



Agenda
City of Charlevoix City Council Regular Meeting
Monday, February 19, 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 - February 5, 2024
 - B. Accounts Payable and Payroll Check Registers
 - C. 2024 Trout Tournament Requests
 - D. Use of Odmark Pavilion for Shabbat
- 6. Public Hearings and Actions Requiring Public Hearings**
 - A. Ordinance 844: Adoption of Amended 2023-24 Budget
Mark Heydlauff, City Manager
 - B. Ordinance 845: Adoption of 2024-25 Budget
Mark Heydlauff, City Manager
 - C. VMB Properties, LLC Commercial Facilities Exemption Certificate Transfer Request
Mark Heydlauff, City Manager
 - D. Community Development Block Grant (CDBG) Housing Improving Local Livability (CHILL) Program
Mark Heydlauff, City Manager
 - E. Set Public Hearing: Rezone of 13513 Division Street
Mark Heydlauff, City Manager
 - F. Revised Draft 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 - February 5, 2024

Date: February 19, 2024

Presented By:

Background:

Recommendation:

Motion to approve the minutes as presented.

Attachments:

1. City Council Draft Meeting Minutes 02/05/2024

City of Charlevoix
City Council Regular Meeting Minutes
Monday, February 5, 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

Members Absent: Richard Spring

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 Cole to approve the consent agenda as presented.

Yeas: Kalbfell, Cole, Hagen, Knapp, Parr

Nays: None

Absent: Spring

Motion carried.

A. City Council Meeting Minutes - January 15, 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
01/24/2024	Special Accounts Payable Run	\$57,021.36
01/19/2024	Payroll (net pay)	\$120,039.82
01/19/2024	Payroll Transmittal Checks	\$5,883.73
02/02/2024	Payroll (net pay)	\$108,430.65
02/02/2024	Payroll Transmittal Checks	\$6,062.49
02/06/2024	Regular Accounts Payable	\$218,938.47
01/16/2024-02/02/2024	ACH/WIRE Payments	\$510,283.96

01/15/2024	Special A/P Tax Disbursement	\$478,679.00
01/25/2024	Special A/P Tax Disbursement	\$251,676.68
Grand Total		\$1,757,016.16
The entire accounts payable and payroll check registers, can be viewed on our website.		

C. CDBG Authorizing Resolution

Motion by Parr, seconded by Kalbfell 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.

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 ARRA 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: Kalbfell, Cole, Hagen, Knapp, Parr

Nays: None

Absent: Spring

Motion carried.

D. Quarterly Investment Update

Motion to approve the investment report as presented.

E. Replacement of Geothermal Unit and expansion tank at the City Marina

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

6. Public Hearings and Actions Requiring Public Hearings

A. Set Public Hearing: VMB Properties, LLC Commercial Facilities Exemption Certificate Transfer

Mark Heydlauff, City Manager

City Manager Heydlauff explained the Commercial Facilities Exemption Certificate transfer request would not affect the City's taxes. The exemption is simply being transfer into a different entity and per the law it requires a public hearing.

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

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

Yeas: Kalbfell, Cole, Hagen, Knapp, Parr

Nays: None

Absent: Spring

Motion carried.

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

Mark Heydlauff, City Manager

City Manager Heydlauff explained the CDBG Grant is to help residents with home improvements and part of the grant's requirement is the opportunity to hold a public hearing for residents to voice their concerns.

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

Motion by Parr, seconded by Kalbfell 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.

Yeas: Kalbfell, Cole, Hagen, Knapp, Parr

Nays: None

Absent: Spring

Motion carried.

C. Set Public Hearing: Budget Amendment #1 for 2023-24

Mark Heydlauff, City Manager

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

Motion by Kalbfell, seconded by Cole to set a 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.

Yeas: Kalbfell, Cole, Hagen, Knapp, Parr

Nays: None

Absent: Spring

Motion carried.

D. Set Public Hearing: 2024-25 Budget Ordinance

Mark Heydlauff, City Manager

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

Motion by Hagen, seconded by Knapp 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.

Yeas: Kalbfell, Cole, Hagen, Knapp, Parr

Nays: None

Absent: Spring

Motion carried.

E. Set Public Hearing: Short Term Rental Ordinance Amendment

Mark Heydlauff, City Manager

City Manager Heydlauff stated several weeks ago the Council had a work session to discuss the Short Term Ordinance. The proposed ordinance amendment reflects the changes discussed in the work session. Mr. Heydlauff answered questions from Council.

Council directed the City Manager to review the ordinance to ensure the following would be clear in the amended language: maximum of one ADU per lot and ensure that residency is required in either the ADU or the principal residence.

The City Manager advised Council of the recommendation to schedule the public hearing for this ordinance on March 4 due to the anticipated absence of Council Member Spring on February 19.

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

Motion by Parr, seconded by Hagen 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 the proposed Short Term Rental Ordinance Amendment.

Yeas: Kalbfell, Cole, Hagen, Knapp, Parr

Nays: None

Absent: Spring

Motion carried.

7. All Other Actions and Requests

8. Reports and Communications

A. Public Comment

- John Cooksey stated his concerns about the Recreation Authority Board
- Dave Coen stated his concerns about the EPA cleaning up 230 Antrim St.
- Shirley Gibson stated her concerns about the Recreation Authority Board

B. City Manager's Comments

- City is moving forward with selling a 100x100 parcel of the City's yard waste dump area
- The variable frequency drive project for the Water Treatment Plant has been successful, all pumps will be tested at full capacity later in the spring
- The weather has not been ideal for Mt. McSauba or the ice rink, but the ski hill has been able to stay open, great job to the Recreation Staff
- The DDA purchased five BigBelly trash/recycle/solar compacting bids which will be in place before the busy season
- Chamber Dinner is in the next few weeks

C. Mayor and Council Comments

- Council Member Kalbfell referred Council to Public Act 321 of 2000 Recreational Authorities Act and stated the Board is following the law
- Council Member Parr requested the Recreation Authority Board's meeting minutes from January 2024
- Mayor Gennett stated he received praise from a resident on the North side regarding the deer cull

9. Other Council Business

10. Adjourn

Mayor Gennett adjourned the meeting at 6:34 p.m.

Sarah J. Dvoracek

City Clerk

Lyle Gennett

Mayor

Charlevoix City Council

Consent Agenda

Title: Accounts Payable and Payroll Check Registers

Date: February 19, 2024

Presented By:

Background:

Recommendation:

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

Attachments:

1. Check Registers 02-19-24 Agenda

Pay Period Date	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
02/10/2024	02/16/2024	141690	4FRONT CREDIT UNION	9024	HSA-EMPLOYEE CONTRIB-4FR	1,095.58
02/10/2024	02/16/2024	141691	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-POST T	69.80
02/10/2024	02/16/2024	141691	AMERICAN FAMILY LIFE	9011	AMERICAN FAMILY LIFE-PRETA	498.48
02/10/2024	02/16/2024	141692	CHARLEVOIX STATE BAN	9017	HSA - EMPLOYEE CONTRIB - C	1,330.00
02/10/2024	02/16/2024	141693	COMMUNICATION WORK	9004	CWA UNION DUES Pay Period:	672.39
02/10/2024	02/16/2024	141694	MI STATE DISBURSEMEN	9012	FRIEND OF THE COURT Pay Pe	116.55
02/10/2024	02/16/2024	141695	PRIORITY HEALTH	392358	PRIORITY HEALTH Pay Period:	1,564.95
02/10/2024	02/16/2024	141696	THE HARTFORD	9035	LIFE - VOLUNTARY Pay Period:	276.73
02/10/2024	02/16/2024	141696	THE HARTFORD	9035	SPOUSE LIFE Pay Period: 2/10/	51.29
02/10/2024	02/16/2024	141696	THE HARTFORD	9035	CHILD LIFE Pay Period: 2/10/20	11.00
02/10/2024	02/16/2024	141696	THE HARTFORD	9035	AD&D - VOLUNTARY Pay Period	28.60
02/10/2024	02/16/2024	141696	THE HARTFORD	9035	SPOUSE AD&D Pay Period: 2/10	5.09
02/10/2024	02/16/2024	141696	THE HARTFORD	9035	CHILD AD&D Pay Period: 2/10/2	4.65
Grand Totals:		13				5,725.11



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

02/16/24 Payroll Transmittal Checks	\$ 5,725.11
02/16/24 Payroll (net pay)	\$ 99,702.84
02/20/24 Regular Accounts Payable	\$ 346,559.24

Checks Sub-Total: \$ 451,987.19

HUNTINGTON NATIONAL BANK - ACH/WIRE PAYMENTS

02/05/24 MI Public Power Agency	\$ 19,884.43
02/05/24 AMG Payment Solutions	\$ 34.99
02/05/24 Payment Service Network Inc	\$ 244.90
02/07/24 State of MI (Sales Tax)	\$ 26,075.47
02/09/24 DTE Energy	\$ 12,318.09
02/12/24 MI Public Power Agency	\$ 6,588.96
02/16/24 IRS (Payroll Tax Deposit)	\$ 36,097.67
02/16/24 Alerus Financial (HCSP)	\$ 558.00
02/16/24 Vantagepoint (401 Plan)	\$ 1,094.68
02/16/24 Vantagepoint (457 Plan)	\$ 20,375.56
02/16/24 Vantagepoint (Roth IRA)	\$ 1,140.00
02/16/24 State of MI (Withholding Tax)	\$ 5,275.23
02/16/24 MERS (Defined Benefit Plan)	\$ 56,906.04

ACH Sub-Total: \$ 186,594.02

Huntington National Bank Total: \$ 638,581.21

CHARLEVOIX STATE BANK - CHECKS ISSUED

(PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES)

02/14/24 Special A/P Tax Disbursement	\$ 972,811.12
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Charlevoix State Bank Total: \$ 972,811.12

Grand Total: \$ 1,611,392.33

APPROVED:


CITY MANAGER


CITY TREASURER


CITY CLERK

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
02/10/2024	PC	02/16/2024	38964	HEYDLAUFF, MARK L.	102		3,512.18
02/10/2024	PC	02/16/2024	38965	DVORACEK, SARAH J.	105		2,289.81
02/10/2024	PC	02/16/2024	38966	DEROSIA, PATRICIA E.	107		905.99
02/10/2024	PC	02/16/2024	38967	DOTSON, LINDSEY J.	109		1,666.09
02/10/2024	PC	02/16/2024	38968	KLOOSTER, ALIDA K.	121		1,997.28
02/10/2024	PC	02/16/2024	38969	BARNEVELD, RICHELLE	123		1,402.45
02/10/2024	PC	02/16/2024	38970	SCHULZ, GINNY L.	125		1,564.97
02/10/2024	PC	02/16/2024	38971	DAVIDSON, JESSICA-RA	127		1,468.59
02/10/2024	PC	02/16/2024	38972	MILLER, FAITH G.	142		13.28
02/10/2024	PC	02/16/2024	38973	MCGINN, KELLY A.	146		2,322.67
02/10/2024	PC	02/16/2024	38974	SCHEEL, JONATHAN D.	149		2,096.12
02/10/2024	PC	02/16/2024	38975	MCDONNELL, JILL L.	202		2,250.73
02/10/2024	PC	02/16/2024	38976	UMULIS, MATTHEW T.	205		2,078.56
02/10/2024	PC	02/16/2024	38977	ORBAN, BARBARA K.	209		1,318.45
02/10/2024	PC	02/16/2024	38978	RILEY, DENISE M.	213		570.72
02/10/2024	PC	02/16/2024	38979	MUNK, CHRISTOPHER J.	215		1,450.96
02/10/2024	PC	02/16/2024	38980	CHRISTIANSEN, BRIAN D	218		1,670.98
02/10/2024	PC	02/16/2024	38981	RAMIREZ, CHARLES V.	219		1,303.06
02/10/2024	PC	02/16/2024	38982	YOUNG, KRISTEN L.	230		1,539.03
02/10/2024	PC	02/16/2024	38983	WURST, RANDALL W.	411		1,830.77
02/10/2024	PC	02/16/2024	38984	HILLING, NICHOLAS A.	413		1,742.38
02/10/2024	PC	02/16/2024	38985	MEIER III, CHARLES A.	421		1,798.76
02/10/2024	PC	02/16/2024	38986	ZACHARIAS, STEVEN B.	422		1,652.66
02/10/2024	PC	02/16/2024	38987	NEWMAN, MARK J.	424		1,750.13
02/10/2024	PC	02/16/2024	38988	LOUGHMILLER, JOHN A.	425		1,687.16
02/10/2024	PC	02/16/2024	38989	GRIFFITH, JOHN J.	500		2,543.47
02/10/2024	PC	02/16/2024	38990	EATON, BRAD A.	515		2,961.28
02/10/2024	PC	02/16/2024	38991	WILSON, TIMOTHY J.	516		1,407.44
02/10/2024	PC	02/16/2024	38992	LAVOIE, RICHARD L.	519		2,749.71
02/10/2024	PC	02/16/2024	38993	STERRETT, PHILLIP R.	520		2,253.06
02/10/2024	PC	02/16/2024	38994	STEVENS, BRANDON C.	521		3,141.63
02/10/2024	PC	02/16/2024	38995	WHITLEY, ANDREW T.	522		2,474.32
02/10/2024	PC	02/16/2024	38996	FARRELL, MITCHELL L.	524		2,133.26
02/10/2024	PC	02/16/2024	38997	ANDERSON, ELIZABETH	526		1,460.44
02/10/2024	PC	02/16/2024	38998	KENWABIKISE, DAVID L.	528		1,310.63
02/10/2024	PC	02/16/2024	38999	ELLIOTT, PATRICK M.	600		3,209.25
02/10/2024	PC	02/16/2024	39000	MORRISON, KEVIN P.	601		1,245.37
02/10/2024	PC	02/16/2024	39001	SCHWARTZFISHER, JOS	603		1,405.66
02/10/2024	PC	02/16/2024	39002	FURGESON, JUSTIN L.	613		1,678.47
02/10/2024	PC	02/16/2024	39003	BRADLEY, KELLY R.	614		1,463.45
02/10/2024	PC	02/16/2024	39004	HART II, DELBERT W.	616		1,911.03
02/10/2024	PC	02/16/2024	39005	JONES, ROBERT F.	618		1,727.00
02/10/2024	PC	02/16/2024	39006	THORP JR, WILLIAM D.	623		1,351.37
02/10/2024	PC	02/16/2024	39007	LEITNER, RYAN S.	624		1,538.30
02/10/2024	PC	02/16/2024	39008	NOWKA, STEPHEN P.	626		1,558.75
02/10/2024	PC	02/16/2024	39009	REID, ROB A.	632		7.80
02/10/2024	PC	02/16/2024	39010	KNORR, KENT J.	700		2,240.21
02/10/2024	PC	02/16/2024	39011	ANZELL, BETH A.	702		1,550.74
02/10/2024	PC	02/16/2024	39012	STEWART, SPENCER P.	720		87.21
02/10/2024	PC	02/16/2024	39013	BOSS, SHERRY M.	730		537.68
02/10/2024	PC	02/16/2024	39014	MCDERMOTT, DENNIS J.	732		145.64
02/10/2024	PC	02/16/2024	39015	PORATH, JACOB P.	741		267.00
02/10/2024	PC	02/16/2024	39016	HAGEN, MADISON L.	752		235.49
02/10/2024	PC	02/16/2024	39017	MAILLOUX, AIDEN M.	757		116.30
02/10/2024	PC	02/16/2024	39018	CULBERTSON, CRISTIN	764		460.23
02/10/2024	PC	02/16/2024	39019	JOHNSTONE, HUNTER S.	765		394.68
02/10/2024	PC	02/16/2024	39020	BEMIS, ADDISON J.	766		247.57

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Emp ID	Description	Amount
02/10/2024	PC	02/16/2024	39021	LOPEZ, VANESSA M.	767		313.10
02/10/2024	PC	02/16/2024	39022	PEARSALL, KRISTA M.	784		119.82
02/10/2024	PC	02/16/2024	39023	WELLS, JANINNA J.	785		211.44
02/10/2024	PC	02/16/2024	39024	BOSS, BEAU J.	788		1,695.86
02/10/2024	PC	02/16/2024	39025	ARNOLD, REMI C.	789		451.85
02/10/2024	PC	02/16/2024	39026	HALL, CLEMENTINE V.	790		222.02
02/10/2024	PC	02/16/2024	39027	KLOOSTER, JUSTIN N.	791		495.45
02/10/2024	PC	02/16/2024	39028	LUECKE, ANDREW L.	795		232.73
02/10/2024	PC	02/16/2024	39029	MAILLOUX, CLARA C.	796		222.02
02/10/2024	PC	02/16/2024	39030	BEMIS, GARRETTSON G.	797		248.79
02/10/2024	PC	02/16/2024	39031	SCHOLEY, ROBERT W.	902		1,954.06
02/10/2024	PC	02/16/2024	39032	OLIVER, GRANT T.	915		1,060.20
02/10/2024	PC	02/16/2024	39033	POSTMUS, ANTHONY H.	916		1,051.28
02/10/2024	PC	02/16/2024	39034	DOUGLAS, MARK	935		1,513.90
02/10/2024	PC	02/16/2024	39035	FRATRICK, JOSEPH W.	940		730.93
02/10/2024	PC	02/16/2024	141688	BOSS JR, DALE E.	701		1,424.79
02/10/2024	PC	02/16/2024	141689	WILLSON, BRENDA R.	799		56.38
Grand Totals:			74				99,702.84

km

Report Criteria:

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

Check Number	Payee	Amount
02/20/2024		
141697	9 OAKS INN	1,740.00
141698	ACE HARDWARE	3,378.22
141699	ALLEN SUPPLY	604.00
141700	ALL-PHASE ELECTRIC SUPPLY CO	132.99
141701	AMAZON CAPITAL SERVICES	723.37
141702	AMERICAN LEGAL PUBLISHING CORP	570.48
141703	AMERICAN WATER WORKS ASSN	412.00
141704	AT YOUR SERVICE PLUS INC	280.00
141705	AUTO WARES INC	736.74
141706	BEAVER RESEARCH COMPANY	656.05
141707	BELL EQUIPMENT COMPANY	711.42
141708	BERKSHIRE REALTY GROUP	24.87
141709	BILL'S FARM MARKET	3,157.45
141710	BLUE WATER MANAGEMENT SOLUTI	495.00
141711	BRADLEY, KELLY R.	110.00
141712	BREWER, JOHN	1,200.00
141713	CARQUEST OF CHARLEVOIX	866.25
141714	CDW GOVERNMENT	896.94
141715	CHARLEVOIX SCREEN MASTERS INC	2,423.00
141716	CHARTER COMMUNICATIONS	149.98
141717	CHARTER COMMUNICATIONS OPERA	78.18
141718	CINTAS	30.49
141719	CINTAS CORPORATION	696.32
141720	CITY OF CHARLEVOIX - MISC	933.14
141721	CITY OF CHARLEVOIX - UTILITIES	48,675.00
141722	CONWAY PROFESSIONAL SERVICES	832.50
141723	EDGEWATER RESOURCES LLC	3,785.40
141724	ELLIOTT, PATRICK M.	110.00
141725	ELLSWORTH FARMERS EXCHANGE	1,468.66
141726	EMERALD TRANSFORMER	35,725.00
141727	ESRI	6,710.00
141728	FAMILY FARM AND HOME	790.96
141729	FISHER SCIENTIFIC	383.10
141730	FREEDOM MAILING SERVICES INC	2,673.06
141731	GANNETT MICHIGAN LOCALIQ	272.36
141732	GFL ENVIRONMENTAL	159.13
141733	GREAT LAKES ELEVATOR LLC	473.39
141734	HACH COMPANY	559.50
141735	HART II, DELBERT W.	396.76
141736	HEYDLAUFF, MARK L.	1,152.57
141737	HYDROCORP	2,077.00
141738	INNOVATION FOR AUTOMATION	12,945.25
141739	INTEGRITY BUSINESS SOLUTIONS	120.71
141740	IPS GROUP INC	8.00
141741	J RANCK ELECTRIC INC	10,541.41
141742	JOPPA HOUSE MINISTRIES PROGRA	20,000.01
141743	KALAMAZOO SANITARY SUPPLY LLC	262.77
141744	KASSBOHRER ALL TERRAIN VEHICLE	631.28

Check Number	Payee	Amount
141745	KENNEDY INDUSTRIES INC	2,395.00
141746	KIRKBY, KARI	145.50
141747	LAKE CHARLEVOIX EMS AUTHORITY	127.50
141748	LITTLE TRAVERSE DISPOSAL LLC	1,068.25
141749	MCCARDEL CULLIGAN WATER COND	55.50
141750	MICHIGAN MUNICIPAL LEAGUE	14,844.00
141751	NAVIA BENEFIT SOLUTIONS	100.00
141752	NMACP	75.00
141753	NORTH COAST FASTENERS LLC	677.01
141754	NORTHERN PUMP & WELL	27,299.23
141755	OLSON & HOWARD	480.50
141756	PENINSULA FIBER NETWORK LLC	470.00
141757	PERFORMANCE ENGINEERS INC	160.00
141758	POWER LINE SUPPLY	4,560.54
141759	POWER SYSTEM ENGINEERING INC	5,095.00
141760	POWERPLAN	1,602.67
141761	RANGE TELECOMMUNICATIONS	214.00
141762	SCIENTIFIC BRAKE - GAYLORD	148.63
141763	SPARTAN STORES LLC	52.95
141764	STANDARD ELECTRIC COMPANY INC	251.59
141765	STEVENS CONCRETE CO	9,958.00
141766	STUART C IRBY CO	1,845.09
141767	SYSTEMS SPECIALISTS INC	420.00
141768	TELNET WORLDWIDE	177.57
141769	TRANSUNION RISK AND ALTERNATIV	75.00
141770	UNIFIRST CORPORATION	276.00
141771	US BANK	65,100.00
141772	USABBLUEBOOK	345.02
141773	VARIO, MICHELLE	35.45
141774	VILLAGE GRAPHICS INC	1,399.63
141775	VIRTUAL ACADEMY	350.00
141776	WESTSIDE SOLUTIONS INC	32,118.00
141777	ZAREMBA EQUIPMENT INC	231.84
141778	ZIXCORP	2,644.06
Total 02/20/2024:		346,559.24
Grand Totals:		346,559.24

Check Number	Payee	Amount
02/05/2024		
20524001	MICHIGAN PUBLIC POWER AGENCY	19,884.43
20524002	AMG PAYMENT SOLUTIONS	34.99
20524003	PAYMENT SERVICE NETWORK INC.	244.90
Total 02/05/2024:		20,164.32
Grand Totals:		20,164.32

Check Number	Payee	Amount
02/07/2024		
20724001	STATE OF MICHIGAN	26,075.47
Total 02/07/2024:		26,075.47
Grand Totals:		26,075.47

Check Number	Payee	Amount
02/09/2024		
20924001	DTE ENERGY	12,318.09
Total 02/09/2024:		12,318.09
Grand Totals:		12,318.09

Check Number	Payee	Amount
02/12/2024		
21224001	MICHIGAN PUBLIC POWER AGENCY	6,588.96
Total 02/12/2024:		6,588.96
Grand Totals:		6,588.96

Check Issue Date	Check Number	Payee	Amount
21624001			
02/16/2024	21624001	**EFTPS* Payroll Taxes	9,637.90
02/16/2024	21624001	**EFTPS* Payroll Taxes	9,637.90
02/16/2024	21624001	**EFTPS* Payroll Taxes	2,253.98
02/16/2024	21624001	**EFTPS* Payroll Taxes	2,253.98
02/16/2024	21624001	**EFTPS* Payroll Taxes	12,313.91
Total 21624001:			
	5		36,097.67
21624002			
02/16/2024	21624002	Alerus Financial	558.00
Total 21624002:			
	1		558.00
21624003			
02/16/2024	21624003	MissionSquare - 401 Plan 109153	1,094.68
Total 21624003:			
	1		1,094.68
21624004			
02/16/2024	21624004	MissionSquare - 457 Plan 300959	4,602.00
02/16/2024	21624004	MissionSquare - 457 Plan 300959	2,585.94
02/16/2024	21624004	MissionSquare - 457 Plan 300959	4,674.16
02/16/2024	21624004	MissionSquare - 457 Plan 300959	8,513.46
Total 21624004:			
	4		20,375.56
21624005			
02/16/2024	21624005	MissionSquare - Roth IRA 706117	1,140.00
Total 21624005:			
	1		1,140.00
21624006			
02/16/2024	21624006	STATE OF MICHIGAN	5,275.23
Total 21624006:			
	1		5,275.23
Grand Totals:			
	13		64,541.14



Check Number	Payee	Amount
02/16/2024		
21624007	MERS	56,906.04
Total 02/16/2024:		56,906.04
Grand Totals:		56,906.04

Check Number	Payee	Amount
02/14/2024		
4085	CHARLEVOIX COUNTY TREASURER	431.52
4086	CHARLEVOIX COUNTY TREASURER	184,702.75
4087	CHARLEVOIX DISTRICT LIBRARY	135,208.52
4088	CHARLEVOIX PUBLIC SCHOOLS	15,798.85
4089	CHARLEVOIX-EMMET ISD	375,330.06
4090	CITY OF CHARLEVOIX - TAXES DUE	103,439.56
4091	LAKE CHARLEVOIX EMS AUTHORITY	129,489.06
4092	RECREATIONAL AUTHORITY	28,410.80
Total 02/14/2024:		972,811.12
Grand Totals:		972,811.12

CHECKS DRAWN ON CHARLEVOIX STATE BANK ACCOUNT

Charlevoix City Council

Consent Agenda

Title: 2024 Trout Tournament Requests

Date: February 19, 2024

Presented By:

Background:

The Charlevoix Trout Tournament is requesting the use of Odmark Pavillion and East Park for their annual fishing tournament, June 7-9, 2024. They would also like to use the pavilion from June 5 and 6 for registration and set up. The organizers are requesting launch fees be waived for tournament participants from June 7-9, as in past years.

Section 71.04 of Chapter VII of the City Code states:

Any person launching a boat from the Ferry Beach boat launch or parking a vehicle with or without a trailer or parking a single trailer shall be required to obtain a permit from the City and display the permit on their vehicle. Charges for the permit shall be set by resolution of the City Council. The City Council, by resolution, may revise or waive fees for special or public events. The term ***SPECIAL OR PUBLIC EVENTS*** shall mean a tournament, festival or other type of event, whether or not open to public participation or observation, the occurrence of which will, in the judgment of the City Council, benefit the City economically or by virtue of the publicity surrounding the event.

Recommendation:

Motion to approve use of East Park for the Trout Tournament and to allow parking at no charge for registered participants at Ferry Beach Boat Launch from June 7-9, 2024.

Attachments:

1. City_Launch Fees_CVX_TROUT_24



Charlevoix Trout Tournament Inc.

February 2, 2024

Mark Heydlauff, City Manager
City of Charlevoix
210 State Street
Charlevoix, MI 49720

Dear Mark,

The Charlevoix Area Trout Tournament will take place June 7th through the 9th. The tournament is once again requesting the launch fees to be waived for tournament participants on the dates of the tournament and on June 6th for a practice fishing day.

Thank you for your consideration on this matter and please feel free to contact me if you have any questions regarding the tournament.

Sincerely,

Charlevoix Trout Tournament, Inc.
Chris Mikulski, Vice President

Charlevoix City Council

Consent Agenda

Title: Use of Odmark Pavilion for Shabbat

Date: February 19, 2024

Presented By:

Background:

Melanie Weber, representing Temple Beth El requested the use of Odmark Pavilion on August 9, 2024 from 6:00 pm until 8:00 pm for a Shabbat service, as they have done years prior.

Recommendation:

Motion to approve the use of Odmark Pavilion for Shabbat service on August 9, 2024, from 6:00 p.m. to 8:00 p.m.

Attachments:

1. charlevoix- 2024



ODMARK/EAST PARK PERFORMANCE PAVILION USE REQUEST

Name of proposed act/event: Temple Beth El Shabbat Service

Date of proposed use: August 9, 2024 Time of proposed use: Start 6:00 p.m. End 8:00 p.m.

Expected number of attendees: no more than 100 people

Is applicant a not-for-profit organization?

(Proof of non-profit status is required for consideration of reservation fee waiver.)

☒ Yes

☐ No

Is the proposed use directly associated with another event occurring simultaneously in Charlevoix?

☐ Yes

☒ No

If yes, indicate name of associated event: _____

If applicant is a performance act, please provide three references.

Name

Telephone

Briefly summarize your proposed use:

We will just be doing our Shabbat Service and a pre-neg as we have done previously.

CONTACT INFORMATION

Applicant Name: Melanie Weber Organization: Temple Beth ElEmail Address (required): mweber@tbeonline.orgMailing Address: 7400 Telegraph RoadCity: Bloomfield Hills State: MI Zip: 48301Telephone Number: _____ Cell Number (day of event): 248-790-4099

Has applicant or anyone significantly associated with the applicant been convicted within the past seven (7) years of a misdemeanor or felony involving violence, theft, criminal sexual conduct or dishonesty?

☐ Yes☒ No

Melanie Weber
Signature of Applicant

1/30/2024
Date

This form must be submitted at least two (2) weeks in advance of requested use date. Please contact the Charlevoix Recreation Department at 231-547-3253 with any questions.

OFFICE USE ONLY – DO NOT WRITE BELOW THIS LINE

<u>Chief of Police</u>	<u>Date</u>	<u>Recreation Department</u>	<u>Date</u>
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☐ Approved☐ Denied☐ Approved☐ Denied

Fee: _____

Receipt No.: _____

Date: _____

Charlevoix City Council

Public Hearings and Actions Requiring Public Hearings

Title: Ordinance 844: Adoption of Amended 2023-24 Budget

Date: February 19, 2024

Presented By: Mark Heydlauff, City Manager

Background:

Adopting this amendment brings the 2023-24 Budget up to date for the changes that have occurred in revenue and spending over the past year. Some aspects of the amended budget are still likely to change, but this should account for the bulk of the changes.

Recommendation:

Motion to approve Ordinance 844 of 2024 as presented.

Attachments:

1. 844 of 2024 budget amendment

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	4,508,423	130,823
- Legislative	EX Total	62,200	77,836	15,636
- General Government	EX Total	792,300	809,811	17,511
- Public Safety	EX Total	1,261,000	1,294,292	33,292
- Public Works	EX Total	409,700	402,566	(7,134)
- Recreation & Culture	EX Total	1,816,050	1,857,949	41,899
- 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	146,600	12,800
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	719,613	68,513
DDA Fund	EX Total	709,800	743,573	33,773
Airport Fund	RV Total	2,704,457	2,415,076	(289,381)
Airport Fund	EX Total	2,614,150	2,423,054	(191,096)
Infrastructure Debt Service	RV Total	322,200	322,300	100
Public Services Facility Debt Service	RV Total	489,500	489,600	100
PI#2 - Sewer Capital Fund-Tap Ins	RV Total	15,080	42,300	27,220
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	285,224	13,724
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. McSaubu Recreation Improvement Fund	RV Total	7,020	8,170	1,150
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	8,935,516	873,080
Electric Fund	EX Total	10,236,200	8,765,686	(1,470,514)
Sewer Fund	RV Total	2,547,580	2,811,399	263,819
Sewer Fund	EX Total	3,610,800	3,701,587	90,787
Water Fund	RV Total	1,740,900	1,993,064	252,164
Water Fund	EX Total	2,635,900	2,796,964	161,064
Marina Fund	RV Total	942,260	1,007,641	65,381
Marina Fund	EX Total	1,598,400	1,636,209	37,809
Employee Fringe Benefit Fund	RV Total	3,197,100	3,167,466	(29,634)
Employee Fringe Benefit Fund	EX Total	3,078,800	3,015,782	(63,018)
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

<u>Bad Debt Write-Offs</u>	
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
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Charlevoix City Council

Public Hearings and Actions Requiring Public Hearings

Title: Ordinance 845: Adoption of 2024-25 Budget

Date: February 19, 2024

Presented By: Mark Heydlauff, City Manager

Background:

The attachment includes my letter of transmission, the formal Budget Ordinance (845 of 2024) and the actual budget itself. Additionally, the fee schedule is included in a format, so you can see the modifications for the coming years.

Recommendation:

Motion to adopt Ordinance 845 of 2024 as presented.

Motion to adopt Resolution 2024-02-03 Rates & Fees associated with the 2024-25 budget as presented.

Attachments:

1. Final Budget Book FY 25
2. Ordinance 845 for 2024-25 budget
3. Resolution 2024-02-03 rates fees 2024-25 budget
4. 2024-25 FEE SCHEDULE Proposed 4-1-2024



City of Charlevoix
2024-2025 Budget and
Supporting Documents



Charlevoix City Officials

Lyle Gennett

Mayor

The City Council

Aaron Hagen, Deputy Mayor
First Ward Council Member

Janet Kalbfell
First Ward Council Member

Richard Spring
Second Ward Council Member

Mark Knapp
Second Ward Council Member

Shane Cole
Third Ward Council Member

Phil Parr
Third Ward Council Member

City Staff

Mark L. Heydlauff

City Manager

Sarah Dvoracek
City Clerk/Assistant to the City Manager

Kelly McGinn
City Treasurer

Jill McDonnell
Chief of Police

Joe Lavender
Assessor/GIS Coordinator

Scott Howard
City Attorney

Rob Scholey
Interim Airport Manager

Lindsey J. Dotson
DDA Executive Director

Patty DeRosia
Human Resources Assistant

John Griffith
Electric Department Director

Pat Elliott
Public Works Superintendent

Nick Hilling
Water Treatment Plant

Randy Wurst
Wastewater Treatment Plant

Kent Knorr
Recreation Director

Jonathan Scheel
Zoning Administrator



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February 15, 2024

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

Dear Mayor Gennett and Members of the City Council:

In accord with Section 7.6 of the Charlevoix City Charter, herein please find my recommended budget for the ensuing fiscal year which will begin on April 1, 2024.

Over the past year, we completed a major improvement to our downtown infrastructure with the complete reconstruction of Mason Street and the adjoining parking lot and alley. Over the coming months, improvements in this area will continue as we finish installation of new electrical equipment and add electric vehicle charging stations. Further downtown improvements will occur with the addition by the Downtown Development Authority of five more combined waste and recycling receptacles using solar power to automatically compact the waste and notify our staff when it's time to collect the waste. Taken together, improvements like these make our infrastructure more reliable, create aesthetic enhancements, and encourage environmentally sustainable practices in our community.

Over the coming year, we will continue this trend as we embark on major improvements to our electric system with the installation of advanced, automated electric meters so that we obtain real-time data from our electric network to optimize substation and transformer operations and to notify our staff immediately when a power outage has been detected. We will also be engineering future improvements to Antrim Street so that, as funds are available, this project is truly shovel ready for the complete infrastructure improvement it needs.

With this budget, we also look forward to other long-term improvements in our community including the future purchase of a combined ladder truck and fire engine we will purchase jointly with Charlevoix Township. While details of the partnership and final cost are yet to be determined, our working relationship with colleagues in Charlevoix Township is mutually beneficial to address the needs of our area. Thanks to the generosity of the community and led by the Charlevoix Rotary Club, we are planning for the construction of a new playground at Mt. McSaubia later this year. This will improve the already high-quality offerings at day camp and be another recreational destination for our community.

The current budget is using one-time funding from the American Rescue Plan Act for one-time projects including the completion of the trail at Lake Michigan Beach Park, repairs to the boat launch, a reconstruction of the irrigation well at the Golf Course, and updates to the roof at the Odmark Performance Pavilion. We will continue to be responsible stewards of this one-time federal aid going forward. We also anticipate work continuing to address housing in our area with the receipt of two grants from the Michigan State Housing Development Authority to assist with blight remediation at owner-occupied houses in our city and also to develop plans to

work more closely on boarder parcels with our colleagues in Charlevoix Township. Ensuring development in these areas is smooth and streamlined will aid the ability of developers looking to create more housing in our area.

Later this fall, we'll be rolling out new financial software for the city. Beyond the improvements for our internal operations and our ability to process financial data more quickly and easily, our customers will see new options for receiving and paying bills electronically with fewer steps and more accessibility. We are also deploying new recreation management applications on our website that will also streamline registration for things like Day Camp and other programming offered. Finally, we anticipate bringing to Council a recommendation in the coming months for another website enhancement that will allow various permits to be obtained online without the need to visit our office if the customer desires. Taken together, we want to provide government service accessible to our customers who are here year-round, just for the season, or even visiting for a few days.

All this work is not possible without the outstanding staff we have who deliver public services to our residents each hour of every day all year long. Whether the fun-loving staff at the marina, the folks who keep our drinking water clean and our wastewater treated, the public works staff who plow snow in the winter and take out the trash from events in the summer, or the folks who show up each time to conduct secure and accurate elections, each of these folks does their best for Charlevoix every day. With the adoption of the budget, I am especially grateful to each of our department heads for their planning, to City Treasurer Kelly McGinn who handles the details of putting these documents together, and City Clerk/Assistant to the City Manager Sarah Dvoracek who ensures we follow the public notice requirements for final adoption. It remains my privilege and honor to work with all our staff and this Council every day.

Very truly yours,



Mark L. Heydlauff, MPA
City Manager



City Council Goals & Action Steps

Develop and maintain long-term infrastructure plans

As a progressive, year-round community, Charlevoix's infrastructure must be reliable in all weather conditions and should deliver the services required by our population.

Action steps:

- Improve the snow and ice clearing from sidewalks throughout the community by working with property owners
- Complete the Downtown Alley and Corridor Implementation of Designs Strategy through existing and future infrastructure projects
- Develop plan for funding and improving the improvement of beach facilities like bathrooms, playgrounds, and other public amenities

Provide strong stewardship of public resources and promote good governance

We will seek collaboration with other entities around the area and look for ways to efficiently provide the quality services the community expects. Charlevoix government should be organized around gathering public input and effectively giving staff and Council good recommendations for public policy.

Action steps:

- Review, revise and finalize the Special Event Policy by addressing uses, changes in liquor licensing rules, and the implementation of a fee schedule to recover costs from special events
- Ensure rates and fees for specific uses are sufficient to support the service provided
- Review surplus City-owned real estate with the goal of redeveloping into year-round housing

Encourage housing development and strong neighborhoods

A city is only as good as its residents and we should continually work to make Charlevoix a great place to live—for those who have called our city home for a long time or those who move here.

Action Steps:

- Work with the Planning Commission on on-going ordinance changes surrounding our neighborhoods and the rezoning of parcels for neighborhood-appropriate density
- Business recruitment, along with sustaining current businesses, is an important piece of creating a growing job economy in our region
- Move forward and/or assist with the redevelopment of sites including the current Chamber of Commerce Building, former Montessori school, Kusina building, and former Methodist Church
- Many challenges and opportunities we face occur concurrently with our neighbors and we should work toward collaboration—especially with Charlevoix Township

- Implement new housing programs permitted by state law including payments in lieu of tax and other programs to encourage affordability
- Seek ways to enhance the value of living in Charlevoix

Ensure Charlevoix is environmentally sustainable while also economically viable

Our built infrastructure should incorporate design standards that protect our waterways, preserve our trees, and encourage healthy living. Recycling, energy optimization, and water conservation will be encouraged. We will continue to adopt sustainable energy solutions as it makes sense for the long-term preservation and operation of our electric infrastructure.

Action steps:

- Set reasonable targets for energy waste reduction, water loss, and other measures to increase the efficiency of our utility systems
- Focus on downtown recycling and combined trash collection
- Organizers of special events should take lead responsibility for trash and increasing the recyclability of event waste
- Complete the northside non-motorized trail extension currently in development
- Develop plan for expansion of paid EV charging stations and related infrastructure around the City

**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	466,980	297,400
Local Grants & Contributions	33,525	6,500	35,200	9,000
Charges for Services	407,384	397,200	441,771	444,900
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	\$ 4,508,423	\$ 4,336,200
EXPENSES				
Legislative	55,745	62,200	77,836	61,400
General Government	683,735	792,300	809,811	805,600
Public Safety	1,197,828	1,261,000	1,294,292	1,370,200
Public Works	329,513	409,700	402,566	407,500
Health & Welfare	37	-	-	-
Recreation & Culture	1,511,716	1,816,050	1,857,949	1,582,350
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	\$ 4,528,328	\$ 4,298,950
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ (213,040)	\$ (33,050)	\$ (19,905)	\$ 37,250
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	1,056,320	881,753	843,280	823,375
NET CHANGE IN FUND BALANCE	(213,040)	(33,050)	(19,905)	37,250
FUND BALANCE	\$ 843,280	\$ 848,703	\$ 823,375	\$ 860,625
CASH & INVESTMENTS	\$ 1,116,275	\$ 1,038,096	\$ 1,096,370	\$ 1,133,620
FUND BALANCE AS % OF TOTAL EXPENSES	21%	19%	18%	20%

**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	164,000	-
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	\$ 466,980	\$ 297,400
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	12,197	8,200
RECREATION - NON TAXABLE ITEMS	1,207	1,000	1,300	1,200
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	55,000	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	\$ 441,771	\$ 444,900

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	\$ 4,508,423	\$ 4,336,200
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**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	129,201	132,700
Elections	36,193	67,000	55,145	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	59,376	61,300
City Treasurer	71,771	81,200	83,824	85,500
City Hall & Grounds	210,464	228,800	249,448	229,700
Cemetery	126,736	146,300	146,457	151,600
TOTAL GENERAL GOVERNMENT	\$ 683,735	\$ 792,300	\$ 809,811	\$ 805,600
PUBLIC SAFETY				
Police Department	933,922	942,900	970,700	1,031,000
Fire Department	202,715	234,200	234,518	245,700
Planning	61,191	83,900	89,074	93,500
TOTAL PUBLIC SAFETY	\$ 1,197,828	\$ 1,261,000	\$ 1,294,292	\$ 1,370,200
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	701,644	706,800
Recreation Administration	206,104	229,200	239,605	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	2,800	4,100
Mt. McSaubia Ski Hill	163,563	177,900	186,888	174,400
Recreational Sports	149	-	2,400	-
Skate Park	7,468	9,400	9,412	8,100
Golf Course	210,450	261,300	303,889	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	\$ 1,857,949	\$ 1,582,350
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	\$ 4,528,328	\$ 4,298,950

**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	1,871	1,700
MISCELLANEOUS	255	300	300	300
OFFICE EQUIPMENT	334	800	1,700	800
TOTAL CITY MANAGER	\$ 108,271	\$ 126,400	\$ 129,201	\$ 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	8,284	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	\$ 55,145	\$ 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	1,000	500
OFFICE EQUIPMENT	-	-	-	-
TOTAL CITY CLERK	\$ 45,454	\$ 55,700	\$ 59,376	\$ 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	6,700	6,700
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	\$ 83,824	\$ 85,500

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	13,500	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	\$ 249,448	\$ 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	24,300	23,700
TELEPHONE	2,656	2,700	2,700	2,700
CONFERENCE & TRAVEL	4,918	5,500	25,582	5,500
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	\$ 970,700	\$ 1,031,000

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	2,700	2,600
PROFESSIONAL SERVICES	42,790	24,600	24,622	17,300
CONTRACTUAL SERVICES	1,994	1,100	1,350	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	\$ 89,074	\$ 93,500
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	60,215	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	\$ 701,644	\$ 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	3,600	3,500
PROFESSIONAL SERVICES-FARM MKT	25,768	24,000	26,000	26,000
CONTRACTUAL SERVICES	6,815	7,000	15,100	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	\$ 239,605	\$ 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	-	-	-	-
EMPLOYEE FRINGE BENEFITS	-	-	-	-
OPERATING SUPPLIES	128	1,500	200	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	\$ 2,800	\$ 4,100
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	\$ 4,528,328	\$ 4,298,950

**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
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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
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**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

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	272,724	281,600
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	\$ 285,224	\$ 294,100

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	\$ 41,469	\$ 94,100
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YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	242,367	31,070	23,262	64,730
NET CHANGE IN FUND BALANCE	(219,105)	71,500	41,469	94,100
FUND BALANCE	\$ 23,262	\$ 102,570	\$ 64,730	\$ 158,830

CASH & INVESTMENTS	\$ 22,583	\$ 102,188	\$ 64,052	\$ 158,152
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**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	-	2,400	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	\$ 719,613	\$ 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 CAPITAL IMPROVEMENTS	-	-	-	-
LEGAL SERVICES	450	500	2,000	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	50,600
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	\$ 743,573	\$ 666,400

EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 20,893	\$ (58,700)	\$ (23,960)	\$ 20,000
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YEAR END BALANCES				
FUND BALANCE / NET POSITION BEGINNING OF YEAR	2,857,501	3,195,701	2,878,394	2,854,433
CHANGE IN FUND BALANCE / NET POSITION	20,893	(58,700)	(23,960)	20,000
FUND BALANCE / NET POSITION	\$ 2,878,394	\$ 3,137,001	\$ 2,854,433	\$ 2,874,433

CASH & INVESTMENTS	\$ 300,859	\$ 232,955	\$ 276,898	\$ 296,898
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* Note: Cash includes \$50,000 investment

**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	87,700	50,700
POWER SALES	6,468,648	7,230,000	7,237,900	7,418,800
POWER COST ADJ REVENUES	885,737	713,320	1,417,000	1,417,000
FINES & FORFEITS	30,655	35,000	38,000	35,000
INTEREST & RENTS	35,858	17,441	17,441	16,239
OTHER	7,504	18,500	25,000	18,500
TRANSFER FROM OTHER FUNDS	-	12,475	112,475	105,677
TOTAL REVENUES	\$ 7,493,431	\$ 8,062,436	\$ 8,935,516	\$ 9,061,916
EXPENSES				
TRANSMISSION / DISTRIBUTION	2,262,357	2,414,400	2,611,370	2,599,700
ACCOUNTING & ADMIN	750,778	867,500	874,062	934,400
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	\$ 8,765,686	\$ 10,919,800
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ (671,715)	\$ (2,173,764)	\$ 169,831	\$ (1,857,884)
YEAR END BALANCES				
NET POSITION BEGINNING OF YEAR	8,778,887	7,620,793	8,107,172	8,277,003
CHANGE IN NET POSITION	(671,715)	(2,173,764)	169,831	(1,857,884)
NET POSITION	\$ 8,107,172	\$ 5,447,029	\$ 8,277,003	\$ 6,419,119
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	5,697,880	4,278,596
CASH & INVESTMENTS	\$ 5,258,049	\$ 3,444,472	\$ 5,857,880	\$ 4,438,596

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	8,300	8,300
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	-	-	-	-
CAPITAL IMPROVEMENT FUND				
SEWER SERVICES-TAP INS	12,000	15,000	42,000	15,000
INTEREST EARNINGS - CAPITAL RESERVE	195	80	300	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	\$ 2,811,399	\$ 2,825,900
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	336,245	354,500
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
CAPITAL IMPROVEMENT FUND				
FUND TRANSFERS	-	-	-	-
NORTHSIDE SEWER				
NORTHSIDE SEWER LEGAL / PROF FEES	-	-	-	-
CAPITAL IMPROVEMENTS	-	-	-	-
TOTAL EXPENSES	\$ 2,386,800	\$ 3,610,800	\$ 3,701,587	\$ 3,631,600
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 327,867	\$ (1,063,220)	\$ (890,188)	\$ (805,700)
YEAR END BALANCES				
NET POSITION BEGINNING OF YEAR	11,691,802	10,316,093	12,019,669	11,129,480
CHANGE IN NET POSITION	327,867	(1,063,220)	(890,188)	(805,700)
NET POSITION	\$ 12,019,669	\$ 9,252,873	\$ 11,129,480	\$ 10,323,780
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	222,950	238,150
CASH PI #5 NORTHSIDE SEWER RESERVE	346,112	352,786	350,612	355,112
UNRESTRICTED	4,824,158	3,049,106	4,477,170	4,241,770
CASH & INVESTMENTS	\$ 6,175,920	\$ 4,425,537	\$ 5,875,732	\$ 5,660,032

* 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	3,100	2,700
DISCOUNTS FORFEITED	6,787	6,000	6,700	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	\$ 1,993,064	\$ 2,083,900
EXPENSES				
TRANSMISSION & DISTRIBUTION	558,710	538,500	521,037	619,600
ACCOUNTING & ADMIN	214,041	236,800	242,460	247,500
WATER TREATMENT PLANT	432,471	531,400	556,675	560,300
CAPITAL IMPROVEMENTS	5,034	941,300	882,208	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	\$ 2,796,964	\$ 2,419,700
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 75,715	\$ (895,000)	\$ (803,900)	\$ (335,800)
YEAR END BALANCES				
NET POSITION BEGINNING OF YEAR	6,605,862	5,694,408	6,681,577	5,877,677
CHANGE IN NET POSITION	75,715	(895,000)	(803,900)	(335,800)
NET POSITION	\$ 6,681,577	\$ 4,799,408	\$ 5,877,677	\$ 5,541,877
CHARTER RESERVE	75,000	75,000	75,000	75,000
UNRESTRICTED	2,199,703	660,592	1,739,803	1,769,003
CASH & INVESTMENTS	\$ 2,274,703	\$ 735,592	\$ 1,814,803	\$ 1,844,003

**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	1,800	1,800
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	45,500	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	\$ 1,636,209	\$ 1,621,000
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 38,021	\$ (656,140)	\$ (628,568)	\$ (615,856)
YEAR END BALANCES				
NET POSITION BEGINNING OF YEAR	1,789,933	1,117,773	1,827,954	1,199,386
CHANGE IN NET POSITION	38,021	(656,140)	(628,568)	(615,856)
NET POSITION	\$ 1,827,954	\$ 461,633	\$ 1,199,386	\$ 583,530
CASH AT PAYING AGENT	34,200	100,000	100,000	100,000
UNRESTRICTED	600,049	335,124	563,681	605,826
CASH & INVESTMENTS	\$ 634,249	\$ 435,124	\$ 663,681	\$ 705,826

**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	950	969
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	1,719,590	1,753,982
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	19,000	10,000
TOTAL REVENUES	\$ 2,342,821	\$ 2,704,457	\$ 2,415,076	\$ 2,594,740
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	3,300	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	17,100	15,500
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	\$ 2,423,054	\$ 2,429,800
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ (213,390)	\$ 90,307	\$ (7,978)	\$ 164,940
YEAR END BALANCES				
NET POSITION BEGINNING OF YEAR	8,794,163	7,941,604	8,580,773	8,572,795
CHANGE IN NET POSITION	(213,390)	90,307	(7,978)	164,940
NET POSITION	\$ 8,580,773	\$ 8,031,911	\$ 8,572,795	\$ 8,737,735
CASH & INVESTMENTS	\$ 542,290	\$ 799,222	\$ 1,004,334	\$ 1,502,874

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	131,000	133,600
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	\$ 146,600	\$ 149,200

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	\$ (7,550)	\$ 11,400
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YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	12,346	28,489	36,061	28,511
NET CHANGE IN FUND BALANCE	23,715	14,900	(7,550)	11,400
FUND BALANCE	\$ 36,061	\$ 43,389	\$ 28,511	\$ 39,911

CASH & INVESTMENTS	\$ 38,118	\$ 43,276	\$ 30,568	\$ 41,968
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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	-	-	-	175,000
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	\$ 181,040

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

TOTAL EXPENSES	\$ 4,625	\$ -	\$ 4,625	\$ 175,000
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EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 1,399	\$ 6,000	\$ 1,410	\$ 6,040
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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	6,040
FUND BALANCE	\$ 27,326	\$ 33,321	\$ 28,736	\$ 34,776

CASH & INVESTMENTS	\$ 27,322	\$ 33,322	\$ 28,732	\$ 34,772
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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
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
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
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 PREMIUMS	579,964	605,400	609,979	634,400
HEALTHCARE - OPT OUT	45,236	45,800	48,975	50,400
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	\$ 3,015,782	\$ 3,131,500

EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 84,703	\$ 118,300	\$ 151,683	\$ 181,800
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YEAR END BALANCES				
NET POSITION BEGINNING OF YEAR	(84,703)	(178,306)	0	151,683
CHANGE IN NET POSITION	84,703	118,300	151,683	181,800
NET POSITION	\$ 0	\$ (60,006)	\$ 151,683	\$ 333,483
CASH & INVESTMENTS	\$ 127,813	\$ 134,397	\$ 279,496	\$ 461,296

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
GENERAL DEBT SERVICE FUND - INFRASTRUCTURE
2024-25 BUDGET

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

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

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

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

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

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

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

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

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

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

CITY OF CHARLEVOIX
PI #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	8,100	7,300
CONTRIBUTIONS	-	-	-	-
TOTAL REVENUES	\$ 8,289	\$ 7,020	\$ 8,170	\$ 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)	\$ (1,830)	\$ 7,320
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	37,916	44,946	46,205	44,375
NET CHANGE IN FUND BALANCE	8,289	(2,980)	(1,830)	7,320
FUND BALANCE	\$ 46,205	\$ 41,966	\$ 44,375	\$ 51,695
CASH & INVESTMENTS	\$ 46,198	\$ 41,966	\$ 44,368	\$ 51,688

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
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

2024-2025

Schedule of Rates, Fees & Charges

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

Airport

Aircraft Landing & Ramp Fees

- Landing fee waived for one day with a qualifying minimum purchase of fuel.
- Annual landing pass covers all landing fees for one year.
- Landing fees are waived for aircraft that 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 (15 Gallon Purchase waives 1 night on Ramp)		Min. Fuel Purchase
Landing Fee	\$0.00	N/A
Ramp Fee (overnight)	10.00	
Weekly Ramp Fee	50.00	
Monthly Ramp Fee	175.00	
Annual Ramp Fee	1,000.00	
Piston Twin		
Landing Fee	25.00	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	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)

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 - 30,000 lbs)

Landing Fee	155.00	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 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

Daily	No Charge
Overnight	5.00
Weekly	20.00
Monthly	60.00
6 Months	110.00
6 Months - Premium	200.00
Annual	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

<u>Service/Charge</u>	<u>Resident</u>	<u>Non-resident</u>
Adult Lots	510.00	770.00
Baby Lots	260.00	380.00
Adult Opening	380.00	590.00
Baby Opening	190.00	300.00
Winter Opening	770.00	1160.00

Adult Exhumation	770.00	1160.00
Cremation Opening	230.00	360.00
Cremation Exhumation	260.00	380.00
Winter Storage: City Cemetery	140.00	140.00
Winter Storage: Other Cemetery	200.00	200.00
Monument Foundation: Single or Double (price per square inch)	.35	.35
Replacement Deed	21.00	21.00
Deed Transfers: One to Four (1-4) (price each)	32.00	32.00
Deed Transfers: More than Four (4+)	At Cost	At Cost
Perpetual Care	230.00	350.00
Seeding / Topseeding / Leveling	At Cost	At Cost
Full Setup	140.00	140.00
Partial Setup	70.00	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.

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

<u>Boat Launch Parking</u>	<u>Resident</u>	<u>Non-Resident</u>
Seasonal	30.00	50.00
Daily Car and/or Car with Trailer	10.00	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.

Short Term Rental Fees

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

Freedom of Information Act (FOIA) Requests

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

Recreation

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

<u>Pavilion Reservation</u>	<u>Resident</u>	<u>Non-Resident</u>
Picnic Pavilion Rental - Weekday	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	50.00
<u>Skate Park (Carpenter Avenue)</u>		
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.

<u>Day Camp</u>	<u>Resident</u>	<u>Non-Resident</u>
Mt. McSauba Day Camp (per person per week)	150.00	185.00
Sibling Discount (Each sibling gets \$15 off the weekly rate)	135.00	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	50.00
<u>Mt. McSauba Ski Hill</u>		
Weeknight Daily	20.00	25.00
Weekend Daily	22.00	27.00
Season Pass: 1 Person	205.00	285.00
Each Additional Family Member	90.00	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
<u>Skating Rink</u>		
Daily Fee	3.00	3.00
Season Pass	30.00	30.00
Ice Skate Rental	2.00	2.00
<u>Mt. McSaubu Area Rental Fee</u>		
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

<u>Daily Rates</u>	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

Service Charge - Meter Size

	City	Non-City
3/4 " or Smaller	31.00	46.50
1"	41.00	61.50
1 1/2"	63.50	95.25
2"	90.00	135.00
3"	149.00	223.50
4"	286.00	429.00
6"	530.00	795.00
Sprinkling Meter	5.75	8.63

Commodity Charge

1st 2,000 Gallons	5.58	8.37
3rd-50th 1,000 Gallons	5.58	8.37
51st 1,000 Gallons and Over	5.58	8.37
Water Usage Minimum (Gallons)	2,000 gal.	2,000 gal.
Water Minimum Charge	36.58	54.87

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:

5/8" Meter	160.00
5/8" Meter with Horns	267.00
¾" Meter	160.00
¾" Meter with Horns	267.00
1" Meter	270.00
1" Meter with Horns	451.00
Larger than 1"	At Cost

Other Fees

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

Bacteriological Tests	20.00 / sample
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Sewer Rates

Service Charge – (Based on Water Meter Size)

	City	Non-City
3/4 " or Smaller	42.00	63.00
1"	60.00	90.00
1 1/2"	99.50	149.25
2"	146.00	219.00
3"	275.00	412.50
4"	468.00	702.00
6"	500.00	750.00

Commodity Charge

Commodity Rate per 1,000 Gallons	7.58	11.37
Sewer Minimum Charge	57.16	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

Rate:	Code	Rate / kWh	Charge	Clean Energy Plan
Residential - In City(1)	111	\$0.0907	17.75	.00178
Residential - Rural (1)	121	.1052	21.25	.00178
Commercial - In City (GS-C) (1)	131	.1140	33.25	3.68
Commercial - Out (GS-R) (1) (2)	141	.1152	35.25	3.68
Commercial – Demand(1)	152	.0570	70.00	3.68
Industrial & Charity Demand (1) (3)	162	.0470	322.00	67.24
GSO – Demand	552	15.50 / kW		
GPS – Demand	562	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
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	5.00 Per Foot
Meter Test	75.00

Security Lights

	City	Non-City
70 Watt	6.10	6.50
100 Watt	7.60	8.10
150 Watt	10.30	10.70
250 Watt	16.20	17.60
380 Watt	26.61	27.60
400 Watt	23.90	26.00
105 Watt LED (400 W equivalent)	11.20	11.70
1000 Watt	54.50	59.80

Miscellaneous Fees

Tax Abatement Application Fee (IFT, CFEC, etc)	250.00
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Temporary / Seasonal Business Fees

Solicitor's License	\$65.00/day; \$125/week; \$185/month
Roadside Stand / Temporary Business (per season)	125.00
Transient Merchant (per season)	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

General Copies (per copy)	0.30
Accident Report (UD-10 -per report)	2.00
Garden Plots (per plot)	45.00
Notary Service	10.00

Farmers Market Spaces

5' Space per Season	\$170.00
10' Space per Season	340.00
20' Space per Season	680.00
10' Space – Daily Fee	40.00

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: \$4,336,200

TOTAL EXPENSE: \$4,298,950

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:

<u>FUND</u>	<u>REVENUE</u>	<u>EXPENSE</u>
Major Street Fund	\$ 459,139	\$ 441,579
Local Street Fund	215,511	176,500
Parking Services	149,200	137,800
Housing Initiatives	181,040	175,000
Electric Fund	10,919,800	10,919,800
Sewer Fund	3,631,600	3,631,600
Water Fund	2,419,700	2,419,700
Marina Fund	1,621,000	1,621,000
Airport Fund	2,594,740	2,429,800
Downtown Development Authority	686,400	666,400
Employee Fringe Benefit	3,313,300	3,131,500
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	294,100	200,000
Industrial Park Fund	7,570	5,000
Mt. McSaubia Recreation Fund	7,320	0

* These funds are part of the Sewer Fund.

Motion by:
Second by:

State of Michigan)
) ss
City of Charlevoix)

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, 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

Daily	No Charge	Proposed
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

<u>Service/Charge</u>	<u>Proposed</u>	<u>Resident</u>	<u>Non-resident</u>	<u>Proposed</u>
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.

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

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

<u>Boat Launch Parking</u>	<u>Proposed</u>	<u>Resident</u>	<u>Non-Resident</u>	<u>Proposed</u>
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.

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	Hourly Wage plus 50% fringe benefit

transfer records (Cost is calculated by rounding down to the nearest quarter hour)

Factor of the least paid employee capable of performing the work

Recreation

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

<u>Pavilion Reservation</u>	<u>Proposed</u>	<u>Resident</u>	<u>Non-Resident</u>	<u>Proposed</u>
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)	<u>50.00</u>	40.00	40.00	<u>50.00</u>

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. McSaubu

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

<u>Day Camp</u>	<u>Proposed</u>	<u>Resident</u>	<u>Non-Resident</u>	<u>Proposed</u>
Mt. McSaubu Day Camp (per person per week)	<u>150.00</u>	140.00	175.00	<u>185.00</u>
Sibling Discount (Each sibling gets \$15 off the weekly rate)	<u>135.00</u>	125.00	160.00	<u>170.00</u>
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
<u>Mt. McSaubu Ski Hill</u>				
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. McSaubu 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
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Wedge Range	5.00
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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
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5-play punch card (After Memorial Day)	90.00
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Pull Cart Rental	6.00
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Upper Locker Rental	40.00
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Lower Locker Rental	50.00
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Club Car Walk Behind	10.00
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Golf Club Rental	20.00
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Season Pass

Single	425.00
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Double (or Family Membership)	600.00
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Senior – Single (62+)	350.00
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Senior – Double (62+)	500.00
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College Student Pass (Current Student ID required)	150.00
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Wedge Range Season Pass (included in Season Pass)	50.00
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Utility Rates

Water Rates **Roughly 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
<u>Commodity Charge</u>				
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	36.58	35.68	53.52	54.87

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 **Roughly 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 **Roughly 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
<u>Temporary / Seasonal Business Fees</u>		
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	
<u>NSF Fees</u>		
NSF / Returned Check Charge (per occurrence)	\$45.00	
ACH NSF Charge (per occurrence)	35.00	
Police Bad Check Processing Fee (per request)	45.00	
<u>Public Safety Fees</u>		
Mass Gathering Permit	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)

<u>Copy/Fax/Report Charges</u>		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	
<u>Farmers Market Spaces</u>		
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: VMB Properties, LLC Commercial Facilities Exemption Certificate Transfer Request

Date: February 19, 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 is 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 approve the Commercial Facilities Exemption Certificate transfer request from Victoria 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:

STATE USE ONLY		
Application Number	Date Received	LUCI Code

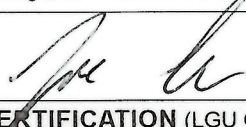
Application for Commercial Facilities Exemption Certificate

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	County Charlevoix	School District Where Facility is Located Charlevoix	
☒ City ☐ Township ☐ Village			
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) Transfer of existing exemption that expires 12/30/2029		
Expected Project Outcomes (check all that apply)			
☒ Increase Commercial Activity ☐ Retain Employment ☒ Revitalize Urban Areas ☒ Create Employment ☐ Prevent Loss of Employment ☒ Increase Number of Residents in Facility's Community			
No. of perm. jobs to be created due to facility's rehab. 15	No. of perm. jobs to be retained due to facility's rehab. 0	Number of construction jobs to be created during rehabilitation 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:			
☒ General description of the facility (year built, original use, most recent use, number of stories, square footage)		☒ Descriptive list of the fixed building equipment that will be a part of the facility	
☒ General description of the facility's proposed use		☒ Time schedule for undertaking and completing the facility's restoration, replacement or construction	
☒ General description of the nature and extent of the restoration, replacement, or construction to be undertaken		☒ Statement of the economic advantages expected from receiving the exemption	
☒ Legal description of the facility			
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) Victoria Boucher		Title Organizer/Owner	Date 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)		Telephone Number		
Joe Lavender		231-547-3614		
Fax Number		E-mail Address		
		joel@charlevoixmi.gov		
Mailing Address		City	State	ZIP Code
210 State St		Charlevoix	MI	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 <u>12</u> years, ending December 30, <u>2029</u> (not to exceed 12 years)				
☐ Exemption Denied				
Date District Established (attach resolution for district)	Local Unit Classification Identification (LUCI) Code		School Code	
10-17-2016	District No 1			
Name of Clerk (first and last name)		Telephone Number		
Sarah Dvoracek		231-547-3250		
Fax Number		E-mail Address		
231-237-0329		clerk@charlevoixmi.gov		
Mailing Address		City	State	ZIP Code
210 State Street		Charlevoix	MI	49720
LGU Contact Person for Additional Information		LGU Contact Person Telephone Number		Fax Number
Sarah Dvoracek		231-547-3250		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: Community Development Block Grant (CDBG) Housing Improving Local Livability (CHILL) Program

Date: February 19, 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. Once this hearing is held, local rules will be drafted in accord with state and federal regulations to satisfy the requirements of the grant program. The grant, as a reminder, will be used to help owner-occupied residences make needed changes to ensure homes remain livable and part of the local housing stock.

Recommendation:

Attachments:

None

Charlevoix City Council

Public Hearings and Actions Requiring Public Hearings

Title: Set Public Hearing: Rezone of 13513 Division Street

Date: February 19, 2024

Presented By: Mark Heydlauff, City Manager

Background:

The recent annexation of the property owned by Charlevoix County at 13513 Division Street moved 8.8 acres of former township property into the City. By default, annexed land is given an R-1 designation per the City of Charlevoix Zoning Ordinance. This rezone will designate the property correctly as Public Facility, consistent with all other public-use properties in the City and consistent with the current zoning of the current County Building downtown. The Planning Commission held a Public Hearing per the State Zoning Act and recommended Council approval.

Recommendation:

Motion to set a public hearing on March 4, 2024 at 6 pm in the Council Chambers 210 State Street for the rezone of 13513 Division Street to Public Facility.

Attachments:

1. survey
2. Capture

CERTIFICATE OF BOUNDARY SURVEY

SHEET 1 OF 2

PART OF THE SOUTHWEST 1/4 OF THE
NORTHEAST 1/4 OF SECTION 23,
TOWN 34 NORTH, RANGE 8 WEST
CHARLEVOIX TOWNSHIP,
CHARLEVOIX COUNTY, MICHIGAN

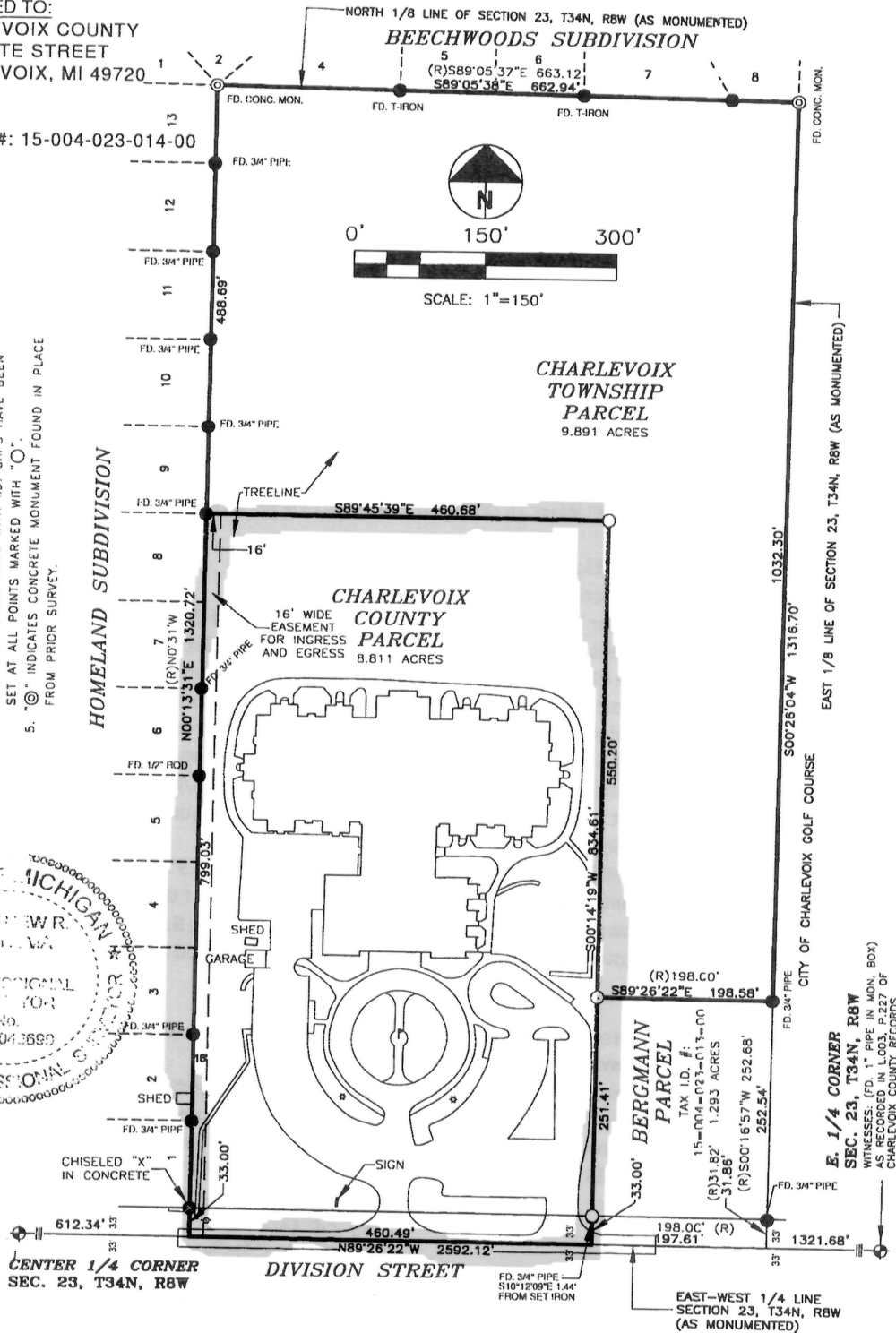
EXHIBIT C

CERTIFIED TO:
CHARLEVOIX COUNTY
301 STATE STREET
CHARLEVOIX, MI 49720

TAX I.D.#: 15-004-023-014-00

LEGEND & NOTES:

1. DIMENSIONS ARE IN FEET AND DECIMALS THEREOF.
2. BEARINGS ARE BASED ON SURVEYS OF RECORD.
3. "•" INDICATES FOUND SURVEY ROD/ROD IN PLACE.
4. 1/2" x 24" STEEL RODS WITH I.D. CAPS HAVE BEEN SET AT ALL POINTS MARKED WITH "O".
5. "⊙" INDICATES CONCRETE MONUMENT FOUND IN PLACE FROM PRIOR SURVEY.



Matthew R. Wynsma
MATTHEW R. WYNSMA
P.S. NO. 4001046699

I HEREBY CERTIFY that I have surveyed and mapped the parcels hereon described and that the relative positional precision of each corner is within the limits accepted by the practice of professional surveying and that all the requirements of P.A. 132 of 1970, as amended, have been complied with.

This survey plot was prepared for the exclusive use of the person, persons, or entity named in the certification hereon. Said certificate does not extend to any unnamed third person without an express recertification by the surveyor naming said third person.

FERGUSON & CHAMBERLAIN ASSOCIATES, INC.
PROFESSIONAL SURVEYORS
103 W. UPRIGHT STREET, CHARLEVOIX MICHIGAN 49720
(231) 547-6882 - FAX (231) 547-0021
EMAIL: info@fcasurveying.com

FIELD: 05/05/2023 STAKED: JT/CS DRAWN: CWB
JOB: SB-28974C-23 DATE: 05/11/2023

CERTIFICATE OF BOUNDARY SURVEY

SHEET 2 OF 2

CERTIFIED TO:
CHARLEVOIX COUNTY
301 STATE STREET
CHARLEVOIX, MI 49720

CHARLEVOIX COUNTY PARCEL:

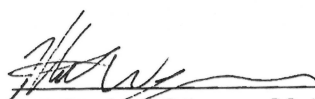
In the Township of Charlevoix, Charlevoix County, Michigan,
Commencing at the East 1/4 corner of Section 23, Township 34 North, Range 08 West; thence
North 89°26'22" West 1519.29 feet along the East and West 1/4 line of said Section 23 and the centerline
of Division Street to the POINT OF BEGINNING; thence continuing along said 1/4 line and centerline
North 89°26'22" West 460.49 feet to the East line of the plat of Homeland Subdivision as
monumented; thence along said monumented subdivision line North 0°13'31" East 832.03 feet (recorded
as North 0°31' West); thence South 89°45'39" East 460.68 feet; thence South 0°14'19" West 834.61 feet
to the POINT OF BEGINNING; being a part of the Southwest 1/4 of the Northeast 1/4 of Section 23,
Township 34 North, Range 8 West and containing 8.811 acres. Subject to the rights of the public and of
any governmental unit in any part thereof taken, used or deeded for street, road or highway purposes.

Subject to a 16 foot wide easement for ingress and egress described as Commencing at the East 1/4 corner
of Section 23, Township 34 North, Range 08 West; thence North 89°26'22" West 1979.78 feet along the
East and West 1/4 line of said Section 23 and the centerline of Division Street to the East line of the plat of
Homeland Subdivision as monumented and the POINT OF BEGINNING; thence along said monumented
subdivision line North 0°13'31" East 832.03 feet (recorded as North 0°31' West); thence
South 89°45'39" East 16.00 feet; thence South 0°13'31" West 832.12 feet to said 1/4 line and
centerline; thence North 89°26'22" West 16.00 feet to the POINT OF BEGINNING.

CHARLEVOIX TOWNSHIP PARCEL:

In the Township of Charlevoix, Charlevoix County, Michigan,
Commencing at the East 1/4 corner of Section 23, Township 34 North, Range 08 West; thence
North 89°26'22" West 1979.78 feet along the East and West 1/4 line of said Section 23 and the centerline
of Division Street to the East line of the plat of Homeland Subdivision as monumented; thence along said
monumented subdivision line North 0°13'31" East 832.03 feet (recorded as North 0°31' West) to the
POINT OF BEGINNING; thence continuing along said monumented subdivision line
North 0°13'31" East 488.69 feet to the South line of Beechwoods Subdivision and the North 1/8 line of said
Section 23 as monumented; thence along said monumented subdivision and 1/8 line
South 89°05'38" East 662.94 feet to the East 1/8 line of said Section 23 as monumented; thence along
said monumented East 1/8 line South 0°26'04" West 1032.30 feet; thence
North 89°26'22" West 198.58 feet (recorded as 198 feet); thence North 0°14'19" East 550.20 feet; thence
North 89°45'39" West 460.68 feet to the POINT OF BEGINNING; being a part of the Southwest 1/4 of the
Northeast 1/4 of Section 23, Township 34 North, Range 8 West and containing 9.891 acres. Subject to the
rights of the public and of any governmental unit in any part thereof taken, used or deeded for street, road
or highway purposes.

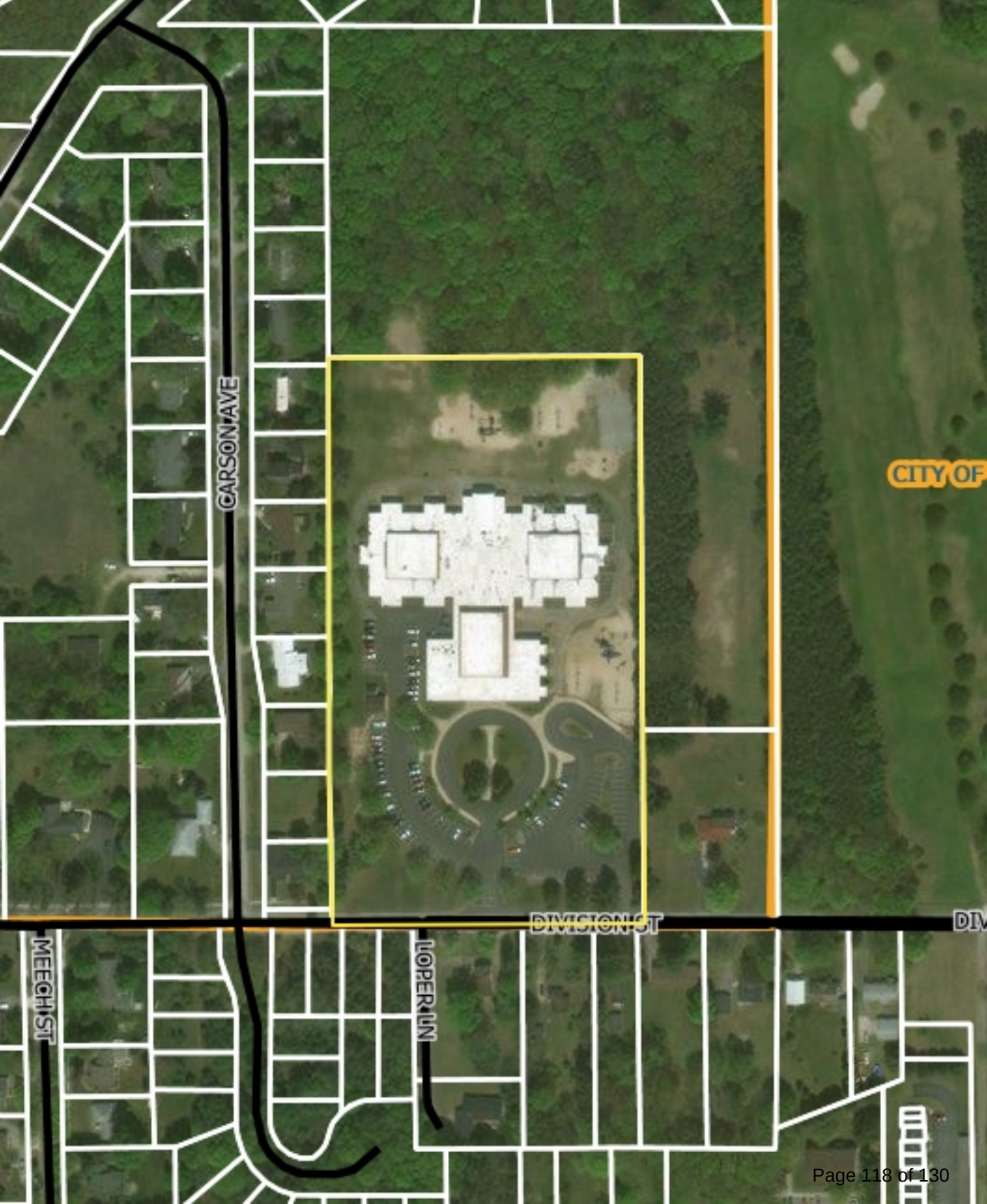
Together with a 16 foot wide easement for ingress and egress described as Commencing at the
East 1/4 corner of Section 23, Township 34 North, Range 08 West; thence
North 89°26'22" West 1979.78 feet along the East and West 1/4 line of said Section 23 and the centerline
of Division Street to the East line of the plat of Homeland Subdivision as monumented and the POINT OF
BEGINNING; thence along said monumented subdivision line North 0°13'31" East 832.03 feet (recorded as
North 0°31' West); thence South 89°45'39" East 16.00 feet; thence South 0°13'31" West 832.12 feet to
said 1/4 line and centerline; thence North 89°26'22" West 16.00 feet to the POINT OF BEGINNING.


MATTHEW R. WYNSMA P.S. NO. 4001046699



FERGUSON & CHAMBERLAIN ASSOCIATES, INC.
PROFESSIONAL SURVEYORS
103 W. UPRIGHT STREET, CHARLEVOIX, MICHIGAN 49720
(231) 547-6882 - FAX (231) 547-0021
EMAIL: info@fcasurveying.com

FIELD: 05/05/2023 STAKED: JT/CS DRAWN: CWB
OB: SB-28974C-23 DATE: 05/11/2023



CITY OF

DIVISION ST

DIV

CARSON AVE

LOPER LN

MEECH ST

Charlevoix City Council

Public Hearings and Actions Requiring Public Hearings

Title: Revised Draft Short Term Rental Ordinance Amendment

Date: February 19, 2024

Presented By: Mark Heydlauff, City Manager

Background:

Two weeks ago, we brought a draft amendment to the Short Term Rental ordinance to Council for your consideration. You set a public hearing to consider the amendment on March 4 but you also raised some questions about the clarity of the language in the draft. Included with this item is an effort to clarify the language of the ordinance to reflect my understanding of Council's direction.

An ordinance should read clearly to anyone and not require an interpretation.

Recommendation:

No action is required unless you wish to give me further direction on how to word the changes to the ordinance.

Attachments:

1. Ordinance No. 846 STR Amendment 03.04.2024

ORDINANCE NO. 846

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-2A 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 of primary residences 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 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 as needed by the direction of the City Council.
 - iii. No more than one STR license shall be issued per parcel. Upon notification to the Enforcement Officer a STR license that was issued for a primary dwelling may be used for a secondary legal dwelling unit (ADU) that meets all applicable requirements of the zoning ordinance. At no time shall more than one dwelling unit on a parcel be used as a STR during the same time period.
- 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 the 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.

Charlevoix City Council

Reports and Communications

Title: City Manager's Comments

Date: February 19, 2024

Presented By: Mark Heydlauff, City Manager

Background:

A. Michigan Beach Concession Stand

We learned earlier this month that long-time concessionaire and tenant, Annie Russell is ending her lease with us ahead of the upcoming season. Ms. Russell has done a great job with concession stand at the beach. The Recreation Department will be issuing a RFP for a replacement soon. Several years ago, we stopped providing the equipment for the concession stands so Ms. Russell will be removing the equipment she brought to the space or selling it to a prospective future tenant.

B. Retirement

Long-time City employee Joe Schwartzfisher advised us this week that he will be retiring in a couple of months. He started as a firefighter on Venetian Saturday nearly 28 years ago. I appreciate his dedication to the city in various roles over the years.

C. Housing Readiness Grant

You'll recall a couple of months ago we applied for a Housing Readiness Grant from MSHDA, we learned this week that we were successful for this grant and will receive \$50,000 to cover costs with Charlevoix Township on aligning zoning standards for those parcels split by the township and city boundary and otherwise improve housing development in these areas. They have already expressed their interest in cooperating on these initiatives.

Recommendation:

Attachments:

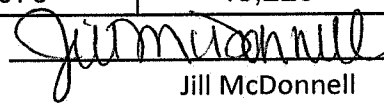
1. Police Department December 2023 and January 2024 Daily Reports
2. Planning Commission Regular Meeting Minutes 01/08/2024

CITY OF CHARLEVOIX

POLICE ACTIVITY REPORT FOR THE MONTH OF DECEMBER 2023

ITEM	TOTAL THIS MONTH	MONTH YEAR PRIOR	TOTAL THIS YEAR	TOTAL LAST YEAR
TRAFFIC CITATIONS	23	6	144	125
TRAFFIC WARNINGS	34	27	513	921
TRAFFIC CONTACTS	58	30	629	99
MOTORIST/CITIZEN ASSIST	20	25	571	270
POLICE ASSIST	16	28	356	319
MEDICAL RESPONSE	9	12	100	123
PAPER SERVICE	1	1	13	5
RESIDENTIAL/COMMERCIAL	12	11	245	364
FELONY ARRESTS	0	2	12	10
MISDEMEANOR/NTA ARRESTS	3	2	46	32
WARRANT ARRESTS	2	1	41	2
WARRANT ATTEMPTS	2	0	6	1
TRAFFIC CRASH 9300-1	0	2	79	97
TRAFFIC CRASH 9300-2	2	4	62	37
GENERAL ASSISTS/OTHER	100	271	2,758	4,590
FUNERAL ESCORTS	1	2	10	2
ALARMS	6	4	70	19
SCHOOL PATROL	3	29	208	78
SCHOOL PRESENTATIONS	0	5	9	5
PARKING/SNOW TICKETS	18	11	343	219
PARKING METER TICKETS	0	0	2,844	1,486
LIQUOR INSPECTIONS	0	21	127	203
ORIGINAL COMPLAINTS	20	17	361	312
CLOSED COMPLAINTS	11	10	247	238
FOLLOW-UP/SUPPLEMENTS	13	11	217	56
PATROL MILES	3,401	4,079	43,229	57,348

TOTAL MILEAGE #87-1 0
TOTAL MILEAGE #87-2 0
TOTAL MILEAGE #87-3 3,401

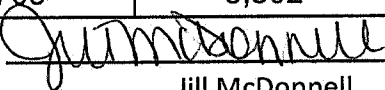

Jill McDonnell
Chief of Police

CITY OF CHARLEVOIX

POLICE ACTIVITY REPORT FOR THE MONTH OF JANUARY 2024

ITEM	TOTAL THIS MONTH	MONTH YEAR PRIOR	TOTAL THIS YEAR	TOTAL LAST YEAR
TRAFFIC CITATIONS	11	9	11	9
TRAFFIC WARNINGS	14	98	14	98
TRAFFIC CONTACTS	27	-	27	-
MOTORIST/CITIZEN ASSIST	21	19	21	19
POLICE ASSIST	35	16	35	16
MEDICAL RESPONSE	5	8	5	8
PAPER SERVICE	0	-	0	-
RESIDENTIAL/COMMERCIAL	18	41	18	41
FELONY ARRESTS	1	0	1	0
MISDEMEANOR/NTA ARRESTS	1	1	1	1
WARRANT ARRESTS	0	-	0	-
WARRANT ATTEMPTS	0	-	0	-
TRAFFIC CRASH 9300-1	2	7	2	7
TRAFFIC CRASH 9300-2	0	0	0	0
GENERAL ASSISTS/OTHER	127	305	127	305
FUNERAL ESCORTS	0	-	0	-
ALARMS	1	-	1	-
SCHOOL PATROL	8	-	8	-
SCHOOL PRESENTATIONS	0	-	0	-
PARKING/SNOW TICKETS	0	83	0	83
PARKING METER TICKETS	0	0	0	0
LIQUOR INSPECTIONS	2	13	2	13
ORIGINAL COMPLAINTS	16	16	16	16
CLOSED COMPLAINTS	12	15	12	15
FOLLOW-UP/SUPPLEMENTS	17	-	17	-
PATROL MILES	3,802	4,703	3,802	4,703

TOTAL MILEAGE #87-1	<u>3,802</u>
TOTAL MILEAGE #87-2	<u>0</u>
TOTAL MILEAGE #87-3	<u>0</u>


 Jill McDonnell
 Chief of Police

City of Charlevoix
Planning Commission Regular Meeting Minutes
Monday, January 8, 2024 - 6:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

A. Call to Order/Pledge of Allegiance

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

B. Roll Call

Chair: Jennifer Muladore

Members Present: Scott Beatty, Shelley Boehmer, Sherm Chamberlain, Janet Coltman, Toni Felter, John Kurtz, Mary Millington

Members Absent: Maureen Radke

Staff Present: Jonathan Scheel, Director of Planning and Zoning

C. Inquiry into Potential Conflicts of Interest

D. Approval of Agenda

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

Motion carried by unanimous voice vote.

E. Approval of the Minutes

1. December 11, 2023 minutes

Motion by Member Beatty, seconded by Member Boehmer to approve the minute of December 11, 2023 as presented.

Motion carried by unanimous voice vote.

F. Election of Officers

1. Election of Officers

Chair Muladore stated that she was willing to continue to serve as Chair.

~~Chair Muladore stated that she was nominated as Chair.~~

Member Millington nominated Jennifer Muladore as Chair.

Nomination carried by unanimous voice vote.

Member Boehmer nominated Sherm Chamberlain as Vice Chair.

Nomination carried by unanimous voice vote.

G. Set Meeting Dates 2024

1. Set meeting dates 2024

Motion by Member Felter, seconded by Member Coltman to accept the 2024 meeting calendar

as presented.

Motion carried by unanimous voice vote.

H. Call for Public Comment Not Related to Agenda Items

Jessica Nagel, owner of J. Bird Provisions at 109 Bridge Park Drive, stated that she knew the location was going to be a challenge and she was requesting prioritization of signage and wayfaring signage from the Planning Commission.

I. New Business

1. Rezoning of 13513 Division Avenue (Charlevoix County Administration Property)

Director Scheel stated the City recently annexed a portion of the parcel the Charlevoix County Administration building sits on at 13513 Division Avenue per the County's request. The annexed parcel comes into the City's jurisdiction as R1; the Planning Commission should start the process of rezoning the parcel. Mr. Scheel stated the current use and long term planned use is the administrative building for the Charlevoix County government and a Public Facilities' designation is the appropriate choice for the City's Land Use Map.

Motion by Member Beatty, seconded by Member Boehmer to hold a Public Hearing for the rezone {of 13513 Division Avenue} on February 12, 2024, Planning Commission Meeting.

Motion carried by a unanimous voice vote.

2. Revise Planning Commission Bylaws Order of Business

Director Scheel stated currently, Section 5.8, *Order of Business, Agenda* of the Planning Commission By-laws, New Business (g) comes before Old Business (h). Mr. Scheel stated that the meetings would flow better if the Commission continued with Old Business first before starting on new items.

Motion by Member Boehmer, seconded by Member Felter to amend the By-Laws to reflect that Old Business would come before New Business on Planning Commission meeting agendas. Member Beatty expressed concern about placing Old Business first as that could occupy the majority of the meeting time and those individuals who came to the meeting for a rezoning or other public hearing would have to wait. Member Chamberlain stated they do have the ability to change the agenda at the meeting if needed.

Motion carried with members voting 8 to 1 to approve the motion.

J. Old Business

1. Activities Matrix Discussion, Priorities 2024

Director Scheel began the discussion by identifying several tasks that could be undertaken by the Housing Sub-Committee. Mr. Scheel explained that items 1-9 were from the 2023 list, and items listed as A-H were new items directly out of the Master Plan. Mr. Scheel identified the following items as potential items for the Housing Sub-Committee:

1. Review opportunities to expand Missing Middle Housing building options - High Impact/High Effort;

7. Create Charlevoix Corridor zoning district - Goal 1(1) - High Impact/High Effort;

8. Consider expanding residential uses in industrial zoning districts - High Impact/Low Effort;

- D. Work with school district regarding future uses of properties - Goal 6 (6);
- F. Coordinate land use with Charlevoix Township - Goal 3 (1);
- G. Coordinate with Charlevoix Township - plans for future development - Goal 2 (1).

Mr. Scheel stated that he would add item H to the list of Master Plan goals regarding parking requirements because, as an example, requiring two parking spaces per unit for a four-plex would be a problem for most developers. Discussion followed regarding downtown specific goals including:

- A. Downtown signage and wayfinding signs - Goal 3 (3) - Medium Impact/Low Effort
- B. Design guidelines for downtown/commercial buildings - Goal 1(3) - High Impact/Medium Effort
- C. Incentives for higher density in downtown - Goal 6 (1) - High Impact/High Effort

Discussion occurred regarding possible development of the property at the corner of Hurlbut and Bridge Streets at the top of the hill and how the City's architectural standards would or would not apply. Mr. Scheel would pull some standards together to be discussed at the next Commission meeting.

Discussion followed regarding the remaining items related to the Master Plan:

- D. Work with school district regarding future use of properties - Goal 6 (6) - High Impact/High Effort
- E. Review landscape standards - Goal 5 - Medium Impact/Medium Effort
- F. Coordinate land use in Charlevoix Township - Goal 3 (1) - combined with #9
- G. Coordinate with Charlevoix Township...plans for future development - Goal 2 (1) - combined with #9
- H. Parking requirements - to be combined with #1

2. Outdoor Storage

Member Boehmer made a recommendation that the Commission go through the proposed language line by line and check it off with a motion/vote for each item. Chair Muladore stated they could come to an informal agreement on each item and then have one vote on all the proposed language. Member Kurtz stated the penalty for not complying with some of these things is \$100 per day and that whatever they decide that it should be implemented on January 1, 2025, and Director Scheel would be responsible for telling people this year what the regulations are and the residents would have the opportunity to change how they are storing their vehicles or to make comments on the rules.

Mr. Scheel stated he had provided additional definitions for recreational vehicles. Member Colman stated that the definition section needed to include utility or business trailers such as landscaping companies with large utility trailers, enclosed and un-enclosed.

Mr. Scheel stated yards include setbacks, setbacks do not include yards, and questioned how the Commission felt about parking in the required front yard. Mr. Scheel stated the City required two (2) off-street parking spaces per single-family and two-family dwellings. Member Beatty stated that residents should be able to use their driveways as they feel appropriate, but they should not be able to use the front yard for other things unsuitable for a residential neighborhood.

Mr. Scheel stated he would include language to allow parking in the driveway as acceptable, as opposed to parking in the front yard itself. Parking is permitted as long as it is specific to the driveway. Driveway storage: out of season, vehicle/equipment sitting for months, not being used, is not allowed. Discussion followed regarding outdoor storage in side yard setbacks (8' wide side setbacks in R-2, and 10' wide side setbacks in R-1). Chair Muladore asked that the proposed language be written to require screening by a fence or plantings to obscure something such as an RV or boat from the neighbor's view.

After discussion, the Commission agreed to a maximum length for parking or storage of boats up to 25'.

Mr. Scheel referenced a scenario where one resident parks/stores his/her recreational vehicle or boat at a neighbor's for the winter or seasonally. Member Beatty stated that it had to do with the maximum use of the property, not who owns it.

The number of recreational vehicles historically has been two (2) per property, the Commission agreed to stay with that number.

The Commission concurred to remove the language that allowed for 14-day lodging/living in a recreational vehicle in a 60-day period, and not allow recreational vehicles on site to be connected to utilities.

Mr. Scheel will update the proposed outdoor storage language with the changes made and bring it back to the February Commission meeting for further discussion.

K. Staff Updates

Zoning Administrator Scheel stated he will be meeting with the developer on Upright and the other developer regarding the Hurlbut property this week.

L. Requests For Next Months Agenda or Research Items

Chair Muladore stated that the Activities Matrix and the Outdoor Storage issues will be on the February meeting agenda.

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

Chair Muladore adjourned the meeting at 7:58 p.m.

Sarah J. Dvoracek/fgm

City Clerk

Jennifer Muladore

Chair

Charlevoix City Council

Reports and Communications

Title: Mayor and Council Comments

Date: February 19, 2024

Presented By:

Background:

Recommendation:

Attachments:

None