CITY OF
CHARLEVOIX

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

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1. **Pledge of Allegiance**
2. **Roll Call**
3. **Presentations**
   - A. Mayoral Proclamation-In Recognition of the Life and Work of Gabriel M. Campbell
     Mayor Lyle Gennett
4. **Inquiry Regarding Conflicts of Interest**
5. **Consent Agenda**
   - A. City Council Meeting Minutes - February 20, 2023
   - B. Accounts Payable and Payroll Check Registers
   - C. Neil Jorgensen Special Event Request
   - D. Rock the Dock Event Request
   - E. Lease of Patrol Vehicle
   - F. Contract for BS&A Cloud Software and Services
   - G. Building Capital Improvement Fund Policy
   - H. Defined Benefit Plan Adoption Agreement Addendum
6. **Public Hearings and Actions Requiring Public Hearings**
   - A. Ordinance 837: Adoption of Amended 2022-23 Budget
     Mark Heydlauff, City Manager
   - B. Ordinance 838: Adoption of 2023-24 Budget
     Mark Heydlauff, City Manager
7. **All Other Actions and Requests**
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: Mayoral Proclamation-In Recognition of the Life and Work of Gabriel M. Campbell
Date: March 6, 2023

Presented By: Mayor Lyle Gennett

Background:

Recommendation:

Attachments:
1. Proclamation of Gabe Campbell

CITY OF CHARLEVOIX

Proclamation by the Mayor

In Recognition of the Life and Work of Gabriel M. Campbell

Whereas, Gabe Campbell was born in Detroit on April 1, 1933 and married Karen Pischner in 1963; and,

Whereas, Gabe Campbell was the father of Erin, Kathleen, Jamie, and Kevin; and,

Whereas, Gabe Campbell was a devoted father and grandfather and spent most of his career working at the Medusa Cement Plant where he also served as union president; and,

Whereas, Gabe Campbell was active in many aspects of the community including St. Mary Catholic Church, the Charlevoix Credit Union, and as a Grand Knight of the Knights of Columbus; and,

Whereas, Gabe Campbell was very active in Charlevoix government and served on the City Hall Renovation Committee, the Board of Review, the Fire Chief Committee, Cemetery Chapel Committee, the Downtown Development Authority Board, and the Airport Advisory Committee; and,

Whereas, Gabe Campbell was elected to the Charlevoix City Council in 1994 and represented the Second Ward until 2002; and,

Whereas, Gabe Campbell was elected Mayor of Charlevoix in 2002 and again in 2014.

Now therefore I, Lyle Gennett, Mayor of the City of Charlevoix, do extend, on behalf of the City Council and the entire Charlevoix community, our deep condolences and sympathies to the family of Gabe Campbell; and,

Furthermore, I recognize Gabe Campbell as a model for public service, leadership, hard work, and most of all, friendship to all in Charlevoix. His legacy will live long into the future. We are a better town because of Gabe's service; and,

Furthermore, in consideration of the life and legacy of Gabe Campbell and his service to Charlevoix, I order flags of the City be flown at half staff on the day of his funeral.

Given under my hand this 6th day of March 2023.

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Lyle Gennett, Mayor

Charlevoix City Council

Consent Agenda

Title: City Council Meeting Minutes - February 20, 2023
Date: March 6, 2023

Presented By:

Background:

Recommendation:
Motion to approve the minutes as presented.
Attachments:
1. City Council Draft Meeting Minutes 02/20/2023

City of Charlevoix
City Council Regular Meeting Minutes
Monday, February 20, 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, Mark Knapp, Phil Parr
   Members Absent: Richard Spring
   City Manager: Mark L. Heydlauff
   City Clerk: Sarah J. Dvoracek

3. **Presentations**

4. **Inquiry Regarding Conflicts of Interest**

   Council Member Hagen stated he may recuse himself from item 7A. depending on Council's thoughts. After discussion, Council concurred that Council Member Hagen does not have a conflict because he does not utilize parking spots for outdoor seating.

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

   A. City Council Meeting Minutes - February 6, 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
02/17/2023	Payroll Transmittal Checks	$5,476.82
02/17/2023	Payroll (net pay)	$96,931.52
02/21/2023	Regular Accounts Payable	$259,816.31
02/03/2023-02/17/2023	ACH/WIRE Payments	$198,810.34
02/14/2023	Tax Disbursement	$797,651.47

Grand Total		$1,358,686.46
To view the entire accounts payable and payroll check registers, please Click here.		

C. Addendum to the Lighthouse Restoration and Maintenance Contract
Motion to approve the Addendum to the Lighthouse Restoration and Maintenance Contract dated May 2011 between the City of Charlevoix and the Charlevoix Historical Society and authorize the Mayor and City Clerk to execute the agreement.

D. Renewal Agreement with Abilita
Motion to approve the retainer agreement with Abilita and authorize the City Manager to sign the agreement.

E. Work Session for March 20, 2023
Motion to set a City Council Work Session for the purpose of discussing advanced metering infrastructure for 5pm, March 20, 2023 in the Council Chambers of City Hall, 210 State Street, Charlevoix, MI.

6. Public Hearings and Actions Requiring Public Hearings

7. All Other Actions and Requests

A. Discussion of Outdoor Seating and Drop-off Parking Spots
Mark Heydlauff, City Manager
City Manager Heydlauff stated in 2020 Council made changes to outdoor seating to accommodate COVID-19 restrictions. Council discussed maintaining outdoor seating and reclaiming parking spots. Council also discussed eliminating dedicated take-out spaces. Council concurred and directed City Manager Heydlauff to go back to pre-COVID outdoor seating and communicate with the affected business owners.

B. Mayoral Appointments
Lyle Gennett-Mayor
Mayor Gennett provided the Council with Bridget Martin's educational and work background and stated she was recommended by a current Compensation Commission member.

Mayor Gennett opened the item for public comment. None were heard.
Motion by Kalbfell, seconded by Knapp to confirm the Mayor's appointment of Bridget Martin to the Compensation Commission for a term to expire on December 31, 2026.
Yeas: Parr, Knapp, Cole, Kalbfell, Hagen
Nays: None
Absent: Spring
Motion carried.

Mayor Gennett provided Council with Diane Sowa's educational and work background.

Mayor Gennett opened the item for public comment. None were heard.
Motion by Kalbfell, seconded by Cole to confirm the Mayor's appointment of Diane Sowa to

the Housing Commission for a term to expire April 30, 2026.

Yeas: Parr, Knapp, Cole, Kalbfell, Hagen

Nays: None

Absent: Spring

Motion carried.

8. Reports and Communications

A. Public Comment

- Annemarie Conway (County Commissioner) provided Council with an update on the County Commission's recent meeting, including the relocation of several County departments and the possible future plans for existing County buildings.

B. City Manager's Comments

- DTE's construction will be completed in March and April

C. Mayor and Council Comments

- Council Member Kalbfell inquired about the status of the deer cull, Mr. Heydlauff stated the application is now in the DNR's control.

9. Other Council Business

10. Adjourn

Mayor Gennett adjourned the meeting at 6:24 p.m.

Sarah J. Dvoracek	City Clerk	Lyle Gennett	Mayor

Charlevoix City Council

Consent Agenda

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

Presented By:

Background:

Recommendation:
Motion to approve the accounts payable and payroll check registers as presented.
Attachments:
1. Check Registers 03-06-23 Agenda

Check Number	Payee	Amount
02/22/2023		
138908	AT&T	1,572.31
138909	AT&T MOBILITY	758.16
138910	CHARLEVOIX STATE BANK	6,903.31
138911	CHARTER COMMUNICATIONS OPERA	751.76
138912	DELTA DENTAL	3,024.13
138913	GREAT LAKES ENERGY	358.56
138914	PRIORITY HEALTH	44,098.83
138915	VSP INSURANCE CO. (CT)	513.72
Total 02/22/2023:		57,980.78
Grand Totals:		57,980.78

Summary of Check Registers & ACH Payments

HUNTINGTON NATIONAL BANK - CHECKS ISSUED

02/22/23 Special Accounts Payable Run	$	57,980.78
02/28/23 Special Accounts Payable Run	$	2,104.89
03/03/23 Payroll (net pay)	$	115,868.08
03/03/23 Payroll Transmittal Checks	$	5,741.79
03/07/23 Regular Accounts Payable	$	265,792.89
Checks Sub-Total:	$	447,488.43

HUNTINGTON NATIONAL BANK - ACH/WIRE PAYMENTS

02/21/23 Enterprise FM Trust (fleet lease)	$	1,916.16
02/21/23 MI Public Power Agency	$	19,543.67
02/27/23 MI Public Power Agency	$	21,346.22
02/27/23 MI Public Power Agency	$	248,365.46
03/03/23 IRS (Payroll Tax Deposit)	$	45,109.47
03/03/23 Alerus Financial (HCSP)	$	250.00
03/03/23 Vantagepoint (401 Plan)	$	1,062.00
03/03/23 Vantagepoint (457 Plan)	$	20,699.60
03/03/23 Vantagepoint (Roth IRA)	$	1,130.76
03/03/23 State of MI (Withholding Tax)	$	6,401.53
ACH Sub-Total:	$	365,824.87
Huntington National Bank Total:	$	813,313.30

CHARLEVOIX STATE BANK - CHECKS ISSUED

(PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES)

	$	-
Charlevoix State Bank Total:	$	-
Grand Total:	$	813,313.30

APPROVED: CITY MANAGER | CITY TREASURER | CITY CLERK

M = Manual Check, V = Void Check

Check Number	Payee	Amount
02/28/2023		
139007	CITY OF CHARLEVOIX - MISC	2,104.89
Total 02/28/2023:		2,104.89
Grand Totals:		2,104.89

M = Manual Check, V = Void Check

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
02/25/2023	PC	03/03/2023	36912	HEYDLAUFF, MARK L.	102		3,686.68
02/25/2023	PC	03/03/2023	36913	DVORACEK, SARAH J.	105		2,250.50
02/25/2023	PC	03/03/2023	36914	DEROSIA, PATRICIA E.	107		998.15
02/25/2023	PC	03/03/2023	36915	DOTSON, LINDSEY J.	109		1,451.05
02/25/2023	PC	03/03/2023	36916	KLOOSTER, ALIDA K.	121		2,278.17
02/25/2023	PC	03/03/2023	36917	BARNEVELD, RICHELLE	123		1,270.32
02/25/2023	PC	03/03/2023	36918	SCHULZ, GINNY L.	125		1,477.03
02/25/2023	PC	03/03/2023	36919	BRADLEY, KATHLEEN R.	126		1,302.43
02/25/2023	PC	03/03/2023	36920	MILLER, FAITH G.	142		51.33
02/25/2023	PC	03/03/2023	36921	MCGINN, KELLY A.	146		2,631.92
02/25/2023	PC	03/03/2023	36922	MCDONNELL, JILL L.	202		2,864.53
02/25/2023	PC	03/03/2023	36923	SCHOLEY, ROBERT W.	204		1,938.93
02/25/2023	PC	03/03/2023	36924	UMULIS, MATTHEW T.	205		1,287.44
02/25/2023	PC	03/03/2023	36925	ORBAN, BARBARA K.	209		1,164.05
02/25/2023	PC	03/03/2023	36926	RILEY, DENISE M.	213		551.69
02/25/2023	PC	03/03/2023	36927	MUNK, CHRISTOPHER J.	215		1,302.76
02/25/2023	PC	03/03/2023	36928	SCHICK, TIELER R.	216		1,523.30
02/25/2023	PC	03/03/2023	36929	STEWART, MORGAN J.	217		1,417.77
02/25/2023	PC	03/03/2023	36930	YOUNG, KRISTEN L.	230		1,828.81
02/25/2023	PC	03/03/2023	36931	WURST, RANDALL W.	411		1,610.92
02/25/2023	PC	03/03/2023	36932	HILLING, NICHOLAS A.	413		1,674.09
02/25/2023	PC	03/03/2023	36933	MEIER III, CHARLES A.	421		1,470.76
02/25/2023	PC	03/03/2023	36934	ZACHARIAS, STEVEN B.	422		2,024.19
02/25/2023	PC	03/03/2023	36935	NEWMAN, MARK J.	424		1,828.87
02/25/2023	PC	03/03/2023	36936	LOUGHMILLER, JOHN A.	425		1,746.59
02/25/2023	PC	03/03/2023	36937	GRIFFITH, JOHN J.	500		2,824.91
02/25/2023	PC	03/03/2023	36938	EATON, BRAD A.	515		2,547.71
02/25/2023	PC	03/03/2023	36939	WILSON, TIMOTHY J.	516		3,330.22
02/25/2023	PC	03/03/2023	36940	LAVOIE, RICHARD L.	519		2,486.13
02/25/2023	PC	03/03/2023	36941	STEVENS, BRANDON C.	521		3,294.09
02/25/2023	PC	03/03/2023	36942	WHITLEY, ANDREW T.	522		2,171.25
02/25/2023	PC	03/03/2023	36943	DRAVES, MARTIN J.	523		2,383.02
02/25/2023	PC	03/03/2023	36944	FARRELL, MITCHELL L.	524		1,880.98
02/25/2023	PC	03/03/2023	36945	ANDERSON, ELIZABETH	526		1,401.92
02/25/2023	PC	03/03/2023	36946	KENWABIKISE, DAVID L.	528		1,239.32
02/25/2023	PC	03/03/2023	36947	ELLIOTT, PATRICK M.	600		3,081.94
02/25/2023	PC	03/03/2023	36948	SCHWARTZFISHER, JOS	603		1,636.98
02/25/2023	PC	03/03/2023	36949	BRADLEY, KELLY R.	614		1,647.80
02/25/2023	PC	03/03/2023	36950	HART II, DELBERT W.	616		1,946.36
02/25/2023	PC	03/03/2023	36951	JONES, ROBERT F.	618		1,352.11
02/25/2023	PC	03/03/2023	36952	THORP JR, WILLIAM D.	623		1,720.53
02/25/2023	PC	03/03/2023	36953	LEITNER, RYAN S.	624		1,601.68
02/25/2023	PC	03/03/2023	36954	REID, ROB A.	632		1,495.49
02/25/2023	PC	03/03/2023	36955	KNORR, KENT J.	700		2,158.29
02/25/2023	PC	03/03/2023	36956	ANZELL, BETH A.	702		1,496.21
02/25/2023	PC	03/03/2023	36957	WASHBURNE, MICHAEL J	708		135.78
02/25/2023	PC	03/03/2023	36958	BOSS, SHERRY M.	730		619.66
02/25/2023	PC	03/03/2023	36959	PORATH, JACOB P.	741		297.33
02/25/2023	PC	03/03/2023	36960	WOOD, KATE M.	753		166.51
02/25/2023	PC	03/03/2023	36961	MAILLOUX, AIDEN M.	757		222.02
02/25/2023	PC	03/03/2023	36962	LARSEN, WILLIAM S.	758		222.02
02/25/2023	PC	03/03/2023	36963	DVORACEK, HAYDEN R.	762		1,185.04
02/25/2023	PC	03/03/2023	36964	CANNON, SCOTT A.	763		116.36
02/25/2023	PC	03/03/2023	36965	CULBERTSON, CRISTIN	764		617.00
02/25/2023	PC	03/03/2023	36966	JOHNSTONE, HUNTER S.	765		621.11
02/25/2023	PC	03/03/2023	36967	MATTACK, JEFFREY C.	767		1,100.81
02/25/2023	PC	03/03/2023	36968	ELGART, SARAH N.	769		432.59

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
02/25/2023	PC	03/03/2023	36969	VON BERNTHAL, HANNA	782		194.26
02/25/2023	PC	03/03/2023	36970	PEARSALL, KRISTA M.	784		91.62
02/25/2023	PC	03/03/2023	36971	WELLS, JANINNA J.	785		135.42
02/25/2023	PC	03/03/2023	36972	BORST, ERIC D.	787		356.15
02/25/2023	PC	03/03/2023	36973	BOSS, BEAU J.	788		1,610.45
02/25/2023	PC	03/03/2023	36974	BEMIS, GARRETTSON G.	797		627.35
02/25/2023	PC	03/03/2023	36975	DIETRICH, ARLENE M.	871		547.12
02/25/2023	PC	03/03/2023	36976	EWALT, BRIAN W.	901		1,134.20
02/25/2023	PC	03/03/2023	36977	MILLER, WILLIAM S.	933		1,737.10
02/25/2023	PC	03/03/2023	36978	DOUGLAS, MARK	935		1,147.72
02/25/2023	PC	03/03/2023	36979	MCCRANEY, RUSSELL R.	936		1,307.34
02/25/2023	PC	03/03/2023	36980	FRATRICK, JOSEPH W.	940		874.58
02/25/2023	PC	03/03/2023	36981	DVORACEK, BRIAN N.	952		920.66
02/25/2023	PC	03/03/2023	138916	KLOOSTER, ALIDA K.	121	Partial Vacation Payout	12,586.21
02/25/2023	PC	03/03/2023	138917	MORRISON, KEVIN P.	601		1,445.34
02/25/2023	PC	03/03/2023	138918	BOSS JR, DALE E.	701		1,354.58
02/25/2023	PC	03/03/2023	138919	FOGLE, WREN E.	776		444.02
02/25/2023	PC	03/03/2023	138920	MATTER, DAWSON K.	786		194.30
02/25/2023	PC	03/03/2023	138921	WILLSON, BRENDA R.	799		94.21
Grand Totals:			76				115,868.08

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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
02/25/2023	03/03/2023	138922	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	1,091.73
02/25/2023	03/03/2023	138923	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST T	86.90
02/25/2023	03/03/2023	138923	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	390.05
02/25/2023	03/03/2023	138924	CHARLEVOIX STATE BAN	9017	HSA - EMPLOYEE CONTRIB - C	1,220.00
02/25/2023	03/03/2023	138925	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	684.74
02/25/2023	03/03/2023	138926	MI STATE DISBURSEMEN	9012	FRIEND OF THE COURT Pay Pe	116.55
02/25/2023	03/03/2023	138927	POLICE OFFICERS LABO	9003	POL UNION DUES Pay Period: 2	251.25
02/25/2023	03/03/2023	138928	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,468.06
02/25/2023	03/03/2023	138929	THE HARTFORD	9035	LIFE - VOLUNTARY Pay Period:	316.40
02/25/2023	03/03/2023	138929	THE HARTFORD	9035	SPOUSE LIFE Pay Period: 2/25/	71.56
02/25/2023	03/03/2023	138929	THE HARTFORD	9035	CHILD LIFE Pay Period: 2/25/20	8.87
02/25/2023	03/03/2023	138929	THE HARTFORD	9035	AD&D - VOLUNTARY Pay Period	26.17
02/25/2023	03/03/2023	138929	THE HARTFORD	9035	SPOUSE AD&D Pay Period: 2/25	5.76
02/25/2023	03/03/2023	138929	THE HARTFORD	9035	CHILD AD&D Pay Period: 2/25/2	3.75
Grand Totals:		14				5,741.79

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Check Number	Payee	Amount
03/07/2023		
138930	AMAZON CAPITAL SERVICES	497.35
138931	ANDERSON, ELIZABETH A.	50.00
138932	ANZELL, BETH A.	50.00
138933	ASPLUNDH TREE EXPERT LLC	8,038.00
138934	BAY STREET ORTHOPAEDICS & SPIN	135.00
138935	BEAVER RESEARCH COMPANY	131.43
138936	BELL EQUIPMENT COMPANY	705.50
138937	CDW GOVERNMENT	40.74
138938	CHARLEVOIX TOWNSHIP TREASURE	36,625.00
138939	CINTAS	84.58
138940	CINTAS CORPORATION	322.78
138941	CITY OF CHARLEVOIX - UTILITIES	444.01
138942	COMPLETE AUTOMATION RESOURCE	750.00
138943	CUMMINS SALES AND SERVICE	1,491.11
138944	DeROSIA, PATRICIA E.	50.00
138945	DOTSON, LINDSEY J.	50.00
138946	DROST LANDSCAPE	9,450.00
138947	DVORACEK, SARAH	50.00
138948	EDGEWATER RESOURCES LLC	4,140.30
138949	ELLIOTT, PATRICK M.	50.00
138950	ESRI	6,710.00
138951	ETNA SUPPLY	1,800.00
138952	EWALT, BRIAN W	50.00
138953	EYES ONLY MEDIA	280.50
138954	GFL ENVIRONMENTAL - KALKASKA	2,937.17
138955	GRIFFITH, JOHN J	50.00
138956	HARTFORD, THE	2,706.80
138957	HDNW	940.00
138958	HEYDLAUFF, MARK L.	50.00
138959	HILLING, NICHOLAS A.	50.00
138960	HUTSON INC	301.23
138961	IDEXX DISTRIBUTION INC	558.58
138962	INTEGRITY BUSINESS SOLUTIONS	7.99
138963	J.BIRD PROVISIONS LLC	25,000.00
138964	JOINT APPRENTICESHIP & TRAINING	6,114.00
138965	JOPPA HOUSE MINISTRIES PROGRA	21,588.30
138966	KLOOSTER, ALIDA K.	50.00
138967	KNORR, KENT J.	50.00
138968	KRAFT BUSINESS SYSTEMS	32.54
138969	KSS ENTERPRISES	192.85
138970	LIVINGSTON, BRIAN D.	50.00
138971	MANAGEMENT AND BEHAVIOR CONS	1,000.00
138972	MATELSKI LUMBER CO INC	431.30
138973	MCDERMOTT, DENNIS J.	50.00
138974	MCDONNELL, JILL L	50.00
138975	McGINN, KELLY A.	50.00
138976	MICHIGAN DOWNTOWN ASSOCIATIO	150.00
138977	MILLER, WILLIAM S.	50.00

M = Manual Check, V = Void Check

Check Number	Payee	Amount
138978	NORTHWEST RENTALS LLC	137.50
138979	OHM ADVISORS	2,340.00
138980	OMS COMPLIANCE SERVICES INC	450.00
138981	PAUL'S METER TESTING LLC	5,602.45
138982	PERFORMANCE ENGINEERS INC	11,443.25
138983	POWER LINE SUPPLY	2,855.79
138984	POWER SYSTEM ENGINEERING INC	3,497.75
138985	PREIN & NEWHOF	7,306.75
138986	PRESTON FEATHER	2,318.42
138987	ROBINSON'S LANDSCAPING & NURS	485.00
138988	ROTARY CLUB OF CHARLEVOIX	37.50
138989	SCHOLEY, ROBERT W.	50.00
138990	SCIENTIFIC BRAKE - GAYLORD	44.84
138991	SEILER INSTRUMENT & MFG CO INC	4,781.77
138992	STATE OF MICHIGAN	655.00
138993	STATE OF MICHIGAN	200.00
138994	TERMINAL SUPPLY CO	290.16
138995	TRACE ANALYTICAL LABORATORIES I	545.50
138996	TRUCK & TRAILER SPECIALTIES	221.59
138997	UNIFIRST CORPORATION	483.68
138998	UP NORTH ASSESSING INC	5,300.00
138999	US BANK	77,800.00
139000	VILLAGE GRAPHICS INC	109.75
139001	VIRTUAL ACADEMY	315.00
139002	WEST CLIMATE CONTROL INC	1,952.50
139003	WURST, RANDALL W.	50.00
139004	YOUNG, KRISTEN L.	50.00
139005	ZAREMBA EQUIPMENT INC	24.55
139006	ZIXCORP	1,987.08
Total 03/07/2023:		265,792.89
Grand Totals:		265,792.89

Check Number	Payee	Amount
02/21/2023		
22123001	ENTERPRISE FM TRUST	1,916.16
22123002	MICHIGAN PUBLIC POWER AGENCY	19,543.67
Total 02/21/2023:		21,459.83
Grand Totals:		21,459.83

M = Manual Check, V = Void Check

Check Number	Payee	Amount
02/27/2023		
22723001	MICHIGAN PUBLIC POWER AGENCY	21,346.22
22723002	MICHIGAN PUBLIC POWER AGENCY	248,365.46
Total 02/27/2023:		269,711.68
Grand Totals:		269,711.68

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Amount
30323001			
03/03/2023	30323001	**EFTPS* Payroll Taxes	11,187.99
03/03/2023	30323001	**EFTPS* Payroll Taxes	11,187.99
03/03/2023	30323001	**EFTPS* Payroll Taxes	2,616.58
03/03/2023	30323001	**EFTPS* Payroll Taxes	2,616.58
03/03/2023	30323001	**EFTPS* Payroll Taxes	17,500.33
Total 30323001:	5		45,109.47
30323002			
03/03/2023	30323002	Alerus Financial	250.00
Total 30323002:	1		250.00
30323003			
03/03/2023	30323003	MissionSquare - 401 Plan 109153	1,062.00
Total 30323003:	1		1,062.00
30323004			
03/03/2023	30323004	MissionSquare - 457 Plan 300959	4,335.00
03/03/2023	30323004	MissionSquare - 457 Plan 300959	2,636.23
03/03/2023	30323004	MissionSquare - 457 Plan 300959	4,305.05
03/03/2023	30323004	MissionSquare - 457 Plan 300959	9,423.32
Total 30323004:	4		20,699.60
30323005			
03/03/2023	30323005	MissionSquare - Roth IRA 706117	1,130.76
Total 30323005:	1		1,130.76
30323006			
03/03/2023	30323006	STATE OF MICHIGAN	6,401.53
Total 30323006:	1		6,401.53
Grand Totals:	13		74,653.36

Charlevoix City Council
Consent Agenda

Title: Neil Jorgensen Special Event Request
Date: March 6, 2023

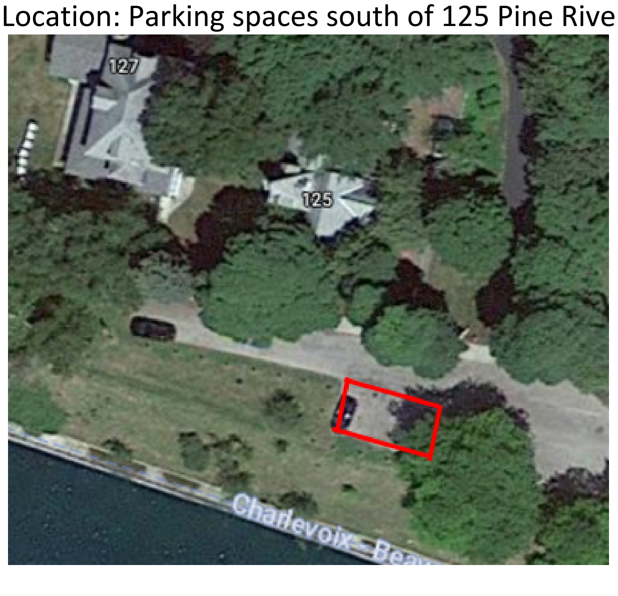
Presented By:

Background:
My wife, Emily Jorgensen (Emily Moore previously), grew up in Charlevoix and still has a lot of family in Charlevoix, including her mom, dad and sister. I proposed to Emily at the lighthouse over 8 years ago. It was her dream to be able to own a place in Charlevoix where she could begin making the memories with our kids there that she was able to do when she was little. We were recently able to purchase a home in Charlevoix last year at 125 Pine River Lane. It has been under renovation for the last 8 months but is expected to be ready by June.

Right away she said she wanted to have her 40^{th} birthday party back in Michigan. What better place to do it than the front of our house overlooking the channel to Round Lake and seeing what makes Charlevoix so amazing? We are asking for permission to put up a tent on 4-5 parking spaces in front of our place at 125 Pine River Lane where we can host her birthday party. The celebration will include approximately 40 people from near and far. Food and drinks will be provided . I would greatly appreciate the opportunity to be able to host her 40^{th} birthday party in this space.

I have spoken with our neighbors regarding the celebration as well and have gotten approval from them. Those neighbors include Burt and Gina Engel, who live at 127 Pine River Lane, and Mike Hermanoff, who is the HOA of Lake House Condominiums at 119 Pine River Lane.

Date: Saturday, July 8, 2023
Time: 6-10pm
Location: Parking spaces south of 125 Pine River Lane. (see aerial photo below)



Specifics of the event:

- Charlevoix Tent Company will be providing the tent along with tall tables for underneath the tent.
- Tent will be delivered and set up on 7/7 and then taken down on 7/9. Tent company to contact Missdig.
- Tent measurements will be 20’ x 30’
- Tent will be staked on the south and west sides. Other sides will be water barrels they will provide filled.
- The tent does not impede any access to Lake House Condominiums or residents at 127 Pine River Lane.

Recommendation:
Motion to approve the use of City property for a birthday celebration on Saturday, July 8, 2023.

Attachments:
None

Charlevoix City Council
Consent Agenda

Title: Rock the Dock Event Request
Date: March 6, 2023

Presented By:

Background:
Knee Deep is a local Traverse City classic rock band who regularly performs at family-friendly events. We are looking to repeat the same event we performed last year (June 18, 2022) at the Odmark Pavilion this year on June 17, 2023. This entails providing a seemingly spontaneous and free music performance for the downtown businesses and passersbys along the marina and waterfront. An evening of upbeat music and dancing appeared to be a great success last year, even garnering such recommendations and positive comments from the City Manager, Mark Heydlauff. (attached).

Knee Deep also has recently performed at the Charlevoix Elks Club, National Cherry Festival beer tent prior to the 'ZZ Top' concert (and scheduled again this year prior to their 'Chicago' concert), Leelanau UnCaged, Left Foot Charley's Red Drive Concert Series (consecutive years), Grand Traverse Commons Snow Jam & Chili Challenge, Traverse City's PorchFest, Spring Lake Social Saturdays, Kingsley Heritage Days Festival, the Northport Pub & Grille and other local restaurants, as well as local non-profit events such as the Veteran's Housing USA fundraiser, Camp Lake Ann Veteran's Honor Flight event and the Leland Old Art Building fundraiser, among others.

We are a 5 piece band consisting of 2 local TC business owners, IT specialist, retired artist, and former VP of transportation (and a member of Charlevoix's own Northern Symphonic Winds ensemble). Members of our ensemble also partake in TAPS military funeral honor guards, National Anthem performances at local sporting events and other community activities.

We would require no further assistance from the City of Charlevoix to operate this event other than typical use and access to the Pavilion/green room/power. Trash would be at a volume consistent with any other weekend day, as we would not be selling food or beverages in the park. Traffic and parking was not an issue, nor should it be this year (I wish we were a named band such as '38 Special', but we're not). The Pavilion picnic tables were moved by our own members off the stage area and more would not be required. Pedestrian and spectator volume appeared to be about 250 last year and expectations would remain about the same for this year.

We would be honored to be able to share our talents and music again this year on Saturday, June 17th, 2023 for the downtown Charlevoix area and community.

Respectfully yours,

Mark LaSarge
Member of Knee Deep

Knee Deep

231-866-6046
KneeDeepRocks.com
Facebook.com/KneeDeepRocks

Recommendation:

Motion to approve Knee Deep to perform in Odmark Pavilion on June 17, 2023 for Rock the Dock event

Attachments:

1. Knee Deep recommendation letter Charlevoix 2022

From: Mark Heydlauff
Sent: Monday, June 20, 2022 9:29 AM
To: booking kneedeeprocks.com
Subject: RE: Knee Deep Rock the Dock event

Thanks Mark! I was at a party on the north side of town during your concert and it sounded great from there. I also had several people comment how good you sounded. I'd suggest talking with the Venetian Festival folks to see if they would have a chance to include you in their events in the future. Similarly, Charlevoix Main Street does a weekly entertainment event in the bandshell on Thursdays; they might benefit from your performance in the future also!

Thanks again.

MH

Mark L. Heydlauff
City Manager
City of Charlevoix

From: Mark - Knee Deep <booking@KneeDeepRocks.com>
Sent: Monday, June 20, 2022 9:25 AM
To: Mark Heydlauff <markh@charlevoixmi.gov>
Subject: Knee Deep Rock the Dock event

Mark,

We just wanted to express our gratitude and love to the City of Charlevoix and yourself for the opportunity to perform this past Saturday at our Rock the Dock event.

The venue was amazing, the audience was having fun and the weather was beautiful - what more could we ask for??

Thanks so much for all you have done and we hope the City looks fondly on Knee Deep and would welcome us back again someday.

Graciously yours,

Mark and the band,

Mark LaSarge
Knee Deep
231-866-6046

KneeDeepRocks.com
Facebook.com/KneeDeepRocks

Charlevoix City Council

Consent Agenda

Title: Lease of Patrol Vehicle
Date: March 6, 2023

Presented By:

Background:
In the approved 2023/24 budget, the Police Department has allocated the purchase and/or lease of a 2023 Chevrolet Tahoe Special Service Vehicle to be used as a patrol vehicle. The new vehicle will replace a 2017 Chevrolet Tahoe that has over 120,000 (+/-) miles on it and is in need of replacing. The new vehicle will be a fully marked patrol unit. Please see the attachments from Enterprise Fleet management for the lease agreement and terms.

Recommendation:
Motion to authorize the City Manager to sign the agreements as presented by Enterprise Fleet Management.

Attachments:
1. 2023 Tahoe - Black Lease Agreement

Open-End (Equity) Lease Rate Quote

Quote No: 7068732

Prepared For:	City of Charlevoix Elliott, Pat	**Date**	03/03/2023
		AE/AM	AB3/rbr
Unit #			
Year	2023 **Make** Chevrolet **Model** Tahoe		
Series	Police Vehicle 4x4		
Vehicle Order Type	In-Stock **Term** 36 **State** MI **Customer#** 607192		

All language and acknowledgments contained in the signed quote apply to all vehicles that are ordered under this signed quote.

Order Information

Driver Name	
Exterior Color	(0 P) Black
Interior Color	(0 I) Jet Black w/Cloth Seat Trim
Lic. Plate Type	Title Only
GVWR	0

$ 42,543.28		Capitalized Price of Vehicle[1]
$ 0.00		Sales Tax 0.0000% **State** MI
$ 103.00		Initial License Fee
$ 0.00		Registration Fee
$ 300.00		Other: (See Page 2)
$ 0.00		Capitalized Price Reduction
$ 0.00		Tax on Capitalized Price Reduction
$ 0.00		Gain Applied From Prior Unit
$ 0.00	*	Tax on Gain On Prior
$ 0.00	*	Security Deposit
$ 0.00	*	Tax on Incentive (Taxable Incentive Total : $0.00)
$ 42,946.28		Total Capitalized Amount (Delivered Price)
$ 751.56		Depreciation Reserve @ 1.7500%
$ 291.60		Monthly Lease Charge (Based on Interest Rate - Subject to a Floor)[2]
$ 1,043.16		**Total Monthly Rental Excluding Additional Services**

Additional Fleet Management

Master Policy Enrollment Fees

$ 0.00	Commercial Automobile Liability Enrollment		
	Liability Limit $0.00		
$ 0.00	Physical Damage Management	Comp/Coll Deductible	0 / 0
$ 0.00	Full Maintenance Program[3] Contract Miles 0	OverMileage Charge	$ 0.00 Per Mile
	Incl: # Brake Sets (1 set = 1 Axle) 0	# Tires 0	Loaner Vehicle Not Included
$ 0.00	**Additional Services SubTotal**		
$ 0.00	Sales Tax 6.0000%	**State** MI	
$ 1,043.16	**Total Monthly Rental Including Additional Services**		
$ 15,890.12	Reduced Book Value at 36 Months		
$ 425.00	Service Charge Due at Lease Termination		

Quote based on estimated annual mileage of 9,100
(Current market and vehicle conditions may also affect value of vehicle)
(Quote is Subject to Customer's Credit Approval)
Notes

Enterprise FM Trust will be the owner of the vehicle covered by this Quote. Enterprise FM Trust (not Enterprise Fleet Management) will be the Lessor of such vehicle under the Master Open - End (Equity) Lease Agreement and shall have all rights and obligations of the Lessor under the Master Open - End (Equity) Lease Agreement with respect to such vehicle.
Lessee must maintain insurance coverage on the vehicle as set forth in Section 11 of the Master Open-End (Equity) Lease Agreement until the vehicle is sold.

ALL TAX AND LICENSE FEES TO BE BILLED TO LESSEE AS THEY OCCUR.
Lessee hereby authorizes this vehicle order, agrees to lease the vehicle on the terms set forth herein and in the Master Equity Lease Agreement and agrees that Lessor shall have the right to collect damages in the event Lessee fails or refuses to accept delivery of the ordered vehicle. Lessee certifies that it intends that more than 50% of the use of the vehicle is to be in a trade or business of the Lessee.

LESSEE City of Charlevoix

BY **TITLE** **DATE**

* INDICATES ITEMS TO BE BILLED ON DELIVERY.

[1] Capitalized Price of Vehicle May be Adjusted to Reflect Final Manufacturer's Invoice. Lessee Hereby Assigns to Lessor anyManufacturer Rebates And/Or Manufacturer Incentives Intended for the Lessee, Which Rebates And/Or Incentives Have Been UsedBy Lessor to Reduce the Capitalized Price of the Vehicle.

[2] Monthly Lease Charge Will Be Adjusted to Reflect the Interest Rate on the Delivery Date (Subject to a Floor).

[3] The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of Lessee. Notwithstanding the inclusion of such references in this [Invoice/Schedule/Quote], all such maintenance services are to be performed by Enterprise Fleet Management, Inc., and all such maintenance fees are payable by Lessee solely for the account of Enterprise Fleet Management, Inc., pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and Enterprise Fleet Management, Inc.; provided that such maintenance fees are being billed by Enterprise FM Trust, and are payable at the direction of Enterprise FM Trust, solely as an authorized agent for collection on behalf of Enterprise Fleet Management, Inc.

Other Totals

Description	(B)illed or (C)apped	Price
Initial Administration Fee	C	$ 300.00
Courtesy Delivery Fee	B	$ 0.00
Total Other Charges Billed		$ 0.00
Total Other Charges Capitalized		$ 300.00
Other Charges Total		$ 300.00

Open-End (Equity) Lease Rate Quote

VEHICLE INFORMATION:

2023 Chevrolet Tahoe Police Vehicle 4x4 - US

Series ID: CK10706

Pricing Summary:

	INVOICE	MSRP
Base Vehicle	$48,671.7	$51,450.00
Total Options	$1,197.56	$1,316.00
Destination Charge	$1,895.00	$1,895.00
Total Price	**$51,764.26**	**$54,661.00**

SELECTED COLOR:

Exterior: GBA-(0 P) Black

Interior: H1T-(0 I) Jet Black w/Cloth Seat Trim

SELECTED OPTIONS:

CODE	DESCRIPTION	INVOICE	MSRP
1FL	Preferred Equipment Group 1FL	NC	NC
5J3	Surveillance Mode Calibration Interior Lighting	Included	Included
6E2	SEO: Fleet Calibration (6E2)	$22.75	$25.00
6J3	SEO: Grille Lamps & Siren Speakers Wiring	$83.72	$92.00
6J4	SEO: Horn & Siren Circuit Wiring	$50.05	$55.00
6N5	SEO: Inoperative Rear Window Switches	$51.87	$57.00
6N6	SEO: Inoperative Inside Rear Door Locks & Handles	$56.42	$62.00
7X3	SEO: Left-Hand Spotlamp	$728.00	$800.00
9C1	Identifier for Police Package Vehicle	NC	NC
9G8	SEO: Daytime Running Lamps Delete	$45.50	$50.00
AMF	Remote Keyless Entry Package (SEO)	$68.25	$75.00
ATD	3rd Row Passenger Seat Delete	Included	Included
AU7	Fleet Common Key	Included	Included
AZ3	Front 40/20/40 Split-Bench Seat	STD	STD
C6G	GVWR: 7,600 lbs (3,447 kgs)	STD	STD
FE9	Federal Emissions Requirements	NC	NC
GBA_01	(0 P) Black	NC	NC
GU5	3.23 Rear Axle Ratio	STD	STD
H1T_02	(0 I) Jet Black w/Cloth Seat Trim	NC	NC
IOR	Radio: Chevrolet Infotainment 3 System	STD	STD
K47	High-Capacity Air Cleaner	Included	Included
K6K	760 Cold-Cranking Amps Auxiliary Battery	Included	Included
KX4	250 Amps Alternator	Included	Included
L84	Engine: 5.3L EcoTec3 V8	STD	STD
MHU	Transmission: Electronic 10-Speed Automatic w/OD	STD	STD
NP0	Single-Speed Elec Autotrac Active Transfer Case	Included	Included
PNTTBL01	Paint Table : Solid Paint	$0.00	$0.00
PXT	Wheels: 20" x 9" Steel	Included	Included
R6J	Ship-Thru Verification Code	NC	NC
RAV	Spare P275/55R20 AS BW Tire	Included	Included
RC1	Front Skid Plate	Included	Included
STDTM	Cloth Seat Trim	STD	STD
UQF	6-Speaker Audio System Feature	Included	Included

CODE	DESCRIPTION	INVOICE	MSRP
UT7	SEO: Ground Wires	Included	Included
UTQ	SEO: Content Theft-Deterrent Disable System	$45.50	$50.00
V53	Luggage Rack Side Rails Delete	Included	Included
V76	2 Front Frame-Mounted Black Recovery Hooks	$45.50	$50.00
VPV	Ship-Thru: Kerr Industries	Included	Included
XCS	Tires: P275/55R20SL AS BW	Included	Included
Z56	Full Independent Suspension Package	Included	Included
ZY1	Solid Paint	STD	STD

CONFIGURED FEATURES:

Body Exterior Features:

- Number Of Doors 4
- Rear Cargo Door Type: liftgate
- Driver And Passenger Mirror: power remote heated manual folding side-view door mirrors
- Spoiler: rear lip spoiler
- Skid Plates: skid plates
- Side Steps: yes
- Door Handles: body-coloured
- Front And Rear Bumpers: body-coloured front and rear bumpers
- Rear Step Bumper: rear step bumper
- Front Tow Hooks: 2 front tow hooks
- Body Material: galvanized steel/aluminum body material
- : class IV trailering with harness, hitch
- Body Side Cladding: black bodyside cladding
- Grille: grille with chrome bar

Convenience Features:

- Air Conditioning automatic dual-zone front air conditioning
- Air Filter: air filter
- Rear Air Conditioning: rear air conditioning with separate controls
- Cruise Control: cruise control with steering wheel controls
- Power Windows: power windows with front and rear 1-touch down
- 1/4 Vent Rear Windows: power rearmost windows
- Remote Keyless Entry: keyfob (all doors) remote keyless entry
- Illuminated Entry: illuminated entry
- Integrated Key Remote: integrated key/remote
- Auto Locking: auto-locking doors
- Passive Entry: Keyless Open and Start proximity key
- Interior Lock Disable: interior lock disable
- Trunk FOB Controls: keyfob trunk/hatch/door release
- Steering Wheel: steering wheel with manual tilting, manual telescoping
- Day-Night Rearview Mirror: day-night rearview mirror
- Driver and Passenger Vanity Mirror: illuminated auxiliary driver and passenger-side visor mirrors
- Emergency SOS: OnStar and Chevrolet connected services capable emergency communication system
- Front Cupholder: front and rear cupholders
- Overhead Console: mini overhead console
- Glove Box: locking glove box
- Driver Door Bin: driver and passenger door bins
- Rear Door Bins: rear door bins
- Seatback Storage Pockets: 2 seatback storage pockets
- IP Storage: covered bin instrument-panel storage
- Driver Footrest: driver's footrest
- Retained Accessory Power: retained accessory power
- Power Accessory Outlet: 1 12V DC power outlet
- AC Power Outlet: 2 120V AC power outlet

Entertainment Features:

- radio AM/FM stereo with seek-scan
- Voice Activated Radio: voice activated radio
- Speed Sensitive Volume: speed-sensitive volume
- Steering Wheel Radio Controls: steering-wheel mounted audio controls
- Speakers: 6 speakers
- Internet Access: Wi-Fi Hotspot capable internet access
- TV Tuner: OnStar Turn-by-Turn Navigation turn-by-turn navigation directions
- 1st Row LCD: 2 1st row LCD monitor
- Wireless Connectivity: wireless phone connectivity
- Antenna: window grid antenna

Lighting, Visibility and Instrumentation Features:

Headlamp Type aero-composite LED low/high beam headlamps
Front Wipers: variable intermittent Rainsense rain detecting wipers wipers
Rear Window wiper: fixed interval rear window wiper
Rear Window Defroster: rear window defroster
Tinted Windows: deep-tinted windows
Front Reading Lights: front and rear reading lights
Ignition Switch: ignition switch light
Variable IP Lighting: variable instrument panel lighting
Display Type: analog appearance
Tachometer: tachometer
Voltometer: voltmeter
Low Tire Pressure Warning: tire specific low-tire-pressure warning
Park Distance Control: Front and Rear Park Assist front and rear parking sensors
Trip Computer: trip computer
Trip Odometer: trip odometer
Oil Pressure Gauge: oil pressure gauge
Water Temp Gauge: water temp. gauge
Engine Hour Meter: engine hour meter
Clock: in-radio display clock
Systems Monitor: systems monitor
Check Control: redundant digital speedometer
Rear Vision Camera: rear vision camera
Oil Pressure Warning: oil-pressure warning
Water Temp Warning: water-temp. warning
Battery Warning: battery warning
Low Oil Level Warning: low-oil-level warning
Low Coolant Warning: low-coolant warning
Lights On Warning: lights-on warning
Key in Ignition Warning: key-in-ignition warning
Low Fuel Warning: low-fuel warning
Low Washer Fluid Warning: low-washer-fluid warning
Door Ajar Warning: door-ajar warning
Trunk Ajar Warning: trunk-ajar warning
Brake Fluid Warning: brake-fluid warning
Turn Signal On Warning: turn-signal-on warning
Transmission Fluid Temperature Warning: transmission-fluid-temperature warning

Safety And Security:

ABS four-wheel ABS brakes
Number of ABS Channels: 4 ABS channels
Brake Assistance: brake assist
Brake Type: four-wheel disc brakes
Vented Disc Brakes: front and rear ventilated disc brakes
Spare Tire Type: full-size spare tire
Spare Tire Mount: underbody mounted spare tire w/crankdown
Driver Front Impact Airbag: driver and passenger front-impact airbags
Driver Side Airbag: seat-mounted driver and passenger side-impact airbags
Overhead Airbag: curtain 1st, 2nd and 3rd row overhead airbag
Occupancy Sensor: front passenger airbag occupancy sensor
Height Adjustable Seatbelts: height adjustable front seatbelts
Seatbelt Pretensioners: front seatbelt pre-tensioners
3Point Rear Centre Seatbelt: 3 point rear centre seatbelt
Side Impact Bars: side-impact bars
Tailgate/Rear Door Lock Type: tailgate/rear door lock included with power door locks
Rear Child Safety Locks: rear child safety locks
Ignition Disable: PASS-Key III immobilizer
Panic Alarm: panic alarm
Tracker System: tracker system
Electronic Stability: electronic stability
Traction Control: ABS and driveline traction control

Front and Rear Headrests: manual adjustable front head restraints
Rear Headrest Control: 2 rear head restraints
Break Resistant Glass: break resistant glass

Seats And Trim:

Seating Capacity max. seating capacity of 6
Front Bucket Seats: front split-bench 40-20-40 seats
Number of Driver Seat Adjustments: 8-way driver and passenger seat adjustments
Reclining Driver Seat: power reclining driver and passenger seats
Driver Lumbar: power 2-way driver and passenger lumbar support
Driver Height Adjustment: power height-adjustable driver and passenger seats
Driver Fore/Aft: power driver and passenger fore/aft adjustment
Driver Cushion Tilt: power driver and passenger cushion tilt
Front Centre Armrest Storage: front centre armrest
Rear Seat Type: rear manual reclining 60-40 split-bench seat
Rear Seat Fore/Aft: manual rear seat fore/aft adjustment
Rear Folding Position: rear seat tumble forward
Rear Seat Armrest: rear seat centre armrest
Leather Upholstery: cloth front and rear seat upholstery
Headliner Material: full cloth headliner
Floor Covering: full vinyl/rubber floor covering
Interior Accents: chrome/metal-look interior accents
Cargo Space Trim: carpet cargo space
Trunk Lid: plastic trunk lid/rear cargo door
Cargo Light: cargo light
Concealed Cargo Storage: concealed cargo storage

Standard Engine:

Engine 355-hp, 5.3-liter V-8 (regular gas)

Standard Transmission:

Transmission 10-speed automatic w/ OD and auto-manual

Charlevoix City Council
Consent Agenda

Title: Contract for BS&A Cloud Software and Services
Date: March 6, 2023

Presented By:

Background:
Currently, the City uses multiple software applications to manage the City's business. The City uses BS&A for Assessing, Taxes, and Cemetery business. The City also uses Caselle/Clarity for General Ledger, Accounts Payable, Cash Receipting, Accounts Receivable, Utility Billing, Payroll, and Human Resources. The City also uses seperate programs for Fixed Assets and also Excel for timesheets and budgeting.

Over the past couple of years, we have been looking into combining all programs into one. Earlier this year, the Treasury staff along with Human Resources completed a brief demo of BS&A software applications. We completed extensive research and also had an outside consultant review current programs and had an overwhelming recommendation to combine all programs into BS&A.

There are advantages to this new system:

Cloud based:

1. Employees would be able to access the system from any location without a VPN or a remote workstation. This would virtually eliminate local servers/hardware that are currently in use for Caselle.
2. The data would be virtually resistant to ransomware and other cyberattacks, protecting the City's data.
3. There would be Multi-Factor Authentication, users can only login to BS&A Cloud if they have a username associated with the system.
4. BS&A restricts foreign IP Addresses from Accessing Cloud.
5. Automatic Backups of the data allow for a Point in Time Restore of the data in the event of a natural disaster or outage.
6. All updates to the program are automatic.

BS&A is a "site-wide" license:

1. BS&A will not invoice for support based on the number of users in the system.
2. This allows the City to add users as needed without prohibiting the expansion of the program to additional departments/personnel.

Combining all business activities into one system:

1. BS&A Cloud is one software application with different modules that you can think of as "views"

on different areas of the data. Role-based security allows us to trim down the number of views a user has if they don't need, or want, to see certain areas of the program (i.e. sensitive payroll data).
2. BS&A Cloud is also housed in one database, so address and name linking across modules is a major advantage. Users can see what a resident owes across modules, whether it is a Tax, Utility Billing, or an Accounts Receivable.

Reduction of paper Processing Accounts Payable and Payroll:

1. Since BS&A Cloud offers virtually unlimited storage, users can take advantage of storing more documents online. Employee files, direct deposit information, etc. are all secured in Microsoft Azure.
2. Images of invoices can be easily attached to a digital record in BS&A from other systems or storage (i.e. physical hard drive or filing cabinet).

Improvements to our Customers:

1. BS&A Online will allow residents to pay for their utility, tax bill, AR bill and lookup more pertinent data online, which will improve customer service
2. BS&A partners with "Point and Pay" and "Invoice Cloud", which allow customers to pay their bills via credit, debit, checking, savings, Apple Pay, Google Pay, Venmo, and Paypal.
3. Customers can create payment plans, enroll in autopay (with either their card or bank account), receive reminders via text, email, and their calendars.
4. Invoice Cloud can also provide an interactive voice response system if people want to go through an automated number to pay their bill.
5. Point and Pay or Invoice Cloud are add-on programs; we are currently scheduling demos with these two groups to determine which one would work the best with our operations.

Other improvements:

1. <u>Budgets</u>: With a Cloud-based system that houses all data in a single database, budgeting should become far less constrained and more transparent for City Personnel. User-definable dashboards allow department heads a quick and easy glance at the financial health of their department, while also allowing them to enter their budgets and attach invoice documentation, etc.
2. <u>Fixed Assets</u>: Integrates directly with General Ledger and with Accounts Payable. The City can auto-flag an invoice as an asset in BS&A if it meets certain criteria, making it easier to incorporate assets into a Fixed Assets System.
3. <u>Employee Self Service:</u> BS&A's Employee Self Service is an integrated portal that allows employees to view personal financial information and request changes to their employee file. Employees will be able to view data such as their Payroll check history, W2 history, and more. They will also be able to request changes such as the addition of a dependent, a change in their W4, a direct deposit signup, benefit plan changes, and more. The ESS Portal also allows employees to enter their timesheet electronically directly into BS&A Cloud from anywhere as long as they have an Internet connection.

4. Timesheets: Timesheets works hand-in-glove with Payroll to decentralize the data entry of hours worked. Timesheets may be configured to allow employees to enter their time, or to allow for entry by department. Hours can be imported directly into the payroll process, following user-defined Approval rules. Exception-based options speed data entry time, increasing employee “buy-in.” Projects and equipment can be tracked in summary or detail, and costs to various funds or departments can be allocated based on usage.
5. Other Modules: There are other Modules within BS&A Cloud that may prove to be useful to other departments. We may want to expand this product in the future.

Costs:
The cost for this service is $244,270 with built in contingencies for any unforeseen issues. The costs for this service will be spread over multiple years. The time frame for implementation would be approximately 14+ months.

First payment of $72,415.00 would be due upon execution of the agreement (2022-23 FY budget year).

Second payment in the amount of $73,670.00 would be due upon activation of the new system (2023-24 FY budget year).

The final payment of $98,185.00 would be invoiced upon the completion of the training (2024-25 FY budget year).

I am also asking that this contract be approved as part of the Building Capital Improvement Fund 417. This is a capital improvement that affects all City services.

Recommendation:
Motion to approve the BS&A Proposal for Software and Services for BS&A Cloud and authorize the City Manager to sign the contract.

Attachments:
1. Charlevoix City Charlevoix - BS&A Contract Information

Proposal for:

City of Charlevoix, Charlevoix County MI

January 17, 2023

Quoted by: Keegan Nixon

Software and Services for BS&A Cloud

Thank you for the opportunity to quote our software and services.

At BS&A, we are focused on delivering unparalleled service, solutions, support, and customer satisfaction. You'll see this in our literature, but it's not just a marketing strategy… it's a mindset deeply embedded in our DNA. Our goal is to provide such remarkable customer service that our customers feel compelled to remark about it.

We are extremely proud of the many long-term customer relationships we have built. Our success is directly correlated with putting the customer first and consistently choosing to ***listen****. Delivering unparalleled customer service is the foundation of our company.*

BS&A Software
14965 Abbey Lane Bath MI 48808
(855) BSA-SOFT / fax (517) 641-8960
bsasoftware.com

Cost Summary

Software is licensed for use only by municipality identified on the cover page. If used for additional entities or agencies, please contact BS&A for appropriate pricing. Prices listed are estimates based on information currently available.

Upgrade - Cloud Modules

Property	
Assessing	**$3,930**
Tax	**$3,265**
Delinquent Personal Property	**$1,020**
Subtotal	**$8,215**

New Purchase - Cloud Modules

Financial Management	
General Ledger	**$5,625**
Accounts Payable	**$4,790**
Cash Receipting	**$4,790**
Fixed Assets	**$4,790**
Accounts Receivable	**$4,790**
Utility Billing *(based on approximately 5,000 water, wastewater, and electric accounts)*	**$6,525**
Personnel Management	
Payroll	**$7,730**
Human Resources	**$5,625**
Timesheets	**$3,440**
BS&A Online	
Public Records Search + Online Bill Pay *With use of integrated Credit Card Processor*	**$6,750**
Subtotal	**$54,855**

Data Conversions/Database Setup

Convert existing Caselle Clarity data to BS&A format:	
General Ledger (COA, Balances, Budget, Up to 10 Years Journal Transaction history)	**$6,245**
Accounts Payable (Vendors, Up to 10 years invoices and check history)	**$5,320**
Cash Receipting (Receipt items, Up to 10 years receipt history)	**$5,320**
Utility Billing (Accounts, Services, Deposits, Rates, Meters; Up to 10 Years of Service, Billing & Payment History)	**$12,800**
Payroll (Database setup, employee detail, YTD Values, Up to 10 years check history)	**$12,910**
Convert existing Thompson Reuters data to BS&A format:	
Fixed Assets (Asset Information)	**$5,320**
Database Setup:	
Accounts Receivable (Setup of Billing Items, Penalties)	**$1,500**
Subtotal	**$49,415**

No data conversion or database setup for:
Human Resources
Timesheets

Integration

Badger Beacon Integration and Setup	**$2,000**

Project Management and Implementation Planning

Services include:

- *Analyzing customer processes to ensure all critical components are addressed.*
- *Creating and managing the project schedule in accordance with the customer's existing processes and needs.*
- *Planning and scheduling training around any planned process changes included in the project plan.*
- *Modifying the project schedule as needed to accommodate any changes to the scope and requirements of the project that are discovered.*
- *Providing a central contact between the customer's project leaders, developers, trainers, IT staff, conversion staff, and other resources required throughout the transition period.*
- *Installing the software and providing IT consultation for network, server, and workstation configuration and requirements.*
- *Reviewing and addressing the specifications for needed customizations to meet customer needs (when applicable).*

$23,000

Implementation and Training

- *$1,000/day*
- *Days quoted are estimates; you are billed for actual days used*

Services include:

- *Setting up users and user security rights for each application*
- *Performing final process and procedure review*
- *Configuring custom settings in each application to fit the needs of the customer*
- *Setting up application integration and workflow methods*
- *Onsite verification of converted data for balancing and auditing purposes*
- *Training and Go-Live*

Software Setup	Days:	6		**$6,000**
Financial Management Modules	Days:	31		**$31,000**
Personnel Management Modules	Days:	14		**$14,000**
Property Modules Upgrade	Days:	5		**$5,000**
	Total:	56	Subtotal	**$56,000**

Contingency

Billing for electric usage can present unique challenges, as the methods to calculate and apply these charges to customers can vary greatly between different providers. It may be necessary for custom development work to be done, in order to accommodate the necessary calculations. In this situation, BS&A recommends a Contingency budget to allow for the possibility of these types of customizations, to allow them to be addressed, without the need for additional approval.

Recommended Contingency **$20,000**

Cost Totals

Not including Annual Service Fees

Cloud Upgrade	$8,215
Cloud New Purchase	$54,855
Data Conversion	$49,415
Integration	$2,000
Project Management and Implementation Planning	$23,000
Implementation and Training	$56,000
Contingency	$20,000
Total Proposed	**$213,485**
Travel Expenses	*$20,185*
Hosting Fees	*$10,600*

Payment Schedule

1st Payment:	**$72,415** to be invoiced upon execution of this agreement.
2nd Payment:	**$73,670** to be invoiced at activation of customer's site.
3rd Payment:	**$98,185** to be invoiced upon completion of training.

Keegan Nixon, Account Executive | (855) 272-7638 | knixon@bsasoftware.com

Cloud Annual Service Fees

Unlimited support is included in your Annual Service Fee. Service Fees are billed annually. After two (2) years, BS&A Software reserves the right to increase the Annual Service Fee by no more than the yearly Consumers Price Index for All Urban Consumers U.S. city average (CPI-U)."

Financial Management	
General Ledger	$5,625
Accounts Payable	$4,790
Cash Receipting	$4,790
Fixed Assets	$4,790
Accounts Receivable	$4,790
Utility Billing	$6,525
Personnel Management	
Payroll	$7,730
Human Resources	$5,625
Timesheets	$3,440
Property	
Assessing	$3,930
Tax	$3,265
Delinquent Personal Property	$1,020
BS&A Online	
Public Records Search	$6,750
Total Annual Service Fees	**$63,070**

Hosting Fees

Fees relating to the hosting and storage of data through Microsoft Azure are to be billed annually, for all modules included above.

$10,600

Additional Information

Program Customization

BS&A strives to provide a flexible solution that can be tailored to each municipality's needs. However, in some cases, custom work may be required. Typical examples include:

- custom payment import/lock box import
- custom OCR scan-line
- custom journal export to an outside accounting system
- custom reports

If you require any custom work, please let us know so that we can better understand the scope of your request and include that in a separate proposal.

Cash Receipting Hardware

			Quantity		Cost
Epson THM-6000V Series Receipt Printer*	$925	x	____	=	$___________
APG Series 100Cash Drawer**	$250	x	____	=	$___________
Honeywell Hyperion 1300g Linear-Imaging Scanner	$250	x	____	=	$___________
Credit Card Reader (if using Invoice Cloud)	$75	x	____	=	$___________

This will add $________________ to the Total Proposed.

**IMPORTANT. The receipt printer must be plugged into the USB port on one workstation (not your server). This printer is not to be shared with other workstations. If more than one workstation will be used for receipting, please consider purchasing more than one receipt printer.*

Please provide the number of cash drawers that will be hooked up to the printer___________

Note: The availability, model numbers, and pricing for all third party hardware listed above is subject to availability from the manufacturers. In the event that the listed hardware is no longer available at the time of purchase, a comparable replacement will be available, at the then current cost. Returns require pre-approval, and all purchased equipment must be shipped back to BS&A in its original packaging. Returns are subject to a re-stocking fee of $50.00.

BS&A Online

Connection Requirements

BS&A Cloud modules require a high-speed internet connection (cable modem or DSL).

Payment Processing Requirements

Acceptance of online payments requires a contract with one of BS&A's approved Online Credit Card Processing companies. Please visit https://www.bsasoftware.com/solutions/bsaonline/public-records-search/ for information.

Charlevoix City Council

Consent Agenda

Title: Building Capital Improvement Fund Policy
Date: March 6, 2023

Presented By:

Background:
Around 1993, City Council approved Fund 671 also known as the DPW Facility Fund. This fund was used for capital purchases and improvements to public service facilities over the years. With a vision of a New Services Facility, Fund 671 began receiving contributions from the Electric, Water, Sewer, Motorpool, Infrastructure, and the General Fund. The New Services Facility was completed in 2022 leaving Fund 671 with a fund balance of approximately $1,100,000.

It has been recognized that there are other capital improvements that may be required for other facilities, including City Hall and the long-term maintenance of the Public Services Facility. In preparation for the FY 2022-23 Budget Amendment and FY 2023-24 Budget, we have created Fund 417 - Building Capital Improvement Fund and the attached draft policy to clarify the intention of the use of these funds.

Recommendation:
Motion to approve the Building Capital Improvement Fund Policy as presented.

Attachments:

1. Council Approved 03.06.23 Building Capital Improvement Fund Policy

CITY OF
CHARLEVOIX

**Building Capital Improvement
Fund Policy**

Introduction

Around 1993, City Council approved Fund 671 also known as the DPW or Services Facility Fund. This fund was used for capital purchases and improvements for the public service facilities over the years. With a vision of a New Services Facility, Fund 671 began receiving contributions from the Electric, Water, Sewer, Motorpool, Infrastructure, and the General Fund. The New Services Facility was completed in 2022 leaving Fund 671 with a fund balance of approximately $1,100.000.

It has been recognized that there are other capital improvements that may be required for other facilities including City Hall. It seems prudent to develop one Building Capital Improvement Fund for not only the New Services Facility, but also other city buildings. In order to create this new fund, we would close out Fund 671 and move the remaining balance to Fund 417 - Building Capital Improvement. Council may revise and modify this policy from time to time as it sees fit. It may also dissolve the fund or expend its balance as projects and demands may necessitate.

Funding

Initial money allocated to the Building Capital Fund will be derived by those funds that originally contributed to the old Fund 671. At this point, no funds will need to be allocated from other funds for FY 2022-23. Future funding of the Building Capital Improvement Fund should be based upon the value of City Buildings and useful life along with projects approved by Council. Other revenue can be allocated toward the fund as Council may direct including: future ARRPA funds; revenue from the sale of assets; grants; or transfers from any other fund.

Expenses

Principally the intent of the Building Capital Improvement Fund is for setting aside and accumulating moneys to be used for acquiring, constructing, extending, altering, repairing or equipping public improvements or public buildings over time. Any use of these funds will be brought to City Council for approval.

Charlevoix City Council
Consent Agenda

Title: Defined Benefit Plan Adoption Agreement Addendum
Date: March 6, 2023

Presented By:

Background:
As Council is aware, we have been exploring potential changes to our retirement plans. In moving toward hiring Jonathan Scheel as our Zoning Administrator, he requested whether we would consider a retirement benefit that was not our traditional pension system. In consultation with the Municipal Employees Retirement System of Michigan and a specialized retirement/pension attorney in Ann Arbor, we recommend the attached change to our pension plan and addendum that will allow us to exempt the Zoning Administrator from the pension. Offering this as a defined contribution plan means that we will not have a long-term obligation to the benefit beyond what we fund at the exact time we fund it. This creates no liability for future funding based on actuarial assumptions. Depending on Council's direction on this item, we'll be able to begin Mr. Scheel's employment this week; as of this publication, we are finalizing the terms of the DC plan.

Recommendation:
Motion to authorize the City Treasurer to sign the MERS Revised Agreement and Addendum as presented.

Attachments:
1. DB-002_DBadoptionAgreement-Non Union 3-1-2023

Defined Benefit Plan Adoption Agreement

MERS® Municipal Employees' Retirement System

1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711 | www.mersofmich.com

The Employer, a participating municipality or participating court within the state of Michigan, hereby agrees to adopt and administer the MERS Defined Benefit Plan provided by the Municipal Employees' Retirement System of Michigan, as authorized by 1996 PA 220, in accordance with the MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

I. Employer Name City of Charlevoix **Municipality #:** 150501

If new to MERS, please provide your municipality's fiscal year: ____________ (Month) through ____________ (Month).

II. Effective Date

Check one:

A. ☐ If this is the **initial** Adoption Agreement for this group, the effective date shall be the first day of ____________, 20___.

- ☐ This municipality or division is new to MERS, so vesting credit prior to the **initial** MERS effective date by each eligible employee shall be credited as follows (choose one):
  - ☐ All prior service from date of hire
  - ☐ Prior service proportional to assets transferred; all service used for vesting
  - ☐ Prior service and vesting service proportional to assets transferred
  - ☐ No prior service but grant vesting credit
  - ☐ No prior service or vesting credit
- ☐ Link this new division to division number ______ for purposes of determining contributions (Unless otherwise specified, the standard transfer/rehire rules apply)

For divisions that are closing or freezing with or without conversion, the Employer must complete the *Addendum for Plan Freeze, Closure and Conversions*

B. ☒ If this is an **amendment** of an existing Adoption Agreement (Defined Benefit division number 10), the effective date shall be the first day of 03/20 23 (mm/yy). *Please note:* You only need to mark ***changes*** to your plan throughout the remainder of this Agreement.

C. ☐ If this is a **temporary benefit** (Defined Benefit division number(s) ______________________), select one of the following:

- ☐ This is a **temporary Benefit Window** with a duration of 2-6 months. Effective dates are from ___/01/___ through the last day of ___/20___ (mm/yy). Complete provisions as applicable under Section IV of this form.
- ☐ This is a **temporary Lump Sum Buyout Program** for terminated vested participants with a duration of 6-24 months. Effective dates are from ___/01/___ through the last day of ___/20___ (mm/yy). Payout will reflect ____% (1-100%) of the participant's present value of accrued benefit. For example, if 40% is used, the payout will be 40% of the present value of the benefit. This percentage cannot be changed once adopted.

D. ❐ If this is to **separate employees** *from an existing Defined Benefit division* (existing division number(s) ____) into a new division, the effective date shall be the first day of ________________, 20____.

E. ❐ If this is to merge division(s) __________________ into division(s) _________________, the effective date shall be the first of ________________, 20____.

F. ❐ If this is an amendment to close Defined Benefit division(s) #_____________, with new hires, rehires, and transfers going into an **existing** Defined Benefit division # _____________, the effective date shall be ___________ (month/year).

Note: Closing this Defined Benefit division(s) will change future invoices to a flat dollar amount instead of a percentage of payroll, as provided in your most recent annual actuarial valuation.

(The amount may be adjusted for any benefit modifications that may have taken place since then).

III. Plan Eligibility

Division Title: Non-Union

Only those employees eligible for MERS membership may participate in the MERS Defined Benefit Plan. If an employee classification is **included** in the plan, then employees that meet this definition will receive service credit if they work the required number of hours to meet the service credit qualification defined below. All eligible employees must be reported to MERS. Please describe the specific classifications that are eligible for MERS within this division:

Full-Time Employee - Excluding Zoning Administrator/Code Enforcement Official

(For example: e.g., Full-time employees, Clerical staff, Union Employees participating in XXXX union)

This Division includes **public safety employees** (this information is used for actuarial purposes only. It does not relate to the additional tax for early distribution): ❐ Yes ❐ No

To further define eligibility (select all that apply):

Employee Classification	Included	Excluded	Not Employed
Temporary Employees: Those who will work for the municipality fewer than _____ months in total	❐	❐	❐
Part-Time Employees: Those who regularly work fewer than _______ per _______	❐	❐	❐
Seasonal Employees: Those who are employed for tasks that occur at specific times of the year	❐	❐	❐
Voter-Elected Officials	❐	❐	❐
Appointed Officials: An official appointed to a voter-elected office	❐	❐	❐
Contract Employees	❐	❐	❐
Other: ______________________________	❐	❐	
Other 2: ______________________________	❐	❐	

Probationary Periods (select one):

☐ Service will begin after the probationary period has been satisfied. Probationary periods are allowed in one-month increments, no longer than 12 months. During this probationary period, the employer will not report or provide service. Service will begin to accrue and contributions must be reported when the Probationary Period ends.

The probationary period will be ______ month(s).
Comments:

☐ Service will begin with the employee's date of hire (no Probationary Period). Effective with the date of hire, wages paid and any associated contributions must be submitted to MERS.

IV. Provisions

1. Service Credit Qualification

To clarify how eligible employees earn service credit, please indicate how many hours per month an eligible employee needs to work. For example, if you require 10 eight-hour days, this would be 80 hours per month. If an *hours and days* has been previously defined (like 10 seven-hour days), stating "70 hours" will be required. Employees must meet the definition of Plan Eligibility in order to earn service credit under the plan.

To receive one month of service credit, an employee shall work (or be paid for as if working) _________ hours in a month.

2. Leaves of Absence

Indicate by checking the boxes below, whether the potential for service credit will be allowed if an eligible employee is on one of the following types of leave, regardless of meeting the service credit qualification criteria.
Regardless whether an eligible employee is awarded service credit while on the selected type(s) of leave:

- MERS will skip over these months when determining the FAC amount for benefit calculations.
- Third-party wages **are not** reported for leaves of absence.
- Employers **are not** required to remit employer contributions based on leaves of absence when no wages are paid by the employer.
- For **contributory divisions**, employee contributions are required where service credit is granted and due at the time of monthly wage and contribution reporting. Employers may use the following formula to calculate employee contributions: the employee's current hourly rate (prior to leave), multiplied by service credit qualification (hours) multiplied by employee contribution. For example, if employees' hourly rate is $20, the division requires 120 hours to obtain service credit, and employee contributions are 5%, the calculation will look like: $20/hour X 120 X .05 = $120 in employee contribution for that leave month. Employers may use another internal formula, if they choose and MERS will make note of it.

If an alternative formula is going to be used, please describe that here:

Type of Leave	Service Credit Granted	Service Credit Excluded
Short-Term Disability	❐	❐
Long-Term Disability	❐	❐
Workers' Compensation	❐	❐
Unpaid Family Medical Leave Act (FMLA)	❐	❐
Other: ______________________________ For example, sick and accident, administrative, educational, sabbatical, etc.	❐	❐
Other 2: ______________________________ Additional leave types as above	❐	❐

Leaves of absence due to military service are governed by the Federal U*niformed Services Employment and Reemployment Rights Act* of 1994 (USERRA), IRC 414(u), effective January 1, 2007, IRC 401(a)(37). Military reporting requires historical wage and contribution reporting for Defined Benefit as applicable.

3. Definition of Compensation

The Definition of Compensation is used to calculate a participant's final average compensation and is used in determining both employer and employee contributions. Wages paid to employees, calculated using the elected definition, must be reported to MERS.

Select your Definition of Compensation:

❐ Base Wages ❐ Box 1 Wages of W-2 ❐ Gross Wages

Click here to view details of Base, Box 1, and Gross Wages

❐ Custom Definition

(To customize your definition, please complete the Custom Definition of Compensation Addendum.)

V. Valuation-Required Provisions

Valuation Date: ________________________, 20____

1. Review the valuation results

It is recommended that your MERS representative presents and explains the valuation results to your municipality before adopting. Please choose one:

❐ Our MERS representative presented and explained the valuation results to the

________________________ on ________________.
(Board, Finance Cmte, etc.) (mm/dd/yyyy)

❐ As an authorized representative of this municipality, I ______________________________
(Name)

______________________________ waive the right for a presentation of the results.
(Title)

This Adoption Agreement will be implemented in conjunction with a current actuarial valuation certified by a MERS actuary that sets contribution rates.

Annually, the MERS actuary will conduct an actuarial valuation to determine the employers' contribution rates. Employers are responsible for payment of said contributions at the rate, in the form and at the time that MERS determines.

2. **Benefit Multiplier** (1%-2.5%, increments of 0.05%) _________ % (max 80% for multipliers over 2.25%)

   ❐ Check here if multiplier will be effective for existing active members' future service only (Bridged Benefit as of effective date on page 1)

   If checked, select one below:

   ❐ Termination Final Average Compensation (calculated over the members entire wage history)

   ❐ Frozen Final Average Compensation (FAC is calculated twice, once for the timeframe that matches the original multiplier, and once for the new multiplier)

3. **Final Average Compensation** (Min 3 yr, increments of 1 yr) ________ years
4. **Vesting** (5 -10 yrs, increments of 1 yr) ________ years
5. **Normal Retirement Age** will be the later of: _______ (any age from 60-70), or the vesting provision selected above (#4).
6. **Required employee contribution** (Increments of 0.01%) __________ %
7. **Unreduced Early Retirement/Service Requirements:**

❐ Age 50 – 54________	Service between 25 and 30 years _______
❐ Age 55 – 65________	Service between 15 and 30 years _______
❐ Service only (must be any number from 20 – 30 years accrued service): _______	
❐ Age + Service Points (total must be from 70 – 90): ______ points	

8. **Other**

   ❐ Surviving Spouse will receive 50% of Straight Life benefit without a reduction to the employees' benefit (also known as an RS50)

   ❐ Duty death or disability enhancement (add up to additional 10 years of service credit not to exceed 30 years of service)

   ❐ Deferred Retirement Option Program (DROP) – If selected, complete the following:

   - Credited interest rate: ______% (please select either 0 or 3%)
   - The employer, if selected, will delay a Cost of Living Adjustment (COLA) during the DROP period (skip if not applicable): ❐ Yes ❐ No
   - Credited payment percentage will be: ______% (enter a number from 10-100% in increments of 10%) throughout the duration of the DROP period.

❒ Annuity Withdrawal Program (AWP)

Calculation of the actuarial equivalent of the lump sum distribution made under AWP will be done using:

❒ Interest rate for employee contributions as determined by the Retirement Board, or

❒ MERS' assumed rate of return as of the date of the distribution.

9. Cost-of-Living Adjustment

❒ All **current** retirees as of effective date ❒ Retirees who retire **between** ____/01/____ and ____/01/____	❒ **Future** retirees who retire after effective date
Increase of _____% or $_____ per month	Increase of _____% or $_____ per month
Select one: ❒ Annual automatic increase ❒ One-time increase	❒ Annual automatic increase
Select one: ❒ Compounding ❒ Non-compounding	Select one: ❒ Compounding ❒ Non-compounding
Employees must be retired _____ months (6-12 months, increments of 1 month)	Employees must be retired _____ months (6-12 months, increments of 1 month)

❒ Check here if the existing COLA will be bridged for active participants as of the effective date selected on this form. Benefits accrued for service after the effective date will have no COLA increase applied.

10. Service Credit Purchase Estimates are:

❒ Not permitted

❒ Permitted

VI. Appointing MERS as the Plan Administrator

The Employer hereby agrees to the provisions of this *MERS Defined Benefit Plan Adoption Agreement* and appoints MERS as the Plan Administrator pursuant to the terms and conditions of the Plan. The Employer also agrees that in the event of any conflict between the MERS Plan Document and the MERS Defined Benefit Plan Adoption Agreement, the provisions of the Plan Document control.

VII. Modification Of The Terms Of The Adoption Agreement

If the Employer desires to amend any of its elections contained in this Adoption Agreement, including attachments, the Governing Body or Chief Judge, by resolution or official action accepted by MERS, must adopt a new Adoption Agreement. The amendment of the new Agreement is not effective until approved by MERS.

VIII. Enforcement

1. The Employer acknowledges that the Michigan Constitution of 1963, Article 9, Section 24, provides that accrued financial benefits arising under a public Employer's retirement plan are a contractual obligation of the Employer that may not be diminished or impaired, and prohibits the use of the Employer's required current service funding to finance unfunded accrued liabilities.
2. The Employer agrees that, pursuant to the Michigan Constitution, its obligations to pay required contributions are contractual obligations to its employees and to MERS and may be enforced in a court of competent jurisdiction;
3. In accordance with the Constitution and this Agreement, if at any time the balance standing to the Employer's credit in the reserve for employer contributions and benefit payments is insufficient to pay all service benefits due and payable to the entity's retirees and beneficiaries, the Employer agrees and covenants to promptly remit to MERS the amount of such deficiency as determined by the Retirement Board within thirty (30) days notice of such deficiency.
4. The Employer acknowledges that wage and service reports are due monthly, and the employee contributions (if any) and Employer contributions are due and payable monthly, and must be submitted in accordance with the MERS Enforcement Procedure for Prompt Reporting and Payment, the terms of which are incorporated herein by reference.
5. Should the Employer fail to make its required contribution(s) when due, the retirement benefits due and payable by MERS on behalf of the entity to its retirees and beneficiaries may be suspended until the delinquent payment is received by MERS. MERS may implement any applicable interest charges and penalties pursuant to the MERS Enforcement Procedure for Prompt Reporting and Payment and Plan Document Section 79, and take any appropriate legal action, including but not limited to filing a lawsuit and reporting the entity to the Treasurer of the State of Michigan in accordance with MCL 141.1544(d), Section 44 of PA 436 of 2012, as may be amended.
6. The Employer acknowledges that changes to the Employer's MERS Defined Benefit Plan must be made in accordance with the MERS Plan Document and applicable law, and agrees that MERS will not administer any such changes unless the MERS Plan Document and applicable law permit same, and MERS is capable of administering same.

IX. Execution

Authorized Designee of Governing Body of Municipality or Chief Judge of Court

The foregoing Adoption Agreement is hereby approved by City of Charlevoix (Name of Approving Employer) on the 6th day of March, 20 23.

Authorized signature: ______________________________

Title: City Treasurer

Received and Approved by the Municipal Employees' Retirement System of Michigan

Dated: ____________________, 20____ Signature: ______________________________
(Authorized MERS Signatory)

Charlevoix City Council

Public Hearings and Actions Requiring Public Hearings

Title: Ordinance 837: Adoption of Amended 2022-23 Budget
Date: March 6, 2023

Presented By: Mark Heydlauff, City Manager

Background:
Adopting this amendment brings the 2022-23 Budget up to date for the changes that have occurred in revenue and spending over the past year. Some aspects of this are still likely to change, but this should account for the majority of changes.

Recommendation:
Motion to approve Ordinance 837 of 2023 as presented.

Attachments:
1. 837 of 2023 budget amendment

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

Charlevoix City Council

Public Hearings and Actions Requiring Public Hearings

Title: Ordinance 838: Adoption of 2023-24 Budget
Date: March 6, 2023

Presented By: Mark Heydlauff, City Manager

Background:
The attachment includes my letter of transmission, the formal Budget Ordinance (838 of 2023) and the actual budget itself. Additionally, the fee schedule is included in a format so you can see the modifications for the coming years. Upon your adoption of the budget and these documents, I'll reformat them to be more helpful and provide greater understanding for the public on our fiscal condition and operation but the numbers will not change.

Recommendation:
Motion to adopt Ordinance 838 of 2023 as presented.

Motion to adopt Resolution 2023-03-01 Rates & Fees associated with the 2023-24 budget as presented.

Attachments:
1. Resolution 2023-03-01 rates fees 2023-24 budget
2. FY 2024 Budget and Related Documents

CITY OF CHARLEVOIX
RESOLUTION NO. 2023-03-01
RATES & FEES ASSOCIATED WITH THE 2023-24 BUDGET

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

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

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

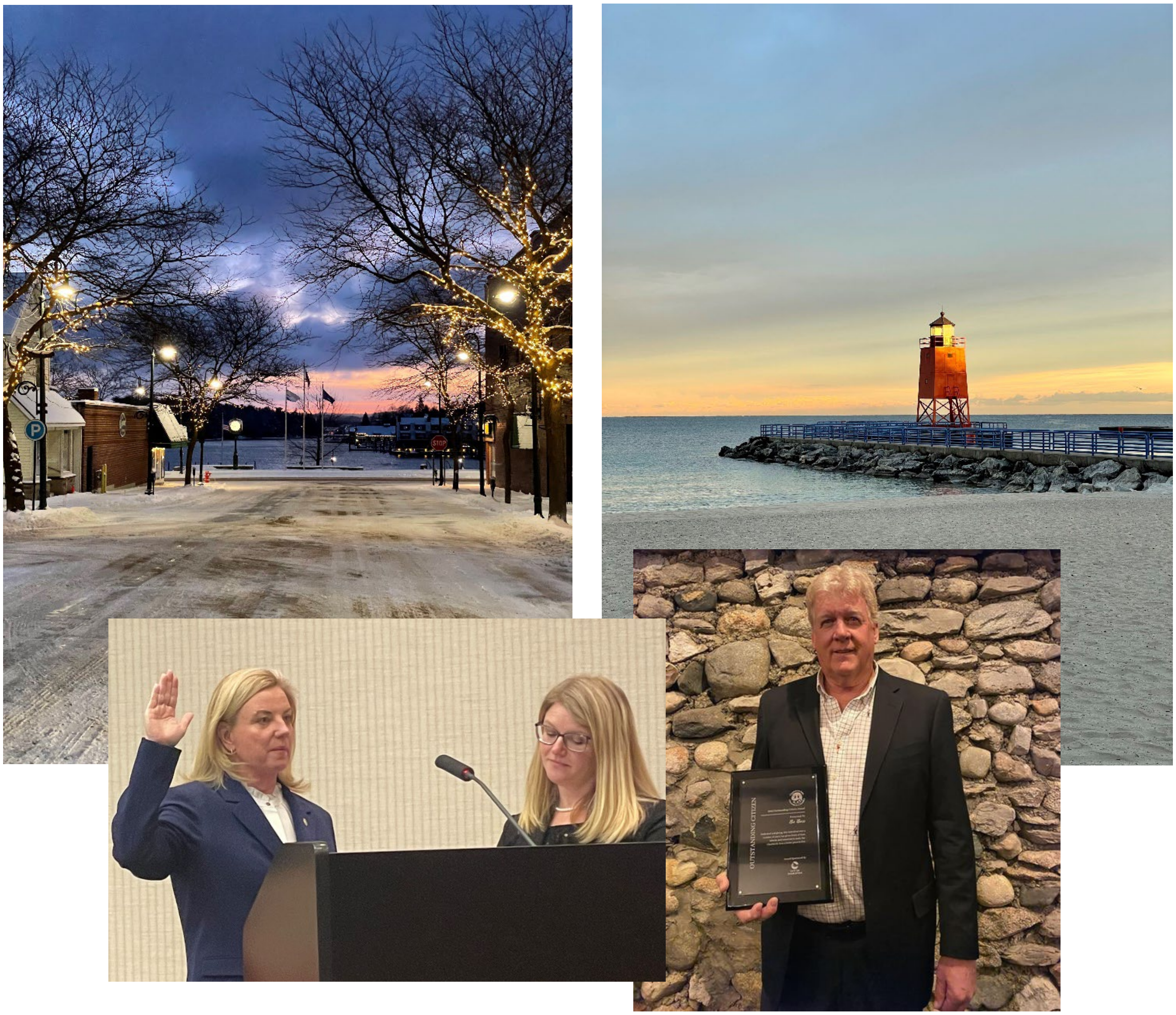
WHEREAS, the City of Charlevoix proposes to make these rates and fees effective on April 1, 2023.

NOW THEREFORE BE IT RESOLVED that the City of Charlevoix adopts all rates and fees included in the 2023-24 Proposed Budget with changes to the rates and fees for the following areas: airport, cemetery, parking, planning and zoning, recreation, Mt. McSauba, golf, miscellaneous, and Utility Rates which includes water, wastewater, and electric rates.

RESOLVED, this 6th day of March, 2023 A.D.

Resolution adopted by the following yea and nay votes:
Yeas:
Nays:

CITY OF
CHARLEVOIX



Budget and Related Documents

2023-2024

CITY OF
CHARLEVOIX

March 1, 2023

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

Dear Mayor Gennett and Members of City Council:

Transition and change are a challenge but necessary to move forward. We are embarking on changes in several areas of our City in the coming months. As much as things change, the old saying goes, things stay the same. Similarly, the underlying DNA of Charlevoix stays the same. We continue to be the beautiful small town in which to raise a family or build a business and remain a top destination in the Great Lakes.

From an infrastructure perspective, we are ready to move forward on reconstruction the of Mason Street. This falls in line with the vision Council has set to improve the infrastructure of the City and to do so in a way that compliments the Downtown Alley Corridor and Vision established several years ago. Big changes take time to come to fruition, but the result is an improvement for the community. This project, in addition to the visible upgrades to beautify and improve this area, will set us up for a stronger, more resilient underground infrastructure and literally lay the groundwork for long-term improvements on Antrim Street.

We are also welcoming new faces to our staff. Chief Jill McDonnell is bringing her experience and leadership to our Police Department. Brian Ewalt is adding a fresh perspective to our Airport as our new Airport Manager. Jonathan Scheel will begin in a full-time role with us as our Zoning Administrator. Together, these individuals bring exceptional experience and professionalism to our staff and will help us deliver quality public services to our residents.

Programmatically, we are looking toward improvements to our customer service and internal financial functions by making a major change of our financial software systems. We have previously updated our website, phone, email, and other functions but this final piece of the puzzle will noticeably improve the ways our residents can interact with their utility bills and other financial transactions with us. The option of digitizing transactions adds convenience for our customers, improves accuracy, and lowers long-term costs. This change coincides with our continued progress toward advanced metering for our electric customers.

As much as these items represent change in our community, things stay the same. Recently, we honored Bo Boss as the Outstanding Citizen of the Year. For 45 years, Bo has been one of those "things" that has remained a constant at Mt. McSauba. Through good times and bad he has taught life lessons through skiing to the kids of this community. Some of those kids are now bringing their own kids to the ski hill. Other long-tenured staff like Kevin Morrison, with 35 years of experience in our Public Works Department, and Randy Wurst with 27 years in our Water and Wastewater Plants continue to deliver the public services, seen and unseen, we rely on every day. Day in and day out our staff patrol our streets, treat our water, create recreation programs, and manage elections and permits to keep our Charlevoix going. A budget is an outline but these folks bring government to life in our town.

In consideration, therefore, of my obligation under Article III of the Charter of the City of Charlevoix, I present to you this recommended budget for the ensuing fiscal year. As always, I appreciate the work of our department heads and especially City Treasurer Kelly McGinn in preparing this document. It remains my privilege to work with our City staff and this Council.

Very truly yours,
THE CITY OF CHARLEVOIX

Mark L. Heydlauff, MPA
City Manager

Charlevoix City Officials

Lyle Gennett
Mayor

The City Council

Aaron Hagen, Deputy Mayor
First Ward Council Member

Janet Kalbfell
First Ward Council Member

Richard Spring
Second Ward Council Member

Mark Knapp
Second Ward Council Member

Shane Cole
Third Ward Council Member

Phil Parr
Third Ward Council Member

City Staff

Mark L. Heydlauff
City Manager

Sarah Dvoracek
City Clerk/Assistant to the City Manager

Kelly McGinn
City Treasurer

Jill McDonnell
Chief of Police

Joe Lavender
Assessor/GIS Coordinator

Scott Howard
City Attorney

Brian Ewalt
Airport Manager

Lindsey J. Dotson
DDA Executive Director

Patty DeRosia
Human Resources Assistant

John Griffith
Electric Department Director

Pat Elliott
Public Works Superintendent

Nick Hilling
Water Treatment Plant

Randy Wurst
Wastewater Treatment Plant

Kent Knorr
Recreation Director

Jonathan Scheel
Zoning Administrator

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 OVERVIEW
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
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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
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	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**

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
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**

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 #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 #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
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
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**

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**	**$ -**	**$ -**

Proposed Changes for 2023-2024

Schedule of Rates, Fees & Charges

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

Airport

Aircraft Landing & Ramp Fees

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

		Min. Fuel Purchase
Single Engine (20 Gallon Purchase waives 1 night on Ramp)		
Landing Fee	$0.00	N/A
Ramp Fee (overnight)	10.00	
Weekly Ramp Fee	60.00	
Annual Ramp Fee	400.00	
Piston Twin		
Landing Fee	25.00	30 gallons
Ramp Fee (overnight)	20.00	
Weekly Ramp Fee	100.00	
Single Turbo Prop (including Meridan, TBM & Eclipse Jet)		
Landing Fee	55.00	50 gallons
Ramp Fee (overnight)	35.00	
Weekly Ramp Fee	175.00	
Twin Turbo Prop (including Pilatus & Caravan singles)		
Landing Fee	110.00	100 gallons
Ramp Fee (overnight)	60.00	
Weekly Ramp Fee	300.00	
Type I Jet (up to 20,000 lbs)		
Landing Fee	$125.00	100 gallons
Ramp Fee (overnight)	75.00	
Weekly Ramp Fee	375.00	
Type II Jet (20,000 - 40,000 lbs)		
Landing Fee	155.00	225 gallons
Ramp Fee (overnight)	75.00	
Weekly Ramp Fee	375.00	

Type III Jet (over 40,000 lbs)

Landing Fee	~~185.00~~ 195.00 275 gallons
Ramp Fee (overnight)	100.00
Weekly Ramp Fee	500.00

<u>Hangar and Access Rates</u>

Hangar Rental Rates* (per month)

Units 1, 2, 3, 8, 9 & 10	~~180.00~~ 186.00
Units 4, 5 & 7	~~185.00~~ 192.00
Unit 6	~~250.00~~ 260.00
Box B	~~260.00~~ 270.00
Box C	~~465.00~~ 480.00
Box D	~~205.00~~ 212.00

* Rates are not effective until current leases expire.

Land Lease Rates (per month, per square foot)	$0.30
Access Rate for Through-the-Fence Operations (per square foot)	0.35

<u>Fuel Rates and Ground Services</u>

100LL Contract Fuel into Plane Fee (per gallon)	~~0.45~~ 0.50
After Hours No Call No Show	350.00
After Hours Winter Operation – Snow Removal	600.00
After Hours Call Out Fee (1st hour)	200.00
Additional Hours	150.00
Ground Power Unit (GPU) Connection ~~(per ½ hour)~~ (per hour)	~~85.00~~ 95.00
Ground Handling Fee Facility Fee	55.00
Lav Cart Fee	~~90.00~~ 100.00

<u>Vehicle Parking Fees</u>

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

Commercial Operations

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

Cemetery

Service/Charge	Resident		Non-resident	
Adult Lots	~~460.00~~	485.00	~~695.00~~	730.00
Baby Lots	~~235.00~~	245.00	~~345.00~~	360.00
Adult Opening	~~345.00~~	360.00	~~530.00~~	555.00
Baby Opening	~~170.00~~	180.00	~~265.00~~	280.00
Winter Opening	~~695.00~~	730.00	~~1050.00~~	1100.00
Adult Exhumation	~~695.00~~	730.00	~~1050.00~~	1100.00
Cremation Opening	~~205.00~~	215.00	~~320.00~~	335.00
Cremation Exhumation	~~235.00~~	245.00	~~345.00~~	360.00
Winter Storage: City Cemetery	~~120.00~~	125.00	~~120.00~~	125.00
Winter Storage: Other Cemetery	~~180.00~~	190.00	~~180.00~~	190.00
Monument Foundation: Single or Double (price per square inch)	~~0.28~~	0.30	~~0.28~~	0.30
Replacement Deed	~~18.00~~	20.00	~~18.00~~	20.00
Deed Transfers: One to Four (1-4) (price each)	~~28.00~~	30.00	~~28.00~~	30.00
Deed Transfers: More than Four (4+)	At Cost		At Cost	
Perpetual Care	~~205.00~~	215.00	~~315.00~~	330.00
Seeding / Topseeding / Leveling	~~Cost~~	At Cost	~~Cost~~	At Cost
Full Setup	~~120.00~~	125.00	~~120.00~~	125.00
Partial Setup	~~58.00~~	60.00	~~58.00~~	60.00
Saturday / Sunday / Holiday	Double		Double	

Charlevoix Municipal Marina

Transient Boater Daily Fee:

- Pre and Post Season	DNR Tier B
- Shoulder season	DNR Tier H
- Prime Season	DNR Tier I

- Special Events — DNR Tier J

Seasonal Slip Rates:

- DNR Tier E multiplied by 156 days
- Seasonal Non-Conforming Slips — $75 per foot
- Seasonal Burn Street Dock Slips — $50 per foot
- Seasonal Dingy and Jet Ski Slips — $400

- 45 Day Extended Stay Slip pay the Pre-Season (Tier B) or Shoulder Season Rate (Tier H) with no discount.

Parking Fees & Fines

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

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

Meter and Pay Station Parking Rates

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

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

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

Planning & Zoning

Level A Site Plan Review	$135.00
Level B Site Plan Review	275.00 +actual expenses
Rezoning Application	325.00+actual expenses

Variance - Zoning Board of Appeals	350.00 +actual expenses
Construction Hours Waiver Fee	350.00
Zoning Permit	~~45.00~~ 50.00
Zoning Appeals	300.00 +actual expenses
Special Use Permit	300.00 +actual expenses
Parcel Division	125.00
Sign Permit ~~(per sign)~~ Remove "per sign" note	~~30.00~~ 50.00
Sign Variance	300.00
Alley Abandonment	1000.00+actual expenses
Sidewalk Café (Annual Fee)	50.00
Outdoor Dining Fee	50.00

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

Short Term Rental Fees

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

Freedom of Information Act (FOIA) Requests

Copies (per page)	$0.10
Blueprints (each)	Minimum $3 or Cost
CDs (each)	3.00
Flash Drives (each)	Actual Cost
Postage	Actual Cost
Cost of labor to locate, examine, redact, copy and/or transfer records (Cost is calculated by rounding down to the nearest quarter hour)	Hourly Wage plus 50% fringe benefit Factor of the least paid employee capable of performing the work

Recreation

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

Pavilion Reservation	Resident	Non-Resident

Picnic Pavilion Rental - Weekday	~~40.00~~ 50.00	~~70.00~~ 80.00
Picnic Pavilion Rental - Weekend or Holiday	~~60.00~~ 70.00	~~90.00~~ 100.00
Picnic Pavilion Rental - Non-Profit	No charge	No Charge
Performance Pavilion Rental (case by case)	~~75.00~~ 90.00	~~125.00~~ 150.00
Use of Public Property (case by case basis) (must be approved)	220.00	800.00
Wedding on Public Property (must be approved)	220.00	800.00
Sports Fees		
Team Fees (Basketball, Volleyball, Softball) (per team)	~~200.00~~ 250.00	~~200.00~~ 250.00

Ten (10) game season, additional cost will be added for Umpires and Referees to be paid on site

Youth Sport (per person)	~~35.00~~ 40.00	~~35.00~~ 40.00
Skate Park (Carpenter Avenue)		
Daily Pass	0.00	0.00
Seven Day Punch Card	0.00	0.00
Summer Pass	0.00	0.00

Mt. McSauba

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

Day Camp	Resident	Non-Resident
Mt. McSauba Day Camp (per person per week)	140.00	175.00
Sibling Discount (Each sibling gets $15 off the weekly rate)	125.00	160.00
Late pick up Fee	$10/every 15 Minutes	
Camp Sunrise (Before Camp)	35.00	35.00
Camp CHILL (After Camp – No Friday Afternoon)	30.00	30.00
Camp CHILL and Sunrise Combo	45.00	45.00
Mt. McSauba Ski Hill		
Weeknight Daily	~~15.00~~ 18.00	~~20.00~~ 23.00
Weekend Daily	~~18.00~~ 20.00	~~23.00~~ 25.00
Season Pass: 1 Person	~~175.00~~ 195.00	~~250.00~~ 270.00
Each Additional Family Member	~~80.00~~ 85.00	~~90.00~~ 95.00

Equipment Rental		
Downhill Skis or Snowboard	~~12.00~~ 14.00	~~14.00~~ 16.00
Cross Country Skis or Snowshoes (8 hour rental)	~~7.00~~ 8.00	~~11.00~~ 12.00
Cross Country Skis or Snowshoes (24 hour rental)	~~12.00~~ 13.00	~~15.00~~ 17.00
Lessons		
Group Ski or Snowboard Lessons (per person)	~~55.00~~ 65.00	~~65.00~~ 75.00
Group Ski or Snowboard Lessons with Rental (per person)	~~65.00~~ 75.00	~~75.00~~ 85.00
Individual Ski or Snowboard Lessons with Rental (1/2 hour)	~~35.00~~ 40.00	~~40.00~~ 45.00
Individual Ski or Snowboard Lessons with Rental (1 hour)	~~45.00~~ 60.00	~~55.00~~ 65.00
Skating Rink		
Daily Fee	3.00	3.00
Season Pass	30.00	30.00
Ice Skate Rental	2.00	2.00
Mt. McSauba Area Rental Fee		
Initial Rate (Two hours)	~~175.00~~ 200.00	~~300.00~~ 350.00
Additional rate per hour	125.00	125.00
Supervisor fee per hour (Required)	35.00	35.00

Charlevoix Golf Club

Daily Rates	Current
All day play	$25.00
9 Holes	20.00
9 Holes Senior Rate (62+)	17.00
4 Holes (Holes 1, 7, 8 and 9)	8.00
Youth on Course Rate (Must have an active YOC#)	5.00
9 Hole Youth	12.00
Monday – Thursday Heat of the Day rate (2:00pm – 4:00pm)	10.00
Two for Tuesday	30.00
Wedge Range	5.00

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

5-play punch card (Before Memorial Day)	70.00
5-play punch card (After Memorial Day)	80.00

Pull Cart Rental	5.00
Upper Locker Rental	35.00
Lower Locker Rental	45.00
Golf Club Rental	15.00
Season Pass	
Single	400.00
Double (or Family Membership)	550.00
Senior – Single (62+)	325.00
Senior – Double (62+)	475.00
Wedge Range Season Pass (included in Season Pass)	50.00

Utility Rates

Water Rates

Service Charge - Meter Size

	City		Non-City	
3/4 " or Smaller	~~30.00~~	30.50	~~47.75~~	45.75
1"	~~39.00~~	40.00	~~62.50~~	60.00
1 1/2"	~~60.50~~	62.00	~~96.75~~	93.00
2"	~~86.00~~	88.00	~~137.75~~	132.00
3"	~~143.00~~	146.00	~~228.75~~	219.00
4"	~~275.00~~	280.50	~~440.00~~	420.75
6"	~~510.00~~	520.00	~~816.00~~	780.00
Sprinkling Meter	~~5.25~~	5.50	~~9.00~~	8.25
Commodity Charge				
1st 2,000 Gallons	~~4.87~~	5.18	~~7.79~~	7.77
3rd-50th 1,000 Gallons	~~4.87~~	5.18	~~7.79~~	7.77
51st 1,000 Gallons and Over	~~4.87~~	5.18	~~7.79~~	7.77
Water Usage Minimum (Gallons)	2,000 gal.		2,000 gal.	
Water Minimum Charge	~~38.70~~	40.86	~~65.60~~	61.29

Privilege Fees

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

Turn On Fee - Water	175.00	300.00
Turn On / Off Fee - Water (Seasonal)	35.00	45.00
Turn On Fee - Sprinkler	35.00	45.00

Water Tap Fees

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

Meter Costs: NEW Section

5/8" Meter	160.00
5/8" Meter with Horns	262.00
¾" Meter	160.00
¾" Meter with Horns	262.00
1" Meter	270.00
1" Meter with Horns	451.00
Larger than 1"	At Cost

Other Fees

Service Upgrade* 1,500.00

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

Bacteriological Tests 20.00 / sample

Sewer Rates

Service Charge – (Based on Water Meter Size)

	City		Non-City	
3/4 " or Smaller	$~~40.00~~	41.00	~~$60.00~~	61.50
1"	~~58.00~~	59.00	~~87.00~~	88.50
1 1/2"	~~96.50~~	98.00	~~144.75~~	147.00
2"	~~140.00~~	143.00	~~210.00~~	214.50
3"	~~265.00~~	270.00	~~397.50~~	405.00
4"	~~450.00~~	459.00	~~675.00~~	688.50
Commodity Charge				
Commodity Rate per 1,000 Gallons	~~7.35~~	7.46	~~11.00~~	11.19
Sewer Minimum Charge	~~54.00~~	55.92	~~81.00~~	83.88

Privilege Fees

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

Electric Rates

Rate:	Code	Rate / kWh		Charge		Clean Energy Plan
Residential - In City(1)	111	~~$0.0847~~	0.0919	~~$14.50~~	15.75	.00178
~~Residential - In Senior~~		~~.0847~~		~~14.50~~		
Residential - Rural (1)	121	~~0.0970~~	.1052	~~17.00~~	18.25	.00178
~~Residential - Rural Senior~~		~~.0970~~		~~17.00~~		
Commercial - In City (GS-C) (1)	131	~~.1030~~	.1113	~~29.75~~	32.25	3.68
Commercial - Out (GS-R) (1) (2)	141	~~.1090~~	.1152	~~29.75~~	34.25	3.68
Commercial – Demand(1)	152	~~.0523~~	.0570	~~62.00~~	68.00	3.68
Industrial & Charity Demand (1) (3)	162	~~.0410~~	.0449	~~294.50~~	320.00	67.24
~~Demand kW~~		~~14.00 / kW~~				

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

GSO – Demand	552	15.00 / kW
GPS – Demand	562	15.00 / kW

Notes:

1. Rates are subject to a Power Cost Adjustment that is calculated monthly.

2. Customers served under the Commercial – Demand Rate (152) shall also be served under the GSO – Demand Rate (552).
3. Customers served under the Industrial and Charity Demand Rate (162) shall also be served under the GPS – Demand Rate (562)

Renewable Credits

These credits are available for approved renewable generation:	Credit Rate/kWh	
Solar	~~$0.0350~~	0.0494
Solar with Storage - New		0.0645
Wind	"In Review"	

Services

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

Security Lights

	City		Non-City	
70 Watt	~~5.50~~	5.90	~~5.90~~	6.30
100 Watt	~~6.90~~	7.40	~~7.40~~	7.90
150 Watt	~~9.40~~	10.00	~~9.70~~	10.40
250 Watt	~~14.80~~	15.80	~~16.00~~	17.10
380 Watt – NEW		25.96		26.92
400 Watt	~~21.80~~	23.30	~~23.70~~	25.30
105 Watt LED (400 W equivalent)	~~10.20~~	10.90	~~10.70~~	11.40
1000 Watt	~~49.70~~	53.10	~~54.40~~	58.30

Miscellaneous Fees

Tax Abatement Application Fee (IFT, CFEC, etc)	~~$230.00~~	240.00
<u>Temporary / Seasonal Business Fees</u>		
Solicitor's License	~~$57.00/day; $115/week; $175/month~~	
	$60.00/day; $120/week; $180/month	
Roadside Stand / Temporary Business (per season)	~~$115.00~~	120.00
Transient Merchant (per season)	~~$230.00~~	240.00
Mayor Performed Marriage Ceremony	~~$45.00~~	50.00
<u>NSF Fees</u>		
NSF / Returned Check Charge (per occurrence)	$45.00	
ACH NSF Charge (per occurrence)	35.00	
Police Bad Check Processing Fee (per request)	45.00	
<u>Public Safety Fees</u>		
Mass Gathering Permit	~~115.00~~	120.00
Public safety services for events (applies to for-profit organizations only)	1,000.00	
Standby for Fireworks (Equipment & Personnel) (per hour)	500.00	
Police Escort Fee (per occurrence)	100.00	
Liquor License (Standard license)	~~115.00~~	120.00
Redevelopment Liquor License	~~230.00~~	240.00

<u>RIGHT-OF-WAY USAGE Fees</u>

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

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

Housing Moving or similar activity

-$250 plus expenses per ordinance

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

-$25 per day (May 15 – October 31)

-$5 per day (November 1 – May 14)

Copy/Fax/Report Charges

General Copies (per copy)	0.30	
Accident Report (per report)	2.00	
Garden Plots (per plot)	~~40.00~~	42.00
Notary Service	10.00	

Farmers Market Spaces

5’ Space per Season	$165.00
10’ Space per Season	325.00
20’ Space per Season	650.00
10’ Space – Daily Fee	35.00
Monday Night Booth 10’ Space	100.00

Charlevoix City Council

Reports and Communications

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

Presented By:

Background:

A. DTE Project Update and Mason Street

The DTE gas main project construction has been moved forward a week to begin now on March 13. In preparation of this, two trees were removed on Mason Street and the street lights are also being removed. New trees will be planted and lights replaced once we complete the reconstruction of the street later this spring. DTE pays for costs like this as part of their work. They will continue to communicate work plans as the project progresses but currently, we expect they'll be wrapped up in mid to late April.

We are currently awaiting bids for the infrastructure work we planned for Mason Street. This will include full underground utility replacements, surface improvements in keeping with the Downtown Alley Corridor Vision, and reconstruction of the adjacent Mason Street parking lot to the north of the street.

B. Van Pelt Area Electrical Improvements

The Electric Department is updating service in the vicinity of Van Pelt Alley to accommodate building improvements on Bridge Street. As part of this, we'll be adding a new transformer at the southeast corner of the DeWitt Lot, running new service lines under Van Pelt Alley, and adding outside receptacles for versatile options in the alley. We'll also be looking at options to add future EV charging stations in the DeWitt lot. I have registered for a General Motors program intended to expand the charging network; we'll see how these options play out.

C. Recycling

Charlevoix County provides recycling services. I understand they are looking at the renewal of their current contract which includes the option of drop-off bins around the County. I believe there is an opportunity to explore better service and more effective recycling if they will contemplate curbside service in all or some parts of the County. It must be noted, however, the County collects a tax for this service and manages the system chosen.

Recommendation:

Attachments:

1. Recreation Advisory Committee Minutes 11/9/2022

CITY OF CHARLEVOIX

CITY OF CHARLEVOIX RECREATION ADVISORY COMMITTEE

Wednesday November 9, 2022 at 6:00 PM
City Hall Council Chambers
Meeting Minutes

I. Call to Order/Roll Call
Chair Fruk called the meeting to order at 6:02 PM.

Members Present: Bryan, Fruk, Oosthuzien, Bitely, Kelly
Members Absent: Matye
Staff Present: Knorr, Anzell

II. Inquiry Regarding Possible Conflicts of Interest
None

III. Determination of a Quorum
Yes

IV. Motion to Approve Minutes
September 2022 Meeting Minutes

Chair Fruk called for a motion to approve the September 14, 2022 meeting minutes. Motion made by Member Bitely, second by Member Kelly. Motion passed by a unanimous voice vote.

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

Directors Report
November 9, 2022

V. Old Business

a. **Questions regarding the Director's Report**-none
b. **Day Camp Plans** - Director Knorr explained the newly drafted registration policy for day camp. He shared the idea of opening registration up to residents only first and then to non-residents. Knorr explained what constitutes residency status. Knorr will take the draft policy change to City Council on February 6, 2023. Knorr also shared with the Committee that he is exploring

the idea of expanding Camp options. Maybe an Art Camp for older kids. Concerns are location and staffing.

c. **Dog Park first Year** - The first year being open was a good one. Very few issues came up. It's a struggle getting people to pick up after their pets. Looking at planting more trees and building a shade structure.
d. **Michigan Beach Grant** – Engineering and surveying is complete and has been submitted to the State. Once approved, work may begin this spring.
e. **McSauba Basketball Court** – The resurfacing company, Henko recommended replacing the basketball court at Mt. McSauba rather than resurfacing it. Knorr is gathering quotes. The Charlevoix Rotary Club is interested in helping.

VI. New Business

a. **Spark Grant** - There are 3 cycles and 3 potential projects to fund. Knorr is going to recommend to Council that we ask for money to complete phase 2 of the Michigan project. Discussion surrounding grant opportunities for bathrooms at the beaches, lighting at McSauba playgrounds. The Committee felt the top 3 areas should concentrate on the Michigan Beach Phase 2, new bathrooms at the beaches, and lighting at Mt. McSaube. Chair Fruk asked for a motion to approve the top three improvements. Mayte motioned, Kelly seconded, and the motion was passed with a unanimous voice vote.
b. **Winter Activities** – Gearing up for Ski and Snowboard lessons at Mt. McSauba, and the Candlelight hikes. Knorr is going to ask local businesses and organizations if they would have their employees, members volunteer to take one of the hikes. The RAC will help with one of the hikes.
c. **2023 Meeting Schedule** - It was recommended that the meeting schedule for 2023 be set to: February 8, April 12, June 14, September 13, and November 8. Fruk motioned to approve the 2023 meeting schedule and Byran seconded the motion. All in favor with a voice vote.

VII. Miscellaneous Comments - None

VIII. Call for Public Comment - None

IX. Adjournment

With no other business to discuss, Chair Fruk called for a motion to adjourn at 7:21 PM. Motion made by Member Mayte and second by Member Kelly. Motion passed by a unanimous voice vote.

Charlevoix City Council

Reports and Communications

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

Presented By:

Background:

Recommendation:

Attachments:
None