



Agenda
City of Charlevoix City Council Regular Meeting
Monday, February 2, 2026 - 6:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Presentations**
- 4. Inquiry Regarding Conflicts of Interest**
- 5. Consent Agenda**
 - A. City Council Meeting Minutes — January 19, 2026
 - B. Accounts Payable and Payroll Check Registers
 - C. Investment Update
 - D. Replacement of Underground Electric Line Locators: \$22,623
 - E. Special Event Request: Charlevoix High School 2026 Senior Parade
 - F. Special Event Request: Sue DeYoung/Judy Edger Memorial Breast Cancer 5K Walk & Run
 - G. MPPA Required Resolutions for Director Transition
 - H. Request from County Equalization Department-Parcel Search Software
 - I. Emergency Repair: Trackless Snowblower Unit
- 6. Public Hearings and Actions Requiring Public Hearings**
 - A. Set Public Hearing: Ordinance 868 of 2026: Budget Amendment for Fiscal Year 2025-2026
 - B. Set Public Hearing: Ordinance 869 of 2026: 2026-27 Budget
- 7. All Other Actions and Requests**
 - A. City Charter Review
Mark Heydlauff, City Manager
 - B. Mayoral Appointment
Mayor Lyle Gennett
 - C. Council Appointment
Aaron Hagen
First Ward Council Member
- 8. Reports and Communications**
 - A. Public Comment
 - B. City Manager's Comments

C. Mayor and Council Comments

9. Other Council Business

10. Adjourn

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

Charlevoix City Council

Consent Agenda

Title: City Council Meeting Minutes — January 19, 2026

Date: February 2, 2026

Presented By:

Background:

Recommendation:

Motion to approve the minutes as presented.

Attachments:

1. 2026.01.19 CC DRAFT

City of Charlevoix
City Council Regular Meeting Minutes
Monday, January 19, 2026 - 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, Dennis Halverson, Janet Kalbfell, Mark Knapp, Phil Parr, Richard Spring

Members Absent: None

City Manager: Mark L. Heydlauff

City Clerk: Sarah J. Dvoracek

3. Presentations

4. Inquiry Regarding Conflicts of Interest

5. Consent Agenda

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

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

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

Nays: None

Motion carried.

A. City Council Meeting Minutes - January 5, 2026

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
01/07/2026	Special Accounts Payable Run	\$103,379.85
01/16/2026	Payroll (annual sick leave payout net)	\$24,564.20
01/16/2026	Payroll (regular payroll net pay)	\$117,467.13
01/16//2026	Payroll Remittance Checks	\$6,944.19
01/20/2026	Regular Accounts Payable	\$268,988.34
12/29/2026-01/16/2026	ACH/WIRE Payments	\$202,173.65
12/30/2025	Special A/P Tax Disbursement	\$394,430.41

Grand Total		\$1,117,947.77
The detailed accounts payable and payroll check registers can be viewed on the City's website .		

- C. 2026 Poverty Exemption Policy and Guidelines
Motion to approve the 2026 Poverty Exemption Policy and Guidelines as presented.
- D. Approval of Electrical Contractor for City Hall
Motion to award the contract for electrical repairs and improvements at City Hall to Charlevoix Electric, LLC.

6. Public Hearings and Actions Requiring Public Hearings

- A. Public Hearing: Zoning Ordinance Amendments Section 153.116 Accessory Buildings and Uses
Jonathan Scheel, Director of Planning & Zoning
Director Scheel presented information on Zoning Ordinance Amendments Section 153.116 Accessory Buildings and Uses.

Director Scheel answered questions from Council.

Mayor Gennett opened the item for public comment, two were heard.

Motion by Knapp, seconded by Hagen to approve Ordinance Amendment 863 of 2026.

Yeas: Knapp, Hagen, Spring

Nays: Parr, Kalbfell, Halverson

Motion failed, the Mayor can't break tie on a Zoning Amendment per Charter Section 13.2.

Council concurred to bring the proposed ordinance back at the same time as the new design standards. The new standards are being reviewed by the City Attorney.

- B. Public Hearing: Zoning Ordinance Amendments Section 153.118 and Section 153.160 Residential Raised Decks
Jonathan Scheel, Director of Planning & Zoning
Director Scheel presented information on Zoning Ordinance Amendments Section 153.118 and Section 153.160 Residential Raised Decks.

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

CITY OF CHARLEVOIX

ORDINANCE NO. 864 of 2026

AN ORDINANCE TO AMEND TITLE XV LAND USAGE, CHAPTER 153 PLANNING AND ZONING, SECTION 153.118 LODGING, DINING, AND ENTERTAINMENT USES AND TO ADD TO SECTION TITLED PROVISIONS GENERALLY APPLICABLE TO ALL DISTRICTS

THE CITY OF CHARLEVOIX ORDAINS:

Section 1: Title XV, Land Usage, Chapter 153 Planning and Zoning, Section 153.118 (D) Roof top decks. shall be repealed and replaced and shall read as follows:

D. Roof top decks. The following provisions are intended to regulate roof top deck use, permanent or temporary, in allowed districts to reduce safety concerns, noise and other nuisances, and visual impact on neighboring properties and on the community generally. The use of roof top decks is subject to the following restrictions:

(1) A zoning and building permit for any roof top deck must be first obtained from the City Zoning Administrator and Charlevoix County Building Department and is subject to construction of and maintenance of guardrails and other protective features as required by the Charlevoix County Building Code.

(2) Any request for a City of Charlevoix zoning permit that includes a roof top deck must undergo site plan review and receive approval by the Planning Commission prior to issuance of a zoning permit.

(3) Parapet walls and perimeter guardrails shall extend around the perimeter of the roof top deck and incorporate exterior building materials consistent with the architectural style of the underlying structure subject to § 153.170.

(4) Any structure on a deck or patio must be permitted under the Zoning Code. Portable appurtenances are prohibited. Temporary appurtenances and structures are subject to site plan review to assure public safety.

(5) Except within the CBD, Central Business District, amplified musical instruments or sounds are prohibited. Any other music or sound that would violate the city's noise ordinances and restrictions is prohibited.

(6) All commercial food preparation shall take place inside the establishment.

(7) No open flames are allowed.

(8) Lighting shall be shielded and pointed downward and shall not be a nuisance to adjacent properties subject to § 153.172. Unshielded string lights are prohibited.

(9) Roof top deck space is subject to the requirements of §§ 153.185 et seq., Off-Street Parking, Loading, Access and Circulation.

Section 2. Title XV, Land Usage, Chapter 153 Planning and Zoning, Section Titled “Provisions Generally Applicable to All Districts” is hereby amended to include the following language and shall read as follows:

153.160 Residential Raised Decks

Decks that are above the ground floor shall be fully screened from neighboring residential properties that are in the R-1 and R-2 Districts. Screening could include mature vegetation, fencing, walls, or a combination of them to allow maximum privacy for adjacent properties. All lighting on raised decks will meet Section 153.172 LIGHTING of the City of Charlevoix Zoning Ordinance. No decks will be allowed above the second-floor interior floor elevation of the home.

Section 3. 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 4. Effective Date.

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

Ordinance No. 864 was adopted on the 19th day of January 2026 A.D., by the Charlevoix City Council as follows:

Motion by Kalbfell, seconded by Spring to approve Ordinance Amendment 864 of 2026.

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

Nays: None

Motion carried.

C. Public Hearing: Zoning Ordinance Amendment Section 153.171 Landscaping

Jonathan Scheel, Director of Planning & Zoning

Director Scheel presented information on Zoning Ordinance Amendments Section 153.171 Landscaping.

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

CITY OF CHARLEVOIX

ORDINANCE NO. 865 of 2026

AN ORDINANCE TO AMEND TITLE XV LAND USAGE, CHAPTER 153 PLANNING AND ZONING, SECTION 153.171 LANDSCAPING

THE CITY OF CHARLEVOIX ORDAINS:

Section 1: Title XV, Land Usage, Chapter 153 Planning and Zoning, Section 153.171 and its entirety shall be repealed, replaced and shall read as follows:

(A) Intent. This section promotes the public health, safety and welfare by establishing minimum standards for the design, installation and maintenance of landscaping. Landscaping and landscaped buffers help protect and enhance land uses and the visual image of the community. They further preserve natural features, improve property values and can alleviate the impacts of noise, traffic and visual distractions. Landscaped buffers protect less intense uses from noise, lighting and other impacts associated with more intensive land uses. Specifically, the intent of these provisions is to:

- (1)** Improve the appearance of off-street parking and storage areas and property abutting public rights-of-way;
- (2)** Protect and preserve the appearance, character and value of the neighborhoods which abut non-residential areas, parking lots and other potentially obtrusive uses;
- (3)** Reduce soil erosion and depletion;
- (4)** Increase soil water retention, thereby helping to prevent flooding, erosion and sedimentation and enhancing ground water recharge;
- (5)** Remove air pollutants and reduce, eliminate or control glare, reflection and heat island effects; and
- (6)** Assist in directing safe and efficient traffic flow and prevent vehicular and pedestrian circulation conflicts.

(B) General requirements. These regulations apply to all new uses and the expansion of existing uses requiring site plan approval.

(1) Landscaping shall be installed before occupancy, unless the Zoning Administrator authorizes occupancy prior to complete landscape installation, due to unforeseen weather conditions or other circumstances beyond the applicant's control. In such a case, a performance guarantee, per § [153.239](#) of this chapter, shall be provided to ensure completion of the project as required. All landscaping shall be completed within one full growing season.

(2) All landscaping shall be maintained after planting and regularly watered, fertilized, pruned and kept free from disease. The owner or controlling party shall be responsible for maintenance.

(3) The landscaping shown on the approved landscape, screening and buffering plan shall be maintained according to (B) (2) above. Any plants in the approved plan that die shall be replaced within a reasonable time, but in no case shall such time exceed six months. The replacement plants shall meet the purpose of the original specifications of an approved landscape, screening and buffering plan.

(4) All plants shall be hardy per climatic conditions in the city.

a. The use of native vegetation species with deep roots in rain gardens, bioswales, buffer areas, and other forms of naturalized landscaping to accomplish the goal of stormwater retention and filtration is encouraged.

b. Prohibited species. Species deemed invasive or restricted by the State of Michigan or Michigan State University will be rejected during landscape plan review.

(5) All landscaped areas shall be mulched and those not containing trees and shrubs must be planted with ground cover. Mulch of any type is not considered ground cover, nor is it a substitute for ground cover. Areas of lot coverage that are not paved or occupied by building footprint must be landscaped with living grass lawn, living plant ground covers, perennial/shrub beds, or a combination thereof.

(6) The overall landscape plan shall not contain more than 25% of any one plant species. Ground covers other than living plants (e.g. stone chips, rocks, mulch) must be arranged in a deliberate manner and may not exceed more than 25 percent of the site landscape area. All ground covers must be controlled on site and not allowed to freely migrate or spill onto the public sidewalk, public rights-of-way, or into storm drains.

(7) Trees and shrubs shall not be placed closer than a distance of 40% of the spread at maturity to a fence, wall or property line.

(8) For a corner lot or a lot with more than one frontage where landscaping is required, all frontages shall be landscaped.

(9) Berms shall be designed to vary in height and shape to create a more natural appearance. An unbroken earth mound of uniform height shall be avoided. The maximum slope for a berm shall be one foot vertical to three feet horizontal, unless otherwise allowed by the Planning Commission.

(10) Landscaping shall not obstruct sight distance, per § [153.142](#) of this chapter.

(11) Landscaping plans are subject to Planning Commission or Zoning Administrator review and approval.

(12) The Planning Commission or Zoning Administrator may allow a deviation from the requirements of this section under any of the following circumstances:

(a) Existing vegetation or topographic features make compliance with requirements unnecessary or difficult to achieve;

(b) The application of requirements will result in a significant loss of existing vegetation, or natural or cultural features;

(c) Modification of requirements will clearly result in a superior design that could not otherwise be achieved;

(d) Where the required landscaping may interfere with view corridors, such as developments along water bodies, the Planning Commission may require planting of specific species in locations where the height or canopy will not compromise view corridors.

(13) The Planning Commission or Zoning Administrator may impose conditions on landscaping as part of site plan review.

(14) Where a development is proposed in phases, each phase shall comply with all applicable landscaping requirements.

(15) Where landscaping requirements are based on a distance measured along a property line and result in a fractional requirement, the required landscaping for just that area shall be multiplied by the fraction. For example, when a fractional area is equal to 30% of the required distance the number of required plants shall be multiplied by 0.30. A fraction less than 25% may be disregarded.

(16) To ensure that all landscaping is installed, as a condition of approval a letter of credit or some other performance guarantee may be required in accordance with § [153.239](#) of this chapter.

(C) Buffer areas.

(1) A buffer area may be required where any use in a business or industrial district is adjacent to residentially zoned land and where multiple-family residential land uses are adjacent to land in the R1, R2 and R4 Districts. A landscaped buffer shall be provided between the subject property and all adjacent residentially zoned or used properties if the subject building(s) of the site plan is within 25 feet of the adjoining property line and if existing landscaping, tree cover, or fencing/screening does not exist.

(2) A buffer area is not required if the qualifying adjacent zoning districts are separated by a public right-of-way.

(3) A buffer area shall be parallel to and follow the property line tangent to the qualifying zoning district.

(4) A buffer area shall be required even when the adjacent property is undeveloped.

(5) Except for access drives or private streets determined by the Planning Commission to be necessary to provide safe access to a property, a building, structure or parking lot shall not encroach within a required buffer area.

(6) When adjacent to a PUD containing a residential land use, a use in a non-residential or multiple-family residential district shall provide a buffer area along the property line adjacent to the residential use. The Planning Commission, however, may waive or modify the required buffer if the setbacks and perimeter landscaping provided within the PUD meet the intent of division (A) above.

(7) Landscape buffers will include at least one tree for each 25 linear feet, or fraction of buffer area.

(a) Landscape buffers shall consist of evergreen shrubs, evergreen trees, fencing/screen walls (75 percent or more opaque), or any combination thereof that forms a continuous visual buffer.

(b) At least 40 percent of the overall adjoining property line must be covered by plant materials at the time of planting.

(c) The Planning Commission may allow a consistent 75 percent or more opaque, six-foot tall screen wall or fence for the entire length of the adjoining property line to provide buffering that meets the intent of this section. If a screen wall or fence is used for all of the buffer area, the overall landscape buffer width may be eliminated except for the trees required in this section.

(d) Where the distance between a building, parking area or use is more than 200 feet from a side or rear lot line, the Planning Commission may reduce the buffer area requirements along the

applicable lot line(s) by 50%;

(e) Where a screen wall or fence is not otherwise required, the Zoning Administrator may require an opaque screening within the buffer area, to block views and contain materials. Screening shall be provided in the form of a six-foot tall ornamental fence or wall, capable of keeping paper and other debris from blowing off the premises.

(8) Buffer Area Alternatives

(a) Plants may either be arranged formally, or be informally clustered for a more random, natural effect.

(b) Berms may be constructed in a buffer area to supplement landscaping and add interest. Minimum landscaping requirements shall be reduced by 50% where a berm at least three feet tall is constructed for at least 85% of the length of the buffer area.

(c) Berms shall be designed to vary in height and shape to create a more natural appearance. An unbroken earth mound of uniform height shall be avoided. The maximum slope for a berm shall be one foot vertical to three feet horizontal, unless otherwise allowed by the Planning Commission.

(d) A screen wall or fence, located within a buffer area, may be used in lieu of some landscaping.

1. A screen wall or fence shall be a maximum of six feet tall and constructed of architectural block, brick, wood, vinyl or textured concrete.

2. To maximize the effectiveness of screening, openings shall not exceed 20% of the surface of a wall or fence.

3. Landscaping requirements may be reduced by 50% when a screen wall is constructed in a buffer area.

(D) Minimum plant requirements.

(1) The minimum plant size at the time of installation shall comply with Table 153.171(a):

Table 153.171(a): Minimum Plant Size at Installation			
Plant Material	Minimum Caliper	Minimum Height	Minimum Spread
Canopy tree	2.5"		
Ornamental tree	1-3/4"		
Evergreen tree		6'	
Shrubs			24"

(2) Existing healthy and desirable trees to be preserved may satisfy the landscaping regulations of this section. Each credit may be applied toward fulfilling the requirements set forth in this section (i.e., one credit equal to one equivalent tree).

Table 153.171(d): Credit for Existing Landscaping

Tree Material	Minimum Caliper	Minimum Height	Credits
Canopy tree	4 to 8 inches		1
	Greater than 8 inches		2
Ornamental tree		6 to 10 feet	1
		Greater than 10 feet	2
Evergreen tree		6 to 12 feet	1
		Greater than 12 feet	2

(E) Residential development.

(1) For each dwelling unit in a residential subdivision, land division or site condominium.

(a) One canopy tree shall be planted between the right-of-way line and the street per Shade Tree and Park Commission rules Chapter 152 Trees.

(b) Trees shall meet Residential Guidelines except where site conditions warrant otherwise.

(2) For a multiple-family development, one canopy and ornamental tree shall be provided for every 7,000 square feet of gross lot area.

(3) For a residential development abutting an arterial street, one evergreen tree and one canopy tree for every 50 feet of development frontage on the arterial street.

(4) Berms may also be used to buffer lots or dwellings from an abutting arterial street. Minimum landscaping requirements shall be reduced by 50% where a berm at least three feet tall is constructed for at least 85% of the length of the street frontage.

(5) In the R4 Zone, the Planning Commission may require berms, fencing or vegetative screening (or any combination thereof) along property lines for reasons including, but not limited to, protection of public safety, preservation of neighborhood character or the creation of privacy buffers for single-family zones.

(F) Non-residential and mixed-use districts and non-residential uses in residential districts.

(1) For non-residential uses in any zoning district except the CBD District, for every 100 feet of lot frontage as measured along a public right-of-way, the following front yard landscaping requirements apply.

(a) Two canopy trees or three ornamental trees shall be provided.

(b) The Planning Commission may allow landscaping anywhere within the front yard, except where a parking area is located along the lot frontage. In such instances landscaping shall be placed between the parking lot and the public right-of-way.

(2) Berms may be constructed in a front yard to supplement landscaping and enhance buffering of parking lots. Minimum front yard landscaping requirements shall be reduced by 50% where a berm at least three feet tall is constructed between a parking lot located along a street frontage and the public right-of-way. A berm may also be used to meet the screening requirement for parking lots as required in division (I) below.

(3) Non-residential right-of-way and front setback planting.

(a) Street yard landscaping within the public rights-of-way.

(1) Public rights-of-way shall be planted with grass. Trees, shrubs, or other ground covers may be planted within the right-of-way with permission from the City Forester and the City Engineer, or their assigns.

(2) Rights-of-way yards abutting activity corridor street types may incorporate decorative paving and streetscape elements if such elements exist on adjoining parcels. Plant materials shall be located in tree wells, bioswales, and above ground planters, and shall be approved by the Department of Public Service.

(b) Between sidewalk and parking.

(1) There shall be a landscaping setback area of eight feet between the edge of sidewalk and parking lot edge, which shall consist of grass lawn and landscape planting beds.

(2) Landscape planting beds shall be a minimum of 25 percent of the landscape setback area.

(3) Setback areas greater than 20 feet in depth must plant at least one (1) deciduous tree for every 25 feet of frontage or part thereof and a minimum of one shrub shall be planted for each ten linear feet of frontage, or portion thereof.

(4) These landscape requirements are in addition to other screening or buffer requirements as indicated in the applicable zoning district section.

(5) Landscape planting beds shall be a minimum of 50 percent of the front, side, and rear landscaping setback areas for all special land use off-street parking surface lots' in addition to trees required.

(c) Between sidewalk and building.

(1) Non-residential setback landscaping between the edge of sidewalk and building face shall consist of lawn, landscape planting beds, and paved pedestrian areas.

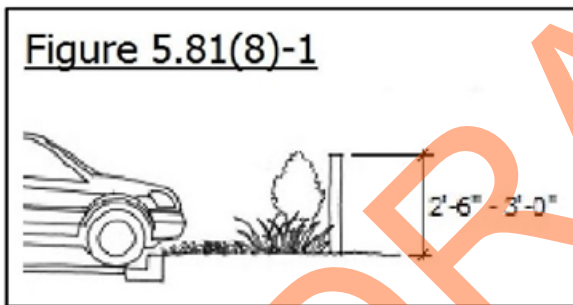
(2) Landscape planting beds shall be a minimum of 25 percent of the landscape setback area. This may be reduced to zero percent in areas where the public sidewalk is immediately adjacent to the building face.

(G) **Outdoor storage areas.** Where permitted, outdoor storage areas shall be completely screened by buildings, structures or a continuous buffer at least five feet wide. The buffer area shall meet 153.153 Outdoor Storage.

(H) **Parking lot landscaping.**

(1) A parking lot containing more than ten spaces shall be screened as follows:

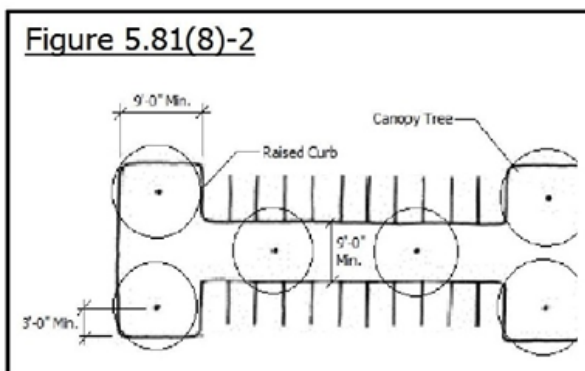
(a) Along any right-of-way or residential property line by a continuous two and one-half to three-foot tall screen; and



(b) The screen shall consist of landscaping, berms, a screen wall or any combination of these elements.

(2) To provide shade and to break up the visual appearance of large, paved areas, parking lots with more than ten spaces shall be landscaped based on the following requirements.

(a) One canopy tree for every 12 parking spaces shall be provided within a parking lot island or peninsula.



(b) Parking lot islands and peninsulas shall meet the following requirements:

1. All islands and peninsulas shall be protected by raised curbs; dub-downs non-raised curbs are

permitted to facilitate drainage, except in instances where the grading and drainage plan demonstrates storm water runoff can be managed without the use of raised curbs.

2. Each tree shall be provided with an open land area of not less than 75 square feet to provide area for infiltration and with a minimum diameter of nine feet at the trunk of the tree for protection. Tree plantings shall also be protected from automobiles with curbing or other suitable device that incorporate curb cuts or other openings, and grading to capture stormwater.
3. Trees shall be planted centered on islands.
4. Landscaping shall not obscure traffic signs, fire hydrants or sight distance within the parking lot and at driveway entrances, in accordance with § [153.142](#) of this chapter.

(I) Fencing, screening and walls.

- (1) Screening shall be required around all trash dumpsters in all zoning districts, except as may be provided elsewhere in this section.
- (2) Solid waste dumpsters may be located in required buffers; provided, they are screened in accordance with this division (I).
- (3) Screening shall be required even if the surrounding area or adjacent properties are not developed.
- (4) When a property changes to a more intense land use, a special land use or when site plan approval is required, screening shall be provided in accordance with this section.
- (5) (a) Unless otherwise permitted in accordance with this section, a screen shall consist of a solid, sight-obscuring fence or wall that meets Section 153.173 of this code. Additionally, the screen must meet the following:
 1. A minimum height to completely obscure the sight of the container. Walls must be no greater than eight feet high.
 2. Enclosed on all sides and does not contain any openings other than a an access gate, which shall be closed at all times when not being used. A screen around staging or loading/unloading areas may provide an opening that does not contain an access gate;
 3. Constructed of masonry, treated wood or other materials approved by the Planning Commission and must be durable, weather-resistant, rust-proof and easily maintained; and
 4. A trash dumpster enclosure and gates shall be protected by bollards or other means to prevent vehicle damage.
- (b) If approved by the Planning Commission, a screen may consist of berms or landscaping either in combination or as a substitute for a fence or wall. It must be determined that the alternate design shall either provide the same degree or enhanced screening as required by this section.
- (6) (a) Placement cannot interfere with pedestrian or vehicular traffic.
- (b) Walls must be maintained and kept in good condition by the property owner.

(J) Landscape site plan requirements.

1. An approved landscape, screening and buffering plan that meets the requirements of this section is required prior to approval of a site plan for activities listed in Section 153.230.
2. Planting plan specifications.(a) A planting plan shall be provided to include the following:
 - (b) Minimum scale of one-inch equals 50 feet.
 - (c) Existing and proposed contours with contour interval not to exceed two feet.
 - (d) The planting plan shall indicate, to scale, the location, spacing and starting size for all proposed landscape material within the required buffer or landscaped area.
 - (e) The planting plan shall indicate all existing trees (four-inch caliper or greater) located in portions of the site that will be built upon or otherwise altered. Trees shall be labeled "To Be

Removed” or “To Be Saved” on the site plan. The plan will include all existing or proposed utilities and easements.

(f) Typical straight cross section including slope, height and width of berms and type of ground cover or height and type of construction for all proposed walls, including footings.

(g) Significant construction details to resolve specific site conditions, e.g., green infrastructure, tree wells to preserve existing trees, culverts to maintain natural drainage patterns.

(h) Planting plans shall show all landscaped areas and plants listed in a table by common and botanic name and show quantities, size at planting and anticipated mature height and spread. Anticipated mature height and spread shall be shown with circles indicating anticipated plant size at maturity.

(i) A tree survey identifying the location and species of existing trees 12 inches or greater in caliper, measured at 12 inches off the ground, and identifying which trees are to be preserved. The Zoning Administrator may require an evaluation of the quality of the trees for purposes of determining which trees should be removed or preserved.

(3) Landscaping plans are subject to Planning Commission review and approval in all districts other than R-1 and R-2. The Zoning Administrator will review any required landscape plans in R-1 and R-2.

(K) Treatment of existing plant material. The following regulations shall apply to existing plants.

1. Destruction or removal of healthy trees. In the event healthy plants that are intended to meet the requirements of this section are cut down, damaged or destroyed during construction, they shall be replaced in accordance with Shade Tree and Park Commission requirements.

Section 2. Severability.

1. 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 3. Effective Date.

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

Motion by Parr, seconded by Kalbfell to approve Ordinance Amendment 865 of 2026.

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

Nays: None

Motion carried.

D. Public Hearing: Zoning Ordinance Amendment Adding Section Mixed Use

Jonathan Scheel, Director of Planning & Zoning

Director Scheel presented information on Zoning Ordinance Amendments Adding Section Mixed Use.

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

AN ORDINANCE TO AMEND TITLE XV LAND USAGE, CHAPTER 153 PLANNING AND ZONING, SECTION 153.087 AREA, HEIGHT, AND PLACEMENT REQUIREMENTS, 153.104 NORTH SIDE PROFESSIONAL OFFICE OVERLAY DISTRICT, MIXED-USE DISTRICTS AND ADD SECTION TITLED MIXED USE REGULATIONS WITH STANDARDS

THE CITY OF CHARLEVOIX ORDAINS:

Section 1: Title XV, Land Usage, Chapter 153 Planning and Zoning, Section 153.087 Area, Height, and Placement Requirements and its entirety shall be repealed, replaced and shall read as follows:

All lots in the non-residential districts shall conform to the requirements of Table 153.087. The requirements in footnotes are an integral part of this subchapter and shall apply in all instances.

Table 153.087: Dimensional Requirements, Non-Residential and Mixed Use Districts								
Zoning District	Min. Lot Area (sq. ft.)	Min. Lot Width (ft.)	Max. Building Height (ft.)	Minimum Yard Setbacks (ft.)				Lot Coverage (%)
				Front	Side		Rear	
					Interior	Street Side		
PO	NA	75	26	15	10	15	25	NA
GC	20,000	100	26	15	10	15	25	NA
CBD	NA	NA	40	0	0	0	0 ¹	NA
CH	43,560	150	30	25	20 ²	20	30 ¹	50/80 ³
MC	10,000	50	35 ⁴	20	0	0	0	NA
SR	NA	NA	§ 153.088 (A)	25	20/50	20/50	50	30
I	43,560	150	30	30	20	20	25	60
P	NA	100	35	20	10	15	15	NA
CM	6,000	50	MU-R 27, MU-CL 39	15 ⁶	0 ⁴	15 ^{4&5}	20 ⁴	NA
NOTES TO TABLE:								
1 The minimum rear yard in the CBD District when adjacent to the Pine River Channel or Round Lake shall be 50 feet.								
2 In the CH District, the minimum side or rear yard adjacent to any residential district shall be 50 feet.								
3 In the CH District, lot coverage of buildings shall not exceed 50%; lot coverage of all impervious surfaces shall not exceed 80%.								

4 Non-residential: none, residential: see Sec.153.072 standards for R-1 & R-2 districts

5 Street side setbacks may be reduced to 10 feet for 2 story buildings and 10 feet for 3 story buildings with design review when the reduction improves the overall site design, design of the building or better integrates the building with its site and surroundings and a 6-foot-wide sidewalk is provided.

6 Front may be reduced to 10 feet with design review when the reduction improves the overall site design, design of the building or better integrates the building with its site and surroundings and a 10-foot-wide sidewalk is provided.

Section 2. Title XV, Land Usage, Chapter 153 Planning and Zoning, Section 153.104 North Side Professional Office Overlay District and its entirety shall be repealed.

Section 3. Title XV, Land Usage, Chapter 153 Planning and Zoning, Section 153.XXX Mixed Used Regulations shall be added and shall read:

ESTABLISHMENT OF ZONING REGULATIONS.

A. Purpose. The purpose of these Zoning Regulations is to implement the Master Plan.

B. Applicability. The Zoning Regulations set forth in Section 1 of this Ordinance shall apply citywide to all Permit Applications, as defined in this Ordinance. As they apply to the City's review and consideration of Permit Applications, these Zoning Regulations supersede any conflicting provisions of the Existing Zoning Ordinance in effect on the effective date of these Zoning Regulations.

C. Land Use Definitions to Implement Zoning Regulations. The following definitions are for the purpose of implementing the Zoning Regulations established by Section 1 of this Ordinance.

Artisan/Small-Scale Manufacturing. The artisan/small-scale manufacturing use type refers to establishments primarily engaged in on-site production of goods by hand manufacturing or artistic endeavor, which involves only the use of hands tools or domestic mechanical equipment not exceeding five horsepower or kilns not exceeding 25 kilowatts, and the incidental direct sale to consumers of only those goods produced on site. Typical uses include ceramic studios, candle making shops, and custom jewelry manufacturers.

Artist's Studio. Workspace for an artist or artisan, including individuals practicing one of the fine arts or performing arts, or an applied art or craft. This use may include incidental display and retail sales of items produced on the premises and instructional space for small groups of no more than 18 students per instruction. It does not include joint living and working units (See Live-Work).

Studio-Light. Small-scale art production is generally of a low impact and no more than a maximum floor area of 2,500 square feet. Typical uses include painting, photography, jewelry, glass, textile, and pottery studios.

Studio-Heavy. Art production on a medium or large scale generally using heavy equipment and greater floor area than 2,500 square feet. Typical uses include large-scale metal and woodworking studios.

Brewpub. A full-service or limited-service restaurant with a micro-brewery as an accessory use that meets the requirements of Michigan Liquor Control Commission, where no more than 5,000 barrels of beer are produced per year. A brewpub may sell other supplier's beer, including other hand-crafted or micro-brewed beers as well as wine to patrons for consumption on its premises.

Breweries, Limited. Small-scale facilities that produce beer and similar beverages onsite.

Brewery, Brew-on-Premises. A do-it-yourself brewery where customers produce craft style beer or wine on the premises of a brewery or micro-brewery. Customers also may purchase the

ingredients, rent the equipment, time, and space, and be provided assistance by an on-site brewmaster.

Micro-brewery. An establishment that produces annually less than 5,000 barrels of ales, beers, meads, hard ciders and/or similar beverages onsite. Micro breweries may also serve beverages onsite and sell beverages for offsite consumption pursuant to the regulations of the Michigan Liquor Control Board and the federal Bureau of Alcohol, Tobacco, and Firearms.

Catering Service. A business that prepares food for consumption on the premises of a client or at any other location separate from where the food was prepared.

Cultural Facility. Facilities engaged in activities to serve and promote aesthetic and educational interest in the community that are open to the public on a regular basis. This classification includes performing arts centers for theater, music, dance, and events; spaces for display or preservation of objects of interest in the arts or sciences; libraries; museums; and public art galleries. It does not include schools or institutions of higher education providing curricula of a general nature.

Media Production. Facilities for production of motion pictures, television, video, sound, computer, and other communications media production.

Offices for Walk-In Clientele. Offices providing direct services to patrons or clients without prior appointments. This use classification includes employment agencies, insurance agent offices, real estate offices, travel agencies, utility company offices, and offices for elected officials. It does not include banks or check-cashing facilities, which are separately classified and regulated.

Printing & Publishing. A use engaged in printing by letterpress, lithography, gravure, screen, offset, or electrostatic (xerographic) copying; and other activities serving the printing trade such as bookbinding, typesetting, engraving, photo-engraving and electrotyping. This use also applies to the publishing of newspapers, books, and periodicals; manufacturing business forms and binding devices. Quick printing services are included in the Printing and Copying use classification.

Research and Development. The research and development use type refers to establishments primarily engaged in the research, development, and controlled production of high-technology electronic, industrial or scientific products or commodities for sale, but excludes uses that may be objectionable by reason of production of offensive odor, dust, noise, bright lights, vibration or the storage of hazardous material or products, or uses that threaten public safety. Typical uses include biotechnology and software development firms.

Retail Sales.

General Retail Sales, Small-Scale. The retail sale or rental of merchandise not specifically listed under another use classification. This classification includes retail establishments with 15,000 square feet or less of sales area; including department stores, clothing stores, pet supply stores, small hardware and garden supply/nurseries stores, and businesses retailing goods including, but not limited to, the following: toys, hobby materials, handcrafted items, jewelry, cameras, photographic supplies and services (including portraiture and retail photo processing), medical supplies and equipment, pharmacies, electronic equipment, sporting goods, kitchen utensils, hardware, appliances, antiques, private art galleries, art supplies and services, glass and windows, paint and wallpaper, carpeting and floor covering, office supplies, bicycles, video rental, and new automotive parts and accessories (excluding vehicle service and installation). Retail sales may be combined with other services such as office machines, computers, electronics, and similar small-item repairs.

General Retail Sales, Large-Scale. Retail establishments with over 15,000 square feet of sales area that sell merchandise and bulk goods for individual consumption, including membership warehouse clubs, where sales of grocery items do not occupy more than 25 percent of the floor

area.

With Drive-Through. A retail establishment with drive-through facilities.

D. Overlay Districts Established. The purpose of this subsection D is to establish the following Overlay Districts consistent with the Master Plan. The locations and boundaries of the Overlay Districts are delineated in Exhibit A attached hereto and incorporated herein.

1. **MU-R Residential Mixed Use.** The Residential Mixed-Use district prioritizes residential development with associated non-residential development, neighborhood-scale retail and office space. In addition to a mix of housing types, other uses like live/work units, artist studios, and businesses that are less than 4,000 square feet are permitted. Residential units are required with densities ranging between 16 and 30 housing units per gross acre.
2. **MU-CL Commercial Mixed-Use Low.** The Commercial Mixed Use Low district provides for developments that integrate residential and non-residential uses. It is intended for a mixture of uses in a single building; however, if a mixture of uses is infeasible due to site constraints or development costs, single uses are allowed, including neighborhood and community retail; eating and drinking establishments; small scale commercial recreation; residential; financial, business, and personal services; educational and social services; and offices. No separate residential density standards shall apply.

E. Effect of Ordinance on Existing Zoning Districts. To the extent that the Existing Zoning Ordinance applies a different zoning district designation to any area within the boundaries of an Overlay District established by this Ordinance, the zoning district designation of the Existing Zoning Ordinance shall be superseded and have no force.

1. Basis for Zoning Map. The Zoning Districts established in Exhibit A are based on the Master Plan Land Use Designations for Mixed Use for pedestrian-oriented development.

2. Zoning District Regulations. The purpose of this subsection G is to establish use and development regulations for the Zoning Districts.

3. Uses Permitted, Conditionally Permitted, and Prohibited. Land uses, as classified in the Existing Zoning Ordinance and in this Ordinance, are permitted, conditionally permitted, or prohibited in the Zoning Districts as indicated in Table 1. Permitted uses are indicated by a "P", conditionally permitted uses are indicated by a "C", uses subject to specific standards are indicated by a "S", and prohibited uses are indicated by a blank. Where a subclassification, which is indented, has a different designation from the one given to the more general land use, that designation governs. Conditionally permitted uses are allowed upon the approval of a use permit pursuant to Section 153.234 of the Zoning Ordinance and any additional findings that may be required by this Ordinance.

TABLE 1: LAND USE REGULATIONS FOR MIXED USE ZONES

P = Permitted C = Conditional S = Specific Standards Apply; See Section 153.234

Blank= Not Allowed

Zoning Districts	MU-R	MU-CL	Additional Regulations
A. Commercial Uses			
1. Animal care and sales			
Animal care facilities, excluding exterior pens or runs		C	

Animal retail sales and supplies, excluding exterior pens or runs		C	
Taxidermy shops			
2. Business sales and service			
Locksmith		P	
Office furniture sales and rentals		P	
Office supply and equipment			
Printing and copy shops		P	
Printing and publishing		P	
3. Food and beverage service establishments, stores			
Food service establishments	See subclassification below		* For restaurants, cocktail lounges and bars, with outdoor seating see Sec. 153.118 (C) Drive-through, See Sec. 153.118 (B) *C if operating 24 hours or before 7AM and/or adjacent to residential
With or without accessory serving of beer or wine	CS*	P	
With a bar, live entertainment or dancing		CS	
With drive-through use		CS	
Food and beverage stores, specialty	P	P	
Bakeries, retail	p*	p*	
Brewpubs		CS	
Catering Services			
Convenience market	C	P	

Grocery stores and supermarkets		P	
Liquor stores		C*	
4. Motor vehicle sales and service			
Sales, new or used vehicles (including repair accessory to sales)			
Sales, parts and supplies (and accessory service)			
5. Personal services			
Artist studio, light	P	P	
Artist's studio, heavy		P	*C if >than 5,000 sf
Barber shops, beauty salons, nail salons, personal grooming	P	P	
Check cashing, bail bond services			
Dry cleaning, laundromats, laundries,		*P	
Mail services	P	P	
Shoe repair and shoeshine	P	P	
Tailor/seamstress	P	P	
Travel agencies	P	P	
Weight loss establishments		P	
6. Recreation facilities, commercial			
Health clubs/gyms		P	*C if > than 3,000 sf
Health spas, nails, other	P*	P	
7. Retail uses			
Auction house			
General Retail Sales	See subclassification below		*C if > than 5,000 sf Drive-through, see Sec. 153.118 (B)
Large scale			
Small scale		P	
With drive-through uses		CS	

Second hand and consignment shops		P	
Shopping centers			
8. Visitor accommodations			
Hotels, motels, STRS		P*	*C if > than 10,000 sf
Visitor information centers		P	
B. Industrial Uses			
Artisan/small-scale manufacturing		P	
"Boutique" food processing with retail sales		P	
C. Offices and Related Uses			
1. Financial services			
Banks, savings and loans, and other financial institutions		P*	*C if > than 5,000 sf
Financial services offices		P	
2. Offices and Related Uses			
Clinics		C	
Media production		P	
Medical, dental and health-related offices		P*	*C if > than 5,000 sf
Office (administrative, business, and professional)		P*	
Offices with walk-in clientele	P	P	
D. Public and Quasi-Public Uses			
1. General			
Clubs and lodges, including for youth		P	
Cultural facility		P	
Other public/quasi-public uses of an administrative,		P	

educational, religious, communications or public service nature			
2. Schools			
Parochial, private	C	C	
Public	P	P	
Vocational, business trades			
3. Transportation facilities			
Parking facilities, commercial or municipal (5+ spaces)		C	
Transit or bus stations			
E. Residential Uses			
Single-family attached	P	P	For condominiums, see Sec. 153.117(B)
Multifamily residential	P	P	
Group residential, including SROs	CS	CS	
Live/work developments		C	
Residential care facilities			
Small (0-6 residents)		P	
Large (7 or more residents)		CS	
Day care facility, child or adult (up to 6 children or 6 adults)	P	P	
Day care center (13 or more children or 7 or more adults)		CS	
F. Accessory Structures and Uses			
Accessory structures and uses	P if principal use is permitted; C if principal use requires a use permit. See Chapter 153.116		
Automatic teller machines		P	
G. Other Uses			
Nonresidential		P	See standards Ch. 153.117

condominiums			(B)
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4. Additional Land Use Regulations

a. Mixed use development. Mixed use development is permitted on a site that (i) is designated for mixed uses by the Master Plan, (ii) all of the proposed uses are permitted in the applicable zoning district, and (iii) no conversion of an existing residential rental unit is proposed with the exception of (b) below.

b. Residential rental units. Conversion of existing residential rental units to nonresidential units is allowed only with a conditional use permit and is subject to the same standards as new development unless waived by the Planning Commission.

c. Commercial Development in MU-R District. Commercial only development is not allowed. The area devoted to commercial uses cannot exceed 30 percent of the total building floor area, and all non-residential uses must be located at the ground level.

5. Development Standards. The development standards for the Commercial Mixed-Use Zoning Districts are shown in Table 2.

TABLE 2: CM USE DISTRICTS-PROPERTY DEVELOPMENT STANDARDS

Property Development Standards	MU-R	MU-CL	Additional Standards
Maximum density (units/gross acre)	30*	NA	* >.5 round up
Maximum Height (in feet)	27	39	
Maximum number of stories	2	3	
Minimum lot area (sg. ft)	6,000	6,000	
Minimum lot frontage (feet) at front property line	50	50	
Front setback (feet)			
-Arterial or collector	15	10	(2) (3)
-Local street	15	15	(2) (3)
Garage door setbacks from street (feet)	20	20	
Side and Rear setback (feet)	Non-residential: none, residential: see Sec. 153.072 standards for R-1 & R-2 districts		

Notes:

1. Front may be reduced to 10 feet with design review when the reduction improves the overall site design, design of the building or better integrates the building with its site and surroundings and a 10-foot-wide sidewalk is provided.
2. Street side setbacks may be reduced to 10 feet for 2 story buildings and 10 feet for 3 story buildings with design review when the reduction improves the overall site design, design of the building or better integrates the building with its site and surroundings and a 6-foot-wide sidewalk is provided.
3. Commercial and mixed-use development on land that abuts a residential district will be designed and constructed, and will be operated and maintained to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity; will be compatible with adjacent uses of land; and will not change the essential character of the area in which it is proposed;

6. Build-to Line, MU-CL. Buildings shall be constructed at the street frontage or required setback line (the "build-to" line) for at least 60 percent of the building frontage. Portions of the area between the building and lot line shall be paved so that it functions as a wider public sidewalk and public areas. This requirement may be modified or waived by the Planning Commission upon finding that:

7. Substantial landscaping will be located between the build-to line and ground floor residential units to soften visual impact of buildings;

1. Entry courtyards, plazas, entries, or outdoor eating and display areas will be located between the build-to line and building, provided that the buildings will be built to the edge of the courtyard, plaza, or outdoor dining area; or
2. The building will incorporate an alternative entrance design that will create a welcoming entry feature facing the street.

8. Required Side and Rear Yards for Residential Uses. In order to provide light and air for residential units, the following minimum setbacks apply to any building wall containing windows for residential units and facing an interior side or rear yard.

1. For any wall containing windows, a setback of at least 5 feet shall be provided.
2. For any wall containing bedroom windows, a setback of at least 10 feet shall be provided.
3. For any wall containing a living room or other primary room windows, a setback of at least 10 feet shall be provided.
4. The required setbacks apply to that portion of the building wall containing a window and extending three feet on either side of the window.

9. Minimum Ground-floor Height. The minimum ground-floor height shall be 10 feet for residential uses and 12 feet for non-residential uses.

10. Exceptions to Maximum Height Limits.

- a. Architectural Features. A parapet wall, cornice, cupolas or mechanical equipment may project up to four feet above the maximum height limit.
- b. Towers. If the project site is greater than 15,000 square feet, a tower or other projecting

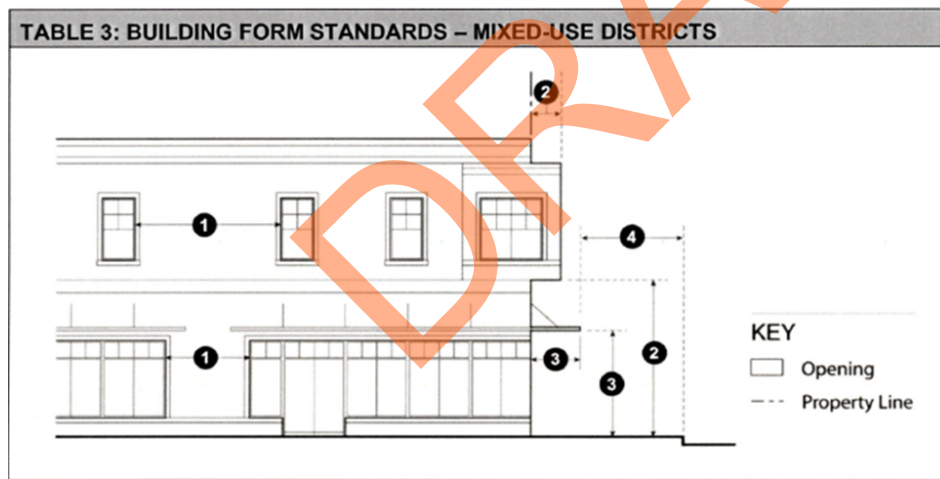
architectural elements may extend up to 12 feet above the top of a pitched roof, provided that the square footage of the element(s) do not total more than 15 percent of the building footprint. The area above the uppermost permitted floor of the element(s) shall not be a habitable space.

- i. The composition of the tower element shall be balanced, where the width of the tower has a proportional relationship to the height of the tower.
- ii. The tower element shall be proportional to the rest of the building.
- iii. The tower element shall not be stepped back at any point.
- iv. The maximum horizontal dimension of the tower element shall not exceed 52 feet. Fenestration shall be greater at the base of the tower than at the top.
- v. The roof shall include architectural detailing, such as a cornice or eave.

11. Upper Story Limitations. For the MU-CL zoning district abutting a R1 or R2 residential zoning district, the top story of all three-story buildings shall contain only residential uses and shall be stepped back a minimum of 10 feet from the story below on the abutting side.

12. Wide Buildings. Any building over 50 feet wide shall be broken down to read as a series of buildings no wider than 50 feet each or 30 feet in the MU-R Zoning District. Increases in the maximum building width may be approved through design review if recesses, offsets, or other architectural articulation modulate a "box-like" appearance.

13. Maximum Building Length and Length of Blank Walls. The maximum building length is 100 feet. See Table 3. This limitation does not apply to buildings with unique design requirements, such as gyms and auditoriums. Increases in the maximum building length may be approved through design review if recesses, offsets, or other architectural articulation modulate a "box-like" appearance. The maximum length of blank walls is 10 feet on the ground floor and 25 feet on upper floors.



District	MU-R	MU-CL		Additional Regulations	#
Maximum Building Length (ft.)	100	100			
Maximum Length of Blank Wall (ft.)	10 for ground floor, 25 for upper floors	10 for ground floor, 25 for upper floors			1
Bay Window	Max. 2 feet from primary facade and min. 12				2

	feet above		
Awnings & Overhangs (ft.)	Max. 4 feet from primary facade and 8 feet above sidewalk grade above public ROW		3
Awning setback from Curb	Min. 4 feet clear		4

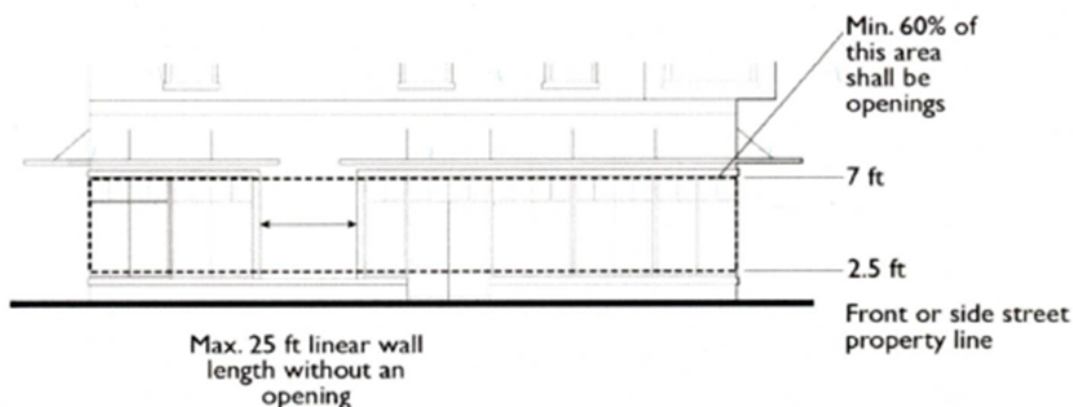
14. Building Projections. The maximum width of any projection, including bay windows, is 10 feet, and the total of all projections along a building face may not be more than 10 feet wide or 25 percent of the building frontage, whichever is greater.

15. Building Orientation and Entrances.

- a. Buildings shall be oriented to face public streets or pedestrian-oriented areas.
- b. Building frontages shall be generally parallel to streets, and the primary building entrances shall be located on or within 15 feet of a public sidewalk.
- c. At least one entrance shall be provided per 100 linear feet of building frontage unless the building has unique security needs.
- d. Entrances located at corners shall generally be oriented at a 45-degree angle to the corner and shall have a distinct architectural treatment to animate the intersection and facilitate pedestrian flow around the corner. Different treatments may include angled or rounded comers, arches, and other architectural elements.
- e. Entrances to residential units shall be physically separated from the entrance to the permitted commercial uses and clearly marked with a physical feature incorporated into the building or an appropriately scaled element applied to the facade.

16. Building Transparency; Required Openings for Non-Residential Uses. Exterior walls facing and within 15 feet of a front or street side property line shall include windows, glass doors, or other openings for at least 60 percent of the building wall area located between 2.5 and 7 feet above the level of the sidewalk (see Figure 1). No wall may run in a continuous plane for more than 25 feet without a window or other opening.

FIGURE 1: REQUIRED OPENINGS FOR NON-RESIDENTIAL USES IN MIXED USE DISTRICTS



- a. Design of Required Openings. Openings fulfilling this requirement shall have transparent glazing and provide views into work areas, display areas, sales areas, lobbies, or similar active spaces, or into window displays that are at least two feet deep.
- b. Exceptions for Parking Garages. Garages are not required to meet the building transparency requirement of this subsection. Instead, they must be screened with buffer landscaping.
- c. Alternatives through Design Review. Alternatives to the building transparency requirement may be approved if the Planning Commission finds that:
 - i. The proposed use has unique operational characteristics with which providing the required windows and openings is incompatible, such as in the case of a cinema or theater; and
 - ii. Street-facing building walls will exhibit architectural relief and detail and will be enhanced with landscaping in such a way as to create visual interest at the pedestrian level.

17. Building Design and Articulation. Buildings shall provide adequate architectural articulation and detail to avoid a bulky and "box-like" appearance. Building design shall reflect and complement the architectural style of significant historic buildings within the city. This may be accomplished through the incorporation of architectural style, colors, and materials similar to those used for historic buildings in the City. The following standards apply to development projects in the Mixed-Use Districts:

- a. Massing. Building massing shall align with the street grid of adjacent blocks.
- b. Relation to Existing Buildings. Buildings shall be designed to appear integrated with existing buildings in the district.
- c. Vertical Relationship. Buildings shall be designed to have a distinctive base (ground floor level), middle (intermediate upper floor levels), and top (either top floor or roof level). Cornices, balconies, roof terraces, and other architectural elements should be used, as appropriate, to terminate rooflines and accentuate setbacks between stories.
- d. Windows.
 - i. Window frames shall be inset at least two inches from the face of the building to enhance shadow-line around opening.
 - ii. Snap-in vinyl mullions between double pane glass is prohibited. If a divided light appearance is desired, mullions must be made of dimensional material projecting in front of the panes on both the inside and outside of the window.
 - iii. Exceptions may be granted through the design review process to accommodate alternative window design complementary to the architectural style of the structure.

E. Exterior Building Materials and Colors.

- i. A unified palette of materials shall be used on all sides of buildings.
- ii. Exterior building materials shall be stone, brick, stucco, architectural concrete block, painted wood clap-board, painted metal clapboard or other quality, durable materials approved through the design review process.
- iii. A wainscoting of quality materials on the bottom of the ground floor facade may be required.
- iv. Colors shall be used to help delineate windows and other architectural features to increase architectural interest.

F. Building Details.

- i. Building facades shall include building projections or recesses, doorway and window trim, and other details that provide architectural articulation and design interest.
- ii. All applied surface ornamentation or decorative detailing shall be consistent with the architectural style of the building.
- iii. All balconies shall have a minimum horizontal dimension of two feet.
- iv. Each side of the building that is visible from a public right-of-way shall be designed with a

complementary level of detailing.

18. Pedestrian Access.

a. Internal Connections. A system of pedestrian walkways shall connect all buildings on a site to each other, to on-site automobile and bicycle parking areas, and to any on-site open space areas or pedestrian amenities.

b. To Circulation Network. Regular connections between on site walkways and the public sidewalk and other pedestrian walkways within the project shall be provided. An on-site walkway shall connect the primary building entry or entries to a public sidewalk on each street frontage.

c. To Neighbors. Direct and convenient access shall be provided from commercial and mixed-use projects to adjoining residential and commercial areas to the maximum extent feasible, while still providing safety and security.

d. Interior Pedestrian Walkway Design.

i. Walkways shall have a minimum clear, unobstructed width of six feet, where feasible, but at least four feet, shall be hard surfaced, and paved with concrete, stone, tile, brick, or comparable material.

ii. Where a required walkway crosses driveways, parking areas, or loading areas, it must be clearly identifiable through the use of a raised crosswalk, a different paving material, or similar method.

iii. Where a required walkway is parallel and adjacent to an auto travel lane, it must be raised or separated from the auto travel lane by a raised curb at least four inches high, bollards, or other physical barrier.

19. Limitation on Location of Parking. Parking may be located within 40 feet of the street facing property line in accordance with Table 4 and the following standards.

a. Underground and Partially Submerged Parking. Parking completely or partially underground, may match the setbacks of the main structure. The maximum height of a parking podium visible from a street is five feet from finished grade.

i. Surface Parking. Above ground surface parking may be located within 40 feet of a street facing property line if the Decision-Making Body makes all of the following findings:

ii. Buildings are built close to the public sidewalk to the maximum extent feasible;

iii. The parking area is screened along the public right-of-way with a wall, hedge, trellis, and/or landscaping; and

iv. The site is small and constrained such that underground, partially submerged, or surface parking located more than 40 feet from the street frontage is not feasible.

20. Residential Open Space. Residential open space is required for any mixed-use development with dwelling units (see Table 5); it may be provided as common or private open space. Private areas consist of balconies, decks, patios, or fenced yards directly accessible from the residence. Common areas consist of landscaped areas, walks, patios, swimming pools, barbeque areas, playgrounds, turf, rooftop areas, or other such improvements as are appropriate to enhance the outdoor living environment of the development. Landscaped courtyard entries that are oriented towards the public street which create a welcoming entry feature are also considered common areas. All areas not improved with buildings, parking, vehicular accessways, trash enclosures, and similar items or devoted to perimeter landscaping shall be developed as common areas with the types of attributes described above.

TABLE 4: PARKING AND LOADING STANDARDS - MIXED-USE DISTRICTS	
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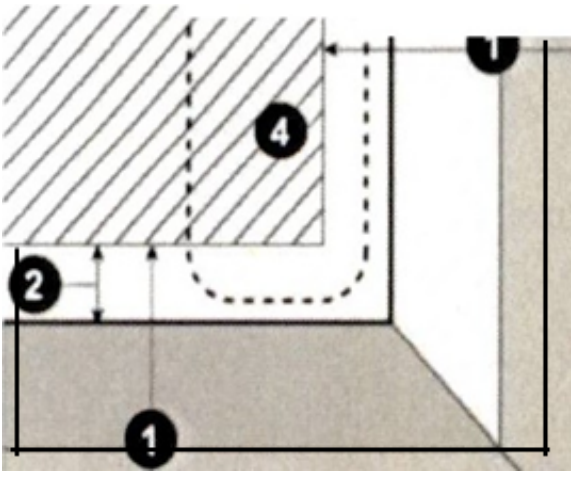
		Property Line Parking Area Loading Area		
District	MU-R	MU-CL	Additional Regulations	#
Setback from Street Property Line (ft)	40 ft; buildings shall be placed as close to the street as possible, with parking underground, behind a buildings, or on the interior side or rear of the site.			1
Setback from Buildings and Public Plazas (ft)	5 ft. walkway plus 3 ft landscaping; applicable only to above ground parking.			2
Access Location	Side street or alley wherever possible			
Curb Cuts	Minimized and in area least likely to impede			
Loading/Service Area	Side or rear of lot; must be screened from public ROW			4

TABLE 5: LANDSCAPING AND OPEN SPACE STANDARDS-MIXED USE DISTRICTS			
District	MR-R	MU-CL	Additional Regulations
Minimum Residential Private Open Space (sq ft per unit)	65	75	
Minimum Public Open Space	For residential and mixed-use development: 60 sq ft per unit; for non-residential development: 10% of site		
Minimum Amount of Landscaping (% of site)	10	15	

a. Minimum Dimensions.

i. Private Open Space. Private open space located on the ground level (e.g., yards, decks, patios) shall have no horizontal dimension less than 10 feet. Private open space located above ground level (e.g.,

balconies) shall have no horizontal dimension less than six feet.

ii. Common Open Space. Minimum horizontal dimension of 20 feet.

b. Usability. A surface shall be provided that allows convenient use for outdoor living and/or recreation. Such surface may be any practicable combination of lawn, garden, flagstone, wood planking, concrete, or other serviceable, dust-free surfacing. The maximum slope shall not exceed 10 percent.

c. Accessibility.

i. Private Open Space. The space shall be accessible to only one living unit by a doorway to a habitable room or hallway.

ii. Common Open Space. The space shall be accessible to all of the living units on the lot. It shall be served by any stairway or other accessway qualifying as an egress facility from a habitable room.

H. Mixed Use Residential District. The Mixed Use Residential (MU-R) district applies to frontages on arterial streets that are designated for a pedestrian orientation in the MU-R Overlay District. This designation is intended to unify and strengthen the Commercial where it applies by establishing standards that will create active street fronts with widened sidewalks and improved pedestrian connections.

1. **Street Frontage Improvements.** New development subject to an MU-R Overlay District shall provide street frontage improvements in accordance with the following:

a. Between the Property Line and Curb.

i. Sidewalks. Sidewalks that are six to ten feet wide shall be provided if none exist or if the existing sidewalks are in poor condition.

ii. Street Furniture. Trash receptacles, benches, bike racks, and other street furniture shall be provided.

iii. Landscaping. Street landscaping will meet Section 153.171 of the Zoning Ordinance and 152.05 of the Tree Ordinance of the City.

b. Interior from Property Line. Except where occupied by a building or necessary for parking access, the street frontage, for a depth of 10 feet from the property line, shall be utilized for pedestrian circulation or active outdoor uses, including, but not limited to outdoor dining; paved for public uses so that it functions as part of a wider public sidewalk; or improved with landscaping, public art, and/or pedestrian amenities, such as outdoor seating.

2. Building Orientation and Entrances.

a. Buildings shall be oriented to face public streets.

b. Building frontages shall be generally parallel to streets, and the primary building entrances shall be located on or within 20 feet of a public sidewalk.

c. At least one entrance shall be provided per 100 linear feet of building frontage unless the building has unique security needs.

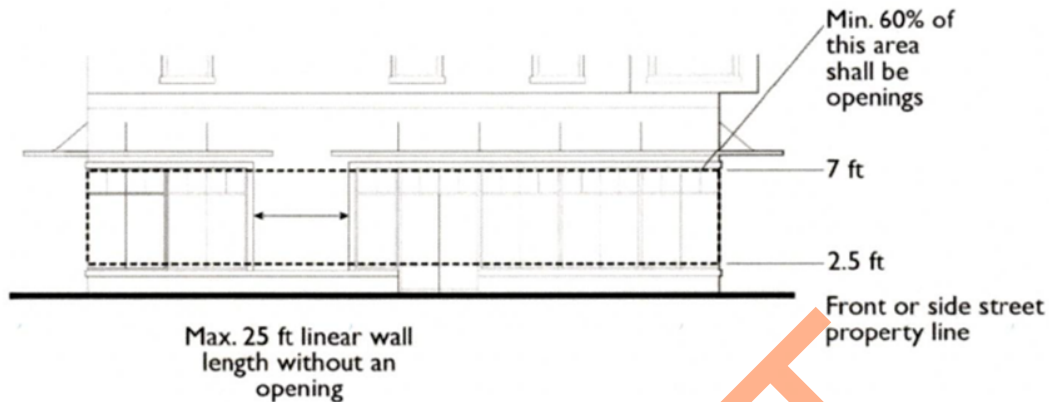
d. Entrances located at corners shall generally be oriented at a 45-degree angle to the corner and shall have a distinct architectural treatment to animate the intersection and facilitate pedestrian flow around the corner. Different treatments may include angled or rounded corners, arches, and other architectural elements.

e. Entrances to residential units shall be physically separated from the entrance to the permitted commercial uses and clearly marked with a physical feature incorporated into the building or an appropriately scaled element applied to the facade.

3. **Building Transparency; Required Openings for Non-Residential Uses.** Exterior walls facing

and within 20 feet of a front or street side property line shall include windows, glass doors, or other openings for at least 60 percent of the building wall area located between 2.5 and seven feet above the level of the sidewalk. No wall may run in a continuous plane for more than 25 feet without a window or other opening.

FIGURE 2: REQUIRED OPENINGS FOR NON-RESIDENTIAL USES IN A MIXED USE RESIDENTIAL OVERLAY DISTRICT



- a. Design of Required Openings. Openings fulfilling this requirement shall have transparent glazing and provide views into work areas, display areas, sales areas, lobbies, or similar active spaces, or into window displays that are at least three feet deep.
- b. Exceptions for Parking Garages. First floor garages are not required to meet the building transparency requirement of this subsection. Instead, they must be screened with buffer landscaping.
- c. Alternatives through Design Review. Alternatives to the building transparency requirement may be approved through the design review process if the Planning Commission makes all of the following findings:
 - i. The proposed use has unique operational characteristics with which providing the required windows and openings is incompatible, such as in the case of a cinema or theater; and
 - ii. Street-facing building walls will exhibit architectural relief and detail and will be enhanced with landscaping in such a way as to create visual interest at the pedestrian level.

4. Pedestrian Access.

- a. Internal Connections. A system of pedestrian walkways shall connect all buildings on a site to each other, to on-site automobile and bicycle parking areas, and to any on-site open space areas or pedestrian amenities.
- b. To Circulation Network. Regular connections between on site walkways and the public sidewalk and other planned or existing pedestrian routes and trails shall be provided. An on-site walkway shall connect the primary building entry or entries to a public sidewalk on each street frontage.
- c. To Neighbors. Direct and convenient access shall be provided from commercial and mixed-use projects to adjoining residential and commercial areas to the maximum extent feasible, while still providing safety and security.
- d. To Transit. Safe and convenient pedestrian connections shall be provided from transit stops to building entrances.

Interior Pedestrian Walkway Design.

- i. Walkways shall have a minimum clear, unobstructed width of six feet, where feasible, but at least four feet, shall be hard-surfaced, and paved with concrete, stone, tile, brick, or comparable material.
- ii. Where a required walkway crosses driveways, parking areas, or loading areas, it must be clearly identifiable through the use of a raised crosswalk, a different paving material, or similar method.

iii. Where a required walkway is parallel and adjacent to an auto travel lane, it must be raised or separated from the auto travel lane by a raised curb at least four inches high, bollards, or another physical barrier.

I. Permit Application Review Process.

Process for Review of Permit Applications. Each Permit Application shall be subject to the review procedure set forth below.

- a. Preliminary Determination of Commercial Mixed-Use Standards Consistency. Under Step 1 of this Permit Application review process, the Director shall make a preliminary determination regarding whether the Project described in the Permit Application is consistent with the Commercial Mixed-Use Standards by determining whether the Project (i) is permitted under the applicable Zoning Ordinance Land Use Designation, and (ii) considering all its aspects, will further the goals, objectives and policies of the Commercial Mixed-Use Standards and not obstruct their attainment.
- b. If the Director determines that the Project described in the Permit Application is not consistent with the Commercial Mixed-Use Standards, the Permit Application shall not be further reviewed or processed until the applicant revises the Project to be consistent with the Commercial Mixed-Use Standards and/or files an application for a Zoning Variance. If the Director determines that the Project described in the Permit Application is consistent with the Commercial Mixed-Use Standards, the Permit Application shall continue. The Permit Application shall be reviewed and processed in accordance with the applicable development standards of the Existing Zoning District, including whether the proposed use is permitted by right, conditionally permitted, or not allowed.
- c. The Permit Application shall then be reviewed and processed in accordance with all of the applicable land use regulations set forth in the City of Charlevoix Zoning Ordinance.
- d. Appeal of Step 1 Preliminary Determinations. Upon completion of this Step 1 the Director shall issue to the applicant written notice of its Step 1 determinations (the "Preliminary Determinations Notice"). Not later than ten (10) days following the issuance of the Preliminary Determinations Notice, the applicant may file a single appeal to any or all of the Step 1 determinations set forth in the Preliminary Determinations Notice in accordance with the appeal procedures set forth in Section 153.240 of the Zoning Ordinance. Any appeal by the applicant must address all of the Step 1 determinations set forth in the Preliminary Determinations Notice, and failure to address any Step 1 determination in an applicant's appeal will result in the applicant's waiver of its right to appeal such determination. No appeal of a Step 1 determination may be made by an applicant unless and until the Director has issued the Preliminary Determinations Notice. If no appeal is filed within ten (10) days of the issuance of the Preliminary Determination Notice, the Permit Application will proceed to the Decision-Making Body for review and action on the Permit Application.
- e. Step 2: Final Review and Action by the Planning Commission; Required Findings to Support Approval of Permit Application. Upon completion of Step 1 above, including the completion of any appeal from a Preliminary Determinations Notice, the Permit Application shall be reviewed and processed in accordance with all of the applicable land use and development standards of the applicable Zoning District as determined in Step 1. and acted upon by the Planning Commission. During the effective period of this Ordinance, no Permit Application may be approved unless and until the Planning Commission makes each and all of the following findings regarding the Project described in the Permit Application, in addition to any other findings required by the applicable provisions of the Zoning Ordinance and this Ordinance:
 - i. The Project will further the goals, objectives and policies of the Commercial Mixed-Use Standards and not obstruct their attainment; and
 - ii. The Project substantially conforms to the Zoning Ordinance requirements of the applicable Zoning

District.

2. **Appeal of Action by Decision-Making Body on Permit Application.** Any action on a Permit Application by the Decision-Making Body pursuant to this Ordinance may be appealed in accordance with the procedures set forth in Section 153.240 of the Zoning Ordinance.
3. **Generally Applicable Laws.** Nothing in this Ordinance shall be interpreted as exempting Permit Applications or development proposals from compliance with generally applicable state or local laws or regulations. Nothing in this Ordinance shall be construed to limit the rights of a property owner to apply to the City for a zoning amendment or general plan amendment pursuant to the procedures set forth in the Zoning Ordinance.

Section 4. Title XV, Land Usage, Chapter 153 Planning and Zoning, Section 153.XXX Architectural Design Standards Commercial Mixed Use shall be added and shall read:

Architectural Design Standards Commercial Mixed-Use

Commercial mixed-use should respect adjacent development and provide a pleasing pedestrian street orientation and comfortable living environments.

This subsection for commercial mixed-use includes design goals and guidelines organized into six categories:

1. Site Planning
2. Ground Floor Land Use
3. Architectural Design
4. Lighting
5. Materials and Color
6. Streetscape

1. Site Planning

Mixed-use residential projects should be designed to create new and enhance existing pedestrian friendly streets that are effective social and economic centers for neighborhoods and the community.

Vertical Mixed-use:

- Mixed-use residential projects in existing storefront districts should be designed to fit into the block reflecting the scale and rhythms found along the street edge. The majority of new structures should be a minimum of two stories. When possible, view corridors to protect established views from a given observer against building development of Lake Charlevoix or other specific point of interest should be left within a development.
- New areas should establish a pattern and design that provides multi-modal transit-oriented businesses and life styles.
- Storefront edges should be set back from the curb to accommodate outdoor eating or other anticipated activities and amenities.
- Mixed-use residential projects should be oriented to take advantage of foot traffic and visibility from the street.
- Storefront edges should be transparent with a short kickplate, a full height storefront, and transom windows.
- Parking lots or structures for residents and ground floor commercial tenants should not separate the project from the street edge. Place parking to the side, rear or within a mixed-use project so as

to not interrupt the pedestrian orientation.

- Project surface parking areas should be shaded and visually screened from the sidewalk with landscaping. Underground parking structures where possible are encouraged.
- Access drives to parking should be located to minimize their impact on pedestrians.
- Projects should be set back to traditional front yard depth on residential streets.



*Above: UNDESIRABLE
These apartment buildings have ground level parking and a tall blank wall along the street. The design is out of scale with the adjacent buildings. The architecture is spare and unattractive.*

Horizontal Mixed-use:

- Adjacent commercial and multi-family residential uses should be designed to create and share public spaces and streets.
- Pedestrian connections between commercial and residential developments should be active and friendly.
- Commercial storefront uses should face public spaces and street edges.
- Large blank walls should not face streets or walkways.
- Residential entries and lobbies should face streets and common open spaces.
- Landscape concepts should enhance the linkages between residential and commercial uses.
- Signage, lighting, and landscaping should provide a thematic identity for mixed-use sites.

- Service areas for commercial uses should be located at the edge of the site and screened to reduce impacts on residents.
- Unnecessary tall concrete block sound walls should not separate commercial uses from residential uses.



1. Mechanical Cover
2. Countertop
3. Rooftop Deck
4. Second Floor
5. First Floor
6. Roof Canopy
7. Canopy Columns
8. Planter
9. Glass Railing
10. Commercial or Residential Picture Window

2. Ground Floor Activities

Ground floor uses in residential mixed-use projects should generally take advantage of visual and physical pedestrian access and support economic objectives for the neighborhood or district.

- Mixed-use projects in the Downtown and neighborhood commercial areas area need to satisfy economic and social objectives for storefront shopping and commercial services.
- When ground floor commercial uses are not possible, projects should include common amenities for projects, such as health clubs and meeting space.
- For lower foot traffic areas, ground floor uses can include live-work spaces that take advantage of walk-in access for clients.
- Portions of a project's edges facing residential streets should include front stoops, yards, and entry porches.
- Projects shall not have blank walls or parking garages along public streets and sidewalks



3. Architectural Design

The architectural design of mixed-use projects should reflect the historic or traditional context utilizing design elements and forms that fit the neighborhood or district.

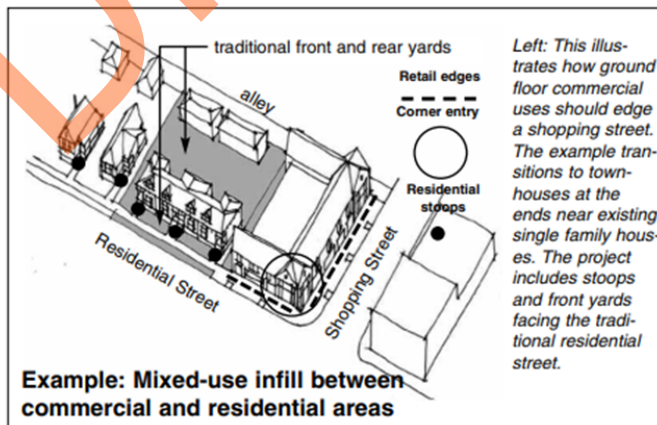
- A mixed-use building's form and design should have a deliberate street and street corner orientation.
- Upper levels should have expressive design features, such as balconies and bay windows, that give the building a rhythm and residential scale.
- Roof forms should reflect the project's architectural context. In a commercial context, the roof may be flat or have a strong horizontal cornice element. In a residential neighborhood edge or village context, roof forms should include hip or gable elements.
- The massing concepts of multi-story mixed-use development should transition in scale between commercial streets and smaller single family residential streets.

Design concepts may include: - Stepping down the scale and mass and increasing side or rear yard setbacks of taller mixed-use projects where they adjacent to existing single-family areas;

- *Use residential roof forms on residential streets;*
- *Orienting units towards public streets and commons rather than neighboring backyards;*
- *Enclosing parking to reduce the impact on adjacent houses; and/or*
- *Interfacing single and mixed-use development with streets or open spaces in new developments*



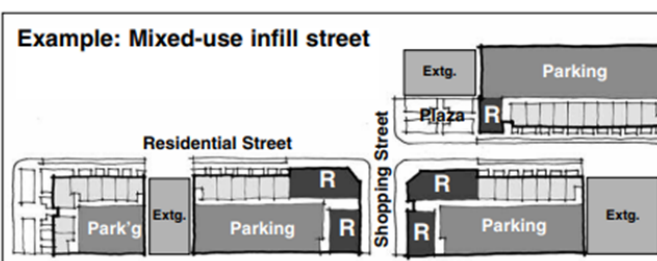
Above: DESIRABLE
 (1) This mixed-use project provides streetscaping and outdoor seating areas on a wide sidewalk.
 (2) This storefront includes a signage and graphic concept that supports ground floor retailing.



Left: This illustrates how ground floor commercial uses should edge a shopping street. The example transitions to townhouses at the ends near existing single family houses. The project includes stoops and front yards facing the traditional residential street.

Right: DESIRABLE
 Mixed-use streets should have transparent storefronts aligned along the sidewalk on shopping streets. Residential porches or "stoops" should be located along residential sides of projects. Parking should be located along rear alleys or under the housing.

Small parks and plazas should be developed as part of the neighborhood. Plazas along shopping streets should have retail uses around the edges.



4. Lighting

Lighting should be an integral part of the planning and design of mixed-use projects anticipating the needs of the shopping street, storefront businesses, and residents.

- Lighting on commercial elevations of mixed-use projects should support overall objectives for the street and storefront design.
- Residential front porches should have individual lights that illuminate entries and walkways.
- Lighting in common areas should be shielded from adjacent residential units. All lighting should be shielded and meet the intent of Dark Sky Ordinances

5. Materials and Color

Selection of materials and finishes should reflect the materials in the district and support overall image and massing concepts.

- Commercial frontage portions of mixed-use projects should utilize materials and colors that support retailing and image objectives for shopping environments.
 - Portions of mixed-use projects with residential frontage should use colors and materials that enhance the project's architectural concepts and are compatible with adjacent residential streets.
- Architecture within each mixed-use project should use a palette of materials that convey an image of quality and durability. Certain materials have an inherently inexpensive, insubstantial, or garish quality. These materials should not be used in new construction or renovation.

Examples include: Roofs: glazed or painted tiles, highly reflective metal or sheet materials, fake shingles made from metal or plastic materials.

Walls: vinyl, metal, plywood, T-111 siding, Masonite or other sheet materials

- Wood or hardboard siding, if used, should be, lap, shiplap or board-and-batten.
- Shiplap should be installed so there are no visible joints. Board-and-batten should be installed so there are no visible joints in the underlying "board" material.
- Painted surfaces should use colors that reinforce architectural concepts and are compatible with natural materials, such as brick or stone.

6. Streetscape

New and infill mixed-use residential projects should provide street trees, lighting and street furniture that support the streetscape concepts for the district.

- Sidewalks adjacent to mixed-use development should be wide enough to accommodate outdoor sitting areas and landscape. This should include an area for planting, for sitting, and for pedestrian travel.
- Street trees are required for sidewalk areas. Trees should be spaced to be coordinated with the bay spacing and storefront design of the project. Coordination of tree types with the Shade Tree Commission is encouraged.
- Street furniture and pedestrian-scale lighting should be included in development planning for mixed-use projects.

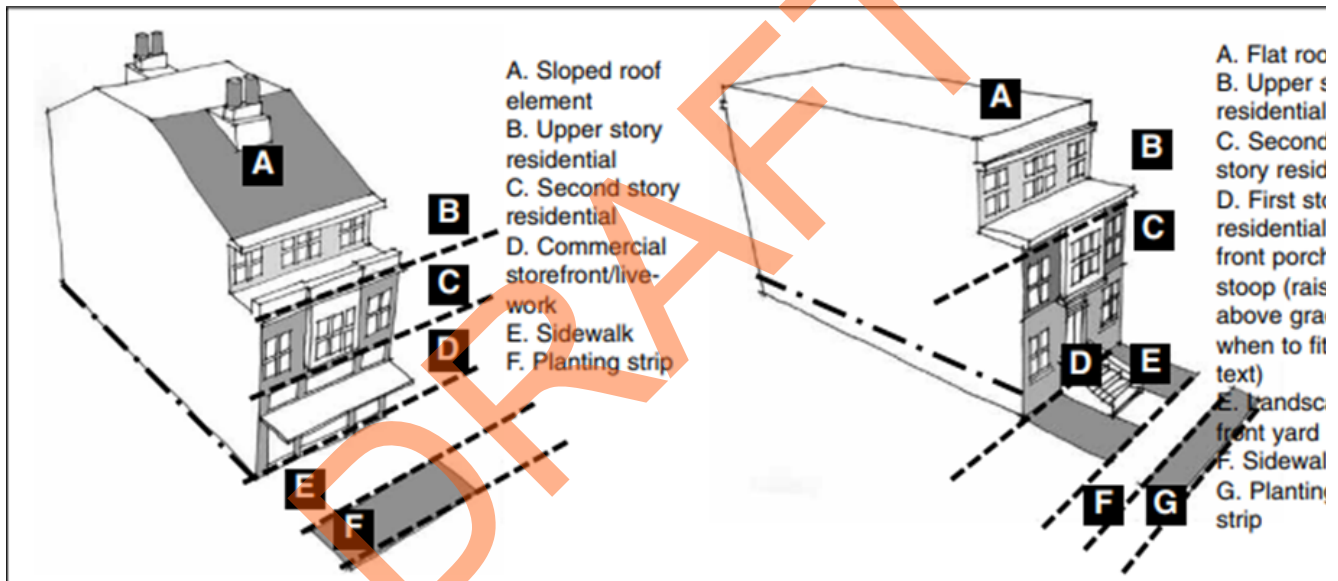


Above: DESIRABLE

This mixed-use project transitions in scale and design as it “turns the corner” from a storefront shopping street to a residential block. It features:

- *Transparent storefront level with neighborhood services and housing above;*
- *Stepping storefront building up into a third story under a pitched roof; and*
- *Designing attached housing to reflect the patterns and scale of single family housing found on the block.*





Above: DESIRABLE

This illustrates guidelines for a building bay in a two and three story residential context where commercial or live-work uses are on the ground floor.

Above: DESIRABLE

This illustrates a typical residential building bay in a corner with flat roofs on adjacent buildings. On traditional residential streets with front yards, units should be set back and have stoops or porches facing the street.

Section 5. Severability.

1. 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 6. Effective Date.

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

Ordinance No. 866 was adopted on the 19th day of January 2026 A.D., by the Charlevoix City Council as follows:

Motion by: Hagen

Seconded by: Kalbfell

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

Nays: None

Motion carried.

E. Public Hearing: Amend Chapter 70 Traffic Code

Jill McDonnell, Chief of Police

Chief of Police McDonnell presented information on the Zoning Ordinance Amendment Chapter 70 Traffic Code.

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

CITY OF CHARLEVOIX

ORDINANCE NO. 867 of 2026

AN ORDINANCE TO AMEND TITLE VII TRAFFIC CODE, CHAPTER 70 GENERAL PROVISIONS AND CHAPTER 71 TRAFFIC AND PARKING

THE CITY OF CHARLEVOIX ORDAINS:

Section 1: Retitle Chapter 70. Chapter 70 General Provisions shall be retitled as Chapter 70 Traffic and Parking.

Section 2: Retitle Chapter 71. Chapter 71 Traffic and Parking shall be retitled as Chapter 71 Municipal Launch and Parking.

Section 3. Chapter 70 General Provisions and its entirety shall be repealed and replaced and shall read as follows:

70.00 Traffic and Parking

Section 70.01 Uniform Traffic Code and Michigan Motor Vehicle Code Adopted.

1. The Uniform Traffic Code for Cities, Townships, and Villages (the "UTC"), as promulgated by the director of the Michigan Department of State Police, pursuant to the Administrative Procedures Act of 1969, 1969 Public Act 306, MCL 24.201 to 24.328, as amended, and all future amendments to the UTC, are incorporated herein and adopted by reference. The penalties provided by the UTC are hereby adopted by reference.
2. The Michigan Vehicle Code, 1949 Public Act 300, MCL 257.1 to 257.923 (the "Code"), as amended, and all future amendments to the code, are incorporated herein and adopted by reference. Penalties. The penalties provided by the code are hereby adopted by reference; provided, however, that the City of Charleovix may not enforce any code provision for which the maximum period of imprisonment is greater than 93 days.

Section 70.02 References in Code.

A. References in Uniform Traffic Code for Michigan Cities, Townships and Villages to “Governmental Unit” shall mean the City of Charlevoix. **Section 70.03. Copies to be available.**

A. Copies of the Uniform Traffic Code and the Michigan Vehicle Code shall be available electronically in the office of the City Clerk and shall be made available for inspection by request.

Section 70.04 Traffic Engineer.

A. Traffic Engineer. The office of traffic engineer is hereby established. The authority of the traffic engineer shall be vested in the chief of police and the chief of police of the City of Charlevoix shall serve as the traffic engineer. The traffic engineer shall exercise the powers and duties provided in this Chapter in a manner consistent with prevailing traffic engineering and safety practices and in the best interests of this governmental unit.

B. Traffic Control Orders. The authority to regulate traffic contained in this chapter shall be exercised by the Traffic Engineer through the issuance of Traffic Control Orders specifying the rules and regulations adopted or established. Such Traffic Control Orders shall become effective upon filing with the City Clerk and upon the installation of required signage, pavement markings, or traffic control devices providing notice to the public.

Traffic Control Orders may be issued by the Traffic Engineer under their authority and approved by resolution of the City Council when required by this chapter. All Traffic Control Orders, resolutions and amendments shall be maintained by the City Clerk in a separate record known as the Traffic Control Order Book.

C. Truck Routes, Load Limits. The Traffic Engineer is authorized subject to approval by resolution of the City Council to designate truck routes, restrict commercial vehicle access, and impose vehicle weight on designated streets. Such restrictions shall not take effect until notice is provided through official signage.

D. Continuation of Existing Regulations. All traffic and parking regulations lawfully established and in effect on the effective date of this Code—including but not limited to parking meter zones, pay station zones, permit parking areas, loading zones, time-limited parking areas, and weight restrictions—shall remain in effect unless modified or rescinded in accordance with this chapter.

Section 70.05 Parking.

A. Special Parking Permits.

1. The city may provide parking permits for service vehicles, repair and maintenance trucks and other such commercial vehicles to allow parking in any metered space in the city upon payment of such annual fee as the council shall prescribe.
2. Commercial establishments shall pay such annual fee as the council shall prescribe for truck unloading zones established at their request by the city council.
3. A special request to hood or cover a meter or meters shall be allowed upon approval of the chief of police and on advance payment of a fee as the City Council may from time to time set by resolution. Such approval shall be considered for the purpose of construction, refurbishment or maintenance for an adjacent building or property. Special consideration, at no charge, for the purpose of funerals or other requests deemed proper by the chief of police.

B. Parking Meter and Pay Station Zones. The Traffic Engineer is authorized, subject to approval by

resolution of the City Council of Charlevoix, to determine and designate parking meter zones and pay station zones. The Traffic Engineer may install, operate, maintain, replace, or remove parking meters, multi-space pay stations, electronic payment systems, or other parking management devices or technologies deemed necessary to regulate, control, and monitor the parking of vehicles within such zones.

C. Angle Parking Zones. The Traffic Engineer shall determine and establish the location of angle parking zones, subject to approval by resolution of the City Council and shall erect and maintain appropriate signage indicating such zones and the applicable parking regulations.

D. Permit Parking. The Traffic Engineer is authorized, subject to approval by resolution of the City Council to establish permit parking zones, permit fees, fines for violations, applicable hours, and seasonal or annual periods of enforcement. Such regulations in a Traffic Control Order shall be documented in Traffic Control Order and maintained as part of the official record.

E. Meter and Paid Parking Regulations. The Traffic Engineer is authorized, subject to approval by resolution of the City Council of Charlevoix, to establish parking fees, fines, enforcement hours, and time limitations for parking meter zones and pay station zones. The Traffic Engineer may designate enforcement hours, maximum parking durations, variable pricing, and location-specific restrictions through Traffic Control Orders. All such determinations shall be documented in schedules attached to the applicable Traffic Control Orders.

F. Parking Meter, Pay Stations, and Payment Systems. Parking meters, pay stations, or electronic payment systems may be installed adjacent to individual parking spaces, groups of spaces, or designated parking areas. Notice of applicable regulations shall be provided by signage, pavement markings, digital displays, or electronic instructions, including payment methods, time limits, and enforcement hours.

Payment may be made through coins, credit or debit cards, mobile applications, license-plate-based systems, or other authorized payment methods. A vehicle shall be considered lawfully parked only when payment has been properly made and maintained in accordance with posted instructions and applicable Traffic Control Orders.

G. Parking Violations in Paid or Permit Zones. It shall be unlawful to park a vehicle in any metered parking zones, pay station, or permit parking zone without complying with the application payment or permit requirements, or to remain parked beyond the maximum time allowed. Failure to initiate or maintain payment, or failure to display or register a valid permit where required, shall constitute a violation of this chapter.

H. Fraudulent Payment. It shall be unlawful to use, attempt to use or cause the use of any fraudulent means, device, or method to avoid lawful parking payment.

I. Overtime Parking. It shall be unlawful for any person to cause or permit a vehicle remain parked beyond the authorized parking duration in any metered, paid, or permit parking area.

J. Proof of Parking Violation. The presence of a vehicle in a regulated parking area without an active payment record, valid permit, or within an expired time period shall constitute prima facie evidence of a parking violation.

K. Tampering or Damage. It shall be unlawful to damage, tamper with, obstruct, alter, or impair the operation of any parking meter, pay station, signage, or parking payment system.

L. Loading and Passenger Activity. Commercial vehicles actively loading or unloading goods, and passenger vehicles actively loading or unloading passengers, may utilize designate parking spaces without payment for a period not to exceed thirty (30) minutes, unless otherwise restricted by posted signage and Traffic Control Order.

M. Enforcement and Violations. It shall be the duty of the Police officers or authorized enforcement personnel observing a violation to issue a citation.

1. Shall record the vehicle identification, location, time and nature of the violation and may issue a parking violation notice in accordance with the procedures of the City Traffic Violations Bureau.
2. Each additional enforcement interval beyond issuance of a violation.

Section 70.06 Year-Round Parking.

A. Maximum time for parking Municipal parking lots.

1. The maximum time limit for parking in City lots shall be 24 hours.
2. A vehicle shall be considered to be continuously parked if it has not been moved a minimum distance of 200 feet during the specified time period.
3. Vehicles parked in violation of this section may be subject to citation, towing, or impoundment at the owner's expense.

B. Exceptions.

1. This ordinance does not apply to vehicles parked in designated long-term parking areas established by the City of Charlevoix, provided the vehicle is in compliance with applicable permits or fees.
2. Temporary exemptions may be granted by the City of Charlevoix Police Department for special events, emergencies, or other extenuating circumstances.

Section 70.07 Winter Parking.

A. Time and manner of permitted parking. Unless otherwise marked, the following standards apply from December 1 to the following April 1 between the hours of 2:00 a.m. and 6:00 a.m., Sundays through Saturdays, annually, , on-street parking for vehicles (motorized and non-motorized), trailers, equipment, etc., here after referred to as vehicles, shall only be permitted on all public streets within the city only as follows, unless otherwise authorized by the City Manager:

1. **Odd-numbered dates.** On all odd-numbered dates, all vehicles shall be parked on the odd-numbered side of the street. Odd-numbered dates shall mean the first, third, fifth, seventh, ninth, 11th, 13th, 15th, 17th, 19th, 21st, 23rd, 25th, 27th, 29th and 31st days of each month.
2. **Even-numbered dates.** On all even-numbered dates, all vehicles shall be parked on the even-numbered side of the street. Even-numbered dates shall mean the second, fourth, sixth, eighth, 10th, 12th, 14th, 16th, 18th, 20th, 22nd, 24th, 26th, 28th, and 30th days of each month.
3. **Odd-numbered side of street.** The "odd-numbered side of the street" shall mean the side of the public street that is adjacent to properties that are designated by odd-numbered addresses. Odd-numbered addresses shall be those that end with a digit that is a 1, 3, 5, 7,

or 9.

4. **Even-numbered side of street.** The "even-numbered side of the street" shall mean the side of the public street that is adjacent to properties that are designated by even-numbered addresses. Even-numbered addresses shall be those that end with a digit that is a 0, 2, 4, 6, or 8.
5. **Central business district exception.** The provisions in this section shall not apply to public streets within the Central Business District zone. Within the Central Business District zone, no vehicle shall be parked on any public street between the hours of 2:00 a.m. and 6:00 a.m., Sundays through Saturdays, annually, from December 1 to the following April 1.
6. **Overnight parking is not allowed on specific streets at any time.** Overnight parking is not allowed on the following streets between the hours of 2:00 a.m. and 6:00 a.m., Sundays through Saturdays, annually, from December 1 to the following April 1: Belvedere Ave./Ferry Ave., Burns St. from Petoskey Ave. (US-31) to Division St., W. Carpenter St., Division St., W. Garfield Ave. from Bridge St. to Grant St., Grant St., W. Hurlbut Ave. between Bridge St. and State St., May St. between E. Carpenter Ave. from Bridge St. to May St. and E. Garfield Ave. Bridge St. to May St., Meech St., Michigan Ave. between Division St. and Petoskey Ave. (US-31), and State St.
7. **Overnight parking in City lots.** Overnight parking in designated city lots is allowed by permit only. (December 1- April 1)
 - a. **Permits issued.** Residents who reside in the Central Business District (north of Antrim Street and east of State Street to the Pine River Channel and Round Lake) may receive permits for their vehicles.
 - b. **Maximum time for parking.** The maximum time limit for parking in City lots shall be 24 hours.
 - c. **Overnight parking lots.** Residents with a parking permit may park overnight in marked areas in the Acacia lot; Dewitt lot; the Central lot; and the Kusina lot.
8. **Violations.** Any person who violates any provision herein shall be responsible for a civil infraction, the fine for which City Council may, from time to time, set by resolution.

Section 70.08 Snowmobiles.

A. Adoption Part 821 of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (MCL 324.82101 et seq.), is adopted by reference by the City of Charlevoix, as part of this Chapter, and any amendments thereto shall become part of this Chapter.

B. Additional Regulations. In addition to State law which pertains to snowmobiles, the following provisions shall apply to snowmobiles operating within the City of Charlevoix.

C. Snowmobiles may only be operated within the City of Charlevoix as shown in the map denominated "Designated Snowmobile Routes within the City of Charlevoix". That map shall depict two types of designated snowmobile routes which are Type A routes and a Type B route and areas where snowmobiles may park. Type A routes consist of the following streets:

1. Division Street from Michigan Avenue to Mercer Boulevard.
2. Sherman Street to Charlo Street to Carpenter Street, along the east perimeter fence of the Charlevoix Airport to US 31.

3. The Garfield/May Street intersection south on May Street to Eaton Avenue to Ferry Avenue to Stover Road.

D. The Type B route consists of the following areas: Ferry Avenue from the intersection of Eaton Avenue and Ferry Avenue and Belvedere Avenue from its intersection with Ferry Avenue to the downtown snowmobile area. The downtown snowmobile area is located south of the Clinton Street right of way, east of the Bridge Street right of way, north of the Belvedere Avenue right of way and west of Round Lake.

E. No snowmobile may be operated on U.S. 31 within the City limits of Charlevoix, except when crossing U.S. 31.

F. When a snowmobile is normally stored at a location in the City which is not on a Designated Snowmobile Route, the snowmobile may be operated only on the most direct route to or from a Designated Snowmobile Route.

G. No person may operate a snowmobile within the City of Charlevoix at a rate of speed greater than it is reasonable and proper giving due regard for conditions then existing and in no event exceeding the maximum speed permitted under MCL 324.82121.

H. A snowmobile may be operated on a Type A route only for the purpose of ingress to the City of Charlevoix or egress from the City of Charlevoix. A snowmobile may be operated on the Type B route to access a residence, a business or municipal parking area directly adjacent to the route or at the end of the route, or to return from a residence, business or municipal parking area directly adjacent to the route or at the end of the route.

I. Snowmobiles shall not be driven on any sidewalks within the City of Charlevoix.

J. No person under 12 years of age may operate a snowmobile. A person 12 through 15 years of age shall possess a valid snowmobile safety certificate issued pursuant to Part 821 of NREPA while operating a snowmobile. All operators of snowmobiles within the city shall carry valid proof of age on their person while operating a snowmobile within the City of Charlevoix.

K. No person may operate a snowmobile on private property within the City of Charlevoix without consent of the property owner or his agent.

L. No person may operate a snowmobile within the city limits with more than two (2) people on a snowmobile, unless the snowmobile is designed by the manufacturer to carry more than one person.

M. Any person operating a snowmobile on a city street must:

1. Travel as close to right edge of the plowed area of the street as practical.
2. Obey all traffic signals, signs, and devices.
3. Yield the right-of-way to all vehicular traffic and pedestrian traffic.

N. No snowmobile shall be operated across any street except at a street intersection.

O. No snowmobile shall be operated in the City of Charlevoix unless it is equipped with a muffler in good working order and in constant operation to prevent excessive or unusual noise.

P. No snowmobile shall be operated on the Charlevoix Municipal Golf Course.

Q. No snowmobile may be operated on any street, including any Designated Snowmobile Route, from 11:00 p.m. to 7:00 a.m.

R. A snowmobile may be operated on a City street or an area within the City open to the general public for a special event of limited duration conducted according to a prearranged schedule

submitted to the City Council and after obtaining a permit from the City Council. The permit may designate which streets and/or areas may be used for snowmobiles, set hours of operation, and impose such other conditions as the Council determines are appropriate.

S. From December 1 through March 31 of each year, snowmobiles may be parked on snow covered ground in the downtown snowmobile area.

T. Impoundment of snowmobiles. A snowmobile operated in violation of this chapter or in violation of Part 821 of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (MCL 324.82101 et seq.), may be impounded by the City of Charlevoix Police Department when authorized by law. A snowmobile that is lawfully impounded shall be released to the owner or a person authorized by the owner upon proof of ownership and payment of all reasonable towing, impound, and storage fees, unless otherwise ordered by a court of competent jurisdiction.

U. Violation/misdemeanor. Any person who violates any provision of this chapter is responsible for a violation and subject to the penalties as provided under Part 821 of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (MCL 324.82101 et seq.).

Section 70.09 Bicycle, Skating, Micromobility Devices Restricted, Violation as a Civil Infraction Definitions.

1. **Bicycle.** A device propelled solely by human power through a system of pedals and gears, having two or more wheels in tandem, and designed to be ridden by one or more persons.
2. **Motorized Bicycle.** As defined by the Michigan Vehicle Code.
3. **Electric Bicycle (E-Bike).** A bicycle equipped with fully operable pedals and an electric motor of not more than 750 watts (1 horsepower). E-bikes are classified according to state law:
 1. Class I – Provides assistance only when the rider is pedaling and ceases to assist at 20 mph.
 2. Class II – Can propel the bicycle without pedaling and ceases to assist at 20 mph.
 3. Class III – Provides assistance only when pedaling and ceases to assist at 28 mph.
4. **Scooter.** A two- or three-wheeled device with a handlebar and deck designed to be stood upon, either:
 1. Human-powered (foot propulsion), or
 2. Electric-powered (commonly called an e-scooter)
 3. Note: Scooters do not include mopeds.
5. **Skating Device.** Any human-powered device consisting of a platform or shoe mounted on wheels, including but not limited to skateboards, roller skates, and in-line skates.
6. **One-Wheel Powered Device.** A single-wheeled personal transportation device powered by an electric motor or similar propulsion system, designed for the rider to stand or balance while in motion.
7. **Micromobility Device.** A small personal transportation device for individual use on roadways, bike paths, or sidewalks. Includes bicycles, e-bikes, scooters, skating devices, and one-wheel powered devices.

8. **Sidewalk.** The portion of a public right-of-way designed or ordinarily used for pedestrian travel.

2. Use Restrictions.

1. **Prohibited Areas.** A person shall not operate a bicycle or micromobility device:
 - a. On Bridge Street right of way between the Pine River Channel Drive and Hurlbut Avenue except on the travel portion intended for motor vehicles.
 - b. On public land or street right-of-way between the Bridge Street right-of-way and Round Lake (including the Marina Promenade), and between Belvedere Avenue and the Pine River Channel, and Hoffmann Park (between Park Avenue and the Pine River Channel walkway).
 - c. Exception: Devices may be used on the traveled portion of any street, alley, or public parking lot intended for motor vehicles.
 - d. Bicycles may be walked, and micromobility devices may be carried through these areas.
2. **Sidewalk Speed Limit.** No person shall operate a bicycle or micromobility device on any sidewalk at a speed exceeding 10 miles per hour, outside the prohibited areas except where otherwise posted.
3. **Children.** Children aged 12 or under may operate an e-bike or a powered micromobility device in accordance with state law under adult supervision. Children 17 and under must wear a properly fitted helmet at all times while riding.
4. **Traffic Rules.** When operating on a roadway, riders must:
 - a. Obey all rules of the road
 - b. Use designated crosswalks when crossing streets
 - c. Ride no more than two abreast
 - d. Ride as close as practicable to the right-hand edge, except when making a left turn or avoiding hazards
5. **Parking and Storage.** No bicycle or micromobility device may be secured to a sign post, streetlight, or tree using a chain, cable, or other device. Devices must not be left unattended on sidewalks in a manner that obstructs pedestrian or vehicle traffic.
 - a. Bicycles Micromobility devices may be immediately removed by police authority, and any cost of removal or store item will be at the owner's expense.
6. **Rights and Duties.** Individuals using roller skates, roller blades, coasters, scooters, or similar devices shall have all rights and responsibilities applicable to pedestrians, except as provided in this ordinance. All such devices must be used in a manner that does not threaten public safety or damage public or private property.
7. **No Skating, Micromobility Devices Apparatus** may be secured to a signpost, streetlight post or tree by a chain, cable or other such device, nor shall the owner or operator of said device leave same unattended on a sidewalk in such a manner as to interfere with the free flow of pedestrian or vehicular traffic.
8. **Wheelchair or Mobility Assistance Device.** This ordinance shall not prohibit the use of wheelchairs or similar mobility devices operated manually or by electric motor by individuals with certified disabilities.

9. A person who violates this section is responsible for a civil infraction.

70.10 Violations Bureau

A. Authority, Establishment, and Supervision. Pursuant to M.C.L.A. § 600.8395, as amended, and M.C.L.A. § 257.742, as amended a Parking Violations Bureau, for the purpose of handling alleged parking violations within the city is hereby established. The Parking Violations Bureau shall be under the supervision and control of the Chief of Police.

B. Location. The Chief of Police shall, subject to the approval of the City Council, establish a convenient location for the Parking Violations Bureau, appoint qualified city employees to administer the Bureau and adopt rules and regulations for the operation thereof.

C. Definitions. For the purpose of this subchapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

D. Parking Violations Bureau. The Bureau established by this subchapter for the processing of all civil infractions involving the parking or standing of a motor vehicle within the township.

E. Parking Violations Notice. A notice, other than a citation, directing a person to appear at the Parking Violations Bureau and to pay the fines and cost, if any, prescribed by the code of the township for the parking or standing of a motor vehicle in violation of the code.

F. Service of Parking Violation Notice. In a civil infraction or local ordinance violation involving the parking or standing of a motor vehicle, a copy of the parking violation notice need not be served personally upon the defendant but may be served upon the registered owner of the motor vehicle by attaching the copy to the vehicle. The parking violation notice may be issued by either a police officer of the City or by any other City employee duly authorized by the City Board to issue a notice.

G. Form of the Parking Violation Notice. The issuance of the parking violation notice shall be deemed an allegation of a parking violation. The parking violation notice shall set forth the nature of the offense and the date, time and location of the offense. In addition, the parking violation notice shall also indicate the length of time in which the person to whom the same was issued must respond before the Parking Violations Bureau. It shall also indicate the address of the Bureau, the hours during which the Bureau is open, the amount of the penalty scheduled for the offense for which the parking violation notice was issued and advise that a civil infraction citation or local ordinance violation will be sought if a person fails to respond within the time limit.

H. Settlement of Violations. No violation not scheduled in § 70.10 of this chapter shall be disposed of by the Parking Violations Bureau. The scheduling of a particular violation herein shall not entitle the violator to disposition of the violation at the Bureau and in any event the person in charge of such Bureau may refuse to dispose of such violation in which case any person having knowledge of the facts may make a sworn complaint before any court of proper jurisdiction as provided by law.

I. Procedure for all Contested and/or Unresolved Violations. If a parking violation notice is attached to a motor vehicle and if an admission of responsibility is not made and the civil fines and cost, if any, for the violation are not paid at the Parking Violations Bureau, a citation may be filed with the court having competent jurisdiction thereof and a copy of the citation may be served by first-class mail upon the registered owner of the vehicle at the owner's last-known address. The citation shall consist of a sworn complaint containing the allegations stated in the parking violation notice and shall fairly inform the defendant how to respond to the citation. Thereafter, the citation for the parking or standing violation shall be processed in the same manner as provided in M.C.L.A. § 257.741.

J. Schedule of Fines. The Traffic Engineer is hereby authorized, subject to the approval of the City Council by resolution, to determine penalties and fines for violation of any of the provisions of this traffic code. The Traffic Engineer shall maintain a traffic control order specifying a schedule of all such fines.

Section 4. 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 5. Effective Date.

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

Ordinance No. 867 was adopted on the 19th day of January 2026 A.D., by the Charlevoix City Council as follows:

Motion by: Spring

Seconded by: Kalbfell

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

Nays: None

Motion carried.

7. All Other Actions and Requests

- A. Special Event Approval: Easter Egg Hunt hosted by Charlevoix Chamber of Commerce
Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the Special Event Approval: Easter Egg Hunt hosted by Charlevoix Chamber of Commerce.

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

Motion by Spring, seconded by Knapp to approve the use of East Park for the Easter Egg Hunt on April 4, 2026.

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

Nays: None

Motion carried.

- B. Special Event Request: Knee Deep Performance-Odmark Pavilion

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the Special Event Request: Knee Deep Performance—Odmark Pavillion.

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

Motion by Kalbfell, seconded by Spring to approve Knee Deep use the Odmark Pavilion on June 20, 2026 for a free concert.

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

Nays: None

Motion carried.

C. Northside Trail Project

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the Northside Trail Project.

Mayor Gennett opened the item for public comment, one was heard.

Motion by Hagen, seconded by Knapp to move forward with the Northside Trail Project as presented.

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

Nays: None

Motion carried.

D. Budget Discussion and Review

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the Budget Discussion and Review.

Council concurred to schedule a budget work session on Thursday, February 5, 2026 at 4 p.m.

E. Request to Change City Council Meeting Date/Time for May Election

Sarah Dvoracek, City Clerk

City Clerk Dvoracek presented information on the Request to Change City Council Meeting Date/Time for May Election.

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

Motion by Hagen, seconded by Kalbfell to reschedule the first Council Meeting in May to Monday, May 4, 2026 at 12 p.m.

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

Nays: None

Motion carried.

8. Reports and Communications

A. Public Comment

B. City Manager's Comments

- Met with Jonathan and we are recommending a joint work session meeting with Council and the Planning Commission to discuss updating the Master Plan. We are hoping to schedule the joint meeting on April 13, 2026 at 6 p.m.; Council concurred.
- Provided a brief update on the City Hall lighting project and noted that some budgeted items are allocated for refreshing other aging government buildings.

C. Mayor and Council Comments

- Council Member Halverson reported that the City has participated in the CCE 911 Central Dispatch Authority for over 35 years. The authority is funded through a millage from Charlevoix, Cheboygan, and Emmet counties. On Friday, the Charlevoix County Board

Chair held a special meeting to discuss withdrawing from the three-county arrangement without advising the City or the Police Chief. The Sheriff has expressed interest in assuming control of dispatch operations, but the reason for this proposed change is unknown.

9. Other Council Business

10. Adjourn

Mayor Gennett adjourned the meeting at 7:32 p.m.

Sarah J. Dvoracek

City Clerk

Lyle Gennett

Mayor

DRAFT

Charlevoix City Council

Consent Agenda

Title: Accounts Payable and Payroll Check Registers

Date: February 2, 2026

Presented By:

Background:

Recommendation:

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

Attachments:

1. Accounts Payable and Payroll Check Registers

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 01/21/2026 - 01/21/2026

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

Check Date	Check	Vendor Name	Amount
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Bank 1 GENERAL CASH - HUNTINGTON BANK

01/21/2026	146663	AT&T	1,592.50
01/21/2026	146664	AT&T MOBILITY	860.34
01/21/2026	146665	CHARTER COMMUNICATIONS	921.97
01/21/2026	146666	DELTA DENTAL	3,674.22
01/21/2026	146667	GREAT LAKES ENERGY COOPERATIV	417.27
01/21/2026	146668	VSP INSURANCE CO. (CT)	553.27
01/21/2026	146669	WEX BANK	9,165.47

1 TOTALS:

Total of 7 Checks: 17,185.04

Less 0 Void Checks: 0.00

Total of 7 Disbursements: 17,185.04

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

01/21/26 Special Accounts Payable Run	\$	17,185.04
01/30/26 Payroll (regular payroll net pay)	\$	120,255.38
01/30/26 Payroll Remittance Checks	\$	6,898.41
02/03/26 Regular Accounts Payable	\$	111,404.09
Checks Sub-Total:	\$	255,742.92

HUNTINGTON NATIONAL BANK - EFT/WIRE PAYMENTS

01/20/26 Enterprise FM Trust (fleet lease)	\$	9,954.70
01/20/26 MI Public Power Agency	\$	26,978.48
01/26/26 MI Public Power Agency	\$	23,851.09
01/26/26 MI Public Power Agency	\$	229,235.61
01/30/26 IRS (Payroll Tax Deposit)	\$	45,496.92
01/30/26 Alerus Financial (HCSP)	\$	558.00
01/30/26 MERS (Defined Benefit Plan)	\$	113,541.20
01/30/26 Vantagepoint (401 Plan)	\$	1,276.39
01/30/26 Vantagepoint (457 Plan)	\$	28,046.78
01/30/26 Vantagepoint (Roth IRA)	\$	1,685.00
01/30/26 State of MI (Withholding Tax)	\$	6,609.32

ACH Sub-Total: \$ 487,233.49

Huntington National Bank Total: \$ 742,976.41

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

01/14/26 Special A/P Tax Disbursement	\$	679,642.86
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Charlevoix State Bank Total: \$ 679,642.86

Grand Total: \$ 1,422,619.27

APPROVED:



CITY MANAGER



CITY TREASURER



CITY CLERK

CHECK APPROVAL REPORT FOR CITY OF CHARLEVOIX

Payroll: 0000000041

Name	Check Date	Gross	Net
HEYDLAUFF, MARK L.	01/30/2026	6,009.38	4,068.70
DVORACEK, SARAH J.	01/30/2026	3,283.44	2,333.75
KLOOSTER, ALIDA K.	01/30/2026	3,046.40	2,027.81
BARNEVELD, RICHELLE L.	01/30/2026	2,158.00	1,526.08
SCHULZ, GINNY L.	01/30/2026	2,267.21	1,521.38
JENKINS, JESSICA-RAE A.	01/30/2026	2,280.00	1,813.80
MILLER, FAITH G.	01/30/2026	50.38	34.74
MCGINN, KELLY A.	01/30/2026	3,757.19	2,428.78
SCHEEL, JONATHAN D.	01/30/2026	3,182.40	2,242.73
MCDONNELL, JILL L.	01/30/2026	3,711.10	2,162.63
UMULIS, MATTHEW T.	01/30/2026	3,409.55	2,049.21
ORBAN, BARBARA K.	01/30/2026	2,709.17	1,341.21
RILEY, DENISE M.	01/30/2026	750.45	614.96
MUNK, CHRISTOPHER J.	01/30/2026	3,725.12	2,409.11
CHRISTIANSEN, BRIAN D.	01/30/2026	2,590.79	1,816.20
MARTIN, DONALD L.	01/30/2026	4,112.64	2,833.82
YOUNG, KRISTEN L.	01/30/2026	2,163.19	1,553.32
CONWAY, PATRICK G.	01/30/2026	203.50	109.47
WURST, RANDALL W.	01/30/2026	3,414.21	1,777.40
HILLING, NICHOLAS A.	01/30/2026	3,582.90	2,245.12
MEIER III, CHARLES A.	01/30/2026	3,150.71	1,944.75
ZACHARIAS, STEVEN B.	01/30/2026	2,853.87	1,726.28
NEWMAN, MARK J.	01/30/2026	3,082.72	2,028.08
LOUGHMILLER, JOHN A.	01/30/2026	2,823.21	2,038.43
GRIFFITH, JOHN J.	01/30/2026	5,111.51	2,800.94
GOWARD, JEFFERY D.	01/30/2026	5,434.62	3,637.86
EATON, BRAD A.	01/30/2026	4,715.34	2,900.63
WILSON, TIMOTHY J.	01/30/2026	4,432.96	3,172.41
LAVOIE, RICHARD L.	01/30/2026	3,829.75	2,446.00
STERRETT, PHILLIP R.	01/30/2026	3,517.00	1,949.46
STEVENS, BRANDON C.	01/30/2026	4,597.21	2,712.84
WHITLEY, ANDREW T.	01/30/2026	4,529.20	2,694.53
FARRELL, MITCHELL L.	01/30/2026	3,370.40	2,171.58
BACHMANN, ELIZABETH A.	01/30/2026	2,282.40	1,607.96
KENWABIKISE, DAVID L.	01/30/2026	2,089.75	1,432.54
ELLIOTT, PATRICK M.	01/30/2026	5,384.62	3,683.87
MORRISON, KEVIN P.	01/30/2026	3,568.09	2,225.19
FURGESON, JUSTIN L.	01/30/2026	3,112.95	2,203.43
BRADLEY, KELLY R.	01/30/2026	3,017.20	1,731.80
HART II, DELBERT W.	01/30/2026	2,978.20	1,925.56
JONES, ROBERT F.	01/30/2026	3,156.99	2,041.94
THORP, WILLIAM D.	01/30/2026	2,912.09	1,864.81
LEITNER, RYAN S.	01/30/2026	3,340.58	2,142.84
NOWKA, STEPHEN P.	01/30/2026	2,935.51	2,143.80
RILEY, DANIEL A.	01/30/2026	3,033.89	2,122.90
REID, ROB A.	01/30/2026	2,429.60	1,676.47
KNORR, KENT J.	01/30/2026	3,418.59	2,434.94
BOSS JR, DALE E.	01/30/2026	1,922.74	1,600.85
ANZELL, BETH A.	01/30/2026	2,333.22	1,723.48
WASHBURNE, MICHAEL J.	01/30/2026	162.00	142.71
BOSS, SHERRY M.	01/30/2026	1,007.25	840.17
MCDERMOTT, DENNIS J.	01/30/2026	74.98	66.06
HAGEN, MADISON L.	01/30/2026	162.00	149.61
MAILLOUX, AIDEN M.	01/30/2026	141.00	124.22
CUNNINGHAM, ABIGAIL A.	01/30/2026	87.50	80.80
CULBERTSON, CRISTIN E.	01/30/2026	963.50	824.07
JOHNSTONE, HUNTER S.	01/30/2026	578.00	509.21
BEMIS, ADDISON J.	01/30/2026	379.50	334.34
LOPEZ, VANESSA M.	01/30/2026	357.00	324.16
WILLSON, ALEXANDER J.	01/30/2026	367.50	323.77
WALKER, MEREDITH A.	01/30/2026	216.50	190.74
WILLSON, WESTYN E.	01/30/2026	124.00	109.24
POTT, RACHEL G.	01/30/2026	126.00	111.01
HALBERG, EMI K.	01/30/2026	73.50	64.75
MATTER, DAWSON K.	01/30/2026	170.00	149.76
PEARSALL, KRISTA M.	01/30/2026	136.00	119.81
WELLS, JANINNA J.	01/30/2026	68.00	59.92
BOSS, BEAU J.	01/30/2026	2,472.10	1,900.90
ARNOLD, REMI C.	01/30/2026	579.00	519.75
LUECKE, ANDREW L.	01/30/2026	135.00	124.67
BEMIS, GARRETTSON G.	01/30/2026	655.50	583.52
WILLSON, BRENDA R.	01/30/2026	204.00	179.73
SCHOLEY, ROBERT W.	01/30/2026	3,269.24	2,159.81

01/26/2026 02:03 PM

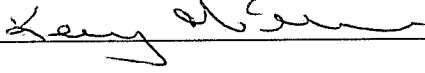
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CHECK APPROVAL REPORT FOR CITY OF CHARLEVOIX

Payroll: 0000000041

Name	Check Date	Gross	Net
MCCRANEY, RUSSELL R.	01/30/2026	2,903.20	2,150.11
POSTMUS, ANTHONY H.	01/30/2026	2,518.36	1,824.31
REECE, DANIEL A.	01/30/2026	2,598.52	1,894.87
KISSINGER, BRADY A.	01/30/2026	1,346.80	1,010.38
GRAY, DAVID A.	01/30/2026	672.00	586.75
WADKINS, LOGAN M.	01/30/2026	1,407.00	1,099.84
Totals: 79		179,726.89	120,255.38

Approved By:



Date:

1/27/26

CHECK REGISTER FOR CITY OF CHARLEVOIX
CHECK DATE 01/30/2026 - 01/30/2026

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

Check Date	Check	Vendor Name	Amount
Bank 1 GENERAL CASH - HUNTINGTON BANK			
01/30/2026	146670	4FRONT CREDIT UNION	1,586.92
01/30/2026	146671	AMERICAN FAMILY LIFE	701.28
01/30/2026	146672	BLUE CROSS BLUE SHIELD OF MIC	1,631.02
01/30/2026	146673	CHARLEVOIX STATE BANK	1,695.00
01/30/2026	146674	COMMUNICATION WORKERS OF AMER	702.90
01/30/2026	146675	MI STATE DISBURSEMENT UNIT	116.55
01/30/2026	146676	THE HARTFORD	464.74
1 TOTALS:			
Total of 7 Checks:			6,898.41
Less 0 Void Checks:			0.00
Total of 7 Disbursements:			6,898.41

CHECK REGISTER FOR CITY OF CHARLEVOIX
CHECK DATE 02/03/2026 - 02/03/2026

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			
02/03/2026	146677	AMAZON CAPITAL SERVICES	847.04
02/03/2026	146678	AMERICAN PUBLIC WORKS ASSOCIA	471.00
02/03/2026	146679	AMERICAN TOTAL SECURITY INC	288.00
02/03/2026	146680	APPRIVER LLC	2,877.80
02/03/2026	146681	AUTOMATIC DOOR SERVICE INC	392.00
02/03/2026	146682	AVFUEL CORPORATION	16,814.21
02/03/2026	146683	BARBARA K ORBAN	243.60
02/03/2026	146684	BILL'S FARM MARKET	3,157.45
02/03/2026	146685	CHARLEVOIX STATE BANK	2,175.70
02/03/2026	146686	CONWAY PROFESSIONAL SERVICES	1,100.00
02/03/2026	146687	CUMMINS SALES AND SERVICE	2,011.57
02/03/2026	146688	DELL MARKETING LP	637.64
02/03/2026	146689	DETROIT PUMP & MFG CO	7,196.56
02/03/2026	146690	DEWOLF & ASSOCIATES	845.00
02/03/2026	146691	DONALD MARTIN	100.00
02/03/2026	146692	EJ USA INC.	1,283.40
02/03/2026	146693	ENVIRONMENTAL RESOURCE ASSOCI	650.07
02/03/2026	146694	ESRI	8,079.00
02/03/2026	146695	ETNA SUPPLY	3,863.70
02/03/2026	146696	GEMINI GROUP LLC	4,112.80
02/03/2026	146697	GRAINGER	130.20
02/03/2026	146698	GRAND TRAVERSE GARAGE DOOR CO	258.50
02/03/2026	146699	HACH COMPANY	254.00
02/03/2026	146700	HOFFMAN ROTOROOTER	230.00
02/03/2026	146701	IDEXX DISTRIBUTION INC	2,019.23
02/03/2026	146702	JIM RIEHL'S FRIENDLY FORD INC	3,792.40
02/03/2026	146703	KASSBOHRER ALL TERRAIN VEHICL	338.14
02/03/2026	146704	KRAFT BUSINESS SYSTEMS INC	29.53
02/03/2026	146705	MARK L HEYDLAUFF	145.25
02/03/2026	146706	MI MUNICIPAL TREASURERS ASSOC	99.00
02/03/2026	146707	MICHIGAN MUNICIPAL ELECTRIC	9,785.00
02/03/2026	146708	MUNICIPAL UNDERWRITERS OF MIC	600.00
02/03/2026	146709	NORTH COAST FASTENERS LLC	102.96
02/03/2026	146710	NORTHERN PUMP SERVICE INC	2,300.00
02/03/2026	146711	NUCO2 LLC	262.81
02/03/2026	146712	OHM ADVISORS	344.00
02/03/2026	146713	OPENTEXT INC	2,900.00
02/03/2026	146714	PERFECT FIT LLC	160.12
02/03/2026	146715	POWER LINE SUPPLY	640.83
02/03/2026	146716	POWER SYSTEM ENGINEERING INC	6,223.50
02/03/2026	146717	PREIN & NEWHOF	1,082.50
02/03/2026	146718	SCIENTIFIC BRAKE - GAYLORD	207.02
02/03/2026	146719	SKINNER'S GARAGE INC	371.72
02/03/2026	146720	SNAP-ON CREDIT LLC	94.00
02/03/2026	146721	STATE OF MICHIGAN	535.60
02/03/2026	146722	STITCH N LYDS LLC	752.00
02/03/2026	146723	TELNET GROUP INC	388.00
02/03/2026	146724	TERMINAL SUPPLY CO	304.77
02/03/2026	146725	TOP LINE ELECTRIC LLC	4,909.00
02/03/2026	146726	TRACE ANALYTICAL LABORATORIES	501.97
02/03/2026	146727	TRUCK & TRAILER SPECIALTIES	7,680.64
02/03/2026	146728	UNIFIRST CORPORATION	438.94
02/03/2026	146729	UNIVERSAL CREDIT SERVICES INC	110.92
02/03/2026	146730	UP NORTH ASSESSING INC	5,500.00
02/03/2026	146731	USABUEBOOK	559.00
02/03/2026	146732	WINDEMULLER ELECTRIC	206.00
1 TOTALS:			
Total of 56 Checks:			111,404.09
Less 0 Void Checks:			0.00
Total of 56 Disbursements:			111,404.09

CHECK REGISTER FOR CITY OF CHARLEVOIX
CHECK DATE 01/20/2026 - 01/20/2026

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

Check Date	Check	Vendor Name	Amount
Bank 1 GENERAL CASH - HUNTINGTON BANK			
01/20/2026	412(E)	ENTERPRISE FM TRUST	9,954.70
01/20/2026	413(E)	MICHIGAN PUBLIC POWER AGENCY	26,978.48
1 TOTALS:			
Total of 2 Checks:			36,933.18
Less 0 Void Checks:			0.00
Total of 2 Disbursements:			36,933.18

CHECK REGISTER FOR CITY OF CHARLEVOIX
CHECK DATE 01/26/2026 - 01/26/2026

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

Check Date	Check	Vendor Name	Amount
Bank 1 GENERAL CASH - HUNTINGTON BANK			
01/26/2026	414(E)	MICHIGAN PUBLIC POWER AGENCY	23,851.09
01/26/2026	415(E)	MICHIGAN PUBLIC POWER AGENCY	229,235.61
1 TOTALS:			
Total of 2 Checks:			253,086.70
Less 0 Void Checks:			0.00
Total of 2 Disbursements:			253,086.70

CHECK REGISTER FOR CITY OF CHARLEVOIX
CHECK DATE 01/30/2026 - 01/30/2026

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

Check Date	Check	Vendor Name	Amount
Bank 1 GENERAL CASH - HUNTINGTON BANK			
01/30/2026	416(E)	**EFTPS* Payroll Taxes	45,496.92
01/30/2026	417(E)	Alerus Financial	558.00
01/30/2026	418(E)	MERS	113,541.20
01/30/2026	419(E)	MissionSquare - 401 Plan 1091	1,276.39
01/30/2026	420(E)	MissionSquare - 457 Plan 3009	28,046.78
01/30/2026	421(E)	MissionSquare - Roth IRA 7061	1,685.00
01/30/2026	422(E)	STATE OF MICHIGAN	6,609.32
1 TOTALS:			
Total of 7 Checks:			197,213.61
Less 0 Void Checks:			0.00
Total of 7 Disbursements:			197,213.61

CHECK REGISTER FOR CITY OF CHARLEVOIX
 CHECK DATE 01/14/2026 - 01/14/2026

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			
01/14/2026	4319	CHARLEVOIX COUNTY TREASURER	130,581.34
01/14/2026	4320	CHARLEVOIX DISTRICT LIBRARY	78,707.59
01/14/2026	4321	CHARLEVOIX PUBLIC SCHOOLS	3,948.00
01/14/2026	4322	CHARLEVOIX STATE BANK	971.82
01/14/2026	4323	CHARLEVOIX-EMMET ISD	272,052.46
01/14/2026	4324	CITY OF CHARLEVOIX - TAXES DU	73,271.01
01/14/2026	4325	CORELOGIC CENTRALIZED REFUNDS	3,934.60
01/14/2026	4326	LAKE CHARLEVOIX EMS AUTHORITY	93,048.17
01/14/2026	4327	LERETA LLC	1,669.74
01/14/2026	4328	RECREATIONAL AUTHORITY	21,458.13
2 TOTALS:			
Total of 10 Checks:			679,642.86
Less 0 void Checks:			0.00
Total of 10 Disbursements:			679,642.86

Charlevoix City Council

Consent Agenda

Title: Investment Update

Date: February 2, 2026

Presented By:

Background:

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

I have included the Investment Schedule as of FYE 2025-26. There has been two changes since my last reporting to Council in October 2025.

These are highlighted in yellow:

- CD 06051V4P8 with Huntington – Bank of America matured which had a rate of 5.35%.
- CD 38151PBZ3 with Huntington – Goldman Sachs was purchased with a rate of 3.65%

Recommendation:

Motion to approve the investment report as presented.

Attachments:

1. Investments FY 2025-26 as of 2-2-26

CITY OF CHARLEVOIX
SCHEDULE OF FISCAL YEAR 2025-26 INVESTMENTS
As of February 2, 2026

ACCOUNT# / CUSIP	BANK	AMOUNT	INVEST DATE	MATURITY DATE	CASHED?	ANNUAL RATE	TIME DAYS	EST TOTAL PROCEEDS	EST 25-26 PROCEEDS
15987UBK3	Huntington - Charles Schwab	250,000	4/25/2023	4/24/2025	yes	4.800%	730	24,164	794
90355GCTO	Huntington - UBS Bank USA	250,000	5/5/2023	5/5/2025	Yes	4.800%	731	24,033	1,151
06051V4P8	Huntington - Bank of America	250,000	11/1/2023	11/3/2025	Yes	5.350%	733	26,860	7,952
1030694097	CIBC - Private Bank	250,000	2/27/2025	2/25/2027	NO	4.200%	728	20,942	10,500
1029548761	CIBC - Private Bank CDARS	250,000	8/22/2024	8/20/2026	NO	4.150%	728	20,693	10,375
1030786544	CIBC - Private Bank CDARS	630,000	3/8/2025	3/8/2027	NO	4.200%	730	52,920	26,460
33847GJS2	Huntington - Flagstar	250,000	7/11/2024	7/10/2026	NO	4.850%	729	24,217	12,125
38151PBZ3	Huntington -Goldman Sachs	250,000	11/4/2025	11/4/2027	NO	3.650%	730	18,250	3,675
02007G-3S-0	Huntington - Ally Bank	250,000	9/28/2024	9/28/2026	NO	3.800%	730	19,000	9,500
05612LAR3	Huntington - BMW Bank North America	250,000	7/12/2024	7/12/2026	NO	4.700%	730	23,500	11,750
61776NRM7	Huntington - Morgan Stanley Pvt Bank	250,000	4/30/2025	4/30/2027	NO	4.050%	730	20,250	9,293
32110YP90	Huntington - 1st Natl Bank of America	250,000	10/30/2024	10/30/2026	NO	3.800%	730	19,000	9,500
61690D4C9	Huntington - Morgan Stanley Bank NA	250,000	5/7/2025	5/7/2027	NO	4.050%	730	20,250	9,099
1029548737	CIBC - Private Bank CDARS	250,000	8/21/2024	8/19/2026	NO	4.150%	728	20,693	10,375
TOTALS:		\$3,130,000			Average Days & Totals:		730	334,773	132,548

Charlevoix City Council

Consent Agenda

Title: Replacement of Underground Electric Line Locators: \$22,623

Date: February 2, 2026

Presented By:

Background:

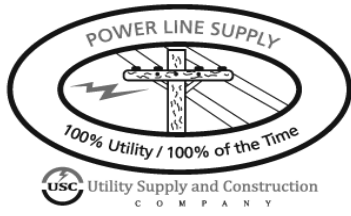
Electric Department crews have three locators that need to be replaced. A representative from Power Line Supply, Reed City, Michigan, demonstrated two models. Based on the demonstrations, Power Line was asked to provide a quotation for each model. The three RD7200 units from Radio Detection have the features the crews need and is priced at \$22,623 compared to \$36,622.50 for the RD8200 units. The availability of funds in the capital budget for this purchase was confirmed with the Treasurer and it is included in the current fiscal year budget.

Recommendation:

Motion to approve the purchase of three (3) Radio Detection RD7200 locators in the amount of \$22,623.

Attachments:

1. RD 8200 Locator Qte12884979
2. RD 7200 Locator Qte12884937



Power Line Supply
420 Roth Street Suite A
Reed City, MI 49677
US
231-832-2297

QUOTATION

Order Number	
12884979	
Order Date	Page
12/16/2025 09:17:01	1 of 2

Quote Expires On: 01/15/2026

Bill To:

Charlevoix, City Of
Attn: Accounts Payable
210 State Street
Charlevoix, MI 49720
US
231-547-3260
Attn: Accounts Payable

Ship To:

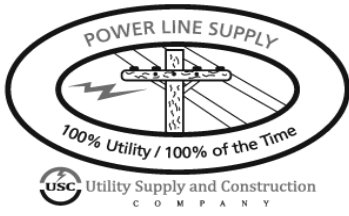
Charlevoix, City Of
401 W CARPENTER ST
CHARLEVOIX, MI 49720-1688
US

Requested By: Mrs. Liz Anderson

Customer ID: 100146

PO Number					Freight	Carrier	Taker		
RD8200					Prepaid	PLS	JOE_KENNEDY		
Quantities					Item ID	Pricing	Unit		Extended
Ordered	Allocated	Remaining	UOM	Disp.	Item Description	UOM/Size	Price	Price	
3.0000	0.0000	3.0000	EA		(001) 10/RD8200SG-FCC-KIT	EA 1.0	6,484.5000	19,453.50	
			1.0		Kit Locator RD8200	Lead Time Days ARO: 27			
					With phone holder Bag Lithium Ion battery and charger				
3.0000	0.0000	3.0000	EA		(002) 10/TX10B-FCC	EA 1.0	4,038.0000	12,114.00	
			1.0		Locator Transmitter W/ILOC F/RD8200	Lead Time Days ARO: 27			
3.0000	0.0000	3.0000	EA		(003) 10/TX-CLAMP-5	EA 1.0	679.0000	2,037.00	
			1.0		Clamp Transmitter 5in	Lead Time Days ARO: 27			
3.0000	0.0000	3.0000	EA		(004) 10/RX-AFRAME	EA 1.0	784.0000	2,352.00	
			1.0		Detector Lead A Frame Radio	Lead Time Days ARO: 27			
3.0000	0.0000	3.0000	EA		(005) 10/LOC-BACKPACK-SET-V2	EA 1.0	222.0000	666.00	
			1.0		Set Backpack Locator & Tx Transmitter	Lead Time Days ARO: 27			





Power Line Supply
420 Roth Street Suite A
Reed City, MI 49677
US
231-832-2297

QUOTATION

Order Number	
12884979	
Order Date	Page
12/16/2025 09:17:01	2 of 2

Quote Expires On: 01/15/2026

Quantities					Item ID	Pricing	Unit	Extended
Ordered	Allocated	Remaining	UOM	Unit Size	Item Description	UOM/Size	Price	Price

Total Lines: 5

THIS QUOTATION AND/OR ACKNOWLEDGEMENT ARE SUBJECT TO OUR
STANDARD TERMS OF SALE WHICH CAN BE ACCESSED AT:
[HTTPS://DOCS.USCCO.COM/PLS/TOSAGREEMENT.PDF](https://docs.uscco.com/pls/tosagreement.pdf) OR WE WILL SEND
YOU A COPY UPON YOUR REQUEST BY CALLING 1-800-832-2297

SUB-TOTAL: 36,622.50

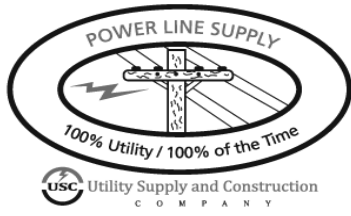
TAX: 0.00

Please note: Due to extreme market volatility surrounding Sections 232 and 301 tariffs, all quoted prices are
subject to confirmation at time of order shipment. We continue to monitor the changing market conditions and
appreciate your understanding during these unprecedented times.

AMOUNT DUE: 36,622.50

U.S. Dollars





Power Line Supply
420 Roth Street Suite A
Reed City, MI 49677
US
231-832-2297

QUOTATION

Order Number	
12884937	
Order Date	Page
12/16/2025 07:58:41	1 of 2

Quote Expires On: 01/15/2026

Bill To:

Charlevoix, City Of
Attn: Accounts Payable
210 State Street
Charlevoix, MI 49720
US
231-547-3260
Attn: Accounts Payable

Ship To:

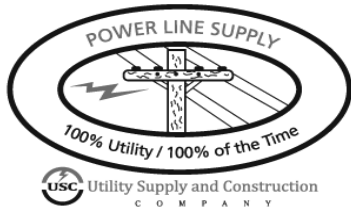
Charlevoix, City Of
401 W CARPENTER ST
CHARLEVOIX, MI 49720-1688
US

Requested By: Mrs. Liz Anderson

Customer ID: 100146

PO Number					Freight	Carrier	Taker		
RD7200					Prepaid	PLS	JOE_KENNEDY		
Quantities					Item ID Item Description	Pricing UOM/Size	Unit Price	Extended Price	
Ordered	Allocated	Remaining	UOM Unit Size	Disp.					
3.0000	0.0000	3.0000	EA	(001) 10/72	EA 1.0	2,905.0000	8,715.00		
			1.0	Locator RD7200 Radio Detection	Lead Time Days ARO: 34				
3.0000	0.0000	3.0000	EA	(002) 10/TX5-FCC	EA 1.0	2,184.0000	6,552.00		
			1.0	Transmitter TX5	Lead Time Days ARO: 34				
3.0000	0.0000	3.0000	EA	(003) 10/TX-MBATPACK-V2	EA 1.0	741.0000	2,223.00		
			1.0	Battery Trans W/Mains kit	Lead Time Days ARO: 34				
3.0000	0.0000	3.0000	EA	(004) 10/TX-CLAMP-5	EA 1.0	679.0000	2,037.00		
			1.0	Clamp Transmitter 5in	Lead Time Days ARO: 34				
3.0000	0.0000	3.0000	EA	(005) 10/RX-AFRAME	EA 1.0	784.0000	2,352.00		
			1.0	Detector Lead A Frame Radio	Lead Time Days ARO: 34				
3.0000	0.0000	3.0000	EA	(006) 10/LOCATORBAG	EA 1.0	248.0000	744.00		
			1.0	Bag Soft	Lead Time Days ARO: 34				





Power Line Supply
420 Roth Street Suite A
Reed City, MI 49677
US
231-832-2297

QUOTATION

Order Number	
12884937	
Order Date	Page
12/16/2025 07:58:41	2 of 2

Quote Expires On: 01/15/2026

Quantities					Item ID	Pricing	Unit	Extended
Ordered	Allocated	Remaining	UOM Unit Size	Disp.	Item Description	UOM/Size	Price	Price

Total Lines: 6

THIS QUOTATION AND/OR ACKNOWLEDGEMENT ARE SUBJECT TO OUR
STANDARD TERMS OF SALE WHICH CAN BE ACCESSED AT:
[HTTPS://DOCS.USCCO.COM/PLS/TOSAGREEMENT.PDF](https://docs.uscco.com/pls/tosagreement.pdf) OR WE WILL SEND
YOU A COPY UPON YOUR REQUEST BY CALLING 1-800-832-2297

SUB-TOTAL: 22,623.00

TAX: 0.00

Please note: Due to extreme market volatility surrounding Sections 232 and 301 tariffs, all quoted prices are
subject to confirmation at time of order shipment. We continue to monitor the changing market conditions and
appreciate your understanding during these unprecedented times.

AMOUNT DUE: 22,623.00

U.S. Dollars



Charlevoix City Council

Consent Agenda

Title: Special Event Request: Charlevoix High School 2026 Senior Parade

Date: February 2, 2026

Presented By:

Background:

Charlevoix High School has submitted a request for approval to hold its annual Senior Parade on Sunday, May 31, 2026. A copy of the updated event policy was provided to the school, along with a summary of the recent changes. In response, they have returned the attached letter and map for inclusion on the Council agenda.

Recommendation:

Motion to approve the Charlevoix High School Senior parade request to take place on Sunday, May 31, 2026.

Attachments:

1. Senior Parade (2)
2. Scanned from a Xerox Multifunction Printer - 2026-01-15T143729.692



Charlevoix Public Schools

Learning Success for All

City of Charlevoix:

Charlevoix Middle High School would like to hold the senior graduation parade on May 31st at 12:30. We would like to have our cars line up on Clinton St just past the banks starting around 11:45am. We will have about 62 cars in attendance.

The parade route would be for them to go down Clinton, turn at Bridge street and turn east on Garfield to end at the elementary school.

We would like to use the space in front of the clock downtown for a truck with our announcer.

We would request help from officials on the route and traffic. I have also included the route of the parade.

We appreciate the support of such an amazing community and I would be happy to answer any questions on this event.

Sincerely,

Dan Terryberry

Principal Charlevoix Middle High School

dterryberry@rayder.net

231-547-8200



Imagery ©2026, Map data ©2026 200 ft

CmHS Senior Graduation Parade.
12:30pm May 31st

Charlevoix City Council

Consent Agenda

Title: Special Event Request: Sue DeYoung/Judy Edger Memorial Breast Cancer 5K Walk & Run

Date: February 2, 2026

Presented By:

Background:

The coordinators of the Sue DeYoung/Judy Edger Memorial Breast Cancer 5K Walk & Run are requesting permission to hold the event again this year on May 9. The route they are requesting to take is the same as in years past. Attached is their request and map.

Recommendation:

Motion to approve the Walk, Run, Cure event on May 9, 2026.

Attachments:

1. Letter to City Council 2026-1
2. Map

WALK, RUN, CURE

January 27, 2026

Charlevoix City Council
210 State Street
Charlevoix, MI 49720

Council Members,

Walk, Run, Cure also known as Sue DeYoung/Judy Edger Memorial Breast Cancer 5K Walk & Run are asking Charlevoix City Council permission to use the East Park/Odmark Pavilion on the date and time stated below. This is our 32nd Annual 5K Walk/Run with your permission we are hoping to hold the event on Saturday, May 9, 2026, from 7:30 am – 11:00am with the event starting at 9:00am. A map of the route walkers/runners will take is attached. This is an event that raises money for individuals and families who are dealing with a cancer diagnosis. The money raised will stay in our community to help those individuals or families that may have added expenses due to their diagnosis.

During the event participants will be encouraged to always use the sidewalks and volunteers will be at the intersections to make sure people are aware of the event. Also, in case of threatening weather the event will be cancelled.

In the past the City as well as the Police Department have been very generous in allowing us to use and help with the following:

Hang banners at both ends of town

Have access to Odmark Pavilion sound system

Use of 8-10 chairs and 6 picnic tables from Odmark Pavilion

2 trash cans in Odmark Pavilion

Access to water faucet in East Park

Access to restrooms at Odmark Pavilion and Harbormaster Building

Police presence at start of race, request officer and patrol vehicle to block the intersection of Belvedere and Bridge Street for approximately 20 minutes.

Request 6 traffic cones at Belvedere and May Street, police to put cones out to block traffic prior to the race, Police to remove cones after start of race.

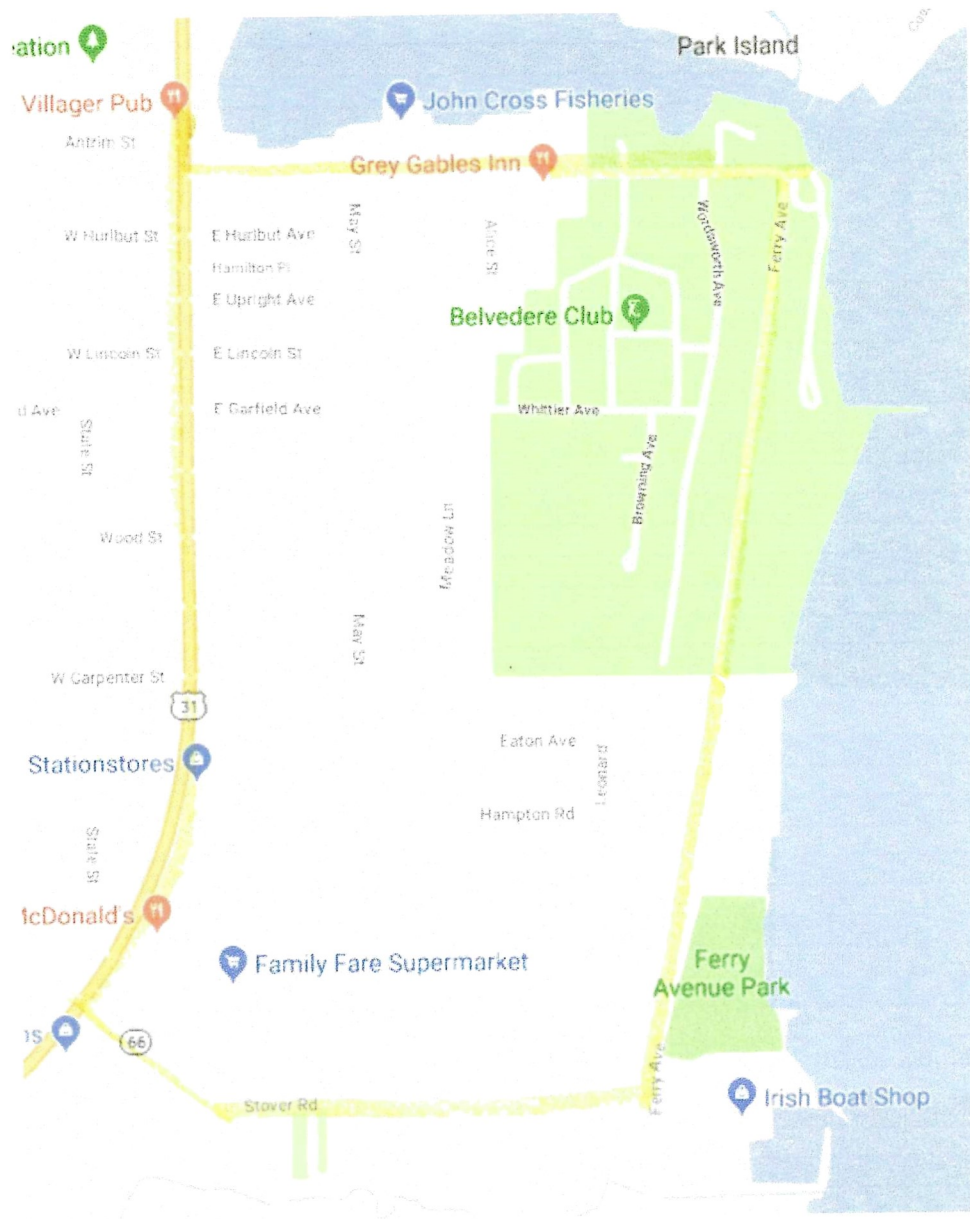
Thank you for your time and consideration. If you have any questions, please feel free to contact me at 231.675.5757 or Sandy Novotny 231.675.4210.

Sincerely,

A handwritten signature in cursive script that reads "Kim Stevens". The ink is dark and the signature is fluid.

Kim Stevens

Walk, Run, Cure Committee



THE CITY OF CHARLEVOIX | 210 STATE STREET | CHARLEVOIX, MICHIGAN 49720 | CHARLEVOIXMI.GOV



WALKING PATH



**RUNNING PATH, RUNNERS TURN AROUND AT FERRY
BOAT LAUNCH AND GO BACK TO EAST PARK**

Charlevoix City Council

Consent Agenda

Title: MPPA Required Resolutions for Director Transition

Date: February 2, 2026

Presented By:

Background:

With the recent transition of Electric Department Director, attached are two resolutions required by MPPA. The first resolution appoints City Manager Heydlauff to the MPPA Board of Commissioners and Jeff Goward, Electric Department Director, as Alternate Commissioner.

The second resolution appoints City Manager Heydlauff as the Member Authorized Representative and delegates him the authority to the MAR to approve PPC with MPPA if the PPC is within the guidelines of the MPPA Power Supply Risk Management Policy.

Recommendation:

Motion to approve Resolutions 2026-02-01 and 2026-02-02 as presented.

Attachments:

1. MPPA BOC Appointment Resolution 2026.02.01
2. MAR Resolution Hedge Policy Authorized 2026.02.02

**CITY OF CHARLEVOIX
RESOLUTION NO. 2026-02-01
RESOLUTION APPOINTING COMMISSIONERS TO THE MICHIGAN PUBLIC POWER AGENCY**

WHEREAS, the Michigan Public Power Agency ("MPPA") is a public body politic and corporate of the State of Michigan created in late 1978 under act 448, Public Acts of Michigan, 1976 as amended, to help members realize the benefits of joint action in the planning, development, acquisition, and management of energy-related assets and services; and

WHEREAS, the City of Charlevoix is a member of the MPPA which is governed by a Board of Commissioners consisting of one appointee from each member pursuant to MPPA by-laws as follows:

**ARTICLE II
BOARD OF COMMISSIONERS**

Section 2.1 Board of Commissioners and Alternate Commissioners. The Agency shall be governed by a Board of Commissioners appointed by the respective governing bodies of the municipalities which are members of the Agency. The governing body of each member municipality shall by resolution appoint one commissioner. The governing body of each member municipality may by resolution appoint an Alternate Commissioner who shall be entitled to vote only in the absence of the Commissioner. If a 2nd Alternate Commissioner is appointed in the resolution of the governing body of the member municipality, the resolution shall designate who shall be the 1st Alternate Commissioner and the 2nd Alternate Commissioner. In the event more than one Alternate Commissioner attends a meeting of the Agency, including any of its committees, the Alternate Commissioner with the highest designation shall be recognized and entitled to vote in the absence of the Commissioner.

NOW, THEREFORE BE IT RESOLVED:

1. That the City of Charlevoix appoints Mark L. Heydlauff, City Manager to the MPPA Board of Commissioners as a Commissioner effective as of the date of this resolution.
2. That the City of Charlevoix appoints Jeff Goward, Electric Department Director to the MPPA Board of Commissioners as an Alternate Commissioner effective as of the date of this resolution.
3. That all resolutions or parts of resolutions in conflict herewith shall be and the same are hereby rescinded.

RESOLVED this 2nd day of February, 2026 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas:

Nays:

Absent:

Motion carried/denied.

**CITY OF CHARLEVOIX
RESOLUTION NO. 2026-02-02
DESIGNATION OF THE MEMBER AUTHORIZED REPRESENTATIVE FOR MPPA**

- WHEREAS,** on March 11, 2009, the Michigan Public Power Agency (MPPA) Board of Commissioners by action in open meeting created the Energy Services Project ("Project"); and
- WHEREAS,** a Member joining the Project, must execute an Energy Services Agreement ("ESA") and
- WHEREAS,** Section 2 of the ESA requires the Member's Governing Body to designate a Member Authorized Representative ("MAR") and
- WHEREAS,** the MAR is delegated the responsibility of binding the Member into Power Purchase Commitments ("PPC") with MPPA

NOW, THEREFORE, for and in consideration the mutual covenants and agreements herein contained, it is agreed by and between the parties hereto as follows:

1. The Council hereby ratifies and confirms:
 - a. Designate Mark L. Heydlauff to be the Member Authorized Representative ("MAR")
 - b. Delegate the authority to the MAR to approve PPC with MPPA if the PPC is within guidelines of the MPPA Power Supply Risk Management Policy

RESOLVED this 2nd day of February, 2026 A.D.

Resolution was adopted by the following yeas and nays vote:

Yeas:

Nays:

Absent:

Charlevoix City Council

Consent Agenda

Title: Request from County Equalization Department-Parcel Search Software

Date: February 2, 2026

Presented By:

Background:

Charlevoix County has contracted with Pivot Point to provide a new online parcel information search and mapping application. This new application will be free to all users. It will provide the same information as a current search on County current application but will also have the ability to display local assessment information (building/land characteristics and valuations) and local tax billing/payment information. If the City would like to have its information displayed on the new site, the attached resolution will need to be passed by City Council.

The resolution were drafted by the County's civil counsel. The new search is still in development, and the Equalization Department is hoping to have it live, at least for assessment information, before the March Board of Review. If the City is interested in having its data shared via the website, approval of the attached resolution has been requested.

Please note, the information needed is already routinely shared with the public by the County offices and City offices. By approving this, it will allow residents to have easy access to their information, whether it's a tax payment or a record card.

Recommendation:

Motion to approve Resolution 2026-02-03 to share assessing and tax information with the County to be used in new property information and parcel map website.

Attachments:

1. Resolution 2026-02-03 County Pivot Point Sharing Info Online

**CITY OF CHARLEVOIX
RESOLUTION NO. 2026-02-03
RESOLUTION TO SHARE ASSESSING AND TAX INFORMATION WITH THE COUNTY TO BE USED IN NEW PROPERTY INFORMATION
AND PARCEL MAP WEBSITE**

- WHEREAS,** On October 8, 2025, the Charlevoix County Board of Commissions accepted an agreement submitted by Pivot Point Partners, LLC, to create a parcel information and mapping website (the “database”) for the County, in an effort for the County to provide additional transparency and access to public information; and,
- WHEREAS,** the database will include an online GIS property viewer, and provide public access to information concerning a property including, but not limited to, the property’s real estate information, sales history, property taxes, and include a GIS property viewer; and,
- WHEREAS,** the County desires for the software to be as comprehensive as possible to provide the public the most complete and up-to-date records possible; and,
- WHEREAS,** the County has requested that the City, through the City Assessor and City Treasurer, share relevant assessing and tax information to be compiled into the database; and,
- WHEREAS,** the City recognizes that in order for the County’s software to have accurate information concerning City properties the County requires property assessment and tax information from the City; and,
- WHEREAS,** the City finds it in the best interest of its residents to share assessing and tax information with the County for use in the database.

NOW, THEREFORE, BE IT HEREBY RESOLVED AS FOLLOWS:

1. The City hereby directs the City Assessor and City Treasurer to work with the Charlevoix County Equalization Department and Charlevoix County Treasurer Department to provide assessment and tax information for properties in City of Charlevoix.
2. All resolutions or parts of resolutions in conflict with this Resolution are hereby repealed.
3. The City shall, to the fullest extent permitted by law, fully indemnify and hold the County, and its officials, officers, boards, committees, commissions, agents and employees harmless from and against any and all expenses, losses, claims, demands, lawsuits, actions, liability and judgments for damages arising out or related to data sharing permitted by this Resolution.

Charlevoix City Council

Consent Agenda

Title: Emergency Repair: Trackless Snowblower Unit

Date: February 2, 2026

Presented By:

Background:

Last week, we had a hydraulic hose break and a small fire start on our trackless snowblower unit used to keep walkways clear of snow. The unit is 6 months past warranty but we have been working with the vendor who sells this brand. The emergency repair process is underway to fix it and could range as high as \$20,000. Given the unique nature of this, we believe there is some prospect the vendor and dealer will assist in the repair cost but, pursuant to policy, this is notice to Council of this repair and the cost associated with it.

Recommendation:

Motion to approve the emergency repairs to the trackless McQueen unit as presented.

Attachments:

None

Charlevoix City Council

Public Hearings and Actions Requiring Public Hearings

Title: Set Public Hearing: Ordinance 868 of 2026: Budget Amendment for Fiscal Year 2025-2026

Date: February 2, 2026

Presented By: Mark Heydlauff, City Manager

Background:

The proposed budget amendment will keep the City's budget process in compliance with Public Act 202 and update the estimated year-end budget for 2025-26 to our best estimate. As we approach the year that ends on March 31, 2026, we have the knowledge of how the year has actually unfolded and can align the budget with this experience. Included with this item is the draft ordinance which updates the budget. The full budget details can be found in the columns second from the right in the attachments on the next item (Estimated Actual).

We can review this and any other items further during your Work Session scheduled for Thursday afternoon.

Recommendation:

Motion to set public hearing for the 2025-26 Budget Amendment Ordinance for February 16, 2026 at 6 p.m. in the City Council Chambers, 210 State Street, Charlevoix, MI.

Attachments:

1. 868 of 2026 budget amendment

CITY OF CHARLEVOIX
ORDINANCE NO. 868 OF 2026
2025-26 BUDGET AMENDMENT #1

The Budget for the fiscal year beginning April 1,2025 shall be amended for operating the City of Charlevoix. Ordinance 868 of 2026 Budget Appropriation Act of 2025-26 is hereby amended as follows:

		Original Budget	Amended Budget	Net Change
General Fund	RV Total	4,596,213	4,745,805	149,592
- Legislative	EX Total	64,045	62,268	(1,777)
- General Government	EX Total	874,460	892,813	18,353
- Public Safety	EX Total	1,531,518	1,467,363	(64,155)
- Public Works	EX Total	459,000	429,105	(29,895)
- Recreation & Culture	EX Total	1,680,435	1,696,120	15,685
- Other	EX Total	24,200	54,315	30,115
- Fund Transfers	EX Total	48,882	36,000	(12,882)
Major Street Fund	RV Total	481,223	437,532	(43,691)
Major Street Fund	EX Total	472,128	436,748	(35,380)
Local Street Fund	RV Total	225,943	188,535	(37,408)
Local Street Fund	EX Total	180,278	208,222	27,944
Parking Services Fund	RV Total	163,700	181,000	17,300
Parking Services Fund	EX Total	156,539	140,986	(15,553)
Housing Initiatives Fund	RV Total	360,200	6,200	(354,000)
Housing Initiatives Fund	EX Total	300,000	0	(300,000)
Boat Launch Fund	RV Total	45,200	48,100	2,900
Boat Launch Fund	EX Total	45,128	38,115	(7,013)
DDA Fund	RV Total	723,305	720,943	(2,362)
DDA Fund	EX Total	644,990	692,081	47,091
Airport Fund	RV Total	2,152,123	2,263,907	111,784
Airport Fund	EX Total	2,646,726	2,820,912	174,186
Debt Service Infrastructure	RV Total	323,000	323,400	400
Debt Service New Facility	RV Total	489,500	486,300	(3,200)
Fire Replacement Fund	RV Total	60,600	191,600	131,000
Fire Replacement Fund	EX Total	500,000	583,380	83,380
Sewer Capital Fund-Tap Ins	RV Total	16,200	60,200	44,000
Sewer Capital Fund-North&South Side	RV Total	3,700	1,700	(2,000)
Infrastructure Improvements Fund	RV Total	380,168	392,436	12,268
Street Improvements	RV Total	313,264	327,078	13,814
Business Park Fund	EX Total	5,000	3,500	(1,500)
Mt. McSauba Recreation Improvement Fund	RV Total	8,200	9,518	1,318
Trail Development-Improvement Fund	RV Total	659,371	1,600	(657,771)
Trail Development-Improvement Fund	EX Total	958,328	10,000	(948,328)
Building Capital Improvement Fund	RV Total	0	570,994	570,994
Building Capital Improvement Fund	EX Total	0	672,654	672,654
Electric Fund	RV Total	9,698,528	9,271,659	(426,869)
Electric Fund	EX Total	10,628,012	10,342,388	(285,624)
Sewer Fund	RV Total	2,936,800	3,031,143	94,343
Sewer Fund	EX Total	3,793,014	3,220,237	(572,777)
Water Fund	RV Total	2,201,500	2,254,983	53,483
Water Fund	EX Total	3,736,231	1,964,695	(1,771,536)
Marina Fund	RV Total	1,058,616	1,029,368	(29,248)
Marina Fund	EX Total	1,540,389	1,527,622	(12,767)
Employee Fringe Benefit Fund	RV Total	3,187,825	3,358,756	170,931
Employee Fringe Benefit Fund	EX Total	3,194,900	3,320,533	125,633
Motor Pool Fund	RV Total	1,361,495	1,421,587	60,092
Motor Pool Fund	EX Total	1,797,200	1,889,788	92,588
Perpetual Care Trust Fund	RV Total	6,000	18,512	12,512
<u>Bad Debt Write-Offs</u>				
General Fund/EMS	2,496			
Electric Fund	22,383			
Water Fund	3,597			
Sewer Fund	4,894			
DDA Fund	4,568			
Misc	270			
2025-26 TOTAL:	38,208			
2024-25	\$52,113			
2023-24	\$43,279			
2022-23	\$90,459			
2021-22	\$146,992			

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

Ordinance No. 868 was adopted on the 16th day of February 2026 A.D., by the Charlevoix City Council as follows:
Motion by:
Seconded by:
Yeas:
Nays:
Absent:

State of Michigan }
City of Charlevoix } §

Sarah J. Dvoracek	Clerk	Lyle Gennett	Mayor
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Charlevoix City Council

Public Hearings and Actions Requiring Public Hearings

Title: Set Public Hearing: Ordinance 869 of 2026: 2026-27 Budget

Date: February 2, 2026

Presented By: Mark Heydlauff, City Manager

Background:

City Council needs to have a public hearing for the 2026-27 Budget, which also sets the millage rates to support the budget. The public hearing also fulfills the Truth in Taxation hearing required to levy the tax millage each year. The budget needs to be in place prior to the start of our new fiscal year beginning on April 1, 2026. An ordinance takes 30 days to take effect following passage by City Council.

Recommendation:

Set the Budget Public Hearing for the 2026-2027 Budget Ordinance on February 16, 2026, at 6 p.m. in the City Hall Council Chambers, 210 State Street, Charlevoix, MI.

Attachments:

1. Budget Report 26-27 General Summary
2. Budget Report 26-27 General Revenue
3. Budget Report 26-27 General Expense Summary
4. Budget Report 26-27 General Expense Detail
5. Budget Report 26-27 DDA
6. Budget Report 26-27 airport
7. Budget Report 26-27 Debt
8. Budget Report 26-27 Fringe
9. Budget Report 26-27 Major and Local New
10. Budget Report 26-27 MISC Funds NEW
11. Budget Report 26-27 Perpetual Care
12. Budget Report 26-27 Utilities NEW
13. Budget Report 26-27marina
14. Budget Report 26-27 motorpool
15. Ordinance 869 for 2026-27 budget

**CITY OF CHARLEVOIX
GENERAL FUND
BUDGET
26-27**

	24-25 Actual	25-26 Budget	25-26 Est. Actual	26-27 Budget
REVENUES				
Taxes	3,233,499	3,382,650	3,383,901	3,412,350
Licenses & Permits	61,208	46,950	49,000	49,000
Federal Grants	29,748	-	34,980	600
State Grants & Revenue	366,320	355,117	381,538	317,657
Local Grants & Contributions	243,055	25,700	73,130	17,925
Charges for Services	471,183	489,900	482,897	486,200
Fines & Forfeits	5,365	2,300	3,417	2,200
Interest & Rents	285,199	230,836	250,638	252,296
Other	8,361	15,000	13,000	12,000
Fund Transfers	29,500	47,760	73,305	17,472
TOTAL REVENUES	\$ 4,733,437	\$ 4,596,213	\$ 4,745,805	\$ 4,567,700
EXPENSES				
Legislative	60,432	64,045	62,268	59,300
General Government	781,619	874,460	892,813	896,113
Public Safety	1,344,305	1,531,518	1,467,363	1,442,515
Public Works	371,678	459,000	429,105	494,534
Health & Welfare	125	-	-	-
Recreation & Culture	1,877,452	1,680,435	1,696,120	1,692,086
Other	53,837	24,200	54,315	32,400
Fund Transfers	89,076	48,882	36,000	96,000
TOTAL EXPENSES	\$ 4,578,523	\$ 4,682,540	\$ 4,637,983	\$ 4,712,948
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 154,914	\$ (86,327)	\$ 107,822	\$ (145,248)
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	1,167,477	1,322,391	1,322,391	1,430,213
NET CHANGE IN FUND BALANCE	154,914	(86,327)	107,822	(145,248)
FUND BALANCE	\$ 1,322,391	\$ 1,236,063	\$ 1,430,213	\$ 1,284,965
CASH & INVESTMENTS	\$ 1,324,444	\$ 1,238,116	\$ 1,432,266	\$ 1,287,019
FUND BALANCE AS % OF TOTAL EXPENSES	29%	26%	31%	27%

CITY OF CHARLEVOIX
GENERAL FUND REVENUE DETAIL
BUDGET
26-27

	24-25 Actual	25-26 Budget	25-26 Est. Actual	26-27 Budget
TAXES				
CURRENT PROPERTY TAX LEVY	2,724,271	2,880,800	2,884,171	2,915,500
REFUSE TAX	293,758	310,600	320,197	323,700
TAXES-DELQ-CITY OPERATING	61,731	40,000	40,000	40,000
TAXES-DELQ-CITY REFUSE	6,657	4,000	4,000	4,000
PAYMENT IN LIEU OF TAXES	10,471	7,400	5,000	5,000
IFT/CFT TAXES	8,727	8,000	12,758	5,200
LOCAL STABILIZATION REVENUE	84,354	89,150	77,475	78,250
INTEREST & PENALTIES - DELINQ	10,605	7,000	7,000	7,000
TAX ADMIN. FEES	32,927	35,700	33,300	33,700
TOTAL TAXES	\$ 3,233,499	\$ 3,382,650	\$ 3,383,901	\$ 3,412,350
LICENSES & PERMITS				
LICENSES & PERMITS	9,285	8,000	10,000	10,000
SIDEWALK CAFE PERMIT	200	250	300	300
LICENSES - SHORT TERM RENTALS	51,723	38,700	38,700	38,700
TOTAL LICENSES & PERMITS	\$ 61,208	\$ 46,950	\$ 49,000	\$ 49,000
FEDERAL GRANTS				
FEDERAL GRANTS - OTHER	0	0	1,060	600
FEDERAL GRANTS - OTHER	29,748	0	33,920	0
TOTAL FEDERAL GRANTS	\$ 29,748	\$ -	\$ 34,980	\$ 600
STATE GRANTS & REVENUE				
STATE GRANTS - PUBLIC SAFETY	2,195	2,200	9,240	2,200
STATE GRANTS-POLICE CPE TRAIN	9,000	4,000	6,000	4,000
STATE GRANTS - ELECTIONS	9,000	0	10,000	0
STATE GRANTS - OTHER	39,200	40,400	48,847	3,847
STATE SHARED REVENUE	280,233	281,167	278,960	278,960
STATE SHARED REV. - LIQUOR LIC	12,871	12,850	12,850	12,850
STATE SHARED REVENUE - METRO	13,821	14,500	15,641	15,800
TOTAL STATE GRANTS & REVENUE	\$ 366,320	\$ 355,117	\$ 381,538	\$ 317,657
LOCAL GRANTS & CONTRIBUTIONS				
GRANTS - CVX COUNTY COMM FOUND	700	0	0	0
GRANTS - OTHER	0	0	4,500	0
GRANTS - GRAND TRAVERSE BAND	15,000	5,000	27,680	5,000
GRANTS - FARMERS MARKET	400	2,000	1,000	0
GRANTS - CHARLEVOIX FIT	0	1,000	0	0
CONTRIB & DONAT - PRIVATE SRCS	214,158	0	23,275	0
CONTRIB & DONAT-RESTRIC POLICE	0	0	50	0

CITY OF CHARLEVOIX
GENERAL FUND REVENUE DETAIL
BUDGET
26-27

	24-25 Actual	25-26 Budget	25-26 Est. Actual	26-27 Budget
CONTRIB & DONAT - SKATE PARK	1,513	2,500	1,000	1,000
CONTRIBUTIONS-DAY CAMP SCHOLAR	3,300	3,000	1,000	1,000
SCHOLARSHIPS - SKI HILL	3,025	6,000	7,000	7,000
CONTRIB & DONATIONS - BRICKS	0	1,200	1,200	0
CONTRIB PRIV SOURCE-PARK BENCH	0	2,000	2,000	0
DONATIONS-MCSAUBA CANDLE HIKE	739	1,000	1,000	500
SPONSOR/DONATION - FARMERS MKT	2,500	2,000	2,675	2,675
DONATIONS - DOG PARK	150	0	0	0
DONATIONS - RECREATION	750	0	750	750
DONATIONS-MCSAUBA IMPROVEMENTS	820	0	0	0

TOTAL LOCAL GRANTS & CONTRIBUTIONS	\$ 243,055	\$ 25,700	\$ 73,130	\$ 17,925
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CHARGES FOR SERVICES

CHARGES FOR SERVICES - OTHER	1,382	700	2,510	1,000
CEMETERY-LOTS, FOUND & OPENING	33,543	55,000	45,000	47,000
PAVILLION RESERVATION FEE	12,143	12,500	12,500	12,500
RECREATION - TAXABLE MDSE	1,563	1,200	667	200
FARMERS MARKET SALES	21,400	23,500	21,000	21,000
GOLF - TAXABLE ITEMS	14,527	10,000	10,220	10,000
GOLF - NON TAXABLE ITEMS	1,314	2,500	2,000	2,000
USE & ADMISSIONS - GREEN FEES	177,259	175,000	185,000	185,000
USE & ADMISSIONS-SUMMER SPORTS	5,145	6,000	4,000	4,000
USE & ADMISSIONS - DAY CAMP	105,544	105,000	106,500	110,000
USE & ADMISSIONS - SKI HILL	76,733	75,000	75,000	75,000
USE & ADMISSIONS - BEACHES	3,555	6,500	3,500	3,500
USE & ADMISSIONS-SKATING RINK	2,160	500	500	500
USE&ADMISSIONS-FARM MKT BOOTH	13,535	15,000	13,000	13,000
USE & ADMISSIONS-YOGA IN PARK	450	500	500	500
USE&ADM-COMMUNITY PARTNERSHIPS	930	1,000	1,000	1,000

TOTAL CHARGES FOR SERVICES	\$ 471,183	\$ 489,900	\$ 482,897	\$ 486,200
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FINES & FORFEITS

FINES AND FORFEITS	1,275	200	510	200
ORDINANCE FINES - COUNTY	4,024	2,000	2,907	2,000
NSF CHECK CHARGES	66	100	0	0

TOTAL FINES & FORFEITS	\$ 5,365	\$ 2,300	\$ 3,417	\$ 2,200
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INTEREST & RENTS

INTEREST EARNINGS	25,875	10,000	30,288	29,000
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CITY OF CHARLEVOIX
GENERAL FUND REVENUE DETAIL
BUDGET
26-27

	24-25 Actual	25-26 Budget	25-26 Est. Actual	26-27 Budget
RENTS & ROYAL.-CITY HALL & BLD	213,250	218,236	217,281	221,096
RENTS & ROYALTIES - ELECTIONS	1,941	2,600	2,169	2,200
RENTS/ROYAL. FERRY BOAT LAUNCH	44,133	0	0	0
RENTS & ROYALTIES - RECREATION SPORTS	0	0	900	0
TOTAL INTEREST & RENTS	\$ 285,199	\$ 230,836	\$ 250,638	\$ 252,296

OTHER				
MISCELLANEOUS	7,861	12,000	12,000	12,000
REFUNDS & REBATES	0	1,000	0	0
REFUND & REBATES - INSURANCE	500	2,000	1,000	0
SALE OF FIXED ASSETS	0	0	0	0
CONTRIBUTIONS FROM OTHER FUNDS	29,500	47,760	73,305	17,472
TOTAL OTHER	\$ 37,861	\$ 62,760	\$ 86,305	\$ 29,472

TOTAL REVENUES	\$ 4,733,437	\$ 4,596,213	\$ 4,745,805	\$ 4,567,700
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CITY OF CHARLEVOIX
GENERAL FUND EXPENSES SUMMARY
BUDGET
26-27

	24-25	25-26	25-26	26-27
	Actual	Budget	Est. Actual	Budget
LEGISLATIVE				
Common Council	60,432	64,045	62,268	59,300
TOTAL LEGISLATIVE	\$ 60,432	\$ 64,045	\$ 62,268	\$ 59,300

GENERAL GOVERNMENT				
Mayor	5,381	9,050	9,050	8,230
City Manager	121,606	132,880	142,347	143,304
Elections	41,608	53,500	54,187	45,375
Assessor	50,166	51,600	48,015	48,319
City Attorney	16,689	30,400	30,400	30,400
City Clerk	51,165	68,153	72,048	77,119
City Treasurer	82,666	81,532	99,587	100,880
City Hall & Grounds	266,269	289,845	278,371	282,990
Cemetery	146,069	157,500	158,808	159,496
TOTAL GENERAL GOVERNMENT	\$ 781,619	\$ 874,460	\$ 892,813	\$ 896,113

PUBLIC SAFETY				
Police Department	1,028,997	1,150,530	1,133,494	1,177,669
Fire Department	219,730	254,100	238,852	172,478
Planning	95,577	126,888	95,017	92,368
TOTAL PUBLIC SAFETY	\$ 1,344,305	\$ 1,531,518	\$ 1,467,363	\$ 1,442,515

PUBLIC WORKS				
Highways & Streets				
Leaf Pickup	263,316	281,300	249,100	321,406
Spring Cleanup	59,138	101,900	101,900	104,585
Brush Pickup	49,223	75,800	78,105	68,543
TOTAL PUBLIC WORKS	\$ 371,678	\$ 459,000	\$ 429,105	\$ 494,534

HEALTH & WELFARE				
Ambulance	125	-	-	-
TOTAL HEALTH & WELFARE	\$ 125	\$ -	\$ -	\$ -

RECREATION & CULTURE				
Parks Maintenance	987,670	773,090	786,779	771,964
Recreation Administration	239,044	246,163	255,185	272,334
City Beaches	9,696	8,150	6,500	6,500
Ball Fields	20,237	24,700	19,040	21,042
Day Camp	95,355	105,720	101,339	109,250
Ice Rink	9,118	4,100	4,100	4,100
Mt. McSauba Ski Hill	180,505	191,992	206,295	205,563

CITY OF CHARLEVOIX
GENERAL FUND EXPENSES SUMMARY
BUDGET
26-27

	24-25	25-26	25-26	26-27
	Actual	Budget	Est. Actual	Budget
Recreational Sports	3,520	-	142	-
Skate Park	6,015	8,400	3,843	4,000
Golf Course	279,310	306,195	300,972	285,408
Boat Launch	37,747	-	-	-
Community Promotion	9,236	11,925	11,925	11,925
TOTAL RECREATION & CULTURE	\$ 1,877,452	\$ 1,680,435	\$ 1,696,120	\$ 1,692,086

MISCELLANEOUS				
OTHER	53,837	24,200	54,315	32,400
FUND TRANSFERS	89,076	48,882	36,000	96,000
TOTAL MISCELLANEOUS	\$ 142,913	\$ 73,082	\$ 90,315	\$ 128,400

TOTAL EXPENSES	\$ 4,578,523	\$ 4,682,540	\$ 4,637,983	\$ 4,712,948
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CITY OF CHARLEVOIX
GENERAL FUND EXPENSES DETAIL
BUDGET
26-27

	24-25 Actual	25-26 Budget	25-26 Est. Actual	26-27 Budget
COMMON COUNCIL				
FEES & PER DIEM	17,295	19,770	19,320	20,070
EMPLOYEE FRINGE BENEFITS	2,594	3,870	3,798	3,930
OFFICE SUPPLIES	4,449	2,700	2,700	2,000
PROFESSIONAL SERVICES	9,734	16,000	16,000	14,000
MEMBERSHIPS & DUES	2,330	2,400	2,450	2,500
CONFERENCE & TRAVEL	9,659	6,200	6,200	4,500
PRINTING & PUBLISHING	5,588	4,500	4,500	5,000
MISCELLANEOUS	7,274	7,300	7,300	7,300
LOAN INTEREST	1,509	1,305	-	-
TOTAL COMMON COUNCIL	\$ 60,432	\$ 64,045	\$ 62,268	\$ 59,300
MAYOR				
FEES & PER DIEM	3,903	4,840	4,840	4,990
EMPLOYEE FRINGE BENEFITS	645	810	810	840
OFFICE SUPPLIES	-	200	200	200
MISC. (MEMBERSHIPS & DUES)	-	100	100	100
CONFERENCE & TRAVEL	233	2,500	2,500	1,500
CAR ALLOWANCE	600	600	600	600
TOTAL MAYOR	\$ 5,381	\$ 9,050	\$ 9,050	\$ 8,230
CITY MANAGER				
SALARIES & WAGES	37,690	39,100	47,044	51,254
WAGES (ICMA)	3,765	7,200	-	-
SALARIES & WAGES - TEMPORARY	5,886	7,116	1,450	-
EMPLOYEE FRINGE BENEFITS	37,241	40,200	51,200	53,100
OFFICE SUPPLIES	9,524	7,900	7,900	7,900
BOOKS, MAGAZINES & PERIODICALS	339	700	700	500
CONTRACTUAL SERVICES	4,161	10,000	12,643	10,000
MEMBERSHIPS & DUES	915	1,700	1,700	1,500
TELEPHONE	2,783	2,964	4,200	4,700
CONFERENCE & TRAVEL	13,003	9,500	9,000	8,200
CAR ALLOWANCE	5,400	5,400	5,400	5,400
MISCELLANEOUS	(10)	300	310	-
OFFICE EQUIPMENT	911	800	800	750
TOTAL CITY MANAGER	\$ 121,606	\$ 132,880	\$ 142,347	\$ 143,304

CITY OF CHARLEVOIX
GENERAL FUND EXPENSES DETAIL
BUDGET
26-27

24-25 Actual	25-26 Budget	25-26 Est. Actual	26-27 Budget
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ELECTIONS

SALARIES & WAGES	9,368	13,400	13,440	13,775
WAGES (ICMA)	588	1,400	-	-
SALARIES & WAGES - TEMPORARY	7,127	12,150	3,000	6,000
EMPLOYEE FRINGE BENEFITS	8,862	12,700	12,747	13,600
OFFICE SUPPLIES	13,509	4,850	18,000	5,000
PRINTING & PUBLISHING	-	4,000	4,000	4,000
EQUIPMENT MAINTENANCE	2,154	5,000	3,000	3,000

TOTAL ELECTIONS	\$ 41,608	\$ 53,500	\$ 54,187	\$ 45,375
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ASSESSOR

FEES & PER DIEM	1,050	1,500	1,500	1,500
EMPLOYEE FRINGE BENEFITS	165	200	200	200
OFFICE SUPPLIES	69	200	200	200
CONTRACTUAL SERVICES	39,600	39,600	39,600	39,900
CONFERENCE & TRAVEL	4,126	4,200	4,200	4,200
PRINTING & PUBLISHING	-	1,800	1,980	1,984
EQUIPMENT MAINTENANCE	4,265	4,100	335	335
OFFICE EQUIPMENT	891	-	-	-

TOTAL ASSESSOR	\$ 50,166	\$ 51,600	\$ 48,015	\$ 48,319
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CITY ATTORNEY

LEGAL FEES	16,689	30,000	30,000	30,000
MISC. (DUES & PERIODICALS)	-	400	400	400

TOTAL CITY ATTORNEY	\$ 16,689	\$ 30,400	\$ 30,400	\$ 30,400
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CITY CLERK

SALARIES & WAGES	18,594	21,600	21,571	22,191
WAGES (ICMA)	1,168	2,300	-	-
SALARIES & WAGES - TEMPORARY	1,394	4,153	1,164	1,199
EMPLOYEE FRINGE BENEFITS	15,683	17,500	19,913	20,500
OFFICE SUPPLIES	6,270	7,500	7,500	11,029
CONTRACTUAL SERVICES	2,607	2,500	8,500	8,500
MISC. (MEMBERSHIPS & DUES)	840	1,000	1,000	1,000
INSURANCE & BONDS	100	100	100	100
TELEPHONE	1,382	1,400	2,200	2,300

CITY OF CHARLEVOIX
GENERAL FUND EXPENSES DETAIL
BUDGET
26-27

	24-25 Actual	25-26 Budget	25-26 Est. Actual	26-27 Budget
CONFERENCE & TRAVEL	3,008	5,300	5,300	6,300
EQUIPMENT MAINTENANCE	-	800	800	-
OFFICE EQUIPMENT	119	4,000	4,000	4,000
TOTAL CITY CLERK	\$ 51,165	\$ 68,153	\$ 72,048	\$ 77,119

CITY TREASURER

SALARIES & WAGES	29,818	26,300	31,850	32,709
WAGES (ICMA)	1,844	2,550	-	-
SALARIES & WAGES - TEMPORARY	-	-	910	1,000
EMPLOYEE FRINGE BENEFITS	24,834	20,400	29,292	29,906
OFFICE SUPPLIES	6,724	5,850	6,000	5,700
PROFESSIONAL SERVICES	3,876	7,300	16,700	16,700
MISC. (MEMBERSHIPS & DUES)	457	1,000	1,000	1,000
INSURANCE & BONDS	257	300	300	300
TELEPHONE	1,982	2,082	2,485	2,515
CONFERENCE & TRAVEL	1,480	3,450	3,450	3,450
PRINTING & PUBLISHING	4,724	4,700	5,500	5,500
EQUIPMENT MAINTENANCE	6,671	6,700	2,000	2,000
MISCELLANEOUS (BANK FEES)	-	600	100	100
OFFICE EQUIPMENT	-	300	-	-
TOTAL CITY TREASURER	\$ 82,666	\$ 81,532	\$ 99,587	\$ 100,880

CITY HALL & GROUNDS

SALARIES & WAGES	34,149	35,200	35,251	36,308
WAGES (ICMA)	2,190	3,700	-	-
SALARIES & WAGES - TEMPORARY	16,243	18,215	18,219	18,766
EMPLOYEE FRINGE BENEFITS	30,825	30,200	34,971	35,986
REPAIRS & MAINTENANCE SUPPLIES	8,831	21,500	22,000	21,500
PROFESSIONAL SERVICES	1,900	3,900	3,900	3,900
CONTRACTUAL SERVICES	37,823	28,430	28,430	28,430
TELEPHONE	1,413	1,100	3,000	3,500
UTILITIES	102,881	100,000	103,000	110,000
BUILDING MAINTENANCE	25,711	45,600	27,600	22,600
MISCELLANEOUS	4,304	2,000	2,000	2,000
TOTAL CITY HALL & GROUNDS	\$ 266,269	\$ 289,845	\$ 278,371	\$ 282,990

CEMETERY

SALARIES & WAGES	17,620	18,400	19,210	19,808
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CITY OF CHARLEVOIX
GENERAL FUND EXPENSES DETAIL
BUDGET
26-27

	24-25 Actual	25-26 Budget	25-26 Est. Actual	26-27 Budget
WAGES (ICMA)	1,153	1,900	-	-
SALARIES & WAGES - TEMPORARY	72,061	73,000	73,803	76,018
EMPLOYEE FRINGE BENEFITS	25,347	25,300	28,529	29,300
OPERATING SUPPLIES	7,658	8,700	7,466	4,970
TELEPHONE	1,085	1,300	1,500	1,600
UTILITIES	14,905	19,200	16,000	17,500
EQUIPMENT RENTAL	2,315	4,300	4,300	4,300
MISCELLANEOUS	674	400	3,000	1,000
MACHINERY & EQUIPMENT	3,250	5,000	5,000	5,000

TOTAL CEMETERY	\$	146,069	\$	157,500	\$	158,808	\$	159,496
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POLICE DEPARTMENT

SALARIES & WAGES	446,197	460,600	428,298	476,933
WAGES (ICMA)	30,149	57,300	-	-
SALARIES & WAGES - TEMPORARY	4,000	12,300	12,300	12,300
EMPLOYEE FRINGE BENEFITS	373,293	361,100	393,740	438,200
SOFTWARE LICENSING/SUBSCRIPTIONS	-	19,410	37,410	15,410
OFFICE SUPPLIES	5,005	6,500	6,430	5,000
OPERATING SUPPLIES	8,434	3,000	5,450	3,350
UNIFORMS PURCHASED	8,392	8,000	8,000	8,000
UNIFORMS, LAUNDRY & CLEANING	155	500	200	400
CONTRACTUAL SERVICES	15,440	15,200	32,000	35,200
INSURANCE & BONDS	9,164	9,300	11,221	12,000
TELEPHONE	2,146	3,900	4,900	5,300
CONFERENCE & TRAVEL	11,250	6,000	8,500	8,500
302 TRAINING	2,060	2,000	1,260	1,260
CPE TRAINING	1,115	9,250	8,250	8,250
EQUIPMENT RENTAL	91,896	96,300	96,375	98,226
MISCELLANEOUS	6,869	14,500	13,890	14,640
MISC. (DRUG FORFEITURE)	65	250	100	100
EQUIPMENT	13,367	65,120	65,170	34,600

TOTAL POLICE DEPARTMENT	\$	1,028,997	\$	1,150,530	\$	1,133,494	\$	1,177,669
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FIRE DEPARTMENT

CONTRACTUAL SERVICES	150,725	168,900	154,103	161,332
INSURANCE & BONDS	6,270	6,300	5,849	6,146

CITY OF CHARLEVOIX
GENERAL FUND EXPENSES DETAIL
BUDGET
26-27

	24-25 Actual	25-26 Budget	25-26 Est. Actual	26-27 Budget
EQUIPMENT MAINTENANCE	3,796	20,000	20,000	5,000
EQUIPMENT RENTAL	58,940	58,900	58,900	-

TOTAL FIRE DEPARTMENT	\$ 219,730	\$ 254,100	\$ 238,852	\$ 172,478
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PLANNING

SALARIES & WAGES	26,741	29,800	29,788	30,681
WAGES (ICMA)	2,946	3,000	-	-
SALARIES & WAGES - TEMPORARY	5,671	11,000	7,165	7,369
EMPLOYEE FRINGE BENEFITS	24,088	24,900	30,564	31,543
OFFICE SUPPLIES	2,706	2,600	7,917	2,600
PROFESSIONAL SERVICES	7,580	6,638	9,608	9,800
CONTRACTUAL SERVICES	19,951	41,600	2,100	2,300
MEMBERSHIPS & DUES	725	725	775	775
TELEPHONE	631	525	1,000	1,200
CONFERENCE & TRAVEL	3,114	3,500	3,500	3,500
PRINTING & PUBLISHING	1,138	1,800	1,800	1,800
MISCELLANEOUS	110	300	300	300
OFFICE EQUIPMENT	177	500	500	500

TOTAL PLANNING	\$ 95,577	\$ 126,888	\$ 95,017	\$ 92,368
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HIGHWAYS & STREETS

TOTAL HIGHWAYS & STREETS	\$ -	\$ -	\$ -	\$ -
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LEAF PICKUP

SALARIES & WAGES	51,852	50,000	36,652	46,646
WAGES (ICMA)	3,154	4,900	-	-
SALARIES & WAGES - TEMPORARY	30,959	26,000	44,960	40,960
EMPLOYEE FRINGE BENEFITS	47,314	38,000	40,088	47,400
OPERATING SUPPLIES	2,993	2,900	2,900	2,900
CONTRACTUAL SERVICES	2,800	39,500	4,500	69,500
EQUIPMENT RENTAL	124,243	120,000	120,000	114,000

TOTAL LEAF PICKUP	\$ 263,316	\$ 281,300	\$ 249,100	\$ 321,406
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SPRING CLEANUP

CONTRACTUAL SERVICES	59,138	101,900	101,900	104,585
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CITY OF CHARLEVOIX
GENERAL FUND EXPENSES DETAIL
BUDGET
26-27

	24-25 Actual	25-26 Budget	25-26 Est. Actual	26-27 Budget
TOTAL SPRING CLEANUP	\$ 59,138	\$ 101,900	\$ 101,900	\$ 104,585

BRUSH PICKUP

SALARIES & WAGES	699	14,900	7,719	8,000
WAGES (ICMA)	94	1,600	-	-
SALARIES & WAGES - TEMPORARY	17,082	16,500	23,960	20,408
EMPLOYEE FRINGE BENEFITS	3,121	13,800	10,426	10,135
EQUIPMENT RENTAL	28,226	29,000	36,000	30,000
TOTAL BRUSH PICKUP	\$ 49,223	\$ 75,800	\$ 78,105	\$ 68,543

AMBULANCE

BAD DEBT EXPENSE	125	-	-	-
TOTAL AMBULANCE	\$ 125	\$ -	\$ -	\$ -

PARKS MAINTENANCE

SALARIES & WAGES	137,004	135,800	138,460	142,345
WAGES (ICMA)	11,201	14,300	-	-
SALARIES & WAGES - TEMPORARY	131,772	135,000	129,280	132,859
EMPLOYEE FRINGE BENEFITS	129,578	126,000	142,576	146,400
OPERATING SUPPLIES	78,490	75,000	79,500	80,970
REPAIRS & MAINTENANCE SUPPLIES	315	-	300	-
IWF MAINTENANCE	-	1,400	-	-
PROFESSIONAL SERVICES	1,484	-	2,020	-
CONTRACTUAL SERVICES	382,986	148,800	155,243	128,990
CONTRACTUAL SERVICE-BIKE SHARI	-	1,500	1,500	1,500
CONTRACTUAL SERVICES-DOG PAR	393	500	500	500
UTILITIES	64,982	75,390	78,000	79,000
BUILDING MAINTENANCE	349	1,500	1,500	1,500
EQUIPMENT RENTAL	46,893	55,400	55,400	55,400
MACHINERY & EQUIPMENT	2,222	2,500	2,500	2,500
TOTAL PARKS MAINTENANCE	\$ 987,670	\$ 773,090	\$ 786,779	\$ 771,964

RECREATION ADMINISTRATION

SALARIES & WAGES	92,927	100,600	98,533	101,434
WAGES (ICMA)	5,720	10,563	-	-
SALARIES & WAGES - TEMPORARY	1,182	-	800	800
EMPLOYEE FRINGE BENEFITS	77,729	78,500	90,352	92,900

CITY OF CHARLEVOIX
GENERAL FUND EXPENSES DETAIL
BUDGET
26-27

	24-25 Actual	25-26 Budget	25-26 Est. Actual	26-27 Budget
OFFICE SUPPLIES	2,870	2,500	5,500	2,500
OPERATING SUPPLIES	5,163	2,500	5,500	5,500
OPERATING SUPPLIES-FARMERS MK	2,689	3,500	3,500	3,500
PROFESSIONAL SERVICES-FARM MK	23,869	26,000	23,000	24,000
CONTRACTUAL SERVICES	15,710	11,000	12,300	24,900
TELEPHONE	1,786	2,000	2,200	2,300
CONFERENCE & TRAVEL	3,487	3,000	3,000	4,000
MISCELLANEOUS	5,913	4,900	10,500	10,500
MISCELLANEOUS - FARMERS MARKE	-	100	-	-
REFUNDS & REBATES	-	1,000	-	-
TAL RECREATION ADMINISTRATI	\$ 239,044	\$ 246,163	\$ 255,185	\$ 272,334

CITY BEACHES

SALARIES & WAGES	-	400	-	-
EMPLOYEE FRINGE BENEFITS	-	300	-	-
OPERATING SUPPLIES	2,361	5,000	5,000	5,000
CONTRACTUAL SERVICES	7,184	1,500	1,500	1,500
TELEPHONE	150	800	-	-
EQUIPMENT RENTAL	-	150	-	-
TOTAL CITY BEACHES	\$ 9,696	\$ 8,150	\$ 6,500	\$ 6,500

BALL FIELDS

SALARIES & WAGES - TEMPORARY	2,804	6,300	3,600	3,700
EMPLOYEE FRINGE BENEFITS	421	900	540	600
OPERATING SUPPLIES	2,401	2,500	1,500	2,000
CONTRACTUAL SERVICES	-	500	-	-
UTILITIES	5,053	6,000	5,700	5,900
BUILDING MAINTENANCE	424	500	-	1,000
EQUIPMENT MAINTENANCE	2,200	-	-	-
EQUIPMENT RENTAL	6,934	8,000	7,700	7,842
TOTAL BALL FIELDS	\$ 20,237	\$ 24,700	\$ 19,040	\$ 21,042

DAY CAMP

SALARIES & WAGES	56	800	643	663
WAGES (ICMA)	6	100	-	-
SALARIES & WAGES - TEMPORARY	70,659	72,120	73,327	75,567
EMPLOYEE FRINGE BENEFITS	10,736	11,400	11,569	11,870

CITY OF CHARLEVOIX
GENERAL FUND EXPENSES DETAIL
BUDGET
26-27

	24-25 Actual	25-26 Budget	25-26 Est. Actual	26-27 Budget
OPERATING SUPPLIES	8,618	9,300	7,000	9,300
CONTRACTUAL SERVICES	2,916	5,900	2,900	5,900
TELEPHONE	395	500	600	650
UTILITIES	1,895	5,300	5,300	5,300
EQUIPMENT RENTAL	75	300	-	-
TOTAL DAY CAMP	\$ 95,355	\$ 105,720	\$ 101,339	\$ 109,250

ICE RINK				
OPERATING SUPPLIES	705	1,500	1,500	1,500
CONTRACTUAL SERVICES	7,903	2,000	2,000	2,000
UTILITIES	510	600	600	600
TOTAL ICE RINK	\$ 9,118	\$ 4,100	\$ 4,100	\$ 4,100

MT. McSAUBA SKI HILL				
SALARIES & WAGES	389	2,790	1,544	1,590
WAGES (ICMA)	11	300	-	-
SALARIES & WAGES - TEMPORARY	102,076	98,432	104,592	109,114
EMPLOYEE FRINGE BENEFITS	15,643	16,900	17,055	17,767
MCSAUBA MERCHANDISE FOR SALE	2,700	2,000	3,000	3,000
OPERATING SUPPLIES	9,510	11,000	11,000	11,000
CONTRACTUAL SERVICES	13,710	17,600	12,200	17,600
INSURANCE & BONDS	1,749	1,400	1,734	1,800
TELEPHONE	197	200	400	450
UTILITIES	23,364	28,770	28,770	29,500
BUILDING MAINTENANCE	19	1,000	9,200	1,000
EQUIPMENT MAINTENANCE	3,559	3,500	9,200	5,000
EQUIPMENT RENTAL	7,577	8,100	7,600	7,742
TOTAL MT. McSAUBA SKI HILL	\$ 180,505	\$ 191,992	\$ 206,295	\$ 205,563

RECREATIONAL SPORTS				
ATHLETIC EQUIPMENT	3,380	-	142	-
CONTRACTUAL SERVICES	140	-	-	-
TOTAL RECREATIONAL SPORTS	\$ 3,520	\$ -	\$ 142	\$ -

SKATE PARK				
SALARIES & WAGES - TEMPORARY	3,782	6,200	1,950	2,000
EMPLOYEE FRINGE BENEFITS	560	900	293	300

CITY OF CHARLEVOIX
GENERAL FUND EXPENSES DETAIL
BUDGET
26-27

	24-25 Actual	25-26 Budget	25-26 Est. Actual	26-27 Budget
OPERATING SUPPLIES	336	200	500	500
UTILITIES	1,007	1,100	1,100	1,200
MISCELLANEOUS	330	-	-	-
TOTAL SKATE PARK	\$ 6,015	\$ 8,400	\$ 3,843	\$ 4,000

GOLF COURSE

SALARIES & WAGES	-	-	29	-
SALARIES & WAGES - TEMPORARY	140,900	141,912	133,096	139,717
EMPLOYEE FRINGE BENEFITS	21,174	21,300	19,964	21,000
OFFICE SUPPLIES	62	2,800	1,300	2,966
GOLF MERCHANDISE FOR SALE	9,794	9,300	9,300	9,300
OPERATING SUPPLIES	9,060	5,000	5,000	5,000
GASOLINE, OIL, ETC.	4,004	4,000	4,000	4,500
CONTRACTUAL SERVICES	23,360	27,683	57,683	27,683
TELEPHONE	945	1,200	1,200	1,200
CONFERENCE & TRAVEL	20	1,800	500	500
UTILITIES	11,919	11,500	12,500	13,000
BUILDING MAINTENANCE	2,344	14,000	2,000	2,000
EQUIPMENT MAINTENANCE	5,897	6,500	6,500	6,500
COURSE MAINTENANCE	38,547	42,000	35,000	37,000
IRRIGATION MAINTENANCE	80	2,200	2,200	2,200
EQUIPMENT RENTAL	7,291	7,500	7,700	7,842
MISCELLANEOUS	3,913	4,500	2,000	2,000
MACHINERY & EQUIPMENT	-	3,000	1,000	3,000
TOTAL GOLF COURSE	\$ 279,310	\$ 306,195	\$ 300,972	\$ 285,408

BOAT LAUNCH

SALARIES & WAGES - TEMPORARY	20,070	-	-	-
EMPLOYEE FRINGE BENEFITS	3,010	-	-	-
OPERATING SUPPLIES	1,169	-	-	-
CONTRACTUAL SERVICES	12,130	-	-	-
UTILITIES	1,367	-	-	-
TOTAL BOAT LAUNCH	\$ 37,747	\$ -	\$ -	\$ -

COMMUNITY PROMOTION

COMMUNITY PROMOTION	9,236	11,925	11,925	11,925
TOTAL COMMUNITY PROMOTION	\$ 9,236	\$ 11,925	\$ 11,925	\$ 11,925

**CITY OF CHARLEVOIX
GENERAL FUND EXPENSES DETAIL
BUDGET
26-27**

24-25 Actual	25-26 Budget	25-26 Est. Actual	26-27 Budget
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MISCELLANEOUS

CONTRACTUAL-INTERNET/FIBER	1,710	-	-	-
INSURANCE & BONDS	15,980	17,000	24,675	25,500
INSURANCE CLAIMS-CITY SHARE	-	200	200	200
BAD DEBT EXPENSE	-	1,000	-	-
MISCELLANEOUS	35,000	5,000	28,240	5,500
REFUNDS & REBATES	1,147	1,000	1,200	1,200
TRANSFER TO OTHER FUND	89,076	48,882	36,000	96,000

TOTAL MISCELLANEOUS	\$	142,913	\$	73,082	\$	90,315	\$	128,400
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TOTAL EXPENSES	\$	4,578,523	\$	4,682,540	\$	4,637,983	\$	4,712,948
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CITY OF CHARLEVOIX
DOWNTOWN DEVELOPMENT AUTHORITY FUND
BUDGET
26-27

	24-25 Actual	25-26 Budget	25-26 Est. Actual	26-27 Budget
REVENUES				
CURRENT PROPERTY TAX LEVY	44,883	48,800	50,069	50,069
CURRENT PROPERTY TAX LEVY T/F	574,639	585,395	577,931	577,931
DELINQUENT TAXES - DDA	3,117	0	0	0
IFT/CFT TAXES	204	800	210	210
INTEREST & PENALTIES - DELINQ	218	0	75	75
STATE GRANTS	25,000	0	80	0
STATE REVENUE - OTHER	16,387	16,100	15,677	16,100
DDA - TAXABLE ITEMS	420	0	1,048	100
INTEREST EARNINGS	3,634	1,000	3,300	3,100
INTEREST EARNINGS - LEASES	8,547	6,417	6,417	4,070
RENTS & ROYALTIES - SUNSHINE	1,000	1,000	1,000	1,000
PROPERTY RENT - BIBCO	35,175	37,414	37,414	41,169
PROPERTY RENT - ROUND LAKE GR	1,325	0	0	0
PROPERTY RENT - LC BREWERS	421	0	0	0
PROPERTY RENT - BRIDGE PARK	19,836	23,879	24,113	24,660
CONTRIBUTIONS - CONCERTS	2,600	2,500	3,500	3,500
CONTRIBUTIONS - PRIVATE SOURCE	331	0	0	0
MISCELLANEOUS	68	0	110	0
TOTAL REVENUES	\$ 737,805	\$ 723,305	\$ 720,943	\$ 721,984

EXPENSES				
SALARIES & WAGES	22,268	0	0	0
WAGES (ICMA)	2,248	0	0	0
EMPLOYEE FRINGE BENEFITS	17,591	0	0	0
OPERATING SUPPLIES	14,645	9,900	9,900	10,000
IWF MAINTENANCE	14,359	34,000	21,000	34,000
MARKETING & PROMOTIONAL SVCS	32,720	18,800	18,450	18,550
CONCERT SERIES	15,036	14,230	20,760	21,110
CONTRACTUAL SERVICES	57,762	81,060	114,509	185,347
DESIGN COMMITTEE	12,405	10,700	0	0
LEGAL FEES	1,809	500	500	30,500
INSURANCE & BONDS	3,356	3,400	4,333	4,600
TELEPHONE	786	1,500	1,500	1,500
CONFERENCE & TRAVEL	1,540	1,500	0	1,000
LIBRARY CONTRIBUTION	110,000	75,000	75,000	0
MAINTENANCE - BRIDGE PARK	33,039	48,500	78,389	23,500
MISCELLANEOUS	59,064	3,000	500	500
MISCELLANEOUS - MAIN STREET	516	0	0	0
REFUNDS & REBATES	4,651	6,000	5,000	5,000
TRANSFER TO OTHER FUNDS	0	0	5,340	10,000
TRANSFER TO MARINA FUND-BOND	339,000	336,900	336,900	339,100
TOTAL EXPENSES	\$ 742,798	\$ 644,990	\$ 692,081	\$ 684,707

EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ (4,993)	\$ 78,315	\$ 28,862	\$ 37,276
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YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	294,233	289,240	289,240	318,103
NET CHANGE IN FUND BALANCE	(4,993)	78,315	28,862	37,276
FUND BALANCE	\$ 289,240	\$ 367,556	\$ 318,103	\$ 355,379

CASH & INVESTMENTS	\$ 368,695	\$ 447,010	\$ 397,557	\$ 434,834
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* Note: Cash includes \$50,000 investment

CITY OF CHARLEVOIX
AIRPORT FUND
BUDGET
26-27

	24-25	25-26	25-26	26-27
	Actual	Budget	Est. Actual	Budget
REVENUES				
FEDERAL GRANTS	0	0	269	269
FEDERAL CAPITAL GRANTS	69,160	0	0	0
STATE GRANTS	32,000	32,000	89,333	0
AIRPORT-TAXABLE MDSE.	1,244	900	1,700	1,000
VENDING MACHINE PROCEEDS	977	1,300	289	0
CONTRACT FUEL SALES-REIMBURSED	933,424	937,000	937,000	937,000
FUEL SALES - TAXABLE	406,319	415,000	415,000	415,000
INTO WING FEE	250,126	264,000	264,000	264,000
AFTER HOURS FUEL FEE	44,500	45,000	68,750	70,000
FUEL FEES - FLOWAGE FEES	63,318	61,500	61,500	61,500
FUEL SALES - NON TAXABLE	515	600	600	0
THRU-PUT FEES	2,098	16	20,696	18,000
TIE DOWN / LANDING FEES	131,110	132,000	132,000	132,000
GROUND SERVICE EQUIPMENT	15,770	15,500	16,465	16,500
LAVATORY SERVICE FEE	4,800	4,800	5,400	5,400
DISCOUNTS - AIRPORT SALES TAX	118	300	300	300
PARKING FEES	61,476	62,500	62,500	62,500
FACILITY FEE	58,370	58,054	63,170	64,000
FRESH AIR PARKING FEE	0	7,907	10,111	10,000
INTEREST EARNINGS	7,266	7,100	6,500	6,000
RENTS & ROYALTIES - AIRPORT	16,037	16,037	16,037	16,033
RENTS & ROYALTIES-HANGER RENTS	37,865	37,300	37,300	37,300
RENTS & ROYALTIES - LAND LEASE	19,122	37,539	37,539	25,000
MISCELLANEOUS	924	882	2,560	1,000
REFUND & REBATES	15,077	14,888	14,888	10,000
TOTAL REVENUES	\$ 2,171,617	\$ 2,152,123	\$ 2,263,907	\$ 2,152,802
EXPENSES				
SALARIES & WAGES	213,976	258,854	273,671	323,493
WAGES (ICMA)	12,677	28,300	0	0
SALARIES & WAGES - TEMPORARY	58,663	63,372	69,922	35,790
EMPLOYEE FRINGE BENEFITS	268,922	172,600	261,709	302,200
OFFICE SUPPLIES	3,654	4,700	10,305	4,988
CLEANING SUPPLY - TERMINAL	1,130	2,600	2,600	2,600
ICE/COFFEE SUPPLY	971	1,400	1,400	1,400
VENDING MACHINE SUPPLY	1,484	1,500	28	0
UNIFORMS & PERSONAL PROTECTION	3,931	6,000	6,000	6,000
AVIATION FUEL	1,126,096	1,200,000	1,200,000	1,200,000
DIESEL FUEL	12,181	12,000	12,000	12,000
FUEL - HOLIDAY GAS STATION	1,666	2,200	2,200	2,200
FUEL TRUCK LEASE	7,020	7,000	7,000	7,000
FUELMASTER PUMP REPAIRS	4,702	13,500	13,500	13,500

CITY OF CHARLEVOIX
AIRPORT FUND
BUDGET
26-27

	24-25 Actual	25-26 Budget	25-26 Est. Actual	26-27 Budget
FUEL TRUCK REPAIRS	32,642	23,000	23,000	23,000
QTPOD - FUEL FARM REPAIRS	3,012	11,500	11,500	15,000
REPAIRS & MAINTENANCE SUPPLIES	8,199	7,000	9,000	15,000
PROFESSIONAL SERVICES	1,354	2,700	2,700	2,700
TRASH REMOVAL	1,294	1,600	1,600	1,600
CONTRACTUAL SERVICES	15,215	8,600	10,839	12,480
CONTRACTUAL SERVICES	280	0	0	0
MEMBERSHIP & DUES	0	500	500	1,000
LEGAL FEES	0	1,000	4,355	1,000
INSURANCE, BONDS & PERMITS	18,248	19,000	17,669	17,669
INSURANCE CLAIMS - CITY SHARE	8,202	500	500	500
TELEPHONE	2,457	2,300	2,700	2,800
CONFERENCE & TRAVEL	1,411	2,000	2,000	2,000
PRINTING & PUBLISHING	125	1,000	1,000	1,200
UTILITIES	31,437	33,100	33,100	33,100
TERMINAL BLDG REPAIR & MAINT	15,875	10,000	11,180	20,000
SRE BLDG REPAIR & MAINT	9,053	10,000	10,000	15,000
EQUIP MAINTENANCE & REPAIRS	204	50,000	50,000	50,000
FUEL TRUCK MAINTENANCE	1,533	2,000	2,000	10,000
SNOW EQUIPMENT MAINTENANCE	8,201	7,000	8,200	10,000
LAWN EQUIPMENT MAINTENANCE	2,284	3,500	6,100	8,000
HANGAR REPAIRS	640	3,300	3,300	3,300
EQUIPMENT RENTAL	140	500	500	500
CREDIT CARD PROCESSING FEES	18,910	33,100	20,000	22,000
MISCELLANEOUS	3,886	4,000	4,000	5,000
DEPRECIATION EXPENSE	495,048	515,000	515,000	515,000
MACHINERY & EQUIPMENT	3,001	67,200	156,533	25,000
TRANSFER TO OTHER FUNDS	55,315	30,000	30,000	30,000
CONTRACTUAL SERVICES	0	23,300	23,300	18,142
TOTAL EXPENSES	\$ 2,455,038	\$ 2,646,726	\$ 2,820,912	\$ 2,772,162
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ (283,421)	\$ (494,603)	\$ (557,005)	\$ (619,360)
YEAR END BALANCES				
NET POSITION BEGINNING OF YEAR	8,236,237	7,952,815	7,952,815	7,395,811
NET CHANGE IN NET POSITION	(283,421)	(494,603)	(557,005)	(619,360)
NET POSITION	\$ 7,952,815	\$ 7,458,212	\$ 7,395,811	\$ 6,776,451
CASH & INVESTMENTS	\$ 907,693	\$ 413,090	\$ 350,688	\$ (268,672)

CITY OF CHARLEVOIX
GENERAL DEBT SERVICE FUND - INFRASTRUCTURE
BUDGET
26-27

	24-25 Actual	25-26 Budget	25-26 Est. Actual	26-27 Budget
REVENUES				
INTEREST EARNINGS	1,837	0	400	350
CONTRIBUTIONS FROM OTHER FUNDS	122,800	123,000	123,000	122,800
CONTRIBUTIONS FROM OTHER FUNDS	200,000	200,000	200,000	200,000
TOTAL REVENUES	324,637	323,000	323,400	323,150
EXPENSES				
PAYING AGENT FEES	229	300	300	300
BOND PRINCIPAL	245,000	255,000	255,000	265,000
BOND INTEREST	77,800	68,000	68,000	57,800
TOTAL EXPENSES	323,029	323,300	323,300	323,100
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	1,608	-300	100	50
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	68,548	70,156	70,156	70,256
NET CHANGE IN FUND BALANCE	1,608	-300	100	50
FUND BALANCE	70,156	69,856	70,256	70,306
CASH & INVESTMENTS	70,139	69,839	70,239	70,289

CITY OF CHARLEVOIX
NEW SERVICE FACILITY DEBT
BUDGET
26-27

	24-25 Actual	25-26 Budget	25-26 Est. Actual	26-27 Budget
REVENUES				
INTEREST EARNINGS	2,736	4,000	800	800
CONTRIBUTIONS FROM ELECTRIC	242,750	242,750	242,750	242,750
CONTRIBUTIONS FROM SEWER	84,963	84,963	84,963	84,963
CONTRIBUTIONS FROM WATER	72,825	72,825	72,825	72,825
CONTRIBUTIONS FROM MOTOR POOL	84,963	84,963	84,963	84,963
TOTAL REVENUES	488,236	489,500	486,300	486,300
EXPENSES				
PAYING AGENT FEES	500	500	500	500
BOND PRINCIPAL	240,000	250,000	250,000	260,000
BOND INTEREST	244,100	234,500	234,500	224,500
TOTAL EXPENSES	484,600	485,000	485,000	485,000
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	3,636	4,500	1,300	1,300
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	138,812	142,449	142,449	143,749
NET CHANGE IN FUND BALANCE	3,636	4,500	1,300	1,300
FUND BALANCE	142,449	146,949	143,749	145,049
CASH & INVESTMENTS	142,062	146,562	143,362	144,662

CITY OF CHARLEVOIX
Employee Fringe Benefit Fund
BUDGET
26-27

	24-25 Actual	25-26 Budget	25-26 Est. Actual	26-27 Budget
REVENUES				
FEDERAL GRANTS	-21,038	0	29,224	0
EFB - GENERAL FUND	807,171	770,000	839,458	864,641
EFB - MAJOR STREET	59,391	30,000	61,766	63,619
EFB - LOCAL STREET	38,903	32,000	40,459	41,673
EFB - ELECTRIC FUND	802,814	825,000	834,926	859,974
EFB - SEWER FUND	326,585	350,000	339,648	349,837
EFB - WATER FUND	331,226	310,000	344,475	354,809
EFB - EMPLOYEE FRINGE BENEFITS	459,179	500,000	477,546	491,872
EFB - MOTOR VEHICLE FUND	125,270	125,000	130,280	134,189
EFB - PARKING	12,220	15,000	12,709	13,089
EFB - DDA	17,369	0	0	0
EFB - AIRPORT	178,404	170,000	185,540	191,106
EFB - MARINA	50,001	52,000	52,001	53,561
EFB-BOAT LAUNCH	0	3,825	4,865	5,011
INTEREST EARNINGS	4,679	5,000	5,859	5,500
TRANSFER FROM OTHER FUNDS	384,443	0	0	0
TOTAL REVENUES	3,576,617	3,187,825	3,358,756	3,428,881

EXPENSES				
WAGES (ICMA)	29,749	61,000	0	0
HOLIDAY PAY	122,618	132,000	144,522	148,858
HOLIDAY PAY PART TIME	2,741	3,500	1,648	1,698
SICK PAY ALLOWANCE	151,406	127,000	130,000	134,000
SICK LEAVE - PMLA OF 2018 & ESTA 2025	2,617	5,000	5,914	5,000
VACATION PAY	268,524	260,000	263,270	271,167
PERSONAL LEAVE DAY	43,889	42,000	39,000	40,200
PARENTAL LEAVE	0	5,000	5,000	5,000
JURY DUTY - FUNERAL LEAVE	8,532	10,000	10,000	10,000
LONGEVITY PAY	15,300	16,000	16,500	17,500
COMP TIME USED	14,745	10,000	15,000	15,000
UNEMPLOYMENT COMPENSATION INS	618	5,000	5,000	5,000
WORKMEN'S COMPENSATION INSUR	73,437	67,000	50,000	50,000
EMPLOYER'S SOCIAL SECURITY	403,394	385,000	417,000	430,000
HEALTH INSURANCE	606,609	640,000	668,358	702,000
HEALTHCARE - OPT OUT	65,780	56,000	56,000	56,000
EMPLOYER CONTRIBUTION - HSA	115,862	116,000	117,500	120,000
STD & LTD INSURANCE	29,379	32,000	27,500	28,000
EMPLOYEE'S LIFE INSURANCE	3,181	4,000	4,000	4,000
RETIREMENT FUND CONTRIBUTION	836,223	741,000	866,222	883,547
EMPLOYEE FRINGE BENEFITS	494,536	467,800	468,376	482,428
PROFESSIONAL SERVICES	2,295	2,600	2,600	2,600
CONFERENCE & TRAVEL	664	1,500	1,500	1,500
MISCELLANEOUS	5,602	5,500	5,623	5,650
TRANSFER TO OTHER FUNDS	57,868	0	0	0
TOTAL EXPENSES	3,355,567	3,194,900	3,320,533	3,419,147

EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	221,049	-7,075	38,223	9,734
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YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	2,445	223,494	223,494	261,717
NET CHANGE IN FUND BALANCE	221,049	-7,075	38,223	9,734
FUND BALANCE	223,494	216,419	261,717	271,450

CASH & INVESTMENTS	495,710	488,635	533,933	543,666
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CITY OF CHARLEVOIX
Major Street Fund
BUDGET
26-27

	24-25	25-26	25-26	26-27
	Actual	Budget	Est. Actual	Budget
REVENUES				
GAS & WEIGHT TAX	359,738	397,020	363,324	364,071
STATE REVENUE-OTHER	-	-	-	-
INTEREST EARNINGS	2,376	1,200	2,500	2,000
REIMBURSEMENT - ST. TRKLINE	163,071	83,003	71,708	73,445
TOTAL REVENUES	\$ 525,185	\$ 481,223	\$ 437,532	\$ 439,516

EXPENSES				
CONSTRUCTION	19,063	22,500	20,000	20,000
SWEEPING & FLUSHING	15,822	21,100	23,760	24,961
TREE MAINTENANCE	42,493	47,300	45,873	46,949
ROUTINE MAINTENANCE	17,834	30,146	31,572	21,976
DRAINAGE	1,677	11,700	5,301	5,377
PAVEMENT MARKING	29,288	31,000	30,000	31,000
TRAFFIC CONTROL	11,185	23,900	14,973	16,693
WINTER MAINTENANCE	150,652	169,400	169,526	172,407
ADMINISTRATION	15,237	16,599	17,824	18,358
SURFACE MAINTENANCE-TRK	3,637	13,200	6,097	6,281
SWEEPING & FLUSHING-TRK	3,219	14,000	6,940	7,034
TREES & SHRUBS-TRK	2,531	2,700	1,670	1,699
DRAINAGE-TRK	61,479	3,300	985	1,027
TRAFFIC SIGN/SIGNAL-TRK	3,017	5,300	4,433	4,561
PAVEMENT MARKING-TRK	-	1,000	-	-
WINTER MAINTENANCE-TRK	68,238	57,500	56,252	57,016
GUARD RAILS-TRK	-	-	-	-
ROADWAY INSPECTION-TRK	1,514	1,483	1,542	1,658
FUND TRANSFERS				25,000
TOTAL EXPENSES	\$ 446,884	\$ 472,128	\$ 436,748	\$ 461,997

EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 78,300	\$ 9,095	\$ 784	\$ (22,481)
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YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	419,217	497,518	497,518	498,302
NET CHANGE IN FUND BALANCE	78,300	9,095	784	(22,481)
FUND BALANCE	\$ 497,518	\$ 506,613	\$ 498,302	\$ 475,821

CASH & INVESTMENTS	\$ 431,194	\$ 440,289	\$ 431,979	\$ 409,498
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CITY OF CHARLEVOIX

Local Street Fund

BUDGET

26-27

	24-25 Actual	25-26 Budget	25-26 Est. Actual	26-27 Budget
REVENUES				
GAS & WEIGHT TAX	153,398	187,443	154,700	154,700
STATE GRANTS - OTHER	-	5,000	-	-
INTEREST EARNINGS	980	600	450	400
MISCELLANEOUS				
CONTRIBUTIONS FROM OTHER FUNDS	31,700	32,900	33,385	59,356
TOTAL REVENUES	\$ 186,078	\$ 225,943	\$ 188,535	\$ 214,456
EXPENSES				
ROUTINE MAINTENANCE	13,803	20,878	19,455	19,814
SWEEPING & FLUSHING	10,440	14,500	20,776	17,512
TREES & SHRUBS	25,831	35,900	31,399	31,614
DRAINAGE	2,197	4,200	2,013	2,085
TRAFFIC CONTROL	4,735	7,800	4,731	4,826
WINTER MAINTENANCE	164,888	83,200	115,053	116,982
ADMINISTRATION	12,606	13,800	14,795	15,297
FUND TRANSFERS	-	-	-	-
TOTAL EXPENSES	\$ 234,501	\$ 180,278	\$ 208,222	\$ 208,130
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ (48,423)	\$ 45,665	\$ (19,687)	\$ 6,326
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	102,540	54,118	54,118	34,431
NET CHANGE IN FUND BALANCE	(48,423)	45,665	(19,687)	6,326
FUND BALANCE	\$ 54,118	\$ 99,783	\$ 34,431	\$ 40,757
CASH & INVESTMENTS	\$ 34,166	\$ 79,831	\$ 14,479	\$ 20,805

CITY OF CHARLEVOIX
TRAIL DEVELOPMENT IMPROVEMENT FUND
BUDGET
26-27

	24-25 Actual	25-26 Budget	25-26 Est. Actual	26-27 Budget
REVENUES				
STATE GRANTS	0	657,771	0	657,771
INTEREST EARNINGS	2,689	1,600	1,600	1,500
CONTRIBUTIONS FROM OTHER FUNDS	0	0	0	75,000
TOTAL REVENUES	2,689	659,371	1,600	734,271
EXPENSES				
PROFESSIONAL SERVICES	1,816	50,557	10,000	115,000
CONTRACTUAL SERVICES	0	907,771	0	895,789
TOTAL EXPENSES	1,816	958,328	10,000	1,010,789
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	873	-298,957	-8,400	-276,518
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	331,514	332,387	332,387	323,987
NET CHANGE IN FUND BALANCE	873	-298,957	-8,400	-276,518
FUND BALANCE	332,387	33,430	323,987	47,470
CASH & INVESTMENTS	332,229	33,272	323,829	47,311

CITY OF CHARLEVOIX
FIRE REPLACEMENT FUND
BUDGET
26-27

	24-25 Actual	25-26 Budget	25-26 Est. Actual	26-27 Budget
REVENUES				
INTEREST EARNINGS	2,737	1,600	1,600	2,000
CONTRIBUTIONS FROM OTHER FUNDS	59,000	59,000	190,000	30,000
TOTAL REVENUES	61,737	60,600	191,600	32,000
EXPENSES				
CAPITAL OUTLAY-PUBLIC SAFETY	0	500,000	500,000	0
MACHINERY & EQUIPMENT-FIRE	0	0	83,380	0
TOTAL EXPENSES	0	500,000	583,380	0
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	61,737	-439,400	-391,780	32,000
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	335,048	396,785	396,785	5,005
NET CHANGE IN FUND BALANCE	61,737	-439,400	-391,780	32,000
FUND BALANCE	396,785	-42,615	5,005	37,005
CASH & INVESTMENTS	398,015	-41,385	6,235	38,235

CITY OF CHARLEVOIX
PI6 INFRASTRUCTURE IMPROVEMENT FUND
BUDGET
26-27

	24-25 Actual	25-26 Budget	25-26 Est. Actual	26-27 Budget
REVENUES				
CURRENT PROPERTY TAX LEVY	352,510	372,768	384,236	388,400
TAXES-DELQ-INFRASTR IMPROV	7,988	3,000	3,000	3,000
PAYMENT IN LIEU OF TAXES	1,208	1,300	1,300	1,300
IFT/CFT TAXES	932	1,400	1,400	1,400
INTEREST & PENALTIES - DELINQ	935	1,200	1,200	1,200
INTEREST EARNINGS	1,228	500	1,300	1,400
MISCELLANEOUS	20,000	0	0	0
CONTRIBUTIONS FROM OTHER FUNDS	111,375	0	0	525,000
TOTAL REVENUES	496,176	380,168	392,436	921,700
EXPENSES				
PROFESSIONAL SERVICES	12,150	10,000	10,000	10,000
CONTRACTUAL SERVICES	51,773	0	0	605,000
REFUNDS & REBATES	131	0	0	0
TRANSFER TO DEBT SERVICE	122,800	123,000	123,000	122,800
TRANSFER TO PI 15- TRAIL DEVEL	0	0	0	75,000
TOTAL EXPENSES	186,853	133,000	133,000	812,800
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	309,322	247,168	259,436	108,900
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	124,699	434,022	434,022	693,458
NET CHANGE IN FUND BALANCE	309,322	247,168	259,436	108,900
FUND BALANCE	434,022	681,190	693,458	802,358
CASH & INVESTMENTS	425,422	672,590	684,858	793,758

CITY OF CHARLEVOIX
PI7 STREET IMPROVEMENT FUND
BUDGET
26-27

	24-25 Actual	25-26 Budget	25-26 Est. Actual	26-27 Budget
REVENUES				
PROPERTY TAXES-COUNTY STREET	283,398	300,764	315,778	319,200
TAXES-DELQ-COUNTY ROAD MILLAGE	17,006	9,000	9,000	9,000
PAYMENT IN LIEU OF TAXES	977	3,000	1,000	1,000
IFT/CFT TAXES	0	300	950	300
INTEREST & PENALTIES - DELINQ	0	0	0	0
INTEREST EARNINGS	111	200	350	400
TOTAL REVENUES	301,492	313,264	327,078	329,900
EXPENSES				
CONTRACTUAL SERVICES	0	0	0	0
REFUNDS & REBATES	106	0	0	0
TRANSFER TO DEBT SERVICE	200,000	200,000	200,000	200,000
TRANSFER TO INFRASTRUCTURE	23,625	0	0	0
TOTAL EXPENSES	223,731	200,000	200,000	200,000
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	77,762	113,264	127,078	129,900
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	53,863	131,624	131,624	258,702
NET CHANGE IN FUND BALANCE	77,762	113,264	127,078	129,900
FUND BALANCE	131,624	244,888	258,702	388,602
CASH & INVESTMENTS	114,539	227,803	241,617	371,517

CITY OF CHARLEVOIX
PI9 BUSINESS PARK FUND
BUDGET
26-27

	24-25 Actual	25-26 Budget	25-26 Est. Actual	26-27 Budget
REVENUES				
INTEREST EARNINGS	303	200	200	200
CONTRIBUTIONS FROM OTHER FUNDS	7,500	7,500	7,500	7,500
TOTAL REVENUES	7,803	7,700	7,700	7,700
EXPENSES				
CONTRACTUAL SERVICES	0	1,500	0	0
MISCELLANEOUS	3,500	3,500	3,500	3,500
TOTAL EXPENSES	3,500	5,000	3,500	3,500
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	4,303	2,700	4,200	4,200
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	30,924	35,228	35,228	39,428
NET CHANGE IN FUND BALANCE	4,303	2,700	4,200	4,200
FUND BALANCE	35,228	37,928	39,428	43,628
CASH & INVESTMENTS	35,210	37,910	39,410	43,610

CITY OF CHARLEVOIX
PI12 MT MCSAUBA RECREATION IMPROVEMENT FUND
BUDGET
26-27

	24-25 Actual	25-26 Budget	25-26 Est. Actual	26-27 Budget
REVENUES				
INTEREST EARNINGS	171	200	200	200
RENTS & ROYALTIES-TOWER LEASE	9,056	8,000	9,318	9,588
TOTAL REVENUES	9,227	8,200	9,518	9,788
EXPENSES				
MACHINERY & EQUIPMENT	30,000	0	0	0
TOTAL EXPENSES	30,000	0	0	0
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	-20,773	8,200	9,518	9,788
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	55,140	34,367	34,367	43,886
NET CHANGE IN FUND BALANCE	-20,773	8,200	9,518	9,788
FUND BALANCE	34,367	42,567	43,886	53,674
CASH & INVESTMENTS	34,363	42,563	43,881	53,669

CITY OF CHARLEVOIX
PI 17 BUILDING CAPITAL IMPROVEMENT FUND
BUDGET
26-27

	24-25 Actual	25-26 Budget	25-26 Est. Actual	26-27 Budget
REVENUES				
STATE GRANTS	0	0	82,000	0
INTEREST EARNINGS	26,245	0	18,463	17,700
SALE OF FIXED ASSETS	0	0	470,531	0
TOTAL REVENUES	26,245	0	570,994	17,700
EXPENSES				
PROFESSIONAL SERVICES	150,567	0	0	0
CONTRACTUAL SERVICES	0	0	535,416	122,000
LEGAL FEES	1,328	0	0	0
TRANSFER TO OTHER FUNDS	0	0	137,237	0
TOTAL EXPENSES	151,895	0	672,654	122,000
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	-125,650	0	-101,660	-104,300
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	1,001,187	875,537	875,537	773,877
NET CHANGE IN FUND BALANCE	-125,650	0	-101,660	-104,300
FUND BALANCE	875,537	875,537	773,877	669,577
CASH & INVESTMENTS	857,507	857,507	755,847	651,547

CITY OF CHARLEVOIX
Perpetual Care Trust Fund
BUDGET
26-27

	24-25 Actual	25-26 Budget	25-26 Est. Actual	26-27 Budget
REVENUES				
PERPETUAL CARE	6,442	4,000	6,190	6,000
INTEREST EARNINGS	16,763	2,000	12,322	11,900
TOTAL REVENUES	\$ 23,205	\$ 6,000	\$ 18,512	\$ 17,900
EXPENSES				
TOTAL EXPENSES	\$ -	\$ -	\$ -	\$ -
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 23,205	\$ 6,000	\$ 18,512	\$ 17,900
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	455,766	478,971	478,971	497,483
NET CHANGE IN FUND BALANCE	23,205	6,000	18,512	17,900
FUND BALANCE	\$ 478,971	\$ 484,971	\$ 497,483	\$ 515,383
CASH & INVESTMENTS	\$ 472,899	\$ 478,899	\$ 491,412	\$ 509,312

CITY OF CHARLEVOIX

Electric Fund

BUDGET

26-27

	24-25 Actual	25-26 Budget	25-26 Est. Actual	26-27 Budget
REVENUES				
FEDERAL GRANTS	0	0	26,698	0
ELECTRIC SERVICES	50,715	50,730	147,630	50,250
POWER SALES	7,224,574	7,896,920	7,192,380	7,336,877
POWER COST ADJ REVENUES	1,910,657	1,607,392	1,607,392	1,639,540
FINES & FORFEITS	44,572	36,500	41,756	42,791
LIEAF SURCHARGE	0	0	40,600	69,600
INTEREST & RENTS	135,110	50,300	81,927	71,310
OTHER	53,712	42,500	52,784	52,000
TRANSFER FROM OTHER FUNDS	0	14,186	80,492	0
TOTAL REVENUES	\$ 9,419,340	\$ 9,698,528	\$ 9,271,659	\$ 9,262,368
EXPENSES				
TRANSMISSION / DISTRIBUTION	2,093,377	2,822,517	2,388,034	2,447,632
ACCOUNTING & ADMIN	906,791	952,491	1,067,948	1,103,742
PURCHASED POWER	4,108,586	4,296,000	4,896,000	4,898,250
CAPITAL IMPROVEMENTS	464,007	1,670,887	1,104,089	1,602,500
DEPRECIATION	441,070	447,400	447,400	450,000
FUND TRANSFERS	358,776	438,717	438,917	263,917
DEBT SERVICE	0	0	0	0
TOTAL EXPENSES	\$ 8,372,606	\$ 10,628,012	\$ 10,342,388	\$ 10,766,041
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 1,046,734	\$ (929,484)	\$ (1,070,729)	\$ (1,503,673)
YEAR END BALANCES				
NET POSITION BEGINNING OF YEAR	8,940,171	9,986,905	9,986,905	8,916,176
NET CHANGE IN NET POSITION	1,046,734	(929,484)	(1,070,729)	(1,503,673)
NET POSITION	\$ 9,986,905	\$ 9,057,421	\$ 8,916,176	\$ 7,412,503
RESERVE FOR DEPOSITS	85,000	85,000	85,000	85,000
CHARTER RESERVE	75,000	75,000	75,000	75,000
ENERGY PURCHASES (MPPA)	525,924	525,924	525,924	525,924
UNRESTRICTED	5,617,254	4,687,770	4,546,524	3,042,851
CASH & INVESTMENTS	\$ 6,303,178	\$ 5,373,694	\$ 5,232,449	\$ 3,728,776

CITY OF CHARLEVOIX
Sewer Fund
BUDGET
26-27

	24-25 Actual	25-26 Budget	25-26 Est. Actual	26-27 Budget
REVENUES				
FEDERAL GRANTS	0	0	55,780	0
SEWER SERVICES - MISCELLANEOUS	12,842	7,200	1,800	1,800
SEWER SALES	2,824,503	2,873,200	2,873,200	2,873,200
DISCOUNTS FORFEITED	10,121	8,500	8,700	8,700
INTEREST EARNINGS - OPERATIONS	58,213	28,000	29,763	24,500
OTHER & PASS THRU'S				
CAPITAL IMPROVEMENT FUNDS				
- SEWER SERVICE TAP INS	59,000	15,000	59,000	59,000
- INTEREST	2,161	1,200	1,200	1,500
NORTHSIDE SEWER				
- NORTHSIDE SEWER FEES	18,000	2,000	0	0
- INTEREST	2,936	1,700	1,700	1,700
TOTAL REVENUES	2,987,778	2,936,800	3,031,143	2,970,400
EXPENSES				
WASTEWATER TREATMENT PLANT	798,434	912,536	966,112	957,752
SEWER LINES	219,924	284,004	293,247	299,791
ACCOUNTING & ADMIN	337,609	374,211	393,978	395,275
LIFT STATIONS	96,661	144,970	117,573	123,452
CAPITAL IMPROVEMENTS	0	789,000	150,000	330,000
DEPRECIATION	605,385	595,000	606,000	608,000
DEBT SERVICE	155,114	603,900	603,864	607,364
FUND TRANSFERS	213,505	89,393	89,463	89,463
CAPITAL IMPROVEMENTS - SEWER TAP INS	0	0	0	0
CAPITAL IMPROVEMENTS - NORTHSIDE SEWER	0	0	0	0
TOTAL EXPENSES	2,426,632	3,793,014	3,220,237	3,411,097
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	561,145	-856,214	-189,094	-440,697
YEAR END BALANCES				
NET POSITION BEGINNING OF YEAR	12,590,730	13,151,875	13,151,875	12,962,781
NET CHANGE IN NET POSITION	561,145	-856,214	-189,094	-440,697
NET POSITION	13,151,875	12,295,661	12,962,781	12,522,085
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	259,428	275,628	319,628	380,128
CASH PI #5 NORTHSIDE SEWER RESERVE	368,136	371,836	369,836	371,536
UNRESTRICTED	6,353,303	6,072,189	6,447,095	6,552,199
CASH & INVESTMENTS	7,805,867	7,544,653	7,961,559	8,128,863

CITY OF CHARLEVOIX

Water Fund

BUDGET

26-27

	24-25 Actual	25-26 Budget	25-26 Est. Actual	26-27 Budget
REVENUES				
FEDERAL GRANTS	0	0	30,581	0
WATER SERVICES - TAP INS	22,885	10,000	25,000	25,000
WATER SERV-READ-O-MAT & METER	0	3,500	4,000	4,000
WATER SERVICES - MISCELLANEOUS	-455	6,000	6,000	6,000
WATER SALES - METERED	2,017,484	2,147,600	2,147,600	2,212,028
DISCOUNTS FORFEITED	7,042	6,200	8,575	8,575
INTEREST EARNINGS	29,496	10,000	15,027	14,900
MISCELLANEOUS	13,997	18,200	18,200	18,200
TOTAL REVENUES	2,090,450	2,201,500	2,254,983	2,288,703
EXPENSES				
TRANSMISSION & DISTRIBUTION	640,398	666,170	560,789	571,068
ACCOUNTING & ADMIN	243,856	272,001	279,911	285,096
WATER TREATMENT PLANT	471,042	584,535	631,730	683,543
CAPITAL IMPROVEMENTS	310	1,771,260	44,000	1,090,000
DEPRECIATION	359,601	365,000	365,000	365,000
FUND TRANSFERS	166,390	77,265	83,265	602,265
DEBT SERVICE	0	0	0	0
TOTAL EXPENSES	1,881,597	3,736,231	1,964,695	3,596,972
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	208,852	-1,534,731	290,288	-1,308,269
YEAR END BALANCES				
NET POSITION BEGINNING OF YEAR	6,835,407	7,044,259	7,044,259	7,334,548
NET CHANGE IN NET POSITION	208,852	-1,534,731	290,288	-1,308,269
NET POSITION	7,044,259	5,509,528	7,334,548	6,026,279
CHARTER RESERVE	75,000	75,000	75,000	75,000
UNRESTRICTED	3,145,300	1,975,569	2,630,857	1,687,588
CASH & INVESTMENTS	3,220,300	2,050,569	2,705,857	1,762,588

**CITY OF CHARLEVOIX
MARINA FUND
BUDGET
26-27**

	24-25 Actual	25-26 Budget	25-26 Est. Actual	26-27 Budget
REVENUES				
SALE OF MERCHANDISE - TAXABLE	52	0	2,100	2,000
LAUNDRY REVENUE	1,099	100	1,700	1,200
INTERST EARNINGS	10,214	3,000	5,613	5,000
RENTS & ROYALTIES - SEASONAL	174,311	175,440	187,000	200,000
RENTS & ROYALTIES-STATE RESERV	456,009	489,216	432,000	475,000
RENTS & ROYALTIES - TRANSIENT	5,574	6,000	6,000	6,000
RENTS & ROYALTIES - SUNSHINE	6,500	6,500	6,000	6,000
RENTS & ROYALTIES- WHITE CAP	4,960	4,960	4,960	4,960
RENTS/ROYAL. HARBOR PRINCESS	0	0	2,835	2,940
CONTRIB&DONAT- PRIVATE SOURCE	2,398	0	0	0
MISCELLANEOUS	3,395	500	500	500
REFUND & REBATES	11	0	7,760	0
CONTRIBUTIONS FROM OTHER FUNDS	339,000	336,900	336,900	339,100
ADVANCE FROM OTHER FUNDS	0	36,000	36,000	36,000
TOTAL REVENUES	1,003,523	1,058,616	1,029,368	1,078,700

EXPENSES				
SALARY & WAGES	40,908.19	46,123.00	46,222.52	47,555.53
WAGES (ICMA)	2,887.87	5,600.00	0.00	0.00
SALARIES & WAGES - TEMPORARY	110,373.06	112,211.00	123,911.00	117,379.00
EMPLOYEE FRINGE BENEFITS	53,236.22	52,800.00	61,386.00	61,654.00
OFFICE SUPPLIES	1,855.85	1,800.00	1,300.00	1,800.00
OPERATING SUPPLIES	8,297.00	10,800.00	8,150.00	11,900.00
PROFESSIONAL SERVICES	1,495.73	3,025.00	2,025.00	3,025.00
CONTRACTUAL SERVICES	14,676.42	29,000.00	23,000.00	26,500.00
STATE CRS COMMISSION FEES	14,824.40	21,000.00	15,000.00	21,000.00
STATE CRS RESERVATION FEES	13,024.00	17,270.00	13,000.00	17,270.00
LEGAL FEES	0.00	500.00	500.00	500.00
INSURANCE & BONDS	4,477.00	4,700.00	5,017.00	5,100.00
TELEPHONE	990.95	1,000.00	1,300.00	1,500.00
CONFERENCE & TRAVEL	120.00	1,800.00	150.00	1,800.00
UTILITIES	74,371.96	78,960.00	78,960.00	80,000.00
BUILDING & DOCK MAINTENANCE	9,969.41	18,300.00	11,000.00	18,300.00
EQUIPMENT RENTAL	0.00	700.00	700.00	700.00
CREDIT CARD PROCESSING FEES	8,887.68	9,000.00	9,000.00	9,000.00
MISCELLANEOUS	4,817.30	4,600.00	5,800.00	5,800.00
REFUNDS & REBATES	0.00	500.00	0.00	0.00
DEPRECIATION EXPENSE	658,425.31	658,000.00	659,000.00	660,000.00
MACHINERY & EQUIPMENT	0.00	300.00	0.00	0.00
INTEREST EXPENSE	930.00	0.00	0.00	0.00
TRANSFER TO OTHER FUND-PRINCIP	1,172.00	0.00	0.00	0.00
PAYING AGENT FEES	229.16	500.00	300.00	300.00
BOND PRINCIPAL	0.00	435,000.00	435,000.00	455,000.00
BOND INTEREST	19,888.00	26,900.00	26,900.00	9,000.00
TOTAL EXPENSES	\$ 1,045,858	\$ 1,540,389	\$ 1,527,622	\$ 1,555,084

EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ (42,335)	\$ (481,773)	\$ (498,254)	\$ (476,384)
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YEAR END BALANCES				
NET POSITION BEGINNING OF YEAR	1,674,705	1,632,370	1,632,370	1,134,116
NET CHANGE IN NET POSITION	(42,335)	(481,773)	(498,254)	(476,384)
NET POSITION	\$ 1,632,370	\$ 1,150,597	\$ 1,134,116	\$ 657,733

CHARTER RESERVE	75,000	75,000	75,000	75,000
CASH AT PAYING AGENT	17,800	17,800	17,800	17,800
UNRESTRICTED	623,633	799,860	960,606	1,144,222
CASH & INVESTMENTS	\$ 716,433	\$ 892,660	\$ 1,053,406	\$ 1,237,022

**CITY OF CHARLEVOIX
MOTORPOOL
BUDGET
26-27**

	24-25 Actual	25-26 Budget	25-26 Est. Actual	26-27 Budget
REVENUES				
FEDERAL GRANTS	0	0	43,129	0
INTEREST EARNINGS	17,827	5,000	10,000	9,000
EQUIP RENTAL - GENERAL FUND	375,636	370,000	393,975	325,352
EQUIP RENTAL - MAJOR STREET	135,523	145,000	137,350	140,200
EQUIP RENTAL - LOCAL STREET	98,391	45,900	53,800	50,300
EQUIP RENTAL - ELECTRIC FUND	349,672	351,000	354,000	361,030
EQUIP RENTAL - SEWAGE FUND	117,489	118,000	123,300	125,444
EQUIP RENTAL - WATER FUND	77,231	90,000	104,500	104,830
EQUIP RENTAL - PARKING SERVICE	41	500	500	600
EQUIP RENTAL - AIRPORT	0	500	500	500
EQUIP RENTAL - MARINA	0	700	700	700
MISCELLANEOUS	2,238	500	24,833	2,000
REFUNDS & REBATES	0	100	0	0
SALE OF FIXED ASSETS	21,076	500	0	0
CONTRIBUTIONS FROM OTHER FUNDS	0	233,795	175,000	0
TOTAL REVENUES	1,195,124	1,361,495	1,421,587	1,119,956

EXPENSES				
SALARIES & WAGES	160,602	154,843	156,892	161,476
WAGES (ICMA)	7,817	16,300	0	0
EMPLOYEE FRINGE BENEFITS	132,975	120,744	140,956	145,070
OFFICE SUPPLIES	2,575	2,500	4,218	1,000
OPERATING SUPPLIES	5,291	2,000	3,500	3,500
GASOLINE, OIL, ETC.	96,113	95,000	95,000	96,000
REPAIRS & MAINTENANCE SUPPLIES	107,953	100,000	113,000	118,650
PROFESSIONAL SERVICES	3,594	9,800	9,800	4,800
CONTRACTUAL SERVICES	7,385	35,000	35,000	35,000
LEGAL FEES	1,821	1,000	1,000	1,000
INSURANCE & BONDS	36,778	36,800	30,229	33,060
TELEPHONE	1,880	3,630	3,630	3,630
CONFERENCE & TRAVEL	0	4,000	4,000	4,000
UTILITIES	14,379	14,000	15,100	15,900
BUILDING MAINTENANCE	161	1,000	1,000	1,000
DEPRECIATION EXPENSE	372,721	325,000	375,000	380,000
AMORTIZATION EXPENSE	0	19,000	19,000	19,000
MACHINERY & EQUIPMENT	-14,500	632,000	613,000	604,000
FLEET LEASE	-22,142	81,000	124,500	136,000
TRANSFER TO OTHER FUNDS	171,529	143,583	144,963	84,963
TOTAL EXPENSES	1,086,931	1,797,200	1,889,788	1,848,049

EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	108,193	-435,705	-468,200	-728,093
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YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	1,852,147	1,960,340	1,960,340	1,492,140
NET CHANGE IN FUND BALANCE	108,193	-435,705	-468,200	-728,093
FUND BALANCE	1,960,340	1,524,635	1,492,140	764,047

CASH & INVESTMENTS	1,482,131	1,046,426	1,013,931	285,838
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CITY OF CHARLEVOIX
ORDINANCE NO. 869 of 2026
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, 2026 and ending March 31, 2027 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: \$4,712,948

TOTAL EXPENSE: \$4,712,948

BE IT FURTHER RESOLVED, that the City Council of the City of Charlevoix does hereby levy 10.2075 mills (9.0075 mills operating and 1.2000 mills infrastructure) for the period of April 1, 2026 through March 31, 2027 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 1.2685 mills for the period April 1, 2026 through March 31, 2027 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, 2026 through March 31, 2027 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, 2026 through March 31, 2027 in the amounts set forth below by fund:

FUND	REVENUE	EXPENSE
Major Street Fund	\$ 461,997	\$ 461,997
Local Street Fund	214,456	208,130
Parking Services	181,600	148,476
Boat Launch	48,100	43,900
Housing Initiatives	183,200	150,000
Electric Fund	10,766,041	10,766,041
Sewer Fund	3,411,097	3,411,097
Water Fund	3,596,972	3,596,972
Marina Fund	1,555,084	1,555,084
Airport Fund	2,772,162	2,772,162
Downtown Development Authority	721,984	684,707
Employee Fringe Benefit	3,419,147	3,419,147
Motor Vehicle Fund	1,848,049	1,848,049
Perpetual Care Trust Fund	17,900	0
General Debt Service Fund - Infrastructure	323,150	323,100
General Debt Service Fund – New Services Facility	486,300	485,000
Building Capital Improvement	122,000	122,000
Fire Fund	32,000	0
Sewer Tap-in Fund*	60,500	0
Northside/Southside Sewer Fund*	1,700	0
Infrastructure Improvement	921,700	812,800
Road Improvements	329,900	200,000
Industrial Park Fund	7,700	3,500
Mt. McSauba Recreation Fund	9,788	0

Charlevoix City Council

All Other Actions and Requests

Title: City Charter Review

Date: February 2, 2026

Presented By: Mark Heydlauff, City Manager

Background:

The Council adopted an Annual Calendar which is an informal guide to periodic items throughout the year beyond "normal" business. January was noted as a time for Council to review the Charter and address any items you feel should be considered for amendment. There is no obligation to take action but I wanted to raise this for your consideration and any follow-up action or research you may feel is necessary.

Recommendation:

Council discussion and direction (if any).

Attachments:

None

Charlevoix City Council

All Other Actions and Requests

Title: Mayoral Appointment

Date: February 2, 2026

Presented By: Mayor Lyle Gennett

Background:

Mayor Gennett requested consideration of Eric Huffman for appointment to the Downtown Development Authority for a term to expire April 30, 2028.

Recommendation:

Motion to confirm the Mayor's appointment of Eric Huffman to the Downtown Development Authority for a term to expire on April 30, 2028.

Attachments:

1. Huffman Application DDA

Online Form Submittal: Volunteer Boards and Committees Application

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

Date Wed 1/28/2026 1:13 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	DDA Board
Name	Eric Huffman
Email Address	ericwhuffman4@gmail.com
Address	1009 St. Johns Dr. Charlevoix, MI 49720
Home Phone	231-758-0699
Cell Phone	231-758-0699
Are you a registered voter in the City?	Yes
How long have you lived in the City?	7 years
Educational Background	Diploma - Harbor Springs High School
Professional Qualifications and / or Work Experience	3yrs retail in Petoskey - 4yrs Manager of The Lake House - Currently in 4th year of owning The Lake House
Community Activities and / or Other Experience	Volunteer for events downtown - Broadcast local high school sports in the area - Member of Charlevoix Rotary Club
Have you served on a board / committee or held a civic position in the past?	Yes
If yes, please explain.	President of support staff at Harbor Springs Pubic Schools - Negotiated a contract

Do you foresee any potential conflicts of interest while executing the duties of this position?

No

Reason(s) You Wish to Serve

A great reason to serve is a desire to balance progress with preservation. Being committed to maintaining the town's historic charm while ensuring the downtown infrastructure remains functional and beautiful for future generations. - Finding ways to strengthen the year-round economy, keeping the local interest alive while maintaining a destination for tourists.

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

Eric W. Huffman

Date

1/28/2026

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Charlevoix City Council

All Other Actions and Requests

Title: Council Appointment

Date: February 2, 2026

Presented By: Aaron Hagen
First Ward Council Member

Background:

Council Member Hagen requested consideration of Patricia Miller for reappointment to the Zoning Board of Appeals for a term to expire December 31, 2028.

Recommendation:

Motion to appoint _____ to the Zoning Board of Appeals for a term to expire on December 31, 2028.

Attachments:

1. Miller Pat ZBA



CITY OF CHARLEVOIX

VOLUNTEER BOARDS AND COMMITTEES APPLICATION

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

☐ Board of Review	☐ Housing Commission	☒ Zoning Board of Appeals
☐ Compensation Commission	☐ Planning Commission	☐ Farmers Market Advisory Committee
☐ DDA Board	☐ Recreation Advisory Committee	☐ OTHER _____
☐ Historic District Commission	☐ Shade Tree & Park Commission	☐ NO PREFERENCE

PLEASE PRINT

NAME: Patricia A. Miller
ADDRESS: 121 Hampton Charlevoix
HOME PHONE: _____ CELL PHONE: plorian@gmail.com
EMAIL: 231-437-0924
ARE YOU A REGISTERED VOTER IN THE CITY? yes HOW LONG HAVE YOU LIVED IN THE CITY? _____
EDUCATIONAL BACKGROUND: B.A - M.A + 30

PROFESSIONAL QUALIFICATIONS AND/OR WORK EXPERIENCE: I have lived in the city of Charlevoix for 50 yrs. I was teacher and teacher consultant for 30 yrs. I have participated in special mtgs related to our city. I understand the inner workings of the city. I am proud to be a citizen of the City of Charlevoix.

COMMUNITY ACTIVITIES AND/OR OTHER EXPERIENCE: I have set on Board of Directors for: Charlevoix Childrens House, Charlevoix Serenity House, First Congressional Church, Charlevoix Community Pool, Charlevoix Zoning Board

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

DO YOU FORESEE ANY POTENTIAL CONFLICTS OF INTEREST WHILE EXECUTING THE DUTIES OF THIS POSITION? IF YES, PLEASE EXPLAIN:
None

REASON(S) YOU WISH TO SERVE: I have been actively involved in and live in, the City of Charlevoix. I want to continue this service to this community that I have raised my family in and believe strongly that a community flourishes with positive input from all people to allow growth in a positive fashion.

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

SIGNATURE: Patricia A. Miller DATE: December 22, 2025

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

Charlevoix City Council

Reports and Communications

Title: City Manager's Comments

Date: February 2, 2026

Presented By:

Background:

A. Pine River Channel Dredging

A marine construction contractor from Cheboygan has been awarded a contract by the U.S. Army Corps of Engineers to dredge the channel this spring. The project is expected to take approximately three weeks. The contractor is seeking a waiver from EGLE to begin earlier in the season to reduce impacts on marine traffic. Dredged material will be discharged in open water rather than on land. I expressed our willingness to support a waiver and encouraged outreach to BIBCO and BITA for additional backing. Exact timing will depend on ice and weather conditions.

B. Redevelopment Ready Community Certification

We have also been working to update and become re-certified as a Redevelopment Ready Community through the Michigan Economic Development Corporation. Pending final approval of our Capital Improvement Plan later this spring (draft to Council next week), we should be set for another three years. This program is intended to give best practices for public participation, transparency, and development policies and is a baseline to qualify for certain funding and programs from MEDC.

C. Winter Weather

As you know, we have been in a long stretch of significant winter weather. I appreciate our staff who have kept things running as smoothly as possible. We did have two pieces of snow removal equipment break down; the skid steer is expected to be back in service in the next day or so (used for downtown and ROW clearing) and the trackless snowblower (used for sidewalks). We are continuing to monitor pipes and thus far have not seen any widespread concerns for freezing mains; we have a very limited number of customers we may specifically advise for run-water in order to ensure movement within the water main. As always, property owners should keep their pipes insulated and monitor conditions in basements and garages where insulation may be limited--especially in older homes.

Our staff at the airport have been keeping runways clear as much as possible with some flights having occurred this week. Because of temperatures and conditions, we have done some closures and cancellations of activities at Mt. McSaubia but generally we have had a great turn out of kids for ski lessons and candlelight hikes.

D. Chamber of Commerce Annual Awards Dinner

The 2026 Chamber of Commerce Annual Awards Dinner will be February 26 at the Castle. If you are interested in attending, please let Sarah or me know. We'll have at least one table.

Recommendation:

Attachments:

1. DDA Meeting Minutes 11/24/2025

2. Housing Commission Meeting Minutes 11/18/2025

City of Charlevoix
Downtown Development Authority Meeting Minutes
Monday, November 24, 2025 - 5:30 PM
Council Chambers, City Hall

1. Call to Order

The meeting was called to order at 5:30 p.m. by Chair Owens followed by the Pledge of Allegiance.

2. Pledge of Allegiance

3. Roll Call

Chair: Maureen Owens

Members Present: Sam Bingham, Mayor Lyle Gennett, Jessica Nagel, Annie Oosthuizen, Danielle Scheller

Members Absent: Paul Silva

Staff Present: Mark Heydlauff, City Manager/DDA Executive Director

4. Inquiry Regarding Conflicts of Interest

Member Nagel stated she is recusing herself from voting on items 8.C Bridge Park Drive Building Fire Alarm System Update and 8D. Rent Request—J. Bird Provisions.

5. Approval of Minutes

A. May 20, 2025

Motion by Member Bingham, seconded by Mayor Gennett to approve the minutes of the May 20, 2025 meeting as presented

Motion carried by unanimous voice vote.

6. Director's Report

There were no questions or comments on the Director's Report.

Mr. Heydlauff stated that Members Ron Way and Liam Dreyer have both resigned from the DDA Board effective immediately.

A. Summer Update

B. Public Information Meeting

Mark Heydlauff, City Manager

Chair Owens stated the meeting was opened for any public comments or questions. Director Heydlauff stated that he had printed copies of the DDA's financials if needed. Mr. Heydlauff stated the DDA was in good financial condition given that the expenses have been cutback within the budget. The Board had allowed for some expectation of the grant that they had applied for Van Pelt Alley, but that project was not funded by the State, so there would no DDA expenses in the budget.

There were no members of the public present.

7. Old Business

8. New Business

A. Chamber Management Agreement

Mark Heydlauff, City Manager

Sarah Van Horn- President of the Charlevoix Area Chamber of Commerce

Director Heydlauff stated that last October the DDA Board entered into an agreement with the Charlevoix Chamber of Commerce to perform management services as outlined in the agreement. From a management perspective, Director Heydlauff stated the agreement had worked out well, and he had met with the Chamber President, Sarah Van Horn, to discuss some other changes, notably updating the websites associated with the DDA.

A brief discussion was held regarding not continuing with the First Friday events.

Motion by Member Oosthuizen, seconded by Member Nagel to permanently discontinue any efforts toward the First Friday events.

Motion carried by unanimous voice vote.

Discussion followed regarding various issues related to social media, downtown business owners' meetings, and the possibility of having a 3-year agreement rather than a 1-year agreement.

Motion by Mayor Gennett, seconded by Member Scheller to renew and extend the Management Agreement with the Charlevoix Area Chamber of Commerce effective November 1, 2025 through October 31, 2028.

Motion carried by unanimous voice vote.

B. Summer 2025 Feedback

Mark Heydlauff, City Manager

Director Heydlauff stated that this item was scheduled for the August meeting. Mr. Heydlauff stated that the Board had changed the Live on the Lake Series to start later in the summer and go through into the fall, and he questioned if there was any feedback from the Board. Member Nagel stated the August start date for the series worked well.

Director Heydlauff stated he and Kent Knorr, Recreation Director, discussed trying to tie the Beaver Island 3-day Irish Festival to the Live on the Lake Series, including the possibility of having one or two of their bands play on the Thursday night in the City band shell as well.

C. Bridge Park Drive Building Fire Alarm System Update

Mark Heydlauff, City Manager

Member Nagel stepped down from the dais.

Director Heydlauff described details of the sprinkler system deficiencies and repairs. Mr. Heydlauff stated that there were two (2) quotes before the Board that would bring the system up-to-date and make it compliant with all regulations of the Fire Code at a cost of just over \$21,000.

Motion by Mayor Gennett, seconded by Member Bingham to approve the quotes from Summit Fire Protection for (1) sprinkler system deficiency repairs in the amount of \$3,036.00 and (2) fire alarm system replacement in the amount of \$18,491.00, and to authorize the DDA Director to sign all necessary documents to proceed with the work.

Motion carried by unanimous voice vote.

D. Rent Request- J. Bird Provisions

Director Heydlauff stated that J.Bird Provisions has requested the Board consider an arrangement for seasonally adjusted rent in 2026, as was executed in 2025, which included lease payments at 50% of monthly rent during January, February and March and 150% of monthly rent in the months of June, July and August.

Motion by Member Bingham, seconded by Member Scheller to approve the Letter of Understanding as presented and to authorize the Board Chair to sign.

Motion carried by unanimous voice vote.

Member Nagel returned to the dais.

9. Public Comment

10. Request for Future Agenda Items

Chair Owens referenced the MDOT discussion that recently started around town. Director Heydlauff stated the survey that MDOT published was a follow-up to the 2021 Pedestrian Safety Review; they were looking for feedback on traffic and pedestrian safety through downtown Charlevoix.

Director Heydlauff stated there was a financial report required by the State that the City Treasurer recently completed on behalf of the DDA.

Director Heydlauff stated that the Board should give some thought to their meeting schedule for next year.

Motion by Mayor Gennett, seconded by Member Nagel to designate January 26, 2026, as the next meeting date.

Motion carried by unanimous voice vote.

Chair Owens questioned the occupancy of the downtown businesses. Director Heydlauff stated that one vacancy on Bridge Street was announced as another relocation of an off-Bridge Street business, and two other vacancies had a change in ownership and the Chamber reached out to them to offer assistance. The Mexican restaurant that has taken over My Grandmother's Table is hoping for an imminent opening within a couple of weeks. One other business owner had mentioned a possible expansion of their location into a vacant space.

11. Board Comments

12. Adjourn

Chair Owens adjourned the meeting at 6:20 p.m.

Sarah J. Dvoracek/fgm City Clerk

Maureen Owens Chair

REGULAR MEETING

CHARLEVOIX HOUSING COMMISSION

Tuesday, November 18, 2025

2:00 P.M.

PINE RIVER PLACE COMMUNITY ROOM

Commissioners Present: R.J. Waddell, Nedina Stark, Rob Miller
Commissioners Absent: Annie Oosthuizen, Joan Buday

Others Present: Annessa Haist-Director MPH/CHC, Nina Romero CHC-Occupancy Specialist
and Residents of Pine River Place.

Chairperson RJ Waddell called the Meeting to Order at 2:06 p.m.

ADDITIONS TO THE AGENDA – None

Review and approval of vacancy report, October Payables, October Bank Statements,
September monthly financials and October meeting minutes

**Motion by Commissioner Miller, seconded by Commissioner Stark to approve and accept
the payables, Bank Statements, Meeting Minutes, Financials, along with Payables,
Bank Statements and Meeting Minutes.**

Ayes: Waddell, Stark, Miller

Nays: None

Absent: Annie Oosthuizen, Joan Buday

Correspondence: None

Old Business: Discussion of security deposit and pet deposit from the Executive Director

**Motion by commissioner Stark, seconded by Miller to approve updated pet and security
deposit set by state and federal regulations**

Ayes: Waddell, Stark, Miller

Nays: None

Absent: Annie Oosthuizen, Joan Buday

New Business: Review of ACOP chapters 14-16

Executive Director's Report: The executive Director is meeting with the portfolio manager soon, NSPIRE inspection notice was given December 23rd. The December meeting is still scheduled for December 16th-Notice by December 9th to go forward or to cancel it.

Public Comment on subjects unrelated to Agenda Items:

No

Adjournment: Commissioner Waddell Adjourn the meeting at 3:14 p.m.

Respectfully submitted and approved by:



Executive Director, Annessa Haist – CHC/MPHC

The next Board Meeting is December, 16th 2025 at 2:00 p.m. at the Pine River Place Community Room at 210 W. Garfield St., Charlevoix, MI. 49720.

Charlevoix City Council

Reports and Communications

Title: Mayor and Council Comments

Date: February 2, 2026

Presented By:

Background:

Recommendation:

Attachments:

None