



AGENDA
CITY OF CHARLEVOIX CITY COUNCIL REGULAR MEETING
Monday, February 3, 2020- 6:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Presentations**
- 4. Inquiry Regarding Conflicts of Interest**
- 5. Consent Agenda**
 - A. City Council Meeting Minutes - January 20, 2020
 - B. City Council Special Meeting Minutes - January 22, 2020
 - C. Accounts Payable and Payroll Check Registers
 - D. Board of Review Resignation - Kirby Dipert
- 6. Public Hearings and Actions Requiring Public Hearings**
 - A. Public Hearing for CDBG Grant Proposal
Mark L. Heydlauff, City Manager
 - B. Set FY 2019-2020 Budget Amendment Public Hearing
Mark L. Heydlauff, City Manager
 - C. Set FY 2020-21 Budget Ordinance Public Hearing
Mark Heydlauff, City Manager
 - D. Set Public Hearing for Short Term Rental Ordinance
Mark L. Heydlauff, City Manager; Jonathan Scheel, Zoning Administrator
- 7. All Other Actions and Requests**
 - A. Mercer Avenue Property Sale
Mark L. Heydlauff, City Manager
 - B. Housing Support Resolution
Mark L. Heydlauff, City Manager
 - C. Council Appointments
Joyce M. Golding, City Clerk
- 8. Reports and Communications**

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

9. Other Council Business

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

Consent Agenda

TITLE: City Council Meeting Minutes - January 20, 2020

DATE: February 3, 2020

RECOMMENDATION:

Motion to approve City Council minutes.

ATTACHMENTS:

- ▣ Draft Council Minutes

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, January 20, 2020 – 6:00 p.m.
Council Chambers, 210 State Street, Charlevoix, MI

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

1. Pledge of Allegiance

2. Roll Call

Mayor: Luther Kurtz
Members Present: Greg Bryan, Aaron Hagen, Janet Kalbfell, Tom Oleksy
Members Absent: Shane Cole, Leon Perron
City Manager: Mark L. Heydlauff
City Clerk: Joyce Golding

3. Presentations

4. Inquiry Regarding Conflicts of Interest

Hagen recused himself from Item 7.D. noting that his sister is the Chamber of Commerce President. Oleksy felt Bryan had a conflict of interest in scheduling the Work Session at the January 6th meeting.

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 6, 2020
- B. Accounts Payable and Payroll Check Registers
 - a. Special Accounts Payable Check Register – January 6, 2020
 - b. Regular Accounts Payable Check Register – January 21, 2020
 - c. ACH Payments – December 27, 2019 to January 13, 2020
 - d. Payroll Check Register – January 10, 2020
 - e. Payroll Transmittal – January 10, 2020
 - f. Tax Disbursement – January 21, 2020
- C. Groundhog Shadowfest Beer Tent – approve the use of City property
- D. Renew Networks Northwest Planning Services Contract – not to exceed \$47,880 for FY 2020/2021
- E. Renew Networks Northwest Zoning Administrator Contract – not to exceed \$49,500 for FY 2020/2021
- F. Purchase SCBA Units for Ladder Truck: \$26,825

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

Yeas: Oleksy, Bryan, Hagen, Kalbfell
Nays: None
Absent: Cole, Perron

6. Public Hearings & Actions Requiring Public Hearings

A. Set Public Hearing for CDBG Grant Proposal

City Manager Heydlauff stated that Prein&Newhof advised us of a grant opportunity to make improvements to our sanitary sewer system identified in our recently completed Asset Management Plan. Our grant request would upgrade the lift station at Depot Beach and eliminate the lift station in the industrial park. A requirement of the grant submission is the holding of a public hearing before submitting the application.

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

Motion by Hagen, second Kalbfell to set a Public Hearing for February 3, 2020 at 6 p.m. in the Council Chambers of City Hall to consider a CDBG Infrastructure Grant for the purpose of making certain improvements to the sanitary sewer system. Motion passed by unanimous voice vote with Cole and Perron absent.

7. All Other Actions & Requests

A. Girls Softball Field Improvement Project

Recreation Director Knorr stated that high school student Jack Kita approached the Recreational Advisory Committee with a proposal to spearhead a project to make improvements to the girls softball infield at Carpenter Field. Mr. Kita presented his recommendations. Based on his findings the project cost will range between \$8,000 and \$10,000. The Recreation Department is submitting an additional request to seek funding through the Charlevoix Community Foundation.

Mayor Kurtz opened the item to public comment:

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- Ann Marie Conway commended Mr. Kita's presentation.

Motion by Kalbfell, second Oleksy to approve Jack Kita to move forward with fund raising and planning for the proposed project to renovate the infield of the girls softball field at Carpenter Field. Motion passed by unanimous voice vote with Cole and Perron absent.

B. Charlevoix Community Foundation Grant-Recreation Department

Recreation Director Knorr stated that the Recreation Department wishes to request funding from the Charlevoix County Community Foundation to support the purchase of infield soil material and services to remove the old soil material, install new field material and to properly grade the girls softball field at the Carpenter Street ball fields. These funds will be used to support the current budget for the ball fields to supplement funds being privately raised by high school student Jack Kita.

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

Motion by Kalbfell, second Hagen to authorize the City Manager to sign a grant application with the Charlevoix Community Foundation for \$4,000 on behalf of the Recreation Department. Motion passed by unanimous voice vote with Cole and Perron absent.

C. Charlevoix County Park Millage Funding Resolutions

Recreation Director Knorr stated that the Recreation Millage was designed to ensure funding throughout the county. The Recreation Department would like to submit applications for three projects this year:

1. \$7,500 for purchase of replacement fencing at the golf course
2. \$2,200 for purchase of material to install 30 birdhouses at the golf course and Mt. McSaubia
3. \$5,000 for planning and surveying a connector trail from downtown to the Little Traverse Wheelway.

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

Motion by Hagen, second by Kalbfell to approve Resolutions 2020-01-03, 2020-01-04, and 2020-01-05 in support of applications for the 2020 Charlevoix County Parks Millage Grants.

CITY OF CHARLEVOIX
RESOLUTION NO. 2020-01-03
APPLICATION TO CHARLEVOIX COUNTY PARKS MILLAGE FUNDING
FOR PARKS AND RECREATION FENCING AT THE MUNICIPAL GOLF COURSE

WHEREAS, *the City of Charlevoix wishes to increase access and visibility of parks and recreation assets in the City of Charlevoix; and*

WHEREAS, *the City of Charlevoix is requesting a \$7,500 appropriation from the County Board of Commissioners; and*

WHEREAS, *the City of Charlevoix desires to purchase materials and install new fence at the Municipal Golf Course to meet the needs of recreation users in Charlevoix County.*

NOW THEREFORE BE IT RESOLVED, *by the City of Charlevoix that pursuant and subject to all of the terms and provisions of the Charlevoix County Parks millage, application be made to the Charlevoix County Board of Commissioners for funding; and*

BE IT FURTHER RESOLVED, *that the City Manager of the City of Charlevoix is hereby authorized and directed to cause the necessary data to be prepared and the application to be signed and filed with the County of Charlevoix.*

RESOLVED *this 20th day of January, 2020 A.D.*

Resolution was adopted by the following yea and nay vote:

Yeas: Oleksy, Bryan, Hagen, Kalbfell

Nays: None

Absent: Cole, Perron

CITY OF CHARLEVOIX
RESOLUTION NO. 2020-01-04
APPLICATION TO CHARLEVOIX COUNTY PARKS MILLAGE FUNDING
FOR PARKS AND RECREATION BIRD HOUSES

WHEREAS, *the City of Charlevoix wishes to increase access and visibility of parks and recreation assets in the City of Charlevoix; and*

WHEREAS, *the City of Charlevoix is requesting a \$2,300 appropriation from the County Board of Commissioners; and*

WHEREAS, *the City of Charlevoix desires to purchase materials and install new Bluebird and Swallow Bird Houses at the Municipal Golf Course and Mt. McSaubia to meet the needs of recreation users in Charlevoix County.*

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NOW THEREFORE BE IT RESOLVED, by the City of Charlevoix that pursuant and subject to all of the terms and provisions of the Charlevoix County Parks millage, application be made to the Charlevoix County Board of Commissioners for funding; and

BE IT FURTHER RESOLVED, that the City Manager of the City of Charlevoix is hereby authorized and directed to cause the necessary data to be prepared and the application to be signed and filed with the County of Charlevoix.

RESOLVED this 20th day of January, 2020 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas: Oleksy, Bryan, Hagen, Kalbfell

Nays: None

Absent: Cole, Perron

CITY OF CHARLEVOIX
RESOLUTION NO. 2020-01-05
APPLICATION TO CHARLEVOIX COUNTY PARKS MILLAGE FUNDING
FOR PARKS AND RECREATION FIRST PHASE PLANNING AND EASEMENT SURVEYING

WHEREAS, the City of Charlevoix wishes to increase access and visibility of parks and recreation assets in the City of Charlevoix; and

WHEREAS, the City of Charlevoix is requesting a \$5,000 appropriation from the County Board of Commissioners; and

WHEREAS, the City of Charlevoix will upon appropriation of the County Board of Commissioners County Parks Millage Funding, commit \$5000 towards this project; and

WHEREAS, the Charlevoix Township Board will upon appropriation of the County Board of Commissioners County Parks Millage Funding, commit \$5,000 towards this project; and

WHEREAS, the City of Charlevoix desires to plan and survey publicly owned lands for development of future trails to meet the needs of recreation users in Charlevoix County.

NOW THEREFORE BE IT RESOLVED, by the City of Charlevoix that pursuant and subject to all of the terms and provisions of the Charlevoix County Parks millage, application be made to the Charlevoix County Board of Commissioners for funding; and

BE IT FURTHER RESOLVED, that the City Manager of the City of Charlevoix is hereby authorized and directed to cause the necessary data to be prepared and the application to be signed and filed with the County of Charlevoix.

RESOLVED this 20th day of January, 2020 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas: Oleksy, Bryan, Hagen, Kalbfell

Nays: None

Absent: Cole, Perron

D. Special Event Policy

Hagen recused himself. City Manager Heydlauff stated that this latest draft contemplates the continuance of East Park events as they stand but requires they annually receive permission from Council. It also would prohibit new major events aside from direct approval from Council. He noted that all vendor driven events would pay a per vendor fee. He explained that this draft also calls for event organizers and the City to do more review and ongoing assessment of the costs, return on investment, and operation of events and report this data to Council annually when Council would review this policy and the related fee schedule.

Mayor Kurtz opened the item to public comment:

- Sarah Hagen, Chamber of Commerce President, felt this draft policy struck a good balance and she encouraged Council to take some time discussing the fee structure.

Council requested that this item be placed on the February 17th meeting agenda for action. City Manager Heydlauff will include the related fee schedule for discussion.

E. Short Term Rental Ordinance

Hagen returned to the dais. City Manager Heydlauff stated that following the January 14th work session, City Staff revised the ordinance draft to reflect their understanding of Council's wishes. Kalbfell stated that she discussed a few minor edits that were missed with Zoning Administrator Scheel.

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

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The Mayor called for a Special Meeting to continue discussion of the draft ordinance for Wednesday, January 22nd at 5:30 p.m.

F. Storm Water Control Agreement

City Manager Heydlauff recalled that late last year, Council approved a new Storm Water Control Ordinance in conjunction with Boyne City and East Jordan. He stated the agreement would authorize the County, through its Soil Erosion and Sedimentation Control Officer and Prosecuting Attorney, to enforce and administer the ordinance. Appeals of decisions would continue to be handled by our Zoning Board of Appeals as stipulated in the ordinance. The County would collect and retain the fees for the services provided in the ordinance.

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

Motion by Kalbfell, second by Oleksy to approve the Intergovernmental Agreement for Administration and Enforcement of the Uniform Storm Water Management Ordinance as presented effective February 1, 2020 and authorize the Mayor to sign the agreement. Motion passed by unanimous voice vote with Cole and Perron absent.

8. **Reports & Communications**

A. Public Comments

- Tom Kapanoske questioned what can be done about golfer safety when crossing US-31
- Bob Timms questioned the "flavor" of the water recently

B. City Manager Comments

- Met with Tip of the Mitt Watershed Council to discuss grant opportunity
- DPW tested a new method of snow removal downtown to improve walkability

C. Mayor & Council Comments

- Kalbfell stated the Commission on Aging extended the snow removal voucher deadline to the end of February (for seniors)

9. **Other Council Business**

Bryan suggested that tax abatements should be available for residential properties. He recommended drafting a letter of support to MML.

Mayor Kurtz opened the item to public comment:

- David Coen felt rental prices were not affordable for young people.

Motion by Bryan, second by Oleksy to have the City Manager draft a letter to [pertinent organizations] asking for a tax abatement on residential development. Motion passed by unanimous voice vote with Cole and Perron absent.

10. **Adjourn**

The Mayor adjourned the meeting at 6:47 p.m.

Joyce M. Golding	City Clerk	Luther Kurtz	Mayor
Special Accounts Payable – 01/06/2020			
INDIAN RIVER SPORTS CENTER	6,200.00	TOTAL	6,200.00
Regular Accounts Payable – 01/21/2020			
ACCESS LOCKSMITHING INC	240.00	CARQUEST OF CHARLEVOIX	1,311.55
ACCUMED GROUP, THE	3,107.19	CDW GOVERNMENT INC.	3,955.16
ACE HARDWARE	1,739.82	CHARLEVOIX COUNTY SHERIFF	12,681.46
AIS CONSTRUCTION EQUIPMENT	18.69	CHARLEVOIX TOWNSHIP	15.30
ALL-PHASE ELECTRIC SUPPLY CO.	108.80	CINTAS CORPORATION	170.45
AMERICAN LEGAL PUBLISHING	40.00	CITY OF CHARLEVOIX - UTILITIES	32,697.36
AMERICAN TOTAL SECURITY INC	185.22	CIVIC SYSTEMS	9,345.00
AMERICAN WASTE INC.	1,120.00	CLOTHING COMPANY, THE	190.00
APX INC.	33.57	CSI EMERGENCY APPARATUS LLC	3,422.13
AT YOUR SERVICE PLUS INC	345.00	D & D ELECTRONICS	250.00
AT&T	593.55	DORNBOS SIGN INC.	108.82
ATLAS ELECTRIC INC	1,849.22	ELLSWORTH FARMER'S EXCHANGE	3,180.80
AUTO VALUE	756.44	ETNA SUPPLY	1,916.45
AVFUEL CORPORATION	27,224.27	EVANS, ERIN	40.00
BARNUM, JILL	10.00	FAMILY FARM & HOME	339.95
BEHAN WINDOW CLEANING	140.00	FASTENAL COMPANY	105.58
BIOTECH AGRONOMICS INC	468.00	FERGUSON & CHAMBERLAIN	1,660.00
BOB MATHERS FORD	403.00	FEYEN ZYLSTRA LLC	215.40
BOGART, RICHARD	6.21	FREEDOM MAILING SERVICES INC.	2,251.28
BORTHS, MARCI	68.70	GALLS AN ARAMARK COMPANY	45.12

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GBS INC.	54.73	PREIN & NEWHOF	7,607.05
GRAINGER	64.35	PRO WEB MARKETING LLC	20.00
GRAND TRAVERSE CONSTRUCTION LLC	34,683.77	PURITY CYLINDER GASES INC	297.12
GRAND TRAVERSE DIESEL INC.	71.81	QUALITY CAR & TRUCK REPAIR INC	203.38
GRAND TRAVERSE GARAGE DOOR	380.12	QUILL CORP	198.10
HACH COMPANY	1,145.69	RANGE TELECOMMUNICATIONS	160.00
HOTEL EARL	10,000.00	RCL CONSTRUCTION CO INC	108,027.97
HYDE SERVICES LLC	31.10	RITER, PAT	100.00
HYDRO CORP	539.50	SHEA, JERRY	15.00
IDEXX DISTRIBUTION INC.	1,260.25	SILVA, JESSE L.A.	18.56
INDEPENDENT DRAFTING SERVICES	1,976.00	SPARTAN STORES LLC	25.68
J RANCK ELECTRIC INC	1,245.94	STATE AND MASON LLC	1,000.00
JACKLIN STEEL SUPPLY CO	353.60	STATE OF MICHIGAN	180.00
JOHN E. GREEN COMPANY	210.00	SUPERIOR MECHANICAL	90.00
KSS ENTERPRISES	336.84	TELE-RAD INC	375.96
LAKESHORE TIRE & AUTO SERVICE	20.00	TELGENOF, ALLEN	150.00
LEELANAU COFFEE ROASTING CO INC	189.55	TELREPCO	545.00
MCCARDEL CULLIGAN-PETOSKEY	50.50	TERMINAL SUPPLY CO	220.82
MCMULLEN, DONALD R.	198.07	THE LAKE HOUSE	220.00
MICHIGAN MUNICIPAL ELECTRIC	8,549.00	THUNDER BAY TREE SERVICE LLC	11,068.00
MICHIGAN RURAL WATER ASSN	175.00	TRUCK & TRAILER SPECIALTIES	78.38
MICHIGAN WATER ENV ASSOC	690.00	UNIFIRST CORPORATION	1,300.36
NAVIA BENEFIT SOLUTIONS	50.00	VILLAGE GRAPHICS INC.	265.00
NORTHERN MICHIGAN REVIEW INC.	503.21	WHITLEY, KIM	18.00
NW MI COG	23,940.00	WIN-911 SOFTWARE	990.00
OLESON'S FOOD STORES	22.93	WOLGAMOTT, QUINTON	100.00
OLSON BZDOK & HOWARD	3,641.58	WORK & PLAY SHOP	300.18
OMS COMPLIANCE SERVICES INC	78.75	XEROX FINANCIAL SERVICES	168.84
PERFORMANCE ENGINEERS INC	6,041.00		
POWER LINE SUPPLY	11,574.54	TOTAL	354,180.72

ACH Payments – 12/27/2019 to 01/13/2020

MERS (DEFINED BENEFIT PLAN)	55,693.26	STATE OF MI (WITHHOLDING TAX)	6,980.60
MI PUBLIC POWER AGENCY	16,944.64	VANTAGEPOINT (401 ICMA PLAN)	858.02
PROXIMITY SPACE INC	99.00	VANTAGEPOINT (457 ICMA PLAN)	20,945.69
PAYMENT SERVICE NETWORK	238.90	VANTAGEPOINT (ROTH IRA)	1,286.52
MI PUBLIC POWER AGENCY	13,906.41	MI PUBLIC POWER AGENCY	16,559.58
STATE OF MI (SALES TAX)	17,448.24	TOTAL	198,463.19
IRS (PAYROLL TAX DEPOSIT)	47,152.33		
ALERUS FINANCIAL (HCSP)	350.00		

Payroll Net Pay – Check Date 01/10/2020

PERRON, LEON R.	449.96	ZACHARIAS, STEVEN B.	1,531.86
KURTZ, LUTHER J.	817.30	NEWMAN, MARK J.	968.28
HAGEN, AARON W.	408.64	SWEM, DONALD L.	2,025.14
OLEKSY, THOMAS M.	356.81	EATON, BRAD A.	2,528.86
KALBFELL, JANET P.	374.02	WILSON, TIMOTHY J.	3,132.20
BRYAN JR, GREGORY T.	323.76	LAVOIE, RICHARD L.	2,225.14
HEYDLAUFF, MARK L.	3,012.48	STEVENS, BRANDON C.	2,601.16
GOLDING, JOYCE M.	2,274.27	DRAVES, MARTIN J.	2,362.51
DEROSIA, PATRICIA E.	1,025.06	ANDERSON, ELIZABETH A.	1,234.58
DOTSON, LINDSEY J.	1,391.57	KENWABIKISE, DAVID L.	1,097.59
KLOOSTER, ALIDA K.	2,098.69	ELLIOTT, PATRICK M.	2,333.20
GOLOVICH, KAREN J.	985.70	SCHWARTZFISHER, JOSEPH	1,295.80
BARNEVELD, RICHELLE L.	1,185.32	BRADLEY, KELLY R.	1,336.94
SPENCLEY, PATRICIA L.	675.13	HART II, DELBERT W.	1,262.31
MILLER, FAITH G.	26.91	JONES, ROBERT F.	1,572.77
MCGINN, KELLY A.	2,474.55	FARRELL, MITCHELL L.	1,744.00
LAVENDER, JOSEPH E.	1,695.44	THORP JR, WILLIAM D.	1,330.58
DOAN, GERARD P.	2,035.01	LEITNER, RYAN S.	1,387.87
SCHLAPPI, JAMES L.	1,492.27	FERGUSON, ROYCE L.	1,813.39
UMULIS, MATTHEW T.	1,729.37	KNORR, KENT J.	1,920.23
HANKINS, SCOTT A.	1,612.04	ANZELL, BETH A.	1,293.68
ORBAN, BARBARA K.	1,957.63	BOSS, SHERRY M.	969.86
FLICKEMA, ANDREW M.	2,567.09	DOE-NIMPHIE, SETH K.	333.26
RILEY, DENISE M.	464.22	WHITE III, MARCUS W.	101.76
MUNK, CHRISTOPHER J.	2,488.27	FOSTER, WILLIAM P.	496.00
MATELSKI, KRISTEN L.	1,299.58	MATTACK, JEFFREY C.	105.72
WURST, RANDALL W.	1,122.45	MATTACK, ANNE E.	779.91
MAYER, SHELLEY L.	1,498.05	DOE-NIMPHIE, MASON K.	267.66
HILLING, NICHOLAS A.	2,595.28	BOSS, BEAU J.	1,139.01
MEIER III, CHARLES A.	1,106.32	WYMAN, MATTHEW A.	1,614.05

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MILLER, WILLIAM S.	1,449.99	UMULIS, MATTHEW T.	357.10
DOUGLAS, MARK	1,421.51	HANKINS, SCOTT A.	138.04
PRIOR, ERIN C.	928.35	ORBAN, BARBARA K.	715.20
CERTA, BRIAN	589.36	WURST, RANDALL W.	1,160.23
MCMULLEN, DONALD R.	1,690.61	MAYER, SHELLEY L.	915.94
SILVA, JESSE L.A.	2,232.87	HILLING, NICHOLAS A.	526.13
JOHNSON, MELISSA A.	1,785.67	MEIER III, CHARLES A.	996.09
STEPHENS, LYON G.	2,091.28	ZACHARIAS, STEVEN B.	712.23
STEVENS, JEFFREY W.	305.32	NEWMAN, MARK J.	363.88
RILEY, CASEY W.	823.55	EATON, BRAD A.	813.95
JONES, LARRY M.	577.38	WILSON, TIMOTHY J.	407.62
FLORE, ROBERT A.	1,302.07	WHITLEY, ANDREW T.	1,972.45
MATZ, EMILY S.	1,464.96	ELLIOTT, PATRICK M.	700.04
WHEELER, MICHAEL W.	1,810.05	MORRISON, KEVIN P.	1,074.16
MISHLER, MICHAEL. J.	1,066.68	MORRISON, KEVIN P.	122.87
AZZOPARDI, ANTHONY J.	1,744.57	BRADLEY, KELLY R.	157.81
DEKORNE, ELIZABETH A.	1,253.45	JONES, ROBERT F.	550.59
MCCRANEY, RUSSELL R.	253.84	FARRELL, MITCHELL L.	313.48
DIETZ, AMANDA M.	754.16	BOSS JR, DALE E.	1,529.38
WELLS, JANINNA J.	84.58	HILLIGAN, ABIGAIL B.	492.34
MOYER, NATHAN I.	958.13	MATTER, DAWSON K.	359.44
MARIHUGH, ANDREW J.	176.19	HOLM, ARTHUR R.	1,178.99
COLE, SHANE	651.07	WYMAN, MATTHEW A.	423.57
HEYDLAUFF, MARK L.	1,128.24	MILLER, WILLIAM S.	321.47
GOLDING, JOYCE M.	551.24	TOTAL	130,182.95
KLOOSTER, ALIDA K.	689.53		
DOAN, GERARD P.	960.66		
SCHLAPPI, JAMES L.	786.13		

Payroll Transmittal – 01/10/2020

4FRONT CREDIT UNION	932.01	MI STATE DISBURSEMENT UNIT	533.10
AMERICAN FAMILY LIFE	673.86	MONY LIFE INSURANCE	326.65
CHAR EM UNITED WAY	90.00	POLICE OFFICERS LABOR COUNCIL	201.00
CHARLEVOIX STATE BANK	1,247.00	PRIORITY HEALTH	1,428.29
CHEMICAL BANK	175.00		
COMMUNICATION WORKERS OF AMER	659.38	TOTAL	6,266.29

Tax Disbursement – 01/21/2020

CHARLEVOIX COUNTY TREASURER	174,237.89	CHARLEVOIX-EMMET ISD	237,023.08
CHARLEVOIX DISTRICT LIBRARY	108,064.35	CITY OF CHARLEVOIX - TAXES DUE	98,211.92
CHARLEVOIX PUBLIC SCHOOLS	15,274.03	LERETA LLC	892.91
CHARLEVOIX PUBLIC SCHOOLS	2,378.25	RECREATIONAL AUTHORITY	20,938.76
CHARLEVOIX PUBLIC SCHOOLS	660.56	TOTAL	659,084.80
CHARLEVOIX PUBLIC SCHOOLS	462.39		
CHARLEVOIX PUBLIC SCHOOLS	198.16		
CHARLEVOIX STATE BANK	742.50		

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: City Council Special Meeting Minutes - January 22, 2020

DATE: February 3, 2020

RECOMMENDATION:

Motion to approve City Council minutes.

ATTACHMENTS:

- ▣ Draft Council Minutes

CITY OF CHARLEVOIX
CITY COUNCIL SPECIAL MEETING MINUTES
Tuesday, January 22, 2020 – 5:30 p.m.
Council Chambers, 210 State Street, Charlevoix, MI

The meeting was called to order at 5:30 p.m. by Mayor Kurtz.

1. Pledge of Allegiance

2. Roll Call

Mayor:	Luther Kurtz
Members Present:	Greg Bryan, Janet Kalbfell, Tom Oleksy, Aaron Hagen
Members Absent:	Shane Cole
City Manager:	Mark L. Heydlauff
City Clerk:	Joyce Golding
Staff Present:	Jonathan Scheel, Zoning Administrator

3. Inquiry Regarding Conflicts of Interest

Oleksy felt Bryan had a conflict of interest regarding Item 4.B. The Mayor recalled what the City Attorney advised on the subject as well as what the Michigan Municipal League advised.

Oleksy moved that Councilman Bryan had a conflict of interest on the topic of short term rentals. There was no second, therefore the motion died.

4. All Other Actions and Requests

A Resignation of Leon Perron, Second Ward Councilmember

Mayor Kurtz stated that Councilmember Perron submitted a letter of resignation and Council must appoint his replacement within 30 days. Council generally agreed to fill the position at the February 17th Council meeting. They will hold a special meeting on February 14th to interview candidates. Candidates should submit a letter of interest to the City Clerk to be considered.

Motion by Kalbfell, second by Hagen to direct the City Clerk to publish an ad in the local paper along with posting on social media for the vacant seat in Second Ward. Motion carried by unanimous voice vote.

B Short Term Rental Ordinance

Motion by Kalbfell, second by Bryan to add the R2A zoning designation into the ordinance. Motion carried by unanimous voice vote.

Motion by Kalbfell, second by Hagen to further define that personal units shall be rented in increments of not less than seven days for up to 28 days. Motion carried by voice vote with Bryan voting nay.

Motion by Hagen, second by Oleksy to set the cap at 80 and on or before December 2020, Council shall contemplate the future of the cap. Motion carried by voice vote with Bryan voting nay.

Motion by Kalbfell, second by Hagen [to add "or are sold" to the Section 6(g) sentence which begins "If the aforementioned rentals..."]. Motion carried by unanimous voice vote.

Motion by Kalbfell, second by Oleksy to permit the City Manager to make grammatical changes to the ordinance and include the phrase "or his or her designee" to Zoning Administrator references throughout the ordinance. Motion carried by unanimous voice vote.

The City Manager and Zoning Administrator will finalize the draft ordinance for consideration at the February 3rd Council meeting where Council will potentially set a public hearing.

5. Reports and Communications

A Public Comment

Four members of the public offered comment relative to short term rentals.

6. Other Council Business

7. Adjourn

Mayor Kurtz adjourned the meeting at 6:50 p.m.

Joyce M. Golding

City Clerk

Luther Kurtz

Mayor

DRAFT

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Accounts Payable and Payroll Check Registers

DATE: February 3, 2020

ATTACHMENTS:

- ▣ Accounts Payable and Payroll Check Registers

Check Number	Payee	Amount
01/16/2020		
129283	AT&T	4,208.89
129284	AT&T LONG DISTANCE	62.85
129285	AT&T MOBILITY	156.87
129286	CHARLEVOIX TOWNSHIP	22.77
129287	CHARTER COMMUNICATIONS	1,057.04
129288	DELTA DENTAL	3,234.18
129289	MICHIGAN MUNICIPAL LEAGUE	786.57
129290	MONY LIFE INSURANCE	433.87
129291	STANDARD INSURANCE CO	2,679.23
Total 01/16/2020:		12,642.27
Grand Totals:		12,642.27

Summary of Check Registers & ACH Payments

HUNTINGTON NATIONAL BANK - CHECKS ISSUED

01/16/20	Special Accounts Payable Run	\$ 12,642.27
01/22/20	Special Accounts Payable Run	\$ 58,711.42
01/24/20	Payroll (net pay)	\$ 104,194.75
01/24/20	Payroll Transmittal Checks	\$ 6,065.29
02/04/20	Regular Accounts Payable	\$ 222,820.24
Checks Sub-Total:		\$ 404,433.97

HUNTINGTON NATIONAL BANK - ACH/WIRE PAYMENTS

01/15/20	DTE Energy	\$ 7,075.05
01/21/20	MI Public Power Agency	\$ 31,107.09
01/24/20	IRS (Payroll Tax Deposit)	\$ 38,388.89
01/24/20	Alerus Financial (HCSP)	\$ 350.00
01/24/20	State of MI (Withholding Tax)	\$ 5,697.16
01/24/20	Vantagepoint (401 ICMA Plan)	\$ 858.02
01/24/20	Vantagepoint (457 ICMA Plan)	\$ 20,662.68
01/24/20	Vantagepoint (Roth IRA)	\$ 1,286.52
01/24/20	MERS (Defined Benefit Plan)	\$ 53,323.38
01/27/20	MI Public Power Agency	\$ 180,426.41
01/27/20	MI Public Power Agency	\$ 21,385.67

ACH Sub-Total: \$ 360,560.87

Huntington National Bank Total: \$ 764,994.84

CHARLEVOIX STATE BANK - CHECKS ISSUED

(PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES)

02/04/20	Tax Disbursement	\$ 185,053.87
Charlevoix State Bank Total:		\$ 185,053.87

Grand Total: \$ 950,048.71

APPROVED:


CITY MANAGER


CITY TREASURER


CITY CLERK

M = Manual Check, V = Void Check

Check Number	Payee	Amount
01/22/2020		
129308	AT&T LONG DISTANCE	72.07
129309	AT&T MOBILITY	156.67
129310	CHARLEVOIX STATE BANK	4,865.24
129311	GRANICUS	4,950.00
129312	GREAT LAKES ENERGY	392.77
129313	HOLIDAY COMPANIES	6,693.59
129314	MICHIGAN ASSN OF MUNICIPAL CLER	60.00
129315	PRIORITY HEALTH	40,325.04
129316	VSP INSURANCE CO. (CT)	509.67
129317	WEX BANK	686.37
Total 01/22/2020:		58,711.42
Grand Totals:		58,711.42

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
01/18/2020	PC	01/24/2020	30018	HEYDLAUFF, MARK L.	102		2,724.04
01/18/2020	PC	01/24/2020	30019	GOLDING, JOYCE M.	106		1,842.02
01/18/2020	PC	01/24/2020	30020	DEROSIA, PATRICIA E.	107		1,236.72
01/18/2020	PC	01/24/2020	30021	DOTSON, LINDSEY J.	109		1,391.56
01/18/2020	PC	01/24/2020	30022	KLOOSTER, ALIDA K.	121		1,723.23
01/18/2020	PC	01/24/2020	30023	GOLOVICH, KAREN J.	122		985.71
01/18/2020	PC	01/24/2020	30024	BARNEVELD, RICHELLE	123		1,140.77
01/18/2020	PC	01/24/2020	30025	SPENCLEY, PATRICIA L.	136		1,075.96
01/18/2020	PC	01/24/2020	30026	MCGINN, KELLY A.	146		2,042.30
01/18/2020	PC	01/24/2020	30027	LAVENDER, JOSEPH E.	153		1,695.43
01/18/2020	PC	01/24/2020	30028	DOAN, GERARD P.	201		2,035.00
01/18/2020	PC	01/24/2020	30029	SCHLAPPI, JAMES L.	204		1,081.00
01/18/2020	PC	01/24/2020	30030	UMULIS, MATTHEW T.	205		1,144.28
01/18/2020	PC	01/24/2020	30031	HANKINS, SCOTT A.	208		1,635.24
01/18/2020	PC	01/24/2020	30032	ORBAN, BARBARA K.	209		1,134.32
01/18/2020	PC	01/24/2020	30033	FLICKEMA, ANDREW M.	211		1,441.92
01/18/2020	PC	01/24/2020	30034	RILEY, DENISE M.	213		495.59
01/18/2020	PC	01/24/2020	30035	MUNK, CHRISTOPHER J.	215		1,224.52
01/18/2020	PC	01/24/2020	30036	MATELSKI, KRISTEN L.	230		1,299.58
01/18/2020	PC	01/24/2020	30037	WURST, RANDALL W.	411		1,114.49
01/18/2020	PC	01/24/2020	30038	MAYER, SHELLEY L.	412		1,498.05
01/18/2020	PC	01/24/2020	30039	HILLING, NICHOLAS A.	413		1,521.38
01/18/2020	PC	01/24/2020	30040	MEIER III, CHARLES A.	421		1,278.79
01/18/2020	PC	01/24/2020	30041	ZACHARIAS, STEVEN B.	422		1,770.54
01/18/2020	PC	01/24/2020	30042	NEWMAN, MARK J.	424		1,022.67
01/18/2020	PC	01/24/2020	30043	SWEM, DONALD L.	512		2,025.14
01/18/2020	PC	01/24/2020	30044	EATON, BRAD A.	515		2,302.71
01/18/2020	PC	01/24/2020	30045	WILSON, TIMOTHY J.	516		2,724.51
01/18/2020	PC	01/24/2020	30046	LAVOIE, RICHARD L.	519		2,310.28
01/18/2020	PC	01/24/2020	30047	STEVENS, BRANDON C.	521		2,667.19
01/18/2020	PC	01/24/2020	30048	DRAVES, MARTIN J.	523		2,449.62
01/18/2020	PC	01/24/2020	30049	ANDERSON, ELIZABETH	526		1,234.58
01/18/2020	PC	01/24/2020	30050	KENWABIKISE, DAVID L.	528		1,097.59
01/18/2020	PC	01/24/2020	30051	ELLIOTT, PATRICK M.	600		2,333.20
01/18/2020	PC	01/24/2020	30052	SCHWARTZFISHER, JOS	603		1,442.12
01/18/2020	PC	01/24/2020	30053	BRADLEY, KELLY R.	614		1,333.60
01/18/2020	PC	01/24/2020	30054	HART II, DELBERT W.	616		1,547.93
01/18/2020	PC	01/24/2020	30055	JONES, ROBERT F.	618		1,575.54
01/18/2020	PC	01/24/2020	30056	FARRELL, MITCHELL L.	622		1,368.55
01/18/2020	PC	01/24/2020	30057	THORP JR, WILLIAM D.	623		1,801.68
01/18/2020	PC	01/24/2020	30058	LEITNER, RYAN S.	624		1,547.82
01/18/2020	PC	01/24/2020	30059	FERGUSON, ROYCE L.	625		1,891.63
01/18/2020	PC	01/24/2020	30060	KNORR, KENT J.	700		1,920.23
01/18/2020	PC	01/24/2020	30061	ANZELL, BETH A.	702		1,293.68
01/18/2020	PC	01/24/2020	30062	BOSS, SHERRY M.	730		430.60
01/18/2020	PC	01/24/2020	30063	DOE-NIMPHIE, SETH K.	738		183.32
01/18/2020	PC	01/24/2020	30064	PORATH, JACOB P.	741		211.28
01/18/2020	PC	01/24/2020	30065	WHITLEY, NICHOLAS J	742		105.72
01/18/2020	PC	01/24/2020	30066	HAGEN, MADISON L.	752		386.02
01/18/2020	PC	01/24/2020	30067	WHITE III, MARCUS W.	754		366.85
01/18/2020	PC	01/24/2020	30068	BERTINELLI, DAVID P.	764		220.24
01/18/2020	PC	01/24/2020	30069	FOSTER, WILLIAM P.	765		434.17
01/18/2020	PC	01/24/2020	30070	MATTACK, JEFFREY C.	767		555.37
01/18/2020	PC	01/24/2020	30071	MATTACK, ANNE E.	768		592.47
01/18/2020	PC	01/24/2020	30072	DOE-NIMPHIE, MASON K.	776		417.62
01/18/2020	PC	01/24/2020	30073	BOSS, BEAU J.	788		1,139.01
01/18/2020	PC	01/24/2020	30074	WYMAN, MATTHEW A.	927		1,614.05

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
01/18/2020	PC	01/24/2020	30075	MILLER, WILLIAM S.	933		960.68
01/18/2020	PC	01/24/2020	30076	DOUGLAS, MARK	935		975.89
01/18/2020	PC	01/24/2020	30077	PRIOR, ERIN C.	938		895.18
01/18/2020	PC	01/24/2020	30078	CERTA, BRIAN	939		338.27
01/18/2020	PC	01/24/2020	30079	MCMULLEN, DONALD R.	1000		1,690.61
01/18/2020	PC	01/24/2020	30080	SILVA, JESSE L.A.	1001		1,573.13
01/18/2020	PC	01/24/2020	30081	JOHNSON, MELISSA A.	1004		1,332.17
01/18/2020	PC	01/24/2020	30082	STEPHENS, LYON G.	1005		1,599.82
01/18/2020	PC	01/24/2020	30083	STEVENS, JEFFREY W.	1028		375.14
01/18/2020	PC	01/24/2020	30084	RILEY, CASEY W.	1052		224.20
01/18/2020	PC	01/24/2020	30085	JONES, LARRY M.	1057		969.81
01/18/2020	PC	01/24/2020	30086	FLORE, ROBERT A.	1058		748.45
01/18/2020	PC	01/24/2020	30087	MATZ, EMILY S.	1059		1,119.44
01/18/2020	PC	01/24/2020	30088	MOYER, DAVID T.	1073		230.39
01/18/2020	PC	01/24/2020	30089	WHEELER, MICHAEL W.	1103		1,504.01
01/18/2020	PC	01/24/2020	30090	MISHLER, MICHAEL J.	1107		901.61
01/18/2020	PC	01/24/2020	30091	AZZOPARDI, ANTHONY J.	1108		1,649.37
01/18/2020	PC	01/24/2020	30092	DEKORNE, ELIZABETH A.	1109		818.85
01/18/2020	PC	01/24/2020	30093	MCCRANEY, RUSSELL R.	1111		161.89
01/18/2020	PC	01/24/2020	30094	DIETZ, AMANDA M.	1115		611.86
01/18/2020	PC	01/24/2020	30095	WELLS, JANINNA J.	1117		137.44
01/18/2020	PC	01/24/2020	30096	MOYER, NATHAN I.	1118		1,147.15
01/18/2020	PC	01/24/2020	129292	WHITLEY, ANDREW T.	522		2,118.45
01/18/2020	PC	01/24/2020	129293	MORRISON, KEVIN P.	601		1,465.29
01/18/2020	PC	01/24/2020	129294	BOSS JR, DALE E.	701		1,529.38
01/18/2020	PC	01/24/2020	129295	REDMAN, SEAN M.	739		202.06
01/18/2020	PC	01/24/2020	129296	HILLIGAN, ABIGAIL B.	769		433.77
01/18/2020	PC	01/24/2020	129297	MATTER, DAWSON K.	786		222.02
01/18/2020	PC	01/24/2020	129298	HOLM, ARTHUR R.	791		1,178.99
Grand Totals:			86				104,194.75



Report Criteria:

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

Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
01/18/2020	01/24/2020	129299	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	932.01
01/18/2020	01/24/2020	129300	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST T	148.82
01/18/2020	01/24/2020	129300	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	525.04
01/18/2020	01/24/2020	129301	CHAR EM UNITED WAY	9009	UNITED WAY Pay Period: 1/18/2	90.00
01/18/2020	01/24/2020	129302	CHARLEVOIX STATE BAN	9017	HSA - EMPLOYEE CONTRIB - C	1,247.00
01/18/2020	01/24/2020	129303	CHEMICAL BANK	9018	HSA - EMPLOYEE CONTRIB - C	175.00
01/18/2020	01/24/2020	129304	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	659.38
01/18/2020	01/24/2020	129305	MI STATE DISBURSEMEN	9012	FRIEND OF THE COURT Pay Pe	533.10
01/18/2020	01/24/2020	129306	MONY LIFE INSURANCE	9008	LIFE - VOLUNTARY Pay Period:	233.30
01/18/2020	01/24/2020	129306	MONY LIFE INSURANCE	9008	SPOUSE LIFE Pay Period: 1/18/	39.61
01/18/2020	01/24/2020	129306	MONY LIFE INSURANCE	9008	CHILD LIFE Pay Period: 1/18/20	4.00
01/18/2020	01/24/2020	129306	MONY LIFE INSURANCE	9008	AD&D - VOLUNTARY Pay Period	40.32
01/18/2020	01/24/2020	129306	MONY LIFE INSURANCE	9008	SPOUSE AD&D Pay Period: 1/18	6.83
01/18/2020	01/24/2020	129306	MONY LIFE INSURANCE	9008	CHILD AD&D Pay Period: 1/18/2	2.59
01/18/2020	01/24/2020	129307	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,428.29
Grand Totals:		15				6,065.29

Check Number	Payee	Amount
02/04/2020		
129318	313 & 315 BELVEDERE LLC	16,628.19
129319	ABILITA	1,012.50
129320	AIRGAS USA LLC	70.51
129321	ALTA CONSTRUCTION EQUIP LLC	450.21
129322	AMERICAN WASTE INC.	46.76
129323	ANDERSON, ELIZABETH A.	50.00
129324	ANZELL, BETH A.	50.00
129325	ARBOR DAY FOUNDATION	30.00
129326	AVFUEL CORPORATION	7,705.30
129327	AZZOPARDI, ANTHONY	27.02
129328	BELL EQUIPMENT COMPANY	911.11
129329	BILL'S FARM MARKET	2,130.86
129330	BRADFORD'S	35.75
129331	CCE OFFICE OF EMERGENCY MGMT	25.00
129332	CCP INDUSTRIES INC	281.69
129333	CENTRAL DRUG STORE	44.06
129334	CERTIFIED LABORATORIES	193.07
129335	CHARLEVOIX COMMUNITY SHOPPER	189.00
129336	CHARLEVOIX ROD & GUN CLUB	390.00
129337	CHARLEVOIX SCREEN MASTERS INC	468.75
129338	CHARLEVOIX STATE BANK	249.00
129339	CHARLEVOIX TOWNSHIP	33,115.21
129340	CHEMICAL SYSTEMS INC.	3,480.00
129341	CITY OF CHARLEVOIX - MISC	15,930.52
129342	CITY OF FARMINGTON HILLS	100.00
129343	CIVICPLUS	3,000.00
129344	CLOTHING COMPANY, THE	1,394.25
129345	CRYSTAL FLASH ENERGY	949.31
129346	DAMAN, TAMRA	47.25
129347	DeROSIA, PATRICIA E.	50.00
129348	DOAN, GERARD P.	50.00
129349	DOTSON, LINDSEY J.	50.00
129350	DROST LANDSCAPE INC.	4,720.00
129351	ELLIOTT, PATRICK M.	50.00
129352	ELLSWORTH FARMER'S EXCHANGE	927.50
129353	EMMET COUNTY EMS	250.00
129354	FISHER SCIENTIFIC	603.88
129355	GOLDING, JOYCE M.	50.00
129356	GRAINGER	1,593.45
129357	GRAND TRAVERSE GARAGE DOOR	260.97
129358	GREAT LAKES ELEVATOR LLC	408.93
129359	HACH COMPANY	1,469.00
129360	HANKINS, SCOTT A.	50.00
129361	HARDY DIAGNOSTICS	200.69
129362	HEYDLAUFF, MARK L.	50.00
129363	INDEPENDENT DRAFTING SERVICES	608.00
129364	INDIAN RIVER SPORTS CENTER	177.96
129365	JOBA, BOB	21.00

M = Manual Check, V = Void Check

Check Number	Payee	Amount
129366	JOHNSON, MELISSA A.	50.00
129367	KASSBOHRER ALL TERRAIN VEHICLE	389.30
129368	KIWANIS CLUB OF CHARLEVOIX	40.00
129369	KLINGER, SUSAN/TODD	50.00
129370	KLOOSTER, ALIDA K.	50.00
129371	KLOOSTER, PATRICK H.	50.00
129372	KNORR, KENT J.	50.00
129373	KSS ENTERPRISES	322.28
129374	LAKESHORE TIRE & AUTO SERVICE	10.00
129375	LANDSCAPE FORMS INC.	4,880.00
129376	LASER PRINTER TECHNOLOGIES	190.00
129377	LAVENDER, JOSEPH E.	50.00
129378	LEELANAU COFFEE ROASTING CO IN	151.80
129379	LOUIS A. HOFFMAN NURSERY INC	82,560.00
129380	MAYER, SHELLEY L.	50.00
129381	McGINN, KELLY A.	50.00
129382	MCLEAN ENGINEERING CO INC	1,282.00
129383	MCMULLEN, DONALD R.	50.00
129384	MICHIGAN OFFICEWAYS INC	726.11
129385	MILLER, WILLIAM S.	50.00
129386	MISHLER, MIKE	27.02
129387	MORRIS, STEFANI	150.00
129388	MUTT MITT	1,001.22
129389	NISWANDER, JOSEPH F.	25.00
129390	NORTH COAST FASTENERS LLC	123.40
129391	NORTHERN CREDIT SERVICES	133.84
129392	NORTHERN MI LAW ENFORCEMENT	125.00
129393	NORTHERN PUMP SERVICE INC.	2,180.00
129394	NOWAK, PAUL	50.00
129395	PARASTAR INC.	392.12
129396	PAUL'S METER TESTING LLC	5,703.55
129397	POSTMASTER	66.82
129398	POWER LINE SUPPLY	2,395.22
129399	PRESTON FEATHER	762.62
129400	PRO WEB MARKETING LLC	40.00
129401	QUALITY CAR & TRUCK REPAIR INC	589.95
129402	QUILL CORP	69.97
129403	ROTARY CLUB OF CHARLEVOIX	37.50
129404	SAFARILAND	217.00
129405	SEEDS	3,000.00
129406	SIGMA-ALDRICH INC.	411.79
129407	SILVA, JESSE L.A.	50.00
129408	SOUTH ARM CONSTRUCTION LLC	620.65
129409	STATE INDUSTRIAL PRODUCTS	367.63
129410	STEPHENS, LYON G.	50.00
129411	SWEM, DONALD L.	50.00
129412	T & R ELECTRIC	40.00
129413	TELE-RAD INC	1,280.00
129414	TELREPCO	545.00

Check Number	Payee	Amount
129415	TERMINAL SUPPLY CO	115.97
129416	THUNDER BAY TREE SERVICE LLC	6,917.50
129417	TRUCK & TRAILER SPECIALTIES	52.67
129418	UNIFIRST CORPORATION	578.66
129419	USA BLUE BOOK	1,497.88
129420	VILLAGE GRAPHICS INC.	190.19
129421	WEBER, KRYSTAL	150.00
129422	WOLTERS KLUWER LAW & BUSINESS	777.89
129423	WORK & PLAY SHOP	117.15
129424	WURST, RANDALL W.	50.00
129425	WYMAN, MATTHEW A.	50.00
129426	XEROX FINANCIAL SERVICES	168.84
Total 02/04/2020:		222,820.24
Grand Totals:		222,820.24

Check Number	Payee	Amount
01/15/2020		
11520001	DTE ENERGY	7,075.05
Total 01/15/2020:		7,075.05
Grand Totals:		7,075.05

Check Number	Payee	Amount
01/21/2020		
12120001	MICHIGAN PUBLIC POWER AGENCY	31,107.09
Total 01/21/2020:		31,107.09
Grand Totals:		31,107.09

Check Issue Date	Check Number	Payee	Amount
12420001			
01/24/2020	12420001	**EFTPS* Payroll Taxes	10,080.07
01/24/2020	12420001	**EFTPS* Payroll Taxes	10,080.07
01/24/2020	12420001	**EFTPS* Payroll Taxes	2,357.39
01/24/2020	12420001	**EFTPS* Payroll Taxes	2,357.39
01/24/2020	12420001	**EFTPS* Payroll Taxes	13,513.97
Total 12420001:			
	5		38,388.89
12420002			
01/24/2020	12420002	Alerus Financial	350.00
Total 12420002:			
	1		350.00
12420003			
01/24/2020	12420003	STATE OF MICHIGAN	5,697.16
Total 12420003:			
	1		5,697.16
12420004			
01/24/2020	12420004	Vantagepoint - 401 Plan 109153	858.02
Total 12420004:			
	1		858.02
12420005			
01/24/2020	12420005	Vantagepoint - 457 Plan 300959	5,832.92
01/24/2020	12420005	Vantagepoint - 457 Plan 300959	2,473.23
01/24/2020	12420005	Vantagepoint - 457 Plan 300959	4,206.88
01/24/2020	12420005	Vantagepoint - 457 Plan 300959	8,149.65
Total 12420005:			
	4		20,662.68
12420006			
01/24/2020	12420006	Vantagepoint - Roth IRA 706117	1,286.52
Total 12420006:			
	1		1,286.52
Grand Totals:			
	13		67,243.27

Check Number	Payee	Amount
01/24/2020		
12420007	MERS	53,323.38
Total 01/24/2020:		53,323.38
Grand Totals:		53,323.38

Check Number	Payee	Amount
01/27/2020		
12720001	MICHIGAN PUBLIC POWER AGENCY	180,426.41
12720002	MICHIGAN PUBLIC POWER AGENCY	21,385.67
Total 01/27/2020:		201,812.08
Grand Totals:		201,812.08

Check Number	Payee	Amount
02/04/2020		
3367	CHARLEVOIX COUNTY TREASURER	2,204.44
3368	CHARLEVOIX COUNTY TREASURER	46,154.56
3369	CHARLEVOIX DISTRICT LIBRARY	30,575.84
3370	CHARLEVOIX PUBLIC SCHOOLS	337.99
3371	CHARLEVOIX PUBLIC SCHOOLS	39.44
3372	CHARLEVOIX PUBLIC SCHOOLS	233.93
3373	CHARLEVOIX PUBLIC SCHOOLS	53.32
3374	CHARLEVOIX PUBLIC SCHOOLS	22.84
3375	CHARLEVOIX-EMMET ISD	67,025.73
3376	CITY OF CHARLEVOIX - TAXES DUE	24,983.17
3377	JOHNSON, TINA	5.32
3378	RECREATIONAL AUTHORITY	5,920.85
3379	STATE OF MICHIGAN	7,496.44
Total 02/04/2020:		185,053.87
Grand Totals:		185,053.87

CHECKS DRAWN ON CHARLEVOIX STATE BANK ACCOUNT

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Board of Review Resignation - Kirby Dipert

DATE: February 3, 2020

BACKGROUND:

Kirby Dipert submitted his letter of resignation from the Board of Review. He travels south during the winter and is unavailable to participate in the March meetings.

RECOMMENDATION:

Motion to accept Kirby Dipert's resignation from the Board of Review.

ATTACHMENTS:

▣ Resignation

1/29/20

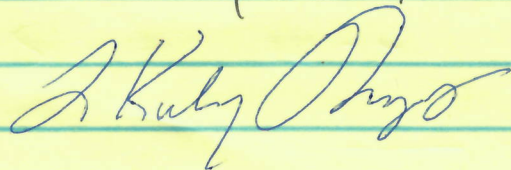
Joyce Golding
City Clerk, Charlevoix

Mrs. Golding,

Please accept my resignation from
Charlevoix City Board of Review, effective
JAN. 29th 2020.

Regards

L. Kirby Dipert



CHARLEVOIX CITY COUNCIL

Public Hearings and Actions Requiring Public Hearings

TITLE: Public Hearing for CDBG Grant Proposal

DATE: February 3, 2020

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

Prein & Newhof advised us of a grant opportunity to make improvements to our sanitary sewer system identified in our recently completed Asset Management Plan. Our grant request would upgrade the lift station at Depot Beach and eliminate the lift station in the industrial park. Ultimately, these changes will improve the efficiency of our system and improve reliability by upgrading older infrastructure. A requirement of the grant submission is the holding of a public hearing before submitting the application. We noticed the public hearing in accord with our standard practice but learned from our engineers on January 29 that it is necessary to use a special template from the federal government and use this form at least 5 days in advance of the Public Hearing; because of this, it will be necessary to delay this public hearing. In consultation with the Deputy Mayor, we have determined February 6 at 5pm would be a time to hold a special meeting to hold this public hearing and act on the grant application. During Monday's meeting, I'm happy to take your questions on this application and receive any public comment.

This grant is for a total project amount of just over \$1.5 million, of which just under \$1.2 million would come from the CDBG. The remaining funds would largely come from our Wastewater Fund. This project addresses two projects identified on the Asset Management Plan we completed back in 2018 and addresses the long-term health and improvement of our sewer system.

GOALS:

Develop and maintain long-term infrastructure plans

RECOMMENDATION:

Accept public comment and any Council discussion.

ATTACHMENTS:

- ▣ Application
- ▣ Project Budget
- ▣ Resolution
- ▣ Preliminary Estimates
- ▣ Project Map

Community Development Block Grant Infrastructure and Resiliency Application

For eligible activities administered by the Michigan Economic Development Corporation (MEDC)
on behalf of the Michigan Strategic Fund (MSF)

Revised 12.19.19



Refer to the separate Instruction document when completing the Community Development Block Grant Infrastructure and Resiliency (CDBG) Application. The review of the proposed project will be based solely on the Unit of General Local Government's (UGLG's) responses and attachments. The MEDC will not seek clarifications. The numbered sections below coincide with the numbered sections in the Instructions.

1. UNIT OF GENERAL LOCAL GOVERNMENT (UGLG) IDENTIFICATION SUMMARY			
		FUNDING SOURCE TOTALS	
Unit of General Local Government (UGLG)	City of Charlevoix	CDBG	\$ 1,169,250
Street/PO Box	210 State Street	UGLG	\$ 389,750
City	Charlevoix	Other	\$
County	Charlevoix	Other	\$
State/Zip	MI 49720	Other	\$
Chief Elected Official Name	Luther Kurtz	Other	\$
Chief Elected Official Title	Mayor	Total	\$ 1,559,000
Chief Elected Official Email			
UGLG Project Contact (PC) Name	Mark Heydlauff	(Refer to Section 1(C) of the Instructions) UGLG's SAM#	
UGLG PC Title	City Manager		
UGLG PC Address	210 State Street	(Refer to Section 1(D) of the Instructions) UGLG's DUNS Number	
UGLG PC Telephone Number	(231) 547-3270		
UGLG PC Fax Number	(231) 547-3617	(Refer to Section 1(E) of the Instructions) UGLG's Federal Tax Identification Number	
UGLG PC E-Mail Address	markh@charlevoixmi.gov		
(Refer to Section 1(F) of the Instructions) UGLG's Fiscal Year End	March 31		
2. STATE GOVERNMENT REPRESENTATION			
Senator Name	Wayne Schmidt	Senate District	34
Representative Name	Triston Cole	House District	105
3. FEDERAL GOVERNMENT REPRESENTATION			
Representative Name	Jack Bergman	Congressional District	1

4. AUTHORIZED UGLG OFFICIAL

Signature and Date:

Name and Title

Mark Heydlauff, City Manager

E-Mail Address

markh@charlevoixmi.gov

5. ELIGIBILITY REQUIREMENTS

A. Check all eligibility requirements that apply (To qualify, all must be applicable):

- ☒ The UGLG is a community where 51% of the individuals reside in low to moderate income households (Question 11A)
- ☒ The UGLG did not receive a 2016 or 2017 ICE Grant or a 2018 Frozen Water Grant
- ☒ The project will be completed by December 31, 2021
- ☒ The grant request for traditional infrastructure is between \$500,000 and \$1,700,000, with up to an additional \$300,000 identified as additional costs related to Resiliency/Green Infrastructure water/sewer system improvements
- ☒ The UGLG has a committed cash match equal to 10% of the total project cost
- ☒ The UGLG has clearly demonstrated that the proposed project benefits the entire Low and Moderate Income Community (Question 11B)
- ☒ The proposed project is located on property owned by the UGLG and/or only an easement is needed
- ☒ The proposed project includes eligible activities for upgrading or replacing an existing public infrastructure system such as water, sewer, and wastewater and any associated infrastructure replacement and associated engineering
- ☒ The UGLG has a maintenance plan for the proposed project (Section 12, Attachment E)
- ☒ The UGLG has a Capital Improvement Plan (CIP) and the proposed project is specifically identified within the CIP as a non-maintenance capital expenditure (Section 12, Attachment J)
- ☒ The UGLG has a set of project plans and specifications (Section 12, Attachment M)

Comments:

6. PRIORITIES

A. Check all priorities that apply:

- ☒ The need for the proposed project has been clearly defined (Question 10(C)) and supports one or more of the following concerns (check all that apply):
 - ☒ Health, Sanitation, and Security;
 - ☒ Aging Infrastructure;
 - ☒ Sustainability;
- ☒ The community does not have more than 1 open CDBG grant or executed LOI
- ☒ The community is a Low to Moderate income Community
 - ☒ 51-55%
 - ☐ 56-60%
 - ☐ 61-65%
 - ☐ 66% and above
- ☒ The community has leveraged local matching funds
 - ☐ 10%
 - ☐ 11-15%
 - ☐ 16-20%
 - ☒ 25% and above

Comments: The proposed work is among the highest priorities established in the City of Charlevoix Capital Improvement Plan

7. ADMINISTRATION

A. Identify who will be responsible for administering the proposed project (Check One):

NOTE – Administrative contracts cannot be signed until authorized by the MEDC.

☒ A MEDC CGA will administer the project. The CGA has not yet been selected and the contract amount is unknown. The contract has not yet been signed, the MSF will fund the costs, and the administration line item on the CDBG budget (Attachment A) has been left blank.

☐ A MEDC CGA on the staff of the UGLG will administer the project. These costs are not eligible as match or CDBG reimbursement. The administration line item on the CDBG budget (Attachment A) has been left blank. Provide the name and contact information for the MEDC CGA person at the UGLG who will be responsible for administering the proposed project:

Name:

Business Address:

Phone #:

E-mail:

8. UGLG CAPACITY AND CONFLICT OF INTEREST

- A. Does the UGLG have open CDBG grants, including CDBG housing grants, or executed Letters of Intent (LOI) related to a CDBG project?

☐ Yes
☒ No

If yes, please provide the grant number(s) and project name in the case of a LOI:

- B. Does the UGLG have any unresolved CDBG grant issues and/or findings?

☐ Yes
☒ No

If yes, please provide the grant number and explain the issues and/or findings:

- C. Conflict of Interest, check all that apply:

☐ Employees, agents, consultants, officers, elected or appointed officials of the UGLG will obtain a financial interest or benefit from a CDBG assisted activity or will have an interest in any contract, subcontract or agreement with respect thereto, or in the proceeds hereunder, either for themselves or for those with whom they have family or business ties, during their tenure or for one year thereafter.

☐ Officials and staff of the UGLG will be a party to contracts involving the procurement of goods and services assisted with CDBG funds.

☒ No conflicts

9. UGLG FUNDING SOURCES

A. Check the specific funding source(s) that the UGLG's committed cash match will be comprised of:

****SPECIAL ASSESSMENTS ARE NOT ALLOWED****

- ☐ General Fund
- ☒ Road, Water, and/or Sewer Funds
- ☐ DDA or other like district Funds
- ☐ Bonding (See instructions for limitations)
- ☐ Currently, Community is RRC Certified
- ☐ Other

Describe other funds:

B. Check the specific funding source(s) that the **"Other"** committed cash match will be comprised of:

- ☐ Other grants and/or loans where agreements are in place and the funds are immediately available
- ☐ Act 51 Funds that are immediately available
- ☐ Other public and/or private cash that is immediately available
- ☐ Other funds that are immediately available

Describe ALL "Other" funds:

10. PROJECT SCOPE AND PROGRAM REQUIREMENTS

A. Compliance Requirements. Check all that apply:

- ☐ The project will impact historic properties or archaeological sites and districts.
- ☐ The project will impact wetlands.
- ☒ The project is located in a floodplain and/or will impact a floodplain.
- ☐ The project is located in a coastal zone.
- ☒ The project will require local, state, and federal permits.
- ☒ The project will result in the acquisition of easements.
- ☒ The project will result in the demolition or conversion of residential dwelling units, both occupied and vacant.
- ☐ The project will result in temporary or permanent relocation of businesses, non-profit organizations, homeowners, or tenants.
- ☒ The project will result in special fees (i.e., tap in / hookup fees, special assessments).
- ☐ None of the above

Describe all that apply:

Watermain construction permit to be issued by EGLE

Sewer construction permit to be issued by EGLE

Easement acquisition for the Depot Beach Lift Station is expected (final determination of whether this is needed will depend of the engineered lift station design plans)

B. Provide a clear and concise description of the overall proposed project.

The overall project include:

1. Demolition/abandonment of Industrial Park Lift Station
2. Redirecting wastewater flow currently pumped by Industrial Park Lift Station via:
 - o Construction of new gravity sewer in Ance Road from Taylor Road to US-31
 - o Reconstruction/upsizing of existing gravity sewer along US-31 from Ance Road to Martin Road
3. Reconstruction of Depot Beach Lift Station
4. Reconstruction/upsizing watermain along US-31 from Ance Road to Martin Road

C. Based on the priority criteria selected in Section 6 (A), clearly describe the need for the proposed project.

☒ Health, Sanitation, and Security;

Industrial Park Lift Station (LS) has elevated risk for sewer backups or discharge of untreated wastewater due to wet weather peak flows exceeding the lift station capacity. The sewer construction and Depot Beach LS reconstruction will reduce this risk by eliminating the Industrial Park LS and increasing the system capacity. Eliminating the Industrial Park LS will also improve overall system reliability by allowing gravity to do the work of an existing lift station, as lift stations are mechanical and electrical systems which can be prone to failure.

The watermain to be replaced is believed to be asbestos cement pipe material. Replacing the pipe will negate any potential risk of the existing pipe to leaching asbestos into the water system. Upsizing the pipe will provide improved hydraulic performance for the overall water system as recommended in the City's most recent water system reliability study.

☒ Aging Infrastructure;

At 47 years old, the Depot Beach LS is beyond its expected service life. Replacing it will renew the life of a critical piece of infrastructure.

☒ Sustainability;

The Depot Beach LS had discharge piping velocities above recommended maximums, resulting in elevated energy consumption.

D. Michigan's physical infrastructure is aging, diminishing its capacity to resist hazards. Preventing hazards events from becoming disasters depends upon the resilience of infrastructure systems.

Definition: Resiliency is the ability to prepare for anticipated hazards, adapt to changing conditions, and withstand and recover rapidly from disruptions. Activities, such as disaster preparedness—which includes prevention, protection, mitigation, response and recovery—are key steps to resilience.

Definition: Green Infrastructure is a cost-effective and resilient way to manage storm water, reduce the impact on existing drainage systems, and minimize downstream flooding and environmental impacts. It works by assuring that storm water runoff is detained and infiltrated, evaporated, or used close to its source. Infiltration measures may include, rain gardens, bio swales, wetland restoration, permeable pavements, urban tree canopy, planter gardens or trees along streets.

In the opinion of a licensed professional engineer (P.E.), confirm and include supporting evidence as Attachment N, that the plans included in the application meet the definitions of Resiliency/Green Infrastructure above.

☒ The proposed project includes improvements to the UGLGs water/sewer system that involves Resiliency or Green Infrastructure related items.

☐ The proposed project does not involve Resiliency or Green Infrastructure related items.

- E. What is the square footage of the public space being improved or reactivated?
Approximately 90,000 square feet

- F. In the below space, provide an overall project schedule that includes the anticipated start and completion dates (attachments are not acceptable).

Activities	Start Date	End Date
Design Engineering	3/20/2020	6/23/2020
Easement acquisition, if applicable	4/1/2020	7/30/2020
Bidding	6/23/2020	7/30/2020
Construction	9/14/2020	10/15/2021

Comments regarding timeline (i.e. Design Engineering was completed prior to this Application; Design Engineering will be paid locally and will be completed prior to the Grant Agreement BUT ONLY with MEDC's written authorization; easements will not be required, etc.):

11. NATIONAL OBJECTIVE

- A. What percentage of the UGLG is comprised of low and moderate income persons?

53.78%

- B. Explain how the CDBG funded improvements will benefit the entire low and moderate income area.

The sewer system improvements will make the system more resilient and reduce the risk of untreated wastewater to the environment. Discharge of untreated wastewater would enter Lake Charlevoix, which flows through Round Lake, to Lake Michigan. These lakes and connecting channels include several public parks and beaches open to the public. Untreated wastewater discharge in this was could expose the public to e-coli bacteria and other harmful substances. The improvements will reduce the likelihood of these impacts, thereby benefitting all people who use the Charlevoix public parks and beaches. The City's water supply is from Lake Michigan surface waters, providing drinking water to most homes and businesses in the City. Potecting the inland lakes from pollutants also protects the water supply, thereby benefitting all people who use the City's water system.

The watermain replacement will remove an asbestos cement watermain from service, thereby reducing the risk of asbestos exposure to all users of the water system.

12. REQUIRED ATTACHMENTS – MUST BE LABELED AND ATTACHED IN ORDER

Attachment A - Project Budget (Use template Attachment A provided)

Attached?

☐ Yes

Attachment B - Authorizing Resolution (Use template Attachment B provided)

Attached?

☒ Yes

Attachment C - Preliminary cost estimates

Attached?

☒ Yes

Attachment D - Detailed map showing all project activities

Attached?

☒ Yes

Attachment E - Maintenance Plan

Attached?

☒ Yes ☐ No If not explain:

Attachment F - Community Development Narrative

Attached?

☒ Yes ☐ No If not explain:

Attachment Gi – UGLG Public Participation Certification (Use Form Attachment Gi provided)

Attached?

☐ Yes

Attachment Gii - **Published** Public Hearing Notice (Use Template Gii provided)

Attached?

☐ Yes

Attachment Giii - Brief description of the public hearing

Attached?

☐ Yes

Attachment H – Certifications (Use Form Attachment H provided)

Attached?

☐ Yes

Attachment I – Assurances (Use Form Attachment I provided)

Attached?

☐ Yes

Attachment J – Capital Improvement Plan

Attached?

☐ Yes ☐ No If not explain:

Attachment K - Anti Displacement and Relocation Assistance Plan (Use Template Attachment K provided)

Attached?

☐ Yes ☐ No If not explain:

Attachment L – Evidence of Need (Section 6 Priority and Section 10, Question 10C)

Attached?

☐ Yes

Attachment M - A copy of the preliminary project plans and specifications (Section 5 Eligibility)

Attached?

☐ Yes ☐ No If not explain:

13. OPTIONAL ATTACHMENTS – MUST BE LABELED AND ATTACHED IN ORDER

Attachment N – Resiliency/Green Infrastructure Supporting Evidence (Section 10, Question 10D)

Attached?

☐ Yes

☐ No, supporting evidence is not available

Attachment O – If using bonds and/or Other Resources, evidence that the funds are available at the time of the application (Section 9, Question 9B)

Attached?

☐ Yes

☐ No, local match will not consist of bonds and/or the proposed budget will not consist of Other Resources

Attachment P – If applicable, identify any other applications related to infrastructure that includes a Federal or State agency as a source of funds.

Attached?

☐ Yes

☐ No, UGLG has not submitted other application for infrastructure funding to Federal or State agencies.

Additional Comments:

ATTACHMENT A - PROJECT BUDGET

PROJECT BUDGET						
ACTIVITY COSTS	CDBG	LOCAL - general	LOCAL - water	LOCAL - sewer	OTHER	TOTAL
Administrative Services	left blank	\$ -	\$ -	\$ -	\$ -	left blank
Engineering	\$ 150,000.00	\$ 8,750.00	\$ 7,250.00	\$ 34,000.00	\$ -	\$ 200,000.00
Environmental	\$ 15,000.00	\$ 1,250.00	\$ 1,250.00	\$ 2,500.00	\$ -	\$ 20,000.00
Easement Acquisition	\$ 7,500.00	\$ -	\$ -	\$ 2,500.00	\$ -	\$ 10,000.00
Demolition	\$ 105,000.00	\$ -	\$ 1,250.00	\$ 33,750.00	\$ -	\$ 140,000.00
Construction	\$ 891,750.00	\$ 50,000.00	\$ 42,250.00	\$ 205,000.00	\$ -	\$ 1,189,000.00
GRAND TOTAL	\$ 1,169,250.00	\$ 60,000.00	\$ 52,000.00	\$ 277,750.00	\$ -	\$ 1,559,000.00

CITY OF CHARLEVOIX
RESOLUTION NO. 2020-02-02
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) APPLICATION

- WHEREAS,** the Michigan Strategic Fund has invited Units of General Local Government to apply for its CDBG-Infrastructure and Resiliency (CDBG-IR) Competitive Funding Round; and
- WHEREAS,** the City of Charlevoix desires to request \$1,169,250 in CDBG funds to construct public water and sewer system improvements known as the Depot Beach Lift Station Improvement and Industrial Park Lift Station Removal and Ance Road Improvements project; and
- WHEREAS,** the City of Charlevoix commits local funds from its Sewer, Water and General Funds in the amount of \$389,750; and
- WHEREAS,** the proposed project is consistent with the local Community Development Plan as described in the Application; and
- WHEREAS,** the proposed project will benefit all residents of the project area and 53.78 percent of the residents of the City of Charlevoix are low and moderate income persons as determined by census data provided by the U.S. Department of Housing and Urban Development; and
- WHEREAS,** local funds and any other funds to be invested in the project have not been obligated/incurred and will not be obligated/incurred prior to a formal grant award, completion of the environmental review procedures and a formal written authorization to obligate/incur costs from the Michigan Economic Development Corporation.

NOW THEREFORE BE IT RESOLVED, that the City of Charlevoix hereby designates the City Manager as the Environmental Review Certifying Officer, the person authorized to certify the Michigan CDBG Application, the person authorized to sign the Grant Agreement and payment requests, and the person authorized to execute any additional documents required to carry out and complete the grant.

RESOLVED this 6th day of February, 2020 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas:

Nays:

ATTACHMENT C: PRELIMINARY ESTIMATE OF CONSTRUCTION COSTS

January 27,2020

Depot Beach Lift Station Improvements

SECTION ONE: DEMOLITION

Item	Description	Quantity	Unit	Unit Price	Amount
1.	Surface Removals	1	Isum	\$10,000	\$10,000
2.	Structure Demolition	1	Isum	\$5,000	\$5,000
3.	Excavation	1	Isum	\$30,000	\$30,000
SUBTOTAL FOR SECTION ONE					\$45,000

SECTION TWO: CONSTRUCTION

Item	Description	Quantity	Unit	Unit Price	Amount
4.	Bypass Pumping	1	Isum	\$30,000	\$30,000
5.	Dewatering & Backfill	1	Isum	\$80,000	\$80,000
6.	Precast Wet Well and Valve Chamber	1	Isum	\$40,000	\$40,000
7.	Pumps, Valves and Piping	1	Isum	\$105,000	\$105,000
8.	Meter Chamber	1	Isum	\$15,000	\$15,000
9.	Yard Piping	1	Isum	\$40,000	\$40,000
10.	Instrumentation and Controls	1	Isum	\$65,000	\$65,000
11.	Electrical	1	Isum	\$25,000	\$25,000
12.	Electrical Service Upgrade	1	Isum	\$10,000	\$10,000
13.	Site Restoration	1	Isum	\$20,000	\$20,000
13.	General Conditions	1	Isum	\$72,000	\$72,000
14.	Construction Contingency (15%)	1	Isum	\$83,000	\$83,000
SUBTOTAL FOR SECTION TWO:					\$585,000

TOTAL DEMOLITION AND CONSTRUCTION

\$630,000

ATTACHMENT C: PRELIMINARY ESTIMATE OF CONSTRUCTION COSTS

January 27, 2020

Industrial Park LS Removal and Ance Road Improvements

SECTION ONE: DEMOLITION

Item	Description	Quantity	Unit	Unit Price	Amount
1.	Tree Removal	6	ea.	\$500	\$3,000
2.	HMA Pavt and Driveway Removal	3,320	syd	\$10	\$33,200
3.	Industrial Park Lift Station Removal	1	lsum	\$50,000	\$50,000
4.	Remove/Abandon Existing Sanitary Sewer	740	l.f.	\$6	\$4,400
5.	Remove/Abandon Existing Watermain	740	l.f.	\$6	\$4,400
SUBTOTAL FOR SECTION ONE					\$95,000

SECTION TWO: CONSTRUCTION

Item	Description	Quantity	Unit	Unit Price	Amount
6.	Mobilization, 5%	1	lsum	\$29,000	\$29,000
7.	Traffic control	1	lsum	\$20,000	\$20,000
8.	Maintain Sewer System Operation	1	lsum	\$30,000	\$30,000
9.	Sanitary Sewer, 12 inch	1,430	l.f.	\$60	\$85,800
10.	Sanitary Sewer, Manhole	8	ea.	\$3,000	\$24,000
11.	Sanitary Sewer, Laterals	7	ea.	\$1,200	\$8,400
12.	Abandon Force Main	1,490	l.f.	\$8	\$11,920
13.	Water Main, 12 inch	740	l.f.	\$110	\$81,400
14.	12x12x12 Tapping Sleeve, Valve & Box	1	ea.	\$10,000	\$10,000
15.	Hydrant Assemblies	2	ea.	\$5,000	\$10,000
16.	Water Services, 1-inch	2	ea.	\$1,500	\$3,000
17.	Water Services, 2-inch	1	ea.	\$2,500	\$2,500
18.	Machine Grading	8	Sta	\$2,000	\$16,000
19.	Subgrade Undercut and Backfill	650	Cyd	\$10	\$6,500
20.	Aggregate Base, 8-inch	3,450	syd	\$8	\$27,600

CITY OF CHARLEVOIX
CDBG IR GRANT APPLICATION

21.	HMA (550#/syd)	620	ton	\$85	\$52,700
22.	Driveway, HMA (550#/syd)	350	ton	\$100	\$35,000
23.	Curb and Gutter	290	l.f.	\$20	\$5,800
24.	Gravel Shoulder	900	l.f.	\$5	\$4,500
25.	Incidental utility work	1	lsum	\$30,000	\$30,000
26.	Street Trees	6	ea.	\$500	\$3,000
27.	Restoration	15	Sta	\$1,000	\$15,000
28.	Construction Contingency (15%)	1	lsum	\$92,000	\$92,000
SUBTOTAL FOR SECTION TWO					\$604,000
TOTAL DEMOLITION AND CONSTRUCTION					\$699,000

City of Charlevoix CDBG Grant Application Attachment "D" - Project Map

**Industrial Park Lift Station Removal
and Ance Road Improvements**
See Preliminary Plans
Sheet 1

Depot Beach Lift Station Improvements
See Preliminary Plans
Sheets 2-4

LEGEND

-  New Sanitary Sewer
-  Replace Main
-  Existing Sanitary Lift Station
-  Existing Sanitary Gravity Sewer
-  Existing Sanitary Force Main
-  Project Areas



SCALE: 1" = 1,000'

CHARLEVOIX CITY COUNCIL

Public Hearings and Actions Requiring Public Hearings

TITLE: Set FY 2019-2020 Budget Amendment Public Hearing

DATE: February 3, 2020

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

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 2019-20 to our best estimate. A copy of the public notice is attached.

RECOMMENDATION:

Set public hearing for the 2019-20 Budget Amendment Ordinance for February 17, 2020 at 6 p.m. in the City Council Chambers, 210 State Street, Charlevoix, MI.

ATTACHMENTS:

- ▣ Public Notice 2019-20
- ▣ Ordinance Budget Amendment 813

PUBLIC NOTICE

The City Council of the City of Charlevoix will hold a Public Hearing on the Proposed 2019-20 Fiscal Year Budget Amendment #1 on Monday, February 17, 2020 at 6:00 p.m. at City Hall, 210 State Street, Charlevoix, Michigan. The following Budget Amendment #1 is proposed for the fiscal year April 1, 2019 to March 31, 2020:

		Original Budget	Amended Budget	Net Change
General Fund	RV Total	3,285,200	3,602,880	317,680
- Legislative	EX Total	61,700	80,177	18,477
- General Government	EX Total	673,450	689,334	15,884
- Public Safety	EX Total	1,111,900	1,139,140	27,240
- Public Works	EX Total	300,300	298,121	(2,179)
- Health and Welfare	EX Total	0	113,772	113,772
- Recreation & Culture	EX Total	1,242,850	1,281,720	38,870
- Other	EX Total	33,300	16,915	(16,385)
- Fund Transfers	EX Total	30,000	100,000	70,000
Major Street Fund	RV Total	552,740	431,011	(121,729)
Major Street Fund	EX Total	514,352	399,846	(114,506)
Local Street Fund	RV Total	155,267	176,819	21,552
Local Street Fund	EX Total	168,100	173,240	5,140
EMS Fund	RV Total	1,024,600	1,590,205	565,605
EMS Fund	EX Total	1,105,800	1,560,405	454,605
DDA Fund	RV Total	562,600	607,415	44,815
DDA Fund	EX Total	605,200	693,394	88,194
General Debt Service Fund	RV Total	321,400	321,500	100
Public Services Facility Debt Service Fund	RV Total	0	80,815	80,815
Public Services Facility Debt Service Fund	EX Total	0	80,115	80,115
Airport Fund	RV Total	2,604,222	1,974,279	(629,943)
Airport Fund	EX Total	1,943,530	1,951,729	8,199
PI#1 - Fire Replacement Fund	RV Total	88,434	47,197	(41,237)
PI#1 - Fire Replacement Fund	EX Total	200,000	321,572	121,572
PI#2 - Sewer Capital Fund Tap Ins	RV Total	15,100	27,400	12,300
PI#5 - Sewer Capital Fund - Northside Fund	RV Total	4,250	6,980	2,730
PI#6 - Infrastructure Improvements Fund	RV Total	471,400	482,665	11,265
PI#6 - Infrastructure Improvements Fund	EX Total	301,400	250,695	(50,705)
PI#7 - Street Improvements	RV Total	244,300	248,975	4,675
PI#9 - Industrial Park Fund	RV Total	60	80	20
PI#9 - Industrial Park Fund	EX Total	3,500	4,250	750
PI#12 - Mt. McSaubas Recreation Improvement Fund	RV Total	7,020	10,900	3,880
PI#12 - Mt. McSaubas Recreation Improvement Fund	EX Total	0	15,557	15,557
PI#13 - Ambulance Replacement Fund	RV Total	0	136,995	136,995
PI#13 - Ambulance Replacement Fund	EX Total	0	22,935	22,935
PI#14 - Public Services Facility Fund	RV Total	0	8,760,503	8,760,503
PI#14 - Public Services Facility Fund	EX Total	0	2,208,179	2,208,179
Electric Fund	RV Total	7,195,025	7,328,885	133,860
Electric Fund	EX Total	7,869,100	7,491,412	(377,688)
Sewer Fund	RV Total	2,661,150	2,688,082	26,932
Sewer Fund	EX Total	3,664,700	3,721,811	57,111
Water Fund	RV Total	1,606,100	1,618,200	12,100
Water Fund	EX Total	1,927,500	2,115,913	188,413
Marina Fund	RV Total	792,030	916,298	124,268
Marina Fund	EX Total	1,489,500	1,507,397	17,897
DPW Site Fund	RV Total	326,393	242,018	(84,375)
DPW Site Fund	EX Total	103,900	155,600	51,700
Employee Fringe Benefit Fund	RV Total	2,735,000	2,839,383	104,383
Employee Fringe Benefit Fund	EX Total	2,815,100	3,002,119	187,019
Motor Pool Fund	RV Total	913,164	962,977	49,813
Motor Pool Fund	EX Total	1,065,100	1,068,571	3,471

ORDINANCE # 813

The Budget for the fiscal year beginning April 1, 2019 shall be amended for operating the City of Charlevoix.
Ordinance # 813, the Budget Appropriation Act of 2019-2020 is hereby amended as follows:

		Original Budget	Amended Budget	Net Change
General Fund	RV Total	3,285,200	3,602,880	317,680
- Legislative	EX Total	61,700	80,177	18,477
- General Government	EX Total	673,450	689,334	15,884
- Public Safety	EX Total	1,111,900	1,139,140	27,240
- Public Works	EX Total	300,300	298,121	(2,179)
- Health and Welfare	EX Total	0	113,772	113,772
- Recreation & Culture	EX Total	1,242,850	1,281,720	38,870
- Other	EX Total	33,300	16,915	(16,385)
- Fund Transfers	EX Total	30,000	100,000	70,000
Major Street Fund	RV Total	552,740	431,011	(121,729)
	EX Total	514,352	399,846	(114,506)
Local Street Fund	RV Total	155,267	176,819	21,552
	EX Total	168,100	173,240	5,140
EMS Fund	RV Total	1,024,600	1,590,205	565,605
	EX Total	1,105,800	1,560,405	454,605
DDA Fund	RV Total	562,600	607,415	44,815
	EX Total	605,200	693,394	88,194
General Debt Service Fund	RV Total	321,400	321,500	100
Public Services Facility Debt Service Fund	RV Total	0	80,815	80,815
	EX Total	0	80,115	80,115
Airport Fund	RV Total	2,604,222	1,974,279	(629,943)
	EX Total	1,943,530	1,951,729	8,199
PI#1 - Fire Replacement Fund	RV Total	88,434	47,197	(41,237)
	EX Total	200,000	321,572	121,572
PI#2 - Sewer Capital Fund Tap Ins	RV Total	15,100	27,400	12,300
PI#5 - Sewer Capital Fund - Northside Fund	RV Total	4,250	6,980	2,730
PI#6 - Infrastructure Improvements Fund	RV Total	471,400	482,665	11,265
	EX Total	301,400	250,695	(50,705)
PI#7 - Street Improvements	RV Total	244,300	248,975	4,675
PI#9 - Industrial Park Fund	RV Total	60	80	20
	EX Total	3,500	4,250	750
PI#12 - Mt. McSaubra Recreation Improvement	RV Total	7,020	10,900	3,880
	EX Total	0	15,557	15,557
PI#13 - Ambulance Replacement Fund	RV Total	0	136,995	136,995
PI#13 - Ambulance Replacement Fund	EX Total	0	22,935	22,935
PI#14 - Public Services Facility Fund	RV Total	0	8,760,503	8,760,503
	EX Total	0	2,208,179	2,208,179
Electric Fund	RV Total	7,195,025	7,328,885	133,860
	EX Total	7,869,100	7,491,412	(377,688)
Sewer Fund	RV Total	2,661,150	2,688,082	26,932
	EX Total	3,664,700	3,721,811	57,111
Water Fund	RV Total	1,606,100	1,618,200	12,100
	EX Total	1,927,500	2,115,913	188,413
Marina Fund	RV Total	792,030	916,298	124,268
	EX Total	1,489,500	1,507,397	17,897
DPW Site Fund	RV Total	326,393	242,018	(84,375)
	EX Total	103,900	155,600	51,700
Employee Fringe Benefit Fund	RV Total	2,735,000	2,839,383	104,383
	EX Total	2,815,100	3,002,119	187,019
Motor Pool Fund	RV Total	913,164	962,977	49,813
	EX Total	1,065,100	1,068,571	3,471

<u>Bad Debt Write-Offs</u>		
General Fund	146,242	ambulance
Motor Pool Fund	-	
Electric Fund	11,002	
Water Fund	3,094	
Sewer Fund	3,792	
2019-2020 TOTAL:	\$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: Set FY 2020-21 Budget Ordinance Public Hearing

DATE: February 3, 2020

PRESENTED BY: Mark Heydlauff, City Manager

BACKGROUND:

City Council needs to have a public hearing for the 2020-21 Budget, which also 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. The budget needs to be in place prior to the start of our new fiscal year beginning on April 1, 2020. An ordinance takes 30 days to take effect following passage by City Council.

Tax rates are proposed to remain the same with slight roll-backs due to the Headlee provisions expected. The draft budget is included along with the draft fee schedule. Both will be cleaned-up ahead of your final consideration in two weeks and final drafts will be printed and bound for you following the adoption in two weeks.

RECOMMENDATION:

Set the Budget Public Hearing for 6 p.m. on February 17, 2020 in the City Hall Council Chambers, 210 State Street, Charlevoix, MI.

ATTACHMENTS:

- ▣ Public Notice 2020-21
- ▣ Ordinance 814 for 2020-21
- ▣ FY 2021 Final Draft Budget Recommendation
- ▣ Draft Fee Schedule for FY 2021

PUBLIC NOTICE

There will be a public hearing on the proposed 2020-21 Annual City Budget at 6:00 pm on Monday, February 17, 2020 in the City Hall Council Chambers, 210 State Street, Charlevoix, MI. The purpose of the hearing is to inform citizens of local budgetary actions and provide the opportunity for participation in the local budget making process. **The proposed property tax millage rate to be levied to support the proposed budget will be a subject of this public hearing.** A copy of the proposed budget is available at City Hall or the Charlevoix Public Library for public inspection.

CITY OF CHARLEVOIX, MICHIGAN
2020-21 Proposed Budget
REVENUE AND EXPENSE SUMMARY - ALL FUNDS
February 17, 2020

	GENERAL FUND	MAJOR STREET	LOCAL STREET	EMS	PARKING SERVICES	HOUSING INITIATIVES	AIRPORT	ELECTRIC	SEWER	WATER	MARINA	DDA	PERPETUAL CARE	2020-21 Proposed
REVENUES														
Taxes	2,609,000											471,900		3,080,900
Licenses & Permits	7,400													7,400
State & Federal Grants	276,200	424,784	141,651						0			12,200		854,833
Charges for Services	279,200			1,485,300	86,600		1,945,086	7,303,521	2,429,500	1,658,800	513,400	0	4,000	15,705,406
Fines & Forfeits	1,400							35,000	8,500	6,000				50,900
Interest & Rents	212,400	300	30				78,734	18,730	6,950	200	600	68,400	2,000	388,344
Other	35,000			14,600			12,918	3,500	5,600	18,200	1,730	21,000		112,548
Fund Transfers						10,000		100,000		0	360,700			470,700
Appropriation-Surplus								1,719,749	1,250,250		662,170	10,300		3,642,469
TOTAL REVENUES:	3,420,600	\$425,084	\$141,681	\$1,499,900	\$86,600	\$10,000	\$2,036,738	\$9,180,500	\$3,700,800	\$1,683,200	\$1,538,600	583,800	\$6,000	24,313,502
EXPENDITURES														
Legislative	59,000													59,000
General Government	646,650													646,650
Public Safety	1,137,100			1,492,900	77,700									2,707,700
Public Works	249,200	340,454	136,800				1,326,500					218,100		2,271,054
Health & Welfare	61,200													61,200
Recreation & Culture	1,214,550										314,200			1,528,750
Capital Outlay							25,000	1,535,000	1,065,000	77,000				2,702,000
Debt Service							0		607,600		461,200			1,068,800
Electric								6,449,800						6,449,800
Sewer									1,341,000					1,341,000
Water										1,092,500				1,092,500
Fund Transfers	35,000						0	695,700	97,200	83,700	100,000	335,700		1,347,300
Other	17,100										5,200	30,000		52,300
Depreciation							510,000	500,000	590,000	310,000	658,000			2,568,000
TOTAL EXPENSES:	3,419,800	\$340,454	\$136,800	\$1,492,900	\$77,700	\$0	\$1,861,500	\$9,180,500	\$3,700,800	\$1,563,200	\$1,538,600	\$583,800	\$0	23,896,054

CITY OF CHARLEVOIX
ORDINANCE NO. 814 of 2020
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, 2020 and ending March 31, 2021 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: \$3,420,600

TOTAL EXPENSE: \$3,419,800

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, 2020 through March 31, 2021 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, 2020 through March 31, 2021 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, 2020 through March 31, 2021 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, 2020 through March 31, 2021 in the amounts set forth below by fund:

<u>FUND</u>	<u>REVENUE</u>	<u>EXPENSE</u>
Major Street Fund	\$ 425,084	\$ 340,454
Local Street Fund	141,681	136,800
Parking Services	86,600	77,700
Housing Initiatives	10,000	0
EMS	1,499,900	1,492,900
Electric Fund	9,180,500	9,180,500
Sewer Fund	3,700,800	3,700,800
Water Fund	1,683,200	1,563,200
Marina Fund	1,538,600	1,538,600
Airport Fund	2,036,738	1,861,500
Downtown Development Authority	589,300	589,300
Employee Fringe Benefit	3,097,000	3,097,000
Motor Vehicle Fund	1,561,100	1,561,100
Perpetual Care Trust Fund	6,000	0
General Debt Service Fund	323,700	323,700
General Debt Service Fund – New Services Facility	542,400	541,700
Fire Fund	47,342	0
Sewer Tap-in Fund*	15,100	0
Northside/Southside Sewer Fund*	4,850	0
Infrastructure Improvement	405,100	373,400
Road Improvements	249,000	200,000
Industrial Park Fund	7,570	3,500
Mt. McSaubia Recreation Fund	7,020	0

**CITY OF CHARLEVOIX
GENERAL FUND
2020-21 BUDGET**

	2018-19 Actual	2019-20 Budget	2019-20 Est. Actual	2020-21 Budget
REVENUES				
Taxes	2,398,905	2,446,800	2,544,017	2,609,000
Licenses & Permits	7,485	5,900	7,400	7,400
Federal Grants	-	-	-	-
State Grants & Revenue	258,757	263,400	266,165	271,000
Local Grants & Contributions	13,000	21,000	37,628	5,200
Charges for Services	1,216,231	266,300	481,360	279,200
Fines & Forfeits	16,435	21,300	18,600	1,400
Interest & Rents	184,626	184,300	209,419	212,400
Other	51,080	73,700	38,290	35,000
Fund Transfers	2,500	2,500	-	-
TOTAL REVENUES	\$ 4,149,019	\$ 3,285,200	\$ 3,602,880	\$ 3,420,600
EXPENSES				
Legislative	52,453	61,700	80,177	59,000
General Government	603,072	673,450	689,334	646,650
Public Safety	1,052,206	1,111,900	1,139,140	1,137,100
Public Works	245,350	300,300	298,121	249,200
Health & Welfare	1,271,247	-	113,772	61,200
Recreation & Culture	1,205,520	1,242,850	1,281,720	1,214,550
Other	34,535	33,300	16,915	17,100
Fund Transfers	8,991	30,000	100,000	35,000
TOTAL EXPENSES	\$ 4,473,375	\$ 3,453,500	\$ 3,719,180	\$ 3,419,800
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ (324,356)	\$ (168,300)	\$ (116,301)	\$ 800
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	1,536,890	1,325,571	1,212,534	1,096,234
NET CHANGE IN FUND BALANCE	(324,356)	(168,300)	(116,301)	800
FUND BALANCE	\$ 1,212,534	\$ 1,157,271	\$ 1,096,234	\$ 1,097,034
CASH & INVESTMENTS	\$ 936,514	\$ 848,873	\$ 820,213	\$ 821,013
FUND BALANCE AS % OF TOTAL EXPENSES	27%	34%	29%	32%

**CITY OF CHARLEVOIX
GENERAL FUND REVENUE DETAIL
2020-21 BUDGET**

	2018-19 Actual	2019-20 Budget	2019-20 Est. Actual	2020-21 Budget
TAXES				
CURRENT PROPERTY TAX LEVY	2,059,931	2,100,700	2,142,813	2,220,400
REFUSE TAX	227,608	232,100	236,775	236,800
PAYMENT IN LIEU OF TAXES	3,860	13,200	23,200	13,200
DELINQUENT TAXES - CITY OPERATING	32,971	30,000	30,000	30,000
DELINQUENT TAXES - REFUSE	3,643	3,000	3,000	3,000
IFT / CFT TAXES	3,381	5,000	7,672	5,000
LOCAL STABILIZATION REVENUE	36,790	36,800	68,557	68,600
INTEREST & DELINQUENT - TAXES	7,214	8,000	8,000	8,000
TAX ADMINISTRATION FEES	23,506	18,000	24,000	24,000
TOTAL TAXES	\$ 2,398,905	\$ 2,446,800	\$ 2,544,017	\$ 2,609,000
LICENSES & PERMITS				
LICENSES & PERMITS	7,485	5,900	7,400	7,400
TOTAL LICENSES & PERMITS	\$ 7,485	\$ 5,900	\$ 7,400	\$ 7,400
FEDERAL GRANTS				
FEDERAL GRANTS	-	-	-	-
TOTAL FEDERAL GRANTS	\$ -	\$ -	\$ -	\$ -
STATE GRANTS & REVENUE				
STATE GRANTS - PUBLIC SAFETY	1,233	1,500	1,500	1,500
STATE GRANTS - ELECTIONS	-	-	-	-
STATE GRANTS - OTHER	-	-	-	-
STATE SHARED REVENUE	235,229.00	234,900.00	241,665.36	246,500.00
STATE SHARED REVENUE - LIQUOR LICENSES	10,460	15,000	11,000	11,000
STATE SHARED REVENUE - METRO ACT	11,835	12,000	12,000	12,000
TOTAL STATE GRANTS & REVENUE	\$ 258,757	\$ 263,400	\$ 266,165	\$ 271,000
LOCAL GRANTS & CONTRIBUTIONS				
CONTRIBUTION - CHARLEVOIX TWP	-	-	-	-
CONTRIBUTION - HAYES TWP	-	-	-	-
CONTRIBUTION - NORWOOD TWP	-	-	-	-
GRANTS - CVX COUNTY COMMUNITY FOUNDATION	-	1,000	5,000	1,000
GRANTS - OTHER	-	-	28,428	-
GRANTS - FREY FOUNDATION	-	-	-	-
GRANTS - GRAND TRAVERSE BAND	13,000	20,000	3,500	3,500
GRANTS - FARMERS MARKET	-	-	700	700
TOTAL LOCAL GRANTS & CONTRIBUTIONS	\$ 13,000	\$ 21,000	\$ 37,628	\$ 5,200
CHARGES FOR SERVICES				
FIRE RUNS & PROTECTION	-	-	-	-
FIRE CONTRIBUTION - FIRE ACADEMY	-	-	-	-
AMBULANCE RUNS	839,205	-	-	-
AMBULANCE CONTRACTS	105,892	0	162,575	0
CHARGES FOR SERVICES - OTHER	681	700	700	700
CEMETERY - LOTS, FOUND & OPENING	39,043	35,000	35,000	35,000
PAVILLION RESERVATION FEE	5,985	6,000	6,000	6,000
SKATE PARK RENTAL EQUIPMENT	-	-	-	-
SKATE PARK CONCESSION	-	-	-	-
GOLF - NINE AND DINE	-	700	-	-
GOLF - NON TAXABLE ITEMS	1,562	1,700	1,884	1,700
GOLF - TAXABLE ITEMS	1,616	1,600	2,377	1,700

**CITY OF CHARLEVOIX
GENERAL FUND REVENUE DETAIL
2020-21 BUDGET**

	2018-19 Actual	2019-20 Budget	2019-20 Est. Actual	2020-21 Budget
RECREATION - NON TAXABLE ITEMS	-	-	-	-
FARMERS MARKET SALES	-	-	19,300	18,000
USE & ADMISSIONS - GREEN FEES	91,365	91,300	95,060	96,000
USE & ADMISSIONS - SUMMER SPORTS	4,703	5,000	5,238	5,200
USE & ADMISSIONS - DAY CAMP	41,728	41,700	45,851	45,900
USE & ADMISSIONS - SKI HILL	48,487	55,000	55,000	55,000
USE & ADMISSIONS - BASKETBALL	-	-	-	-
USE & ADMISSIONS - VOLLEYBALL	650	500	500	500
USE & ADMISSIONS - BEACH CLEANING	1,375	1,300	3,067	1,500
USE & ADMISSIONS - SKATE PARK	1,125	800	1,000	1,000
USE & ADMISSIONS - SKATING RINK	303	500	500	500
USE & ADMISSIONS - FARMERS MKT BOOTH	-	-	13,415	10,000
USE & ADMISSIONS - YOGA IN PARK	-	-	477	500
PARKING FEES	32,511	24,500	33,416	-
ALARM RESPONSE FEES	-	-	-	-
TOTAL CHARGES FOR SERVICES	\$ 1,216,231	\$ 266,300	\$ 481,360	\$ 279,200
FINES & FORFEITS				
FINES AND FORFEITS	15,556	15,400	17,200	-
ORDINANCE FINES - COUNTY	732	5,000	500	500
NSF CHECK CHARGES	147	300	300	300
CIVIL INFRACTION FINES	-	600	600	600
TOTAL FINES & FORFEITS	\$ 16,435	\$ 21,300	\$ 18,600	\$ 1,400
INTEREST & RENTS				
INTEREST EARNINGS	6,254	2,500	5,000	5,000
RENTS - DOCKING	-	-	-	-
RENTS AIRPORT	-	-	-	-
RENTS - CITY HALL	148,600	150,500	173,161	176,100
RENTS - ELECTIONS	2,557	2,600	2,557	2,600
RENTS - FERRY BOAT LAUNCH	27,219	28,700	28,700	28,700
RENTS - ROAD RIGHT OF WAY	-	-	-	-
RENTS - TOWER LEASE	-	-	-	-
RENTS - GOLF	-	-	-	-
RENTS - HARBOR BUILDING	(4)	-	1	-
TOTAL INTEREST & RENTS	\$ 184,626	\$ 184,300	\$ 209,419	\$ 212,400
OTHER				
SALE OF FIXED ASSETS	-	500	500	500
DONATIONS - PRIVATE SOURCES	3,292	500	-	-
CONTRIBUTIONS & DONATIONS - RESTRICTED POLICE	-	-	500	-
DONATIONS - SKATE PARK	1,400	1,500	1,500	1,500
DONATIONS - TREES	-	-	-	-
CONTRIBUTIONS & DONATIONS - DRUG FORFEITURES	500	-	100	-
DONATIONS - DISC GOLF	-	-	-	-
DAY CAMP SCHOLARSHIPS	6,270	6,500	6,500	6,500
CONTRIBUTIONS - VOLUNTEER FIRE	-	-	-	-
SKI HILL SCHOLARSHIPS	2,665	5,000	5,000	5,000
DONATIONS - BRICKS	500	1,000	200	300
CONTRIBUTIONS & DONATIONS - EMS	-	700	-	-
CONTRIBUTIONS PRIVATE - BENCHES	16,235	10,000	2,730	2,000
DONATIONS-MCSAUBA CANDLE HIKE	1,223	1,500	1,500	1,500
SPONSOR/DONATION - FARMERS MKT	-	-	4,500	4,500

**CITY OF CHARLEVOIX
GENERAL FUND REVENUE DETAIL
2020-21 BUDGET**

	2018-19 Actual	2019-20 Budget	2019-20 Est. Actual	2020-21 Budget
DONATION - DAY CAMP EDUCATE	-	-	-	-
DONATION - ICE RINK	-	-	1,200	1,000
REFUNDS & REBATES	40	2,000	2,000	2,000
REFUNDS & REBATES - INSURANCE	54	500	1,895	100
APPROPRIATIONS FROM SURPLUS	-	-	-	-
MISCELLANEOUS	18,901	44,000	10,144	10,100
MISCELLANEOUS - FARMERS MARKET	-	-	21	-
TOTAL OTHER	\$ 51,080	\$ 73,700	\$ 38,290	\$ 35,000
FUND TRANSFERS				
CONTRIBUTIONS FROM OTHER FUNDS	2,500	2,500	-	-
CONTRIBUTIONS FROM OTHER FUNDS - PI 6	-	-	-	-
TOTAL FUND TRANSFERS	\$ 2,500	\$ 2,500	\$ -	\$ -
TOTAL REVENUES	\$ 4,149,019	\$ 3,285,200	\$ 3,602,880	\$ 3,420,600

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**CITY OF CHARLEVOIX
GENERAL FUND EXPENSES SUMMARY
2020-21 BUDGET**

	2018-19 Actual	2019-20 Budget	2019-20 Est. Actual	2020-21 Budget
LEGISLATIVE				
Common Council	52,453	61,700	80,177	59,000
TOTAL LEGISLATIVE	\$ 52,453	\$ 61,700	\$ 80,177	\$ 59,000
GENERAL GOVERNMENT				
Mayor	4,287	8,300	7,849	9,300
City Manager	113,199	121,250	122,007	108,250
Elections	27,593	42,800	36,874	37,000
Assessor	66,547	77,000	77,693	79,200
City Attorney	40,402	29,300	29,325	29,400
City Clerk	37,706	43,800	44,124	39,600
City Treasurer	64,275	78,100	71,513	75,600
City Hall & Grounds	170,485	173,200	179,746	178,700
Cemetery	78,579	99,700	120,203	89,600
TOTAL GENERAL GOVERNMENT	\$ 603,072	\$ 673,450	\$ 689,334	\$ 646,650
PUBLIC SAFETY				
Police Department	787,054	840,100	859,682	866,900
Parking Enforcement	10,034	8,500	9,933	-
Fire Department	194,620	208,300	213,397	213,700
Planning	60,498	55,000	56,129	56,500
TOTAL PUBLIC SAFETY	\$ 1,052,206	\$ 1,111,900	\$ 1,139,140	\$ 1,137,100
PUBLIC WORKS				
Highways & Streets	217	300	300	300
Leaf Pickup	154,750	190,700	195,437	183,300
Spring Cleanup	58,047	58,600	51,657	14,000
Brush Pickup	32,336	50,700	50,728	51,600
TOTAL PUBLIC WORKS	\$ 245,350	\$ 300,300	\$ 298,121	\$ 249,200
HEALTH & WELFARE				
Ambulance	1,271,247	-	113,772	61,200
TOTAL HEALTH & WELFARE	\$ 1,271,247	\$ -	\$ 113,772	\$ 61,200
RECREATION & CULTURE				
Parks Department	524,614	558,000	572,744	518,200
Recreation Administration	130,175	173,300	173,124	176,100
City Beaches	8,259	5,350	35,754	7,350
Ball Fields	14,395	25,200	25,715	19,400
Day Camp	51,074	67,400	68,872	71,300
Ice Rink	3,832	12,100	13,331	10,100
Mt. McSaubas Ski Hill	142,387	143,300	142,888	145,500
Recreational Sports	3,154	4,700	4,700	4,200
Skate Park	5,355	7,900	6,287	6,700
Golf Course	263,073	204,800	187,699	208,600
Boat Launch	27,287	27,100	35,608	33,700
Community Promotion	31,914	13,700	15,000	13,400
TOTAL RECREATION & CULTURE	\$ 1,205,520	\$ 1,242,850	\$ 1,281,720	\$ 1,214,550
MISCELLANEOUS				
OTHER	34,535	33,300	16,915	17,100
FUND TRANSFERS	8,991	30,000	100,000	35,000
TOTAL MISCELLANEOUS	\$ 43,526	\$ 63,300	\$ 116,915	\$ 52,100
TOTAL EXPENSES	\$ 4,473,375	\$ 3,453,500	\$ 3,719,180	\$ 3,419,800

CITY OF CHARLEVOIX
PI #1 FIRE REPLACEMENT FUND
2020-21 BUDGET

	2018-19 Actual	2019-20 Budget	2019-20 Est. Actual	2020-21 Budget
REVENUES				
INTEREST EARNINGS	579	-	500	500
SALE OF FIXED ASSETS	-	-	-	-
CONTRIBUTION FROM MOTOR POOL	86,700	88,434	46,697	46,842
TOTAL REVENUES	\$ 87,279	\$ 88,434	\$ 47,197	\$ 47,342

EXPENSES				
CAPITAL OUTLAY - PUBLIC SAFETY	-	200,000	-	-
MACHINERY & EQUIPMENT - FIRE	-	-	59,247	-
MACHINERY & EQUIPMENT-AMBULANC	-	-	262,325	-
TOTAL EXPENSES	\$ -	\$ 200,000	\$ 321,572	\$ -

EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 87,279	\$ (111,566)	\$ (274,375)	\$ 47,342
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YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	255,961	342,962	343,240	68,864
NET CHANGE IN FUND BALANCE	87,279	(111,566)	(274,375)	47,342
FUND BALANCE	\$ 343,240	\$ 231,396	\$ 68,864	\$ 116,207
CASH & INVESTMENTS	\$ 344,529	\$ 232,766	\$ 70,154	\$ 117,496

CITY OF CHARLEVOIX
PI #12 MT. MCSAUBA RECREATION IMPROVEMENT FUND
2020-21 BUDGET

	2018-19 Actual	2019-20 Budget	2019-20 Est. Actual	2020-21 Budget
REVENUES				
INTEREST EARNINGS	77	20	100	20
GRANTS	-	-	-	-
RENTS & ROYALTIES-TOWER LEASES	7,395	7,000	7,000	7,000
CONTRIBUTIONS	-	-	3,800	-
TOTAL REVENUES	\$ 7,472	\$ 7,020	\$ 10,900	\$ 7,020
EXPENSES				
CONTRACTUAL SERVICES	-	-	13,057	-
MACHINERY AND EQUIPMENT	-	-	2,500	-
TRANSFER TO MOTOR POOL	10,000	-	-	-
TRANSFER TO GENERAL FUND	-	-	-	-
TOTAL EXPENSES	\$ 10,000	\$ -	\$ 15,557	\$ -
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ (2,528)	\$ 7,020	\$ (4,657)	\$ 7,020
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	28,381	25,401	25,853	21,196
NET CHANGE IN FUND BALANCE	(2,528)	7,020	(4,657)	7,020
FUND BALANCE	\$ 25,853	\$ 32,421	\$ 21,196	\$ 28,216
CASH & INVESTMENTS	\$ 25,839	\$ 32,418	\$ 21,182	\$ 28,202

**CITY OF CHARLEVOIX
MAJOR STREET FUND
2020-21 BUDGET**

	2018-19 Actual	2019-20 Budget	2019-20 Est. Actual	2020-21 Budget
REVENUES				
GAS & WEIGHT TAX	282,831	276,490	314,311	328,784
INTEREST EARNINGS	431	250	700	300
STATE REVENUE - OTHER	-	6,000	6,000	6,000
STATE TRUNKLINE REIMBURSEMENT	100,653	90,000	90,000	90,000
OTHER	-	-	-	-
TRANSFER FROM INFRASTRUCTURE	-	180,000	20,000	-
TRANSFER FROM STREET IMPROVEMENT	-	-	-	-
TRANSFER FROM GENERAL	-	-	-	-
CONTRIBUTION FROM PRIVATE SOURCES	-	-	-	-
TOTAL REVENUES	\$ 383,915	\$ 552,740	\$ 431,011	\$ 425,084

EXPENSES				
ENGINEERING	-	180,000	25,000	-
CONTRACTUAL SERVICES	-	-	-	-
ROUTINE MAINTENANCE	10,588	13,000	15,968	14,300
SWEEPING & FLUSHING	12,002	14,700	14,753	15,800
TREES & SHRUBS	13,633	54,800	75,709	36,500
DRAINAGE	7,914	11,800	14,926	8,900
PAVEMENT MARKING	16,007	19,000	22,910	23,900
TRAFFIC CONTROL	11,295	15,500	20,772	20,600
WINTER MAINTENANCE	162,107	121,100	123,087	128,000
ADMINISTRATION	10,924	11,100	13,428	11,500
SURFACE MAINTENANCE-TRK	8,894	10,100	10,115	11,300
SWEEPING & FLUSHING-TRK	2,035	7,200	7,148	8,200
TREES & SHRUBS-TRK	574	1,100	1,159	2,000
DRAINAGE-TRK	1,288	2,100	2,049	3,000
TRAFFIC SIGN/SIGNAL-TRK	3,231	3,800	3,913	4,700
PAVEMENT MARKING-TRK	-	-	-	900
WINTER MAINTENANCE-TRK	76,475	48,100	47,984	49,900
GUARD RAILS-TRK	-	-	-	-
ROADWAY INSPECTION-TRK	870	952	924	954
TOTAL EXPENSES	\$ 337,836	\$ 514,352	\$ 399,846	\$ 340,454

EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 46,079	\$ 38,388	\$ 31,165	\$ 84,630
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YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	212,695	291,605	258,774	289,939
NET CHANGE IN FUND BALANCE	46,079	38,388	31,165	84,630
FUND BALANCE	\$ 258,774	\$ 329,993	\$ 289,939	\$ 374,569

CASH & INVESTMENTS	\$ 161,932	\$ 256,712	\$ 193,097	\$ 277,727
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**CITY OF CHARLEVOIX
LOCAL STREET FUND
2020-21 BUDGET**

	2018-19 Actual	2019-20 Budget	2019-20 Est. Actual	2020-21 Budget
REVENUES				
GAS & WEIGHT TAX	114,171	120,237	126,789	136,651
STATE GRANTS - OTHER	41,663	5,000	5,000	5,000
INTEREST EARNINGS	29	30	30	30
MISCELLANEOUS INCOME	-	-	-	-
CONTRIBUTION - GENERAL FUND	-	30,000	-	-
CONTRIBUTION - INFRASTRUCTURE	-	-	45,000	-
CONTRIBUTION - PRIVATE SOURCES	-	-	-	-
CONTRIBUTION - STREET IMPROVEMENT	8,991	-	-	-
TOTAL REVENUES	\$ 164,854	\$ 155,267	\$ 176,819	\$ 141,681

EXPENSES				
ENGINEERING	-	-	-	-
CONTRACTUAL SERVICES	-	-	-	-
ROUTINE MAINTENANCE	11,335	10,800	8,336	9,400
SWEEPING & FLUSHING	7,672	9,800	9,912	10,900
TREES & SHRUBS	8,148	47,800	35,452	29,000
DRAINAGE	1,236	2,400	2,609	3,300
TRAFFIC CONTROL	2,092	2,200	2,375	3,100
WINTER MAINTENANCE	129,332	86,100	104,604	71,700
ADMINISTRATION	8,261	9,000	9,952	9,400
TOTAL EXPENSES	\$ 168,076	\$ 168,100	\$ 173,240	\$ 136,800

EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ (3,222)	\$ (12,833)	\$ 3,580	\$ 4,881
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YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	13,243	45,850	10,021	13,601
NET CHANGE IN FUND BALANCE	(3,222)	(12,833)	3,580	4,881
FUND BALANCE	\$ 10,021	\$ 33,017	\$ 13,601	\$ 18,482

CASH & INVESTMENTS	\$ -	\$ 24,170	\$ 3,580	\$ 8,460
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CITY OF CHARLEVOIX
PI #7 STREET IMPROVEMENT FUND
2020-21 BUDGET

	2018-19 Actual	2019-20 Budget	2019-20 Est. Actual	2020-21 Budget
REVENUES				
COUNTY ROAD TAX	218,828	232,100	236,775	236,800
PAYMENT IN LIEU OF TAXES	3,422	3,000	3,000	3,000
DELINQUENT TAXES	10,964	9,000	9,000	9,000
IFT TAX	-	-	-	-
INTEREST EARNINGS	125	200	200	200
TOTAL REVENUES	\$ 233,340	\$ 244,300	\$ 248,975	\$ 249,000

EXPENSES				
PROFESSIONAL SERVICES	-	-	-	-
CONTRACTUAL SERVICES	-	-	-	-
TRANSFER TO MAJOR STREET	-	-	-	-
TRANSFER TO LOCAL STREET	-	-	-	-
TRANSFER TO GENERAL DEBT SERVICE	200,000	200,000	200,000	200,000
TRANSFER TO WATER	-	-	-	-
TRANSFER TO INFRASTRUCTURE	-	-	-	-
REFUNDS & REBATES / MISCELLANEOUS	981	-	-	-
TOTAL EXPENSES	\$ 200,981	\$ 200,000	\$ 200,000	\$ 200,000

EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 32,359	\$ 44,300	\$ 48,975	\$ 49,000
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YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	100,214	144,522	132,573	181,548
NET CHANGE IN FUND BALANCE	32,359	44,300	48,975	49,000
FUND BALANCE	\$ 132,573	\$ 188,822	\$ 181,548	\$ 230,548

CASH & INVESTMENTS	\$ 121,862	\$ 177,716	\$ 170,837	\$ 219,837
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**CITY OF CHARLEVOIX
EMS FUND
2020-21 BUDGET**

	2018-19 Actual	2019-20 Budget	2019-20 Est. Actual	2020-21 Budget
REVENUES				
STATE GRANTS	-	-	-	-
GRANTS - OTHER	-	-	-	-
AMBULANCE RUNS - INSURANCE	839,205	867,000	1,204,564	1,294,900
AMBULANCE RUNS - PRIVATE PAY	-	-	3,500	5,000
AMBULANCE CONTRACTS - TOWNSHIP	105,892	157,600	344,763	185,400
INTEREST EARNINGS	-	-	14	-
SALE OF FIXED ASSETS OVER \$5000	-	-	12,700	5,000
CONTRIB & DONAAT - PRIVATE SRCS	-	-	17,050	2,000
REFUNDS & REBATES INSURANCE	-	-	7,578	7,600
MISC - EQUIP SALES LESS THAN \$5000	-	-	35	-
TOTAL REVENUES	\$ 945,097	\$ 1,024,600	\$ 1,590,205	\$ 1,499,900

EXPENSES				
SALARIES & WAGES	162,389	269,400	294,624	361,900
WAGES (ICMA)	13,165	28,300	30,936	38,000
SALARIES & WAGES - TEMPORARY	21,605	-	10,215	1,600
EMPLOYEE FRINGE BENEFITS	197,073	253,600	283,550	325,400
SALARIES & WAGES -PAID ON CALL	447,792	290,000	348,070	286,000
OFFICE SUPPLIES	-	-	5,000	5,000
OPERATING SUPPLIES	42,916	42,000	50,000	50,000
LICENSES & STATE FEES	-	-	3,000	5,000
UNIFORMS PURCHASED	-	-	8,250	8,300
FUEL	-	48,000	48,000	48,000
CONTRACTUAL SERVICES	61,379	63,000	60,228	64,700
TELEPHONE	-	3,150	5,060	8,500
CONFERENCE & TRAVEL	15,296	8,800	8,800	8,800
INSURANCE & BONDS	5,215	5,400	5,900	6,000
APPARATUS MAINTENANCE & REPAI	2,729	3,000	34,762	25,000
BUILDING RENT	-	-	22,661	22,700
EQUIPMENT RENT	36,208	-	-	-
MISCELLANEOUS	23,043	7,350	7,350	8,500
EDUCATION & TRAINING	4,319	15,000	15,000	15,000
BAD DEBT EXPENSE	173,021	35,000	150,000	42,500
MACHINERY & EQUIPMENT	65,096	33,800	55,000	48,000
TRANS TO PI-13 - EQUIPMENT	-	-	114,000	114,000
TOTAL EXPENSES	\$ 1,271,247	\$ 1,105,800	\$ 1,560,405	\$ 1,492,900

EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ (326,150)	\$ (81,200)	\$ 29,799	\$ 7,000
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YEAR END BALANCES				
NET POSITION BEGINNING OF YEAR	326,150	-	0	29,799
CHANGE IN NET POSITION	(326,150)	(81,200)	29,799	7,000
NET POSITION	\$ 0	\$ (81,200)	\$ 29,799	\$ 36,799

CASH & INVESTMENTS	\$ -	\$ -	\$ 29,799	\$ 36,799
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CITY OF CHARLEVOIX
PI #13 AMBULANCE REPLACEMENT FUND
2020-21 BUDGET

	2018-19 Actual	2019-20 Budget	2019-20 Est. Actual	2020-21 Budget
REVENUES				
GRANTS	-	-	22,935	-
INTEREST EARNINGS	-	-	60	-
SALE OF FIXED ASSETS	-	-	-	-
CONTRIBUTION FROM EMS BUDGET	-	-	114,000	114,000
TOTAL REVENUES	\$ -	\$ -	\$ 136,995	\$ 114,000
EXPENSES				
MACHINERY & EQUIPMENT-AMBULANC	-	-	22,935	-
TOTAL EXPENSES	\$ -	\$ -	\$ 22,935	\$ -
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ -	\$ -	\$ 114,060	\$ 114,000
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	-	-	-	114,060
NET CHANGE IN FUND BALANCE	-	-	114,060	114,000
FUND BALANCE	\$ -	\$ -	\$ 114,060	\$ 228,060
CASH & INVESTMENTS	\$ -	\$ -	\$ 114,060	\$ 228,060

CITY OF CHARLEVOIX
231 PARKING SERVICES FUND
2020-21 BUDGET

	2018-19 Actual	2019-20 Budget	2019-20 Est. Actual	2020-21 Budget
REVENUES				
PARKING FEES	-	-	-	70,400
FINES AND FORFEITS	-	-	-	16,200
INTEREST EARNINGS	-	-	-	-
MISCELLANEOUS INCOME	-	-	-	-
TOTAL REVENUES	\$ -	\$ -	\$ -	\$ 86,600
EXPENSES				
SALARIES & WAGES	-	-	-	12,900
WAGES (ICMA)	-	-	-	1,400
SALARIES & WAGES - TEMPORARY	-	-	-	5,700
EMPLOYEE FRINGE BENEFITS	-	-	-	10,900
MATERIALS & SUPPLIES	-	-	-	1,000
EQUIPMENT RENTAL	-	-	-	10,500
MACHINERY & EQUIPMENT	-	-	-	35,300
TOTAL EXPENSES	\$ -	\$ -	\$ -	\$ 77,700
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ -	\$ -	\$ -	\$ 8,900
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	-	-	-	-
NET CHANGE IN FUND BALANCE	-	-	-	8,900
FUND BALANCE	\$ -	\$ -	\$ -	\$ 8,900
CASH & INVESTMENTS	\$ -	\$ -	\$ -	\$ 8,900

**CITY OF CHARLEVOIX
245 HOUSING INITIATIVES FUND
2020-21 BUDGET**

	2018-19 Actual	2019-20 Budget	2019-20 Est. Actual	2020-21 Budget
REVENUES				
GRANTS - OTHER	-	-	-	-
DONATIONS - PRIVATE SOURCES	-	-	-	-
CONTRIBUTIONS FROM OTHER FUNDS	-	-	-	10,000
TOTAL REVENUES	\$ -	\$ -	\$ -	\$ 10,000
EXPENSES				
PROFESSIONAL SERVICES	-	-	-	-
CONTRACTUAL SERVICES	-	-	-	-
MISCELLANEOUS	-	-	-	-
TOTAL EXPENSES	\$ -	\$ -	\$ -	\$ -
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ -	\$ -	\$ -	\$ 10,000
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	-	-	-	-
NET CHANGE IN FUND BALANCE	-	-	-	10,000
FUND BALANCE	\$ -	\$ -	\$ -	\$ 10,000
CASH & INVESTMENTS	\$ -	\$ -	\$ -	\$ 10,000

Amendment

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Verify	NEW	
NEW		
	4/1/2018	4/1/2019
245-000-001.000	-	-
	0	0
245-000-390.000	-	-

**CITY OF CHARLEVOIX
DOWNTOWN DEVELOPMENT AUTHORITY FUND
2020-21 BUDGET**

	2018-19 Actual	2019-20 Budget	2019-20 Est. Actual	2020-21 Budget
REVENUES				
CURRENT PROPERTY TAX	37,576	38,900	39,984	40,000
PROPERTY TAX - CAPTURE LOCAL	417,461	417,500	431,797	431,800
DELINQUENT PROPERTY TAX COLLECTED	1,218	-	-	-
PENALTY - PROPERTY TAX	177	-	72	100
FEDERAL / STATE / OTHER GRANTS	9,147	8,000	50,296	12,200
FARMERS MARKET INCOME	27,453	-	-	-
INTEREST EARNINGS	2,036	1,000	1,000	1,000
RENTS & ROYALTIES - SUNSHINE	1,000	1,000	1,000	1,000
RENTS & ROYALTIES - BIBCO LEASE	28,963	30,100	30,070	31,200
RENTS & ROYALTIES - ROUND LAKE GROUP	15,672	21,000	15,981	12,000
RENTS & ROYALTIES - LC BREWERS	4,980	5,100	5,076	5,200
MISCELLANEOUS - THE VAULT	-	-	10,000	18,000
MISCELLANEOUS & IWF REIMBURSEMENT	1,239	-	139	-
CONTRIBUTION - OTHER SOURCES	-	18,000	-	-
CONTRIBUTION - MAIN STREET	18,394	15,000	15,000	15,000
CONTRIBUTION - PERFORMANCE PAVILION	9,313	7,000	7,000	6,000
TRANSFER FROM OTHER FUNDS	-	-	-	-
TOTAL REVENUES	\$ 574,630	\$ 562,600	\$ 607,415	\$ 573,500
EXPENSES				
SALARIES & WAGES	37,694	39,400	39,447	47,600
WAGES - ICMA	3,612	4,100	4,142	5,000
SALARIES & WAGES - TEMPORARY	4,168	-	77	-
EMPLOYEE FRINGE BENEFITS	30,026	30,700	30,780	37,100
OPERATING SUPPLIES	8,860	8,700	8,747	8,100
OPERATING SUPPLIES - THE VAULT	-	-	32,000	23,000
IWF MAINTENANCE	20,236	7,000	8,400	6,000
MARKETING & PROMOTIONAL SERVICES	44,798	49,700	54,000	25,700
MARKETING & PROMOTIONAL SVCS - FARMERS MKT	21,025	-	-	-
PROMOTION COMMITTEE EXPENSES	7,155	12,000	12,000	10,000
ORGANIZATION COMMITTEE	480	500	500	500
BUSINESS RECRUITMENT/RETENTION	500	1,000	1,000	-
CONTRACTUAL SERVICES	25,171	26,500	36,547	35,700
DESIGN COMMITTEE	10,241	25,100	25,083	5,100
DESIGN CAPTIAL IMPROVEMENTS	5,710	-	-	-
LEGAL SERVICES	5,534	500	500	500
TELEPHONE	1,790	1,100	1,100	2,000
CONFERENCE & TRAVEL	5,153	5,000	5,000	3,000
PRINTING & PUBLISHING	1,520	1,500	1,500	1,500
INSURANCE & BONDS	1,444	1,500	1,502	1,500
REFUNDS - PROPERTY TAX & TIFA	5,013	6,000	6,000	6,000
MAINTENANCE - BRIDGE PARK BUILDING	51,629	15,000	13,000	5,000
MISCELLANEOUS	438	5,000	20,670	-
MISCELLANEOUS - FARMERS MARKET	6	-	-	-
MISCELLANEOUS - MAIN STREET	250	300	26,800	300
CAPITAL PROJECT - PROFESSIONAL SERVICES	-	-	-	-
CAPITAL PROJECT - CONTRACTUAL SERVICES	-	-	-	-
BOND ISSUANCE COSTS	-	-	-	-
DEBT SERVICE PAYMENTS				
BOND PRINCIPAL - BRIDGE PARK (LTGO, ACT 99)	-	-	-	-
INTEREST EXPENSE - BONDS	-	-	-	-
PAYING AGENT FEES	-	-	-	-
LIBRARY CONTRIBUTION	30,000	30,000	30,000	30,000
TRANSFER TO OTHER FUNDS (MARINA)	338,000	334,600	334,600	335,700
TOTAL EXPENSES	\$ 660,453	\$ 605,200	\$ 693,394	\$ 589,300
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ (85,823)	\$ (42,600)	\$ (85,979)	\$ (15,800)
YEAR END BALANCES				
FUND BALANCE / NET POSITION BEGINNING OF YEAR	3,905,289	3,922,150	3,819,466	3,733,487
CHANGE IN FUND BALANCE / NET POSITION	(85,823)	(42,600)	(85,979)	(15,800)
FUND BALANCE / NET POSITION	\$ 3,819,466	\$ 3,879,550	\$ 3,733,487	\$ 3,717,687
CASH & INVESTMENTS	\$ 468,675	\$ 428,063	\$ 382,696	\$ 366,896

* Note: Includes \$418,675 cash & \$50,000 investment

CITY OF CHARLEVOIX
GENERAL DEBT SERVICE FUND
2020-21 BUDGET

	2018-19 Actual	2019-20 Budget	2019-20 Est. Actual	2020-21 Budget
REVENUES				
INTEREST EARNINGS	132	-	100	-
MISCELLANEOUS	-	-	-	-
CONTRIBUTIONS FROM OTHER FUNDS	-	-	-	-
CONTRIBUTIONS FROM OTHER FUNDS PI6	124,200	121,400	121,400	123,400
CONTRIBUTIONS FROM OTHER FUNDS PI7	200,000	200,000	200,000	200,000
TOTAL REVENUES	\$ 324,332	\$ 321,400	\$ 321,500	\$ 323,400
EXPENSES				
BOND PRINCIPAL	195,000	200,000	200,000	210,000
BOND INTEREST	129,200	121,400	121,400	113,400
PAYING AGENT FEES	271	300	300	300
TOTAL EXPENSES	\$ 324,471	\$ 321,700	\$ 321,700	\$ 323,700
REVENUES OVER EXPENSES	\$ (138)	\$ (300)	\$ (200)	\$ (300)
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	69,565	69,359	69,427	69,227
NET CHANGE IN FUND BALANCE	(138)	(300)	(200)	(300)
FUND BALANCE	\$ 69,427	\$ 69,059	\$ 69,227	\$ 68,927
CASH & INVESTMENTS	\$ 8,744	\$ 4,459	\$ 8,544	\$ 8,244

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CITY OF CHARLEVOIX
GENERAL DEBT SERVICE FUND - NEW SERVICES FACILITY
2020-21 BUDGET

	2018-19 Actual	2019-20 Budget	2019-20 Est. Actual	2020-21 Budget
REVENUES				
CONTRIBUTION-MOTOR POOL	-	-	13,968	94,745
CONTRIBUTION-ELECTRIC	-	-	39,908	270,700
CONTRIBUTION-WATER	-	-	11,972	81,210
CONTRIBUTION-SEWER	-	-	13,968	94,745
CONTRIBUTION-DPW			1,000	1,000
TOTAL REVENUES	\$ -	\$ -	\$ 80,815	\$ 542,400
EXPENSES				
BOND PRINCIPAL	-	-	-	265,000
BOND INTEREST	-	-	79,815	276,400
PAYING AGENT FEES	-	-	300	300
TOTAL EXPENSES	\$ -	\$ -	\$ 80,115	\$ 541,700
REVENUES OVER EXPENSES	\$ -	\$ -	\$ 700	\$ 700
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	-	-	-	700
NET CHANGE IN FUND BALANCE	-	-	700	700
FUND BALANCE	\$ -	\$ -	\$ 700	\$ 1,400
CASH & INVESTMENTS	\$ -	\$ -	\$ 700	\$ 1,400

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CITY OF CHARLEVOIX
PI #14 Public Services Facility FUND
2020-21 BUDGET

	2018-19 Actual	2019-20 Budget	2019-20 Est. Actual	2020-21 Budget
REVENUES				
BOND PROCEEDS	-	-	8,760,503	-
CONTRIBUTION FROM OTHER FUNDS	-	-	-	-
TOTAL REVENUES	\$ -	\$ -	\$ 8,760,503	\$ -
EXPENSES				
PROFESSIONAL SERVICES	-	-	-	-
CONTRACTUAL SERVICES	-	-	2,162,579	6,500,000
LEGAL FEES	-	-	45,600	-
MISCELLANEOUS	-	-	-	-
TOTAL EXPENSES	\$ -	\$ -	\$ 2,208,179	\$ 6,500,000
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ -	\$ -	\$ 6,552,324	\$ (6,500,000)
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	-	-	-	6,552,324
NET CHANGE IN FUND BALANCE	-	-	6,552,324	(6,500,000)
FUND BALANCE	\$ -	\$ -	\$ 6,552,324	\$ 52,324
CASH & INVESTMENTS	\$ -	\$ -	\$ 6,552,324	\$ 52,324

DRAFT

CITY OF CHARLEVOIX
PI #6 INFRASTRUCTURE IMPROVEMENTS FUND
2020-21 BUDGET

	2018-19 Actual	2019-20 Budget	2019-20 Est. Actual	2020-21 Budget
REVENUES				
CURRENT PROPERTY TAX	455,817	462,900	474,165	396,600
PAYMENT IN LIEU OF TAXES	780	800	800	800
IFT TAXES	674	900	900	900
TAXES COLLECTED - DELINQUENT	8,142	4,200	4,200	4,200
STATE GRANTS	-	-	-	-
INTEREST EARNINGS	989	2,600	2,600	2,600
MISCELLANEOUS				
PROCEEDS FROM BONDS	-	-	-	-
CONTRIBUTION FROM OTHER FUNDS	-	-	-	-
TOTAL REVENUES	\$ 466,402	\$ 471,400	\$ 482,665	\$ 405,100

EXPENSES				
PROFESSIONAL SERVICES	13,017	-	25,990	-
PROFESSIONAL SERVICES	-	-	-	-
CONTRACTUAL SERVICES	(278,247)	-	38,305	250,000
REFUNDS & REBATES / MISCELLANEOUS	2,148	-	-	-
BOND ISSUANCE COSTS	-	-	-	-
TRANSFER TO GENERAL FUND	-	-	-	-
TRANSFER TO MAJOR STREET	-	180,000	20,000	-
TRANSFER TO LOCAL STREET	-	-	45,000	-
TRANSFER TO AIRPORT	-	-	-	-
TRANSFER TO GENERAL DEBT OBLIGATIO	124,200	121,400	121,400	123,400
TRANSFER TO ELECTRIC	29,140	-	-	-
TRANSFER TO SEWER	167,555	-	-	-
TRANSFER TO WATER	131,130	-	-	-
TOTAL EXPENSES	\$ 188,943	\$ 301,400	\$ 250,695	\$ 373,400

EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 277,459	\$ 170,000	\$ 231,971	\$ 31,700
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YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	232,022	366,525	509,481	741,452
NET CHANGE IN FUND BALANCE	277,459	170,000	231,971	31,700
FUND BALANCE	\$ 509,481	\$ 536,525	\$ 741,452	\$ 773,152

CASH & INVESTMENTS	\$ 508,256	\$ 547,120	\$ 740,227	\$ 771,927
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CITY OF CHARLEVOIX
PI #9 INDUSTRIAL PARK FUND
2020-21 BUDGET

	2018-19 Actual	2019-20 Budget	2019-20 Est. Actual	2020-21 Budget
REVENUES				
FEDERAL REVENUES	-	-	-	-
STATE GRANT	-	-	-	-
INTEREST EARNINGS	78	60	80	70
TAP IN FEES - SS SEWER @ MARION CTR	(3,000)	-	-	-
CONTRIBUTIONS FROM OTHER FUNDS	-	-	-	7,500
TOTAL REVENUES	\$ (2,922)	\$ 60	\$ 80	\$ 7,570
EXPENSES				
OTHER FUNCTIONS	3,500	3,500	3,500	3,500
CAPITAL OUTLAY	-	-	750	-
TRANSFER TO ELECTRIC	-	-	-	-
TOTAL EXPENSES	\$ 3,500	\$ 3,500	\$ 4,250	\$ 3,500
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ (6,422)	\$ (3,440)	\$ (4,170)	\$ 4,070
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	35,258	31,818	28,836	24,666
NET CHANGE IN FUND BALANCE	(6,422)	(3,440)	(4,170)	4,070
FUND BALANCE	\$ 28,836	\$ 28,378	\$ 24,666	\$ 28,736
CASH & INVESTMENTS	\$ 28,824	\$ 28,378	\$ 24,654	\$ 28,724

CITY OF CHARLEVOIX
AIRPORT FUND
2020-21 BUDGET

	2018-19 Actual	2019-20 Budget	2019-20 Est. Actual	2020-21 Budget
REVENUES				
INTEREST EARNINGS	225	122	500	510
FEDERAL GRANTS	-	-	-	-
RENTS & ROYALTIES - AIRPORT PERMITS	16,613	20,808	20,808	21,224
RENTS & ROYALTIES - HANGAR RENTS	37,748	35,700	55,500	57,000
LAND LEASES	(576)	-	-	-
RENTAL CAR RENTS	-	-	-	-
STATE GRANTS	-	-	-	-
PARKING FEES	64,531	68,273	56,000	57,120
GROUND HANDLING FEE	17,215	25,000	25,500	30,000
FRESH AIR PARKING FEE	3,117	3,180	3,180	3,244
CONTRACT FUEL REIMBURSEMENT	553,888	539,927	630,500	643,110
FUEL FEES - RETAIL	500,794	534,167	401,000	421,050
INTO WING FEES	106,426	122,179	140,000	150,739
AFTER HOURS CALLOUT FEES	14,900	14,443	17,650	20,000
FUEL FLOWAGE FEES - FA IAW	31,831	31,212	33,800	34,476
FUEL SALES - NON-TAX	2,002	5,100	5,100	5,202
THRU-PUT FEES	-	15	15	15
LANDING & RAMP FEES	70,719	85,000	87,500	92,500
GROUND SERVICES	6,885	7,370	6,500	6,630
LAVATORY SERVICE FEES	-	6,000	2,500	6,000
DISCOUNTS - AIRPORT SALES TAX	150	148	148	151
CONTRIBUTED CAPITAL	-	1,093,061	475,561	475,000
SALE OF FIXED ASSETS	-	-	-	-
REFUNDS & REBATES - INSURANCE	8,378	8,323	8,323	8,489
ADVANCE FROM ELECTRIC	-	-	-	-
TRANSFER FROM OTHER FUNDS	-	-	-	-
TAXABLE MERCHANDISE	477	624	624	636
VENDING MACHINE PROCEEDS	1,396	2,040	2,040	2,081
MISCELLANEOUS	1,099	1,530	1,530	1,561
TOTAL REVENUES	\$ 1,437,815	\$ 2,604,222	\$ 1,974,279	\$ 2,036,738

EXPENSES				
SALARIES & WAGES - FULL TIME	125,272	155,800	157,843	161,300
WAGES - ICMA	12,084	17,100	17,308	17,700
SALARIES & WAGES - TEMPORARY	49,855	29,900	30,478	31,100
EMPLOYEE FRINGE BENEFITS	113,803	126,000	127,689	130,500
OFFICE SUPPLIES	2,824	2,500	3,500	2,500
CLEANING SUPPLY - TERMINAL	1,221	1,500	1,300	1,300
ICE/COFFEE SUPPLY	379	1,200	700	700
VENDING MACHINE SUPPLY	1,040	1,100	600	600
EQUIPMENT MAINT & REPAIR	-	-	-	-
FUEL TRUCK MAINTENANCE	51	-	-	-
SNOW EQUIPMENT MAINTENANCE	6,424	6,000	10,000	6,000
LAWN EQUIPMENT MAINTENANCE	2,355	2,600	2,600	2,600
UNIFORMS & PPE	2,559	2,300	2,740	2,300
AVIATION FUEL	898,276	847,900	834,500	834,500
DIESEL FUEL	9,042	7,500	7,000	6,500
FUEL - HOLIDAY GAS STATION	897	2,000	1,000	1,000
FUEL TRUCK LEASE	21,000	21,000	21,000	21,000
FUEL MASTER PUMP REPAIRS	16,983	7,000	10,000	13,000
FUEL TRUCK REPAIRS	2,428	1,700	3,961	1,700
FUEL FARM REPAIRS	-	-	-	-
REPAIRS AND MAINTENANCE SUPPLIES	1,593	2,000	1,500	1,500
PROFESSIONAL SERVICES	2,332	2,300	2,720	2,300
CONTRACTUAL SERVICES	5,641	28,600	8,600	8,600
OPERATIONS - SVC FEES to FBO	-	-	-	-
LEGAL FEES	264	2,500	1,000	1,000
TELEPHONE	2,507	2,300	2,800	3,700
CONFERENCE & TRAVEL	541	500	500	500
INSURANCE & BONDS	10,192	11,000	11,000	11,200
HANGAR REPAIRS	5,409	2,800	1,800	1,800
INSURANCE CLAIMS - CITY SHARE	-	500	500	500
UTILITIES	29,389	33,100	33,100	33,100
TERMINAL BLDG REPAIR & GROUNDS	10,594	10,700	5,000	5,000
SRE BLDG & HANGERS REPAIR & MAINT	613	3,200	2,200	2,200
TRASH REMOVAL	561	700	600	600
EQUIPMENT RENTAL	100	500	500	500
DUES & MEMBERSHIPS	603	400	700	700
PRINTING & PUBLISHING	978	1,300	1,000	1,000
MISCELLANEOUS	1,244	1,000	2,750	1,500
CREDIT CARD PROCESSING FEE	17,299	16,700	15,000	15,000
REFUNDS & REBATES	-	-	-	-
MACHINERY & EQUIPMENT	2,934	27,500	29,559	1,500
CAPITAL OUTLAY Engineering	12,450	-	-	-
CAPITAL OUTLAY - Multi Projects	7,182	57,530	25,030	25,000
DEBT SERVICE - PRINCIPAL (MDOT, Act99)	-	-	-	-
DEBT SERVICE - INTEREST (MDOT, Act99, Elect Loa	900	700	650	-
GRANT MATCH TO STATE	-	-	-	-
DEPRECIATION	506,808	440,000	508,000	510,000
TRANSFER TO ELECTRIC	-	65,000	65,000	-
TOTAL EXPENSES	\$ 1,886,625	\$ 1,943,530	\$ 1,951,729	\$ 1,861,500

EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ (448,810)	\$ 660,692	\$ 22,550	\$ 175,238
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YEAR END BALANCES				
NET POSITION BEGINNING OF YEAR	8,939,048	9,591,528	8,490,238	8,512,788
CHANGE IN NET POSITION	(448,810)	660,692	22,550	175,238
NET POSITION	\$ 8,490,238	\$ 10,252,220	\$ 8,512,788	\$ 8,688,027
CASH & INVESTMENTS	\$ 42,978	\$ 40,889	\$ 97,967	\$ 308,206

**CITY OF CHARLEVOIX
ELECTRIC FUND
2020-21 BUDGET**

	2018-19 Actual	2019-20 Budget	2019-20 Est. Actual	2020-21 Budget
REVENUES				
ELECTRIC SERVICES	71,303	35,700	80,760	35,700
POWER SALES	5,570,230	5,860,100	5,868,000	6,096,900
POWER COST ADJ REVENUES	652,774	1,165,095	1,165,095	1,170,921
FINES & FORFEITS	26,283	35,000	35,900	35,000
INTEREST & RENTS	41,532	20,630	56,080	18,730
OTHER	29,212	3,500	8,050	3,500
TRANSFER FROM OTHER FUNDS	29,140	75,000	115,000	100,000
TOTAL REVENUES	\$ 6,420,474	\$ 7,195,025	\$ 7,328,885	\$ 7,460,751
EXPENSES				
TRANSMISSION / DISTRIBUTION	1,120,538	1,693,500	1,902,884	1,976,500
ACCOUNTING & ADMIN	626,116	745,500	768,382	782,000
PURCHASED POWER	3,607,009	4,433,600	3,613,206	3,691,300
CAPITAL IMPROVEMENTS	7,532	305,000	550,000	1,535,000
DEPRECIATION	473,121	500,000	470,000	500,000
FUND TRANSFERS	153,700	191,500	186,940	695,700
DEBT SERVICE	-	-	-	-
TOTAL EXPENSES	\$ 5,988,015	\$ 7,869,100	\$ 7,491,412	\$ 9,180,500
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 432,458	\$ (674,075)	\$ (162,527)	\$ (1,719,749)
YEAR END BALANCES				
NET POSITION BEGINNING OF YEAR	9,960,218	9,855,015	10,392,676	10,230,149
CHANGE IN NET POSITION	432,458	(674,075)	(162,527)	(1,719,749)
NET POSITION	\$ 10,392,676	\$ 9,180,940	\$ 10,230,149	\$ 8,510,399
RESERVE FOR DEPOSITS	85,000	85,000	85,000	85,000
CHARTER RESERVE	75,000	75,000	75,000	75,000
UNRESTRICTED	6,171,943	5,939,604	6,479,416	5,259,667
CASH & INVESTMENTS	\$ 6,331,943	\$ 6,099,604	\$ 6,639,416	\$ 5,419,667

**CITY OF CHARLEVOIX
SEWER FUND*
2020-21 BUDGET**

	2018-19 Actual	2019-20 Budget	2019-20 Est. Actual	2020-21 Budget
REVENUES				
OPERATIONS				
STATE GRANTS	330,340	306,000	306,000	-
SEWER SERVICES - MISCELLANEOUS	399	-	4,102	-
SEWER SALES	2,349,312	2,320,000	2,320,000	2,410,500
DISCOUNTS FORFEITED	9,958	8,500	8,500	8,500
INTEREST EARNINGS - OPERATIONS	9,278	1,700	11,500	6,000
OTHER & PASS THRU'S	5,959	5,600	5,600	5,600
SALE OF FIXED ASSETS	(78,352)	-	-	-
PROCEEDS FROM BOND SALE / SRF LOAN	-	-	-	-
TRANSFER FROM OTHER FUNDS	-	-	-	-
TRANSFER FROM INFRASTRUCTURE	167,555	-	-	-
CAPTIAL IMPROVEMENT FUND				
SEWER SERVICES-TAP INS	22,000	15,000	27,000	15,000
INTEREST EARNINGS - CAPITAL RESERVE	230	100	400	100
TRANSFER FROM OTHER FUNDS PI #2	-	-	-	-
NORTHSIDE SEWER				
NORTHSIDE SEWER FEES	2,000	4,000	4,000	4,000
INTEREST EARNINGS - NORTHSIDE SEWER	746	250	980	850
MISC INCOME - PASS THRU PAYMENTS				
SOUTHSIDE SEWER AREA				
SEWER SERVICES-TAP INS				
SEWER CONSTRUCTION FEES				
INTEREST EARNINGS - OVERSIZING				
TRANSFER FROM OTHER FUNDS	-	-	-	-
TOTAL REVENUES	\$ 2,819,426	\$2,661,150	\$ 2,688,082	\$ 2,450,550
EXPENSES				
OPERATIONS				
WASTEWATER TREATMENT PLANT	744,515	734,900	712,034	710,600
SEWER LINES	142,037	169,100	179,359	178,300
ACCOUNTING & ADMIN	247,872	300,800	305,511	315,600
LIFT STATIONS	88,799	133,200	134,143	136,500
CAPITAL IMPROVEMENTS	28,471	1,124,800	1,143,851	1,065,000
DEPRECIATION	553,104	540,000	585,000	590,000
DEBT SERVICE	217,364	607,600	607,614	607,600
FUND TRANSFERS	43,440	54,300	54,300	97,200
CAPTIAL IMPROVEMENT FUND				
FUND TRANSFERS	-	-	-	-
NORTHSIDE SEWER				
NORTHSIDE SEWER LEGAL / PROF FEES	-	-	-	-
CAPITAL IMPROVEMENTS	-	-	-	-
TOTAL EXPENSES	\$ 2,065,603	\$ 3,664,700	\$ 3,721,811	\$ 3,700,800
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 753,824	\$ (1,003,550)	\$ (1,033,729)	\$ (1,250,250)
YEAR END BALANCES				
NET POSITION BEGINNING OF YEAR	9,697,948	9,337,368	10,451,772	9,418,043
CHANGE IN NET POSITION	753,824	(1,003,550)	(1,033,729)	(1,250,250)
NET POSITION	\$ 10,451,772	\$ 8,333,818	\$ 9,418,043	\$ 8,167,793
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	102,867	117,888	130,267	145,367
CASH PI #5 NORTHSIDE SEWER RESERVE	323,166	329,160	-	-
UNRESTRICTED	2,928,878	2,085,384	2,775,915	2,100,565
CASH & INVESTMENTS	\$ 4,179,911	\$ 3,357,432	\$ 3,731,182	\$ 3,070,932

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

CITY OF CHARLEVOIX
PI #5 SEWER CAPITAL FUND - NORTHSIDE / SOUTHSIDE SEWER*
2020-21 BUDGET

	2018-19 Actual	2019-20 Budget	2019-20 Est. Actual	2020-21 Budget
REVENUES				
INTEREST EARNINGS	746	250	980	850
COLLECTION & CONSTRUCTION FEES:				
CHARLEVOIX CC	2,000	2,000	2,000	2,000
NORTH POINTE WOODS	-	-	-	-
WHIPPOORWILL	-	-	2,000	-
PINE POINT	-	2,000	2,000	2,000
BIG FISH	-	-	-	-
OTHER	-	-	-	-
TOTAL REVENUES	\$ 2,746	\$ 4,250	\$ 6,980	\$ 4,850
EXPENSES				
LEGAL & PROFESSIONAL FEES	-	-	-	-
TRANSFER TO SEWER FUND	-	-	-	-
TOTAL EXPENSES	\$ -	\$ -	\$ -	\$ -
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 2,746	\$ 4,250	\$ 6,980	\$ 4,850
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	282,896	287,146	285,642	292,622
NET CHANGE IN FUND BALANCE	2,746	4,250	6,980	4,850
FUND BALANCE	\$ 285,642	\$ 291,396	\$ 292,622	\$ 297,472
CASH & INVESTMENTS	\$ 323,166	\$ 329,010	\$ 330,146	\$ 334,996

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

CITY OF CHARLEVOIX
PI #2 SEWER CAPITAL FUND-TAP INS*
2020-21 BUDGET

	2018-19 Actual	2019-20 Budget	2019-20 Est. Actual	2020-21 Budget
REVENUES				
INTEREST EARNINGS	230	100	400	100
SEWER TAP INS	22,000	15,000	27,000	15,000
CONTRIBUTIONS FROM OTHER FUNDS	-	-	-	-
TOTAL REVENUES	\$ 22,230	\$ 15,100	\$ 27,400	\$ 15,100
EXPENSES				
CAPITAL OUTLAY	-	-	-	-
TRANSFER TO SEWER FUND	-	-	-	-
TOTAL EXPENSES	\$ -	\$ -	\$ -	\$ -
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 22,230	\$ 15,100	\$ 27,400	\$ 15,100
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	80,677	102,797	102,907	130,307
NET CHANGE IN FUND BALANCE	22,230	15,100	27,400	15,100
FUND BALANCE	\$ 102,907	\$ 117,897	\$ 130,307	\$ 145,407
CASH & INVESTMENTS	\$ 102,867	\$ 117,888	\$ 130,267	\$ 145,367

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

**CITY OF CHARLEVOIX
WATER FUND
2020-21 BUDGET**

	2018-19 Actual	2019-20 Budget	2019-20 Est. Actual	2020-21 Budget
REVENUES				
STATE & FEDERAL GRANTS	-	-	-	-
FEDERAL GRANT	-	-	-	-
WATER SERVICES-TAP INS	17,307	5,000	15,000	5,000
WATER SERVICES-READ-O-MATIC	260	1,200	1,200	1,200
WATER SERVICES-MISC	1,554	3,000	3,000	3,000
WATER SALES	1,560,130	1,572,500	1,572,500	1,649,600
INTEREST EARNINGS	4,696	200	2,300	200
DISCOUNTS FORFEITED	7,391	6,000	6,000	6,000
TRANSFER FROM DPW	-	-	-	-
TRANSFER FROM MOTOR POOL	-	-	-	-
TRANSFER FROM INFRASTRUCTURE	131,130	-	-	-
TRANSFER FROM STREET IMPROVEMENT	-	-	-	-
MISCELLANEOUS	11,814	18,200	18,200	18,200
TOTAL REVENUES	\$ 1,734,282	\$ 1,606,100	\$ 1,618,200	\$ 1,683,200

EXPENSES				
TRANSMISSION & DISTRIBUTION	528,160	399,700	413,946	418,500
ACCOUNTING & ADMIN	172,929	209,300	211,172	214,300
WATER TREATMENT PLANT	395,445	475,500	544,344	459,700
CAPITAL IMPROVEMENTS	1,453	535,000	602,200	77,000
DEPRECIATION	278,115	263,700	300,000	310,000
FUND TRANSFERS	35,400	44,300	44,250	83,700
DEBT SERVICE	-	-	-	-
TOTAL EXPENSES	\$ 1,411,502	\$ 1,927,500	\$ 2,115,913	\$ 1,563,200

EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 322,781	\$ (321,400)	\$ (497,713)	\$ 120,000
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YEAR END BALANCES				
NET POSITION BEGINNING OF YEAR	5,117,002	4,857,588	5,439,783	4,942,070
CHANGE IN NET POSITION	322,781	(321,400)	(497,713)	120,000
NET POSITION	\$ 5,439,783	\$ 4,536,188	\$ 4,942,070	\$ 5,062,070

CHARTER RESERVE	75,000	75,000	75,000	75,000
UNRESTRICTED	704,756	353,210	507,043	937,043
CASH & INVESTMENTS	\$ 779,756	\$ 428,210	\$ 582,043	\$ 1,012,043

**CITY OF CHARLEVOIX
MARINA FUND
2020-21 BUDGET**

	2018-19 Actual	2019-20 Budget	2019-20 Est. Actual	2020-21 Budget
REVENUES				
STATE GRANTS	-	-	-	-
LAUNDRY REVENUE	1,610	1,730	1,810	1,730
SALE OF MERCHANDISE - TAXABLE	-	-	50	-
RENTS & ROYALTIES - DOCKING SEASONAL	66,583	68,000	76,000	83,600
RENTS & ROYALTIES - DOCKING RESERV SYSTEM	350,064	350,000	357,000	392,700
RENTS & ROYALTIES - DOCKING TRANSIENT	21,432	29,000	29,000	29,000
RENTS & ROYALTIES - SUNSHINE	4,000	4,000	4,000	4,000
RENTS & ROYALTIES - LITTLE TRAVERSE CHARTE	4,100	4,100	4,100	4,100
INTEREST INCOME	1,879	600	600	600
REFUNDS and REBATES	-	-	9,038	-
FUND TRANSFERS FROM DDA - DEBT SVC	338,000	334,600	334,600	335,700
ADVANCE FROM OTHER FUNDS	-	-	100,000	25,000
SALE OF FIXED ASSETS	-	-	-	-
MISCELLANEOUS-OTHER REVENUE	40	-	100	-
TOTAL REVENUES	\$ 787,707	\$ 792,030	\$ 916,298	\$ 876,430

EXPENSES				
SALARIES & WAGES - FULL TIME	25,433	32,400	31,154	33,000
WAGES - ICMA	2,868	3,900	3,761	4,000
SALARIES & WAGES - TEMPORARY	90,802	83,400	96,197	83,500
EMPLOYEE FRINGE BENEFITS	58,967	37,800	38,730	38,300
OFFICE SUPPLIES	90	100	268	100
OPERATING SUPPLIES	6,587	6,900	7,700	6,900
PROFESSIONAL SERVICES	2,929	5,300	5,250	5,300
CONTRACTUAL SERVICES	17,573	9,400	28,400	11,800
STATE CRS COMMISSION FEES	13,727	17,300	13,000	14,300
STATE CRS RESERVATION FEES	9,030	10,700	9,700	10,700
LEGAL FEES	-	-	-	-
TELEPHONE	1,144	1,300	1,800	2,400
CONFERENCE/TRAVEL/TRAINING	300	900	150	900
INSURANCE & BONDS	2,861	3,000	2,929	3,000
UTILITIES	70,327	71,400	68,000	71,400
BUILDING & DOCK MAINTENANCE	15,260	14,600	17,800	18,100
EQUIPMENT RENTAL	179	700	700	700
MISCELLANEOUS	1,358	2,200	2,200	2,200
CREDIT CARD PROCESSING FEES	6,972	7,600	7,600	7,600
REFUNDS & REBATES	-	-	-	-
AMORTIZATION EXPENSE	-	-	-	-
DEPRECIATION	650,240	658,000	654,000	658,000
MACHINERY & EQUIPMENT	2,328	300	2,528	300
INTEREST EXPENSE	5,930	5,400	5,430	4,900
TRANSFER TO ELECTRIC - ADVANCE REIMBUSE	-	50,000	50,000	100,000
TRANSFER TO OTHER FUNDS	-	-	-	-
DEBT SERVICE - PRINCIPAL	-	340,000	340,000	355,000
DEBT SERVICE - INTEREST	108,888	126,400	119,600	105,700
BOND ISSUANCE COSTS	-	-	-	-
DEBT SERVICE - PAYING AGENT FEES	271	500	500	500
TOTAL EXPENSES	\$ 1,094,065	\$ 1,489,500	\$ 1,507,397	\$ 1,538,600

EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ (306,358)	\$ (697,470)	\$ (591,099)	\$ (662,170)
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YEAR END BALANCES				
NET POSITION BEGINNING OF YEAR	2,640,498	1,839,614	2,334,140	1,743,041
CHANGE IN NET POSITION	(306,358)	(697,470)	(591,099)	(662,170)
NET POSITION	\$ 2,334,140	\$ 1,142,144	\$ 1,743,041	\$ 1,080,871

CASH AT PAYING AGENT	63,200	100,000	100,000	100,000
UNRESTRICTED	134,839	40,225	160,940	156,770
CASH & INVESTMENTS	\$ 198,039	\$ 140,225	\$ 260,940	\$ 256,770

Less Charter Reserve	75,000	75,000	75,000	75,000
Less AP/Accrued Liabilities/Cust Dep	171,063	174,484	177,974	181,533
Plus AR/Interest Rec/prepays	1,472	1,501	1,531	1,562
Deficit	-46,552	-107,758	9,497	1,798
Assumption 2% increase in AP & AR				

**CITY OF CHARLEVOIX
EMPLOYEE FRINGE BENEFIT FUND
2020-21 BUDGET**

	2018-19 Actual	2019-20 Budget	2019-20 Est. Actual	2020-21 Budget
REVENUES				
EFB-GENERAL FUND	635,864	685,400	687,709	678,000
EFB-EMS	197,073	253,600	283,550	325,400
EFB-PARKING SERVICES	-	-	-	10,900
EFB-MAJOR STREET	55,733	51,000	52,189	54,300
EFB-LOCAL STREET	26,985	23,100	26,853	18,300
EFB-AIRPORT	105,199	126,000	127,689	130,500
EFB-ELECTRIC	515,526	567,700	617,453	659,200
EFB-SEWER	243,441	295,700	286,337	292,500
EFB-WATER	237,767	251,500	255,376	259,300
EFB-MARINA	33,458	37,800	38,730	38,300
EFB-MOTOR VEHICLE	94,641	72,900	75,574	77,000
EFB-EFB	350,037	338,200	355,743	365,500
EFB-DDA	30,026	30,700	30,780	37,100
REFUND & REBATES-INSURANCE	-	-	-	-
INTEREST EARNINGS	2,196	1,400	1,400	1,400
MISC INCOME - WELLNESS	-	-	-	-
TRANSFER FROM OTHER FUNDS	-	-	-	-
TOTAL REVENUES	\$ 2,527,944	\$ 2,735,000	\$ 2,839,383	\$ 2,947,700

EXPENSES				
WAGES (ICMA)	39,508	45,500	47,843	49,200
FRINGE BENEFITS	350,037	338,200	355,743	365,500
WORKERS COMPENSATION	76,978	75,400	90,446	84,800
SOCIAL SECURITY	329,423	334,800	358,623	365,800
HEALTHCARE PREMIUMS	536,330	542,200	542,568	548,000
HEALTHCARE - OPT OUT	57,253	59,500	66,840	68,800
EMPLOYER SHARE HSA	89,506	89,700	91,000	91,000
WELLNESS COMMITTEE	-	-	-	-
WELLNESS INCENTIVES FOR HSA ACCOUNTS	-	-	-	-
STD & LTD INSURANCE	15,870	27,400	30,477	31,100
LIFE INSURANCE	6,322	7,000	6,796	6,900
RETIREMENT FUND CONTRIB.	792,278	808,800	907,263	966,900
HOLIDAY PAY	86,623	97,500	103,340	105,500
SICK PAY	102,261	99,100	105,880	115,100
SICK LEAVE/CITY S&A	-	-	-	-
SICK LEAVE - PMLA OF 2018	-	-	5,000	-
VACATION PAY	193,431	183,300	190,870	194,500
UNEMPLOYMENT COMPENSATION	20,181	27,000	21,000	22,000
PERSONAL LEAVE	38,169	34,400	30,000	35,300
JURY DUTY/FUNERAL LEAVE	4,862	5,000	8,000	5,000
LONGEVITY	10,200	10,800	11,700	12,300
COMP TIME USED	16,831	20,100	20,100	20,500
PROFESSIONAL SERVICES	2,241	2,700	2,360	2,300
CONFERENCE & TRAVEL	1,643	2,000	1,270	1,500
MISCELLANEOUS	3,900	4,700	5,000	5,000
TOTAL EXPENSES	\$ 2,773,849	\$ 2,815,100	\$ 3,002,119	\$ 3,097,000

EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ (245,905)	\$ (80,100)	\$ (162,736)	\$ (149,300)
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YEAR END BALANCES				
NET POSITION BEGINNING OF YEAR	687,163	538,289	441,258	278,522
CHANGE IN NET POSITION	(245,905)	(80,100)	(162,736)	(149,300)
NET POSITION	\$ 441,258	\$ 458,189	\$ 278,522	\$ 129,222

CASH & INVESTMENTS	\$ 556,260	\$ 579,760	\$ 393,524	\$ 244,224
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**CITY OF CHARLEVOIX
MOTOR POOL FUND
2020-21 BUDGET**

	2018-19 Actual	2019-20 Budget	2019-20 Est. Actual	2020-21 Budget
REVENUES				
INTEREST AND RENTS	3,608	1,080	3,000	3,000
EQUIPMENT RENTAL	853,854	817,750	905,181	901,050
SALE OF FIXED ASSETS	40,100	5,000	5,000	5,000
OTHER	11,119	900	3,100	900
CONTRIBUTIONS FROM OTHER FUNDS	10,000	88,434	46,697	466,842
TOTAL REVENUES	\$ 918,681	\$ 913,164	\$ 962,977	\$ 1,376,792
EXPENSES				
MOTOR POOL	500,987	380,700	400,908	392,500
CAPITAL EXPENDITURES	3,660	254,500	260,700	697,000
DEPRECIATION	291,041	305,000	320,000	330,000
FUND TRANSFERS	115,860	124,900	86,963	141,600
TOTAL EXPENSES	\$ 911,549	\$ 1,065,100	\$ 1,068,571	\$ 1,561,100
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 7,132	\$ (151,936)	\$ (105,593)	\$ (184,308)
YEAR END BALANCES				
NET POSITION BEGINNING OF YEAR	1,241,822	818,037	1,248,954	1,143,361
CHANGE IN NET POSITION	7,132	(151,936)	(105,593)	(184,308)
NET POSITION	\$ 1,248,954	\$ 666,101	\$ 1,143,361	\$ 959,053
CASH & INVESTMENTS	\$ 620,984	\$ 796,816	\$ 835,391	\$ 981,083

**CITY OF CHARLEVOIX
SERVICES FACILITY FUND
2020-21 BUDGET**

	2018-19 Actual	2019-20 Budget	2019-20 Est. Actual	2020-21 Budget
REVENUES				
INTEREST EARNINGS	6,742	2,393	2,393	2,441
CONTRIBUTION-MOTOR POOL	29,160	36,450	22,482	-
CONTRIBUTION-ELECTRIC	151,200	189,000	144,533	-
CONTRIBUTION-WATER	35,400	44,250	32,278	-
CONTRIBUTION-SEWER	43,440	54,300	40,332	-
CONTRIBUTION-OTHER	-	-	-	-
TOTAL REVENUES	\$ 265,942	\$ 326,393	\$ 242,018	\$ 2,441

EXPENSES				
PROFESSIONAL SERVICES	(50)	-	150,000	-
CONTRACTUAL SERVICES	50	-	1,500	1,524,300
LEGAL FEES	698	100,000	-	-
DEPRECIATION	3,231	3,900	3,100	3,200
TRANSFER TO OTHER - WATER	-	-	1,000	1,000

TOTAL EXPENSES	\$ 3,928	\$ 103,900	\$ 155,600	\$ 1,528,500
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EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 262,014	\$ 222,493	\$ 86,418	\$ (1,526,059)
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YEAR END BALANCES				
NET POSITION BEGINNING OF YEAR	1,822,149	1,519,995	2,084,163	2,170,580
CHANGE IN NET POSITION	262,014	222,493	86,418	(1,526,059)
NET POSITION	\$ 2,084,163	\$ 1,742,488	\$ 2,170,580	\$ 644,521

CASH & INVESTMENTS	\$ 1,582,867	\$ 1,620,907	\$ 1,672,385	\$ 149,525
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**CITY OF CHARLEVOIX
PERPETUAL CARE TRUST FUND
2020-21 BUDGET**

	2018-19 Actual	2019-20 Budget	2019-20 Est. Actual	2020-21 Budget
REVENUES				
CHARGES FOR SERVICES	4,425	4,000	4,000	4,000
INTEREST EARNINGS	5,190	2,000	2,000	2,000
TOTAL REVENUES	\$ 9,615	\$ 6,000	\$ 6,000	\$ 6,000

EXPENSES				
PERPETUAL CARE EXPENDITURES	-	-	-	-
TOTAL EXPENSES	\$ -	\$ -	\$ -	\$ -

EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 9,615	\$ 6,000	\$ 6,000	\$ 6,000
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YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	426,420	432,920	436,035	442,035
NET CHANGE IN FUND BALANCE	9,615	6,000	6,000	6,000
FUND BALANCE	\$ 436,035	\$ 438,920	\$ 442,035	\$ 448,035
CASH & INVESTMENTS	\$ 433,092	\$ 437,383	\$ 439,092	\$ 445,092



**CITY OF
CHARLEVOIX**

Schedule of Rates, Fees & Charges

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

2020-21 PROPOSED CHANGES HIGHLIGHTED

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.

Single Engine

Min. Fuel Purchase

Landing Fee	\$0.00	N/A
Ramp Fee (overnight)	8.00	\$10.00
Monthly Ramp Fee	60.00	Remove
Add Weekly Ramp Fee	40.00	
Add Annual Ramp Fee	300.00	

Piston Twin

Landing Fee	20.00	25.00	30 gallons
Ramp Fee (overnight)	15.00	20.00	
Weekly Monthly Ramp Fee	150.00	75.00	
Annual Landing Pass	450.00	Remove	

Single Turbo Prop (including Meridan, TBM & Eclipse Jet)

Landing Fee	50.00	55.00	50 gallons
Ramp Fee (overnight)	30.00	35.00	
Weekly Monthly Ramp Fee	300.00	175.00	
Annual Pass	500.00	Remove	

Twin Turbo Prop (including Pilatus & Caravan singles)

Landing Fee	75.00	110.00	100 gallons
Ramp Fee (overnight)	50.00	60.00	
Weekly Monthly Ramp Fee	400.00	275.00	
Annual Pass	700.00	Remove	

Type I Jet (up to 20,000 lbs)

Landing Fee	105.00	110.00	100 gallons
Ramp Fee (overnight)	55.00	60.00	
Weekly Monthly Ramp Fee	400.00	300.00	
Yearly Landing Fee Pass	900.00	Remove	

Type II Jet (20,000 - 40,000 lbs)

Landing Fee	145.00 155.00	225 gallons
Ramp Fee (overnight)	70.00 75.00	
Weekly Monthly Ramp Fee	500.00 375.00	
Annual Landing Fee	1,200.00 Remove	

Type III Jet (over 40,000 lbs)

Landing Fee	175.00 185.00	275 gallons
Ramp Fee (overnight)	95.00 100.00	
Weekly Monthly Ramp Fee	700.00 500.00	
Annual Pass	1,500.00 Remove	

Hangar and Access Rates

Hangar Rental Rates* (per month)

Units 1, 2, 3, 8, 9 & 10	164.00 172.20
Units 4, 5 & 7	169.13 177.59
Unit 6	225.50 236.78
Box B	240.88 252.92
Box C	430.50 452.03
Box D	189.63 199.11

* 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) ~~150.00~~ **175.00**

Additional Hours 100.00

Ground Power Unit (GPU) Connection (1 hour maximum) 85.00 **per ½ hour**

Ground Handling Fee ~~30.00~~ **35.00**

Lav Cart Fee 85.00

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

ADD Rental Car Parking (Per Space)	175.00
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Ambulance Fees - No Changes

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

<u>Service/Charge</u>	<u>20-21Proposed</u>	<u>Resident</u>	<u>Non-resident</u>	<u>Proposed</u>
Adult Lots	425.00	\$410.00	\$615.00	640.00
Baby Lots	215.00	205.00	307.50	320.00
Adult Opening	320.00	307.50	465.00	485.00
Baby Opening	160.00	153.75	235.00	245.00
Winter Opening	640.00	615.00	922.50	960.00
Adult Exhumation	640.00	615.00	922.50	960.00
Cremation Opening	190.00	180.00	282.00	295.00
Cremation Exhumation	215.00	205.00	307.50	320.00
Winter Storage: City Cemetery	110.00	102.00	102.00	110.00
Winter Storage: Other Cemetery	160.00	155.00	155.00	160.00
Monument Foundation: Single or Double (price per square inch)	.26	0.25	0.25	.26
Replacement Deed	16.00	15.00	15.00	16.00
Deed Transfers: One to Four (1-4) (price each)	26.00	25.00	25.00	26.00
Deed Transfers: More than Four (4+)		At Cost	At Cost	
Perpetual Care	190.00	180.00	280.00	290.00
Seeding / Topseeding / Leveling		Cost	Cost	
Full Setup	110.00	102.50	102.50	110.00
Partial Setup	53.00	51.00	51.00	53.00
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	\$10.00 \$6.00
Seasonal Slips	DNR Tier E for 156 days
Seasonal Dingy (individual)	\$525.00 \$550.00
Seasonal Dingy (commercial)	650.00
Burns Street Dock	43.00 per foot 49.00

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

Annual Downtown Permit Parking

Reserved Permit Parking	\$1,000.00	\$1,250.00
Unreserved Permit Parking	\$ 500.00	Remove

<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.

Freedom of Information Act (FOIA) Requests – NO CHANGES 20-21

Copies (per page)	\$0.10
Blueprints (each)	Minimum \$3 or Cost
CDs (each)	3.00
Flash Drives (each)	Actual Cost
Postage	Actual Cost
Cost of labor to locate, examine, redact, copy and/or transfer records (Cost is calculated by rounding down to the nearest quarter hour)	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	\$30.00 \$55.00 60.00
Picnic Pavilion Rental - Weekend or Holiday	55.00	50.00 80.00 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	150.00 175.00
Youth Sport (per person)	25.00	25.00 30.00
<u>Skate Park (Carpenter Avenue)</u>		
Daily Pass	3.00	5.00
Seven Day Punch Card	15.00	20.00
Summer Pass	30.00	40.00

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)	110.00 100.00	130.00 120.00
Camp CHILL (Before/After Camp)	25.00	25.00

Mt. McSauba Ski Hill

Weeknight Daily	12.00 \$10.00	17.00 \$15.00
Weekend Daily	15.00 13.00	20.00 18.00
Season Pass: 1 Person	150.00 135.00	230.00 215.00
Each Additional Family Member	80.00 70.00	90.00 80.00

Equipment Rental

Downhill Skis or Snowboard	11.00 10.00	13.00 12.00
Cross Country Skis or Snowshoes (8 hour rental)	6.00 5.00	10.00 8.00
Cross Country Skis or Snowshoes (24 hour rental)	11.00 10.00	14.00 12.00

Lessons

Group Ski or Snowboard Lessons (per person)	50.00 45.00	60.00 50.00
Group Ski or Snowboard Lessons with Rental (per person)	60.00 55.00	70.00 60.00
Individual Ski or Snowboard Lessons with Rental (1/2 hour)	30.00 25.00	35.00 30.00
Individual Ski or Snowboard Lessons with Rental (1 hour)	40.00 35.00	50.00 40.00

Skating Rink

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

Mt. McSauba 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	\$15.00 17.00 or \$20/all day play
9 Holes Senior Platinum Card	10.00 12.00
ADD 4 Holes (Holes 1, 7, 8, and 9)	8.00
18 Holes	25.00 Remove
9 Hole Youth (With "Youth on Course Membership")	5.00
9 Hole Youth (Without "Youth on Course Membership")	10.00 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)	50.00 60.00
5-play punch card (After Memorial Day)	60.00 70.00
Pull Cart Rental	3.00
Upper Locker Rental	35.00
Lower Locker Rental	45.00
Golf Club Rental	10.00

Season Pass

Single	336.00 340.00
ADD Double (+\$130.00 per additional family member)	470.00
Family	520.00 Remove
Student	185.00 Remove
Senior Citizen - Single	268.00 275.00
Senior Citizen - Double	405.00

Utility Rates – Proposed increases: Electric 3.9%, Sewer 3.9%, Water 4.9%

Water Rates	Proposed			Proposed
Service Charge - Meter Size	City	City	Non-City	non-city
3/4 " or Smaller	28.00	\$26.90	\$53.80	51.25
1"	36.50	35.00	70.00	66.75
1 1/2"	57.25	55.00	110.00	104.75
2"	81.25	78.00	156.00	148.75
3"	135.25	130.00	260.00	247.50
4"	260.00	250.00	500.00	475.75

6"	483.50	465.00	930.00	884.75
Sprinkling Meter	5.25	5.00	9.50	9.50
<u>Commodity Charge</u>				
1st 2,000 Gallons	4.35	4.00	8.00	7.96
3rd-50th 1,000 Gallons	4.35	4.00	8.00	7.96
51st 1,000 Gallons and Over	4.35	4.00	8.00	7.96
Water Usage Minimum (Gallons)		2,000 gal.	2,000 gal.	
Water Minimum Charge		26.90	53.80	
<u>Privilege Fees</u>				
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	
<u>Water Tap Fees</u>				
3/4" Line		\$250.00		
1" Line		320.00		
Larger Than 1" Line			At cost	
<u>Other Fees</u>				
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	Proposed			Proposed
Service Charge – (Based on Water Meter Size)	In City			Rural
3/4 " or Smaller	39.50	\$38.00	\$57.00	59.25
1"	56.00	54.00	81.00	84.00
1 1/2"	91.50	88.00	132.00	137.25
2"	133.00	128.00	192.00	199.50
3"	251.50	242.00	363.00	377.25
4"	426.00	410.00	615.00	639.00
6"		N/A	620.00	650.50

Commodity Charge

Commodity Rate per 1,000 Gallons	6.55	6.25	9.38	9.83
Sewer Minimum Charge		50.50	75.76	

Privilege Fees

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

Electric Rates		Proposed		Proposed	
	Rate / kWH	Rate	Charge	Charge	PCA*
Residential - In City	\$0.0774	.0780	\$8.75	10.75	\$0.01023
Residential - In Senior	0.0703	.0780	8.75	10.75	0.01023
Residential - Rural	0.0884	.0890	10.00	12.50	0.01023
Residential - Rural Senior	0.0869	.0890	10.00	12.50	0.01023
Commercial - In City (GS-C)	0.0892	.0918	21.50	25.00	0.01023
Commercial - Out (GS-R)	0.0973	.0983	21.50	25.00	0.01023
Commercial – Demand	0.0482	.0497	62.00	62.00	0.01023
Industrial & Charity Demand	0.0383	.0394	294.50	294.50	0.01023
Demand KW	10.90 / KW	11.50			

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

Renewable Credits

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

Services

Disconnect / Reconnect - Regular	No charge
Disconnect / Reconnect - After Hours	150.00
Disconnect / Reconnect - Regular (Without 24 Hour Notice)	50.00
Disconnect / Reconnect - Seasonal**	115.00
Disconnect / Reconnect - Seasonal After Hours**	167.00
** Disconnected from the system for longer than one billing cycle	
Reconnect - Non Payment	30.00
Reconnect - Non Payment (After Hours)	150.00
Trenching for All Underground Residential Services 200 amps & Under	3.00 Per Foot
Meter Test	25.00
Additional meter test at the same location	5.00

Security Lights

	City	Non-City
70 Watt	5.28	5.60
100 Watt	6.60	7.08
150 Watt	8.92	9.23
250 Watt	14.11	15.24
400 Watt	20.79	22.60
105 Watt LED (400 W equivalent)	9.70	10.23
1000 Watt	47.37	51.90

Miscellaneous Fees

Tax Abatement Application Fee (IFT, CFEC, etc)	\$200.00	210.00
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Temporary / Seasonal Business Fees

Solicitor's License	\$50.00/day; \$100/week; \$150/month	52/105/158
Roadside Stand / Temporary Business (per season)	100.00	105.00
Transient Merchant (per season)	\$200.00	210.00

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	100.00	105.00
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)	100.00	105.00
Redevelopment Liquor License	200.00	210.00
Trash License (annual fee)	10.00	Remove

Copy/Fax/Report Charges

General Copies (per copy)	0.25	.26
Accident Report (per report)	2.00	
Garden Plots (per plot)	35.00	37.00
Notary Service	5.00	

Farmers Market Spaces

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

CHARLEVOIX CITY COUNCIL

Public Hearings and Actions Requiring Public Hearings

TITLE: Set Public Hearing for Short Term Rental Ordinance

DATE: February 3, 2020

PRESENTED BY: Mark L. Heydlauff, City Manager; Jonathan Scheel, Zoning Administrator

BACKGROUND:

Council has been working for several months on the development of a regulatory ordinance regarding Short Term Rentals. The draft you have before you reflects some editing the City Attorney and Zoning Administrator have conducted as Council requested. City Attorney Scott Howard will be present at your next meeting to review the ordinance draft further with you and answer any additional questions you have.

As it stands, the Zoning Administrator calculates the following fees to cover implementation of this ordinance:

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

These are preliminary and based on our understanding of Council's intent in the ordinance. Realistically and based on our understanding of the ordinance and Council's intent, the annual fee would be \$450 to \$600 depending on whether an inspection is needed in a given year.

RECOMMENDATION:

If Council is ready to act, you may make the following motion:

Motion to set a Public Hearing for February 17, 2020 at 6pm in the Council Chambers of City Hall to consider the Short Term Rental Ordinance.

If Council does not wish to set a public hearing, please provide further direction.

ATTACHMENTS:

- ▣ Ordinance

Ordinance #xxx

A regulatory ordinance of the City of Charlevoix regulating various aspects short-term rentals

The people of the City of Charlevoix ordain:

Section 1: Purpose

The City Council finds the rental of dwelling units in the City of Charlevoix provides value to our local economy but also brings with it negative externalities affecting the year-round quality of neighborhoods, housing supply, and health and safety. The City Council has enacted this regulatory ordinance to strike a regulatory balance between the interests of community residents, business owners, visitors, and property owners.

The community has different expectations for noise, occupant loads, and transient activity in its residential neighborhoods than it does in commercial, and even mixed-used zones where hotels are currently permitted. The renting of a home on a short-term basis is substantially more like a business than traditional residential use.

Section 2: Definitions

As used in this chapter, the following words and phrases shall have the meanings hereafter ascribed to them:

Basement: That portion of a building, which is more than 50% below finished grade. A basement shall not be counted as a story.

Bedroom: A room intended for sleeping or placement of a bed separated from other spaces in the dwelling unit by one or more functional doors. The following spaces, which must be included in every dwelling unit, do not qualify as bedrooms: Kitchens, dining areas, gathering spaces such as living rooms, dens, family rooms, and attics or basements without egress meeting standards in applicable building, residential, and fire codes.

Business Unit: A residential dwelling unit that may be rented for more than 28 interrupted days in a calendar year including multiple properties operating as Personal Units under singular ownership. Month to month or yearly rentals are not classified as a business unit per this chapter.

Calendar year: January 1 to December 31.

Compensation: Money or other consideration given in return for occupancy, possession, or use of a property.

Dwelling Unit: A self-contained unit within a building that is designed for human occupancy and provides complete living facilities, including permanent provisions for sleeping, eating, cooking, and sanitation. ~~permanent building or structure providing complete independent living facilities used for a home or residence by one or more persons who maintain a household.~~ "Dwelling Unit" ~~Does~~ does not include Bed and Breakfasts, timeshare/fractional ownership, hotels and motels, and boarding houses.

Good Visitor Guide: Materials prepared by the City's ~~Zoning Administrator~~ Enforcement Officer for display at all short-term rentals and adopted by City Council by resolution.

Local Agent: An individual designated to oversee the short-term rental of a dwelling unit in accordance with this article and to respond to calls and complaints at any time or day from renters, citizens, and the City's representatives within 60 minutes of such calls.

Personal Unit: A residential dwelling unit rented for periods of not less than 7 days up to a total of 28 days per calendar year when the owner is not present or for an unlimited period of time when the property owner is present and living on the premises. A person or entity may only have one designated Personal Unit.

Short-term rental ("STR"): The rental of a dwelling unit for compensation for a term of 1 to 29 interrupted or uninterrupted nights per year [or per month?] in the R-1, R-2, and R-2A zoning districts

Zoning administrator Enforcement Officer: The person appointed by the City who shall carry out various functions of this chapter or cause other officials, inspectors, vendors, or relevant professionals to carry out various functions as she or he deems necessary and proper in order to implement and enforce the terms of this Ordinance.

Section 3: Registration and licensing required

- A. All dwelling units, except those which may be duly registered as a principle residence exemption under Section 211.7cc of the General Property Tax Act, which are used for short-term rentals for more than 14 days per calendar year shall be registered and licensed with the City as stipulated in this chapter.
- B. The advertisement or rental of an unregistered dwelling unit for a total 14 interrupted or uninterrupted days or more during a calendar year is prohibited.
- C. Registration and licenses shall be issued by calendar year.
- D. All short-term rental registrations and licenses shall expire at the end of the calendar year and must be renewed each December.
- E. When a short-term rental property is sold, the registration(s) and license(s) will expire at sale and are not transferable; licenses will revert to the City after expiration, due to the passage of time, sale, revocation, or twelve (12) months of non-activity and will be redistributed according to this chapter.
- F. The Zoning Administrator Enforcement Officer shall develop a form(s) to properly carry out this ordinance. The registration form shall collect not less than the following information and other items as the Zoning Administrator Enforcement Officer may deem effective necessary for implementation of this ordinance:
 - a. Name, address and telephone number of the property owner and/or local agent for the dwelling unit;
 - b. The street address of the dwelling unit, along with other identification if more than one dwelling unit has the same street address;
 - c. The number of bedrooms in each dwelling unit and in the dwelling as a whole;
 - d. The number of days the dwelling unit is available for short term rental each calendar year;
 - e. A statement certifying that the property owner or a local agent will provide at least one copy of the City's Good Visitor Guide materials to the renters each time the dwelling unit is rented;
 - f. A statement indicating which year the dwelling unit was first used as a short-term rental, and for how many days it was rented in the previous calendar year; and
 - g. A list of all websites and other media where unit is advertised

- G. Upon determination that a STR applicant has met all registration and regulation requirements, a license shall be issued by the ~~zoning administrator~~Enforcement Officer.
- H. There shall be a fee for registration collected at the time of registration. An additional fee ~~will~~ shall be collected at time of licensing. Council shall set a fee(s) from time to time by resolution; such fee(s) may vary depending on the type of property, dwelling, or other distinction Council may deem advisable.

Section 4: Registration process and procedure

- A. Upon adoption of this chapter, preference for registrations shall be determined as follows:
 - i) First, properties duly registered prior to July 1, 2019 and whose principle owner at the time of registration was and remains a person whose principle residence is in the City of Charlevoix and who can demonstrate ~~rental history~~the property has been rented as an STR within the past calendar year.
 - ii) Second, properties duly registered prior to July 1, 2019 but whose principle owner at the time of registration was not or is not currently a person whose principle residence is in the City of Charlevoix and who can demonstrate the property has been rented as an STR ~~rental history~~ within the past calendar year.
 - iii) Third, properties duly registered prior to July 1, 2019 but which does not fall under either of the above categories.
 - iv) Fourth, all other properties which might qualify for registration and licensing.
- B. New applications will be placed at the bottom of on a waiting list in the order of when a complete application is received by the City.
 - a. Applicants ~~with~~ whose principle residence exemption is for a property located in the City of Charlevoix will get preference and be moved to the top of the list of new applicants.
 - b. If the applicant is contacted and offered to register and refuses, they will be moved to bottom of the waiting list.
- C. A deposit will be required to be on the waiting list.
 - a. The deposit will be used as partial payment for registration.
 - b. The deposit is non-refundable when the applicant refuses registration or when the applicant voluntarily withdraws from the waiting list.
 - c. Council shall, from time to time by resolution, set the deposit fee.
- D. The ~~Zoning Administrator~~Enforcement Officer is empowered to develop a method for registration in accordance with this provision.
- E. Short-term rental shall follow applicable regulations found within chapter 153 of the Charlevoix City Code.

Section 5: Types of Short-Term Rentals

- A. *Personal units.* Personal Units may be rented for periods of not less than 7 days up to a total of 28 days per calendar year when the owner is not present or for an unlimited period of time when the property owner is present and living on-site which shall not be capped in number across the City.
 - i. An owner can register only one ~~P~~personal Unit. Additional units under one ownership must be registered as a ~~B~~business Unit.
- B. *Business units.* Business units may be rented without restriction on days rented per year.
 - i. There shall be a cap of 80 business units across the R-1, R-2, and R-2A zones.
 - ii. The cap shall be reconsidered by Council on or before December 1, 2020.

Section 6: Regulations

- A. *Local agent required.* All dwelling units used for short-term rentals shall have a designated local agent.
- B. *Contact information posted.* A notice shall be posted in a prominent location within any dwelling unit used for short-term rentals stating (in at least 16-point type) the name of the local agent and, a 24-hour telephone number with at which the agent can be reached.
- C. *Compliance with codes.* The dwelling unit must meet all applicable Residential Building 2015 International Property Maintenance, Health Department, Nuisance and Safety Codes as necessary to protect the safety of occupants.
- D. *Noise and nuisance.* Noise during quiet hours must be limited to that which does not disturb the quiet, comfort or repose of a reasonable person of normal sensitivities. Quiet hours shall be from 11:00 p.m. to 7:00 a.m. The city's Noise Control Ordinance shall apply.
- E. *Fireworks.* Fireworks of any kind are not allowed on rental property, except in accordance with the city's Fireworks Ordinance, Title IX, Chapter 94.22.
- F. *Fire pits.* Open burning is not allowed.
- a. Indoor and outdoor fireplaces with chimneys are permitted so long as they are not determined to be a nuisance in keeping with the City's nuisance code.
- b. Natural gas fire pits are permitted.
- G. *Maximum occupancy.* Short-term rentals shall be permitted maximum occupancy of 2 persons per bedroom plus two persons per finished and legal floor for dwelling as described in the registration and as may be verified by inspections from time to time. An individual present in a dwelling unit during the term of a STR shall be presumed to be an occupant unless it is between the hours of 8am and 10pm, and circumstances clearly indicate the individual will not stay overnight.
- a. No rental shall be permitted for more than 10 persons.
- b. Notwithstanding part a, those units in operation and registered with the City prior to July 1, 2019 which may have clearly indicated occupancy up to 16 but not exceeding two per bedroom plus two persons per finished and legal floor for dwelling may continue with said occupancy limit until one of the following applies: the license expires; the property is sold, conveyed, or ownership otherwise changes; and, the registration and license is permanently revoked. Upon such condition, the occupancy limit shall be reduced to 10 persons in conformity with part a.
- c. No dwelling unit used as a short-term rental may be built or modified hereafter to exceed to limitation of 10 persons as described above.
- H. *Parking Restrictions.* Based on lot and neighborhood characteristics, the Zoning Administrator Enforcement Officer may place reasonable restrictions on the number and manner of vehicle parking.
- I. *Advertising.* No person shall advertise a short-term rental, unless the advertisement includes the license number and the maximum occupancy permitted in the unit.
- J. *Fee.* Short-term rentals shall pay a fee as City Council may, from time to time, establish by resolution, to account for costs related to the enforcement, community impact, and other customary fees and costs associated with short-term lodging which may already be allowed within the City.
- K. *Inspections and conditions.* Not less than once every other calendar year and/or upon written complaint, the Zoning Administrator Enforcement Officer may make periodic inspections of a short-term rental to ensure continuing compliance with the approval standards specified in this chapter. In addition, the Zoning Administrator Enforcement Officer may impose reasonable conditions on a registration issued under this chapter which are reasonably necessary to ensure compliance with the approval standards provided in this chapter.

Section 7: Revocations and Appeals

- A. *Revocation procedure.* The written notice of the charges and the notice of the hearing shall be personally served on the owner or agent or served on the owner by certified mail, restricted delivery, not less than 14 days before the hearing before the ~~Zoning Administrator~~Enforcement Officer.
- i. Upon a finding by the ~~Zoning Administrator~~Enforcement Officer of a first violation within any 12-month period, the short-term rental registration may be suspended for up to 15 days and during said time, the premises shall not be utilized for a short-term rental.
 - ii. Upon a finding by the ~~Zoning Administrator~~Enforcement Officer of a second violation within any 12-month period, the short-term rental registration shall be suspended for 30 days and during said time, the premises shall not be utilized for a short-term rental.
 - iii. Upon a finding by the ~~Zoning Administrator~~Enforcement Officer of a third violation within any 12-month period, the short-term rental registration shall be revoked and the owner or local agent who had been issued the short-term rental registration shall not again be issued a short-term rental license for a period of 12 months and during said time the premises shall not be utilized for a short-term rental.
 - iv. Upon a finding by the ~~Zoning Administrator~~Enforcement Officer of a fourth violation within any 24-month period, the short-term rental registration and license shall be revoked and the owner who had been issued the short-term rental registration and license shall not again be issued a short-term rental registration or license under that ownership name and the premises shall not be utilized for a short-term rental.
- B. A minimum of a 14 day notice will be given to owners and agents for any suspensions. Appeal from denial or suspension or revocation of a short-term rental registration is allowed.
- C. *Appeal Procedure.* Upon a determination by the ~~Zoning Administrator~~Enforcement Officer that the registration of a dwelling unit is subject to revocation pursuant to division (A)(iv) above, the ~~Zoning Administrator~~Enforcement Officer shall issue a notice to the owner, agent and all property owners within 100 feet of the registered STR ~~stating~~ stating that the city intends to revoke the rental registration.
- a. The notice shall inform the owner and local agent of a right to a hearing to show cause as to why the registration should not be revoked. If a hearing is requested **and the fee is paid** within 14 days of the service of the notice, the city shall schedule the hearing before the Zoning Board of Appeals and notify the owner and agent in writing of a time and place for that hearing.
 - b. At the hearing, the owner and agent may present evidence that the requirements for revocation provided in division **(C)(5)** above are not satisfied, or that the property owner and agent should not be held responsible for one or more of the three requisite violations due to extenuating circumstances. Extenuating circumstances may include circumstances that the owner or the owner's agent could not reasonably anticipate and prevent, and could not reasonably control.
 - c. The Zoning Board of Appeals shall independently determine whether there is competent, material and substantial evidence establishing a violation of this division (C), and/or whether there is competent, material and substantial evidence establishing that extenuating circumstances exist.

Section 8: Violations

A person who violates any provision of this Chapter is responsible for a municipal civil infraction in the amount of [\$x]. Each day on which any violation of the Chapter continues constitutes a separate offense and shall be subject to penalties or sanctions as a separate offense.

Section ~~98~~: Supersede previous provisions

~~Upon approval of this chapter, this chapter shall supersede the provisions contained within Chapter 153.125 (E).~~

Section ~~109~~: Enactment

This chapter shall become effective 30 days after approval and publication by the City Council pursuant to the City Charter.

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Mercer Avenue Property Sale

DATE: February 3, 2020

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

At your January 6th meeting, Council discussed the offer made by John and Glenda Ferguson to purchase a small lot owned by the City next to their residence on Mercer Avenue. Our lot is approximately 0.16 of an acre and is across the street from the golf course. By our Zoning Administrator's calculation, after considering the setbacks required for zoning and the utility easements we would need along the front of the property, there would be approximately an eight foot strip of buildable area. Our Assessor believes buildable lots in the City and nearby township area could be quite valuable but the lack of buildable space on this lot diminishes its value significantly.

At that time, Council decided to advertise for sealed bids for this parcel (see attached advertisement.) One bid was opened on January 28th from Haggard's Plumbing (see attached bid sheet).

RECOMMENDATION:

Council discussion and direction.

ATTACHMENTS:

- ❑ Letter from the Fergusons
- ❑ Parcel Information
- ❑ Advertisement
- ❑ Bid Tabulation

December 10, 2019

Mr. Mark Heidlauff, Manager
City of Charlevoix
210 State Street
Charlevoix, MI 49720

Re: Offer to Purchase City Parcel No. 052-124-012-50

Dear Mr. Heidlauff,

My wife Glenda and I would like to purchase the above referenced 0.16 acre parcel from the City of Charlevoix.

It is the last remaining City owned property lying East of Mercer Road and abuts our property to the North and East.

There is a City sewer line and a City water line on this property on which I would grant a perpetual easement in favor of the City in perpetuity. The size of this parcel and location of the sewer and water lines make this property almost impossible to build on as a "stand alone" parcel and would be a nice buffer area for our property to the East. I've maintained and mowed this for the past 32 years.

Glenda and I are offering the City \$2000. for the property and will pay for all survey, title work, and recording fees.

Your consideration is greatly appreciated.

Sincerely,



John & Glenda Ferguson
8354 Mercer Road
Charlevoix, MI 49720
(231) 547-6882

Viewing Parcel Number: 052-124-012-50

Parcel Details

Assessing City/Township:	City of Charlevoix
Property Address:	MERCER BLVD CHARLEVOIX, MI 49720
Owner Information:	CITY OF CHARLEVOIX 210 STATE ST CHARLEVOIX, MI 49720-1393
Property Class:	703 - Exempt County, City, Twp
School District:	15050 - Charlevoix
P.R.E. Percentage:	0%
Current SEV:	\$0
Current Taxable Value:	\$0
Prior Year SEV:	\$0
Prior Year Taxable Value:	\$0

Tax Description

BEG AT N1/8 COR COM TO SECS 23 & 24 T34NR8W TH S 515.05FT FOR POB TH E 114.5FT TH
N 83.63FT TH W 114.5FT TH S TO POB SP 0983



© 2019 Charlevoix County

0.16 ACRES



The City of Charlevoix will receive sealed bids for the sale of a parcel of real estate on Mercer Avenue known as Parcel Number 052-124-012-50. The parcel is approximately 0.16 of an acre. Parties interested in purchasing the property should familiarize themselves with the zoning, land use, and other matters. The property is sold “as-is” with no guarantee of future use.

The City of Charlevoix will require the purchaser to provide an easement for current and future utilities; the purchaser shall pay all closing, title transfer, and costs associated with the sale. The City of Charlevoix retains the right to accept or reject any and all offers and negotiate in the best interests of the City.

Sealed bids shall be delivered to the City Clerk by January 28, 2020 at 3pm EST where they will be publicly opened and read aloud. Electronic, fax, and late bids will not be considered. The City Council may award the bid for the sale at their regular meeting on February 3, 2020. Once awarded, the buyer shall provide certified funds to the City and prepare satisfactory documents for the easement and other requirements no later than February 28, 2020.

City Manager Mark L. Heydlauff



Mercer Avenue Property 052-124-012-50

Bid Opening at City Hall
January 28, 2010 – 3:00pm

Bidder Name	Comments
Haggard's Plumbing Charlevoix, MI	\$5,195.90

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Housing Support Resolution

DATE: February 3, 2020

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

Council has long discussed efforts to expand housing and make traditional housing options in our community more affordable. The attached resolution would express the Council's position on two important tax law changes that would be needed from the State Legislature.

First, allowing local units of government, like the City of Charlevoix, to grant tax incentives to new housing construction could lower the cost of housing by reducing the taxes for a period up to 12 years just as industrial and commercial growth is incentivized.

Second, the Homestead Exemption (or Principle Residence Exemption) exempts homeowners, who reside in the home, an exemption on the payment of school operating taxes. This is certainly a benefit for owner-occupied housing but leaves long-term renters with higher rents and a disincentive for landlords to pursue long-term rentals when short-term rentals could provide a higher return on investment.

This resolution was prepared based on my understanding of Council's interest in pursuing this policy. Should you wish to modify or add to it. Please feel free. There is some ongoing effort in the area to advocate for changes to housing tax policy with an eye toward lowering the cost of housing. Housing North is coordinating meetings with City Managers, Assessors and other local leaders around this topic and I will certainly keep you advised as we progress.

RECOMMENDATION:

Motion to approve Resolution 2020-02-01 in support of the urgent need for greater tax incentive options to support our region's housing development needs.

ATTACHMENTS:

- ▢ Resolution

**CITY OF CHARLEVOIX
RESOLUTION NO. 2020-02-01**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CHARLEVOIX IN SUPPORT OF
THE URGENT NEED FOR GREATER TAX INCENTIVE OPTIONS TO SUPPORT OUR REGION'S HOUSING DEVELOPMENT NEEDS

WHEREAS, the City of Charlevoix, like many communities in our region, struggles to find the needed housing for workers in our year-round economy while various reports indicate the need for more housing units; and

WHEREAS, the need for housing has repeatedly been supported both in anecdotal accounts from business owners and residents and also from formal sources like the 2020 Residential Target Market Analysis which found an additional 251 newly built and rehabbed houses are needed going forward to adequately handle the future demand for housing; and

WHEREAS, local efforts are only as effective as state law allows them to be and current tax law limits the ability of the City Council to incent the creation of new housing units on a market-driven scale.

NOW THEREFORE, the City Charlevoix City Council resolves to strongly encourage state leaders to grant tax incentive authority to local leaders to support housing growth much as current law allows commercial and industrial expansion; and

FURTHERMORE, the City Council encourages state leaders to expand the Homestead Exemption to rental properties where the tenant signs leases not less than 12 months; and

FURTHERMORE, the City Council believes local control over housing policy is vitally important to build and maintain strong communities, vibrant neighborhoods, and a robust economy.

RESOLVED this 3rd day of February, 2020 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas:

Nays:

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Council Appointments

DATE: February 3, 2020

PRESENTED BY: Joyce M. Golding, City Clerk

BACKGROUND:

With the resignation of Leon Perron, Council needs to appoint another Councilmember to the Board of Review, term expiring December 2020.

The City received two applications for Board of Review to fill the vacancies created by Dennis Kusina (term expires 12/2022) and Kirby Dipert (term expires 12/2020).

RECOMMENDATION:

Motion to appoint Council member *Name* to the Board of Review, term expiring November 2020.

Motion to appoint *Name* to the Board of Review, term expiring December 2022.

Motion to appoint *Name* to the Board of Review, term expiring December 2020.

ATTACHMENTS:

- ▢ Application



CITY OF CHARLEVOIX

CITY OF CHARLEVOIX

VOLUNTEER BOARDS AND COMMITTEES APPLICATION

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

☒	BOARD OF REVIEW	☐	HISTORIC DISTRICT COMMISSION	☐	SHADE TREE & PARKS COMMISSION
☐	COMPENSATION COMMISSION	☐	HOUSING COMMISSION	☐	ZONING BOARD OF APPEALS
☐	DDA/MAIN STREET BOARD	☐	PLANNING COMMISSION	☐	OTHER _____
☐		☐	RECREATION ADVISORY COMMITTEE	☐	NO PREFERENCE

PLEASE PRINT

NAME: FRANCIS BROWNELL FLANDERS
ADDRESS: 217 BELVEDERE TERRACE DRIVE #26 CHARLEVOIX MI 49720
HOME PHONE: 231 547 4887 CELL PHONE: 231 459 5959
EMAIL: fbflanders@sbeglobal.net
ARE YOU A REGISTERED VOTER IN THE CITY? yes HOW LONG HAVE YOU LIVED IN THE CITY? SINCE JAN. 1992
HAVE YOU EVER BEEN CONVICTED FOR ANYTHING OTHER THAN A MINOR TRAFFIC VIOLATION? NO

EDUCATIONAL BACKGROUND: B.A. BUSINESS ADM. M.S.U. EAST LANSING MI
degree. STONIER GRADUATE SCHOOL OF BANKING, ROTTERS

PROFESSIONAL QUALIFICATIONS AND/OR WORK EXPERIENCE: 40 YEARS OF INCREASING RESPONSIBILITY
IN BANKING INDUSTRY CULMINATING IN CHAIRMAN/PRESIDENT
CB NORTH BANK IN CHARLEVOIX

COMMUNITY ACTIVITIES AND/OR OTHER EXPERIENCE: CO-FOUNDER CHARLEVOIX VENETIAN FESTIVAL,
PAST PRESIDENT CHARLEVOIX CHAMBER OF COMMERCE

HAVE YOU SERVED ON A BOARD/COMMITTEE OR HELD A CIVIC POSITION IN THE PAST? IF YES, PLEASE EXPLAIN:

SERVED City of CHARLEVOIX Planning Commission 11 YEARS

DO YOU FORESEE ANY POTENTIAL CONFLICTS OF INTEREST WHILE EXECUTING THE DUTIES OF THIS POSITION? IF YES, PLEASE EXPLAIN:

NO

REASON(S) YOU WISH TO SERVE:

I believe that I can bring years of
experience & knowledge of local Real Estate market
to the Board of Review

HAVE YOU REVIEWED THE CURRENT MEETING SCHEDULE OF THE BOARD/COMMITTEE AND CAN COMMIT TO REGULAR MEETING ATTENDANCE? yes

SIGNATURE:

Francis Brownell Flanders

DATE:

Jan 21 2020

RETURN APPLICATION TO THE CITY CLERK'S OFFICE: 210 STATE STREET CHARLEVOIX, MI 49720 – EMAIL clerk@charlevoixmi.gov

CITY OF CHARLEVOIX
VOLUNTEER BOARDS AND COMMITTEES APPLICATION

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

☒ BOARD OF REVIEW	☐ HISTORIC DISTRICT COMMISSION	☐ SHADE TREE & PARK COMMISSION
☐ COMPENSATION COMMISSION	☐ HOUSING COMMISSION	☐ ZONING BOARD OF APPEALS
☐ DDA/MAIN STREET BOARD	☐ PLANNING COMMISSION	☐ OTHER _____
☐	☐ RECREATION ADVISORY COMMITTEE	☐ NO PREFERENCE

PLEASE PRINT

NAME: Brenda Bryan
 ADDRESS: 108 Belvedere Ave
 HOME PHONE: _____ CELL PHONE: 231-590-4541
 EMAIL: brenda-bryan4@gmail.com
 ARE YOU A REGISTERED VOTER IN THE CITY? yes HOW LONG HAVE YOU LIVED IN THE CITY? 7 yrs.
 HAVE YOU EVER BEEN CONVICTED FOR ANYTHING OTHER THAN A MINOR TRAFFIC VIOLATION? NO

EDUCATIONAL BACKGROUND: _____

PROFESSIONAL QUALIFICATIONS AND/OR WORK EXPERIENCE: _____

COMMUNITY ACTIVITIES AND/OR OTHER EXPERIENCE: _____

HAVE YOU SERVED ON A BOARD/COMMITTEE OR HELD A CIVIC POSITION IN THE PAST? IF YES, PLEASE EXPLAIN:
yes - see other applications

DO YOU FORESEE ANY POTENTIAL CONFLICTS OF INTEREST WHILE EXECUTING THE DUTIES OF THIS POSITION? IF YES, PLEASE EXPLAIN:
NO

REASON(S) YOU WISH TO SERVE: _____

2020 BOR training on 1-17-20

HAVE YOU REVIEWED THE CURRENT MEETING SCHEDULE OF THE BOARD/COMMITTEE AND CAN COMMIT TO REGULAR MEETING ATTENDANCE? _____

SIGNATURE: Brenda Bryan DATE: 1-17-20

RETURN APPLICATION TO THE CITY CLERK'S OFFICE: 210 STATE STREET CHARLEVOIX, MI 49720 - EMAIL clerk@cityofcharlevoix.org



*RAC
reappointed
12-2-19*

CITY OF CHARLEVOIX
VOLUNTEER BOARDS AND COMMITTEES APPLICATION

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

☐ BOARD OF REVIEW ☐ COMPENSATION COMMISSION ☐ DDA/MAIN STREET BOARD ☐	☐ HISTORIC DISTRICT COMMISSION ☐ HOUSING COMMISSION ☐ PLANNING COMMISSION ☒ RECREATION ADVISORY COMMITTEE	☐ SHADE TREE COMMISSION ☐ ZONING BOARD OF APPEALS ☐ OTHER _____ ☐ NO PREFERENCE
--	---	--

PLEASE PRINT

NAME: Brenda Bryan
ADDRESS: 108 Belvedere Ave
HOME PHONE: _____ CELL PHONE: 231 590 4541
EMAIL: brenda.bryan4@gmail.com
ARE YOU A REGISTERED VOTER IN THE CITY? yes HOW LONG HAVE YOU LIVED IN THE CITY? 7 yrs.
HAVE YOU EVER BEEN CONVICTED FOR ANYTHING OTHER THAN A MINOR TRAFFIC VIOLATION? no

EDUCATIONAL BACKGROUND: some college

PROFESSIONAL QUALIFICATIONS AND/OR WORK EXPERIENCE: Worked in Charlevoix
public schools for 35 years

COMMUNITY ACTIVITIES AND/OR OTHER EXPERIENCE: _____

HAVE YOU SERVED ON A BOARD/COMMITTEE OR HELD A CIVIC POSITION IN THE PAST? IF YES, PLEASE EXPLAIN:
yes recreation Advisory Committee

DO YOU FORESEE ANY POTENTIAL CONFLICTS OF INTEREST WHILE EXECUTING THE DUTIES OF THIS POSITION? IF YES, PLEASE EXPLAIN:
no

REASON(S) YOU WISH TO SERVE: I enjoyed being on the
committee

HAVE YOU REVIEWED THE CURRENT MEETING SCHEDULE OF THE BOARD/COMMITTEE AND CAN COMMIT TO REGULAR MEETING ATTENDANCE? _____

SIGNATURE: Brenda Bryan DATE: 11

RETURN APPLICATION TO THE CITY CLERK'S OFFICE: 210 STATE STREET CHARLEVOIX, MI 49720 – EMAIL clerk@charlevoixmi.gov

CHARLEVOIX CITY COUNCIL

Reports and Communications

TITLE: City Manager Comments

DATE: February 3, 2020

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

A. Sale of 1991 International Rescue Truck

Last fall, you authorized me to advertise and sell the 1991 International Rescue Truck. This week after advertisement, I received sealed bids for the truck and sold it for just over \$5,000 which was in line with my expectations based on an outside review of our equipment. This money has been deposited in our Fire Truck Replacement Fund and will help cover future fire equipment-related costs.

B. Personnel Changes

As I advised you a couple of weeks ago, Officer Jim Schlappi has retired this week and we'll be honoring his service at your February 17 Council Meeting. New this week, we learned that long-time Finance Clerk and Deputy City Clerk Patti Spencely will be retiring early this spring. We have posted her position and I appreciate her many years of dedicated service to our residents. She has a wealth of knowledge and will be difficult to replace.

ATTACHMENTS:

- ❑ PC Minutes
- ❑ Housing Commission Minutes
- ❑ Historic District Commission Minutes

CITY OF CHARLEVOIX
PLANNING COMMISSION MEETING MINUTES
Monday, December 9, 2019 - 6:00 p.m.
210 State Street, City Hall, Council Chambers, Charlevoix, MI

A. Call to Order/Pledge of Allegiance

The meeting was called to order at 6:00 p.m. by Chair Chamberlain.

B. Roll Call

Chair:	Sherm Chamberlain
Members Present:	Ben Edwards, Toni Felter, Brian Gelb, David Gray, Dennis Halverson, Jennifer Muladore, RJ Waddell
Members Absent:	Philip Parr
Staff Present:	Kathy Egan, Community Development Director (by telephone); Jennifer Neal, Community Planner; Jonathan Scheel, Zoning Administrator

C. Inquiry into Potential Conflicts of Interest

Chair Chamberlain stated he would be abstaining from voting on the Midtown Development site plan review because his employers have done work for the developer on this project.

D. Approval of Agenda

Motion by Member Felter, second by Member Edwards to approve the Agenda as presented. Motion passed by unanimous voice vote.

E. Approval of the Minutes

1. November 11, 2019 Meeting Minutes

Member Edwards stated that he was not present at the November meeting so the references in the minutes to him speaking were inaccurate, and needed to be changed to Member Muladore.

Motion by Member Muladore, second by Member Gelb to approve the minutes of November 11, 2019 as amended. Motion passed by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

G. New Business

1. 2020 Meeting Schedule

Chair Chamberlain asked for public comments on the meeting schedule and there were none.

Motion by Member Waddell, second by Member Gray to approve the Resolution to approve the 2020 Meeting Schedule as presented on page 7 of the agenda packet. Motion passed by unanimous roll call vote.

H. Old Business

Chair Chamberlain recused himself.

1. Continued: Site Plan Review Midtown Development, Inc., 115 Pine River Lane – Residential Development

Member Waddell recalled previous meeting minutes including:

- Parking - Section 153.187 (h) indicates 1.5 spaces per unit which with 14 units there should be 21 parking spaces; Section 153.189 indicates that a parking space is 9' x 18', the spaces for several units are 34' long which makes them 2' short of the standard for parking; total of 16 spaces as opposed to the 21 required. Section 153.189 does allow vehicles to park over the parking space if it's not into the bushes, so at the end of the driveway there is an extension of gravel and a small retaining wall for parking over on units 1-6 and 10-14; but Section 153.189 (A)(c) states that it must be pavement and the plan show it as rocks and Section 153.027 (e) says "you cannot park in the setback" so the units on the east side the setback is 10' and the end of the parking area is right at the setback so there is no extra space for them to park; the other side is at 12'.
- Standard is a 24' road for perpendicular driveways; the road is 20' wide and there is an allowance that the Commission could make if there were a 7' to 10' sidewalk but there is not a sidewalk, there is a paved area from each driveway to the front door, but if you look at the plan there's a row of bushes and then there's a tree, then another row of bushes so there is no sidewalk for that on the main north/south road, on the east/west road for units 7 & 8 at the very top there is a fence so there's no way to get a 24' road there. Member Waddell did not feel that the proposed parking met the standards.
- Member Waddell stated that they were stopped at the October meeting for not meeting the standard on the north property line where the property abuts the R-1 property because it needed a 6' fence and then the bushes needed to be planted 4' from the fence. In November the proposal was the curved road with the plantings in the middle where the road is 7.5' from the north property line. He stated at this point it was open for the Commission to discuss whether they feel what's proposed is acceptable and to the intent of the plan. The two ends of the fence are still within 2' of the north property line which is R-1 and there's obviously no way to plant bushes along the fence.
- Member Waddell stated at some point the Commission would need to look at the Master Deed which included a clause that says they have the right to expand from 14 units to 20 units which does not meet the current proposed site plan. He stated there were things in the Master Plan that affect planning that the Commission needed to review.

Member Waddell summarized his training in planning, and stated that one of the Commission's main tenets and responsibility beyond just meeting the standards is that they are supposed to believe that what they are doing is for the health, safety, and welfare of the community; and if they don't feel that a proposal promotes the health, safety and welfare of the community then they can't accept that. He proceeded to reiterate his concern about sidewalks as the Zoning Ordinance indicates that "there should be safe and efficient access" and he did not feel with a 20' road and no sidewalk that it was safe and the north/south road is 170' long from Pine River Drive to the top of the hill with 11 driveways. He stated there was a potential 80+ residents that could be living in the development. He stated that the Master Deed does allow for parking in the road for delivery and unloading. He felt it was too much traffic, cars, people and other things to create a safe environment. He stated that the Fire Chief had also expressed concern about the lack of sufficient fire suppression and the design of the development in its location.

Zoning Administrator Scheel read a letter from a neighbor at the back west corner of the property, Ms. Alberta Bier. Ms. Bier stated in her letter that the property line was in the middle of a large chestnut tree and Zoning Administrator Scheel stated that 2-3 weeks ago half of the subject tree did collapse and Ms. Bier did not want the existing half of the tree which was viable replaced with another tree.

Zoning Administrator Scheel stated that he consulted Shade Tree Commissioner Ken Polakowski, who is a licensed arborist and he advised that the maple tree was a very old tree and he felt that any damage to its root system would hasten its aging process and special care needed to be taken to save the tree. Member Halverson stated that although the tree issue was noteworthy, he did not feel that was something to hang a project by if there was some alternative to compensate for the tree. He stated the re-occurring theme that he continues to hear was the density and usage issue and the parking just didn't comply with the current ordinances. He stated that there were a lot of compromises at the expense of the economy of scale.

Member Edwards felt the City had standards for health and safety and the Commission needed to decide if the allowances were worth it to have a development in the downtown area. He stated that his overall sense is that it looks like a really nice development and it was a shame it can't meet the City's standards at this time. Member Muladore was concerned about health and safety and that an abundance of cars, potential of extra crowding, lack of parking, and the Fire Chief's opinion that if there was a fire the Fire Department couldn't get in and it could be a safety issue even though it does meet the standards and codes. Member Gray stated the safety issue was a big concern for him as well. Member Felter stated that she would challenge the developer to create something that would be safe there. She totally agreed that the City needed housing, preferably affordable, but it needs to be safe and she thought this was too much housing in one small area. Member Gelb stated that the same issues continue to come up and a lot of the issues boil down to density and not enough room for parking.

Tim Burden, President of Midtown Development, Inc., stated that the City wanted additional housing and the first plan that he brought forward showed 14 single-family homes so he thought that was safer, but the City didn't allow units less than 22' and his plan was 20'. He stated that the landscape ordinance requires trees on the sidewalk and if they're weren't trees on the sidewalks there would be 28' there, not 20'. He stated they met with the Fire Department and they approved the plan and then the Fire Chief sent the letter previously discussed. He stated he was frustrated as he had a lot of time invested in these plans and he reviewed changes that have been made to the plans at the request of the Commission, City staff and the neighbors. Mr. Burden stated that he did not understand the stated health and safety issues as he felt this was a safe environment. He hoped that the Commission would find a way to approve the plan with some modifications so he can get going on the project.

The public hearing was opened.

Harry Golski, Attorney representing the Lake House Association – the property owners immediately to the west of the subject property, stated that they all want the property developed and it was presently approved for seven units. He recalled at the previous Commission meeting, the Commission was concerned that 14 units didn't turn into 28 units and he was expecting to see proposed changes to the Master Deed as discussed at previous meetings, but the changes were not included in the revisions. He stated what was included in the amendment were provisions for a rental agent and that two or more residential units may be situated in a single structure. He stated the duplex was two units, the lock-off area on the second floor made three to four units, so according to the proposed amendment not only did it not restrict the rental of the second floor units, it gives legal authority to rent the units. He felt that the amendment to the Master Deed was worthless and explained his reasons for same. He stated that the arborist's report based on his faulty understanding of the placement of the tree was worthless. He referenced his November 20th letter to the Planner and the Commission and he felt the density issue was controlled by the setback requirements under the Zoning Ordinance. He explained his interpretation that the setback between the units and the Lake House Association should be 25'.

Mr. Burden stated that the original condominium documents allowed for expansion into another parcel, but they were not trying to add any other units on this site. He explained that the seven units originally proposed were 3,000 sq. ft. each, now they have fourteen 14 units at 1,100 sq. ft. each.

Kristin Jones, 113 Pine River Lane, stated that there were 28 outside lockable doors proposed in this development and the deed restriction referenced today talks about short-term rentals. She stated that the proposed units were short-term rental units for vacationers, but she felt protected by the R-4 zoning as this was not a hospitality area.

The public hearing was closed.

Member Halverson cited the density, parking issues and the lack of restrictions on creating two units out of one unit and the lack of any kind of control after its built further compounds any concern over safety and fire/EMS access. He stated that he did not see any step by the developer to satisfy the Commission's concerns.

Mr. Burden stated that there is only one entrance into these units there is a door on the inside to the upstairs which can be removed. He stated that the documents the attorney prepared were in draft form "and they just say they are rentable" and he was not given any direction from the Commission as to what to bring back from the last Commission meeting. He stated he was not interested in starting all over with this project and would consider some modifications to the use and density.

Member Waddell stated that the Commission could address what they want to see on Mr. Burden's plan, accept the plan with stipulations, or deny the proposal based on it not meeting the standards for parking, the back property line and the health/safety welfare issues.

Motion by Member Felter, second by Member Halverson to deny this development based on the parking and the north property line not meeting standards, lack of walkable sidewalks and fire safety issues.

Motion passed by a 6 to 1 vote with Member Edwards voting against the motion, Member Chamberlain abstaining, and Member Parr absent.

Chair Chamberlain returned to the meeting at this time.

2. Rooftop Usage Discussion

Jennifer Neal, Community Planner with Networks Northwest, began the discussion and explained that Commission members were given a Rooftop Usage Chart to guide discussion including the types of buildings, building standards, and uses that should be permitted on rooftops. She stated that they wanted to address several items from the previous discussion as well as expand the discussion to include examples of rooftop uses. Discussion followed regarding uses, compatibility with surrounding buildings include noise, height and design guidelines (permanent/temporary structures, railings, etc.), and visual impact from the street (screening). Three rooftop examples from Traverse City were provided that included bar/ restaurant, hotel and townhome development.

After discussion, the Commission determined that requests for rooftop uses/rooftop development would have to come back to the Commission to go through the full site plan review and approval process for a Level B site plan. Chair Chamberlain stated that a definition would need to be added to define an additional or new rooftop usage as a significant change which would have to come back for review. She stated that the next step would be locating comparable rooftop ordinances. Planner Egan stated that when she looked for rooftop usage ordinances she only found examples in much larger cities.

Planner Neal mentioned a rooftop application in Alpena that retrofitted their building to include a greenspace on the roof and open deck event space. The Commission's focus on rooftop usages would be on commercial properties and they were asking staff to look at rooftop usage regulations from Traverse City and Alpena.

I. Staff Updates

1. ZBA Meetings Report

Zoning Administrator Scheel stated that the ZBA had a meeting in November that had to do with three variances for existing fences off of Dixon Avenue; all three variances were denied by the ZBA. He stated that they were also served today with a lawsuit on a property on Dixon involving a lot split in the 1980's, and over the years there have been several civil lawsuits on the property as well.

J. Request for Next Month's Agenda or Research Items

Member Waddell requested that the Commission members receive a copy of the letter from Mr. Golski regarding the Midtown Development project. Selection of Officers would be on the agenda next month as well. Zoning Administrator Scheel briefly reviewed upcoming enforcement actions on properties throughout the City.

K. Adjournment by 8:00 PM Unless Extended by Motion

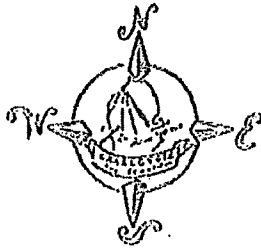
Motion by Member Felter, second by Member Edwards to adjourn the meeting. Motion passed by unanimous voice vote. Meeting adjourned at 7:56 p.m.

Joyce M. Golding/fgm

City Clerk

Sherm Chamberlain

Chair



CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.

CHARLEVOIX, MICHIGAN 49720

(231) 547-5451

PROJECT
PINE RIVER PLACE

REGULAR MEETING

CHARLEVOIX HOUSING COMMISSION

TUESDAY, DECEMBER 17, 2019

2:00 P.M.

PINE RIVER PLACE COMMUNITY ROOM

AGENDA:

Call to Order/Roll Call

Additions to the Agenda

Approval of Meeting Minutes and Payables –November 19th, 2019

Old Business: None

New Business:

Executive Director's Report - Infestation Issues

Maintenance Hiring Update

Audit Finding/Corrective Action Response

5YR Plan Review and Approval

PHM Training & January Meeting Change

Public Comment on subjects unrelated to Agenda Items

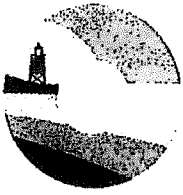
Adjournment

CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.

CHARLEVOIX, MICHIGAN 49720

(231) 547-5451



PROJECT
PINE RIVER PLACE

REGULAR MEETING **CHARLEVOIX HOUSING COMMISSION**

Tuesday, December 17, 2019

2:00 P.M.

PINE RIVER PLACE COMMUNITY ROOM

Commissioners present: Mitts Lee, Laurene Crandall, R.J. Waddell, Joan Buday, Lillian Left
Commissioners Absent: None

Others present: Mark Little MPHC – Maintenance Supervisor, Annessa Halst, Director, Mt. Pleasant Housing Commission, Cindy Morris, Occupancy Specialist, and Residents of Pine River Place.

Chairperson Mitts Lee called the meeting to order at 2:02 pm.

Additions to the Agenda: 5 Year Plan "Public Hearing"

Approval of Meeting Minutes and Payables for November 19th, 2019.

Discussion was had in regards to the possibility of changing banks and the process. Due to the added fees on the account taking monies away from the CHC.

R.J. Waddell moved, seconded by L. Crandall to accept the regular minutes for November 19, 2019 and payables as presented.

Ayes: Lee, Crandall, Waddell, Buday, Left

Nays: None

Old Business: None

New Business: None

Executive Director Report: A. Haist reported on the No Infestation Issues at the present time.

Maintenance Hiring Update – stipend was paid out for November, 2019 moving into a part time Employee position.

Mention on the Audit Finding / Corrective Action Response. No reply back from HUD at this date. She will inform when information is available.

Opened up a Public Hearing for the presentation of the 5YR Plan Review. Handouts were available for all. A. Haist outlined and spoke of the 5YR Plan in detail. Open discussion for comments and suggestions. Commissioners commented positively on the presentation.

Haist Closed Public Comment at 3:00 p.m. for the 5YR Plan.

R.J. Waddell dismissed himself early from the meeting 3:00 p.m.

PHM Training & January Meeting Change: A. Haist let all know that she would be attending for education and did not see a conflict with the next board meeting in January, 2020.

J. Buday moved to approve the 5YR Plan, seconded by L. Left.

Ayes: Lee, Crandall, Buday, Left

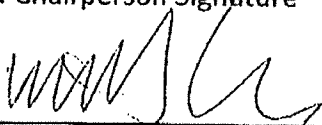
Nays: None

Public Comment on subjects unrelated to Agenda Items: Concern from a Resident on keeping the shuffle board courts.

Adjournment: Meeting was adjourned at 3:10 p.m.

Respectfully submitted,

Board Chairperson Signature



The next Board Meeting is January 21, 2019 at 2:00 p.m. at the Pine River Place Community Room at 210 W. Garfield St., Charlevoix, MI 49720

Meeting of the
City of Charlevoix
Historic District Commission
Friday, October 25, 2019
Minutes

Vicki Voisin, Chair of the Historic District Commission, called the meeting to order at 11:04 am.

1) Roll Call

Present: Mary Adams, Kay Heise, David Miles, Vicki Voisin

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

Absent: John Campbell, Carol Kranz, Paul Weston

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

3) Inquiry Regarding Conflicts of Interest: none

4) Approval of Minutes: The minutes of the September 27, 2019 meeting were accepted by unanimous agreement.

5) Old Business

a. Signage for the two ends of Earl Young Historic Buildings Local Historic District.

Dotson shared two renderings of potential signs. Exact costs and funding sources are yet to be determined, but three signs might cost in the neighborhood of \$4500. All commissioners agreed that proof #2 (attached) is the best choice.

6) New Business

a. MHPN (Michigan Historic Preservation Network) webinar training video for Historic District Commissions. Commissioners gathered at The Vault to listen to Sharon Ferraro from Kalamazoo discuss defensible decision making.

7) Request for Future Agenda Items

8) Adjournment: Meeting was adjourned at 12:15 pm.

Next Meeting: as needed

Submitted by: Kay Heise, Secretary