



AGENDA
CITY OF CHARLEVOIX CITY COUNCIL REGULAR MEETING
Monday, February 21, 2022- 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 - February 7, 2022
 - B. Accounts Payable and Payroll Check Registers
 - C. Renewal of Fish Cleaning Station Agreement with John Cross: \$7,000
- 6. Public Hearings and Actions Requiring Public Hearings**
 - A. Ordinance 830: Budget Amendment for 2021-2022
Mark L. Heydlauff, City Manager
 - B. Ordinance 831: Adoption of 2022-2023 Budget
Mark L. Heydlauff, City Manager
 - C. Set Public Hearing: Ward Boundaries
Sarah J. Dvoracek, City Clerk
- 7. All Other Actions and Requests**
 - A. GIS Proposal
John Griffith, Director, Electric Department
 - B. Dog Park Equipment Purchase
Kent Knorr, Recreation Director
 - C. Annual City Charter Review
Mark L. Heydlauff, City Manager
- 8. Reports and Communications**
 - A. Public Comment
 - B. City Manager's Comments

C. Mayor and Council Comments

9. Other Council Business

10. Adjourn

Persons with disabilities who need an accommodation to fully participate in these meetings should contact the City Clerk's Office at 231-547-3250 or by email clerk@charlevoixmi.gov. A 24-hour notice may be needed for certain accommodations. An attempt will be made to grant all reasonable accommodations requests.

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: City Council Meeting Minutes - February 7, 2022

DATE: February 21, 2022

RECOMMENDATION:

Motion to approve the minutes.

ATTACHMENTS:

- ▣ Draft Council Minutes

CITY OF CHARLEVOIX
REGULAR CITY COUNCIL MEETING MINUTES
Monday, February 7, 2022 – 6:00 p.m.
210 State Street, Charlevoix, MI 49720

The meeting was called to order at 6:00 p.m. by Deputy Mayor Hagen.

1. Pledge of Allegiance

2. Roll Call

Deputy Mayor: Aaron Hagen
Members Present: Richard Spring, Janet Kalbfell, Greg Bryan
Members Absent: Phil Parr, Mark Knapp, Mayor Luther Kurtz
City Manager: Mark L. Heydlauff
City Clerk: Sarah J. Dvoracek

3. Presentations

4. Inquiry Regarding Conflicts of Interest

5. Consent Agenda

- A. 2022 Poverty Exemption Policy and Guidelines
- B. City Council Meeting Minutes—January 17, 2022
- C. Keep Charlevoix Beautiful Flower Basket Maintenance Agreement in the amount of \$10,000 for the 2022 planting season
- D. Renew (Annual) Agreement for Short Term Rental Registration Processing Subscription with Granicus in the amount of \$13,343.97 for period of 03/01/2022 – 02/28/2023
- E. Planning Commission Resignation-David Gray
- F. Accounts Payable and Payroll Check Registers
 - a. Regular Accounts Payable Check Register—February 8, 2022 (\$145,206.05)
 - b. Payroll Check Registers—January 21, 2022 & February 4, 2022 (\$231,497.85)
 - c. Payroll Transmittals—January 21, 2022 & February 4, 2022 (\$10,479.87)
 - d. Tax Disbursement—February 8, 2022 (\$453,349.25)
 - e. Special Accounts Payables—January 20, 2022 & February 1, 2022 (\$120,898.76)
 - f. ACH Payments—January 18, 2022 – February 4, 2022 (\$504,701.38)
- G. City Hall Generator Repair—Approval of the proposal from Cummins Sales and Service in the amount of \$7,665.16 to repair the City Hall Generator

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

Yeas: Spring, Hagen, Kalbfell, Bryan

Nays: None

Absent: Parr, Knapp

6. Public Hearings & Actions Requiring Public Hearings

7. All Other Actions & Requests

8. Reports & Communications

A. Public Comments

- Dr. Joe Porter stated he was concerned about a recent article in the Courier Newspaper regarding one of the council member's spouses and questioned the council member's involvement.

B. City Manager Comments

- City Manager Heydlauff stated he provided council a copy of the Charlevoix Recreation Authority's adopted budget for August 2021 through June 30, 2022 which was approved by the Recreation Authority Board of Directors at the public hearing held on January 24, 2022.
- City Manager Heydlauff thanked Sarah Van Horn for her advocacy and working with Senator Stabenow and Senator Peters on funding for the repairs for the walkway along the channel.

C. Mayor & Council Comments

- Council Member Bryan requested the dog park entrance be cleared of snow.

9. Other Council Business

10. Adjourn

Deputy Mayor Hagen adjourned the meeting at 6:06 p.m.

Sarah J. Dvoracek

City Clerk

Aaron Hagen

Deputy Mayor

Special Accounts Payables – 01/20/2022 & 02/01/2022

AT&T	1,570.00	VSP INSURANCE CO. (CT)	548.43
AT&T MOBILITY	757.90	WEX BANK	8,226.98
CHARLEVOIX STATE BANK	11,879.71	CHARLEVOIX STATE BANK	390.19
CHARTER COMMUNICATIONS	726.16	WOLVERINE POWER SYSTEMS	44,300.00
DELTA DENTAL	3,404.63		
EQUITABLE FINANCIAL LIFE INSURANCE	1,192.37	TOTAL	120,898.76
GREAT LAKES ENERGY	365.65		
PRIORITY HEALTH	44,504.81		
RANGE TELECOMMUNICATIONS	191.00		
STANDARD INSURANCE CO	2,638.64		
TELNET WORLDWIDE	202.29		

Regular Accounts Payable – 02/08/2022

AIRGAS USA LLC	164.46	KASSBOHRER ALL TERRAIN VEHICLES	471.91
AMAZON CAPITAL SERVICES	613.65	KAUFFMAN'S FURNITURE	1,900.00
ANDERSON, ELIZABETH A.	50.00	KIWANIS CLUB OF CHARLEVOIX	40.00
ANZELL, BETH A.	50.00	KLOOSTER, ALIDA K.	50.00
APWA MEMBERSHIP	420.00	KNORR, KENT J.	50.00
AT YOUR SERVICE PLUS INC	340.00	KSS ENTERPRISES	366.17
AVFUEL CORPORATION	520.00	LITTLE TRAVERSE DISPOSAL LLC	1,750.00
BD ELECTRICAL INC	6,145.00	MALPELI, CAMILLE	40.00
BECKETT & RAEDER	905.00	MATTS LLC	4,308.75
BELL EQUIPMENT COMPANY	2,331.58	MCDERMOTT, DENNIS J.	50.00
BILL'S FARM MARKET	2,461.60	MCGINN, KELLY A.	50.00
BITELY, KATHERINE A.	111.63	MILLER, WILLIAM S.	50.00
BOSS, BEAU	120.00	MYNORTH MEDIA	700.00
BRADFORD MASTER DRYCLEANERS	48.75	NAVIA BENEFIT SOLUTIONS	50.00
CARQUEST OF CHARLEVOIX	1,668.95	NORTHERN PUMP SERVICE INC	5,824.32
CENTRAL DRUG STORE	99.92	OLSON BZDOK & HOWARD	1,426.00
CHARLEVOIX CONVENTION &	7,500.00	OMS COMPLIANCE SERVICES INC	317.00
CHARLEVOIX COUNTY TREASURER	330.13	PAUL'S METER TESTING LLC	4,607.15
CHARLEVOIX SCREEN MASTERS INC	35.00	PENINSULA FIBER NETWORK LLC	470.00
CHARLEVOIX TOWNSHIP TREASURER	27.66	PERFORMANCE ENGINEERS INC	2,125.00
CHARLEVOIX VENETIAN FESTIVAL	5,000.00	POWER LINE SUPPLY	1,207.41
CINTAS CORPORATION	112.86	POWER SYSTEM ENGINEERING INC	2,689.50
CIVICPLUS	3,307.50	POWERPLAN	1,020.81
CONWAY PROFESSIONAL SERVICES	2,205.00	PREIN & NEWHOF	4,055.29
DEROSIA, PATRICIA E.	50.00	R B LYONS INC	7,470.00
DOAN, GERARD P.	50.00	RESOLUTION G2 LLC	5,853.65
DOTSON, LINDSEY J.	50.00	ROBINSON'S LANDSCAPING & NURSERY	665.00
DROST LANDSCAPE	4,375.00	ROTARY CLUB OF CHARLEVOIX	37.50
DVORACEK, SARAH	50.00	SCHOLEY, ROBERT W.	50.00
EDWARDS, EMILY	16.00	SIGMA-ALDRICH INC	322.70
ELLIOTT, PATRICK M.	50.00	SMOKE ON THE WATER	25,000.00
ELLSWORTH FARMERS EXCHANGE	2,864.32	SPARTAN STORES LLC	25.06
ESRI	6,100.00	STANDARD ELECTRIC COMPANY INC	757.69
F.H. BLACK & COMPANY INCORPORATED	787.50	STATE OF MICHIGAN	190.00
FASTENAL COMPANY	366.85	TRUCK & TRAILER SPECIALTIES	1,625.57
GFL ENVIRONMENTAL	215.90	UNIFIRST CORPORATION	776.79
GRAINGER	1,529.34	UNIVERSAL CREDIT SERVICES INC	80.00
GRAND TRAVERSE GARAGE DOOR CO	171.29	UP NORTH ASSESSING INC	5,200.00
GRAND TRAVERSE MOBILE COM	2,255.63	USA BLUE BOOK	2,606.81
GREAT LAKES ELEVATOR LLC	2,400.00	VILLAGE GRAPHICS INC	104.05
GRIFFITH, JOHN J	169.84	WORK 'N PLAY SHOP	221.92
GRP ENGINEERING INC	1,565.00	WURST, RANDALL W.	50.00
HACH COMPANY	379.54	WYMAN, MATTHEW A.	50.00
HERZOG ELECTRIC	399.23	YOUNG, KRISTEN L.	50.00
HEYDLAUFF, MARK L.	448.50		
HILLING, NICHOLAS A.	50.00	TOTAL	145,206.05
IDEXX DISTRIBUTION INC	1,537.37		

ACH Payments – 01/18/2022 to 02/04/2022

MI PUBLIC POWER AGENCY	13,902.81	MI PUBLIC POWER AGENCY	10,851.35
MICHIGAN MUNICIPAL ELECTRIC	9,377.00	IRS (PAYROLL TAX DEPOSIT)	35,971.10
IRS (PAYROLL TAX DEPOSIT)	50,147.51	ALERUS FINANCIAL (HCSP)	350.00
ALERUS FINANCIAL (HCSP)	350.00	STATE OF MI (W/H TAX)	5,274.65
STATE OF MI (W/H TAX)	7,246.96	VANTAGEPOINT (401 PLAN)	957.68
VANTAGEPOINT (401 PLAN)	957.68	VANTAGEPOINT (457 PLAN)	19,776.02
VANTAGEPOINT (457 PLAN)	19,563.45	VANTAGEPOINT (ROTH IRA)	1,080.76
VANTAGEPOINT (ROTH IRA)	1,080.76		
MERS (DEFINED BENEFIT PLAN)	53,184.73	TOTAL	504,701.38
MI PUBLIC POWER AGENCY	6,617.75		
MI PUBLIC POWER AGENCY	268,011.17		

Payroll Net Pay – Check Dates 01/22/2022 & 02/04/2022

HEYDLAUFF, MARK L.	3,069.50	EATON, BRAD A.	874.89
DVORACEK, SARAH J.	2,244.03	WHITLEY, ANDREW T.	2,494.95
DEROSIA, PATRICIA E.	988.02	ELLIOTT, PATRICK M.	1,653.27
DOTSON, LINDSEY J.	1,386.42	MORRISON, KEVIN P.	1,543.12
KLOOSTER, ALIDA K.	1,795.97	MORRISON, KEVIN P.	525.31
GOLOVICH, KAREN J.	938.14	BRADLEY, KELLY R.	1,216.58
BARNEVELD, RICHELLE L.	1,224.04	FARRELL, MITCHELL L.	869.63
SCHULZ, GINNY L.	1,546.47	KNORR, KENT J.	1,088.65
MILLER, FAITH G.	38.17	BOSS JR, DALE E.	1,296.79
MCGINN, KELLY A.	1,690.69	MCDERMOTT, DENNIS J.	370.02
DOAN, GERARD P.	2,432.49	MATTER, DAWSON K.	249.09
SCHOLEY, ROBERT W.	1,616.30	HOLM, ARTHUR R.	1,263.77
UMULIS, MATTHEW T.	1,251.51	WILLSON, BRENDA R.	45.28
ORBAN, BARBARA K.	1,550.20	WYMAN, MATTHEW A.	1,224.84
RILEY, DENISE M.	375.53	DOUGLAS, MARK	675.61
MUNK, CHRISTOPHER J.	1,349.52	HEYDLAUFF, MARK L.	3,357.94
SCHICK, TIELER R.	1,681.73	DVORACEK, SARAH J.	2,244.03
STEWART, MORGAN J.	1,346.17	DEROSIA, PATRICIA E.	952.18
YOUNG, KRISTEN L.	1,438.27	DOTSON, LINDSEY J.	1,386.42
WURST, RANDALL W.	1,890.10	KLOOSTER, ALIDA K.	2,198.52
HILLING, NICHOLAS A.	1,538.30	GOLOVICH, KAREN J.	784.79
MEIER III, CHARLES A.	1,415.34	BARNEVELD, RICHELLE L.	1,224.04
ZACHARIAS, STEVEN B.	1,469.64	SCHULZ, GINNY L.	1,464.52
NEWMAN, MARK J.	1,483.25	MILLER, FAITH G.	25.46
LOUGHMILLER, JOHN A.	1,796.04	MCGINN, KELLY A.	2,154.13
GRIFFITH, JOHN J.	2,998.09	DOAN, GERARD P.	2,432.49
EATON, BRAD A.	2,418.46	SCHOLEY, ROBERT W.	1,599.89
WILSON, TIMOTHY J.	2,768.06	UMULIS, MATTHEW T.	1,396.90
LAVOIE, RICHARD L.	2,145.75	ORBAN, BARBARA K.	1,123.48
STEVENS, BRANDON C.	2,501.36	RILEY, DENISE M.	370.75
DRAVES, MARTIN J.	2,390.87	MUNK, CHRISTOPHER J.	1,261.22
ANDERSON, ELIZABETH A.	1,338.42	SCHICK, TIELER R.	1,361.75
KENWABIKISE, DAVID L.	1,184.64	STEWART, MORGAN J.	1,512.51
ELLIOTT, PATRICK M.	3,083.00	YOUNG, KRISTEN L.	1,867.26
SCHWARTZFISHER, JOSEPH	1,155.15	WURST, RANDALL W.	1,431.60
BRADLEY, KELLY R.	1,537.64	HILLING, NICHOLAS A.	2,226.69
HART II, DELBERT W.	1,805.81	MEIER III, CHARLES A.	1,745.87
JONES, ROBERT F.	1,315.68	ZACHARIAS, STEVEN B.	1,469.64
FARRELL, MITCHELL L.	1,400.64	NEWMAN, MARK J.	1,390.89
THORP JR, WILLIAM D.	1,592.74	LOUGHMILLER, JOHN A.	1,702.84
LEITNER, RYAN S.	1,634.20	GRIFFITH, JOHN J.	2,998.09
FERGUSON, ROYCE L.	1,461.19	EATON, BRAD A.	3,284.29
KNORR, KENT J.	2,026.00	WILSON, TIMOTHY J.	3,173.81
ANZELL, BETH A.	1,367.26	LAVOIE, RICHARD L.	2,145.74
BOSS, SHERRY M.	178.01	STEVENS, BRANDON C.	2,916.27
DOE-NIMPHIE, SETH K.	56.62	DRAVES, MARTIN J.	2,378.56
PORATH, JACOB P.	186.50	ANDERSON, ELIZABETH A.	1,338.42
HAGEN, MADISON L.	598.39	KENWABIKISE, DAVID L.	1,184.64
KUPPE II, KENNETH N.	227.96	ELLIOTT, PATRICK M.	3,083.00
BERTINELLI, DAVID P.	330.24	SCHWARTZFISHER, JOSEPH	1,536.07
JOY, ANNE E.	428.61	BRADLEY, KELLY R.	1,481.29
MATTACK, JEFFREY C.	821.62	HART II, DELBERT W.	1,807.28
HILLIGAN, ABIGAIL B.	254.76	JONES, ROBERT F.	1,869.29
PEARSALL, KRISTA M.	44.04	FARRELL, MITCHELL L.	1,425.95
WELLS, JANINNA J.	45.28	THORP JR, WILLIAM D.	1,653.77
BOSS, BEAU J.	1,537.64	LEITNER, RYAN S.	1,863.02
BEMIS, GARRETTSON G.	405.02	FERGUSON, ROYCE L.	2,003.43
COFFEY, JASON J.	702.91	KNORR, KENT J.	2,026.00
WYMAN, MATTHEW A.	1,809.69	ANZELL, BETH A.	1,367.26
MILLER, WILLIAM S.	1,000.98	BOSS, SHERRY M.	234.62
DOUGLAS, MARK	1,018.31	DOE-NIMPHIE, SETH K.	217.48
MCCRANEY, RUSSELL R.	1,055.46	PORATH, JACOB P.	245.95
FRATRICK, JOSEPH W.	527.59	HAGEN, MADISON L.	359.03
PAALMAN, STEPHEN J.	179.72	KUPPE II, KENNETH N.	321.68
HEYDLAUFF, MARK L.	2,038.15	BERTINELLI, DAVID P.	377.42
KLOOSTER, ALIDA K.	3,846.04	JOY, ANNE E.	576.05
MCGINN, KELLY A.	1,186.71	MATTACK, JEFFREY C.	457.77
DOAN, GERARD P.	3,847.41	HILLIGAN, ABIGAIL B.	484.95
ORBAN, BARBARA K.	794.10	PEARSALL, KRISTA M.	44.04
MUNK, CHRISTOPHER J.	693.55	WELLS, JANINNA J.	45.28
YOUNG, KRISTEN L.	170.44	BOSS, BEAU J.	1,537.64
WURST, RANDALL W.	7,367.43	BEMIS, GARRETTSON G.	490.97
HILLING, NICHOLAS A.	5,959.81	COFFEY, JASON J.	953.52
MEIER III, CHARLES A.	5,536.24	WYMAN, MATTHEW A.	1,809.69
ZACHARIAS, STEVEN B.	1,046.02	MILLER, WILLIAM S.	1,461.55
NEWMAN, MARK J.	957.98	DOUGLAS, MARK	1,018.31

MCCRANEY, RUSSELL R.	1,046.14	HOLM, ARTHUR R.	1,263.77
FRATRICK, JOSEPH W.	566.60	WILLSON, BRENDA R.	181.16
PAALMAN, STEPHEN J.	259.01		
WHITLEY, ANDREW T.	2,254.08	TOTAL	231,497.85
MORRISON, KEVIN P.	1,484.13		
BOSS JR, DALE E.	1,296.79		
MCDERMOTT, DENNIS J.	158.58		
MATTER, DAWSON K.	203.82		

Payroll Transmittals – 01/21/2022 & 02/04/2022

4FRONT CREDIT UNION	885.00	CAL STATE DISBURSEMENT UNIT	92.19
AMERICAN FAMILY LIFE	521.59	CHARLEVOIX STATE BANK	915.00
CAL STATE DISBURSEMENT UNIT	92.19	COMMUNICATION WORKERS OF AMER	692.41
CHARLEVOIX STATE BANK	915.00	EQUITABLE FINANCIAL LIFE INSURANCE	386.22
COMMUNICATION WORKERS OF AMER	692.41	MI STATE DISBURSEMENT UNIT	116.55
EQUITABLE FINANCIAL LIFE INSURANCE	386.22	POLICE OFFICERS LABOR COUNCIL	251.25
MI STATE DISBURSEMENT UNIT	116.55	PRIORITY HEALTH	1,505.35
PRIORITY HEALTH	1,505.35	TOTAL	10,479.87
4FRONT CREDIT UNION	885.00		
AMERICAN FAMILY LIFE	521.59		

Tax Disbursement – 02/08/2022

CHARLEVOIX COUNTY TREASURER	100.06	CHARLEVOIX-EMMET ISD	152,854.75
CHARLEVOIX COUNTY TREASURER	91,140.61	CITY OF CHARLEVOIX - TAXES DUE	58,292.47
CHARLEVOIX DISTRICT LIBRARY	64,383.82	LAKE CHARLEVOIX EMS AUTHORITY	56,742.14
CHARLEVOIX PUBLIC SCHOOLS	12,066.37	RECREATIONAL AUTHORITY	12,443.94
CHARLEVOIX PUBLIC SCHOOLS	1,552.35	TOTAL	453,349.25
CHARLEVOIX PUBLIC SCHOOLS	2,719.43		
CHARLEVOIX PUBLIC SCHOOLS	482.31		
CHARLEVOIX PUBLIC SCHOOLS	571.00		

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Accounts Payable and Payroll Check Registers

DATE: February 21, 2022

ATTACHMENTS:

- ▣ Accounts Payable and Payroll Check Registers

Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
02/12/2022	02/18/2022	135815	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	885.00
02/12/2022	02/18/2022	135816	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST T	86.90
02/12/2022	02/18/2022	135816	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	434.69
02/12/2022	02/18/2022	135817	CALIFORNIA STATE DISB	9033	Remittance ID 200000001923773	92.19
02/12/2022	02/18/2022	135818	CHARLEVOIX STATE BAN	9017	HSA - EMPLOYEE CONTRIB - C	890.00
02/12/2022	02/18/2022	135819	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	692.41
02/12/2022	02/18/2022	135820	EQUITABLE FINANCIAL LI	9010	LIFE - VOLUNTARY Pay Period:	277.90
02/12/2022	02/18/2022	135820	EQUITABLE FINANCIAL LI	9010	SPOUSE LIFE Pay Period: 2/12/	51.98
02/12/2022	02/18/2022	135820	EQUITABLE FINANCIAL LI	9010	CHILD LIFE Pay Period: 2/12/20	4.40
02/12/2022	02/18/2022	135820	EQUITABLE FINANCIAL LI	9010	AD&D - VOLUNTARY Pay Period	37.78
02/12/2022	02/18/2022	135820	EQUITABLE FINANCIAL LI	9010	SPOUSE AD&D Pay Period: 2/12	10.83
02/12/2022	02/18/2022	135820	EQUITABLE FINANCIAL LI	9010	CHILD AD&D Pay Period: 2/12/2	3.33
02/12/2022	02/18/2022	135821	MI STATE DISBURSEMEN	9012	FRIEND OF THE COURT Pay Pe	116.55
02/12/2022	02/18/2022	135822	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,505.35
Grand Totals:						5,089.31

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

02/18/22 Payroll Transmittal Checks	\$ 5,089.31
02/18/22 Payroll (net pay)	\$ 92,535.08
02/22/22 Regular Accounts Payable	\$ 196,020.60
Checks Sub-Total:	\$ 293,644.99

HUNTINGTON NATIONAL BANK - ACH/WIRE PAYMENTS

02/03/22 AMG Payment Solutions	\$ 24.99
02/03/22 Payment Service Network Inc.	\$ 262.00
02/07/22 MI Public Power Agency	\$ 11,159.17
02/09/22 DTE Energy	\$ 15,352.85
02/09/22 State of MI (Sales Tax)	\$ 23,841.06
02/14/22 MI Public Power Agency	\$ 12,209.61
02/18/22 IRS (Payroll Tax Deposit)	\$ 33,703.53
02/18/22 Alerus Financial (HCSP)	\$ 350.00
02/18/22 State of MI (Withholding Tax)	\$ 4,963.10
02/18/22 Vantagepoint (401 Plan)	\$ 957.68
02/18/22 Vantagepoint (457 Plan)	\$ 19,436.69
02/18/22 Vantagepoint (Roth IRA)	\$ 1,080.76
02/18/22 MERS (Defined Benefit Plan)	\$ 50,376.36
ACH Sub-Total:	\$ 173,717.80

Huntington National Bank Total: \$ 467,362.79

CHARLEVOIX STATE BANK - CHECKS ISSUED (PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES)

02/22/22 Tax Disbursement	\$ 618,901.68
Charlevoix State Bank Total:	\$ 618,901.68

Grand Total: \$ 1,086,264.47

APPROVED:


CITY MANAGER


CITY TREASURER


CITY CLERK

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
02/12/2022	PC	02/18/2022	34786	HEYDLAUFF, MARK L.	102		3,069.50
02/12/2022	PC	02/18/2022	34787	DVORACEK, SARAH J.	105		2,244.03
02/12/2022	PC	02/18/2022	34788	DEROSIA, PATRICIA E.	107		399.12
02/12/2022	PC	02/18/2022	34789	DOTSON, LINDSEY J.	109		1,386.41
02/12/2022	PC	02/18/2022	34790	KLOOSTER, ALIDA K.	121		1,795.97
02/12/2022	PC	02/18/2022	34791	GOLOVICH, KAREN J.	122		259.23
02/12/2022	PC	02/18/2022	34792	BARNEVELD, RICHELLE	123		1,383.65
02/12/2022	PC	02/18/2022	34793	SCHULZ, GINNY L.	125		1,519.15
02/12/2022	PC	02/18/2022	34794	MCGINN, KELLY A.	146		1,690.69
02/12/2022	PC	02/18/2022	34795	DOAN, GERARD P.	201		2,432.49
02/12/2022	PC	02/18/2022	34796	SCHOLEY, ROBERT W.	204		1,599.89
02/12/2022	PC	02/18/2022	34797	UMULIS, MATTHEW T.	205		1,288.19
02/12/2022	PC	02/18/2022	34798	ORBAN, BARBARA K.	209		1,216.04
02/12/2022	PC	02/18/2022	34799	RILEY, DENISE M.	213		373.14
02/12/2022	PC	02/18/2022	34800	MUNK, CHRISTOPHER J.	215		1,311.47
02/12/2022	PC	02/18/2022	34801	SCHICK, TIELER R.	216		1,412.00
02/12/2022	PC	02/18/2022	34802	STEWART, MORGAN J.	217		1,454.47
02/12/2022	PC	02/18/2022	34803	YOUNG, KRISTEN L.	230		1,438.26
02/12/2022	PC	02/18/2022	34804	WURST, RANDALL W.	411		1,395.41
02/12/2022	PC	02/18/2022	34805	HILLING, NICHOLAS A.	413		1,736.48
02/12/2022	PC	02/18/2022	34806	MEIER III, CHARLES A.	421		1,482.49
02/12/2022	PC	02/18/2022	34807	ZACHARIAS, STEVEN B.	422		1,827.89
02/12/2022	PC	02/18/2022	34808	NEWMAN, MARK J.	424		1,624.81
02/12/2022	PC	02/18/2022	34809	LOUGHMILLER, JOHN A.	425		1,550.98
02/12/2022	PC	02/18/2022	34810	GRIFFITH, JOHN J.	500		2,998.09
02/12/2022	PC	02/18/2022	34811	EATON, BRAD A.	515		2,642.26
02/12/2022	PC	02/18/2022	34812	WILSON, TIMOTHY J.	516		2,781.47
02/12/2022	PC	02/18/2022	34813	LAVOIE, RICHARD L.	519		2,243.57
02/12/2022	PC	02/18/2022	34814	STEVENS, BRANDON C.	521		2,233.46
02/12/2022	PC	02/18/2022	34815	DRAVES, MARTIN J.	523		2,646.61
02/12/2022	PC	02/18/2022	34816	ANDERSON, ELIZABETH	526		1,338.42
02/12/2022	PC	02/18/2022	34817	KENWABIKISE, DAVID L.	528		1,184.64
02/12/2022	PC	02/18/2022	34818	ELLIOTT, PATRICK M.	600		3,083.00
02/12/2022	PC	02/18/2022	34819	SCHWARTZFISHER, JOS	603		1,341.96
02/12/2022	PC	02/18/2022	34820	BRADLEY, KELLY R.	614		1,595.25
02/12/2022	PC	02/18/2022	34821	HART II, DELBERT W.	616		1,792.70
02/12/2022	PC	02/18/2022	34822	JONES, ROBERT F.	618		1,427.65
02/12/2022	PC	02/18/2022	34823	FARRELL, MITCHELL L.	622		1,400.64
02/12/2022	PC	02/18/2022	34824	THORP JR, WILLIAM D.	623		1,747.24
02/12/2022	PC	02/18/2022	34825	LEITNER, RYAN S.	624		1,592.59
02/12/2022	PC	02/18/2022	34826	FERGUSON, ROYCE L.	625		1,796.92
02/12/2022	PC	02/18/2022	34827	KNORR, KENT J.	700		2,026.00
02/12/2022	PC	02/18/2022	34828	ANZELL, BETH A.	702		1,367.26
02/12/2022	PC	02/18/2022	34829	BOSS, SHERRY M.	730		178.01
02/12/2022	PC	02/18/2022	34830	MCDERMOTT, DENNIS J.	732		440.31
02/12/2022	PC	02/18/2022	34831	DOE-NIMPHE, SETH K.	738		267.66
02/12/2022	PC	02/18/2022	34832	PORATH, JACOB P.	741		186.50
02/12/2022	PC	02/18/2022	34833	HAGEN, MADISON L.	752		435.19
02/12/2022	PC	02/18/2022	34834	KUPPE II, KENNETH N.	763		176.20
02/12/2022	PC	02/18/2022	34835	BERTINELLI, DAVID P.	764		259.48
02/12/2022	PC	02/18/2022	34836	JOY, ANNE E.	765		504.71
02/12/2022	PC	02/18/2022	34837	MATTACK, JEFFREY C.	767		639.70
02/12/2022	PC	02/18/2022	34838	HILLIGAN, ABIGAIL B.	769		457.35
02/12/2022	PC	02/18/2022	34839	MAY, MEREDITH A.	771		154.83
02/12/2022	PC	02/18/2022	34840	PEARSALL, KRISTA M.	784		148.67
02/12/2022	PC	02/18/2022	34841	WELLS, JANINNA J.	785		90.59
02/12/2022	PC	02/18/2022	34842	BOSS, BEAU J.	788		1,537.64

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
02/12/2022	PC	02/18/2022	34843	BEMIS, GARRETTSON G.	797		490.97
02/12/2022	PC	02/18/2022	34844	COFFEY, JASON J.	798		953.52
02/12/2022	PC	02/18/2022	34845	WYMAN, MATTHEW A.	927		1,809.69
02/12/2022	PC	02/18/2022	34846	MILLER, WILLIAM S.	933		1,000.98
02/12/2022	PC	02/18/2022	34847	DOUGLAS, MARK	935		1,043.47
02/12/2022	PC	02/18/2022	34848	MCCRANEY, RUSSELL R.	936		1,091.47
02/12/2022	PC	02/18/2022	34849	FRATRICK, JOSEPH W.	940		493.46
02/12/2022	PC	02/18/2022	34850	PAALMAN, STEPHEN J.	942		227.29
02/12/2022	PC	02/18/2022	135809	WHITLEY, ANDREW T.	522		2,497.93
02/12/2022	PC	02/18/2022	135810	MORRISON, KEVIN P.	601		1,525.29
02/12/2022	PC	02/18/2022	135811	BOSS JR, DALE E.	701		1,296.79
02/12/2022	PC	02/18/2022	135812	MATTER, DAWSON K.	786		101.90
02/12/2022	PC	02/18/2022	135813	HOLM, ARTHUR R.	791		1,263.77
02/12/2022	PC	02/18/2022	135814	WILLSON, BRENDA R.	799		130.22
Grand Totals:			71				92,535.08



Report Criteria:

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

Check Number	Payee	Amount
02/22/2022		
135733	ABBAY, JAMES	25.00
135734	ACE HARDWARE	824.70
135735	ACME SPORTS INC	1,210.95
135736	ALL-PHASE ELECTRIC SUPPLY CO	1,000.38
135737	ALTA CONSTRUCTION EQUIP LLC	635.67
135738	AMAZON CAPITAL SERVICES	279.01
135739	APX INC	31.79
135740	AT YOUR SERVICE PLUS INC	250.00
135741	AVFUEL CORPORATION	44,616.56
135742	BARRON TITLE AGENCY	25.40
135743	BELL EQUIPMENT COMPANY	2,147.84
135744	BRADFORD MASTER DRYCLEANERS	32.50
135745	BRADLEY, KELLY R.	86.00
135746	CARQUEST OF CHARLEVOIX	1,125.11
135747	CDW GOVERNMENT	742.02
135748	CHARLEVOIX SCREEN MASTERS INC	80.00
135749	CHARLEVOIX TOWNSHIP TREASURE	50.08
135750	CICHEWICZ, TERESA	53.35
135751	CINTAS CORPORATION	76.92
135752	CITY OF CHARLEVOIX - UTILITIES	45,621.58
135753	CRUM, KAYLIE	47.46
135754	CUMMINS	1,895.34
135755	CYC PARTNERS LLC	2,653.21
135756	D&D ELECTRONICS	150.00
135757	DITCH WITCH SALES OF MICHIGAN	318.12
135758	EBY, NORMA	75.00
135759	ECONO SIGNS LLC	726.84
135760	ELLIOTT, PATRICK M.	330.53
135761	ELLSWORTH FARMERS EXCHANGE	1,201.09
135762	FALLS ENTERPRISES LLC	8.93
135763	FAMILY FARM AND HOME	161.56
135764	FASTENAL COMPANY	59.67
135765	FEYEN ZYLSTRA LLC	4,238.88
135766	GATEHOUSE MEDIA MICHIGAN HOLDI	370.08
135767	GFL ENVIRONMENTAL	62.66
135768	GORDON FOOD SERVICE	167.94
135769	GRAND TRAVERSE GARAGE DOOR C	1,781.00
135770	GREAT LAKES BENTGRASS INC	4,600.00
135771	GRP ENGINEERING INC	912.50
135772	HACH COMPANY	1,385.60
135773	HART II, DELBERT W.	86.00
135774	HEYDLAUFF, MARK L.	15.00
135775	HUDGENS, MICHAEL	75.00
135776	HYDROCOP	562.50
135777	JOHN E GREEN COMPANY	255.00
135778	KASSBOHRER ALL TERRAIN VEHICLE	957.72
135779	KENDALL ELECTRIC INC	1,084.80
135780	KSS ENTERPRISES	300.10

M = Manual Check, V = Void Check

Check Number	Payee	Amount
135781	LANDSCAPE FORMS INC	3,645.00
135782	LOUIS A. HOFFMAN NURSERY INC	32,625.00
135783	MCCARDEL CULLIGAN-PETOSKEY	51.50
135784	MICHIGAN MUNICIPAL LEAGUE	17,242.00
135785	MUNK, CHRISTOPHER J.	156.62
135786	MYNORTH MEDIA	350.00
135787	NORTHWEST FIRE	955.00
135788	OHM ADVISORS	1,852.00
135789	O'REILLY AUTOMOTIVE INC	46.75
135790	OTEC	140.00
135791	PAUL'S METER TESTING LLC	766.50
135792	PENINSULA FIBER NETWORK LLC	470.00
135793	POWER LINE SUPPLY	1,271.77
135794	POWER SYSTEM ENGINEERING INC	3,105.50
135795	PREIN & NEWHOF	975.00
135796	PRESTON FEATHER	735.48
135797	QUADIENT INC	2,538.94
135798	RANGE TELECOMMUNICATIONS	191.00
135799	STRICKER'S OUTDOOR POWER EQUI	203.60
135800	SYSTEMS SPECIALISTS INC	1,787.50
135801	TELNET WORLDWIDE	211.06
135802	TERMINAL SUPPLY CO	891.28
135803	TRUCK & TRAILER SPECIALTIES	445.73
135804	UNIFIRST CORPORATION	624.82
135805	USABBLUEBOOK	141.66
135806	VILLAGE GRAPHICS INC	30.00
135807	WESTENBROEK, MICHAEL JASON	61.00
135808	ZIXCORP	1,108.50
Total 02/22/2022:		196,020.60
Grand Totals:		196,020.60

Check Number	Payee	Amount
02/03/2022		
20322001	AMG PAYMENT SOLUTIONS	24.99
20322002	PAYMENT SERVICE NETWORK INC.	262.00
Total 02/03/2022:		286.99
Grand Totals:		286.99

Check Number	Payee	Amount
02/07/2022		
20722001	MICHIGAN PUBLIC POWER AGENCY	11,159.17
Total 02/07/2022:		11,159.17
Grand Totals:		11,159.17

Check Number	Payee	Amount
02/09/2022		
20922001	DTE ENERGY	15,352.85
20922002	STATE OF MICHIGAN	23,841.06
Total 02/09/2022:		39,193.91
Grand Totals:		39,193.91

Check Number	Payee	Amount
02/14/2022		
21422001	MICHIGAN PUBLIC POWER AGENCY	12,209.61
Total 02/14/2022:		12,209.61
Grand Totals:		12,209.61

Check Issue Date	Check Number	Payee	Amount
21822001			
02/18/2022	21822001	**EFTPS* Payroll Taxes	9,003.22
02/18/2022	21822001	**EFTPS* Payroll Taxes	9,003.22
02/18/2022	21822001	**EFTPS* Payroll Taxes	2,105.62
02/18/2022	21822001	**EFTPS* Payroll Taxes	2,105.62
02/18/2022	21822001	**EFTPS* Payroll Taxes	11,485.85
Total 21822001:			
	5		33,703.53
21822002			
02/18/2022	21822002	Alerus Financial	350.00
Total 21822002:			
	1		350.00
21822003			
02/18/2022	21822003	STATE OF MICHIGAN	4,963.10
Total 21822003:			
	1		4,963.10
21822004			
02/18/2022	21822004	Vantagepoint - 401 Plan 109153	957.68
Total 21822004:			
	1		957.68
21822005			
02/18/2022	21822005	Vantagepoint - 457 Plan 300959	5,263.00
02/18/2022	21822005	Vantagepoint - 457 Plan 300959	2,169.97
02/18/2022	21822005	Vantagepoint - 457 Plan 300959	4,084.11
02/18/2022	21822005	Vantagepoint - 457 Plan 300959	7,919.61
Total 21822005:			
	4		19,436.69
21822006			
02/18/2022	21822006	Vantagepoint - Roth IRA 706117	1,080.76
Total 21822006:			
	1		1,080.76
Grand Totals:			
	13		60,491.76



Check Number	Payee	Amount
02/18/2022		
21822007	MERS	50,376.36
Total 02/18/2022:		50,376.36
Grand Totals:		50,376.36

Check Number	Payee	Amount
02/22/2022		
3770	CHARLEVOIX COUNTY TREASURER	935.58
3771	CHARLEVOIX COUNTY TREASURER	118,633.70
3772	CHARLEVOIX DISTRICT LIBRARY	95,104.38
3773	CHARLEVOIX PUBLIC SCHOOLS	6,008.78
3774	CHARLEVOIX PUBLIC SCHOOLS	663.22
3775	CHARLEVOIX PUBLIC SCHOOLS	1,161.82
3776	CHARLEVOIX PUBLIC SCHOOLS	206.06
3777	CHARLEVOIX PUBLIC SCHOOLS	243.94
3778	CHARLEVOIX-EMMET ISD	225,787.62
3779	CITY OF CHARLEVOIX - TAXES DUE	67,906.37
3780	IMMONEN, DAVID	53.00
3781	LAKE CHARLEVOIX EMS AUTHORITY	83,815.31
3782	RECREATIONAL AUTHORITY	18,381.90
Total 02/22/2022:		618,901.68
Grand Totals:		618,901.68

CHECKS DRAWN ON CHARLEVOIX STATE BANK ACCOUNT

CHARLEVOIX CITY COUNCIL

Consent Agenda

TITLE: Renewal of Fish Cleaning Station Agreement with John Cross: \$7,000

DATE: February 21, 2022

BACKGROUND:

For many years, John Cross has provided the removal of fish waste at the Ferry Avenue Launch. In past years, we bid this out every couple of years with no other vendors offering the service. This year, we propose a direct renewal of the agreement at a rate of \$7,000 per year (up \$500 per year from the past) and an agreement that is four years in length rather than the previous two-year agreements.

We have always received good service from the Cross family for this and not spending money on the advertisement while keeping the contract competitive seems like a wise choice. If Council objects, we can extend an RFP for the future.

RECOMMENDATION:

Motion to authorize the City Manager to sign an agreement with John Cross for the removal of Fish Waste for a cost not to exceed \$7,000 per year commencing April 1, 2022 through March 31, 2026.

ATTACHMENTS:

- ❑ Draft Agreement for Fish Cleaning Station Service

**FISH CLEANING STATION
WASTE REMOVAL AGREEMENT**

THIS AGREEMENT is between the City of Charlevoix, a Michigan municipal corporation, ("CITY"), whose address is 210 State Street, Charlevoix, Michigan 49720, and John Cross, a Michigan sole proprietorship, ("CONTRACTOR") whose office is located at 209 Belvedere Ave, Charlevoix, Michigan 49720.

RECITALS

- A. The City desires to engage the services of the Contractor to remove fish waste from the Ferry Beach Fish Cleaning Station.
- B. The Contractor has the time, skills, and equipment to perform the duties under the terms and conditions of this Agreement.
- C. The parties, therefore, desire to specify their respective rights and obligations in this Agreement.

AGREEMENT

NOW, THEREFORE, in consideration of the mutual promises contained in this contract, the parties hereby agree as follows:

- 1. Engagement of Services. The City hereby contracts with the Contractor to remove fish waste from the Ferry Beach Fish Cleaning Station.
- 2. Contractor Duties. The Contractor agrees to the following conditions associated with this contract, including but not limited to the following:
 - a. The Contractor shall provide clean leak-proof containers with covers to store fish waste.
 - b. The Contractor shall clean areas around containers including floors and walls that may have spillage from fish waste inside the station during removal of waste.
 - c. The Contractor shall clean areas outside of the station that may have spillage from fish waste including the parking lot which may have occurred during removal of waste.
 - d. The Contractor shall begin to remove waste the second Monday in the month of May.
 - e. The Contractor shall during the months of May and June remove the fish waste twice a week on Mondays and Fridays, unless otherwise requested.
 - f. During the months of July, August, September and October, the Contractor shall remove the fish waste three (3) times a week on Mondays, Wednesdays, and Fridays, unless otherwise requested by the City.
 - g. Additional fish waste removals may be requested depending on the volume that is accumulated and as determined by the City.
 - h. The removal of the fish waste shall be done to the satisfaction of the City and any disputes will be rectified to the satisfaction of the City.

3. Insurance. The Contractor shall maintain in full force and effect throughout the term of this Agreement and throughout any extension or renewal thereof the following types of insurance in at least the limits specified below:

Workers' Compensation Insurance: The Contractor shall procure and maintain during the terms of this Agreement Workers Compensation Insurance including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan.

Commercial General Liability: The Contractor shall procure and maintain during the terms of this Agreement Commercial General Liability Insurance on an occurrence basis with limits of liability not less than \$1,000,000 per occurrence, personal injury, bodily injury, and property damage.

Automobile Liability: The Contractor shall procure and maintain during the terms of this Agreement Automobile Liability Insurance, including Michigan No Fault Coverage, with limits of liability not less than \$1,000,000 per occurrence combined single limit, bodily injury, and property damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.

All insurance will be by insurers acceptable to the City and authorized to do business in the State of Michigan. Prior to the commencement of work the Contractor shall furnish the City with certificates of insurance or other satisfactory evidence that such insurance has been produced and is in force. Where applicable, the City of Charlevoix shall be named as an additional named insured and shall contain a provision that the policy cannot be terminated, cancelled, or substantially altered without thirty (30) days written notice to the City. The Contractor shall provide notice of compliance with this insurance provision annually to the City as requested.

4. Indemnification. The Contractor shall indemnify and hold harmless the City, its officers, board members, assigns, agents, servants, employees, and insurance companies from any and all damages, legal fees or expenses, losses, claims, and actions which may arise out of performing the services contemplated by this Agreement.
5. Term of Agreement. This Agreement shall be for a term beginning April 1, 2022 and ending March 31, 2026.
6. Termination of Agreement. If the City's satisfaction is not met for the removal of fish waste, the City reserves the right to cancel the contract with a 10 (ten) day written notice. The Contractor may terminate this Contract without cause at any time, upon at least a thirty (30) day written notice.
7. Annual Renewal. Terms and conditions of the agreement shall be subject to annual review with formal adoption on any changes to terms and conditions of the agreement to be adopted as of April 1, of each year if needed.

8. Contractor Compensation. During the term of this Agreement, the Contractor shall be paid on this schedule:

10/31/2022 annual payment of \$7,000

10/31/2023 annual payment of \$7,000

10/31/2024 annual payment of \$7,000

10/31/2025 annual payment of \$7,000

IN WITNESS WHEREOF, the parties have executed this Agreement to be effective the day and year first above written.

CITY OF CHARLEVOIX, a Michigan City

By: Mark L. Heydlauff

Its: City Manager

Dated:_____

By: John Cross

Its: Owner

Dated:_____

CHARLEVOIX CITY COUNCIL

Public Hearings and Actions Requiring Public Hearings

TITLE: Ordinance 830: Budget Amendment for 2021-2022

DATE: February 21, 2022

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

Adopting this amendment brings the 2021-2022 Budget up to date for the changes that have occurred in revenues and expenditures over the past year. Some aspects of budget are will require slight modifications but this amendment should account for the majority of changes. Our fiscal budget will end on March 31, 2022.

RECOMMENDATION:

Motion to approve Ordinance 830 of 2022 as presented.

ATTACHMENTS:

- ▣ Ordinance 830 of 2022 Budget Amendment

CITY OF CHARLEVOIX
ORDINANCE NO. 830 OF 2022
2021-2022 BUDGET AMENDMENT #1

The Budget for the fiscal year beginning April 1, 2021 shall be amended for operating the City of Charlevoix. Ordinance 825 of 2021 Budget Appropriation Act of 2021-2022, is hereby amended as follows:

		Original Budget	Amended Budget	Net Change
General Fund	RV Total	3,546,700	3,931,485	384,785
- Legislative	EX Total	59,300	185,793	126,493
- General Government	EX Total	644,750	681,016	36,266
- Public Safety	EX Total	1,175,600	1,072,418	(103,182)
- Public Works	EX Total	333,200	335,037	1,837
- Health and Welfare	EX Total	178,000	256,323	78,323
- Recreation & Culture	EX Total	1,337,150	1,582,524	245,374
- Other	EX Total	17,300	30,106	12,806
- Fund Transfers	EX Total	52,000	72,080	20,080
Major Street Fund	RV Total	439,504	418,009	(21,494)
	EX Total	477,270	491,599	14,329
Local Street Fund	RV Total	177,181	199,313	22,132
	EX Total	142,200	146,789	4,589
EMS Fund	RV Total	1,325,500	656,471	(669,029)
	EX Total	1,323,500	386,201	(937,299)
Parking Services Fund	RV Total	89,100	95,814	6,714
	EX Total	89,100	91,615	2,515
Housing Initiatives Fund	EX Total	0	5,153	5,153
DDA Fund	RV Total	574,000	646,244	72,244
	EX Total	601,600	652,716	51,116
Public Services Facility Debt Service Fund	RV Total	482,800	487,100	4,300
	EX Total	482,700	487,000	4,300
Airport Fund	RV Total	1,637,254	2,076,991	439,737
	EX Total	1,764,700	2,197,264	432,564
P#2 - Sewer Capital Fund-Tap Ins	RV Total	15,080	26,080	11,000
P#5 - Sewer Capital Fund - Northside Fund	RV Total	4,500	11,500	7,000
P#6 - Infrastructure Improvements Fund	RV Total	416,400	437,482	21,082
P#7 - Street Improvements	RV Total	252,300	254,903	2,603
P#9 - Industrial Park Fund	EX Total	3,500	6,210	2,710
P#13 - Ambulance Replacement Fund	EX Total	0	55,750	55,750
P#14 - Public Services Facility Fund	RV Total	600,000	450,000	(150,000)
	EX Total	500,000	1,635,200	1,135,200
P#15 - Trail Development-Improvement Fund	RV Total	1,155,000	350,000	(805,000)
	EX Total	1,151,500	32,000	(1,119,500)
Electric Fund	RV Total	7,784,405	7,403,901	(380,504)
	EX Total	9,543,300	8,368,773	(1,174,527)
Sewer Fund	RV Total	2,544,180	2,463,705	(80,475)
	EX Total	3,826,800	3,550,885	(275,915)
Water Fund	RV Total	1,747,500	1,695,000	(52,500)
	EX Total	1,731,000	1,813,492	82,492
Marina Fund	RV Total	887,070	914,800	27,730
	EX Total	1,542,600	1,572,607	30,007
DPW Site Fund	RV Total	0	5,400	5,400
	EX Total	301,000	586,000	285,000
Employee Fringe Benefit Fund	RV Total	3,012,400	2,931,429	(80,971)
	EX Total	3,049,400	3,036,372	(13,028)
Motor Pool Fund	RV Total	1,203,674	1,057,755	(145,919)
	EX Total	1,244,600	1,036,149	(208,451)
Perpetual Care Trust Fund	RV Total	6,000	12,200	6,200

<u>Bad Debt Write-Offs</u>	
General Fund/EMS	125,000
Electric Fund	14,674
Water Fund	3,723
Sewer Fund	3,595
2021-2022 TOTAL:	146,992

2020-21	\$244,662
2019-20	\$164,129
2018-19	\$40,680
2017-18	\$47,070
2016-17	\$40,120

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

Ordinance No. 830 was adopted on the 21st day of February, 2022 A.D., by the Charlevoix City Council as follows:

Motion by:

Seconded by:

Yeas:

Nays:

Absent:

State of Michigan }
City of Charlevoix } §

Sarah J. Dvoracek Clerk

Luther Kurtz Mayor

CHARLEVOIX CITY COUNCIL

Public Hearings and Actions Requiring Public Hearings

TITLE: Ordinance 831: Adoption of 2022-2023 Budget

DATE: February 21, 2022

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

The attachment includes my letter of transmission, the formal Budget Ordinance (831 of 2022) and the actual budget itself. Additionally, the fee schedule is included in a format so you can see the modifications for the coming years. Upon your adoption of the budget and these documents, I'll reformat them to be more helpful and provide greater understanding for the public on our fiscal condition and operation but the numbers will not change.

GOALS:

Provide strong stewardship of public resources and promote good governance.

RECOMMENDATION:

Motion to adopt Ordinance 831 of 2022 as presented.

Motion to adopt Resolution 2022-02-01 Rates & Fees associated with the 2022-23 budget as presented.

ATTACHMENTS:

- ▣ Budget and Fee Schedule for FY 2023
- ▣ Ordinance 831 for 2022-23 Budget
- ▣ Resolution 2022-02-01 Rates and Fees for 2022-23



February 17, 2022

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

Dear Mayor Kurtz and Council Members:

In accord with the Charter of the City of Charlevoix, I am pleased to present to you a recommended budget for the ensuing fiscal year. This budget addresses continued improvement of our infrastructure, ensures the continued provision of the public services our residents rely upon, and makes investments in our community to continue our already outstanding quality of life with which we are blessed in Charlevoix.

Our parks and recreation resources have always been a cornerstone of our community. In the year ahead, we'll be improving and adding to these offerings. At Lake Michigan Beach Park, we'll be adding an accessible walkway and viewing platform partially paid for with funds from the Michigan Department of Natural Resources. We'll be expanding our trail network and become better connected to the regional trail system of northern Michigan by continuing to develop our northside trail and potential improvements to the Lake-to-Lake Trail; taken together, trails are a great opportunity to provide local recreation options and link Charlevoix to the visitors who enjoy non-motorized recreation. We will also continue to develop the Dog Park and make improvements at Ferry Beach Park.

In the past year, we have moved into a new Public Services Facility that is better able to meet the needs of our staff and properly maintain our equipment. Since that time, we have begun a slow and deliberate process, led by Edgewater Resources, to study the best uses and options for the former DPW site on Stover Road. Accompanying this, the Shade Tree & Parks Commission has been discussing ways to improve the vegetation, drainage, and tree concerns in Ferry Beach Park; Edgewater Resources is helping with this segment of work and working on revisions to improve the boat launch parking area and update the fee structure and policies there. Last year, we purchased several acres off Carpenter Street; this coming year is a chance for us to review our options for this property and other parcels of city land and explore different ways they can be leveraged to support year-round housing opportunities.

To be a vibrant, year-round community, we must have the infrastructure necessary to sustain the community. In the past year, we had a comprehensive study completed of our electric system and we have begun making improvements to it. We are also in progress to update our metering systems so

that we can monitor utility data across water, sewer, and electric in real time. This will allow us to better project load demand on electric transformers and substations and monitor for water leaks before a catastrophic break occurs or someone's house is flooded by a broken pipe. Advanced metering infrastructure will improve the efficiency of our utility systems and adapt the latest technology into our management practices. Street maintenance is always a barometer to judge our infrastructure and in 2022 we'll be improving the condition of several streets on the northside including Eagle, Elm, Fairway, and Oak. We are engineering the design for reconstruction of the 100 block of Mason Street and Antrim Street from State to Park Avenue along with the parking lot adjacent to Mason Street. Taken together, we are positioned to apply for infrastructure funds as they become available while continuing to improve the quality of our streets.

Without people, no city is a true community. The smiling faces of kids learning to ski at Mount McSaubia and the cries of "fore" on the golf course are the markers of a community lived-in and enjoyed. Charlevoix has always been known as a haven for resorters and day trippers looking for a glimpse of our blue waters but at the core are the residents who live here, work here, and give Charlevoix its character. A community built for locals will always attract visitors; I'm confident this budget and the work our city staff do every day will continue to make this a reality.

In closing, I thank City Treasurer Kelly McGinn for her efforts to pull the many pieces of this budget together and who helps execute the financial policy of our city along with her team. City Clerk and Assistant to the City Manager Sarah Dvoracek has already been a welcome addition to our team. Finally, I salute our entire City staff who have given decades of service to the people of this City. Through snowstorms, car accidents, festivals, and bridge troubles, they never cease to answer the call of service. It remains an honor to work with them and serve this Council.

Very truly yours,
THE CITY OF CHARLEVOIX



Mark L. Heydlauff, MPA
City Manager

**CITY OF CHARLEVOIX
GENERAL FUND
2022-23 BUDGET**

	2020-21 Actual	2021-22 Budget	2021-22 Est. Actual	2022-23 Budget
REVENUES				
Taxes	2,617,045	2,640,700	2,695,764	2,771,000
Licenses & Permits	28,703	47,900	42,378	54,400
Federal Grants	100,945	-	22,321	-
State Grants & Revenue	272,391	262,400	279,747	278,800
Local Grants & Contributions	78,237	5,500	68,540	6,500
Charges for Services	340,611	302,600	357,632	352,500
Fines & Forfeits	518	1,400	2,225	2,100
Interest & Rents	243,514	236,600	238,428	241,100
Other	53,831	49,600	94,449	47,800
Fund Transfers	2,500	-	130,000	-
TOTAL REVENUES	\$ 3,738,296	\$ 3,546,700	\$ 3,931,485	\$ 3,754,200
EXPENSES				
Legislative	46,978	59,300	185,793	57,700
General Government	599,659	644,750	681,016	709,700
Public Safety	1,136,014	1,175,600	1,072,418	1,106,900
Public Works	317,229	333,200	335,037	352,900
Health & Welfare	279,392	178,000	256,323	-
Recreation & Culture	1,154,273	1,337,150	1,582,524	1,409,550
Other	98,351	17,300	30,106	21,000
Fund Transfers	72,382	52,000	72,080	48,300
TOTAL EXPENSES	\$ 3,704,277	\$ 3,797,300	\$ 4,215,297	\$ 3,706,050
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 34,018	\$ (250,600)	\$ (283,812)	\$ 48,150
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	1,151,793	996,849	1,185,811	902,000
NET CHANGE IN FUND BALANCE	34,018	(250,600)	(283,812)	48,150
FUND BALANCE	\$ 1,185,811	\$ 746,249	\$ 902,000	\$ 950,150
CASH & INVESTMENTS	\$ 1,077,739	\$ 821,806	\$ 793,927	\$ 842,077
FUND BALANCE AS % OF TOTAL EXPENSES	32%	20%	21%	26%

**CITY OF CHARLEVOIX
GENERAL FUND REVENUE DETAIL
2022-23 BUDGET**

	2020-21 Actual	2021-22 Budget	2021-22 Est. Actual	2022-23 Budget
TAXES				
CURRENT PROPERTY TAX LEVY	2,213,510	2,245,400	2,281,316	2,355,200
REFUSE TAX	236,014	240,100	247,107	255,100
PAYMENT IN LIEU OF TAXES	7,400	13,200	7,400	7,400
DELINQUENT TAXES - CITY OPERATING	36,671	30,000	30,000	30,000
DELINQUENT TAXES - REFUSE	3,988	3,000	3,000	3,000
IFT / CFT TAXES	7,923	8,000	8,300	8,300
LOCAL STABILIZATION REVENUE	79,604	70,000	86,641	80,000
INTEREST & DELINQUENT - TAXES	6,841	7,000	7,000	7,000
TAX ADMINISTRATION FEES	25,094	24,000	25,000	25,000
TOTAL TAXES	\$ 2,617,045	\$ 2,640,700	\$ 2,695,764	\$ 2,771,000

LICENSES & PERMITS				
LICENSES & PERMITS	5,603	7,900	6,378	6,400
LICENSES & PERMITS - SHORT TERM RENTALS	23,100	40,000	36,000	48,000
TOTAL LICENSES & PERMITS	\$ 28,703	\$ 47,900	\$ 42,378	\$ 54,400

FEDERAL GRANTS				
FEDERAL GRANTS - OTHER	100,945	-	22,321	-
FEDERAL GRANTS	-	-	-	-
TOTAL FEDERAL GRANTS	\$ 100,945	\$ -	\$ 22,321	\$ -

STATE GRANTS & REVENUE				
STATE GRANTS - PUBLIC SAFETY	895	1,500	1,500	1,500
STATE GRANTS - ELECTIONS	3,803	-	-	-
STATE GRANTS - OTHER	-	-	-	-
STATE SHARED REVENUE	244,662.50	238,900.00	253,711.38	253,700.00
STATE SHARED REVENUE - LIQUOR LICENSES	9,926	10,000	10,900	10,000
STATE SHARED REVENUE - METRO ACT	13,105	12,000	13,636	13,600
TOTAL STATE GRANTS & REVENUE	\$ 272,391	\$ 262,400	\$ 279,747	\$ 278,800

LOCAL GRANTS & CONTRIBUTIONS				
CONTRIBUTION - CHARLEVOIX TWP	-	-	-	-
CONTRIBUTION - HAYES TWP	-	-	-	-
CONTRIBUTION - NORWOOD TWP	-	-	-	-
GRANTS - CVX COUNTY COMMUNITY FOUNDATION	-	1,000	1,000	1,000
GRANTS - OTHER	63,237	-	62,040	-
GRANTS - FREY FOUNDATION	-	-	-	-
GRANTS - GRAND TRAVERSE BAND	14,000	3,500	3,500	3,500
GRANTS - FARMERS MARKET	1,000	1,000	2,000	2,000
TOTAL LOCAL GRANTS & CONTRIBUTIONS	\$ 78,237	\$ 5,500	\$ 68,540	\$ 6,500

CHARGES FOR SERVICES				
CHARGES FOR SERVICES - OTHER	832	700	700	700
CEMETERY - LOTS, FOUND & OPENING	40,986	35,000	57,000	43,000
PAVILLION RESERVATION FEE	3,280	5,500	9,700	9,500
SKATE PARK RENTAL EQUIPMENT	-	-	-	-
SKATE PARK CONCESSION	-	-	-	-
GOLF - NINE AND DINE	-	-	-	-
GOLF - NON TAXABLE ITEMS	1,205	1,700	1,750	1,800
GOLF - TAXABLE ITEMS	1,661	1,700	3,650	8,000
RECREATION - NON TAXABLE ITEMS	575	-	-	-
FARMERS MARKET SALES	22,016	23,000	17,862	18,000

**CITY OF CHARLEVOIX
GENERAL FUND REVENUE DETAIL
2022-23 BUDGET**

	2020-21 Actual	2021-22 Budget	2021-22 Est. Actual	2022-23 Budget
USE & ADMISSIONS - GREEN FEES	120,352	120,000	133,000	133,000
USE & ADMISSIONS - SUMMER SPORTS	85	4,000	135	4,000
USE & ADMISSIONS - DAY CAMP	39,737	39,700	62,052	62,100
USE & ADMISSIONS - SKI HILL	94,116	55,000	55,000	55,000
USE & ADMISSIONS - BASKETBALL	-	-	80	100
USE & ADMISSIONS - VOLLEYBALL	-	500	-	-
USE & ADMISSIONS - BEACH CONSESSION	2,268	2,300	3,013	2,500
USE & ADMISSIONS - SKATE PARK	1,717	1,000	2,451	2,500
USE & ADMISSIONS - SKATING RINK	-	500	500	500
USE & ADMISSIONS - FARMERS MKT BOOTH	11,525	11,500	10,425	11,500
USE & ADMISSIONS - YOGA IN PARK	257	500	314	300
USE & ADMISSIONS - USE&ADM COMMUNITY PARTNERSHIPS	-	-	-	-
ALARM RESPONSE FEES	-	-	-	-
TOTAL CHARGES FOR SERVICES	\$ 340,611	\$ 302,600	\$ 357,632	\$ 352,500

FINES & FORFEITS				
FINES AND FORFEITS	5	-	180	-
ORDINANCE FINES - COUNTY	1,348	500	2,000	2,000
NSF CHECK CHARGES	-	300	45	100
CIVIL INFRACTION FINES	(835)	600	-	-
TOTAL FINES & FORFEITS	\$ 518	\$ 1,400	\$ 2,225	\$ 2,100

INTEREST & RENTS				
INTEREST EARNINGS	17,207	5,000	5,000	5,000
RENTS - DOCKING	-	-	-	-
RENTS - CITY HALL	196,960	200,300	202,300	206,600
RENTS - ELECTIONS	2,393	2,600	2,600	2,600
RENTS - FERRY BOAT LAUNCH	26,954	28,700	26,866	26,900
RENTS - ROAD RIGHT OF WAY	-	-	-	-
RENTS - TOWER LEASE	-	-	-	-
RENTS - GOLF	-	-	1,661	-
RENTS - HARBOR BUILDING	1	-	1	-
TOTAL INTEREST & RENTS	\$ 243,514	\$ 236,600	\$ 238,428	\$ 241,100

OTHER				
SALE OF FIXED ASSETS	-	500	500	500
DONATIONS - PRIVATE SOURCES	1,652	-	-	-
CONTRIBUTIONS & DONATIONS - RESTRICTED POLICE	500	500	-	-
DONATIONS - SKATE PARK	1,000	1,500	1,026	1,000
CONTRIBUTIONS & DONATIONS - DRUG FORFEITURES	-	-	300	-
DONATIONS - DISC GOLF	-	-	-	-
DAY CAMP SCHOLARSHIPS	1,020	6,500	7,500	6,500
SKI HILL SCHOLARSHIPS	1,940	5,000	5,000	5,000
DONATIONS - BRICKS	656	700	700	700
CONTRIBUTIONS PRIVATE - BENCHES	3,120	2,000	2,000	2,000
DONATIONS-MCSAUBA CANDLE HIKE	58	1,500	1,500	1,500
SPONSOR/DONATION - FARMERS MKT	-	4,500	2,050	3,000
DONATION - DAY CAMP EDUCATE	-	-	-	-
DONATION - ICE RINK	-	1,000	1,000	1,000
DONATION - BALL FIELD IMPROVEMENT	-	-	9,300	-
DONATION - KAYAK LAUNCH-FERRY	12,248	13,000	13,000	13,000
DONATION - DOG PARK	-	-	28,435	1,500
REFUNDS & REBATES	1,745	1,000	1,000	1,000

**CITY OF CHARLEVOIX
GENERAL FUND REVENUE DETAIL
2022-23 BUDGET**

	2020-21 Actual	2021-22 Budget	2021-22 Est. Actual	2022-23 Budget
REFUNDS & REBATES - INSURANCE	17,928	100	6,894	2,000
APPROPRIATIONS FROM SURPLUS	-	-	-	-
MISCELLANEOUS	11,824	11,700	14,144	9,000
MISCELLANEOUS - FARMERS MARKET	140	100	100	100
TOTAL OTHER	\$ 53,831	\$ 49,600	\$ 94,449	\$ 47,800
FUND TRANSFERS				
CONTRIBUTIONS FROM OTHER FUNDS	2,500	-	130,000	-
CONTRIBUTIONS FROM OTHER FUNDS - PI 6	-	-	-	-
TOTAL FUND TRANSFERS	\$ 2,500	\$ -	\$ 130,000	\$ -
TOTAL REVENUES	\$ 3,738,296	\$ 3,546,700	\$ 3,931,485	\$ 3,754,200

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

	2020-21 Actual	2021-22 Budget	2021-22 Est. Actual	2022-23 Budget
LEGISLATIVE				
Common Council	46,978	59,300	185,793	57,700
TOTAL LEGISLATIVE	\$ 46,978	\$ 59,300	\$ 185,793	\$ 57,700
GENERAL GOVERNMENT				
Mayor	4,530	9,600	9,229	10,400
City Manager	103,704	114,150	112,950	120,200
Elections	22,106	39,100	42,856	41,900
Assessor	62,798	43,200	43,769	44,300
City Attorney	34,073	33,400	25,400	33,400
City Clerk	34,584	39,900	47,104	51,300
City Treasurer	69,333	78,100	76,659	79,000
City Hall & Grounds	175,971	191,300	209,209	228,300
Cemetery	92,561	96,000	113,840	100,900
TOTAL GENERAL GOVERNMENT	\$ 599,659	\$ 644,750	\$ 681,016	\$ 709,700
PUBLIC SAFETY				
Police Department	877,503	907,000	812,699	833,000
Fire Department	209,748	217,600	204,862	217,600
Planning	48,764	51,000	54,857	56,300
TOTAL PUBLIC SAFETY	\$ 1,136,014	\$ 1,175,600	\$ 1,072,418	\$ 1,106,900
PUBLIC WORKS				
Highways & Streets	-	300	-	-
Leaf Pickup	175,400	191,700	193,195	208,500
Spring Cleanup	57,712	59,200	59,244	59,500
Brush Pickup	84,116	82,000	82,598	84,900
TOTAL PUBLIC WORKS	\$ 317,229	\$ 333,200	\$ 335,037	\$ 352,900
HEALTH & WELFARE				
Ambulance	279,392	178,000	256,323	-
TOTAL HEALTH & WELFARE	\$ 279,392	\$ 178,000	\$ 256,323	\$ -
RECREATION & CULTURE				
Parks Department	494,351	562,000	672,213	636,900
Recreation Administration	190,785	202,700	216,226	208,300
City Beaches	15,255	52,350	55,501	7,350
Ball Fields	9,873	20,000	31,596	21,000
Day Camp	53,861	72,600	80,642	85,100
Ice Rink	6,319	10,100	10,631	10,700
Mt. McSaubia Ski Hill	178,557	148,700	148,734	145,300
Recreational Sports	-	4,200	4,200	9,200
Skate Park	6,966	6,800	9,482	8,700
Golf Course	157,100	210,600	225,271	231,300
Boat Launch	34,993	33,700	114,603	33,800
Community Promotion	6,213	13,400	13,425	11,900
TOTAL RECREATION & CULTURE	\$ 1,154,273	\$ 1,337,150	\$ 1,582,524	\$ 1,409,550
MISCELLANEOUS				
OTHER	98,351	17,300	30,106	21,000
FUND TRANSFERS	72,382	52,000	72,080	48,300
TOTAL MISCELLANEOUS	\$ 170,733	\$ 69,300	\$ 102,186	\$ 69,300
TOTAL EXPENSES	\$ 3,704,277	\$ 3,797,300	\$ 4,215,297	\$ 3,706,050

**CITY OF CHARLEVOIX
GENERAL FUND EXPENSES DETAIL
2022-23 BUDGET**

	2020-21 Actual	2021-22 Budget	2021-22 Est. Actual	2022-23 Budget
COMMON COUNCIL				
EMPLOYEE FRINGE BENEFITS	2,812	8,300	3,371	3,600
FEES & PER DIEM	11,345	14,700	17,070	17,700
OFFICE SUPPLIES	3,391	2,500	2,500	2,500
PROFESSIONAL SERVICES	11,278	11,800	13,614	11,800
CONFERENCE & TRAVEL	241	6,200	2,000	6,200
PRINTING & PUBLISHING	7,294	5,800	5,800	5,800
MEMBERSHIPS & DUES	2,581	2,200	2,200	2,200
MISCELLANEOUS	8,036	7,800	5,961	6,000
CAPITAL IMPROVEMENTS	-	-	131,172	-
LOAN INTEREST	-	-	2,106	1,900
TOTAL COMMON COUNCIL	\$ 46,978	\$ 59,300	\$ 185,793	\$ 57,700

MAYOR				
EMPLOYEE FRINGE BENEFITS	582	800	839	900
FEES & PER DIEM	3,278	4,400	4,990	5,100
OFFICE SUPPLIES	-	200	200	200
CONFERENCE & TRAVEL	71	3,500	2,500	3,500
CAR ALLOWANCE	600	600	600	600
MISC. (MEMBERSHIPS & DUES)	-	100	100	100
TOTAL MAYOR	\$ 4,530	\$ 9,600	\$ 9,229	\$ 10,400

CITY MANAGER				
SALARIES & WAGES	31,712	34,000	36,056	37,100
WAGES (ICMA)	5,219	5,500	5,762	5,900
SALARIES & WAGES - TEMPORARY	4,604	4,200	5,879	6,100
EMPLOYEE FRINGE BENEFITS	29,638	31,400	33,218	34,100
OFFICE SUPPLIES	8,893	7,900	7,900	7,900
CONTRACTUAL SERVICES	8,977	10,000	5,000	10,000
TELEPHONE	5,711	5,000	2,600	2,700
CONFERENCE & TRAVEL	755	7,600	6,000	7,600
CAR ALLOWANCE	5,400	5,400	5,400	5,400
BOOKS, MAGAZINES & PERIODICALS	697	350	700	700
MEMBERSHIPS & DUES	1,385	1,800	1,770	1,800
MISCELLANEOUS	(10)	500	347	100
OFFICE EQUIPMENT	722	500	2,319	800
TOTAL CITY MANAGER	\$ 103,704	\$ 114,150	\$ 112,950	\$ 120,200

ELECTIONS				
SALARIES & WAGES	6,534	9,500	11,502	11,900
WAGES (ICMA)	702	1,000	1,208	1,200
SALARIES & WAGES - TEMPORARY	5,128	8,300	8,313	9,500
EMPLOYEE FRINGE BENEFITS	5,866	8,700	10,219	10,700
FEES & PER DIEM	-	-	-	-
OFFICE SUPPLIES	1,955	2,700	2,700	2,700
PRINTING & PUBLISHING	-	3,500	3,500	500
EQUIPMENT MAINTENANCE	1,920	5,400	5,415	5,400
TOTAL ELECTIONS	\$ 22,106	\$ 39,100	\$ 42,856	\$ 41,900

ASSESSOR				
SALARIES & WAGES	20,853	-	-	-
WAGES (ICMA)	2,371	-	-	-

**CITY OF CHARLEVOIX
GENERAL FUND EXPENSES DETAIL
2022-23 BUDGET**

	2020-21 Actual	2021-22 Budget	2021-22 Est. Actual	2022-23 Budget
SALARIES & WAGES	-	-	-	-
EMPLOYEE FRINGE BENEFITS	16,445	200	225	200
FEES & PER DIEM	1,200	1,500	1,500	1,500
OFFICE SUPPLIES	167	200	200	200
CONTRACTUAL SERVICES	15,575	37,000	37,020	37,700
TELEPHONE	350	1,200	-	-
CONFERENCE & TRAVEL	2,400	-	1,220	1,200
PRINTING & PUBLISHING	1,914	1,500	1,952	2,000
EQUIPMENT MAINTENANCE	1,448	1,500	1,552	1,500
OFFICE EQUIPMENT	75	100	100	-
TOTAL ASSESSOR	\$ 62,798	\$ 43,200	\$ 43,769	\$ 44,300

CITY ATTORNEY				
LEGAL FEES	34,073	33,000	25,000	33,000
MISC. (DUES & PERIODICALS)	-	400	400	400
TOTAL CITY ATTORNEY	\$ 34,073	\$ 33,400	\$ 25,400	\$ 33,400

CITY CLERK				
SALARIES & WAGES	12,789	14,500	18,004	18,500
WAGES (ICMA)	1,378	1,500	1,890	1,900
SALARIES & WAGES - TEMPORARY	1,197	2,300	2,252	3,700
EMPLOYEE FRINGE BENEFITS	10,155	11,700	14,381	15,000
OFFICE SUPPLIES	3,080	2,100	3,100	3,100
CONTRACTUAL SERVICES	2,449	1,000	2,800	200
TELEPHONE	3,325	3,700	1,512	1,300
CONFERENCE & TRAVEL	-	2,000	2,000	6,400
INSURANCE & BONDS	91	100	165	200
EQUIPMENT MAINTENANCE	-	800	800	800
MISC. (MEMBERSHIPS & DUES)	120	200	200	200
OFFICE EQUIPMENT	-	-	-	-
TOTAL CITY CLERK	\$ 34,584	\$ 39,900	\$ 47,104	\$ 51,300

CITY TREASURER				
SALARIES & WAGES	25,976	28,900	29,667	30,600
WAGES (ICMA)	2,746	3,000	3,115	3,200
EMPLOYEE FRINGE BENEFITS	20,261	22,500	23,140	23,900
OFFICE SUPPLIES	5,436	6,300	5,500	5,800
PROFESSIONAL SERVICES	4,525	2,900	2,900	3,000
TELEPHONE	3,925	3,400	1,900	1,900
CONFERENCE & TRAVEL	755	1,400	1,350	1,400
PRINTING & PUBLISHING	698	2,600	2,200	2,200
INSURANCE & BONDS	234	300	257	300
EQUIPMENT MAINTENANCE	4,264	5,100	4,350	4,400
MISC. (MEMBERSHIPS & DUES)	280	1,100	810	800
MISCELLANEOUS (BANK FEES)	230	300	1,170	1,200
OFFICE EQUIPMENT	-	300	300	300
TOTAL CITY TREASURER	\$ 69,333	\$ 78,100	\$ 76,659	\$ 79,000

CITY HALL & GROUNDS				
SALARIES & WAGES	20,273	20,300	33,483	41,300
WAGES (ICMA)	2,136	2,100	3,516	4,300
SALARIES & WAGES - TEMPORARY	12,506	12,900	12,863	13,200

**CITY OF CHARLEVOIX
GENERAL FUND EXPENSES DETAIL
2022-23 BUDGET**

	2020-21 Actual	2021-22 Budget	2021-22 Est. Actual	2022-23 Budget
EMPLOYEE FRINGE BENEFITS	17,689	17,800	28,046	34,200
REPAIRS & MAINTENANCE SUPPLIES	9,611	16,000	16,254	16,000
PROFESSIONAL SERVICES	23,474	23,600	15,800	15,800
CONTRACTUAL SERVICES	11,464	10,000	10,000	10,000
LEGAL FEES	-	-	-	-
TELEPHONE	4,117	2,800	1,100	1,100
UTILITIES	69,997	68,000	72,097	74,300
BUILDING MAINTENANCE	3,125	16,000	14,000	16,000
MISCELLANEOUS	1,578	1,800	2,050	2,100
BUILDING - CAPITAL OUTLAY	-	-	-	-
TOTAL CITY HALL & GROUNDS	\$ 175,971	\$ 191,300	\$ 209,209	\$ 228,300

CEMETERY				
SALARIES & WAGES	15,407	13,400	15,374	15,700
WAGES (ICMA)	1,596	1,400	1,614	1,600
SALARIES & WAGES - TEMPORARY	39,518	36,400	51,400	41,400
EMPLOYEE FRINGE BENEFITS	17,945	15,900	19,702	18,500
OPERATING SUPPLIES	4,285	13,500	9,530	7,500
TELEPHONE	1,081	1,600	1,320	1,300
UTILITIES	6,063	6,000	6,100	6,100
BUILDING MAINTENANCE	-	-	-	-
EQUIPMENT RENTAL	3,113	2,600	3,400	3,400
MISCELLANEOUS	472	200	400	400
MACHINERY & EQUIPMENT	3,080	5,000	5,000	5,000
TOTAL CEMETERY	\$ 92,561	\$ 96,000	\$ 113,840	\$ 100,900

POLICE DEPARTMENT				
SALARIES & WAGES	405,243	410,900	356,475	363,700
WAGES (ICMA)	40,496	43,100	37,430	38,200
SALARIES & WAGES - TEMPORARY	6,066	17,900	12,320	12,300
EMPLOYEE FRINGE BENEFITS	316,999	323,200	279,898	285,500
OFFICE SUPPLIES	6,883	6,500	6,500	6,500
OPERATING SUPPLIES	1,293	2,000	2,000	2,000
UNIFORMS PURCHASED	7,430	5,200	7,500	7,500
CONTRACTUAL SERVICES	7,540	7,900	7,900	7,900
TELEPHONE	3,704	3,200	2,600	2,700
CONFERENCE & TRAVEL	1,741	5,500	5,925	5,500
INSURANCE & BONDS	9,089	10,000	9,483	9,700
EQUIPMENT RENTAL	62,842	64,100	64,101	76,000
MISCELLANEOUS	4,945	2,500	4,500	4,500
EQUIPMENT	3,232	5,000	16,067	11,000
TOTAL POLICE DEPARTMENT	\$ 877,503	\$ 907,000	\$ 812,699	\$ 833,000

FIRE DEPARTMENT				
OPERATING SUPPLIES	697	1,700	-	-
CONTRACTUAL SERVICES	132,397	134,400	134,400	137,000
CONFERENCE & TRAVEL	-	-	-	-
INSURANCE & BONDS	10,818	12,000	3,938	4,100
EQUIPMENT MAINTENANCE	18,144	17,000	17,000	20,000
EQUIPMENT RENTAL	47,692	49,500	49,524	56,500
MISC. (DUES & PERIODICALS)	-	-	-	-
MACHINERY & EQUIPMENT	-	3,000	-	-

**CITY OF CHARLEVOIX
GENERAL FUND EXPENSES DETAIL
2022-23 BUDGET**

	2020-21 Actual	2021-22 Budget	2021-22 Est. Actual	2022-23 Budget
TOTAL FIRE DEPARTMENT	\$ 209,748	\$ 217,600	\$ 204,862	\$ 217,600
PLANNING				
SALARIES & WAGES - TEMPORARY	-	-	4,572	5,200
EMPLOYEE FRINGE BENEFITS	-	-	686	800
OFFICE SUPPLIES	2,034	2,500	2,500	2,500
PROFESSIONAL SERVICES	40,295	42,000	42,074	42,900
CONTRACTUAL SERVICES	1,276	700	700	700
TELEPHONE	1,363	2,300	350	400
CONFERENCE & TRAVEL	930	500	500	500
PRINTING & PUBLISHING	731	1,800	1,800	1,800
MEMBERSHIPS & DUES	-	200	675	700
MISCELLANEOUS	106	500	500	300
OFFICE EQUIPMENT	2,029	500	500	500
TOTAL PLANNING	\$ 48,764	\$ 51,000	\$ 54,857	\$ 56,300
HIGHWAYS & STREETS				
PROFESSIONAL SERVICES	-	-	-	-
UTILITIES	-	300	-	-
TOTAL HIGHWAYS & STREETS	\$ -	\$ 300	\$ -	\$ -
LEAF PICKUP				
SALARIES & WAGES	41,583	34,000	35,007	36,600
WAGES (ICMA)	4,174	3,600	3,706	3,800
SALARIES & WAGES - TEMPORARY	2,266	23,500	23,520	23,500
EMPLOYEE FRINGE BENEFITS	32,774	30,000	30,833	32,100
OPERATING SUPPLIES	1,013	2,200	2,200	2,200
CONTRACTUAL SERVICES	5,999	4,500	4,500	15,000
EQUIPMENT RENTAL	87,591	93,900	93,429	95,300
TOTAL LEAF PICKUP	\$ 175,400	\$ 191,700	\$ 193,195	\$ 208,500
SPRING CLEANUP				
CONTRACTUAL SERVICES	57,712	59,200	59,244	59,500
TOTAL SPRING CLEANUP	\$ 57,712	\$ 59,200	\$ 59,244	\$ 59,500
BRUSH PICKUP				
SALARIES & WAGES	4,451	10,100	10,424	10,900
WAGES (ICMA)	408	1,100	1,095	1,100
SALARIES & WAGES - TEMPORARY	19,748	8,700	8,738	9,000
EMPLOYEE FRINGE BENEFITS	6,434	9,200	9,442	9,900
EQUIPMENT RENTAL	53,075	52,900	52,900	54,000
TOTAL BRUSH PICKUP	\$ 84,116	\$ 82,000	\$ 82,598	\$ 84,900
AMBULANCE				
SALARIES & WAGES	-	-	-	-
WAGES (ICMA)	-	-	-	-
SALARIES & WAGES - TEMPORARY	-	-	-	-
EMPLOYEE FRINGE BENEFITS	-	-	-	-
FEES & PER DIEM	-	-	-	-
OPERATING SUPPLIES	-	-	-	-
CONTRACTUAL SERVICES	247,653	178,000	252,599	-
CONFERENCE & TRAVEL	-	-	-	-

**CITY OF CHARLEVOIX
GENERAL FUND EXPENSES DETAIL
2022-23 BUDGET**

	2020-21 Actual	2021-22 Budget	2021-22 Est. Actual	2022-23 Budget
INSURANCE & BONDS	-	-	-	-
EQUIPMENT MAINTENANCE	-	-	-	-
EQUIPMENT RENTAL	-	-	-	-
MISCELLANEOUS	-	-	3,724	-
EDUCATION & TRAINING	-	-	-	-
BAD DEBT EXPENSE	31,739	-	-	-
MACHINERY & EQUIPMENT	-	-	-	-
TOTAL AMBULANCE	\$ 279,392	\$ 178,000	\$ 256,323	\$ -

PARKS DEPARTMENT				
SALARIES & WAGES	99,772	113,900	116,517	121,600
WAGES (ICMA)	10,032	12,000	12,234	12,800
SALARIES & WAGES - TEMPORARY	74,777	63,600	103,624	98,500
EMPLOYEE FRINGE BENEFITS	89,039	98,400	106,427	109,600
OPERATING SUPPLIES	44,583	48,400	56,010	48,900
REPAIRS & MAINTENANCE SUPPLIES	-	-	-	-
IWF MAINTENANCE	-	1,400	1,400	1,400
PROFESSIONAL SERVICES	100	-	-	-
CONTRACTUAL SERVICES	66,679	107,100	152,100	119,100
CONTRACTUAL SERVICE-BIKE SHARE	1,031	-	4,500	2,000
UTILITIES	59,567	57,800	62,000	65,100
BUILDING MAINTENANCE	-	1,500	1,500	1,500
EQUIPMENT RENTAL	48,771	53,400	53,400	53,900
MACHINERY & EQUIPMENT	-	4,500	2,500	2,500
TOTAL PARKS DEPARTMENT	\$ 494,351	\$ 562,000	\$ 672,213	\$ 636,900

RECREATION ADMINISTRATION				
SALARIES & WAGES	76,943	81,200	81,234	84,100
WAGES (ICMA)	8,008	8,500	8,530	8,800
SALARIES & WAGES - TEMPORARY	848	1,000	-	-
EMPLOYEE FRINGE BENEFITS	60,142	63,500	63,363	65,600
OFFICE SUPPLIES	1,290	2,000	2,000	2,000
OPERATING SUPPLIES	1,466	3,000	3,000	3,000
OPERATING SUPPLIES-FARMERS MKT	2,491	2,000	3,800	3,700
PROFESSIONAL SERVICES-FARM MKT	22,453	22,500	22,500	22,500
CONTRACTUAL SERVICES	5,938	6,000	18,600	6,000
TELEPHONE	4,074	2,400	1,950	2,000
CONFERENCE & TRAVEL	1,499	3,000	3,000	3,000
MISCELLANEOUS	2,024	6,500	7,149	6,500
MISCELLANEOUS - FARMERS MARKET	350	100	100	100
REFUNDS & REBATES	3,260	1,000	1,000	1,000
TOTAL RECREATION ADMINISTRATION	\$ 190,785	\$ 202,700	\$ 216,226	\$ 208,300

CITY BEACHES				
SALARIES & WAGES	-	300	345	400
WAGES (ICMA)	-	-	36	-
EMPLOYEE FRINGE BENEFITS	-	200	269	300
OPERATING SUPPLIES	-	5,000	1,200	5,000
CONTRACTUAL SERVICES	15,255	46,500	53,500	1,500
TELEPHONE	-	200	-	-
EQUIPMENT RENTAL	-	150	150	150
MACHINERY & EQUIPMENT	-	-	-	-

**CITY OF CHARLEVOIX
GENERAL FUND EXPENSES DETAIL
2022-23 BUDGET**

	2020-21 Actual	2021-22 Budget	2021-22 Est. Actual	2022-23 Budget
TOTAL CITY BEACHES	\$ 15,255	\$ 52,350	\$ 55,501	\$ 7,350

BALL FIELDS				
SALARIES & WAGES - TEMPORARY	-	5,000	5,040	5,000
EMPLOYEE FRINGE BENEFITS	-	800	756	800
OPERATING SUPPLIES	226	1,800	10,300	1,800
CONTRACTUAL SERVICES	199	200	3,374	200
TELEPHONE	-	100	-	-
UTILITIES	3,838	4,900	4,900	5,100
BUILDING MAINTENANCE	-	500	500	500
EQUIPMENT MAINTENANCE	-	-	-	-
EQUIPMENT RENTAL	5,611	6,700	6,726	7,600
TOTAL BALL FIELDS	\$ 9,873	\$ 20,000	\$ 31,596	\$ 21,000

DAY CAMP				
SALARIES & WAGES	-	700	691	700
WAGES (ICMA)	-	100	73	100
SALARIES & WAGES - TEMPORARY	37,174	45,000	52,644	56,200
EMPLOYEE FRINGE BENEFITS	5,677	7,300	8,435	9,000
OPERATING SUPPLIES	5,657	8,600	8,600	8,700
CONTRACTUAL SERVICES	1,510	5,000	5,000	5,000
TELEPHONE	881	1,200	500	500
UTILITIES	2,713	4,400	4,400	4,600
EQUIPMENT RENTAL	250	300	300	300
TOTAL DAY CAMP	\$ 53,861	\$ 72,600	\$ 80,642	\$ 85,100

ICE RINK				
SALARIES & WAGES - TEMPORARY	4,343	5,900	5,940	6,200
EMPLOYEE FRINGE BENEFITS	652	900	891	900
OPERATING SUPPLIES	25	1,900	1,900	1,900
CONTRACTUAL SERVICES	621	1,100	1,300	1,100
UTILITIES	678	300	600	600
EQUIPMENT RENTAL	-	-	-	-
TOTAL ICE RINK	\$ 6,319	\$ 10,100	\$ 10,631	\$ 10,700

MT. McSAUBA SKI HILL				
SALARIES & WAGES	239	2,300	2,374	2,500
WAGES (ICMA)	10	200	249	300
SALARIES & WAGES - TEMPORARY	85,637	73,300	73,282	76,900
EMPLOYEE FRINGE BENEFITS	13,032	12,800	12,844	13,500
OPERATING SUPPLIES	21,703	18,000	18,000	8,000
CONTRACTUAL SERVICES	18,455	7,700	7,700	7,700
TELEPHONE	681	500	200	200
INSURANCE & BONDS	788	900	1,059	1,100
UTILITIES	18,810	23,700	23,700	24,900
BUILDING MAINTENANCE	645	1,000	1,000	1,000
EQUIPMENT MAINTENANCE	2,267	2,500	2,500	2,500
EQUIPMENT RENTAL	6,147	5,800	5,826	6,700
MACHINERY & EQUIPMENT	10,142	-	-	-
TOTAL MT. McSAUBA SKI HILL	\$ 178,557	\$ 148,700	\$ 148,734	\$ 145,300

RECREATIONAL SPORTS

**CITY OF CHARLEVOIX
GENERAL FUND EXPENSES DETAIL
2022-23 BUDGET**

	2020-21 Actual	2021-22 Budget	2021-22 Est. Actual	2022-23 Budget
ATHLETIC EQUIPMENT	-	2,000	2,000	2,000
CONTRACTUAL SERVICES	-	2,200	2,200	7,200
TOTAL RECREATIONAL SPORTS	\$ -	\$ 4,200	\$ 4,200	\$ 9,200

SKATE PARK				
SALARIES & WAGES - TEMPORARY	4,597	5,000	6,484	6,200
EMPLOYEE FRINGE BENEFITS	690	800	973	900
OPERATING SUPPLIES	702	200	1,225	800
UTILITIES	977	800	800	800
TOTAL SKATE PARK	\$ 6,966	\$ 6,800	\$ 9,482	\$ 8,700

GOLF COURSE				
SALARIES & WAGES	-	-	300	-
WAGES (ICMA)	-	-	32	-
SALARIES & WAGES - TEMPORARY	87,629	104,700	114,733	119,100
EMPLOYEE FRINGE BENEFITS	13,144	15,700	17,444	17,900
OFFICE SUPPLIES	1,226	3,000	1,225	1,500
GOLF MERCHANDISE FOR SALE	972	3,000	4,000	6,000
OPERATING SUPPLIES	2,530	2,300	5,700	4,000
GASOLINE, OIL, ETC.	2,569	5,000	3,000	3,000
CONTRACTUAL SERVICES	7,638	28,500	28,454	28,600
TELEPHONE	1,491	2,800	1,000	1,200
CONFERENCE & TRAVEL	308	900	1,450	1,500
UTILITIES	6,528	9,500	7,773	8,200
BUILDING MAINTENANCE	372	1,500	1,500	1,500
EQUIPMENT MAINTENANCE	4,805	6,500	6,500	6,500
COURSE MAINTENANCE	18,884	17,300	19,800	20,200
IRRIGATION MAINTENANCE	501	2,200	2,405	2,200
EQUIPMENT RENTAL	5,611	5,800	6,256	6,700
MISCELLANEOUS	2,891	1,900	3,700	3,200
MACHINERY & EQUIPMENT	-	-	-	-
TOTAL GOLF COURSE	\$ 157,100	\$ 210,600	\$ 225,271	\$ 231,300

BOAT LAUNCH				
SALARIES & WAGES - TEMPORARY	17,726	17,900	19,220	17,900
EMPLOYEE FRINGE BENEFITS	2,659	2,700	2,883	2,700
OPERATING SUPPLIES	1,758	1,500	1,500	1,500
CONTRACTUAL SERVICES	11,779	10,500	89,900	10,500
UTILITIES	1,072	1,100	1,100	1,200
TOTAL BOAT LAUNCH	\$ 34,993	\$ 33,700	\$ 114,603	\$ 33,800

COMMUNITY PROMOTION				
COMMUNITY PROMOTION	6,213	13,400	13,425	11,900
TOTAL COMMUNITY PROMOTION	\$ 6,213	\$ 13,400	\$ 13,425	\$ 11,900

MISCELLANEOUS				
CONTRACTUAL-INTERNET/FIBER	-	-	-	-
INSURANCE & BONDS	9,758	11,600	14,566	15,300
INSURANCE CLAIMS-CITY SHARE	-	200	200	200
CONTINGENCIES	-	-	-	-
MISCELLANEOUS	88,593	3,500	13,340	3,500
REFUNDS & REBATES	-	1,000	1,000	1,000

**CITY OF CHARLEVOIX
GENERAL FUND EXPENSES DETAIL
2022-23 BUDGET**

	2020-21 Actual	2021-22 Budget	2021-22 Est. Actual	2022-23 Budget
BAD DEBT EXPENSE	-	1,000	1,000	1,000
TRANSFER TO OTHER FUND	72,382	52,000	72,080	48,300
TRANSFER TO LOCAL STREET	-	-	-	-
TOTAL MISCELLANEOUS	\$ 170,733	\$ 69,300	\$ 102,186	\$ 69,300

TOTAL EXPENSES	\$ 3,704,277	\$ 3,797,300	\$ 4,215,297	\$ 3,706,050
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**CITY OF CHARLEVOIX
MAJOR STREET FUND
2022-23 BUDGET**

	2020-21 Actual	2021-22 Budget	2021-22 Est. Actual	2022-23 Budget
REVENUES				
GAS & WEIGHT TAX	317,203	360,179	338,802	347,901
INTEREST EARNINGS	32	300	300	300
STATE REVENUE - OTHER	-	-	-	-
STATE TRUNKLINE REIMBURSEMENT	52,188	79,025	55,742	57,239
OTHER	600	-	600	-
TRANSFER FROM INFRASTRUCTURE	-	-	-	150,000
TRANSFER FROM OTHER FUNDS	-	-	22,565	195,565
TRANSFER FROM GENERAL	-	-	-	-
CONTRIBUTION FROM PRIVATE SOURCES	-	-	-	-
TOTAL REVENUES	\$ 370,024	\$ 439,504	\$ 418,009	\$ 751,004

EXPENSES				
ENGINEERING	3,190	100,000	100,000	50,000
CONTRACTUAL SERVICES	-	-	1,200	460,000
ROUTINE MAINTENANCE	15,362	14,900	15,372	15,600
SWEEPING & FLUSHING	15,010	16,200	16,254	16,700
TREES & SHRUBS	43,618	38,200	40,325	39,000
DRAINAGE	6,171	10,900	10,969	11,200
PAVEMENT MARKING	20,046	25,900	27,401	31,900
TRAFFIC CONTROL	15,607	20,800	23,322	22,700
WINTER MAINTENANCE	113,532	154,000	154,422	158,100
ADMINISTRATION	11,841	13,800	13,708	14,500
SURFACE MAINTENANCE-TRK	373	11,400	11,596	12,000
SWEEPING & FLUSHING-TRK	5,087	8,500	13,600	13,000
TREES & SHRUBS-TRK	1,097	2,000	2,125	2,200
DRAINAGE-TRK	821	3,000	3,018	3,200
TRAFFIC SIGN/SIGNAL-TRK	2,414	4,700	4,835	4,900
PAVEMENT MARKING-TRK	-	900	901	900
WINTER MAINTENANCE-TRK	37,402	50,800	51,342	52,900
GUARD RAILS-TRK	-	-	-	-
ROADWAY INSPECTION-TRK	789	1,270	1,211	1,271
TOTAL EXPENSES	\$ 292,358	\$ 477,270	\$ 491,599	\$ 910,071

EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 77,666	\$ (37,766)	\$ (73,589)	\$ (159,067)
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YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	301,243	354,070	378,909	305,319
NET CHANGE IN FUND BALANCE	77,666	(37,766)	(73,589)	(159,067)
FUND BALANCE	\$ 378,909	\$ 316,304	\$ 305,319	\$ 146,253

CASH & INVESTMENTS	\$ 303,661	\$ 238,304	\$ 230,072	\$ 71,005
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**CITY OF CHARLEVOIX
LOCAL STREET FUND
2022-23 BUDGET**

	2020-21 Actual	2021-22 Budget	2021-22 Est. Actual	2022-23 Budget
REVENUES				
GAS & WEIGHT TAX	151,301	172,151	166,942	171,424
STATE GRANTS - OTHER	-	5,000	5,000	5,000
INTEREST EARNINGS	1	30	30	30
MISCELLANEOUS INCOME	-	-	-	-
CONTRIBUTION - GENERAL FUND	-	-	-	-
CONTRIBUTION - INFRASTRUCTURE	17,539	-	-	-
CONTRIBUTION - PRIVATE SOURCES	-	-	-	-
CONTRIBUTION - STREET IMPROVEMENT	-	-	-	-
CONTRIBUTION - PARKING SERVICES FUND	-	-	27,341	28,500
TOTAL REVENUES	\$ 168,840	\$ 177,181	\$ 199,313	\$ 204,954
EXPENSES				
ENGINEERING	-	-	-	-
CONTRACTUAL SERVICES	-	-	-	-
ROUTINE MAINTENANCE	7,326	10,000	10,027	10,200
SWEEPING & FLUSHING	9,245	11,000	11,010	11,200
TREES & SHRUBS	23,784	29,700	29,666	30,000
DRAINAGE	1,567	3,700	3,628	3,700
TRAFFIC CONTROL	4,037	4,200	7,697	5,200
WINTER MAINTENANCE	108,714	72,100	73,242	74,200
ADMINISTRATION	9,610	11,500	11,519	12,300
TOTAL EXPENSES	\$ 164,283	\$ 142,200	\$ 146,789	\$ 146,800
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 4,557	\$ 34,981	\$ 52,524	\$ 58,154
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	13,217	49,041	17,774	70,298
NET CHANGE IN FUND BALANCE	4,557	34,981	52,524	58,154
FUND BALANCE	\$ 17,774	\$ 84,022	\$ 70,298	\$ 128,452
CASH & INVESTMENTS	\$ -	\$ 62,967	\$ 52,524	\$ 110,678

**CITY OF CHARLEVOIX
EMS FUND
2022-23 BUDGET**

	2020-21 Actual	2021-22 Budget	2021-22 Est. Actual	2022-23 Budget
REVENUES				
FEDERAL GRANT - OTHER	23,000	-	110,058	-
STATE GRANTS	-	-	-	-
GRANTS - OTHER	27,633	-	-	-
AMBULANCE RUNS - INSURANCE	1,034,851	840,000	106,354	-
AMBULANCE RUNS - PRIVATE PAY	24,192	15,000	2,079	-
AMBULANCE CONTRACTS - TOWNSHIP	393,051	468,500	374,603	-
INTEREST EARNINGS	-	-	-	-
SALE OF FIXED ASSETS OVER \$5000	-	-	-	-
CONTRIB & DONAAT - PRIVATE SRCS	473	2,000	100	-
REFUNDS & REBATES INSURANCE	2,136	-	1,177	-
MISC - EQUIP SALES LESS THAN \$5000	4,034	-	6,350	-
CONTRIBUTIONS FROM OTHER FUND	45,264	-	55,750	-
TOTAL REVENUES	\$ 1,554,635	\$ 1,325,500	\$ 656,471	\$ -

EXPENSES				
SALARIES & WAGES	312,858	376,700	77,420	-
WAGES (ICMA)	25,307	39,600	7,518	-
SALARIES & WAGES - TEMPORARY	1,871	1,700	30,675	-
EMPLOYEE FRINGE BENEFITS	305,349	339,100	84,693	-
SALARIES & WAGES -PAID ON CALL	406,928	300,000	131,358	-
OFFICE SUPPLIES	3,782	4,000	2,260	-
OPERATING SUPPLIES	27,368	28,000	11,930	-
LICENSES & STATE FEES	2,838	3,500	936	-
UNIFORMS PURCHASED	5,766	3,000	156	-
FUEL	29,203	30,000	6,409	-
CONTRACTUAL SERVICES	73,495	49,100	19,125	-
TELEPHONE	10,003	7,000	2,101	-
CONFERENCE & TRAVEL	699	2,000	97	-
INSURANCE & BONDS	5,519	6,100	-	-
APPARATUS MAINTENANCE & REPAI	17,334	25,000	9,211	-
BUILDING RENT	42,660	42,700	14,233	-
EQUIPMENT RENT	-	-	-	-
MISCELLANEOUS	1,702	2,000	97	-
EDUCATION & TRAINING	13,560	7,500	4,071	-
BAD DEBT EXPENSE	182,885	46,500	(18,332)	-
MACHINERY & EQUIPMENT	17,784	10,000	2,242	-
TRANS TO PI-13 - EQUIPMENT	20,500	-	-	-
TOTAL EXPENSES	\$ 1,507,411	\$ 1,323,500	\$ 386,201	\$ -

EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 47,224	\$ 2,000	\$ 270,271	\$ -
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YEAR END BALANCES				
NET POSITION BEGINNING OF YEAR	(45,490)	(44,490)	1,734	272,005
CHANGE IN NET POSITION	47,224	2,000	270,271	-
NET POSITION	\$ 1,734	\$ (42,490)	\$ 272,005	\$ 272,005
CASH & INVESTMENTS	\$ (349,966)	\$ 3,000	\$ (0)	\$ (0)

**231 PARKING SERVICES FUND
2022-23 BUDGET**

	2020-21 Actual	2021-22 Budget	2021-22 Est. Actual	2022-23 Budget
REVENUES				
PARKING FEES	21,029	40,100	80,314	81,900
FINES AND FORFEITS	3,060	15,000	15,000	15,000
INTEREST EARNINGS	-	-	-	-
MISCELLANEOUS INCOME	-	-	500	-
TRANSFERS FROM OTHER FUNDS	33,500	34,000	-	-
TOTAL REVENUES	\$ 57,589	\$ 89,100	\$ 95,814	\$ 96,900

EXPENSES				
SALARIES & WAGES	2,921	13,200	1,048	700
WAGES (ICMA)	306	1,400	110	100
SALARIES & WAGES - TEMPORARY	1,115	5,900	7,840	8,100
EMPLOYEE FRINGE BENEFITS	2,446	11,200	1,993	1,800
MATERIALS & SUPPLIES	2,590	3,000	3,500	3,500
EQUIPMENT RENTAL	702	10,500	500	500
CREDIT CARD PROCESSING FEES	5,481	12,000	17,396	18,300
REFUNDS & REBATES	1	-	-	-
MACHINERY AND EQUIPMENT	40,176	31,900	31,886	31,900
TRANSFER TO LOCAL FOR SNOW SVCS	-	-	27,341	28,500
TOTAL EXPENSES	\$ 55,738	\$ 89,100	\$ 91,615	\$ 93,400

EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 1,852	\$ -	\$ 4,199	\$ 3,500
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YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	-	205	1,852	6,051
NET CHANGE IN FUND BALANCE	1,852	-	4,199	3,500
FUND BALANCE	\$ 1,852	\$ 205	\$ 6,051	\$ 9,551

CASH & INVESTMENTS	\$ 1,877	\$ 205	\$ 6,076	\$ 9,576
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CITY OF CHARLEVOIX
245 HOUSING INITIATIVES FUND
2022-23 BUDGET

	2020-21 Actual	2021-22 Budget	2021-22 Est. Actual	2022-23 Budget
REVENUES				
GRANTS - OTHER	-	-	-	-
INTEREST EARNINGS	0	-	0	-
DONATIONS - PRIVATE SOURCES	-	-	-	-
MISCELLANEOUS	5,200	-	-	-
CONTRIBUTIONS FROM OTHER FUNDS	16,000	16,000	16,000	6,000
TOTAL REVENUES	\$ 21,200	\$ 16,000	\$ 16,000	\$ 6,000

EXPENSES				
PROFESSIONAL SERVICES	-	-	5,000	-
CONTRACTUAL SERVICES	1,500	-	-	-
MISCELLANEOUS	-	-	153	-

TOTAL EXPENSES	\$ 1,500	\$ -	\$ 5,153	\$ -
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EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 19,700	\$ 16,000	\$ 10,847	\$ 6,000
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YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	-	19,700	19,700	30,548
NET CHANGE IN FUND BALANCE	19,700	16,000	10,847	6,000
FUND BALANCE	\$ 19,700	\$ 35,700	\$ 30,548	\$ 36,548

CASH & INVESTMENTS	\$ 19,700	\$ 35,700	\$ 30,547	\$ 36,547
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**CITY OF CHARLEVOIX
DOWNTOWN DEVELOPMENT AUTHORITY FUND
2022-23 BUDGET**

	2020-21 Actual	2021-22 Budget	2021-22 Est. Actual	2022-23 Budget
REVENUES				
CURRENT PROPERTY TAX	39,169	40,300	40,369	40,400
PROPERTY TAX - CAPTURE LOCAL	436,506	436,400	453,335	453,300
DELINQUENT PROPERTY TAX COLLECTED	1,087	-	-	-
PENALTY - PROPERTY TAX	148	100	100	100
FEDERAL / STATE / OTHER GRANTS	69,764	14,200	52,121	15,000
INTEREST EARNINGS	799	1,000	1,000	1,000
RENTS & ROYALTIES - SUNSHINE	1,000	1,000	1,000	1,000
RENTS & ROYALTIES - BIBCO LEASE	31,215	32,400	32,401	33,600
RENTS & ROYALTIES - ROUND LAKE GROUP	-	15,300	15,300	15,300
RENTS & ROYALTIES - LC BREWERS	-	-	-	15,300
MISCELLANEOUS - THE VAULT	24,410	18,000	17,000	17,000
MISCELLANEOUS & IWF REIMBURSEMENT	1,339	9,300	9,300	14,300
CONTRIBUTION - OTHER SOURCES	8,731	-	14,016	-
CONTRIBUTION - MAIN STREET	15,400	-	4,302	-
CONTRIBUTION - PERFORMANCE PAVILION	850	6,000	6,000	6,000
TRANSFER FROM OTHER FUNDS	-	-	-	-
TOTAL REVENUES	\$ 630,419	\$ 574,000	\$ 646,244	\$ 612,300

EXPENSES				
SALARIES & WAGES	47,583	48,500	48,529	50,000
WAGES - ICMA	4,961	5,100	5,096	5,200
SALARIES & WAGES - TEMPORARY	-	-	-	-
EMPLOYEE FRINGE BENEFITS	37,115	37,800	37,853	39,000
OPERATING SUPPLIES	13,456	9,200	9,243	9,400
OPERATING SUPPLIES - THE VAULT	22,310	17,000	17,000	17,000
IWF MAINTENANCE	3,225	6,000	6,000	6,000
MARKETING & PROMOTIONAL SERVICES	18,492	35,000	34,960	28,300
PROMOTION COMMITTEE EXPENSES	7,240	15,300	15,300	7,300
ORGANIZATION COMMITTEE	495	500	650	500
BUSINESS RECRUITMENT/RETENTION	71,000	-	25,000	-
CONTRACTUAL SERVICES	32,240	28,700	28,750	30,700
DESIGN COMMITTEE	10,297	15,600	25,586	15,600
DESIGN CAPITAL IMPROVEMENTS	-	-	-	-
LEGAL SERVICES	3,758	500	1,900	500
TELEPHONE	2,644	2,100	1,800	1,900
CONFERENCE & TRAVEL	1,235	1,000	1,100	1,000
PRINTING & PUBLISHING	393	-	-	-
INSURANCE & BONDS	1,410	1,500	1,749	1,800
REFUNDS - PROPERTY TAX & TIFA	-	6,000	6,000	6,000
MAINTENANCE - BRIDGE PARK BUILDING	11,952	5,000	5,000	5,000
MISCELLANEOUS	3,695	100	7,040	100
MISCELLANEOUS - MAIN STREET	3,450	500	7,960	500
LIBRARY CONTRIBUTION	30,000	30,000	30,000	30,000
TRANSFER TO OTHER FUNDS (MARINA)	335,700	336,200	336,200	336,100
TOTAL EXPENSES	\$ 662,652	\$ 601,600	\$ 652,716	\$ 591,900

EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ (32,233)	\$ (27,600)	\$ (6,472)	\$ 20,400
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YEAR END BALANCES				
FUND BALANCE / NET POSITION BEGINNING OF YEAF	3,378,134	3,553,801	3,345,901	3,339,430
CHANGE IN FUND BALANCE / NET POSITION	(32,233)	(27,600)	(6,472)	20,400
FUND BALANCE / NET POSITION	\$ 3,345,901	\$ 3,526,201	\$ 3,339,430	\$ 3,359,830
CASH & INVESTMENTS	\$ 303,943	\$ 313,403	\$ 297,471	\$ 317,871

* Note: Includes \$253,943 cash & \$50,000 investment

CITY OF CHARLEVOIX
GENERAL DEBT SERVICE FUND - INFRASTRUCTURE
2022-23 BUDGET

	2020-21 Actual	2021-22 Budget	2021-22 Est. Actual	2022-23 Budget
REVENUES				
INTEREST EARNINGS	1	-	-	-
MISCELLANEOUS	-	-	-	-
CONTRIBUTIONS FROM OTHER FUNDS	-	-	-	-
CONTRIBUTIONS FROM OTHER FUNDS PI6	123,400	125,000	125,000	121,200
CONTRIBUTIONS FROM OTHER FUNDS PI7	200,000	200,000	200,000	200,000
TOTAL REVENUES	\$ 323,401	\$ 325,000	\$ 325,000	\$ 321,200
EXPENSES				
BOND PRINCIPAL	210,000	220,000	220,000	225,000
BOND INTEREST	113,400	105,000	105,000	96,200
PAYING AGENT FEES	250	300	300	300
TOTAL EXPENSES	\$ 323,650	\$ 325,300	\$ 325,300	\$ 321,500
REVENUES OVER EXPENSES	\$ (249)	\$ (300)	\$ (300)	\$ (300)
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	69,352	69,052	69,103	68,803
NET CHANGE IN FUND BALANCE	(249)	(300)	(300)	(300)
FUND BALANCE	\$ 69,103	\$ 68,752	\$ 68,803	\$ 68,503
CASH & INVESTMENTS	\$ 16,624	\$ 12,068	\$ 16,324	\$ 16,024

CITY OF CHARLEVOIX
GENERAL DEBT SERVICE FUND - NEW SERVICES FACILITY
2022-23 BUDGET

	2020-21 Actual	2021-22 Budget	2021-22 Est. Actual	2022-23 Budget
REVENUES				
CONTRIBUTION-MOTOR POOL	108,713	84,315	85,068	85,313
CONTRIBUTION-ELECTRIC	310,608	240,900	243,050	243,750
CONTRIBUTION-WATER	93,182	72,270	72,915	73,125
CONTRIBUTION-SEWER	108,713	84,315	85,068	85,313
CONTRIBUTION-DPW	1,000	1,000	1,000	1,000
TOTAL REVENUES	\$ 622,216	\$ 482,800	\$ 487,100	\$ 488,500
EXPENSES				
BOND PRINCIPAL	265,000	215,000	215,000	225,000
BOND INTEREST	220,665	266,800	271,100	262,500
PAYING AGENT FEES	875	900	900	900
TOTAL EXPENSES	\$ 486,540	\$ 482,700	\$ 487,000	\$ 488,400
REVENUES OVER EXPENSES	\$ 135,676	\$ 100	\$ 100	\$ 100
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	875	80,816	136,551	136,651
NET CHANGE IN FUND BALANCE	135,676	100	100	100
FUND BALANCE	\$ 136,551	\$ 80,916	\$ 136,651	\$ 136,751
CASH & INVESTMENTS	\$ 1,001	\$ 726	\$ 1,101	\$ 1,201

CITY OF CHARLEVOIX
PI #1 FIRE REPLACEMENT FUND
2022-23 BUDGET

	2020-21 Actual	2021-22 Budget	2021-22 Est. Actual	2022-23 Budget
REVENUES				
INTEREST EARNINGS	7	500	500	500
SALE OF FIXED ASSETS	50,000	-	-	-
CONTRIBUTION FROM MOTOR POOL	47,692	49,524	49,524	56,537
TOTAL REVENUES	\$ 97,699	\$ 50,024	\$ 50,024	\$ 57,037
EXPENSES				
CAPITAL OUTLAY - PUBLIC SAFETY	-	-	-	-
MACHINERY & EQUIPMENT - FIRE	-	-	-	-
MACHINERY & EQUIPMENT-AMBULANC	-	-	-	-
TOTAL EXPENSES	\$ -	\$ -	\$ -	\$ -
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 97,699	\$ 50,024	\$ 50,024	\$ 57,037
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	74,750	172,842	172,449	222,473
NET CHANGE IN FUND BALANCE	97,699	50,024	50,024	57,037
FUND BALANCE	\$ 172,449	\$ 222,866	\$ 222,473	\$ 279,510
CASH & INVESTMENTS	\$ 148,840	\$ 224,247	\$ 198,864	\$ 255,901

CITY OF CHARLEVOIX
PI #6 INFRASTRUCTURE IMPROVEMENTS FUND
2022-23 BUDGET

	2020-21 Actual	2021-22 Budget	2021-22 Est. Actual	2022-23 Budget
REVENUES				
CURRENT PROPERTY TAX	401,234	408,100	420,082	420,100
PAYMENT IN LIEU OF TAXES	1,428	800	1,200	1,200
IFT TAXES	1,301	900	1,400	1,400
TAXES COLLECTED - DELINQUENT	7,500	4,200	4,200	4,200
STATE GRANTS	-	-	-	-
INTEREST EARNINGS	89	2,400	2,400	2,400
MISCELLANEOUS	-	-	8,200	-
PROCEEDS FROM BONDS	-	-	-	-
CONTRIBUTION FROM OTHER FUNDS	-	-	-	-
TOTAL REVENUES	\$ 411,552	\$ 416,400	\$ 437,482	\$ 429,300
EXPENSES				
PROFESSIONAL SERVICES	74,146	15,000	15,000	-
PROFESSIONAL SERVICES	-	-	-	-
CONTRACTUAL SERVICES	537,662	308,000	308,000	-
REFUNDS & REBATES / MISCELLANEOUS	270	-	-	-
BOND ISSUANCE COSTS	-	-	-	-
TRANSFER TO GENERAL FUND	-	-	-	-
TRANSFER TO MAJOR STREET	-	-	-	150,000
TRANSFER TO LOCAL STREET	17,539	-	-	-
TRANSFER TO AIPOIT	-	-	-	-
TRANSFER TO GENERAL DEBT OBLIGATIC	123,400	125,000	125,000	121,200
TRANSFER TO TRAIL DEVELOPMENT FUN	-	200,000	200,000	250,000
TRANSFER TO ELECTRIC	-	-	-	-
TRANSFER TO SEWER	-	-	-	-
TRANSFER TO WATER	-	-	-	-
TOTAL EXPENSES	\$ 753,017	\$ 648,000	\$ 648,000	\$ 521,200
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ (341,465)	\$ (231,600)	\$ (210,518)	\$ (91,900)
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	748,328	453,361	406,862	196,344
NET CHANGE IN FUND BALANCE	(341,465)	(231,600)	(210,518)	(91,900)
FUND BALANCE	\$ 406,862	\$ 221,761	\$ 196,344	\$ 104,444
CASH & INVESTMENTS	\$ 419,728	\$ 223,660	\$ 209,210	\$ 117,310

CITY OF CHARLEVOIX
PI #7 STREET IMPROVEMENT FUND
2022-23 BUDGET

	2020-21 Actual	2021-22 Budget	2021-22 Est. Actual	2022-23 Budget
REVENUES				
COUNTY ROAD TAX	222,696	240,100	242,703	242,700
PAYMENT IN LIEU OF TAXES	727	3,000	3,000	3,000
DELINQUENT TAXES	9,271	9,000	9,000	9,000
IFT TAX	-	-	-	-
INTEREST EARNINGS	22	200	200	200
TOTAL REVENUES	\$ 232,716	\$ 252,300	\$ 254,903	\$ 254,900

EXPENSES				
PROFESSIONAL SERVICES	-	-	-	-
CONTRACTUAL SERVICES	-	-	-	230,000
TRANSFER TO MAJOR STREET	-	-	-	-
TRANSFER TO LOCAL STREET	-	-	-	-
TRANSFER TO GENERAL DEBT SERVICE	200,000	200,000	200,000	200,000
TRANSFER TO WATER	-	-	-	-
TRANSFER TO INFRASTRUCTURE	-	-	-	-
REFUNDS & REBATES / MISCELLANEOUS	-	-	-	-
TOTAL EXPENSES	\$ 200,000	\$ 200,000	\$ 200,000	\$ 430,000

EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 32,716	\$ 52,300	\$ 54,903	\$ (175,100)
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YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	166,429	218,711	199,145	254,048
NET CHANGE IN FUND BALANCE	32,716	52,300	54,903	(175,100)
FUND BALANCE	\$ 199,145	\$ 271,011	\$ 254,048	\$ 78,948

CASH & INVESTMENTS	\$ 199,029	\$ 258,431	\$ 253,932	\$ 78,832
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CITY OF CHARLEVOIX
PI #9 BUSINESS PARK FUND
2022-23 BUDGET

	2020-21 Actual	2021-22 Budget	2021-22 Est. Actual	2022-23 Budget
REVENUES				
FEDERAL REVENUES	-	-	-	-
STATE GRANT	-	-	-	-
INTEREST EARNINGS	3	70	70	70
TAP IN FEES - SS SEWER @ MARION CTR	-	-	-	-
CONTRIBUTIONS FROM OTHER FUNDS	7,500	7,500	7,500	7,500
TOTAL REVENUES	\$ 7,503	\$ 7,570	\$ 7,570	\$ 7,570
EXPENSES				
OTHER FUNCTIONS	3,500	3,500	4,105	3,500
CAPITAL OUTLAY	5,668	-	2,105	1,500
TRANSFER TO ELECTRIC	-	-	-	-
TOTAL EXPENSES	\$ 9,168	\$ 3,500	\$ 6,210	\$ 5,000
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ (1,665)	\$ 4,070	\$ 1,360	\$ 2,570
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	24,700	22,270	23,035	24,395
NET CHANGE IN FUND BALANCE	(1,665)	4,070	1,360	2,570
FUND BALANCE	\$ 23,035	\$ 26,340	\$ 24,395	\$ 26,965
CASH & INVESTMENTS	\$ 27,202	\$ 26,331	\$ 28,562	\$ 31,132

CITY OF CHARLEVOIX
PI #12 MT. MCSAUBA RECREATION IMPROVEMENT FUND
2022-23 BUDGET

	2020-21 Actual	2021-22 Budget	2021-22 Est. Actual	2022-23 Budget
REVENUES				
INTEREST EARNINGS	3	20	20	20
GRANTS	-	-	-	-
RENTS & ROYALTIES-TOWER LEASES	7,579	7,000	7,000	7,000
CONTRIBUTIONS	-	-	-	-
TOTAL REVENUES	\$ 7,582	\$ 7,020	\$ 7,020	\$ 7,020
EXPENSES				
CONTRACTUAL SERVICES	-	-	-	-
MACHINERY AND EQUIPMENT	-	-	-	-
TRANSFER TO MOTOR POOL	-	-	-	-
TRANSFER TO GENERAL FUND	-	-	-	-
TOTAL EXPENSES	\$ -	\$ -	\$ -	\$ -
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 7,582	\$ 7,020	\$ 7,020	\$ 7,020
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	22,648	29,669	30,230	37,250
NET CHANGE IN FUND BALANCE	7,582	7,020	7,020	7,020
FUND BALANCE	\$ 30,230	\$ 36,689	\$ 37,250	\$ 44,270
CASH & INVESTMENTS	\$ 30,231	\$ 37,937	\$ 37,251	\$ 44,271

CITY OF CHARLEVOIX
PI #13 AMBULANCE REPLACEMENT FUND
2022-23 BUDGET

	2020-21 Actual	2021-22 Budget	2021-22 Est. Actual	2022-23 Budget
REVENUES				
GRANTS	-	-	-	-
INTEREST EARNINGS	2	-	-	-
SALE OF FIXED ASSETS	-	-	-	-
CONTRIBUTION FROM EMS BUDGET	20,500	-	-	-
TOTAL REVENUES	\$ 20,502	\$ -	\$ -	\$ -
EXPENSES				
MACHINERY & EQUIPMENT-EMS	33,712	-	-	-
TRANSFER TO OTHER FUND	45,264	-	55,750	-
TOTAL EXPENSES	\$ 78,976	\$ -	\$ 55,750	\$ -
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ (58,473)	\$ -	\$ (55,750)	\$ -
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	114,223	101,012	55,750	(0)
NET CHANGE IN FUND BALANCE	(58,473)	-	(55,750)	-
FUND BALANCE	\$ 55,750	\$ 101,012	\$ (0)	(0)
CASH & INVESTMENTS	\$ 55,750	\$ 123,897	\$ (0)	(0)

CITY OF CHARLEVOIX
PI #14 Public Services Facility FUND
2022-23 BUDGET

	2020-21 Actual	2021-22 Budget	2021-22 Est. Actual	2022-23 Budget
REVENUES				
INTEREST EARNINGS	633	-	-	-
REIMBURSEMENTS	72,600	-	-	-
BOND PROCEEDS	-	-	-	-
CONTRIBUTION FROM OTHER FUNDS	-	600,000	450,000	-
TOTAL REVENUES	\$ 73,233	\$ 600,000	\$ 450,000	\$ -

EXPENSES				
PROFESSIONAL SERVICES	-	-	-	-
CONTRACTUAL SERVICES	6,312,660	500,000	1,635,200	-
LEGAL FEES	-	-	-	-
MISCELLANEOUS	-	-	-	-
TOTAL EXPENSES	\$ 6,312,660	\$ 500,000	\$ 1,635,200	\$ -

EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ (6,239,426)	\$ 100,000	\$ (1,185,200)	\$ -
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YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	7,443,713	18,118	1,204,287	19,087
NET CHANGE IN FUND BALANCE	(6,239,426)	100,000	(1,185,200)	-
FUND BALANCE	\$ 1,204,287	\$ 118,118	\$ 19,087	\$ 19,087

CASH & INVESTMENTS	\$ 1,220,122	\$ 724,954	\$ 34,922	\$ 34,922
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This fund was created to track bond proceeds and costs related to the construction of the New Public Services Facility.
All costs associated with this project should be recorded by 3/31/2022. This Fund will then close.

CITY OF CHARLEVOIX
PI #15 TRAIL DEVELOPMENT-IMPROVEMENT FUND
2022-23 BUDGET

	2020-21 Actual	2021-22 Budget	2021-22 Est. Actual	2022-23 Budget
REVENUES				
STATE GRANT	-	800,000	-	939,000
TRAIL GRANTS	-	150,000	150,000	-
CONTRIBUTIONS/DONATIONS PRIVATE SRCS	-	5,000	-	5,000
CONTRIBUTIONS FROM OTHER FUNDS	-	200,000	200,000	250,000
TOTAL REVENUES	\$ -	\$ 1,155,000	\$ 350,000	\$ 1,194,000
EXPENSES				
PROFESSIONAL SERVICES	-	150,000	32,000	118,000
CONTRACTUAL SERVICES	-	1,000,000	-	1,197,000
LEGAL FEES	-	1,000	-	1,000
PRINTING AND PUBLISHING	-	500	-	500
TOTAL EXPENSES	\$ -	\$ 1,151,500	\$ 32,000	\$ 1,316,500
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ -	\$ 3,500	\$ 318,000	\$ (122,500)
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	-	-	-	318,000
NET CHANGE IN FUND BALANCE	-	3,500	318,000	(122,500)
FUND BALANCE	\$ -	\$ 3,500	\$ 318,000	\$ 195,500
CASH & INVESTMENTS	\$ -	\$ 3,500	\$ 318,000	\$ 195,500

**CITY OF CHARLEVOIX
AIRPORT FUND
2022-23 BUDGET**

	2020-21 Actual	2021-22 Budget	2021-22 Est. Actual	2022-23 Budget
REVENUES				
INTEREST EARNINGS	63	536	536	547
FEDERAL GRANTS	30,000	-	31,320	-
RENTS & ROYALTIES - AIRPORT PERMITS	18,037	21,648	21,648	22,081
RENTS & ROYALTIES - HANGAR RENTS	24,045	57,000	57,000	57,000
LAND LEASES	32,865	34,680	34,680	35,374
STATE GRANTS	-	-	-	-
PARKING FEES	63,697	63,448	73,165	74,628
FUEL, CONTRACT, RETAIL, FLOWAGE, SALES	839,757	995,627	1,253,334	1,292,159
INTO WING FEES	169,096	129,746	207,673	211,826
AFTER HOURS CALLOUT FEES	32,425	33,000	43,875	43,875
THRU-PUT FEES	-	15	15	15
LANDING, RAMP, LAVATORY, GROUND FEES	162,379	163,140	214,175	186,302
DISCOUNTS - AIRPORT SALES TAX	103	154	154	157
CONTRIBUTED CAPITAL	724,211	123,500	123,500	42,750
SALE OF FIXED ASSETS	-	-	-	-
REFUNDS & REBATES - INSURANCE	4,194	8,659	8,659	8,832
TRANSFER FROM OTHER FUNDS	-	-	-	-
TAXABLE MERCHANDISE	708	714	714	728
VENDING MACHINE PROCEEDS	994	2,123	2,123	2,165
MISCELLANEOUS	3,415	3,264	4,420	4,508
TOTAL REVENUES	\$ 2,105,989	\$ 1,637,254	\$ 2,076,991	\$ 1,982,949
EXPENSES				
SALARIES & WAGES - FULL TIME	166,122	164,600	171,957	177,100
WAGES - ICMA	16,584	18,100	18,902	19,500
SALARIES & WAGES - TEMPORARY	29,846	40,800	30,457	42,000
EMPLOYEE FRINGE BENEFITS	61,608	134,500	138,695	144,400
OFFICE SUPPLIES	2,629	3,500	3,500	2,500
CLEANING SUPPLY - TERMINAL	1,083	1,300	1,700	1,700
ICE/COFFEE SUPPLY	627	700	700	700
VENDING MACHINE SUPPLY	531	700	700	700
MAINT. REPAIR EQUIPMENT, SUPPLIES	8,935	9,700	15,910	10,200
UNIFORMS & PPE	2,367	2,300	2,500	2,300
AVIATION FUEL	648,028	747,100	1,119,063	747,100
DIESEL FUEL	2,893	6,500	5,000	5,000
FUEL - HOLIDAY GAS STATION	857	1,000	1,000	1,000
FUEL TRUCK LEASE	7,020	7,000	7,000	7,000
FUEL MASTER PUMP, TRUCK, FARM REPAIRS	12,387	16,200	16,000	16,000
PROFESSIONAL SERVICES	1,408	2,300	2,300	2,300
CONTRACTUAL SERVICES	6,986	8,600	8,620	8,600
LEGAL FEES	561	1,000	1,000	1,000
TELEPHONE	3,230	2,800	2,300	2,300
CONFERENCE & TRAVEL	54	500	500	100
INSURANCE & BONDS	9,353	10,400	10,990	11,200
HANGAR REPAIRS	745	1,800	1,800	1,800
UTILITIES	28,411	33,100	33,100	33,100
TERMINAL BLDG REPAIR & GROUNDS	2,657	2,000	12,000	22,000
SRE BLDG & HANGERS REPAIR & MAINT	729	2,200	1,000	2,000
TRASH REMOVAL	519	600	600	600
EQUIPMENT RENTAL	-	500	500	500
DUES & MEMBERSHIPS	-	300	500	500
PRINTING & PUBLISHING	597	1,000	600	600
MISCELLANEOUS	5,572	4,500	4,770	4,500
CREDIT CARD PROCESSING FEE	15,016	15,000	22,000	15,000
REFUNDS & REBATES	-	-	-	-
MACHINERY & EQUIPMENT	1,492	2,500	40,000	2,500
CAPITAL OUTLAY Engineering	-	-	-	-
CAPITAL OUTLAY - Multi Projects	-	6,500	6,500	2,250
DEBT SERVICE - PRINCIPAL (MDOT, Act99)	-	-	-	-
DEBT SERVICE - INTEREST (MDOT, Act99, Elect Loa	-	-	-	-
GRANT MATCH TO STATE	-	-	-	-
DEPRECIATION	468,706	515,100	515,100	520,300
TRANSFER TO ELECTRIC	-	-	-	-
TOTAL EXPENSES	\$ 1,507,553	\$ 1,764,700	\$ 2,197,264	\$ 1,808,350
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 598,436	\$ (127,446)	\$ (120,273)	\$ 174,599
YEAR END BALANCES				
NET POSITION BEGINNING OF YEAR	7,976,786	8,676,096	8,575,222	8,454,949
CHANGE IN NET POSITION	598,436	(127,446)	(120,273)	174,599
NET POSITION	\$ 8,575,222	\$ 8,548,650	\$ 8,454,949	\$ 8,629,548
CASH & INVESTMENTS	\$ 257,413	\$ 508,211	\$ 528,740	\$ 1,180,889

**CITY OF CHARLEVOIX
ELECTRIC FUND
2022-23 BUDGET**

	2020-21 Actual	2021-22 Budget	2021-22 Est. Actual	2022-23 Budget
REVENUES				
ELECTRIC SERVICES	107,160	35,700	144,820	35,700
POWER SALES	5,545,409	6,399,700	6,325,800	6,762,300
POWER COST ADJ REVENUES	400,870	1,176,775	698,845	713,320
FINES & FORFEITS	15,535	35,000	36,020	35,000
INTEREST & RENTS	28,530	18,730	27,336	18,640
OTHER	23,423	18,500	59,000	18,500
TRANSFER FROM OTHER FUNDS	-	100,000	112,080	112,276
TOTAL REVENUES	\$ 6,120,927	\$ 7,784,405	\$ 7,403,901	\$ 7,695,736
EXPENSES				
TRANSMISSION / DISTRIBUTION	1,773,040	1,980,900	1,889,743	2,034,800
ACCOUNTING & ADMIN	700,223	783,600	800,018	816,000
PURCHASED POWER	3,431,937	4,110,900	4,110,853	4,196,000
CAPITAL IMPROVEMENTS	8,559	1,765,000	658,000	1,602,000
DEPRECIATION	478,781	510,000	510,000	520,200
FUND TRANSFERS	654,349	392,900	400,159	311,900
DEBT SERVICE	-	-	-	-
TOTAL EXPENSES	\$ 7,046,889	\$ 9,543,300	\$ 8,368,773	\$ 9,480,900
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ (925,963)	\$ (1,758,895)	\$ (964,871)	\$ (1,785,164)
YEAR END BALANCES				
NET POSITION BEGINNING OF YEAR	9,977,660	8,652,380	9,051,697	8,086,825
CHANGE IN NET POSITION	(925,963)	(1,758,895)	(964,871)	(1,785,164)
NET POSITION	\$ 9,051,697	\$ 6,893,485	\$ 8,086,825	\$ 6,301,662
RESERVE FOR DEPOSITS	85,000	85,000	85,000	85,000
CHARTER RESERVE	75,000	75,000	75,000	75,000
UNRESTRICTED	5,665,812	4,019,816	5,210,941	3,945,977
CASH & INVESTMENTS	\$ 5,825,812	\$ 4,179,816	\$ 5,370,941	\$ 4,105,977

CITY OF CHARLEVOIX
SEWER FUND*
2022-23 BUDGET

	2020-21 Actual	2021-22 Budget	2021-22 Est. Actual	2022-23 Budget
REVENUES				
OPERATIONS				
STATE GRANTS	-	-	-	-
SEWER SERVICES - MISCELLANEOUS	1,574	-	525	-
SEWER SALES	2,420,477	2,504,500	2,410,500	2,458,700
DISCOUNTS FORFEITED	5,759	8,500	8,500	8,500
INTEREST EARNINGS - OPERATIONS	1,741	6,000	6,000	6,000
OTHER & PASS THRU'S	6,231	5,600	5,600	5,600
SALE OF FIXED ASSETS	-	-	-	-
PROCEEDS FROM BOND SALE / SRF LOAN	-	-	-	-
TRANSFER FROM OTHER FUNDS	-	-	-	-
TRANSFER FROM INFRASTRUCTURE	-	-	-	-
CAPITAL IMPROVEMENT FUND				
SEWER SERVICES-TAP INS	12,000	15,000	26,000	15,000
INTEREST EARNINGS - CAPITAL RESERVE	17	80	80	80
TRANSFER FROM OTHER FUNDS PI #2	-	-	-	-
NORTHSIDE SEWER				
NORTHSIDE SEWER FEES	2,000	4,000	6,000	4,000
INTEREST EARNINGS - NORTHSIDE SEWER	40	500	500	500
MISC INCOME - PASS THRU PAYMENTS	-	-	-	-
SOUTHSIDE SEWER AREA				
SEWER SERVICES-TAP INS	-	-	-	-
SEWER CONSTRUCTION FEES	-	-	-	-
INTEREST EARNINGS - OVERSIZING	-	-	-	-
TRANSFER FROM OTHER FUNDS	-	-	-	-
TOTAL REVENUES	\$ 2,449,838	\$2,544,180	\$ 2,463,705	\$ 2,498,380
EXPENSES				
OPERATIONS				
WASTEWATER TREATMENT PLANT	577,333	733,300	750,618	780,900
SEWER LINES	200,911	202,900	205,061	217,000
ACCOUNTING & ADMIN	284,428	313,600	319,198	327,300
LIFT STATIONS	70,339	138,800	143,777	142,400
CAPITAL IMPROVEMENTS	5,037	1,152,000	837,213	815,000
DEPRECIATION	583,320	590,000	590,000	590,000
DEBT SERVICE	197,614	607,400	607,364	606,900
FUND TRANSFERS	99,245	88,800	97,654	159,900
CAPITAL IMPROVEMENT FUND				
FUND TRANSFERS	-	-	-	-
NORTHSIDE SEWER				
NORTHSIDE SEWER LEGAL / PROF FEES	-	-	-	-
CAPITAL IMPROVEMENTS	-	-	-	-
TOTAL EXPENSES	\$ 2,018,228	\$ 3,826,800	\$ 3,550,885	\$ 3,639,400
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 431,610	\$ (1,282,620)	\$ (1,087,180)	\$ (1,141,020)
YEAR END BALANCES				
NET POSITION BEGINNING OF YEAR	10,748,315	9,857,460	11,179,925	10,092,744
CHANGE IN NET POSITION	431,610	(1,282,620)	(1,087,180)	(1,141,020)
NET POSITION	\$ 11,179,925	\$ 8,574,840	\$ 10,092,744	\$ 8,951,724
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	142,485	160,602	168,565	183,645
CASH PI #5 NORTHSIDE SEWER RESERVE	332,785	339,979	344,285	348,785
UNRESTRICTED	3,742,224	2,361,334	3,207,464	2,636,864
CASH & INVESTMENTS	\$ 5,042,494	\$ 3,686,915	\$ 4,545,314	\$ 3,994,294

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

**CITY OF CHARLEVOIX
WATER FUND
2022-23 BUDGET**

	2020-21 Actual	2021-22 Budget	2021-22 Est. Actual	2022-23 Budget
REVENUES				
STATE & FEDERAL GRANTS	-	-	-	-
FEDERAL GRANT	-	-	-	-
WATER SERVICES-TAP INS	8,456	5,000	14,900	5,000
WATER SERVICES-READ-O-MATIC	3,347	1,200	3,100	1,200
WATER SERVICES-MISC	83,067	3,000	3,000	3,000
WATER SALES	1,643,981	1,713,900	1,649,600	1,690,800
INTEREST EARNINGS	1,379	200	200	200
DISCOUNTS FORFEITED	4,777	6,000	6,000	6,000
TRANSFER FROM DPW	-	-	-	-
TRANSFER FROM MOTOR POOL	-	-	-	-
TRANSFER FROM INFRASTRUCTURE	-	-	-	-
TRANSFER FROM STREET IMPROVEMENT	-	-	-	-
MISCELLANEOUS	10,491	18,200	18,200	18,200
TOTAL REVENUES	\$ 1,755,497	\$ 1,747,500	\$ 1,695,000	\$ 1,724,400
EXPENSES				
TRANSMISSION & DISTRIBUTION	290,669	407,400	398,784	448,400
ACCOUNTING & ADMIN	191,026	212,600	217,333	227,800
WATER TREATMENT PLANT	387,471	468,200	488,383	521,200
CAPITAL IMPROVEMENTS	2,726	256,000	309,707	600,000
DEPRECIATION	326,708	310,000	310,000	310,000
FUND TRANSFERS	85,710	76,800	89,285	180,500
DEBT SERVICE	-	-	-	-
TOTAL EXPENSES	\$ 1,284,310	\$ 1,731,000	\$ 1,813,492	\$ 2,287,900
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 471,187	\$ 16,500	\$ (118,492)	\$ (563,500)
YEAR END BALANCES				
NET POSITION BEGINNING OF YEAR	5,797,880	5,752,853	6,269,067	6,150,575
CHANGE IN NET POSITION	471,187	16,500	(118,492)	(563,500)
NET POSITION	\$ 6,269,067	\$ 5,769,353	\$ 6,150,575	\$ 5,587,075
CHARTER RESERVE	75,000	75,000	75,000	75,000
UNRESTRICTED	1,149,887	1,467,071	1,341,395	1,087,895
CASH & INVESTMENTS	\$ 1,224,887	\$ 1,542,071	\$ 1,416,395	\$ 1,162,895

CITY OF CHARLEVOIX
MARINA FUND
2022-23 BUDGET

	2020-21 Actual	2021-22 Budget	2021-22 Est. Actual	2022-23 Budget
REVENUES				
STATE GRANTS	-	-	-	-
LAUNDRY REVENUE	1,187	1,730	1,400	1,730
SALE OF MERCHANDISE - TAXABLE	-	-	-	-
RENTS & ROYALTIES - DOCKING SEASONAL	65,536	73,440	70,000	71,400
RENTS & ROYALTIES - DOCKING RESERV SYSTEM	404,936	413,100	428,000	436,560
RENTS & ROYALTIES - DOCKING TRANSIENT	10,184	14,000	8,397	9,000
RENTS & ROYALTIES - SUNSHINE	4,000	4,000	4,000	4,000
RENTS & ROYALTIES - LITTLE TRAVERSE CHARTERS	6,150	8,000	6,150	6,150
INTEREST INCOME	1,121	600	653	600
REFUNDS and REBATES	-	-	-	-
FUND TRANSFERS FROM DDA - DEBT SVC	335,700	336,200	336,200	336,100
ADVANCE FROM OTHER FUNDS	28,882	36,000	50,000	36,000
SALE OF FIXED ASSETS	-	-	-	-
MISCELLANEOUS-OTHER REVENUE	(40)	-	10,000	-
TOTAL REVENUES	\$ 857,656	\$ 887,070	\$ 914,800	\$ 901,540

EXPENSES				
SALARIES & WAGES - FULL TIME	34,829	36,800	37,351	38,400
WAGES - ICMA	4,156	4,400	4,486	4,600
SALARIES & WAGES - TEMPORARY	69,743	83,900	90,535	84,000
EMPLOYEE FRINGE BENEFITS	35,797	41,300	42,714	42,600
OFFICE SUPPLIES	411	100	1,500	500
OPERATING SUPPLIES	2,535	6,900	13,600	6,900
PROFESSIONAL SERVICES	1,510	3,000	3,000	3,000
CONTRACTUAL SERVICES	15,059	11,800	22,262	24,800
STATE CRS COMMISSION FEES	14,223	15,700	15,780	17,400
STATE CRS RESERVATION FEES	8,702	11,800	11,800	13,000
LEGAL FEES	3	-	740	-
TELEPHONE	1,963	2,400	1,010	1,000
CONFERENCE/TRAVEL/TRAINING	-	1,200	1,775	1,800
INSURANCE & BONDS	2,674	3,100	3,688	3,800
UTILITIES	70,103	65,000	64,970	68,200
BUILDING & DOCK MAINTENANCE	6,175	18,400	18,402	18,700
EQUIPMENT RENTAL	258	700	700	700
MISCELLANEOUS	3,729	4,100	4,100	4,100
CREDIT CARD PROCESSING FEES	8,041	8,100	8,500	8,100
REFUNDS & REBATES	2,100	-	500	500
AMORTIZATION EXPENSE	-	-	-	-
DEPRECIATION	653,143	658,000	658,000	658,000
MACHINERY & EQUIPMENT	-	300	1,564	300
INTEREST EXPENSE	4,930	3,900	3,930	2,900
TRANSFER TO ELECTRIC - ADVANCE REIMBUSE	-	100,000	100,000	100,000
TRANSFER TO OTHER FUNDS	-	-	-	-
DEBT SERVICE - PRINCIPAL	-	370,000	370,000	385,000
DEBT SERVICE - INTEREST	81,588	91,200	91,200	76,100
BOND ISSUANCE COSTS	-	-	-	-
DEBT SERVICE - PAYING AGENT FEES	250	500	500	500
TOTAL EXPENSES	\$ 1,021,923	\$ 1,542,600	\$ 1,572,607	\$ 1,564,900

EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ (164,268)	\$ (655,530)	\$ (657,807)	\$ (663,360)
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YEAR END BALANCES				
NET POSITION BEGINNING OF YEAR	2,113,441	1,479,528	1,949,173	1,291,367
CHANGE IN NET POSITION	(164,268)	(655,530)	(657,807)	(663,360)
NET POSITION	\$ 1,949,173	\$ 823,998	\$ 1,291,367	\$ 628,007

CASH AT PAYING AGENT UNRESTRICTED	49,300	100,000	100,000	100,000
	309,137	225,228	258,630	253,270
CASH & INVESTMENTS	\$ 358,437	\$ 325,228	\$ 358,630	\$ 353,270

Less Charter Reserve	75,000	75,000	75,000	75,000
Less AP/Accrued Liabilities/Cust Dep	231,912	236,550	241,281	246,107
Plus AR/Interest Rec/prepays	308	314	320	327
Deficit	51,833	13,992	42,669	32,490

Assumption 2%
increase in AP & AR

**CITY OF CHARLEVOIX
EMPLOYEE FRINGE BENEFIT FUND
2022-23 BUDGET**

	2020-21 Actual	2021-22 Budget	2021-22 Est. Actual	2022-23 Budget
REVENUES				
EFB-GENERAL FUND	662,534	682,800	668,283	690,600
EFB-EMS	305,349	339,100	84,693	-
EFB-PARKING SERVICES	2,446	5,900	1,993	1,800
EFB-MAJOR STREET	41,972	56,900	58,791	60,300
EFB-LOCAL STREET	25,944	20,100	20,075	21,100
EFB-AIRPORT	134,052	134,500	138,695	144,400
EFB-ELECTRIC	649,195	680,100	676,772	697,800
EFB-SEWER	275,098	297,500	307,762	320,400
EFB-WATER	238,845	257,800	270,905	284,600
EFB-MARINA	37,628	41,300	42,714	42,600
EFB-MOTOR VEHICLE	96,707	84,000	84,198	88,200
EFB-EFB	454,229	373,200	467,260	392,800
EFB-DDA	37,115	37,800	37,853	39,000
REFUND & REBATES-INSURANCE	-	-	-	-
INTEREST EARNINGS	837	1,400	1,400	1,400
MISC INCOME - WELLNESS	-	-	35	-
TRANSFER FROM OTHER FUNDS	-	-	70,000	100,000
TOTAL REVENUES	\$ 2,961,951	\$ 3,012,400	\$ 2,931,429	\$ 2,885,000

EXPENSES				
WAGES (ICMA)	51,346	50,200	62,852	52,800
FRINGE BENEFITS	454,229	373,200	467,260	392,800
WORKERS COMPENSATION	86,116	93,400	78,268	79,800
SOCIAL SECURITY	369,567	380,700	368,885	376,300
HEALTHCARE PREMIUMS	548,828	566,300	570,924	582,300
HEALTHCARE - OPT OUT	71,437	73,100	52,787	54,400
EMPLOYER SHARE HSA	93,372	95,900	108,109	108,100
WELLNESS COMMITTEE	-	-	-	-
WELLNESS INCENTIVES FOR HSA ACCOUNTS	-	-	-	-
STD & LTD INSURANCE	32,672	33,300	30,377	31,000
LIFE INSURANCE	4,869	6,100	4,571	4,600
RETIREMENT FUND CONTRIB.	885,770	843,400	631,785	650,700
HOLIDAY PAY	108,248	111,500	108,375	110,500
SICK PAY	161,420	115,000	148,837	120,000
SICK LEAVE/CITY S&A	-	-	-	-
SICK LEAVE - PMLA OF 2018	1,568	5,000	5,000	5,000
VACATION PAY	243,673	189,000	225,067	212,700
UNEMPLOYMENT COMPENSATION	21,772	22,000	21,000	21,000
PERSONAL LEAVE	42,222	36,300	36,000	39,300
JURY DUTY/FUNERAL LEAVE	4,274	5,000	5,000	5,000
LONGEVITY	11,700	12,300	9,700	10,300
COMP TIME USED	26,362	28,900	79,710	23,000
PROFESSIONAL SERVICES	2,421	2,300	17,166	2,300
CONFERENCE & TRAVEL	-	1,500	500	1,500
MISCELLANEOUS	3,933	5,000	4,200	4,200
TOTAL EXPENSES	\$ 3,225,799	\$ 3,049,400	\$ 3,036,372	\$ 2,887,600

EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ (263,848)	\$ (37,000)	\$ (104,943)	\$ (2,600)
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YEAR END BALANCES				
NET POSITION BEGINNING OF YEAR	264,565	97,259	718	(104,225)
CHANGE IN NET POSITION	(263,848)	(37,000)	(104,943)	(2,600)
NET POSITION	\$ 718	\$ 60,259	\$ (104,225)	\$ (106,825)
CASH & INVESTMENTS	\$ 112,531	\$ 167,681	\$ 7,588	\$ 4,988

**CITY OF CHARLEVOIX
MOTOR POOL FUND
2022-23 BUDGET**

	2020-21 Actual	2021-22 Budget	2021-22 Est. Actual	2022-23 Budget
REVENUES				
INTEREST AND RENTS	1,766	3,000	1,800	1,500
EQUIPMENT RENTAL	948,240	1,000,250	982,721	1,072,050
SALE OF FIXED ASSETS	8,191	5,000	21,880	5,000
OTHER	3,836	900	1,830	1,100
CONTRIBUTIONS FROM OTHER FUNDS	376,649	194,524	49,524	97,537
TOTAL REVENUES	\$ 1,338,681	\$ 1,203,674	\$ 1,057,755	\$ 1,177,187
EXPENSES				
MOTOR POOL	447,397	399,800	440,557	442,000
CAPITAL EXPENDITURES	5,788	411,000	161,000	295,000
DEPRECIATION	283,255	300,000	300,000	300,000
FUND TRANSFERS	142,437	133,800	134,591	141,800
TOTAL EXPENSES	\$ 878,877	\$ 1,244,600	\$ 1,036,149	\$ 1,178,800
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 459,804	\$ (40,926)	\$ 21,606	\$ (1,613)
YEAR END BALANCES				
NET POSITION BEGINNING OF YEAR	1,362,378	1,275,380	1,822,182	1,843,789
CHANGE IN NET POSITION	459,804	(40,926)	21,606	(1,613)
NET POSITION	\$ 1,822,182	\$ 1,234,454	\$ 1,843,789	\$ 1,842,176
CASH & INVESTMENTS	\$ 815,699	\$ 1,121,958	\$ 1,137,305	\$ 1,435,693

**CITY OF CHARLEVOIX
SERVICES FACILITY FUND
2022-23 BUDGET**

	2020-21 Actual	2021-22 Budget	2021-22 Est. Actual	2022-23 Budget
REVENUES				
INTEREST EARNINGS	3,715	-	5,400	-
CONTRIBUTION-MOTOR POOL	(13,968)	-	-	-
CONTRIBUTION-ELECTRIC	(39,908)	-	-	-
CONTRIBUTION-WATER	(11,972)	-	-	-
CONTRIBUTION-SEWER	(13,968)	-	-	-
CONTRIBUTION-OTHER	-	-	-	-
TOTAL REVENUES	\$ (76,101)	\$ -	\$ 5,400	\$ -

EXPENSES				
PROFESSIONAL SERVICES	-	-	-	-
CONTRACTUAL SERVICES	-	300,000	135,000	50,000
LEGAL FEES	1,256	-	-	-
DEPRECIATION	3,035	-	-	-
TRANSFER TO PUBLIC FACILITY FUND	1,000	1,000	451,000	1,000

TOTAL EXPENSES	\$ 5,291	\$ 301,000	\$ 586,000	\$ 51,000
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EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ (81,391)	\$ (301,000)	\$ (580,600)	\$ (51,000)
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YEAR END BALANCES				
NET POSITION BEGINNING OF YEAR	2,415,499	2,304,768	2,334,108	1,753,508
CHANGE IN NET POSITION	(81,391)	(301,000)	(580,600)	(51,000)
NET POSITION	\$ 2,334,108	\$ 2,003,768	\$ 1,753,508	\$ 1,702,508

CASH & INVESTMENTS	\$ 1,615,844	\$ 1,310,904	\$ 1,035,244	\$ 984,244
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**CITY OF CHARLEVOIX
PERPETUAL CARE TRUST FUND
2022-23 BUDGET**

	2020-21 Actual	2021-22 Budget	2021-22 Est. Actual	2022-23 Budget
REVENUES				
CHARGES FOR SERVICES	5,520	4,000	10,100	4,000
INTEREST EARNINGS	2,786	2,000	2,100	2,000
TOTAL REVENUES	\$ 8,306	\$ 6,000	\$ 12,200	\$ 6,000
EXPENSES				
PERPETUAL CARE EXPENDITURES	47,146	-	-	-
TOTAL EXPENSES	\$ 47,146	\$ -	\$ -	\$ -
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ (38,840)	\$ 6,000	\$ 12,200	\$ 6,000
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	445,219	402,563	406,379	418,579
NET CHANGE IN FUND BALANCE	(38,840)	6,000	12,200	6,000
FUND BALANCE	\$ 406,379	\$ 408,563	\$ 418,579	\$ 424,579
CASH & INVESTMENTS	\$ 403,730	\$ 406,926	\$ 415,930	\$ 421,930



CITY OF CHARLEVOIX

Working Copy for 2022-23

Proposed changes in Yellow

Schedule of Rates, Fees & Charges

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

Airport

Aircraft Landing & Ramp Fees

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

		Min. Fuel Purchase
Single Engine		
Landing Fee	\$0.00	N/A
Ramp Fee (overnight)	10.00	
Weekly Ramp Fee	~~40.00~~ 60.00	
Annual Ramp Fee	~~300.00~~ 400.00	
Piston Twin		
Landing Fee	25.00	30 gallons
Ramp Fee (overnight)	20.00	
Weekly Ramp Fee	~~75.00~~ 100.00	
Single Turbo Prop (including Meridan, TBM & Eclipse Jet)		
Landing Fee	55.00	50 gallons
Ramp Fee (overnight)	35.00	
Weekly Ramp Fee	175.00	
Twin Turbo Prop (including Pilatus & Caravan singles)		
Landing Fee	110.00	100 gallons
Ramp Fee (overnight)	60.00	
Weekly Ramp Fee	~~275.00~~ 300.00	
Type I Jet (up to 20,000 lbs)		
Landing Fee	\$125.00	100 gallons
Ramp Fee (overnight)	~~60.00~~ 75.00	
Weekly Ramp Fee	~~300.00~~ 375.00	
Type II Jet (20,000 - 40,000 lbs)		
Landing Fee	155.00	225 gallons
Ramp Fee (overnight)	75.00	
Weekly Ramp Fee	375.00	

Type III Jet (over 40,000 lbs)

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

Hangar and Access Rates

Hangar Rental Rates* (per month)

Units 1, 2, 3, 8, 9 & 10	~~176.15~~	180.00
Units 4, 5 & 7	~~181.14~~	185.00
Unit 6	~~241.52~~	250.00
Box B	~~257.98~~	260.00
Box C	~~461.07~~	465.00
Box D	~~203.09~~	205.00

* 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~~	0.45
After Hours No Call No Show	350.00	NEW
After Hours Winter Operation – Snow Removal	600.00	NEW
After Hours Call Out Fee (1st hour)	~~175.00~~	200.00
Additional Hours	~~125.00~~	150.00
Ground Power Unit (GPU) Connection (per ½ hour)	85.00	
Ground Handling Fee Facility Fee	~~40.00~~	55.00
Lav Cart Fee	90.00	

Vehicle Parking Fees

Daily	No Charge
Overnight	5.00
Weekly	20.00
Monthly	60.00
6 Months	100.00
6 Months - Premium	200.00
Annual	175.00
Annual - Premium	365.00

Commercial Operations

On-Airport Rental Car Service (per year)	Set by contract
Aircraft Servicing, Maintaining & Repairing (per year)	2,000.00
Catering Service	2,000.00
Part 135 Operator (per year)	2,000.00
Parachuting & Jump Schools (per year)	2,000.00
Rental Car Parking (Per space)	~~175.00~~ 225.00

Cemetery

<u>Service/Charge</u>	<u>Resident</u>	<u>Non-resident</u>
Adult Lots	~~460.00~~ ~~\$440.00~~ ~~\$665.00~~ 695.00	
Baby Lots	~~235.00~~ ~~225.00~~ ~~330.00~~ 345.00	
Adult Opening	~~345.00~~ ~~330.00~~ ~~500.00~~ 530.00	
Baby Opening	~~170.00~~ ~~165.00~~ ~~255.00~~ 265.00	
Winter Opening	~~695.00~~ ~~665.00~~ ~~1000.00~~ 1050.00	
Adult Exhumation	~~695.00~~ ~~665.00~~ ~~1000.00~~ 1050.00	
Cremation Opening	~~205.00~~ ~~195.00~~ ~~305.00~~ 320.00	
Cremation Exhumation	~~235.00~~ ~~225.00~~ ~~330.00~~ 345.00	
Winter Storage: City Cemetery	~~120.00~~ ~~115.00~~ ~~115.00~~ 120.00	
Winter Storage: Other Cemetery	~~180.00~~ ~~170.00~~ ~~170.00~~ 180.00	
Monument Foundation: Single or Double (price per square inch)	~~0.28~~ ~~0.27~~ ~~0.27~~ 0.28	
Replacement Deed	~~18.00~~ ~~17.00~~ ~~17.00~~ 18.00	
Deed Transfers: One to Four (1-4) (price each)	~~28.00~~ ~~27.00~~ ~~27.00~~ 28.00	
Deed Transfers: More than Four (4+)	At Cost	At Cost
Perpetual Care	~~205.00~~ ~~195.00~~ ~~300.00~~ 315.00	
Seeding / Topseeding / Leveling	Cost	Cost
Full Setup	~~120.00~~ ~~115.00~~ ~~115.00~~ 120.00	
Partial Setup	~~58.00~~ ~~55.00~~ ~~55.00~~ 58.00	
Saturday / Sunday / Holiday	Double	Double

Charlevoix Municipal Marina

Transient Boater Daily Fee:

- Preseason and post-season	DNR Tier B
- Shoulder season	DNR Tier H
- Prime Season	DNR Tier I

- Special Events	DNR Tier J
Seasonal Slips	DNR Tier E x 156 days
Seasonal Dingy	\$75 per foot
Burns Street Dock	50.00 per foot

Parking Fees & Fines

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

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

Meter and Pay Station Parking Rates

Hourly Rate at Meter and Pay Stations	May 1-June 30 & Aug. 16-Oct. 31 \$1.00/hour	1.50/hour
	July 1-August 15	\$2.00/hour

<u>Boat Launch Parking</u>	<u>Resident</u>	<u>Non-Resident</u>
Seasonal	\$20.00	40.00
Daily Car and/or Car with Trailer	5.00	8.00
Commercial*	1,200	1,500
10-punch (any commercial, limit one)*	500.00	750.00

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

Planning & Zoning

Level A Site Plan Review	\$135.00
Level B Site Plan Review	275.00 +actual expenses
Rezoning Application	325.00+actual expenses
Variance - Zoning Board of Appeals	350.00 +actual expenses
Construction Hours Waiver Fee	350.00
Zoning Permit	45.00

Zoning Appeals	300.00 +actual expenses
Special Use Permit	300.00 +actual expenses
Parcel Division	125.00
Sign Permit (per sign)	30.00
Sign Variance	300.00
Alley Abandonment	1000.00+actual expenses
Sidewalk Café (Annual Fee)	50.00
Outdoor Dining Fee	50.00

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

Short Term Rental Fees

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

Freedom of Information Act (FOIA) Requests

Copies (per page)	\$0.10
Blueprints (each)	Minimum \$3 or Cost
CDs (each)	3.00
Flash Drives (each)	Actual Cost
Postage	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	40.00	~~\$35.00~~	~~\$60.00~~
	70.00		
Picnic Pavilion Rental - Weekend or Holiday	60.00	55.00	85.00 90.00

Picnic Pavilion Rental - Non-Profit		No charge	No Charge	
Performance Pavilion Rental (case by case)	75.00	~~50.00~~	~~100.00~~	125.00
Use of Public Property (case by case basis) (must be approved)	220.00	~~200.00~~	~~750.00~~	800.00
Wedding on Public Property (must be approved)	220.00	~~200.00~~	~~750.00~~	800.00

Sports Fees

Team Fees (Basketball, Volleyball, Softball) (per team)	200.00	~~150.00~~	~~175.00~~	200.00
Ten (10) game season, additional cost will be added for Umpires and Referees to be paid on site				
Youth Sport (per person)	35.00	~~25.00~~	~~30.00~~	35.00

Skate Park (Carpenter Avenue)

Daily Pass	4.00	6.00
Seven Day Punch Card	20.00	25.00
Summer Pass	40.00	60.00

Mt. McSauba

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

<u>Day Camp</u>		<u>Resident</u>	<u>Non-Resident</u>	
Mt. McSauba Day Camp (per person per week)	125.00	~~110.00~~	~~130.00~~	150.00
Sibling Discount (Each sibling gets \$15 off the weekly rate)	110.00	New	New	135.00
All 8 weeks Registration	950.00	New	New	1150.00
8 week sibling rate	830.00	New	New	1030.00
Late pick up Fee		\$10/every 15 Minutes		
Camp Sunrise (Before Camp)	30.00	~~25.00~~	~~25.00~~	30.00
Camp CHILL (After Camp – No Friday Afternoon)		25.00	25.00	
Camp CHILL and Sunrise Combo	40.00	New	New	40.00

Mt. McSauba Ski Hill

Weeknight Daily	15.00	~~\$12.00~~	~~\$17.00~~	20.00
Weekend Daily	18.00	~~15.00~~	~~20.00~~	23.00
Season Pass: 1 Person	175.00	~~150.00~~	~~230.00~~	250.00
Each Additional Family Member		80.00	90.00	

Equipment Rental

Downhill Skis or Snowboard	12.00	11.00	13.00	14.00
Cross Country Skis or Snowshoes (8 hour rental)	7.00	6.00	10.00	11.00
Cross Country Skis or Snowshoes (24 hour rental)	12.00	11.00	14.00	15.00

Lessons

Group Ski or Snowboard Lessons (per person)	55.00	50.00	60.00	65.00
Group Ski or Snowboard Lessons with Rental (per person)	65.00	60.00	70.00	75.00
Individual Ski or Snowboard Lessons with Rental (1/2 hour)	35.00	30.00	35.00	40.00
Individual Ski or Snowboard Lessons with Rental (1 hour)	45.00	40.00	50.00	55.00

Skating Rink

Daily Fee	3.00	2.00	2.00	3.00
Season Pass		30.00	30.00	
Ice Skate Rental	2.00	1.00	1.00	2.00

Mt. McSaubia Area Rental Fee

Initial Rate (Two hours)	175.00	155.00	260.00	300.00
Additional rate per hour	125.00	110.00	110.00	
Supervisor fee per hour (Required)	35.00	28.00	28.00	35.00

Charlevoix Golf Club

<u>Daily Rates</u>	Current	Proposed
All day play	\$20.00	\$25.00
9 Holes	\$17.00	20.00
9 Holes Senior Rate (62+)	NEW	17.00
4 Holes (Holes 1, 7, 8 and 9)	8.00	
9 Holes Senior Platinum Card	12.00	REMOVE
9 Hole Youth (With "Youth on Course Membership")	5.00	REMOVE
Youth on Course Rate (Must have an active YOC#)	NEW	5.00
9 Hole Youth (Without "Youth on Course Membership")	12.00	
Monday – Thursday Heat of the Day rate (2:00pm – 4:00pm)	NEW	10.00
Two for Tuesday	NEW	30.00
Wedge Range	NEW	5.00

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

5-play punch card (Before Memorial Day)	~~60.00~~	70.00
5-play punch card (After Memorial Day)	~~70.00~~	80.00
Pull Cart Rental	5.00	
Upper Locker Rental	35.00	
Lower Locker Rental	45.00	
Golf Club Rental	~~10.00~~	15.00
<u>Season Pass</u>		
Single	~~340.00~~	400.00
Double (+\$130.00 per additional family member) (or Family Membership)	~~470.00~~	550.00
Senior Citizen – Single (62+)	~~275.00~~	325.00
Senior Citizen – Double (62+)	~~405.00~~	475.00
Wedge Range Season Pass (included in Season Pass)	NEW	50.00

Utility Rates

Water Rates

Service Charge - Meter Size

	Proposed City	City	Non-City	Proposed Non
3/4 " or Smaller	30.00	~~\$29.50~~	~~\$50.00~~	47.75
1"	39.00	~~38.50~~	~~65.50~~	62.50
1 1/2"	60.50	~~60.50~~	~~103.00~~	96.75
2"	86.00	~~85.75~~	~~145.75~~	137.75
3"	143.00	~~142.75~~	~~242.75~~	228.75
4"	275.00	~~274.50~~	~~465.75~~	440.00
6"	510.00	~~510.00~~	~~867.00~~	816.00

Sprinkling Meter	5.25	9.00
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Commodity Charge

1st 2,000 Gallons	~~4.87~~	~~4.60~~	~~7.80~~	7.79
3rd-50th 1,000 Gallons	~~4.87~~	~~4.60~~	~~7.80~~	7.79
51st 1,000 Gallons and Over	~~4.87~~	~~4.60~~	~~7.80~~	7.79

Water Usage Minimum (Gallons)	2,000 gal.	2,000 gal.
Water Minimum Charge	38.70	65.60

Privilege Fees

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

Water Tap Fees

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

Other Fees

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

Bacteriological Tests	20.00 / sample
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Sewer Rates

Service Charge – (Based on Water Meter Size)

	City	Non-City
3/4 " or Smaller	\$40.00	\$60.00
1"	58.00	87.00
1 1/2"	96.50	144.75
2"	140.00	210.00
3"	265.00	397.50
4"	450.00	675.00

Commodity Charge

Commodity Rate per 1,000 Gallons	7.35	7.00	~~10.50~~	11.00
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Sewer Minimum Charge	54.00	81.00
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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

	Rate / kWh		Charge		PCA*	
Residential - In City	.0847	~~\$0.0800~~	14.50	~~\$12.50~~	.01210	~~\$0.00943~~
Residential - In Senior	.0847	~~\$0.0800~~	14.50	~~\$12.50~~	.01210	~~0.00943~~
Residential - Rural	.0970	~~0.0920~~	17.00	~~14.50~~	.01210	~~0.00943~~
Residential - Rural Senior	.0970	~~0.0920~~	17.00	~~14.50~~	.01210	~~0.00943~~
Commercial - In City (GS-C)	.1030	~~0.0950~~	29.75	~~29.00~~	.01210	~~0.00943~~
Commercial - Out (GS-R)	.1090	~~0.1000~~	29.75	~~29.00~~	.01210	~~0.00943~~
Commercial – Demand	.0523	~~0.0500~~	62.00	~~62.00~~	.01210	~~0.00943~~
Industrial & Charity Demand	.0410	~~0.0394~~	294.50	~~294.50~~	.01210	~~0.00943~~
Demand KW			14.00 / KW	~~12.50 / KW~~		

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

Renewable Credits

These credits are available for approved renewable generation:	Credit Rate/kWH	
Solar	~~\$0.0844~~	0.0350
Wind	~~0.0504~~	"In Review"

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	5.50	5.90
100 Watt	6.90	7.40
150 Watt	9.40	9.70
250 Watt	14.80	16.00
400 Watt	21.80	23.70
105 Watt LED (400 W equivalent)	10.20	10.70
1000 Watt	49.70	54.40

Miscellaneous Fees

Tax Abatement Application Fee (IFT, CFEC, etc)	~~\$220.00~~	230.00
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Temporary / Seasonal Business Fees

Solicitor's License	~~\$54.00/day; \$110/week; \$165/month~~
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Solicitor's License Proposed Change	\$57.00/day; \$115/week; \$175/month
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Roadside Stand / Temporary Business (per season)	~~\$110.00~~	115.00
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Transient Merchant (per season)	~~\$220.00~~	230.00
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Mayor Performed Marriage Ceremony	~~\$42.00~~	45.00
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NSF Fees

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

Mass Gathering Permit	~~110.00~~	115.00
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Public safety services for events (applies to for-profit organizations only)	1,000.00
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Standby for Fireworks (Equipment & Personnel) (per hour)	500.00
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Police Escort Fee (per occurrence)	100.00
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Liquor License (Standard license)	~~110.00~~	115.00
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Redevelopment Liquor License	~~220.00~~	230.00
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RIGHT-OF-WAY USAGE Fees

A dumpster or container (including non-containerized substances excluding brush and grass clippings) placed on public property

- \$10 per day (excluding parking spaces in the DDA District)

Housing Moving or similar activity

-\$250 plus expenses per ordinance

The blocking of parking spaces in the DDA District (per space)

-\$25 per day (May 15 – October 31)

-\$5 per day (November 1 – May 14)

Copy/Fax/Report Charges

General Copies (per copy)

~~0.29~~ 0.30

Accident Report (per report)

2.00

Garden Plots (per plot)

~~38.00~~ 40.00

Notary Service

10.00

Farmers Market Spaces

5' Space per Season

~~\$150.00~~ 165.00

10' Space per Season

~~300.00~~ 325.00

20' Space per Season

~~600.00~~ 650.00

10' Space – Daily Fee

~~30.00~~ 35.00

Monday Night Booth 10' Space

100.00

**CITY OF CHARLEVOIX
ORDINANCE NO. 831 of 2022
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, 2022 and ending March 31, 2023 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: \$3,754,200

TOTAL EXPENSE: \$3,706,050

BE IT FURTHER RESOLVED, that the City Council of the City of Charlevoix does hereby levy 10.9321 mills (9.2321 mills operating and 1.7000 mills infrastructure) for the period of April 1, 2022 through March 31, 2023 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 1.3534 mills for the period April 1, 2022 through March 31, 2023 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, 2022 through March 31, 2023 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, 2022 through March 31, 2023 in the amounts set forth below by fund:

<u>FUND</u>	<u>REVENUE</u>	<u>EXPENSE</u>
Major Street Fund	\$ 910,071	\$ 910,071
Local Street Fund	204,954	146,800
Parking Services	96,900	93,400
Housing Initiatives	6,000	0
Electric Fund	9,480,900	9,480,900
Sewer Fund	3,639,400	3,639,400
Water Fund	2,287,900	2,287,900
Marina Fund	1,564,900	1,564,900
Airport Fund	1,982,949	1,808,350
Downtown Development Authority	612,300	591,900
Employee Fringe Benefit	2,887,600	2,887,600
Motor Vehicle Fund	1,178,800	1,178,800
Perpetual Care Trust Fund	6,000	0
General Debt Service Fund - Infrastructure	321,500	321,500
General Debt Service Fund – New Services Facility	488,500	488,400
Fire Fund	57,037	0
Sewer Tap-in Fund*	15,080	0
Northside/Southside Sewer Fund*	4,500	0
Infrastructure Improvement	521,200	521,200
Road Improvements	430,000	430,000
Industrial Park Fund	7,570	5,000
Mt. McSaubia Recreation Fund	7,020	0

CITY OF CHARLEVOIX
RESOLUTION NO. 2022-02-01
RATES & FEES ASSOCIATED WITH THE 2022-23 BUDGET

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

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

WHEREAS, the City of Charlevoix defines all of their rates and fees in the rate section of the proposed budget; and

WHEREAS, the City of Charlevoix proposes to make these rates and fees effective on April 1, 2022.

NOW THEREFORE BE IT RESOLVED that the City of Charlevoix adopts all rates and fees included in the 2022-23 Proposed Budget with changes to the rates and fees for the following areas: airport, cemetery, parking, recreation, Mt. McCauba, golf, miscellaneous, and Utility Rates which includes water, wastewater, and electric rates.

RESOLVED, this 21st day of February, 2022 A.D.

Resolution adopted by the following yea and nay votes:

Yeas:

Nays:

CHARLEVOIX CITY COUNCIL

Public Hearings and Actions Requiring Public Hearings

TITLE: Set Public Hearing: Ward Boundaries

DATE: February 21, 2022

PRESENTED BY: Sarah J. Dvoracek, City Clerk

BACKGROUND:

After every census the city must reevaluate its population size in each ward. Since 2010, the City's population has decreased by seven percent. There is not a state statute on how cities are supposed to balance to make each ward equal, only that they must balance. After reviewing the 2020 Census Data and the Qualified Voter List each ward's population is unequal.

Voters by Ward (2010 Boundaries)

Ward 1	829
Ward 2	674
Ward 3	787
Total	2291

Proposed Reapportioned Voters by Ward (2020 Census)

Mean	763
Ward 1	760
Ward 2	778
Ward 3	753
Total	2291

The 2020 Census Data states the City has a population of 2348. As of February 2022, we have 2291 Registered Voters. According to the 2020 Census Data, 87% of our City's population is 18 years and over compared to 82% in 2010 and 34% of our City's population is 60 years and over compared to 24% in 2010. The 2020 Census data shows the median age of our population is 47.5 compared to 44.5 in 2010.

I worked with Joe Lavender, our City Assessor to reapportion the wards with the use of GIS. I have included the 2010 Ward Map with the proposed new boundaries marked in blue. Our goal was to impact the least number of voters possible with the proposed changes.

On February 15, 2022, the Election Commission met to adopt a resolution to amend our ward boundaries which is required per statute. Now that the Election Commission has met, the City Council is required to hold a public hearing on the boundaries and consider adoption.

Precinct boundary changes must be approved no later than April 4, 2022 per MCL 168.661(3). Ward changes will not affect where voters cast their ballot for the May election but will become effective for the August Primary Election and determine where candidates for City Council must reside for election in November of 2022.

We have a second map in development that we'll add to this item when it is complete; we expect this later this evening or tomorrow.

RECOMMENDATION:

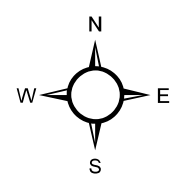
Motion to set a public hearing on March 7, 2022 at 6pm in the Council Chambers located at 210 State St. to alter the boundaries of the several wards of the City in accordance with the 2020 Census.

ATTACHMENTS:

- ▣ 2010 Ward Map
- ▣ Proposed Ward Map with affected boundaries marked

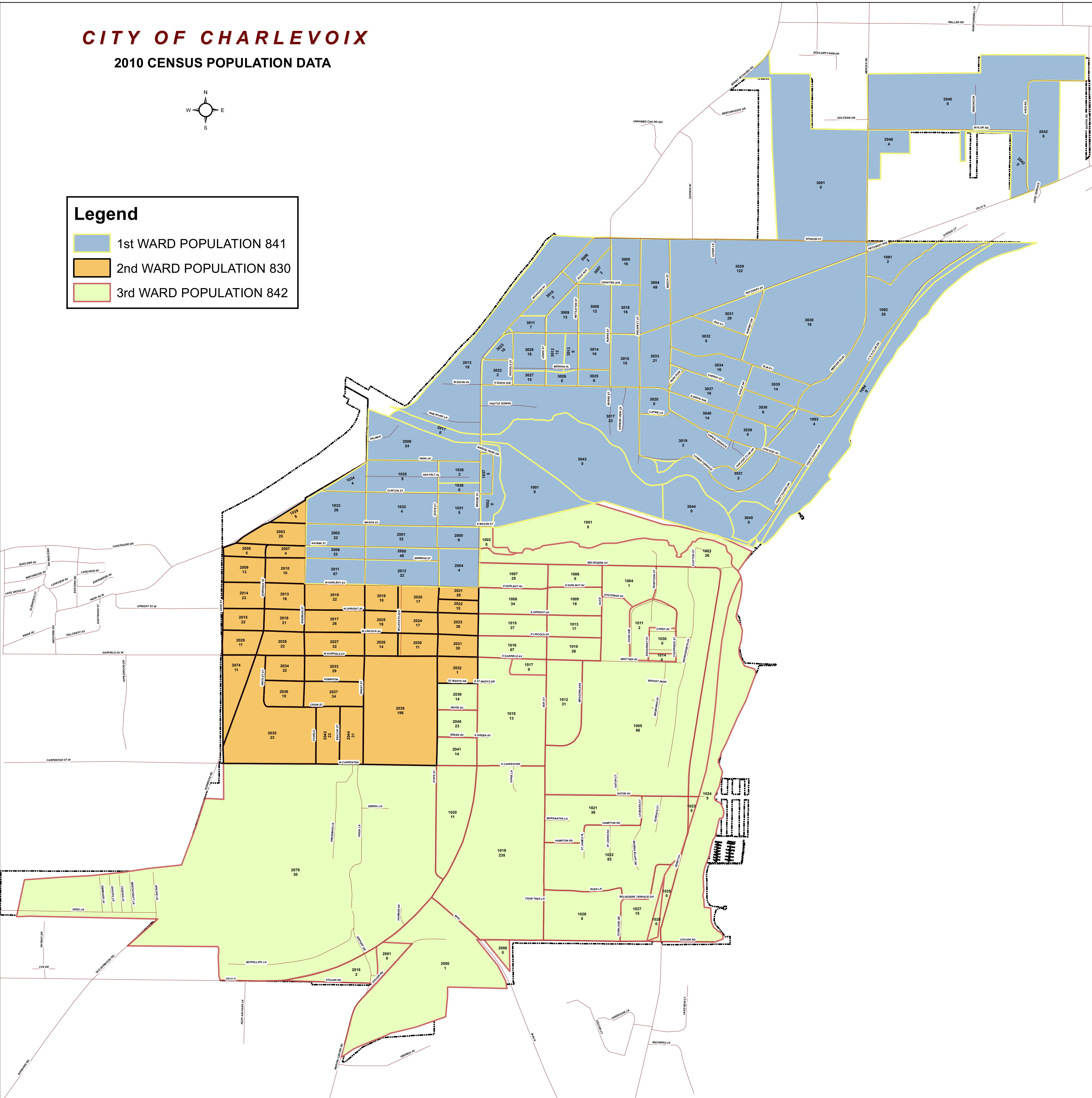
CITY OF CHARLEVOIX

2010 CENSUS POPULATION DATA

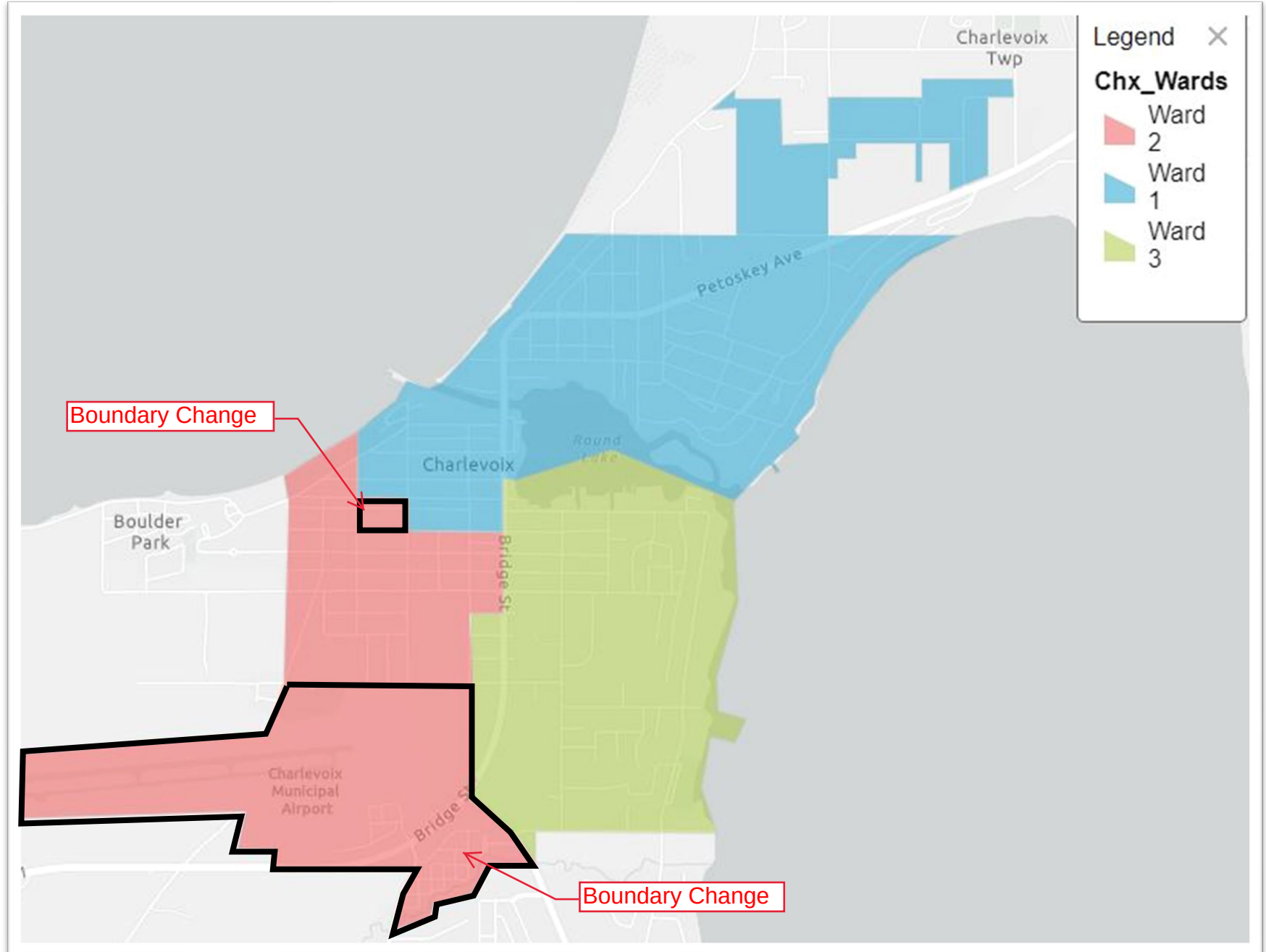


Legend

- 1st WARD POPULATION 841
- 2nd WARD POPULATION 830
- 3rd WARD POPULATION 842



City of Charlevoix
Ward Change Proposal



CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: GIS Proposal

DATE: February 21, 2022

PRESENTED BY: John Griffith, Director, Electric Department

BACKGROUND:

The current Electric Department budget includes \$300,000 for initial work on the Automated Metering Infrastructure (AMI) project. Power System Engineering, Madison, Wisconsin, was selected for this project. Their scope of work included the determination of AMI needs, develop the Request for Proposals (RFP), review and analyze the RFP responses, and recommend an AMI vendor. PSE has also been charged with the development of a Technology Work Plan (TWP). The TWP will consider business drivers, future uses of technology, prioritize recommendations and provide a timeline and budget. During PSE's on-site visits and conference calls, several GIS issues have come to light. In response, PSE developed the attached proposal for GIS Professional Services dated November 29, 2021. The AMI and TWP projects are in the Electric Department budget, but Mr. Joe Lavender will head the GIS portion of the project. PSE's proposal for AMI and TWP services is \$57,000. The GIS proposal is \$51,000. These two projects are well within the \$300,000 budget.

RECOMMENDATION:

Motion to approve the Power System Engineering's GIS Professional Services Proposal dated November 29, 2021 as presented.

ATTACHMENTS:

- ▣ PSE Proposal

November 29, 2021

Mr. John Griffith [via email: johng@charlevoixmi.gov]
Electric Department Director
City of Charlevoix Michigan
401 W Carpenter St
Charlevoix, MI 49720

Subject: GIS Professional Services

Dear John:

In response to recent onsite and virtual conversations with the City of Charlevoix (Charlevoix) staff, Power System Engineering (PSE) is pleased to provide this proposed scope of services and cost estimate for GIS services.

This proposal focuses on the establishment of electric and water GIS data within a data model that supports future endeavors and integrations. Upon agreement, PSE is ready to commit the resources required to support Charlevoix with these efforts and can begin upon notice to proceed.

Background

PSE and Charlevoix met over the course of a day on October 21 to discuss new developments within the Charlevoix organization, and those discussions brought out some new questions around the GIS environment that need to be answered. Specifically, the Charlevoix group is unsure of the technology they have available to them, where data is kept, how it should be edited, and whether the data model serves their goals of mobile data collection and system integration. PSE has a well-defined project roadmap that we can leverage to keep tasks and milestone objectives clearly in sight.

Proposed Scope of Work and Deliverables

Based on this conversation, and on our experience with similar projects we have performed, we propose the following scope of work and associated deliverables.

1 Database Design and Migration

The application of modern data models for GIS specific representation, collection, and reporting are introduced or updated to reflect current needs of the Charlevoix staff. To get here, we must migrate data from existing resources like legacy GIS data or CAD drawings.

1.1 Water and Electric Database Design Update

PSE will review the current water information layers and assess data completeness in the critical fields of information. And we will make a recommendation of whether to stay with current model or migrate to another.

The Utility Network Management (UN) data model is an option that is conducive to good data quality. The option to use the full functionality of the UN is only available for ArcGIS Enterprise and is not yet available for ArcGIS Online (like Charlevoix) users.

1.2 Electric Data Migration to GIS

We will perform a complete migration of CAD information into a new GIS data model. This includes incorporating Major Construction Units into the GIS as a related table and identifiable on the map.

2 Web GIS Interfaces

2.1 Web Mapping Applications

PSE will create a set of three mapping applications that would be useful for the city utilities. They are:

1. General city utility map (Electric and Water Information)
2. Detailed electric map
3. Detailed water map

The experience will have:

- Filtering tools
- Query tools
- The ability to add other data layers
- Current radar
- High-resolution aerial photography from the county if available
- Parcels

2.2 Dashboards

PSE will create live and dynamic dashboards that provide high-level system insights. Here, we envision providing two dashboards that provide high-level detail of the electric and water networks. Possible metrics can be defined later but would generally include:

- Total length of wire/pipe by material type
- Number of inspections by asset type (hydrants, valves, poles, etc.)

- Total customers

3 Mobile Mapping

Mobile GIS practices rely on apps that support data collection and correction. The latest Esri technology brings you ‘Field Maps for ArcGIS’ and ‘Survey123’ for data collection. To begin, we anticipate that PSE will create several maps and surveys for each utility. For each utility, the following field collection maps and/or apps will be included:

1. Field map for redlining to provide feedback on corrections (1 map)
2. Field map for data collection of new assets or to support a field inventory (1 or more maps)
3. Survey123 forms for structural inspections (substations, pump houses, etc.) (multiple forms)

4 Training

Training is a fundamental process that we support by using existing Esri provided resources. We will lead training sessions for Charlevoix end-users based on Esri MyLearning modules and our own experiences with the opportunity for direct question and answer. Depending on Charlevoix’s needs, PSE can provide training on:

- Field Maps for field related GIS workflows (onsite)
- ArcGIS Pro introductory concepts and best practices
- Spatial analysis
- ArcGIS Online administration
- Reporting on GIS data

5 WindMil Export (Optional)

This export is a fixed-fee integration between your ArcGIS Online data and WindMil. The integration relies on a third-party piece of software (Safe Software’s FME) and its configuration. The configuration is specific to your data and your organization. The process is run locally on a server or VM that is highly available. Once configured, it will remain available to run as needed. We view this as an elective task that is not required to have a fully functioning GIS. PSE will work with Charlevoix and GRP Engineering on the final deliverable to make sure the WindMil model lines up with current expectations and functionality.

6 Project Management

Throughout the project, PSE will keep in Charlevoix informed of progress and will track deliverables to ensure we deliver a successful project that meets your needs and your schedule.

Cost Summary

In summary, the goal is to get the GIS to a point where Charlevoix personnel can self-maintain the system and leverage the advantages of the data model and web-based GIS. We find the additional GPS and locate equipment outlined here to be sufficient for Charlevoix to gather highly accurate GPS location of assets. The estimate on all costs associated with this project comes to \$61,000. The following equipment costs are estimates based on multiple quotes. To distinguish between project milestones and equipment, we have separated the costs below.

#	Scope Item	Total Cost Est
1	Database Design and Migration	\$ 13,200
2	Web GIS Interfaces	\$ 7,500
3	Mobile Mapping	\$ 8,500
4	Training	\$ 4,200
5	WindMil Export (Optional)	\$ 9,000
6	Project Management	\$ 1,200
7	Travel (Pass-thru cost)	\$ 1,400
GIS Services Sum		\$ 45,000

#	Equipment	Total Cost Est
1	Vivax-MetroTech vLoc3-Pro Receiver	\$ 2,800
2	Vivax-MetroTech Loc3-10TX	\$ 2,100
3	Eos Arrow Gold RTK	\$ 8,000
4	TruPulse 200X Laser Range Finder	\$ 1,500
5	GPS Accessories	\$ 750
6	Locate Accessories	\$ 200
7	Tablet (iOS or Android) with LTE	\$ 650
Equipment Sum		\$ 16,000

Project Total		\$ 61,000
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We appreciate the opportunity to provide this proposal.

Please do not hesitate to contact me at 608-268-3534 if you have any questions or comments.

Sincerely,



Logan Suhr
Manager of Geospatial Services
Power System Engineering, Inc.

Cc: Jim Weikert, Vice President, Utility Automation & Communications

Agreement for Professional Services

Consultant Power System Engineering, Inc. Client: City of Charlevoix
Address: 1532 W Broadway Address: 401 W Carpenter St
Madison, WI 53713 Charlevoix, MI 49720

Date November 29, 2021 Project No. TBD

Project Name and Location: GIS Professional Services

The Terms and Conditions attached, when initialed by both parties, are incorporated and made a part of this Agreement

Offered by:



11/23/2021

Signature and Date

Logan Suhr, Manager of Geospatial Services

Print name and title

Power System Engineering, Inc.

Name of Consulting Firm

Accepted by:

Signature and Date

Print name and title

City of Charlevoix

Name of Client

Terms and Conditions

Performance of Services: The Consultant shall perform the services outlined on the Agreement for Professional Services page and in the referenced attachments for the stated fee and payment term. For additional services not included in the attached Scope of Work, any additional services and cost will be agreed to by both parties in a separate agreement. The following items are understood:

- The Consultant is providing a consulting service for the sole benefit of the Client and no other person or entity.
- The Client may accept or reject any recommendations of the Consultant.
- Client Management is ultimately responsible for all decisions relating to any project engagement.
- The Client will have a management level individual that is responsible for:
 - Overseeing any consulting services provided under this Agreement.
 - Establishing and monitoring the performance of the consulting services to ensure that those services meet Client objectives;
 - Making any decisions that involve management functions related to the consulting services and accept full responsibility for those decisions;
 - Evaluating the adequacy of the services performed and any findings that result.

Access to Site: Unless otherwise stated, the Consultant will have access to the site for activities necessary for the performance of the services. The Consultant will take reasonable precautions to minimize damage due to these activities but has not included in the fee the cost of restoration of any resulting in damage and will not be responsible for such costs.

Billing/Payment: The Client agrees to pay the Consultant for all services performed and all costs incurred. Invoices for the Consultant's services shall be submitted, at the Consultant's option, either upon completion of such services or on a monthly basis. Invoices shall be due and payable upon receipt. If any invoice is not paid within 30 days, the Consultant may, without waiving any claim or right against the Client, and without liability whatsoever to the Client, suspend or terminate the performance of services. The retainer shall be credited on the final invoice. Accounts unpaid 30 days after the invoice date may be subject to a monthly service charge of 1.5% (or the maximum legal rate) on the unpaid balance. In the event any portion of an account remains unpaid 60 days after the billing, the Consultant may institute collection action and the Client shall pay all costs of collection, including reasonable attorney's fees.

Indemnification: The Consultant agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Client, its officers, directors and employees (collectively, Client) against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, to the extent caused by the Consultant's negligent performance of professional services under this Agreement and that of its subconsultants or anyone for whom the Consultant is legally liable. The Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Consultant, its officers, directors, employees and subconsultants (collectively, Consultant) against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, to the extent caused by the Client's negligent acts in connection with the Project and the acts of its contractors, subcontractors or consultants or anyone for whom the Client is legally liable. Neither the Client nor the Consultant shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence.

Information for the Sole Use and Benefit of the Client: All opinions and conclusions of the Consultant, whether written or oral, and any plans, specifications or other documents and services provided by the Consultant are for the sole use and benefit of the Client and are not to be provided to any other person or entity without the prior written consent of the Consultant. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of any third party against either the Consultant or the Client.

Certifications, Guarantees and Warranties: The Consultant shall not be required to execute any document that would result in the Consultant certifying, guaranteeing or warranting the existence of any conditions.

Consequential Damages: Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by law, neither the Client nor the Consultant, their respective officers, directors, partners, employees, contractors or subconsultants shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages arising out of or connected in any way to the Project or to this Agreement. This mutual waiver of consequential damages shall include, but is not limited to, loss of use, loss of business, loss of income, loss of reputation or any other consequential damages that either party may have incurred from any cause of action including negligence, strict liability, breach of contract and breach of strict or implied warranty. Both the Client and the Consultant shall require similar waivers of consequential damages protecting all the entities or persons named herein in all contracts and subcontracts with others involved in this project.

Risk Allocation: In recognition of the relative risk, rewards and benefits of the project to both the Client and the Consultant, the risks have been allocated such that the Client agrees that, to the fullest extent permitted by law, the Consultant's total liability to the Client for any and all injuries, damages, claims, losses, expenses, or claim expenses arising out of this Agreement from any cause or causes, shall not exceed the total cost of the project. Such causes include, but are not limited to, the Consultant's negligence, errors, omissions, strict liability, breach of contract or breach of warranty.

Initialed: ESS Consultant _____ Client

Ownership of Documents: All documents produced by the Consultant under this Agreement are instruments of the Consultant's professional service and shall remain the property of the Consultant and may not be used by the Client for any other purpose than intended for this project without the prior written consent of the Consultant.

Confidentiality: The Consultant agrees to keep confidential and not to disclose to any person or entity, other than the Consultant's employees, subconsultants and the general contractor and subcontractors, if appropriate, any data or information not previously known to and generated by the Consultant or furnished to the Consultant and marked CONFIDENTIAL by the Client. These provisions shall not apply to information in whatever form that is in the public domain, nor shall it restrict the Consultant from giving notices required by law or complying with an order to provide information or data when such order is issued by a court, administrative agency or other legitimate authority, or if disclosure is reasonably necessary for the Consultant to defend itself from any legal action or claim.

Dispute Resolution: Any claims or disputes between the Client and the Consultant arising out of the services to be provided by the Consultant or out of this Agreement shall be submitted to non-binding mediation. The Client and the Consultant agree to include a similar mediation agreement with all contractors, subconsultants, subcontractors, suppliers and fabricators, providing for mediation as the primary method for dispute resolution among all parties.

Termination of Services: This Agreement may be terminated at any time by either party should the other party fail to perform its obligations hereunder. In the event of termination for any reason whatsoever, the Client shall pay the Consultant for all services rendered to the date of termination, and all reimbursable expenses incurred prior to termination and reasonable termination expenses incurred as the result of termination.

It is agreed the above terms and conditions are incorporated into and made a part of the Agreement.

Initialed JAW Consultant _____ Client

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Dog Park Equipment Purchase

DATE: February 21, 2022

PRESENTED BY: Kent Knorr, Recreation Director

BACKGROUND:

The Recreation Department continues to move forward with the purchasing of equipment for the City of Charlevoix Dog Park. We have requested quotes for equipment that suits the descriptions and designs previously presented to City Council.

We did not put this out as a formal bid process. As each manufacturer of dog park equipment creates unique equipment, it is difficult to specify exact pieces of equipment desired. We did however, reach out for quotes from two companies that sell dog park equipment that meets our intended design layout.

We are recommending the purchase of equipment from Michigan Based Penchura. Penchura's "Bark and Rec" line of equipment has a good reputation and is regularly creating new features that could be added in the future. Penchura is the company that installed the playground at Michigan Beach Park.

Penchura did have better pricing for similar items. Please note that there is an item offered by Penchura called a Canine Condo that we hope to purchase that is not available on the Park Warehouse line.

If approved, the ordered equipment will be delivered in time for spring installation. The funds used for this purchase are from the fundraising we did last year.

RECOMMENDATION:

Motion to approve the purchase of the Dog Park equipment at the cost of \$17,067.

ATTACHMENTS:

- ❑ Penchura Quote
- ❑ ParkWarehouse Quote
- ❑ Penchura Equipment Images
- ❑ ParkWarehouse Equipment Images

**Park Warehouse LLC**

7495 W. Atlantic Ave., Suite #200-294
Delray Beach, FL 33446
888-321-5334

**Quality Commercial Site Furnishings for
Municipalities, Schools & Property Managers**

Billing

Kent Knorr
City of Charlevoix
210 State Street
Charlevoix, MI 49720
Phone: 231-547-7183

Shipping

Kent Knorr
City of Charlevoix
210 State Street
Charlevoix, MI 49720

Quote: Q252003

Quote Date

February 15, 2022

Quote Expiration

14 Days (03/01/2022)

Sales Rep: Rose x520

Ref#:

\$14,809.32

If you receive a lower quote, please remember our
best price guarantee!

Description	SKU	Cost	Qty	Total
Dog Climb - ParkTastic - Natural: Green/Tan Color: Natural: Green/Tan	766dp140-2	\$4,313.00 \$3,407.27	1	\$4,313.00 \$3,407.27
Leash Post - BarkPark - Dog Park Equipment Color : Green	622dp145-1	\$602.00 \$475.58	1	\$602.00 \$475.58
Premium Welcome Sign - BarkPark - Dog Park Sign Sides: 1 Sided Type: Custom Top & Custom Rules (will need the custom rules from customer when order place) Color : green	622dp400-4	\$1,271.00 \$1,004.09	1	\$1,271.00 \$1,004.09
Sit & Stay Bench - 6ft - with Back Mounting Type: Inground Mount Color : Green	622dp235-3	\$1,115.00 \$880.85	3	\$3,345.00 \$2,642.55
Recycled Crawl Tunnel - Inground Mount Mounting Type: Inground Mount Color : Green	622dp600-1	\$2,222.00 \$1,755.38	1	\$2,222.00 \$1,755.38



Park Warehouse LLC

7495 W. Atlantic Ave., Suite #200-294
Delray Beach, FL 33446
888-321-5334

**Quality Commercial Site Furnishings for
Municipalities, Schools & Property Managers**

Description	SKU	Cost	Qty	Total
Paws Table - BarkPark - Dog Park Equipment Mounting Type: Inground Mount Color : green/tan	622dp110-1	\$1,246.00 \$984.34	1	\$1,246.00 \$984.34
Dog Hurdle - ParkTastic - Natural: Green/Tan Color: Natural: Green/Tan	766dp110-2	\$1,531.00 \$1,209.49	1	\$1,531.00 \$1,209.49
Dog Park Pet Clean Up Waste Station - DOGIPOT Material: Aluminum Box/Bag: W/ Header Pak (Perforated Tear Away Bag) Sign Verbiage: On Leash	328dp115-7	\$426.00 \$336.54	3	\$1,278.00 \$1,009.62

Discount	\$3,319.68
Subtotal	\$12,488.32
Shipping	\$2,321.00
Total	\$14,809.32

Quote Note: (622) Estimated lead time 17-20 weeks. (328) Pet wasted station estimated lead time is 4-6 weeks. Freight includes notification before delivery and lift gate service. Thanks for the opportunity to do business!



Park Warehouse LLC
7495 W. Atlantic Ave., Suite #200-294
Delray Beach, FL 33446
888-321-5334

**Quality Commercial Site Furnishings for
Municipalities, Schools & Property Managers**

SHIPPING:

All merchandise is sold F.O.B. Deliveries are made during normal business hours, 8am - 4pm Monday - Friday.

• Standard shipping charges are for Tailgate delivery to any commercial location on a commercial truck route.

• The truck driver is under no obligation to help you unload.

• If you are unable to accept a shipment via this method you must purchase additional services.

(Additional Services Available: Residential Delivery, Limited Access Delivery, Liftgate Service, Inside Delivery, Construction Site Delivery, Notify Before Delivery)

Customer Initials

SERVICE DISCREPENCIES:

If there is a discrepancy in the services requested and the minimum services required to deliver the product (either before or after delivery of product), Park Warehouse reserves the right to charge the customer for any necessary additional services provided at the time of delivery.

Customer Initials

INSPECTION OF SHIPMENTS (OR DAMAGED PRODUCT):

It is the customers responsibility to verify the delivery is for the correct product, count the number of pieces being delivered, and inspect for damages

• All claims of damage MUST be recorded on the delivery receipt provided by the delivery driver at the time of delivery and reported to us within 48 hours of delivery.

• Park Warehouse does NOT GUARANTEE replacement parts or product FREE of charge due to concealed or unreported damages

Customer Initials

CANCELLATIONS:

All cancellations must be done in writing prior to shipping. Made-to-Order items already in production may not be cancelled. Any order placed by credit card in excess of \$1000 and cancelled after the close of business on the day the order was placed shall incur a fee of 5%.

Customer Initials

RETURNS:

• We will accept returns of unused products up to 30 days from shipping date subject to ALL of the following terms and conditions:

• Written approval: You must receive written approval and utilize the instructions issued by our Customer Service Department before any merchandise can be returned.

• Shipping Returns: All merchandise must be returned in its original packaging, freight Prepaid. No Collect shipments are accepted.

• Re-Stocking & Shipping Fees: The customer is responsible for a minimum 25% re-stocking fee and all related shipping charges on product returned for reasons other than damage or defect. Original shipping charges will not be refunded.

Customer Initials

* Web-Orders: For online orders, Park Warehouse is not responsible if customer orders incorrect product or colors. All return and restock fees apply.

* Assembly Usually Required. Many of our products are shipped unassembled in order to minimize damage and lower freight charges.

* **Made-to-Order or Personalized items are not returnable unless a defect in manufacturing is presented to us with pictures prior to return.**

* **Unless Otherwise noted, shipping charges include standard delivery only. Liftgate service, notify before delivery available at additional cost.**

*** Ship date will be emailed to you. Ship dates are based on raw material availability and production time and can fluctuate. We appreciate your patience as we are fulfilling orders as quickly as possible. AND NOTE- DUE TO FLUCTUATIONS AND UNCERTAINTY OF RAW MATERIAL COSTS, THIS QUOTE IS VALID FOR 14 DAYS ONLY. ANY LEAD TIMES QUOTED ARE ESTIMATES AND MAY CHANGE DUE TO VOLATILITY AND DEMAND OF RAW MATERIALS.**

* Force Majeure: No Party to this Agreement shall be responsible for any delays or failure to perform any obligation under this Agreement due to acts of God, outbreaks, epidemic/pandemic or the spreading of disease or contagion strikes or other disturbances, including, without limitation, war, insurrection, embargoes, governmental restrictions, acts of governments or governmental authorities, and any other cause beyond the control of such party. During an event of force majeure, the Parties' duty to perform obligations shall be suspended.

To accept this proposal, please sign below and initial each section above.

Signature of Authorized Person

Date

Print Name

* **By signing you are placing a binding order and agree to the terms of the sale as stated herein.**

Quote#:

Q252003

Total:

\$14,809.32

Terms:

Credit Card

Penchura



Essentials \$2758



Bench (2) \$1950



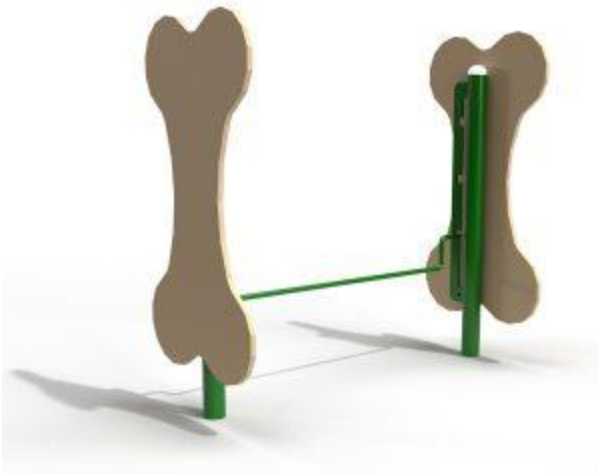
Waste Station (2) \$604



Tunnel Run \$1168



Canine Condo \$3812



Adjustable Jump \$950



Starter Platform \$801

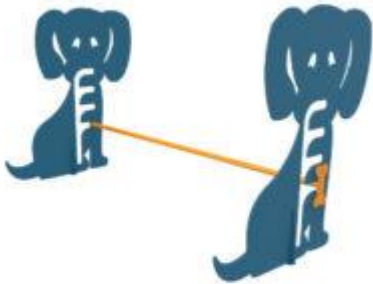


Sky Crossing \$3159



Custom Sign \$700

Park Warehouse Items



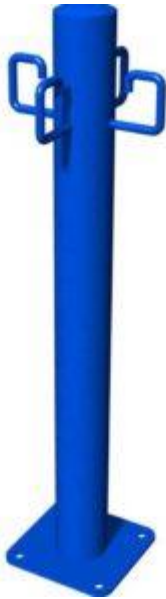
Dog Park Hurdle \$1209.49



Dog Climb \$3407.27



Crawl Tunnel \$1755.38



Leash Post \$475.58

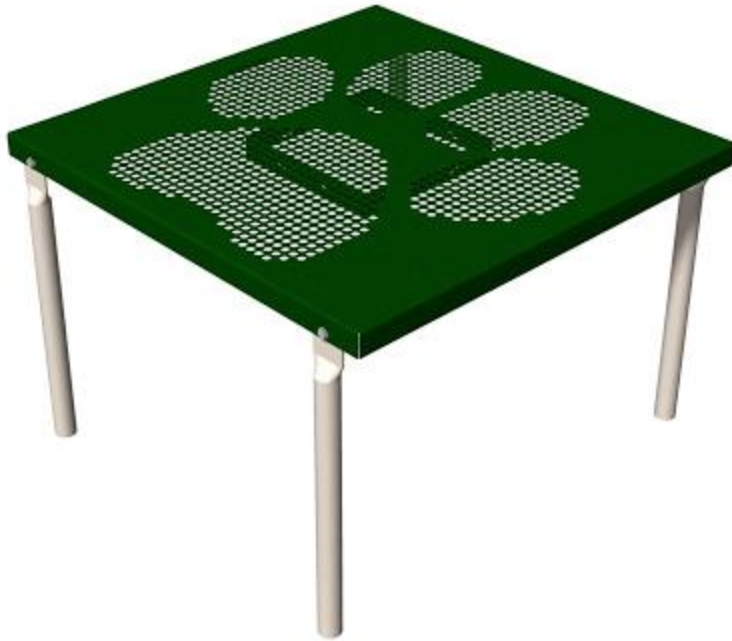


Dog Park Clean Up Station (3)

\$1009.62



Sit and Stay Bench (3) \$2642.55



Paws Table \$984.34



Welcome Sign \$1004.09

CHARLEVOIX CITY COUNCIL

All Other Actions and Requests

TITLE: Annual City Charter Review

DATE: February 21, 2022

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

The City Council calendar calls for Council to review the Charter in February and begin to look at any amendments you may wish to place before voters in November. Last November, the voters approved four of the five amendments you offered to them--rejecting only a provision that would cease requiring us to publish council minutes in the newspaper.

Here are other topics discussed in the past:

- Modify the requirements of the Budget Public Hearing to bring into compliance with state law
- Modify the requirement that Council be compensated bi-weekly and change to quarterly
- Modify requirements for notifying Council of Special Meetings to reflect the use of email and internet noticing
- Allow the Council to meet once monthly as they may deem appropriate
- Amend the time and date of the City Council Organizational Meeting to comply with the time and manner of current meeting schedules
- Indicate Council shall return City property to the City Clerk upon the expiration of their term
- Require Council requests for expense reimbursement be delivered to the City Clerk
- Change the noticing requirement of Special Meetings to be in compliance with Michigan Law
- Eliminate the original ward boundary language from the Charter and reference that three wards shall exist and be modified by ordinance following each census
- Council terms changed to 4 years and elections occur in even years
- Eliminate the requirement for Council primary elections

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

GOALS:

Provide strong stewardship of public resources and promote good governance

RECOMMENDATION:

Council discussion and direction.

CHARLEVOIX CITY COUNCIL

Reports and Communications

TITLE: City Manager's Comments

DATE: February 21, 2022

PRESENTED BY: Mark L. Heydlauff, City Manager

BACKGROUND:

A. Meeting with MML Trustee

Last week, I had the opportunity to meet with Rebecca Chamberlain-Creanga who is a Charlevoix native and now serves as a member of City Council in Troy, Michigan. She was also recently elected to the Michigan Municipal League Board of Trustees. We talked about our placemaking projects, housing, and I gave her a tour of our public services facility. I requested her to discuss our housing tax policy priorities with MML--notably extending the PRE to long-term rentals and allowing municipalities to offer tax incentives for housing projects. I have since had contact with the MML legislative team on these ideas and will keep you informed on any progress.

B. Nuclear Regulatory Commission Filing Regarding Big Rock Point

The City recently received a copy of a filing that I understand reflects a sale of some of the property and a plan to transfer the remaining nuclear waste to a site in southern Michigan. Timelines are not specific but this appears to be a nearer-term plan which would see the potential for redevelopment of some of the property in Hayes Township.

C. Potential Southside Trail Connection

Earlier this week, I met with the organizers of the Nakwema Trail which will connect Charlevoix to Traverse City. They have the prospect of helping us develop a better trail connection around the airport in hopes of replacing the trail removed by the FAA a few years ago. Preliminarily, we are jointly exploring the prospect of a short connection between State Street and the sidewalk north of the terminal to run parallel to the Harbor Industries parking lot.

D. Northside Trail Update

At the end of the month, we'll be meeting with MDOT regarding the grant for the Northside Trail to connect the Wheelway to Division Street. We have also received a \$150,000 grant from the Nakwema Trail to cover costs for design engineering. Assuming things continue progressing positively, we should be positioned for construction to begin in the spring of 2023.

E. ADA/OMA Opinion

Recently, Attorney General Dana Nessel provided an opinion to members of the State Senate relative to potential conflicts between the Americans with Disabilities Act and the Open Meetings Act. While the opinion is only binding on state agencies, I asked the City Clerk to review our practices in light of this opinion and we have modified our accessibility statement on our agendas. She also reviewed other policies and documents and we'll make some small tweaks as well.

F. Purchasing Policy Revision

The City Clerk has been studying and revising our Purchasing Policy. One of my goals for her work going forward is to centralize and better standardize our purchasing, procurement, and contract/lease management going forward. I expect to bring a revised policy draft to you in the next couple of months.

G. Michigan Main Street Meeting

This past week I had a check-in meeting with Laura Krizov the director of Michigan Main Street. She advised that National Main Street is again changing their program methods and would be doing another review of our local program. I advised her that the more pressing community concern we have is housing and how to ensure there are workers to support the business downtown and beyond. I also took the opportunity to share with her our concerns about state tax policy as it relates to housing.

H. Special Event Policy Review

Per Council's direction, I've included the expenses the City incurred for events in 2021 and the current Special Event Policy. You'll recall that when this was approved back in 2019, Council declined to set any fees for events and then wanted to review events during 2020. With Covid, this was effectively delayed through 2021. I'd suggest we have a more formal discussion and action related to this policy in the coming weeks.

ATTACHMENTS:

- ▣ Planning Commission Minutes 01-10-2022
- ▣ Recreation Advisory Committee Minutes 12-16-2021
- ▣ Housing Commission Minutes 01/18/2022
- ▣ Draft Special Event Policy from 2020
- ▣ 2021 Event Expenses

**CITY OF CHARLEVOIX
PLANNING COMMISSION MEETING MINUTES
COUNCIL CHAMBERS, CITY HALL, 210 STATE STREET
Monday, January 10, 2022 - 6:00 p.m.**

A. Call to Order

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

B. Roll Call

Chair: RJ Waddell
Members Present: Sherm Chamberlain, Annemarie Conway, Toni Felter, David Gray, Jennifer Muladore
Members Absent: Reid Beegen, Mary Millington
Staff Present: Jonathan Scheel, Zoning Administrator

C. Inquiry into Potential Conflicts of Interest

D. Approval of Agenda

Chair Waddell requested that the Election of Officers be added to the agenda, this is required of the Planning Commission's by-laws. Motion by Member Chamberlain, second by Member Felter to approve the agenda with the addition of the Election of Officers. Motion passed by unanimous voice vote.

Election of Officers

Motion by Member Chamberlain to nominate RJ Waddell to continue as Chairman. The Commission members voted unanimously for RJ Waddell to remain as Chair for another year.

Motion by Member Chamberlain to nominate Jennifer Muladore as Vice Chair. The Commission members voted unanimously for Jennifer Muladore as Vice Chair for the next year.

E. Approval of the Minutes

1. December 13, 2021 Meeting Minutes
2. December 20, 2021 Work Session Minutes
Motion by Member Gray, second by Member Muladore to approve the minutes of December 13, 2021 and December 20, 2021 as presented. Motion passed by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

None

G. New Business

1. 2022 Meeting Schedule
The Commission concurred to the 2022 Meeting Schedule as presented.
2. Public Hearing: Zoning Ordinance Amendment: ADU Standards
Zoning Administrator Scheel introduced the amendment and indicated that changes were written in red on the final draft. He stated there were a couple of additional changes that clarified conflicts between this amendment and the existing Zoning Ordinance.

After discussion, it was determined that subsection f.4. should be deleted in its entirety.

Discussion followed regarding the building & breezeway height being changed to 17.6' instead of 16' which the Commission agreed needed to be uniform throughout the document at 17.6'. The Commission concurred also that for accessory dwelling units the rear yard setback would be 6' and the side yard setback will be the same as any other structure in the Ordinance. There are no additional setback rules for an accessory building or accessory dwelling unit.

Zoning Administrator Scheel recommended deleting section D (4) as it was repetitive language that appeared elsewhere in the Ordinance. Member Gray referenced page 2, section (5) which read: "No detached accessory building shall have a building footprint of (30' length x 30' width) greater than 900 square feet and shall not be larger than the main structure." Zoning Administrator Scheel agreed to strike the dimensions referenced.

The public hearing was opened.

There were no public comments.

The public hearing was closed.

Motion by Member Chamberlain, second by Member Conway to recommend to the City Council the proposed Zoning Ordinance Amendment which creates building standards for Accessory Dwelling Units (ADUs) with the changes as agreed upon by the Planning Commission. Motion passed by unanimous voice vote.

3. ADU Building Types in the R-1 District

Zoning Administrator Scheel stated there was only one change proposed to Section 153.072(c) to add accessory dwelling units and to change the maximum size to 900 sq. ft. After discussion, motion made by Member Felter, second by Member Gray to accept the changes made to Section 153.072 (c) and to set a public hearing for the next Planning Commission meeting February 14, 2022. Motion passed by unanimous voice vote.

H. Old Business

1. Master Plan Update

Chair Waddell stated the Commission's next steps in updating the Master Plan is to review the Future Land Use Map.

Chair Waddell referenced the Transportation and Mobility section and suggested the first sentence be changed to, "and therefore change the need for vehicular parking."

Member Chamberlain stated the Commission needed to make a statement to be more economically astute at using the under used lakefront properties and look for solutions for parking for the Beaver Island Boat Company patrons. Zoning Administrator Scheel stated he would work with Planner Neal to provide additional language to address the lakefront and parking concerns.

Steve Schnell, Charlevoix Housing Ready Program Director, encouraged the Commission to consider the ability to provide housing opportunities in the downtown area including living space in the second story spaces with retail below.

Discussion followed regarding the Downtown Edge – Mixed Use category. Chair Waddell suggested the first sentence under Key Characteristics needed clarification to reflect "the north side of Belvedere Avenue". He recommended the Neighborhood Center Commercial area along Petoskey Avenue (S.R. 31) from Michigan Avenue out to the City limits on the north side and the Downtown Edge – Mixed Use category could all be under one category rather than two categories. He explained his reasoning for suggesting changing the name of the Downtown Edge – Mixed Use category to "Charlevoix Corridor" for properties along 31 north and south of the downtown area.

Chair Waddell stated the City Center Residential category included the majority of R-2 zoned properties. Zoning Administrator Scheel stated that he would work on clarifying the "live-work" language.

Mr. Schnell addressed the memo he provided to the Commission regarding Housing Goals and Objectives of the Master Plan. He also explained details of the Payment in Lieu of Taxes Program.

I. Staff Updates

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

Chair Waddell stated that next month they would have a public hearing about the ADU's in the R-1 Zoning District and review edits made to the Future Land Use Map. Zoning Administrator Scheel stated he will draft a how-to document for converting ADU's and single-family homes into apartments and he will share the documents with the Commission for their review and suggestions.

K. Adjournment by 8:00 PM unless extended by motion

Meeting adjourned at 8:05 p.m.

Sarah Dvoracek/fgm

City Clerk

R.J. Waddell

Chair



CITY OF CHARLEVOIX RECREATION ADVISORY COMMITTEE

Council Chambers

Thursday December 16, 2021 at 6:00 PM

Meeting Minutes

I. Call to Order/Roll Call

In Chair Seely's absence, Member Bryan called the meeting to order at 6:03 PM.

Members Present: Gowell, Kelly, Matye, Bryan, Fruk, Oosthuizen, Pemble, Scholten

Staff Present: Knorr, Anzell

II. Inquiry Regarding Possible Conflicts of Interest

None.

III. Determination of a Quorum

Yes.

IV. Motion to Approve Minutes

A. September 8, 2021 Meeting Minutes

Member Bryan called for a motion to approve the September 8, 2021 meeting minutes. Motion made by Member Kelly, second by Member Gowell. Motion passed by a unanimous voice vote.

All of the Agenda items are addressed in the Directors report below and includes committee comments and discussion.

Recreation Advisory Committee
Director's Report - December 2021

Master Planning

We will be presenting the final version of the Recreation Master Plan to City Council on December 20th. Hopefully everyone had opportunity to review the draft. I have been very happy with the process and believe that the final document will be well received and valuable for years to come.

Dog Park Update

- I am currently in process of ordering benches, water fountain, and play features all to be installed in the spring
- I will be sending out draft rules in the next week to the dog park committee members for feedback. We will then order a rules sign.
- We will be installing a concrete pad at the entrance to the park.
- 6 new trees have been installed

Softball Field Improvement Project Update

- Project was completed this fall
- We will do a ribbon cutting with the High School and Little League in the spring.

Grants Submitted

- Waterways Grant Submitted for \$84,000 for skid Piers at Ferry Beach was awarded this summer!
- Michigan Passport Grant Submitted for Michigan Beach Park Upland area for \$139,500 (City Match of \$48,000) was awarded in November!!
 - Includes pedestrian walkway, improved parking, 3 rain gardens, improvements to pathway and new overlook. Key point is accessibility and pedestrian safety. This is a continuation of the Michigan Beach Master Plan.
- We have submitted a \$250,000 TAP Grant for the Trail Extension. Initial review was very positive. A supplemental information packet was submitted December 8th. OHM has submitted this application for the City.

Marina

- June through August we were at capacity.
- New Staff has had a strong season
- Fully integrated the CAMIS software this year. All reporting to the state was completed
- We had a very successful season. We will be sending out seasonal dockage information shortly.
- Denny worked an extra two weeks and completed a number of projects at the harbor master building as well as on the docks.

Golf Course

- Green Fee Revenue was \$131,981. (2020 \$120,352)
- New Sign was installed
- Doug Drenth is the new clubhouse manager and has lots of great ideas. We are working together to promote season passes and benefits to members.
- Brian installed a new chipping green this fall. He is also restoring the Wedge Range.
- Expanding leagues next year. Duffers night, Thursday night two person scramble every week, and Sunday Member Scramble.
- Monthly Tournament offerings next summer

Farmers Market

- Thursday mornings were very successful.
- Very strong vendor surveys
- We are looking at ways to bring back even more of the “fun” extras like cooking demos and live music
- We will be recruiting more vendors. We would like to find a few more vendors that might offer meat or dairy products.
- We will continue to highlight volunteer opportunities

Day Camp

- Registration to open by March

Not so spooky Trails

- Great Turn Out
- NHS and Matye Family both contributed to areas of the trail. Boy Scouts built the fire

Winter Programs

- Ski Hill Will open December 22
- Candle Light Hikes December 22 and December 29th. Every Friday in January and February
- Volunteers are needed!!
- Return to clinics
- Introduction of new sport-CrokiCurl
- High School is hosting Winter Carnival during the week of Shadow Fest.
 - Snow Golf Tournament
 - Cross Country Fun Ski
 - Sledding Races
 - Broomball
 - Community Skating Party

None

Old Business

- a. Questions regarding the Director's Report – No questions
- b. Grants Update – Director Knorr reported that we were awarded a passport grant for the Michigan Beach Park Master Plan. The improvements will be 'passive recreation'. We want to be clear with the community that there will be no unnatural amenities installed.
- c. Dog Park Update – Knorr reported that things are moving forward with getting equipment and signage ordered for a spring installation. The fountain will be similar to the one at the Library. Discussion regarding year-round accessibility. Member Gowell asked about placing a Porta John closer to the park. Member Oosthuizen asked about lighting at least a portion of the park, especially during the late fall and winter months. Member Fruk wondered about raising the gate to accommodate snow. Discussion about keeping gate areas clear of snow so the park can be used all winter. Director Knorr will investigate these comments and report back to the committee.
- d. Ball Field Update – Knorr reported that the work has been completed and a ribbon cutting will be planned for early spring.

New Business

- a. Director Knorr asked if the committee had a chance to review the Draft Master Plan. The group agreed they had. Member Bryan asked for a motion of support. Member Matye motioned to support, with Member Fruk giving the second. Motion approved by a unanimous voice vote.
- b. Nominations for new RAC Chair and Vice Chair – Member Bryan nominated Fruk for Chair. Member Fruk accepted the nomination. Member Kelly nominated Bryan for Vice Chair and Member Fruk nominated Matye. Member Matye accepted. Member Bryan asked for a voice vote for the nominees. Both passed unanimously. Knorr pointed out that we still need to fill 2 vacancies on the committee.
- c. Discussion and Approval of the 2022 RAC Meeting Dates – Discussion regarding the possibility of meeting bimonthly or adjusting the meeting schedule around the busier times of the year (December). After group discussion, it was decided that the 2022 Recreation Advisory Committee would be as follows: February 9 (meet at the Lodge at Mt. McSaubia); April 13 (meet at the Golf Club House); June 8; September 14, and November 9. Motion to approve by Member Matye, second by Member Kelly. All in favor by a unanimous voice vote.

VI. Call for Public Comment

None.

VII. Miscellaneous Comments

Director Knorr informed the committee that the Jr. Main Street High School students are planning a Winter Carnival to coincide with Shadowfest. The students are planning winter games throughout the City. Member Fruk offered to help promote the games through the Library, and Member Oosthuizen offered to place posters in the window at The Clothing Company.

Adjournment

With no other business to discuss, Member Bryan called for a motion to adjourn at 7:13 PM. Motion made by Member Kelly, second Member Fruk. Motion passed by a unanimous voice vote.

2022 meeting schedule:

February 9 @ Mt. McSaub
April 13 @ The Golf Club House
June 8
September 14
November 9

CHARLEVOIX HOUSING COMMISSION

210 WEST GARFIELD ST.

CHARLEVOIX, MICHIGAN 49720

(231) 547-5451



PROJECT
PINE RIVER PLACE

REGULAR MEETING

CHARLEVOIX HOUSING COMMISSION

Tuesday, January 18, 2022

2:00 P.M.

PINE RIVER PLACE COMMUNITY ROOM

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

Others Present: Pat Kerr CHC-Maintenance Supervisor, Annessa Haist-Director, MPH/C/CHC,
Cindy Morris CHC-Occupancy Specialist and Residents of Pine River Place.

Chairperson Mitts Lee called the Meeting to Order at 2:02 p.m.

ADDITIONS TO THE AGENDA: None

Approval of the November and December Payables along with the approval of the November 16, 2021 Meeting Minutes.

Motion by Commissioner Waddell, seconded by Commissioner Crandall to approve and accept November and December Payables along with the November 16, 2021 Meeting Minutes as presented.

Ayes: Lee, Crandall, Waddell, Left, Buday

Nays: None

OLD BUSINESS: T-Mobile Account Closed was noted with no further discussion.

EPA/ December 9, 2021 Meeting Recap – it was noted there in an online access for information for everyone. Annessa Haist-Director had limited conversation stating they were in the beginning stages of discussions.

2021/WASH Laundry Income – this was brought up by one of the Commissioners at the last meeting. Director-Annessa Haist did a handout on the information requested for all Commissioners.

NEW BUSINESS: Approval of 2022 Meeting Schedule

Motion was made by Commissioner Buday, seconded by Commissioner Left to accept the 2022 Meeting Schedule.

Ayes: Lee, Crandall, Waddell, Left, Buday

Nays: None

EXECUTVE DIRECTOR's REPORT: Annessa Haist-Director MPHC/CHC stated she had just received the last Evaluation for the 2021 Director's Evaluation. She will compile all of the information and report on the outcome at the next Meeting in February, 2022.

Developer's Meeting Follow Up – Commissioner Waddell and Director-Anna Haist spoke on the subject updating all of the Commissioners and those present at the meeting today.

Annessa Haist – Director MPHC/CHC let everyone be aware that the MPHC would be having their Governmental HUD – REAC Inspection on February 4th, 2022. They were given a 30 day notice of the date prior to, which is great news. Allowing everyone to be prepared, Residents and staff of the MPHC.

Public Comment on subjects unrelated to Agenda Items: None

Adjournment: Meeting was adjourned at 3:03 p.m.

Respectfully submitted and approved by:

A handwritten signature in dark ink, appearing to read 'Annessa Haist', written over a horizontal line.

Executive Director, Annessa Haist – CHC/MPHC

The next Board Meeting is February 15, 2022 at 2:00 p.m. at the Pine River Place Community Room at 210 W. Garfield St., Charlevoix, MI. 49720



City of Charlevoix Special Event Policy

Purpose

Charlevoix parks, open spaces, alleys, walkways, streets, and recreation areas exist, primarily, for the benefit and enjoyment of the residents who live in this City. These resources were built by the taxpayers of this City, the generosity of donors, and resources of the State of Michigan to bring positive outdoor experiences to connect with the recreational assets, commerce, and natural beauty of our community. Special events should be limited in number, organized in form, and compatible with the community. Special events, when planned on public property, should supplement the enjoyment of our community rather than supplant the free enjoyment of public space. This policy is intended to regulate time, manner, and place of events but not the content of an event.

Recognition of Events of Historic and Cultural Significance to Charlevoix

As Charlevoix has grown and evolved over the years, there are special events that have come to be synonymous with Charlevoix and serve as local markers of the seasons; these events also serve as regional and national draws for visitors. These events shall be deemed exempt events and are given preference in space use above all other requests in any public space of the City; exempt events shall generally be exempt from space usage fees given their unique importance to the cultural and social life of the community.

Charlevoix Venetian Festival

The Venetian Festival's eight day run in late July is Charlevoix's oldest and most well-known special event. It exists for the purpose of drawing families and friends together and celebrating summer life in Charlevoix and the surrounding area. Having begun in 1930, this event has a lasting impact on the character of summer life in Charlevoix. The City of Charlevoix is committed to continuing our unique relationship in support of the Festival.

Charlevoix Waterfront Art Fair

Begun in 1958, this one-day festival is consistently ranked among America's best art shows. The Waterfront Art Fair is sponsored by the Charlevoix Council for the Arts who uses the proceeds derived from the annual show to support the arts in our community. The Council helps sustain various organizations who contribute to the high quality of life enjoyed in our community.

Charlevoix's Apple Fest

Founded in 1978 as a collaboration with area apple vendors and downtown merchants, the Apple Festival is operated by the Charlevoix Area Chamber of Commerce and is viewed by many as the "end of the season" in Charlevoix. Combining crafters, apple vendors, and local food booths, the festival is the prime fall attraction in downtown Charlevoix utilizing East Park, Bridge Park and other portions of the downtown.

Definition of events

Major Events

Major events are those events intended to raise money, sell products, or otherwise engage in commercial activity within a city park, public space or street. This may include events where a fee is charged to patrons for entry, where a special liquor license or extended liquor service is requested, or for events where, in the opinion of City staff, unique public service requirements are requested for the management of traffic, pedestrians, fireworks, or other special circumstances. The City Council shall establish a fee scale for these events based on location, type of activity and time of year.

Small Events

Small events are those events where commercial activity or fundraising is included in the event but done so at a small scale. Events of this type may occur in parks, public spaces or streets but shall be limited in scope. Events may require low-level public service requirements but not, in the opinion of City staff, to a significant extent. The City Council may establish a fee scale for these events based on location, type of activity, and time of year.

Community Events

Community events are unique in that they include any event sponsored and fully managed by the City of Charlevoix or one of its entities. Community events may also include events sponsored by Charlevoix Public Schools or other community entities for which the event exists as a broad gathering for members of the community for which fundraising or commerce is not the intent and for which entry is open to all persons regardless of affiliation. Community events shall expressly include the Charlevoix Farmers Market(s) operated by the City; summer concert or entertainment series operated by the Charlevoix DDA; Charlevoix High School homecoming festivities; and holiday-themed events (including the Easter Egg Hunt and the Holiday Tree Lighting). Most community events shall be exempt from special event fees.

Event Spaces and Restrictions

All public spaces, parks, and areas of the City are unique and carry with them certain characteristics making them more or less fitting for a variety of activities. Small private events like weddings, memorials, graduation parties, receptions or other similar events may be permitted by staff in addition to those rules outlined below. Small private events like these should have minimal impact on a public space and allow for the free enjoyment of the public space by non-participants congruently with the small, private event. Exempt events shall always have precedent over small private events. Any kind of event and gathering must still comply with the mass gathering permit regulations elsewhere stipulated.

City Council and City staff may place limitations on the size, scope, and manner of an event as indicated. Permission to hold an event is limited to the space and agreed standards for the event between the City and the event organizer.

East Park

East Park is the crown jewel of Charlevoix's public spaces. Its unique design connects the marina, downtown, and merchants together. It is anchored by the Odmark Performance Pavilion to the south and the marina office and trout pond at the north end. The undulating landscape of the park creates unique opportunities and challenges for using the space for different activities. All event requests for East Park will require City Council approval.

East Park Use Restrictions

Peak Season

From the Tuesday following Memorial Day through Labor Day, the following major events may be permitted after review and approval by City Council:

- Summer Art Show (June)
- Art & Craft Show (July)
- Charlevoix Venetian Festival (July)
- Waterfront Art Fair (August)

New major events shall not be permitted during the peak season unless specifically approved by City Council.

Small events may be permitted so long as their use is limited, using less than 25% of the park for tents, vendors or other temporary structures. Community events are permitted. Event planners shall pay the per-space parking fee as Council may from time to time establish for all spaces requested to be closed (excluding community events). Aside from Community events, no events may be held on the weekend closest to Independence Day.

Fall Season

From the Tuesday following Labor Day through October 31, major and small events are permitted in East Park along with community Events and Charlevoix's Apple Fest. Event planners will pay the per-space parking fee as Council may from time to time establish for all spaces requested to be closed (excluding community events). Major events shall require specific Council approval.

Off-season Events

Dependent on weather and snow conditions, events may be held in East Park from November 1 through Memorial Day. Major events shall require specific Council approval.

Bridge Park

Bridge Park consists of the open space roof above 103-111 Bridge Park Drive and the park area along the Pine River Channel between the ferry dock and US 31. It is suitable for small events and some smaller major events. Due to the park being situated on a roof, there are restrictions on the weight of vehicles and tent usage. All event requests for Bridge Park will require City Council approval.

Bridge Park Use Restrictions

Peak Season

From the Tuesday following Memorial Day through Labor Day, the Council may permit up to four major events in Bridge Park in addition to exempt and community events. Event planners shall pay the per-space parking fee as Council may from time to time establish for all spaces requested to be closed (excluding community events). Aside from Community events, no events may be held on the weekend closest to Independence Day.

Fall Season

From the Tuesday following Labor Day through October 31, major events may be planned with Council approval. Event planners shall pay the per-space parking fee as Council may from time to time establish for all spaces requested to be closed (excluding community events).

Off-peak Season

Dependent on weather and snow conditions, events may be held in Bridge Park from November 1 through Memorial Day.

Ferry Beach Park

Ferry Beach Park is a large community park with ample shoreline on Lake Charlevoix including amenities like an accessible kayak launch, beach, swimming pier, and pavilions. There is ample parking and shaded areas for recreation.

Ferry Beach Park Use Restrictions

In-season

From May 1 through October 31, the City Council may permit up to two major events plus exempt and community events. Small events and community events shall be permitted by staff on a space available basis; exempt events shall always have preference.

Off-season

Event use from November 1 through April 30 is impacted based on snowfall and seasonal conditions. While events may be planned, there is no expectation of parking being available in the park. Services are limited based on weather.

Michigan Beach

Michigan Beach is Charlevoix's premiere public beach on Lake Michigan. It is defined as the parking lot behind the DNR station on to the west inclusive of the playground, pavilion, beach, and parking areas to the Water Treatment Plant but below the bluff.

Michigan Beach Use Restrictions

Council may permit one major event at Michigan Beach each year between Memorial Day and Labor Day. Small events and community events shall be permitted by staff on a space available basis; exempt events shall always have preference.

Depot Beach Park

Depot Beach is centered around the historic train depot and features a pavilion and beach on Lake Charlevoix. Council may permit one major event there each year in addition to exempt events. Small events may be permitted by staff on a space available basis.

Lake Michigan Beach Park

This natural park located along Park Avenue features walking areas and some parking. Aside from the parking areas, which may support other events, events centered in the park are only permitted on a case by case basis (excluding pedestrian races which may utilize the area).

Water Tower Park and Hoffman Park

These are small neighborhood parks along Park Avenue and the Pine River Channel. Neither is suitable for major events and small events may be permitted by staff on a space available basis.

Veterans Park

This is a small park downtown adjacent to East Park. Aside from Community events, there are no events permitted in this park.

Other Public Spaces

Sometimes events or activities may be held in parking lots, alleys or similar spaces. Residents may also wish to have a block party to gather neighbors together. Peak Season shall be defined as the Friday before Memorial Day to Labor Day; Fall Season is the Tuesday following Labor Day through October 31 and off-peak season is November 1 through the Thursday before Memorial Day. Straight-forward requests may be approved by staff or forwarded to City Council for review as staff may feel appropriate.

Mt. McSauba Recreation Area

The Mt. McSauba Recreation Area is primarily intended for the operation of winter sports activities including skiing, snowboarding, ice skating and snowshoeing along with summer day camp and disc golf. Some community events are held here but primarily the area is intended for the free enjoyment of the public. Major and small events will be considered on a case by case basis to the extent they are compatible with routine operations.

Fees and Expenses

The City Council will set fees for the use of certain spaces dependent on the kinds of activities planned and the season in which they will occur. In addition to usage fees which cover costs for staff time, maintenance, and supplies for the activity, Council may impose actual fees for expense including but not limited to: traffic control devices and personnel; public services; and any other specialized costs pertaining directly to the event.

Solid Waste and Recycling

Events tend to create waste. Event holders are responsible for developing a solid waste and recycling plan for each event and delineating responsibility for the collection and disposal of waste. This plan should outline how the event organizers will manage solid waste, what steps will be used to encourage the use of recyclable material, and how waste will be collected and removed from the site. It is the goal of the City of Charlevoix to continually reduce the stream of unrecycled waste in the community; event organizers should work with vendors to use materials that can be recycled.

Senior Citizens and Inclusion for those with Disabilities

The City of Charlevoix desires to be a community accessible and welcoming of persons of all ages and abilities. To this end, organizers of special events shall provide a statement of their efforts to include senior citizens in the special event and discuss steps taken to ensure those with disabilities can freely enjoy the event.

Specific Rules and Procedures

The City Manager is authorized by City Council to develop or have developed other specific rules and regulations to apply to all events consistent with this policy. These additional rules and regulations may include but not be limited to: permits; procedures; insurance requirements; live music and noise rules; parking; and other such topics leading to orderly events.

Reporting and Assessment

Event organizers shall annually report their reasonable estimated return on the City's investment into their event by tracking such data points as: visitor counts; specific local economic impact; funds donated or spent in the City; and other such information as may be relevant. Additionally, event organizers

should indicate the steps taken to reduce non-recycled waste, the efforts made to include persons with disabilities, and efforts to minimize traffic and parking congestion.

City staff are directed to track costs associated with all major special events and report the excess or deficiency of fees compared with the City's cost to support such events.

City Council shall review and modify this policy as needed each year in November based on the reporting, assessment, and feedback received.

Breach and Revocation

An event organizer who fails to adhere to the rules set forth for their event or who fails to fully reimburse the City for expenses as stipulated by this policy may face revocation of their right to organize an event under this policy. Announcing an event without prior written authorization may also be grounds for revocation.

DRAFT

City of Charlevoix 2021 Events

Event Name	Date	Total City Labor and Costs
Dogman Challenge	2/20/2021	\$290.44
Charlevoix Marathon*	6/19/2021	\$1,916.61
Summer Art Show	6/25/2021	\$6,045.11
Boyne Thunder	7/10/2021	\$2,070.04
Art & Craft Show	7/10/2021	\$5,238.97
Venetian Festival	7/17/2021	\$90,815.80
Waterfront Art Fair	8/14/2021	\$3,442.89
Sidewalk Sales	8/25/2021	\$4,108.61
Homecoming Parade	9/24/2021	\$231.03
Leif Eriksson Run/Row	10/2/2021	\$84.66
Applefest	10/9/2021	\$14,286.20
Holiday Parade/Tree Lighting	11/26/2021	\$923.91
		\$129,454.27

*Per existing policy, this event pays a \$1,000 fee for public services