CITY OF CHARLEVOIX

Agenda
City of Charlevoix City Council Regular Meeting
Monday, February 5, 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 15, 2024
   B. Accounts Payable and Payroll Check Registers
   C. CDBG Authorizing Resolution
   D. Quarterly Investment Update
   E. Replacement of Geothermal Unit and expansion tank at the City Marina
6. **Public Hearings and Actions Requiring Public Hearings**
   A. Set Public Hearing: VMB Properties, LLC Commercial Facilities Exemption Certificate Transfer
   Mark Heydlauff, City Manager
   B. Set Public Hearing: Community Development Block Grant (CDBG) Housing Improving Local Livability (CHILL) Program
   Mark Heydlauff, City Manager
   C. Set Public Hearing: Budget Amendment #1 for 2023-24
   Mark Heydlauff, City Manager
   D. Set Public Hearing: 2024-25 Budget Ordinance
   Mark Heydlauff, City Manager
   E. Set Public Hearing: Short Term Rental Ordinance Amendment
   Mark Heydlauff, City Manager
7. **All Other Actions and Requests**
8. **Reports and Communications**
   A. Public Comment
   B. City Manager's Comments
   C. Mayor and Council Comments

9. **Other Council Business**

10. **Adjourn**

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

Charlevoix City Council

Consent Agenda

Title: City Council Meeting Minutes - January 15, 2024
Date: February 5, 2024

Presented By:

Background:

Recommendation:
Motion to approve the minutes as presented.
Attachments:
1. City Council Draft Minutes 01/15/2024

City of Charlevoix
City Council Regular Meeting Minutes
Monday, January 15, 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: None
   City Manager: Mark L. Heydlauff
   City Clerk: Sarah J. Dvoracek
3. **Presentations**

4. **Inquiry Regarding Conflicts of Interest**

5. **Consent Agenda**
   Mayor Gennett opened the item for public comment. None were heard.
   Motion by Parr, seconded by Knapp to approve the consent agenda as presented.
   Yeas: Spring, Hagen, Knapp, Kalbfell, Parr, Cole
   Nays: None
   Absent: None
   Motion carried.

   A. City Council Meeting Minutes - January 2, 2024
   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
01/08/2024	Special Accounts Payable Run	$3,264.88
01/05/2024	Payroll (net pay)	$107,611.43
01/05/2024	Payroll Transmittal Checks	$6,051.11
01/16/2024	Regular Accounts Payable	$161,513.86
01/02/2024-01/10/2024	ACH/WIRE Payments	$121,641.78
12/29/2023	Special A/P Tax Disbursement	$825,255.93
Grand Total		**$1,225,308.99**

The entire accounts payable and payroll check registers can be viewed on our website .

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

D. Emergency Purchase of Substation Switches $11,150
   Motion to approve the emergency purchase of three voltage regulator bypass switches from Newkirk Electric Associates, Muskegon, Michigan, in the amount of $11,150 as presented.

E. DTE Energy Gate Valve Easement Offer of Compensation
   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.

F. Airport Parking Space Lease Agreement
   Motion to approve the lease agreement with Hess Automotive, LLC and authorize the City Manager to sign the agreement.

G. Certified Local Government Grant Application

Motion by Parr, seconded by Knapp to approve Resolution 2024-01-01, the letter of support and authorize the City Manager to sign and submit the Certified Local Government Grant Application.

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

6. Public Hearings and Actions Requiring Public Hearings

7. All Other Actions and Requests

A. Council Appointments
Janet Kalbfell-1st Ward Council Member
Mayor Gennett opened the item for public comment. None were heard.
Motion by Hagen, seconded by Parr to appoint Ann Gorney to the Zoning Board of Appeals for a term to expire on December 30, 2026.
Yeas: Spring, Hagen, Knapp, Kalbfell, Parr, Cole
Nays: None
Absent: None
Motion carried.

Mayor Gennett opened the item for public comment. None were heard.
Motion by Cole, seconded by Hagen to appoint Shelley Boehmer and William Dupont to the Historic District Commission for a term to expire on June 30, 2026.
Yeas: Spring, Hagen, Knapp, Kalbfell, Parr, Cole
Nays: None
Absent: None
Motion carried.

B. Fiscal Year 2025 Budget Review
Mark Heydlauff, City Manager

City Manager Heydlauff provided Council with a summary of the FY25 Budget. Highlights included:

- Lead Service Lines
- AMI Meter Project
- APRA Funds
- MSHDA Grant Funds
- Housing Fund
- Future contracts
- Fire Truck Replacement
- Marina Debt
- Budgeting depreciation

City Manager Heydlauff answered questions from Council. Mr. Heydlauff will bring a final budget and a proposed fee schedule to the next Council meeting.

8. Reports and Communications

A. Public Comment

B. City Manager's Comments

- Provided update on MSHDA Chill Grant
- Variable frequency drive project is moving along
- High service pump will return to service
- City made an offer to fiber company for small parcel behind Krist gas station
- Met with Warren Creamer from MFCI to prepare for bond rating review
- Thanked Public Works crews for their efforts in snow removal
- Provided update on deer cull

C. Mayor and Council Comments

- Council collectively thanked the City Staff for all their efforts in handling the snow

9. Other Council Business

10. Adjourn

Mayor Gennett adjourned the meeting at 6:45 p.m.

Sarah J. Dvoracek	City Clerk	Lyle Gennett	Mayor

Charlevoix City Council

Consent Agenda

Title: Accounts Payable and Payroll Check Registers
Date: February 5, 2024

Presented By:

Background:

Recommendation:
Motion to approve the accounts payable and payroll check registers as presented.
Attachments:
1. Check Registers 02-05-24 Agenda

Check Number	Payee	Amount
01/24/2024		
141568	AT&T	1,634.75
141569	AT&T MOBILITY	845.45
141570	CHARLEVOIX STATE BANK	2,906.30
141571	CHARLEVOIX TOWNSHIP TREASURE	78.97
141572	CHARTER COMMUNICATIONS	696.12
141573	CHARTER COMMUNICATIONS OPERA	89.98
141574	DELTA DENTAL	3,431.69
141575	GREAT LAKES ENERGY	355.81
141576	PRIORITY HEALTH	45,951.72
141577	RANGE TELECOMMUNICATIONS	459.05
141578	VSP INSURANCE CO. (CT)	571.52
Total 01/24/2024:		57,021.36
Grand Totals:		57,021.36

Summary of Check Registers & ACH Payments

HUNTINGTON NATIONAL BANK - CHECKS ISSUED

01/24/24	Special Accounts Payable Run	$	57,021.36
01/19/24	Payroll (net pay)	$	120,039.82
01/19/24	Payroll Transmittal Checks	$	5,883.73
02/02/24	Payroll (net pay)	$	108,430.65
02/02/24	Payroll Transmittal Checks	$	6,062.49
02/06/24	Regular Accounts Payable	$	218,938.47
	Checks Sub-Total:	$	516,376.52

HUNTINGTON NATIONAL BANK - ACH/WIRE PAYMENTS

01/16/24	MI Public Power Agency	$	11,488.61
01/19/24	IRS (Payroll Tax Deposit)	$	42,069.79
01/19/24	Alerus Financial (HCSP)	$	558.00
01/19/24	Vantagepoint (401 Plan)	$	1,094.68
01/19/24	Vantagepoint (457 Plan)	$	20,586.39
01/19/24	Vantagepoint (Roth IRA)	$	1,140.00
01/19/24	State of MI (Withholding Tax)	$	6,296.01
01/19/24	MERS (Defined Benefit Plan)	$	57,900.99
01/22/24	Enterprise FM Trust (fleet lease)	$	4,326.98
01/22/24	MI Public Power Agency	$	17,417.81
01/25/24	MI Public Power Agency	$	257,398.96
01/29/24	MI Public Power Agency	$	21,188.87
02/02/24	IRS (Payroll Tax Deposit)	$	39,565.78
02/02/24	Alerus Financial (HCSP)	$	558.00
02/02/24	Vantagepoint (401 ICMA Plan)	$	1,094.68
02/02/24	Vantagepoint (457 ICMA Plan)	$	20,682.25
02/02/24	Vantagepoint (Roth IRA)	$	1,140.00
02/02/24	State of MI (Withholding Tax)	$	5,776.16
	ACH Sub-Total:	$	510,283.96

Huntington National Bank Total: $ 1,026,660.48

CHARLEVOIX STATE BANK - CHECKS ISSUED

(PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES)

01/15/24	Special A/P Tax Disbursement	$	478,679.00
01/25/24	Special A/P Tax Disbursement	$	251,676.68
	Charlevoix State Bank Total:	$	730,355.68

Grand Total: $ 1,757,016.16

APPROVED: CITY MANAGER | CITY TREASURER | CITY CLERK

M = Manual Check, V = Void Check

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
01/13/2024	PC	01/19/2024	38818	HEYDLAUFF, MARK L.	102		3,512.17
01/13/2024	PC	01/19/2024	38819	DVORACEK, SARAH J.	105		2,246.45
01/13/2024	PC	01/19/2024	38820	DEROSIA, PATRICIA E.	107		905.99
01/13/2024	PC	01/19/2024	38821	DOTSON, LINDSEY J.	109		1,666.09
01/13/2024	PC	01/19/2024	38822	KLOOSTER, ALIDA K.	121		1,997.28
01/13/2024	PC	01/19/2024	38823	BARNEVELD, RICHELLE	123		1,324.60
01/13/2024	PC	01/19/2024	38824	SCHULZ, GINNY L.	125		1,609.57
01/13/2024	PC	01/19/2024	38825	DAVIDSON, JESSICA-RA	127		1,498.69
01/13/2024	PC	01/19/2024	38826	MILLER, FAITH G.	142		56.45
01/13/2024	PC	01/19/2024	38827	MCGINN, KELLY A.	146		2,322.67
01/13/2024	PC	01/19/2024	38828	SCHEEL, JONATHAN D.	149		2,096.12
01/13/2024	PC	01/19/2024	38829	MCDONNELL, JILL L.	202		2,250.72
01/13/2024	PC	01/19/2024	38830	UMULIS, MATTHEW T.	205		1,846.19
01/13/2024	PC	01/19/2024	38831	ORBAN, BARBARA K.	209		1,685.55
01/13/2024	PC	01/19/2024	38832	RILEY, DENISE M.	213		558.53
01/13/2024	PC	01/19/2024	38833	MUNK, CHRISTOPHER J.	215		1,820.33
01/13/2024	PC	01/19/2024	38834	CHRISTIANSEN, BRIAN D	218		1,868.07
01/13/2024	PC	01/19/2024	38835	RAMIREZ, CHARLES V.	219		690.10
01/13/2024	PC	01/19/2024	38836	WURST, RANDALL W.	411		2,140.14
01/13/2024	PC	01/19/2024	38837	HILLING, NICHOLAS A.	413		2,229.10
01/13/2024	PC	01/19/2024	38838	MEIER III, CHARLES A.	421		1,539.63
01/13/2024	PC	01/19/2024	38839	ZACHARIAS, STEVEN B.	422		1,697.89
01/13/2024	PC	01/19/2024	38840	NEWMAN, MARK J.	424		1,601.95
01/13/2024	PC	01/19/2024	38841	LOUGHMILLER, JOHN A.	425		1,865.56
01/13/2024	PC	01/19/2024	38842	GRIFFITH, JOHN J.	500		2,543.46
01/13/2024	PC	01/19/2024	38843	EATON, BRAD A.	515		2,964.94
01/13/2024	PC	01/19/2024	38844	WILSON, TIMOTHY J.	516		3,018.47
01/13/2024	PC	01/19/2024	38845	LAVOIE, RICHARD L.	519		2,582.24
01/13/2024	PC	01/19/2024	38846	STERRETT, PHILLIP R.	520		2,219.76
01/13/2024	PC	01/19/2024	38847	STEVENS, BRANDON C.	521		2,861.17
01/13/2024	PC	01/19/2024	38848	WHITLEY, ANDREW T.	522		2,339.99
01/13/2024	PC	01/19/2024	38849	FARRELL, MITCHELL L.	524		2,092.00
01/13/2024	PC	01/19/2024	38850	ANDERSON, ELIZABETH	526		1,460.44
01/13/2024	PC	01/19/2024	38851	KENWABIKISE, DAVID L.	528		1,310.63
01/13/2024	PC	01/19/2024	38852	ELLIOTT, PATRICK M.	600		3,209.25
01/13/2024	PC	01/19/2024	38853	MORRISON, KEVIN P.	601		1,868.89
01/13/2024	PC	01/19/2024	38854	SCHWARTZFISHER, JOS	603		1,490.88
01/13/2024	PC	01/19/2024	38855	FURGESON, JUSTIN L.	613		2,331.87
01/13/2024	PC	01/19/2024	38856	BRADLEY, KELLY R.	614		1,693.21
01/13/2024	PC	01/19/2024	38857	HART II, DELBERT W.	616		1,644.22
01/13/2024	PC	01/19/2024	38858	JONES, ROBERT F.	618		1,417.03
01/13/2024	PC	01/19/2024	38859	THORP JR, WILLIAM D.	623		1,345.90
01/13/2024	PC	01/19/2024	38860	LEITNER, RYAN S.	624		1,777.36
01/13/2024	PC	01/19/2024	38861	NOWKA, STEPHEN P.	626		1,916.27
01/13/2024	PC	01/19/2024	38862	REID, ROB A.	632		11.19
01/13/2024	PC	01/19/2024	38863	KNORR, KENT J.	700		2,240.21
01/13/2024	PC	01/19/2024	38864	ANZELL, BETH A.	702		1,550.74
01/13/2024	PC	01/19/2024	38865	WASHBURNE, MICHAEL J	708		153.07
01/13/2024	PC	01/19/2024	38866	STEWART, SPENCER P.	720		237.86
01/13/2024	PC	01/19/2024	38867	BOSS, SHERRY M.	730		423.07
01/13/2024	PC	01/19/2024	38868	MCDERMOTT, DENNIS J.	732		58.26
01/13/2024	PC	01/19/2024	38869	PORATH, JACOB P.	741		146.41
01/13/2024	PC	01/19/2024	38870	HAGEN, MADISON L.	752		282.59
01/13/2024	PC	01/19/2024	38871	MAILLOUX, AIDEN M.	757		125.98
01/13/2024	PC	01/19/2024	38872	DVORACEK, HAYDEN R.	762		306.90
01/13/2024	PC	01/19/2024	38873	CULBERTSON, CRISTIN	764		372.13
01/13/2024	PC	01/19/2024	38874	JOHNSTONE, HUNTER S.	765		183.24

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
01/13/2024	PC	01/19/2024	38875	BEMIS, ADDISON J.	766		671.57
01/13/2024	PC	01/19/2024	38876	LOPEZ, VANESSA M.	767		339.53
01/13/2024	PC	01/19/2024	38877	PEARSALL, KRISTA M.	784		63.44
01/13/2024	PC	01/19/2024	38878	WELLS, JANINNA J.	785		169.16
01/13/2024	PC	01/19/2024	38879	BOSS, BEAU J.	788		1,695.86
01/13/2024	PC	01/19/2024	38880	ARNOLD, REMI C.	789		339.53
01/13/2024	PC	01/19/2024	38881	HALL, CLEMENTINE V.	790		124.88
01/13/2024	PC	01/19/2024	38882	KLOOSTER, JUSTIN N.	791		254.39
01/13/2024	PC	01/19/2024	38883	LUECKE, ANDREW L.	795		126.06
01/13/2024	PC	01/19/2024	38884	MAILLOUX, CLARA C.	796		124.88
01/13/2024	PC	01/19/2024	38885	BEMIS, GARRETTSON G.	797		530.78
01/13/2024	PC	01/19/2024	38886	STEVENS, JEFFREY W.	798		14.78
01/13/2024	PC	01/19/2024	38887	SCHOLEY, ROBERT W.	902		2,014.06
01/13/2024	PC	01/19/2024	38888	OLIVER, GRANT T.	915		1,404.53
01/13/2024	PC	01/19/2024	38889	POSTMUS, ANTHONY H.	916		1,160.25
01/13/2024	PC	01/19/2024	38890	DOUGLAS, MARK	935		1,513.90
01/13/2024	PC	01/19/2024	38891	FRATRICK, JOSEPH W.	940		759.05
01/13/2024	PC	01/19/2024	141542	HEYDLAUFF, MARK L.	102	Sick Leave Payout	2,330.59
01/13/2024	PC	01/19/2024	141543	KLOOSTER, ALIDA K.	121	Sick Leave Payout	1,339.52
01/13/2024	PC	01/19/2024	141544	MCGINN, KELLY A.	146	Sick Leave Payout	1,362.78
01/13/2024	PC	01/19/2024	141545	UMULIS, MATTHEW T.	205	Sick Leave Payout	287.01
01/13/2024	PC	01/19/2024	141546	ORBAN, BARBARA K.	209	Sick Leave Payout	1,029.35
01/13/2024	PC	01/19/2024	141547	HILLING, NICHOLAS A.	413	Sick Leave Payout	1,125.52
01/13/2024	PC	01/19/2024	141548	MEIER III, CHARLES A.	421	Sick Leave Payout	816.49
01/13/2024	PC	01/19/2024	141549	NEWMAN, MARK J.	424	Sick Leave Payout	1,139.75
01/13/2024	PC	01/19/2024	141550	GRIFFITH, JOHN J.	500	Sick Leave Payout	312.26
01/13/2024	PC	01/19/2024	141551	EATON, BRAD A.	515	Sick Leave Payout	1,651.84
01/13/2024	PC	01/19/2024	141552	FARRELL, MITCHELL L.	524	Sick Leave Payout	1,116.07
01/13/2024	PC	01/19/2024	141553	ELLIOTT, PATRICK M.	600	Sick Leave Payout	1,092.98
01/13/2024	PC	01/19/2024	141554	MORRISON, KEVIN P.	601	Sick Leave Payout	1,041.37
01/13/2024	PC	01/19/2024	141555	BRADLEY, KELLY R.	614	Sick Leave Payout	1,076.34
01/13/2024	PC	01/19/2024	141556	KNORR, KENT J.	700	Sick Leave Payout	1,338.26
01/13/2024	PC	01/19/2024	141557	BOSS JR, DALE E.	701		1,424.79
01/13/2024	PC	01/19/2024	141558	WILLSON, BRENDA R.	799		56.38
01/13/2024	PC	01/19/2024	141559	SCHOLEY, ROBERT W.	902	Sick Leave Payout	75.20
01/13/2024	PC	01/19/2024	141560	DOUGLAS, MARK	935	Sick Leave Payout	907.20
Grand Totals:			93				120,039.82

km

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

Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
01/13/2024	01/19/2024	141561	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	1,095.58
01/13/2024	01/19/2024	141562	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST T	69.80
01/13/2024	01/19/2024	141562	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	498.48
01/13/2024	01/19/2024	141563	CHARLEVOIX STATE BAN	9017	HSA - EMPLOYEE CONTRIB - C	1,500.00
01/13/2024	01/19/2024	141564	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	672.39
01/13/2024	01/19/2024	141565	MI STATE DISBURSEMEN	9012	FRIEND OF THE COURT Pay Pe	116.55
01/13/2024	01/19/2024	141566	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,564.95
01/13/2024	01/19/2024	141567	THE HARTFORD	9035	LIFE - VOLUNTARY Pay Period:	269.97
01/13/2024	01/19/2024	141567	THE HARTFORD	9035	SPOUSE LIFE Pay Period: 1/13/	49.88
01/13/2024	01/19/2024	141567	THE HARTFORD	9035	CHILD LIFE Pay Period: 1/13/20	11.00
01/13/2024	01/19/2024	141567	THE HARTFORD	9035	AD&D - VOLUNTARY Pay Period	25.94
01/13/2024	01/19/2024	141567	THE HARTFORD	9035	SPOUSE AD&D Pay Period: 1/13	4.54
01/13/2024	01/19/2024	141567	THE HARTFORD	9035	CHILD AD&D Pay Period: 1/13/2	4.65
Grand Totals:		13				5,883.73

km

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
01/27/2024	PC	02/02/2024	38892	HEYDLAUFF, MARK L.	102		3,800.62
01/27/2024	PC	02/02/2024	38893	DVORACEK, SARAH J.	105		2,246.46
01/27/2024	PC	02/02/2024	38894	DEROSIA, PATRICIA E.	107		726.04
01/27/2024	PC	02/02/2024	38895	DOTSON, LINDSEY J.	109		1,666.09
01/27/2024	PC	02/02/2024	38896	KLOOSTER, ALIDA K.	121		2,421.64
01/27/2024	PC	02/02/2024	38897	BARNEVELD, RICHELLE	123		1,324.60
01/27/2024	PC	02/02/2024	38898	SCHULZ, GINNY L.	125		1,564.97
01/27/2024	PC	02/02/2024	38899	DAVIDSON, JESSICA-RA	127		1,468.59
01/27/2024	PC	02/02/2024	38900	MILLER, FAITH G.	142		43.17
01/27/2024	PC	02/02/2024	38901	MCGINN, KELLY A.	146		2,747.04
01/27/2024	PC	02/02/2024	38902	SCHEEL, JONATHAN D.	149		2,584.68
01/27/2024	PC	02/02/2024	38903	MCDONNELL, JILL L.	202		2,739.28
01/27/2024	PC	02/02/2024	38904	UMULIS, MATTHEW T.	205		1,620.78
01/27/2024	PC	02/02/2024	38905	ORBAN, BARBARA K.	209		1,309.22
01/27/2024	PC	02/02/2024	38906	RILEY, DENISE M.	213		558.53
01/27/2024	PC	02/02/2024	38907	MUNK, CHRISTOPHER J.	215		1,411.96
01/27/2024	PC	02/02/2024	38908	CHRISTIANSEN, BRIAN D	218		1,774.90
01/27/2024	PC	02/02/2024	38909	RAMIREZ, CHARLES V.	219		1,303.06
01/27/2024	PC	02/02/2024	38910	YOUNG, KRISTEN L.	230		836.93
01/27/2024	PC	02/02/2024	38911	WURST, RANDALL W.	411		1,451.47
01/27/2024	PC	02/02/2024	38912	HILLING, NICHOLAS A.	413		1,750.79
01/27/2024	PC	02/02/2024	38913	MEIER III, CHARLES A.	421		1,546.20
01/27/2024	PC	02/02/2024	38914	ZACHARIAS, STEVEN B.	422		2,111.19
01/27/2024	PC	02/02/2024	38915	NEWMAN, MARK J.	424		1,843.33
01/27/2024	PC	02/02/2024	38916	LOUGHMILLER, JOHN A.	425		1,758.69
01/27/2024	PC	02/02/2024	38917	GRIFFITH, JOHN J.	500		2,543.46
01/27/2024	PC	02/02/2024	38918	EATON, BRAD A.	515		2,570.62
01/27/2024	PC	02/02/2024	38919	WILSON, TIMOTHY J.	516		3,435.76
01/27/2024	PC	02/02/2024	38920	LAVOIE, RICHARD L.	519		2,609.34
01/27/2024	PC	02/02/2024	38921	STERRETT, PHILLIP R.	520		2,360.06
01/27/2024	PC	02/02/2024	38922	STEVENS, BRANDON C.	521		3,122.02
01/27/2024	PC	02/02/2024	38923	WHITLEY, ANDREW T.	522		2,498.48
01/27/2024	PC	02/02/2024	38924	FARRELL, MITCHELL L.	524		2,301.59
01/27/2024	PC	02/02/2024	38925	ANDERSON, ELIZABETH	526		1,460.44
01/27/2024	PC	02/02/2024	38926	KENWABIKISE, DAVID L.	528		1,310.63
01/27/2024	PC	02/02/2024	38927	ELLIOTT, PATRICK M.	600		3,209.25
01/27/2024	PC	02/02/2024	38928	MORRISON, KEVIN P.	601		1,977.29
01/27/2024	PC	02/02/2024	38929	SCHWARTZFISHER, JOS	603		1,536.66
01/27/2024	PC	02/02/2024	38930	FURGESON, JUSTIN L.	613		2,549.93
01/27/2024	PC	02/02/2024	38931	BRADLEY, KELLY R.	614		1,561.26
01/27/2024	PC	02/02/2024	38932	HART II, DELBERT W.	616		1,817.38
01/27/2024	PC	02/02/2024	38933	JONES, ROBERT F.	618		1,664.52
01/27/2024	PC	02/02/2024	38934	THORP JR, WILLIAM D.	623		2,150.27
01/27/2024	PC	02/02/2024	38935	LEITNER, RYAN S.	624		2,138.29
01/27/2024	PC	02/02/2024	38936	NOWKA, STEPHEN P.	626		2,003.52
01/27/2024	PC	02/02/2024	38937	REID, ROB A.	632		7.80
01/27/2024	PC	02/02/2024	38938	KNORR, KENT J.	700		2,240.21
01/27/2024	PC	02/02/2024	38939	ANZELL, BETH A.	702		1,550.74
01/27/2024	PC	02/02/2024	38940	WASHBURNE, MICHAEL J	708		282.59
01/27/2024	PC	02/02/2024	38941	STEWART, SPENCER P.	720		162.54
01/27/2024	PC	02/02/2024	38942	BOSS, SHERRY M.	730		590.00
01/27/2024	PC	02/02/2024	38943	PORATH, JACOB P.	741		267.00
01/27/2024	PC	02/02/2024	38944	MAILLOUX, AIDEN M.	757		232.58
01/27/2024	PC	02/02/2024	38945	CULBERTSON, CRISTIN	764		730.72
01/27/2024	PC	02/02/2024	38946	JOHNSTONE, HUNTER S.	765		310.12
01/27/2024	PC	02/02/2024	38947	BEMIS, ADDISON J.	766		737.19
01/27/2024	PC	02/02/2024	38948	LOPEZ, VANESSA M.	767		455.16

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
01/27/2024	PC	02/02/2024	38949	PEARSALL, KRISTA M.	784		112.76
01/27/2024	PC	02/02/2024	38950	WELLS, JANINNA J.	785		140.96
01/27/2024	PC	02/02/2024	38951	BOSS, BEAU J.	788		1,695.86
01/27/2024	PC	02/02/2024	38952	ARNOLD, REMI C.	789		615.91
01/27/2024	PC	02/02/2024	38953	HALL, CLEMENTINE V.	790		222.02
01/27/2024	PC	02/02/2024	38954	KLOOSTER, JUSTIN N.	791		612.61
01/27/2024	PC	02/02/2024	38955	LUECKE, ANDREW L.	795		232.73
01/27/2024	PC	02/02/2024	38956	MAILLOUX, CLARA C.	796		222.02
01/27/2024	PC	02/02/2024	38957	BEMIS, GARRETTSON G.	797		705.72
01/27/2024	PC	02/02/2024	38958	STEVENS, JEFFREY W.	798		73.88
01/27/2024	PC	02/02/2024	38959	SCHOLEY, ROBERT W.	902		2,014.05
01/27/2024	PC	02/02/2024	38960	OLIVER, GRANT T.	915		1,189.99
01/27/2024	PC	02/02/2024	38961	POSTMUS, ANTHONY H.	916		1,418.28
01/27/2024	PC	02/02/2024	38962	DOUGLAS, MARK	935		1,513.90
01/27/2024	PC	02/02/2024	38963	FRATRICK, JOSEPH W.	940		983.80
01/27/2024	PC	02/02/2024	141579	BOSS JR, DALE E.	701		1,424.79
01/27/2024	PC	02/02/2024	141580	MATTER, DAWSON K.	782		56.38
01/27/2024	PC	02/02/2024	141581	WILLSON, BRENDA R.	799		197.34
Grand Totals:			75				108,430.65

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

Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
01/27/2024	02/02/2024	141582	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	1,095.58
01/27/2024	02/02/2024	141583	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST T	69.80
01/27/2024	02/02/2024	141583	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	498.48
01/27/2024	02/02/2024	141584	CHARLEVOIX STATE BAN	9017	HSA - EMPLOYEE CONTRIB - C	1,500.00
01/27/2024	02/02/2024	141585	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	672.39
01/27/2024	02/02/2024	141586	FOPLC	9039	FOPLC UNION DUES Pay Perio	156.00
01/27/2024	02/02/2024	141587	MI STATE DISBURSEMEN	9012	FRIEND OF THE COURT Pay Pe	116.55
01/27/2024	02/02/2024	141588	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,564.95
01/27/2024	02/02/2024	141589	THE HARTFORD	9035	LIFE - VOLUNTARY Pay Period:	283.49
01/27/2024	02/02/2024	141589	THE HARTFORD	9035	SPOUSE LIFE Pay Period: 1/27/	52.70
01/27/2024	02/02/2024	141589	THE HARTFORD	9035	CHILD LIFE Pay Period: 1/27/20	11.00
01/27/2024	02/02/2024	141589	THE HARTFORD	9035	AD&D - VOLUNTARY Pay Period	31.26
01/27/2024	02/02/2024	141589	THE HARTFORD	9035	SPOUSE AD&D Pay Period: 1/27	5.64
01/27/2024	02/02/2024	141589	THE HARTFORD	9035	CHILD AD&D Pay Period: 1/27/2	4.65
Grand Totals:		14				6,062.49

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Check Number	Payee	Amount
02/06/2024		
141590	ALL-PHASE ELECTRIC SUPPLY CO	294.38
141591	AMAZON CAPITAL SERVICES	1,070.33
141592	AMERICAN LEGAL PUBLISHING CORP	20.00
141593	ANDERSON, ELIZABETH A.	50.00
141594	ANZELL, BETH A.	50.00
141595	ATLAS ELECTRIC INC	9,190.00
141596	AVFUEL CORPORATION	520.00
141597	BAKKER, KAREN	40.00
141598	BALLARD'S PLUMBING AND HEATING	300.00
141599	BEAVER RESEARCH COMPANY	189.89
141600	BELL EQUIPMENT COMPANY	899.37
141601	BS& A SOFTWARE	1,000.00
141602	CDW GOVERNMENT	1,167.53
141603	CHARLEVOIX COUNTY NUISANCE TR	750.00
141604	CHARLEVOIX SCREEN MASTERS INC	3,098.20
141605	CINTAS	97.54
141606	CINTAS CORPORATION	150.74
141607	CITY OF CHARLEVOIX - MISC	566.68
141608	CONTROL SOLUTIONS INC	685.00
141609	CONWAY PROFESSIONAL SERVICES	820.00
141610	DeROSIA, PATRICIA E.	50.00
141611	DITCH WITCH GLOBAL ACCOUNTS	5,295.37
141612	DITCH WITCH SALES OF MICHIGAN	94.22
141613	DOTSON, LINDSEY J.	50.00
141614	DOUGLAS, MARK	50.00
141615	DVORACEK, SARAH	50.00
141616	ELHORN ENGINEERING COMPANY	1,285.00
141617	ELLIOTT, PATRICK M.	50.00
141618	ELLSWORTH FARMERS EXCHANGE	2,053.90
141619	ENVIRONMENTAL RESOURCE ASSOC	524.77
141620	FLIGHT LIGHT INC	895.55
141621	FREEDOM MAILING SERVICES INC	2,671.09
141622	GRAND TRAVERSE CONSTRUCTION	56,050.31
141623	GRAND TRAVERSE GARAGE DOOR C	947.66
141624	GRIFFITH, JOHN J	50.00
141625	GRP ENGINEERING INC	765.00
141626	HACH COMPANY	837.88
141627	HARTFORD, THE	2,753.84
141628	HERZOG, DIANE	130.00
141629	HEYDLAUFF, MARK L.	50.00
141630	HILLING, NICHOLAS A.	50.00
141631	IDEXX DISTRIBUTION INC	1,702.89
141632	INTEGRITY BUSINESS SOLUTIONS	650.22
141633	INTERLOCHEN PUBLIC RADIO	300.00
141634	JOHN E GREEN COMPANY	2,694.89
141635	KALAMAZOO SANITARY SUPPLY LLC	913.48
141636	KIWANIS CLUB OF CHARLEVOIX	40.00
141637	KLOOSTER, ALIDA K.	50.00

Check Number	Payee	Amount
141638	KNORR, KENT J.	50.00
141639	LASER PRINTER TECHNOLOGIES	1,768.00
141640	LITTLE TRAVERSE DISPOSAL LLC	1,068.25
141641	MCDERMOTT, DENNIS J.	50.00
141642	MCDONNELL, JILL L	50.00
141643	McGINN, KELLY A.	50.00
141644	MCLEAN ENGINEERING CO INC	223.75
141645	MICHIGAN MUNICIPAL ELECTRIC	9,307.00
141646	MICHIGAN STATE POLICE	140.00
141647	NEWKIRK ELECTRIC ASSOCIATES	11,150.00
141648	NORTHERN PUMP SERVICE INC	2,300.00
141649	NORTHERN SAFETY CO INC	186.48
141650	NUCO2 LLC	200.90
141651	OHM ADVISORS	1,476.00
141652	OLSON & HOWARD	651.00
141653	OMS COMPLIANCE SERVICES INC	69.25
141654	O'REILLY AUTOMOTIVE INC	49.99
141655	P.I.W. CORPORATION	657.00
141656	PENCHURA LLC	2,492.00
141657	POWER LINE SUPPLY	11,015.86
141658	POWER SYSTEM ENGINEERING INC	12,647.50
141659	PREIN & NEWHOF	6,375.35
141660	PREMIER POWER MAINTENANCE	4,270.00
141661	RESOLUTION G2 LLC	6,990.00
141662	ROTARY CLUB OF CHARLEVOIX	37.50
141663	SCHEEL, JONATHAN D	50.00
141664	SCHOLEY, ROBERT W.	50.00
141665	SELECT ELECTRIC CO	2,105.00
141666	SIMMONS, RICHARD	90.72
141667	SITE PLANNING DEVELOPMENT INC	184.78
141668	SPARTAN DISTRIBUTORS INC	15,000.00
141669	STATE OF MICHIGAN	649.71
141670	SWANSON K & D INC	250.00
141671	TESCO	7,980.95
141672	THE TROPHY CASE	126.00
141673	TRACE ANALYTICAL LABORATORIES I	2,270.80
141674	TRANSUNION RISK AND ALTERNATIV	75.00
141675	TRUCK & TRAILER SPECIALTIES	1,685.30
141676	UNIFIRST CORPORATION	371.90
141677	UNIVERSAL CREDIT SERVICES INC	16.00
141678	UP NORTH ASSESSING INC	5,500.00
141679	USABLUEBOOK	597.00
141680	VILLAGE GRAPHICS INC	1,627.50
141681	WEX BANK	3,593.53
141682	WILBERT BURIAL VAULT CO	1,182.72
141683	WURST, RANDALL W.	50.00
141684	YAROCH, JOHN	50.00
141685	YOUNG, KRISTEN L.	50.00
141686	ZIXCORP	90.00

M = Manual Check, V = Void Check

Check Number	Payee	Amount
Total 02/06/2024:		218,938.47
Grand Totals:		218,938.47

Check Number	Payee	Amount
01/16/2024		
11624001	MICHIGAN PUBLIC POWER AGENCY	11,488.61
Total 01/16/2024:		11,488.61
Grand Totals:		11,488.61

Check Issue Date	Check Number	Payee	Amount
11924001			
01/19/2024	11924001	**EFTPS* Payroll Taxes	11,232.21
01/19/2024	11924001	**EFTPS* Payroll Taxes	11,232.21
01/19/2024	11924001	**EFTPS* Payroll Taxes	2,626.91
01/19/2024	11924001	**EFTPS* Payroll Taxes	2,626.91
01/19/2024	11924001	**EFTPS* Payroll Taxes	14,351.55
Total 11924001:	5		42,069.79
11924002			
01/19/2024	11924002	Alerus Financial	558.00
Total 11924002:	1		558.00
11924003			
01/19/2024	11924003	MissionSquare - 401 Plan 109153	1,094.68
Total 11924003:	1		1,094.68
11924004			
01/19/2024	11924004	MissionSquare - 457 Plan 300959	4,477.00
01/19/2024	11924004	MissionSquare - 457 Plan 300959	2,663.40
01/19/2024	11924004	MissionSquare - 457 Plan 300959	4,626.05
01/19/2024	11924004	MissionSquare - 457 Plan 300959	8,819.94
Total 11924004:	4		20,586.39
11924005			
01/19/2024	11924005	MissionSquare - Roth IRA 706117	1,140.00
Total 11924005:	1		1,140.00
11924006			
01/19/2024	11924006	STATE OF MICHIGAN	6,296.01
Total 11924006:	1		6,296.01
Grand Totals:	13		71,744.87

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Check Number	Payee	Amount
01/19/2024		
11924007	MERS	57,900.99
Total 01/19/2024:		57,900.99
Grand Totals:		57,900.99

M = Manual Check, V = Void Check

Check Number	Payee	Amount
01/22/2024		
12224001	ENTERPRISE FM TRUST	4,326.98
12224002	MICHIGAN PUBLIC POWER AGENCY	17,417.81
Total 01/22/2024:		21,744.79
Grand Totals:		21,744.79

M = Manual Check, V = Void Check

Check Number	Payee	Amount
01/25/2024		
12524001	MICHIGAN PUBLIC POWER AGENCY	257,398.96
Total 01/25/2024:		257,398.96
Grand Totals:		257,398.96

M = Manual Check, V = Void Check

Check Number	Payee	Amount
01/29/2024		
12924001	MICHIGAN PUBLIC POWER AGENCY	21,188.87
Total 01/29/2024:		21,188.87
Grand Totals:		21,188.87

M = Manual Check, V = Void Check

Check Issue Date	Check Number	Payee	Amount
20224001			
02/02/2024	20224001	**EFTPS* Payroll Taxes	10,405.41
02/02/2024	20224001	**EFTPS* Payroll Taxes	10,405.41
02/02/2024	20224001	**EFTPS* Payroll Taxes	2,433.47
02/02/2024	20224001	**EFTPS* Payroll Taxes	2,433.47
02/02/2024	20224001	**EFTPS* Payroll Taxes	13,888.02
Total 20224001:	5		39,565.78
20224002			
02/02/2024	20224002	Alerus Financial	558.00
Total 20224002:	1		558.00
20224003			
02/02/2024	20224003	MissionSquare - 401 Plan 109153	1,094.68
Total 20224003:	1		1,094.68
20224004			
02/02/2024	20224004	MissionSquare - 457 Plan 300959	4,477.00
02/02/2024	20224004	MissionSquare - 457 Plan 300959	2,698.17
02/02/2024	20224004	MissionSquare - 457 Plan 300959	4,661.21
02/02/2024	20224004	MissionSquare - 457 Plan 300959	8,845.87
Total 20224004:	4		20,682.25
20224005			
02/02/2024	20224005	MissionSquare - Roth IRA 706117	1,140.00
Total 20224005:	1		1,140.00
20224006			
02/02/2024	20224006	STATE OF MICHIGAN	5,776.16
Total 20224006:	1		5,776.16
Grand Totals:	13		68,816.87

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Check Number	Payee	Amount
01/15/2024		
4066	CHARLEVOIX COUNTY TREASURER	191.27
4067	CHARLEVOIX COUNTY TREASURER	92,074.40
4068	CHARLEVOIX COUNTY TREASURER	22.69
4069	CHARLEVOIX DISTRICT LIBRARY	64,169.93
4070	CHARLEVOIX PUBLIC SCHOOLS	14,781.73
4071	CHARLEVOIX-EMMET ISD	178,130.53
4072	CITY OF CHARLEVOIX - TAXES DUE	54,006.22
4073	LAKE CHARLEVOIX EMS AUTHORITY	61,453.55
4074	LERETA LLC	365.41
4075	RECREATIONAL AUTHORITY	13,483.27
Total 01/15/2024:		478,679.00
Grand Totals:		478,679.00

CHECKS DRAWN ON CHARLEVOIX STATE BANK ACCOUNT

Check Number	Payee	Amount
01/25/2024		
4076	CHARLEVOIX COUNTY TREASURER	99.40
4077	CHARLEVOIX COUNTY TREASURER	48,792.50
4078	CHARLEVOIX DISTRICT LIBRARY	32,503.10
4079	CHARLEVOIX PUBLIC SCHOOLS	11,079.36
4080	CHARLEVOIX-EMMET ISD	90,227.27
4081	CITY OF CHARLEVOIX - TAXES DUE	29,909.22
4082	LAKE CHARLEVOIX EMS AUTHORITY	31,128.65
4083	RECREATIONAL AUTHORITY	6,829.64
4084	WHITLEY, LUKE & BETHANY	1,107.54
Total 01/25/2024:		251,676.68
Grand Totals:		251,676.68

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

M = Manual Check, V = Void Check

Charlevoix City Council

Consent Agenda

Title: CDBG Authorizing Resolution
Date: February 5, 2024

Presented By:

Background:
In December 2023, the City authorized submitting a Letter of Intent for the Community Development Block Grant (CDBG) Housing Improving Local Livability (CHILL) Program. The submission was accepted and the City has been invited to submit an application for an award of CHILL grant funding. One part of the application is an authorizing resolution from the City Council. The City is requesting $354,000 in CDBG grant funds for homeowner rehabilitation and the City's contribution would be $50,000 from its APPPA Funds.

Recommendation:
Motion to approve Resolution 2024-02-02 Community Development Block Grant (Housing Improving Local Livability Program) and authorize the City Manager to sign all necessary documents.

Attachments:
1. Resolution 2024-02-02 CDBG grant

CITY OF CHARLEVOIX
RESOLUTION NO. 2024-02-02
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) APPLICATION

WHEREAS, the Michigan State Housing Development Authority has invited Units of Local Government to apply for its CDBG Housing Improving Local Livability (CHILL) Competitive Funding Round; and

WHEREAS, the City of Charlevoix desires to request $354,000 in CDBG funds for homeowner rehabilitation, to preserve affordable housing units; and

WHEREAS, the City of Charlevoix commits local funds from its ARRPA Funds in the amount of $50,000; and

WHEREAS, the proposed project is consistent with the local Community Development Plan as described in the Application; and

WHEREAS, the proposed project will benefit homeowner residents of the City of Charlevoix that are low and moderate income persons as determined by census data provided by the U.S. Department of Housing and Urban Development; and

WHEREAS, local funds and any other funds to be invested in the project have not been obligated/incurred and will not be obligated/incurred prior to a formal grant award, completion of the environmental review procedures and a formal written authorization to obligate/incur costs from the Michigan State Housing Development Authority.

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

RESOLVED this 5th day of February 2024 A.D.

Resolution was adopted by the following yea and nay vote:
Yeas:
Nays:
Absent:

Charlevoix City Council

Consent Agenda

Title: Quarterly Investment Update
Date: February 5, 2024

Presented By:

Background:
The City of Charlevoix Investment Policy authorizes the City Treasurer to establish procedures and internal controls for depositing City monies and carrying out investment decision and activities consistent with the policy. Per the Investment Policy, the Treasurer will report investment information to the City Manager and Council as to the type, rate and terms of the investments, total interest received, annual rate of returns with benchmark comparisons, bank ratings and other related information which enables the governing body to monitor and measure the success of the investment portfolio.

Recommendation:
Motion to approve the investment report as presented.

Attachments:
1. Quarterly Investment Report FY 2023-24 as of 2-5-2024

CITY OF CHARLEVOIX
SCHEDULE OF FISCAL YEAR 2023-24 INVESTMENTS
As of February 5, 2024

ACCOUNT# / CUSIP	BANK	AMOUNT	INVEST DATE	MATURITY DATE	CASHED?	ANNUAL RATE	TIME DAYS	EST TOTAL PROCEEDS	EST 23-24 PROCEEDS		
6928103	CIBC - Private Bank	750,000	4/20/2021	4/20/2023	yes	0.250%	730	3,802	104		
05580AF58	Huntington - BMW Bank	250,000	10/22/2021	10/31/2023	yes	0.450%	730	2,253	660		
6809318	CIBC - Private Bank	250,000	2/21/2023	2/20/2025	NO	4.750%	730	23,750	11,875		250,000
6894143	CIBC - Private Bank	250,000	8/17/2022	8/16/2024	NO	3.350%	730	16,750	8,375		250,000
6975062	CIBC - Private Bank	630,000	3/8/2023	3/7/2025	NO	5.000%	730	63,000	31,500		630,000
38150VDK2	Huntington - Goldman Sachs	250,000	7/8/2022	7/7/2024	NO	3.300%	730	16,500	8,250		250,000
06051V4P8	Huntington - Bank of America	250,000	11/1/2023	11/3/2025	NO	5.350%	733	26,860	5,533		250,000
6870388	CIBC - Private Bank	250,000	9/26/2022	9/25/2024	NO	4.150%	730	20,750	10,375		250,000
6887508	CIBC - Private Bank	250,000	7/11/2022	7/10/2024	NO	3.200%	730	16,000	8,000		250,000
15987UBK3	Huntington - Charles Schwab	250,000	4/25/2023	4/24/2025	NO	4.800%	730	24,000	11,211		250,000
587379AD0	Huntington - Mercantile Bank	250,000	4/30/2023	10/28/2024	NO	4.800%	548	18,000	11,047		250,000
90355GCYO	Huntington - UBS Bank USA	250,000	5/5/2023	5/5/2025	NO	4.800%	731	24,033	10,882		250,000
6933632	CIBC - Private Bank	250,000	8/16/2022	8/15/2024	NO	3.350%	730	16,750	8,375		250,000
											0
	TOTALS:	$3,130,000			Average Days & Totals:		716	272,448	126,188		3,130,000

Charlevoix City Council

Consent Agenda

Title: Replacement of Geothermal Unit and expansion tank at the City Marina
Date: February 5, 2024

Presented By: Kent Knorr, Recreation Director

Background:
MacGregor Plumbing, Heating and Air Conditioning maintains the geothermal units at the City Marina. The geothermal unit and an expansion tank at the Harbor Master Building are both in need of replacement. The issue was discovered this winter during routine maintenance. This is the unit that heats/cools the entry and lobby area. The cost of the Geothermal Unit, all parts and maintenance is $11,250. The expansion tank holds overflow water during the heating process. The bladder in that piece is bad and water is leaking. Replacement cost of the Expansion Tank, all parts and labor is $5,250. Total project cost is $16,500.

Recommendation:
Motion to approve the purchase of a Dakin Geothermal Unit and Commercial Expansion Tank and all parts and install by MacGregor Heating at the cost of $16,500

Attachments:
1. MacGregor Estimate Geothermal Unit

Proposal

MacGregor PLUMBING & HEATING, INC.
AIR CONDITIONING · ELECTRICAL
235 Franklin Park • Harbor Springs, MI 49740
(231) 526-9633 • (231) 547-9634 • Fax: (231) 526-9440
www.macgregorplumbing.com
SINCE 1962

PLUMBING CONTRACTOR #8003768
BOILER INSTALLER #315796-1B
MECHANICAL CONTRACTOR #7114944
ELECTRICAL CONTRACTOR #6112070

EMAIL ADDRESS

PROPOSAL SUBMITTED TO: CITY OF CHARLEVOIX		PHONE: 231-675-5396	DATE: 12/19/2023
STREET: 210 STATE STREET		JOB NAME: CITY OF CHARLEVOIX MARINA	
CITY, STATE AND ZIP CODE: CHARLEVOIX, MI. 49720		JOB LOCATION: 100 EAST CLINTON ST. CHARLEVOIX, MI. 49720	
ARCHITECT: M.W.	DATE OF PLANS: 12/19/2023	JOB NUMBER: 86182	JOB PHONE:

We Propose hereby to furnish material and labor — complete in accordance with specifications below, for the sum of:

________ dollars ($ ________).

Payment to be made as follows:
50% DOWN, BALANCE DUE UPON COMPLETION.

AFTER 30 DAYS, A 1.5% CARRYING CHARGE WILL BE ADDED. 18% APR.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from specifications below involving extra costs will be executed upon signed field purchase orders or verbal orders by an authorized representative of contracting party, charged on a time and materials basis, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized Signature: MIKE WIEMAN

Note: This proposal may be withdrawn by us if not accepted within -15- days.

We hereby submit specifications and estimates for:

REPLACE GEOTHERMAL AND EXPANSION TANK

REPLACEMENT OF GEOTHERMAL FOR ENTRY WAY, INCLUDES THE FOLLOWING:

1------- DAIKIN (THEY BOUGHT MCQUAY) GEOTHERMAL
ALL PIPING TO CONNECT NEW UNIT
ALL MATERIALS AND LABOR
--$11,250.00

INSTALLATION OF NEW EXPANSION TANK FOR WATER HEATER, INCLUDES THE FOLLOWING:

1--------- COMMERCIAL EXPANSION TANK
MISC PIPING
ALL MATERIALS AND LABOR
--$5,250.00

TOTAL INVESTMENT

- [x] 24 HOUR SERVICE GUARANTEE!!
- [x] FOLLOW UP INSPECTION
- [x] JOB SITE CLEANUP
- [x] ALL MECHANICAL & PLUMBING PERMIT(S) REQUIRED
- [ ]
- [ ]

ADDITIONAL COMMENTS:

Easy Pre-Approved Financing Available

Acceptance of Proposal — The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature ________

Date of Acceptance: ________ Signature ________

Charlevoix City Council

Public Hearings and Actions Requiring Public Hearings

Title: Set Public Hearing: VMB Properties, LLC Commercial Facilities Exemption Certificate Transfer
Date: February 5, 2024

Presented By: Mark Heydlauff, City Manager

Background:
Victoria Boucher of VMB Properties, LLC purchased 217 Bridge Street from Luther Kurtz (Celebrate Me Home LLC) on January 18, 2024. This property was receiving a commercial facilities tax abatement. The original tax program was granted by City Council in 2017 and extends for 12 years to 2029. This program freezes the taxable value of the building after rehabilitation for 12 years. After the 12 years, the building is then taxed at the taxable value after the rehab. The statute allows for exemption certificates previously issued to be transferred but will need a public hearing and City Council approval for the transfer.

Recommendation:
Motion to set a public hearing for Monday, February 19, 2024, at 6:00 p.m. in Council Chambers, 210 State St. Charlevoix, MI to consider the Commercial Facilities Exemption Certificate transfer request from Vicitoria Boucher of VMB Properties, LLC for 217 Bridge Street.

Attachments:
1. Resolution 2024-02-01 CFEC Transfer Victoria Boucher
2. VMB Properties LLC Application 02.2024

CITY OF CHARLEVOIX
RESOLUTION NO. 2024-02-01
RESOLUTION APPROVING TRANSFER OF A COMMERCIAL FACILITIES EXEMPTION CERTIFICATE APPLICATION FOR VMB PROPERTIES LLC LOCATED AT 217 BRIDGE STREET, CHARLEVOIX, MICHIGAN
(PA255 OF 1978 AS AMENDED)

WHEREAS, the City of Charlevoix legally established the Charlevoix Main Street Commercial Redevelopment District No.1 on October 17, 2016, after a public hearing held on October 17, 2016; and

WHEREAS, on April 3, 2017, the Charlevoix City Council granted Celebrate Me Home LLC a Commercial Facilities Exemption for the real property, excluding land, located in the Charlevoix Main Street Commercial Redevelopment District No.1 at 217 Bridge Street, for a period of 12 years, beginning December 31, 2017, and ending December 30, 2029, pursuant to the provisions of PA 255 of 1978, as amended; and

WHEREAS, a Commercial Facilities Exemption Certificate may be transferred and assigned by the holder of the certificate to a new owner of the facility with the approval of the local governmental unit after application by the new owner and with a properly noticed public hearing; and

WHEREAS, the applicant VMB Properties, LLC (Victoria Boucher) purchased 217 Bridge Street on January 18, 2024; and

WHEREAS, the applicant VMB Properties, LLC has provided answers to all required questions under Section 6(1) of PA 255 of 1978 to the City of Charlevoix; and

WHEREAS, the City Assessor certified that the property is eligible to be covered by the exemption; and

WHEREAS, the application for transferring the Commercial Facilities Exemption Certificate was considered at a public hearing as provided by section 6(2) of Public Act 255 of 1978 on February 19, 2024.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Charlevoix, that VMB Properties LLC is granted a transfer of the Commercial Facilities Exemption for the real property, excluding land, located in the Charlevoix Main Street Commercial Redevelopment District No.1 at 217 Bridge Street, for a period of 12 years ending December 30, 2029, pursuant to the provisions of PA 255 of 1978, as amended.

RESOLVED this 19th day of February 2024 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas:
Nays:
Absent:

Michigan Department of Treasury
4757 (Rev. 12-20)

STATE USE ONLY		
Application Number	Date Received	LUCI Code

Application for Commercial Facilities Exemption Certificate

Issued under authority of Public Act 255 of 1978, as amended.

Read the instructions page before completing the application. **This application must be filed after a Commercial Redevelopment District is established.** The original application and required documents are filed with the clerk of the Local Governmental Unit (LGU).

PART 1: OWNER / APPLICANT INFORMATION (applicant must complete all fields)

Applicant (Company) Name: VMB PROPERTIES, LLC		NAICS or SIC Code: 531120	
Facility's Street Address: 217 Bridge Street	City: Charlevoix	State: MI	ZIP Code: 49720
Name of City, Township or Village (taxing authority): Charlevoix [X] City [ ] Township [ ] Village	County: Charlevoix	School District Where Facility is Located: Charlevoix	
Date of Rehabilitation Commencement (mm/dd/yyyy): 01/17/2017	Planned Date of Rehabilitation Completion (mm/dd/yyyy): 12/30/2108		
Estimated Cost of Rehabilitation: $450,000	Number of Years Exemption Requested (1-12): 7		

Expected Project Outcomes (check all that apply)

- [X] Increase Commercial Activity
- [ ] Retain Employment
- [X] Revitalize Urban Areas
- [X] Create Employment
- [ ] Prevent Loss of Employment
- [X] Increase Number of Residents in Facility's Community

No. of perm. jobs to be created due to facility's rehab.	No. of perm. jobs to be retained due to facility's rehab.	Number of construction jobs to be created during rehabilitation
15	0	6

Each year, the State Treasurer may approve 25 additional reductions of half the state education tax for a period not to exceed six years.

- [ ] Check this box if you wish to be considered for this exclusion.

PART 2: APPLICATION DOCUMENTS

Prepare and attach the following items:

- [X] General description of the facility (year built, original use, most recent use, number of stories, square footage)
- [X] General description of the facility's proposed use
- [X] General description of the nature and extent of the restoration, replacement, or construction to be undertaken
- [X] Legal description of the facility
- [X] Descriptive list of the fixed building equipment that will be a part of the facility
- [X] Time schedule for undertaking and completing the facility's restoration, replacement or construction
- [X] Statement of the economic advantages expected from receiving the exemption

PART 3: APPLICANT CERTIFICATION

Name of Authorized Company Officer (no authorized agents): Victoria Boucher	Telephone Number: (231) 350-1079		
Fax Number:	E-mail Address: victoria.l.bingham@gmail.com		
Mailing Address: PO Box 335	City: Charlevoix	State: MI	ZIP Code: 49720

I certify that, to the best of my knowledge, the information contained herein and in the attachments is truly descriptive of the property for which this application is being submitted. Further, I am familiar with the provisions of Public Act 255 of 1978, as amended, and to the best of my knowledge the company has complied or will be able to comply with all of the requirements thereof which are prerequisite to the approval of the application by the local governmental unit and the issuance of a Commercial Facilities Exemption Certificate by the State Tax Commission.

I further certify that this application relates to a program, when completed, will constitute a facility, as defined by Public Act 255 of 1978, as amended.

Signature of Authorized Company Officer (no authorized agents)	Title	Date
Victoria Boucher	Organizer.Owner	01/22/2024

Continue on Page 2

PART 4: LGU ASSESSOR CERTIFICATION

Provide the Taxable Value and State Equalized Value of the Commercial Property.

	Taxable Value (excluding land)	State Equalized Value (SEV) (excluding land)
Building	103,843	188,000

The property to be covered by this exemption may not be included on any other specific tax roll while receiving the Commercial Facilities Exemption. For example, property on the Eligible Tax Reverted Property (Land Bank) specific tax roll cannot be granted a Commercial Facilities Exemption that would also put the same property on the Commercial Facilities specific tax roll.

☑ By checking this box I certify that, if approved, the property to be covered by this exemption will be on the Commercial Facilities Exemption specific tax roll and not on any other specific tax roll.

Name of Assessor (first and last name): Joe Lavender	Telephone Number: 231-547-3614		
Fax Number:	E-mail Address: joel@charlevoixmi.gov		
Mailing Address: 210 State St	City: Charlevoix	State: MI	ZIP Code: 49720

I certify that, to the best of my knowledge, the information contained in Part 4 of this application is complete and accurate.

Assessor's Signature:	Date: 1/23/2024

PART 5: LGU ACTION / CERTIFICATION (LGU Clerk must complete Part 5)

Action Taken By LGU:

☐ Exemption approved for 12 years, ending December 30, 2029 (not to exceed 12 years)

☐ Exemption Denied

Date District Established (attach resolution for district): 10-17-2016	Local Unit Classification Identification (LUCI) Code: District No 1	School Code:	
Name of Clerk (first and last name): Sarah Dvoracek	Telephone Number: 231-547-3250		
Fax Number: 231-237-0329	E-mail Address: clerk@charlevoixmi.gov		
Mailing Address: 210 State Street	City: Charlevoix	State: MI	ZIP Code: 49720
LGU Contact Person for Additional Information: Sarah Dvoracek	LGU Contact Person Telephone Number: 231-547-3250	Fax Number: 231-237-0329	

I certify that, to the best of my knowledge, the information contained in this application and attachments is complete and accurate.

Clerk's Signature:	Date:

If you have questions, need additional information or sample documents, call 517-335-7491 or visit **www.michigan.gov/propertytaxexemptions**.

Instructions for Completing Form 4757
Application for Commercial Facilities Exemption Certificate

The Commercial Facilities Exemption Certificate was created by Public Act 255 of 1978, as amended. Applications for a certificate of exemption are filed, reviewed, and approved by the Local Governmental Unit (LGU). A copy of the certificate is filed with the State Tax Commission.

Owner / Applicant Instructions

1. Complete Parts 1, 2 and 3 of the application. Restoration, replacement, or construction may commence **after** establishment of a district.
2. The following must be provided to the LGU as attachments to the application:
   a. General description of the facility (year built, original use, most recent use, number of stories, square footage).
   b. General description of the proposed use of the facility.
   c. General description of the nature and extent of the restoration, replacement, or construction to be undertaken.
   d. Legal description of the facility.
   e. Descriptive list of the fixed building equipment that will be a part of the facility.
   f. Time schedule for undertaking and completing the restoration, replacement, or construction of the facility.
   g. Statement of the economic advantages expected from the exemption.
3. After reviewing Parts 1, 2, and 3 for complete and accurate information, sign the application where indicated.

LGU Assessor Instructions

1. Complete Part 4 of the application.
2. After completing Part 4, sign where indicated to certify that if approved, the property will appear on the Commercial Facilities Exemption specific tax roll only.

LGU Clerk Instructions

1. After the LGU passes a resolution approving the application, complete Part 5 of the application. A resolution template with required statements can be found at **www.michigan.gov/propertytaxexemptions**.
2. After reviewing the application for complete and accurate information, sign the application to certify the application meets the requirements as outlined by Public Act 255 of 1978, as amended.
3. Issue a certificate to the applicant using the certificate templates found at **www.michigan.gov/propertytaxexemptions**.
4. If in Part 1 the applicant did **not** wish to be considered for the State Education Tax exclusion, submit only a copy of the Certificate to the State Tax Commission at **PTE@michigan.gov** for faster service. An additional submission option is to mail a copy of the Certificate to Michigan Department of Treasury, State Tax Commission, PO Box 30471, Lansing, MI 48909.
5. If in Part 1 the applicant did wish to be considered for the State Education Tax exclusion, submit a copy of the Certificate, application and attachments to the State Tax Commission at **PTE@michigan.gov** for faster service. An additional submission option is to mail a copy of the Certificate to Michigan Department of Treasury, State Tax Commission, PO Box 30471, Lansing, MI 48909.

General Description of the Facility (year built, original use, most recent use, number of stories, square footage)

217 Bridge Street: This building was constructed in 1909 with the purpose of being the Charlevoix Post Office. Sometime between 1920 and 1935 Procter and Gamble opened a store front in the building. Then between 1944 and 1949, Sloan Abstract and Title moved into the space and the business was later known as Sloan then Advanced Geomatics. A small portion of the building was being used as office space before being purchased by Celebrate Me Home, LLC.

Year built: Building was constructed in 1909, remodeled in 1983

Original use: Post Office

Most recent use: Survey & Title Company

Number of stories: 2 plus a partially finished basement

Approx. Sq. Footage: 3,500

General Description of the Facility's Proposed Use

217 Bridge Street will be a mixed-use, two story commercial building with residential above. The first floor which is approximately 1,600 square feet will be divided into three (retail/ commercial spaces. The second floor which is a total of approximately 1,700 square feet will be divided into two (2) residential apartments.

General Description of the Nature and Extent of Construction to be Undertaken

Complete redevelopment includes: exterior brick restoration; new windows; new roof; upgraded mechanical, plumbing and electrical, fire suppression where needed, and barrier free access upgrades to current standards in the commercial portions, and finishing of all interior space for lease. The building is historic and will retain it's character with high ceilings and large windows.

Redevelopment of the building began in January 2017 and was completed in December 2018. The total cost was $450,000.

Legal Description of the Facility

Parcel 052-246-001-00 217 Bridge Street 217 BRIDGE ST DDA 1984 C1 BEG AT SE COR LOT 1 BLK 6 TH N 24 FT TH W 82 FT TH S 24 FT TH E TO POB PT LOTS 1&2 BLK 6 VIL OF CX

Descriptive List of the Fixed Building Equipment that will be a part of the Facility

Fixed building equipment that will be part of the project includes: Interior Lighting; New or Upgraded HVAC equipment to service all interior spaces; Equipment for a kitchen including oven, range, refrigerator, dishwasher, and freezer (per each residential space (2 total)).

Time Schedule for Undertaking and Completing the Facility's Construction

The construction was completed in December of 2018. This is just a transfer of the certificate.

Statement of the Economic Advantages Expected from Receiving the Exemption

The redevelopment of this building, that was vacant, in downtown Charlevoix created an economic advantage to the community and its residents. It created job opportunities for existing and future residents, and it created additional residential opportunities in the city. The building provides a total of three (3) commercial spaces plus two (2) residential units. These new business and restaurants provide additional job opportunities in the city and they bring outside money into the community. The area of downtown Charlevoix where redevelopment occurred is thriving with activity during the summer season, but in the off-season activity drops off dramatically. The building involved in this project was vacant or not used to their highest potential prior to redevelopment. The redevelopment blended historic character with modern functionality, and it has increased activity in the downtown on a more year-round basis. The retail sales and service establishments that are filling this building create an economic advantage for all downtown businesses.

Charlevoix City Council

Public Hearings and Actions Requiring Public Hearings

Title: Set Public Hearing: Community Development Block Grant (CDBG) Housing Improving Local Livability (CHILL) Program

Date: February 5, 2024

Presented By: Mark Heydlauff, City Manager

Background:

As part of the application for the Community Development Block Grant CHILL Program, a public hearing is required to give low and moderate income residents an opportunity to influence the final local grant rules to benefit the local participants of the grant program.

Recommendation:

Motion to set a public hearing for Monday, February 19, 2024, at 6:00 p.m. in Council Chambers, 210 State St. Charlevoix, MI to give low and moderate income residents an opportunity to influence the final local grant rules to benefit the local participants of the grant program.

Attachments:

None

Charlevoix City Council

Public Hearings and Actions Requiring Public Hearings

Title: Set Public Hearing: Budget Amendment #1 for 2023-24
Date: February 5, 2024

Presented By: Mark Heydlauff, City Manager

Background:
The proposed budget amendment will keep the City's budget process in compliance with Public Act 202 and update the estimated year end budget for 2023-24 to our best estimate. A copy of the public notice is attached.

Recommendation:
Motion to set public hearing for February 19, 2024 at 6 p.m. in the City Council Chambers, 210 State Street, Charlevoix, MI for the 2023-2024 Budget Ordinance Amendment.

Attachments:
1. Public Notice 2023-24
2. 844 of 2024 budget amendment

PUBLIC NOTICE

The City Council of the City of Charlevoix will hold a Public Hearing on the Proposed 2023-24 Fiscal Year Budget Amendment #1 on Monday, February 19, 2024 at 6:00 p.m. at City Hall, 210 State Street, Charlevoix, Michigan. The following Budget Amendment #1 is proposed for the fiscal year April 1, 2023 to March 31, 2024:

		Original Budget	Amended Budget	Net Change
General Fund	RV Total	4,377,600	4,503,383	125,783
- Legislative	EX Total	62,200	77,836	15,636
- General Government	EX Total	792,300	806,802	14,502
- Public Safety	EX Total	1,261,000	1,277,710	16,710
- Public Works	EX Total	409,700	402,566	(7,134)
- Recreation & Culture	EX Total	1,816,050	1,858,349	42,299
- Other	EX Total	20,900	37,400	16,500
- Fund Transfers	EX Total	48,500	48,475	(25)
Major Street Fund	RV Total	437,725	447,737	10,012
Major Street Fund	EX Total	417,676	467,555	49,879
Local Street Fund	RV Total	197,888	213,190	15,302
Local Street Fund	EX Total	167,900	175,808	7,908
Parking Services Fund	RV Total	133,800	145,600	11,800
Parking Services Fund	EX Total	118,900	154,150	35,250
Housing Initiatives Fund	RV Total	6,000	6,035	35
Housing Initiatives Fund	EX Total	0	4,625	4,625
DDA Fund	RV Total	651,100	719,513	68,413
DDA Fund	EX Total	709,800	743,093	33,293
Airport Fund	RV Total	2,704,457	2,384,084	(320,373)
Airport Fund	EX Total	2,614,150	2,421,654	(192,496)
PI#1 - Fire Replacement Fund	RV Total	55,786	55,786	0
PI#2 - Sewer Capital Fund-Tap Ins	RV Total	15,080	15,250	170
PI#5 - Sewer Capital Fund-North&South Side	RV Total	4,500	4,500	0
PI#6 - Infrastructure Improvements Fund	RV Total	425,000	910,939	485,939
PI#6 - Infrastructure Improvements Fund	EX Total	1,272,200	1,866,282	594,082
PI#7 - Street Improvements	RV Total	271,500	289,134	17,634
PI#7 - Street Improvements	EX Total	200,000	243,755	43,755
PI#9 - Business Park Fund	EX Total	5,000	9,000	4,000
PI#12 - Mt. McSauba Recreation Improvement Fund	RV Total	7,020	7,370	350
PI#12 - Mt. McSauba Recreation Improvement Fund	EX Total	10,000	10,000	0
PI#15 - Trail Development-Improvement Fund	RV Total	662,871	5,500	(657,371)
PI#15 - Trail Development-Improvement Fund	EX Total	1,027,300	16,500	(1,010,800)
PI#17 - Building Capital Improvement Fund	RV Total	0	200	200
PI#17 - Building Capital Improvement Fund	EX Total	73,700	87,975	14,275
Electric Fund	RV Total	8,062,436	8,919,616	857,180
Electric Fund	EX Total	10,236,200	8,745,686	(1,490,514)
Sewer Fund	RV Total	2,547,580	2,783,149	235,569
Sewer Fund	EX Total	3,610,800	3,700,587	89,787
Water Fund	RV Total	1,740,900	1,992,164	251,264
Water Fund	EX Total	2,635,900	2,732,064	96,164
Marina Fund	RV Total	942,260	1,007,641	65,381
Marina Fund	EX Total	1,598,400	1,619,609	21,209
Employee Fringe Benefit Fund	RV Total	3,197,100	3,167,466	(29,634)
Employee Fringe Benefit Fund	EX Total	3,078,800	3,014,982	(63,818)
Motor Pool Fund	RV Total	1,132,736	1,152,624	19,889
Motor Pool Fund	EX Total	1,213,700	1,277,047	63,347
Perpetual Care Trust Fund	RV Total	6,000	14,000	8,000

CITY OF CHARLEVOIX
ORDINANCE NO. 844 OF 2024
2023-2024 BUDGET AMENDMENT #1

The Budget for the fiscal year beginning April 1, 2023 shall be amended for operating the City of Charlevoix. Ordinance 844 of 2024 Budget Appropriation Act of 2023-24, is hereby amended as follows:

		Original Budget	Amended Budget	Net Change
General Fund	RV Total	4,377,600	4,503,383	125,783
- Legislative	EX Total	62,200	77,836	15,636
- General Government	EX Total	792,300	806,802	14,502
- Public Safety	EX Total	1,261,000	1,277,710	16,710
- Public Works	EX Total	409,700	402,566	(7,134)
- Recreation & Culture	EX Total	1,816,050	1,858,349	42,299
- Other	EX Total	20,900	37,400	16,500
- Fund Transfers	EX Total	48,500	48,475	(25)
Major Street Fund	RV Total	437,725	447,737	10,012
Major Street Fund	EX Total	417,676	467,555	49,879
Local Street Fund	RV Total	197,888	213,190	15,302
Local Street Fund	EX Total	167,900	175,808	7,908
Parking Services Fund	RV Total	133,800	145,600	11,800
Parking Services Fund	EX Total	118,900	154,150	35,250
Housing Initiatives Fund	RV Total	6,000	6,035	35
Housing Initiatives Fund	EX Total	0	4,625	4,625
DDA Fund	RV Total	651,100	719,513	68,413
DDA Fund	EX Total	709,800	743,093	33,293
Airport Fund	RV Total	2,704,457	2,384,084	(320,373)
Airport Fund	EX Total	2,614,150	2,421,654	(192,496)
PI#1 - Fire Replacement Fund	RV Total	55,786	55,786	0
PI#2 - Sewer Capital Fund-Tap Ins	RV Total	15,080	15,250	170
PI#5 - Sewer Capital Fund-North&South Side	RV Total	4,500	4,500	0
PI#6 - Infrastructure Improvements Fund	RV Total	425,000	910,939	485,939
PI#6 - Infrastructure Improvements Fund	EX Total	1,272,200	1,866,282	594,082
PI#7 - Street Improvements	RV Total	271,500	289,134	17,634
PI#7 - Street Improvements	EX Total	200,000	243,755	43,755
PI#9 - Business Park Fund	EX Total	5,000	9,000	4,000
PI#12 - Mt. McSauba Recreation Improvement I	RV Total	7,020	7,370	350
PI#12 - Mt. McSauba Recreation Improvement I	EX Total	10,000	10,000	0
PI#15 - Trail Development-Improvement Fund	RV Total	662,871	5,500	(657,371)
PI#15 - Trail Development-Improvement Fund	EX Total	1,027,300	16,500	(1,010,800)
PI#17 - Building Capital Improvement Fund	RV Total	0	200	200
PI#17 - Building Capital Improvement Fund	EX Total	73,700	87,975	14,275
Electric Fund	RV Total	8,062,436	8,919,616	857,180
Electric Fund	EX Total	10,236,200	8,745,686	(1,490,514)
Sewer Fund	RV Total	2,547,580	2,783,149	235,569
Sewer Fund	EX Total	3,610,800	3,700,587	89,787
Water Fund	RV Total	1,740,900	1,992,164	251,264
Water Fund	EX Total	2,635,900	2,732,064	96,164
Marina Fund	RV Total	942,260	1,007,641	65,381
Marina Fund	EX Total	1,598,400	1,619,609	21,209
Employee Fringe Benefit Fund	RV Total	3,197,100	3,167,466	(29,634)
Employee Fringe Benefit Fund	EX Total	3,078,800	3,014,982	(63,818)
Motor Pool Fund	RV Total	1,132,736	1,152,624	19,889
Motor Pool Fund	EX Total	1,213,700	1,277,047	63,347
Perpetual Care Trust Fund	RV Total	6,000	14,000	8,000

Bad Debt Write-Offs	
General Fund/EMS	23,721
Electric Fund	9,963
Water Fund	1,285
Sewer Fund	2,031
DDA Fund	-
Misc	6,279
2023-2024 TOTAL:	**43,279**

2022-23	$90,459
2021-22	$146,992
2020-21	$244,662
2019-20	$164,129
2018-19	$40,680
2017-18	$47,070
2016-17	$40,120

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

Ordinance No. 844 was adopted on the 19th day of February 2024 A.D., by the Charlevoix City Council as follows:
Motion by:

Seconded by:
Yeas:
Nays:
Absent:

State of Michigan
City of Charlevoix } §

Sarah J. Dvoracek	Clerk	Lyle Gennett	Mayor

Charlevoix City Council

Public Hearings and Actions Requiring Public Hearings

Title: Set Public Hearing: 2024-25 Budget Ordinance
Date: February 5, 2024

Presented By: Mark Heydlauff, City Manager

Background:
City Council needs to have a public hearing for the 2024-25 Budget, which also sets the millage rates to support the budget. The public hearing also fulfills the Truth in Taxation hearing required to levy the tax millage each year. The budget needs to be in place prior to the start of our new fiscal year beginning on April 1, 2024. An ordinance takes 30 days to take effect following passage by City Council.

Recommendation:
Motion to set the public hearing for Monday, February 19, 2024, at 6 p.m. in the Council Chambers, 210 State St. Charlevoix, MI to adopt the 2024-25 Budget Ordinance.

Attachments:
1. Public Notice 2024-25
2. Council Recommendation Draft 1-24-24
3. Ordinance 845 for 2024-25 budget
4. Resolution 2024-02-03 rates fees 2024-25 budget
5. 2024-25 FEE SCHEDULE Proposed 4-1-2024 (1)

PUBLIC NOTICE

There will be a public hearing on the proposed 2024-25 Annual City Budget at 6:00 pm on Monday, February 19, 2024 in the City Hall Council Chambers, 210 State Street, Charlevoix, MI. The purpose of the hearing is to inform citizens of local budgetary actions and provide the opportunity for participation in the local budget making process. **The proposed property tax millage rate to be levied to support the proposed budget will be a subject of this public hearing.** A copy of the proposed budget is available at City Hall or the Charlevoix Public Library for public inspection.

CITY OF CHARLEVOIX, MICHIGAN
2024-25 Proposed Budget
REVENUE AND EXPENSE SUMMARY - ALL FUNDS
February 19, 2024

	GENERAL FUND	MAJOR STREET	LOCAL STREET	PARKING SERVICES	HOUSING INITIATIVES	AIRPORT	ELECTRIC	SEWER	WATER	MARINA	DDA	PERPETUAL CARE	2024-25
REVENUES													
Taxes	3,211,700										579,800		3,791,500
Licenses & Permits	45,800												45,800
State & Federal Grants	326,000	458,639	183,711		225,000						21,100		1,214,450
Charges for Services	444,700			148,200		2,253,389	8,878,400	2,802,800	2,056,800	629,444		4,000	17,217,734
Fines & Forfeits	2,300						35,000	8,500	6,200				52,000
Interest & Rents	261,400	500	100		40	118,834	16,239	6,800	2,700	600	64,200	2,000	473,413
Other	34,200					200,285	18,500	5,600	18,200	100	21,300		298,185
Fund Transfers	29,500		31,700		6,000		105,677			375,000			547,877
Appropriation-Surplus							1,857,184	804,700	331,700	615,756			3,609,339
TOTAL REVENUES:	4,355,600	$459,139	$215,511	$148,200	$231,040	$2,572,508	$10,911,000	$3,628,400	$2,415,600	$1,620,900	686,400	$6,000	27,250,299
EXPENDITURES													
Legislative	61,400												61,400
General Government	805,000												805,000
Public Safety	1,371,400			137,800									1,509,200
Public Works	407,500	441,579	176,500		175,000	1,904,900					296,800		3,402,279
Health & Welfare													-
Recreation & Culture	1,582,450									404,000			1,986,450
Capital Outlay						9,500	2,504,000	750,000	550,000				3,813,500
Debt Service								605,100		464,500			1,069,600
Electric							7,721,300						7,721,300
Sewer								1,593,900					1,593,900
Water									1,423,300				1,423,300
Fund Transfers	48,700						247,100	89,400	77,300	93,000	339,000		894,500
Other	23,200									1,400	30,000		54,600
Depreciation						514,100	438,600	590,000	365,000	658,000			2,565,700
TOTAL EXPENSES:	4,299,650	$441,579	$176,500	$137,800	$175,000	$2,428,500	$10,911,000	$3,628,400	$2,415,600	$1,620,900	$665,800	$0	26,900,729

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	60,850	45,800
Federal Grants	(1,591)	-	51,953	-
State Grants & Revenue	349,274	587,000	442,980	317,000
Local Grants & Contributions	33,525	6,500	35,200	9,000
Charges for Services	407,384	397,200	460,731	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	47,477	34,200
Fund Transfers	28,256	27,600	27,643	29,500
TOTAL REVENUES	**$ 3,872,162**	**$ 4,377,600**	**$ 4,503,383**	**$ 4,355,600**
EXPENSES				
Legislative	55,745	62,200	77,836	61,400
General Government	683,735	792,300	806,802	805,000
Public Safety	1,197,828	1,261,000	1,277,710	1,371,400
Public Works	329,513	409,700	402,566	407,500
Health & Welfare	37	-	-	-
Recreation & Culture	1,511,716	1,816,050	1,858,349	1,582,450
Other	45,734	20,900	37,400	23,200
Fund Transfers	260,894	48,500	48,475	48,700
TOTAL EXPENSES	**$ 4,085,202**	**$ 4,410,650**	**$ 4,509,137**	**$ 4,299,650**
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	**$ (213,040)**	**$ (33,050)**	**$ (5,754)**	**$ 55,950**
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	1,056,320	881,753	843,280	837,526
NET CHANGE IN FUND BALANCE	(213,040)	(33,050)	(5,754)	55,950
FUND BALANCE	**$ 843,280**	**$ 848,703**	**$ 837,526**	**$ 893,476**
CASH & INVESTMENTS	**$ 1,116,275**	**$ 1,038,096**	**$ 1,110,521**	**$ 1,166,471**
FUND BALANCE AS % OF TOTAL EXPENSES	**21%**	**19%**	**19%**	**21%**

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	53,750	38,700
TOTAL LICENSES & PERMITS	**$ 41,430**	**$ 56,700**	**$ 60,850**	**$ 45,800**
FEDERAL GRANTS				
FEDERAL GRANTS - OTHER	(1,591)	-	50,000	-
FEDERAL GRANTS	-	-	1,953	-
TOTAL FEDERAL GRANTS	**$ (1,591)**	**$ -**	**$ 51,953**	**$ -**
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	20,000	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**	**$ 35,200**	**$ 9,000**
CHARGES FOR SERVICES				
CHARGES FOR SERVICES - OTHER	337	700	700	700
CEMETERY - LOTS, FOUND & OPENING	54,340	50,000	65,319	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	11,457	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**	**$ 460,731**	**$ 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	-	500	500
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**	**$ 47,477**	**$ 34,200**
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**	**$ 4,503,383**	**$ 4,355,600**

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	83,224	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**	**$ 806,802**	**$ 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	242,799	243,400
Spring Cleanup	77,173	97,900	97,896	99,900
Brush Pickup	43,471	65,000	61,871	64,200
TOTAL PUBLIC WORKS	**$ 329,513**	**$ 409,700**	**$ 402,566**	**$ 407,500**
HEALTH & WELFARE				
Ambulance	37	-	-	-
TOTAL HEALTH & WELFARE	**$ 37**	**$ -**	**$ -**	**$ -**
RECREATION & CULTURE				
Parks Maintenance	653,838	690,800	700,944	706,800
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. McSauba 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	303,889	271,900
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**	**$ 1,858,349**	**$ 1,582,450**
MISCELLANEOUS				
OTHER	45,734	20,900	37,400	23,200
FUND TRANSFERS	260,894	48,500	48,475	48,700
TOTAL MISCELLANEOUS	**$ 306,628**	**$ 69,400**	**$ 85,875**	**$ 71,900**
TOTAL EXPENSES	**$ 4,085,202**	**$ 4,410,650**	**$ 4,509,137**	**$ 4,299,650**

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	2,350	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**	**$ 83,224**	**$ 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	43,082	42,100
WAGES (ICMA)	4,512	4,500	4,401	4,700
SALARIES & WAGES - TEMPORARY	6,788	23,500	16,020	16,000
EMPLOYEE FRINGE BENEFITS	35,541	35,100	36,007	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**	**$ 242,799**	**$ 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	20,459	20,900
TOTAL BRUSH PICKUP	**$ 43,471**	**$ 65,000**	**$ 61,871**	**$ 64,200**
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	124,800
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**	**$ 706,800**
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	4,400	4,500
MACHINERY & EQUIPMENT	3,000	3,000	4,000	3,000
TOTAL GOLF COURSE	**$ 210,450**	**$ 261,300**	**$ 303,889**	**$ 271,900**
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	20,000	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**	**$ 85,875**	**$ 71,900**
TOTAL EXPENSES	**$ 4,085,202**	**$ 4,410,650**	**$ 4,509,137**	**$ 4,299,650**

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	20,302	20,900
TREES & SHRUBS	38,500	39,400	47,769	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	2,555	2,700
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**	**$ 467,555**	**$ 441,579**
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	**$ (164,534)**	**$ 20,049**	**$ (19,818)**	**$ 17,560**
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	481,120	201,785	316,586	296,768
NET CHANGE IN FUND BALANCE	(164,534)	20,049	(19,818)	17,560
FUND BALANCE	**$ 316,586**	**$ 221,834**	**$ 296,768**	**$ 314,328**
CASH & INVESTMENTS	**$ 196,284**	**$ 99,654**	**$ 176,466**	**$ 194,026**

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	14,526	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**	**$ 175,808**	**$ 176,500**
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	**$ 33,244**	**$ 29,988**	**$ 37,382**	**$ 39,011**
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	18,346	52,290	51,590	88,972
NET CHANGE IN FUND BALANCE	33,244	29,988	37,382	39,011
FUND BALANCE	**$ 51,590**	**$ 82,278**	**$ 88,972**	**$ 127,983**
CASH & INVESTMENTS	**$ (9,659)**	**$ 64,233**	**$ 27,723**	**$ 66,734**

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	8,700
MISCELLANEOUS & IWF REIMBURSEMENT	(800)	14,300	14,300	14,300
CONTRIBUTION - OTHER SOURCES	1,980	-	2,300	2,000
CONTRIBUTION - TREE LIGHTS	232	-	-	-
CONTRIBUTION - MAIN STREET	-	-	66	-
CONTRIBUTION - PERFORMANCE PAVILION	2,942	6,000	6,000	5,000
TOTAL REVENUES	**$ 635,603**	**$ 651,100**	**$ 719,513**	**$ 686,400**
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	18,800
PROMOTION COMMITTEE EXPENSES	9,700	9,000	12,490	18,100
ORGANIZATION COMMITTEE	-	700	700	1,300
BUSINESS RECRUITMENT/RETENTION	25,000	-	-	-
CONTRACTUAL SERVICES	36,129	36,000	62,950	36,000
DESIGN COMMITTEE	19,694	16,000	16,105	11,700
DESIGN CAPTIAL 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	50,000
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**	**$ 743,093**	**$ 665,800**
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	**$ 20,893**	**$ (58,700)**	**$ (23,580)**	**$ 20,600**
YEAR END BALANCES				
FUND BALANCE / NET POSITION BEGINNING OF YEAR	2,857,501	3,195,701	2,878,394	2,854,813
CHANGE IN FUND BALANCE / NET POSITION	20,893	(58,700)	(23,580)	20,600
FUND BALANCE / NET POSITION	**$ 2,878,394**	**$ 3,137,001**	**$ 2,854,813**	**$ 2,875,413**
CASH & INVESTMENTS	**$ 300,859**	**$ 232,955**	**$ 277,278**	**$ 297,878**
	*			

*** 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 constuction of the New Public Services Facility.
All costs associated with this project should be recorded by 3/31/2023. This Fund will then close.

CITY OF CHARLEVOIX
PI #15 TRAIL DEVELOPMENT-IMPROVEMENT FUND
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 #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 AIPORT	-	-	-	-
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	36,500	35,000
INTEREST & RENTS	35,858	17,441	17,441	16,239
OTHER	7,504	18,500	24,500	18,500
TRANSFER FROM OTHER FUNDS	-	12,475	112,475	105,677
TOTAL REVENUES	**$ 7,493,431**	**$ 8,062,436**	**$ 8,919,616**	**$ 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)**	**$ 173,931**	**$ (1,857,184)**
YEAR END BALANCES				
NET POSITION BEGINNING OF YEAR	8,778,887	7,620,793	8,107,172	8,281,103
CHANGE IN NET POSITION	(671,715)	(2,173,764)	173,931	(1,857,184)
NET POSITION	**$ 8,107,172**	**$ 5,447,029**	**$ 8,281,103**	**$ 6,423,919**
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	5,701,980	4,283,396
CASH & INVESTMENTS	**$ 5,258,049**	**$ 3,444,472**	**$ 5,861,980**	**$ 4,443,396**

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	11,000	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**	**$ 1,992,164**	**$ 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)**	**$ (739,900)**	**$ (331,700)**
YEAR END BALANCES				
NET POSITION BEGINNING OF YEAR	6,605,862	5,694,408	6,681,577	5,941,677
CHANGE IN NET POSITION	75,715	(895,000)	(739,900)	(331,700)
NET POSITION	**$ 6,681,577**	**$ 4,799,408**	**$ 5,941,677**	**$ 5,609,977**
CHARTER RESERVE	75,000	75,000	75,000	75,000
UNRESTRICTED	2,199,703	660,592	1,803,803	1,837,103
CASH & INVESTMENTS	**$ 2,274,703**	**$ 735,592**	**$ 1,878,803**	**$ 1,912,103**

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	133,504	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**	**$ 1,007,641**	**$ 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)**	**$ (611,968)**	**$ (615,756)**
YEAR END BALANCES				
NET POSITION BEGINNING OF YEAR	1,789,933	1,117,773	1,827,954	1,215,986
CHANGE IN NET POSITION	38,021	(656,140)	(611,968)	(615,756)
NET POSITION	**$ 1,827,954**	**$ 461,633**	**$ 1,215,986**	**$ 600,230**
CASH AT PAYING AGENT	34,200	100,000	100,000	100,000
UNRESTRICTED	600,049	335,124	580,281	622,526
CASH & INVESTMENTS	**$ 634,249**	**$ 435,124**	**$ 680,281**	**$ 722,526**

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		762,097		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		67,864		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		431,955		449,100
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**	**$**	**3,167,466**	**$**	**3,313,300**
EXPENSES								
WAGES (ICMA)		57,016		61,200		58,097		60,400
FRINGE BENEFITS		449,408		454,600		431,955		449,100
WORKERS COMPENSATION		66,106		68,100		62,014		63,900
SOCIAL SECURITY		358,916		374,900		376,735		394,300
HEALTHCARE PREMIIUMS		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		115,728		117,900
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**	**$**	**3,014,982**	**$**	**3,130,700**
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	**$**	**84,703**	**$**	**118,300**	**$**	**152,483**	**$**	**182,600**
YEAR END BALANCES								
NET POSITION BEGINNING OF YEAR		(84,703)		(178,306)		0		152,483
CHANGE IN NET POSITION		84,703		118,300		152,483		182,600
NET POSITION	**$**	**0**	**$**	**(60,006)**	**$**	**152,483**	**$**	**335,083**
CASH & INVESTMENTS	**$**	**127,813**	**$**	**134,397**	**$**	**280,296**	**$**	**462,896**

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	1,077,889	1,118,250
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**	**$ 1,152,624**	**$ 1,185,790**
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)**	**$ (124,423)**	**$ (397,910)**
YEAR END BALANCES				
NET POSITION BEGINNING OF YEAR	1,846,311	1,843,789	1,872,210	1,747,787
CHANGE IN NET POSITION	25,899	(80,964)	(124,423)	(397,910)
NET POSITION	**$ 1,872,210**	**$ 1,762,825**	**$ 1,747,787**	**$ 1,349,876**
CASH & INVESTMENTS	**$ 1,327,553**	**$ 1,435,693**	**$ 1,503,130**	**$ 1,405,220**

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**

CITY OF CHARLEVOIX
ORDINANCE NO. 845 of 2024
BUDGET APPROPRIATION ACT

THE CITY OF CHARLEVOIX ORDAINS:

WHEREAS, the City Council of the City of Charlevoix did give notice of the time and place when a public hearing would be held in conformity with provisions of Section 7.8, Article VII of the City Charter, which Public Hearing was duly held pursuant to said notice and in conformity therewith.

THEREFORE, BE IT RESOLVED, that the revenues and expenditures for the fiscal year commencing on April 1, 2024 and ending March 31, 2025 are hereby appropriated on a fund level basis (a detailed breakdown by activity level can be found in the Budget Details document) as summarized by the following:

GENERAL FUND

TOTAL REVENUES:	$4,355,600
TOTAL EXPENSE:	$4,299,650

BE IT FURTHER RESOLVED, that the City Council of the City of Charlevoix does hereby levy 10.6052 mills (9.4052 mills operating and 1.2000 mills infrastructure) for the period of April 1, 2024 through March 31, 2025 on all real and eligible personal property in the City of Charlevoix according to the valuation of the same. This tax is levied for the purpose of defraying the general expense and liability of the City of Charlevoix and for infrastructure improvements, and is levied pursuant to Section 8.1, Article VIII of the City Charter; and

BE IT FURTHER RESOLVED, that the City Council does hereby levy a tax not to exceed 1.3252 mills for the period April 1, 2024 through March 31, 2025 on all real and eligible personal property in the Downtown Development District, according to the valuation of the same within the district; and

BE IT FURTHER RESOLVED, that the City Council does hereby levy a tax not to exceed 1 mill for the period April 1, 2024 through March 31, 2025 on all real and eligible personal property in the City of Charlevoix, according to the valuation of the same. This tax is levied for the purpose of defraying the cost of rubbish collection and other related services provided citizens allowed by the act, and is levied pursuant to Michigan Public Act 213 of 1969; and

BE IT FURTHER RESOLVED, that the City Council does hereby approve the following budgets for the period April 1, 2024 through March 31, 2025 in the amounts set forth below by fund:

FUND	REVENUE	EXPENSE
Major Street Fund	$ 459,139	$ 441,579
Local Street Fund	215,511	176,500
Parking Services	148,200	137,800
Housing Initiatives	231,040	175,000
Electric Fund	10,911,000	10,911,000
Sewer Fund	3,628,400	3,628,400
Water Fund	2,415,600	2,415,600
Marina Fund	1,620,900	1,620,900
Airport Fund	2,572,508	2,428,500
Downtown Development Authority	686,400	665,800
Employee Fringe Benefit	3,313,300	3,130,700
Motor Vehicle Fund	1,583,700	1,583,700
Perpetual Care Trust Fund	6,000	0
General Debt Service Fund - Infrastructure	323,100	323,100
General Debt Service Fund – New Services Facility	485,100	485,000
Fire Fund	59,440	0
Sewer Tap-in Fund*	15,200	0
Northside/Southside Sewer Fund*	4,500	0
Infrastructure Improvement	358,200	122,800
Road Improvements	298,100	200,000
Industrial Park Fund	7,570	5,000
Mt. McSauba Recreation Fund	7,320	0

FUND	REVENUE	EXPENSE
Trail Development-Improvement Fund	960,400	960,400
Building Capital Project-Improvement Fund	228,600	228,600

* These funds are part of the Sewer Fund.

Ordinance # 845 was enacted on the 19h day of February, 2024 A.D., by the Charlevoix City Council as follows:

Motion by:
Second by:

Yeas:
Nays:
Absent:

State of Michigan)
) ss
City of Charlevoix)

Sarah J. Dvoracek Clerk

Lyle Gennett Mayor

CITY OF CHARLEVOIX
RESOLUTION NO. 2024-02-03
RATES & FEES ASSOCIATED WITH THE 2024-25 BUDGET

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

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

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

WHEREAS, the City of Charlevoix proposes to make these rates and fees effective on April 1, 2024.

NOW THEREFORE BE IT RESOLVED that the City of Charlevoix adopts all rates and fees included in the 2024-25 Proposed Budget with changes to the rates and fees for the following areas: airport, cemetery, parking, recreation, planning and zoning, miscellaneous, and Utility Rates which includes water, wastewater, and electric rates.

RESOLVED, this 19th day of February, 2024 A.D.

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

CITY OF CHARLEVOIX

2024-25 PROPOSED

Schedule of Rates, Fees & Charges

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

Fees that are new to this report are highlighted in this blue color.

Fees proposed to change are highlighted in this yellow color.

Airport

Aircraft Landing & Ramp Fees

- *Landing fee waived for one day with a qualifying minimum purchase of fuel.*
- *Annual landing pass covers all landing fees for one year.*
- *Landing fees are waived for aircraft that lands as a result of an in-flight emergency, doing touch-and-goes, are based at Charlevoix Airport, or are owned by the military, state or federal government. Medical flights are not exempt from landing fees.*
- *Plane may be categorized in a location because of size, not type. I.E. Eclipse is a Very Light Jet*
- *Annual is for overnights only*

Single Engine (~~20~~ 15 Gallon Purchase waives 1 night on Ramp)		Min. Fuel Purchase	Proposed/New
Landing Fee	$0.00	N/A	
Ramp Fee (overnight)	10.00		
Weekly Ramp Fee	~~60.00~~		50.00
Monthly Ramp Fee			175.00
Annual Ramp Fee	~~400.00~~		1,000.00

Piston Twin			
Landing Fee	25.00	~~30 gallons~~ 50 gallons	
Ramp Fee (overnight)	20.00		
Weekly Ramp Fee	100.00		
Monthly Ramp Fee			250.00
Annual Ramp Fee			1,500.00

Single Turbo Prop (including Meridan, TBM & Eclipse Jet)			
Landing Fee	55.00	~~50 gallons~~ 75 gallons	
Ramp Fee (overnight)	35.00		
Weekly Ramp Fee	175.00		
Monthly Ramp Fee			300.00
Annual Ramp Fee			1,800.00

Twin Turbo Prop (including Pilatus & Caravan singles)			
Landing Fee	110.00	100 gallons	
Ramp Fee (overnight)	60.00		
Weekly Ramp Fee	300.00		
Monthly Ramp Fee			500.00
Annual Ramp Fee			3,000.00

Type I Jet (up to 20,000 lbs)			Proposed/New
Landing Fee	$125.00	100 gallons	
Ramp Fee (overnight)	75.00		
Weekly Ramp Fee	375.00		
Monthly Ramp Fee			750.00
Annual Ramp Fee			4,500.00
Type II Jet (20,000 - ~~40,000~~ 30,000 lbs)			
Landing Fee	155.00	~~225 gallons~~ 155 gallons	
Ramp Fee (overnight)	75.00		
Weekly Ramp Fee	375.00		
Monthly Ramp Fee			750.00
Annual Ramp Fee			4,500.00
Type III Jet (over ~~40,000~~ 30,000 lbs)			
Landing Fee	195.00	275 gallons	
Ramp Fee (overnight)	100.00		
Weekly Ramp Fee	500.00		
Monthly Ramp Fee			850.00
Annual Ramp Fee			5,100.00

Hangar and Access Rates

Hangar Rental Rates* (per month)

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

* Rates are not effective until current leases expire.

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

Fuel Rates and Ground Services

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

Vehicle Parking Fees		Proposed
Daily	No Charge	
Overnight	5.00	
Weekly	20.00	
Monthly	60.00	
6 Months	~~100.00~~	110.00
6 Months - Premium	200.00	
Annual	~~175.00~~	200.00
Annual - Premium	365.00	
Commercial Operations		
On-Airport Rental Car Service (per year)	Set by contract	
Aircraft Servicing, Maintaining & Repairing (per year)	2,000.00	
Catering Service	2,000.00	
Part 135 Operator (per year)	2,000.00	
Parachuting & Jump Schools (per year)	2,000.00	
Rental Car Parking (Per space)	225.00	

Cemetery

Service/Charge	Proposed	Resident	Non-resident	Proposed
Adult Lots	510.00	~~485.00~~	~~730.00~~	770.00
Baby Lots	260.00	~~245.00~~	~~360.00~~	380.00
Adult Opening	380.00	~~360.00~~	~~555.00~~	590.00
Baby Opening	190.00	~~180.00~~	~~280.00~~	300.00
Winter Opening	770.00	~~730.00~~	~~1100.00~~	1160.00

Adult Exhumation	770.00	~~730.00~~	~~1100.00~~	1160.00
Cremation Opening	230.00	~~215.00~~	~~335.00~~	360.00
Cremation Exhumation	260.00	~~245.00~~	~~360.00~~	380.00
Winter Storage: City Cemetery	140.00	~~125.00~~	~~125.00~~	140.00
Winter Storage: Other Cemetery	200.00	~~190.00~~	~~190.00~~	200.00
Monument Foundation: Single or Double (price per square inch)	.35	~~0.30~~	~~0.30~~	.35
Replacement Deed	21.00	20.00	20.00	21.00
Deed Transfers: One to Four (1-4) (price each)	32.00	~~30.00~~	~~30.00~~	32.00
Deed Transfers: More than Four (4+)		At Cost	At Cost	
Perpetual Care	230.00	~~215.00~~	~~330.00~~	350.00
Seeding / Topseeding / Leveling		At Cost	At Cost	
Full Setup	140.00	~~125.00~~	~~125.00~~	140.00
Partial Setup	70.00	~~60.00~~	~~60.00~~	70.00
Saturday / Sunday / Holiday		Double	Double	

Charlevoix Municipal Marina

Transient Boater Daily Fee:

- Pre and Post Season	DNR Tier C
- Shoulder season	DNR Tier I
- Prime Season	DNR Tier J
- Special Events	Charlevoix Special Event Rate

Seasonal Slip Rates:

- DNR Tier F multiplied by 156 days	
- Seasonal Non-Conforming Slips	$80 per foot
- Seasonal Burn Street Dock Slips	$55 per foot
- Seasonal Dingy and Jet Ski Slips	$425

- 45 Day Extended Stay Slip pay the full rate without discount for the full 45 days.

Parking Fees & Fines

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

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

Non-Metered and Metered Parking Tickets that are not Paid after 14 days will incur an additional $50.00 service fee

Other Police related Fees:	
Daily Preliminary Breath Test	$5.00
Crash Reports	15.00 per report

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

Boat Launch Parking	Proposed	Resident	Non-Resident	Proposed
Seasonal	30.00	~~$20.00~~	~~40.00~~	50.00
Daily Car and/or Car with Trailer	10.00	~~5.00~~	~~8.00~~	10.00
Commercial*		1,200	1,500	
10-punch (any commercial, limit one)*		500.00	750.00	

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

Planning & Zoning

Level A Site Plan Review	$135.00 +actual expenses
Level B Site Plan Review	275.00 +actual expenses
Rezoning Application	325.00+actual expenses
Variance - Zoning Board of Appeals	350.00 +actual expenses
Construction Hours Waiver Fee	350.00
Zoning Permit	50.00
Zoning Appeals	300.00 +actual expenses
Special Use Permit	300.00 +actual expenses
Parcel Division	125.00
Sign Permit	50.00
Sign Variance	300.00
Fence Permit	30.00
Alley Abandonment	1000.00+actual expenses
Sidewalk Use Permit	0.00
Outdoor Dining Fee	50.00

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

Ordinance Violations: **NEW TO THIS RATE SHEET**	Current	Proposed
- First Offense	~~$50.00~~	$100.00
- Second Offense within 2 years	~~75.00~~	150.00
- Third or subsequently 2 years of first offense	~~100.00~~	200.00

Short Term Rental Fees

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

Freedom of Information Act (FOIA) Requests

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

Recreation

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

Pavilion Reservation	Proposed	Resident	Non-Resident	Proposed
Picnic Pavilion Rental - Weekday		50.00	80.00	
Picnic Pavilion Rental - Weekend or Holiday		70.00	100.00	
Picnic Pavilion Rental - Non-Profit		No charge	No Charge	
Performance Pavilion Rental (case by case)		90.00	150.00	
Use of Public Property (case by case basis) (must be approved)		220.00	800.00	
Wedding on Public Property (must be approved)		220.00	800.00	
Sports Fees				
Team Fees (Basketball, Volleyball, Softball) (per team)		250.00	250.00	
Ten (10) game season, additional cost will be added for Umpires and Referees to be paid on site				
Youth Sport (per person)	50.00	~~40.00~~	~~40.00~~	50.00
Skate Park (Carpenter Avenue)				
Daily Pass		0.00	0.00	
Seven Day Punch Card		0.00	0.00	
Summer Pass		0.00	0.00	

Mt. McSauba

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

Day Camp	Proposed	Resident	Non-Resident	Proposed
Mt. McSauba Day Camp (per person per week)	150.00	~~140.00~~	~~175.00~~	185.00
Sibling Discount (Each sibling gets $15 off the weekly rate)	135.00	~~125.00~~	~~160.00~~	170.00
Late pick up Fee		$10/every 15 Minutes		
Camp Sunrise (Before Camp)		35.00	35.00	
Camp CHILL (After Camp – No Friday Afternoon)		30.00	30.00	
Camp CHILL and Sunrise Combo	50.00	~~45.00~~	~~45.00~~	50.00
Mt. McSauba Ski Hill				
Weeknight Daily	20.00	~~18.00~~	~~23.00~~	25.00
Weekend Daily	22.00	~~20.00~~	~~25.00~~	27.00
Season Pass: 1 Person	205.00	~~195.00~~	~~270.00~~	285.00
Each Additional Family Member	90.00	~~85.00~~	~~95.00~~	100.00
Equipment Rental				
Downhill Skis or Snowboard		14.00	16.00	
Cross Country Skis or Snowshoes (8 hour rental)		8.00	12.00	
Cross Country Skis or Snowshoes (24 hour rental)		13.00	17.00	
Lessons				
Group Ski or Snowboard Lessons (per person)		65.00	75.00	
Group Ski or Snowboard Lessons with Rental (per person)		75.00	85.00	
Individual Ski or Snowboard Lessons with Rental (1/2 hour)		40.00	45.00	
Individual Ski or Snowboard Lessons with Rental (1 hour)		60.00	65.00	
Skating Rink				
Daily Fee		3.00	3.00	
Season Pass		30.00	30.00	
Ice Skate Rental		2.00	2.00	
Mt. McSauba Area Rental Fee				
Initial Rate (Two hours)		200.00	350.00	

Additional rate per hour	125.00	125.00
Supervisor fee per hour (Required)	35.00	35.00

Charlevoix Golf Club

Daily Rates	Current
All day play	$30.00
9 Holes	20.00
9 Holes Senior Rate (62+)	20.00
4 Holes (Holes 1, 7, 8 and 9)	10.00
Youth on Course Rate (Must have an active YOC#)	5.00
9 Hole Youth	15.00
College or Trade Student (with ID)	15.00
Wedge Range	5.00

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

5-play punch card (Before Memorial Day)	80.00
5-play punch card (After Memorial Day)	90.00
Pull Cart Rental	6.00
Upper Locker Rental	40.00
Lower Locker Rental	50.00
Club Car Walk Behind	10.00
Golf Club Rental	20.00
Season Pass	
Single	425.00
Double (or Family Membership)	600.00
Senior – Single (62+)	350.00
Senior – Double (62+)	500.00
College Student Pass (Current Student ID required)	150.00
Wedge Range Season Pass (included in Season Pass)	50.00

Utility Rates

Water Rates 4.9% Increase

Service Charge - Meter Size

	Proposed	City	Non-City	Proposed
3/4 " or Smaller	31.00	~~30.50~~	~~45.75~~	46.50
1"	41.00	~~40.00~~	~~60.00~~	61.50
1 1/2"	63.50	~~62.00~~	~~93.00~~	95.25
2"	90.00	~~88.00~~	~~132.00~~	135.00
3"	149.00	~~146.00~~	~~219.00~~	223.50
4"	286.00	~~280.50~~	~~420.75~~	429.00
6"	530.00	~~520.00~~	~~780.00~~	795.00
Sprinkling Meter	5.75	~~5.50~~	~~8.25~~	8.63
Commodity Charge				
1st 2,000 Gallons	5.58	~~5.18~~	~~7.77~~	8.37
3rd-50th 1,000 Gallons	5.58	~~5.18~~	~~7.77~~	8.37
51st 1,000 Gallons and Over	5.58	~~5.18~~	~~7.77~~	8.37
Water Usage Minimum (Gallons)		2,000 gal.	2,000 gal.	
Water Minimum Charge	42.16	~~40.86~~	~~61.29~~	63.24

Privilege Fees

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

Water Tap Fees

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

Meter Costs:		Proposed
5/8" Meter	160.00	
5/8" Meter with Horns	~~262.00~~	267.00
¾" Meter	160.00	
¾" Meter with Horns	~~262.00~~	267.00
1" Meter	270.00	
1" Meter with Horns	451.00	
Larger than 1"	At Cost	

Other Fees

Service Upgrade*	1,500.00

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

Bacteriological Tests	20.00 / sample

Sewer Rates 2.0% Increase

Service Charge – (Based on Water Meter Size)

	Proposed	City	Non-City	Proposed
3/4 " or Smaller	42.00	~~$41.00~~	~~$61.50~~	63.00
1"	60.00	~~59.00~~	~~88.50~~	90.00
1 1/2"	99.50	~~98.00~~	~~147.00~~	149.25
2"	146.00	~~143.00~~	~~214.50~~	219.00
3"	275.00	~~270.00~~	~~405.00~~	412.50
4"	468.00	~~459.00~~	~~688.50~~	702.00
6"	500.00	~~477.00~~	~~715.50~~	750.00
Commodity Charge				
Commodity Rate per 1,000 Gallons	7.58	~~7.46~~	~~11.19~~	11.37
Sewer Minimum Charge	57.16	~~55.92~~	~~83.88~~	85.74

Privilege Fees

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

Electric Rates 2.5% Increase

Rate:	Code	Rate / kWh	Proposed	Charge	Proposed	Clean Energy Plan
Residential - In City(1)	111	~~$0.0919~~	.0907	~~15.75~~	17.75	.00178
Residential - Rural (1)	121	~~.1052~~	.1052	~~18.25~~	21.25	.00178
Commercial - In City (GS-C) (1)	131	~~.1113~~	.1140	~~32.25~~	33.25	3.68
Commercial - Out (GS-R) (1) (2)	141	~~.1152~~	.1152	~~34.25~~	35.25	3.68
Commercial – Demand(1)	152	~~.0570~~	.0570	~~68.00~~	70.00	3.68
Industrial & Charity Demand (1) (3)	162	~~.0449~~	.0470	~~320.00~~	322.00	67.24
GSO – Demand	552	~~15.00 / kW~~		15.50 / kW		
GPS – Demand	562	~~15.00 / kW~~		15.50 / kW		

Notes:

1. Rates are subject to a Power Cost Adjustment that is calculated monthly.
2. Customers served under the Commercial – Demand Rate (152) shall also be served under the GSO – Demand Rate (552).
3. Customers served under the Industrial and Charity Demand Rate (162) shall also be served under the GPS – Demand Rate (562)

Renewable Credits

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

Services

Disconnect / Reconnect - Regular	No charge	
Disconnect / Reconnect - After Hours	150.00	
Disconnect / Reconnect - Regular (Without 24 Hour Notice)	50.00	
Disconnect / Reconnect - Seasonal**	115.00	
Disconnect / Reconnect - Seasonal After Hours**	167.00	

** Disconnected from the system for longer than one billing cycle

Reconnect - Non Payment	30.00	
Reconnect - Non Payment (After Hours)	150.00	
Trenching for All Underground Residential Services 200 amps & Under	~~3.00~~ Per Foot	5.00
Meter Test	~~50.00~~	75.00

Security Lights

	City	Proposed City	Non-City	Proposed Non-City
70 Watt	~~5.90~~	6.10	~~6.30~~	6.50
100 Watt	~~7.40~~	7.60	~~7.90~~	8.10
150 Watt	~~10.00~~	10.30	~~10.40~~	10.70
250 Watt	~~15.80~~	16.20	~~17.10~~	17.60
380 Watt	~~25.96~~	26.61	~~26.92~~	27.60
400 Watt	~~23.30~~	23.90	~~25.30~~	26.00
105 Watt LED (400 W equivalent)	~~10.90~~	11.20	~~11.40~~	11.70
1000 Watt	~~53.10~~	54.50	~~58.30~~	59.80

Miscellaneous Fees

		Proposed
Tax Abatement Application Fee (IFT, CFEC, etc)	~~240.00~~	250.00
Temporary / Seasonal Business Fees		
Solicitor's License	~~$60.00/day; $120/week; $180/month~~	
Solicitor's License **Proposed->**	$65.00/day; $125/week; $185/month	
Roadside Stand / Temporary Business (per season)	~~120.00~~	125.00
Transient Merchant (per season)	~~240.00~~	245.00
Mayor Performed Marriage Ceremony	50.00	
NSF Fees		
NSF / Returned Check Charge (per occurrence)	$45.00	
ACH NSF Charge (per occurrence)	35.00	
Police Bad Check Processing Fee (per request)	45.00	
Public Safety Fees		
Mass Gathering Permit	120.00	
Public safety services for events (applies to for-profit organizations only)	1,000.00	
Standby for Fireworks (Equipment & Personnel) (per hour)	500.00	
Police Escort Fee (per occurrence)	100.00	
Liquor License (Standard license)	120.00	
Redevelopment Liquor License	240.00	

RIGHT-OF-WAY USAGE Fees

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

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

Housing Moving or similar activity

-$250 plus expenses per ordinance

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

-$25 per day (May 15 – October 31)

-$5 per day (November 1 – May 14)

Copy/Fax/Report Charges		Proposed
General Copies (per copy)	0.30	
Accident Report (UD-10 -per report)	2.00	
Garden Plots (per plot)	~~42.00~~	45.00
Notary Service	10.00	

Farmers Market Spaces		
5' Space per Season	~~$165.00~~	170.00
10' Space per Season	~~325.00~~	340.00
20' Space per Season	~~650.00~~	680.00
10' Space – Daily Fee	~~35.00~~	40.00
~~Monday Night Booth 10' Space~~	~~100.00~~	Remove

Charlevoix City Council

Public Hearings and Actions Requiring Public Hearings

Title: Set Public Hearing: Short Term Rental Ordinance Amendment
Date: February 5, 2024

Presented By: Mark Heydlauff, City Manager

Background:
On November 30, Council had a work session to discuss updates to the Short Term Rental Ordinance. You asked staff to prepare some edits to the ordinance which our Zoning and Planning Director did right away and it slipped by me on my desk until a couple of weeks ago. I think the edits shown in red reflect your desire to make the ordinance a bit more user-friendly and consistent across different rental situations. If you are comfortable with the language, you can set a public hearing for March 4. If there is additional feedback you'd like to see for the ordinance, you can provide that at the meeting and we can revise accordingly.

Recommendation:
Motion to set a public hearing for Monday, March 4, 2024 at 6pm in the Council Chamber of City Hall, 210 State Street, Charlevoix, MI for proposed Short Term Rental Ordinance Amendment.

Attachments:
1. Red Lined Version of Short Term Rental Ordiance Amendment
2. 846 of 2024 Short Term Rental Ordinance Amendment

ORDINANCE NO.

A REGULATORY ORDINANCE OF THE CITY OF CHARLEVOIX REGULATING VARIOUS ASPECTS OF SHORT-TERM RENTALS

THE CITY OF CHARLEVOIX ORDAINS:

Section 1: Purpose

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

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

Section 2: Definitions

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

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

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

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

Calendar year: January 1 to December 31.

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

Dwelling Unit: A self-contained unit within a building that is designed for human occupancy and provides complete living facilities, including permanent provisions for sleeping, eating, cooking, and sanitation. “Dwelling Unit” does not include Bed and Breakfasts, timeshare/fractional ownership, hotels and motels, and boarding houses.

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

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

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

Sale: The General Property Tax Act, MCL 211.27a “transfer of ownership” as defined in Section 6(a)-(k),

Short-term rental (“STR”): The rental of a dwelling unit for compensation for a term of 1 to 29 interrupted or uninterrupted nights per year in the R-1, ~~R-2~~, and R-2~~A~~ zoning districts.

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

Section 3: Registration and licensing required

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

H. There shall be a fee for registration collected at the time of registration. An additional fee shall be collected at time of licensing. Council shall set a fee(s) from time to time by resolution; such fee(s) may vary depending on the type of property, dwelling, or other distinction Council may deem advisable.

Section 4: Registration process and procedure

~~H. Upon adoption of this chapter, preference for registrations shall be determined as follows:~~
  - ~~i. First, properties duly registered prior to July 1, 2019.~~
  - ~~ii. Second, properties which can demonstrate the property has been rented as an STR within the past calendar year.~~
  - ~~iii. Third, all other properties which might qualify for registration and licensing.~~

I. New applications will be placed on a waiting list in the order of when a complete application is received by the City.
  - i. Applicants whose principle residence exemption is for a property located in the City of Charlevoix will get preference and be moved to the top of the list of new applicants.
  - ii. If the applicant is contacted and offered to register and refuses, they will be moved to bottom of the waiting list.

J. A deposit will be required to be on the waiting list.
  - i. The deposit will be used as partial payment for registration.
  - ii. The deposit is non-refundable when the applicant refuses registration or when the applicant voluntarily withdraws from the waiting list.
  - iii. Council shall, from time to time by resolution, set the deposit fee.

K. The Enforcement Officer is empowered to develop a method for registration in accordance with this provision.

L. Short-term rental shall follow applicable regulations found within chapter 153 of the Charlevoix City Code.

Section 5: Types of Short-Term Rentals

A. *Personal units.* Personal Units may be rented for periods of not less than 7 days up to a total of 28 days per calendar year when the owner is not present or for an unlimited period of time when the property owner is present and living on-site which shall not be capped in number across the City.
  - i. An owner can register only one Personal Unit. Additional units under one ownership must be registered as a Business Unit.

B. *Business units*. Business units may be rented without restriction on days rented per year.
  - i. Council shall establish a cap on the number of business units to be allowed within the R-1, ~~R-2~~, and R-2A zones through a resolution adopted by Council. The initial cap shall be set at 80 business units.
  - ii. The cap shall be amended from time to time by resolution of the City Council. ~~reconsidered by Council at the next regularly scheduled Council meeting 90 days after the enactment of this Ordinance, or sooner if requested by City Staff~~

C. *Accessory Dwelling Units (ADUs)*. ADUs constructed after February 1, 2024, may be rented without restriction on days rented per year.
  - i. STR ADUs will be separated by a minimum of 300 feet on each street face per city block.
  - ii. STR ADUS will meet all other Zoning Ordinance standards of Section 153.116 Accessory Buildings and Uses
  - iii. STR ADUs shall not be capped in number across the city with the exception of (C.) (i.) above.

Section 6: Regulations

A. *Local agent required.* All dwelling units used for short-term rentals shall have a designated local agent.

B. *Contact information posted.* A notice shall be posted in a prominent location within any dwelling unit used for short-term rentals stating (in at least 16-point type) the name of the local agent and, a 24-hour telephone number at which the agent can be reached.

C. *Compliance with codes.* The dwelling unit must meet all applicable Residential Building, Health Department, Nuisance and Safety Codes as necessary to protect the safety of occupants.

D. *Noise and nuisance.* Noise during quiet hours must be limited to that which does not disturb the quiet, comfort or repose of a reasonable person of normal sensitivities. Quiet hours shall be from 11:00 p.m. to 7:00 a.m. The city's Noise Control Ordinance shall apply.

E. *Fireworks.* Fireworks of any kind are not allowed on rental property, except in accordance with the city's Fireworks Ordinance, Title IX, Chapter 94.22.

F. *Fire pits.* Open burning is not allowed.
  - i. Indoor and outdoor fireplaces with chimneys are permitted so long as they are not determined to be a nuisance in keeping with the City's nuisance code.
  - ii. Natural gas fire pits are permitted.

G. *Maximum occupancy.* Short-term rentals shall be permitted maximum occupancy of 2 persons per bedroom plus two persons per finished and legal floor for dwelling as described in the registration and as may be verified by inspections from time to time. An individual present in a dwelling unit during the term of a STR shall be presumed to be an occupant unless it is between the hours of 8am and 10pm, and circumstances clearly indicate the individual will not stay overnight.
  - i. Except as provided in (ii) below, no rental shall be permitted for more than 10 persons.
  - ii. Notwithstanding part a, those units in operation and registered with the City prior to July 1, 2019 which have clearly indicated occupancy up to 16 but not exceeding two per bedroom plus two persons per finished and legal floor for dwelling may continue with said occupancy limit so long as the unit continues to be registered under this Ordinance.
  - iii. No dwelling unit used as a short-term rental may be built or modified hereafter to exceed t~~o~~he limitation of 10 persons as described above.

H. *Parking Restrictions.* Based on lot and neighborhood characteristics, the Enforcement Officer may place reasonable restrictions on the number and manner of vehicle parking.

I. *Advertising.* No person shall advertise a short-term rental, unless the advertisement includes the license number and the maximum occupancy permitted in the unit.

J. *Fee.* Short-term rentals shall pay a fee as City Council may, from time to time, establish by resolution, to account for costs related to the enforcement, community impact, and other customary fees and costs associated with short-term lodging which may already be allowed within the City.

K. *Inspections and conditions*~~. Not less than once every other calendar year~~ Upon original application and/or upon written complaint, the Enforcement Officer may make periodic inspections of a short-term rental using the standards of the International Property Maintenance Code as adopted by the City to ensure continuing compliance with the approval standards specified in this chapter. In addition, the Enforcement Officer may impose reasonable conditions on a registration issued under this chapter which are reasonably necessary to ensure compliance with the approval standards provided in this chapter.

Section 7: Revocations and Appeals

A. *Revocation procedure.* The written notice of the charges and the notice of the hearing shall be personally served on the owner or agent or served on the owner by certified mail, restricted delivery, not less than 14 days before the hearing before the Enforcement Officer.
  - i. Upon a finding by the Enforcement Officer of a first or second violation within any 12-month period, the short-term rental shall be subject to a fine as provided in Section 8, below.
  - ii. Upon a finding by the Enforcement Officer of a third violation within any 12-month period, the short-term rental registration may be revoked and the owner or local agent who had been issued the short-term rental registration shall not again be issued a short-term rental license for a period of 12 months and during said time the premises shall not be utilized for a short-term rental.
  - iii. Upon a finding by the Enforcement Officer of a fourth violation within any 24-month period, the short-term rental registration and license may be revoked and the owner who had been issued the short-term rental registration and not be utilized for a short-term rental.

A.

B. A minimum of a 14 day notice will be given to owners and agents for any suspensions. Appeal from denial or suspension or revocation of a short-term rental registration is allowed.
C. *Appeal Procedure.* Upon a determination by the Enforcement Officer that the registration of a dwelling unit is subject to revocation pursuant to division (A)(iii) above, the Enforcement Officer shall issue a notice to the owner, agent and all property owners within 100 feet of the registered STR stating that the city intends to revoke the rental registration.
   i. The notice shall inform the owner and local agent of a right to a hearing to show cause as to why the registration should not be revoked. If a hearing is requested and the fee is paid within 14 days of the service of the notice, the city shall schedule the hearing before the Short Term Rentals Appeals Board established by Council and notify the owner and agent in writing of a time and place for that hearing.
   ii. At the hearing, the owner and agent may present evidence that the requirements for revocation are not satisfied, or that the property owner and agent should not be held responsible for one or more of the three requisite violations due to extenuating circumstances. Extenuating circumstances may include circumstances that the owner or the owner's agent could not reasonably anticipate and prevent, and could not reasonably control.
   iii. The Short Term Rentals Appeals Board shall independently determine whether there is competent, material and substantial evidence establishing a violation of this division (C), and/or whether there is competent, material and substantial evidence establishing that extenuating circumstances exist.

Section 8: Violations

A person who violates any provision of this Chapter is responsible for a municipal civil infraction in the amount set by Resolution adopted by City Council. Each day on which any violation of the Chapter continues constitutes a separate offense and shall be subject to penalties or sanctions as a separate offense.

SECTION 9. Severability

No other portion, paragraph or phase of the Code of the City of Charlevoix, Michigan shall be affected by this Ordinance except as to the above sections, and in the event any portion, section or subsection of this Ordinance shall be held invalid for any reason, such invalidation shall not be construed to affect the validity of any other part or portion of this Ordinance or of the Code of the City of Charlevoix, Michigan.

SECTION 10. Effective Date

This Ordinance shall become effective thirty (30) days after its enactment pursuant to the City Charter.

CITY OF CHARLEVOIX
ORDINANCE NO. 846

AN ORDINANCE AMENDMENT TO AMEND TITLE XI: BUSINESS REGULATIONS; CHAPTER 114: SHORT-TERM RENTALS SECTIONS 114.02 DEFINITIONS, 114.03 REGISTRATION AND LICENSING REQUIRED, 114.04 REGISTRATION PROCESS AND PROCEDURE, 114.05 TYPES OF SHORT-TERM RENTALS, 114.06 REGULATIONS

THE CITY OF CHARLEVOIX ORDAINS:

Section 1: Title XI, Chapter 114, Section 114.02 Definitions of the City of Charlevoix Code is hereby amended to add the following definition of Sale and shall be placed under the list of definitions in alphabetical order and shall read as follows:

Sale: The General Property Tax Act, MCL 211.27a "transfer of ownership" as defined in Section 6(a)-(k).

Section 2: Title XI, Chapter 114, Section 114.02 Definitions of the City of Charlevoix Code is hereby amended to modify the definition of Short term rental and shall read as follows:

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

Section 3: Title XI, Chapter 114, Section 114.03 Registration and Licensing Required items (A), (B), and (F) subsection 6. of the City of Charlevoix Code shall be repealed and replaced and shall read as follows:

A. All dwelling units shall be registered and licensed with the City as stipulated in this chapter.
B. The advertisement or rental of an unregistered dwelling unit is prohibited.
F.6. A statement indicating how many days it was rented in the previous calendar year; and

Section 4: Title XI, Chapter 114, Section 114.04 Registration Process and Procedure item (A) and its subsections are hereby repealed, items B-E shall be renumbered accordingly.

Section 5: Title XI, Chapter 114, Section 114.05, Types of Short-Term Rentals items (B) subsections 1 and 2 shall be amended and shall read as follows:

B. Business units. Business units may be rented without restriction on days rented per year.

1. Council shall establish a cap on the number of business units to be allowed within the R-1 and R-2 zones through a resolution adopted by Council. The initial cap shall be set at 80 business units.
2. The cap shall be amended from time to time by resolution of the City Council.

Section 6. **Title XI, Chapter 114.05, Types of Short-Term Rentals item (C) subsections 1. 2. and 3. shall be added under letter (B) Business units and shall read as follows:**

C. Accessory Dwelling Units (ADUs). ADUs constructed after February 1, 2024, may be rented without restriction on days rented per year.

1. STR ADUs will be separated by a minimum of 300 feet on each street face per city block.
2. STR ADUS will meet all other Zoning Ordinance standards of Section 153.116 Accessory Buildings and Uses
3. STR ADUs shall not be capped in number across the city with the exception of (C.) (i.) above.

Section 7: Title XI, Chapter 114.06, Regulations item (K) Inspections and conditions shall be repealed and replaced and shall read as follows:

K. Inspections and conditions. Upon original application and/or upon written complaint, the Enforcement Officer may make periodic inspections of a short-term rental using the standards of the International Property Maintenance Code as adopted by the City to ensure continuing compliance with the approval standards specified in this chapter. In addition, the Enforcement Officer may impose reasonable conditions on a registration issued under this chapter which are reasonably necessary to ensure compliance with the approval standards provided in this chapter.

SECTION 8. Severability

No other portion, paragraph or phase of the Code of the City of Charlevoix, Michigan shall be affected by this Ordinance except as to the above sections, and in the event any portion, section or subsection of this Ordinance shall be held invalid for any reason, such invalidation shall not be construed to affect the validity of any other part or portion of this Ordinance or of the Code of the City of Charlevoix, Michigan.

SECTION 9. Effective Date

This Ordinance shall become effective thirty (30) days after its enactment pursuant to the City Charter.

Ordinance No. 846 was adopted on the 19th day of February 2024 A.D., by the Charlevoix City Council as follows:
Motion by seconded by to approve Ordinance Amendment 846 of 2024 as presented.

Yeas:
Nays:
Absent:

State of Michigan } §

City of Charlevoix

Sarah J. Dvoracek	Clerk	Lyle Gennett	Mayor

Charlevoix City Council
Reports and Communications

Title: City Manager's Comments
Date: February 5, 2024

Presented By:

Background:

A. Asset Management Champion Program
I've applied and been accepted into the Michigan Infrastructure Council's Asset Management Champion Program. This is a targeted training to help develop better asset management planning across the state with the goal of integrated, 30-year infrastructure plans across the state. I don't expect this to take more than a couple of hours each week over the next few months and the training is free. I think this is a good way to continue integrating our asset management and capital budgeting.

B. Deer Cull
The deer cull is now complete. The USDA approved the removal of 25 deer from our community, and they harvested this many animals. All the meat will be processed and distributed to food pantries in our region (with the Charlevoix Food Pantry getting priority). We'll continue monitoring the deer population and report to Council. The DNR did review the hunting question and does not believe a change in our ordinance would positively yield benefit for the control of the population.

C. Downtown Amenity Improvements
At their January meeting, the Downtown Development Authority approved the purchase of 5 more BigBelly waste units. We currently have one at Van Pelt Alley, and it includes a receptacle for recycling and regular trash. These units self compact the waste and electronically notify public works staff when they need to be emptied. This saves labor and creates more avenues for recycling. We expect these to be in place for the summer season.

We also have approved the graphics for the new EV chargers which will be located in the Mason Street Parking Lot. These will be branded with our Sustainable Charlevoix graphics package. Again, we anticipate a late spring installation.

Recommendation:

Attachments:
1. Housing Commission Minutes 11/21/2023
2. DDA Meeting Minutes from 11/27/2023
3. DDA Executive Meeting Minutes from12/14/2023
4. DDA Meeting Minutes from 01/09/2024

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

PROJECT
PINE RIVER PLACE

REGULAR MEETING

CHARLEVOIX HOUSING COMMISSION

Tuesday, November 21, 2023

2:00 P.M.

PINE RIVER PLACE COMMUNITY ROOM

Commissioners Present: R.J. Waddell, Joan Buday, Annie Oosthuizen, Nedina Stark
Commissioners Absent: Mitts Lee

Others Present: Dan Murray CHC-Maintenance Supervisor, Annessa Haist-Director MPHC/CHC, Cindy Morris CHC-Occupancy Specialist and Residents of Pine River Place.

Chairperson Joan Buday called the Meeting to Order at 2:07 p.m.

ADDITIONS TO THE AGENDA: None

Motion by Commissioner Waddell, seconded by Commissioner Stark to approve and accept the Regular Meeting Minutes and payables with financials as presented for October 24, 2023.

Ayes: Buday, Waddell, Oosthuizen, Stark
Nays: None
Absent: Lee

OLD BUSINESS: Section 18 Disposition – Release of DOT Approval

NEW BUSINESS: Resolution XIII-23 Amendment to Personnel Policy Retirement Benefits
Director MPHC/CHC Annessa Haist spoke and clarified a commissioner's question.

Motion by Commissioner Oosthuizen, seconded by Commissioner Waddell to approve and accept as written and presented Resolution XIII-23 Amendment to Personnel Policy Retirement Benefits.

Ayes: Buday, Waddell, Oosthuizen, Stark
Nays: None
Absent: Lee

Executive Director's Report - Director MPHC/CHC Annessa Haist asked Maintenance/Dan to speak on the Elevator Project Complications and also the Smoke Sensor Installment updates. Dan spoke giving great detail of both projects and what the residents and board members can expect moving forward with both projects. Smoke sensors are being put in each of the units and residents are being asked to go to the office to sign a new Policy for the smoke sensors. Elevator project is near completion moving forward. Elevator will be down until the week after Thanksgiving and at that time we are hoping for a completion prior to the end of November, 2023.

Attorney – Future RFQ bid package was discussed with the Commissioners. The next steps that were needed moving forward were given.

Motion by Commissioner Waddell, seconded by Commissioner Stark for the Director MPHC/CHC Annessa Haist to move forward with the legal qualifications as she has presented. Giving the Director full approval.

Ayes: Buday, Waddell, Oosthuizen, Stark
Nays: None
Absent: Lee

The Director MPHC/CHC Annessa Haist spoke on the Annual Plan Review letting all know it is being worked on. Waiting for responses from HUD representative moving forward. ACOP from Nan McKay is still moving forward for completion sometime in the new year, 2024.

Banking options for the sale of the property (207 W. Garfield) to the State of Michigan. Commissioners agreed if no local bank is an option of their response we will move forward with an outside identity. We need to stay within the timeline for the USACE. Annessa Haist-MPHC/CHC Director agreed. We may have no other option.

Director-MPHC/CHC Annessa Haist made mention of the December meeting for 2023. As the holiday season begins, she is seeing the busy time of the year. Commissioners had a brief discussion and decided to Cancel the December 19, 2023 Regular Meeting. Next meeting will be on January 16, 2024 @2:00 p.m. Pine River Place Community Room @ 210 W. Garfield, Charlevoix MI. 49720. Meeting Schedule for the year of 2024 will be discussed and approved at that time also.

Motion by Commissioner Oosthuizen, seconded by Commissioner Stark to cancel the December 19, 2023 Regular Meeting. Next Regular Meeting is scheduled for January 16, 2024 at 2:00 p.m. Pine River Place Community Room at 210 W. Garfield, Charlevoix, MI. 49720.

Ayes: Buday, Waddell, Oosthuizen, Stark
Nays: None
Absent: Lee

Public Comment: Positive feedback was given by a resident of Pine River Place in regards to the Volunteers that are set in place while the New Elevator Project is being done.

Adjournment: Commissioner Buday Adjourn the meeting at 3:07 p.m.

Respectfully submitted and approved by:

Executive Director, Annessa Haist – CHC/MPHC

The next Board meeting is January 16, 2024 at 2:00 p.m. at the Pine River Place Community Room at 210 W. Garfield St., Charlevoix, MI. 49720.

City of Charlevoix
Downtown Development Authority Meeting Minutes
Monday, November 27, 2023 - 5:30 PM
Council Chambers, City Hall

1. **Call to Order**
   The meeting was called to order by Vice Chair Dipert at 5:30 p.m.

2. **Pledge of Allegiance**

3. **Roll Call**

Vice Chair:	Kirby Dipert
Members Present:	Liam Dreyer, Mayor Lyle Gennett, Anne Oosthuizen, Paul Silva (remotely), Ron Way
Members Absent:	Sam Bingham, Maureens Owens, Danielle Scheller
Staff Present:	Lindsey Dotson, DDA Executive Director

Vice Chair Dipert stated that they needed to amend the agenda to add a presentation by the Junior DDA group which had a presentation.

Motion by Mayor Gennett, seconded by Member Way to amend the agenda to add the presentation as Item A under New Business.
Motion carried by unanimous voice vote.

4. **Inquiry Regarding Conflicts of Interest**

5. **Consent Agenda**
   Motion by Member Dreyer, seconded by Member Way to approve the Consent Agenda as presented.
   Motion carried by unanimous voice vote.

   A. Minutes
      Motion to approve the minutes as presented.

   B. Committee Minutes
      Motion to approve the Committee minutes as presented.

6. **Reports**
   Member Dotson stated that one of the Board Members did not get to review everything prior to the meeting due to a technical difficulty. Ms. Dotson clarified that the printing and distribution of the downtown maps was back under the DDA's umbrella.

   Motion by Member Dreyer, seconded by Member Oosthuizen to approve the Reports {Financial, Director's and Annual Report to Treasury} as presented.
   Motion carried by unanimous voice vote.

   A. Financial Report

B. Director's Report
   Lindsey Dotson, DDA Director

C. Annual Report to Treasury
   Lindsey Dotson, DDA Director

7. Old Business

A. Termination of Agreement with MSF/SHPO for Resilient Lakeshore Heritage Grant
   Lindsey Dotson, DDA Director
   Director Dotson stated that the grant was for $84,000 to support the restoration of the Butters Building Facade (current location of Round Lake Bookstore) which had to be revoked as the result of the commercial storefront being sold to new owners who were not interested in the project scope for the grant award. The property had not been listed as available, so the sale was unexpected. The State was willing to work with the DDA and allow the grant agreement to transfer into the new owner's name, but the new owners didn't have that much of an investment in mind right after the purchase, especially since the income potential would not offset the expenses for quite some time. Therefore, the agreement has been terminated.

8. New Business

<u>Junior DDA Presentation:</u>

Mr. Dreyer stated that the Junior DDA project for this year was to improve the walkability of the alley perpendicular to Van Pelt Place (business back alley or the alley corridor). He stated that they were trying to improve walkability down this alley by drawing some Bridge Street traffic into this alley, which could use some improved visuals such as interactive murals, lighting and benches. The students proceeded with their presentation, eight (8) possible murals and other ideas for this area.

Mr. Dreyer summarized that the purpose of this conversation was about what to do with this back alley, and they were looking for the DDA's permission to proceed with asking downtown businesses if this project would even be possible. He stated then the group would come back to the DDA with what businesses were interested in participating and quotes for the cost of the artwork. The students responded to questions from the DDA members.

Motion by Mayor Gennett, seconded by Member Way to support the Junior DDA's efforts to improve the alleyway corridor between Clinton and Park Streets pending the approval of the work plan and costs associated with the project.
Motion carried by unanimous voice vote.

A. New Microphones for Bandshell
   Lindsey Dotson, DDA Director
   Director Dotson stated that the wireless microphones in the bandshell are currently operating on a frequency that was supposed to be phased out by July 2020. Vice Chair Dipert referenced the quote prepared by CJ Winnell out of Madison, Wisconsin, and asked if there was a local resource for this equipment. Director Dotson explained they had purchased equipment from local vendors in Traverse City, but for this type of equipment using CJ Winnell, their longtime

expert and purveyor of sound equipment, this was the most local they could obtain. Ms. Dotson stated she would ask Mr. Winnell again if these products were available locally. Director Dotson stated the quote was good through December with a possible price increase in January. Discussion followed.

Motion by Member Dreyer, seconded by Member Way to approve the purchase of the new wireless microphones.
Motion carried by unanimous voice vote.

B. 2024 Calendar of Meetings
Lindsey Dotson, DDA Director
Director Dotson stated in August that it was suggested in 2024 the Board meet quarterly and the proposed schedule for next year included four (4) meetings, skipping July so as not to interfere with the Venetian Festival. Ms. Dotson summarized the changes to the regular meetings and the committee meetings largely due to the departure from Main Street and the lack of discretionary funds.

Motion by Member Dreyer, seconded by Member Way to approve the 2024 Board Meeting calendar {as presented}.
Motion carried by unanimous voice vote.

C. Set Date for Budget Work Session
Lindsey Dotson, DDA Director
Motion by Vice Chair Dipert, seconded by Way to tentatively set January 9, 2024, at 1:00 p.m. for the 2024/2025 Budget Work Session.
Motion carried by unanimous voice vote.

9. Public Comment

10. Request for Future Agenda Items

11. Board Comments

12. Adjourn
The meeting adjourned at 6:25 p.m.

____________________________ ____________________________

Sarah J. Dvoracek/fgm Clerk Kirby Dipert Vice Chair

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

City of Charlevoix
Downtown Development Authority Meeting Minutes
Thursday, December 14, 2023 - 12:00 PM
Council Chambers, City Hall

1. **Call to Order**
   The meeting was called to order at 12:00 p.m. by Chair Owens.
2. **Roll Call**

Chair:	Maureen Owens
Members Present:	Kirby Dipert, Mayor Lyle Gennett, Paul Silva, Ron Way
Members Absent:	
Staff Present:	Lindsey Dotson, Executive Director
Others Present:	

3. **Inquiry Regarding Conflicts of Interest**

4. **New Business**

   A. Sub-Lease Agreement for Commercial Space
   Lindsey Dotson, DDA Director
   A brief discussion took place outlining the motion that was made by the DDA Board at their regular meeting on April 24, 2023, under New Business Item B. J.bird Provisions Lease Renewal that read:

   Motion by Member Way, seconded by Vice Chair Dipert to give the DDA Executive Committee permission to act regarding sublease agreements for the J. Bird property and to act within 72 hours on all things being considered.
   Motion carried by unanimous voice vote.

   The sublease presented is between J.bird Provisions and Lost Cellars Winery, which, upon execution and license approval via the City Council and the Michigan Liquor Control Commission, would allow a tasting room to function within the space currently leased by J.bird Provisions from the Downtown Development Authority.

   Motion by Vice Chair Dipert, seconded by Member Way, to approve the sublease agreement between J.bird Provisions, LLC and Lost Cellars, Inc.
   Motion carried by unanimous voice vote.

5. **Public Comment**

6. **Request for Future Agenda Items**

7. **Adjourn**

Meeting adjourned at 12:10 p.m.

___________________________________ ___________________________________

Lindsey J. Dotson Executive Director Maureen Owens Chair

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City of Charlevoix
Downtown Development Authority Meeting Minutes
Tuesday, January 9, 2024 - 1:00 PM
Council Chambers, City Hall

1. **Call to Order**
   The meeting was called to order at 1:00 p.m. by Chair Owens.

2. **Roll Call**

Chair:	Maureen Owens
Members Present:	Sam Bingham, Liam Dreyer, Annie Oosthuizen, Mayor Lyle Gennett
Members Absent:	Kirby Dipert, Ron Way, Paul Silva, Danielle Scheller
Staff Present:	Lindsey Dotson, Executive Director
Others Present:	

3. **New Business**

   A. 2024-2025 DDA Budget
   Lindsey Dotson, DDA Director
   The discussion was led by Chair Owens outlining that the primary function of the meeting was to consider how the DDA could spend more of the Fund Balance from years prior as 2026 approaches and the current TIF Plan nears sunset.

   Member Oosthuizen asked Director Dotson to elaborate on the Placer.ai item added to the budget. Director Dotson explained the benefits of the program as best as she could and that it was intended to be shared with another department in the city. Dotson then asked if the members wanted the company to be present at the January meeting to answer additional questions that other members may have. The board members present agreed that it would be helpful.

   Discussion continued about the purchase of additional BigBelly waste/recycling bins for the downtown and Director Dotson was asked to get an updated estimate and information regarding the number of units needed.

   Director Dotson asked whether the Board would want to consider the Alleyway Improvement Grant to be an active program again, since one of the grants awarded was not given. This will be brought to the full board at the regular meeting.

   Director Dotson also provided an update related to improvements needed at the Bridge Park Building and asked how the Board would like that to be handled moving forward. She was instructed to bring a list of needs to the regular meeting and request that the Board grant the Building Committee permission to spend a certain dollar amount to address some ongoing maintenance needs.
   When discussing the sunset of the current TIF Plan, Chair Owens asked if the date of that sunset was by calendar or fiscal year. Director Dotson said she would check and report back during the

regular meeting.

Director Dotson also pointed out that the goals sheet that was passed out to members would be included in the packet for the regular meeting and could potentially aid in a discussion that would involve an update or refresh of said organizational goals to help reinvigorate board members' interest projects being worked on by the DDA.

4. **Public Comment**

5. **Adjourn**
   Meeting adjourned at 1:50 p.m.

___________________________________ ______________________________

Lindsey J. Dotson Executive Director Maureen Owens Chair

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Charlevoix City Council

Reports and Communications

Title: Mayor and Council Comments
Date: February 5, 2024

Presented By:

Background:

Recommendation:

Attachments:
None