



Agenda
City of Charlevoix City Council Regular Meeting
Monday, January 15, 2024 - 6:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Presentations**
- 4. Inquiry Regarding Conflicts of Interest**
- 5. Consent Agenda**
 - A. City Council Meeting Minutes - January 2, 2024
 - B. Accounts Payable and Payroll Check Registers
 - C. 2024 Poverty Exemption Policy and Guidelines
 - D. Emergency Purchase of Substation Switches \$11,150
 - E. DTE Energy Gate Valve Easement Offer of Compensation
 - F. Airport Parking Space Lease Agreement
 - G. Certified Local Government Grant Application
- 6. Public Hearings and Actions Requiring Public Hearings**
- 7. All Other Actions and Requests**
 - A. Council Appointments
Janet Kalbfell-1st Ward Council Member
 - B. Fiscal Year 2025 Budget Review
Mark Heydlauff, City Manager
- 8. Reports and Communications**
 - A. Public Comment
 - B. City Manager's Comments
 - C. Mayor and Council Comments
- 9. Other Council Business**
- 10. Adjourn**

Persons with disabilities who need an accommodation to fully participate in these meetings should contact the City Clerk's Office at 231-547-3250 or by email clerk@charlevoixmi.gov. A 24-

hour notice may be needed for certain accommodations. An attempt will be made to grant all reasonable accommodations requests.

Charlevoix City Council

Consent Agenda

Title: City Council Meeting Minutes - January 2, 2024

Date: January 15, 2024

Presented By:

Background:

Recommendation:

Motion to approve the meeting minutes as presented.

Attachments:

1. City Council Draft Meeting Minutes 01/02/2024

City of Charlevoix
City Council Regular Meeting Minutes
Tuesday, January 2, 2024 - 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, Richard Spring

Members Absent:

City Manager: Mark L. Heydlauff

City Clerk: Sarah J. Dvoracek

3. Presentations

A. Mt. McSauba Recreational Signage Project Partnership with SAFE in Northern Michigan

Kent Knorr, Recreation Director

Joe Gaffney

Kent Knorr, Recreation Director, explained the Mt. McSauba Signage Project Partnership with SAFE in detail. Joe Gaffney, a sophomore at Charlevoix Public Schools, presented Council with details on the project including costs, sign design, number of signs, and positive sign messaging. Council concurred that the Recreation Department move forward with this project.

4. Inquiry Regarding Conflicts of Interest

5. Consent Agenda

Mayor Gennett opened the item for public comment. None were heard.

Motion by Parr, seconded by Cole to approve the consent agenda as presented.

Yeas: Knapp, Cole, Spring, Hagen, Parr, Kalbfell

Nays: None

Absent: None

Motion carried.

A. City Council Meeting Minutes - December 18, 2023

Motion to approve the minutes as presented.

B. Accounts Payable and Payroll Check Registers

Motion to approve the accounts payable and payroll check registers as presented.

Dates	Description	Amount
12/20/2023	Special Accounts Payable Run	\$131,038.66
12/22/2023	Payroll (net pay)	\$95,682.22
12/22/2023	Payroll Transmittal Checks	\$5,895.11

12/27/2023	Special Accounts Payable Run	\$5,968.23
01/03/2024	Regular Accounts Payable	\$203,842.11
12/18/2023-12/26/2023	ACH/WIRE Payments	\$376,719.71
Grand Total		\$819,146.04
The entire accounts payable and payroll check registers, can be viewed on our website.		

C. Purchase of 2019 John Deere Pro Gator for Charlevoix Golf Course

Motion to approve the purchase of one 2019 John Deere Pro Gator from Spartan Distributors for \$15,000.

D. Generator Maintenance Agreement

Motion to approve the three (3) year maintenance agreement with Cummins Sales and Services for \$18,308.47 to service the generators and authorize the City Manager to sign all necessary documents.

6. Public Hearings and Actions Requiring Public Hearings

7. All Other Actions and Requests

8. Reports and Communications

A. Public Comment

B. City Manager's Comments

- Preparation continues for the upcoming Bridge Closure
- The mild weather is allowing for some pothole maintenance at the boat launch

C. Mayor and Council Comments

- Mayor Gennett would like to thank the Public Works Department for their efforts for continuing to pick up leaves and brush

9. Other Council Business

10. Adjourn

Mayor Gennett adjourned the meeting at 6:08 p.m.

Sarah J. Dvoracek

City Clerk

Lyle Gennett

Mayor

Charlevoix City Council

Consent Agenda

Title: Accounts Payable and Payroll Check Registers

Date: January 15, 2024

Presented By:

Background:

Recommendation:

Motion to approve the accounts payable and payroll check registers as presented.

Attachments:

1. Accounts Payable and Payroll Check Registers 01/15/2024

Check Number	Payee	Amount
01/08/2024		
141479	CHARLEVOIX TOWNSHIP TREASURE	75.58
141480	CHARTER COMMUNICATIONS	149.98
141481	CHARTER COMMUNICATIONS OPERA	78.18
141482	HARTFORD, THE	2,797.01
141483	TELNET WORLDWIDE	164.13
Total 01/08/2024:		3,264.88
Grand Totals:		3,264.88

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

01/08/24	Special Accounts Payable Run	\$ 3,264.88
01/05/24	Payroll (net pay)	\$ 107,611.43
01/05/24	Payroll Transmittal Checks	\$ 6,051.11
01/16/24	Regular Accounts Payable	\$ 161,513.86

Checks Sub-Total: \$ 278,441.28

HUNTINGTON NATIONAL BANK - ACH/WIRE PAYMENTS

01/02/24	MI Public Power Agency	\$ 6,252.91
01/03/24	AMG Payment Solutions	\$ 47.33
01/04/24	Payment Service Network Inc	\$ 262.20
01/05/24	IRS (Payroll Tax Deposit)	\$ 39,363.21
01/05/24	Alerus Financial (HCSP)	\$ 558.00
01/05/24	Vantagepoint (401 Plan)	\$ 1,094.68
01/05/24	Vantagepoint (457 Plan)	\$ 20,803.14
01/05/24	Vantagepoint (Roth IRA)	\$ 1,140.00
01/05/24	State of MI (Withholding Tax)	\$ 5,726.12
01/08/24	MI Public Power Agency	\$ 11,400.77
01/09/24	DTE Energy	\$ 11,198.42
01/10/24	State of MI (Sales Tax)	\$ 23,795.00

ACH Sub-Total: \$ 121,641.78

Huntington National Bank Total: \$ 400,083.06

CHARLEVOIX STATE BANK - CHECKS ISSUED

(PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES)

12/29/23	Special A/P Tax Disbursement	\$ 825,225.93
----------	------------------------------	---------------

Charlevoix State Bank Total: \$ 825,225.93

Grand Total: \$ 1,225,308.99

APPROVED:


CITY MANAGER


CITY TREASURER


CITY CLERK

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
12/30/2023	PC	01/05/2024	38753	GENNETT, LYLE E.	49		1,220.19
12/30/2023	PC	01/05/2024	38754	COLE, SHANE D.	50		489.45
12/30/2023	PC	01/05/2024	38755	HAGEN, AARON W.	56		778.04
12/30/2023	PC	01/05/2024	38756	KALBFELL, JANET P.	58		743.42
12/30/2023	PC	01/05/2024	38757	PARR, PHILIP M.	61		621.11
12/30/2023	PC	01/05/2024	38758	KNAPP, MARK D.	62		533.01
12/30/2023	PC	01/05/2024	38759	SPRING, RICHARD C.	63		544.01
12/30/2023	PC	01/05/2024	38760	HEYDLAUFF, MARK L.	102		3,800.62
12/30/2023	PC	01/05/2024	38761	DVORACEK, SARAH J.	105		2,246.46
12/30/2023	PC	01/05/2024	38762	DEROSIA, PATRICIA E.	107		889.11
12/30/2023	PC	01/05/2024	38763	DOTSON, LINDSEY J.	109		1,666.08
12/30/2023	PC	01/05/2024	38764	KLOOSTER, ALIDA K.	121		2,421.63
12/30/2023	PC	01/05/2024	38765	BARNEVELD, RICHELLE	123		1,337.58
12/30/2023	PC	01/05/2024	38766	SCHULZ, GINNY L.	125		1,683.93
12/30/2023	PC	01/05/2024	38767	DAVIDSON, JESSICA-RA	127		1,468.59
12/30/2023	PC	01/05/2024	38768	MILLER, FAITH G.	142		43.17
12/30/2023	PC	01/05/2024	38769	MCGINN, KELLY A.	146		2,747.04
12/30/2023	PC	01/05/2024	38770	SCHEEL, JONATHAN D.	149		2,584.68
12/30/2023	PC	01/05/2024	38771	MCDONNELL, JILL L.	202		2,739.28
12/30/2023	PC	01/05/2024	38772	UMULIS, MATTHEW T.	205		2,175.88
12/30/2023	PC	01/05/2024	38773	ORBAN, BARBARA K.	209		1,962.89
12/30/2023	PC	01/05/2024	38774	RILEY, DENISE M.	213		561.57
12/30/2023	PC	01/05/2024	38775	MUNK, CHRISTOPHER J.	215		2,884.63
12/30/2023	PC	01/05/2024	38776	CHRISTIANSEN, BRIAN D	218		2,327.34
12/30/2023	PC	01/05/2024	38777	YOUNG, KRISTEN L.	230		1,634.18
12/30/2023	PC	01/05/2024	38778	WURST, RANDALL W.	411		1,906.63
12/30/2023	PC	01/05/2024	38779	HILLING, NICHOLAS A.	413		1,742.38
12/30/2023	PC	01/05/2024	38780	MEIER III, CHARLES A.	421		2,077.24
12/30/2023	PC	01/05/2024	38781	ZACHARIAS, STEVEN B.	422		1,523.76
12/30/2023	PC	01/05/2024	38782	NEWMAN, MARK J.	424		1,807.49
12/30/2023	PC	01/05/2024	38783	LOUGHMILLER, JOHN A.	425		1,959.55
12/30/2023	PC	01/05/2024	38784	GRIFFITH, JOHN J.	500		2,543.46
12/30/2023	PC	01/05/2024	38785	EATON, BRAD A.	515		2,930.58
12/30/2023	PC	01/05/2024	38786	WILSON, TIMOTHY J.	516		3,511.25
12/30/2023	PC	01/05/2024	38787	LAVOIE, RICHARD L.	519		2,313.21
12/30/2023	PC	01/05/2024	38788	STERRETT, PHILLIP R.	520		2,410.00
12/30/2023	PC	01/05/2024	38789	STEVENS, BRANDON C.	521		3,291.31
12/30/2023	PC	01/05/2024	38790	WHITLEY, ANDREW T.	522		2,549.28
12/30/2023	PC	01/05/2024	38791	FARRELL, MITCHELL L.	524		2,167.12
12/30/2023	PC	01/05/2024	38792	ANDERSON, ELIZABETH	526		1,460.44
12/30/2023	PC	01/05/2024	38793	KENWABIKISE, DAVID L.	528		1,310.63
12/30/2023	PC	01/05/2024	38794	ELLIOTT, PATRICK M.	600		3,209.25
12/30/2023	PC	01/05/2024	38795	MORRISON, KEVIN P.	601		1,315.67
12/30/2023	PC	01/05/2024	38796	SCHWARTZFISHER, JOS	603		1,297.04
12/30/2023	PC	01/05/2024	38797	FURGESON, JUSTIN L.	613		2,134.96
12/30/2023	PC	01/05/2024	38798	BRADLEY, KELLY R.	614		1,516.19
12/30/2023	PC	01/05/2024	38799	HART II, DELBERT W.	616		1,901.56
12/30/2023	PC	01/05/2024	38800	JONES, ROBERT F.	618		1,562.63
12/30/2023	PC	01/05/2024	38801	THORP JR, WILLIAM D.	623		1,331.36
12/30/2023	PC	01/05/2024	38802	LEITNER, RYAN S.	624		1,516.56
12/30/2023	PC	01/05/2024	38803	NOWKA, STEPHEN P.	626		1,775.74
12/30/2023	PC	01/05/2024	38804	REID, ROB A.	632		109.36
12/30/2023	PC	01/05/2024	38805	KNORR, KENT J.	700		2,240.21
12/30/2023	PC	01/05/2024	38806	ANZELL, BETH A.	702		1,550.74
12/30/2023	PC	01/05/2024	38807	MCDERMOTT, DENNIS J.	732		58.26
12/30/2023	PC	01/05/2024	38808	DVORACEK, HAYDEN R.	762		101.76
12/30/2023	PC	01/05/2024	38809	BEMIS, ADDISON J.	766		112.76

Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
12/30/2023	01/05/2024	141471	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	1,095.58
12/30/2023	01/05/2024	141472	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST T	69.80
12/30/2023	01/05/2024	141472	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	498.48
12/30/2023	01/05/2024	141473	CHARLEVOIX STATE BAN	9017	HSA - EMPLOYEE CONTRIB - C	1,500.00
12/30/2023	01/05/2024	141474	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	672.39
12/30/2023	01/05/2024	141475	FOPLC	9039	FOPLC UNION DUES Pay Perio	156.00
12/30/2023	01/05/2024	141476	MI STATE DISBURSEMEN	9012	FRIEND OF THE COURT Pay Pe	116.55
12/30/2023	01/05/2024	141477	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,564.95
12/30/2023	01/05/2024	141478	THE HARTFORD	9035	LIFE - VOLUNTARY Pay Period:	276.73
12/30/2023	01/05/2024	141478	THE HARTFORD	9035	SPOUSE LIFE Pay Period: 12/30/	51.29
12/30/2023	01/05/2024	141478	THE HARTFORD	9035	CHILD LIFE Pay Period: 12/30/2	11.00
12/30/2023	01/05/2024	141478	THE HARTFORD	9035	AD&D - VOLUNTARY Pay Period	28.60
12/30/2023	01/05/2024	141478	THE HARTFORD	9035	SPOUSE AD&D Pay Period: 12/3	5.09
12/30/2023	01/05/2024	141478	THE HARTFORD	9035	CHILD AD&D Pay Period: 12/30/	4.65
Grand Totals:		14				6,051.11

km

Check Number	Payee	Amount
01/16/2024		
141484	ACE HARDWARE	2,412.20
141485	ALLEN SUPPLY	3,910.07
141486	AMAZON CAPITAL SERVICES	239.72
141487	AMERICAN LEGAL PUBLISHING CORP	1,050.00
141488	APX INC - 9551	32.74
141489	ASPLUNDH TREE EXPERT LLC	7,952.50
141490	AT YOUR SERVICE PLUS INC	280.00
141491	AUTO WARES INC	742.91
141492	AVFUEL CORPORATION	38,258.85
141493	BALLARD'S PLUMBING AND HEATING	1,526.78
141494	BARTLETT, BRANDI	82.45
141495	BEAVER RESEARCH COMPANY	131.32
141496	BELL EQUIPMENT COMPANY	1,340.19
141497	BELLINGER, DEBRA	75.00
141498	CAMPBELL, LANIE	19.40
141499	CARQUEST OF CHARLEVOIX	462.27
141500	CDW GOVERNMENT	31.87
141501	CITY OF CHARLEVOIX - UTILITIES	48,338.45
141502	CIVIC SYSTEMS LLC	9,451.00
141503	CIVICPLUS LLC	3,858.75
141504	CONWAY PROFESSIONAL SERVICES	940.00
141505	EDGEWATER RESOURCES LLC	551.84
141506	ELECTIONSOURCE	1,674.70
141507	FAMILY FARM AND HOME	636.32
141508	GANNETT MICHIGAN LOCALIQ	269.04
141509	GFL ENVIRONMENTAL	159.13
141510	GORDON FOOD SERVICE	199.51
141511	GRAINGER	1,657.85
141512	HACH COMPANY	1,982.24
141513	HARDY DIAGNOSTICS	109.81
141514	HYDE SERVICES LLC	305.15
141515	HYDROCORP	2,077.00
141516	IDEXX DISTRIBUTION INC	357.69
141517	INTEGRITY BUSINESS SOLUTIONS	1,795.26
141518	JUSTICE FENCE ACQUISITIONS LLC	480.00
141519	KALAMAZOO SANITARY SUPPLY LLC	516.85
141520	KCI	1,556.57
141521	KIELHORN, ASHLEY	19.40
141522	KNORR, KENT J.	15.16
141523	LASER PRINTER TECHNOLOGIES	529.98
141524	LEITNER, CARRIE	2,000.00
141525	LITTLE TRAVERSE DISPOSAL LLC	289.80
141526	MCCARDEL CULLIGAN WATER COND	55.50
141527	MICHIGAN MUNICIPAL LEAGUE	23.61
141528	NAVIA BENEFIT SOLUTIONS	100.00
141529	NORTHERN LIGHTS FAMILY OUTFITT	3,093.00
141530	NUCO2 LLC	200.90
141531	PENINSULA FIBER NETWORK LLC	470.00

Check Number	Payee	Amount
01/02/2024		
10224001	MICHIGAN PUBLIC POWER AGENCY	6,252.91
Total 01/02/2024:		6,252.91
Grand Totals:		6,252.91

Check Number	Payee	Amount
01/03/2024		
10324001	AMG PAYMENT SOLUTIONS	47.33
Total 01/03/2024:		47.33
Grand Totals:		47.33

Check Number	Payee	Amount
01/04/2024		
10424001	PAYMENT SERVICE NETWORK INC.	262.20
Total 01/04/2024:		262.20
Grand Totals:		262.20

Check Issue Date	Check Number	Payee	Amount
10524001			
01/05/2024	10524001	**EFTPS* Payroll Taxes	10,351.54
01/05/2024	10524001	**EFTPS* Payroll Taxes	10,351.54
01/05/2024	10524001	**EFTPS* Payroll Taxes	2,420.88
01/05/2024	10524001	**EFTPS* Payroll Taxes	2,420.88
01/05/2024	10524001	**EFTPS* Payroll Taxes	13,818.37
Total 10524001:			
	5		39,363.21
10524002			
01/05/2024	10524002	Alerus Financial	558.00
Total 10524002:			
	1		558.00
10524003			
01/05/2024	10524003	MissionSquare - 401 Plan 109153	1,094.68
Total 10524003:			
	1		1,094.68
10524004			
01/05/2024	10524004	MissionSquare - 457 Plan 300959	4,477.00
01/05/2024	10524004	MissionSquare - 457 Plan 300959	2,681.23
01/05/2024	10524004	MissionSquare - 457 Plan 300959	4,686.24
01/05/2024	10524004	MissionSquare - 457 Plan 300959	8,958.67
Total 10524004:			
	4		20,803.14
10524005			
01/05/2024	10524005	MissionSquare - Roth IRA 706117	1,140.00
Total 10524005:			
	1		1,140.00
10524006			
01/05/2024	10524006	STATE OF MICHIGAN	5,726.12
Total 10524006:			
	1		5,726.12
Grand Totals:			
	13		68,685.15

dlm

Check Number	Payee	Amount
01/08/2024		
10824001	MICHIGAN PUBLIC POWER AGENCY	11,400.77
Total 01/08/2024:		11,400.77
Grand Totals:		11,400.77

Check Number	Payee	Amount
01/09/2024		
10924001	DTE ENERGY	11,198.42
Total 01/09/2024:		11,198.42
Grand Totals:		11,198.42

Check Number	Payee	Amount
01/10/2024		
11024001	STATE OF MICHIGAN	23,795.00
Total 01/10/2024:		23,795.00
Grand Totals:		23,795.00

Check Number	Payee	Amount
12/29/2023		
4057	CHARLEVOIX COUNTY TREASURER	330.08
4058	CHARLEVOIX COUNTY TREASURER	162,729.00
4059	CHARLEVOIX DISTRICT LIBRARY	99,383.37
4060	CHARLEVOIX PUBLIC SCHOOLS	63,562.66
4061	CHARLEVOIX STATE BANK	886.08
4062	CHARLEVOIX-EMMET ISD	275,883.92
4063	CITY OF CHARLEVOIX - TAXES DUE	106,386.95
4064	LAKE CHARLEVOIX EMS AUTHORITY	95,181.16
4065	RECREATIONAL AUTHORITY	20,882.71
Total 12/29/2023:		825,225.93
Grand Totals:		825,225.93

CHECKS DRAWN ON CHARLEVOIX STATE BANK ACCOUNT

Charlevoix City Council

Consent Agenda

Title: 2024 Poverty Exemption Policy and Guidelines

Date: January 15, 2024

Presented By:

Background:

The General Property Tax Act states that the governing body of the local assessing unit shall determine and make available to the public a policy and guidelines used for the granting of exemptions under this section. The Board of Review is required to follow the policy and guidelines adopted by the City Council in granting and denying a poverty exemption. The Board of Review is not permitted to deviate from the adopted policy and guidelines.

Recommendation:

Motion to approve the 2024 Poverty Exemption Policy and Guidelines as presented.

Attachments:

1. 2024 Poverty Exemption Policy and Guidelines-City

2024 POVERTY EXEMPTION POLICY & GUIDELINES

The following ***policy and guidelines***, adopted by the City Commission or Council, shall be followed by the City Board of Review when considering ***poverty exemptions according to section 211.7u of the Michigan Compiled Laws (MCL)***.

Application Guidelines: To be eligible for a Poverty Exemption; The applicant must:

1. File Form 5737 Application for MCL 211.7u Poverty Exemption
2. File Form 5739 Affirmation of Ownership and Occupancy to Remain Exempt by Reason of Poverty
3. Own and occupy the property as a principal residence. Provide federal and state income tax returns for the current or immediately preceding year, including any property tax credits, for all persons residing in the principal residence. (Disclosure of the income of an owner who is not residing in the principal residence is not required.) Federal and state income tax returns are not required for a person residing in the principal residence if that person was not required to file a federal or state income tax return. Instead, Form 4988, *Poverty Exemption Affidavit* may be filed for all persons residing in the residence who were not required to file federal or state income tax returns in the current or immediately preceding year.
4. Produce a valid driver's license or other form of identification, if requested
5. Produce a deed, land contract or other evidence of ownership of the property, if requested.
6. Meet the income guidelines of this policy.
7. Meet the asset level test of this policy.

Income Test

- Total Annual Household Income shall not exceed the following amount applicable to the number of persons living in the household:

Number of Persons	Federal Poverty Income Level for 2024	City/Township Income Level for 2024 (+20%)
1	\$14,580	\$17,496
2	\$19,720	\$23,664
3	\$24,860	\$29,832
4	\$30,000	\$36,000
5	\$35,140	\$42,168
6	\$40,280	\$48,336
7	\$45,420	\$54,504
8	\$50,560	\$60,672
For each additional person	\$5,140	\$6,168

- Total Annual Household Income shall be based on Federal Poverty Income Guidelines and will be adjusted annually to agree to the federally established amount.

Potential income and asset sources are (non-inclusive):

Income from all sources	Interest and dividends
Salaries & wages before deductions	Pensions
Net receipts from self-employment	Supplemental Security Income
Veteran payments	Net rental income
Royalties	Scholarships & grants
Unemployment compensation	Insurance
Workers' compensation	Retirement accounts
Alimony	Child support
General assistance	IRA/Keogh annuities
Social Security	New or reverse mortgages
Cash	Stocks & bonds
Checking & savings accounts	Investments
Money market accounts	Gifts
Assets in trust accounts	Deferred compensation

Asset Test

1. Things of value that a person can own and are exempt from consideration in determining eligibility for a poverty exemption.
 - a. Applicant's principal residence
 - b. One motor vehicle per working adult
 - c. Essential household goods
 - d. Personal assets of any nature with a total value up to \$15,000.
2. Things of value that the Board of Review can consider in determining what percent exemption to grant:
 - a. Real estate other than the principal residence
 - b. Personal property
 - c. Motor vehicles in excess of one per working adult
 - d. Recreational vehicles and equipment
 - e. Certificate of deposits, savings accounts, checking accounts, stocks, bonds, life insurance, and retirement funds, etc.
3. The Board of Review shall consider the value of the assets, or indebtedness otherwise owned by the applicant. Assets (except those exempt from consideration as listed above), shall not exceed \$15,000.

Evaluation Procedures

1. The Board of Review shall follow the above policy and guidelines when making poverty exemption decisions.
2. The applicant should be prepared to answer questions regarding their financial affairs, health, status of people living in the household, and any other question relevant to the exemption request.
3. All information is subject to verification.

Granting full or partial poverty exemptions. MCL 211.7u(5) states that if a person claiming poverty exemption meets all eligibility requirements, the Board of Review shall grant the poverty exemption in whole or in part as follows:

- a) A full exemption equal to a 100% reduction in taxable value for the year in which the exemption is granted: or
- b) A partial exemption equal to a 75% reduction in taxable value for the year in which the exemption is granted: or
- c) A partial exemption equal to a 50% reduction in taxable value for the year in which the exemption is granted: or
- d) A partial exemption equal to a 25% reduction in taxable value for the year in which the exemption is granted.

No other method of calculating taxable value may be utilized, except for those percentage reductions specifically authorized by statute.

Charlevoix City Council

Consent Agenda

Title: Emergency Purchase of Substation Switches \$11,150

Date: January 15, 2024

Presented By:

Background:

On, or about, November 28, 2023, a voltage regulator switch at the south Westenbroek Substation transformer failed. The failure destroyed that switch and damaged the adjacent switch. The substation configuration was changed to get customers online while replacement switches were being secured. The lead time for new switches is four (4) months. Newkirk Electric, Muskegon, Michigan, had three switches in their inventory that could be used. Delivery was less than one week, and the total cost was \$11,150. The replacement switches are not a direct replacement, so GRP Engineering is assisting with the installation. Once the installation is complete, the substation configuration will be returned to normal.

Recommendation:

Move that the Charlevoix City Council approve the emergency purchase of three voltage regulator bypass switches from Newkirk Electric Associates, Muskegon, Michigan, in the amount of \$11,150 as presented.

Attachments:

1. NEAI Email Copies

John Griffith

From: Mike Cannady <mlcannady@theka-engineering.com>
Sent: Wednesday, December 20, 2023 12:02 PM
To: John Griffith
Subject: FW: Regulator Bypass Switches
Attachments: 20231220_083810.jpg; C13A300.pdf; Bypass_switches.pdf

John,

We can let three of them go for \$3500 each. We can have them delivered for an extra fee, or your guys can come down and pick them up.

Thanks.

Mike Cannady, P.E., CESCO | Vice President & Senior Engineer

Theka Associates, Inc.

direct: 231.724.4016

cell: 231.206.0769

office: 231.722.1691

email: mlcannady@theka-engineering.com

web: https://link.edgepilot.com/s/893c591d/v_XMmgI35kKwFBvN1Uybkg?u=http://www.theka-engineering.com/



From: Mike Cannady
Sent: Wednesday, December 20, 2023 8:52 AM
To: John Griffith <johng@charlevoixmi.gov>
Subject: RE: Regulator Bypass Switches

Good morning!

We have two sets of three of the switch shown in the picture. Also attached the brochure and dimensions.

Digging out cost and will let you know in a few minutes.

Merry Christmas!

Mike Cannady, P.E., CESCO | Vice President & Senior Engineer

Theka Associates, Inc.

direct: 231.724.4016

cell: 231.206.0769

office: 231.722.1691

email: mlcannady@theka-engineering.com

web: https://link.edgepilot.com/s/893c591d/v_XMmgI35kKwFBvN1Uybkg?u=http://www.theka-engineering.com/



John Griffith

From: Joe Rigling <jarigling@newkirk-electric.com>
Sent: Thursday, December 21, 2023 3:36 PM
To: John Griffith
Cc: Jeff Valensky; Mike Cannady
Subject: RE: Regulator Bypass Switches

Good Morning John,

Per our phone conversation, we can have one of our guys deliver the switches to: 401 West Carpenter Street, Charlevoix, MI 49720. I spoke with the driver and he can drop them off Wednesday morning (12/27).

We would to add an additional \$650 for the delivery charge. Please let me know if this is acceptable.

Thank you,

Joe Rigling | Project Manager

Newkirk Electric Associates, Inc., | 1875 Roberts Street, Muskegon, MI 49442

office: 231.722.1691 | cell: 231.766.1296 | direct: 231.375.8325 | email: jarigling@newkirk-electric.com



From: Mike Cannady <mlcannady@theka-engineering.com>
Sent: Thursday, December 21, 2023 8:45 AM
To: Joe Rigling <jarigling@newkirk-electric.com>
Cc: Jeff Valensky <jdvalensky@newkirk-electric.com>
Subject: FW: Regulator Bypass Switches

Joe,

See communications below for the delivery address and contact at the City of Charlevoix for the regulator bypass switches.

They want (3) of the ones that we have in the yard. They are up against the fence closest to the Keating gate in a box.

If you could arrange shipping up to them for Wednesday next week that would be great. I told him shipping would be extra.

You need to set up a job to sell these to them. He will be sending a PO over.

Let me know if you have any questions.

Merry Christmas!

Mike Cannady, P.E., CESCO | Vice President & Senior Engineer

Theka Associates, Inc.

direct: 231.724.4016

cell: 231.206.0769

office: 231.722.1691

Charlevoix City Council

Consent Agenda

Title: DTE Energy Gate Valve Easement Offer of Compensation

Date: January 15, 2024

Presented By:

Background:

DTE is requesting to purchase a small easement on airport property near the fence on the east side of the property by the garden. This agreement has been in progress since sometime in 2018. DTE offered \$7,500 for the property easement. On January 6, 2020, Council approved a counteroffer of \$7,500 plus an annual payment of \$120. DTE Energy has come back with an offer of a one-time payment of \$16,500. The increase covers 75 years of the \$120 annual payment.

Recommendation:

Motion to approve the offer of \$16,500 for the gate valve easement from DTE Energy and authorize the City Manager to sign all necessary documents.

Attachments:

1. DTE Gate Valve Easement Agreement (1)

***DTE Energy Gas
Gate Valve Easement
OFFER COMPENSATION WORKSHEET***

Parcel Number: ***052-234-019-00***

Landowner(s): ***City Of Charlevoix***

Location: ***111 Airport Dr. Charlevoix, Michigan 49720***

Gate Valve Site Easement:

20 ft Wide x ***20 ft Long*** = ***400 sq. ft.*** (~0.009 acres more or less)

Inlet/outlet Piping Easement:

15 ft Wide x ***20 ft Long*** = ***300 sq. ft.*** (~0.007 acres more or less)

Gate Valve Easement (0.009 acres) = \$12,000.00

Inlet/Outlet Piping Easement (0.007) = \$4,500.00

TOTAL: \$16,500.00**

*****Offer amount figured on acres asked for which is rounded up to the nearest hundred.***

Gate Valve Easement

For good and valuable consideration, which is less than \$100.00, exempt under MCL 207.526(a) and MCL 207.505(a), receipt of which is hereby acknowledged,

City of Charlevoix
210 State St.
Charlevoix, MI 49720

(hereinafter called GRANTOR) for themselves, their heirs, executors, administrators, successors, and assigns hereby grant to DTE GAS COMPANY, a Michigan corporation, One Energy Plaza, Detroit, Michigan 48226 (hereinafter called GRANTEE) an easement with the right to install, operate, maintain, alter, replace, move and remove pipeline(s), gate valves, main line valves, blow-offs, meters, pipeline fittings, regulators and appurtenances, with housing therefore, conduct archeological and environmental testing and assessments, in connection with the construction, operation and maintenance of Grantee's pipeline or pipelines upon a parcel of land situated in the City of Charlevoix Charlevoix County, Michigan, described as follows:

See Exhibit 'A' attached

Together with the right of ingress and egress at convenient points for such purposes, and with all rights necessary for the convenient enjoyment of the privileges herein granted. In addition, Grantee shall have the right to erect, maintain and remove a fence around said parcel or any part thereof.

THE PARTIES FURTHER AGREE THAT:

Structures and Trees: No buildings or other structures shall be erected or placed, and no trees shall be planted, on or in the above described easement without the written consent of the Grantee. Additionally, Grantee may trim, cut down, remove or otherwise control any trees, bushes, branches and roots growing or that could grow in the above-described easement, and remove any structures, improvements, fences, buildings or landscaping in the

ACKNOWLEDGMENT

State of Michigan
County of

The foregoing instrument was acknowledged before me, a Notary Public, this _____ day of _____, 2024, by _____, the _____ of City of Charlevoix

Notary Public _____ County, MI.
Acting in _____ County, MI.
My Commission Expires: _____

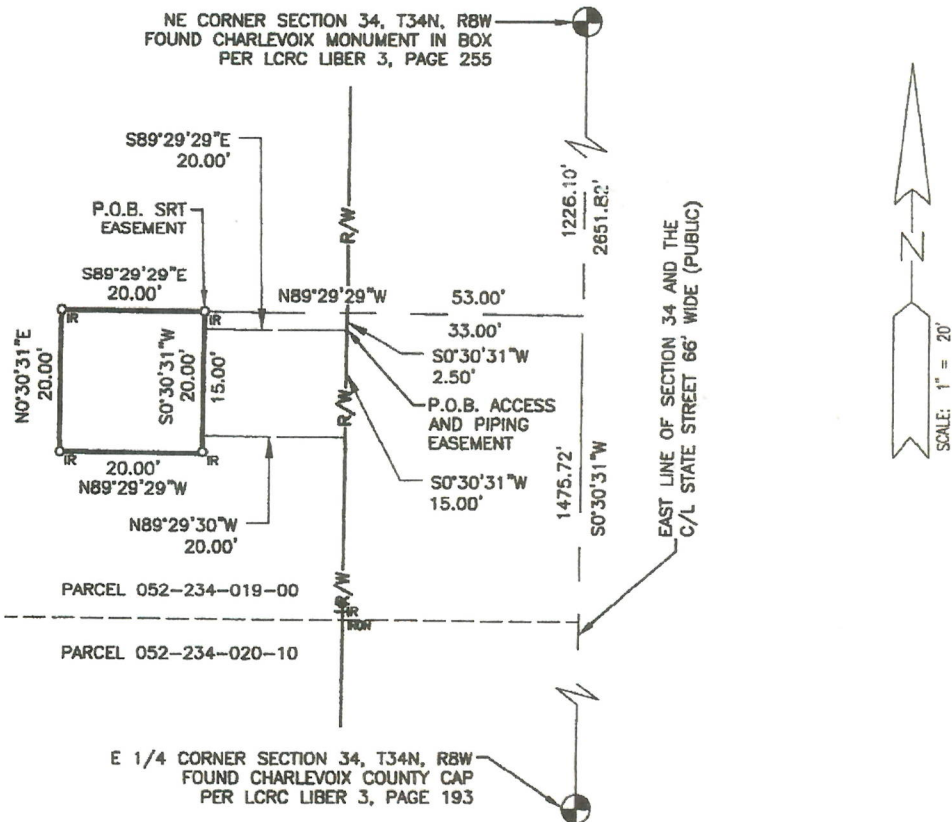
Prepared by and return to: Nate Krommendyk
DTE Gas Company
PO Box 248
Bellaire, MI 49615

Exhibit 'A'

EASEMENT SURVEY

LEGEND:

1. ALL DIMENSIONS ARE IN FEET AND DECIMALS THEREOF.
2. "O_R" = 1/2" BARS WITH IDENTIFICATION CAPS HAVE BEEN SET UNLESS NOTED OTHERWISE.
3. — = DESCRIBED BOUNDARY LINE.
4. ALL BEARINGS ARE RELATIVE AND REFERENCED TO MICHIGAN STATE PLANE COORDINATES, CENTRAL ZONE, INTERNATIONAL FEET.



PROPOSED SRT EASEMENT — An easement in part of Section 34, T34N, R8W, City of Charlevoix, Charlevoix County, Michigan being described as: Commencing at the Northeast corner of said Section 34; thence S00°30'31"W, 1226.10' along the East line of said Section 34; thence N89°29'29"W, 53.00' to the POINT OF BEGINNING; thence S00°30'31"W, 20.00'; thence N89°29'29"W, 20.00'; thence N00°30'31"E, 20.00'; thence S89°29'29"W, 20.00' to the Point of Beginning, containing 400 sft.

PROPOSED ACCESS AND PIPE EASEMENT — An easement in part of Section 34, T34N, R8W, City of Charlevoix, Charlevoix County, Michigan being described as: Commencing at the Northeast corner of said Section 34; thence S00°30'31"W, 1226.10' along the East line of said Section 34; thence N89°29'29"W, 33.00' to the West right of way line of State Street; thence S00°30'31"W, 2.50' along said right of way to the POINT OF BEGINNING; thence S00°30'31"W, 15.00' along said right of way; thence N89°29'29"W, 20.00'; thence N00°30'31"E, 15.00'; thence S89°29'29"W, 20.00' to said right of way and the Point of Beginning, containing 300 sft.

BOOK #:	PAGE #:	SEC. 34 , T34N , R8W
DRAWN BY: JSC	COMPUTED BY: JSC	JOB #: DED2584-01G
CHECKED BY: JLH	SURVEYED BY: JLH	SHEET: 1 OF 1

FOR:

DTE
DEPARTMENT OF
LAND AND SURVEY
609 BJORNSON
BIG RAPIDS, MI 49307



**WADE
TRIM**

4241 Old US 27 S., Suite 1
PO Box 618
Gaylord, MI 49734
989.732.3584
www.wadetrim.com

© Wade Trim Group, Inc.

RECEIPT FOR GATE VALVE AND PIPE EASEMENT

Received of DTE GAS COMPANY, a Michigan corporation, Sixteen Thousand Five Hundred Dollars (\$16,500.00) in full payment, settlement and compromise for the purchase of one gate valve easement with the dimensions of 20 feet by 20 feet and one access and pipe easement with dimensions of 15 feet by 20 feet upon property situated in The City of Charlevoix, Charlevoix County, Michigan.

PROPOSED SRT EASEMENT - An easement in part of Section 34, T34N, R8W, City of Charlevoix, Charlevoix County, Michigan being described as: Commencing at the Northeast corner of said Section 34, thence S00°30'31"W, 1226.10' along the East line of said Section 34; thence N89°29'29"W, 53.00' to the POINT OF BEGINNING; thence S00°30'31"W, 20.00'; thence N89°29'29"W, 20.00'; thence N00°30'31"E, 20.00'; thence S89°29'29"W, 20.00' to the Point of Beginning, containing 400 sft.

PROPOSED ACCESS AND PIPE EASEMENT - An easement in part of Section 34, T34N, R8W, City of Charlevoix, Charlevoix County, Michigan being described as: Commencing at the Northeast corner of said Section 34, thence S00°30'31"W, 1226.10' along the East line of said Section 34; thence N89°29'29"W, 33.00' to the West right of way line of State Street; thence S00°30'31"W, 2.50' along said right of way to the POINT OF BEGINNING; thence S00°30'31"W, 15.00' along said right of way; thence N89°29'29"W, 20.00'; thence N00°30'31"E, 15.00'; thence S89°29'29"W, 20.00' to the said right of way and the Point of Beginning, containing 300 sft.

And this shall be and is a complete discharge, satisfaction and compromise of the obligation of said company contained in the Gate Valve Easement dated ____/____/____ as reasonable compensation for doing any or all of the acts or things authorized by said Gate Valve Easement.

Dated this _____ day of _____, 2024.

Print Name

Sign Name

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor or single-member LLC ☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ ☐ Other (see instructions) ► _____ ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ (Applies to accounts maintained outside the U.S.)
5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number											
				-				-			
or											
Employer identification number											
				-							

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign
Here

Signature of
U.S. person ►

Date ►

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

By signing the filled-out form, you.

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note: ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C corporation, or S corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual	Individual/sole proprietor or single-member LLC
• Sole proprietorship, or	
• Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	
• LLC treated as a partnership for U.S. federal tax purposes,	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or	
• LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	
• Partnership	Partnership
• Trust/estate	Trust/estate

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)

2—The United States or any of its agencies or instrumentalities

3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

4—A foreign government or any of its political subdivisions, agencies, or instrumentalities

5—A corporation

6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession

7—A futures commission merchant registered with the Commodity Futures Trading Commission

8—A real estate investment trust

9—An entity registered at all times during the tax year under the Investment Company Act of 1940

10—A common trust fund operated by a bank under section 584(a)

11—A financial institution

12—A middleman known in the investment community as a nominee or custodian

13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.SSA.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/Businesses and clicking on Employer Identification Number (EIN) under Starting a Business. Go to www.irs.gov/Forms to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to www.irs.gov/OrderForms to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.

You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor ²
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
6. Sole proprietorship or disregarded entity owned by an individual	The owner ³
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor ⁴
For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity ⁴
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee

For this type of account:	Give name and EIN of:
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

***Note:** The grantor also must provide a Form W-9 to trustee of trust.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at spam@uce.gov or report them at www.ftc.gov/complaint. You can contact the FTC at www.ftc.gov/idtheft or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see www.IdentityTheft.gov and Pub. 5027.

Visit www.irs.gov/IdentityTheft to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

Charlevoix City Council

Consent Agenda

Title: Airport Parking Space Lease Agreement

Date: January 15, 2024

Presented By: Robert Scholey, Deputy Chief of Police

Background:

We have received a request to lease a parking space at the airport for rental cars by Hess Automotive LLC through Mid-Michigan Rental Cars. This service will be completely online through Hess Automotive LLC. The airport staff's only responsibility will be responsible for snow removal around the vehicles. This service has been requested by customers on several different occasions. This service is offered through the same company at the Antrim County and Boyne City airports. The rate for a parking space lease for a rental car is \$200 annually, which is comparable to annual parking fees by private customers.

Recommendation:

Motion to approve the lease agreement with Hess Automotive, LLC and authorize the City Manager to sign the agreement.

Attachments:

1. Airport Parking Space Lease Agreement

PARKING SPACE LICENSE AGREEMENT

THIS PARKING SPACE LICENSE AGREEMENT (the "Agreement") is made and entered into this the _____ day of _____, 2023, by and between the Charlevoix Municipal Airport ("Licensor") and MID-MICHIGAN RENTAL CARS, LLC, 12908 East Washington Rd., Reese, Michigan 48757 ("Licensee").

Recitals

A. Licensor owns and operates an airport and related facilities located at 111 airport Dr, Charlevoix, Michigan 49702 (the "Airport").

B. Licensee rents vehicles to its customers ("Licensee's Business"). Licensee has requested a license to utilize one parking space at the Airport to park a vehicle to be used in Licensee's Business.

C. Licensor has agreed to grant Licensee a limited license to use one parking space at the Airport on the terms and conditions herein.

NOW, THEREFORE, in exchange for good and valuable consideration, receipt and sufficiency of which is acknowledged, the parties to this Agreement agree as follows:

1. The Recitals set forth above are incorporated into this Agreement.
2. By executing this Agreement, Licensor is not transferring, assigning, waiving, or giving up any rights to the Airport or the Space (as defined below), including, but not limited to, the right to maintain, operate and use the Airport as Licensor deems reasonable in its sole discretion.
3. Subject to Licensee's compliance with the terms of this Agreement, Licensor grants Licensee a non-exclusive license to use one parking space in the parking lot of the Airport (the "Space") to park a motor vehicle to be utilized in Licensee's Business from June 2, 2023 through June 2, 2024. Unless this Agreement is renewed or extended, Licensee shall not have any rights to the Space after the term of this License. In consideration for the license granted herein, upon execution of this Agreement, Licensee shall pay Licensor a license fee of \$200.00 (the "License Fee").
4. The parties shall mutually agree on the location of the Space. Licensee and/or its agents, customers or clients shall not park or store a vehicle in any location at the Airport nor approved by Licensor or in any location that interferes with Licensor's operation, maintenance or repair of the Airport. If Licensee's vehicle is parked in a location other than the Space or in a location that Licensor determines interferes with Licensor's operation, maintenance or repair of the Airport, Licensor may have Licensee's vehicle towed at Licensee's expense.
5. Nothing herein shall constitute or be construed to create a joint venture or partnership

between Licensee and Licensor. Licensor shall have no obligation to operate or assist Licensee in the operation of Licensee's Business. Licensor has no interest in Licensee's Business. Licensee shall not represent that Licensor is affiliated with Licensee or Licensee's Business.

6. Licensee releases, waives and discharges Licensor and Licensor's employees, contractors, agents, officials, insurers, representatives and volunteers from all liability, claims, demands, actions, damages, costs, fees (including attorney fees), and causes of action arising out of Licensee's use of the Space or operation of Licensee's Business. Licensee shall defend, indemnify and hold harmless the Licensor and Licensor's employees, contractors, agents, insurers, officers, representatives and volunteers from all liability, claims, demands, actions, damages, costs, fees (including attorney fees), and causes of action arising out of or in any way related to Licensee's use of the Space or operation of Licensee's Business.

7. Regardless of fault or theory of relief, in no event shall Licensor be liable to Licensee or the Licensee's employees, guests, invitees, agents, or contractors or to any third party for an amount in excess of the Licensee Fee for any liability, claims, demands, actions, damages, costs, fees (including attorney fees), and causes of action or the like arising in any way from Licensee's use of the Licensed Premises, this Agreement, and/or the Event.

8. Licensee shall be responsible for any damage caused to the Airport or the Space by Licensee or Licensee's employees, agents, customers or clients.

9. This Agreement is binding on the parties hereto. This Agreement may be assigned by Licensor at any time. Licensee may not assign its rights or obligations pursuant to this Agreement without the express written consent of Licensor. This Agreement does not run with the Property or Licensee's Property and shall not be recorded with any register of deeds.

10. Once this Agreement is signed by all parties, it will constitute a binding final agreement. This Agreement may be executed in counterparts, but all such counterparts, taken together, shall constitute one and the same Agreement. The signature of any party to any counterpart shall be deemed to be a signature to, and may be appended to, any other counterpart.

11. This Agreement constitutes the entire understanding between the parties and supersedes all prior written agreements and oral understandings between them regarding the subject matter of this Agreement. There are no representations, agreements, arrangements, or understandings, oral or written, between the parties to this Agreement, relating to the subject matter of this Agreement, that are not fully contained in this Agreement.

CHARLEVOIX MUNICIPAL AIRPORT

By:

Its:

MID MICHIGAN RENTAL CARS, LLC

By:

Its:

Dated:

3 of 3

Charlevoix City Council

Consent Agenda

Title: Certified Local Government Grant Application

Date: January 15, 2024

Presented By:

Background:

Charlevoix has been certified a Certified Local Government (CLG) since 2020. One of the benefits of being a CLG community is being eligible for grants for historic buildings. If you remember, last year the City was awarded a CLG grant for \$48,000 for the rehab of the Depot, which was a partnership between the City and the Historical Society. The CLG Grant Program allows communities to apply for a grant annually.

City Hall is in desperate need of a roof rehabilitation. The quote we received was for \$130,400 which includes reproofing both the City Hall and Fire/EMS buildings. We are hoping to apply for a \$100,000 grant and the City's contribution would be \$30,400. Attached are the resolution and letter of support needed for the grant application.

Recommendation:

Motion to approve Resolution 2024-01-01, the letter of support and authorize the City Manager to sign and submit the CLG grant application.

Attachments:

1. CLG letter of support - City Manager
2. 2024.01.01 Certified Local Government Grant Application

January 15, 2024

To Whom It May Concern,

The City of Charlevoix is pleased to offer this letter of support for the City of Charlevoix's application to SHPO for the Certified Local Government FY2024 Grant Program Application.

Such funding will allow for the restoration of critical needs of our historic City Hall building. Unfortunately, due to budget restraints and years of exposure to the elements has resulted in serious damage to the roof which is now leaking in several areas. Funding from SHPO will enable the City of Charlevoix to make important repairs to the City Hall's roof which will kick off phase one of the long-term planning for the rehabilitation of this iconic structure.

The City of Charlevoix fully supports this application and has committed \$30,400 in financial support for the project. In addition, City officials and staff will be active participants and leaders in project coordination and implementation.

Thank you for providing us with the opportunity to support this project formally. If you have any questions, please don't hesitate to contact me at 231-675-5398.

Sincerely,

Lyle Gennett
City Mayor

CITY OF CHARLEVOIX
RESOLUTION NO. 2024-01-01
AUTHORIZATION TO APPLY FOR CERTIFIED LOCAL GOVERNMENT GRANT

- WHEREAS,** the City of Charlevoix will file an application to the Michigan State Historic Preservation Office (SHPO) for the Certified Local Government Grant program in the amount of \$100,000 for the Roof Replacement for the City Hall located at 210 State Street Charlevoix, MI 49720 and;
- WHEREAS,** the City of Charlevoix acknowledges that the Certified Local Government Grant Program is an expense reimbursement program. The City of Charlevoix authorizes expenditures in the amount of one hundred thirty thousand four hundred dollars \$130,400 for the total project cost which includes the \$30,400 local match, with City funds from the capital improvement fund, and;
- WHEREAS,** the City of Charlevoix acknowledges that reimbursement will be made upon completion of final project work, SHPO acceptance of the final completion report, SHPO audit and acceptance of financial documentation for eligible costs and SHPO acceptance of a historic preservation easement recorded at the Register of Deeds, and;
- WHEREAS,** upon approval of the application by the SHPO the City Manager shall be authorized to sign the grant agreement, any necessary grant agreement amendments, and other agreement-related documents, and;
- WHEREAS,** Mark Heydlauff, the City Manager is appointed as the Grant Project Manager who will oversee the day- to-day grant management and grant administration duties, including vendor selection and coordinating the payment of vendor invoices;
- WHEREAS,** upon completion of the project, the City Manager shall be required to and is authorized to sign the required historic preservation easement and record it at the County Register of Deeds before the grant reimbursement will be processed by the SHPO;

RESOLVED, that the City of Charlevoix directs the City Manager to file an application for a grant from the SHPO Certified Local Government Grant Program for \$100,000 and

RESOLVED, that the City Manager be authorized to sign the grant application and any additional grant documentation, and to take any additional administrative actions necessary to implement this resolution; and

RESOLVED, that the City Manager be authorized to sign the required historic preservation easement and record it at the County Register of Deeds.

RESOLVED this 15th day of January 2024 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas:

Nays:

Absent:

Charlevoix City Council

All Other Actions and Requests

Title: Council Appointments

Date: January 15, 2024

Presented By: Janet Kalbfell-1st Ward Council Member

Background:

Council Member Kalbfell requested consideration of Shelley Boehmer and William Dupont for appointment to the Historic District Commission as well as Ann Gorney for reappointment to the Zoning Board of Appeals.

Recommendation:

Motion to (re)appoint _____ to the Zoning Board of Appeals for a term to expire on December 30, 2026.

Motion to appoint _____ and _____ to the Historic District Commission for a term to expire on June 30, 2026.

Attachments:

1. Ann Gorney ZBA Jan 2024
2. Shelley Boehmer HDC App Jan 2024
3. William Dupont HDC Jan 2024



CITY OF CHARLEVOIX
VOLUNTEER BOARDS AND COMMITTEES APPLICATION

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

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

PLEASE PRINT

NAME: Ann Gorney
ADDRESS: 116 E. Huribut Charlevoix, MI 49720
HOME PHONE: 231-547-5315 CELL PHONE: 231-881-5495
EMAIL: agorney10@charlevoixmi.net
ARE YOU A REGISTERED VOTER IN THE CITY? Yes HOW LONG HAVE YOU LIVED IN THE CITY? Since 1995

EDUCATIONAL BACKGROUND: Masters from MSU

PROFESSIONAL QUALIFICATIONS AND/OR WORK EXPERIENCE: Teacher

COMMUNITY ACTIVITIES AND/OR OTHER EXPERIENCE: ZBA,

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

ZBA

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

No

REASON(S) YOU WISH TO SERVE: To give back to the community.

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

SIGNATURE: [Signature] DATE: 12-18-23

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

Online Form Submittal: Volunteer Boards and Committees Application

noreply@civicplus.com <noreply@civicplus.com>

Thu 12/21/2023 2:29 AM

To: Sarah Dvoracek <clerk@charlevoixmi.gov>

Volunteer Boards and Committees Application

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

Committees and Boards to Apply For	Historic District Commission
Name	Shelley Boehmer
Email Address	shelley@airadvantage.net
Address	109 Chicago Ave; Charlevoix
Home Phone	Field not completed.
Cell Phone	989-640-5260
Are you a registered voter in the City?	Yes
How long have you lived in the City?	21/2 yrs this time. Moved back after retired
Educational Background	BS education Plus.
Professional Qualifications and / or Work Experience	Retired educator 37 years. Admin 3 yrs
Community Activities and / or Other Experience	Charlevoix planning commission, community Thanksgiving Dinner lead coordinator
Have you served on a board / committee or held a civic position in the past?	Yes
If yes, please explain.	Planning commission
Do you foresee any potential conflicts of interest while executing the duties of this position?	No

Reason(s) You Wish to Serve	Charlevoix has always maintained its historical value. I'd like to help in insuring that continues.
Have you reviewed the current meeting schedule of the board / committee and can commit to regular meeting attendance?	Yes
Electronic Signature Agreement	<i>Field not completed.</i>
Electronic Signature	Shelley Ann Boehmer
Date	12/21/2023

Email not displaying correctly? [View it in your browser.](#)

Links contained in this email have been replaced. If you click on a link in the email above, the link will be analyzed for known threats. If a known threat is found, you will not be able to proceed to the destination. If suspicious content is detected, you will see a warning.

Online Form Submittal: Volunteer Boards and Committees Application

noreply@civicplus.com <noreply@civicplus.com>

Fri 12/29/2023 10:44 AM

To: Sarah Dvoracek <clerk@charlevoixmi.gov>

Volunteer Boards and Committees Application

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

Committees and Boards to Apply For	Historic District Commission
Name	William L DuPont, III
Email Address	Wldupont1946@gmail.com
Address	1214 State St
Home Phone	Field not completed.
Cell Phone	1-231-6758324
Are you a registered voter in the City?	Yes
How long have you lived in the City?	43 years
Educational Background	BA, MA(CCS) PHD(ABD),JD
Professional Qualifications and / or Work Experience	See below
Community Activities and / or Other Experience	During the period of the 1979s and 1980 lived in Owosso Michigan owner of the boyhood home of Thomas Dewey which was in the state of Michigan register. Also, president of shiawasee historic society.
Have you served on a board / committee or held a civic position in the past?	Yes
If yes, please explain.	See above
Do you foresee any potential conflicts of interest while	No

executing the duties of this position?

Reason(s) You Wish to Serve

Interest in the subject and additional time available

Have you reviewed the current meeting schedule of the board / committee and can commit to regular meeting attendance?

Yes

Electronic Signature Agreement

I agree.

Electronic Signature

William Dupont

Date

12/29/2023

Email not displaying correctly? [View it in your browser.](#)

Links contained in this email have been replaced. If you click on a link in the email above, the link will be analyzed for known threats. If a known threat is found, you will not be able to proceed to the destination. If suspicious content is detected, you will see a warning.

Charlevoix City Council

All Other Actions and Requests

Title: Fiscal Year 2025 Budget Review

Date: January 15, 2024

Presented By: Mark Heydlauff, City Manager

Background:

Included with this item is a draft of the combined budgets for FY 2025. Within them, you can also view the projected year-end estimates for the 2024 fiscal year which will end on March 31. We are proposing two allocations of American Rescue Act money as part of this budget;

- As a grant match for the Michigan Beach Trail project, we are proposing to utilize approximately \$50,000 (FY '24)
- As a grant match for the anticipated Housing Rehabilitation Grant from MSHDA in the Housing Fund, we are proposing \$50,000 (FY '25)

By using the funds in this way, we are able to obligate the money for projects and help stabilize the fund balance in the General Fund and move toward our target of 23% fund balance. With the operational performance this year and the one-time infusion of ARPA funds for the trail project, we have a smaller than budgeted loss in the General Fund. For FY '25, as things stand, we anticipate a modest net revenue to further bolster the fund balance.

Of note elsewhere in the budget, FY '25 will see the final payment from the Marina Fund to the Electric Fund for the advance given to it when construction of the Marina began 20 years ago. This final payment should return the Marina Fund to normal and balanced operational net revenue and eliminate the need for General Fund support beyond FY '25.

In the utility funds, you will see continued and sizable investment in capital projects including the long-planned advanced metering project approved by Council last year. We are also anticipate beginning some portion of the downtown streetlight replacement project. In the Water fund, we also plan to begin a multi-year project to replace lead service lines in accord with regulations from the Michigan Department of Environment, Great Lakes and Energy. Currently, this work need not be completed before 2042 but our goal is to target 2035.

I would be happy to discuss questions Council may have during the meeting on Monday or to schedule a work session with you in the next couple of weeks to answer further questions you may have and engage further discussion.

Recommendation:

Attachments:

1. Council Budget Review Draft-1-11-24

**CITY OF CHARLEVOIX
GENERAL FUND
2024-25 BUDGET**

	2022-23 Actual	2023-24 Budget	2023-24 Est. Actual	2024-25 Budget
REVENUES				
Taxes	2,754,092	3,015,700	3,116,433	3,211,700
Licenses & Permits	41,430	56,700	54,100	54,100
Federal Grants	(1,591)	-	51,166	-
State Grants & Revenue	349,274	587,000	442,980	317,000
Local Grants & Contributions	33,525	6,500	20,200	9,000
Charges for Services	407,384	397,200	457,297	444,700
Fines & Forfeits	858	2,300	2,400	2,300
Interest & Rents	243,582	244,500	257,716	261,400
Other	15,351	40,100	46,977	33,700
Fund Transfers	28,256	27,600	27,643	29,500
TOTAL REVENUES	\$ 3,872,162	\$ 4,377,600	\$ 4,476,912	\$ 4,363,400
EXPENSES				
Legislative	55,745	62,200	77,836	61,400
General Government	683,735	792,300	805,802	805,000
Public Safety	1,197,828	1,261,000	1,277,710	1,371,400
Public Works	329,513	409,700	396,463	406,100
Health & Welfare	37	-	-	-
Recreation & Culture	1,511,716	1,816,050	1,858,199	1,557,250
Other	45,734	20,900	22,400	23,200
Fund Transfers	260,894	48,500	48,475	48,700
TOTAL EXPENSES	\$ 4,085,202	\$ 4,410,650	\$ 4,486,884	\$ 4,273,050
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ (213,040)	\$ (33,050)	\$ (9,972)	\$ 90,350
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	1,056,320	881,753	843,280	833,308
NET CHANGE IN FUND BALANCE	(213,040)	(33,050)	(9,972)	90,350
FUND BALANCE	\$ 843,280	\$ 848,703	\$ 833,308	\$ 923,658
CASH & INVESTMENTS	\$ 1,116,275	\$ 1,038,096	\$ 1,106,303	\$ 1,196,653
FUND BALANCE AS % OF TOTAL EXPENSES	21%	19%	19%	22%

**CITY OF CHARLEVOIX
GENERAL FUND REVENUE DETAIL
2024-25 BUDGET**

	2022-23 Actual	2023-24 Budget	2023-24 Est. Actual	2024-25 Budget
TAXES				
CURRENT PROPERTY TAX LEVY	2,281,385	2,575,000	2,649,209	2,735,400
REFUSE TAX	256,175	272,600	281,675	290,800
PAYMENT IN LIEU OF TAXES	8,417	7,400	7,400	7,400
DELINQUENT TAXES - CITY OPERATING	70,711	30,000	40,000	40,000
DELINQUENT TAXES - REFUSE	7,947	3,000	4,000	4,000
IFT / CFT TAXES	7,585	8,300	8,000	8,000
LOCAL STABILIZATION REVENUE	83,190	85,400	89,150	89,100
INTEREST & DELINQUENT - TAXES	8,068	7,000	7,000	7,000
TAX ADMINISTRATION FEES	30,612	27,000	30,000	30,000
TOTAL TAXES	\$ 2,754,092	\$ 3,015,700	\$ 3,116,433	\$ 3,211,700
LICENSES & PERMITS				
LICENSES & PERMITS	8,970	8,700	7,100	7,100
LICENSES & PERMITS - SHORT TERM RENTALS	32,460	48,000	47,000	47,000
TOTAL LICENSES & PERMITS	\$ 41,430	\$ 56,700	\$ 54,100	\$ 54,100
FEDERAL GRANTS				
FEDERAL GRANTS - OTHER	(1,591)	-	50,000	-
FEDERAL GRANTS	-	-	1,166	-
TOTAL FEDERAL GRANTS	\$ (1,591)	\$ -	\$ 51,166	\$ -
STATE GRANTS & REVENUE				
STATE GRANTS - PUBLIC SAFETY	825	1,500	7,112	1,500
STATE GRANTS - ELECTIONS	1,488	-	-	-
STATE GRANTS - OTHER	39,398	300,500	140,000	19,600
STATE SHARED REVENUE	282,046.00	259,400.00	269,369.63	269,400.00
STATE SHARED REVENUE - LIQUOR LICENSES	11,919	12,000	12,000	12,000
STATE SHARED REVENUE - METRO ACT	13,598	13,600	14,498	14,500
TOTAL STATE GRANTS & REVENUE	\$ 349,274	\$ 587,000	\$ 442,980	\$ 317,000
LOCAL GRANTS & CONTRIBUTIONS				
GRANTS - CVX COUNTY COMMUNITY FOUNDATION	10,000	1,000	1,000	1,000
GRANTS - OTHER	-	-	11,200	-
GRANTS - GRAND TRAVERSE BAND	21,588	3,500	5,000	5,000
GRANTS - FARMERS MARKET	1,937	2,000	2,000	2,000
GRANTS - CHARLEVOIX FIT	-	-	1,000	1,000
TOTAL LOCAL GRANTS & CONTRIBUTIONS	\$ 33,525	\$ 6,500	\$ 20,200	\$ 9,000
CHARGES FOR SERVICES				
CHARGES FOR SERVICES - OTHER	337	700	700	700
CEMETERY - LOTS, FOUND & OPENING	54,340	50,000	63,819	55,000
PAVILLION RESERVATION FEE	9,112	9,500	12,453	12,500
GOLF - NON TAXABLE ITEMS	2,195	2,500	2,500	2,500
GOLF - TAXABLE ITEMS	5,814	8,000	9,523	8,200
RECREATION - NON TAXABLE ITEMS	1,207	1,000	1,000	1,000
FARMERS MARKET SALES	23,066	22,500	23,387	23,500
USE & ADMISSIONS - GREEN FEES	144,308	150,000	157,200	157,200
USE & ADMISSIONS - SUMMER SPORTS	3,789	5,000	6,000	6,000
USE & ADMISSIONS - DAY CAMP	69,903	75,000	80,600	80,600
USE & ADMISSIONS - SKI HILL	72,584	55,000	75,000	75,000
USE & ADMISSIONS - BEACH CONSESSION	4,500	2,000	7,500	6,500
USE & ADMISSIONS - SKATE PARK	177	-	-	-

**CITY OF CHARLEVOIX
GENERAL FUND REVENUE DETAIL
2024-25 BUDGET**

	2022-23 Actual	2023-24 Budget	2023-24 Est. Actual	2024-25 Budget
USE & ADMISSIONS - SKATING RINK	343	500	500	500
USE & ADMISSIONS - FARMERS MKT BOOTH	14,365	15,000	15,000	15,000
USE & ADMISSIONS - YOGA IN PARK	496	500	500	500
USE & ADMISSIONS - USE&ADM COMMUNITY PARTNERSHIPS	848	-	1,615	-
TOTAL CHARGES FOR SERVICES	\$ 407,384	\$ 397,200	\$ 457,297	\$ 444,700

FINES & FORFEITS				
FINES AND FORFEITS	-	200	200	200
ORDINANCE FINES - COUNTY	808	2,000	2,000	2,000
NSF CHECK CHARGES	-	100	100	100
CIVIL INFRACTION FINES	50	-	100	-
TOTAL FINES & FORFEITS	\$ 858	\$ 2,300	\$ 2,400	\$ 2,300

INTEREST & RENTS				
INTEREST EARNINGS	4,953	5,000	5,000	5,000
RENTS - DOCKING	-	-	-	-
RENTS - CITY HALL	207,700	209,900	210,667	214,400
RENTS - ELECTIONS	3,281	2,600	2,600	2,600
RENTS - FERRY BOAT LAUNCH	26,848	27,000	39,449	39,400
RENTS - GOLF	800	-	-	-
TOTAL INTEREST & RENTS	\$ 243,582	\$ 244,500	\$ 257,716	\$ 261,400

OTHER				
SALE OF FIXED ASSETS	-	500	500	500
DONATIONS - PRIVATE SOURCES	1,179	-	500	-
CONTRIBUTIONS & DONATIONS - RESTRICTED POLICE	100	100	550	500
DONATIONS - SKATE PARK	2,604	2,500	2,500	2,500
DAY CAMP SCHOLARSHIPS	2,540	3,000	3,000	3,000
SKI HILL SCHOLARSHIPS	2,510	6,000	6,000	6,000
DONATIONS - BRICKS	1,100	1,000	1,200	1,200
CONTRIBUTIONS PRIVATE - BENCHES	(4,047)	2,000	2,000	2,000
DONATIONS-MCSAUBA CANDLE HIKE	836	1,000	1,000	1,000
SPONSOR/DONATION - FARMERS MKT	2,000	2,000	3,500	2,000
DONATION - DAY CAMP EDUCATE	100	-	-	-
DONATION - ICE RINK	130	-	-	-
DONATION - KAYAK LAUNCH-FERRY	-	10,000	10,000	-
DONATION - DOG PARK	-	-	27	-
DONATION - MCSAUBA IMPROVEMENTS	898	-	-	-
REFUNDS & REBATES	-	1,000	1,000	1,000
REFUNDS & REBATES - INSURANCE	112	2,000	2,000	2,000
MISCELLANEOUS	5,289	9,000	13,200	12,000
TOTAL OTHER	\$ 15,351	\$ 40,100	\$ 46,977	\$ 33,700

FUND TRANSFERS				
CONTRIBUTIONS FROM OTHER FUNDS	28,256	27,600	27,643	29,500
CONTRIBUTIONS FROM OTHER FUNDS - PI 6	-	-	-	-
TOTAL FUND TRANSFERS	\$ 28,256	\$ 27,600	\$ 27,643	\$ 29,500

TOTAL REVENUES	\$ 3,872,162	\$ 4,377,600	\$ 4,476,912	\$ 4,363,400
-----------------------	---------------------	---------------------	---------------------	---------------------

CITY OF CHARLEVOIX
GENERAL FUND EXPENSES SUMMARY
2024-25 BUDGET

	2022-23 Actual	2023-24 Budget	2023-24 Est. Actual	2024-25 Budget
LEGISLATIVE				
Common Council	55,745	62,200	77,836	61,400
TOTAL LEGISLATIVE	\$ 55,745	\$ 62,200	\$ 77,836	\$ 61,400
GENERAL GOVERNMENT				
Mayor	6,238	8,700	9,913	8,900
City Manager	108,271	126,400	129,151	132,700
Elections	36,193	67,000	54,361	57,900
Assessor	43,752	44,800	48,047	47,600
City Attorney	34,856	33,400	28,400	30,400
City Clerk	45,454	55,700	59,301	61,300
City Treasurer	71,771	81,200	82,224	84,900
City Hall & Grounds	210,464	228,800	247,948	229,700
Cemetery	126,736	146,300	146,457	151,600
TOTAL GENERAL GOVERNMENT	\$ 683,735	\$ 792,300	\$ 805,802	\$ 805,000
PUBLIC SAFETY				
Police Department	933,922	942,900	954,368	1,035,000
Fire Department	202,715	234,200	234,518	245,700
Planning	61,191	83,900	88,824	90,700
TOTAL PUBLIC SAFETY	\$ 1,197,828	\$ 1,261,000	\$ 1,277,710	\$ 1,371,400
PUBLIC WORKS				
Highways & Streets	-	-	-	-
Leaf Pickup	208,868	246,800	238,021	243,400
Spring Cleanup	77,173	97,900	97,896	99,900
Brush Pickup	43,471	65,000	60,546	62,800
TOTAL PUBLIC WORKS	\$ 329,513	\$ 409,700	\$ 396,463	\$ 406,100
HEALTH & WELFARE				
Ambulance	37	-	-	-
TOTAL HEALTH & WELFARE	\$ 37	\$ -	\$ -	\$ -
RECREATION & CULTURE				
Parks Maintenance	653,838	690,800	700,944	681,800
Recreation Administration	206,104	229,200	239,405	245,200
City Beaches	46,703	283,550	238,050	8,150
Ball Fields	18,931	23,000	25,694	23,700
Day Camp	78,399	89,400	89,392	91,800
Ice Rink	1,770	4,100	4,100	4,200
Mt. McSaubia Ski Hill	163,563	177,900	186,888	174,400
Recreational Sports	149	-	2,400	-
Skate Park	7,468	9,400	9,412	8,100
Golf Course	210,450	261,300	303,739	271,700
Boat Launch	115,638	35,300	46,251	36,300
Community Promotion	8,703	12,100	11,925	11,900
TOTAL RECREATION & CULTURE	\$ 1,511,716	\$ 1,816,050	\$ 1,858,199	\$ 1,557,250
MISCELLANEOUS				
OTHER	45,734	20,900	22,400	23,200
FUND TRANSFERS	260,894	48,500	48,475	48,700
TOTAL MISCELLANEOUS	\$ 306,628	\$ 69,400	\$ 70,875	\$ 71,900
TOTAL EXPENSES	\$ 4,085,202	\$ 4,410,650	\$ 4,486,884	\$ 4,273,050

**CITY OF CHARLEVOIX
GENERAL FUND EXPENSES DETAIL
2024-25 BUDGET**

	2022-23 Actual	2023-24 Budget	2023-24 Est. Actual	2024-25 Budget
COMMON COUNCIL				
EMPLOYEE FRINGE BENEFITS	3,172	3,600	3,596	3,700
FEES & PER DIEM	15,946	18,000	17,970	18,900
OFFICE SUPPLIES	3,366	2,700	2,700	2,700
PROFESSIONAL SERVICES	20,096	16,000	15,995	16,000
CONFERENCE & TRAVEL	97	6,200	6,200	6,200
PRINTING & PUBLISHING	2,941	5,800	4,200	4,200
MEMBERSHIPS & DUES	2,113	2,200	2,220	2,200
MISCELLANEOUS	5,604	6,000	21,000	6,000
CAPITAL IMPROVEMENTS	500	-	2,244	-
LOAN INTEREST	1,910	1,700	1,711	1,500
TOTAL COMMON COUNCIL	\$ 55,745	\$ 62,200	\$ 77,836	\$ 61,400

MAYOR				
EMPLOYEE FRINGE BENEFITS	674	800	771	800
FEES & PER DIEM	3,887	4,500	4,540	4,700
OFFICE SUPPLIES	262	200	200	200
CONFERENCE & TRAVEL	-	2,500	2,500	2,500
CAR ALLOWANCE	603	600	600	600
MISC. (MEMBERSHIPS & DUES)	813	100	100	100
COMMUNITY PROMOTION	-	-	1,202	-
TOTAL MAYOR	\$ 6,238	\$ 8,700	\$ 9,913	\$ 8,900

CITY MANAGER				
SALARIES & WAGES	36,535	39,900	39,860	41,900
WAGES (ICMA)	6,204	6,400	6,444	6,800
SALARIES & WAGES - TEMPORARY	5,677	6,500	6,455	6,700
EMPLOYEE FRINGE BENEFITS	33,561	36,300	36,271	37,900
OFFICE SUPPLIES	4,322	7,900	7,900	9,400
CONTRACTUAL SERVICES	6,489	10,000	10,000	10,000
TELEPHONE	2,640	2,800	2,800	2,900
CONFERENCE & TRAVEL	4,822	7,600	9,500	8,200
CAR ALLOWANCE	5,400	5,400	5,400	5,400
BOOKS, MAGAZINES & PERIODICALS	312	700	700	700
MEMBERSHIPS & DUES	1,719	1,800	1,821	1,700
MISCELLANEOUS	255	300	300	300
OFFICE EQUIPMENT	334	800	1,700	800
TOTAL CITY MANAGER	\$ 108,271	\$ 126,400	\$ 129,151	\$ 132,700

ELECTIONS				
SALARIES & WAGES	8,858	12,100	12,165	12,600
WAGES (ICMA)	951	1,300	1,277	1,300
SALARIES & WAGES - TEMPORARY	7,578	21,500	11,926	15,000
EMPLOYEE FRINGE BENEFITS	8,046	12,700	11,278	12,100
OFFICE SUPPLIES	3,855	7,500	7,500	6,400
PRINTING & PUBLISHING	2,132	3,000	4,500	6,300
EQUIPMENT MAINTENANCE	4,773	8,900	5,715	4,200
TOTAL ELECTIONS	\$ 36,193	\$ 67,000	\$ 54,361	\$ 57,900

ASSESSOR				
EMPLOYEE FRINGE BENEFITS	269	200	225	200
FEES & PER DIEM	950	1,500	1,500	1,500

**CITY OF CHARLEVOIX
GENERAL FUND EXPENSES DETAIL
2024-25 BUDGET**

	2022-23 Actual	2023-24 Budget	2023-24 Est. Actual	2024-25 Budget
OFFICE SUPPLIES	167	200	200	1,700
CONTRACTUAL SERVICES	37,864	38,500	38,760	39,600
CONFERENCE & TRAVEL	1,220	1,200	4,026	1,200
PRINTING & PUBLISHING	1,702	1,600	1,736	1,800
EQUIPMENT MAINTENANCE	1,581	1,600	1,600	1,600
TOTAL ASSESSOR	\$ 43,752	\$ 44,800	\$ 48,047	\$ 47,600

CITY ATTORNEY				
LEGAL FEES	34,856	33,000	28,000	30,000
MISC. (DUES & PERIODICALS)	-	400	400	400
TOTAL CITY ATTORNEY	\$ 34,856	\$ 33,400	\$ 28,400	\$ 30,400

CITY CLERK				
SALARIES & WAGES	16,637	19,100	19,237	20,000
WAGES (ICMA)	1,841	2,000	2,020	2,100
SALARIES & WAGES - TEMPORARY	1,898	3,800	3,840	4,000
EMPLOYEE FRINGE BENEFITS	13,262	15,500	15,581	16,200
OFFICE SUPPLIES	4,101	3,200	3,200	3,200
CONTRACTUAL SERVICES	4,460	2,800	5,300	5,400
TELEPHONE	1,315	1,400	1,398	1,400
CONFERENCE & TRAVEL	1,587	6,900	6,900	7,600
INSURANCE & BONDS	97	100	100	100
EQUIPMENT MAINTENANCE	-	800	800	800
MISC. (MEMBERSHIPS & DUES)	256	100	925	500
OFFICE EQUIPMENT	-	-	-	-
TOTAL CITY CLERK	\$ 45,454	\$ 55,700	\$ 59,301	\$ 61,300

CITY TREASURER				
SALARIES & WAGES	26,072	31,700	29,971	31,000
WAGES (ICMA)	2,794	3,300	3,147	3,300
SALARIES & WAGES - TEMPORARY	100	-	108	-
EMPLOYEE FRINGE BENEFITS	20,351	24,700	23,394	24,200
OFFICE SUPPLIES	5,847	5,300	5,800	6,200
PROFESSIONAL SERVICES	5,895	3,900	6,100	6,100
TELEPHONE	1,915	2,000	2,000	2,000
CONFERENCE & TRAVEL	679	1,400	1,350	1,400
PRINTING & PUBLISHING	2,791	2,200	3,791	3,800
INSURANCE & BONDS	250	300	300	300
EQUIPMENT MAINTENANCE	4,474	4,600	4,614	4,700
MISC. (MEMBERSHIPS & DUES)	358	900	1,049	1,000
MISCELLANEOUS (BANK FEES)	246	600	600	600
OFFICE EQUIPMENT	-	300	-	300
TOTAL CITY TREASURER	\$ 71,771	\$ 81,200	\$ 82,224	\$ 84,900

CITY HALL & GROUNDS				
SALARIES & WAGES	29,331	35,000	31,395	32,700
WAGES (ICMA)	3,834	3,700	3,296	3,400
SALARIES & WAGES - TEMPORARY	15,725	16,800	16,842	17,500
EMPLOYEE FRINGE BENEFITS	25,237	29,800	27,014	28,100
REPAIRS & MAINTENANCE SUPPLIES	10,373	16,000	16,000	16,000
PROFESSIONAL SERVICES	5,599	16,500	16,500	16,500
CONTRACTUAL SERVICES	6,948	10,000	12,000	12,000

**CITY OF CHARLEVOIX
GENERAL FUND EXPENSES DETAIL
2024-25 BUDGET**

	2022-23 Actual	2023-24 Budget	2023-24 Est. Actual	2024-25 Budget
LEGAL FEES	-	-	-	-
TELEPHONE	1,072	1,100	1,100	1,100
UTILITIES	90,937	82,400	82,400	84,900
BUILDING MAINTENANCE	18,189	16,000	36,000	16,000
MISCELLANEOUS	3,220	1,500	5,400	1,500
BUILDING - CAPITAL OUTLAY	-	-	-	-
TOTAL CITY HALL & GROUNDS	\$ 210,464	\$ 228,800	\$ 247,948	\$ 229,700

CEMETERY				
SALARIES & WAGES	19,265	16,800	16,910	17,600
WAGES (ICMA)	2,031	1,800	1,776	1,800
SALARIES & WAGES - TEMPORARY	53,376	67,300	67,270	70,000
EMPLOYEE FRINGE BENEFITS	23,033	23,200	23,281	24,200
OPERATING SUPPLIES	8,739	8,700	8,700	8,700
TELEPHONE	1,059	1,300	1,320	1,300
UTILITIES	12,195	17,500	17,500	18,300
BUILDING MAINTENANCE	-	-	-	-
EQUIPMENT RENTAL	4,767	4,300	4,300	4,300
MISCELLANEOUS	329	400	400	400
MACHINERY & EQUIPMENT	1,943	5,000	5,000	5,000
TOTAL CEMETERY	\$ 126,736	\$ 146,300	\$ 146,457	\$ 151,600

POLICE DEPARTMENT				
SALARIES & WAGES	415,928	420,900	398,505	443,000
WAGES (ICMA)	43,239	44,200	41,843	46,500
SALARIES & WAGES - TEMPORARY	6,782	12,300	12,320	12,300
EMPLOYEE FRINGE BENEFITS	325,441	330,100	312,682	347,400
OFFICE SUPPLIES	6,433	6,500	6,500	6,500
OPERATING SUPPLIES	1,982	2,000	4,910	3,000
UNIFORMS PURCHASED	3,278	7,500	15,600	8,000
UNIFORMS, LAUNDRY & CLEANING	-	-	500	500
CONTRACTUAL SERVICES	22,488	7,900	23,700	23,700
TELEPHONE	2,656	2,700	2,700	2,700
CONFERENCE & TRAVEL	4,918	5,500	9,850	9,500
302 TRAINING	865	-	1,100	1,100
INSURANCE & BONDS	6,160	8,400	9,000	9,200
EQUIPMENT RENTAL	75,961	80,200	80,237	91,900
MISCELLANEOUS	5,752	4,500	19,721	14,500
MISC. (DRUG FORFEITURE)	-	-	200	200
EQUIPMENT	12,039	10,200	15,000	15,000
TOTAL POLICE DEPARTMENT	\$ 933,922	\$ 942,900	\$ 954,368	\$ 1,035,000

FIRE DEPARTMENT				
OPERATING SUPPLIES	-	-	-	-
CONTRACTUAL SERVICES	142,974	153,500	153,528	160,900
CONFERENCE & TRAVEL	-	-	-	-
INSURANCE & BONDS	1,094	5,400	5,600	5,900
EQUIPMENT MAINTENANCE	2,109	20,000	20,000	20,000
EQUIPMENT RENTAL	56,537	55,300	55,374	58,900
MISC. (DUES & PERIODICALS)	-	-	-	-
MACHINERY & EQUIPMENT	-	-	16	-
TOTAL FIRE DEPARTMENT	\$ 202,715	\$ 234,200	\$ 234,518	\$ 245,700

**CITY OF CHARLEVOIX
GENERAL FUND EXPENSES DETAIL
2024-25 BUDGET**

	2022-23 Actual	2023-24 Budget	2023-24 Est. Actual	2024-25 Budget
PLANNING				
SALARIES & WAGES	1,850	23,400	25,049	28,600
WAGES (ICMA)	259	2,500	2,630	3,000
SALARIES & WAGES - TEMPORARY	5,485	6,400	6,400	11,000
EMPLOYEE FRINGE BENEFITS	2,266	19,200	20,498	24,000
OFFICE SUPPLIES	2,479	2,500	2,600	2,600
PROFESSIONAL SERVICES	42,790	24,600	24,622	14,500
CONTRACTUAL SERVICES	1,994	1,100	1,200	1,200
TELEPHONE	377	400	500	500
CONFERENCE & TRAVEL	715	500	2,000	2,000
PRINTING & PUBLISHING	2,057	1,800	1,800	1,800
MEMBERSHIPS & DUES	675	700	725	700
MISCELLANEOUS	31	300	300	300
OFFICE EQUIPMENT	213	500	500	500
TOTAL PLANNING	\$ 61,191	\$ 83,900	\$ 88,824	\$ 90,700
HIGHWAYS & STREETS				
PROFESSIONAL SERVICES	-	-	-	-
UTILITIES	-	-	-	-
TOTAL HIGHWAYS & STREETS	\$ -	\$ -	\$ -	\$ -
LEAF PICKUP				
SALARIES & WAGES	44,260	40,500	40,482	42,100
WAGES (ICMA)	4,512	4,500	4,251	4,700
SALARIES & WAGES - TEMPORARY	6,788	23,500	16,020	16,000
EMPLOYEE FRINGE BENEFITS	35,541	35,100	33,979	35,200
OPERATING SUPPLIES	452	2,200	2,200	2,200
CONTRACTUAL SERVICES	12,431	34,500	34,500	34,500
EQUIPMENT RENTAL	104,885	106,500	106,590	108,700
TOTAL LEAF PICKUP	\$ 208,868	\$ 246,800	\$ 238,021	\$ 243,400
SPRING CLEANUP				
CONTRACTUAL SERVICES	77,173	97,900	97,896	99,900
TOTAL SPRING CLEANUP	\$ 77,173	\$ 97,900	\$ 97,896	\$ 99,900
BRUSH PICKUP				
SALARIES & WAGES	5,214	13,800	13,767	14,300
WAGES (ICMA)	586	1,400	1,189	1,500
SALARIES & WAGES - TEMPORARY	10,460	13,700	13,666	14,200
EMPLOYEE FRINGE BENEFITS	5,962	12,800	12,789	13,300
EQUIPMENT RENTAL	21,249	23,300	19,134	19,500
TOTAL BRUSH PICKUP	\$ 43,471	\$ 65,000	\$ 60,546	\$ 62,800
AMBULANCE				
SALARIES & WAGES	-	-	-	-
WAGES (ICMA)	-	-	-	-
SALARIES & WAGES - TEMPORARY	-	-	-	-
EMPLOYEE FRINGE BENEFITS	-	-	-	-
FEES & PER DIEM	-	-	-	-
OPERATING SUPPLIES	-	-	-	-
CONTRACTUAL SERVICES	-	-	-	-

**CITY OF CHARLEVOIX
GENERAL FUND EXPENSES DETAIL
2024-25 BUDGET**

	2022-23 Actual	2023-24 Budget	2023-24 Est. Actual	2024-25 Budget
CONFERENCE & TRAVEL	-	-	-	-
INSURANCE & BONDS	-	-	-	-
EQUIPMENT MAINTENANCE	-	-	-	-
EQUIPMENT RENTAL	-	-	-	-
MISCELLANEOUS	-	-	-	-
EDUCATION & TRAINING	-	-	-	-
BAD DEBT EXPENSE	37	-	-	-
MACHINERY & EQUIPMENT	-	-	-	-
TOTAL AMBULANCE	\$ 37	\$ -	\$ -	\$ -

PARKS MAINTENANCE				
SALARIES & WAGES	111,712	126,100	126,100	130,800
WAGES (ICMA)	11,085	13,200	13,241	13,700
SALARIES & WAGES - TEMPORARY	122,787	124,200	124,200	124,200
EMPLOYEE FRINGE BENEFITS	105,553	117,000	116,988	120,700
OPERATING SUPPLIES	52,318	58,500	59,515	58,500
IWF MAINTENANCE	-	1,400	1,400	1,400
CONTRACTUAL SERVICES	123,790	121,600	122,600	99,800
CONTRACTUAL SERVICE-BIKE SHARE	1,179	1,500	1,500	1,500
CONTRACTUAL SERVICES-DOG PARK	6,334	500	6,500	500
UTILITIES	59,850	68,400	68,400	71,800
BUILDING MAINTENANCE	-	1,500	1,500	1,500
EQUIPMENT RENTAL	52,019	54,400	54,400	54,900
MACHINERY & EQUIPMENT	7,210	2,500	4,600	2,500
TOTAL PARKS MAINTENANCE	\$ 653,838	\$ 690,800	\$ 700,944	\$ 681,800

RECREATION ADMINISTRATION				
SALARIES & WAGES	82,575	91,300	91,143	94,700
WAGES (ICMA)	8,854	9,600	9,570	9,900
SALARIES & WAGES - TEMPORARY	-	-	-	-
EMPLOYEE FRINGE BENEFITS	64,408	71,200	71,092	73,900
OFFICE SUPPLIES	2,493	2,500	2,500	5,500
OPERATING SUPPLIES	2,209	10,000	10,000	2,500
OPERATING SUPPLIES-FARMERS MKT	1,768	3,000	3,500	3,500
PROFESSIONAL SERVICES-FARM MKT	25,768	24,000	26,000	26,000
CONTRACTUAL SERVICES	6,815	7,000	15,000	18,600
TELEPHONE	1,736	2,000	2,000	2,000
CONFERENCE & TRAVEL	3,150	3,000	3,000	3,000
MISCELLANEOUS	6,228	4,500	4,500	4,500
MISCELLANEOUS - FARMERS MARKET	100	100	100	100
REFUNDS & REBATES	-	1,000	1,000	1,000
TOTAL RECREATION ADMINISTRATION	\$ 206,104	\$ 229,200	\$ 239,405	\$ 245,200

CITY BEACHES				
SALARIES & WAGES	-	400	375	400
WAGES (ICMA)	-	-	39	-
EMPLOYEE FRINGE BENEFITS	-	300	293	300
OPERATING SUPPLIES	7,000	1,200	5,000	5,000
CONTRACTUAL SERVICES	39,703	281,500	231,392	1,500
TELEPHONE	-	-	800	800
EQUIPMENT RENTAL	-	150	150	150
MACHINERY & EQUIPMENT	-	-	-	-

**CITY OF CHARLEVOIX
GENERAL FUND EXPENSES DETAIL
2024-25 BUDGET**

	2022-23 Actual	2023-24 Budget	2023-24 Est. Actual	2024-25 Budget
TOTAL CITY BEACHES	\$ 46,703	\$ 283,550	\$ 238,050	\$ 8,150
BALL FIELDS				
SALARIES & WAGES - TEMPORARY	5,554	6,300	8,600	6,300
EMPLOYEE FRINGE BENEFITS	833	900	1,290	900
OPERATING SUPPLIES	1,242	2,000	2,000	2,000
CONTRACTUAL SERVICES	10	500	500	500
TELEPHONE	-	-	-	-
UTILITIES	4,641	5,400	5,400	5,700
BUILDING MAINTENANCE	-	500	500	500
EQUIPMENT MAINTENANCE	-	-	-	-
EQUIPMENT RENTAL	6,651	7,400	7,404	7,800
TOTAL BALL FIELDS	\$ 18,931	\$ 23,000	\$ 25,694	\$ 23,700
DAY CAMP				
SALARIES & WAGES	-	800	751	800
WAGES (ICMA)	-	100	79	100
SALARIES & WAGES - TEMPORARY	55,655	58,700	58,748	60,400
EMPLOYEE FRINGE BENEFITS	8,348	9,400	9,398	9,700
OPERATING SUPPLIES	8,710	8,900	8,900	9,100
CONTRACTUAL SERVICES	2,993	5,900	5,917	5,900
TELEPHONE	379	500	500	500
UTILITIES	2,314	4,800	4,800	5,000
EQUIPMENT RENTAL	-	300	300	300
TOTAL DAY CAMP	\$ 78,399	\$ 89,400	\$ 89,392	\$ 91,800
ICE RINK				
SALARIES & WAGES - TEMPORARY	-	-	-	100
EMPLOYEE FRINGE BENEFITS	-	-	-	-
OPERATING SUPPLIES	128	1,500	1,500	1,500
CONTRACTUAL SERVICES	1,199	2,000	2,000	2,000
UTILITIES	443	600	600	600
EQUIPMENT RENTAL	-	-	-	-
TOTAL ICE RINK	\$ 1,770	\$ 4,100	\$ 4,100	\$ 4,200
MT. McSAUBA SKI HILL				
SALARIES & WAGES	352	2,600	2,580	2,700
WAGES (ICMA)	36	300	271	300
SALARIES & WAGES - TEMPORARY	96,437	94,400	94,366	95,800
EMPLOYEE FRINGE BENEFITS	14,740	16,200	16,167	16,500
OPERATING SUPPLIES	12,146	11,000	11,000	11,000
MCSAUBA MERCHANDISE FOR SALE	-	-	2,000	2,000
CONTRACTUAL SERVICES	4,762	15,700	15,700	5,700
TELEPHONE	179	200	200	200
INSURANCE & BONDS	1,304	1,400	1,400	1,400
UTILITIES	24,712	26,100	26,100	27,400
BUILDING MAINTENANCE	535	1,000	4,000	1,000
EQUIPMENT MAINTENANCE	1,378	2,500	5,600	2,500
EQUIPMENT RENTAL	6,983	6,500	7,504	7,900
MACHINERY & EQUIPMENT	-	-	-	-
TOTAL MT. McSAUBA SKI HILL	\$ 163,563	\$ 177,900	\$ 186,888	\$ 174,400

**CITY OF CHARLEVOIX
GENERAL FUND EXPENSES DETAIL
2024-25 BUDGET**

	2022-23 Actual	2023-24 Budget	2023-24 Est. Actual	2024-25 Budget
RECREATIONAL SPORTS				
ATHLETIC EQUIPMENT	149	-	2,400	-
CONTRACTUAL SERVICES	-	-	-	-
TOTAL RECREATIONAL SPORTS	\$ 149	\$ -	\$ 2,400	\$ -
SKATE PARK				
SALARIES & WAGES - TEMPORARY	5,472	6,200	6,184	6,200
EMPLOYEE FRINGE BENEFITS	821	900	928	900
OPERATING SUPPLIES	200	1,500	1,500	200
UTILITIES	976	800	800	800
TOTAL SKATE PARK	\$ 7,468	\$ 9,400	\$ 9,412	\$ 8,100
GOLF COURSE				
SALARIES & WAGES	-	-	-	-
WAGES (ICMA)	-	-	-	-
SALARIES & WAGES - TEMPORARY	111,862	131,200	131,205	136,500
EMPLOYEE FRINGE BENEFITS	16,779	19,700	19,681	20,500
OFFICE SUPPLIES	304	1,300	1,275	2,800
GOLF MERCHANDISE FOR SALE	6,113	8,500	8,500	8,500
OPERATING SUPPLIES	2,388	4,500	6,000	4,500
GASOLINE, OIL, ETC.	4,271	4,000	4,000	4,000
CONTRACTUAL SERVICES	8,752	28,800	10,311	27,500
TELEPHONE	929	1,200	1,200	1,200
CONFERENCE & TRAVEL	1,092	1,800	1,800	1,800
UTILITIES	8,355	8,600	8,613	9,000
BUILDING MAINTENANCE	494	1,900	1,900	1,900
EQUIPMENT MAINTENANCE	4,313	6,500	7,100	6,500
COURSE MAINTENANCE	26,416	27,900	28,700	30,100
IRRIGATION MAINTENANCE	5,056	2,200	58,200	2,200
EQUIPMENT RENTAL	6,651	6,500	7,004	7,400
MISCELLANEOUS	3,675	3,700	4,250	4,300
MACHINERY & EQUIPMENT	3,000	3,000	4,000	3,000
TOTAL GOLF COURSE	\$ 210,450	\$ 261,300	\$ 303,739	\$ 271,700
BOAT LAUNCH				
SALARIES & WAGES - TEMPORARY	18,503	19,100	19,175	19,100
EMPLOYEE FRINGE BENEFITS	2,775	2,900	2,876	2,900
OPERATING SUPPLIES	3,235	1,500	1,500	1,500
CONTRACTUAL SERVICES	89,975	10,500	21,500	11,500
UTILITIES	1,150	1,300	1,200	1,300
TOTAL BOAT LAUNCH	\$ 115,638	\$ 35,300	\$ 46,251	\$ 36,300
COMMUNITY PROMOTION				
COMMUNITY PROMOTION	8,703	12,100	11,925	11,900
TOTAL COMMUNITY PROMOTION	\$ 8,703	\$ 12,100	\$ 11,925	\$ 11,900
MISCELLANEOUS				
CONTRACTUAL-INTERNET/FIBER	-	-	-	-
INSURANCE & BONDS	14,124	15,200	15,200	16,000
INSURANCE CLAIMS-CITY SHARE	-	200	200	200
CONTINGENCIES	-	-	-	-
MISCELLANEOUS	31,588	3,500	5,000	5,000

**CITY OF CHARLEVOIX
GENERAL FUND EXPENSES DETAIL
2024-25 BUDGET**

	2022-23 Actual	2023-24 Budget	2023-24 Est. Actual	2024-25 Budget
REFUNDS & REBATES	22	1,000	1,000	1,000
BAD DEBT EXPENSE	-	1,000	1,000	1,000
TRANSFER TO OTHER FUND	260,894	48,500	48,475	48,700
TRANSFER TO LOCAL STREET	-	-	-	-
TOTAL MISCELLANEOUS	\$ 306,628	\$ 69,400	\$ 70,875	\$ 71,900
TOTAL EXPENSES	\$ 4,085,202	\$ 4,410,650	\$ 4,486,884	\$ 4,273,050

**CITY OF CHARLEVOIX
MAJOR STREET FUND
2024-25 BUDGET**

	2022-23 Actual	2023-24 Budget	2023-24 Est. Actual	2024-25 Budget
REVENUES				
GAS & WEIGHT TAX	359,955	349,965	369,903	379,334
INTEREST EARNINGS	498	300	500	500
FEDERAL GRANTS	138	-	-	-
STATE REVENUE - OTHER	-	-	-	-
STATE TRUNKLINE REIMBURSEMENT	75,254	87,461	77,334	79,305
OTHER	-	-	-	-
TRANSFER FROM INFRASTRUCTURE	-	-	-	-
TRANSFER FROM OTHER FUNDS	-	-	-	-
TRANSFER FROM GENERAL	-	-	-	-
CONTRIBUTION FROM PRIVATE SOURCES	-	-	-	-
TOTAL REVENUES	\$ 435,845	\$ 437,725	\$ 447,737	\$ 459,139

EXPENSES				
ENGINEERING	2,934	2,500	2,500	2,500
CONTRACTUAL SERVICES	3,745	4,000	35,233	4,000
ROUTINE MAINTENANCE	21,016	25,200	26,995	26,500
SWEEPING & FLUSHING	16,056	19,100	19,202	19,700
TREES & SHRUBS	38,500	39,400	46,826	44,800
DRAINAGE	5,708	11,200	11,382	11,600
PAVEMENT MARKING	26,735	23,900	29,960	30,000
TRAFFIC CONTROL	13,000	23,100	23,192	23,700
WINTER MAINTENANCE	114,414	161,800	161,845	165,600
ADMINISTRATION	13,615	14,900	15,236	15,900
SURFACE MAINTENANCE-TRK	11,257	12,300	12,350	12,800
SWEEPING & FLUSHING-TRK	3,606	13,400	13,376	13,700
TREES & SHRUBS-TRK	1,144	2,200	2,255	2,400
DRAINAGE-TRK	1,112	3,200	3,166	3,300
TRAFFIC SIGN/SIGNAL-TRK	2,698	5,100	5,029	5,100
PAVEMENT MARKING-TRK	-	900	960	1,000
WINTER MAINTENANCE-TRK	45,144	54,200	54,366	56,000
GUARD RAILS-TRK	-	-	-	-
ROADWAY INSPECTION-TRK	276,278	1,276	1,339	1,479
FUND TRANSFERS	3,421	-	-	-
TOTAL EXPENSES	\$ 600,379	\$ 417,676	\$ 465,212	\$ 440,079

EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ (164,534)	\$ 20,049	\$ (17,475)	\$ 19,060
--	---------------------	------------------	--------------------	------------------

YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	481,120	201,785	316,586	299,111
NET CHANGE IN FUND BALANCE	(164,534)	20,049	(17,475)	19,060
FUND BALANCE	\$ 316,586	\$ 221,834	\$ 299,111	\$ 318,171

CASH & INVESTMENTS	\$ 196,284	\$ 99,654	\$ 178,809	\$ 197,869
-------------------------------	-------------------	------------------	-------------------	-------------------

**CITY OF CHARLEVOIX
LOCAL STREET FUND
2024-25 BUDGET**

	2022-23 Actual	2023-24 Budget	2023-24 Est. Actual	2024-25 Budget
REVENUES				
GAS & WEIGHT TAX	169,575	162,358	174,271	178,711
STATE GRANTS - OTHER	-	5,000	5,000	5,000
INTEREST EARNINGS	5	30	100	100
MISCELLANEOUS INCOME	-	-	3,345	-
CONTRIBUTION - GENERAL FUND	-	-	-	-
CONTRIBUTION - INFRASTRUCTURE	-	-	-	-
CONTRIBUTION - PRIVATE SOURCES	-	-	-	-
CONTRIBUTION - OTHER - PARKING FUND	29,343	30,500	30,474	31,700
TOTAL REVENUES	\$ 198,924	\$ 197,888	\$ 213,190	\$ 215,511
EXPENSES				
ENGINEERING	-	-	-	-
CONTRACTUAL SERVICES	-	-	-	-
ROUTINE MAINTENANCE	11,022	19,900	20,024	20,500
SWEEPING & FLUSHING	11,549	13,900	13,926	14,300
TREES & SHRUBS	28,140	30,200	36,682	35,500
DRAINAGE	1,320	3,700	4,006	4,100
TRAFFIC CONTROL	6,516	7,700	7,729	7,800
WINTER MAINTENANCE	95,860	79,900	80,066	81,100
FUND TRANSFERS	-	-	-	-
ADMINISTRATION	11,271	12,600	12,776	13,200
TOTAL EXPENSES	\$ 165,679	\$ 167,900	\$ 175,208	\$ 176,500
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 33,244	\$ 29,988	\$ 37,982	\$ 39,011
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	18,346	52,290	51,590	89,572
NET CHANGE IN FUND BALANCE	33,244	29,988	37,982	39,011
FUND BALANCE	\$ 51,590	\$ 82,278	\$ 89,572	\$ 128,583
CASH & INVESTMENTS	\$ (9,659)	\$ 64,233	\$ 28,323	\$ 67,334

231 PARKING SERVICES FUND
2024-25 BUDGET

	2022-23 Actual	2023-24 Budget	2023-24 Est. Actual	2024-25 Budget
REVENUES				
PARKING FEES	114,046	118,300	130,000	132,600
FINES AND FORFEITS	16,653	15,000	15,000	15,000
INTEREST EARNINGS	66	-	100	100
MISCELLANEOUS INCOME	706	500	500	500
PROCEEDS FROM BONDS OR NOTES	-	-	-	-
TRANSFERS FROM OTHER FUNDS	-	-	-	-
TOTAL REVENUES	\$ 131,471	\$ 133,800	\$ 145,600	\$ 148,200

EXPENSES				
SALARIES & WAGES	7,648	9,300	15,247	15,900
WAGES (ICMA)	210	1,000	1,601	1,700
SALARIES & WAGES - TEMPORARY	11,633	12,400	14,280	14,900
EMPLOYEE FRINGE BENEFITS	7,710	9,100	14,035	14,600
MATERIALS & SUPPLIES	5,664	5,000	5,000	5,000
TELEPHONE	-	-	300	300
EQUIPMENT RENTAL	631	500	500	500
CREDIT CARD PROCESSING FEES	16,490	19,200	19,200	20,200
REFUNDS & REBATES	90	-	-	-
MACHINERY AND EQUIPMENT	1,452	5,000	26,000	5,000
LOAN PRINCIPAL	24,998	25,000	25,625	26,100
LOAN INTEREST	1,888	1,900	1,888	1,900
TRANSFER TO OTHER FUNDS	29,343	30,500	30,474	31,700
TOTAL EXPENSES	\$ 107,756	\$ 118,900	\$ 154,150	\$ 137,800

EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 23,715	\$ 14,900	\$ (8,550)	\$ 10,400
--	------------------	------------------	-------------------	------------------

YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	12,346	28,489	36,061	27,511
NET CHANGE IN FUND BALANCE	23,715	14,900	(8,550)	10,400
FUND BALANCE	\$ 36,061	\$ 43,389	\$ 27,511	\$ 37,911

CASH & INVESTMENTS	\$ 38,118	\$ 43,276	\$ 29,568	\$ 39,968
-------------------------------	------------------	------------------	------------------	------------------

CITY OF CHARLEVOIX
245 HOUSING INITIATIVES FUND
2024-25 BUDGET

	2022-23 Actual	2023-24 Budget	2023-24 Est. Actual	2024-25 Budget
REVENUES				
GRANTS - OTHER	-	-	-	225,000
INTEREST EARNINGS	24	-	35	40
DONATIONS - PRIVATE SOURCES	-	-	-	-
MISCELLANEOUS	-	-	-	-
CONTRIBUTIONS FROM OTHER FUNDS	6,000	6,000	6,000	6,000
TOTAL REVENUES	\$ 6,024	\$ 6,000	\$ 6,035	\$ 231,040

EXPENSES				
PROFESSIONAL SERVICES	4,625	-	4,625	-
CONTRACTUAL SERVICES	-	-	-	175,000
MISCELLANEOUS	-	-	-	-

TOTAL EXPENSES	\$ 4,625	\$ -	\$ 4,625	\$ 175,000
-----------------------	-----------------	-------------	-----------------	-------------------

EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 1,399	\$ 6,000	\$ 1,410	\$ 56,040
--	-----------------	-----------------	-----------------	------------------

YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	25,927	27,321	27,326	28,736
NET CHANGE IN FUND BALANCE	1,399	6,000	1,410	56,040
FUND BALANCE	\$ 27,326	\$ 33,321	\$ 28,736	\$ 84,776

CASH & INVESTMENTS	\$ 27,322	\$ 33,322	\$ 28,732	\$ 84,772
-------------------------------	------------------	------------------	------------------	------------------

CITY OF CHARLEVOIX
DOWNTOWN DEVELOPMENT AUTHORITY FUND
2024-25 BUDGET

	2022-23 Actual	2023-24 Budget	2023-24 Est. Actual	2024-25 Budget
REVENUES				
CURRENT PROPERTY TAX	42,516	43,900	45,892	45,900
PROPERTY TAX - CAPTURE LOCAL	508,023	508,000	532,974	533,000
DELINQUENT PROPERTY TAX COLLECTED	563	-	-	-
IFT/CFT TAXES	820	800	800	800
PENALTY - PROPERTY TAX	104	100	100	100
FEDERAL / STATE / OTHER GRANTS	13,959	18,000	46,124	21,100
INTEREST EARNINGS	992	1,000	1,000	1,000
INTEREST EARNINGS - LEASES	10,946	-	11,000	11,000
RENTS & ROYALTIES - SUNSHINE	1,000	1,000	1,000	1,000
RENTS & ROYALTIES - BIBCO LEASE	35,175	41,200	41,156	42,500
RENTS & ROYALTIES - LONG RD DISTILL	(2,100)	-	-	-
RENTS & ROYALTIES - BRIDGE PARK	19,248	16,800	16,800	16,500
MISCELLANEOUS & IWF REIMBURSEMENT	(800)	14,300	14,300	14,300
CONTRIBUTION - OTHER SOURCES	1,980	-	2,000	2,000
CONTRIBUTION - TREE LIGHTS	232	-	-	-
CONTRIBUTION - MAIN STREET	-	-	66	-
CONTRIBUTION - PERFORMANCE PAVILION	2,942	6,000	6,000	6,000
TOTAL REVENUES	\$ 635,603	\$ 651,100	\$ 719,213	\$ 695,200

EXPENSES				
SALARIES & WAGES	43,984	51,800	51,830	53,900
WAGES - ICMA	4,796	5,400	5,442	5,700
SALARIES & WAGES - TEMPORARY	-	-	-	-
EMPLOYEE FRINGE BENEFITS	34,308	40,400	40,428	42,000
OPERATING SUPPLIES	11,761	9,500	9,549	9,700
OPERATING SUPPLIES - THE VAULT	-	-	-	-
IWF MAINTENANCE	-	6,000	6,000	6,000
MARKETING & PROMOTIONAL SERVICES	26,994	26,000	26,000	20,000
PROMOTION COMMITTEE EXPENSES	9,700	9,000	11,690	12,300
ORGANIZATION COMMITTEE	-	700	700	700
BUSINESS RECRUITMENT/RETENTION	25,000	-	-	-
CONTRACTUAL SERVICES	36,129	36,000	62,950	36,000
DESIGN COMMITTEE	19,694	16,000	16,105	16,000
DESIGN CAPITAL IMPROVEMENTS	-	-	-	-
LEGAL SERVICES	450	500	1,520	500
TELEPHONE	1,136	2,000	2,000	2,100
CONFERENCE & TRAVEL	3,864	2,000	2,900	2,000
PRINTING & PUBLISHING	-	-	-	-
INSURANCE & BONDS	2,380	2,500	2,479	2,500
REFUNDS - PROPERTY TAX & TIFA	4,394	6,000	6,000	6,000
MAINTENANCE - BRIDGE PARK BUILDING	21,473	30,000	30,000	30,000
MISCELLANEOUS	-	100	800	100
MISCELLANEOUS - MAIN STREET	209	500	500	500
LIBRARY CONTRIBUTION	30,000	30,000	30,000	30,000
TRANSFER TO OTHER FUNDS	2,338	100,000	100,000	-
TRANSFER TO OTHER FUNDS (MARINA)	336,100	335,400	335,400	339,000
TOTAL EXPENSES	\$ 614,710	\$ 709,800	\$ 742,293	\$ 615,000

EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 20,893	\$ (58,700)	\$ (23,080)	\$ 80,200
--	------------------	--------------------	--------------------	------------------

YEAR END BALANCES				
FUND BALANCE / NET POSITION BEGINNING OF YEAR	2,857,501	3,195,701	2,878,394	2,855,313
CHANGE IN FUND BALANCE / NET POSITION	20,893	(58,700)	(23,080)	80,200
FUND BALANCE / NET POSITION	\$ 2,878,394	\$ 3,137,001	\$ 2,855,313	\$ 2,935,513
CASH & INVESTMENTS	\$ 300,859	\$ 232,955	\$ 277,778	\$ 357,978

* Note: Cash includes \$50,000 investment

CITY OF CHARLEVOIX
GENERAL DEBT SERVICE FUND - INFRASTRUCTURE
2024-25 BUDGET

	2022-23 Actual	2023-24 Budget	2023-24 Est. Actual	2024-25 Budget
REVENUES				
INTEREST EARNINGS	65	-	100	-
MISCELLANEOUS	-	-	-	-
CONTRIBUTIONS FROM OTHER FUNDS	-	-	-	-
CONTRIBUTIONS FROM OTHER FUNDS PI6	121,200	122,200	122,200	122,800
CONTRIBUTIONS FROM OTHER FUNDS PI7	200,000	200,000	200,000	200,000
TOTAL REVENUES	\$ 321,265	\$ 322,200	\$ 322,300	\$ 322,800
EXPENSES				
BOND PRINCIPAL	225,000	235,000	235,000	245,000
BOND INTEREST	96,200	87,200	87,200	77,800
PAYING AGENT FEES	250	300	300	300
TOTAL EXPENSES	\$ 321,450	\$ 322,500	\$ 322,500	\$ 323,100
REVENUES OVER EXPENSES	\$ (185)	\$ (300)	\$ (200)	\$ (300)
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	68,853	68,553	68,668	68,468
NET CHANGE IN FUND BALANCE	(185)	(300)	(200)	(300)
FUND BALANCE	\$ 68,668	\$ 68,253	\$ 68,468	\$ 68,168
CASH & INVESTMENTS	\$ 25,085	\$ 20,174	\$ 24,885	\$ 24,585

CITY OF CHARLEVOIX
GENERAL DEBT SERVICE FUND - NEW SERVICES FACILITY
2024-25 BUDGET

	2022-23 Actual	2023-24 Budget	2023-24 Est. Actual	2024-25 Budget
REVENUES				
INTEREST EARNINGS	122	-	100	-
CONTRIBUTION-MOTOR POOL	85,488	85,663	85,663	84,893
CONTRIBUTION-ELECTRIC	244,250	244,750	244,750	242,550
CONTRIBUTION-WATER	73,275	73,425	73,425	72,765
CONTRIBUTION-SEWER	85,488	85,663	85,663	84,893
CONTRIBUTION-DPW	-	-	-	-
TOTAL REVENUES	\$ 488,622	\$ 489,500	\$ 489,600	\$ 485,100
EXPENSES				
BOND PRINCIPAL	225,000	235,000	235,000	240,000
BOND INTEREST	262,500	253,500	253,500	244,100
PAYING AGENT FEES	125	900	900	900
TOTAL EXPENSES	\$ 487,625	\$ 489,400	\$ 489,400	\$ 485,000
REVENUES OVER EXPENSES	\$ 997	\$ 100	\$ 200	\$ 100
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	137,051	137,151	138,048	138,248
NET CHANGE IN FUND BALANCE	997	100	200	100
FUND BALANCE	\$ 138,048	\$ 137,251	\$ 138,248	\$ 138,348
CASH & INVESTMENTS	\$ 10,921	\$ 6,001	\$ 11,121	\$ 11,221

CITY OF CHARLEVOIX
PI #14 Public Services Facility FUND
2024-25 BUDGET

	2022-23 Actual	2023-24 Budget	2023-24 Est. Actual	2024-25 Budget
REVENUES				
INTEREST EARNINGS	1	-	-	-
REIMBURSEMENTS	-	-	-	-
BOND PROCEEDS	-	-	-	-
CONTRIBUTION FROM OTHER FUNDS	23,693	-	-	-
TOTAL REVENUES	\$ 23,694	\$ -	\$ -	\$ -
EXPENSES				
PROFESSIONAL SERVICES	-	-	-	-
CONTRACTUAL SERVICES	66,483	-	-	-
LEGAL FEES	-	-	-	-
MISCELLANEOUS	-	-	0	-
TOTAL EXPENSES	\$ 66,483	\$ -	\$ 0	\$ -
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ (42,790)	\$ -	(0) \$	-
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	42,790	-	-	-
NET CHANGE IN FUND BALANCE	(42,790)	-	(0)	-
FUND BALANCE	\$ 0	\$ -	(0) \$	-
CASH & INVESTMENTS	\$ -	\$ -	\$ -	-

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

CITY OF CHARLEVOIX
PI #15 TRAIL DEVELOPMENT-IMPROVEMENT FUND
2024-25 BUDGET

	2022-23 Actual	2023-24 Budget	2023-24 Est. Actual	2024-25 Budget
REVENUES				
STATE GRANT	-	657,771	-	657,771
TRAIL GRANTS	-	-	-	-
INTEREST EARNINGS	324	100	500	-
CONTRIBUTIONS/DONATIONS PRIVATE SRCS	-	5,000	5,000	-
CONTRIBUTIONS FROM OTHER FUNDS	50,000	-	-	-
TOTAL REVENUES	\$ 50,324	\$ 662,871	\$ 5,500	\$ 657,771
EXPENSES				
PROFESSIONAL SERVICES	14,514	118,000	15,000	52,600
CONTRACTUAL SERVICES	-	907,800	-	907,800
LEGAL FEES	-	1,000	1,000	-
PRINTING AND PUBLISHING	-	500	500	-
TOTAL EXPENSES	\$ 14,514	\$ 1,027,300	\$ 16,500	\$ 960,400
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 35,811	\$ (364,429)	\$ (11,000)	\$ (302,629)
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	314,072	361,873	349,883	338,883
NET CHANGE IN FUND BALANCE	35,811	(364,429)	(11,000)	(302,629)
FUND BALANCE	\$ 349,883	\$ (2,556)	\$ 338,883	\$ 36,254
CASH & INVESTMENTS	\$ 349,832	\$ 461	\$ 338,832	\$ 36,203

CITY OF CHARLEVOIX
PI #1 FIRE REPLACEMENT FUND
2024-25 BUDGET

	2022-23 Actual	2023-24 Budget	2023-24 Est. Actual	2024-25 Budget
REVENUES				
INTEREST EARNINGS	247	500	500	500
SALE OF FIXED ASSETS	-	-	-	-
CONTRIBUTION FROM MOTOR POOL	56,512	55,286	55,286	58,940
TOTAL REVENUES	\$ 56,759	\$ 55,786	\$ 55,786	\$ 59,440
EXPENSES				
CAPITAL OUTLAY - PUBLIC SAFETY	-	-	-	-
MACHINERY & EQUIPMENT - FIRE	-	-	-	-
TOTAL EXPENSES	\$ -	\$ -	\$ -	\$ -
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 56,759	\$ 55,786	\$ 55,786	\$ 59,440
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	221,973	278,985	278,732	334,518
NET CHANGE IN FUND BALANCE	56,759	55,786	55,786	59,440
FUND BALANCE	\$ 278,732	\$ 334,771	\$ 334,518	\$ 393,958
CASH & INVESTMENTS	\$ 280,086	\$ 336,162	\$ 335,872	\$ 395,312

CITY OF CHARLEVOIX
PI #2 SEWER CAPITAL FUND-TAP INS*
2024-25 BUDGET

	2022-23 Actual	2023-24 Budget	2023-24 Est. Actual	2024-25 Budget
REVENUES				
INTEREST EARNINGS	195	80	250	200
SEWER TAP INS	12,000	15,000	15,000	15,000
CONTRIBUTIONS FROM OTHER FUNDS	-	-	-	-
TOTAL REVENUES	\$ 12,195	\$ 15,080	\$ 15,250	\$ 15,200
EXPENSES				
CAPITAL OUTLAY	-	-	-	-
TRANSFER TO SEWER FUND	-	-	-	-
TOTAL EXPENSES	\$ -	\$ -	\$ -	\$ -
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 12,195	\$ 15,080	\$ 15,250	\$ 15,200
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	168,485	183,565	180,680	195,930
NET CHANGE IN FUND BALANCE	12,195	15,080	15,250	15,200
FUND BALANCE	\$ 180,680	\$ 198,645	\$ 195,930	\$ 211,130
CASH & INVESTMENTS	\$ 180,650	\$ 198,645	\$ 195,900	\$ 211,100

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

CITY OF CHARLEVOIX
PI #5 SEWER CAPITAL FUND - NORTHSIDE / SOUTHSIDE SEWER*
2024-25 BUDGET

	2022-23 Actual	2023-24 Budget	2023-24 Est. Actual	2024-25 Budget
REVENUES				
INTEREST EARNINGS	383	500	500	500
COLLECTION & CONSTRUCTION FEES:				
CHARLEVOIX CC	2,000	2,000	2,000	2,000
NORTH POINTE WOODS	-	-	-	-
WHIPPOORWILL	-	-	-	-
PINE POINT	-	2,000	2,000	2,000
BIG FISH	-	-	-	-
OTHER	-	-	-	-
TOTAL REVENUES	\$ 2,383	\$ 4,500	\$ 4,500	\$ 4,500
EXPENSES				
LEGAL & PROFESSIONAL FEES	-	-	-	-
TRANSFER TO SEWER FUND	-	-	-	-
TOTAL EXPENSES	\$ -	\$ -	\$ -	\$ -
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 2,383	\$ 4,500	\$ 4,500	\$ 4,500
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	306,136	310,636	308,519	313,019
NET CHANGE IN FUND BALANCE	2,383	4,500	4,500	4,500
FUND BALANCE	\$ 308,519	\$ 315,136	\$ 313,019	\$ 317,519
CASH & INVESTMENTS	\$ 346,112	\$ 352,786	\$ 350,612	\$ 355,112

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

CITY OF CHARLEVOIX
PI #6 INFRASTRUCTURE IMPROVEMENTS FUND
2024-25 BUDGET

	2022-23 Actual	2023-24 Budget	2023-24 Est. Actual	2024-25 Budget
REVENUES				
CURRENT PROPERTY TAX	435,504	315,800	338,010	349,000
PAYMENT IN LIEU OF TAXES	1,405	1,200	1,200	1,200
IFT TAXES	1,302	1,400	1,400	1,400
TAXES COLLECTED - DELINQUENT	14,834	4,200	4,200	4,200
STATE GRANTS	-	-	-	-
INTEREST EARNINGS	313	2,400	2,400	2,400
MISCELLANEOUS	-	-	51,239	-
PROCEEDS FROM BONDS	-	-	-	-
CONTRIBUTION FROM OTHER FUNDS	916,644	100,000	512,490	-
TOTAL REVENUES	\$ 1,370,002	\$ 425,000	\$ 910,939	\$ 358,200
EXPENSES				
PROFESSIONAL SERVICES	-	-	-	-
PROFESSIONAL SERVICES	-	-	-	-
CONTRACTUAL SERVICES	144,829	1,150,000	1,744,082	-
REFUNDS & REBATES / MISCELLANEOUS	4	-	-	-
BOND ISSUANCE COSTS	-	-	-	-
TRANSFER TO GENERAL FUND	-	-	-	-
TRANSFER TO MAJOR STREET	-	-	-	-
TRANSFER TO LOCAL STREET	-	-	-	-
TRANSFER TO AIPOIT	-	-	-	-
TRANSFER TO GENERAL DEBT OBLIGATIC	121,200	122,200	122,200	122,800
TRANSFER TO TRAIL DEVELOPMENT FUN	50,000	-	-	-
TRANSFER TO ELECTRIC	-	-	-	-
TRANSFER TO SEWER	-	-	-	-
TRANSFER TO WATER	-	-	-	-
TOTAL EXPENSES	\$ 316,033	\$ 1,272,200	\$ 1,866,282	\$ 122,800
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 1,053,969	\$ (847,200)	\$ (955,343)	\$ 235,400
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	89,052	1,176,139	1,143,021	187,678
NET CHANGE IN FUND BALANCE	1,053,969	(847,200)	(955,343)	235,400
FUND BALANCE	\$ 1,143,021	\$ 328,939	\$ 187,678	\$ 423,078
CASH & INVESTMENTS	\$ 1,167,183	\$ 339,074	\$ 211,840	\$ 447,240

CITY OF CHARLEVOIX
PI #7 STREET IMPROVEMENT FUND
2024-25 BUDGET

	2022-23 Actual	2023-24 Budget	2023-24 Est. Actual	2024-25 Budget
REVENUES				
COUNTY ROAD TAX	241,855	259,300	276,634	285,600
PAYMENT IN LIEU OF TAXES	811	3,000	3,000	3,000
DELINQUENT TAXES	15,159	9,000	9,000	9,000
IFT TAX	296	-	300	300
INTEREST EARNINGS	50	200	200	200
TOTAL REVENUES	\$ 258,171	\$ 271,500	\$ 289,134	\$ 298,100

EXPENSES				
PROFESSIONAL SERVICES	-	-	-	-
CONTRACTUAL SERVICES	224,524	-	16,597	-
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	-	27,158	-
REFUNDS & REBATES / MISCELLANEOUS	2	-	-	-
TOTAL EXPENSES	\$ 477,276	\$ 200,000	\$ 243,755	\$ 200,000

EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ (219,105)	\$ 71,500	\$ 45,379	\$ 98,100
--	---------------------	------------------	------------------	------------------

YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	242,367	31,070	23,262	68,641
NET CHANGE IN FUND BALANCE	(219,105)	71,500	45,379	98,100
FUND BALANCE	\$ 23,262	\$ 102,570	\$ 68,641	\$ 166,741

CASH & INVESTMENTS	\$ 22,583	\$ 102,188	\$ 67,962	\$ 166,062
-------------------------------	------------------	-------------------	------------------	-------------------

CITY OF CHARLEVOIX
PI #9 BUSINESS PARK FUND
2024-25 BUDGET

	2022-23 Actual	2023-24 Budget	2023-24 Est. Actual	2024-25 Budget
REVENUES				
FEDERAL REVENUES	-	-	-	-
STATE GRANT	-	-	-	-
INTEREST EARNINGS	28	70	70	70
TAP IN FEES - SS SEWER @ MARION CTR	-	-	-	-
CONTRIBUTIONS FROM OTHER FUNDS	7,500	7,500	7,500	7,500
TOTAL REVENUES	\$ 7,528	\$ 7,570	\$ 7,570	\$ 7,570
EXPENSES				
OTHER FUNCTIONS	2,500	3,500	3,500	3,500
CAPITAL OUTLAY	-	1,500	5,500	1,500
TRANSFER TO ELECTRIC	-	-	-	-
TOTAL EXPENSES	\$ 2,500	\$ 5,000	\$ 9,000	\$ 5,000
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 5,028	\$ 2,570	\$ (1,430)	\$ 2,570
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	27,375	29,945	32,403	30,973
NET CHANGE IN FUND BALANCE	5,028	2,570	(1,430)	2,570
FUND BALANCE	\$ 32,403	\$ 32,515	\$ 30,973	\$ 33,543
CASH & INVESTMENTS	\$ 32,398	\$ 32,570	\$ 30,969	\$ 33,539

CITY OF CHARLEVOIX
PI #12 MT. MCSAUBA RECREATION IMPROVEMENT FUND
2024-25 BUDGET

	2022-23 Actual	2023-24 Budget	2023-24 Est. Actual	2024-25 Budget
REVENUES				
INTEREST EARNINGS	66	20	70	20
GRANTS	-	-	-	-
RENTS & ROYALTIES-TOWER LEASES	8,223	7,000	7,300	7,300
CONTRIBUTIONS	-	-	-	-
TOTAL REVENUES	\$ 8,289	\$ 7,020	\$ 7,370	\$ 7,320
EXPENSES				
CONTRACTUAL SERVICES	-	10,000	10,000	-
MACHINERY AND EQUIPMENT	-	-	-	-
TRANSFER TO MOTOR POOL	-	-	-	-
TRANSFER TO GENERAL FUND	-	-	-	-
TOTAL EXPENSES	\$ -	\$ 10,000	\$ 10,000	\$ -
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 8,289	\$ (2,980)	\$ (2,630)	\$ 7,320
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	37,916	44,946	46,205	43,575
NET CHANGE IN FUND BALANCE	8,289	(2,980)	(2,630)	7,320
FUND BALANCE	\$ 46,205	\$ 41,966	\$ 43,575	\$ 50,895
CASH & INVESTMENTS	\$ 46,198	\$ 41,966	\$ 43,568	\$ 50,888

CITY OF CHARLEVOIX
PI #17 BUILDING CAPITAL PROJECT - IMPROVEMENT FUND
2024-25 BUDGET

	2022-23 Actual	2023-24 Budget	2023-24 Est. Actual	2024-25 Budget
REVENUES				
STATE GRANT	-	-	-	100,000
INTEREST EARNINGS	-	-	200	-
CONTRIBUTIONS FROM OTHER FUNDS	1,088,669	-	-	-
TOTAL REVENUES	\$ 1,088,669	\$ -	\$ 200	\$ 100,000
EXPENSES				
PROFESSIONAL SERVICES	72,415	73,700	73,670	98,200
CONTRACTUAL SERVICES	-	-	14,305	130,400
LEGAL FEES	-	-	-	-
PRINTING AND PUBLISHING	-	-	-	-
TOTAL EXPENSES	\$ 72,415	\$ 73,700	\$ 87,975	\$ 228,600
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 1,016,254	\$ (73,700)	\$ (87,775)	\$ (128,600)
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	-	1,035,199	1,016,254	928,479
NET CHANGE IN FUND BALANCE	1,016,254	(73,700)	(87,775)	(128,600)
FUND BALANCE	\$ 1,016,254	\$ 961,499	\$ 928,479	\$ 799,879
CASH & INVESTMENTS	\$ 1,134,373	\$ 961,499	\$ 1,046,598	\$ 917,998

**CITY OF CHARLEVOIX
AIRPORT FUND
2024-25 BUDGET**

	2022-23 Actual	2023-24 Budget	2023-24 Est. Actual	2024-25 Budget
REVENUES				
INTEREST EARNINGS	702	558	900	918
FEDERAL GRANTS	111,102	-	-	-
RENTS & ROYALTIES - AIRPORT PERMITS	16,037	22,523	22,523	22,973
RENTS & ROYALTIES - HANGAR RENTS	45,582	57,000	57,000	58,140
LAND LEASES	4,385	36,081	36,081	36,803
STATE GRANTS	-	-	-	-
PARKING FEES	68,285	75,700	75,700	77,214
FUEL, CONTRACT, RETAIL, FLOWAGE, SALES	1,724,155	1,699,590	1,699,590	1,733,582
INTO WING FEES	112,517	107,000	190,000	193,800
AFTER HOURS CALLOUT FEES	40,535	41,000	41,000	41,820
THRU-PUT FEES	-	15	15	15
LANDING, RAMP, LAVATORY, GROUND FEES	197,985	202,000	202,900	206,958
DISCOUNTS - AIRPORT SALES TAX	262	306	306	312
CONTRIBUTED CAPITAL	-	443,650	38,978	180,500
SALE OF FIXED ASSETS	-	-	-	-
REFUNDS & REBATES - INSURANCE	7,143	9,009	9,009	9,189
TRANSFER FROM OTHER FUNDS	-	-	-	-
TAXABLE MERCHANDISE	458	743	800	816
VENDING MACHINE PROCEEDS	979	1,224	1,224	1,248
MISCELLANEOUS	12,693	8,058	8,058	8,219
TOTAL REVENUES	\$ 2,342,821	\$ 2,704,457	\$ 2,384,084	\$ 2,572,508
EXPENSES				
SALARIES & WAGES - FULL TIME	192,745	188,100	195,712	203,700
WAGES - ICMA	20,314	20,700	21,518	22,400
SALARIES & WAGES - TEMPORARY	53,111	43,700	46,737	45,500
EMPLOYEE FRINGE BENEFITS	126,380	153,300	159,666	165,700
OFFICE SUPPLIES	5,509	3,200	3,200	4,700
CLEANING SUPPLY - TERMINAL	1,842	1,300	2,600	2,600
ICE/COFFEE SUPPLY	1,339	1,300	1,600	1,400
VENDING MACHINE SUPPLY	399	700	700	700
MAINT. REPAIR EQUIPMENT, SUPPLIES	15,681	9,600	15,800	14,200
UNIFORMS & PPE	4,318	2,800	6,100	6,000
AVIATION FUEL	1,393,602	1,441,000	1,200,000	1,200,000
DIESEL FUEL	9,293	8,000	8,000	8,000
FUEL - HOLIDAY GAS STATION	2,227	1,600	2,200	2,200
FUEL TRUCK LEASE	7,000	7,000	7,000	7,000
FUEL MASTER PUMP, TRUCK, FARM REPAIRS	25,843	17,000	27,500	26,000
PROFESSIONAL SERVICES	1,921	2,300	2,670	2,700
CONTRACTUAL SERVICES	7,390	8,600	8,600	8,600
LEGAL FEES	2,417	1,000	1,000	1,000
TELEPHONE	2,168	2,300	2,300	2,300
CONFERENCE & TRAVEL	979	500	3,200	2,000
INSURANCE & BONDS	17,229	17,800	17,758	18,100
HANGAR REPAIRS	6,963	3,300	3,300	3,300
UTILITIES	36,139	33,100	33,100	33,100
TERMINAL BLDG REPAIR & GROUNDS	17,188	45,000	45,000	45,000
SRE BLDG & HANGERS REPAIR & MAINT	3,569	2,000	6,000	5,000
TRASH REMOVAL	1,542	1,300	1,600	1,600
EQUIPMENT RENTAL	621	500	500	500
DUES & MEMBERSHIPS	450	500	500	500
PRINTING & PUBLISHING	2,295	600	1,000	1,000
MISCELLANEOUS	12,079	4,500	4,500	4,500
CREDIT CARD PROCESSING FEE	33,172	33,100	33,100	33,100
REFUNDS & REBATES	-	-	-	-
MACHINERY & EQUIPMENT	3,280	2,500	20,500	3,000
CAPITAL OUTLAY Engineering	-	-	-	-
CAPITAL OUTLAY - Multi Projects	-	23,350	2,051	9,500
DEBT SERVICE - PRINCIPAL (MDOT, Act99)	-	-	-	-
DEBT SERVICE - INTEREST (MDOT, Act99, Elect Loa	-	-	-	-
GRANT MATCH TO STATE	-	-	-	-
DEPRECIATION	508,161	505,000	509,000	514,100
TRANSFER TO OTHER FUNDS	39,043	27,600	27,643	29,500
TOTAL EXPENSES	\$ 2,556,211	\$ 2,614,150	\$ 2,421,654	\$ 2,428,500
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ (213,390)	\$ 90,307	\$ (37,570)	\$ 144,008
YEAR END BALANCES				
NET POSITION BEGINNING OF YEAR	8,794,163	7,941,604	8,580,773	8,543,203
CHANGE IN NET POSITION	(213,390)	90,307	(37,570)	144,008
NET POSITION	\$ 8,580,773	\$ 8,031,911	\$ 8,543,203	\$ 8,687,211
CASH & INVESTMENTS	\$ 542,290	\$ 799,222	\$ 974,742	\$ 1,452,350

**CITY OF CHARLEVOIX
ELECTRIC FUND
2024-25 BUDGET**

	2022-23 Actual	2023-24 Budget	2023-24 Est. Actual	2024-25 Budget
REVENUES				
FEDERAL GRANTS	77	-	-	-
ELECTRIC SERVICES	64,952	35,700	81,700	50,700
POWER SALES	6,468,648	7,230,000	7,230,000	7,410,700
POWER COST ADJ REVENUES	885,737	713,320	1,417,000	1,417,000
FINES & FORFEITS	30,655	35,000	36,400	35,000
INTEREST & RENTS	35,858	17,441	17,441	16,239
OTHER	7,504	18,500	24,200	18,500
TRANSFER FROM OTHER FUNDS	-	12,475	112,475	105,677
TOTAL REVENUES	\$ 7,493,431	\$ 8,062,436	\$ 8,919,216	\$ 9,053,816
EXPENSES				
TRANSMISSION / DISTRIBUTION	2,262,357	2,414,400	2,591,370	2,599,700
ACCOUNTING & ADMIN	750,778	867,500	874,062	925,600
PURCHASED POWER	4,150,585	4,196,000	4,196,000	4,196,000
CAPITAL IMPROVEMENTS	9,277	1,999,000	260,000	2,504,000
DEPRECIATION	427,806	510,000	430,000	438,600
FUND TRANSFERS	564,341	249,300	394,254	247,100
DEBT SERVICE	-	-	-	-
TOTAL EXPENSES	\$ 8,165,144	\$ 10,236,200	\$ 8,745,686	\$ 10,911,000
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ (671,715)	\$ (2,173,764)	\$ 173,531	\$ (1,857,184)
YEAR END BALANCES				
NET POSITION BEGINNING OF YEAR	8,778,887	7,620,793	8,107,172	8,280,703
CHANGE IN NET POSITION	(671,715)	(2,173,764)	173,531	(1,857,184)
NET POSITION	\$ 8,107,172	\$ 5,447,029	\$ 8,280,703	\$ 6,423,519
RESERVE FOR DEPOSITS	85,000	85,000	85,000	85,000
CHARTER RESERVE	75,000	75,000	75,000	75,000
UNRESTRICTED	5,098,049	3,284,472	5,701,580	4,282,996
CASH & INVESTMENTS	\$ 5,258,049	\$ 3,444,472	\$ 5,861,580	\$ 4,442,996

CITY OF CHARLEVOIX
SEWER FUND*
2024-25 BUDGET

	2022-23 Actual	2023-24 Budget	2023-24 Est. Actual	2024-25 Budget
REVENUES				
OPERATIONS				
STATE GRANTS	-	-	-	-
FEDERAL GRANTS	22	-	-	-
SEWER SERVICES - MISCELLANEOUS	1066.83	-	13,000	-
SEWER SALES	2,675,685	2,507,900	2,729,199	2,783,800
DISCOUNTS FORFEITED	8,589	8,500	8,500	8,500
INTEREST EARNINGS - OPERATIONS	7,890	6,000	7,100	6,100
OTHER & PASS THRU'S	6,837	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	12,000	15,000	15,000	15,000
INTEREST EARNINGS - CAPITAL RESERVE	195	80	250	200
TRANSFER FROM OTHER FUNDS PI #2	-	-	-	-
NORTHSIDE SEWER				
NORTHSIDE SEWER FEES	2,000	4,000	4,000	4,000
INTEREST EARNINGS - NORTHSIDE SEWER	383	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	\$ 2,714,667	\$2,547,580	\$ 2,783,149	\$ 2,823,700
EXPENSES				
OPERATIONS				
WASTEWATER TREATMENT PLANT	786,269	798,500	800,974	819,900
SEWER LINES	229,883	250,900	257,867	275,600
ACCOUNTING & ADMIN	293,661	330,800	335,245	351,300
LIFT STATIONS	77,253	144,300	144,456	147,100
CAPITAL IMPROVEMENTS	3,947	800,000	808,100	750,000
DEPRECIATION	586,825	590,000	590,000	590,000
DEBT SERVICE	176,864	606,100	606,114	605,100
FUND TRANSFERS	232,100	90,200	157,831	89,400
CAPTIAL IMPROVEMENT FUND				
FUND TRANSFERS	-	-	-	-
NORTHSIDE SEWER				
NORTHSIDE SEWER LEGAL / PROF FEES	-	-	-	-
CAPITAL IMPROVEMENTS	-	-	-	-
TOTAL EXPENSES	\$ 2,386,800	\$ 3,610,800	\$ 3,700,587	\$ 3,628,400
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 327,867	\$ (1,063,220)	\$ (917,438)	\$ (804,700)
YEAR END BALANCES				
NET POSITION BEGINNING OF YEAR	11,691,802	10,316,093	12,019,669	11,102,230
CHANGE IN NET POSITION	327,867	(1,063,220)	(917,438)	(804,700)
NET POSITION	\$ 12,019,669	\$ 9,252,873	\$ 11,102,230	\$ 10,297,530
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	180,650	198,645	195,900	211,100
CASH PI #5 NORTHSIDE SEWER RESERVE	346,112	352,786	350,612	355,112
UNRESTRICTED	4,824,158	3,049,106	4,476,970	4,242,570
CASH & INVESTMENTS	\$ 6,175,920	\$ 4,425,537	\$ 5,848,482	\$ 5,633,782

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

**CITY OF CHARLEVOIX
WATER FUND
2024-25 BUDGET**

	2022-23 Actual	2023-24 Budget	2023-24 Est. Actual	2024-25 Budget
REVENUES				
STATE & FEDERAL GRANTS	-	-	-	-
FEDERAL GRANT	(379)	-	-	-
WATER SERVICES-TAP INS	12,979	5,000	10,500	8,000
WATER SERVICES-READ-O-MATIC	861	1,200	3,500	3,500
WATER SERVICES-MISC	661	3,000	6,500	6,000
WATER SALES	1,878,323	1,707,300	1,944,064	2,039,300
INTEREST EARNINGS	4,028	200	2,700	2,700
DISCOUNTS FORFEITED	6,787	6,000	6,200	6,200
TRANSFER FROM OTHER FUNDS	-	-	-	-
TRANSFER FROM INFRASTRUCTURE	-	-	-	-
TRANSFER FROM STREET IMPROVEMENT	-	-	-	-
MISCELLANEOUS	13,919	18,200	18,200	18,200
TOTAL REVENUES	\$ 1,917,178	\$ 1,740,900	\$ 1,991,664	\$ 2,083,900
EXPENSES				
TRANSMISSION & DISTRIBUTION	558,710	538,500	521,037	619,600
ACCOUNTING & ADMIN	214,041	236,800	240,960	243,800
WATER TREATMENT PLANT	432,471	531,400	550,275	559,900
CAPITAL IMPROVEMENTS	5,034	941,300	825,208	550,000
DEPRECIATION	334,749	310,000	344,000	365,000
FUND TRANSFERS	296,458	77,900	250,584	77,300
DEBT SERVICE	-	-	-	-
TOTAL EXPENSES	\$ 1,841,463	\$ 2,635,900	\$ 2,732,064	\$ 2,415,600
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 75,715	\$ (895,000)	\$ (740,400)	\$ (331,700)
YEAR END BALANCES				
NET POSITION BEGINNING OF YEAR	6,605,862	5,694,408	6,681,577	5,941,177
CHANGE IN NET POSITION	75,715	(895,000)	(740,400)	(331,700)
NET POSITION	\$ 6,681,577	\$ 4,799,408	\$ 5,941,177	\$ 5,609,477
CHARTER RESERVE	75,000	75,000	75,000	75,000
UNRESTRICTED	2,199,703	660,592	1,803,303	1,836,603
CASH & INVESTMENTS	\$ 2,274,703	\$ 735,592	\$ 1,878,303	\$ 1,911,603

**CITY OF CHARLEVOIX
MARINA FUND
2024-25 BUDGET**

	2022-23 Actual	2023-24 Budget	2023-24 Est. Actual	2024-25 Budget
REVENUES				
STATE GRANTS	-	-	-	-
FEDERAL GRANTS	-	-	-	-
LAUNDRY REVENUE	92	1,730	1,730	100
SALE OF MERCHANDISE - TAXABLE	29	-	-	-
RENTS & ROYALTIES - DOCKING SEASONAL	82,476	84,660	133,500	136,170
RENTS & ROYALTIES - DOCKING RESERV SYSTEM	460,628	470,220	470,220	479,624
RENTS & ROYALTIES - DOCKING TRANSIENT	5,666	5,000	9,000	5,000
RENTS & ROYALTIES - COMMERCIAL OPERATORS	28,470	8,650	10,650	8,650
INTEREST INCOME	1,827	600	600	600
CONTRIBUTIONS-PRIVATE SOURCES	5,355	-	-	-
REFUNDS and REBATES	-	-	9,025	-
FUND TRANSFERS FROM DDA - DEBT SVC	336,100	335,400	335,400	339,000
ADVANCE FROM OTHER FUNDS	188,752	36,000	36,000	36,000
SALE OF FIXED ASSETS	-	-	-	-
MISCELLANEOUS-OTHER REVENUE	1,383	-	1,512	-
TOTAL REVENUES	\$ 1,110,777	\$ 942,260	\$ 1,007,637	\$ 1,005,144
EXPENSES				
SALARIES & WAGES - FULL TIME	38,039	41,700	41,673	43,400
WAGES - ICMA	4,789	5,000	5,021	5,200
SALARIES & WAGES - TEMPORARY	98,234	105,600	110,961	108,300
EMPLOYEE FRINGE BENEFITS	51,855	48,400	49,149	50,100
OFFICE SUPPLIES	2,766	1,500	1,700	1,700
OPERATING SUPPLIES	12,717	9,100	11,300	10,800
PROFESSIONAL SERVICES	1,432	3,000	4,100	3,000
CONTRACTUAL SERVICES	24,734	19,000	29,000	29,000
STATE CRS COMMISSION FEES	16,320	19,100	19,100	21,000
STATE CRS RESERVATION FEES	12,479	14,300	14,300	15,700
LEGAL FEES	6,136	-	625	500
TELEPHONE	955	1,000	1,000	1,000
CONFERENCE/TRAVEL/TRAINING	160	1,800	1,800	1,800
INSURANCE & BONDS	4,064	4,300	4,300	4,400
UTILITIES	66,885	71,600	71,600	75,200
BUILDING & DOCK MAINTENANCE	4,942	18,000	18,000	18,300
EQUIPMENT RENTAL	360	700	700	700
MISCELLANEOUS	4,190	4,200	4,650	4,600
CREDIT CARD PROCESSING FEES	9,160	8,500	9,000	9,000
REFUNDS & REBATES	-	500	500	500
AMORTIZATION EXPENSE	-	-	-	-
DEPRECIATION	654,346	658,000	658,000	658,000
MACHINERY & EQUIPMENT	-	300	300	300
INTEREST EXPENSE	2,930	1,900	1,930	900
TRANSFER TO ELECTRIC - ADVANCE REIMBUSE	3,026	100,000	100,000	93,000
TRANSFER TO OTHER FUNDS	-	-	-	-
DEBT SERVICE - PRINCIPAL	-	400,000	400,000	420,000
DEBT SERVICE - INTEREST	51,988	60,400	60,400	44,000
BOND ISSUANCE COSTS	-	-	-	-
DEBT SERVICE - PAYING AGENT FEES	250	500	500	500
TOTAL EXPENSES	\$ 1,072,756	\$ 1,598,400	\$ 1,619,609	\$ 1,620,900
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 38,021	\$ (656,140)	\$ (611,972)	\$ (615,756)
YEAR END BALANCES				
NET POSITION BEGINNING OF YEAR	1,789,933	1,117,773	1,827,954	1,215,982
CHANGE IN NET POSITION	38,021	(656,140)	(611,972)	(615,756)
NET POSITION	\$ 1,827,954	\$ 461,633	\$ 1,215,982	\$ 600,226
CASH AT PAYING AGENT	34,200	100,000	100,000	100,000
UNRESTRICTED	600,049	335,124	580,277	622,522
CASH & INVESTMENTS	\$ 634,249	\$ 435,124	\$ 680,277	\$ 722,522

**CITY OF CHARLEVOIX
EMPLOYEE FRINGE BENEFIT FUND
2024-25 BUDGET**

	2022-23 Actual	2023-24 Budget	2023-24 Est. Actual	2024-25 Budget
REVENUES				
EFB-GENERAL FUND	711,071	782,500	760,069	813,600
FEDERAL GRANT - OTHER	21,038	-	-	-
EFB-EMS	-	-	-	-
EFB-PARKING SERVICES	7,710	9,100	14,035	14,600
EFB-MAJOR STREET	27,723	66,400	67,474	69,300
EFB-LOCAL STREET	22,481	25,400	26,268	26,700
EFB-AIRPORT	158,308	153,300	159,666	165,700
EFB-ELECTRIC	717,793	851,700	848,403	885,600
EFB-SEWER	292,073	345,500	346,867	360,300
EFB-WATER	274,197	310,300	311,235	322,600
EFB-MARINA	44,405	48,400	49,149	50,100
EFB-MOTOR VEHICLE	103,769	108,100	108,100	112,300
EFB-EFB	449,408	454,600	431,550	448,700
EFB-DDA	36,646	40,400	40,428	42,000
REFUND & REBATES-INSURANCE	-	-	-	-
INTEREST EARNINGS	713	1,400	1,400	1,400
MISC INCOME - WELLNESS	-	-	-	-
TRANSFER FROM OTHER FUNDS	160,246	-	-	-
TOTAL REVENUES	\$ 3,027,581	\$ 3,197,100	\$ 3,164,643	\$ 3,312,900

EXPENSES				
WAGES (ICMA)	57,016	61,200	58,045	60,400
FRINGE BENEFITS	449,408	454,600	431,550	448,700
WORKERS COMPENSATION	66,106	68,100	62,014	63,900
SOCIAL SECURITY	358,916	374,900	376,735	394,300
HEALTHCARE PREMIUMS	579,964	605,400	609,979	634,400
HEALTHCARE - OPT OUT	45,236	45,800	48,175	49,600
EMPLOYER SHARE HSA	112,672	114,200	114,647	114,600
WELLNESS COMMITTEE	-	-	-	-
WELLNESS INCENTIVES FOR HSA ACCOUNT	-	-	-	-
STD & LTD INSURANCE	29,787	35,400	30,000	31,500
LIFE INSURANCE	3,659	4,700	4,000	4,000
RETIREMENT FUND CONTRIB.	679,958	679,800	687,323	714,800
HOLIDAY PAY	109,452	112,600	115,128	117,400
SICK PAY	125,550	115,000	106,000	110,000
SICK LEAVE/CITY S&A	-	-	-	-
SICK LEAVE - PMLA OF 2018	3,722	5,000	5,000	5,000
VACATION PAY	249,498	291,800	277,680	293,000
UNEMPLOYMENT COMPENSATION	589	21,000	5,000	5,000
PERSONAL LEAVE	36,241	41,400	41,400	41,800
JURY DUTY/FUNERAL LEAVE	11,432	6,000	10,000	10,000
LONGEVITY	10,800	10,900	11,700	11,800
COMP TIME USED	5,050	23,000	10,000	10,000
PROFESSIONAL SERVICES	2,838	2,300	2,600	2,600
CONFERENCE & TRAVEL	735	1,500	1,500	1,500
MISCELLANEOUS	4,250	4,200	5,450	5,500
TOTAL EXPENSES	\$ 2,942,878	\$ 3,078,800	\$ 3,013,925	\$ 3,129,800

EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 84,703	\$ 118,300	\$ 150,718	\$ 183,100
--	------------------	-------------------	-------------------	-------------------

YEAR END BALANCES				
NET POSITION BEGINNING OF YEAR	(84,703)	(178,306)	0	150,718
CHANGE IN NET POSITION	84,703	118,300	150,718	183,100
NET POSITION	\$ 0	\$ (60,006)	\$ 150,718	\$ 333,818
CASH & INVESTMENTS	\$ 127,813	\$ 134,397	\$ 278,531	\$ 461,631

**CITY OF CHARLEVOIX
SERVICES FACILITY FUND
2024-25 BUDGET**

	2022-23 Actual	2023-24 Budget	2023-24 Est. Actual	2024-25 Budget
REVENUES				
INTEREST EARNINGS	5,135	-	-	-
SALE OF FIXED ASSETS	(61,166)	-	-	-
CONTRIBUTION-MOTOR POOL	-	-	-	-
CONTRIBUTION-ELECTRIC	-	-	-	-
CONTRIBUTION-WATER	-	-	-	-
CONTRIBUTION-SEWER	-	-	-	-
CONTRIBUTION-OTHER	-	-	-	-
TOTAL REVENUES	\$ (56,031)	\$ -	\$ -	\$ -
EXPENSES				
PROFESSIONAL SERVICES	-	-	-	-
CONTRACTUAL SERVICES	34,459	-	-	-
LEGAL FEES	-	-	-	-
DEPRECIATION	10,480	-	-	-
TRANSFER TO OTHER FUNDS	1,088,669	-	-	-
TRANSFER TO GOVT ACTIVITIES-CAPITA	679,894	-	-	-
TOTAL EXPENSES	\$ 1,813,502	\$ -	\$ -	\$ -
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ (1,869,533)	\$ -	\$ -	\$ -
YEAR END BALANCES				
NET POSITION BEGINNING OF YEAR	1,869,533	-	(0)	-
CHANGE IN NET POSITION	(1,869,533)	-	-	-
NET POSITION	\$ (0)	\$ -	\$ (0)	\$ -
CASH & INVESTMENTS	\$ -	\$ -	\$ -	\$ -

**CITY OF CHARLEVOIX
MOTOR POOL FUND
2024-25 BUDGET**

	2022-23 Actual	2023-24 Budget	2023-24 Est. Actual	2024-25 Budget
REVENUES				
FEDERAL GRANTS	(79)	-	-	-
INTEREST AND RENTS	3,632	3,000	1,500	3,000
EQUIPMENT RENTAL	1,026,926	1,068,850	1,074,563	1,115,350
SALE OF FIXED ASSETS	2,392	5,000	17,350	5,000
OTHER	14,852	600	600	600
CONTRIBUTIONS FROM OTHER FUNDS	-	55,286	55,286	58,940
TOTAL REVENUES	\$ 1,047,724	\$ 1,132,736	\$ 1,149,299	\$ 1,182,890
EXPENSES				
MOTOR POOL	595,056	580,800	617,099	625,900
CAPITAL EXPENDITURES	11,268	192,000	219,000	514,000
DEPRECIATION	266,431	300,000	300,000	300,000
FUND TRANSFERS	149,071	140,900	140,948	143,800
TOTAL EXPENSES	\$ 1,021,825	\$ 1,213,700	\$ 1,277,047	\$ 1,583,700
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 25,899	\$ (80,964)	\$ (127,748)	\$ (400,810)
YEAR END BALANCES				
NET POSITION BEGINNING OF YEAR	1,846,311	1,843,789	1,872,210	1,744,461
CHANGE IN NET POSITION	25,899	(80,964)	(127,748)	(400,810)
NET POSITION	\$ 1,872,210	\$ 1,762,825	\$ 1,744,461	\$ 1,343,651
CASH & INVESTMENTS	\$ 1,327,553	\$ 1,435,693	\$ 1,499,805	\$ 1,398,995

**CITY OF CHARLEVOIX
PERPETUAL CARE TRUST FUND
2024-25 BUDGET**

	2022-23 Actual	2023-24 Budget	2023-24 Est. Actual	2024-25 Budget
REVENUES				
CHARGES FOR SERVICES	9,420	4,000	12,000	4,000
INTEREST EARNINGS	3,705	2,000	2,000	2,000
TOTAL REVENUES	\$ 13,125	\$ 6,000	\$ 14,000	\$ 6,000
EXPENSES				
PERPETUAL CARE EXPENDITURES	-	-	-	-
TOTAL EXPENSES	\$ -	\$ -	\$ -	\$ -
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 13,125	\$ 6,000	\$ 14,000	\$ 6,000
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	420,233	431,733	433,358	447,358
NET CHANGE IN FUND BALANCE	13,125	6,000	14,000	6,000
FUND BALANCE	\$ 433,358	\$ 437,733	\$ 447,358	\$ 453,358
CASH & INVESTMENTS	\$ 431,174	\$ 437,426	\$ 445,174	\$ 451,174

Charlevoix City Council

Reports and Communications

Title: City Manager's Comments

Date: January 15, 2024

Presented By:

Background:

A. Water Plant Variable Frequency Drive Project

Most of the work on the replacement VFDs at the water plant has been completed. Final start-up will occur later in the spring when we start to see higher volume demand at the plant to ensure all systems function correctly while being used simultaneously. However being able to work during the slower season ensured our reliability and made it easier for staff to monitor plant functions during construction.

B. Budget Adoption Timeline

In accord with the City Charter and state law, here are the timelines for budget adoption:

- January 22- DDA Adopts their budget for Council consideration
- February 5- Council sets public hearing for February 19
- February 19- Council adopts budget ordinance for FY '25 and budget ordinance amendment for FY '24
- February 19- Council sets rates, fees, and unchanged tax rates for coming year
- March 19- Budget ordinances become effective ahead of the March 31 year-end for FY '24 and April 1 start of FY '25

Recommendation:

Attachments:

1. Planning Commission Regular Meeting Minutes 12/11/2023

City of Charlevoix
Planning Commission Regular Meeting Minutes
Monday, December 11, 2023 - 6:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

A. Call to Order/Pledge of Allegiance

The meeting was called to order at 6:00 p.m. by Chair Muladore followed by the Pledge of Allegiance.

B. Roll Call

Chair: Jennifer Muladore

Members Present: Scott Beatty (arrived at 6:19 p.m.), Shelley Boehmer, Sherm Chamberlain, Toni Felter, John Kurtz, Maureen Radke

Members Absent: Janet Coltman, Mary Millington

Staff Present: Jonathan Scheel, Zoning Administrator

C. Inquiry into Potential Conflicts of Interest

D. Approval of Agenda

Motion by Member Felter, seconded by Member Boehmer to approve the agenda as presented.

Motion carried by unanimous voice vote.

E. Approval of the Minutes

1. Minutes from November 13, 2023

Motion by Member Boehmer, seconded by Member Chamberlain to approve the minutes of November 13, 2023 as presented.

Motion carried by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

G. New Business

1. Report on Housing North Housing Study for Charlevoix County

Zach Sompels, Charlevoix County Housing Ready Program Coordinator, indicated Housing North had completed a 10-county housing needs study earlier this year. Mr. Sompels stated he would forward his presentation to the Commission Members as well. Mr. Sompels proceeded to review the highlights and the big takeaways from the study, which includes 600 pages of data with 45 pages related to Charlevoix County. Mr. Sompels responded to questions from Commission Members throughout the presentation.

Scott Beatty joined the meeting at 6:19 p.m.

General discussion followed regarding housing needs, the projects that take several years from start to finish for new housing units and the available vacant lots within the City from the

recent rezones.

2. Activities Matrix Discussion 2024

Chair Muladore stated that in December 2022, the Commission reviewed tasks by priority, organizing them by impact on the City and the efforts needed to accomplish those tasks; therefore, it was time to review and amend the list as needed. Discussion followed regarding the tasks included in the matrix from 2023.

Zoning Administrator Scheel stated there was a potential \$50,000 grant available that involved planning efforts related to housing, and he had spoken to the City Manager about approaching Charlevoix Township to apply for the grant to use a third party to help with properties adjacent to the township that had the potential for housing development.

Mr. Scheel stated the Commission is doing a great job at using the Master Plan as a guide and using it to amend the zoning ordinances about the missing middle housing issue. There were numerous other suggestions and goals in the Master Plan that weren't specifically related to the Planning Commission, which included policies and programs the City Council has control over. Mr. Scheel requested the Commission's guidance on future ordinance amendments that use the Master Plan as a guide. Mr. Scheel suggested that a joint meeting in the near future with City Council would be a good idea. After discussion, the Commission agreed to discuss prioritizing and categorizing the activities matrix at the January meeting.

H. Old Business

1. Outside Storage Ordinance

Zoning Administrator Scheel stated the Commission had asked him to write specific language related to changes needed to the outdoor storage language in the zoning ordinance. Mr. Scheel stated he needed more feedback from the Commission regarding what is or is not important, amid what is or is not intrusive to neighbors or the public at large. Mr. Scheel provided in the packet numerous pictures from the southeast neighborhood that are legal, some may or may not be legal because of the intent, but because of the wording in the ordinance, the attorney said the provisions were not enforceable at this point. The Commission reviewed the photographs.

Discussion followed regarding the ability of people who own RV's and boats to store such equipment/vehicles properly off of their residential lots, no storage of vehicles in the front yard or front setbacks, and whether the proposed revisions are enforceable.

Zoning Administrator Scheel reviewed each of the proposed revisions to the ordinances, the ability to enforce them and the consistency of each. Member Beatty stated he was not offended by seeing boats in driveways or recreational vehicles and the statement regarding owners being able to afford such vehicles can afford to store them properly is disingenuous. Member Beatty stated that any boat, car, rv, etc. should be licensed and operational, and out of the setbacks and right-of-way, and that the length of allowable boats should be 30' instead of 20'.

Nelson Fletcher, resident of State Street, stated the Commission should consider that the median household income is \$37,000, a large variety of lot sizes/houses in the City, and that

people can't afford to store their recreational vehicles off-site.

Chair Muladore stated she did not want to punish the locals with varying income levels who live here year round and who own different-sized boats.

Shirley Gibson stated that it depends on whether you own a recreational vehicle or boat and whether it bothers you. Ms. Gibson stated she did not own one and her main concerns are that the ordinance should allow only one RV and definitely no one should be living in an RV,, and they should be small (18'). Ms. Gibson stated in her neighborhood there were several large motor homes that are larger than the house and RV's should not be parked in the front yard, and there has to be an ordinance that is enforceable.

After discussion, it was determined to discuss the outdoor storage issue again at the next Commission meeting.

I. Staff Updates

1. Zoning Report

Zoning Administrator Scheel stated the number of permits has decreased due to winter. Mr. Scheel highlighted the following items:

- Inquiries and contracts to purchase all the land on the top of Hurlbut, and the owner of The Earl bought the old school, and a developer on both sides of that property has contracts working with the owner of The Earl for one large development (from Bridge Street to State Street)
- A pre-development meeting was held for the Chamber building and MEDC hired a consultant to do some drawings for a mixed-use building
- Applied for a grant for housing rehabilitation tying it to the blight issues
- Two developers want to do a commercial project on 743 Petoskey Avenue

J. Requests For Next Months Agenda or Research Items

K. Adjournment by 8:00 p.m. unless extended by a motion

Chair Muladore adjourned the meeting at 8:03 p.m.

Sarah J. Dvoracek/fgm City Clerk

Jennifer Muladore Chair

Charlevoix City Council

Reports and Communications

Title: Mayor and Council Comments

Date: January 15, 2024

Presented By:

Background:

Recommendation:

Attachments:

None