



Agenda
City of Charlevoix City Council Regular Meeting
Monday, February 16, 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 — February 2 and 5, 2026
 - B. Accounts Payable and Payroll Check Registers
 - C. Special Event Request: Memorial Day Parade
 - D. Planning Commission Annual Report
- 6. Public Hearings and Actions Requiring Public Hearings**
 - A. Ordinance 868: Adoption of Amended 2025-26 Budget
Mark Heydlauff, City Manager
 - B. Ordinance 869: Adoption of the 2026-27 Budget
Mark Heydlauff, City Manager
- 7. All Other Actions and Requests**
 - A. Council Appointment-Recreational Authority Board
Sarah Dvoracek, City Clerk
 - B. Special Event Request: Trout Tournament
Mark Heydlauff, City Manager
 - C. Fresh Air Aviation Parking Agreement
Mark Heydlauff, City Manager
- 8. Reports and Communications**
 - A. Public Comment
 - B. City Manager's Comments
 - C. Mayor and Council Comments
- 9. Other Council Business**
- 10. Adjourn**

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

Charlevoix City Council

Consent Agenda

Title: City Council Meeting Minutes — February 2 and 5, 2026

Date: February 16, 2026

Presented By:

Background:

Recommendation:

Motion to approve the minutes as presented.

Attachments:

1.	2026.02.02 CC DRAFT
2.	2026.02.05 CC WS DRAFT

City of Charlevoix
City Council Regular Meeting Minutes
Monday, February 2, 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: Dennis Halverson, Janet Kalbfell, Mark Knapp
Members Absent: Aaron Hagen, Phil Parr, Richard Spring
City Manager: Mark L. Heydlauff
City Clerk: Sarah J. Dvoracek

3. Presentations

4. Inquiry Regarding Conflicts of Interest

5. Consent Agenda

Mayor Gennett opened the item for public comment. None were heard.
Motion by Kalbfell, seconded by Knapp to approve the consent agenda as presented.

Yeas: Halverson, Kalbfell, Knapp
Nays: None
Absent: Hagen, Parr, Spring

Motion carried.

A. City Council Meeting Minutes — January 19, 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
01/21/2026	Special Accounts Payable Run	\$17,185.04
01/30/2026	Payroll (regular payroll net pay)	\$120,255.38
01/30/2026	Payroll Remittance Checks	\$6,898.41
02/03/2026	Regular Accounts Payable	\$111,404.09
01/20/2026-01/30/2026	ACH/WIRE Payments	\$487,233.49
01/14/2026	Special A/P Tax Disbursement	\$679,642.88
Grand Total		\$1,422,619.27

The detailed accounts payable and payroll check registers can be viewed on the City's

[website.](#)

- C. Investment Update
Motion to approve the investment report as presented.
- D. Replacement of Underground Electric Line Locators: \$22,623
Motion to approve the purchase of three (3) Radio Detection RD7200 locators in the amount of \$22,623.
- E. Special Event Request: Charlevoix High School 2026 Senior Parade
Motion to approve the Charlevoix High School Senior parade request to take place on Sunday, May 31, 2026.
- F. Special Event Request: Sue DeYoung/Judy Edger Memorial Breast Cancer 5K Walk & Run
Motion to approve the Walk, Run, Cure event on May 9, 2026.

- G. MPPA Required Resolutions for Director Transition
Motion by Kalbfell, seconded by Knapp to adopt Resolution 2026-02-01, as follows:

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 political body 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: Halverson, Kalbfell, Knapp

Nays: None

Absent: Hagen, Parr, Spring

Motion carried.

Motion by Kalbfell, seconded by Knapp to adopt Resolution 2026-02-02, as follows:

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:
 1. Designate Mark L. Heydlauff to be the Member Authorized Representative (“MAR”)
 2. 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 yea and nay vote:

Yeas: Halverson, Kalbfell, Knapp

Nays: None

Absent: Hagen, Parr, Spring

Motion carried.

H. Request from County Equalization Department-Parcel Search Software

Motion by Kalbfell, seconded by Knapp to approve Resolution 2026-02-03 as follows:

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.

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

Resolution was adopted by the following yea and nay vote:

Yeas: Halverson, Kalbfell, Knapp

Nays: None

Absent: Hagen, Parr, Spring

Motion carried.

- I. Emergency Repair: Trackless Snowblower Unit
Motion to approve the emergency repairs to the trackless McQueen unit as presented.

6. Public Hearings and Actions Requiring Public Hearings

- A. Set Public Hearing: Ordinance 868 of 2026: Budget Amendment for Fiscal Year 2025-2026
City Manager Heydlauff presented information on setting a public hearing for Ordinance 868 of 2026: Budget Amendments for Fiscal year 2025-2026.

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

Motion by Knapp, seconded by Halverson to set a 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.

Yeas: Halverson, Kalbfell, Knapp

Nays: None

Absent: Hagen, Parr, Spring

Motion carried.

- B. Set Public Hearing: Ordinance 869 of 2026: 2026-27 Budget
City Manager Heydlauff presented information on setting a public hearing for Ordinance 869 of 2026: 2026-2027 Budget.

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

Motion by Kalbfell, seconded by Halverson to set a public hearing for the 2026-2027 Budget Ordinance for February 16, 2026, at 6 p.m. in the City Council Chambers, 210 State Street, Charlevoix, MI.

Yeas: Halverson, Kalbfell, Knapp

Nays: None

Absent: Hagen, Parr, Spring

Motion carried.

7. All Other Actions and Requests

- A. City Charter Review

Mark Heydlauff, City Manager

City Manager Heydlauff presented information on the City Charter Review. Mr. Heydlauff stated he would have the City Attorney review the Charter for any other legal recommended amendments during this process as well.

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

Motion by Kalbfell, seconded by Knapp to direct the City Manager and City Attorney to review and prepare a Charter amendment changing the Mayor and Council Members' terms from two to four years, with elections held in even-numbered years, and place the amendment on the November ballot.

Yeas: Halverson, Kalbfell, Knapp

Nays: None

Absent: Hagen, Parr, Hagen

Motion carried.

B. Mayoral Appointment

Mayor Lyle Gennett

Mayor Gennett presented information on his Mayoral Appointment.

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

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

Yeas: Halverson, Kalbfell, Knapp

Nays: None

Absent: Hagen, Parr, Spring

Motion carried.

C. Council Appointment

Aaron Hagen

First Ward Council Member

Council Member Kalbfell presented information on the Council Appointment.

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

Motion by Kalbfell, seconded by Knapp to appoint Pat Miller to the Zoning Board of Appeals for a term to expire on December 31, 2028.

Yeas: Halverson, Kalbfell, Knapp

Nays: None

Absent: Hagen, Parr, Spring

Motion carried.

8. Reports and Communications

A. Public Comment

- Annemarie Conway provided Council with several updates about the County's current projects, including the discussion about Charlevoix County withdrawing from CCE 911 Central Dispatch

B. City Manager's Comments

- Several staff members participated in career day at the elementary school
- John Griffith is transitioning to retirement and is working on some last final projects before his departure
- Attended the County Brownfield Authority Meeting last week and John Kurtz is working on a Brownfield/TIF project; there are many steps that need to occur first but more details will follow
- One apartment entity on May St. inquired about a payment in lieu of taxes
- On March 4, MDOT scheduled a meeting to discuss the US 31 Corridor
- The DNR is auctioning off their old research boat

- On June 25, the DNR plans to conduct a christening ceremony for their new research boat at the marina for the public to tour

C. Mayor and Council Comments

- Mayor Gennett and Council expressed consensus that discontinuing participation in the CCE 911 Central Dispatch would not serve the community's best interests and could result in significant fiscal challenges
- Council Member Kalbfell inquired about the police investigation Council requested regarding the fireworks on New Year's Eve and City Manager Heydlauff responded that the investigation is ongoing

9. Other Council Business

10. Adjourn

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

Sarah J. Dvoracek

City Clerk

Lyle Gennett

Mayor

DRAFT

City of Charlevoix
City Council Work Session Minutes
Thursday, February 5, 2026 - 4:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

1. Pledge of Allegiance

The meeting was called to order at 4:03 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

Members Absent: Mark Knapp, Phil Parr, Richard Spring

City Manager: Mark L. Heydlauff

City Clerk: Sarah J. Dvoracek

City Treasurer: Kelly McGinn

3. Reports and Communications

A. 2026-2027 Operating Budgets

City Manager Heydlauff presented information on the 2026-2027 Operating Budgets. Mr. Heydlauff and Kelly McGinn, City Treasurer, answered questions from Council. Topics that were highlighted included: the trail project, debt service for East Park that will be paid off later in the year, and reconstruction of Antrim Street.

B. Proposed Rates and Fees

City Manager Heydlauff presented information on the Proposed Rates and Fees. Council reviewed rates and structures in the sewer, water, and electric departments. Council concurred to have a revised rate structure for the golf course, boat launch and airport. The new rate structure for the golf course and boat launch would have rates for residents and non-residents.

C. Capital Improvement Plan/Capital Budget

City Manager Heydlauff presented information on the Capital Improvement Plan/Capital Budget. Mr. Heydlauff answered questions from Council.

D. Public Comment

There was no public present.

4. Adjourn

Mayor Gennett adjourned the meeting at 6:19 p.m.

Sarah J. Dvoracek

City Clerk

Lyle Gennett

Mayor

Charlevoix City Council

Consent Agenda

Title: Accounts Payable and Payroll Check Registers

Date: February 16, 2026

Presented By:

Background:

Recommendation:

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

Attachments:

1.	Check Registers 02-16-26 Agenda
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CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 02/04/2026 - 02/04/2026

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			
02/04/2026	146733	HARTFORD, THE	2,498.47
1 TOTALS:			<u>2,498.47</u>
Total of 1 Checks:			2,498.47
Less 0 Void Checks:			0.00
Total of 1 Disbursements:			<u>2,498.47</u>

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

02/04/26 Special Accounts Payable Run	\$	2,498.47
02/13/26 Payroll (regular payroll net pay)	\$	124,104.23
02/13/26 Payroll Remittance Checks	\$	9,596.41
02/17/26 Regular Accounts Payable	\$	230,864.29
Checks Sub-Total:	\$	367,063.40

HUNTINGTON NATIONAL BANK - EFT/WIRE PAYMENTS

02/02/26 MI Public Power Agency	\$	33,844.87
02/03/26 DTE Energy	\$	19,825.09
02/03/26 AMG Payment Solutions	\$	38.07
02/03/26 AMG Payment Solutions	\$	34.99
02/09/26 MI Public Power Agency	\$	27,416.41
02/13/26 IRS (Payroll Tax Deposit)	\$	47,210.23
02/13/26 Alerus Financial (HCSP)	\$	558.00
02/13/26 Vantagepoint (401 Plan)	\$	1,276.39
02/13/26 Vantagepoint (457 Plan)	\$	28,007.14
02/13/26 Vantagepoint (Roth IRA)	\$	1,685.00
02/13/26 State of MI (Withholding Tax)	\$	6,779.90

ACH Sub-Total: \$ 166,676.09

Huntington National Bank Total: \$ 533,739.49

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

01/29/26 Special A/P Tax Disbursement	\$	397,584.56
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Charlevoix State Bank Total: \$ 397,584.56

Grand Total: \$ 931,324.05

APPROVED:


CITY MANAGER


CITY TREASURER


CITY CLERK

CHECK APPROVAL REPORT FOR CITY OF CHARLEVOIX

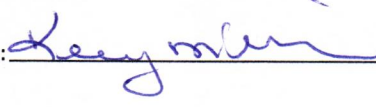
Payroll: 0000000042

Name	Check Date	Gross	Net
HEYDLAUFF, MARK L.	02/13/2026	6,509.38	4,407.15
DVORACEK, SARAH J.	02/13/2026	3,333.44	2,383.75
KLOOSTER, ALIDA K.	02/13/2026	3,758.40	2,515.39
BARNEVELD, RICHELLE L.	02/13/2026	2,138.50	1,511.84
SCHULZ, GINNY L.	02/13/2026	2,267.20	1,521.37
JENKINS, JESSICA-RAE A.	02/13/2026	2,330.00	1,863.80
MILLER, FAITH G.	02/13/2026	55.97	38.60
MCGINN, KELLY A.	02/13/2026	4,469.18	2,916.37
SCHEEL, JONATHAN D.	02/13/2026	3,894.40	2,796.50
MCDONNELL, JILL L.	02/13/2026	4,423.10	2,636.98
UMULIS, MATTHEW T.	02/13/2026	3,061.11	1,804.93
ORBAN, BARBARA K.	02/13/2026	3,790.83	2,057.87
RILEY, DENISE M.	02/13/2026	754.79	618.33
MUNK, CHRISTOPHER J.	02/13/2026	1,935.24	1,123.43
CHRISTIANSEN, BRIAN D.	02/13/2026	3,361.43	2,285.01
MARTIN, DONALD L.	02/13/2026	4,597.22	3,167.06
YOUNG, KRISTEN L.	02/13/2026	2,875.18	2,090.94
CONWAY, PATRICK G.	02/13/2026	481.00	364.60
WURST, RANDALL W.	02/13/2026	4,223.18	2,391.71
HILLING, NICHOLAS A.	02/13/2026	3,521.61	2,220.75
MEIER III, CHARLES A.	02/13/2026	2,823.20	1,695.47
ZACHARIAS, STEVEN B.	02/13/2026	2,760.58	1,667.21
NEWMAN, MARK J.	02/13/2026	2,727.20	1,800.37
LOUGHMILLER, JOHN A.	02/13/2026	3,070.21	2,201.38
GRIFFITH, JOHN J.	02/13/2026	5,161.51	2,850.93
GOWARD, JEFFERY D.	02/13/2026	5,434.61	3,557.73
EATON, BRAD A.	02/13/2026	5,169.17	3,230.53
WILSON, TIMOTHY J.	02/13/2026	4,423.20	3,165.28
LAVOIE, RICHARD L.	02/13/2026	4,315.20	2,787.12
STERRETT, PHILLIP R.	02/13/2026	4,020.89	2,281.70
STEVENS, BRANDON C.	02/13/2026	4,900.03	2,908.50
WHITLEY, ANDREW T.	02/13/2026	4,417.20	2,609.86
FARRELL, MITCHELL L.	02/13/2026	3,684.79	2,375.87
BACHMANN, ELIZABETH A.	02/13/2026	2,353.80	1,673.58
KENWABIKISE, DAVID L.	02/13/2026	2,128.75	1,461.02
ELLIOTT, PATRICK M.	02/13/2026	5,434.62	3,733.89
MORRISON, KEVIN P.	02/13/2026	2,736.74	1,607.99
FURGESON, JUSTIN L.	02/13/2026	3,448.40	2,434.21
BRADLEY, KELLY R.	02/13/2026	3,484.06	2,077.03
HART II, DELBERT W.	02/13/2026	2,839.46	1,819.92
JONES, ROBERT F.	02/13/2026	2,842.25	1,822.24
THORP, WILLIAM D.	02/13/2026	2,327.20	1,448.84
LEITNER, RYAN S.	02/13/2026	2,541.20	1,606.95
NOWKA, STEPHEN P.	02/13/2026	2,387.20	1,741.40
RILEY, DANIEL A.	02/13/2026	2,896.26	2,028.66
REID, ROB A.	02/13/2026	2,600.43	1,788.38
KNORR, KENT J.	02/13/2026	3,468.58	2,484.93
BOSS JR, DALE E.	02/13/2026	1,922.74	1,600.85
ANZELL, BETH A.	02/13/2026	2,383.22	1,773.49
WASHBURNE, MICHAEL J.	02/13/2026	324.00	285.44
BOSS, SHERRY M.	02/13/2026	1,152.00	950.32
MCDERMOTT, DENNIS J.	02/13/2026	74.98	66.05
HAGEN, MADISON L.	02/13/2026	324.00	299.21
MAILLOUX, AIDEN M.	02/13/2026	211.50	186.34
CUNNINGHAM, ABIGAIL A.	02/13/2026	172.50	163.14
CULBERTSON, CRISTIN E.	02/13/2026	287.00	262.49
JOHNSTONE, HUNTER S.	02/13/2026	714.00	629.03
BEMIS, ADDISON J.	02/13/2026	276.00	243.16
LOPEZ, VANESSA M.	02/13/2026	892.13	768.33
WILLSON, ALEXANDER J.	02/13/2026	496.00	436.98
WALKER, MEREDITH A.	02/13/2026	50.94	44.88
WILLSON, WESTYN E.	02/13/2026	201.50	177.53
POTT, RACHEL G.	02/13/2026	252.00	222.00
HALBERG, EMI K.	02/13/2026	220.50	194.27
MATTER, DAWSON K.	02/13/2026	170.00	149.77
PEARSALL, KRISTA M.	02/13/2026	204.00	179.73
BOSS, BEAU J.	02/13/2026	2,472.10	1,900.91
ARNOLD, REMI C.	02/13/2026	481.50	433.85
LUECKE, ANDREW L.	02/13/2026	270.00	249.35
BEMIS, GARRETTSON G.	02/13/2026	819.38	711.51
WILLSON, BRENDA R.	02/13/2026	340.00	299.54
SCHOLEY, ROBERT W.	02/13/2026	3,319.23	2,209.80
MCCRANEY, RUSSELL R.	02/13/2026	2,853.20	2,124.02

CHECK APPROVAL REPORT FOR CITY OF CHARLEVOIX

Payroll: 0000000042

Name	Check Date	Gross	Net
POSTMUS, ANTHONY H.	02/13/2026	2,538.40	1,839.48
REECE, DANIEL A.	02/13/2026	2,518.36	1,834.21
KISSINGER, BRADY A.	02/13/2026	2,879.76	1,965.01
WADKINS, LOGAN M.	02/13/2026	378.00	326.17
Totals: 77		185,376.84	124,104.23

Approved By: 

Date: 2/10/26

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 02/13/2026 - 02/13/2026

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			
02/13/2026	146734	4FRONT CREDIT UNION	1,711.92
02/13/2026	146735	4FRONT CREDIT UNION	2,366.00
02/13/2026	146736	AMERICAN FAMILY LIFE	701.28
02/13/2026	146737	BLUE CROSS BLUE SHIELD OF MIC	1,631.02
02/13/2026	146738	CHARLEVOIX STATE BANK	1,695.00
02/13/2026	146739	COMMUNICATION WORKERS OF AMER	702.90
02/13/2026	146740	FOPLC	207.00
02/13/2026	146741	MI STATE DISBURSEMENT UNIT	116.55
02/13/2026	146742	THE HARTFORD	464.74
1 TOTALS:			
Total of 9 Checks:			9,596.41
Less 0 Void Checks:			0.00
Total of 9 Disbursements:			9,596.41

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 02/17/2026 - 02/17/2026

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			
02/17/2026	146743	ACE HARDWARE	2,763.46
02/17/2026	146744	AMAZON CAPITAL SERVICES	808.79
02/17/2026	146745	ART'S AUTO & TRUCK PARTS	1,619.08
02/17/2026	146746	AT YOUR SERVICE PLUS INC	280.00
02/17/2026	146747	AT&T MOBILITY	85.16
02/17/2026	146748	AUTO-WARES GROUP	2,969.73
02/17/2026	146749	AVFUEL CORPORATION	520.00
02/17/2026	146750	BLOXSOM ROOFING & SIDING CO.	405.00
02/17/2026	146751	BLUE CROSS BLUE SHIELD OF MIC	55,579.35
02/17/2026	146752	CHARLEVOIX COMMUNITY BAND	5,000.00
02/17/2026	146753	CHARLEVOIX COURIER #8004	6.07
02/17/2026	146754	CHARLEVOIX GLASS	1,471.00
02/17/2026	146755	CHARLEVOIX TOWNSHIP TREASURER	101.12
02/17/2026	146756	CHARTER COMMUNICATIONS	149.99
02/17/2026	146757	CINTAS CORPORATION	472.71
02/17/2026	146758	CONWAY PROFESSIONAL SERVICES	1,153.00
02/17/2026	146759	DITCH WITCH SALES OF MICHIGAN	2,421.13
02/17/2026	146760	EJ USA INC.	2,270.04
02/17/2026	146761	ELLSWORTH FARMERS EXCHANGE	2,534.38
02/17/2026	146762	ETNA SUPPLY	613.48
02/17/2026	146763	FAMILY FARM AND HOME	59.24
02/17/2026	146764	FREEDOM MAILING SERVICES INC	2,533.54
02/17/2026	146765	GFL ENVIRONMENTAL	933.73
02/17/2026	146766	GRAINGER	113.70
02/17/2026	146767	GREAT LAKES ELEVATOR LLC	473.39
02/17/2026	146768	GRIJALVA, LAURA	17.42
02/17/2026	146769	HACH COMPANY	1,012.43
02/17/2026	146770	HALOID INC	165.00
02/17/2026	146771	HYDROCORP	2,243.50
02/17/2026	146772	IDI	75.00
02/17/2026	146773	INTEGRITY BUSINESS SOLUTIONS	96.99
02/17/2026	146774	IPS GROUP INC	1,153.08
02/17/2026	146775	JIM RIEHL'S FRIENDLY FORD INC	4,464.01
02/17/2026	146776	JOHN E GREEN COMPANY	455.00
02/17/2026	146777	JOPPA HOUSE MINISTRIES PROGRA	27,680.00
02/17/2026	146778	KALAMAZOO SANITARY SUPPLY LLC	273.41
02/17/2026	146779	KENNEDY INDUSTRIES INC	77,507.00
02/17/2026	146780	MCCARDEL CULLIGAN WATER COND	55.50
02/17/2026	146781	MICHIGAN ASSOCIATION OF PLANN	35.00
02/17/2026	146782	MIKE'S GLASS	865.23
02/17/2026	146783	MUTT MITT	3,071.67
02/17/2026	146784	NCL OF WISCONSIN INC	44.12
02/17/2026	146785	NORTHWEST ELECTRONICS & REPAI	29.99
02/17/2026	146786	OLSON & HOWARD PC	1,071.00
02/17/2026	146787	PENINSULA FIBER NETWORK LLC	360.00
02/17/2026	146788	POWER LINE SUPPLY	793.91
02/17/2026	146789	POWERPLAN	3,336.68
02/17/2026	146790	PRESTON FEATHER	390.78
02/17/2026	146791	PRO IMAGE DESIGN - PETOSKEY	1,678.36
02/17/2026	146792	QUILL LLC	47.39
02/17/2026	146793	RANDALL W WURST	129.06
02/17/2026	146794	RANGE TELECOMMUNICATIONS	215.00
02/17/2026	146795	ROTARY CLUB OF CHARLEVOIX	45.00
02/17/2026	146796	S&S WELDING INC	1,261.25
02/17/2026	146797	SITE PLANNING DEVELOPMENT INC	1,000.00
02/17/2026	146798	STAPLES	73.94
02/17/2026	146799	STATE OF MICHIGAN	5,710.90
02/17/2026	146800	STITCH N LYDS LLC	375.00
02/17/2026	146801	TELE-RAD INC	5,018.23
02/17/2026	146802	TELNET WORLDWIDE	158.45
02/17/2026	146803	TERMINAL SUPPLY CO	103.18
02/17/2026	146804	THE SALAD FORK	100.57
02/17/2026	146805	TIP OF THE MITT WELDING & FAB	1,050.00
02/17/2026	146806	TOP LINE ELECTRIC LLC	510.00
02/17/2026	146807	TRACE ANALYTICAL LABORATORIES	327.12
02/17/2026	146808	UNIFIRST CORPORATION	365.98
02/17/2026	146809	USA TODAY MEDIA CORP	764.08
02/17/2026	146810	USABLUEBOOK	1,396.97

1 TOTALS:

Total of 68 Checks:

230,864.29

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 02/17/2026 - 02/17/2026

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			
	Less 0 Void Checks:		0.00
	Total of 68 Disbursements:		<u>230,864.29</u>

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 02/02/2026 - 02/02/2026

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			
02/02/2026	423(E)	MICHIGAN PUBLIC POWER AGENCY	33,844.87
1 TOTALS:			
Total of 1 Checks:			33,844.87
Less 0 Void Checks:			0.00
Total of 1 Disbursements:			33,844.87

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 02/03/2026 - 02/03/2026

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			
02/03/2026	424(E)	DTE ENERGY	19,825.09
02/03/2026	425(E)	AMG PAYMENT SOLUTIONS	38.07
02/03/2026	426(E)	AMG PAYMENT SOLUTIONS	34.99
1 TOTALS:			
Total of 3 Checks:			19,898.15
Less 0 Void Checks:			0.00
Total of 3 Disbursements:			19,898.15

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 02/09/2026 - 02/09/2026

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			
02/09/2026	427(E)	MICHIGAN PUBLIC POWER AGENCY	27,416.41
1 TOTALS:			
Total of 1 Checks:			27,416.41
Less 0 Void checks:			0.00
Total of 1 Disbursements:			27,416.41

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 02/13/2026 - 02/13/2026

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			
02/13/2026	428(E)	**EFTPS* Payroll Taxes	47,210.23
02/13/2026	429(E)	Alerus Financial	558.00
02/13/2026	430(E)	MissionSquare - 401 Plan 1091	1,276.39
02/13/2026	431(E)	MissionSquare - 457 Plan 3009	28,007.14
02/13/2026	432(E)	MissionSquare - Roth IRA 7061	1,685.00
02/13/2026	433(E)	STATE OF MICHIGAN	6,779.90
1 TOTALS:			
Total of 6 Checks:			85,516.66
Less 0 Void Checks:			0.00
Total of 6 Disbursements:			<u>85,516.66</u>

CHECK REGISTER FOR CITY OF CHARLEVOIX

CHECK DATE 01/29/2026 - 01/29/2026

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			
01/29/2026	4329	BLAKE HOLDINGS LLC	1,448.57
01/29/2026	4330	CHARLEVOIX COUNTY TREASURER	77,234.11
01/29/2026	4331	CHARLEVOIX DISTRICT LIBRARY	45,428.82
01/29/2026	4332	CHARLEVOIX PUBLIC SCHOOLS	5,808.62
01/29/2026	4333	CHARLEVOIX-EMMET ISD	157,024.19
01/29/2026	4334	CITY OF CHARLEVOIX - TAXES DU	44,549.19
01/29/2026	4335	LAKE CHARLEVOIX EMS AUTHORITY	53,705.77
01/29/2026	4336	RECREATIONAL AUTHORITY	12,385.29
2 TOTALS:			
Total of 8 Checks:			397,584.56
Less 0 Void Checks:			0.00
Total of 8 Disbursements:			<u>397,584.56</u>

Charlevoix City Council

Consent Agenda

Title: Special Event Request: Memorial Day Parade

Date: February 16, 2026

Presented By:

Background:

Marell Staffel would like to organize the Memorial Day Parade again this year. The parade goes from East Garfield to East Clinton, then into East Park for a ceremony. The request for items from the City is very limited. The request is attached for your review.

Recommendation:

Motion to approve the Memorial Day Parade Request as presented.

Attachments:

1.	Request to council
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TO: City of Charlevoix, City Council
FROM: Marell Staffel
RE: Memorial Day parade and program

I am requesting permission to hold the annual Charlevoix Memorial Day parade and the subsequent program in East Park.

Parade Details:

- Assembly: Participants will gather between 9:30 AM and 10:00 AM in the parking lot and alley by Dr. Kwapis' office.
- Participants: The parade may include the Charlevoix High School Band, Friends of the Library, the Elks Club, Girl and Boy Scouts, veterans in classic cars, fire trucks and the Pine Lake Winds. Honor and Color guards will be provided by the American Legion, VFW, and US Coast Guard.
- Route: Led by the Police Chief, the parade will begin at 10:00 AM at the corner of Bridge St. and Garfield, traveling north to Clinton St. It will make a brief stop at Veterans Park to lay a wreath before continuing on Bridge St. then turning right onto Clinton St. and then entering East Park.

Program Details:

- Location: The program will take place at the East Park bandshell and last approximately 30 minutes.
- Content: The ceremony will include opening and closing prayers, the Pledge of Allegiance, the National Anthem, performances by the High School Band, a 21-gun salute, Taps, and the laying of two wreaths into Round Lake by the Coast Guard and the Ladies Auxiliary.
- Logistics: We will utilize the bandshell microphone system, chairs, and music stands, ensuring everything is returned and locked after use. (the band director has a key) The bandshell restrooms should be available for attendees.

Traffic and City Requests:

- Road Closures: We request that US-31 be closed between Garfield and Clinton from 10:00 AM to approximately 10:30 AM.
- Parking: We request traffic cones be placed to block parking on the east side of the 300 block of Bridge St. and the south side of Clinton St. adjacent to the park. Classic cars and the Pine Lake Winds truck will park along Bridge St. during the ceremony.
- Park Setup: We request that picnic tables be distributed throughout the park rather than grouped together.

Safety and Contingencies:

- Weather: In the event of inclement weather, the parade and program will be cancelled. I will notify the appropriate people and post an announcement on Facebook.
- Emergencies: We will use the microphone system for audience communication and cell phones to contact emergency services if necessary.

Thank you for your consideration of this request.

Charlevoix City Council

Consent Agenda

Title: Planning Commission Annual Report

Date: February 16, 2026

Presented By:

Background:

As required per the Michigan Planning Enabling Act, Section 125.3819 (2) (Act 33 of 2008, as amended), the Planning Commission respectfully submits a report of the activities they undertook in the previous twelve months (January 2025-December 2025).

Highlights of the report include:

- Two new members joined the Planning Commission in early 2025
- Site Plan approval for 14 condominium units at 119 W Hurlbut St.
- Using Form-Based code to add design standards for mixed-use and residential development
- Zoning permits were issued for 4 new single-family homes, 1 Accessory Dwelling Unit and 6 Multi-family units

As a zoning side note not contained in the report but tied to housing units created, permits were issued for two non-utilized existing residential structures that were remodeled to create "new" housing units.

Recommendation:

Motion to accept the Planning Commission Annual Report as presented.

Attachments:

1.	2025 Planning Commission Annual Report
----	--

February 16, 2026

Hon. Mayor and Council Members 210 State Street
Charlevoix, MI 49720

RE: 2025 Charlevoix Planning Commission Annual Report

Hon. Mayor and Council Members:

INTRODUCTION

The [Michigan Planning Enabling Act](#) (MPEA) allows for the establishment of local Planning Commissions, Master Plans, and other associated activities. The City of Charlevoix’s Planning Commission is established in the city code of ordinances in Title III, Chapter 32.105 and consists of 7 members. The Planning Commission is responsible for:

- Developing the community’s Master Plan which provides a framework for orderly growth and redevelopment.
- Creating a zoning ordinance to translate master planning goals to land use regulations.
- Reviewing and approving development requests.
- Studying special topics or conducting other special projects as requested by the governing body.

As required per the Michigan Planning Enabling Act, Section 125.3819 (2) (Act 33 of 2008, as amended), the Planning Commission respectfully submits a report of the activities they undertook in the previous twelve months (January 2025-December 2025).

“A planning commission shall make an annual written report to the legislative body concerning its operations and the status of planning activities, including recommendations regarding actions by the legislative body related to planning and development.”

MEMBERSHIP

Planning Commission members for 2025 were:

<i>Name</i>	<i>Member since</i>	<i>Term Exp.</i>	<i>Attendance</i>	<i>Training Hours Logged 4 hours recommended</i>
Jennifer Muladore, Chairperson	05/2018	04/2027	11/12 92%	11 MAP Pro Housing Series
Maureen Radke	01/2022	04/2027	8/12 67%	
Shelley Boehmer	04/2023	04/2026	10/12 83%	25.5 MAP Conference, 7 separate other trainings
Toni Felter (resigned 1/25)	11/2008	04/2026	11/12 92%	1 Planning and Zoning legal Issues
Sherman Chamberlain	03/2011	04/2025	4/4 100%	
Scott Beatty, Vice-Chair	11/2022	04/2028	10/12 83%	
John Kurtz	11/2022	04/2025	4/4 100%	
Christine Galbreath	04/2025	04/2028	8/8 100%	1 Historic Preservation
Kristen Jones	04/2025	04/2028	7/8 88%	

MEETINGS

The Planning Commission met a total of twelve (12) times in the past year. Meetings are typically scheduled for the second Monday of the month, at 6:00 PM, at City Hall. All meetings are held in compliance with the *Open Meetings Act, PA 267 of 1976, as amended*.

Monday, January 13, 2025
Monday, February 10, 2025
Monday, March 10, 2025
Monday, April 14, 2025
Monday, May 12, 2025
Monday, June 9, 2025
Monday, July 14, 2025
Monday, August 11, 2025
Monday, September 8, 2025
Monday, October 13, 2025
Monday, November 10, 2025
Monday, December 8, 2025

Minutes to all Planning Commission meetings are available at <https://charlevoixmi.portal.civicclerk.com/>

PLANNING STAFF

Planning and Zoning staff provide support and technical expertise to the Planning Commission as well as other public bodies, City staff, residents, and other inquirers who have questions about the City's Ordinances, development potential, and application processes. Planning and zoning staff included:

Jonathan Scheel, Director of Planning and Zoning
Faith Miller, Enforcement Officer (seasonal)

ACTIVITIES

The City continued to implement the Housing Readiness Grant from Michigan State Housing Development Authority that allows the City and the Charlevoix Township to plan together for regional housing. Networks Northwest supported this effort with an in-depth report on strategies to achieve those goals. The City worked with the Township on those recommendations. Received and adopted the Charlevoix Communities Focus Area Plan from Networks Northwest.

- Rezone of 1202 through 1224 State Street, Council chose not to act
- Level B Site Plan Review 119 W Hurlbut, approved 14 condominium units
- Conditional rezone 115 W Hurlbut, denied

ZONING ORDINANCE TEXT AMENDMENTS & REZONINGS

Zoning is the legal mechanism which turns planning goals into reality via land use and physical regulations. It is imperative that a community maintain an up-to-date zoning ordinance which aligns with those goals and addresses emerging trends. Throughout the year, the Planning Commission discussed and took action on the following amendments:

- Accessory Buildings (height changes)
- Residential Decks (maximum height and screening)

- Landscaping (full rewrite of chapter)
- Used Form-Based code to write a Residential Design Guidebook to set design standards for residential properties for the least amount of impact to existing neighborhoods

ZONING BOARD OF APPEALS ACTIVITY

Appeal Type	Location	Description	Action	Date of Action
Dimensional Variances	115 W. Hurlbut	Rear, side and height variances	Denied	8/27/25
Dimensional Variance	405 Antrim Street	Side yard variance	Approved	8/27/25

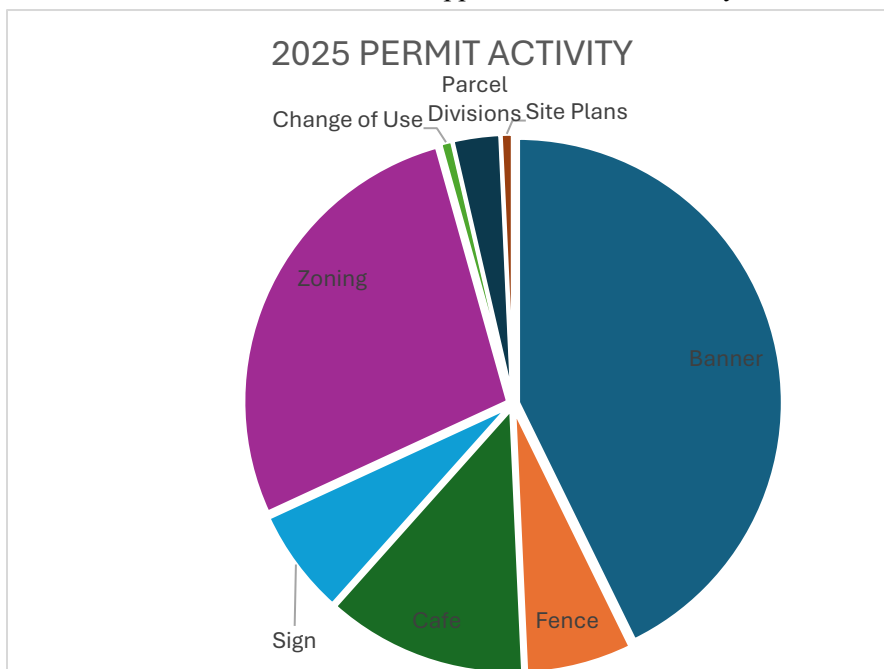
PERMIT ACTIVITY

While large-scale zoning permits and Special Land Uses are reviewed as site plans by the Planning Commission, the Zoning Administrator is authorized to review and make decisions on most small-scale zoning permits, fence permits, and sign permits. Following is a summary of all land use permit activity for the year.

142 total Permits,

Banner permits	59	41.5%
Fence permits	9	6.3%
Sidewalk Café/Use	21	14.8%
Sign permits	9	6.3%
Zoning	38	26.8%
Change of Use	1	.7%
Parcel Divisions	4	2.8%
Site Plans (PC)	1	.7%

Those above include zoning permits for 4 new single-family homes, 1 Accessory Dwelling Units and 6 Multi-family buildings. A Level A Site Plan Review 203 Mason approved administratively



ZONING VIOLATIONS

Enforcement of the zoning ordinance is critical to maintaining the integrity of the adopted ordinances. It is intended that most violations are handled through a simple owner notification, followed by a voluntary plan to bring the violation into compliance. Most zoning and blight violations are handled this way in the city. There continues to be serious infractions and prolonged non-compliance in 2025 which were enforced with municipal civil infraction citations and other enforcement pressure.

ECONOMIC DEVELOPMENT

The Planning Commission reviewed a Level B Site Plan Review for 119 W Hurlbut and approved 14 condominium units. These housing units add much needed housing to the city and are located within a short distance of downtown, helping with the vibrancy of the central business district.

PUBLIC PARTICIPATION

The Planning Commission and City Council believe it is very important to give the public opportunities to participate in the governance and specific issues of the city. The Planning Commission encourages the public to attend and participate at all their public meetings. A number of meetings in 2025 included topics such as rezones and ordinance changes that were published to the public per the State of Michigan Planning and Zoning Acts.

The City Council utilized public participation in a targeted way around three specific topics this year: neighborhood concerns about tourism and traffic on Park Avenue; special events; and planning for mass casualty/violence events. In these cases, Council made a point of holding various work sessions on these topics and inviting specific key stakeholders along with the general public to have dialogue with them and each other on the topics. In some cases, this informed action taken by Council (to adopt a new policy on special events) and in other cases, Council urged differing factions to seek consensus together instead of formal public action. An open house in early 2026 is planned to gather further feedback and ideas on mass casualty/violence response planning.

LOOKING FORWARD...

In December, the Planning Commission prepared a new list of priority activities and goals. The Planning Commission prioritized for 2026:

- 5 year Master Plan Review to include:
 - Work with school district regarding future use of properties.
 - Expansion of city sidewalks
 - Downtown signage and wayfaring signs
- Review downtown building height ordinance language
- Incentives for a higher density downtown.
- Design guidelines downtown/commercial buildings.
- Regulations for data centers
- Consider expanding residential uses in industrial zoning districts
- Review opportunities to expand Missing Middle Housing building options

Charlevoix City Council

Public Hearings and Actions Requiring Public Hearings

Title: Ordinance 868: Adoption of Amended 2025-26 Budget

Date: February 16, 2026

Presented By: Mark Heydlauff, City Manager

Background:

Over the past few weeks, Council has discussed the changes in the past year that bring this amendment to you. Generally, we have spent less than planned and seen slightly more revenue than planned for most of our funds. This reflects a conservative fiscal position that will have us end the 2025-2026 fiscal year in sound financial health.

Recommendation:

Motion to approve Ordinance 868 of 2026 as presented.

Attachments:

1.	868 of 2026 budget amendment FINAL
----	------------------------------------

**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	2,092,907	(59,216)
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

Charlevoix City Council

Public Hearings and Actions Requiring Public Hearings

Title: Ordinance 869: Adoption of the 2026-27 Budget

Date: February 16, 2026

Presented By: Mark Heydlauff, City Manager

Background:

Included is the budget ordinance which formally adopts the budget for the 2026-2027 Fiscal Year. Within the ordinance, you are levying the following taxes:

- Operating tax for the City: 9.0075 mills
- Infrastructure levy: 1.2 mills
- Refuse levy: 1 mill

Total City levy: 11.2075

- The DDA-specific levy of 1.2685 mills (DDA district only).

Our rate of 11.2075 compares to the 2025 rates for the following:

Boyne City	16 mills
East Jordan	18 mills
Petoskey	12 mills (excluding library)
Harbor Springs	7 mills (excluding library)

In the packet, you'll find a memo outlining some key highlights of the current year amendments and the upcoming year. Notably, the basis for this document is text the City Treasurer and I previously gave you in different forms. I utilized an AI program to combine this text but it also noted some things I wouldn't have thought to include and formatted it in ways I found valuable. I'll discuss this more on Monday because the net effect was to bring added analysis to your information.

Per Council's feedback at your work session of February 5, we are revising the fee schedule and will have more information on this for a future meeting. I will also discuss this further on Monday.

Recommendation:

Motion to adopt Ordinance 869 for 2026-27 budget as presented.

Attachments:

1.	Ordinance 869 for 2026-27 budget FINAL
2.	Final summary memo
3.	Budget Report 26-27 General Fund Summary
4.	Budget Report 26-27 General Fund Revenue Details
5.	Budget Report 26-27 General Fund Expense Summary
6.	Budget Report 26-27 General Fund Expense Detail

7.	Budget Report 26-27 Airport
8.	Budget Report 26-27 DDA
9.	Budget Report 26-27 Debt
10.	Budget Report 26-27 Fringe
11.	Budget Report 26-27 Major and Local Street
12.	Budget Report 26-27 Marina
13.	Budget Report 26-27 Motorpool
14.	Budget Report 26-27 Parking-Boat Launch-Housing
15.	Budget Report 26-27 Perpetual Care
16.	Budget Report 26-27 Utilities
17.	Budget Report 26-27 Misc Funds

Charlevoix City Council

Public Hearings and Actions Requiring Public Hearings

Title: Ordinance 869: Adoption of the 2026-27 Budget

Date: February 16, 2026

Presented By: Mark Heydlauff, City Manager

Background:

Included is the budget ordinance which formally adopts the budget for the 2026-2027 Fiscal Year. Within the ordinance, you are levying the following taxes:

- Operating tax for the City: 9.0075 mills
- Infrastructure levy: 1.2 mills
- Refuse levy: 1 mill

Total City levy: 11.2075

- The DDA-specific levy of 1.2685 mills (DDA district only).

Our rate of 11.2075 compares to the 2025 rates for the following:

Boyne City	16 mills
East Jordan	18 mills
Petoskey	12 mills (excluding library)
Harbor Springs	7 mills (excluding library)

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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:

<u>GENERAL FUND</u>	
TOTAL REVENUES:	<u>\$4,712,948</u>
TOTAL EXPENSE:	<u>\$4,712,948</u>

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:

<u>FUND</u>	<u>REVENUE</u>	<u>EXPENSE</u>
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	3,428,881	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	142,000	142,000
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



Purpose & Budget Process to Date

This memo consolidates the preliminary FY 2026–2027 budget, recommended adjustments for the current fiscal year ending March 31, 2026, and the guiding decisions the Council has worked through to date. It is intended to provide a clear narrative of: (1) what changed in the current year and why; (2) what the proposed FY 2026–2027 budget assumes; and (3) what policy choices Council may wish to affirm before adoption of the budget ordinance.

Framing Principles

- **Transparency & Accuracy:** Reclassification and fund alignment to present the budget faithfully (e.g., ICMA wages now correctly included in Fringe Benefits).
- **Segregation of One-Time Transactions:** Land sale proceeds and related site redevelopment costs are moved out of the General Fund to the Building Capital Improvement Fund to avoid swings.
- **Conservative Revenue Assumptions:** Property tax revenue growth modeled at +1% without a rate change, acknowledging the likelihood of higher actuals but avoiding over-commitment.
- **Compliance & Service Continuity:** Funding for mandated activities (elections, LSL replacements) and essential operations (street, public safety, utilities).

Current Fiscal Year (ends March 31, 2026): Adjustments & Outcomes

Bottom line improvement: The General Fund moved from an originally projected net loss of ~(\$86,000) to an estimated surplus of ~+\$100,000. Key drivers:

- **Revenue strength:** Tax revenue came in slightly stronger than expected.
- **Expenditure variances:** Police department staffing below plan and several projects deferred.
- **Interest earnings:** Above expectations.
- **Accounting clarity:** ICMA wages reclassified to Employee Fringe Benefits (cost-neutral, improves accuracy).
- **Land sale/financing realignment:** Shift land sale proceeds and all associated improvements to the Building Capital Improvement Fund; refund prior GF payments (~\$56,000); payoff internal loan; eliminate GF debt service.
- **Operational adjustments:** DDA coverage (~\$17,000/year); reduced City Hall carpet scope; HR Assistant merged into Cash Receipts Clerk.
- **Fire apparatus:** \$80,000 repairs shifted to Fire Truck Replacement Fund; transfer budgeted for shared debt service with Charlevoix Township.
- **Marina Fund contingency:** \$36,000 transfer remains budgeted only if needed based on year-end cash position.

Proposed FY 2026–2027 Budget: Summary

- Revenue posture: Property tax +1% growth assumed, with no change in levy rate.
- Core cost drivers: 3% COLA across staff; higher election costs; Parks & Recreation Master Plan update; brush/compost operations shift to tub grinding (~\$60,000).
- Projected General Fund result: ~(\$152,000) deficit, likely to tighten as scopes and revenue data update.

Fund-by-Fund Highlights

- General Fund: Conservative revenue, labor costs with COLA, elections, brush site operational change.
- Ferry Beach Boat Launch: Continues as standalone fund; net revenue retained.
- Parking Services: Dedicated fund for paid parking and enforcement.
- DDA Fund: Pending Board review; revenue-positive with targeted asset maintenance and debt service.
- Housing Fund: Holds MSHDA grant proceeds; releases funds per approved projects.
- Street Funds: Winter maintenance slightly higher than usual; manageable.
- Building Capital Improvement Fund: \$80,000 for Fire/EMS floor drains; placeholders for City Hall updates; land proceeds and redevelopment booked here.
- Marina: Ongoing in-house replacements; near break-even excluding depreciation timing.
- Utilities: Electric (AMI deployment, streetlight replacement); Water (plant monitoring, LSL replacements, line work); Sewer (boiler, generators, Alice Street improvements).
- Recreation: Northside Wheelway extension; dugout roof replacements.
- Public Works: Continued work on New Storage Yard and Compost Pit (W. Carpenter).
- Debt: Retire Marina & East Park Improvement debt and GF–Electric internal loan in FY 26–27.

Policy Decisions & Requests for Council Direction

- Brush/Compost Operating Model: Affirm tub grinding (~\$60k) vs. burning.
- Marina Fund Transfer Criteria: Establish cash threshold trigger.
- DDA Executive Coverage & Cost Recovery: Confirm continued arrangement and reimbursement level.
- Tax Base Sensitivity & Mid-Year Adjustment: Adopt sensitivity band and amendment process.
- Police Staffing Plan Alignment: Confirm authorized strength and hiring timeline.
- One-Time Transaction Segregation: Reaffirm BCIF use for land proceeds and major facility fixes.

Key Risks Summary

#	Risk	Likelihood	Impact	Primary Mitigation
1	Property tax growth < 1% assumption	Medium	Medium–High	Sensitivity tracking; mid-year amendment

2	CWA settlement above 3% COLA	Medium	Medium–High	Scenario planning; offsets/contingency
3	Elections costs exceed estimates	Medium	Medium	Early procurement; shared staffing
4	Facility repair bid variance (Fire/EMS drains)	Medium	Medium	Bid alternates; owner contingency
5	Brush site tub-grinding recurring cost	Medium	Medium	Policy confirmation; multi-year pricing
6	LSL compliance schedule/cost	Medium	Medium	Phased delivery; contractor pipeline
7	Marina cash support need (\$36k)	Medium	Low–Medium	Cash threshold trigger; reporting
8	Structural GF deficit persists	Medium	High	Segregate one-time items; monitor fund balance

**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)
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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
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FUND BALANCE AS % OF TOTAL EXPENSES	29%	26%	31%	27%
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CITY OF CHARLEVOIX
GENERAL FUND REVENUE DETAIL
BUDGET
26-27

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

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

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

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

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 PARI	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
AIRPORT FUND
BUDGET
26-27**

	24-25 Actual	25-26 Budget	25-26 Est. Actual	26-27 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	836,000	937,000
FUEL SALES - TAXABLE	406,319	415,000	345,000	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	7,000
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	\$ 2,092,907	\$ 2,149,802
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)	\$ (728,005)	\$ (622,360)
YEAR END BALANCES				
NET POSITION BEGINNING OF YEAR	8,236,237	7,952,815	7,952,815	7,224,811
NET CHANGE IN NET POSITION	(283,421)	(494,603)	(728,005)	(622,360)
NET POSITION	\$ 7,952,815	\$ 7,458,212	\$ 7,224,811	\$ 6,602,451
CASH & INVESTMENTS	\$ 907,693	\$ 413,090	\$ 179,688	\$ (442,672)

**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
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

* Note: Cash includes \$50,000 investment

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
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

CITY OF CHARLEVOIX
Major Street Fund
BUDGET
26-27

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

CITY OF CHARLEVOIX
Parking Fund
BUDGET
26-27

	24-25 Actual	25-26 Budget	25-26 Est. Actual	26-27 Budget
REVENUES				
PARKING FEES	147,762	147,000	153,000	160,500
FINES AND FORFEITS	17,279	16,000	27,000	20,000
INTEREST EARNINGS	479	200	500	600
MISCELLANEOUS	122	500	500	500
TOTAL REVENUES	\$ 165,642	\$ 163,700	\$ 181,000	\$ 181,600
EXPENSES				
SALARIES & WAGES	12,770	21,813	15,909	16,437
WAGES (ICMA)	809	2,500	-	-
SALARIES & WAGES - TEMPORARY	15,060	20,766	21,090	21,723
EMPLOYEE FRINGE BENEFITS	12,895	20,200	17,742	18,200
SOFTWARE LICENSING/SUBSCRIPTIONS	737	12,000	20,000	20,000
MATERIAL & SUPPLY	2,555	7,500	3,000	7,500
TELEPHONE	334	660	760	860
EQUIPMENT RENTAL	41	500	500	600
CREDIT CARD PROCESSING FEES	10,172	21,000	11,800	12,000
REFUNDS & REBATES	192	200	300	300
MACHINERY & EQUIPMENT	30,471	16,500	16,500	16,500
LOAN PRINCIPAL	25,837	-	-	-
LOAN INTEREST	648	-	-	-
TRANSFER TO OTHER FUNDS	35,631	32,900	33,385	34,356
TOTAL EXPENSES	\$ 148,151	\$ 156,539	\$ 140,986	\$ 148,476
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 17,491	\$ 7,161	\$ 40,014	\$ 33,124
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	50,108	67,598	67,598	107,612
NET CHANGE IN FUND BALANCE	17,491	7,161	40,014	33,124
FUND BALANCE	\$ 67,598	\$ 74,759	\$ 107,612	\$ 140,736
CASH & INVESTMENTS	\$ 68,159	\$ 75,320	\$ 108,173	\$ 141,297

CITY OF CHARLEVOIX
Boat Launch Fund
BUDGET
26-27

	24-25 Actual	25-26 Budget	25-26 Est. Actual	26-27 Budget
REVENUES				
INTEREST EARNINGS	0	0	100	100
RENTS/ROYAL. FERRY BOAT LAUNCH	0	45,200	48,000	48,000
TOTAL REVENUES	0	45,200	48,100	48,100
EXPENSES				
SALARIES & WAGES	0	950	0	0
WAGES (ICMA)	0	128	0	0
SALARIES & WAGES - TEMPORARY	0	20,500	20,230	21,000
EMPLOYEE FRINGE BENEFITS	0	3,825	3,035	3,150
OPERATING SUPPLIES	0	3,475	1,100	3,500
CONTRACTUAL SERVICES	0	14,650	11,650	13,650
UTILITIES	0	1,600	2,100	2,600
TOTAL EXPENSES	0	45,128	38,115	43,900
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	0	72	9,986	4,200
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	0	0	0	9,986
NET CHANGE IN FUND BALANCE	0	72	9,986	4,200
FUND BALANCE	0	72	9,986	14,186
CASH & INVESTMENTS	0	72	9,986	14,186

CITY OF CHARLEVOIX
Housing Initiatives Fund
BUDGET
26-27

	24-25 Actual	25-26 Budget	25-26 Est. Actual	26-27 Budget
REVENUES				
GRANTS - OTHER	-	354,000	-	177,000
INTEREST EARNINGS	251	200	200	200
CONTRIBUTIONS FROM OTHER FUNDS	6,000	6,000	6,000	6,000
TOTAL REVENUES	\$ 6,251	\$ 360,200	\$ 6,200	\$ 183,200
EXPENSES				
PROFESSIONAL SERVICES	379	-	-	-
CONTRACTUAL SERVICES	-	300,000	-	150,000
TOTAL EXPENSES	\$ 379	\$ 300,000	\$ -	\$ 150,000
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	\$ 5,872	\$ 60,200	\$ 6,200	\$ 33,200
YEAR END BALANCES				
FUND BALANCE BEGINNING OF YEAR	28,796	34,668	34,668	40,868
NET CHANGE IN FUND BALANCE	5,872	60,200	6,200	33,200
FUND BALANCE	\$ 34,668	\$ 94,868	\$ 40,868	\$ 74,068
CASH & INVESTMENTS	\$ 34,652	\$ 94,852	\$ 40,852	\$ 74,052

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
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	142,000
LEGAL FEES	1,328	0	0	0
TRANSFER TO OTHER FUNDS	0	0	137,237	0
TOTAL EXPENSES	151,895	0	672,654	142,000
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	-125,650	0	-101,660	-124,300
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	-124,300
FUND BALANCE	875,537	875,537	773,877	649,577
CASH & INVESTMENTS	857,507	857,507	755,847	631,547

Charlevoix City Council

All Other Actions and Requests

Title: Council Appointment-Recreational Authority Board

Date: February 16, 2026

Presented By: Sarah Dvoracek, City Clerk

Background:

City Manager Heydlauff has been a member of the Recreational Authority Board since April 2021. His term expires in March 2026; the term is three-years. The City has not received any interest from anyone wanting to serve on the board.

The Recreational Authority Board requires one Council Member and two City residents. Council Member Halverson and Shirley Gibson, City Resident, currently serve on the board.

Recommendation:

Council discussion and direction.

Attachments:

None

Charlevoix City Council

All Other Actions and Requests

Title: Special Event Request: Trout Tournament

Date: February 16, 2026

Presented By: Mark Heydlauff, City Manager

Background:

The Trout Tournament is requesting the use of East Park for their annual fishing tournament in June. They are also requesting launch fees be waived for the tournament on June 12–14, and a practice day, June 11, as well as permission for overnight parking. Attached, please find the letter of request for those items, along with their request to hold the event.

You will note this is significantly more documented pre-planning than this event has provided in the past and it appears to staff to be very consistent with the expectations of the new Special Event Policy. As for waiving the parking fees at the launch, this has long been contemplated in our ordinance and is not one of the fees for service we have tracked. We have historically provided this fee waiver to this event and the Red Fox Regatta on Labor Day weekend.

Recommendation:

Motion to approve the Trout Tournament Special Event and waive launch fees and overnight parking fees as requested.

Attachments:

1.	Trout Tourney Launch Fees 2026-1
2.	Charelvoix Trout Tourney - Event Details
3.	Charelvoix Trout Tourney - All Hazards Plan-1
4.	Resolution 2026-02-04 trout tourney



Charlevoix Trout Tournament Inc.

February 9, 2026

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

Dear Mark,

The 41st Annual Charlevoix Area Trout Tournament will take place June 12th through the 14th. The tournament is once again requesting the launch fees to be waived for tournament participants on the dates of the tournament and on June 11th for practice fishing day. We'd also like to request overnight parking for the participants on the weekend of the tournament, so they have a place to keep their vehicle if they are staying in a slip at the Charlevoix Marina.

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

Sincerely,

Charlevoix Trout Tournament, Inc.
Chris Mikulski, Vice President



Charlevoix Trout Tournament Inc.

Event Details for City Council Review

Event: Charlevoix Area Trout Tournament

Date: June 10-14, 2026

Setup: June 10, 2026. 12:00PM - 6:00PM

Tear Down/Clean up: June 14, 2026. 2PM-7PM

Tournament Dates: June 12 - 14, 2026.

Registration, Downtown Charlevoix: June 10th, 3pm - 7pm & June 11, Noon - 8pm

Mandatory Captains Meeting: June 11th, 2026 @ 8:00pm

Expected Attendance: Total Participants in previous years has been 575-650.

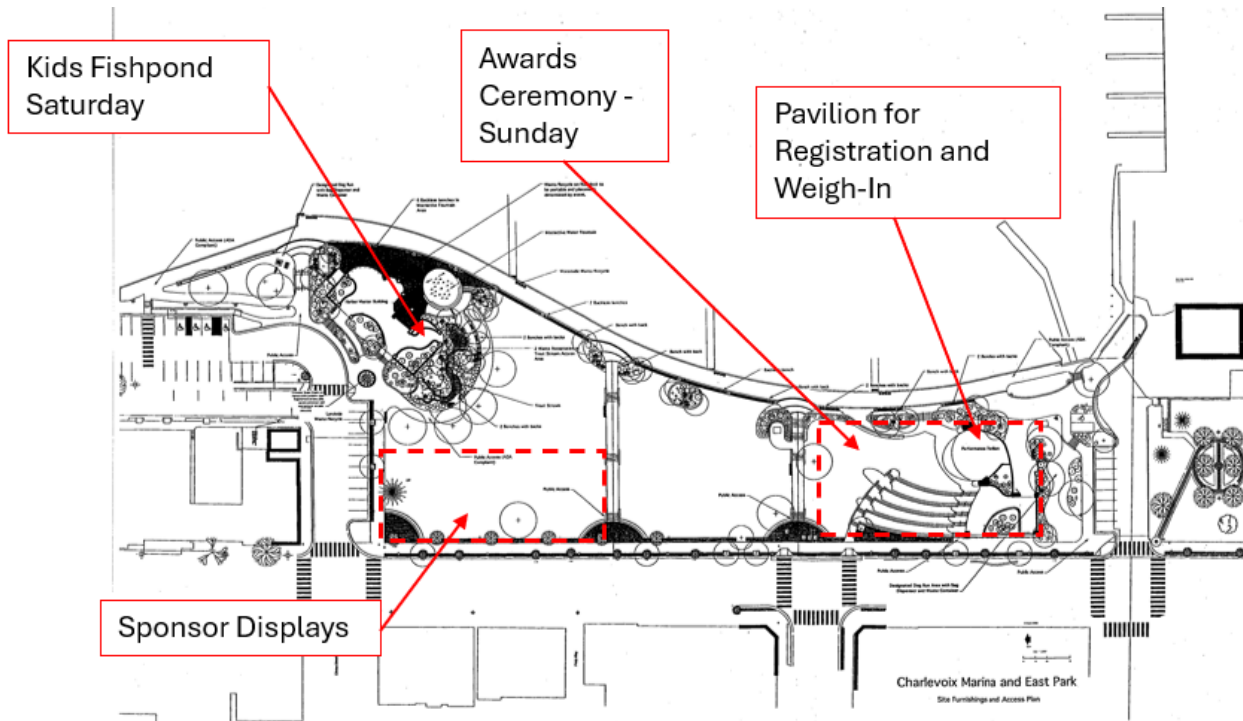
Requested City Services:

- Use of Odmark Pavilion each day
- Storage in pavilion for supplies
- East Park for sponsor displays
- End of "D" Dock for weigh-in.
- Use of PA system for Captain's meeting and awards ceremony
- 4 picnic tables in pavilion for weigh-in
- 4 trash barrels
- Fish cleaning station open
- Display banners along the railings in East Park
- Use of lights in pavilion for weigh-in
- 3 parking spots behind pavilion on East Antrim
- Use of trout pond for kids fishing, Saturday June 13th.



Charlevoix Trout Tournament Inc.

East Park Map – Areas of use for the tournament:



Set-up and Tear Down/Clean: No city requirements. All cardboard boxes are taken to recycling by the tournament committee.

Space closures: Odmark Performance Pavilion 6/10/26 – 6/14/26, but open to the public to see the leaders on the weight in board.

Security: Not applicable

Restrooms: Odmark Performance Pavilion East Park 6/10/26 – 6/14/26 open to the public

Parking (for vendors and attendees): Most participants park on Belvedere Ave or use non-metered parking while out fishing.

Communication of event impacts to relevant neighborhoods (when required) Not applicable



Charlevoix Trout Tournament Inc.

All Hazards Mitigation Plan

Event: Charlevoix Area Trout Tournament

Date: June 10-14, 2026

Communications

- A Public Address (PA) system will be used to provide information regarding safety and emergency instructions as needed.
- Participants will be advised prior to and during the event to monitor marine radio for event updates and emergency information.
- Event Directors will maintain direct communication with the Event volunteers via cellular phone.

Weather Monitoring

- Event Directors will actively monitor weather conditions before and throughout the event using NOAA weather services and local forecasts.
- If threatening weather is observed (high winds, lightning, extreme heat, or other hazards), announcements will be made via the PA system and marine radio advising participants of protective actions, delays, or evacuation.
- The Event Coordinator has the authority to suspend or cancel activities if conditions pose a risk to public safety.

Shelter Locations

- If individuals in East Park need to take cover, they will be directed to:
 - The public restrooms,
 - The back room of the Odmark Pavilion, or
 - Be instructed to evacuate the area if necessary.
- Directions to these locations will be provided via PA announcements and by event staff on site.



Charlevoix Trout Tournament Inc.

Medical Resources

- A basic first aid kit will be maintained on site by event staff for minor injuries.
- Stop-the-Bleed kits and an Automated External Defibrillator (AED) are located at the Marina Building.
- Staff and volunteers will be informed of the location of these resources during the pre-event briefing.

Emergency Response

- If police, fire, or EMS services are required, staff will immediately call 9-1-1 and provide:
 - Nature of the emergency,
 - Exact location within the event area,
 - Best access route for responders.
- The PA system will be used to guide participants away from the affected area and to provide instructions from emergency personnel.

Crowd Safety

- Event areas will be arranged to allow clear pedestrian movement and emergency vehicle access.
- Event Directors will monitor hazards such as trip risks, overcrowding, or unsafe behavior and will address issues promptly.
- Participants will be encouraged to remain aware of their surroundings and to report concerns to event staff.

Lost or Missing Persons

- Any report of a lost child or vulnerable adult will be directed to the Event Staff's location at the Weigh-In Station in the Pavilion.
- Staff will immediately call 9-1-1 to report the situation.
- Descriptions will be shared with staff, and announcements will be made via PA and marine radio as appropriate.

Evacuation Procedures

- If evacuation is necessary, the Event Coordinator will initiate an announcement over the PA system and marine radio directing participants to move to designated safe areas, including the public restrooms and the back room of the Odmark Pavilion for those in East Park.
- Staff will assist with orderly movement and ensure access routes remain clear for emergency responders.



Charlevoix Trout Tournament Inc.

Vessel in Trouble / Overdue

- Marine radio and/or 9-1-1 will be used to request assistance from the U.S. Coast Guard, DNR, or Marine Patrol for any vessel in distress or reported overdue.

Post-Event Review

Any injuries, near-miss incidents, or safety concerns will be documented and reviewed following the event to improve future operations.

The Charlevoix City Council met on Monday, February 16, 2026 with Mayor Lyle Gennett presiding. The following is an excerpt from the official records of said meeting.

Motion by XXX, seconded by XXX to adopt Resolution No. 2026-02-04 to waive parking fees at Ferry Boat Launch for Charlevoix Area Trout Tournament participants on the requested days.

CITY OF CHARLEVOIX
RESOLUTION NO. 2026-02-04
WAIVE LAUNCH FEES FOR TROUT TOURNAMENT

WHEREAS, the Lake Charlevoix Area Trout Tournament will be held on June 12-14, 2026; and

WHEREAS, the Lake Charlevoix Area Trout Tournament is requesting that boat launch fees be waived for the tournament and the June 11 practice fishing day; and

WHEREAS, Title VII, Chapter 71, Section 71.04 of the City Code permits City Council to waive boat launch fees for special or public events.

NOW THEREFORE BE IT RESOLVED that the City of Charlevoix hereby waives launch fees for the Lake Charlevoix Area Trout Tournament from June 12 to June 14, 2026.

RESOLVED this 16th day of February 2026 A.D.

Resolution was adopted by the following yea and nay vote:

Yeas:

Nays:

Absent:

CERTIFICATION

I, the undersigned, the City Clerk of the City of Charlevoix, Charlevoix County, Michigan, do hereby certify that the foregoing is a true and complete copy of Resolution No. 2026-02-04 adopted by the City Council of the City of Charlevoix, County of Charlevoix, State of Michigan, at a regular meeting held on February 16, 2026, the original of which is on file in the Clerk's office and available to the public. Public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267 of the Michigan Public Acts of 1976.

Dated: 02/17/2026

Sarah J. Dvoracek, City Clerk

Charlevoix City Council

All Other Actions and Requests

Title: Fresh Air Aviation Parking Agreement

Date: February 16, 2026

Presented By: Mark Heydlauff, City Manager

Background:

In the past, we've had year to year agreements with Fresh Air to allow them to park customers in the former Waste Management parcel at the airport. This parcel is fenced off but not in the airfield portion of the airport. It was purchased by the airport years ago in order to preserve land for landing approaches. By permitting Fresh Air to park customers here, we are able to monetize this property without investing in the expense of a full parking lot. This five year arrangement formalizes it with built-in rate increases while preserving flexibility for both parties.

Recommendation:

Motion to approve the parking MOU with Fresh Air Aviation as presented.

Attachments:

1.	Fresh Air Parking MOU 2026
----	----------------------------

Memorandum of Understanding

The Charlevoix Municipal Airport and Fresh Air Aviation have previously agreed to permit Fresh Air customer parking in an unused portion of airport property. This agreement extends this arrangement.

Purpose

This Memorandum of Understanding (MOU) establishes the terms and conditions under which Fresh Air Aviation will use unimproved, fenced-in space at Charlevoix Municipal Airport for vehicle parking.

Location

The parking area consists of unimproved, fenced-in space designated by the Airport for parking purposes. It is commonly known as the former Waste Management parcel and is not connected to the airfield.

Term

The agreement shall commence on April 1, 2026 and continue for five (5) years, ending on March 31, 2031, unless terminated earlier under the provisions herein.

Payment Schedule

Fee schedule:

- 2026: \$5,308.30
- 2027: \$5,573.71
- 2028: \$5,852.40
- 2029: \$6,145.02
- 2030: \$6,452.27

Payments shall be made annually by July 1, with checks payable to Charlevoix Municipal Airport.

Use of Space

- Tenant may use the space exclusively for parking vehicles.
- Tenant shall maintain the area in a clean and orderly condition.
- No improvements or alterations may be made without prior written consent from the Airport.
- Tenant agrees to provide a lock for the gate and will lock it each day after business hours. Tenant will provide the airport with a key for the afore-mentioned lock.
- Tenant may park up to 100 vehicles on the property

- Tenant may exceed 100 vehicles upon approval of the airport manager or his/her designee, but shall not exceed 120 vehicles and for no longer than a two-week period

Maintenance of Space

- Fresh Air shall be responsible for snow removal
- The airport will be responsible for mowing and other vegetation management

Liability

Tenant agrees to indemnify, defend, and hold harmless the Airport, its officers, employees, and agents from any and all claims, damages, losses, or expenses arising out of or related to Tenant's use of the leased space, including but not limited to property damage, personal injury, or environmental liability, except to the extent caused by the Airport's gross negligence or willful misconduct.

Unimproved Condition and Assumption of Risk: Tenant acknowledges that the leased space is unimproved for parking and agrees that Fresh Air Aviation and its guests use the area at their own risk. The Airport makes no warranties regarding the condition, safety, or suitability of the space for parking purposes.

No Further Obligation

This MOU reflects the complete understanding between the parties regarding the subject matter herein. No other agreements, promises, or representations, whether written or oral, are implied or intended beyond what is expressly stated in this document.

Termination

Either party may terminate this MOU with 90 days' written notice. Any unpaid fees must be settled prior to termination.

Miscellaneous

- This MOU is not a formal lease but reflects the mutual understanding of both parties.
- Any disputes shall be resolved in accordance with applicable Michigan law.

Signatures

Robert W. Scholey

Rachel Teague

Airport Manager
Charlevoix Municipal Airport

General Manager
Fresh Air Aviation

Charlevoix City Council

Reports and Communications

Title: City Manager's Comments

Date: February 16, 2026

Presented By:

Background:

A. Flag Honors

Mayor Gennett directed the lowering of City flags yesterday (February 11) to honor the passing of James Witherspoon who was a veteran and died in Ukraine last year. We anticipate the same honor to be accorded for the late Shirley Roloff who has died this week. We are awaiting arrangements for her. She was a long-time City Council member and County Commissioner.

B. Upcoming PILOT requests

I've been in touch with Steve Lyman, owner of Lighthouse Gardens and Charlevoix Apartments. Both properties previously operated under PILOT (payment in lieu of tax) agreements, which expired under prior ownership. While ownership has changed, the affordability restrictions remain in place under MSHDA agreements until 2038 and 2046. Mr. Lyman's goal is to maintain affordability and reinvest savings from reinstating PILOTs into property upgrades—things like kitchens, bathrooms, flooring, and painting. I suggested his attorney draft the necessary paperwork for our review. From what I can tell, maintaining affordability aligns well with City Council priorities. We're scheduled to talk further next week and I'll update you as we receive the documents.

C. Mt. McSauba Day Camp Registration Process Update

In response to Council questions in the past on our registration practices, I asked Recreation Director Kent Knorr to review how our process works and the way it benefits residents. As Council is aware, due to our water arrangement with Charlevoix Township, residents of Charlevoix Township are given priority in registration and pricing for the camp and ski hill akin to City residents. The key take away from his report (attached with some additional policy and procedures) is that all residents of both jurisdictions have a priority registration period that does not fill all camp spots. This indicates residents are receiving priority (for new and returning campers). As noted, registration begins in March.

D. Sidewalk Snowblower Machine

The repairs on the sidewalk snowblower should be almost complete from the vendor. Assuming all final testing and inspections are positive, we may have it back in service as early as Monday.

Recommendation:

Attachments:

1.	Electric Supply Carbon Report 2025
2.	Planning Commission Meeting Minutes 01/12/2026
3.	Election Commission Special Meeting Minutes 02/10/2026
4.	Camp Registration Memo and Policies

2025 Carbon Report



MPPA has established a standardized methodology for calculating both historical and forward-looking carbon emissions from its Members' power supply portfolios. This initiative is increasingly important as the energy sector transitions to a more diverse mix of generation assets and carbon footprints become more prominent in legislative, policy, and end use customer considerations and actions.

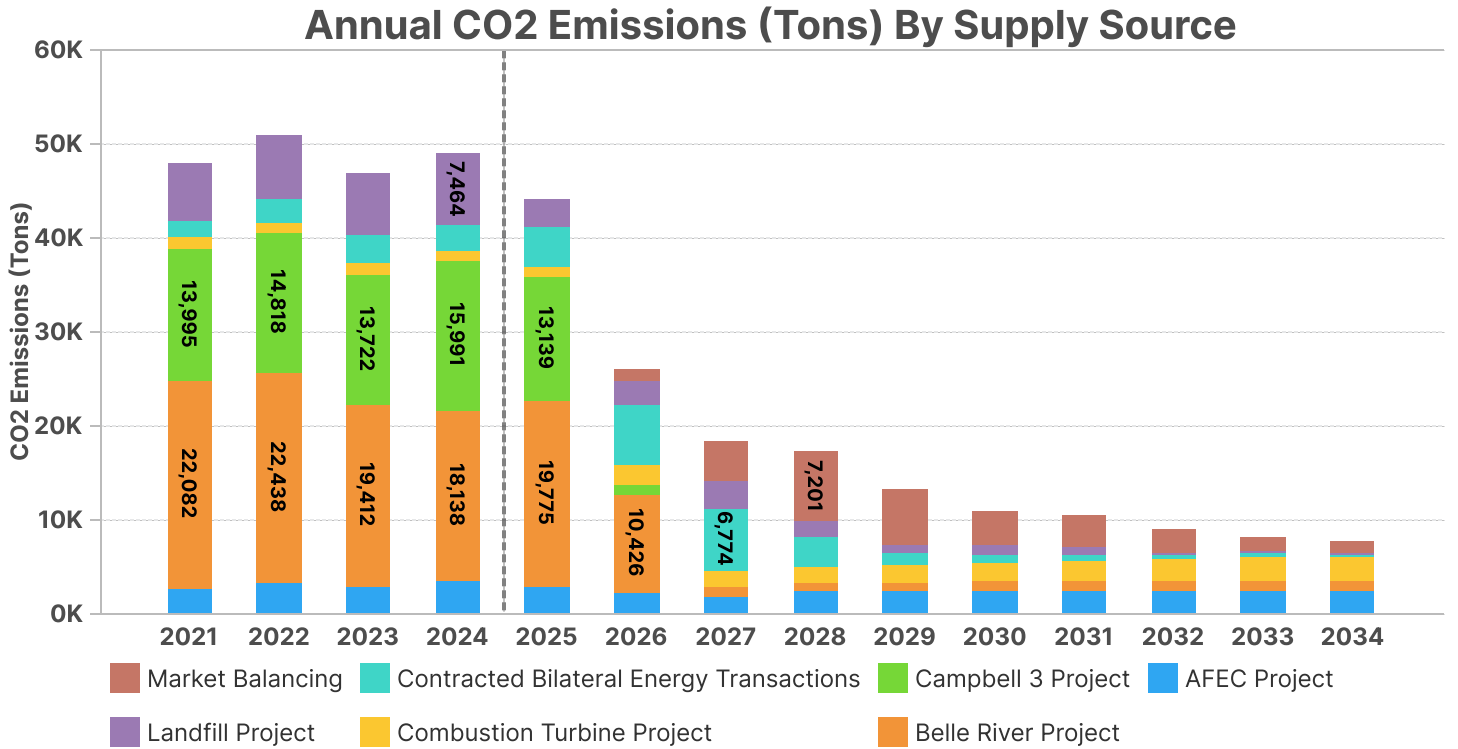
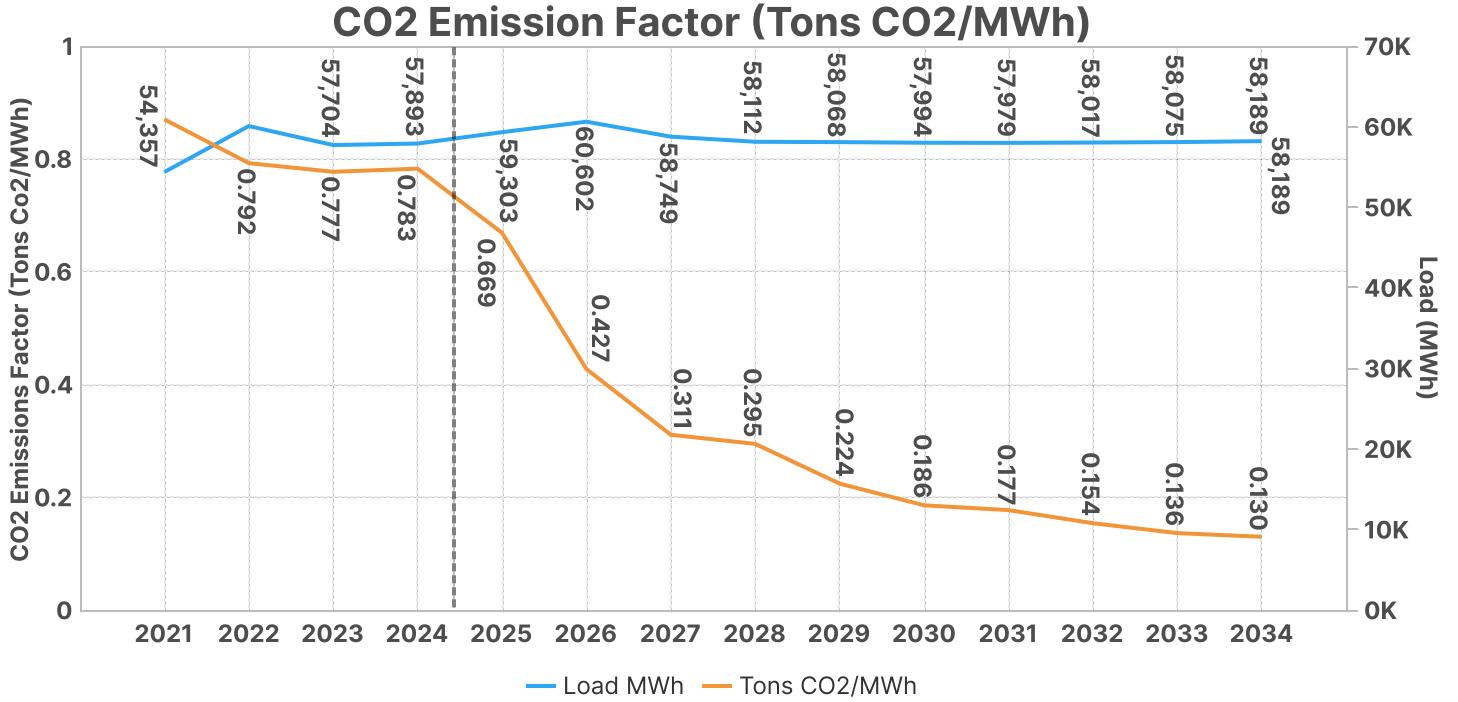
The methodology relies on MISO's (the regional transmission organization) regional reliability forecasts and latest emissions data, MPPA asset project generation data and internal modeling forecasts, historical and forecasted Member load, and Environmental Protection Agency (EPA) data to produce accurate Member-level carbon intensity reports – which are all compiled annually for analysis. MISO's historical emissions datasets that provide actual CO₂ emission rates by fuel type are constrained by EPA data, which is released with a 2-year lag. 2024 data was released in February 2026, with future releases expected in the first quarter of subsequent years.

To calculate emissions, the methodology assigns emission rates to project assets and Member owned resources based on respective fuel type—such as coal, natural gas, nuclear, wind, and solar—and uses these rates to calculate total carbon output. Since actual resource type is unknown for bilateral energy hedge transactions and market balancing energy, emission rates are given the emission rates at the MISO Zone 7 market fuel sources percentages. The results present historical monthly data and forward-looking yearly projections as visual summaries of total emissions and carbon intensity. Currently, CO₂ equivalents (CO₂e) are unavailable for MISO projection/forecast data but can potentially be considered in future iterations of this report. Similarly, the process and results will be continuously improved through annual updates, such as further integration with internal systems, with future enhancements planned as MISO's reporting capabilities expand.

Each forward-looking chart and graph demonstrates the general trends of increasing load and reduced carbon emission. The drivers of these are a combination of MPPA's contracting efforts, renewable generation penetration, and coal resource retirements within MISO. However, an everchanging energy market and political climate have increased uncertainty and may increase the variance between forecasts and observed data. For example, MISO's projections may shift in future data updates as renewable penetration is slower than previously expected. MPPA's approach mitigates this turbulence and ensures that carbon reporting is consistent and aligns with evolving standards set by MISO.

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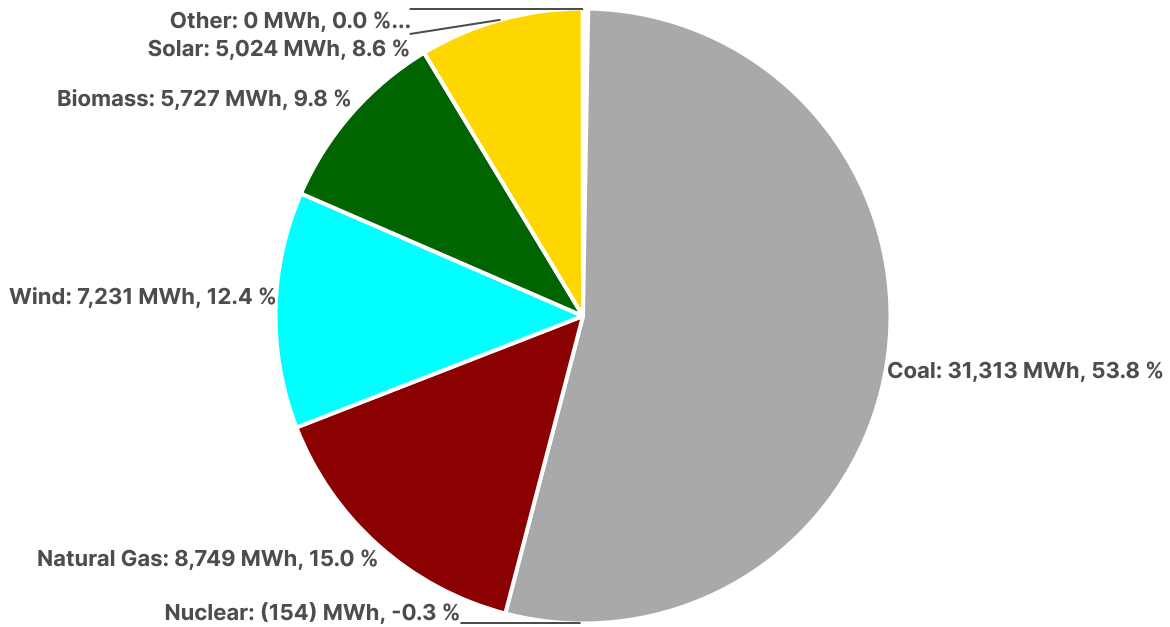
A dashed line indicates the cutoff where emissions data becomes forecasted instead of reported



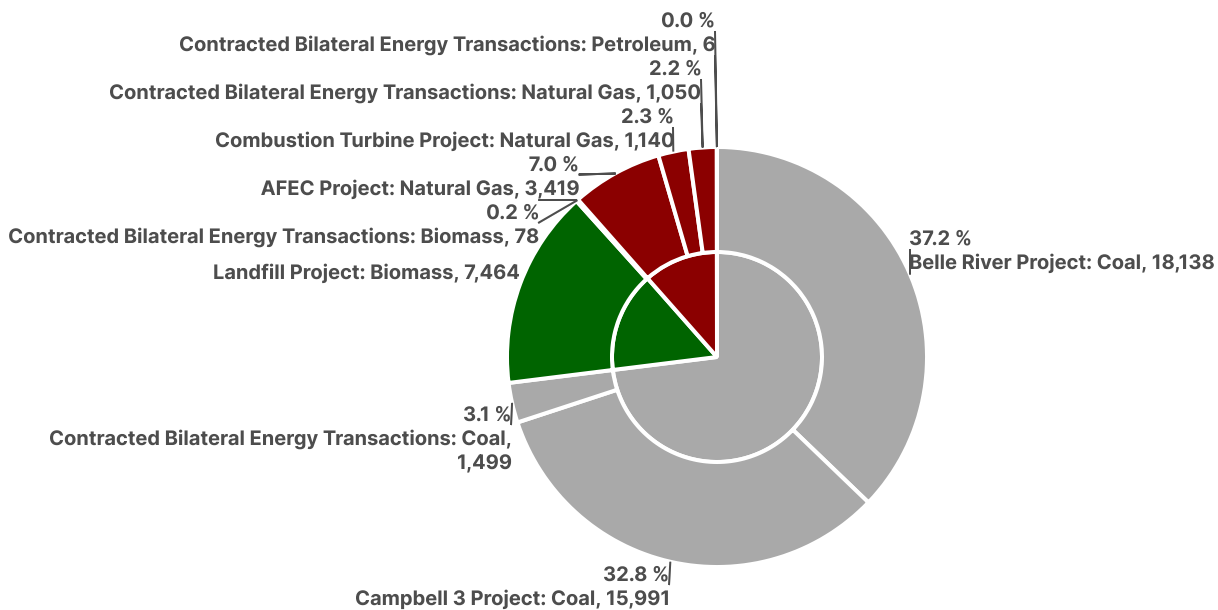
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Since actual resource type is unknown, emission rates for bilateral energy hedge transactions and market balancing energy are assigned the emission rates at the MISO Zone 7 market fuel sources percentages.

Member Portfolio Fuel Source (%) including Market Fuel 2024

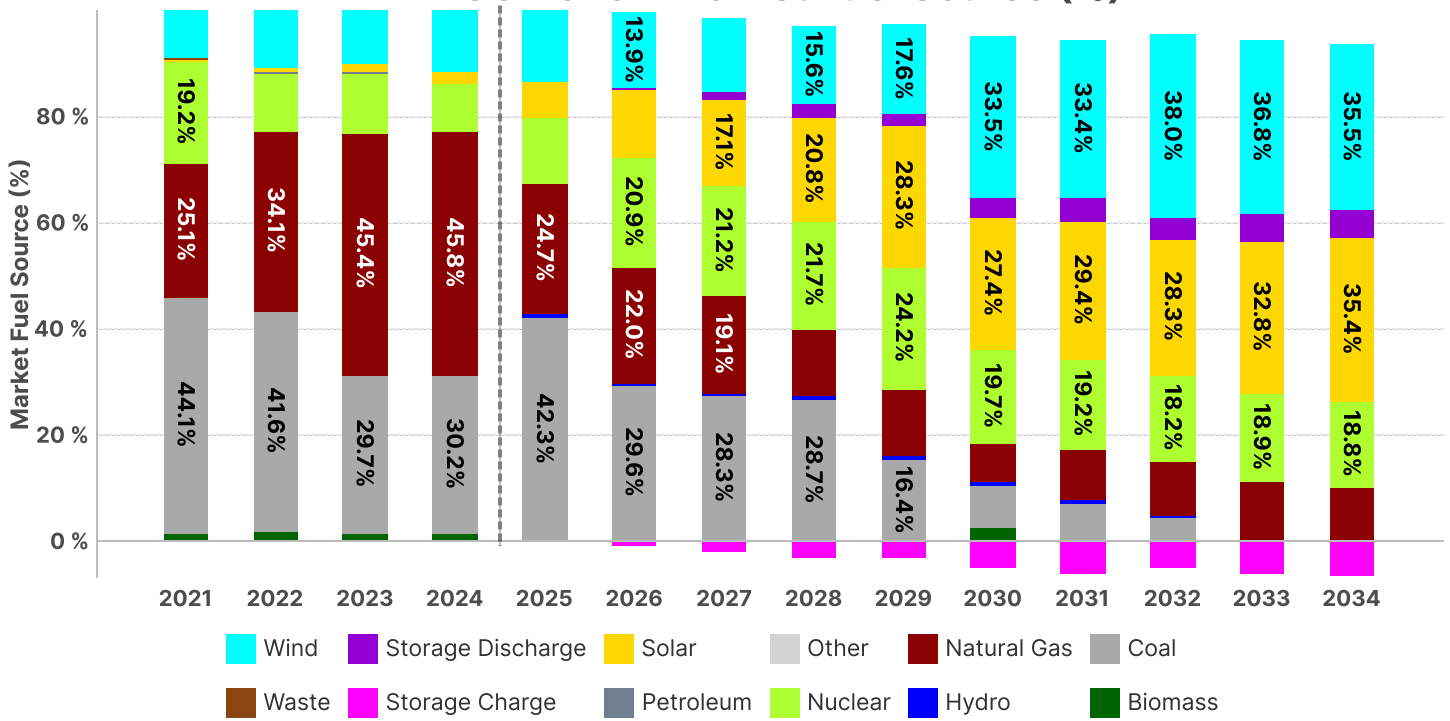


CO2 Emissions (Tons) by % of Total including Market Fuel 2024

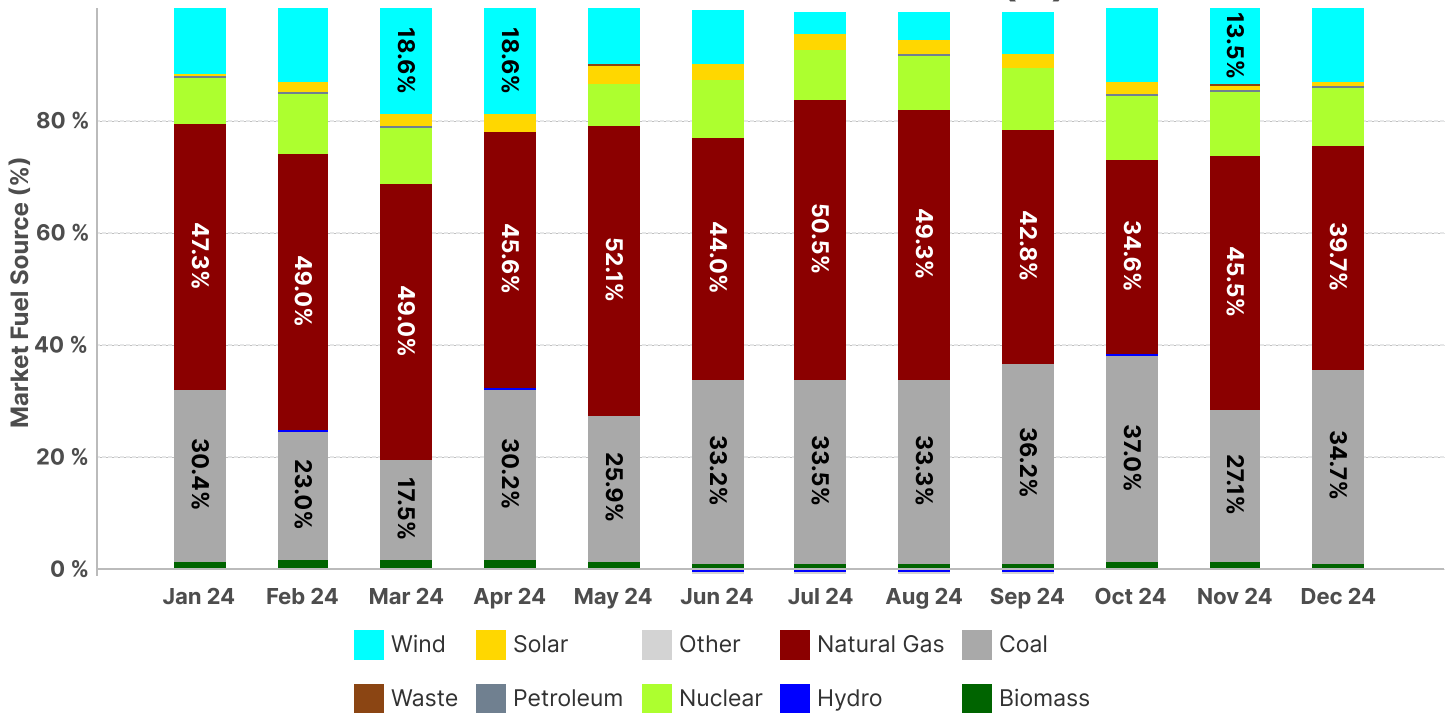


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MISO Zone 7 Market Fuel Source (%)

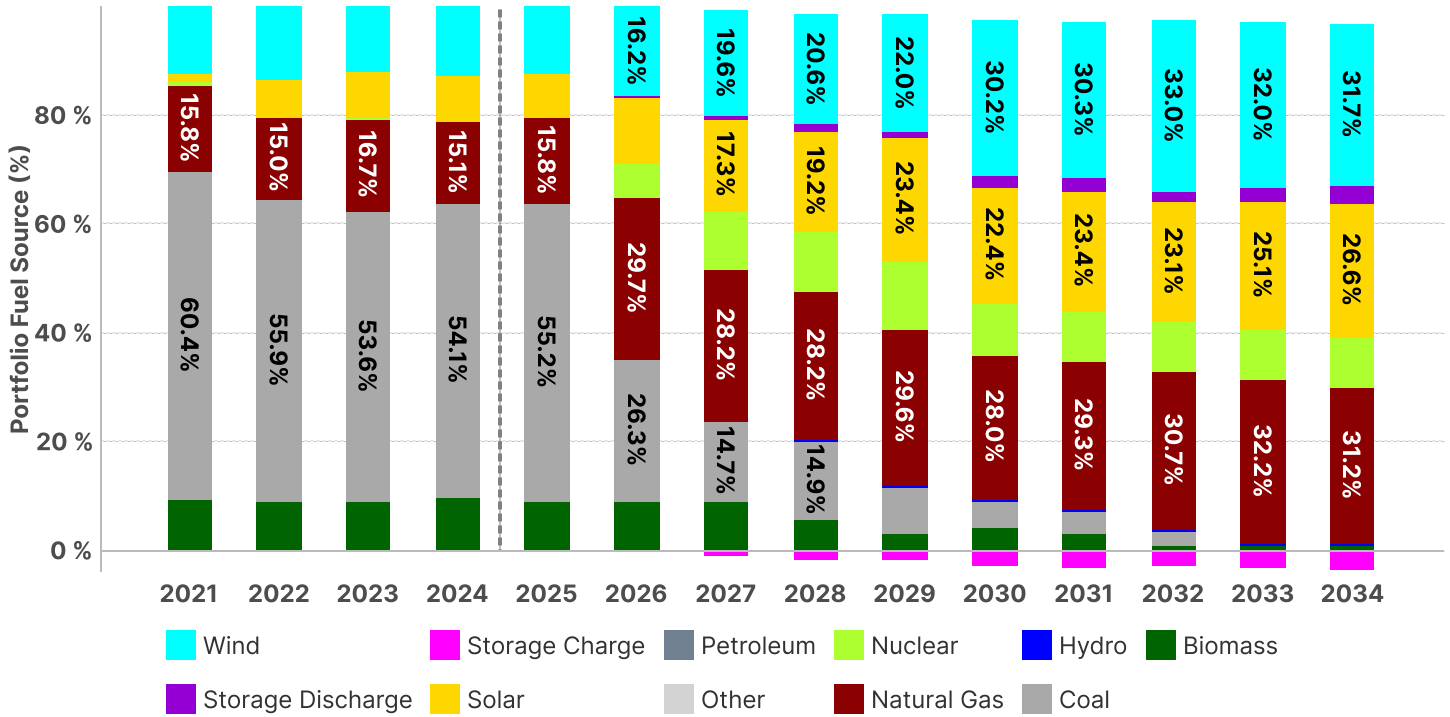


MISO Zone 7 Market Fuel Source (%) 2024

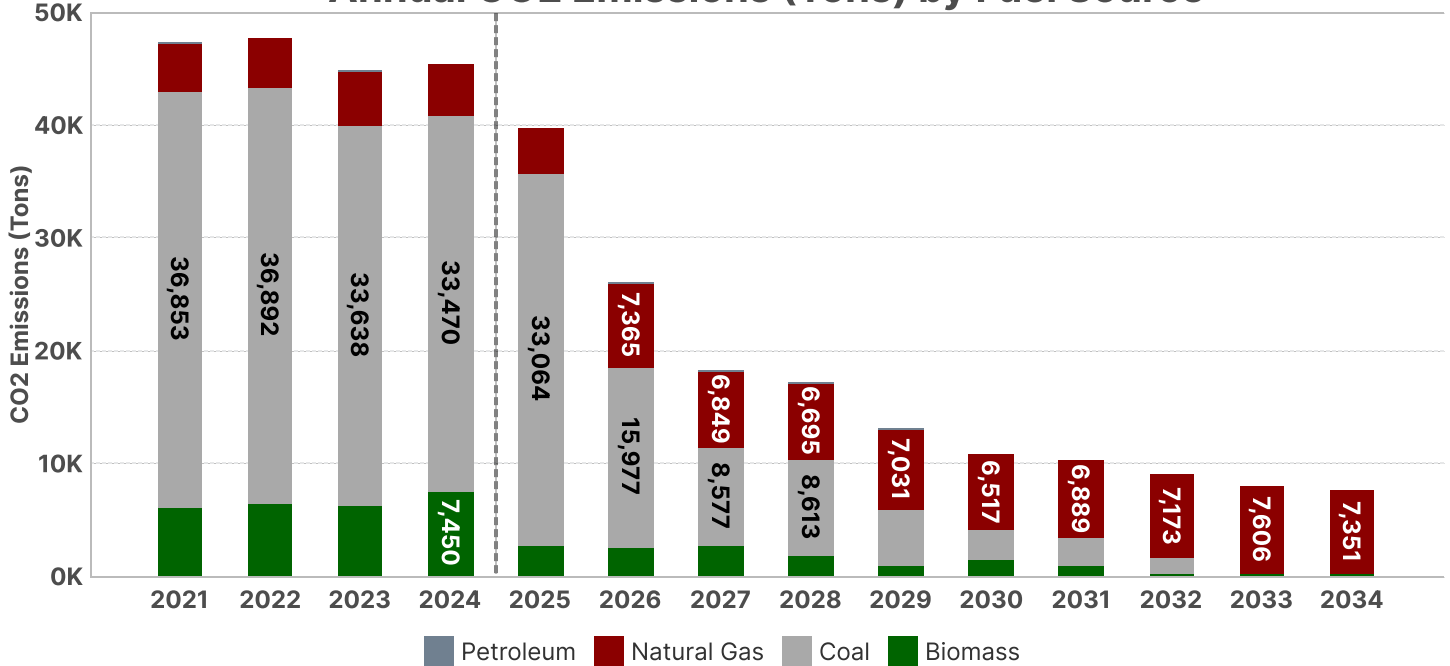


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Member Portfolio Fuel Source (%)



Annual CO2 Emissions (Tons) by Fuel Source



City of Charlevoix
Planning Commission Regular Meeting Minutes
Monday, January 12, 2026 - 6:00 PM
Council Chambers, 210 State Street, Charlevoix, MI

A. Call to Order/Pledge of Allegiance

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

B. Roll Call

Chair: Jennifer Muladore

Members Present: Scott Beatty, Shelley Boehmer, Christine Galbreath, Toni Felter, Kristin Jones, Maureen Radke

Members Absent:

Staff Present: Jonathan Scheel, Director of Planning and Zoning

C. Inquiry into Potential Conflicts of Interest

D. Approval of Agenda

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

Motion carried by unanimous voice vote.

E. Approval of the Minutes

1. December 8, 2025

Member Boehmer noted three corrections needed on the minutes:

Page 1, Item H-1, last line — Motion should be: Motion by Beatty, seconded by Boehmer.

Page 2, Item I1—Motion should be: Motion by Beatty, seconded by Jones.

Page 2, Item I2, last line — Motion should be: Motion by Beatty, seconded by Muladore.

Motion by Member Boehmer, seconded by Member Jones to approve the minutes as corrected.

Motion carried by unanimous voice vote.

F. Call for Public Comment Not Related to Agenda Items

G. New Business

1. Data Center Ordinance Discussion

Director Scheel stated he was approached by the City Manager with concerns about data centers. Data centers can be very disruptive to the local and regional citizens where they are built. Extreme water use, electricity use and noise are just some of the potential problems that they can bring with them. Mr. Scheel stated he created some criteria to address concerns and included a model ordinance in the packet.

General discussion followed regarding data centers using extreme water and electrical usage,

excessive noise, land usage on smaller parcels, and possibly recommending a moratorium until regulations are written and approved.

Commission concurred to have Director Scheel move forward with drafting an ordinance amendment to address data centers for the next meeting.

H. Old Business

1. Review of Existing Zoning Ordinance Parking Standards

Director Scheel reviewed the documentation provided in the packet, including reviewing in detail the current off-street parking regulations.

After discussion, the Commission concurred on the following changes:

- Add ADU's under Residential Uses with 1 space per unit;
- Multiple family residential dwellings — change to 1 space per dwelling unit;
- Parking Alternatives, 153.188 (3) — change to shared parking must be within 300 feet walking distance, and make 300' consistent in all applicable sections.
- Include language that if on-street parking is used in any given situation, that it's simply an allowance and not an entitlement.

Director Scheel stated a better format of the recommended ordinance changes would be provided at the February meeting.

2. 2026 Priorities

After general discussion, the Commission concurred with the list of Planning Commission priorities for 2026 as presented. Director Scheel stated the MEDC is requiring that, in order to keep the Redevelopment Ready Community Certification, the Planning Commission and City Council must have a joint meeting. Mr. Scheel is working with the City Manager on agenda items for the joint meeting.

I. Staff Updates

1. Zoning Administrator Report

Director Scheel summarized his December Zoning Administrator Report.

J. Requests For Next Months Agenda or Research Items

Director Scheel stated that the Design Standard Guidelines are being reviewed by the City Attorney and once that review is complete, he will bring the Guidelines back to the Commission for approval.

Chair Muladore stated the Commission has to complete their annual report. Chair Muladore reminded Members that any training they attended needed to be reported to Director Scheel so he could include that information in the annual report.

Director Scheel stated this was Member Felter's last Commission meeting, and he thanked her for her many years of service.

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

Chair Muladore adjourned the meeting at 7:28 p.m.

Sarah J. Dvoracek/fgm City Clerk

Jennifer Muladore Chair

City of Charlevoix
Election Commission Meeting Minutes
Tuesday, February 10, 2026 - 9:00 AM
City Hall

1. Call to Order

Clerk Dvoracek called the meeting to order at 9:01 a.m.

2. Roll Call

Members Present: Sarah Dvoracek, City Clerk; Joe Lavender, City Assessor; Ginny Schulz, Deputy Clerk

Members Absent: Scott Howard, City Attorney

3. New Business

A. Approval of Minutes from October 7, 2025

Motion by Dvoracek, seconded by Lavender to approve the minutes from October 7, 2025 as presented.

Motion carried by unanimous voice vote.

B. Consolidation of Election Precincts for May 5, 2026 Special Election

Sarah Dvoracek, City Clerk

City Clerk Dvoracek presented information on the Consolidation of Election Precincts for the May 5, 2026 Special Election.

Motion by Dvoracek, seconded by Lavender to approve Resolution No. 2026-02-01 approving the consolidation of election precincts 1018, 2019, and 3020 for the May 5, 2026 Special Election.

CITY OF CHARLEVOIX ELECTION COMMISSION
RESOLUTION NO. 2026-02-01
CONSOLIDATION OF ELECTION PRECINCTS

WHEREAS, the Michigan Election Law P.A. 116 of 1954 allows for the consolidation of election precincts, and;

WHEREAS, the election to be held on May 5, 2026 does not exceed 5,000 registered voters in accordance with MCL 168.659 and;

WHEREAS, the registered voters who are in Ward 1-Precinct 1018 has 758 registered voters; Ward 2-Precinct 2019 has 727 registered voters, and Ward 3-Precinct 3020 has 692 registered voters for a total of 2,177 combined registered voters.

NOW, THEREFORE BE IT RESOLVED that the City of Charlevoix will combine Precincts 1018, 2019, and 3020 for the May 5, 2026, Special Election and will hold the election precinct in its normal polling place, the Charlevoix City Hall located at 210 State Street, Charlevoix, MI 49720.

RESOLVED this A.D.

Resolution was adopted by the following yea and nay vote:

Yeas: Dvoracek, Lavender

Nays: None

Absent: Howard

Motion carried.

- C. Motion to approve the Clerk to approve the minutes, according to *Roberts Rules of Order*
Motion by Dvoracek, seconded by Lavender to approve the Clerk to approve the minutes,
according to Roberts Rule of Order.

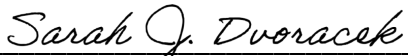
Motion carried by unanimous voice vote.

4. Public Comment

None.

5. Adjourn

Clerk Dvoracek adjourned the meeting at 9:04 a.m.



Sarah J. Dvoracek

City Clerk



Memorandum

To: Mark Heydlauff, City Manager
From: Kent Knorr, Recreation Director
Date: February 11, 2026
CC: Beth Anzell, Recreation Department Assistant
RE: Day Camp Policy and Registration

I wanted to follow up regarding our plans for Day Camp registration this year. Over the past several years, we have addressed the concerns that surfaced during the 2020–2021 seasons, particularly the speed at which Camp McSauba filled and the resulting impact on residents. As you’ll recall, the last year we offered completely open registration, the camp filled in under 15 minutes, leaving many residents unable to secure a spot.

In response, we implemented a resident-priority registration system beginning in 2022. We improved that system in 2023 and 2024. Last year we used our new software which further improved the process. Our current residency policy states:

Residency status is determined by whether an individual resides within the Charlevoix City limits and pays City taxes. For programs at Mt. McSauba, Charlevoix Township residents are also recognized as residents.

City Council Definition of Residency: A “resident” must meet one of the following criteria:

1. *A taxpayer in the City of Charlevoix or Charlevoix Township (business or residential property).*
2. *A renter in the City of Charlevoix or Charlevoix Township who is registered to vote in that jurisdiction.*
3. *A dependent under age 18 who is claimed by an adult resident on their income taxes.*

Additional Note for Camp McSauba: Grandparents who qualify as residents may register their non-custodial grandchildren for one week of camp during resident registration. Additional weeks may be added during open registration.

This policy worked extremely well last year and effectively addressed the concerns raised in previous seasons. During the first week of resident-only registration, 296 participants registered. During the gap between, we verify residency and remove anyone that does not comply with our rules. This is typically a small number of people, and those numbers seem to be trending down as we move forward. With 640 total spots available, we were able to accommodate an additional 344 campers. There were 229 registrations during the second week of open registration. By the start of camp, all weeks were filled to our current capacity of 80 campers per week. Of note—we continue to hold 5 spots for scholarships. Residency status is a priority for scholarship spots as well.

Key outcomes of the current registration system:

1. Residents are successfully securing spots in camp.
2. Residents who miss the first week of registration still have opportunities to enroll.
3. The grandparent policy functioned smoothly, and families limited by this rule during week one were able to register during open enrollment.

4. While there was some interest in prioritizing returning campers, I do not see a clear benefit to adding that layer. We already send all previous-year family's early information and reminders, which remains our strongest marketing tool.

Our intention is to follow the same registration structure in 2026, with **Resident Registration scheduled for March 10–13** and **Open Registration beginning March 17**.

Please let me know if you or City Council would like any adjustments or if further discussion is needed.



2025 Camp McSauba Registration Policy, Procedures & Timelines



To ensure that our residents have the first opportunity to register and select weeks of camp for their children, we have modified the day camp registration process.

Before registration opens, please make sure you have your profiles in CivicRec set up. Create an account first for the parent(s), then add your child(ren) to your household. Complete instructions can be found here: <https://www.charlevoixmi.gov/186/Recreation>. Be sure to opt-in to receive email notification from us. After you create your account, be sure you check your residency status. How to check your residency status can also be found at the link above. If you feel it is incorrect, please call 231-547-3253.

Residency Status

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

This is the definition according to City Council:

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

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

Mt. McSauba Day Camp Registration

When registration opens, residents of the **City of Charlevoix** and **Charlevoix Township** will be eligible to register first. Camp registration will be open for residents on March 11th -13th, 2025. ONLY residents of the City of Charlevoix and Charlevoix Township will be eligible to register on those dates. At 6:00 PM on March 13th, camp registration will close. The Recreation Department staff will verify that all those that are registered are residents. The complete timeline is below.

If your residency status is in question, we may seek proof of residency. If we find that you have registered as a resident and are not a resident of the City of Charlevoix, or Charlevoix Township, your child will be removed from the camp roster and your program fee will be refunded. Please know that if you are a renter in either the Charlevoix City limits, or Charlevoix Township, you must be registered to vote in the city or township.

Non-residents, and any resident who did not register during the initial opening, will have the opportunity to register for camp beginning March 17th.

2025 Camp Registration Dates

DATES	TIME OPEN/CLOSE	ACTION
March 11	9 AM	Registration Opens for Residents
March 13	6 PM	Registration Closes for Residents
March 14 - 16		Staff Verify Residency Status of Campers
March 17	9 AM	Registration Opens for Everyone

Registration: <https://secure.rec1.com/MI/charlevoix-mi/>

For a step-by-step how-to guide to registering for camp weeks, go to: <http://www.charlevoixmi.gov/382/Camp-McSauba>, or email betha@charlevoixmi.gov to have a copy emailed to you. You may also pick up a copy at City Hall by calling 231-547-3253.

All this information can be found on our website: <http://charlevoixmi.gov/382/Camp-McSauba>



Camp McSauba 2026 Scholarship Application

Camp McSauba is a city-operated day camp for boys and girls, ages 5-13.
Day Camp operates from 8:30 AM - 4:00 PM Monday-Friday

SCHOLARSHIP APPLICATIONS ARE DUE BY MARCH 2, 2026

Scholarships are offered on a first-come, first-served basis, and are prioritized on residency status. Families must qualify for the award and must work with your child’s school counselor to determine eligibility. The Recreation Department does not determine eligibility. Each year, we have more requests than we can honor. We would like to assist more of our area youth with the opportunity to participate in Camp, therefore we are asking for a \$20 participation fee. Applications will not be accepted without the \$20 fee. If we are unable to honor your request for a scholarship, your \$20 will be refunded.

Please be sure to create an account in CivicRec at <https://secure.rec1.com/MI/charlevoix-mi/>. You must create a profile for you and your child(ren) before we can register your camper. Step-by-step instructions can be found on the City’s website: <https://www.charlevoixmi.gov/186/Recreation>. We must have a valid email address to be able to contact you. You will be notified by the Recreation Department about the status of your scholarship application via email. **Return this form along with the \$20 application fee to the Recreation Department at City Hall, 210 State Street. Do not return this form to your school.**

REQUIRED INFORMATION:

Camper’s Name: _____ Age: _____ Date of Birth: ____/____/____

Parent or Legal Guardian Name(s): _____

Address: _____

City: _____ State: _____ Zip: _____

Email Address(es): _____

Phone # Home: _____ Cell: _____

Have you applied for a camp scholarship from us in the past? Yes No
If yes, was the request granted? Yes No

OVER for more information
➔

Please select the week you would prefer your camper to attend. We will do our best to honor your request. You may mark a first, second, and third choice, however only one week will be awarded on scholarship. If you want your child to attend additional weeks of camp, you must register them online during your registration timeframe.

CHOICE (1, 2, 3, etc.)	2026 SESSIONS / WEEKLY THEMES
	WEEK 1 June 22 nd -26 th - Elements of the Earth - Our first week of camp will be spent exploring the area and getting to know the camp through science discovery of different earth elements.
	WEEK 2 June 29 th -July 3 rd - Sea to Shining Sea - This week at camp will include aspects of nature and learning about ecosystems in our local lakes as well as 4th of July themed activities. There will be no Camp on Friday July 3rd.
	WEEK 3 July 6 th -10 th - Team Triumph - This sports themed week at camp will focus on learning and playing new sports and games while also working as a team and showing sportsmanship.
	WEEK 4 July 13 th -17 th - Arts-A-Palooza - This week of camp will be spent exploring the fine arts- painting, crafts, plays, music, and more!
	WEEK 5 July 20 th -24 th - Festival Fun - This Venetian inspired week will include our take on Venetian events- from sports to boat decorating to carnival games!
	WEEK 6 July 27 th -31 st - Water Week - A perfect week to beat the heat! This is a Camp McSauba favorite, a week filled with water games and challenges!
	WEEK 7 August 3 rd -7 th - The Great Camp Bake Off - A culinary themed week at camp all about making and learning about fun foods and treats, food themed games, and some cooking competitions!
	WEEK 8 August 10 th -14 th - Camp Favorites - Our last week of camp for the summer will include our favorites from throughout the season, classic camp games, and camper's choice activities! A perfect send off!

CAMP SUNRISE and CAMP CHILL OPTIONS (additional fees apply and are not a part of this scholarship)

I would like to sign my child up for Camp Sunrise (allows 8:00 AM drop-off Monday through Friday) and/or Camp Chill (extends pick-up time to 5:15 PM Monday through Thursday). The cost for Camp Sunrise is \$40 per week. Camp Chill is \$35 per week. Both Camp Sunrise and Camp Chill is \$55. **Fees are per child and are not a part of this scholarship request.**

SIGNATURE of PARENT/GUARDIAN _____ DATE _____

Camp McSauba accepts all campers without discrimination due to color, race, national origin, gender, or any other basis prohibited by law.

Charlevoix Recreation | 210 State Street Charlevoix, MI 49720 | 231-547-3253
charlevoixmi.gov | betha@charlevoixmi.gov | kentk@charlevoixmi.gov



Camp McSauba

Parent Handbook 2026



Welcome to Camp McSauba 2026!

We are so excited to welcome you and your camper to another fantastic summer at Camp McSauba. Campers will enjoy days spent outdoors exploring nature, learning new skills, and building lasting friendships.

My name is Meredith Walker, and I am proud to serve as the Director of Camp McSauba. I hold a degree in Elementary Education and Integrated Science, teach locally, and this will be my seventh summer at camp. I'm thrilled to be back for another fun-filled season!

At Camp McSauba, children grow, explore, and learn through a variety of engaging games and activities led by our experienced staff. Our goal is to create meaningful outdoor experiences and unforgettable summer memories.

This Parent Handbook will help you and your child prepare for a successful camp season. Please review it carefully and go over the rules and guidelines together.

If you have any questions, feel free to contact me or the City of Charlevoix Recreation Department at 231-547-3253. We look forward to a wonderful summer together!

Warmly,

Meredith Walker
Camp Director



Camp Options

Camp Sunrise

Monday - Friday
8:00 Drop-off

Camp Chill

Monday - Thursday
4:00 - 5:15

Camp Awards

An award ceremony will take place every Friday at lunch time (noon)

Camp Hours

Monday - Friday
8:30 - 4:00

Camp McSauba

90223 McSauba Rd.
Charlevoix, MI 49720
(231) 547-3267
meredithw@charlevoixmi.gov

Recreation Department

210 State St.
Charlevoix, MI 49720
(231) 547-3253
betha@charlevoixmi.gov
kentk@charlevoixmi.gov

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- Daily Operations 3
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Did you know?

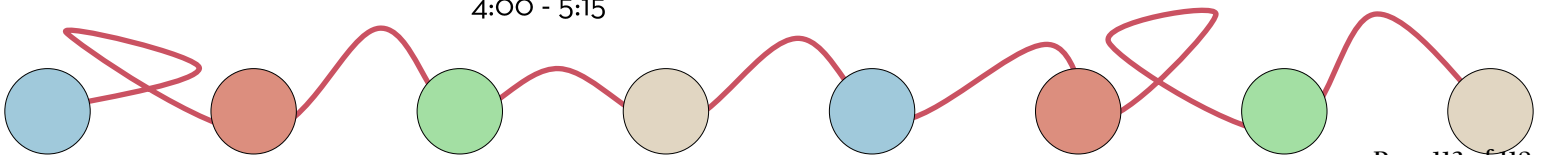
The first campers attended Camp McSauba in 1976.

Camp McSauba may be a tax deduction for childcare.

Tax ID # 38-6004543



CHARLEVOIX
RECREATION



Mission

The primary goal of our camp is to provide children with a safe and enjoyable environment where they can grow emotionally, socially and physically through developmentally appropriate experiences. This program recognizes children as unique participants and will provide them with hands-on activities that promote motor development, independence, problem solving, teamwork, a positive self-image, and respect while utilizing their own skills and background knowledge.



Staff and Camp Counselors

Camp McSauba and the Charlevoix Recreation Department have taken great care in selecting individuals to be Camp McSauba Counselors and Staff. Qualifications for this job includes being enthusiastic, passing a background check, and successful completion of orientation and extensive training. Our training program covers:

- Rules and Regulations
- Safety
- Emergency Action Plans
- First Aid/CPR
- Planning/Strategies for working with youth and diversity
- Providing helpful/friendly service to parents

If at any time you have any suggestions or concerns about the program and/or staff, please address the Camp Director on site. If the problem continues, please contact the Recreation Department at (231) 547-3253, or Recreation Director Kent Knorr at (231) 547-7183.

Character Development

Through age-appropriate programming at Camp McSauba, we work to instill basic values of Character Development. These include:

Kindness Demonstrate a sincere concern for others and show compassion, forgiveness, generosity and kindness.

Honesty Understand the importance of telling the truth. Showing trustworthiness, integrity and fairness through actions.

Teamwork Work together cooperatively with all age groups through group activities.

Respect Learning to accept and appreciate diversity in others, as well as, learning self respect. Being polite and courteous to campers and counselors.

Responsibility Being accountable for your choices, actions and belongings, and understanding consequences for those actions.

Sportsmanship Show fair and kind behavior toward others when engaged in sporting events.

Perseverance Persist in efforts to reach success and try new ways to reach success.

Courage Try new things and have new experiences, even if they are daunting at first.

Positive Behavior Reinforcement Camp Staff will reinforce positive behavior at camp through praise and awarding "Camp Cash" that can be redeemed for prizes or experiences. Campers may also earn behavior based awards at the end of the week.

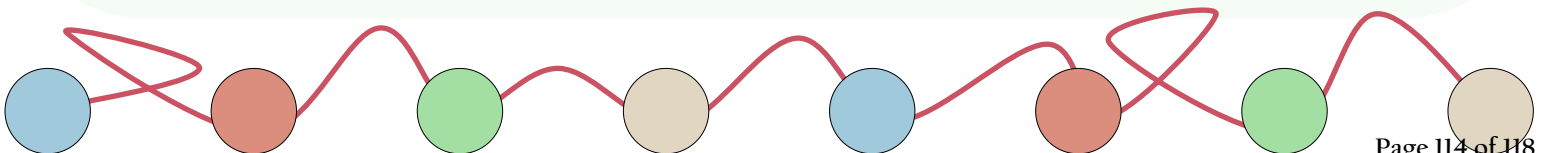
What to bring everyday:

- Comfortable and weather appropriate clothing/activewear
- Extra change of clothes-appropriate for warmer or cooler weather that your camper can put on by themselves
- Close-toed shoes
- Raincoat/waterproof jacket
- Healthy sack lunch-labeled with camper's name
- Healthy snack-labeled with camper's name
- Reuseable waterbottle-labeled with camper's name
- Swimsuit, sandals, and towel. Please ensure your camper can put these on by themselves and brings them each day
- Hat for sun protection-a bucket hat is recommended to cover ears
- Sunscreen-spray sunscreen and a face stick are preferred. Please label both.
- **NOTE:** Please ensure your camper is capable of putting on their shoes and clothing items. Campers are expected to apply their own sunscreen unless parents authorize camp counselors to assist. Spray cans are recommended for easier application and should be labeled on the bottom of the bottle. **All personal items should be labeled**

What not to bring:

- Electronic games, iPods/iPads, cell phones or other electronic devices
- Playing or trading cards
- Pocket knives
- Expensive items or cash
- Sports equipment, toys or games
- Skate shoes

Please note: staff have the right to collect items during camp hours, such as cell phones, and place them in a safe location to allow campers to fully participate in camp activities.



Daily Operations

Sign-In/Sign-Out

- Every Camper must sign in and out of camp everyday. Attendance will be taken and campers are to go directly to their camp counselors after signing in.
- Parents/guardians **must** sign their Camper out with the child's counselor or the Camp Director. Campers must sign out with a guardian signature who is on the pickup list. If you need to authorize another adult to pick up your child, you must send a written and signed note saying who is allowed and on what days permission is given. **No exceptions.**
- Campers bike riding or walking to camp will be allowed to sign themselves in and out but, only if written authorization from parent or guardian is on file, and will be dismissed at 4:00. We will ask that campers riding/walking together (such as siblings) leave together.

Transition Times

- In order to protect children, our policy on signing in and out is strictly enforced; therefore, at transition times there can be a line of parents waiting to check children in or out. Please allow a few extra minutes during these times and please be patient.

Early Pick Up

- If early pickup is needed, please contact the Camp Director via email or phone. **We ask that scheduled early pick up be communicated before 1:45pm to plan accordingly.** In the event the early pick up is unexpected, please call or email as soon as possible. Campers will only be released to individuals on the registration. Again, no exceptions.

Inclement Weather

- Camp will be held regardless of weather (with the exception of severely dangerous weather). Indoor activities will be held in the lodge.

Lunches/Snacks

- Nutritious, energy supplying lunches should be packed. Refrigeration is available. Please avoid lunches that need to be heated. No soda, or glass containers. Please send your camper with water bottles (re-useable water bottle can be refilled at camp). Please label lunch boxes and containers.

Cell Phones/Electronics

- It is strongly recommended that your child **does not** bring a cell phone or any other electronics to camp. Cell phones and other smart devices connected to services are not encouraged to be brought to camp (unless they are being used for medical conditions). If a smart device is brought to camp, campers will be expected to leave it in their bag or turn it into a camp staff member each day.
- Staff will monitor any use of a phone and we ask that parents do not excessively use phones as a way to talk to your children throughout the day. If you need to message your child, please call the lodge or email the camp director.
- Camp McSauba and Charlevoix Recreation are not responsible for lost/stolen items.

Before and After Care Options

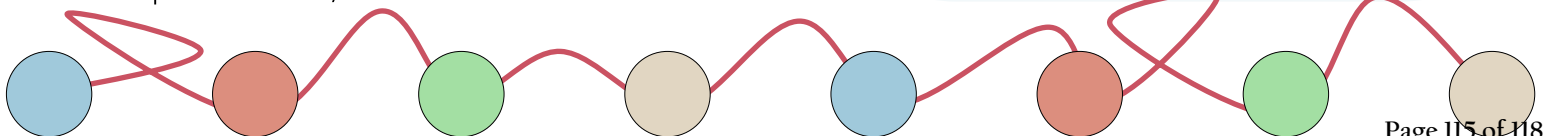
- **Camp Sunrise** allows campers to be dropped off at 8:00 AM Monday - Friday. There is a \$40/week fee and pre-registration is required. Campers not registered for Camp Sunrise will not be allowed in the Lodge until 8:30 and parents/guardians must stay with their child until 8:30. Pick up is at 4:00. No exceptions. **Camp Chill** extends pick-up time to 5:15 Monday through Thursday. **Friday pick-up remains 4:00 for all campers.** Campers will wind down in the Lodge with table games, books, and other quiet activities. There is a \$35/week fee and pre-registration is required. No drop-ins. Both Camp Sunrise and Camp Chill \$55.



Daily Schedule

8:00	Camp Sunrise Sign In
8:30	Campers Arrive /Sign In
9:00-9:45	Team Building 1st Activity Rotation
9:45-10:15	2nd Activity Rotation
10:15-11:00	Snack/Free Play
11:00-11:30	3rd Activity Rotation
11:30-12:00	Whole Group Activity
12:00-1:00	Lunch/Free Choice
1:00-1:45	Whole Group Activity
2:00-3:30	Beach/Swimming Time
4:00	Campers Sign Out
4:00-5:15	Camp Chill Sign Out M-Th
4:00	Friday - All Campers Sign Out

Camp Fires and S'more making will take place once a week, depending on the weather.



Health and Safety at Camp McSauba

Injuries: Safety for all campers is the number one priority of the entire staff. Policies and procedures are implemented and enforced to keep all campers safe. However, if there are bumps and bruises on-site, immediate care will be provided. All counselors have access to first aid kits containing: ice packs, Band-Aids, etc. Parents will be notified at the end of the day of minor injuries. In the unlikely event of a serious injury, 911 will be called immediately and you will be notified as soon as possible. The City of Charlevoix is not responsible for cost incurred due to an injury at camp. Health cost/treatment is the sole responsibility of parents.

Medication: The Camp Director and Assistant Director will administer prescription and over-the-counter medications only when the parent, or legal guardian has given written permission and directions to do so. All medications must be in its original container with the child's name on the label. **No exceptions.** All medications must be turned in to camp office each morning, please hand them in personally. **DO NOT send any medications in lunchboxes or backpacks.** Medicine will be placed in a medication lockbox in the camp office.

Illness: If your child is sick please keep them home. Any children sent to camp with an illness will be sent home. Children are sent home from camp for these reasons: fever, diarrhea, unexplainable rash, lice, upset stomach/vomiting. Any child experiencing these symptoms must stay home from camp until symptoms have been gone for 24 hours. Children with lice must be nit free before returning to camp. A doctors note is required to return to camp if your child has had a communicable disease. We need to consider all other campers and our staff.

Discipline: Camp staff enforce the expectations of being safe, respectful, and responsible each day and in each activity. Our goal is for all campers to have a fun an enjoyable experience at Camp McSauba. If behavior gets out of hand and discipline or consequences are required, camp staff will offer verbal reminders or warnings and attempt to redirect to appropriate alternatives. **If the behavior is not improved, consequences may include, but are not limited to: loss of privileges, parent contact, restorative practices, or removal from activities.** Behaviors will be documented and communicated with parents or guardians so that it may be addressed at home and at camp. If a camper is continually putting themselves, other campers, or staff members in danger, parents will be called to pick up children and camp attendance may be revoked. Parent and child must meet with the Camp Director before returning. Refunds will not be given.

Sun Protection: It is recommended that all campers arrive at camp with their own sunscreen. Camp staff encourage and remind campers to apply sunscreen every 2-3 hours, but **please review with your camper before attending camp how/where to apply sunscreen, that it should be reapplied, and to ask for help when needed** Spray sunscreen is recommended as well as sunscreen sticks for sunscreen application to nose, ears, and face.



Registration, Fees and Policy

Registration Deadlines

Camp weeks fill up quickly. Pre-registration is required and opens in March. For a complete copy of our registration policy, go to: [Camp McSauba | Charlevoix, MI](#)

Refund/Transfer Policy

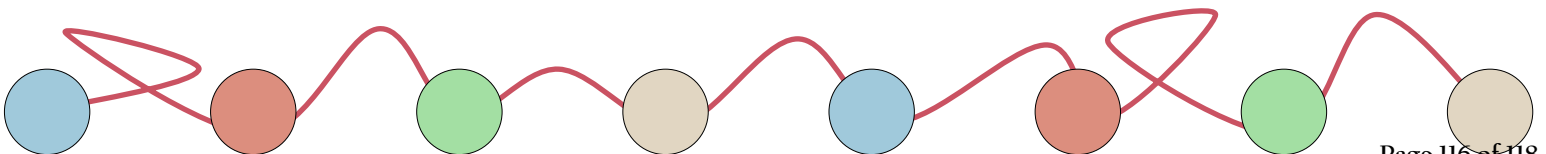
Please plan your camp weeks carefully. See our cancellation/refund policy on the next page. Transferring camp weeks from one camper to another is not permitted.

Late Pick-Up Policy

IMPORTANT: Pick up time is at 4:00 (5:15 if registered for Camp Chill). **If the camper is picked up late (4:10 or later), our policy is that you will be charged \$15 for every 15 minutes you are late.** Example: if you arrive at 4:10, you will be charged \$15, if you arrive at 4:25, you will be charged another \$15, etc. Pick up time is recorded based on the clock at Camp. Repeated late pick-ups may result your child being removed from future camps. Parents please plan ahead!

Payments

Camp weeks must be paid in full two weeks prior to your child attending the registered week of Camp.



Reminders

Camp Fees and Registration

Registration must be completed online at <https://secure.rec1.com/MI/charlevoix-mi/>. Fees must be paid two weeks in advance of the camp week you are registered for.

Cancellation / Refund Policy

- 30 days or more in advance = CivicRec credit or refund less 10%
- Less than 30 days in advance = CivicRec credit or refund less 25%
- Less than 14 days in advance = no credit or refund issued unless we can fill the campers spot, then CivicRec credit or refund less 25%

Sign-In & Sign-Out

Campers must sign in every morning. Parents/guardians/authorized individuals must sign their camper out everyday. Campers will not be released to anyone not on their pick-up list.

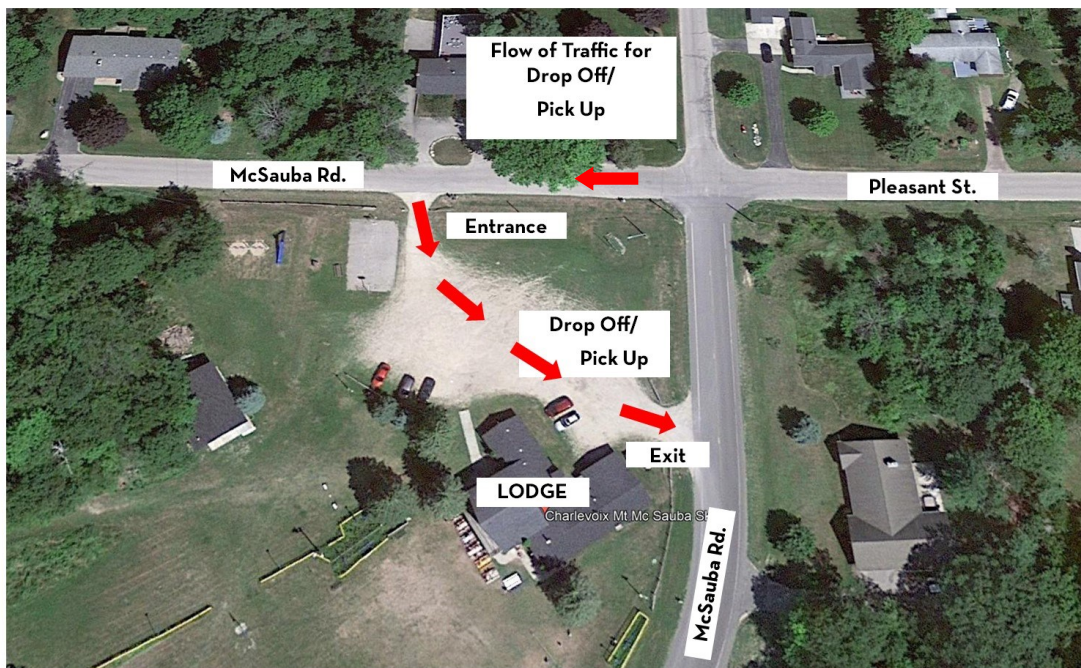
If you have any questions or concerns, please do not hesitate to contact the Recreation Department at (231) 547-3253.

Pick-Up

Please be prompt when it is time to pick up your camper. You will be charged a late fee of \$15 for every 15 minutes you are late. Repeated late pick ups may result in your child being removed from future camp weeks. Late penalties are strictly

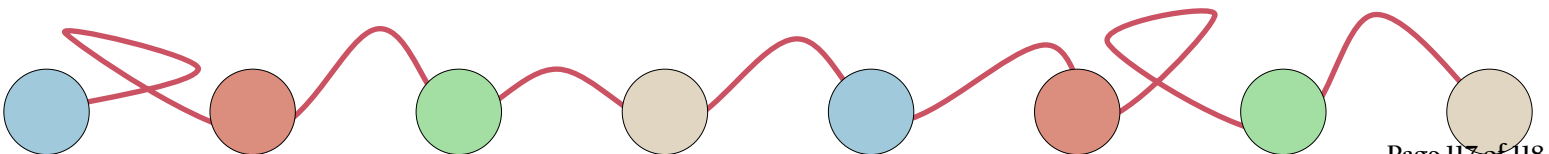


For the safety of our campers, please adhere to this flow of traffic.



Please Note:

All pick ups and drop offs will be car side. If you would like to walk your camper in, please park in an appropriate spot **outside** of the drop off line.



Charlevoix City Council

Reports and Communications

Title: Mayor and Council Comments

Date: February 16, 2026

Presented By:

Background:

Recommendation:

Attachments:

None