Agenda
City of Charlevoix City Council Regular Meeting
Monday, February 6, 2023 - 6:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

1. **Pledge of Allegiance**
2. **Roll Call**
3. **Presentations**
   A. Oath of Office-Chief of Police
   Sarah Dvoracek, City Clerk
4. **Inquiry Regarding Conflicts of Interest**
5. **Consent Agenda**
   A. City Council Meeting Minutes - January 16, 18, 23, 26, 2023
   B. Accounts Payable and Payroll Check Registers
   C. BESS Capacity Power Purchase Commitment Authorization for $223,171
6. **Public Hearings and Actions Requiring Public Hearings**
   A. Set Public Hearing for FY 2024 and FY 2023 Budget Amendment
   Mark Heydlauff, City Manager
7. **All Other Actions and Requests**
   A. Proposals for Non-Motorized Watercraft Rental for City Beaches

   Kent Knorr, Recreation Director
   B. Camp McSauba Updates
   Kent Knorr, Recreation Director
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
Presentations

Title: Oath of Office-Chief of Police
Date: February 6, 2023

Presented By: Sarah Dvoracek, City Clerk

Background:
Clerk Dvoracek will administer the Oath of Office to newly appointed Chief of Police Jill McDonnell.
Recommendation:

Attachments:
None

Charlevoix City Council

Consent Agenda

Title: City Council Meeting Minutes - January 16, 18, 23, 26, 2023
Date: February 6, 2023

Presented By:

Background:

Recommendation:
Motion to approve the minutes as presented.
Attachments:
1. City Council Work Session Meeting Minutes 01/16/2023
2. City Council Meeting Minutes Draft 01/16/2023
3. City Council Special Meeting Minutes Draft 01/18/2023
4. City Council Special Meeting Minutes Draft 01/23/2023
5. City Council Special Meeting Minutes Draft 01/26/2023

City of Charlevoix
City Council Work Session minutes
Monday, January 16, 2023 - 4:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

1. Roll Call

Mayor Gennett called the work session meeting to order at 4:00 p.m.

Mayor:	Lyle Gennett
Members Present:	Shane Cole, Aaron Hagen, Janet Kalbfell, Phil Parr, Richard Spring
Members Absent:	Mark Knapp
City Manager:	Mark L. Heydlauff
City Clerk:	Sarah J. Dvoracek

2. Presentations

A. FY 2024 Budget Review and Discussion

City Manager Heydlauff presented Council with an updated budget for all funds. Council Members asked Mr. Heydlauff questions regarding specific budget line items.

The major highlights of the general discussion were:

- Airport and firefighting obligations at the airport
- Recorded the grant revenue for the piers
- 10% of the Chief of Police's wages will be expensed from the Parking Fund
- Future of State Revenue Sharing
- Options for the surplus of $1 million for the Public Service Facility
- New election laws
- Tax rate evy capped
- EMS budget and future costs of operation
- Airport Fuel
- Trail Improvement Fund PI #15
- Housing Initiative Fund
- Golf Course Revenues
- Ferry Beach Boat Launch

3. Reports and Communications

A. Public Comment

4. Adjourn

Mayor Gennett adjourned the meeting at 5:49 p.m.

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Sarah J. Dvoracek City Clerk

City of Charlevoix
City Council Regular Meeting minutes
Monday, January 16, 2023 - 6:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

1. **Pledge of Allegiance**
   The meeting was called to order at 6:00 p.m. by Mayor Gennett. The Council, staff, and members of the public rose and recited the Pledge of Allegiance.
2. **Roll Call**
   Mayor: Lyle Gennett
   Members Present: Shane Cole, Aaron Hagen, Janet Kalbfell, Phil Parr, Richard Spring
   Members Absent: Mark Knapp
   City Manager: Mark L. Heydlauff
   City Clerk: Sarah J. Dvoracek
3. **Presentations**

4. **Inquiry Regarding Conflicts of Interest**

5. **Consent Agenda**
   Mayor Gennett opened the item for public comment. None were heard.
   Motion by Parr, seconded by Kalbfell to approve the consent agenda as presented.
   Yeas: Cole, Spring, Hagen, Parr, Kalbfell
   Nays: None
   Absent: Knapp
   Motion carried.
   A. City Council Meeting Minutes - January 2, 2023
      Motion to approve the minutes as presented.
   B. Accounts Payable and Payroll Check Registers
      Motion to approve the accounts payable and payroll check registers as presented.

Dates	Description	Amount
12/29/2022	Special Accounts Payable Run	$834.48
01/04/2023	Special Accounts Payable Run	$2,548.54
01/06/2023	Payroll (net pay)	$109,554,.31
01/06/2023	Payable Transmittal Checks	$5,784.63
01/17/2023	Regular Accounts Payable	$112,198.80
01/03/2023-01/10/2023	ACH/WIRE Payments	$135,550.32
12/29/2022	Special A/P Tax Disbursement	$789,277.60

Grand Total		$1,155,748.68
To view the entire accounts payable and payroll check registers, please Click here.		

C. 2023 Poverty Exemption Policy and Guidelines

Motion to approve the 2023 Poverty Exemption Policy and Guidelines as presented.

D. Charlevoix Groundhog Shadow Fest

Motion to authorize the City Manager to approve the use of City property for the Shadow Fest beverage tent.

E. Planning Commission Resignation-Annemarie Conway

Motion to accept Annemarie Conway's resignation from the Planning Commission.

F. Airport Rescue Grant Agreement American Rescue Plan Act of 2021

Motion by Parr, seconded by Kalbfell to approve Resolution 2023-01-03 Execution of Airport Rescue Grant Agreement American Rescue Plan Act with the State of Michigan Department of Transportation and authorize the City Manager to sign all required documents.

CITY OF CHARLEVOIX
RESOLUTION NO. 2023-01-03

EXECUTION OF AIRPORT RESCUE GRANT AGREEMENT AMERICAN RESCUE PLAN ACT WITH THE STATE OF MICHIGAN DEPARTMENT OF TRANSPORTATION (FAA ARPA Grant number 3-26-SBGP-132-2022)

WHEREAS, the City is entering into an agreement with the State of Michigan Department of Transportation, acting as a Federal Aviation Administration (FAA) Block Grant Program Participant and;

WHEREAS, the Airport Rescue Grant agreement will be in the amount of thirty-two thousand dollars ($32,000) with the contract agreement funding breakdown of 100% Federal, 0% State (MDOT) and 0% Local match and;

WHEREAS, the City will use the funds to prevent, prepare for, and respond to the coronavirus disease 2019 (COVID-19) pandemic and;

WHEREAS, the City agrees to follow the FAA's Policy and Procedures Concerning the Use of Airport Revenues ("Revenue Use Policy"), 64 Federal Register 7696 (64 FR 7696), as amended by 78 Federal Register 55330 (78 FR 55330) and;

WHEREAS, the City agrees the funds received under 3-26-SBGP-132-2022 or any associated subgrants may not be used for any purpose not related to the airport.

NOW THEREFORE BE IT RESOLVED that the City of Charlevoix City Council hereby authorizes the City Manager to execute the Airport Rescue Grant Agreement American Rescue Plan Act (ARPA) of 2021 and sign all required documents.

RESOLVED this 16th Day of January A.D. 2023

Resolution was adopted by the following yea and nay vote:

Yeas: Cole, Spring, Hagen, Parr, Kalbfell
Nays: None
Absent: Knapp
Motion carried.

6. Public Hearings and Actions Requiring Public Hearings

7. All Other Actions and Requests

A. Certified Local Government Grant Application Resolution and MOU
Lindsey Dotson, DDA Director
Lindsey Dotson, DDA Director, stated because the City is a Certified Local Government, they are eligible to apply for certain historic preservation grants through the Michigan State Historic Preservation Office and the National Park Service.The Historic District Commission is recommending supporting the Charlevoix Historical Society by partnering to restore the Depot's roof and chimney.

Mayor Gennett opened the item for public comment. None were heard.
Motion by Hagen, seconded by Spring to approve the Certified Local Government Grant Memorandum of Understanding and Resolution 2023-01-02 to apply for $48,000 of funding through the Certified Local Government Grant program to support the Charlevoix Historical Society's project on the Historic Train Depot.

CITY OF CHARLEVOIX
RESOLUTION NO. 2023-01-02

TO APPLY FOR $48,000 OF FUNDING THROUGH THE CERTIFIED LOCAL GOVERNMENT GRANT PROGRAM TO SUPPORT THE CHARLEVOIX HISTORICAL SOCIETY’S PROJECT ON THE HISTORIC TRAIN DEPOT

WHEREAS, the City of Charlevoix has entered into an agreement with the Charlevoix Historical Society to complete the preservation and rehabilitation work for the Charlevoix Depot located at 305 Chicago Ave, Charlevoix, MI, and;

WHEREAS, the City of Charlevoix will file an application to the Michigan State Historic Preservation Office (SHPO) for the Certified Local Government Grant program in the amount of Forty-eight Thousand ($48,000.00) Dollars for the Roof Replacement and Chimney Restoration for the Charlevoix Train Depot located at 305 Chicago Ave, Charlevoix, MI 305 Chicago Ave, Charlevoix, MI and;

WHEREAS, the City of Charlevoix and the Charlevoix Historical Society, owner of the Charlevoix Depot, located at 305 Chicago Ave, Charlevoix, MI, have entered into an agreement delineating the parties responsible for grant administration and related activities necessary for the successful completion of the project, and;

WHEREAS, the City of Charlevoix has appointed Lindsey Dotson, Charlevoix DDA Executive Director, as the Grant Project Manager;

WHEREAS, the City of Charlevoix acknowledges that the Certified Local Government Grant Program is an expense reimbursement program. The City of Charlevoix authorizes expenditures in the amount of One hundred ten thousand ($110,000) for the total project cost, with DDA Funds Forty-eight thousand ($48,000) and Sixty-Two thousand ($62,000) in funds from the Charlevoix Historical Society (including other State or Federal grants), and;

WHEREAS, the City of Charlevoix acknowledges that reimbursements will be made upon completion of final project work, SHPO acceptance of the final completion report, SHPO audit and acceptance of financial documentation for eligible costs and SHPO acceptance of a historic preservation easement recorded at the Register of Deeds, and;

WHEREAS, upon approval of the application by the SHPO, Lindsey Dotson, Charlevoix DDA Executive Director, shall be authorized to sign the grant agreement, any necessary grant agreement amendments, and other agreement-related documents, and;

WHEREAS, upon completion of the project, the Charlevoix Historical Society shall be required to execute the required historic preservation easement and record it at the County Register of Deeds before the grant reimbursement will be processed by the SHPO, and;

NOW THEREFORE BE IT RESOLVED that Charlevoix Historical Society directs the City of Charlevoix to file an application for a grant from the SHPO Certified Local Government Grant Program for Forty-eight Thousand ($48,000) Dollars; and

BE IT FURTHER RESOLVED that Lindsey Dotson, Charlevoix DDA Executive Director, be and hereby is authorized and directed to sign the grant application and any additional grant documentation, and to take any additional administrative actions necessary to implement this resolution.

RESOLVED this 16th day of January, 2023 A.D.
Resolution was adopted by the following yea and nay vote:
Yeas: Cole, Spring, Hagen, Parr, Kalbfell
Nays: None
Absent: Knapp
Motion carried.

B. Charlevoix County Recreation Millage Grant
Kent Knorr, Recreation Director

Kent Knorr, Recreation Director, stated the Recreation Department would like to apply for the County Parks and Recreation Millage Grant for the creation of new historical and landscape signage relevant to the land being utilized for the Michigan Beach Upland Renovation and Development. The grant request would include the creation of four signs for a total cost of $8,500.

Mayor Gennett opened the item for public comment. None were heard.
Motion by Kalbfell, seconded by Cole to approve Resolution 2023-01-04 in support of the application for the 2023 Charlevoix County Parks Millage Grant.

CITY OF CHARLEVOIX
RESOLUTION NO. 2023-01-04

APPLICATION TO CHARLEVOIX COUNTY PARKS MILLAGE FUNDING FOR PARKS AND RECREATION SIGNAGE FOR THE MICHIGAN BEACH UPLAND RENOVATION AND DEVELOPMENT

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

WHEREAS, the City of Charlevoix is requesting a $8,500 appropriation from the County Board of Commissioners; and

WHEREAS, the City of Charlevoix will upon appropriation of the County Board of Commissioners County Parks Millage Funding, commit $40,000 towards this project; and

WHEREAS, the City of Charlevoix desires to construct historical and informational signage to meet the needs of recreation users in Charlevoix County.

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

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

RESOLVED this 16th day of January, 2023 A.D.
Resolution was adopted by the following yea and nay vote:
Yeas: Cole, Spring, Hagen, Parr, Kalbfell
Nays: None
Absent: Knapp
Motion carried.

C. Mayoral Appointment
Lyle Gennett-Mayor
Mayor Gennett opened the item for public comment. None were heard.
Motion by Cole, seconded by Kalbfell to confirm the Mayor's appointment of David Levy to the Shade Tree & Park Commission for a term to expire n December 31, 2025.
Yeas: Cole, Spring, Hagen, Parr, Kalbfell
Nays: None
Absent: Knapp
Motion carried.

8. Reports and Communications

A. Public Comment

- Luther Kurtz, former Mayor, stated the Council is doing a great job.

- Annemarie Conway, 6th District County Commissioner, introduced herself and stated the County will be working with the MSU Extension on goal-setting and the County is researching moving some of the departments into different buildings. Mrs. Conway stated she is excited to work with the Council in the future.

B. City Manager's Comments

- Camp McSauba registration will open up in February/March. City staff is working on updating the registration portal

C. Mayor and Council Comments

9. Other Council Business

10. Adjourn

Mayor Gennett adjourned the meeting at 6:12 p.m.

Sarah J. Dvoracek	City Clerk	Lyle Gennett	Mayor

City of Charlevoix
City Council Special Meeting Minutes
Wednesday, January 18, 2023 - 2:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

1. **Pledge of Allegiance**
   The meeting was called to order at 2:00 p.m. by Mayor Gennett. The Council, staff, and members of the public rose and recited the Pledge of Allegiance.

2. **Roll Call**

Mayor:	Lyle Gennett
Members Present:	Shane Cole, Aaron Hagen, Janet Kalbfell, Mark Knapp, Phil Parr, Richard Spring
Members Absent:	None
City Manager:	Mark L. Heydlauff
City Clerk:	Sarah J. Dvoracek

3. **Interviews for Chief of Police for the City of Charlevoix**
   City Manager Heydlauff introduced Frank Walsh from Walsh Municipal Services, LLC. Council proceeded to interview each candidate and asked each of them a series of questions. Mr. Walsh and Mr. Heydlauff answered questions from the Council. Mr. Walsh left the meeting at 4:31 p.m. The last interview was held via Zoom.

   A. 2pm- Robert Scholey, Interim Police Chief, City of Charlevoix

   B. 3pm- Jill McDonnell, Former Emergency Management Coordinator, Charlevoix and Emmet Counties

   C. 4pm- Kurt Etter, Public Safety Director, Jonesville, MI

   D. 5pm- Kevin James, Undersheriff, Laramie County Sheriff's Office, Wyoming (via Zoom)

4. **Council Discussion and Direction**
   After all four interviews were concluded, the Council discussed each candidate.

   Mayor Gennett opened the item for public comment, and four were heard.
   Motion by Parr, seconded by Spring to invite candidates Robert Scholey and Jill McDonnell back for a second interview next week.

Yeas:	Kalbfell, Cole, Hagen, Spring, Knapp, Parr
Nays:	None

Absent: None
Motion carried.

5. Reports and Communications

A. Public Comment

Shirley Gibson stated she hopes that the Council will take their time hiring the right candidate.
Barb Orban shared her thoughts on the Chief of Police candidates and the future of the department.
Matt Umulis shared his thoughts on the Chief of Police candidates and the future of the department.
Annie Doyle stated that the current Interim Chief of Police has been great to work with and obtain information from.

6. Adjourn

Mayor Gennett adjourned the meeting at 7:34 p.m.

Sarah J. Dvoracek	City Clerk	Lyle Gennett	Mayor

City of Charlevoix
City Council Special Meeting minutes
Monday, January 23, 2023 - 3:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

1. **Pledge of Allegiance**

   The meeting was called to order at 3:00 p.m. by Mayor Gennett. The Council, staff, and members of the public rose and recited the Pledge of Allegiance.

2. **Roll Call**

Mayor:	Lyle Gennett
Members Present:	Shane Cole, Aaron Hagen, Janet Kalbfell, Mark Knapp
Members Absent:	Phil Parr, Richard Spring
City Manager:	Mark L. Heydlauff
City Clerk:	Sarah J. Dvoracek

3. **Actions and Requests**

   A. Assessment of the Next Steps in the Chief of Police Search

   City Mayor Gennett stated the reason for the meeting was because Mr. Robert Scholey withdrew his application and now Council must decide their steps.

   Discussion was held. City Manager Heydlauff answered questions from Council.

   Motion by Kalbfell, seconded by Cole to reconvene on Thursday, (January) 26 at 2 pm for the purpose of Council discussion and appointment of Jill McDonnell to the Chief of Police.

   Yeas: Hagen, Kalbfell, Cole
   Nays: Knapp
   Absent: Parr, Spring
   Motion carried.

4. **Reports and Communications**

   A. Public Comment

   Matt Umulis shared his thoughts on the Chief of Police search.

   Shirley Gibson stated that the entire Council should be on the same page with hiring the Chief of Police.

5. **Adjourn**

   Mayor Gennett adjourned the meeting at 3:40 p.m.

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Sarah J. Dvoracek City Clerk Lyle Gennett Mayor

City of Charlevoix
City Council Regular Meeting minutes
Thursday, January 26, 2023 - 2:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

1. **Pledge of Allegiance**

   The meeting was called to order at 2:00 p.m. by Mayor Gennett. The Council, staff, and members of the public rose and recited the Pledge of Allegiance.

2. **Roll Call**

Mayor:	Lyle Gennett
Members Present:	Shane Cole, Aaron Hagen, Janet Kalbfell, Mark Knapp, Phil Parr
Members Absent:	Richard Spring
City Manager:	Mark L. Heydlauff
City Clerk:	Sarah J. Dvoracek

3. **All Other Actions and Requests**

   A. Council Appointment of Chief of Police

   Motion by Cole, seconded by Kalbfell to appoint Jill McDonnell as the next Chief of Police subject to the completion of a final background check and authorize the City Manager to manage the other (pre-empoyment) matters on the Council's behalf.

   Yeas: Cole, Hagen, Kalbfell, Knapp, Parr

   Nays: None

   Absent: Spring

   Motion carried.

4. **Reports and Communications**

   A. Public Comment

   Shirley Gibson stated she was glad to see the Council making a decision for the Chief of Police position.

   Perry Hodgson stated she is concerned about the culture inside the Police Department and would like to be reassured that it is remedied.

5. **Adjourn**

   Mayor Gennett adjourned the meeting at 2:05 p.m.

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Sarah J. Dvoracek City Clerk Lyle Gennett Mayor

Charlevoix City Council

Consent Agenda

Title: Accounts Payable and Payroll Check Registers
Date: February 6, 2023

Presented By:

Background:

Recommendation:
Motion approve the accounts payable and payroll check registers as presented.
Attachments:
1. Check Registers 02-06-23 Agenda

Check Number	Payee	Amount
01/19/2023		
138673	AT&T	1,572.85
138674	AT&T MOBILITY	758.16
138675	CHARLEVOIX STATE BANK	3,791.04
138676	CHARTER COMMUNICATIONS OPERA	908.99
138677	DELTA DENTAL	2,963.37
138678	HESCO GROUP INC	1,603.49
138679	PRIORITY HEALTH	45,155.64
138680	RANGE TELECOMMUNICATIONS	207.00
138681	VSP INSURANCE CO. (CT)	561.65
138682	WEX BANK	9,509.35
Total 01/19/2023:		67,031.54
Grand Totals:		67,031.54

Summary of Check Registers & ACH Payments

HUNTINGTON NATIONAL BANK - CHECKS ISSUED

01/19/23	Special Accounts Payable Run	$	67,031.54
01/20/23	Payroll (net pay)	$	113,790.60
01/20/23	Payroll Transmittal Checks	$	5,476.82
02/03/23	Payroll (net pay)	$	98,417.41
02/03/23	Payroll Transmittal Checks	$	5,843.72
02/07/23	Regular Accounts Payable	$	180,609.10
	Checks Sub-Total:	$	471,169.19

HUNTINGTON NATIONAL BANK - ACH/WIRE PAYMENTS

01/17/23	MI Public Power Agency	$	10,867.80
01/20/23	IRS (Payroll Tax Deposit)	$	39,819.02
01/20/23	Alerus Financial (HCSP)	$	250.00
01/20/23	Vantagepoint (401 Plan)	$	1,062.00
01/20/23	Vantagepoint (457 Plan)	$	19,143.20
01/20/23	Vantagepoint (Roth IRA)	$	1,130.76
01/20/23	State of MI (Withholding Tax)	$	6,025.72
01/20/23	MERS (Defined Benefit Plan)	$	55,610.72
01/20/23	Enterprise FM Trust (fleet lease)	$	1,916.16
01/25/23	MI Public Power Agency	$	311,586.64
01/30/23	MI Public Power Agency	$	13,421.26
02/03/23	IRS (Payroll Tax Deposit)	$	36,179.79
02/03/23	Alerus Financial (HCSP)	$	250.00
02/03/23	Vantagepoint (401 ICMA Plan)	$	1,062.00
02/03/23	Vantagepoint (457 ICMA Plan)	$	19,129.14
02/03/23	Vantagepoint (Roth IRA)	$	1,130.76
02/03/23	State of MI (Withholding Tax)	$	5,320.15
	ACH Sub-Total:	$	523,905.12

Huntington National Bank Total: $ 995,074.31

CHARLEVOIX STATE BANK - CHECKS ISSUED

(PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES)

01/16/23	Special A/P Tax Disbursement	$	323,601.83
01/26/23	Special A/P Tax Disbursement	$	271,553.51
	Charlevoix State Bank Total:	$	595,155.34

Grand Total: $ 1,590,229.65

APPROVED: CITY MANAGER | CITY TREASURER | CITY CLERK

M = Manual Check, V = Void Check

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
01/14/2023	PC	01/20/2023	36705	HEYDLAUFF, MARK L.	102		3,398.24
01/14/2023	PC	01/20/2023	36706	DVORACEK, SARAH J.	105		2,250.50
01/14/2023	PC	01/20/2023	36707	DEROSIA, PATRICIA E.	107		938.38
01/14/2023	PC	01/20/2023	36708	DOTSON, LINDSEY J.	109		1,402.27
01/14/2023	PC	01/20/2023	36709	KLOOSTER, ALIDA K.	121		1,870.31
01/14/2023	PC	01/20/2023	36710	BARNEVELD, RICHELLE	123		1,270.32
01/14/2023	PC	01/20/2023	36711	SCHULZ, GINNY L.	125		1,477.04
01/14/2023	PC	01/20/2023	36712	BRADLEY, KATHLEEN R.	126		1,252.53
01/14/2023	PC	01/20/2023	36713	MILLER, FAITH G.	142		48.12
01/14/2023	PC	01/20/2023	36714	MCGINN, KELLY A.	146		2,285.17
01/14/2023	PC	01/20/2023	36715	SCHOLEY, ROBERT W.	204		1,933.13
01/14/2023	PC	01/20/2023	36716	UMULIS, MATTHEW T.	205		1,611.73
01/14/2023	PC	01/20/2023	36717	ORBAN, BARBARA K.	209		1,518.95
01/14/2023	PC	01/20/2023	36718	RILEY, DENISE M.	213		563.49
01/14/2023	PC	01/20/2023	36719	MUNK, CHRISTOPHER J.	215		1,585.38
01/14/2023	PC	01/20/2023	36720	SCHICK, TIELER R.	216		2,272.61
01/14/2023	PC	01/20/2023	36721	STEWART, MORGAN J.	217		1,991.25
01/14/2023	PC	01/20/2023	36722	YOUNG, KRISTEN L.	230		1,385.26
01/14/2023	PC	01/20/2023	36723	WURST, RANDALL W.	411		1,486.80
01/14/2023	PC	01/20/2023	36724	HILLING, NICHOLAS A.	413		1,642.04
01/14/2023	PC	01/20/2023	36725	MEIER III, CHARLES A.	421		1,475.14
01/14/2023	PC	01/20/2023	36726	ZACHARIAS, STEVEN B.	422		1,937.36
01/14/2023	PC	01/20/2023	36727	NEWMAN, MARK J.	424		1,780.54
01/14/2023	PC	01/20/2023	36728	LOUGHMILLER, JOHN A.	425		1,692.71
01/14/2023	PC	01/20/2023	36729	GRIFFITH, JOHN J.	500		2,824.91
01/14/2023	PC	01/20/2023	36730	EATON, BRAD A.	515		2,611.31
01/14/2023	PC	01/20/2023	36731	WILSON, TIMOTHY J.	516		2,968.59
01/14/2023	PC	01/20/2023	36732	LAVOIE, RICHARD L.	519		2,486.13
01/14/2023	PC	01/20/2023	36733	STEVENS, BRANDON C.	521		2,618.77
01/14/2023	PC	01/20/2023	36734	WHITLEY, ANDREW T.	522		2,493.01
01/14/2023	PC	01/20/2023	36735	DRAVES, MARTIN J.	523		2,421.02
01/14/2023	PC	01/20/2023	36736	FARRELL, MITCHELL L.	524		1,818.84
01/14/2023	PC	01/20/2023	36737	ANDERSON, ELIZABETH	526		1,401.92
01/14/2023	PC	01/20/2023	36738	KENWABIKISE, DAVID L.	528		1,239.32
01/14/2023	PC	01/20/2023	36739	ELLIOTT, PATRICK M.	600		3,081.94
01/14/2023	PC	01/20/2023	36740	SCHWARTZFISHER, JOS	603		1,298.69
01/14/2023	PC	01/20/2023	36741	BRADLEY, KELLY R.	614		1,430.26
01/14/2023	PC	01/20/2023	36742	HART II, DELBERT W.	616		1,904.73
01/14/2023	PC	01/20/2023	36743	JONES, ROBERT F.	618		1,605.11
01/14/2023	PC	01/20/2023	36744	THORP JR, WILLIAM D.	623		1,543.79
01/14/2023	PC	01/20/2023	36745	LEITNER, RYAN S.	624		1,419.43
01/14/2023	PC	01/20/2023	36746	REID, ROB A.	632		1,495.48
01/14/2023	PC	01/20/2023	36747	KNORR, KENT J.	700		2,158.29
01/14/2023	PC	01/20/2023	36748	ANZELL, BETH A.	702		1,496.21
01/14/2023	PC	01/20/2023	36749	BOSS, SHERRY M.	730		447.43
01/14/2023	PC	01/20/2023	36750	MCDERMOTT, DENNIS J.	732		381.12
01/14/2023	PC	01/20/2023	36751	PORATH, JACOB P.	741		172.81
01/14/2023	PC	01/20/2023	36752	HAGEN, MADISON L.	752		226.31
01/14/2023	PC	01/20/2023	36753	WOOD, KATE M.	753		148.00
01/14/2023	PC	01/20/2023	36754	MAILLOUX, AIDEN M.	757		148.00
01/14/2023	PC	01/20/2023	36755	LARSEN, WILLIAM S.	758		129.51
01/14/2023	PC	01/20/2023	36756	DVORACEK, HAYDEN R.	762		1,185.04
01/14/2023	PC	01/20/2023	36757	CANNON, SCOTT A.	763		77.57
01/14/2023	PC	01/20/2023	36758	CULBERTSON, CRISTIN	764		434.35
01/14/2023	PC	01/20/2023	36759	JOHNSTONE, HUNTER S.	765		370.02
01/14/2023	PC	01/20/2023	36760	MATTACK, JEFFREY C.	767		1,100.81
01/14/2023	PC	01/20/2023	36761	ELGART, SARAH N.	769		386.77

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
01/14/2023	PC	01/20/2023	36762	VON BERNTHAL, HANNA	782		240.51
01/14/2023	PC	01/20/2023	36763	PEARSALL, KRISTA M.	784		45.82
01/14/2023	PC	01/20/2023	36764	WELLS, JANINNA J.	785		94.21
01/14/2023	PC	01/20/2023	36765	BORST, ERIC D.	787		148.00
01/14/2023	PC	01/20/2023	36766	BOSS, BEAU J.	788		1,610.45
01/14/2023	PC	01/20/2023	36767	BEMIS, GARRETTSON G.	797		451.52
01/14/2023	PC	01/20/2023	36768	DIETRICH, ARLENE M.	871		329.51
01/14/2023	PC	01/20/2023	36769	MILLER, WILLIAM S.	933		1,375.06
01/14/2023	PC	01/20/2023	36770	DOUGLAS, MARK	935		1,253.40
01/14/2023	PC	01/20/2023	36771	MCCRANEY, RUSSELL R.	936		1,549.39
01/14/2023	PC	01/20/2023	36772	FRATRICK, JOSEPH W.	940		732.03
01/14/2023	PC	01/20/2023	36773	PAALMAN, STEPHEN J.	942		211.44
01/14/2023	PC	01/20/2023	36774	DVORACEK, BRIAN N.	952		841.37
01/14/2023	PC	01/20/2023	138641	HEYDLAUFF, MARK L.	102	Sick Leave Payout	2,253.12
01/14/2023	PC	01/20/2023	138642	KLOOSTER, ALIDA K.	121	Sick Leave Payout	1,229.19
01/14/2023	PC	01/20/2023	138643	MCGINN, KELLY A.	146	Sick Leave Payout	978.48
01/14/2023	PC	01/20/2023	138644	SCHOLEY, ROBERT W.	204	Sick Leave Payout	508.78
01/14/2023	PC	01/20/2023	138645	ORBAN, BARBARA K.	209	Sick Leave Payout	966.46
01/14/2023	PC	01/20/2023	138646	MUNK, CHRISTOPHER J.	215	Sick Leave Payout	227.83
01/14/2023	PC	01/20/2023	138647	SCHICK, TIELER R.	216	Sick Leave Payout	1,041.19
01/14/2023	PC	01/20/2023	138648	STEWART, MORGAN J.	217	Sick Leave Payout	116.83
01/14/2023	PC	01/20/2023	138649	YOUNG, KRISTEN L.	230	Sick Leave Payout	425.61
01/14/2023	PC	01/20/2023	138650	WURST, RANDALL W.	411	Sick Leave Payout	362.47
01/14/2023	PC	01/20/2023	138651	HILLING, NICHOLAS A.	413	Sick Leave Payout	767.88
01/14/2023	PC	01/20/2023	138652	MEIER III, CHARLES A.	421	Sick Leave Payout	850.29
01/14/2023	PC	01/20/2023	138653	ZACHARIAS, STEVEN B.	422	Sick Leave Payout	369.39
01/14/2023	PC	01/20/2023	138654	NEWMAN, MARK J.	424	Sick Leave Payout	1,094.93
01/14/2023	PC	01/20/2023	138655	EATON, BRAD A.	515	Sick Leave Payout	1,265.28
01/14/2023	PC	01/20/2023	138656	FARRELL, MITCHELL L.	524	Sick Leave Payout	941.55
01/14/2023	PC	01/20/2023	138657	ELLIOTT, PATRICK M.	600	Sick Leave Payout	766.12
01/14/2023	PC	01/20/2023	138658	MORRISON, KEVIN P.	601		1,293.33
01/14/2023	PC	01/20/2023	138659	MORRISON, KEVIN P.	601	Sick Leave Payout	998.11
01/14/2023	PC	01/20/2023	138660	BRADLEY, KELLY R.	614	Sick Leave Payout	613.13
01/14/2023	PC	01/20/2023	138661	KNORR, KENT J.	700	Sick Leave Payout	935.40
01/14/2023	PC	01/20/2023	138662	BOSS JR, DALE E.	701		1,354.58
01/14/2023	PC	01/20/2023	138663	FOGLE, WREN E.	776		148.00
01/14/2023	PC	01/20/2023	138664	MATTER, DAWSON K.	786		194.30
01/14/2023	PC	01/20/2023	138665	DOUGLAS, MARK	935	Sick Leave Payout	610.88
Grand Totals:			95				113,790.60

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Report Criteria:
- Computed checks included
- Manual checks included
- Supplemental checks included
- Termination checks included
- Void checks included

Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
01/14/2023	01/20/2023	138666	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	1,091.73
01/14/2023	01/20/2023	138667	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST T	86.90
01/14/2023	01/20/2023	138667	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	390.05
01/14/2023	01/20/2023	138668	CHARLEVOIX STATE BAN	9017	HSA - EMPLOYEE CONTRIB - C	1,220.00
01/14/2023	01/20/2023	138669	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	684.27
01/14/2023	01/20/2023	138670	MI STATE DISBURSEMEN	9012	FRIEND OF THE COURT Pay Pe	116.55
01/14/2023	01/20/2023	138671	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,454.81
01/14/2023	01/20/2023	138672	THE HARTFORD	9035	LIFE - VOLUNTARY Pay Period:	316.40
01/14/2023	01/20/2023	138672	THE HARTFORD	9035	SPOUSE LIFE Pay Period: 1/14/	71.56
01/14/2023	01/20/2023	138672	THE HARTFORD	9035	CHILD LIFE Pay Period: 1/14/20	8.87
01/14/2023	01/20/2023	138672	THE HARTFORD	9035	AD&D - VOLUNTARY Pay Period	26.17
01/14/2023	01/20/2023	138672	THE HARTFORD	9035	SPOUSE AD&D Pay Period: 1/14	5.76
01/14/2023	01/20/2023	138672	THE HARTFORD	9035	CHILD AD&D Pay Period: 1/14/2	3.75
Grand Totals:		13				5,476.82

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Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
01/28/2023	PC	02/03/2023	36775	HEYDLAUFF, MARK L.	102		3,686.68
01/28/2023	PC	02/03/2023	36776	DVORACEK, SARAH J.	105		2,250.50
01/28/2023	PC	02/03/2023	36777	DEROSIA, PATRICIA E.	107		965.54
01/28/2023	PC	02/03/2023	36778	DOTSON, LINDSEY J.	109		1,451.05
01/28/2023	PC	02/03/2023	36779	KLOOSTER, ALIDA K.	121		2,278.16
01/28/2023	PC	02/03/2023	36780	BARNEVELD, RICHELLE	123		1,270.32
01/28/2023	PC	02/03/2023	36781	SCHULZ, GINNY L.	125		1,477.04
01/28/2023	PC	02/03/2023	36782	BRADLEY, KATHLEEN R.	126		1,252.53
01/28/2023	PC	02/03/2023	36783	MILLER, FAITH G.	142		16.04
01/28/2023	PC	02/03/2023	36784	MCGINN, KELLY A.	146		2,754.71
01/28/2023	PC	02/03/2023	36785	SCHOLEY, ROBERT W.	204		2,211.22
01/28/2023	PC	02/03/2023	36786	UMULIS, MATTHEW T.	205		2,103.57
01/28/2023	PC	02/03/2023	36787	ORBAN, BARBARA K.	209		1,225.75
01/28/2023	PC	02/03/2023	36788	RILEY, DENISE M.	213		560.54
01/28/2023	PC	02/03/2023	36789	MUNK, CHRISTOPHER J.	215		1,477.03
01/28/2023	PC	02/03/2023	36790	SCHICK, TIELER R.	216		1,407.10
01/28/2023	PC	02/03/2023	36791	STEWART, MORGAN J.	217		1,907.96
01/28/2023	PC	02/03/2023	36792	YOUNG, KRISTEN L.	230		1,828.81
01/28/2023	PC	02/03/2023	36793	WURST, RANDALL W.	411		1,780.20
01/28/2023	PC	02/03/2023	36794	HILLING, NICHOLAS A.	413		1,642.04
01/28/2023	PC	02/03/2023	36795	MEIER III, CHARLES A.	421		1,726.06
01/28/2023	PC	02/03/2023	36796	ZACHARIAS, STEVEN B.	422		1,531.17
01/28/2023	PC	02/03/2023	36797	NEWMAN, MARK J.	424		1,687.33
01/28/2023	PC	02/03/2023	36798	LOUGHMILLER, JOHN A.	425		1,621.17
01/28/2023	PC	02/03/2023	36799	GRIFFITH, JOHN J.	500		2,824.91
01/28/2023	PC	02/03/2023	36800	EATON, BRAD A.	515		2,441.94
01/28/2023	PC	02/03/2023	36801	WILSON, TIMOTHY J.	516		3,316.67
01/28/2023	PC	02/03/2023	36802	LAVOIE, RICHARD L.	519		2,521.18
01/28/2023	PC	02/03/2023	36803	STEVENS, BRANDON C.	521		2,895.02
01/28/2023	PC	02/03/2023	36804	WHITLEY, ANDREW T.	522		2,101.16
01/28/2023	PC	02/03/2023	36805	DRAVES, MARTIN J.	523		2,566.86
01/28/2023	PC	02/03/2023	36806	FARRELL, MITCHELL L.	524		1,974.17
01/28/2023	PC	02/03/2023	36807	ANDERSON, ELIZABETH	526		1,401.92
01/28/2023	PC	02/03/2023	36808	KENWABIKISE, DAVID L.	528		1,239.32
01/28/2023	PC	02/03/2023	36809	ELLIOTT, PATRICK M.	600		3,081.94
01/28/2023	PC	02/03/2023	36810	SCHWARTZFISHER, JOS	603		1,161.49
01/28/2023	PC	02/03/2023	36811	BRADLEY, KELLY R.	614		1,807.35
01/28/2023	PC	02/03/2023	36812	HART II, DELBERT W.	616		1,563.59
01/28/2023	PC	02/03/2023	36813	JONES, ROBERT F.	618		1,400.75
01/28/2023	PC	02/03/2023	36814	THORP JR, WILLIAM D.	623		1,443.49
01/28/2023	PC	02/03/2023	36815	LEITNER, RYAN S.	624		1,650.07
01/28/2023	PC	02/03/2023	36816	FERGUSON, ROYCE L.	625		178.54
01/28/2023	PC	02/03/2023	36817	REID, ROB A.	632		1,495.49
01/28/2023	PC	02/03/2023	36818	KNORR, KENT J.	700		2,158.29
01/28/2023	PC	02/03/2023	36819	ANZELL, BETH A.	702		1,496.21
01/28/2023	PC	02/03/2023	36820	WASHBURNE, MICHAEL J	708		135.78
01/28/2023	PC	02/03/2023	36821	BOSS, SHERRY M.	730		540.37
01/28/2023	PC	02/03/2023	36822	PORATH, JACOB P.	741		129.61
01/28/2023	PC	02/03/2023	36823	WOOD, KATE M.	753		222.02
01/28/2023	PC	02/03/2023	36824	MAILLOUX, AIDEN M.	757		222.02
01/28/2023	PC	02/03/2023	36825	LARSEN, WILLIAM S.	758		148.00
01/28/2023	PC	02/03/2023	36826	DVORACEK, HAYDEN R.	762		1,185.04
01/28/2023	PC	02/03/2023	36827	CANNON, SCOTT A.	763		116.36
01/28/2023	PC	02/03/2023	36828	CULBERTSON, CRISTIN	764		548.66
01/28/2023	PC	02/03/2023	36829	JOHNSTONE, HUNTER S.	765		561.64
01/28/2023	PC	02/03/2023	36830	MATTACK, JEFFREY C.	767		1,100.81
01/28/2023	PC	02/03/2023	36831	ELGART, SARAH N.	769		309.46

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
01/28/2023	PC	02/03/2023	36832	VON BERNTHAL, HANNA	782		231.25
01/28/2023	PC	02/03/2023	36833	PEARSALL, KRISTA M.	784		91.62
01/28/2023	PC	02/03/2023	36834	WELLS, JANINNA J.	785		94.21
01/28/2023	PC	02/03/2023	36835	BORST, ERIC D.	787		277.51
01/28/2023	PC	02/03/2023	36836	BOSS, BEAU J.	788		1,610.45
01/28/2023	PC	02/03/2023	36837	BEMIS, GARRETTSON G.	797		600.98
01/28/2023	PC	02/03/2023	36838	DIETRICH, ARLENE M.	871		381.04
01/28/2023	PC	02/03/2023	36839	MILLER, WILLIAM S.	933		1,737.10
01/28/2023	PC	02/03/2023	36840	DOUGLAS, MARK	935		1,178.87
01/28/2023	PC	02/03/2023	36841	MCCRANEY, RUSSELL R.	936		1,329.52
01/28/2023	PC	02/03/2023	36842	FRATRICK, JOSEPH W.	940		634.68
01/28/2023	PC	02/03/2023	36843	DVORACEK, BRIAN N.	952		788.51
01/28/2023	PC	02/03/2023	138683	MORRISON, KEVIN P.	601		1,573.37
01/28/2023	PC	02/03/2023	138684	BOSS JR, DALE E.	701		1,354.58
01/28/2023	PC	02/03/2023	138685	FOGLE, WREN E.	776		222.02
01/28/2023	PC	02/03/2023	138686	MATTER, DAWSON K.	786		47.10
01/28/2023	PC	02/03/2023	138687	WILLSON, BRENDA R.	799		211.95
Grand Totals:			74				98,417.41

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Report Criteria:

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

Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
01/28/2023	02/03/2023	138688	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	1,091.73
01/28/2023	02/03/2023	138689	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST T	86.90
01/28/2023	02/03/2023	138689	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	390.05
01/28/2023	02/03/2023	138690	CHARLEVOIX STATE BAN	9017	HSA - EMPLOYEE CONTRIB - C	1,220.00
01/28/2023	02/03/2023	138691	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	799.92
01/28/2023	02/03/2023	138692	MI STATE DISBURSEMEN	9012	FRIEND OF THE COURT Pay Pe	116.55
01/28/2023	02/03/2023	138693	POLICE OFFICERS LABO	9003	POL UNION DUES Pay Period: 1	251.25
01/28/2023	02/03/2023	138694	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,454.81
01/28/2023	02/03/2023	138695	THE HARTFORD	9035	LIFE - VOLUNTARY Pay Period:	316.40
01/28/2023	02/03/2023	138695	THE HARTFORD	9035	SPOUSE LIFE Pay Period: 1/28/	71.56
01/28/2023	02/03/2023	138695	THE HARTFORD	9035	CHILD LIFE Pay Period: 1/28/20	8.87
01/28/2023	02/03/2023	138695	THE HARTFORD	9035	AD&D - VOLUNTARY Pay Period	26.17
01/28/2023	02/03/2023	138695	THE HARTFORD	9035	SPOUSE AD&D Pay Period: 1/28	5.76
01/28/2023	02/03/2023	138695	THE HARTFORD	9035	CHILD AD&D Pay Period: 1/28/2	3.75
Grand Totals:		14				5,843.72

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Check Number	Payee	Amount
02/07/2023		
138696	ALTEC INDUSTRIES INC	2,351.25
138697	AMAZON CAPITAL SERVICES	456.50
138698	ANDERSON, ELIZABETH A.	50.00
138699	ANZELL, BETH A.	50.00
138700	ART'S AUTO & TRUCK PARTS	970.99
138701	ASPLUNDH TREE EXPERT LLC	15,674.10
138702	AT YOUR SERVICE PLUS INC	280.00
138703	ATLAS ELECTRIC INC	1,119.95
138704	BD ELECTRICAL INC	7,085.00
138705	BEHAN WINDOW CLEANING	390.00
138706	BILL'S FARM MARKET	2,461.60
138707	CDW GOVERNMENT	257.44
138708	CHARLEVOIX SCREEN MASTERS INC	540.00
138709	CHARLEVOIX TOWNSHIP TREASURE	76.42
138710	CINTAS	224.43
138711	CINTAS CORPORATION	302.07
138712	CITY OF CHARLEVOIX - MISC	955.30
138713	CONWAY PROFESSIONAL SERVICES	900.00
138714	DeROSIA, PATRICIA E.	50.00
138715	DOTSON, LINDSEY J.	50.00
138716	DROST LANDSCAPE	1,910.00
138717	DVORACEK, SARAH	50.00
138718	ECONO SIGNS LLC	594.59
138719	EDGEWATER RESOURCES LLC	8,700.00
138720	ELLIOTT, PATRICK M.	50.00
138721	FASTENAL COMPANY	37.94
138722	FERGUSON & CHAMBERLAIN	250.00
138723	FREEDOM MAILING SERVICES INC	2,453.19
138724	GALLS LLC	655.52
138725	GRAINGER	862.14
138726	GRAINGER	260.97
138727	GREAT LAKES ENERGY	410.06
138728	GRIFFITH, JOHN J	331.65
138729	GRP ENGINEERING INC	6,887.23
138730	HACH COMPANY	305.79
138731	HARDY DIAGNOSTICS	209.93
138732	HARTFORD, THE	2,569.62
138733	HERZOG ELECTRIC	678.98
138734	HEYDLAUFF, MARK L.	50.00
138735	HILLING, NICHOLAS A.	50.00
138736	HUTSON INC	1,708.44
138737	INTEGRITY BUSINESS SOLUTIONS	429.64
138738	JCD SALES & SERVICE LLC	284.00
138739	JOHN E GREEN COMPANY	225.00
138740	KLOOSTER, ALIDA K.	50.00
138741	KNORR, KENT J.	50.00
138742	KRAFT BUSINESS SYSTEMS	34.36
138743	KSS ENTERPRISES	532.14

Check Number	Payee	Amount
138744	LASER PRINTER TECHNOLOGIES	149.00
138745	LITTLE TRAVERSE DISPOSAL LLC	472.81
138746	MANTHEI CONSTRUCTION	589.95
138747	MCDERMOTT, DENNIS J.	50.00
138748	McGINN, KELLY A.	50.00
138749	MILLER, WILLIAM S.	50.00
138750	MINERAL MASTERS	2,390.00
138751	MOORE, RICHARD	85.00
138752	MUSTANG TOOL SERVICE	14.43
138753	NORTHERN PUMP SERVICE INC	2,300.00
138754	NORTHWEST FIRE	133.50
138755	NW MI COG	20,930.25
138756	OHM ADVISORS	9,875.00
138757	OLSON BZDOK & HOWARD	666.50
138758	OMS COMPLIANCE SERVICES INC	246.75
138759	ORBAN, BARBARA K.	50.00
138760	O'REILLY AUTOMOTIVE INC	47.97
138761	PAUL'S METER TESTING LLC	3,703.90
138762	PHYSICIANS CLINIC OF CHARLEVOIX	106.04
138763	POWER LINE SUPPLY	35,706.47
138764	POWER SYSTEM ENGINEERING INC	12,344.88
138765	PREIN & NEWHOF	5,569.70
138766	PRO IMAGE DESIGN - PETOSKEY	205.56
138767	QUILL LLC	150.14
138768	SCHOLEY, ROBERT W.	50.00
138769	SCHWEITZER ENGINEERING LABORA	4,735.50
138770	STATE OF MICHIGAN	653.32
138771	SUN BADGE CO	623.25
138772	SYSTEMS SPECIALISTS INC	1,512.50
138773	TERMINAL SUPPLY CO	207.64
138774	TRACE ANALYTICAL LABORATORIES I	1,073.00
138775	TRUCK & TRAILER SPECIALTIES	216.84
138776	UNIFIRST CORPORATION	763.76
138777	UNIVERSAL CREDIT SERVICES INC	134.15
138778	UP NORTH ASSESSING INC	5,300.00
138779	UPPER CASE PRINTING INK.	1,521.00
138780	USABLUEBOOK	336.81
138781	VERMEER OF MICHIGAN INC	178.48
138782	VSP INSURANCE CO. (CT)	1.17
138783	WEAVER, SARAH	75.00
138784	WHITLEY, ANDREW T.	132.05
138785	WURST, RANDALL W.	332.28
138786	YOUNG, KRISTEN L.	50.00
138787	ZIXCORP	1,948.26
Total 02/07/2023:		180,609.10
Grand Totals:		180,609.10

M = Manual Check, V = Void Check

Check Number	Payee	Amount
01/17/2023		
11723001	MICHIGAN PUBLIC POWER AGENCY	10,867.80
Total 01/17/2023:		10,867.80
Grand Totals:		10,867.80

Check Issue Date	Check Number	Payee	Amount
12023001			
01/20/2023	12023001	**EFTPS* Payroll Taxes	10,639.07
01/20/2023	12023001	**EFTPS* Payroll Taxes	10,639.07
01/20/2023	12023001	**EFTPS* Payroll Taxes	2,488.17
01/20/2023	12023001	**EFTPS* Payroll Taxes	2,488.17
01/20/2023	12023001	**EFTPS* Payroll Taxes	13,564.54
Total 12023001:	5		39,819.02
12023002			
01/20/2023	12023002	Alerus Financial	250.00
Total 12023002:	1		250.00
12023003			
01/20/2023	12023003	MissionSquare - 401 Plan 109153	1,062.00
Total 12023003:	1		1,062.00
12023004			
01/20/2023	12023004	MissionSquare - 457 Plan 300959	4,410.00
01/20/2023	12023004	MissionSquare - 457 Plan 300959	2,501.48
01/20/2023	12023004	MissionSquare - 457 Plan 300959	4,074.12
01/20/2023	12023004	MissionSquare - 457 Plan 300959	8,157.60
Total 12023004:	4		19,143.20
12023005			
01/20/2023	12023005	MissionSquare - Roth IRA 706117	1,130.76
Total 12023005:	1		1,130.76
12023006			
01/20/2023	12023006	STATE OF MICHIGAN	6,025.72
Total 12023006:	1		6,025.72
Grand Totals:	13		67,430.70

Check Number	Payee	Amount
01/20/2023		
12023007	MERS	55,610.72
12023008	ENTERPRISE FM TRUST	1,916.16
Total 01/20/2023:		57,526.88
Grand Totals:		57,526.88

M = Manual Check, V = Void Check

Check Number	Payee	Amount
01/25/2023		
12523001	MICHIGAN PUBLIC POWER AGENCY	311,586.64
Total 01/25/2023:		311,586.64
Grand Totals:		311,586.64

Check Number	Payee	Amount
01/30/2023		
13023001	MICHIGAN PUBLIC POWER AGENCY	13,421.26
Total 01/30/2023:		13,421.26
Grand Totals:		13,421.26

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Amount
20323001			
02/03/2023	20323001	**EFTPS* Payroll Taxes	9,533.63
02/03/2023	20323001	**EFTPS* Payroll Taxes	9,533.63
02/03/2023	20323001	**EFTPS* Payroll Taxes	2,229.65
02/03/2023	20323001	**EFTPS* Payroll Taxes	2,229.65
02/03/2023	20323001	**EFTPS* Payroll Taxes	12,653.23
Total 20323001:	5		36,179.79
20323002			
02/03/2023	20323002	Alerus Financial	250.00
Total 20323002:	1		250.00
20323003			
02/03/2023	20323003	MissionSquare - 401 Plan 109153	1,062.00
Total 20323003:	1		1,062.00
20323004			
02/03/2023	20323004	MissionSquare - 457 Plan 300959	4,400.00
02/03/2023	20323004	MissionSquare - 457 Plan 300959	2,541.36
02/03/2023	20323004	MissionSquare - 457 Plan 300959	4,080.48
02/03/2023	20323004	MissionSquare - 457 Plan 300959	8,107.30
Total 20323004:	4		19,129.14
20323005			
02/03/2023	20323005	MissionSquare - Roth IRA 706117	1,130.76
Total 20323005:	1		1,130.76
20323006			
02/03/2023	20323006	STATE OF MICHIGAN	5,320.15
Total 20323006:	1		5,320.15
Grand Totals:	13		63,071.84

dm

Check Number	Payee	Amount
01/16/2023		
3958	CHARLEVOIX COUNTY TREASURER	60,906.94
3959	CHARLEVOIX DISTRICT LIBRARY	47,828.68
3960	CHARLEVOIX PUBLIC SCHOOLS	573.65
3961	CHARLEVOIX PUBLIC SCHOOLS	120.13
3962	CHARLEVOIX PUBLIC SCHOOLS	141.15
3963	CHARLEVOIX PUBLIC SCHOOLS	33.03
3964	CHARLEVOIX PUBLIC SCHOOLS	60.06
3965	CHARLEVOIX-EMMET ISD	125,660.15
3966	CITY OF CHARLEVOIX - TAXES DUE	33,505.60
3967	LAKE CHARLEVOIX EMS AUTHORITY	43,353.18
3968	LERETA LLC	1,907.64
3969	RECREATIONAL AUTHORITY	9,511.62
Total 01/16/2023:		323,601.83
Grand Totals:		323,601.83

<u>CHECKS DRAWN ON CHARLEVOIX STATE BANK ACCOUNT</u>

Check Number	Payee	Amount
01/26/2023		
3970	CHARLEVOIX COUNTY TREASURER	51,285.52
3971	CHARLEVOIX DISTRICT LIBRARY	40,128.06
3972	CHARLEVOIX PUBLIC SCHOOLS	394.38
3973	CHARLEVOIX-EMMET ISD	105,428.24
3974	CITY OF CHARLEVOIX - TAXES DUE	28,319.97
3975	DANTUMA, JAMES AND KAREN	1,642.05
3976	LAKE CHARLEVOIX EMS AUTHORITY	36,372.99
3977	PIER COVE PROPERTIES	2.00
3978	RECREATIONAL AUTHORITY	7,980.30
Total 01/26/2023:		271,553.51
Grand Totals:		271,553.51

CHECKS DRAWN ON CHARLEVOIX STATE BANK ACCOUNT

M = Manual Check, V = Void Check

Charlevoix City Council
Consent Agenda

Title: BESS Capacity Power Purchase Commitment Authorization for $223,171
Date: February 6, 2023

Presented By:

Background:
The Michigan Public Power Agency (MPPA) in Lansing, provides access to electric power resources for its members. Charlevoix participates in several project committees, including the Energy Services Project Committee, or ESP. MPPA was recently presented with an opportunity for its ESP committee members to participate in a Battery Energy Storage System project, or BESS, through White Ox, LLC. The BESS project is in Washtenaw County, Michigan. This is an energy storage demonstration project. Charlevoix's pro rata share of the output is 0.4 MW, or 400 kW.

To participate, Charlevoix must execute the attached Power Purchase Commitment Authorization. The term of the agreement is ten (10) years, and the total estimated cost is $223,171. The project is outside the scope of the Hedge Plan Authorization Resolution adopted by the Charlevoix City Council on December 19, 2022, so a separate authorization is required.

Recommendation:
Motion to approve the MPPA's Power Purchase Commitment Authorization and participate in the Battery Energy Storage Systems Capacity Purchase and Sale Agreement with White Ox LLC and authorize its execution by John Griffith, Electric Department Director, Charlevoix's Member Authorized Representative, as presented.

Attachments:
1. BESS Capacity PPC Authorization - Charlevoix

ENERGY SERVICES PROJECT
POWER PURCHASE COMMITMENT AUTHORIZATION

This Power Purchase Commitment Authorization ("Authorization") is made and entered into as of _________________, 2023, by and between Michigan Public Power Agency ("MPPA"), a public body corporate and politic of the State of Michigan, created pursuant to 1976 Public Act 448 and City of Charlevoix (the "Participant").

WHEREAS, MPPA is a municipal power joint action agency established in 1978 organized to provide a means for Michigan municipal electric utilities to achieve the benefits of economies of scale and diversification in securing power supply and related services for their present and future needs; and

WHEREAS, during an open meeting on March 11, 2009, the MPPA Board of Commissioners created the Energy Services Project ("ESP") for the purpose of providing a means for full members of MPPA to obtain contracted power supply and market operation services; and

WHEREAS, to join the ESP, the Participant was required to approve and execute an Energy Service Agreement ("ESA") that describes the terms and conditions of power supply transactions, known as Power Purchase Commitments ("PPC"), between the Participant and MPPA; and

WHEREAS, this Authorization is a PPC between the Participant and MPPA; and

WHEREAS, by executing this Authorization, the Member Authorized Representative ("MAR") of the Participant is representing that the Participant has received all required approvals from its governing body to enter into this PPC with MPPA.

NOW, THEREFORE, for and in consideration of the mutual covenants and agreements herein contained, it is agreed by and between MPPA and the Participant hereto as follows:

Section 1. Power Purchase Commitment

Participant is committing to receive and pay for the Participant's ZRC Quantity as defined within this Authorization, from is pro-rata share of MPPA's Battery Energy Storage Systems ("BESS") Capacity Purchase and Sale Agreement ("CPA") with White Ox LLC ("White Ox"), whose BESS project ("Project") is located in Washtenaw County, MI.

The ZRCs being procured from the CPA with this Authorization are part of a portfolio of ZRCs used to meet Participant's capacity demonstration requirements under Michigan Public Act 341 and resource adequacy requirements of the Midcontinent Independent System Operator ("MISO").

The CPA was approved by Resolution by MPPA's Board of Commissioners in an open meeting on January 11, 2023.

Section 2. Delivery Location

MISO Local Resource Zone 7 ("LRZ 7") as is presently defined in the MISO Tariff.

Section 3. Product

Zonal Resource Credit ("ZRC") delivered from within LRZ 7. One ZRC represents one MW of unforced capacity as defined in the MISO Tariff.

Section 4. Term

The term of the PPC is 10 years and will begin upon the start date of the CPA (*i.e.*, the first calendar day of the next MISO Season (within a MISO Planning Year) that starts after the Commercial Operation Date ("COD")), currently expected to take place between June 1, 2025 and September 1, 2026. COD is achieved when not less than 90% of the ZRCs provided to MPPA under the CPA has been constructed, is fully interconnected with Network Resource Interconnection Service, and fully integrated and synchronized with the transmission system.

Section 5. Quantity

The Participant is allocated the following percentage share of ZRCs provided to MPPA under the CPA:

MPPA CPA ZRCs	Participant's Allocation %: Years 1-10	Participant's ZRC Quantity Per Year: Years 1-10
25 MW	1.60%	.4 MW

MPPA's CPA ZRCs shall mean 25 MW, which may be reduced if Commercial Operation is declared with less than 25 MW of ZRCs (but for avoidance of doubt, no less than 22.5 MW).

If MPPA's CPA ZRCs are reduced, Participant's ZRC Quantity will be reduced by the same percentage as MPPA's percent reduction.

Section 6. Payment

The Participant will pay MPPA the contract rate in the CPA for the Participant's ZRC Quantity. Over the term of the PPC, the forecasted financial commitment is $223,171. The actual financial commitment will not be based on a forecast but will be calculated utilizing the actual quantity of ZRCs delivered to the Participant.

Section 7. Energy Services Agreement

This Authorization is subject to the terms and provisions of the Participant's ESA, including its exhibits and appendices. In the event the terms of this Authorization conflict with the ESA, the provisions of the ESA shall prevail.

Section 8. Evidence

Authority of the Participant's MAR to execute this Authorization is evidenced through the Participant resolution passed appropriately by the Participant's governing body or through the meeting minutes of the Participant's governing body where approval was granted to the MAR to execute this Authorization.

Section 9. Effectiveness

This Authorization is not effective until MPPA has received executed power purchase commitment authorization forms from all the ESP participants who committed to take a pro rata portion of the Contract Capacity provide to MPPA under the CPA between MPPA and White Ox that acknowledges responsibility to pay, in the aggregate, no less than 100% of the costs and expenses to be paid by MPPA under the CPA.

Member Authorized Representative:

____
Signature

____
Printed

____
Dated

Charlevoix City Council

Public Hearings and Actions Requiring Public Hearings

Title: Set Public Hearing for FY 2024 and FY 2023 Budget Amendment
Date: February 6, 2023

Presented By: Mark Heydlauff, City Manager

Background:
City Council needs to have a public hearing for the 2023-24 Budget, which also sets the millage rates to support the budget. The public hearing also fulfills the Truth in Taxation hearing required to levy the tax millage each year. The budget needs to be in place prior to the start of our new fiscal year beginning on April 1, 2023. An ordinance takes 30 days to take effect following passage by City Council.

The proposed budget amendment will keep the City's budget process in compliance with Public Act 202 and update the estimated year end budget for 2022-23 to our best estimate. A copy of the public notice is attached.

Recommendation:
Motion to set a Public Hearing on Ordinance 837 and Ordinance 838 for March 6, 2023 at 6 p.m. in the City Council Chambers, 210 State Street, Charlevoix, MI and direct staff to make all necessary public notices to comply with the Charter and the Truth in Taxation Act.

Attachments:
1. Public Notice for FY 2023 Budget Amendment (Ordinance 837)
2. Ordinance 837 for FY 2023 Budget Amendments
3. Public Notice for FY 2024 (Ordinance 838)
4. Ordinance 838 for 2023-2024 Annual Budget
5. Draft Budget FY 2024

PUBLIC NOTICE

The City Council of the City of Charlevoix will hold a Public Hearing on the Proposed 2022-23 Fiscal Year Budget Amendment #1 on Monday, March 6, 2023 at 6:00 p.m. at City Hall, 210 State Street, Charlevoix, Michigan. The following Budget Amendment #1 is proposed for the fiscal year April 1, 2022 to March 31, 2023:

		Original Budget	Amended Budget	Net Change
General Fund	RV Total	3,754,200	3,837,586	83,386
- Legislative	EX Total	57,700	62,420	4,720
- General Government	EX Total	709,700	756,287	46,587
- Public Safety	EX Total	1,106,900	1,208,243	101,343
- Public Works	EX Total	352,900	358,105	5,205
- Recreation & Culture	EX Total	1,409,550	1,574,645	165,095
- Other	EX Total	21,000	30,178	9,178
- Fund Transfers	EX Total	48,300	22,276	(26,024)
Major Street Fund	RV Total	751,004	424,296	(326,709)
Major Street Fund	EX Total	910,071	703,633	(206,438)
Local Street Fund	RV Total	204,954	191,741	(13,213)
Local Street Fund	EX Total	146,800	157,797	10,997
Parking Services Fund	RV Total	96,900	133,181	36,281
Parking Services Fund	EX Total	93,400	117,039	23,639
Housing Initiatives Fund	RV Total	6,000	6,020	20
Housing Initiatives Fund	EX Total	0	4,625	4,625
DDA Fund	RV Total	612,300	631,459	19,159
DDA Fund	EX Total	591,900	600,004	8,104
Airport Fund	RV Total	1,982,949	2,473,338	490,389
Airport Fund	EX Total	1,808,350	2,601,687	793,337
PI#1 - Fire Replacement Fund	RV Total	57,037	57,012	(26)
PI#6 - Infrastructure Improvements Fund	RV Total	429,300	1,374,613	945,313
PI#6 - Infrastructure Improvements Fund	EX Total	521,200	287,526	(233,674)
PI#7 - Street Improvements	RV Total	254,900	271,453	16,553
PI#7 - Street Improvements	EX Total	430,000	482,750	52,750
PI#12 - Mt. McSauba Recreation Improvement Fund	RV Total	7,020	7,030	10
PI#14 - Public Services Facility Fund	RV Total	0	23,692	23,692
PI#14 - Public Services Facility Fund	EX Total	0	66,483	66,483
PI#15 - Trail Development-Improvement Fund	RV Total	1,194,000	50,100	(1,143,900)
PI#15 - Trail Development-Improvement Fund	EX Total	1,316,500	2,299	(1,314,201)
PI#17 - Building Capital Improvement Fund	RV Total	0	1,107,614	1,107,614
PI#17 - Building Capital Improvement Fund	EX Total	0	72,415	72,415
Electric Fund	RV Total	7,695,736	7,640,436	(55,300)
Electric Fund	EX Total	9,480,900	8,798,650	(682,250)
Sewer Fund	RV Total	2,498,380	2,498,680	300
Sewer Fund	EX Total	3,639,400	3,869,389	229,989
Water Fund	RV Total	1,724,400	1,696,200	(28,200)
Water Fund	EX Total	2,287,900	2,607,653	319,753
Marina Fund	RV Total	901,540	927,382	25,842
Marina Fund	EX Total	1,564,900	1,599,542	34,642
DPW Site Fund	EX Total	51,000	1,157,614	1,106,614
Employee Fringe Benefit Fund	RV Total	2,885,000	2,897,032	12,032
Employee Fringe Benefit Fund	EX Total	2,887,600	2,990,635	103,035
Motor Pool Fund	RV Total	1,177,187	1,153,079	(24,108)
Motor Pool Fund	EX Total	1,178,800	1,089,321	(89,479)
Perpetual Care Trust Fund	RV Total	6,000	11,500	5,500

CITY OF CHARLEVOIX
ORDINANCE NO. 837 OF 2023
2022-2023 BUDGET AMENDMENT #1

The Budget for the fiscal year beginning April 1, 2022 shall be amended for operating the City of Charlevoix. Ordinance 837 of 2023 Budget Appropriation Act of 2022-23, is hereby amended as follows:

		Original Budget	Amended Budget	Net Change
General Fund	RV Total	3,754,200	3,837,586	83,386
- Legislative	EX Total	57,700	62,420	4,720
- General Government	EX Total	709,700	756,287	46,587
- Public Safety	EX Total	1,106,900	1,208,243	101,343
- Public Works	EX Total	352,900	358,105	5,205
- Health and Welfare	EX Total	0	0	0
- Recreation & Culture	EX Total	1,409,550	1,574,645	165,095
- Other	EX Total	21,000	30,178	9,178
- Fund Transfers	EX Total	48,300	22,276	(26,024)
Major Street Fund	RV Total	751,004	424,296	(326,709)
	EX Total	910,071	703,633	(206,438)
Local Street Fund	RV Total	204,954	191,741	(13,213)
	EX Total	146,800	157,797	10,997
EMS Fund	RV Total	0	0	0
	EX Total	0	0	0
Parking Services Fund	RV Total	96,900	133,181	36,281
	EX Total	93,400	117,039	23,639
Housing Initiatives Fund	RV Total	6,000	6,020	20
	EX Total	0	4,625	4,625
DDA Fund	RV Total	612,300	631,459	19,159
	EX Total	591,900	600,004	8,104
Airport Fund	RV Total	1,982,949	2,473,338	490,389
	EX Total	1,808,350	2,601,687	793,337
PI#1 - Fire Replacement Fund	RV Total	57,037	57,012	(26)
PI#6 - Infrastructure Improvements Fund	RV Total	429,300	1,374,613	945,313
	EX Total	521,200	287,526	(233,674)
PI#7 - Street Improvements	RV Total	254,900	271,453	16,553
	EX Total	430,000	482,750	52,750
PI#12 - Mt McSauba Rec. Improvement Fund	RV Total	7,020	7,030	10
PI#14 - Public Services Facility Fund	RV Total	0	23,692	23,692
	EX Total	0	66,483	66,483
PI#15 - Trail Development-Improvement Fund	RV Total	1,194,000	50,100	(1,143,900)
	EX Total	1,316,500	2,299	(1,314,201)
PI#17 - Building Capital Improvement Fund	RV Total	0	1,107,614	1,107,614
PI#17 - Building Capital Improvement Fund	EX Total	0	72,415	72,415
Electric Fund	RV Total	7,695,736	7,640,436	(55,300)
	EX Total	9,480,900	8,798,650	(682,250)
Sewer Fund	RV Total	2,498,380	2,498,680	300
	EX Total	3,639,400	3,869,389	229,989
Water Fund	RV Total	1,724,400	1,696,200	(28,200)
	EX Total	2,287,900	2,607,653	319,753
Marina Fund	RV Total	901,540	927,382	25,842
Marina Fund	EX Total	1,564,900	1,599,542	34,642
DPW Site Fund	RV Total	0	0	0
	EX Total	51,000	1,157,614	1,106,614
Employee Fringe Benefit Fund	RV Total	2,885,000	2,897,032	12,032
	EX Total	2,887,600	2,990,635	103,035
Motor Pool Fund	RV Total	1,177,187	1,153,079	(24,108)
	EX Total	1,178,800	1,089,321	(89,479)
Perpetual Care Trust Fund	RV Total	6,000	11,500	5,500

Bad Debt Write-Offs	
General Fund/EMS	69,224
Electric Fund	9,313
Water Fund	3,515
Sewer Fund	4,963
2022-2023 TOTAL:	**87,014**

2021-22	$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. 837 was adopted on the 6th day of March, 2023 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	Lyle Gennett	Mayor

PUBLIC NOTICE

There will be a public hearing on the proposed 2023-24 Annual City Budget at 6:00 pm on Monday, March 6, 2023 in the City Hall Council Chambers, 210 State Street, Charlevoix, MI. The purpose of the hearing is to inform citizens of local budgetary actions and provide the opportunity for participation in the local budget making process. **The proposed property tax millage rate to be levied to support the proposed budget will be a subject of this public hearing.** A copy of the proposed budget is available at City Hall or the Charlevoix Public Library for public inspection.

CITY OF CHARLEVOIX, MICHIGAN
2023-24 Proposed Budget
REVENUE AND EXPENSE SUMMARY - ALL FUNDS
March 6, 2023

	GENERAL FUND	MAJOR STREET	LOCAL STREET	PARKING SERVICES	HOUSING INITIATIVES	AIRPORT	ELECTRIC	SEWER	WATER	MARINA	DDA	PERPETUAL CARE	2023-24
REVENUES													
Taxes	3,015,700										552,800		3,568,500
Licenses & Permits	56,700												56,700
State & Federal Grants	593,500	437,425	167,358								18,000		1,216,283
Charges for Services	397,200			133,800		2,125,305	7,979,020	2,526,900	1,716,500	568,530		4,000	15,451,255
Fines & Forfeits	2,300						35,000	8,500	6,000				51,800
Interest & Rents	244,500	300	30			116,162	17,441	6,580	200	600	60,000	2,000	447,813
Other	40,100					462,989	18,500	5,600	18,200	1,730	20,300		567,419
Fund Transfers	27,600		30,500		6,000		12,475			371,400			447,975
Appropriation-Surplus	33,050						2,173,764	1,063,220	895,000	656,140	58,700		4,879,874
TOTAL REVENUES:	4,410,650	$437,725	$197,888	$133,800	$6,000	$2,704,457	$10,236,200	$3,610,800	$2,635,900	$1,598,400	709,800	$6,000	26,687,620
EXPENDITURES													
Legislative	62,200												62,200
General Government	792,300												792,300
Public Safety	1,261,000			118,900									1,379,900
Public Works	409,700	417,676	167,900			2,085,800					244,400		3,325,476
Health & Welfare	0												-
Recreation & Culture	1,816,050									377,100			2,193,150
Capital Outlay						23,350	1,999,000	800,000	941,300				3,763,650
Debt Service								606,100		460,900			1,067,000
Electric							7,477,900						7,477,900
Sewer								1,524,500					1,524,500
Water									1,306,700				1,306,700
Fund Transfers	48,500						249,300	90,200	77,900	100,000	435,400		1,001,300
Other	20,900									2,400	30,000		53,300
Depreciation						505,000	510,000	590,000	310,000	658,000			2,573,000
TOTAL EXPENSES:	4,410,650	$417,676	$167,900	$118,900	$0	$2,614,150	$10,236,200	$3,610,800	$2,635,900	$1,598,400	$709,800	$0	26,520,376

CITY OF CHARLEVOIX
ORDINANCE NO. 838 of 2023
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, 2023 and ending March 31, 2024 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:	$4,410,650
TOTAL EXPENSE:	$4,410,650

BE IT FURTHER RESOLVED, that the City Council of the City of Charlevoix does hereby levy 10.6052 mills (9.4052 mills operating and 1.2000 mills infrastructure) for the period of April 1, 2023 through March 31, 2024 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 1.3252 mills for the period April 1, 2023 through March 31, 2024 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, 2023 through March 31, 2024 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, 2023 through March 31, 2024 in the amounts set forth below by fund:

FUND	REVENUE	EXPENSE
Major Street Fund	$ 437,725	$ 417,676
Local Street Fund	197,888	167,900
Parking Services	133,800	118,900
Housing Initiatives	6,000	0
Electric Fund	10,236,200	10,236,200
Sewer Fund	3,610,800	3,610,800
Water Fund	2,635,900	2,635,900
Marina Fund	1,598,400	1,598,400
Airport Fund	2,704,457	2,614,150
Downtown Development Authority	709,800	709,800
Employee Fringe Benefit	3,197,100	3,078,800
Motor Vehicle Fund	1,213,700	1,213,700
Perpetual Care Trust Fund	6,000	0
General Debt Service Fund - Infrastructure	322,500	322,500
General Debt Service Fund – New Services Facility	489,500	489,400
Fire Fund	55,786	0
Sewer Tap-in Fund*	15,080	0
Northside/Southside Sewer Fund*	4,500	0
Infrastructure Improvement	1,272,200	1,272,200
Road Improvements	271,500	200,000
Industrial Park Fund	7,570	5,000
Mt. McSauba Recreation Fund	10,000	10,000

FUND	REVENUE	EXPENSE
Trail Development-Improvement Fund	1,027,300	1,027,300
Building Capital Project-Improvement Fund	73,700	73,700

* These funds are part of the Sewer Fund.

Ordinance # 838 was enacted on the 6th day of March, 2023 A.D., by the Charlevoix City Council as follows:

Motion by:
Second by:

Yeas:
Nays:
Absent:

State of Michigan)
) ss
City of Charlevoix)

Sarah J. Dvoracek Clerk

Lyle Gennett Mayor

CITY OF CHARLEVOIX
GENERAL FUND
2023-24 BUDGET

	2021-22 Actual	2022-23 Budget	2022-23 Est. Actual	2023-24 Budget
REVENUES				
Taxes	2,659,502	2,771,000	2,780,683	3,015,700
Licenses & Permits	38,525	54,400	56,695	56,700
Federal Grants	61,059	-	-	-
State Grants & Revenue	307,235	278,800	288,035	587,000
Local Grants & Contributions	45,660	6,500	16,000	6,500
Charges for Services	387,007	352,500	392,077	397,200
Fines & Forfeits	2,391	2,100	2,810	2,300
Interest & Rents	293,325	241,100	245,081	244,500
Other	85,488	47,800	27,950	40,100
Fund Transfers	-	-	28,256	27,600
TOTAL REVENUES	**$ 3,880,192**	**$ 3,754,200**	**$ 3,837,586**	**$ 4,377,600**
EXPENSES				
Legislative	178,793	57,700	62,420	62,200
General Government	650,839	709,700	756,287	792,300
Public Safety	1,138,018	1,106,900	1,208,243	1,261,000
Public Works	268,292	352,900	358,105	409,700
Health & Welfare	179,131	-	-	-
Recreation & Culture	1,424,777	1,409,550	1,574,645	1,816,050
Other	41,339	21,000	30,178	20,900
Fund Transfers	128,494	48,300	22,276	48,500
TOTAL EXPENSES	**$ 4,009,683**	**$ 3,706,050**	**$ 4,012,154**	**$ 4,410,650**
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	**$ (129,491)**	**$ 48,150**	**$ (174,567)**	**$ (33,050)**
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	1,185,811	902,000	1,056,320	881,753
NET CHANGE IN FUND BALANCE	(129,491)	48,150	(174,567)	(33,050)
FUND BALANCE	**$ 1,056,320**	**$ 950,150**	**$ 881,753**	**$ 848,703**
CASH & INVESTMENTS	**$ 1,245,713**	**$ 842,077**	**$ 1,071,146**	**$ 1,038,096**
FUND BALANCE AS % OF TOTAL EXPENSES	**26%**	**26%**	**22%**	**19%**

CITY OF CHARLEVOIX
GENERAL FUND REVENUE DETAIL
2023-24 BUDGET

	2021-22 Actual	2022-23 Budget	2022-23 Est. Actual	2023-24 Budget
TAXES				
CURRENT PROPERTY TAX LEVY	2,236,461	2,355,200	2,350,810	2,575,000
REFUSE TAX	242,240	255,100	263,982	272,600
PAYMENT IN LIEU OF TAXES	6,138	7,400	7,400	7,400
DELINQUENT TAXES - CITY OPERATING	40,663	30,000	30,000	30,000
DELINQUENT TAXES - REFUSE	4,335	3,000	3,000	3,000
IFT / CFT TAXES	8,265	8,300	8,300	8,300
LOCAL STABILIZATION REVENUE	86,641	80,000	83,190	85,400
INTEREST & DELINQUENT - TAXES	6,573	7,000	7,000	7,000
TAX ADMINISTRATION FEES	28,186	25,000	27,000	27,000
TOTAL TAXES	**$ 2,659,502**	**$ 2,771,000**	**$ 2,780,683**	**$ 3,015,700**
LICENSES & PERMITS				
LICENSES & PERMITS	6,175	6,400	8,695	8,700
LICENSES & PERMITS - SHORT TERM RENTALS	32,350	48,000	48,000	48,000
TOTAL LICENSES & PERMITS	**$ 38,525**	**$ 54,400**	**$ 56,695**	**$ 56,700**
FEDERAL GRANTS				
FEDERAL GRANTS - OTHER	61,059	-	-	-
FEDERAL GRANTS	-	-	-	-
TOTAL FEDERAL GRANTS	**$ 61,059**	**$ -**	**$ -**	**$ -**
STATE GRANTS & REVENUE				
STATE GRANTS - PUBLIC SAFETY	875	1,500	1,500	1,500
STATE GRANTS - ELECTIONS	-	-	1,500	-
STATE GRANTS - OTHER	-	-	-	300,500
STATE SHARED REVENUE	281,399.50	253,700.00	259,434.90	259,400.00
STATE SHARED REVENUE - LIQUOR LICENSES	11,326	10,000	12,000	12,000
STATE SHARED REVENUE - METRO ACT	13,635	13,600	13,600	13,600
TOTAL STATE GRANTS & REVENUE	**$ 307,235**	**$ 278,800**	**$ 288,035**	**$ 587,000**
LOCAL GRANTS & CONTRIBUTIONS				
CONTRIBUTION - CHARLEVOIX TWP	-	-	-	-
CONTRIBUTION - HAYES TWP	-	-	-	-
CONTRIBUTION - NORWOOD TWP	-	-	-	-
GRANTS - CVX COUNTY COMMUNITY FOUNDATION	-	1,000	11,000	1,000
GRANTS - OTHER	22,340	-	-	-
GRANTS - FREY FOUNDATION	-	-	-	-
GRANTS - GRAND TRAVERSE BAND	21,500	3,500	3,500	3,500
GRANTS - FARMERS MARKET	1,820	2,000	1,500	2,000
TOTAL LOCAL GRANTS & CONTRIBUTIONS	**$ 45,660**	**$ 6,500**	**$ 16,000**	**$ 6,500**
CHARGES FOR SERVICES				
CHARGES FOR SERVICES - OTHER	453	700	700	700
CEMETERY - LOTS, FOUND & OPENING	57,580	43,000	55,000	50,000
PAVILLION RESERVATION FEE	9,641	9,500	9,000	9,500
SKATE PARK RENTAL EQUIPMENT	-	-	-	-
SKATE PARK CONCESSION	-	-	-	-
GOLF - NINE AND DINE	-	-	-	-
GOLF - NON TAXABLE ITEMS	1,742	1,800	2,200	2,500
GOLF - TAXABLE ITEMS	3,648	8,000	6,000	8,000
RECREATION - NON TAXABLE ITEMS	238	-	1,100	1,000
FARMERS MARKET SALES	17,861	18,000	22,700	22,500

CITY OF CHARLEVOIX
GENERAL FUND REVENUE DETAIL
2023-24 BUDGET

	2021-22 Actual	2022-23 Budget	2022-23 Est. Actual	2023-24 Budget
USE & ADMISSIONS - GREEN FEES	132,601	133,000	145,000	150,000
USE & ADMISSIONS - SUMMER SPORTS	133	4,000	3,800	5,000
USE & ADMISSIONS - DAY CAMP	61,564	62,100	70,000	75,000
USE & ADMISSIONS - SKI HILL	84,329	55,000	55,000	55,000
USE & ADMISSIONS - BASKETBALL	80	100	-	-
USE & ADMISSIONS - VOLLEYBALL	-	-	-	-
USE & ADMISSIONS - BEACH CONSESSION	3,013	2,500	4,500	2,000
USE & ADMISSIONS - SKATE PARK	2,451	2,500	177	-
USE & ADMISSIONS - SKATING RINK	991	500	500	500
USE & ADMISSIONS - FARMERS MKT BOOTH	10,425	11,500	15,100	15,000
USE & ADMISSIONS - YOGA IN PARK	314	300	500	500
USE & ADMISSIONS - USE&ADM COMMUNITY PARTNERSHIPS	(56)	-	800	-
PARKING FEES	-	-	-	-
ALARM RESPONSE FEES	-	-	-	-
TOTAL CHARGES FOR SERVICES	**$ 387,007**	**$ 352,500**	**$ 392,077**	**$ 397,200**
FINES & FORFEITS				
FINES AND FORFEITS	235	-	660	200
ORDINANCE FINES - COUNTY	2,161	2,000	2,000	2,000
NSF CHECK CHARGES	45	100	100	100
CIVIL INFRACTION FINES	(50)	-	50	-
TOTAL FINES & FORFEITS	**$ 2,391**	**$ 2,100**	**$ 2,810**	**$ 2,300**
INTEREST & RENTS				
INTEREST EARNINGS	63,296	5,000	5,000	5,000
RENTS - DOCKING	-	-	-	-
RENTS - CITY HALL	201,500	206,600	206,600	209,900
RENTS - ELECTIONS	-	2,600	3,281	2,600
RENTS - FERRY BOAT LAUNCH	26,866	26,900	27,000	27,000
RENTS - ROAD RIGHT OF WAY	-	-	-	-
RENTS - TOWER LEASE	-	-	-	-
RENTS - GOLF	1,661	-	3,200	-
RENTS - HARBOR BUILDING	1	-	-	-
TOTAL INTEREST & RENTS	**$ 293,325**	**$ 241,100**	**$ 245,081**	**$ 244,500**
OTHER				
SALE OF FIXED ASSETS	-	500	500	500
DONATIONS - PRIVATE SOURCES	5,085	-	-	-
CONTRIBUTIONS & DONATIONS - RESTRICTED POLICE	-	-	100	100
DONATIONS - SKATE PARK	1,026	1,000	2,700	2,500
CONTRIBUTIONS & DONATIONS - DRUG FORFEITURES	300	-	-	-
DONATIONS - DISC GOLF	-	-	-	-
DAY CAMP SCHOLARSHIPS	4,670	6,500	2,550	3,000
SKI HILL SCHOLARSHIPS	2,415	5,000	6,000	6,000
DONATIONS - BRICKS	800	700	1,000	1,000
CONTRIBUTIONS PRIVATE - BENCHES	3,885	2,000	-	2,000
DONATIONS-MCSAUBA CANDLE HIKE	118	1,500	1,000	1,000
SPONSOR/DONATION - FARMERS MKT	2,050	3,000	2,000	2,000
DONATION - DAY CAMP EDUCATE	-	-	100	-
DONATION - ICE RINK	-	1,000	-	-
DONATION - BALL FIELD IMPROVEMENT	9,225	-	-	-
DONATION - KAYAK LAUNCH-FERRY	5,000	13,000	-	10,000
DONATION - DOG PARK	28,435	1,500	-	-

CITY OF CHARLEVOIX
GENERAL FUND REVENUE DETAIL
2023-24 BUDGET

	2021-22 Actual	2022-23 Budget	2022-23 Est. Actual	2023-24 Budget
DONATION - RECREATION	-	-	-	-
REFUNDS & REBATES	-	1,000	1,000	1,000
REFUNDS & REBATES - INSURANCE	6,888	2,000	2,000	2,000
APPROPRIATIONS FROM SURPLUS	-	-	-	-
MISCELLANEOUS	15,571	9,000	9,000	9,000
MISCELLANEOUS - FARMERS MARKET	20	100	-	-
TOTAL OTHER	**$ 85,488**	**$ 47,800**	**$ 27,950**	**$ 40,100**
FUND TRANSFERS				
CONTRIBUTIONS FROM OTHER FUNDS	-	-	28,256	27,600
CONTRIBUTIONS FROM OTHER FUNDS - PI 6	-	-	-	-
TOTAL FUND TRANSFERS	**$ -**	**$ -**	**$ 28,256**	**$ 27,600**
TOTAL REVENUES	**$ 3,880,192**	**$ 3,754,200**	**$ 3,837,586**	**$ 4,377,600**

CITY OF CHARLEVOIX
GENERAL FUND EXPENSES SUMMARY
2023-24 BUDGET

	2021-22 Actual	2022-23 Budget	2022-23 Est. Actual	2023-24 Budget
LEGISLATIVE				
Common Council	178,793	57,700	62,420	62,200
TOTAL LEGISLATIVE	**$ 178,793**	**$ 57,700**	**$ 62,420**	**$ 62,200**
GENERAL GOVERNMENT				
Mayor	7,259	10,400	8,156	8,700
City Manager	115,644	120,200	120,797	126,400
Elections	28,596	41,900	47,632	67,000
Assessor	45,017	44,300	44,051	44,800
City Attorney	22,651	33,400	33,400	33,400
City Clerk	54,824	51,300	55,092	55,700
City Treasurer	64,185	79,000	81,013	81,200
City Hall & Grounds	195,213	228,300	223,536	228,800
Cemetery	117,449	100,900	142,610	146,300
TOTAL GENERAL GOVERNMENT	**$ 650,839**	**$ 709,700**	**$ 756,287**	**$ 792,300**
PUBLIC SAFETY				
Police Department	890,939	833,000	934,258	942,900
Fire Department	184,053	217,600	211,688	234,200
Planning	63,026	56,300	62,298	83,900
TOTAL PUBLIC SAFETY	**$ 1,138,018**	**$ 1,106,900**	**$ 1,208,243**	**$ 1,261,000**
PUBLIC WORKS				
Highways & Streets	-	-	-	-
Leaf Pickup	162,200	208,500	215,889	246,800
Spring Cleanup	60,615	59,500	85,977	97,900
Brush Pickup	45,477	84,900	56,239	65,000
TOTAL PUBLIC WORKS	**$ 268,292**	**$ 352,900**	**$ 358,105**	**$ 409,700**
HEALTH & WELFARE				
Ambulance	179,131	-	-	-
TOTAL HEALTH & WELFARE	**$ 179,131**	**$ -**	**$ -**	**$ -**
RECREATION & CULTURE				
Parks Department	645,599	636,900	692,394	690,800
Recreation Administration	197,942	208,300	218,179	229,200
City Beaches	55,127	7,350	35,357	283,550
Ball Fields	23,868	21,000	20,898	23,000
Day Camp	73,307	85,100	83,035	89,400
Ice Rink	5,680	10,700	7,080	4,100
Mt. McSauba Ski Hill	162,920	145,300	161,035	177,900
Recreational Sports	487	9,200	150	-
Skate Park	9,551	8,700	7,307	9,400
Golf Course	208,068	231,300	218,797	261,300
Boat Launch	34,480	33,800	118,337	35,300
Community Promotion	7,749	11,900	12,075	12,100
TOTAL RECREATION & CULTURE	**$ 1,424,777**	**$ 1,409,550**	**$ 1,574,645**	**$ 1,816,050**
MISCELLANEOUS				
OTHER	41,339	21,000	30,178	20,900
FUND TRANSFERS	128,494	48,300	22,276	48,500
TOTAL MISCELLANEOUS	**$ 169,833**	**$ 69,300**	**$ 52,454**	**$ 69,400**
TOTAL EXPENSES	**$ 4,009,683**	**$ 3,706,050**	**$ 4,012,154**	**$ 4,410,650**

CITY OF CHARLEVOIX
GENERAL FUND EXPENSES DETAIL
2023-24 BUDGET

	2021-22 Actual	2022-23 Budget	2022-23 Est. Actual	2023-24 Budget
COMMON COUNCIL				
EMPLOYEE FRINGE BENEFITS	2,674	3,600	3,551	3,600
FEES & PER DIEM	12,429	17,700	17,670	18,000
OFFICE SUPPLIES	2,724	2,500	3,300	2,700
PROFESSIONAL SERVICES	14,451	11,800	20,995	16,000
CONFERENCE & TRAVEL	1,800	6,200	500	6,200
PRINTING & PUBLISHING	3,176	5,800	5,800	5,800
MEMBERSHIPS & DUES	2,046	2,200	2,200	2,200
MISCELLANEOUS	6,214	6,000	6,000	6,000
CAPITAL IMPROVEMENTS	131,172	-	494	-
LOAN INTEREST	2,106	1,900	1,910	1,700
TOTAL COMMON COUNCIL	**$ 178,793**	**$ 57,700**	**$ 62,420**	**$ 62,200**
MAYOR				
EMPLOYEE FRINGE BENEFITS	627	900	861	800
FEES & PER DIEM	3,578	5,100	5,140	4,500
OFFICE SUPPLIES	25	200	240	200
CONFERENCE & TRAVEL	2,430	3,500	500	2,500
CAR ALLOWANCE	600	600	600	600
MISC. (MEMBERSHIPS & DUES)	-	100	815	100
TOTAL MAYOR	**$ 7,259**	**$ 10,400**	**$ 8,156**	**$ 8,700**
CITY MANAGER				
SALARIES & WAGES	40,326	37,100	38,596	39,900
WAGES (ICMA)	5,810	5,900	6,243	6,400
SALARIES & WAGES - TEMPORARY	4,841	6,100	6,237	6,500
EMPLOYEE FRINGE BENEFITS	36,392	34,100	35,252	36,300
OFFICE SUPPLIES	4,487	7,900	7,900	7,900
CONTRACTUAL SERVICES	6,003	10,000	10,000	10,000
TELEPHONE	2,507	2,700	2,700	2,800
CONFERENCE & TRAVEL	5,632	7,600	5,000	7,600
CAR ALLOWANCE	5,400	5,400	5,400	5,400
BOOKS, MAGAZINES & PERIODICALS	362	700	700	700
MEMBERSHIPS & DUES	1,637	1,800	1,719	1,800
MISCELLANEOUS	428	100	300	300
OFFICE EQUIPMENT	1,819	800	750	800
TOTAL CITY MANAGER	**$ 115,644**	**$ 120,200**	**$ 120,797**	**$ 126,400**
ELECTIONS				
SALARIES & WAGES	10,711	11,900	11,780	12,100
WAGES (ICMA)	1,000	1,200	1,237	1,300
SALARIES & WAGES - TEMPORARY	3,826	9,500	9,537	21,500
EMPLOYEE FRINGE BENEFITS	8,928	10,700	10,619	12,700
FEES & PER DIEM	-	-	-	-
OFFICE SUPPLIES	1,553	2,700	4,000	7,500
PRINTING & PUBLISHING	1,213	500	1,600	3,000
EQUIPMENT MAINTENANCE	1,365	5,400	8,860	8,900
TOTAL ELECTIONS	**$ 28,596**	**$ 41,900**	**$ 47,632**	**$ 67,000**
ASSESSOR				
SALARIES & WAGES	-	-	-	-
WAGES (ICMA)	-	-	-	-

CITY OF CHARLEVOIX
GENERAL FUND EXPENSES DETAIL
2023-24 BUDGET

	2021-22 Actual	2022-23 Budget	2022-23 Est. Actual	2023-24 Budget
SALARIES & WAGES	-	-	-	-
EMPLOYEE FRINGE BENEFITS	188	200	225	200
FEES & PER DIEM	1,250	1,500	1,500	1,500
OFFICE SUPPLIES	-	200	200	200
CONTRACTUAL SERVICES	39,185	37,700	37,740	38,500
TELEPHONE	-	-	-	-
CONFERENCE & TRAVEL	1,220	1,200	1,220	1,200
PRINTING & PUBLISHING	1,554	2,000	1,585	1,600
EQUIPMENT MAINTENANCE	1,540	1,500	1,581	1,600
OFFICE EQUIPMENT	81	-	-	-
TOTAL ASSESSOR	**$ 45,017**	**$ 44,300**	**$ 44,051**	**$ 44,800**
CITY ATTORNEY				
LEGAL FEES	22,337	33,000	33,000	33,000
MISC. (DUES & PERIODICALS)	314	400	400	400
TOTAL CITY ATTORNEY	**$ 22,651**	**$ 33,400**	**$ 33,400**	**$ 33,400**
CITY CLERK				
SALARIES & WAGES	21,511	18,500	18,517	19,100
WAGES (ICMA)	2,011	1,900	1,944	2,000
SALARIES & WAGES - TEMPORARY	1,558	3,700	3,711	3,800
EMPLOYEE FRINGE BENEFITS	17,012	15,000	15,000	15,500
OFFICE SUPPLIES	3,673	3,100	3,500	3,200
CONTRACTUAL SERVICES	4,801	200	3,500	2,800
TELEPHONE	1,445	1,300	1,360	1,400
CONFERENCE & TRAVEL	2,179	6,400	6,400	6,900
INSURANCE & BONDS	165	200	100	100
EQUIPMENT MAINTENANCE	-	800	800	800
MISC. (MEMBERSHIPS & DUES)	470	200	260	100
OFFICE EQUIPMENT	-	-	-	-
TOTAL CITY CLERK	**$ 54,824**	**$ 51,300**	**$ 55,092**	**$ 55,700**
CITY TREASURER				
SALARIES & WAGES	24,567	30,600	30,710	31,700
WAGES (ICMA)	2,601	3,200	3,225	3,300
SALARIES & WAGES - TEMPORARY	368	-	100	-
EMPLOYEE FRINGE BENEFITS	19,217	23,900	23,954	24,700
OFFICE SUPPLIES	3,135	5,800	5,000	5,300
PROFESSIONAL SERVICES	3,450	3,000	5,300	3,900
TELEPHONE	1,845	1,900	1,960	2,000
CONFERENCE & TRAVEL	1,351	1,400	1,350	1,400
PRINTING & PUBLISHING	1,451	2,200	2,880	2,200
INSURANCE & BONDS	257	300	257	300
EQUIPMENT MAINTENANCE	4,306	4,400	4,526	4,600
MISC. (MEMBERSHIPS & DUES)	824	800	850	900
MISCELLANEOUS (BANK FEES)	813	1,200	600	600
OFFICE EQUIPMENT	-	300	300	300
TOTAL CITY TREASURER	**$ 64,185**	**$ 79,000**	**$ 81,013**	**$ 81,200**
CITY HALL & GROUNDS				
SALARIES & WAGES	29,877	41,300	33,798	35,000
WAGES (ICMA)	3,010	4,300	3,549	3,700

CITY OF CHARLEVOIX
GENERAL FUND EXPENSES DETAIL
2023-24 BUDGET

	2021-22 Actual	2022-23 Budget	2022-23 Est. Actual	2023-24 Budget
SALARIES & WAGES - TEMPORARY	12,423	13,200	16,275	16,800
EMPLOYEE FRINGE BENEFITS	25,168	34,200	28,804	29,800
REPAIRS & MAINTENANCE SUPPLIES	17,534	16,000	16,000	16,000
PROFESSIONAL SERVICES	10,909	15,800	16,500	16,500
CONTRACTUAL SERVICES	7,036	10,000	10,000	10,000
LEGAL FEES	-	-	-	-
TELEPHONE	967	1,100	1,100	1,100
UTILITIES	84,382	74,300	80,000	82,400
BUILDING MAINTENANCE	2,011	16,000	16,000	16,000
MISCELLANEOUS	1,896	2,100	1,510	1,500
BUILDING - CAPITAL OUTLAY	-	-	-	-
TOTAL CITY HALL & GROUNDS	**$ 195,213**	**$ 228,300**	**$ 223,536**	**$ 228,800**
CEMETERY				
SALARIES & WAGES	19,941	15,700	16,261	16,800
WAGES (ICMA)	1,936	1,600	1,707	1,800
SALARIES & WAGES - TEMPORARY	48,683	41,400	64,993	67,300
EMPLOYEE FRINGE BENEFITS	22,857	18,500	22,433	23,200
OPERATING SUPPLIES	8,649	7,500	8,700	8,700
TELEPHONE	1,159	1,300	1,320	1,300
UTILITIES	6,887	6,100	17,097	17,500
BUILDING MAINTENANCE	-	-	-	-
EQUIPMENT RENTAL	3,551	3,400	4,700	4,300
MISCELLANEOUS	430	400	400	400
MACHINERY & EQUIPMENT	3,357	5,000	5,000	5,000
TOTAL CEMETERY	**$ 117,449**	**$ 100,900**	**$ 142,610**	**$ 146,300**
POLICE DEPARTMENT				
SALARIES & WAGES	405,158	363,700	414,609	420,900
WAGES (ICMA)	41,012	38,200	43,534	44,200
SALARIES & WAGES - TEMPORARY	5,412	12,300	6,820	12,300
EMPLOYEE FRINGE BENEFITS	316,835	285,500	324,418	330,100
OFFICE SUPPLIES	6,747	6,500	6,500	6,500
OPERATING SUPPLIES	80	2,000	2,000	2,000
UNIFORMS PURCHASED	2,231	7,500	7,500	7,500
CONTRACTUAL SERVICES	7,054	7,900	18,900	7,900
TELEPHONE	2,345	2,700	2,700	2,700
CONFERENCE & TRAVEL	6,266	5,500	6,000	5,500
INSURANCE & BONDS	9,483	9,700	8,276	8,400
EQUIPMENT RENTAL	64,100	76,000	76,000	80,200
MISCELLANEOUS	4,255	4,500	5,000	4,500
EQUIPMENT	19,962	11,000	12,000	10,200
TOTAL POLICE DEPARTMENT	**$ 890,939**	**$ 833,000**	**$ 934,258**	**$ 942,900**
FIRE DEPARTMENT				
OPERATING SUPPLIES	-	-	-	-
CONTRACTUAL SERVICES	132,397	137,000	144,977	153,500
CONFERENCE & TRAVEL	-	-	-	-
INSURANCE & BONDS	3,938	4,100	5,111	5,400
EQUIPMENT MAINTENANCE	(1,782)	20,000	5,000	20,000
EQUIPMENT RENTAL	49,500	56,500	56,600	55,300
MISC. (DUES & PERIODICALS)	-	-	-	-

CITY OF CHARLEVOIX
GENERAL FUND EXPENSES DETAIL
2023-24 BUDGET

	2021-22 Actual	2022-23 Budget	2022-23 Est. Actual	2023-24 Budget
MACHINERY & EQUIPMENT	-	-	-	-
TOTAL FIRE DEPARTMENT	**$ 184,053**	**$ 217,600**	**$ 211,688**	**$ 234,200**
PLANNING				
SALARIES & WAGES	-	-	-	23,400
WAGES (ICMA)	-	-	-	2,500
SALARIES & WAGES - TEMPORARY	4,500	5,200	6,400	6,400
EMPLOYEE FRINGE BENEFITS	675	800	960	19,200
OFFICE SUPPLIES	1,038	2,500	2,500	2,500
PROFESSIONAL SERVICES	53,267	42,900	46,488	24,600
CONTRACTUAL SERVICES	1,063	700	1,600	1,100
TELEPHONE	322	400	400	400
CONFERENCE & TRAVEL	210	500	650	500
PRINTING & PUBLISHING	1,276	1,800	1,800	1,800
MEMBERSHIPS & DUES	675	700	700	700
MISCELLANEOUS	-	300	300	300
OFFICE EQUIPMENT	-	500	500	500
TOTAL PLANNING	**$ 63,026**	**$ 56,300**	**$ 62,298**	**$ 83,900**
HIGHWAYS & STREETS				
PROFESSIONAL SERVICES	-	-	-	-
UTILITIES	-	-	-	-
TOTAL HIGHWAYS & STREETS	**$ -**	**$ -**	**$ -**	**$ -**
LEAF PICKUP				
SALARIES & WAGES	31,299	36,600	42,583	40,500
WAGES (ICMA)	3,264	3,800	4,471	4,500
SALARIES & WAGES - TEMPORARY	10,216	23,500	13,520	23,500
EMPLOYEE FRINGE BENEFITS	25,945	32,100	35,242	35,100
OPERATING SUPPLIES	623	2,200	700	2,200
CONTRACTUAL SERVICES	2,455	15,000	15,000	34,500
EQUIPMENT RENTAL	88,397	95,300	104,373	106,500
TOTAL LEAF PICKUP	**$ 162,200**	**$ 208,500**	**$ 215,889**	**$ 246,800**
SPRING CLEANUP				
CONTRACTUAL SERVICES	60,615	59,500	85,977	97,900
TOTAL SPRING CLEANUP	**$ 60,615**	**$ 59,500**	**$ 85,977**	**$ 97,900**
BRUSH PICKUP				
SALARIES & WAGES	5,457	10,900	10,894	13,800
WAGES (ICMA)	638	1,100	1,144	1,400
SALARIES & WAGES - TEMPORARY	8,485	9,000	11,200	13,700
EMPLOYEE FRINGE BENEFITS	6,163	9,900	10,177	12,800
EQUIPMENT RENTAL	24,734	54,000	22,825	23,300
TOTAL BRUSH PICKUP	**$ 45,477**	**$ 84,900**	**$ 56,239**	**$ 65,000**
AMBULANCE				
SALARIES & WAGES	-	-	-	-
WAGES (ICMA)	-	-	-	-
SALARIES & WAGES - TEMPORARY	-	-	-	-
EMPLOYEE FRINGE BENEFITS	-	-	-	-
FEES & PER DIEM	-	-	-	-

CITY OF CHARLEVOIX
GENERAL FUND EXPENSES DETAIL
2023-24 BUDGET

	2021-22 Actual	2022-23 Budget	2022-23 Est. Actual	2023-24 Budget
OPERATING SUPPLIES	-	-	-	-
CONTRACTUAL SERVICES	187,668	-	-	-
CONFERENCE & TRAVEL	-	-	-	-
INSURANCE & BONDS	-	-	-	-
EQUIPMENT MAINTENANCE	-	-	-	-
EQUIPMENT RENTAL	-	-	-	-
MISCELLANEOUS	2,892	-	-	-
EDUCATION & TRAINING	-	-	-	-
BAD DEBT EXPENSE	(11,430)	-	-	-
MACHINERY & EQUIPMENT	-	-	-	-
TOTAL AMBULANCE	**$ 179,131**	**$ -**	**$ -**	**$ -**
PARKS DEPARTMENT				
SALARIES & WAGES	103,604	121,600	121,670	126,100
WAGES (ICMA)	10,450	12,800	12,775	13,200
SALARIES & WAGES - TEMPORARY	103,466	98,500	124,200	124,200
EMPLOYEE FRINGE BENEFITS	96,331	109,600	113,533	117,000
OPERATING SUPPLIES	57,130	48,900	58,515	58,500
REPAIRS & MAINTENANCE SUPPLIES	-	-	-	-
IWF MAINTENANCE	-	1,400	1,400	1,400
PROFESSIONAL SERVICES	-	-	-	-
CONTRACTUAL SERVICES	121,862	119,100	118,800	121,600
CONTRACTUAL SERVICE-BIKE SHARE	4,409	2,000	2,000	1,500
CONTRACTUAL SERVICES-DOG PARK	32,061	-	11,500	500
UTILITIES	64,444	65,100	65,100	68,400
BUILDING MAINTENANCE	263	1,500	1,500	1,500
EQUIPMENT RENTAL	51,580	53,900	53,900	54,400
MACHINERY & EQUIPMENT	-	2,500	7,500	2,500
TOTAL PARKS DEPARTMENT	**$ 645,599**	**$ 636,900**	**$ 692,394**	**$ 690,800**
RECREATION ADMINISTRATION				
SALARIES & WAGES	76,275	84,100	88,122	91,300
WAGES (ICMA)	8,107	8,800	9,253	9,600
SALARIES & WAGES - TEMPORARY	-	-	-	-
EMPLOYEE FRINGE BENEFITS	59,495	65,600	68,735	71,200
OFFICE SUPPLIES	1,154	2,000	2,500	2,500
OPERATING SUPPLIES	1,938	3,000	2,500	10,000
OPERATING SUPPLIES-FARMERS MKT	4,776	3,700	1,700	3,000
PROFESSIONAL SERVICES-FARM MKT	20,477	22,500	25,770	24,000
CONTRACTUAL SERVICES	19,348	6,000	7,000	7,000
TELEPHONE	1,845	2,000	2,000	2,000
CONFERENCE & TRAVEL	2,055	3,000	3,000	3,000
MISCELLANEOUS	1,998	6,500	6,500	4,500
MISCELLANEOUS - FARMERS MARKET	-	100	100	100
REFUNDS & REBATES	473	1,000	1,000	1,000
TOTAL RECREATION ADMINISTRATION	**$ 197,942**	**$ 208,300**	**$ 218,179**	**$ 229,200**
CITY BEACHES				
SALARIES & WAGES	-	400	361	400
WAGES (ICMA)	-	-	38	-
EMPLOYEE FRINGE BENEFITS	-	300	281	300
OPERATING SUPPLIES	927	5,000	5,000	1,200

CITY OF CHARLEVOIX
GENERAL FUND EXPENSES DETAIL
2023-24 BUDGET

	2021-22 Actual	2022-23 Budget	2022-23 Est. Actual	2023-24 Budget
CONTRACTUAL SERVICES	54,200	1,500	29,526	281,500
TELEPHONE	-	-	-	-
EQUIPMENT RENTAL	-	150	150	150
MACHINERY & EQUIPMENT	-	-	-	-
TOTAL CITY BEACHES	**$ 55,127**	**$ 7,350**	**$ 35,357**	**$ 283,550**
BALL FIELDS				
SALARIES & WAGES - TEMPORARY	1,008	5,000	5,600	6,300
EMPLOYEE FRINGE BENEFITS	151	800	840	900
OPERATING SUPPLIES	9,718	1,800	1,300	2,000
CONTRACTUAL SERVICES	3,233	200	10	500
TELEPHONE	-	-	-	-
UTILITIES	3,957	5,100	5,100	5,400
BUILDING MAINTENANCE	-	500	500	500
EQUIPMENT MAINTENANCE	-	-	-	-
EQUIPMENT RENTAL	5,800	7,600	7,548	7,400
TOTAL BALL FIELDS	**$ 23,868**	**$ 21,000**	**$ 20,898**	**$ 23,000**
DAY CAMP				
SALARIES & WAGES	-	700	722	800
WAGES (ICMA)	-	100	76	100
SALARIES & WAGES - TEMPORARY	51,993	56,200	56,221	58,700
EMPLOYEE FRINGE BENEFITS	7,799	9,000	8,996	9,400
OPERATING SUPPLIES	6,889	8,700	8,720	8,900
CONTRACTUAL SERVICES	5,091	5,000	2,900	5,900
TELEPHONE	359	500	500	500
UTILITIES	1,082	4,600	4,600	4,800
EQUIPMENT RENTAL	94	300	300	300
TOTAL DAY CAMP	**$ 73,307**	**$ 85,100**	**$ 83,035**	**$ 89,400**
ICE RINK				
SALARIES & WAGES - TEMPORARY	-	6,200	-	-
EMPLOYEE FRINGE BENEFITS	-	900	-	-
OPERATING SUPPLIES	3,133	1,900	1,500	1,500
CONTRACTUAL SERVICES	1,946	1,100	1,980	2,000
UTILITIES	601	600	600	600
EQUIPMENT RENTAL	-	-	3,000	-
TOTAL ICE RINK	**$ 5,680**	**$ 10,700**	**$ 7,080**	**$ 4,100**
MT. McSAUBA SKI HILL				
SALARIES & WAGES	196	2,500	2,481	2,600
WAGES (ICMA)	35	300	260	300
SALARIES & WAGES - TEMPORARY	95,368	76,900	93,109	94,400
EMPLOYEE FRINGE BENEFITS	14,458	13,500	15,901	16,200
OPERATING SUPPLIES	10,335	8,000	9,200	11,000
CONTRACTUAL SERVICES	3,148	7,700	3,200	15,700
TELEPHONE	164	200	200	200
INSURANCE & BONDS	1,059	1,100	1,335	1,400
UTILITIES	25,752	24,900	24,900	26,100
BUILDING MAINTENANCE	269	1,000	1,000	1,000
EQUIPMENT MAINTENANCE	6,336	2,500	2,500	2,500
EQUIPMENT RENTAL	5,800	6,700	6,948	6,500

CITY OF CHARLEVOIX
GENERAL FUND EXPENSES DETAIL
2023-24 BUDGET

	2021-22 Actual	2022-23 Budget	2022-23 Est. Actual	2023-24 Budget
MACHINERY & EQUIPMENT	-	-	-	-
TOTAL MT. McSAUBA SKI HILL	**$ 162,920**	**$ 145,300**	**$ 161,035**	**$ 177,900**
RECREATIONAL SPORTS				
ATHLETIC EQUIPMENT	487	2,000	150	-
CONTRACTUAL SERVICES	-	7,200	-	-
TOTAL RECREATIONAL SPORTS	**$ 487**	**$ 9,200**	**$ 150**	**$ -**
SKATE PARK				
SALARIES & WAGES - TEMPORARY	6,391	6,200	5,484	6,200
EMPLOYEE FRINGE BENEFITS	959	900	823	900
OPERATING SUPPLIES	1,222	800	200	1,500
UTILITIES	979	800	800	800
TOTAL SKATE PARK	**$ 9,551**	**$ 8,700**	**$ 7,307**	**$ 9,400**
GOLF COURSE				
SALARIES & WAGES	99	-	-	-
WAGES (ICMA)	10	-	-	-
SALARIES & WAGES - TEMPORARY	113,350	119,100	115,234	131,200
EMPLOYEE FRINGE BENEFITS	17,080	17,900	17,285	19,700
OFFICE SUPPLIES	474	1,500	600	1,300
GOLF MERCHANDISE FOR SALE	3,934	6,000	6,200	8,500
OPERATING SUPPLIES	6,326	4,000	2,500	4,500
GASOLINE, OIL, ETC.	1,854	3,000	4,300	4,000
CONTRACTUAL SERVICES	12,646	28,600	8,600	28,800
TELEPHONE	957	1,200	1,200	1,200
CONFERENCE & TRAVEL	1,438	1,500	1,100	1,800
UTILITIES	7,275	8,200	8,203	8,600
BUILDING MAINTENANCE	31	1,500	900	1,900
EQUIPMENT MAINTENANCE	5,745	6,500	6,500	6,500
COURSE MAINTENANCE	24,428	20,200	26,600	27,900
IRRIGATION MAINTENANCE	2,402	2,200	6,235	2,200
EQUIPMENT RENTAL	6,255	6,700	6,700	6,500
MISCELLANEOUS	3,763	3,200	3,640	3,700
MACHINERY & EQUIPMENT	-	-	3,000	3,000
TOTAL GOLF COURSE	**$ 208,068**	**$ 231,300**	**$ 218,797**	**$ 261,300**
BOAT LAUNCH				
SALARIES & WAGES - TEMPORARY	19,145	17,900	18,598	19,100
EMPLOYEE FRINGE BENEFITS	2,872	2,700	2,790	2,900
OPERATING SUPPLIES	1,561	1,500	3,250	1,500
CONTRACTUAL SERVICES	9,790	10,500	92,500	10,500
UTILITIES	1,112	1,200	1,200	1,300
TOTAL BOAT LAUNCH	**$ 34,480**	**$ 33,800**	**$ 118,337**	**$ 35,300**
COMMUNITY PROMOTION				
COMMUNITY PROMOTION	7,749	11,900	12,075	12,100
TOTAL COMMUNITY PROMOTION	**$ 7,749**	**$ 11,900**	**$ 12,075**	**$ 12,100**
MISCELLANEOUS				
CONTRACTUAL-INTERNET/FIBER	-	-	-	-
INSURANCE & BONDS	14,566	15,300	14,478	15,200

CITY OF CHARLEVOIX
GENERAL FUND EXPENSES DETAIL
2023-24 BUDGET

	2021-22 Actual	2022-23 Budget	2022-23 Est. Actual	2023-24 Budget
INSURANCE CLAIMS-CITY SHARE	-	200	200	200
CONTINGENCIES	-	-	-	-
MISCELLANEOUS	26,340	3,500	13,500	3,500
REFUNDS & REBATES	434	1,000	1,000	1,000
BAD DEBT EXPENSE	-	1,000	1,000	1,000
TRANSFER TO OTHER FUND	128,494	48,300	22,276	48,500
TRANSFER TO LOCAL STREET	-	-	-	-
TOTAL MISCELLANEOUS	**$ 169,833**	**$ 69,300**	**$ 52,454**	**$ 69,400**

TOTAL EXPENSES	**$ 4,009,683**	**$ 3,706,050**	**$ 4,012,154**	**$ 4,410,650**

CITY OF CHARLEVOIX
MAJOR STREET FUND
2023-24 BUDGET

	2021-22 Actual	2022-23 Budget	2022-23 Est. Actual	2023-24 Budget
REVENUES				
GAS & WEIGHT TAX	340,084	347,901	339,220	349,965
INTEREST EARNINGS	1	300	300	300
FEDERAL GRANTS	642	-	-	-
STATE REVENUE - OTHER	-	-	-	-
STATE TRUNKLINE REIMBURSEMENT	84,991	57,239	84,775	87,461
OTHER	-	-	-	-
TRANSFER FROM INFRASTRUCTURE	27,341	150,000	-	-
TRANSFER FROM OTHER FUNDS	22,566	195,565	-	-
TRANSFER FROM GENERAL	-	-	-	-
CONTRIBUTION FROM PRIVATE SOURCES	-	-	-	-
TOTAL REVENUES	**$ 475,623**	**$ 751,004**	**$ 424,296**	**$ 437,725**
EXPENSES				
ENGINEERING	3,858	50,000	2,500	2,500
CONTRACTUAL SERVICES	1,200	460,000	4,000	4,000
ROUTINE MAINTENANCE	13,126	15,600	19,537	25,200
SWEEPING & FLUSHING	12,764	16,700	18,940	19,100
TREES & SHRUBS	32,182	39,000	46,771	39,400
DRAINAGE	8,420	11,200	11,180	11,200
PAVEMENT MARKING	26,494	31,900	31,928	23,900
TRAFFIC CONTROL	14,805	22,700	22,770	23,100
WINTER MAINTENANCE	163,216	158,100	158,222	161,800
ADMINISTRATION	14,201	14,500	14,476	14,900
SURFACE MAINTENANCE-TRK	932	12,000	19,980	12,300
SWEEPING & FLUSHING-TRK	12,901	13,000	13,017	13,400
TREES & SHRUBS-TRK	1,324	2,200	2,188	2,200
DRAINAGE-TRK	1,642	3,200	3,091	3,200
TRAFFIC SIGN/SIGNAL-TRK	778	4,900	4,927	5,100
PAVEMENT MARKING-TRK	-	900	928	900
WINTER MAINTENANCE-TRK	61,398	52,900	52,885	54,200
GUARD RAILS-TRK	-	-	-	-
ROADWAY INSPECTION-TRK	866	1,271	1,294	1,276
FUND TRANSFERS	3,302	-	275,000	-
TOTAL EXPENSES	**$ 373,409**	**$ 910,071**	**$ 703,633**	**$ 417,676**
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	**$ 102,215**	**$ (159,067)**	**$ (279,337)**	**$ 20,049**
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	378,907	305,319	481,122	201,785
NET CHANGE IN FUND BALANCE	102,215	(159,067)	(279,337)	20,049
FUND BALANCE	**$ 481,122**	**$ 146,252**	**$ 201,785**	**$ 221,834**
CASH & INVESTMENTS	**$ 358,942**	**$ 71,005**	**$ 79,605**	**$ 99,654**

CITY OF CHARLEVOIX
LOCAL STREET FUND
2023-24 BUDGET

	2021-22 Actual	2022-23 Budget	2022-23 Est. Actual	2023-24 Budget
REVENUES				
GAS & WEIGHT TAX	157,432	171,424	157,368	162,358
STATE GRANTS - OTHER	-	5,000	5,000	5,000
INTEREST EARNINGS	-	30	30	30
MISCELLANEOUS INCOME	-	-	-	-
CONTRIBUTION - GENERAL FUND	-	-	-	-
CONTRIBUTION - INFRASTRUCTURE	43,500	-	-	-
CONTRIBUTION - PRIVATE SOURCES	-	-	-	-
CONTRIBUTION - OTHER - PARKING FUND	-	28,500	29,343	30,500
	-	-	-	-
TOTAL REVENUES	**$ 200,932**	**$ 204,954**	**$ 191,741**	**$ 197,888**
EXPENSES				
ENGINEERING	-	-	-	-
CONTRACTUAL SERVICES	-	-	-	-
ROUTINE MAINTENANCE	4,427	10,200	11,332	19,900
SWEEPING & FLUSHING	8,331	11,200	13,722	13,900
TREES & SHRUBS	22,386	30,000	29,968	30,200
DRAINAGE	5,452	3,700	3,749	3,700
TRAFFIC CONTROL	6,455	5,200	7,661	7,700
WINTER MAINTENANCE	139,716	74,200	79,185	79,900
FUND TRANSFERS	1,698	-	-	-
ADMINISTRATION	11,894	12,300	12,179	12,600
TOTAL EXPENSES	**$ 200,360**	**$ 146,800**	**$ 157,797**	**$ 167,900**
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	**$ 572**	**$ 58,154**	**$ 33,944**	**$ 29,988**
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	17,773	70,298	18,345	52,290
NET CHANGE IN FUND BALANCE	572	58,154	33,944	29,988
FUND BALANCE	**$ 18,345**	**$ 128,452**	**$ 52,290**	**$ 82,278**
CASH & INVESTMENTS	**$ 301**	**$ 110,678**	**$ 34,245**	**$ 64,233**

231 PARKING SERVICES FUND
2023-24 BUDGET

	2021-22 Actual	2022-23 Budget	2022-23 Est. Actual	2023-24 Budget
REVENUES				
PARKING FEES	81,092	81,900	117,425	118,300
FINES AND FORFEITS	14,946	15,000	15,000	15,000
INTEREST EARNINGS	0	-	50	-
MISCELLANEOUS INCOME	564	-	706	500
PROCEEDS FROM BONDS OR NOTES	101,160	-	-	-
TRANSFERS FROM OTHER FUNDS	-	-	-	-
TOTAL REVENUES	**$ 197,762**	**$ 96,900**	**$ 133,181**	**$ 133,800**
EXPENSES				
SALARIES & WAGES	884	700	9,013	9,300
WAGES (ICMA)	92	100	946	1,000
SALARIES & WAGES - TEMPORARY	7,721	8,100	12,113	12,400
EMPLOYEE FRINGE BENEFITS	1,848	1,800	8,847	9,100
MATERIALS & SUPPLIES	3,256	3,500	6,000	5,000
EQUIPMENT RENTAL	258	500	500	500
CREDIT CARD PROCESSING FEES	17,438	18,300	18,300	19,200
REFUNDS & REBATES	-	-	90	-
MACHINERY AND EQUIPMENT	101,226	31,900	5,000	5,000
LOAN PRINCIPAL	24,357	-	24,998	25,000
LOAN INTEREST	2,529	-	1,888	1,900
TRANSFER TO OTHER FUNDS	27,658	28,500	29,343	30,500
TOTAL EXPENSES	**$ 187,267**	**$ 93,400**	**$ 117,039**	**$ 118,900**
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	**$ 10,495**	**$ 3,500**	**$ 16,142**	**$ 14,900**
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	1,852	6,051	12,347	28,489
NET CHANGE IN FUND BALANCE	10,495	3,500	16,142	14,900
FUND BALANCE	**$ 12,347**	**$ 9,551**	**$ 28,489**	**$ 43,389**
CASH & INVESTMENTS	**$ 12,234**	**$ 9,576**	**$ 28,376**	**$ 43,276**

CITY OF CHARLEVOIX
245 HOUSING INITIATIVES FUND
2023-24 BUDGET

	2021-22 Actual	2022-23 Budget	2022-23 Est. Actual	2023-24 Budget
REVENUES				
GRANTS - OTHER	-	-	-	-
INTEREST EARNINGS	0	-	20	-
DONATIONS - PRIVATE SOURCES	-	-	-	-
MISCELLANEOUS	-	-	-	-
CONTRIBUTIONS FROM OTHER FUNDS	16,000	6,000	6,000	6,000
TOTAL REVENUES	**$ 16,000**	**$ 6,000**	**$ 6,020**	**$ 6,000**
EXPENSES				
PROFESSIONAL SERVICES	9,621	-	4,625	-
CONTRACTUAL SERVICES	-	-	-	-
MISCELLANEOUS	153	-	-	-
TOTAL EXPENSES	**$ 9,774**	**$ -**	**$ 4,625**	**$ -**
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	**$ 6,226**	**$ 6,000**	**$ 1,395**	**$ 6,000**
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	19,700	30,548	25,926	27,321
NET CHANGE IN FUND BALANCE	6,226	6,000	1,395	6,000
FUND BALANCE	**$ 25,926**	**$ 36,548**	**$ 27,321**	**$ 33,321**
CASH & INVESTMENTS	**$ 25,927**	**$ 36,547**	**$ 27,322**	**$ 33,322**

CITY OF CHARLEVOIX
DOWNTOWN DEVELOPMENT AUTHORITY FUND
2023-24 BUDGET

	2021-22 Actual	2022-23 Budget	2022-23 Est. Actual	2023-24 Budget
REVENUES				
CURRENT PROPERTY TAX	39,330	40,400	43,949	43,900
PROPERTY TAX - CAPTURE LOCAL	453,335	453,300	508,023	508,000
DELINQUENT PROPERTY TAX COLLECTED	501	-	-	-
IFT/CFT TAXES	771	-	820	800
PENALTY - PROPERTY TAX	155	100	100	100
FEDERAL / STATE / OTHER GRANTS	112,323	15,000	18,959	18,000
INTEREST EARNINGS	929	1,000	1,000	1,000
RENTS & ROYALTIES - SUNSHINE	1,000	1,000	1,000	1,000
RENTS & ROYALTIES - BIBCO LEASE	32,401	33,600	33,628	41,200
RENTS & ROYALTIES - ROUND LAKE GROUP	-	15,300	-	-
RENTS & ROYALTIES - LC BREWERS	-	15,300	-	-
RENTS & ROYALTIES - LONG RD DISTILL	14,960	-	1,300	-
RENTS & ROYALTIES - BRIDGE PARK	-	-	-	16,800
MISCELLANEOUS - THE VAULT	13,787	17,000	-	-
MISCELLANEOUS & IWF REIMBURSEMENT	1,810	14,300	14,300	14,300
CONTRIBUTION - OTHER SOURCES	14,083	-	1,980	-
CONTRIBUTION - TREE LIGHTS	399	-	400	-
CONTRIBUTION - MAIN STREET	4,302	-	-	-
CONTRIBUTION - PERFORMANCE PAVILION	1,960	6,000	6,000	6,000
TRANSFER FROM OTHER FUNDS	-	-	-	-
TOTAL REVENUES	**$ 692,044**	**$ 612,300**	**$ 631,459**	**$ 651,100**
EXPENSES				
SALARIES & WAGES	45,565	50,000	50,078	51,800
WAGES - ICMA	4,771	5,200	5,258	5,400
SALARIES & WAGES - TEMPORARY	-	-	-	-
EMPLOYEE FRINGE BENEFITS	35,541	39,000	39,061	40,400
OPERATING SUPPLIES	11,297	9,400	9,394	9,500
OPERATING SUPPLIES - THE VAULT	12,793	17,000	-	-
IWF MAINTENANCE	-	6,000	6,000	6,000
MARKETING & PROMOTIONAL SERVICES	35,618	28,300	26,000	26,000
PROMOTION COMMITTEE EXPENSES	15,238	7,300	8,790	9,000
ORGANIZATION COMMITTEE	648	500	500	700
BUSINESS RECRUITMENT/RETENTION	75,596	-	-	-
CONTRACTUAL SERVICES	29,974	30,700	36,650	36,000
DESIGN COMMITTEE	17,870	15,600	19,694	16,000
DESIGN CAPTIAL IMPROVEMENTS	-	-	-	-
LEGAL SERVICES	2,187	500	500	500
TELEPHONE	1,084	1,900	1,900	2,000
CONFERENCE & TRAVEL	2,055	1,000	2,800	2,000
PRINTING & PUBLISHING	-	-	-	-
INSURANCE & BONDS	1,749	1,800	2,430	2,500
REFUNDS - PROPERTY TAX & TIFA	4,173	6,000	6,000	6,000
MAINTENANCE - BRIDGE PARK BUILDING	3,078	5,000	18,250	30,000
MISCELLANEOUS	6,973	100	100	100
MISCELLANEOUS - MAIN STREET	13,460	500	500	500
LIBRARY CONTRIBUTION	30,000	30,000	30,000	30,000
TRANSFER TO OTHER FUNDS	2,176	-	-	100,000
TRANSFER TO OTHER FUNDS (MARINA)	336,200	336,100	336,100	335,400
TOTAL EXPENSES	**$ 688,045**	**$ 591,900**	**$ 600,004**	**$ 709,800**
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	**$ 3,999**	**$ 20,400**	**$ 31,454**	**$ (58,700)**
YEAR END BALANCES				
FUND BALANCE / NET POSITION BEGINNING OF YEAF	3,160,248	3,339,430	3,164,247	3,195,701
CHANGE IN FUND BALANCE / NET POSITION	3,999	20,400	31,454	(58,700)
FUND BALANCE / NET POSITION	**$ 3,164,247**	**$ 3,359,830**	**$ 3,195,701**	**$ 3,137,001**
CASH & INVESTMENTS	**$ 260,201**	**$ 317,871**	**$ 291,655**	**$ 232,955**
	*			

*** Note: Cash includes $50,000 investment**

CITY OF CHARLEVOIX
GENERAL DEBT SERVICE FUND - INFRASTRUCTURE
2023-24 BUDGET

	2021-22 Actual	2022-23 Budget	2022-23 Est. Actual	2023-24 Budget
REVENUES				
INTEREST EARNINGS	0	-	-	-
MISCELLANEOUS	-	-	-	-
CONTRIBUTIONS FROM OTHER FUNDS	-	-	-	-
CONTRIBUTIONS FROM OTHER FUNDS PI6	125,000	121,200	121,200	122,200
CONTRIBUTIONS FROM OTHER FUNDS PI7	200,000	200,000	200,000	200,000
TOTAL REVENUES	**$ 325,000**	**$ 321,200**	**$ 321,200**	**$ 322,200**
EXPENSES				
BOND PRINCIPAL	220,000	225,000	225,000	235,000
BOND INTEREST	105,000	96,200	96,200	87,200
PAYING AGENT FEES	250	300	300	300
TOTAL EXPENSES	**$ 325,250**	**$ 321,500**	**$ 321,500**	**$ 322,500**
REVENUES OVER EXPENSES	**$ (250)**	**$ (300)**	**$ (300)**	**$ (300)**
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	69,103	68,803	68,853	68,553
NET CHANGE IN FUND BALANCE	(250)	(300)	(300)	(300)
FUND BALANCE	**$ 68,853**	**$ 68,503**	**$ 68,553**	**$ 68,253**
CASH & INVESTMENTS	**$ 20,774**	**$ 16,024**	**$ 20,474**	**$ 20,174**

CITY OF CHARLEVOIX
GENERAL DEBT SERVICE FUND - NEW SERVICES FACILITY
2023-24 BUDGET

	2021-22 Actual	2022-23 Budget	2022-23 Est. Actual	2023-24 Budget
REVENUES				
CONTRIBUTION-MOTOR POOL	85,068	85,313	85,488	85,663
CONTRIBUTION-ELECTRIC	243,050	243,750	244,250	244,750
CONTRIBUTION-WATER	72,915	73,125	73,275	73,425
CONTRIBUTION-SEWER	85,068	85,313	85,488	85,663
CONTRIBUTION-DPW	1,000	1,000	-	-
TOTAL REVENUES	**$ 487,100**	**$ 488,500**	**$ 488,500**	**$ 489,500**
EXPENSES				
BOND PRINCIPAL	215,000	225,000	225,000	235,000
BOND INTEREST	271,100	262,500	262,500	253,500
PAYING AGENT FEES	500	900	900	900
TOTAL EXPENSES	**$ 486,600**	**$ 488,400**	**$ 488,400**	**$ 489,400**
REVENUES OVER EXPENSES	**$ 500**	**$ 100**	**$ 100**	**$ 100**
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	136,551	136,651	137,051	137,151
NET CHANGE IN FUND BALANCE	500	100	100	100
FUND BALANCE	**$ 137,051**	**$ 136,751**	**$ 137,151**	**$ 137,251**
CASH & INVESTMENTS	**$ 5,801**	**$ 1,201**	**$ 5,901**	**$ 6,001**

CITY OF CHARLEVOIX
PI #1 FIRE REPLACEMENT FUND
2023-24 BUDGET

	2021-22 Actual	2022-23 Budget	2022-23 Est. Actual	2023-24 Budget
REVENUES				
INTEREST EARNINGS	0	500	500	500
SALE OF FIXED ASSETS	-	-	-	-
CONTRIBUTION FROM MOTOR POOL	49,524	56,537	56,512	55,286
TOTAL REVENUES	**$ 49,524**	**$ 57,037**	**$ 57,012**	**$ 55,786**
EXPENSES				
CAPITAL OUTLAY - PUBLIC SAFETY	-	-	-	-
MACHINERY & EQUIPMENT - FIRE	-	-	-	-
MACHINERY & EQUIPMENT-AMBULANC	-	-	-	-
TOTAL EXPENSES	**$ -**	**$ -**	**$ -**	**$ -**
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	**$ 49,524**	**$ 57,037**	**$ 57,012**	**$ 55,786**
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	172,449	222,473	221,973	278,985
NET CHANGE IN FUND BALANCE	49,524	57,037	57,012	55,786
FUND BALANCE	**$ 221,973**	**$ 279,510**	**$ 278,985**	**$ 334,771**
CASH & INVESTMENTS	**$ 223,364**	**$ 255,901**	**$ 280,376**	**$ 336,162**

CITY OF CHARLEVOIX
PI #2 SEWER CAPITAL FUND-TAP INS*
2023-24 BUDGET

	2021-22 Actual	2022-23 Budget	2022-23 Est. Actual	2023-24 Budget
REVENUES				
INTEREST EARNINGS	0	80	80	80
SEWER TAP INS	26,000	15,000	15,000	15,000
CONTRIBUTIONS FROM OTHER FUNDS	-	-	-	-
TOTAL REVENUES	**$ 26,000**	**$ 15,080**	**$ 15,080**	**$ 15,080**
EXPENSES				
CAPITAL OUTLAY	-	-	-	-
TRANSFER TO SEWER FUND	-	-	-	-
TOTAL EXPENSES	**$ -**	**$ -**	**$ -**	**$ -**
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	**$ 26,000**	**$ 15,080**	**$ 15,080**	**$ 15,080**
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	142,485	168,565	168,485	183,565
NET CHANGE IN FUND BALANCE	26,000	15,080	15,080	15,080
FUND BALANCE	**$ 168,485**	**$ 183,645**	**$ 183,565**	**$ 198,645**
CASH & INVESTMENTS	**$ 168,485**	**$ 183,645**	**$ 183,565**	**$ 198,645**

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

CITY OF CHARLEVOIX
PI #5 SEWER CAPITAL FUND - NORTHSIDE / SOUTHSIDE SEWER*
2023-24 BUDGET

	2021-22 Actual	2022-23 Budget	2022-23 Est. Actual	2023-24 Budget
REVENUES				
INTEREST EARNINGS	1	500	500	500
COLLECTION & CONSTRUCTION FEES:				
CHARLEVOIX CC	2,000	2,000	2,000	2,000
NORTH POINTE WOODS	-	-	-	-
WHIPPOORWILL	-	-	-	-
PINE POINT	4,000	2,000	2,000	2,000
BIG FISH	-	-	-	-
OTHER	5,000	-	-	-
TOTAL REVENUES	**$ 11,001**	**$ 4,500**	**$ 4,500**	**$ 4,500**
EXPENSES				
LEGAL & PROFESSIONAL FEES	-	-	-	-
TRANSFER TO SEWER FUND	-	-	-	-
TOTAL EXPENSES	**$ -**	**$ -**	**$ -**	**$ -**
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	**$ 11,001**	**$ 4,500**	**$ 4,500**	**$ 4,500**
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	295,135	306,635	306,136	310,636
NET CHANGE IN FUND BALANCE	11,001	4,500	4,500	4,500
FUND BALANCE	**$ 306,136**	**$ 311,135**	**$ 310,636**	**$ 315,136**
CASH & INVESTMENTS	**$ 343,786**	**$ 348,785**	**$ 348,286**	**$ 352,786**

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

CITY OF CHARLEVOIX
PI #6 INFRASTRUCTURE IMPROVEMENTS FUND
2023-24 BUDGET

	2021-22 Actual	2022-23 Budget	2022-23 Est. Actual	2023-24 Budget
REVENUES				
CURRENT PROPERTY TAX	411,814	420,100	448,769	315,800
PAYMENT IN LIEU OF TAXES	1,124	1,200	1,200	1,200
IFT TAXES	1,373	1,400	1,400	1,400
TAXES COLLECTED - DELINQUENT	8,599	4,200	4,200	4,200
STATE GRANTS	-	-	-	-
INTEREST EARNINGS	0	2,400	2,400	2,400
MISCELLANEOUS	8,200	-	-	-
PROCEEDS FROM BONDS	-	-	-	-
CONTRIBUTION FROM OTHER FUNDS	-	-	916,644	100,000
TOTAL REVENUES	**$ 431,110**	**$ 429,300**	**$ 1,374,613**	**$ 425,000**
EXPENSES				
PROFESSIONAL SERVICES	12,205	-	-	-
PROFESSIONAL SERVICES	-	-	-	-
CONTRACTUAL SERVICES	368,122	-	116,326	1,150,000
REFUNDS & REBATES / MISCELLANEOUS	95	-	-	-
BOND ISSUANCE COSTS	-	-	-	-
TRANSFER TO GENERAL FUND	-	-	-	-
TRANSFER TO MAJOR STREET	-	150,000	-	-
TRANSFER TO LOCAL STREET	43,500	-	-	-
TRANSFER TO AIPORT	-	-	-	-
TRANSFER TO GENERAL DEBT OBLIGATIC	125,000	121,200	121,200	122,200
TRANSFER TO TRAIL DEVELOPMENT FUN	200,000	250,000	50,000	-
TRANSFER TO ELECTRIC	-	-	-	-
TRANSFER TO SEWER	-	-	-	-
TRANSFER TO WATER	-	-	-	-
TOTAL EXPENSES	**$ 748,921**	**$ 521,200**	**$ 287,526**	**$ 1,272,200**
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	**$ (317,811)**	**$ (91,900)**	**$ 1,087,087**	**$ (847,200)**
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	406,863	196,344	89,052	1,176,139
NET CHANGE IN FUND BALANCE	(317,811)	(91,900)	1,087,087	(847,200)
FUND BALANCE	**$ 89,052**	**$ 104,444**	**$ 1,176,139**	**$ 328,939**
CASH & INVESTMENTS	**$ 99,187**	**$ 117,310**	**$ 1,186,274**	**$ 339,074**

CITY OF CHARLEVOIX
PI #7 STREET IMPROVEMENT FUND
2023-24 BUDGET

	2021-22 Actual	2022-23 Budget	2022-23 Est. Actual	2023-24 Budget
REVENUES				
COUNTY ROAD TAX	230,065	242,700	259,253	259,300
PAYMENT IN LIEU OF TAXES	598	3,000	3,000	3,000
DELINQUENT TAXES	12,559	9,000	9,000	9,000
IFT TAX	-	-	-	-
INTEREST EARNINGS	0	200	200	200
TOTAL REVENUES	**$ 243,223**	**$ 254,900**	**$ 271,453**	**$ 271,500**
EXPENSES				
PROFESSIONAL SERVICES	-	-	-	-
CONTRACTUAL SERVICES	-	230,000	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	-	-	52,750	-
REFUNDS & REBATES / MISCELLANEOUS	-	-	-	-
TOTAL EXPENSES	**$ 200,000**	**$ 430,000**	**$ 482,750**	**$ 200,000**
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	**$ 43,223**	**$ (175,100)**	**$ (211,297)**	**$ 71,500**
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	199,144	254,048	242,367	31,070
NET CHANGE IN FUND BALANCE	43,223	(175,100)	(211,297)	71,500
FUND BALANCE	**$ 242,367**	**$ 78,948**	**$ 31,070**	**$ 102,570**
CASH & INVESTMENTS	**$ 241,985**	**$ 78,832**	**$ 30,688**	**$ 102,188**

CITY OF CHARLEVOIX
PI #9 BUSINESS PARK FUND
2023-24 BUDGET

	2021-22 Actual	2022-23 Budget	2022-23 Est. Actual	2023-24 Budget
REVENUES				
FEDERAL REVENUES	-	-	-	-
STATE GRANT	-	-	-	
INTEREST EARNINGS	0	70	70	70
TAP IN FEES - SS SEWER @ MARION CTR	-	-	-	-
CONTRIBUTIONS FROM OTHER FUNDS	7,500	7,500	7,500	7,500
TOTAL REVENUES	**$ 7,500**	**$ 7,570**	**$ 7,570**	**$ 7,570**
EXPENSES				
OTHER FUNCTIONS	2,500	3,500	3,500	3,500
CAPITAL OUTLAY	660	1,500	1,500	1,500
TRANSFER TO ELECTRIC	-	-	-	-
TOTAL EXPENSES	**$ 3,160**	**$ 5,000**	**$ 5,000**	**$ 5,000**
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	**$ 4,340**	**$ 2,570**	**$ 2,570**	**$ 2,570**
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	23,035	24,395	27,375	29,945
NET CHANGE IN FUND BALANCE	4,340	2,570	2,570	2,570
FUND BALANCE	**$ 27,375**	**$ 26,965**	**$ 29,945**	**$ 32,515**
CASH & INVESTMENTS	**$ 27,430**	**$ 31,132**	**$ 30,000**	**$ 32,570**

CITY OF CHARLEVOIX
PI #12 MT. MCSAUBA RECREATION IMPROVEMENT FUND
2023-24 BUDGET

	2021-22 Actual	2022-23 Budget	2022-23 Est. Actual	2023-24 Budget
REVENUES				
INTEREST EARNINGS	0	20	30	20
GRANTS	-	-	-	-
RENTS & ROYALTIES-TOWER LEASES	7,685	7,000	7,000	7,000
CONTRIBUTIONS	-	-	-	-
TOTAL REVENUES	**$ 7,685**	**$ 7,020**	**$ 7,030**	**$ 7,020**
EXPENSES				
CONTRACTUAL SERVICES	-	-	-	10,000
MACHINERY AND EQUIPMENT	-	-	-	-
TRANSFER TO MOTOR POOL	-	-	-	-
TRANSFER TO GENERAL FUND	-	-	-	-
TOTAL EXPENSES	**$ -**	**$ -**	**$ -**	**$ 10,000**
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	**$ 7,685**	**$ 7,020**	**$ 7,030**	**$ (2,980)**
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	30,231	37,250	37,916	44,946
NET CHANGE IN FUND BALANCE	7,685	7,020	7,030	(2,980)
FUND BALANCE	**$ 37,916**	**$ 44,270**	**$ 44,946**	**$ 41,966**
CASH & INVESTMENTS	**$ 37,916**	**$ 44,271**	**$ 44,946**	**$ 41,966**

CITY OF CHARLEVOIX
PI #14 Public Services Facility FUND
2023-24 BUDGET

	2021-22 Actual	2022-23 Budget	2022-23 Est. Actual	2023-24 Budget
REVENUES				
INTEREST EARNINGS	-	-	1	-
REIMBURSEMENTS	-	-	-	-
BOND PROCEEDS	-	-	-	-
CONTRIBUTION FROM OTHER FUNDS	451,000	-	23,692	-
TOTAL REVENUES	**$ 451,000**	**$ -**	**$ 23,693**	**$ -**
EXPENSES				
PROFESSIONAL SERVICES	-	-	-	-
CONTRACTUAL SERVICES	1,612,497	-	66,483	-
LEGAL FEES	-	-	-	-
MISCELLANEOUS	-	-	-	-
TOTAL EXPENSES	**$ 1,612,497**	**$ -**	**$ 66,483**	**$ -**
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	**$ (1,161,497)**	**$ -**	**$ (42,790)**	**$ -**
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	1,204,287	19,087	42,790	-
NET CHANGE IN FUND BALANCE	(1,161,497)	-	(42,790)	-
FUND BALANCE	**$ 42,790**	**$ 19,087**	**$ (0)**	**$ -**
CASH & INVESTMENTS	**$ 56,137**	**$ 34,922**	**$ -**	**$ -**

This fund was created to track bond proceeds and costs related to the constuction of the New Public Services Facility.
All costs associated with this project should be recorded by 3/31/2023. This Fund will then close.

CITY OF CHARLEVOIX
PI #15 TRAIL DEVELOPMENT-IMPROVEMENT FUND
2023-24 BUDGET

	2021-22 Actual	2022-23 Budget	2022-23 Est. Actual	2023-24 Budget
REVENUES				
STATE GRANT	-	939,000		657,771
TRAIL GRANTS	150,000	-	-	-
INTEREST EARNINGS	1	-	100	100
CONTRIBUTIONS/DONATIONS PRIVATE SRCS	-	5,000		5,000
CONTRIBUTIONS FROM OTHER FUNDS	200,000	250,000	50,000	-
TOTAL REVENUES	**$ 350,001**	**$ 1,194,000**	**$ 50,100**	**$ 662,871**
EXPENSES				
PROFESSIONAL SERVICES	35,929	118,000	2,299	118,000
CONTRACTUAL SERVICES	-	1,197,000	-	907,800
LEGAL FEES	-	1,000	-	1,000
PRINTING AND PUBLISHING	-	500	-	500
TOTAL EXPENSES	**$ 35,929**	**$ 1,316,500**	**$ 2,299**	**$ 1,027,300**
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	**$ 314,072**	**$ (122,500)**	**$ 47,801**	**$ (364,429)**
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	-	318,000	314,072	361,873
NET CHANGE IN FUND BALANCE	314,072	(122,500)	47,801	(364,429)
FUND BALANCE	**$ 314,072**	**$ 195,500**	**$ 361,873**	**$ (2,556)**
CASH & INVESTMENTS	**$ 317,089**	**$ 195,500**	**$ 364,890**	**$ 461**

CITY OF CHARLEVOIX
PI #17 BUILDING CAPITAL PROJECT - IMPROVEMENT FUND
2023-24 BUDGET

	2021-22 Actual	2022-23 Budget	2022-23 Est. Actual	2023-24 Budget
REVENUES				
STATE GRANT	-	-	-	-
INTEREST EARNINGS	-	-	-	-
CONTRIBUTIONS FROM OTHER FUNDS	-	-	1,107,614	-
TOTAL REVENUES	**$ -**	**$ -**	**$ 1,107,614**	**$ -**
EXPENSES				
PROFESSIONAL SERVICES	-	-	72,415	73,700
CONTRACTUAL SERVICES	-	-	-	-
LEGAL FEES	-	-	-	-
PRINTING AND PUBLISHING	-	-	-	-
TOTAL EXPENSES	**$ -**	**$ -**	**$ 72,415**	**$ 73,700**
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	**$ -**	**$ -**	**$ 1,035,199**	**$ (73,700)**
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	-	-	-	1,035,199
NET CHANGE IN FUND BALANCE	-	-	1,035,199	(73,700)
FUND BALANCE	**$ -**	**$ -**	**$ 1,035,199**	**$ 961,499**
CASH & INVESTMENTS	**$ -**	**$ -**	**$ 1,035,199**	**$ 961,499**

CITY OF CHARLEVOIX
AIRPORT FUND
2023-24 BUDGET

	2021-22 Actual	2022-23 Budget	2022-23 Est. Actual	2023-24 Budget
REVENUES				
INTEREST EARNINGS	1	547	547	558
FEDERAL GRANTS	18,785	-	41,763	-
RENTS & ROYALTIES - AIRPORT PERMITS	14,037	22,081	22,081	22,523
RENTS & ROYALTIES - HANGAR RENTS	43,064	57,000	57,000	57,000
LAND LEASES	(1,708)	35,374	35,374	36,081
STATE GRANTS	-	-	-	-
PARKING FEES	71,538	74,628	75,024	75,700
FUEL, CONTRACT, RETAIL, FLOWAGE, SALES	1,294,231	1,292,159	1,706,028	1,699,590
INTO WING FEES	203,668	211,826	170,500	107,000
AFTER HOURS CALLOUT FEES	40,177	43,875	40,485	41,000
THRU-PUT FEES	-	15	15	15
LANDING, RAMP, LAVATORY, GROUND FEES	210,845	186,302	202,220	202,000
DISCOUNTS - AIRPORT SALES TAX	133	157	300	306
CONTRIBUTED CAPITAL	-	42,750	103,341	443,650
SALE OF FIXED ASSETS	-	-	-	-
REFUNDS & REBATES - INSURANCE	5,368	8,832	8,832	9,009
TRANSFER FROM OTHER FUNDS	-	-	-	-
TAXABLE MERCHANDISE	585	728	728	743
VENDING MACHINE PROCEEDS	1,241	2,165	1,200	1,224
MISCELLANEOUS	5,020	4,508	7,900	8,058
TOTAL REVENUES	**$ 1,906,983**	**$ 1,982,949**	**$ 2,473,338**	**$ 2,704,457**
EXPENSES				
SALARIES & WAGES - FULL TIME	181,665	177,100	181,727	188,100
WAGES - ICMA	17,838	19,500	20,020	20,700
SALARIES & WAGES - TEMPORARY	32,637	42,000	45,283	43,700
EMPLOYEE FRINGE BENEFITS	179,313	144,400	148,539	153,300
OFFICE SUPPLIES	2,810	2,500	3,200	3,200
CLEANING SUPPLY - TERMINAL	1,535	1,700	1,300	1,300
ICE/COFFEE SUPPLY	482	700	1,300	1,300
VENDING MACHINE SUPPLY	382	700	700	700
MAINT. REPAIR EQUIPMENT, SUPPLIES	25,974	10,200	13,531	9,600
UNIFORMS & PPE	2,577	2,300	3,800	2,800
AVIATION FUEL	1,117,158	747,100	1,441,000	1,441,000
DIESEL FUEL	7,235	5,000	8,000	8,000
FUEL - HOLIDAY GAS STATION	1,368	1,000	1,700	1,600
FUEL TRUCK LEASE	7,000	7,000	7,000	7,000
FUEL MASTER PUMP, TRUCK, FARM REPAIRS	13,948	16,000	26,300	17,000
PROFESSIONAL SERVICES	1,383	2,300	2,300	2,300
CONTRACTUAL SERVICES	6,065	8,600	8,600	8,600
LEGAL FEES	310	1,000	1,000	1,000
TELEPHONE	2,200	2,300	2,300	2,300
CONFERENCE & TRAVEL	287	100	1,250	500
INSURANCE & BONDS	10,990	11,200	17,229	17,800
HANGAR REPAIRS	251	1,800	7,000	3,300
UTILITIES	33,734	33,100	33,100	33,100
TERMINAL BLDG REPAIR & GROUNDS	8,032	22,000	30,000	45,000
SRE BLDG & HANGERS REPAIR & MAINT	5,016	2,000	2,000	2,000
TRASH REMOVAL	638	600	1,300	1,300
EQUIPMENT RENTAL	-	500	700	500
DUES & MEMBERSHIPS	925	500	500	500
PRINTING & PUBLISHING	230	600	1,800	600
MISCELLANEOUS	4,366	4,500	7,500	4,500
CREDIT CARD PROCESSING FEE	20,186	15,000	33,100	33,100
REFUNDS & REBATES	-	-	-	-
MACHINERY & EQUIPMENT	11,772	2,500	2,800	2,500
CAPITAL OUTLAY Engineering	-	-	-	-
CAPITAL OUTLAY - Multi Projects	(2,124)	2,250	17,552	23,350
DEBT SERVICE - PRINCIPAL (MDOT, Act99)	-	-	-	-
DEBT SERVICE - INTEREST (MDOT, Act99, Elect Loa	-	-	-	-
GRANT MATCH TO STATE				
DEPRECIATION	496,332	520,300	500,000	505,000
TRANSFER TO OTHER FUNDS	10,076	-	28,256	27,600
TOTAL EXPENSES	**$ 2,202,591**	**$ 1,808,350**	**$ 2,601,687**	**$ 2,614,150**
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	**$ (295,607)**	**$ 174,599**	**$ (128,349)**	**$ 90,307**
YEAR END BALANCES				-
NET POSITION BEGINNING OF YEAR	8,365,560	8,454,949	8,069,953	7,941,604
CHANGE IN NET POSITION	(295,607)	174,599	(128,349)	90,307
NET POSITION	**$ 8,069,953**	**$ 8,629,548**	**$ 7,941,604**	**$ 8,031,911**
CASH & INVESTMENTS	**$ 379,255**	**$ 1,180,889**	**$ 647,565**	**$ 799,222**

CITY OF CHARLEVOIX
ELECTRIC FUND
2023-24 BUDGET

	2021-22 Actual	2022-23 Budget	2022-23 Est. Actual	2023-24 Budget
REVENUES				
FEDERAL GRANTS	1,000	-	-	-
ELECTRIC SERVICES	142,120	35,700	67,700	35,700
POWER SALES	6,096,698	6,762,300	6,763,400	7,230,000
POWER COST ADJ REVENUES	685,723	713,320	713,320	713,320
FINES & FORFEITS	28,875	35,000	36,300	35,000
INTEREST & RENTS	29,473	18,640	18,640	17,441
OTHER	120,002	18,500	28,800	18,500
TRANSFER FROM OTHER FUNDS	-	112,276	12,276	12,475
TOTAL REVENUES	**$ 7,103,892**	**$ 7,695,736**	**$ 7,640,436**	**$ 8,062,436**
EXPENSES				
TRANSMISSION / DISTRIBUTION	1,969,216	2,034,800	2,073,021	2,414,400
ACCOUNTING & ADMIN	755,378	816,000	831,196	867,500
PURCHASED POWER	3,879,021	4,196,000	4,196,000	4,196,000
CAPITAL IMPROVEMENTS	15,484	1,602,000	642,000	1,999,000
DEPRECIATION	467,266	520,200	500,000	510,000
FUND TRANSFERS	290,340	311,900	556,433	249,300
DEBT SERVICE	-	-	-	-
TOTAL EXPENSES	**$ 7,376,706**	**$ 9,480,900**	**$ 8,798,650**	**$ 10,236,200**
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	**$ (272,815)**	**$ (1,785,164)**	**$ (1,158,214)**	**$ (2,173,764)**
YEAR END BALANCES				
NET POSITION BEGINNING OF YEAR	9,051,821	8,086,825	8,779,006	7,620,793
CHANGE IN NET POSITION	(272,815)	(1,785,164)	(1,158,214)	(2,173,764)
NET POSITION	**$ 8,779,006**	**$ 6,301,661**	**$ 7,620,793**	**$ 5,447,029**
RESERVE FOR DEPOSITS	85,000	85,000	85,000	85,000
CHARTER RESERVE	75,000	75,000	75,000	75,000
UNRESTRICTED	5,606,450	3,945,977	4,948,236	3,284,472
CASH & INVESTMENTS	**$ 5,766,450**	**$ 4,105,977**	**$ 5,108,236**	**$ 3,444,472**

CITY OF CHARLEVOIX
SEWER FUND*
2023-24 BUDGET

	2021-22 Actual	2022-23 Budget	2022-23 Est. Actual	2023-24 Budget
REVENUES				
OPERATIONS				
STATE GRANTS	-	-	-	-
FEDERAL GRANTS	3,857	-	-	-
SEWER SERVICES - MISCELLANEOUS	323	-	300	-
SEWER SALES	2,579,812	2,458,700	2,458,700	2,507,900
DISCOUNTS FORFEITED	9,084	8,500	8,500	8,500
INTEREST EARNINGS - OPERATIONS	392	6,000	6,000	6,000
OTHER & PASS THRU'S	6,542	5,600	5,600	5,600
SALE OF FIXED ASSETS	-	-		
PROCEEDS FROM BOND SALE / SRF LOAN	-	-	-	-
TRANSFER FROM OTHER FUNDS	-	-	-	-
TRANSFER FROM INFRASTRUCTURE	-	-	-	-
CAPTIAL IMPROVEMENT FUND				
SEWER SERVICES-TAP INS	26,000	15,000	15,000	15,000
INTEREST EARNINGS - CAPITAL RESERVE	0	80	80	80
TRANSFER FROM OTHER FUNDS PI #2	-	-	-	-
NORTHSIDE SEWER				
NORTHSIDE SEWER FEES	6,000	4,000	4,000	4,000
INTEREST EARNINGS - NORTHSIDE SEWER	1	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	**$ 2,632,012**	**$2,498,380**	**$ 2,498,680**	**$ 2,547,580**
EXPENSES				
OPERATIONS				
WASTEWATER TREATMENT PLANT	647,844	780,900	826,618	798,500
SEWER LINES	191,733	217,000	226,790	250,900
ACCOUNTING & ADMIN	296,170	327,300	322,283	330,800
LIFT STATIONS	99,378	142,400	147,423	144,300
CAPITAL IMPROVEMENTS	3,669	815,000	937,211	800,000
DEPRECIATION	585,981	590,000	590,000	590,000
DEBT SERVICE	187,364	606,900	606,864	606,100
FUND TRANSFERS	114,995	159,900	212,199	90,200
CAPTIAL IMPROVEMENT FUND				
FUND TRANSFERS	-	-	-	-
NORTHSIDE SEWER				
NORTHSIDE SEWER LEGAL / PROF FEES	-	-	-	-
CAPITAL IMPROVEMENTS	-	-	-	-
TOTAL EXPENSES	**$ 2,127,133**	**$ 3,639,400**	**$ 3,869,389**	**$ 3,610,800**
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	**$ 504,878**	**$ (1,141,020)**	**$ (1,370,709)**	**$ (1,063,220)**
YEAR END BALANCES				
NET POSITION BEGINNING OF YEAR	11,181,923	10,092,744	11,686,801	10,316,093
CHANGE IN NET POSITION	504,878	(1,141,020)	(1,370,709)	(1,063,220)
NET POSITION	**$ 11,686,801**	**$ 8,951,724**	**$ 10,316,093**	**$ 9,252,873**
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	168,485	183,645	183,565	198,645
CASH PI #5 NORTHSIDE SEWER RESERVE	343,786	348,785	348,286	352,786
UNRESTRICTED	4,342,195	2,636,864	3,541,906	3,049,106
CASH & INVESTMENTS	**$ 5,679,466**	**$ 3,994,294**	**$ 4,898,757**	**$ 4,425,537**

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

CITY OF CHARLEVOIX
WATER FUND
2023-24 BUDGET

	2021-22 Actual	2022-23 Budget	2022-23 Est. Actual	2023-24 Budget
REVENUES				
STATE & FEDERAL GRANTS	-	-		-
FEDERAL GRANT	2,961	-		-
WATER SERVICES-TAP INS	15,047	5,000	14,900	5,000
WATER SERVICES-READ-O-MATIC	1,280	1,200	3,100	1,200
WATER SERVICES-MISC	(379)	3,000	3,000	3,000
WATER SALES	1,789,531	1,690,800	1,649,600	1,707,300
INTEREST EARNINGS	376	200	1,400	200
DISCOUNTS FORFEITED	7,198	6,000	6,000	6,000
TRANSFER FROM DPW	-	-	-	
TRANSFER FROM MOTOR POOL	-	-		
TRANSFER FROM INFRASTRUCTURE	-	-	-	-
TRANSFER FROM STREET IMPROVEMENT	-	-	-	-
MISCELLANEOUS	11,555	18,200	18,200	18,200
TOTAL REVENUES	**$ 1,827,569**	**$ 1,724,400**	**$ 1,696,200**	**$ 1,740,900**
EXPENSES				
TRANSMISSION & DISTRIBUTION	436,482	448,400	469,188	538,500
ACCOUNTING & ADMIN	207,962	227,800	232,667	236,800
WATER TREATMENT PLANT	391,199	521,200	536,423	531,400
CAPITAL IMPROVEMENTS	12,358	600,000	781,600	941,300
DEPRECIATION	337,849	310,000	310,000	310,000
FUND TRANSFERS	104,926	180,500	277,775	77,900
DEBT SERVICE	-	-	-	-
TOTAL EXPENSES	**$ 1,490,775**	**$ 2,287,900**	**$ 2,607,653**	**$ 2,635,900**
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	**$ 336,793**	**$ (563,500)**	**$ (911,453)**	**$ (895,000)**
YEAR END BALANCES				
NET POSITION BEGINNING OF YEAR	6,269,068	6,150,575	6,605,861	5,694,408
CHANGE IN NET POSITION	336,793	(563,500)	(911,453)	(895,000)
NET POSITION	**$ 6,605,861**	**$ 5,587,075**	**$ 5,694,408**	**$ 4,799,408**
CHARTER RESERVE	75,000	75,000	75,000	75,000
UNRESTRICTED	1,847,045	1,087,895	1,245,592	660,592
CASH & INVESTMENTS	**$ 1,922,045**	**$ 1,162,895**	**$ 1,320,592**	**$ 735,592**

CITY OF CHARLEVOIX
MARINA FUND
2023-24 BUDGET

	2021-22 Actual	2022-23 Budget	2022-23 Est. Actual	2023-24 Budget
REVENUES				
STATE GRANTS	-	-	-	-
FEDERAL GRANTS	695	-	-	-
LAUNDRY REVENUE	1,390	1,730	100	1,730
SALE OF MERCHANDISE - TAXABLE	-	-	-	-
RENTS & ROYALTIES - DOCKING SEASONAL	70,943	71,400	83,000	84,660
RENTS & ROYALTIES - DOCKING RESERV SYSTEM	427,019	436,560	461,000	470,220
RENTS & ROYALTIES - DOCKING TRANSIENT	8,397	9,000	5,700	5,000
RENTS & ROYALTIES - COMMERCIAL OPERATORS	10,150	10,150	28,470	8,650
INTEREST INCOME	746	600	600	600
CONTRIBUTIONS-PRIVATE SOURCES	-	-	1,000	-
REFUNDS and REBATES	-	-	-	-
FUND TRANSFERS FROM DDA - DEBT SVC	336,200	336,100	336,100	335,400
ADVANCE FROM OTHER FUNDS	56,700	36,000	10,000	36,000
SALE OF FIXED ASSETS	-	-	-	-
MISCELLANEOUS-OTHER REVENUE	-	-	1,412	-
TOTAL REVENUES	**$ 912,241**	**$ 901,540**	**$ 927,382**	**$ 942,260**
EXPENSES				
SALARIES & WAGES - FULL TIME	37,223	38,400	40,345	41,700
WAGES - ICMA	4,333	4,600	4,862	5,000
SALARIES & WAGES - TEMPORARY	91,210	84,000	98,526	105,600
EMPLOYEE FRINGE BENEFITS	43,018	42,600	46,248	48,400
OFFICE SUPPLIES	1,445	500	2,860	1,500
OPERATING SUPPLIES	14,888	6,900	9,050	9,100
PROFESSIONAL SERVICES	1,703	3,000	3,000	3,000
CONTRACTUAL SERVICES	24,544	24,800	22,041	19,000
STATE CRS COMMISSION FEES	15,770	17,400	17,400	19,100
STATE CRS RESERVATION FEES	10,108	13,000	13,000	14,300
LEGAL FEES	2,848	-	4,600	-
TELEPHONE	978	1,000	1,010	1,000
CONFERENCE/TRAVEL/TRAINING	1,475	1,800	1,800	1,800
INSURANCE & BONDS	3,688	3,800	4,170	4,300
UTILITIES	69,623	68,200	68,200	71,600
BUILDING & DOCK MAINTENANCE	4,181	18,700	25,000	18,000
EQUIPMENT RENTAL	429	700	700	700
MISCELLANEOUS	3,219	4,100	4,200	4,200
CREDIT CARD PROCESSING FEES	8,494	8,100	9,200	8,500
REFUNDS & REBATES	500	500	500	500
AMORTIZATION EXPENSE	-	-	-	-
DEPRECIATION	653,143	658,000	658,000	658,000
MACHINERY & EQUIPMENT	1,264	300	300	300
INTEREST EXPENSE	3,930	2,900	2,930	1,900
TRANSFER TO ELECTRIC - ADVANCE REIMBUSE	6,129	100,000	100,000	100,000
TRANSFER TO OTHER FUNDS	-	-	-	-
DEBT SERVICE - PRINCIPAL	-	385,000	385,000	400,000
DEBT SERVICE - INTEREST	67,088	76,100	76,100	60,400
BOND ISSUANCE COSTS	-	-	-	-
DEBT SERVICE - PAYING AGENT FEES	250	500	500	500
TOTAL EXPENSES	**$ 1,071,481**	**$ 1,564,900**	**$ 1,599,542**	**$ 1,598,400**
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	**$ (159,240)**	**$ (663,360)**	**$ (672,160)**	**$ (656,140)**
YEAR END BALANCES				
NET POSITION BEGINNING OF YEAR	1,949,173	1,291,367	1,789,933	1,117,773
CHANGE IN NET POSITION	(159,240)	(663,360)	(672,160)	(656,140)
NET POSITION	**$ 1,789,933**	**$ 628,007**	**$ 1,117,773**	**$ 461,633**
CASH AT PAYING AGENT	41,900	100,000	100,000	100,000
UNRESTRICTED	405,524	253,270	333,264	335,124
CASH & INVESTMENTS	**$ 447,424**	**$ 353,270**	**$ 433,264**	**$ 435,124**

CITY OF CHARLEVOIX
EMPLOYEE FRINGE BENEFIT FUND
2023-24 BUDGET

	2021-22 Actual	2022-23 Budget	2022-23 Est. Actual	2023-24 Budget
REVENUES				
EFB-GENERAL FUND	681,825	690,600	740,680	782,500
EFB-EMS	84,692	-	-	-
EFB-PARKING SERVICES	1,848	1,800	8,847	9,100
EFB-MAJOR STREET	53,678	60,300	61,021	66,400
EFB-LOCAL STREET	28,155	21,100	21,000	25,400
EFB-AIRPORT	146,594	144,400	148,539	153,300
EFB-ELECTRIC	647,686	697,800	700,041	851,700
EFB-SEWER	277,228	320,400	320,057	345,500
EFB-WATER	256,034	284,600	283,231	310,300
EFB-MARINA	42,716	42,600	46,248	48,400
EFB-MOTOR VEHICLE	113,157	88,200	89,646	108,100
EFB-EFB	503,145	392,800	437,261	454,600
EFB-DDA	37,589	39,000	39,061	40,400
REFUND & REBATES-INSURANCE	-	-	-	-
INTEREST EARNINGS	2,462	1,400	1,400	1,400
MISC INCOME - WELLNESS	35	-	-	-
TRANSFER FROM OTHER FUNDS	163,279	100,000	-	-
TOTAL REVENUES	**$ 3,040,121**	**$ 2,885,000**	**$ 2,897,032**	**$ 3,197,100**
EXPENSES				
WAGES (ICMA)	55,819	52,800	58,814	61,200
FRINGE BENEFITS	503,145	392,800	437,261	454,600
WORKERS COMPENSATION	78,277	79,800	66,106	68,100
SOCIAL SECURITY	355,268	376,300	367,516	374,900
HEALTHCARE PREMIIUMS	564,910	582,300	593,543	605,400
HEALTHCARE - OPT OUT	50,682	54,400	44,506	45,800
EMPLOYER SHARE HSA	105,609	108,100	114,227	114,200
WELLNESS COMMITTEE	-	-	-	-
WELLNESS INCENTIVES FOR HSA ACCOUNT:	-	-	-	-
STD & LTD INSURANCE	31,093	31,000	34,686	35,400
LIFE INSURANCE	4,714	4,600	4,657	4,700
RETIREMENT FUND CONTRIB.	621,165	650,700	659,989	679,800
HOLIDAY PAY	107,388	110,500	110,400	112,600
SICK PAY	177,356	120,000	103,000	115,000
SICK LEAVE/CITY S&A	-	-	-	-
SICK LEAVE - PMLA OF 2018	2,811	5,000	5,000	5,000
VACATION PAY	335,687	212,700	280,130	291,800
UNEMPLOYMENT COMPENSATION	9,082	21,000	18,000	21,000
PERSONAL LEAVE	37,232	39,300	41,000	41,400
JURY DUTY/FUNERAL LEAVE	4,955	5,000	10,000	6,000
LONGEVITY	9,700	10,300	10,800	10,900
COMP TIME USED	58,471	23,000	23,000	23,000
PROFESSIONAL SERVICES	7,620	2,300	2,300	2,300
CONFERENCE & TRAVEL	358	1,500	1,500	1,500
MISCELLANEOUS	4,200	4,200	4,200	4,200
TOTAL EXPENSES	**$ 3,125,542**	**$ 2,887,600**	**$ 2,990,635**	**$ 3,078,800**
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	**$ (85,421)**	**$ (2,600)**	**$ (93,603)**	**$ 118,300**
YEAR END BALANCES				
NET POSITION BEGINNING OF YEAR	718	(104,225)	(84,703)	(178,306)
CHANGE IN NET POSITION	(85,421)	(2,600)	(93,603)	118,300
NET POSITION	**$ (84,703)**	**$ (106,825)**	**$ (178,306)**	**$ (60,006)**
CASH & INVESTMENTS	**$ 109,700**	**$ 4,988**	**$ 16,097**	**$ 134,397**

CITY OF CHARLEVOIX
MOTOR POOL FUND
2023-24 BUDGET

	2021-22 Actual	2022-23 Budget	2022-23 Est. Actual	2023-24 Budget
REVENUES				
FEDERAL GRANTS	971	-	-	-
INTEREST AND RENTS	643	1,500	1,500	3,000
EQUIPMENT RENTAL	988,916	1,072,050	1,081,514	1,068,850
SALE OF FIXED ASSETS	1,798	5,000	5,000	5,000
OTHER	1,733	1,100	8,553	600
CONTRIBUTIONS FROM OTHER FUNDS	-	97,537	56,512	55,286
TOTAL REVENUES	**$ 994,061**	**$ 1,177,187**	**$ 1,153,079**	**$ 1,132,736**
EXPENSES				
MOTOR POOL	549,953	442,000	560,321	580,800
CAPITAL EXPENDITURES	-	295,000	87,000	192,000
DEPRECIATION	278,715	300,000	300,000	300,000
FUND TRANSFERS	141,264	141,800	141,999	140,900
TOTAL EXPENSES	**$ 969,932**	**$ 1,178,800**	**$ 1,089,321**	**$ 1,213,700**
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	**$ 24,129**	**$ (1,613)**	**$ 63,759**	**$ (80,964)**
YEAR END BALANCES				
NET POSITION BEGINNING OF YEAR	1,822,182	1,843,789	1,846,311	1,910,070
CHANGE IN NET POSITION	24,129	(1,613)	63,759	(80,964)
NET POSITION	**$ 1,846,311**	**$ 1,842,176**	**$ 1,910,070**	**$ 1,829,106**
CASH & INVESTMENTS	**$ 1,116,303**	**$ 1,435,693**	**$ 1,480,062**	**$ 1,699,098**

CITY OF CHARLEVOIX
SERVICES FACILITY FUND
2023-24 BUDGET

		2021-22 Actual		2022-23 Budget		2022-23 Est. Actual		2023-24 Budget
REVENUES								
INTEREST EARNINGS		7,858		-		-		-
CONTRIBUTION-MOTOR POOL		-		-		-		-
CONTRIBUTION-ELECTRIC		-		-		-		-
CONTRIBUTION-WATER		-		-		-		-
CONTRIBUTION-SEWER		-		-		-		-
CONTRIBUTION-OTHER		-		-		-		-
TOTAL REVENUES	**$**	**7,858**	**$**	**-**	**$**	**-**	**$**	**-**
EXPENSES								
PROFESSIONAL SERVICES		-		-		-		-
CONTRACTUAL SERVICES		-		50,000		50,000		-
LEGAL FEES		-		-		-		-
DEPRECIATION		2,397		-		-		-
TRANSFER TO OTHER FUNDS		452,000		1,000		1,107,614		-
TRANSFER TO GOVT ACTIVITIES		18,035		-		-		-
TOTAL EXPENSES	**$**	**472,432**	**$**	**51,000**	**$**	**1,157,614**	**$**	**-**
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	**$**	**(464,574)**	**$**	**(51,000)**	**$**	**(1,157,614)**	**$**	**-**
YEAR END BALANCES								
NET POSITION BEGINNING OF YEAR		2,334,108		1,753,508		1,869,534		-
CHANGE IN NET POSITION		(464,574)		(51,000)		(1,157,614)		-
NET POSITION	**$**	**1,869,534**	**$**	**1,702,508**	**$**	**711,920**	**$**	**-**
CASH & INVESTMENTS	**$**	**1,157,614**	**$**	**984,244**	**$**	**-**	**$**	**-**

CITY OF CHARLEVOIX
PERPETUAL CARE TRUST FUND
2023-24 BUDGET

	2021-22 Actual	2022-23 Budget	2022-23 Est. Actual	2023-24 Budget
REVENUES				
CHARGES FOR SERVICES	11,120	4,000	9,500	4,000
INTEREST EARNINGS	2,734	2,000	2,000	2,000
TOTAL REVENUES	**$ 13,854**	**$ 6,000**	**$ 11,500**	**$ 6,000**
EXPENSES				
PERPETUAL CARE EXPENDITURES	-	-	-	-
TOTAL EXPENSES	**$ -**	**$ -**	**$ -**	**$ -**
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	**$ 13,854**	**$ 6,000**	**$ 11,500**	**$ 6,000**
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	406,379	418,579	420,233	431,733
NET CHANGE IN FUND BALANCE	13,854	6,000	11,500	6,000
FUND BALANCE	**$ 420,233**	**$ 424,579**	**$ 431,733**	**$ 437,733**
CASH & INVESTMENTS	**$ 419,926**	**$ 421,930**	**$ 431,426**	**$ 437,426**

Charlevoix City Council

All Other Actions and Requests

Title: Proposals for Non-Motorized Watercraft Rental for City Beaches

Date: February 6, 2023

Presented By: Kent Knorr, Recreation Director

Background:
The City of Charlevoix published a request for proposals to provide non-motorized (Kayak, SUP, and Canoe) boat and watercraft rental service at Ferry Beach and Depot Beach. Proposals were due January 24, 2023. Two timely proposals have been received.

Respondents included **Charlevoix Adventure Company** and **Driftwood Adventures**.

Both proposals are for the operation of rental services at Ferry Beach. Both responses request the use of the existing concession space and areas to the north and west of the concession space. Each service is also proposing a limited concession and merchandise sales as part of the business structure.

The City requested proposals for this service last year and did not get any responses. The concession area at Ferry Beach has not been utilized for the past 5 seasons.

Each proposal features a service that would cater to tourists as well as local patrons. Each offers an interesting service and business model for the Council's consideration.

We have invited representatives from each company to offer a quick overview, limited to no more than 5 minutes, to share highlights of their proposal.

Recommendation:
Motion to award *Vendors Name* the non motorized boat and watercraft rental for Ferry Beach and authorize the City Manager to move forward with signing a concession agreement with the selected vendor.

Attachments:
1. Boat Rental RFP 2023 Final
2. Bid Tab
3. Charlevoix Adeventures
4. Driftwood Adventures

CITY OF CHARLEVOIX
REQUEST FOR PROPOSAL
NON-MOTORIZED BOAT AND WATERCRAFT RENTAL FOR CITY BEACHES

The City of Charlevoix is seeking proposals for non-motorized (Kayaks, SUP, and Canoe) boat and watercraft rental contractor to provide rental service at Ferry Beach and? Depot Beach.

> The City will receive sealed proposals in the City Clerk's office, 210 State Street, Charlevoix, MI 49720. Proposals must be received by 12:00 P.M., Tuesday January 24, 2023.

The complete RFP may be obtained at the City Manager's office or viewed on the City's website at www.charlevoixmi.gov. This Request for Proposal may be canceled at the discretion of the City Manager. Small businesses and minority-owned businesses are specifically invited to submit proposals.

In the award of proposals, consideration shall be given to such matters as supplier integrity, record of past performance, financial and technical resources, and accessibility to other necessary resources. The City of Charlevoix reserves the right to reject any and all proposals, to waive any informality in the RFP process, and to make the award to the supplier providing the proposal that, as determined by the City, best meets the City's needs.

Kent Knorr, Recreation Director

CITY OF CHARLEVOIX
REQUEST FOR PROPOSAL

I. PURPOSE OF REQUEST.

The City of Charlevoix ("City") is requesting proposals for the furnishing of all staffing and equipment necessary to provide a non-motorized boat and watercraft rental and outfitter service at Ferry Beach and Depot Beach. The City's needs are outlined in the following Request for Proposal ("RFP"). The City of Charlevoix is committed towards developing and growing new non-motorized boat and watercraft experiences for our residents and visitors. The City will consider proposals for individual locations, but preference will be given to a vendor operating at both locations.

II. TIME SCHEDULE.

Deadline for Submittal of Proposals Tuesday January 24, 2023 at 12:00 P.M.

III. INSTRUCTIONS TO PROPOSERS.

All proposals should be submitted to the Charlevoix City Clerk's Office, 210 State Street, Charlevoix, Michigan 49720.

All proposals must be in a sealed envelope and clearly marked "RFP Non-Motorized Boat Rental for City Beaches." All proposals must be received by Tuesday, January 24, 2023 at 12:00 P.M.at which time they will be opened. No faxed or telephone proposals will be accepted. Proposals received after the specified date and time will not be considered.

Proposals should be prepared simply and economically, providing a straight forward, concise description of provider capabilities to satisfy the requirements of the request. Emphasis should be on completeness and clarity of content. All proposals must include the following information:

- The names of individuals from those firms who will be working on the project and their areas of responsibility.

- A narrative background of proposer's ability and experience in providing boat/watercraft rental services in a remote location setting. All employees must fill out a "Background Investigation Authorization" and be authorized by the City of Charlevoix.

- A narrative on employee training in handling watercraft, safety, customer service and all other staff training provided.

- A minimum of three references indicating recent experience pertaining to boat rentals, include individual/company name, contact person and telephone number.

- An explanation of any temporary or permanent site improvements the proposer will make based on a two-year renewable agreement, if the proposer meets all requirements. The term of the renewable shall not exceed the original term.

- List of proposed days of operation and hours.

- A list of onsite equipment the proposer will be providing (such as EZ up tents, vans, mobile workstations, trailers etc.).

- A proposed list of all boats and watercraft available and costs for items to be rented.

- A list of any programs or adventure services that will be offered beyond just basic equipment rental (guided tours, learn to kayak, learn to SUP, full moon tours, etc.).

- A list of any other merchandise that may be available for sale such as sunglasses, dry storage boxes, etc.

- Food and Beverage sales should be described in detail.

- An explanation of routine cleaning and preventative maintenance schedules intended to insure attractive and safe equipment.

- Proposed revenue share or monthly rental fee to be paid to the City of Charlevoix for exclusive boat and watercraft rental.

- Copy of all licenses, insurance certificates, and health cards obtained by proposer.

IV. **SELECTION CRITERIA**.

The ultimate objective of this RFP is to provide dependable services to the citizens and visitors of the City of Charlevoix. Accordingly, the successful proposer will be selected by the City after evaluation of the following RFP elements:

A. Sale/Rental Price of Products — 10%
Competitiveness of pricing for boat and watercraft rentals.

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B. Quality of Products and Service 20%
Quality of boats and watercraft offered and the firm's cleaning, maintenance, repair and employee training capabilities.

C. Experience/References 20%
Experience/performance on similar contracts with other public entities.

D. Programming/Unique Experiences 20%
Quality of proposed program/adventure/unique experiences beyond basic equipment rental

E. Compensation 30%
A monthly rental fee or revenue share proposed for exclusive rental opportunities at Michigan Beach, Ferry Beach, and Depot Beach.

Total Criteria Weight 100%

Each proposal will be independently evaluated on factors A-E.

V. **TERMS AND CONDITIONS**.

A. The City reserves the right to reject any and all proposals, and to waive minor irregularities in any proposal.

B. The City reserves the right to request clarification of information submitted, and to request additional information from any proposer.

C. The City reserves the right to award any contract to the next most qualified contractor, if the successful contractor does not execute a contract within thirty (30) days after the award of the proposal.

D. Any proposal may be withdrawn up until the date and time set above for opening of the proposals. Any proposal not so timely withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days to sell to the City, the services described in the attached specifications, or until one or more of the proposals have been approved by the City administration, whichever occurs first.

E. The contract resulting from acceptance of a proposal by the city shall be in a form supplied or approved by the City and shall reflect the specifications in this RFP. A copy of the contract is available for review. The City reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFP, and which is not approved by the City Attorney's office.

F. The City shall not be responsible for any costs incurred by the firm in preparing, submitting or presenting its response to the RFP.

VI. **SCOPE OF SERVICES**.

Provide all non-motorized boat and watercraft rentals at Ferry Beach and/or Depot Beach. Contractors will be able to rent boats only in a designated area. Contractor can propose for all locations or just one. The concession stand at Ferry Beach may be available for use. Interest in this space should be expressly stated in the proposal.

Recognizing growth in the sports of Kayaking and Stand-up Paddle boards, The City of Charlevoix's Recreation Masterplan calls for the development of future Kayak Launches. The first accessible launch was installed in 2021 at Ferry Beach. Ideally this will benefit contractors. Our hope and intent would be for a business plan that includes new and unique ways to introduce new participants to watersports as well as supporting existing participants.

Contractor may be able to also provide basic provisions such as sunglasses, sunscreen, dry boxes for sale or rent to users.

VII. **COMPENSATION**.

Please present detailed information on the firm's proposed fee schedule for the use of Ferry Beach and Depot Beach. If selected, proposer shall pay the City the following for the term of the Agreement:

(a) Sale of service or rental of equipment- Percentage of Gross Revenue*
_________ % of gross revenue - Minimum 10%

**"Gross Revenue" is defined as all rentals of equipment as well as sales of all other merchandise, less sales tax. Deductions for client non-payments or bad-debt expenses are not allowed.*

OR

(b) To be suggested by the Proposer:

ATTACHMENT A

ACKNOWLEDGMENT OF CERTAIN CONDITIONS OF NON-MOTORIZED BOAT AND WATERCRAFT RENTAL FOR CITY BEACHES CONCESSIARE

In the event of a successful award of contract, proposer acknowledges that:

1. Proposer will be able to comply with the insurance provisions of the City of Charlevoix Contract, and to timely provide a certificate of insurance.

2. He/She will have in their possession, or will obtain prior to contract commencement, a valid City of Charlevoix business license as well as all other required permit or licenses required by the State of Michigan, Charlevoix County, City of Charlevoix or any other lawful authority.

3. Proof of all staff safety training.

4. Proposer will submit detailed monthly reports, due the 15th day of the following month, which shall indicate the amount and type of sales/rentals made.

Proposer:

Business Name ____

Contact Name ____

Address ____

Phone# ____

Signature ____

Date ______________________

CITY OF CHARLEVOIX

NON-MOTORIZED BOAT RENTAL FOR CITY BEACHES

Bid Opening at City Hall
January 24, 2023
12 pm

Bidder Name	Comments
Charlevoix Adventure Co.	See bid
Driftwood Adventures	See bid

Page 1 of 1

209 Belvedere Ave. Charlevoix, MI 49720 (231) 632-3292

Proposal for:
Non-Motorized Boat Rentals at Depot Beach
Non-Motorized Boat Rentals at Ferry Beach
Concessions Stand at Ferry Beach

January 24, 2023

OVERVIEW

The goal of Charlevoix Adventure Co. LLC is to provide services to enhance the experiences of locals in and visitors of the community. Our mission is to facilitate opportunities for all to create positive memories they feel inspired to share with others. Our hope is that through our services provided on and off the water, we can become high-quality contributors not only to the tourism industry but to the community as a whole.

RESPONSIBLE INDIVIDUALS

Those who will be responsible for the project are Charlevoix Adventure Co. LLC (owned by MLG Enterprises and Marcel Gensler) and Joshua Paris. Aforementioned parties will share equally in all facets of the project with daily operations overseen and managed by MLG Enterprises.

EXPERIENCE IN SERVICES

MLG Enterprises has proven success operating Charlevoix Cycle Pub, which is a safe and profitable watercraft business in the City of Charlevoix. This business provides a unique opportunity for residents and visitors to experience Lake Charlevoix, Round Lake and Pine River Channel. All operations follow U.S. Coast Guard regulations for commercial watercrafts. The familiarity of navigating watercrafts on the surrounding waterways while providing an engaging, local experience lends to the proposer's ability to provide successful rental services.

PROPOSER QUALIFICATIONS

The individual responsible for staff training will be Marcel Gensler. He has eight years of experience in the U.S. Coast Guard and 20+ years in the charter fishing industry. The experiences and knowledge acquired from these maritime positions create exemplary qualifications in the ability to train others in watercraft safety and customer service.

EMPLOYEE TRAINING

We understand the importance of appropriate training to ensure safety of all participants and staff. All staff members of Charlevoix Adventure Co. will be First Aid and CPR certified. Required training to serve as a guide will include basic water safety and navigation rules and regulations per USCG standards. Concessions staff will participate in a training to receive a Michigan Food Handler certification.

REFERENCES

References specific for boat rentals are not applicable. However, references for successful business operations including those involving water activities are available upon request.

SITE IMPROVEMENTS

Charlevoix Adventure Co. will complete a full interior remodel of the concession stand at Ferry Beach. Cosmetic upgrades will be conducted to the exterior of the building and surrounding areas as needed.

DAYS AND HOURS OF OPERATION

Charlevoix Adventure Co. strives to provide extended hours to increase opportunities to participate in water activities and access amenities. We recognize these times may vary as dictated by seasonal conditions. Anticipated hours of operation will be 10:00 am to 8:00 pm Monday – Sunday.

ONSITE EQUIPMENT

Charlevoix Adventure Co. intends to utilize a professionally constructed storage rack to maintain order and security of rental equipment. The structure will be removable but include mechanisms for secure ground attachment for safety purposes. A new, branded trailer will be on site for the transport of rental equipment. The kayak launch at Ferry Beach will be utilized for all rentals. Because of the daily use, Charlevoix Adventure Co. will be able to monitor and report any safety concerns to the City of Charlevoix to protect the safety of all launch users.

MERCHANDISE

Merchandise available for purchase will include branded apparel, dry boxes/bags, sunglasses, towels, and sunscreen.

FOOD AND BEVERAGE SALES

Charlevoix Adventure Co. will operate concession sales out of the Ferry Beach concessions in conjunction with non-motorized watercraft rentals. Our intention behind the partnership is to provide services to attend to all needs of potential customers. The menu will be comprised of unexpired prepackaged foods and beverages. This includes items such as but not limited to candy, ice cream, chips, sandwiches, pop, water and coffee. Our future goal is to collaborate with local vendors to promote locally produced and sourced items.

CLEANING AND MAINTENANCE

All rental equipment will be inspected daily for safety purposes. Cleaning of rental equipment will occur at the completion of a rental following Michigan Health and Safety codes to ensure cleanliness for all customers.

Cleaning of concession facilities and equipment will follow all recommendations and guidelines proposed by the Health Department for food safety. Staff will be required to uphold the highest measures as it pertains to preparation and handling to ensure customer safety.

REVENUE SHARE

Monthly revenue share of 10% will be paid to the City of Charlevoix. Proof of sales and rentals that reflect the amount of revenue earned will be reported by the 15th of every month as required. Charlevoix Adventure Co. proposes a 2% increase in revenue share once $50,000 is reported in revenue earnings.

LICENSURER, CERTIFICATION and HEALTH CARDS

Charlevoix Adventure Co. will provide all necessary documentation upon proposal approval as required by the City of Charlevoix.

AVAILABILITY AND COST OF RENTAL ITEMS

Kayak rentals will include paddles and Type III USCG approved life jackets. SUP rentals will include paddles, padded ankle tethers, and Type III USCG approved life jackets. Customers will be charged hourly for rental equipment. Incremental charges will vary depending on the rented equipment. Projected rental charges for equipment are as follows:

	2 hr	4 hr	8 hr	2 day	3 day	4 day	5 day
SUP	$40	$50	$65	$115	$160	$195	$210
Single Kayak	$35	$45	$55	$75	$95	$115	$135
Tandem Kayak	$55	$65	$80	$105	$130	$155	$175

Equipment Offered:

	Make	Model	Description
SUP	Glide	Retro	11'6" ultradurable hardboard with reinforced, non-slip EVA deck landing for longevity. 300 lbs capacity.
Single Kayak Sit On	Perception	Access	11.5' sit on designed for lake use with wide, stable, self-bailing design. Easy to maneuver and comfortable seating.
Single Kayak Sit In	Perception	Drift	9.5' sit in with easy maneuverability. Comfortable padded seat with roomy interior.
Tandem Kayak	Perception	Tribe	13.5' sit on top designed for lake use with wide, stable, self-bailing design. Easy to maneuver and comfortable seating.

PROGRAMS AND ADVENTURE SERVICES

Programs provided beyond basic equipment rentals will include guided kayak tours. Guided programs will include beginner SUP and kayak lessons, sunrise SUP yoga, brews and views, and seasonal special events.

DRIFTWOOD ADVENTURES LLC PROPOSAL FOR NON-MOTORIZED BOAT AND WATERCRAFT RENTAL FOR CITY OF CHARLEVOIX BEACHES

The names of individuals from the company who will be working on the project and their areas of responsibility are:

- Jennifer Fruk, Owner/Manager
- Jeremy Fruk- Assistant/staff
- Bennett Fruk- Assistant/staff
- Seasonal Staff- TBD

I, Jennifer Fruk, have a Bachelor of Science in Outdoor Recreation, Leadership, and Management from Northern Michigan University (NMU). In completing an experiential internship for a non-motorized trail network, two separate field works with the National Park Service and NMU, and history of employment for non-profit and government organizations, I have the knowledge, skills, and abilities to operate and manage a small business in the recreation field. I have experience processing rental sports equipment typically used in outdoor recreation; including, but not limited to, tents, backpacking gear, cross country skis/boots, and cooking gear. I have much experience in offering stellar customer service and working with point-of-sale systems, processing payments, and monitoring budgets. I also have a history of work experience in outdoor education and teaching in an academic setting. I have worked in jobs that have allowed me to develop skills in organizing, collaborating, and implementing public events ranging from small groups to hundreds of people. I have worked in local public service directly with community members and visitors of Charlevoix for the past 5 years in my most recent employment experiences. I understand the seasonal changes in population that occurs in our community with summer travelers and residents. I also have a vested interest for the sustainability of our local economy, our community resources, and tourism to our area.

A brief overview of my plan to operate a boat rental service with regards to employee training, handling watercraft, safety measures, and customer service are:

- **Employee training-** Staff or volunteers will be trained in customer service expectations, as the company mission is to provide opportunity to create joyful memories while experiencing a watersport. Additional training in educating customers of boating safety, proper completion of waivers/rental agreements, and POS systems will be of upmost importance. Staff will be trained in how to properly fit customers with PFDs, teach safety instruction on paddling techniques to customers, boating safety, rights of way on the water, and handling emergency situations. Staff will also be trained in appropriate sanitary practices handling food/concession sales under licensing requirements of MDARD or the HDNW MI and any other local governing agencies.
- **Handling watercraft-** Staff or volunteers will be required to experience the entire watercraft rental process, including launching a watercraft from the kayak launch and paddling areas of Lake Charlevoix. They will also be required to complete a training course in understanding The Handbook of Michigan Boating Laws and any other training courses as the owner/manager deems necessary.
- **Safety-** Equipment will undergo safety inspection checks between each customer for wear and damage and will be repaired or replaced upon inspection. Safety and cleanliness of our natural environment and watersheds is essential to continued enjoyment of watersports; therefore, Michigan Paddle Stewards standards of cleaning will be upheld. Each watercraft will be cleaned, drained, dried, and trash disposed of on land before entering the water.
- **Customer Service-** Serving customers with a positive attitude and spreading joy by providing a friendly, convenient, and organized process to rent watercraft is top priority. Customer feedback will be encouraged, processes will be evaluated for improvement, and maintaining a safe and clean environment will ensure continued attention to serving customers to enjoy area parks and beaches.

My references listed below know me very well and know my passions, character, and ability to accomplish goals and projects. Each of these references know what it takes first hand to operate a business or work in direct customer relations and sales. They each know my skills and experiences will serve me well in my boat rental service endeavor.

Caroline Moellering, Environmental Services Program Manager
906-458-8621
Little Traverse Bay Bands of Odawa Indians, Harbor Springs, MI

Linda Adams, Director
231-330-0548
Northland Library Cooperative, Petoskey, MI

Rebecca Parker, Circulation Supervisor
231-675-0975
Charlevoix Public Library, Charlevoix, MI

Jennifer Cimbalo, Showroom Manager
312-753-9530
Scott Group Studio, Chicago, IL

Any suggested site improvements proposed are flexible and subject to change, given specific licensing requirements, required repairs to be approved for food service business, needs of business operations, and City of Charlevoix needs in agreement with what is best for the park, community, and for grounds/building maintenance. My goal with any site improvements needed for business operations is to enhance aesthetics in thought to encourage stewardship of the outdoors and entice visitors to want return to the Ferry Beach location again.

Watercraft structure or rack proposed to be located in the grass area adjacent to the pavilion, on the North side, would be semi-permanent. Structure would be able to be removed seasonally and would remain stationary for the operating season if area for rack is approved. Boats would be secured with locks to the rack. A lockable resin deck cabinet securely attached to the boat rack would house PFDs to dry between close and open hours and prevent humidity issues being stored indoors of the pavilion concession area. Optional alternative is to house boats and equipment in a resin shed in this same area, which may prove as preferable aesthetics to housing boats in an open rack structure. Alternative storage solutions could also be an opportunity for Driftwood Adventures LLC to provide a partnership in connecting visiting patrons on site at the park to city owned handicap accessible sports equipment that is currently available by appointment/reservation to the public.

Picnic tables, café tables, chairs, or benches approved for customer seating would have to be stored indoors if not able to be secured outdoors to discourage theft or vandalism. To encourage environmental awareness and sustainability, recycling bins and compost bins will be available to customers with a counter/table area in front of the service windows that would be put indoors at closing each day. Appliances such as refrigerator/freezer/stove installed would be removed upon ending term of agreement and would remain property of Driftwood Adventures LLC, unless otherwise purchased if agreement term is not renewed.

Interior and exterior building repairs, cleaning, and storage shelving will need to be addressed for any approval of food service licensing to occur. Any specific alterations to permanent fixtures at the proposed site of Ferry Beach would be in collaboration with City of Charlevoix/Recreation Department and Driftwood Adventures LLC/Jennifer Fruk, with the City of Charlevoix at the discretion of such proposed repairs or physical alterations to the building or surrounding structures. Some examples of much needed repairs in the concession area is the peeling paint on the ceiling, the 1x1 foot hole in the ceiling, in addition to the outdoor fascia needs cleaning and painting, and outdoor lighting is needed. The nature of any extensive or minor repairs/maintenance details are not fully known or comprehensive at this time; therefore, pending any such approval of this suggested RFP at Ferry Beach, further assessment and discussion with involved entities would be needed to determine the needs for business operations. After determining specific repairs, that of which are the responsibility of the City of Charlevoix or that of which are the responsibility of a proposed business owner, an agreement can be reached for services rendered for both entities. A partnership of repair services in lieu of first month's rent, April or May would be enticing and heartfully offered as an improvement to our community.

Proposed hours of operation may be determined to change and adjust upon customer feedback/suggestions, customer counts/reservations, staffing availability, and especially weather during the changing seasons of Spring and Fall. Safety of boating customers and staff is the most important concern in times of potential severe weather situations.

Spring Hours:
Opening May 19 if weather conditions are favorable.
FRIDAY 12pm-7 pm
SATURDAY 10 am– 7 pm
SUNDAY 10 am– 7 pm

Summer Hours (MAY 19-AUG 30):
MONDAY 10 am-7 pm
TUESDAY 10 am-7 pm
WEDNESDAY CLOSED
THURSDAY 10 am-7 pm
FRIDAY 10 am-7 pm
SATURDAY 10 am– 7 pm
SUNDAY 10 am– 7 pm

Venetian Week:
MON-THUR 10 am-8 pm
FIREWORKS FRI & SAT 10 am-12 am

Fall Hours (After Labor Day- October 20):
MONDAY closed
TUESDAY closed
WEDNESDAY closed
THURSDAY 4 pm– 7 pm
FRIDAY 4 pm-7 pm
SATURDAY 10 am-7 pm
SUNDAY 10 am-7 pm

Onsite equipment the proposer will be providing:

- If boat delivery to Depot Beach is a sustainable service depending on staffing, then watercraft will be transported by truck and trailer to and from Ferry Beach parking lot. It would be extremely convenient and practical to be able to seasonally reserve a parking space in front of concession pavilion to load/unload boats to trailer from storage rack in the grass.
- During daily service, it is practical to suggest an area adjacent to the concession window to maintain storage of rental watercraft in the grass area by the large willow tree via a seasonally permanent storage rack and deck cabinet/box for PFDs.

Proposed boats and watercraft available and costs for items to be rented:

Driftwood Adventures will offer its products for the following prices (subject to adjustment with sales progress +/- and type of boats single/double may vary based on supply chain availability):

- (2-4) Single Person Kayak
  Hour/$20 HALF DAY= 4 hrs/$100 DAY= 8 hrs/$120
- (1-2) Double Person Kayak
  Hour/$28 HALF DAY= 4 hrs/$100 FULL DAY= 8 hrs/$160
- (2-4) SUP
  Hour/$20 HALF DAY= 4 hrs/$60
- (2) Single Sea Kayak
  Hour/$28 HALF DAY= 4 hrs/$100 FULL DAY= 8hrs/160
- (1) Float mat or Giant Raft
  Hour/$20
- (1) Fishing Canoe/Kayak
  Two hours/$60 Four hours/$80 Eight hours/$140
- (4) Child/Infant PFD/Puddle Jumper w/o boat rental
  $4/hour or $16/day
- (16-20) PFDs in total, provided one per customer for each boat rental

Programs or adventure services that will be offered beyond just basic equipment rental (guided tours, learn to kayak, learn to SUP, full moon tours, etc.):

- To plan for practical success and financial stability of the company, the first season or two of business, I do not plan to offer any additional programs other than equipment rental and basic boating safety instruction to customers along with concessionaire services.
- As profits, staffing, and service ability grows, much consideration will be made to allow for full moon or stargazing/new moon late evening paddle hours of operation. Also, as business success allows with staffing and growth, options for outsourcing learn to paddle lessons, SUP yoga, advance instructional paddling courses or workshops, swim lessons, and water stewardship education will be considered as a community offering.

Merchandise that may be or may not be available for sale such as sunglasses, dry storage boxes, etc. These items may be subject to change. Proposed items:

- Suncreen
- Sunglasses
- Swim diapers
- Wipes
- Sweatshirts/bathing suit cover ups
- Paper products/pkgs. Plates/utensils
- Beach towels
- Waterproof card games/beach games (skip float balls)
- Waterproof phone case/key float box
- Beach toys-sand pails, unique shovels and buckets for sand
- Water bottle stickers, bumper stickers/boat stickers
- Glow lights for boats, kayaks
- Nature guides, bird guide, stargazing guide books, etc.

Food and Beverage proposed items:

- Apples/Oranges/Bananas/Grapes
- Assorted prepared vegetables: Cucumbers/Carrots/Broccoli/Cauliflower/Celery/Cherry Tomatoes
- Dressing packets/Condiments
- Snack packs (cheese/nut/fruit combo bento boxes or snack containers)
- Pasta salads with veggies- handmade
- Lettuce salad with veggies- handmade
- Cold cheese sticks individually wrapped
- Fruit Slushies/Smoothies
- Granola bars/Snack bars individually pre-packaged
- Chips/pretzels/popcorn individually pre-bagged/packaged
- Italian ices frozen pre-packaged
- Fresh Lemonade
- Juice boxes
- Coffee/Tea
- Bottled beverages (no glass)- HINT Water, Kombucha canned, Sparkling Fruit Water canned
- Pizzelle waffles- handmade
- Baked goods- cookies, muffins, brownies- handmade
- Ice cream bars/sandwiches/popsicles all individually wrapped & pre-packaged

Routine cleaning and preventative maintenance schedules intended to insure attractive and safe equipment are as follows:

- Watercraft seats & paddles will be disinfected between customer use with biodegradable cleaner. Watercraft will be sprayed off daily between customers and cleaned/scrubbed with environmentally friendly, biodegradable boat cleaner as needed at least weekly.
- PFDs will be dipped in a freshwater cleaning bath to prevent mold and transfer of body sweat, oils, and sunscreen between customers.
- As stated earlier, each watercraft will be cleaned, drained, dried, and trash disposed of on land before entering a new body of water.

Proposed revenue share or monthly rental fee to be paid to the City of Charlevoix for exclusive boat and watercraft rental:

- Proposed monthly rental fee to be paid to the City of Charlevoix for concession use at 224 Ferry Beach for boat and watercraft rental is suggested at $250 from May 1, 2023 to October 1, 2023 for a total seasonal rental fee of $1500 with consideration to have access to the building for repairs for the month of April 2023.

Licenses, insurance certificates, and health cards obtained by proposer:

- Pending approval of Ferry Beach RFP, insurance certificates will be obtained for specific watercraft Hull Identifications and submitted upon acquisition. Pending approval of business registration and RFP, licenses dependent on repairs, inspections, and trainings of potential business owner will be submitted upon acquisition. Driftwood Adventures LLC is currently awaiting approval from State of Michigan for business registration and Federal EIN designation.

Proposer:

Business Name Driftwood Adventures, LLC

Contact Name Jennifer Fruk

Mailing Address:
Driftwood Adventures LLC
PO Box 364, Charlevoix, MI 49720
Physical address (Registered Agent):
Northwest Registered Agent Service Inc./Driftwood Adventures LLC
2222 W. Grand River Ave, Ste A
Okemos, MI 48864

Phone# 906-235-7988

Signature Jennifer Fruk

Date 01/20/23

Charlevoix City Council
All Other Actions and Requests

Title: Camp McSauba Updates
Date: February 6, 2023

Presented By: Kent Knorr, Recreation Director

Background:
In 2022, Day Camp at McSauba filled up in record time. In just under 90 minutes, we had filled all available spots for the camp as well as created a waitlist that was in excess of 40 children most weeks.

Camp McSauba is regulated by the State of Michigan's Department of Licensing and Regulatory Affairs. The license and the space available at the lodge limit the size of our camp. We are limited to the number of people that we can safely and comfortably have inside during inclement weather. Currently, that number is 70 children and 10 adults.

Camp McSauba has a long tradition in our community and a reputation for being a safe, well-staffed, and interesting camp. Its popularity has grown tremendously in recent years. We have, over the last five summers, drastically increased the experience of our campers to include more science, art, history, as well as the study of the natural resources surrounding us in Northern Michigan. The camp serves a variety of families that are often looking for different experiences. We serve mostly local residents, but we have many campers at the camp all summer as their families primarily use the camp as a form of child care in the summer. Additionally, we have families that for many generations have attended camp one or two weeks each summer as part of their experience visiting extended family in Northern Michigan. We have other campers that attend based on the theme of the week. "Animal Adventures", "Campers vs the Wild" and "Our Great Lakes" are very popular weeks.

To ensure that our residents have the first opportunity at registering and being able to pick the weeks that their children will attend camp, we are proposing the following changes to our registration process.

1. Residents of the City of Charlevoix and Charlevoix Township will be eligible to register first. Camp registration will be open for residents on March 14th-16th. ONLY residents of the City of Charlevoix and Charlevoix Township will be eligible to register on those dates. At 5:00 p.m. on March 16th we will close camp registration. The Recreation Department will verify that all those that are registered are residents.

2. Non-residents and anyone that failed to register during the initial opening will be able to register for camp beginning March 20th.

We have been working with our software provider to find ways to streamline and improve the current registration process. We are required to have informational forms completed for each camper. This process can be both time-consuming and anxiety-provoking for families that are signing up for camp. To help those families, we will be offering them the chance to "pre-register" this year. We will be encouraging everyone to fill out forms in advance of the open registration. Additionally, this process will help families confirm their residency status. When a family "pre-registers" they are not guaranteed a spot in camp. However, the actual registration process will be much simpler.

To promote these changes, we will be sending emails to all past registrants. We will also send reminders to all the schools, post information on our social media and on the city website. We also recommend an increase to the day camp fees. This increase reflects higher wages and the cost of supplies for our campers. The cost for residents remains lower compared to comparable communities.

Recommendation:

Motion to approve new fees and registration process for Mt. McSauba Day camp as presented.

Attachments:

1. 2023 Day Camp Rates

Day Camp Rates	**2022**	**2022**		**2023**	**2023**
	Resident	Non Resident		Resident	Non-Resident
Mt. McSauba Day Camp Per Person	$125	$150		$140	$175
Sibling Discount	$110	$135		$125	$160
All 8 Week Registration	$950	$1,150		**Discontinue**	**Discontinue**
8 Week Sibling	$830	$1,030		**Discontinue**	**Discontinue**
Late pick up fee	$10/every 15 minutes	$10/every 15 minutes		$10/every 15 minutes	$10/every 15 minutes
Camp Chill	$30	$30		$35	$35
Camp Sunrise	$25	$25		$30	$30
Chill and Sunrise Combo	$40	$40		$45	$45

Proposed Day Camp Rates for 2023

Charlevoix City Council

Reports and Communications

Title: City Manager's Comments
Date: February 6, 2023

Presented By:

Background:

A. Bridge Street Lighting Update

We had a preliminary meeting this week with GRP Engineering of Petoskey. Electric Department Director John Griffith has been working with them for sometime to assess the wiring, foundations, and structure of our downtown street lighting. The plan as it stands would begin with replacement this fall on Antrim and Clinton Streets and Park Avenue. This is the smallest and least disruptive of the projects and will give us a chance to better plan for the larger phases directly on Bridge Street. We anticipate replacement of Bridge Street lights will begin in the spring of 2024. During this process, lighting will be out for a few weeks while circuits are updated, new controllers are installed and, ultimately, new poles and fixtures. Ideally, the Bridge Street lights would be done first, but given the amount of disruption likely, spring construction makes more sense. When this project is over, we'll have a lot more control over the lights and the system itself will be much stronger and more user-friendly. The new poles are wind-rated to hold the flower baskets and the potential of banners (if we continue doing the graduation banners). I appreciate Mr. Griffith's leadership on this and we'll continue providing you with updates; we expect to bid for this project later this winter.

B. Zoning Administrator Work

Janet Koch finished in the middle of the month and, since that time, I've been trying to fill the role myself on an interim basis. Between permits and short-term rental questions, inspections, and license updates, there is a lot of work here. I'm confident a full-time position is warranted to both give good customer service and ensure the City's interests are protected in this vital area of land use regulation.

C. Bridge Park Lift Station Improvements

In March, we expect to bring you a bid for improvements and repairs to the Bridge Park Lift Station. This is a very critical part of our infrastructure and requires complicated repairs to correct issues found during the last inspection. At this point, we expect the work will be performed in late-fall after Apple Fest. We will be coordinating the work as much as possible around the BIBCO schedule and in preparation of the work on the bridge next winter, it is likely there will be unavoidable disruptions around Bridge Park Drive for a short time.

D. EMS Challenges

I'm currently attending the Michigan Municipal Executives Winter Institute in Grand Rapids. The first session this morning focused on the nationwide challenges with EMS programs and the immense shortage of staff and continued increase in costs. Some systems have shifted to providing non-urgent dispatches a 60-90 wait time for a response. Other systems have seen their wages rise 40% in just the last year. I believe the Lake Charlevoix EMS Authority is better positioned for the moment to serve the public but it will continue to be a challenge. Consolidation and privatization are solutions but even more important is setting expectations for what service should look like going forward. 80% of calls nationwide are not time sensitive; properly screening and responding to calls based on urgency is important to maintain reasonable service.

Recommendation:

Attachments:

1. DDA Meeting Minutes 11/28/2022
2. Housing Commission Regular Meeting Minutes 12/20/2022

City of Charlevoix
Downtown Development Authority Meeting minutes
Monday, November 28, 2022 - 5:30 PM
Council Chambers, City Hall

1. **Call to Order**
   The meeting was called to order at 5:30 p.m. by Chair Owens.
2. **Pledge of Allegiance**

3. **Roll Call**

Chair:	Maureen Owens
Members Present:	Sam Bingham, Kirby Dipert, Liam Dreyer, Mayor Lyle Gennett, Anne Oosthuizen, Danielle Scheller, Paul Silva (remote), Ron Way
Members Absent:	None
Staff Present:	Lindsey Dotson, DDA Executive Director

4. **Inquiry Regarding Conflicts of Interest**

5. **Consent Agenda**
   Chair Owens stated that under the Director's Report the date for the opening of Bella's Pizzeria was October not September. Member Dipert referenced the Main Street mission statement at the end of the minutes that needed to be corrected.

   Motion by Member Dipert, seconded by Member Way to approve the Consent Agenda as corrected.
   Motion carried by unanimous voice vote with the exception of Member Silva who participated remotely via ZOOM.

   A. Minutes
   Motion to approve the minutes as amended.

   B. DDA Financial
   Motion to approve the Financial Report as presented.

6. **Reports**

   A. Director's Report
   Lindsey Dotson, DDA Director
   Chair Owens asked for an update on the status of the igloos. Director Dotson stated that Parks & Recreation wanted to test out having one (1) igloo set-up near the lodge, and J.Bird Provisions did offer to purchase the other two (2) units for $200.00.

   Chair Owens stated that Nomi Maids had vacated their lease early, but agreed to pay six (6) months in rent and she wanted to make sure the funds were received, and Director Dotson stated that the rent was paid in full before they left.

B. Bridge Park Building Update

Lindsey Dotson, DDA Director

Director Dotson reported that they have a new tenant in the Bridge Street Park building in the space vacated by Nomi Maids and the lease which needed some minor corrections was included in the agenda packet. The new tenant is Sada Crawford, who is an artist and will be using the space as a studio and eventually has plans to open a shop. The deposit and first month's rent have already been paid.

7. Old Business

A. Sustainable Built Environment Final Report

Lindsey Dotson, DDA Director

Chair Owens stated before they analyzed the SBEI Report, the Board must consider their budget. Ms. Owens stated the Board should put together their own list of how to prioritize the vision for the Charlevoix downtown area (Bridge Street between Antrim Street and Park Avenue), the Board concurred. Director Dotson stated that she did not anticipate the DDA being able to make a huge dent in the project this coming year, so it was more likely that this project would be lumped into the Tax Increment Financing Plan.

8. New Business

A. Schedule Work Session

Lindsey Dotson, DDA Director

Director Dotson stated that a work session needed to be scheduled to review their 2023-2024 Budget. The budget must be approved by Council no later than February 2023. The date that worked for the majority was January 9, 2023 at 4:00 p.m.

9. Public Comment

10. Request for Future Agenda Items

11. Board Comments

Chair Owens welcomed Mayor Gennett and Member Scheller to the DDA Board.

Chair Owens questioned if it's a requirement of the DDA By-Laws to meet monthly and she questioned if they could meet bi-monthly or quarterly. Director Dotson stated that they do not have to meet every month, but they do need to set a calendar at the beginning of the year.

Member Dipert referenced the Notice of Public Hearing that the members all received a copy of and he felt it was a bit concerning that the space being considered for development is where the Wellness Center was previously located and the Planning Commission had granted them a variance to be there and to use the back half of the space for the Charlevoix Courier. His concern was that they wanted to put a dental office in there and the Central Business District had some guidelines and he planned to attend the Planning Commission meeting "to question how this was all going to play out". Director Dotson pointed out that in the notice it addressed "if granted, it would permit a dentistry business to occupy the back portion of the address accompanied by a retail apothecary store with a Bridge Street entrance".

12. Adjourn

The meeting adjourned at 5:47 p.m.

_______________________________ __________________________

Sarah J. Dvoracek/fgm City Clerk Maureen Owens Chair

CHARLEVOIX DDA MISSION

The mission of the Charlevoix DDA is to strengthen the year-round economic vitality of our vibrant historic business district through community efforts, events, and public/private partnerships while fostering a sense of community pride and ownership.

CHARLEVOIX HOUSING COMMISSION
210 WEST GARFIELD ST.
CHARLEVOIX, MICHIGAN 49720
(231) 547-5451

PROJECT
PINE RIVER PLACE

REGULAR MEETING

CHARLEVOIX HOUSING COMMISSION

Tuesday, December 20, 2022

2:00 P.M.

Pine River Place Community Room

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

Others Present: Dan Murray CHC-Maintenance Supervisor, Annessa Haist CHC/MPHC Director, Cindy Morris CHC-Occupancy Specialist, 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 15, 2022 Meeting Minutes, Payables and Financials as written.

Motion by Commissioner Waddell, seconded by Commissioner Buday to approve and accept the regular meeting minutes and payables with financials as presented for November 15, 2022.

Ayes: Lee, Crandall, Waddell, Buday
Nays: None
Absent: None

OLD BUSINESS: Huntington Bank Fees Update was given by the Director MPHC/CHC Annessa Haist. Explanation was given in regards to her conversation with a Huntington bank representative.

NEW BUSINESS: **Resolution XV-2022** Approval of Significant Amendment to the Charlevoix Housing Commission Five-Year and 2023 Annual Plan. Director CHC/MPHC Annessa Haist spoke extensively explaining with full detail the resolution to the Commissioners. Brief conversation was had by all.

Motion by Commissioner Waddell, seconded by Commissioner Crandall to approve the Resolution XV-2022 Approval of Significant Amendment to the Charlevoix Housing Commission Five-Year and 2023 Annual Plan.

Ayes: Lee, Crandall, Waddell, Buday
Nays: None

Resolution XVI-2022 Approval of Section 18 Property Disposition for 207 W. Garfield. Commissioners spoke openly with limited discussion.

Motion by Waddell, seconded by Commissioner Buday to approve the Resolution XVI-2022 Approval of Section 18 Property Disposition for 207 W. Garfield.

Ayes: Lee, Crandall, Waddell, Buday
Nays: None

EXECUTIVE DIRECTOR'S REPORT: PHAS scores were released and presented to the Board of Commissioner's. CHC received a high performance scoring as within the past several years. Director CHC/MPHC Annessa Haist noted she was very pleased.

Annessa Haist – Director of CHC/MPHC spoke on updates of the Revitalize Inc. & Haan Development Meeting.

Public Comment on subjects unrelated to Agenda Items: None

Adjournment: Commissioner Lee adjourned the meeting at 2:50 p.m.

Respectfully submitted and approved by:

Annessa Haist

Executive Director, Annessa Haist CHC/MPHC

The next Board Meeting is January 17, 2023 at 2:00 p.m. at the Pine River Place Community Room at 210 W. Garfield St., Charlevoix, MI. 49720.

Charlevoix City Council
Reports and Communications

Title: Mayor and Council Comments
Date: February 6, 2023

Presented By:

Background:

Recommendation:

Attachments:
None