                        |                   |
| FUND BALANCE BEGINNING OF YEAR | -                 | -                 | 80,691                 | 80,816            |
| NET CHANGE IN FUND BALANCE     | 80,691            | 500               | 125                    | 100               |
| <b>FUND BALANCE</b>            | <b>\$ 80,691</b>  | <b>\$ 500</b>     | <b>\$ 80,816</b>       | <b>\$ 80,916</b>  |
| <b>CASH &amp; INVESTMENTS</b>  | <b>\$ 501</b>     | <b>\$ -</b>       | <b>\$ 626</b>          | <b>\$ 726</b>     |

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

|                                    | 2019-20<br>Actual | 2020-21<br>Budget | 2020-21<br>Est. Actual | 2021-22<br>Budget |
|------------------------------------|-------------------|-------------------|------------------------|-------------------|
| <b>REVENUES</b>                    |                   |                   |                        |                   |
| 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           |
| <b>TOTAL REVENUES</b>              | <b>\$ 321,576</b> | <b>\$ 323,400</b> | <b>\$ 323,400</b>      | <b>\$ 325,000</b> |
| <b>EXPENSES</b>                    |                   |                   |                        |                   |
| 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               |
| <b>TOTAL EXPENSES</b>              | <b>\$ 321,650</b> | <b>\$ 323,700</b> | <b>\$ 323,700</b>      | <b>\$ 325,300</b> |
| <b>REVENUES OVER EXPENSES</b>      | <b>\$ (74)</b>    | <b>\$ (300)</b>   | <b>\$ (300)</b>        | <b>\$ (300)</b>   |
| <b>YEAR END BALANCES</b>           |                   |                   |                        |                   |
| FUND BALANCE BEGINNING OF YEAR     | 69,426            | 69,227            | 69,352                 | 69,052            |
| NET CHANGE IN FUND BALANCE         | (74)              | (300)             | (300)                  | (300)             |
| <b>FUND BALANCE</b>                | <b>\$ 69,352</b>  | <b>\$ 68,927</b>  | <b>\$ 69,052</b>       | <b>\$ 68,752</b>  |
| <b>CASH &amp; INVESTMENTS</b>      | <b>\$ 12,668</b>  | <b>\$ 8,244</b>   | <b>\$ 12,368</b>       | <b>\$ 12,068</b>  |



# CITY OF CHARLEVOIX

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

## 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                                              | <del>\$110.00</del> | 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         | <del>172.20</del> | 176.15      |
| Units 4, 5 & 7                   | <del>177.59</del> | 181.14      |
| Unit 6                           | <del>236.78</del> | 241.52      |
| Box B                            | <del>252.92</del> | 257.98      |
| Box C                            | <del>452.03</del> | 461.07      |
| Box D                            | <del>199.11</del> | 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 | <del>\$425.00</del> | <del>\$640.00</del> | 665.00  |
| Baby Lots                      | 225.00 | <del>215.00</del>   | <del>320.00</del>   | 330.00  |
| Adult Opening                  | 330.00 | <del>320.00</del>   | <del>485.00</del>   | 500.00  |
| Baby Opening                   | 165.00 | <del>160.00</del>   | <del>245.00</del>   | 255.00  |
| Winter Opening                 | 665.00 | <del>640.00</del>   | <del>960.00</del>   | 1000.00 |
| Adult Exhumation               | 665.00 | <del>640.00</del>   | <del>960.00</del>   | 1000.00 |
| Cremation Opening              | 195.00 | <del>190.00</del>   | <del>295.00</del>   | 305.00  |
| Cremation Exhumation           | 225.00 | <del>215.00</del>   | <del>320.00</del>   | 330.00  |
| Winter Storage: City Cemetery  | 115.00 | <del>110.00</del>   | <del>110.00</del>   | 115.00  |
| Winter Storage: Other Cemetery | 170.00 | <del>160.00</del>   | <del>160.00</del>   | 170.00  |

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

| <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                                                     | <del>3.00</del>       | 4.00                | <del>5.00</del> 6.00   |
| Seven Day Punch Card                                           | <del>15.00</del>      | 20.00               | <del>20.00</del> 25.00 |
| Summer Pass                                                    | <del>30.00</del>      | 40.00               | <del>40.00</del> 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 | <del>3.00</del> | 5.00 |
|------------------|-----------------|------|

|                     |       |
|---------------------|-------|
| Upper Locker Rental | 35.00 |
|---------------------|-------|

|                     |       |
|---------------------|-------|
| Lower Locker Rental | 45.00 |
|---------------------|-------|

|                  |       |
|------------------|-------|
| Golf Club Rental | 10.00 |
|------------------|-------|

#### Season Pass

|        |        |
|--------|--------|
| Single | 340.00 |
|--------|--------|

|                                                 |        |
|-------------------------------------------------|--------|
| Double (+\$130.00 per additional family member) | 470.00 |
|-------------------------------------------------|--------|

|                         |        |
|-------------------------|--------|
| Senior Citizen - Single | 275.00 |
|-------------------------|--------|

|                         |        |
|-------------------------|--------|
| Senior Citizen - Double | 405.00 |
|-------------------------|--------|

### Utility Rates

|             |                       |
|-------------|-----------------------|
| Water Rates | 2021-22 increase 3.9% |
|-------------|-----------------------|

#### Service Charge - Meter Size

|                  | Proposed City | City               | Non-City           | Proposed Non-City |
|------------------|---------------|--------------------|--------------------|-------------------|
| 3/4 " or Smaller | \$29.50       | <del>\$28.00</del> | <del>\$51.25</del> | \$50.00           |
| 1"               | 38.50         | <del>36.50</del>   | <del>66.75</del>   | 65.50             |
| 1 1/2"           | 60.50         | <del>57.25</del>   | <del>104.75</del>  | 103.00            |
| 2"               | 85.75         | <del>81.25</del>   | <del>148.75</del>  | 145.75            |
| 3"               | 142.75        | <del>135.25</del>  | <del>247.50</del>  | 242.75            |
| 4"               | 274.50        | <del>260.00</del>  | <del>475.75</del>  | 465.75            |
| 6"               | 510.00        | <del>483.50</del>  | <del>884.75</del>  | 867.00            |
| Sprinkling Meter | 5.25          | <del>5.25</del>    | <del>9.50</del>    | 9.00              |

#### Commodity Charge

|                   |      |                 |                 |      |
|-------------------|------|-----------------|-----------------|------|
| 1st 2,000 Gallons | 4.60 | <del>4.35</del> | <del>7.96</del> | 7.80 |
|-------------------|------|-----------------|-----------------|------|

|                        |      |                 |                 |      |
|------------------------|------|-----------------|-----------------|------|
| 3rd-50th 1,000 Gallons | 4.60 | <del>4.35</del> | <del>7.96</del> | 7.80 |
|------------------------|------|-----------------|-----------------|------|

|                             |      |                 |                 |      |
|-----------------------------|------|-----------------|-----------------|------|
| 51st 1,000 Gallons and Over | 4.60 | <del>4.35</del> | <del>7.96</del> | 7.80 |
|-----------------------------|------|-----------------|-----------------|------|

|                               |  |            |            |
|-------------------------------|--|------------|------------|
| Water Usage Minimum (Gallons) |  | 2,000 gal. | 2,000 gal. |
|-------------------------------|--|------------|------------|

|                      |       |                  |                  |       |
|----------------------|-------|------------------|------------------|-------|
| Water Minimum Charge | 38.70 | <del>26.90</del> | <del>53.80</del> | 65.60 |
|----------------------|-------|------------------|------------------|-------|

#### Privilege Fees

|                                |          |          |
|--------------------------------|----------|----------|
| New User Cost per REU, Prepaid | 1,000.00 | 1,500.00 |
|--------------------------------|----------|----------|

|                     |        |        |
|---------------------|--------|--------|
| Turn On Fee - Water | 175.00 | 300.00 |
|---------------------|--------|--------|

|                                      |       |       |
|--------------------------------------|-------|-------|
| Turn On / Off Fee - Water (Seasonal) | 35.00 | 45.00 |
|--------------------------------------|-------|-------|

|                         |       |       |
|-------------------------|-------|-------|
| Turn On Fee - Sprinkler | 35.00 | 45.00 |
|-------------------------|-------|-------|

Water Tap Fees

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

Other Fees

|                  |          |
|------------------|----------|
| Service Upgrade* | 1,500.00 |
|------------------|----------|

\*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 |
|-----------------------|----------------|

Sewer Rates      2021-22 increase 3.9%Service Charge – (Based on Water Meter Size)

|                  | Proposed City | City              | Non-City           | Proposed Non-City |
|------------------|---------------|-------------------|--------------------|-------------------|
| 3/4 " or Smaller | \$40.00       | <del>39.50</del>  | <del>\$59.25</del> | \$60.00           |
| 1"               | 58.00         | <del>56.00</del>  | <del>84.00</del>   | 87.00             |
| 1 1/2"           | 96.50         | <del>91.50</del>  | <del>137.25</del>  | 144.75            |
| 2"               | 140.00        | <del>133.00</del> | <del>199.50</del>  | 210.00            |
| 3"               | 265.00        | <del>251.50</del> | <del>377.25</del>  | 397.50            |
| 4"               | 450.00        | <del>426.00</del> | <del>639.00</del>  | 675.00            |

Commodity Charge

|                                  |       |                  |                  |       |
|----------------------------------|-------|------------------|------------------|-------|
| Commodity Rate per 1,000 Gallons | 7.00  | <del>6.55</del>  | <del>9.83</del>  | 10.50 |
| Sewer Minimum Charge             | 54.00 | <del>50.50</del> | <del>75.76</del> | 81.00 |

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%

|                             | New Rate/kWH | Rate / kWH            | Charge             | New Charge | PCA*      |
|-----------------------------|--------------|-----------------------|--------------------|------------|-----------|
| Residential - In City       | \$0.0800     | <del>\$0.0780</del>   | <del>\$10.75</del> | \$12.50    | \$0.00943 |
| Residential - In Senior     | 0.0800       | <del>0.0780</del>     | <del>10.75</del>   | 12.50      | 0.00943   |
| Residential - Rural         | 0.0920       | <del>0.0890</del>     | <del>12.50</del>   | 14.50      | 0.00943   |
| Residential - Rural Senior  | 0.0920       | <del>0.0890</del>     | <del>12.50</del>   | 14.50      | 0.00943   |
| Commercial - In City (GS-C) | 0.0950       | <del>0.0918</del>     | <del>25.00</del>   | 29.00      | 0.00943   |
| Commercial - Out (GS-R)     | 0.1000       | <del>0.0983</del>     | <del>25.00</del>   | 29.00      | 0.00943   |
| Commercial – Demand         | 0.0500       | <del>0.0497</del>     | <del>62.00</del>   | 62.00      | 0.00943   |
| Industrial & Charity Demand | 0.0394       | <del>0.0394</del>     | <del>294.50</del>  | 294.50     | 0.00943   |
| Demand KW                   | 12.50 / KW   | <del>11.50 / KW</del> |                    |            |           |

\* 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

|                                 | Proposed City | City             | Non-City         | Proposed Non-City |
|---------------------------------|---------------|------------------|------------------|-------------------|
| 70 Watt                         | 5.50          | <del>5.28</del>  | <del>5.60</del>  | 5.90              |
| 100 Watt                        | 6.90          | <del>6.60</del>  | <del>7.08</del>  | 7.40              |
| 150 Watt                        | 9.40          | <del>8.92</del>  | <del>9.23</del>  | 9.70              |
| 250 Watt                        | 14.80         | <del>14.11</del> | <del>15.24</del> | 16.00             |
| 400 Watt                        | 21.80         | <del>20.79</del> | <del>22.60</del> | 23.70             |
| 105 Watt LED (400 W equivalent) | 10.20         | <del>9.70</del>  | <del>10.23</del> | 10.70             |
| 1000 Watt                       | 49.70         | <del>47.37</del> | <del>51.90</del> | 54.40             |

### Miscellaneous Fees

|                                                |                     |        |
|------------------------------------------------|---------------------|--------|
| Tax Abatement Application Fee (IFT, CFEC, etc) | <del>\$210.00</del> | 220.00 |
|------------------------------------------------|---------------------|--------|

#### Temporary / Seasonal Business Fees

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

NSF Fees

|                                               |         |
|-----------------------------------------------|---------|
| NSF / Returned Check Charge (per occurrence)  | \$45.00 |
| ACH NSF Charge (per occurrence)               | 35.00   |
| Police Bad Check Processing Fee (per request) | 45.00   |

Public Safety Fees

|                                                                              |                   |        |
|------------------------------------------------------------------------------|-------------------|--------|
| Mass Gathering Permit                                                        | <del>105.00</del> | 110.00 |
| Public safety services for events (applies to for-profit organizations only) | 1,000.00          |        |
| Standby for Fireworks (Equipment & Personnel) (per hour)                     | 500.00            |        |
| Police Escort Fee (per occurrence)                                           | 100.00            |        |
| Liquor License (Standard license)                                            | <del>105.00</del> | 110.00 |
| Redevelopment Liquor License                                                 | <del>210.00</del> | 220.00 |

RIGHT-OF-WAY USAGE Fees: Added from February 1, 2021 Council Meeting

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)

Copy/Fax/Report Charges

|                              |                  |       |
|------------------------------|------------------|-------|
| General Copies (per copy)    | <del>0.26</del>  | 0.29  |
| Accident Report (per report) | 2.00             |       |
| Garden Plots (per plot)      | <del>37.00</del> | 38.00 |
| Notary Service               | <del>5.00</del>  | 10.00 |

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 Tomorrow 2021**

### **A summary of plans, goals, and opportunities for the future of our community**

#### **Introduction**

In an effort to constantly stay focused on the future of our community and compile the essence of the direction of Charlevoix City Government, this document is intended to annually summarize the goals of the City Council, the development goals of our Master Plan and Economic Development Strategy, and the future capital investments for the long-term sustainability of our community.

#### **City Council Goals**

The City Council of the City of Charlevoix has adopted the following six items as goals for the future and has directed City Staff to explore a variety of action steps toward accomplishing these goals.

##### **Work with our neighbors to solve area-wide challenges**

We will seek collaboration with other entities around the area and look for ways to efficiently provide the quality services the community expects. Combining efforts with surrounding townships, cities, and counties in a focused direction will produce impacts greater than one city alone could accomplish.

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Charlevoix should be a leader in using renewable energy to meet the demands of our electric customers and to protect our natural resources. Our built infrastructure should incorporate design standards that protect our waterways, preserve our trees, and encourage healthy living. Recycling, energy optimization, and water conservation will be encouraged.

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## 2021 Economic Development Strategy

Supporting development best practices, the City of Charlevoix has adopted an Economic Development Strategy. The 2021 Economic Development Strategy provides insight to Charlevoix's key economic drivers, development goals, and actions pertaining to current and planned improvements or land developments.

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Charlevoix's economic development vision consists of attracting and retaining industries that complement the current nature of the city, promoting opportunities for local talent, and providing reliable infrastructure for our stores, offices, and remote workers, and creating a livable environment for the workers and families who contribute to the growth of our community.

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The economic development goals highlighted in the 2021 Strategy provide a direction for new projects or programs. These goals are not rigid or exclusive, but projects following them will strengthen the industries currently operating in Charlevoix or enhance opportunities for further economic diversification.

*Build Better Housing Opportunities*

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### 2020-2021 Capital Projects (Budgeted and Completed in the FY 2021 Operating Budget)

#### Electric Capital Improvements

**Estimated cost: \$120,000**

The Electric Department relocated and buried electrical lines on the north side of US 31 south of Charlevoix as part of planned improvement of the highway by the Michigan Department of Transportation. Additionally, significant projects included installation of new transformers, regulators and reclosers at the City's two substations.

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**Estimated cost: \$241,000**

This amount is allocated to make capital improvements to the sewer collection system and/or necessary improvements to the lift station system. This work is driven by the Asset Management Plan developed in 2018. There are no tax implications for these projects since revenue from Sewer rates pays for expenses like this.

**Vehicle Replacements****Estimated cost: \$195,000**

Annually, we update our fleet as needed based on replacement schedules. This amount is the total anticipated though each vehicle will only be replaced if needed. There are no tax implications and the vehicle purchases will all be made from cash reserves- primarily held in the Motor Pool Fund.

**2021-2022 Capital Projects****Water Distribution System****Estimated cost: \$65,000**

Maintaining the water distribution system is important to ensure clean, reliable drinking water. In this period, we expect to undertake diagnostic inspections related to the operation of the water tower and engineering the upgrade and replacement of the water main under Antrim Street. There are no tax implications for this work; funds will come from operating revenue allocated to capital replacement and some cash reserves.

**Water Plant Driveway Rehab****Estimated Cost: \$40,000**

This will restore the driveway around the plant and ensure it is maintained long term. There are no tax implications for this project since improvements are funded with water rates.

**Electric Capital Improvements****Estimated cost: \$ 225,000**

As part of maintaining our electric distribution system, we plan to install various improvements and replacements in the system including 12kv3 upgrades and other routine supplies used to maintain the system. There are no tax implications for these projects though it is important to maintain adequate rates to support long-term improvements. One of the more visible changes is a planned replacement of the downtown streetlights and fixtures at an estimated cost of \$180,000. Engineering will also be completed on the upgrade and replacement of conduit on Antrim Street. There are no tax implications; funds will come from operating revenue allocated to capital replacement and some cash reserves.

**Sewer Collection System/Lift Stations****Estimated cost: \$268,000**

This amount is allocated to make capital improvements to the sewer collection system and/or necessary improvements to the lift station system. This work is driven by the Asset Management Plan developed in 2018. Specifically, there will be engineering for a future upgrade and replacement of the collection system on Antrim Street and efforts to resolve stormwater infiltration in the Charlevoix Country Club area. There are no tax implications for these projects since revenue from Sewer rates pays for expenses like this.

**General Infrastructure Improvements****Estimated cost: \$248,000**

General infrastructure improvements will include final asphalt for Pine River Lane, Burn street alley improvement, additional paved parking lanes along Park Avenue, and cross walk improvements for the intersection of Eaton and Ferry. Additionally there will be engineering for Antrim Street improvements. These improvements do not have tax implications as they are included in current levies or from funds obtained from the state gas and weight tax.

**Vehicle Replacements****Estimated cost: \$416,000**

Annually, we update our fleet as needed based on replacement schedules. This amount is the total anticipated though each vehicle will only be replaced if needed. There are no tax implications and the vehicle purchases will all be made from cash reserves- primarily held in the Motor Pool Fund. In 2021, we anticipate exploring the use of a lease agreement to acquire some of our non-specialized fleet vehicles as a method of lowering our overall fleet expenses. The purchase of a new tractor for the airport is also expected though the local share of this purchase is estimated at \$6,500 and will be included in the airport budget.

#### **Northside Trail Extension**

**Estimated cost: \$1.2 million**

Trails and other outdoor activities are an essential quality of life in Charlevoix. This project would see the connection of the Northern Michigan Wheelway at Waller Road connected to Division Street via an asphalt pathway. Easements for the project have mostly been obtained and all have been donated thus far. This plan would see the City spending roughly \$200,000 of infrastructure fund balance to match a \$1 million dollars from sources including MDOT, trail organizations, other governmental agencies, and private funders. The Infrastructure Fund is tax supported but this amount is less than the current fund balance and would not cause an increase in rates. Long-term maintenance of this asset would be performed by the City with a nominal cost.

### **2022-2023 Capital Projects**

#### **Electric Capital Improvements**

**Estimated cost: \$ 225,000**

As part of maintaining our electric distribution system, we plan to install various improvements and replacements in the system including 12kv3 upgrades, building an alternate 3-phase feed to the hospital, LED streetlights, and other routine supplies used to maintain the system. There are no tax implications for these projects though it is important to maintain adequate rates to support long-term improvements. Funds will come from operating revenue allocated to capital replacement and some cash reserves.

#### **Sewer Collection System/Lift Stations**

**Estimated cost: \$241,000**

This amount is allocated to make capital improvements to the sewer collection system and/or necessary improvements to the lift station system. This work is driven by the Asset Management Plan developed in 2018. There are no tax implications for these projects since revenue from Sewer rates pays for expenses like this.

#### **Water Plant Static Mixer Replacement**

**Estimated cost: \$75,000**

Replacing the mixer ensures ongoing reliable operation of the water plant and adherence to state water quality rules. There are no tax implications for this project since improvements are funded with water rates.

#### **Water Plant Chlorination System Replacement**

**Estimated cost: \$25,000**

The chlorination system is expected due for replacement which is necessary to ensure reliable operation and adherence to state water quality rules. There are no tax implications for this project since improvements are funded with water rates.

#### **Water Tower Maintenance**

**Estimated cost: \$30,000**

Exterior washing and interior mixer installation will be conducted in furtherance of asset management planning. This has no tax implication and is funded through water rates.

#### **Vehicle Replacements**

**Estimated cost: \$435,000**

Annually, we update our fleet as needed based on replacement schedules. This amount is the total anticipated though each vehicle will only be replaced if needed. There are no tax implications and the vehicle purchases will all be made from cash reserves- primarily held in the Motor Pool Fund. Vehicles/Equipment to be replaced are four trucks, one large plow truck, Trackless.

#### **Advanced Metering Infrastructure**

**Estimated cost: \$1,350,000**

Advanced metering infrastructure utilizes new technology to automatically record utility use and transmit the data to the billing system. This allows more efficiency in the system, reduces operating costs, and allows the faster identification of problems. While the full cost of this switch is being shown here, it will be spread over two to three years since new water and electric meters would need to be installed system wide. There are no tax implications for automatic metering since costs would be covered by water, sewer, and electric funds.

#### **Airport Gate Security Upgrade Design/Construction**

**Estimated cost: \$450,000**

**(\$20,500 local match)**

The airport currently has 6 security gates all with individual control panels. The gates are controlled with a proximity card that is placed in close proximity to a card reader. The upgrade to our security gates is multi-tiered. Rather than each security gate having an individual control panel, all gates will be tied into a central control unit located in the airport terminal. In addition, each gate will have video surveillance. Lastly, as part of this project we will fence in one of our existing gates. This will bring our number of security gates from 6 down to 5. There are no tax implications for this project because the airport is intended to be self-sufficient; operations are primarily funded with fuel and parking fees and airport lease revenue. Capital improvements like this are funded 95% by federal and state funding.

### **2023-2024 Capital Projects**

#### **Electric Capital Improvements**

**Estimated cost: \$225,000**

As part of maintaining our electric distribution system, we plan to install various improvements and replacements in the system including 12kv3 upgrades, completing a new circuit to feed downtown at Park and Bridge, and other routine supplies used to maintain the system. There are no tax implications for these projects though it is important to maintain adequate rates to support long-term improvements. Funds will come from operating revenue allocated to capital replacement and some cash reserves.

#### **Sewer Collection System/Lift Stations**

**Estimated cost: \$241,000**

This amount is allocated to make capital improvements to the sewer collection system and/or necessary improvements to the lift station system. This work is driven by the Asset Management Plan developed in 2018. There are no tax implications for these projects since revenue from Sewer rates pays for expenses like this.

**Water Tower Maintenance****Estimated cost: \$27,000**

Cathodic Protection will be installed to ensure long-term water quality and system reliability. There is no tax implication since funds are derived from water rates.

**Vehicle Replacements****Estimated cost: \$360,000**

Annually, we update our fleet as needed based on replacement schedules. This amount is the total anticipated though each vehicle will only be replaced if needed. There are no tax implications and the vehicle purchases will all be made from cash reserves- primarily held in the Motor Pool Fund. Items to be replaced include one bucket truck. Other purchases depend on the Enterprise Fleet agreement.

**Water Plant Monitoring Control Upgrades**

In recent years, the water and sewer infrastructure have been transitioning to fiber-based control systems versus the dated telephone, copper-focused systems of the past. This upgrade will bring all control systems into the modern era and ensure reliability. There are no tax implications for this project since improvements are funded with water rates.

**Infrastructure Improvements****Estimated cost: \$2,300,000.**

Complete upgrade Antrim Street, from State Street to Park Ave. The cost to complete this project will be spread throughout the following funds; Water, Wastewater, Infrastructure, County Road Mileage, and Electric.

**2024-2025 Capital Projects****Electric Capital Improvements****Estimated cost: \$ 225,000**

As part of maintaining our electric distribution system, we plan to install various improvements and replacements in the system including system upgrades, LED streetlights, and other routine supplies used to maintain the system. There are no tax implications for these projects though it is important to maintain adequate rates to support long-term improvements. Funds will come from operating revenue allocated to capital replacement and some cash reserves.

**Sewer Collection System/Lift Stations****Estimated cost: \$241,000**

This amount is allocated to make capital improvements to the sewer collection system and/or necessary improvements to the lift station system. This work is driven by the Asset Management Plan developed in 2018. There are no tax implications for these projects since revenue from Sewer rates pays for expenses like this.

**Vehicle Replacements****Estimated cost: \$320,000**

Annually, we update our fleet as needed based on replacement schedules. This amount is the total anticipated though each vehicle will only be replaced if needed. There are no tax implications and the vehicle purchases will all be made from cash reserves- primarily held in the Motor Pool Fund. Items to be purchased are Large bore rig, Police vehicle, miscellaneous DPW trucks.

**Water Plant Pump Upgrades****Estimated cost: \$200,000**

Pump systems are an essential part of reliability and maintenance at the water plant. This work is allocated to assess, rebuild and replace pumps as needed. Detailed actions will be based on current maintenance standards and expected future reliability. There are no tax implications for this project since improvements are funded with water rates.

#### **Airport Layout Plan Update**

**Estimated cost: \$600,000**

**(\$30,000 local match)**

Airports that receive AIP funding are required to keep an updated ALP. The ALP illustrates existing facilities as well as planned future development. Future development includes, but is not limited to land acquisitions, hangar development, NAV Aid installation, changes to runways, taxiways, aprons and terminal expansion. Furthermore, the ALP update can be used to remove previously planned development due to changing priorities for the airport or the city. More specific to the Charlevoix Airport, our current ALP does not have our new South Taxilane, the location of our new above ground fuel farm, or the landing zone for skydiving operations. There are no tax implications for this project because the airport is intended to be self-sufficient; operations are primarily funded with fuel and parking fees and airport lease revenue. Capital improvements like this are funded 95% by federal and state funding.

#### **Ladder Truck Replacement**

**Estimated cost: \$1,500,000**

The City of Charlevoix receives its fire protection from the Charlevoix Township Fire Department but is still expected to maintain a ladder truck for larger structure fires and rescue operations likely to occur in the City. Fire services are funded with tax dollars and this will require either a lease/purchase option, a short-term tax, or significantly accelerated savings to fund.

### **2026-2027 Capital Projects**

#### **Electrical Gear Upgrades**

**Estimated cost: \$600,000**

Electrical upgrades at the Water Treatment Plant are anticipated as part of an on-going modernization of the facility. There are no tax implications for this project since improvements are funded with water rates. Improving electrical equipment will likely reduce annual operating costs by installing more energy efficient technology.

#### **Water Tower Maintenance**

**Estimated cost: \$95,000**

High pressure clean and coat of exterior along with spot clean and coat interior dry and wet portion of the tank. This is part of on-going asset management and is funded with water rates; there are no implications for taxes.

#### **Airport Land Acquisition- Railroad ROW**

**Estimated cost: \$100,000**

**(\$5,000 local match)**

Located along the South, Southwest side of the airport is an old railroad right of way. The acquisition of the ROW will allow the airport to greatly increase the amount of land inside the airport boundary fence. This is accomplished by connecting the existing airport fence with the fence surrounding the old waste management property, which is owned by the airport. The increase of land inside the airport boundary will be beneficial for future hangar/commercial development. There are no tax implications for this

project because the airport is intended to be self-sufficient; operations are primarily funded with fuel and parking fees and airport lease revenue. Capital improvements like this are funded 95% by federal and state funding.

**T-hangar Design/Construction**

**Estimated cost: \$440,000**

**(\$22,000 local match)**

A combination of full tenancy and lack of hangar space has led to a demand for future T-Hangar space. Like other airports, we have a hangar waiting list that fluctuates between 5 and 9 parties. As the City of Charlevoix and surrounding areas grow in population, it is anticipated the demand for hangar space will also grow. There are no tax implications for this project because the airport is intended to be self-sufficient; operations are primarily funded with fuel and parking fees and airport lease revenue. Capital improvements like this are funded 95% by federal and state funding. Enhanced lease revenue from more hangar space will improve the long-term financial performance of the airport by providing a more stable revenue stream. Depending on the funding stream received by the airport at the time of this project, it may need to be fully funded locally without state block grant assistance.

**2028-2029 Capital Projects**

**Construct Second Raw Water Intake**

**Estimated cost: \$1,000,000**

The installation of a second raw water intake line under Lake Michigan may be necessary if plant output grows or if more detailed review shows the necessity of having a redundant water source at the Water Treatment Plant. There are no tax implications for this project since improvements are funded with water rates. Annual maintenance costs are minimal and could be combined with the costs for the existing water intake line.

**West General Aviation Apron Expansion Design/Construction & AWOS Relocation**

**Estimated cost: \$2,470,000 (\$123,500 local share)**

Year after year, the Charlevoix Airport is seeing a steady increase in transient operations. If the current trend in operations continues, our current apron does not have the parking capacity to accommodate this growth. The addition of 250' of apron space to the west will be a big step in accommodating the increase in transient traffic. As part of this project, the Automated Weather Observation System (AWOS) will need to be moved to a different location on the field. There are no tax implications for this project because the airport is intended to be self-sufficient; operations are primarily funded with fuel and parking fees and airport lease revenue. Capital improvements like this are funded 95% by federal and state funding.

**CITY OF CHARLEVOIX**  
**RESOLUTION NO. 2021-02-09**  
**RATES & FEES ASSOCIATED WITH THE 2021-22 BUDGET**

**WHEREAS,** the City of Charlevoix annually must adopt a balanced budget to comply with the City Charter; and

**WHEREAS,** the City of Charlevoix in preparing the budget, assumes the adoption of rates and fees 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 all of their rates and fees in the rate section of the proposed budget; and

**WHEREAS,** the City of Charlevoix proposes to make these rates and fees effective on April 1, 2021.

**NOW THEREFORE BE IT RESOLVED** that the City of Charlevoix adopts all rates and fees included in the 2021-22 Proposed Budget with changes to the rates and fees for the following areas: airport, cemetery, marina, parking, FOIA, golf, miscellaneous, and Utility Rates which includes water, wastewater, and electric rates.

**RESOLVED,** this 15th day of February, 2021 A.D.

Resolution adopted by the following yea and nay votes:

Yeas:

Nays:

# CHARLEVOIX CITY COUNCIL

## Public Hearings and Actions Requiring Public Hearings

**TITLE:** Capital Budget: Charlevoix Tomorrow 2021

**DATE:** February 15, 2021

**PRESENTED BY:** Mark L. Heydlauff, City Manager

### **BACKGROUND:**

The City Charter and state law require an updated capital improvements plan or capital budget. The attached document, which I have dubbed "Charlevoix Tomorrow" reflects Council goals, a synopsis of the economic development strategy, and the sizable projects planned for the future. The capital budget need not include every possible project for the future but should contemplate the best plans as we have them. By law, the plan should cover at least the next five years though we have included projects as far out as 2029.

The Charter requires I submit this plan to you by February 15 of the given year and that Council adopt it no later than October 15 with or without amendment. We do have to give two weeks' public notice for a public hearing on the plan so I am requesting a public hearing be held on adoption of the document on February 15 when you'll also be contemplating the operating budget for the coming year.

The Planning Commission reviewed this document.

### **GOALS:**

Develop and maintain long-term infrastructure plans

### **RECOMMENDATION:**

Motion to approve Resolution 2021-02-08 Fiscal Year 2021-22 Capital Budget.

### **ATTACHMENTS:**

- ▣ Charlevoix Tomorrow
- ▣ Resolution

## **Charlevoix Tomorrow 2021**

### **A summary of plans, goals, and opportunities for the future of our community**

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As part of maintaining our electric distribution system, we plan to install various improvements and replacements in the system including 12kv3 upgrades and other routine supplies used to maintain the system. There are no tax implications for these projects though it is important to maintain adequate rates to support long-term improvements. One of the more visible changes is a planned replacement of the downtown streetlights and fixtures at an estimated cost of \$180,000. Engineering will also be completed on the upgrade and replacement of conduit on Antrim Street. There are no tax implications; funds will come from operating revenue allocated to capital replacement and some cash reserves.

**Sewer Collection System/Lift Stations****Estimated cost: \$268,000**

This amount is allocated to make capital improvements to the sewer collection system and/or necessary improvements to the lift station system. This work is driven by the Asset Management Plan developed in 2018. Specifically, there will be engineering for a future upgrade and replacement of the collection system on Antrim Street and efforts to resolve stormwater infiltration in the Charlevoix Country Club area. There are no tax implications for these projects since revenue from Sewer rates pays for expenses like this.

**General Infrastructure Improvements****Estimated cost: \$248,000**

General infrastructure improvements will include final asphalt for Pine River Lane, Burn street alley improvement, additional paved parking lanes along Park Avenue, and cross walk improvements for the intersection of Eaton and Ferry. Additionally there will be engineering for Antrim Street improvements. These improvements do not have tax implications as they are included in current levies or from funds obtained from the state gas and weight tax.

**Vehicle Replacements****Estimated cost: \$416,000**

Annually, we update our fleet as needed based on replacement schedules. This amount is the total anticipated though each vehicle will only be replaced if needed. There are no tax implications and the vehicle purchases will all be made from cash reserves- primarily held in the Motor Pool Fund. In 2021, we anticipate exploring the use of a lease agreement to acquire some of our non-specialized fleet vehicles as a method of lowering our overall fleet expenses. The purchase of a new tractor for the airport is also expected though the local share of this purchase is estimated at \$6,500 and will be included in the airport budget.

#### **Northside Trail Extension**

**Estimated cost: \$1.2 million**

Trails and other outdoor activities are an essential quality of life in Charlevoix. This project would see the connection of the Northern Michigan Wheelway at Waller Road connected to Division Street via an asphalt pathway. Easements for the project have mostly been obtained and all have been donated thus far. This plan would see the City spending roughly \$200,000 of infrastructure fund balance to match a \$1 million dollars from sources including MDOT, trail organizations, other governmental agencies, and private funders. The Infrastructure Fund is tax supported but this amount is less than the current fund balance and would not cause an increase in rates. Long-term maintenance of this asset would be performed by the City with a nominal cost.

### **2022-2023 Capital Projects**

#### **Electric Capital Improvements**

**Estimated cost: \$ 225,000**

As part of maintaining our electric distribution system, we plan to install various improvements and replacements in the system including 12kv3 upgrades, building an alternate 3-phase feed to the hospital, LED streetlights, and other routine supplies used to maintain the system. There are no tax implications for these projects though it is important to maintain adequate rates to support long-term improvements. Funds will come from operating revenue allocated to capital replacement and some cash reserves.

#### **Sewer Collection System/Lift Stations**

**Estimated cost: \$241,000**

This amount is allocated to make capital improvements to the sewer collection system and/or necessary improvements to the lift station system. This work is driven by the Asset Management Plan developed in 2018. There are no tax implications for these projects since revenue from Sewer rates pays for expenses like this.

#### **Water Plant Static Mixer Replacement**

**Estimated cost: \$75,000**

Replacing the mixer ensures ongoing reliable operation of the water plant and adherence to state water quality rules. There are no tax implications for this project since improvements are funded with water rates.

#### **Water Plant Chlorination System Replacement**

**Estimated cost: \$25,000**

The chlorination system is expected due for replacement which is necessary to ensure reliable operation and adherence to state water quality rules. There are no tax implications for this project since improvements are funded with water rates.

#### **Water Tower Maintenance**

**Estimated cost: \$30,000**

Exterior washing and interior mixer installation will be conducted in furtherance of asset management planning. This has no tax implication and is funded through water rates.

#### **Vehicle Replacements**

**Estimated cost: \$435,000**

Annually, we update our fleet as needed based on replacement schedules. This amount is the total anticipated though each vehicle will only be replaced if needed. There are no tax implications and the vehicle purchases will all be made from cash reserves- primarily held in the Motor Pool Fund. Vehicles/Equipment to be replaced are four trucks, one large plow truck, Trackless.

#### **Advanced Metering Infrastructure**

**Estimated cost: \$1,350,000**

Advanced metering infrastructure utilizes new technology to automatically record utility use and transmit the data to the billing system. This allows more efficiency in the system, reduces operating costs, and allows the faster identification of problems. While the full cost of this switch is being shown here, it will be spread over two to three years since new water and electric meters would need to be installed system wide. There are no tax implications for automatic metering since costs would be covered by water, sewer, and electric funds.

#### **Airport Gate Security Upgrade Design/Construction**

**Estimated cost: \$450,000**

**(\$20,500 local match)**

The airport currently has 6 security gates all with individual control panels. The gates are controlled with a proximity card that is placed in close proximity to a card reader. The upgrade to our security gates is multi-tiered. Rather than each security gate having an individual control panel, all gates will be tied into a central control unit located in the airport terminal. In addition, each gate will have video surveillance. Lastly, as part of this project we will fence in one of our existing gates. This will bring our number of security gates from 6 down to 5. There are no tax implications for this project because the airport is intended to be self-sufficient; operations are primarily funded with fuel and parking fees and airport lease revenue. Capital improvements like this are funded 95% by federal and state funding.

### **2023-2024 Capital Projects**

#### **Electric Capital Improvements**

**Estimated cost: \$225,000**

As part of maintaining our electric distribution system, we plan to install various improvements and replacements in the system including 12kv3 upgrades, completing a new circuit to feed downtown at Park and Bridge, and other routine supplies used to maintain the system. There are no tax implications for these projects though it is important to maintain adequate rates to support long-term improvements. Funds will come from operating revenue allocated to capital replacement and some cash reserves.

#### **Sewer Collection System/Lift Stations**

**Estimated cost: \$241,000**

This amount is allocated to make capital improvements to the sewer collection system and/or necessary improvements to the lift station system. This work is driven by the Asset Management Plan developed in 2018. There are no tax implications for these projects since revenue from Sewer rates pays for expenses like this.

**Water Tower Maintenance****Estimated cost: \$27,000**

Cathodic Protection will be installed to ensure long-term water quality and system reliability. There is no tax implication since funds are derived from water rates.

**Vehicle Replacements****Estimated cost: \$360,000**

Annually, we update our fleet as needed based on replacement schedules. This amount is the total anticipated though each vehicle will only be replaced if needed. There are no tax implications and the vehicle purchases will all be made from cash reserves- primarily held in the Motor Pool Fund. Items to be replaced include one bucket truck. Other purchases depend on the Enterprise Fleet agreement.

**Water Plant Monitoring Control Upgrades**

In recent years, the water and sewer infrastructure have been transitioning to fiber-based control systems versus the dated telephone, copper-focused systems of the past. This upgrade will bring all control systems into the modern era and ensure reliability. There are no tax implications for this project since improvements are funded with water rates.

**Infrastructure Improvements****Estimated cost: \$2,300,000.**

Complete upgrade Antrim Street, from State Street to Park Ave. The cost to complete this project will be spread throughout the following funds; Water, Wastewater, Infrastructure, County Road Mileage, and Electric.

**2024-2025 Capital Projects****Electric Capital Improvements****Estimated cost: \$ 225,000**

As part of maintaining our electric distribution system, we plan to install various improvements and replacements in the system including system upgrades, LED streetlights, and other routine supplies used to maintain the system. There are no tax implications for these projects though it is important to maintain adequate rates to support long-term improvements. Funds will come from operating revenue allocated to capital replacement and some cash reserves.

**Sewer Collection System/Lift Stations****Estimated cost: \$241,000**

This amount is allocated to make capital improvements to the sewer collection system and/or necessary improvements to the lift station system. This work is driven by the Asset Management Plan developed in 2018. There are no tax implications for these projects since revenue from Sewer rates pays for expenses like this.

**Vehicle Replacements****Estimated cost: \$320,000**

Annually, we update our fleet as needed based on replacement schedules. This amount is the total anticipated though each vehicle will only be replaced if needed. There are no tax implications and the vehicle purchases will all be made from cash reserves- primarily held in the Motor Pool Fund. Items to be purchased are Large bore rig, Police vehicle, miscellaneous DPW trucks.

**Water Plant Pump Upgrades****Estimated cost: \$200,000**

Pump systems are an essential part of reliability and maintenance at the water plant. This work is allocated to assess, rebuild and replace pumps as needed. Detailed actions will be based on current maintenance standards and expected future reliability. There are no tax implications for this project since improvements are funded with water rates.

#### **Airport Layout Plan Update**

**Estimated cost: \$600,000**

**(\$30,000 local match)**

Airports that receive AIP funding are required to keep an updated ALP. The ALP illustrates existing facilities as well as planned future development. Future development includes, but is not limited to land acquisitions, hangar development, NAV Aid installation, changes to runways, taxiways, aprons and terminal expansion. Furthermore, the ALP update can be used to remove previously planned development due to changing priorities for the airport or the city. More specific to the Charlevoix Airport, our current ALP does not have our new South Taxilane, the location of our new above ground fuel farm, or the landing zone for skydiving operations. There are no tax implications for this project because the airport is intended to be self-sufficient; operations are primarily funded with fuel and parking fees and airport lease revenue. Capital improvements like this are funded 95% by federal and state funding.

#### **Ladder Truck Replacement**

**Estimated cost: \$1,500,000**

The City of Charlevoix receives its fire protection from the Charlevoix Township Fire Department but is still expected to maintain a ladder truck for larger structure fires and rescue operations likely to occur in the City. Fire services are funded with tax dollars and this will require either a lease/purchase option, a short-term tax, or significantly accelerated savings to fund.

### **2026-2027 Capital Projects**

#### **Electrical Gear Upgrades**

**Estimated cost: \$600,000**

Electrical upgrades at the Water Treatment Plant are anticipated as part of an on-going modernization of the facility. There are no tax implications for this project since improvements are funded with water rates. Improving electrical equipment will likely reduce annual operating costs by installing more energy efficient technology.

#### **Water Tower Maintenance**

**Estimated cost: \$95,000**

High pressure clean and coat of exterior along with spot clean and coat interior dry and wet portion of the tank. This is part of on-going asset management and is funded with water rates; there are no implications for taxes.

#### **Airport Land Acquisition- Railroad ROW**

**Estimated cost: \$100,000**

**(\$5,000 local match)**

Located along the South, Southwest side of the airport is an old railroad right of way. The acquisition of the ROW will allow the airport to greatly increase the amount of land inside the airport boundary fence. This is accomplished by connecting the existing airport fence with the fence surrounding the old waste management property, which is owned by the airport. The increase of land inside the airport boundary will be beneficial for future hangar/commercial development. There are no tax implications for this

project because the airport is intended to be self-sufficient; operations are primarily funded with fuel and parking fees and airport lease revenue. Capital improvements like this are funded 95% by federal and state funding.

**T-hangar Design/Construction**

**Estimated cost: \$440,000**

**(\$22,000 local match)**

A combination of full tenancy and lack of hangar space has led to a demand for future T-Hangar space. Like other airports, we have a hangar waiting list that fluctuates between 5 and 9 parties. As the City of Charlevoix and surrounding areas grow in population, it is anticipated the demand for hangar space will also grow. There are no tax implications for this project because the airport is intended to be self-sufficient; operations are primarily funded with fuel and parking fees and airport lease revenue. Capital improvements like this are funded 95% by federal and state funding. Enhanced lease revenue from more hangar space will improve the long-term financial performance of the airport by providing a more stable revenue stream. Depending on the funding stream received by the airport at the time of this project, it may need to be fully funded locally without state block grant assistance.

**2028-2029 Capital Projects**

**Construct Second Raw Water Intake**

**Estimated cost: \$1,000,000**

The installation of a second raw water intake line under Lake Michigan may be necessary if plant output grows or if more detailed review shows the necessity of having a redundant water source at the Water Treatment Plant. There are no tax implications for this project since improvements are funded with water rates. Annual maintenance costs are minimal and could be combined with the costs for the existing water intake line.

**West General Aviation Apron Expansion Design/Construction & AWOS Relocation**

**Estimated cost: \$2,470,000 (\$123,500 local share)**

Year after year, the Charlevoix Airport is seeing a steady increase in transient operations. If the current trend in operations continues, our current apron does not have the parking capacity to accommodate this growth. The addition of 250' of apron space to the west will be a big step in accommodating the increase in transient traffic. As part of this project, the Automated Weather Observation System (AWOS) will need to be moved to a different location on the field. There are no tax implications for this project because the airport is intended to be self-sufficient; operations are primarily funded with fuel and parking fees and airport lease revenue. Capital improvements like this are funded 95% by federal and state funding.

**CITY OF CHARLEVOIX**  
**RESOLUTION NO. 2021-02-08**  
**FISCAL YEAR 2021-22 CAPITAL BUDGET**

**WHEREAS,** the City of Charlevoix annually must adopt a Capital Budget to comply with the City Charter; and

**WHEREAS,** the Capital Budget, with or without amendments, shall be adopted after a public hearing on or before October 15<sup>th</sup> of each year; and

**WHEREAS,** the City Council shall publish in a newspaper of general circulation in the City a general summary of the Capital Budget and notice the public hearing at least two weeks before the hearing.

**NOW THEREFORE BE IT RESOLVED** that the City of Charlevoix having properly noticed and held a public hearing hereby adopts the Capital Budget for the fiscal year 2021-22.

**RESOLVED,** this 15th day of February, 2021 A.D.

Resolution adopted by the following yea and nay votes:

Yeas:

Nays:

# **CHARLEVOIX CITY COUNCIL**

## **All Other Actions and Requests**

**TITLE:** Creation of the Lake Charlevoix Emergency Medical Services Authority

**DATE:** February 15, 2021

**PRESENTED BY:** Mark L. Heydlauff, City Manager

### **BACKGROUND:**

As I have advised you over the past several months, I've been in regular discussion with leaders of our neighboring townships about the creation of a regional ambulance authority to assume management of the department we currently operate.

At times, we have collectively explored joining our service with the other authorities and city-managed services in Charlevoix County. This may have many benefits for efficiency and smooth operation but ultimately it will be a more challenging effort to merge multiple departments and municipalities including three townships in Antrim County.

As it stands, the preference of several of our local townships is to keep a new authority local and mirror (or similarly follow) the current footprint of Charlevoix EMS. The current name for the system would be the Lake Charlevoix Emergency Medical Services Authority. Members of the authority would be two types: incorporating municipalities (where the entirety of a city or township is included) or contracting municipalities (where a portion of a township joins or where a township joins without a voted millage). Both types of membership entitle the governing board of the township or city to appoint one member to the authority board. The authority board, in turn, would exercise full management over the authority including budget, personnel, and other functions. The authority would, under this document, be authorized to seek a millage vote from the voters in the authority.

Once ratified by all members, the board would be appointed and begin performing official functions for the authority including developing a lease with the City for the continued operation of the department from the station here at City Hall. There will be a period of time once the authority is created when the City will continue performing the service while the authority files to become a licensed provider and receive clearance from CMS for billing. In this period, we would likely have a contractual service relationship to continue operating as we currently do.

As the other townships continue to review this proposal, I would request Council give conditional approval for the Mayor and City Clerk to sign the agreement once all final legal reviews are complete and upon the advice of the City Attorney and the City Manager. This allows us some final flexibility if dates or other small points need to be modified that are in keeping with the broad structure presented in this draft.

I would also suggest the Council have some discussion on how or who you would like to represent the City of Charlevoix on the Authority board. It is not necessary to make this appointment on Monday though I would suspect within the next few weeks, a decision should be made. Based on the wording of the Authority document, this would be a Council appointment. The appointee from Council would need to be a City resident and may or may not be a City Council member or the Mayor.

### **GOALS:**

Provide strong stewardship of public resources and promote good governance

**RECOMMENDATION:**

Motion to ratify the Interlocal Agreement creating the Lake Charlevoix Emergency Medical Services Authority and authorize the Mayor and City Clerk to sign the document upon the satisfactory review and final negotiation by the City Manager and City Attorney.

**ATTACHMENTS:**

- ▣ Draft Interlocal Agreement to form the Lake Charlevoix Emergency Medical Services Authority

Draft 2/5/21

**INTERGOVERNMENTAL AGREEMENT CREATING  
AMBULANCE AUTHORITY**

**THIS INTERLOCAL AGREEMENT** to create the Lake Charlevoix Emergency Medical Service Authority is entered into between Hayes Township, whose address is 09195 North Old US-31, Charlevoix, Michigan 49720; Charlevoix Township, whose address is 12491 Waller Rd., Charlevoix, Michigan 49720; and Marion Township, whose address is 03735 Marion Center Rd., Charlevoix, Michigan 49720; and the City of Charlevoix, a Michigan home rule city, whose address is 210 State Street, Charlevoix, MI 49720 (the City); all of which are Michigan general law townships located in Charlevoix County, Michigan (the Townships). Collectively these parties shall be referred to as the "Incorporating Municipalities."

**RECITALS**

- A. The Incorporating Municipalities recognize that a stable and reliable ambulance service is essential to the health, safety, and general welfare of the residents and visitors within their respective municipalities.
- B. The Incorporating Municipalities recognize that to individually provide emergency medical services to their constituents presents financial and administrative challenges which would jeopardize the continued ability to provide stable and reliable ambulance services within their respective municipalities.
- C. This Interlocal Agreement will provide a platform for stable and reliable ambulance services within the respective municipalities.
- D. The maintenance of an ambulance authority is authorized by Act 47 of the Public Acts of 1988, as amended (The Municipal Emergency Services Act), being MCL 124.601, *et seq* (the Act).
- E. The Incorporating Municipalities, therefore, desire to enter into this Agreement, incorporating an ambulance authority, to provide the needed financial assistance to ensure a stable and reliable ambulance service within their respective municipalities.

## **AGREEMENT**

NOW, THEREFORE, in consideration of the mutual promises contained herein, the Incorporating Municipalities hereby agree to incorporate the following ambulance authority, under the terms and conditions provided herein, pursuant to the provisions of the Act:

## **ARTICLES OF INCORPORATION**

### **I. NAME**

The name of the ambulance authority shall be the "Lake Charlevoix Emergency Medical Service Authority."

### **II. APPROVED CONTRACTING MUNICIPALITIES**

The Incorporating Municipalities hereby agree to recognize a class of municipalities that will contract with the Authority to provide ambulance services within a portion of those municipalities, as specified in the contract. This class of municipalities shall be known as "Approved Contracting Municipalities." All Approved Contracting Municipalities shall possess the rights and obligations as specified in these Articles of Incorporation. The Incorporating Municipalities hereby agree and approve the following municipalities as Approved Contracting Municipalities:

Eveline Township, a Michigan general law township, whose address is P.O. Box 454, Charlevoix, Michigan 49720.

Additional municipalities may become Approved Contracting Municipalities by an amendment to these Articles of Incorporation that is approved by all of the Incorporating Municipalities and the previously recognized Approved Contracting Municipalities. Nothing in this Article, however, shall be construed to limit the power of the Authority Board to contract with other municipalities to provide ambulance services under the terms and conditions of agreements approved by the Authority Board. Any such contract will not confer upon the contracting municipality recognition as an Approved Contracting Municipality, unless these Articles of Incorporation are amended as provided in this Article.

### **III. PURPOSE**

The Authority shall provide ambulance services within the total territory of the Incorporating Municipalities and within those portions of the Approved Contracting Municipalities as specified in the written contracts with the Authority. In addition, the Authority shall provide ambulance services as specified in any other written agreement for ambulance services with the Authority Board. As used in these Articles of Incorporation, the term “ambulance services” includes providing all types of emergency medical services, including but not limited to basic life support, limited advanced life support, and advanced life support; ambulance vehicles; non-transport pre-hospital life support vehicles; and all equipment required to carry out the above purposes.

### **IV. LEGAL ENTITY**

As provided in Section 6 of the Act, the Authority shall be a separate, non-profit body corporate, with power to sue or be sued in any court of this state. The Authority shall possess all the powers necessary to carry out the purposes of its incorporation, and those incident to those purposes. The enumeration of the powers in these Articles of Incorporation shall not be construed as a limitation upon the Authority’s general powers.

### **V. POWERS**

The Authority shall have the following powers, which shall be liberally construed in its favor:

- A. All powers provided in the Act, now or in the future, in connection with the operation or maintenance of ambulance services.
- B. To acquire real and personal property by purchase, lease, gift, devise, or condemnation, either within or without its corporate limits.
- C. To hold, manage, control, sell, exchange, or lease the real and personal property it has acquired.
- D. To condemn private property under Act No. 149 of the Public Acts of 1911, being sections 213.1 to 213.25 of the Michigan Compiled Laws, and the uniform condemnation procedures act, Act No. 87 of the Public Acts of 1980, being sections 213.1 to 213.77 of the Michigan Compiled Laws.
- E. Subject to Section 10 of the Act, to hire and discharge employees and/or volunteers as shall be necessary for the proper and efficient operation and

maintenance of the ambulance services, and attorneys, accountants, clerical staff, and consultants as the authority considers necessary to carry out the purposes of the Authority.

- F. To adopt bylaws and rules of administration to accomplish the purposes of the Act, including but not limited to establishing rules and regulations for the governance of the Authority's employees and/or volunteers and for the care and management of the Authority's equipment and property.
- G. To apply for and accept grants, loans, or contributions from the federal government or any of its agencies, the state, or other public or private agencies to be used for any of the purposes of the Act and to do any and all things within its express or implied powers necessary or desirable to secure that financial or other aid or cooperation in the carrying out of any of the purposes of the Act.
- H. To enter into any contracts with other entities not prohibited by law.
- I. To investigate emergency services requirements, needs, and programs and engage, by contract, consultants as may be necessary and cooperate with the federal government, state, political subdivisions, and other authorities in those investigations.
- J. To levy a tax on all of the taxable property within the limits of the Authority (within the territory of the Incorporating Municipalities ) for the purposes of the Authority.
- K. To carry over fund balances from year to year consistent with sound financial management for capital improvements , equipment purchases, contingencies and other similar purposes for which contingency fund balances are customary.
- L. To take any additional action or make any policy necessary to implement these powers or carry out the purposes of the Authority.

## **VI. LIMITATIONS**

The Authority may not obligate any of the Incorporating Municipalities or any Approved Contracting Municipalities to pay any debt of the Authority, except as provided in these Articles of Incorporation.

## **VII. BOARD OF DIRECTORS**

- A. The Authority shall be governed by a Board of Directors (the Authority Board). The Authority Board shall exercise final authority regarding the powers of the Authority. The Authority Board may delegate to its staff, volunteers and

committees such powers as it deems appropriate, as long as such delegation does not create a conflict of interest or is otherwise unlawful.

- B. The initial Authority Board shall be comprised of five (5) members. The legislative body of each Incorporating Municipality and Approved Contracting Municipality shall appoint one (1) member to the Authority Board. Each member of the Authority Board appointed shall be a resident of the municipality making the appointment. Except for the first appointments, each member of the Authority Board shall serve for a term of three (3) years, or until his or her successor is appointed and assumes office. For the first appointments, Charlevoix Township and Hayes Township shall each appoint one member of the Authority Board for a term of three (3) years; Marion Township and Evelyn Township shall each appoint one member of the Authority Board for a term of two (2) years; and the City of Charlevoix shall appoint one member of the Authority Board for a term of one (1) year. The Board may, at its discretion, appoint an at-large Board member, who shall serve a term of three (3) years. The at-large member shall reside within the Ambulance Authority district and shall have the same rights and privileges as those rights and privileges of the other Authority Board members.
- C. Any Authority Board member appointed by a legislative body may be removed from the Authority Board by the legislative body which made the appointment following written reasons and a public hearing. Any vacancy that occurs on the Authority Board shall be filled by the legislative body making the original appointment for the balance of the term being filled.
- D. A quorum of the Authority Board necessary to conduct business shall be a majority of the entire board membership. All decisions of the Authority Board shall be made by the vote of a majority of the board members present and voting. If additional municipalities become Approved Contracting Municipalities pursuant to Article II, then such additional Approved Contracting Municipalities shall be entitled to appoint one member to the Authority Board as provided herein. The initial term for the board member appointed by an additional Approved Contracting Municipality shall be two (2) years; thereafter, the term shall be three (3) years. If additional Authority Board members are appointed as provided herein, then the quorum and voting requirements specified above shall be deemed revised to continue the requirement that a quorum and the required vote for all decisions shall remain a majority of the entire, then existing board members.
- E. The Authority Board may create such committees as it deems appropriate.

- F. The Authority Board shall set its schedule for meetings, but at a minimum shall meet at least quarterly each year.
- G. The Authority Board may reimburse its members, officers, volunteers, and employees for authorized expenses which have been incurred on behalf of the Authority.
- H. The Authority Board shall adopt its own rules of procedure. The Authority Board shall also comply with the Open Meetings Act, as amended, and the Freedom of Information Act, as amended.

### **VIII. OFFICERS**

The Authority Board shall annually select from its members a President, Vice President, Secretary, and Treasurer. At the Board's discretion, the offices of Secretary and Treasurer may be combined into one position. Each officer shall serve for a term of one (1) year, or until his or her successor is appointed and assumes office. The President shall be the presiding officer of the Authority Board. In the absence of the President, the Vice President shall perform the duties of the President. The Secretary shall be the recording officer of the Authority. The Treasurer shall be the custodian of the Authority's funds. At the request of the Authority Board, the Treasurer shall give the Authority a bond in an amount determined by the Authority Board for the faithful performance of his or her duties. No Authority funds shall be expended, except by a check or other bank draft signed by the Treasurer and one other Authority officer to be determined by the Authority Board.

### **IX. DURATION**

The Authority shall continue indefinitely unless it is dissolved as provided by these Articles of Incorporation.

### **X. FINANCES**

The Authority Board shall have budgetary and financial control over the Authority. However, the Authority shall adopt a line item budget. A copy of the Authority budget must be given to each Incorporating Municipality and Approved Contracting Municipality at least thirty (30) days before the budget is adopted by the Authority Board. The Authority shall be financed primarily by millage requested by the Authority under Section 12 of the Act and approved by the electorate within the Authority district.

In addition, an Approved Contracting Municipality shall by written agreement with the Authority be required to pay the Authority the same millage rate (as applied to that portion of the Approved Contracting Municipality's territory being serviced by the Authority) levied by the Authority Board within the Authority district. However, in the event an Authority millage is not approved by the electorate within the Authority district, then each Incorporating Municipality and Approved Contracting Municipality shall pay the Authority its proportionate share of the municipal revenue deemed necessary by the Authority Board to operate the ambulance services for the next fiscal year. For purposes of this Article, the "proportionate share" required to be paid by each Incorporating Municipality and Approved Contracting Municipality shall be calculated as follows:

- i. One-fourth (1/4) of the estimated unfunded EMS costs of the ambulance service shall be apportioned based on each party's pro-rata share of the total taxable value of property in all five (5) municipalities.
- ii. One-fourth (1/4) of the estimated unfunded EMS costs of the ambulance service shall be apportioned based on each party's pro-rata share of the total population within all five (5) municipalities.
- iii. One-fourth (1/4) of the estimated unfunded EMS costs of the ambulance service shall be apportioned based on each party's pro-rata share of the total 911 addresses in all five (5) municipalities.
- iv. One-fourth (1/4) of the estimated unfunded EMS costs of the ambulance service shall be apportioned based on each party's pro-rata share of the total number of ambulance runs in all five (5) municipalities in the previous fiscal year. For purposes of this calculation, ambulance runs originating at the Charlevoix Area Hospital and Boulder Park Terrace shall be spread out to all parties based on the pro-rata calculation for ambulance runs provided for herein.

Any funds obtained by any Authority millage may be supplemented by charges for services or any other method authorized by law, including such supplemental payments by the Incorporating Municipalities and Approved Contracting Municipalities, which in their sole discretion they may elect. Finally, at its own expense, the Authority shall have

its financial records audited by an auditor selected by the Authority Board as required by law.

#### **XI. FISCAL YEAR**

The fiscal year of the Authority shall begin on November 1st each year.

#### **XII. TRANSFER OF ASSETS AND LIABILITIES**

On \_\_\_\_\_, or such other date mutually agreed to in writing by the Authority Board and the City of Charlevoix, the City of Charlevoix shall transfer to the Authority all assets and rights of the existing city ambulance department, including any and all ambulance vehicles and other personal property currently used in connection with the existing city ambulance department. Upon the effective date of the transfer of the assets as provided herein, the Authority shall assume all existing debts and liabilities of the existing city ambulance department.

#### **XIII. WITHDRAWAL**

- A. An Incorporating Municipality and an Approved Contracting Municipality may not elect to withdraw as an Incorporating Municipality from the Authority or cease to be an Approved Contracting Municipality unless and until all of the following conditions are satisfied:
  - 1. Any bonded indebtedness of the Authority, including indebtedness to the United States as the result of bonds purchased through the authority of the U.S. Department of Agriculture, Rural Development, is discharged; and,
  - 2. All outstanding obligations each such Incorporating Municipality or Approved Contracting Municipality has to the Authority are discharged and all outstanding obligations the Authority has to each such Incorporating Municipality or Approved Contracting Municipality are discharged.
- B. After the conditions of paragraph A, above, have been satisfied, an Incorporating Municipality or Approved Contracting Municipality may withdraw from the Authority or cease to be an Approved Contracting Municipality following the procedures of this paragraph.

1. Before an Incorporating Municipality or Approved Contracting Municipality may vote on a resolution concerning withdrawal from the Authority or concerning ceasing to be an Approved Contracting Municipality, it must publish in a newspaper of general circulation within such Municipality, a public notice that the Municipality is considering withdrawing from the Authority or ceasing to be an Approved Contracting Municipality. The notice shall be published at least ten (10) days before the meeting.
  2. The effective date of the resolution to withdraw as an Incorporating Municipality or to cease to be an Approved Contracting Municipality shall be at least two (2) months after the meeting at which the resolution was passed.
  3. A certified copy of the resolution to withdraw as an Incorporating Municipality or to cease to be an Approved Contracting Municipality shall be sent by certified mail to the President of the Authority Board and the clerks of the remaining Incorporating Municipalities and Approved Contracting Municipalities. The resolution must be mailed at least two (2) months before the effective date of the resolution.
- C. An Incorporating Municipality that withdraws from the Authority shall continue to be subject to pay any tax levied in its jurisdiction by the Authority for the duration of the period of that tax.
- D. An Incorporating Municipality that withdraws from the Authority and an Approved Contracting Municipality that cease to be an Approved Contracting Municipality shall remain liable for a proportion of the normal debts and liabilities of the Authority up to the effective date of the withdrawal, but shall not be liable for any capital expenditures incurred by the Authority between the date the resolution to withdraw was adopted and the effective date of the withdrawal. The proportion of the Authority's debt for which an Incorporating Municipality or an Approved Contracting Municipality remains liable shall be determined by dividing the taxable value of the real and personal property in the Incorporating Municipality or Approved Contracting Municipality by the taxable value of all real and personal property in the Authority, plus the taxable value of real and personal property within an Approved Contracting Municipality being provided ambulance service at the time of the withdrawal or at the time of ceasing to be an Approved Contracting Municipality.

#### **XIV. AMENDMENT**

The Authority Board may, by unanimous vote of all members, amend this Agreement in accord with Michigan law.

#### **XV. DISSOLUTION**

The Authority may be dissolved by a two-thirds (2/3) vote of the entire Authority Board after all of the conditions and procedures for withdrawal specified in Article XIV above have been met. Upon dissolution, the debts of the Authority shall be paid and the net assets shall be divided among the Incorporating Municipalities and Approved Contracting Municipalities in existence at the time of the dissolution. Each Municipality's share of the assets shall be determined by dividing the taxable value of the real and personal property in that Municipality by the taxable value of all real and personal property in the Authority, plus the taxable value of real and personal property within an Approved Contracting Municipality being provided ambulance service at the time of the dissolution. Each Incorporating Municipality shall also be subject to the obligations imposed by the Act, and each Approved Contracting Municipality hereby voluntarily agrees to be subject to the obligations of an Incorporating Municipality imposed by the Act. If the Authority's assets are insufficient to pay all of the Authority's debts, then each Incorporating Municipality and Approved Contracting Municipality in existence at the time of the dissolution shall remain liable for those debts. The proportion of the Authority's debt for which an Incorporating Municipality and Approved Contracting Municipality remains liable shall be determined by dividing the taxable value of the real and personal property in that Municipality by the taxable value of all real and personal property in the Authority, plus the taxable value of real and personal property within an Approved Contracting Municipality being provided ambulance service at the time of the dissolution.

#### **XVI. PUBLICATION/FILING**

The Clerk for City of Charlevoix shall be responsible for publishing these Articles of Incorporation in the *Charlevoix Courier* for filing a certified copy of these articles with the Secretary of State as required by the Act.

## **XVII. EFFECTIVE DATE**

The Authority shall become effective \_\_\_\_\_, provided that all Incorporating Municipalities have approved these Articles of Incorporation prior to that date. Otherwise, the Authority shall become effective 30 days after final approval by all of the Incorporating Municipalities.

The foregoing Articles of Incorporation were adopted by the Township Board of the Township of Hayes, Charlevoix County, Michigan at a meeting duly held on the \_\_\_\_\_ day of \_\_\_\_\_, 2021.

**HAYES TOWNSHIP**

**By: \_\_\_\_\_**  
**Ron Vanzee, Supervisor**

**By: \_\_\_\_\_**  
**Kristin Baranski, Clerk**

The foregoing Articles of Incorporation were adopted by the Township Board of the Township of Charlevoix, Charlevoix County, Michigan at a meeting duly held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**CHARLEVOIX TOWNSHIP**

By: \_\_\_\_\_  
Timothy Kochanny Supervisor

By: \_\_\_\_\_  
Sandra Witherspoon, Clerk

The foregoing Articles of Incorporation were adopted by the Township Board of the Township of Marion, Charlevoix County, Michigan at a meeting duly held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**MARION TOWNSHIP**

By: \_\_\_\_\_  
John Martin, Supervisor

By: \_\_\_\_\_  
Timothy Matchett, Clerk

The foregoing Articles of Incorporation were adopted by the Charlevoix City Commission, Charlevoix County, Michigan at a meeting duly held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

CITY OF CHARLEVOIX

By: \_\_\_\_\_  
Luther Kurtz, Mayor

By: \_\_\_\_\_  
Joyce Golding, Clerk

The Township Board of the Township of Eveline, Charlevoix County, Michigan at a meeting duly held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ hereby agrees to accept the rights and obligations of an Approved Contracting Municipality, as specified in these Articles of Incorporation.

**EVELINE TOWNSHIP**

By: \_\_\_\_\_  
John Vron dran, Supervisor

By: \_\_\_\_\_  
Sandi Whiteford, Clerk

# CHARLEVOIX CITY COUNCIL

## Reports and Communications

**TITLE:** City Manager's Comments

**DATE:** February 15, 2021

**PRESENTED BY:** Mark L. Heydlauff, City Manager

### **BACKGROUND:**

#### **A. Covid Vaccine Information**

I've attached some of the latest COVID vaccination information from the Health Department of Northwest Michigan. I understand commercial pharmacies in our area have begun administering doses also.

### **ATTACHMENTS:**

- ▣ DDA Minutes
- ▣ Historic District Commission Minutes
- ▣ COVID-19 Vaccination Information

**CITY OF CHARLEVOIX**  
**DOWNTOWN DEVELOPMENT AUTHORITY/MAIN STREET MEETING**  
Tuesday, December 28, 2020 at 5:30 p.m.  
Zoom Meeting

**1. Call to Order**

**2. Pledge of Allegiance**

**3. Roll Call**

Chair: Maureen Owens (from Charlevoix)  
Vice Chair: Richard Christner (from East Jordan)  
Members Present: Sam Bingham, Sean Bradley, Kirby Dipert, Luther Kurtz, Paul Silva, Ron Way, Amanda Wilkin-late  
(all members from Charlevoix)  
Members Absent: None  
Non-Voting Member: Liam Dreyer  
City Staff: Lindsey Dotson, Executive Director

**4. Inquiry Into Potential Conflicts of Interest**

**5. Consent Agenda**

- A. Committee Minutes
- B. Board Minutes
- C. Monthly Report
- D. 2021 Schedule of Meetings

Vice Chair Christner stated that the proposed 2021 Schedule of Meetings listed June 27<sup>th</sup> which was intended to be June 28, 2021.

Motion by Member Bradley, second by Vice Chair Christner to approve the Consent Agenda items as corrected. Motion passed by unanimous voice vote with Member Wilkin absent.

**6. Reports**

**A. Annual Impact Report/Info Meeting**

Director Dotson stated she was providing the Annual Impact Report to the Board as a cumulative look at the information she has been tracking in the DDA District for the year.

**B. Director's Report**

Discussion followed regarding the Director's request to attend a 3-day online training session to become a facilitator of Jon Schallert's *Destination Creation Course*. Director Dotson responded to questions from the Board and explained that this would make her the only facilitator in Michigan, which may be a benefit if she got hired by other entities to teach the course and the payment she would get for the teachings could be income for the DDA. The consensus of the Board was to not participate in the program.

**C. Chamber Partnership Report Out**

Sarah Hagen, President, Charlevoix Area Chamber of Commerce, briefly summarized the report.

**D. Economic Development Strategy and Marketing Strategy – Draft Presentation**

Dean Martin, Community Development Fellow, stated that the two documents were required as a best practice for the Redevelopment Ready Communities Program that Charlevoix is participating in through the MEDC. The Marketing Strategies identify opportunities to attract businesses, residents, and consumers to the community. Mr. Martin briefly presented the highlights of the strategies.

**7. Old Business**

**A. Draft Downtown Housing Incentive Program Guidelines**

Director Dotson stated that many of the guideline edits came from several partners including Housing North and the MEDC. During the Economic Vitality Sub-Committee meeting it was suggested that the guidelines reside on the DDA website with links to the attachments as separate documents versus one long document. Director Dotson noted that the City Attorney did not review the document yet. Member Wilkin joined the meeting at this time.

Motion by Vice Chair Christner, second by Member Wilkin to approve the Downtown Housing Incentive Program Guidelines as written pending City Attorney review for the 2021/2022 fiscal year. Motion passed by an 8 to 1 voice vote, with Member Silva voting nay.

**B. Bridge Park Building – Revenue vs. Expenses**

Director Dotson provided an update looking at the last five years of operations at the Bridge Park Building and responded to questions from the Board.

**8. New Business**

**A. Draft Budget 2021-2022**

Director Dotson stated that Chair Owens and Vice Chair Christner provided spreadsheets on the budget. Discussion followed regarding proposed budget revenue and income figures. Director Dotson suggested that the Chair and Vice Chair review the proposed budget and then present it formally to the Board at the January meeting, and the Board concurred.

**9. Public Comments**

**10. Request for Future Agenda Items**

**11. Board Comments**

**12. Adjourn**

Meeting adjourned at 6:31 p.m.

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Joyce Golding/fgm

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Maureen Owens

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Chair

Meeting of the City of Charlevoix  
Historic District Commission Minutes  
Friday, October 23, 2020

Lindsey Dotson, Acting Chair of the Historic District Commission, called the meeting to order at 11:02 am.

1) Roll Call

Present: Mary Adams, Kay Heise, Carol Kranz, David Miles, Laura Podob

Representing the City of Charlevoix: Lindsey Dotson, Executive Director, Downtown Development Authority (DDA)

Absent: Paul Weston

2) The meeting was conducted entirely on Zoom.

3) Approval of Agenda: A quorum was present, and the agenda was accepted by unanimous agreement.

4) Inquiry Regarding Possible Conflicts of Interest: None

5) Approval of Minutes: The minutes of the September 25, 2020 meeting were accepted by unanimous agreement.

6) New Business

a. Welcome Laura Podob

New Commission member Laura Podob was introduced.

7) Old Business

a. Letter/Memo to Council re: vegetation along Park Ave.

Mary Adams agreed to appear before the City Council on November 16, 2020 to request improvements to the Park Avenue/Lake Michigan Beach Park area. Prior to the meeting she will check with Pat Elliott, City of Charlevoix Public Works Superintendent and former Historic District Commission member John Campbell to gather all relevant and current information and/or plans, including the results of any studies that have been done in recent years.

b. HDC Vacancy Recruitment Updates

In her recent letter to the homeowners in the Earl Young Historic District, Lindsey Dotson asked them to consider joining the Commission to fill the one vacant spot. Dotson also will reach out to potential Commission members through the City's social media platforms.

c. Kay Heise asked for an update on the grant requests from the State Historic Preservation Office (SHPO). Lindsey Dotson reported that no response has arrived yet. She has also requested funds from the Charlevoix County Community Foundation and is waiting for a response.

8) Request for Future Agenda Items

a. Report from Mary Adams in regard to the November City Council Meeting.

9) Adjourn: Meeting was adjourned at 11:19 am.

Next meeting: January 22, 2020

Submitted by: Kay Heise

**MEDIA CONTACT:**

Laurel Johnson, PIO

O: 231-347-5628

[l.johnson@nwhealth.org](mailto:l.johnson@nwhealth.org)[www.nwhealth.org](http://www.nwhealth.org)**February 9, 2021****Health Department of Northwest Michigan COVID-19 Update****A guide to getting a COVID-19 vaccine  
in Antrim, Charlevoix, Emmet, Otsego counties**

Many residents are wondering: “When am I going to be able to get a coronavirus vaccine?” Here’s a guide to help you understand who’s eligible for a shot now, and the different ways to sign up to get one if you work or live in Antrim, Charlevoix, Emmet or Otsego counties.

“The supply of vaccine is limited, and it will take time to vaccinate everyone,” said Lisa Peacock, Health Officer with the Health Department of Northwest Michigan. “We recognize that it is very difficult to wait and be patient during this challenging time,” she said.

**Who is eligible for a COVID-19 vaccine in the health department’s four-county jurisdiction?**

The Health Department of Northwest Michigan follows the U.S. Centers for Disease Control and Prevention and Michigan guidelines for priority groups, which determines the order of who receives vaccinations and currently only these groups are [eligible to be vaccinated](#):

- PHASE 1A: Paid and unpaid persons serving in healthcare settings who have the potential for direct or indirect exposure to patients or infectious materials as well as residents in long term care facilities.
- Approved segments of PHASE 1B: some frontline essential workers including: child care and pre-K through high school staff, workers in congregate care facilities (homeless shelter, juvenile justice, child care staff), firefighters, law enforcement, corrections workers and inspectors.
- Currently approved segment of PHASE 1C: Individuals 65 and older.

**How do I register for a shot? What if I’m a senior?**

There are several ways to register for vaccination through the Health Department of Northwest Michigan.

- **Pre-registration form:** Anyone with access to a computer and internet should complete the [COVID-19 online pre-registration form](#) on the health department’s website. Please double-check that all information is accurate, especially your email address as this is how we will contact you to make an appointment. After clicking submit, you will receive a confirmation email notifying you that your pre-registration form has been received.
- **Phone:** Seniors who are unable to access the form or have any other barriers to receiving the vaccination should call the senior hotline at 231-715-5557. This hotline is experiencing extremely high call volume, so when prompted, you may request a call back instead of staying on the line. Seniors may also call their local Council on Aging or senior citizen center for assistance in signing up. Staff there will assist seniors in registering.

*The Health Department of Northwest Michigan is mandated by the Michigan Public Health Code to promote wellness, prevent disease, provide quality healthcare, address health problems of vulnerable populations, and protect the environment for the residents and visitors of Antrim, Charlevoix, Emmet, and Otsego counties. For more information, visit [nwhealth.org](http://nwhealth.org).*

###

**I'm registered at several locations. Is this OK?**

Yes. It is very acceptable for you to pre-register with the health department, and your local hospital and pharmacy.

**I've pre-registered with the health department. How do I find out where I am on the list?**

The health department is currently scheduling appointments for eligible individuals that pre-registered in early to mid-January. More than 29,000 people have pre-registered. Individuals who pre-registered later still need to be patient as we work with the vaccine supply available to schedule appointments.

**I already got my shot somewhere else, but pre-registered with the health department. What should I do?**

Anyone receiving a vaccination at a provider other than the health department, but pre-registered with us, should email [COVID19vaccination@nwhealth.org](mailto:COVID19vaccination@nwhealth.org) to inform us that you have received the vaccine and can be taken off our list. Doing so will allow health department staff to more quickly reach the individuals who still need to be vaccinated.

**May I get a COVID-19 vaccine in a county where I don't live? Or if I live in a county only part-time?**

Yes. The Health Department of Northwest Michigan encourages you to register for a vaccine in the county where you work or live – even on a part-time basis.

**How do I sign up for my second COVID-19 dose?**

The Health Department of Northwest Michigan is registering individuals for their second dose at the time of their first vaccination. If you received your vaccination with another provider (hospital/health care providers/pharmacy), please ask at the time you receive your first dose.

**I registered for a vaccine, now what?**

We understand your frustration in the process and ask for your patience. You will be contacted when a vaccine is available for you. The number of people who have registered and are requesting a vaccine far exceeds the supply we have received at the health department. It could be weeks or months before an appointment is available for you.

Today, February 9, the health department is reporting 8 new cases: Antrim (1), Charlevoix (1), Emmet (6), and Otsego (0) counties. One new death was reported in Antrim County. As of 4 p.m. today, the Health Department of Northwest Michigan is reporting:

- Total COVID-19 cases in the following counties: Antrim (882), Charlevoix (1,017), Emmet (1,447), and Otsego (1,126).
- Recovered COVID-19 cases in the following counties: Antrim (734), Charlevoix (862), Emmet (1,190) and Otsego (957).
- Confirmed COVID-19 associated deaths in the following counties: Antrim (19), Charlevoix (11), Emmet (35), and Otsego (25).

The State of Michigan is reporting 569,980 cases and 14,965 deaths. As of February 5, 2021, cumulative recovered cases statewide are 498,495.

Stay up to date on the latest information in the Health Department of Northwest Michigan jurisdiction by [liking and following our Facebook page](#) and visiting our [COVID-19 Data Dashboard](#). To locate a testing facility, visit the [Michigan COVID-19 Test Finder website](#). To track the risk levels of COVID-19 pandemic indicators, visit the [MI Safe Start Map website](#). For more information regarding the COVID-19 vaccine, visit the MDHHS [vaccine website](#) or the [CDC vaccine website](#).

PHOTO CUTLINE:

Judith and Don Caird, both 76 of Petoskey, are registered by Health Department of Northwest Michigan staff member Susan Pulaski at a recent COVID-19 vaccination clinic at Petoskey High School.

# **CHARLEVOIX CITY COUNCIL**

## **Other Council Business**

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

**DATE:** February 15, 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.