



Agenda
City of Charlevoix City Council Regular Meeting
Monday, February 3, 2025 - 6:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Presentations**
- 4. Inquiry Regarding Conflicts of Interest**
- 5. Consent Agenda**
 - A. City Council Meeting Minutes - January 20, 2025
 - B. Accounts Payable and Payroll Check Registers
 - C. Updated Intergovernmental Data Sharing Agreement
 - D. Confirm Emergency Repair of High Service Pump #2: \$23,738
- 6. Public Hearings and Actions Requiring Public Hearings**
 - A. Budget Amendment for Fiscal Year 2025
Mark Heydlauff, City Manager
 - B. 2025-26 Budget Ordinance
Mark Heydlauff, City Manager
- 7. All Other Actions and Requests**
- 8. Reports and Communications**
 - A. Public Comment
 - B. City Manager's Comments
 - C. Mayor and Council Comments
- 9. Other Council Business**
- 10. Adjourn**

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

Charlevoix City Council

Consent Agenda

Title: City Council Meeting Minutes - January 20, 2025

Date: February 3, 2025

Presented By:

Background:

Recommendation:

Motion to approve the minutes as presented.

Attachments:

1. 2025.01.20 CC DRAFT

City of Charlevoix
City Council Regular Meeting Minutes
Monday, January 20, 2025 - 6:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

1. Pledge of Allegiance

The meeting was called to order at 6:00 p.m. by Mayor Gennett. The Council, staff, and members of the public rose and recited the Pledge of Allegiance.

2. Roll Call

Mayor: Lyle Gennett

Members Present: Shane Cole, Aaron Hagen, Janet Kalbfell, Mark Knapp, Phil Parr, Richard Spring

Members Absent: None

City Manager: Mark L. Heydlauff

City Clerk: Sarah J. Dvoracek

3. Presentations

4. Inquiry Regarding Conflicts of Interest

5. Consent Agenda

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

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

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

Nays: None

Motion carried.

A. City Council Meeting Minutes - January 6, 2025

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
01/17/2025	Payroll Transmittal Checks	\$7,427.24
01/17/2025	Payroll (sick leave payout net pay)	\$20,993.95
01/17/2025	Payroll (net pay)	\$114,993.81
01/21/2025	Regular Accounts Payable	\$177,863.42
01/03/2025-01/21/2025	ACH/WIRE Payments	\$140,788.07
Grand Total		\$462,066.49

The entire accounts payable and payroll check registers can be viewed on the City's [website](#).

C. Rock the Dock with Knee Deep

Motion to approve the use of Odmark Pavilion for Knee Deep to perform on June 21, 2025.

D. 2025 Poverty Exemption Policy and Guidelines

Motion to approve the 2025 Poverty Exemption Policy and Guidelines as presented.

E. Extension of Agreement with Biotech Agronomics

Motion to approve the agreement with Biotech Agronomics as presented and authorize the City Manager to sign the agreement.

6. Public Hearings and Actions Requiring Public Hearings

A. Fiscal Year 2026 Budget

City Manager Heydlauff presented information about the Fiscal Year 2026 Budget. City Manager Heydlauff answered questions from Council. Council discussed the budget in detail. No action was taken.

7. All Other Actions and Requests

A. Council Appointment

Janet Kalbfell-1st Ward Council Member

Council Member Kalbfell presented information on the Council appointment.

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

Motion by Kalbfell, seconded by Spring to appoint Richard Hodgson to the Zoning Boards of Appeals for a term to expire on December 31, 2027.

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

Nays: None

Motion carried.

B. Mayoral Appointment

Mayor Lyle Gennett

Mayoral Gennett presented information on the Mayoral appointment for Jessica Nagel.

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

Motion by Spring, seconded by Hagen to confirm the Mayor's appointment of Jessica Nagel to the Downtown Development Authority Board for a term to expire April of 2026.

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

Nays: None

Motion carried.

8. Reports and Communications

A. Public Comment

B. City Manager's Comments

- In the budget presented, there was an issue with the formatting of the account numbers

however the budgeted numbers are correct

- The State of Michigan requires the City to utilize a standardized Chart of Accounts
- Submitted the Match on Main Grants for Stiggs Brewery and Dockside Books
- Will submit the RAP Grant (1.5 million) to hopefully finish the Alley Corridor Vision Plan
- Congrats to Dean Martin for his recent promotion to Village Manager for the Village of Mackinaw City

C. Mayor and Council Comments

9. Other Council Business

10. Adjourn

Mayor Gennett adjourned the meeting at 6:50 p.m.

Sarah J. Dvoracek

City Clerk

Lyle Gennett

Mayor

DRAFT

Charlevoix City Council

Consent Agenda

Title: Accounts Payable and Payroll Check Registers

Date: February 3, 2025

Presented By:

Background:

Recommendation:

Motion to approve accounts payable and payroll check registers.

Attachments:

1. Check Registers 02-03-25 Agenda

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 01/23/2025 - 01/23/2025

BANK CODE: 1 - GENERAL CASH - HUNTINGTON BANK - CHECK TYPE: PAPER CHECK - CHECK SOURCE: COMPUTER GENERATED CHECKS

Check Date	Check	Vendor Name	Amount
Bank 1 GENERAL CASH - HUNTINGTON BANK			
01/23/2025	144289	AT&T	1,665.39
01/23/2025	144290	AT&T MOBILITY	930.79
01/23/2025	144291	CHARLEVOIX TOWNSHIP TREASURER	85.68
01/23/2025	144292	CHARTER COMMUNICATIONS	863.91
01/23/2025	144293	CHARTER COMMUNICATIONS OPERAT	88.24
01/23/2025	144294	DELTA DENTAL	3,249.32
01/23/2025	144295	JIM RIEHL'S FRIENDLY FORD INC	7,201.80
01/23/2025	144296	POLETECTOR	1,489.00
01/23/2025	144297	PRIORITY HEALTH	47,746.11
01/23/2025	144298	RANGE TELECOMMUNICATIONS	214.00
01/23/2025	144299	TELNET WORLDWIDE	166.04
01/23/2025	144300	VSP INSURANCE CO. (CT)	514.38
1 TOTALS:			
Total of 12 Checks:			64,214.66
Less 0 Void Checks:			0.00
Total of 12 Disbursements:			64,214.66

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

01/23/25 Special Accounts Payable Run	\$	64,214.66
01/28/25 Special Accounts Payable Run	\$	4,907.08
01/31/25 Payroll (net pay)	\$	108,821.19
01/31/25 Payroll Transmittal Checks	\$	6,350.86
02/04/25 Regular Accounts Payable	\$	86,627.53
Checks Sub-Total:	\$	270,921.32

HUNTINGTON NATIONAL BANK - EFT/WIRE PAYMENTS

01/21/25 MI Public Power Agency	\$	21,501.66
01/27/25 MI Public Power Agency	\$	241,877.85
01/27/25 MI Public Power Agency	\$	14,729.35
01/31/25 IRS (Payroll Tax Deposit)	\$	40,263.06
01/31/25 Alerus Financial (HCSP)	\$	558.00
01/31/25 Vantagepoint (401 Plan)	\$	1,204.14
01/31/25 Vantagepoint (457 Plan)	\$	24,589.05
01/31/25 Vantagepoint (Roth IRA)	\$	1,285.00
01/31/25 State of MI (Withholding Tax)	\$	5,847.29
01/31/25 MERS (Defined Benefit Plan)	\$	101,701.66
ACH Sub-Total:	\$	453,557.06

Huntington National Bank Total: \$ 724,478.38

CHARLEVOIX STATE BANK - CHECKS ISSUED
(PROPERTY TAX DISBURSEMENT TO VARIOUS TAXING AUTHORITIES)

01/16/25 Special A/P Tax Disbursement	\$	720,593.90
---------------------------------------	----	------------

Charlevoix State Bank Total: \$ 720,593.90

Grand Total: \$ 1,445,072.28

APPROVED:

CITY MANAGER

CITY TREASURER

CITY CLERK

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 01/28/2025 - 01/28/2025

BANK CODE: 1 - GENERAL CASH - HUNTINGTON BANK - CHECK TYPE: PAPER CHECK - CHECK SOURCE: COMPUTER GENERATED CHECKS

Check Date	Check	Vendor Name	Amount
Bank 1 GENERAL CASH - HUNTINGTON BANK			
01/28/2025	144309	CHARLEVOIX STATE BANK	4,536.35
01/28/2025	144310	GREAT LAKES ENERGY COOPERATIV	370.73
1 TOTALS:			
Total of 2 Checks:			4,907.08
Less 0 Void Checks:			0.00
Total of 2 Disbursements:			4,907.08

CHECK APPROVAL REPORT FOR CITY OF CHARLEVOIX

Payroll: 0000000013

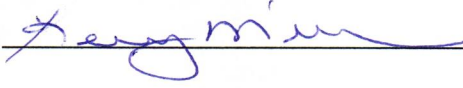
Name	Check Date	Gross	Net
HEYDLAUFF, MARK L.	01/31/2025	5,669.23	3,808.15
DVORACEK, SARAH J.	01/31/2025	3,157.16	2,406.35
DEROSIA, PATRICIA E.	01/31/2025	1,425.56	863.25
KLOOSTER, ALIDA K.	01/31/2025	2,900.00	1,991.00
BARNEVELD, RICHELLE L.	01/31/2025	2,129.36	1,505.53
SCHULZ, GINNY L.	01/31/2025	2,180.01	1,567.83
JENKINS, JESSICA-RAE A.	01/31/2025	1,980.80	1,534.26
MILLER, FAITH G.	01/31/2025	156.08	100.14
MCGINN, KELLY A.	01/31/2025	3,541.84	2,292.60
SCHEEL, JONATHAN D.	01/31/2025	3,060.00	2,144.13
MCDONNELL, JILL L.	01/31/2025	3,568.36	2,082.58
UMULIS, MATTHEW T.	01/31/2025	2,524.85	1,496.35
ORBAN, BARBARA K.	01/31/2025	2,539.10	1,391.00
RILEY, DENISE M.	01/31/2025	725.76	591.02
MUNK, CHRISTOPHER J.	01/31/2025	2,440.00	1,491.53
CHRISTIANSEN, BRIAN D.	01/31/2025	2,419.02	1,696.58
RAMIREZ, CHARLES V.	01/31/2025	2,546.05	1,798.83
MARTIN, DONALD L.	01/31/2025	2,557.46	1,668.52
YOUNG, KRISTEN L.	01/31/2025	2,079.99	1,488.84
WURST, RANDALL W.	01/31/2025	3,387.22	1,754.09
HILLING, NICHOLAS A.	01/31/2025	3,753.94	2,336.14
MEIER III, CHARLES A.	01/31/2025	2,637.80	1,553.39
ZACHARIAS, STEVEN B.	01/31/2025	2,640.80	1,582.91
NEWMAN, MARK J.	01/31/2025	2,520.80	1,659.44
LOUGHMILLER, JOHN A.	01/31/2025	2,748.45	1,986.49
GRIFFITH, JOHN J.	01/31/2025	4,914.91	2,651.54
EATON, BRAD A.	01/31/2025	4,595.66	2,909.94
WILSON, TIMOTHY J.	01/31/2025	4,277.28	3,086.19
LAVOIE, RICHARD L.	01/31/2025	4,194.40	2,646.44
STERRETT, PHILLIP R.	01/31/2025	3,262.20	2,140.05
STEVENS, BRANDON C.	01/31/2025	4,429.40	2,671.80
WHITLEY, ANDREW T.	01/31/2025	4,716.40	2,757.26
FARRELL, MITCHELL L.	01/31/2025	3,296.40	2,131.53
ANDERSON, ELIZABETH A.	01/31/2025	2,173.60	1,410.81
KENWABIKISE, DAVID L.	01/31/2025	1,980.80	1,376.08
DVORACEK, BRIAN N.	01/31/2025	940.00	777.10
ELLIOTT, PATRICK M.	01/31/2025	4,911.27	3,357.54
MORRISON, KEVIN P.	01/31/2025	2,642.17	1,540.37
FURGESON, JUSTIN L.	01/31/2025	2,822.22	2,068.11
BRADLEY, KELLY R.	01/31/2025	888.02	146.45
HART II, DELBERT W.	01/31/2025	2,656.05	1,644.39
JONES, ROBERT F.	01/31/2025	2,396.83	1,525.87
THORP, WILLIAM D.	01/31/2025	2,218.40	1,378.12
LEITNER, RYAN S.	01/31/2025	2,448.02	1,639.21
NOWKA, STEPHEN P.	01/31/2025	2,778.28	2,017.41
RILEY, DANIEL A.	01/31/2025	2,562.95	1,816.34
REID, ROB A.	01/31/2025	2,313.60	1,599.87
KNORR, KENT J.	01/31/2025	3,254.55	2,319.13
BOSS JR, DALE E.	01/31/2025	1,848.78	1,533.52
ANZELL, BETH A.	01/31/2025	2,243.48	1,665.85
WASHBURNE, MICHAEL J.	01/31/2025	318.00	280.15
BOSS, SHERRY M.	01/31/2025	1,182.00	967.54
MCDERMOTT, DENNIS J.	01/31/2025	107.11	94.37
PORATH, JACOB P.	01/31/2025	306.00	279.08
MAILLOUX, AIDEN M.	01/31/2025	276.00	243.16
CULBERTSON, CRISTIN E.	01/31/2025	1,600.00	1,305.48
JOHNSTONE, HUNTER S.	01/31/2025	577.50	508.78
BEMIS, ADDISON J.	01/31/2025	900.00	760.59
LOPEZ, VANESSA M.	01/31/2025	655.00	578.72
WILLSON, ALEXANDER J.	01/31/2025	195.00	171.80
WILLSON, WESTYN E.	01/31/2025	315.00	277.51
MATTER, DAWSON K.	01/31/2025	165.00	145.37
PEARSALL, KRISTA M.	01/31/2025	198.00	174.43
WELLS, JANINNA J.	01/31/2025	132.00	116.30
GOOD, JENNA R.	01/31/2025	189.00	166.51
BOSS, BEAU J.	01/31/2025	2,377.02	1,820.97
ARNOLD, REMI C.	01/31/2025	512.00	460.56
KLOOSTER, JUSTIN N.	01/31/2025	548.63	483.34
LUECKE, ANDREW L.	01/31/2025	264.00	243.80
MAILLOUX, CLARA C.	01/31/2025	264.00	232.58
BEMIS, GARRETTSON G.	01/31/2025	757.88	659.07
WILLSON, BRENDA R.	01/31/2025	132.00	116.30
SCHOLEY, ROBERT W.	01/31/2025	3,022.21	1,998.76

CHECK APPROVAL REPORT FOR CITY OF CHARLEVOIX

Payroll: 0000000013

Name	Check Date	Gross	Net
MCCRANEY, RUSSELL R.	01/31/2025	2,403.20	1,820.11
POSTMUS, ANTHONY H.	01/31/2025	575.58	312.75
REECE, DANIEL A.	01/31/2025	2,584.68	1,978.84
TRAVERS, MANUEL J.	01/31/2025	1,151.16	1,022.45
Totals: 77		161,763.28	108,821.19

Approved By:



Date:

1/28/25

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 01/31/2025 - 01/31/2025

BANK CODE: 1 - GENERAL CASH - HUNTINGTON BANK - CHECK TYPE: PAPER CHECK - CHECK SOURCE: COMPUTER GENERATED CHECKS

Check Date	Check	Vendor Name	Amount
Bank 1 GENERAL CASH - HUNTINGTON BANK			
01/31/2025	144302	4FRONT CREDIT UNION	1,535.58
01/31/2025	144303	AMERICAN FAMILY LIFE	532.65
01/31/2025	144304	CHARLEVOIX STATE BANK	1,555.00
01/31/2025	144305	COMMUNICATION WORKERS OF AMER	672.82
01/31/2025	144306	MI STATE DISBURSEMENT UNIT	116.55
01/31/2025	144307	PRIORITY HEALTH	1,506.58
01/31/2025	144308	THE HARTFORD	431.68
1 TOTALS:			
Total of 7 Checks:			6,350.86
Less 0 Void Checks:			0.00
Total of 7 Disbursements:			6,350.86

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 02/04/2025 - 02/04/2025

BANK CODE: 1 - GENERAL CASH - HUNTINGTON BANK - CHECK TYPE: PAPER CHECK - CHECK SOURCE: COMPUTER GENERATED CHECKS

Check Date	Check	Vendor Name	Amount
Bank 1 GENERAL CASH - HUNTINGTON BANK			
02/04/2025	144311	ALPENA SUPPLY COMPANY	550.91
02/04/2025	144312	AMAZON CAPITAL SERVICES	1,240.26
02/04/2025	144313	AMERICAN LEGAL PUBLISHING COR	10.00
02/04/2025	144314	APPRIVER LLC	2,492.40
02/04/2025	144315	ART'S AUTO & TRUCK PARTS	150.00
02/04/2025	144316	AT YOUR SERVICE PLUS INC	280.00
02/04/2025	144317	AUTOMATIC DOOR SERVICE INC	2,429.90
02/04/2025	144318	AVFUEL CORPORATION	520.00
02/04/2025	144319	BALLARD'S PLUMBING AND HEATIN	539.80
02/04/2025	144320	BILL'S FARM MARKET	3,157.45
02/04/2025	144321	BLARNEY CASTLE OIL CO	441.05
02/04/2025	144322	BS& A SOFTWARE	2,000.00
02/04/2025	144323	CHARLEVOIX SCREEN MASTERS INC	30.00
02/04/2025	144324	CINTAS CORPORATION	116.60
02/04/2025	144325	CONWAY PROFESSIONAL SERVICES	556.00
02/04/2025	144326	CONWAY PROFESSIONAL SERVICES	537.50
02/04/2025	144327	DROST LANDSCAPE	8,900.00
02/04/2025	144328	ELHORN ENGINEERING COMPANY	1,234.00
02/04/2025	144329	ELLSWORTH FARMERS EXCHANGE	1,550.15
02/04/2025	144330	ENVIRONMENTAL RESOURCE ASSOCI	624.04
02/04/2025	144331	FICK & SONS DIESEL GARAGE	690.00
02/04/2025	144332	FREEDOM MAILING SERVICES INC	2,823.71
02/04/2025	144333	GALLS LLC	470.94
02/04/2025	144334	GORDON FOOD SERVICE	102.95
02/04/2025	144335	GOVERNMENTJOBS.COM, INC.	2,871.00
02/04/2025	144336	HACH COMPANY	1,927.14
02/04/2025	144337	HERZOG ELECTRIC	803.40
02/04/2025	144338	HOTSHOTS DRAIN CLEANING LLC	299.00
02/04/2025	144339	JOHN E GREEN COMPANY	2,145.61
02/04/2025	144340	KNIGHTS TOOLS LLC	822.08
02/04/2025	144341	KRAFT BUSINESS SYSTEMS	27.59
02/04/2025	144342	KRISTEN L YOUNG	118.38
02/04/2025	144343	MICHIGAN ASSOCIATION OF PLANN	150.00
02/04/2025	144344	NORTH COAST FASTENERS LLC	122.71
02/04/2025	144345	NORTHERN LIGHTS	2,867.00
02/04/2025	144346	NORTHERN PUMP SERVICE INC	6,583.00
02/04/2025	144347	NORTHWEST ELECTRONICS & REPAI	79.99
02/04/2025	144348	NORTHWEST FIRE	520.00
02/04/2025	144349	NUCO2 LLC	225.05
02/04/2025	144350	OSMOSE UTILITIES SERVICES INC	294.63
02/04/2025	144351	PENCHURA LLC	2,492.00
02/04/2025	144352	POWER LINE SUPPLY	11,001.43
02/04/2025	144353	POWER SYSTEM ENGINEERING INC	4,522.50
02/04/2025	144354	PRO IMAGE DESIGN - PETOSKEY	40.00
02/04/2025	144355	RESOLUTION G2 LLC	2,589.00
02/04/2025	144356	ROTARY CLUB OF CHARLEVOIX	37.50
02/04/2025	144357	SCIENTIFIC BRAKE - GAYLORD	286.53
02/04/2025	144358	SEILER INSTRUMENT & MFG CO IN	50.13
02/04/2025	144359	SYSTEMS SPECIALISTS INC	90.00
02/04/2025	144360	TAYLOR 12501 LLC	80.00
02/04/2025	144361	TERMINAL SUPPLY CO	1,115.88
02/04/2025	144362	TOP LINE ELECTRIC LLC	300.00
02/04/2025	144363	TRACE ANALYTICAL LABORATORIES	430.00
02/04/2025	144364	UNIFIRST CORPORATION	423.67
02/04/2025	144365	UP NORTH ASSESSING INC	5,500.00
02/04/2025	144366	UPPER CASE PRINTING INK	1,141.30
02/04/2025	144367	VILLAGE GRAPHICS INC	100.35
02/04/2025	144368	XYLEM WATER SOLUTIONS USA INC	5,123.00
1 TOTALS:			
Total of 58 Checks:			86,627.53
Less 0 Void Checks:			0.00
Total of 58 Disbursements:			86,627.53

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK NUMBER 107 - 107

BANK CODE: 1 - GENERAL CASH - HUNTINGTON BANK - CHECK TYPE: EFT - CHECK SOURCE: COMPUTER GENERATED CHECKS

Check Date	Check	Vendor Name	Amount
------------	-------	-------------	--------

Bank 1 GENERAL CASH - HUNTINGTON BANK

01/21/2025	107(E)	MICHIGAN PUBLIC POWER AGENCY	21,501.66
------------	--------	------------------------------	-----------

1 TOTALS:

Total of 1 Checks:	21,501.66
--------------------	-----------

Less 0 Void Checks:	0.00
---------------------	------

Total of 1 Disbursements:	21,501.66
---------------------------	-----------

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 01/27/2025 - 01/27/2025

BANK CODE: 1 - GENERAL CASH - HUNTINGTON BANK - CHECK TYPE: EFT - CHECK SOURCE: COMPUTER GENERATED CHECKS

Check Date	Check	Vendor Name	Amount
Bank 1 GENERAL CASH - HUNTINGTON BANK			
01/27/2025	108(E)	MICHIGAN PUBLIC POWER AGENCY	241,877.85
01/27/2025	115(E)	MICHIGAN PUBLIC POWER AGENCY	14,729.35
1 TOTALS:			
Total of 2 Checks:			256,607.20
Less 0 Void Checks:			0.00
Total of 2 Disbursements:			256,607.20

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 01/31/2025 - 01/31/2025

BANK CODE: 1 - GENERAL CASH - HUNTINGTON BANK - CHECK TYPE: EFT - CHECK SOURCE: COMPUTER GENERATED CHECKS

Check Date	Check	Vendor Name	Amount
Bank 1 GENERAL CASH - HUNTINGTON BANK			
01/31/2025	109(E)	**EFTPS* Payroll Taxes	40,263.06
01/31/2025	110(E)	Alerus Financial	558.00
01/31/2025	111(E)	MissionSquare - 401 Plan 1091	1,204.14
01/31/2025	112(E)	MissionSquare - 457 Plan 3009	24,589.05
01/31/2025	113(E)	MissionSquare - Roth IRA 7061	1,285.00
01/31/2025	114(E)	STATE OF MICHIGAN	5,847.29
01/31/2025	116(E)	MERS	101,701.66
1 TOTALS:			
Total of 7 Checks:			175,448.20
Less 0 Void Checks:			0.00
Total of 7 Disbursements:			175,448.20

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 01/16/2025 - 01/16/2025

BANK CODE: 2 - TAX CASH - CSB - CHECK TYPE: PAPER CHECK - CHECK SOURCE: COMPUTER GENERATED CHECKS

Check Date	Check	Vendor Name	Amount
Bank 2 TAX CASH - CSB			
01/16/2025	4199	CHARLEVOIX COUNTY TREASURER	143,779.79
01/16/2025	4200	CHARLEVOIX COUNTY TREASURER	941.30
01/16/2025	4201	CHARLEVOIX DISTRICT LIBRARY	71,732.78
01/16/2025	4202	CHARLEVOIX PUBLIC SCHOOLS	682.52
01/16/2025	4203	CHARLEVOIX STATE BANK	2,462.30
01/16/2025	4204	CHARLEVOIX-EMMET ISD	295,749.26
01/16/2025	4205	CITY OF CHARLEVOIX - TAXES DU	79,035.39
01/16/2025	4206	CORELOGIC	1,176.21
01/16/2025	4207	LAKE CHARLEVOIX EMS AUTHORITY	101,225.11
01/16/2025	4208	LERETA LLC	1,616.75
01/16/2025	4209	RECREATIONAL AUTHORITY	22,192.49
2 TOTALS:			
Total of 11 Checks:			720,593.90
Less 0 Void Checks:			0.00
Total of 11 Disbursements:			720,593.90

Charlevoix City Council

Consent Agenda

Title: Updated Intergovernmental Data Sharing Agreement

Date: February 3, 2025

Presented By:

Background:

We acquire our base GIS data from Charlevoix county for a variety of uses; to do so, we are part of an intergovernmental agreement to govern the use of the data. The current Intergovernmental Data Sharing Agreement hasn't been updated since 2004. The structure of the old agreement doesn't align with the current management of GIS data at the County level. We have reviewed the new agreement and believe it retains our interests and those of the County.

Recommendation:

Motion to approve the updated Intergovernmental Data Sharing Agreement as presented and authorize the City Manager to sign the agreement.

Attachments:

1. Intergovernmental Data Sharing Agreement 2024

INTERGOVERNMENTAL DATA SHARING AGREEMENT FOR CHARLEVOIX COUNTY DIGITAL GEOGRAPHIC DATA SETS

This agreement is entered on _____, between Charlevoix County, Charlevoix, Michigan, hereafter referred to as the County, and the Municipality of _____, hereafter referred to as the Municipality.

The **County** has produced geographic data and outputs of original digital geographic data. They are licensed for use, not sold. The **County** reserves all rights of authorship granted under U.S. and International copyright laws and agreements and under Michigan Enhanced Access to Public Records, Act 462 of 1996, as amended.

The parties agree as follows:

1. **Municipality** agrees not to resell, redistribute or sub-license the **County's** digital geographic data in digital form. Freedom of Information Act requests for digital geographic data must be redirected to the **County**.
2. **Municipality** may redistribute a portion or all of the County's digital geographic data in digital form to a **Consultant** or third party **Contractor** under contract by the **Municipality** for the sole purpose of conducting business of the **Municipality**. All digital data set must be returned to the **Municipality** upon completion of the **Consultant's** work.
3. **Municipality** shall immediately notify the **County** in writing of any misuse, misappropriation, or unauthorized disclosure of Confidential Information that may come to its attention.
4. **Municipality** acknowledges that its obligations to protect the Confidential Information are essential to the business interests of the **County** and that the disclosure of such Confidential Information in breach or threatened breach of this Agreement would cause the **County** immediate, substantial, and irreparable harm, the value of which would be extremely difficult to determine. Accordingly, Municipality agrees that, in addition to any other remedies that may be available in law, equity, or otherwise for the disclosure or use of Confidential Information in breach of this Agreement, the **County** shall be entitled to seek and obtain a temporary restraining order, injunctive relief, or other equitable relief against the continuance of such breach, in addition to all other remedies, including attorney fees, and without the requirement of posting a bond or undertaking or proving injury as a condition for relief.
5. **No Warranty**. The burden for determining "fitness for use" rests with the **Municipality**. The **County** will not be liable in anyway for accuracy of the data, and assume no responsibility whatsoever for direct, indirect, special, consequential, exemplary or other damages. Further, the **Municipality** agrees to indemnify, hold harmless and defend the **County** its employees, agents and representatives from any and all claims, damage, liabilities and expenses arising from the **Municipality's** use of the **County** digital geographical data.

6. **Return of Materials.** Upon the **County** written request, Municipality agrees to promptly return to the **County** any materials or documents, whether or not furnished by the **County**, containing Confidential Information together with all copies thereof made by **Municipality**, or to destroy such items and deliver to the **County** written certification that they have been destroyed.

7. **Term; Termination.** This Agreement shall be effective as of the date first written above and shall continue until terminated by either party upon thirty (30) days prior written notice. All obligations undertaken respecting Confidential Information already provided hereunder shall survive any termination of this Agreement. The **Municipality** shall, within twenty (20) days of a written request by the **County**, return all Confidential Information, including all copies thereof, to the **County**, or, if so directed by the **County**, destroy all such Confidential Information. The **Municipality** shall also, within ten (10) days of a written request by the **County**, certify in writing that it has satisfied its obligations under this Agreement.

8. **Governing Law.** The laws of the State of Michigan shall govern the interpretation of this Agreement as it relates to the specific disclosed Confidential Information.

9. **Agreement to Supersede any Prior Agreements.** The parties hereby expressly understand and agree that the terms and conditions of this Agreement shall supersede any and all prior agreements between the parties related to data sharing of the Charlevoix County digital geographic data sets. The parties further understand and agree that any such prior agreements are hereby declared null and void.

The signatory for the **Municipality** represents and warrants that she/he is authorized to execute this document on behalf of the **Municipality**.

Municipality: _____

Name:

Title:

Date

Contact Person: _____

Email: _____

Phone: _____

Accepted: Charlevoix County

Name:

Title:

Date

Drafted 10/23/2024

Charlevoix City Council

Consent Agenda

Title: Confirm Emergency Repair of High Service Pump #2: \$23,738

Date: February 3, 2025

Presented By:

Background:

Last week, we finished the rebuild of high service pump #1 which failed in October. We knew that high service pump #2 hadn't been reconstructed in over 40 years so we had Northern Pump & Well complete an inspection. The results of the inspection showed the pump had intense decay and also needed to be completely rebuilt. We caught this just ahead of a pump failure. The rebuild of the pump will take approximately three months and be completed before the busy season.

Recommendation:

Motion to confirm the emergency purchase and rebuild of High Service Pump #2 as stated in the proposal from Northern Pump and Well in the amount of \$23,738.

Attachments:

1. Estimate from Northern Pump and Well



6837 W. Grand River Ave.
Lansing, MI 48906

City of Charlevoix
Attn: Nick Hilling
210 State Street
Charlevoix, MI 49720

Proposal

Date	Proposal #
1/17/2025	25-Q3250A

Description	Qty	Rate	Total
Thank you for the opportunity to present you with this proposal for the repair of your #2 High Service pump.			
The following quote is in addition to signed quote 24-Q3250 for \$5,345.00.			
Motor repair, Clean, Change bearings 75 Hp	1	1,595.00	1,595.00
Pump Head: Sand Blast Clean and paint head	1	455.00	455.00
Stuffing box repair	1	350.00	350.00
8" x 4'11-1/4" Top Column, cut and machined to custom length	1	755.00	755.00
8" x 9'11-1/4" Intermediate Column	1	948.00	948.00
8" x 4'11-1/4" Bottom Column	1	456.00	456.00
1-1/2" SST Motor Shaft, keyed and threaded	1	513.00	513.00
1-1/2" SST Head Shaft w/coupling, machined to length	1	475.50	475.50
1-1/2" x 10' SST Shaft w/coupling	1	583.50	583.50
1-1/2" x 5' SST Shaft w/coupling	1	438.00	438.00
8" x 2-1/2" DropIn SST Spiders	2	174.00	348.00
Pump New 4 Stage 1000 GPM at 225 TDH, 1800 rpm, * Current lead time is	1	9,846.00	9,846.00
Bolts, Air Line Fittings, Paint, Air Line Gauge, Pressure Gauge	1	135.00	135.00
Labor, Mobilization, Demobilization, Set Pump, Run check pump. * Estimated hours, actual hours charged. *	12	345.00	4,140.00
Machining/Shop Labor	30	90.00	2,700.00
NOTE: Should conditions change and/or any additional work be required, beyond the original scope of this project, our standard hourly rates will apply. Northern Pump & Well will consult with you prior to the additional work being performed.			
Signature: _____ Date: _____			
Purchase Order No. (if required): _____ * If this			
proposal meets your approval, please sign / date and return to fax			
number...1-517-322-0135			
If you have any questions, feel free to call 877-477-1757 or 517-322-0219		Total	\$23,738.00

Charlevoix City Council

Public Hearings and Actions Requiring Public Hearings

Title: Budget Amendment for Fiscal Year 2025

Date: February 3, 2025

Presented By: Mark Heydlauff, City Manager

Background:

The proposed budget amendment will keep the City's budget process in compliance with Public Act 202 and update the estimated year end budget for 2024-25 to our best estimate. As we approach the year that ends on March 31, 2025, we have the knowledge of how the year has actually unfolded and can align the budget with this experience.

Recommendation:

Set public hearing for the 2024-25 Budget Amendment Ordinance for February 17, 2025 at 6 p.m. in the City Council Chambers, 210 State Street, Charlevoix, MI.

Attachments:

1. Public Notice 2024-25
2. 857 of 2025 budget amendment

PUBLIC NOTICE

The City Council of the City of Charlevoix will hold a Public Hearing on the Proposed 2024-25 Fiscal Year Budget Amendment #1 on Monday, February 17, 2025 at 6:00 p.m. at City Hall, 210 State Street, Charlevoix, Michigan. The following Budget Amendment #1 is proposed for the fiscal year April 1, 2024 to March 31, 2025:

		Original Budget	Amended Budget	Net Change
General Fund	RV Total	4,336,200	4,830,445	494,245
- Legislative	EX Total	61,400	67,845	6,445
- General Government	EX Total	805,600	850,297	44,697
- Public Safety	EX Total	1,370,200	1,412,972	42,772
- Public Works	EX Total	407,500	467,700	60,200
- Recreation & Culture	EX Total	1,582,350	1,953,245	370,895
- Other	EX Total	23,200	45,110	21,910
- Fund Transfers	EX Total	48,700	48,677	(23)
Major Street Fund	RV Total	459,139	532,223	73,084
Major Street Fund	EX Total	441,579	526,454	84,875
Local Street Fund	RV Total	215,512	220,924	5,412
Local Street Fund	EX Total	176,500	181,302	4,802
Parking Services Fund	RV Total	149,200	164,850	15,650
Parking Services Fund	EX Total	137,800	164,568	26,768
Housing Initiatives Fund	RV Total	181,040	6,200	(174,840)
Housing Initiatives Fund	EX Total	175,000	400	(174,600)
DDA Fund	RV Total	686,400	745,335	58,935
DDA Fund	EX Total	666,400	797,106	130,706
Airport Fund	RV Total	2,414,240	2,150,459	(263,781)
Airport Fund	EX Total	2,429,800	2,517,354	87,554
Debt Service Facility	RV Total	485,100	489,500	4,400
Debt Service Facility	EX Total	485,000	484,600	(400)
PI#1 - Fire Replacement Fund	RV Total	59,440	60,540	1,100
PI#2 - Sewer Capital Fund-Tap Ins	RV Total	15,200	60,200	45,000
PI#5 - Sewer Capital Fund-North&South Side	RV Total	4,500	22,285	17,785
PI#6 - Infrastructure Improvements Fund	RV Total	358,200	499,762	141,562
PI#6 - Infrastructure Improvements Fund	EX Total	122,800	258,000	135,200
PI#7 - Street Improvements	RV Total	294,100	303,735	9,635
PI#7 - Street Improvements	EX Total	200,000	223,731	23,731
PI#9 - Business Park Fund	RV Total	7,570	7,741	171
PI#12 - Mt. McSaubas Recreation Improvement Fund	RV Total	7,320	8,200	880
PI#12 - Mt. McSaubas Recreation Improvement Fund	EX Total	0	30,000	30,000
PI#15 - Trail Development-Improvement Fund	RV Total	657,771	1,600	(656,171)
PI#15 - Trail Development-Improvement Fund	EX Total	960,400	2,000	(958,400)
PI#17 - Building Capital Improvement Fund	RV Total	100,000	64,000	(36,000)
PI#17 - Building Capital Improvement Fund	EX Total	228,600	306,928	78,328
Electric Fund	RV Total	9,061,916	9,573,098	511,182
Electric Fund	EX Total	10,919,800	9,882,327	(1,037,473)
Sewer Fund	RV Total	2,806,200	2,860,526	54,326
Sewer Fund	EX Total	3,631,600	3,850,604	219,004
Water Fund	RV Total	2,083,900	2,111,230	27,330
Water Fund	EX Total	2,419,700	2,571,454	151,754
Marina Fund	RV Total	1,005,144	1,054,386	49,242
Marina Fund	EX Total	1,621,000	1,635,825	14,825
Employee Fringe Benefit Fund	RV Total	3,313,300	3,158,600	(154,700)
Employee Fringe Benefit Fund	EX Total	3,131,500	3,132,787	1,287
Motor Pool Fund	RV Total	1,185,790	1,207,486	21,696
Motor Pool Fund	EX Total	1,583,700	1,637,644	53,944
Perpetual Care Trust Fund	RV Total	6,000	9,000	3,000

CITY OF CHARLEVOIX
ORDINANCE NO. 857 OF 2025
2024-25 BUDGET AMENDMENT #1

The Budget for the fiscal year beginning April 1,2024 shall be amended for operating the City of Charlevoix. Ordinance 857 of 2025 Budget Appropriation Act of 2024-25, is hereby amended as follows:

		Original Budget	Amended Budget	Net Change
General Fund	RV Total	4,336,200	4,830,445	494,245
- Legislative	EX Total	61,400	67,845	6,445
- General Government	EX Total	805,600	850,297	44,697
- Public Safety	EX Total	1,370,200	1,412,972	42,772
- Public Works	EX Total	407,500	467,700	60,200
- Recreation & Culture	EX Total	1,582,350	1,953,245	370,895
- Other	EX Total	23,200	45,110	21,910
- Fund Transfers	EX Total	48,700	48,677	(23)
Major Street Fund	RV Total	459,139	532,223	73,084
Major Street Fund	EX Total	441,579	526,454	84,875
Local Street Fund	RV Total	215,512	220,924	5,412
Local Street Fund	EX Total	176,500	181,302	4,802
Parking Services Fund	RV Total	149,200	164,850	15,650
Parking Services Fund	EX Total	137,800	164,568	26,768
Housing Initiatives Fund	RV Total	181,040	6,200	(174,840)
Housing Initiatives Fund	EX Total	175,000	400	(174,600)
DDA Fund	RV Total	686,400	745,335	58,935
DDA Fund	EX Total	666,400	797,106	130,706
Airport Fund	RV Total	2,414,240	2,150,459	(263,781)
Airport Fund	EX Total	2,429,800	2,517,354	87,554
Debt Service Facility	RV Total	485,100	489,500	4,400
Debt Service Facility	EX Total	485,000	484,600	(400)
Pl#1 - Fire Replacement Fund	RV Total	59,440	60,540	1,100
Pl#2 - Sewer Capital Fund-Tap Ins	RV Total	15,200	60,200	45,000
Pl#5 - Sewer Capital Fund-North&South Side	RV Total	4,500	22,285	17,785
Pl#6 - Infrastructure Improvements Fund	RV Total	358,200	499,762	141,562
Pl#6 - Infrastructure Improvements Fund	EX Total	122,800	258,000	135,200
Pl#7 - Street Improvements	RV Total	294,100	303,735	9,635
Pl#7 - Street Improvements	EX Total	200,000	223,731	23,731
Pl#9 - Business Park Fund	RV Total	7,570	7,741	171
Pl#12 - Mt. McSaubu Recreation Improvement F	RV Total	7,320	8,200	880
Pl#12 - Mt. McSaubu Recreation Improvement F	EX Total	0	30,000	30,000
Pl#15 - Trail Development-Improvement Fund	RV Total	657,771	1,600	(656,171)
Pl#15 - Trail Development-Improvement Fund	EX Total	960,400	2,000	(958,400)
Pl#17 - Building Capital Improvement Fund	RV Total	100,000	64,000	(36,000)
Pl#17 - Building Capital Improvement Fund	EX Total	228,600	306,928	78,328
Electric Fund	RV Total	9,061,916	9,573,098	511,182
Electric Fund	EX Total	10,919,800	9,882,327	(1,037,473)
Sewer Fund	RV Total	2,806,200	2,860,526	54,326
Sewer Fund	EX Total	3,631,600	3,850,604	219,004
Water Fund	RV Total	2,083,900	2,111,230	27,330
Water Fund	EX Total	2,419,700	2,571,454	151,754
Marina Fund	RV Total	1,005,144	1,054,386	49,242
Marina Fund	EX Total	1,621,000	1,635,825	14,825
Employee Fringe Benefit Fund	RV Total	3,313,300	3,158,600	(154,700)
Employee Fringe Benefit Fund	EX Total	3,131,500	3,132,787	1,287
Motor Pool Fund	RV Total	1,185,790	1,207,486	21,696
Motor Pool Fund	EX Total	1,583,700	1,637,644	53,944
Perpetual Care Trust Fund	RV Total	6,000	9,000	3,000

<u>Bad Debt Write-Offs</u>	
General Fund/EMS	16,553
Electric Fund	15,936
Water Fund	1,615
Sewer Fund	2,104
DDA Fund	4,568
Misc	11,337
2024-2025 TOTAL:	52,113

2023-24	\$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. 857 was adopted on the 17th day of February 2025 A.D., by the Charlevoix City Council as follows:

Motion by:

Seconded by:

Yeas:

Nays:

Absent:

State of Michigan }
City of Charlevoix } §

Sarah J. Dvoracek	Clerk	Lyle Gennett	Mayor
-------------------	-------	--------------	-------

Charlevoix City Council

Public Hearings and Actions Requiring Public Hearings

Title: 2025-26 Budget Ordinance

Date: February 3, 2025

Presented By: Mark Heydlauff, City Manager

Background:

City Council is required to have a public hearing for the 2025-26 Budget, which also sets the millage rates to support the budget. The public hearing also fulfills the Truth in Taxation Hearing required to levy the tax millage each year. The budget needs to be in place prior to the start of our new fiscal year beginning on April 1, 2025. An ordinance takes 30 days to take effect following passage by City Council.

Recommendation:

Motion to set the Budget Public Hearing for 6 p.m. on February 17, 2025 in the City Hall Council Chambers, 210 State Street, Charlevoix, MI.

Attachments:

1. Public Notice 2025-26
2. Ordinance 858 for 2025-26 budget
3. Budget Reports for Council 2025-26

PUBLIC NOTICE

There will be a public hearing on the proposed 2025-26 Annual City Budget at 6:00 pm on Monday, February 17, 2025 in the City Hall Council Chambers, 210 State Street, Charlevoix, MI. The purpose of the hearing is to inform citizens of local budgetary actions and provide the opportunity for participation in the local budget making process. **The proposed property tax millage rate to be levied to support the proposed budget will be a subject of this public hearing.** A copy of the proposed budget is available at City Hall or the Charlevoix Public Library for public inspection.

**CITY OF CHARLEVOIX, MICHIGAN
2025-26 Proposed Budget
REVENUE AND EXPENSE SUMMARY - ALL FUNDS
February 17, 2025**

	GENERAL FUND	MAJOR STREET	LOCAL STREET	PARKING SERVICES	HOUSING INITIATIVES	AIRPORT	ELECTRIC	SEWER	WATER	MARINA	DDA	PERPETUAL CARE	2025-26
REVENUES													
Taxes	3,382,650										634,995		4,017,645
Licenses & Permits	46,950												46,950
State & Federal Grants	380,817	480,023	192,443		354,000	32,000					16,100		1,455,383
Charges for Services	489,900			163,000		2,006,377	9,581,542	2,873,200	2,167,100	682,116		4,000	17,967,235
Fines & Forfeits	2,300						35,000	8,500	6,200				52,000
Interest & Rents	275,836	1,200	600	200	200	97,976	50,300	28,000	10,000	3,000	69,710	2,000	539,022
Other	15,000			500		15,770	17,500	7,200	18,200	600	2,500		77,270
Fund Transfers	47,760		32,900		6,000		14,186			372,900			473,746
Appropriation-Surplus	96,102					490,603	929,484	876,114	1,534,731	481,773			4,408,807
TOTAL REVENUES:	4,737,315	\$481,223	\$225,943	\$163,700	\$360,200	\$2,642,726	\$10,628,012	\$3,793,014	\$3,736,231	\$1,540,389	723,305	\$6,000	29,038,058
EXPENDITURES													
Legislative	64,045												64,045
General Government	886,110												886,110
Public Safety	1,531,518			146,839									1,678,357
Public Works	459,000	472,128	180,278		300,000	2,104,426					233,090		3,748,922
Health & Welfare													-
Recreation & Culture	1,723,560									415,889			2,139,449
Capital Outlay						23,300	1,635,887	785,000	1,771,260				4,215,447
Debt Service								603,900		461,900			1,065,800
Electric							8,106,008						8,106,008
Sewer								1,719,721					1,719,721
Water									1,522,706				1,522,706
Fund Transfers	48,882						438,717	89,393	77,265		336,900		991,157
Other	24,200									4,600	75,000		103,800
Depreciation						515,000	447,400	595,000	365,000	658,000			2,580,400
TOTAL EXPENSES:	4,737,315	\$472,128	\$180,278	\$146,839	\$300,000	\$2,642,726	\$10,628,012	\$3,793,014	\$3,736,231	\$1,540,389	\$644,990	\$0	28,821,922

**CITY OF CHARLEVOIX
ORDINANCE NO. 858 of 2025
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, 2025 and ending March 31, 2026 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: \$4,737,315

TOTAL EXPENSE: \$4,737,315

BE IT FURTHER RESOLVED, that the City Council of the City of Charlevoix does hereby levy 10.4736 mills (9.2736 mills operating and 1.2000 mills infrastructure) for the period of April 1, 2025 through March 31, 2026 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 1.2919 mills for the period April 1, 2025 through March 31, 2026 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, 2025 through March 31, 2026 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, 2025 through March 31, 2026 in the amounts set forth below by fund:

<u>FUND</u>	<u>REVENUE</u>	<u>EXPENSE</u>
Major Street Fund	\$ 481,223	\$ 472,128
Local Street Fund	225,943	180,278
Parking Services	163,700	146,839
Housing Initiatives	360,200	300,000
Electric Fund	10,628,012	10,628,012
Sewer Fund	3,793,014	3,793,014
Water Fund	3,736,231	3,736,231
Marina Fund	1,540,389	1,540,389
Airport Fund	2,642,726	2,642,726
Downtown Development Authority	723,305	644,990
Employee Fringe Benefit	3,194,900	3,194,900
Motor Vehicle Fund	1,797,200	1,797,200
Perpetual Care Trust Fund	6,000	0
General Debt Service Fund - Infrastructure	323,300	323,300
General Debt Service Fund – New Services Facility	489,500	485,000
Fire Fund	500,000	500,000
Sewer Tap-in Fund*	16,200	0
Northside/Southside Sewer Fund*	3,700	0
Infrastructure Improvement	380,168	133,000
Road Improvements	313,264	200,000
Industrial Park Fund	7,700	5,000
Mt. McSaubia Recreation Fund	8,200	0

* These funds are part of the Sewer Fund.

**CITY OF CHARLEVOIX
GENERAL FUND
BUDGET
25-26**

	23-24 Actual	24-25 Budget	24-25 Est. Actual	25-26 Budget
REVENUES				
Taxes	3,078,928	3,211,700	3,283,733	3,382,650
Licenses & Permits	63,078	45,800	47,600	46,950
Federal Grants	234,050	-	29,748	-
State Grants & Revenue	480,402	297,400	363,807	355,117
Local Grants & Contributions	50,685	27,700	281,306	25,700
Charges for Services	439,328	444,900	493,200	489,900
Fines & Forfeits	1,343	2,300	5,300	2,300
Interest & Rents	266,845	261,400	276,750	275,836
Other	14,844	15,500	19,500	15,000
Fund Transfers	27,643	29,500	29,500	47,760
TOTAL REVENUES	\$ 4,657,145	\$ 4,336,200	\$ 4,830,445	\$ 4,641,213
EXPENSES				
Legislative	60,517	61,400	67,845	64,045
General Government	773,739	805,600	850,297	886,110
Public Safety	1,240,774	1,370,200	1,412,972	1,531,518
Public Works	352,634	407,500	467,700	459,000
Health & Welfare	351	-	-	-
Recreation & Culture	1,852,544	1,582,350	1,953,245	1,723,560
Other	34,533	23,200	45,110	24,200
Fund Transfers	17,269	48,700	48,677	48,882
TOTAL EXPENSES	\$ 4,332,361	\$ 4,298,950	\$ 4,845,846	\$ 4,737,315
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 324,785	\$ 37,250	\$ (15,401)	\$ (96,102)
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	842,692	1,167,477	1,167,477	1,152,075
NET CHANGE IN FUND BALANCE	324,785	37,250	(15,401)	(96,102)
FUND BALANCE	\$ 1,167,477	\$ 1,204,727	\$ 1,152,075	\$ 1,055,973
CASH & INVESTMENTS	\$ 1,264,236	\$ 1,301,486	\$ 1,248,834	\$ 1,152,732
FUND BALANCE AS % OF TOTAL EXPENSES	27%	28%	24%	22%

CITY OF CHARLEVOIX
GENERAL FUND REVENUE DETAIL
BUDGET
25-26

	23-24	24-25	24-25	25-26
	Actual	Budget	Est. Actual	Budget
TAXES				
CURRENT PROPERTY TAX LEVY	2,601,539	2,735,400	2,789,710	2,880,800
REFUSE TAX	276,598	290,800	300,823	310,600
TAXES-DELQ-CITY OPERATING	56,481	40,000	40,000	40,000
TAXES-DELQ-CITY REFUSE	5,997	4,000	4,000	4,000
PAYMENT IN LIEU OF TAXES	4,230	7,400	10,500	7,400
IFT/CFT TAXES	3,205	8,000	8,600	8,000
LOCAL STABILIZATION REVENUE	89,150	89,100	89,100	89,150
INTEREST & PENALTIES - DELINQ	9,284	7,000	7,000	7,000
TAX ADMIN. FEES	32,443	30,000	34,000	35,700
TOTAL TAXES	\$ 3,078,928	\$ 3,211,700	\$ 3,283,733	\$ 3,382,650
LICENSES & PERMITS				
LICENSES & PERMITS	6,625	6,800	8,600	8,000
SIDEWALK CAFE PERMIT	200	300	300	250
LICENSES - SHORT TERM RENTALS	56,253	38,700	38,700	38,700
TOTAL LICENSES & PERMITS	\$ 63,078	\$ 45,800	\$ 47,600	\$ 46,950
FEDERAL GRANTS				
FEDERAL GRANTS - OTHER	2,338	0	0	0
FEDERAL GRANTS - OTHER	231,713	0	29,748	0
TOTAL FEDERAL GRANTS	\$ 234,050	\$ -	\$ 29,748	\$ -
STATE GRANTS & REVENUE				
STATE GRANTS - PUBLIC SAFETY	2,112	1,500	2,200	2,200
STATE GRANTS-POLICE CPE TRAIN	0	0	9,000	4,000
STATE GRANTS - ELECTIONS	5,490	0	14,490	0
STATE GRANTS - OTHER	166,273	0	29,600	40,400
STATE SHARED REVENUE	280,056	269,400	281,167	281,167
STATE SHARED REV. - LIQUOR LIC	11,974	12,000	12,850	12,850
STATE SHARED REVENUE - METRO	14,498	14,500	14,500	14,500
TOTAL STATE GRANTS & REVENUE	\$ 480,402	\$ 297,400	\$ 363,807	\$ 355,117
LOCAL GRANTS & CONTRIBUTIONS				
GRANTS - CVX COUNTY COMM FOUND	0	1,000	0	0
GRANTS - OTHER	11,200	0	4,000	0
GRANTS - GRAND TRAVERSE BAND	20,000	5,000	5,000	5,000
GRANTS - FARMERS MARKET	230	2,000	2,000	2,000
GRANTS - CHARLEVOIX FIT	551	1,000	1,000	1,000
CONTRIB & DONAT - PRIVATE SRCS	1,921	0	244,506	0
CONTRIB & DONAT-RESTRIC POLICE	550	500	0	0

CITY OF CHARLEVOIX
GENERAL FUND REVENUE DETAIL
BUDGET
25-26

	23-24	24-25	24-25	25-26
	Actual	Budget	Est. Actual	Budget
CONTRIB & DONAT - SKATE PARK	2,300	2,500	2,500	2,500
CONTRIBUTIONS-DAY CAMP SCHOLAR	1,290	3,000	8,200	3,000
SCHOLARSHIPS - SKI HILL	2,060	6,000	6,000	6,000
CONTRIB & DONATIONS - BRICKS	1,200	1,200	1,200	1,200
CONTRIB PRIV SOURCE-PARK BENCH	3,131	2,000	2,000	2,000
DONATIONS-MCSAUBA CANDLE HIKE	575	1,000	1,000	1,000
SPONSOR/DONATION - FARMERS MKT	5,500	2,000	2,500	2,000
DONATIONS - DOG PARK	27	0	150	0
DONATIONS - RECREATION	0	0	750	0
DONATIONS-MCSAUBA IMPROVEMENTS	150	500	500	0

TOTAL LOCAL GRANTS & CONTRIBUTIONS	\$ 50,685	\$ 27,700	\$ 281,306	\$ 25,700
---	------------------	------------------	-------------------	------------------

CHARGES FOR SERVICES

CHARGES FOR SERVICES - OTHER	355	700	1,000	700
CEMETERY-LOTS, FOUND & OPENING	65,869	55,000	55,000	55,000
PAVILLION RESERVATION FEE	11,561	12,500	12,500	12,500
RECREATION - TAXABLE MDSE	1,561	1,200	1,200	1,200
FARMERS MARKET SALES	23,382	23,500	23,500	23,500
GOLF - TAXABLE ITEMS	12,578	8,200	12,000	10,000
GOLF - NON TAXABLE ITEMS	2,202	2,500	2,500	2,500
USE & ADMISSIONS - GREEN FEES	157,189	157,200	176,000	175,000
USE & ADMISSIONS-SUMMER SPORTS	5,960	6,000	6,000	6,000
USE & ADMISSIONS - DAY CAMP	80,600	80,600	105,000	105,000
USE & ADMISSIONS - SKI HILL	55,198	75,000	75,000	75,000
USE & ADMISSIONS - BEACHES	6,462	6,500	6,500	6,500
USE & ADMISSIONS-SKATING RINK	179	500	500	500
USE&ADMISSIONS-FARM MKT BOOTH	14,230	15,000	15,000	15,000
USE & ADMISSIONS-YOGA IN PARK	388	500	500	500
USE&ADM-COMMUNITY PARTNERSHIPS	1,613	0	1,000	1,000

TOTAL CHARGES FOR SERVICES	\$ 439,328	\$ 444,900	\$ 493,200	\$ 489,900
-----------------------------------	-------------------	-------------------	-------------------	-------------------

FINES & FORFEITS

FINES AND FORFEITS	0	200	1,400	200
ORDINANCE FINES - COUNTY	1,243	2,000	3,800	2,000
NSF CHECK CHARGES	0	100	100	100
CIVIL INFRACTION FINES	100	0	0	0

TOTAL FINES & FORFEITS	\$ 1,343	\$ 2,300	\$ 5,300	\$ 2,300
-----------------------------------	-----------------	-----------------	-----------------	-----------------

INTEREST & RENTS

INTEREST EARNINGS	18,151	5,000	15,000	10,000
-------------------	--------	-------	--------	--------

CITY OF CHARLEVOIX
GENERAL FUND REVENUE DETAIL
BUDGET
25-26

	23-24	24-25	24-25	25-26
	Actual	Budget	Est. Actual	Budget
RENTS & ROYAL.-CITY HALL & BLD	209,667	214,400	214,150	218,236
RENTS & ROYALTIES - ELECTIONS	0	2,600	2,600	2,600
RENTS/ROYAL. FERRY BOAT LAUNCH	39,028	39,400	45,000	45,000
TOTAL INTEREST & RENTS	\$ 266,845	\$ 261,400	\$ 276,750	\$ 275,836
OTHER				
MISCELLANEOUS	11,319	12,000	12,000	12,000
REFUNDS & REBATES	0	1,000	5,000	1,000
REFUND & REBATES - INSURANCE	3,525	2,000	2,000	2,000
SALE OF FIXED ASSETS	0	500	500	0
CONTRIBUTIONS FROM OTHER FUNDS	27,643	29,500	29,500	47,760
TOTAL OTHER	\$ 42,487	\$ 45,000	\$ 49,000	\$ 62,760
TOTAL REVENUES	\$ 4,657,145	\$ 4,336,200	\$ 4,830,445	\$ 4,641,213

CITY OF CHARLEVOIX
GENERAL FUND EXPENSES SUMMARY
BUDGET
25-26

	23-24	24-25	24-25	25-26
	Actual	Budget	Est. Actual	Budget
LEGISLATIVE				
Common Council	60,517	61,400	67,845	64,045
TOTAL LEGISLATIVE	\$ 60,517	\$ 61,400	\$ 67,845	\$ 64,045

GENERAL GOVERNMENT				
Mayor	7,775	8,900	8,884	9,050
City Manager	120,234	132,700	138,795	132,880
Elections	39,513	57,900	62,874	53,500
Assessor	45,085	47,600	54,120	51,600
City Attorney	26,250	30,400	30,400	30,400
City Clerk	49,738	61,300	62,081	68,153
City Treasurer	79,395	85,500	88,828	93,182
City Hall & Grounds	266,968	229,700	249,715	289,845
Cemetery	138,782	151,600	154,600	157,500
TOTAL GENERAL GOVERNMENT	\$ 773,739	\$ 805,600	\$ 850,297	\$ 886,110

PUBLIC SAFETY				
Police Department	923,981	1,031,000	1,062,929	1,150,530
Fire Department	235,075	245,700	246,168	254,100
Planning	81,718	93,500	103,875	126,888
TOTAL PUBLIC SAFETY	\$ 1,240,774	\$ 1,370,200	\$ 1,412,972	\$ 1,531,518

PUBLIC WORKS				
Highways & Streets				
Leaf Pickup	221,517	243,400	293,200	281,300
Spring Cleanup	92,006	99,900	99,900	101,900
Brush Pickup	39,111	64,200	74,600	75,800
TOTAL PUBLIC WORKS	\$ 352,634	\$ 407,500	\$ 467,700	\$ 459,000

HEALTH & WELFARE				
Ambulance	351	-	-	-
TOTAL HEALTH & WELFARE	\$ 351	\$ -	\$ -	\$ -

RECREATION & CULTURE				
Parks Maintenance	731,680	706,800	1,021,239	773,090
Recreation Administration	223,634	245,200	258,019	246,163
City Beaches	290,602	8,150	13,850	8,150
Ball Fields	21,338	23,700	26,410	24,700
Day Camp	74,448	91,800	103,380	105,720
Ice Rink	2,321	4,100	4,100	4,100
Mt. McSauba Ski Hill	147,689	174,400	188,183	191,992

CITY OF CHARLEVOIX
GENERAL FUND EXPENSES SUMMARY
BUDGET
25-26

	23-24 Actual	24-25 Budget	24-25 Est. Actual	25-26 Budget
Recreational Sports	2,321	-	3,540	-
Skate Park	4,912	8,100	9,450	8,400
Golf Course	298,462	271,900	274,624	306,195
Boat Launch	45,326	36,300	38,525	43,125
Community Promotion	9,813	11,900	11,925	11,925
TOTAL RECREATION & CULTURE	\$ 1,852,544	\$ 1,582,350	\$ 1,953,245	\$ 1,723,560

MISCELLANEOUS				
OTHER	34,533	23,200	45,110	24,200
FUND TRANSFERS	17,269	48,700	48,677	48,882
TOTAL MISCELLANEOUS	\$ 51,802	\$ 71,900	\$ 93,787	\$ 73,082

TOTAL EXPENSES	\$ 4,332,361	\$ 4,298,950	\$ 4,845,846	\$ 4,737,315
-----------------------	---------------------	---------------------	---------------------	---------------------

CITY OF CHARLEVOIX
GENERAL FUND EXPENSES DETAIL
BUDGET
25-26

	23-24 Actual	24-25 Budget	24-25 Est. Actual	25-26 Budget
COMMON COUNCIL				
FEES & PER DIEM	16,595	18,900	18,870	19,770
EMPLOYEE FRINGE BENEFITS	3,299	3,700	3,735	3,870
OFFICE SUPPLIES	1,829	2,700	4,200	2,700
PROFESSIONAL SERVICES	11,024	16,000	16,000	16,000
MEMBERSHIPS & DUES	2,219	2,200	2,330	2,400
CONFERENCE & TRAVEL	1,388	6,200	9,700	6,200
PRINTING & PUBLISHING	5,007	4,200	4,200	4,500
MISCELLANEOUS	15,209	6,000	7,300	7,300
CAPITAL IMPROVEMENTS	2,236	-	-	-
LOAN INTEREST	1,711	1,500	1,510	1,305
TOTAL COMMON COUNCIL	\$ 60,517	\$ 61,400	\$ 67,845	\$ 64,045

MAYOR				
FEES & PER DIEM	3,803	4,700	4,690	4,840
EMPLOYEE FRINGE BENEFITS	660	800	794	810
OFFICE SUPPLIES	-	200	200	200
MISC. (MEMBERSHIPS & DUES)	-	100	100	100
CONFERENCE & TRAVEL	1,509	2,500	2,500	2,500
CAR ALLOWANCE	600	600	600	600
COMMUNITY PROMOTION	1,202	-	-	-
TOTAL MAYOR	\$ 7,775	\$ 8,900	\$ 8,884	\$ 9,050

CITY MANAGER				
SALARIES & WAGES	37,315	41,900	42,682	39,100
WAGES (ICMA)	6,130	6,800	6,800	7,200
SALARIES & WAGES - TEMPORARY	5,965	6,700	6,843	7,116
EMPLOYEE FRINGE BENEFITS	34,267	37,900	38,530	40,200
OFFICE SUPPLIES	5,528	9,400	9,400	7,900
BOOKS, MAGAZINES & PERIODICALS	373	700	700	700
CONTRACTUAL SERVICES	9,119	10,000	10,000	10,000
MEMBERSHIPS & DUES	1,850	1,700	1,700	1,700
TELEPHONE	2,483	2,900	2,880	2,964
CONFERENCE & TRAVEL	10,158	8,200	12,660	9,500
CAR ALLOWANCE	5,400	5,400	5,400	5,400
MISCELLANEOUS	-	300	300	300
OFFICE EQUIPMENT	1,646	800	900	800

CITY OF CHARLEVOIX
GENERAL FUND EXPENSES DETAIL
BUDGET
25-26

	23-24 Actual	24-25 Budget	24-25 Est. Actual	25-26 Budget
TOTAL CITY MANAGER	\$ 120,234	\$ 132,700	\$ 138,795	\$ 132,880

ELECTIONS

SALARIES & WAGES	8,892	12,600	13,009	13,400
WAGES (ICMA)	916	1,300	1,366	1,400
SALARIES & WAGES - TEMPORARY	4,267	15,000	7,500	12,150
EMPLOYEE FRINGE BENEFITS	7,576	12,100	12,399	12,700
OFFICE SUPPLIES	8,757	6,400	21,000	4,850
PRINTING & PUBLISHING	4,459	6,300	5,100	4,000
EQUIPMENT MAINTENANCE	4,647	4,200	2,500	5,000

TOTAL ELECTIONS	\$ 39,513	\$ 57,900	\$ 62,874	\$ 53,500
------------------------	------------------	------------------	------------------	------------------

ASSESSOR

FEES & PER DIEM	1,100	1,500	1,500	1,500
EMPLOYEE FRINGE BENEFITS	165	200	200	200
OFFICE SUPPLIES	69	1,700	1,700	200
CONTRACTUAL SERVICES	39,390	39,600	39,600	39,600
CONFERENCE & TRAVEL	4,026	1,200	4,120	4,200
PRINTING & PUBLISHING	-	1,800	1,800	1,800
EQUIPMENT MAINTENANCE	335	1,600	4,300	4,100
OFFICE EQUIPMENT	-	-	900	-

TOTAL ASSESSOR	\$ 45,085	\$ 47,600	\$ 54,120	\$ 51,600
-----------------------	------------------	------------------	------------------	------------------

CITY ATTORNEY

LEGAL FEES	25,956	30,000	30,000	30,000
MISC. (DUES & PERIODICALS)	294	400	400	400

TOTAL CITY ATTORNEY	\$ 26,250	\$ 30,400	\$ 30,400	\$ 30,400
----------------------------	------------------	------------------	------------------	------------------

CITY CLERK

SALARIES & WAGES	17,372	20,000	21,000	21,600
WAGES (ICMA)	1,809	2,100	2,182	2,300
SALARIES & WAGES - TEMPORARY	1,848	4,000	3,994	4,153
EMPLOYEE FRINGE BENEFITS	13,827	16,200	16,805	17,500
OFFICE SUPPLIES	3,242	3,200	5,300	7,500
CONTRACTUAL SERVICES	5,689	5,400	3,000	2,500
MISC. (MEMBERSHIPS & DUES)	961	500	1,000	1,000
INSURANCE & BONDS	98	100	100	100

CITY OF CHARLEVOIX
GENERAL FUND EXPENSES DETAIL
BUDGET
25-26

	23-24 Actual	24-25 Budget	24-25 Est. Actual	25-26 Budget
TELEPHONE	1,232	1,400	1,400	1,400
CONFERENCE & TRAVEL	3,661	7,600	2,500	5,300
EQUIPMENT MAINTENANCE	-	800	800	800
OFFICE EQUIPMENT	-	-	4,000	4,000
TOTAL CITY CLERK	\$ 49,738	\$ 61,300	\$ 62,081	\$ 68,153

CITY TREASURER

SALARIES & WAGES	27,218	31,000	31,201	32,300
WAGES (ICMA)	2,848	3,300	3,300	3,400
SALARIES & WAGES - TEMPORARY	107	-	-	-
EMPLOYEE FRINGE BENEFITS	21,246	24,200	24,337	25,200
OFFICE SUPPLIES	5,149	6,200	5,600	5,850
PROFESSIONAL SERVICES	8,327	6,700	7,300	7,300
MISC. (MEMBERSHIPS & DUES)	1,026	1,000	1,000	1,000
INSURANCE & BONDS	253	300	300	300
TELEPHONE	1,832	2,000	2,040	2,082
CONFERENCE & TRAVEL	2,157	1,400	1,450	3,450
PRINTING & PUBLISHING	4,609	3,800	4,700	4,700
EQUIPMENT MAINTENANCE	4,452	4,700	6,700	6,700
MISCELLANEOUS (BANK FEES)	170	600	600	600
OFFICE EQUIPMENT	-	300	300	300
TOTAL CITY TREASURER	\$ 79,395	\$ 85,500	\$ 88,828	\$ 93,182

CITY HALL & GROUNDS

SALARIES & WAGES	33,929	32,700	33,888	35,200
WAGES (ICMA)	3,548	3,400	3,558	3,700
SALARIES & WAGES - TEMPORARY	15,375	17,500	17,514	18,215
EMPLOYEE FRINGE BENEFITS	28,771	28,100	29,059	30,200
REPAIRS & MAINTENANCE SUPPLIES	6,454	16,000	7,500	21,500
PROFESSIONAL SERVICES	4,273	16,500	2,400	3,900
CONTRACTUAL SERVICES	32,297	12,000	31,756	28,430
TELEPHONE	1,168	1,100	1,100	1,100
UTILITIES	99,632	84,900	99,000	100,000
BUILDING MAINTENANCE	36,008	16,000	21,290	45,600
MISCELLANEOUS	5,514	1,500	2,650	2,000
TOTAL CITY HALL & GROUNDS	\$ 266,968	\$ 229,700	\$ 249,715	\$ 289,845

CEMETERY

CITY OF CHARLEVOIX
GENERAL FUND EXPENSES DETAIL
BUDGET
25-26

	23-24 Actual	24-25 Budget	24-25 Est. Actual	25-26 Budget
SALARIES & WAGES	19,488	17,600	17,600	18,400
WAGES (ICMA)	1,988	1,800	1,800	1,900
SALARIES & WAGES - TEMPORARY	65,927	70,000	73,000	73,000
EMPLOYEE FRINGE BENEFITS	25,089	24,200	24,200	25,300
OPERATING SUPPLIES	5,481	8,700	8,700	8,700
TELEPHONE	1,017	1,300	1,300	1,300
UTILITIES	15,656	18,300	18,300	19,200
EQUIPMENT RENTAL	3,940	4,300	4,300	4,300
MISCELLANEOUS	196	400	400	400
MACHINERY & EQUIPMENT	-	5,000	5,000	5,000

TOTAL CEMETERY	\$ 138,782	\$ 151,600	\$ 154,600	\$ 157,500
-----------------------	-------------------	-------------------	-------------------	-------------------

POLICE DEPARTMENT

SALARIES & WAGES	390,914	443,000	445,144	460,600
WAGES (ICMA)	39,033	46,500	55,395	57,300
SALARIES & WAGES - TEMPORARY	9,748	12,300	12,300	12,300
EMPLOYEE FRINGE BENEFITS	306,375	347,400	349,060	361,100
SOFTWARE LICENSING/SUBSCRIPTIONS	-	-	11,150	19,410
OFFICE SUPPLIES	5,031	6,500	6,500	6,500
OPERATING SUPPLIES	4,387	3,000	3,000	3,000
UNIFORMS PURCHASED	14,930	8,000	8,000	8,000
UNIFORMS, LAUNDRY & CLEANING	135	500	500	500
CONTRACTUAL SERVICES	21,519	23,700	15,200	15,200
INSURANCE & BONDS	8,803	9,200	9,200	9,300
TELEPHONE	2,036	2,700	2,700	3,900
CONFERENCE & TRAVEL	23,639	5,500	9,710	6,000
302 TRAINING	1,500	1,100	1,100	2,000
CPE TRAINING	-	-	6,000	9,250
EQUIPMENT RENTAL	80,164	91,900	91,900	96,300
MISCELLANEOUS	5,517	14,500	14,500	14,500
MISC. (DRUG FORFEITURE)	216	200	1,200	250
EQUIPMENT	10,034	15,000	20,370	65,120

TOTAL POLICE DEPARTMENT	\$ 923,981	\$ 1,031,000	\$ 1,062,929	\$ 1,150,530
--------------------------------	-------------------	---------------------	---------------------	---------------------

FIRE DEPARTMENT

CONTRACTUAL SERVICES	151,525	160,900	160,948	168,900
----------------------	---------	---------	---------	---------

CITY OF CHARLEVOIX
GENERAL FUND EXPENSES DETAIL
BUDGET
25-26

	23-24 Actual	24-25 Budget	24-25 Est. Actual	25-26 Budget
INSURANCE & BONDS	5,501	5,900	6,270	6,300
EQUIPMENT MAINTENANCE	22,747	20,000	20,000	20,000
EQUIPMENT RENTAL	55,286	58,900	58,950	58,900
MACHINERY & EQUIPMENT	16	-	-	-
TOTAL FIRE DEPARTMENT	\$ 235,075	\$ 245,700	\$ 246,168	\$ 254,100

PLANNING

SALARIES & WAGES	24,756	28,600	28,600	29,800
WAGES (ICMA)	4,569	3,000	3,000	3,000
SALARIES & WAGES - TEMPORARY	4,409	11,000	11,000	11,000
EMPLOYEE FRINGE BENEFITS	19,971	24,000	24,000	24,900
OFFICE SUPPLIES	2,950	2,600	2,600	2,600
PROFESSIONAL SERVICES	16,772	17,300	17,350	6,638
CONTRACTUAL SERVICES	1,738	1,200	10,800	41,600
MEMBERSHIPS & DUES	725	700	725	725
TELEPHONE	556	500	500	525
CONFERENCE & TRAVEL	2,790	2,000	2,700	3,500
PRINTING & PUBLISHING	2,004	1,800	1,800	1,800
MISCELLANEOUS	111	300	300	300
OFFICE EQUIPMENT	367	500	500	500
TOTAL PLANNING	\$ 81,718	\$ 93,500	\$ 103,875	\$ 126,888

HIGHWAYS & STREETS

TOTAL HIGHWAYS & STREETS	\$ -	\$ -	\$ -	\$ -
-------------------------------------	-------------	-------------	-------------	-------------

LEAF PICKUP

SALARIES & WAGES	43,588	42,100	53,000	50,000
WAGES (ICMA)	4,417	4,700	4,700	4,900
SALARIES & WAGES - TEMPORARY	15,244	16,000	31,000	26,000
EMPLOYEE FRINGE BENEFITS	36,285	35,200	42,000	38,000
OPERATING SUPPLIES	1,323	2,200	3,000	2,900
CONTRACTUAL SERVICES	16,787	34,500	39,500	39,500
EQUIPMENT RENTAL	103,874	108,700	120,000	120,000
TOTAL LEAF PICKUP	\$ 221,517	\$ 243,400	\$ 293,200	\$ 281,300

SPRING CLEANUP

CITY OF CHARLEVOIX
GENERAL FUND EXPENSES DETAIL
BUDGET
25-26

	23-24 Actual	24-25 Budget	24-25 Est. Actual	25-26 Budget
CONTRACTUAL SERVICES	92,006	99,900	99,900	101,900
TOTAL SPRING CLEANUP	\$ 92,006	\$ 99,900	\$ 99,900	\$ 101,900

BRUSH PICKUP

SALARIES & WAGES	3,182	14,300	14,300	14,900
WAGES (ICMA)	299	1,500	1,500	1,600
SALARIES & WAGES - TEMPORARY	10,946	14,200	16,500	16,500
EMPLOYEE FRINGE BENEFITS	4,124	13,300	13,300	13,800
EQUIPMENT RENTAL	20,560	20,900	29,000	29,000
TOTAL BRUSH PICKUP	\$ 39,111	\$ 64,200	\$ 74,600	\$ 75,800

AMBULANCE

BAD DEBT EXPENSE	351	-	-	-
TOTAL AMBULANCE	\$ 351	\$ -	\$ -	\$ -

PARKS MAINTENANCE

SALARIES & WAGES	142,183	130,800	140,000	135,800
WAGES (ICMA)	14,134	13,700	13,800	14,300
SALARIES & WAGES - TEMPORARY	122,457	124,200	135,000	135,000
EMPLOYEE FRINGE BENEFITS	129,271	120,700	123,000	126,000
OPERATING SUPPLIES	62,696	58,500	75,000	75,000
REPAIRS & MAINTENANCE SUPPLIES	-	-	315	-
IWF MAINTENANCE	-	1,400	1,400	1,400
CONTRACTUAL SERVICES	131,832	124,800	382,764	148,800
CONTRACTUAL SERVICE-BIKE SHAR	711	1,500	1,500	1,500
CONTRACTUAL SERVICES-DOG PAR	2,831	500	500	500
UTILITIES	68,156	71,800	71,800	75,390
BUILDING MAINTENANCE	-	1,500	1,500	1,500
EQUIPMENT RENTAL	52,879	54,900	54,900	55,400
MACHINERY & EQUIPMENT	4,529	2,500	19,760	2,500
TOTAL PARKS MAINTENANCE	\$ 731,680	\$ 706,800	\$ 1,021,239	\$ 773,090

RECREATION ADMINISTRATION

SALARIES & WAGES	86,453	94,700	96,832	100,600
WAGES (ICMA)	9,097	9,900	10,167	10,563
SALARIES & WAGES - TEMPORARY	-	-	1,300	-
EMPLOYEE FRINGE BENEFITS	67,433	73,900	75,604	78,500

CITY OF CHARLEVOIX
GENERAL FUND EXPENSES DETAIL
BUDGET
25-26

	23-24 Actual	24-25 Budget	24-25 Est. Actual	25-26 Budget
OFFICE SUPPLIES	2,329	5,500	5,500	2,500
OPERATING SUPPLIES	1,876	2,500	6,500	2,500
OPERATING SUPPLIES-FARMERS MK	3,600	3,500	3,500	3,500
PROFESSIONAL SERVICES-FARM MK	25,570	26,000	26,000	26,000
CONTRACTUAL SERVICES	18,669	18,600	21,616	11,000
TELEPHONE	1,766	2,000	2,000	2,000
CONFERENCE & TRAVEL	2,002	3,000	3,000	3,000
MISCELLANEOUS	4,839	4,500	4,900	4,900
MISCELLANEOUS - FARMERS MARKE	-	100	100	100
REFUNDS & REBATES	-	1,000	1,000	1,000
TAL RECREATION ADMINISTRATI	\$ 223,634	\$ 245,200	\$ 258,019	\$ 246,163

CITY BEACHES

SALARIES & WAGES	-	400	400	400
EMPLOYEE FRINGE BENEFITS	-	300	300	300
OPERATING SUPPLIES	4,840	5,000	5,000	5,000
CONTRACTUAL SERVICES	284,868	1,500	7,200	1,500
TELEPHONE	894	800	800	800
EQUIPMENT RENTAL	-	150	150	150
TOTAL CITY BEACHES	\$ 290,602	\$ 8,150	\$ 13,850	\$ 8,150

BALL FIELDS

SALARIES & WAGES - TEMPORARY	8,474	6,300	6,300	6,300
EMPLOYEE FRINGE BENEFITS	1,271	900	900	900
OPERATING SUPPLIES	281	2,000	2,500	2,500
CONTRACTUAL SERVICES	-	500	500	500
UTILITIES	4,808	5,700	5,700	6,000
BUILDING MAINTENANCE	-	500	500	500
EQUIPMENT MAINTENANCE	-	-	2,210	-
EQUIPMENT RENTAL	6,504	7,800	7,800	8,000

TOTAL BALL FIELDS	\$ 21,338	\$ 23,700	\$ 26,410	\$ 24,700
--------------------------	------------------	------------------	------------------	------------------

DAY CAMP

SALARIES & WAGES	-	800	800	800
WAGES (ICMA)	-	100	100	100
SALARIES & WAGES - TEMPORARY	53,610	60,400	70,500	72,120
EMPLOYEE FRINGE BENEFITS	8,041	9,700	11,180	11,400

CITY OF CHARLEVOIX
GENERAL FUND EXPENSES DETAIL
BUDGET
25-26

	23-24 Actual	24-25 Budget	24-25 Est. Actual	25-26 Budget
OPERATING SUPPLIES	6,640	9,100	9,100	9,300
CONTRACTUAL SERVICES	2,875	5,900	5,900	5,900
TELEPHONE	359	500	500	500
UTILITIES	2,922	5,000	5,000	5,300
EQUIPMENT RENTAL	-	300	300	300
TOTAL DAY CAMP	\$ 74,448	\$ 91,800	\$ 103,380	\$ 105,720

ICE RINK				
OPERATING SUPPLIES	104	1,500	1,500	1,500
CONTRACTUAL SERVICES	1,730	2,000	2,000	2,000
UTILITIES	487	600	600	600
TOTAL ICE RINK	\$ 2,321	\$ 4,100	\$ 4,100	\$ 4,100

MT. McSAUBA SKI HILL				
SALARIES & WAGES	80	2,700	2,700	2,790
WAGES (ICMA)	8	300	300	300
SALARIES & WAGES - TEMPORARY	70,061	95,800	95,783	98,432
EMPLOYEE FRINGE BENEFITS	10,572	16,500	16,500	16,900
MCSAUBA MERCHANDISE FOR SALE	4,645	2,000	2,000	2,000
OPERATING SUPPLIES	5,727	11,000	11,000	11,000
CONTRACTUAL SERVICES	6,846	5,700	17,600	17,600
INSURANCE & BONDS	1,222	1,400	1,800	1,400
TELEPHONE	158	200	200	200
UTILITIES	31,429	27,400	27,400	28,770
BUILDING MAINTENANCE	3,703	1,000	1,000	1,000
EQUIPMENT MAINTENANCE	6,553	2,500	4,000	3,500
EQUIPMENT RENTAL	6,684	7,900	7,900	8,100
TOTAL MT. McSAUBA SKI HILL	\$ 147,689	\$ 174,400	\$ 188,183	\$ 191,992

RECREATIONAL SPORTS				
ATHLETIC EQUIPMENT	2,321	-	3,400	-
CONTRACTUAL SERVICES	-	-	140	-
TOTAL RECREATIONAL SPORTS	\$ 2,321	\$ -	\$ 3,540	\$ -

SKATE PARK				
SALARIES & WAGES - TEMPORARY	3,009	6,200	6,200	6,200
EMPLOYEE FRINGE BENEFITS	451	900	900	900

CITY OF CHARLEVOIX
GENERAL FUND EXPENSES DETAIL
BUDGET
25-26

	23-24 Actual	24-25 Budget	24-25 Est. Actual	25-26 Budget
OPERATING SUPPLIES	426	200	1,000	200
UTILITIES	1,025	800	1,000	1,100
MISCELLANEOUS	-	-	350	-
TOTAL SKATE PARK	\$ 4,912	\$ 8,100	\$ 9,450	\$ 8,400

GOLF COURSE

SALARIES & WAGES - TEMPORARY	131,507	136,500	136,454	141,912
EMPLOYEE FRINGE BENEFITS	19,726	20,500	20,500	21,300
OFFICE SUPPLIES	395	2,800	2,800	2,800
GOLF MERCHANDISE FOR SALE	8,332	8,500	9,800	9,300
OPERATING SUPPLIES	6,046	4,500	5,400	5,000
GASOLINE, OIL, ETC.	3,389	4,000	4,000	4,000
CONTRACTUAL SERVICES	7,561	27,500	20,170	27,683
TELEPHONE	908	1,200	1,200	1,200
CONFERENCE & TRAVEL	400	1,800	1,800	1,800
UTILITIES	9,041	9,000	11,000	11,500
BUILDING MAINTENANCE	879	1,900	1,900	14,000
EQUIPMENT MAINTENANCE	8,582	6,500	6,500	6,500
COURSE MAINTENANCE	33,549	30,100	36,000	42,000
IRRIGATION MAINTENANCE	52,650	2,200	2,200	2,200
EQUIPMENT RENTAL	6,977	7,400	7,400	7,500
MISCELLANEOUS	4,569	4,500	4,500	4,500
MACHINERY & EQUIPMENT	3,950	3,000	3,000	3,000
TOTAL GOLF COURSE	\$ 298,462	\$ 271,900	\$ 274,624	\$ 306,195

BOAT LAUNCH

SALARIES & WAGES - TEMPORARY	18,618	19,100	20,100	20,500
EMPLOYEE FRINGE BENEFITS	2,793	2,900	3,100	2,900
OPERATING SUPPLIES	1,427	1,500	1,550	3,475
CONTRACTUAL SERVICES	21,025	11,500	12,575	14,650
UTILITIES	1,463	1,300	1,200	1,600
TOTAL BOAT LAUNCH	\$ 45,326	\$ 36,300	\$ 38,525	\$ 43,125

COMMUNITY PROMOTION

COMMUNITY PROMOTION	9,813	11,900	11,925	11,925
TOTAL COMMUNITY PROMOTION	\$ 9,813	\$ 11,900	\$ 11,925	\$ 11,925

**CITY OF CHARLEVOIX
GENERAL FUND EXPENSES DETAIL
BUDGET
25-26**

	23-24 Actual	24-25 Budget	24-25 Est. Actual	25-26 Budget
MISCELLANEOUS				
CONTRACTUAL-INTERNET/FIBER	-	-	1,710	-
INSURANCE & BONDS	14,533	16,000	16,000	17,000
INSURANCE CLAIMS-CITY SHARE	-	200	200	200
BAD DEBT EXPENSE	-	1,000	1,000	1,000
MISCELLANEOUS	20,000	5,000	25,000	5,000
REFUNDS & REBATES	-	1,000	1,200	1,000
TRANSFER TO OTHER FUND	17,269	48,700	48,677	48,882
TOTAL MISCELLANEOUS	\$ 51,802	\$ 71,900	\$ 93,787	\$ 73,082
TOTAL EXPENSES	\$ 4,332,361	\$ 4,298,950	\$ 4,845,846	\$ 4,737,315

CITY OF CHARLEVOIX
Major Street Fund
BUDGET
25-26

	23-24	24-25	24-25	25-26
	Actual	Budget	Est. Actual	Budget
REVENUES				
GAS & WEIGHT TAX	355,315	379,334	388,406	397,020
STATE REVENUE-OTHER	-	-	61,415	-
INTEREST EARNINGS	1,135	500	1,200	1,200
REIMBURSEMENT - ST. TRKLINE	52,152	79,305	81,202	83,003
TOTAL REVENUES	\$ 408,602	\$ 459,139	\$ 532,223	\$ 481,223

EXPENSES				
CONSTRUCTION	31,233	6,500	22,500	22,500
SWEEPING & FLUSHING	19,519	20,900	20,900	21,100
TREE MAINTENANCE	44,882	44,800	47,800	47,300
ROUTINE MAINTENANCE	13,488	26,500	30,300	30,146
DRAINAGE	2,271	11,600	11,600	11,700
PAVEMENT MARKING	28,748	30,000	30,500	31,000
TRAFFIC CONTROL	7,653	23,700	23,700	23,900
WINTER MAINTENANCE	97,446	165,600	165,600	169,400
ADMINISTRATION	14,472	15,900	15,960	16,599
SURFACE MAINTENANCE-TRK	852	12,800	12,800	13,200
SWEEPING & FLUSHING-TRK	4,479	13,700	13,700	14,000
TREES & SHRUBS-TRK	1,269	2,700	2,700	2,700
DRAINAGE-TRK	294	3,300	64,715	3,300
TRAFFIC SIGN/SIGNAL-TRK	1,561	5,100	5,200	5,300
PAVEMENT MARKING-TRK	-	1,000	1,000	1,000
WINTER MAINTENANCE-TRK	35,892	56,000	56,000	57,500
GUARD RAILS-TRK	-	-	-	-
ROADWAY INSPECTION-TRK	1,323	1,479	1,479	1,483
FUND TRANSFERS	589	-	-	-
TOTAL EXPENSES	\$ 305,969	\$ 441,579	\$ 526,454	\$ 472,128

EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 102,633	\$ 17,560	\$ 5,769	\$ 9,095
--	-------------------	------------------	-----------------	-----------------

YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	316,584	419,217	419,217	424,986
NET CHANGE IN FUND BALANCE	102,633	17,560	5,769	9,095
FUND BALANCE	\$ 419,217	\$ 436,777	\$ 424,986	\$ 434,081

CASH & INVESTMENTS	\$ 373,696	\$ 391,256	\$ 379,465	\$ 388,560
-------------------------------	-------------------	-------------------	-------------------	-------------------

CITY OF CHARLEVOIX
Local Street Fund
BUDGET
25-26

	23-24	24-25	24-25	25-26
	Actual	Budget	Est. Actual	Budget
REVENUES				
GAS & WEIGHT TAX	161,914	178,711	183,374	187,443
STATE GRANTS - OTHER	-	5,000	5,000	5,000
INTEREST EARNINGS	214	100	850	600
MISCELLANEOUS	3,345	-	-	-
CONTRIBUTIONS FROM OTHER FUNDS	30,474	31,700	31,700	32,900
TOTAL REVENUES	\$ 195,947	\$ 215,511	\$ 220,924	\$ 225,943
EXPENSES				
ROUTINE MAINTENANCE	3,037	20,500	25,102	20,878
SWEEPING & FLUSHING	13,254	14,300	14,300	14,500
TREES & SHRUBS	32,333	35,500	35,600	35,900
DRAINAGE	1,372	4,100	4,200	4,200
TRAFFIC CONTROL	2,953	7,800	7,800	7,800
WINTER MAINTENANCE	79,498	81,100	81,100	83,200
ADMINISTRATION	12,074	13,200	13,200	13,800
FUND TRANSFERS	476	-	-	-
TOTAL EXPENSES	\$ 144,997	\$ 176,500	\$ 181,302	\$ 180,278
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 50,950	\$ 39,011	\$ 39,622	\$ 45,665
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	51,590	102,540	102,540	142,162
NET CHANGE IN FUND BALANCE	50,950	39,011	39,622	45,665
FUND BALANCE	\$ 102,540	\$ 141,552	\$ 142,162	\$ 187,827
CASH & INVESTMENTS	\$ 88,956	\$ 127,967	\$ 128,578	\$ 174,243

CITY OF CHARLEVOIX
DOWNTOWN DEVELOPMENT AUTHORITY FUND
BUDGET
25-26

	23-24 Actual	24-25 Budget	24-25 Est. Actual	25-26 Budget
REVENUES				
CURRENT PROPERTY TAX LEVY	42,509	45,900	48,783	48,800
CURRENT PROPERTY TAX LEVY T/F	525,285	533,000	585,395	585,395
DELINQUENT TAXES - DDA	3,171	0	0	0
IFT/CFT TAXES	209	800	800	800
INTEREST & PENALTIES - DELINQ	207	100	100	0
STATE GRANTS	25,000	0	25,000	0
STATE REVENUE - OTHER	16,124	16,100	16,388	16,100
GRANTS - OTHER	0	5,000	0	0
DDA - TAXABLE ITEMS	0	0	420	0
INTEREST EARNINGS	3,007	1,000	1,000	1,000
INTEREST EARNINGS - LEASES	10,501	11,000	8,547	6,417
RENTS & ROYALTIES - SUNSHINE	1,000	1,000	1,000	1,000
PROPERTY RENT - BIBCO	35,175	42,500	33,924	37,414
PROPERTY RENT - BRIDGE PARK	15,107	8,700	20,944	23,879
CONTRIBUTIONS - CONCERTS	4,632	5,000	2,600	2,500
CONTRIBUTIONS - PRIVATE SOURCE	2,585	2,000	335	0
CONTRIBUTIONS - MAIN STREET	66	0	0	0
MISCELLANEOUS	182	14,300	100	0
TOTAL REVENUES	\$ 684,759	\$ 686,400	\$ 745,335	\$ 723,305

EXPENSES				
SALARIES & WAGES	42,098	53,900	22,000	0
WAGES (ICMA)	4,410	5,700	2,400	0
EMPLOYEE FRINGE BENEFITS	32,836	42,000	18,000	0
OPERATING SUPPLIES	10,242	9,700	9,700	9,900
IWF MAINTENANCE	0	6,000	15,000	34,000
MARKETING & PROMOTIONAL SVCS	19,874	18,800	18,800	18,800
PROMOTION COMMITTEE EXPENSES	12,448	18,100	14,730	14,230
ORGANIZATION COMMITTEE	0	1,300	556	0
BUSINESS RECRUITMENT/RETENTION	0	0	80,000	0
CONTRACTUAL SERVICES	63,401	36,000	56,583	81,060
DESIGN COMMITTEE	19,260	11,700	10,700	10,700
LEGAL FEES	2,015	500	2,000	500
INSURANCE & BONDS	2,299	2,500	3,356	3,400
TELEPHONE	1,074	2,100	1,500	1,500
CONFERENCE & TRAVEL	2,816	2,000	1,541	1,500
LIBRARY CONTRIBUTION	30,000	30,000	110,000	75,000
MAINTENANCE - BRIDGE PARK	35,670	30,000	30,000	48,500
MISCELLANEOUS	552	50,600	54,640	3,000
MISCELLANEOUS - MAIN STREET	246	500	600	0
REFUNDS & REBATES	4,447	6,000	6,000	6,000
TRANSFER TO OTHER FUNDS	100,765	0	0	0
TRANSFER TO MARINA FUND-BOND	335,400	339,000	339,000	336,900
TOTAL EXPENSES	\$ 719,853	\$ 666,400	\$ 797,106	\$ 644,990

EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ (35,094)	\$ 20,000	\$ (51,771)	\$ 78,315
--	--------------------	------------------	--------------------	------------------

YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	329,327	294,233	294,233	242,462
NET CHANGE IN FUND BALANCE	(35,094)	20,000	(51,771)	78,315
FUND BALANCE	\$ 294,233	\$ 314,233	\$ 242,462	\$ 320,778

CASH & INVESTMENTS	\$ 265,848	\$ 285,848	\$ 214,077	\$ 292,393
-------------------------------	-------------------	-------------------	-------------------	-------------------

* Note: Cash includes \$50,000 investment

CITY OF CHARLEVOIX
Electric Fund
BUDGET
25-26

	23-24	24-25	24-25	25-26
	Actual	Budget	Est. Actual	Budget
REVENUES				
FEDERAL GRANTS	0	0	0	0
ELECTRIC SERVICES	97,525	50,700	50,730	50,730
POWER SALES	6,828,775	7,418,800	7,706,764	7,896,920
POWER COST ADJ REVENUES	1,529,939	1,417,000	1,568,188	1,607,392
FINES & FORFEITS	45,330	35,000	36,500	36,500
INTEREST & RENTS	62,931	16,239	60,300	50,300
OTHER	54,088	18,500	42,500	42,500
TRANSFER FROM OTHER FUNDS	0	105,677	108,116	14,186
TOTAL REVENUES	\$ 8,618,587	\$ 9,061,916	\$ 9,573,098	\$ 9,698,528
EXPENSES				
TRANSMISSION / DISTRIBUTION	2,119,305	2,599,700	2,549,989	2,822,517
ACCOUNTING & ADMIN	796,550	934,400	963,797	952,491
PURCHASED POWER	4,004,455	4,196,000	4,296,000	4,296,000
CAPITAL IMPROVEMENTS	26,998	2,504,000	1,377,941	1,670,887
DEPRECIATION	427,124	438,600	438,600	447,400
FUND TRANSFERS	411,156	247,100	256,000	438,717
DEBT SERVICE	0	0	0	0
TOTAL EXPENSES	\$ 7,785,588	\$ 10,919,800	\$ 9,882,327	\$ 10,628,012
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 832,999	\$ (1,857,884)	\$ (309,229)	\$ (929,484)
YEAR END BALANCES				
NET POSITION BEGINNING OF YEAR	8,107,172.00	8,940,171	8,940,171	8,630,942
NET CHANGE IN NET POSITION	832,999	(1,857,884)	(309,229)	(929,484)
NET POSITION	\$ 8,940,171	\$ 7,082,287	\$ 8,630,942	\$ 7,701,458
RESERVE FOR DEPOSITS	85,000	85,000	85,000	85,000
CHARTER RESERVE	75,000	75,000	75,000	75,000
UNRESTRICTED	5,788,583	3,930,699	5,479,354	4,549,870
CASH & INVESTMENTS	\$ 5,948,583	\$ 4,090,699	\$ 5,639,354	\$ 4,709,870

CITY OF CHARLEVOIX

Water Fund

BUDGET

25-26

	23-24 Actual	24-25 Budget	24-25 Est. Actual	25-26 Budget
REVENUES				
WATER SERVICES - TAP INS	10,933	8,000	20,000	10,000
WATER SERV-READ-O-MAT & METER	3,233	3,500	3,500	3,500
WATER SERVICES - MISCELLANEOUS	6,585	6,000	6,000	6,000
WATER SALES - METERED	1,951,697	2,039,300	2,047,330	2,147,600
DISCOUNTS FORFEITED	7,725	6,200	6,200	6,200
INTEREST EARNINGS	14,391	2,700	10,000	10,000
MISCELLANEOUS	16,871	18,200	18,200	18,200
TOTAL REVENUES	\$ 2,011,436	\$ 2,083,900	\$ 2,111,230	\$ 2,201,500
EXPENSES				
TRANSMISSION & DISTRIBUTION	546,979	619,600	654,368	666,170
ACCOUNTING & ADMIN	221,884	247,500	267,581	272,001
WATER TREATMENT PLANT	491,718	560,300	569,680	584,535
CAPITAL IMPROVEMENTS	2,574	550,000	613,950	1,771,260
DEPRECIATION	337,123	365,000	365,000	365,000
FUND TRANSFERS	257,328	77,300	100,875	77,265
DEBT SERVICE	0	0	0	0
TOTAL EXPENSES	\$ 1,857,605	\$ 2,419,700	\$ 2,571,454	\$ 3,736,231
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 153,831	\$ (335,800)	\$ (460,224)	\$ (1,534,731)
YEAR END BALANCES				
NET POSITION BEGINNING OF YEAR	6,681,578.00	6,835,409	6,835,409	6,375,185
NET CHANGE IN NET POSITION	153,831	(335,800)	(460,224)	(1,534,731)
NET POSITION	\$ 6,835,409	\$ 6,499,609	\$ 6,375,185	\$ 4,840,454
CHARTER RESERVE	75,000	75,000	75,000	75,000
UNRESTRICTED	2,660,656	2,689,856	2,594,632	1,424,901
CASH & INVESTMENTS	\$ 2,735,656	\$ 2,764,856	\$ 2,669,632	\$ 1,499,901

CITY OF CHARLEVOIX
Sewer Fund
BUDGET
25-26

	23-24 Actual	24-25 Budget	24-25 Est. Actual	25-26 Budget
REVENUES				
SEWER SERVICES - MISCELLANEOUS	13,930	0	500	500
SEWER SALES	2,761,594	2,783,800	2,816,826	2,873,200
DISCOUNTS FORFEITED	9,792	8,500	8,500	8,500
INTEREST EARNINGS - OPERATIONS	26,635	8,300	28,000	28,000
OTHER & PASS THRU'S	0	5,600	6,700	6,700
CAPITAL IMPROVEMENT FUNDS				
- SEWER SERVICE TAP INS	42,000	15,000	59,000	15,000
- INTEREST	722	200	1,200	1,200
NORTHSIDE SEWER				
- NORTHSIDE SEWER FEES	0	4,000	20,000	2,000
- INTEREST	1,206	500	2,285	1,700
TOTAL REVENUES	\$ 2,855,878	\$ 2,825,900	\$ 2,943,011	\$ 2,936,800
EXPENSES				
WASTEWATER TREATMENT PLANT	759,407	819,900	853,246	912,536
SEWER LINES	206,460	275,600	277,155	284,004
ACCOUNTING & ADMIN	310,178	354,500	365,576	374,211
LIFT STATIONS	82,422	147,100	147,250	144,970
CAPITAL IMPROVEMENTS	4,111	750,000	862,050	789,000
DEPRECIATION	591,223	590,000	592,000	595,000
DEBT SERVICE	166,114	605,100	605,114	603,900
FUND TRANSFERS	164,905	89,400	148,213	89,393
CAPITAL IMPROVEMENTS - SEWER TAP INS	0	0	0	0
CAPITAL IMPROVEMENTS - NORTHSIDE SEWER	0	0	0	0
TOTAL EXPENSES	\$ 2,284,819	\$ 3,631,600	\$ 3,850,604	\$ 3,793,014
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 571,059	\$ (805,700)	\$ (907,593)	\$ (856,214)
YEAR END BALANCES				
NET POSITION BEGINNING OF YEAR	12,019,671	12,590,730	12,590,730	11,683,137
NET CHANGE IN NET POSITION	571,059	(805,700)	(907,593)	(856,214)
NET POSITION	\$ 12,590,730	\$ 11,785,030	\$ 11,683,137	\$ 10,826,923
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	223,184	238,384	283,384	299,584
CASH PI #5 NORTHSIDE SEWER RESERVE	347,036	351,536	369,321	373,021
UNRESTRICTED	5,720,970	5,485,570	5,107,192	4,826,078
CASH & INVESTMENTS	\$ 7,116,190	\$ 6,900,490	\$ 6,584,897	\$ 6,323,683

CITY OF CHARLEVOIX
SEWER CAPITAL FUND - TAP INS
BUDGET
25-26

	23-24 Actual	24-25 Budget	24-25 Est. Actual	25-26 Budget
REVENUES				
SEWER TAP INS - CAPITAL	42,000	15,000	59,000	15,000
INTEREST EARNINGS	722	200	1,200	1,200
TOTAL REVENUES	\$ 42,722	\$ 15,200	\$ 60,200	\$ 16,200
EXPENSES				
	0	0	0	0
TOTAL EXPENSES	\$ -	\$ -	\$ -	\$ -
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 42,722	\$ 15,200	\$ 60,200	\$ 16,200
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	180,680	223,402	223,402	283,602
NET CHANGE IN FUND BALANCE	42,722	15,200	60,200	16,200
FUND BALANCE	\$ 223,402	\$ 238,602	\$ 283,602	\$ 299,802
CASH & INVESTMENTS	\$ 223,184	\$ 238,384	\$ 283,384	\$ 299,584

CITY OF CHARLEVOIX
SEWER CAPITAL FUND - NORTHSIDE SOUTHSIDE SEWER
BUDGET
25-26

	23-24 Actual	24-25 Budget	24-25 Est. Actual	25-26 Budget
REVENUES				
COLLECTION FEE CHX COUNTRY CLB	0	2,000	18,000	2,000
COLLECTION FEE PINE POINT	0	2,000	2,000	0
INTEREST EARNINGS	1,206	500	2,285	1,700
TOTAL REVENUES	\$ 1,206	\$ 4,500	\$ 22,285	\$ 3,700
EXPENSES				
	0	0	0	0
TOTAL EXPENSES	\$ -	\$ -	\$ -	\$ -
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 1,206	\$ 4,500	\$ 22,285	\$ 3,700
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	308,518	309,724	309,724	332,009
NET CHANGE IN FUND BALANCE	1,206	4,500	22,285	3,700
FUND BALANCE	\$ 309,724	\$ 314,224	\$ 332,009	\$ 335,709
CASH & INVESTMENTS	\$ 347,036	\$ 351,536	\$ 369,321	\$ 373,021

**CITY OF CHARLEVOIX
MARINA FUND
BUDGET
25-26**

	23-24 Actual	24-25 Budget	24-25 Est. Actual	25-26 Budget
REVENUES				
SALE OF MERCHANDISE - TAXABLE	0	0	52	0
LAUNDRY REVENUE	20	100	950	100
INTERST EARNINGS	2,464	600	3,000	3,000
RENTS & ROYALTIES - SEASONAL	133,504	136,170	172,500	175,440
RENTS & ROYALTIES-STATE RESERV	442,119	479,624	479,624	489,216
RENTS & ROYALTIES - TRANSIENT	4,260	5,000	6,000	6,000
RENTS & ROYALTIES - SUNSHINE	6,000	4,000	6,500	6,500
RENTS & ROYALTIES- WHITE CAP	4,650	4,650	4,960	4,960
CONTRIB&DONAT- PRIVATE SOURCE	0	0	2,400	0
MISCELLANEOUS	1,512	0	3,400	500
REFUND & REBATES	9,025	0	0	0
CONTRIBUTIONS FROM OTHER FUNDS	335,400	339,000	339,000	336,900
ADVANCE FROM OTHER FUNDS	0	36,000	36,000	36,000
TOTAL REVENUES	\$ 938,954	\$ 1,005,144	\$ 1,054,386	\$ 1,058,616

EXPENSES				
SALARY & WAGES	40,837	43,400	44,295	46,123
WAGES (ICMA)	4,925	5,200	5,335	5,600
SALARIES & WAGES - TEMPORARY	110,438	108,300	119,365	112,211
EMPLOYEE FRINGE BENEFITS	59,600	50,100	52,455	52,800
OFFICE SUPPLIES	1,750	1,800	1,800	1,800
OPERATING SUPPLIES	12,156	10,800	10,800	10,800
PROFESSIONAL SERVICES	4,020	3,000	3,025	3,025
CONTRACTUAL SERVICES	32,152	29,000	29,000	29,000
STATE CRS COMMISSION FEES	15,155	21,000	21,000	21,000
STATE CRS RESERVATION FEES	11,786	15,700	15,700	17,270
LEGAL FEES	605	500	500	500
INSURANCE & BONDS	3,920	4,400	4,500	4,700
TELEPHONE	916	1,000	1,000	1,000
CONFERENCE & TRAVEL	800	1,800	1,800	1,800
UTILITIES	81,302	75,200	75,200	78,960
BUILDING & DOCK MAINTENANCE	2,984	18,300	18,300	18,300
EQUIPMENT RENTAL	632	700	700	700
CREDIT CARD PROCESSING FEES	8,807	9,000	9,000	9,000
MISCELLANEOUS	4,650	4,600	4,820	4,600
REFUNDS & REBATES	0	500	500	500
DEPRECIATION EXPENSE	655,118	658,000	658,000	658,000
MACHINERY & EQUIPMENT	0	300	300	300
INTEREST EXPENSE	1,930	900	930	0
TRANSFER TO OTHER FUND-PRINCIP	1,182	93,000	93,000	0
PAYING AGENT FEES	250	500	500	500
BOND PRINCIPAL	0	420,000	420,000	435,000
BOND INTEREST	36,288	44,000	44,000	26,900
TOTAL EXPENSES	\$ 1,092,203	\$ 1,621,000	\$ 1,635,825	\$ 1,540,389

EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ (153,249)	\$ (615,856)	\$ (581,439)	\$ (481,773)
--	---------------------	---------------------	---------------------	---------------------

YEAR END BALANCES				
NET POSITION BEGINNING OF YEAR	1,827,954	1,674,705	1,674,705	1,093,266
NET CHANGE IN NET POSITION	(153,249)	(615,856)	(581,439)	(481,773)
NET POSITION	\$ 1,674,705	\$ 1,058,849	\$ 1,093,266	\$ 611,493

CHARTER RESERVE	75,000	75,000	75,000	75,000
CASH AT PAYING AGENT	26,200	100,000	100,000	100,000
UNRESTRICTED	544,777	513,122	589,683	765,910
CASH & INVESTMENTS	\$ 645,977	\$ 688,122	\$ 764,683	\$ 940,910

**CITY OF CHARLEVOIX
AIRPORT FUND
BUDGET
25-26**

	23-24 Actual	24-25 Budget	24-25 Est. Actual	25-26 Budget
REVENUES				
STATE GRANTS	0	0	32,000	32,000
AIRPORT-TAXABLE MDSE.	771	816	1,300	900
VENDING MACHINE PROCEEDS	1,267	1,248	1,250	1,300
CONTRACT FUEL SALES-REIMBURSED	812,713	775,200	937,000	937,000
FUEL SALES - TAXABLE	471,884	934,139	415,000	415,000
INTO WING FEE	191,394	193,800	264,000	264,000
AFTER HOURS FUEL FEE	39,125	41,820	45,000	45,000
FUEL FEES - FLOWAGE FEES	42,342	44,064	61,500	61,500
FUEL SALES - NON TAXABLE	0	578	600	600
THRU-PUT FEES	0	15	16	16
TIE DOWN / LANDING FEES	131,775	135,660	132,000	132,000
GROUND SERVICE EQUIPMENT	6,080	9,792	15,500	15,500
LAVATORY SERVICE FEE	4,500	4,590	4,800	4,800
DISCOUNTS - AIRPORT SALES TAX	141	312	315	300
PARKING FEES	63,364	69,462	62,500	62,500
GROUND HANDLING FEE	56,970	56,916	56,916	58,054
FRESH AIR PARKING FEE	2,528	7,752	7,752	7,907
INTEREST EARNINGS	2,382	969	7,100	7,100
RENTS & ROYALTIES - AIRPORT	16,037	22,973	16,037	16,037
RENTS & ROYALTIES-HANGER RENTS	36,689	58,140	37,300	37,300
RENTS & ROYALTIES - LAND LEASE	14,763	36,803	36,803	37,539
MISCELLANEOUS	18,985	10,000	882	882
REFUND & REBATES	5,258	9,189	14,888	14,888
TOTAL REVENUES	\$ 1,918,967	\$ 2,414,240	\$ 2,150,459	\$ 2,152,123
EXPENSES				
SALARIES & WAGES	210,575	203,700	214,045	258,854
WAGES (ICMA)	20,761	22,400	23,501	28,300
SALARIES & WAGES - TEMPORARY	42,978	45,500	58,392	63,372
EMPLOYEE FRINGE BENEFITS	138,861	165,700	166,293	172,600
OFFICE SUPPLIES	3,415	4,700	4,700	4,700
CLEANING SUPPLY - TERMINAL	2,476	2,600	2,600	2,600
ICE/COFFEE SUPPLY	1,755	1,400	1,400	1,400
VENDING MACHINE SUPPLY	464	700	1,500	1,500
UNIFORMS & PERSONAL PROTECTION	6,009	6,000	6,000	6,000
AVIATION FUEL	1,057,927	1,200,000	1,200,000	1,200,000
DIESEL FUEL	2,851	8,000	8,000	8,000
FUEL - HOLIDAY GAS STATION	2,245	2,200	2,200	2,200
FUEL TRUCK LEASE	47,460	7,000	7,000	7,000
FUELMATER PUMP REPAIRS	1,866	13,500	13,500	13,500
FUEL TRUCK REPAIRS	2,464	1,000	29,603	23,000
QTPOD - FUEL FARM REPAIRS	10,684	11,500	11,500	11,500
REPAIRS & MAINTENANCE SUPPLIES	8,032	5,000	7,000	7,000
PROFESSIONAL SERVICES	2,553	2,700	2,700	2,700
TRASH REMOVAL	1,803	1,600	1,600	1,600
CONTRACTUAL SERVICES	12,483	8,600	18,600	8,600
CONTRACTUAL SERVICES	0	0	280	0
MEMBERSHIP & DUES	595	500	500	500
LEGAL FEES	220	1,000	1,000	1,000
INSURANCE, BONDS & PERMITS	16,178	18,100	18,400	19,000
INSURANCE CLAIMS - CITY SHARE	0	500	1,000	500
TELEPHONE	2,271	2,300	2,300	2,300
CONFERENCE & TRAVEL	4,025	2,000	2,000	2,000
PRINTING & PUBLISHING	1,187	1,000	1,000	1,000
UTILITIES	29,693	33,100	33,100	33,100
TERMINAL BLDG REPAIR & MAINT	32,577	45,000	45,000	10,000
SRE BLDG REPAIR & MAINT	5,933	5,000	24,000	10,000
EQUIP MAINTENANCE & REPAIRS	0	0	204	50,000
FUEL TRUCK MAINTENANCE	1,516	0	1,035	2,000
SNOW EQUIPMENT MAINTENANCE	7,861	7,000	7,000	7,000
LAWN EQUIPMENT MAINTENANCE	3,352	3,500	3,500	3,500
HANGAR REPAIRS	62	3,300	3,300	3,300
EQUIPMENT RENTAL	109	500	500	500
CREDIT CARD PROCESSING FEES	19,710	33,100	33,100	33,100
MISCELLANEOUS	2,552	4,000	4,000	4,000
DEPRECIATION EXPENSE	505,948	514,100	514,100	515,000
MACHINERY & EQUIPMENT	20,383	3,000	3,000	67,200
TRANSFER TO OTHER FUNDS	31,670	29,500	29,400	30,000
CONTRACTUAL SERVICES	0	9,500	9,500	23,300
TOTAL EXPENSES	\$ 2,263,504	\$ 2,429,800	\$ 2,517,354	\$ 2,642,726
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ (344,537)	\$ (15,560)	\$ (366,895)	\$ (490,603)
YEAR END BALANCES				
NET POSITION BEGINNING OF YEAR	8,580,772	8,236,235	8,236,235	7,869,341
NET CHANGE IN NET POSITION	(344,537)	(15,560)	(366,895)	(490,603)
NET POSITION	\$ 8,236,235	\$ 8,220,675	\$ 7,869,341	\$ 7,378,738
CASH & INVESTMENTS	\$ 659,799	\$ 644,239	\$ 292,904	\$ (197,699)

CITY OF CHARLEVOIX
Parking Fund
BUDGET
25-26

	23-24	24-25	24-25	25-26
	Actual	Budget	Est. Actual	Budget
REVENUES				
PARKING FEES	130,965	133,600	147,500	147,000
FINES AND FORFEITS	14,980	15,000	16,500	16,000
INTEREST EARNINGS	186	100	350	200
MISCELLANEOUS	-	500	500	500
TOTAL REVENUES	\$ 146,130	\$ 149,200	\$ 164,850	\$ 163,700
EXPENSES				
SALARIES & WAGES	11,738	15,900	16,167	16,813
WAGES (ICMA)	927	1,700	1,700	1,800
SALARIES & WAGES - TEMPORARY	14,119	14,900	15,065	20,766
EMPLOYEE FRINGE BENEFITS	11,274	14,600	14,600	16,200
SOFTWARE LICENSING/SUBSCRIPTIONS	-	-	12,000	12,000
MATERIAL & SUPPLY	549	5,000	4,500	7,500
TELEPHONE	351	300	310	660
EQUIPMENT RENTAL	255	500	500	500
CREDIT CARD PROCESSING FEES	9,580	20,200	20,200	21,000
REFUNDS & REBATES	-	-	200	200
MACHINERY & EQUIPMENT	25,668	5,000	19,600	16,500
LOAN PRINCIPAL	25,625	26,100	26,138	-
LOAN INTEREST	1,261	1,900	1,888	-
TRANSFER TO OTHER FUNDS	30,737	31,700	31,700	32,900
TOTAL EXPENSES	\$ 132,084	\$ 137,800	\$ 164,568	\$ 146,839
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 14,047	\$ 11,400	\$ 282	\$ 16,861
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	36,061	50,108	50,108	50,390
NET CHANGE IN FUND BALANCE	14,047	11,400	282	16,861
FUND BALANCE	\$ 50,108	\$ 61,508	\$ 50,390	\$ 67,251
CASH & INVESTMENTS	\$ 51,526	\$ 62,926	\$ 51,808	\$ 68,669

CITY OF CHARLEVOIX
Housing Initiatives Fund
BUDGET
25-26

	23-24 Actual	24-25 Budget	24-25 Est. Actual	25-26 Budget
REVENUES				
GRANTS - OTHER	-	175,000	-	354,000
INTEREST EARNINGS	95	40	200	200
CONTRIBUTIONS FROM OTHER FUNDS	6,000	6,000	6,000	6,000
TOTAL REVENUES	\$ 6,095	\$ 181,040	\$ 6,200	\$ 360,200
EXPENSES				
PROFESSIONAL SERVICES	4,625	-	400	-
CONTRACTUAL SERVICES	-	175,000	-	300,000
TOTAL EXPENSES	\$ 4,625	\$ 175,000	\$ 400	\$ 300,000
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 1,470	\$ 6,040	\$ 5,800	\$ 60,200
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	27,326	28,796	28,796	34,596
NET CHANGE IN FUND BALANCE	1,470	6,040	5,800	60,200
FUND BALANCE	\$ 28,796	\$ 34,836	\$ 34,596	\$ 94,796
CASH & INVESTMENTS	\$ 28,768	\$ 34,808	\$ 34,568	\$ 94,768

**CITY OF CHARLEVOIX
MOTORPOOL
BUDGET
25-26**

	23-24	24-25	24-25	25-26
	Actual	Budget	Est. Actual	Budget
REVENUES				
INTEREST EARNINGS	5,836	3,000	12,000	5,000
EQUIP RENTAL - GENERAL FUND	336,762	363,150	367,000	370,000
EQUIP RENTAL - MAJOR STREET	89,385	143,700	143,700	145,000
EQUIP RENTAL - LOCAL STREET	44,363	45,800	45,800	45,900
EQUIP RENTAL - ELECTRIC FUND	332,402	350,200	350,200	351,000
EQUIP RENTAL - SEWAGE FUND	108,599	117,400	117,400	118,000
EQUIP RENTAL - WATER FUND	77,257	96,300	90,000	90,000
EQUIP RENTAL - PARKING SERVICE	255	500	500	500
EQUIP RENTAL - AIRPORT	0	500	500	500
EQUIP RENTAL - MARINA	632	700	700	700
MISCELLANEOUS	20	500	2,300	500
REFUNDS & REBATES	0	100	100	100
SALE OF FIXED ASSETS	17,350	5,000	22,000	500
CONTRIBUTIONS FROM OTHER FUNDS	0	58,940	55,286	233,795
TOTAL REVENUES	\$ 1,012,860	\$ 1,185,790	\$ 1,207,486	\$ 1,361,495

EXPENSES				
SALARIES & WAGES	131,601	144,000	145,063	154,843
WAGES (ICMA)	12,063	15,100	15,100	16,300
EMPLOYEE FRINGE BENEFITS	102,648	112,300	113,150	120,744
OFFICE SUPPLIES	638	2,500	2,500	2,500
OPERATING SUPPLIES	1,549	2,000	5,000	2,000
GASOLINE, OIL, ETC.	81,344	95,000	95,000	95,000
REPAIRS & MAINTENANCE SUPPLIES	106,607	100,000	100,000	100,000
PROFESSIONAL SERVICES	4,585	9,800	9,800	9,800
CONTRACTUAL SERVICES	23,497	45,000	45,000	35,000
LEGAL FEES	740	1,000	1,000	1,000
INSURANCE & BONDS	34,995	36,800	36,800	36,800
TELEPHONE	3,148	3,500	3,500	3,630
CONFERENCE & TRAVEL	811	4,000	4,000	4,000
UTILITIES	12,523	11,900	13,000	14,000
BUILDING MAINTENANCE	771	1,000	1,000	1,000
DEPRECIATION EXPENSE	321,162	300,000	325,000	325,000
AMORTIZATION EXPENSE	0	19,000	19,000	19,000
MACHINERY & EQUIPMENT	40,500	514,000	508,000	632,000
FLEET LEASE	10,401	23,000	52,218	81,000
TRANSFER TO OTHER FUNDS	143,339	143,800	143,513	143,583
TOTAL EXPENSES	\$ 1,032,923	\$ 1,583,700	\$ 1,637,644	\$ 1,797,200

EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ (20,063)	\$ (397,910)	\$ (430,158)	\$ (435,705)
--	--------------------	---------------------	---------------------	---------------------

YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	1,872,210	1,852,147	1,852,147	1,421,989
NET CHANGE IN FUND BALANCE	(20,063)	(397,910)	(430,158)	(435,705)
FUND BALANCE	\$ 1,852,147	\$ 1,454,236	\$ 1,421,989	\$ 986,285

CASH & INVESTMENTS	\$ 1,479,266	\$ 1,081,356	\$ 1,049,109	\$ 613,404
-------------------------------	---------------------	---------------------	---------------------	-------------------

CITY OF CHARLEVOIX
PI6 INFRASTRUCTURE IMPROVEMENT FUND
BUDGET
25-26

	23-24	24-25	24-25	25-26
	Actual	Budget	Est. Actual	Budget
REVENUES				
CURRENT PROPERTY TAX LEVY	331,919	349,000	360,987	372,768
TAXES-DELQ-INFRASTR IMPROV	7,140	3,000	3,000	3,000
PAYMENT IN LIEU OF TAXES	646	1,200	1,300	1,300
IFT/CFT TAXES	370	1,400	1,400	1,400
INTEREST & PENALTIES - DELINQ	916	1,200	1,200	1,200
INTEREST EARNINGS	591	2,400	500	500
MISCELLANEOUS	74,339	0	20,000	0
CONTRIBUTIONS FROM OTHER FUNDS	512,490	0	111,375	0
TOTAL REVENUES	\$ 928,411	\$ 358,200	\$ 499,762	\$ 380,168
EXPENSES				
PROFESSIONAL SERVICES	46,407	0	135,000	10,000
CONTRACTUAL SERVICES	1,778,126	0	0	0
REFUNDS & REBATES	0	0	200	0
TRANSFER TO DEBT SERVICE	122,200	122,800	122,800	123,000
TOTAL EXPENSES	\$ 1,946,733	\$ 122,800	\$ 258,000	\$ 133,000
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ (1,018,322)	\$ 235,400	\$ 241,762	\$ 247,168
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	1,143,021	124,699	124,699	366,461
NET CHANGE IN FUND BALANCE	(1,018,322)	235,400	241,762	247,168
FUND BALANCE	\$ 124,699	\$ 360,099	\$ 366,461	\$ 613,629
CASH & INVESTMENTS	\$ 102,362	\$ 337,762	\$ 344,124	\$ 591,292

CITY OF CHARLEVOIX
PI7 STREET IMPROVEMENT FUND
BUDGET
25-26

	23-24 Actual	24-25 Budget	24-25 Est. Actual	25-26 Budget
REVENUES				
PROPERTY TAXES-COUNTY STREET	259,026	281,600	291,235	300,764
TAXES-DELQ-COUNTY ROAD MILLAGE	14,190	9,000	9,000	9,000
PAYMENT IN LIEU OF TAXES	408	3,000	3,000	3,000
IFT/CFT TAXES	507	300	300	300
INTEREST & PENALTIES - DELINQ	140	0	0	0
INTEREST EARNINGS	86	200	200	200
TOTAL REVENUES	\$ 274,356	\$ 294,100	\$ 303,735	\$ 313,264
EXPENSES				
CONTRACTUAL SERVICES	16,597	0	0	0
REFUNDS & REBATES	0	0	106	0
TRANSFER TO DEBT SERVICE	200,000	200,000	200,000	200,000
TRANSFER TO INFRASTRUCTURE	27,158	0	23,625	0
TOTAL EXPENSES	\$ 243,755	\$ 200,000	\$ 223,731	\$ 200,000
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 30,601	\$ 94,100	\$ 80,004	\$ 113,264
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	23,262	53,863	53,863	133,867
NET CHANGE IN FUND BALANCE	30,601	94,100	80,004	113,264
FUND BALANCE	\$ 53,863	\$ 147,963	\$ 133,867	\$ 247,131
CASH & INVESTMENTS	\$ 53,265	\$ 147,365	\$ 133,269	\$ 246,533

**CITY OF CHARLEVOIX
FIRE REPLACEMENT FUND
BUDGET
25-26**

	23-24 Actual	24-25 Budget	24-25 Est. Actual	25-26 Budget
REVENUES				
INTEREST EARNINGS	1,029	500	1,600	1,600
CONTRIBUTIONS FROM OTHER FUNDS	55,286	58,940	58,940	59,000
TOTAL REVENUES	\$ 56,315	\$ 59,440	\$ 60,540	\$ 60,600
EXPENSES				
CAPITAL OUTLAY-PUBLIC SAFETY	0	0	0	500,000
TOTAL EXPENSES	\$ -	\$ -	\$ -	\$ 500,000
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 56,315	\$ 59,440	\$ 60,540	\$ (439,400)
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	278,732	335,048	335,048	395,587
NET CHANGE IN FUND BALANCE	56,315	59,440	60,540	(439,400)
FUND BALANCE	\$ 335,048	\$ 394,487	\$ 395,587	\$ (43,813)
CASH & INVESTMENTS	\$ 336,110	\$ 395,550	\$ 396,650	\$ (42,750)

CITY OF CHARLEVOIX
PI12 MT MCSAUBA RECREATION IMPROVEMENT FUND
BUDGET
25-26

	23-24 Actual	24-25 Budget	24-25 Est. Actual	25-26 Budget
REVENUES				
INTEREST EARNINGS	177	20	200	200
RENTS & ROYALTIES-TOWER LEASE	8,758	7,300	8,000	8,000
TOTAL REVENUES	\$ 8,935	\$ 7,320	\$ 8,200	\$ 8,200
EXPENSES				
MACHINERY & EQUIPMENT	0	0	30,000	0
TOTAL EXPENSES	\$ -	\$ -	\$ 30,000	\$ -
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 8,935	\$ 7,320	\$ (21,800)	\$ 8,200
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	46,206	55,140	55,140	33,340
NET CHANGE IN FUND BALANCE	8,935	7,320	(21,800)	8,200
FUND BALANCE	\$ 55,140	\$ 62,460	\$ 33,340	\$ 41,540
CASH & INVESTMENTS	\$ 52,089	\$ 59,409	\$ 30,289	\$ 38,489

CITY OF CHARLEVOIX
TRAIL DEVELOPMENT IMPROVEMENT FUND
BUDGET
25-26

	23-24 Actual	24-25 Budget	24-25 Est. Actual	25-26 Budget
REVENUES				
STATE GRANTS	0	657,771	0	657,771
INTEREST EARNINGS	1,177	0	1,600	1,600
TOTAL REVENUES	\$ 1,177	\$ 657,771	\$ 1,600	\$ 659,371
EXPENSES				
PROFESSIONAL SERVICES	19,546	52,600	2,000	50,557
CONTRACTUAL SERVICES	0	907,800	0	907,771
TOTAL EXPENSES	\$ 19,546	\$ 960,400	\$ 2,000	\$ 958,328
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ (18,369)	\$ (302,629)	\$ (400)	\$ (298,957)
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	349,883	331,514	331,514	331,114
NET CHANGE IN FUND BALANCE	(18,369)	(302,629)	(400)	(298,957)
FUND BALANCE	\$ 331,514	\$ 28,885	\$ 331,114	\$ 32,157
CASH & INVESTMENTS	\$ 332,533	\$ 29,904	\$ 332,133	\$ 33,176

CITY OF CHARLEVOIX
PI 17 BUILDING CAPITAL IMPROVEMENT FUND
BUDGET
25-26

	23-24 Actual	24-25 Budget	24-25 Est. Actual	25-26 Budget
REVENUES				
STATE GRANTS	0	100,000	64,000	0
INTEREST EARNINGS	15,263	0	0	0
CONTRIBUTIONS FROM OTHER FUNDS	0	0	0	0
TOTAL REVENUES	\$ 15,263	\$ 100,000	\$ 64,000	\$ -
EXPENSES				
PROFESSIONAL SERVICES	16,025	98,200	175,200	0
CONTRACTUAL SERVICES	14,305	130,400	130,400	0
LEGAL FEES	0	0	1,328	0
TOTAL EXPENSES	\$ 30,330	\$ 228,600	\$ 306,928	\$ -
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ (15,067)	\$ (128,600)	\$ (242,928)	\$ -
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	1,016,254	1,001,187	1,001,187	758,259
NET CHANGE IN FUND BALANCE	(15,067)	(128,600)	(242,928)	-
FUND BALANCE	\$ 1,001,187	\$ 872,587	\$ 758,259	\$ 758,259
CASH & INVESTMENTS	\$ 984,528	\$ 855,928	\$ 741,600	\$ 741,600

CITY OF CHARLEVOIX
PI9 BUSINESS PARK FUND
BUDGET
25-26

	23-24 Actual	24-25 Budget	24-25 Est. Actual	25-26 Budget
REVENUES				
INTEREST EARNINGS	109	70	241	200
CONTRIBUTIONS FROM OTHER FUNDS	7,500	7,500	7,500	7,500
TOTAL REVENUES	\$ 7,609	\$ 7,570	\$ 7,741	\$ 7,700
EXPENSES				
CONTRACTUAL SERVICES	5,587.50	1,500.00	1,500.00	1,500.00
MISCELLANEOUS	3,500.00	3,500.00	3,500.00	3,500.00
TOTAL EXPENSES	\$ 9,088	\$ 5,000	\$ 5,000	\$ 5,000
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ (1,478)	\$ 2,570	\$ 2,741	\$ 2,700
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	32,403	30,924	30,924	33,665
NET CHANGE IN FUND BALANCE	(1,478)	2,570	2,741	2,700
FUND BALANCE	\$ 30,924	\$ 33,494	\$ 33,665	\$ 36,365
CASH & INVESTMENTS	\$ 31,104	\$ 33,674	\$ 33,845	\$ 36,545

CITY OF CHARLEVOIX
Employee Fringe Benefit Fund
BUDGET
25-26

	23-24 Actual	24-25 Budget	24-25 Est. Actual	25-26 Budget
REVENUES				
EFB - GENERAL FUND	741,215	813,600	750,000	770,000
EFB - MAJOR STREET	25,295	69,300	30,000	30,000
EFB - LOCAL STREET	20,445	26,700	30,000	32,000
EFB - ELECTRIC FUND	725,525	885,600	825,000	825,000
EFB - SEWER FUND	303,629	360,300	350,000	350,000
EFB - WATER FUND	289,493	322,600	300,000	310,000
EFB - EMPLOYEE FRINGE BENEFITS	450,979	449,100	500,000	500,000
EFB - MOTOR VEHICLE FUND	102,648	112,300	120,000	125,000
EFB - PARKING	11,274	14,600	14,600	15,000
EFB - DDA	33,601	42,000	17,000	0
EFB - AIRPORT	172,857	165,700	166,000	170,000
EFB - MARINA	50,744	50,100	51,000	52,000
INTEREST EARNINGS	4,500	1,400	5,000	5,000
TRANSFER FROM OTHER FUNDS	56,917	0	0	0
TOTAL REVENUES	\$ 2,989,123	\$ 3,313,300	\$ 3,158,600	\$ 3,184,000

EXPENSES				
WAGES (ICMA)	57,060	60,400	60,000	61,000
HOLIDAY PAY	125,822	115,500	130,000	132,000
HOLIDAY PAY PART TIME	2,641	2,400	3,500	3,500
SICK PAY ALLOWANCE	124,861	110,000	125,205	127,000
SICK LEAVE - PMLA OF 2018	4,173	5,000	5,000	5,000
VACATION PAY	253,595	293,000	255,000	260,000
PERSONAL LEAVE DAY	40,522	36,800	40,000	42,000
PARENTAL LEAVE	4,175	5,000	5,000	5,000
JURY DUTY - FUNERAL LEAVE	11,125	10,000	10,000	10,000
LONGEVITY PAY	11,700	11,800	15,300	16,000
COMP TIME USED	5,070	10,000	11,000	10,000
UNEMPLOYMENT COMPENSATION INS	606	5,000	5,000	5,000
WORKMEN'S COMPENSATION INSUR	56,662	63,900	65,000	67,000
EMPLOYER'S SOCIAL SECURITY	358,586	394,300	375,000	385,000
HEALTH INSURANCE	593,327	634,400	635,000	640,000
HEALTHCARE - OPT OUT	54,067	50,400	55,000	56,000
EMPLOYER CONTRIBUTION - HSA	111,494	114,600	116,000	116,000
STD & LTD INSURANCE	27,904	31,500	31,500	32,000
EMPLOYEE'S LIFE INSURANCE	3,669	4,000	4,000	4,000
RETIREMENT FUND CONTRIBUTION	684,359	714,800	720,000	741,000
EMPLOYEE FRINGE BENEFITS	450,979	449,100	456,682	467,800
PROFESSIONAL SERVICES	2,565	2,600	2,600	2,600
CONFERENCE & TRAVEL	1,346	1,500	1,500	1,500
MISCELLANEOUS	5,260	5,500	5,500	5,500
TOTAL EXPENSES	\$ 2,991,567	\$ 3,131,500	\$ 3,132,787	\$ 3,194,900

EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ (2,445)	\$ 181,800	\$ 25,813	\$ (10,900)
--	-------------------	-------------------	------------------	--------------------

YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	0	(2,445)	(2,445)	23,368
NET CHANGE IN FUND BALANCE	(2,445)	181,800	25,813	(10,900)
FUND BALANCE	\$ (2,445)	\$ 179,355	\$ 23,368	\$ 12,468
CASH & INVESTMENTS	\$ 125,670	\$ 307,470	\$ 151,483	\$ 140,583

CITY OF CHARLEVOIX
Perpetual Care Trust Fund
BUDGET
25-26

	23-24 Actual	24-25 Budget	24-25 Est. Actual	25-26 Budget
REVENUES				
PERPETUAL CARE	11,455	4,000	7,000	4,000
INTEREST EARNINGS	10,953	2,000	2,000	2,000
TOTAL REVENUES	\$ 22,408	\$ 6,000	\$ 9,000	\$ 6,000
EXPENSES				
TOTAL EXPENSES	\$ -	\$ -	\$ -	\$ -
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 22,408	\$ 6,000	\$ 9,000	\$ 6,000
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	433,358	455,766	455,766	464,766
NET CHANGE IN FUND BALANCE	22,408	6,000	9,000	6,000
FUND BALANCE	\$ 455,766	\$ 461,766	\$ 464,766	\$ 470,766
CASH & INVESTMENTS	\$ 443,321	\$ 449,321	\$ 452,321	\$ 458,321

CITY OF CHARLEVOIX
GENERAL DEBT SERVICE FUND - INFRASTRUCTURE
BUDGET
25-26

	23-24 Actual	24-25 Budget	24-25 Est. Actual	25-26 Budget
REVENUES				
INTEREST EARNINGS	130	0	0	0
CONTRIBUTIONS FROM OTHER FUNDS	122,200	122,800	122,800	123,000
CONTRIBUTIONS FROM OTHER FUNDS	200,000	200,000	200,000	200,000
TOTAL REVENUES	\$ 322,330	\$ 322,800	\$ 322,800	\$ 323,000
EXPENSES				
PAYING AGENT FEES	250	300	300	300
BOND PRINCIPAL	235,000	245,000	245,000	255,000
BOND INTEREST	87,200	77,800	77,800	68,000
TOTAL EXPENSES	\$ 322,450	\$ 323,100	\$ 323,100	\$ 323,300
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ (120)	\$ (300)	\$ (300)	\$ (300)
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	68,668	68,548	68,548	68,248
NET CHANGE IN FUND BALANCE	(120)	(300)	(300)	(300)
FUND BALANCE	\$ 68,548	\$ 68,248	\$ 68,248	\$ 67,948
CASH & INVESTMENTS	\$ 29,640	\$ 29,340	\$ 29,340	\$ 29,040

CITY OF CHARLEVOIX
NEW SERVICE FACILITY DEBT
BUDGET
25-26

	23-24	24-25	24-25	25-26
	Actual	Budget	Est. Actual	Budget
REVENUES				
INTEREST EARNINGS	265	0	4,000	4,000
CONTRIBUTIONS FROM ELECTRIC	244,750	242,550	242,750	242,750
CONTRIBUTIONS FROM SEWER	85,663	84,893	84,963	84,963
CONTRIBUTIONS FROM WATER	73,425	72,765	72,825	72,825
CONTRIBUTIONS FROM MOTOR POOL	85,663	84,893	84,963	84,963
TOTAL REVENUES	\$ 489,765	\$ 485,100	\$ 489,500	\$ 489,500
EXPENSES				
PAYING AGENT FEES	500	900	500	500
BOND PRINCIPAL	235,000	240,000	240,000	250,000
BOND INTEREST	253,500	244,100	244,100	234,500
TOTAL EXPENSES	\$ 489,000	\$ 485,000	\$ 484,600	\$ 485,000
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 765	\$ 100	\$ 4,900	\$ 4,500
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	138,048	138,813	138,813	143,713
NET CHANGE IN FUND BALANCE	765	100	4,900	4,500
FUND BALANCE	\$ 138,813	\$ 138,913	\$ 143,713	\$ 148,213
CASH & INVESTMENTS	\$ 16,371	\$ 16,471	\$ 21,271	\$ 25,771

Charlevoix City Council

Reports and Communications

Title: City Manager's Comments

Date: February 3, 2025

Presented By:

Background:

A. Historic District Commission Ordinance Revision

As I mentioned a couple of weeks ago, the Planning and Zoning Director and I have been reviewing the Historic District Commission ordinance. We are nearly complete on this and I expect to have a draft for the City Attorney to review next week. Once complete, I plan to bring it to you on February 17 for action in March. Largely our revised ordinance simplifies the language, eliminates redundant provisions, and recognizes that—unlike when the first ordinance was adopted—we have a local historic district and an appointed commission. We are also recommending reducing the number of members of the commission from 7 to 5.

B. Housing Readiness Grant Results Product

You'll recall that last year, we received a grant from the Michigan State Housing Development Authority to explore ways to enhance housing availability in our community. One area we identified was to study those areas where properties overlap with Charlevoix Township so that standards could be streamlined across jurisdictional lines and that we would have mutual understanding of the goals of the two governments. We retained Networks Northwest to do research and study on this topic and they have returned a nearly final report of their work to us. I've included it for your knowledge though the Planning Commission will be reviewing it with greater depth in their future meetings. The report needs to have a corrected zoning map in one area and some refined language about potential changes in the Township's zoning code.

C. 2025 Charlevoix Area Chamber Awards Dinner

Congratulations to the recipients of the 2025 Charlevoix Area Chamber Award winners. In addition to being a Chamber partner, we are sponsoring the award for the Citizen of the Year, this year being given to Paul Silva. The event is on February 20 at the Castle. If you are interested in attending, please let me know.

Recommendation:

Attachments:

1. Historic District Meeting Minutes 12/27/24
2. Charlevoix Communities Focus Areas Plan_print_Community

City of Charlevoix
Historic District Commission Regular Meeting Minutes
Friday, December 27, 2024 - 11:00 AM
Council Chambers, 210 State Street, Charlevoix, MI

I. Roll Call

Chair: Carol Kranz
Members Present: Shelley Boehmer, Frank Campi, William Dupont, David Miles
Members Absent: None
City Staff: Jonathan Scheel, Director of Planning & Zoning/Historic District
Commission Advisor

Upon request from Director Scheel, Members briefly introduced themselves.

II. Approve Minutes of July 15, 2022

A. Historic District Commission Minutes of July 15, 2022

Motion by Boehmer, seconded by Campi to approve the minutes from Friday, July 15, 2022 as presented.

Motion carried by unanimous voice vote.

III. Old Business

IV. New Business

A. Certificate of Appropriateness for 304 Park Avenue

Director Scheel presented information on the Certificate of Appropriateness for 304 Park Avenue.

Scott Philp, Landscape Logic, provided a description of the project and introduced Alex Burns, Project Manager, to present information about the application.

Mr. Burns reviewed the application in extensive detail and answered questions from Commission Members.

Discussion followed regarding height and length of the fence and gate, parking, short term rental, and lot privacy.

Director Scheel stated the Commission's responsibility is to consider the project with the Federal Standards for Rehabilitation & Guidelines for Rehabilitating Historic Buildings.

Chair Kranz opened the item for public comment:

Shirley Gibson stated her concerns about the property and stated the project would be an improvement to the property.

Maurine Watts stated her concerns about the property and stated the project would be an improvement to the property.

Director Scheel reviewed his report with the Commission. Director Scheel answered questions from the Commission.

The Commission discussed the project in detail regarding the size of the boulders, aesthetics of landscaping boundaries and types of trees and plants depicted in the plan.

Motion by Boehmer, seconded by Dupont to approve with the project with the specifics conditions.

Then the Commission also discussed in great detail the concerns about how the current plan blocks the view of the historical portions of the house which should be viewable to the public.

Discussion included the height and thickness of the gate and the need for the ability to view the house through the gate and the landscaping.

The Commission did not have any issues with the patios or walkways.

Director Scheel went through the IV. Design Review Standards and Guidelines (B) 1-5 with the Commission. The Commission concurred that all items 1-5 were met.

Motion by Boehmer to amend the previous motion, seconded by Dupont to approve with the the following condition:

1. {The applicants shall return next meeting with a different approach} to meet the requirement of having see through visibility on the front gate and fence

Motion carried by unanimous voice vote.

B. National Register of Historic Places nomination

Director Scheel presented information on the National Register of Historic Places Nomination. Director Scheel answered questions from the Commission.

Motion by Boehmer, seconded by Kranz to approve the Certified Local Government National Register Nomination Review Report.

Motion carried by unanimous voice vote.

C. Annual Report

Director Scheel presented information on the Certified Local Government Annual Report requirements. Mr. Scheel requested the Members provide any past continuing education completed and fill out the resume included in the agenda packet.

D. 2025 Meeting Dates

Director Scheel reviewed the 2025 Meeting dates schedule and noted the January 31, 2025 should be January 24, 2025.

E. Appoint Officers for 2025

Member Dupont nominated Member Kranz for Chair and Member Kranz nominated Member Boehmer for Secretary.

Motion carried by unanimous voice vote.

V. Request for Future Agenda Items

- Future Goals
- Education Opportunities
- Toohey Project

VI. Adjourn

Chair Kranz adjourned the meeting at 1:12 p.m.

Charlevoix Communities Focus Areas Plan

A joint plan of the
City of Charlevoix
&
Charlevoix Township

2024



Forward

This plan is built upon a process of supported collaboration between the City of Charlevoix and Charlevoix Township. A recognized need to coordinate along specific focus areas for the purposes of land use alignment, support of goals for increased density, and quality build environment are driving factors for the process. The end result of the analysis of this process is the establishment of directives for adjustment to land use policy and zoning regulation for each jurisdiction. Recommended for adoption by both jurisdictions, these policy and regulatory directives promote fluid development across jurisdictional lines, promoting density in areas currently occupied by established single-family residential development, office, commercial and industrial uses.

The mix of established uses is largely free of noxious impacts felt by intense industrial categories, and the plan focuses on the ability to utilize form and design to allow for a continued mix and expansion of mixed uses. This form is rooted in the established single-family residential neighborhoods, and is meant to outline design standards which:

- Bring structures closer to the front lot lines and roadways.
- Incorporate architectural features such as covered porches, peaked roof lines, and building facades which recess and extend along their length.
- Parking areas that are located to sides and rears of structures for higher density residential, commercial and industrial uses.
- Requirements for landscaping and maintaining of existing vegetation.
- Screening/buffering which is required between higher density and lower density residential uses, between industrial and residential uses, and also between parking areas, storage and refuse locations and public ROW and residential uses.

The plan is divided into four chapters. Narratives for each chapter can be found on the adjoining page. The reader is encouraged to review the full plan analysis and appendices to gain an understanding of the directives, but one is able to flip directly to “**Chapter 4: Implementation**” on page 32 for a full understanding of the final directives to be undertaken.

Credits

This plan was prepared under the guidance of the City of Charlevoix and Charlevoix Township.
Special Thanks to:

Mark Heydlauff - City Manager: City of Charlevoix
Dan Ulrich - Township Supervisor: Charlevoix Township
Jonathan Scheel - Director of Planning & Zoning: City of Charlevoix
Heidi Phaneuf - North Region Transportation Planner: MDOT
Jay Gailitis - Manager: MDOT Gaylord Service Center
Joanne Schroeder - CEO: Munson Charlevoix

Professional Assistance Provided
by
Networks Northwest
Community Development:



Plan Contents

1) INTRODUCTION....PAGE 4

The plan initiates with an introduction to the communities and planning areas. The process and methodology are presented.

2) WEST FOCUS AREA....PAGE 8

Analysis of the West Focus Area is conducted through significant spatial analysis, ground-truthing, infrastructure, land use policy and regulatory zoning review. The chapter concludes with directives for updating land use policies, zoning text and map amendments.

3) NORTH FOCUS AREA....PAGE 20

Analysis of the North Focus Area is conducted through significant spatial analysis, ground-truthing, infrastructure, land use policy and regulatory zoning review. The chapter concludes with directives for updating land use policies, zoning text and map amendments.

4) IMPLEMENTATION....PAGE 32

A summary of the plan analysis for both focus areas and a structured approach to implementation of directives is presented. The chapter contains examples that display what is envisioned for design and layout of sites through recommended policy and regulatory language. Also included is policy direction, regulatory template language, zoning map amendment locations and coordination of agreements for expansion of necessary infrastructure.

1) INTRODUCTION

The Charlevoix Communities as defined for this planning process consist of the City of Charlevoix and Charlevoix Township. These communities are located in Northwestern Charlevoix County along the Lake Michigan shoreline, and surround the Round Lake Channel which provides outflow of Round Lake and Lake Charlevoix to Lake Michigan. The Charlevoix Communities were originally home to indigenous Anishinabek peoples who spent warm months fishing, farming, hunting and gathering prior to returning to southern Michigan lodging for the winter months. Upon the arrival of white settlers extraction of natural resources in the form trapping and later of timber harvest set the stage for continued settlement by European and American immigrants and migrants.

Access to the Charlevoix area was primarily by maritime routes until 1892 when the area was connected to the expanding railroad system in Michigan and Nationally. This access via rail brought about expansion of the tourism industry as visitation rates began to grow. Throughout the 20th century the area saw industry and community change as manufacturing grew and then largely vanished, while tourism and seasonal visitation continued to grow. The community is now supported by a robust tourism economy (largely impacting retail, service and lodging sectors) and to a lesser extent by manufacturing, healthcare and natural resources based industries.

The community has experienced significant challenges in the last decade of an aging population, and a notable decrease of population within the City of Charlevoix. These demographic challenges are compounded by issues related to a limited housing stock, and the pressures that are placed on housing in areas of significant tourism, such as seasonally occupied housing stock in both the form of second “vacation” homes and commercially oriented “short-term rentals”. Each of these pressures remove individual housing units from being made available to permanent residents of the community.

Purpose and Need

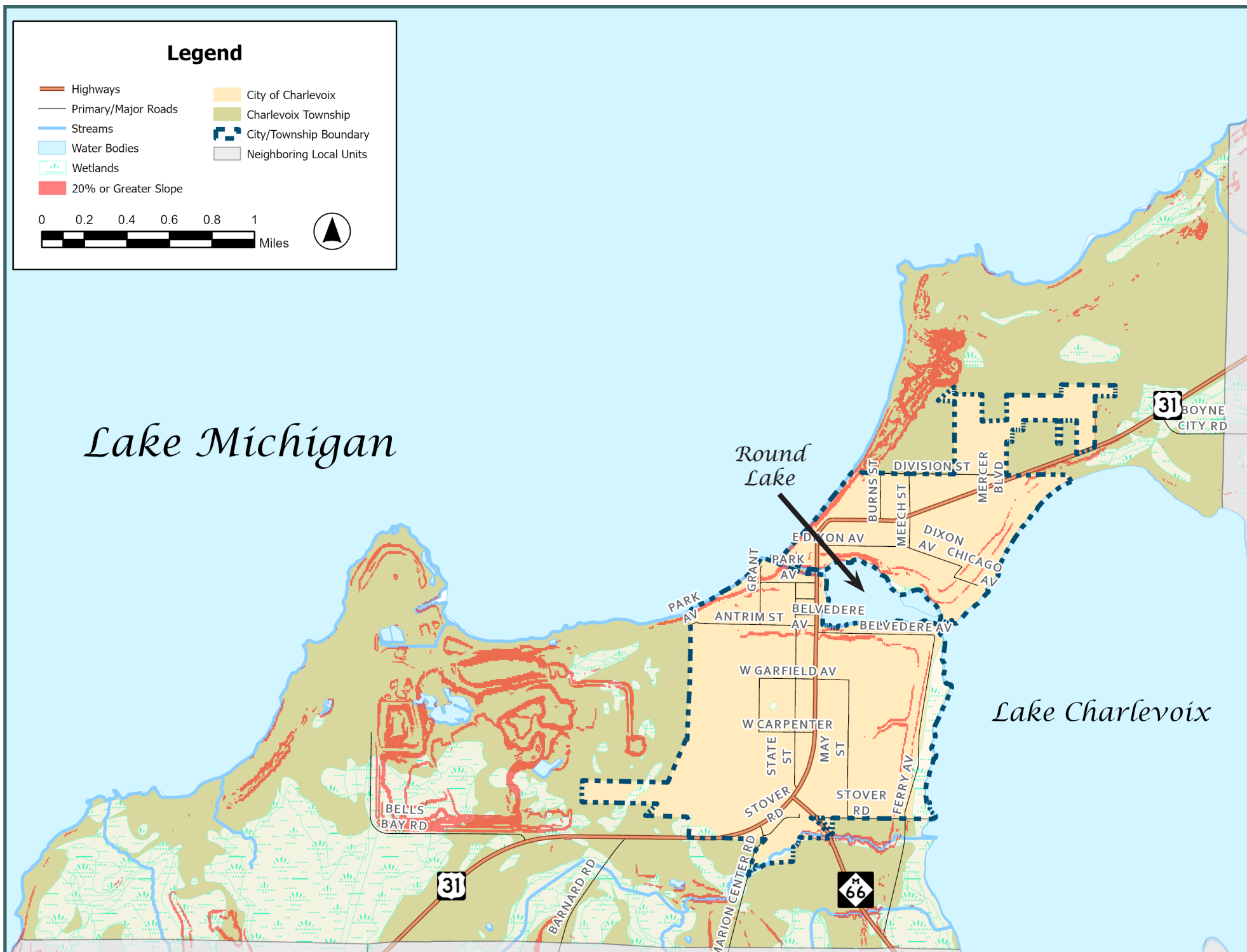
The Charlevoix Communities have an expressed interest in meeting the challenges within their respective communities. The City and Township have both proactively maintained a direction for community growth through the development and updating of individual community Master Plans. These plans identify community deficiencies, areas of focus, and devise specific strategies to meet challenges. The importance of these plans as underlying policy towards regulatory zoning requirements cannot be understated. As policy is a guiding hand, zoning regulation is the regulatory yard stick by which all use and design is measured.

Growth spans the Township and City, with development occurring along a defined although sinuous boundary between the two jurisdictions. It is along these abutting jurisdictional lines that the need for a focused, collaborative and coordinated approach to land use planning and policy is needed. Leadership at the City and Township have recognized the variation of policy with each jurisdiction, and are more than aware of the challenges present to the community; with this in mind they have provided direction to move through a process which will catalogue existing conditions, policy direction and regulation, to form a cohesive approach for a joint community policy for development.

Community Features

Charlevoix is significantly impacted by surface waters and terrain. The communities are located on two peninsulas which are split by the Round Lake Channel which flows to Lake Michigan. This creates a northern and southern portion of each of the local units which are connected by a single draw bridge along US 31. Additionally the Township has significant wetland areas in the South, and to a lesser extent to the north. Steep slopes are present along portions of the lake-shores, river channel and inland locations (including significant slopes associated with the limestone quarry). Slopes can impact type, location and style of developments. (See Map #1)

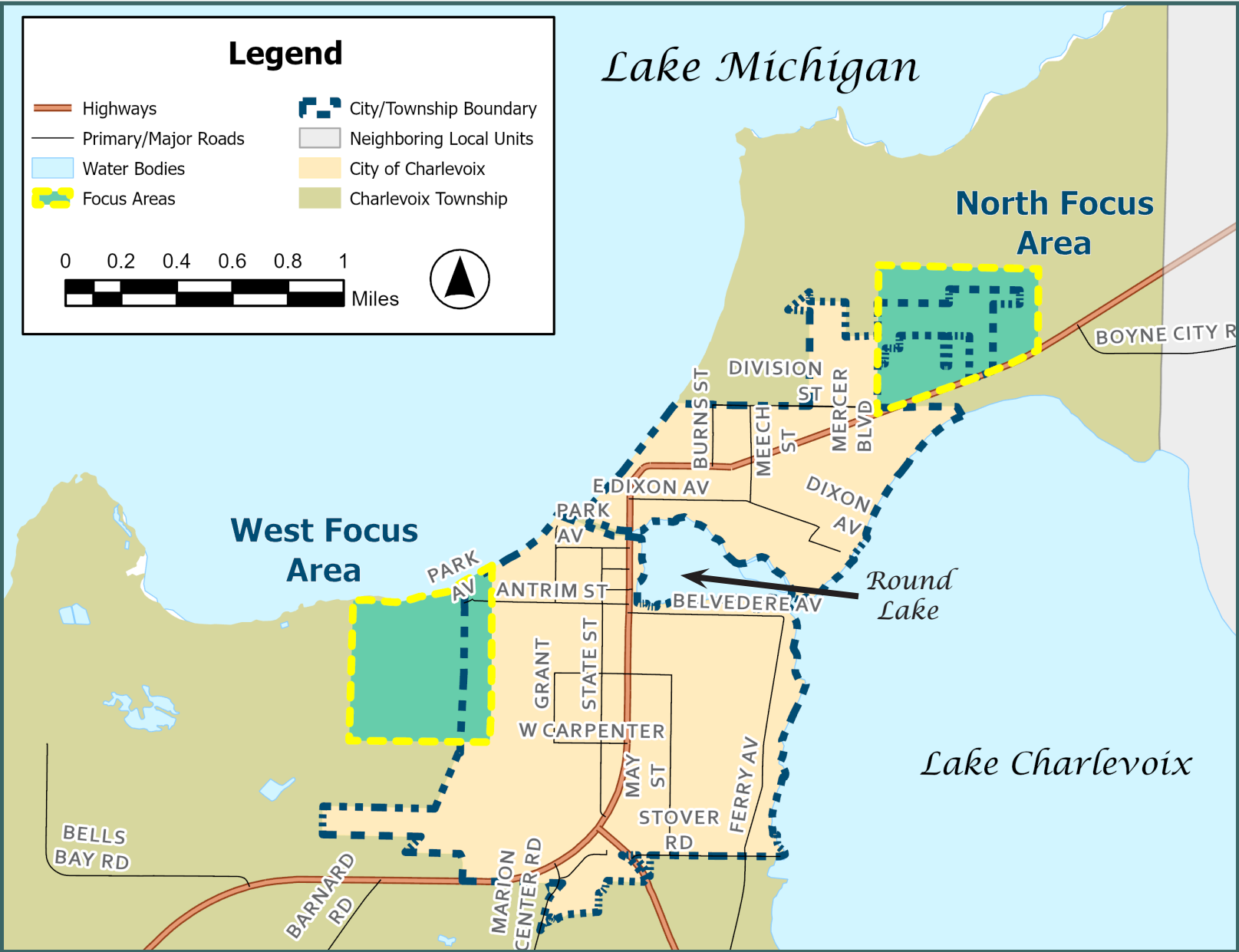
Much of the City of Charlevoix is built-out with locations for in-fill development. Many of these locations are located along the jurisdictional lines with Charlevoix Township. Previous planning efforts have identified need to focus planning in these areas, which is carried over to this planning effort.



Map # 1 Charlevoix Communities Features

Planning Areas

Two specific areas are identified for focus within this planning process and document. The Areas are referred to as the “West Focus Area” and the “North Focus Area”. The two areas span jurisdictional boundaries, have an existing mix of uses and structures, have established infrastructure and viable vacant land for future development. The locations are displayed on Map # 2.



Map # 2: Charlevoix Communities Focus Areas

Plan Layout and Methodology

The process undertaken for this plan provides key data inputs, existing policy and regulatory direction, and cumulates with a recommended joint policy and regulatory approach for implementation. Each of the focus areas are analyzed separately in respective chapters of this plan. A final implementation strategy outlining steps for each focus area are combined within the final chapter.

Focus Area Outline

The following steps are included for analysis of each focus area.

Existing Land Use Profile

The existing land use profile brings together data obtained from 2023 parcel layer including existing assessed use, vacant/unimproved parcels and tax exempt properties. An on-site analysis obtained through ground-truthing completed in June 2024 compliments the parcel data land use analysis, providing insight to characteristics which can only be obtained through direct visitation. An infrastructure profile for each area is then presented followed by the socio-economic tapestry for the areas.

Existing Policy and Regulatory Direction

Analysis of the existing land use policy and zoning regulation is provided. The analysis identifies commonalities, differences and notes potential hindrances/limitations from the respective local unit of government.

Desired Direction and Steps

A broader review of the overall proposed direction available from the existing Master Plans as applied to the focus areas is outlined, complimented with existing public and stakeholder input. This cumulates in an overall recommended direction for land use and character of the individual focus areas.

Implementation Strategy

The implementation strategy provides recommended language for policy and regulatory provisions, and an overall process by which the focus areas can be served and supported for development jointly by the local units of government.

2) WEST FOCUS AREA

The West Focus Area spans the City and Township boundary located west of the City center, bordered to the north by the Lake Michigan shore line, bordered to the west by the quarry, to the south by the airport and to the east by Sheridan Road. The City Master Plan identifies this area as a part of the larger “Central Neighborhood District”.

Approximately three quarters of the land area is under authority of the Township with the remaining one quarter under authority of the City. Uses within the area contain a mix of residential, medical, office, and mineral extraction. The transition from the City to the Township is primarily occupied by residential uses.

Parcel Classification & Unimproved Parcels

Property classification is a method by which assessors at the local unit of government identify a specific parcel, assigning a classification code that references the existing use of the property for taxation purposes. These classification codes are entered into a database along with other relevant data concerning the property that can then be represented in a spatial (i.e. map) format that is structured as a polygon of the parcel. These codes are valuable to land use planning in that they identify differing uses such as residential, commercial, and industrial allowing for a visual analysis that can be displayed in map form. Additionally a host of other information can be displayed such as unimproved, exempt and size of the parcel.

Included for a representation of structure location and density, are the building footprints. These footprints allow one to estimate density across the parcels which are improved. Map # 3 on the adjoining page displays the property classifications for the West Focus Area, with the statistics concerning those parcels displayed in Table # 1.

West Focus Area (Parcel Data)		
Property Class	# of Parcels	Area
Residential Improved	135	69.14 ac
Commercial Improved	6	44.19 ac
Industrial Improved	1	23.27 ac
Unimproved (vacant)	47	28.31 ac
Exempt Unimproved (vacant)	3	1.74 ac

Table # 1: West Focus Area Parcel Data

Parcel classification data displays that the predominant land use by parcel area is residential, followed by commercial and industrial. The area has a total of 47 parcels which are unimproved and available for development which account for 28.31 acres . There are total of 3 tax exempt parcels which cannot be developed and occupy a total area of 1.74 acres. Two of these parcels are under ownership of the Conservancy with a single exempt parcel at the north end of Eastern Road where the ROW meets the Lake Michigan shore line.

Taking a more in-depth look into the unimproved parcels, Map # 4 provides a visual of of the exempt parcels by size.

- Seven parcels are greater than 1 acre and less than 4.5 acres in size occupying a total area of 16.22 acres
- Forty parcels are 1 acre or less in size and occupy a total area of 12.09 acres.

Findings

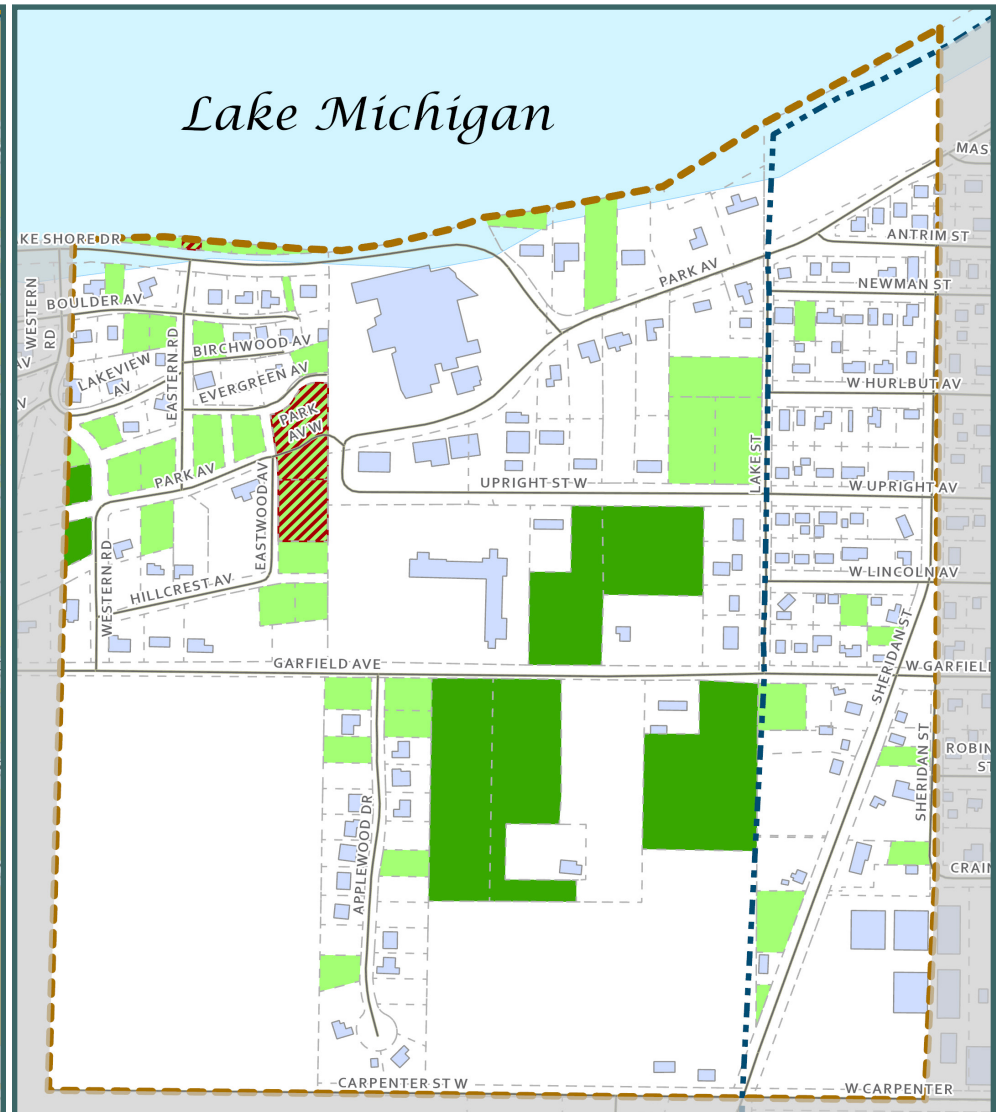
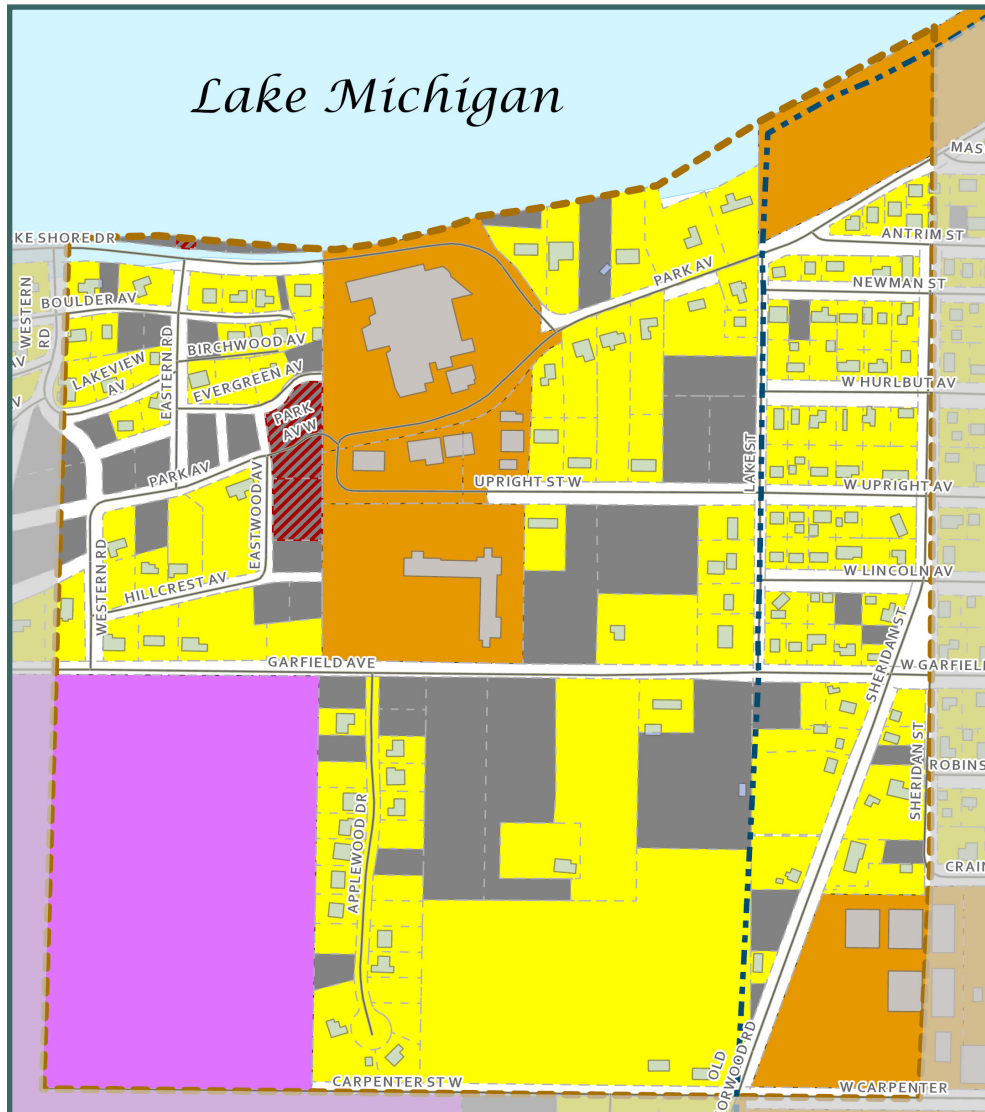
- Predominant land use is residential followed by commercial and industrial.
- Districts align along jurisdictional boundaries, with some variation in uses.
- A few large parcels classified as residential have a single structure.
- Vacant parcels within the focus area are available for development and arranged in a fashion that could allow for combination and a coordinated approach for future development.

Map # 3 West Focus Area Parcel Classification

- | | |
|------------------------|--|
| Highways | Exempt |
| Roads | Unimproved Less than or equal to 1 ac |
| Water Bodies | Unimproved Greater than 1 ac, Less than 4.5 ac |
| Focus Area | Unimproved Greater than or equal to 4.5 ac |
| City/Township Boundary | Unimproved (vacant) |
| Outside Focus Area | Commercial Improved |
| Parcels | Industrial Improved |
| Building Footprints | Residential Improved |



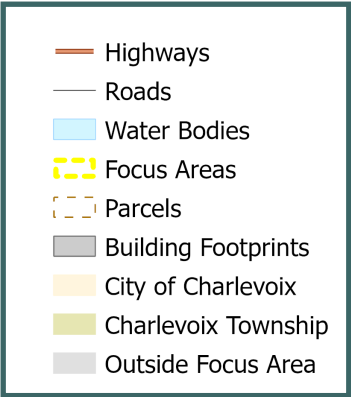
Map # 4 West Focus Area Unimproved Parcels by Area



West Focus Area Ground-Truthing

For the purposes of this plan, ground-truthing is defined as direct visitation to the focus area. Ground-truthing provides an accurate reflection of on the ground conditions of the focus area, which identifies specific uses of parcels, noting businesses and industries, residential unit densities and conformation of vacancies and unimproved status. These findings confirm parcel classification and vacancy data, while providing additional information.

Ground-Truth Map Legend



Findings

- Residential development is comprised of only single-family structures, with 138 identified.
- 1 single-family structure adjacent to medical campus is owned by Munson
- 29 identified vacant parcels available for development (additional vacant parcels are extremely small, located along the lake shore and are not able to be developed due to size and location.
- An older single-family home is a sole occupant of a large parcel which has adjacent unimproved parcels in the south of the area.
- Significant ‘medical campus’ operated by Munson Healthcare includes hospital and emergency services, medical offices, and a nursing home operated collaboratively with McLaren Northern Michigan.
- Commercial uses are limited in focus area, and are service oriented via an excavation contractor business and a boat storage facility.
- The industrial cement plant is screened from view via a large berm which provides separation from the adjacent uses.
- No retail businesses are located within the focus area.

Ground-Truthing Key and Narratives

On the adjacent page Map # 5 displays alphanumeric and symbol references to the key contained within this section. The references outline information specific to the parcel which contains the alphanumeric code or symbol.

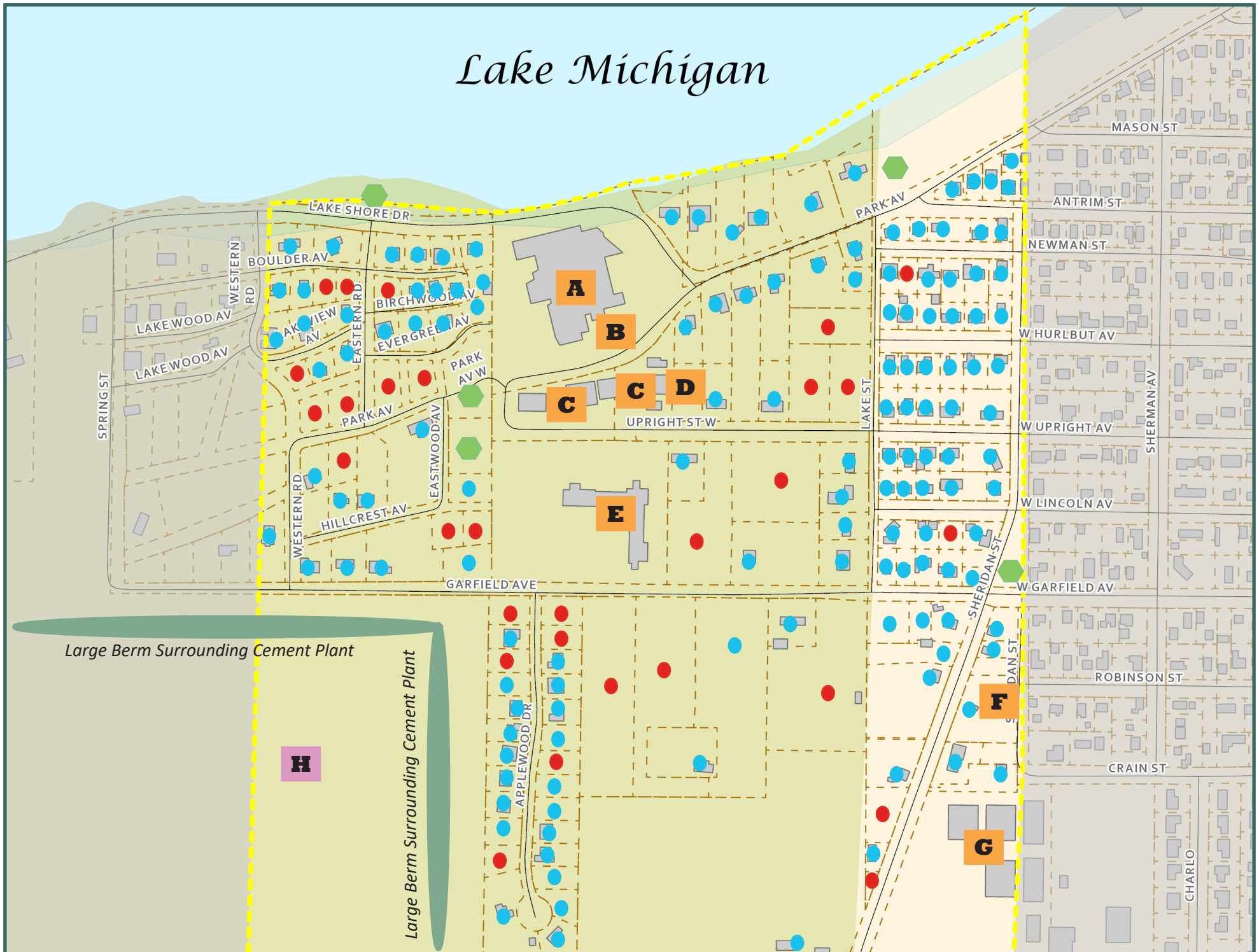
Symbol Key

- Single-family residence.
- Development ready unimproved parcel.
- Exempt public accessible space.

Alphanumeric Key

- A** Munson Charlevoix Area Hospital & Emergency Room (commercial)
- B** Munson Medical Offices (commercial)
- C** Munson Administration & Medical Offices (commercial)
- D** Single-Family Home (Owned by Munson) (commercial)
- E** Boulder Park Terrace (Eldercare nursing home and acute rehabilitation center. Operated collaboratively between Munson and McLaren Northern Michigan) (commercial)
- F** Swanson K&D Excavation and Asphalt Contractor Business (commercial)
- G** Irish Boat Shop (Commercial Boat Storage) (commercial)
- H** Cement Plant (Raw Material Quarry) (industrial)

Lake Michigan



Map # 5 West Focus Area Ground-Truthing

West Focus Area Infrastructure

The City of Charlevoix operates Water, Sewer and Electric Services through enterprise funds, which allow the City to manage the utilities in a business like manner. This provides the appropriate avenue for funding of infrastructure expansion and upgrades, and in conjunction with being a home rule City, allows for expansion of utilities to neighboring contiguous parcels outside of the City.

Utilities:

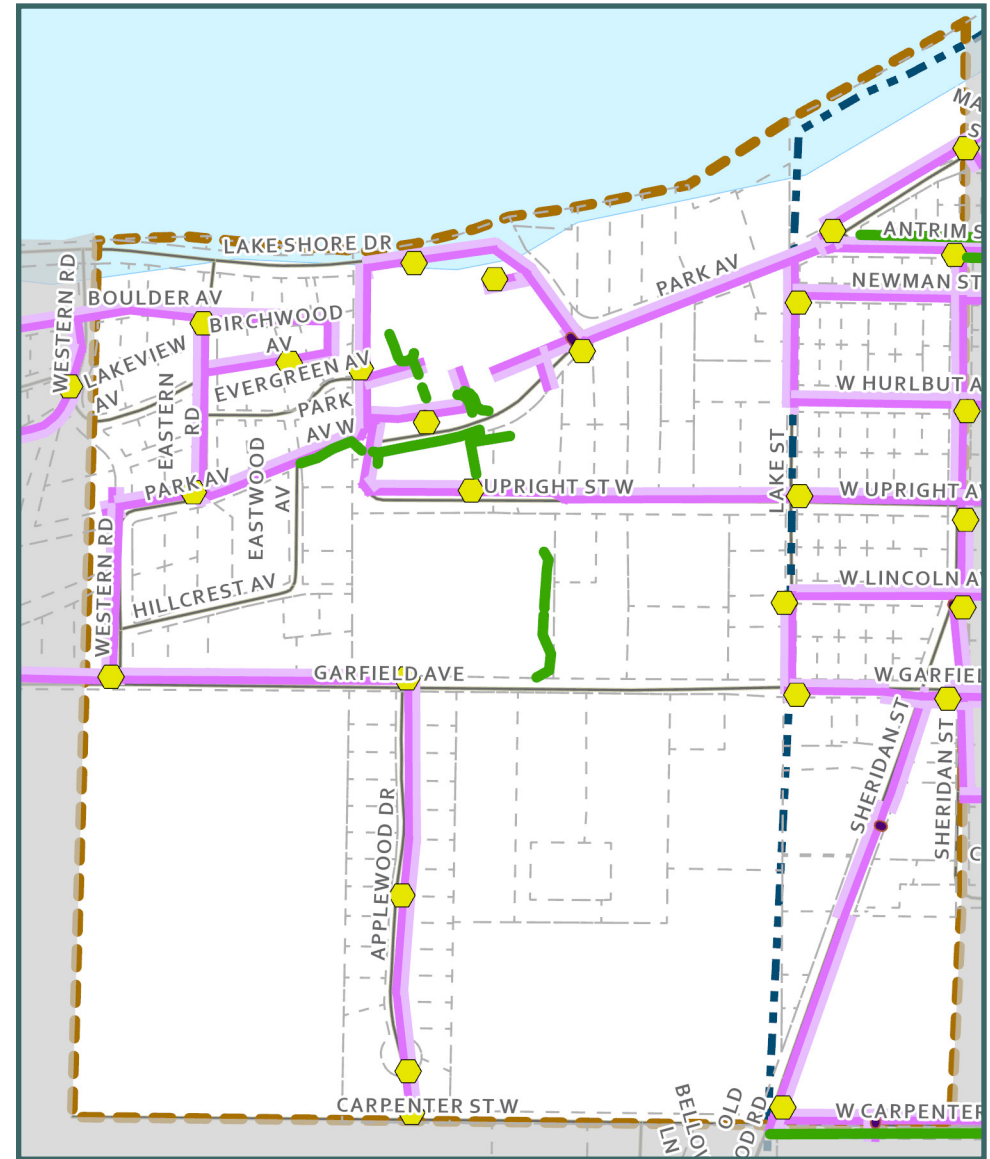
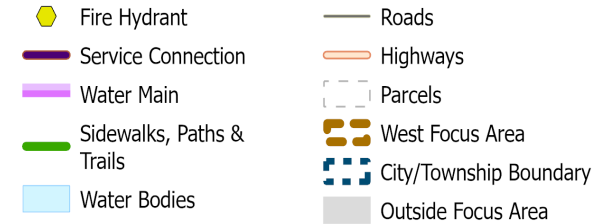
- **Electric Service:** Electrical service is provided to all of this focus area through the City.
- **Water Service:** The entirety of the City property within the focus area is served by City water. City Water Service mains extend into the Township and provide fire protection through connections to fire hydrants throughout the focus area. There is ability to expand water service to all parcels within the focus area.
- **Sewer Service:** City Sanitary Sewer is available to all City areas of the focus area. Sewer is limited within the Township portion, but capacity is available and the location of the focus area lends to gravity flow.

Other Infrastructure:

- **Roads:** Roadways within the City are managed with City oversight, while Township roadways are managed by the County Road Commission.
- **Trails & Sidewalks:** Sidewalks fall just short of the Township with Antrim and W. Carpenter Streets providing the closest connection. The Munson Campus has sidewalks for internal connections of the campus.
- **Parks & Recreation:** Active parks are largely absent from the focus area, with passive park connections to Lake Michigan present.

Infrastructure Expansion: Expansion of available City utilities in order to support and promote development is the most efficient and feasible option for the West Focus Area. Both the City Master Plan and Township Master Plan emphasize the importance of shared utilities across municipal boundaries, particularly in the context of Economic Development. Housing is one of many factors relating to economic development, of which residential uses are prioritized for this focus area.

**Map # 6:
West Focus
Area
Infrastructure**



West Focus Area Tapestries

Tapestry Segmentation combines the “who” of lifestyle demography with the “where” of local neighborhood geography to create a model of various lifestyle classifications, or segments, of actual neighborhoods. The West Focus Area has two defined tapestry segments: **Old and Newcomers** which comprise 54.3% of the focus area population, and **Rural Resort Dwellers** comprise 45.7% of the focus area population. A summary of each tapestry segment follows with the full tapestry report located in Appendix A.

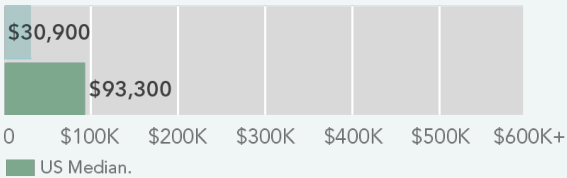
Old and Newcomers

- Average Household Size: 2.12
- Median Age: 39.4
- Median Household Income: \$44,900

Median Household Income



Median Net Worth

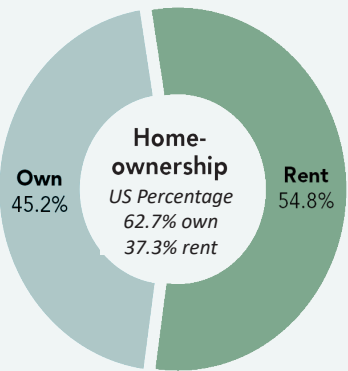


Income & Net Worth

- Income and net worth lower than US median.

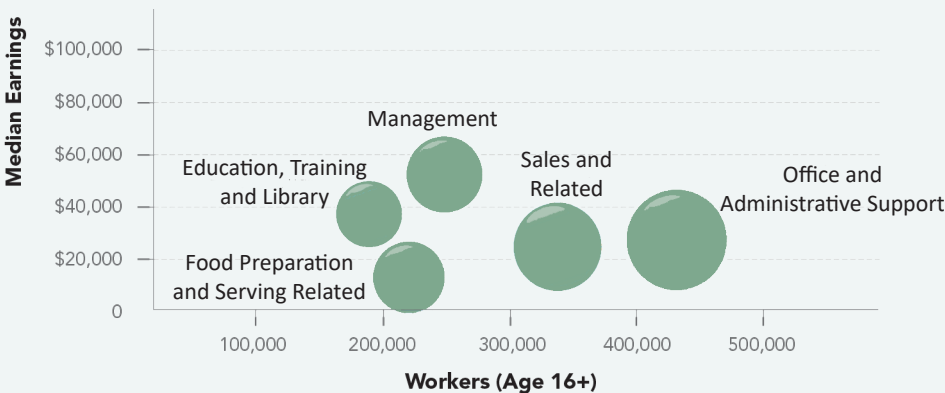
Housing Type

- Single-Family;
- Multi-units



Occupation by Earnings

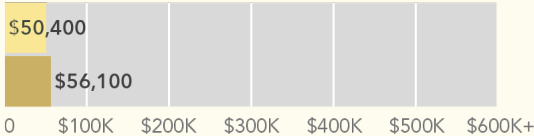
- Top five occupations with highest number of workers **in market** for this tapestry. Highest earnings in Management, with sales and office admin containing most workers.



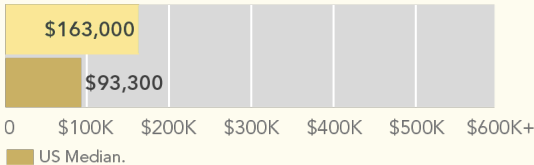
Rural Resort Dwellers

- Average Household Size: 2.22
- Median Age: 54.1
- Median Household Income: \$50,400

Median Household Income



Median Net Worth

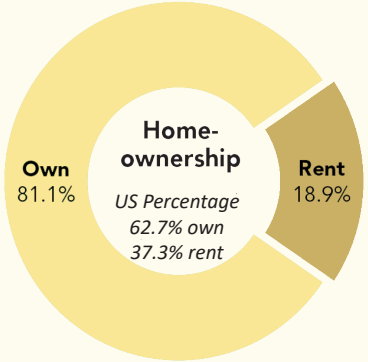


Income & Net Worth

- Income lower than US median, net worth is greater

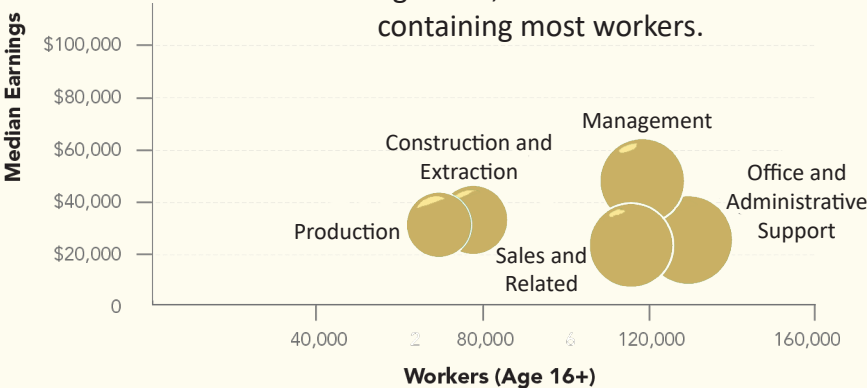
Housing Type

- Single-Family
- Seasonal



Occupation by Earnings

- Top five occupations with highest number of workers **in market** for this tapestry. Highest earnings in Management, with sales and office admin containing most workers.



West Focus Area Land Use

The community Master Plans set the land use policy for the West Focus Area. A brief summary is below with full reference language in Appendix B & C. Land use districts for both communities are displayed on Map 7.

City of Charlevoix

The City Master Plan identifies this focus area as a part of the Central Neighborhood District, which is the core neighborhood district containing the oldest homes. Summarized policy that pertains to this focus area is as follows: promote Infill development with allowance of smaller housing, consistent design with the existing neighborhood form, partnerships with neighboring jurisdictions for joint planning and infrastructure expansion, promote area as viable place to live and work, encourage higher density in appropriate areas, regulate short-term-rentals, utilize community land trust (CLT)

Land Use Districts Summary

Scenic Reserve is intended to promote Lake Michigan shoreline protection and facilitate public access. The City Center Residential promotes infill residential development with allowances by right for density beyond single-family residential. The Industrial District promotes industrial use and employment locations.

West Focus Area Zoning

The community Zoning Ordinances set the regulatory controls for the West Focus Area. The existing bulk regulatory requirements for districts of the focus area are outlined below for each jurisdiction and shown on Map 8. See Appendix D for complete bulk tables, references and additional narrative.

District	General Allowed Uses	Front Setback	Rear Setback	Side Setback	Lot Coverage	Lot Area	Lot Width	Building Height	Dwelling Size
<i>City of Charlevoix</i>									
R1	Single Family, Churches/Parks	15	25	10/15 Corner	40%	9000	70	26	1040/1600
R2	Same as R1	15	25	8/15 Corner	40%	6000	50	26	800/1200
I	Industrial Development	30	25	20	60%	43560	150	30	N/A
PF	Government, School Buildings	20	15	10/15 Corner	N/A	N/A	100	35	N/A
SR	Docks, Non-Commercial Use	25	50	20 One/ 50 Total	30%	N/A	N/A	25 Peak	N/A
<i>Charlevoix Township</i>									
R1	Single Family, Churches/Parks	25	30	15 Interior/25 Street	30%	15000*/12000**	100	24	1040 sq. feet
R2	Same as R1, allows Duplexes	25	30	10 Interior / 25 Street	35%	10000*/12000**	80	35	864 sq. feet
HCO	Hospitals and Health Care Offices	25	25	10 Interior / 25 Street	N/A	N/A	N/A	35	N/A
A	Agricultural	50	100	20,60***** Interior / 25 Street	30%	2 acres	200	35	864 sq. feet
MRD	*****	*****	*****	*****	*****	*****	*****	*****	*****

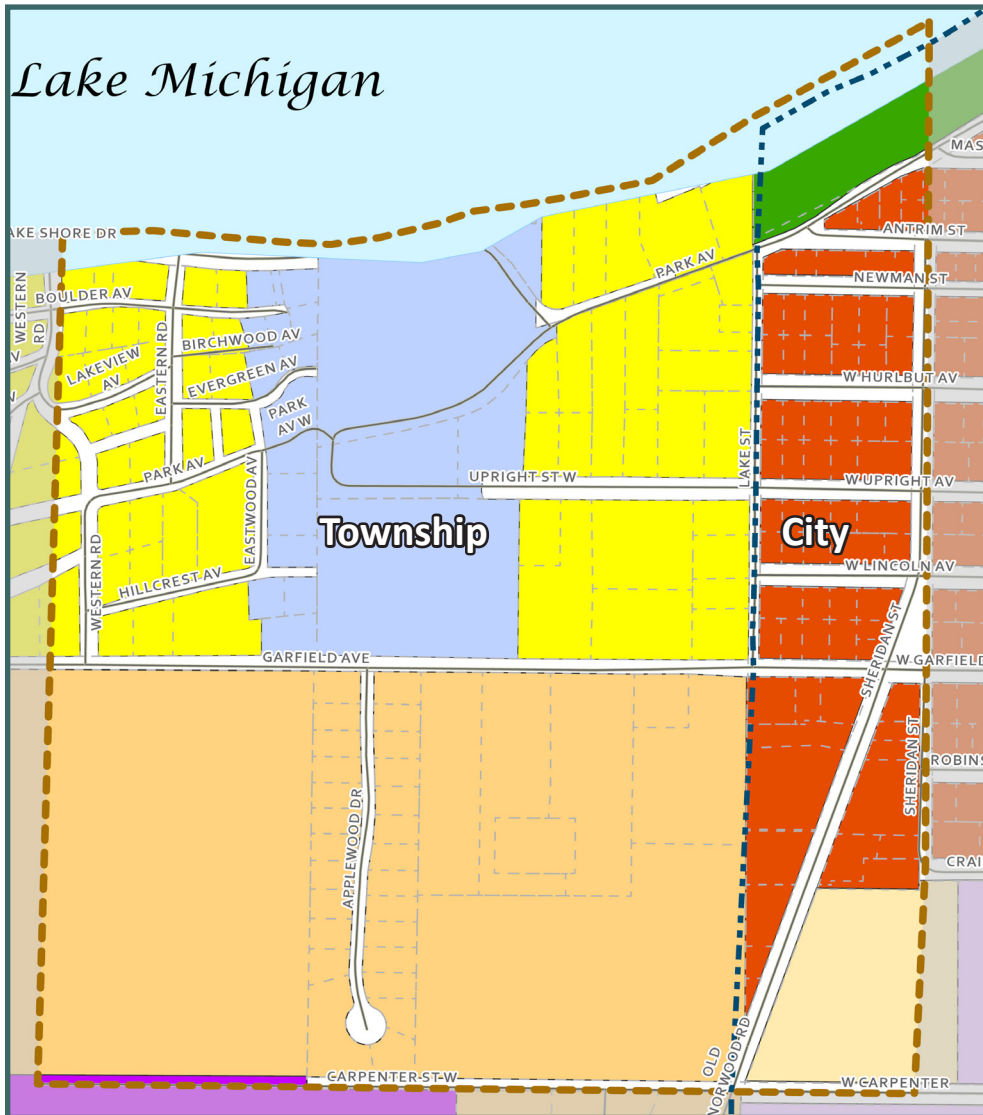
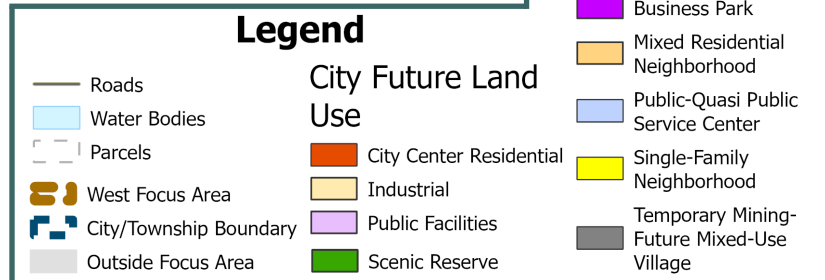
Charlevoix Township

Recognition of the difficulties posed by area natural features and division of the City geography frame the Township plan with desire towards a collaborative approach to planning and zoning. Summarized policy which applies to this focus area is as follows: compact development patterns which control sprawl encouraging mixed use with building and landscaping focus, plan for diverse forms of housing, minimize natural vegetation loss preserving corridors, create attractive areas to work and shop.

Land Use Districts Summary

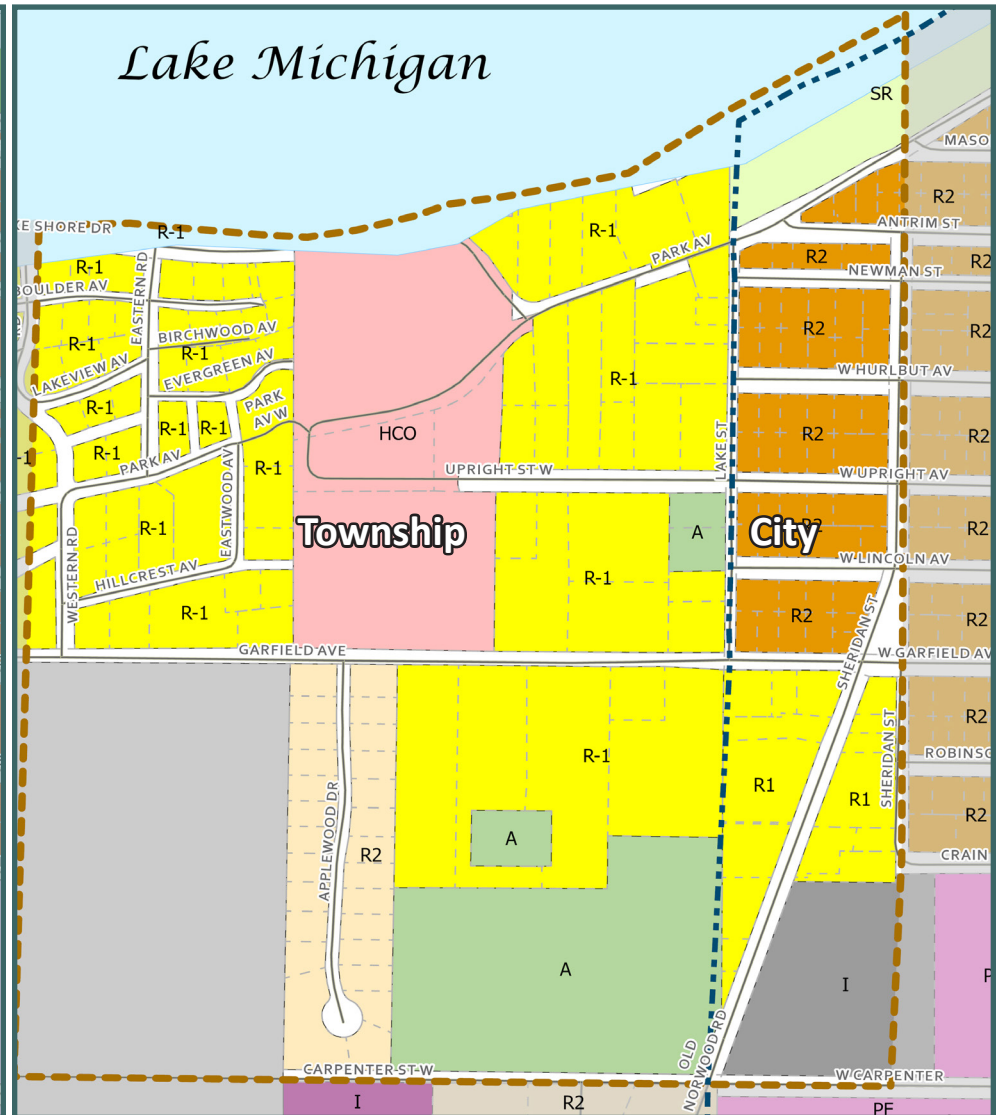
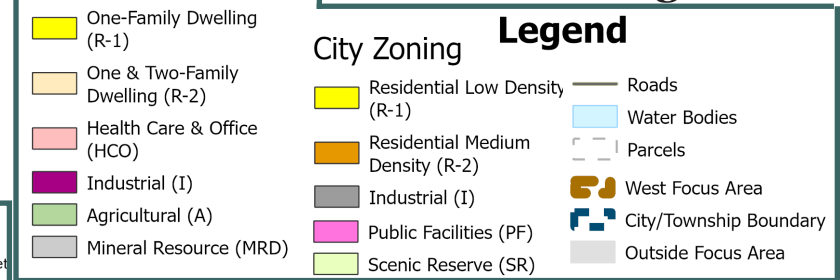
Single-Family Neighborhood is applied to 25% of the land area. The Mixed Residential Neighborhood promotes density, and outlines this use for a portion of the quarry area, applied to 40% of the area. The Public Quasi Public Service Center surrounds and supports activities of the Munson Charlevoix Hospital and ancillary uses, assigned to 20% of the area

Map # 7
West Focus Area
Future Land Use



Map # 8

West Focus Area Zoning



West Focus Area Desired Direction and Actions

The cumulation of the analysis for the West Focus Area arrives at a discussion of the desired direction for shaping land use policy and zoning regulation. This section of the plan will provide some insight from Munson as a lead employer and member of the community anchored in this focus area. This will be followed with directive for land use policy and zoning regulation.

Munson Charlevoix Stakeholder Input

- Lack of housing impacting talent attraction and retention.
- Munson reps. have spoken about issue at Township meetings.
- Munson has bought one home, but doesn't plan to buy any additional, and doesn't want to manage residential property.
- Munson would like to expand existing campus with building updates and improvements, along with improved parking areas.
- Location has historic agreement that site will be used for healthcare in perpetuity, federally designated as a "critical access hospital"

West Focus Area Future Land Use (LU) Directives

City of Charlevoix LU Directives

Location

There are three parcels located between Whitley and Sheridan Streets, owned by Kevin Swanson, that have a FLU of City Center Residential, but they are in use by a trucking company. There is an older residential structure on one of the parcels. Adjoining land uses are residential. No side-walks or screening of equipment and materials was observed between the trucking company and the adjoining single-family homes, per the site visit.

Recommendation #1 (See Map 9)

It is recommended that these parcels be reclassified as Industrial. Per the City's Master Plan, the Industrial classification can include "multi-family residential use into an industrial or mixed use building when residential areas house employees of the associated use. Housing types should be a mix of multi-family units incorporated into [a] multi-story, primarily industrial use building. Housing should include rental- and owner-occupied units primarily intended for permanent residents. All development types should include...screening and attractive landscaping and screening as appropriate, and sidewalks as part of a pedestrian-friendly street network."

Charlevoix Township LU Directives

Location

The FLU category of Single Family Neighborhood (SF) to the west of the hospital/medical care complex (Boulder Park historic neighborhood), and to the east of it, on the north side of Park Avenue, is appropriate.

Recommendation # 2 (See Map 9)

It is recommended to comply with MEDC's RRC requirements, and to allow for limited types of increased residential density, the zoning of these SF areas should allow for duplexes as a use by right. Design standards can be implemented for future duplex developments so that they blend well with the surrounding neighborhood; this can also include screening requirements for parking, etc. associated with the duplexes.

Location

In the area categorized with a FLU of SF located south of Park Avenue and on either side of Upright Street (to the West of Lake Street) the following recommendation should be implemented.

Recommendation # 3 (See Map 9)

It is recommended that the FLU category of SF be re-categorized as Mixed Residential Neighborhood (MR). There are five parcels in this area that are currently vacant, as well as a number of older, smaller single family homes. These areas could support higher density residential, or a mixed use development with a limited amount of retail/service use that could be patronized by those at the adjoining regional healthcare facilities as well as area residents. The adjoining land to the south along W. Garfield and Carpenter is already categorized as MR. Several larger acreage parcels that are fallow agricultural fields in the area between Garfield and Carpenter could accommodate a wide range of residential densities, providing much needed "Missing Middle" housing options.

Additional Note # 1 (See Map 9)

A large area of land adjoining the MR land use district to the southwest of Carpenter St. is categorized as Business Park. This area appears to be owned by the St. Mary's Cement Company. If this area were to be re-developed into a business park in the future, adjoining residents would benefit from close proximity to employment options, services, while the increase in businesses would likely increase the demand for additional housing.

City of Charlevoix and Charlevoix Township LU Directives

Location

No sidewalks were observed in the focus area or immediately adjoining areas. The closest sidewalk connection is within the City at the corner of Antrim St. and Park Ave.

Recommendation # 4 (See Map 9)

It is recommended that the City, Township, hospital, and other stakeholders work to create a paved non-motorized route that connects key destinations near the neighborhoods in the focus area, such as: the boat launch on Lake Shore Drive, the (unofficial) beach access in front of the hospital along Lake Shore Drive; the public beach access point at Lake and Antrim Streets; the dog park and ballfields on Carpenter Street; and the Lake to Lake trail connection along Center Street.

Additional Note # 2 (See Map 9)

Consider opportunities for the creation of public "pocket parks" within new developments and in other areas where appropriate, such as along a future non-motorized route or the waterfront in front of the hospital along Lake Shore Drive. One potential area appears to be located within a right-of-way owned by the City along Sheridan, between Lincoln and Garfield Avenues.

Legend

FLU Changes
City
Township

Township Future Land Use

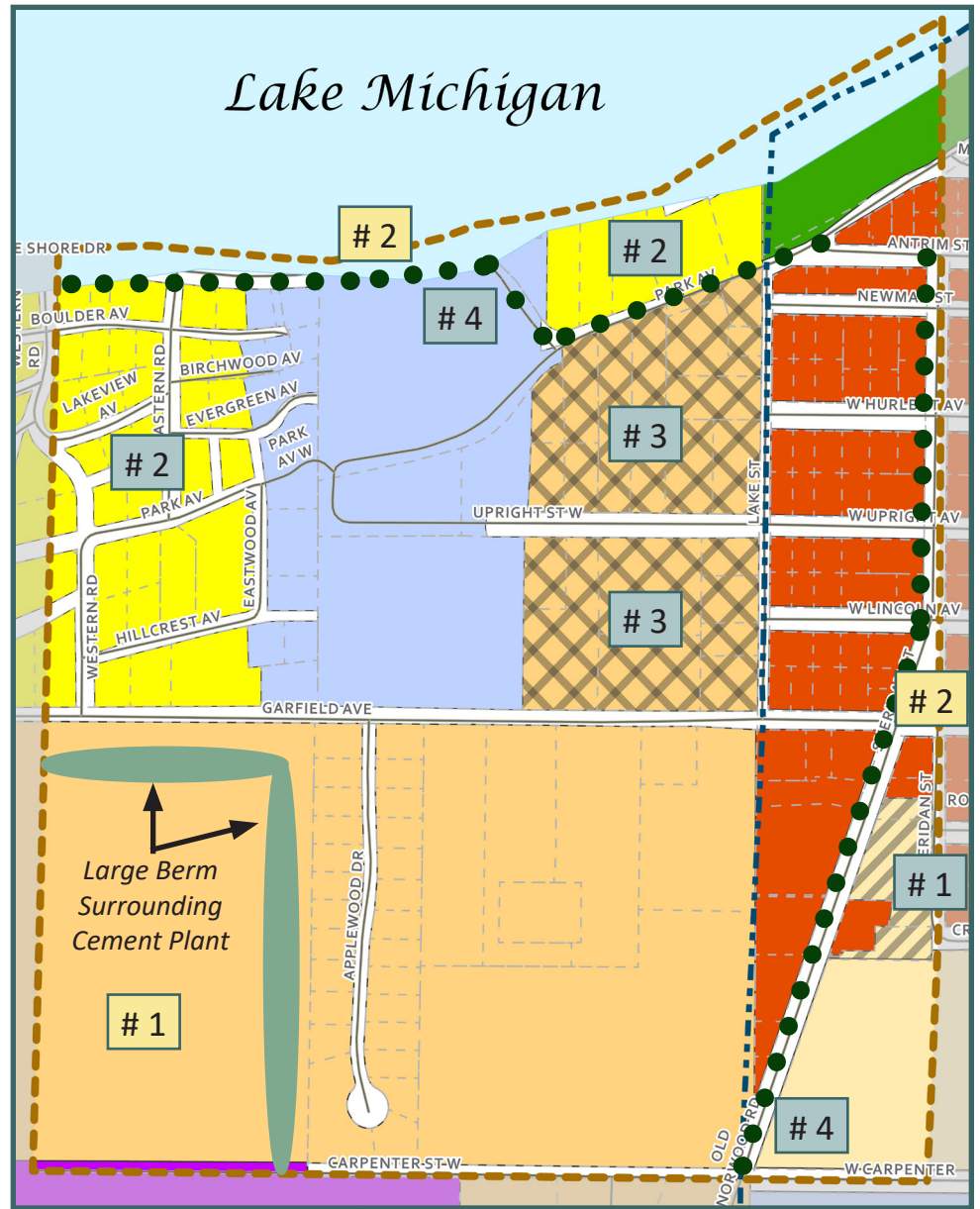
Business Park
Commercial Business Center
Mixed Residential Neighborhood
Public-Quasi Public Service Center
Single-Family Neighborhood
Temporary Mining-Future Mixed-Use Village

City Future Land Use

Charlevoix Corridor
City Center Residential
Community Mixed Use
Private Club Residential
Industrial
Public Facilities
Scenic Reserve
Highways
Roads
Water Bodies
Parcels
North Focus Area
City/Township Boundary
Outside Focus Area

Map # 9 West Area Land Use Directives

FLU Changes	Recommendation Locations	# 1
City	Additional Note Locations	# 1
Township	Path/Sidewalk/Trail Extension	● ● ● ●



West Focus Area Zoning (ZO) Directives

The future land use policy presented for the West Focus Area was developed with supporting established policy found within the respective communities Master Plans. Additional refinement of the policy through this process leads to recommended directives to be undertaken with each communities regulatory zoning. The directives outlined on these pages directs zoning text and map amendments through narratives and denoted locations on maps. Example template regulatory zoning language for each community is found within Appendix E.

City of Charlevoix and Charlevoix Township Zoning Text Amendment Directives

City and Township Text Amendment “Duplexes by Right”
The City and the Township should decrease the requirements within the City R1, R2 and the Township’s R-1 district to allow for duplexes as a use by right with additional design requirements.

City and Township Text Amendment “Decrease Min. Dwelling Size”
It is recommended that the City and Township both adopt a decrease in minimum dwelling size for the R-2 district to 600 ft². The Township should decrease the R-1 minimum dwelling size to 800 ft² to match the City.

City and Township Text Amendment “Decrease Min. Lot Size”
The City and the Township should decrease the minimum lot size requirements within the R1 & R2 district to the density displayed below:

- R-1 District: 3,500 to 5,000 square feet*
- R-2 District: 2,500 to 3,500 square feet*

(*density is based on single unit, additional area should be required of duplexes and multi-family structures.)

Charlevoix Township Only Zoning Text Amendment Directives

Township Text Amendment “Amend the R-1 District Title”
It is recommended that Charlevoix Township amend the R-1 Zoning district title to “One and Two Family Dwelling”. This would align this district title with the recommended provision to allow for duplexes by right.

Township Text Amendment “Amend the R-2 District Title”
It is recommended that Charlevoix Township amend the R-2 Zoning district title to “Mixed Residential Neighborhood”. This would align this district with the Township Master Plan Future Land Use Policy. This district should include allowance through Special Use of Planned Unit Developments and Planned Residential Developments. This district should also allow for Mixed Use as a Special Use.

Township Text Amendment “PUD and PRD to Special Use”
Planned Unit Development (PUD) and Planned Residential Development (PRD) are currently zoning districts requiring a re-zoning in order to accommodate a development request. It is recommended that they be classified as special uses, which will still require a formal public process for approval, while easing the process giving the planning commission more oversight and flexibility for development proposals.

Township Text Amendment “Buffer & Screening Standards”
Current language allows arbitrary waiving of required buffers, and current buffer standards are limited in scope. A set of landscape buffer layouts should be developed offering design options. Consideration should be given to only allowing waiving of requirements in very limited circumstances. Buffers/Screening should be required in the following situations:

- Between all Multi-family parking areas and adjacent one and two family residential uses.
- Between all Commercial parking areas and residentially zoned property
- Between all industrial uses and residentially zoned areas
- Screen of all refuse/waste/delivery areas in multi-family, commercial and industrial uses

Township Text Amendment “Residential Design Standards”
It is recommended that residential design standards be developed for two family and multi-family dwellings which follow existing residential design. Incorporate covered porches, roof forms, articulation of facade, landscaping and parking/garages placed to side/rear.

City of Charlevoix Zoning Map Amendments

City of Charlevoix Map Amendment Recommendation #1(See Map 10)

Rezone the City of Charlevoix Zoning Map with the following map amendment. Rezone parcels 052-227-012-00, 052-227-012-20, and 052-227-013-00 from R-1 to Industrial, which will align the zoning for these non-conforming uses, and institute buffer standards between adjacent residential uses.

Charlevoix Township Zoning Map Amendments

Charlevoix Township Map Amendment Recommendation #2 (See Map 10)

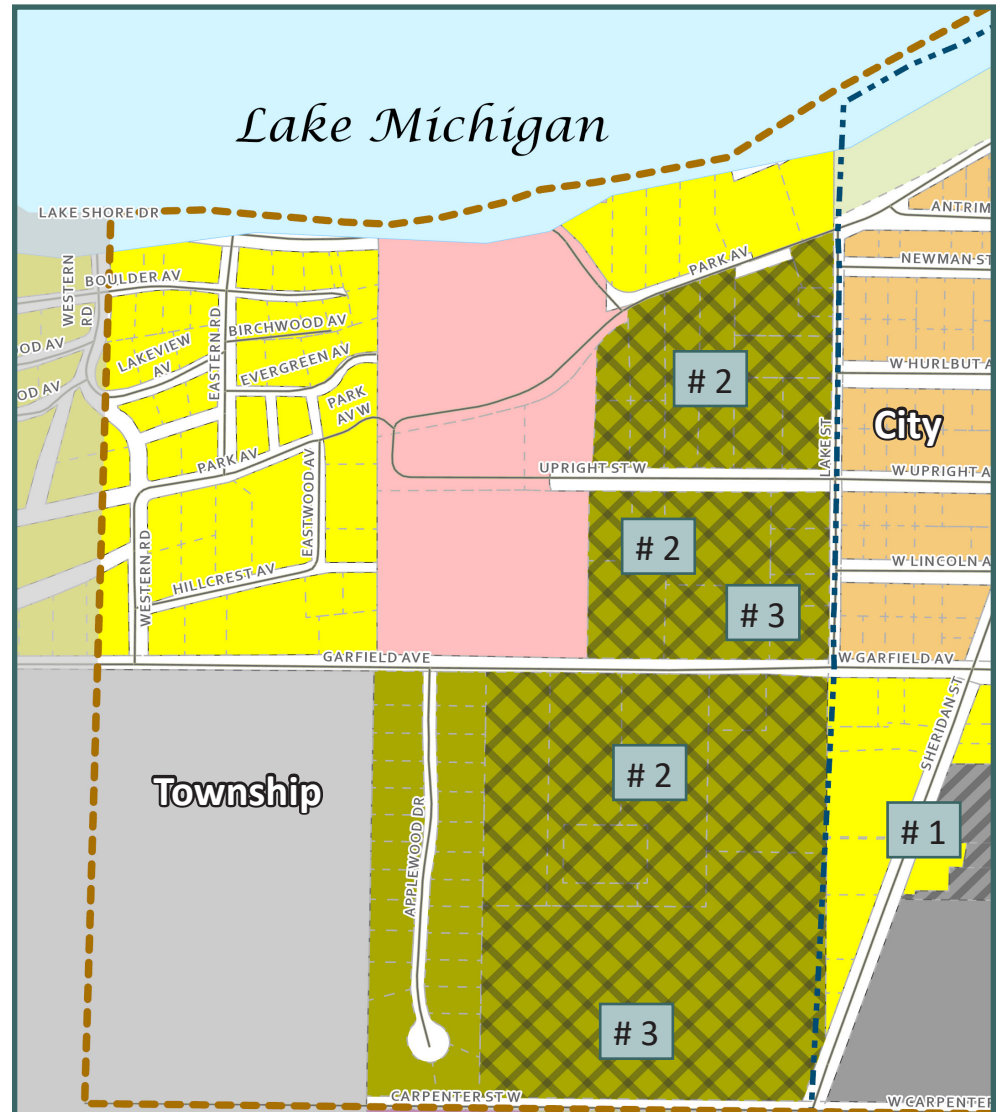
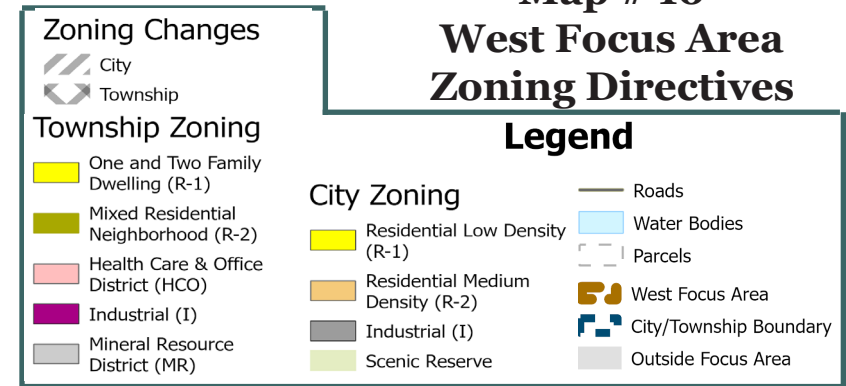
Rezone the Charlevoix Township Zoning Map with the following map amendment. Rezone all parcels currently zoned R-1 to R-2 in the following areas.

- All Township R-1 parcels located South of Park Ave, East of the HCO District, and West of Lake St, as well as all Township R-1 parcels located South of Garfield Ave in the Focus Area.

Charlevoix Township Map Amendment Recommendation #3 (See Map 10)

Rezone the Charlevoix Township Zoning Map with the following map amendment. Rezone all parcels currently zoned A to R-2 in the following areas.

- The Agricultural parcel located on the Southwest corner of Upright and Lake St. and the Agricultural parcels located south of Garfield Ave. in the Focus Area.



3) NORTH FOCUS AREA

The North Focus Area spans the City and Township boundary located North of the City center, bordered to the north by Waller Road, bordered to the west by Mercer Road to the south by US 31 and to the east by Martin Road. The City Master Plan identifies this area as the “Charlevoix Business Park”.

The planning focus area is split evenly with authority of the Township covering approximately 50% and the City overseeing 50%. Uses within the area contain a mix of residential, commercial, and industrial. The transition from the City to the Township is along an extremely sinuous boundary which cuts back and forth creating extensions of City parcels which are surrounded by Township parcels

Parcel Classification & Unimproved Parcels

Property classification is a method by which assessors at the local unit of government identify a specific parcel, assigning a classification code that references the existing use of the property for taxation purposes. These classification codes are entered into a database along with other relevant data concerning the property that can then be represented in a spatial (i.e. map) format that is structured as a polygon of the parcel. These codes are valuable to land use planning in that they identify differing uses such as residential, commercial, and industrial allowing for a visual analysis that can be displayed in map form. Additionally a host of other information can be displayed such as unimproved, exempt and size of the parcel.

Included for a representation of structure location and density, are the building footprints. These footprints allow one to estimate density across the parcels which are improved. Map # 11 on the adjoining page displays the property classifications for the North Focus Area, with the statistics concerning those parcels displayed in Table # 3.

North Focus Area (Parcel Data)		
Property Class	# of Parcels	Area
Residential Improved	12	12.29 ac
Commercial Improved	30	47.62 ac
Industrial Improved	6	25.94 ac
Unimproved (vacant)	21	42.36 ac
Exempt Unimproved (vacant)	2	13.66 ac

Table # 3 West Focus Area Parcel Data

Parcel classification data displays that the predominant land use by parcel area is commercial followed by industrial and residential. The area has a total of 21 parcels which are unimproved and available for development which account for 42.36 acres. There are total of 2 tax exempt parcels which occupy a total area of 13.66 acres and are not available for development. One of these parcels is under ownership of the Conservancy with the other under control of the school system.

Taking a more in-depth look into the unimproved parcels, Map # 12 provides a visual of of the exempt parcels by size.

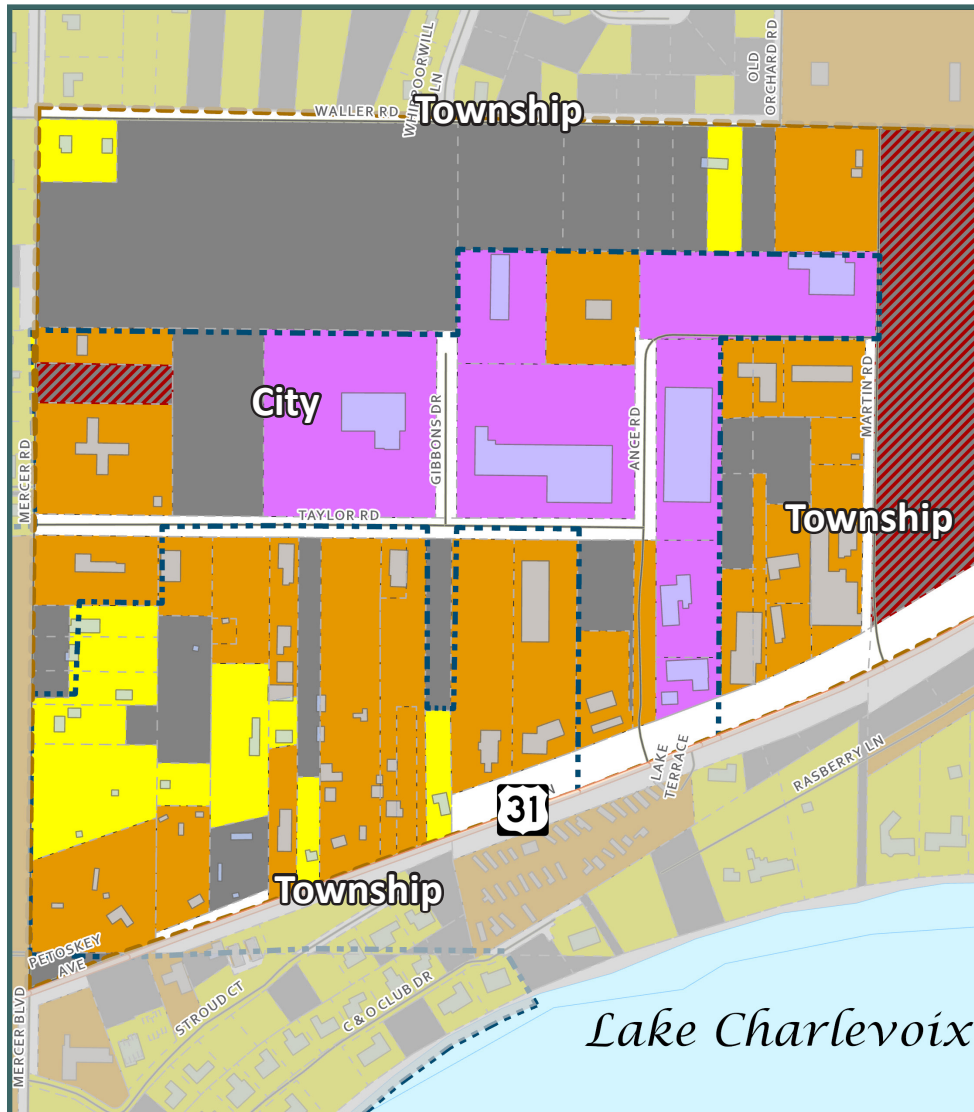
- One parcels is greater than 4.5 acre occupying an area of 19.18 acres.
- Eleven parcels are between 1 acre and 4.5 acres occupying a total area of 18.85 acres.
- Nine parcels are less than 1 acre and occupy an area of 4.33 acres.

Findings

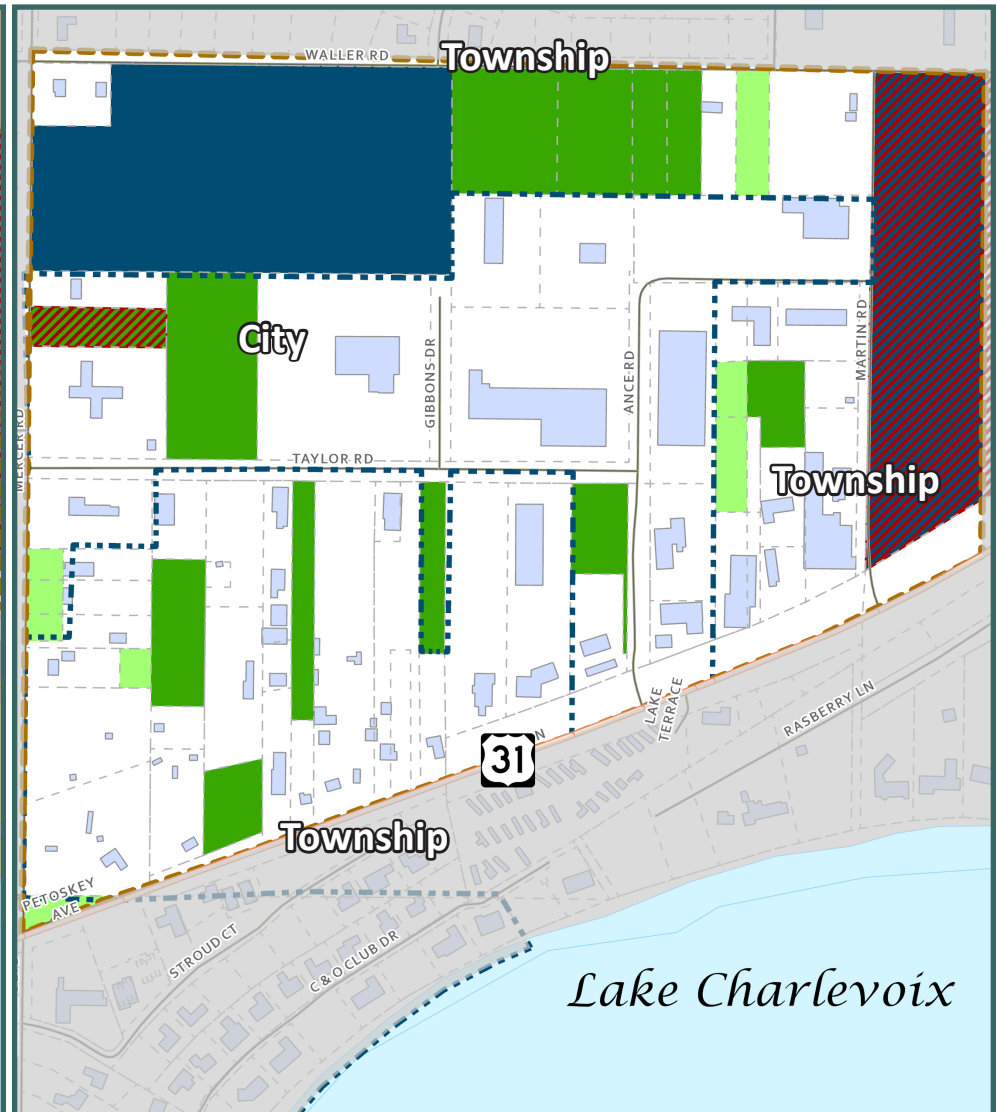
- Predominant land use is commercial followed by industrial with residential assigned to the least amount of acreage.
- Uses along jurisdictional boundaries are primarily commercial abutting industrial and industrial abutting unimproved parcels.
- Vacant parcels within the focus area are available for development and arranged in a fashion that could allow for combination and a coordinated approach for future development.

Map #11 North Focus Area Parcel Classification

- | | |
|------------------------|--|
| Highways | Exempt |
| Roads | Unimproved Less than or equal to 1 ac |
| Water Bodies | Unimproved Greater than 1 ac, Less than 4.5 ac |
| Focus Area | Unimproved Greater than or equal to 4.5 ac |
| City/Township Boundary | Unimproved (vacant) |
| Outside Focus Area | Commercial Improved |
| Parcels | Industrial Improved |
| Building Footprints | Residential Improved |



Map #12 North Focus Area Unimproved Parcels by Area



North Focus Area Ground-Truthing

For the purposes of this plan, ground-truthing is defined as direct visitation to the focus area. Ground-truthing provides an accurate reflection of on the ground conditions of the focus area, which identifies specific uses of parcels, noting businesses and industries, residential unit densities and conformation of vacancies and unimproved status. These findings confirm parcel classification and vacancy data, while providing additional information.

Ground-Truthing Key and Narratives

On the adjacent page Map # 13 displays alphanumeric and symbol references to the key contained within this section. The references outline information specific to the parcel which contains the alphanumeric code or symbol.

Findings

- Residential development is comprised of strictly single-family structures, with 11 identified.
- Residential structures are primarily located on the perimeter of the focus area in the SW, with two outliers along the norther boundary.
- Existing structures within the business park are mostly occupied with 3 vacant commercial and 1 vacant industrial.
- There are 5 occupied industrial improved parcels.
- There are 17 occupied commercial improved parcels.
- There are 15 identified vacant development ready parcels.
- There is substantial vacant unimproved acreage in the north of the focus area along the south side of Waller Road.
- There is a pocket of vacant unimproved parcels within the SE corner.
- There is substantial natural vegetation present.
- Landscaping present at most businesses
- Vegetative screening and buffering is present between some uses.
- Sidewalks and pedestrian amenities are mostly absent.

●

Single-family residence.

●

Development ready unimproved parcel

A

Krist Gas Station (commercial)

B

Rental Cabins (commercial)

C

Wilmot Electric (commercial)

D

Char-Emmet ISD (civic/institutional)

E

Char-Childrens House (civic/institutional)

F

Unknown Business (light industrial)

G

American Tool & Gauge (commercial)

H

Greenhouse/Landscaping (commercial)

I

SPD Holdings (commercial)

J

Esperance Wine Store (commercial)

K

Rental Cabins (commercial)

L

Carpet Cleaners (commercial)

M

Char Screen Masters (commercial)

N

Elks Lodge (commercial)

O

CHX Commercial Storage (commercial)

P

Blarney Castle EZ Mart (commercial)

Q

Michigan Scientific (light industrial)

R

DCL (light industrial)

S

Nucore, Inc (light industrial)

T

DCL (light industrial)

U

Twp Fire Dept. (civic/institutional)

V

Wood Boat Restoration (commercial)

W

Bergman Center (commercial)

X

GIC Thermodynamics (commercial)

Y

Jess Construction (commercial)

Z

Pearson Construction (commercial)

●

Exempt public accessible space.

●

Utility Infrastructure

Symbol Key

Alphanumeric Key

Ground-Truth Map Legend

—

Highways

—

Roads

—

Water Bodies

—

Focus Areas

—

Parcels

—

Building Footprints

—

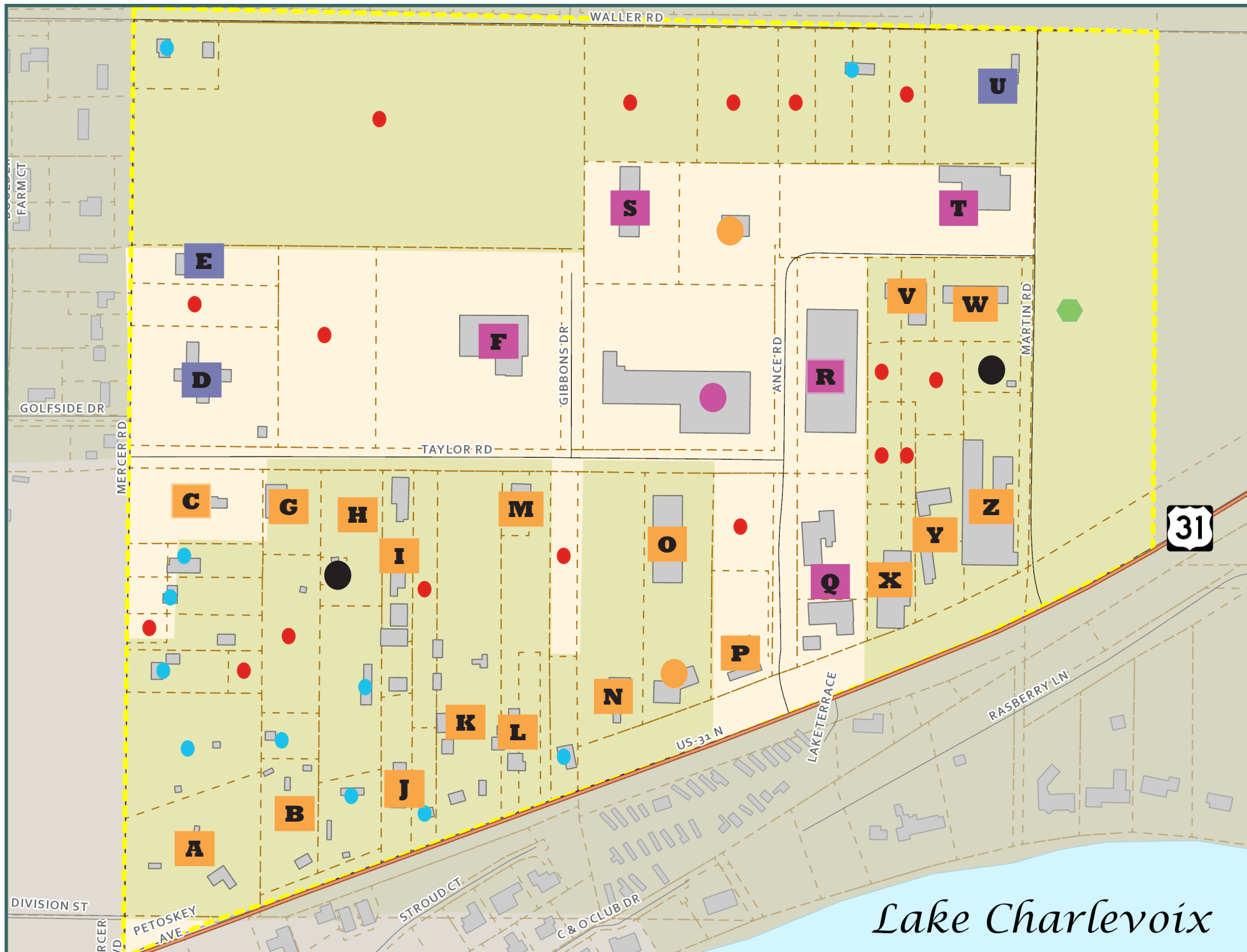
City of Charlevoix

—

Charlevoix Township

—

Outside Focus Area



Map # 13 North Area Ground-Truthing

North Focus Area Infrastructure

The City of Charlevoix operates Water, Sewer and Electric Services through enterprise funds, which allow the City to manage the utilities in a business like manner. This provides the appropriate avenue for funding of infrastructure expansion and upgrades, and in conjunction with being a home rule City, allows for expansion of utilities to neighboring contiguous parcels outside of the City.

Utilities:

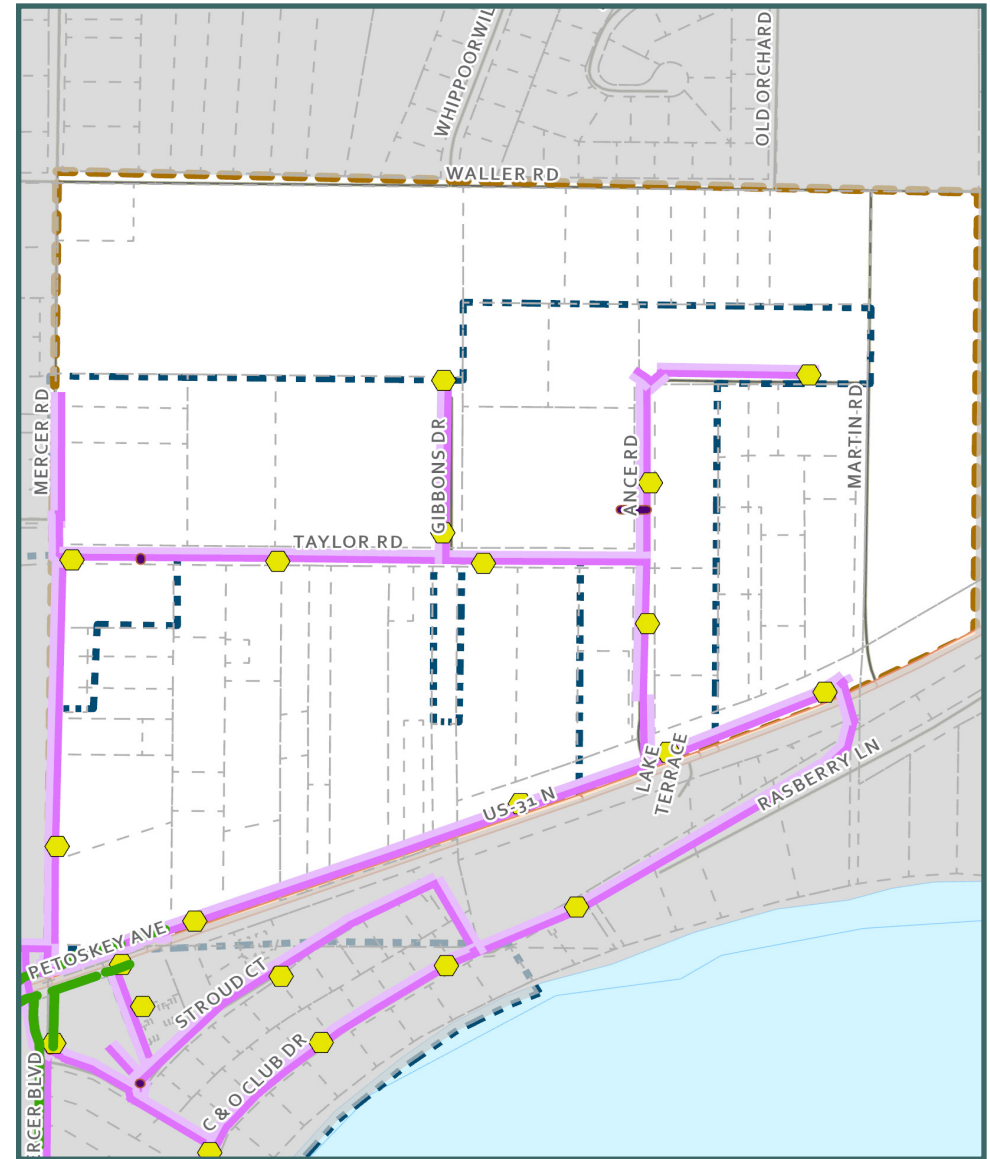
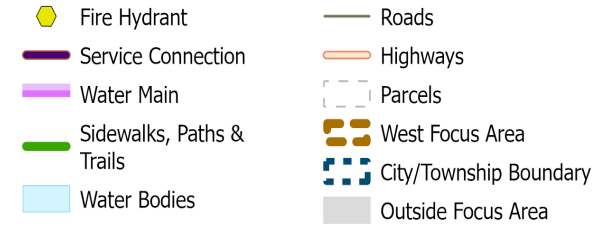
- **Electric Service:** City Electrical service is provided to the City portion of the focus area, with the Township electric utility provided by Consumers Energy.
- **Water Service:** The entirety of the City property within the focus area is served by City water. City Water Service mains extend into the Township and provide fire protection through connections to fire hydrants along US 31. There is ability to expand water service to all parcels within the focus area if supporting infrastructure is constructed.
- **Sewer Service:** City Sanitary Sewer is available to all City areas of the focus area. Sewer is limited within the Township portion. Priority should be given to necessary expansion of sewer.

Other Infrastructure:

- **Roads:** Roadways within the City are managed with City oversight, while Township roadways are managed by the County Road Commission. MDOT manages oversight of US 31.
- **Trails & Sidewalks:** Sidewalks fall short of the focus area, with the closest connection location being just SW of the focus area along US 31.
- **Parks & Recreation:** Active parks are largely absent from the focus area.

Infrastructure Expansion: Expansion of available City utilities in order to support and promote development is the most efficient and feasible option for the North Focus Area. Each community recognizes the importance of shared utilities across municipal boundaries, particularly in the context of Economic Development. Industry and Commercial uses coupled with Housing is one of many factors relating to economic development, of which all three uses are prioritized for this North focus area.

**Map # 14:
North Focus
Area
Infrastructure**



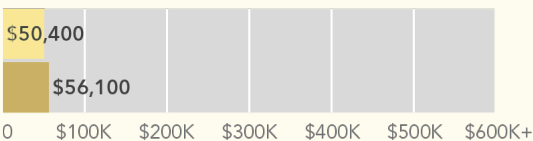
North Focus Area Tapestries

Tapestry Segmentation combines the “who” of lifestyle demography with the “where” of local neighborhood geography to create a model of various lifestyle classifications, or segments, of actual neighborhoods. The North Focus Area has two defined tapestry segments: **Rural Resort Dwellers** which comprise 63.0% of the focus area population, and **The Great Outdoors** comprise 37.0% of the focus area population. A summary of each tapestry segment follows with the full tapestry report located in Appendix A.

Rural Resort Dwellers

- Average Household Size: 2.22
- Median Age: 54.1
- Median Household Income: \$50,400

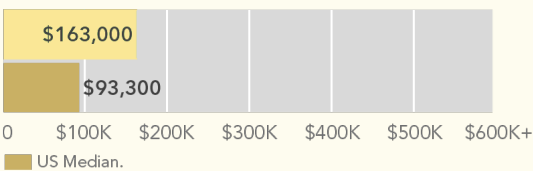
Median Household Income



Income & Net Worth

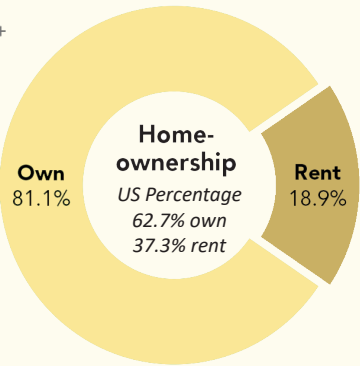
- Income lower than US median, net worth is greater

Median Net Worth



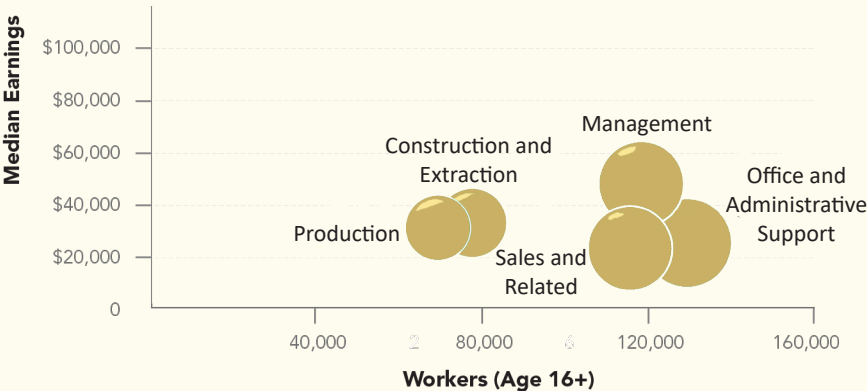
Housing Type

- Single-Family
- Seasonal



Occupation by Earnings

- Top five occupations with highest number of workers **in market** for this tapestry . Highest earnings in Management, with sales and office admin having most workers.



The Greater Outdoors

- Average Household Size: 2.44
- Median Age: 47.4
- Median Household Income: \$56,400

Median Household Income

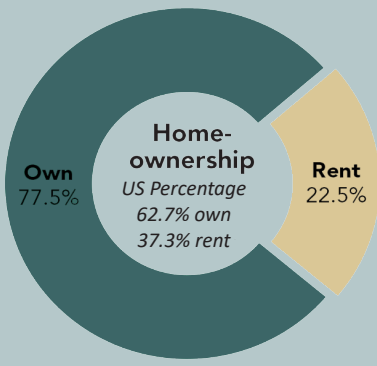


Income & Net Worth

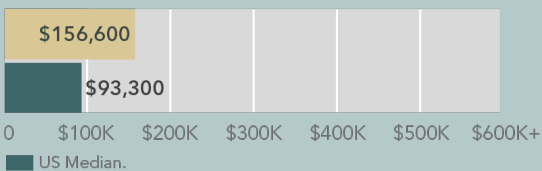
- Income and net worth is greater than US median

Housing Type

- Single-Family

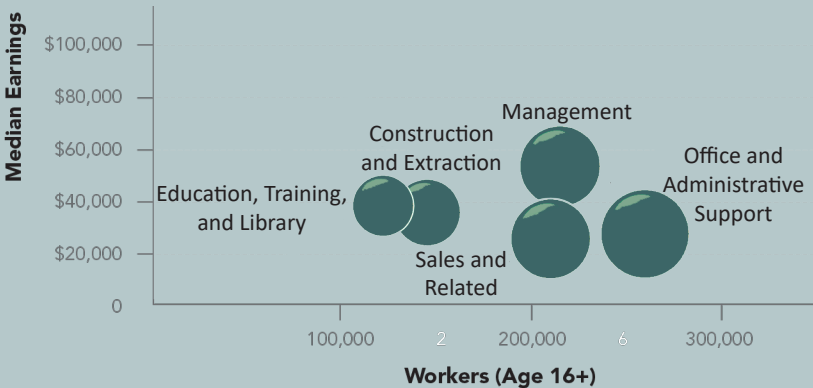


Median Net Worth



Occupation by Earnings

- Top five occupations with highest number of workers **in market** for this tapestry. Highest earnings in Management, with office admin., management and sales having most workers.



North Focus Area Land Use

The community Master Plans set the land use policy for the North Focus Area. The plans have recently been drafted and adopted, and the information reviewed of relevance to this plan is contained in Appendix B & C, and summarized below. The land use districts are displayed on Map 15.

City of Charlevoix

The City Master Plan identifies this focus area as the Charlevoix Business Park, which is a partially developed district with approximately 18 acres of available land, sound transportation access and utilities. An irregular boundary with the Township necessitates the desired coordination and cooperation to seek joint consensus of policy and regulation along the boundary. Summarized policy that pertains to this focus area is as follows: supporting collaboration on economic development, promote viable place to live and work, cooperation with Charlevoix Township on planning and zoning, encouraging higher density in appropriate areas, promote infill development.

Land Use Districts Summary

The Community Mixed Use District is intended to promote residential and commercial uses. The Industrial District encourages placement of light industrial uses. The Public Facilities District supports placement of Civic and Institutional uses.

North Focus Area Zoning

The community Zoning Ordinances set the regulatory controls for the North Focus Area. The existing bulk regulatory requirements for districts of the focus area are outlined below and shown on Map 16. See Appendix D for complete bulk tables, references and additional narrative.

Charlevoix Township

Township lands in the focus area are a mix of industrial, commercial and residential land uses. Summarized policy that pertains to this focus area is as follows: making development patterns compact/control sprawl encouraging mixed use with building and landscaping focus, plan for diverse forms of housing, minimize natural vegetation loss preserving corridors, create attractive areas to work and shop, and control blight.

Land Use Districts Summary

Single-family Neighborhood which promotes single-family housing. Mixed Residential Neighborhood which allows for density and varied uses. Business Park promotes retail, service and office, to laboratories and warehousing. Commercial Business Center which promotes retail and service establishments, automobile and boat sales, as well as construction and contractors.

District	General Allowed Uses	Front Setback	Rear Setback	Side Setback	Lot Coverage	Lot Area	Lot Width	Building Height	Dwelling Size
City of Charlevoix									
R1	Single Family, Churches/Parks	15	25	10/15 Corner	40%	9000	70	26	1040/1600
I	Industrial Development	30	25	20	60%	43560	150	30	N/A
GC	Commercial	15	25	10/15 Corner	N/A	20000	100	26	N/A
PO	Government, School Buildings	20	15	10/15 Corner	N/A	N/A	100	35	N/A
Charlevoix Township									
R1	Single Family, Churches/Parks	25	30	15 Interior/25 Street	30%	15000*/12000**	100	24	1040 sq. feet
C	Commercial	25	25	25	N/A	*****	80	35	*****
I	Industrial	50	25/35*****	20/35*****Interior/35 Street	N/A	1 acre	150	35	N/A
A	Agricultural	50	100	20,60***** Interior / 25 Street	30%	2 acres	200	35	864 sq. feet

Map #15 North Focus Area

Future Land Use

Legend

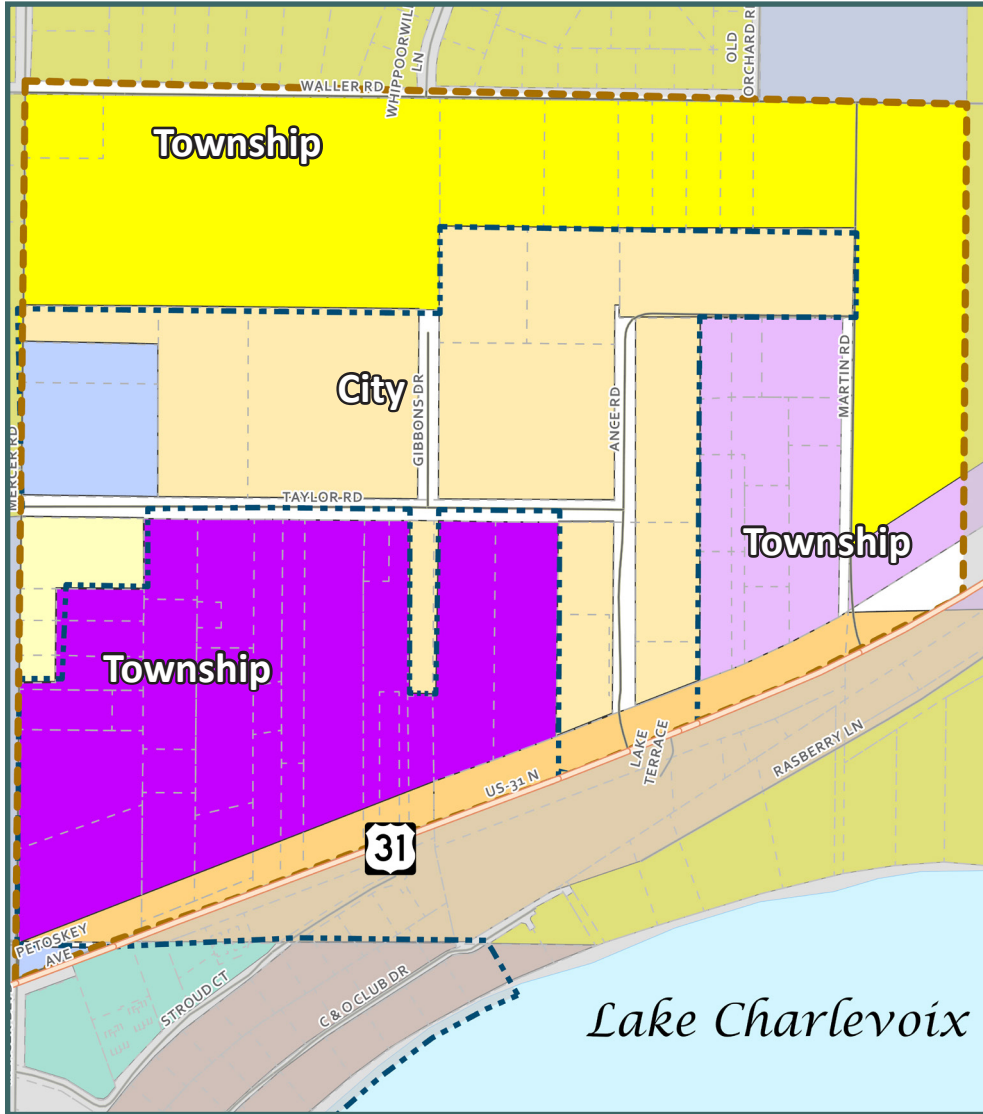
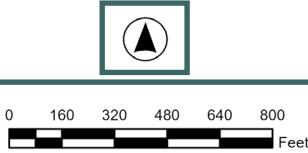
- Roads
- Water Bodies
- Parcels
- West Focus Area
- City/Township Boundary
- Outside Focus Area

City Future Land Use

- Charlevoix Corridor
- City Center Residential
- Community Mixed Use
- Private Club Residential
- Industrial
- Public Facilities
- Scenic Reserve

Township Future Land Use

- Business Park
- Commercial Business Center
- Mixed Residential Neighborhood
- Public-Quasi Public Service Center
- Single-Family Neighborhood



Map # 16 North Focus Area

Township Zoning

- One-Family Dwelling (R-1)
- Manufactured Home Development (R-3)
- Planned Residential (PRD)
- Commercial (C)
- Industrial (I)
- Agricultural (A)

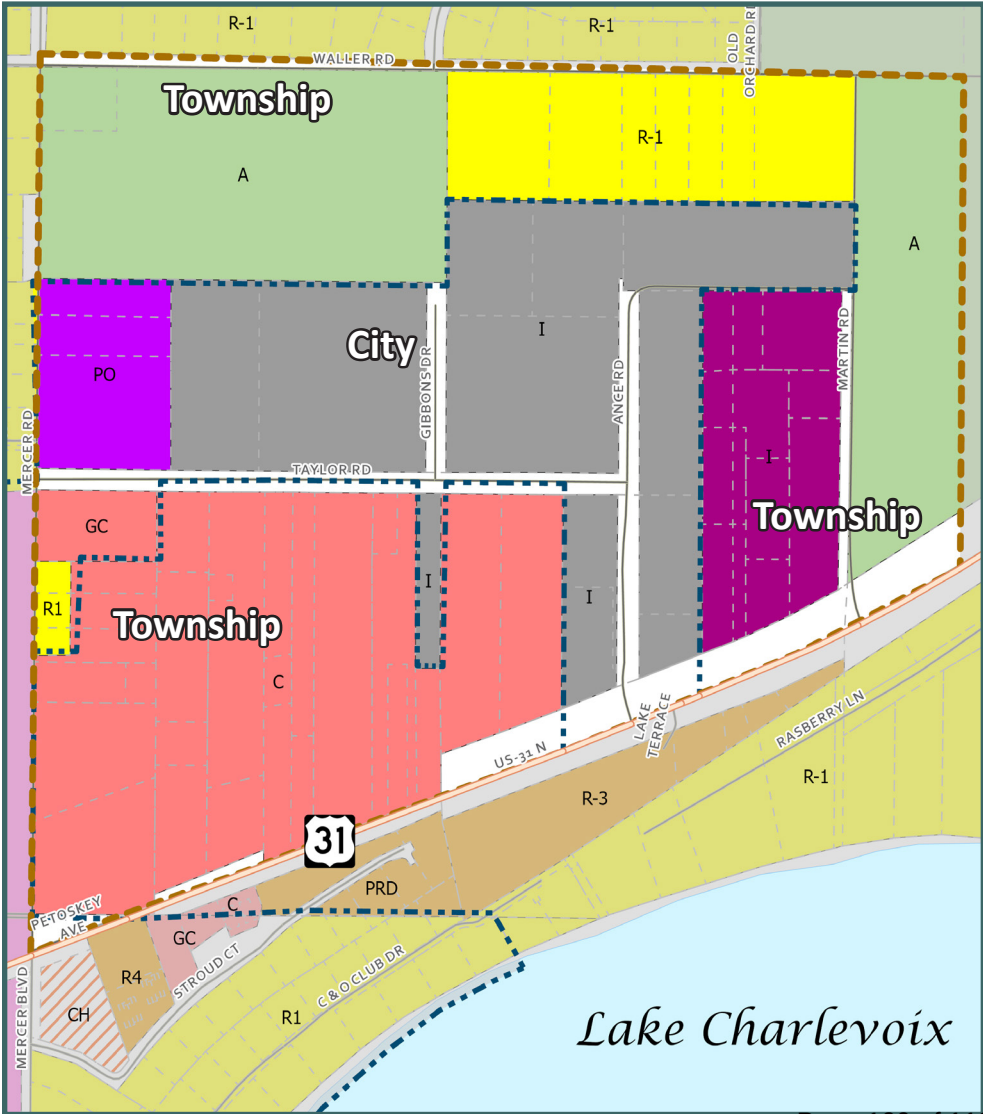
City Zoning

- Residential Low Density (R-1)
- Residential Planned High Density (R-4)
- General Commercial (GC)
- Professional Office (PO)
- Commercial Hospitality (CH)
- Industrial (I)
- Public Facilities (PF)

Zoning

Legend

- Roads
- Water Bodies
- Parcels
- North Focus Area
- City/Township Boundary
- Outside Focus Area



North Focus Area Desired Direction and Actions

The cumulation of the analysis for the North Focus Area arrives at a discussion of the desired direction for shaping land use policy and zoning regulation. This section of the plan will provide some insight from the Michigan Department of Transportation as the controlling entity for the US Highway which spans this focus area. This will be followed with directive for land use policy and zoning regulation.

Michigan Dept. of Transportation Stakeholder Input

- MDOT will permit the following improvements within the US 31 right-of-way (ROW): sidewalks, non-motorized trails, street-scapes, lighting, landscaping and benches.
- Permitting is required for placement of features and assets within the ROW.
- Future road construction will include an overlay or reconstruction of the roadway, road widening is not likely to occur through the Charlevoix Communities.
- Any proposed cross-walks, pedestrian refuge islands or crosswalk signage and lighting will need to have supporting evidence in order for MDOT to approve the feature and placement. Evidence would include numbers of pedestrian use, pedestrian crash data, and existing non-motorized pathways.

North Focus Area Future Land Use (LU) Directive

City of Charlevoix LU Directives

Location

The Charlevoix Children’s House is located at 8700 Mercer. This entity operates a non-profit preschool and public kindergarten at this location.

Recommendation # 1 (See Map 17)
It is recommended that this parcel be classified with a Future Land Use (FLU) category of Public Facilities. This would bring this parcel into alignment with the two adjoining parcels to the south which are classified Public Facilities, and are owned by Char-EM ISD.

Location

The parcel at the southwest corner of Mercer and Taylor Roads is occupied by Wilmont Electric with a FLU of Community Mixed Use. The actual use of this property is more aligned with industrial uses.

Recommendation # 2 (See Map 17)
It is recommended that the FLU of this parcel be assigned as Industrial. This classification would be consistent with the eastern adjoining land uses along the south side of Taylor Road in Charlevoix Township.

Charlevoix Township LU Directives

Location

There are portions of three parcels on Mercer Rd., south of Wilmot Electric, in the City that are classified as Community Mixed Use. This FLU classification is appropriate. However, the adjoining parcels associated with those addresses on Mercer that are in the Township jurisdiction have a FLU category of Business Park, which does not fully align with the vision of the City’s Community Mixed Use designation.

Recommendation # 3 (See Map 17)
It is recommended that the entire area on the Township’s FLU Map between Taylor, Ance, Mercer, and US-31 that is classified as Business Park be reclassified to Commercial Business Center (CBC). This will also match the CBC FLU designated area of Ance Business Park located east and south of Ance Road, west of Martin and north of US-31 within the Township. Per the definition of the CBC district in the Township’s Master Plan, “a broad range of businesses are allowed, including: commercial, retail, food service, tourist accommodations, commercial services, office, warehouse and wholesale uses, excluding manufacturing. PUD is encouraged for mixed-use developments wherever possible. PUD’s may also allow residential and light manufacturing uses. Parking is discouraged in the front yard. Sidewalks shall be provided by developers to allow for non-motorized transportation within or near the right-of-way to offer continuous access from one property to the next.”

Charlevoix Township LU Directives cont....

Location

The parcels south of Waller Road are classified as Single-Family Neighborhood. These parcels are situated with sufficient undeveloped, well wooded land that can incorporate unique development, maintaining natural wooded areas providing natural screening from southerly adjoining industrial park uses.

Recommendation # 4 (See Map 17)

It is recommended to re-classify the FLU for all Township parcels south of Waller Rd. from Mercer to Martin Roads, to Mixed Residential Neighborhood, where the intent is “to encourage creative developments that allow for a mixture of land uses, residential housing types, open space preservation, along with limited retail, service and employment uses while ensuring that the relationship between such uses is compatible and supportive. Here, the intent is to establish walkable neighborhoods at densities that encourage diverse types of housing development....”. The future land use plan identifies a density of eight (8) or less units per acre, but this should be considered for allowance of even greater density through allowance and consideration of Planned Unit Development project submissions.

City of Charlevoix and Charlevoix Township LU Directives

Location

Along and following Mercer Road from US 31 to and along Waller Road to Martin Rd., and following along US 31 from the eastern boundary of the Krist Food Mart parcel to Martin Rd.

Recommendation # 5 (See Map 17)

Placement of a paved trail or sidewalk along Mercer and Waller Roads, and along US 31 as indicated above and on the map.

Legend

FLU Changes

- City
- Township

Township Future Land Use

- Business Park
- Commercial Business Center
- Mixed Residential Neighborhood
- Public-Quasi Public Service Center
- Single-Family Neighborhood
- Temporary Mining-Future Mixed-Use Village

City Future Land Use

- Charlevoix Corridor
- City Center Residential
- Community Mixed Use
- Private Club Residential
- Industrial
- Public Facilities
- Scenic Reserve

Highways

Roads

Water Bodies

Parcels

North Focus Area

City/Township Boundary

Outside Focus Area

Map # 17
North Focus
Area
Land Use
Directives

FLU Changes

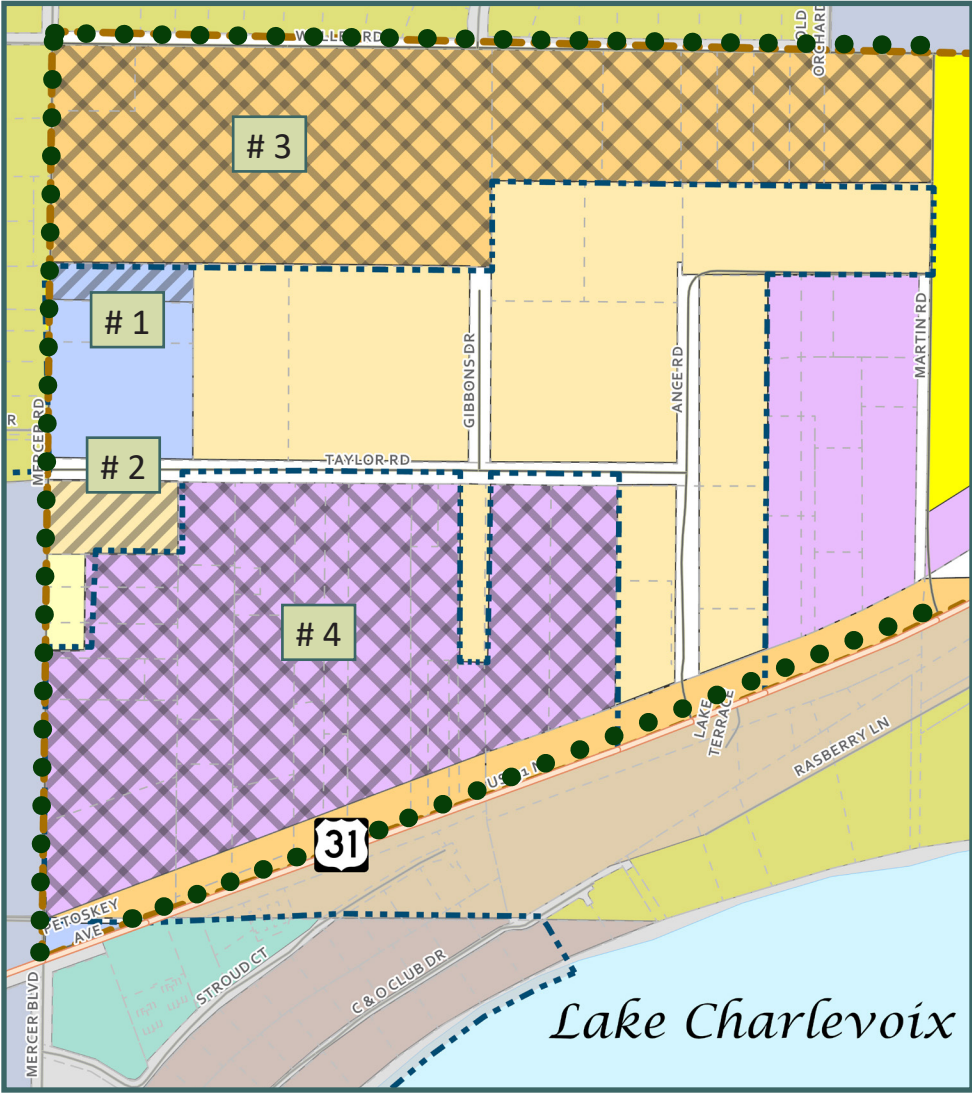
- City
- Township

Recommendation Locations

Path/Sidewalk/Trail Extension

1

● ● ●



North Focus Area Zoning (ZO) Directives

The future land use policy presented for the North Focus Area was developed with supporting established policy found within the respective communities Master Plans. Additional refinement of the policy through this process leads to recommended directives to be undertaken with each communities regulatory zoning. The text amendment directives outlined on these pages closely mirror recommendations made for the West Focus Area, and map amendment directives are unique to this focus area. Example template regulatory zoning language for each community is found within Appendix E.

City of Charlevoix and Charlevoix Township Zoning Text Amendment Directives

City and Township Text Amendment “Duplexes by Right”

The City and the Township should decrease the requirements within the City R1, R2 and the Township’s R-1 district to allow for duplexes as a use by right with additional design requirements.

City and Township Text Amendment “Decrease Min. Dwelling Size”

It is recommended that the City and Township both adopt a decrease in minimum dwelling size for the R-2 district to 600 ft².

City and Township Text Amendment “Decrease Min. Lot Size”

The City and the Township should decrease the minimum lot size requirements within the R1 & R2 district to the density displayed below:

- R-1 District: 3,500 to 5,000 square feet*
- R-2 District: 2,500 to 3,500 square feet*

(*density is based on single unit, additional area should be required of duplexes and multi-family structures.)

Charlevoix Township Only Zoning Text Amendment Directives

Township Text Amendment “Amend the R-1 District Title”

It is recommended that Charlevoix Township amend the R-1 Zoning district title to “One and Two Family Dwelling”. This would align this district title with the recommended provision to allow for duplexes by right.

Township Text Amendment “Amend the R-2 District Title”

It is recommended that Charlevoix Township amend the R-2 Zoning district title to “Mix Residential Neighborhood”. This would align this district with the Township Master Plan Future Land Use Policy. This district should include allowance through Special Use of Planned Unit Developments and Planned Residential Developments. This district should also allow for Mixed Use as a Special Use.

Township Text Amendment “PUD and PRD to Special Use”

Planned Unit Development (PUD) and Planned Residential Development (PRD) are currently zoning districts requiring a re-zoning in order to accommodate a development request. It is recommended that they be classified as special uses, which will still require a formal public process for approval, while easing the process giving the planning commission more oversight and flexibility for development proposals.

Township Text Amendment “PUD/PRD Special Use in Commercial”

PUD/PRD placed as a special use in the Township Commercial district.

Township Text Amendment “Buffer & Screening Standards”

Current language allows arbitrary waiving of required buffers, and current buffer standards are limited in scope. A set of landscape buffer layouts should be developed offering design options. Consideration should be given to only allowing waiving of requirements in very limited circumstances. Buffers/Screening should be required in the following situations:

- Between all Multi-family parking areas and adjacent one and two family residential uses.
- Between all Commercial parking areas and residentially zoned property.
- Between all industrial uses and residentially zoned areas.
- Screen of all refuse/waste/delivery areas in multi-family, commercial and industrial uses.

Township Text Amendment “Residential Design Standards”

It is recommended that residential design standards be developed for two family and multi-family dwellings which follow existing residential design. Incorporate covered porches, roof forms, articulation of facade, landscaping and parking/garages placed to side/rear.

City of Charlevoix Zoning Map Amendment Directives

City of Charlevoix Map Amendment Recommendation #1 (See Map 18)

Rezone the City of Charlevoix Zoning Map with the following map amendment. Rezone the area of PO at the northeast corner of Mercer and Taylor Roads to PF.

City of Charlevoix Map Amendment Recommendation #2 (See Map 18)

Rezone the City of Charlevoix Zoning Map with the following map amendment. Rezone the GC parcel at the southeast corner of Mercer and Taylor Roads to I.

Charlevoix Township Zoning Map Amendment Directives

Charlevoix Township Map Amendment Recommendation #3 (See Map 18)

Rezone the Charlevoix Township Zoning Map with the following map amendment. Rezone all parcels currently zoned A and R-1 in the following areas to R-2.

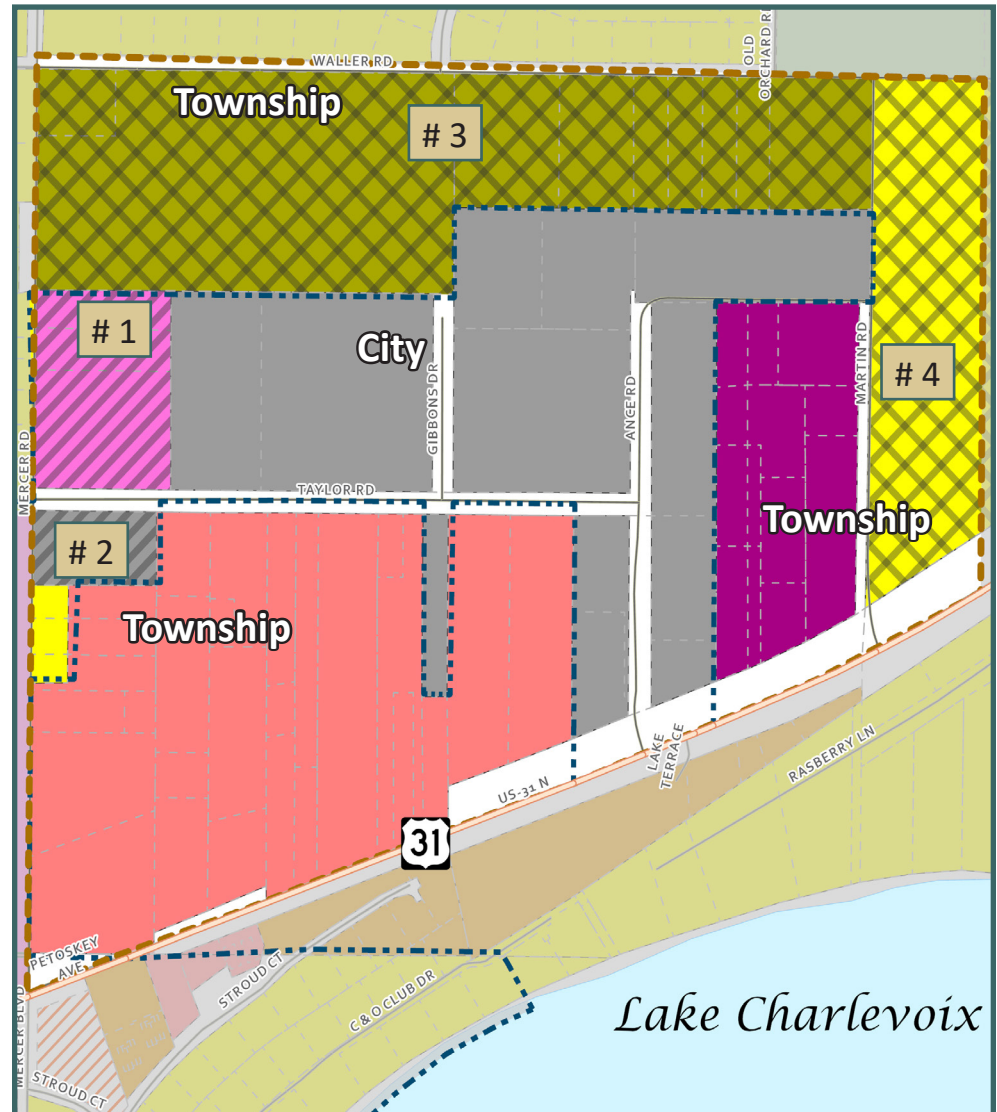
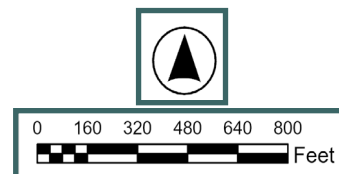
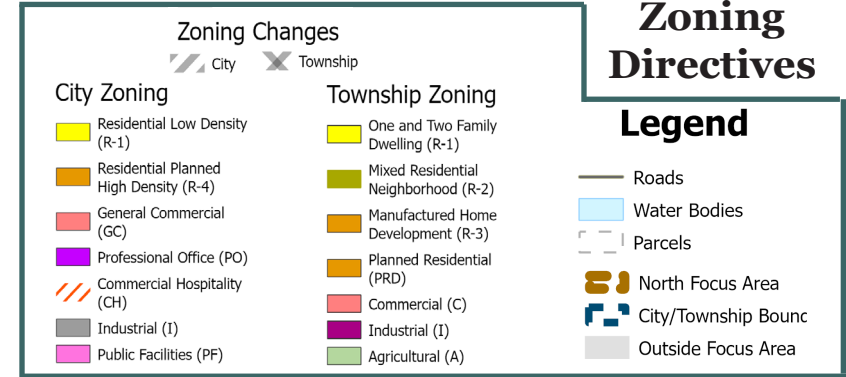
- All A and R-1 parcels located South of Waller Ave, East of Mercer Rd., North of Taylor Rd., and West of Martin Rd.

Charlevoix Township Map Amendment Recommendation #4 (See Map 18)

Rezone the Charlevoix Township Zoning Map with the following map amendment. Rezone all parcels currently zoned A to R-1 in the following area.

- The Agricultural parcel located South of Waller Rd., East of Martin Rd. and North of US 31 in the Focus Area.

Map # 18 North Focus Area Zoning Directives



4) IMPLEMENTATION

A Crossing

The City of Charlevoix and Charlevoix Township have structured very similar approaches for collaboration within their respective community master plans. A coordinated approach along the jurisdictional lines of these local units of government, as outlined within this plan, is feasible due to this willingness to work together for the betterment of the larger community.

This established coordination was the driver for this planning process. This process sought to identify commonalities in vision and provide guidance for alignment of land use direction along the community boundaries. Having outlined the strength of coordination that exists, it is important to note that the communities are at **A Crossing....**, This crossing is the choice of whether to move toward a structured collaborative approach for planning processes moving forward, or whether the individualized processes will continue to be the focused approach.

Identification of a more formal collaborative process and guidance to move through such process are contained within this chapter, while the chapter also lays the foundation for individual implementation of the plan strategies in the current context of individualized community processes.

A Set Individualized Process

The structure of this planning document concentrates attention on each of the two focus areas. It speaks to the existing conditions of land use, established policy, regulation and identifies a direction for meeting the intent of the established policy for each respective local unit of government.

Recommended at this time is an individualized process for each local unit of government to undertake for revision to their standalone master plan policy; coupled with suggested amendments to their respective regulatory zoning ordinances. The individualization of these processes is meant to expedite these revisions and amendments, and should not be perceived as a step away from coordination between the two communities.

Each community has an established process and appointed planning commissions; who can oversee, guide and approve necessary policy revisions to planning documents, and then outline recommended approval of regulatory zoning text and map amendments to the governing body. This set individualized process allows for these revisions and amendments to occur in a timely fashion when compared to the necessary time needed to develop a formal coordinated process.

Building Upon Collaboration

An established base has been set to initiate conversations of a more cohesive approach to land use policy and regulatory zoning. The following information is meant to provide guidance for the communities, should they desire to move towards a formalized collaborative approach to land use policy and regulation.

Intergovernmental Committee

Informal discussions and conversations have been ongoing between the communities likely since the early years of establishment. This coordination and communication has led to successful support of mutually beneficial government actions and services. Governing boards for both communities with advisement of executive staff should appoint an intergovernmental committee. This intergovernmental committee should explore the feasibility of establishing a joint planning commission between the City and Township.

Joint Planning Commission

The Joint Planning Commission Act (Act 226 of 2003) allows for two or more Michigan municipalities to work together on planning and zoning issues. A joint planning commission (JPC) has the flexibility to provide oversight over the entirety of jurisdictions or just over specific agreed upon areas of the jurisdictions. A JPC is an appointed body that is established under a mutually agreed upon ordinance which outlines jurisdiction and oversight, appointments and processes for the conducting of business.

Joint Planning and Zoning

The true purpose of a JPC is to provide coordinated planning in the form of land use and capital improvement, accompanied by an agreed upon regulatory zoning ordinance which regulates areas of joint land use jurisdiction. These joint efforts create efficiencies that reduce costs to the local units through proper planning of infrastructure expansion to meet desired land use densities and patterns in the planning area. Additionally less community volunteers are needed to serve in appointed roles, and processes undertaken for planning of the jurisdictions are decreased through a joint plans and regulatory ordinances which simplify policy and regulatory standards.

Findings for Implementation

Plan directives for policy and regulation outlined and supported through the research of the focus areas are summarized herein.
(See Appendix E for Zoning Template Language)

Comprehensive Policy Directive

Each focus area has a unique combination of existing land uses, design, layout and composition of buildings across the two jurisdictions. Therefore an established directive for each focus area will be reflected upon as supported through the previous chapters of this plan document. Common themes include increased residential density, mixing of land uses, guidelines for structure design, layout and at times buffering and screening of aspects of site features and uses.

West Focus Area Reflection on Plan Directive

One and Two Family (R-1) Zoning Districts (Township & City): From along the shoreline of Lake Michigan south until reaching the medical campus and immediately west of the campus, this portion of the focus area is largely developed as single family structures, with opportunity for infill development. The plan calls for the allowance of duplexes with design standards, as a use by right within the established R-1 Districts of both communities to allow for increased density of residential structures which meet the existing character of the neighborhoods.

Healthcare and Office (HCO) Zoning District (Township): Support for the medical campus should be maintained. Continued communication with McClaren should proactively seek to support necessary adjustments in policy and regulation in support of the campus.

Mixed Residential Neighborhood (R-2) Zoning District (Township): Immediately east of the medical campus and extending south is an area of established residential single-family housing that initiates with some density in the north which transitions to undeveloped lands and low density to the south. The plan calls for this area to be zoned to an R-2 District of Mixed Residential Neighborhood. The district should seek to allow **10** single family units per acre or **8** duplexes per acre. The district should allow for Mixed Use as a special use.

Mineral Resource (MR) Zoning District (Township): The MR District in the southwest of the focus area should be maintained as is with the existing berm providing buffering and screening from the activities of the quarry. Upon the time of reclamation of the quarry, once operation ceases at a future date, a rezoning of the property should occur with the likely ability to site residential development adjacent to and along the water body that will fill the former site.

Industrial (I) Zoning District (City): The two identified parcels in the southwest portion of the focus area with existing industrial use should be rezoned to industrial to correct the non-conforming use of those sites. This will also provide alignment with the zoned industrial properties to the south.

Planned Unit Development (PUD) and Planned Residential Development (PRD) (Township): The plan calls for amendment to the Township’s PUD and PRD standards for allowance as a Special Use Permit rather than requiring a rezoning. The allowance of PUD and PRD should then be placed as a special use within the R-2 District. The allowance of this special use should support unique residential layout at increased density with a character that fits the existing neighborhood. Design considerations should include necessary screening and buffering of parking areas and refuse locations along with landscaping and pedestrian amenities.

Design Standards, Buffering , Screening & Landscaping (Township): The Township should develop and amend their zoning to incorporate design standards for residential, commercial and mixed use structures. This should be accompanied with landscaping, screening and buffering standards. Standards should consider aesthetic use of landscaping against structures and throughout parking areas. Screening and buffering should be taken into consideration between multi-family and single/two-family structures, along parking areas, refuse areas and for placement between residential areas and industrial and intensive commercial uses.

Sidewalks and Non-motorized Pathways: The placement of pathways and sidewalks should be incorporated into development proposals and retroactively placed along Lake Ave., Antrim and Sheridan Roads

West Focus Area Build-Out Analysis

The build-out analysis provides an estimate of the number of residential units that would be allowable. Two estimates are provided based upon two separate minimum square footage requirements. The analysis takes into account proposed build-able area by removing 25% of the total of each parcel for site features such as setbacks, buffers, roads/driveways, utilities and parking areas. The remaining area is then divided by the allowable density and the number of units is determined as the base whole number with the removal of all remainders. Map 19 displays vacant and under-utilized parcels. The numbers displayed over the parcel are the high and low density allowable for each residential district, as outlined below. (See Appendix F for vacant/under-developed parcel data & build-out analysis)

Zoning District	Higher Density *	Lower Density*
R-1	3,500	5,000
R-2	2,500	3,500

* Refers to minimum square footage required per dwelling unit.

For the West Focus Area the following units could be achieved based upon the densities:
Higher Density (R-1 & R-2): 501 dwelling units allowable
Lower Density (R-1 & R-2): 355 dwelling units allowable

Legend

Township Proposed Zoning

- R-1
- R-2
- HCO
- MRD
- I

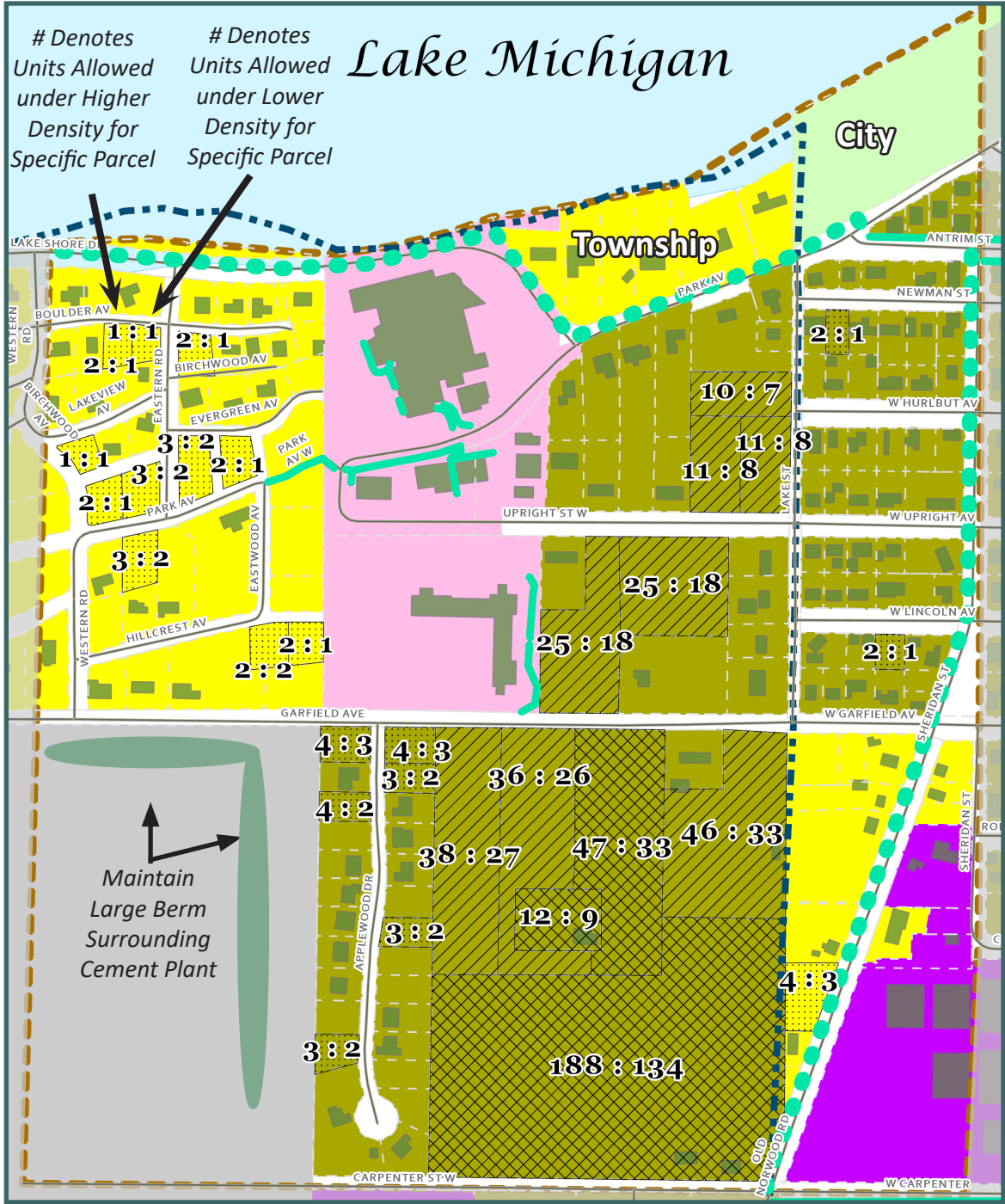
City Proposed Zoning

- R-1
- R-2
- I
- SR

City/Township Boundary

- Proposed Paths
- Existing Paths
- Roads
- Water Bodies
- Residential Large Parcel (Limited Structures)
- Residential Large Parcel (Vacant)
- Residential Small Parcel (Vacant)
- Building Footprints
- Parcels
- West Focus Area
- Outside Focus Area

Map # 19 West Focus Area Build-Out & Implementation



North Focus Area Reflection on Plan Directive

Mixed Residential Neighborhood (R-2) Zoning District (Township): Along the south side of Waller Road and extending south to the City’s Industrial zone is an area of undeveloped land with a couple of adjacent single-family residential structures and an adjacent civic use. This area is called upon to be zoned for higher density residential development, allowing **10** single-family units or **8** duplex units per acre. The existence of areas of natural trees and vegetation should be kept in consideration of the layout of any future development. Sufficient vegetation should be maintained along the southern boundary of the parcel to act as a screened separation between the adjacent industrial uses. Healthy existing trees should also be maintained throughout open areas of any future development in this location to preserve the feel of the site, and where abutting single and two family residential structures.

One and Two Family (R-1) Zoning Districts (Township & City): East of Martin Road in the focus area the plan calls for rezoning to an R-1 District. This area should allow single-family residential and duplexes with design standards as a use by right within the established R-1 District. The area is currently zoned agriculture and owned by the Conservancy, so it is suggested to perform outreach to the conservancy prior to amendment. It is very likely that the value of this property could support the Conservancy to invest in conservation of greater land area in locations of sensitive and valuable habitat, should the property sell.

Commercial (C) Zoning District (Township): The Commercial Zoning District within the Township should remain as designated, and should allow for a mix of commercial and office uses. This district should utilize buffering and screening when adjacent to residential areas and public roadways, with landscape standards providing vegetation adjacent to structures and in parking areas.

Industrial (I) Zoning District (City & Township): The City is requested to amend the zoning of the parcel located at the SE corner of Mercer and Taylor Roads to Industrial. This will bring the use into conformity and will align with the adjacent Industrial designated district along Taylor Road.

Public Facilities (PF) Zoning District: At the NE corner of Mercer and Taylor Roads is an area of educational public facilities. This area should be rezoned to align with the existing uses of these locations.

Planned Unit Development (PUD) and Planned Residential Development (PRD) (Township): The plan calls for amendment to the Township’s PUD and PRD standards for allowance as a Special Use Permit rather than requiring a rezoning. The allowance of PUD and PRD should then placed as a special use within the R-2 District. The allowance of this special use should support unique residential layout at increased density with character that fits the existing neighborhood. Design considerations should include necessary screening and buffering of parking areas and refuse locations along with landscaping and pedestrian amenities. This would allow for creative density in the R-2 District along Waller Road.

Design Standards, Buffering , Screening & Landscaping (Township): The Township should develop and amend to within their zoning structure design standards for residential, commercial and mixed use structures. This should be accompanied with landscaping, screening and buffering standards. Standards should consider aesthetic use of landscaping against structures and throughout parking areas. Screening and buffering should be taken into consideration between multi-family and single/two-family structures, along parking areas, refuse areas and for placement between residential areas and industrial and intensive commercial uses. The natural vegetation located throughout this focus area should be maintained when not in conflict with developed site features.

Sidewalks and Non-motorized Pathways: The placement of pathways and sidewalks should be incorporated into development proposals and retroactively placed along Mercer and Waller Roads and US31.

North Focus Area Build-Out Analysis
The build-out analysis provides an estimate of the number of residential units that would be allowable. Two estimates are provided based upon two separate minimum square footage requirements. The analysis takes into account proposed build-able area by removing 25% of the total of each parcel for site features such as setbacks, buffers, roads/driveways, utilities and parking areas. The remaining area is then divided by the

allowable density and the number of units is determined as the base whole number with the removal of all remainders. Map 20 displays vacant parcels of the North Focus Area. The numbers displayed over the parcel are the high and low density allowable for the R-2 residential district, as outlined below. (Only the residential district density is determined.) (See Appendix F for vacant/under-developed parcel data & build-out analysis data)

Zoning District	Higher Density *	Lower Density*
R-2	2,500	3,500

* Refers to minimum square footage required per dwelling unit.

For the North Focus Area the following units could be achieved based upon the densities:

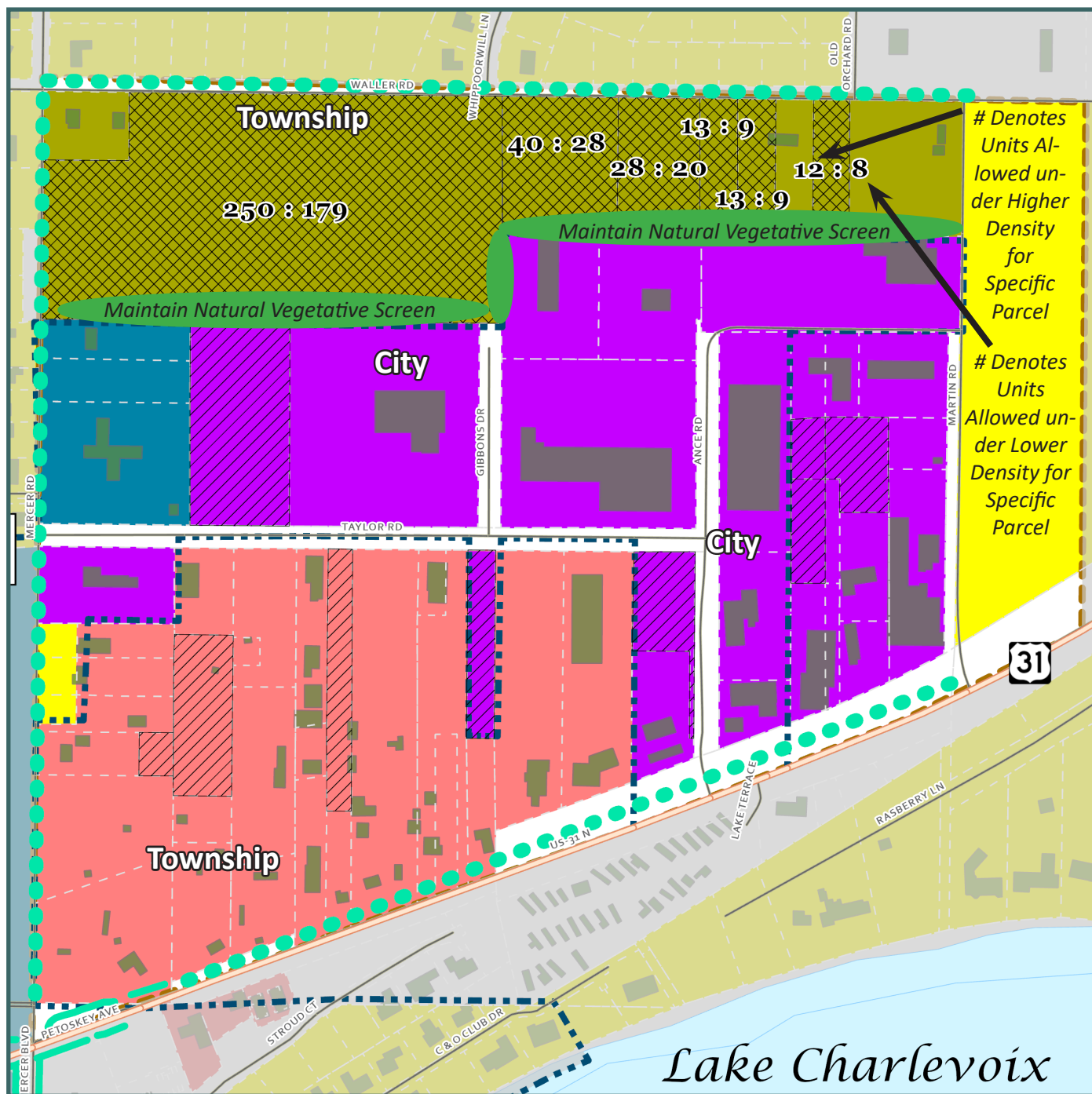
Higher Density (R-2): 356 dwelling units allowable

Lower Density (R-2): 253 dwelling units allowable

Legend

Township Proposed Zoning	Proposed Paths
R-1	Existing Paths
R-2	Highways
I	Roads
C	Water Bodies
City Proposed Zoning	Commercial/Industrial Parcel (Vacant)
R-1	Residential Parcels (Vacant)
R-2	Building Footprints
I	Parcels
GC	North Focus Area
PF	Outside Focus Area
City/Township Boundary	

Map # 20 North Focus Area Build-Out & Implementation



Architectural Design, Layout, Buffering and Screening Examples

Residential Design and Layout Examples

Density and architectural design which maintains neighborhood character is a fundamental principle which was outlined within the community master plans researched for this process. That principle was built upon the outcomes of the community engagement process for those planning documents. It is known that in order to meet permanent resident housing needs, density will play a key role in order to develop structures which are more affordable due to decreased minimum required land area, decreased dwelling structure size, while also supporting more than one dwelling unit within a single structure. All of these factors often decrease costs associated with land and construction materials.

Single-Family Detached (High Density)

The image below displays high density residential single-family structures which are small in structure area and are located on small lots with minimum lot sizes as small as 2,500 square feet. Design requirements outline covered front porches, peaked or gabled roof with landscaped yards. Parking and garages are placed to the rear of the structures with ally access.



Cottages

Smaller single-family structures considered 'cottages' provide avenues to go extremely dense with 600 square foot or less minimums, and design standards which outline porches, peaked roofs and layout that creates a quaint neighborhood appearance.



Duplex

Two-family units constructed with shared walls, and vertically designed for optimal use of space on small lots create living space and high density, while limiting the occupied amount of lot space. Design considerations outline features which create harmony with surrounding single-family structures.



Mini Apartment

Small apartment complexes can be sited on as little as an acre or two if infrastructure is present. Considerations of design can meet neighborhood character and screening of parking and refuse areas is important for adjacent residential uses.



Town Homes

Town homes fit aesthetically well into higher density neighborhoods with existing varied residential structures. Close-knit community feel and sound design, support continuation of neighborhood build-out in locations with sufficient land area to accommodate larger overall structure footprints.



Mixed Use

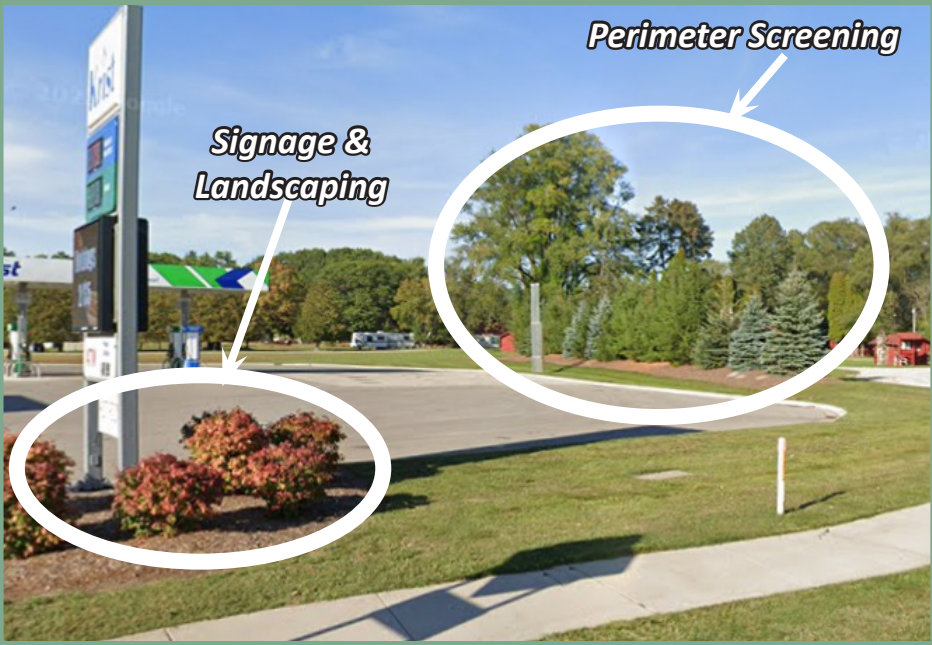
Mixed use, allowable as a special use within the residential R-2 District, can provide retail, service or office amenities close to residents home. Appropriate guidelines for design allow for incorporation into neighborhoods where they most often should be considered as a piece of a larger town home or other multi-family development, or where existing commercial space exists and the character would remain uniform. Protection of neighboring residential with screening and landscaping of parking and refuse locations should be considered necessary.



Buffering , Screening and Landscaping Examples
Percieved and realized negative impacts of density and the built environ-
ment can be mitigated through design considerations. The utilization of
design elements which incorporate breaks and separation of site features
through aesthetically pleasing built elements and use of vegetation, add
a visually stimulating appeal to a site’s final layout. Functionality of the
use of screening and buffering allows for close proximity of uses and
assets which support the use without causing disruption to the appeal
of a neighborhood. The following examples display policy for supporting
recommended regulatory requirements.

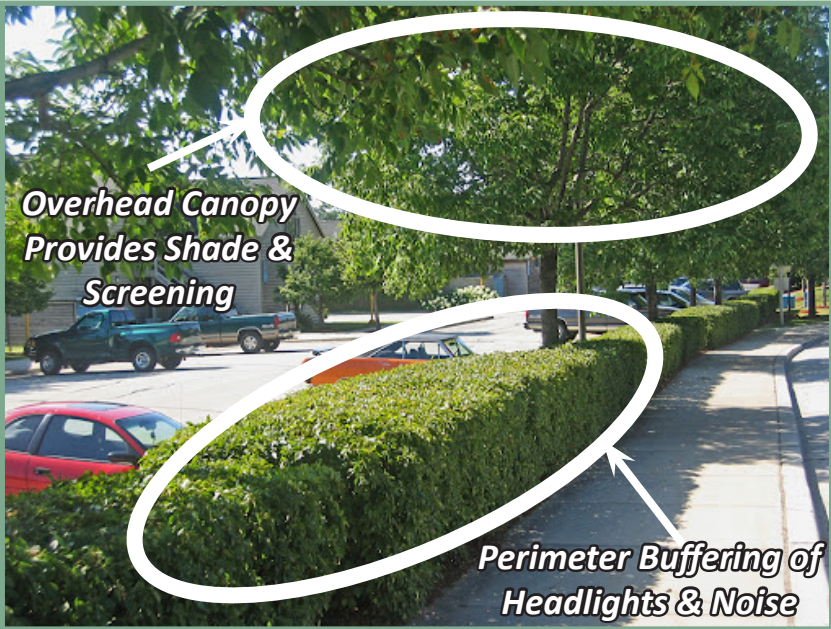
Use Screening

A move towards a form over function approach associated with ‘Form
Based Code’ can lead to less separation of uses, proximity of residential
spaces to locations of work, services and options for entertainment. In
many instances separation of noxious aspects of a use can be mitigated
through the use of perimeter screening. The image below displays a use
buffer of evergreen trees providing separation from a gas station retail
use and neighboring uses. Also note the use of landscaping incorporated
into the layout and placement of the business signage.



Parking Area Screening & Landscaping

Parking areas often present noxious use impacts to communities. The
presence of automobile noise, exhaust and headlights can impact com-
munity members whether within their homes, office or retail locations or
when utilizing outdoor spaces. The images below represent methods of
vegetative screening/buffering and landscaping which can mitigate the
negative impacts of parking areas while creating aesthetically pleasing site
design.



Refuse Area Screening & Landscaping

Locations of garbage receptacles and refuse areas are often located to the rear of buildings placing them most often outside of the view of the public ROW on which the structure is sited. This shields the view from a single direction, but still impacts neighboring parcels to the side and rear. The use of quality building materials and landscaping can improve a sites design, protecting neighboring uses which can be impacted by the unsightly location of a dumpster or garbage receptacle.



Structure Landscaping

Placement of landscaping incorporated into the design of structures, whether commercial, industrial or residential, adds to the aesthetic quality of a built environment. Simple requirements stating placement of vegetation against hard built elements and incorporation of trees in open areas leads to quality site design.



The Process to Be Undertaken

Communities Focus Areas Plan

The process to be undertaken follows the structure outlined within the Planning Enabling Act, ACT 33 of 2008 for the adoption of a Master Plan. Each community should review the plan and move through individual adoption processes.

Focus Plan Adoption Process

1. Planning Commission Recommends Plan for Public Review
2. Governing Body Authorizes Release of Plan for Review Period
3. Formal Notice of Availability for a 63 Day Public Review Period
4. Setting of a Public Hearing and Formal Noticing of Hearing
5. Holding of Public Hearing
6. Adoption of Plan by Resolution

Zoning Ordinance Amendments

The amendment process for incorporation of recommended zoning text and map amendments shall follow the prescribed process established within the Zoning Enabling Act, ACT 110 of 2006. Each community should review the recommended amendments and move through individual amendment processes. The processes require:

Zoning Text Amendment Process

1. Planning Commission Recommends Amendments to Governing Board
2. Governing Board Places Notice of Amendments for Public Review
3. Setting of Public Hearing and Formal Notice of Hearing
4. Holding of Public Hearing
5. Adoption of Amendments by Resolution

Zoning Map Amendment Process

1. Planning Commission Recommends Amendments to Governing Board
2. Governing Board Places Notice of Amendments for Public Review
3. Setting of Public Hearing and Formal Notice of Hearing
4. Mailing to Property Owners of Properties to be Rezoned
5. Holding of Public Hearing
6. Adoption of Amendments by Resolution

Development Oversight and Infrastructure Expansion

The adoption of this planning document and subsequent amendments to respective zoning ordinances will structure the necessary policy and regulation to guide the desired development pattern. Infrastructure must be expanded to the proposed focus areas to facilitate development and in particular for the increasing of density. Expansion of infrastructure is recommended to occur under the provisions of Public Act 425 of 1984, Conditional Land Use Transfer.

Conditional Land Use Transfer (ACT 425 of 1984)

The purpose of PA 425 is to structure a process for local governments to coordinate through collaboration for the sharing of tax revenue from new developments through mutual support of economic development projects. 425 agreements allow for the transfer of land from one jurisdiction to a neighboring jurisdiction conditionally for a period of time up to 50 years in length. The agreement specifies the controlling local unit which has jurisdiction over the property during the life of the agreement and what occurs to that property once the agreement ends. In most instances the project area reverts back to the local unit which transferred the property for the time-frame of the agreement.

425 agreements are arrangements which can support infrastructure expansion efforts from municipalities who control water, sewer or other utilities, to neighboring local units which have development potential and a need for these services. The agreements must define the specific economic development project and area, specifically detailing what is desired in terms of land use and density.

[MEDC PA 425 Resource Document](#)

Conditional Land Use Transfer Process

1. Continue Coordinated Conversations Throughout Process
2. Utilize This Planning Document as the Project Area Guide
3. Consult Respective Municipal Attorneys on 425 Process
4. Hold Joint Governing Body Meeting to Discuss Process
5. Follow Respective Municipal Attorney Recommendation for Drafting of Agreements and Execution of Agreements

Closing

This process underscores the importance of collaboration and coordination. Community leadership is well aware of the need to meet the challenges presented to their communities in the face of very limited permanent housing, decreasing permanent families, and existing land use guidance which stops short of cross-jurisdictional analysis and strategies. Supportive policy and information for shaping regulatory measures is the tool that is presented. There is understanding of the difficulties that may arise as the communities move through processes to implement these ideas. Continued communication and transparency with the public, and the need to focus on community building through aesthetically pleasing design must be conveyed.

At times density has an incorrect connotation perceived by those unfamiliar with the ability to pair good design with density. It is in these exchanges that opportunity presents itself to convey the message of quality design creates quality community, and community is built and maintained through its permanent residents. As the number of permanent residents remains stagnant in the face of a growing seasonal population, it is the very life of the community that is at stake. Leadership must create the avenues that will support and provide opportunity to balance and shift the scales in favor of maintaining our communities permanent population.

Focus Area Parcels

West Focus Area		
Property Class	Parcels	Area
Residential Improved	135	69.14 ac
Commercial Improved	6	44.19 ac
Industrial Improved	1	23.27 ac
Unimproved (vacant)	47	28.31 ac*
Exempt Unimproved (vacant)	3	1.74ac**
		*(share of parcel, total parcel size is 1,042 ac)
		*(Conservancy & Road Commission)
North Focus Area		
Property Class	Parcels	Area
Residential Improved	12	12.29 ac
Commercial Improved	30	47.62 ac
Industrial Improved	6	25.94 ac
Unimproved (vacant)	21	42.36 ac
Exempt Unimproved (vacant)	2	13.66 ac

North Focus Area Unimproved Parcel Data	Parcel Number	Acres
Equal or Greater than 4.5 acres		
	004-024-011-10	19.18
TOTAL		19.18
Greater than 1 acre, less than 4.5 acres		
	004-024-013-50	1.08
	004-024-010-35	1.01
	004-024-010-50	3.10
	004-024-023-10	1.26
	052-130-001-00	3.97
	004-024-021-30	1.85
	052-124-012-20	1.02
	052-124-008-20	1.27
	004-024-010-30	1.01
	004-024-010-45	2.20
	004-024-022-25	1.08
TOTAL		18.85
Equal or Less than 1 acre		
	004-024-010-15	0.96
	052-124-012-40	0.27
	052-124-012-50	0.23
	052-124-012-30	0.29
	052-124-001-45	0.50
	004-023-010-95	0.69
	004-024-017-55	0.29
	052-124-010-20	0.40
	052-124-010-10	0.69
TOTAL		4.33
ALL TOTAL UNIMPROVED		42.36

West Focus Area Unimproved Parcel Data	Parcel Number	Acres
Equal or Greater than 4.5 acres		
N/A		
Greater than 1 acre, less than 4.5 acres		
	004-027-002-35	1.96
	004-150-065-10	1.64
	004-027-006-10	3.58
	004-027-002-40	1.97
	004-150-040-10	1.29
	004-027-007-30	2.98
	004-027-007-20	2.80
TOTAL		16.22
Equal or Less than 1 acre		
	004-150-021-00	0.22
	052-270-041-00	0.19
	004-150-047-00	0.38
	004-150-048-00	0.28
	004-150-027-00	0.22
	004-027-016-40	0.20
	052-227-010-00	0.22
	004-110-018-00	0.28
	004-150-076-00	0.27
	004-150-054-00	0.35
	004-150-061-00	0.35
	004-150-002-50	0.10
	004-150-045-00	0.28
	004-027-019-40	0.89
	004-150-077-00	0.31
	052-227-012-20	0.21
	004-150-021-50	0.19
	004-110-007-00	0.28
	004-150-904-00	0.11
	004-150-033-00	0.19
	004-150-046-00	0.33
	004-110-001-00	0.34
	004-150-006-00	0.17
	004-150-903-00	0.02
	004-110-002-00	0.28
	004-150-022-00	0.27
	004-027-016-25	0.76
	052-270-221-00	0.19
	052-270-229-20	0.14
	004-150-042-00	0.54
	004-110-026-00	0.28
	004-110-028-00	0.33
	004-150-902-30	0.06
	052-227-001-25	0.50
	052-227-006-00	0.52

Focus Area Parcels

West Focus Area Unimproved Parcel Data	Parcel Number	Acres
<i>Equal or Less than 1 acre....cont.</i>		
	052-227-007-00	0.07
	004-150-902-40	0.07
	004-150-902-20	0.05
	004-027-019-20	0.82
	004-027-019-30	0.88
TOTAL		12.09
ALL TOTAL UNIMPROVED		28.31

Charlevoix City Council

Reports and Communications

Title: Mayor and Council Comments

Date: February 3, 2025

Presented By:

Background:

Recommendation:

Attachments:

None