CITY OF CHARLEVOIX

Agenda
City of Charlevoix City Council Regular Meeting
Monday, February 17, 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 - February 3, 2025
   B. Accounts Payable and Payroll Check Registers
   C. Renewable Energy Plan
   D. City Band Support for Public Entertainment
   E. Proposal to Extend Auditing Service Contract
   F. Low Income Energy Assistance Program
   G. Day Camp Residency Registration Clarification for Grandparents
   H. Michigan Beach Concession Agreement
6. **Public Hearings and Actions Requiring Public Hearings**
   A. Ordinance 857: Adoption of Amended 2024-25 Budget
   Mark Heydlauff, City Manager
   B. Ordinance 858: Adoption of 2025-26 Budget
   Mark Heydlauff, City Manager
   C. Set Public Hearing: Ordinance 859: Revised Historic District Ordinance
   Mark Heydlauff, City Manager
7. **All Other Actions and Requests**
   A. Council Appointment
   Council Member Janet Kalbfell
   B. Mayoral Appointments
   Mayor Lyle Gennett
8. **Reports and Communications**
   A. Public Comment

B. City Manager's Comments

C. Mayor and Council Comments

9. Other Council Business

10. Adjourn

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

Charlevoix City Council
Consent Agenda

Title: City Council Meeting Minutes - February 3, 2025
Date: February 17, 2025

Presented By:

Background:

Recommendation:
Motion to approve the minutes as presented.

Attachments:
1. 2025.02.03 CC DRAFT

City of Charlevoix
City Council Regular Meeting Minutes
Monday, February 3, 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: Aaron Hagen, Mark Knapp, Phil Parr
   Members Absent: Shane Cole, Janet Kalbfell, Richard Spring
   City Manager: Mark L. Heydlauff
   City Clerk: Sarah J. Dvoracek
3. **Presentations**
4. **Inquiry Regarding Conflicts of Interest**
5. **Consent Agenda**
   Mayor Gennett opened the item for public comment. None were heard.
   Motion by Parr, seconded by Hagen to approve the consent agenda as presented.
   Yeas: Hagen, Parr, Knapp
   Nays: None
   Absent: Cole, Kalbfell, Spring
   Motion carried.
   A. City Council Meeting Minutes - January 20, 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
01/23/2025	Special Accounts Payable Run	$64,214.66
01/28/2025	Special Accounts Payable Run	$4,907.08
01/31/2025	Payroll (net pay)	$108,821.19
01/31/2025	Payroll Transmittal Checks	$6,350.86
02/04/2025	Regular Accounts Payable	$86,627.53
01/21/2025-01/31/2025	ACH/WIRE Payments	$453,557.06
01/16/2025	Special A/P Tax Disbursement	$720,593.90
Grand Total		**$1,445,072.28**

The entire accounts payable and payroll check registers can be viewed on the City's website.

C. Updated Intergovernmental Data Sharing Agreement

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

D. Confirm Emergency Repair of High Service Pump #2: $23,738

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.

6. Public Hearings and Actions Requiring Public Hearings

A. Budget Amendment for Fiscal Year 2025

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the Budget Amendment for Fiscal Year 2025.

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

Motion by Knapp, seconded by Parr to 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.

Yeas: Hagen, Parr, Knapp

Nays: None

Absent: Cole, Kalbfell, Spring

Motion carried.

B. 2025-26 Budget Ordinance

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the 2025-26 Budget Ordinance.

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

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

Yeas: Hagen, Parr, Knapp

Nays: None

Absent: Cole, Kalbfell, Spring

Motion carried.

7. All Other Actions and Requests

8. Reports and Communications

A. Public Comment

B. City Manager's Comments

- Phase 1 of the meter replacement project will start this week and include installation of 325 meters which will test continuity and communication, residents effected were noticed last week

- Received a lovely comment regarding Sgt. Orban assisting one of our residents and helping them get their vehicle unstuck from the hill by Michigan Beach

C. Mayor and Council Comments

9. Other Council Business

10. Adjourn

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

Sarah J. Dvoracek	City Clerk	Lyle Gennett	Mayor

Charlevoix City Council

Consent Agenda

Title: Accounts Payable and Payroll Check Registers
Date: February 17, 2025

Presented By:

Background:

Recommendation:
Motion to approve the accounts payable and payroll check registers as presented.
Attachments:
1. Check Registers 02-17-25 Agenda

CHECK REGISTER FOR CITY OF CHARLEVOIX
CHECK DATE 02/11/2025 - 02/11/2025

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			
02/11/2025	144377	HARTFORD, THE	2,446.44
1 TOTALS:			
Total of 1 Checks:			2,446.44
Less 0 Void Checks:			0.00
Total of 1 Disbursements:			2,446.44

Summary of Check Registers & ACH Payments

HUNTINGTON NATIONAL BANK - CHECKS ISSUED

02/11/25	Special Accounts Payable Run	$	2,446.44
02/14/25	Payroll (net pay)	$	114,252.41
02/14/25	Payroll Transmittal Checks	$	6,564.23
02/18/25	Regular Accounts Payable	$	166,829.30
	Checks Sub-Total:	$	290,092.38

HUNTINGTON NATIONAL BANK - EFT/WIRE PAYMENTS

02/03/25	AMG Payment Solutions	$	34.99
02/03/25	AMG Payment Solutions	$	34.99
02/03/25	MI Public Power Agency	$	11,302.72
02/10/25	MI Public Power Agency	$	28,938.21
02/11/25	DTE Energy	$	13,565.36
02/11/25	State of MI (Sales Tax)	$	32,649.80
02/14/25	IRS (Payroll Tax Deposit)	$	42,780.36
02/14/25	Alerus Financial (HCSP)	$	558.00
02/14/25	Vantagepoint (401 Plan)	$	1,204.14
02/14/25	Vantagepoint (457 Plan)	$	24,840.03
02/14/25	Vantagepoint (Roth IRA)	$	1,285.00
02/14/25	State of MI (Withholding Tax)	$	6,151.54
	ACH Sub-Total:	$	163,345.14
	Huntington National Bank Total:	$	453,437.52

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

01/29/25	Special A/P Tax Disbursement	$	384,132.93
	Charlevoix State Bank Total:	$	384,132.93
	Grand Total:	$	837,570.45

APPROVED: CITY MANAGER CITY TREASURER CITY CLERK

CHECK APPROVAL REPORT FOR CITY OF CHARLEVOIX

Payroll: 0000000014

Name	Check Date	Gross	Net
HEYDLAUFF, MARK L.	02/14/2025	6,169.23	4,178.21
DVORACEK, SARAH J.	02/14/2025	3,207.15	2,456.34
DeROSIA, PATRICIA E.	02/14/2025	1,553.89	972.86
KLOOSTER, ALIDA K.	02/14/2025	3,593.00	2,466.03
BARNEVELD, RICHELLE L.	02/14/2025	2,147.93	1,519.08
SCHULZ, GINNY L.	02/14/2025	2,180.00	1,567.83
JENKINS, JESSICA-RAE A.	02/14/2025	1,980.80	1,534.26
MCGINN, KELLY A.	02/14/2025	4,234.84	2,767.62
SCHEEL, JONATHAN D.	02/14/2025	3,753.00	2,683.46
MCDONNELL, JILL L.	02/14/2025	4,261.36	2,544.75
UMULIS, MATTHEW T.	02/14/2025	2,741.87	1,594.75
ORBAN, BARBARA K.	02/14/2025	2,727.62	1,489.62
RILEY, DENISE M.	02/14/2025	721.59	587.85
MUNK, CHRISTOPHER J.	02/14/2025	2,440.00	1,452.52
CHRISTIANSEN, BRIAN D.	02/14/2025	2,398.64	1,642.70
RAMIREZ, CHARLES V.	02/14/2025	2,171.34	1,486.21
MARTIN, DONALD L.	02/14/2025	3,488.12	2,358.59
YOUNG, KRISTEN L.	02/14/2025	2,772.98	2,010.18
WURST, RANDALL W.	02/14/2025	3,491.62	1,842.37
HILLING, NICHOLAS A.	02/14/2025	3,087.40	1,924.60
MEIER III, CHARLES A.	02/14/2025	2,633.30	1,550.10
ZACHARIAS, STEVEN B.	02/14/2025	3,278.80	1,994.71
NEWMAN, MARK J.	02/14/2025	2,850.60	1,873.50
LOUGHMILLER, JOHN A.	02/14/2025	2,527.60	1,831.89
GRIFFITH, JOHN J.	02/14/2025	4,964.91	2,701.55
EATON, BRAD A.	02/14/2025	4,963.99	3,180.31
WILSON, TIMOTHY J.	02/14/2025	4,956.28	3,586.89
LAVOIE, RICHARD L.	02/14/2025	4,233.73	2,675.16
STERRETT, PHILLIP R.	02/14/2025	3,764.19	2,471.88
STEVENS, BRANDON C.	02/14/2025	4,790.99	2,902.05
WHITLEY, ANDREW T.	02/14/2025	4,635.49	2,689.50
FARRELL, MITCHELL L.	02/14/2025	3,615.57	2,336.22
ANDERSON, ELIZABETH A.	02/14/2025	2,223.61	1,460.81
KENWABIKISE, DAVID L.	02/14/2025	1,999.37	1,389.62
DVORACEK, BRIAN N.	02/14/2025	780.00	636.14
ELLIOTT, PATRICK M.	02/14/2025	4,961.27	3,407.55
MORRISON, KEVIN P.	02/14/2025	2,804.07	1,665.83
FURGESON, JUSTIN L.	02/14/2025	3,264.75	2,360.98
BRADLEY, KELLY R.	02/14/2025	1,839.91	895.58
HART II, DELBERT W.	02/14/2025	3,116.97	1,969.14
JONES, ROBERT F.	02/14/2025	2,517.52	1,613.99
THORP, WILLIAM D.	02/14/2025	2,729.96	1,751.53
LEITNER, RYAN S.	02/14/2025	2,524.75	1,695.23
NOWKA, STEPHEN P.	02/14/2025	2,459.96	1,774.84
RILEY, DANIEL A.	02/14/2025	2,546.34	1,801.31
REID, ROB A.	02/14/2025	2,313.60	1,591.48
KNORR, KENT J.	02/14/2025	3,304.55	2,369.12
BOSS JR, DALE E.	02/14/2025	1,848.78	1,533.51
ANZELL, BETH A.	02/14/2025	2,293.48	1,715.86
WASHBURNE, MICHAEL J.	02/14/2025	159.00	140.07
BOSS, SHERRY M.	02/14/2025	896.00	749.90
MCDERMOTT, DENNIS J.	02/14/2025	157.11	144.37
PORATH, JACOB P.	02/14/2025	153.00	141.29
MAILLOUX, AIDEN M.	02/14/2025	138.00	121.58
CULBERTSON, CRISTIN E.	02/14/2025	1,510.00	1,236.99
JOHNSTONE, HUNTER S.	02/14/2025	693.00	610.54
BEMIS, ADDISON J.	02/14/2025	531.81	468.53
LOPEZ, VANESSA M.	02/14/2025	403.00	364.51
WILLSON, ALEXANDER J.	02/14/2025	60.00	52.86
WILLSON, WESTYN E.	02/14/2025	450.00	396.45
MATTER, DAWSON K.	02/14/2025	231.00	203.51
PEARSALL, KRISTA M.	02/14/2025	198.00	174.44
WELLS, JANINNA J.	02/14/2025	132.00	116.30
GOOD, JENNA R.	02/14/2025	126.00	111.00
BOSS, BEAU J.	02/14/2025	2,377.02	1,820.98
ARNOLD, REMI C.	02/14/2025	404.00	365.40
KLOOSTER, JUSTIN N.	02/14/2025	482.63	425.20
LUECKE, ANDREW L.	02/14/2025	132.00	121.90
MAILLOUX, CLARA C.	02/14/2025	132.00	116.30
BEMIS, GARRETTSON G.	02/14/2025	753.75	655.86
WILLSON, BRENDA R.	02/14/2025	132.00	116.30
SCHOLEY, ROBERT W.	02/14/2025	3,072.21	2,048.76
MCCRANEY, RUSSELL R.	02/14/2025	2,453.20	1,870.10

CHECK APPROVAL REPORT FOR CITY OF CHARLEVOIX
Payroll: 0000000014

Name	Check Date	Gross	Net
POSTMUS, ANTHONY H.	02/14/2025	924.19	599.91
REECE, DANIEL A.	02/14/2025	2,130.82	1,639.36
TRAVERS, MANUEL J.	02/14/2025	1,042.56	933.89
Totals: 76		169,741.02	114,252.41

Approved By: [signature] Date: 2/11/25

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 02/14/2025 - 02/14/2025

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			
02/14/2025	144369	4FRONT CREDIT UNION	1,535.58
02/14/2025	144370	AMERICAN FAMILY LIFE	532.65
02/14/2025	144371	CHARLEVOIX STATE BANK	1,555.00
02/14/2025	144372	COMMUNICATION WORKERS OF AMER	672.82
02/14/2025	144373	FOPLC	234.00
02/14/2025	144374	MI STATE DISBURSEMENT UNIT	116.55
02/14/2025	144375	PRIORITY HEALTH	1,517.57
02/14/2025	144376	THE HARTFORD	400.06
1 TOTALS:			
Total of 8 Checks:			6,564.23
Less 0 Void Checks:			0.00
Total of 8 Disbursements:			6,564.23

CHECK REGISTER FOR CITY OF CHARLEVOIX
CHECK DATE 02/18/2025 - 02/18/2025

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			
02/18/2025	144454	ACE HARDWARE	1,610.97
02/18/2025	144455	AMAZON CAPITAL SERVICES	217.86
02/18/2025	144456	AMERICAN LEGAL PUBLISHING COR	314.58
02/18/2025	144457	AMERICAN LEGAL PUBLISHING COR	27.30
02/18/2025	144458	AT&T MOBILITY	85.12
02/18/2025	144459	AUTO VALUE CHARLEVOIX #2	1,697.65
02/18/2025	144460	AUTO-WARES GROUP	814.90
02/18/2025	144461	BEAVER RESEARCH COMPANY	428.15
02/18/2025	144462	CARL STANEK	200.00
02/18/2025	144463	CHARLEVOIX AREA CHAMBER OF CO	14,575.00
02/18/2025	144464	CHARLEVOIX COURIER	6.07
02/18/2025	144465	CHARLEVOIX SCREEN MASTERS INC	3,412.00
02/18/2025	144466	CHARLEVOIX TOWNSHIP TREASURER	93.31
02/18/2025	144467	CHARTER COMMUNICATIONS	149.98
02/18/2025	144468	CONWAY PROFESSIONAL SERVICES	561.50
02/18/2025	144469	CUMMINS SALES AND SERVICE	4,589.80
02/18/2025	144470	DELBERT W HART II	110.00
02/18/2025	144471	DENNIS JOY	35.00
02/18/2025	144472	DEREK HOWARD	150.00
02/18/2025	144473	DROST LANDSCAPE	3,777.00
02/18/2025	144474	ELECTIONSOURCE	1,365.00
02/18/2025	144475	ELLSWORTH FARMERS EXCHANGE	1,294.21
02/18/2025	144476	EMILY SELPH	422.94
02/18/2025	144477	ESRI	7,360.00
02/18/2025	144478	FAMILY FARM AND HOME	716.94
02/18/2025	144479	FISHER SCIENTIFIC	990.22
02/18/2025	144480	GANNETT MICHIGAN LOCALIQ	622.36
02/18/2025	144481	GFL ENVIRONMENTAL	882.60
02/18/2025	144482	GORDON FOOD SERVICE	118.93
02/18/2025	144483	GRAND TRAVERSE GARAGE DOOR CO	281.03
02/18/2025	144484	GREAT LAKES ELEVATOR LLC	473.39
02/18/2025	144485	HACH COMPANY	40.35
02/18/2025	144486	HYDROCORP	2,243.50
02/18/2025	144487	IDI	75.00
02/18/2025	144488	INCLUSION SOLUTIONS LLC	948.76
02/18/2025	144489	IPS GROUP INC	303.01
02/18/2025	144490	JIM RIEHL'S FRIENDLY FORD INC	1,564.00
02/18/2025	144491	JOHN KURTZ	440.00
02/18/2025	144492	JOHN SZCZEPANSKI	200.00
02/18/2025	144493	JOPPA HOUSE MINISTRIES PROGRA	15,000.00
02/18/2025	144494	KALAMAZOO SANITARY SUPPLY LLC	242.67
02/18/2025	144495	KELLY R BRADLEY	110.00
02/18/2025	144496	LERMA INC	75.00
02/18/2025	144497	MARK L HEYDLAUFF	666.77
02/18/2025	144498	MCCARDEL CULLIGAN WATER COND	55.50
02/18/2025	144499	MICHAEL HEUMAN	200.00
02/18/2025	144500	MICHIGAN MUNICIPAL ELECTRIC	9,592.00
02/18/2025	144501	NICHOLAS A HILLING.	402.60
02/18/2025	144502	NORMAN CARLSON	200.00
02/18/2025	144503	NORTHWEST FIRE	730.00
02/18/2025	144504	OMS COMPLIANCE SERVICES INC	107.25
02/18/2025	144505	OMS COMPLIANCE SERVICES INC	214.50
02/18/2025	144506	PATRICK M ELLIOTT	402.60
02/18/2025	144507	PENCHURA LLC	2,492.00
02/18/2025	144508	PENINSULA FIBER NETWORK LLC	360.00
02/18/2025	144509	POWERDMS INC	4,493.75
02/18/2025	144510	PRESTON FEATHER	225.20
02/18/2025	144511	RANGE TELECOMMUNICATIONS	214.00
02/18/2025	144512	SCIENTIFIC BRAKE - GAYLORD	79.02
02/18/2025	144513	SPARTAN STORES LLC	16.97
02/18/2025	144514	STATE OF MICHIGAN	541.33
02/18/2025	144515	STATE OF MICHIGAN	245.00
02/18/2025	144516	STRYKER SALES LLC	48,207.12
02/18/2025	144517	TELE-RAD INC	10,804.81
02/18/2025	144518	TELNET WORLDWIDE	175.64
02/18/2025	144519	TESCO	1,422.90
02/18/2025	144520	TRACE ANALYTICAL LABORATORIES	460.00
02/18/2025	144521	TRUCK & TRAILER SPECIALTIES	2,527.58
02/18/2025	144522	UNIFIRST CORPORATION	270.80
02/18/2025	144523	UP NORTH FLAGS & POLES	2,316.00

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			
02/18/2025	144524	USABLUEBOOK	967.05
02/18/2025	144525	VILLAGE GRAPHICS INC	192.00
02/18/2025	144526	WILLIAM SIBERHORN	100.00
02/18/2025	144527	WILMOT ELECTRIC INC	2,314.72
02/18/2025	144528	WINDEMULLER ELECTRIC	7,003.69
02/18/2025	144529	ZAREMBA EQUIPMENT INC	202.40
1 TOTALS:			
Total of 76 Checks:			166,829.30
Less 0 Void Checks:			0.00
Total of 76 Disbursements:			166,829.30

CHECK REGISTER FOR CITY OF CHARLEVOIX
CHECK DATE 02/03/2025 - 02/03/2025

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			
02/03/2025	117(E)	AMG PAYMENT SOLUTIONS	34.99
02/03/2025	118(E)	AMG PAYMENT SOLUTIONS	34.99
02/03/2025	119(E)	MICHIGAN PUBLIC POWER AGENCY	11,302.72
1 TOTALS:			
Total of 3 Checks:			11,372.70
Less 0 Void Checks:			0.00
Total of 3 Disbursements:			11,372.70

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 02/10/2025 - 02/10/2025

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			
02/10/2025	120(E)	MICHIGAN PUBLIC POWER AGENCY	28,938.21
1 TOTALS:			
Total of 1 Checks:			28,938.21
Less 0 Void Checks:			0.00
Total of 1 Disbursements:			28,938.21

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			
02/11/2025	127(E)	DTE ENERGY	13,565.36
02/11/2025	128(E)	STATE OF MICHIGAN	32,649.80
1 TOTALS:			
Total of 2 Checks:			46,215.16
Less 0 Void Checks:			0.00
Total of 2 Disbursements:			46,215.16

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 02/14/2025 - 02/14/2025

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			
02/14/2025	121(E)	**EFTPS* Payroll Taxes	42,780.36
02/14/2025	122(E)	Alerus Financial	558.00
02/14/2025	123(E)	MissionSquare - 401 Plan 1091	1,204.14
02/14/2025	124(E)	MissionSquare - 457 Plan 3009	24,840.03
02/14/2025	125(E)	MissionSquare - Roth IRA 7061	1,285.00
02/14/2025	126(E)	STATE OF MICHIGAN	6,151.54
1 TOTALS:			
Total of 6 Checks:			76,819.07
Less 0 Void Checks:			0.00
Total of 6 Disbursements:			76,819.07

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 01/29/2025 - 01/29/2025

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			
01/29/2025	4210	CHARLEVOIX COUNTY TREASURER	76,909.11
01/29/2025	4211	CHARLEVOIX COUNTY TREASURER	312.65
01/29/2025	4212	CHARLEVOIX DISTRICT LIBRARY	38,765.06
01/29/2025	4213	CHARLEVOIX-EMMET ISD	159,824.22
01/29/2025	4214	CITY OF CHARLEVOIX - TAXES DU	41,626.70
01/29/2025	4215	LAKE CHARLEVOIX EMS AUTHORITY	54,701.84
01/29/2025	4216	RECREATIONAL AUTHORITY	11,993.35
2 TOTALS:			
Total of 7 Checks:			384,132.93
Less 0 Void Checks:			0.00
Total of 7 Disbursements:			384,132.93

Charlevoix City Council

Consent Agenda

Title: Renewable Energy Plan
Date: February 17, 2025

Presented By:

Background:
Public Act 235 of 2023 (PA 235) requires all electric utilities in Michigan to develop a Renewable Energy Plan and file it with the Michigan Public Service Commission (MPSC). The plan must achieve a Renewable Energy Credit Portfolio of at least 15% starting in 2025 through 2029, 50% between 2030 and 2034, and 60% in 2035 and thereafter. Charlevoix's current Renewable Energy Credit Portfolio is approximately 34%, which exceeds the requirements of PA 235. It will remain above the state minimum over the next several years.

Municipally owned electric utilities can comply with PA 235 by generating electricity for sale to retail customers from a renewable energy system, by purchasing or acquiring renewable energy and capacity through power purchase contracts, or by purchasing RECs[i] from a resource within the utility's regional transmission grid. The transmission grid for the lower peninsula of Michigan is Local Resource Zone Seven of the Midcontinent Independent System Operator (MISO).

The Michigan Municipal Electric Association is recommending that Charlevoix adopt the attached Renewable Energy Plan to achieve compliance with PA 235. Through 2034, Charlevoix will meet the requirements of the Act by purchasing RECs from the market and through existing MPPA wind, solar, and landfill gas power purchase contracts. Some of these RECs will be retired to comply with PA 235 and excess RECs will be banked for later use. Starting in 2035, RECs must be acquired through future power purchase contracts with developers of renewable energy systems or by owning a renewable energy system and generating electricity for sale to retail customers.

Michigan Public Power Agency (MPPA) will file the necessary reports with the MPSC on Charlevoix's behalf. MPPA will review opportunities for new power supply in compliance with PA 235 if they meet the requirements of MPPA's Power Supply Risk Management Policy. MPPA will update Charlevoix's plan every two years and file it with the MPSC, as required by PA 235.

[i] A Renewable Energy Credit (REC) is equal to one megawatt-hour (1,000 kWhs) of electricity that was generated from an eligible renewable energy system and was delivered into the electric transmission or distribution system.

Recommendation:
Motion to approve the 2025 Renewable Energy Plan as required by Public Act 235 of 2023 as presented.

Attachments:
1. Charlevoix Renewable Energy Plan 2025

2025-2045 MUNICIPAL UTILITY
PA 235 RENEWABLE ENERGY PLAN SUMMARY

CHARLEVOIX

Row #		2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
1	**Sales and Requirement Calculation**										
2	**Method: Weather Normalized or 3 Year Average**										
3	If Selected Weather Normalized:										
4	Current Year Sales to Retail Customers										
5	Less Number of Megawatt Hours Sold from Michigan Nuclear Energy										
6	Current Year Weather Normalization Factor										
7	Less VGP Sales										
8	Less Outflow from DG Customers										
9	Current Year Weather Normalized Sales										
10	If Selected 3 Year Average:										
11	Current Year Retail Sales to Retail Customers	53,558	53,414	53,291	53,147	53,095	53,080	53,117	53,155	53,212	53,290
12	Less Number of Megawatt Hours Sold from Michigan Nuclear Energy	-	-	-	-	-	-	-	-	-	-
13	Less VGP Sales	2,499	2,499	2,499	2,499	2,499	2,499	2,499	2,499	2,499	2,499
14	Less Outflow from DG Customers	7	7	7	7	7	7	7	7	7	7
15	3 Year Average of Retail Sales	56,723	55,593	55,204	53,421	53,284	53,178	53,108	53,098	53,117	53,161
16	RECs Reported to Provider Subject to Section 29(4)	-	-	-	-	-	-	-	-	-	-
17	MWh Electricity Sold for PA-235 Compliance Requirement (Row 15 - 13 - 14 - 16)	54,217	53,087	52,698	50,915	50,778	50,672	50,602	50,592	50,611	50,655
18	**RPS Required Energy Credits** (Row 17 * Compliance Factor) (Compliance Factors: 2025-2029 = 15%, 2030-2034 = 50%, 2035+ = 60%)	8,132	7,963	7,905	7,637	7,617	25,336	25,301	25,296	25,306	25,328
19	**Energy Credits**										
20	Energy Credit Beginning Balance	39,845	50,381	60,743	74,760	87,428	100,091	95,006	91,685	87,021	85,211
21	Energy Credits Obtained Through Generation/BOT	-	-	-	-	-	-	-	-	-	-
22	Energy Credits Obtained Through PPA	18,669	18,325	16,729	15,113	15,087	15,059	16,787	15,439	18,304	18,196
23	Energy Credits Obtained Through REC Purchases	1,031	1,031	6,158	5,398	5,398	5,398	5,398	5,398	5,398	5,330
24	Plus: Energy Credits Obtained (Row 21 + 22 + 23)	19,699	19,355	22,887	20,512	20,486	20,457	22,185	20,838	23,703	23,526
25	Less: Energy Credits Sold	1,031	1,031	965	206	206	206	206	206	206	138
26	Available Energy Credits (Row 20 + 24 - 25)	58,514	68,706	82,664	95,065	107,708	120,342	116,986	112,316	110,517	108,600
27	Compliance Requirement (Row 18)	8,132	7,963	7,905	7,637	7,617	25,336	25,301	25,296	25,306	25,328
28	Less: Energy Credit Expiration	-	-	-	-	-	-	-	-	-	-
29	Energy Credit Ending Balance (Row 26 - 27 - 28)	50,381	60,743	74,760	87,428	100,091	95,006	91,685	87,021	85,211	83,272

2025-2045 MUNICIPAL UTILITY
PA 235 RENEWABLE ENERGY PLAN SUMMARY

CHARLEVOIX

Row #		2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045
1	**Sales and Requirement Calculation**											
2	**Method: Weather Normalized or 3 Year Average**											
3	If Selected Weather Normalized:											
4	Current Year Sales to Retail Customers											
5	Less Number of Megawatt Hours Sold from Michigan Nuclear Energy											
6	Current Year Weather Normalization Factor											
7	Less VGP Sales											
8	Less Outflow from DG Customers											
9	Current Year Weather Normalized Sales											
10	If Selected 3 Year Average:											
11	Current Year Retail Sales to Retail Customers	53,381	53,436	53,495	53,534	53,576	53,611	53,641	53,648	53,632	53,572	53,510
12	Less Number of Megawatt Hours Sold from Michigan Nuclear Energy	-	-	-	-	-	-	-	-	-	-	-
13	Less VGP Sales	2,499	2,499	2,499	2,499	2,499	2,499	2,499	2,499	2,499	2,499	2,499
14	Less Outflow from DG Customers	7	7	7	7	7	7	7	7	7	7	7
15	3 Year Average of Retail Sales	53,219	53,294	53,369	53,437	53,488	53,535	53,574	53,609	53,633	53,640	53,617
16	RECs Reported to Provider Subject to Section 29(4)	-	-	-	-	-	-	-	-	-	-	-
17	MWh Electricity Sold for PA-235 Compliance Requirement (Row 15 - 13 - 14 - 16)	50,713	50,788	50,863	50,931	50,982	51,029	51,068	51,103	51,127	51,134	51,111
18	**RPS Required Energy Credits** (Row 17 * Compliance Factor) (Compliance Factors: 2025-2029 = 15%, 2030-2034 = 50%, 2035+ = 60%)	30,428	30,473	30,518	30,559	30,589	30,617	30,641	30,662	30,676	30,681	30,667
19	**Energy Credits**											
20	Energy Credit Beginning Balance	83,272	80,259	71,968	66,484	60,906	55,244	52,643	49,918	51,024	52,042	52,779
21	Energy Credits Obtained Through Generation/BOT	-	-	-	-	-	-	-	-	-	-	-
22	Energy Credits Obtained Through PPA	22,223	22,181	25,035	24,981	24,927	28,016	27,915	31,768	31,695	31,417	31,288
23	Energy Credits Obtained Through REC Purchases	5,192	-	-	-	-	-	-	-	-	-	-
24	Plus: Energy Credits Obtained (Row 21 + 22 + 23)	27,415	22,181	25,035	24,981	24,927	28,016	27,915	31,768	31,695	31,417	31,288
25	Less: Energy Credits Sold	-	-	-	-	-	-	-	-	-	-	-
26	Available Energy Credits (Row 20 + 24 - 25)	110,687	102,441	97,002	91,465	85,834	83,260	80,558	81,686	82,719	83,459	84,067
27	Compliance Requirement (Row 18)	30,428	30,473	30,518	30,559	30,589	30,617	30,641	30,662	30,676	30,681	30,667
28	Less: Energy Credit Expiration	-	-	-	-	-	-	-	-	-	-	-
29	Energy Credit Ending Balance (Row 26 - 27 - 28)	80,259	71,968	66,484	60,906	55,244	52,643	49,918	51,024	52,042	52,779	53,400

Charlevoix City Council
Consent Agenda

Title: City Band Support for Public Entertainment
Date: February 17, 2025

Presented By:

Background:
Annually, we budget support to the City Band for the provision of free, public entertainment in our bandshell each summer.

Recommendation:
Motion to approve $5,000 for the Charlevoix City Band for the provision of free, public entertainment for the benefit of the community.

Attachments:
1. City Band Contract
2. City Band Request

CITY BAND CONTRACT

THIS CONTRACT is effective on the ___________ day of ____________________________, 2025 between the City of Charlevoix, a Michigan home rule city, whose address is 210 State Street, Charlevoix, Michigan 49720 (City) and the Charlevoix City Band, a Michigan nonprofit corporation, whose address is 6685 M-66, Lot #108, Charlevoix, Michigan 49720.

Recitals

A. Pursuant to MCLA 117.3(j); MSA 5.2073(j) and Article I, Section 1.6 of the City Charter the City is authorized to provide for the peace and health and for the safety of persons and property within the City and to expend funds for that purpose.

B. Charlevoix City Band provides music in the Clarence Odmark pavilion for the residents and visitors of the City of Charlevoix during the Summer season.

C. The parties desire to act cooperatively in providing the above musical services to citizens in the City.

Agreement

NOW, THEREFORE, in consideration of the mutual promises contained in this Contract, the parties hereby agree as follows:

1. The City shall pay to Charlevoix City Band the sum of Five Thousand and 00/100 Dollars ($5,000.00).

2. Charlevoix City Band shall provide not less than eight (8) musical programs during the forthcoming summer season and shall use the above money to help defray the costs of providing those musical programs to Charlevoix residents and visitors.

CITY OF CHARLEVOIX

_____________________________ By: ___________________________________
Date Lyle Gennett, Mayor

CHARLEVOIX CITY BAND

_____________________________ By: ___________________________________
Date Evelyn Wujcik, President

To the City of Charlevoix,

The Charlevoix City Band has been a fixture in our community for over a century, providing summer musical entertainment for generations of tourists and year-round residents. Our band itself is a community, consisting of approximately 60 members, including professional musicians, high school students, and hobbyist musicians all come together under a mutual love of performing. There are people from all professions, ages, areas of the country, and multiple generations of Charlevoix School Band members and directors. After our concerts I have spoken to audience members who have been coming to concerts for decades as well as those who just discovered us on their stroll downtown and were pleasantly surprised. We welcome all as we continue our history of excellent and fun performances.

We are very grateful for our current support from the City of Charlevoix, and humbly request a renewal of five thousand dollars for the 2024 summer concert season.
The funds we receive from the city pay our directors and librarian, update our music library, and replace any needed equipment for our 8 weekly performances throughout the summer.

Thank you for your continued support of the Charlevoix City Band.

Sincerely,

Jake Bronson
Conductor

Evelyn Wujcik
President

Charlevoix City Band

Charlevoix City Council

Consent Agenda

Title: Proposal to Extend Auditing Service Contract
Date: February 17, 2025

Presented By:

Background:
The 2025 Audit will mark the end of our current audit contract with Rehmann. We have a good working relationship with Rehmann and they consistently achieve the deadlines required for public audits of our finances. As has been the case in the past, the new proposal includes the following services:

These proposed fees include:

- Drafting of the City's financial statements and related footnotes
- Delivery of printed copies of all reports and letters and an electronic copy in PDF
- Presentations to the City Council, as requested
- Electronic submission of the audit to the Michigan Department of Treasury
- Complimentary attendance at Rehmann-sponsored training events
- Availability for technical questions and assistance throughout the year

The fees also include assistance with preparation of the F-65 and travel-related costs.

Recommendation:
Motion to approve a five year agreement with Rehmann for audit services as detailed in the proposal.

Attachments:

1. City of Charlevoix Extension Letter-2026-2030

Rehmann
EMPOWER YOUR PURPOSE®

February 10, 2025

Kelly McGinn, Treasurer
City of Charlevoix
210 State Street
Charlevoix, MI 49720

Re: Proposal to Extend Auditing Services Contract

Dear Kelly,

We are writing to extend our sincere thanks to the ***City of Charlevoix*** (the "City") for the opportunity we have had to be of service as the City's auditor for the past several years. We have thoroughly enjoyed working with you and your team. We trust that the City has equally benefited from our professional relationship as well.

As you know, the 2025 audit will mark the end of our current contract with the City as its independent external auditors. We have appreciated the kind words spoken by you and your staff concerning the work Rehmann Robson has performed for the City over the years, and would like to offer to extend our professional relationship for an additional three or five years, whichever is the City's preference.

The decision of how often to competitively bid-out the independent external audit can be a difficult one, and good arguments exist on both sides on the issue of periodic auditor rotation. It is important to note that there are no externally imposed requirements for audit rotation, and in its 2002 Recommended Practice, entitled *Audit Procurement*, the Government Finance Officers Association suggest that organizations should enter into multiyear agreements when obtaining the services of independent auditors.

Our proposed fees would continue an inflationary increase included in our previous proposals. These fees have been discounted substantially from our standard rates, and reflect the excellent condition of the City's financial records, and the assistance provided each year in preparation for the annual audit. The prices quoted below include the cost of the audit of the general purpose financial statements, assistance with the preparation of the F-65 and travel related costs.

3-Year Pricing for the years ending March 31:

SERVICE	2026	2027	2028
Financial Audit	$27,200	$29,000	$30,725
F-65 Prep Assistance	800	900	1,000
TOTAL FEES:	$28,000	$29,900	$31,725
Travel (Maximum)	$1,600	$1,650	$1,700

WE ARE AN INDEPENDENT MEMBER OF
HLB THE GLOBAL ADVISORY AND ACCOUNTING NETWORK

5-Year Pricing for the years ending March 31:

SERVICE	2026	2027	2028	2029	2030
Financial Audit	$26,650	$28,200	$29,600	$31,000	$32,500
F-65 Prep Assistance	800	900	1,000	1,100	1,200
TOTAL FEES:	**$27,450**	**$29,100**	**$30,600**	**$32,100**	**$33,700**
Travel (Maximum)	**$1,600**	**$1,650**	**$1,700**	**$1,750**	**$1,800**

These proposed fees include:

- Drafting of the City's financial statements and related footnotes,
- Delivery of printed copies of all reports and letters and an electronic copy in PDF,
- Presentations to the City Council, as requested,
- Electronic submission of the audit to the Michigan Department of Treasury,
- Complimentary attendance at Rehmann-sponsored training events,
- Availability for technical questions and assistance throughout the year.

These fees are based on professional standards in effect as of the date of our proposal. The fees quoted for years subsequent to 2026 may be subject to renegotiation if significant changes in professional standards or reporting requirements make our initial estimate of hours to complete the audit unrealistic. If any such changes occur, we will discuss the reasons with you and arrive at a new fee arrangement prior to incurring any additional charges.

These fees are independent of any special projects for which a separate engagement is contracted. We will of course, continue to be available throughout the year to answer general business questions, and to assist you or your staff with accounting for specific transactions without charge.

Again, we thank you for continuing opportunity to be of service to the City of Charlevoix, and we look to many more years of exceeding your expectations. If you have any questions regarding the extension, or if we can be of assistance to you in any way, please do not hesitate to contact us.

Very truly yours,

Rehmann Robson LLC

Kim H. Lindsay

Kim Lindsay, CPA, CGMA
Principal

The above proposal is hereby accepted for ____ 3 years or ____ 5 years.

Signature	Date

Charlevoix City Council

Consent Agenda

Title: Low Income Energy Assistance Program
Date: February 17, 2025

Presented By:

Background:

Michigan's Public Act 95, signed into law in 2013, established the Low-Income Energy Assistance Fund (LIEAF) to help low-income households with heating costs through the Michigan Energy Assistance Program (MEAP). The Act required all Michigan utilities to decide annually, by July 1, whether to participate in the LIEAF program.

- **Opting In:** Utilities that opted in collected a monthly meter surcharge, calculated by the Michigan Public Service Commission (MPSC), and forwarded the funds to the State of Michigan. In return, they were allowed to disconnect residential customers for non-payment year-round.
- **Opting Out:** Utilities that opted out did not collect the surcharge but were prohibited from disconnecting residential customers for non-payment between November 15 and April 15.

Changes Under Public Act 169 of 2024

Governor Whitmer signed Public Act 169 into law on December 17, 2024, introducing new requirements for utilities.

- By **March 20, 2025**, members of the Michigan Municipal Electric Association (MMEA) must report the number of retail electric meters to the MMEA.
- By **May 1, 2025**, the MPSC will determine the surcharge amount.
- Utilities that opt in must include a separate line item on customers' monthly utility bills detailing the charge amount and description.
- Funds collected will be sent monthly to the Michigan State Treasurer.

The **attached Opt In flowchart** outlines this process in detail.

Opting Out Under PA 169

Under PA 95, Charlevoix consistently opted out, as it was a simpler choice. However, PA 169 introduces additional requirements for opting out. Utilities that choose this route must:

1. **Develop, fund, and report** a program to assist all eligible customers.
2. **Establish eligibility guidelines** for assistance.
3. **Post program details** on the utility's website.
4. **Submit an annual report** to the MPSC, including:
    - The total number of applicants by county.
    - The total amount of assistance provided.
5. Administer the program **in-house or through a third party/nonprofit organization**.

The **attached Opt-Out flowchart** provides further details.

Recommendation for the Upcoming Heating Season

Historically, Charlevoix opted out because it was the simpler option and past-due collections were lower than the potential surcharge revenue. However, with PA 169's added complexities and ongoing capital projects in the Electric Department, the recommendation for the upcoming heating season is to **opt in**. In either scenario, our customers would see an increase on their monthly bill and this is due to the action of the legislature and governor.

It's important to note that **under both options, utilities can disconnect residential customers year-round**—though this is not currently being recommended. We will bring updates on our Electric Department Rules and Regulations to you in March and plan to include a continuation of our policy of no shutoffs during the winter.

This cover sheet was edited with AI tools.

Recommendation:

Motion to Opt-in under Public Act 169 of 2024 for the 2025-2026 heating season.

Attachments:

1. 2024-PA-0169
2. Opt In
3. Opt Out

Act No. 169
Public Acts of 2024
Approved by the Governor
December 17, 2024
Filed with the Secretary of State
December 17, 2024
EFFECTIVE DATE: Sine Die
(91st day after final adjournment of the 2024 Regular Session)

STATE OF MICHIGAN
102ND LEGISLATURE
REGULAR SESSION OF 2024

Introduced by Senator Singh

ENROLLED SENATE BILL No. 880

AN ACT to amend 1939 PA 3, entitled "An act to provide for the regulation and control of public and certain private utilities and other services affected with a public interest within this state; to provide for alternative energy suppliers and certain providers of electric vehicle charging services; to provide for licensing; to include municipally owned utilities and other providers of energy under certain provisions of this act; to create a public service commission and to prescribe and define its powers and duties; to abolish the Michigan public utilities commission and to confer the powers and duties vested by law on the public service commission; to provide for the powers and duties of certain state governmental officers and entities; to provide for the continuance, transfer, and completion of certain matters and proceedings; to abolish automatic adjustment clauses; to prohibit certain rate increases without notice and hearing; to qualify residential energy conservation programs permitted under state law for certain federal exemption; to create a fund; to encourage the utilization of resource recovery facilities; to prohibit certain acts and practices of providers of energy; to allow for the securitization of stranded costs; to reduce rates; to provide for appeals; to provide appropriations; to declare the effect and purpose of this act; to prescribe remedies and penalties; and to repeal acts and parts of acts," by amending section 9t (MCL 460.9t), as added by 2013 PA 95.

The People of the State of Michigan enact:

Sec. 9t. (1) The low-income energy assistance fund is created in the state treasury.

(2) The state treasurer may receive money or other assets from any source for deposit into the fund. The state treasurer shall direct the investment of the fund and credit to the fund interest and earnings from fund investments. Beginning December 1, 2025, and by each December 1 thereafter, the state treasurer shall report to the commission the total amount of money that was collected by the fund and the remaining balance of the fund from the immediately preceding fiscal year.

(80)

(3) Money in the fund at the close of the fiscal year remains in the fund and does not lapse to the general fund.

(4) The department of licensing and regulatory affairs is the administrator of the fund for auditing purposes.

(5) Subject to the limitations imposed in this section, the department of health and human services shall expend money from the fund, on appropriation, as provided in the Michigan energy assistance act, 2012 PA 615, MCL 400.1231 to 400.1235. The department of health and human services, in consultation with the commission, shall ensure that all money collected for the fund from a geographic area is returned, to the extent possible, to that geographic area and ensure the fund is administered to promote all of the following:

(a) Statewide access to the Michigan energy assistance program established in section 3 of the Michigan energy assistance act, 2012 PA 615, MCL 400.1233, ensuring that funds collected from a specific geographic area are, to the extent possible, returned to eligible low-income customers in that specific geographic area.

(b) Collaboration between the department of health and human services, the commission, energy providers, and entities that administer assistance programs to ensure that, to the extent possible, eligible low-income customers in a geographic area are receiving funds proportional to what customers in that geographic area are being assessed.

(c) For energy providers and entities that administer assistance programs, education and outreach on availability of the assistance programs and funding.

(6) Beginning March 1, 2027, and by each March 1 thereafter, the department of health and human services shall provide to the house and senate appropriations subcommittee for the department of health and human services budget and the house and senate standing committees on energy a report that contains all of the following information:

(a) The distribution of money from the fund across this state.

(b) A summary of total funds received and assistance awarded for each county in this state.

(c) A summary of the education, marketing, and outreach to improve the distribution of funds.

(7) The department of health and human services may combine the report required under subsection (6) with the report required under section 3 of the Michigan energy assistance act, 2012 PA 615, MCL 400.1233.

(8) Subject to the limitations imposed in this subsection, the commission may, after an opportunity to comment, annually approve a low-income energy assistance funding factor no later than May 1 of each year for the subsequent fiscal year. The low-income energy assistance funding factor must be the same across all customer classes. Before the effective date of the 2024 amendatory act that amended this section, the low-income energy assistance funding factor must not exceed a cap of $1.00. Beginning on the effective date of the 2024 amendatory act that amended this section, the commission may increase the low-income energy assistance funding factor to $1.25 and by not more than $0.25 each year thereafter. Subject to this subsection, the low-income energy assistance funding factor must not exceed a cap of $2.00. Beginning in 2029, and each year thereafter, the commission shall adjust the cap on the low-income energy assistance funding factor by the percentage increase in the United States Consumer Price Index for the immediately preceding calendar year. If the remaining balance reported under subsection (2) is greater than 10% of the funds collected by the low-income energy assistance funding factor in the fiscal year for which the remaining balance was reported, the commission shall set the low-income energy assistance funding factor at a rate at which the total funds collected will not exceed the total amount of funds collected by the low-income energy assistance funding factor in the year for which the report under subsection (2) is made minus the remaining balance reported under subsection (2). An electric utility, municipally owned electric utility, or cooperative electric utility that collects money under this subsection shall remit that money to the state treasurer for deposit in the fund on a monthly basis no later than 30 days after the last day in each calendar month. The electric utility, municipally owned electric utility, or cooperative electric utility shall list the low-income energy assistance funding factor as a separate line item on each customer's bill.

(9) An electric utility, municipally owned electric utility, or cooperative electric utility with fewer than 45,000 residential electric customers may elect to opt out of a low-income energy assistance funding factor under this section by annually filing a notice with the public service commission by April 1. The notice filed by the utility must include the total number of retail billing meters the utility serves in this state that would be subject to the low-income energy assistance funding factor if the utility were not opting out. The utility shall provide the number of retail billing meters to the commission as both a total of retail billing meters in the utility's service territory and a total of billing meters by county.

(10) An electric utility, municipally owned electric utility, or cooperative electric utility that opts out under subsection (9) must establish and fund an energy assistance program for its residential customers that provides assistance to its residential customers for both their electric and home heating needs consistent with the eligibility

requirements of the Michigan energy assistance program established in section 3 of the Michigan energy assistance act, 2012 PA 615, MCL 400.1233. An electric utility, municipally owned utility, or cooperative electric utility shall ensure that the funds available for energy assistance programs established under this subsection are sufficient to provide assistance to all eligible customers who apply, but the utility is not required to spend more for an energy assistance program than what the utility would have collected from the low-income energy assistance funding factor if the utility did not opt out under subsection (9). Beginning October 1, 2025, and annually thereafter, an electric utility, municipally owned utility, or cooperative electric utility that opts out under subsection (9) shall provide notice to its residential customers of available energy assistance provided by the utility. The notice must include a description of the program, eligibility guidelines, application information, and a statement that the utility's assistance program is offered instead of collecting the low-income energy assistance factor. The utility shall include information regarding the assistance program on its website. Beginning December 1, 2026, and annually thereafter, an electric utility, municipally owned utility, or cooperative electric utility that opts out under subsection (9) shall submit to the commission a report that contains the following information:

(a) The total amount of funds available for energy assistance for the utility's customers.

(b) The total number of the utility's customers, by county, that applied for energy assistance through the utility program.

(c) The total number of the utility's customers, by county, that received assistance.

(d) The total amount of assistance provided to the utility's customers, by county, including a description of the amount of assistance provided for each home heating commodity.

(e) Any other information the commission considers necessary to demonstrate compliance with this subsection.

(11) The commission may develop a template that utilities may use to meet the reporting requirements of subsection (10).

(12) The attorney general or a customer of a municipally owned utility or cooperative electric utility that opts out under subsection (9) may commence a civil action for injunctive relief against the municipally owned utility or cooperative electric utility if that utility fails to meet the requirements of this section. The attorney general or customer shall commence an action under this subsection in the circuit court for the county in which the principal office of the utility is located. The attorney general or customer shall not file an action under this subsection unless the attorney general or customer has given the utility at least 60 days' written notice of the intent to sue, the basis for the suit, and the relief sought. Not later than 30 days after the utility receives written notice of the intent to sue, the utility and the attorney general or customer shall meet and make a good-faith attempt to determine if there is a credible basis for the action. The utility shall take all reasonable and prudent steps necessary to comply with the applicable requirements of this section within 90 days after the meeting if there is a credible basis for the action. If the parties do not agree as to whether there is a credible basis for the action, the attorney general or customer may proceed to file the suit. The commission shall ensure that an electric utility that opts out under subsection (9) complies with this subsection and may, after opportunity for a hearing, take steps to enforce the requirements of this subsection.

(13) An electric utility, municipally owned electric utility, cooperative electric utility, that does not opt out under subsection (9), or association representing a municipally owned electric utility or cooperative electric utility that does not opt out under subsection (9), shall annually provide to the commission by April 1 the number of retail billing meters it serves in this state that are subject to the low-income energy assistance funding factor. The utility shall provide the number of retail billing meters to the commission as both a total of retail billing meters in the utility's service territory and a total of billing meters by county.

(14) This act does not give the commission the power to regulate a municipally owned electric utility.

(15) As used in this section:

(a) "Fund" means the low-income energy assistance fund created in subsection (1).

(b) "Low-income energy assistance funding factor" means a nonbypassable surcharge on each retail billing meter payable monthly by every customer receiving a retail distribution service from an electric utility, municipally owned electric utility, or cooperative electric utility, that does not opt out under subsection (9), regardless of the identity of the customer's electric generation supplier. The low-income energy assistance funding factor must not be charged on more than 1 residential meter per residential site.

(c) "United States Consumer Price Index" means the United States Consumer Price Index for all urban consumers as defined and reported by the United States Department of Labor, Bureau of Labor Statistics.

Enacting section 1. This amendatory act does not take effect unless all of the following bills of the 102nd Legislature are enacted into law:

(a) Senate Bill No. 353.

(b) Senate Bill No. 881.

Secretary of the Senate

Clerk of the House of Representatives

Approved____

Governor

Opt In

Note

Your payment goes to the State; there is no guarantee it stays in your region.

By March 30, 2025

Report to MMEA your total # of retail billing meters (including commercial/industrial) and breakdown of meters per county. MMEA will file this with the state (e.g., 1000 total meters; 600 in county X and 400 in county Y or 1000 total meters; 1000 in county K).

Utility may decide to opt in or opt out each year, regardless of what they did the year prior, but any payments beyond the needs of your customers will not be returned.

May 1

MPSC establishes surcharge. Historically, the surcharge was less than $1.00/meter. Now, MPSC may increase tariff by $0.25/year; capped at $2.00

Sept '25 Billing Cycle

Utility charges all customer classes* the monthly tarriff for the year using a separate line item labeled "LIEAF surcharge". E.g., 1000 meters X $1.50 tariff X 12 months=$18,000

Utility remits check, monthly, to the state (e.g., 1000 meters X $1.50 tariff = $1,500 each month to the state)

Utility may shut off customers for non-payment.

*TBD from MPSC

PA 95

Opt Out

Opting out ensures your customer's money stays in your service territory and is only used for your customers.

By March 30, 2025
Report to MMEA your total # of retail billing meters (including commercial/industrial) and breakdown of meters per county. MMEA will file this with the state (e.g., 1000 total meters; 600 in county X and 400 in county Y or 1000 total meters; 1000 in county K).

Program Requirements

Establish & Fund an an energy assistance program for residental customers for ***both electricity & heat***

- See *How to Run a Program* chart
- Customers no longer qualify for MEAP beginning Oct. 1, 2025 (assistance is coming from utility's assistance fund).

Fund must aid all eligible customers. Not required to spend more than what the utility would have collected under the State. It's recommended, but not required, that a utility adopt the state's surcharge amount for their first year, and based on the first year's need, determines what's best for future years.

- Any unspent dollars carry over into the next year
- May shut-off customers for non-payment

Utility may decide to opt in or opt out each year, regardless of what they did the year prior.

Reporting Requirements

Beginning October 1, 2025
Utility must notify customers of program availability. Notice must include the following:

- Description of Program
- Application Information
- Statement that utility assistance is offered instead of collecting under the state program
- Eligibility Guidelines
- Info Posted on Utility's Website

Beginning December 1, 2026
Submit an annual report to the Commission that includes the following:

- Total amount of funds available for energy assistance for utility's customers
- Total number of the utility's customers, by county, that received assistance
- Total number of utility's customers, by county, who applied for assistance through the program
- Total amount of assistance provided to the utility's customers, by county, including a description of the amount of assistance provided for each home heating commodity (see draft template on MMEA Hub)

PA 95

How to Run Program*

Utility has the flexibility to determine which customer classes pay the surcharge. Charging a surcharge is optional, but utility must ensure there are funds availble for eligible customers. The exact name of the surcharge and when it takes effect is up to the utility.

In-House

- Utility's staff administer program

3rd Party

- Local Non-Profit
- State MEAP Grantee
  - Bureau of Community Action and Economic Opportunity
  - Society of St. Vincent de Paul of the Archdiocese of Detroit
  - United Way Ventures LLC/United Way of South-Central MI
  - Superior Watershed Partnership (U.P. counties &Northern-Lower counties)
  - The Salvation Army
  - Barry County United Way
  - The Heat and Warmth Fund
  - TrueNorth Community Services
  - United Way for Southeastern Michigan

* Still waiting on state for some major implantation questions including mechanics of how utility verifies eligibility, vulnerable population prioritization, and administrative cost adjustment.

Charlevoix City Council

Consent Agenda

Title: Day Camp Residency Registration Clarification for Grandparents
Date: February 17, 2025

Presented By:

Background:
Starting in 2023 we made changes to our registration process for Camp McSauba that prioritizes registration first for residents of the City of Charlevoix and Charlevoix Township during a resident registration period. This has proven to be beneficial to our residents.

Through our review last year, we encountered one circumstance in which a resident, who was a non-custodial grandparent was attempting to register a grandchild from a surrounding community to multiple weeks of camp during the "Resident" registration period. We also had a different grandparent registering non resident grandchildren visiting from outside the area and wishing to register their grandchildren for multiple weeks. In both cases we discussed this and the grandparents were agreeable to only registering for one week.

In an effort to clarify and ensure that we are meeting the spirit of the current policy, we would like to formally limit day camp resident registration by grandparents to only one week for non-custodial grandchildren during the resident enrollment time frame. All requirements of residency would continue as previously approved. Grandparents or non resident parents would be able to sign those children up for additional weeks during open enrollment the following week, if slots remain. We believe that this will better support the intention that families in Charlevoix and Charlevoix Township continue to be able to register before we open the program to the wider community, while also acknowledging that grandparents that meet residency requirements can extend this program to their family in a fair manner.

The Recreation Advisory Committee met on February 12th and unanimously supported this change to the residency enrollment.

Recommendation:
Motion to clarify Day Camp Registration Policy for Residents to limit non custodial grandparents to one week of registration for grandchildren during the resident registration period.

Attachments:
1. Residency Policy
2. Residency Notice

CAMP McSAUBA

2025

RESIDENCY POLICY

Residency status is determined by whether you reside within the Charlevoix City limits and pay City taxes. For programs at Mt. McSauba, we also recognize Charlevoix Township as having resident status. This is the definition according to City Council:

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

Please Note: Grandparents who qualify as residents are allowed to register their non-custodial grandkids for one week of camp during resident registration. Additional weeks may be made during open registration..

CITY OF CHARLEVOIX
Recreation Department

231-547-3253

CAMP McSAUBA 2025

RESIDENCY NOTICE

We truly hope this does not happen, but we want to make it clear that you cannot use a family member or friend's address to register your kids as a resident if you don't meet the residency guidelines.

Find the Residency Guidelines here:

https://www.charlevoixmi.gov/382/Camp-McSauba

If we find that this has happened, your child will be removed from the roster and your fees will be refunded. No exceptions.

CITY OF CHARLEVOIX
Recreation Department

231-547-3253

Charlevoix City Council

Consent Agenda

Title: Michigan Beach Concession Agreement
Date: February 17, 2025

Presented By:

Background:
The Recreation Department released a Request for Proposals on January 9 for operation of the Michigan Beach Concession Stand. Proposals were due to the City by February 10. The Recreation Department received a few inquiries about the concession stand and operations, but only one proposal was received at the deadline.

The proposal received was from J. Bird Provisions to operate concessions at Michigan Beach. J. Bird operated the concession stand last year as a very last minute opportunity when Annie and Jack Russel elected to not continue operating Bywater Café. As previously noted to Council, J. Bird Provisions reported that they had a successful season and the Recreation Department received a number of compliments on their food and service. Within the new proposal, J Bird has shared ideas for an expanded and slightly different menu, while continuing to support their menu options from the Bridge Street location. They have proposed a 6% revenue share on all gross sales. We are recommending that we enter a five year agreement that would continue through the summer of 2029.

Recommendation:
Motion to approve J. Bird Provisions to be the Concessionaire at Michigan Beach Park and direct the City Manager to sign the concession agreement.

Attachments:

1. Michigan beach concession rfp 2025 1
2. J Bird Bid Sheet and Proposal
3. DRAFT Concession Agreement Michigan Beach 2025 J Bird

CITY OF CHARLEVOIX
REQUEST FOR PROPOSAL
FOOD AND BEVERAGE CONCESSION

The City of Charlevoix is seeking proposals for concession contractors to provide food and beverage service at Michigan Beach concession stand.

> The City will receive sealed proposals in the City Clerk's office, 210 State Street, Charlevoix, MI 49720. Proposals must be received by 12:00 P.M., Monday February 10, 2025.

The complete RFP may be obtained at the Recreation Department or viewed on the City's website at www.charlevoixmi.gov. This Request for Proposal may be canceled at the discretion of the City Manager. Small businesses and minority-owned businesses are specifically invited to submit proposals.

In the award of proposals, consideration shall be given to such matters as supplier integrity, record of past performance, financial and technical resources, and accessibility to other necessary resources. The City of Charlevoix reserves the right to reject all proposals, to waive any informality in the RFP process, and to make the award to the supplier providing the proposal that, as determined by the City, best meets the City's needs.

Kent Knorr, Recreation Director

CITY OF CHARLEVOIX
REQUEST FOR PROPOSAL

I. **PURPOSE OF REQUEST**.

The City of Charlevoix ("City") is requesting proposals for the furnishing of all staffing and equipment necessary to provide a food service at the Michigan Beach Concession located at 95 Grant Street, Charlevoix, MI. The City's needs are outlined in the following Request for Proposal ("RFP").

II. **TIME SCHEDULE.**

Deadline for Submittal of Proposals ., Monday February 10, 2025.
, 12:00 PM

III. **INSTRUCTIONS TO PROPOSERS.**

All proposals should be submitted to the Charlevoix City Clerk's Office, 210 State Street, Charlevoix, Michigan 49720.

All proposals must be in a sealed envelope and clearly marked "RFP - Michigan Beach Concession." All proposals must be received by Monday February 10, 2025.at 12:00 P.M.at which time they will be opened. No faxed or telephone proposals will be accepted. Proposals received after the specified date and time will not be considered.

Proposals should be prepared simply and economically, providing a straight forward, concise description of provider capabilities to satisfy the requirements of the request. Emphasis should be on completeness and clarity of content. All proposals must include the following information:

- The names of individuals from those firms who will be working on the project and their areas of responsibility
- A narrative background of proposer's ability and experience in providing food services in a concession setting. All concession employee's must fill out a "Background Investigation Authorization" and be authorized by the City of Charlevoix.
- A narrative on employee training in food preparation, sanitization, customer service and all other staff training provided.

- A minimum of three references indicating recent experience pertaining to professional food service, include individual/company name, contact person and telephone number and menu provided.

- An explanation of any temporary or permanent site improvements the proposer will make based on a three-year renewable agreement, as long as the concessionaire meets all requirements. The term of the renewable shall not exceed the original term.

- List of proposed concession stand days of operation and hours.

- A list of equipment the proposer will be providing. Proposer can add equipment to facilities for the duration of the contract but will assume full responsibility for this equipment. This equipment will remain the ownership of the Proposer.

- A proposed menu and costs for items to be served at the concession.

- An explanation of routine cleaning and preventative maintenance schedules intended to insure attractive and sanitary kitchen, equipment and food areas.

- Proposed revenue share or monthly rental fee to be paid to the City of Charlevoix for exclusive concession stand use.

- Copy of all licenses, insurance certificates, and health cards obtained by proposer. Responsibility of obtaining a health department license or USDA equivalent upon acceptance of the proposal.

We also require a signed statement that there have not been any health department warnings or violations filed against proposer in the preceding three (3) years.

IV. **SELECTION CRITERIA**.

The ultimate objective of this RFP is to provide dependable services to the citizens and visitors of the City of Charlevoix. Accordingly, the successful proposer will be selected by the City after evaluation of the following RFP elements:

A. Sale Price of Products
Competitiveness of pricing for food and beverages of the same or superior quality as those offered by competing proposers.

B. Quality of Products and Service
Quality of food and beverages offered and the firm's cleaning, maintenance, repair and employee training capabilities.

C. Experience/References

Past experience/performance on similar contracts with other public entities.

D. Compensation
A monthly rental fee or revenue share proposed for exclusive concession stand use.

Each proposal will be independently evaluated on factors A-D.

V. **TERMS AND CONDITIONS**.

A. The City reserves the right to reject any and all proposals, and to waive minor irregularities in any proposal.

B. The City reserves the right to request clarification of information submitted, and to request additional information from any proposer.

C. The City reserves the right to award any contract to the next most qualified contractor, if the successful contractor does not execute a contract within thirty (30) days after the award of the proposal.

D. Any proposal may be withdrawn up until the date and time set above for opening of the proposals. Any proposal not so timely withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days to sell to the City, the services described in the attached specifications, or until one or more of the proposals have been approved by the City administration, whichever occurs first.

E. The contract resulting from acceptance of a proposal by the city shall be in a form supplied or approved by the City and shall reflect the specifications in this RFP. A copy of the contract is available for review. The City reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFP, and which is not approved by the City Attorney's office.

F. The City shall not be responsible for any costs incurred by the firm in preparing, submitting or presenting its response to the RFP.

VI. **SCOPE OF SERVICES**.

Provide all food and services required by the City, including without limitation food preparation and cleanup, serving the food to patrons at the beach, in a manner consistent with the accepted practices for other similar services, performed to the City's satisfaction.

Contractor will have use of all City owned equipment and supplies at the facilities. Contractor will maintain this equipment in working order and will be responsible for replacing or repairing any equipment damaged or lost due to accident or negligence. Should this equipment need replacement as it ages out of service, the Proposer shall be responsible for replacement. At the time of replacement, the Proposer would assume ownership of the new equipment.

VII. **COMPENSATION**.

Please present detailed information on the firm's proposed fee schedule for the use of the Michigan Beach concession stand. If selected, proposer shall pay the City the following for the term of the Agreement:

(a) Sale of food and beverages - Percentage of Gross Revenue*
_________ **% of gross revenue**

**"Gross Revenue" is defined as all sales of all food and beverage or other merchandise, less sales tax. Deductions for client non-payments or bad-debt expenses are not allowed.*

OR

(b) To be suggested by the Proposer:

ATTACHMENT A

ACKNOWLEDGMENT OF CERTAIN CONDITIONS
OF MICHIGAN BEACH CONCESSIONAIRE

In the event of a successful award of contract, proposer acknowledges that:

1. Proposer will be able to comply with the insurance provisions of the City of Charlevoix Food Concessionaire Contract, and to timely provide a certificate of insurance.

2. He/She will have in their possession, or will obtain prior to contract commencement, a valid City of Charlevoix business license as well as all other required permit or licenses required by the State of Michigan, Charlevoix County, City of Charlevoix or any other lawful authority.

3. All staff will have a food handlers permit certification.

4. Proposer will submit monthly reports and revenue share payment, due the 15^{th} day of the following month, which shall indicate the gross sales amount and type of sales made.

Proposer:

Business Name ____

Contact Name ____

Address ____

Phone# ____

Signature ____

Date ______________________

CITY OF CHARLEVOIX

MI Beach Concessions RFP
Bid Opening at City Hall
02/10/2025
12 pm

Bidder Name	Comments
J. Bird Provisions	6% of gross sales / paid monthly –

Page 1 of 1

January 30, 2025

J.BIRD PROVISIONS AT MICHIGAN BEACH PROPOSAL

J.bird Provisions had a great summer running the Michigan Beach Concession stand last year and we are interested in the opportunity to do it again in 2025+! We had many great days at the beach and I think we learned a lot of things that will help to make this summer even better if we are granted the opportunity.

J.bird will offer a selection of fresh grab & go items (sandwiches, salads, bowls, dips etc) as well as snacks, beverages and ice cream. This year we would plan to add more "kid options" and quick healthy options as well (protein bars, cheese/meat sticks etc.) as well as fun and indulgent beach snacks. We always make sure to have options for our gluten free, vegetarian and vegan friends. We also want to buy a small freezer to add more ice cream as that always seemed to be a hit at the beach. Here is an example of last years beach menu. This year's will have a few returning favorites as well as a few new options.

2024 MENU EXAMPLE - 2025 IN PROGRESS :)

J.bird

PROVISIONS

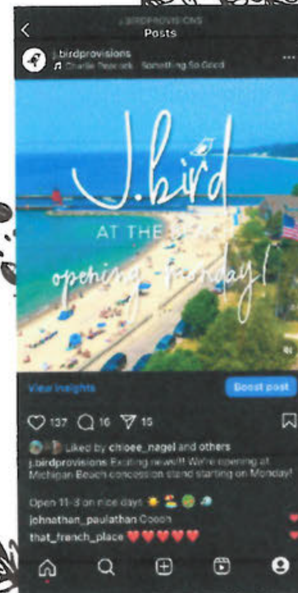
109 BRIDGE PARK DRIVE I CHARLEVOIX, MI 49720 I (231) 676-0048

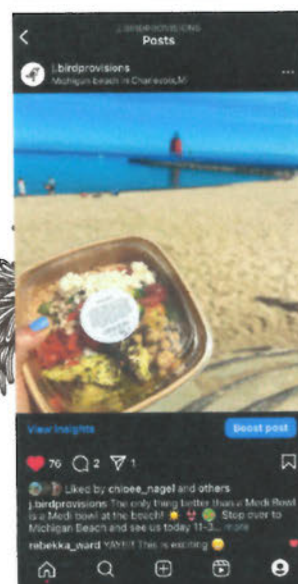
J.BIRD PROVISIONS AT MICHIGAN BEACH PROPOSAL -PG 2

At J.bird Provisions, whether at our main location at 109 Bridge Park Drive or at the Beach we always strive to maintain the highest level of cleanliness. All J.bird employees are trained in and asked to make food safety, cleanliness and of course friendliness our highest priority. I am serve safe - allergen certified and we work very hard to make sure that everything is properly labeled and staff is educated in proper information and handleling for allergen and food safety. If granted the proposal we will continue to make food daily in our Michigan Department of Agriculture certified kitchen at 109 Bridge Park and transport it to the beach which is also a Department of Agriculture certified space since last year. We will continue to renew that liscensing if granted the beach contract.

J.bird is known for having a chic and funky Northern Michigan vibe. We worked to bring some of that to the beach with our signage but this year I think we can improve with more flowers and a better interior display/signage. We may wish to seek approval for a little interier painting (something light and beachy) at our expense but would do so only with express consent.

Last year we were open from late June (when we were finally able to get our agriculture certification) until Labor Day. We were open every day that the weather was decent and I think we were only closed about 5 or 6 days in that time period. We would like to do the same this summer because as we know, in Charlevoix, a sunny Tuesday can be just as great as a sunny Saturday. We did try a few rainy/gloomy days and they were just a wash. Last year our hours in the beginning of the summer were 11-3 which we shifted slightly to 11:30 to 3:30 which I think was a much better time frame. We would plan to operate with similar opening hours as we found that lunch and afternoon snacks were really the sweet spot at the beach. We were always willing to stay longer if the beach was busy and people were in line.





J.bird
PROVISIONS

109 BRIDGE PARK DRIVE I CHARLEVOIX, MI 49720 I (231) 676-0048

J.BIRD PROVISIONS AT MICHIGAN BEACH PROPOSAL -PG 3

This year we would plan to open early to mid June (weather dependant) and run through Labor Day again. With an earlier opening date, better knowlegde of what food people may becraving at the beach and more social media attentiion I believe we can increase sales 10% YOY. We are proposing offering 6% of gross sales from the beach location to be paid monthly.

We appreciated the opportunity to run the concession at Michigan Beach last year and really feel that it helped gain many new customers for J.bird as we contunue to work and expand our audience. We feel that a three year contract at the beach will help us continue to grow and expand and the consistency in two locations would be fantastic.

Thank you for your consideration.

Kindly,
Jessica Nagel
Owner | J.bird Provisions

J.bird
AT THE BEACH

109 BRIDGE PARK DRIVE | CHARLEVOIX, MI 49720 | (231) 676-0048

To Whom it May Concern,

It has been my great pleasure to have worked with Jess at J.Bird for staff luncheons the past few years. She is always more than accommodating, flexible, thorough, and timely. Not only does she provide a wonderful product at a fair price, she is a joy to work with. The variety of items on her menu, along with the freshness of her selections truly set her apart.

I can not recommend her highly enough to once again run the Michigan Beach concession stand. She and her business are truly an asset to Charlevoix.

Please feel free to reach out to me with questions or for more information.

Sincerely,
Lisa Christensen
--

Lisa Christensen
Administrative Assistant to the Superintendent
Charlevoix Public Schools
lchristensen@rayder.net
231-547-8100

To Whom It May Concern,

I am writing to provide a reference for Jessica Nagel of J.bird Provisions, based in Charlevoix, MI. Jessica and her team catered the Charlevoix Area Pool's fundraising event in June 2024, and we were immensely impressed by her professionalism and the quality of service provided.

Jessica was not only extremely helpful and friendly but also proved to be very easy to work with throughout the entire process. Her attention to cleanliness and presentation of food was exceptional, and she ensured that everything was handled with utmost care. The clean-up was executed flawlessly, thanks to her efficient and dedicated staff.

What stood out the most was Jessica's enthusiasm for our event. Her positive attitude and genuine passion for her work made a significant difference, and it was evident that she truly cared about making our event a success.

The members of our committee and attendees had nothing but praise for Jessica and her team. We were so satisfied with her services that we have already contracted her to cater our event for 2025. Jessica is highly recommended by many throughout Charlevoix, and it is easy to see why.

Sincerely,

Holly Russell

Member of the Charlevoix Area Pool Fund Raising Committee

Charlevoix Area Community POOL

Valerie Whaley
703 Grant Street
Charlevoix, MI 49720
231-675-1550
January 21, 2025

To Whom It May Concern,

I am writing on behalf of the applicant, Jessica Nagel, for consideration for operating a Charlevoix concessions location.

I am the General Manager at VUE, in Charlevoix, and previously worked in the Human Resources & Employment Field for around 20 years. I have established a valuable and cohesive business partnership with Jessica, while also previously supervising her as a valuable bartender and server at VUE. I have watched Jessica's business at J. Bird Provisions grow into a thriving and lovely addition to downtown Charlevoix. She is intelligent, hard-working, and fiercely determined. She provides a comfortable and enriching environment to her guests. She acts with professionalism, kindness, poise, intelligence, and is dedicated to improving food service in Charlevoix in all ways.

It is my belief that Jessica adds value wherever she is, in whatever she sets her mind to. Thank you for considering her application for concession.

Kindly,

Valerie Whaley
owie31@gmail.com

That French Place

Emily and Brian Freund
Owner/ Operator
That French Place LLC
1-21-2025

To Whom It May Concern,

We are delighted to recommend Jess Naglel and J.bird Provisions for any role in the food service and catering industry. During our 3 years working together, We witnessed her extraordinary creativity, impeccable time management, and dedication to excellence.

Jess has a rare talent for crafting innovative menus that make financial sense and exceeds customer needs . Her ability to manage complex schedules and ensure seamless event execution is unmatched, no matter the scale or timeline.

Jess's professionalism and commitment to delivering unforgettable dining experiences make them an invaluable asset to the City of Charlevoix. We wholeheartedly endorse Jess and would be happy to provide further details if needed.

Sincerely,
Emily and Brian Freund
Owner/Operator
That French Place LLC

MICHIGAN DEPARTMENT OF AGRICULTURE LISCENSE - SOON TO BE RENEWED

164 (Rev. 4-19)

STATE OF MICHIGAN

DEPARTMENT OF TREASURY

Sales Tax License

J.BIRD PROVISIONS LLC
109 BRIDGE PARK DR
CHARLEVOIX, MI 49720-1397

[redacted]

Expiration Date: December 31, 2025

Issued under authority of P.A. 167 of 1933, as amended.

State of Michigan

Department of Agriculture & Rural Development
Food and Dairy Division

FRF-212315

RETAIL FOOD ESTABLISHMENT

Display Prominently

Issued On: 04/18/2024
Expires: 04/30/2025

Issued To: J BIRD PROVISIONS
109 BRIDGE PARK DR
CHARLEVOIX MI 49720-1397

Responsible Party and Address:

J. BIRD PROVISIONS
109 BRIDGE PARK DR
CHARLEVOIX MI 49720-1397

Dr. Tim Boring
Director

This license is not transferable and is only valid for the establishment owner and address listed above. This license is issued in accordance with the provisions of Act 92, P.A. of 2000, as amended.

CONCESSION AGREEMENT

AGREEMENT is made this _____ day of ____________, 2025 between the CITY OF CHARLEVOIX, a Michigan municipal corporation (the “City”), of 210 State Street, Charlevoix, Michigan 49720, J Bird Provisions (“Concessionaire”) 109 Bridge Street, Charlevoix, Michigan 49720 as follows:

The City grants to Concessionaire the privilege and right of conducting concession sales within the concessions building on the grounds of Lake Michigan Beach. The Concessionaire shall pay the City 6% of Gross sales, less sales tax on all proceeds made from the operation. Payments can be paid to the City of Charlevoix, 210 State Street, Attention Finance Clerk. Failure to pay by the 15th day of each following month will result in a late fee of $100. Payment of any late fees shall be included along with the percentage payments. No other business is to be performed on the premises. The Concessionaire shall send a detailed sales report, which shall include the previous month’s amount of concession sales on the 15th day of the following month. The Concessionaire will provide the City adequate record of sufficient detailed and accepted accounting practices that include the amount and type of sales made. The City retains the right to audit all such records upon demand.

1. The space presently set aside for concession sales at the venue mentioned above is not being leased to the Concessionaire. The Concessionaire is a licensee and not a lessee thereof. The Concessionaire’s shall comply with all the requirements of this Agreement. If the Concessionaire defaults in strict and prompt performance of any portion of this Agreement, in lieu of terminating this Agreement without cause upon 7 days notice as described below, the City may immediately or at any time after such default close up and take possession of said area designated for and presently utilized for concession sales at said beach concession and any improvements made thereon, and the license to Concessionaire shall be forfeited together with all privileges to occupy or use any part of said area.

2. Concessionaire shall have no authority whatsoever, nor any power to permit any other person or party to have any interest in or use any part of the premises, building space, or space covered by this concession for any purpose whatsoever. It is the purpose of this Agreement to grant said concession and privilege solely to the Concessionaire and neither directly nor indirectly to any other person or party.

3. The concessionaire shall supply and have ready for sale sufficient quantities of food and drink to satisfy the demands of the patrons at the venue mentioned previously. Hours of Operation will be mutually agreed upon between the:

LAKE MICHIGAN BEACH: beginning no earlier than May 20th (weather permitting) and ending no later than October 1st (weather permitting) each season. Daily the stand will open no later than 11:30 a.m. and close no later than 9:00 p.m. each business day.
Either party may terminate this Agreement without cause upon 7 days written notice to the other party. This Agreement, which includes the license granted by the Agreement, shall terminate on October 1, 2029.

4. It shall be the responsibility of the Concessionaire to maintain the premises in a clean and neat fashion, to assume maintenance of the grounds in the immediate area of the beach concession with respect to any paper, wrappings, or other evidence of concession sales and to insure the efficient operation of said concession by staffing with responsible employees. It shall be the duty of the Concessionaire to inspect the premises, including building, equipment, grounds and appurtenances and promptly report in writing to the Recreation Director or Street Superintendent any portion of the premises in need of repair.

5. The City will be responsible for maintaining the building's electric, plumbing, and the commercial exhaust hood. Concessionaire will maintain and clean the exhaust hood in and will be responsible for replacing or repairing any equipment damaged or lost due to accident or negligence.

6. Concessionaire will have use of all City owned equipment and supplies at the facility. Concessionaire will maintain this equipment in working order and will be responsible for replacing or repairing any equipment damaged or lost due to accident or negligence. Should equipment need replacement as it ages out of service, the concessionaire shall be responsible for replacement. At the time of replacement, the concessionaire would assume ownership of the new equipment.

7. Concessionaire, as well as any persons named above, shall be personally responsible for the management of said concession including but not limited to such important management functions as maintenance of inventory, security of premises, and designation of qualified and responsible employees of Concessionaire. Concessionaire shall post signs indicating that the facility is operated by the name of the contractor along with a phone number.

8. Concessionaire shall at their own cost and expense procure all necessary licenses and official permits necessary for carrying out the provisions of this Agreement. The Concessionaire shall comply with the terms of the Michigan Public Health Department license and the applicable sections of the Public Health Code during the term of this Agreement.

9. All notices and orders given to Concessionaire shall be served by delivering a copy thereof to them in person, or by leaving same addressed to Concessionaire at the Lake Michigan Beach Concession with any person then in charge of same.

10. The Concessionaire shall be responsible for installing any special equipment, telephones, or service connections needed at the facility. Any additions or remodeling of the concession space must be approved by the City. Any installation must meet with applicable City, County, State Ordinances, and statutes and federal codes.

11. All proposed signage, including permanent or temporary must be approved by the City prior to installation.

12. Other than the equipment that is left on the approved storage racks, all equipment must be stored in the concession building or removed off site during non-business hours.

13. Concessionaire shall always conduct the business of the Michigan Beach Concession in a courteous, respectful and business-like manner, and the premises shall be kept in a neat, clean and sanitary manner.

14. The CITY OF CHARLEVOIX agrees that it will not, during the existence of this Agreement grant like or similar privileges hereby granted to any other person(s) or corporations to locate and/or operate at the Lake Michigan Beach Concession, with the exception that additional concessionaires will be permitted during the Venetian Festival.

15. Concessionaire shall not improve or alter the improvements set aside for concession sales at the Lake Michigan Beach Concession in any manner without the prior written consent of the Manager of the City of Charlevoix. All improvements or alterations so approved and erected or made on the premises shall belong to the City upon expiration or sooner termination of this Agreement.

16. The CITY OF CHARLEVOIX shall not be liable, and Concessionaire waives all claims, for injury or damage to persons or property sustained by Concessionaire or any occupant of the space presently set aside for concession sales at the Lake Michigan Beach Concession and surrounding areas resulting from:

    (A) Any part of the building, equipment, or appurtenances in the space set aside at the Lake Michigan Beach Concession as afore described in need of repair, unless the Concessionaire has reported the need of repair as required by paragraph 8;

    (B) Any injury or damage resulting directly or indirectly from any act or negligence of Concessionaire.

17. Concessionaire indemnifies the City against all liability, loss, costs, damage, or expense sustained by the City, including reasonable attorney fees and other expenses of litigation arising prior to the termination of this Agreement even if such claims are made after the termination of this Agreement:

(A) On account of or which relate to the Concessionaire's exercise of the rights and privileges granted in this Agreement; and/or

(B) Arising out of, or directly or indirectly due to, any failure of Concessionaire in any respect promptly and faithfully to satisfy their obligations under this Agreement.

This indemnification provision shall be effective regardless of whether such claims are proximately caused by an act or omission of the Concessionaire (such as a food-related illness that the Concessionaire asserts was caused by a supplier or other third party) and regardless of any such claims resulted from a wrongful act or omission of the Concessionaire. As used in this Agreement, "claims" include, but are not limited to any damage to real or personal property and the injury, illness or death of a person or animal.

18. The Concessionaire shall inspect all equipment or grounds owned by the City and which is being used by the Concessionaire and shall promptly notify the City in writing if any repairs are needed. If repairs are needed to any equipment or property, then such equipment shall not be used without the written permission of the City until all repairs have been made.

19. The City shall not be responsible for any claims arising from any act or omission in connection with the Concessionaire's operation. The Concessionaire shall assume all such liability and indemnify the City against any liability arising there from. The Concessionaire shall purchase and therefore maintain such insurance as well protect it and the City from claims which may arise out of or result from the Concessionaire's operation under this agreement. The Concessionaire must provide a Commercial General Liability Policy for each occurrence for bodily injury, personal damage, property liability, product/completed operations at a minimum of $1,000,000 for each occurrence.

20. The Concessionaire shall inspect all equipment or grounds owned by the City and which is being used by the Concessionaire and shall promptly notify the City in writing if any repairs are needed. If repairs are needed to any equipment or property, then such equipment shall not be used without the written permission of the City until all repairs have been made

21. The City shall have no obligation to issue a new license to Concessionaire or enter into a new agreement with Concessionaire in the future.

22. The Concessionaire shall undergo a standard background check as is required by all City employees or volunteers who have contact with the public. If the results of that background check are unsatisfactory to the City, then City may terminate this contract immediately and without prior notice. This shall be in addition to the right of either party to terminate this contract as described in paragraph 3.

23. The Concessionaire shall not employ or accept the services of another person as a volunteer on the premises unless the person has been approved in advance by the City. Any person to whom the Concessionaire proposes to perform services on the premises shall undergo a standard background check as is required by all City employees or volunteers who have contact with the public.

CITY OF CHARLEVOIX

Dated: ____________________ By: ________________________________
Mark Heydlauff
Its: City Manager

CONCESSIONAIRE

Dated: ____________________ By: ________________________________
Jessica Nagel

Charlevoix City Council

Public Hearings and Actions Requiring Public Hearings

Title: Ordinance 857: Adoption of Amended 2024-25 Budget
Date: February 17, 2025

Presented By: Mark Heydlauff, City Manager

Background:
Adopting this amendment brings the 2024-25 Budget up to date for the changes that have occurred in revenue and spending over the past year. Some aspects of this are still likely to change but this should account for the bulk of the changes.

Recommendation:
Motion to approve Ordinance 857 of 2025 as presented.

Attachments:
1. 857 of 2025 budget amendment

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)
Fire Replacement Fund	RV Total	59,440	60,540	1,100
Sewer Capital Fund-Tap Ins	RV Total	15,200	60,200	45,000
Sewer Capital Fund-North&South Side	RV Total	4,500	22,285	17,785
Infrastructure Improvements Fund	RV Total	358,200	499,762	141,562
Infrastructure Improvements Fund	EX Total	122,800	258,000	135,200
Street Improvements	RV Total	294,100	303,735	9,635
Street Improvements	EX Total	200,000	223,731	23,731
Industrial Park Fund	RV Total	7,570	7,741	171
Mt. McSauba Recreation Improvement Fund	RV Total	7,320	8,200	880
Mt. McSauba Recreation Improvement Fund	EX Total	0	30,000	30,000
Trail Development-Improvement Fund	RV Total	657,771	1,600	(656,171)
Trail Development-Improvement Fund	EX Total	960,400	2,000	(958,400)
Building Capital Improvement Fund	RV Total	100,000	64,000	(36,000)
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

Bad Debt Write-Offs	
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: Ordinance 858: Adoption of 2025-26 Budget
Date: February 17, 2025

Presented By: Mark Heydlauff, City Manager

Background:
Overall this year, our budget proposes the continuation of several ongoing projects and major activities for us. We will continue implementation of our advanced metering infrastructure implementation as new meters are installed and tested for our electric utility and eventually applied also to our water metering. This fall, we'll be doing significant work on our water tower to ensure it's continued reliability and safety for our water supply. We are also continuing to replace and rehab pumps and control systems in both our Water and Wastewater Treatment Plants.

Internally, we continue our implementation of BS&A software to manage our finance, HR, billing, and related functions. We'll be augmenting this with a more user-friendly budgeting platform for communication. We are also refreshing our website to update the look and functionality and to recognize the new platforms for recreation sign-ups and bill payment.

Within the budget, you'll find a proposal to spin-off the Ferry Avenue Boat Launch to be it's own fund; this is similar to a step we took several years ago to make a Parking Fund. By doing this, we'll be able to easily track the expenses and revenues for the boat launch and retain earned revenues to plan for future improvement projects. We are also rolling out options for people to pay for boat launch parking by text and we have continued to ensure all people launch boats commercially pay the appropriate rates for the same.

The DDA is restructuring it's approach by contracting with the Chamber of Commerce for support services and utilizing city staff for certain internal business functions. In the current and upcoming budget year, they will be fully paying off the remaining obligation to the Charlevoix Library tied to the acquisition and construction of the current library building. They are also going to have an operating surplus which can help fund future downtown improvements like completing the Alley Corridor Vision and Plan through the RAP Grant they applied for last month. This $1.25 million project would, if funded, complete the alley improvements between Clinton and Park Avenue and Bridge Street and State Street. It would also add a new visitor bathroom in a corner of the DeWitt Lot. This will aid the implementation of a proposed mural from the Historical Society on the back of the North Seas Gallery building.

Finally, we are retiring debt owed by the Marina Fund to the Electric Fund and also paying off the parking meter loan to Charlevoix State Bank. On the horizon, we are approaching the end of bond payments for the construction of the Marina and East Park and also infrastructure work completed 8 years ago. Going forward, we are likely to need some degree of financing as we replace our ladder truck in collaboration with Charlevoix Township.

The full budget and the ordinance itself are attached. We are doing some final work on our rates and fees; as we have switched software platforms, we have noted some complications in calculating rates. Rather than perpetuate these, we are simplifying the structure and will bring you the full rate sheets in March. This will still allow ample time for adoption and implementation ahead of the new fiscal year that begins on April 1.

Recommendation:

Motion to adopt Ordinance 858 of 2025 as presented.

Attachments:

1. Ordinance 858 for 2025-26 budget
2. Budget Report 2025-26 - Council 2-17-25

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:	$4,682,540
TOTAL EXPENSE:	$4,682,540

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:

FUND	REVENUE	EXPENSE
Major Street Fund	$ 481,223	$ 472,128
Local Street Fund	225,943	180,278
Parking Services	163,700	156,539
Boat Launch	45,200	45,128
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. McSauba Recreation Fund	8,200	0

FUND	REVENUE	EXPENSE
Trail Development-Improvement Fund	958,328	958,328

* These funds are part of the Sewer Fund.

Ordinance # 858 was enacted on the 17h day of February, 2025 A.D., by the Charlevoix City Council as follows:

Motion by:
Second by:

Yeas:
Nays:
Absent:

State of Michigan)
) ss
City of Charlevoix)

Sarah J. Dvoracek	Clerk	Lyle Gennett	Mayor

CITY OF CHARLEVOIX
GENERAL FUND
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	230,836
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**	**$ 4,596,213**
EXPENSES				
Legislative	60,517	61,400	67,845	64,045
General Government	773,739	805,600	850,297	874,460
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	1,680,435
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**	**$ 4,682,540**
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	**$ 324,785**	**$ 37,250**	**$ (15,401)**	**$ (86,327)**
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)	(86,327)
FUND BALANCE	**$ 1,167,477**	**$ 1,204,727**	**$ 1,152,075**	**$ 1,065,748**
CASH & INVESTMENTS	**$ 1,264,236**	**$ 1,301,486**	**$ 1,248,834**	**$ 1,162,507**
FUND BALANCE AS % OF TOTAL EXPENSES	**27%**	**28%**	**24%**	**23%**

CITY OF CHARLEVOIX
GENERAL FUND REVENUE DETAIL
BUDGET
25-26

	23-24 Actual	24-25 Budget	24-25 Est. Actual	25-26 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 Actual	24-25 Budget	24-25 Est. Actual	25-26 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 Actual	24-25 Budget	24-25 Est. Actual	25-26 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	0
TOTAL INTEREST & RENTS	**$ 266,845**	**$ 261,400**	**$ 276,750**	**$ 230,836**
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**	**$ 4,596,213**

CITY OF CHARLEVOIX
GENERAL FUND EXPENSES SUMMARY
BUDGET
25-26

	23-24 Actual	24-25 Budget	24-25 Est. Actual	25-26 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	81,532
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**	**$ 874,460**
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	-
Community Promotion	9,813	11,900	11,925	11,925
TOTAL RECREATION & CULTURE	**$ 1,852,544**	**$ 1,582,350**	**$ 1,953,245**	**$ 1,680,435**
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**	**$ 4,682,540**

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	26,300
WAGES (ICMA)	2,848	3,300	3,300	2,550
SALARIES & WAGES - TEMPORARY	107	-	-	-
EMPLOYEE FRINGE BENEFITS	21,246	24,200	24,337	20,400
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**	**$ 81,532**
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/SUBSCRIPTI	-	-	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	-
EMPLOYEE FRINGE BENEFITS	2,793	2,900	3,100	-
OPERATING SUPPLIES	1,427	1,500	1,550	-
CONTRACTUAL SERVICES	21,025	11,500	12,575	-
UTILITIES	1,463	1,300	1,200	-
TOTAL BOAT LAUNCH	**$ 45,326**	**$ 36,300**	**$ 38,525**	**$ -**
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**	**$ 4,682,540**

CITY OF CHARLEVOIX
Major Street Fund
BUDGET
25-26

	23-24 Actual	24-25 Budget	24-25 Est. Actual	25-26 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 Actual	24-25 Budget	24-25 Est. Actual	25-26 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 Actual	24-25 Budget	24-25 Est. Actual	25-26 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
FUELMASTER 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 Actual	24-25 Budget	24-25 Est. Actual	25-26 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	21,813
WAGES (ICMA)	927	1,700	1,700	2,500
SALARIES & WAGES - TEMPORARY	14,119	14,900	15,065	20,766
EMPLOYEE FRINGE BENEFITS	11,274	14,600	14,600	20,200
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**	**$ 156,539**
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	**$ 14,047**	**$ 11,400**	**$ 282**	**$ 7,161**
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	7,161
FUND BALANCE	**$ 50,108**	**$ 61,508**	**$ 50,390**	**$ 57,551**
CASH & INVESTMENTS	**$ 51,526**	**$ 62,926**	**$ 51,808**	**$ 58,969**

CITY OF CHARLEVOIX
Boat Launch Fund
BUDGET
25-26

	23-24 Actual	24-25 Budget	24-25 Est. Actual	25-26 Budget
REVENUES				
RENTS/ROYAL. FERRY BOAT LAUNCH	0	0	0	45,200
TOTAL REVENUES	**$ -**	**$ -**	**$ -**	**$ 45,200**
EXPENSES				
SALARIES & WAGES	0	0	0	950
WAGES (ICMA)	0	0	0	128
SALARIES & WAGES - TEMPORARY	0	0	0	20,500
EMPLOYEE FRINGE BENEFITS	0	0	0	3,825
OPERATING SUPPLIES	0	0	0	3,475
CONTRACTUAL SERVICES	0	0	0	14,650
UTILITIES	0	0	0	1,600
TOTAL EXPENSES	**$ -**	**$ -**	**$ -**	**$ 45,128**
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	**$ -**	**$ -**	**$ -**	**$ 72**
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	-	-	-	-
NET CHANGE IN FUND BALANCE	-	-	-	72
FUND BALANCE	**$ -**	**$ -**	**$ -**	**$ 72**
CASH & INVESTMENTS	**$ -**	**$ -**	**$ -**	**$ 72**

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 Actual	24-25 Budget	24-25 Est. Actual	25-26 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
INFRASTRUCTURE IMPROVEMENT FUND
BUDGET
25-26

	23-24 Actual	24-25 Budget	24-25 Est. Actual	25-26 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
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
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
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
INDUSTRIAL 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
EFB - BOAT LAUNCH				3,825
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**	**$ 3,187,825**
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**	**$ (7,075)**
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	(7,075)
FUND BALANCE	**$ (2,445)**	**$ 179,355**	**$ 23,368**	**$ 16,293**
CASH & INVESTMENTS	**$ 125,670**	**$ 307,470**	**$ 151,483**	**$ 144,408**

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 Actual	24-25 Budget	24-25 Est. Actual	25-26 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

Public Hearings and Actions Requiring Public Hearings

Title: Set Public Hearing: Ordinance 859: Revised Historic District Ordinance
Date: February 17, 2025

Presented By: Mark Heydlauff, City Manager

Background:
In 2005, the City of Charlevoix adopted its first historic preservation ordinance which created the process that has now yielded our Historic District Commission, the Earl Young Local Historic District, and other historic preservation initiatives. At the time, it was bridging a more informal Historic District Study Commission, the creation of the Historic District Commission, and the prospect of creating the Earl Young Historic District.

The ordinance before you replaces this past work by streamlining the ordinance to refer to the state law and eliminating duplicative provisions. This ordinance also vests the study of new districts and related work in the existing and appointed Historic District Commission rather than the prospect of a separate ad-hoc study committee. It also ensures the efforts to create new districts and standards are aligned with Council goals and priorities before extensive effort is expended. Finally, as we did with the Planning Commission, we are recommending reducing this board from 7 members to 5; there are currently 5 appointed and serving members.

We have recommended setting a Public Hearing on this ordinance for March 3.

AI tools were used to develop initial drafts of this ordinance. The final version has been reviewed by the City Attorney and staff.

Recommendation:
Motion to set a public hearing for March 3, 2025, at 6 pm in the Council Chambers of City Hall to consider Ordinance 859 of 2025 as presented.

Attachments:
1. 859 of 2025 Historic District Ordinance Amendment

CITY OF CHARLEVOIX
ORDINANCE NO. 859 of 2025
AN ORDINANCE TO AMEND TITLE III, CHAPTER 35: HISTORIC PRESERVATION OF THE CHARLEVOIX CITY CODE BY REPEALING THE EXISTING CHAPTER AND REPLACING IT WITH REVISED LANGUAGE

Whereas, the historic preservation of the City of Charlevoix is an important public policy priority, and,

Whereas, the City of Charlevoix has previously appointed a Historic District Commission and created the Earl Young Local Historic District, and,

Whereas, eliminating duplicate language and adhering to state law helps for the orderly promulgation of historic preservation policy and maintenance of historic resources.

THE CITY OF CHARLEVOIX ORDAINS:

Section 1. Strike Existing Chapter.
Title III, Chapter 35 of the Charlevoix City Code shall be struck in its entirety and replaced with the following language.

Section 2. Purpose.
The purpose of this ordinance is to safeguard the heritage of the City of Charlevoix by preserving historic districts that reflect elements of the City's history, architecture, and culture; stabilize and improve property values; promote civic beauty; strengthen the local economy; and foster educational and cultural opportunities.

Section 3. Definitions.
For purposes of this ordinance, the terms defined in Section 1a of the Local Historic Districts Act (Act 169 of 1970; MCL 399.201a) shall have the same meaning.

Section 4. Historic District Commission.

(A) The Historic District Commission (HDC) and those members presently serving shall continue to administer the provisions of this ordinance. The HDC shall adhere to all requirements and procedures set forth in the Local Historic Districts Act (Act 169 of 1970).

(B) The HDC shall consist of five members, with qualifications and terms as prescribed in MCL 399.204. Terms of the membership shall be staggered as best as possible to ensure continuity of membership and terms of three years each. Vacancies on the Commission shall be filled in the same manner as original appointments.

(C) The HDC shall only have the authority to review and act upon permit applications, as detailed in Section 5 of this ordinance and such other duties and responsibilities as statute or the City Council may from time to time obligate them.

Section 5. Establishment of Historic Districts.

(A) The City of Charlevoix has previously established the Earl Young Local Historic District Depot Historic District. and the Central Historic District.

(B) The boundaries of each historic district shall be described in an official map and legal description filed with the City Clerk once approved by City Council.

(C) Before establishing or modifying any historic district, a Historic District Study Committee shall be appointed to conduct the review process in accordance with MCL 399.203. The Historic District Commission shall fulfill this role unless Council determines a separate study committee is advisable. The study for potential creation of a new historic district shall only occur if the Council requests it by resolution outlining the potential properties and need for the district or if the Council approves a proposal from the Historic District Commission prescribing the same.

Section 6. Permit Requirements.

(A) No person shall perform any work affecting the exterior appearance of a resource within a historic district without first obtaining a permit issued under this ordinance.

(B) The HDC shall review applications based on the Secretary of the Interior's Standards for Rehabilitation, 36 C.F.R. Part 67, and applicable local design guidelines if such guidelines may be created and approved by City Council.

(C) A certificate of appropriateness or a notice to proceed must be issued by the HDC before any work begins.

(D) All other terms in Section MCL 399.205 through MCL 399.215 shall apply to the ordinance.

Section 7. Demolition by Neglect and Enforcement.

(A) Property owners within a historic district must maintain their properties to prevent demolition by neglect.

(B) Violations of this ordinance shall be subject to fines and penalties as provided in MCL 399.215.

Section 8. Appeals.

(A) Any decision of the HDC may be appealed to the State Historic Preservation Review Board as provided in MCL 399.205(2).

(B) Further appeals may be filed with the Circuit Court of the County of Charlevoix in accordance with MCL 399.211.

Section 9. Penalties.

(A) A person, individual, partnership, firm, corporation, organization, institution or agency of government that violates this chapter is responsible for a civil violation and may be fined not more than $5,000.

(B) A person, individual, partnership, firm, corporation, organization, institution or agency of government that violates this chapter may be ordered by the court to pay the costs to restore or replicate a resource unlawfully constructed, added to, altered, repaired, moved, excavated or demolished.

Section 10. Severability.

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

Section 11. Effective Date.

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

Ordinance No. 859 was adopted on the 3rd day of March 2025 A.D., by the Charlevoix City Council as follows:
Motion by:
Seconded by:
Yeas:
Nays:

State of Michigan } §
City of Charlevoix

Sarah J. Dvoracek Clerk

Lyle Gennett Mayor

CERTIFICATION

I, the undersigned, the City Clerk of the City of Charlevoix, Charlevoix County, Michigan, do hereby certify that the foregoing is a true and complete copy of Ordinance No. 859 adopted by the City Council of the City of Charlevoix, County of Charlevoix, State of Michigan, at a regular meeting held on March 3, 2025 the original of which is on file in the Clerk's office and available to the public. Public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, Act 267 of the Michigan Public Acts of 1976.

Dated: 03/03/2025

Sarah J. Dvoracek, City Clerk

Charlevoix City Council
All Other Actions and Requests

Title: Council Appointment
Date: February 17, 2025

Presented By: Council Member Janet Kalbfell

Background:
Council Member Kalbfell requested consideration of Dennis Halverson for appointment to the Board of Review for a term to expire December 2027.

Recommendation:
Motion to appoint xxx to the Board of Review for a term to expire December of 2027.

Attachments:
1. Dennis Halverson BOR

CITY OF CHARLEVOIX

CITY OF CHARLEVOIX
VOLUNTEER BOARDS AND COMMITTEES APPLICATION

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

- [x] BOARD OF REVIEW
- [ ] COMPENSATION COMMISSION
- [ ] DDA/MAIN STREET BOARD
- [ ] HISTORIC DISTRICT COMMISSION
- [ ] HOUSING COMMISSION
- [ ] PLANNING COMMISSION
- [ ] RECREATION ADVISORY COMMITTEE
- [ ] SHADE TREE & PARK COMMISSION
- [ ] ZONING BOARD OF APPEALS
- [ ] OTHER ______
- [ ] NO PREFERENCE

PLEASE PRINT

NAME: Dennis Halverson

ADDRESS: 104 Overlook Dr.

HOME PHONE: 231-675-8701 CELL PHONE: "

EMAIL: dshalverson@gmail.com

ARE YOU A REGISTERED VOTER IN THE CITY? Yes HOW LONG HAVE YOU LIVED IN THE CITY? 35 years

EDUCATIONAL BACKGROUND: Master's in Education

PROFESSIONAL QUALIFICATIONS AND/OR WORK EXPERIENCE: I am a licensed local Realtor

COMMUNITY ACTIVITIES AND/OR OTHER EXPERIENCE: Cx Rotary Club.

HAVE YOU SERVED ON A BOARD/COMMITTEE OR HELD A CIVIC POSITION IN THE PAST? IF YES, PLEASE EXPLAIN:
I was on the Planning Commission in Charlevoix.

DO YOU FORESEE ANY POTENTIAL CONFLICTS OF INTEREST WHILE EXECUTING THE DUTIES OF THIS POSITION? IF YES, PLEASE EXPLAIN:
No

REASON(S) YOU WISH TO SERVE: I believe citizens need to participate in local government needs for the process to meet it's responsibilities to function.

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

SIGNATURE: Dennis Halverson **DATE:** 1-29-25

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

REV 04.2020

Charlevoix City Council

All Other Actions and Requests

Title: Mayoral Appointments
Date: February 17, 2025

Presented By: Mayor Lyle Gennett

Background:
Mayor Gennett plans to appoint of Matthew Jarema to the Recreation Advisory Committee for a term to expire June 2025 and Ariahna Kantola to the Recreation Advisory Committee for a term to expire June 2026. These are student members as outlined in the ordinance.

Recommendation:
Motion to confirm the appointment of Matthew Jarema to the Recreation Advisory Committee for a term to expire June 2025.

Motion to confirm the appointment Ariahna Kantola to the Recreation Advisory Committee for a term to expire June 2026.

Attachments:
1. Jarema RAC
2. Kantola RAC

Outlook

Online Form Submittal: Volunteer Boards and Committees Application

From noreply@civicplus.com <noreply@civicplus.com>
Date Thu 1/30/2025 9:35 AM
To Sarah Dvoracek <clerk@charlevoixmi.gov>

Volunteer Boards and Committees Application

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

Committees and Boards to Apply For	Recreation Advisory Committee
Name	Matthew Jarema
Email Address	matthewjarema@icloud.com
Address	9305 Mercer Rd
Home Phone	*Field not completed.*
Cell Phone	2316758229
Are you a registered voter in the City?	No
How long have you lived in the City?	*Field not completed.*
Educational Background	I am a senior at Charlevoix High School and I am going to graduate June 1.
Professional Qualifications and / or Work Experience	I am a member of the Charlevoix County Community Foundation's Youth Advisory Committee, so I have experiences with grant proposals. I worked at JAX for two years and Young State Park for 2 years at their cabin store.
Community Activities and / or Other Experience	I'm in NHS so I volunteer at the food pantry.
Have you served on a board / committee or held a civic position in the past?	Yes

If yes, please explain.	Youth Advisory Committee where we allocate funds to local non-profits that are focused on youth mental health.
Do you foresee any potential conflicts of interest while executing the duties of this position?	No
Reason(s) You Wish to Serve	I already have experience on an advisory committee, but I graduate this year so I am looking to continue this type of work in the future. This is regarding the meeting schedule. I plan to attend college next year so I might not be able to make the meetings for September and November.
Have you reviewed the current meeting schedule of the board / committee and can commit to regular meeting attendance?	Yes
Electronic Signature Agreement	I agree.
Electronic Signature	Matthew W. Jarema
Date	1/30/2025

Outlook

Online Form Submittal: Volunteer Boards and Committees Application

From noreply@civicplus.com <noreply@civicplus.com>
Date Thu 2/6/2025 4:52 PM
To Sarah Dvoracek <clerk@charlevoixmi.gov>

Volunteer Boards and Committees Application

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

Committees and Boards to Apply For	Recreation Advisory Committee
Name	Ariahna Kantola
Email Address	ariahnarose12@gmail.com
Address	13615 Clark Rd
Home Phone	231-675-5356
Cell Phone	231-675-5356
Are you a registered voter in the City?	No
How long have you lived in the City?	Charlevoix
Educational Background	Current Junior at Charlevoix High School
Professional Qualifications and / or Work Experience	Lifeguard for Belvedere Beach, and previously worked as a retail Associate at Gaga For Kids
Community Activities and / or Other Experience	Charlevoix Tennis Team
Have you served on a board / committee or held a civic position in the past?	No
Do you foresee any potential conflicts of interest while	No

executing the duties of this position?	
Reason(s) You Wish to Serve	Was recommended by a teacher to apply!
Have you reviewed the current meeting schedule of the board / committee and can commit to regular meeting attendance?	Yes
Electronic Signature Agreement	I agree.
Electronic Signature	Ariahna R. Kantola
Date	2/6/2025

Charlevoix City Council

Reports and Communications

Title: City Manager's Comments
Date: February 17, 2025

Presented By:

Background:

A. Fire Truck Replacement Planning

Charlevoix Township Supervisor Dan Ulrich and I met this week to discuss planning for the replacement of our ladder truck and the combination of this apparatus with a first-out fire truck for a variety of fire and rescue responses. The township has been working with elected officials both at the state and federal level to see if funding can be secured through an appropriation bill. I am also looking at financing options in a way that maximizes the partnership between the township and the City. We are exploring traditional bonding, financing through the USDA, and potentially a PA 99 loan through Charlevoix State Bank. While this debt and purchase is not specifically factored into the budget, my initial calculation is that the debt service would replace the money we have already been putting aside to replace the fire truck and which continues in the draft budget.

B. Transportation Funding

As you may know, the Governor this week released a plan to increase road funding in Michigan. It is not clear at this point whether this would yield an increase in the gas tax money we receive under Public Act 51. The legislature and Governor will certainly negotiate over these plans and it is possible we would see an increase in the future. We have not considered these changes in the budget being recommended to you.

C. Federal Funding Uncertainty

There has been a lot of new recent changes in federal funding as it relates to grants and pass-through funding to state and local agencies. At this point, I do not believe we have any serious concerns in the funding we receive. Through MDOT, we do receive federally-derived aid to operate the airport but we currently have no indication of a funding disruption. We are set to receive funding from the Michigan State Historic Preservation Office for a future replacement of the roof at City Hall. This money comes from the state but is sourced from the federal government. Similarly, we have not received indication of this funding being disrupted but it is possible. This project, however, has not been awarded to a contractor so we are able to assess our options as we learn more from Washington.

Recommendation:

Attachments:

1. Police Department January 2025 Daily Activity Report

CITY OF CHARLEVOIX

POLICE ACTIVITY REPORT FOR THE MONTH OF

JANUARY 2025

ITEM	TOTAL THIS MONTH	MONTH YEAR PRIOR	TOTAL THIS YEAR	TOTAL LAST YEAR
TRAFFIC CITATIONS	6	11	6	11
TRAFFIC WARNINGS	29	14	29	14
TRAFFIC CONTACTS	34	27	34	27
MOTORIST/CITIZEN ASSIST	17	21	17	21
POLICE ASSIST	15	35	15	35
MEDICAL RESPONSE	6	5	6	5
PAPER SERVICE	6	0	6	0
RESIDENTIAL/COMMERCIAL	2 / 58	18	2 / 58	18
FELONY ARRESTS	0	1	0	1
MISDEMEANOR/NTA ARRESTS	2	1	2	1
WARRANT ARRESTS	0	0	0	0
WARRANT ATTEMPTS	1	0	1	0
TRAFFIC CRASH 9300-1	15	2	15	2
TRAFFIC CRASH 9300-2	2	0	2	0
GENERAL ASSISTS/OTHER	96	127	96	127
FUNERAL ESCORTS	0	0	0	0
ALARMS	4	1	4	1
SCHOOL PATROL	0	8	0	8
SCHOOL PRESENTATIONS	3	0	3	0
PARKING/SNOW TICKETS	35	0	35	0
PARKING METER TICKETS	0	0	0	0
LIQUOR INSPECTIONS	10	2	10	2
ORIGINAL COMPLAINTS	31	16	31	16
CLOSED COMPLAINTS	19	12	19	12
FOLLOW-UP/SUPPLEMENTS	45	17	45	17
MENTAL HEALTH INCIDENTS	0	-	0	-
PATROL MILES	3,859	3,802	3,859	3,802

TOTAL MILEAGE #87-1 929

TOTAL MILEAGE #87-2 0

TOTAL MILEAGE #87-3 2,930

Jill McDonnell

Jill McDonnell
Chief of Police

Charlevoix City Council
Reports and Communications

Title: Mayor and Council Comments
Date: February 17, 2025

Presented By:

Background:

Recommendation:

Attachments:
None