

PROPOSED MINUTES

Charlevoix Township Board Meeting

Special Meeting Draft Minutes

June 13th, 2024

Members Present: Dan Ulrich, Theda Williams, Patricia Greensky, Kate Stewart and J.B. Hoyt.

Meeting called to order at 12:00 p.m.

Pledge of Allegiance.

Agenda: Set a public hearing date for the 2024-2025 Budget. Amend the 2023-2024 Budget.

Williams made the motion to hold a Budget public hearing for the 2024-2025 Budget on June 26th at 3:00 p.m. with Hoyt supporting to approve the date. Motion carries unanimously. **(M52-24)**

The budget amendment was presented by Williams and Stewart made the motion with Greensky supporting, to approve the budget amendments. Motion carries unanimously. **(M53-24)**

See attached for budget amendments for General Fund, Water Fund and Fire Fund.

Public Comments: None.

Meeting Adjourned at 12:14 p.m.

Respectfully submitted,

Patricia Greensky, Township Clerk

Charlevoix Township Profit & Loss Budget vs. Actual July 2023 through May 2024

	Jul '23 - May 24	Budget	\$ Over Budget
Income			
101-403 · Current Property Taxes	555,084.09	550,000.00	5,084.09
101-410 · Community Stabilization	129,437.35	50,000.00	79,437.35
101-447 · Administration Fee	71,546.39	65,000.00	6,546.39
101-476 · Zoning Permits	3,450.00	2,500.00	950.00
101-477 · Short Term Rental Permits	2,250.00	3,000.00	-750.00
101-574 · State Revenue Sharing	191,992.00	150,000.00	41,992.00
101-626 · Charges for Services	8,337.71	0.00	8,337.71
101-697 · Transfers from Water Fund	0.00	60,000.00	-60,000.00
Total Income	1,127,329.01	880,500.00	246,829.01
Gross Profit	1,127,329.01	880,500.00	246,829.01
Expense			
101-700 · Employee & Trustee salaries			
101-701 · Employee Wages	232,073.81	220,000.00 240,500.00	12,073.81
101-702 · Trustee's Salary	4,990.82	8,200.00	-3,209.18
Total 101-700 · Employee & Trustee salaries	237,064.63	228,200.00	8,864.63
101-703 · Payroll Expenses	34,530.98	25,000.00 40,500.00	9,530.98
101-705 · Hospitalization	73,679.65	70,000.00 75,000.00	3,679.65
101-706 · Pension Plan	13,787.16	20,000.00	-6,212.84
101-707 · Workers Compensation	22,727.00	25,000.00	-2,273.00
101-716 · Roth IRA Plan	12,487.73	22,000.00	-9,512.27
101-726 · Office Supplies	17,460.36	15,000.00 20,000.00	2,460.36
101-801 · Professional Services	61,995.83	50,000.00 65,000.00	11,995.83
101-802 · Admin Support	5,895.00	10,000.00	-4,105.00
101-860 · Travel Expense	886.30	500.00	386.30
101-900 · Printing & Publishing	1,693.40	3,000.00	-1,306.60
101-956 · Other Expenses	12,862.79	15,000.00	-2,137.21
171-702 · Supervisor	30,332.40	32,860.00	-2,527.60
171-703 · Summer Tax Collection-Super.	683.00	683.00	0.00
171-705 · Deputy Supervisor	0.00	6,000.00	-6,000.00
171-706 · Meeting Per-Diem	904.00	5,000.00	-4,096.00
171-860 · Supervisor mileage	461.52	500.00	-38.48
191-702 · Election salaries	4,057.00	5,000.00	-943.00
191-726 · Election Supplies	3,400.23	3,000.00 3,000.00	400.23
191-900 · Election Printing & Publishing	847.43	1,000.00	-152.57
191-956 · Other Elect. Expenses	823.02	2,000.00	-1,176.98
209-702 · Assessor Salary	26,404.45	28,950.00	-2,545.55
209-726 · Assessor Supplies	0.00	1,000.00	-1,000.00
215-702 · Clerk Salary	29,400.00	31,850.00	-2,450.00
215-703 · Summer Tax Collection - Clerk	250.00	250.00	0.00
215-705 · Deputy Clerk	9,044.21	10,000.00	-955.79
215-706 · Clerk Election Pay	800.00	1,200.00	-400.00
215-860 · Clerk Travel	461.52	500.00	-38.48
215-956 · Clerk-Other Expense	0.00	500.00	-500.00
215-977 · Clerk New Equipment	0.00	2,000.00	-2,000.00
247-702 · Board of Review Salaries	1,320.00	2,500.00	-1,180.00
253-702 · Treas. Salary	22,984.56	24,900.00	-1,915.44
253-703 · Summer Tax Collection	7,200.00	7,200.00	0.00
253-705 · Deputy Treasurer	3,379.90	3,500.00	-120.10
253-860 · Treas. mileage	738.48	800.00	-61.52
253-977 · Treas. New Equipment	0.00	1,000.00	-1,000.00
254-726 · Summer Tax Printing & Supplies	1,144.55	1,200.00	-55.45
265-850 · Twp. Hall Telephone	3,569.46	5,800.00	-2,230.54
265-920 · Twp.Hall Utilities	4,440.83	8,000.00	-3,559.17
265-930 · Twp. Hall Repairs & Maintenance	8,956.12	10,000.00	-1,043.88
265-940 · Computer Maintenance	6,581.64	20,000.00	-13,418.36
265-977 · Twp. Hall New Equipment	0.00	3,000.00	-3,000.00
266-740 · Grounds & Equipment Fuel	5,101.65	5,000.00 5,000.00	101.65
266-930 · Bldgs. & Grounds Maintenance	73,664.14	65,000.00 77,000.00	8,664.14
266-977 · Builds & Grounds New Equipment	37,439.80	29,000.00 40,000.00	8,439.80
410-101 · Zoning Administrator Salary	4,645.90	12,000.00	-7,354.10
410-102 · Zoning Administrator Mileage	0.00	500.00	-500.00

Charlevoix Township Profit & Loss Budget vs. Actual July 2023 through May 2024

	Jul '23 - May 24	Budget	\$ Over Budget
410-702 · Planning/Zoning Board Salaries	9,324.72	10,000.00	-675.28
410-703 · Short Term Rental Administrator	2,450.00	4,000.00	-1,550.00
410-726 · Zoning Board Supplies	0.00	500.00	-500.00
410-801 · Zoning Brd. Profess. Services	6,251.41	6,000.00 7,000.00	251.41
410-860 · Zoning Travel Expense	416.69	1,000.00	-583.31
410-900 · Plann. Comm. Print. & Publish.	0.00	1,000.00	-1,000.00
410-956 · Zoning Misc. Expense	0.00	1,000.00	-1,000.00
446-801 · Hwys. & Sts. Profess. Services	0.00	10,000.00	-10,000.00
446-969 · Hwys. & Sts. Maintenance	124.80	25,000.00	-24,875.20
446-974 · Hwys. & Sts. Improvements	182,582.83	250,000.00	-67,417.17
751-920 · Recreation Utilities	2,152.63	3,000.00	-847.37
751-930 · Recreation Maintenance	15,041.48	28,000.00	-12,958.52
751-974 · Recreation Land Improvements	3,700.00	20,000.00	-16,300.00
751-975 · Lake to Lake Trails	0.00	10,000.00	-10,000.00
865-910 · Insurance & Bonds	-15,403.00	45,000.00	-60,403.00
865-920 · Undesignated	0.00	240,271.27 139,771.27	240,271.27
970-972 · Building Improvements	57.60	10,000.00	-9,942.40
970-973 · Equipment	13,351.75	3,000.00 15,300.00	10,351.75
990-100 · Transfers to Fire Fund	0.00	82,500.00	-82,500.00
990-200 · Transfers to Water Fund	76,087.19	175,000.00	-98,912.81
Total Expense	1,223,619.32	1,740,664.27	-517,044.95
Net Income	-96,290.31	-860,164.27	763,873.96

Charlevoix Township Water Fund
Profit & Loss Budget vs. Actual
 July 2023 through May 2024

	Jul '23 - May 24	Budget	\$ Over Budget
Income			
591-200 · Transfer from Gen. Fund (ARPA)	75,000.00	175,000.00	-100,000.00
591-642 · Water Sales and Penalties	345,223.46	360,000.00	-14,776.54
591-667 · Rent Income	37,873.22	40,000.00	-2,126.78
Total Income	466,257.32	575,000.00	-108,742.68
Gross Profit	466,257.32	575,000.00	-108,742.68
Expense			
591-801 · Professional Services	25,821.88	40,000.00 30,000.00	-14,178.12 ✓
591-802 · Connection Expense	1,344.00	10,000.00 5,000.00	-8,656.00 ✓
591-830 · Truck Lease	12,090.21	15,000.00	-2,909.79
591-900 · Printing & Publishing	49.30	2,000.00	-1,950.70
591-910 · Insurance	19,888.00	20,000.00	-112.00
591-920 · Utilities	51,261.48	50,000.00 53,000.00	1,261.48
591-930 · Repairs & Maintenance	169,745.00	165,000.00 171,000.00	4,745.00
591-932 · Fuel Costs	7,290.83	15,000.00	-7,709.17
591-933 · Supplies	20,005.27	20,000.00 19,000.00	5.27
591-956 · Miscellaneous Exp.	5,983.56	10,000.00	-4,016.44
591-967 · Future Project Costs	0.00	40,000.00	-40,000.00
591-972 · Water System	129,463.64	234,465.71	-105,002.07
591-974 · Transfers to General Fund	0.00	60,000.00	-60,000.00
Total Expense	442,943.17	681,465.71	-238,522.54
Net Income	23,314.15	-106,465.71	129,779.86

Charlevoix Township Fire Dept Fund
Profit & Loss Budget vs. Actual
 July 2023 through May 2024

	Jul '23 - May 24	Budget	\$ Over Budget
Income			
206-627 · Fire Protection	256,700.00	350,500.00	-93,800.00
Total Income	273,952.19	350,500.00	-76,547.81
Expense			
206-702 · Wages and Salaries	111,466.57	143,000.00	-31,533.43
206-703 · Payroll Expenses	28,483.30	50,000.00	-21,516.70
206-704 · Dive Team Wages & Salaries	0.00	3,500.00	-3,500.00
206-716 · Roth Plan	7,565.28	12,000.00	-4,434.72
206-740 · Operating Supplies	624.15	16,000.00	-15,375.85
206-741 · Fuel	7,968.63	12,000.00	-4,031.37
206-810 · Insurance	40,687.00	41,000.00	-313.00
206-830 · Truck Lease	8,922.21	11,000.00	-2,077.79
206-850 · Telephone	2,335.57	6,000.00	-3,664.43
206-930 · Repairs and Maintenance	36,371.71	60,000.00	-23,628.29
206-931 · Building Maintenance	5,877.16	12,000.00	-6,122.84
206-940 · Utilities	13,614.79	14,000.00	-385.21
206-945 · Training	1,623.91	3,000.00	-1,376.09
206-950 · Contracted Services	9,681.57	10,000.00	-318.43
206-956 · Miscellaneous Expense	3,075.05	4,000.00	-924.95
206-977 · New Equipment	9,740.87	301,562.84	-291,821.97
Total Expense	288,037.77	699,062.84	-411,025.07
Net Income	-14,085.58	-348,562.84	334,477.26